

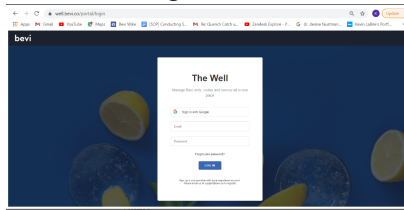
bevi. How to Get a Usage Report From "The Well"

This document is intended to show you how to look at usage for a customer via Bevi's Portal - The Well

Usage Reports can be a useful way to find out what your customers are consuming. Here is a quick guide to learn how to pull a usage report via Bevi's Portal - The Well.

1. Navigate to "The Well" and log in.

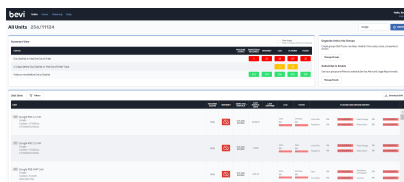
- The Well is located at www.well.bevi.co
- You will be prompted to Log in.



If you need help, please contact support@bevi.co

2. The Well Main Screen -

Once you are logged in you will see The Well main screen showing you all the machines assigned to you - Using the Search field Type in the customer you are looking to view usage data for:



There are three sections of the main page

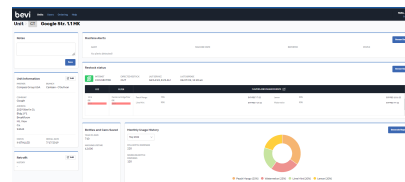


There are three main sections to The Well

- A) **The Status Area:** Here you can see the status of your Bevi(s) in an overview, and how many items may need attention.
- B) **The Message Center:** Here you can create automated email alerts and manage the people you send them to.
- C) **The Unit View Area:** Here you can choose the machine you want to look at in greater detail.

3. Finding the Usage Report

- In Section C you will see a list of Bevi's located at that customer. Select the Unit you want to look at to get to the status page of that machine



- a. In the middle of the page, you will see an area titled Monthly Usage History



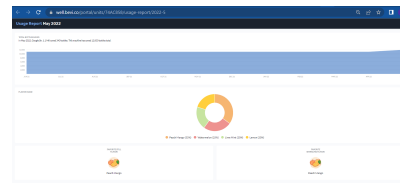
- b. Select the Month you would like to view

- c. Once you select a month, you will see the dispense data for that period

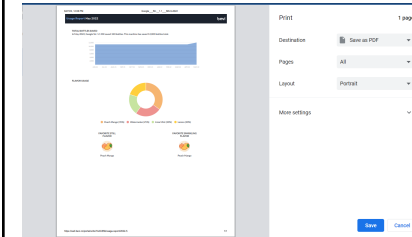


- d. Select the Generate Report button to view

- a. A summary of bottles for the month selected
- b. A monthly graph of the previous 12 months
- c. The most popular still and sparkling flavors



- 6. If desired - Using the Print Feature on your computer, select print and select the file type you would like to send to the customer



Other features of The Well.



There are three main sections to The Well

- A) **The Status Area:** Here you can see the status of your Bevi(s) in an overview, and how many items may need attention.
- B) **The Message Center:** Here you can create automated email alerts and manage the people you send them to.
- C) **The Unit View Area:** Here you can choose the machine you want to look at in greater detail.

The Well is here to make sure you understand the latest and greatest up to date information about your customers. Use the well to:

- a. Register new users to allow for tracking of consumables
- b. Track consumables of all of your Bevi's
- c. Send Reports to selected users to keep them up to date

As always if you have any questions email support@bevi.co

