

# How do I review monthly usage per unit and generate reports?

Navigate to [well.bevi.co/portal](https://well.bevi.co/portal)  
Click on any unit to see usage details monthly, annually, and machine lifetime

## Annual data

**1**

**Bottles and Cans Saved**

YEAR-TO-DATE  
740

MACHINE LIFETIME  
740



## Monthly data

**2**

**Monthly Usage History**

June 2022

STILL BOTTLE DISPENSES  
300

SPARKLING BOTTLE DISPENSES  
29

**3a**

**3b**

**4a** Generate Report

- Key Lime (22%)
- Raspberry (21%)
- Black Cherry (12%)
- Electrolytes (11%)
- Caffeine (11%)
- Blackberry Lime (10%)
- Immunity (9%)
- Coconut (3%)

1. **Total bottles and cans saved** Year-to-date and over the machine lifetime.
2. **Monthly Usage History** shows usage within a given month.
  - a. Select the month using the drop down menu to see a breakdown.
3. **Total bottles dispensed per month** broken down by still / sparkling (3a) and flavors dispensed (3b).
4. Click **“Generate Report”** (4a) to see a Usage Report (4b) for that particular month and usage trends over the past 12 months.