

How do I set up groups?

Navigate to well.bevi.co/portal

The screenshot displays the Bevi portal interface. At the top, there's a navigation bar with 'bevi' logo, 'Units', 'Users', 'Ordering', and 'Help' menus. A user profile 'Hello, [name]' is visible in the top right. Below the navigation, the main header shows 'All Units 11361/11361' and a search bar. The 'Summary View' section contains a table with columns for 'STATUS', 'MACHINE ALERTS', 'SANITATION REQUIRED', 'INTERNET', 'CO2', 'FLAVORS', and 'FILTER'. The table lists three status categories: 'Out, Expired, or Machine Out of Order' (19, 297, 3401, 744, 6942, 905), '1-3 days before Out, Expired, or Not Out of Order issue' (12, 85, 607, 29), and '4 days or more before Out or Expired' (11061, 7260, 8878, 11292, 2867). To the right, the 'Organize Units into Groups' section has a 'Manage Groups' button with a large '1' icon and a 'Subscribe to Emails' section with a 'Manage Emails' button. Below the summary, the 'Unit View' section shows a table with columns for 'UNIT', 'MACHINE ALERTS', 'INTERNET', 'EXPECTED RESTOCK', 'LAST SERVICE DATE', 'LAST DISPENSE', 'CO2', 'FILTER', and 'FLAVORS AND ENHANCEMENTS'. A single unit is visible with details like 'N/A' for machine alerts, '9/23/22' for expected restock, and various flavor expiration dates.

1. Click **“Manage Groups”** (see image above).
2. Click **“Add Group”**.
 - a. Fill in **Group Name**, for future identification by location, routes, zones, companies, or drivers (e.g., *San Francisco* or *Google*).
 - b. **Type** in **Unit Name** and click to add the unit to the group. (*Repeat this step to add multiple units*).
3. Click **“Save and Schedule Email”**