

# Well Guide: Help

Navigate to [well.bevi.co/portal](http://well.bevi.co/portal)

1. Click "Help" to access all video resources (see image), and links below.

## Well Videos

- [Logging In](#)
- [Adding a Unit \(Registering a unit\)](#)
- [Creating Email Subscriptions](#)
- [Adding and Managing Users](#)
- [Creating and Managing Groups](#)
- [Inventory Tracking](#)

## Machine Videos + Guides

[Partners.bevi.co](http://Partners.bevi.co)

The screenshot shows the Bevi portal interface. At the top, there is a navigation bar with 'bevi' logo, 'Units', 'Users', 'Ordering', and 'Help' (highlighted with a yellow circle and the number 1). A 'Hello, [Name]' and 'Log out' link are in the top right. Below the navigation is a 'Summary View' section for 'All Units 11361/11361'. It includes a search bar and an 'Add Unit' button. The summary view contains a table with columns: STATUS, MACHINE ALERTS, SANITATION REQUIRED, INTERNET, CO2, FLAVORS, and FILTER. Data rows show counts for various status categories like 'Out, Expired, or Machine Out of Order' and '1-3 days before Out, Expired, or Not Out of Order issue'. To the right of the summary view are two panels: 'Organize Units into Groups' and 'Subscribe to Emails'. Below the summary view is a 'Unit View' section with a 'Filters' dropdown and a 'Download CSV' button. It displays a detailed table for a specific unit with columns: UNIT, MACHINE ALERTS, INTERNET, EXPECTED RESTOCK, LAST SERVICE DATE, LAST DISPENSE, CO2, FILTER, and FLAVORS AND ENHANCEMENTS.

STATUS	MACHINE ALERTS	SANITATION REQUIRED	INTERNET	CO2	FLAVORS	FILTER
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	807	29
4 days or more before Out or Expired				11064	7960	8878
					31932	8069

  

UNIT	MACHINE ALERTS	INTERNET	EXPECTED RESTOCK	LAST SERVICE DATE	LAST DISPENSE	CO2	FILTER	FLAVORS AND ENHANCEMENTS
11361/11361	N/A		9/23/22	7/5/22	07/12/22 4:11 PM	10lb 18% DOE 10/9/22	filter DOE 6/30/24	Grapefruit 94% Lime Mint 98%