IQ PRODUCTS TRAINING MANUAL

Bell
SENSING TECHNOLOGIES™

Inside Cover
TBD (graphics)

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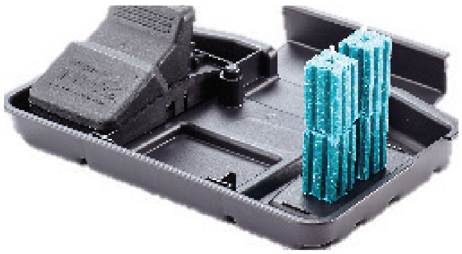


Protecta EVO EXPRESS iQ

TRAPPER® 24/7 iQ

COMING SOON

TRAPPER T-Rex iQ

Protecta EVO AMBUSH iQ

PORTAL

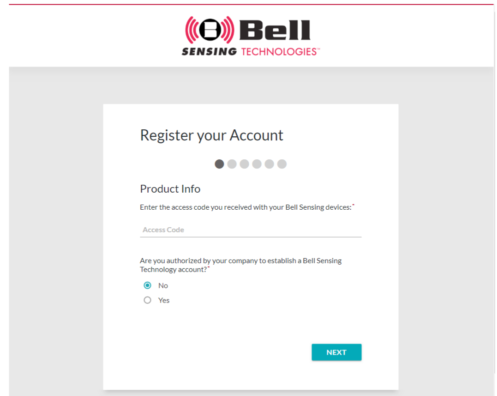
GETTING STARTED WITH IQ

Once you have purchased your IQ products through your local distributor you will need to set up your online portal.

Contact Bell Sensing Technologies for your unique “Access Code”.

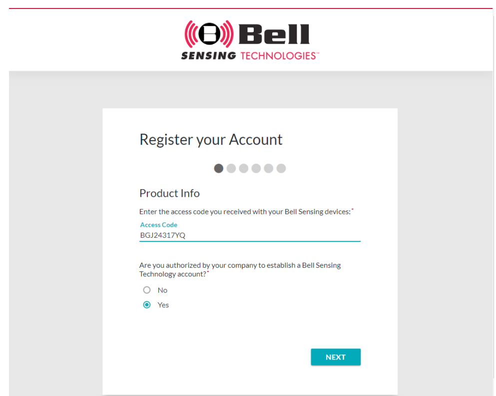
Bell Sensing Technologies personnel will send you the website link along with your unique “Access Code”.

https://smartwave-smart-trap-portal-dev.azurewebsites.net/Account/Register



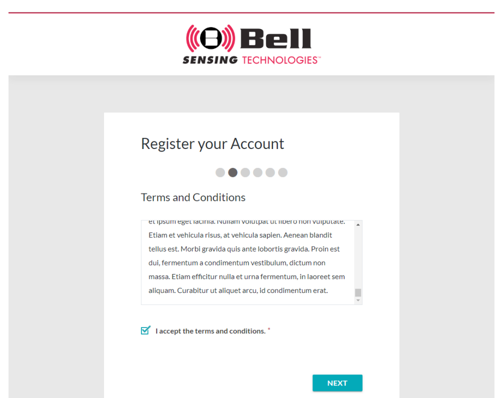
Input your “Access Code” and choose yes to “Are you authorized by your company to establish a Bell Sensing Technology account?”.

Click “Next”.



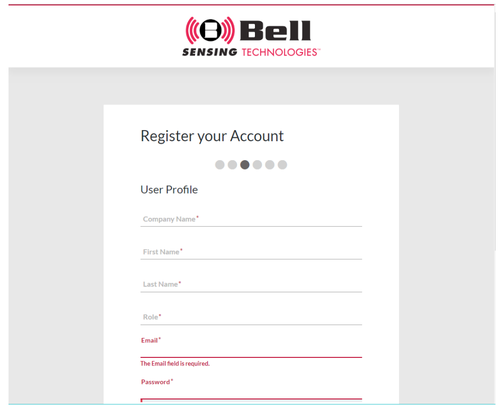
After reading through the terms and conditions check the box next to “I accept the terms and conditions”.

Click “Next”.



Fill in all “User Profile” Information. This includes: company Name, first name, last name, role, email, password and confirm password.

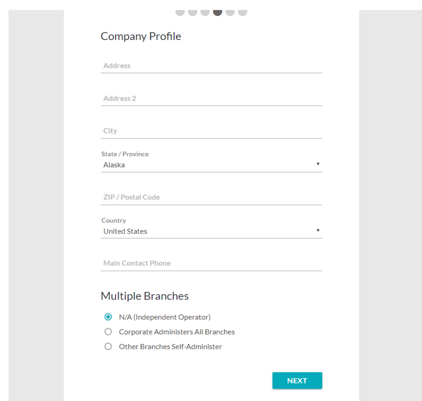
Click “Next”.



Fill in all “Company Profile” information. This includes: address and phone number.

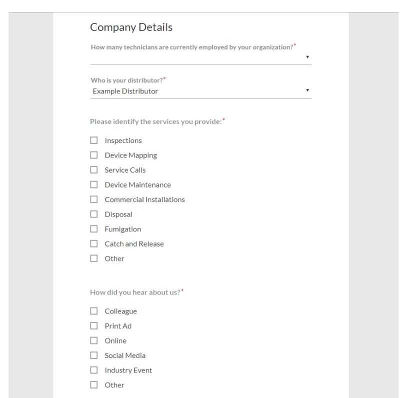
Choose if your account will have multiple branches or not.

Click “Next”.



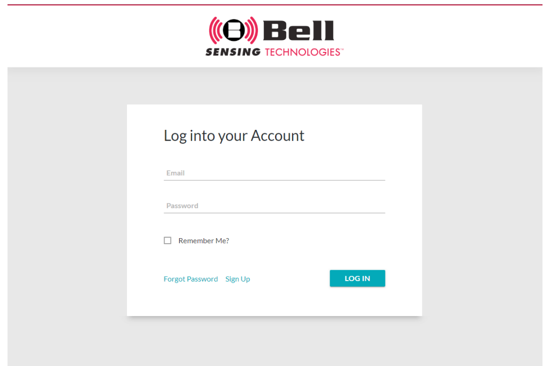
Fill in all “Company Details” information. This includes: how many techs, distributor, services you provide and how did you hear about us.

Click “Next”.



Click “Log In”.

This will take you to the screen where you can log in and set up your branches, accounts and users.



Once on the login screen fill in your “Email” and “Password”.

Click “Log In”.

The “Trial Account” page will pop up letting you know that this is a 90-day trial. Click “Continue Trial”.

Input your credit card and billing details.

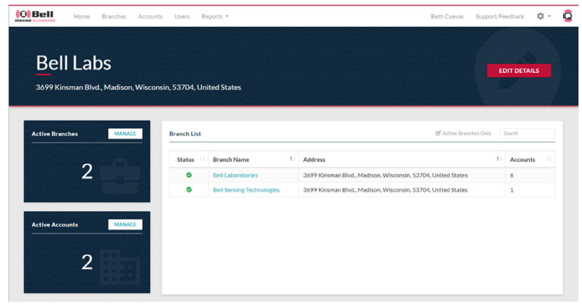
Click “Next”.

Review payment details.

Click “Begin Sensing”.

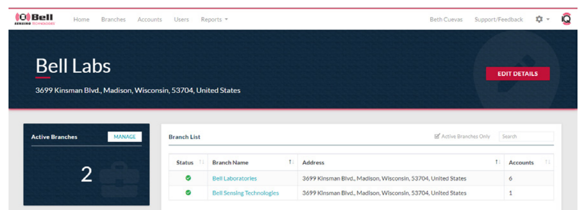
Home Dashboard

When you login to your portal you will be automatically taken to your home dashboard.

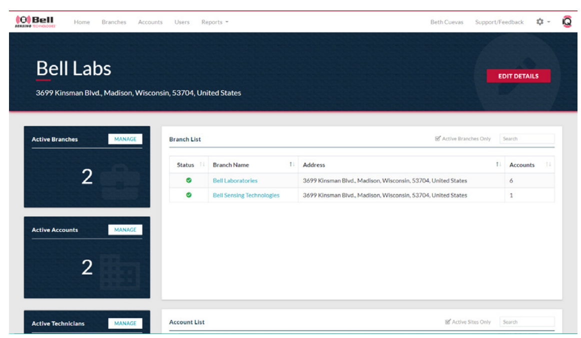


This will give you a quick snapshot of all the information you have access to within your online portal.

On the home dashboard you will see:

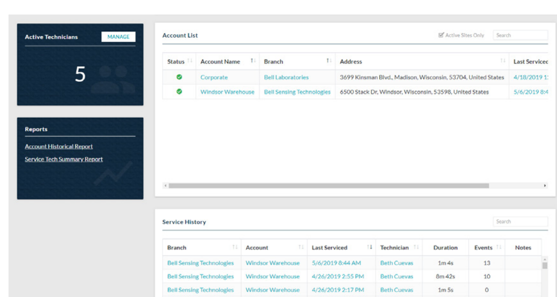


Active Branches
You can click “MANAGE” to see a listing of all branches.

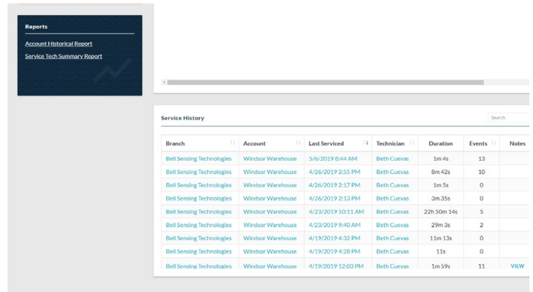


Active Accounts
You can click “MANAGE” to see a listing of all accounts.

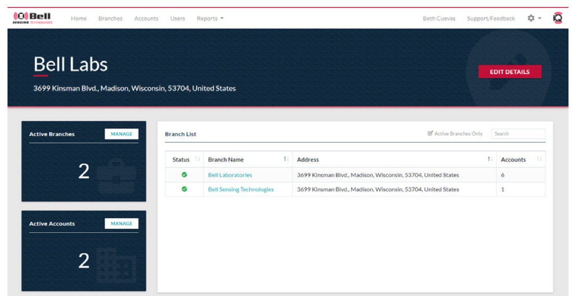
Active Technicians
You can click “MANAGE” to see a listing of all technicians.



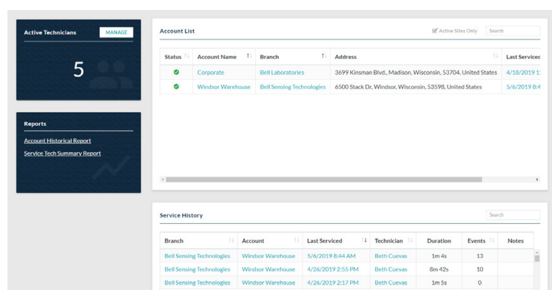
Reports
You can click "Account Historical Report" or "Service Tech Summary Report" to quickly jump to the report itself.



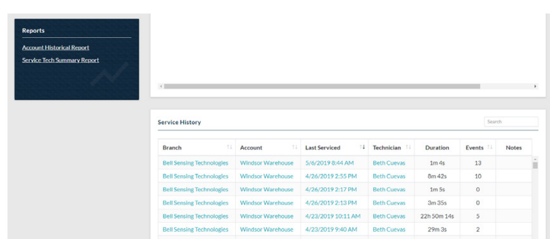
Branch List
This will be a listing of all active branches. To view inactive branches uncheck the "Active Branches Only". This will show you the branch name, address and how many accounts are linked to that branch.



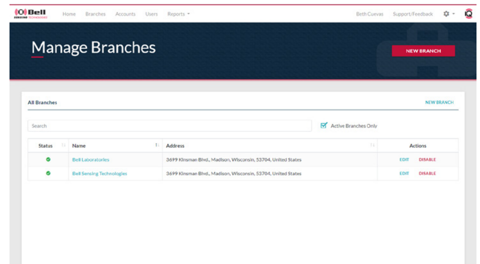
Account List
This will be a listing of all active accounts. To view inactive accounts uncheck the "Active Accounts Only". This will show you the account name, branch, address and the date it was last serviced.



Service History
This will be a full listing of all service visits at all accounts showing branch, account name, date it was last serviced, the technician, how long the service visit lasted, how many events were recorded

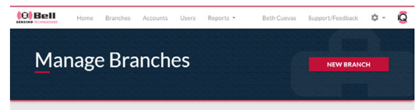


Creating Branch(es)

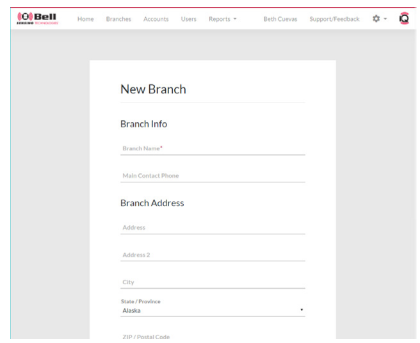


On the homepage of your portal click “Branches” across the top of the screen.

On the right-hand side of the screen click the red “NEW BRANCH” icon.



Input branch information: name, phone, address and upload a logo if you would like.



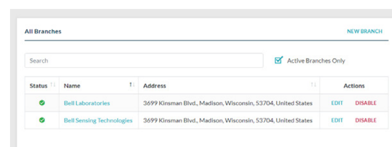
Click “CREATE NEW BRANCH”.

Your new branch will now show up on your “Manage Branch” list.

Viewing Branch(es)

The “Manage Branch” list will show you a list of all active branches.

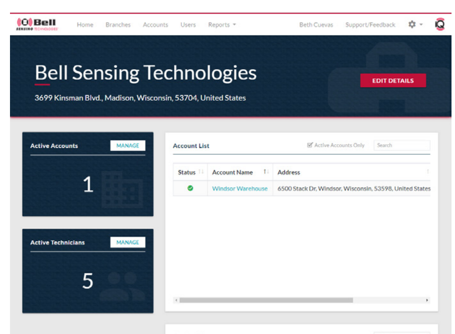
If you wish to see inactive branches, uncheck the “Active Branches Only”.



Selecting Branch(es)

To choose a branch click the blue branch name.

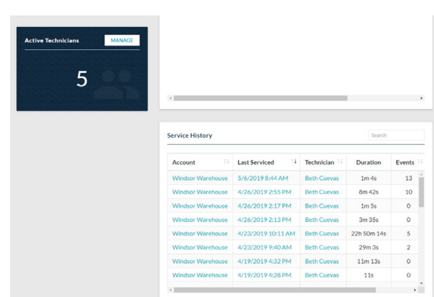
Branch Dashboard



Once on the selected branch dashboard you will see:

Active Accounts
You can click “MANAGE” to see a listing of all accounts.

Active Technicians
You can click “MANAGE” to see a listing of all accounts.



Account List
This will be a listing of all active accounts at this branch. To view inactive accounts uncheck the “Active Accounts Only”.

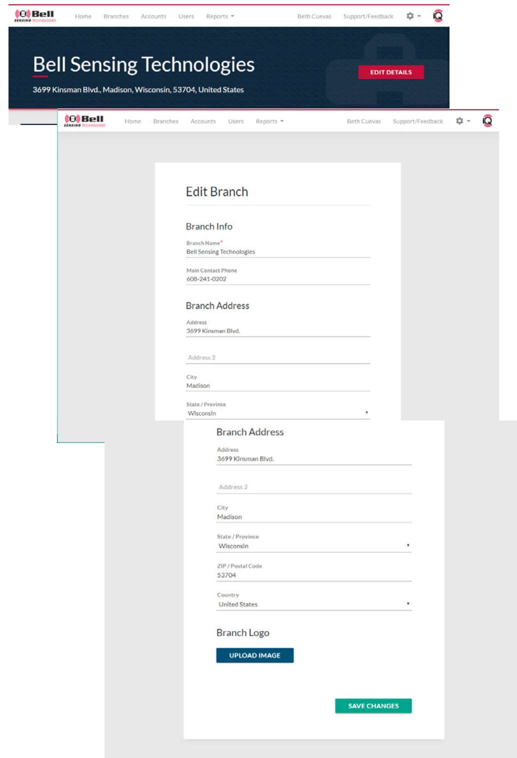
Service History
This will be a full listing of all services visits at all accounts associated with the branch dashboard you have currently selected.

Editing Branch(es)

On the branch dashboard you can make edits to your branch information by clicking the red “EDIT DETAILS” icon in the upper right-hand corner.

Make any changes that are needed.

Click the blue “SAVE CHANGES” icon on the bottom right-hand corner of the page.

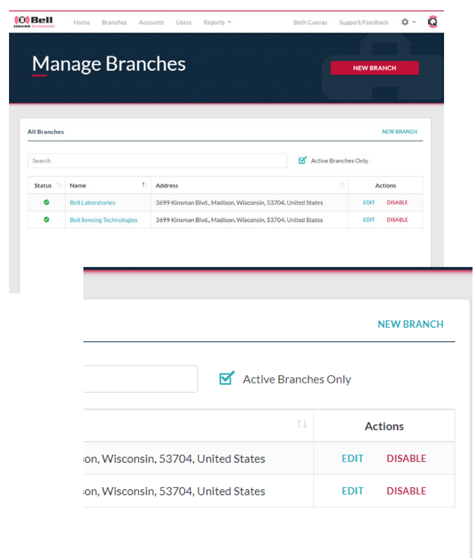


Disabling Branch(es)

On the homepage of your portal click “Branches” across the top of the screen.

This will show you a list of all active branch-es.

To disable a branch click the red “DISABLE” icon under the actions column.



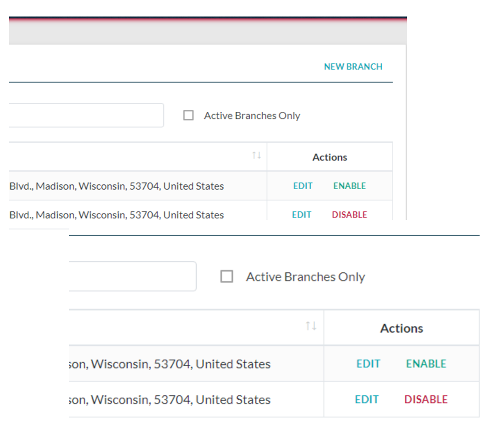
Enabling Branch(es)

On the homepage of your portal click “Branches” across the top of the screen.

This will show you a list of all active branch-es.

In order to see inactive branches, uncheck the “Active Branches Only”.

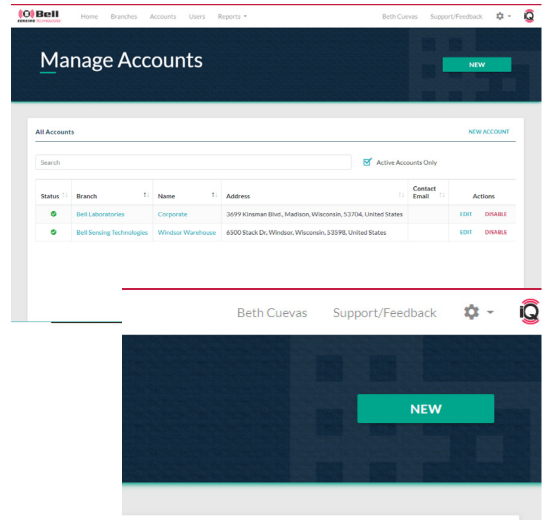
On the right-hand side click the blue “En-able” icon.



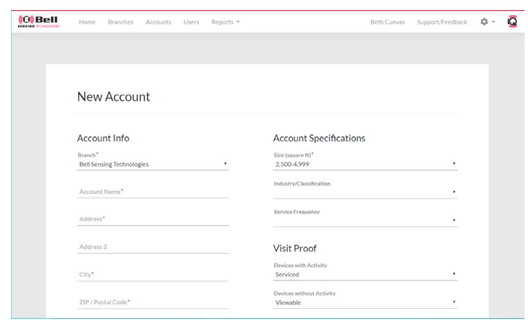
Creating Accounts

On the homepage of your portal click “Accounts” across the top of the screen.

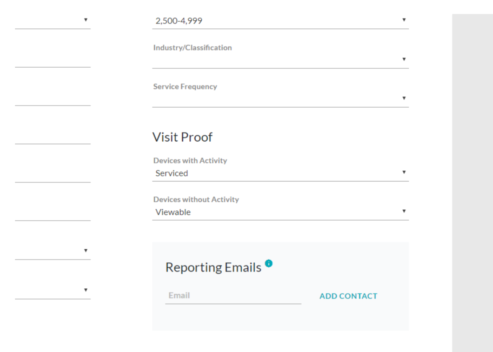
On the right-hand side of the screen click the blue “NEW ACCOUNT” icon.



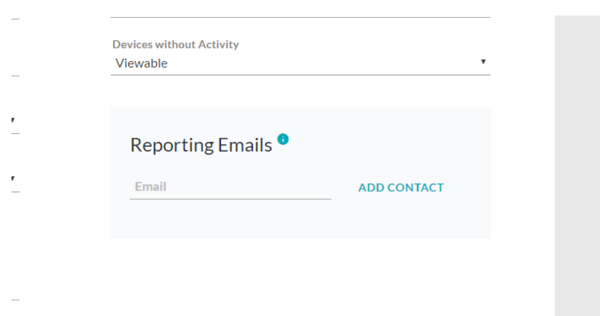
Input account information: choose branch, account name, address, client contact info, account specifications, visit proof, reporting emails and upload a floor plan if you would like.



Visit Proof:
Under the visit proof section you will have the option of choosing “Serviced” or “Viewable” for devices with and without activity. “Serviced” means that during the onsite service visit you have to physically tap on the circle within the app to download the information from the sensor in order to have the device shown as serviced.
“Viewable” means that if the device comes within the ‘viewable’ range of the app (typically 10-20 feet) during your onsite visit, it will show the device as serviced.
**** The default setting will be: devices with activity “Serviced” and devices without activity “Viewable”. You can change these settings at any time.



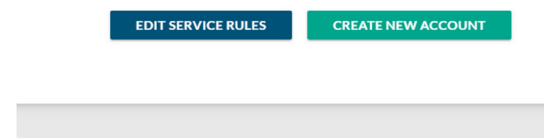
Reporting Emails:
Under the reporting emails section you have the option to add an email address of anyone you would like to receive the service report email once the onsite service visit is completed. You can add and remove email addresses using this feature as any time.

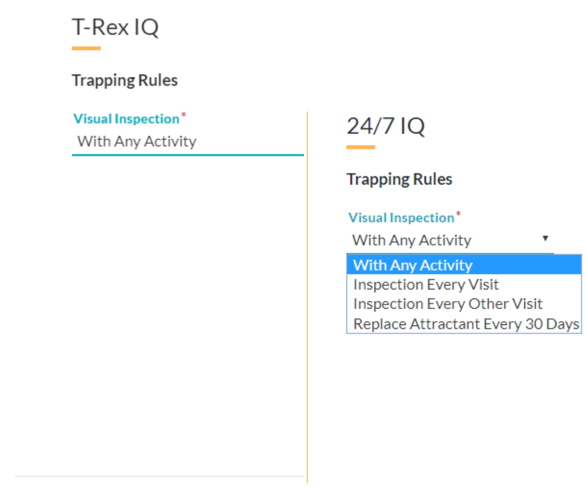


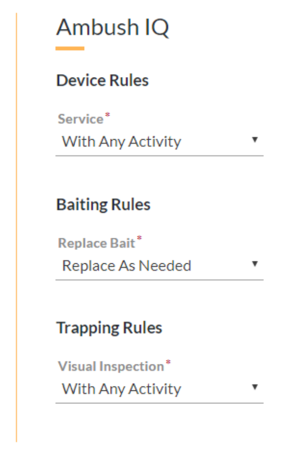
Service Rules:
To create you custom service rules for the account click the blue “Edit Service Rules” icon on the bottom right-hand corner next to “Save Changes”.

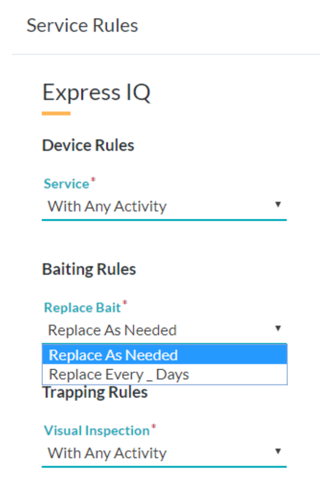
There will be service rule options for each of the four different products we currently offer within our IQ platform.
Trapper® 24/7 IQ™ & Trapper® T-REX® IQ™
Trapping Rules
Visual Inspection
With Any Activity
Inspection Every Visit
Inspection Every Other Visit
Replace Attractant Every 30 Days
Protecta® EVO® Ambush® IQ™ & Protecta® EVO® Express® IQ™
Device Rules
Service
With Any Activity
Every Visit
Every Other Visit
Every __ Days
Choose number of days
Baiting Rules
Replace Bait
Replace As Needed
Replace Every __ Days
Choose number of days
Trapping Rules
Visual Inspection
With Any Activity
Inspection Every Visit
Inspection Every Other Visit
Replace Attractant Every 30 Days

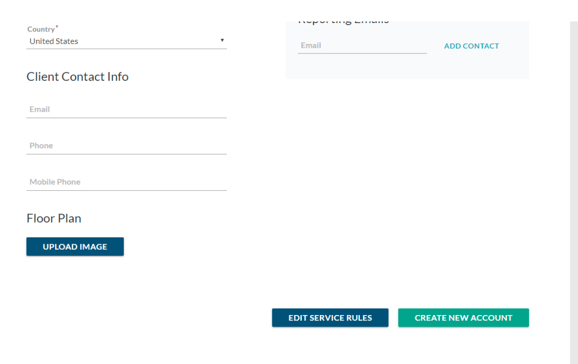
After finalizing your custom service rules click the blue “CLOSE” icon in the bottom right-hand corner. Again, you can change these at any time.

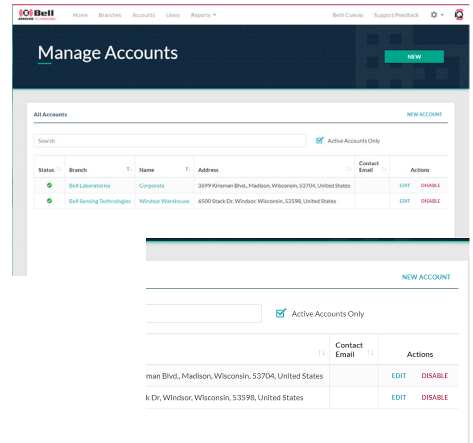










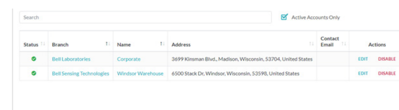


Viewing Accounts

This is the screen where you can view all active accounts.

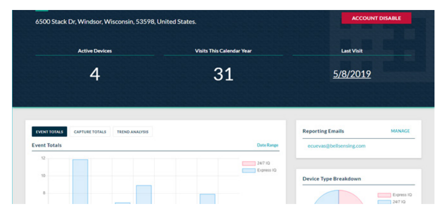
If you wish to see inactive accounts, uncheck the “Active Accounts Only”.

Selecting Accounts

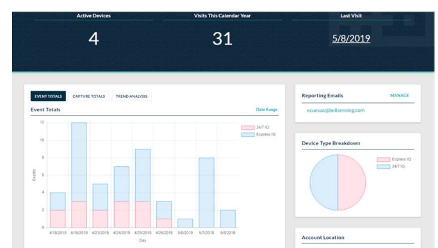


To choose an account click the blue account name.

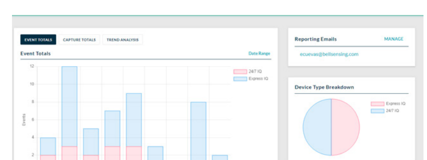
Account Dashboard



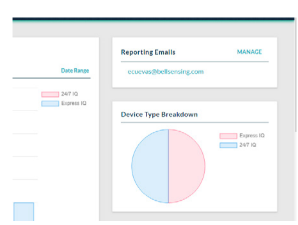
Once on the selected account dashboard you will see the detailed account information:
Name
Address
Active devices
Total visits for the calendar year
Date of last visit



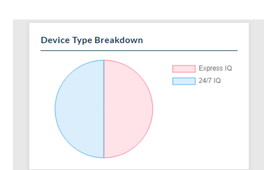
Under the detailed account information you will see a number of graphs.
The graphs include:
Event Totals
Capture Totals
Trend Analysis
To create a custom date range for any of these graphs click the blue “Date Range” at the top right of the graph section.



Choose a preselected date range or create a custom range.
Once the range is selected the graph will automatically adjust to go to that specific range.



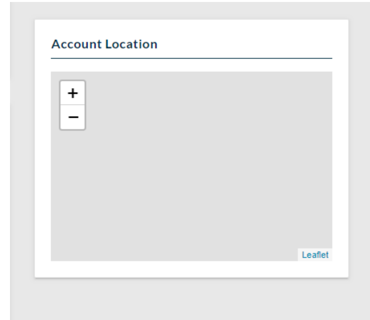
You can click device types to take them off of the graph or add them back on.



Reporting Emails

Account Location

This section is a map of where the account is located. The information for this will be pulled from Google Maps using the address inputted as the account's address.



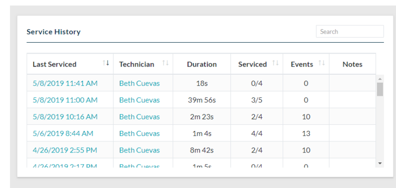
Service History

This section provides the detailed information of the service history of the account.

For each service visit it will show the day/time it was serviced, the technician, the duration of the service, how many devices were serviced, the event totals for all devices and any notes recorded during the service visit.

In this section you can click the blue dates to pull up a specific service date

You can also click a technician name to pull up that user's dashboard.

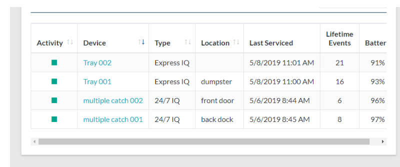


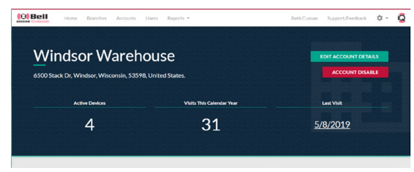
Device List

This section is a listing of all devices currently deployed at the account.

Each device will show the device name, type, location, day/time it was last service, lifetime events and its current battery level.

In this section you can click any of the blue device names to navigate to that specific device's dashboard.



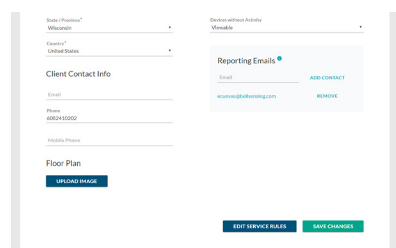


Editing Accounts

To edit the account details when you are on the account dashboard click the red "Edit Details" icon on the right-hand side.

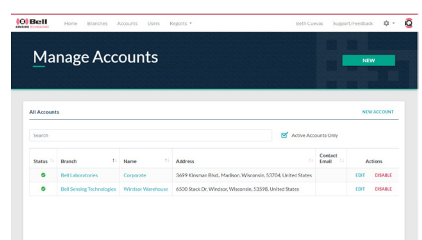
Make any changes that are needed.

Click the blue "SAVE CHANGES" icon on the bottom of the page.



Disabling Accounts

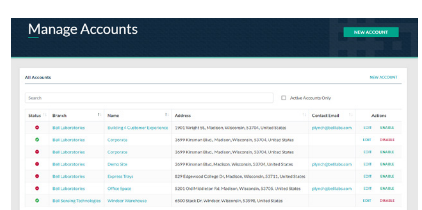
On the homepage of your portal click "Accounts" across the top of the screen. This will show you a list of all active accounts. To disable an account click the red "DISABLE" icon under the actions column for the account you would like to disable.



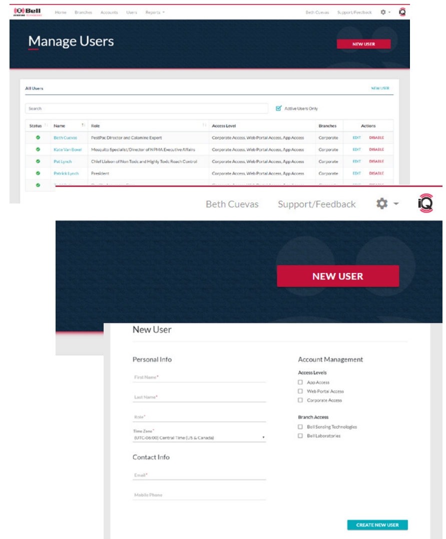
Enabling Accounts

On the homepage of your portal click "Accounts" across the top of the screen. This will show you a list of all active accounts. In order to see inactive accounts, uncheck the "Active Accounts Only".

On the right-hand side click the blue "Enable" icon next to the account you would like to enable.



Creating Users



On the homepage of your portal click “Users” across the top of the screen.

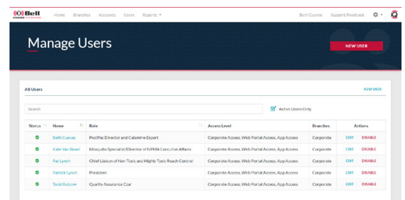
On the right-hand side of the screen click the red “NEW USER” icon.

Input user information including: personal info, contact info, access level & branch access options.

Click the blue “CREATE NEW USER” icon.

Your new user will now appear on your “Manage Users” list.

Viewing Users

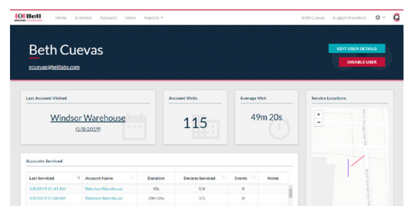


This view will show you a list of all active and inactive users.

If you wish to see pending users, check the box next to “Pending Users”.

Selecting Users

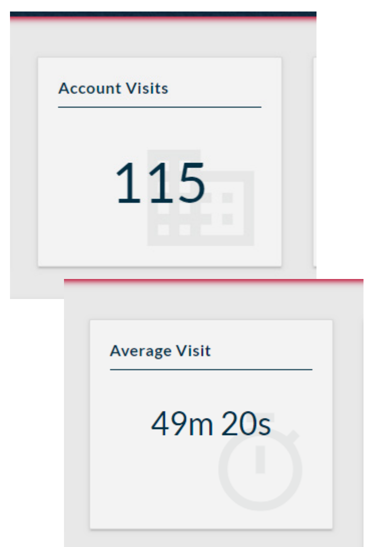
To choose a user click the blue user name.



User Dashboard

Once on the selected user dashboard you will see:

Last Account Visited
This section includes the name of the account as well as the date.

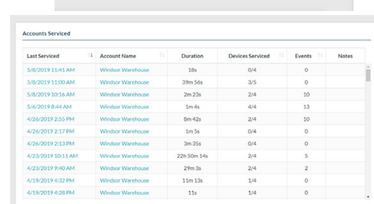


Account Visits
This section is the number of accounts the user has ever visited.

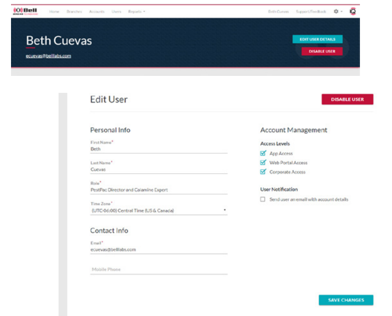
Average Visit
This section is the average time it takes for the user to service an account.

Service Locations
This section is a map of one of the locations the user has serviced.

Accounts Serviced
This section is a full listing of all accounts the user has serviced.
For each account visit it will show you the day/time it was serviced, the account name, the duration of the service, how many devices were serviced, how many events total for all devices at that service visit and any notes recorded during the service visit.
In this section you can click the blue dates to pull up a specific service date
Also you can click any of the blue account names to navigate to that specific account’s dashboard.



Editing Users

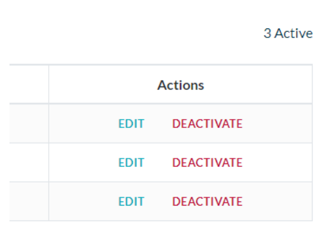


Once you're on the user dashboard in the upper right-hand corner click the blue "Edit User Details" icon.

Make any changes that are needed.

Click the blue "SAVE CHANGES" icon on the bottom right-hand corner of the page.

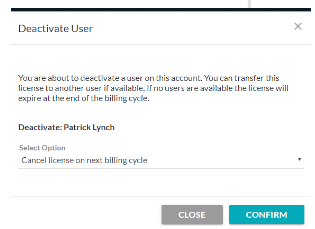
Disabling Users



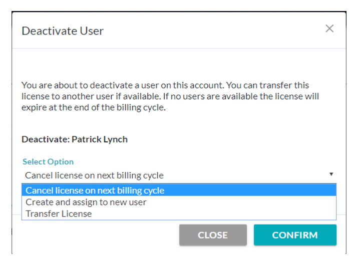
On the homepage of your portal click "Users" across the top of the screen.

This will show you a list of all active and inactive users.

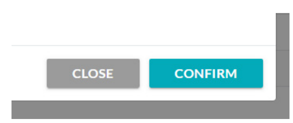
To deactivate a user click the red "DEACTIVATE" icon under the actions column.



A screen will pop up reading "You are about to deactivate a user on this account. You can transfer this license to another user if available. If no users are available the license will expire at the end of the billing cycle."



Select the best option:
Cancel license on next billing cycle
Create and assign a new user
Transfer License
If choosing this option you will need to have already created a new user and choose their name from the drop down box.



Click the blue "CONFIRM" icon.

Activating Users

On the homepage of your portal click "Users" across the top of the screen.

This will show you a list of all active and inactive users.

On the right-hand side click the blue "ACTIVATE" icon.

Read through the license subscription information.

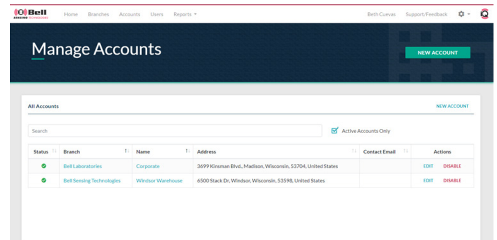
Select option:
Add Additional License
Transfer License

Check the box next to the "I understand" statement.
Click the blue "CONFIRM" icon.

This will activate the user.

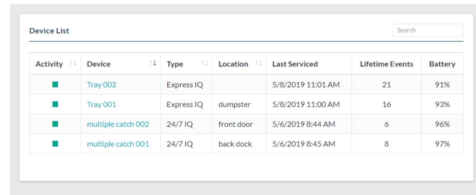
Viewing Devices

On the homepage of your portal click “Accounts” across the top of the screen.



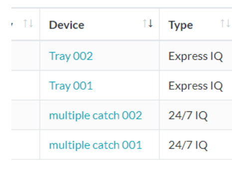
To choose an account click the blue account name.

Scroll down to the bottom of the page to the section labeled “Device List”.



This will be the listing of all active devices deployed at the account.

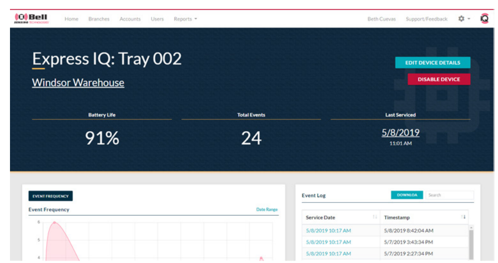
Selecting Devices



To choose a device click the blue device name.

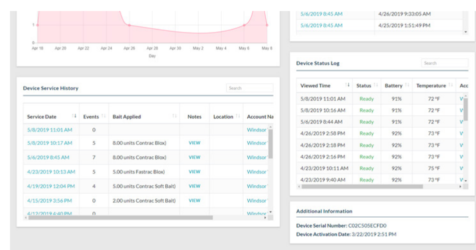
This will bring you to the device dashboard.

Device Dashboard



Included on this screen:

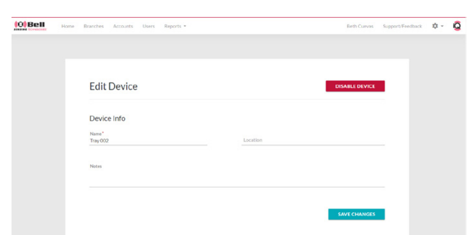
Event Frequency chart with custom date range options
Device Service History
Event Log with option to download the data
Device Status Log
Device Serial Number
Device Activation Date



Editing Devices

Once you are on the device dashboard click the blue “EDIT DEVICE DETAILS” icon in the top right-hand corner.

Update any information needed.



Click the blue “SAVE CHANGES” icon in the bottom right-hand corner.