IQ PRODUCTS
TRAINING MANUAL

iQ™

((●)) **Bell**
SENSING TECHNOLOGIES™

Inside Cover
TBD (graphics)

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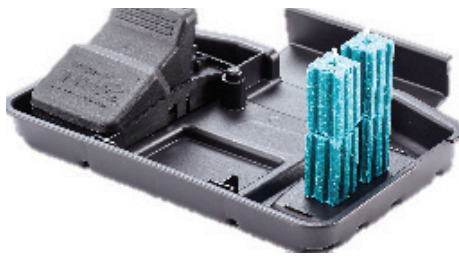
EXPRESS IQ

TRAPPER® 24/7 IQ

COMING SOON

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".
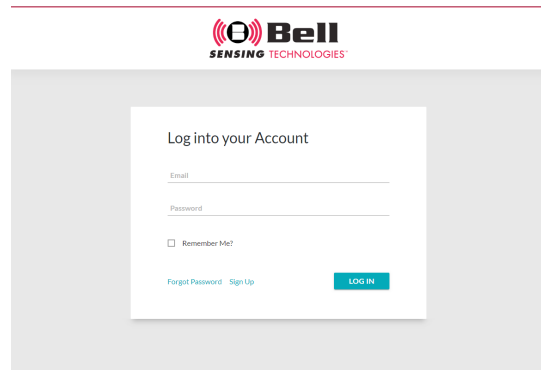
Click "Log In".

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".

Log into your Account

Email

Password

☐ Remember Me?

Forgot Password   Sign Up   LOG IN

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:
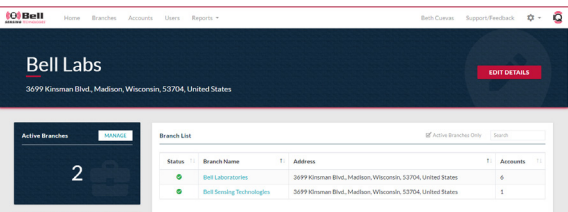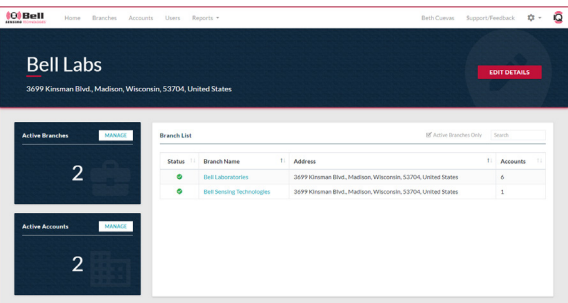
Active Branches
You can click "MANAGE" to see a listing of all branches.

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.
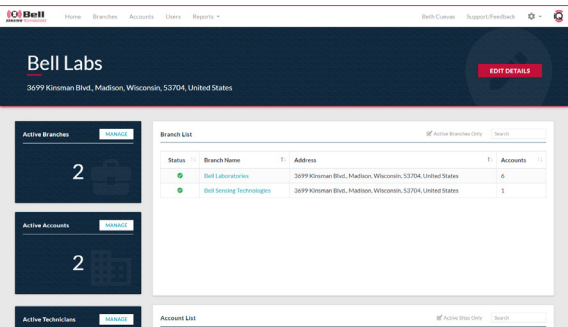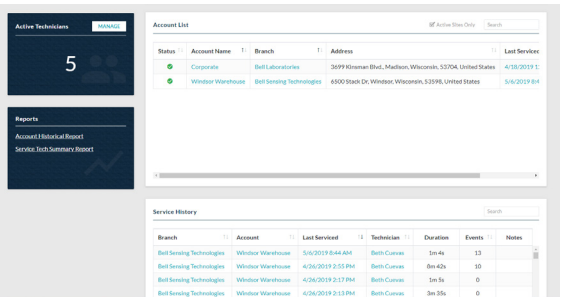

Branch List
This will be a listing of all active branches. To view inactive branches uncheck the "Active Branches Only". This will show you the branch name, address and how many accounts are linked to that branch.

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
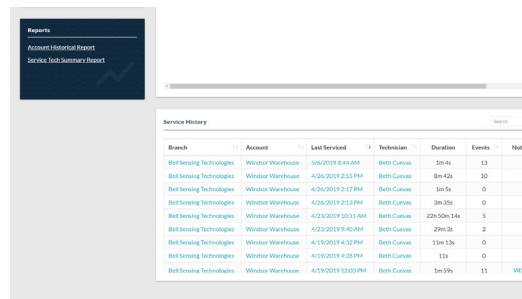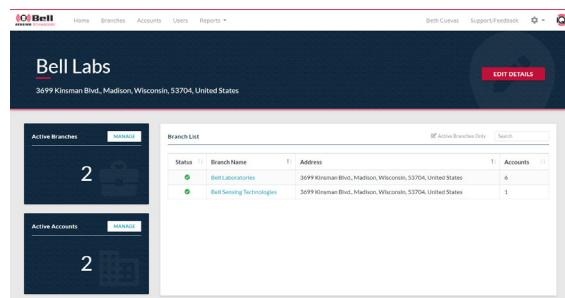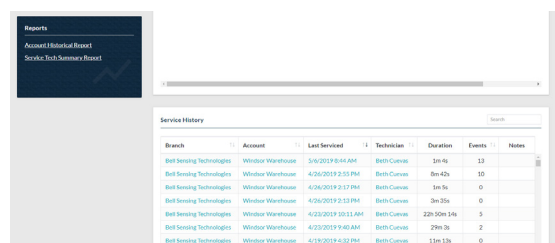You can click "MANAGE" to see a listing of all accounts.

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.
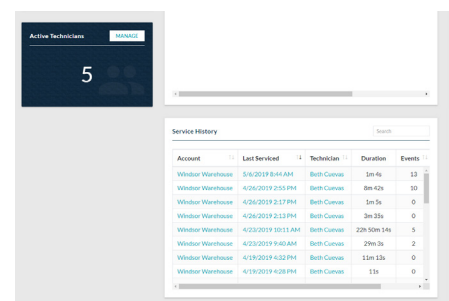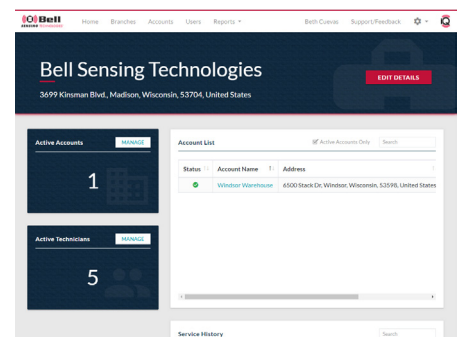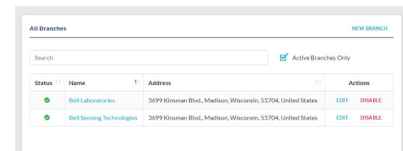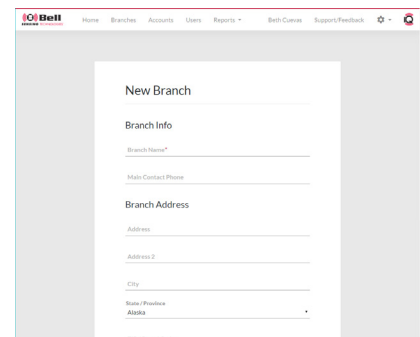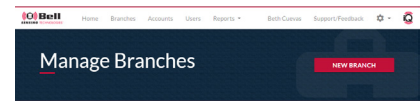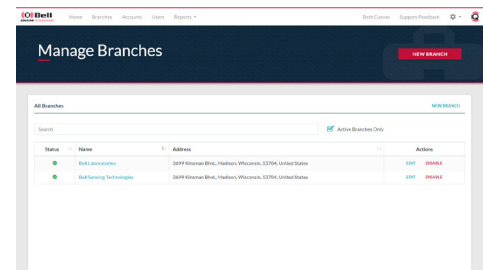
Editing Branch(es)

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.
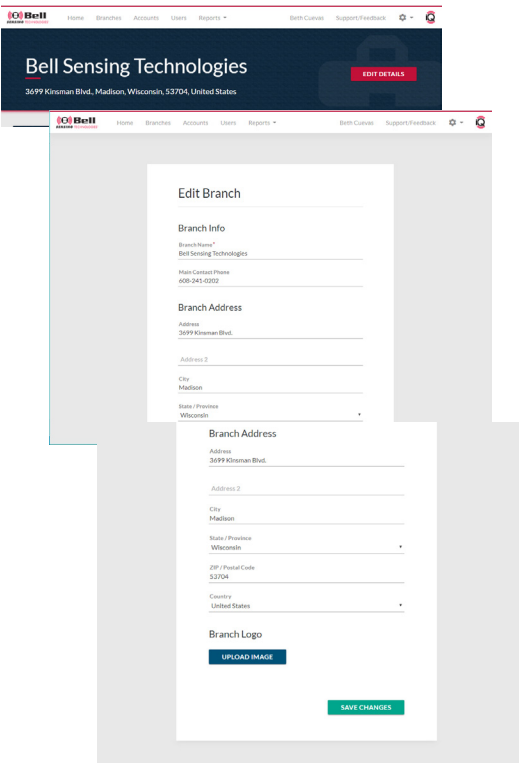
Disabling Branch(es)

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

This will show you a list of all active branches.

To disable a branch click the red "DISABLE" icon under the actions column.
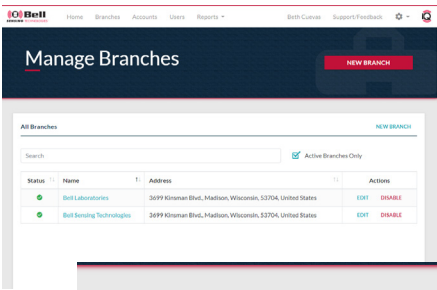
Enabling Branch(es)

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

This will show you a list of all active branches.

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

On the right-hand side click the blue "Enable" icon.
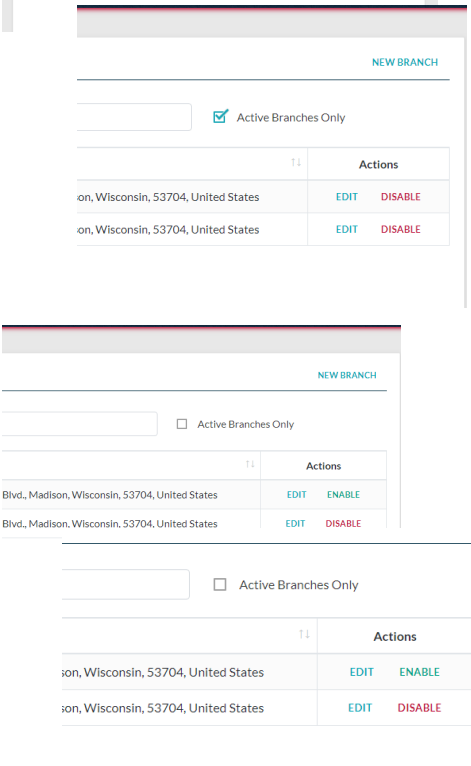
Creating Accounts

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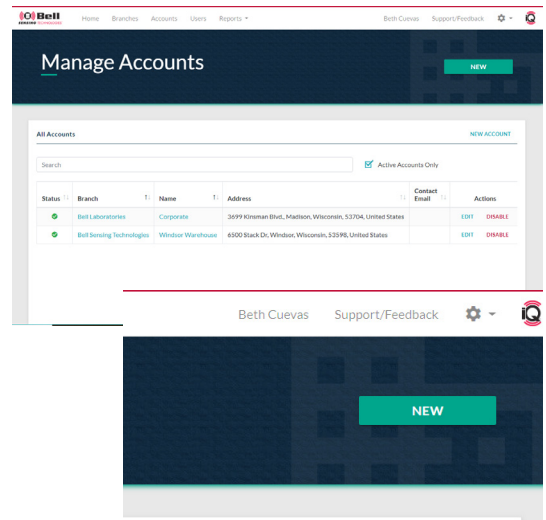
Service Rules:
To create you custom service rules for the account click the blue "Edit Service Rules" icon on the bottom right-hand corner next to "Save Changes".

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.

EDIT SERVICE RULES   CREATE NEW ACCOUNT

T-Rex IQ

Trapping Rules

Visual Inspection*
With Any Activity

24/7 IQ

Trapping Rules

Visual Inspection*
With Any Activity   ▼
With Any Activity
Inspection Every Visit
Inspection Every Other Visit
Replace Attractant Every 30 Days

Ambush IQ

Device Rules

Service*
With Any Activity   ▼

Baiting Rules

Replace Bait*
Replace As Needed   ▼

Trapping Rules

Visual Inspection*
With Any Activity   ▼

Service Rules

Express IQ

Device Rules

Service*
With Any Activity   ▼

Baiting Rules

Replace Bait*
Replace As Needed   ▼
Replace As Needed
Replace Every _ Days
Trapping Rules

Visual Inspection*
With Any Activity   ▼

Country*
United States   ▼

Client Contact Info

Email

Phone

Mobile Phone

Floor Plan
UPLOAD IMAGE

Reporting Emails

Email   ADD CONTACT

EDIT SERVICE RULES   CREATE NEW ACCOUNT