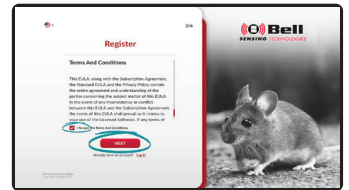# QUICK START GUIDE

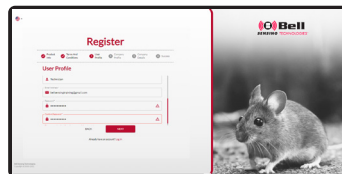# GETTING STARTED:
PORTAL

www.BellSensing.com

1 Click on **CUSTOMER LOG IN** button in top right hand corner.

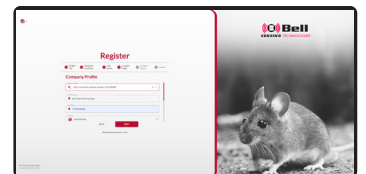**2** Click Don't have an account? Register
(A) Create New user profile with valid email and set password.
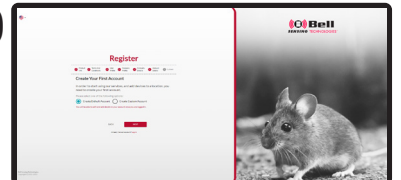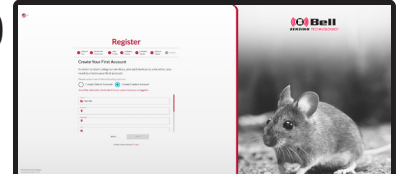(B) Create Company Profile including address and company details.

(A)

(B)

3 Create your first account (the site where iQ devices will be used).
(A) **Create Default Account**
 – Creates a standard account with your company name and address (this information can be changed later).
(B) **Create Custom Account**
 – Create a custom account name with address details.

(A)

(B)

4 Check your email for verification link sent by Smart Trap (bstsupport@bellsensing.com) and click the link to activate your profile.
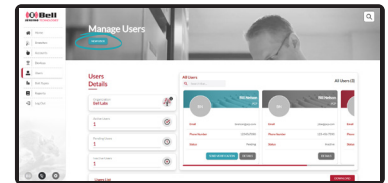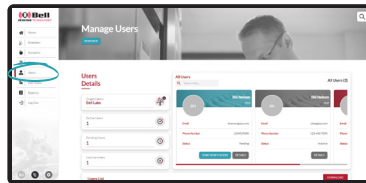
NOTE: Only one user per company needs to register. All other users can then be added by the person who registers.
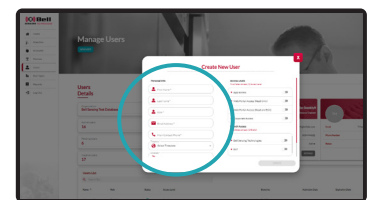
CREATE A USER

**1** To create a user, select "Users" in the online portal.

2 Then select "New User" at the top of the page.

3 **When creating a user, enter:** First Name, Last Name, Role, Email Address, Primary Contact Phone, Select Time Zone, Language, and set Access Level and Branch Access.


4 ## SET USER ACCESS LEVEL

- **App Access:** If selected, you will only be able to log in to the app on service devices; you will not be able to log in to the online portal.

- **Web Portal Access (Read Only):** If selected, you will be able to log in to the portal to view accounts and data, but you will not be able to edit or add users, accounts, or deactivate devices, etc.

- **Web Portal Access (Read & Edit):** If this option is selected, you will have the possibility to connect to the portal to see all data with full editing rights to add users, accounts, deactivate devices, etc.

- **Corporate Access:** Full access to the following: reading/editing portal, application, all branches. Corporate access is the primary default access for the person who created the original account.

- **Web Portal (Customer):** If selected, the user (in most cases an end customer where iQ devices are deployed) will only have access to account specific information, service reports, and trending data. This is the simplest view-only access level of the portal available. A user with this access level can't see user lists, and they can't add or edit users or accounts.
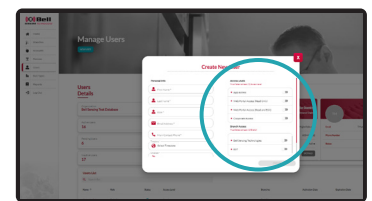
5 **Select Branch Access:** If the user is not set to full enterprise access, select the given branches to allow user access to accounts associated with that branch. The selected user will only see specific accounts or data associated with the selected branch in the app and portal depending on their access level selected above.
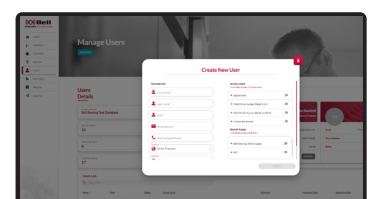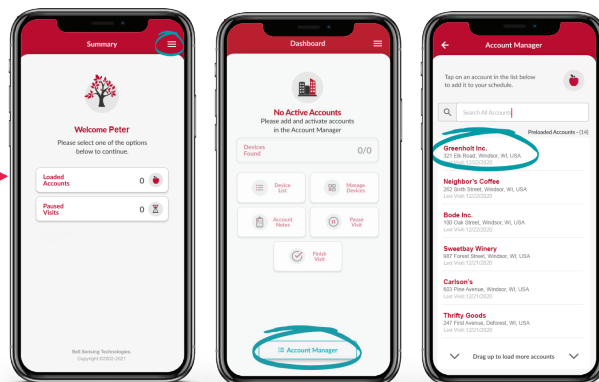
NEXT STEP: APP

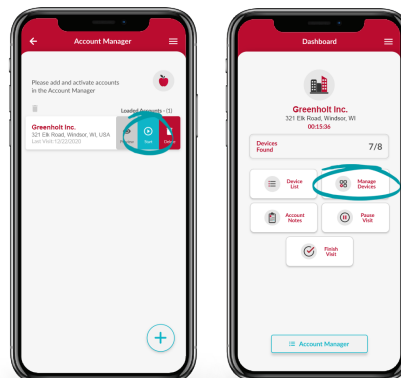**1** **DOWNLOAD** the **Bell Sensing APP** on a mobile device or tablet.

  Download on the App Store

  GET IT ON Google Play

2 Log in to app with email and password used for the portal.

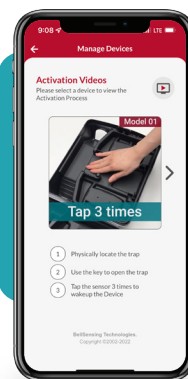**3** Select [Loaded Accounts 0 🍎] and choose the account recently created in the portal.

4 Select desired account and press ⊙ **Start** to begin service visit.

5 On the home dashboard, select [🔲 Manage Devices] .

START SENSING:
ADDING DEVICES

1 After selecting [Manage Devices], press [Add Device].

2 Select Camera icon [📷] to scan the QR code on the iQ device.

3 Select blue arrow and activate the iQ device sensor according to device type below.

4 Name device, enter device location, add bait if using a bait station, and add any custom notes to that device and press the blue check mark to add.
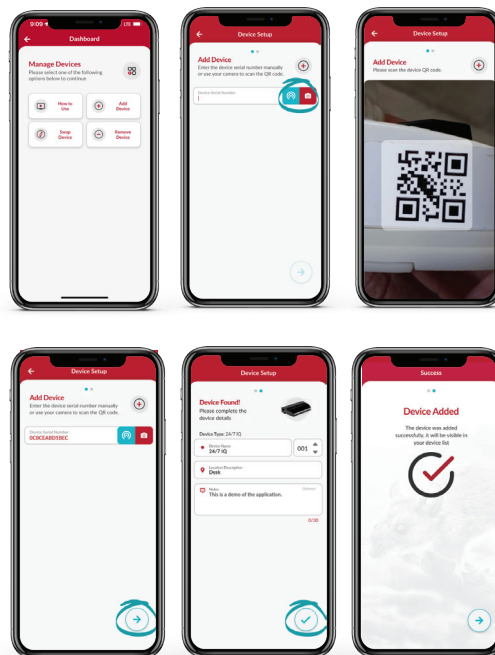
TECHNICIAN TIP: Enter the same exact device name for same device types and the number will tick up automatically. Using this tip will only require you to type the device name on the first add. (Example: Device Name – Bait Station 001, the next added same device type will automatically add Bait Station and tick the number up to 002). Do not add a number in the device name field.

5 Once all devices are successfully added to the account, be sure to go back to the Account Dashboard and click [Finish Visit]. Finally, click the blue check mark icon in bottom right hand corner of Finish Visit screen and click [Complete] to finish the service visit which will send the data to the cloud to ensure all devices are saved to the selected account.

HOW TO WAKE UP DEVICES

EXPRESS iQ | 24/7 iQ | T-Rex iQ | PULSE RAT iQ | PULSE MOUSE iQ
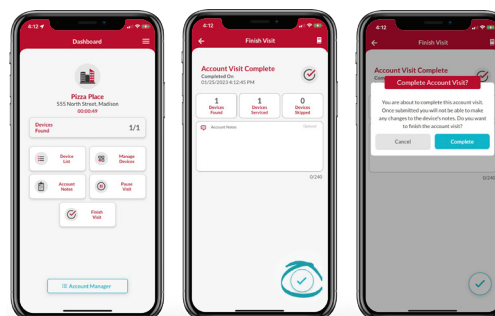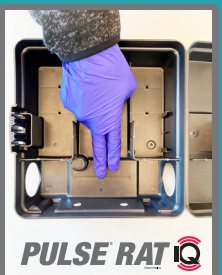
YOU'VE GOT LIMITED MINUTES-KNOW WHERE TO SPEND THEM
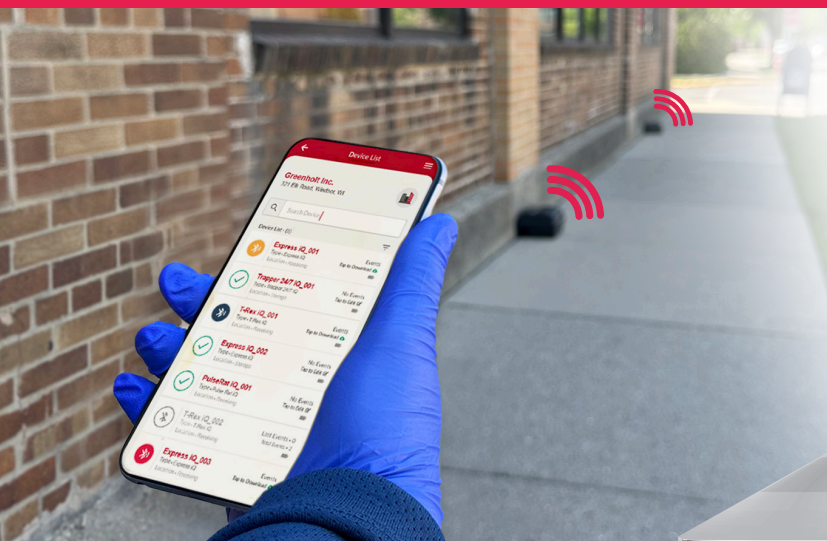
iQ MAKES SENSE

▸ Most effective bait station and trap placement
▸ Detailed account history trend analysis
▸ Communicate better with customers by showing a visual record proving service is working

iQ PRODUCTS

POWERED BY
Bell SENSING TECHNOLOGIES®

EXPRESS iQ　　**24/7 iQ**　　**PULSE RAT iQ**　　**PULSE MOUSE iQ**　　**T-Rex iQ**

To find out more, scan the QR Code or visit our site **www.bellsensing.com.**

Bell LABORATORIES, INC.

INTUKQUICK-2