Location Administration: Sign-in



• B2Q recommends using a <u>desktop or laptop PC web browser</u> to perform enterprise administration tasks

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- Navigate your browser to batteryportal.b2qtech.com
- Select "SIGN IN"



Location Administration: Sign-in



- 1. Enter the email address you used to register your company Location Administrator account in the Username box
- 2. Enter your password in the Password box
- 3. Select the Submit button
- Please note if you forget your password, you may select the "Forgot your password" link to have a new password sent to the valid active email address you used to register

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B2Q Training: Company Affiliate Location Administration Training Level 1



Location Administration: Home page

	OGIES		TEŜTŜ BATT	'ERIES \	/EHICLES REPORTS	B DEVIĈES	B2QSCAN	USER •
Welco	me to the B	attery Te	st Porta	ıl				
Latest tes	ts						≣	▦
Test Description	Vehicle VIN	UPC Code	Battery Type	Test Standard	Recommendation	Technician	Test Date	
Example1			WET	CCA	Continue to use	A Technician	2018- 05-01 12:35:02 PM	۲
≡ ₀ Example2	KNALT4D33G6032333	017724559745	Maintenance Free	CCA	Replace soon	A Technician	2018- 04-23 12:24:45 PM	۲

- Once signed in, you'll see your "HOME" page
- <u>Select the "HOME" link to return to this page anytime</u>



Location Administration: Test records

			TESTS BAT	TTERIES VEH	IICLES R	eports devices	B2QSCAN U	USER -	
HOME	CONTACT								
Mana	ge Tests								
								:=	
								:=	
Q Search					Sh	low All		\$	
			Displaying 1-20	of 661 results.					
ID	Test Description	VIN	UPC Code	Battery Type	Test Standard	Recommendation	Technician	Test Date	
				\$	\$	\$	\$		
13878713	■e Example1			WET	CCA	Continue to use	A Technician	2018- 05-01 12:35:02 PM	

• Select "TESTS" in the top menu to view test records

• Test records are displayed in table format by default. All test records synchronized from company user devices appear in this list

• View/edit, print, email, and delete individual test records by selecting the view (eye), print, email, and delete (trashcan) icons to the right of each record





Location Administration: Test records filtering

			TESTS	BATTERIES	VEHICLES	REPORTS DEV	ices b2QS	CAN USER •	-
HOME	CONTACT								
Mana	ge Tes	ts							
								:=	
Q Toyota						Show All			¢
			Displaying	1-13 of 13 resul	ts.				
ID	Test Description	VIN	UPC Code	Battery Type	Test Standard	Recommendation	Technician	Test Date	
				\$	\$	\$	\$		
12880321	局 gary3	4T4BF1FK4CR243329	083996021587	Maintenance Free	CCA	Continue to use	A Technician	2017- 10-27 07:00:38 AM	

• The search bar allows you to enter text and number strings, and filters the test list to records containing that string.

• For this example, the string "Toyota" was entered in the general search bar, and tests with "Toyota" included anywhere in the test record appear. In this case, a Toyota Camry was tested.



Location Administration: Test records filtering



• The blue-title filtering boxes allow further filtering. For example you can input partial or whole VIN strings, select pre-defined fields such as battery test Recommendation ("Continue to use", "Replace now", ...) and so forth. Multiple filters can be applied at the same time.

• For this example, test records are narrowed to those performed on Subaru Foresters with WET battery and battery test recommendation "Continue to use".

• Remove filters by deleting strings you entered. To clear pre-defined list search criteria, click the blank space at the top of the list.

B2Q Training: Company Affiliate Location Administration Training Level 1



Location Administration: Battery records filtering

	2		Π	ESTS BATTERIES	VEHICLES REPORTS	S DEVICES B	2QSCAN USER -
HOME CONTACT				_			
Manage E	Batteries						
							:=
							•
Q Search							
			Displaying 1-20 of 1	28 results.			
ID	UPC Code	Brand	Model	Technician	Last Mounted	Count tests	
				B2QScan Us 🕏		may use >, < or =	. d
1332956		Testmodel1	Testbrand1	B2QScan User	2016-07-03 21:58:04	5	
1244741	123456789012	Supergood	Ampworthy XYZ	B2QScan User	2016-06-16 12:34:12	3	
1311378	017724559165	Exide Edge AGM	FP-AGML4/94R	B2QScan User	2016-06-23 15:30:15	3	

• Individual battery details may also be viewed and filtered by selecting "BATTERIES" in the top menu. In this case, the list is filtered to batteries tested by "B2QScan User".

• Further details unique to each battery may be viewed by selecting the Test History and Battery Details (Eye) icons to the right of each battery listed.

Location Administration: Vehicle records filtering

							<u> </u>
IECHIIOLUGIES			TEST	IS BATTERIES	VEHICLES REPORTS	DEVIČES B20	QSCAN USER -
HOME CONTACT							
Manage Ve	hicles						
Ŭ							
			Displaying 1-20 of 87 i	results.			
VIN	Year	Make	Model	Technician	Last Modified	Number of tests	
				\$		may use >, < or =.	c
5UXWX9C59E0D10710	2014	BMW	X5	A Technician	2017-05-26 14:13:29	28	
2C3CDXBG4DH636172	2013	Dodge	Charger	A Technician	2017-08-09 14:28:18	26	۲
1FTNF1CF8DKD56037	2013	Ford	F-150	A Technician	2017-04-12 15:38:00	15	۲
5ENDI 5U/1ED115700	2222	Linude	Odvesov	A Taskaisian	0017 05 06 14:04:05	10	
5FINEL5H41FB115722	2009	Honda	Odyssey	A lechnician	2017-05-26 14:34:25	13	U

- A history of vehicles tested may also be viewed and filtered by selecting "VEHICLES" in the top menu.
- The list may be narrowed further by using a VIN filter, Make filter, and so forth.
- Details unique to each vehicle may be viewed by selecting the Vehicle Details (eye) icon to the right of each vehicle listed.



Location Administration: Reporting

B2Q TECHNOLOGIES		TESTS	BATTERIES	VEHICLES	REPORTS	DEVICES	B2QSCAN USER -
HOME CONTACT							
Sales by Brands/ Models							
Activity Reports Sales Reports Compliance Reports	Sales by Brand/ Model						
Instant Reports:							
Instant Reports: 1 reports available							>

- Select "REPORTS" in the top menu to access reports created by your Enterprise Administrator for your company location

 - -->Sales Reports: provide activity based on battery replacement activity
 - →Compliance Reports: provide detail on test data quality, for example the percentage of tests that include a VIN scan.
- In this example, the Complince Reports tab was selected, and any reports may be accessed by selecting the report link.



Location Administration: Reporting

BZQ						
TECHNOLOGIES	TESTS	BATTERIES	VEHICLES	REPORTS	DEVICES	B2QSCA
HOME CONTACT						
Test Compliance Report						
Instant Report, January 1-31, 2017						
Test Process Quality						
ccr991@gmail.com						
VIN Scan: 1/14%					Total Tests:	7
UPC scan: 1/14%			Sta	urt Test: 6/86%		
p						

• In this case, the compliance report indicates low rates of VIN and battery barcode scanning, but a high rate of tests that include an engine start over the specified time period

• To return to the Reports tabs, select "REPORTS" in the top menu



Location Administration: Devices

B2Q TECHNOLOGIES			TESTS BATTERIES		B2QSCAN USER -
HOME CONTACT					
					Page Size: 10 🛊
		Displaying 1 10	of 10 months		
		Displaying 1-10	of 13 results.		
Serial Number	First Use datetime	Recent Use datetime	Service Life Days	Status	Test count
					\$
18020002	2018-02-08 07:36:53	2018-02-28 20:41:00	90	In Warranty (Unit and Cables)	16
17109992	2017-10-16 06:28:56	2018-03-09 14:03:13	205	In Warranty (Unit only)	14
17020889	2017-07-31 18:14:51	2018-01-09 18:10:22	282	In Warranty (Unit only)	282
17060007	2017-06-12 15:11:13	2017-06-13 13:26:07	331	In Warranty (Unit only)	3
17020036	2017-06-02 14:41:50	2018-03-08 22:50:48	341	In Warranty (Unit only)	45
17021112	2017-05-12 11:54:33	2017-11-06 19:45:40	362	In Warranty (Unit only)	17
17021095	2017-03-30 19:36:54	2017-07-11 17:54:33	405	Out of warranty	955

• Select "DEVICES" in the top menu to view all B1e devices that have been used by technicians at this specific location to perform tests, including total test counts and warranty status.



Location Administration: Additional Settings

B2Q TECHNOLOGIES		TESTS	BATTERIES	VEHICLES	REPORTS	DEVICES	B2QSCAN USE	
HOME CONTACT							SETTINGS	
User Profile							ப் sign Out	
user Profile	Email *	b2qscanus	er@gmail.com	I				_
Company Info	Current Password	Click to cha	ange passwor	d				
🖧 Users	First Name	B2QScan						
Deterprise Info	Last Name	User						
	Country	United Stat	es				÷	
	State/Region	RI						
	City	Jamestown	I					
	Address	WHQ						
	Postal/ZIP	02835						

• Additional settings are accessed by selecting by selecting your Location Administrator name then choosing "SETTINGS" from the drop-down list, then selecting from the left menu:

- --->Administrator user profile
- -->Company location information: edit your location details and certain user rights
- -->Users: view and administer users joined to your company location, as well as control user rights
- →Enterprise Info: view the details on the top level enterprise that controls the company location



B2Q TECHNOLOGIES		TESTS BAT	ITERIES	VEHICLES	REPORTS	DEVICES	B2QSCAN USER -
HOME CONTACT							
Users							
Liser Profile						Add	I a New Technician
teren en e	Email	First Name			Last Name		
🕰 Users							
Interprise Info	ccr991@gmail.com		Α		Te	chnician	⊠¢×
	b2qscanuser@gmail.com	E	B2QScan			User	
	replicant@gmail.com		Roy			Battey	⊠¢×
		Dis	splaying 1-3	of 3 results			

- Selecting "Users" opens a list of all technicians joined to your location
- From left to right on the right side icons:
 - -->Selecting the message (envelope) icon send a message to that user.
 - →Selecting the settings (gear icon) allows the administrator to set information access rights for individual users.
 - →Selecting the "x" icon removes that technician from your location. Please note that all of their test records will remain with your company location.

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B2Q TECHNOLOGIES		TESTS	BATTERIES	VEHICLES	REPORTS	DEVICES	E2QSCAN USER +
HOME CONTACT							
Users							
luser Profile ∰ Company Info						Ade	d a New Technician
	Email	First Na	ime		Last Name		
♥ Enterprise Info	ccr991@gmail.com		А		Te	chnician	⊠¢×
	b2qscanuser@gmail.com		B2QScan			User	
	replicant@gmail.com		Roy			Battey	⊠¢×
			Displaying 1-	3 of 3 results			

• Selecting "Add a New Technician" enables you to create, register and activate a new technician user account for your location in a single step, or generate a "join code" for users whom have already registered an account.



B2Q TECHNOLOGIES		TESTS	BATTERIES	VEHICLES	REPORTS	DEVICES	📑 📰
HOME CONTACT							
Users							
	Add new technician			×		_	
Liser Profile	Click 'Join existing' to a location, or click 'Registe	dd an existing t er new' to regist	echnician to ter and add	o your a new		Ad	d a New Technician
Company Info	user to	o your location.			Last Name		
Cusers	l l	Join existing	Register	r new			
MIF Enterprise Info	b2qscanuser@gmail.co	om	B2QScan		آ	echnician User	≥¢×
	replicant@gmail.com	1	Roy			Battey	≥¢×
			Displaying 1-	3 of 3 results	ş.		
କିଙ୍କ User Profile	Fields with * are require	d.					
Be Company Info	First Name	First Name	*				
a Users	Last Name	Last Name					
1 Enterprise Info	Email	Email					
	To allow self recovery of forgotten passw	vords, a unique, valid, and	accessible email a	dress is required	for the username fo	or every registered a	uter.
	Username *	Username					
	If a unique valid email address is not pro this account will be emailed to the admir	ovided for the username, a histrator for this company.	an alternative uniqu	e username may	be chosen. Notificat	tion of requested p	assword resets for
	Password *	Password					
	Password Confirm *	Password Co	onfirm				
	Address	Address					
	City	City					
	State/Region	State/Region					
	Postal/ZIP	Postal/ZIP					
	Country	Select countr	ry				\$
					Cr	reate new use	r

• If you need to create technician accounts from scratch for your location, select "Register new", then complete the registration form for each new technician you wish to join to your location.

B2Q Training: Company Location Administration Training Level 1





- To join a user who has already registered a technician account, select "Join existing".
- Provide the Technician Join Code to the user so they may use the code to join your location. See the next slide for those instructions.

B2Q TECHNOLOGIES	те	STS BATTERIES	VEHICLES	REPORTS	DEVICES	E2Q6CAN USER +
HOME CONTACT				-		
Users	Technician Join Code		×			
	A new technician join code has been created.					
Se User Profile	b334a Join codes may be used only once and remain valid for 24 hrs.				Ad	d a New Technician
Be Company Info	Send the code to the technician by email, Technician email or copy the code and share it any convenient way.			st Name		
🖧 Users						
♥ Enterprise Info						
					chnician	⊠¢×
	Send OK			User		
				Battey	20x	
	Displaying 1-3 of 3 results.					
Cuers	Technician email or copy the code and share it a	any convenient w Sence Displaying 1-	ay. OK 3 of 3 results.	st Name	echnician User Battey	国令× 國令×



Location Administration: Technician Join Codes



• The technician selects "JOIN A COMPANY" from the Battery Test Portal or within the B2QScan app and enters the Technician Join Code to join your location technician roster.

