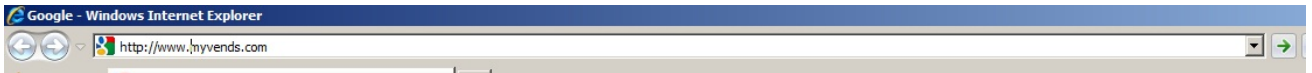# Quick Start Guide
Refer to User Guide for detailed instructions

Congratulations on your new ice vending machine and welcome to myVends.com!

This quick start guide will help you get started. Please do take some time to read the User Guide and familiarize yourself with the various features of the website.

LOGGING IN

On your computer use the browser (Internet Explorer, Firefox, Chrome, Safari etc.) to open the website by clicking on this link http://www.myvends.com OR type the address into the address bar of your browser.

The PC or device must be connected to the Internet. The website will not work without a functional connection to the Internet.

This will bring you to our website. There are 2 navigation icons on this page:

On your PC or MAC click on the PC Icon to log   on

On your Android or I Phone mobile phone click on mobile Icon to log   on

USERNAME & PASSWORD

You will be prompted to log in, enter your credentials. (Username and password are case sensitive)
You should have received a separate email with your personal username and password
Click on the Log in button.

If this is is the first time you are logging in you will be prompted to change your password.
Please choose a new password no more than 8 characters long with at least one number and one alphabet. e.g passwd1 is 7 characters long and has one numeral in it.

The website will now display the Current Status of your machines.

SCREEN LAYOUT

On the left is the Calendar which allows you to view data for different dates, months.
Below the Calendar are various options:
Reports - Allows you to navigate to reports which help you analyze the data from your machines.
Data Entry - enables you to enter data you may have gathered prior to the monitoring system
Profile - lets you set your personal preferences for yourself and your machine. You can also create User Id's for your employees from here.
Help - provides you with online Help documentation if you need more details about a specific screen or feature.
Support - get in touch with us via the online form which triggers an immediate notification to folks who can assist you or call us right from the screen,

REQUIRED STEPS

Here's a couple of required steps to get the monitoring system started.
- Set your preferences for notifications - you will need to provide a valid cell phone number, provider name and check the receive notifications by text option.
- You can also set your quiet time in 24 hour military time. This will tell the system NOT to send you notifications between these hours. Keep in mind that quiet time starts today and ends tomorrow. e.g. a setting of Start: 2359 (11:59pm) End : 0001 (12:01am) will result in NO quiet time.
- Also, quiet time does not apply to PLC Fault and Door Alarm notifications.
- Verify the prices for your products under Profile – Machine
- Initialize the cash and bag counts by executing a Cash Out and a Bag Feed on the Status screen. You can get to the Status screen by clicking on the Icon alongside your machine which should be the happy penguin if the system is not reporting any faults.

Need more help? Email support@datawrx.com or call us 214-702-9601