Simplifi Portal Housekeeping

In effort to keep your routers organized and clean in the Simplifi portal, below are some best practices to update each device that is deployed in the field.

1.) Login to your Simplifi portal:

2.) In the top left-hand corner of the screen, search for the IMEI of the device you're working with

3.) Once found, click the IMEI of the device as shown below:

4.) First thing we want to update is the "name" of the device. It is recommended you're listing the person or business name of where the unit is deployed. Press the pencil and input your info:

Basic Information

Router Information
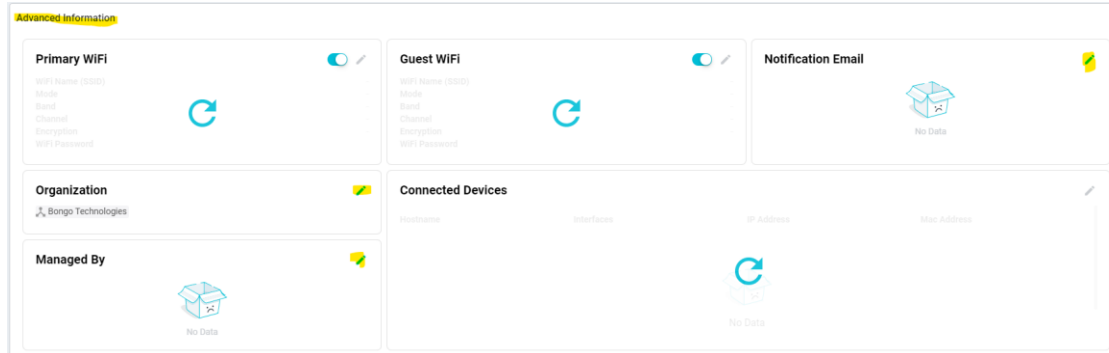|	
Global Identification	My Simplifi-8996 ✏️
Hostname	Simplifi
Router Status	⟳ Disconnected
Firmware Version	2.7.0
Registration	A35DA215

📍 Unknown History

5.) Next up will be assigning who is managing this device. Under the "Advanced Information" tab, you'll find 3 different pencils you can update.
   a. '*Organization*' would be which division within your business that is managing the device.
   b. '*Managed by*' would be if there is a single individual who handles this account. You do NOT need to update this if multiple people will be looking over the device.
   c. '*Notification Email*' would be if the unit has issues, who should be notified of that happening.

Advanced Information

Primary WiFi ◯ ✏️	Guest WiFi ◯ ✏️	Notification Email ✏️
WiFi Name (SSID) Mode Band Channel Encryption WiFi Password ⟳	WiFi Name (SSID) Mode Band Channel Encryption WiFi Password ⟳	No Data

Organization ✏️	Connected Devices ✏️
👤 Bongo Technologies	Hostname Interfaces IP Address Mac Address

Managed By ✏️	
No Data	⟳ No Data

After updating the 4 items total above, you've successfully completed all necessary housekeeping tasks.