





# Insite360 Instore for Passport One Screen. Complete Control.

Insite360 Instore for Passport is now included as part of your network PSO. To activate on your Passport, visit <u>https://www.gilbarco.com/is360chevronsignup</u>.



#### **Standard Features**

Included as part of your network PSO at **no extra cost - FREE to you** 

**Essentials and Software Download** 

Remote Software Updates*	
Access to Network Dashboard	Modify Speed Keys

Role and User Management	<b>Receipt Text Changes</b>
Create Site Groups	Online End of Day Reports

\*Remote Software Update allows Passport to be updated to the latest version of software available for the network from the cloud. System backups will be automatically created as part of the process to ensure that if there are any issues in the upgrade process, the system can roll back automatically.

#### **Advanced Features**

Reduce your cost to serve, provide best in class service, and keep an eye on fraud.

Includes Essentials Package plus the following:		
Enterprise Fuel Price Change and Fuel Flow Rate Reporting	Online Receipt Search	
Configurable Event Notifications	Event/Task Scheduler	
Electronic Journal Search	Remotely Configure Store Employees and Taxes**	

\*\*Requires V20.02B+ or V20.03+

To upgrade to Advanced Features, visit <u>https://www.gilbarco.com/is360chevronsignup</u>.

# The Process of Activating a Site

### **Request to Provision**

- Service Level (Choose)
- W9 info such as corporate name, address, e -mail, phone, Taxpayer ID
- Administrator name and e-mail address
- Site information: GVR ID, Company Site ID or name, MOC ID, Address, phone etc.
- Accounts Payable contact

#### Insite360 Provisioning

- Insites360 contracting and implementation teams
- Use the information provided to set up your sites within our systems
- This is referred to as
  "Provisioning a site"
- Once completed, the next step is activate or "Register" the site

## Site Registration

- You will receive a notification that your site has been provisioned
- Call support to set up the registration process
- Entire Process takes less than 10 minutes once your on with support
- General Support or Questions: Passport Helpdesk (800) 800 -7498

Registering the site: contracts.salesforce@insite360suite.com



# **Request Provisioning:**

Smart Sheet Form <u>https://www.gilbarco.com/is360chevronsignup</u> Passport Helpdesk(800) 800-7498: <u>contracts.salesforce@insite360suite.com</u>

# **Passport Interface Screen:**



- Go to MWS > Set Up > Store > Insite360 Passport Interface. The Insite360 Interface screen opens.
- 2. Select the **Enable Insite360** check box.
- 3. Enter the **Gilbarco ID** and **Customer ID** values received from the corporate customer.
- 4. Complete the remaining configuration fields noted above based on the customer's corporate guidelines.
- Select the Register Site key. The MWS message bar provides success or failure messages. If registration is successful, the name of Register Site key changes to Unregister Site.

