

Fiscal Systems Unattended Web Portal Manual



When you purchase the Fiscal Unattended Solution you will be sent a login instructions via E-mail with setup information in setting up your Unattended Web Portal Login. After you receive your login. point your browser to <https://portal.fis-cal.com/Unattended/>

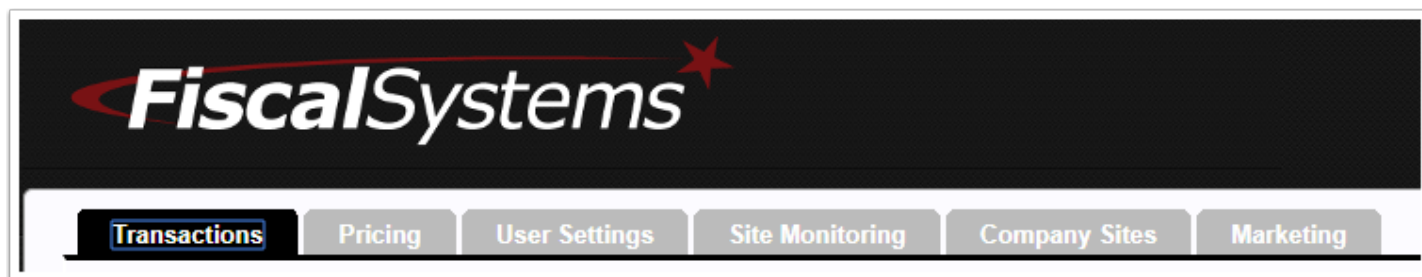
The following dialog will appear:

Fiscal Unattended Portal Login

Enter your login credentials and press the **Submit** button. You will then be logged into the Unattended Web Portal.

! If you have not received your login E-mail, Please Contact the Fiscal Support Desk at 1-800-838-4549 Ext. 3, they will be able to assist you with getting your account set up.

How Do I Navigate the Fiscal Systems Unattended Web Portal?



The Home Screen for the Fiscal Unattended Portal will give you access to the following options:

1. **Transactions**
2. **Pricing**
3. **Site Monitoring**
4. **Marketing**

Transactions

Transactions

Select Locations ▼

Filter ▼

Reports ▼

Export Table

Import ▼

Date/Time	Site	Receipt	Disp.	Prod.	PPU	Gallons	SaleTot	Card Type	Card Number	Term	Status
12/18/2018 09:40	Trenton 2	0237782	2	Unleaded Regular	\$1.959	4.290	\$8.40	MFA PetroCard	799951456047782303	I	OK
12/18/2018 09:40	La Plata	0346632	3	Unknown Product	\$0.000	.000	\$0.00	MFA PetroCard	799801076051405207	r	ERROR
12/18/2018 09:40	La Plata	0246634	2	Unknown Product	\$0.000	.000	\$0.00	MFA PetroCard	199800169031970103	r	ERROR
12/18/2018 09:40	Purdy	0580112	5	Regular Diesel #2	\$2.769	80.000	\$221.52	MFA PetroCard	099970848025212302	I	OK
12/18/2018 09:40	Maryville 2	0115611	1	Unleaded Regular	\$1.919	14.950	\$28.69	MFA PetroCard	099825984001633401	I	OK
				80/20 ULS CLR BOSS				MFA			

Card Type Totals

Settings ⚙

Card Type	Gallons
Unknown Card	.000
MFA Preferred	4275.778
MFA PetroCard	44350.626
SVC	112.240
Amex	231.888
Discover	400.544
Fuelman	294.310
Mastercard	5022.134

Fuel Totals

Settings ⚙

Product	Gallons
0 - Unknown Product	.000
001 - UNLEADED	22960.763
004 - MID GRADE GAS	167.480
019 - BOSS CLR DIESEL	19065.007
026 - E-85	221.940
027 - REFORMULATED	78.060
032 - BOSS RED DIESEL	4261.970
200 - KEROSENE	0.000

Non-Fuel Totals

Settings ⚙

No Results Found

Adjust "Settings" Above

Dispenser Totals

Settings ⚙

Disp. - Prod.	Gallons
1 - UNLEADED	48.826
1 - #2 ULS Clear Diesel	.000
1 - #2 ULS Red Diesel	8.506
2 - UNLEADED	50.105
2 - #2 ULS Clear Diesel	30.899
2 - #2 ULS Red Diesel	.000

The below caption shows the different information options you will see on the Transaction Screen.

1 Hover over the Site ID to display the Site Address and the Current Code Versions

2 Hover over the Product Code to display the product type.

3 Click on a transaction to display and E-mail the actual receipt.

4 Hover over the card number to get the full Card Pan Information

5 Hover over the Termination Code to display its value.

6 Hover over the Status to display any Error Information

7 Hover over the Status to display any Error Information

Transaction Table:

Date/Time	Site	Receipt	Disp.	Prod.	PPU	Gallons	SaleTot	Card Type	Card Number	Termin	Status
09/17/2014 17:30	0003	1639	1	25	\$4.099	.830	\$3.40	MFA PetroCard	102212345003141301	I	OK
09/17/2014 16:00	0003	1636	1	25	\$4.539	3.767	\$17.10	Visa Fleet	448653xxxxxx4446	I	OK
09/17/2014 15:53	0003	1635	1	25	\$4.539	3.363	\$15.26	Visa Fleet	448653xxxxxx4446	I	OK
09/17/2014 15:41	0003	1634	1	25	\$4.599	1.371	\$6.31	MFA PetroCard	102212345003141301	I	OK
09/17/2014 15:35	0003	1633	1	25	\$4.599	1.651	\$7.59	MFA PetroCard	102212345003141301	I	OK
09/17/2014 15:32	0003	1632	1	25	\$4.599	2.197	\$10.10	Amex	371449xxxxxx8431	I	OK
09/17/2014 12:51	0001	138	6	45	\$3.999	.600	\$2.40	Fleet One	501486xxxxxx0313	I	OK

Card Type Totals:

Card Type	Gallons
Fleet One	.600
American Express	2.197

Fuel Totals:

Product	Gallons
25 - OFF RD DSL	13.179
45 - ULSD #2	.600

Non-Fuel Totals:

No Results Found
Adjust "Settings" Above

Dispenser Totals:

Disp. - Prod.	Gallons
1 - PREMIUM	.000
2 - MID-GRADE	.000
3 - NO LEAD	.000
4 - NO LEAD	.000
5 - OFF RD DSL	.000
6 - ULSD #2	.600
7 - ULSD #2	.000

Site Information (Callout 1):

Address: 28010 Valley Center Road
Valley Center, CA 92082

Code Versions (Callout 1):

SC: 10.00.01-0055_N
CCL: 10.00.01-3551_N
OPT: 09.01.02-PAC0027

Termination Code Legend (Callout 6):

A = Failed Postauth
I = Success
C = Handle Position Error
E = Handle Timeout
F = Pulse Timeout
J = Quantity Exceeded
K = Transactions Timeout
P = Failed Preauth
N = Time between pulses exceeded

Error Messages (Callout 7):

INVALID PIN NUMBER
#NBS INVALID DRIVER ID
#NBS USAGE EXCEEDS TRANSAC

The Transaction Screen always displays the last 50 transactions

Hover over the Site ID to display the Site Address and the Current Code Versions

Hover over the Product Code to display the product type

Click on a transaction to display and E-mail the actual receipt

Hover over the card number to get the full Card Pan Information

Hover over the Termination Code to display its value

Hover over Status to display any Error Information sent back from the Card Processor

Further Navigation within the Transaction Screen

The **Select Location** Dropdown box will allow you to select more than one site at a time, if applicable.

Click on **Select Location** and highlight the Sites you will like to view detailed information on.

Select Locations ▾

☒ AY6 46 Sonova Road

☐ AYC 5061 Bill Farr Dr.

☐ AYD Willow Creek RD

☐ AYP 320 E. South Street

☒ AYR 12825 SW Pacific Hwy

☐ AYW 420 N. State St.

☐ AYY 6516 New Nashville Hwy

☐ AYZ 1550 Blue Horizon Dr.

☒ CD 28010 Valley Center Roar

Close x

Transaction Totals

Card Type Totals	Settings ⚙	Fuel Totals	Settings ⚙	Non-Fuel Totals	Settings ⚙	Dispenser Totals	Settings ⚙
Card Type	Gallons	Product	Gallons	Product	Quantity	Disp. - Prod.	Gallons
Network Card	607.075	45 - ULSD #2	931.707	77 - DEF	186.400	1 - ULSD #2	223.823
ComData	83.003	50 - UNL 10%	237.112	80 - RESTROOM	.000	2 - ULSD #2	365.090
Blue Card	253.868					3 - ULSD #2	461.501
WEX	228.373					4 - ULSD #2	166.406
						5 - E-85	.000
						5 - UNL 10%	69.136
						6 - E-85	.000
						8 - UNL 10%	223.700

Filtering Information

The Filter Tab will allow you to search for information that has been saved since you last viewed the site. More than one Filter can be used to help narrow down a search pattern.

Transactions can be filtered as show in below caption.

Web Portal Transactions Filters

NOTE: When Filters are in use, the Green Radio Button will be displayed next to the Filter Tab. If you hover over the green radio button, the filters that are currently in use will be displayed.

The following list displays the list of available Web Portal Filters:

Date / Time - Specifies a Date and Time Range.

Identity - Filter by a Customer Identity number.

Card Number - Filter by a Customer card number. (This does not have to be the full card number).

Gallons - Filter by an exact gallon amount or "Less Than" / "Greater Than" a gallon amount.

Vehicle Card - Filter by a Vehicle card number.

Driver ID - Filter by a Customer Driver ID number.

Status - Filter by the transaction and weather it is "OK" or in "Error".

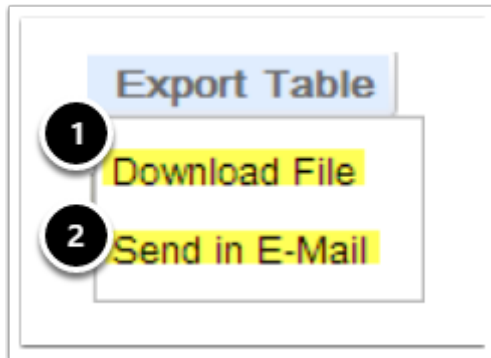
Card Type - Filter by a particular Card Type.

Dispenser - Filter by a Dispenser number.

Product - Filter by a Fuel or Non Fuel Product type.

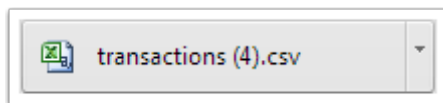
Termination Code - Filter by a predefined Termination Code.

Exporting Transaction Information after Filtering

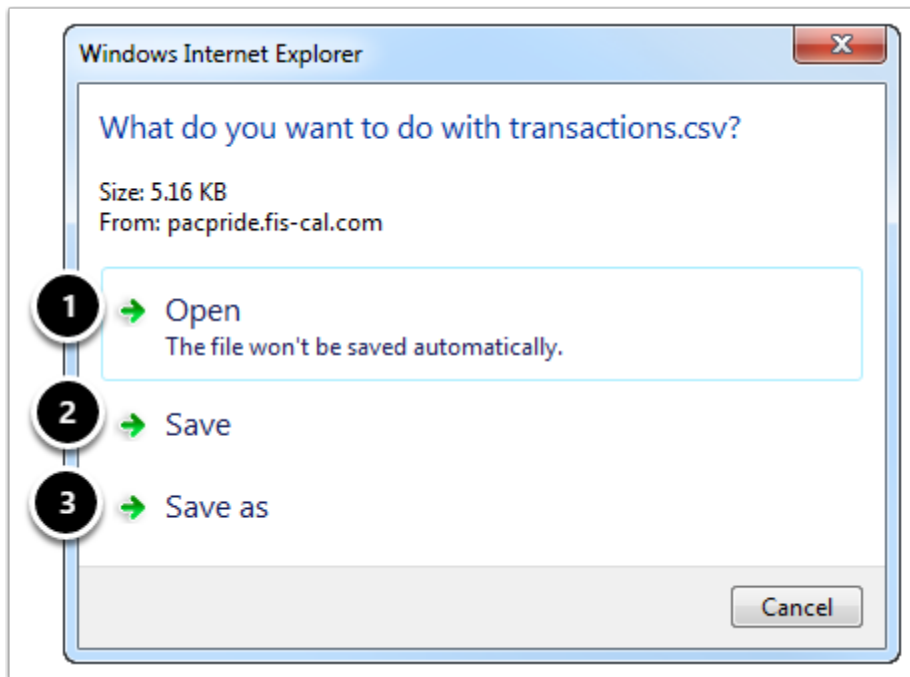


Select **Download File** to capture the file and have it downloaded directly to your computer.

When using Google Chrome, the file will be sent directly to your computer and saved in your **Download Directory**. The File Name will be **transactions(?)**.csv. The ? is for the number that will increment if you save multiple transaction files.



When using Internet Explorer, you will be prompted on what you would like to have happen with the **transactions.csv** file. You have the options to either **(1) Open**, **(2) Save** or **(3) Save As** with a different name.



To Email your CSV File, select **Send in E-mail** and the following dialog will appear

Email Filtered Transactions

From: rick@fis-cal.com
☒ Send me a copy

To:

Subject:

Message:
 (Optional)

Complete the **To**, **Subject**, and **Optional Message** Fields, then press **Send to E-mail** to E-mail your file

Information that you can expect to see stored in your CSV file are shown in the below caption.

Site ID	Site Address	Site ID Number	Vehicle Number	Site ID	Site ID	Phone	Product Code	Product Description	Vehicle	Vehicle	Total Amount	Card Type	Monthly	Service Level	Account	Site ID
10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000

Your saved CSV file will include the following data:

Site ID

Site Address

Card Number

Vehicle Number

Card Host

Site Host

Pump Number

Product Code

Product Description

Gallons

POS PPU (Price Per Unit)

Total Amount

Card Type

Identity Customer Number

Authorization Code

Transaction Status

Pricing

The **Pricing Screen** is used to **Schedule** or **Edit New Pump Pricing** for any site in your network.

Transactions Pricing User Settings Site Monitoring Company Sites											
Transactions Select Locations Current Prices Transferred: 06/02/2014 Filter Card History Reports Export Table											
Date/Time	Site	Receipt	Disp.	Prod.	PPU	Gallons	SaleTot	Card Type	Card Number	Term	Status
09/12/2014 17:47	0001	127	6	45	\$3.999	.600	\$2.40	Fleet One	501486xxxxxxxx0313	I	OK

To change stores you can use **Select Location** in drop down menu.

Transactions Pricing User Settings Site Monitoring Company Sites				
Product Pricing for Site: 0001 (Test) TimeZone: CST				
Select Location				

Fuel Product Pricing

Steps for Changing the Fuel Pricing

- (1) Click on product that you want to change the price of.
- (2) Click the **Edit** button.
- (3) Type the **new price**.
- (4) Click the **Save** button.

TransactionsPricingUser SettingsSite MonitoringCompany Sites

Product Pricing for Site: 0001 (Test) TimeZone: CST

Select Location

Currently No Scheduled Pricing

Ultra Low Sulfur Diesel Off-Road (Non-Taxable)

Level 1Level 2Level 3Level 4

Tier 14.0193.9994.0174.017

Tier 23.9993.9994.0174.017

Ultra Low Sulfur Diesel Off-Road (Non-Taxable)

Level 1Level 2Level 3Level 4

Tier 13.9993.9994.0174.017

Tier 23.9993.9994.0174.017

Unleaded Super

Level 1Level 2Level 3Level 4

Tier 12.9992.9993.2473.247

Tier 22.9992.9993.2473.247

Unleaded Ethanol (10% Blend)

Level 1Level 2Level 3Level 4

Tier 11.9991.9991.9991.999

Tier 21.9991.9991.9991.999

Edit2

Save4

Cancel

Saving Fuel Product Pricing Information

A system message will pop up displaying the following:

- 1 - The product that has been changed
- 2 - The tier that has been changed
- 3 - The current (old) PPG
- 4 - The new PPG

Selecting (1) **OK** will save the changes that have been made.

Selecting (2) **Cancel** will allow you to make changes that still need to be made.

Select Price Effective Date

Effective Date
09/18/2014 09:36

Ok

Tier 2 2.9

Blend) Lev

Tier 1 1.9

Tier 2

Time: 10 : 00

The same day and time can be selected for immediate price changes

You can be schedule for a later date and time by clicking the box to the right of the effective date.

Product Pricing for Site: 0001 (Test) TimeZone: CST

Scheduled for (09-18-2014 10:00) SiteTime (09-18-2014 10:00 CDT) Cancel Edit

NOTE: In the above example, the price change will go into effect on 9/18/2014 at 10:00 a.m.

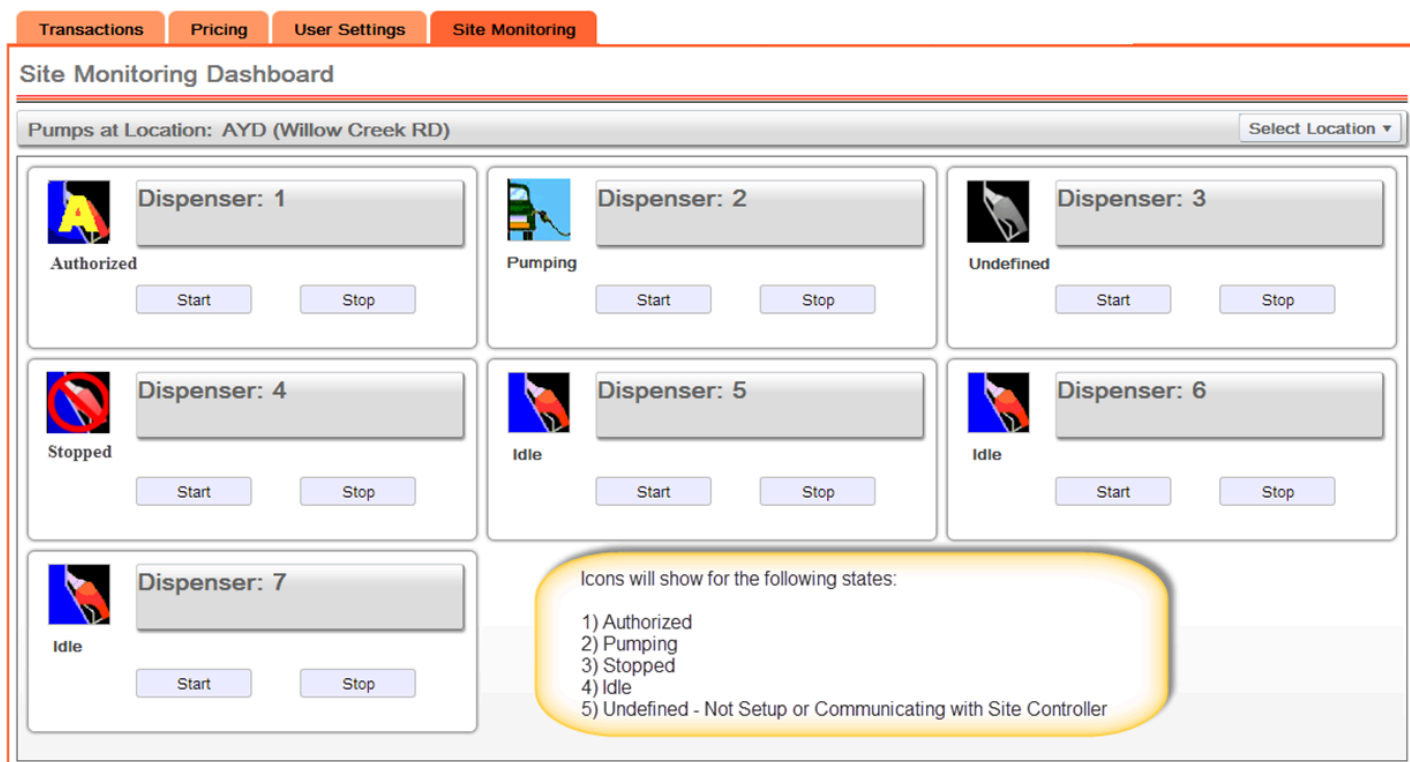
Once the desired date and time have been entered, click the **Ok** button

Selecting **Cancel** will cancel changes.

Selecting **Edit** will allow you to edit the price again

Site Monitoring

Site Monitoring allows you to check your Pump Statuses at a quick glance



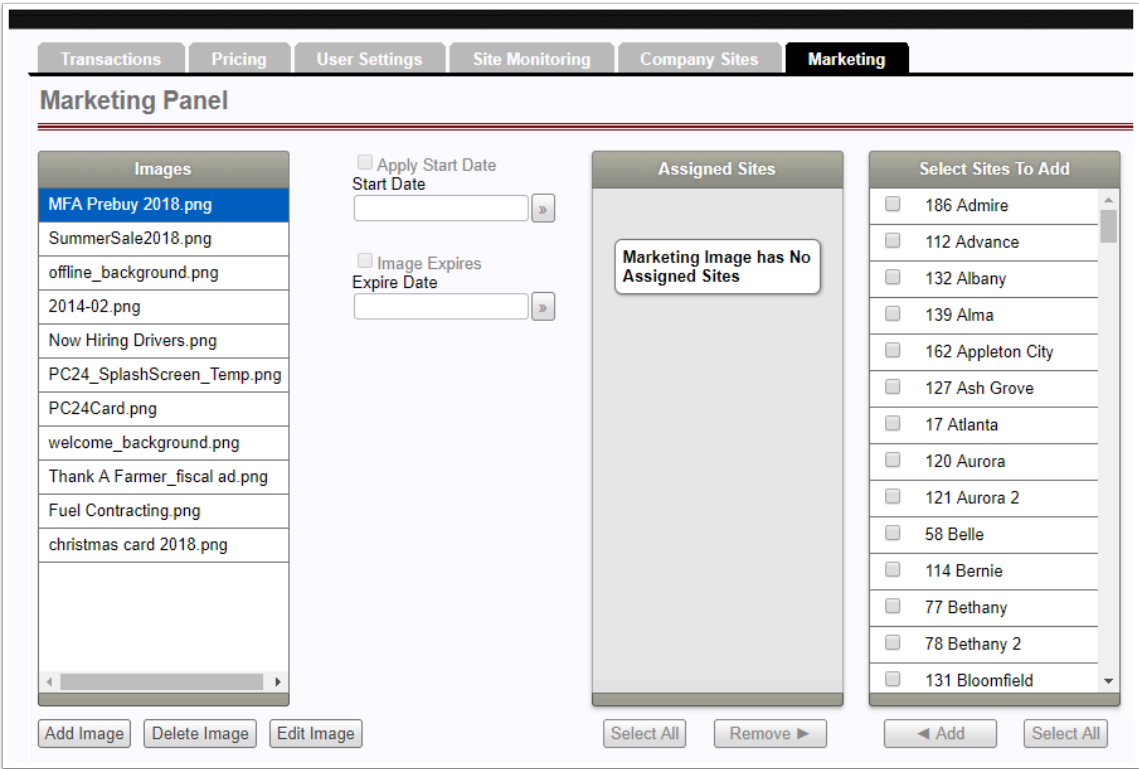
The Web Portal will check the updated pump statuses every 15 minutes, ***if a pump is Stopped or Undefined, an E-mail Notification will be sent to the Marketer.***

The Web Portal will check the communications between the Site Controller and the Outdoor Payment Terminal, ***if there is a communication loss between the two, an E-mail Notification will be sent to the Marketer.***

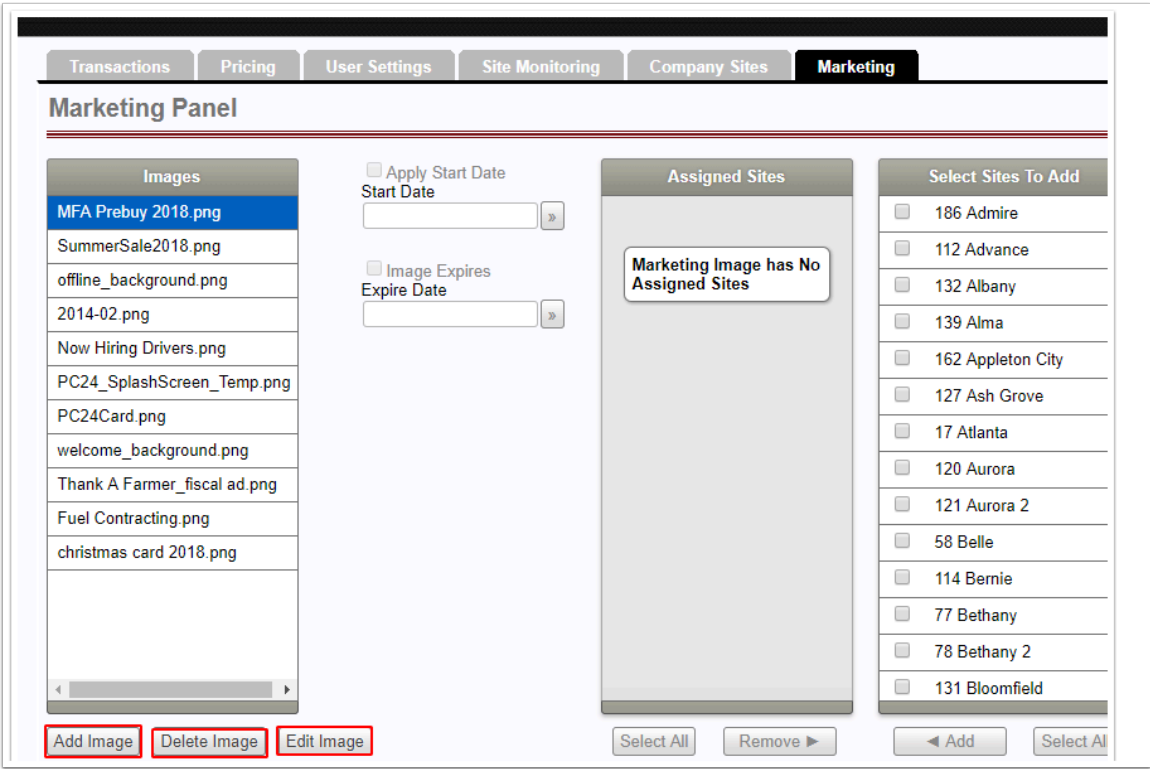
Pumps can be Stopped and Re-Started by using the (1) **Start** / (2) **Stop** buttons on the Site Monitoring page.



Marketing Panel

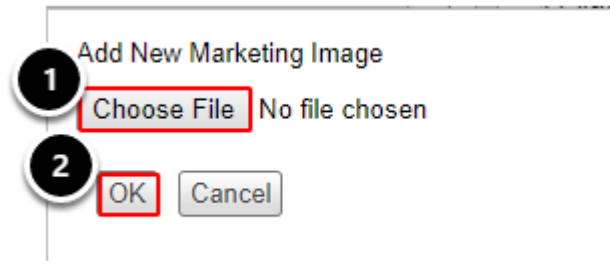


The Marketing Panel allows you to **Add**, **Delete** and **Edit** Images assigned to the Sites Pumps

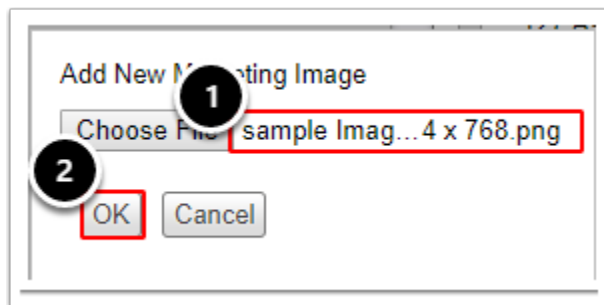


Adding an Image

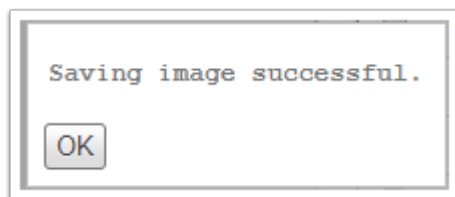
Steps for Adding an Image to a Site Location (1) **Choose File** to add. Once you have chosen your file Select (2) **OK**. *Select Cancel to choose a different file.*



The caption below shows an example of what you will see after you select for File for upload to your site (1). Once you confirm your file is attached. Select (2) **OK**



A system message will be displayed confirming image upload.



Once Upload is confirmed as shown in Caption below item (1), you will be able to Apply a Start Date (2) and an Expiration Date (3) for the Image. In step (4) Select the Site to Add the Image to and click the Add button (5). Once you click Add you will see that the sites are now Displayed in the Assigned Sites Column (6).

The screenshot displays a web portal interface for managing images and site assignments. It features several key components:

- Images List:** A table on the left containing various image files. The file 'sample Image 1024 x 768.png' is highlighted, with a callout '1' indicating it is the selected image.
- Date Selection:** Two date pickers are located in the upper center. The first, labeled '2', is for the 'Start Date' (12/18/2018 13:59). The second, labeled '3', is for the 'Image Expires' date (12/18/2018 13:59). Both have checkboxes for 'Apply'.
- Assigned Sites:** A central list box labeled 'Assigned Sites' with callout '6'. It currently contains two entries: '112 Advance' and '186 Admire'. Below this list are 'Select All' and 'Remove' buttons.
- Select Sites To Add:** A list box on the right labeled 'Select Sites To Add' with callout '4'. It contains a scrollable list of site names, including '132 Albany', '139 Alma', '162 Appleton City', '127 Ash Grove', '17 Atlanta', '120 Aurora', '121 Aurora 2', '58 Belle', '114 Bernie', '77 Bethany', '78 Bethany 2', '131 Bloomfield', '128 Bolivar', and '37 Boonville'. A callout '5' points to the 'Add' button at the bottom of this list.
- Buttons:** At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right are 'Add' and 'Select All' buttons.

NOTE: The File Size for your image needs to 1024 x 768 pixels or you will receive an error when trying to upload the image.

Deleting the Image

To delete the image, **Step 1** Select the Image you want to delete, **Step 2** Select **Delete Image**

Marketing Panel

Images
MFA Prebuy 2018.png
SummerSale2018.png
offline_background.png
2014-02.png
Now Hiring Drivers.png
PC24_SplashScreen_Temp.png
PC24Card.png
welcome_background.png
Thank A Farmer_fiscal ad.png
Fuel Contracting.png
christmas card 2018.png
sample Image 1024 x 768.png

☐ Apply Start Date
Start Date

☐ Image Expires
Expire Date

Once you select the Delete Image button, a pop up message will appear confirming Image has been deleted. Simply click OK at this point.

Images	Assigned Sites	Select Sites To Add
MFA Prebuy 2018.png	<div>Marketing Image has No Assigned Sites</div>	<input type="checkbox"/> 186 Admire
SummerSale2018.png		<input type="checkbox"/> 112 Advance
offline_background.png		<input type="checkbox"/> 132 Albany
2014-02.png		<input type="checkbox"/> 139 Alma
Now Hiring Drivers.png		<input type="checkbox"/> 162 Appleton City
PC24_SplashScreen_Temp.png		<input type="checkbox"/> 127 Ash Grove
PC24Card.png		<input type="checkbox"/> 17 Atlanta
welcome_background.png		<input type="checkbox"/> 120 Aurora
Thank A Farmer_fiscal ad.png		<input type="checkbox"/> 121 Aurora 2
Fuel Contracting.png		<input type="checkbox"/> 58 Belle
christmas card 2018.png		<input type="checkbox"/> 114 Bernie
		<input type="checkbox"/> 77 Bethany
		<input type="checkbox"/> 78 Bethany 2
		<input type="checkbox"/> 131 Bloomfield

Image Deleted

Edit Image

To Edit an Image simply select the image you want to edit. For the example below, we have chosen the image **christmas card 2018.png** then selected **Edit Image**

Marketing Panel

Images

MFA Prebuy 2018.png
SummerSale2018.png
offline_background.png
2014-02.png
Now Hiring Drivers.png
PC24_SplashScreen_Temp.png
PC24Card.png
welcome_background.png
Thank A Farmer_fiscal.ad.png
Fuel Contracting.png
christmas card 2018.png

☐ Apply Start Date
Start Date

»

☐ Image Expires
Expire Date

»

Add Image

Delete Image

Edit Image

Once you click Edit Image you will see the Image Displayed as shown below (1). You select a Start Date **(2)** and an Expiration Date **(3)** for the Image. In step **(4)** Select the Site to Edit the Image for and click the Remove button **(5)**. Once you click Remove you will see that the image is removed.

Images

MFA Prebuy 2018.png
SummerSale2018.png
offline_background.png
2014-02.png
Now Hiring Drivers.png
PC24_SplashScreen_Temp.png
PC24Card.png
welcome_background.png
Thank A Farmer_fiscal ad.png
Fuel Contracting.png
christmas card 2018.png

Save

Cancel

2

☐ Apply Start Date
Start Date

»

3

☐ Image Expires
Expire Date

»

4

Assigned Sites

☐ 186 Admire
☐ 112 Advance
☐ 132 Albany
☐ 139 Alma
☐ 162 Appleton City
☐ 127 Ash Grove
☐ 17 Atlanta
☐ 120 Aurora
☐ 121 Aurora 2
☐ 58 Belle
☐ 114 Bernie
☐ 77 Bethany
☐ 78 Bethany 2
☐ 131 Bloomfield

5

Select All

Remove ▶

Select Sites To Add

◀ Add

Select All