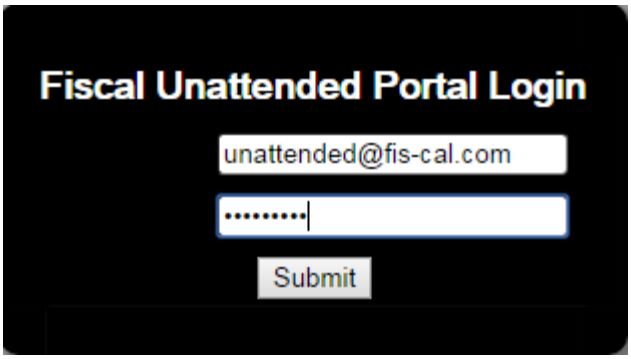
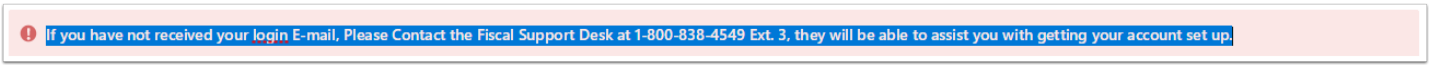
Fiscal Systems Unattended Web Portal Manual

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/

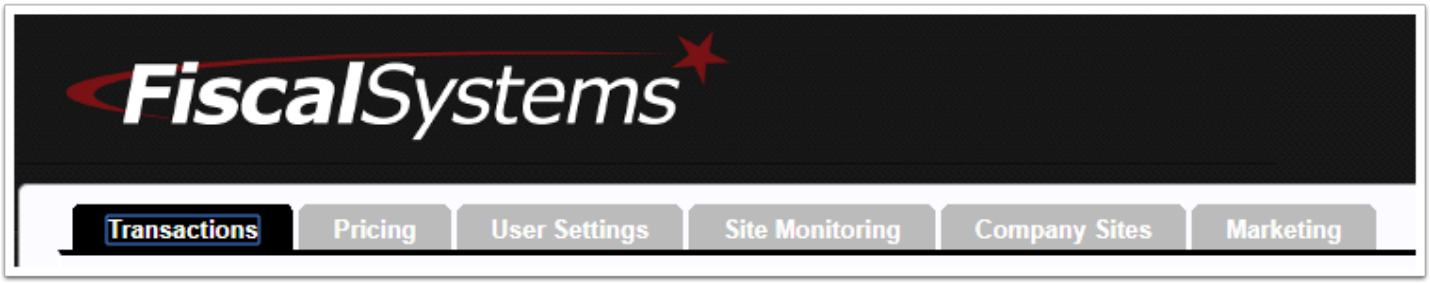
The following dialog will appear:



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



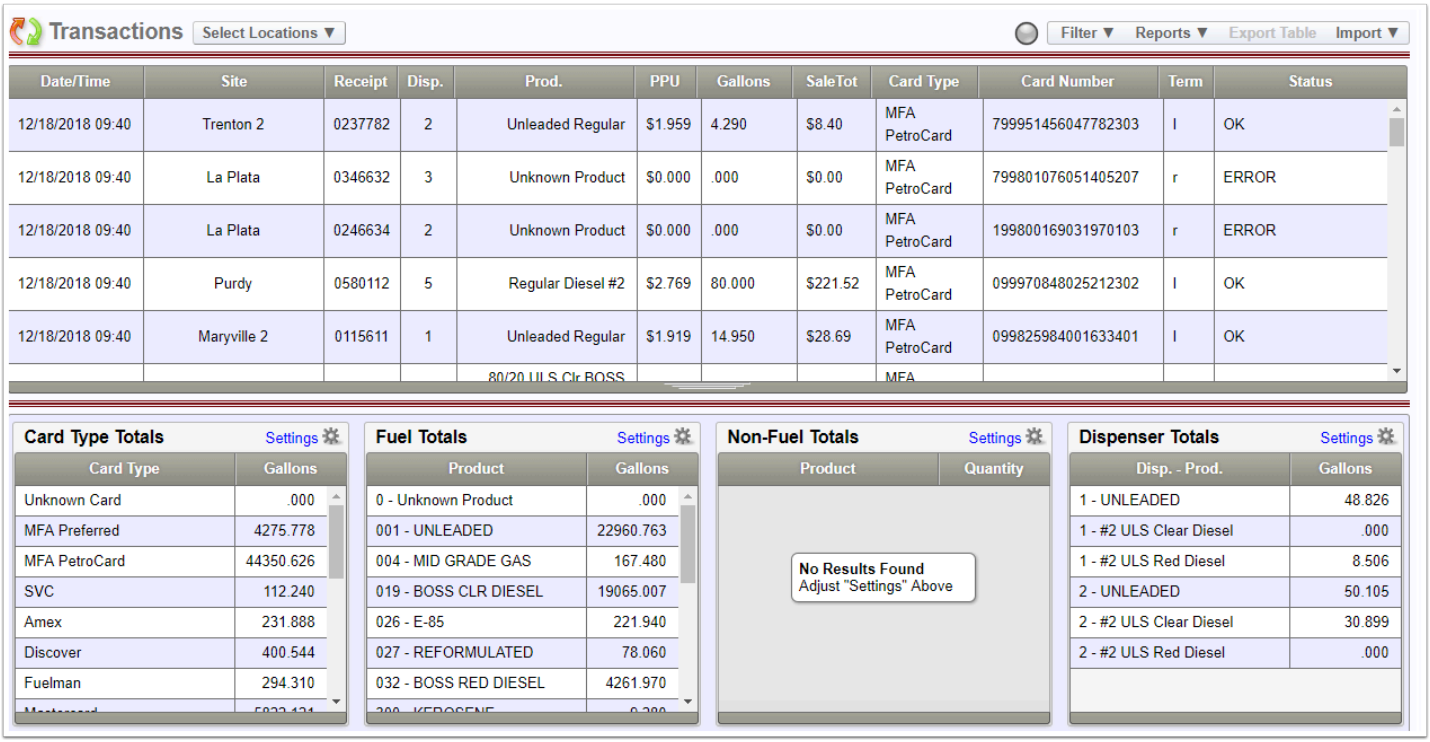
How Do I Navigate the Fiscal Systems Unattended Web Portal?



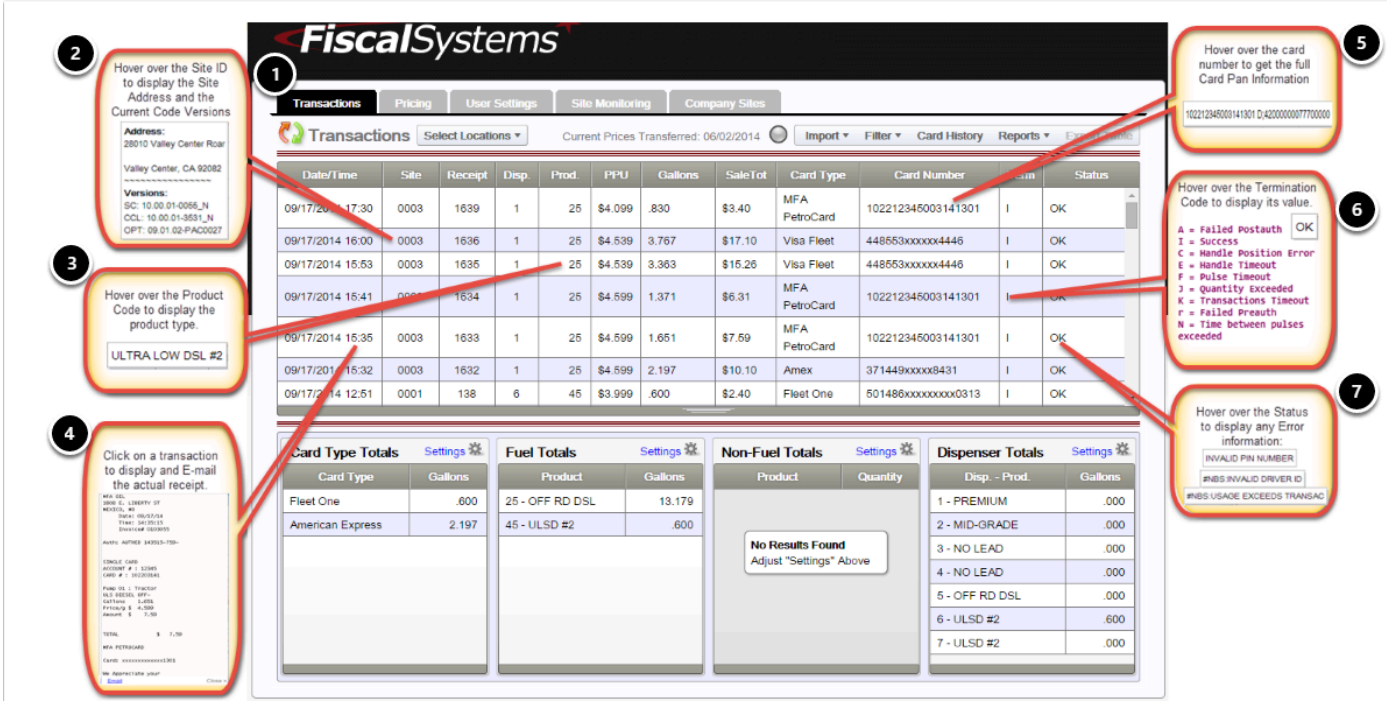
The Home Screen for the Fiscal Unattended Portal will give you access to the following options:

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

Transactions



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



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

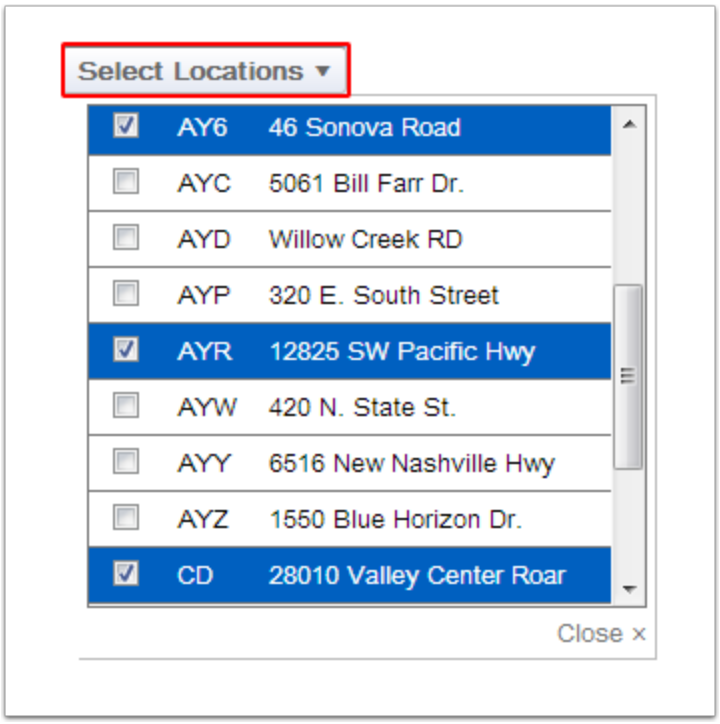
Hover over the Termination Code to display its value

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

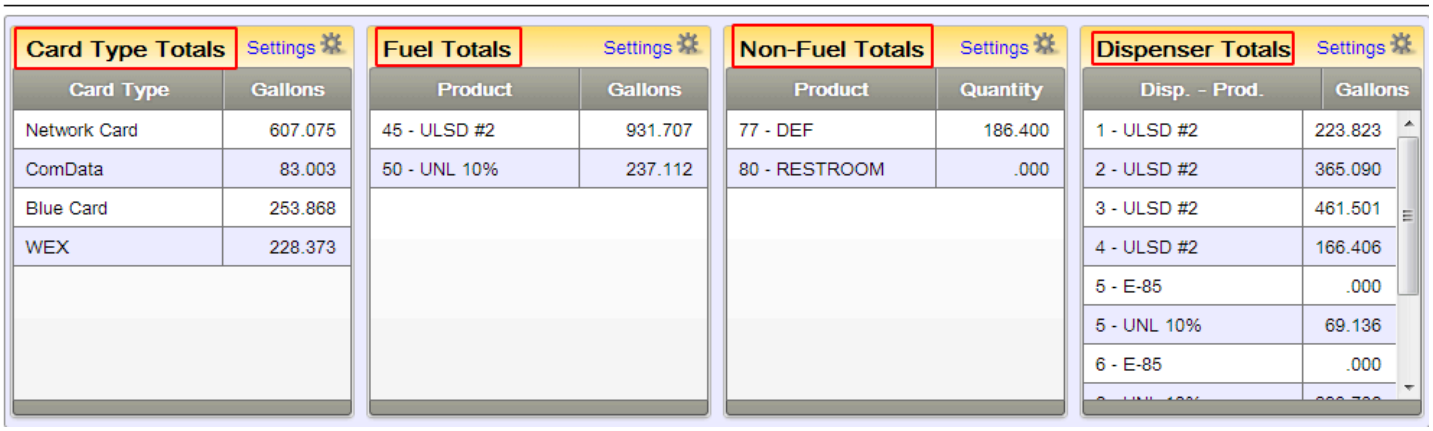
Further Navigation within the Transaction Screen

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.



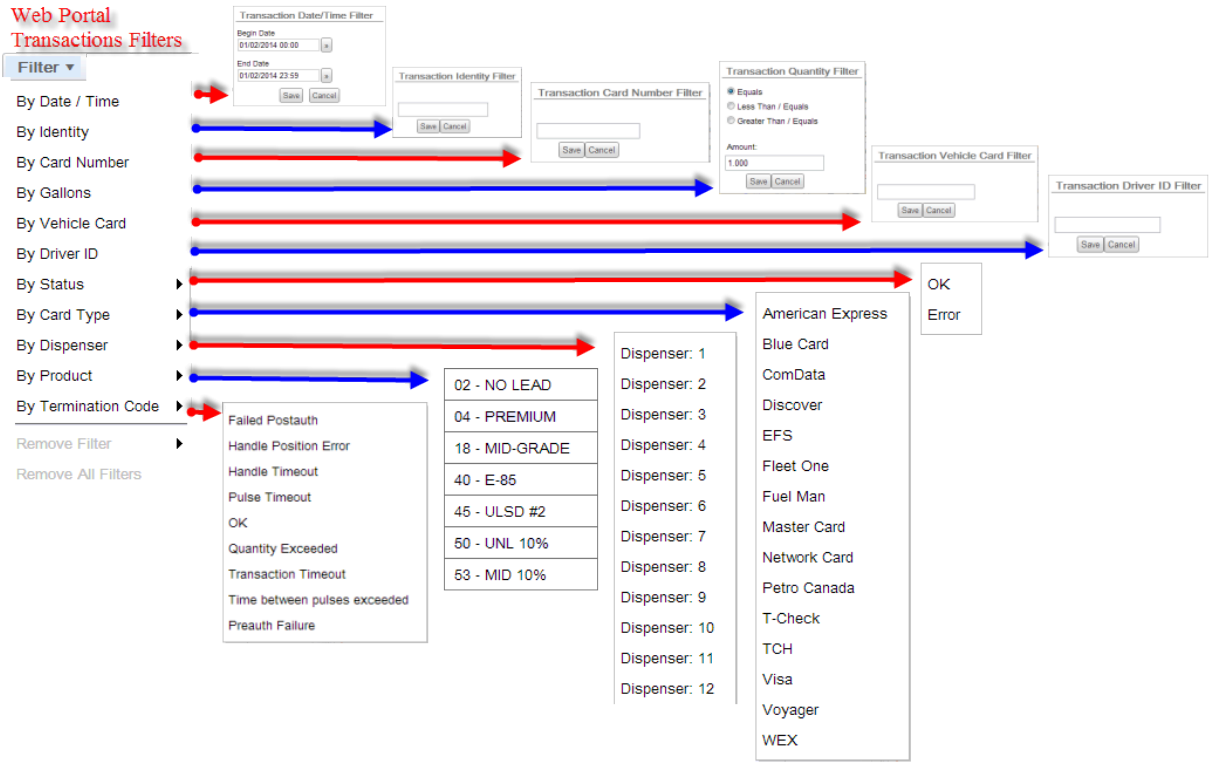
Transaction Totals



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.



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 Then” / “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.

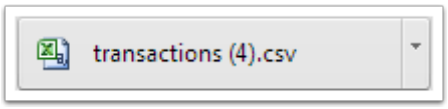
Product - Filter by a Fuel or Non Fuel Product type.

Termination Code - Filter by a predefined Termination Code.

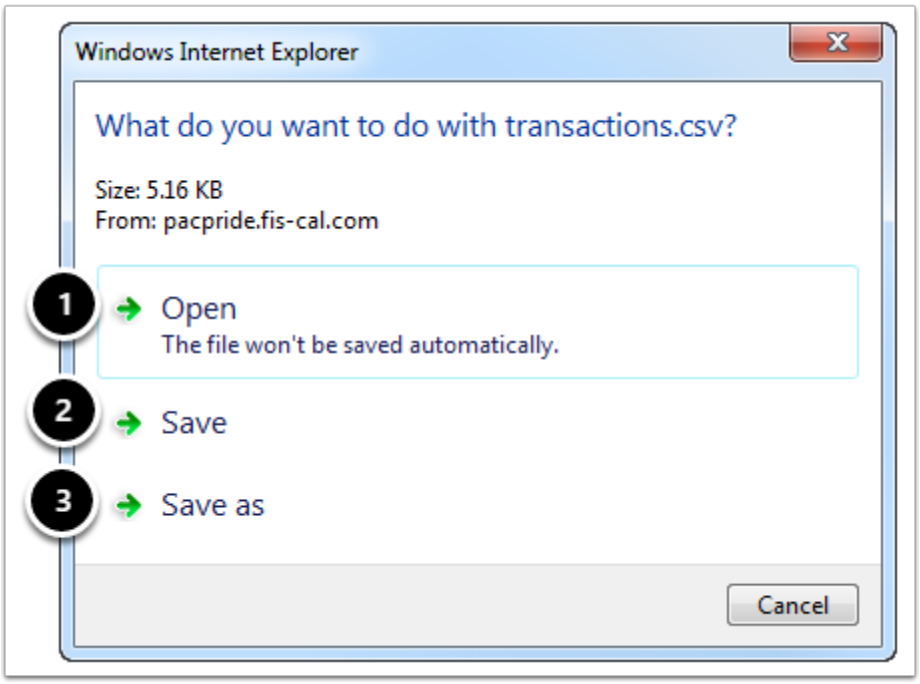
Exporting Transaction Information after Filtering

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

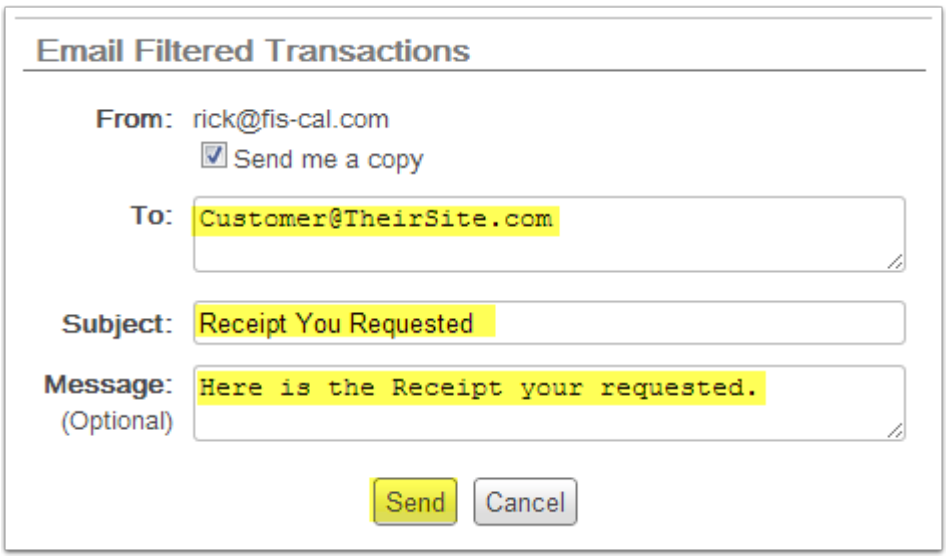
When using Google Chrome, the file will be sent directly to your computer and saved in your **Download Directory.** The File Name will be **transactions(?).csv.** The **?** is for the number that will increment if you save multiple transaction files.



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.

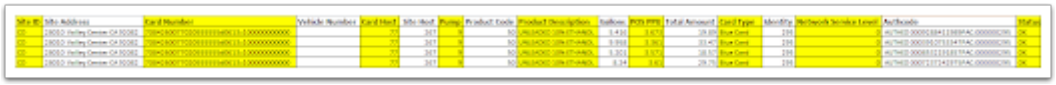


To Email your CSV File, select **Send in E-mail** and the following dialog will appear



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.



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

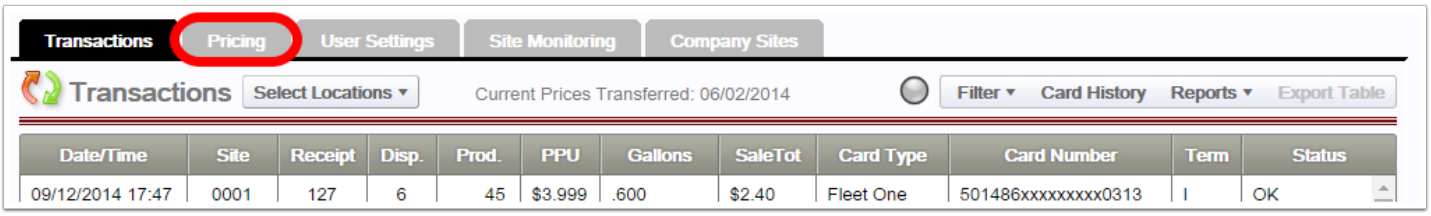
Identity Customer Number

Authorization Code

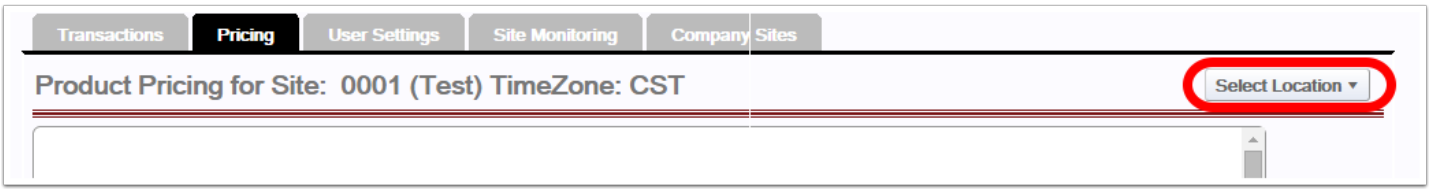
Transaction Status

Pricing

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



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



Fuel Product Pricing

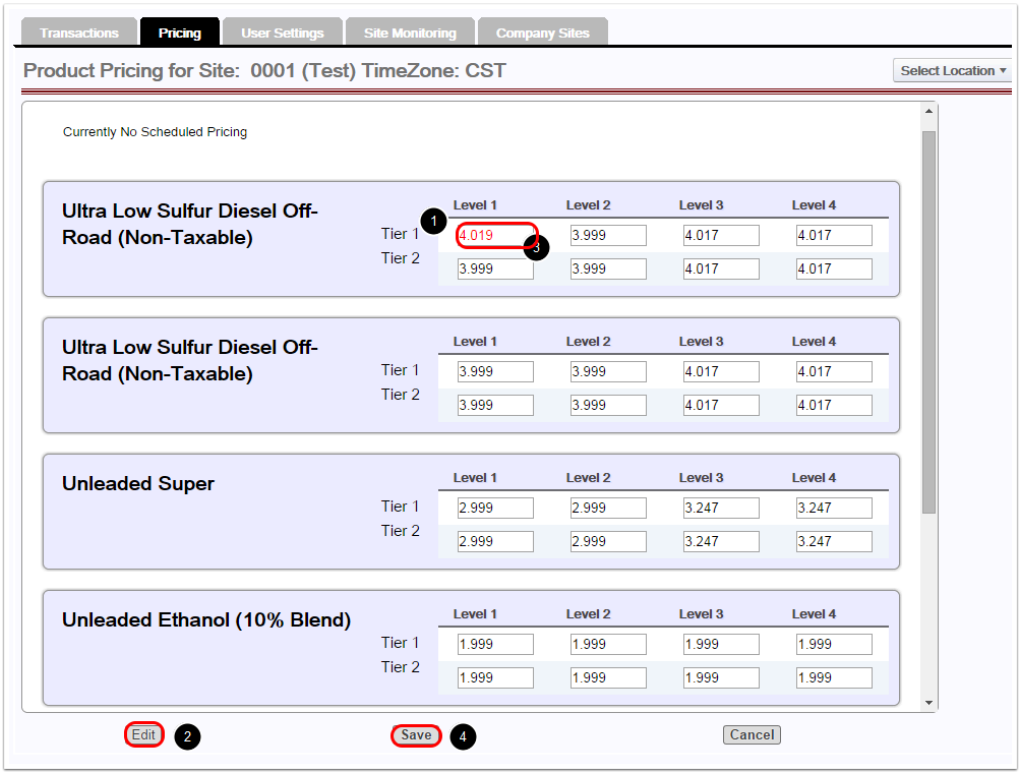
Steps for Changing the Fuel Pricing

(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.



Saving Fuel Product Pricing Information

A system message will pop up displaying the following:

1 - The product that has been changed

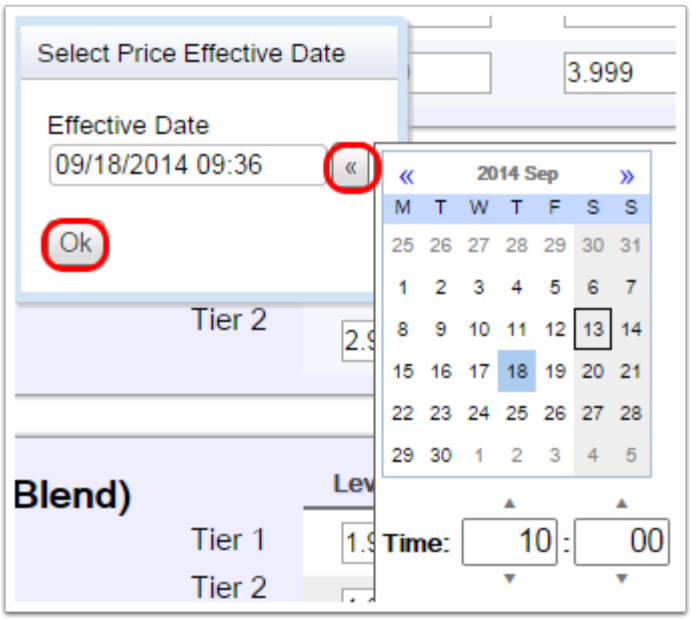
2 - The tier that has been changed

3 - The current (old) PPG

4 - The new PPG

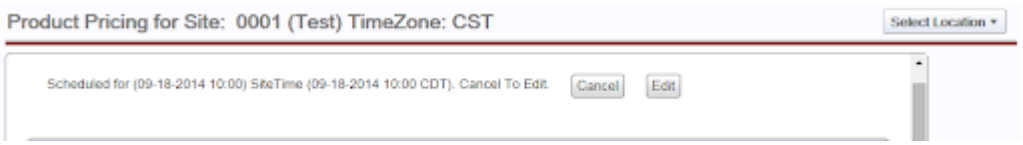
Selecting (1) **OK** will save the changes that have been made.

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



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.



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

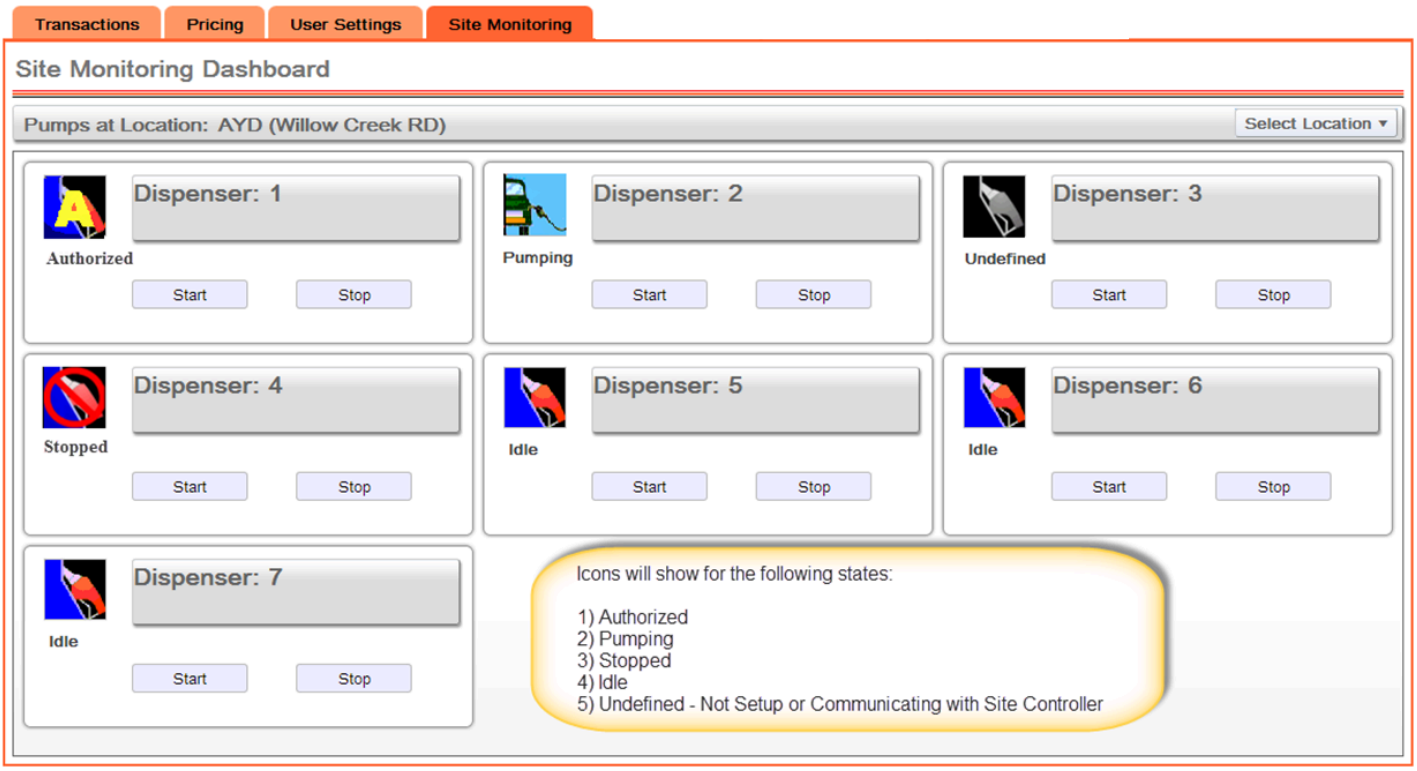
Once the desired date and time have been entered, click the **Ok** button

Selecting **Cancel** will cancel changes.

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

Site Monitoring

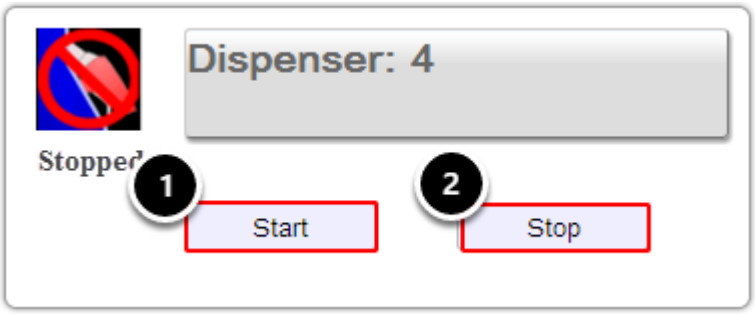
Site Monitoring allows you to check your Pump Statuses at a quick glance



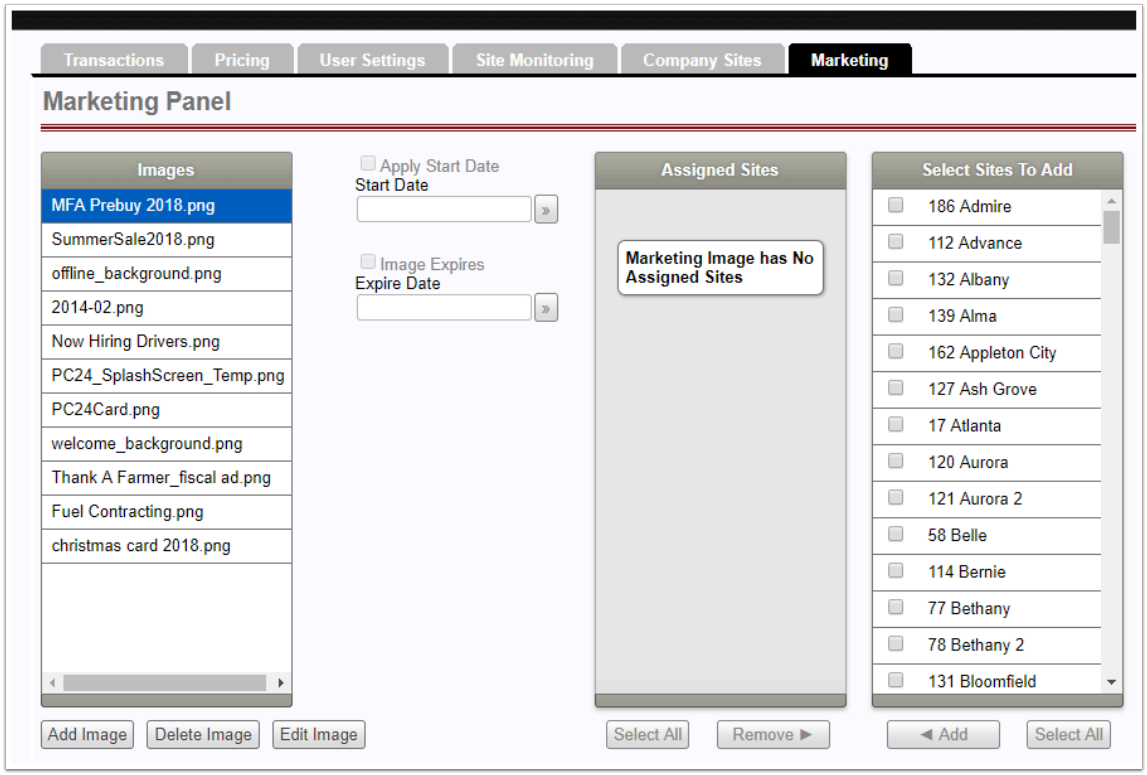
The Web Portal will checks the updated pump statuses every 15 minutes, ***if a pump is Stopped or Undefined, an E-mail Notification will be sent to the Marketer***.

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***.

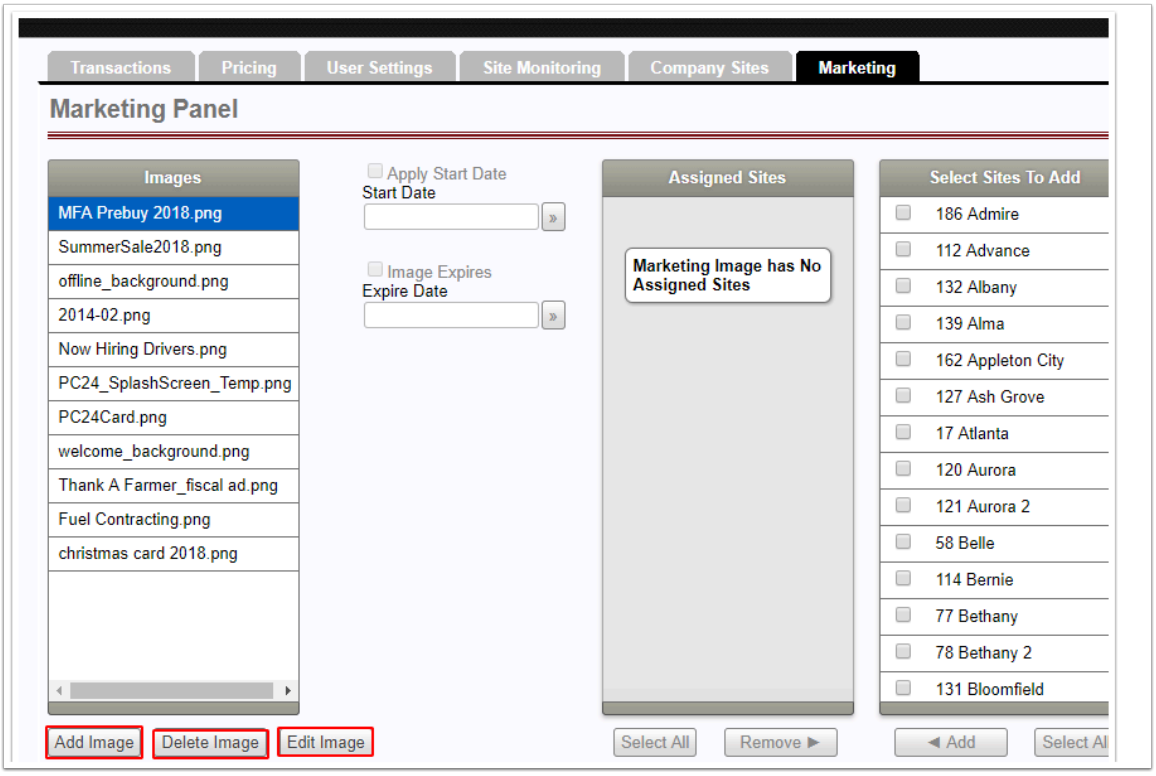
Pumps can be Stopped and Re-Started by using the (1) **Start** / (2) **Stop** buttons on the Site Monitoring page.



Marketing Panel

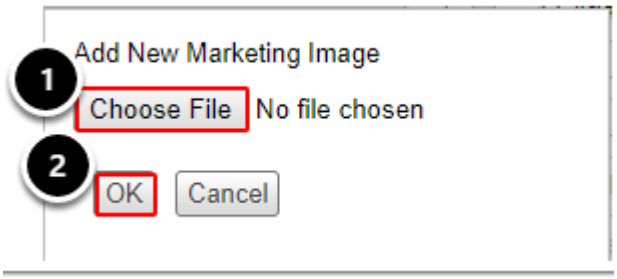


The Marketing Panel allows you to **Add**, **Delete** and **Edit** Images assigned to the Sites Pumps

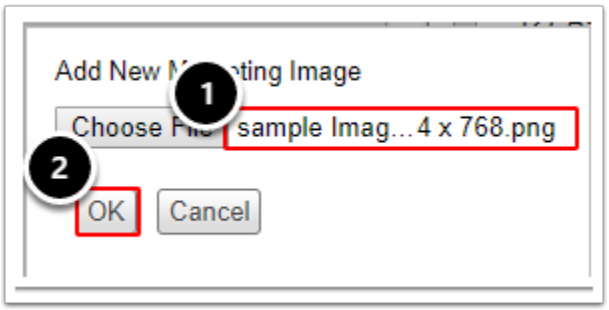


Adding an Image

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***.

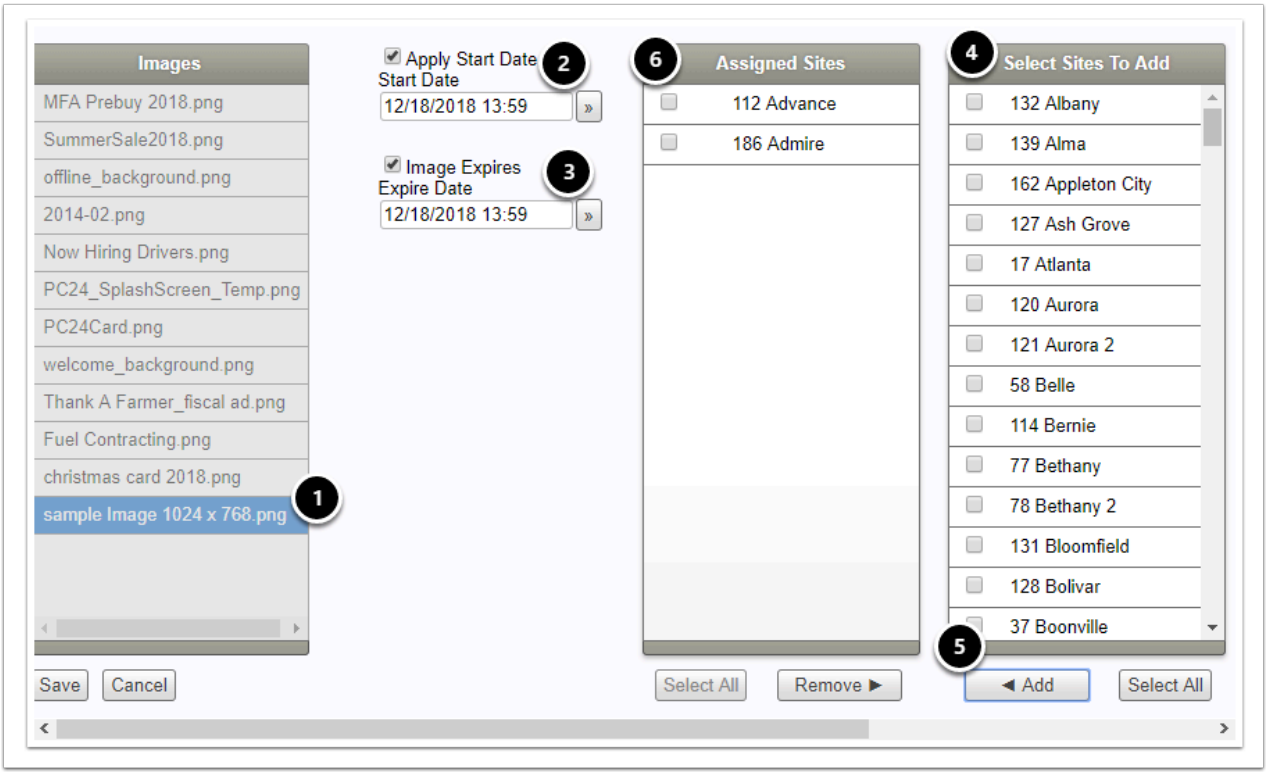


The caption below shows an example of what you will see after you select for File for upload to your site **(1)**. Once you confirm your file is attached. Select **(2) OK**



A system message will be displayed confirming image upload.

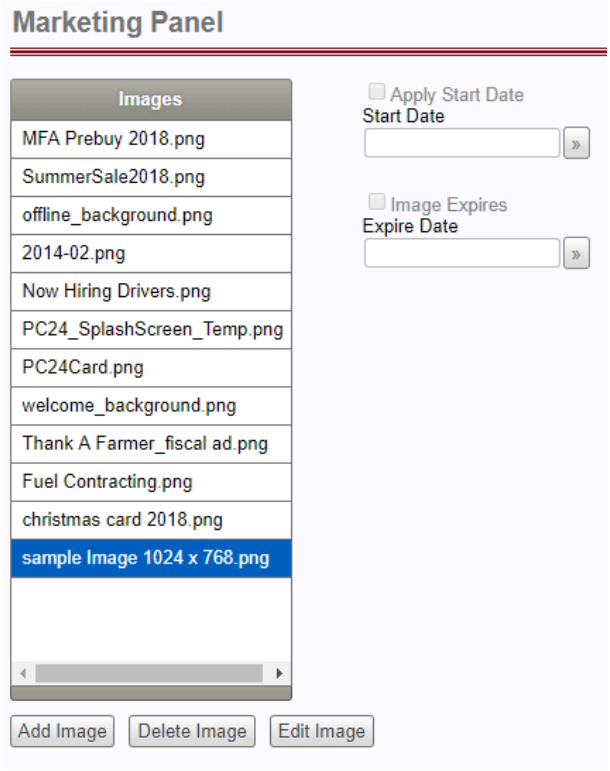
Once Upload is confirmed as shown in Caption below item **(1)**, you will be able to Apply a Start Date **(2)** and an Expiration Date **(3)** for the Image. In step **(4)** Select the Site to Add the Image to and click the Add button **(5)**. Once you click Add you will see that the sites are now Displayed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



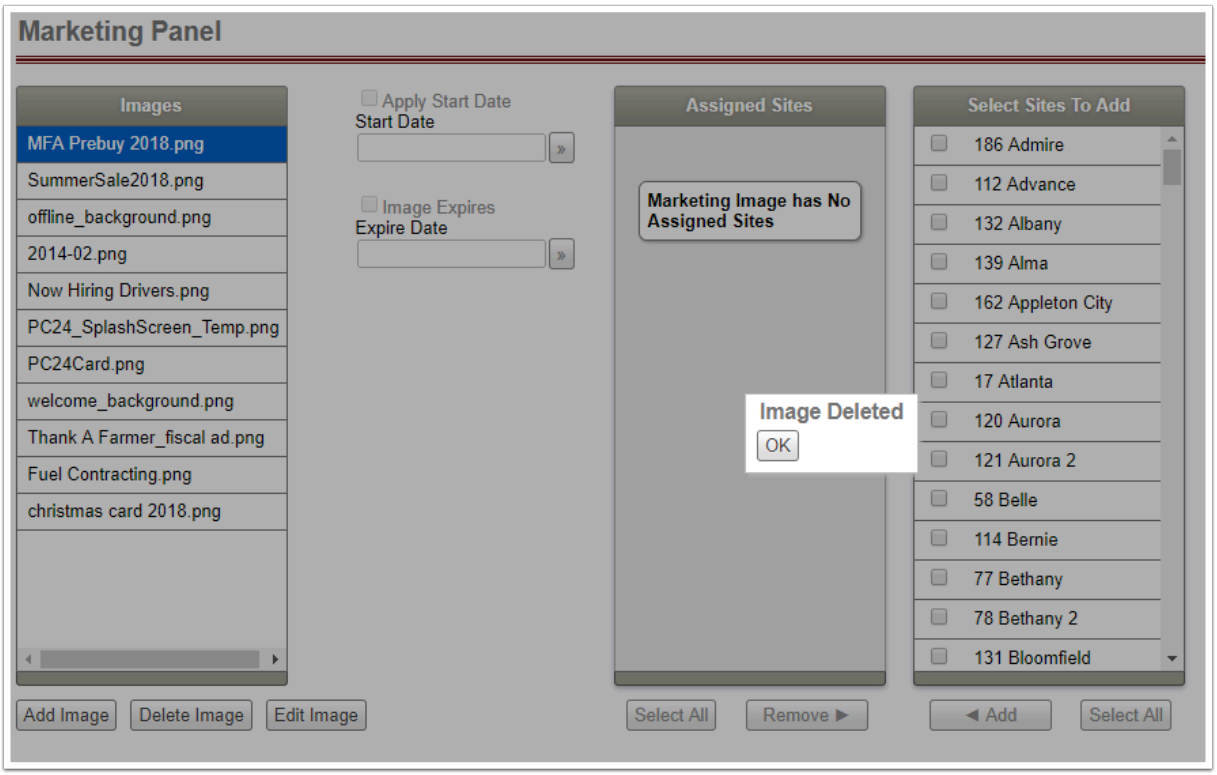
NOTE: The File Size for your image needs to 1024 x 768 pixels or you will receive an error when trying to upload the image.

Deleting the Image

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

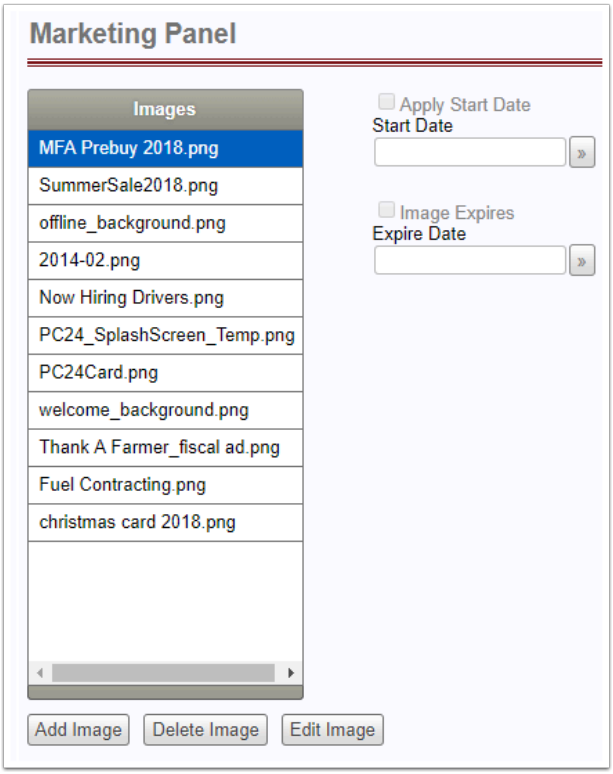


Once you select the Delete Image button, a pop up message will appear confirming Image has been deleted. Simply click OK at this point.

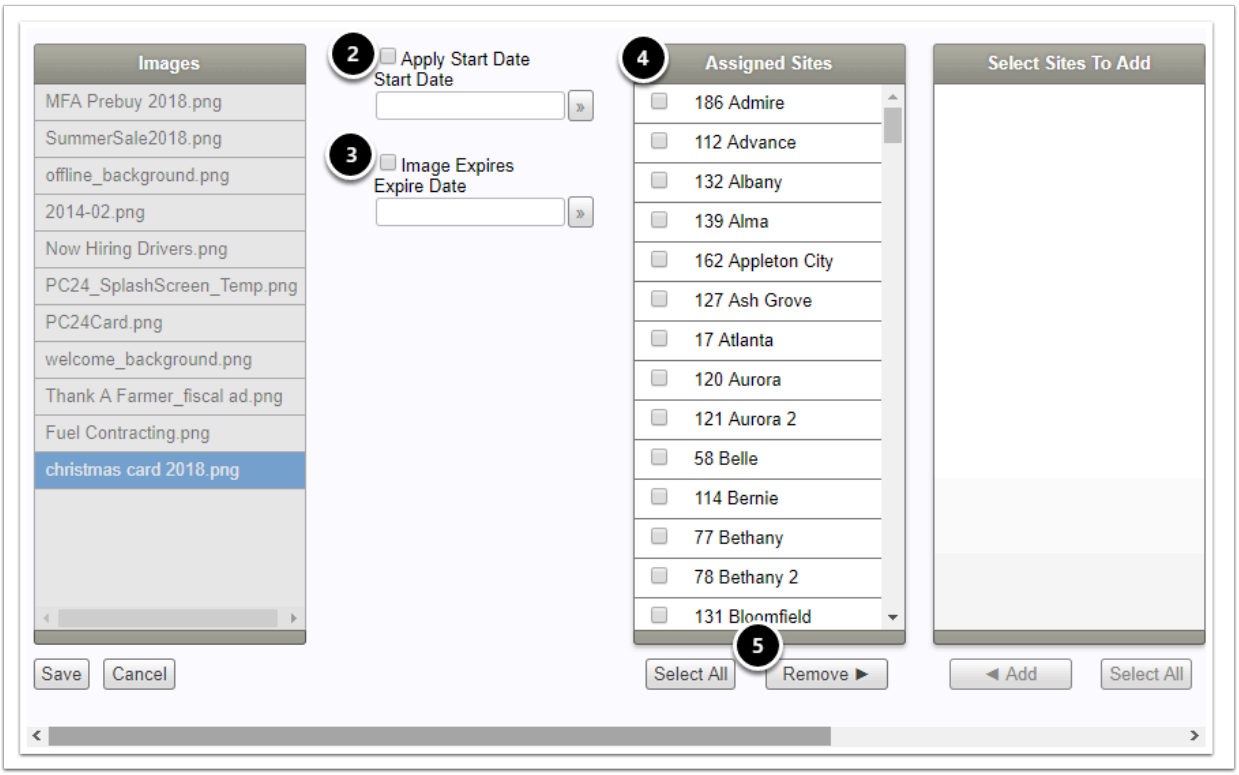


Edit Image

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**



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
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
Select Sites To Add
5
Save
Cancel
Select All
Remove ►
◄ Add
Select All