

Introduction

Purpose

This quick reference guide provides information to update the Passport™ POS using Insite360™ Instore.

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Related Document

Document Number	Title	GOLD SM Library
MDE-5171	Insite360 Passport Configuration and Troubleshooting Manual for Passport V10 and Later	Passport

Abbreviations and Acronyms

Term	Description
ASC	Authorized Service Contractor
BOS	Back Office System
CWS	Cashier Workstation
MWS	Manager Workstation
POS	Point of Sale

Requirements

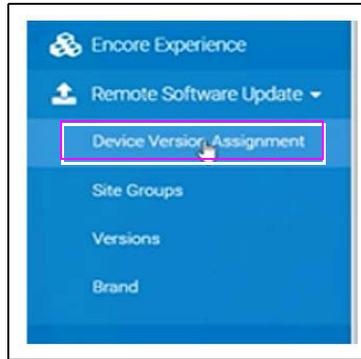
- Passport Software Version 20.01 or later
- Account with Insite360 (IS360) at insite360.gilbarco.com. If you do not have access visit www.gilbarco.com/is360passportsignup.
- Passport POS connected to Insite360. If the Passport system site is not connected to Insite360 yet, refer to “Appendix” on page 5.

Updating Passport Software from Insite360

To log in to Insite360, proceed as follows:

- 1 On the left-side menu, expand **Remote Software Update**.
- 2 Select **Device Version Assignment** from the expanded menu.

Figure 1: Remote Software Update Menu



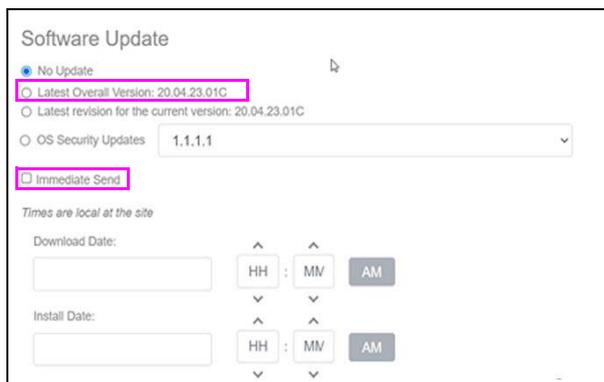
- 3 In the site list displayed there is a column “Current Status”. If a software update is available, it will display **Update Available**. If the site is not listed, refer to “Appendix” on page 5.

Figure 2: Updates Available



- 4 Click the **Detail/Update** on the row of the site if a software update is available.
- 5 On the Software Update screen, select **Latest Overall Version: 20.04.23.01C**. Another option could be chosen but it is recommended to update with the latest overall version.

Figure 3: Software Update



- 6 Select the **Immediate Send** checkbox to send the software update to the Passport. The download and installation can be optionally configured.
- 7 Click **Save** at the bottom of the page.

Passport POS System Updates

After the software is downloaded by Insite360 to the Passport, the following notification is displayed. Click **Clear Alert** to close the alert window.

Figure 4: POS Notification

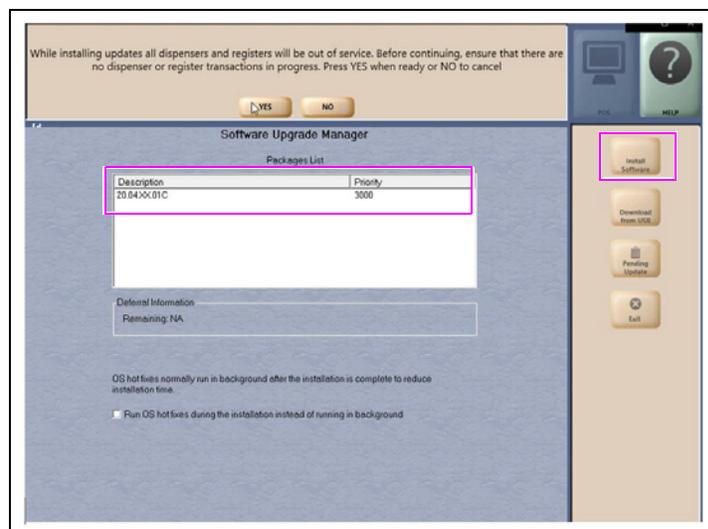


After the software is downloaded to the Passport system, the Passport will prompt to install the software at store close. It can be referred up to three times as part of store close process.

To install the software manually at POS, proceed as follows:

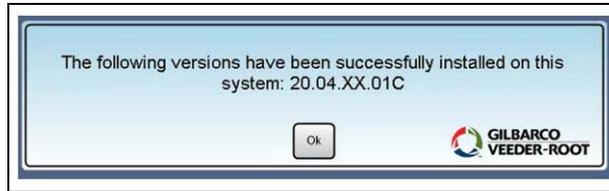
- 1 Launch the Manager Workstation (MWS).
- 2 Go to **Set Up > Store > Software Upgrade Manager**.
- 3 Select the available package from the table and click **Install Software**.

Figure 5: Software Upgrade Manager



- 4 The installation process will launch. When it is completed, the following dialog box will be displayed.

Figure 6: Installation Dialog Box



- 5 Log in back to Insite360 using step 1 through 3 on [page 2](#), to ensure that the update is completed. If the latest software version is not displayed there, the update has not been completed. If there are any other issues while upgrading, please call the Gilbarco help desk.

Note: It may require multiple upgrades to get to the latest software version available unless the Passport system is already on version 20.04. Log in to IS360 using step 1 through 3 on [page 2](#), after the software update has completed on the Passport to confirm if another update is available.

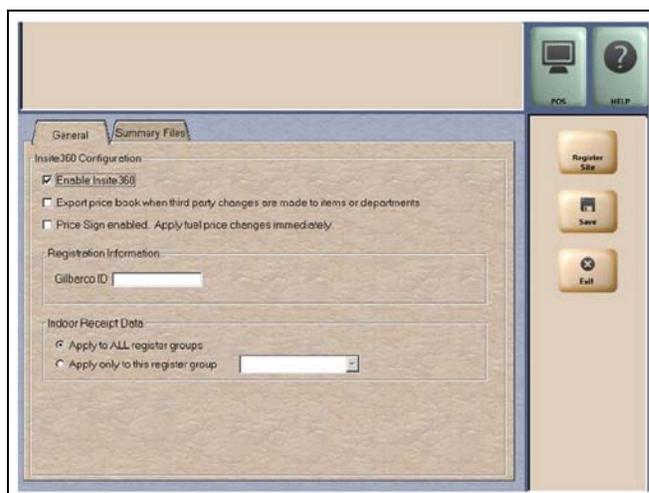
Appendix

Configuring the Passport Manager Workstation and Registering the Store with Insite360

To configure the Passport MWS and register the store, proceed as follows:

- 1 Go to **MWS > Set Up > Store > Insite360** Passport Interface.

Figure 7: Insite360 Passport Interface Screen



The following table lists the fields that display on the Insite360 Passport Interface screen and their definitions:

Field	Definition
Enable Insite360	Enables Insite360 on the Passport system.
Export price book when third party changes are made to items or departments	If selected, Passport uploads to Insite360 all price book maintenance files received from the BOS.
Price Sign enabled. Apply fuel price changes immediately	If Passport has Price Sign configured, this field is available. If selected, when Passport receives fuel price changes from Insite360, Passport immediately downloads fuel price changes to dispensers and price sign. If not selected, when Passport receives fuel price changes from Insite360, Passport displays a notification on the MWS and Cashier Workstation (CWS). The cashier or manager must trigger the fuel price change download to the dispensers and price sign manually.
Registration Information	Information Insite360 uses to recognize the store at registration.
Gilbarco ID	Identifier used to recognize this store.
Indoor Receipt Data	Identifies what register groups receive the inside receipt header and trailer when Insite360 transmits new inside receipt header and footer configuration. Select one.
Apply to ALL register groups	Apply the inside receipt header and footer configuration to all register groups configured on Passport.
Apply only to this register group	Apply the inside receipt header and footer configuration to this register group only. Select the register group from the drop-down menu.

- 2 Select the **Enable Insite360** checkbox.
- 3 Enter the **Gilbarco ID** values received from the location/site.
- 4 Complete the remaining configuration fields noted above based on the customer's corporate guidelines.
- 5 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**.
- 6 If registration is successful, select **Save** to save the configuration to the Passport database and exit from Insite360 interface.

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