WEB-POINT
COMMUNICATIONS

INFINITY **Site Manager**

Getting Started
Guide

June 2003

Web-Point Communications

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1 - Getting Started

Introduction

This guide provides the minimum steps necessary for you to start receiving the benefits of your Infinity™ Services. Reference the *Infinity Overview and Applications Manual* or the Infinity online help to learn more about the Infinity Services operation, features, and advanced applications.

It is helpful if you complete these steps *before* connecting your site equipment. Then, when you connect your site equipment to the Internet, your Infinity services will be immediately operational. It will also help you determine if everything is set up correctly at the site.

When you contract with Gasboy for Infinity Services, you will receive an Infinity License Registration Email. Your introductory Email includes your Gasboy Infinity customer number, your Site License number, your Login, your password, your server URL, and your Infinity root password. You need to retain this information for future reference, so it is recommended that you store an electronic copy or make a hard copy of this Email and store it in a safe location.

Using the information in the Email, you can set up your Infinity services using any PC that has Internet access (using Internet Explorer, version 5 or above or Netscape, version 4.73 to 5.5).

The Infinity software has an online help feature to answer your questions as you learn the system. Most pages have a **Help** link in the upper righthand corner. Help pages can be printed using one of the following procedures:

With Internet Explorer	With Netscape
1. Right click on the help page. 2. Choose **Print**.	1. Display the help page. 2. Click **SHOW NAVIGATION**. 3. Right click on the help page. 4. Choose **Open Frame in New Window**. 5. On the File menu, choose Print. 6. To exit, on the File menu, choose Close.

There are 7 required steps to follow when setting up your Infinity system, plus one more to allow you to custom tailor the system to your needs. These steps are summarized below and described in detail on the pages that follow:

Step 1: Log in to Your Infinity Web Site
Step 2: Change Your Login Password and Add Other Logins
Step 3: Verify and Update License and Site Information
Step 4: Enter Your Alert Group Addresses
Step 5: Review and Customize Report Schedules
Step 6: Copy One Site Configuration to Another
Step 7: Complete Initial Setup
Step 8: Disable Any Unwanted Events
Step 9: Configure iFleet Reporting Module (if applicable)

NOTE: After you have set up your first Infinity site (assuming you are using the same logins and alert groups with subsequent sites) you need only follow Steps 1, 3, 6, 7, and 8.

Step 1: Log in to Your Infinity Web Site

1. In the Email from Gasboy, locate your login name and password.

2. To access the Infinity server, type the following URL into your browser's **Location** or **Address** window:

    https://infinity.gasboy.net

    *NOTE: Be sure you type **https**, not **http** in your browser's **Address** window.*
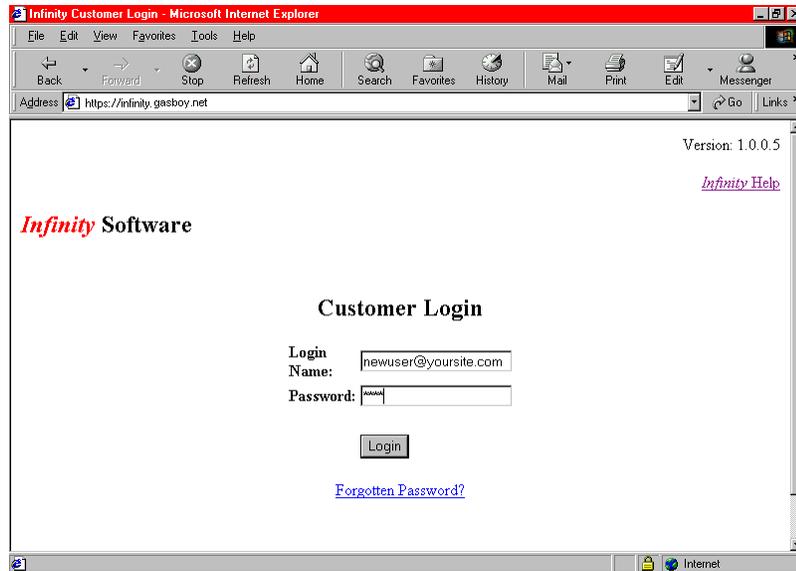
3. At **Login Name**, type the login name provided by Gasboy. *Hint: This is the Email address that you provided when you ordered your system.*

4. At **Password**, type the password supplied by Gasboy.

5. Click Login. Your Site Status page should appear. The Site Status page is your Infinity Home Page to view and access your active sites, access Infinity configuration, your report archive, and Infinity site information.

Step 2: Change Your Login Password and Add Other Logins

For security reasons, it is recommended that you change your factory password. You can also enter in information for other users of the system.

Change Password

1. On the Site Status page, click **Infinity Site Information**. The Site List Lookup Results page shows all the sites for which you have purchased licenses.
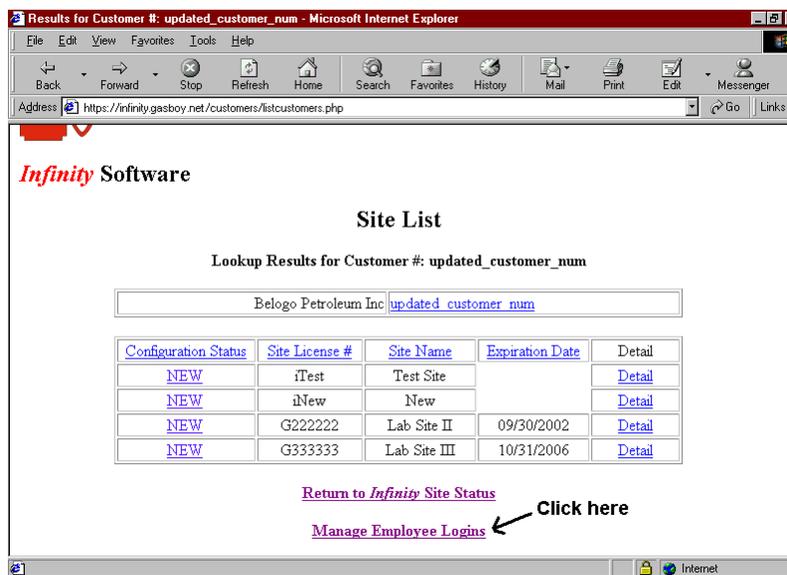
2. On the Site List Lookup page, click **Manage Employee Logins**. The Login Maintenance page shows the login that was set up for your account.

3. Click on the radio button next to your Email address, then click Change . The Login Maintenance detail page appears.
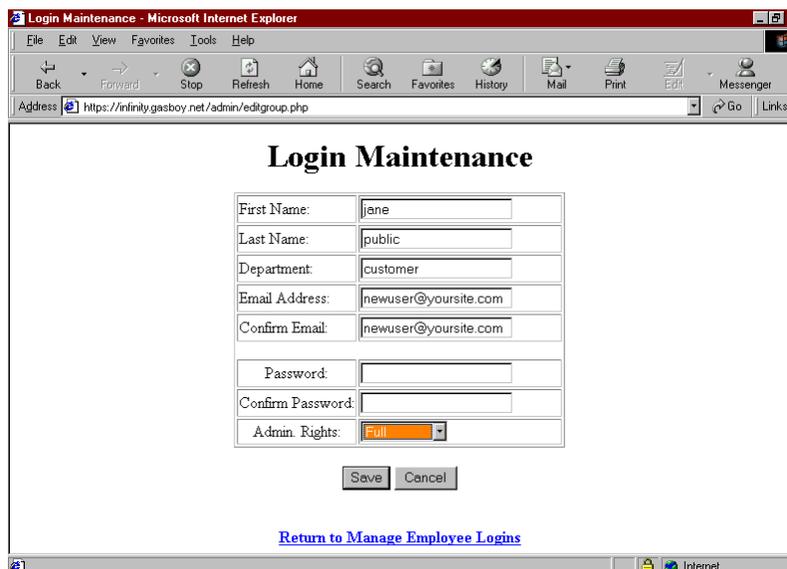
4. At **Password**, type the new password you would like to use to log in to Infinity Services. At **Confirm Password**, re-type the password to verify it was entered correctly. Click Save when finished. The Login Maintenance page reappears.

Add New Logins

At this time, you can enter information for any other employees that will need access to the Infinity system.

1. On the Login Maintenance page, click Add.

2. Enter the following user information, then click Save.

First name (up to 35 characters)

Last name (up to 35 characters)

Department (optional; up to 50 characters)

Email address (up to 70 characters)

Password (up to 20 characters)

Admin Rights

Admin rights limits user access to the system.
- **Read-Only** allows them to view sites and configurations but they can't edit or add anything.
- **Operator** allows them access to edit Infinity Configurations but will not allow them to add, edit, or delete logins.
- **Full** allows complete access to sites, configurations, and logins as well as the ability to add, edit, or delete them.

Step 3: Verify and Update License and Site Information

License Information

1. On the Login Maintenance page, click on **Return to Customer # Lookup Results**. The Site List Lookup Results page appears.
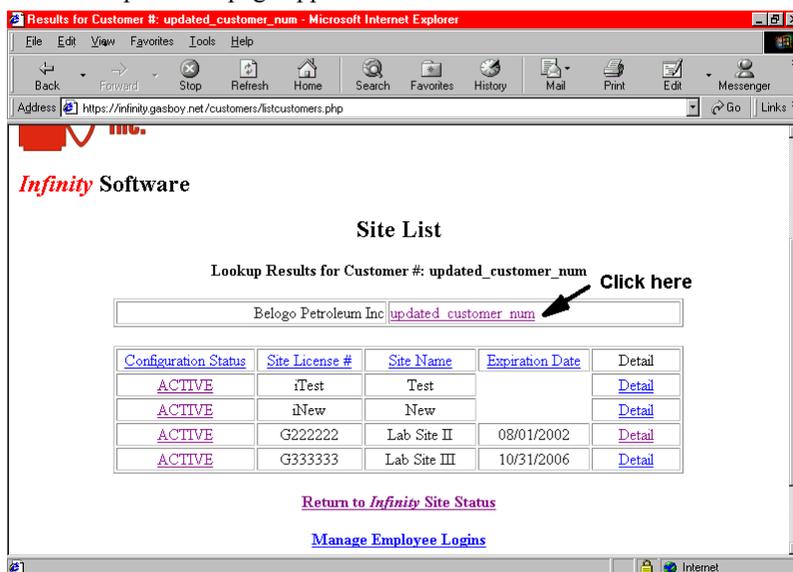
2. Click on your customer number at the top of the table to display the License Registration Customer Information page.
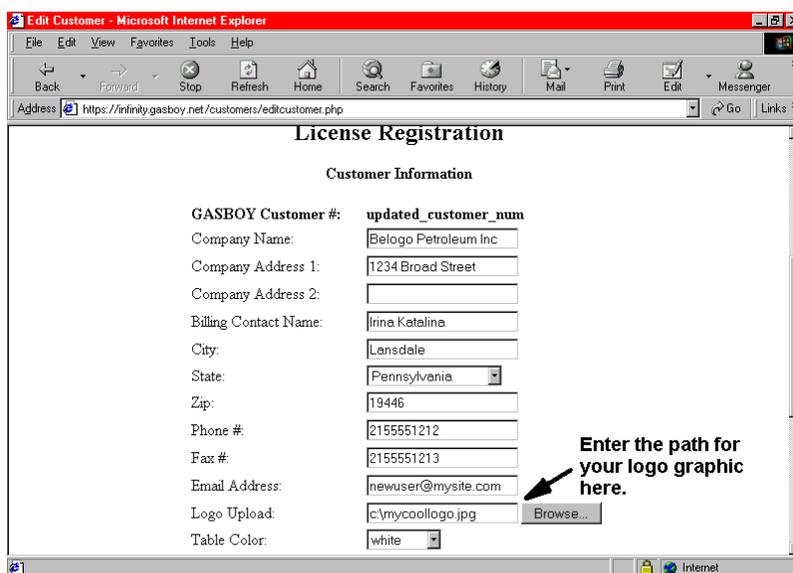
3. Check any entered customer information and make any additions or changes. Accurate billing contact names and telephone numbers are important in case we need to contact you about your account.

4. If you wish, you can load your company's logo so it will display in the upper lefthand corner of your Infinity pages. The file must be either a GIF or JPG format. To select the proper file

scroll to the **Logo Upload** field. Click Browse navigate to the directory and click on the file. The file's path and name is shown.

5. If you have made any changes, click UPDATE. Otherwise, click **Customer # Lookup Results** to return to the Site List Lookup Results page.

Site Information

6. On the Site List Lookup Results page, in the **Configuration Status** column, scroll to the desired site and click **Active**. The Site Information page appears.

7. On the Site Information page, do the following:

   • At the **Site Name** field, change the site name to your desired description. Complete the rest of the fields as desired. Consult the online help if you are not sure what to enter in a field.
   • At any of the service modules you have licensed, verify that your **iTank**, **iSite**, and **iTran** types are correct and that the **Export** box next to them is checked.
   • At **Connection Type**, verify that the information shown is correct.
   • When you are finished, click UPDATE.
   • At **Video Type**, verify that the information shown is correct. The default is **None**; set to **Axis** if you have a camera.
   • Follow the same procedure for any additional sites you are initiating.

   A sample site information page might look like the following:

8. Back on the Lookup Results page, click on **Detail** and verify the site license and billing

information set up for your site. You cannot change this information. If you find an error, contact Gasboy Customer Service at 1-800-444-5579. Please have your customer number and site license number available.

9. Click the **Return to Customer # Lookup Results** link. Repeat this procedure for any additional sites you are initiating. Then, on the Site List Lookup Results page, click the **Return to Infinity Site Status** link.

Step 4: Enter Your Alert Group Addresses

Alert groups contain the Email addresses, or pager/phone messaging addresses of the people you wish to notify when events occur at your fueling site. A set of alert groups have already been pre-defined into your system and assigned to various events. When these events occur, the system will notify anyone who is listed in the assigned event group.

The pre-defined alert groups are listed in the Appendix of this manual and explained in the online help topic Default Alert Groups. As you enter addresses into the various alert groups, refer to the appendix at the back of this manual so you can determine which people to list in each group.

Example: In the Delivery alert group you should be entering the addresses of your employees who need to know when a delivery is made or want a copy of the iTank delivery report.

Alert Group	Who should be here	What causes alert
Delivery	People who need to know when a delivery is made or those who want a copy of the iTank delivery report.	Event type: Delivery

NOTE: As you become more familiar with the system, you can enter your own alert groups, change the event assignments, etc. by referring to the online help.

1. On the Site Status page, click **Infinity Configuration**.

2. When the Infinity Configuration Menu appears, click on the arrow to the right of the entry box labeled **Site**. All of your registered sites will appear in the dropdown entry box. Click on the site you wish to configure and click Load.

NOTE: If site that you wish to configure appears as "not active" in the dropdown entry box, it means the site's data needs to be set up at the Site Information page.

3. On the Infinity Configuration Menu, click on **Alert Groups**.

4. Start with the first alert group listed and refer to the descriptions in the Appendix of this manual or the online help to determine if you wish to enter any addresses in that alert group. If you wish to add an address, click the radio button next to the desired alert group and click Change . The examples shown use the **crash** group.

> *NOTE:*   *Whenever you add addresses to an alert group, click* Change *. * Add *is used to add new alert groups.*
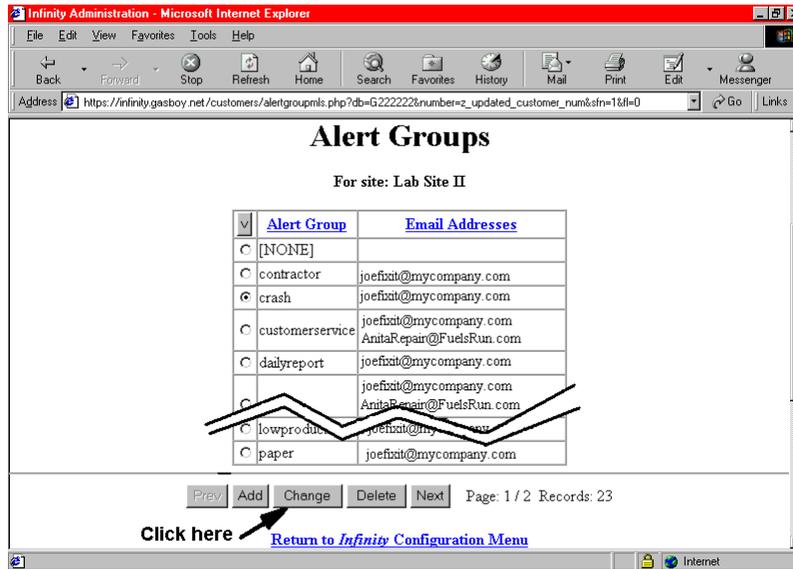
5. Type the email address or pager/phone messaging addresses anyone you wish to add to the group. Add each address on a separate line by pressing return at the end of each email address.
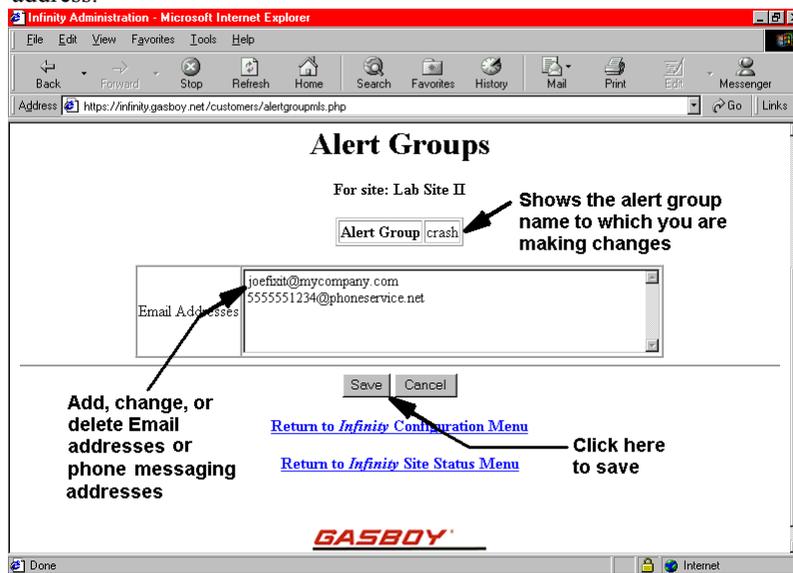
6. Click Save . To cancel without saving, click Cancel .

7. Continue through the rest of the alert groups while referencing the appendix, and add addresses to any of the alert groups which are assigned to events for which you or your employees wish to be notified when they occur.

8. When you are finished with alert groups, click **Return to Infinity Configuration.**

Step 5: Review and Customize Report Schedules

The Report Schedules feature allows you to set up a schedule for reports that will run on the iSite and iTank modules of the Infinity system. All reports are archived, and you can specify them to be delivered to employees automatically (using the Reports Management feature). If you have the iTank module, a group of tank gauge reports are pre-set up in your report schedule.

1. On the Infinity Configuration Menu, click **Report Schedules** to view existing report entries and see if you want the reports at different times.

> *Time* is specified in the **Minutes** and **Hours** columns. Time for Minutes is specified as minutes after the hour in a 2 digit format (00-59). Separate multiple entries with commas. For example, if you want the report to run every 15 minutes, you would enter 15,30,45,00. Time for Hours is specified in 24-hour format of 00-23. Separate multiple entries with commas (00,06,12,18).
>
> *Dates and days* for reports are specified in the **Day of Month**, **Month**, **and Day of Week** columns. Valid entries for **Day of Month** are from 0-31. Valid entries for **Month** are 1-12 or the three character abbreviation (JAN, FEB, MAR,APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC) Valid entries for **Day of Week** are 1-7 or the three character abbreviation (MON, TUE, WED, THU, FRI, SAT, SUN)
>
> Repeating times or days can be specified with the asterisk character and ranges of time or days/dates can also be specified. See the online help topic **Time, Date, and Day Specifications** for more details.

2. To change the contents of a report column, click the radio button next to the schedule entry you wish to change. To locate the schedule entry you wish to change, use Prev and Next buttons or use the Search feature. Follow the directions in the online help to use the Search feature.

3. Click Change. The Report Schedules input form displays with its current information.

4. Make any changes you wish.

5. When complete, click Save. To cancel without saving, click Cancel.

6. When you are finished with reports, click **Return to Infinity Configuration Menu**.

7. If you are setting up more than one site, proceed to **Step 6: Copy One Site Configuration to Another**. If you are setting up one site only, skip to **Step 7: Completing Initial Setup**.

Step 6: Copy One Site Configuration to Another

Often, you will want to use the same Alert Groups, Report Schedules, etc. at each of your sites. Once you set up your first Infinity site, you can copy that configuration when you set up additional sites. This saves you the time of reloading the information.

1. On the Infinity Site Status page, click **Infinity Configuration.** The Infinity Configuration Menu appears.

2. At the **Site:** dropdown box, select the previously set up site from which you wish to copy the configuration and click Load.

3. At the bottom of the Infinity Configuration menu click **Copy Site Setup**. The Copy Site Setup page appears.

4. Select the site to which you wish to copy the configuration and click Copy Site. The configuration will be duplicated.

NOTE: *Even though your sites may have different equipment installed (e.g. Site Controller II vs. Site Controller III), it is still much faster to use the copy feature if you are using the same Alert Groups at both sites. If your equipment differs, the system will prompt you if you wish to continue. If you select **Yes**, everything is copied. When you view the event groups, the **System Type** will read the same as the equipment of the site you copied. By selecting the proper types on the Site Information page, clicking the **Export** checkbox, and then clicking **UPDATE**, you can change these to the proper system type.*

Step 7: Completing Initial Setup

The system is now ready to function as designed. Once your site equipment is connected, you will start receiving notifications of events when they occur. Some event notifications you will probably not wish to receive. For example, if your site controller is configured for pumps that are not there, you will receive notification that these pumps are disabled. You can eliminate the generation of these unwanted notifications by following the procedures in Step 8. In some cases, you can also correct the configuration in your site controller to eliminate the original message that created the notification. You will need to "tweak" your Infinity system over the following days and weeks to fit your operation and interests. Some of the changes may be the simple items explained in Step 8, and others may require referencing the Infinity Online Help.

Step 8: Disable Any Undesired Events

If you have an event that you do not wish to be notified about, either temporarily or at any time, you must first determine what originated the notification in order to go to the correct place to disable it. In most cases, the message will be from one of the following sources:

- Site controller log file (what use to print on the site logger printer)
- Site controller diagnostic report
- Tank gauge reports

In many instances, the same messages may be reported in the site controller log file and the diagnostic report, so there may be two sources. To verify the source(s), you can check the actual outputs through the Infinity system. If you know the source(s) of the message, skip to **Disable the Event**.

Determine the Origin of the Event

1. On the Infinity Site Status page, click on the site name or site license number of the site in question. When the security alert box appears, click on **Yes**. When the **Enter Network Password** box appears, type the **Site License Number** (e.g. G123456) in the **User Name** box, type **gasboy** in the Password box and press ENTER. The Infinity Main Menu appears.

2. **Check the log file:** If the message is from today, you can check whether the event occurred in the log file by clicking on **Current Journal File** in the iSite section. The current day's log file will appear. If the message is from a prior day, click **Browse History** to view archived reports. Log files are identified by **log.mmddyy.html** where mmddyy is the date. Click on the desired report to view the report.

NOTE: You can search the log by using your browser's Find feature. Click on Edit on the browser top menu bar and then click Find or Find in Page and enter the desired text.
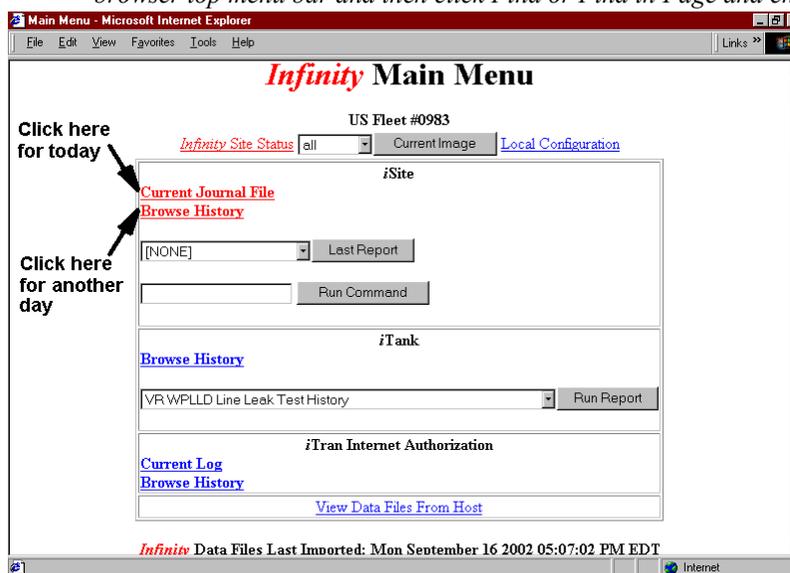
3. **Check the diagnostic report:** If the message is from today, you can check whether the event occurred in the diagnostic report by clicking on the **Last Report** drop down box arrow in the iSite section. Click on **CMD Diagnostic** and then click on **Last Report** button. The latest diagnostic report appears. If the message is from a previous report, click on Browse History to view archived reports. Diagnostic reports are identified by xxxxmmdd .DIG where xxxx is the site number and mmdd is date. Look in the last modified column to see the date and time of the report. Click on the desired report to view the report.

NOTE: You can search the log by using your browser's Find feature. Click on Edit on the browser top menu bar and then click Find or Find in Page and enter the desired text.
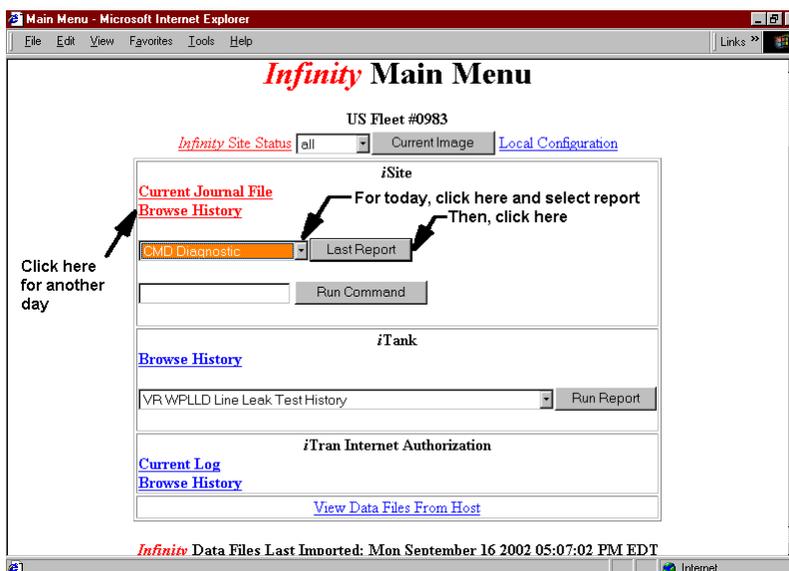
4. Now you should know the origin(s) of the event and you can proceed to disable the event.

Disable the Event

1. At the Infinity Main Menu page, click on **Infinity Site Status**.

2. On the Infinity Site Status page, click on **Infinity Configuration**. The Infinity Configuration Menu appears.

3. Select your desired site in the **Site:** dropdown box, and click **Load**.

4. Click on **Event Groups**. The Event Group page appears.
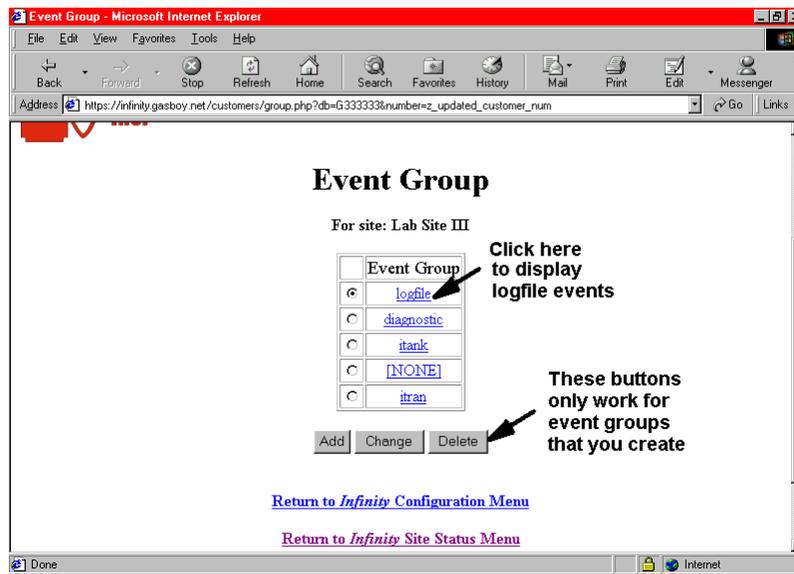
5. Click on the link for the source of the event (e.g. if it was a message in the log file, click on logfile). The events for that group appear.

6. On the Events page, to search for the event, click on **V**.

7. Click on the dropdown arrow for the Execute Command column and click on the *. The * represents a wildcard. Make sure there are asterisks in all columns so you see all combinations.

8. Click on the dropdown arrow in the Event Description column and search for the event you wish to disable. You can use the scroll buttons, scroll bar, or enter the first letter of the event in the box and then click the drop down arrow to see events beginning with that letter. Once you find the desired event, click on it so it displays in the Event Description box.

9. Click on the **>** to search for all of the event types where that event is assigned (it may be more than one).

10. Click on the radio button next to the first event type where this event appears and then click on the **Change** button.
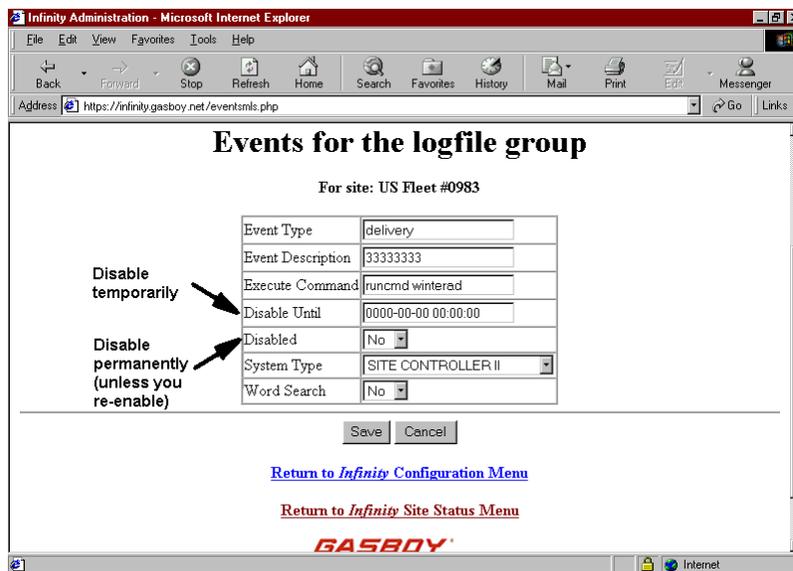
11. You may now either disable notification of that event until a designated date and time in the future or disable it permanently (until you re-enable it). For example, you may want to temporarily disable a pump #4 disabled event if the pump cannot be fixed right away and you do not want to continue to receive messages while it is waiting to be fixed. You will want to permanently disable events you never wish to receive notification.

12. To disable notification of an event until a designated date and time in the future, enter the desired date and time in the Disable Until box. (Follow the information in Online Help for the correct date and time format.) To disable notification permanently, click the drop down arrow in the Disabled box, and click Yes.

13. Click the Save button to return to the Events page. If there was more than one Event Type returned with the event search, you will need to disable each of them.

14. Follow the same procedure for any other events you wish to disable.

> *NOTE: Remember with some site controller events, you may need to disable the event in both the logfile event group and the diagnostic event group because the event may be included in both system outputs.*

Step 9: Configure iFleet Reporting Module

After about two days of operations, if you have iTank, you should configure the reporting options for iFleet.

1. On the Site Status page, click **Infinity Configuration**.

2. When the Infinity Configuration Menu appears, click on the arrow to the right of the entry box labeled **Site**. All of your registered sites will appear in the dropdown entry box. Click on the site you wish to configure and click Load.

3. On the Infinity Configuration menu, in the **iFleet Configuration** section, click on **Reporting Module Configuration**.
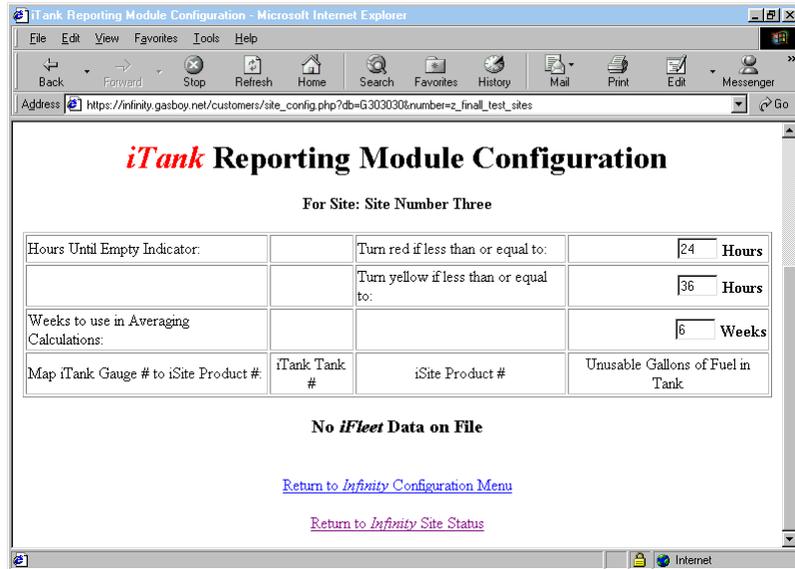
4. Reporting Module Configuration allows you to set operating parameters that will be used in the internal calculations within the iFleet reports. Once you set these parameters and click Update, it will take at least a week before you start getting meaningful data in your reports.

- At **Hours Until Empty Indicator, Turn red if less than or equal to**, enter the number of hours at which you want the indicator (on the site status page or just the reporting page) to show red. The default is 24. This value must be set lower than the "yellow" indicator or an error message will occur.

- At **Hours Until Empty Indicator, Turn yellow if less than or equal to**, enter the number of hours at which you want the indicator (on the site status page or just the reporting page) to show yellow. The default is 36. This value must be set higher that the "red" indicator or an error message will occur.

- At **Weeks to use in Averaging Calculations**, enter the number of week you want the system to use when averaging your transaction history for use with the days to empty and estimated empty dates in the Inventory report.

5. After completing these parameters, you will either see a message saying **No iFleet Data on File** or a series of parameters allowing you to map tanks to iSite product codes.

A - APPENDIX

Alert Group	Who should be here	What causes alert
NONE	Use when you don't want to be notified of a certain event.	
Contractor	People who need to know when a contractor has been on site for security or pump maintenance. Event occurs when specially encoded cards like 44444444 (for security) or 55555555 (for pump washing) are used.	Event types: Contractalarm Contractlandscape Contractpressurewash Contractpumpwash Contractreadings Contractsecurity
Crash	People who need to know when the system is rebooted or crashes.	Event type: Crash
Customerservice	People who need to know when customer related issues occur (like PIN entry problems or invalid products).	Event type: Localtransactions
Dailyreport	People who would like to receive a daily sales report.	Report management .DL1 report
Delivery	People who need to know when a delivery is made or who want a copy of the iTank delivery report.	Event type: Delivery
Diagfailure	People who need to know when a component fails. Group is alerted only when an event is found during the scanning of the Diagnostic report.	Event type: Diagfailure
Diagnostic	People who want to receive a diagnostic report. Normally this group is left blank, since you can view the last report at any time and the system is reviewing it for you.	Checkup and Monthend command files; PR DI report
Failureandreset	People who need to know when failures and resets occur (like pump #1 disabled or enabled). Typically contains pager addresses for speedier notification.	Event types: Failure Reset
Fuelpoint	People who need to know Fuelpoint related statuses.	Event type: Fuelpoint
Inventory	People who wish to receive inventory reports from the iTank module.	Inventory command
Itran	People who need reports from iTran module.	Event type: Socket
Latecontractor	People who need to know if contractors don't arrive at the predetermined time set in Report Management.	
Latereport	People who need to know if a report set up to run doesn't make it to the host. This is typically due to Internet or network connection or site controller being out of service.	
Lowproduct	People who need to know of iTank low product condition.	Event type: Gasboylowproduct
Paper	People who maintain printer and card reader paper levels. If you don't have any receipt printers, leave it blank.	Event type: Paper
Reports	People who wish to receive customized site controller reports.	When .LOG or .TXT reports are detected.
Standard	People who wish to be notified of minor events, like low battery on SC.	Various command initiated reports
Techservice	People who need to be notified of technical service issues, such as recurring pump problems, etc. This will mainly be used by GASBOY, ASR, or service companies for trouble shooting.	Event type: Techservice
Transactions	Typically not used. Might be used for someone who wishes to receive transactions listings.	
Vrcompliance	People who wish to receive reports loaded in Schedules related to iTank compliance reports.	
Week	People who need to receive running pump totals when the card 99999999 is used. Typically a site has its pumps read weekly to verify sales.	Reading command file generates .WEK report.