

Invenco Installation Check In/Check Out Document

It is very important that this Check-In and Check-Out list is completed for each site install. The proper completion of this list and **before and after photos** should reduce the accountability of site related issues prior to Invenco's install.

Site Information	
Work Order #	
Site Name	
Date	
Address, City, & State	
Technician Company	
Technician Name	
Technicians Cell Number	

Walk Through	
Time of arrival	
Pre-Install Safety Meeting complete?	
List any current OPTs that are out of order	
List any dispensers that are out of order with description of issue(s)	
List any other pre-existing site issues	
Call the Invenco Help Desk immediately if there is a conflict between this scope of work and on-site conditions. The Invenco Help Desk phone number is (877) 515 0939.	

Check-In	
# of Fueling Positions	
# of Dispensers	
Dispenser Manufacturer(s) and Model(s) on site	
Do the current OPTs have contactless payment enables?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do the current OPTs have loyalty enabled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do the current OPTs have barcode scanning enabled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do the current OPTs prompt for car wash?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do the current OPTs have media enabled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, who is the media provider?	
Does the site currently have ADA card readers installed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Take and save clear photos of all current dispensers/OPTs prior to completing the equipment swap.	

Check-Out	
Work Order #	
Number of OPTs installed	
Model(s) of OPTs Installed	
Confirm EMV is processing outside	<input type="checkbox"/> Check to confirm
Confirm all card readers are online	<input type="checkbox"/> Check to confirm
Confirm Credit works at the OPT	<input type="checkbox"/> Check to confirm
Confirm Debit works at the OPT	<input type="checkbox"/> Check to confirm
Confirm Contactless works at the OPT	<input type="checkbox"/> Check to confirm
Confirm Loyalty works at the OPT	<input type="checkbox"/> Check to confirm
Confirm Barcode Scanning works at the OPT	<input type="checkbox"/> Check to confirm
Confirm Carwash code is provided	<input type="checkbox"/> Check to confirm
Confirm Media is working	<input type="checkbox"/> Check to confirm
Confirm ADA Card reader is working	<input type="checkbox"/> Check to confirm
Confirm OPTs are connected to the Invenco Cloud	<input type="checkbox"/> Check to confirm

Check Out Continued

Taught store personnel how to change and install printer paper into all OPT models?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Time Store was re-opened if shut down	
List any outstanding issues and list any pre-existing issues that were NOT resolved during install.	
Take and save clear photos of all new OPTs after the equipment installation has been completed.	

Signoff

Managers Name	
Managers Signature	
Date	

When complete, email this document and all before and after photos to: install@invenco.com