



INTEGRATION MANUAL

365id Scanner & Wheels



Integration Manual 365id & MEWS

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FOREWORD

The 365id Scanner only takes a few minutes to setup and integrate with your Wheels platform after which you are ready to start scanning documents. 365id AB stops ID fraud by verifying genuine and revealing false passports, ID cards and driving licenses. The scanned images are automatically stored to your Wheels client record for further reference or to help you manage future insurance cases & damage management. Refer to the user guide contained in the box for instructions on how to use your 365id Scanner.

**NOTE:**

Prior to initial use and setup in Wheels you are required to get in touch with 365id's support department, provide your serial number and inform them that you intend to use the device with Wheels Car Rental System. Your scanner will be configured and ready to integrate with Wheels.

INITIAL SETUP GUIDE

Integrating your device with Wheels is designed to be quick and easy.

Once you have unpacked & connected your new 365id Scanner® to the internet, log in to Wheels and navigate to Company > Printing and Communications > Manage 365 Device.

On your right you will be asked to add a device name (e.g. Front desk 1) and the serial number¹ (located on the bottom side of your 365id Scanner®).

Manage 365id Device

* Description:

* Serial number:

Active



Press 'Save' in order to store the new scanner into Wheels. The newly added device will be listed to your left along with the serial number.

+ New Delete Refresh Export		
Filter..		
#	Description	Serial number
1	bbbbbbbbbb	321121111
2	DevelopmentDevice	0000006182200

¹The serial number must not contain any spaces or special characters between the numbers.

USER INTEGRATION

All your 365id Scanners have to be associated with specific users within your Wheels platform. Only the user accounts associated with a 365id scanner will be able to utilize the feature. This means that if a user logs in to a station where a 365id scanner is installed but their account is not associated with that device they will not be able to utilize the feature in Wheels.

ASSOCIATING YOUR 365ID SCANNER WITH A USER

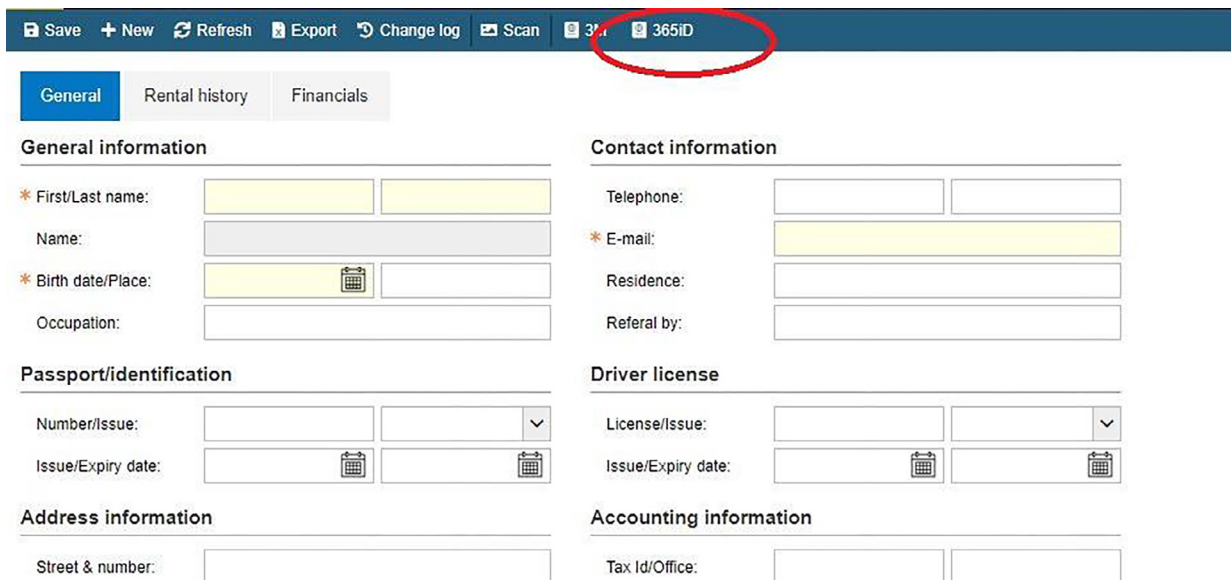
In order to link a 365id Scanner with a user, navigate to **Company > Security & Roles > Manage User Accounts**, select the user and add the specific device in the User Associations Section and press 'Save'.

The screenshot shows a web interface for managing user accounts. At the top, there are two tabs: 'User information' (active) and 'Stations'. Below the tabs is a section titled 'Licence user information' with two input fields for 'Licenced/Active', both containing the number '0'. The main section is 'User information', which includes several fields: 'First name' (fname1), 'Last name' (lastname1), 'Username' (_test_01), 'Password' (masked with dots), 'Email' (test01@example.com), 'Tax Id', 'Mobile' (62), and 'Signature'. There are also checkboxes for 'Active' and 'Admin', and a 'Verified' checkbox. Below this is the 'User associations' section, which includes dropdown menus for 'User role' (_test_role_01), 'Station' (LEASING), 'Pos Device', and '365id Device' (DevelopmentDevice). The '365id Device' field is circled in red. At the bottom, there are three buttons: 'Save', 'Save and New', and 'Cancel'.

USING THE 365ID SCANNER WITH WHEELS

Once you've finished setting up the device & user access your new device will be ready to use with Wheels.

You can test it by going to **Customers > New > Individual Renter**. As soon as the new client record opens, insert an identification document. After a couple of seconds, you will notice that a new '365id' button is flashing (see image below). Once ready click on the '365id' button and the client record will automatically be populated.



NOTE:

Please note that if a single scanner is associated with multiple users and 2 client records are open at the same time the 365id button will appear on both stations.