

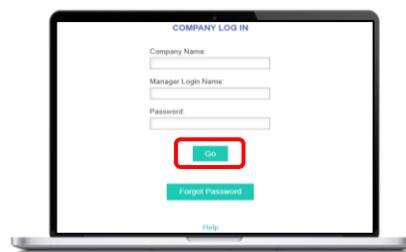
## INSIGHTS ON-LINE REPORTING PORTAL

The portal displays live data based on survey attributes relating to overall scores for Excellence In Action, Debranding, and Conversion Audits.

01.

### HOW TO LOG IN

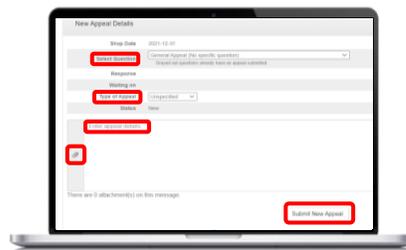
1. Click this link, or copy and paste it into your browser:
  - <https://www.us-sassie.ipsosmysteryshopping.com/index.norm.php2>
2. Click the **Company Login** button
3. Enter your login credentials in all 3 fields, then click **Go**
  - NOTE: "Company Name" will always be: **Phillips 66**
  - NOTE: Prior to the launch of the website the "Login Name" and "Password" to access the portal will be sent in an email.



02.

### HOW TO SUBMIT AN APPEAL

1. Select the Evaluation Score Card you want to appeal
2. Scroll down to **Register Appeal / Cure**, then select **Add**
3. Select the question you want to appeal or cure
4. Select the type of appeal, **Cure** or **General Appeal**
5. Type in the details of your appeal
6. Attach photo evidence to support the appeal or cure
7. Click **Submit New Appeal**



# 03.

## NAVIGATING THE PORTAL

### Main Views



1. The link icon provides a link to a static view of the scorecard for sharing.
2. The action buttons to the right of the survey view selection provides options for: **PDF Export** and **Download to Mobile**. Please ensure the gear or setting button is selected to be able to filter the data further.

### Filters

Date ▾ Level ▾ Brand ▾ ULG ▾

- By default, the portal shows data for Total. Use the filters to narrow the scope as desired.
- Filters are available for **Date** and **Level**, as well as **Brand** and **ULG**.
- Please make sure to always adjust your date to the desired period.
- Use the **Level** filter to narrow down data in the current portal view by:
  - Sales Manager
  - Market
  - Location
- Note: the **Level** filter is multi-select. You can select multiple filters to view combinations of Market and Location.
- Use the ULG to view data for **Site Type**:
- Your base size and all widget data will update based on filter selection.

