Insights Onboarding Form Instructions

Purpose

The purpose of the Insights Onboarding Form is to provide a quick and easy way to submit the information required to setup a customer on Insights.

Requirements

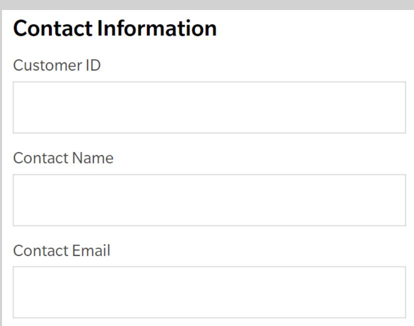
Insights is supported by both the CS-7 and Ultra platforms. In order to leverage the benefits of Insights the customer will need to have both a Bluemoon Contract and a R3 connection on each system. You will be notified by the Insights Team if the customer does not meet these requirements.

If you need assistance setting up R3 or other technical issues, please contact the Technical Call Center 1-800-945-0456 or TechnicalCallCenter@gcp.konicaminolta.com

Instructions

Enter Customer ID, Contact Name and Contact Email address. The notes field can be used if the customer has more than one ID

The email address will be used as the Insights login, all Insight alerts and reports will be sent to this address. When possible, an email distribution list should be used, and personal email addresses should be avoided. Utilizing a distribution list allows the customer to control Insights access to multiple users.

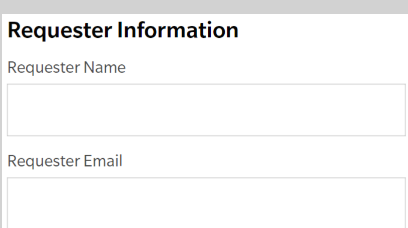

Contact Information

Customer ID

Contact Name

Contact Email

Enter your name and email address. This allows the Insights Team to keep you fully informed on the status of your request.


Requester Information

Requester Name

Requester Email

Please contact the Insights Team if you have any questions or concerns.
KMHAInsightsAdmin@gcp.konicaminolta.com