

# Manual

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## Configuration Web Check-In User Guide

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## 1. Overview

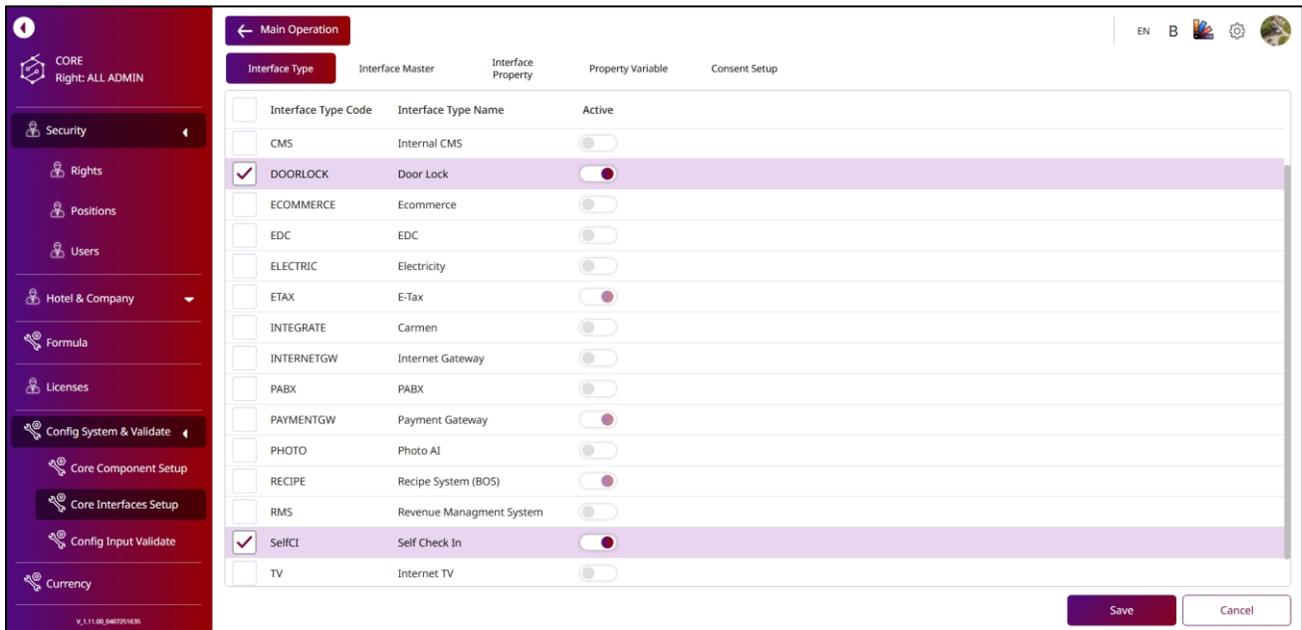
This Configuration Web Check-In Manual is designed to guide administrators through the necessary steps to configure the Web Check-In system for seamless usage. The configuration process ensures that the system is set up correctly, providing a smooth and efficient check-in experience for guests.

## 2. Core Interface Setup – Interface Type

Available under **CORE > Config System & Validate > Core Interface Setup > Interface Type**, to enable Self Check-In functionality in the Web Check-In system and Door Lock functionality for hotels using a digital door lock system, follow the steps below. This configuration is essential for integrating the Web Check-In system and ensuring a seamless check-in process for guests.

To perform the task:

1. Select **Self Check-In** and turn on the toggle to activate this Interface Type Name.
2. Select **Door Lock** and turn on the toggle to activate this Interface Type Name if the hotel is using a digital door lock system.
3. Press **Save** to apply the changes.



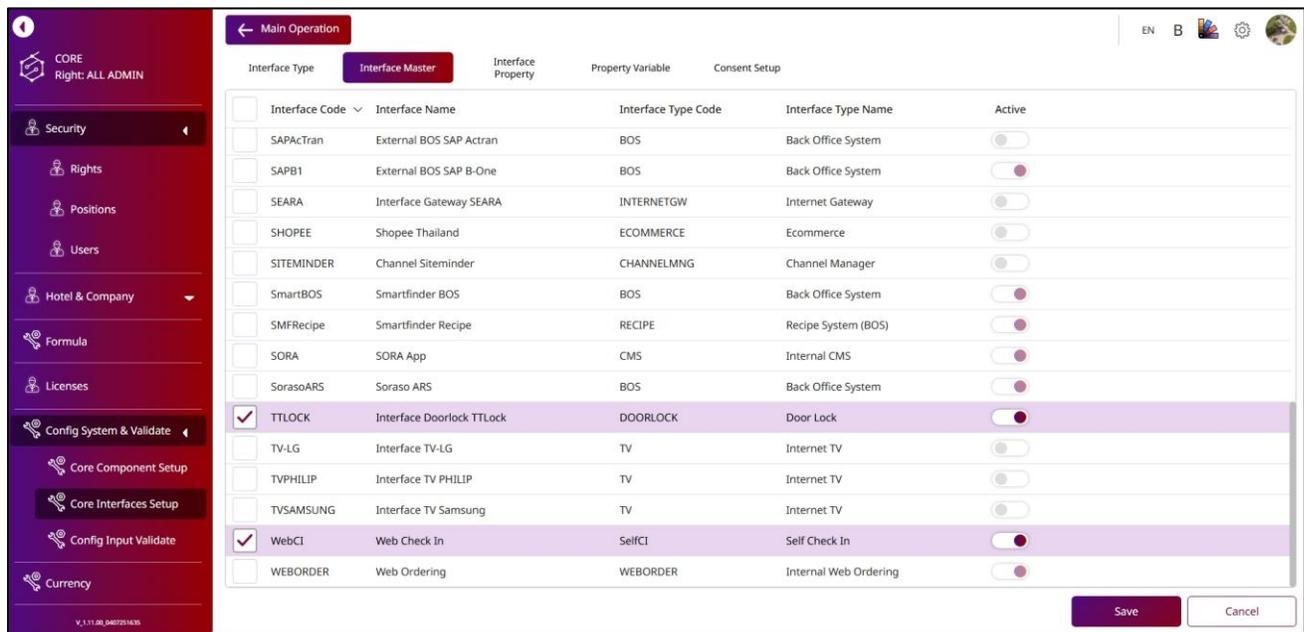
**Note:** Ensure your hotel is using the digital door lock. If your hotel does not use the digital door lock, you don't have to enable the Door Lock.

### 3. Core Interface Setup – Interface Master

Available under **CORE > Config System & Validate > Core Interface Setup > Interface Master**, to enable the Web Check-In system and the Interface Doorlock TTLock for hotels using a digital door lock system, follow the steps below. This configuration is essential for integrating the Web Check-In system and ensuring a seamless check-in process for guests.

To perform the task:

1. Select **Web Check-In** and turn on the toggle to activate this Interface Name.
2. Select **Interface Doorlock TTLock** and turn on the toggle to activate this Interface Name.
3. Press **Save** to apply the changes.



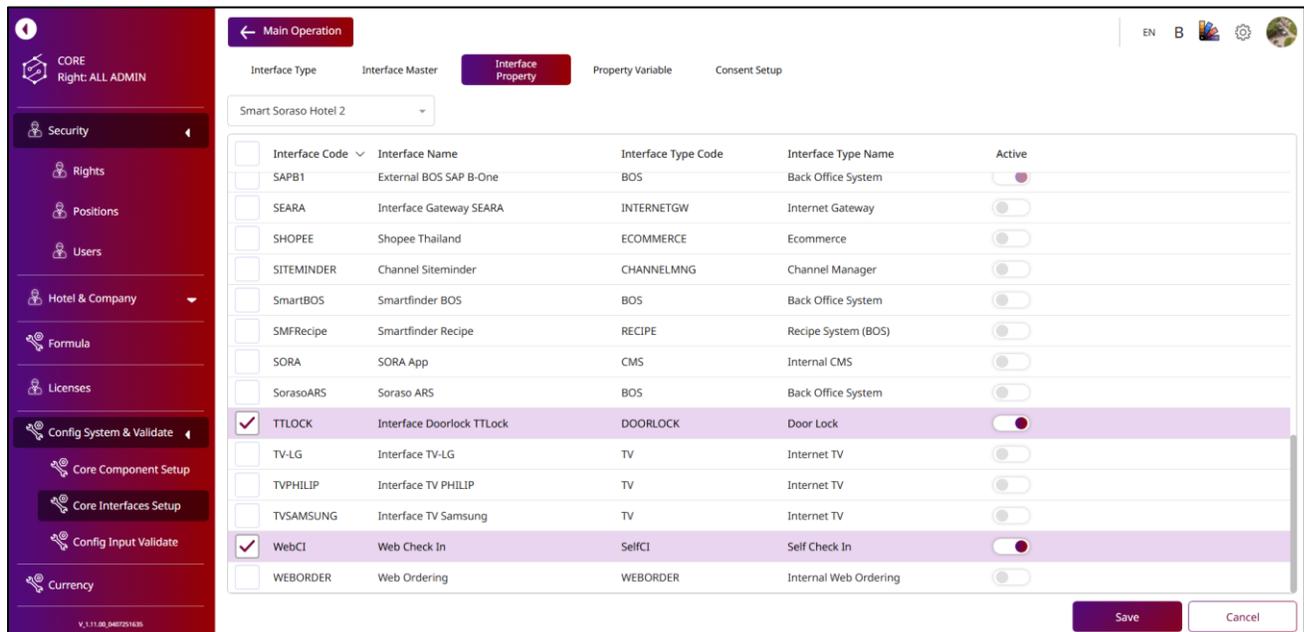
**Note:** Ensure to enable the door lock as Interface Doorlock TTLock (TTLOCK).

## 4. Core Interface Setup – Interface Property

Available under **CORE > Config System & Validate > Core Interface Setup > Interface Property**, to enable the Web Check-In system and the Interface Doorlock TTLock system by hotel, follow the steps below. This configuration is essential for integrating the Web Check-In system and ensuring a seamless check-in process for guests.

To perform the task:

1. Select the **Hotel**.
2. Select **Web Check-In** and turn on the toggle to activate this Interface Name.
3. Select **Interface Doorlock TTLock** and turn on the toggle to activate this Interface Name.
4. Press **Save** to apply the changes.



Interface Code	Interface Name	Interface Type Code	Interface Type Name	Active
<input type="checkbox"/>	SAPB1 External BOS SAP B-One	BOS	Back Office System	<input type="checkbox"/>
<input type="checkbox"/>	SEARA Interface Gateway SEARA	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	SHOPEE Shopee Thailand	ECOMMERCE	Ecommerce	<input type="checkbox"/>
<input type="checkbox"/>	SITEMINDER Channel Siteminder	CHANNELMNG	Channel Manager	<input type="checkbox"/>
<input type="checkbox"/>	SmartBOS Smartfinder BOS	BOS	Back Office System	<input type="checkbox"/>
<input type="checkbox"/>	SMFRecipe Smartfinder Recipe	RECIPE	Recipe System (BOS)	<input type="checkbox"/>
<input type="checkbox"/>	SORA SORA App	CMS	Internal CMS	<input type="checkbox"/>
<input type="checkbox"/>	SorasOARS Soraso ARS	BOS	Back Office System	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TTLOCK Interface Doorlock TTLock	DOORLOCK	Door Lock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TV-LG Interface TV-LG	TV	Internet TV	<input type="checkbox"/>
<input type="checkbox"/>	TVPHILIP Interface TV PHILIP	TV	Internet TV	<input type="checkbox"/>
<input type="checkbox"/>	TVSAMSUNG Interface TV Samsung	TV	Internet TV	<input type="checkbox"/>
<input checked="" type="checkbox"/>	WebCI Web Check In	SelfCI	Self Check In	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WEBORDER Web Ordering	WEBORDER	Internal Web Ordering	<input type="checkbox"/>

**Note:** The functionality will apply changes to the hotel you select. Make sure the correct hotel is chosen before saving, as these settings will directly affect the hotel's Web Check-In and digital door lock system integration.

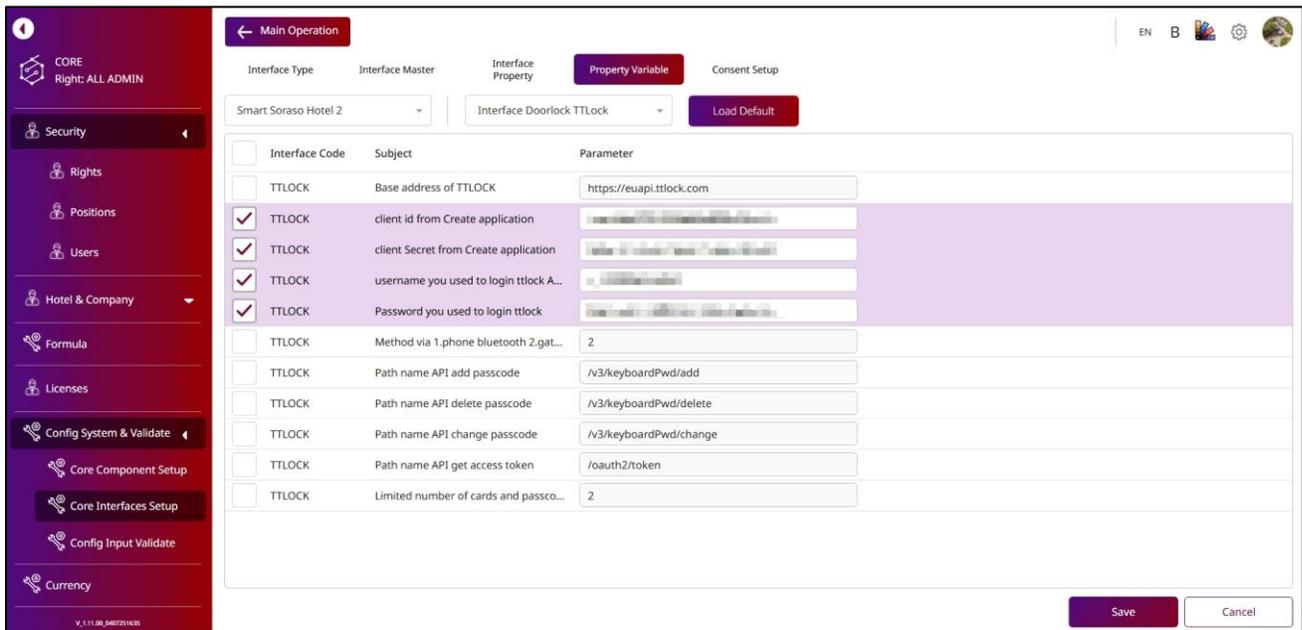
## 5. Core Interface Setup – Property Variable

Available under **CORE > Config System & Validate > Core Interface Setup > Interface Variable**, this section is used to configure both the **TTDoorLock** digital door lock integration and the **Web Check-In** system. To complete the digital door lock setup, you must update specific default configuration values, which can be obtained from your IT Support team or the personnel responsible for managing the hotel’s door lock system. For the Web Check-In system, all necessary configuration information must be entered manually.

To perform the task:

### Interface Doorlock TTDoorLock

1. Select the **Hotel**.
2. Select Interface as **Interface Doorlock TTDoorLock**.
3. Press **Load Default** to load the default data information of Interface Doorlock TTDoorLock.
4. Select and change the **Client ID from Create Application, Client Secret from Create Application, Username you used to login to TTlock APP, and Password you used to login to TTlock APP**.
5. Press **Save** to update the data information for Interface Doorlock TTDoorLock.



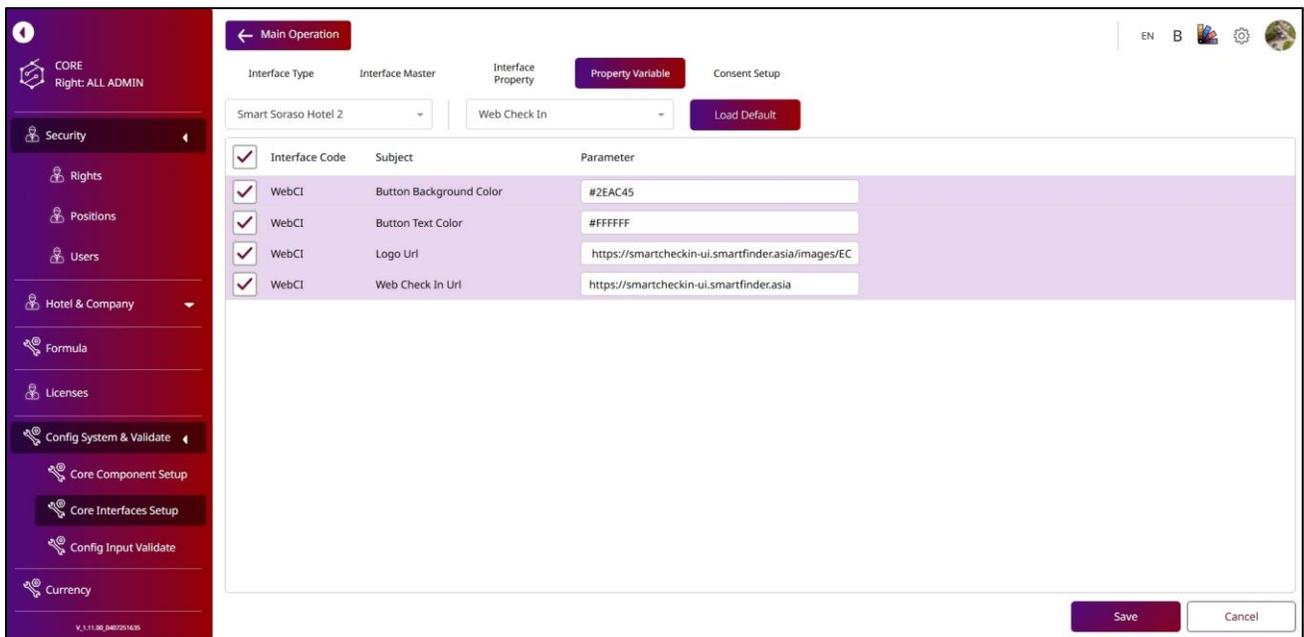
The screenshot shows the 'Property Variable' configuration screen for 'Interface Doorlock TTLock'. The interface includes a sidebar with navigation options like Security, Rights, Positions, Users, Hotel & Company, Formula, Licenses, and Config System & Validate. The main area has tabs for Interface Type, Interface Master, Interface Property, Property Variable (selected), and Consent Setup. Below these are dropdowns for 'Smart Soraso Hotel 2' and 'Interface Doorlock TTLock', and a 'Load Default' button. A table lists various parameters for the TTLOCK interface, with the first four rows highlighted in purple.

<input type="checkbox"/>	Interface Code	Subject	Parameter
<input type="checkbox"/>	TTLOCK	Base address of TTLOCK	https://euapi.ttlock.com
<input checked="" type="checkbox"/>	TTLOCK	client id from Create application	<input type="text" value="..."/>
<input checked="" type="checkbox"/>	TTLOCK	client Secret from Create application	<input type="text" value="..."/>
<input checked="" type="checkbox"/>	TTLOCK	username you used to login ttlock A...	<input type="text" value="..."/>
<input checked="" type="checkbox"/>	TTLOCK	Password you used to login ttlock	<input type="text" value="..."/>
<input type="checkbox"/>	TTLOCK	Method via 1.phone bluetooth 2.gat...	2
<input type="checkbox"/>	TTLOCK	Path name API add passcode	/v3/keyboardPwd/add
<input type="checkbox"/>	TTLOCK	Path name API delete passcode	/v3/keyboardPwd/delete
<input type="checkbox"/>	TTLOCK	Path name API change passcode	/v3/keyboardPwd/change
<input type="checkbox"/>	TTLOCK	Path name API get access token	/oauth2/token
<input type="checkbox"/>	TTLOCK	Limited number of cards and passco...	2

At the bottom right, there are 'Save' and 'Cancel' buttons.

## Web Check-In

1. Select the **Hotel**.
2. Select Interface as **Web Check-In**.
3. Press **Load Default** to load data information.
4. Select and input the information for:
  - **Button background color:** Enter the color code (you can use up to two color codes).
  - **Button text color:** Enter the color code for one color.
  - **Logo URL:** Enter the path URL of the picture you will use as the Logo.
  - **Web Check-In URL:** Enter your Web Check-In URL.
5. Press **Save** to update the data.



Interface Code	Subject	Parameter
<input checked="" type="checkbox"/>	WebCI	Button Background Color
<input checked="" type="checkbox"/>	WebCI	Button Text Color
<input checked="" type="checkbox"/>	WebCI	Logo Uri
<input checked="" type="checkbox"/>	WebCI	Web Check In Uri

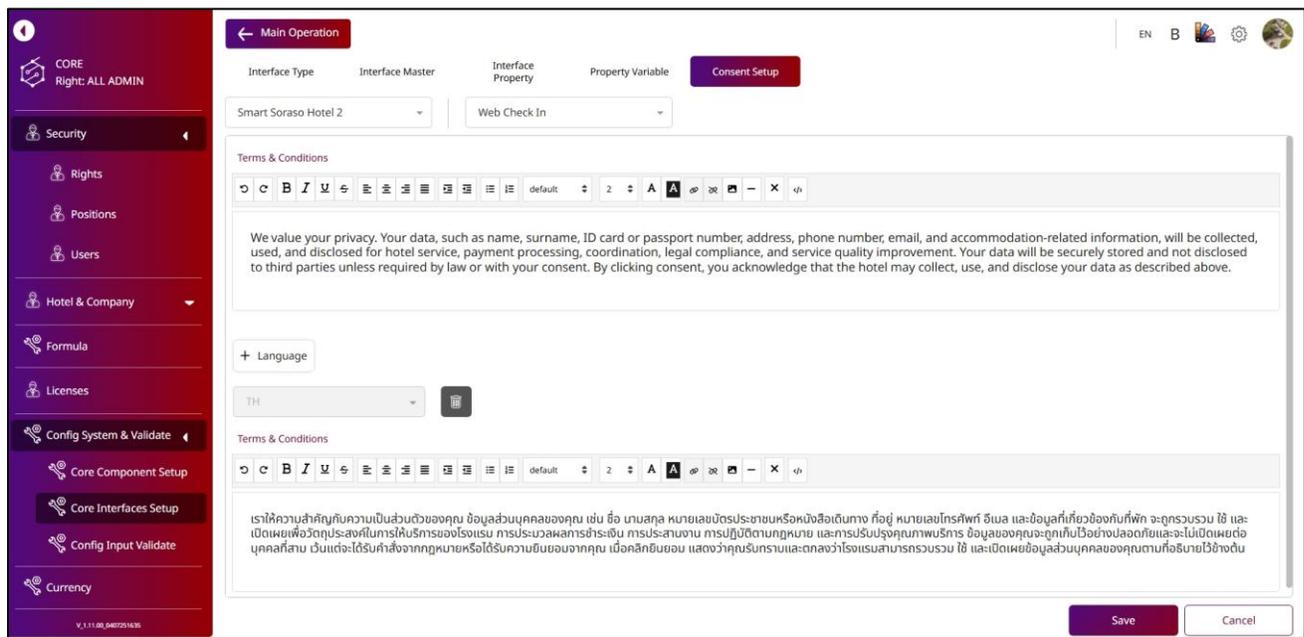
**Note:** Ensure that all required fields are filled in accurately to avoid system errors during guest check-in or digital room key generation.

## 6. Core Interface Setup – Consent Setup

Available under **CORE > Config System & Validate > Core Interface Setup > Consent Setup**, this section allows you to configure the message that will appear as the Terms & Conditions during the Web Check-In process. This message is shown to guests after they select their booking and before they proceed with check-in. You can fully customize the content to reflect your hotel's policies, rules, and legal disclaimers.

To perform the task:

1. Select the **Hotel**.
2. Select Interface as **Web Check-In**.
3. Enter the message for **Terms & Conditions**.
4. Press **Add Language** to add another language for Terms & Conditions.
5. Press **Save** to save the data information for setting up the Terms & Conditions.



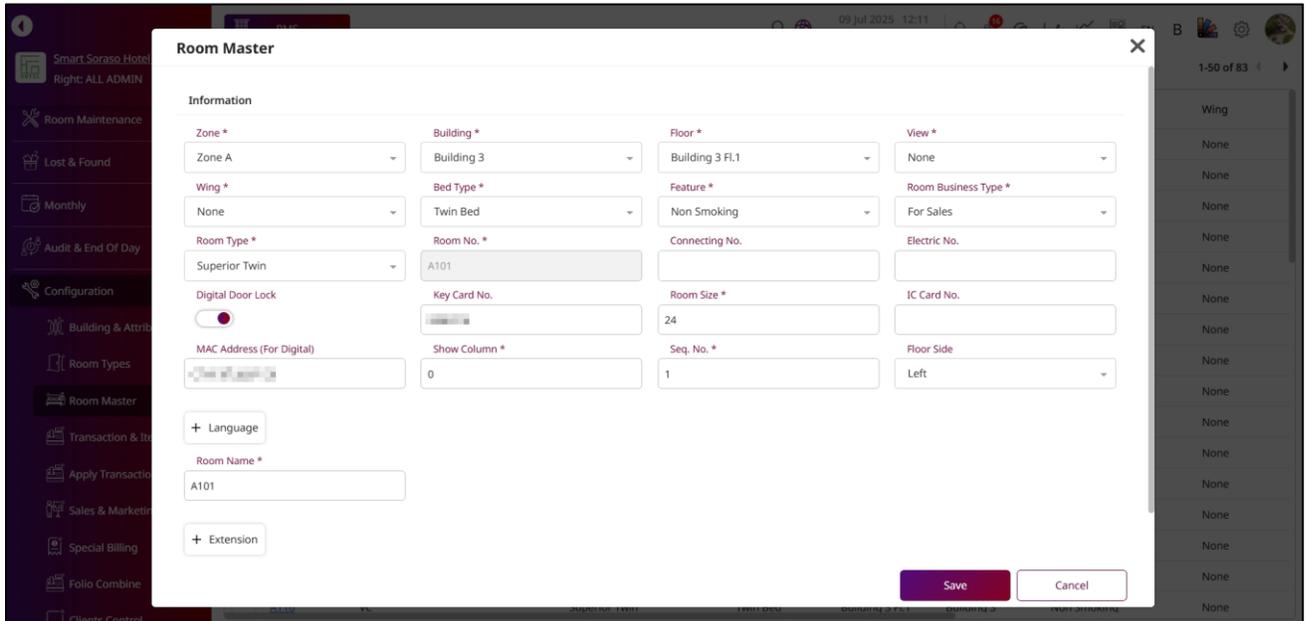
**Note:** Ensure that this message is clearly written and regularly updated to help guests understand and agree to the terms before completing their check-in.

## 7. Set Up the Digital Door Lock

Available under **BU PMS > Config System & Validate > Core Interface Setup > Consent Setup**, this section is used to configure rooms to operate with the digital door lock system. To complete the setup, you will need the Key Card Number and MAC Address for each door lock device. This information can be obtained from your IT Support team or the team responsible for overseeing the hotel's door lock system.

To perform the task:

1. Press on a **Room No.** to open the **Room Master pop-up**.
2. Turn on the **Digital Door Lock** to activate using the digital door lock for this room number.
3. Enter the **Key Card Number** and the **MAC Address**.
4. Press **Save** to update the information.



**Room Master**

**Information**

Zone *	Building *	Floor *	View *
Zone A	Building 3	Building 3 FL1	None
Wing *	Bed Type *	Feature *	Room Business Type *
None	Twin Bed	Non Smoking	For Sales
Room Type *	Room No. *	Connecting No.	Electric No.
Superior Twin	A101		
Digital Door Lock	Key Card No.	Room Size *	IC Card No.
<input checked="" type="checkbox"/>		24	
MAC Address (For Digital)	Show Column *	Seq. No. *	Floor Side
	0	1	Left

+ Language

Room Name \*

A101

+ Extension

Save Cancel

**Note:** Ensure that the Key Card Number and MAC Address are entered accurately. Incorrect entries may cause key generation failures or prevent guests from accessing their rooms during the check-in process.