

Manual

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.

0	Main Operation	en B 上 🔅 🍕	
CORE Right: ALL ADMIN	Interface Type Interface Master Property	Property Variable Consent Setup	
A	Interface Type Code Interface Type Name	Active	
The security	CMS Internal CMS		
🖧 Rights	OOORLOCK Door Lock		h.
🖗 Positions	ECOMMERCE Ecommerce		L
	EDC EDC		L
	ELECTRIC Electricity		L
🛱 Hotel & Company 🛛 🗕	ETAX E-Tax		L
Sormula	INTEGRATE Carmen		L
	INTERNETGW Internet Gateway		L
🗟 Licenses	PABX PABX		L
Config System & Validate	PAYMENTGW Payment Gateway		L
20	PHOTO Photo AI		L
Core Component Setup	RECIPE Recipe System (BOS)		L
Core Interfaces Setup	RMS Revenue Managment System	m 💿	L
🦓 Config Input Validate	SelfCI Self Check In		
Surrency	TV Internet TV		
V_1.11.00_0467251636		Save Cancel	

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.

0	← Main Operation					en B 🕍 🔅 🌍
CORE Right: ALL ADMIN	Interface Type	Interface Master Property	Property Variable Consent 5	Setup		
A Security	Interface Code	 Interface Name 	Interface Type Code	Interface Type Name	Active	
	SAPAcTran	External BOS SAP Actran	BOS	Back Office System	•	
Rights	SAPB1	External BOS SAP B-One	BOS	Back Office System		
A Positions	SEARA	Interface Gateway SEARA	INTERNETGW	Internet Gateway		
A	SHOPEE	Shopee Thailand	ECOMMERCE	Ecommerce		
∰ Users	SITEMINDER	Channel Siteminder	CHANNELMNG	Channel Manager		
🖁 Hotel & Company 🚽	SmartBOS	Smartfinder BOS	BOS	Back Office System		
	SMFRecipe	Smartfinder Recipe	RECIPE	Recipe System (BOS)		
Formula	SORA	SORA App	CMS	Internal CMS		
🔓 Licenses	SorasoARS	Soraso ARS	BOS	Back Office System		
Config System & Validate	TTLOCK	Interface Doorlock TTLock	DOORLOCK	Door Lock		
(,	TV-LG	Interface TV-LG	TV	Internet TV		
👋 Core Component Setup	TVPHILIP	Interface TV PHILIP	TV	Internet TV		
Score Interfaces Setup	TVSAMSUNG	Interface TV Samsung	TV	Internet TV		
% Config Input Validate	VebCI	Web Check In	SelfCI	Self Check In		
Currency	WEBORDER	Web Ordering	WEBORDER	Internal Web Ordering		
V_1.11.00_0407251635						Save

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.

CORE Right: ALL ADMIN	Main Operation Interface Type	Interface Master Property	Property Variable Consent Se	tup		en B	<u>k</u> ©	
Security	Smart Soraso Hotel 2	Ŧ						
器 Rights	Interface Code SAPB1	 Interface Name External BOS SAP B-One 	Interface Type Code BOS	Interface Type Name Back Office System	Active			
B Positions	SEARA	Interface Gateway SEARA	INTERNETGW	Internet Gateway				
🛱 Users	SHOPEE	Shopee Thailand	ECOMMERCE	Ecommerce				
	SITEMINDER	Channel Siteminder	CHANNELMNG	Channel Manager				
🖧 Hotel & Company 🛛 🗕	SmartBOS	Smartfinder BOS	BOS	Back Office System				
👋 Formula	SMFRecipe	Smartfinder Recipe	RECIPE	Recipe System (BOS)				
	SORA	SORA App	CMS	Internal CMS				
🖁 Licenses	SorasoARS	Soraso ARS	BOS	Back Office System				
% Config System & Validate 🕢	ТТLOCK	Interface Doorlock TTLock	DOORLOCK	Door Lock				
Core Component Setup	TV-LG	Interface TV-LG	TV	Internet TV				
20	TVPHILIP	Interface TV PHILIP	TV	Internet TV				
Core Interfaces Setup	TVSAMSUNG	Interface TV Samsung	TV	Internet TV				
🦓 Config Input Validate	VebCI	Web Check In	SelfCI	Self Check In				
Currency	WEBORDER	Web Ordering	WEBORDER	Internal Web Ordering				
V_1.11.00_0407251635						Save	Cance	el

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.

0	← Main Operation			1	EN	в	é	
CORE Right: ALL ADMIN	Interface Type	Interface Master Property	Property Variable Consent Setup					
🖁 Security	Smart Soraso Hotel 2	 Interface Doorlock 	TTLock Load Default					
🗟 Rights	Interface Code	Subject	Parameter					
🛱 Positions	TTLOCK	Base address of TTLOCK	https://euapi.ttlock.com					
备 Users	ТТLОСК	client Secret from Create application	Table & Color Party Press Real					
B Hotel & Company	ТТLОСК	username you used to login ttlock A	n, Hillinstein					
	TTLOCK	Password you used to login ttlock	Teal and a self a self and a self and a self a s					
Formula	TTLOCK	Method via 1.phone bluetooth 2.gat Path name API add passcode	2 //3/keyboardPwd/add					
Licenses	TTLOCK	Path name API delete passcode	/v3/keyboardPwd/delete					
👋 Config System & Validate 👍	TTLOCK	Path name API change passcode	/v3/keyboardPwd/change					
🦓 Core Component Setup	TTLOCK	Path name API get access token	/oauth2/token					
Score Interfaces Setup	TTLOCK	Limited number of cards and passco	2					
🖑 Config Input Validate								
Currency			_	18.07				
V_1.11.00_0407251635				Save			Cano	el



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.

0	← Main Operation				EN	В		© (
CORE Right: ALL ADMIN	Interface Type	Interface Master Interface Property	Property Variable Consent Setup						
Security	Smart Soraso Hotel 2	+ Web Check In	- Load Default						
🖧 Rights	Interface Code	Subject	Parameter						
🖧 Positions	WebCI WebCI	Button Text Color	#ZEAC45 #FFFFF						
සි Users	WebCI	Logo Url	https://smartcheckin-ui.smartfinder.asia/images/EC						
🖁 Hotel & Company 🗸	VebCI	Web Check In Url	https://smartcheckin-ui.smartfinder.asia						
🤏 Formula									
& Licenses									
Config System & Validate									
🦓 Core Component Setup									
🧏 Core Interfaces Setup									
火 Config Input Validate									
🖑 Currency									_
V_1.11.00_0407251635				Sav	e		C	ancel	

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 checkin. 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.

0	Ken B 🕍 💿 🌍
CORE Right: ALL ADMIN	Interface Type Interface Master Property Variable Consent Setup
🖁 Security	Smart Soraso Hotel 2 v Web Check In v
🖧 Rights	
Positions	
لله Users	We value your privacy. Your data, such as name, surname, ID card or passport number, address, phone number, email, and accommodation-related information, will be collected, used, and disclosed for hotel service, payment processing, coordination, legal compliance, and service quality improvement. Your data will be securely stored and not disclosed to third parties unless required by law or with your consent. By clicking consent, you acknowledge that the hotel may collect, use, and disclose your data as described above.
😤 Hotel & Company 🚽	
🖏 Formula	+ Language
& Licenses	TH ····································
🦿 Config System & Validate 🐧	Terms & Conditions
🦓 Core Component Setup	0 C B I U 6 E E E E E E E E E E E E E E E E E E
Core Interfaces Setup	เราให้ความสำคัญกับความเป็นส่วนตัวของคุณ ข้อมูลส่วนบุคคลของคุณ เช่น ชื่อ นามสกุล หมายเลขบัตรประชาชนหรือหนังสือเดินทาง ที่อยู่ หมายเลขโทรศัพท์ อีเมล และข้อมูลที่เกี่ยวข้องกับที่พัก จะถูกรวบรวม ใช้ และ
🦓 Config Input Validate	เป็ดเผยเพื่อวัดปูประสงท์ในการให้บริการของโรงแรม การประขวลผลการชำระเงิน การประสาขงาน การปฏิบัติตามกฎหมาย และการปรับปรุงคุณภาพบริการ ข้อมูลของคุณจะถูกเก็บไว้อย่างปลอดภัยและจะไม่เปิดเผยต่อ บุคคลที่สาม เว้นแต่จะได้รับคำสั่งจากกฎหมายหรือได้รับความยืนยอมจากคุณ เมื่อคลิกยินยอน แสงงว่าคุณรินารและตกลงว่าโรงแรมสามารถรวบรวม ใช้ และเปิดเผยข้อมูลส่วนบุคคลของคุณตามที่อธิบายไว้ข้างต้น
S Currency	
V_1.11.00_0407251635	Save Cancel

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.

0	THE DATE		O @ 09 Jul 20.	25 12:11 o 🥵 o La 🖉 🖻	- в 🌇 🚳 🌑
Smart Soraso Hotel	Room Master				×
Right: ALL ADMIN	Information				1-50 of 83 4
Room Maintenance	Zone *	Building *	Floor *	View *	No.
😂 Lost & Found	Zone A 🗸	Building 3 👻	Building 3 Fl.1 -	None *	None
	Wing *	Bed Type *	Feature *	Room Business Type *	None
G Monthly	None 👻	Twin Bed 👻	Non Smoking -	For Sales 👻	None
Audit & End Of Day	Room Type *	Room No. *	Connecting No.	Electric No.	None
	Superior Twin 👻	A101			None
K Configuration	Digital Door Lock	Key Card No.	Room Size *	IC Card No.	None
🏬 Building & Attrib		100010	24		None
	MAC Address (For Digital)	Show Column *	Seq. No. *	Floor Side	None
	0.000	0	1	Left -	None
🚔 Room Master					Nee
🕮 Transaction & Ite	+ Language				None
Apply Transactio	Room Name *				None
	A101				None
[]忡 Sales & Marketin					None
Special Billing	+ Extension				None
Folio Combine				Save	None
	Allo K	зиреног нин	IWII Deu Dullulliy		None

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.