



INTEGRATION MANUAL

Connect 365id Scanners to Mews

MEWS



Integration Manual 365id & MEWS

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BEFORE YOU START

Install the 365id Scanner according to the 365id Scanner Manual.

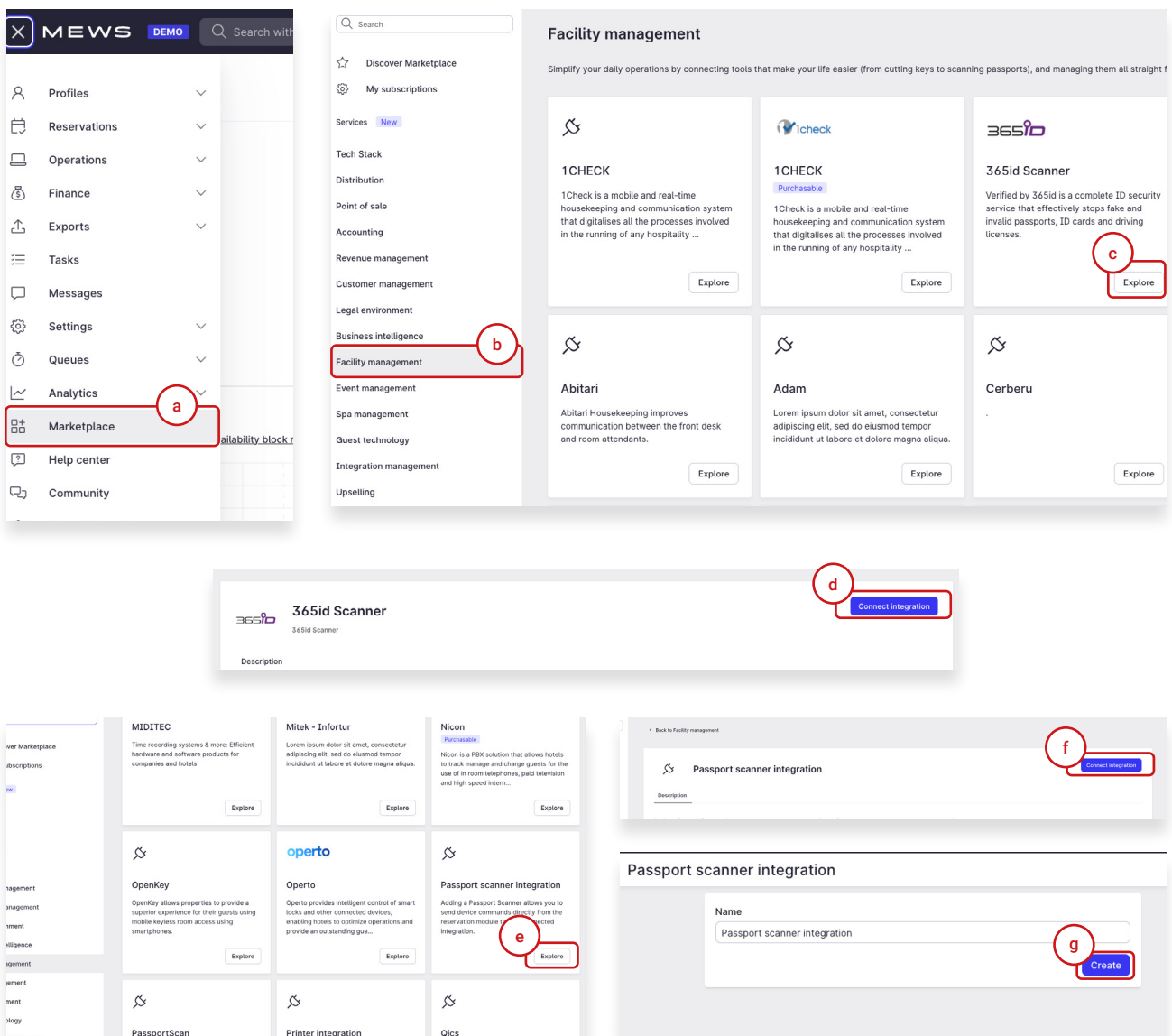
Login to the Mews Portal.

STEP 1 – CONNECT INTEGRATION

In the Mews Portal, navigate to the **“Marketplace”**(a) and then **“Facility Management”**(b).

Find **“365id Scanner”**, click on **“Explore”** (c) and then on **“Connect integration”**(d).

Connect to the **“Passport scanner integration”** by first clicking on **“Explore”**(e), then **“Connect”**(f) and then on **“Create”**(g).

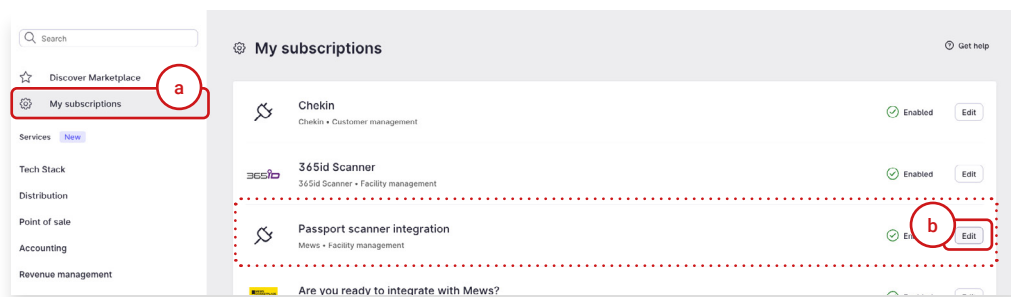


STEP 2 – EMAIL 365id SUPPORT

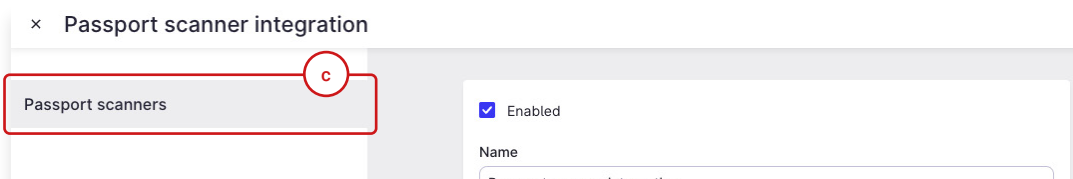
Email 365id Support at support@365id.com, with your company name and address. 365id Support will reply with the confirmation of the integration.

STEP 3 – ADD 365id SCANNER

In the Mews Portal, navigate to “**Marketplace**” and select the tab “**My Subscription**”(a). In the list find the “**Passport scanner integration**”. Click “**Edit**”(b).



On the left side, under “**Edit**”, click on “**Passport scanners**”(c).

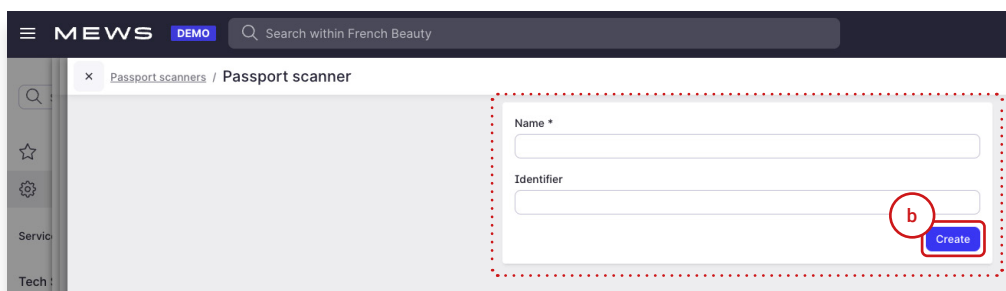


Add a new scanner by clicking on the **plus symbol**(d) in the upper right corner.



In the “**Name**” field write a recognizable name e.g. Front Desk 365id Scanner. In the “**Identifier**” field enter the **365id Scanner’s serial number**.

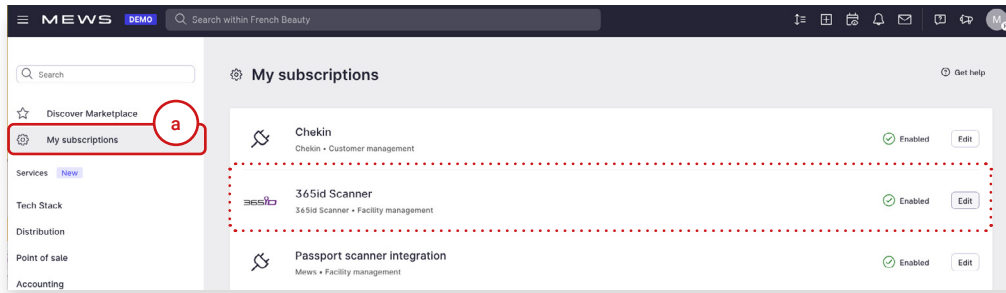
The serial number can be found on the bottom of the 365id Scanner. It has the following format “**0000 00XX XXXX XXXX**”. Once the information is entered correctly click “**Create**”(e).



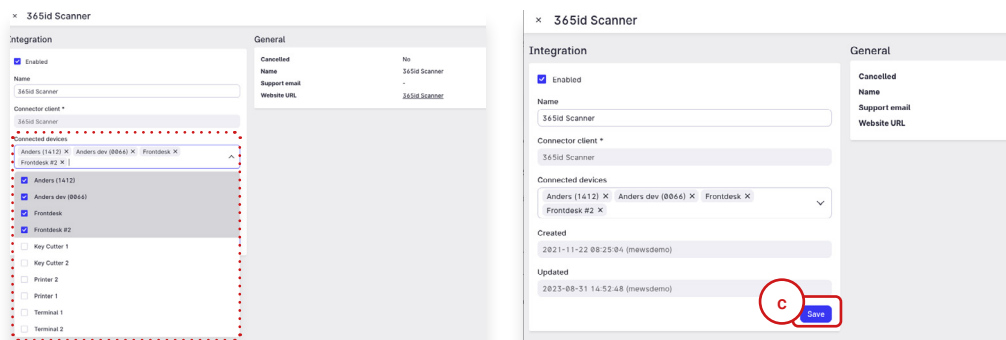
STEP 4 – CONNECT THE 365id SCANNER

In the Mews Portal, navigate to "**Marketplace**" and select the tab "**My Subscription**". Find the "**365id Scanner**"(a) integration and click "**Edit**"(b).

Here you will assign the device, created from the previous step, to the API connection.



From the **drop-down list** select your 365id Scanner and click on "**Save**"(c).



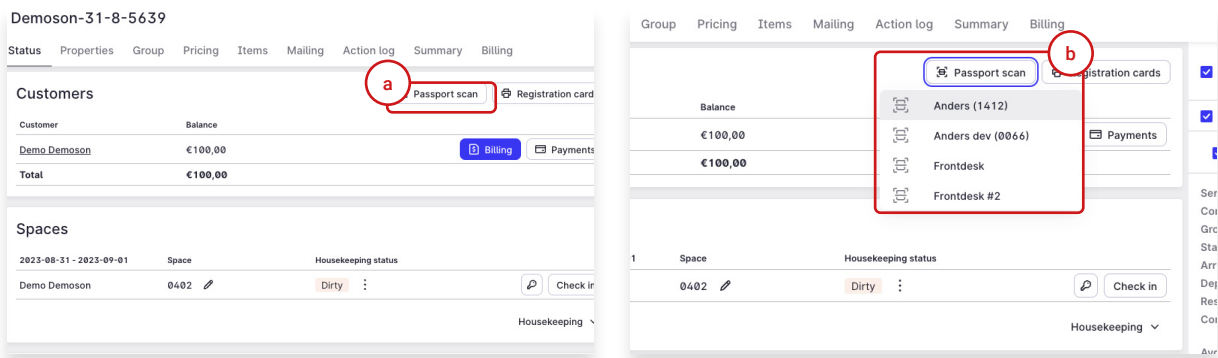
NOTE: Make sure 365id support has confirmed the integration according to step 3 "**Email 365id Support**".

STEP 5 – SCANNING

There are two ways to initiate a scan in the Mews Portal.

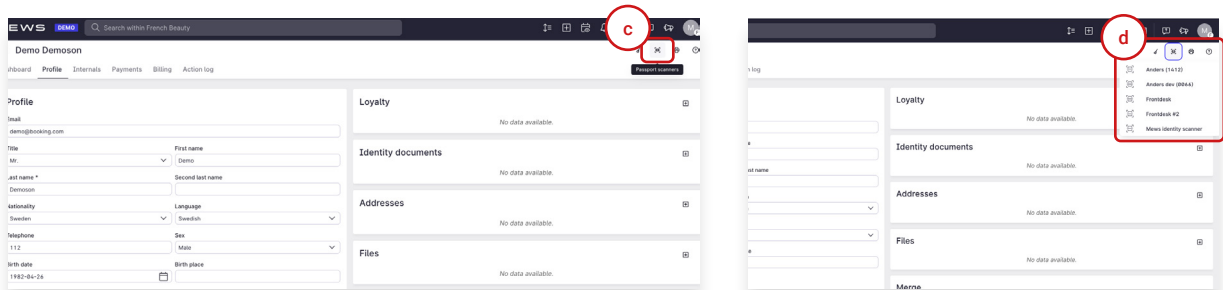
Reservation

In the reservation, during check in, click on **“Passport scan”**(a). You can find it above the customer group. **Select the 365id Scanner you intend to use** (b). Once a scan has been initiated in the Mews Portal, proceed with scanning the ID document as instructed in the **365id Scanner Manual**. The customer profile is updated shortly after the 365id Scanner shows its result.



Customer Profile

In the customer profile, in the upper right corner is a **Passport scanner symbol**(c). Click it and **select the 365id Scanner you intend to use**(d). Once a scan has been initiated in the Mews Portal, proceed with scanning the identification document as instructed in the **365id Scanner Manual**. The customer profile is updated shortly after the 365id Scanner shows its result.

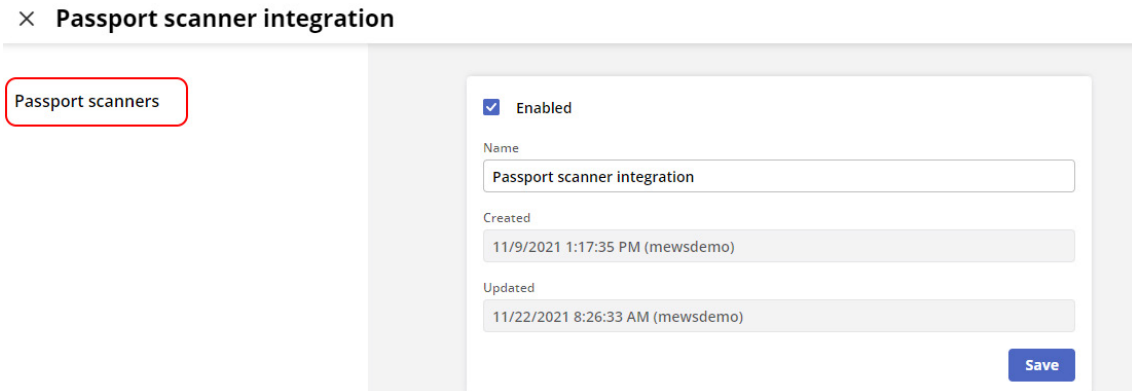


NOTE: No previous data in the Customer Profile will be overwritten

NOTE: If the document is unidentified by the 365id System, no textual data will be delivered to the Mews Portal.

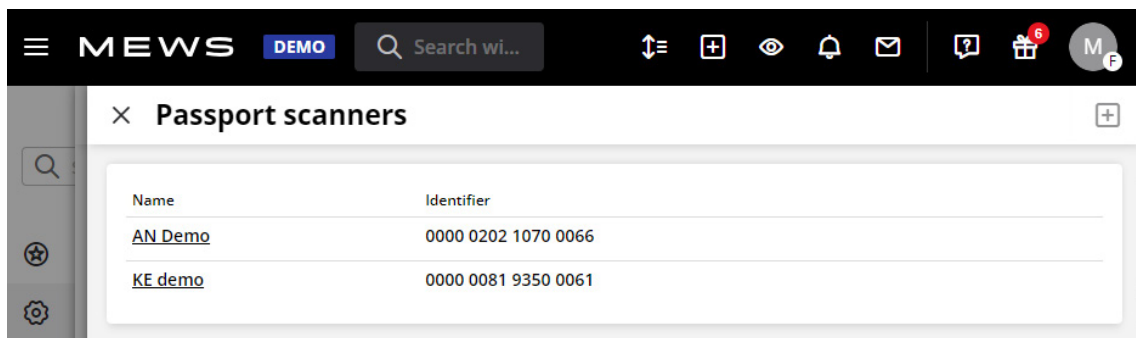
STEP 3

Select **Passport scanner integration** -> **Edit** and then **Passport Scanners**.



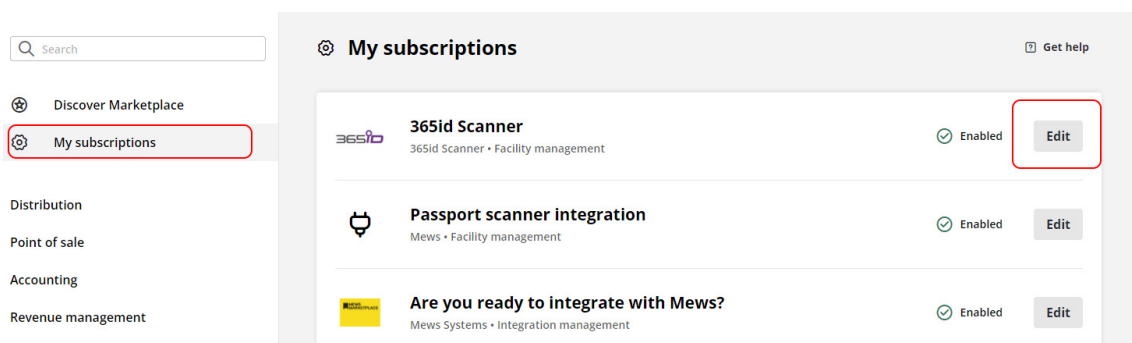
STEP 4

Check that all 365id Scanners that shall be used is named and the correct serial number is present.



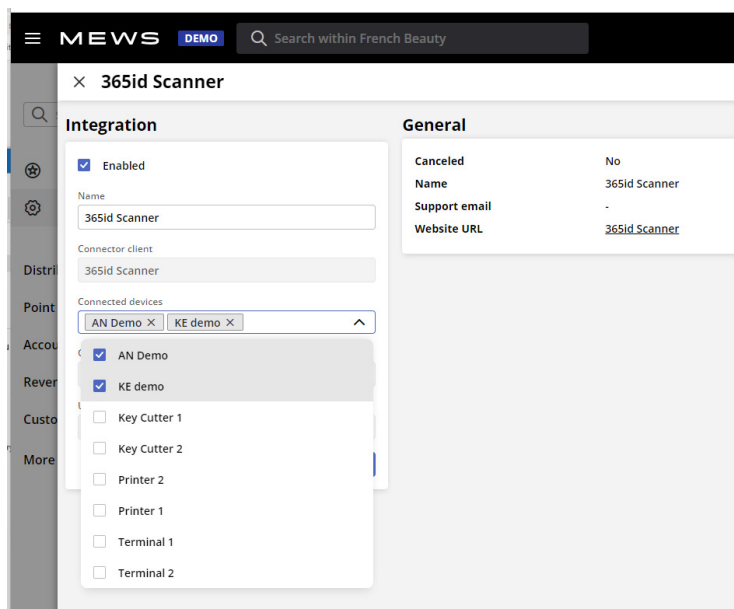
STEP 5

Go back to My Subscriptions and select **365id Scanner** -> **Edit**



STEP 6

Under **Connected devices** select the 365id Scanners that shall be active and then press **Save**. Check that Mews verifies that the changes are saved.



Changes successfully saved.

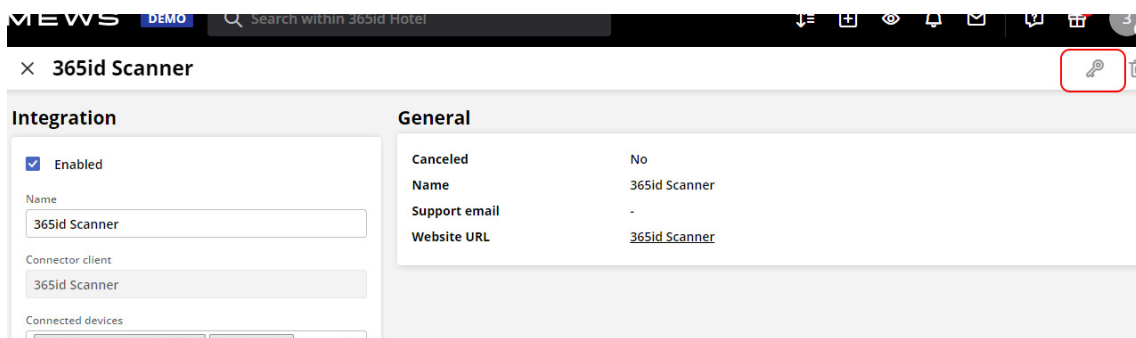


STEP 7

Now all selected 365id Scanners are ready for use

FIND MY ACCESS TOKEN

The 365id integration must have the correct access token to work. You can find your access token under **Marketplace** -> **My subscriptions** -> **365id Scanner**



Press the key symbol

