

PASSPORTSCAN PROCEDURE

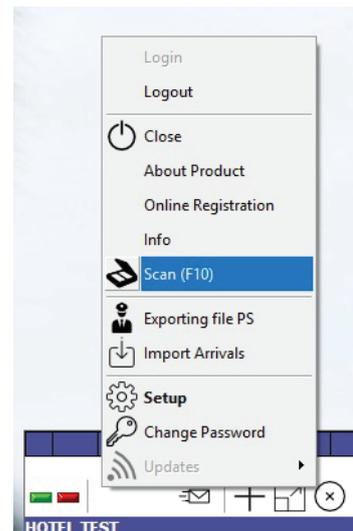
1°. With Passportscan opened ask the client for the document and scan it. In case what we're checking in it's a family/group we will need to scan the head of the family/group document first. There are 3 different ways of launching the scanning process:

1.- Press the F10 button on the keyboard**



**In case your scanner is an SnapShell instead of pressing F10 you will have to press the third button on the scanner.

2.- Right click on the PassportScan interface and select the "scan" option.



3.- Scanning button on the PassportScan maximized interface.



<No data to display>



4°. Once the previous steps have been done and the client leaves to his/her room. We'll check all the collected data and we will start sending the data once there are not clients waiting for checking in.

IDS: 336 IDA: 199 [User: ADMIN] - HOTEL DEMO

Arrival: 23/10/2017 18:01 | Departure: 24/10/2017 0:00 | Lodging/Station: 102 | Group / reservation: | Permissions: 0 1 2 3

FIND CUSTOMER

Title: Mister
 Last Name: Specimen
 First Name: Vzor
 Middle Name:
 Nationality: CZECH REPUBLIC
 Country of Birth: CZECH REPUBLIC
 Place of Birth:
 Province:
 Date of Birth: 01/01/1971 Age: 46
 Doc Type / Num: PAS 99003853
 Country of Issue: CZECH REPUBLIC
 Released From:
 Province:
 Validity: 04/07/2012 - 04/07/2022
 Country: CZECH REPUBLIC
 Address:
 HandWrite Address:
 City:
 Zip:
 Province:
 Region/State:
 Sex: MALE

EXTRA

ID/PAS



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