



365iD Connect Scanners Integration App Instruction Manual

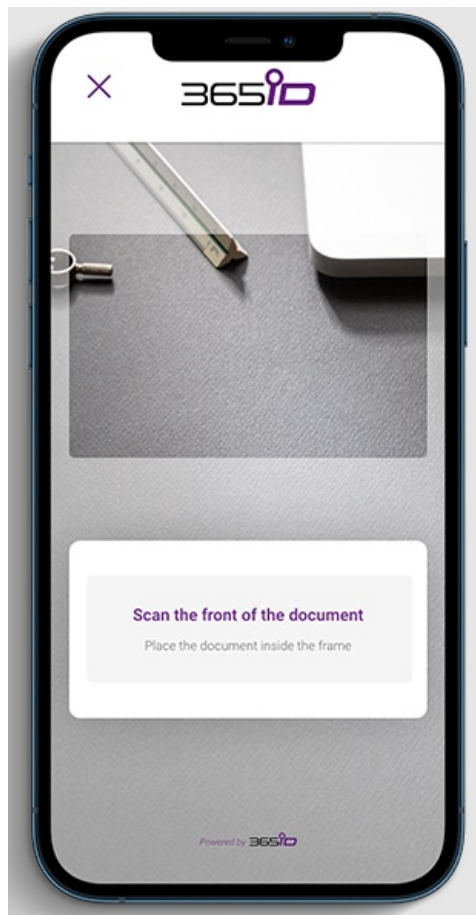
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365iD Connect Scanners Integration App



Product Information

Specifications:

- Product Name: 365id Scanner
- Integration: Mews

Product Usage Instructions

Before You Start:

1. Install the 365id Scanner according to the 365id Scanner Manual.
2. Login to the Mews Portal.

Connect 365id Scanners to Mews:

1. On the left side of the Mews Portal, under Edit, click on Passport scanners.
2. Add a new scanner by clicking on the plus symbol in the upper right corner.
3. In the Name field, write a recognizable name (e.g., Front Desk 365id Scanner).
4. In the Identifier field, enter the 365id Scanner's serial number. The serial number can be found on the bottom of the 365id Scanner and has the following format: 0000 00XX XXXX XXXX.
5. Click Create to save the information.

Initiating a Scan in the Mews Portal:

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

Reservation:

1. In the reservation, during check-in, click on Passport scan above the customer group.
2. Select the 365id Scanner you intend to use.
3. Proceed with scanning the ID document as instructed in the 365id Scanner Manual.

Customer Profile:

1. In the customer profile, in the upper right corner, click on the Passport scanner symbol.
2. Select the 365id Scanner you intend to use.
3. Proceed with scanning the identification document as instructed in the 365id Scanner Manual.

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

Multiple 365id Scanners with Mews:

1. Select Passport scanner integration -> Edit and then Passport Scanners.
2. Check that all 365id Scanners that shall be used are named and the correct serial number is present.
3. Go back to My Subscriptions and select 365id Scanner -> Edit.
4. Under Connected devices, select the 365id Scanners that shall be active and then press Save.

Note: Now all selected 365id Scanners are ready for use.

FAQ:

Q: Where can I find my access token for the 365id integration?

A: You can find your access token under Marketplace -> My subscriptions -> 365id Scanner. Press the key symbol.

INTEGRATION MANUAL

Connect 365id Scanners to Mews

BEFORE YOU START

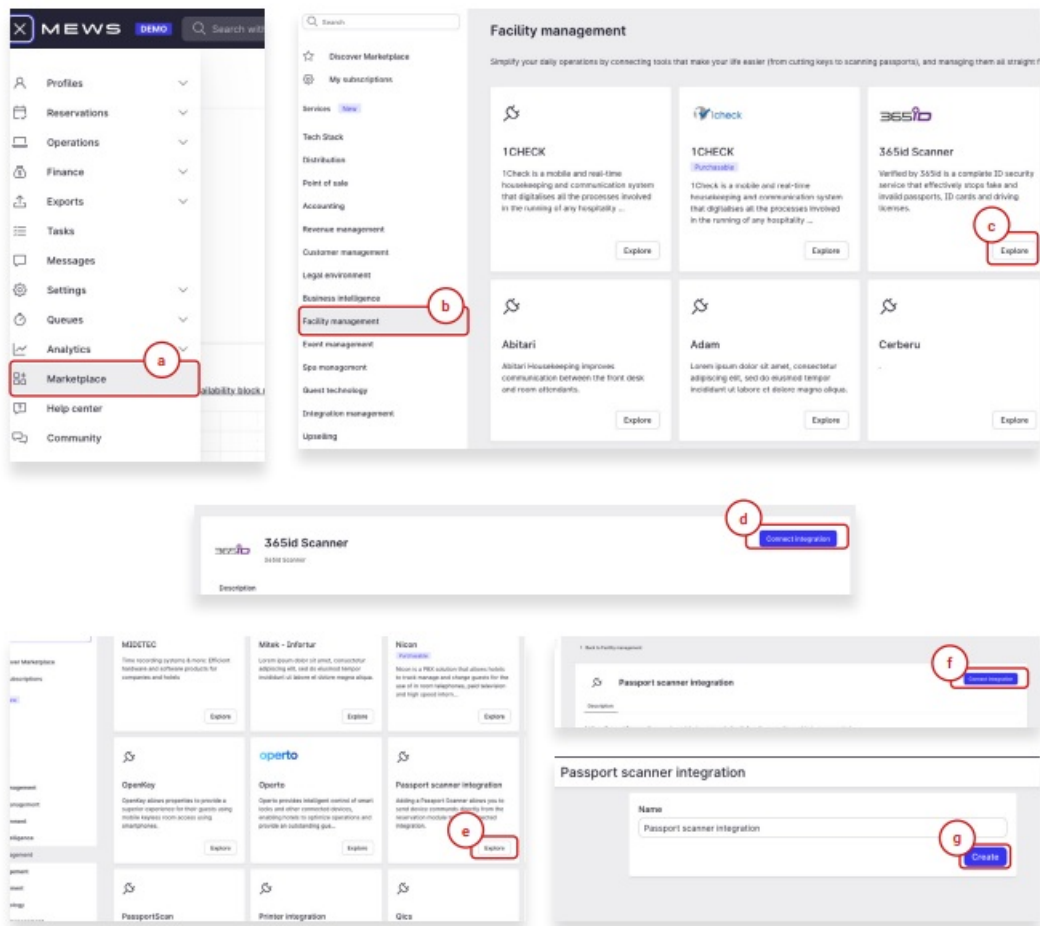
Install the 365id Scanner according to the 365id Scanner Manual.
Login to the Mews Portal.

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).

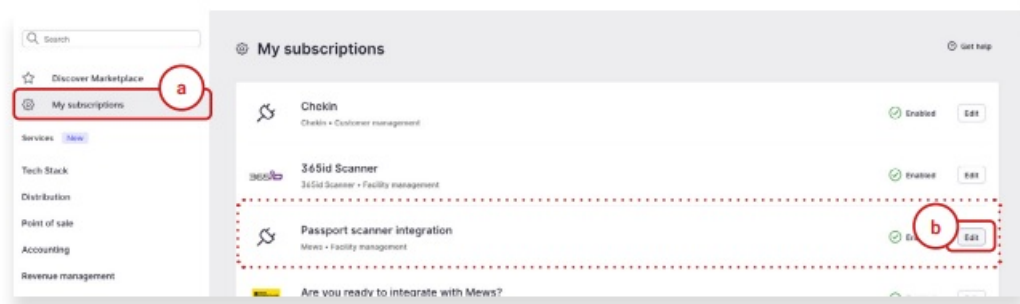


STEP 2 – EMAIL 365id SUPPORT

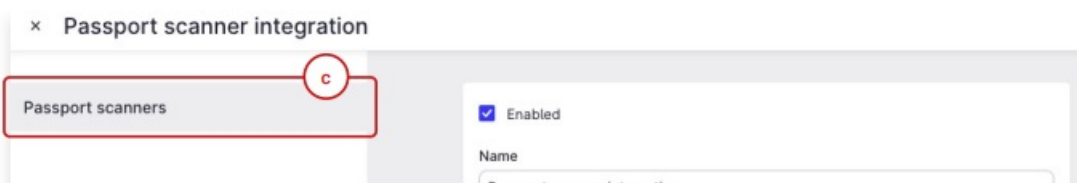
Email 365id Support at support@365id.com, with your company name and address. 365id Support will reply with the confirmation of the integration.

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.

× Passport scanners

Name

Identifier

d

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).

MEWS DEMO Search within French Beauty

× Passport scanners / Passport scanner

Name *

Identifier

b Create

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.

MEWS DEMO Search within French Beauty

My subscriptions

Discover Marketplace

My subscriptions (a)

Checkin

365id Scanner (b)

Passport scanner integration

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

× 365id Scanner

Integration

Enabled

Name

Connector client *

Connected devices

Created

Updated

Save (c)

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

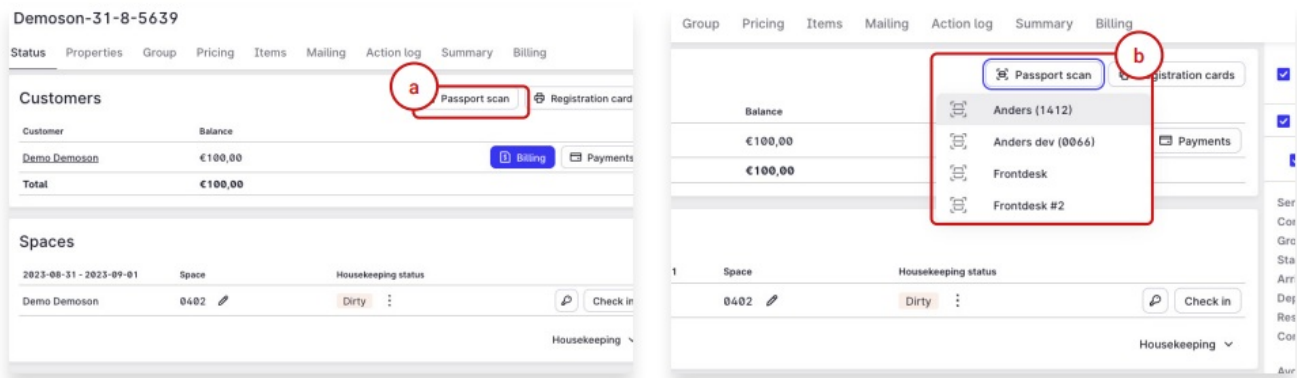
STEP 5 – SCANNING

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

Reservation

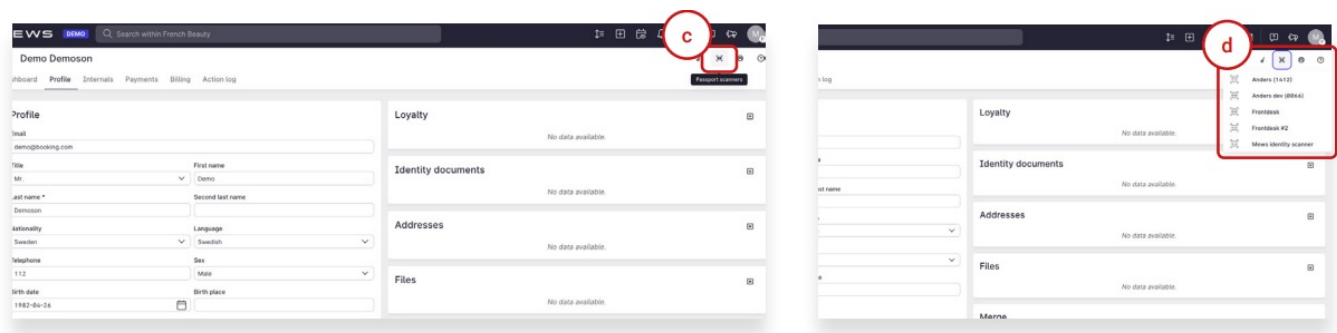
In the reservation, during check in, click on “Passport scan”(a). You can find it above the customer group. Select

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.



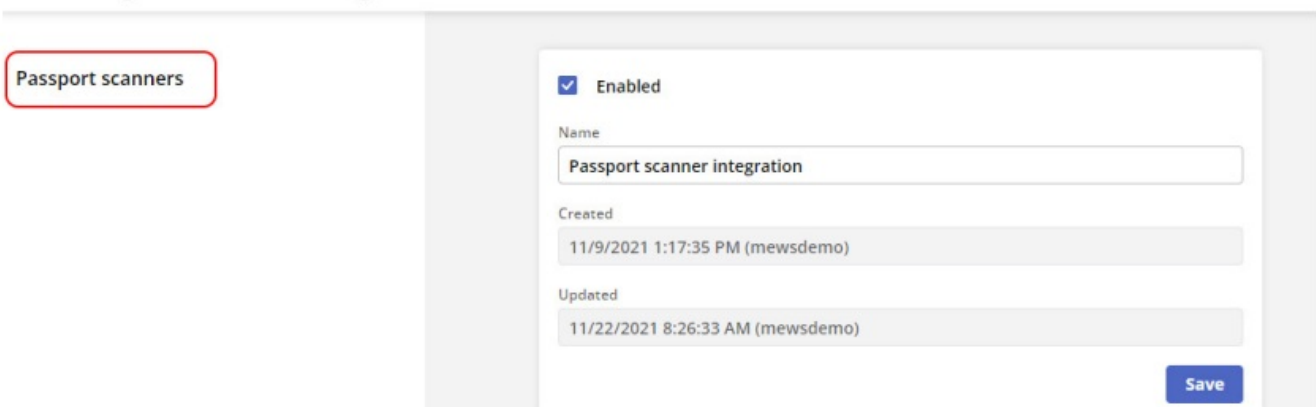
NOTE: No previous data in the Customer Profile will be overwritten

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

STEP 3

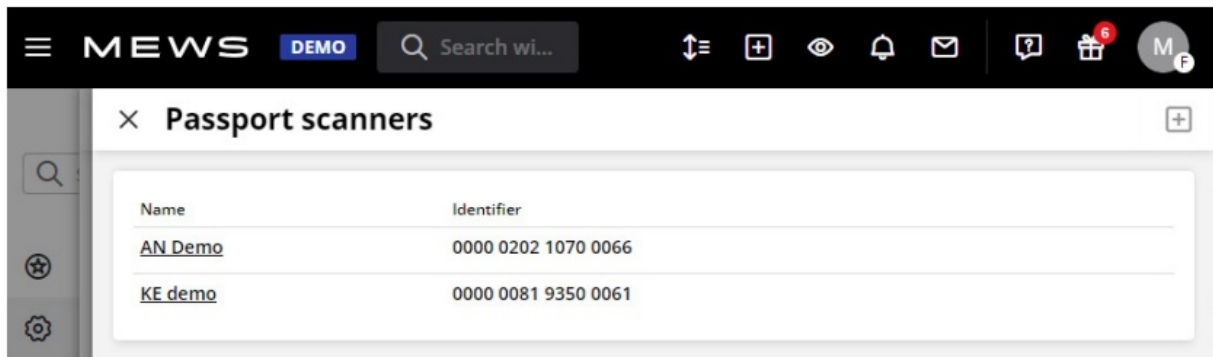
Select Passport scanner integration -> Edit and then Passport Scanners.

✕ Passport scanner integration



STEP 4

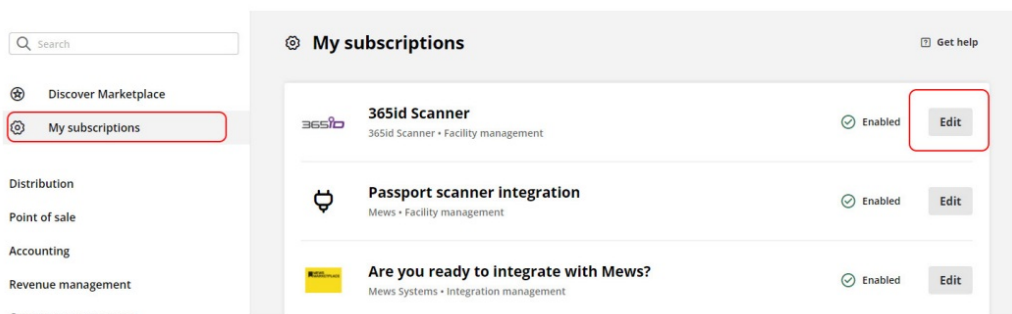
Check that all 365id Scanners that shall be used is named and the correct serial number is present.



Name	Identifier
AN Demo	0000 0202 1070 0066
KE demo	0000 0081 9350 0061

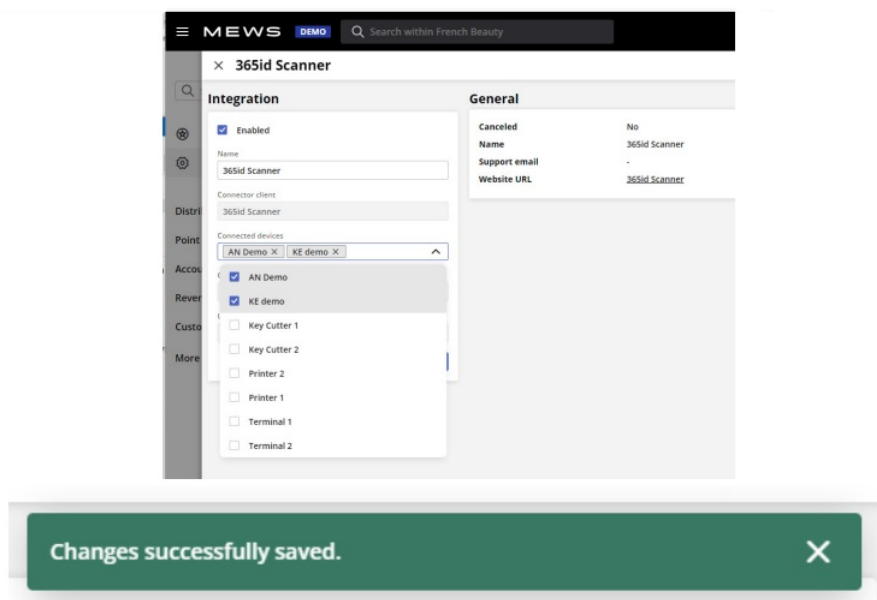
STEP 5

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.



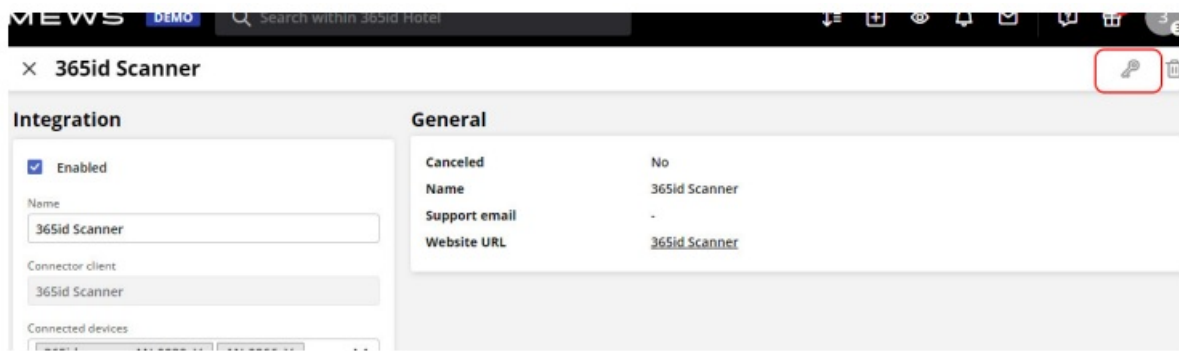
STEP 7

Now all selected 365id Scanners are ready for use

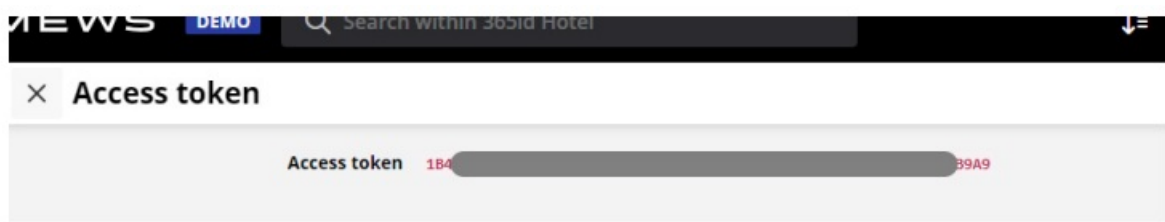
FIND MY ACCESS TOKEN

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



Documents / Resources

	<p>365id Connect Scanners Integration App [pdf] Instruction Manual Connect Scanners Integration App, Scanners Integration App, Integration App, App</p>
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References

- [User Manual](#)