Hostfully

Automating Vacation Rental Workflows Through Hostfully Devices





- 1. Log in to your Hostfully Property Management Platform account
- 2. Navigate to the Integrations section

Integration Zone		Properties Publishing Tools
		Third Party Agency
Hostfully Products		Calendar Tools
	Hostfully helps people give their guests a better experience. Hosts create beautiful,	Channels
Hostfully	personalized guidebooks they can share with guests via mobile, web, and print. Guidebooks include important information about the home and recommendations for	Reports
Guidebooks	restaurants, shopping, transportation, tourist attractions, and more. Guests get the inside scoop from someone they trust and have a more memorable visit	Templates & Triggers
	ON Automatically sign into my Hostfully management console	Owners Discount Codes
		Agency Settings
	Hostfully Devices provides property automation solutions designed to help short-term	Turpeyor Management
Hostfully	platform integrates with smart locks and devices to automate access management, giving	Refer a Friend
Devices	property owners and managers the ability to remotely manage entry, schedule access for guests or service providers, and enhance the overall security of their properties.	Sign Out
	> OFF	

3. Accept the terms and conditions

Integration - Hostfully Devices	
By activating Hostfully Devices and connecting a device, you agree to the terms and conditions and understand that you will be charged \$6/device on a monthly billing cycle	- 1
Decline Accept	- 1

4. Locate Hostfully Devices and toggle the integration ON





- 5. Go to the Properties page in your Hostfully Devices account
- 6. You will see all imported properties

			Your Listings				
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Import and Assign Your Smart Devices

- 1. In the Hostfully Devices dashboard, go to the Devices page
- 2. Click Import Devices
- 3. Select your device brand from the drop-down list





4. Enter your device account credentials when prompted

5. After signing in with the desired brand devices will start importing immediately

6. To assign a device to a property, click the pencil icon next to the device, then select the appropriate property from the assigned Listings drop-down menu

	Import Devices v Disconnec	ct Devices ~ C Refresh Devices	Show Summary Bulk Update		
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🗌 🌑 1420 N Wayland Ave 🥒 🤨	196%	SchlageV2	Assigned listings: 1	✓ Enabled eee	

7. You can also edit the device name to clarify which door or entry point is associated with the device

	Name		Battery/Temperature	Vendor
	1420 N Wayland Ave	0	9 6%	SchlageV2
	_	_		

8. Ensure each device is assigned correctly; the status should display as enabled

Auto-share Pincodes with Guests

To automate the process of sharing door codes with guests, you can update your Pre-check-in template, or create a Custom Message Template and associated trigger.

- a. Navigate to the Templates and Triggers section of the account
- b. Select the Custom Templates tab
- c. Select the New Template button



9. Create the template, include the variable [\$LEAD_PINCODE\$] so that the PIN code will be inserted into the email.

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Triggers Calendar Tools Calendar Tools
Create a new trigger by associating one of your custom templates to a system event. See online documentation for Charaves
Temparas & Triggers
Name Event Action Send to Enviros Action Action
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San Pancisco, California, USA Sign out All rights reserved

11. Configure the settings for the Jervis Systems Door Code Trigger to send your newly created custom email template to your guest, on the condition that a booking is confirmed

- a. You will also need to input the Agency UID
- b. You can name your Trigger Hostfully Devices Door Code
- c. Select the Save button

Create a new trigger by associating one of your	Trigger name: *	_	
	1 day before Check-in: SMS	-	
Name	Trigger UID:	Template	Action
Inquiry to Booking - ChargeAutomation T	60e0d075-3de9-4892-8601-428dc7af8df1	Quote SMS -	
	When this event happens:	unargeautomation test	
 Booking confirmed, send ChargeAutoma Check-in (SMS) 		ChargeAutomation Test	Edit Delete
 Booking confirmed, send ChargeAutoma Check-in (email) 	ir these conditions are met: ★ Before stay start → equal to → 1 days → AND	Booking Accepted Email - ChargeAutomation Test	
Inquiry to Booking - ChargeAutomation T (email)	X Property is V All properties -	Quote - ChargeAutomation Test	
 2 Weeks Prior to Checkout 	+ Add condition	2 Weeks before Check Out	
1 day before Check-in: SMS - (1420 E 9th s	All channels are selected by default Then do this: *	Pre-check in - SMS - 1420 E 9 st (Studio)	
1 day before Check-in: SMS - (Wayland Walkout)	Send SMS	 Pre-check in - SMS - 1 day pefore 	
Post check-in: SMS	Guest →	Post-check in - SMS	
	Using this template: *		
	Pre-check in - SMS - 1420 E 9 st (Studio)	·	

12. While the SMSis now configured to send to your guest, we recommend that you set up your Hostfully Guidebook to include your SET PIN for easier reference and to include the most up-to-date information regarding the guest PIN and access instructions

a. Here's a quick video showing you how:

www.loom.com/share/fc810cf4e82349cc9c907de6da208bbe?sid=483192dc-eb4a-495d-a65d-28afa8685df8



13. You can confirm that automated access is set up by navigating to your Reservations in Hostfully Devices and confirming a SET PIN is created for an upcoming reservation

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			R	eservations 📀				
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