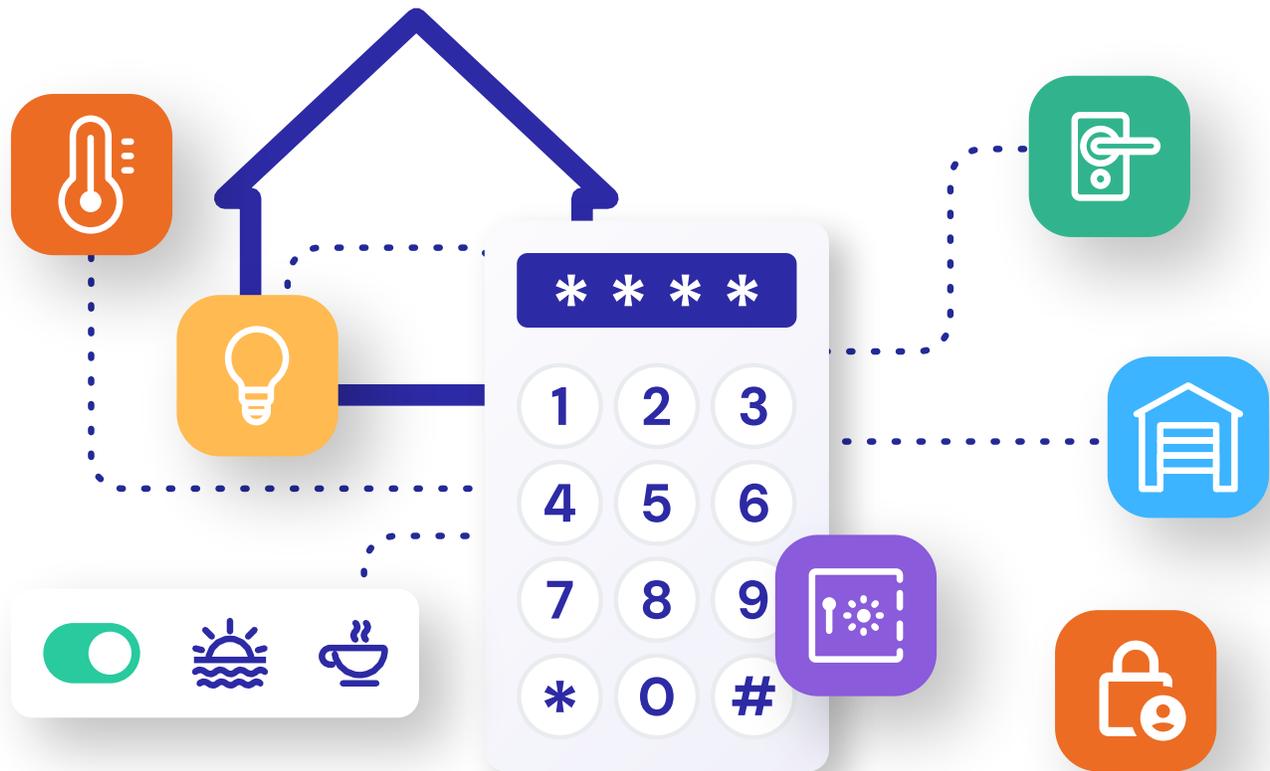
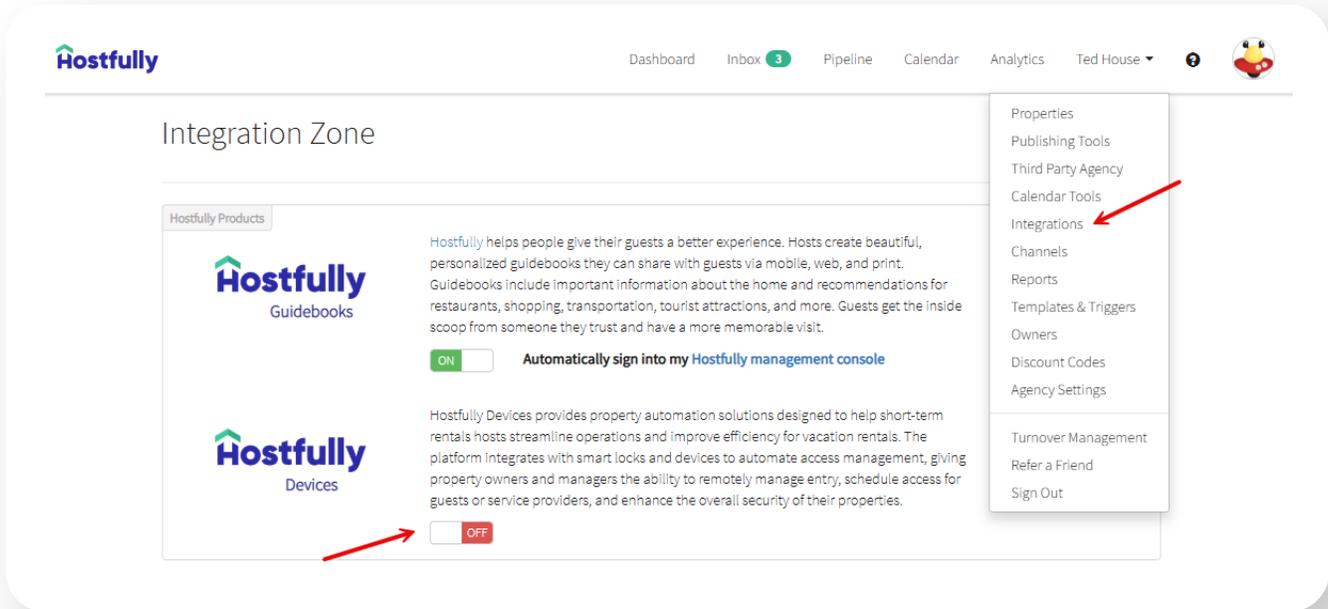


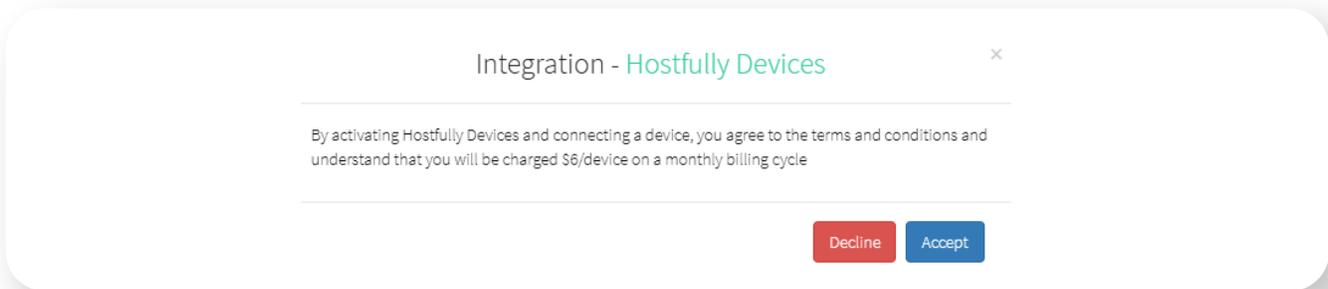
# Automating Vacation Rental Workflows Through Hostfully Devices



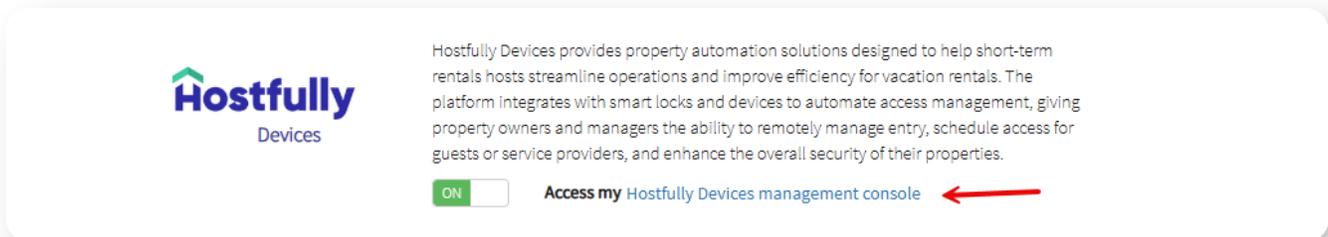
1. Log in to your Hostfully Property Management Platform account
2. Navigate to the Integrations section



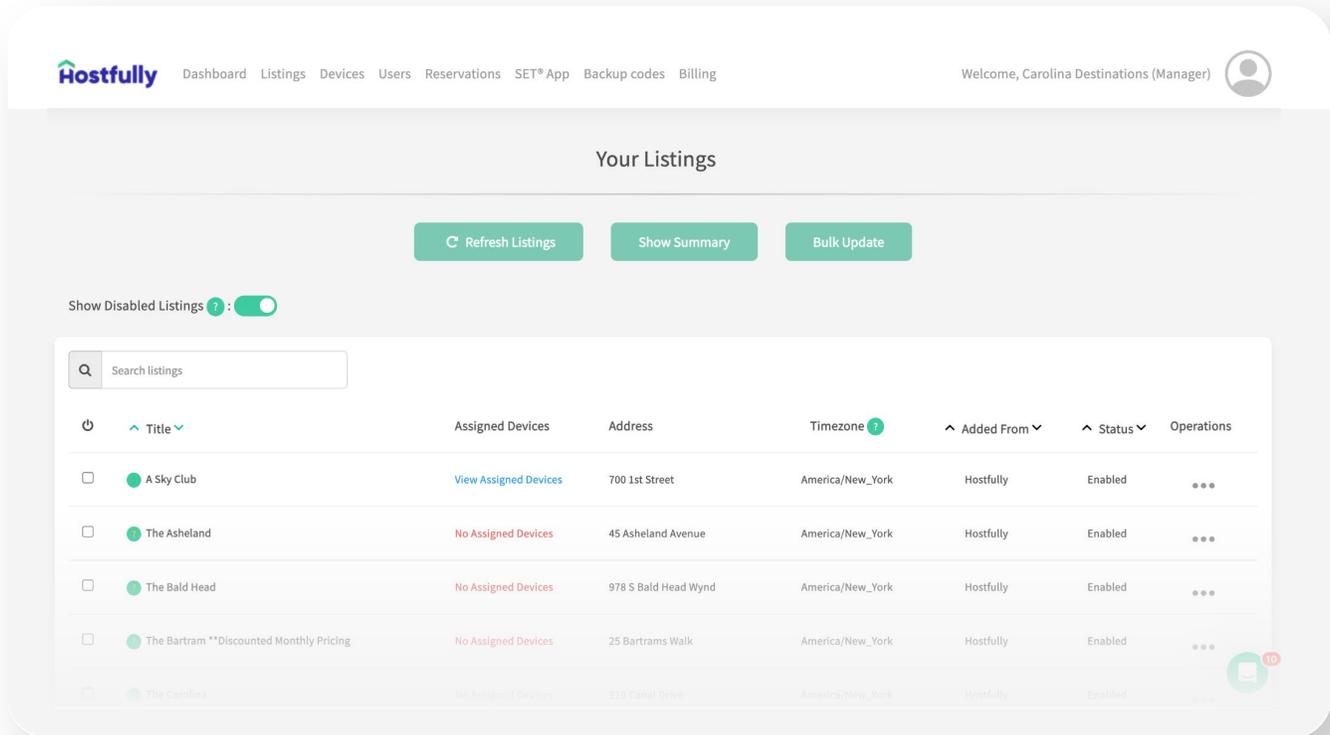
3. Accept the terms and conditions



4. Locate Hostfully Devices and toggle the integration ON

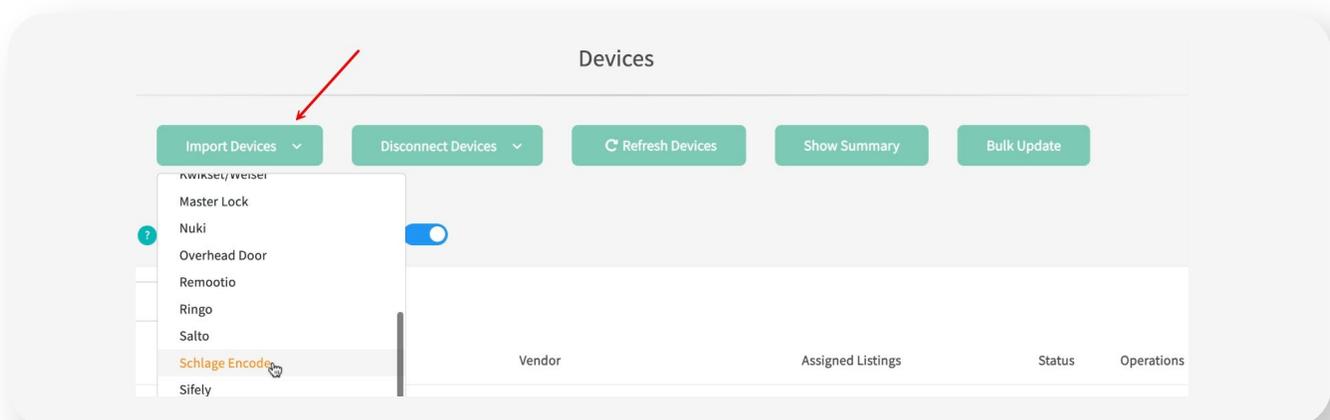


5. Go to the Properties page in your Hostfully Devices account
6. You will see all imported properties

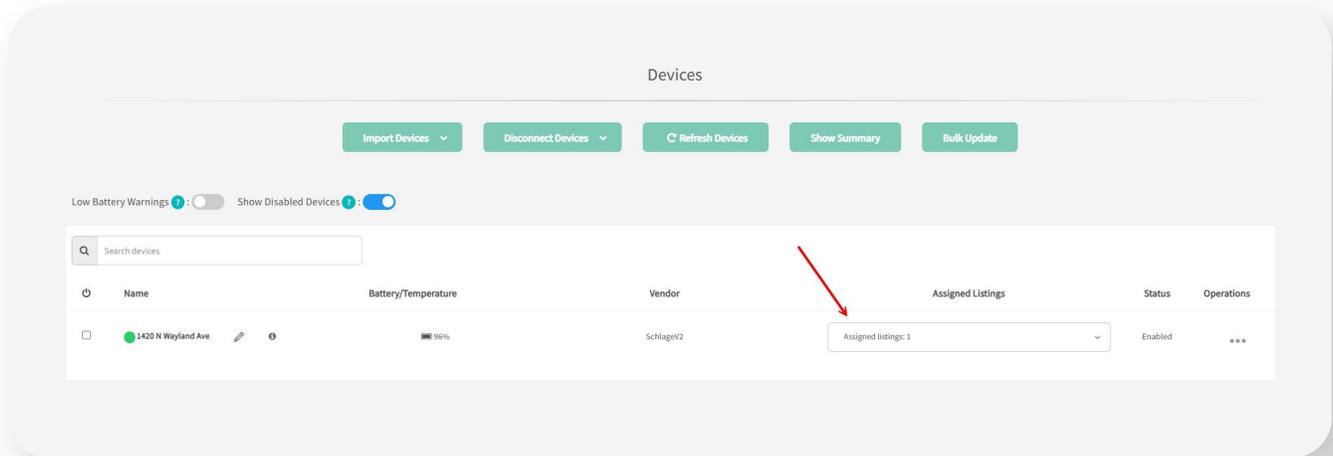


## Import and Assign Your Smart Devices

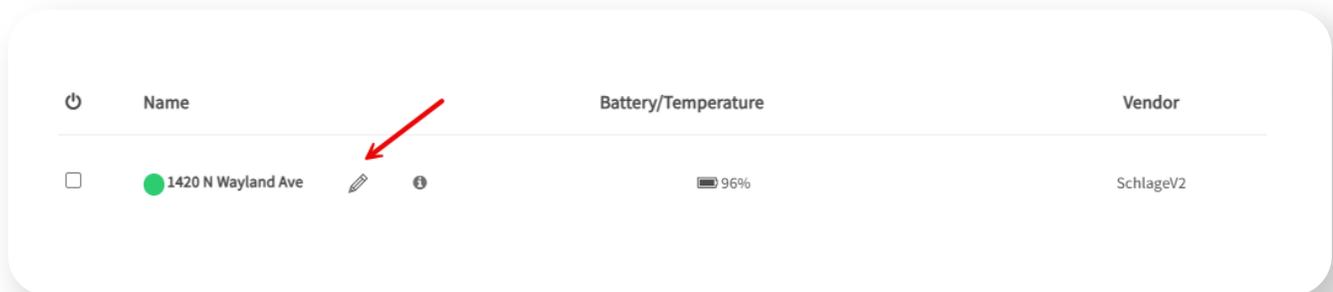
1. In the Hostfully Devices dashboard, go to the Devices page
2. Click Import Devices
3. Select your device brand from the drop-down list



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



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



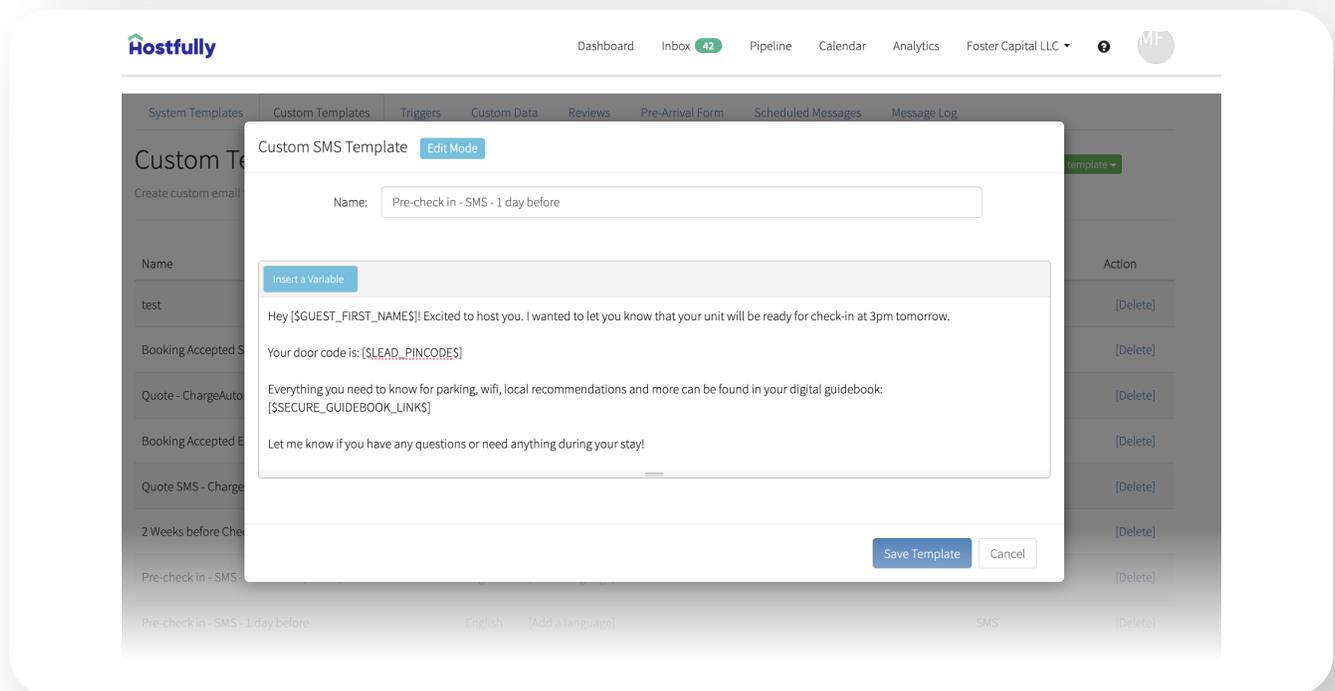
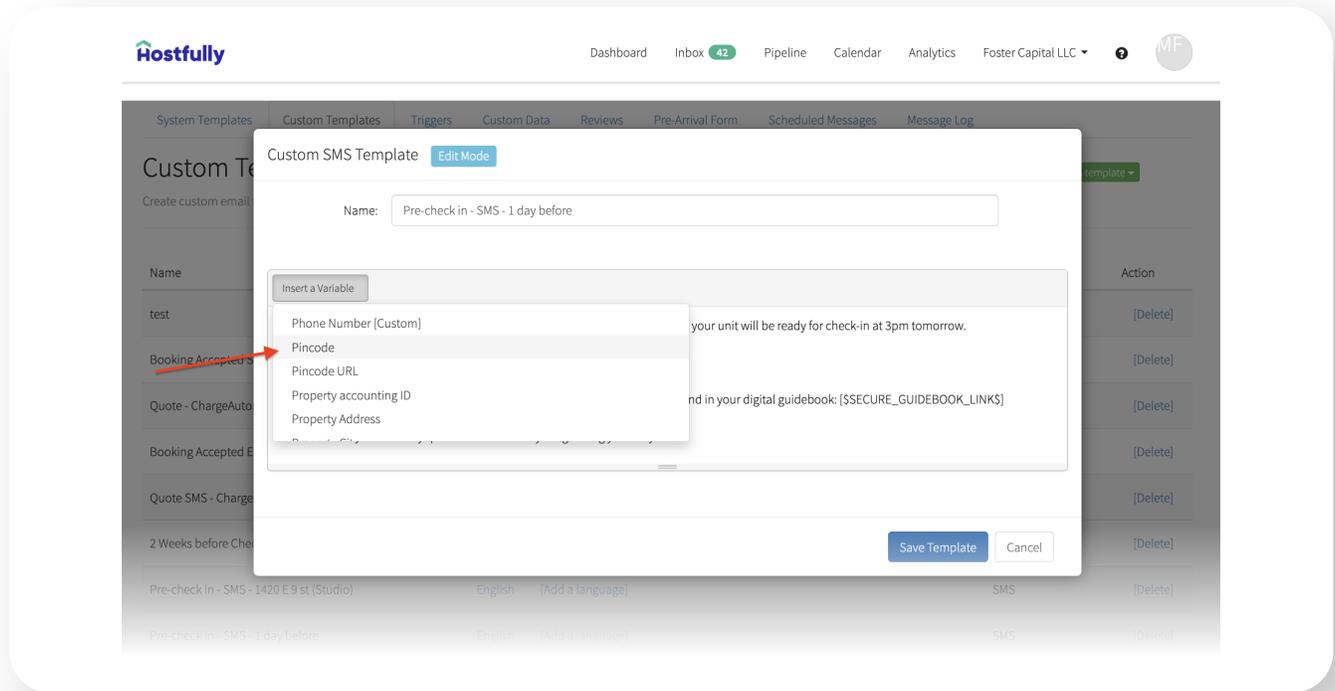
8. Ensure each device is assigned correctly; the status should display as enabled

## Auto-share Pincodes with Guests

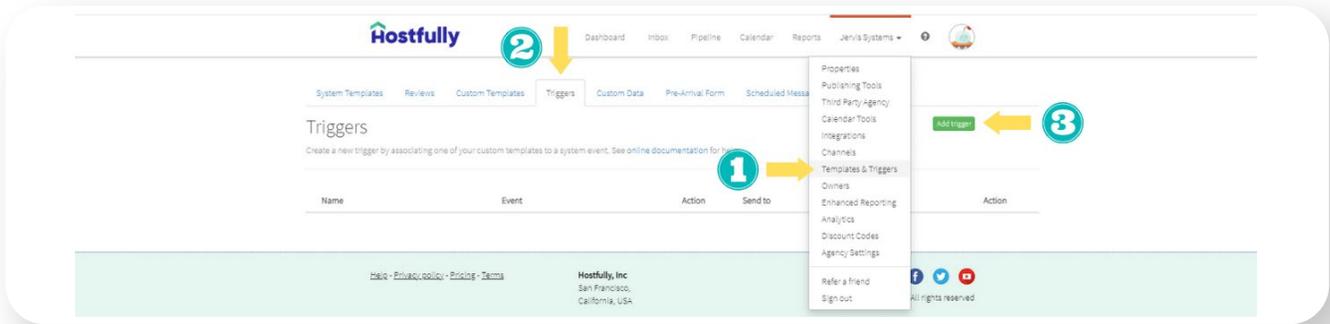
To automate the process of sharing door codes with guests, you can update your Pre-check-in template, or create a Custom Message Template and associated trigger.

- 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.

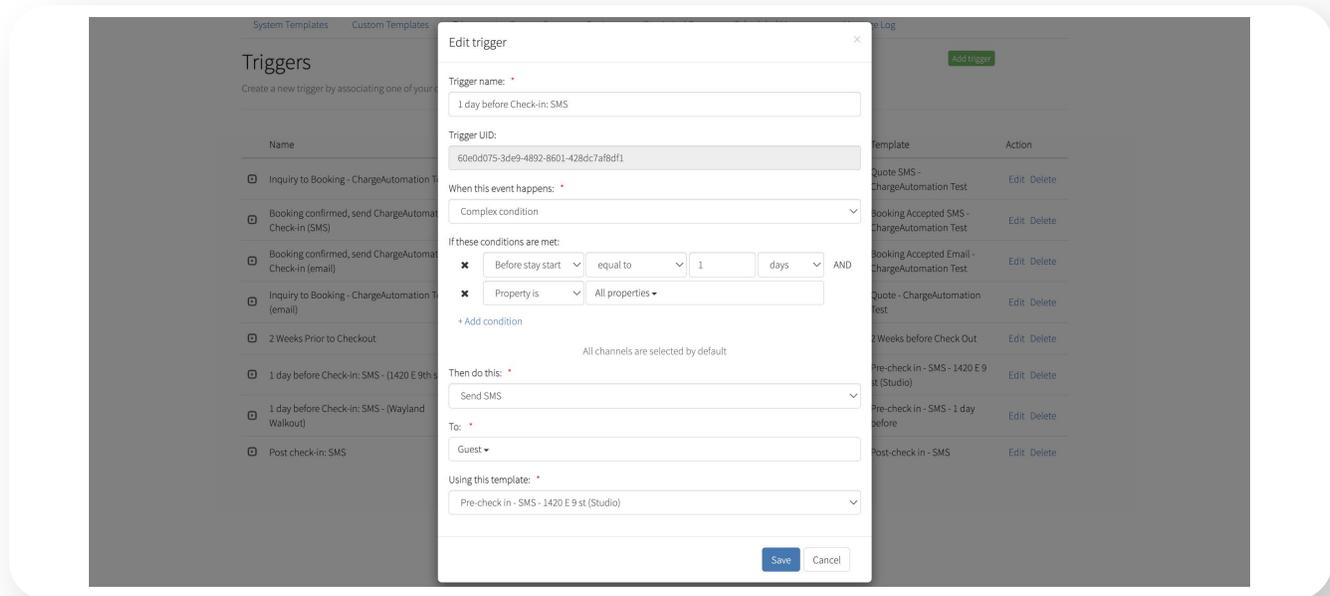


10. Navigate to the Triggers tab and select the option to Add Trigger



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

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



12. While the SMSs are 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

- Here's a quick video showing you how:

[www.loom.com/share/fc810cf4e82349cc9c907de6da208bbe?sid=483192dc-eb4a-495d-a65d-28afa8685df8](https://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

Note: The reservation you select must have a check-in date within the following two weeks

Hostfully Dashboard Listings Devices Users Reservations SET\* App Backup codes Billing Welcome, Foster Capital (Manager)

### Reservations ?

Rolling Two-Week Window: Reservations Retrieved up to 21 Feb 2025

[Add new access](#) [Refresh Reservations](#)

Show Past Reservations  Show Canceled Reservations

Listing: All Date: All [Toggle Columns: 0](#)

Listing	Guest Name	Phone	Check-in Time	Access Start Time	Check-out Time	Access End Time	SET* PIN	Operations
<input type="checkbox"/> Private Scottsdale Estate	Mitch Cis Test	+17076544173	February 4, 2025, 9:28 AM	February 5, 2025, 12:29 PM	February 7, 2025, 11:00 AM	February 7, 2025, 11:00 AM	4173 Mitch4173js	...

Check-out in 1h Mitch Cis Test Add tag... [View Order](#) [Create job](#) [Message](#)

Lead Details Client Information Payment Timeline **Stay Details** Data Internal Guest Notes Re-book

**Check-in** Feb 4, 2025 9:28 AM

**Check-out** Feb 7, 2025 10:00 AM

**Access PIN Code**  
**4173**

**Access PIN Code URL**  
https://

PIN valid from: 2025/02/04 09:28 AM to 2025/02/05 11:00 AM

**Extra Notes**  
Extra Notes (Private to Agency)

**Flight Number**

**Reason for Trip**

**Guest Information:**  
Will have visitors? No  
Will have party? No  
Phone number: +17076544173

[Cancel](#) [Save](#)