

iHospitality Hub Setup

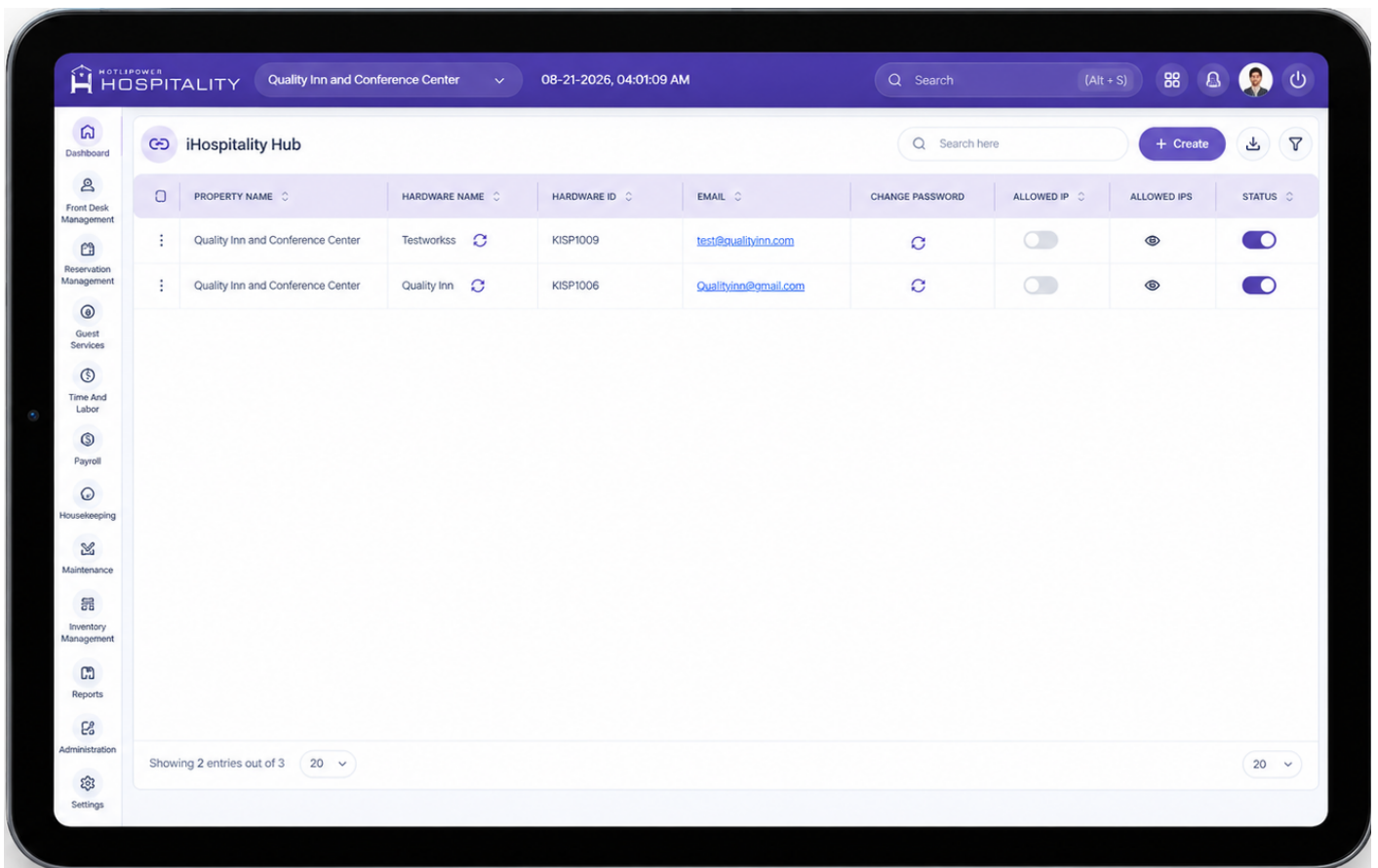
Overview

The **iHospitality Hub** feature allows administrators to register physical devices (tablets/iPads) as "Hubs," give each one its own login credentials, and choose which modules that hub can show. Once a hub is signed in, employees use it throughout the day for the modules it was given access to.

“ Note: an employee can only sign in to a hub at all if their assigned **User Role** has **Can iHospitality Hub Login** enabled (see the [User Role](#) page). Hub Modules (below) then control *which* modules that hub shows once someone is signed in.

iHospitality Hub List

The **iHospitality Hub** list screen shows every hub registered for the property.



Column	Description
Hardware Name	Name given to the device at registration, with a Reset icon next to it.
Hardware ID	Unique, system-generated ID for the device.
Email	Login email assigned to the hub.
Change Password	Icon to trigger a password reset for this hub's login.
Allowed IP	Toggle to restrict this hub's login to specific IP address(es) — see Key Fields below.

“ **What the Reset icon does:** A Hardware ID is bound to one physical device at a time — once a tablet has signed in with a hub's credentials, that Hardware ID is locked to that specific device and can't simply be signed into on a different tablet. The **Reset** icon un-binds the Hardware ID from its current device, freeing that Hardware ID up to be activated on a different physical device. Until it's reset, one Hardware ID = one device only.

From this screen, administrators can search, filter, export the list, and click + **Create** to register a new hub.

Create Hub Credentials ("New iHospitality Hub")

Click + **Create** on the list screen to open the registration form.

The screenshot shows the iHospitality Hub interface on a tablet. The top bar includes the Spoenhwell iHospitality logo, a dropdown for 'Quality Inn and Conference Center', the date and time '08-21-2026, 04:07:09 AM', a search bar, and user profile icons. A left sidebar contains navigation icons for Dashboard, Front Desk Management, Reservation Management, Guest Services, Time And Labor, Payroll, Housekeeping, Maintenance, Inventory Management, Reports, Administration, and Settings. The main area displays a table of existing hubs:

	PROPERTY NAME	HARDWARE NAME	HARDWARE ID	EMAIL
	Quality Inn and Conference Center	iishardware	KDS-1001	iishardware@gmail.com
	Quality Inn and Conference Center	Quality Inn	KDS-1000	Qualityinn@gmail.com

Below the table, it says 'Showing 2 entries out of 3' and '20'. On the right, the 'New iHospitality Hub' form is open, titled 'HARDWARE SETUP'. It includes fields for 'HARDWARE ID' (pre-filled with 'KDS-1002'), 'HARDWARE NAME' (placeholder 'Enter Hardware Name'), 'EMAIL' (placeholder 'Enter Email'), and 'PASSWORD' (placeholder 'Enter Password' with a toggle icon). There is a 'KIOSK MODULES' dropdown menu with the option 'Select Kiosk Modules'. At the bottom of the form are 'Reset' and 'Save' buttons.

Key Fields

- **Hardware ID** — Auto-generated unique ID for the device (e.g. QICC/AH-004). Read-only.
- **Hardware Name** — The name you give this device so you can recognize it in the list, e.g., "IIS Kiosk."
- **Email** — The login email this hub will use to sign in on the device. This is a device-level login, separate from any individual employee's login.
- **Password** — The login password this hub will use to sign in on the device.
- **Hub Modules** — Multi-select list of the modules this hub is allowed to show once signed in: **Clock In / Clock Out, Workforce Tasks, Lost & Found, and Inventory Management**. Use **Select All / Deselect All** to check or clear everything at once.
- **Save** — Registers the hub and closes the form.
- **Save & Add New** — Registers the hub and reopens a blank form to add another one.
- **Reset** — Clears everything typed or selected in the form (Hardware Name, Email, Password, Hub Modules) without saving. It does not affect any hub already saved.

Steps

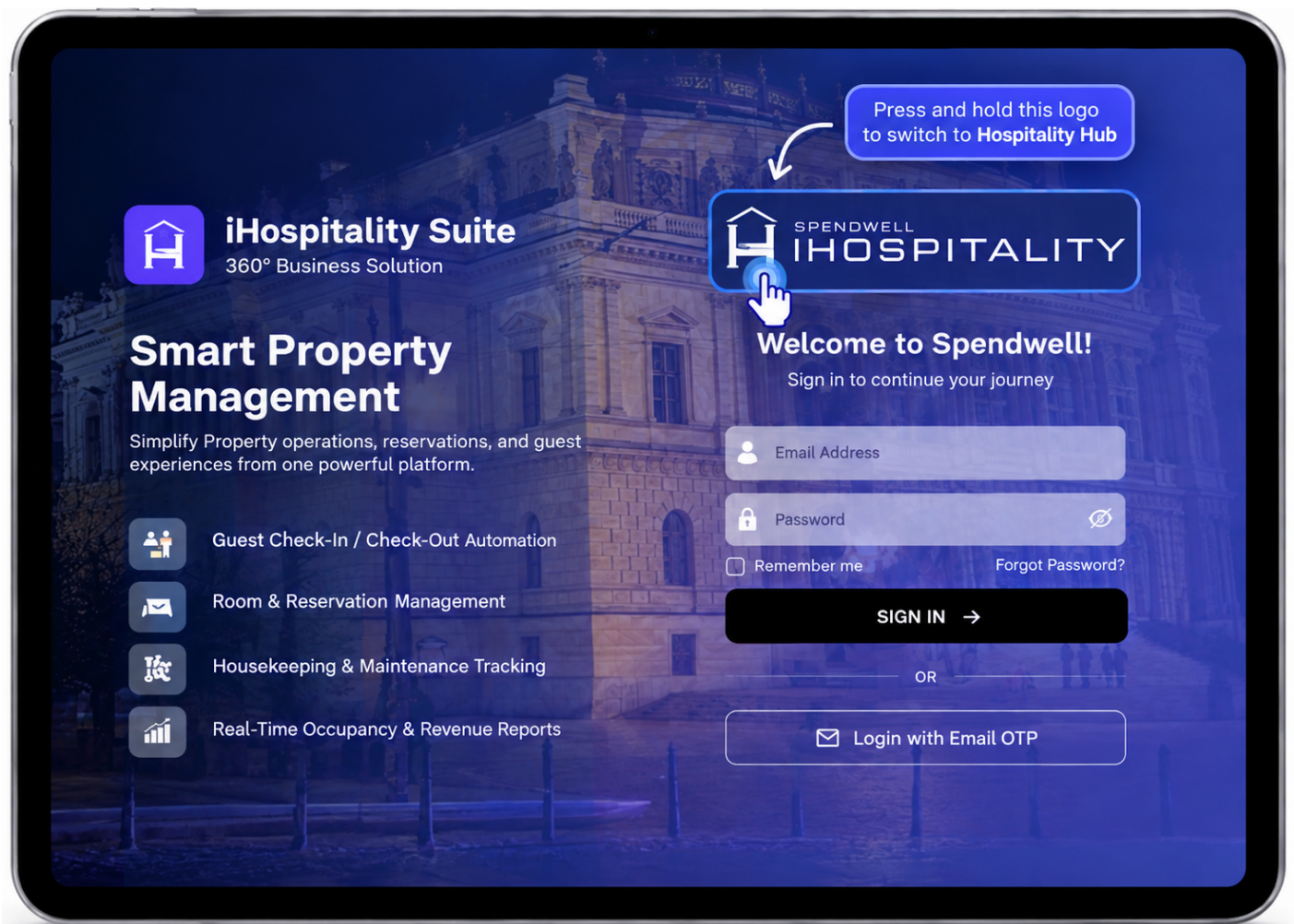
1. Go to **iHospitality Hub** in the admin panel.
 2. Click **+ Create**.
 3. Enter the **Hardware Name**, **Email**, and **Password**.
 4. Under **Hub Modules**, check every module this hub should have access to.
 5. Click **Save** (or **Save & Add New** to immediately register another hub).
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Sign In on the Device

Three things happen on the physical device, in order: **switch to the right hub → enter its credentials → the hub's own module page opens**.

Step 1 — Open the App and Switch to the Hub

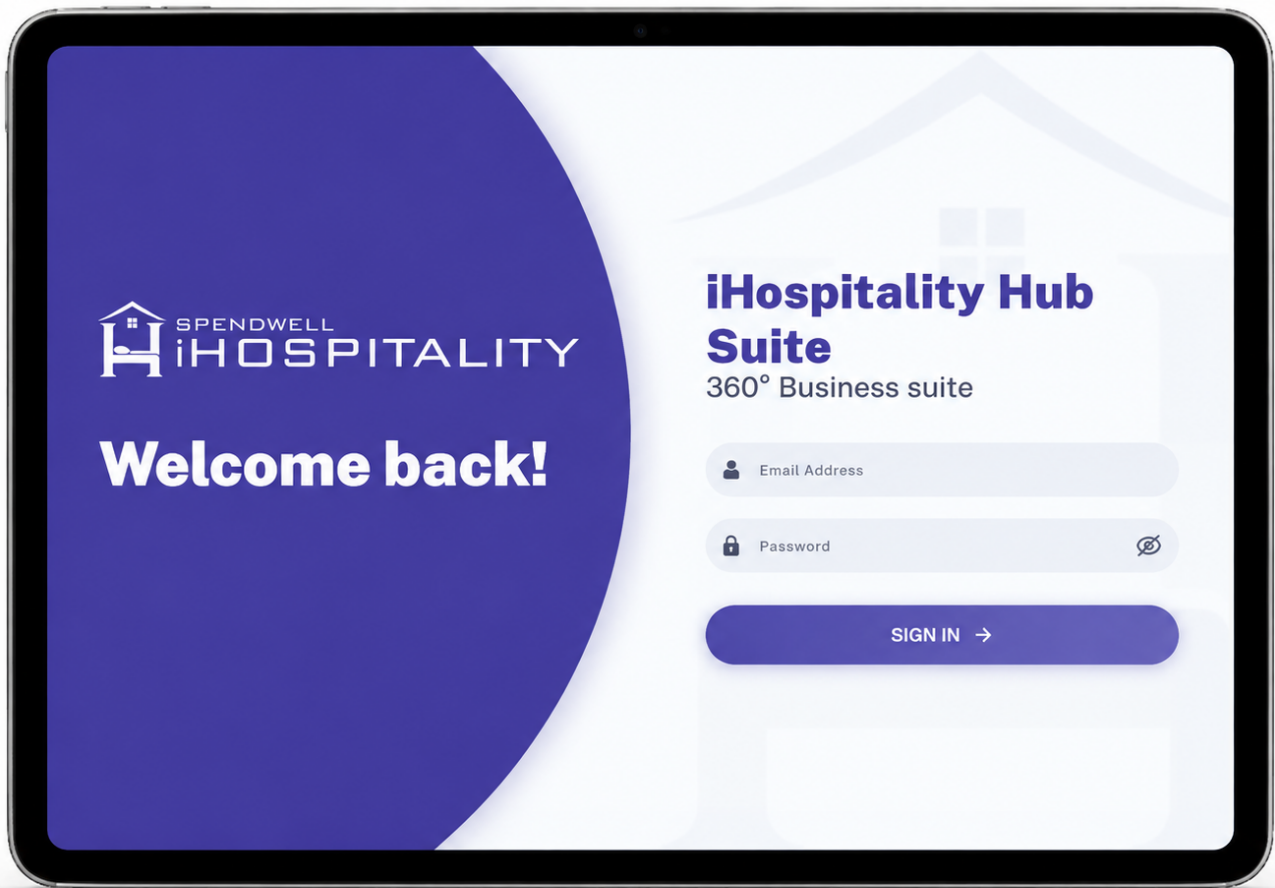
Open the **iHospitality** app on the tablet/iPad. On the sign-in screen, **press and hold the Spendwell iHospitality logo** — this is how you tell the device which registered hub it should sign in as.



What this screen means: long-pressing the logo opens the hub-switching action. Use this both the first time a device is set up and any time you need to reassign the same device to a different hub.

Step 2 — Enter the Hub's Credentials

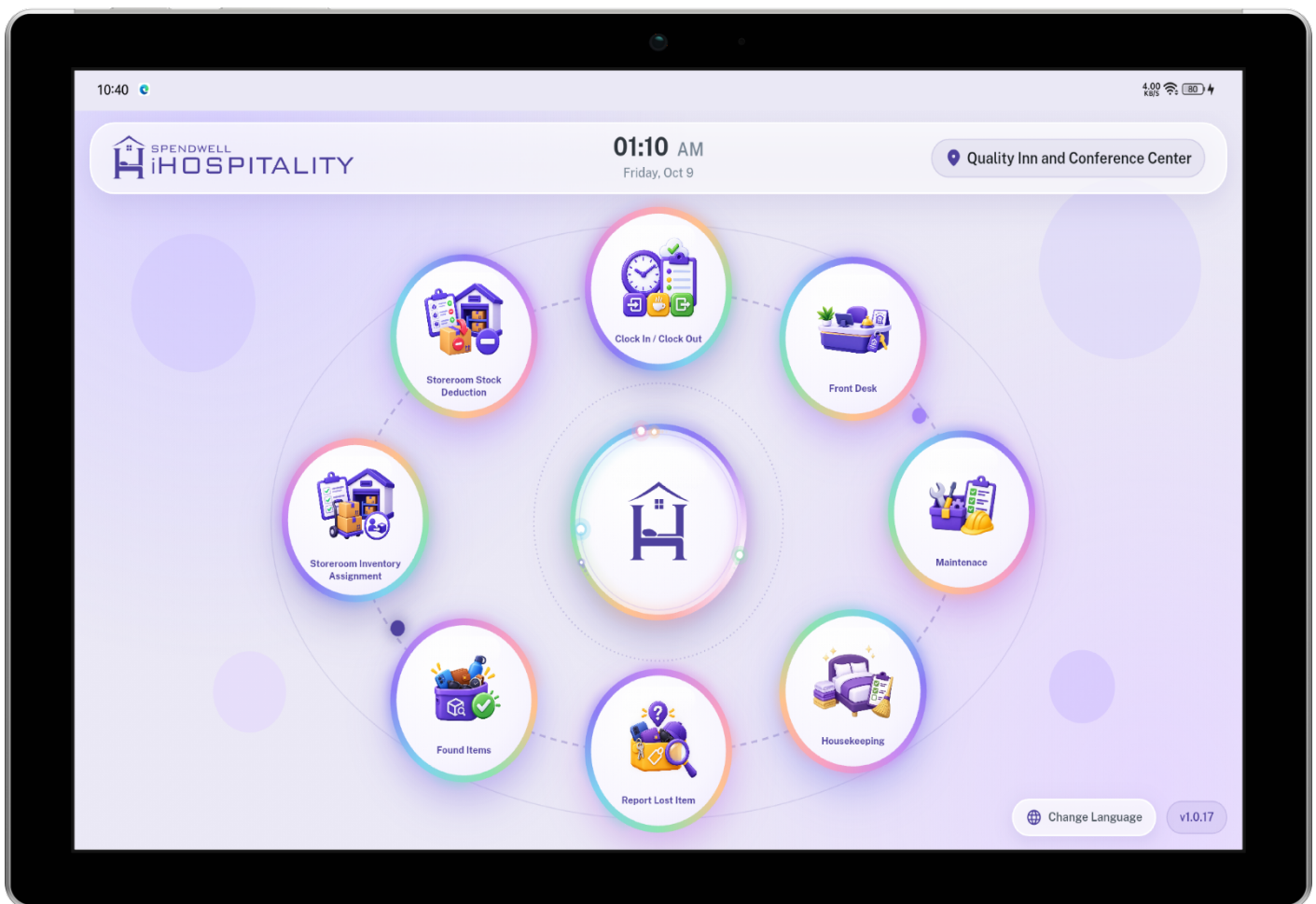
Enter the hub's **Email** and **Password** (the credentials created in the form above), then tap **SIGN IN**.



What this screen means: this is the hub's own device-level login — not an individual employee's login. Any employee using the device afterward still identifies themselves separately inside each module.

Step 3 — The Hub's Module Page Opens

Once signed in, the home screen loads, showing tiles only for the modules checked under **Hub Modules** when this hub was created.



What this screen means: this is the hub's home screen for daily use. Employees tap a tile here and identify themselves (Employee ID/PIN or face login) to use that specific module.

Important Notes

- A hub's credentials (Email/Password) belong to the **device**, not to an individual employee — every employee who uses that hub still identifies themselves separately (Employee ID/PIN or face login) when using a module.
- An employee also needs **Can iHospitality Hub Login** enabled on their **User Role** to be able to sign in to any hub — Hub Modules alone won't grant access if that role-level permission is off.
- Only the modules checked in **Hub Modules** for a given hub will appear on that device — other hubs can have a different set enabled.
- **Reset** (on the create/edit form) only clears the form in progress; it never changes a hub that's already been saved.
- **Reset** (the icon on the hub list, next to Hardware Name) is different — it unbinds that Hardware ID from the device it's currently activated on, so the same Hardware ID can be signed into on another physical device. Without resetting it first, a Hardware ID stays locked to the one device it's already active on.
- The **long-press-the-logo** action (Sign In, Step 1) is used both for a device's first-time sign-in and for later switching an already-set-up device to a different hub.

Revision #10

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