

Overview

The **iHospitality Hub** is a shared kiosk and device application within the **Spendwell iHospitality Suite**. It provides employees with a centralized device, such as a tablet or iPad, to access and perform daily hospitality operations.

An administrator or manager configures a physical device as an **iHospitality Hub** and selects the modules that should be available on that device. Employees can then identify themselves using their **Employee ID and PIN** or **Face Login** and access the available modules.

Each employee's activity is recorded against their individual employee profile, while the Hub credentials remain associated with the physical device.

Key Features

- **Shared Device Access** - Multiple employees can use the same tablet or iPad.
 - **Employee Authentication** - Employees can identify themselves using Employee ID/PIN or Face Login.
 - **Module-Based Access** - Administrators can control which modules are available on each Hub.
 - **Employee-Level Activity Tracking** - Activities are recorded against the employee performing the action.
 - **Device-Based Configuration** - Each physical device is registered and configured as an individual Hub.
 - **Centralized Operations** - Employees can access multiple operational functions from a single device.
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Available Modules

Module	Description
Clock In / Clock Out	Employees record their working hours, take breaks, clock out, and add manual entries to correct missed punches.
Front Desk	Employees view and manage tasks assigned to their shift and update task progress from Open → Active → Completed .
Maintenance	View and manage assigned maintenance tasks.

Module	Description
Housekeeping	View and manage assigned housekeeping tasks.
Report Lost Item	Report a guest's lost item and manage the report.
Found Items	Record and manage items found on the property.
Storeroom Inventory Assignment	Assign stock items to a storeroom and manage inventory assignments.
Storeroom Stock Deduction	Record stock used or consumed by deducting it from storeroom inventory.

How the iHospitality Hub Works

The iHospitality Hub follows a simple workflow:

- 1. Hub Setup**
An administrator or manager registers the physical tablet or iPad as an iHospitality Hub.
- 2. Module Configuration**
The administrator selects the modules that should be available on the Hub.
- 3. Hub Authentication**
The device is configured with its Hub credentials.
- 4. Employee Identification**
The employee identifies themselves using Employee ID/PIN or Face Login.
- 5. Module Access**
The employee sees only the modules enabled for that Hub.
- 6. Perform Activity**
The employee performs the required operational activity.
- 7. Activity Tracking**
The activity is recorded against the authenticated employee.

Access and Authentication

Hub Authentication

The Hub is associated with the physical device and uses its configured credentials to identify the registered Hub.

Hub credentials belong to the **device**, not to an individual employee.

Employee Authentication

Employees authenticate themselves separately when accessing Hub modules.

Supported authentication methods include:

- **Employee ID and PIN**
- **Face Login**

This allows multiple employees to securely use the same shared device while maintaining individual employee activity tracking.

“ **Important:** The employee must have **Can iHospitality Hub Login** enabled in their user role to access the iHospitality Hub.

Module Access Control

Each Hub can be configured with a specific set of modules based on the operational requirements of the location.

For example:

Hub Type	Enabled Modules
Front Desk Hub	Clock In / Clock Out, Front Desk, Lost & Found
Housekeeping Hub	Clock In / Clock Out, Front Desk, Inventory Management
Operations Hub	Clock In / Clock Out, Front Desk, Inventory Management, Lost & Found

Employees can access only the modules configured for the Hub they are using.