

TTRenting User Manual



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- 2.1 Unlock via phone

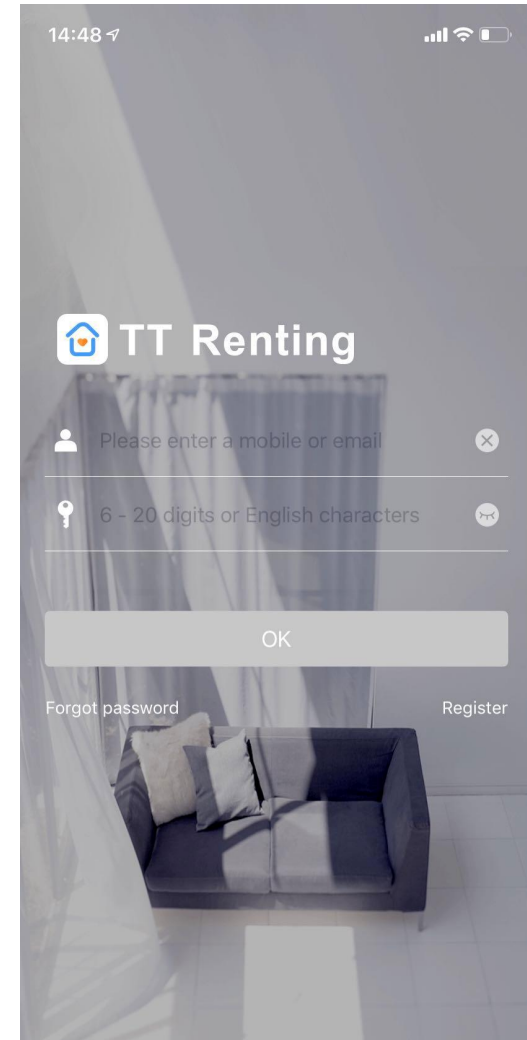
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- 2.3 Preferences

APP Instruction

TTRenting App is a software for hotel apartment management which is developed by Hangzhou Sciener Intelligent Control Technology Co., Ltd.

It can be used for check-in management, rent management, housing management, device management, etc. At the same time, the listing information can be shared at WeChat and other platforms.





APP Installation

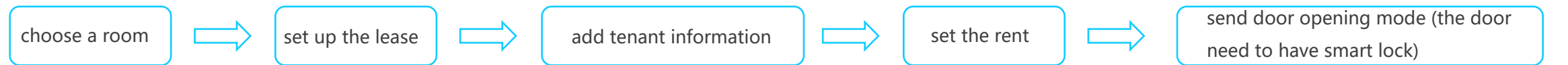
The software (iOS version) can be downloaded from the app store, and the Android version can be downloaded from the application store of Google play, Yingyongbao, Baidu, Ali, 360, Huawei, and Xiaomi.

Process

Company Admin



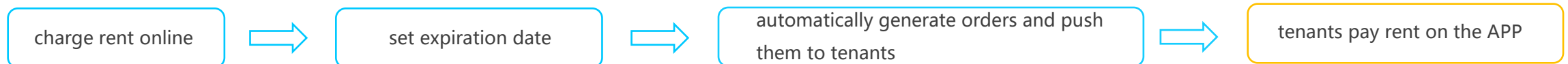
Check in



Repairs



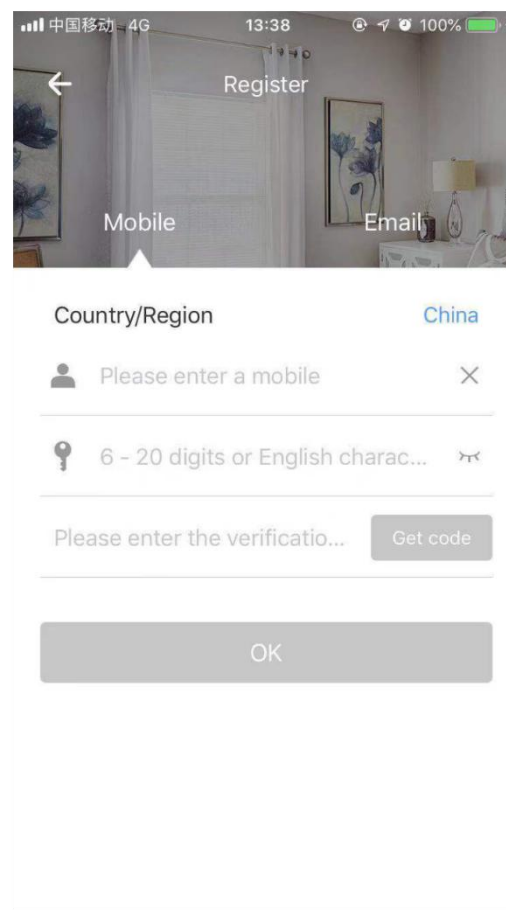
Remind the rent



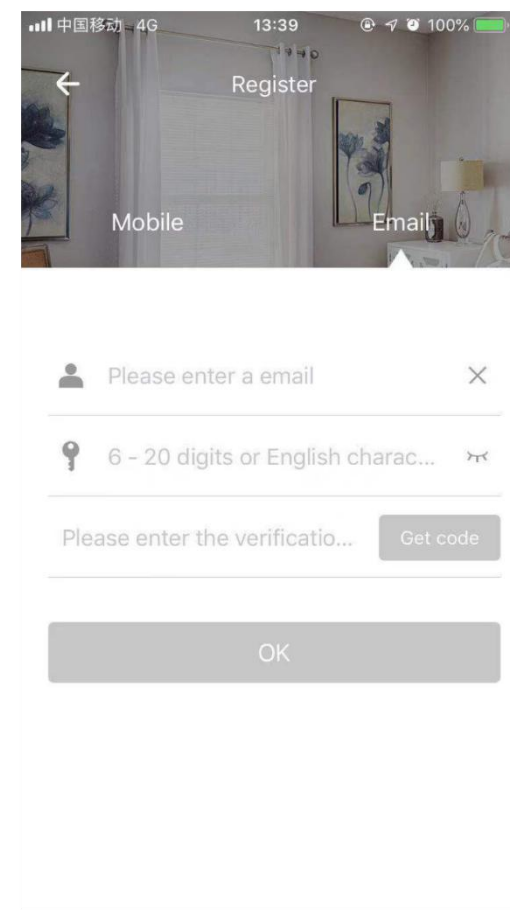
Login and registration

If you already have an account, you can login the account password directly on the login page.

TT lock users can register the account by mobile phone and Email which currently support 200 countries and regions in the world. The verification code will be sent to user' s mobile phone or email, and the registration will be successful after the verification.

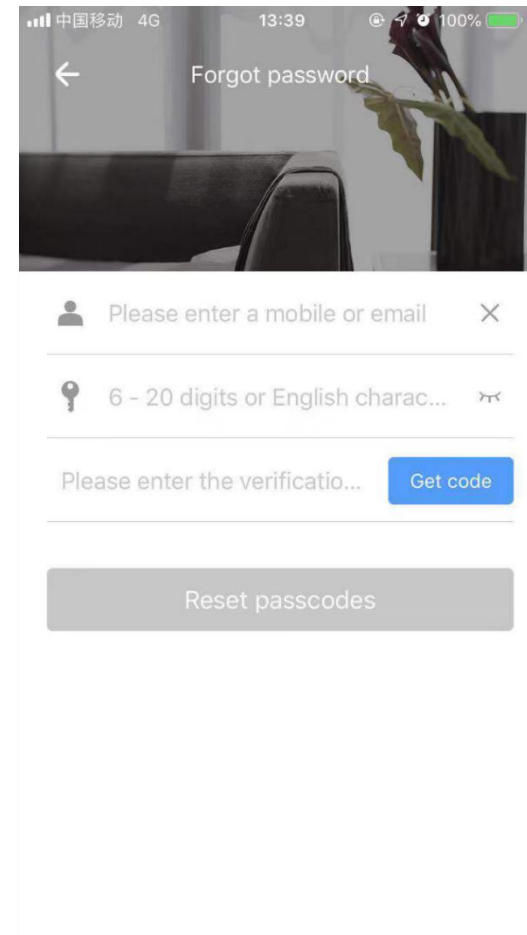


The screenshot shows a mobile registration form titled "Register". At the top, there are two input fields labeled "Mobile" and "Email". Below these, the "Country/Region" is set to "China". The form includes a "Please enter a mobile" field with a user icon and a close button (X). Below that is a "6 - 20 digits or English charac..." field with a key icon and a close button (X). A "Please enter the verificatio..." field is followed by a "Get code" button. At the bottom, there is a large "OK" button.



The screenshot shows a mobile registration form titled "Register". At the top, there are two input fields labeled "Mobile" and "Email". Below these, the "Country/Region" is set to "China". The form includes a "Please enter a email" field with a user icon and a close button (X). Below that is a "6 - 20 digits or English charac..." field with a key icon and a close button (X). A "Please enter the verificatio..." field is followed by a "Get code" button. At the bottom, there is a large "OK" button.

If you forget your passcode, select the phone or email you used to register to retrieve your passcode and reset it.

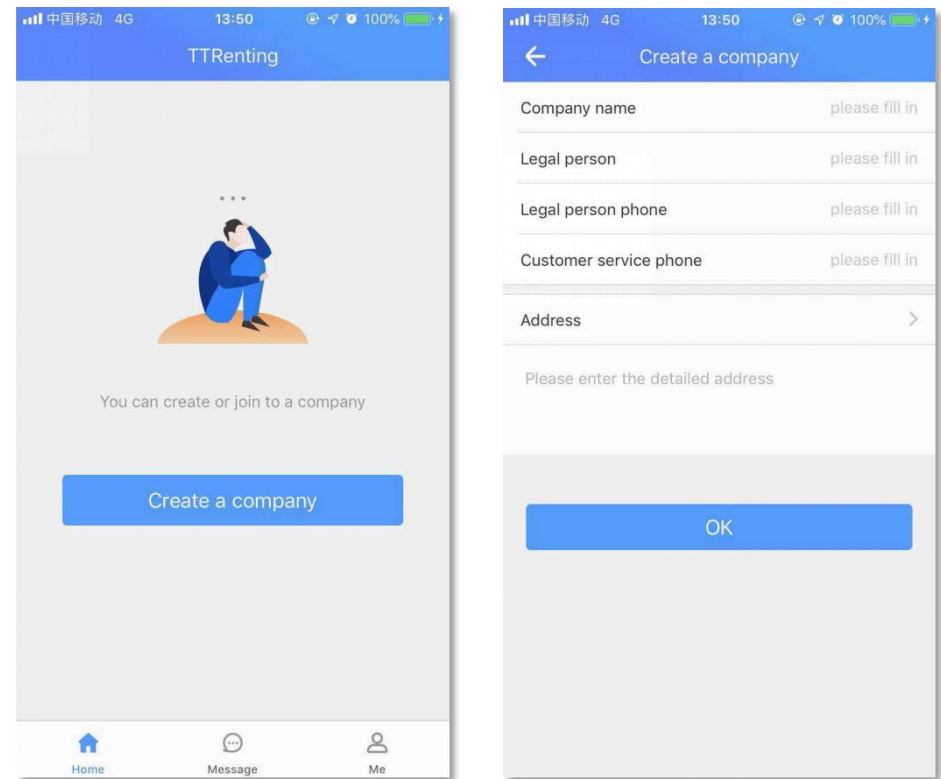


1. Generate a company

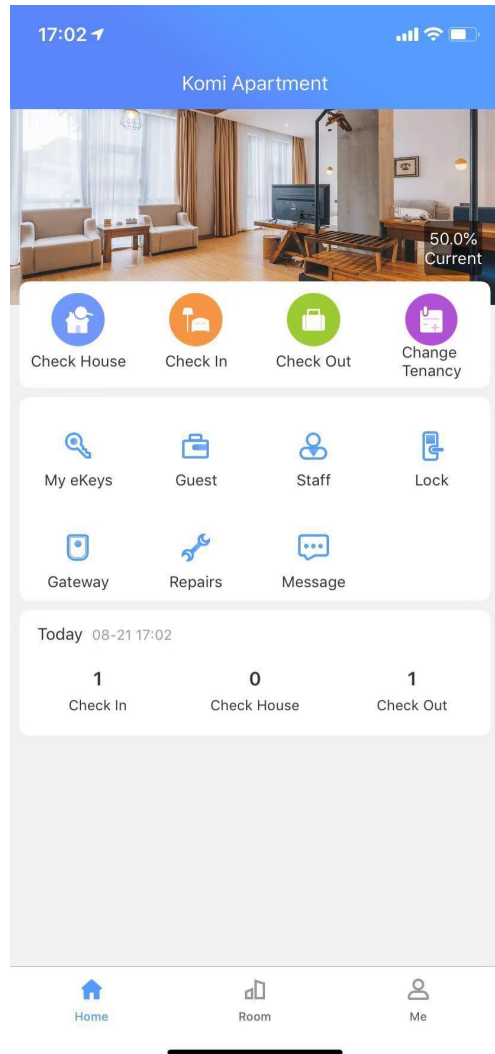
1.1 Press "Company"

1.2 Enter your company name, legal person, legal person phone, customer service phone and address to be the administrator.

After generating a company, there will be one branch and five room types by default. The administrator firstly enter all the rooms in the apartment listing and enter all staffs in the staff module.



Notice: you can contact the company administrator to own the staff authority. You must exit and re-login.



Home

You can find all the functions like Check House, Check in , Check-out, Room, Tenant, Staff, Lock, Gateway, Repairs, Rental remind and Today's overview.

The home page includes administrator entrance and staff entrance. The administrator can view the current vacancy rate, and all function portals can be operated. The staff entrance can not view the current vacancy and his operation has permission requirements.

2. Room Listing

In the room listing module, users can add the room edit to the room, share the room and check the room. Users can also view check-in records, unlock records and meanwhile manage the hydroelectric gas. Room module will show the name of the room and room status.

Room Status: already rented, empty room, dirty room, under cleaning, clean room five states.

2.1 add a room

2.1.1 Press "Room"

2.1.2 Press "+" on the top right corner to enter the room name, rental, area and address.

2.1.3 Select branch and type.

2.1.4 Press "OK"

Notice: Rent can be calculated by hour, day, month and year.

2.1 add a room

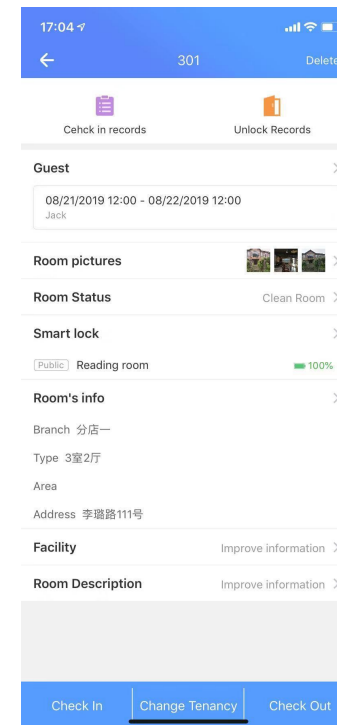
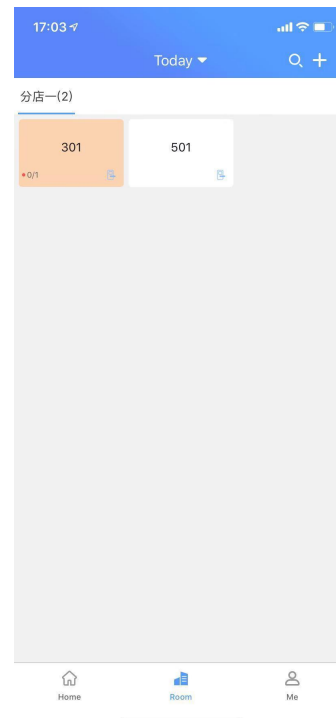
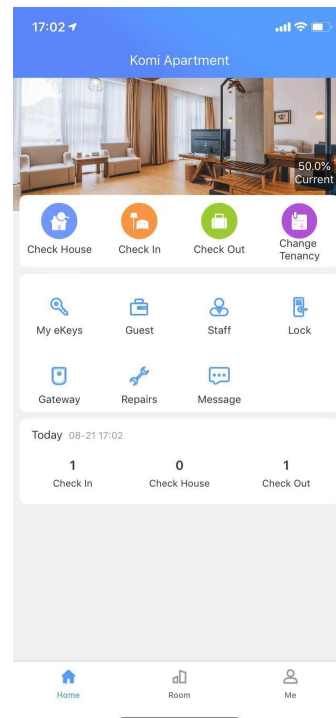
2.1.1 Press "Room"

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2.1.4 Press "OK"

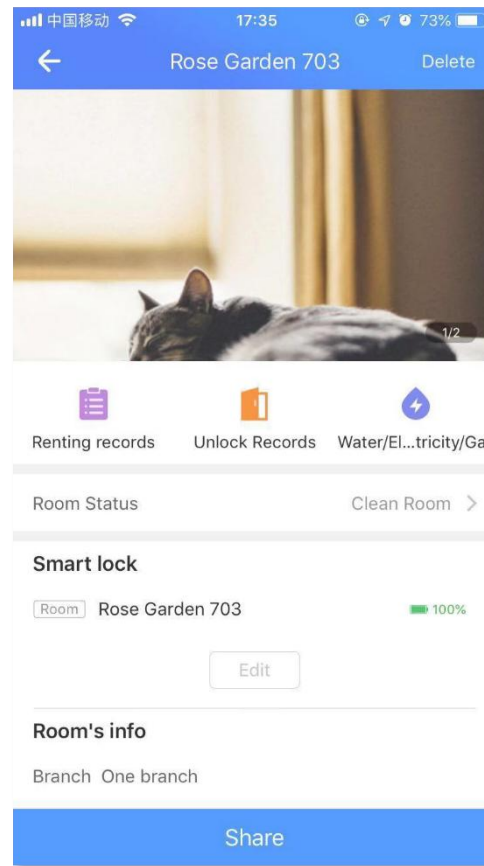
Notice: Rent can be calculated by hour, day, month and year.



2.2 Edit the room

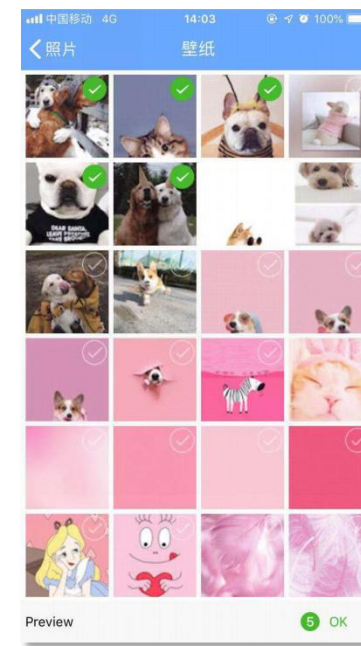
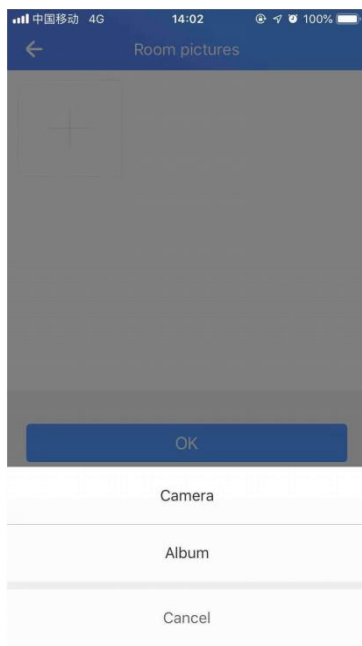
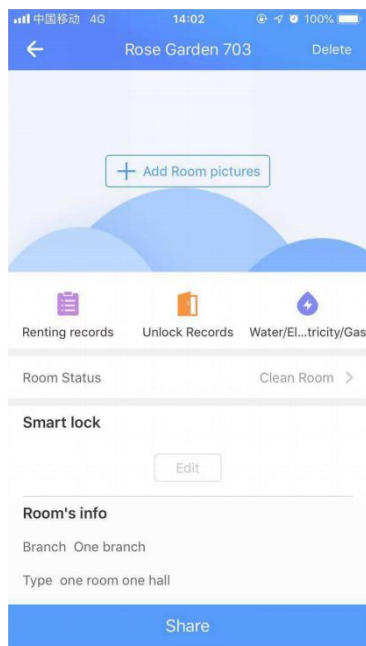
This page includes six modules --- room pictures, smart lock, room's info, facility, room description and room management.

Room Status: dirty room, under cleaning, clean room.



2.2.1 Add a room picture

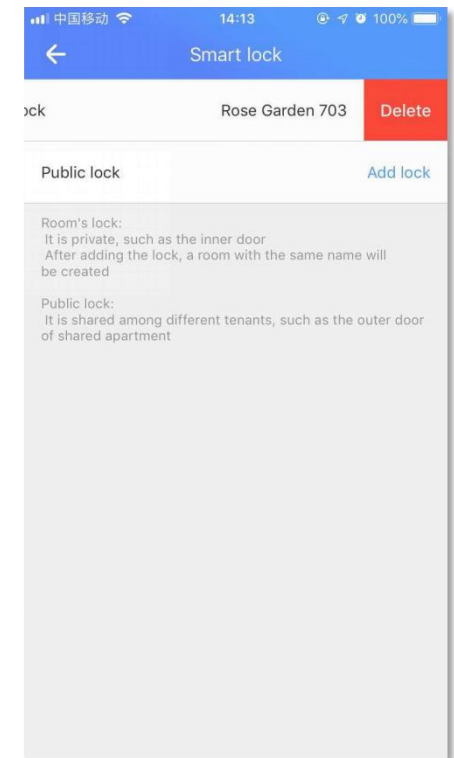
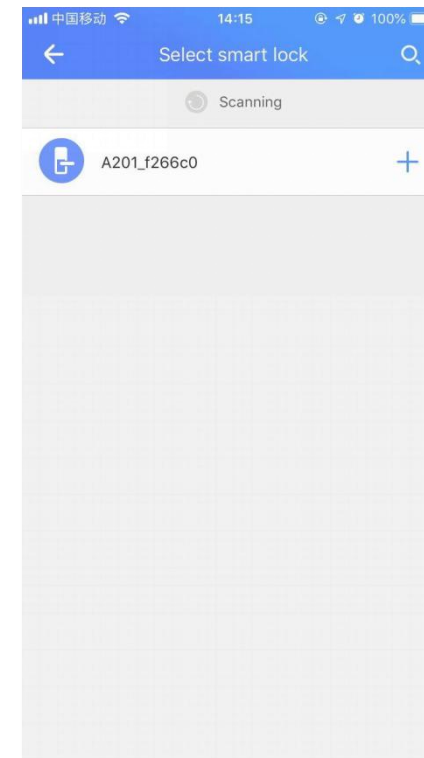
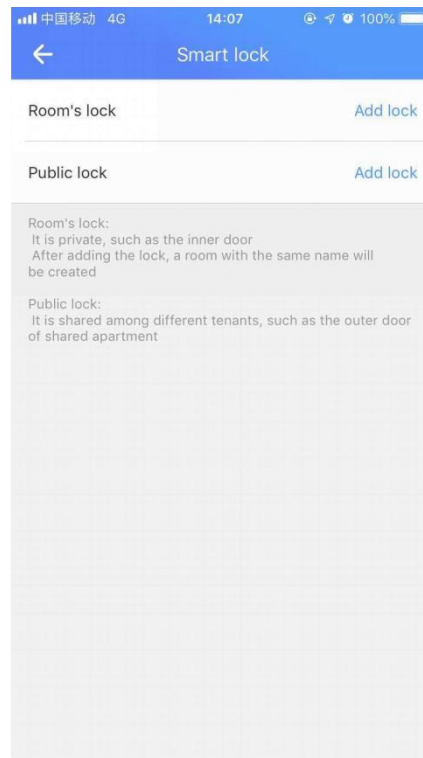
- Press “+ Add Room pictures”
- Select the picture on “Camera” or “Album”
- Press “Use Photo”
- Press “OK”



2.2.2 Smart lock

- Press "Edit"
- Stand beside the lock and touch the key panel
- Press "Add lock"
- Select the lock you want to add
- Press "+"

The name of the added lock will appear on the lock listing when succeed. Ios Swipe left or Andriod long press can delete the lock.



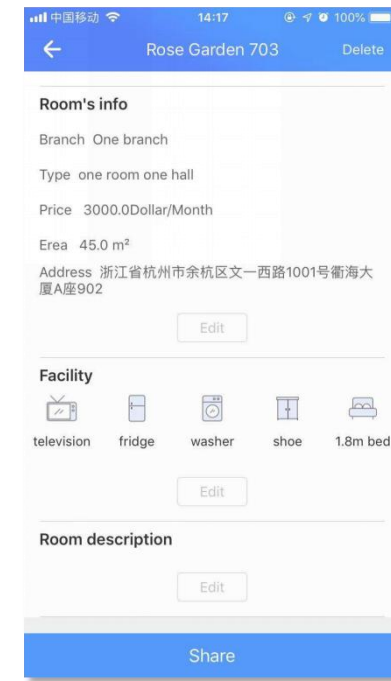
2.2.3 Room's info

Press "Edit" to modify the original information.

2.2.4 Facility

Press "Edit" to select the furniture, living condition and special facility.

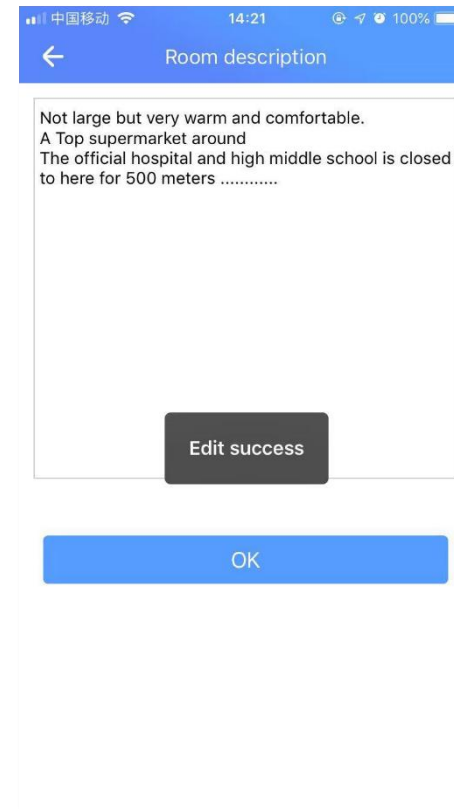
Notice: The new added room information will default to the last added room.



2.2.5 Room description

This module can include the location of the room, the surrounding traffic, the decoration style, the orientation of the house and so on.

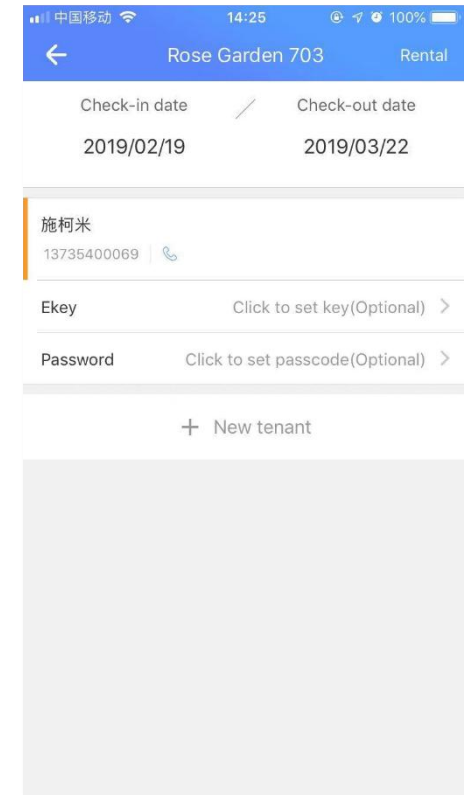
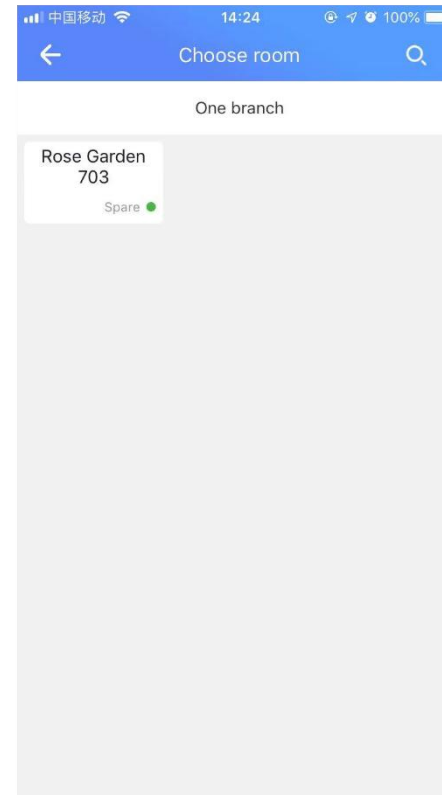
It can help customers better understand room information.



2.3 Check in

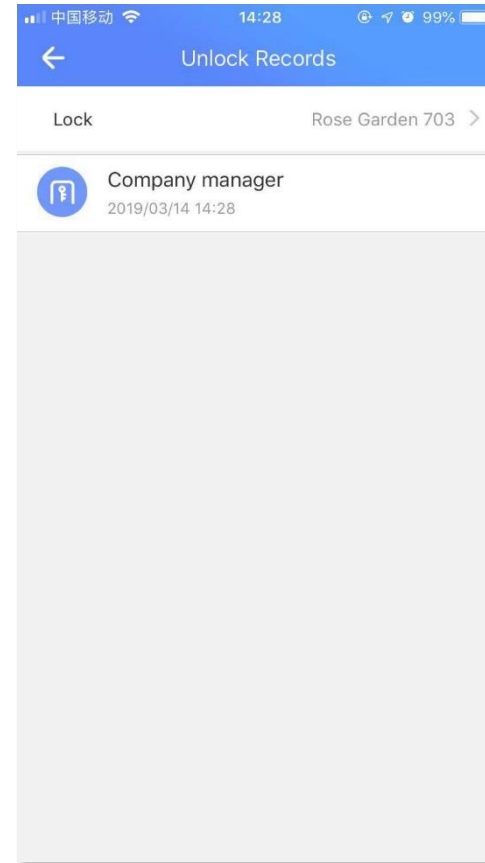
The check-in module records all the check-in records for the room, including the tenants who have checked out.

Tenants who have not checked out can click to go to the details page. They can edit the check-in time, modify the tenant information (except name and phone number), send the e-Key and passcode, and modify the rental and add tenants.



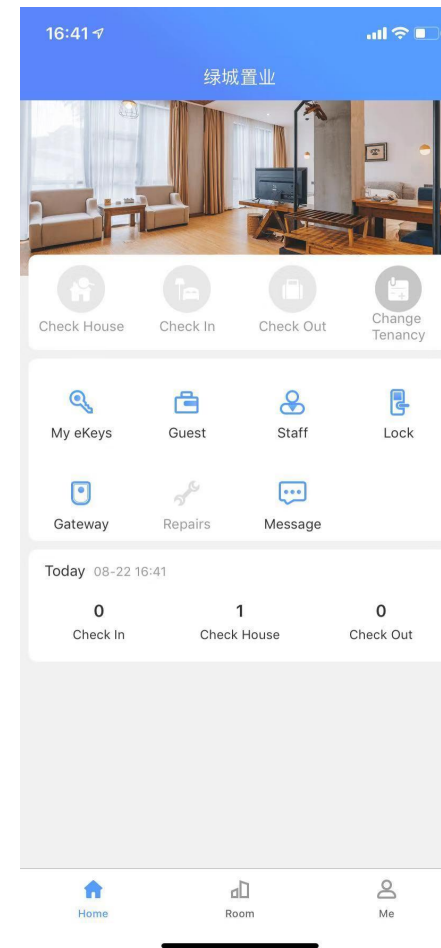
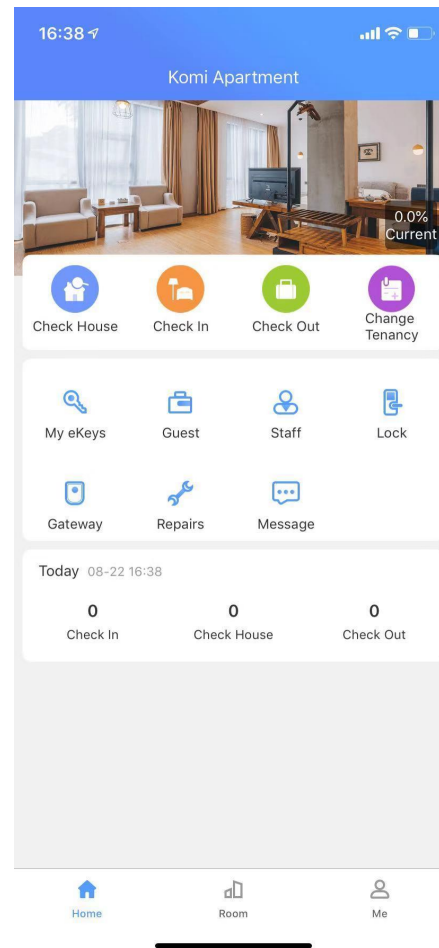
2.4 unlocked records

The unlocked records keep all the unlocked records, including the tenants who have checked out before. It will be unable to delete and edit.



3、 Home page

The image with gray color indicates that this permission is not available.



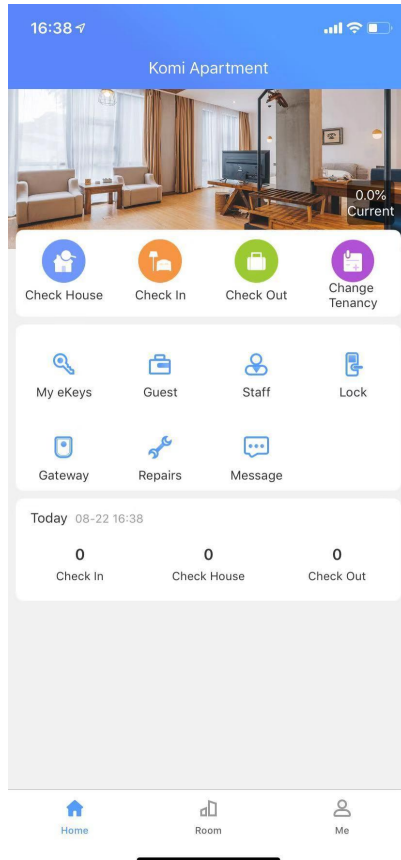
3.1 Check house、 Check in and check-out

3.1.1 Check house

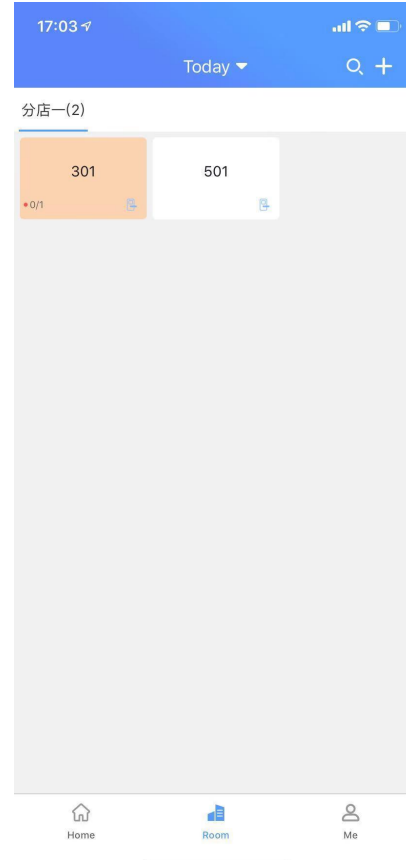
When the customer requests to check a house, the apartment selects the room to be seen by clicking on the home page (the room list is all available), and then choose to see the staff. There are two types of people to look at: company employees and non-employees. If you choose a company employee, you can not send a single password.

If it is a non-employee, after completing the non-employee's name and contact number, a single password will be generated. Can be sent by WeChat or SMS to non-employees.

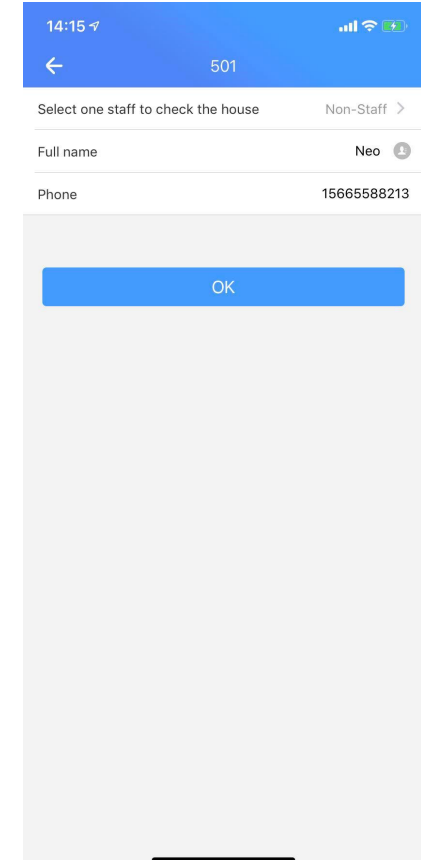
Notice: A room without a smart lock does not have the ability to send the one-time passcode.



Check house



choose the room you want to check



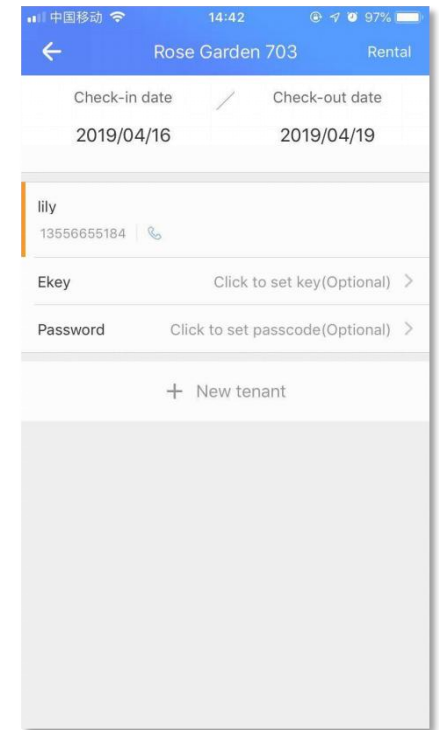
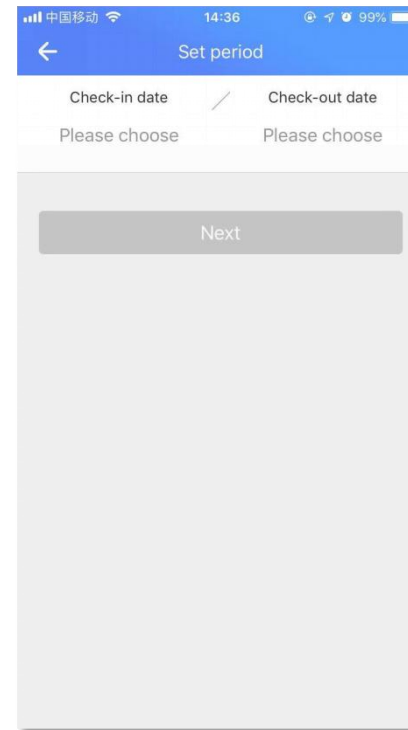
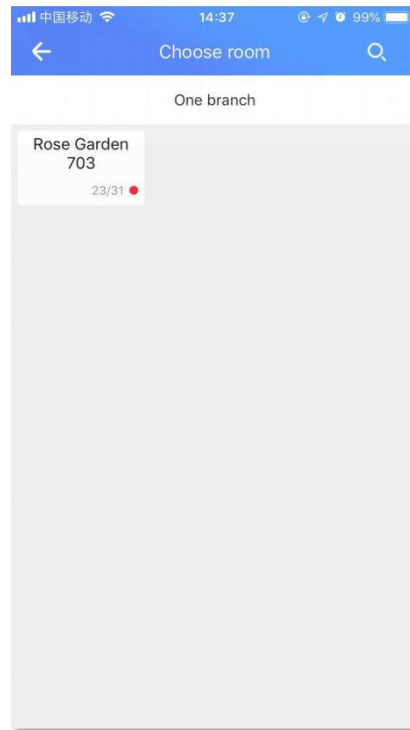
If it is not an employee, generate a single password and send it via WeChat or SMS.

3.1.2 Check in

1.2.1 Select the room

1.2.2 Enter the check-in time and
check-out time

1.2.3 Press "Next"



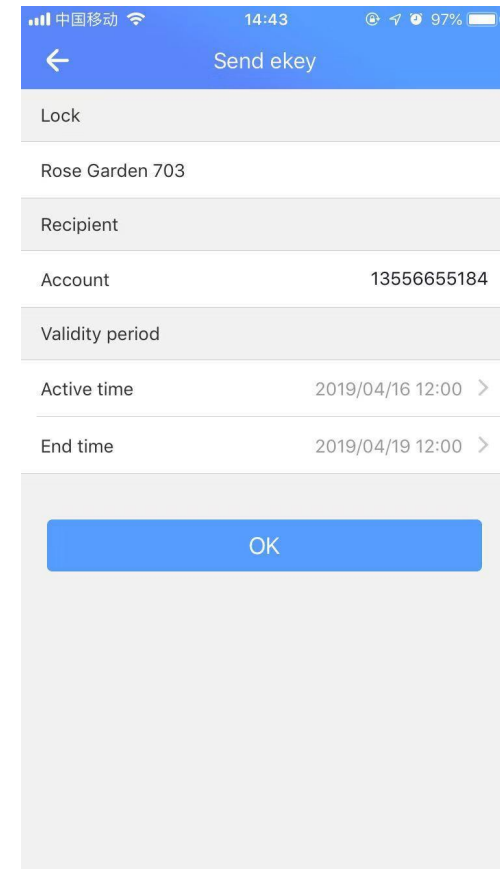
Click to send Ekey.

- The lock must be an added smart lock
- The recipient account must have been registered
- Ensure the correct validity period (Active time=check-in time; End time=check-out time) .

Validity period can be modified

- Press "OK" to send the Ekey

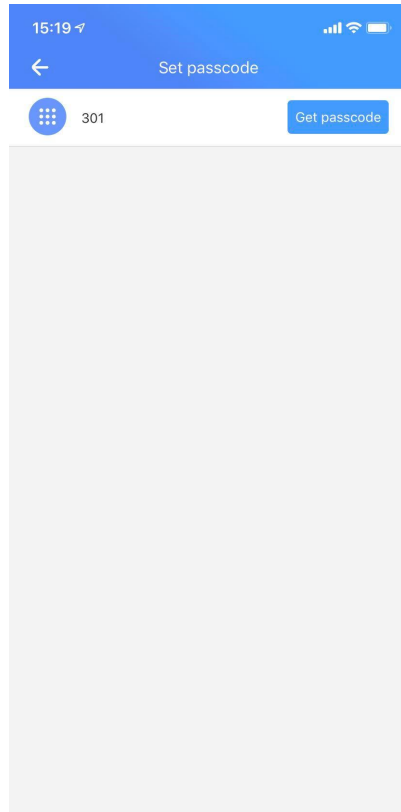
Notice: If there are many smart locks in the room, all the smart lock keys will be sent together when the key is sent.



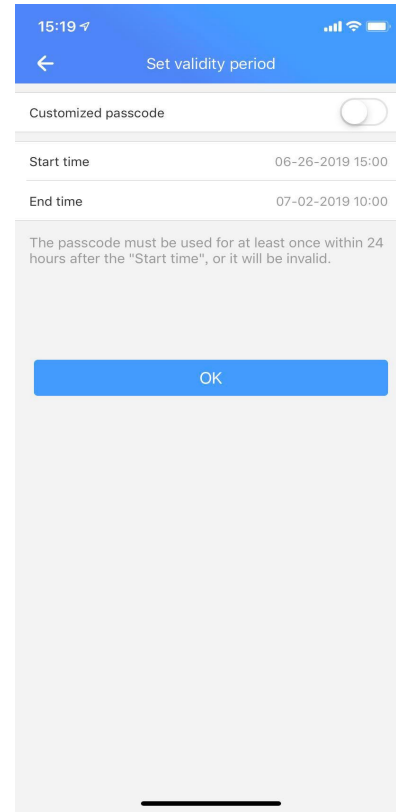
Click to send passcode

- Start time=check-in time; End time=check-out time. Validity period can be modified.
- Two passcode types: customized passcode & non-customized passcode. (A customized passcode can be set by user, and a non-custom passcode is automatically generated by smart lock.)
- Users can choose the passcode type according to their needs.
- Press "OK" and send successfully

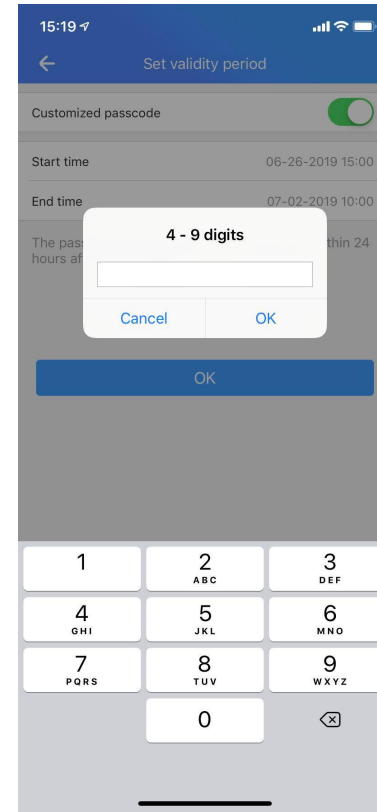
Notice: The passcode can be sent via Wechat and message. The passcode should be the latest one, and the previously generated password cannot be sent.



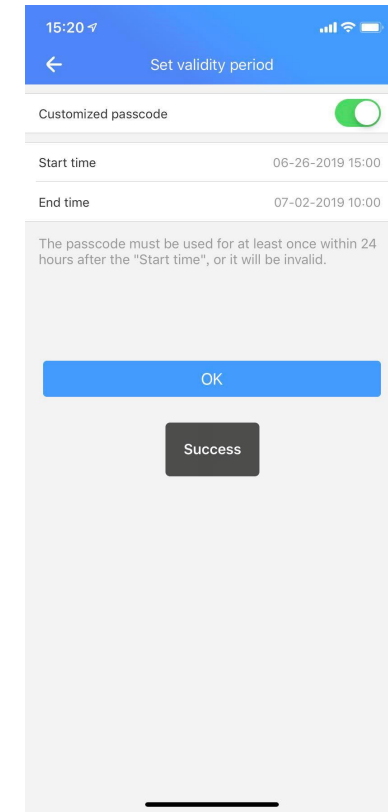
get passcode



set start time and end time



set validity period



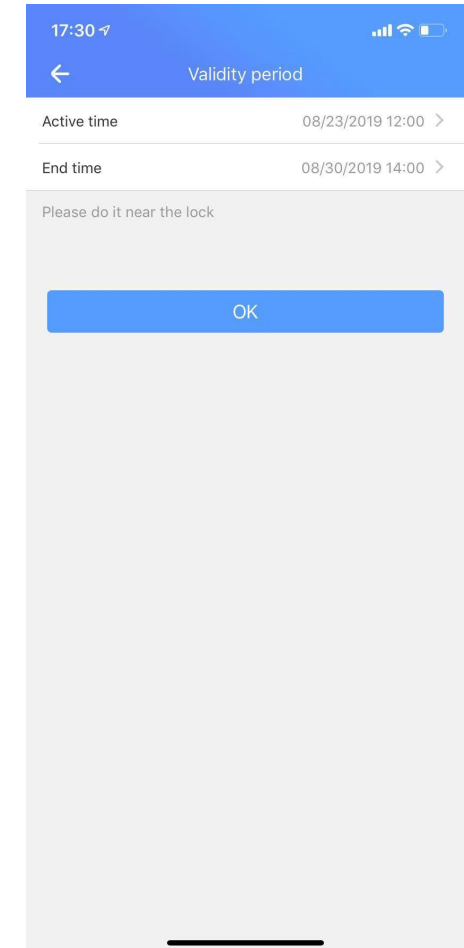
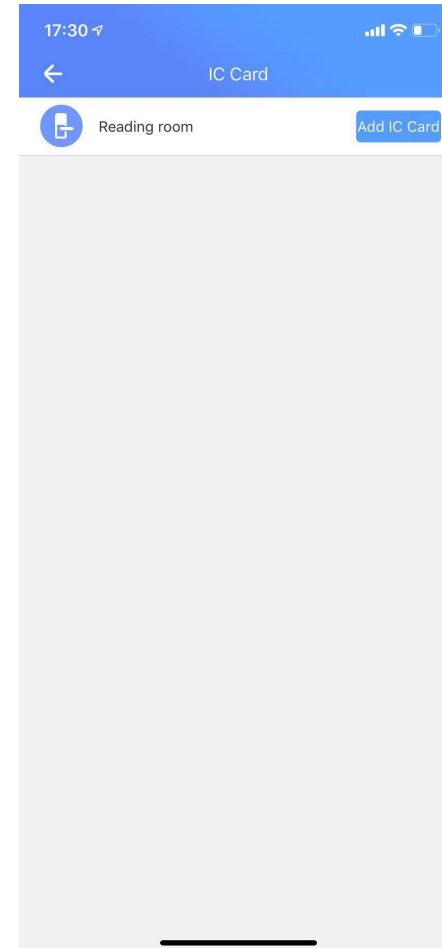
The password can be sent via SMS or WeChat

Click the IC card to enter the IC card interface. Display the smart lock bound to the room, click Add IC card, and the page jumps to the set lease interface. The default time is the same as the lease period and can be modified.

Click OK, the mobile phone Bluetooth will communicate with the lock's Bluetooth, and the smart lock will broadcast the message "Please swipe" or the screen will light up. This is as long as the IC card is placed in the swipe area of the smart lock.

After the addition is complete, the card number and expiration date will be displayed below the smart lock. Swipe left to modify the date and delete.

Notice: Add an IC card to operate next to the lock. If you want to send the card remotely, please use TT Renting web version.



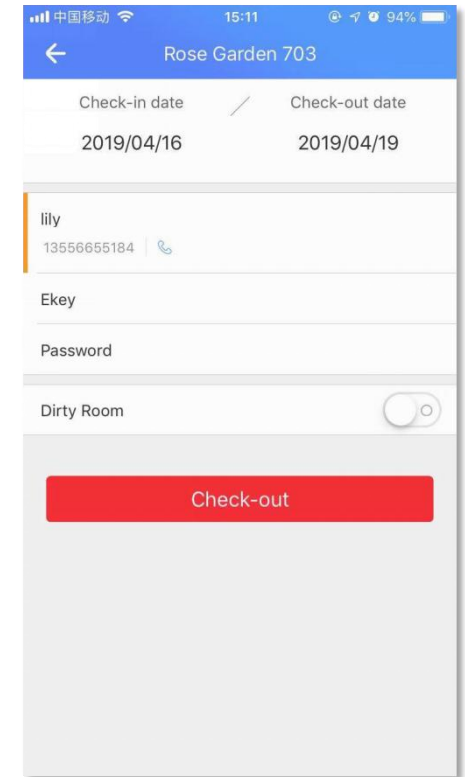
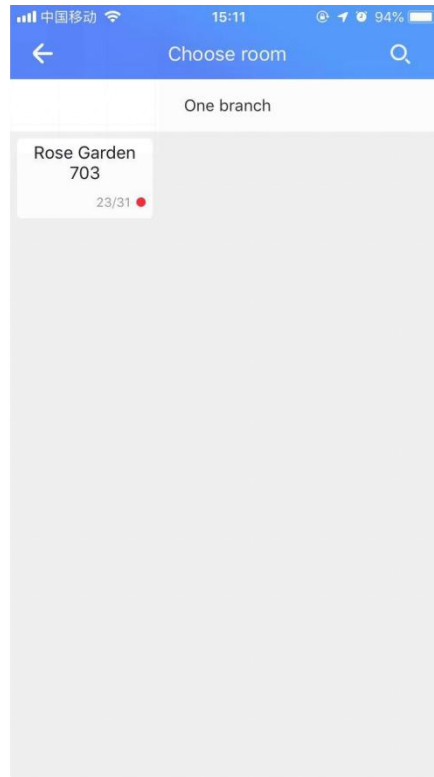
3.1.3 Check-out

- Press “Check-out” module
- Choose room
- Select one to check out
- Press “Check-out”

When checking out, tenant can select if the room is dirty.

When you check out, you can set the room as a dirty room. Push status to dirty room managers. Tenants who have been rented out can check the rental status at check-in.

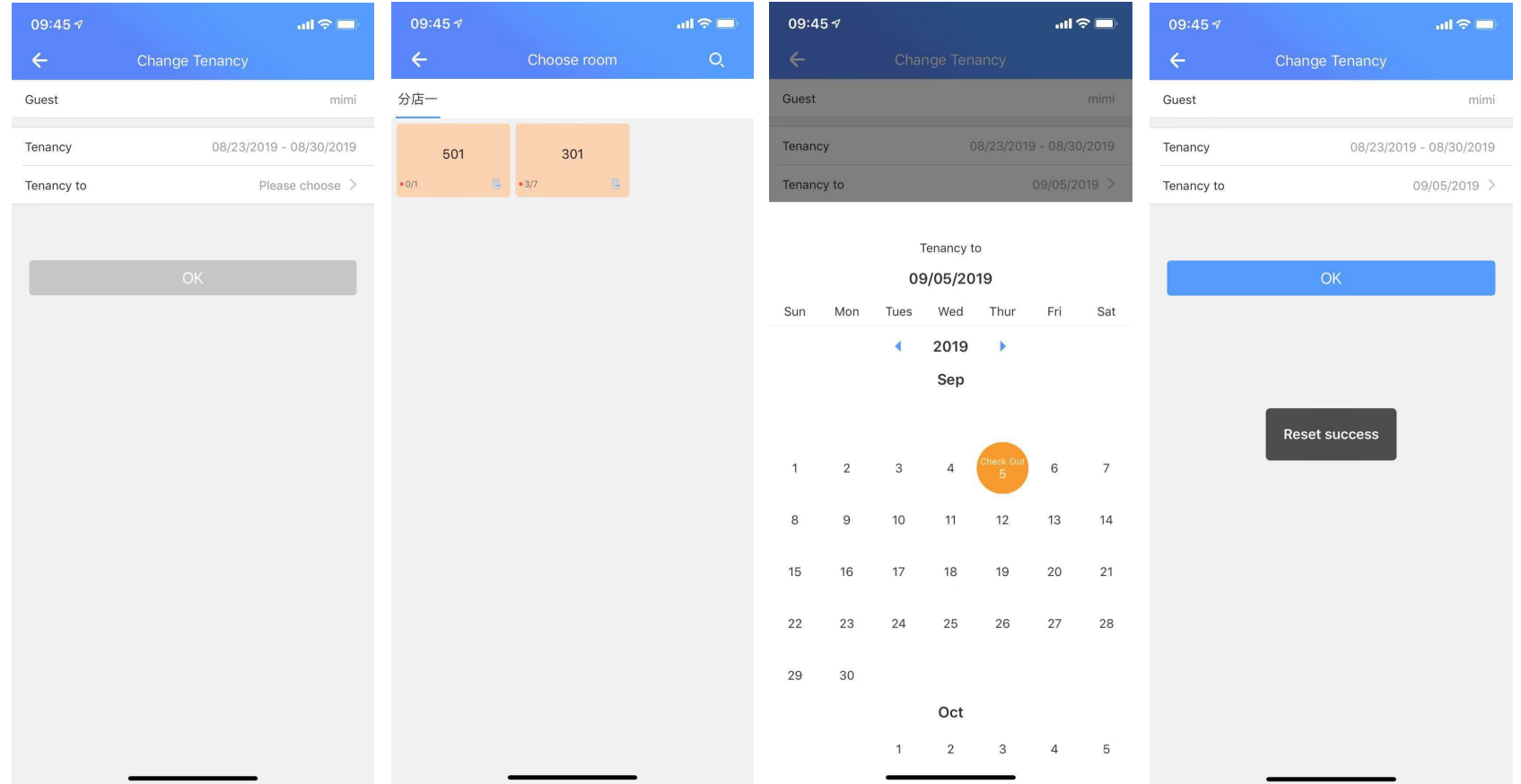
Notice: Check-out can be accessed through the check-out entrance on the homepage. You can also skip to check out during the check-in process.



3.1.4 Renewal

Choose the room you want to modify. Change Tenancy from the old date to new date.

Notice: Please pair the smart lock with the gateway or operate close to the lock.



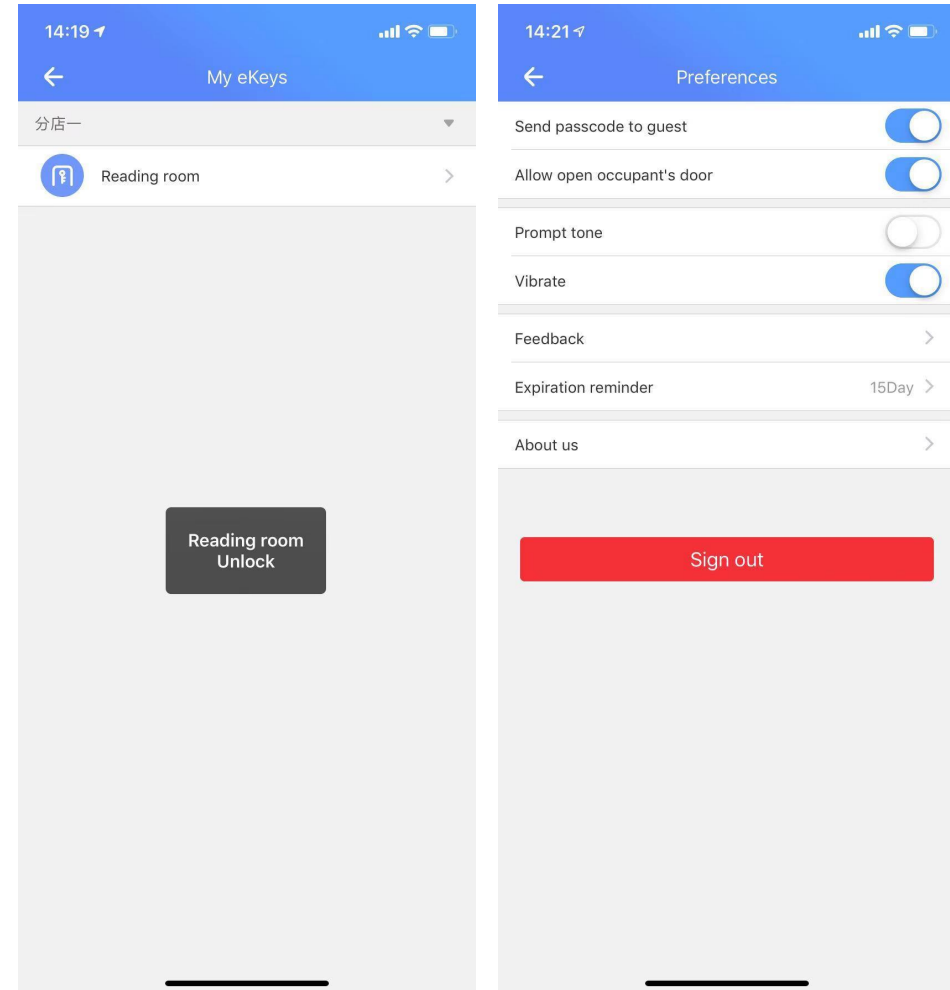
4、unlock via phone

If it is an administrator account, it contains all the door lock keys. If it is an employee account, display the electronic key (employee-key management-authorization key) authorized by the administrator.

The keys are sorted according to the store, click on the key that needs to be opened, the door open button will appear, and the door open button will open. The second generation lock needs to be unlocked by touching the wake-up password key.

If there is a property that is not allowed to open the door, you can close the “Allow opening of the door to stay” in the system settings.

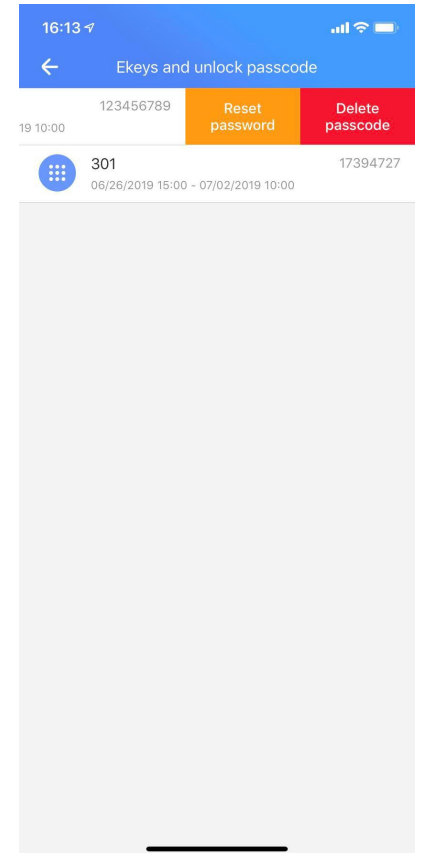
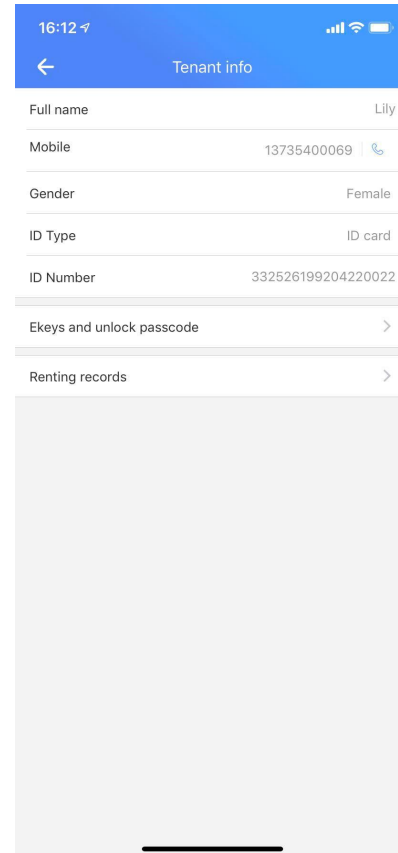
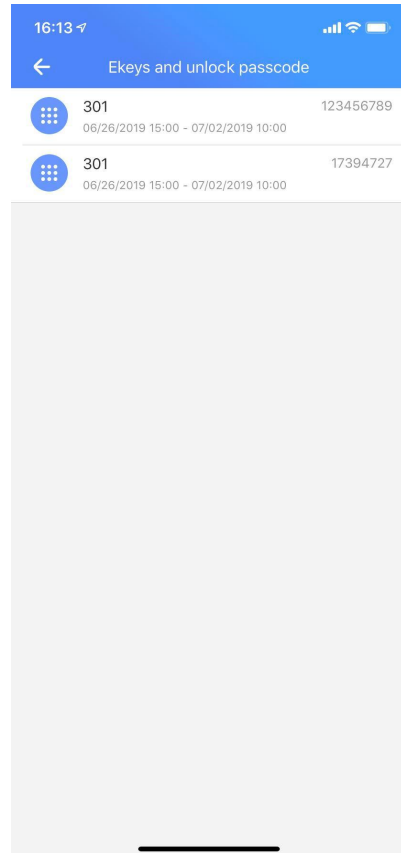
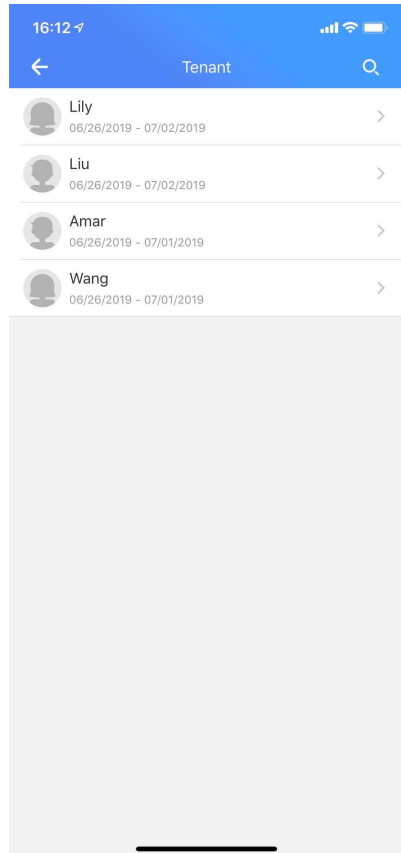
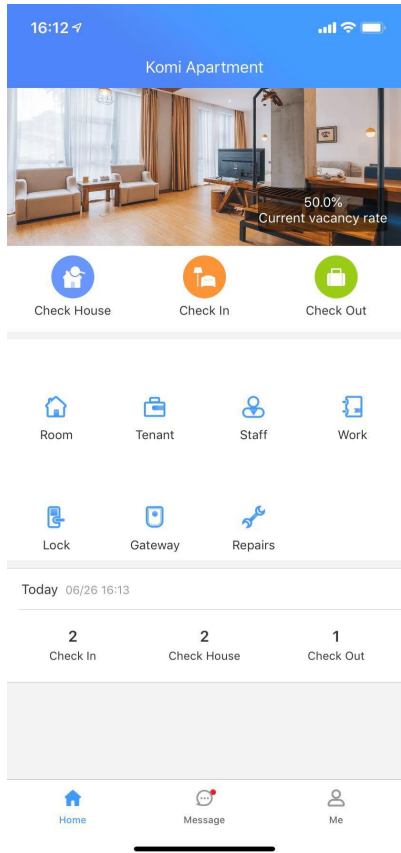
Notice: When the room has a tenant, the user will be reminded that the door cannot be opened. If the door is opened, the platform is not responsible.



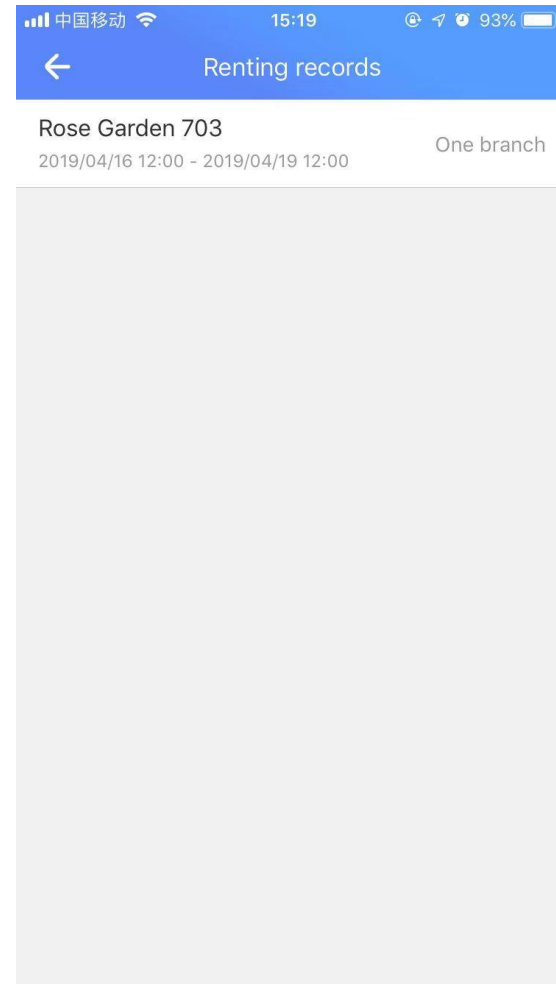
5、 Tenant

Tenants who have checked in in the apartment can view it in the tenant module and left slide to delete the tenant. If there is an unfinished check-in record, you need to check out and then delete the tenant.

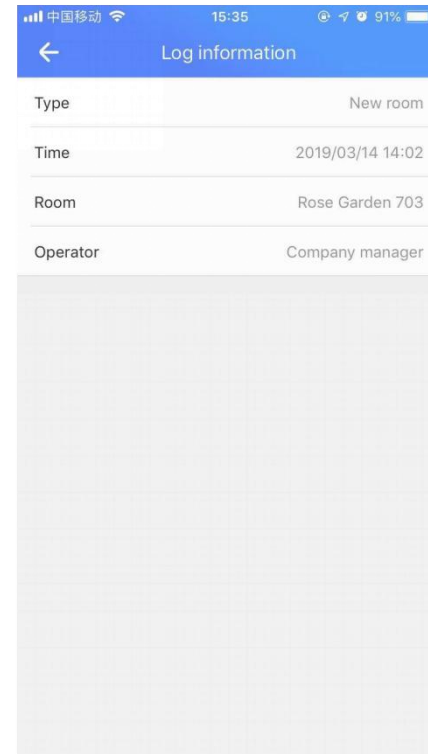
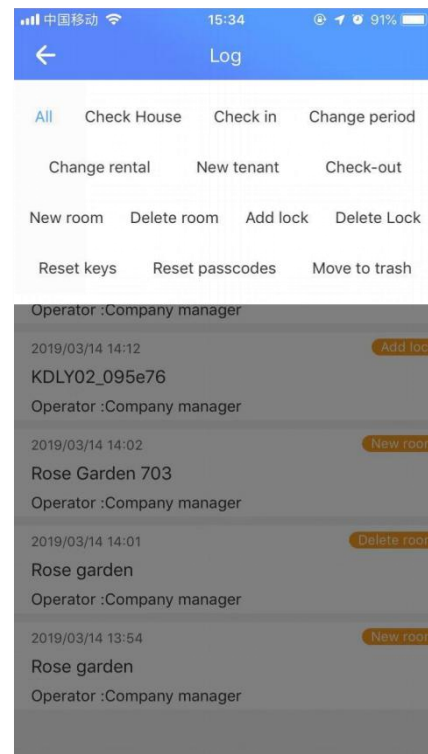
- Press “tenant” to view tenant information, lock passcode and check-in records.
- The tenant's name and mobile number cannot be modified.
- Click on the key and lock passcode to view all the key and lock passcodes owned by the tenant. Left slide to modify and delete.
- Click on a key or passcode to view the sender, recipient, time of transmission, and unlocked records.



Press "Renting records" to see the tenant's current apartment, room and rental period.



- Click on the target action type to filter and view the action log.
- Click on the action log entry to go to the details screen to view the action log details.
- Logs cannot be deleted and modified.

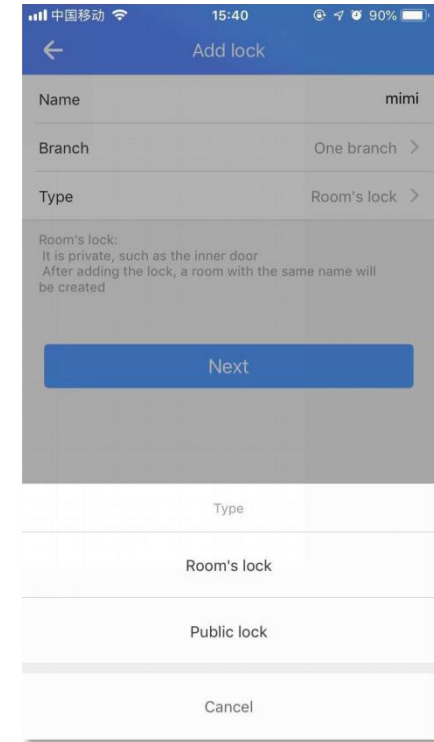
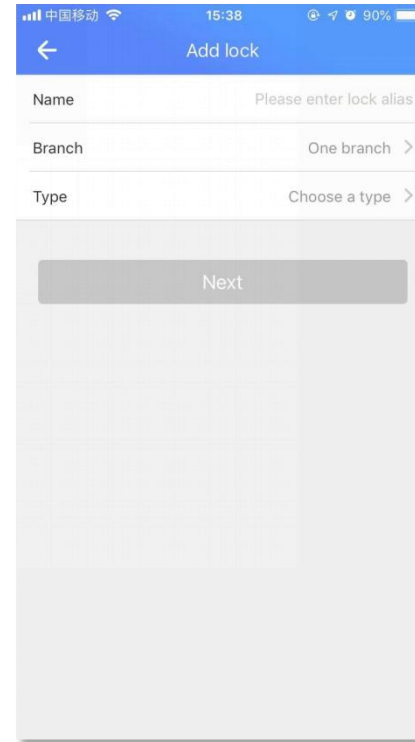


6、 Lock

You can see the “Lock” module on homepage. The lock module is mainly used to manage the smart locks installed in each branch. In this module, the user can search, add, view, delete the lock. Users can also manage Ekey passcode and obtain the empty code.

6.1 Add a lock

- Press “+” on the top right corner
- Enter the lock name, branch name, and purpose.
- After finished, it will automatically search for the surrounding Ble.



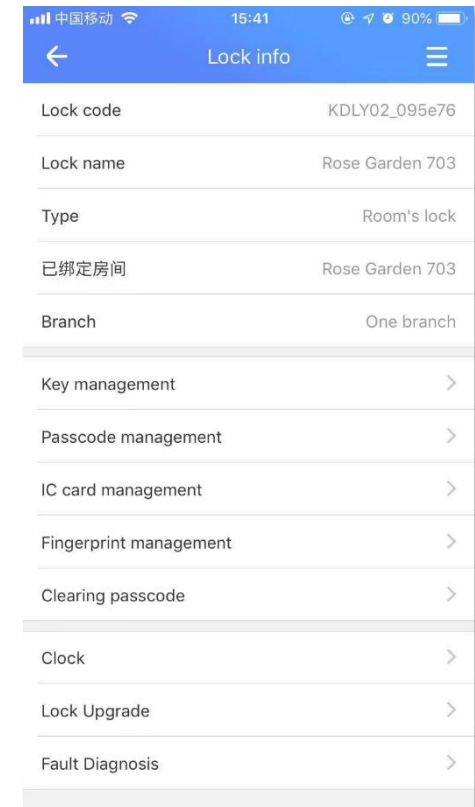
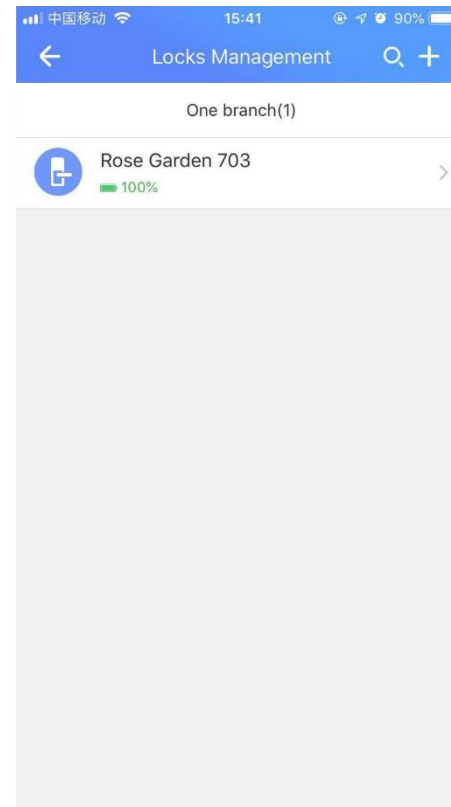
Notice: the lock has two types (Room's lock & Public lock). User can choose according his need.

- When you confirm the name, branch and type, press “Next” . Please stand beside the lock and touch the key panel. Press “+” icon to add the lock.
- Then the app will receive an one-time passcode. Enter the passcode on the lock, and press “#” to verify if the lock is added correctly.

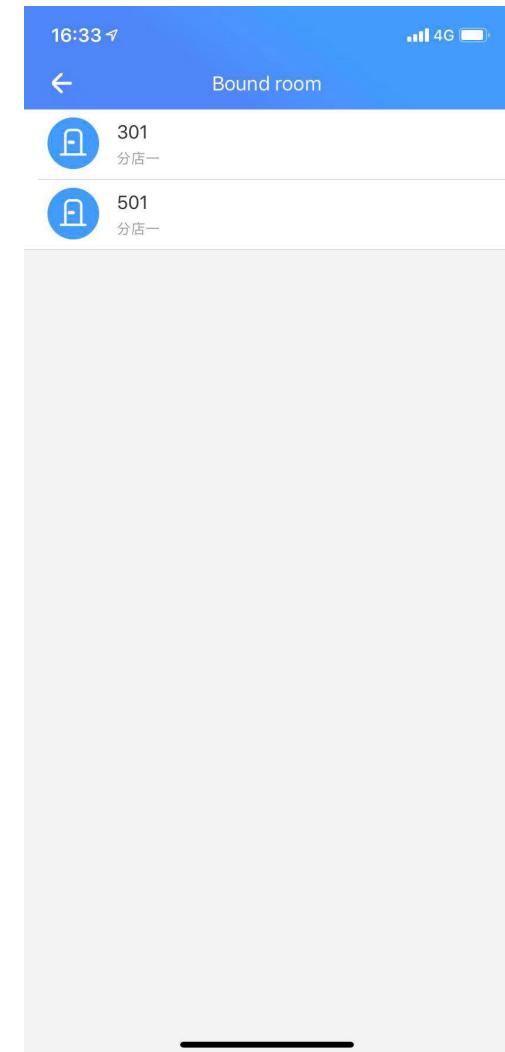
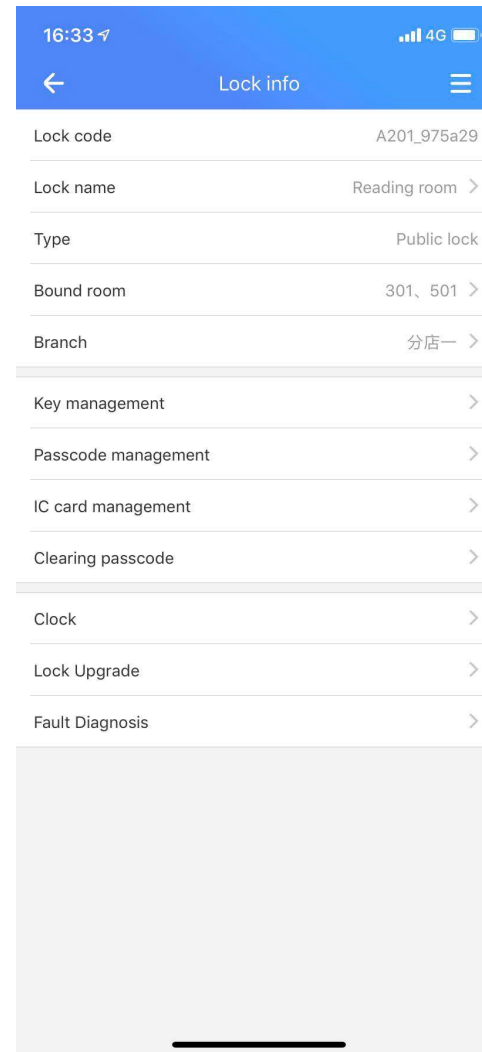


6.2 Lock management

- Select the branch and find your lock on the listing.
- On this module you can view the lock details, and also to calibrate the lock time, lock upgrade, fault diagnosis, and pair Gateway. The actual manageable function is determined by the lock model.



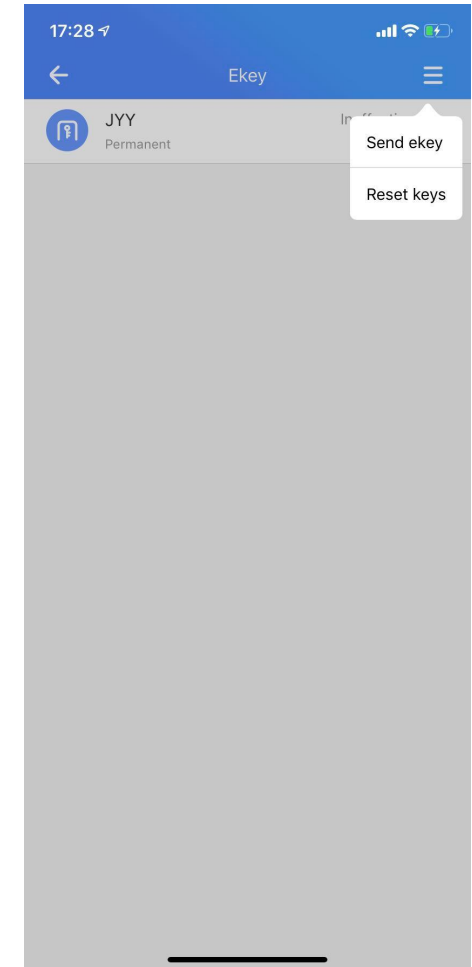
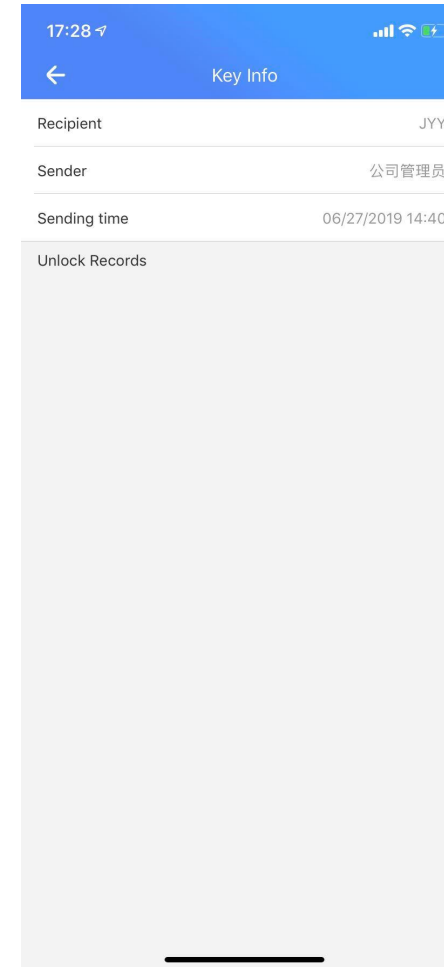
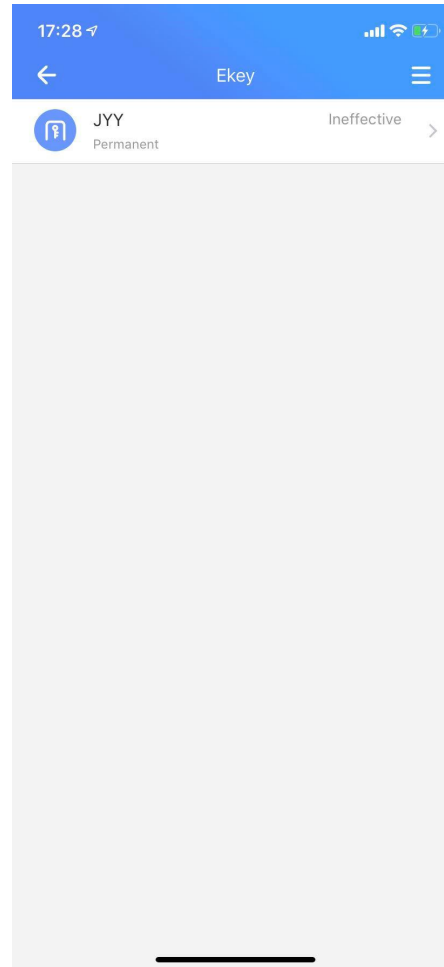
When the type is a public lock, clicking on the bound room displays the bound room list information



6.2.1 Key management

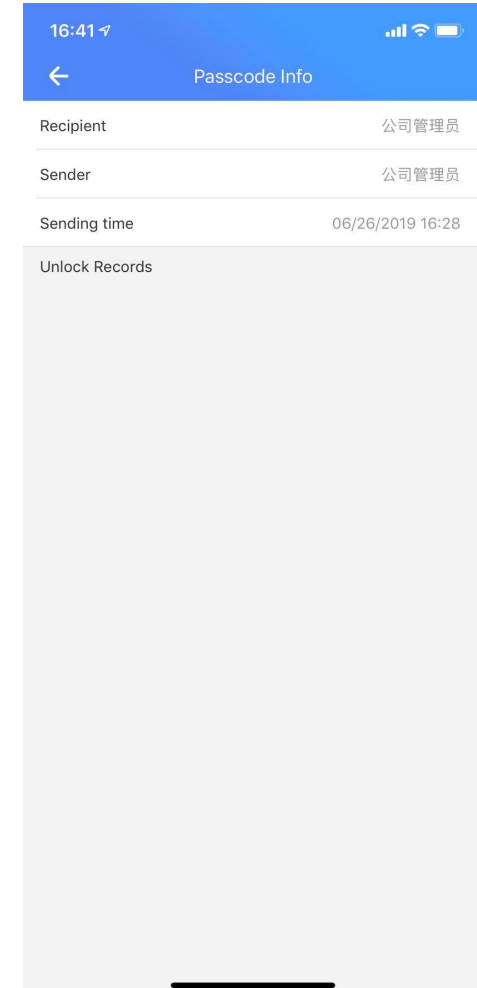
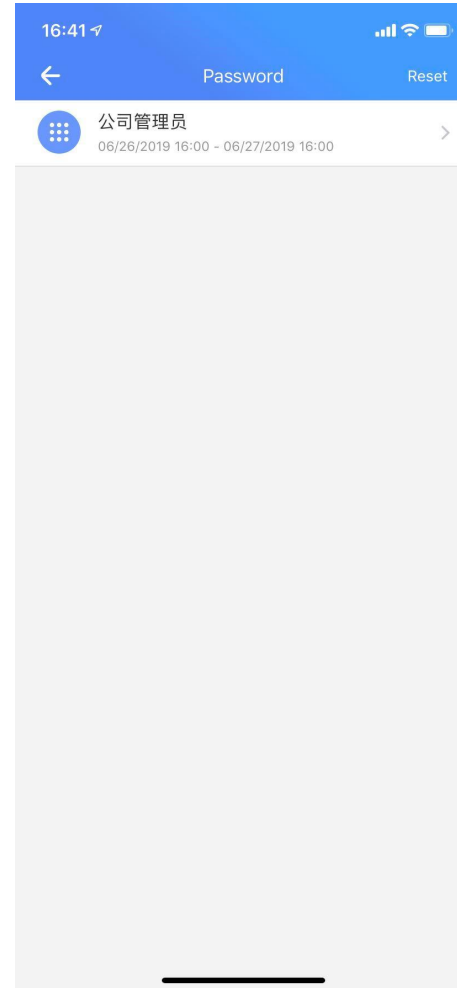
The key module can view the electronic key of the lock. Includes time-limited keys and permanent keys. A time-limited key refers to an electronic key with a valid period. The keys to be received and expired cannot be used, the difference between the two is that the key to be received can be used normally after receiving. Click on the top right corner. After entering the account password, the electronic key will be reset and all keys will be invalid.

Click on a single key to view the recipient account number of the key, the sender, the time of the transmission, and the record of the operation of the unlock.



6.2.2 Passcode management

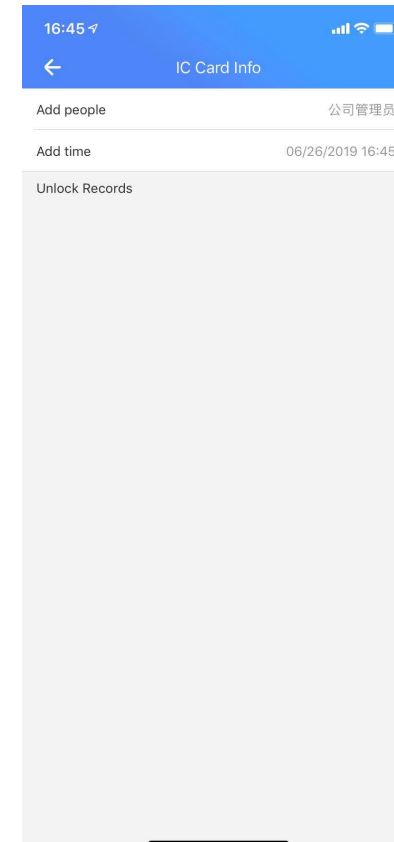
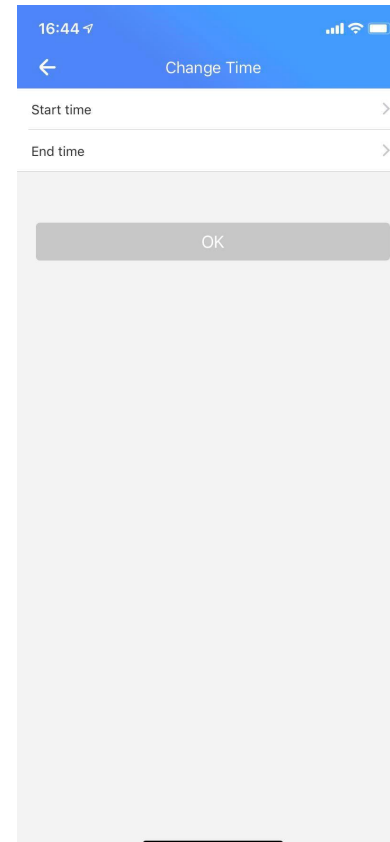
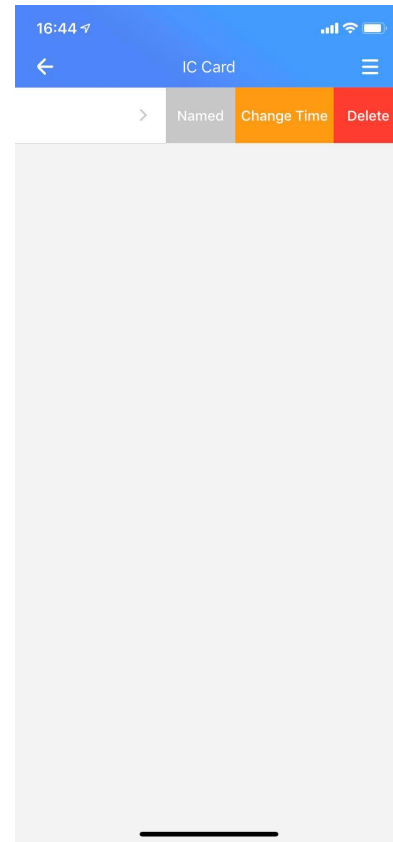
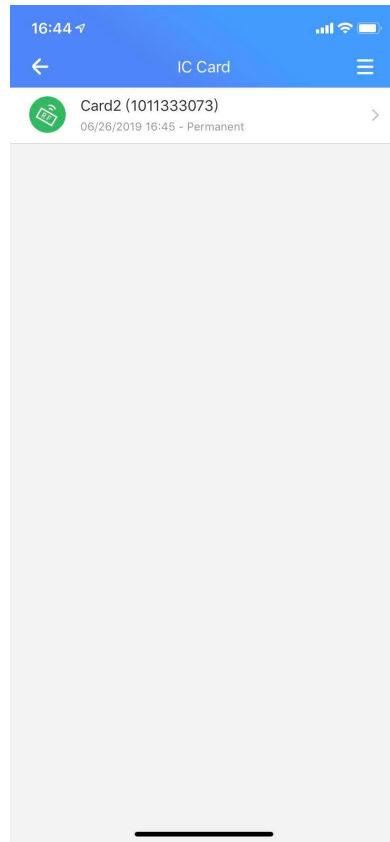
- This module can view the passcode of the lock, including time-limited passcode and permanent passcode.
- Press “≡” on the top right corner and enter the account passcode to reset.
- Click on a single passcode to view the sender, the time of the transmission, and the unlocked records.



6.2.3 IC card management

Left slide or long press to name the card, modify the validity period, and delete the card.

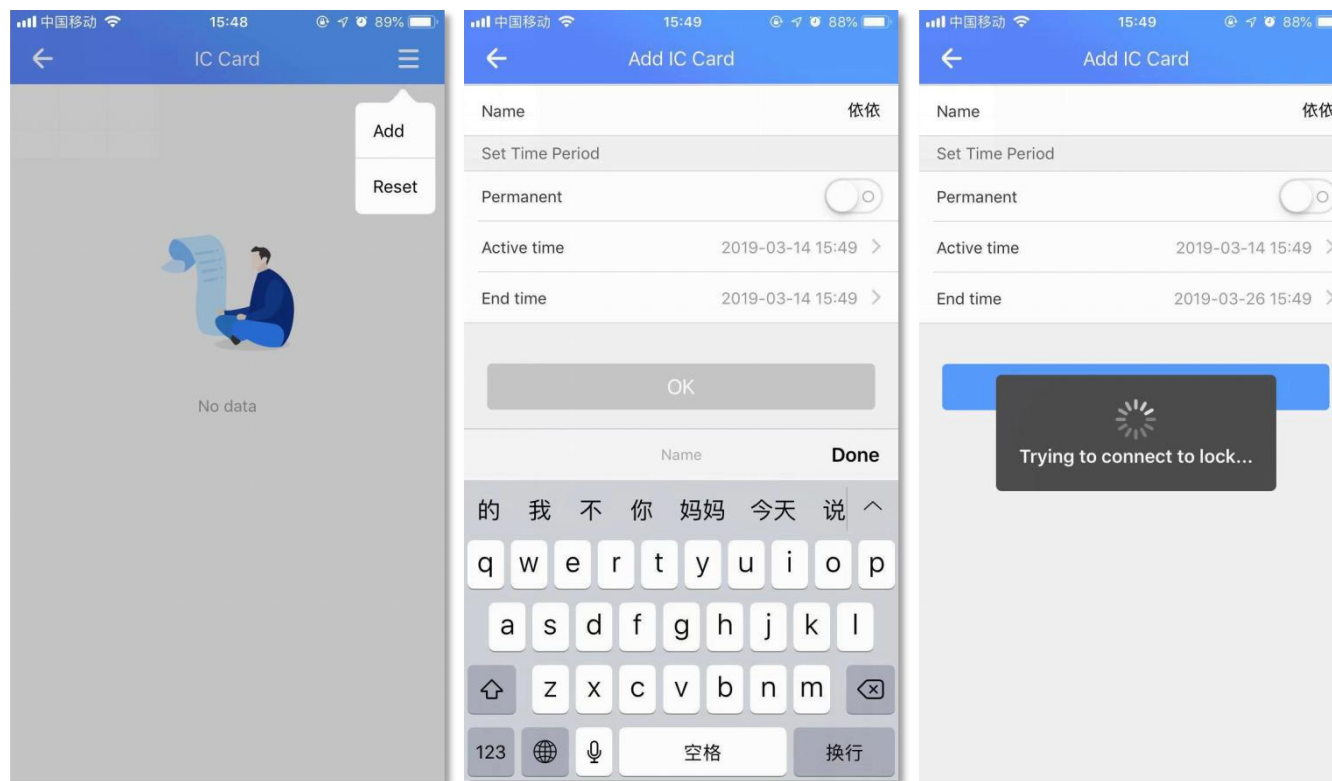
Click on an IC card to view the cardholder information, and the operation records.



Add an IC card

- Press “☰” on the top right corner
- Select “Add”
- Enter name and set time period
- Put the IC card in the collection area of the lock to add it.

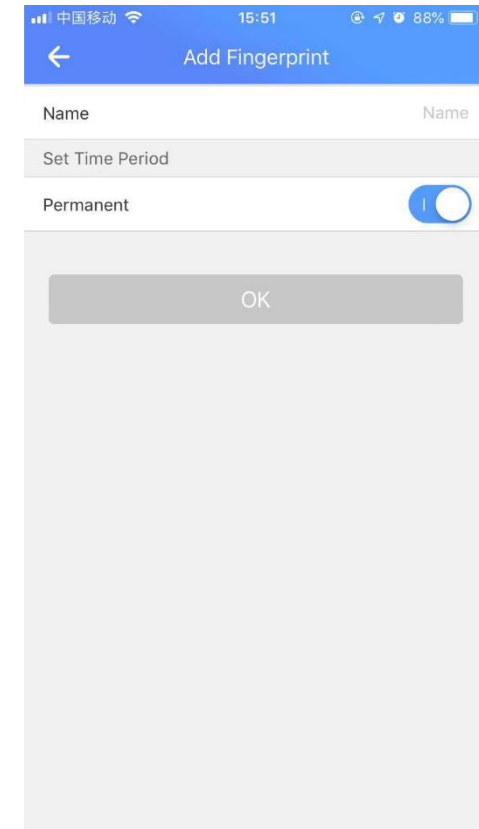
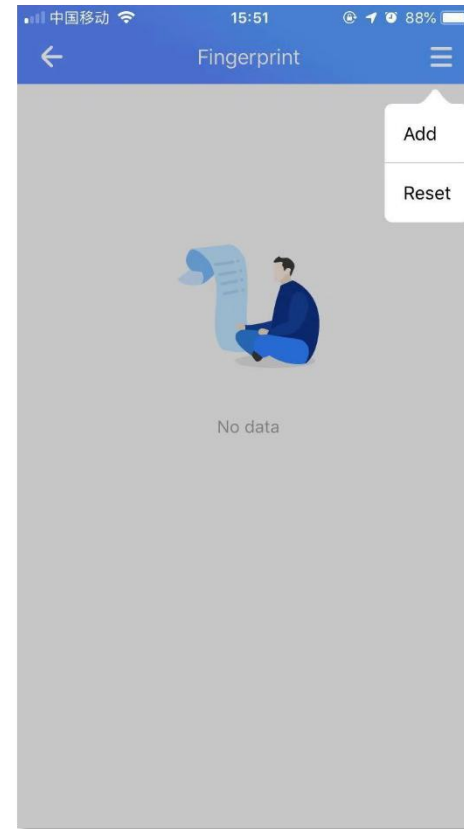
Notice: IC cards that have expired cannot be used.



6.2.4 Fingerprint management

Left slide or long press can name the fingerprint, modify the validity period, and delete the fingerprint.

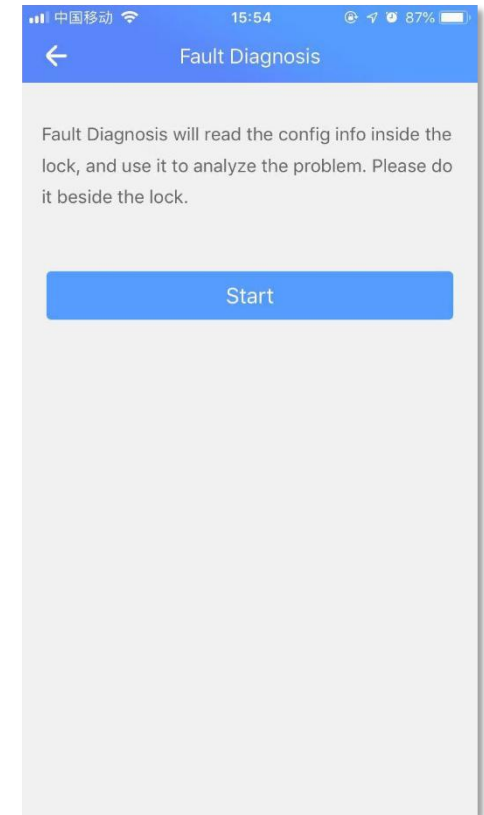
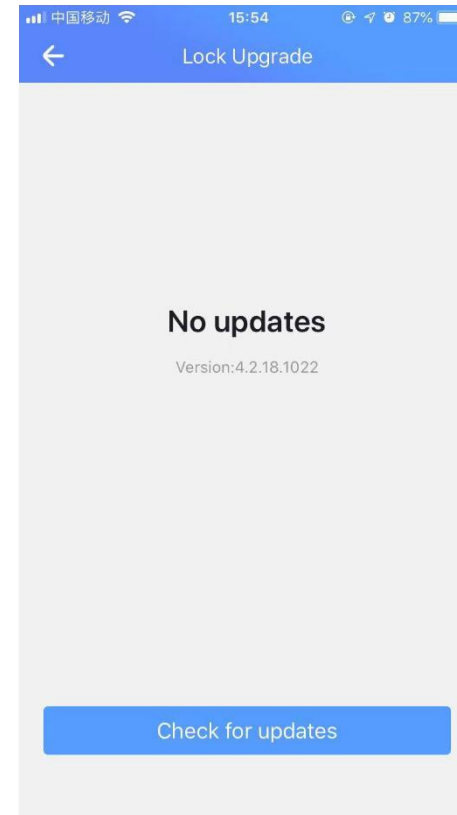
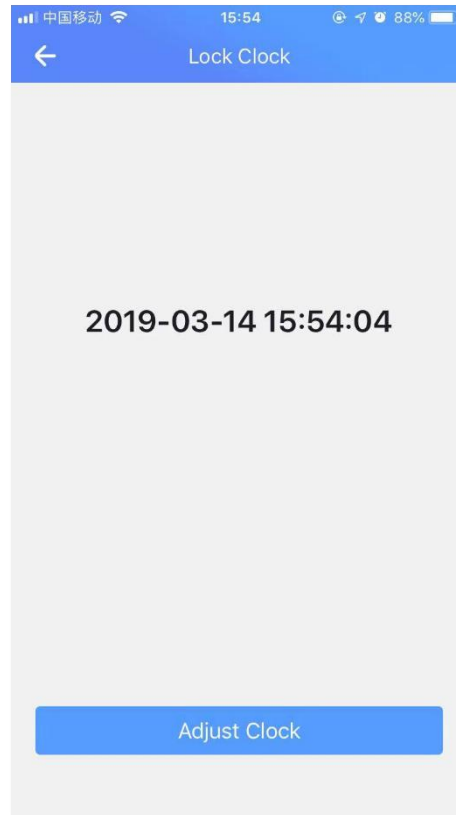
Click on a added fingerprint to view the adder's information, the time of addition, and the operation records.



6.2.5 Other functions

“Adjust Clock” module makes sure that the lock time is consistent with the actual time. The time will be updated to Beijing time.

The lock upgrade is used to perfect the lock hardware and fix the bug.



Notice: Fault diagnosis is to analyze the cause of the fault by reading the configuration information in the lock. This operation needs the help of customer service people. Please operate it beside the door.

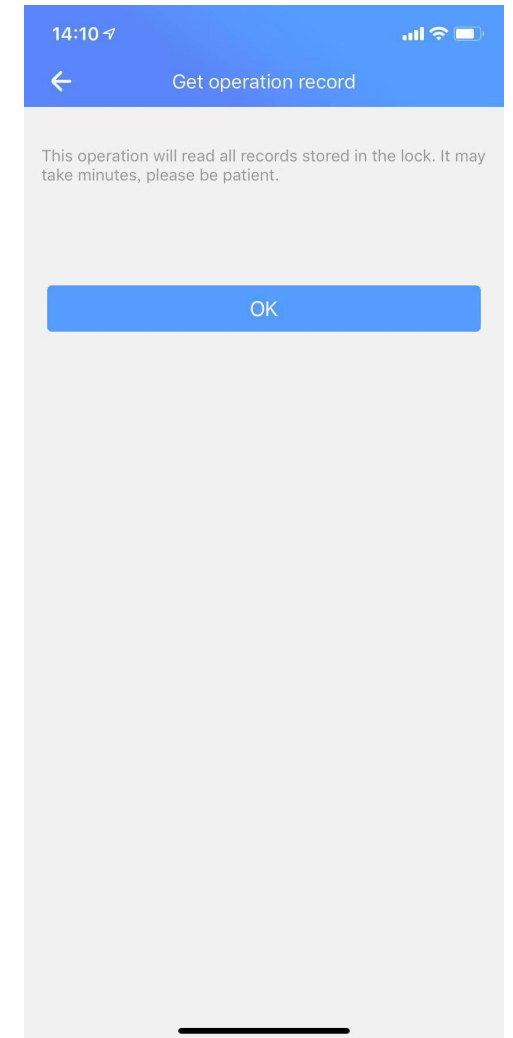
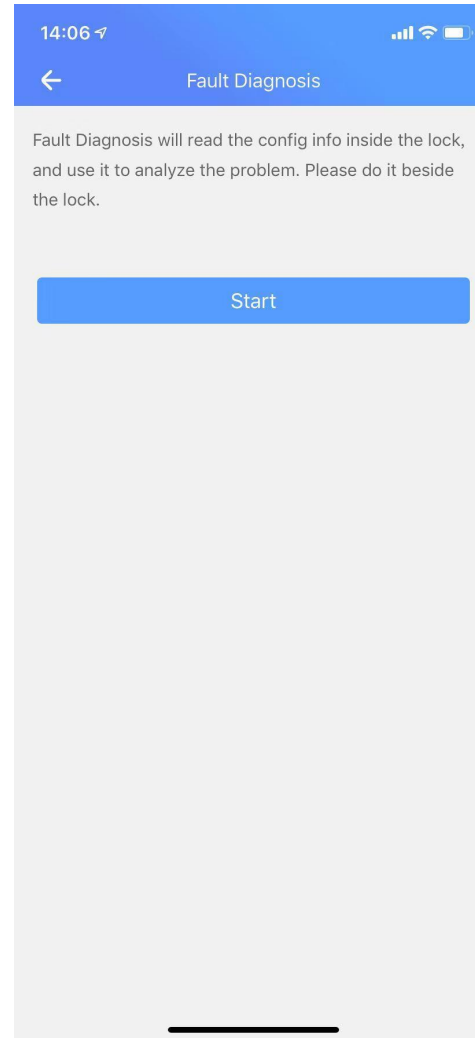
>Fault Diagnosis

Analyze the cause of the failure by reading the configuration information in the lock. Need to operate at the prompt of the customer service staff.

>Get operation record

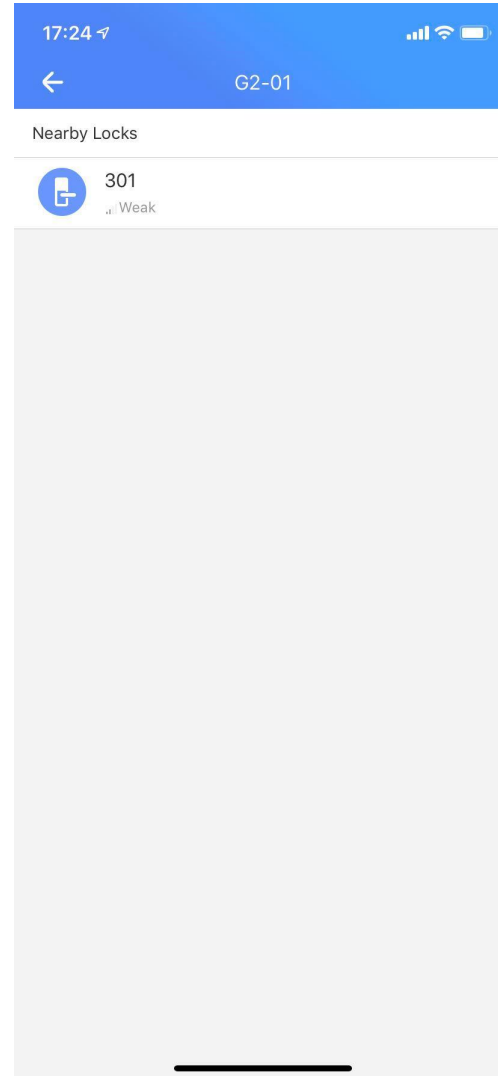
When the smart lock does not use the APP to open the door for a long time, the operation record of the password, the IC card, and the fingerprint can be read by reading the operation record function.

Notice: Calibration lock time, lock upgrade, and read operation records. If there is no gateway, you need to operate next to the lock.



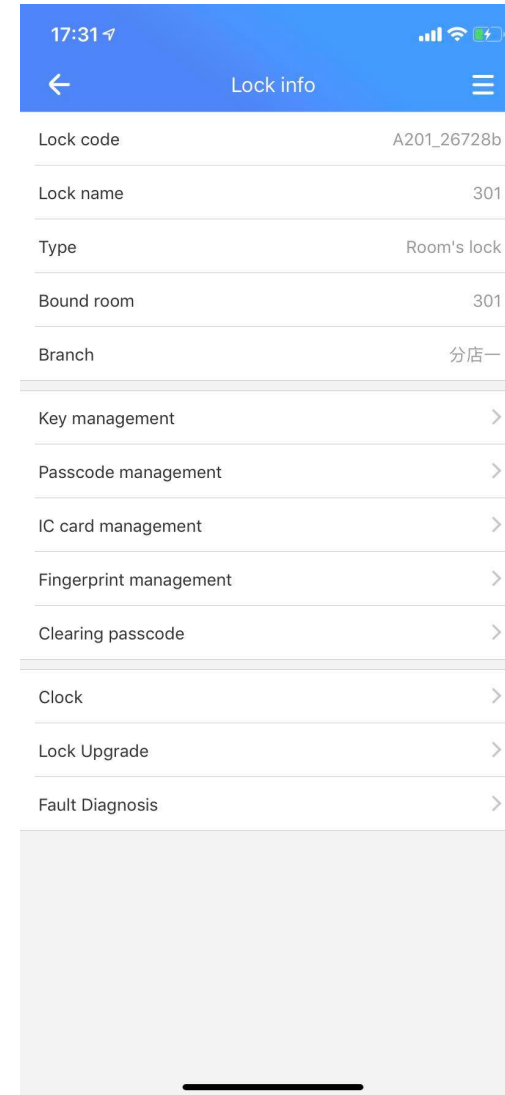
6.2.6 Gateway

The module can view the list of gateways bound to the lock.



6.3 Delete lock

- Press “☰” on the top right corner
- Select “Delete lock” to delete the lock you want
- If the lock cannot be deleted normally due to Bluetooth damage, lock failure, etc., you can select “Move to trash” to delete.



7、 Gateway

Support two models: G1 & G2

After the gateway is installed, the locks near the gateway can be automatically bound. The smart lock of the binding gateway can remotely unlock, remotely delete the lock and password. Click "Gateway" on the home page to enter the gateway management interface.

Notice: Some locks do not support remote unlocking and cannot perform gateway operations.



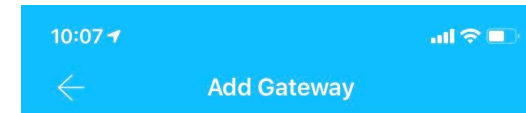
7.1 Add Gateway

The gateway should be powered on:

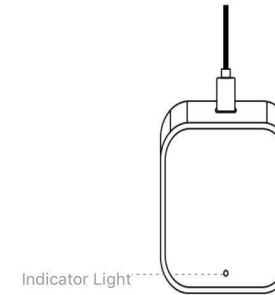
G1- Long presses the setting button on the gateway. When the green indicator light flashes rapidly, the gateway enters the addable state, and continues to click "Next to pair.

G2 - The gateway indicator flashes alternately, click "Next" to add

When the page pops up with the message "Connected successfully," the Bluetooth gateway is added successfully.



Re Connect the Power



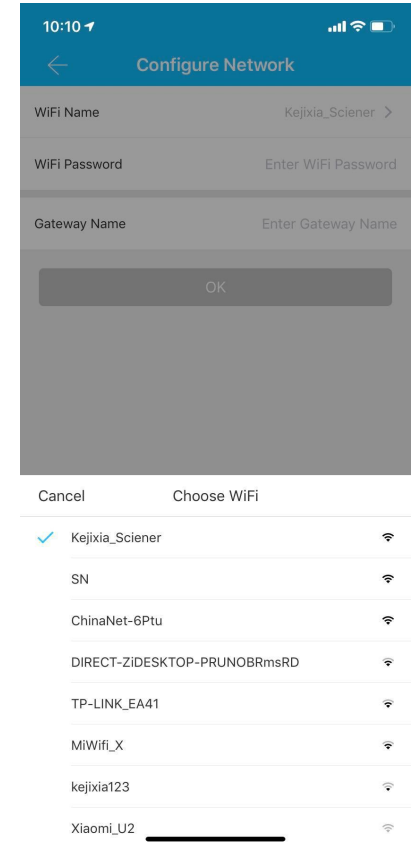
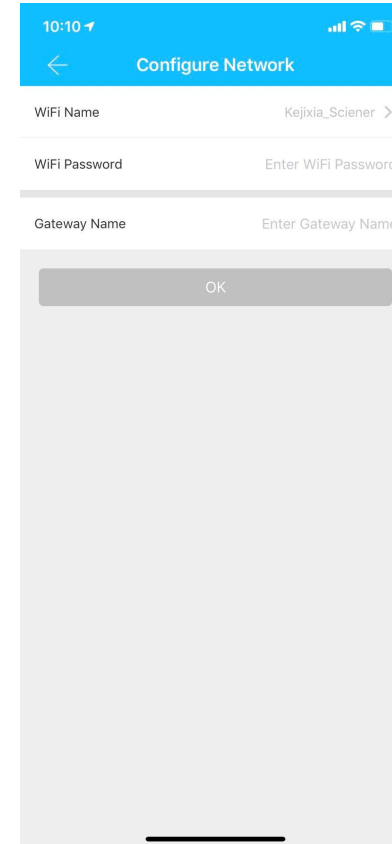
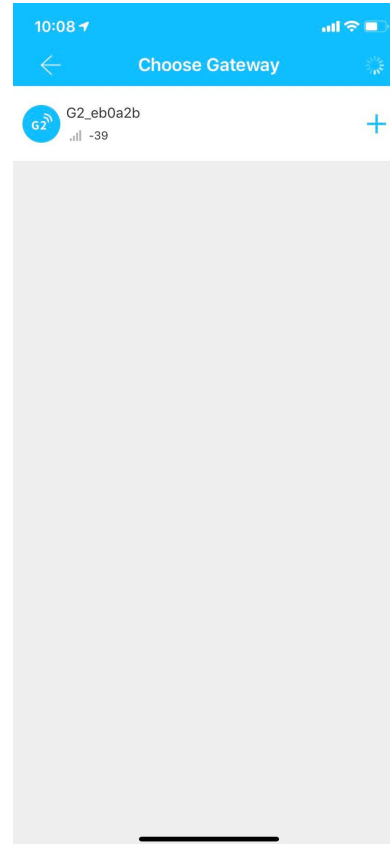
Click next when the light flash alternately



7.2 Set a network to manage the gateway

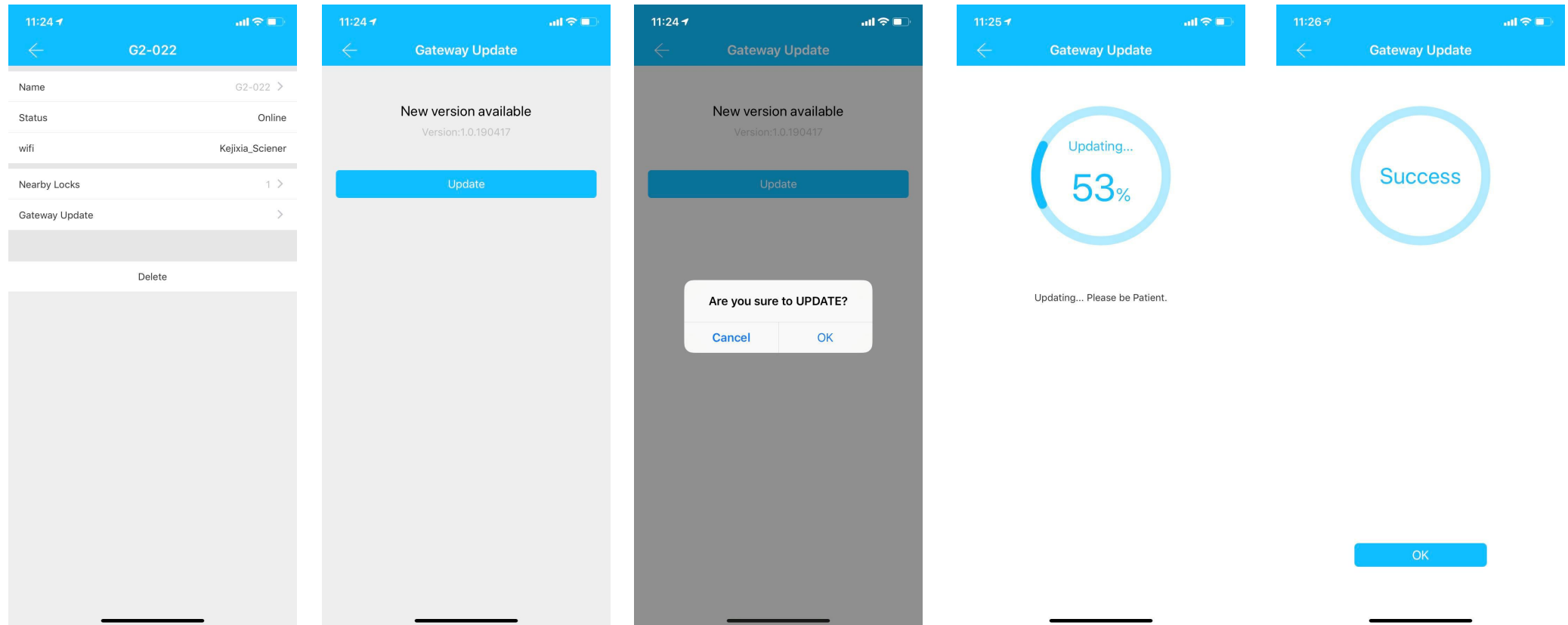
When adding a gateway, the user needs to correctly fill in the password of the currently selected WIFI, set the gateway name and select the corresponding branch information, and click "Next".

After the addition is successful, the user can remotely manage the smart lock, including the management of the read operation record, key and password.



7.3 Gateway update

Select the required gateway in the gateway list, and click "Upgrade" the new version according to the step prompts.



8、 Staff

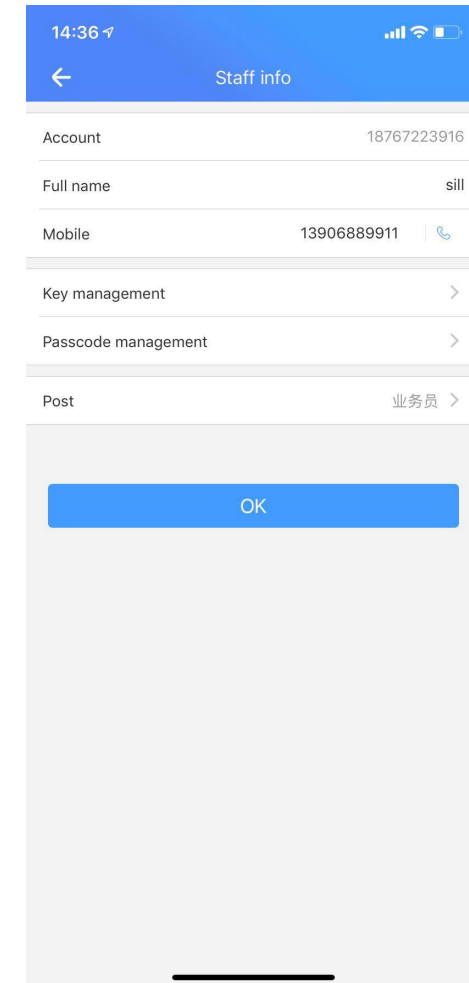
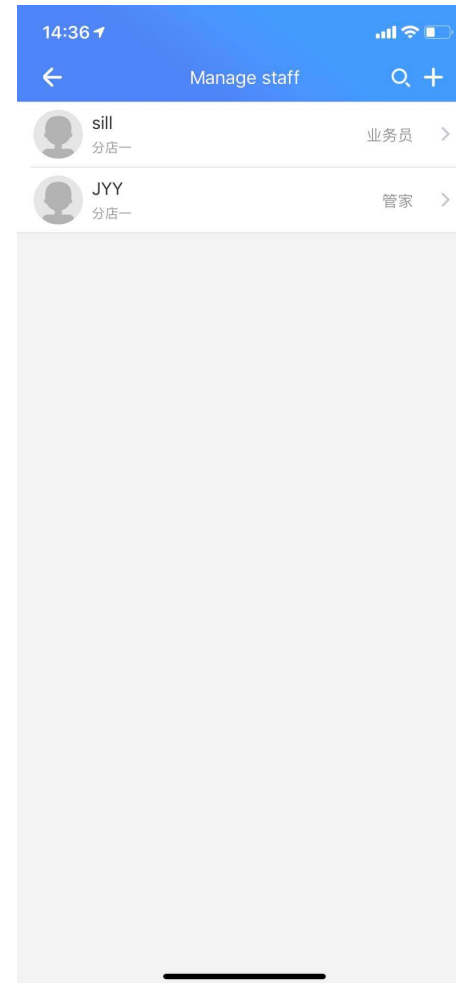
The staff module is used to manage the company's staff information, including user name, mobile phone number, key, lock passcode, and post.

Notice: Only people with Administrator privileges can operate this module.

8.1 New staff

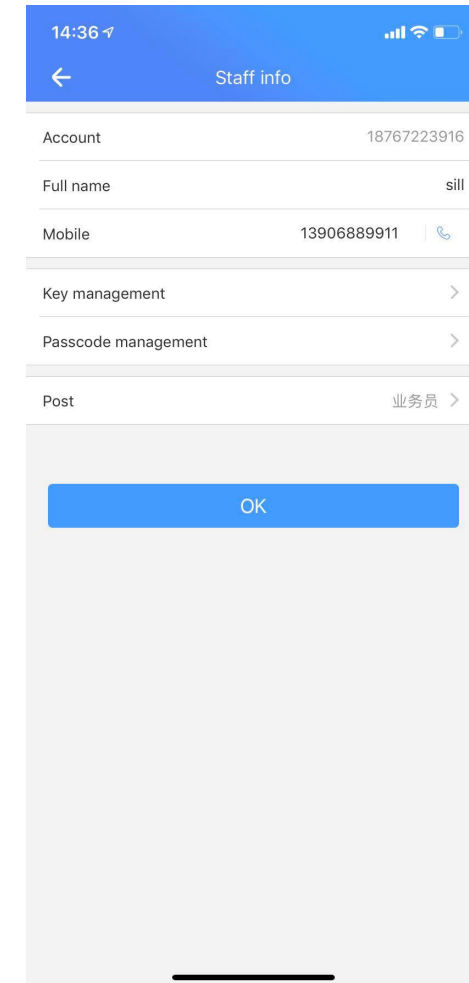
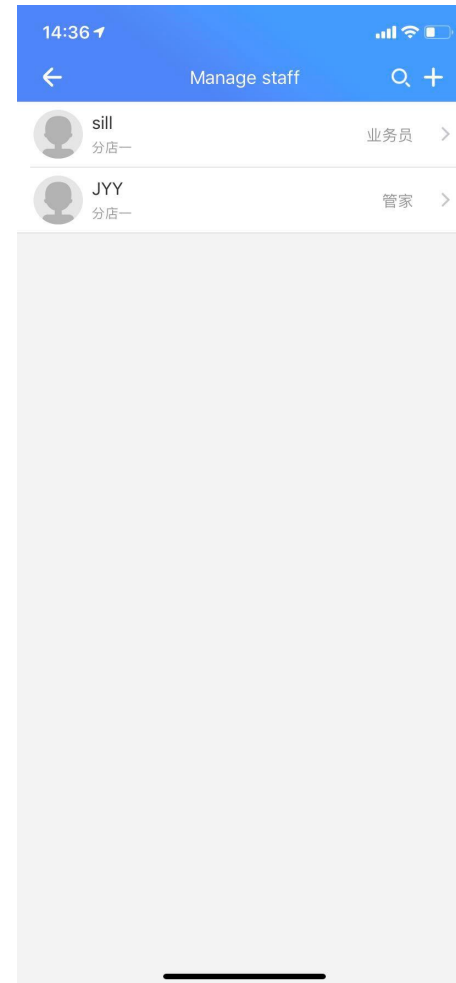
- Press “+” on the top right corner
- Enter an account, full name , mobile , post and select branch.

Notice: If a new staff already has a company, the employee needs to withdraw from the original company before adding the new.



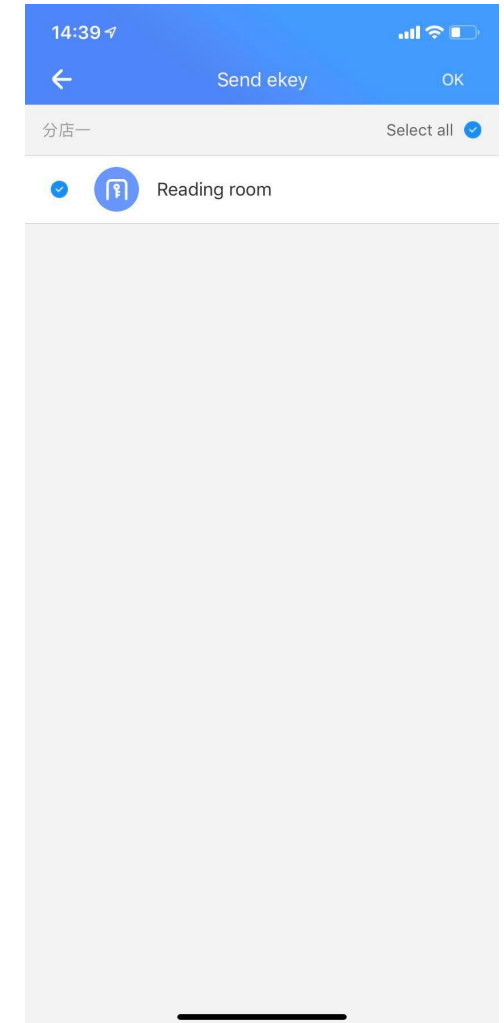
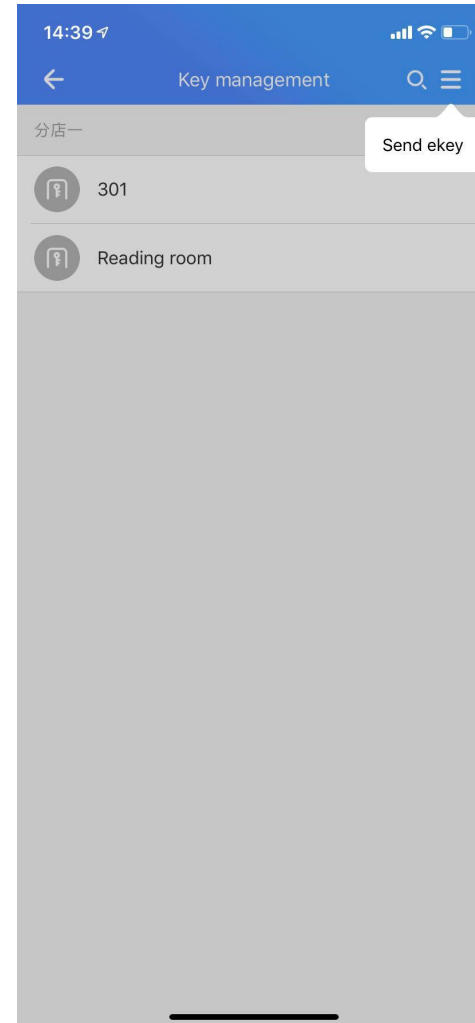
8.2 Staff information

- On the staff list page, you can view all current staffs of the company. You can slide left to delete the staff.
- Click on a staff to view and modify the name, mobile number, key, passcode, post, and more.
- The staff mobile number can be dialed directly.



8.3 Key management

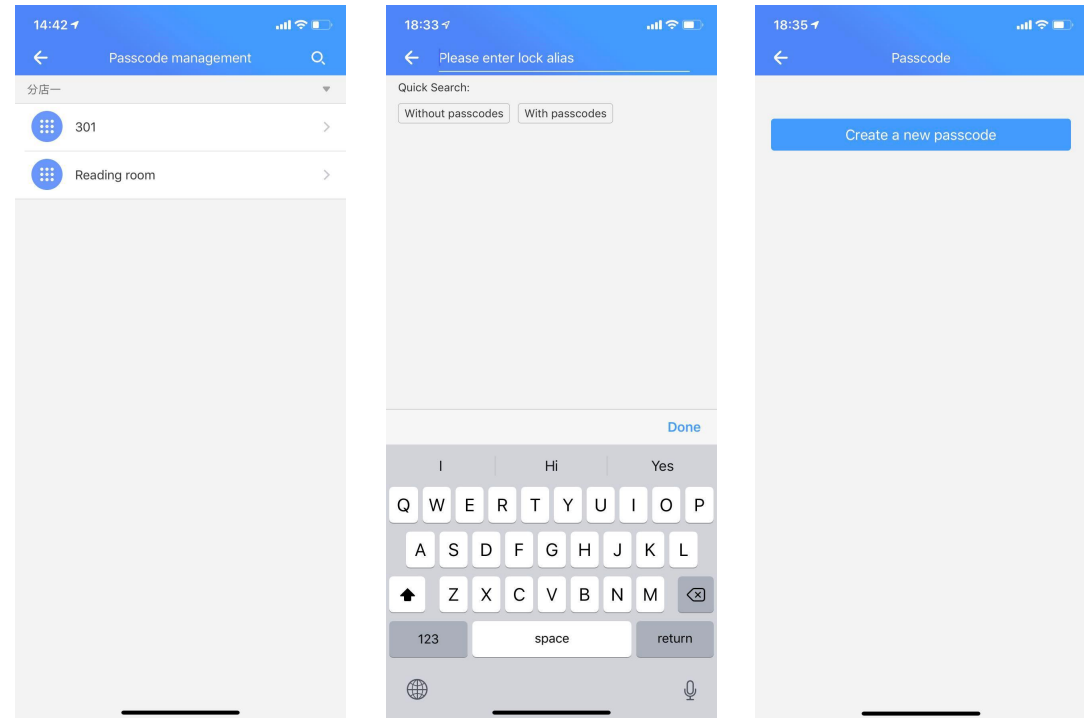
- After selecting the key to be granted, press “OK” . The Ekey will be sent to the target staff, who can use the Ekey to unlock the door.
- After the key is granted, the administrator can view all the Ekeys. The Admins can continue to select the “grant key” or delete the key through the menu icon in the upper right corner.
- After the key is deleted, the staff will no longer be able to unlock using the corresponding key.



8.4 Passcode management

Click the magnifying glass icon in upper right corner to quick search passcodes.

Click “create the new passcode” to create new passcode.

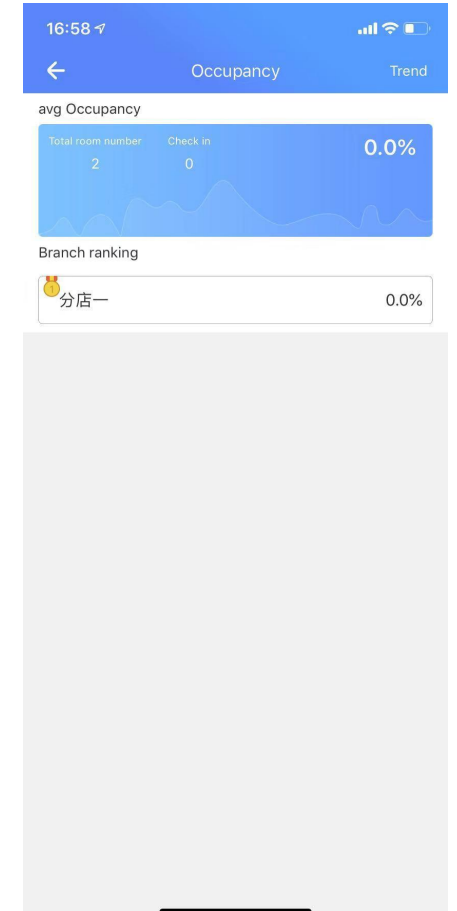
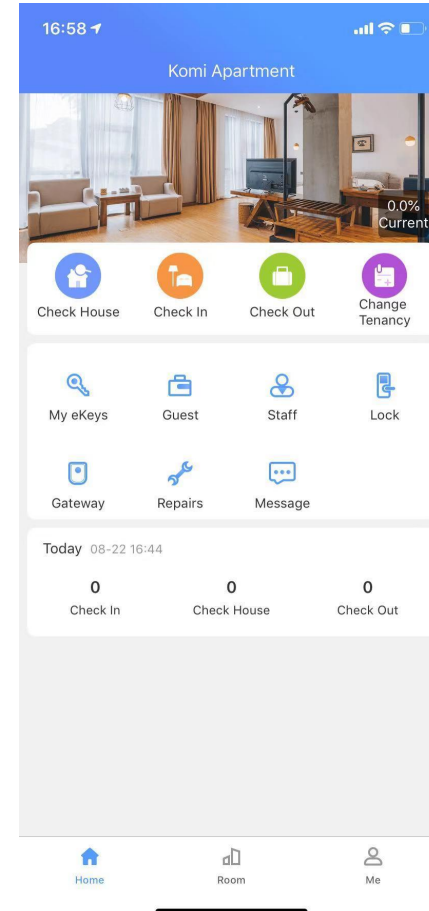


9、Occupancy

The vacancy rate is the ratio of the number of unoccupied rooms to the total number of rooms. In the vacancy rate interface, you can view the vacant time of each room in each branch, and you can also view the overall vacancy rate trend of all rooms in the company.

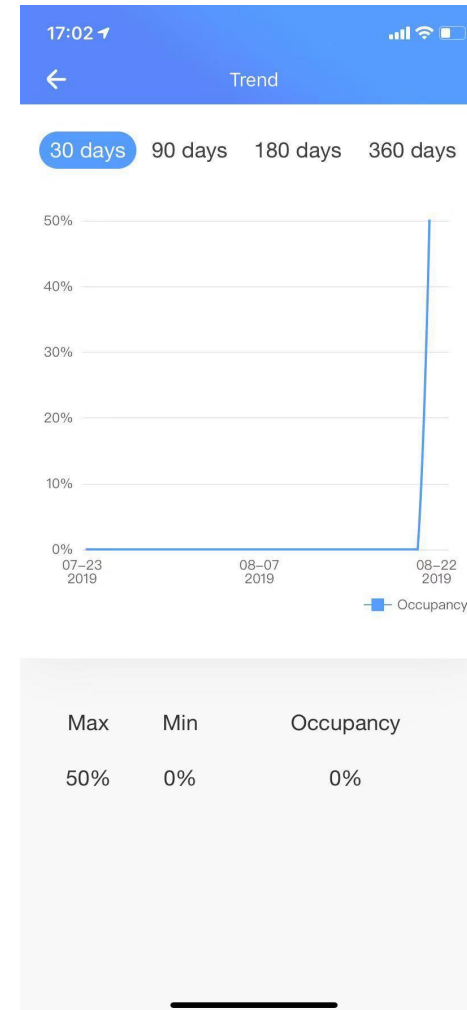
9.1 avg Occupancy

This interface allows you to view average vacancy rates and store leaderboard information. Among them, the average vacancy rate refers to the average vacancy rate of each branch under the company name. The store rankings are the ranking information of the branches in the company's name. The vacancy rate is ranked from low to high. The higher the ranking, the higher the occupancy rate. high.



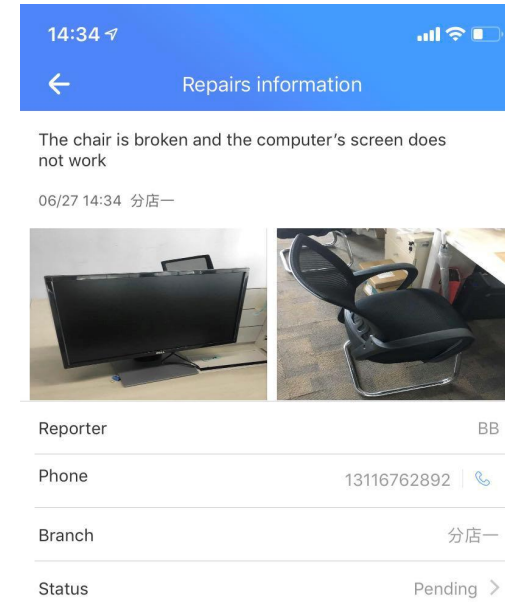
9.2 Trend

Press "Trend" on the upper right corner to view changes in vacancy rates for 30 days, 90 days, 180 days, and 360 days.



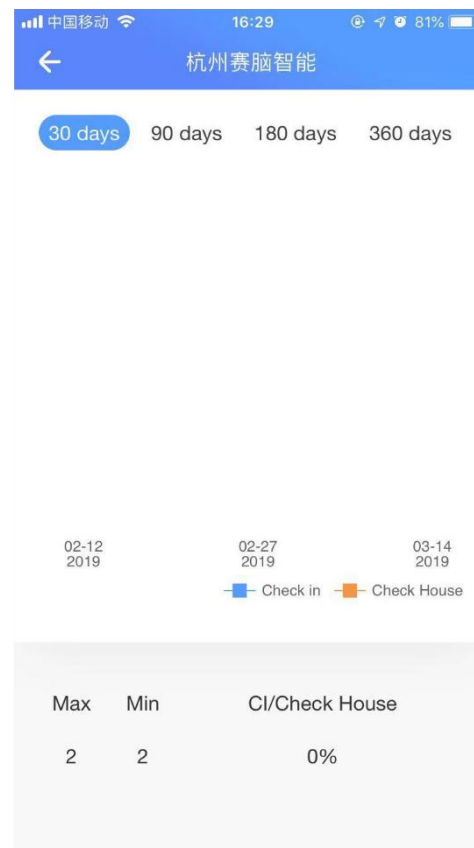
10、 Repairs

- In the repair module, the user can view the user's repair details and processing status.
- Clicking on the repair information, you can view the picture information of pending, processing and fixed. The apartment staff can modify the real-time status of the repair according to the actual situation.



11、Today

On this module, user can view the situation of “Check in” , “Check House” , and “Check-out” .



Message

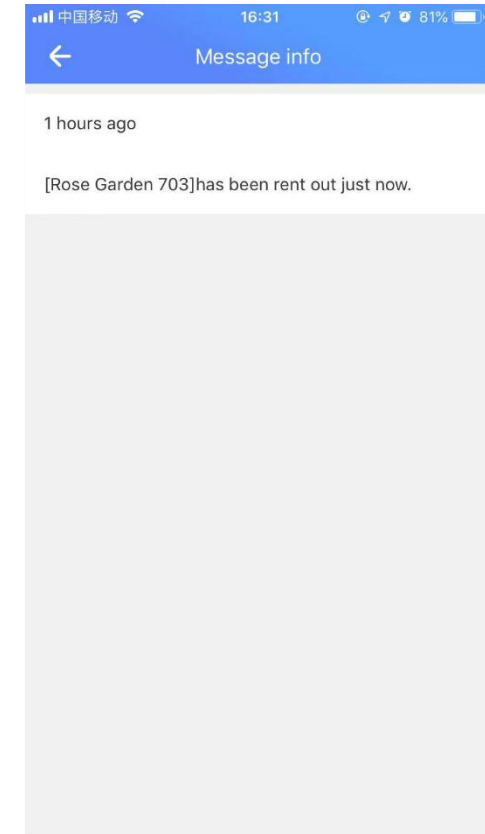
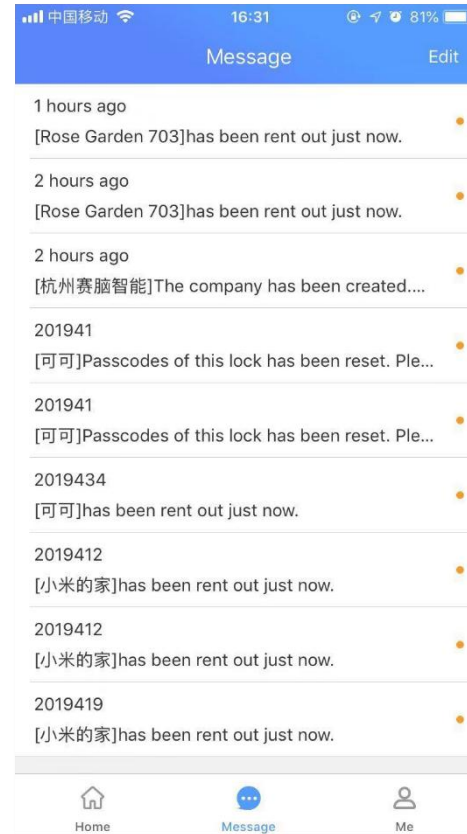
>Admin

- 1、 generate company
- 2、 low power
- 3、 lock deleted
- 4、 received rent

>Staff

- 1、 receive password
- 2、 deleted password
- 3、 authorized as a company admin
- 4、 reset the key
- 5、 reset the password
- 6、 receive the password
- 7、 dirty room

Notice: Depending on the permissions, there will be differences in the push of the message.



Me

1、Admins Function

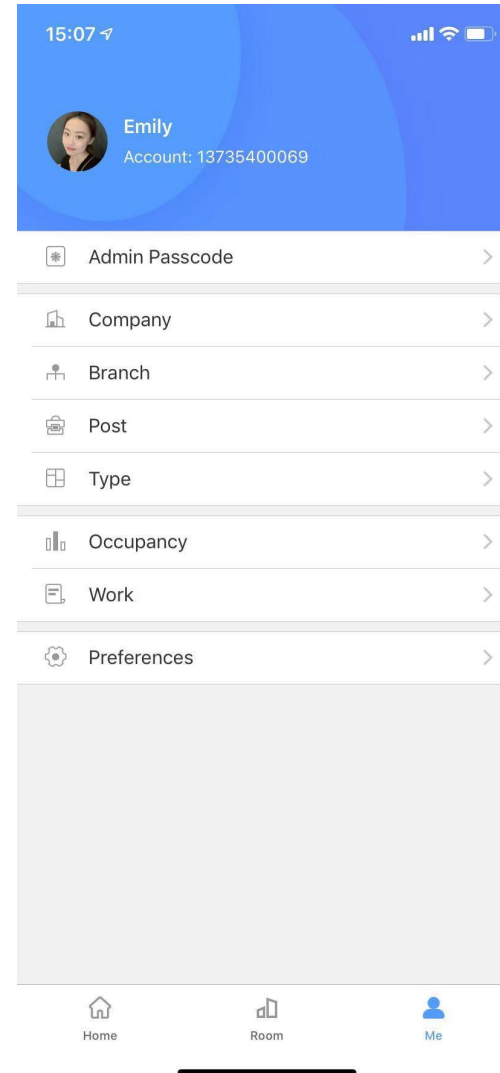
The personal center has two forms depending on the user's position difference

Admin page: unlock via phone、admin password;

company management: company、branch、post、type;

business management: business management、vacancy rate、online rental、today、preferences

Staff page: unlock via phone、my password、log、preferences.

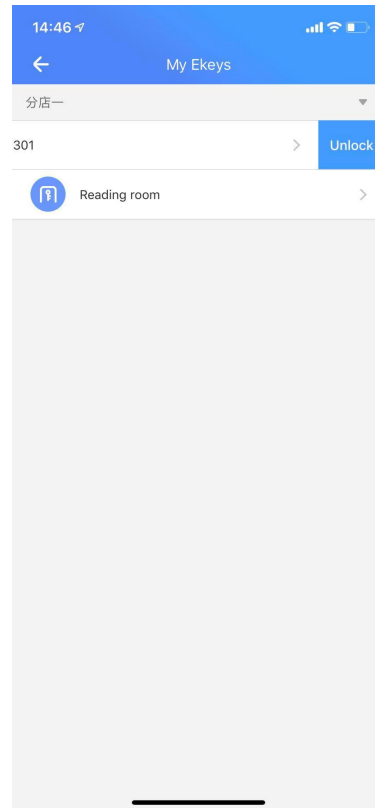


1.1 My Keys & Admin passcode

My Keys:

Press on room and then press “unlock” to open the door.

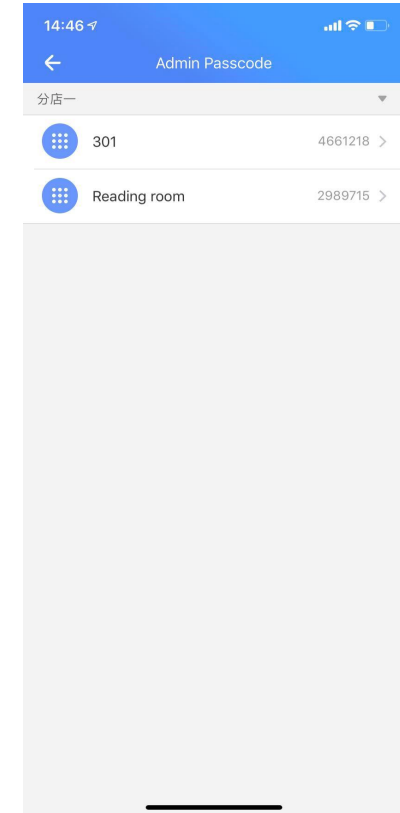
The second generation lock needs to be unlocked by touching the key panel.



Admin passcode:

The passcode is classified according to the branch.

Enter the passcode on the lock, and press the # key to open the door.



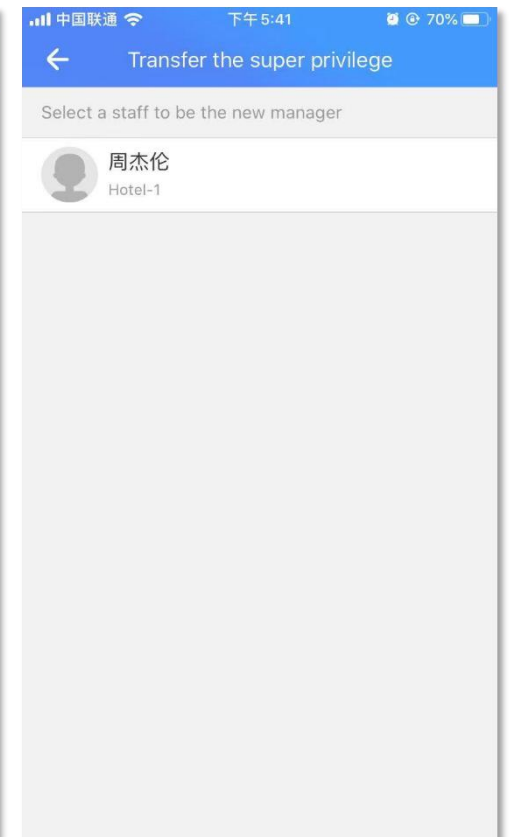
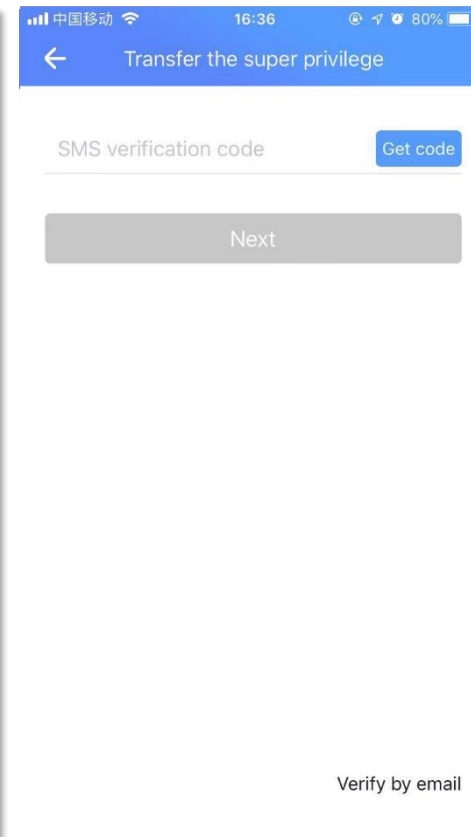
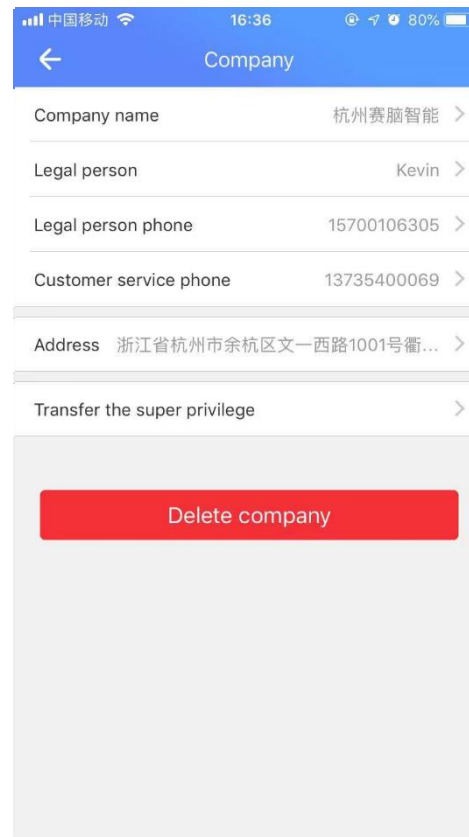
1.2 Company

1.2.1 Company

This module includes company name, legal person, legal person phone, customer service phone and address. All the information can be modified.

Transfer the super privilege to your staff:

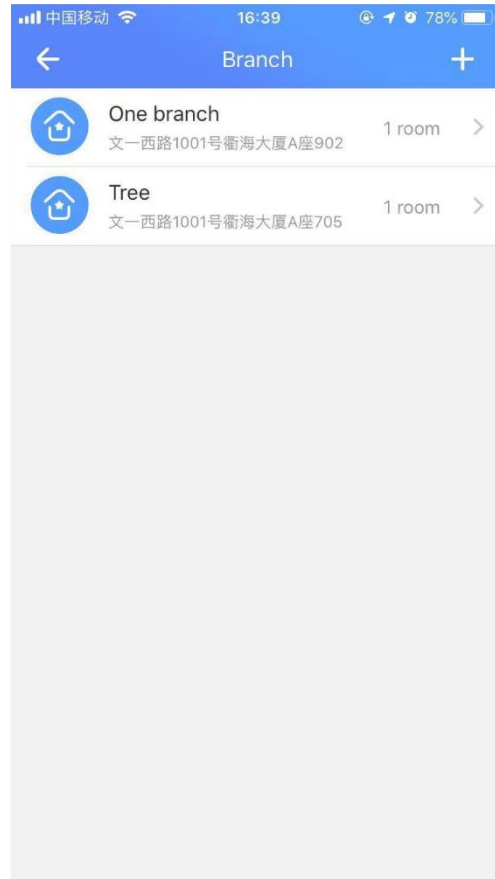
- Press "Transfer the super privilege"
- Press "Get code"
- Enter the code and press "Next"
- Select a staff
- Transfer successfully



1.2.2 Branch

- Press “Branch”
- Press “+” on the top right corner to set new branch

User can select a branch to change the name, contact number and address.

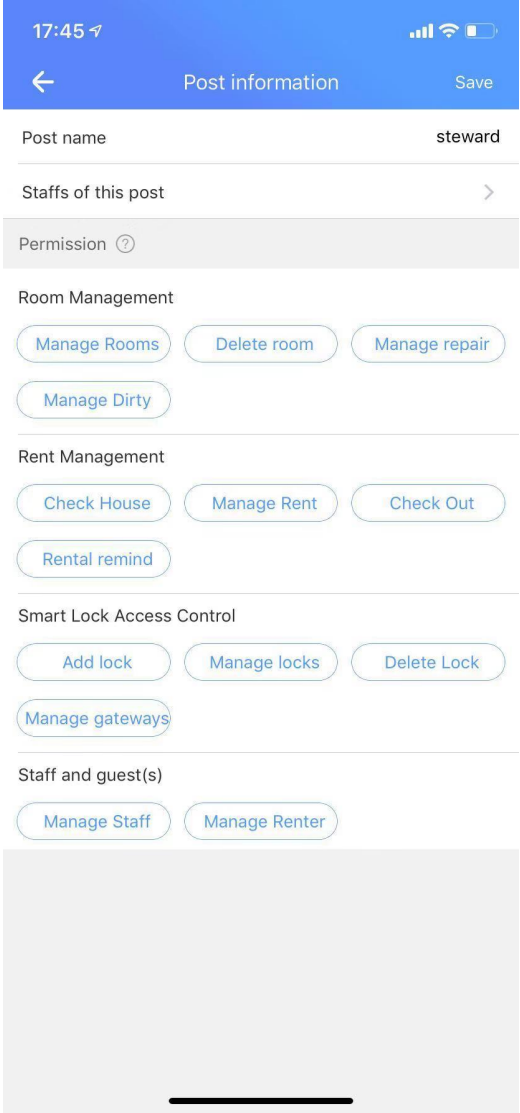
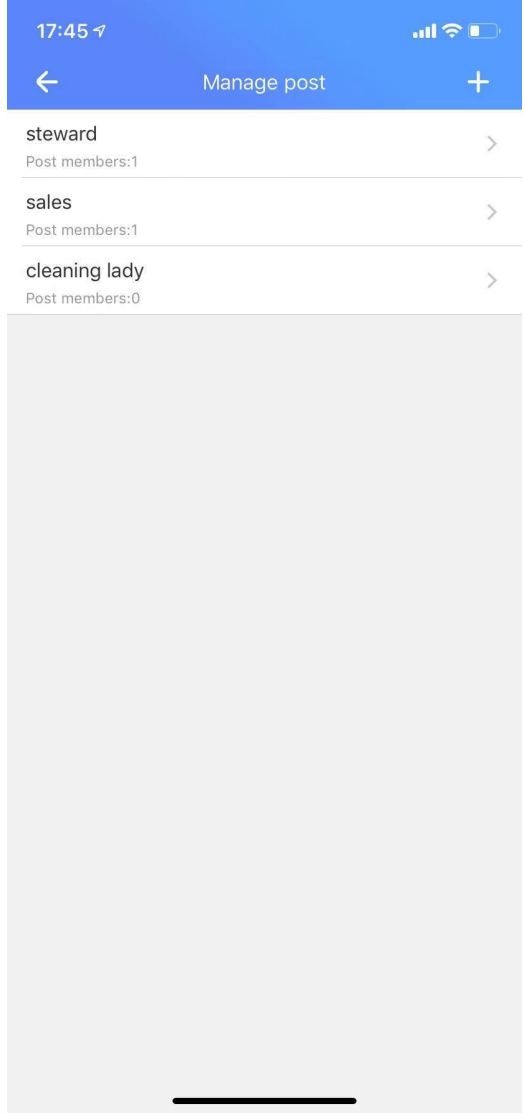


1.2.3 Post

This module shows the name and number of post. Slide left or long press to delete a post.

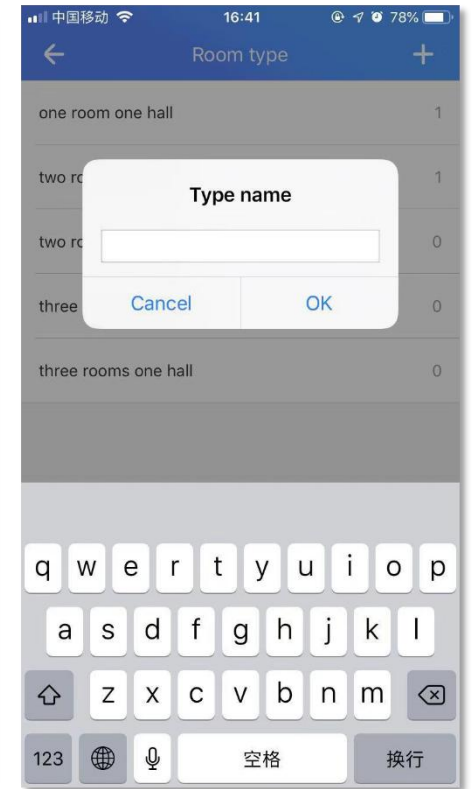
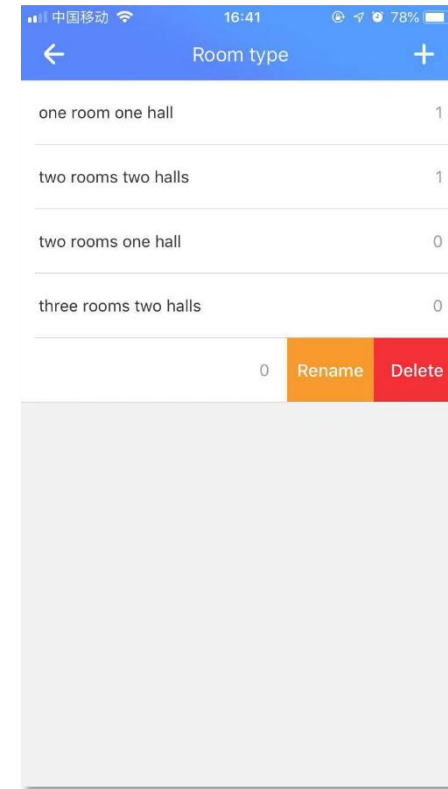
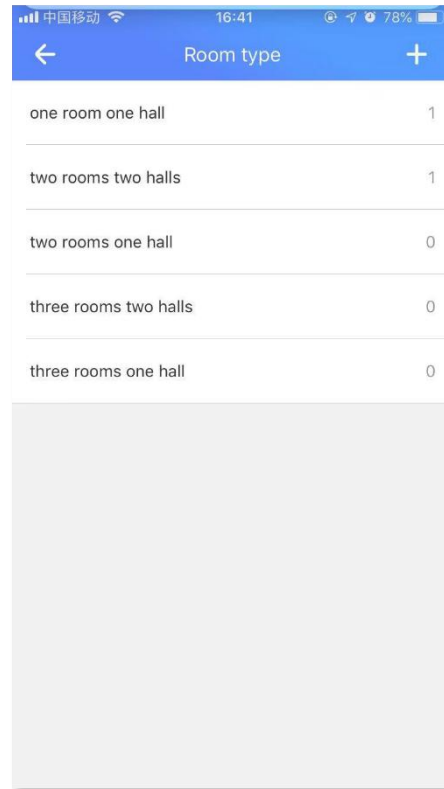
- Press “+” on the upper right corner
- Enter a name and select the permission (press “?” to learn the property)

Click on a post to enter the post information page. User can change the post name, view the post employee, and modify the post permissions.



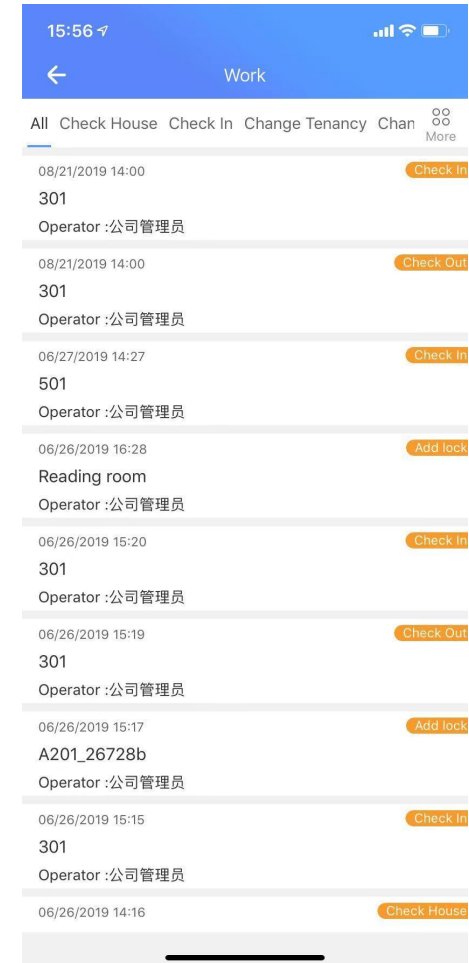
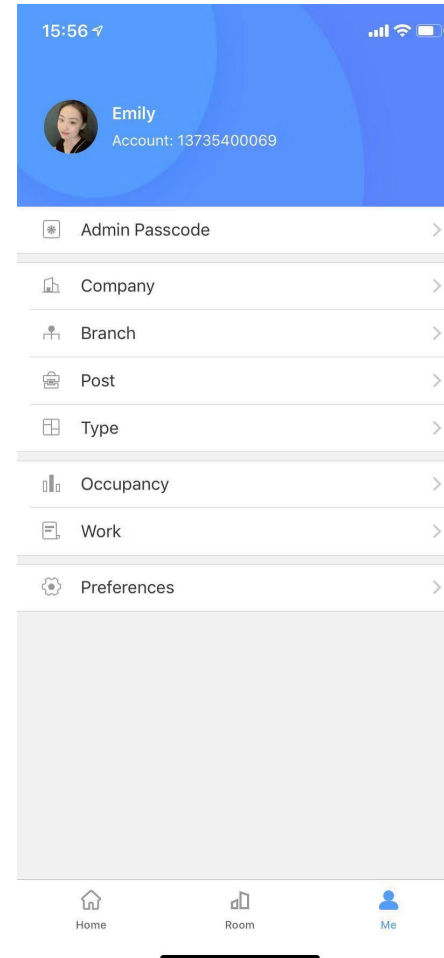
1.2.4 Type

- Press “+” on upper right corner.
- Enter the type name and press “OK” to add new type.

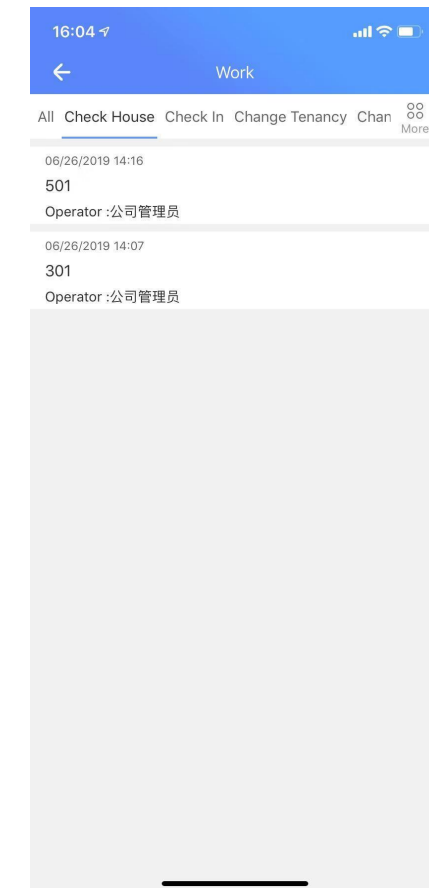
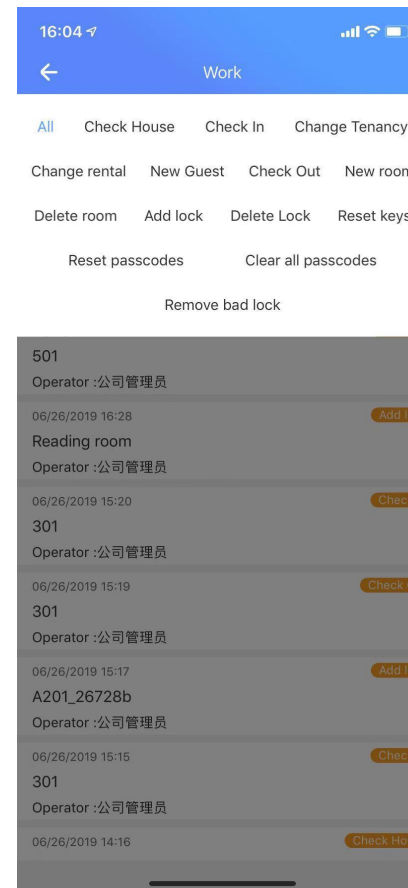


1.3 Work

Modules included: check house, check in, change tenancy, change rental, new guest, check out, new room, delete room, add lock, delete lock, reset keys, reset passcodes, clear all passcodes, remove bad lock.



Log details Under this interface, click the More button on the right to expand all log types that can be viewed. You can filter the operation records by clicking the target operation type.

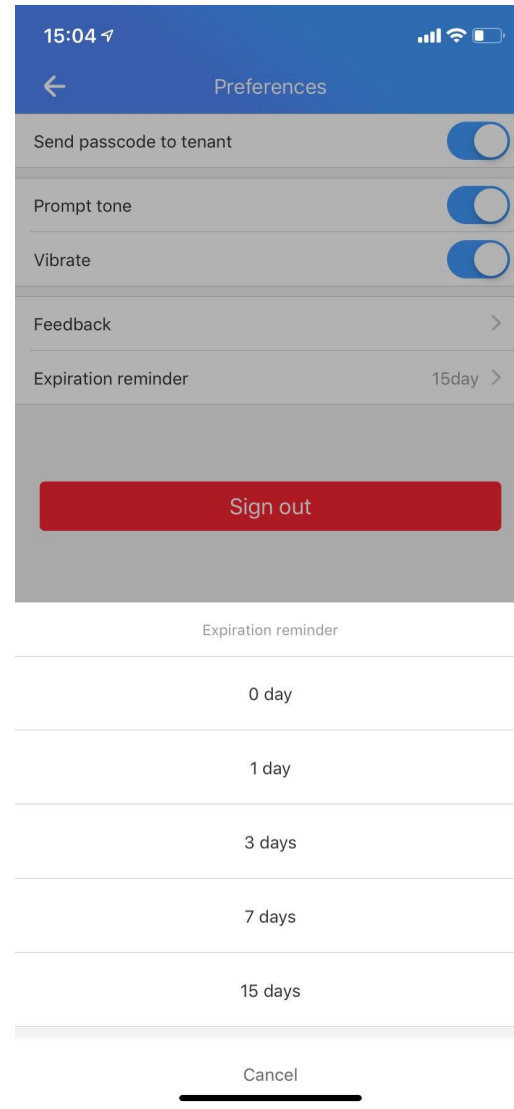
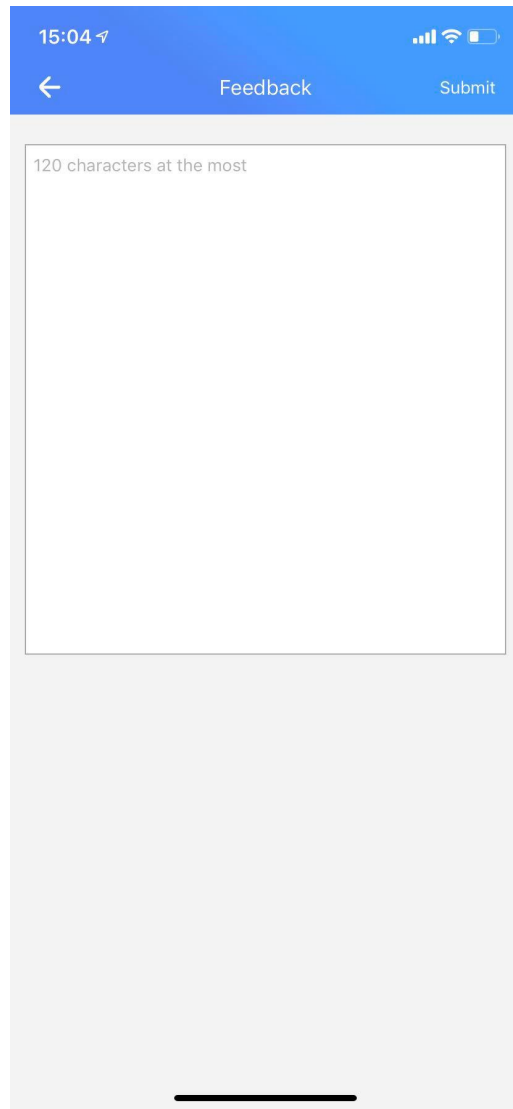
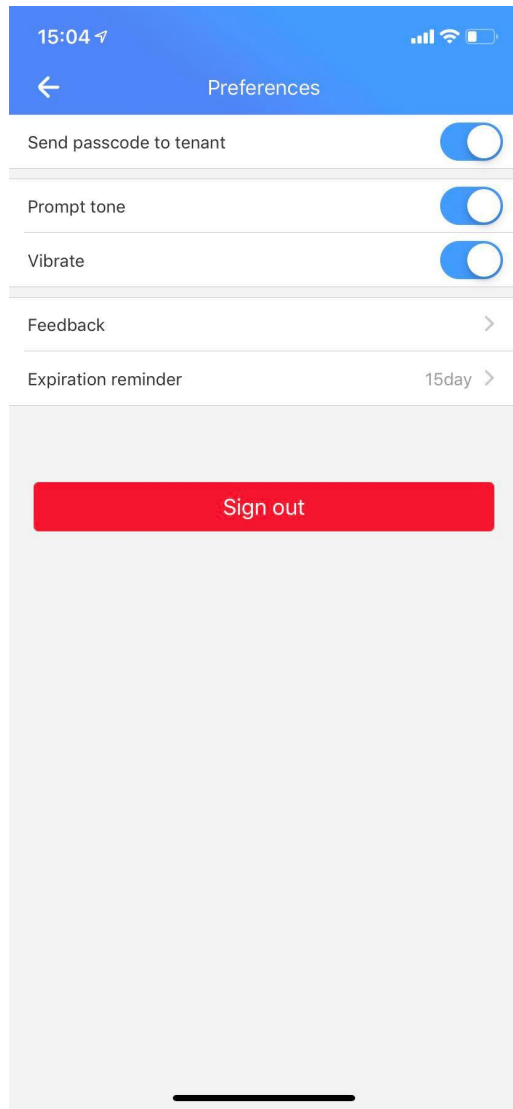


1.4 Preferences

Click Preferences to go to the settings screen. Here you can set to allow the tenant to send a password, unlock the tone, vibration, information feedback, expiration reminder, about us and logout. Allow the tenant to send a password, unlock the tone, and the vibration is enabled by default. After you turn off the password that is allowed to be sent to the tenant, you will not be able to send the password to the tenant. Click on the information feedback to enter the information feedback interface. The use of the APP or the opinions of the company can be submitted here. The good room will promptly reply and adopt the comments and feedback received.

The expiration reminder tells the administrator in the form of a text message when the tenant is about to expire. You can choose a 0, 1, 3, 7, or 15 day reminder for expiration;

Click on the basic information about our entry to the good housekeeper, including the APP version number, business phone number, email address, and address.



2、 Staff function

The employee personal center interface only has three modules: mobile phone opening, my password and setting. The key and password in the phone opening and my password are sent to the employee by the administrator.

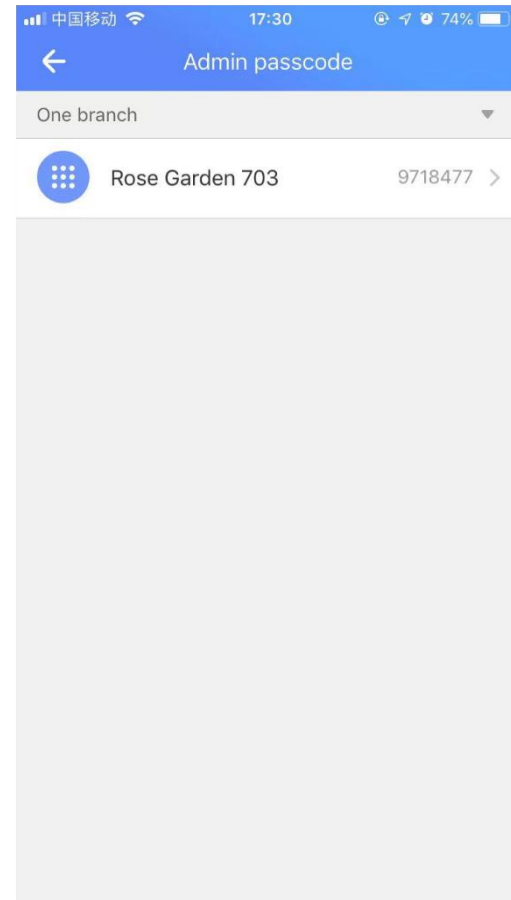
2.1 Unlock by phone

It contains all the keys sent by the administrator. The key is sorted according to the branch. Click the key that needs to open the door, the door open button will appear. The second generation lock needs to be unlocked by touching the key panel.

Notice: When the room has a tenant, the user will be reminded that the door cannot be opened. If the door is opened, the platform is not responsible.

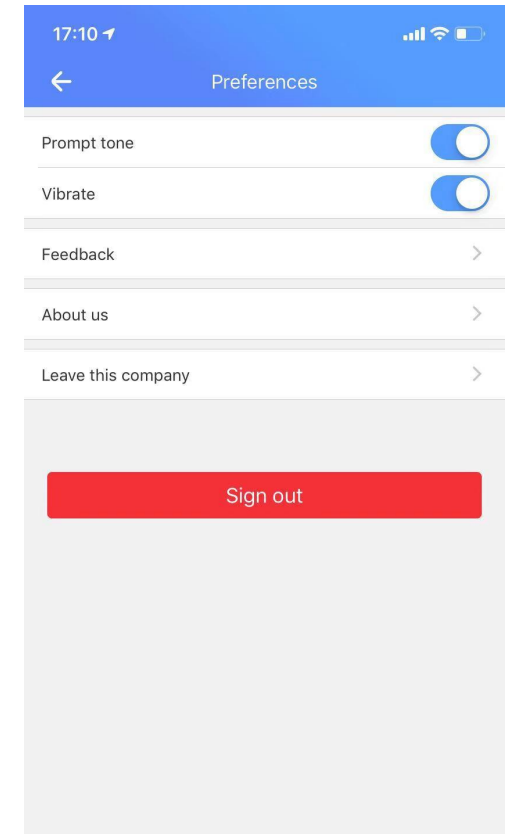
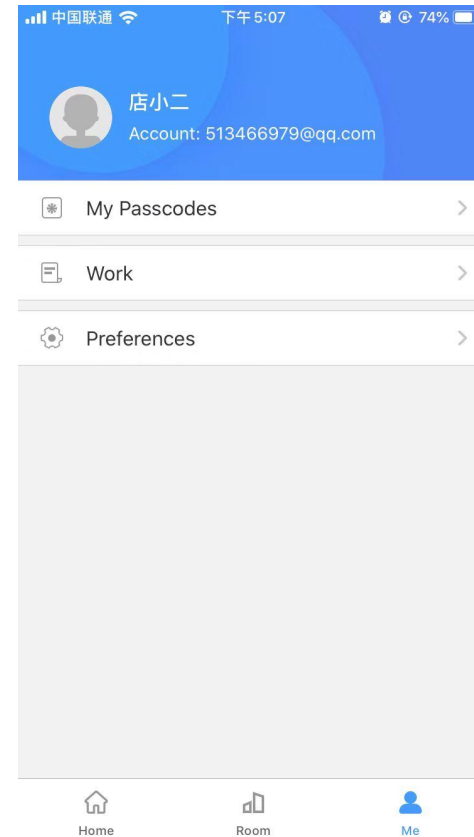
2.2 Admin passcode

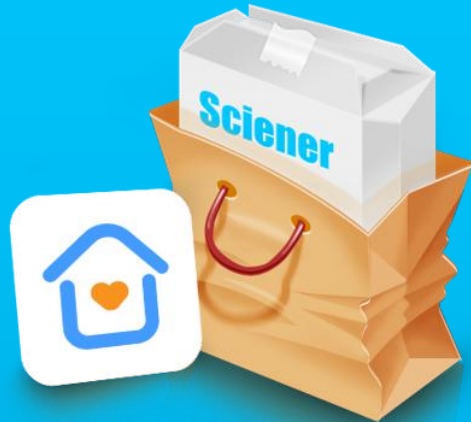
- This module contains the passcode for all door locks sent by the administrator.
- Enter the passcode on the lock, and press “#” key to open the door.



2.3 Preferences

This module contains “Send passcode to tenant” , “Prompt tone” , “Vibrate” , “Feedback” , “Expiration reminder” , “About us” .





THANKS
