🏨 Hotel Mate – Login Tutorial

👋 Welcome to Hotel Mate

When you open **Hotel Mate**, you will be presented with **two sign-in options**:

1. **Email & Password sign-in** (traditional login)
2. **Passwordless QR Code sign-in** (fast & secure with mobile app)

i If you don't yet have an account, click the **Sign up** link under the Sign in button.

Option A — Sign in with Email & Password

1. **Enter Email**
   - Type your registered email (e.g., you@example.com).
2. **Enter Password**
   - Type your account password.
3. **Remember me (optional)**
   - Check this box if you want the system to keep you signed in on this device.
4. **Click Sign in**
   - You will be redirected to the dashboard after successful authentication.

🔑 Forgot Password?

Click **Forgot password?** and follow the reset instructions if you can't remember your credentials.

Option B — Sign in with QR Code (Passwordless)

This is a **one-tap login from your phone** — no password required.

1. **Locate the QR Code**
   - On the right panel, you'll see a QR code.

- o If instead you see **"QR code has expired"**, click **Generate New Code**.
2. **QR Code Validity**
   - o Each QR code is valid for **60 seconds**.
   - o After it expires, click **Generate New Code** to refresh.
3. **Open Hotel Mate App**
   - o Launch the **Hotel Mate mobile app** on your phone (using the same account).
4. **Scan the QR Code**
   - o Use the in-app **QR Scanner** to scan the code on your computer screen.
5. **Instant Sign-In**
   - o You'll be logged in automatically without needing a password.

☐ **Tip:** If time runs out, simply press **Generate New Code** to refresh the QR.

✅After Sign-In — The Dashboard

Once signed in (via **either method**), you'll be taken to the **Dashboard**, where you can manage your property.

☐ Troubleshooting

- **Wrong Email/Password**
  - o Use **Forgot password?** or recheck caps lock/keyboard layout.
- **QR Code Not Working**
  - o Click **Generate New Code** (expired codes won't work).