

# Important – FOLS ID Reader

## Introduction

The **ID Reader** for the FOLS system will read most types of identification cards that Motel 6 and Studio 6 accepts. This valuable process **saves on average 1-3 minutes** off of guest check-in, increasing our opportunity to ensure Guest Excellence.

## Basic Information

The ID Reader can scan both 2d barcode, and also magnetic stripes on US issued Identification cards (drivers license, military ID).

**Whenever possible it is best to read the barcode.**

Generally, the following **FOLS fields will be populated** when the ID is scanned:

- First and last name
- Address
- City and State
- ID Number
- Date of Birth

## Instructions

1. **Ask guest** for valid identification (ID) card.
2. **Scan** the guest ID card.



Bar Code or Magnetic  
Stripe must face the ready  
light when scanning

*Registering guest must have a valid ID.*

*Some ID card readers may not populate all information.*

*Your reader has two slots for the two different forms it can scan.*

*The magnetic stripe will scan through the slot that runs through the reader.*

*The barcode will reader on the "toaster" side.*

### 3. Does ID scan all required guest information and populate FOLS?

<b>Yes</b> <b><i>FOLS populated <u>all</u> required information.</i></b>	<b>No</b> <b><i>Only <u>some</u> of the required information populated in FOLS.</i></b>	<b>No</b> <b><i>FOLS did not read the guest ID card at all.</i></b>
Verify all required guest information is populated in FOLS <b>and matches</b> : <ul style="list-style-type: none"><li>▪ First and last name</li><li>▪ Address</li><li>▪ City and State</li><li>▪ ID Number</li><li>▪ Date of Birth</li></ul>	If information is available on the guest ID, but it did not scan... <ul style="list-style-type: none"><li>▪ <b>Input</b> the missing information into FOLS from the ID.</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Input</b> the missing required information into FOLS from the guest ID.</li></ul>

3. Complete **check-in** (payment, room assignment, etc.)
4. **Print** the Reg Card, and have the guest write any missing information on the Reg Card.
5. Complete **missing FOLS items** from Reg Card.

**Note:** For FOLS PCs without ID Reader -- follow the normal check-in procedures.

## Examples

The ID reader will read magnetic stripes and 2d barcodes.

**Note:** It will not read 1d barcodes.

The following are some sample licenses to explain what we can read. States will typically have one or more of the following on the ID:

