# Self Check-in | Exempt Settings

BookingCenter's Self Check-in System gives you three options to exempt a specific booking from the Self Check-in Process. This means that you can exempt the booking from the Self Check-in process completely or exempt the booking from a part of the process ie. esign.

The Self Check-in process is designed to automatically send an email and/or SMS on arrival date to all bookings. The 'Self Check-in' communication the guest receives depends on their Self Check-in and Esign settings. If you want to exempt or exclude the booking from a part (say, just eSign) or all of the communication process (ie, the Guest will NOT receive either an email nor a SMS message to initiate Self Checkin and they won't be able to click the 'check in' function even if they do find the Self Checkin service page) use the **Self Check-in Exempt** setting in the Booking Data Tab.

**"Self Check-in Exempt" Options and Criteria:**

- **Front Desk Bookings and Group Booking 'Rooming List':** Add "Exempt Booking From Self Check-in" and "Exempt Booking From E-Sign" flags on the Booking Data, New Booking, and Group Booking Rooming windows
- **"Self Check-in Exempt"**: This flag allows you to exclude a selected booking from the automated Self Check-in process. The flag is located in the Booking Data Tab of each booking. If set, the Guest will NOT receive either an email nor a SMS message to initiate Self Checkin and they won't be able to click the 'check in' function even if they do find the Self Checkin service page. See Booking Data
- **"eSign Exempt":** This new flag allows you to exclude a selected booking from the required Digital Signature at Self Check-in. The flag is located in the Booking Data Tab of each booking. See Booking Data.
- **"Self Check-in and Esign" :** If you are using the eSign Digital Signature feature as part of the Self check-in process, then you can use these settings to control how it is used. Use the "esign" setting to control how the esign communication process functions with Self Check-in.To change these settings, go to Self Check-in | eSign Required

| Self Check-in |
|---------------|
|               |