

A GUIDE for HOTELS Best Practices in Implementing Self Check-in Solutions

VERSION 1.0





About this Guide.

Best Practices in Implementing Self Check-in Solutions Version 1.0 is a guide developed for the hotel industry, to share best practices and human-centred design guidelines that enhance the end-to-end traveller experience of self check-in processes in hotels.

In 2019, the Singapore Tourism Board (STB) developed an E-Visitor Authentication System (EVA) to address regulatory requirements and automate identity verification and checks on visitor stay validity. EVA's integration with self check-in solutions reduces manual processes and time needed for hotel check-in, by streamlining the guest journey and backend processes.

Given the widespread adoption of self check-in solutions integrated with EVA amongst Singapore hotels, there are opportunities to implement best practices that would enhance the traveller experience, increase utilisation of the solutions, and help hotels maximise the productivity savings from the solution. Drawing from our insights gathered from the experience audits and engagements with different archetypes of hotels, we developed this guide to unpack the end-to-end experience of a traveller's self check-in journey through four key stages, and distilled design principles and tips to improve the experience.

Stages of the Traveller Journey:

- 1. Pre-Register motivate travellers to start self check-in;
- 2. Receive Arrival Instructions assure travellers on their day of arrival;
- 3. Arrive & Activate Key ensure a seamless and delightful arrival and self check-in experience at hotel; and
- 4. Enter Room leave a delightful final impression to make self-check a special experience.

The envisioned journey illustrated in this guide is most applicable to hotels with or exploring mobile app or kiosk self check-in solutions with digital or physical keys. Even though the envisioned journey reflects an individual performing self check-in, the process would also be applicable to individuals sharing a room. As this is only Version 1.0 of the guide, STB will continue to refine the guide to include more scenarios (e.g. families with kids, travellers from different countries) for hotels to take note of when implementing self check-in solutions following further engagements and feedback from the industry.



Meet Sam! >>>

Sam will be attending a business conference in Singapore and has made a hotel booking at Singapura Hotel.



Follow Sam as he goes through our envisioned ideal hotel self check-in journey.



In Sam's journey, we will share design principles and tips for hotels to improve the self check-in experience, based on pain points we observed with hotels.

PRE-REGISTER



He receives a message from Singapura Hotel prompting him to complete pre-registration.



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The message effectively conveys value

in a way that resonates with Sam and encourages him to take action.



Dear Sam,

Thank you for booking your stay at Singapura Hotel.

Complete your pre check-in now to enjoy faster check-in upon arrival in the hotel. You will be able to collect your room key, skip the queue and head straight to your room without having to wait.

You will only need 5-8 minutes to complete pre check-in. To speed up the process, make sure you have your passport ready with you.

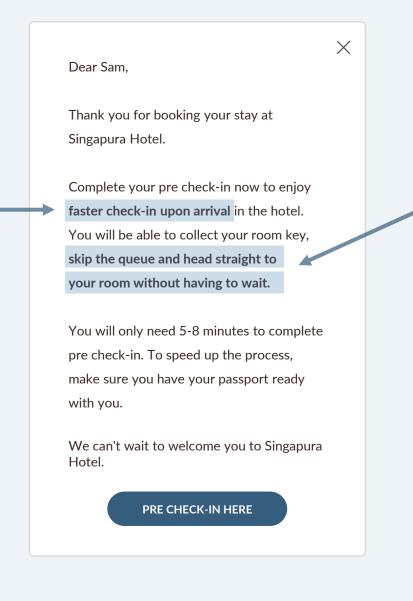
We can't wait to welcome you to Singapura Hotel.

PRE CHECK-IN HERE

Keep it meaningful.

Communicate the benefits of self check-in with tangible terms such as time savings and faster check-in, to inspire action. Ensure messages are bite-sized and mobile-optimised.

- Avoiding vague explanations helps to make the benefits of self check-in tangible so travellers are motivated to act.
- Travellers are on the go help reduce their cognitive load wherever possible.
- Short paragraphs with key information in bold/highlights make it easy for readers to scan.



L DESIGN PRINCIPLE

Use familiar terminology.

Prioritise language that makes the impact of an action clear to the traveller (e.g. instead of "pre-registration", "pre check-in" conveys what the traveller is submitting their data for).

WHY IT WORKS

• Easy-to-understand terminology sets appropriate expectations and helps travellers appreciate the purpose of providing their information in advance.

Dear Sam,
Thank you for booking your stay at Singapura Hotel.
Complete your pre check-in now to enjoy faster check-in upon arrival in the hotel.
You will be able to collect your room key, skip the queue and head straight to your room without having to wait.
You will only need 5-8 minutes to complete pre check-in. To speed up the process,

make sure you have your passport ready with you.

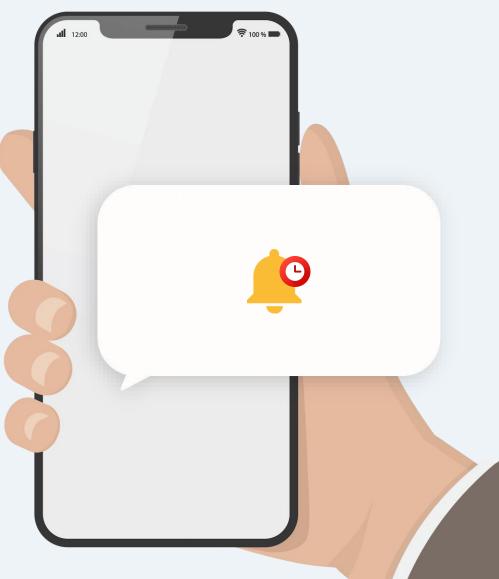
We can't wait to welcome you to Singapura Hotel.

PRE CHECK-IN HERE

Prompt and nudge.

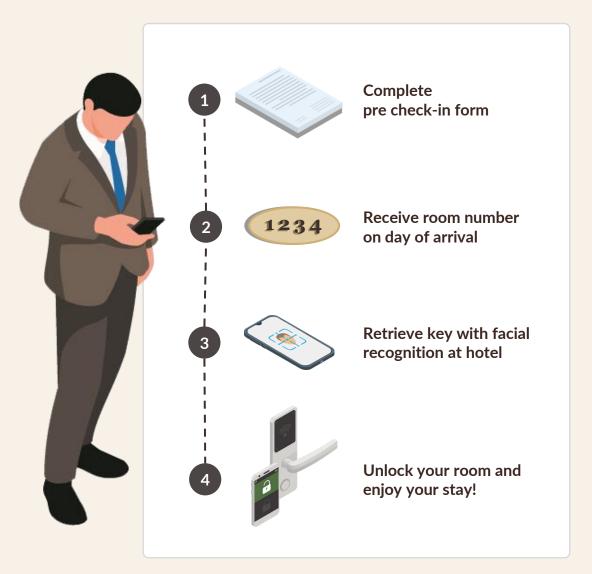
Send timely reminders that encourage travellers to complete pre check-in, using effective communication channels (e.g. email, WhatsApp, WeChat etc).

- Support travellers who may have been busy or interrupted previously.
- Not all travellers may check their emails when travelling, timely reminders can help them through the journey.



Sam continues to scroll down the message...

and sees an infographic that illustrates the simple step-bystep self check-in process.

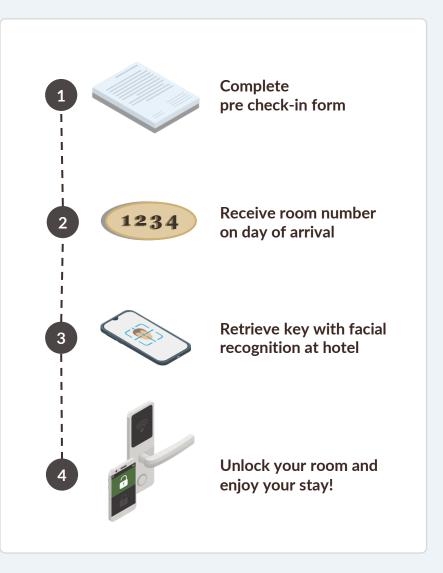


Break process into simple steps.

Give the traveller a simplified summary of the process, so that they can anticipate what will happen next. Keep infographic copy concise, with key information only.

WHY IT WORKS

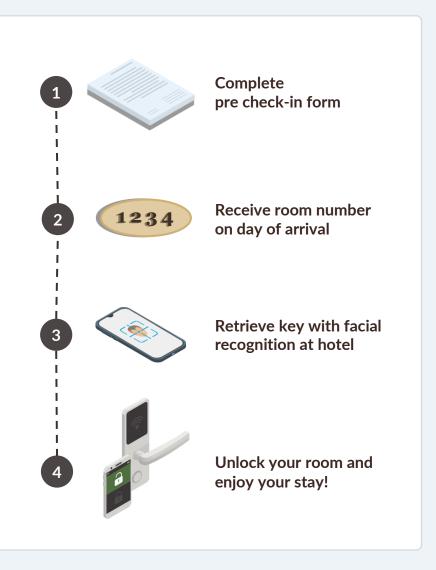
• Visuals and clear copy make it easier for travellers to digest and retain information.



Provide preview of what's next.

Convey the self check-in process in a bite-sized way that feels manageable and achievable to travellers.

- Give travellers confidence that they are well-informed about the next steps in the process.
- Prevent confusion or surprises when they reach the next stage in the journey.
- Numbering helps travellers anticipate their journey, step by step.



PRE-REGISTER



I'd better complete my pre check-in to save time when I reach the hotel.

Sam proceeds to complete his pre check-in form.

Sam anticipates that pre check-in will significantly reduce his waiting time when at the hotel.

Accept Provide housekeeping servic	S Estimated time to complete: 5-8 mins		
⊖ Decline	Pre Check-in Form		
Do not provide housekeepin	Hi Sam! Let's get you checked in for you stay.		
	To pre check-in, you will need:		
Special Requests	Passport details		
Please let us know if you ł	Payment method (credit/ debit card)		
e.g. extra pillows / extra	Reservation Number: ABC12345678 Deluxe Room (1 Guest)		
Payment	Check-in Fri, 1 Mar at 15:00 Checkout		
Credit/Debit Card	Sun, 3 Mar a		
🔿 Alipay	Arrival Time		
O WeChat Pay	Check-in at hotel begins at 3:00PM.		
	Digital Key		
SAVE AS DRAFT			

Offer thoughtful guidance.

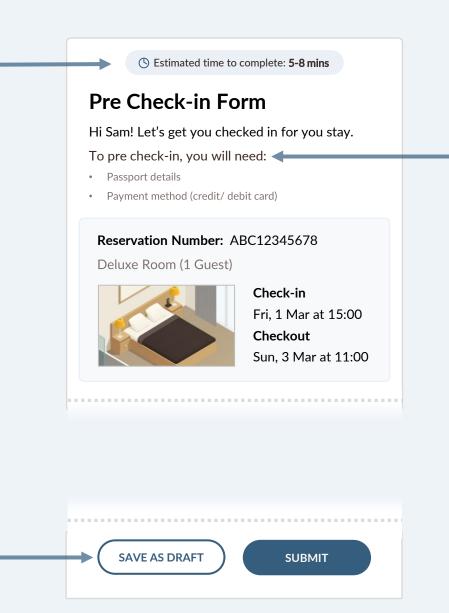
Include estimated form completion time, pre-empt documents travellers will need on hand and provide pre-filled form fields wherever possible.

WHY IT WORKS

- Realistic time estimates help travellers decide to start self check-in.
- Prevent users from dropping off due to lack of documents/payment methods on hand.
- Pre-filled form fields help travellers avoid filling in the same information repeatedly.

OTHER IDEAS

What if travellers could save form drafts, come back to continue it later, and set a reminder to complete their pre-registration on time?



Make it special.

Offer travellers the option to add in special requests to enhance their overall stay/experience.

- Encourage travellers to make special requests ahead of arrival instead of doing so at hotel premises.
- Give hotels lead time to respond to special requests.
- Opportunity to delight the traveller, and enhance their experience of self check-in.

Provide housekeeping servic	ces everyday during my stay
O Decline Do not provide housekeepir	a convicos during my stav
Do not provide nousekeepin	ig services during my stay.
Special Requests	
Please let us know if you l	have specific requests
e.g. extra pillows / extra	toiletries
	tonethes
Payment	
Credit/Debit Card	
	VISA () ब्लाहर
Credit/Debit CardAlipay	

The option to pre check-in resonates with Sam's priorities to save time and be efficient.

Sam submits his pre check-in form and proceeds with his day with peace of mind.



Х

On the day of arrival

Sam receives a message from Singapura Hotel to welcome him and inform him that the room is being prepared and what to expect next. Dear Sam,

Greetings from Singapura Hotel! We are excited to welcome you today.

Your room is currently being prepared with care. We will notify you as soon as it's ready. Once your room number is assigned, simply open the hotel app to scan your face to unlock your digital key and head straight to your room.

Looking forward to hosting you soon! Directions 1 Merlion Road Singapore 123456 CET DIRECTIONS – Contact Details +65-1234-5678

Provide timely assurance.

On the day of arrival, let travellers know that the hotel is ready to welcome them and include thoughtful touches throughout.

WHY IT WORKS

- Provide travellers with the assurance that everything is ready, for peace of mind.
- Including thoughtful touches makes travellers feel prioritised and important.

OTHER IDEAS

What if hotels can provide travellers with their room numbers in advance when the room is ready before they arrive on-premise?

Х Dear Sam. Greetings from Singapura Hotel! We are excited to welcome you today. Your room is currently being prepared with **care.** We will notify you as soon as it's ready. Once your room number is assigned, simply open the hotel app to scan your face to unlock your digital key and head straight to your room. Looking forward to hosting you soon! Directions 1 Merlion Road Singapore 123456 GET DIRECTIONS -

Contact Details +65-1234-5678



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CESIGN PRINCIPLE

Anticipate next steps.

Equip travellers with what they need for a smooth arrival at the hotel. Recap self check-in process with clear and easy next steps, and essential information.

WHY IT WORKS

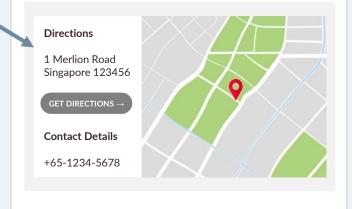
- Highlight/recap essential information to travellers on their day of arrival as this is when they need it the most.
- Provide contact information and directions to the hotel property to ensure seamless navigation and minimise confusion or delays.
- Pre-empt travellers so they can confidently follow-through without uncertainty and without hotel staff's assistance.

Dear Sam,

Greetings from Singapura Hotel! We are excited to welcome you today.

Your room is currently being prepared with care. We will notify you as soon as it's ready. Once your room number is assigned, simply open the hotel app to scan your face to unlock your digital key and head straight to your room.

Looking forward to hosting you soon!



When the room is ready...

Sam receives a notification from the hotel, **informing him of his room number***, accompanied by clear visuals summarising the next steps to complete self check-in onsite.

* We understand that not all hotels will be able/ready to provide room numbers to travellers until they are on-site for greater room allocation flexibility. This step has been included as part of our ideal scenario and hotels may choose not to adopt this step. **MOBILE** SELF CHECK-IN for DIGITAL KEY

> Your room is ready. Your room number is: 1234

> Here's what you need to do <u>when at hotel</u> <u>premises</u>:

- 1. Launch hotel web/app
- 2. Connect to hotel's Wi-Fi or enable geolocation on mobile
- 3. Scan your face to unlock your digital key
- 4. Head straight to your room

OPEN HOTEL APP

Enjoy your stay at Singapura Hotel!

Tips for Facial Recognition



Remove glasses/Maintain an arm'sMaintain a neutralmask/ cap and looklength from theexpression.directly into camera.camera

KIOSK SELF CHECK-IN for PHYSICAL KEY

Your room is ready. Your room number is:

1234

Here's what you need to do <u>when at hotel</u> premises:



- Head to the Express Check-In kiosks at the hotel lobby, to the left of the front desks.
- Follow on-screen instructions to scan your face and activate physical key.

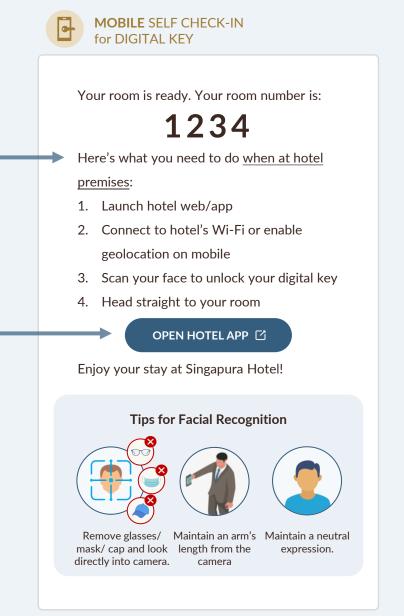
3. Head straight to your room.



Empower to self-serve.

Reiterate key information that travellers need to take note of when they arrive at the hotel, so they are not caught by surprise later.

- Clear instructions help travellers feel confident and empowered, reducing any anxiety or uncertainty they may have about the self check-in process.
- Visuals help support quick comprehension of how to perform self check-in.



Visuals for clarity.

A picture speaks a thousand words, especially when on the go. Use visuals to pre-empt travellers on key things to look out for upon arrival, such as the location of the kiosks and other common self check-in queries.

WHY IT WORKS

- Anticipate key needs and concerns, so travellers can reference instructions for support.
- Visuals and concise instructions help travellers to retain information better.

KIOSK SELF CHECK-IN for PHYSICAL KEY

Your room is ready. Your room number is:

1234

Here's what you need to do when at hotel premises:



1. Head to the Express Check-In kiosks at the hotel lobby. to the left of the front desks.



instructions to scan your face and activate physical key.



Enjoy your stay at Singapura Hotel!

Head straight to your room.





Skip the gueue and head straight to the Express Check-In front desk.

Feeling assured and well-informed about what he should do when at the hotel...

Sam continues with his travel journey.



Now I know what to do when at the hotel!

Sam

Upon arrival at hotel Sam is warmly welcomed by the first hotel staff he interacts with...

and the staff directs Sam to complete self check-in.



Train all staff to guide.

It is crucial for all staff, especially staff who are the first touchpoint with onsite travellers (e.g. bellman), to be equipped with knowledge of self check-in and its next steps. Staff will need to be able to guide travellers to the various self check-in modes (kiosk, mobile app).

- Travellers tend to feel lost upon arrival at hotel, hence the importance for all staff to be trained with SOPs to recall the self check-in instructions.
- Help build confidence for travellers to follow-through on their own without heading straight to the front desk to seek assistance to check-in.



MOBILE SELF CHECK-IN • for DIGITAL KEY

Sam proceeds to launch the hotel app to perform facial recognition and activate his digital key.

There are options for Sam to watch guided step-by-step tutorials if he is stuck.



KIOSK SELF CHECK-IN for PHYSICAL KEY

Sam walks up and checks-in at the kiosk to receive a physical key, since he knows where to locate it.

The kiosk interface is intuitive and easy-to-use, and there are options for Sam to follow illustrated guides and ask for staff assistance if needed.



Clear and intuitive flows.

Ensure seamless and easy-to-use screens with clear call-toaction (CTA) buttons and troubleshooting tips. Remember to also test and validate flows with users.

WHY IT WORKS

- Intuitive flows with clear CTAs help travellers proceed with confidence, and complete self check-in independently.
- Enable travellers to troubleshoot for themselves if they get stuck.

OTHER IDEAS

Can we introduce celebratory animated transitions between sections on mobile/kiosk screens, to enhance the overall user experience and add a delightful touch?

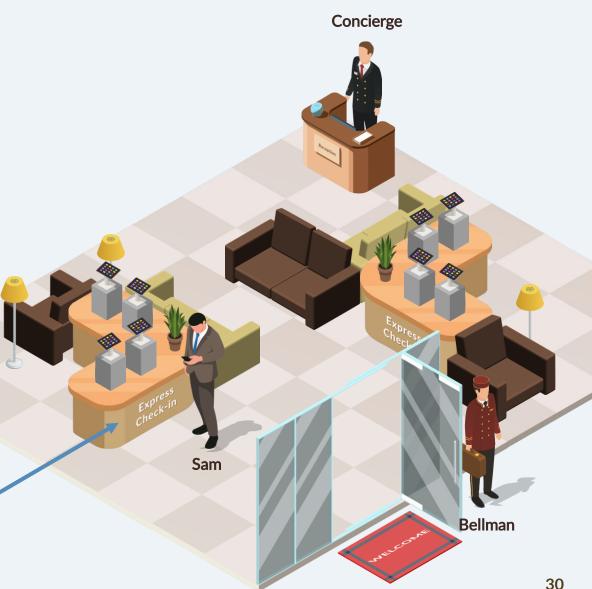




Design environmental cues that invite self check-in.

Ensure that the hotel lobby design is welcoming and inviting for self check-in. For example, place self check-in kiosks in a prominent and highly visible location for travellers to find easily, and provide comfortable seating areas for travellers to perform self check-in on mobile independently.

- Clear environmental cues help travellers spot kiosks immediately upon entering the hotel.
- Provide additional help to travellers to locate kiosks, such as marking out express check-in lanes, and training staff to reinforce message to travellers.







He finds a little welcome surprise from the hotel to thank him for performing self check-in.



Moment of delight.

Provide travellers with a welcome surprise that ends their self check-in on a positive note.

- Travellers tend to remember the end of an experience most strongly.
- A positive final impression helps encourage travellers to use self check-in for their future stays, and to spread the good word of self check-in to their friends and family.



Sam is happy as the self check-in process was easy and helped him save time as he did not have to queue!

How was your experience?



Leave us a comment

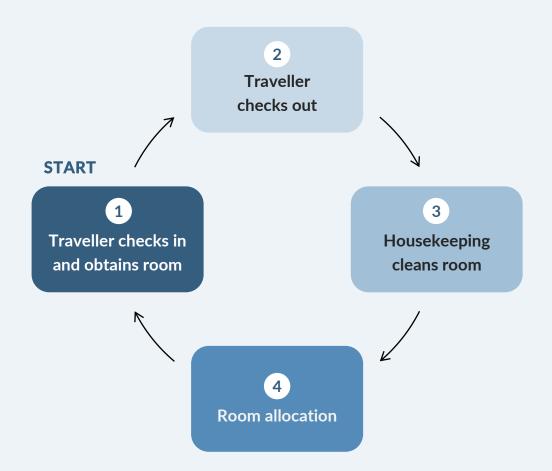
Self check-in was really easy, and I did not have to queue! Would definitely do it again!

Incorporate mindset of systematic design by considering the complete traveller journey.

Ensure closer tech integration in the various systems (e.g. PMS, housekeeping) so that housekeeping and room allocation are activated in line with traveller movements.

WHY IT WORKS

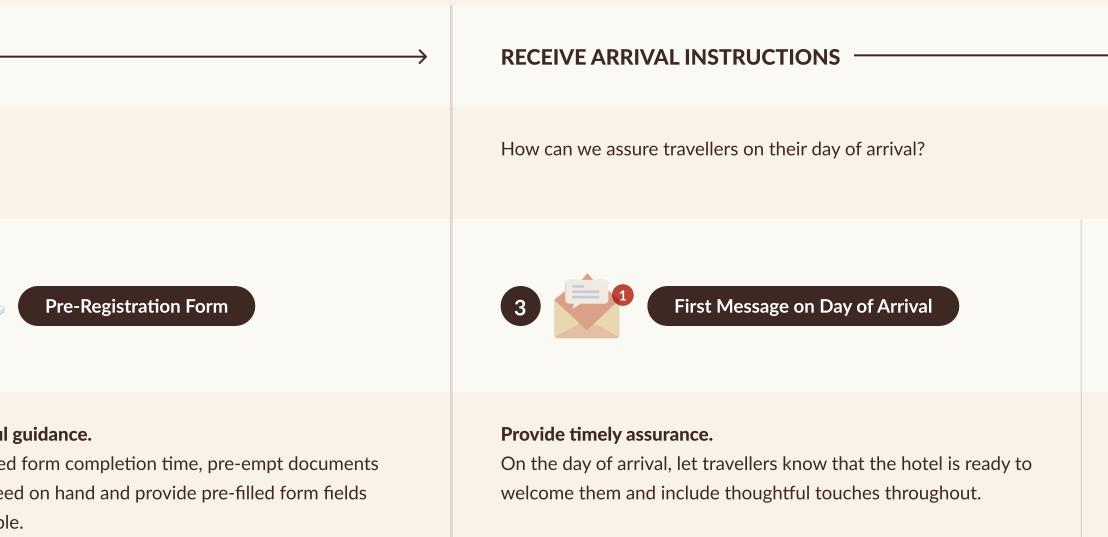
• Optimise productivity through better prioritisation of rooms



A SUMMARISED GUIDE for HOTELS

Best Practices in Implementing Self Check-in Solutions VERSION 1.0

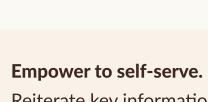
TRAVELLER'S JOURNEY	PRE-REGISTER	
HOW MIGHT WE	How can we motivate travellers to start self check-in ?	
IMPLEMENTATION of BEST PRACTICES	1 Email to Motivate Pre-Registration	2
DESIGN PRINCIPLES	Keep it meaningful. Communicate the benefits of self check-in with tangible terms such as time savings and faster check-in, to inspire action. Ensure messages are bite-sized and mobile-optimised. Use familiar terminology.	Offer thoughtful guid Include estimated for travellers will need on wherever possible. Make it special.
	Prioritise language that makes the impact of an action clear to the traveller (e.g. instead of "pre-registration", "pre check-in" conveys what the traveller is submitting their data for).	Offer travellers the op their overall stay/expe
	Prompt and nudge. Send timely reminders that encourage travellers to complete pre check-in, using effective communication channels (e.g. email, WhatsApp, WeChat etc).	
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option to add in special requests to enhance perience.

Anticipate next steps.

Equip travellers with what they need for a smooth arrival at the hotel. Recap self check-in process with clear and easy next steps, and essential information.



4

later.

Visuals for clarity.



Second Message on Day of Arrival

Reiterate key information that travellers need to take note of when they arrive at the hotel, so they are not caught by surprise

A picture speaks a thousand words, especially when on the go. Use visuals to pre-empt travellers on key things to look out for upon arrival, such as the location of the kiosks and other common self-check-in queries.

ARRIVE & ACTIVATE KEY

How can we ensure a seamless and delightful arrival and self check-in experience at hotel?



Lobby Experience During Arrival

Train all staff to guide.

It is crucial for all staff, especially staff who are the first touchpoint with onsite travellers (e.g. bellman), to be equipped with knowledge of self check-in and its next steps. Staff will need to be able to guide travellers to the various self check-in modes (kiosk, mobile app).

Clear and intuitive flows.

Ensure seamless and easy-to-use screens with clear call-toaction (CTA) buttons and troubleshooting tips. Remember to also test and validate flows with users.

Design environmental cues that invite self check-in.

Ensure that the hotel lobby is welcoming and inviting for self check-in. For example, place self-check-in kiosks in a prominent and highly visible location for travellers to find easily, and provide comfortable seating areas for travellers to perform self check-in on mobile independently.

ENTER ROOM

How can we leave a delightful final impression to make self check-in a special experience?

6



Moment of delight.

Provide travellers with a welcome surprise that ends their self check-in on a positive note.

Incorporate mindset of systematic design by considering the complete traveller journey.

Ensure closer tech integration in the various systems (e.g. PMS, housekeeping) so that housekeeping and room allocation are activated in line with traveller movements.





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