

# Auto Checkin

hotelinking





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# INTRODUCTION

The arrival of a guest to a hotel and the check-in process is one of the most critical aspects of the hotel service since it is the first touchpoint when visiting the property and it gives an idea of the quality of the service.

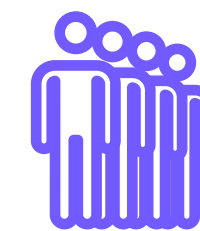
This process can be really tedious and lengthy for the customer since the receptionist must efficiently meet many standards within the shortest time.

# PROBLEMATIC

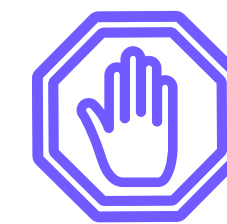
The check-in process at the reception **is often a manual process that is not very digitalised**, hence it generates waiting queues and is uncomfortable for guests. Data gathering, passport validation and document signing tends to be a process slower than desired.



**Kiosks or totems solve part of the problem**, but they still generate queues and do not allow to perform several check-ins simultaneously.



Current precheck-in systems only allow those guests who have booked through the hotel website to check-in online. **Travellers with bookings made through other channels (TTOO, OTAs) cannot check-in online.**



**Meeting the current measures and capacity and distancing protocols is difficult**, sometimes even impossible, with a manual check-in process at the hotel reception.





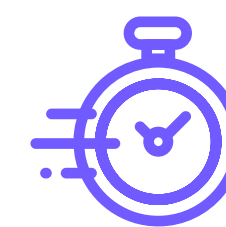
# WHAT IS AUTOCHECKIN



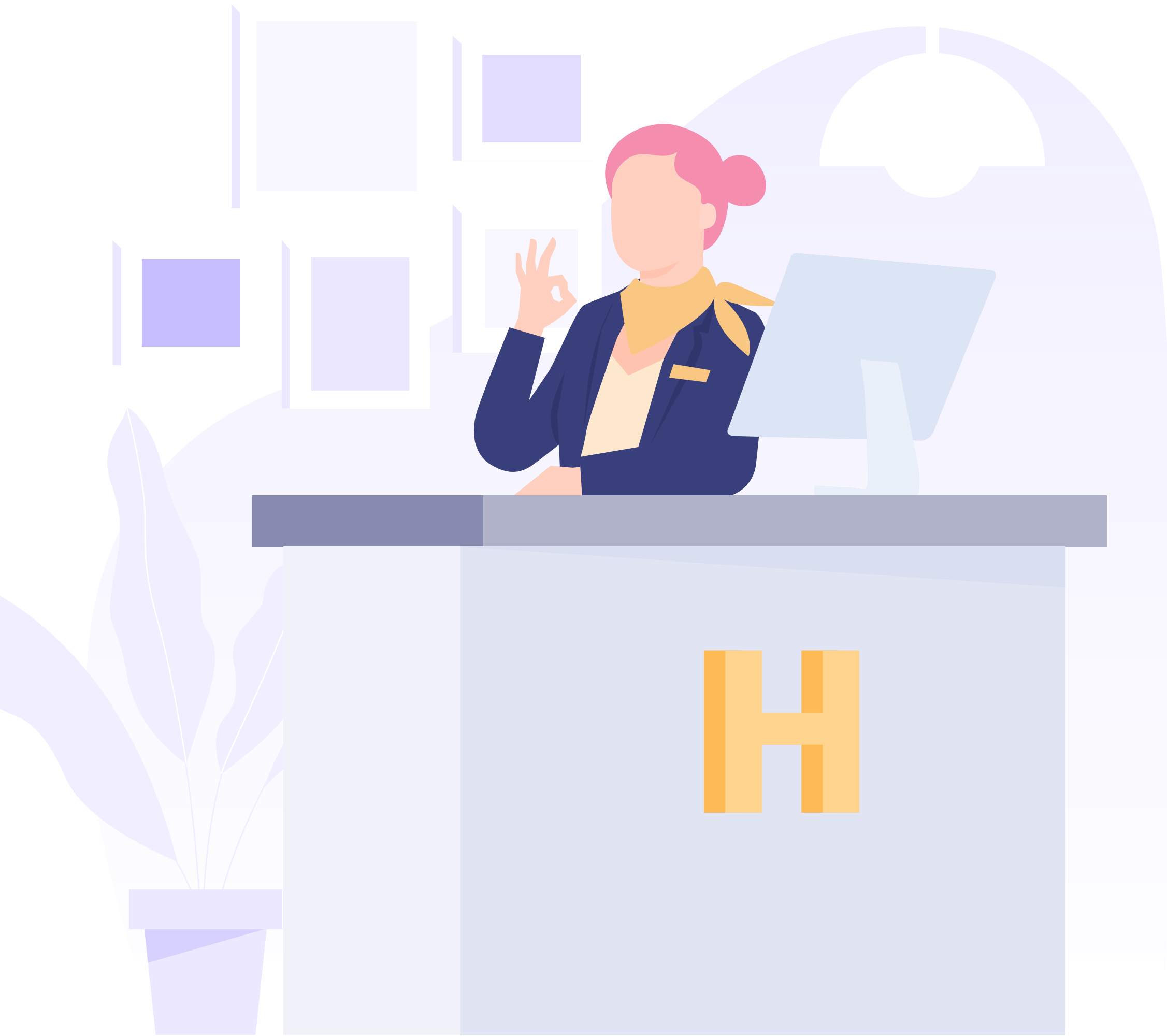
AutoCheckin enables guests to **check-in online, in an automated manner** and without involving a receptionist.



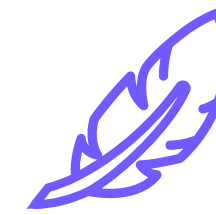
It enables travellers with **bookings from any channel** (direct web, TTOO, OTA) to check-in online from the hotel web before the arrival or upon arrival to the hotel using its WiFi.



Designed to complete check-in processes quickly, it is **the solution to long waits** at the reception and the tool that will improve the daily routine of receptionists.



## BENEFITS



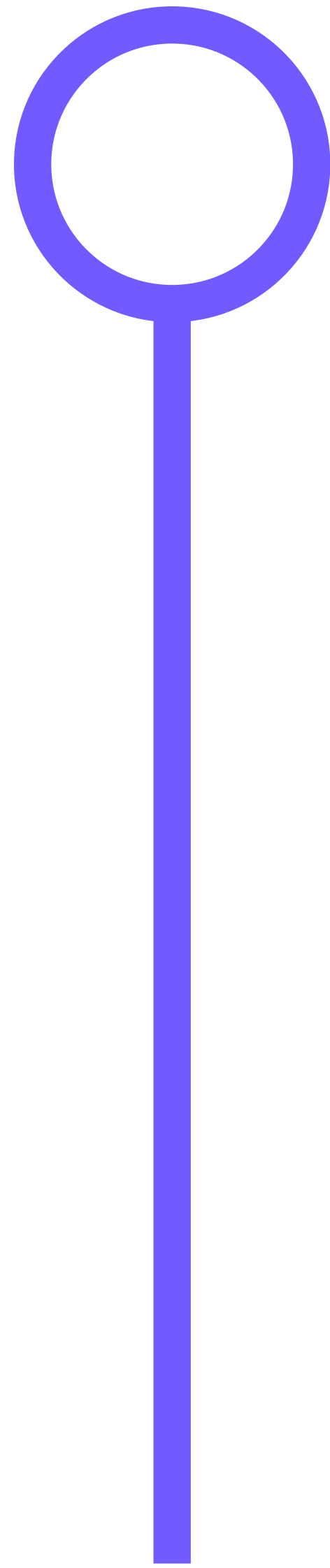
Optimising the check-in process **enables to significantly lighten the workload at the reception**, eliminating tasks that do not add an essential value.



By improving guests' check-in time, **it is easier to offer a proper quality service**, offering a fast check-in with no need to interact with a receptionist.



By digitalising the check-in process, **crowds at the reception are avoided** making it easier to maintain social distancing and protecting the health of employees and guests alike.



# FEATURES

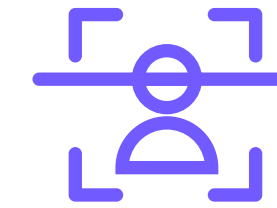
## PHASE ONE



No need to download an app



Pre check-in of bookings made through any channel



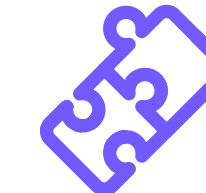
Data gathering by scanning passport/ ID



Easy to fill-in information



Includes digital document signature



Integrated with PMS and meeting GDPR



Send data to PMS in an automated way



Customisable with the hotel brand



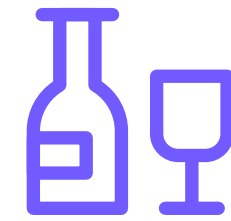
Automated notifications by SMS

# FEATURES

## PRODUCT EVOLUTION – ROADMAP



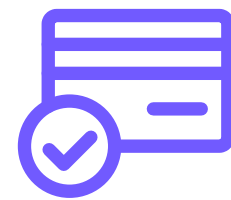
Guest gets to choose the room



Upgrades and crossselling possibilities



Invoice collection and fraud control



Credit card authorisation for consumptions



Digital opening of room door



Automatic folio and check-out



Secure payment system

Complies with European regulations:



PSD2 regulations and reinforced customer authentication (SCA)

Level 1 PCI DSS certification







## 3 CHECK-INS IN 1



If the customer has booked through the hotel website, they will **receive an email with a link to check-in.**



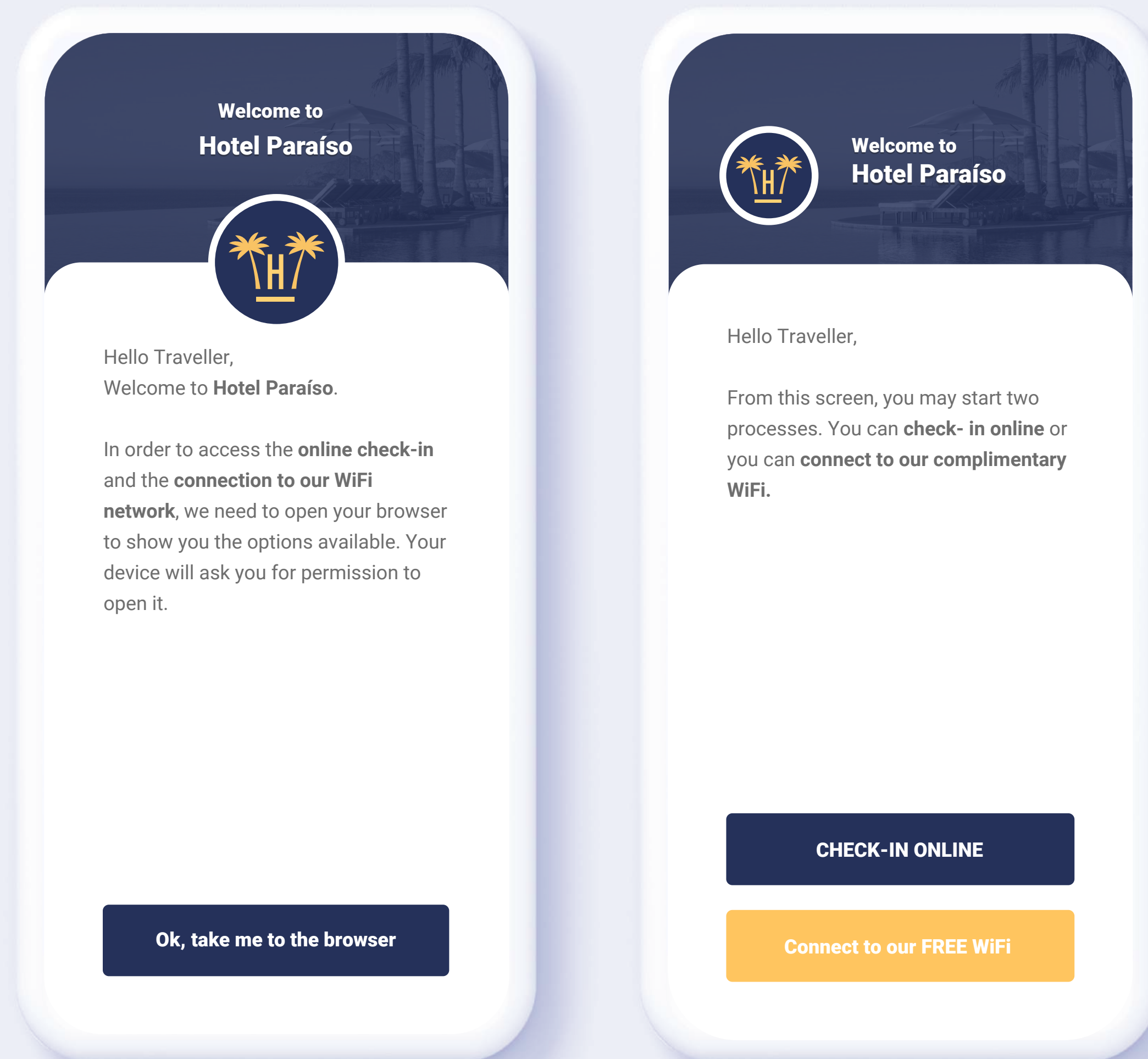
Should they have booked through intermediaries such as OTAs or TTOOs, they will also **be able to check-in before the arrival on the hotel website**, in a section specially set up for this.



If they have not checked in prior to the arrival, they can do so at the property itself. They will **just have to select the WiFi network**, and they will be redirected to a site where they will be able to check-in online, with no need to download an app or connect to the network.

■ OPERATION  
PHASE ONE

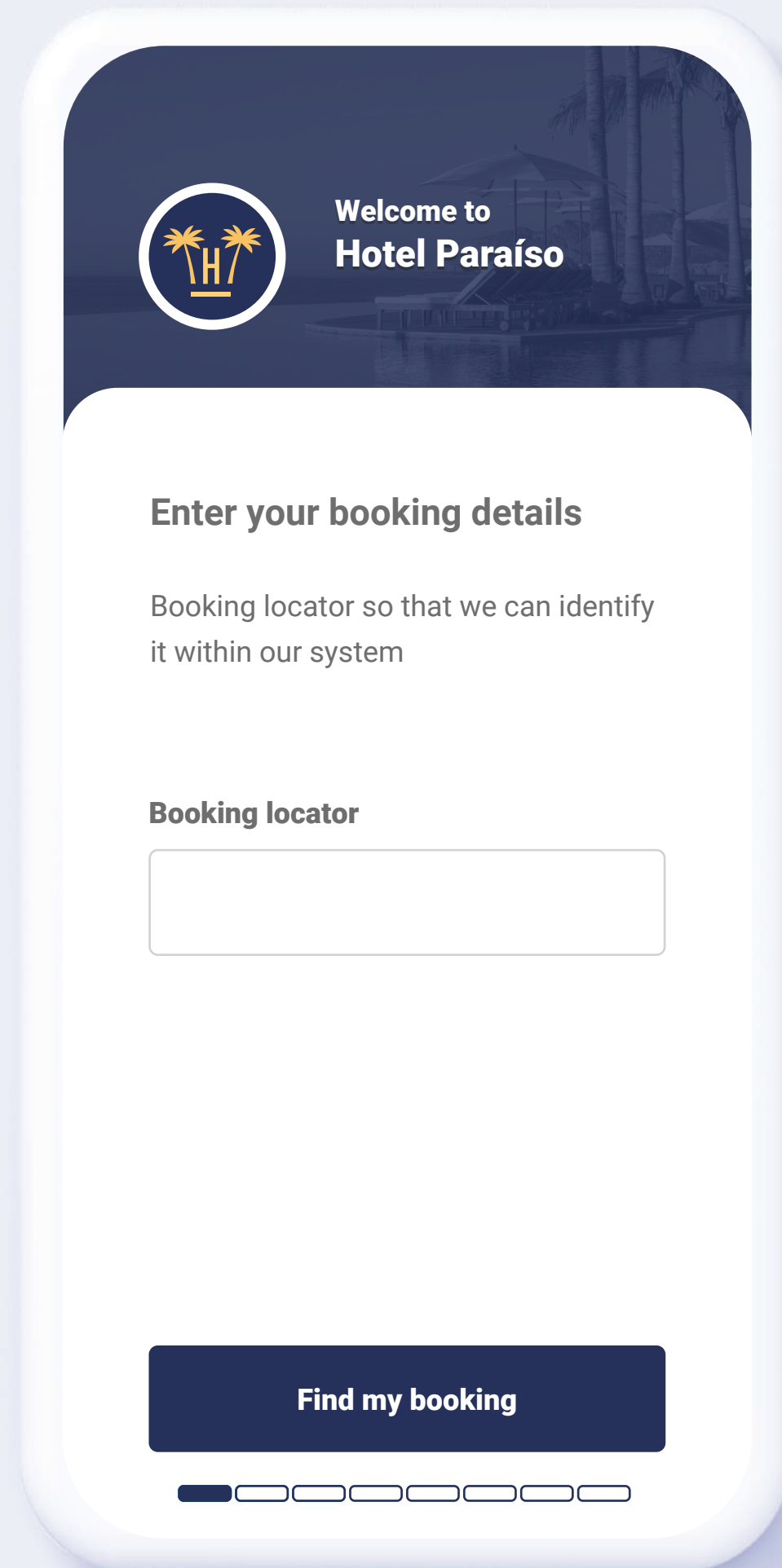




# WELCOME

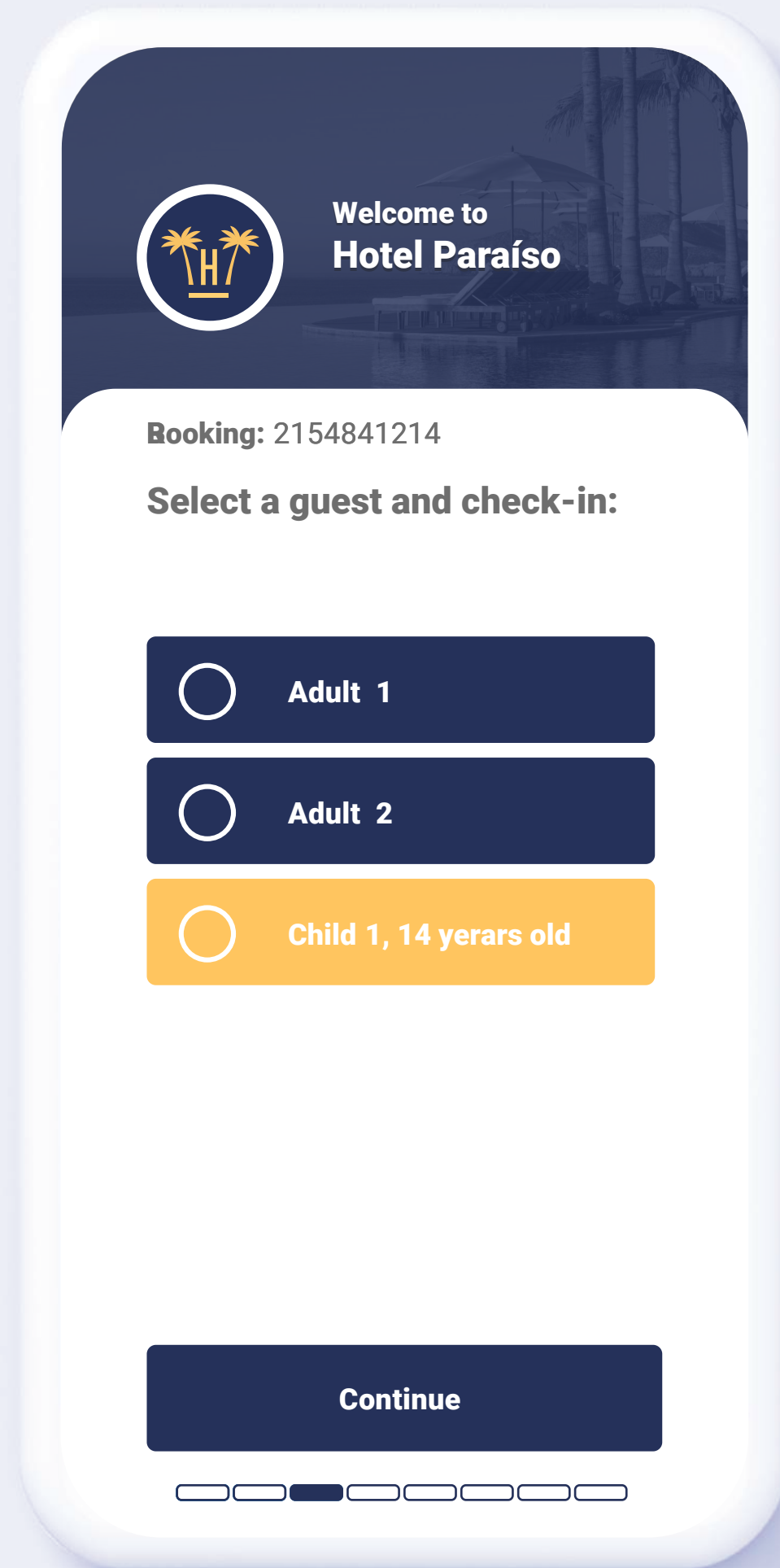
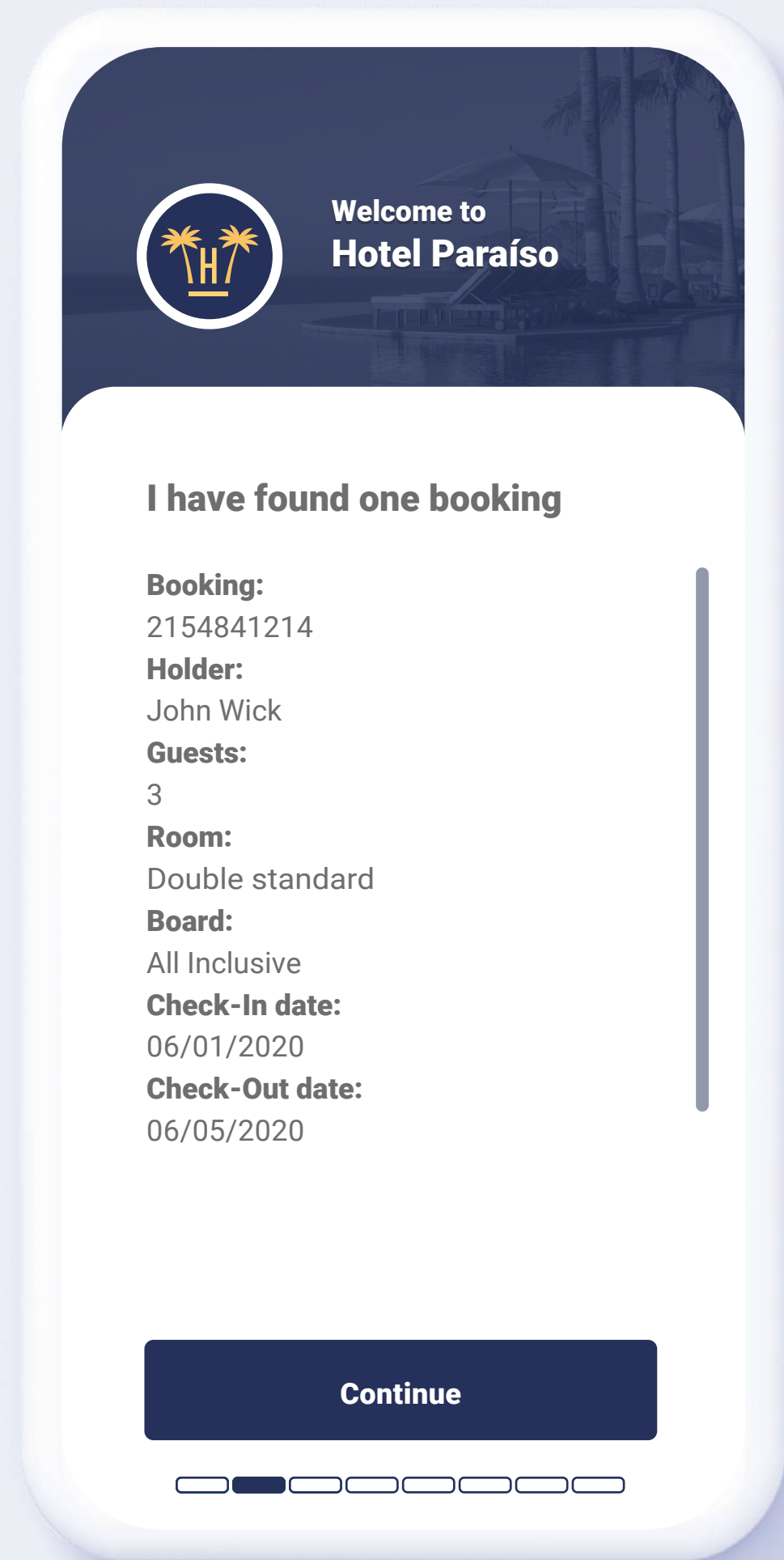
When the guest tries to connect to the hotel WiFi, this screen will appear redirecting the browser so that they can access the check-in online and the network, should they already have a room assigned.

**The guest does not need to connect to the WiFi or download an app.** They just need to select the hotel's WiFi and they will be able to auto check-in.



# BOOKING SEARCH

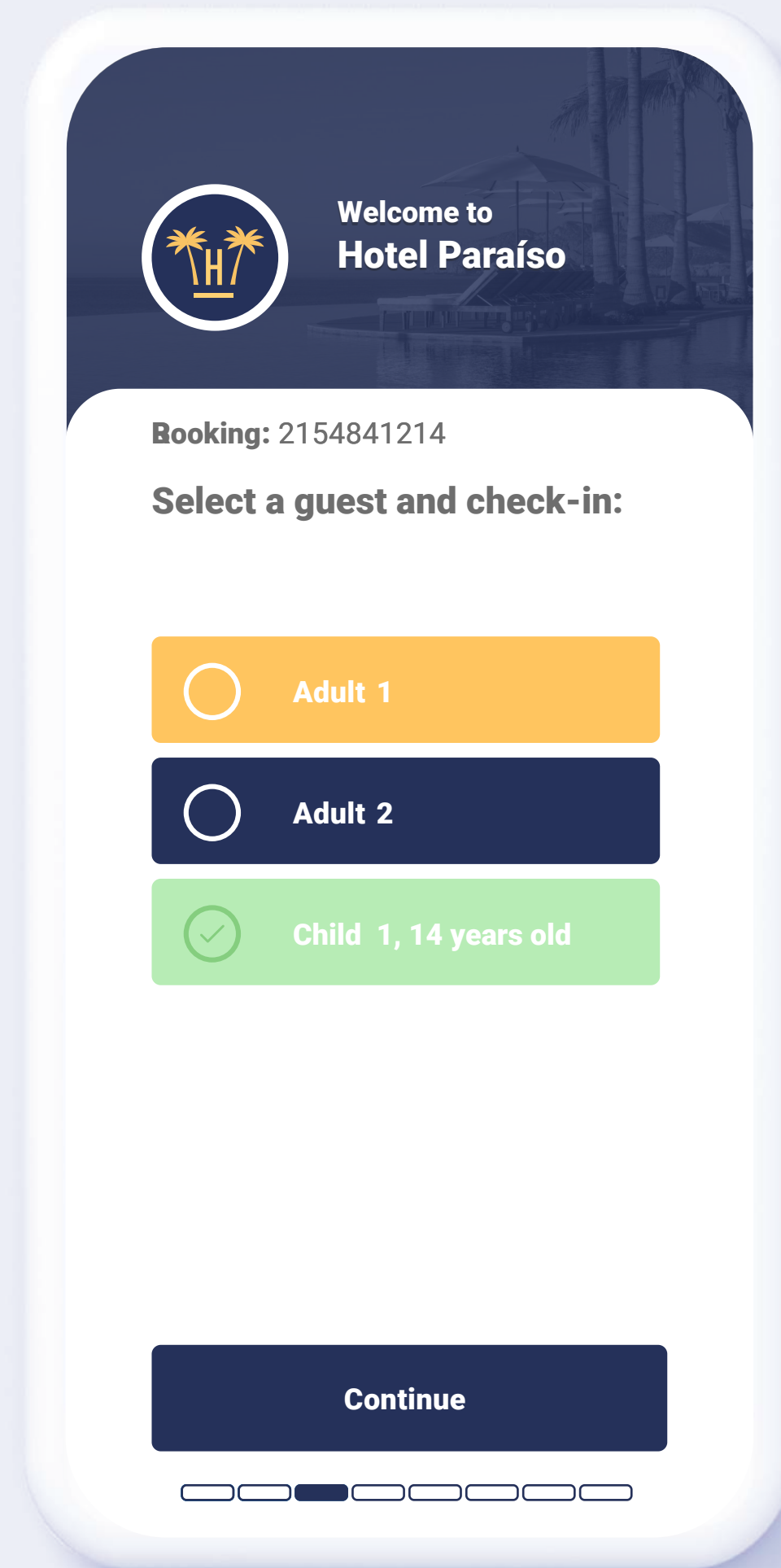
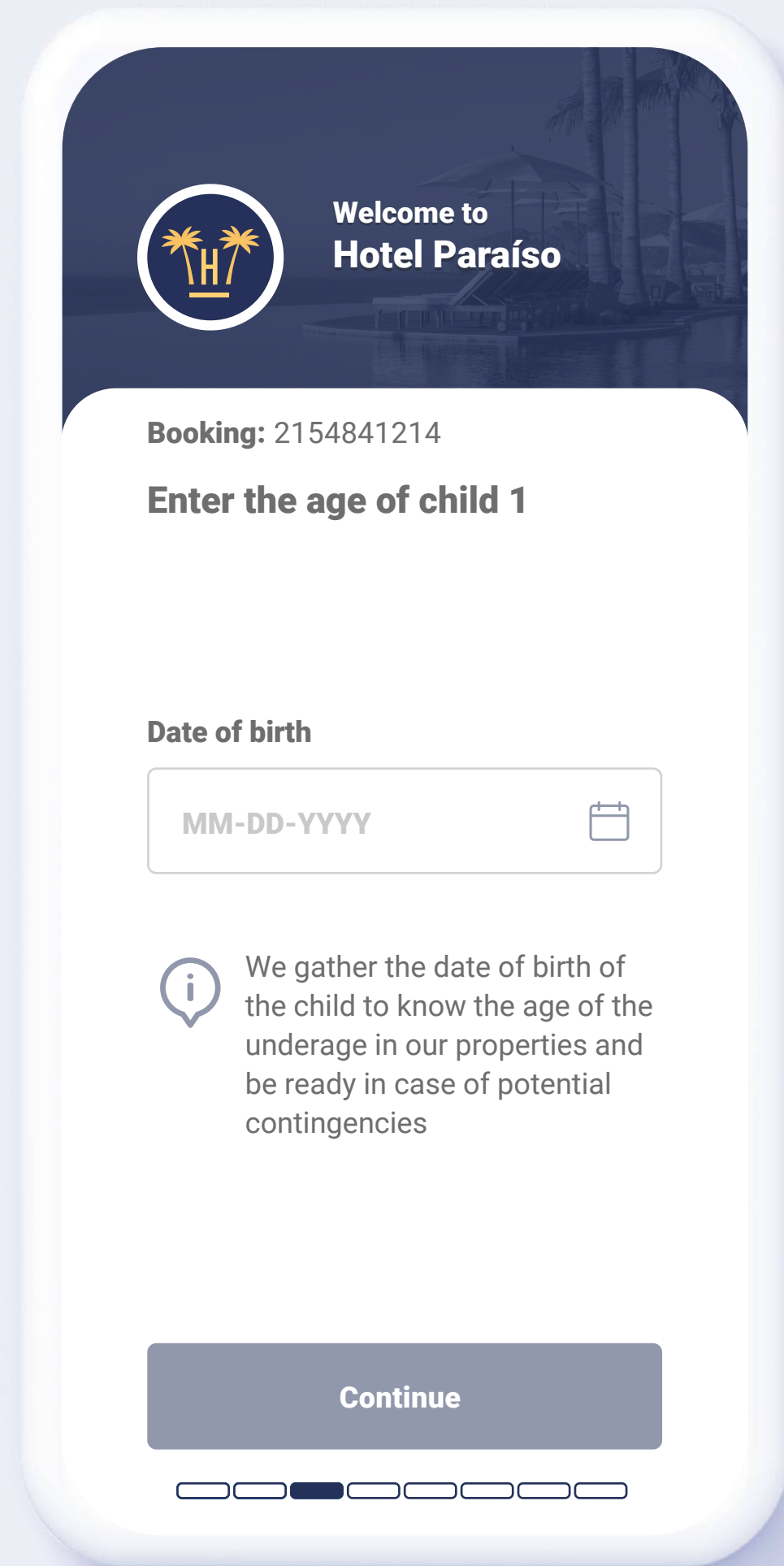
**Hotelinking is flexible when it comes to finding the booking;** the main method will be using the locator, but there are other possibilities such as using the surname or check-out date, among other filtering systems.



# CHECK-IN: GUESTS

If the booking is confirmed, **the customer may continue and check each guest in.**

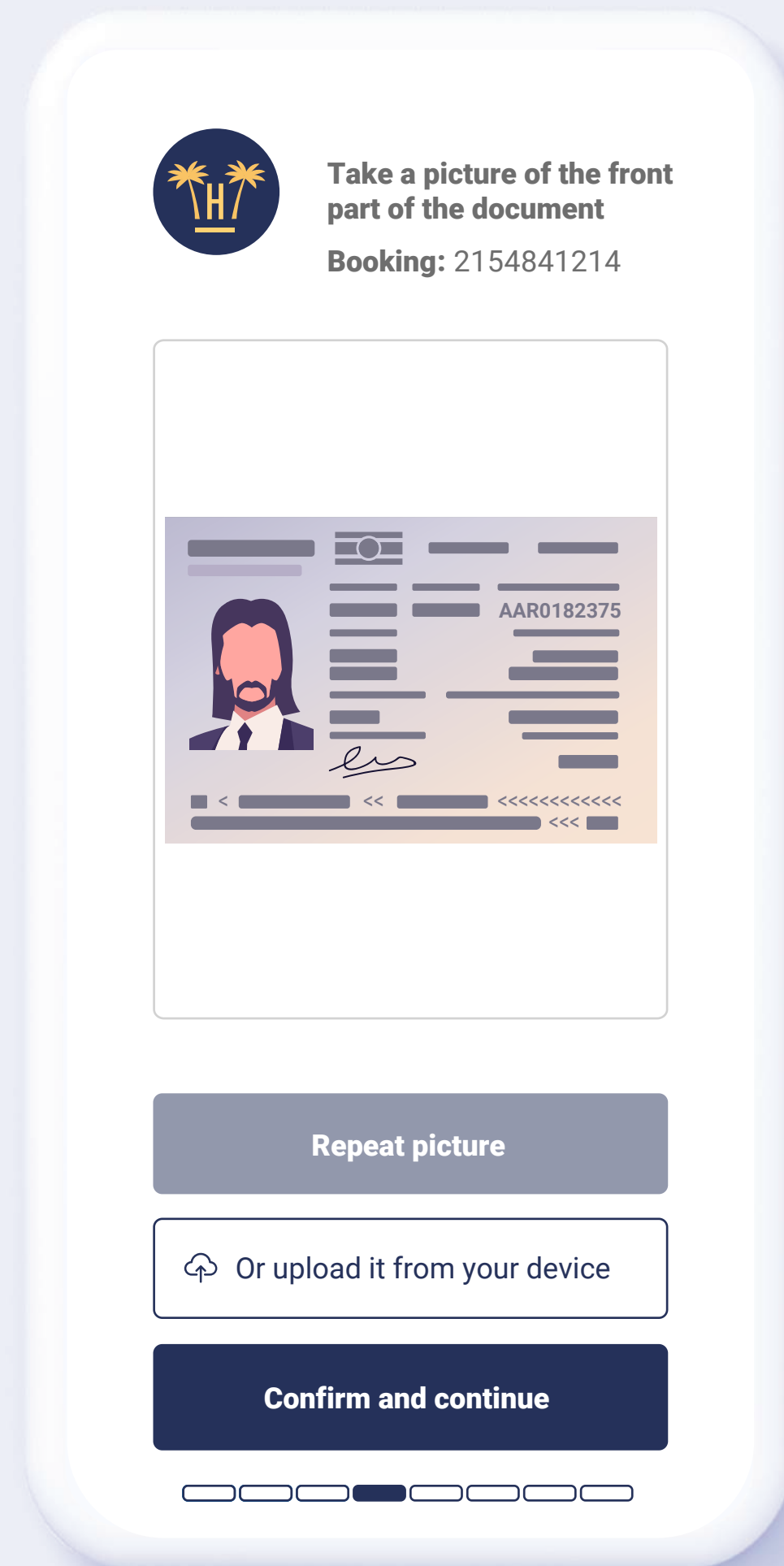
It is also possible that each guest checks in individually at the same time.



# CHECK-IN: UNDERAGE GUESTS

Should there be any underage guests, **only the age of the child will be requested.**

If the system notices that the data entered are not correct, it will request that the underage's ID is scanned.



## DOCUMENT SCANNING

To perform a valid check-in, this step is crucial. The guest does not need to select the type of document or the nationality before; **the system detects them automatically.**

Welcome to  
**Hotel Paraíso**

**Booking:** 2154841214

**Please check and fill in  
the information necessary**

**Name:**  
John

**Surname:**  
Wick

**Date of birth:**  
10-26-1977

**Nationality:**  
ESP

**Gender:**  
Male

**Passport number:**  
AAR0182375

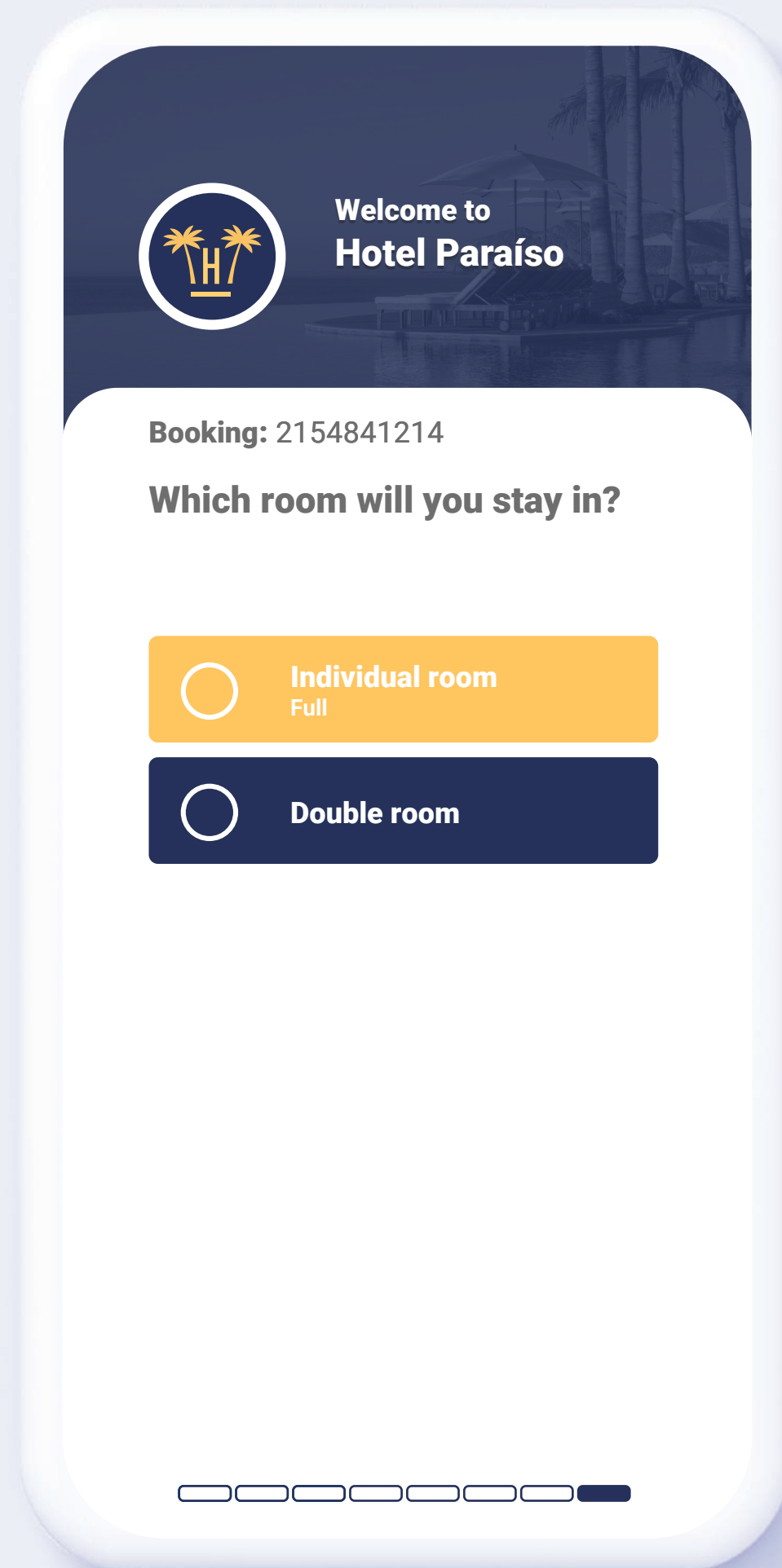
**Confirm and continue**

# DATA VERIFICATION

Before the check-in is completed, the guest can verify that the information gathered is correct.

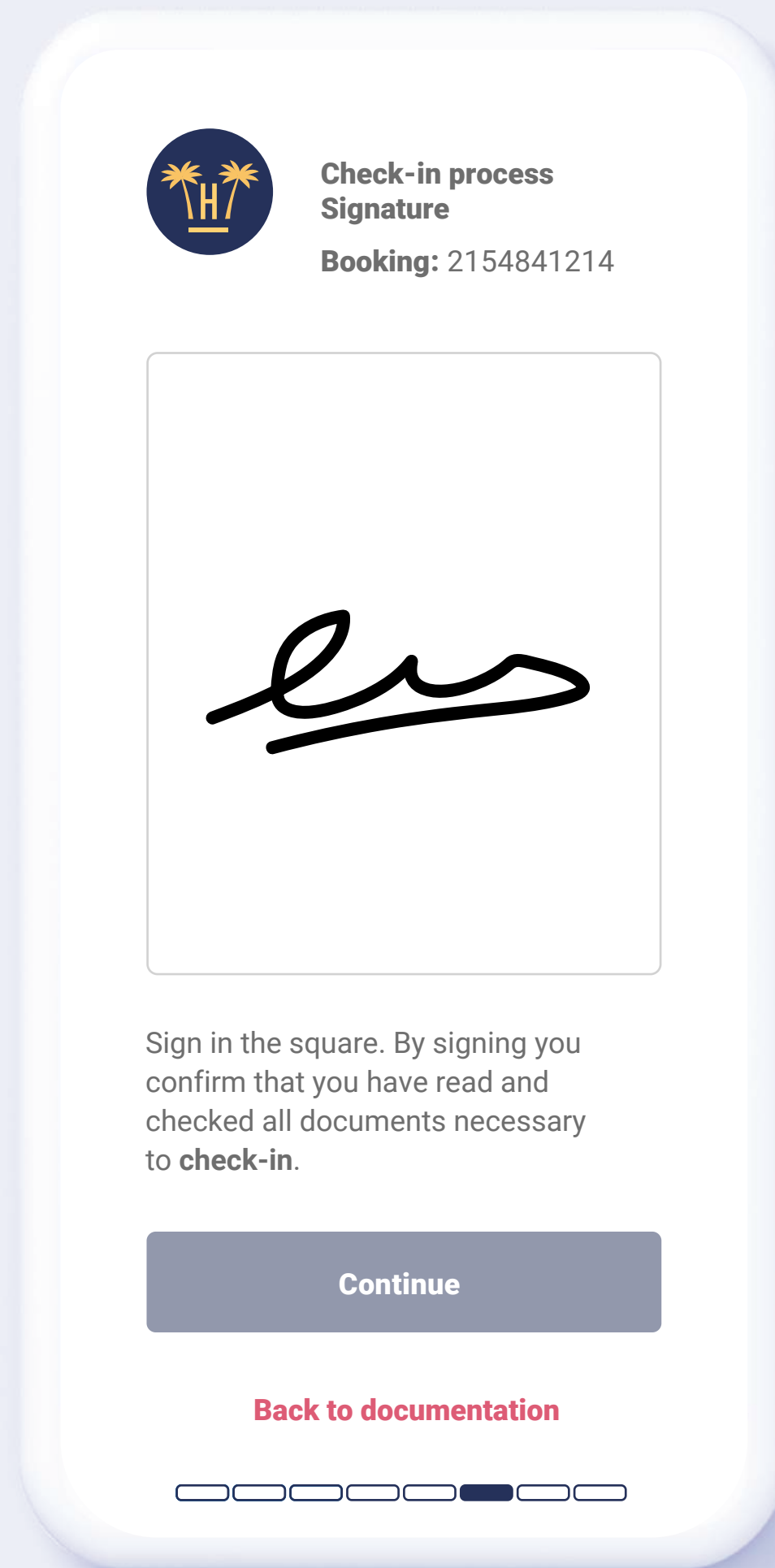
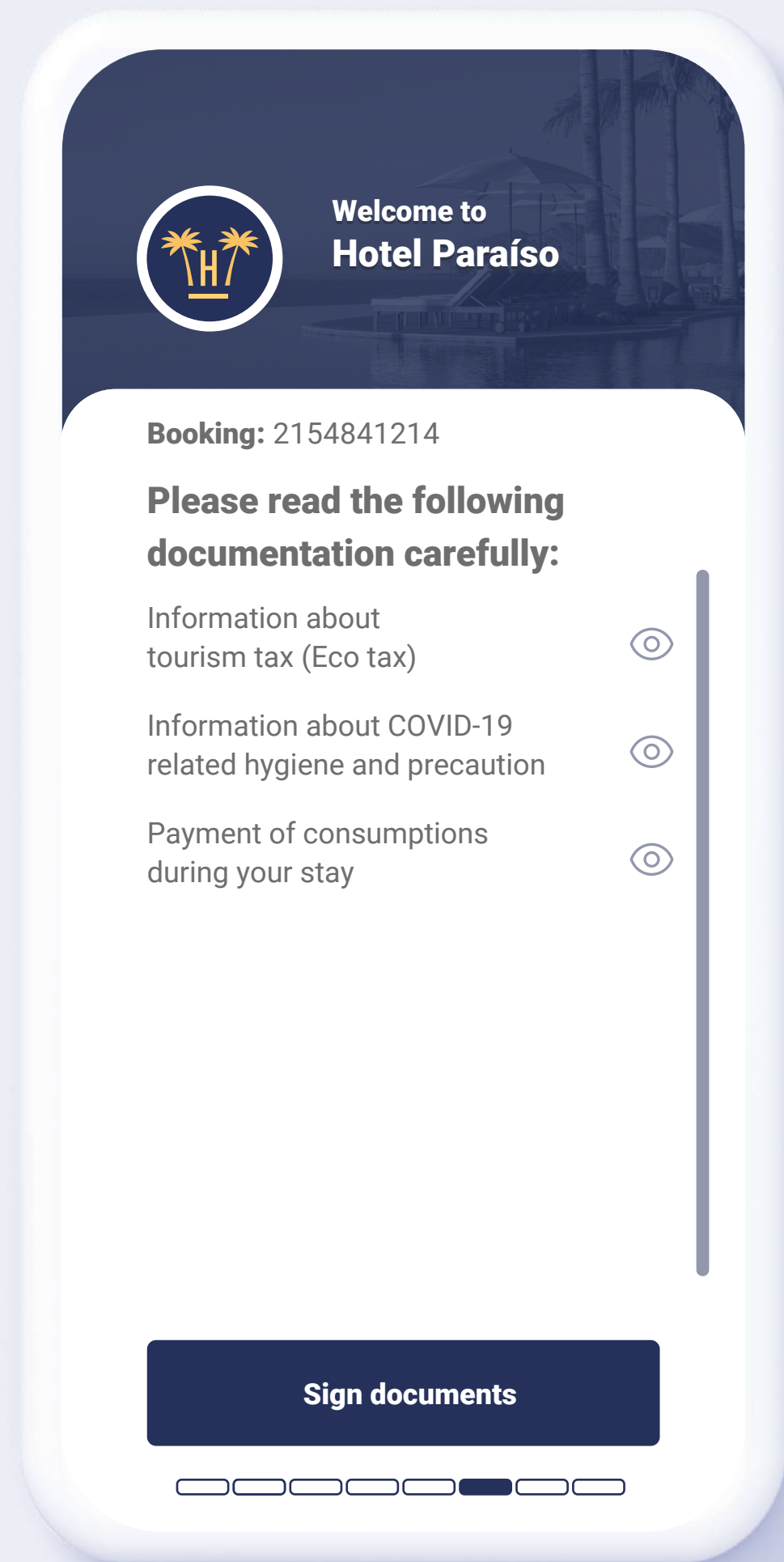
**The information will be automatically sent to the hotel's PMS.**





## ROOM TYPE SELECTION

In this step, the guest **will select in which room and who each person will stay with.**



# DOCUMENT SIGNING


The AutoCheckin control panel will enable the hotel or chain to upload to the system **those documents that are necessary for guests to read and accept** as a condition to stay.

Welcome to  
**Hotel Paraíso**

Booking: 2154841214

Would you like to be notified  
when your room is ready and  
other events? \*

Telephone number (optional)

 \*\*\*-\*\*\*-\*\*\*

\* We will send you an SMS to inform you of any  
events of your interest.

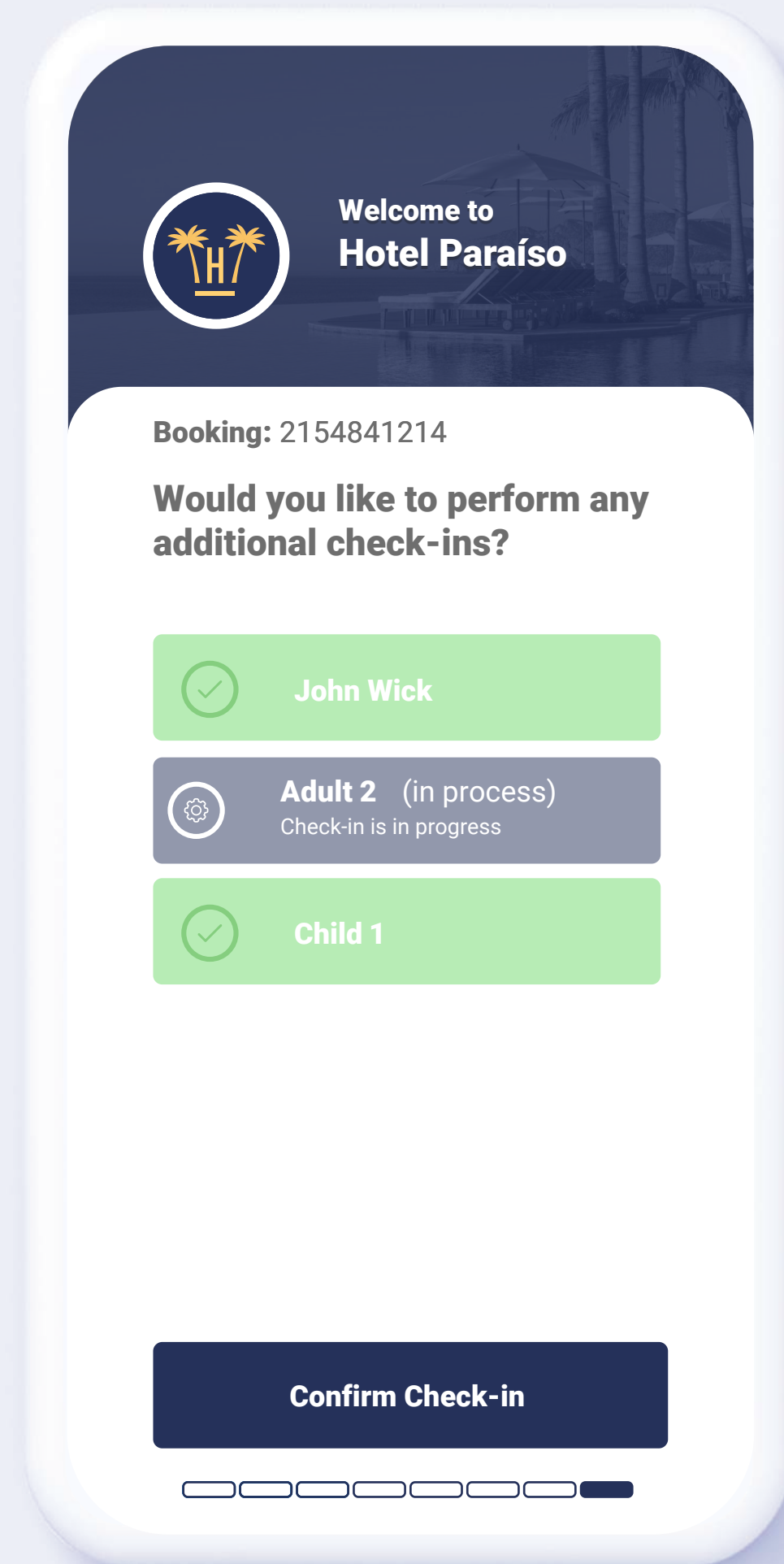
**Continue**

Progress indicator: 10 steps, step 7 is active.

## SMS NOTIFICATIONS

SMS notifications are very efficient to bond with guests. The guest can benefit from a direct and immediate contact with the hotel, and the property can make the most of this channel to gain their loyalty.

**In this stage, the guest is offered the option to leave their mobile number so that they are notified via SMS when their room is ready.**



## DATA OF COMPANIONS


If the booking includes more people in addition to family members, **the system also allows to perform the same check-in process for each one of them**, and it even allows to share a link so that check-ins can be performed at the same time.


# CHECK-IN FINISHED

Now, to enjoy their stay **guests only have to go to the reception and show the code provided to collect their room key.**

If they wish to do so, they can receive their booking documentation via email.

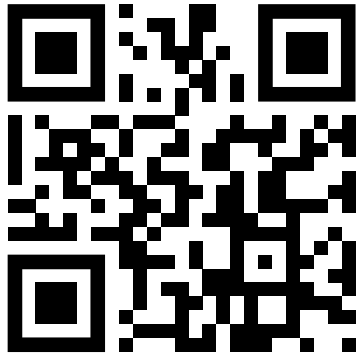
Also, they can share the booking details with other companions in a practical way through a link that is only valid during the check-in process.

 Check-in process  
Thanks!



**Thanks!**

Show this code at the reception to collect your key





**F2KG2145**

**Add to my wallet**

**Download PDF**

**Finish Check-in**

 Documentation Sending





**Would you like to receive the documentation you have signed via email?**

We can send you the signed documentation via email, or you can collect it at the reception once the check-in process is finished.

Email: (optional)


**Continue**

 Check-in process Share



**Would you like to share a link with other members of your booking?\***

To make it easier for other people in the same booking to access it, you can share the following link so that they can go directly to this booking.

<https://bit.ly?v=1233e> 

- \* This link is only valid while the check-in process is taking place and will be deleted once this is finished.
- \* Share this link only with those people who need to check-in.

**I don't want to share, exit**

The image shows a mobile app interface for leaving a comment and setting arrival time. At the top left is a circular logo with palm trees and the letter 'H'. To its right is the text 'Leave a comment for the property'. Below this is a speech bubble icon. The main question is 'Would you like to share anything with the property?'. Underneath is a text input field labeled 'Comment (optional)'. Below that is a time selection interface labeled 'Time of arrival (optional)', consisting of two input boxes for 'HH' and 'MM' separated by a colon. At the bottom is a dark blue button labeled 'Continue'.

## TIME OF ARRIVAL AND COMMENTS:

**If the guest checks in before the arrival to the hotel, they can define an arrival time and add comments** for special requests they may have. The information will be automatically sent to the PMS.

If the user checks in through the hotel's WiFi, the time of arrival will not appear.

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Contact us, and we will be delighted  
to provide you with more information about **Auto**Checkin.



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[sales@hotelinking.com](mailto:sales@hotelinking.com)