Correcting data entered for the wrong guest · How to integrate the procedure into routine operations?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Introduce a brief check of the document and the date before confirming the application.

Regular application

Keep the date of detection, the record tag and a minimal description of the problem.

In the official instructions, check whether the entry type can be amended or cancelled.

Working example · Correction of data entered for the wrong guest

In the official instructions, check whether the entry type can be amended or cancelled.

Specific next steps

1. Keep the date of detection, the record tag and a minimal description of the problem.
2. In the official instructions, check whether the entry type can be amended or cancelled.
3. If amendments are not permitted, seek guidance from the relevant TZ before re-entering.

Limits of application

To work in the eVisitor system in accordance with the current instructions.

Sources

eVisitor · Check-in and check-out, frequently asked questions

https://www.evisitor.hr/eVisitorWiki/Javno.FAQ-Prijava-Odjava.ashx

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-evisitor-krivi-zapis-primjena