Correcting data entered for the wrong guest · How to check this using an example?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

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

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

Checking by example

Identify the record and the type of error without sending the entire guest list by email.

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

Working example · Correction of data entered for the wrong guest

Record the date of observation, the record tag and a minimal description of the problem. If amendments are not permitted, seek guidance from the relevant TZ before re-entering.

Specific next steps

1. Identify the record and the type of error without sending the entire guest list by email.
2. Keep the date of detection, the record tag and a minimal description of the problem.
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-provjera