Replacing the person who helps with guest check-in · What to note?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

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

Keep track of the date and scope of the granted authority, not the passwords in the shared table.

Record and working document

Check whether the person can carry out only authorised work with their own access.

When the collaboration ends, revoke the permission and review the active accesses.

Working example · Replacing the person who helps with guest check-in

Check whether the person can carry out only authorised work with their own access.

Specific next steps

1. Check whether the person can carry out only authorised work with their own access.
2. When the collaboration ends, revoke the permission and review the active accesses.
3. You can arrange a sick leave replacement in advance with the same limited scope.

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-ovlasti-dokazi