Replacing the person who helps with guest check-in · How to approach it?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

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

Agree on which tasks the assistant will take on and by which means they are permitted to access the system.

A starting point in practice

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

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

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. Keep track of the date and scope of the granted authority, not the passwords in the shared table.
2. Check whether the person can carry out only authorised work with their own access.
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-odluka