Cover for the person assisting with guest check-in · What to do when the process gets stuck?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

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

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

When a plan meets an obstacle

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

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

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. Agree on which tasks the assistant will take on and by which means they are permitted to access the system.
2. Keep track of the date and scope of the granted authority, not the passwords in the shared table.
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-problem