Replacing the person who helps with guest check-in · How to check this in practice?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

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

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

Checking by example

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

Keep track of the date and scope of the granted permission, not the passwords in the shared table. When the collaboration ends, revoke the permission and review the active accesses.

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

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-provjera