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GSTAAD Creating Guest Cards In WebClient4 User Manual

**Creating guest cards
(Gstaad Card) in the WebClient4**

Contents

Creating Guest Cards In WebClient4

Gstaad Card **Bus** / **Train**
Gstaad Card
Max Muster
14.05.2022 – 21.05.2022
01.01.1980 / **E**

CardNr: 870909992
Lydia

The card is personal and non-tanrsfarabal! The confident fsted on the website apply **www.gastaaad.ch**

T +41337488181

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YOUR GSTAAD CARD

Welcome to Gstaad!

Enjoy the diversity of the region with your Gstaad Card and discover many tempting offers: **www.gstaad.ch/gstaadcard**

We wish you an enjoyable stay in Gstaad. Your Gstaad Tourism Team

Terms & conditions:

The guest card is personal and non-transferable and only valid with the date of arrival/departure. first and last name as well as date of birth of the holder and name of the host. Upon request of the control staff, the guest has to identify himself. Misuse will be punished. Subject to change without further notice.

https://www.gstaad.ch/gstaadcard?i=9782194943470693488

Max Muster

01.01.1980 / 1 E

Lydia

14.05.2022 – 21.05.2022

PAG PostAuto AG, TU Code PAG 801, **www.postauto.ch** (Liberal*) Zonen 840, 841, 842, 843, 844, 845, 846, 2. Klasse (2.) (EF) (SPEZ) (SPEZ) (8)

Ticket-ID:5244 1174 4346

Login

- Login under the following link **https://webclient4.deskline.net/GRI/en/login** Enter user name & password
- «Sign in»
- Menu «Visitor regist.»

Variant 1: Pre-CheckIn

2.1. Creation of guest cards using guest's self-registration Sending / hand in the Pre-CheckIn link

- Send the guest the Pre-CheckIn link before arrival with a short note that they shall enter their data for the guest cards themselves before arrival.
- In the event that the guest does not enter the Pre-CheckIn before arrival and asks for the Gstaad Card on site, you may hand in the QR code respectively hang up the apartment/room.
  → The QR code (inkl. Instructions in EN/DE/FR) can be ordered by e-mail **info@gstaad.ch** or phone +41 33 748 81 81
  Important:
  After successful self-registration of the guest, the Gstaad Cards must be sent out!
  Therefore, check your e-mails regularly, especially when guests arrive!

2.2. Receipt of Pre-CheckIn & saving pre-registration

- After successful self-registration of the guest you will receive a notification by e-mail:

  Dear owner

  The following pre-check-in for Pension Gstaad (Testobjekt) has just been received:

  Guest: Madlen Carini
  Persons: 1
  Arrival: 20.08.2021
  Departure: 27.08.2021

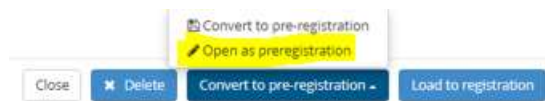 You can view the details here.

  Next steps:

  - «Open as preregistration»
  - Check data
  - «Produce guest card»
  - Send guest card(s)

- Click on «here» to get directly to the checkIn details Alternatively, you can call up the data under «Pre-CheckIn» – «List» and open by clicking on the name

- «Convert to pre-registration»
  - → «Open as preregistration»

- Check data and adjust if necessary & «Save changes and stay»
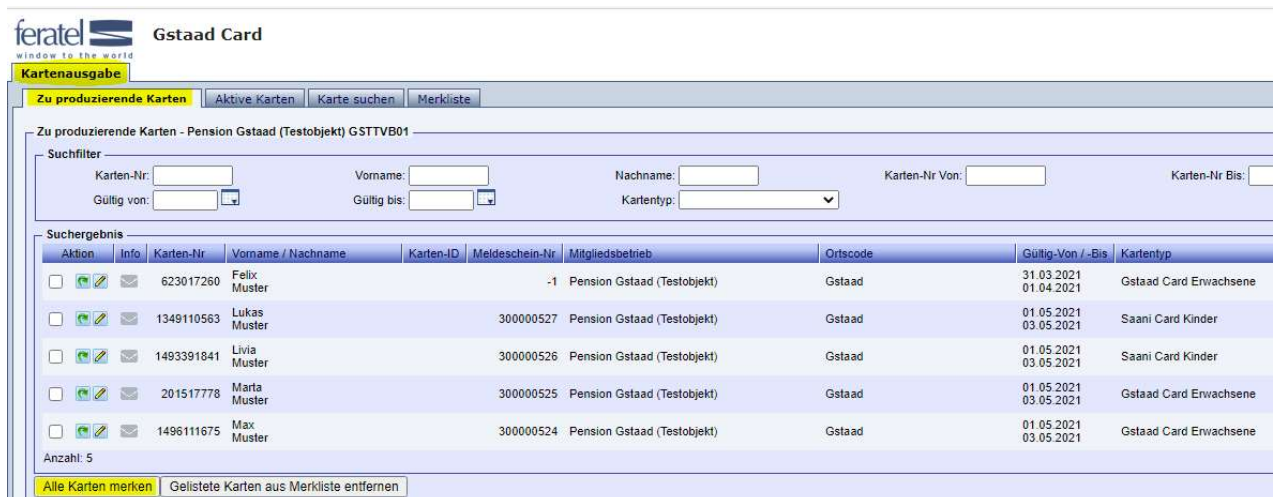- If everything is correct, «Produce guest card»

- The system now changes into the «feratelCardSystem»

Produce and send guest cards

→ The CardSoftware is in German

- «Alle Karten merken» (= «Memorize all cards»)

- Register «Merkliste» (= «Memory List»)
- Aktion für alle gelisteten Karten (= Action for all listed cards):
  Select «MobileCards senden» (= «Send MobileCards»)

- «Vorlage» (= «Template»): select the desidered language
- Check respectively enter the e-mail address
- ☑ at «Merkliste anschliessend leeren»

  (= «Then clear Memory List»)
- «MobileCards senden» (= «Send MobileCards»)

When sent by e-mail, the guest receives a Print@Home version to print out in addition to the Mobile Card access.

- To print out the cards: select the «Drucken»
  (= «Print») button (on the bottom right)

Please note: As soon as the MobileCard has been sent, this "Print" button disappears.
In this case, it is advisable to send the card again to your own e-mail address and to print the card from the e-mail attachment.

Registration form

→ The registration form is currently not relevant and therefore does not need to be completed
→ If all mandatory fields required for the registration form are filled in, the preregistration will automatically be converted into a registration form 14 days after arrival.
o From then on, the guest registration will no longer be under "Preregistration" but under «All», «Currents» and «Arrived».
The automatic conversion can be recognised by the cogwheel

symbol behind the registration number.

Hotline for questions

If you have any questions about the application or if you have any problems, please contact our hotline:

Tel. +41 33 748 81 81
info@gstaad.ch
Gstaad Saanenland Tourismus
Promenade 41/3780 Gstaad/Switzerland
T +41 33 748 81 811
www.gstaad.ch
Partnerbank: Saanen Bank

Documents / Resources

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Creating Guest Cards In WebClient4, Creating Guest Cards, WebClient4, Guest Cards

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References

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- **Gstaad Card Sommer | Destination Gstaad**
- ▭ **Sign in**