

Creating guest cards (Gstaad Card) in the WebClient4



Holiday apartments / Bed & Breakfast (Pre-CheckIn)

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1 Login

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

2 Variant 1: Pre-CheckIn

Creation of guest cards using guest's self-registration

2.1. 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:
- 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

Dear owner

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

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

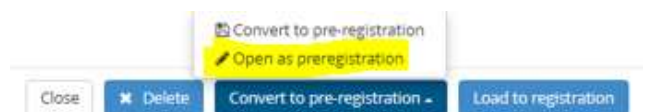
You can view the details [here](#).

Next steps:

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



- «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»

3 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 desired 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.

4 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.

- 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.

5 Hotline for questions

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

Gstaad Saanenland Tourismus Tel. +41 33 748 81 81 info@gstaad.ch
