

Contents

1	Login.....	3
2	Variant 1: Pre-CheckIn Creation of guest cards using guest's self-registration.....	3
2.1.	Sending / hand in the Pre-CheckIn link.....	3
2.2.	Receipt of Pre-CheckIn & saving pre-registration	3
3	Produce and send guest cards	4
4	Registration form.....	4
5	Hotline for questions	5



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 (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)



The screenshot shows the 'Pre-CheckIn' interface. On the left is a sidebar with 'Guest registration' (Overview, Pre-CheckIn, Guest registration) and 'Advanced settings' (My address, Free blocks). The main area has a table with columns: Registration data, Arrival, Planned departure, Report time, Country, City, and Street. A row is highlighted with a yellow background, showing '20.08.2021', '27.08.2021', '14:00', 'Switzerland', 'Bern', and 'Musterstrasse 1'. Below the table are buttons: 'Close', 'Delete', 'Convert to pre-registration', 'Load to registration', and 'Produce guest card'.

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

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



This screenshot shows the bottom of the interface with a row of buttons: 'Close', 'Delete', 'Convert to standard form', 'Print sheet', 'Produce guest card', 'Duplicate', and 'Save preregistration'.

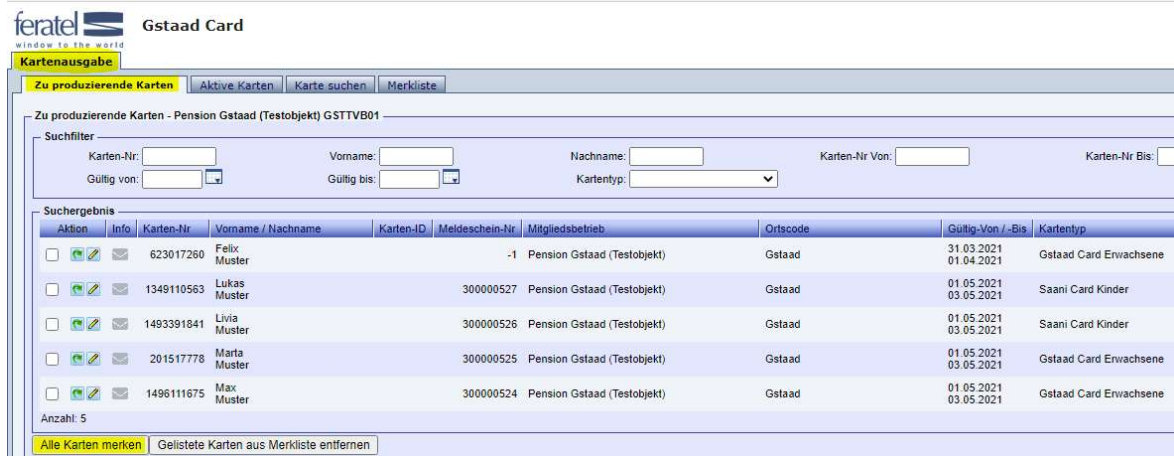
- The system now changes into the «feratelCardSystem»



3 Produce and send guest cards

→ The CardSoftware is in German

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



feratel **Gstaad Card**
window to the world

Kartenausgabe

Zu produzierende Karten Aktive Karten Karte suchen Merkliste

Zu produzierende Karten - Pension Gstaad (Testobjekt) GSTTVB01

Suchfilter

Karten-Nr.: Vorname: Nachname: Karten-Nr Von: Karten-Nr Bis: Gültig von: Gültig bis: Kartentyp: ▼

Suchergebnis

Aktion	Info	Karten-Nr	Vorname / Nachname	Karten-ID	Meldschein-Nr	Mitgliedsbetrieb	Ortscode	Gültig-Von / -Bis	Kartentyp
☐		623017260	Felix Muster		-1	Pension Gstaad (Testobjekt)	Gstaad	31.03.2021 01.04.2021	Gstaad Card Erwachsene
☐		1349110563	Lukas Muster	300000527		Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Saani Card Kinder
☐		1493391841	Livia Muster	300000526		Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Saani Card Kinder
☐		201517778	Maria Muster	300000525		Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Gstaad Card Erwachsene
☐		1498111675	Max Muster	300000524		Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Gstaad Card Erwachsene

Anzahl: 5

Alle Karten merken Gelistete Karten aus Merkliste entfernen

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



feratel **Gstaad Card**
window to the world

Kartenausgabe

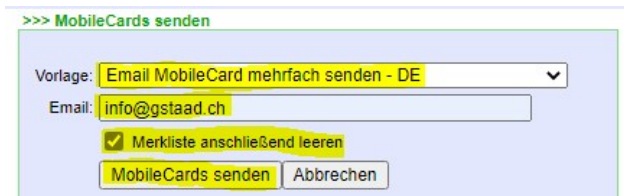
Zu produzierende Karten Aktive Karten Karte suchen **Merkliste**

Merkliste - Pension Gstaad (Testobjekt) GSTTVB01

Aktion für alle gelisteten Karten

MobileCards senden ▼ >>> MobileCards senden

- «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»)



>>> MobileCards senden

Vorlage: **Email MobileCard mehrfach senden - DE** ▼

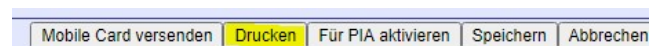
Email: **info@gstaad.ch**

☒ **Merkliste anschliessend leeren**

MobileCards senden Abbrechen

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)



Mobile Card versenden **Drucken** Für PIA aktivieren Speichern Abbrechen

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

