

Creating guest cards (Gstaad Card) in the WebClient4



GSTAAD®
COME UP  SLOW DOWN

GästeCard - GuestCard

Felix Muster
31.03.2021 - 01.04.2021

01.01.1980



CardNr: 623017260
Pension Gstaad (Testobjekt)

 Add to
Wallet

Die Karte ist persönlich sowie nicht übertragbar! Es gelten die auf der Website aufgeführten Bedingungen: www.gstaad.ch

The card is personal and non-transferable! The conditions listed on the website apply: www.gstaad.ch

La carte est personnelle et non transférable! Les conditions énumérées sur le site web s'appliquent : www.gstaad.ch

www.gstaad.ch/gstaadcard T +41 33 748 81 81



IHRE GSTAAD CARD

Herzlich Willkommen in Gstaad! Genießen Sie mit Ihrer Gstaad Card die Vielfalt der Region und entdecken Sie viele spannende Angebote. Diverse Vergünstigungen oder kostenlose Leistungsbezüge sind in unserer Gästekarte inbegriffen. Die Übersicht aller Leistungen finden Sie unter:

www.gstaad.ch/gstaadcard

Wir wünschen Ihnen einen genussvollen Aufenthalt in Gstaad.

Ihr Tourismsteam Gstaad

VOTRE GSTAAD CARD

Bienvenue à Gstaad! Profitez de la diversité de la région avec votre carte Gstaad et découvrez de nombreuses offres intéressantes. Diverses réductions ou services gratuits sont inclus dans notre carte de visiteur. Vous trouverez un aperçu de tous les avantages à l'adresse suivante:

www.gstaad.ch/gstaadcard

Nous vous souhaitons un agréable séjour à Gstaad.

Votre équipe de tourisme de Gstaad

YOUR GSTAAD CARD

Welcome to Gstaad! Enjoy the diversity of the region with your Gstaad Card and discover many exciting offers. Various discounts or free services are included in our guest card. You will find an overview of all the benefits at:

www.gstaad.ch/gstaadcard

We wish you an enjoyable stay in Gstaad.

Your Gstaad Tourism Team

NAME NOM NAME	Felix Muster
GEBURTSTAG ANNIVERSAIRE BIRTHDAY	01.01.1980
UNTERKUNFT HÉBERGEMENT ACCOMODATION	Pension Gstaad (Testobjekt)
GÜLTIGKEIT VALI D ITÉ VALIDITY	31.03.2021 - 01.04.2021
CARD-NR. N° DE CARTE CARD NO.	623017260

Die Gästekarte ist persönlich sowie nicht übertragbar und nur gültig mit Anreise-/Abreisdatum, Namen des Inhabers, Geburtsdatum als auch Namen des Betreiber/ers. Auf Verlangen des Kontrollpersonals hat sich der Gast auszuweisen. Missbrauch wird bestraft. Änderungen vorbehalten.

La carte de visiteur est personnelle et non transférable et n'est valable qu'avec la date d'arrivée/départ, le nom du titulaire, la date de naissance et le nom de l'hôte. À la demande du personnel de contrôle, l'invité doit s'identifier. Les abus seront punis. Sous réserve de modifications sans préavis.

The guest card is personal and non-transferable and only valid with the date of arrival/departure, name of the holder, date of birth 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.



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
→ **The QR code can be ordered by e-mail** info@gstaad.ch or phone +41 33 748 81 81

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

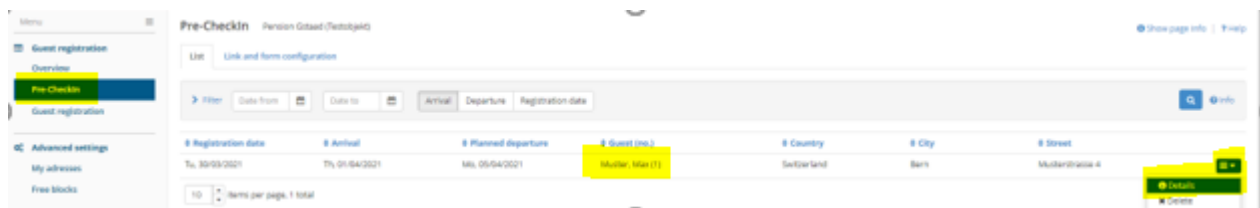
- After successful self-registration of the guest you will receive a notification by e-mail:
- Click on «[here](#)» to get directly to the checkIn details
- *Alternatively, you can call up the data under «Pre-CheckIn» - «List» and open by clicking on the name*

Dear owner

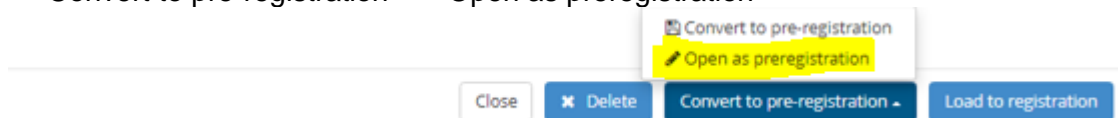
The following pre-check-in has just been received:

Guest: Michael Test-Englisch
Persons: 1
Arrival: 28.03.2021
Departure: 30.03.2021

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



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



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

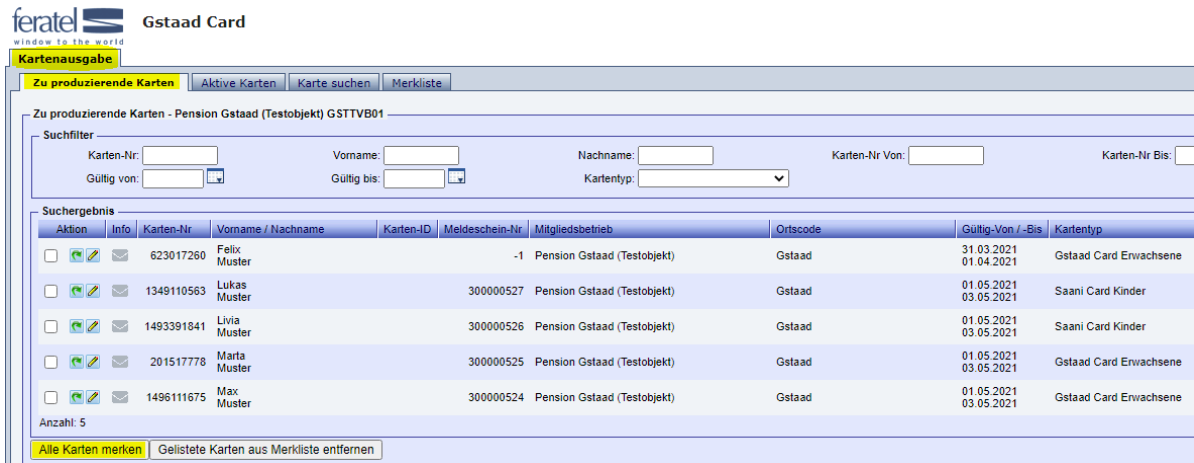


- The system now changes into the «feratelCardSystem»

3 Produce and send guest cards

→ The CardSoftware is in German

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



The screenshot shows the 'Kartenausgabe' (Card Output) section of the feratel Gstaad Card software. It displays a table of cards with columns for 'Aktion', 'Info', 'Karten-Nr.', 'Vorname / Nachname', 'Karten-ID', 'Meldeschein-Nr.', 'Mitgliedsbetrieb', 'Ortscode', 'Gültig-Von / -Bis', and 'Kartentyp'. Five cards are listed, all for 'Pension Gstaad (Testobjekt)'. The 'Alle Karten merken' button is highlighted at the bottom left.

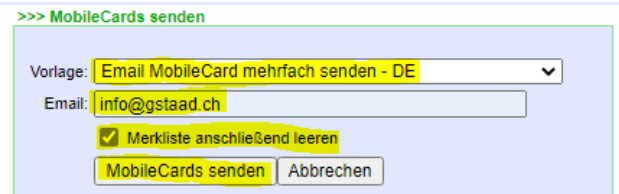
Aktion	Info	Karten-Nr.	Vorname / Nachname	Karten-ID	Meldeschein-Nr.	Mitgliedsbetrieb	Ortscode	Gültig-Von / -Bis	Kartentyp
<input type="checkbox"/>		623017280	Felix Muster		-1	Pension Gstaad (Testobjekt)	Gstaad	31.03.2021 01.04.2021	Gstaad Card Erwachsene
<input type="checkbox"/>		1349110563	Lukas Muster		300000527	Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Saani Card Kinder
<input type="checkbox"/>		1493391841	Livia Muster		300000526	Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Saani Card Kinder
<input type="checkbox"/>		201517778	Marla Muster		300000525	Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Gstaad Card Erwachsene
<input type="checkbox"/>		1496111675	Max Muster		300000524	Pension Gstaad (Testobjekt)	Gstaad	01.05.2021 03.05.2021	Gstaad Card Erwachsene

- Go to the register «Merkliste» (= «Memory List»)
- Select «MobileCards senden» (= «Send MobileCards») under «Aktion für alle gelisteten Karten» (= «Action for all listet cards»)



The screenshot shows the 'Merkliste' (Memory List) section. A dropdown menu is open, showing 'MobileCards senden' selected. The 'MobileCards senden' button is highlighted in yellow.

- «Vorlage» (= «Template»): «Email MobileCard mehrfach senden ... DE / EN / FR» (= «send Email MobileCard several times... DE = German / EN = English / FR = French») select depending on the desired language (→ **important, in order that the guest receives the e-mail in his language!**)
- Enter the desired e-mail address
- activate at «Merkliste anschliessend leeren» (= «Then clear Memory List»)
- Click on «MobileCards senden» (= «Send MobileCards»)

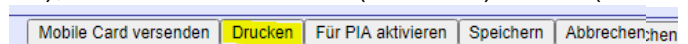


The screenshot shows the 'MobileCards senden' dialog box. The 'Vorlage' dropdown is set to 'Email MobileCard mehrfach senden - DE'. The 'Email' field contains 'info@gstaad.ch'. The 'Merkliste anschliessend leeren' checkbox is checked. The 'MobileCards senden' button is highlighted in yellow.

- This completes the process.

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

- If you want to print out the cards (e.g. because the guest does not have an e-mail or is already there and wants a printed version), select the «Drucken» (= «Print») button (on the bottom right)

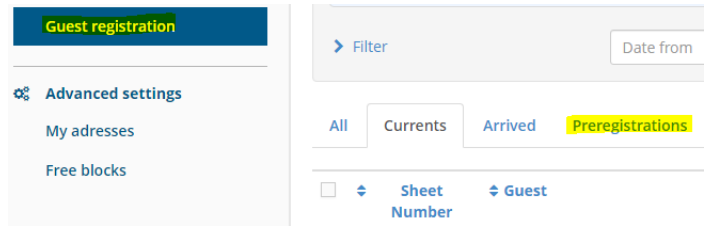


The screenshot shows the bottom right corner of the interface with several buttons: 'Mobile Card versenden', 'Drucken', 'Für PIA aktivieren', 'Speichern', and 'Abbrechen'. The 'Drucken' button is highlighted in yellow.

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

- At the latest when the guests leave, the pre-registration must be included in the registration form:
- «Guest registration» - «Preregistrations»
- Open pre-registration by clicking on the guest name
- «Convert to standard form» - «Convert to standard form»



- If necessary, fill in the missing mandatory fields and then again «Convert to standard form» - «Convert to standard form»

Preregistration History

The following details are not fulfilled/appeared:

... in section main visitor:

- City is a mandatory field.
- Zip code is a mandatory field.

Estimated arrival time:
Thu, 01/04/2021 | 17:00 - 18:00

Main guest Guest card no.: 2104742495

Arrival: 01/04/2021 | Planned departure: 05/04/2021

Surname / First name: Muster / Max | Salutation / Language: Mr with na / English

Country / Nationality: Switzerland / Switzerland | Zip code / City: 3000 / Bern

Street: Musterstrasse 4 | Birthday / Age(s): 01.01.1980 / 41 | Pflichtig

Email: info@gstaad.ch

Save in guest addresses | Consent advertising

[+ Add guest](#)

Form type: Preregistration
Created: 30/03/2021 17:41
Last change: 30/03/2021 17:47 GSTTEST
[Legend](#)

Amount of taxes: -.-

Close Delete Convert to standard form - Print sheet Produce guest card Duplicate Save preregistration

- Open registration form under register «All»

All	Currents	Arrived	Preregistrations	+ New preregistration + New registration form		
Sheet Number	Guest	Arrival	Departure	Town	Persons	Status
600001000	X: S	Th, 06/05/2021	Fr, 04/06/2021	AF - MxS	21	

- Enter the date under «Departure»
- «Save changes»
- The registration form is now complete

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