

## Step-by-step guide

### Pre-CheckIn

Pre-CheckIn allows guests to provide their registration details before they arrive. This simplifies and shortens the actual check-in process.

The link itself can be sent to the guest in advance by email – the guest then enters all the data themselves.

1. Login WebClient: <https://webclient4.deskline.net/SAA/en/login>.

2. Enter your username and password. You will find this information on your letter.

2.1 Forgotten your password or username? Please email [reservation@goms.ch](mailto:reservation@goms.ch) or call 027 974 68 68.

3. Link and form configuration:

The display of the link can be configured on the 'Link and form configuration' tab. The guest receives a link for their pre-registration, which opens the registration form in the desired layout.

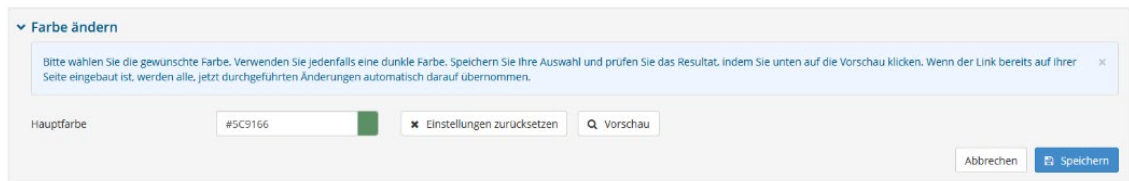
The screenshot displays the 'ferate!Deskline WebClient' interface for 'Obergorms Tourismus AG'. The top navigation bar includes 'Statistiken', 'Channelmanagement', and 'Gästemeldung' (highlighted with a red box and number 1). The sidebar menu on the left shows 'Gästemeldungen' (with sub-items 'Überblick', 'Sammelmeldungen', and 'Pre-CheckIn' highlighted with a red box and number 2) and 'Erweiterte Einstellungen' (with sub-items 'Meine Adressen' and 'Freie Blöcke'). The main content area is titled 'Pre-CheckIn' and contains a 'Seiteninformation' section with instructions and a 'Video: Pre-CheckIn' link. Below this is a list of configuration items, with 'Link und Formular Konfiguration' highlighted by a red box and number 3. The configuration entry shows a 'Pre-CheckIn Link zum Einbau in Ihre Buchungsbestätigung' and a long URL. A 'Link kopieren' button (highlighted with a red box and number 4) is visible next to the URL, along with a 'Link öffnen' button.

The following design options are offered:

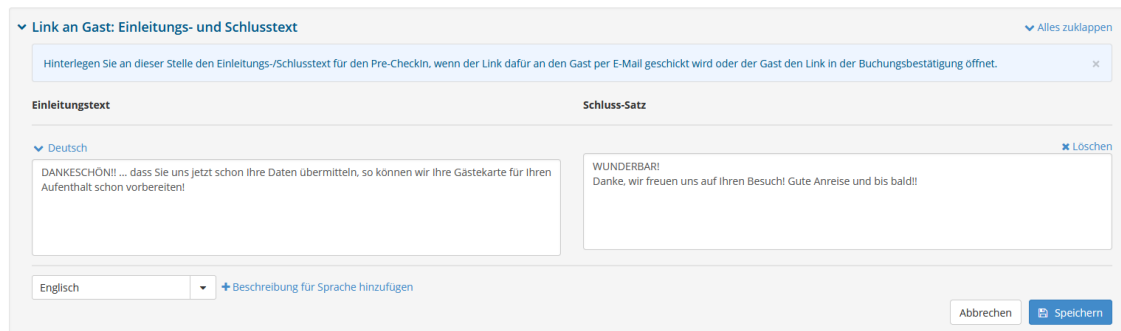
**- logo/picture of the holiday apartment and host photo:**



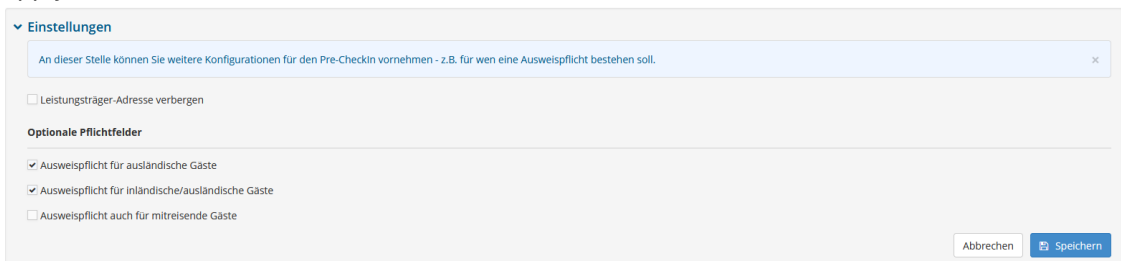
- **Change colour:** The appearance of the pre-check-in dialogue can be customised here. Make sure to choose a dark colour so that it is easy to read.



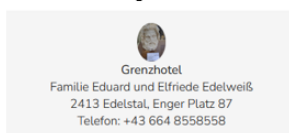
- **Link to guest:** introductory and closing text: introductory texts and closing sentences can be defined for the presentation to the guest.



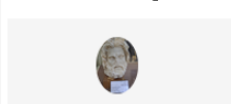
- **Settings:** This is where you can define whether the service provider address should be displayed in the footer of the pre-check-in and for whom the pre-check-in identification requirement should apply.



**Mit Adress-Anzeige**



**Ohne Adress-Anzeige**



## Pre-CheckIn list / conversion to a report

The pre-CheckIn list shows an overview of all Pre-CheckIn registrations.

Liste [Linie](#) Formular Konfiguration

Filter Datum von Datum bis Anreise Abreise Erfassungsdatum

Erfassungsdatum	Anreise	Geplante Abreise	Gast (Anz.)	Land	Stadt/Ort	Straße
Do, 18.01.2024	So, 21.01.2024	So, 28.01.2024	Huber, Hubert (2)	Österreich	Wien	Hunnengasse 9
Do, 18.01.2024	Sa, 20.01.2024	Sa, 27.01.2024	Anatom, Antoine (1)	Andorra	Anglican	Angelpunkt 9
Do, 18.01.2024	So, 21.01.2024	So, 28.01.2024	Legis, Leonore (2)	Lettland	Lerncafé	Lesotho-Platz 8
Do, 18.01.2024	Sa, 20.01.2024	Sa, 27.01.2024	Norwegen, Nora (1)	Norwegen	Norske	Nordlandweg 76
Mi, 17.01.2024	Sa, 20.01.2024	Di, 23.01.2024	Jugend, Jutta (1)	Portugal	Jubiläum	Judenburger Straße 7

The pre-check-in is a **pre-registration and does not yet constitute a report**. The status of the data is only changed to 'report' when it is processed.

A pre-check-in can be opened by clicking on the line / guest and then changed into a report:

CheckIn Details

**Voraussichtliche Ankunftszeit:**  
Sa, 20.01.2024 | 16:00 - 17:00

**Kommentar vom Gast:**  
Bitte überdachten Parkplatz reservieren! Danke!

▼ **Frau Anatom, Antoine** Alter 68 / Erwachsene

Anreise 20.01.2024 Abreise 27.01.2024

Angelpunkt 9 9600 Anglican Andorra E-Mail: lb@feratel.com Reisedokument Nr. / Datum / Behörde: Reisepass 9889889.ab, Anglican, 10122018  
Anreise mit: Öffentlicher Verkehr  
Reisemotiv: Urlaub / Ferien  
Gast-Interessen: Gastronomie, Erholung, Freunde, Familie

**Meldeschein Typ:** Pre-CheckIn  
**Erstellt:** 18.01.2024 12:22  
**Letzte Änderung:** 18.01.2024 12:22 \*GPORTAL\*

Schließen ✕ Löschen Als Voranmeldung speichern ▲ **In Meldung laden**

After the conversion of the pre-check-in, it is removed from the list of pre-check-ins and listed in the lists of guest registrations.