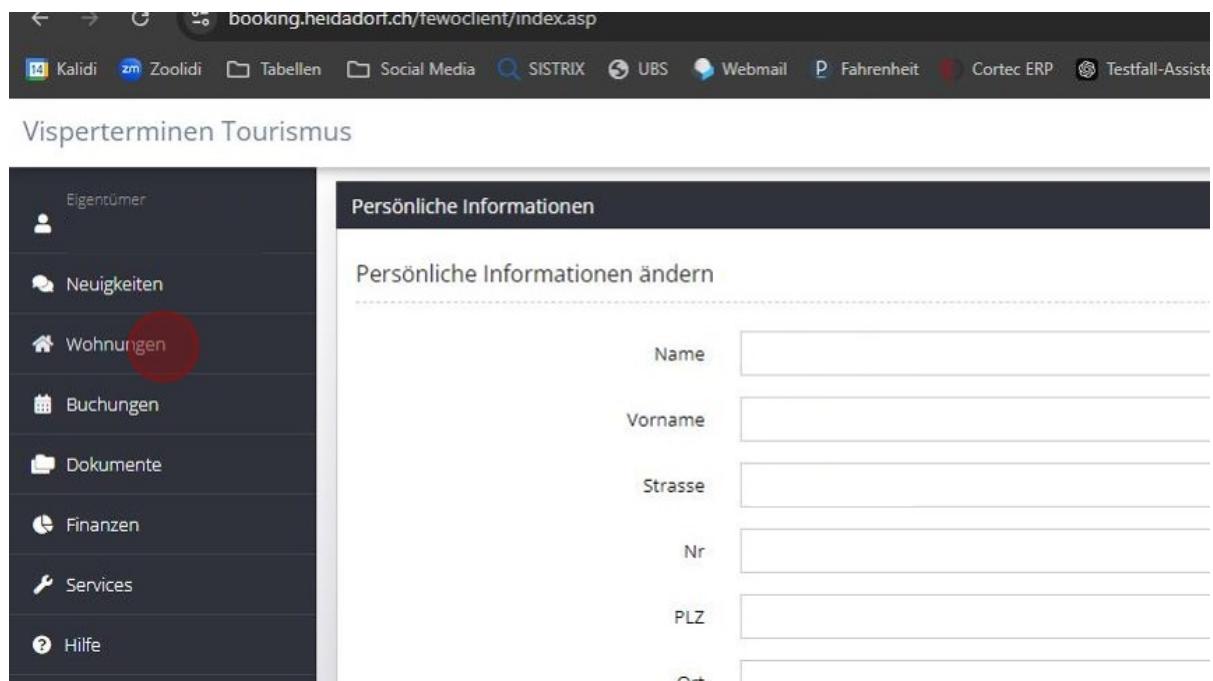


Eigentümerportal: Gästekarte generieren

Bitte verwenden Sie zum Generieren der Gästekarte entweder den Google Chrome oder Microsoft Edge Browser.

<https://booking.heidadorf.ch/fewoclient/login/Login.asp>

1. Navigiere zu "Wohnungen"



The screenshot shows a web browser window with the URL <https://booking.heidadorf.ch/fewoclient/index.asp> in the address bar. The page title is "Visperterminen Tourismus". On the left, there is a navigation menu with the following items: "Eigentümer" (with a person icon), "Neuigkeiten" (with a news icon), "Wohnungen" (with a house icon, highlighted with a red circle), "Buchungen" (with a calendar icon), "Dokumente" (with a folder icon), "Finanzen" (with a pie chart icon), "Services" (with a wrench icon), and "Hilfe" (with a question mark icon). On the right, there is a form titled "Persönliche Informationen" (Personal Information) with the sub-section "Persönliche Informationen ändern" (Change Personal Information). The form fields are: "Name" (Name), "Vorname" (First Name), "Strasse" (Street), "Nr" (Number), "PLZ" (Postcode), and "Ort" (City). The "Wohnungen" link in the navigation menu is circled in red.

2. Wähle die Schaltfläche "Reservationen"

Visperterminen Tourismus

3. Bearbeite die gewünschte Reservation

4. Wähle " Teilnehmer & Kundendaten anpassen"

Einstellungen

Kunde:

von:

bis:

Anzahl Personen:

Info/Notizen:

5. Navigiere zu " Dokument"

PLZ / Ort

Land

Telefon

E-Mail

6. Wähle die gewünschte Vorlage



7. Bestätige mit "Erstellen"

