



GREEN STAY + CLEAN & SAFE HOTEL AUDIT SYSTEM ACCESS

MAY 2022

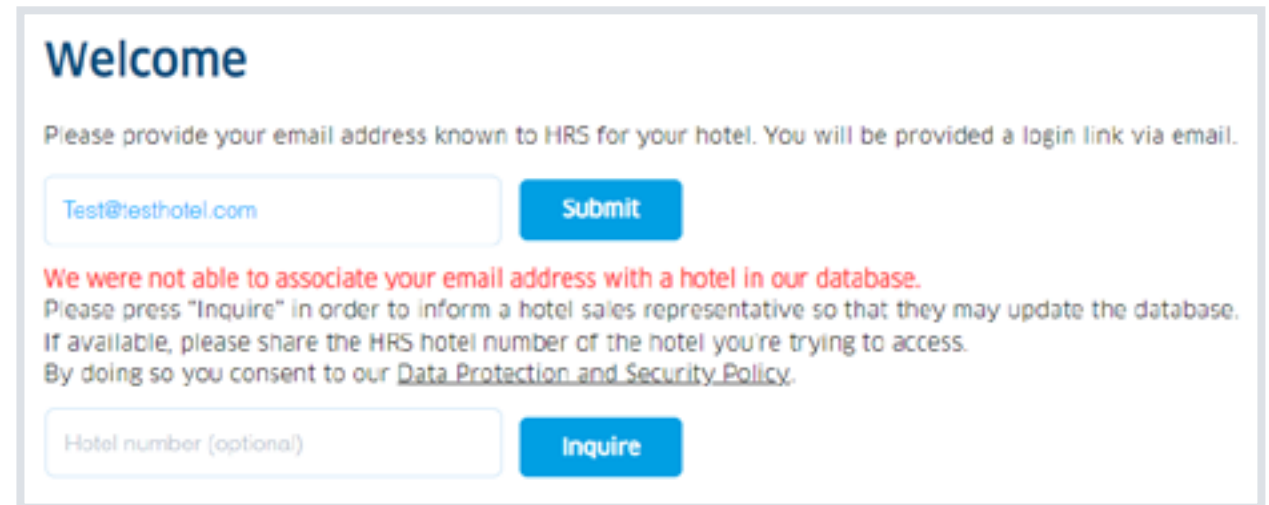
GREEN STAY + CLEAN & SAFE HOTEL AUDIT SYSTEM ACCESS

Previously to access either your Green Stay or Clean & Safe audit page, you required a link unique to your hotel. Now with only one link you can access both audit pages.

- ➔ **NOTE:** You will only get a code from the link providing your email address is connected to a HRS Hotel Profile / HRS Hotel Number in the HRS database in the HRS database. If for whatever reason the database hasn't been updated with your email address, you will not be able to access your audit page.

If you enter an email not in the database you can request that a hotel sales representative update the database. Press "inquire", ideally with your HRS hotel number entered.

Alternatively, you can contact us at hotelpartner@hrs.com with your email address, HRS hotel number and country. A hotel sales representative will then be in contact.

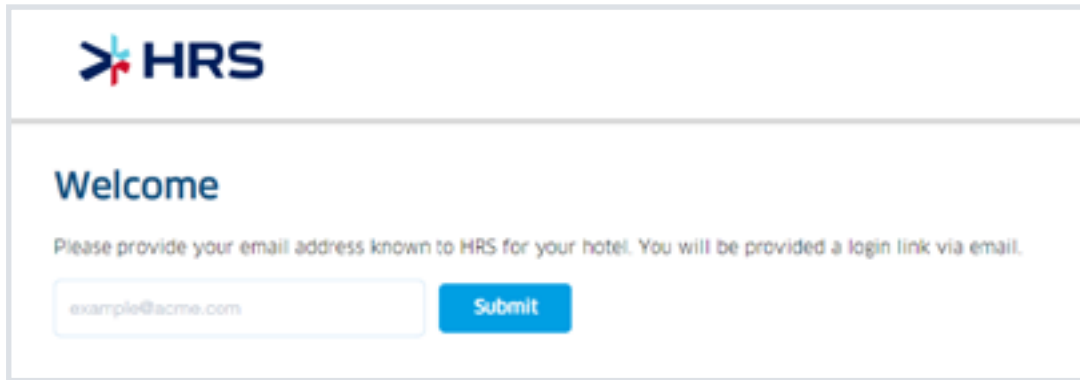


The screenshot shows a web form titled "Welcome". It contains the following elements:

- A heading: "Welcome"
- A prompt: "Please provide your email address known to HRS for your hotel. You will be provided a login link via email."
- An input field containing "Test@testhotel.com" and a "Submit" button.
- A red error message: "We were not able to associate your email address with a hotel in our database. Please press 'Inquire' in order to inform a hotel sales representative so that they may update the database. If available, please share the HRS hotel number of the hotel you're trying to access. By doing so you consent to our [Data Protection and Security Policy](#)."
- An input field containing "Hotel number (optional)" and an "Inquire" button.

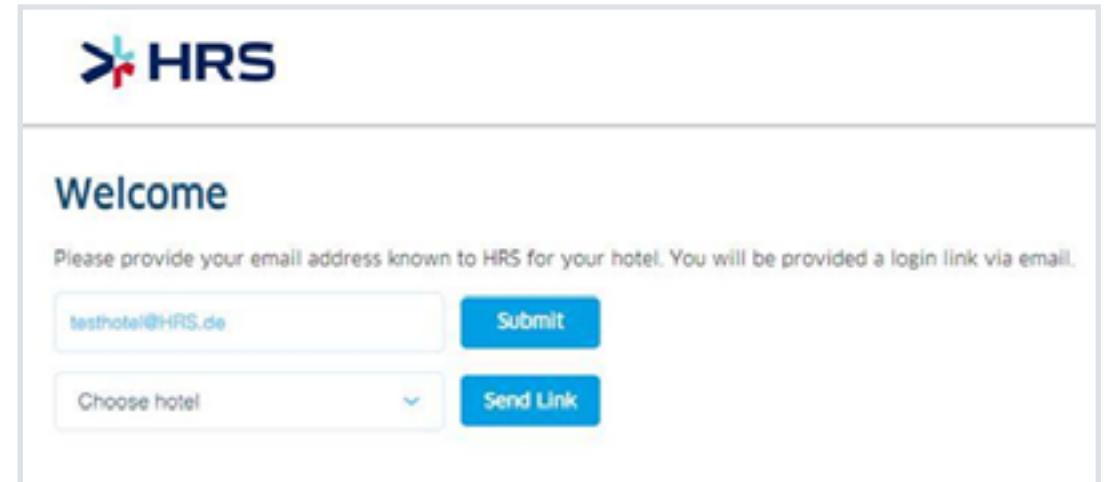
INSTRUCTIONS FOR LINK

➔ **Step 1:** Please enter your email address



The screenshot shows the HRS logo at the top left. Below it, the word "Welcome" is displayed in a blue font. Underneath, a message reads: "Please provide your email address known to HRS for your hotel. You will be provided a login link via email." There is a text input field containing the placeholder text "example@acme.com" and a blue "Submit" button to its right.

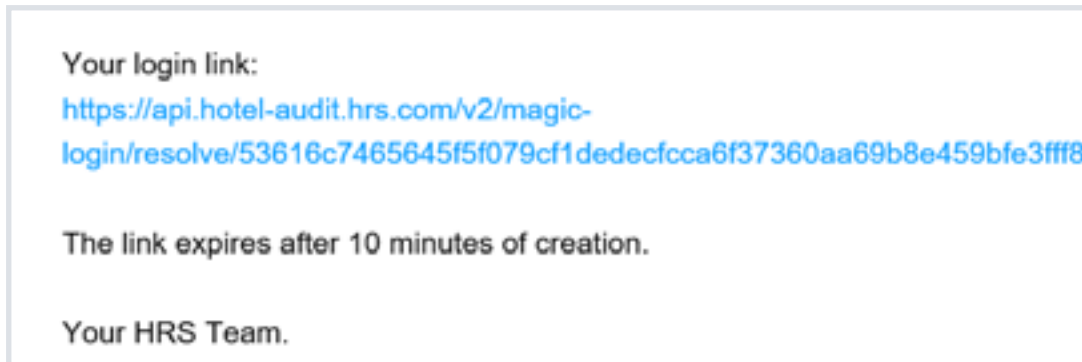
➔ **Step 2:** If your email address has multiple hotels connected to it, please select the hotel you wish to look at and click "Send Link"



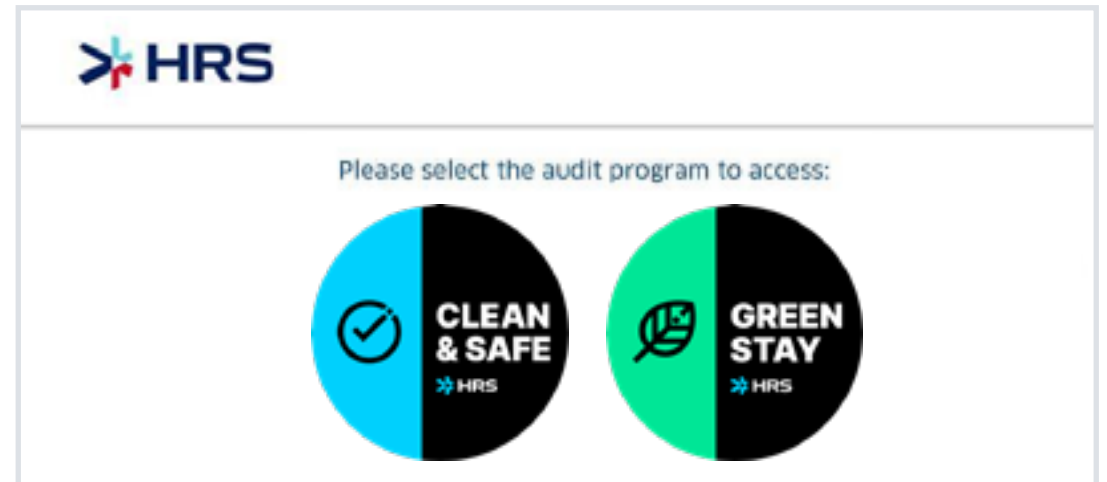
The screenshot shows the HRS logo at the top left. Below it, the word "Welcome" is displayed in a blue font. Underneath, a message reads: "Please provide your email address known to HRS for your hotel. You will be provided a login link via email." There are two rows of input fields. The first row has a text input field containing "testhotel@HRS.de" and a blue "Submit" button. The second row has a dropdown menu with the text "Choose hotel" and a blue "Send Link" button.

INSTRUCTIONS FOR LINK

- **Step 3:** You will receive an email with a temporary code that you can use to access your unique audit page



- **Step 4:** Select either Clean & Safe or Green Stay



- **Step 5:** Bookmark the audit page for further adjustments.

THANK YOU