

**Oracle® Hospitality Cruise Shipboard Property
Management System**

Time and Attendance User Guide

Release 8.0

E97061-01

October 2018

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Preface

The Time and Attendance (T&A) is a rostering module that allows shift supervisors to prepare the crew the weekly work schedule by location and type of work.

Audience

This document is intended for application specialist and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:
<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at
<http://docs.oracle.com/en/industries/hospitality/>

Revision History

Date	Description of Change
October 2018	<ul style="list-style-type: none">• Initial publication

1

SPMS Parameters

Below is the System Parameter used in the Time and Attendance module, and they accessible from **Administration** module or **Time and Attendance module, Configuration, Parameters**.

PAR_GROUP Time Attendance

Table 1-1 – Parameter Group Time Attendance

Parameter Name	Value	Description
Approval Frequency	<day>	Every X number of days which the crew must approve their worked hours.
Approve Daily Worked Hours Clock-In/Out	<0,1>	Allow crew to approve their daily worked hours for clock-in/out
Approve Weekly Hours		Used on T&A Terminal. 1=Show screen View My Weekly Hours, 0=Hide
Auto Adjust Time Slots on Terminal		Auto adjust overlapping time slots when crew add/edit their time
Auto Log-out After x Mins of Inactivity		Number of minutes to wait for before auto log-out and exit to the main log-in menu when there is no activity on the Time Attendance Terminal. Specify the PAR value in number of minutes
Crew Daily Work Time Approval For Clock In/Out		Daily cut-off time to show to crew his daily approval hours on the terminal
Daily Work Time Approval		Denotes the time (in 24 hrs. format) that crewmembers must approve their total worked hours daily.
Display Date Time on Terminal		Option to display date time on terminal. Do not enable this option if the terminal hardware is slow. The Timer utilize the terminal resources to display the date time and may impact the performance.
Display Messages X days old at Terminal		Show only Messages X days old at Terminal. If value = 10, then terminal will only display messages dated from the previous 10 days.

Parameter Name	Value	Description
Display Previous X days Clock-In/Out at terminal		Show only Previous X days Clock-In/Clock-Out activities in Manual Clock-In/Out screen. If Par value is 3, then the system will show previous 3 days activities in Manual Clock In/Out
Enable Batch ClockIn/Out		0-do not allow batch clock in/out, 1 – allow to post to future only, 2 – allow to post to past and future.
Enable Manual Clock In/Out		Allow crew to access the Manual Clock-Clock-In/Out button at T&A Terminal
Enable More Info		Allow crew to view the more info button on the terminal
Enable View My Account		Allow crew to view their account overview on the terminal
Enable View My Messages		Allow crew to view their messages on the terminal
Enable View My Schedule		Allow crew to view their schedule on the terminal
Filter Crew by Payment Type and Contract Type		Allow manager to filter crew by payment type on the Broadcast Message screen
First Day of Week		First day of weekly schedule. 1=Sunday,2=Monday,3=Tuesday, 4=Wednesday,5=Thursday,6=Friday, 7=Saturday
Grace Period After Clock-In		Number of minutes for grace period after clock-in.
Grace Period After Clock-Out		Number of minutes for grace period after clock-out.
Grace Period Before Clock-In		Number of minutes for grace period before clock-in.
Grace Period Before Clock-Out		Number of minutes for grace period before clock-out.
IFC Time AttendanceCalc process every X minutes		Every X Minutes the interface calculates the total worked/rest hours

Parameter Name	Value	Description
ILO Maximum Work Hours in 24-hour period		Specify the maximum number of hours that a crew member can work in a 24-hour period as governed by the International Labour Organization (ILO).
ILO Maximum Work Hours in 7-day period		Specify the maximum number of hours that a crew member can work in a 7-day period as governed by ILO.
ILO Minimum Block Rest Hours in 24-hour period		Specify the minimum block (number of hours) that a crew member must rest in a 24-hour period as governed by ILO.
ILO Minimum Rest Hours in 24-hour period		Specify the minimum number of hours that a crew member must rest in a 24-hour period as governed by ILO.
ILO Minimum Rest Hours in 7-day period		Specify the minimum number of hours that a crew member must rest in a 7-day period as governed by ILO.
Internal Browser Parameters		Webpage and set of the parameter passed to the browser for time attendance terminal
Minutes Round Up		Clock-in/out are rounded at x-minutes before and after each quarter hour (00, 15, 30, 45). The system does this internally for the purpose of calculating the number of hours to be paid.
Past X Days Crew Can Request Approval Change	<0 to 7>	Past number of days that crew can access to change his schedule approval.
Restrict Login to Terminals		Crew can only login to certain terminal based on the set up of terminals
Schedule Validation Exception Positions		Value of OPO_ID separated by commas or leave it empty
Use Alphanumeric Keyboard		1=Use alphanumeric keyboard on the terminal, 0=Use numeric keyboard
Use Clock-In/ Clock-Out		1=Use clock-in/clock-out method, 0=Use time approval method.
Use Signature Capture		1=Use signature capture, 0=Signature capture not used.

Parameter Name	Value	Description
View Current Weekly Hours Clock-In/Out		Allow crew to view their current week worked hours for clock-in/out
View Daily Hours Clock-In/Out		Allow crew to view their daily worked hours for clock-in/out
View Invoice by Voyage		Display crew invoice by voyage on the terminal
View Upcoming Drills		Show upcoming drills on terminal

2 User Access Rights

All users who access the Time and Attendance module must have an Operational Position linked to their login. This is to determine the location owner the staff belongs to and to ease information retrieval within the program.

1. Login to **User Security** module.
2. At the **User Details, Various** section, select the **Operational Position** from the drop-down list.

The screenshot displays the 'User Security' configuration window. It is divided into several sections: 'User Details', 'Crew Link', 'Security', and 'Various'. In the 'User Details' section, the 'User Group' list has 'Administrator' selected. In the 'Various' section, the 'Operational Position' dropdown menu is highlighted with a red border and contains the text '11-A TEST'. Other fields include 'Buyer's Limit' (2), 'Cashier Function' (Enabled), 'Cashbook Assigned' (Chief Purser), 'Vendor', and 'Email Address'. At the bottom, there are buttons for 'Reprint Manager Card', 'Remove Manager Card', 'Undo', and 'Apply'.

Figure 2-1 - User Security - Operational Position link

3. Click **Apply** to save.

3 Configuring Time & Attendance

The program requires basic configurations such as Message Broadcast, Roster Task Setup, Location, Terminal, Off Day Reasons, and International Labor Organization (ILO) Non-Compliant Reasons to be configured. Below are the steps to setup the necessary codes.

3.1. Accessing the Configuration Menu

1. Login to T&A module.
2. At the **Home tab**, select **Configuration** from the ribbon bar.
3. The type of setup available to T&A module is listed on the left panel of the configuration page. Navigate to **Edit tab** and select to code to configure.

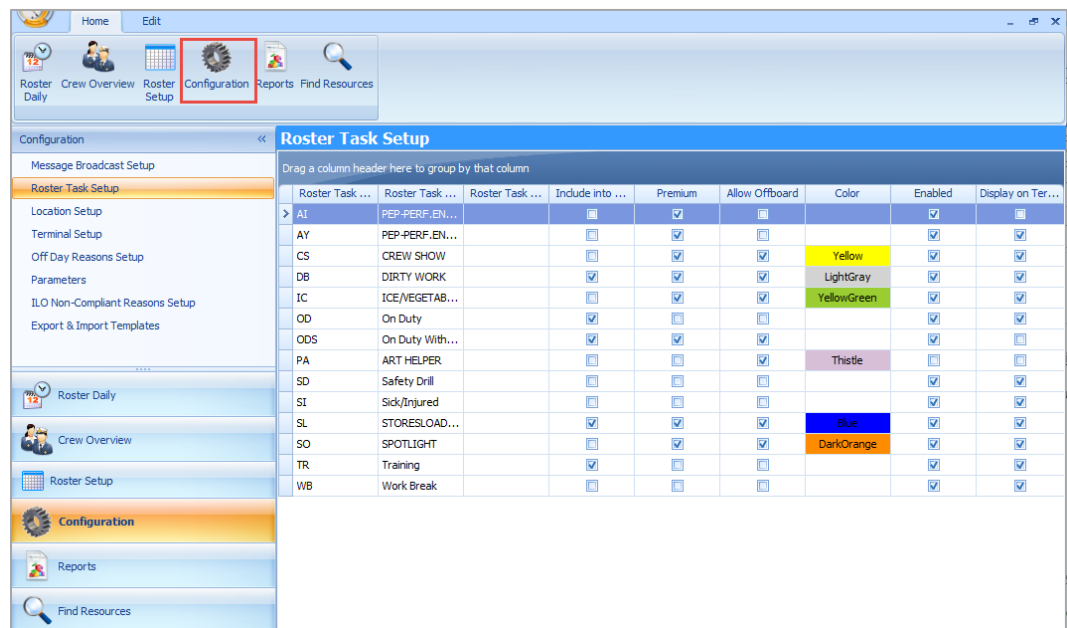


Figure 3-1 - T&A Configuration

3.2. Setting up Message Broadcast

1. At Configuration page, select **Message Broadcast Setup** from the left panel.
2. Select **Add** from **Edit tab** to open a new broadcast setup form.
3. Insert the **Preset Message Code**, **Subject** and **Content** in the respective field.
4. Click **Save** to save the form.
5. To edit the code, double-click the preset code or click **Edit** from the ribbon bar, then click **Save** to save the changes.

3.3. Setting up Roster Task Setup

The program is deployed with five system hardcoded roster task and these tasks cannot be deleted. The task is:

- OD: On Duty
- ODS: On Shoreside Duties
- SD: Safety Drill
- SL: Sick/Injured
- TR: Training

1. Select **Roster Task Setup** from the Configuration page.
2. Select **Add** to open the Add Roster Task form.
3. Insert the **Code, Name, Description** and select the **Color** code from the drop-down list.
4. Check the applicable check boxes and then click **Save** to save the form.

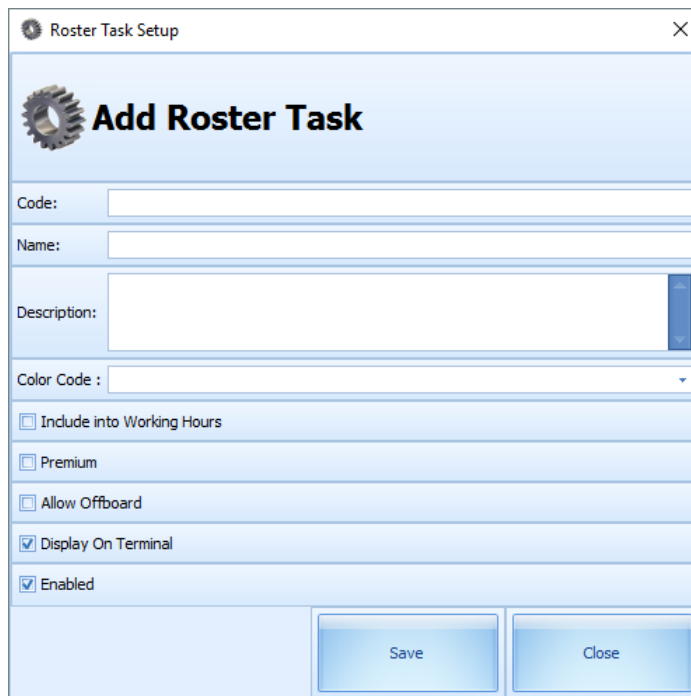


Figure 3-2 - Add Roster Task

Table 3-1 - Roster Task Field Description

Field name	Description
Color Code	Representation of task in Schedule or Monthly Overview screen.
Include into Working Hours	Takes into account the over time (OT) work hours and hours work (ILO) when calculating the total work hours.

Field name	Description
Premium	Define the work hour as premium paid hours. The hourly premium work rate is set up in the Payroll module, Maintenance, Interfaced Paycodes . Premium roster task is accountable in Service Charge calculation and it deducts from total pools before distributing the pool to all entitled crews.
Allow Offboard	The crew assigned to this roster task is allowed to go ashore. Otherwise, they are flag as Shore Denied.
Display on Terminal	The task is displayed in T&A Terminal and available for crew scheduling.
Enabled	By default, the newly added task is active.

3.4. Setting up Location Setup

The Location Setup page populates the location configured in **Administration, Operational Division Setup** and adding/editing is not permissible. However, this function permits you to assign an owner(s) to the specific location or add a sub-location. The Team Configuration section allows you to assign a crew to a different team.

The screenshot shows the 'Location Setup' window with the following sections:

- Main Location:** Department: 100 Deck; Owners Selected: 10000 Master, 104 1st Officer, 105 2nd Officer, 106 3rd Officer.
- Select Owners:** A list of roles with checkboxes: 10000 Master (checked), 101 Captain, 1011 Lisa Jie, 102 Staff Captain, 103 Safety Officer, 104 1st Officer (checked), 105 2nd Officer (checked), 106 3rd Officer (checked), 112 Staff Engineer.
- Team Configuration:** Team Code field with 'Add New Team' button; a list showing 'TEAM SV' and 'TEAM A' (expanded).
- Sub Locations:** Edit, Delete, Add buttons; a table with columns 'Sub Locations', 'Owners', and 'Enabled'. One row is visible: 'LOCSV Location SV', 'MULTIPLE OWNERS', and a checked 'Enabled' box.
- Buttons:** Save and Close buttons at the bottom.

Figure 3-3 - Location Setup

1. From the Configuration page, select the **Location Setup**.
2. Select the location to edit by double-clicking or click **Edit** at the ribbon bar.
3. At the Location Setup form, select the owner(s) by placing a check mark at the respective check boxes. Use the **Search Text** field to search for the specific owner or the mouse to scroll through the list.
4. At the Sub Locations section, click **Add**.
5. Enter the **Sub Location code, Name and Description**.
6. Check the **Deck** check box and select the Deck code, if any.
7. Select the **Owners** and click **Save** to save the sub-location.
8. Click **Save** to save and close the Location Setup form.

3.5. Setting Up a Terminal

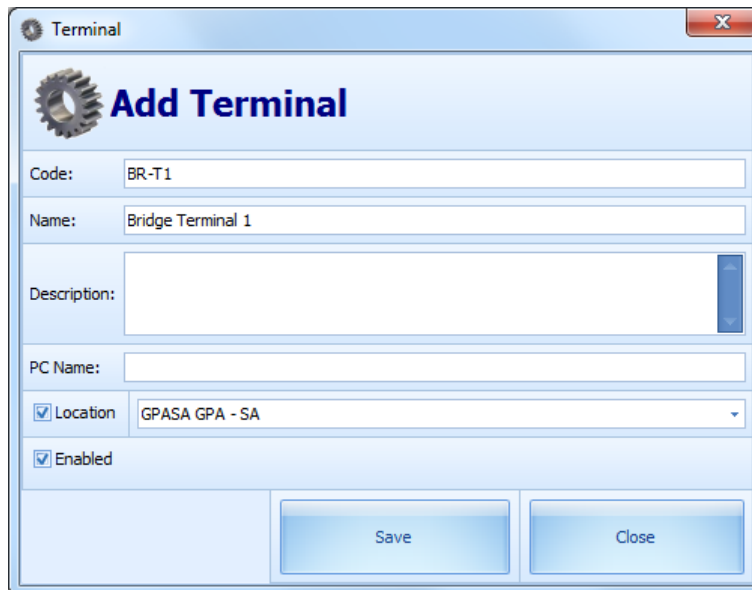


Figure 3-4 - Add Terminal

1. At the Configuration page, select the **Terminal Setup** from the left panel.
2. Select **Add** from **Edit tab** to open an Add Terminal form.
3. Insert the **Code, Name, Description, PC Name** and check the **Location** check box to select the Location from the drop-down list.
4. Click **Save** to save the form.

3.6. Setting up Off Day Reasons

The Off Day reason is used by either crew or manager to approve zero hours worked, and these are performed by the crew at the terminal.



Figure 3-5 - Off Day Reasons

1. At the Configuration page, select the **Off Day Reasons** from the left panel.
2. Select **Add** from **Edit tab** to open an Off Day Reasons form.
3. Enter the Reason Code, Description and Long Description, and then click **Save**.

3.7. Setting up Parameters

The T&A function is controlled by a set of parameters. Enabling or setting these parameters changes the behavior of the module. Please proceed with caution. See [Table 1-1 – Parameter Group Time Attendance](#) for detail description of the Parameter.

Name	Description
Approval Frequency	Used on TnA Terminal. Denotes on which day of the week the screen View My Weekly Hours Screen should pop up after login.0=Sunday, 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday
Approve Daily Worked Hours Clock-In/Out	Allow crew to approve their daily worked hours for clock-in/out
Approve Weekly Hours	Used on TnA Terminal. 1=Show screen View My Weekly Hours, 0=Hide
Auto Adjust Time Slots on Terminal	0=Does not auto adjust overlapping time slots when crew adds/edits their time, 1=Auto adjust overlapping time slots
Auto Log-out After x Mins of Inactivity	Number of minutes to wait for before auto log-out and exit to the main log-in menu when there is no activity on the Time Attendance Terminal. Specify the par_value in number of minutes
Crew Daily Work Time Approval For Clock-In/Out	Daily cut-off time to show to crew his daily approval hours on the terminal
Daily Work Time Approval	Denotes the time (in 24 hr format) that crew members must approve their total worked hours daily
Display Date Time on Terminal	Option to display date time on terminal due to hardware. Do not switch on this option if the hardware is slow. Timer used to display the date time is a resource
Display Messages X days old at Terminal	Show only Messages X days old at Terminal. If value=10, then terminal will only display messages dated from the previous 10 days
Display Previous X Days Clock-In/Out at terminal	Show only Previous X days Clock-In/Clock-Out activities in Manual Clock-In/Out screen.If par_value is 3, then the system will show previous 3 days activities in Manual Clock-In / Out
Enable Batch Clock-In/Out	0=do not allow, 1=allow to post to future only, 2=allow to post to both past and future
Enable Manual Clock-In/Out	Allow crew to access the Manual Clock-In/Out button on the terminal
Enable More Info	Allow crew to view the more info button on the terminal
Enable View My Account	Allow crew to view their account overview on the terminal
Enable View My Messages	Allow crew to view their messages on the terminal
Enable View My Schedule	Allow crew to view their schedule on the terminal
Filter Crew by Payment Type and Contract Type	Allow manager to filter crew by payment type on the Broadcast Message screen
First Day of Week	1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, 7=Saturday
Grace Period After Clock-In	Number of minutes for grace period after clock-in
Grace Period After Clock-Out	Number of minutes for grace period after clock-out
Grace Period Before Clock-In	Number of minutes for grace period before clock-in
Grace Period Before Clock-Out	Number of minutes for grace period before clock-out
IPC TimeAttendanceCalc process every X minutes	Every x minutes, the interface will calculate the total worked/rest hours
ILO Maximum Work Hours in 24-hour period	Specify the maximum number of hours that a crew member can work in a 24-hour period as governed by ILO
ILO Maximum Work Hours in 7-day period	Specify the maximum number of hours that a crew member can work in a 7-day period as governed by ILO
ILO Minimum Block Rest Hours in 24-hour period	Specify the minimum block (number of hours) that a crew member must rest in a 24-hour period as governed by ILO
ILO Minimum Rest Hours in 24-hour period	Specify the minimum number of hours that a crew member must rest in a 24-hour period as governed by ILO
ILO Minimum Rest Hours in 7-day period	Specify the minimum number of hours that a crew member must rest in a 7-day period as governed by ILO
Internet Browser Parameters	Webpage and set of parameters passed to the browser for time attendance terminal
Minutes Round Up	Clock-in/out are rounded at x-minutes before and after each quarter hour (00, 15, 30, 45). System does this internally for the purpose of calculating the number of hours to be paid
Past X Days Crew Can Request Approval Change	Past number of days that crew can access to change his schedule approval. The value should be between 0 and 7
Restrict Login to Terminals	Crew can only login to certain terminals based on the set up of the terminals
Schedule Validation Exception Positions	Values of OPO_ID separated by commas or leave it empty
Use Alphanumeric Keyboard	1=Use alphanumeric keyboard on terminal, 0=Use numeric keyboard
Use Clock-In/Clock-Out	0=Use time approval method, 1=Use clock-in/clock-out method, 2=use combination clock-in/clock-out and schedule
Use Signature Capture	1=Use signature capture, 0=Signature capture not used
View Current Weekly Hours Clock-In/Out	Allow crew to view their current week worked hours for clock-in/out
View Daily Hours Clock-In/Out	Allow crew to view their daily worked hours for clock-in/out
View Invoice by Voyage	Display crew invoice by voyage on the terminal
View Upcoming Drills	Show upcoming drills on terminal

Figure 3-6 - T&A Parameters

To edit the parameter, double-click the **Parameter** name and enter the required value in the **Value** field.

3.8. Setting up ILO Non-Compliant Reasons

The ILO Non-Compliant Reasons is used when approving crew schedules that violate the ILO Compliance. The setup is the same as Off Day Reasons.

3.9. Export & Import Templates

The Export and Import Templates function allow the ship operator to copy the Templates, Parameters, User Security Settings and Multiple Templates from on ship to another. The file format supported by these functions is XML. During import, the database will be overwritten. Please proceed with caution.

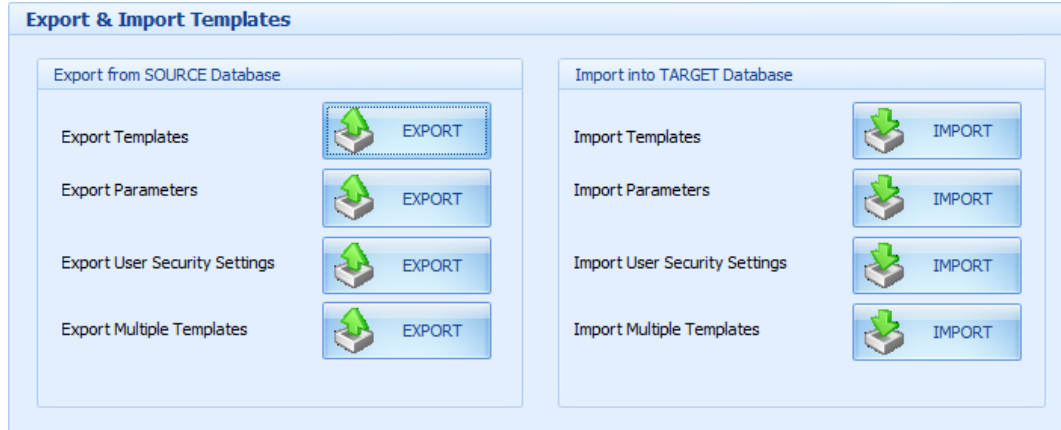


Figure 3-7 - Export/Import Templates

4 Setting up Roster Template

The Roster Setup is comprised of Schedule Templates, Activation, Maintenance, Location and Non-Scheduled. The function is segmented into three parts; Team Assignments to Crew, Roster Template and Scheduling, and Schedule Validation. This function is accessed by clicking the **Roster Setup** at the ribbon bar.

4.1. Rostering Template and Scheduling

Before scheduling a crew to a task and for ease of future scheduling, create a schedule template for each sub-location.

Schedule Templates

Code	Name	Comments
*	Click here to add a new row	
D1	Embarkation	
D2	At Sea	

Figure 4-1 - Schedule Template

1. At the left panel of Roster Setup window, select **Roster Template & Scheduling**.
2. In the Schedule Templates section, select the **Main Location** from the drop-down list.
3. Click **Add** to open the Schedule Template form.
4. At the Schedule section, insert the **Code**, **Name** and **Description**.
5. At the Template section, click the blank space under the header to add the schedule cruise day by inserting the **Code**, **Name** and **Comments**, and then click **Save** to create the cruise type and days.
6. To edit the cruise day/type, select the line item and then click the **Edit** button.

Copying Cruise Type for a Sub-Location

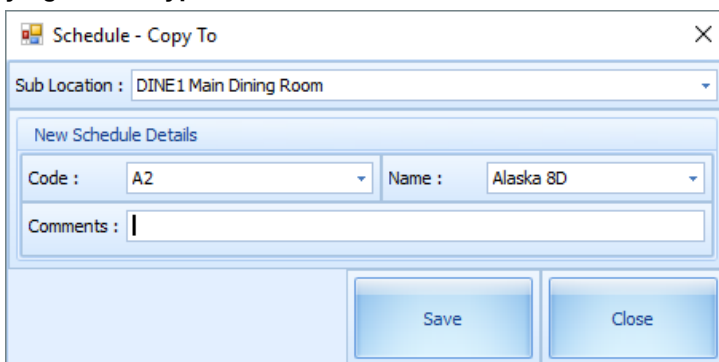


Figure 4-2 - Copying Schedule Template

1. Select the Cruise Type to copy and then click the **Copy** button.
2. At the Schedule – Copy To window, select the destination **Sub-Location**, **Code** and **Name** from the drop-down list.
3. Click **Save** to complete the process.

Copying Cruise Day for a Sub-Location

1. Select the Cruise day to copy and then click the **Copy** button.
2. At the Template – Copy To window, select the **Sub-Location** and **Schedule** from the drop-down list.
3. Under the **Create New Template** tab, enter the **Code**, **Name** and **Comments** then click **Save**. The new template will be copied over to the same Sub Location.

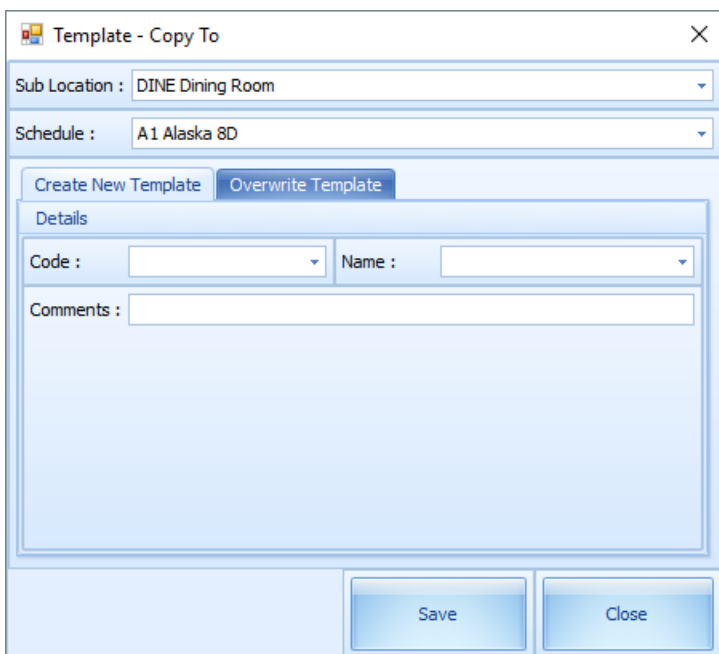


Figure 4-3 - Cruise Day Sub-Location

Overwrite Template within the same schedule

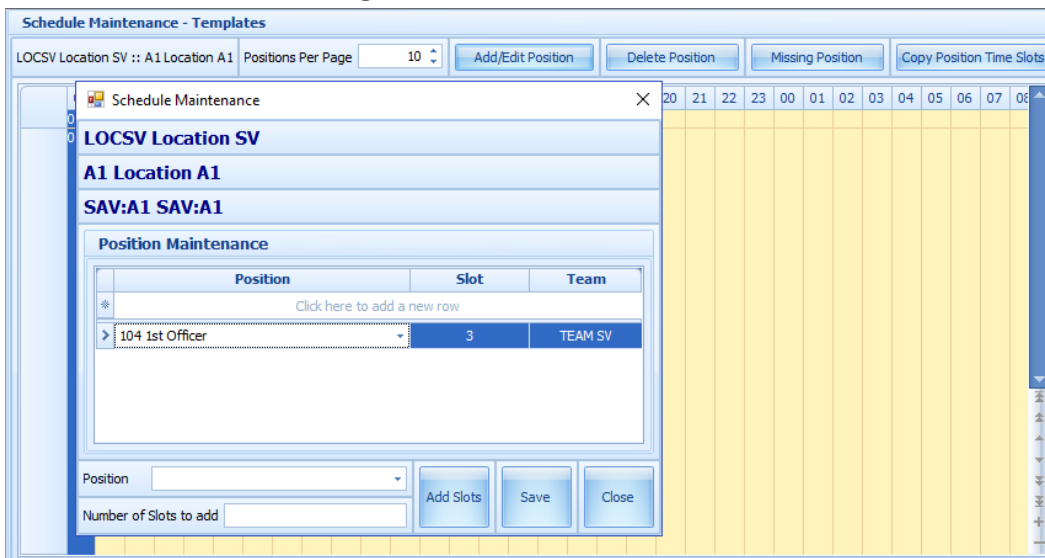
1. Select the **Cruise day** to copy and then click the **Copy** button.
2. At the Template – Copy To window, select the **Sub-Location** and **Schedule** from the drop-down list.
3. Navigate to **Overwrite Template** tab, select an existing cruise day to overwrite and then click **Save**.

Schedule Maintenance Templates

1. Select a cruise day from Schedule Templates, then click the **Add/Edit Position** button.
2. In the Schedule Maintenance window, select the **Position** and then the **Slot** from the drop-down list, and **Team**, if any. Alternatively, you may add the slot by selecting the **Position** at the bottom of the screen, then insert the required slot, by clicking **Add Slot** and then click **Save**.

The Slot number is unique for each position and there are a total of 26 available slots.

3. Click **Save** and then **Close** to exit.
4. Each of the crew members should have an individual slot for the position. For example, the position of Assistant Cook requires 10 crew members to be on duty, then 10 slots must be created for this position.
5. Click the **Save** button in Schedule Maintenance window to assign the position(s) for the cruise day. The defined positions will populate in the grid as shown in [Figure 4-4 - Schedule Maintenance - Template](#).



Schedule Maintenance - Templates																												
IC-A I Covo - A :: Alaskas Alaska :: Day		Positions Per Page		20		Add/Edit Position		Delete Position		Missing Position		Copy Position Time Slots																
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	
262 Asst. Maitre D'Hotel IC (Slot...																												
262A Capitan Station IC (Slot 1)...		oo			oo			oo			oo			oo			oo			oo			oo					
263 Waiter IC (Slot 1) 12hrs								oo					oo				oo					oo						
264 Asst. Waiter IC (Slot 1) 12hrs								oo					oo				oo					oo						
265 Buffet boy IC (Slot 1) 12hrs								oo					oo				oo					oo						
266 Captain Station IC (Slot 1)...								oo					oo				oo					oo						
274 Asst.Waiter/Util. IG (Slot 1)...								oo					oo				oo					oo						
286 Captain Waiter (Slot 1) 12hrs								oo					oo				oo					oo						

Figure 4-4 - Schedule Maintenance - Template

Deleting Position from Cruise Day

1. Select the time slot grid of the position to delete and then click **Delete Position**.
2. At the warning message prompt message "Are you sure you want to delete the selected position", click **Yes** to proceed or **No** to return to the previous screen.
3. Alternately, click the **Add/ Edit Position** button and select the row of the position to delete, then press **Delete** key on the keyboard.

Creating Time Slots for Position

1. In the **Schedule Maintenance – Templates** grid, highlight the required time slots for the position, then right-click to bring up the options. Alternatively, double-click on the grid to open the Time Slot window.



Figure 4-5 - Sample Roster Task

2. Select a roster task and then define the **Start/ End Time**.

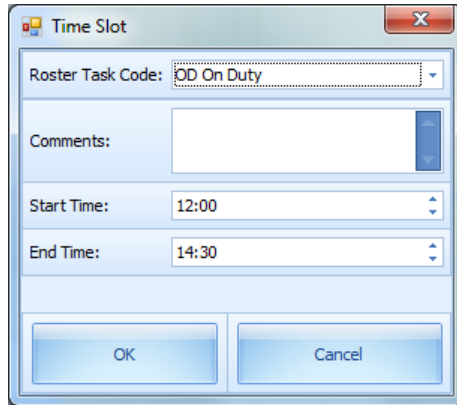


Figure 4-6 - Time Slot Entry

3. Click the **OK** button to save the time slot. The time slots saved are reflected in the grid.

Schedule Maintenance - Templates																								
IC-A I Covo - A :: Alaskas Alaska :: Day																								
Positions Per Page 20																								
<input type="button" value="Add/Edit Position"/> <input type="button" value="Delete Position"/> <input type="button" value="Missing Position"/> <input type="button" value="Copy Position Time Slots"/>																								
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
262 Asst. Maitre D/Hotel IC (Slot...																								
262A Capitan Station IC (Slot 1)...		oo			oo			oo			oo			oo			oo			oo			oo	
263 Waiter IC (Slot 1) 12hrs									oo				oo			oo			oo					
264 Asst. Waiter IC (Slot 1) 12hrs									oo				oo			oo			oo					
265 Buffet boy IC (Slot 1) 12hrs									oo				oo			oo			oo					
266 Captain Station IC (Slot 1)...									oo				oo			oo			oo					
274 Asst.Waiter/Util. 1G (Slot 1)...									oo				oo			oo			oo					
286 Captain Waiter (Slot 1) 12hrs									oo				oo			oo			oo					
498 LIDO FOOD SVC STW(9) (Slot 1) 9.5hrs																								
499 DINING AND CREW CARE (Slot 1) 9.5hrs																								
410 AYWD HOST (Slot 1) 9.5hrs																								

Deleting Position Time Slots

1. Select the time slot of the position from the grid, right-click and select **Delete** or press the **Delete** key on the keyboard.
2. To delete all time slots, right-click on an empty area of the time slot grid to open the Roster Task Options and select **Delete All Time Slots**.

Copying Position Time Slots

1. Click the **Copy Position Time Slots** from the **Schedule Maintenance –Templates** window.

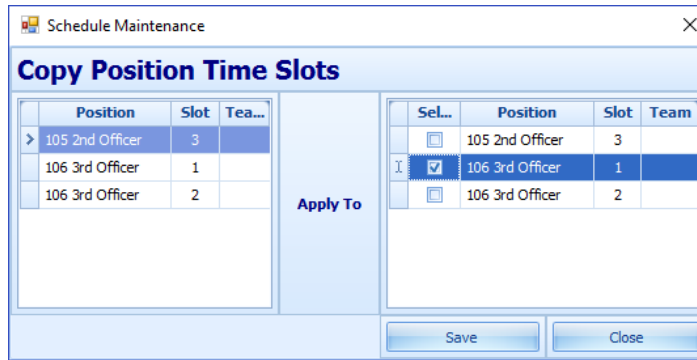


Figure 4-7 - Copy Position Time Slots

2. Select the position to copy from the left panel of Copy Position Time Slots, then check the checkbox on the right panel.
3. Click **Save** to copy the time slots.

Schedule Activation - Template

The Schedule Activation enables you to assign a schedule template to any day listed for the selected the month.

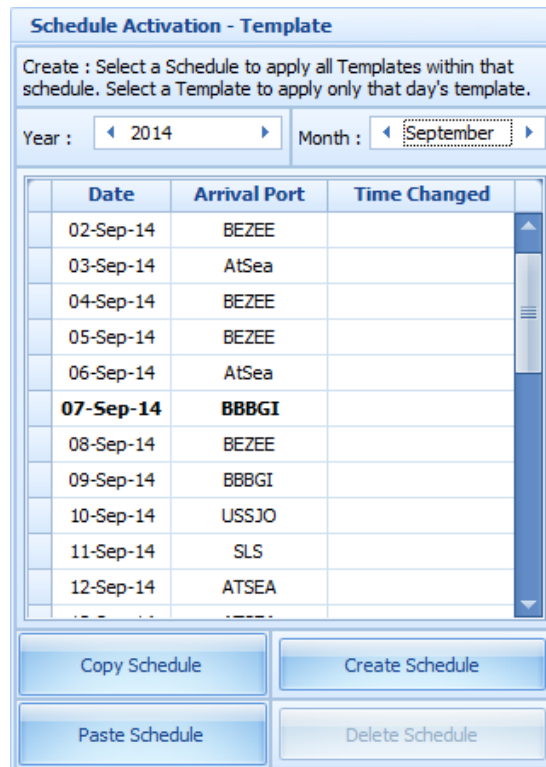


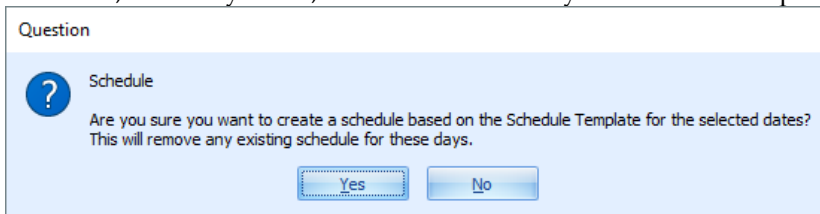
Figure 4-8 - Schedule Activation Template

Creating Schedules by Cruise Type

1. Select the **Cruise type** from the Schedule Template section.
2. Select the start date from Schedule Activation – Template and then click **Create Schedule**. For example, the cruise type has 8 cruise days and by selecting 01 April

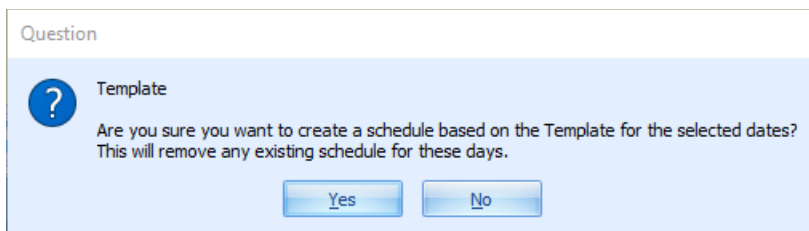
2017 as a start date for the schedules, it then creates 01 April 2017 as cruise day 1, 02 April 2017 as cruise day 2, 03 April 2017 as cruise day 3 and so on.

3. At the confirmation prompt, read the statement before proceeding. Clicking **Yes** will remove the existing schedule from the date(s). The list of the crew with schedules is listed under **Scheduled** section. The Crew Schedule creates the checked-in status by crew first, sorted by name, and then followed by the crew with expected status.



Creating Schedule by Cruise Day

1. At the **Schedule Activation – Template section**, select the date and click **Create Schedule**.



2. Click **Yes** to create the cruise day schedule. Once the schedule is created, a list of crew created with the schedules is listed in the Scheduled section.

Scheduled

The Scheduled section lists the crew names created with the schedules, according to the selected date and sub-location, with the slot number of the assigned schedule templates shown in the Slot column.

SCHEDULED - LIDO Lido Dining Room for 11-May-11

Status ▾

	Position	Slot	Team	Name	Ext ID	Embark	Debark
☏	Status: Checked-In						
>	409 DINING AND CREW CARE	1		[REDACTED]	[REDACTED]	18-Jul-10	15-May-11
	462 DINING ROOM GREETER	1		[REDACTED]	[REDACTED]	02-Oct-10	31-Jul-11
	421 ASST.STW-LIDO	1		[REDACTED]	[REDACTED]	22-Aug-10	12-Jun-11
	412 STEWARD REST	1		[REDACTED]	[REDACTED]	15-Aug-10	31-Jul-11
	414 ASST.STEWARD	1		[REDACTED]	[REDACTED]	29-Aug-10	12-Jun-11
	420 PG STEWARD REST(M)	1		[REDACTED]	[REDACTED]	05-Sep-10	15-May-11
	412 STEWARD REST	2		[REDACTED]	[REDACTED]	12-Sep-10	03-Jul-11
	414 ASST.STEWARD	2		[REDACTED]	[REDACTED]	01-Aug-10	22-May-11
	412 STEWARD REST	3		[REDACTED]	[REDACTED]	02-Oct-10	31-Jul-11
	414 ASST.STEWARD	3		[REDACTED]	[REDACTED]	12-Sep-10	03-Jul-11
	412 STEWARD REST	4		[REDACTED]	[REDACTED]	25-Jul-10	22-May-11
	414 ASST.STEWARD	4		[REDACTED]	[REDACTED]	12-Sep-10	03-Jul-11
	412 STEWARD REST	5		[REDACTED]	[REDACTED]	25-Jul-10	15-May-11

Delete Crew from Schedule

Figure 4-9 - Roster Template Scheduled Section

Selecting a crew and clicking the **Delete crew from Schedule** removes the crew schedule from the selected date and sub-location, and places the crew under NON-SCHEDULED section. Crew scheduled on a different sub-location of the selected date will not be shown here but in NON-SCHEDULED section instead.

Non-Scheduled

The Non-Scheduled section houses crew that are yet to be scheduled.

1. Select a crew name and click the **Add Crew to Schedule** to add the crew to the selected date and sub-location.
2. At the Selection prompt, select the **Position and Slot** from the drop-down list. The position time and crew's position must match the selection in order to create the schedule successfully.
Scheduling multiple crews are allowed provided the position time slot and position are the same.
3. Click **OK** to continue. Crew schedule created manually carries a "0" time slot.

4.2. Team Assignments to Crew

Once the positions are defined in the roster templates, crew names that match the defined position are listed in the Team Assignments to Crew screen.

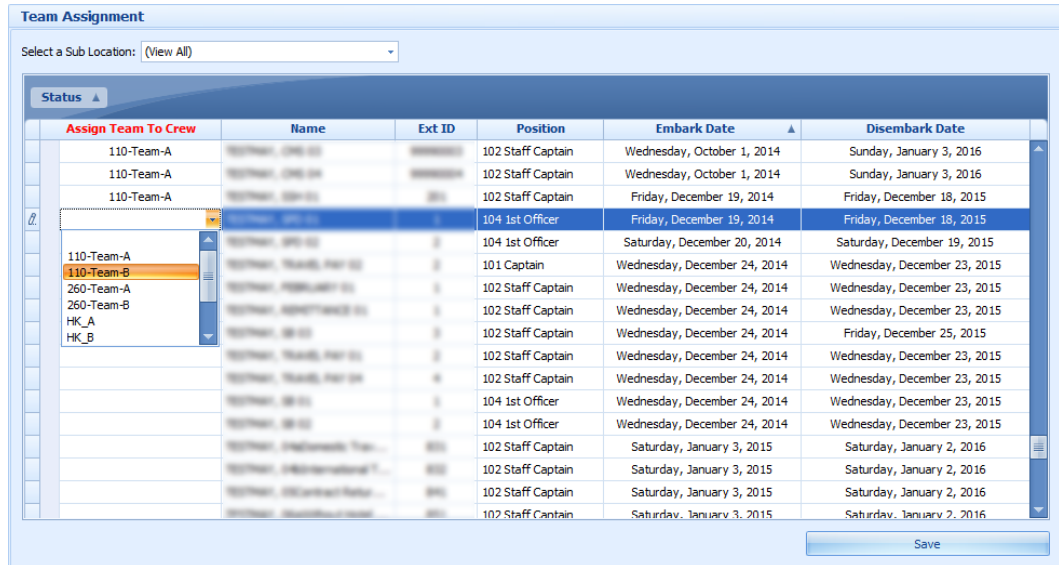


Figure 4-10 - Team Assignment

In the team assignments, it is necessary to assign crew to a team if there are more than one team working at the same location.

1. On the left pane of Roster Setup screen, select the **Team Assignments to Crew**.
2. At the Team Assignment screen, select a **Sub-Location** or leave as default.
3. Under the crew name, click the **Assign Team To Crew** drop-down list to select a team. There are a total of 26 teams available for assignment.
4. Click the **Save** button to save the team assignments. Do note that only Crew that has team assignment can create a schedule from a template defined within the same team.

Schedule Validation

The Schedule Validation has two tabs;

- **Schedule Validation by Date:** Displays lists of both schedule/unschedule tasks by Date and Main Location.
- **Schedule Validation for Expected Crew:** Displays list of the expected crew with schedule assignment by Main Location.

To validate the schedule,

1. On the left pane of Roster Setup screen, select **Schedule Validation**.
2. Select the respective tab; Schedule Validation by Date or Schedule Validation for Expected Crew
3. In the **Schedule Validation by Date** tab, choose the options from the drop-down list and then click **Search** to display the list of crew matching the selection.

Schedule Validation by Date | Schedule Validation For Expected Crew

Displays list of both scheduled/unscheduled crew members for selected department and date.

Select Date: 01-Aug-17

Main Location: 10 ADMINISTRATION

Filter: Both Scheduled/Unscheduled

Search

Drag a column header here to group by that column

Name	Ext ID	Position	Team	Status	Embark Date	Debark Date	Scheduled?
SHAL		300 TRAINING...		Checked-In	13-May-13	31-Dec-17	No
WEL, MARK E...	89788	325 GUEST RE...		Checked-In	16-Dec-12	31-Dec-17	No
WEL, GARY...	72580	307 CLERK SR...		Checked-In	27-Jul-13	31-Dec-17	No
WEL, MICHA...	13318	386 NIGHT AU...		Checked-In	13-Jan-13	31-Dec-17	No
WEL, CASEY	80403	911 ASST SHO...		Checked-In	09-Oct-12	31-Dec-17	No

66

Figure 4-11 - Schedule Validation by Date

Schedule Validation by Date | Schedule Validation For Expected Crew

Displays list of expected crew

Main Location: 10 ADMINISTRATION

Search

Drag a column header here to group by that column

Name	Ext ID	Position	Team	Status	Embark Date	Debark Date	First Scheduled
SHAL, MIC...	86764	319 GUEST RELA...	GRA PM	Expected	26-Apr-17	23-Oct-17	24-Apr-12
CAPLINGER, ...	51984	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
CHOMER, B...	40582	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
FEOLAR, MA...	72239	326 GUEST RELA...		Expected	09-Jul-11		
JANEL, SH...	42484	365 TRAVEL.HR ...		Expected	22-Jul-12	31-Jul-12	13-Jul-12
IRABELL, TH...	76131	380 HUMAN RES....		Expected	29-Oct-12	07-Dec-12	01-Jun-12
HARTY, SAGE...	56594	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
MCDONNELL, ...	74325	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
MATTSON, CH...	56723	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
MESCAL, B...	77581	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	
SONATE, CR...	72181	913 FUTURE CRS...		Expected	29-Nov-12	30-Nov-12	

11

Figure 4-12 - Schedule Validation for Expected Crew

5 Roster Daily

The Roster Daily provides an overview of a daily, weekly and monthly roster, ILO Violations and Summary of Worked Hours Functions. The features within the Roster Daily may vary depending on the mode set in **Parameter, Use Clock-In/Clock-Out**.

0=Time Approval Method

1= Clock-In/Out Method

2 = Combination of Time Approval and Clock In/Out Method

5.1. Time Approval Method

Daily Overview

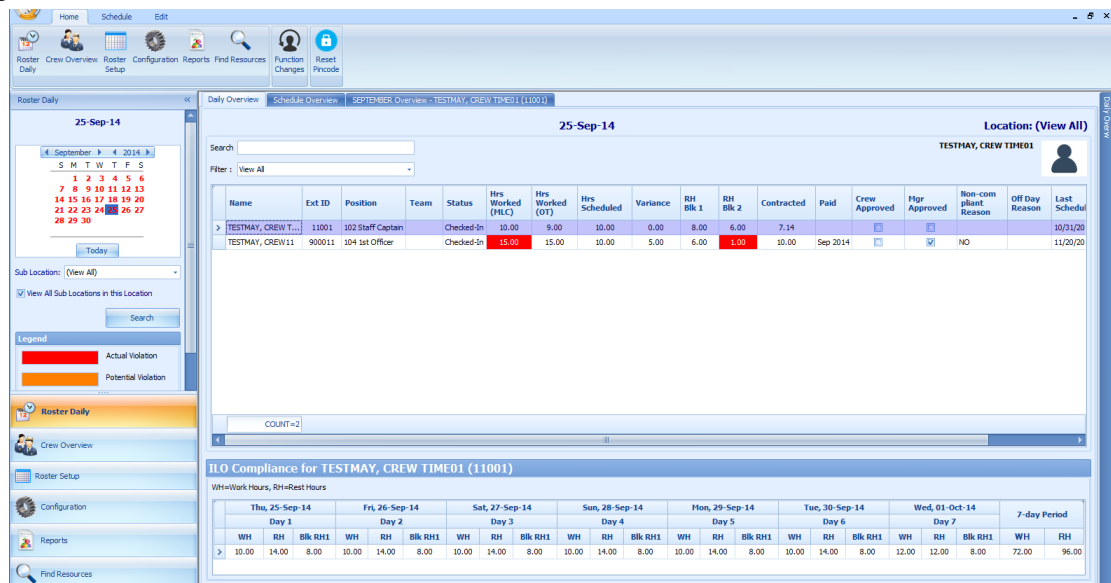


Figure 5-1 - Daily Overview Time Approval Method

Below is the description of the fields in Crew Members and Summary Worked Hours section.

Table 5-1 - Summary of Worked Hours

Fields	Definitions
Name	Crew's name
Ext ID	Crew identification number linked to an external system.
Position	Crew Operational Position
Team	Crew's assigned team

Fields	Definitions
Status	Embarkation Status
Hrs Worked (ILO)	Actual hours worked. It sums up all worked hours regardless of work codes. The column is highlighted in red for Time Approval mode and the text is in red for Clock-In/Out mode when the total worked hours exceeds the value set in Parameter, " Time Attendance ", " ILO Maximum Work Hours in 24-hour period ".
Hrs Worked (OT)	Actual hours worked. It sums up all work codes flagged with "Include into Working Hours". The total hours worked is used to calculate the Overtime against the contracted hours.
Hrs Scheduled	Hours scheduled by Manager. Sums up all hours regardless of work codes.
Variance	Differences between Hrs Worked (ILO) input by Crew at Time & Attendance Terminal and Hrs Scheduled by Manager, and only shown in Time Approval mode.
RH Blk1	Scheduled largest rest hours block
RH Blk2	The second largest rest hours block in Time Approval mode.
Contracted	Contracted hours prior to overtime calculation in Time Approval mode.
Paid	An indicator of whether worked hours is paid in Payroll in Time Approval mode.
Crew Approved	Schedule approved by Crew at T&A Terminal
Mgr Approved	Schedule approved by Manager
Non-Compliant Reason	Non-compliant schedule reason approves by Manager.
Off Day Reason	Reason entered by the crew at T&A Terminal when approving zero hours worked or when Manager approves crew zero hours scheduled.
Last Scheduled	Date of last scheduled in Time Approval mode.

Below are the formulas to calculate the rest hours in two difference scenarios.

- If there is no schedule on the previous day, the system calculates the rest hour from today's first start time and ends at the same start time the following day, for a period of 24 hours. For example,
Time Slot 1 Start Time at 06:00 hours. The system calculates rest hours from today 06:00 to the following day at 06:00.

$$2(10:00 - 12:00) + 3.5(14:00 - 17:30) + 7.5(22:30 - 06:00) = 13.$$

RH Blk 1 = 7.50, RH Blk 2 = 3.50, Total RH = 13

- If there is a schedule on previous day, the system calculates the rest hour from previous day last end time and ends at the same end time today, for a period of period 24 hours. For example, Time Slot 3 End Time at 22:30 hours. The system calculates rest hours from previous day 22:30 to today's 22:30.

$$7.5 (22:30 - 06:00) + 2 (10:00 - 12:00) + 3.5 (14:00 - 17:30) = 13.$$

RH Blk 1 = 7.50, RH Blk 2 = 3.50, Total RH = 13

To view the start/end time of each Time slots,

1. Select the date from the **Calendar Editor**, in **Roster Daily**.
2. Navigate to the **Daily Overview** tab and double-click the crew name to open the Roster Daily Schedule window.

307 CLERK SR CMHO - [REDACTED]		28-May-17	
<input checked="" type="checkbox"/> Time Slot 1	<input type="checkbox"/> Time Slot 5		
Roster Task: OD ON DUTY	Roster Task:		
Start Time: 08:00 End Time: 12:00	Start Time: 00:00 End Time: 00:00		
Sub Location: C Controller	Sub Location:		
Comments:	Comments:		
<input checked="" type="checkbox"/> Time Slot 2	<input type="checkbox"/> Time Slot 6		
Roster Task: OD ON DUTY	Roster Task:		
Start Time: 13:30 End Time: 18:00	Start Time: 00:00 End Time: 00:00		
Sub Location: C Controller	Sub Location:		
Comments:	Comments:		
<input checked="" type="checkbox"/> Time Slot 3	<input type="checkbox"/> Time Slot 7		
Roster Task: OD ON DUTY	Roster Task:		
Start Time: 20:00 End Time: 22:15	Start Time: 00:00 End Time: 00:00		
Sub Location: C Controller	Sub Location:		
Comments:	Comments:		
<input type="checkbox"/> Time Slot 4	<input type="checkbox"/> Time Slot 8		
Roster Task:	Roster Task:		
Start Time: 00:00 End Time: 00:00	Start Time: 00:00 End Time: 00:00		
Sub Location:	Sub Location:		
Comments:	Comments:		
10.75	MAX Allowed Work Hours : 14	Save	Close

Figure 5-2 - Roster Daily Schedule window

ILO Compliance

In the ILO Compliance section, when the daily worked/rest hours violates the ILO Regulation, the system automatically highlight the violation column in red. The hours shown in Worked Hours (WH) and Rest Hours (RH) is an accumulation of the daily worked/rest hour.

Selecting a crew from the grid will display the total WH and RH for seven-day period in the ILO Compliance section.

Figure 5-3 - ILO Violation

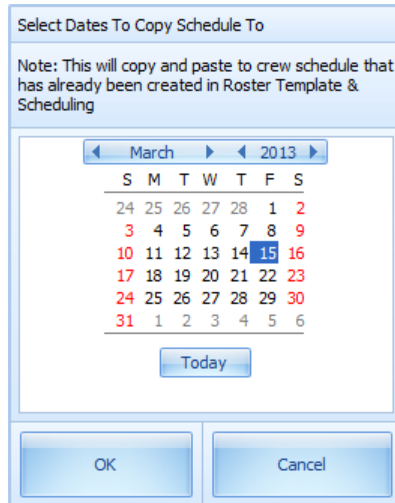
Modifying Roster Daily Schedule

A roster schedule created from the template may be modified by removing or adding new time slots. Modification or deletion of the schedule is not allowed if the Roster has been paid through payroll. This function is only accessible by users with User Security Access rights “#3292 – Allow to Create & Modify Roster Schedule”.

In the Roster Daily Schedule screen, check the time slot checkbox and define the roster task, start/ end time and sub location for it and click the **Save** button. See [Figure 5-2 - Roster Daily Schedule window](#).

Copying a Roster

1. In the **Roster Daily** window, select the date from the calendar editor.
2. At the **Daily Overview** tab, select the crew record from the grid.
3. At the Menu option, click the **Schedule tab** and then click the **Copy & Paste** button to copy the schedules onto other dates.
4. At the confirmation prompt, read the message prompt and then click **Yes** to proceed or **No** to return to the previous screen.
5. The system prompts a calendar editor when you select **Yes** at the confirmation prompt. Select the date to paste the copied schedule.



6. Click **OK** to complete the process.

Removing Roster Daily Schedule

If a schedule is no longer required, it can be deleted from the Roster Daily Schedule.

1. From **Daily Overview** screen, double-click the crew schedule to open the Roster Daily Schedule screen, and then deselect the **Timeslot checkbox** to remove the time slot(s).
2. Alternatively, click the **Delete** button under **Edit tab** from the Menu option to remove schedule for the day.

Schedule Overview

The Schedule Overview displays the crew schedules in a graph view, based on the following available options and as shown in below figures.

Group by

- **Date:** Displays schedule by date
- **Crew Member:** Displays schedule by Crew Member

Crew Members Per Page

- Displays schedule with the number of members defined.

View:

- **Day View:** Displays schedule by day
- **Work Week:** Displays schedule by the work week
- **Week:** Displays schedule by week
- **Month:** Displays schedule by month
- **Timeline:**

Time Scale

- Displays the hour in 15 or 30 minutes block.

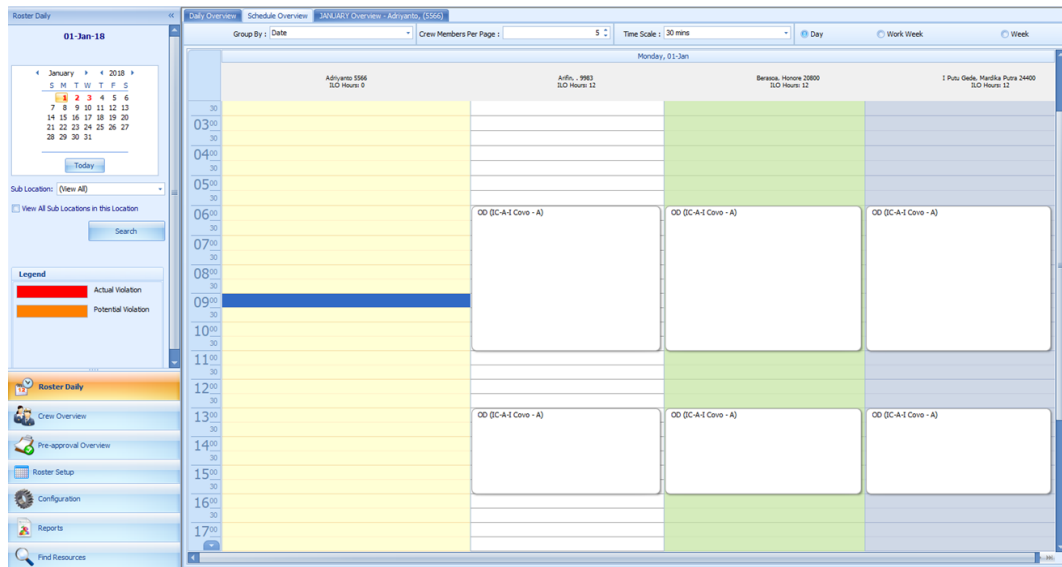


Figure 5-4 - Schedule Overview graph in Date View

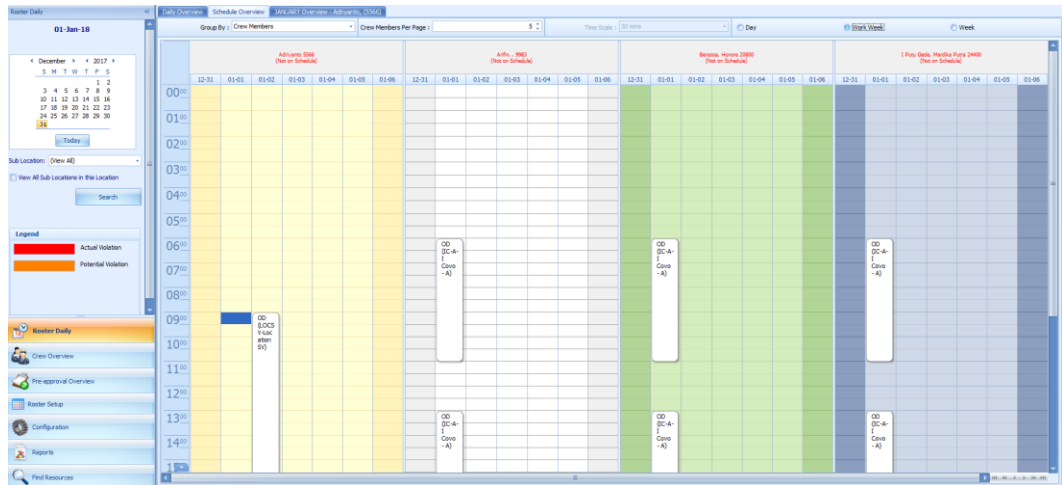


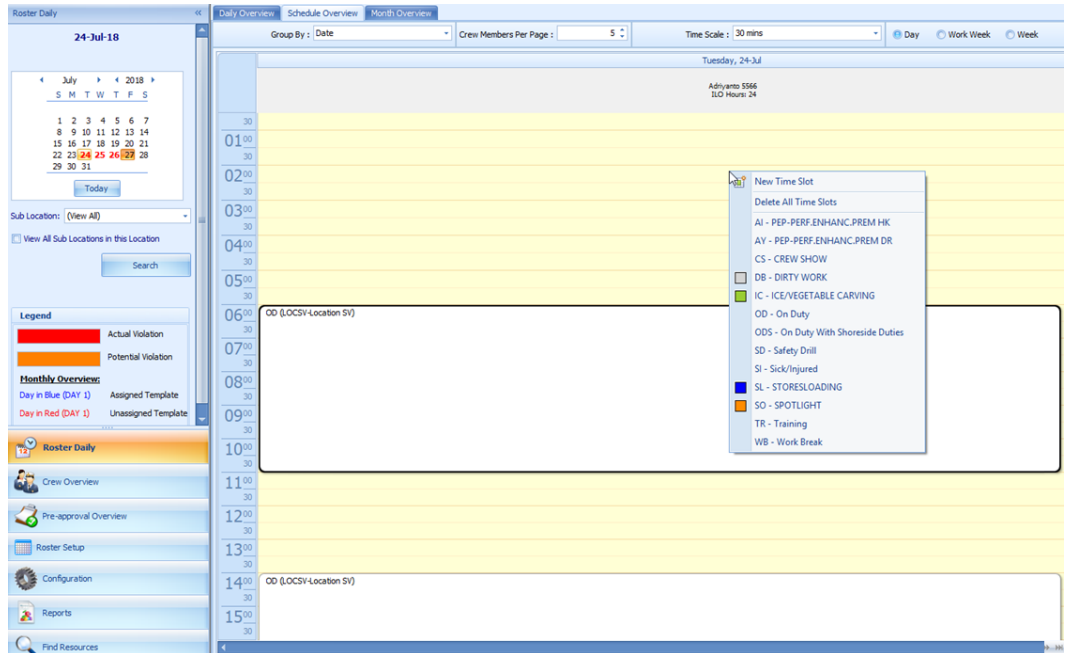
Figure 5-5 - Schedule Overview graph grouped by crew, filter by work week

Creating a Roster Schedule in Schedule Overview tab

A schedule can be added into the Schedule Overview tab using the drag and drop option or from a context menu.

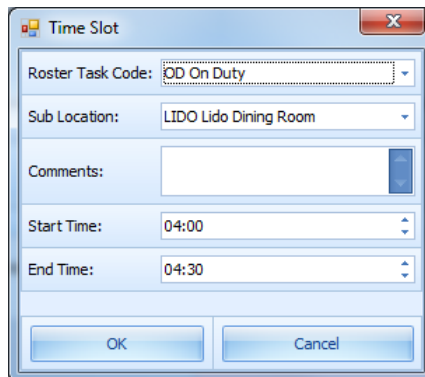
Adding schedule with drag and drop option

1. Under the crew name, select the time slot from the grid and then right-click to bring up the context menu.



2. Select the task from the context menu to add the schedule. This creates the bar graph in the Overview tab.

Adding schedule using Time Slot



1. At the hour grid of the crew name, double-click to open the **Time Slot** window.
2. Select the **Roster Task**, **Sub-Location** from the drop-down list and insert a comment, if any.
3. Select the **Start** and **End Time** for the task.
4. Click **OK** to save. The system prompts:
 - An ILO Violation if the schedule hours is more than the allowed ILO hours per day.
 - An Overlapping of Time Slots warning if the schedule is overlapping with others.

Modifying a Roster Schedule

1. At the Schedule Overview screen, double-click on the selected time slot.
2. Modify the necessary information and then click **OK** to save.
3. You may also select the time slot and then drag the end/start time to extend or shorten the schedule or move the entire time slot to a different start/end time.

Removing a Roster schedule

- To delete an individual time slot, right-click the time and then select **Delete** from the options menu.
- To delete all time slots, right-click on the schedule and select **Delete All Time Slots** from the options menu.

Monthly Overview

The Monthly Overview screen provides an overview of the crew monthly schedule.

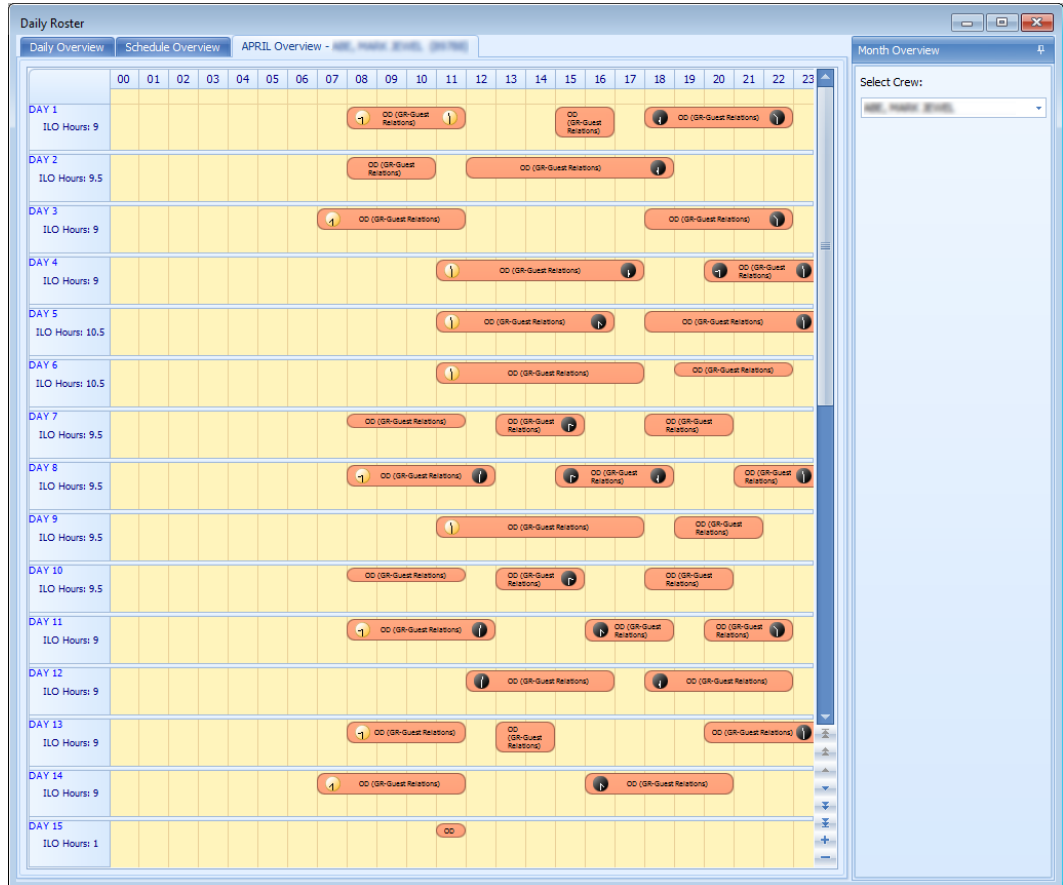


Figure 5-6 - Monthly Overview

1. From the Roster Daily, select the month to view from the **Calendar Editor**.
2. At the **Daily Overview** tab, select a crew and then navigate to the **Monthly Overview** tab to view the selected crew monthly schedule.
3. To view another crew for the same month, select the name from the drop-down list on the right panel of the screen. Only one crew can be selected at any given time.
4. In the Monthly Overview tab, the same function as the Schedule Overview applies where you are allowed to add, modify, remove or paste a roster schedule.

If the Parameter **“Time Attendance”**, **“Use Clock-In/ Clock-Out”** is enabled, the **View Clock-In/ Out** menu button and **Show Actual Hours** checkbox will enable.

Checking the **Show Actual hours** checkbox will show the crew actual clock-in/ clock-out hours on the grid. The actual hours will be displayed in grey color for each time slot.

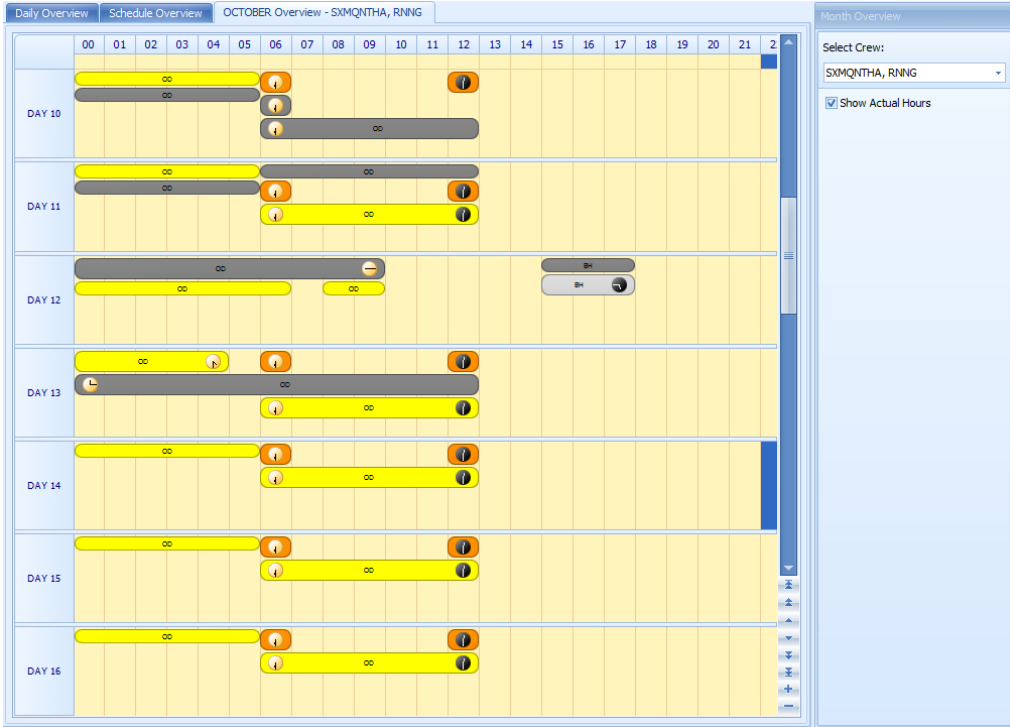


Figure 5-7 - Show Actual Hours

Function Changes

The Function Changes feature is an information page that lists all the position change that has taken place and the date it was changed. The fields are not editable.

Name	Ext ID	Old Function	New Function	Function Change
	76581	764 FOREMAN HOUSEKEEPING	766 HOUSEKEEPING ATTD(M)	18-May-13
	69228	221 MACHINIST (1)	220 MACHINIST SR	18-May-13
	13354	938 SOUND TECHNICIAN	975 LOUNGE TECH	18-May-13
	76660	766 HOUSEKEEPING ATTD(M)	764 FOREMAN HOUSEKEEP...	18-May-13

COUNT=4

Figure 5-8 - List of Function Change

Reset Pincode

The Reset Pincode allow the manager to reset the crew pin code without login to the Crew module. The manager must be have user access rights #4662 – Reset Pincode granted.

When resetting a pincode:

- Only one pincode is allowed to be reset at a time.

- The pin code is updated to Null in RES_PIN_CODE or RES_PIN_ENCRYPTED based on parameter “Pin Code Encryption” and prompts the crew to input a new pincode at login.

To reset a pincode, select the crew from the **Crew Overview** and then click **Reset PinCode** at the ribbon bar.

5.2. Clock-In/Clock Out Method

This feature tracks the Crew Work Hours in accordance with ILO requirements. The function would require crew members to clock in when their shift begins and clock out when going off for a break or finishing for the day.

Daily Overview

The screenshot displays the 'Roster Daily' interface for Friday, June 23, 2017. It includes a navigation bar with options like Home, Schedule, and Edit. The main area is divided into several sections:

- Calendar:** Shows the month of June 2017 with dates 22 and 23 highlighted in red.
- Crew Members:** A table listing crew members for the selected date.

Name	Ext ID	Position	Team	Status	Hrs Scheduled	Hrs Worked (MLC)	Hrs Worked (OT)	Crew Approved	Mgr Approved
Smith, J	678912	152 Nurse		Checked-In	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Smith, James	5566	106 3rd Officer		Checked-In	0.00	0.25	0.25	<input type="checkbox"/>	<input type="checkbox"/>
Smith, John	8899	106 3rd Officer		Checked-In	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Clock-In/Out Time:** A table showing recorded times for the selected date.

Time	In/Out	Type	Task
10:54:24	IN	A	OD
11:21:13	OUT	A	OD
11:22:28	IN	A	OD
- MLC Violations:** A section for recording violations, currently empty.
- Summary of Worked Hours for Smith, James (5566):** A weekly summary table.

Sat, 17-Jun-17			Sun, 18-Jun-17			Mon, 19-Jun-17			Tue, 20-Jun-17			Wed, 21-Jun-17			Thu, 22-Jun-17			Fri, 23-Jun-17		
Day 1	OV	R...	Day 2	OV	R...	Day 3	OV	R...	Day 4	OV	R...	Day 5	OV	R...	Day 6	OV	R...	Day 7	OV	R...
WH	RH	RH...	WH	RH	RH...	WH	RH	RH Blk	WH	RH	RH B...	WH	RH	RH...	WH	RH	RH...	WH	RH	RH...
>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	24...	12.00	2...	0.25	23...

Figure 5-9 - Roster Daily - Clock In/Out Overview

The Daily Overview screen is subdivided into multiple sections and they are:

- **Calendar:** Dates marked in red denotes dates with roster schedules created.
- **Overview Tab:** Lists all crew members that has schedule on the selected date.
- **Clock-In/Out Time:** Clock-In/Out time recorded by the system.
- **ILO Violations:** Violations of work hours if any. Refer to Legend indicators for type of violations.
- **Summary of Worked Hours:** A weekly summary of hours worked or rested.

Viewing of Crew Schedule

1. Select the date using the **Calendar** editor and the **Sub-Location** from the drop-down list.
2. Click **Search** to refresh the screen.
3. At the **Crew Member** section, a list of crew matching the search criterion is shown.
4. Select a Crew name and click **Calculate Hours** refreshes the information shown on screen.
 - a. At the **Clock-In/Out Time** section, the time logged for each task is shown.
 - b. In the **Summary Worked Hours** section, the past week hours worked/rested is shown.
 - c. If the crew work hours violates the ILO Compliance, a note is added to **ILO Violations** section.

See [Table 5-1 - Summary of Worked Hours](#) for descriptions of the fields in Crew Members and Summary Worked Hours section.

Approving/Disapproving Crew Daily Roster

It is the crew responsibility to approve their daily schedule at the T&A Terminal before the manager approves and submit to Payroll for calculation. At the point of the manager's approval, the system checks the following and;

- Allow approval of crew schedule for past dates or a day before yesterday's date.
- Only allow to approve yesterday's schedule if the past value is defined in **Parameter, Time Attendance, Daily Work Time Approval** or schedule is approved by the crew.
- Prohibits approval for today or future crew schedules.

The screenshot displays the 'Crew Members' section for 'Friday, September 11, 2015'. The table below shows the data for crew members:

Name	Ext ID	Position	Team	Status	Hrs Scheduled	Hrs Worked (MLC)	Hrs Worked (OT)	Crew Approved	Mgr Approved	MLC Violation	Non-compliant Reason
Smith, J	678912	152 Nurse		Checked-In	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Yes	
Test Data,	222345	151 Doctor		Checked-In	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		

The 'Summary of Worked Hours for Smith, J (678912)' table shows the following data for the 7-day period:

Day	Rest	WH	RH	WH	RH	WH	RH	WH	RH	WH	RH	WH	RH	WH	RH	7-day Period				
Sat, 05-Sep-15	OV																			
Sun, 06-Sep-15	OV																			
Mon, 07-Sep-15	OV																			
Tue, 08-Sep-15	OV																			
Wed, 09-Sep-15	OV																			
Thu, 10-Sep-15	OV																			
Fri, 11-Sep-15	...																			
															0.00	24...	12.50	...	0.00	24.0

The '11-Sep-15 - Clock-In/Out Time' section shows the following data:

Time	In/Out	Type	Task
11:20:52	OUT	A	AY
11:20:54	IN	A	OO
11:20:55	OUT	A	OD
11:28:26	IN	A	SD
11:28:27	OUT	A	SD

The 'MLC Violations' section shows the following notes:

MLC Notes	Notes
Exceeded max work hours for 7 days (Actual=168, MLC=91)	
Failed to meet minimum rest hours for 7 days (Actual=0, MLC=77)	

Figure 5-10 - Crew Schedule Approval

1. At the **Roster Daily** screen, navigate to the **Schedule** tab.
2. Select the date to approve using the calendar editor and click **Search**.
3. At the Crew Members section, select the crew name. Multiple selections is allowed.
4. Click **Approve** or **Approve All** (for multiple selections) at the ribbon bar.
5. At the confirmation prompt, select **Yes** to proceed.
6. Once approved, a check mark is placed under the **Mgr Approved** column. A check mark under **Crew Approved** column denotes the schedule is approved by the crew.
7. Clicking the **Unapprove** or **Unapprove All** (for multiple selections) will reverse the approval.

Below processes takes place during approval:

- The system generates a notification message informing the crew of the schedule approval/unapproval.
- If the schedule is approved by the crew and changed by the Manager, the crew is notified with a system generated message, indicating the reason for the change.



Figure 5-11 – Schedule change by Manager Notification

- When the manager approves a schedule yet to be approved by the crew, the system generates a warning message, notifying the crew of the change.

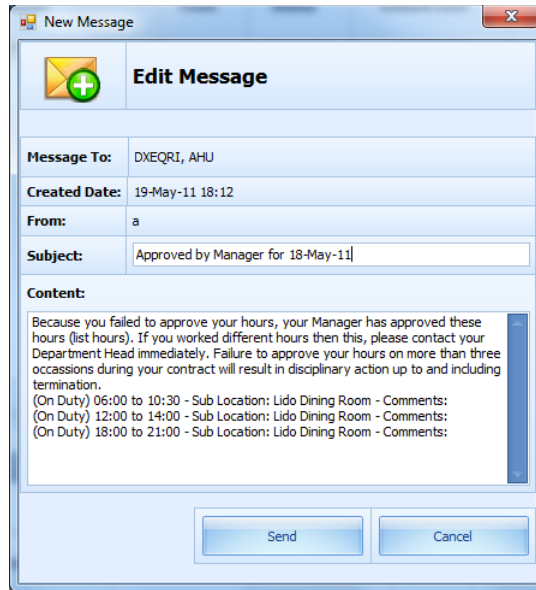


Figure 5-12 - Approval Notification without Crew's Approval

- When approving a non-compliant schedule, the system prompts for **Non-ILO Compliant Reason** to be entered.

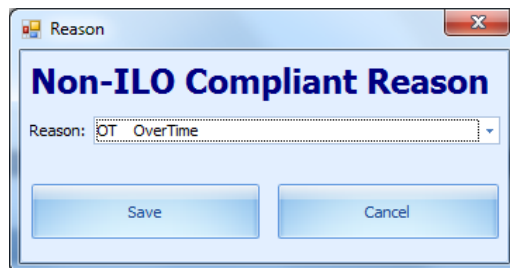


Figure 5-13 - Non ILO Compliant Reason

- If the approval is for a Zero Hours and yet approve by the crew, the system prompts for a **Zero Hours Recorded** reason to be entered. This also applies to schedule change from worked hours to zero hours that has been approved by crew and manager.

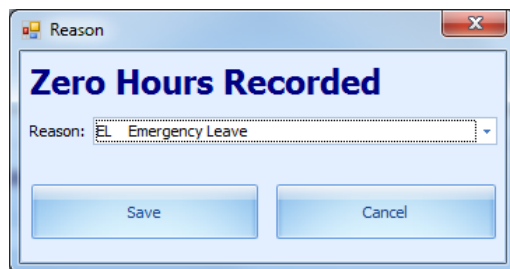


Figure 5-14 - Zero Hours Recorded Reason

Editing Clock-In/Out Time

The system permits you to edit the clock-in/out time, if needed.

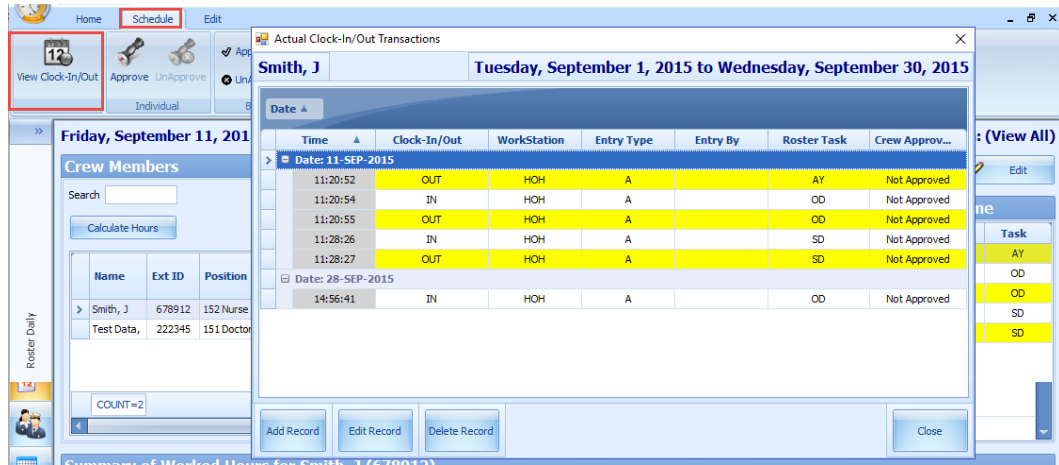


Figure 5-15 - Actual Clock-In/Out Transaction window

1. Navigate to **Schedule** tab and click the **View Clock-In/Out** button at the ribbon bar.
2. At the **Actual Clock-In/Out Transactions** window, select a record to edit.
3. Click the **Edit Record** button and alter the necessary details and then click **Save**.
4. Similarly, you may click **Add Record** to insert a new clock-in/out record. The "Entered by" column is empty if the record is added/ edited by the crew himself. Otherwise it will display the user name.
5. Clicking the **Delete Record** prompts a confirmation window. Click **Yes** to proceed or **No** to return to previous screen.

See also chapter [Manual Clock In/Clock Out](#) on how to manually add a record.

Editing ILO Violations

The editing of ILO Violations function enables the manager to view and input/edit the MLC notes.

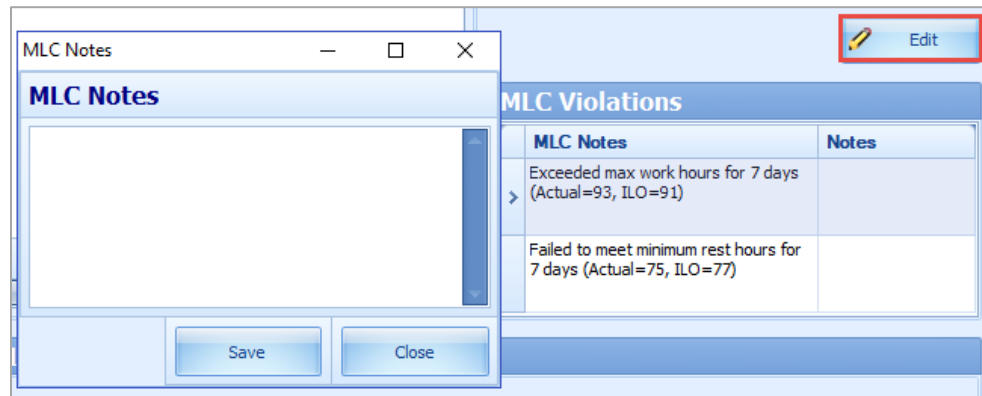


Figure 5-16 - Editing ILO Violation

To edit, click the **Edit** button and enter the Notes in Notes window and then click **Save** to update.

View Changes Required

The View Changes Required function lists all changes requested by crew through the T&A Terminal and this function is accessible by Manager only. The change request is generated when the crew presses the “**Changes Required**” during Clock-In/Out at the T&A Terminal and crew member are to discuss the changes require with their respective manager. It displays the daily/weekly or both daily/weekly request depending on the value defined in Parameter “**Approved Weekly Hours**” and/or Parameter “**Approve Daily Worked Hours Clock-In/Out**”.

The function is accessed by clicking the **View Changes Required** button at the ribbon bar. Information displays on this screen is a view only. If change is necessary, the manager may edit the schedule using [Editing Clock-In/Out Time](#) or [Manual Clock In/Clock Out](#) function.

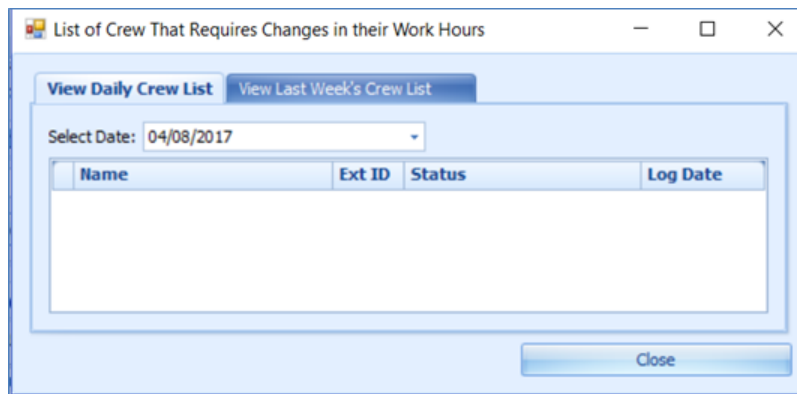


Figure 5-17 - View Clock-In/Out

Reset Pincode

See section [Reset Pincode](#) in Time Approval Method.

Batch Clock-In/Out

The Batch Clock-In/Out function allows the Manager to perform a batch clock-in/out for the crew on a selected task such as fire or emergency drill, based on the parameter set in **Enable Batch ClockIn/Out**. Usage of this function is permissible to a user with security access right '#4686 - Batch Clock-In/Out'. The posting of batch clock-in/out is only allowed to current system date and task past the server time.

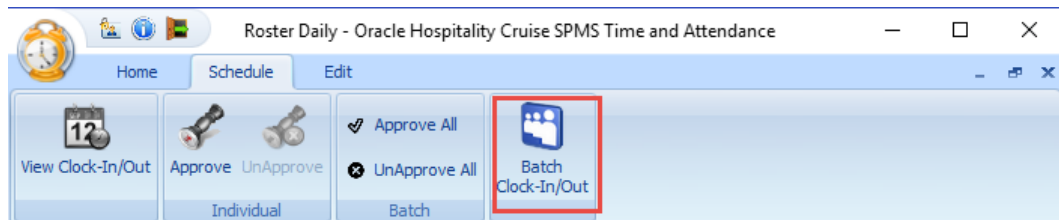


Figure 5-18 - Batch Clock-in/Out Function

1. At the main screen, navigate to **Schedule tab** and click the **Batch Clock-In/Out** button from the ribbon bar.
2. At the **Batch Change Task Clock-In/Out** window, select the **Department** and **Position** from the drop-down list, and then click **Search**.

Figure 5-19 - Batch Clock-In/Out

3. At the Select Crew Members, a list of crew matching the selection is shown. Select the names and click the double right arrow.
4. Select the **New Task Code**, **Batch Clock-In/Out Data** and **Time** range from the drop-down list.
5. Click **OK** to post the clock-in/out.

Below are the process performed automatically by the system for the batch clock in/out.

- For crews whose last transaction was a clock-in, the system performs a:
 - i. clock-out with the task code that corresponds with the previous clock-in
 - ii. clock-in with the specified task code
 - iii. clock-out with the specified task code
 - iv. clock-in with the task code that corresponds with (i) and the time is 1 minute after the batch clock out time.
- For crews whose last transaction was a clock-out, the system performs a
 - i. clock-in with the specified task code
 - ii. clock-out with the specified task code

Manual Clock In/Clock Out

A Manual clock-in/out can be entered In Clock In/Out mode. This function is accessed through **Roster Daily, Crew Members screen, Location (View All)** section.

1. Click **New** at the **Location (View All)** section.
2. At the Add Record screen, select the **Time, Clock-In/Out and Roster Task** from the drop-down list, and then click **Save**. The manually added Clock-In/Out time are classified as "M" type.
3. The system prompts a warning message when a manual clock-in/out is entered. The warning message defers, depending on the previous activity log. The system does not prevent an entry from being inserted or overrides the previous entry. We strongly recommend that you read the warning prompt before click the **OK** button.

6 Crew Overview

The Crew Overview screen displays the crew member's information, messages for the crew and also the crew roster schedule.

6.1. Time Approval Method

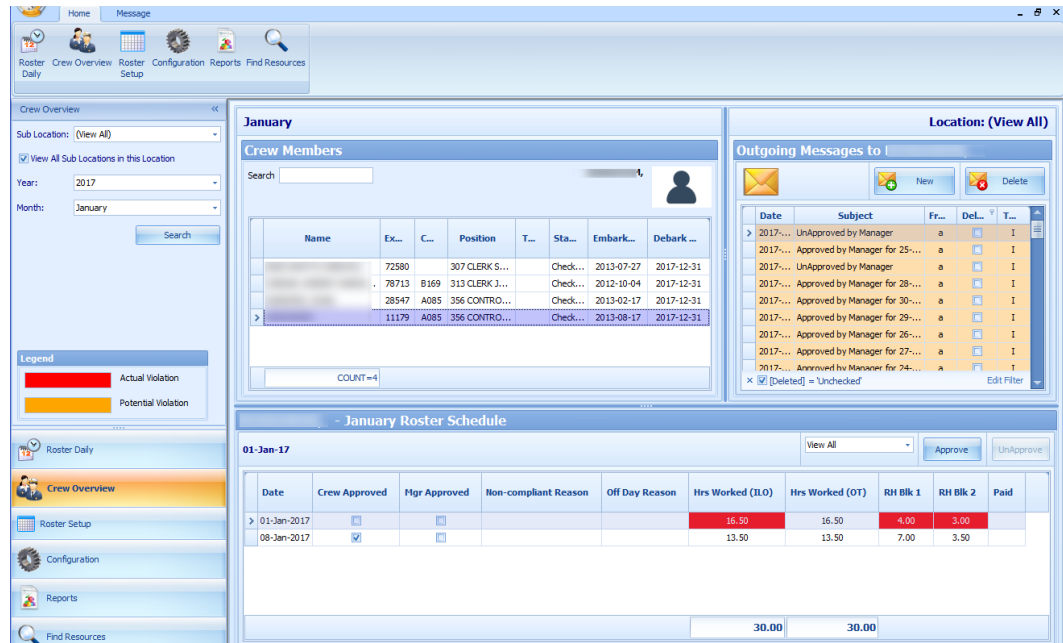


Figure 6-1 - Crew Overview in Time Approval Method

Crew Members

1. In the **Crew Members Overview** panel, select the **Sub-Location**, **Year** and **Month** then click **Search**.
2. In the **Crew Members** section, select the crew to display.
3. Enter either the crew **Last name** or **external ID** in the **Search** field to narrow down the search.

Roster Schedule

The Roster Schedule displays the crew monthly roster which enables schedules to be Approve or Unapproved. Creating and modifying the schedule is allowed in this function.

Smith, James Mr. - November Roster Schedule									
Thursday, November 2, 2017							View All	Approve	UnApprove
Date	Crew Approved	Mgr Approved	Non-compliant Reason	Off Day Reason	Hrs Worked (MLC)	Hrs Worked (OT)	RH Blk 1	RH Blk 2	Paid
> 02-Nov-2017	<input type="checkbox"/>	<input type="checkbox"/>			0.00	0.00	0.00	0.00	
22-Nov-2017	<input type="checkbox"/>	<input type="checkbox"/>			0.00	0.00	14.50	9.50	
					0.00	0.00			

Figure 6-2 - Roster Schedule in Time Approval Method

Below table describes the field available in the Crew Overview, Roster Schedule.

Table 6-1 - Roster Schedule Field Description

Column Name	Description
Date	Schedule Date
Crew Approved	Schedules approved by Crew at T&A Terminal
Mgr Approved	Schedule approved by Manager
MLC Violation	Hours Worked (MLC). The label is configurable in Administration module, System Setup, Labels Setup, TATE17 .
ILO Violation	The default label is ILO. The label is configurable in Administration, System Setup, Labels Setup, TATE17 .
Non-complaint Reason	Approval reason for non-compliant schedule.
Off Day Reason	Approval reason for zero hours schedule.
Hrs Worked (ILO)	Total hours scheduled per day. The column is highlighted if the total hours scheduled exceeds the value set in Parameter, "Time Attendance", ILO Maximum Work Hours in 24-hour period" .
Hrs Worked (OT)	Total hours scheduled for work codes that are flagged with "Include into Working hours".
Rest Hour Block 1	The biggest rest hour block. The column is highlighted as a violation if the total rest hour block is less than the value set in Parameter, "ILO Minimum Block Rest Hours in 24-hour period" . Available in Time Approval Mode.
Rest Hour Block 2	The second biggest rest hour block. The column is highlighted as a violation if the total rest hours per day is less than the value set in Parameter, "ILO Minimum Block Rest Hours in 24-hour period" . Available in Time Approval Mode.

Column Name	Description
Paid	In Time Approval mode, this is column is called Contracted . It indicates whether the worked hours have been paid in Payroll.

Creating roster schedule

1. Repeat steps in Searching for Crew Members.
2. At the **Roster Schedule** section, double-click the blank field to open the **Time Slot** window.
3. Check a new **Time Slot** check box and select a **Roster Task** and then enter all necessary for that time slot.
4. Click **Save** to save the information and then **Close** to exit the window. This adds the record to the Roster Schedule section.

Messages

The Messages section displays all the crew messages whether it is read or unread. By default, deleted message are excluded from the list. Removing the filter located at the bottom of the Messages will show the deleted messages.

The messages are classified as follows; I – Individual Message / B – Broadcast Message

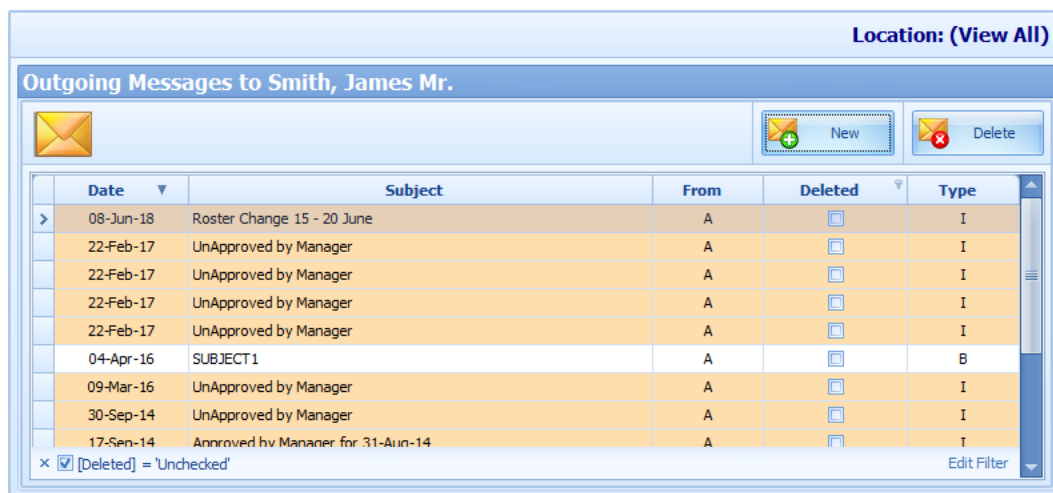


Figure 6-3 - Crew Messages

Creating a Message

1. At the Message section of the Crew Overview, click **New**. Alternatively, navigate to the **Message tab** and then select **New** from the ribbon bar.
2. Enter the **Subject**, **Priority Level** and content of the message.
3. Click **Send** to send the message.

4. Click the **Delete** button to delete the selected message. Deleting messages created by other users is not allowed, and deletion is only allowed if you are granted with security rights #4472.

Figure 6-4 - New Crew Message

Creating a Broadcast Message

1. At the **Message** tab on the ribbon bar, select **Broadcast**.
2. Click the “+” sign at the **Message To** field to expand the Crew selection.

Figure 6-5 - New Broadcast Message

Figure 6-6 - Broadcast Message Criteria Selection

3. Select the **Department, Position, Embark Date** and other required information from the drop-down list, and then click **Search**.
4. Crew matching the criteria is listed in the **Select Crew Members** section. Select the crew name(s) and then click the **right arrow**.
5. Click **OK** to close the screen and return to the **New Message** window.
6. At the New Message window, select a **Preset** message if any, then enter the **Subject Line** and message content.
7. Click **Send** to broadcast the message. The messages will prompt when the Recipient login to the T&A Terminal.

Recalling Broadcast Message

A message recall can be performed in the event when the message was sent accidentally. However, you can not recall a message once they are read.

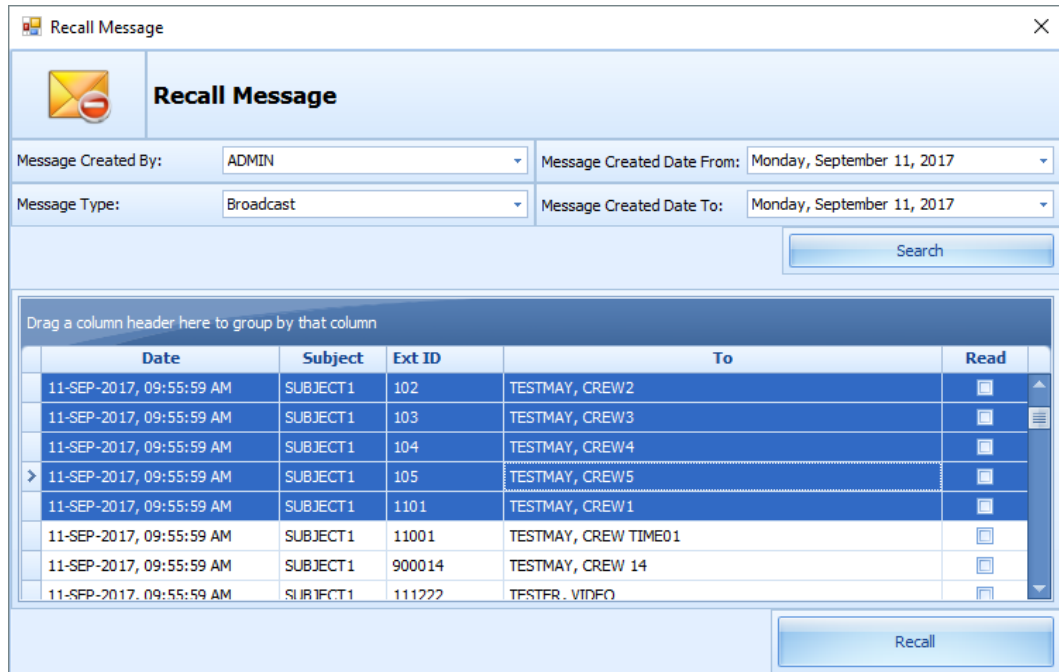


Figure 6-7 - Message Recall window

1. Click the **Recall** button at the ribbon bar.
2. At the Recall Message window, select the **Message Created By**, **Message Type** and **Message Create Date From/To** from the drop-down list, and then click **Search**.
3. Select the message(s) to recall and then click the **Recall** button.
4. At the confirmation prompt, click **Yes** to confirm the message recall.

6.2. Clock In/Out Method

Crew Members

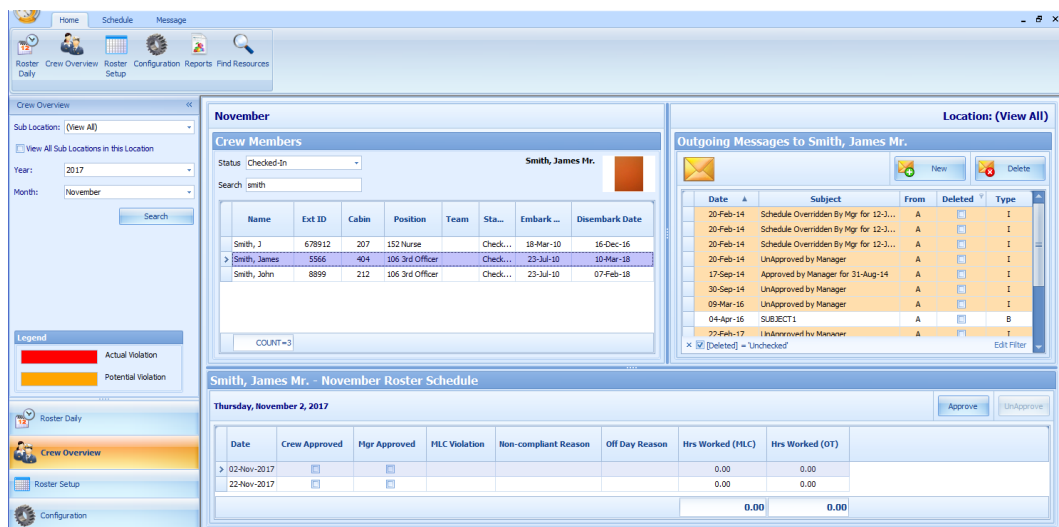


Figure 6-8 - Crew Overview in Clock-In/Out Method

Searching for Crew Members

1. In the Crew Members Overview panel, select the **Sub-Location, Year and Month** then click **Search**.
2. In the **Crew Members** section, select the **Status** to display from the drop-down list.
3. Enter either the crew last name or external ID in the **Search** field to narrow down the search.

Roster Schedule

The Roster Schedule function in Clock-In/Out mode is relatively similar to the Time Approval Method and has lesser fields being shown. See Table 6-1 - Roster Schedule Field Description for more information.

Smith, James Mr. - November Roster Schedule								
Thursday, November 2, 2017							Approve	UnApprove
Date	Crew Approved	Mgr Approved	MLC Violation	Non-compliant Reason	Off Day Reason	Hrs Worked (MLC)	Hrs Worked (OT)	
> 02-Nov-2017	<input type="checkbox"/>	<input type="checkbox"/>				0.00	0.00	
22-Nov-2017	<input type="checkbox"/>	<input type="checkbox"/>				0.00	0.00	
						0.00	0.00	

Figure 6-9 - Roster Schedule in Clock-In/Out Method

Creating roster schedule

1. Repeat steps in Searching for Crew Members.
2. Select the Crew Name from the Crew Members section.
3. Click the **View Clock In/Out** button at the Schedule tab to open the **Actual Clock-In/Out Transactions** window. See Figure 5-15 - Actual Clock-In/Out Transaction window.
4. Select **Add Record** and then enter all the information in the Add Record window.
5. Click **Save** to save the information and then **Close** to exit the window. This adds the record to the Roster Schedule section.

Messages

The Messages function is exactly the same as the Time Approval Method. See chapter Messages in Crew Overview

7 Find Resources

This function list the crew resources based on the selection filter.

Name	Ext ID	Position	Gender	Status	Schedule Created?
11640	16443	115 3rd Engineer	Male	Checked-In	No
115 3rd Engineer	11640	115 3rd Engineer	Male	Checked-In	No
605 Laundryman	22314	605 Laundryman	Male	Checked-In	No
263 Waiter IC	9983	263 Waiter IC	Male	Checked-In	No
151 Doctor	21398	151 Doctor	Male	Checked-In	No
215 Asst. Cabin Steward	20816	215 Asst. Cabin Steward	Male	Checked-In	Yes
265 Buffet boy IC	31192	265 Buffet boy IC	Male	Checked-In	Yes
151 Doctor	452839	151 Doctor	Male	Checked-In	Yes
215B Pool Boy	12730	215B Pool Boy	Male	Checked-In	Yes
605 Laundryman	8899	605 Laundryman	Male	Checked-In	Yes

Figure 7-1 - Find Resources

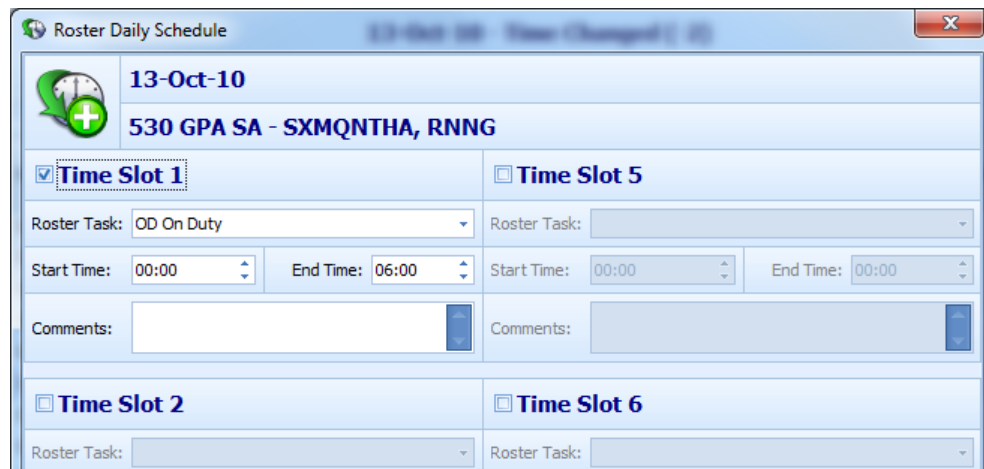
1. At the Home tab ribbon bar, click **Find Resources**.
2. Select the **Gender, Location, Position** and the **Date/Time Range Availability** from the drop-down list, and then click **Search**.
3. Results shown in the grid are non-violating ILO hours. Select the name of the crew from the result grid and then click the **Add Time Slot**. Note that you are only allowed to add time slot to the crew that has a schedule created.
4. At the Resource – **Add Time Slot** window, select the **Roster Task** from the drop-down list and then click **OK** to add.

8 Time Zone Change

The Ship's clock is reset, either forward or backward when they travel across different time zones in between ports. Hence, the time zone change must be setup in order to calculate the crew work hours accurately and also to ensure the work hours is compliant to ILO regulations. These time zones are setup in the **Administration module**.

1. Login to **Administration module, System Setup, Timezone Change Setup**.
2. At the Timezone Change Setup window, right-click and select **Add New**.
3. Enter the **Date, Time, Hours Zone** and **Remarks** in the respective field, and then click **OK** to save.
4. Total worked hours will be recalculated for rosters that fall within time zone change automatically when you navigate between screens.

With the time zone setup, work hours are recalculated to reflect the difference in T&A module when the Roster Daily has start/end time falls between the time zone changes. For example, on 13th October at 02:00 hours, the time zone changed and crew worked from 00:00 to 06:00 hours. Therefore the total worked hours shown is 8 hours.



The screenshot shows a software window titled "Roster Daily Schedule" with a date of "13-Oct-10" and a vessel name "530 GPA SA - SXMQNTHA, RNNG". The window is divided into a grid of "Time Slot" sections. "Time Slot 1" is selected and contains the following information: "Roster Task: OD On Duty", "Start Time: 00:00", "End Time: 06:00", and a "Comments" field. Other time slots (2, 5, and 6) are visible but not selected, showing "Roster Task" dropdown menus and empty "Start Time" and "End Time" fields.

Figure 8-1 - Time Zone Change

Above screen shows a scheduled time that fall on a time zone change.

Daily Overview									
Schedule Overview									
OCTOBER Overview - SXMQNTHA, RNNG									
13-Oct-10 - Time Changed (-2)									
Search		Find		Filter: View All					
Name	Ext ID	Position	Status	Set Hrs	Hrs Worked (OT)	RH Blk 2	RH Blk 1	Contracted	Crew Approved
RXYQAN, UNIME E	6371	531 APPRENTICE COOK	Onboard	0.00	0.00	8.00	10.50	0.00	<input type="checkbox"/>
SXAQEZ, UJNALD L.	10499	520 ASST COOK	Onboard	14.00	14.00	0.00	12.00	0.00	<input type="checkbox"/>
SXDQ, AHU	7285	515 GPA STORES	Onboard	14.00	14.00	0.00	12.00	0.00	<input type="checkbox"/>
SXLQNA, DSLE	99821	530 GPA SA	Onboard	0.00	0.00	8.00	10.50	11.00	<input type="checkbox"/>
SXMQLAGUE, VWREAM	62302	530 GPA SA	Onboard	14.00	14.00	0.00	12.00	0.00	<input type="checkbox"/>
> SXMQNTHA, RNNG	49478	530 GPA SA	Onboard	8.00	8.00	0.00	18.00	0.00	<input checked="" type="checkbox"/>
SXQORA, OJNALDO	56639	528 GPA PANTRY	Onboard	14.00	14.00	0.00	12.00	0.00	<input type="checkbox"/>
SXRQANO, EJB8Y2	555888	530 GPA SA	Onboard	15.00	14.00	0.00	11.00	0.00	<input type="checkbox"/>

Figure 8-2 - Recalculated Daily Hours in Time Zone Change for Schedule Mode

The above screen shows recalculated “Daily Hours” of schedule that fall on a changed time zone.

At the T&A Terminal, the total hours calculated under the Approved Worked hours screen reflect an 8 hours work.

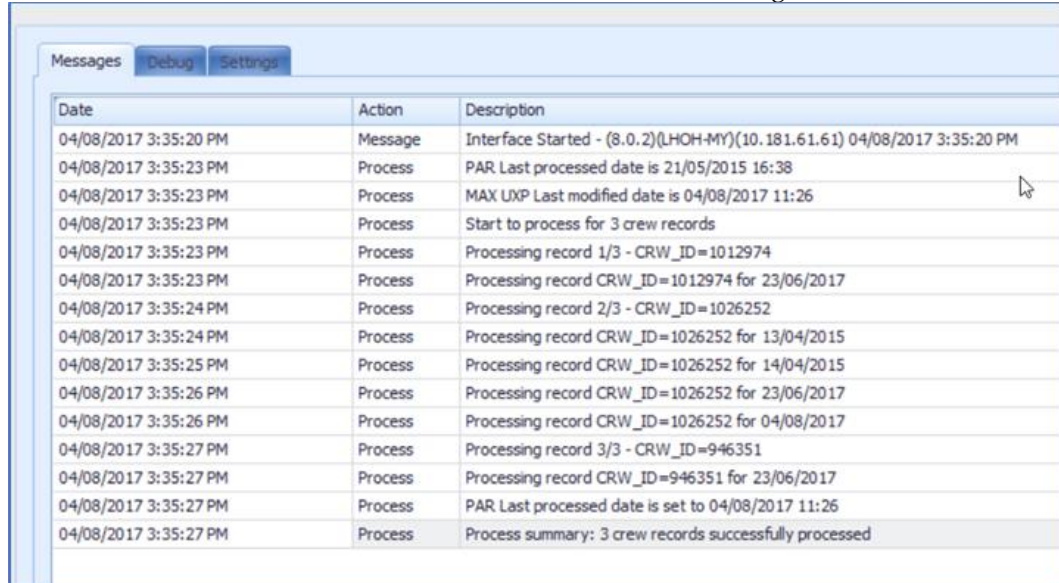
< BACK		SXMQNTHA, RNNG			LOGOUT	
Schedule for Previous Day - 13 October, 2010. Time Zone Changed (-2)						
ROSTER	COMMENTS	START	END	HOURS		
On Duty	-	00:00	06:00	8.00	EDIT	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	
No Record	-	00:00	00:00	0.00	ADD	

Hours Scheduled : 8.00
 Status : APPROVED BY SUPERVISOR

Approve Hours Clear All Hours

9 OHC TimeAttendanceCalc

An interface was created to facilitate the calculation of total worked/rest hours separately from T&A Terminal. This interface launches and run in the background.



The screenshot shows a web-based interface with three tabs: Messages, Debug, and Settings. The Messages tab is active, displaying a log table with three columns: Date, Action, and Description. The log contains 15 entries, starting with an interface start message and followed by several process actions for processing crew records. The final entry is a process summary indicating that 3 crew records were successfully processed.

Date	Action	Description
04/08/2017 3:35:20 PM	Message	Interface Started - (8.0.2)(LHOH-MY)(10.181.61.61) 04/08/2017 3:35:20 PM
04/08/2017 3:35:23 PM	Process	PAR Last processed date is 21/05/2015 16:38
04/08/2017 3:35:23 PM	Process	MAX LXP Last modified date is 04/08/2017 11:26
04/08/2017 3:35:23 PM	Process	Start to process for 3 crew records
04/08/2017 3:35:23 PM	Process	Processing record 1/3 - CRW_ID=1012974
04/08/2017 3:35:23 PM	Process	Processing record CRW_ID=1012974 for 23/06/2017
04/08/2017 3:35:24 PM	Process	Processing record 2/3 - CRW_ID=1026252
04/08/2017 3:35:24 PM	Process	Processing record CRW_ID=1026252 for 13/04/2015
04/08/2017 3:35:25 PM	Process	Processing record CRW_ID=1026252 for 14/04/2015
04/08/2017 3:35:26 PM	Process	Processing record CRW_ID=1026252 for 23/06/2017
04/08/2017 3:35:26 PM	Process	Processing record CRW_ID=1026252 for 04/08/2017
04/08/2017 3:35:27 PM	Process	Processing record 3/3 - CRW_ID=946351
04/08/2017 3:35:27 PM	Process	Processing record CRW_ID=946351 for 23/06/2017
04/08/2017 3:35:27 PM	Process	PAR Last processed date is set to 04/08/2017 11:26
04/08/2017 3:35:27 PM	Process	Process summary: 3 crew records successfully processed

The recurring calculation process by X minutes is based on the value entered in Parameter, **“IFC Time AttendanceCalc process every X minutes”** and does not trigger a recalculation process until the earlier calculation completes. At the end of the process, the system save the log file to C:\Users\Public\Documents\Oracle Hospitality Cruise\IFCTimeAttendanceCalc_yyyymmdd.txt.