

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

OHC Administration Module User Guide

Release 7.30.870

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January 2017

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# Preface

Administration module is the back bone of the Shipboard Property Management System, where system codes are built according to the approved Ship's Operational guidelines and requirements. As each of these codes may link to other fields or require other codes to be setup first, user is advised to study and understand the relationship of each requirement prior to entering them. System Administrator, Chief Purser, Accounting Purser, Crew Purser, Cruise Director, Group Coordinator and Safety Office are the key personnel responsible in configuring and maintaining these codes.

The following section describes the setup and usage of Administration module.

## Audience

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

## Customer Support

To contact Oracle Customer Support, email to [support@fcruise.com](mailto:support@fcruise.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
- Screen shots of each step you take

## Revision History

Date	Description of Change
January, 2017	<ul style="list-style-type: none"><li>▪ Initial publication.</li></ul>

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# Prerequisite, Supported Systems, and Compatibility

This section describes the minimum requirement for Administration module.

## Prerequisite

- FC Administration.exe

## Supported Systems

- Operating System
  - Microsoft Windows 7 - 32-bit / 64 - bit System
  - Microsoft Windows 8 - 32 bit / 64 - bit System
  - Microsoft Windows 10 - 32 bit / 64 - bit System

## Compatibility

- SPMS version 7.30.870 or later. For customer operating on version below 7.30.870, database upgrade to the recommended or latest version is required.

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## A. Administration

The Administration Menu comprise of configuration input fields required by the Ship Operation. Some of the functions may not work if the codes are not available or properly setup. Please consult Oracle Hospitality Cruise Support if you have any questions in configuring the codes.

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# 1. System Setup

In **System Setup Menu**, configurations such as Ports of call, System Cruise, System Date Change, System Cruise Change and Database Parameters are defined.

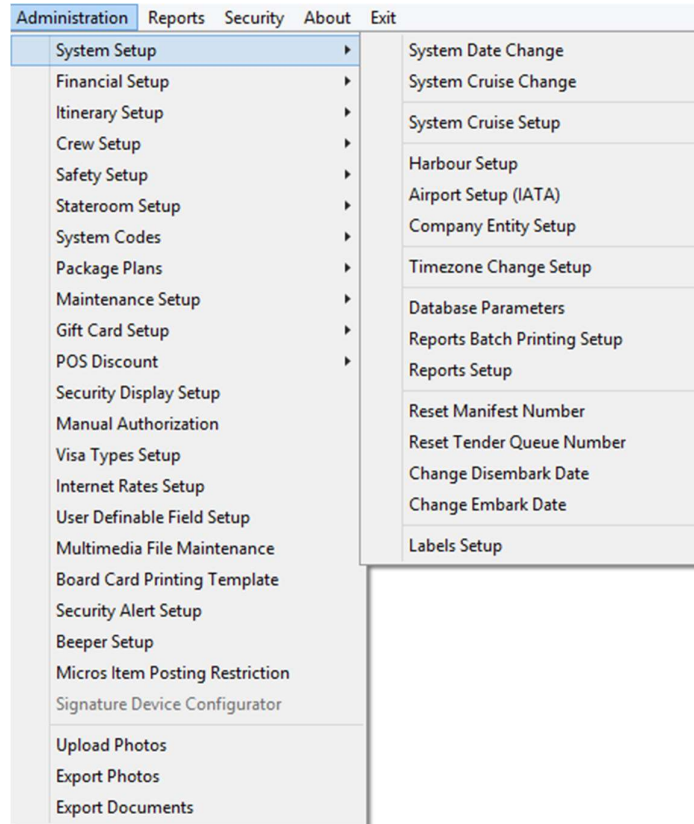
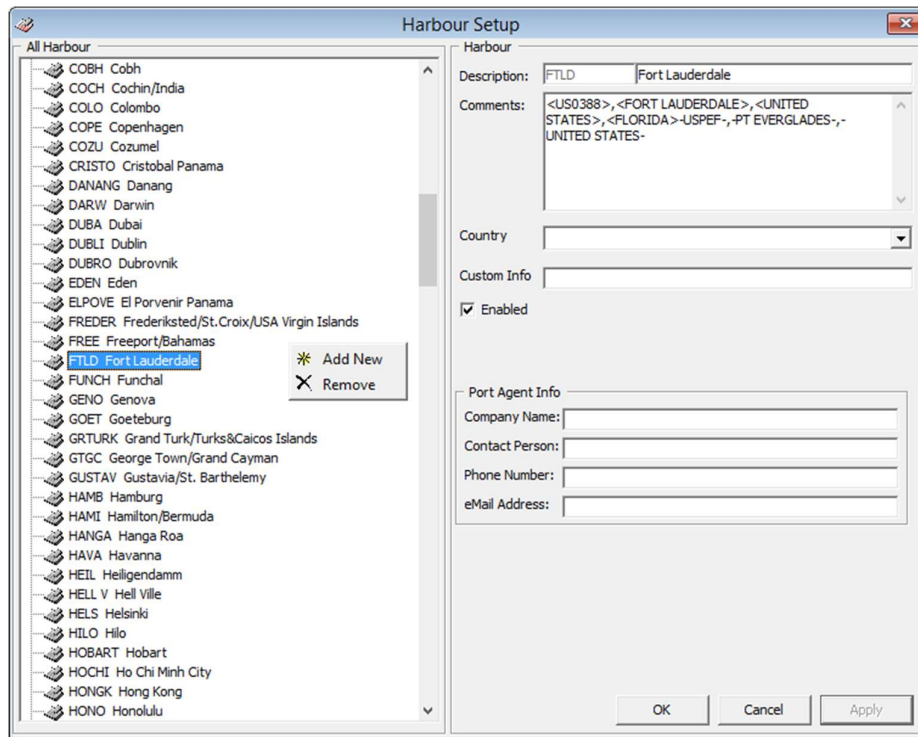


Figure 1-1 - System Setup

## 1.1 Harbour Setup

### 1.1.1. Setting Up a Harbour



**Figure 1-2 - Harbour Setup**

1. From the Administration Menu, select **System Setup**, then select **Harbour Setup** from the sub-category.
2. In the Harbour Setup window, right click on the left pane and select **Add New** to add new harbour.
3. In the **Description** field, enter the short code and description of the harbour.
4. In the Comment field, enter the ISO Port codes using a < > and comma (,) as separator, if any.

---

**Note:** System will insert the standard ISO Port codes from APIS during installation/update in the Comment field.

---

5. Select the **Country** from the drop-down list, if any.
6. In the Port Agent section, enter the **Port Agent** information's.
7. Click **Apply** to save the entry.

---

**Note:** By default, 'Enabled' is checked. Uncheck the check box will disable the code from the selection window.

---

### 1.1.2. Removing a Harbour

1. From the Harbour Setup window, right click on the code and then select remove.
2. Click **OK** to close the window.

## 1.2 System Cruise Setup

Before the Ship set sail on its voyages, user must the Cruise in System Cruise Setup, detailing the start and end date of cruise, arrival/departure time at each port and the base currency.

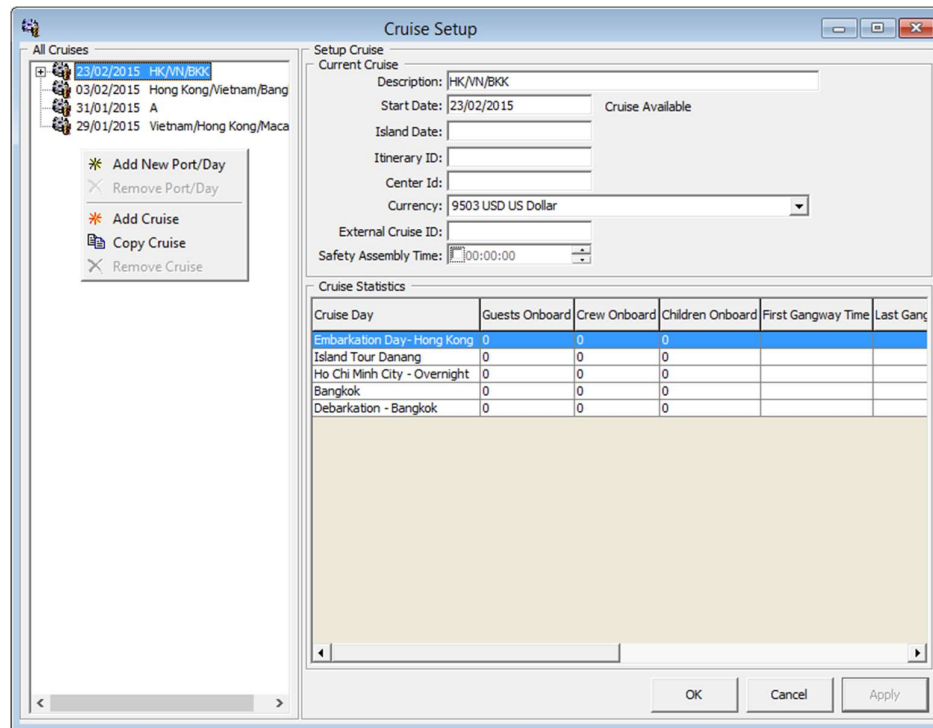


Figure 1-3 - Cruise Setup

Table 1-1 - Field definition of Cruise Setup

Field	Description
Description	Description of the Cruise and mainly used to identify the cruise.
Start Date	Start date for the cruise.
Island Date	Special coded description for GL Interface.
Itinerary ID	An identifier number for voyage/cruise.
Center ID	Special coded description for GL Interface.
Currency	Official onboard currency. See Financial Setup, Currencies.
External Cruise ID	Cruise ID from external party.
Safety Assembly Time	Safety Assembly Time for this cruise.

### 1.2.1 Creating System Cruise

1. From the Administration Menu, select **System Setup**, then **System Cruise Setup** from the drop-down list.
2. In the Cruise Setup, right click on the **All Cruises** section and select **Add Cruise** to open a blank Setup Cruise form.



3. Enter the description, Start Date, Island Date, Itinerary, Currency in the blank Setup Cruise form.
4. Click **Apply** to save the information.

## 1.2.2 Adding Port/Day to Cruise

Setup Cruise Day

Day

Date: 29/01/2015 Available

Description: Embarkation Day

Arrival Port: HOCHI Ho Chi Minh City

IPM Port Type: At Port

Port Comments :

Weather:

Comments:

Arrival Country: VN Viet Nam

Arrival Time: 07:00:00

Departure Time: 30/01/2015 00:00:00

Statistics

Total guest:

Total crew:

Total children:

Actual Arrive Time

Actual Depart Time

OK Cancel Apply

Figure 1-4 - Setup Cruise Day

1. In the Cruise Setup form, All Cruises section, right click on the **Cruise name** and select **Add New Port/Day**.
2. In the Setup Cruise Day form, enter the date, description, port comments, weather and select from the drop-down list the Arrival Port, IPM Port Type, Arrival Country, Arrival Time and Departure Date/Time.
3. Click **Apply** to save the form.
4. Repeat above steps for additional port day.

---

**Note:** Entered port date *cannot* be altered. User is required to remove the port day, then re-enter before adding remaining port day.

---

## 1.2.3 Removing Port Day

In the All Cruises section, select the Port day to remove, then right click and select **Remove Port/Day**.

---

---

**Note:** System will validate against all reservations before a port/day or cruise is removed.

---

---

## 1.2.4 Copying a Cruise

The Copy Cruise function enable users in copying a cruise with similar setup onto a future date, with the assumption that the cruise itineraries are identical. If the information is completely different, manually create the cruise and add the port day accordingly.

1. In the All Cruises section, select the **Cruise Day**, then right click and select **Copy Cruise**.

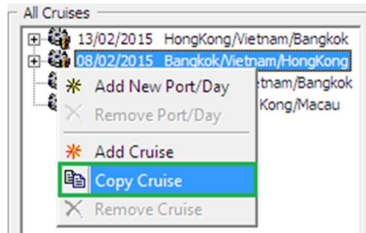


Figure 1-5 - Copy Cruise

2. Insert the **Start Date and Description** in the Duplicate Cruise window, then click **Add**.

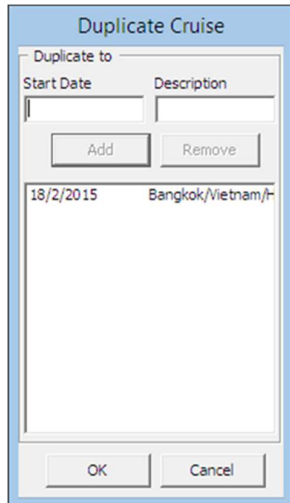


Figure 1-6 - Duplicate Cruise

---

---

**Note:** Copy Cruise is not permissible if the Start Date exists and System will prompt an error.

---

---

3. Click **OK** to confirm and System will auto populate the information in All Cruises section.

---

## 1.2.5 Removing a Cruise

Removing a cruise is only possible when *No* reservation is linked to the cruise day. The function is greyed out when a link to a port day is detected by the System.

1. In the All Cruises section, expand the **Cruise Day** container and select the port day to remove by right clicking on the date.
2. Repeat the above until all port day has been removed.
3. Right click on the **Cruise Day** and select **Remove Cruise**.
4. Click **OK** to exit the System Cruise Setup.

## 1.3 System Date Change

System Date Change is performed nightly by the Night Auditor or appointed user from the Finance Department. Prior to running System Date Change, all revenue centers must be in balance, and this includes the POS systems, Cashbook and any other processes deemed necessary by the Ship operation.

### 1.3.1 Performing System Date Change

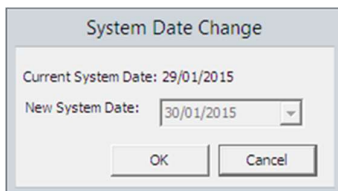
1. From the System Setup drop-down menu, select **System Date Change**.

---

**WARNING:** User is not allowed to proceed with System Date Change when Cashiers session is *still active*.

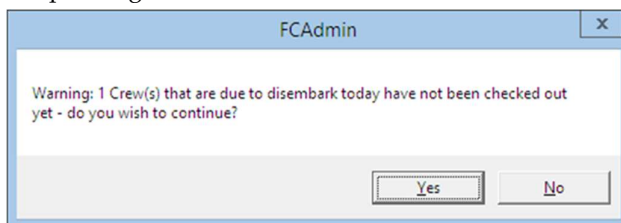
---

2. In the System Date Change prompt, confirm the New System Date by clicking **OK**.



**Figure 1-7 – Setting New System Date**

3. System will prompt a warning message when expected disembarking guest/crew remains check in. Select **Yes** to proceed or **No** to return to earlier menu and resolve all pending check out.



**Figure 1-8 - Pending check out confirmation**

4. A progress window indicating the 'Closing Pay Period' will appear when System Date Change is sets off, and only appears when Payroll system is linked.

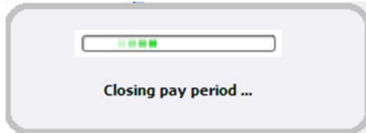


Figure 1-9 - End of Day progress

---

**Note:** This process changes all pending reservations status to *No-Show*.

---

5. When the System Date Change completes, a window indicating the new system date will appear. Click **OK** to close the prompt.

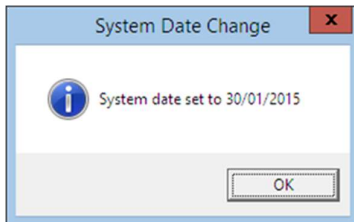


Figure 1-10 - System Date Changed notification.

## 1.4 System Cruise Change

A System Cruise Change is performed by Chief Purser at the end of each Cruise, and this process closes all revenue centers and system accounts before starting a new cruise and the all account should technically balances.

### 1.4.1 Performing System Cruise Change

1. From the System Setup drop-down menu, select **System Cruise Change**.

---

**WARNING:** Proceed with caution. The following process sets *all accounts to 'Closed' and any outstanding balances will be brought forward to the next cruise.*

---

2. In the System Cruise Change prompt, confirm the New System Cruise by clicking **OK**.

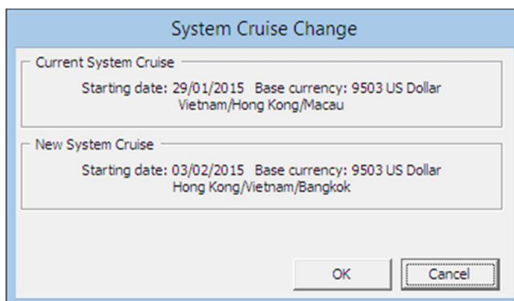


Figure 1-11 - System Cruise Change

3. If *unbalanced* System Account is detected, System will prompt an 'Open Balance Warning'. Select **Yes** to proceed or **No** to return to earlier menu and resolve all pending check out.

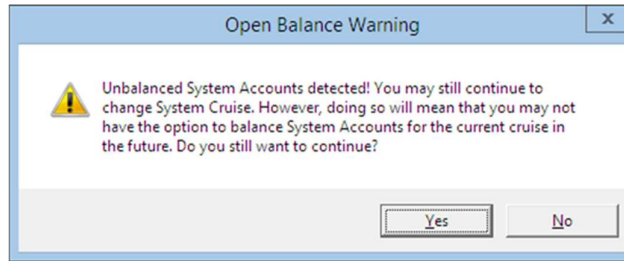


Figure 1-12 - System Cruise Change Open Balance Warning

4. When the **System Cruise Change** completes, it returns to main menu screen.

## 1.5 Database Parameters

A set of Database Parameters Oracle Hospitality Cruise Software comes preinstalled with a set of Database Parameters that defines the fundamental properties of a database that determines certain modules/functions operability. These system parameters are grouped by module, followed by its functions. Please consult Oracle Hospitality Cruise Customer Support prior to changing the Database Parameter to avoid adverse implications.

1. From the System Setup drop-down menu, select **Database Parameters**.
2. In the Database Parameters Setup window, available Parameters are grouped by functions on the left pane.
3. Click the '+' key to expand the container or navigate to the Quick Search section, enter the parameter name in **Group/Name** field and then click **Search**.

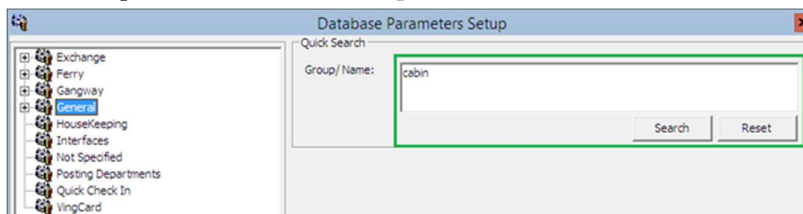


Figure 1-13 - Database Parameter Search

4. Make the changes under the **Parameter Details** section, **Enabled** and **Value** field.
  - **Enabled:** By default, all parameters are set to Enabled. To disable a parameter, change the value to 0 (0 = Disabled/ 1 = Enabled)
  - **Value:** The acceptable value is defined in the description.

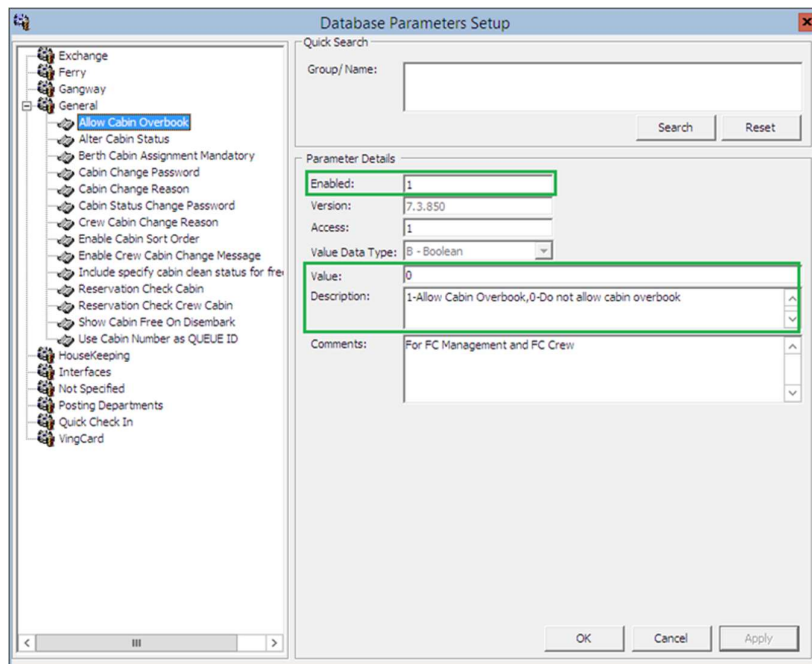
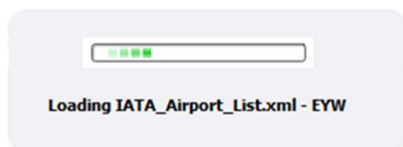


Figure 1-14 - Database Parameter Setting

## 1.6 Airport Setup (IATA)

Airport Setup code is used in Crew Module and Flight Overview screen, enabling user to arrange for arrival pickup or departure drop-off. The Airport List can be imported instead of manually inserting the details, and this list must be in an XML format (IATA\_AIRPORT\_List.XML) and resides in Fidelio Cruise folder.

1. Ensure the IATA\_AIRPORT\_List.xml is saved in Fidelio Cruise folder.
2. From the System Setup drop-down menu, select **Airport Setup (IATA)**.
3. In the Airport (IATA) Setup window, System will commence import once it detects the IATA\_AIRPORT\_List.xml file.



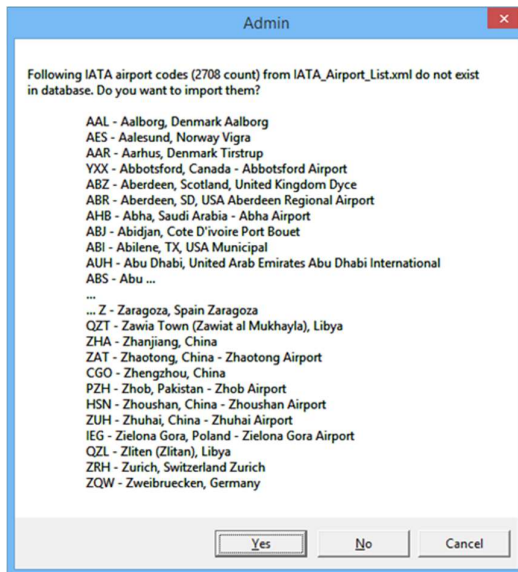


Figure 1-15 - IATA Code Import prompt

4. Click **Yes** at the Admin prompt to confirm data import, and then **OK** at the import successfully prompt.

### Adding Airport Code Manually

1. From the System Setup drop-down menu, select **Airport Setup (IATA)**.
2. In the Airport (IATA) Setup window, All Airport section, right click and select **Add New**.
3. Enter a short code and description in the **Description** field.
4. Enter a comment in the **Comment** field, if any.
5. Click **Apply** to save the code.

## 1.7 Company Entity Setup

This function allows user to define a company entity of the Ship.

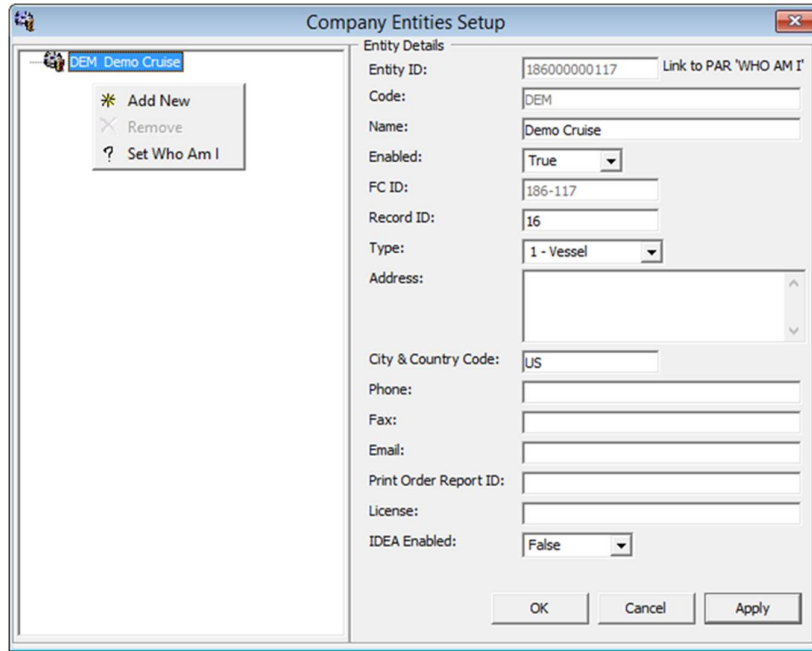


Figure 1-16 - Company Entities Setup

Table 1-2 - Field definition of Company Entity Setup

Field	Description
Entity ID	Company Entity ID, provided by Oracle Hospitality Cruise
Code	Company or Ship Code
Name	Company or Ship Name
Enabled	True =
FC ID	Defines the entity ID in Oracle Hospitality Cruise
Record ID	Defines the record ID representing an entity
Type	Type of Entity 1 = Vessel/Ship 2 = Headquarter 3 = Warehouse
Address	Address of entity
City & Country Code	Country of entity
Phone	Phone
Fax	Fax
Email	Email
Print Order Report ID	Defines the Print Oder Report Id, use by MMS System
License	License Code provided by Oracle Hospitality Cruise.
IDEA Enabled	Use by MMS System and is defaulted to False.

1. From System Setup drop-down menu list, select **Company Entity Setup**.
2. In the Company Entities Setup window, right click on the left pane and select **Add New**.
3. In the Entity Details section, enter the information in the designated fields and click **Apply** to save the information.



---

## Assigning Company ID

1. In the Company Entity Setup window, right click on the Company Entity and select **Set Who I Am**.
2. At the confirmation prompt, select Yes to update the information to Parameter, '**Who Am I**' link.
3. Restart the application for changes to take effect.

## 1.8 Timezone Change Setup

This function enable the ship's clock to be set forward or backward when the ship travels through different time zones, thus enabling crew work hours to be accurately recorded. Function is only use by Time & Attendance module.

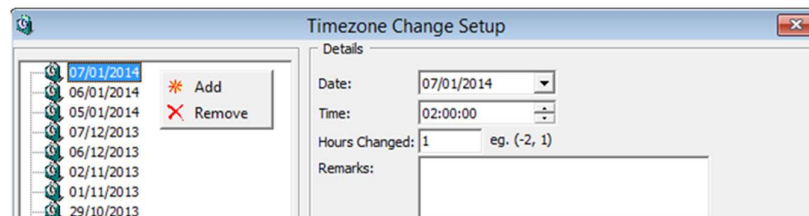


Figure 1-17 - Timezone Change Setup

1. From System Setup drop-down menu list, select **Timezone Change Setup**.
2. In the Timezone Change Setup window, right click on the left pane and select **Add**.
3. In the Details section, select the **Date and Time** from the drop-down list when the change will take place.
4. Enter the number of hours to change in **Hours Changed** field, and then a remarks in **Remarks** field if any.
5. Click **Apply** to save the changes.

## 1.9 Reports Batch Printing Setup

This function allows user to group certain reports to be printed at a scheduled time.

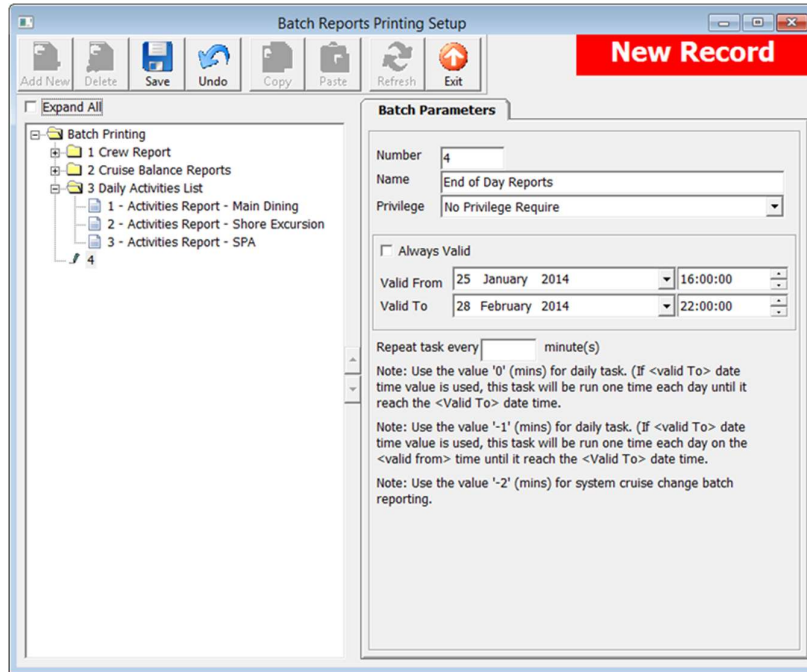


Figure 1-18 - Reports Batch Printing Setup

1. From the Administration, **System Setup** drop-down menu, select **Reports Batch Printing Setup**.
2. In the Batch Reports Printing Setup window, Batch Printing container, select **Add New** at the ribbon bar.
3. Enter the required fields, then click **Save** to save the group.

## Adding Report to a Batch

1. Select the Report Group from the **Batch Printing** container, then click **Add New** at the ribbon bar.
2. In the **Report Parameters** tab, select the **Action Type** from the drop-down list.

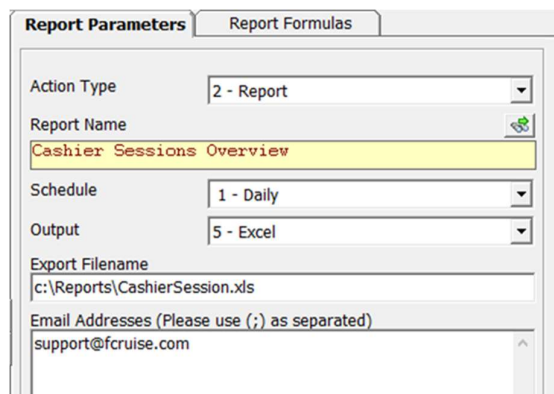


Figure 1-19 - Batch Reporting Parameters

Table 1-3 - Batch Printing Action Type

---

Field	Description
<b>1 - Skip</b>	Option will skip the selection process.
<b>2 - Report</b>	Enable a search option and report selection from existing report database.
<b>3 - External Program</b>	Function call an external program when running the Batch Report.
<b>4 - Call Batch Printing</b>	Enable to link and include existing report group to current.

3. Search the report name, external program or report batch to include by clicking on the **Search** icon above the field.
4. Select the day of the week from the Schedule drop-down list.
5. Select the Output method from the drop-down list. If the selected method is to save to file, enter the **Export File name and path** and **Email address** for files to be sent to specific user.
6. Click **Save** at the ribbon bar to save the selection.
7. To add more report to the batch, repeat the above steps.

### **Copying Batch Details to Other Report**

1. Select the Report Group to copy from the **Batch Printing** container, then click **Copy** at the ribbon bar.
2. In the Report Group to copy to, click **Add New**, then click **Paste** at the ribbon bar to paste the details.
3. Click **Save** at the ribbon bar to save the record.

### **Deleting Report Batch Details**

1. Select the Report Group from the **Batch Printing** container, then click **Delete** at the ribbon bar.
2. At the confirmation prompt, click **Yes** to proceed.

---

**WARNING:** This action will permanently delete the record.

---

## **1.10 Reports Setup**

The Report Setup function allow user to add customized Crystal reports to the existing System report set, or export the report template for use on another ship or for further customization. Below is the available function in Report Setup.

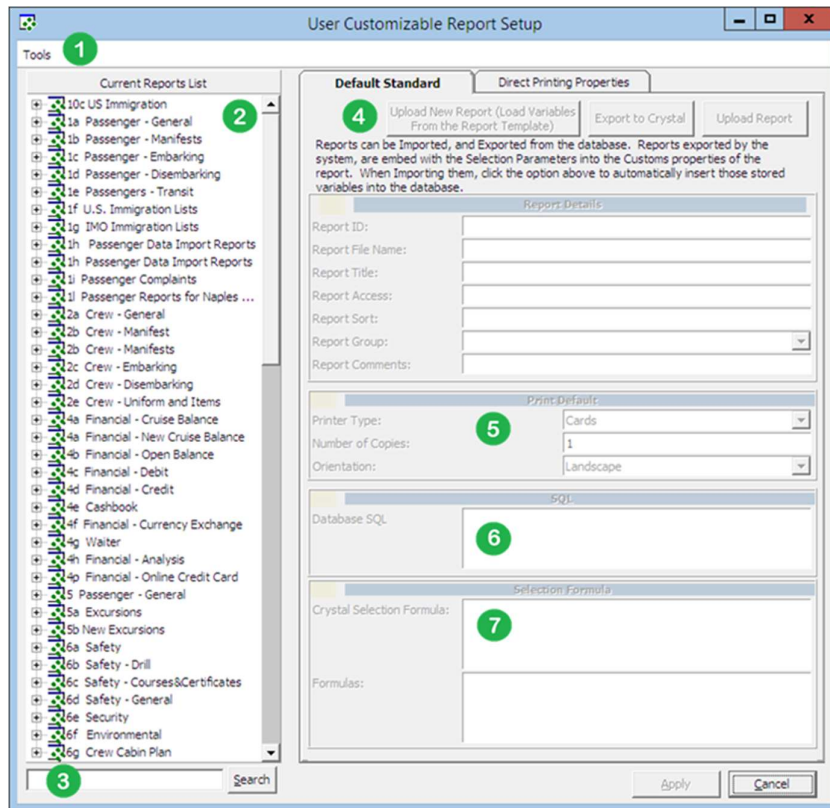


Figure 1-20 - Reports Setup

Table 1-4 - Reports Setup function

Field	Description
1	Tools function uploads report template from a public folder.
2	List of report set available, including those that were manually uploaded.
3	Search function that enable you to search for a report.
4	Report details when setting up a report, e.g.: Report ID, User Access, Report Group.
5	Default printer configuration.
6	Formula embedded in the Crystal Report template.
7	Selection criteria required from user before a report can be generated.

### 1.10.1 Adding New Report

1. From the System Setup drop-down menu, select **Reports Setup**.
2. In the User Customizable Report Setup window, **Current Reports List**, right click and select **Add New Report** to enable the fields on the right panel.
3. Navigate to the right panel of the screen and select **Upload New Report (Load Variables From the Report Template)** or **Upload Report** and then search for the .RPT file in your local drive if you are uploading a report template.
4. In the Report Details section, enter the following:
  - a. **Report ID:** Unique ID of customized report.
  - b. **Report File Name:** Crystal Report file name, e.g.: paxbynationbreak.rpt

- c. **Report Title:** Report name to show in Current Report List.
- d. **Report Access:** User Access Rights allowed to view/print the report.
- e. **Report Sort:** Sort order of the report within the assigned report group.
- f. **Report Group:** Group where this report belongs to. Select from the drop down menu.
- g. **Report Comments:** Additional comments/information pertaining to this report.

**Figure 1-21 - Reports Setup Details screen**

5. In the **Print Default** section, select the printer type and print orientation from the drop-down list, and then enter the number of copies to print.
6. Click **Save** to add the report to the list, and **OK** at the Save New Report prompt.

---

**Note:** The newly loaded report name is shown at the bottom of the screen.

---

## 1.10.2 Removing a Report

1. In the User Customizable Report Setup window, **Current Reports List**, expand the report group container by clicking the '+' key.

2. Right click the report name, select **Remove Report** and then click **Yes** at the prompt.

### 1.10.3 Exporting a Report

1. Repeat step 1 of the above.
2. Click **Export to Crystal** in the **Default Standard** tab, then save the file to a location in your local PC, noting the file type indicated as Crystal Report.

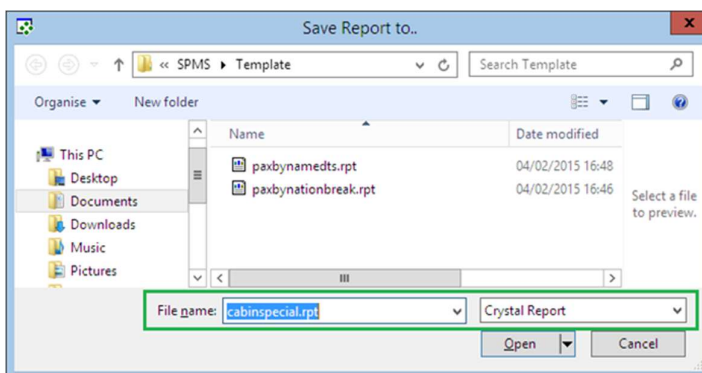


Figure 1-22 - Exporting Crystal Report Template

### 1.11 Change Debark Date

This function allows users to change the Debark Date in bulk when the need arises, for example, passengers are not allowed debark due to severe weather.

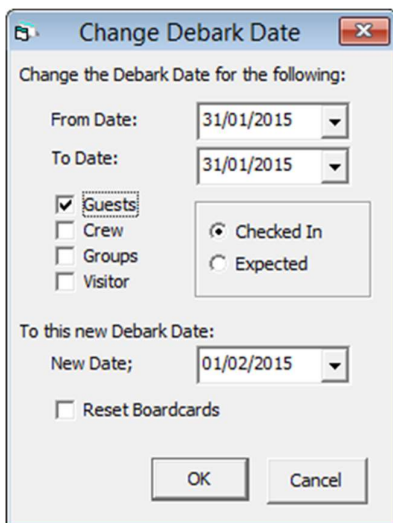


Figure 1-23 - Change Debark Date

1. From the System Setup drop-down menu, select **Change Debark Date**.
2. Select the **From/To Date** from the drop-down list.
3. Check the applicable check boxes and select either one of the option.
4. Select the **New Date** from the drop-down list and check the Reset Boardcards if the new board card are to be issued, and then click **OK**.
5. At the confirmation prompt, select **Yes** to proceed or **No** to return to previous menu.

---

## 1.12 Change Embark Date

This function is similar to Change Debark Date. Refer above steps and select **Change Embark Date** to access the function.

---

---

## 2. Financial Setup

The Financial Setup is an extremely important section as it controls the Ship's accounting codes, ensuring the daily revenues/expenses are correctly configured and mapped. A greater financial reporting can be achieved if a well thought out system of accounts is entered. It is highly recommended that shore side accounting personal play a key role in the creation/development of the accounts that will be established and revisit this setup from time to time. Configuration of these codes are under the responsibility of System Administrator, Chief Purser and Accounting Purser.

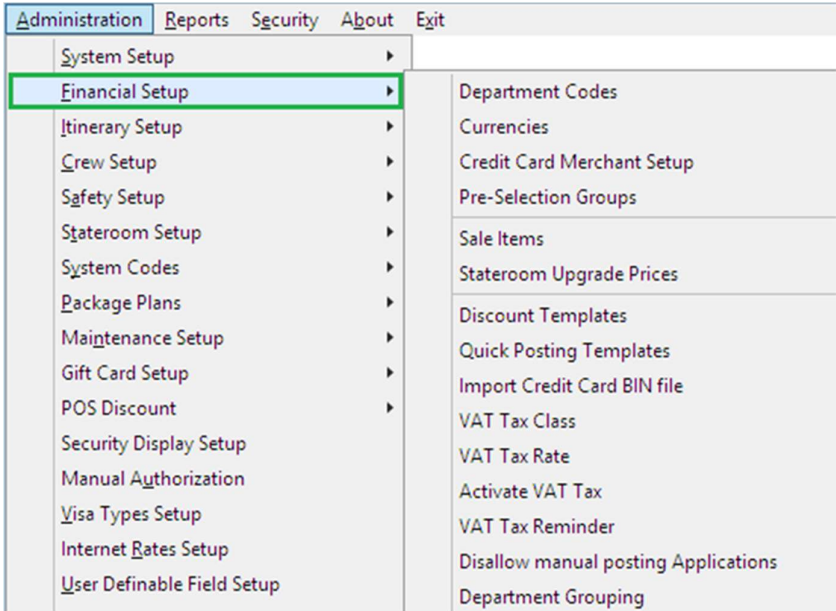


Figure 2-1 - Financial Setup Codes

### 2.1 Department Codes

The Department Codes is where all debit and credit posting codes are stored, and codes entered are then mapped to Back Office Accounting System using the General Ledger (GL) ID. Codes are subdivided into several codes within a Main Group.



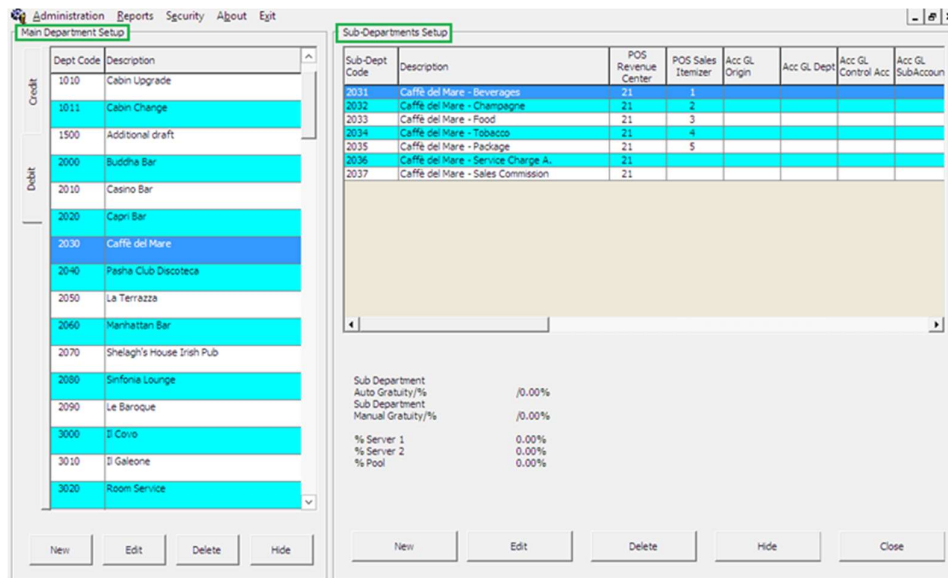


Figure 2-2 - Financial Codes

### 2.1.1 Main Department

The Main Department codes are the higher level of grouping of the approved Chart of Account and in this instance, the revenue or cost centers. The Main Department Setup has two tabs; a Debit and Credit tab. The Debit departments comprises of revenue centers and outlets, and the Credit department represents the payment methods accepted by the Ship. These codes are entered in **Administration, Financial Setup, Department Codes**.

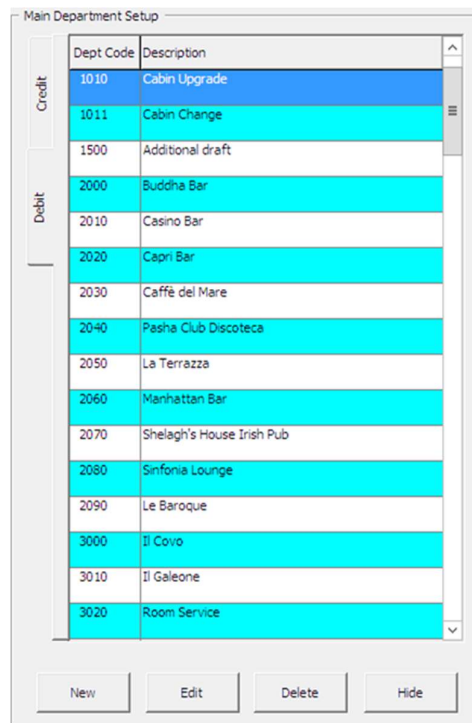


Figure 2-3 - Main Department Setup

## Adding a Main Department

1. From the Administration, Financial Setup drop-down menu, select **Department Codes**.
2. On the left of the screen, select either a **debit** or **credit** tab.
3. Click the **New** icon at the bottom of the screen.
4. Enter the code, description and other required fields approved in by your Financial Department, then click **OK** to save.

Figure 2-4 - Main Department Code

Table 2-1 - Field definition of Main Department Code

Field	Description
Code	Department code in numeric character.
Description	Description of the code.
Other Description	Additional description of the code, if any.
<b>Gratuity Distribution Rules / Manual Service Charge</b>	
Sub-Department Code	Pre-defined Sub-Department code for Automatic Service Charge.
Percentage to distribute	Percentage value to distribute for Automatic Service Charge.
% for Team Server 1	% of Service Charge to distribute by Team.
% for Team Server 2	% of Service Charge to distribute by Team.
% for Pool Distribution	% of Service Charge to distribute from Service Charge Pool.
External ID	Department Location ID.
Credit Limit	Overall Floor Limit allowed.

---

## Deleting a Main Department

1. Repeat step 1 and 2 of the above.
2. Select the Main Department code and then click the **Delete** icon at the bottom of the screen.
3. At the confirmation prompt, select **Yes** to proceed or **No** to return to previous menu.

---

**Note:** It is not possible to delete a code that has transaction linked to it. A deleted code is *not* reversible.

---

## Hiding/Showing a Main Department

1. Repeat step 1 and 2 of the above.
2. Select the Main Department code to hide, and then click the **Hide** icon at the bottom of the screen. If the code is hidden, click the **Show** icon.
3. At the confirmation prompt, select **Yes** to proceed or **No** to return to previous menu.

### 2.1.2 Sub Department

A Sub-Department can only be added when Main Department code is present and the information required in a debit sub-department code defers from credit sub-department code although the process to create them are similar.

Sub-Dept Code	Description	POS Revenue Center	POS Sales Itemizer	Acc GL Origin	Acc GL Dept	Acc GL Control Acc	Acc GL SubAccount	Acc GL Material	Acc GL Mp Issue
2031	Caffè del Mare - Beverages	21	1						
2032	Caffè del Mare - Champagne	21	2						
2033	Caffè del Mare - Food	21	3						
2034	Caffè del Mare - Tobacco	21	4						
2035	Caffè del Mare - Package	21	5						
2036	Caffè del Mare - Service Charge A.	21							
2037	Caffè del Mare - Sales Commission	21							

Sub Department	
Auto Gratuity/%	/0.00%
Sub Department	
Manual Gratuity/%	/0.00%
% Server 1	0.00%
% Server 2	0.00%
% Pool	0.00%

New Edit Delete Hide Close

Figure 2-5 - Sub-Department Setup

## Debit Sub-Department

Figure 2-6 - Debit Department Setup

Table 2-2 - Field definition of Debit Department Setup form

Field	Description
Type of Posting	System coded posting type: Posting Department (D) or Tax Department (DX)
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.
<b>Department Representation in POS Subsystem</b>	
POS Revenue Center	Revenue Center code defined in POS System, use in Interface mapping.
POS Sales Itemizer no	Sales Itemizer number defined in POS system.
POS Sales Period	Sales Period defined in POS.
POS Revenue C. Desc	Revenue center description from POS System.
D.Code for Gratuities M.	Manual Service Charge Department Code.
D.Code for Gratuities A.	Auto Service Charge Department Code.
D.Code for Taxes	Department code for Taxes, use in Interface mapping.
Gratuity Typ	Not in Use
Gratuity/Service Tax Department	Not in Use
<b>Department Representation in PBX Subsystem</b>	
PBX Call Type	Call charge type from PBX System, use in Interface mapping.
<b>Department Representation in Casino</b>	
Max. Daily Limit	Maximum Daily Limit allowable for this code.
Service Charge Dept.	Service Charge Department for Casino postings.

Field	Description
Service Charge	Service Charge Value.
Max. Cruise Limit	Maximum Cruise Limit allowable for this code.
Payroll	
Req. Signature During Folio Payout	Define whether signature is required on folio payout.
Department Discounts	
Guest/Crew Discounts Dept.	Applicable discount department code
Department Security	
Dept. Security Level	Defined the User Security Access Level 1 - 9.
Non Refundable Coupon	
Eligible Department	Check box determines the department are non-eligible for refund.
Representation in General Ledger System	
Origin	General Ledger codes defined in Chart of Accounts.
Department VAT tax	
VAT Tax Class	Classification of VAT Tax.
Others	
Casino Department	Determines whether the department code belongs to Casino.
Exclude from Revenue Overview	Revenue to be excluded from Revenue Overview function in FC Management.

### Adding Debit Sub-Department

1. From the Main Department Setup screen, select the **Debit tab** and then the **Main Department Code**.
2. Click **New** to open the Debit Department Code Setup form.
3. Enter the code, description and other required fields approved by your Financial System, and the click **OK** to save.

### Deleting a Sub-Department

1. From the Main Department Setup screen, select the Sub-Department to delete, and the click **Delete** located at the bottom of the screen.
2. At the confirmation prompt, select **Yes** to delete the code or **No** to return to previous menu.

---

**Note:** It is not possible to delete a code that has transaction linked to it. A deleted code is *not* reversible. If the code is no longer in use and deleting is not possible, use the Hide/Show function to disable them. Refer *Hiding/Showing a Main Department*.

---

## Credit Sub-Department

In the Credit Sub-Department, the Floor Limit and Authorization Value manages the credit per each credit department and overall credit limit allowed, and these fields has impact on transaction posted to the guest account. System will perform a credit limit check during posting, and if the total invoice sum exceeds the Floor Limit, transaction will be rejected.

Figure 2-7 - Payment Setup

Table 2-3 - Field definition of Payment Setup

Field	Description
Payment Type	Type of payment associated with this code, ie Cash, Foreign Currency, Credit Card, Check, Cabin Charge, City Ledger
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.
<b>Payment Type Details</b>	
Credit Card Digits	Acceptable credit card digits associated with the type of credit card.
Credit Card ID	Short code of credit card type.
Credit Card Internal ID	Internal credit card id preset by the system.
Credit Card Merchant ID	Card Merchant ID.

<b>Field</b>	<b>Description</b>
Foreign Currency Code	ISO Currency codes. Refer to Typ_Cur when the payment type=CF Foreign Currency.
Floor Limit	Maximum limit allowed in guest account for this card type.
Crew Floor Limit	Maximum limit allowed in Crew account for this card type.
Minimum Authorization Value	Minimum amount to obtain from card merchant.
Commission Department	Department code for chargeable commission.
Commission Rate	% of applicable commission or value defined if 'Commission is fix value' is checked.
Daily Limit	Daily Posting limit.
Debit Card No Commission	Commission is exempted if checked.
Commission is fixed value	Applicable commission is value based instead of %.
Auto Balance (Interface)	Auto Balance function for cash/credit card posting via interface.
Rewards Card	Denotes Rewards Card if checked.
Gift Card	Denotes Gift card if checked.
<b>Payment Type in POS Subsystem</b>	
POS Tender Type No.	Tender Media Number defined in POS System
System Account No.	The Account Number defined in System Account
Incentives Payout Group	Incentive payout group setup from FC Crew Incentive - Link to SVG table.
External Department ID	External Department ID for payment from 3rd party system.
External Itemizer ID	External Itemizer ID from 3rd party system.
<b>For Micros POS Cabin Charge Only</b>	
Allow Posting to Guest Cabin	Posting allowed via Micros POS System.
Allow Posting to Crew Cabin	Posting allowed via Micros POS System.
Allow Posting to Gift Card	Posting allowed via Micros POS System.
<b>Representation in General Ledger System</b>	
G.Ledger Id.	General Ledger codes in Chart of Accounts.
<b>Non Refundable Coupon</b>	
Eligible Department	If Check box is checked, the department are non-eligible for refund.
<b>Department Security</b>	
Dept. Security Level	Defined User Security Access Level 1 - 9
<b>Payroll</b>	
Req. Signature During Folio Payout	Define whether signature is required on folio payout.
<b>Others</b>	
Credit Card Disclaimer Note	Disclaimer note to print on invoice when payment is by credit card.
Department for routing	Payment Type allowed for routing.

---

## Adding Credit Sub-Department

1. From the Main Department Setup screen, select the **Credit tab** and then the **Main Department Code**.
2. Click **New** to open the **Payment Setup** form.
3. Enter the code, description and other required fields approved by your Financial System, and the click **OK** to save.

---

**Note:** If a credit code does not have a floor limit assigned, or value is 0.00, *no* postings is allowed.

Also, parameter **General, Check Buyer Limit and Check Credit Limit** is use to manage the credit limit validation during posting.

---

## Deleting a Sub-Department

1. From the Main Department Setup screen, select the Sub-Department to delete, and the click **Delete** located at the bottom of the screen.
2. At the confirmation prompt, select **Yes** to delete the code or **No** to return to previous menu.

## 2.2 Currencies

This function enables the currency rate input for foreign currency exchange, and function requires the Currency Codes to be configured in Credit Sub-Department.

Rates	Exch. Rate	Commission %	Min. Commission
Regular Buy:	2.510000000000	1.00	0.00
Regular Sell:	2.610000000000	1.00	0.00
Crew Buy:	2.410000000000	1.00	0.00
Crew Sell:	2.410000000000	1.00	0.00
Safe Rate:	2.410000000000		

Figure 2-8 - Currencies Setup

## Adding Currency Rate

1. From the Financial Setup drop-down menu, select **Currencies**.
2. In the All Currencies section, right click and select **Add Rate**.



- 
3. Navigate to Setup Exchange Rates section and select the currency code from **Currency/Check** drop-down list.
  4. Enter the **Valid From date, Minimum Denomination (Buy/Sell)** and select the Rate Calculation method from the drop-down list.

---

**Note:** Checking the **Disable From** check box will disable the currency from showing being displayed in Currency Exchange module from date specified. Disabled currency are denoted with \*.

---

5. Enter the **Available Notes**, if any.

---

**Note:** If Available Notes is specified, System will use the Available Notes as calculation and ignore the Minimum Denomination setup.

---

6. Enter the Exchange Rates and Commission % or Min. Commission, then click OK to save.

### **Removing Currency Rate**

In the Currency Setup form, right click the currency rate to remove and then select **Remove Rate**.

## **2.3 Merchant Details Setup**

Merchant credential is required for credit card authorizations and payment handling, and this information are provided by 3<sup>rd</sup> Party service provider.

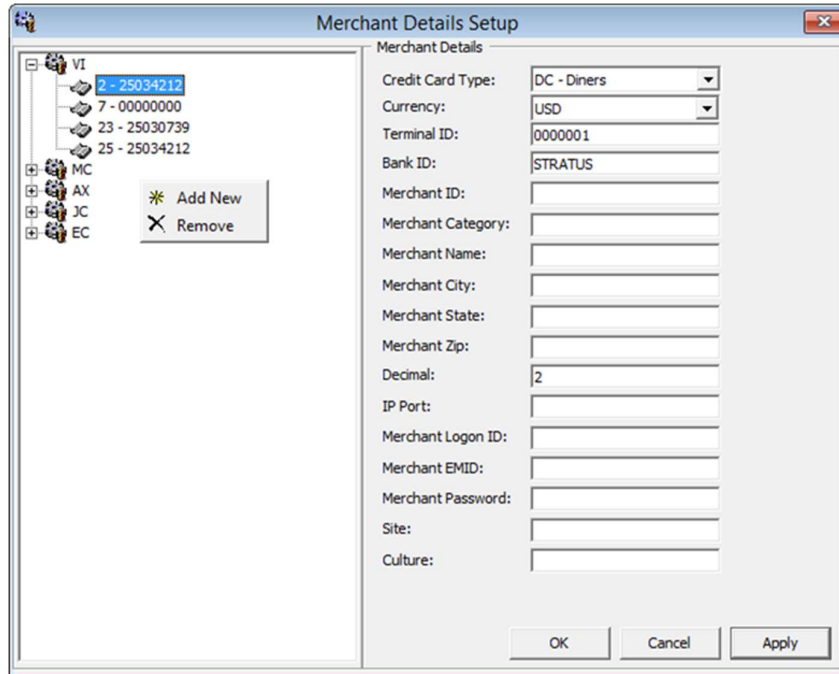


Figure 2-9 - Merchant Details Setup

### Adding Merchant Details

1. From the Financial Setup drop-down menu, select **Credit Card Merchant Setup**.
2. On the left pane of the setup screen, right click and select **Add New**.
3. Select the **Credit Card Type** and **Currency** from the drop-down list.
4. Enter the Terminal ID, Bank ID, Decimal, IP Port, Merchant Login ID and Merchant Password.
5. Click **OK** to save the form.
6. Repeat the above for other credit card type accepted by the Merchant.

## 2.4 Pre-Selection Groups

This function allows user in categorizing numerous department codes into a group, used in Routing and Discount assignment.

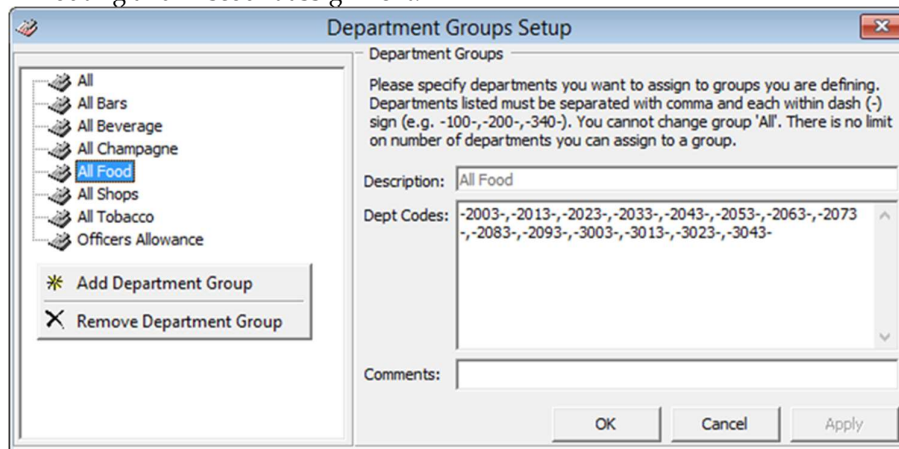


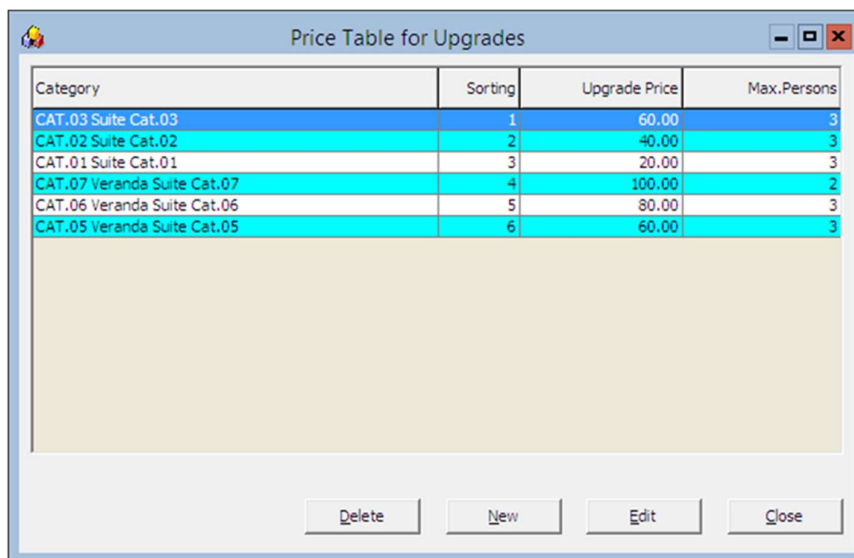
Figure 2-10 - Department Groups Setup

## Adding a Pre-Selection Group

1. From the Financial Setup drop-down menu, select **Department Groups Setup**.
2. On the left pane of the setup screen, right click and select **Add Department Group**.
3. In the Department Groups section, enter the **Description** of the group and the **Department codes**, and then click **OK** to save.

## 2.5 Stateroom Upgrade Setup

This function enable creation of a price table that manages cabin price differences when performing a cabin upgrade.



Category	Sorting	Upgrade Price	Max. Persons
CAT.03 Suite Cat.03	1	60.00	3
CAT.02 Suite Cat.02	2	40.00	3
CAT.01 Suite Cat.01	3	20.00	3
CAT.07 Veranda Suite Cat.07	4	100.00	2
CAT.06 Veranda Suite Cat.06	5	80.00	3
CAT.05 Veranda Suite Cat.05	6	60.00	3

Figure 2-11 - Price Table for Upgrades

### 2.5.1 Creating an Upgrade Price

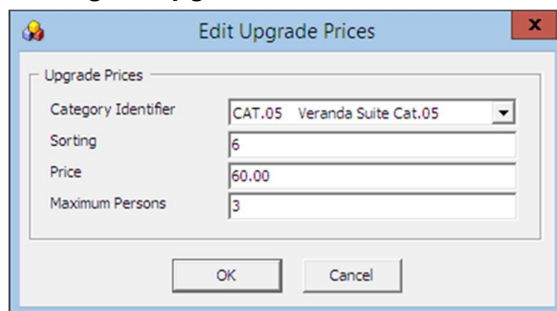


Figure 2-12 - Edit Cabin Upgrade Prices

1. From the Financial Setup drop-down menu, select **Stateroom Upgrade Setup** from the drop-down list.
2. Click **New** on the Price Table for Upgrades screen.
3. In the Edit Upgrade Prices window, select a category from the **Category Identifier** drop-down list.

---

**Note:**

- Cabin Categories only appears if these are set up in Stateroom setup.
  - It is advisable to sort the category pricing from higher to lower.
- 

4. Enter the sort sequence, price and maximum person allowed, then click **OK** to save.

## 2.6 Discount Templates

This function enables user in setting up templates for various discount types, for use in Discount, Routing and Package Handling.

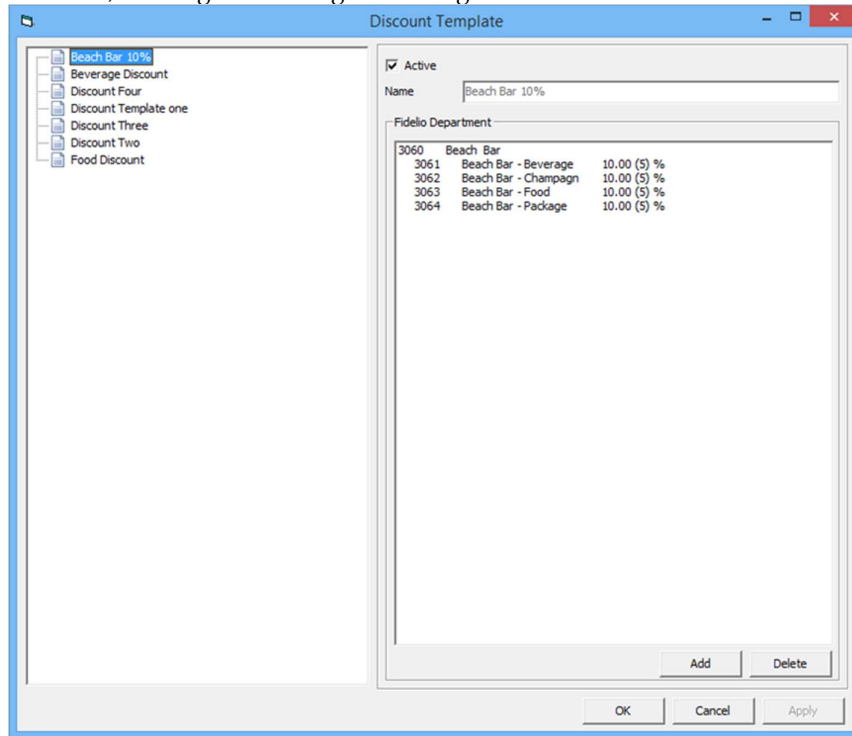


Figure 2-13 - Discount Template

### 2.6.1 Adding Discount Template

1. From the Financial Setup drop-down menu, select **Discount Templates**.
2. On the left pane of the setup screen, right click and select **Add New**.
3. Navigate to the right of the setup screen and then click **Add**.

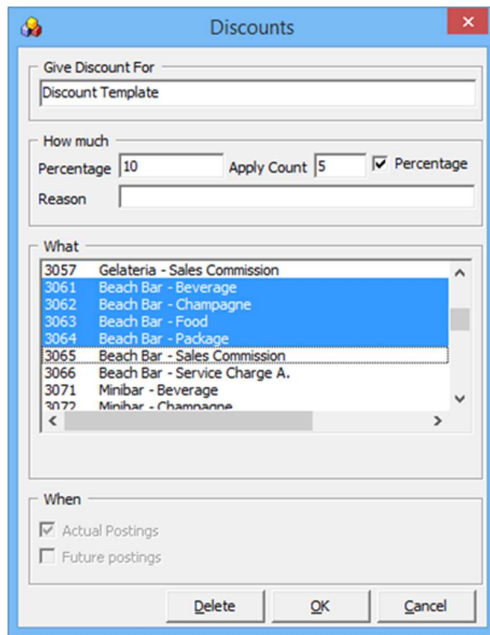


Figure 2-14 - Discounts Template Criteria

4. In the Discounts screen, enter **the Percentage, number of count to apply** in the How Much section.

**Note:**

- If Percentage is unchecked, the discount becomes a value based discount.
- If Apply Count is blank, this discount is unlimited.

5. Select the applicable department code, and then click **OK** to apply.

## 2.7 Quick Posting Templates

This function enable user in selecting certain passenger based on the criteria set forth when performing Quick Posting in Cashier Function.

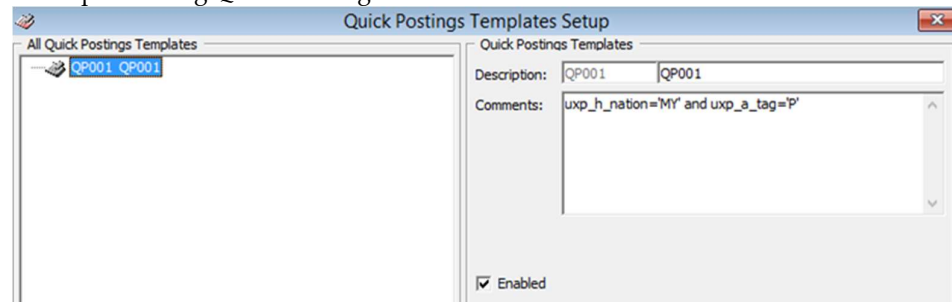


Figure 2-15 - Quick Postings Template Setup

1. From the Financial Setup drop-down menu, select **Quick Posting Templates**.
2. On the left pane of the setup screen, right click and select **Add New**.

3. Enter the short code and description in the **Description Field**, then insert the criteria in the **Comments** field.
4. Click **OK** to save the template.

## 2.8 Import Credit Card Bin

This function import a complete set of eligible BIN range provided by Credit Card provider, and will override previously loaded BIN information during the reload process.

Debit Card	Start Bin Number	End Bin Number	Card Description	Card Type	Currency Code	Nationality	DCC Allow
<input checked="" type="checkbox"/>	400115	400115	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	400626	400626	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	400837	400839	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	407704	407705	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	408367	408367	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	409400	409402	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	412285	412286	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	412921	412923	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	413733	413737	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	413787	413788	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	417935	417935	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	418760	418760	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	419176	419179	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	419740	419740	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	419741	419741	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	419772	419772	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	419773	419776	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	420672	420672	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	421592	421594	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	421682	421682	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	422793	422793	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	423769	423769	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	424519	424519	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	424962	424963	Visa Electron	ELC			<input type="checkbox"/>
<input checked="" type="checkbox"/>	431072	431072	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	441078	441078	Visa Debit	DEL			<input type="checkbox"/>
<input checked="" type="checkbox"/>	444000	444000	Visa Electron	ELC			<input type="checkbox"/>

Debit Card Card Type: DELTA,EDGE,ELECTR,LASER,MSTRO,MSTROD,MSTROI,NSTORE,SOLO,TIMEGE,TIMEVN,MD,VD

File Name : C:\TEMP\UNGENICO\BIN FILE\DEBIT BIN.TXT

Select File Import Close

Figure 2-16 - Import Credit Card Bin

1. From the **Financial Setup** drop-down menu, select **Import Credit Card Bin** file.
2. At the bottom of the screen, select the BIN file to import. Information will populate on screen.
3. Click **Import** to save the BIN ranges into the BIN table, then click **Close** to exit.

## 2.9 VAT Tax Class

The VAT Tax Class a tax group classification, e.g.: Regular Tax, Reduced Tax and etc. Refer to **VAT Tax User Manual** for detailed configuration and usage.

1. From the **Financial Setup** drop-down menu, select **VAT Tax Class**.
2. On the left pane of the setup screen, right click and select **Add New**.
3. Enter the short code and the application name in the **Description Field**, then click **Apply** to save.

## 2.10 VAT Tax Rate

The VAT Tax Rate code defines the various tax rate applicable to each country or class, and the tax posting code. Refer to **VAT Tax User Manual** for detailed configuration and usage.

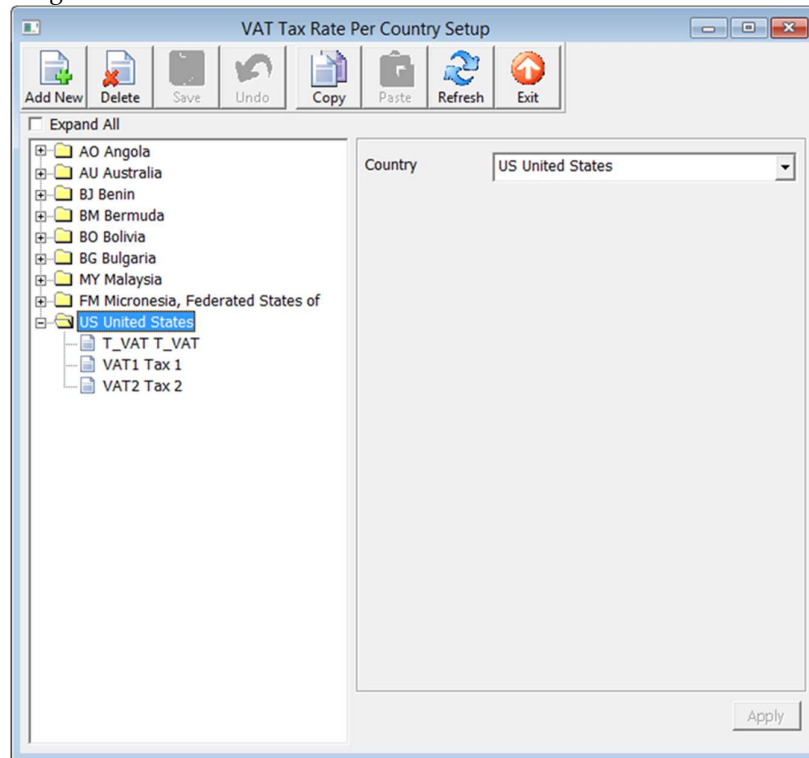


Figure 2-17 - VAT Tax Rate

### Adding New Tax Rate

1. From the Financial Setup drop-down menu, select **VAT Tax Rate**.
2. Select **Add New** from the ribbon bar, then select the **Country** from the drop-down list, and click **Apply**.
3. At the ribbon bar, click **Save**, then expand the **Country** container on the left, and select a **Tax Class**.
4. Insert the tax rate in VAT Tax Rate field and select the Tax Department code from the drop-down list.
5. Click **Save** at the ribbon bar to save.

## 2.11 Activate Tax Rate

This function allow user to apply the applicable Tax Rate based on the cruise location, and stores the information in *Parameter, General, Current VAT Tax Country*. Refer to **VAT Tax User Manual** for detailed configuration and usage.



Figure 2-18 - Tax Activation

1. From the Financial Setup drop-down menu, select **Activate Tax Rate**.
2. Select from the drop-down list the country tax to activate, then click **OK**.
3. At the confirmation prompt, select **Yes** to activate.

---

**WARNING:** This updates the *Parameter, General, Current VAT Tax Country* and a *Restart* is required on all posting modules.

---

## 2.12 VAT Tax Reminder

This function is a reminder scheduler for user to activate the tax country on date specified. Refer to **VAT Tax User Manual** for detailed configuration and usage.

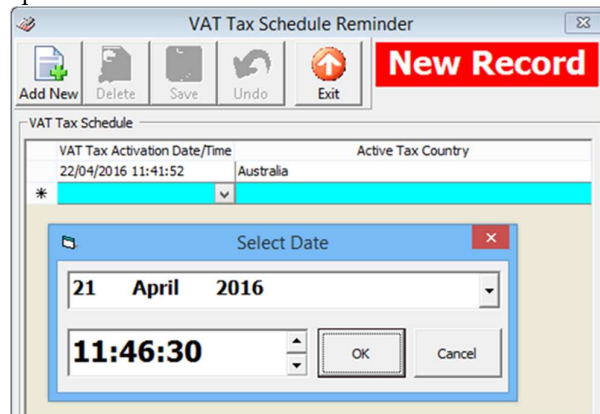


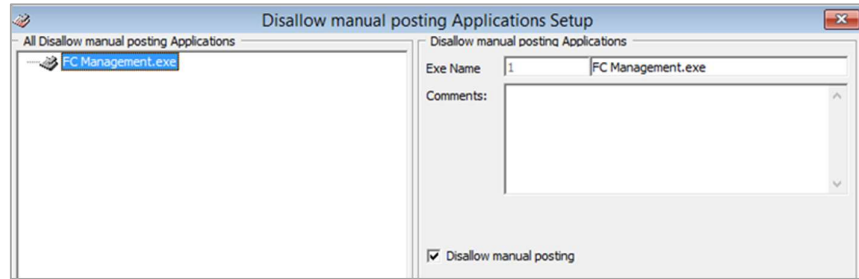
Figure 2-19 - VAT Tax Reminder

1. From the Financial Setup drop-down menu, select **VAT Tax Reminder**.
2. Select **Add New** from the ribbon bar, then click the drop-down list under **VAT Tax Activation Date/Time**.
3. Select the date and time, and then click **OK**.
4. Press tab and select the **Active Tax Country** from the drop-down list.
5. Click **Save** at the ribbon bar to save.

## 2.13 Disallow Manual Posting Applications

This function prevent user from manually posting a transaction through application listed when posting is set to No in the guest account.





**Figure 2-20 - Disallow Manual Posting Application Setup**

6. From the Financial Setup drop-down menu, select **Disallow Manual Posting Applications**.
7. On the left pane of the setup screen, right click and select **Add New**.
8. Enter the short code and the application name in the **Description Field**, then click **Apply** to save.

## **2.14 Department Grouping**

This function allows user in categorizing department group use as financial classification and reporting.

1. From the Financial Setup drop-down menu, select **Department Grouping**.
2. On the left pane of the setup screen, right click and select **Add New**.
3. Enter the short code and description in the **Description Field**, then click **OK** to save.

---

---

## 3. Itinerary Setup

The Itinerary Setup function enables user to plan the daily activities available for each voyage by Location, Events, Packages or through an Agent. Codes in this section are for display in Management, Itinerary Overview, and they are entered in **Administration, Itinerary Setup**.

### 3.1 Activities

This function describes the setup of daily activities offered on board the Ship.

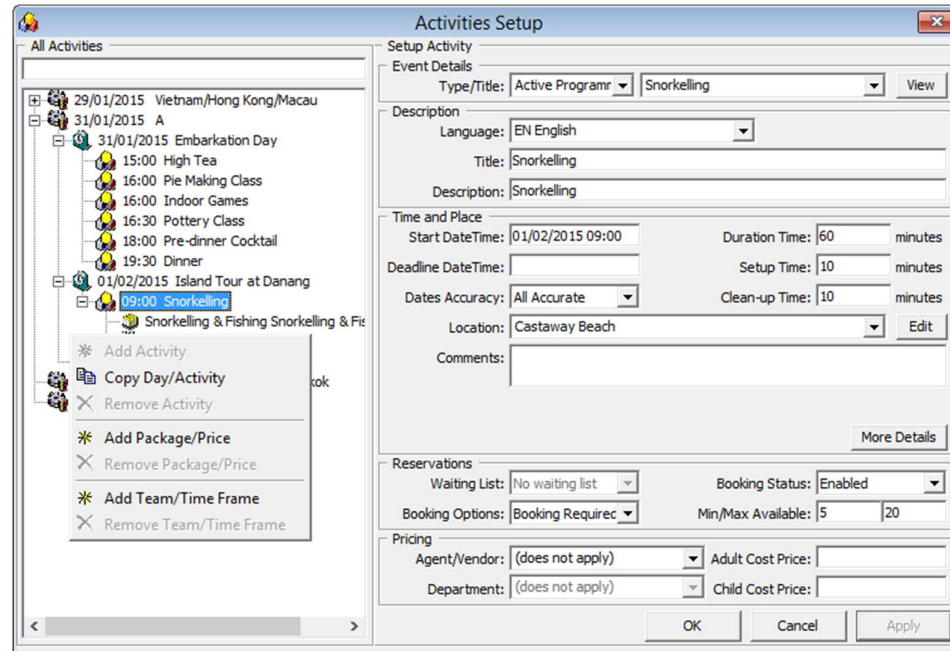


Figure 3-1 - Activities Setup

#### 3.1.1 Adding an Activity

1. From the Itinerary Setup drop-down menu, select **Activities**.
2. On the left pane of the Activities setup window, select the **Cruise Day** then right click and select **Add Activity**.
3. In the Setup Activity, **Event Details** section, select the **Type/Title** of the activities from the drop-down list.
4. In the Description section, select the **language and enter the Title and description of the activity**.
5. Enter the **Start Date/Time, duration, deadline Date/Time, Setup Time, Clean-up time and select the location** from the drop-down list.
6. Click the **More Details** button to further input the Meeting Date/Time, clothing required, etc., and then click **OK** to return to Activities Setup window.

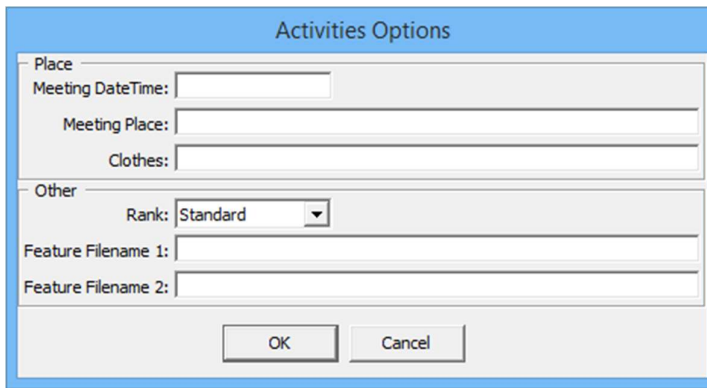


Figure 3-2 - Activities Options window

7. Under the Reservations section, select from the drop-down list the appropriate booking options.
8. Enter the pricing and select the Agent/Vendor providing the service, and then click **OK** to save the activity.

### 3.1.2 Copying an Activity

User is able to copy existing activities either by day or activity to future cruise instead of re-creating every single activity.

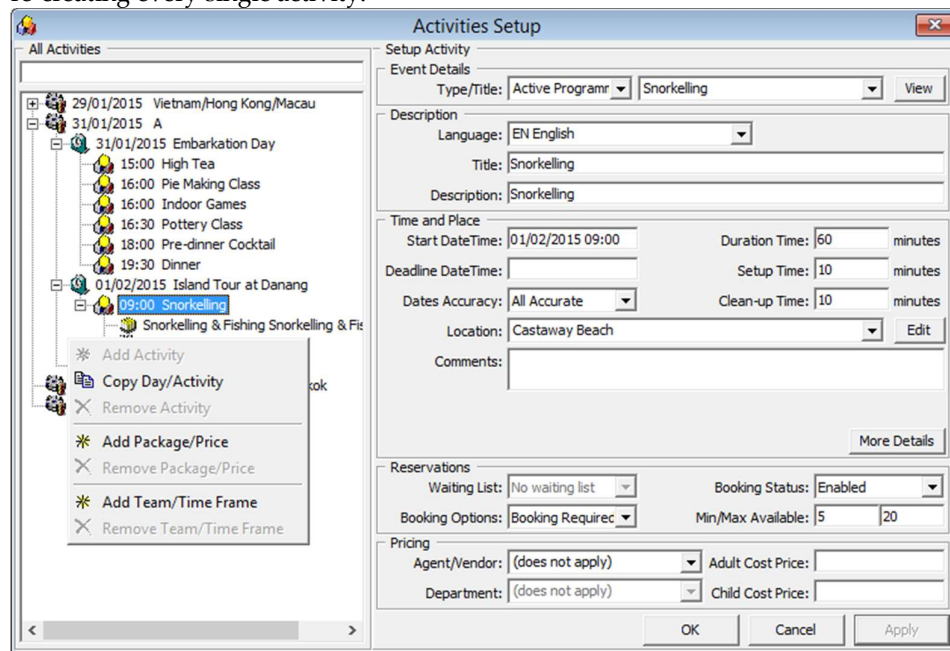
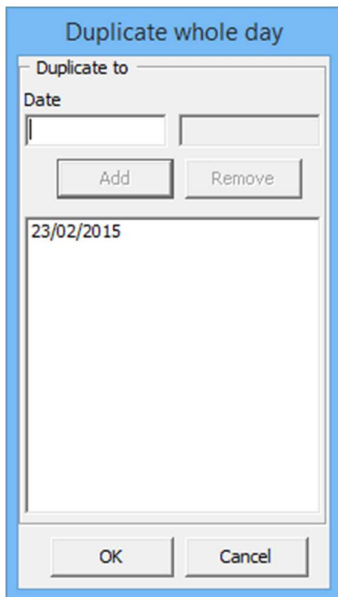


Figure 3-3 - Copying an Activity

1. From the Activities setup window, select the **Cruise Day** and then right click and select **Copy Day/Activity**.



2. In the Duplicate Whole Day window, enter the date to copy to, then click **Add**.
3. Click **OK** to copy the activities.

---

**Note:** To copy a single activity, select an **Activity** instead of by **Cruise Day**.

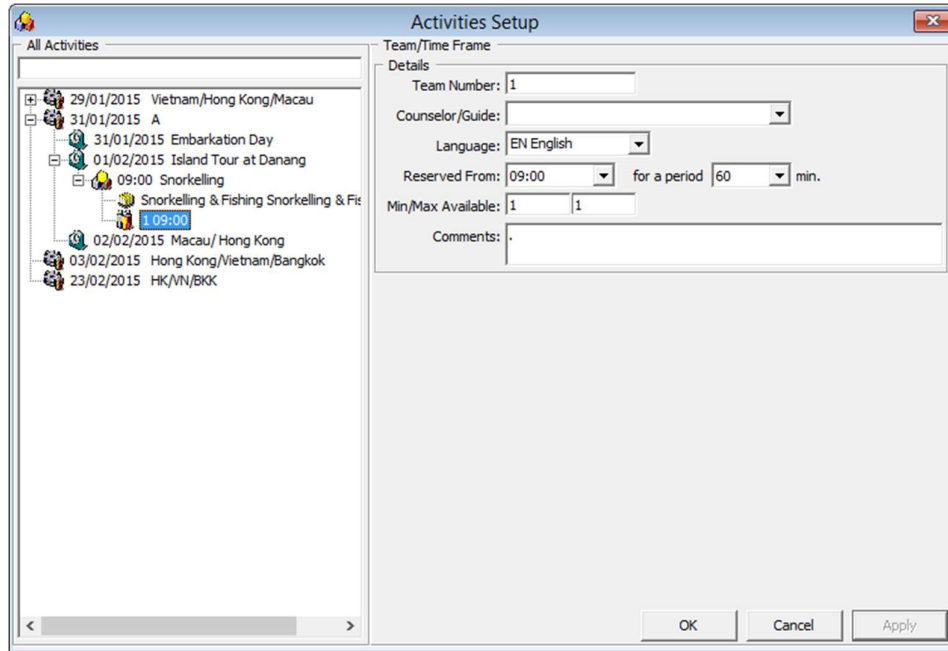
---

### 3.1.3 Adding Package/Price

Package/Price are added for information display only and will not post to the guest account.

### 3.1.4 Adding Team/Time Frame

Team member handling the activities may be added to the activities by indicating the time and number of member required.



**Figure 3-4 - Activities Team/Time Frame setup**

1. In the Activities Setup window, right click on the activities details and select **Add Team/Time Frame**.
2. In the Team/Time Frame section, enter the number of team member and select the time to reserve from and duration.
3. Click **OK** to save.

### 3.1.5 Removing an Activity

Mark the activity to delete, then right click and select **Remove Activity**.

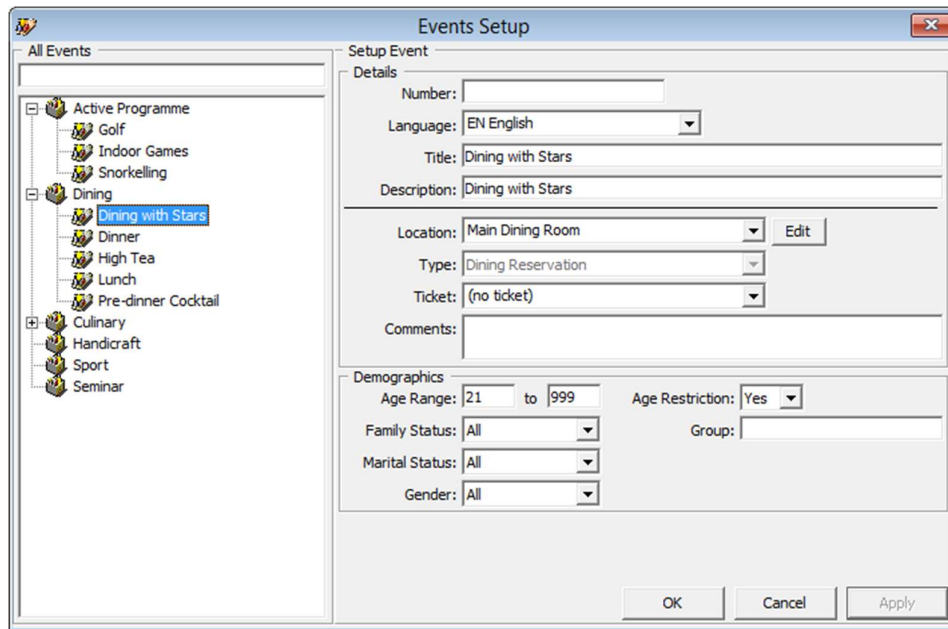
---

**Note:** If the activity has Team/Time Frame or Packages/Price, remove these first before removing the activity.

---

## 3.2 Events

This section describes the setup of activity category, its location and requirements.

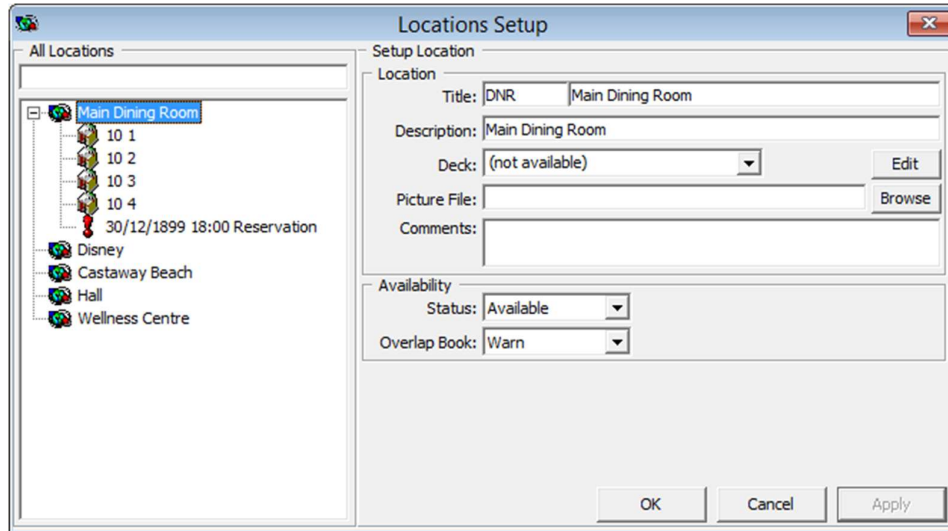


**Figure 3-5 - Event Setup**

1. From the Itinerary Setup drop-down menu, select **Events**.
2. In the All Events section, right click and select **Add Event Type**.
3. Enter a short code and description in the **Description** field, then click **OK**.
4. Select the Event Type, then right click and select **Add Event**.
5. In the Details section, enter the **event number, title and description** of the event.
6. Select a **Location, Type and Ticket** from the drop-down list.
7. In the Demographics section, enter the **Age Range** and select the **Family Status, Marital Status, Gender and Age Restriction** from the drop-down list.
8. Click **OK** to save the entry.

### 3.3 Locations

The section describes the setup of a location where the event/activities will be held.



**Figure 3-6 - Location Setup**

1. From the Itinerary Setup drop-down menu, select **Locations**.
2. In the All Locations section, right click and select **Add Location**.
3. Enter a short code and description in the **Title** field, select the Deck from the drop-down list and attach a picture if any.
4. Select the Availability Status and appropriate prompt when booking location is overbooked, and then click **OK** to save.
5. Select the **Location**, then right click and select **Add Table/Seat**.
6. In the Details section, enter the **event number, title and description** of the event.
7. Select a **Location, Type and Ticket** from the drop-down list.
8. In the Demographics section, enter the **Age Range** and select the **Family Status, Marital Status, Gender and Age Restriction** from the drop-down list.

### 3.3.1 Adding Table/Seat

Additional information such as Table/Seat may be added to the Locations.

Setup Tables/Seats

Details

Table/Seat: 1

Station/Row: 10      Max Seats: 1

Rank:      Max Squeezed: 1

Shape: Rounded      Status: Available

Comments:

OK      Cancel      Apply

**Figure 3-7 - Table/Seats Setup**

1. From the Location Setup window, right click on the location and select **Add Table/Seats**.
2. Enter the **Table/Seat number, Station/Row, Rank, Table Shape, Max Seats, Max Squeeze, Status and Comments**, if any.
3. Click **OK** to save.

### 3.3.2 Adding Exception

An Exception may be added to the Location, either for Reservation or Maintenance.

Setup Location Exceptions

Details

From Date/Time: 30/12/2015 14:00      Until Date/Time: 30/12/2015 18:00

Reason: Maintenance

Comments: Close for New Year's Eve setup. |

OK      Cancel      Apply

**Figure 3-8 - Location Exception Setup**

1. From the Location Setup window, right click on the location and select **Add Exception**.



- 
2. Enter the **From Date/Time, Until Date/Time** and select the **Reason** from the drop-down list, and then enter a comment in the **Comment** field.
  3. Click **OK** to save.

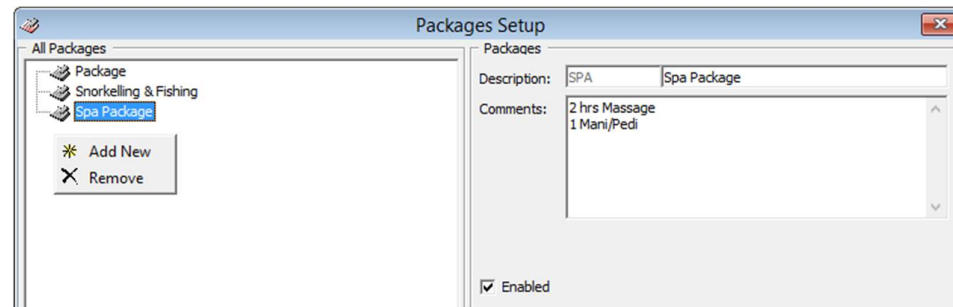
---

**Note:** Location that has an exception are marked with an Exclamation mark.

---

## 3.4 Packages

Packages setup is for use in Itinerary, Activities.

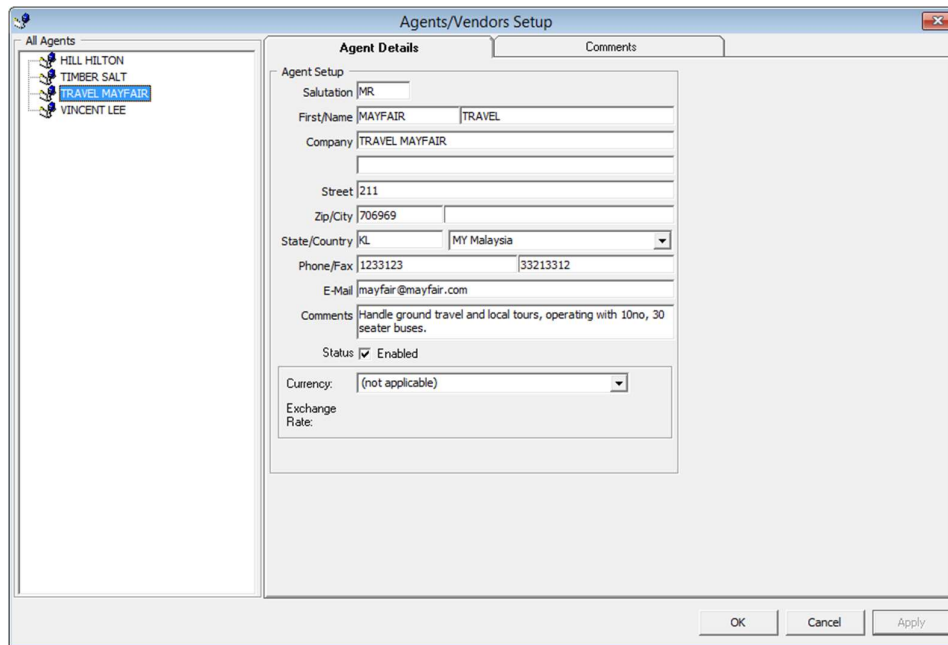


**Figure 3-9 - Itinerary Package Setup**

1. From the Package Setup window, right click on the location and select **Add New**.
2. Enter the short code, description and comments if any.
3. Click **OK** to save.

## 3.5 Vendors/Agents

Vendors/ Agents Setup is used to store contact details of vendors/agents handling the events.



**Figure 3-10 - Vendor/Agent Setup**

1. From the Agents/Vendors Setup window, right click on the location and select **Add Agent**.
2. Enter the Agents details and then navigate to Comments tab to add/document image.
3. In the Comments tab, select **Add Comment** to enter a new comment and insert the relevant details.
4. Navigate to Document tab to upload, scan or export an image file and then click **Save**.
5. Click **OK** to save the Agent details.

---

---

## 4. Safety Setup

The Safety Setup contains all the codes required in Standard Safety Drill and Advance Safety Drill modes, and the setup varies depending on the mode defined in **Parameter group, Safety, Advance Safety Drill**. (0=Standard Safety Drill / 1 = Advance Safety Drill)

### 4.1 Configuration available to Safety Setup

Below screen shot shows the configuration available to Standard Safety Drill, where **Parameter, Safety, Advance Safety Drill is = 0** (Standard Drill).

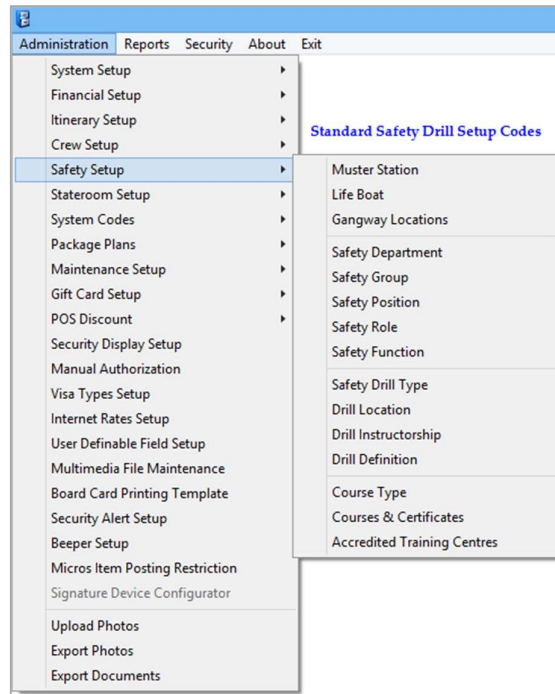
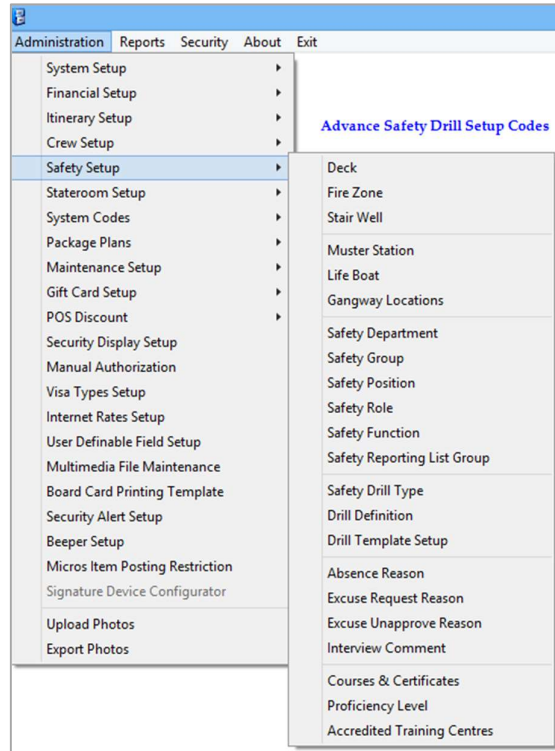


Figure 4-1 – Standard Safety Drill Setup

Functions available in the Advance Safety Drill, where **Parameter, Safety, Advance Safety Drill is = 1** (Advance Safety Drill) are listed in below screen shot.



**Figure 4-2 - Advance Safety Drill Setup**

**Table 4-1 – Available configuration codes for Safety Setup**

Function Name	Definitions
Deck Setup	Defines the deck location in Muster Station setup. ( <i>Advance Safety Drill</i> )
Fire Zone Setup	Defines the Fire Zone for the drill in Muster Station setup. ( <i>Advance Safety Drill</i> )
Stair Well Setup	Defines the stairwell location in Muster Station setup. ( <i>Advance Safety Drill</i> )
Muster Station Setup (definable label - TYP_LBL = SFTMST)	Defines the assembly location
Lifeboat Setup (definable label - TYP_LBL = SFTBOT)	Defines the lifeboat or life raft capacity
Gangway Locations	Defines the gangway location
Safety Department (definable label - TYP_LBL = SFTDIV)	Defines the department responsible for safety in each location.
Safety Group (definable label - TYP_LBL = SFTSGP)	Defines the responsibilities and task of each safety group.

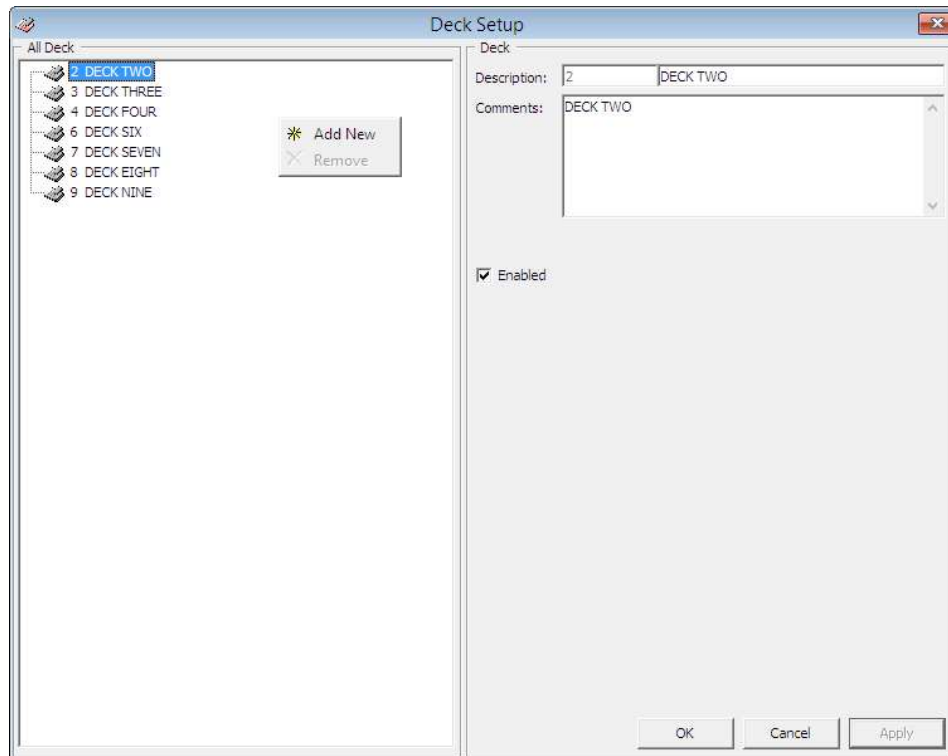
Function Name	Definitions
Safety Position (definable label - TYP_LBL = SFTCRW)	Defines the position of the Crew.
Safety Role (definable label - TYP_LBL = SFTROL)	Defines the role of the safety Crew.
Safety Function (definable label - TYP_LBL = SFTFCT)	Defines the role of Crew in command of Survival Craft.
Safety Drill Type	Defines the type of drills.
Drill Location	Defines the Location of the Scheduled Drill ( <i>Standard Safety Drill</i> ) <sup>1</sup> .
Drill Instructorship	Defines the Instructor responsible for the Scheduled Drill ( <i>Standard Safety Drill</i> ).
Drill Definition	Definition of drills.
Drill Template Setup	Template for each drill type.
Absence Reason	Reason for not attending the safety drill ( <i>Advance Safety Drill</i> ) <sup>2</sup> .
Excuse Request Reason	Reason to be excused from attending safety drill ( <i>Advance Safety Drill</i> ).
Excuse Unapprove Reason	Reason for not Approving the excuse request ( <i>Advance Safety Drill</i> ).
Interview Comment	A comment field use during interview, either as a predefined comment or free text input. ( <i>Advance Safety Drill</i> ).
Course & Certificates	Type Courses and Certification required for each drill type
Proficiency Level	Proficiency level offered in courses and certification.
Accredited Training Centres	Training centers recognized by the Ship in providing Safety training.

## 4.2 Configuring Safety Codes in Standard Safety Drill

Majority of the setup screen are the same in Standard Safety Drill mode, below are the steps to configure new codes for: Gangway Locations, Safety Department, Safety Group, Safety Position, Safety Role, Safety Function, Safety Drill Type, Drill Location, Drill Instructorship, Course Type and Accredited Training Centers.

<sup>1</sup> Available in Standard Safety Drill Mode only

<sup>2</sup> Available in Advance Safety Drill Mode only

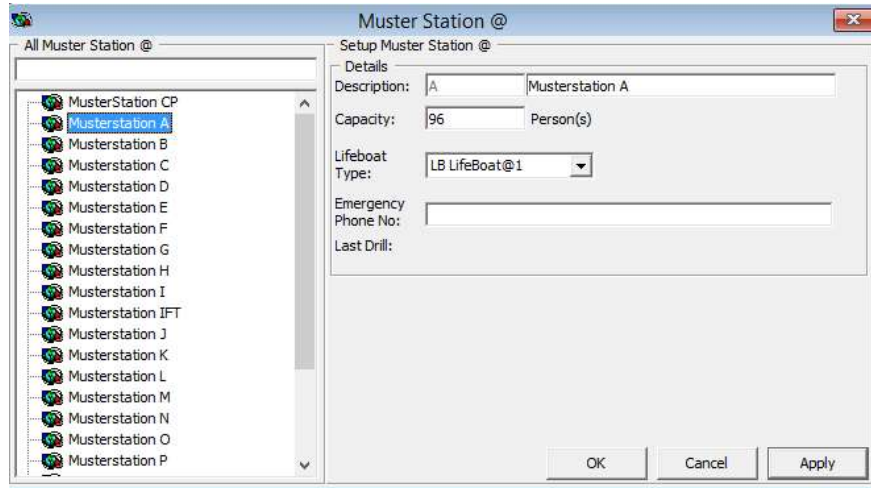


**Figure 4-3 – Standard Code Configuration screen**

1. From the **Safety Setup** menu, select the code to configure.
2. On the left panel, right click in the blank space, then select **Add New**.
3. Enter a short code and the first description on the right.
4. Further describe the code in the **Comments** field.
5. The newly added code is enabled by default. To disable the item, deselect the check mark under **Enable**.
6. Click **Apply** to save the code.
7. To delete the code from the System, right click on the code in the right panel and select remove.

### **4.2.1 Setting Up Muster Station**

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill. The layout of the configuration screen defers, depending on the mode setup in **Parameter group, Safety, Advance Safety Drill**.

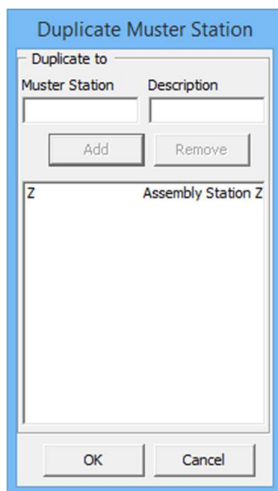


**Figure 4-4 - Muster Station configuration screen**

1. From the **Safety Setup** menu, select **Muster Station**.
2. On the left panel, right click in the blank space, then select **Add Muster Station**.
3. Enter a short code and the field description on the right.
4. Enter the **Capacity** allowed.
5. Select the **Lifeboat Type** from the drop-down list.
6. Insert the Emergency Phone Number, if any.
7. Click **Apply** to save the code.

**To copy an existing configuration code**

1. On select code, right click and select **Copy Muster Station**.
2. Enter the name and description of the new code, then click **Add** to populate the information onto the next window.



**Figure 4-5 - Copy Muster Station screen**

3. Continue to add the Muster Station if more Muster Station is required.
4. Click **OK** to save.

## 4.2.2 Setting Up Lifeboat/LifeRaft

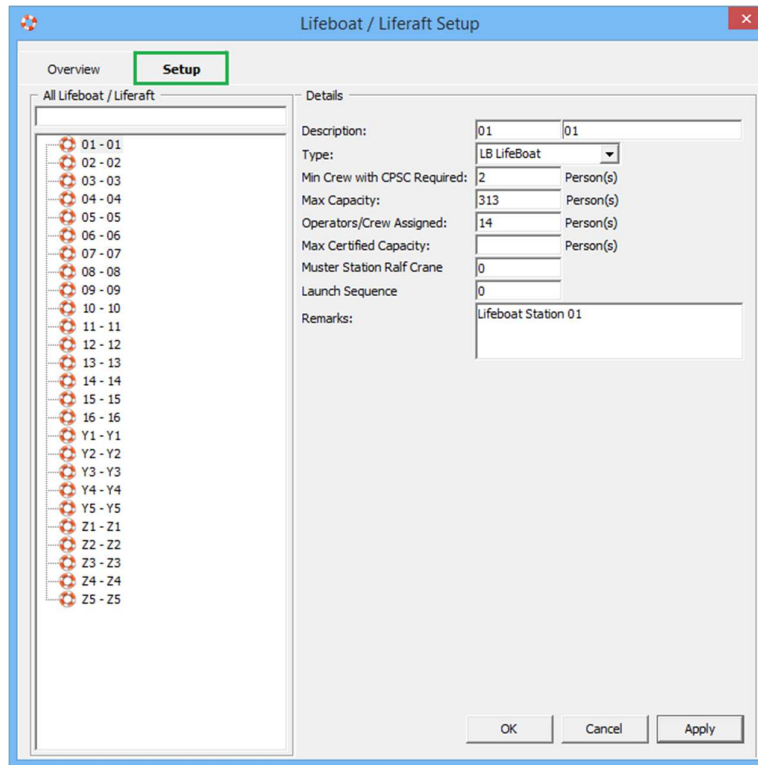


Figure 4-6 - Lifeboat/Liferaft Configuration screen

Table 4-2 - Field definition of Lifeboat/Liferaft configuration screen

Field Name	Definitions
Description	Short code and description of the lifeboat/life raft.
Type	Type of lifeboat /life raft. These codes are predefined and hard coded.
Min Crew with CPSC Required	Minimum crew with CPSC certification.
Max Capacity	Maximum capacity allowed per lifeboat /life raft.
Operators/Crew Assigned	Number of crew assigned to this lifeboat/life raft.
Max Certified Capacity	Maximum capacity of lifeboat/ life raft.
Muster Station Raft Crane	Raft crane the lifeboat is assigned to in Muster Station.
Launch Sequence	Launch sequence of the lifeboat.
Remarks	Additional remarks pertaining to this lifeboat.

There are additional fields in Lifeboat/Liferaft setup screen, and to setup the codes, repeat steps in *Setting Up Muster Station*.



## To copy an existing configuration code:

1. On select code, right click and select **Copy**.
2. Enter the name and description of the new code, then click **Add**.
3. Click **OK** to save.

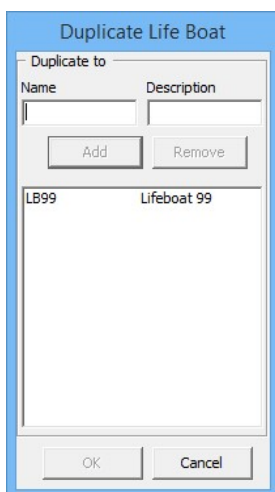


Figure 4-7 Copy Life Boat

## 4.2.3 Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify drills that are Course and Certificate related.

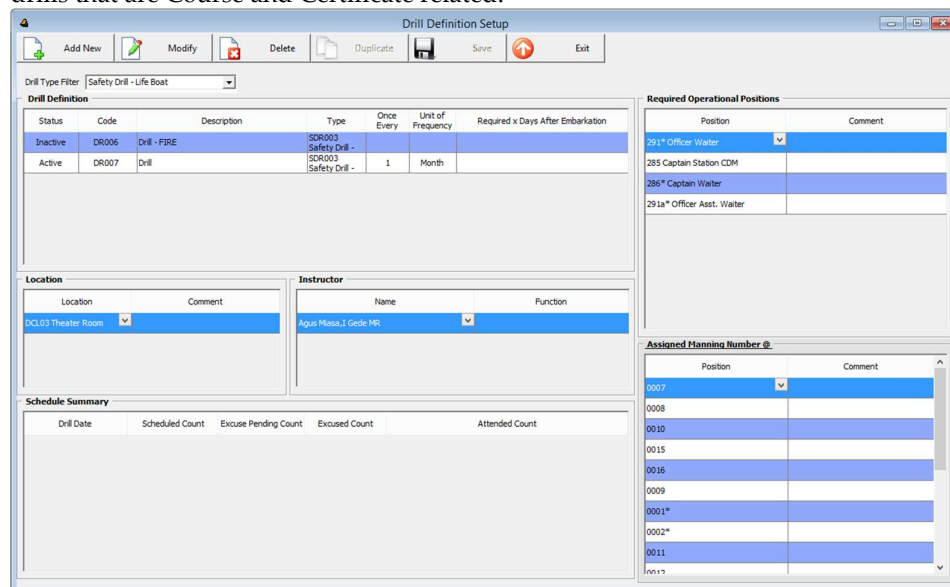


Figure 4-8 - Drill Definition Configuration screen

1. From the Safety Setup menu, select the **Drill Definition**.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, then enter the **Drill Code** and **Description**.
4. In the **Drill Definition section**, select the **Drill Type** from the drop down list, then enter the **frequency of the drill**, **Required x days** after embarkation.
5. Click **Save** to save the record.

6. Continue to select the Drill, then click **Modify** to add Location, Instructor, Required Operational Positions and Assigned Manning Number.
7. In the **Location and Instructor** section, right click in the window and select **Add New**, then select the location from the drop down list and enter the comment/function if any.
8. In the **Required Operational Positions** section, right click on the window and select **Add New** to individually add a position, or **Add All** to select multiple positions.

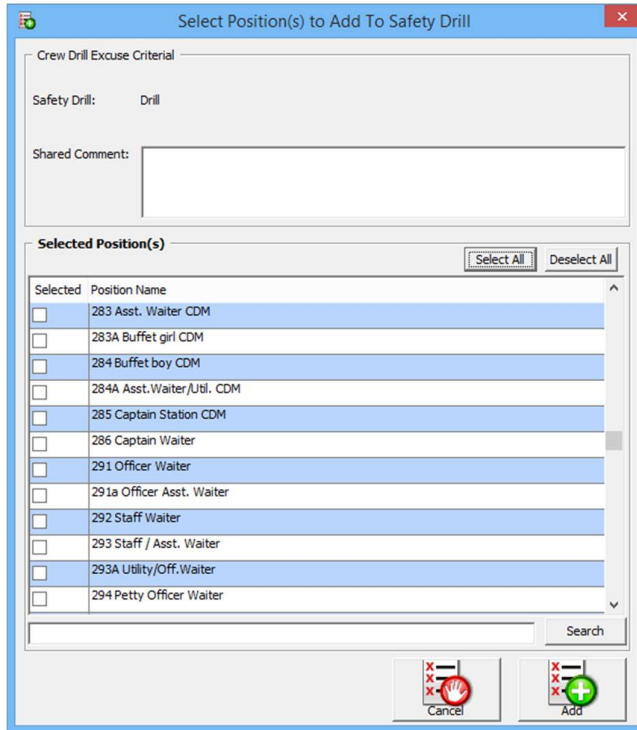
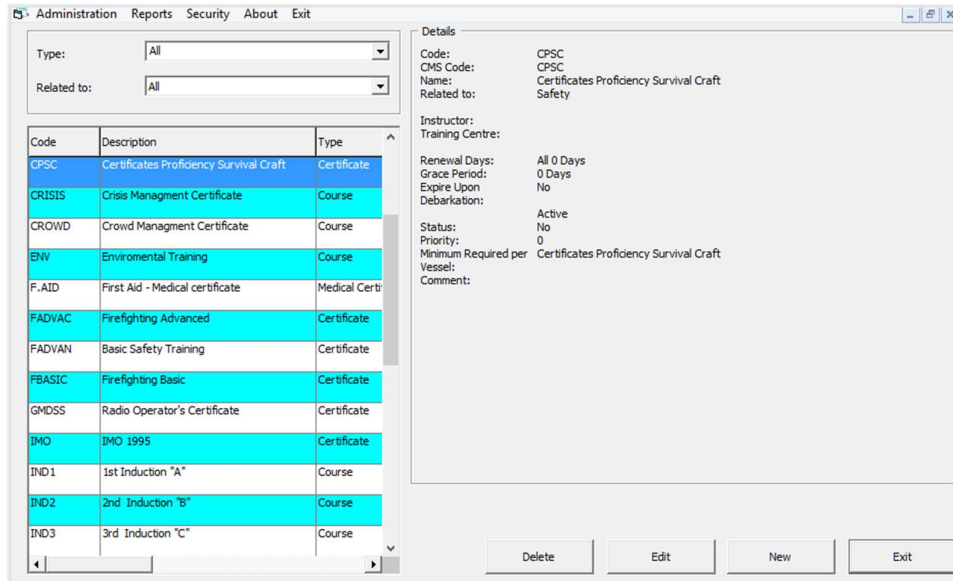


Figure 4-9 - Position selection for Course & Certificate in Drill Definition

9. To Add All positions, check the positions check box and click **Add**.
10. In Assigned Manning Number section, repeat step 6 and 7.

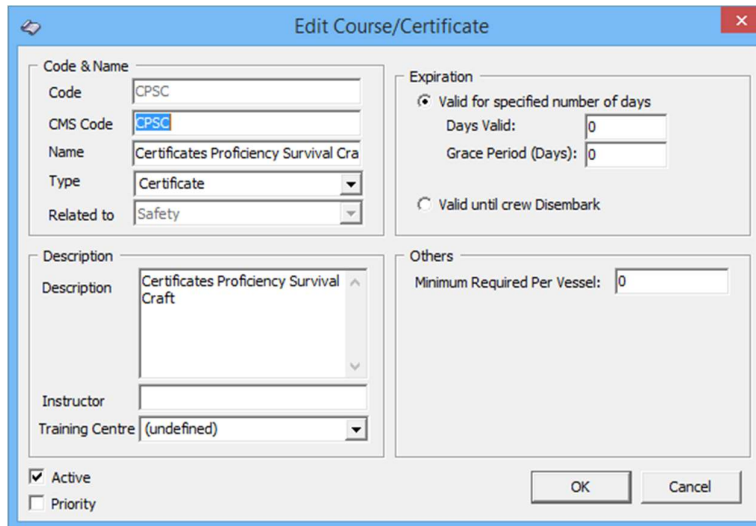
## 4.2.4 Setting Up Courses & Certificates

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify the certificates expiry on Emergency # (E Number) change.



**Figure 4-10 - Course & Certificate Setup screen**

1. From the **Safety Setup** menu, select Courses & Certificates.
2. In the Courses & Certificates screen, click **New**.



**Figure 4-11 - Course & Certificate criteria**

3. In the Code & Name section, enter the **Code**, **CMS code**, **Name of the Course**, and select **Type of Course**, **Related to** from the drop down list.
4. In the Description section, enter the course **description**, **instructor name** and **location** of the training centre.
5. In the Expiration section, select one of the option, then enter the **Minimum Required Per Vessel** in Others section.
6. The **Active** check box is selected by default, and removing the check mark will disable the course.
7. Selecting the **Priority** check box will make the course as a priority.
8. Click **OK** to save the code.

---

## 4.3 Configuring Safety Codes in Advance Safety Drill Mode

Compared to the Standard Safety Drill mode, the Advance Safety Drill mode has more configuration codes, namely:

- Deck Setup
- Fire Zone Setup
- Stair Well Setup
- Absence Reason
- Excuse Request Reason
- Excuse Unapprove Reason
- Interview Comment

This function is enabled with **Parameter, Safety, Advance Safety Drill is = 1**

As majority of the screen layout is the same as Standard Safety Drill mode, the steps to configure the codes is similar to those defined in *Configuring Safety Codes in Standard Safety Drill*, with the exception of these codes where additional fields or functions are found and steps to configure these codes are describe in the following section.

- Muster Station
- Lifeboat/Liferaft
- Safety Function
- Drill Type
- Drill Definition
- Drill Template Setup
- Courses & Certificates.

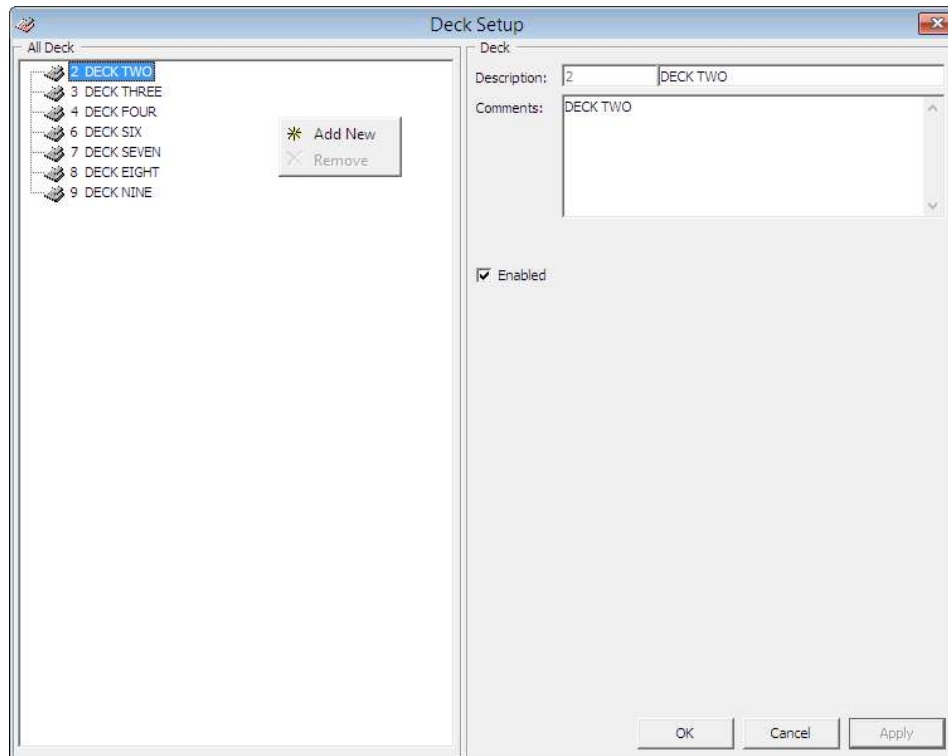


Figure 4-12 - Standard Code Configuration screen

#### 4.3.1 Configuring New Code

1. From the **Safety Setup** menu, select the code to configure.
2. On the left panel, right click in the blank space, then select **Add New**.
3. Enter a short code and the first description on the right.
4. Further describe the code in the **Comments** field.
5. The newly added code is enabled by default. To disable the item, deselect the check mark under **Enable**.
6. Click **Apply** to save the code.
7. To delete the code from the System, right click on the code in the right pane and then select remove.

#### 4.3.2 Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill, and the layout of the configuration screen defers from the Standard Safety Drill mode.

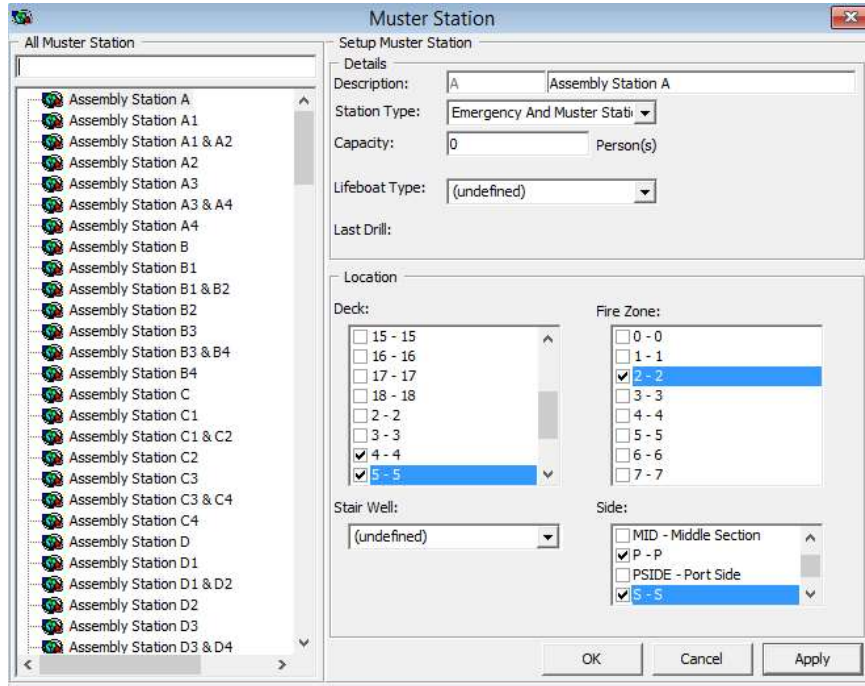
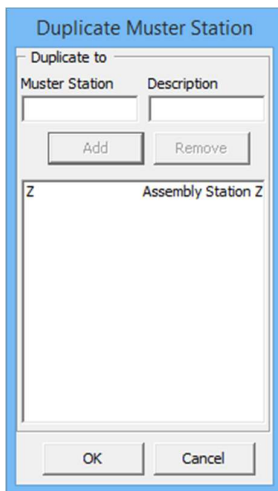


Figure 4-13 - Muster Station Setup in Advance Mode

1. From the **Safety Setup** menu, select the Muster Station.
2. On the left panel, right click in the blank space, then select **Add Muster Station**.
3. Enter a short code and the field description on the right.
4. Enter the **Capacity** allowed.
5. Select the **Lifeboat Type** from the drop-down list.
6. In the Location section, select the **Deck**, **Fire Zone**, **Stair Well** and **Side** of the ship.
7. Click **Apply** to save the code.

### To Copy an existing configuration code

1. On select code, right click and select **Copy Muster Station**.
2. Enter the name and description of the new code, then click **Add** to populate the information onto the next window.



3. Continue add Muster Station to duplicate if more is required.
4. Click OK to save.

### 4.3.3 Setting Up Lifeboat/Liferaft

The Safety Drill Type defines the type of drills required based on the rules set forth, and rules apply to Training Drills setup when **Apply Training Rule** is checked.

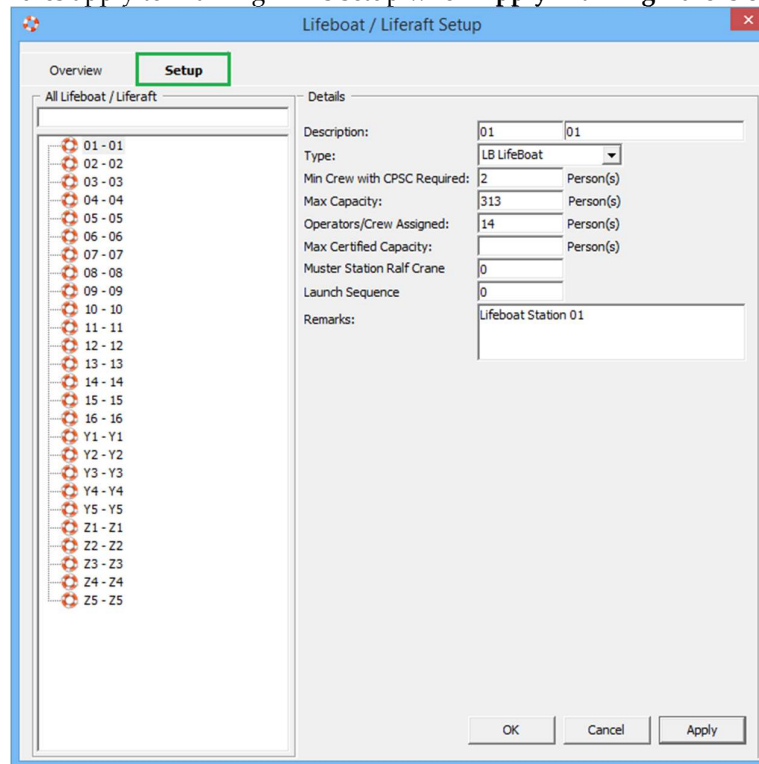


Figure 4-14 - Lifeboat/Liferaft Setup in Advance Mode

1. From the Safety Setup menu, select the Safety Drill Type.
2. On the left panel, right click in the blank space, then select **Add Drill Type**.
3. Enter a short code and the field description in the **Description** field.
4. Select **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Select **Apply Training Rule** check box if rule apply to Training.
7. Click **Apply** to save the code.

### 4.3.4 Setting Up Safety Function

The Safety Function defines the role of Crew in Command of the Survival Craft and is required in the Muster List and Drill Template Setup. The layout of the configuration screen defers from Standard Safety Drill mode.

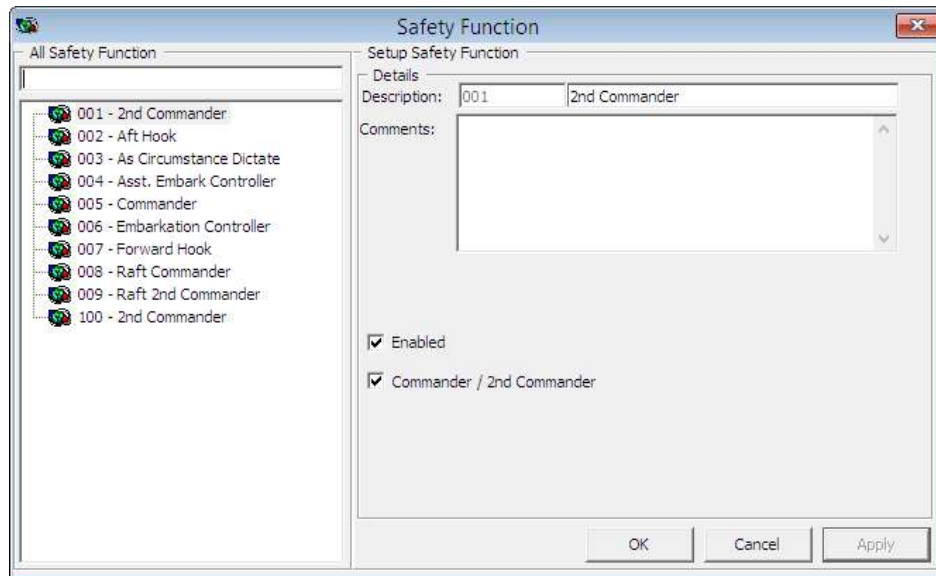


Figure 4-15 – Safety Function Setup in Advance Mode

1. From the **Safety Setup** menu, select the Safety Function.
2. On the left panel, right click in the blank space, then select **Add**.
3. Enter a short code and the field description on the right.
4. Enter the **Comments**, if any.
5. Select the **Commander/2nd Commander** check box if required.
6. Click **Apply** to save the code.

### 4.3.5 Setting Up Drill Type

The Safety Drill Type defines the type of drills required based on the rules set forth, and rules apply to Training Drills setup if **Apply Training Rule** is checked.

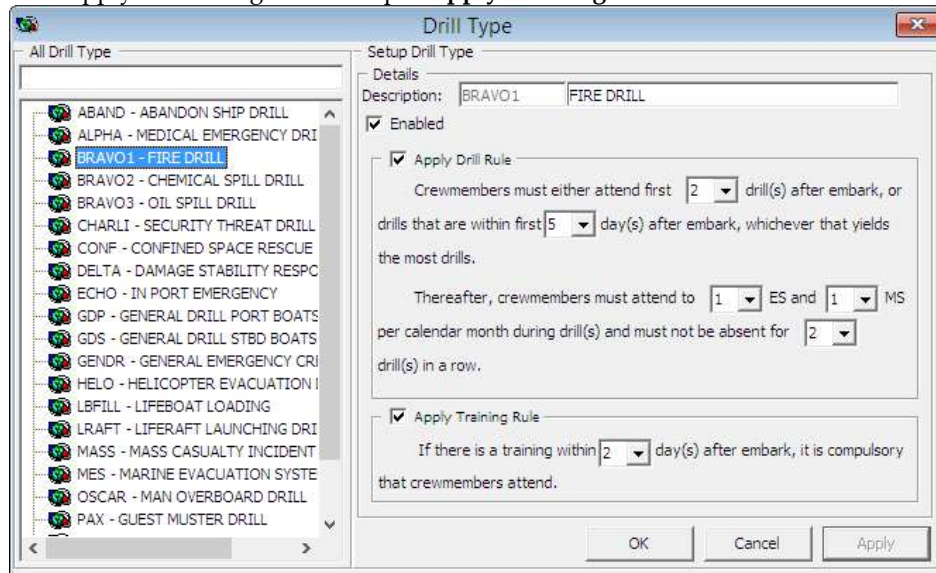


Figure 4-16 - Drill Type Setup in Advance Mode

1. From the Safety Setup menu, select the Safety Drill Type.
2. On the left panel, right click in the blank space, then select **Add Drill Type**.



3. Enter a short code and the field description in the **Description** field.
4. Select **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Select **Apply Training Rule** check box if rule applies to Training.
7. Click **Apply** to save the code.

### 4.3.6 Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify whether drills are Course and Certificate related.

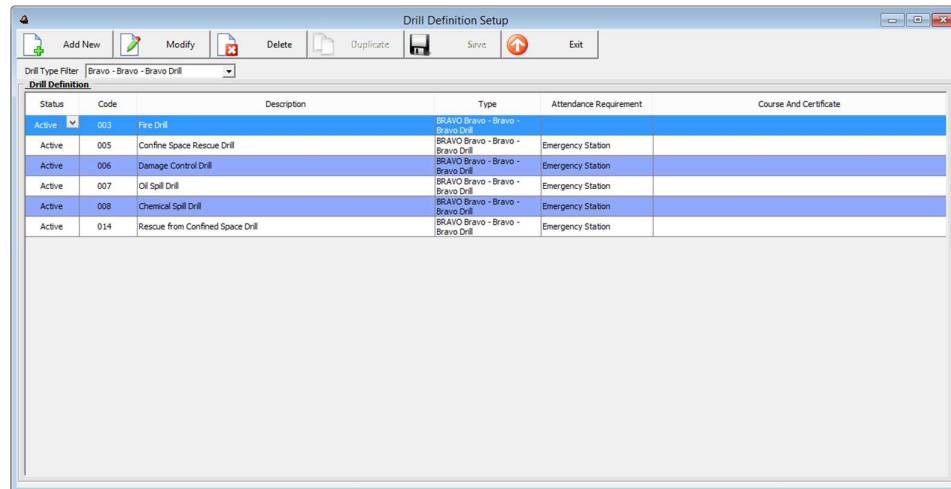


Figure 4-17 - Drill Definition Setup screen in Advance Mode

1. From the Safety Setup menu, select the Drill Definition.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, then enter the **Drill Code** and **Description**, then select the **Type**, **Attendance Requirement** and **Course & Certificate** from the drop down list.
4. Click **Save** to save the record.

### 4.3.7 Setting Up Drill Template

Defining a drill template will assist user in generating a crew list in *Proposed Crew* during drill creation as information will populate based on these filters.

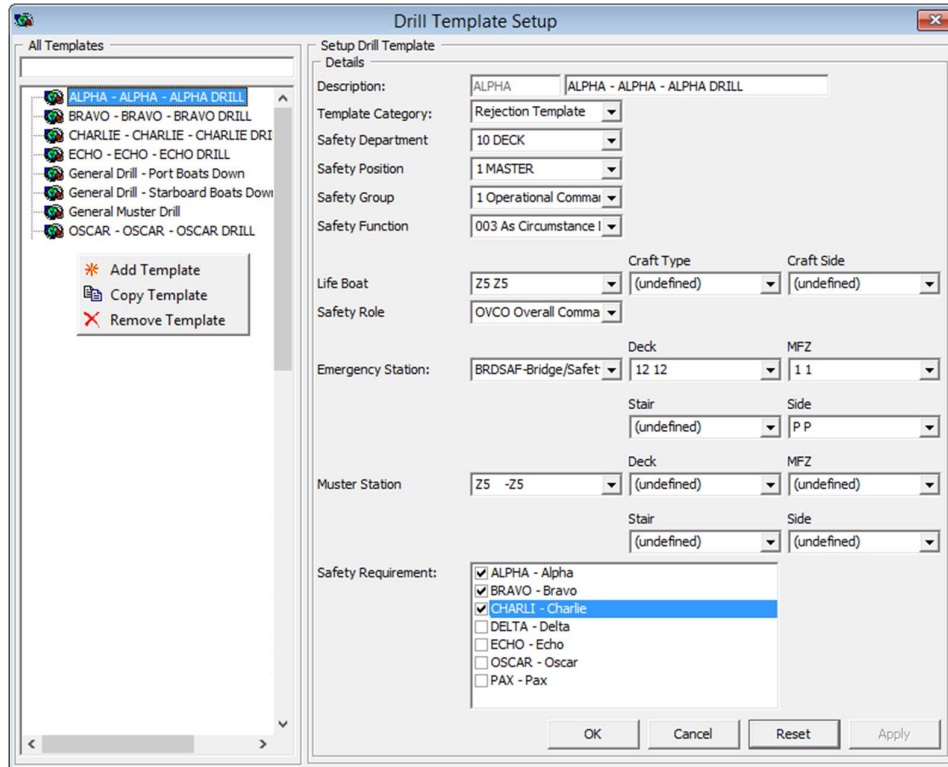


Figure 4-18 - Drill Template Setup screen in Advance Mode

1. From the Safety Setup menu, select the **Drill Template Setup**.
2. On the left pane of the screen, right click in the blank field and select **Add Template**.
3. In the Details section, enter a short code and description, then select the code for respective fields from the drop down list.
4. In the Safety Requirements check box, select the relevant boxes.
5. Click **Apply** to save the template, then **OK** to exit.

---

**Note:** Clicking **Reset** will clear the selected information from the screen.

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### 4.3.8 Setting Up Course & Certificate

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify whether the certificates will expire on Emergency # (E Number) change.

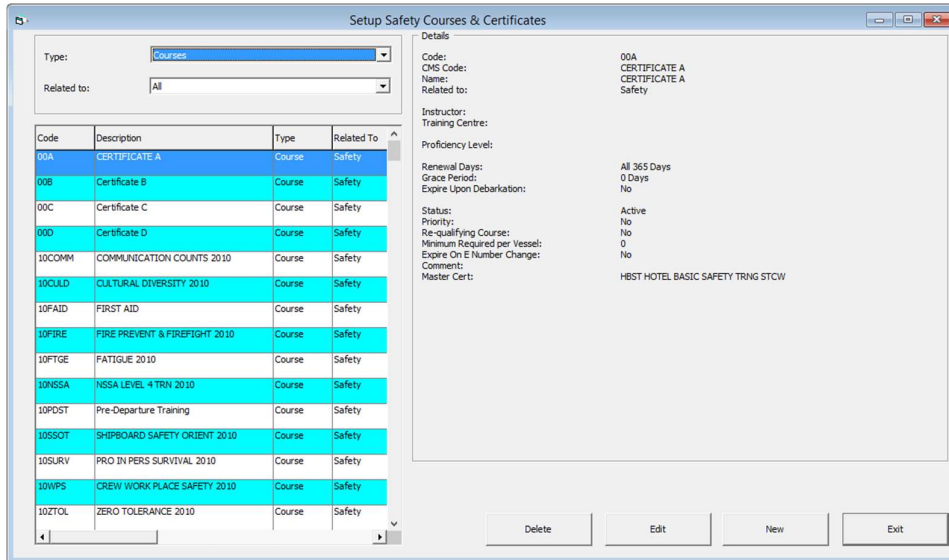


Figure 4-19 - Course & Certificate Setup in Advance Mode

1. From the **Safety Setup** menu, select **Courses & Certificates**.
2. In the **Courses & Certificates** screen, click **New**.

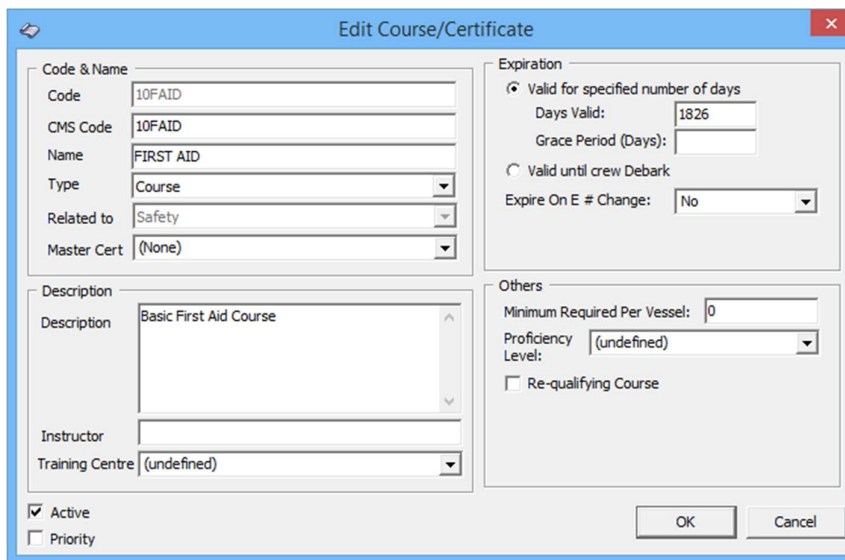


Figure 4-20 - Edit Course & Certificate in Advance Mode

3. In the **Code & Name** section, enter the **Code**, **CMS code**, **Name of the Course**, and select **Type of Course**, **Related to** and **Master Cert** from the drop down list.
4. In the **Description** section, enter the course **description**, **instructor name** and **location** of the training center.
5. In the **Expiration** section, select one of the expiration option.
6. In **Others** section, enter the **Minimum Required Per Vessel**, **Proficiency** and check if **Re-qualifying Course** is required.
7. The **Active** check box is selected by default, and removing the check mark will disable the course.
8. Selecting the **Priority** check box will make the course as a priority.
9. Click **OK** to save the code.



# 5. Stateroom Setup

The Stateroom setup function handles both passenger and crew accommodations. Before entering the individual cabins, the general cabin features must be created, and you also need to know each cabin's location in the safety plan and the housekeeping section as that information will also be stored. These informations are entered in **Administration, Stateroom Setup**.

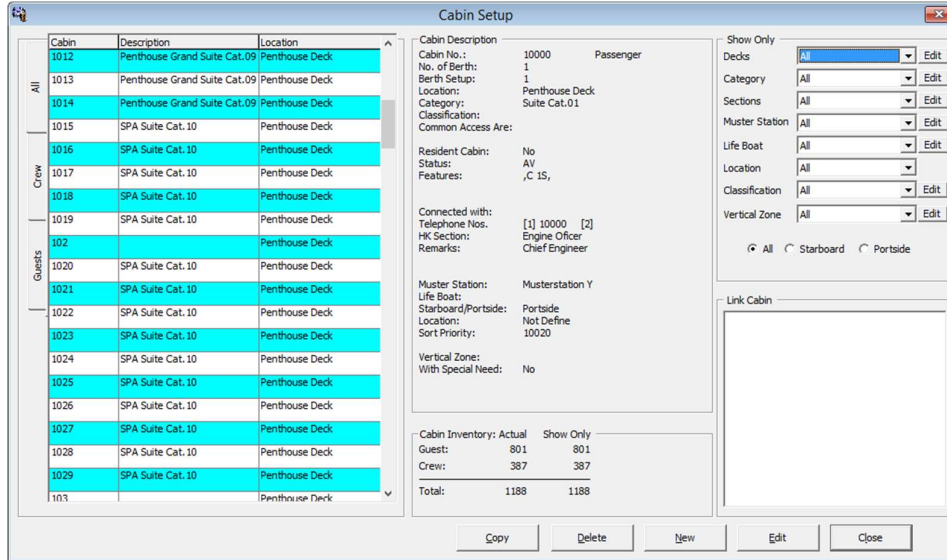


Figure 5-1 - Cabin Setup

## 5.1 Staterooms

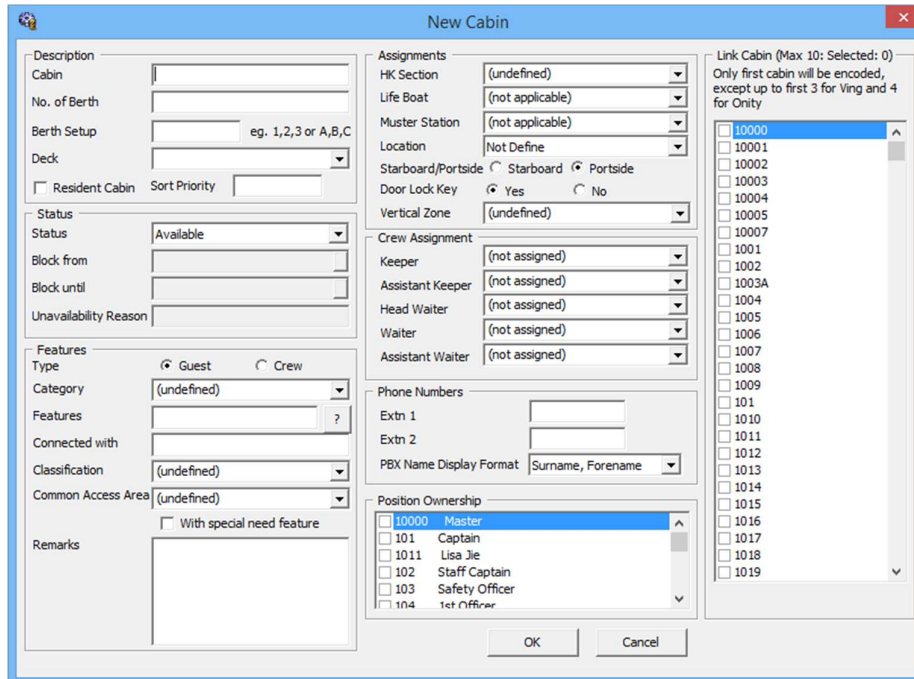


Figure 5-2 - New Cabin window

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### 5.1.1 Adding New Cabin

1. From the **Stateroom Setup** menu, select **Staterooms** from the drop-down list.
2. In the Cabin Setup window, click the **New** button located at the bottom of the screen.
3. In the New Cabin form, enter the **cabin number, no of berth, berth setup** and select the **deck** from the drop-down list.
4. Under the Features section, select the **Type, Category, Features, Classification, Common Access Area**.
5. Check the **With Special Need Feature** check box if cabin is equipped with special needs amenities.
6. Select the **HK Section, Life Boat, Muster Station, Location** and **Vertical Zone** from the drop-down list in the Assignments section.
7. In the Crew Assignment section, select the **Keeper, Assistant Keeper, Head Waiter, Waiter** and **Assistant Waiter** from the drop-down list.
8. Enter the Phone extension in the Phone Numbers section.
9. If the Cabin is linked to another cabin, accessible through a common door, check the cabin number in Link Cabin section.
10. Click **OK** to save the cabin number.

### 5.1.2 Editing a Cabin

1. From the **Cabin Setup** window, select the cabin number and then click **Edit**.
2. In the Edit Cabin form, make the necessary changes and then click **OK** to save.

### 5.1.3 Copying a Cabin

1. From the Cabin Setup window, select the cabin number to copy.
2. In the Copy Cabin form, enter the new cabin number and telephone number, and then click **Add To List**.
3. Continue to add the cabin number and then click **OK** to save the newly added cabin number(s).

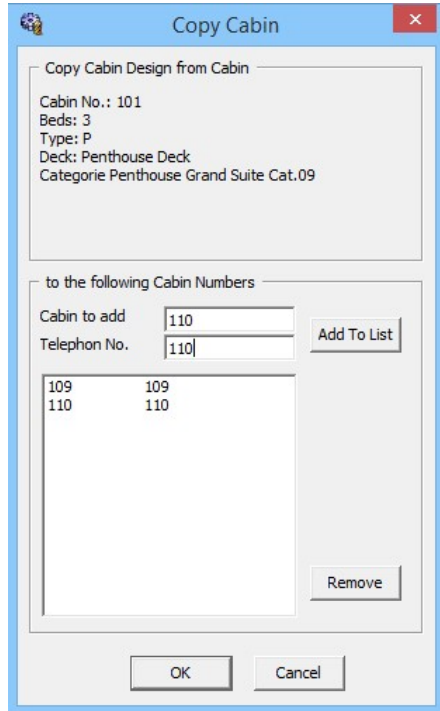


Figure 5-3 - Copying a Cabin Setup

## 5.2 Batch Check-in/Out

Batch Check-In/Out function allow user to send batch triggers that will enable/disable either the Telephone, ITV or Dining system.

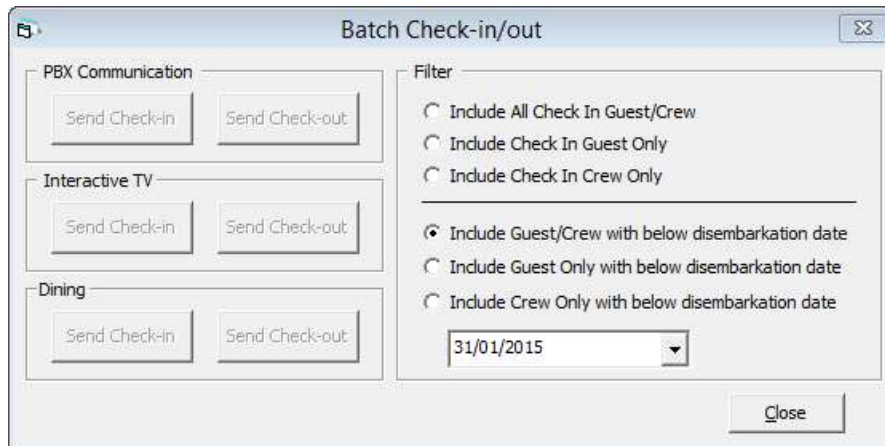


Figure 5-4 - Batch Check-In/Out

Table 5-1 - Batch Check-in/Out filters

Field	Description
Include All Check In Guest/Crew	Sends check-in/out for all guest.
Include Check in Guest Only	Sends check-in/out for Guest only
Include Check out Crew Only	Sends check-in/out for Crew only
Include Guest/Crew with below disembarkation date	Sends check-in/out for guest/crew with specified disembarkation date.

Field	Description
Include All Check In Guest/ Crew	Sends check-in/out for all guest.
Include Guest only with below disembarkation date	Sends check-in/out for Guest with specified disembarkation date.
Include Crew only with below disembarkation date	Sends check-in/out for crew with specified disembarkation date.

1. From the **Stateroom Setup** menu, select **Batch Check-In/Out** from the drop-down list.
2. In the Batch Check-In/Out window, choose from the available **Filter** and then select the **Date** from the drop-down list.
3. Click the type of batch to execute.
4. Click **Close** to exit the screen.

### 5.3 Features\Amenity Items

1. From the **Stateroom Setup** menu, select **Features** or **Amenity Items** from the drop-down list.
2. In the Cabin Features Codes Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field.
4. Enter a comment in the **Comments** field, if any.
5. Click **OK** to save.

### 5.4 Cleaning State Color

Cleaning State Color allow user to define the cabin state according to its cleaning status or leave the color as System defaulted color. If the color code are changed, please also update the color in *Deck Plan Setup*.



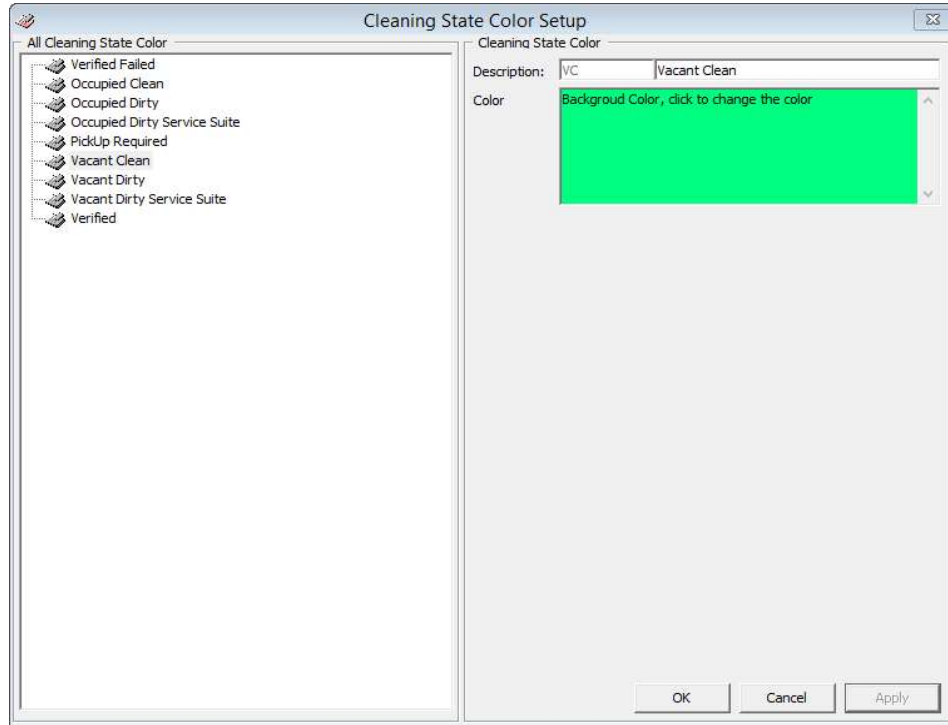


Figure 5-5 - Cleaning State Color Setup

1. From the **Stateroom Setup** menu, select **Cleaning State Color** from the drop-down list.
2. In the Cleaning State Color Setup window, select the Cleaning Status on the pane.
3. Click the Color window on the left pane to change the background color and then click **OK** to save.

## 5.5 Deck Plan Designer

The Deck Plan Designer enables user to link the cabin number to the deck plan, and provide user a layout view of the cabin in Management module.

### 5.5.1 Designing a Deck Plan

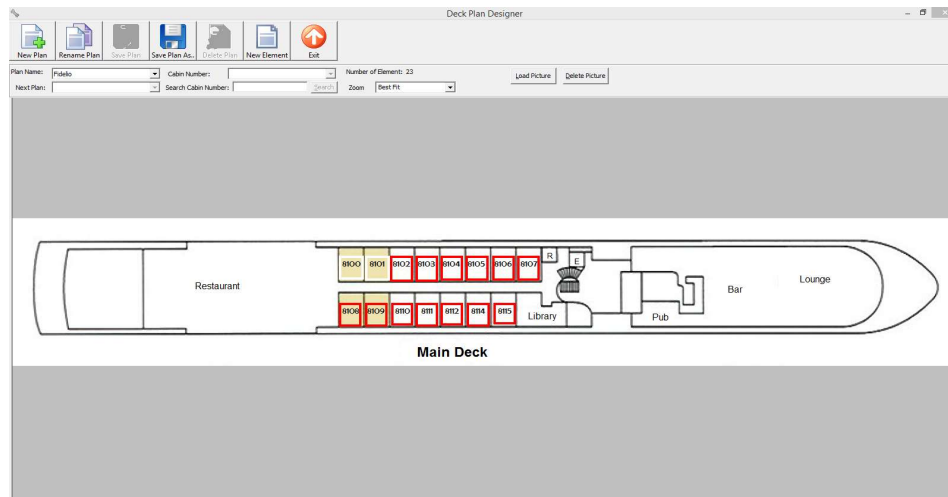


Figure 5-6 - Deck Plan Designer

- 
1. From the Administration Menu, select **Stateroom Setup** and then **Deck Plan Designer**.
  2. Click **New Plan** on the ribbon bar and enter the Plan name in the New Plan window, and then click **OK**.
  3. Click **Load Picture** to load the base plan from file.
  4. Click the **New Element**, then drag the box to the desired location.
  5. Select the Cabin number from the drop-down list, then click the element to assign the cabin number.
  6. Click **Save Plan** on the ribbon bar to save the changes.

## 5.5.2 Editing a Deck Plan

1. From the **Deck Plan Designer** window, right click the element to edit.
2. Select the option from menu and then click **Save Plan** to save the changes.

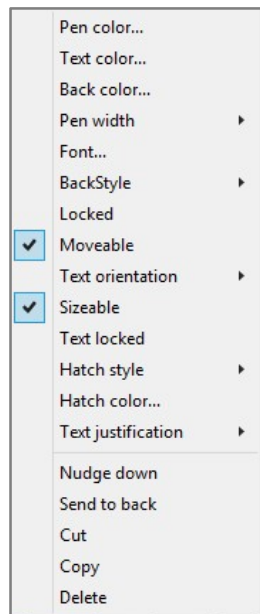


Figure 5-7 - Editing Options in Deck Plan Designer

## 5.5.3 Linking a Deck Plan

Linking one deck plan to the next is possible and this enables users to navigate from one plan to another with one single click.

1. From the Deck Plan Designer window, select from the **Plan Name** the plan to edit.
2. Select the **Next Plan** from the drop-down list
3. Click **New Element** and place the element near a staircase.
4. Click **Save Plan** to save the changes.

---

**Note:** Must have multiple plan saved in Deck Plan Designer.

---

## 5.6 Deck Plan Setup

Deck Plan Setup allows user in defining the cabin color to display according to its status, and suggests that the color set forth are in line with *Cleaning State Color*.

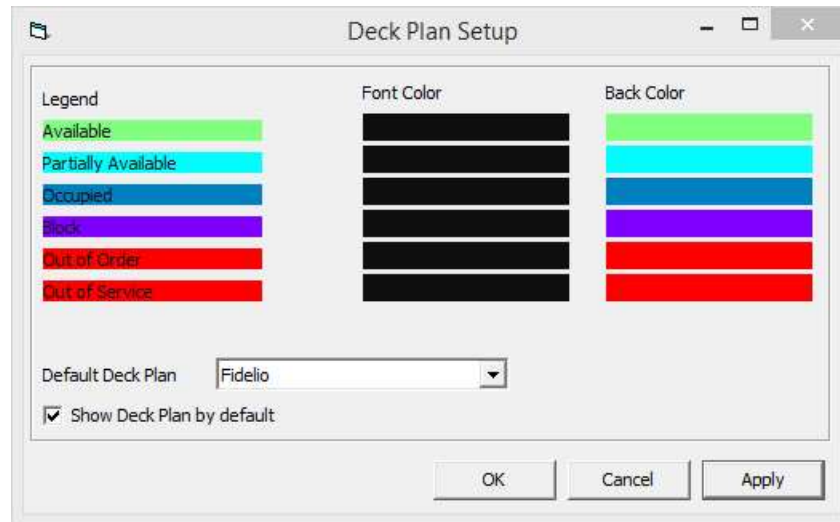


Figure 5-8 - Deck Plan Color Coding

1. From the Administration Menu, select **Stateroom Setup** and then **Deck Plan Setup**.
2. In the **Deck Plan Setup** window, click the Font Color or Back Color for respective legend, and select color from the color chart.



3. Select the **Default Deck Plan** from the drop-down list the plan to display by default in Management module.
4. Checking the '**Show Deck Plan by default**' will change the cabin selection screen from Classic View to Deck Plan view in Management module.

## 5.7 Ving Card Crew Key Type

This function design to enable user to create Crew key card by Berth, allowing crew key card to be created based disembarkation/embarkation of a berth instead of cabin.

- 
1. From the **Stateroom Setup** menu, select **Ving Card Crew Key Type** from the drop-down list.
  2. In the Ving Card Crew Key Type Setup window, right click on the left pane and select **Add New**.
  3. Enter the short code and description in the **Description** field.
  4. Enter a comment in the **Comments** field, if any.
  5. Click **OK** to save

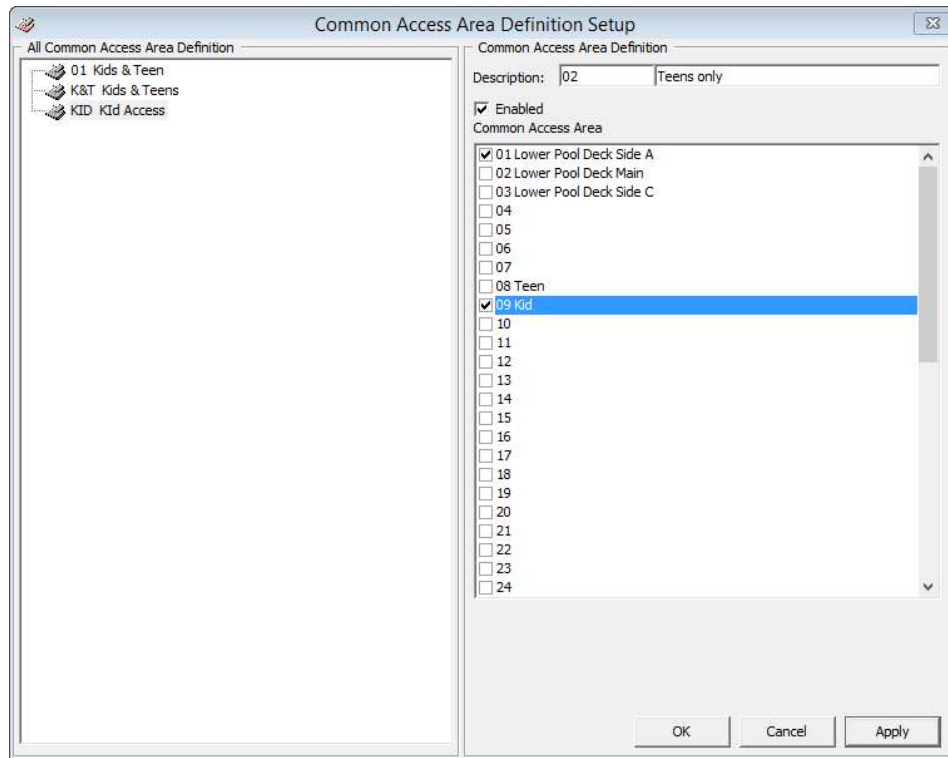
## 5.8 Common Access Area Name

This function enables user in creating the common accessible area to be link to keycard encoding.

1. From the **Stateroom Setup** menu, select **Common Access Area Name** from the drop-down list.
2. In the Common Access Area Name Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field.
4. Enter a comment in the **Comments** field, if any.
5. Click **OK** to save.

## 5.9 Common Access Area Definition

This function defines the group of the common area accessible to guest, and are linked in Cabin Setup or Guest Handling.



**Figure 5-9 - Common Access Area Setup**

1. From the **Stateroom Setup** menu, select **Common Access Area Name Definition** from the drop-down list.
2. In the Common Access Area Name Definition Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field.
4. Select the Common Access Area by checking the box, then click **Apply**.
5. Click **OK** to save.

## 6. System Codes

Systems Codes function is an area where majority of the guest related codes are configured. These codes are used to manage guest preference, request and statistic tracking. This information is entered in **Administration, System Codes** and the setup are similar for most codes, with the exception for those marked with an (\*).

Function Name	Definitions
Action Codes	A follow up code for services.
Amenity Codes	Amenities provided to guest.
VIP Codes	Defines the type of VIP categories.
Session Codes	Defines the session use in Cashbook module.
Handicap Codes	Defines the type of disability/ accessibility required by guest.
Nationality Groups *	Defines group of nationality for use in Shore Denied list.
Accounts Categories	Defines the category of accounts group
Document Types *	Defines the acceptable type of legal documents.
Guest Categories	Defines the classification of guest types.
Dining Times	Defines the available dining time slots.
General Reason Codes *	Defines the reason codes use in various modules, e.g.: cabin change reason, voiding a transaction, etc.
Marital Status Codes	Defines the guest/crew marital status.
Payroll Pension Plan Type	Defines the available pension plan offered to crew.
Nationality Codes *	Defines the nationality codes in ISO codes.
Travel Insurance	Defines the Travel Insurance plan available.
Comment Types	Defines the type of comments received, eg. Service, pricing, food quality, etc.
Comment Report Types	Defines the method comments were received.
Comment Departments Involved *	Defines the department involves in handling the comments.
Resolution Types	Defines the resolution codes use in Comment
Comment Category	Defines the comment by category/group.
Chips Workstation	Defines the Chips & Pin workstation name.
Enable/Disable Log Entry	Defines the functions to be enable/disable in the log entry, besides the default value.
eOne Enable Contingency Mode Reason Code	Defines the reason use when enabling contingency mode.
eOne Disable Contingency Mode Reason Code	Defines the reason use when disabling contingency mode.
Nationality Flag	Defines the additional Nationality Flag for Crew.

## 6.1 Setting up System Codes

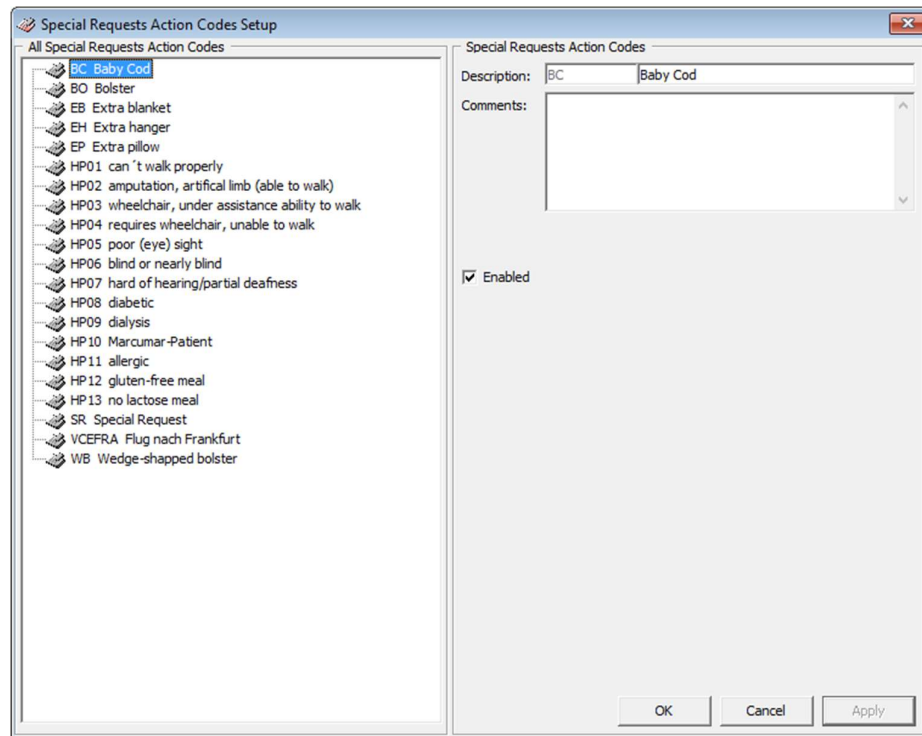


Figure 6-1 - Action Codes Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Codes Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field.
4. Enter a comment in the **Comments** field, if any.
5. Click **OK** to save.

## 6.2 Setting up Nationality Groups

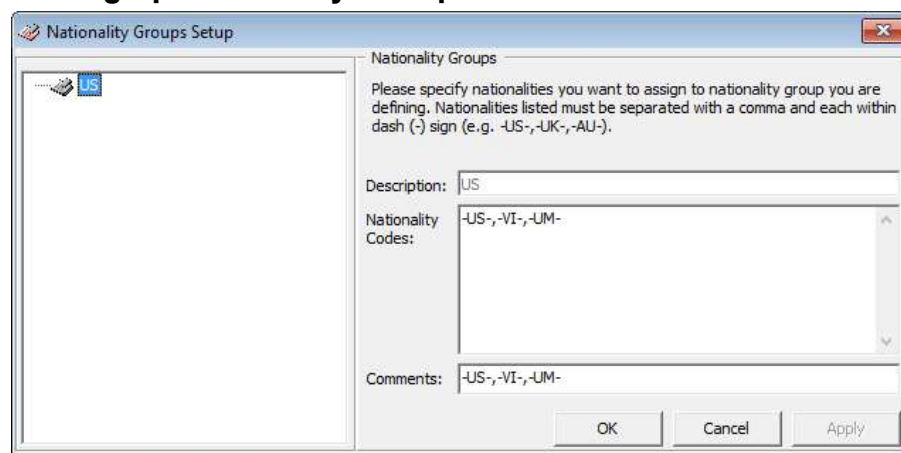


Figure 6-2 – Nationality Groups Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.

2. In the Nationality Groups Setup window, right click on the left pane and select **Add Nationality Group**.
3. Enter the description in the **Description** field and enter the Nationality Codes using a hyphen(-) and comma (,) to separate the codes.
4. Enter a comment in the **Comments** field, if any.
5. Click **Apply** to save.

## 6.3 Setting up Nationality Codes

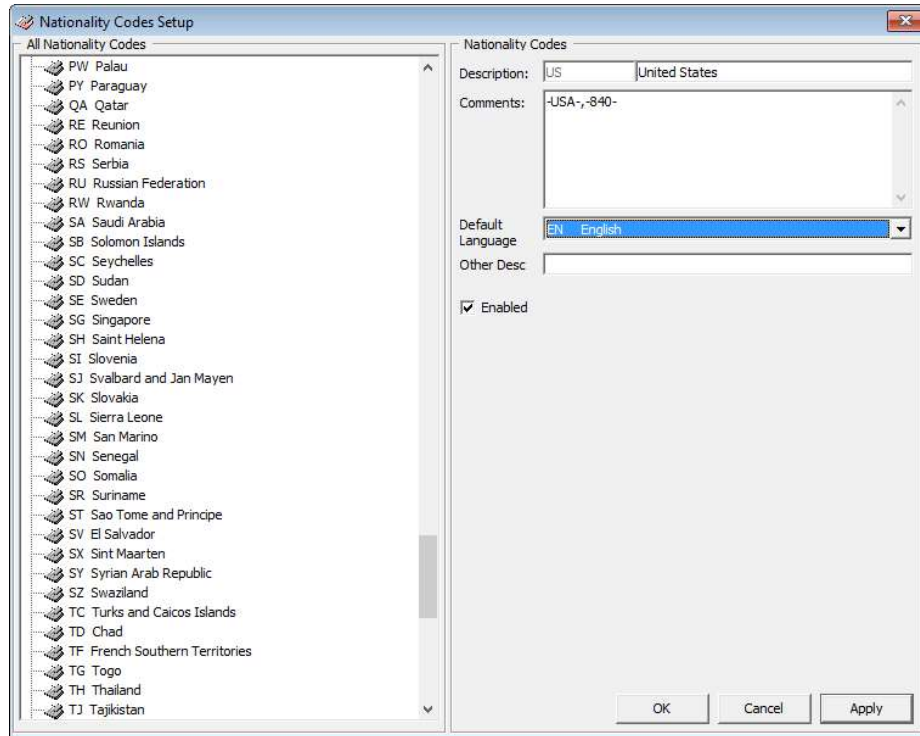


Figure 6-3 - Nationality Codes Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Nationality Codes Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field and in the **Comments** section, enter the Nationality Codes using a hyphen (-) and comma (,) to separate the codes.
4. Select the Default Language from the drop-down list.
5. Click **Apply** to save.

---

**Note:** The System is preinstalled with a set of nationality code in ISO standard during installation.

---



## 6.4 Setting up Document Types

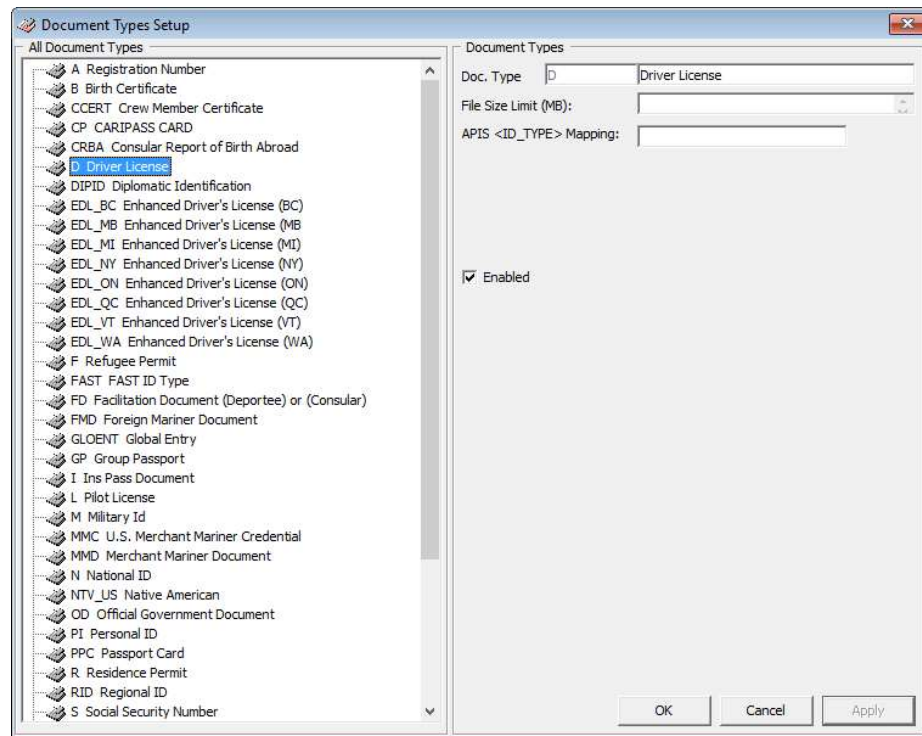
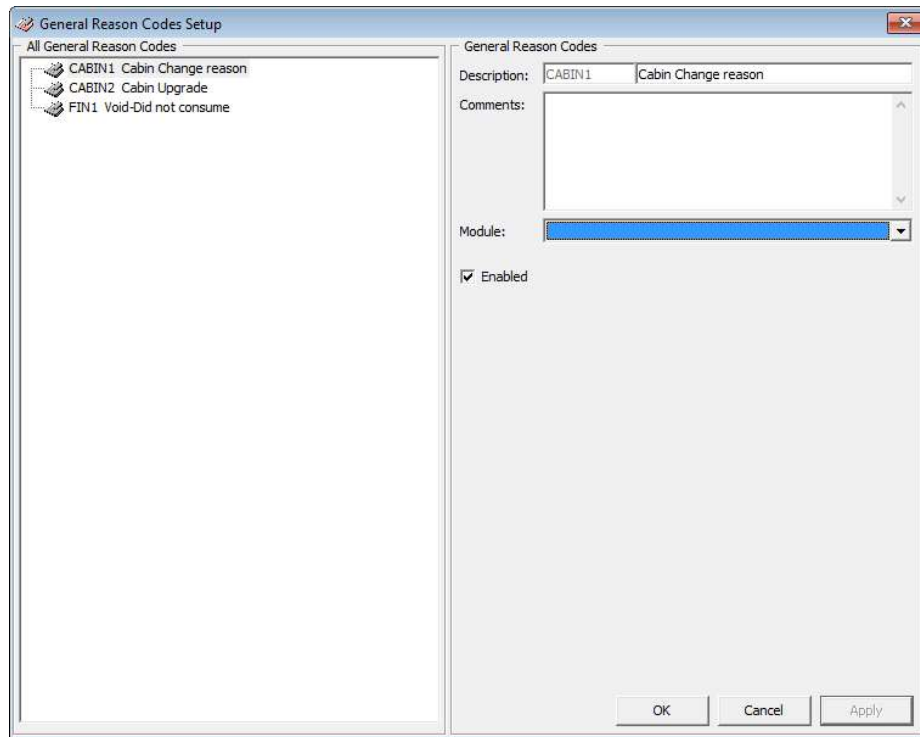


Figure 6-4 - Document Type Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Document Types Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Doc Type** field and in the **File Size Limit (MB)**, enter the *maximum* file size allowed.
4. In the **APIS <ID\_TYPE> Mapping**, enter the APIS Doc Type.
5. Click **Apply** to save.

## 6.5 Setting up General Reason Codes

General Reason Codes are codes used in voiding, changing a cabin or when changes require a reason and these codes can be module specific or shared.

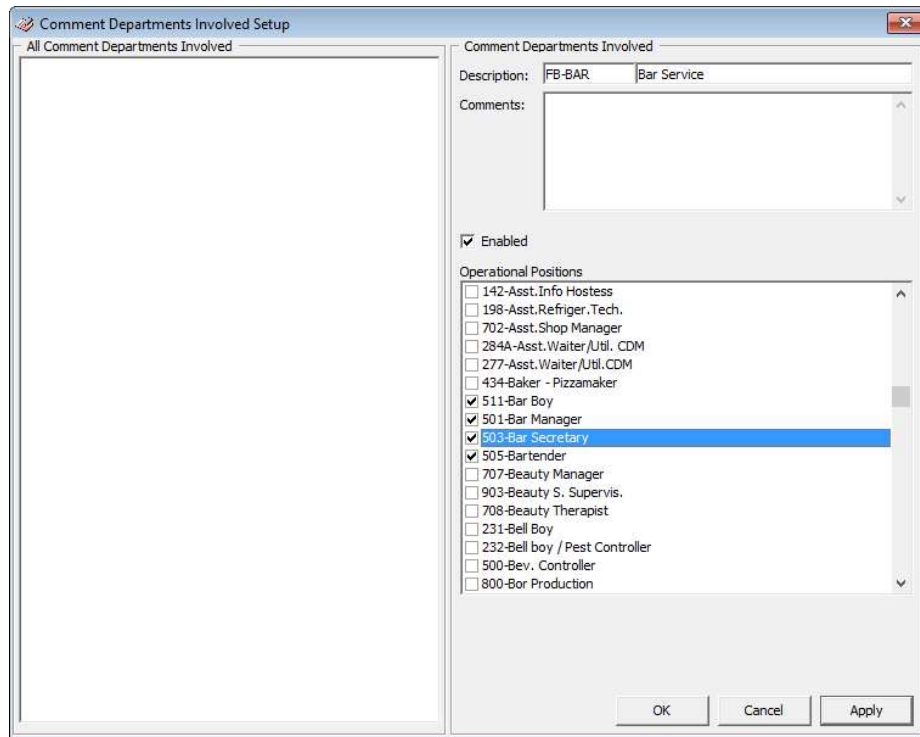


**Figure 6-5 - General Reason Code Setup**

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the General Reason Code Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field and in the Comments field, enter the comment if any.
4. Select from the Module drop-down menu if the code is link to a specific module.
5. Click **Apply** to save.

## **6.6 Setting up Comment Departments Involved**

The Comments Departments Involved allow user to group various department involved in handling the comments.



**Figure 6-6 - Comment Departments Involved Setup**

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Comment Departments Involved Setup window, right click on the left pane and select **Add New**.
3. Enter the short code and description in the **Description** field and in the Comments field, enter the comment if any.
4. In the Operational Positions section, check the applicable check boxes, and then click **Apply** to save.

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## 7. Package Plans

The Package Plan is a function that manages components purchased at a fixed value. The components usually comprise of cabin charge, food and beverage, and/or tours or spa, and predominantly posted via the Point of Sale (POS) system, and then transferred to SPMS.

For more detail on Package Plan setup and usage, refer to *OHC Package Plan Handling*.

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## 8. Maintenance Setup

The Maintenance Setup is a function that allow user to configure the relevant codes use in Maintenance module.

For more detail on Maintenance setup and usage, refer to *OHC Maintenance Module User Guide*.

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## 9. Gift Card

A gift card may be offered to a Guest as consumer incentives through promotional programs, or integrated into a reward point program to increase sales volumes. The Gift card can also be given and use as pre-paid credit whilst on-board the ship.

For more detail on Gift Card setup and usage, refer to *OHC Gift Card Handling*.

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## 10. POS Discount

The POS Discount Level defines the discount group for which Guests may be entitled to whilst onboard the ship. More than one discount level with a different discount rate given for each outlet is permissible.

For more detail on POS Discount setup and usage, refer to *OHC POS Discount Handling*.

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# 11. Security Display Setup

The Security Display Setup enables user to customize additional information to be displayed in FC Security WPF. These customized fields require a precise data field name to be inserted.

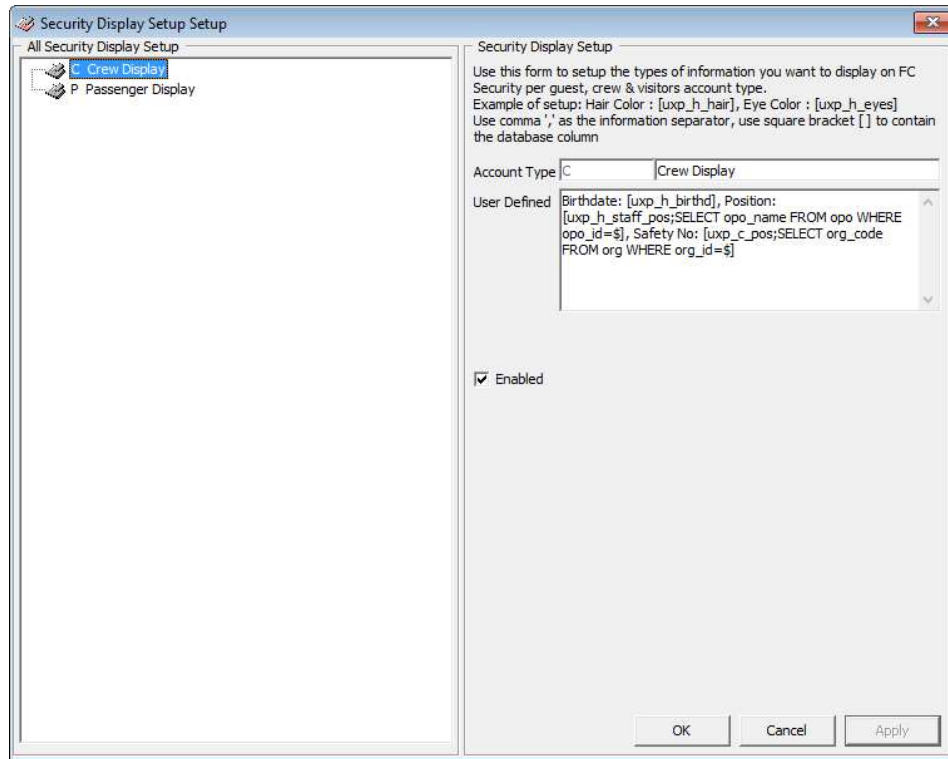


Figure 11-1 - Security Display Setup

1. From the **Administration** menu, select the code to setup from the drop-down list.
2. In the Security Display Setup window, right click on the left pane and select **Add New**.
3. In the **Account Type** field, enter the short code and description of the code.
4. In the **User Defined** field, insert the name of the field, following by the data field name in []. Use a comma (,) to separate the field.
5. Click **Apply** to save.



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## 12. Multimedia File Maintenance

The System supports various multimedia file such as .avi or mp3 to be uploaded for use as promotion presentation, alert, or standard template use on signature device. It also has the capability in linking a web page for ease of access, and these files are uploaded and maintained in **Administration, Multimedia File Maintenance**.

### Adding Multimedia/Image File

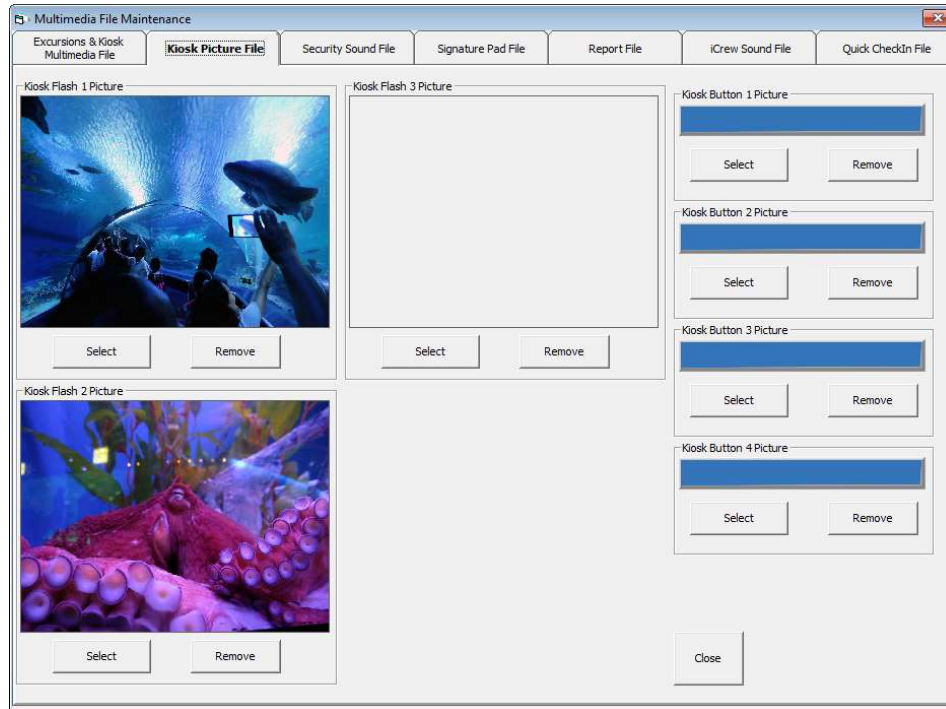


Figure 12-1 - Multimedia/Image File Setup

1. From the **Administration** menu, select the code to setup from the drop-down list.
2. In the Multimedia File Maintenance window, navigate to the tab you wish to add the multimedia or image file.
3. Click **Select** and select the file from windows explorer.
4. Click **OK** to save.
5. Click **Play** or **Preview** to view the file.

# 13. Board Card Printing Template

Board Card Printing Template enable user to predefine the of information to be printed on the board card.

The setup function is accessible by launching the **Administration** module, then select **Administration, Board Card Printing Template** from the menu bar.

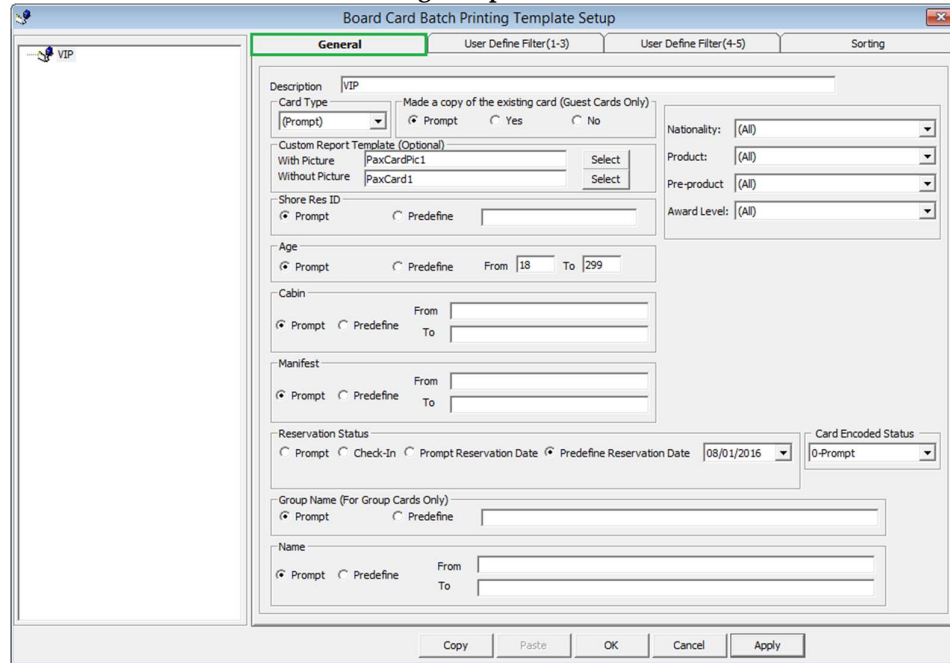


Figure 13-1 - Board Card Batch Printing Template Setup

Table 13-1 - Field definition of General tab

Field Name	Definitions
Description	Template Name
Card Type	Type of card to print, e.g. Guest, Crew, Group, Visitor, Gift Card or Prompt to define the criteria in Advance BCard Printing screen.
Make a copy of existing card	Prints board card with the same account ID or new account ID.
Custom Report Template	Prints board card using customize report template instead of System Default report. Report template must be available when setting up the Board Card Template setup.
Shore Res ID	Prints board card by Shore Reservation ID.
Age	Prints board card by age range.
Cabin	Prints board card by cabin range.
Manifest	Prints board card by manifest number range.

Field Name	Definitions
Reservation Status	Prints board card by reservation status: <ul style="list-style-type: none"> <li>Checked-In</li> <li>Prompt Reservation Date – User define in Advance BCard printing screen at time of printing.</li> <li>Predefine Reservation Date – Prints according to date defined in template.</li> </ul>
Group Name	Prints board card by Group Name and applicable to Card Type = Group
Name	Print board card by name range.
Nationality	Prints board card for: <ul style="list-style-type: none"> <li>All Nationalities</li> <li>US Citizens only</li> <li>Non-US Citizens</li> </ul>
Product / Pre-Product / Award Level	Prints board card by Product: <ul style="list-style-type: none"> <li>All (Field value is both null and not null)</li> <li>Only when specified (Field value is not null)</li> <li>Only when not specified (Field value is null)</li> </ul>

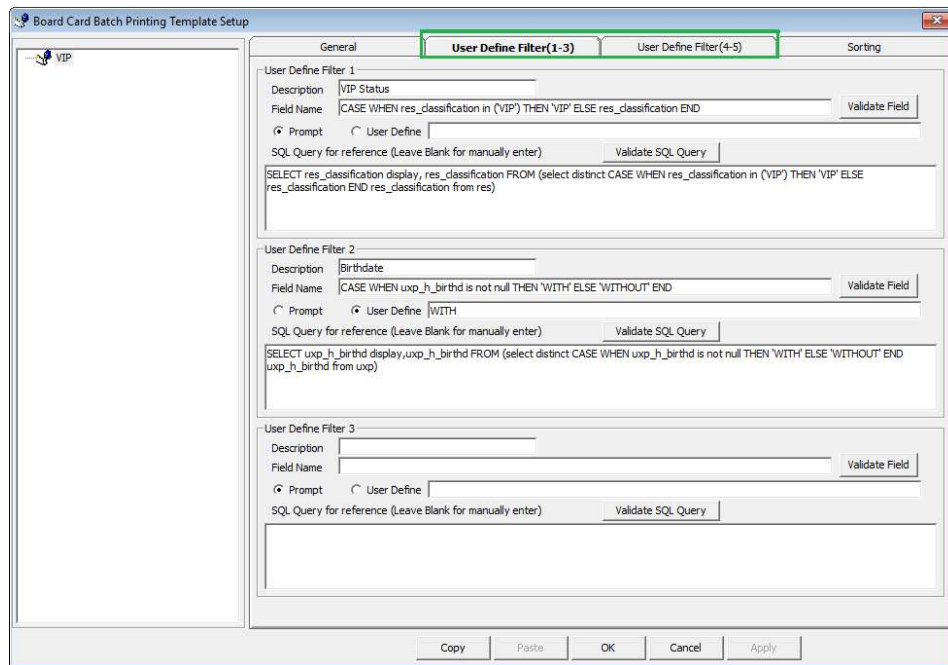


Figure 13-2 - Board Card Batch Printing Template Setup User Define Filter

Table 13-2 - Field definition of User Define tab

Field Name	Definitions
Description	Name of the Filter
Field Name	Field name to filter. Reference to field name of System Data table.

Field Name	Definitions
SQL Query for reference	Additional Filter using SQL Command

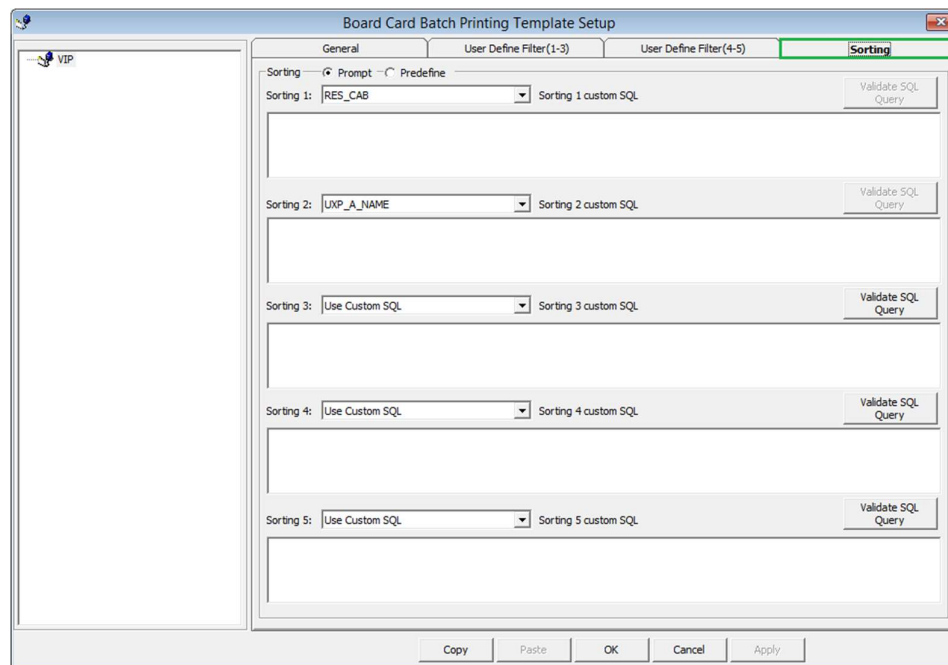


Figure 13-3 - Board Card Batch Printing Template Setup Sorting tab

## 13.1 Creating a Template

1. From the **Administration** menu, select the code to setup from the drop-down list.
2. In the **Board Card Batch Printing Template Setup** screen, right click on the left pane and select **Add Template**.
3. Enter the **Template description** and select the **Card Type** from the drop-down list.
4. Check the respective section whether to prompt when generating the card, or use the predefined selection. If Predefined is checked, enter the value in the field next to the check box.
5. Click **Apply** to save the selection, and then navigate to **User Define Filter** tab.
6. In the User Define Filter tab, **Description field**, enter the filter name.
7. Enter the field name or check the **User Define** and enter the value, then click the **Validate Field**.
8. Use the **SQL Query** to further filter the fields by inserting the SQL command, then click the **Validate SQL Query**.
9. Click **Apply** to save the selection, and then navigate to the Sorting tab.
10. Select the sorting type and then click **Apply** to save.
11. Click **OK** to save the template.

# 14. Security Alert Setup

The Security Alert setup is a user definable notification prompt that alert users in the event of a breach. The alert is only configurable by OHC team, and to use this function, please contact Oracle Hospitality Cruise support.

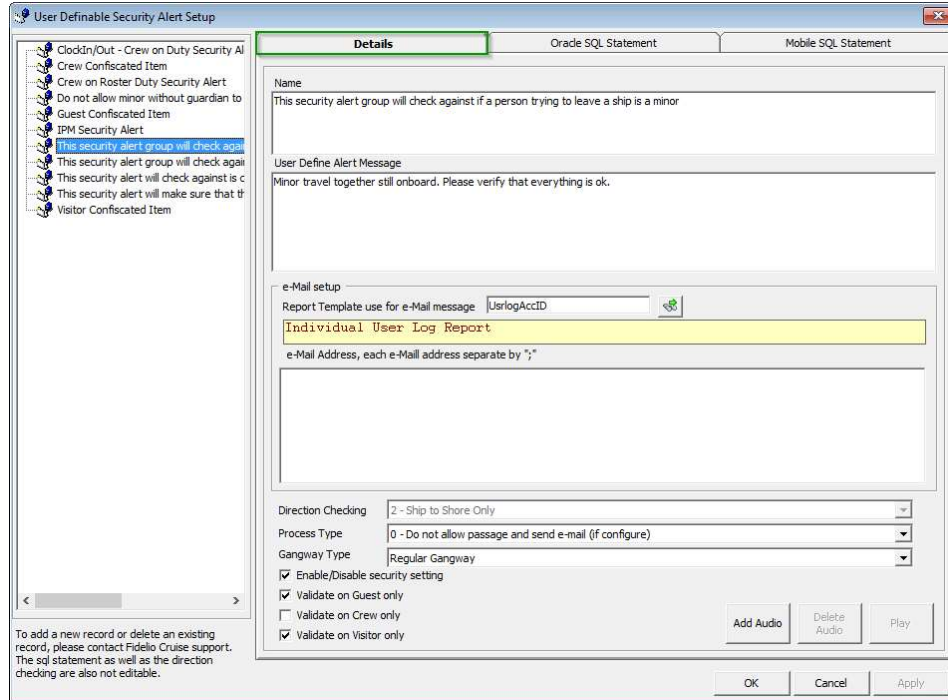


Figure 14-1 - Security Alert Setup

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## 15. Beeper Setup

Beeper Setup allows user to configure the beeper for use in Child Locator. To configure, refer to *6.1 Setting up System Codes*.

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## B. Reports

The Shipboard Property Management System comes pre-installed with a set of operational reports, and additional user customize reports may be added through the **Administration module, System Setup, Reports Setup**.

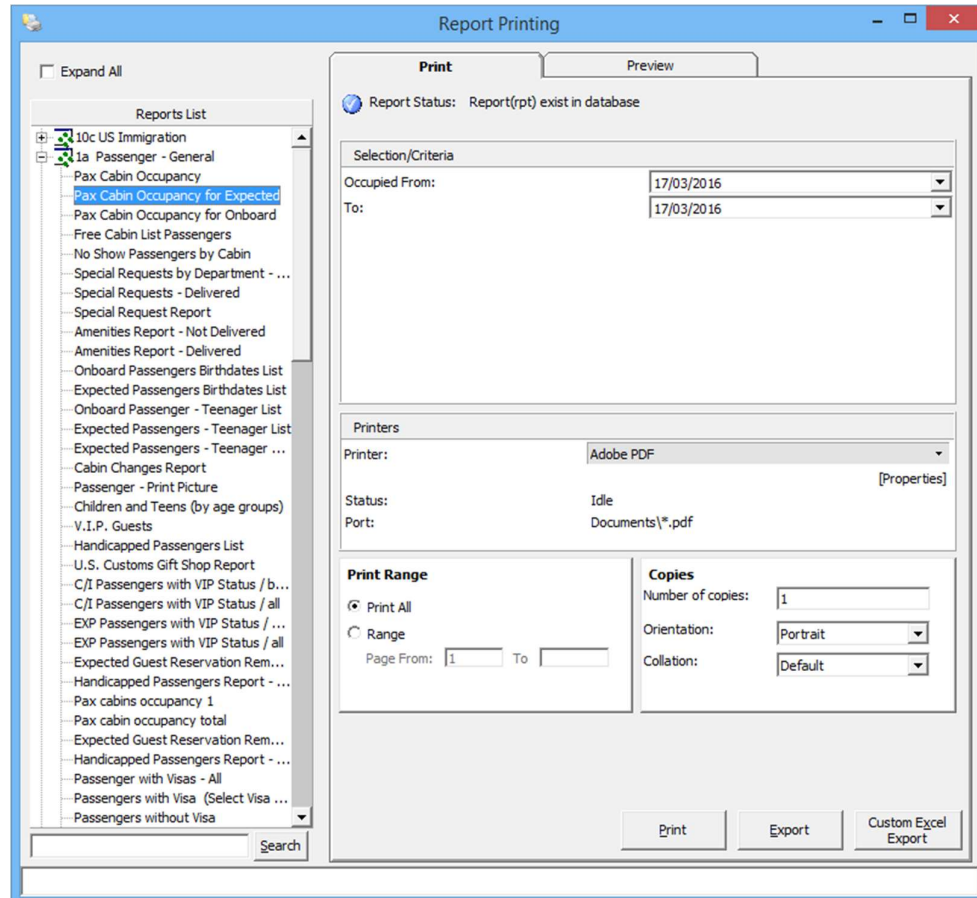


Figure B-1 - Reports List

### 1.1. Printing a Report

1. From the **Reports Menu**, select **Reports** from the drop-down list.
2. In the Reports List section, click the (+) to expand the container, then select the report to print.
3. Navigate to the **Print tab** on the right and select the available **Selection/Criteria**.
4. Select a Printer, Print Range and Copies to print from its respective section, and then click **Print**.
5. To view a report before printing, repeat the above steps and then navigate to **Preview tab**.
6. To export the report, repeat the above steps, and then click **Export**.

---

## 1.2. Reports Batch Printing

The Reports Batch Printing prints a set of departmental reports by batch, and these reports are predefined in **Administration module, System Setup, Reports Batch Printing Setup**.

To print the report by batch,

1. Select **Reports Batch Printing** from the Reports drop down menu.
2. In the Batch Reports Printing window, select the batch number to print.
3. In the Printer selection section, select the **Printer** and then click **Run**.



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## C. Security

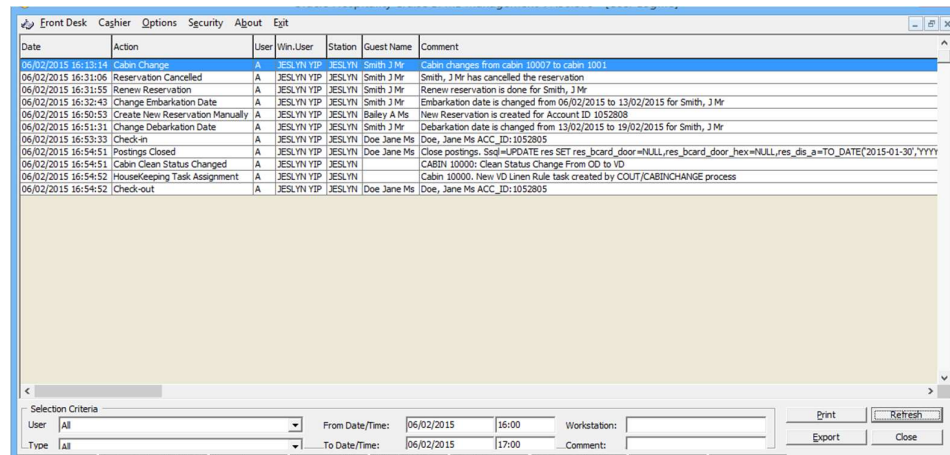
Function such as User Login, Statistic count of passengers on-board or at shore side, Port/Visa Requirement can be found under the Security menu.

### Login

The Login function enables user to logout/login from current session, either using a **Function key (F8)** or select the option from the Security menu.

### User Logfile

User Logfile records all transactions performed by users by date and time order. This information's are retrievable using the available filters such as by user, type of activities, date, time or workstation. Transaction logs are also printable and exportable to supported file format.



Date	Action	User	Win>User	Station	Guest Name	Comment
06/02/2015 16:31:04	Cabin Change	A	JESLYN YIP	JESLYN	Smith, J Mr	Cabin change: frunkabin 10007 to cabin 1001
06/02/2015 16:31:06	Reservation Cancelled	A	JESLYN YIP	JESLYN	Smith, J Mr	Smith, J Mr has cancelled the reservation
06/02/2015 16:31:55	Renew Reservation	A	JESLYN YIP	JESLYN	Smith, J Mr	Renew reservation is done for Smith, J Mr
06/02/2015 16:32:43	Change Embarkation Date	A	JESLYN YIP	JESLYN	Smith, J Mr	Embarkation date is changed from 06/02/2015 to 13/02/2015 for Smith, J Mr
06/02/2015 16:50:53	Create New Reservation Manually	A	JESLYN YIP	JESLYN	Bailey A Ms	New Reservation is created for Account ID 1052808
06/02/2015 16:51:31	Change Debarcation Date	A	JESLYN YIP	JESLYN	Smith, J Mr	Debarcation date is changed from 13/02/2015 to 19/02/2015 for Smith, J Mr
06/02/2015 16:53:33	Check-in	A	JESLYN YIP	JESLYN	Doe, Jane Ms	Doe, Jane Ms ACC_ID:1052805
06/02/2015 16:54:51	Postings Closed	A	JESLYN YIP	JESLYN	Doe Jane Ms	Close postings. Sql=UPDATE res SET res_bcard_door=NULL,res_bcard_door_hex=NULL,res_dis_a=TO_DATE('2015-01-30','YYYY
06/02/2015 16:54:51	Cabin Clean Status Changed	A	JESLYN YIP	JESLYN		CABIN 10000: Clean Status Change From OD to VD
06/02/2015 16:54:52	House/keeping Task Assignment	A	JESLYN YIP	JESLYN		Cabin 10000: New VD Linen Rule task created by COUT/CABINCHANGE process
06/02/2015 16:54:52	Check-out	A	JESLYN YIP	JESLYN	Doe, Jane Ms	Doe, Jane Ms ACC_ID:1052805

Figure C-1 - User Logfile

### Gangway Logfile

The Gangway Logfile records the gangway movement for all passengers going ashore or coming onboard. Information's are searchable by location, movement directions, type of passengers, date, time, cabin no and name. Retrieved information's are printable or exportable to supported file format.

Date	Workstation	Location	First Name	Last Name	Direction	Person Type	Swipe Card	Manually Reset by
11/02/2015 15:48:22	FCYK	Guest Gangway	JANE	DOE	Going Shore-side	P	Yes	
11/02/2015 15:48:24	FCYK	Guest Gangway	JANE	DOE	Coming On-board	P	Yes	
11/02/2015 15:48:27	FCYK	Guest Gangway	JANE	DOE	Going Shore-side	P	Yes	
11/02/2015 15:48:37	FCYK	Guest Gangway	JANE	DOE	Coming On-board	P	Yes	
11/02/2015 15:48:40	FCYK	Guest Gangway	JANE	DOE	Going Shore-side	P	Yes	
11/02/2015 15:48:43	FCYK	Guest Gangway	JANE	DOE	Coming On-board	P	Yes	
11/02/2015 15:48:46	FCYK	Guest Gangway	JANE	DOE	Going Shore-side	P	Yes	
12/02/2015 01:37:04	FCYK	Guest Gangway	JANE	DOE	Coming On-board	P	Yes	
12/02/2015 01:37:14	FCYK	Guest Gangway	JANE	DOE	Going Shore-side	P	Yes	

Selection Criteria

Location: All From: 11/02/2015 15:00

Movement: Both Ways To Date/Time: 12/02/2015 23:59

Type: A All Cabin: Name:

Print Refresh Export Close

Figure C-2 - Gangway Logfile

## Count Onboard/Shoreside

The Count Onboard/Shoreside displays the security count of total passengers, number of passengers onboard or at shoreside, and the count are shown by the type of passengers.

Count		Reset Security Counters	
Guest Total:	1327	<input checked="" type="checkbox"/> Guest	
- Onboard:	1324	<input checked="" type="checkbox"/> Resident	
- Shoreside:	2	<input checked="" type="checkbox"/> Crew/Staff	
- Shoreside(OverLAND Tour):	1	<input checked="" type="checkbox"/> Visitors	
<hr/>			
Resident Total:	2		
- Onboard:	2		
- Shoreside:	0		
- Shoreside(OverLAND Tour):	0		
<hr/>			
Crew Total:	835		
- Onboard:	835		
- Shoreside:	0		
- Shoreside(OverLAND Tour):	0		
<hr/>			
Visitor Total:	1210		
- Onboard:	0		
- Shoreside:	1210		
<hr/>			
Total:	3374		
- Onboard:	2161 (0 visitor(s))		
- Shoreside:	1212 (2 non-visitor(s))		
- Shoreside(OverLAND Tour):	1		

Reset Security Show Count Close

Figure C-3 - Count Onboard/Shoreside

---

Clicking the **Reset Security** will reset the status.

---

**Note:** Do read the message prompt when resetting the status as they message in each prompt varies.

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## Guests/Crew Onboard

The Guest/Crew Onboard lists all passenger onboard, with its last Coming On-Board status being displayed when selecting the passenger's name.

Cabin	Name	Nationality
869	MUSICIAN,1	IT
869	MUSICIAN,3	IT
12345Z	Mao,Jichuan	HK
1004	Mao,Jichuan	MO
1004	Mao,Jichuan MR	HK
1004	Mao,Xiao MR	US
1004	Mao,Xiong	IT
1004	Mao,Zhong	US
5799	Mende,Meike	DE
1201	Mouse,	IT
1201	Mouse,	IT
8259	NACLERIO,CATERINA MRS	--

Page Up    Check-out Resident

Show

All

Only Guest

Only Resident

Only Crew

Only Visitors

Only Check-Out onboard

Last Coming On-board on 13/01/2015 16:29:46

Gangway Log    Go Ashore    Page Down    Close

Figure C-4 - Guest/Crew Onboard

- Click the **Go Ashore** to set the selected passenger status from Onboard to Ashore.
- Click the **Gangway Log** to open the Gangway movement log.

## Guests/Crew Shoreside

This function is the same as Guest/Crew Onboard and it only display passengers that are Ashore.

- Click the **Go Onboard** to set the selected passenger status from Ashore to Onboard.
- Click the **Gangway Log** to open the Gangway movement log.

Show People Currently Shore-Side

Cabin	Name	Nationality
1000	TESTER,870 QA 02 MR -	MY
10000	CHAN,ANDY -	
1002	John Doe, -	IT
1004	Mai,Dan -	IT
1004	Mao,Hong -	IT
1004	Mao,Da -	IT
1004	Mao,,He MR -	IT
1004	Mao,Xiao MR -	US
1004	Mao,Xiong -	IT
	PANCHYZ,LAUREEN -	DE
	POPALL,PATRICK -	DE
	Wassher,Katja Maria -	

Page Up    Check-in Resident

Show  
 All

Last Going Shore-side on 31/03/2016 11:30:46

Only Guest  
 Only Resident  
 Only Crew  
 Only Visitors  
 Only Check-Out onboard

Gangway Log

Go Onboard

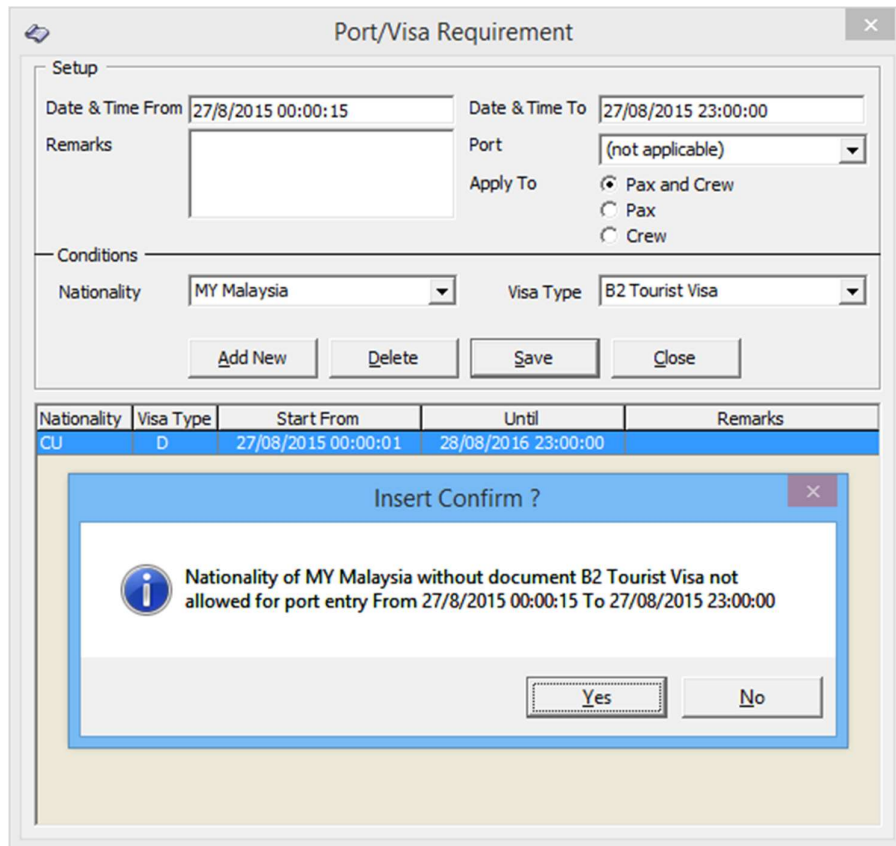
Page Down

Close

Figure C-5 - Guest/Crew Ashore

## Port/Visa Requirement

This function enables user in restricting passenger of selected nationality with travel restrictions on travel documents from going ashore on port day. Once setup, System will prompt user when a restricted passenger's passport/travel document are swiped at the Gangway.



**Figure C-6 - Port/Visa Requirement**

1. From the **Security Menu**, select **Port/Visa Requirement**.
2. Click **Add New**, enter the **Date/Time From/To** field, and select the **Port** from the drop-down list.
3. Select whether restriction applies to **Pax and Crew**, **Pax** or **Crew** only.
4. In the **Conditions Setup** section, select the **Nationality** and **Visa Type** from the drop-down list, the click **Save**.
5. At the Insert Confirmation prompt, select **Yes** to confirm, then click **Close** to exit.