

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

OHC Advance Quick Check In User Guide

Release 7.30.871

**E82953-01**

December 2016

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# Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirement for Advance Quick Check In module.

## Prerequisite

- FC Advance Quick Check In.exe
- 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

## Supported Peripherals

- Barcode Scanner format - Interleaved2of5, Code 39 and Barcode C128
- 3M AT9000MKII Passport scanner for scanning Chinese Names.

## Compatibility

- Oracle Hospitality Cruise Shipboard Property Management System version 7.30.871 or later. For customer operating on version below 7.30.871, database upgrade to the recommended or latest version is required.

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# Preface

Advance Quick Check In Module (AQCI) is a module that facilitates quick and effective check in whilst at the same time records vital information of passengers during embarkation.

## 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, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

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

## Documentation

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

## Revision History

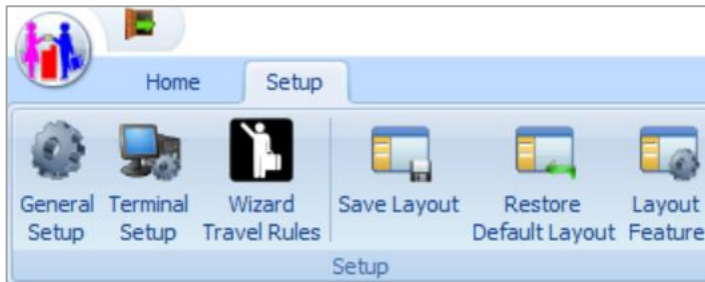
Date	Description of Change
December, 2016	<ul style="list-style-type: none"><li>• Initial publication.</li></ul>



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# 1. Setting Up Advance Quick Check In

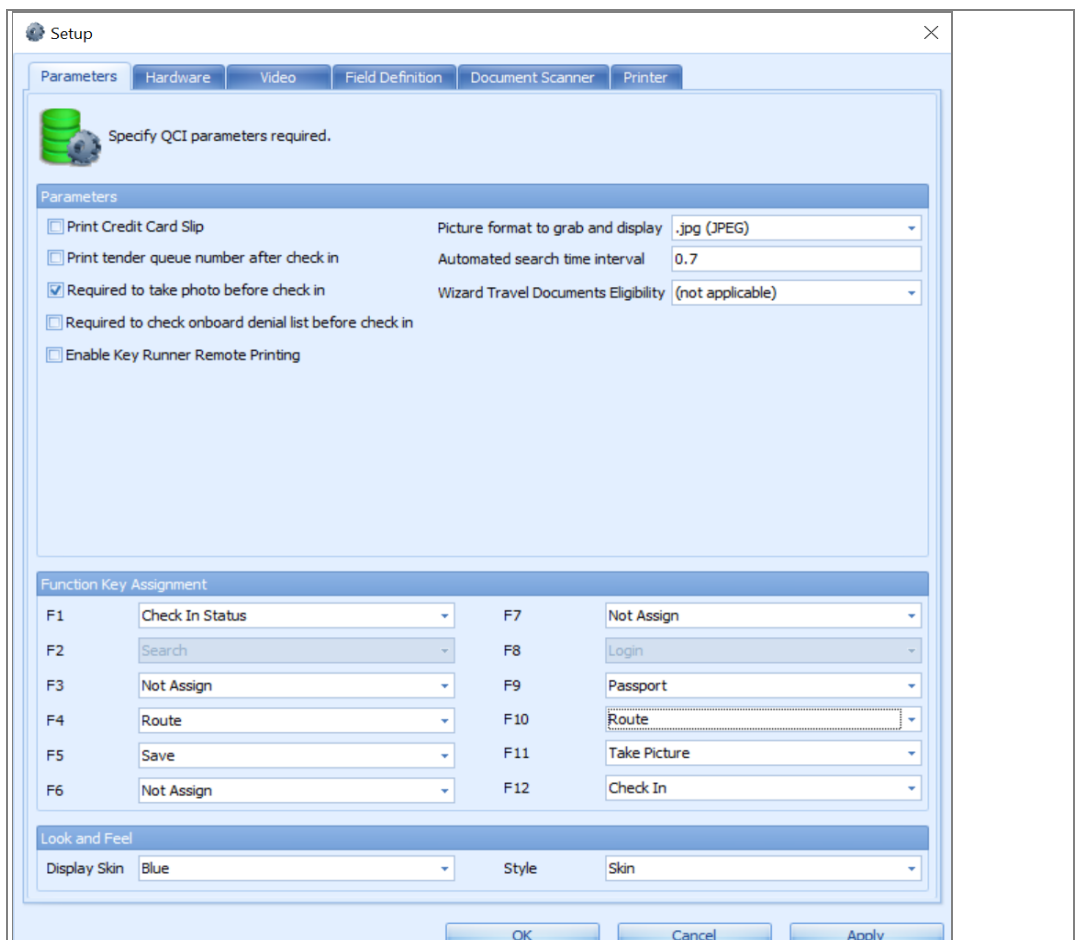


**Figure 1-1 - Setup Tab**

Setup Tab is where the related parameter and hardware that is needed by the ship operator is set up. It features General Setup, Terminal Setup, Wizard Travel Rules, Save Layout, Restore Default Layout and Layout Feature.

## 1.1. General Setup

General Setup contains all the general setting that is being used in FC Advanced Quick Check In. The general setting tabs are described as below:



**Figure 1-2 - General Setup**

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### Parameter

Parameters are enabled by checking the check box and Function keys are assigned according to the ship operator requirements.

### Hardware

Devices such as Card Reader, Barcode Reader, Signature Devices, Passport Reader and Special Settings that is required are specify in this tab.

### Video

System is deployed with a preconfigured setting and user may adjust the settings according to the device use in this function.

1. Click the **Video Format**, adjust the necessary fields and then click **Apply**.
2. Click **Capture** to preview the video display.

### Field Definition

In this tab, user is able to define the entry fields required in the reservation screen by checking the available check box.

- **Required Field:** This sets the field as mandatory and user must enter a value into this field.
- **Editable Field:** Field is shown on reservation screen and is editable. However, they are not a mandatory field.
- **Required Per Cabin:** If this field is checked, then it becomes required for that particular cabin as per below scenario:
  - Either one of the checked-in guest in the same cabin have entered the required field.
  - Either one of the checked-in guest or expected guest in the same cabin have entered the required field.
  - Either one of the ready check-in guest (RES\_STATUS=RE) or checked-in guest in same cabin have entered the required field.
  - Both ready check-in (RES\_STATUS=RE) guest and ready debark guest (RES\_STATUS=CL) in the same cabin have entered the required field. Message will not prompt for ready debark guest if ready check in guest have required field entered. But the program will check required field for ready check-in guest even the ready debark guest have required field entered.
  - Program will take Required as priority if both Required and Required per Cabin option is checked for the field.

### Document Scanner

A document scanner may be assign to each document type use for Crew.

1. In **Predefined Document Type**, choose from the drop-down list the specific document type and in **Scanner**, choose the preferred scanner.
2. Click **Apply** and continue to define the next document type.
3. To remove the scanner assignment from Predefined Document Type, select the document type from the drop-down list and click **Reset**.

### Printer

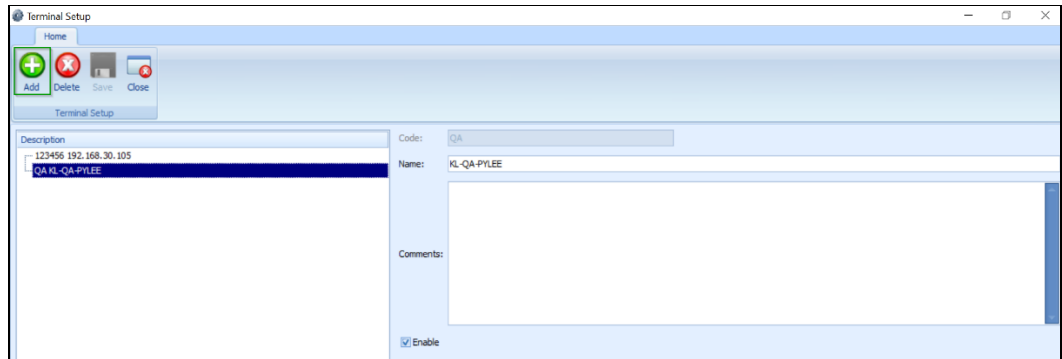
In this section, printers such as Board Card Printer, Credit card slip printer or encoder are configured for use in AQCI module.

To setup, choose the specific printer from the drop-down list and click **Apply**.

---

## 1.2. Setting Up a Terminal

Terminal Setup is where the client workstation running AQCI is set up, and is use to load the saved layout if it is specified to be shared with certain workstation. The Name field in the Setup Form indicates the PC Name or PC IP Address.

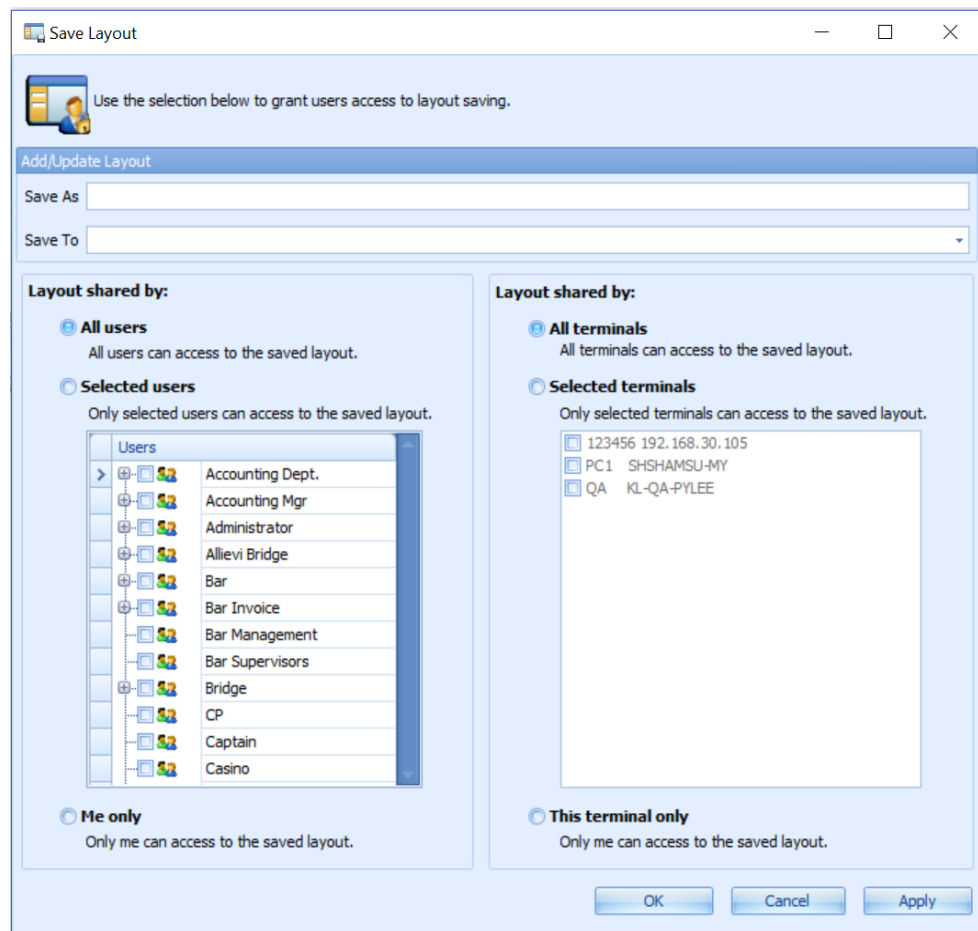


**Figure 1-3 - Terminal Setup (Add)**

1. Click **Add** to add a new terminal workstation.
2. Key in the code in **Code** field (mandatory field) and in **Name** key, the respective Terminal Name.
3. Insert the comment in the **Comments field, if any and click Save** to save it.
4. Click **Delete** to delete the terminal workstation that you *do not* require.
5. Click **Close** to leave this Terminal Setup screen.

## 1.3. Saving a Layout

The layout selection can be saved and granted to a specific user or terminal to accommodate the check in process at each location.



**Figure 1-4 - Save Layout**

For new layout, user can choose **Save As** to define the layout name.

For existing layout, user can choose **Save To** for updating the existing layout from the drop-down list.

The layout can be shared with the below options:

- **All Users:** All users can access to the saved layout.
- **Selected Users:** Only selected users can access to the saved layout.
- **Me Only:** Only me can access to the saved layout.
- **All Terminals:** All terminals can access to the saved layout.
- **Selected Terminals:** Only selected terminal can access to the saved layout.
- **This Terminal Only:** Only for this particular terminal can access to the saved layout.

## 1.4. Restoring Default Layout

Restore Default Layout is used to restore the entire check in screen back to its original layout.

Click the **Restore Default Layout** at ribbon bar to perform this function and then click **OK** once the restore completes.

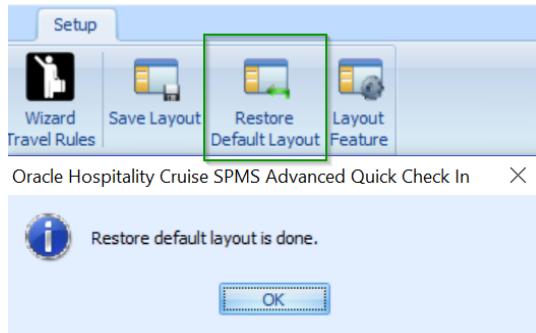


Figure 1-5 - Restore Default Layout

## 1.5. Customizing Layout

Every ship operator has the option to design their Check-In screen layout according to the user, user group or workstation. The system provides the Customize Layout option to allow drag and drop of the unused objects from the screen layout.

### 1.5.1. Hide Field / Group

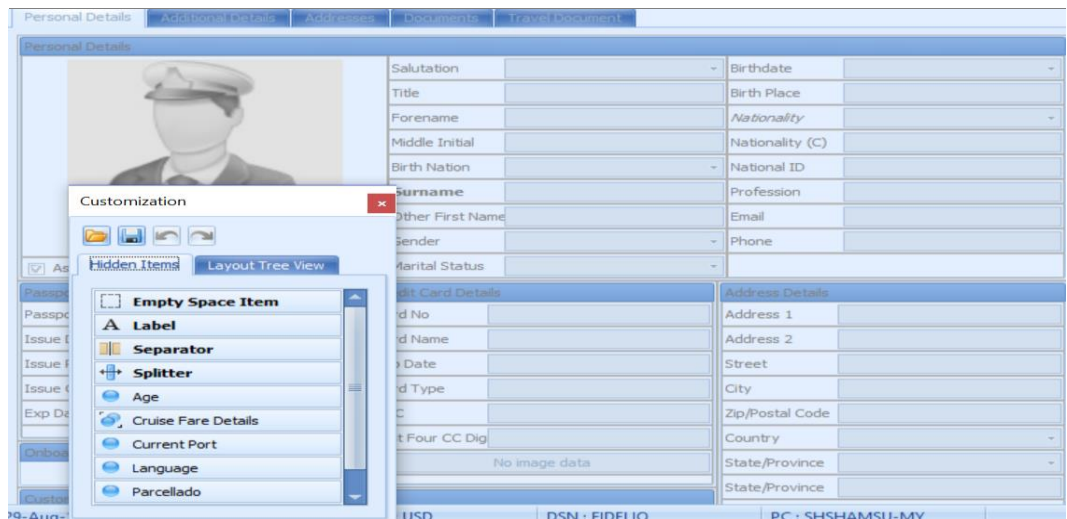


Figure 1-6 - Customization (Hidden Items)

1. On the AQCI main screen, right click at any blank space in the All Details Tab. Select **Customize Layout**, and the **Customization** window opens and the QCI form switch to Disable mode.
2. To remove a field from the All Details form, highlight a field until a dotted outline appears around the element.

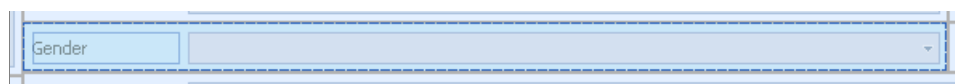


Figure 1-7 - Customization (Field To Be Hidden)

3. Drag the selected field and move it to the **Customization, Hidden Items** tab and then drop it here. The selected field is now removed from the Advance Quick Check In form and resides in the **Hidden Items** tab.
4. After finalizing the layout customization, click the **X** to close this screen and return to Advance Quick Check In *Enable* mode.

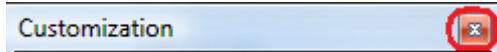


Figure 1-8 - Customization (To Exit)

### 1.5.2. Restore Field / Group

To restore a field or group back to detail screen, user is required switch to *Disable* mode in Advance QCI.

1. In the **Customization window**, **Hidden Items** tab, highlight a field or a group from the Hidden Items list.
2. Drag the field/group and move it to the Advance Quick Check In form (Diagram 1). The new location of the field/group depends on where the splitter line is placed.



Figure 1-9 - Before and After Moving A Field (Gender)

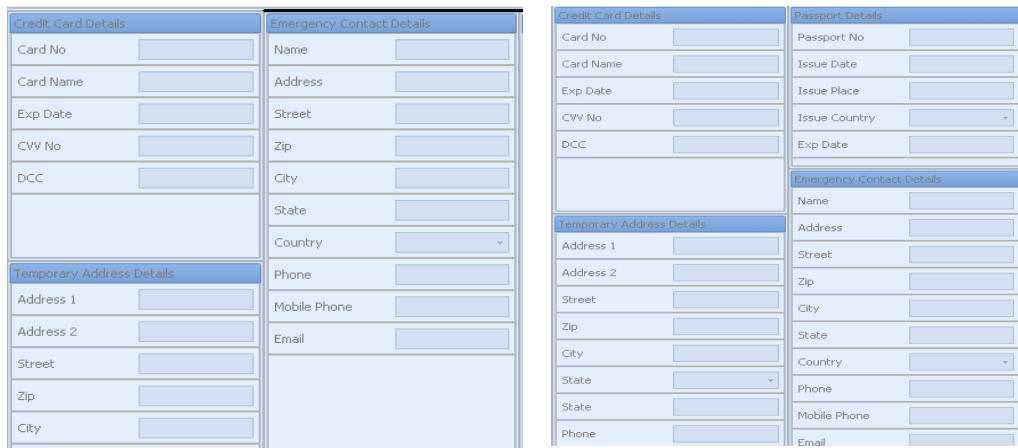


Figure 1-10 - Before and After Moving a Group (Passport Details)

### 1.5.3. Rename Field Name

1. Highlight a field and right click to select **Rename** option. The field label is now enabled for editing.

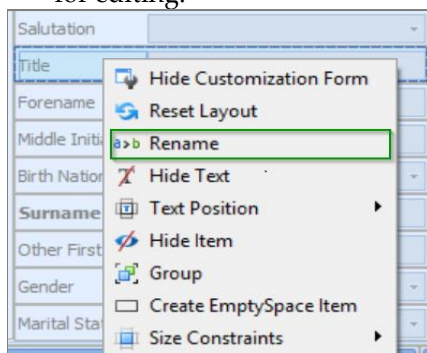


Figure 1-11 - Rename A New Label

2. Rename with a new label name and click **Enter** to save.

## 1.6. Layout Feature

The Layout Feature allows **Import**, **Export** and **Remove** of the specific layout user require. In **Layout Change**, the default layout is the *last saved* layout if multiple layout exists for a user.

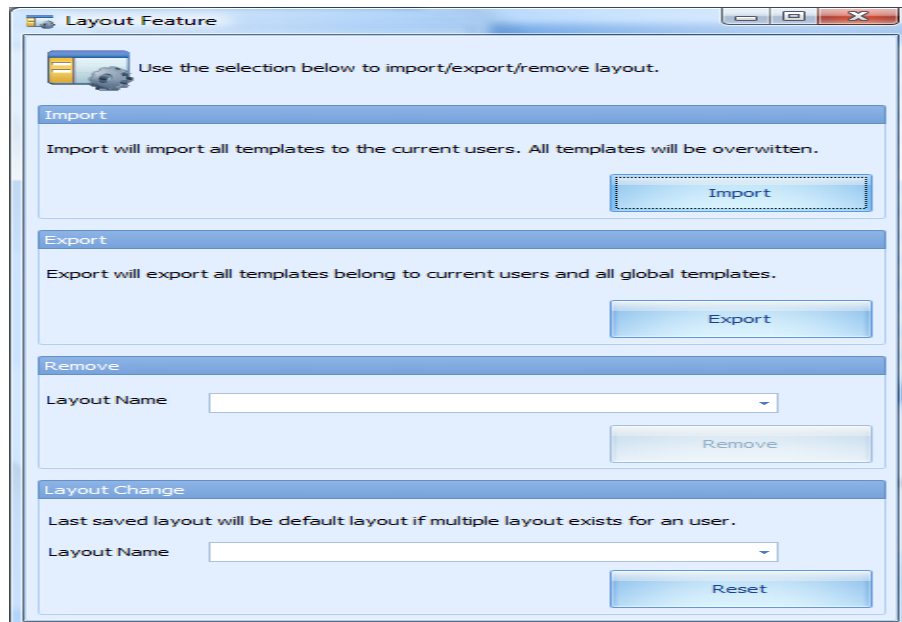


Figure 1-12 - Layout Feature

### 1.6.1. Importing a Layout

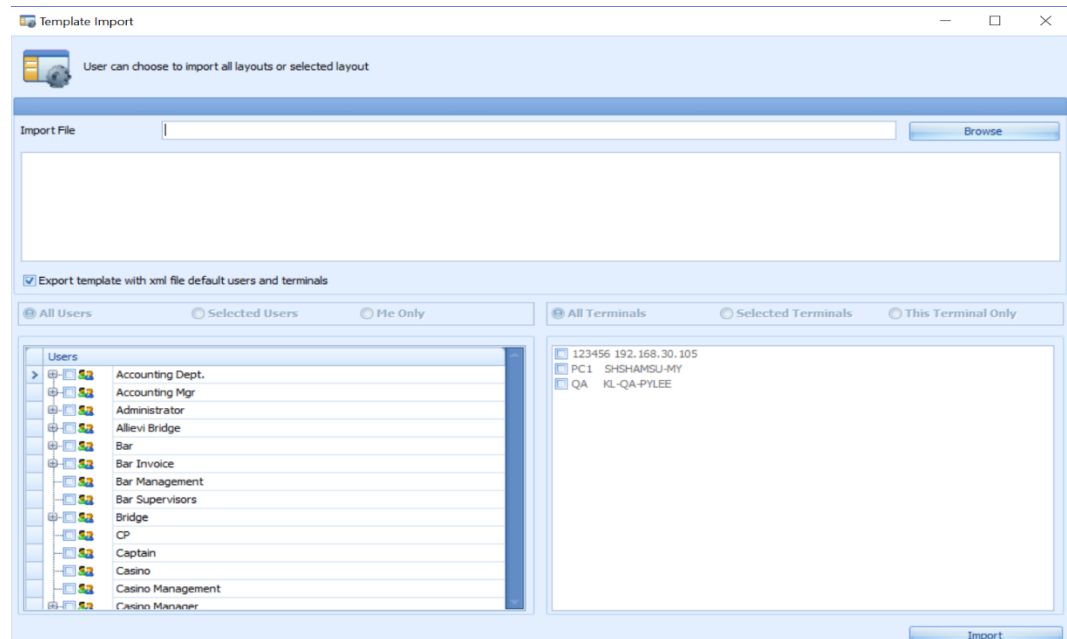
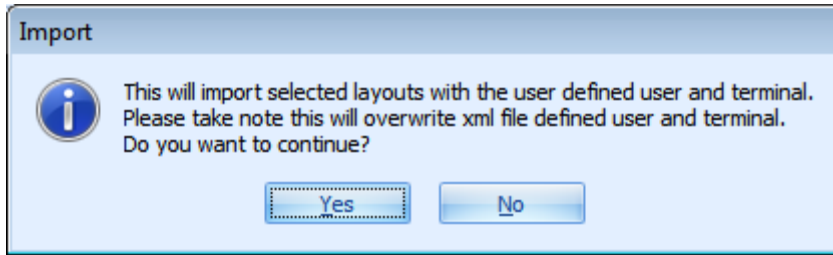


Figure 1-13 - Import Layout Feature

1. In **Import** screen, browse the XML file to import the layout into database.



**Figure 1-14 - Import Layout Feature Process**

2. By default the *Export template with XML file default users and terminals* is checked. Uncheck the checked to select whether the template are to be shared to **Selected Users, an individual or Selected Terminals or This Terminal only**.
3. Click **Import** to complete the process.

## 1.6.2. Exporting a Layout

Export feature allows user to export the saved template to an XML file format. Export feature allows user to export the layout into the same or different database. In Template Export screen, user can export layout based on below options:

### **Export all templates created by the user.**

This export the template that created by current login user.

#### *Example:*

Template A is created by user A. Template B is created by user B.

User A login to system. Only Template A is being exported.

### **Export all templates can be accessed by the user.**

This export the template that are shared by the current login user.

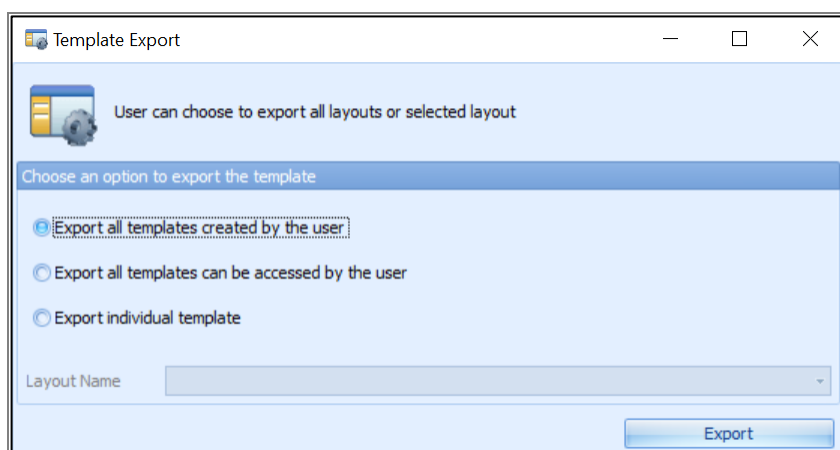
#### *Example:*

Template A and Template B is shared by user A. Template C is shared by user B only.

User A login to system. Only Template A and Template B is being exported.

### **Export individual template:**

Export the individual template by selecting the template in drop-down list. The Layout Name drop-down list will populate the template which is created by the current login user.





---

### Figure 1-15 - Export Layout Feature

Choose the export template to save and click **Export**.

### 1.6.3. Removing a Layout

Only the creator of the layout is able to remove the layout and not any other user. If the layout has been deleted, only the user who is linked to that particular layout is able to log in to the module and load the original module.

To remove a layout, select the **Layout Name** from the drop-down list and then click **Remove**.

### 1.6.4. Changing a Layout

More than one layout may be shared by one user, and user can specify which layout to use as default. The last saved layout is the default layout if multiple layout exists for the user.

To change a layout, select the layout name from the **Layout Name** drop-down list and then click **Reset**.

### 1.6.5. Resetting a Layout

A layout can be restored to System default with one simple step by right clicking on the Reservation screen and select **Reset Layout**. This resets the layout to the initial layout design.

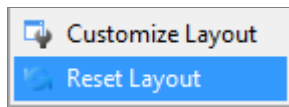


Figure 1-16 - Reset Layout

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## 2. Home Tab Functions

Advance Quick Check In module is designed to quicken the check in process from registering the passenger and collecting passport details to printing a board card. All these processes are performed from the Home Tab.

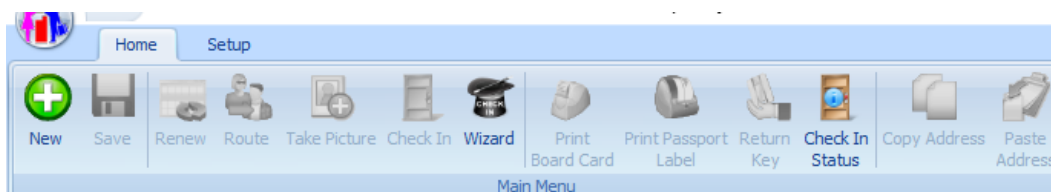


Figure 2-1 - Home Tab Functions

### 2.1. New

Vast majority of guests that arrives are with confirmed reservations, however there are instances when new reservations are added on the spot.

To create a new reservation as an **Add-On** to the passenger manifest,

1. Click **New** at the ribbon bar.
2. At the Reservation Form, enter all the relevant details manually or scan the passport through the passport scanner.
3. Click **Save** at the ribbon bar to save the reservation.

---

**Note:** The newly created reservation will become part of the **Expected** group.

---

### 2.2. Renew

The **Renew** function reactivate a *Checked Out* guest account. To renew a reservation,

1. Search for the passenger account in Account Search section and choose **Reserv Status** as *History* and the past **Embark Date**.
2. In the result grid, select the passenger name, update the passenger detail and select a cabin from the available cabin list.
3. At the ribbon bar, click **Renew**.
4. At the *Information has been changed. Do you want to save?* prompt, select **Yes** to complete the process.

### 2.3. Route

The Route function either routes the charges from/to an account, depending on routing setup.

Drag a column header here to group by that col.		
Cabin	Name	Info
4033	COYNE INA	P
4033	SIPS MARCELINA...	
4033	YU JUDY	R
4033	LEE YAN LAN	
> 4033	SHARP VIVIAN	R
4033	SCHIEMAN DANI...	
4033	TAYLOR KAREN	
4033	TAYLOR TODD	

**Figure 2-2 - Route Function**

1. In Account Search section, search for the guest account and select the desire account by holding the **CTRL+ key** or **SHIFT+ key**.
2. At the ribbon bar, click **Route** and select the account to route.

---

**Note:** The first account you select *is* the Payer and Payer account is tagged with "P", whereas the Routed account is tagged with "R"

---

3. To cancel the routing, select the account and click **Cancel Route** on the ribbon bar.

## 2.4. Take Picture

The Take Picture allow user to recapture the picture for the pre-embark guest or for new reservation. To take a picture, select the account and then click **Take Picture** at the ribbon bar.

## 2.5. Check In

The Check In function checks in the select account(s) and changes the booking status from *Reservation* to *Embark* when all passenger information have been corrected and updated accordingly. System validates the guest mandatory fields based on defined coast guard agency requirements in *FC Administration, System Setup, Database Parameter Setup, General, APIS Border Custom Handling*. For example, if PAR value is 'CARICOM', system validates guest mandatory fields based on PAR 'CARICOM', Mandatory Fields For <NONCREW>.

To check in an account,

1. Search the account using the selection filters in *Account Search* section.
2. Select the account and then click Check In at the ribbon bar.

---

**Note:** Check in to a dirty cabin is not permissible.

---

## 2.6. Print Board Card

The Print Board card prints the cabin board cards at check in to the predefined printer in Setup, Printer tab.

1. At the selected account, click **Print Board Card** at the ribbon bar.

- 
2. Select the Print Board Card reason when prompt and then click **OK**. This encodes a card that includes the lock combination for the door lock, depending on the type of door lock interface.

## 2.7. Print Passport Label

Print Passport Label prints an identification label to be tag to passenger passport. A hardware setup is required in *Setup, General Setup, Printer, Passport Label Printer*. It is also possible to configure these in *FC Management, Options, Hardware, Printer*. Please consult Oracle Customer Support for further assistance.

## 2.8. Return Key

Return Key is a function that allows the Check In agent to request a key (board card) for a passenger during embarkation from a central location where the keys are stored. This is an additional printing process handling to speed up the check in process for the Key Runner to pull out the key for those passengers, based on the requests stated on the printed receipt. These keys are then physically given to the respective Check In agent. Return Key requires various parameters to be turned on in *FC Administration, System Setup, Database Parameter Setup* i.e. *Enable Key Runner Remote Printing* and *Auto Print Key Runner Receipt*.

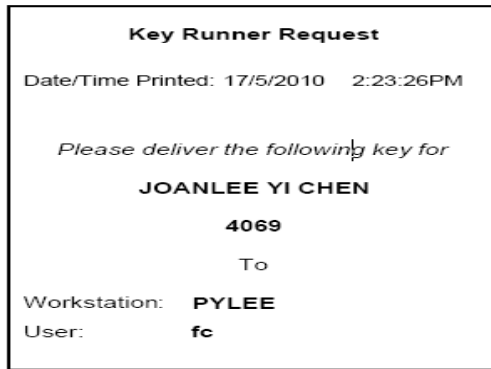
The Key Runner process is triggered when user:

- Edit passenger's passport number
- Edit passenger's credit card information
- Scan Booking Number with barcode

To trigger Key Runner receipt printing when scanning a barcode, configure these two parameters in *FC Administration, System Setup, Database Parameter Setup, 'Advance QCI'*,

- *Auto Print Key Runner Receipt = 1*
- *Extend Search Criteria = RES\_BOOKNR*

1. When a guest search is being done, change the search criteria to **Same Booking No**. If 3 guests with same booking number and same cabin were found, a *single* Key Runner Receipt will be printed. Whereas, for 3 guests with different cabins, 3 different Key Runner receipts will be printed.
2. Guest with the same actual embarkation date and same cabin will be printed in a single Key Runner receipt.
4. The Key Runner printer must be set up in *General Setup, Printer, Key Runner Printer* and choose the required printer from the drop-down list.



**Figure 2-3 - Key Runner Receipt**

5. The Return Key will be enabled in Check In screen once the receipt has been printed for the passenger. The receipt will only print once for the same cabin unless the Return Key is clicked to reset the key status. This would then allow the user to send the key request again to the Key Runner.

## 2.9. Check In Status

Based on the current date and time, user is able to view total number of Reservations, Checked-In and the Remaining status of the guests that has not checked-in.

## 2.10. Copy Address / Paste Address

Copying the address from one reservation to another reservations is allowed. This function enables the user to save time when both reservation shares the same address.

1. At Passenger Details screen, click **Copy Address** from the ribbon bar
2. Select the account to copy to and then click **Paste Address**.

## 2.11. Swipe Passport

The Swipe Passport function allows user to capture the passenger's passport details by swiping the passport through a passport scanner instead of manually entering the details. This requires a passport reader to be setup in General Setup, Hardware, Card Reader section.

## 3. Guest Detail Overview

The Guest Detail Overview describes the details of the guest on board of the cruise voyage.

### 3.1. Account Search



Figure 3-1 - Main Department Codes Setup

1. Login to FC Advance QCI.
2. In the Account Search section, select one of the following criteria from the drop-down list to search for an account.

Table 3-1 - Account Search Criteria

Field Name	Field Definition
<b>Search Criteria</b>	
Same Partial Name	Searches name containing characters entered in the field
Same Name	Searches names matching the name
Name List	Displays names in listing
Same Cabin	Searches passenger in the same cabin.
Cabin List	Displays cabin by list
Same Booking Number	Searches reservation matching the booking numbers entered
Same Group	Searches for passengers in the same group entered
Same Routing	Searches for passengers in the same routing entered
Account ID	Search for matching account ID entered.
<b>Account Type</b>	
Guest	Search for record type categorize as Guest
Crew	Search for record type categorize as Crew
Visitors	Search for record type categorize as Visitor
All	Search for record the above category
<b>Reservation Status</b>	
Reservations	Filter for Reserved bookings (Expected)
Check In	Filter for all booking that has check in
All	Filter result for all booking type

History	Filter for all check-out reservations.
---------	----------------------------------------

3. In **Embark Date**, choose the required embarkation date using the date picker.
4. Click **Search** to get the results of the search accordingly.

### 3.2. Adding / Updating New Personal Details

To add/update the passenger personal details,

1. Search the account from the Account Search section.
2. Update the relevant fields within this tab and/or other tabs: Additional Details, Addresses, Documents and Travel Documents.
3. Check the applicable check boxes, if any.
4. Click **Save** at the ribbon bar to save the details.

**Table 3-2 - Personal Details Tabs**

Field Name	Field Definition
<b>Personal Details Tab</b>	
Salutation	Salutation of contact person
Title	Given Title of contact person
Forename	Forename of contact person
Middle Initial	Middle Initial of contact person
Birth Nation	Birth Place of contact person
Surname	Surname of contact person
Other First Name	Other First Name of contact person
Other Name	Other Chinese Name of contact person
Gender	Male or Female
Marital Status	Marital Status of contact person. i.e.: 'D' Divorced, 'M' Married, 'N' Newly Wed or 'S' Single
Birthdate	Birthdate of contact person
Birth Place	Birthplace of contact person
Nationality	Nationality of contact person
National ID	National ID number of contact person
Profession	Profession of contact person
Email	Email Address of contact person
Phone	Phone number of contact person
<b>Passport Details</b>	
Passport No	Passport number of contact person
Issue Date	Issue Date of Passport
Issue Place	Issue Place of Passport
Issue Country	Country passport is being issued
Exp Date	Passport Expiry Date
<b>Credit Card Details</b>	
Card No	Credit card number of contact person
Card Name	Credit card name of contact person
Exp Date	Credit card Expiry date
Card Type	Type of Credit card
DCC	Dynamic Currency Conversion exchange rate
Last Four CC Dig	Credit Card Last Four Digit

<b>Field Name</b>	<b>Field Definition</b>
<b>Address Details Tab</b>	
Address 1	Address of Contact Person
Address 2	Address of Contact Person
Street	Street Address of Contact Person
City	City Address of Contact Person
Zip/Postal Code	Zip / Postal Code Address of Contact Person
Country	Country of Contact Person
State/Province	State / Province of Contact Person
State/ Province	State / Province of Contact Person (In US) if user select the US as the first State / Province
<b>Reservation Details</b>	
Other BCard No	Other Board Card Number
Onboard Card Number	On-Board Card Number
Shore-G. ID	Shore-G Number
Res Status	Reservation Status
<b>Embark Date</b>	Embarkation Date
Embark Port	Embarkation Port
<b>Disembark Date</b>	Disembarkation Date
Disembark Port	Disembarkation Port
VIP Status	Any VIP Status
Guest Type	Type of Guest
Cabin	Cabin number
Shore-Res.ID	Shore Reservation number
Ticket No	Ticket Number
Insurance Desc	Description of Insurance
Insurance No	Insurance Number
Tag	Guest, Crew, Visitor, Staff or Resident
<b>Additional Details Tab</b>	
Cruise Days	Number of cruise days
No. of Cruises	Number of Cruises
Group No	Grouping by ID and Description
Classification	Classification/VIP flag
PPD Type	Regular Crew, Regular Staff or Service Staff
Queue ID	Queue Identification Number
Handicap 01 Code	Handicap Code i.e.: '01' Mentally Challenged, '02' End of Cruise (Dependent need accompanies), 'BL' Blind, 'HA' Handicapped or 'WH' Wheelchair
Handicap 01 Note	Handicap remarks
Other Name	Other name of guest
Cruise Fare Code	Code for Cruise Fare
Cruise Full Fare	Cruise Full Fare
Cruise Fare	Cruise Fare
Cruise Fare Balance	Balance of Cruise Fare
Award Level	Frequent Cruiser Award Level
Frequent No@	Royalty number
Ceia No	Card Reader Frequency ID Number
Ship Email	Ship's Email Address



<b>Field Name</b>	<b>Field Definition</b>
Disc Template	'LV1' Disc Template 1 - 10%, 'LV2' Disc Template 2 - 15% or 'LV3' Discount Template 3 - 100%
Document Checked	Confirms Travel document is verified at check in
Completed Online Form	Confirms passenger completed the Online Survey form
Document Collected	Confirms Travel Document has been collected.
Exclude From Quick Billing Printing	Passenger is excluded from Quick Billing printing
<b>Emergency Contact Details</b>	
Name	Name for Emergency Contact
Relationship	Relationship of Emergency Contact
Address	Address of Emergency Contact
Street	Street of Emergency Contact
Zip	Zip number of Emergency Contact
City	City of Emergency Contact
State	State of Emergency Contact
Country	Country of Emergency Contact
Phone	Phone number of Emergency Contact
Mobile Phone	Mobile phone number of Emergency Contact
Email	Email of Emergency Contact
<b>Temporary Address Details</b>	
Address 1	Temporary Address of Emergency Contact
Address 2	Temporary Address of Emergency Contact
Street	Street of Emergency Contact
Zip	Zip number of Emergency Contact
State	State of Temporary Emergency Contact (In US)
State	State of Temporary Emergency Contact
Phone	Phone number of Temporary Emergency Contact
Email	Email of Temporary Emergency Contact
<b>Documents Tab</b>	
Doc Type	Type of Document
Doc No	Document Number
Issue Place	Place of Issue of Document
Issue Country	Country of Issue of Document
Issue Date	Date of Issued of Document
Exp Date	Expiry Date of Document
Visa Type	Type of Visa of Document
<b>Travel Document Tab</b>	
Document Type	Type of Document
Document Name	Name of Document
Document Number	Document Number
Document Issue Date	Issue Date of Document
Document Expiry Date	Expiry Date of Document
Document Issue Country	Document Issue Country
Document Issue Place	Expiry Date of Document
First Name	First Name of Passport Holder
Last Name	Last Name of Passport Holder
Birthdate	Birthdate of Passport Holder
MRZ1	Machine Readable Track 1 Info

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<b>Field Name</b>	<b>Field Definition</b>
MRZ2	Machine Readable Track 2 Info
MRZ3	Machine Readable Track 3 Info
Number of Entries	Number of Entries of the Passport
Valid From	Passport Validity Effective Date
Allow Duration of Stay	Number Of Days Allowed To Stay

## 4. Setting Up Check In Wizard

This section describes the configurations required prior to using the Check-In Wizard function.

### 4.1. Accessing the Setup Page

The setup function is accessible by launching the **FC Advance Quick Check In** module, and then to the **Setup** tab on the main page.



Figure 4-1 - Check-In Wizard Main Screen

Only users who has the access rights are able access to the **Setup** tab, **General Setup**, **Wizard Travel Rules** and **Wizard Travel Documents Eligibility** assignment.

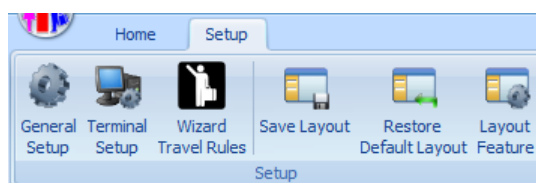


Figure 4-2 - Check-In Wizard Setup Tab

### 4.2. Setting Up Wizard Travel Rules

Prior to using the Check-In Wizard function, setup of the travel rules is required for each nationality, by first creating a template, and then assign the nationalities.

1. On the main page, click **Setup** tab.
2. Click the **Wizard Travel Rules** on the ribbon bar to open the rules eligibility screen. By default, all the fields are disabled until you click **Add** or select an existing **Template**.

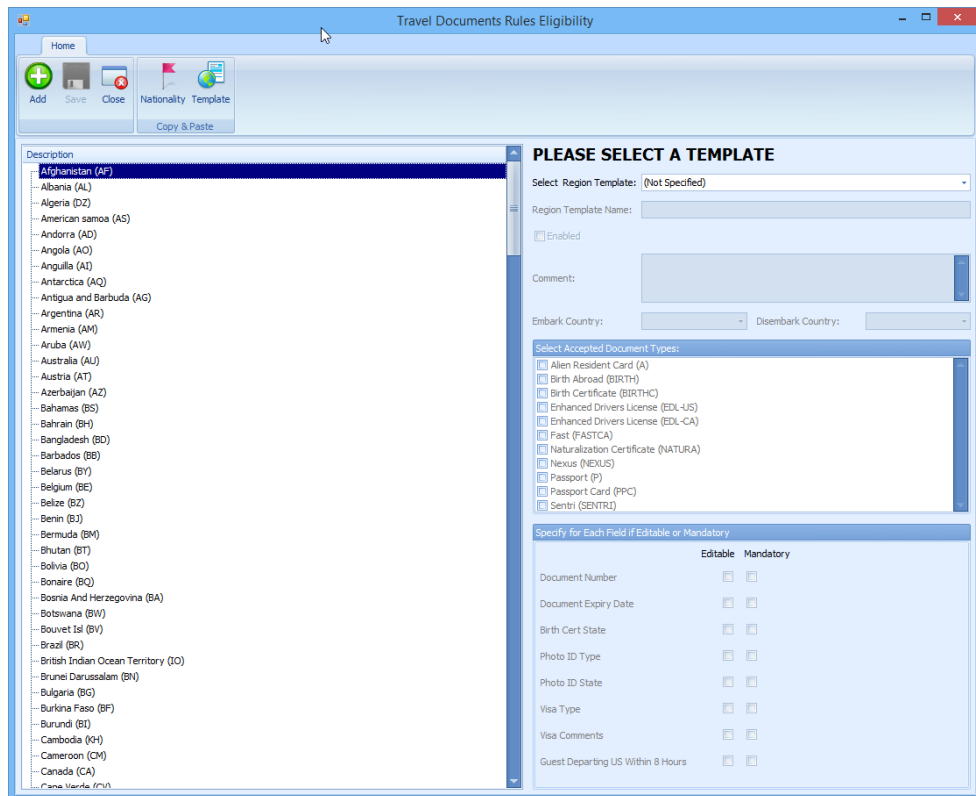


Figure 4-3 - Travel Document Rules Eligibility Screen

#### 4.2.1. Duplicating Nationality Rules

An existing rules defined in a nationality can be duplicated into other nationalities.

1. On the **Travel Document Rules Eligibility** page, click on **Nationality**.
2. Select from the drop-down list the **Nationality to Copy From**.
3. Choose the nationality from **List of All Nationalities** on the left pane, and then click the **right arrow**.
4. To remove the selection, click on the nationality on the right pane, and then click the **left arrow**.
5. Click **OK** to copy.

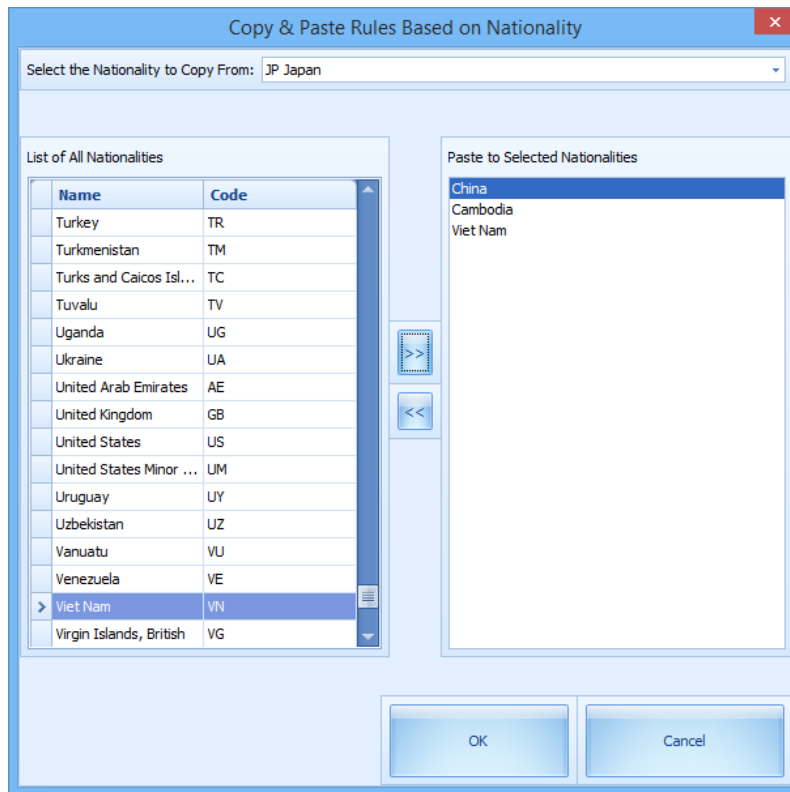


Figure 4-4 - Copy Rules Based Nationality

#### 4.2.2. Duplicating a Template

An existing template may be copied if the rules defined are relatively similar.

1. On the **Travel Document Rules Eligibility** page, select a **Region Template** from the drop-down list.
2. Click **Template** on the ribbon bar.
3. Insert the new template name when prompted, and then click **OK** to copy.

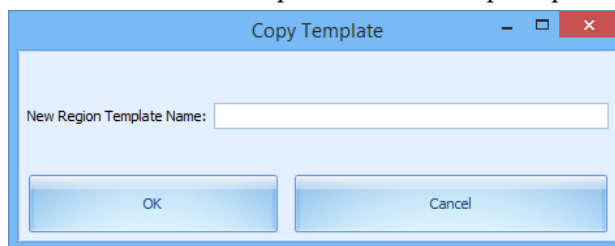


Figure 4-5 - Copy Template Prompt

#### 4.2.3. Adding new Travel Document Rules Template

1. On the **Travel Document Rules Eligibility** page, click **Add**.

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**Note:** The **Enabled** check box is automatically ticked, allowing the template to be selected from **General Setup** tab.

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2. Enter the **Region Template Name**, **Comment**, **Embark/Disembark Country**.
3. Click **Save** to show saved Template
4. Select the **Nationality** on the left pane of the screen, and then check the appropriate document types accepted under **Select Accepted Document Type** section. The

accepted document types are defined in parameter **Advance QCI, Wizard DocType xxx**.

5. Select whether the selected document type is **editable** or **mandatory** in the **Immigration, Visa or Other information** screen in Advance Quick Check In.
6. To add more nationality to the rule, repeat steps 4 to 5.
7. Click **Save** to save the template.

#### 4.2.4. Defining a Template To Use In Check-In Wizard

With the travel rules configured in the template, you can then choose the appropriate template to use in Check-In Wizard, based on the voyage.

1. On the main page, click the **Setup** tab.
2. Click the **General Setup** on the ribbon bar.
3. In **Parameters** tab, select the **Travel Rules Name** under **Wizard Travel Documents Eligibility** drop-down list.
4. Click **OK** to save.
5. System will update the selected template in parameter **Advance QCI, Travel Documents Eligibility Setup**, and selected template is shown at the bottom of Check-In Wizard screen.

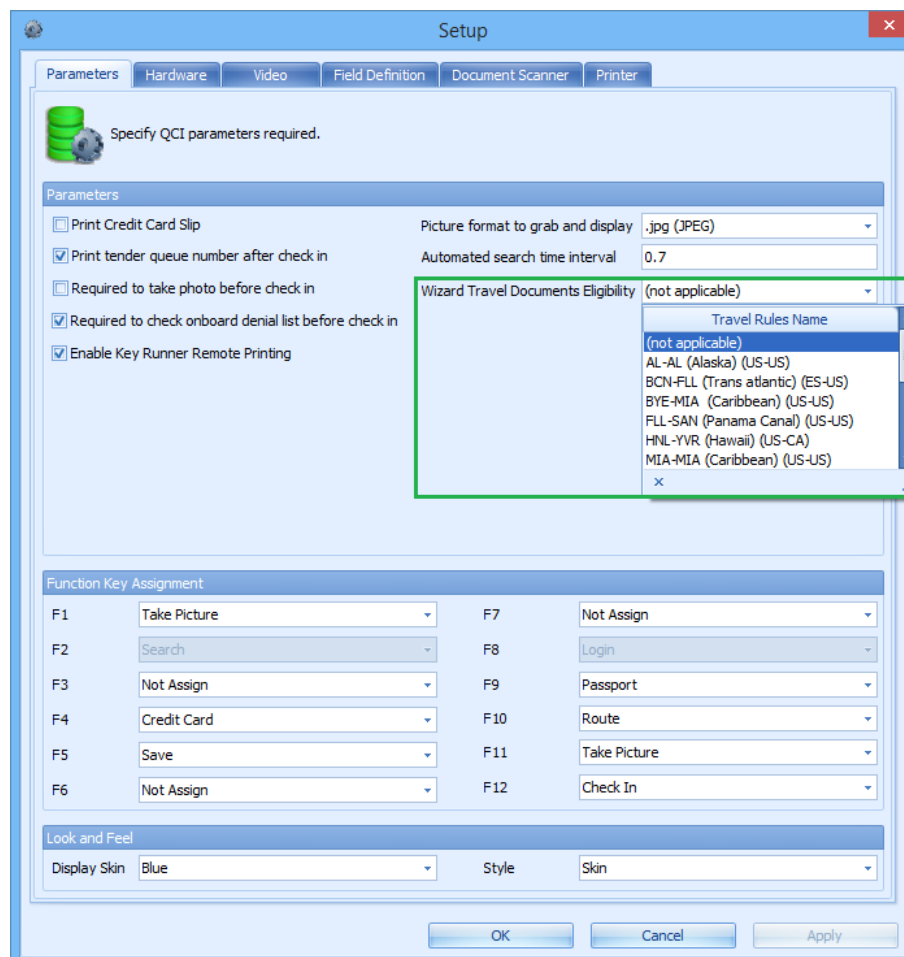


Figure 4-6 - Template Setup For Check-In Wizard

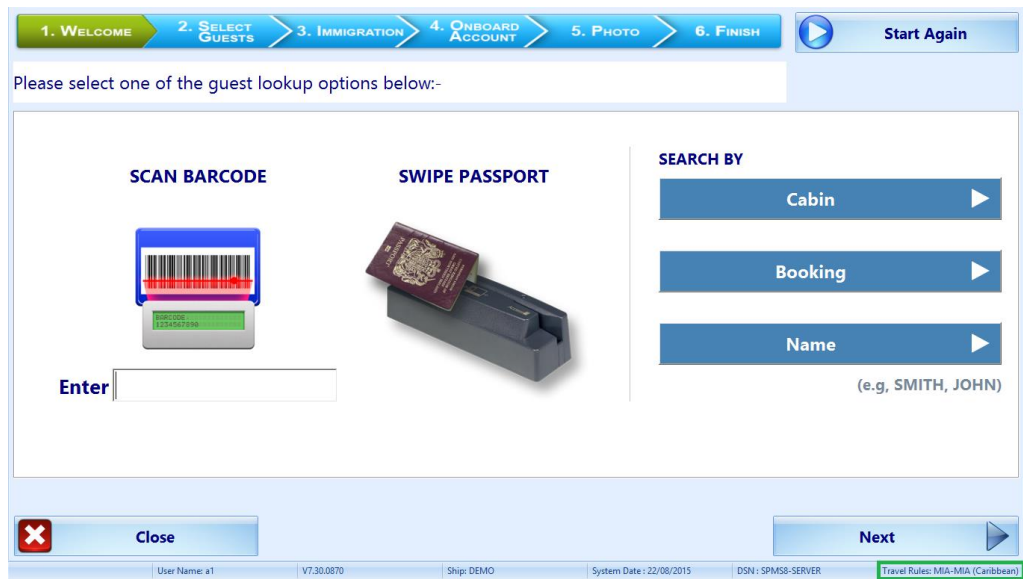


Figure 4-7 - Check-In Wizard Screen

### 4.3. Setting up Barcode Scanner

The Check-In Wizard supports barcode scanning of passenger's record, and the field use to search the passenger's record is defined in parameter, **Advance QCI, Wizard - Scan Barcode Field**. Typically, the **res\_boardcc\_ext** is use to identify the passenger in this search as the external number is usually printed on a document such as set-sail pass.

To setup the barcode scanner,

1. On the main page, click the **Setup** tab.
2. Click the **General Setup** on the ribbon bar.
3. In **Hardware** tab, check the **Barcode Reader (RS232 Connection)** box, and set the speed to **9600**, and then use the System defaulted port number, parity, stop bits and data bits setting.

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**Note:** The supported barcode format is Interleaved2of5, Code 39 and Barcode C128, minimum speed at 9600.

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4. Click **OK** to save.

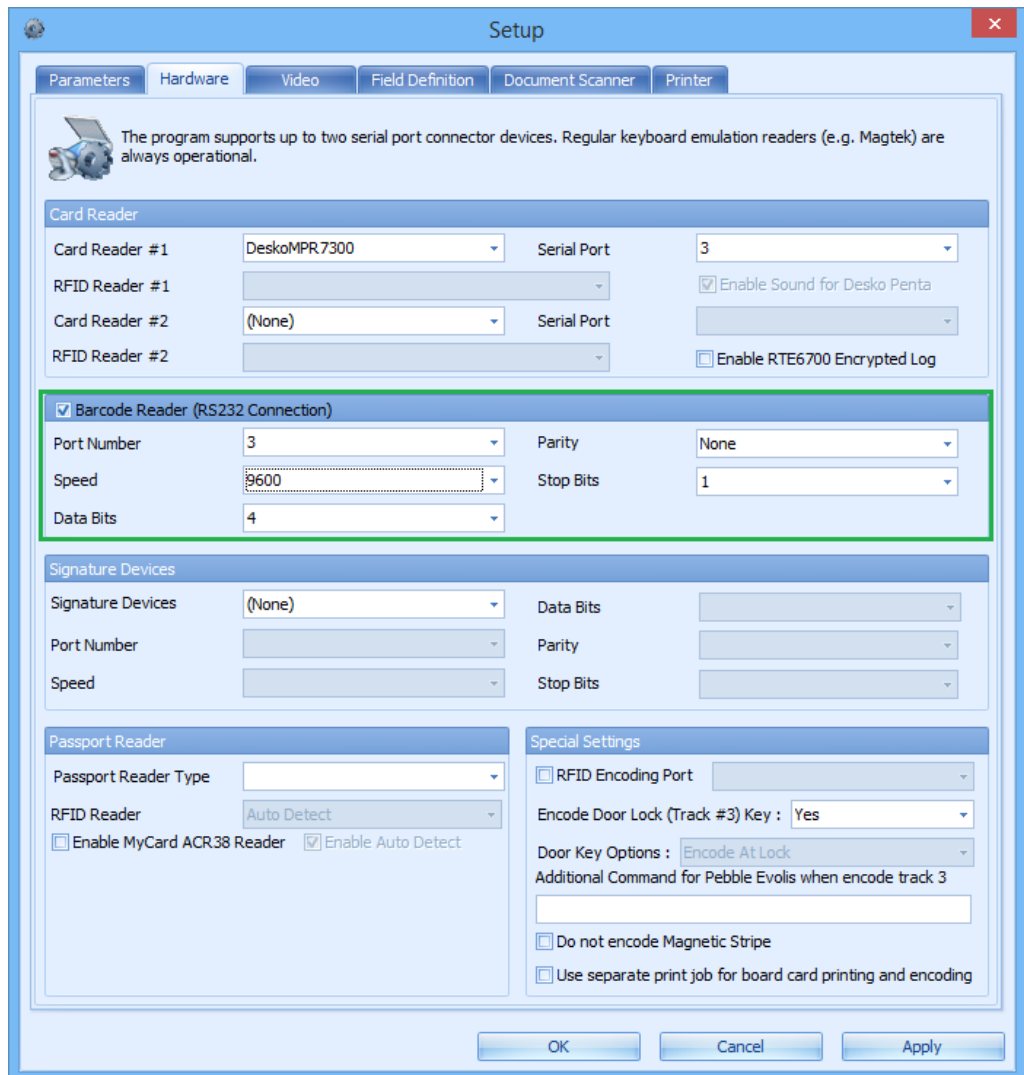


Figure 4-8 - Barcode Scanner Setup

## 4.4. Setting Up a Passport Reader

To setup the passport reader,

1. On the main page, click the **Setup** tab.
2. Click the **General Setup** on the ribbon bar.
3. In **Hardware** tab, choose the **Card Reader** from the drop-down list and use the default System settings.
4. Click **OK** to save.

---

**Note:** If passport reader is a swipe type, the setting is **Card Reader**. If passport reader is a scanner type, then the setting is **Passport Reader**.

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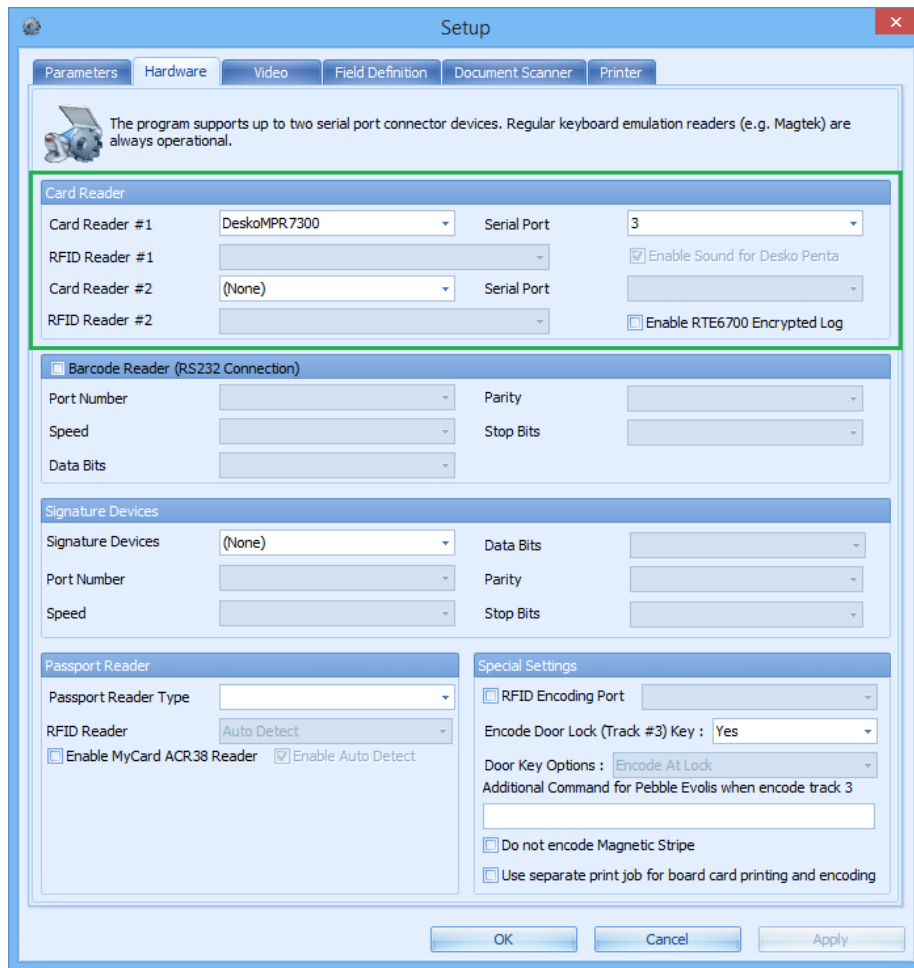


Figure 4-9 - Passport Reader Setup

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## 5. Check In Wizard

The Check-In Wizard is a function that facilitate quick and effective check-in, and record vital passenger's information at the same time.

### 5.1. Login to Check-In Wizard

Depending on the parameter defined in **Advance QCI, Wizard - Show Upon Startup**, presentation of the screen may vary. The following section describes a functionality based on parameter show **Wizard screen upon start up**.

1. Launch **FC Advance Quick Check In** and login to the module.
2. The Check-In Wizard main page will launch automatically, displaying the steps to complete the check in.

### 5.2. Check-In a Guest with Check-In Wizard.

#### 5.2.1. Welcome Screen

The Welcome Screen is the first of the 6 (six) processes in Check-In Wizard. It provides user the options to look up the guest information, either by scanning a barcode, swiping a passport, scan passport or search by cabin, booking number or name.

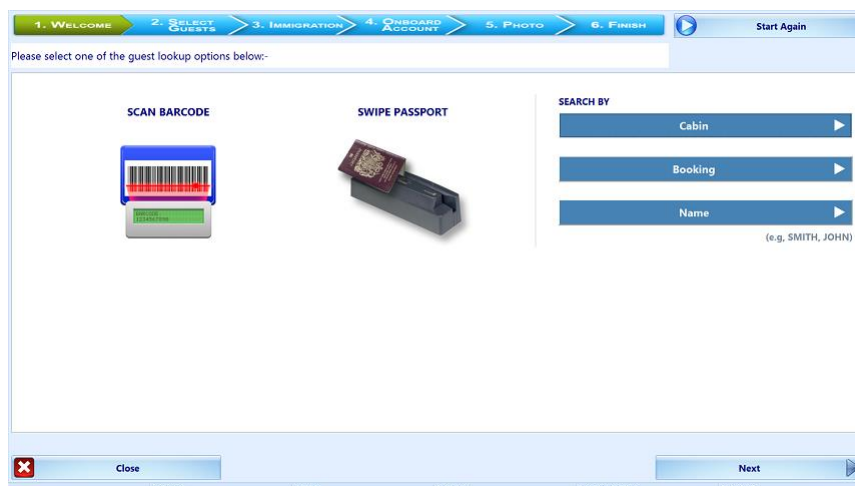


Figure 5-1 - Welcome Screen

#### Search Guest using Barcode Scanner

1. Scan the document barcode with the barcode scanner, or manually enter the *external code* in the field below the scan barcode image, and then click **Enter**.
2. Passenger's information will be displayed in process 2, **Select Guests**. In the event where the external number is not found, then a warning messages "**Guests not found. Please try again**" will be prompted.

#### Search Guest using Swipe Passport

1. Swipe the passport through the passport reader.

2. Passenger's information will be displayed in process 2, **Select Guests**. In the event where the passport number is not found, then a warning messages **"Guests not found. Please try again"** will be prompted

### Search Guest using Cabin

1. Click the **Cabin** icon, and then enter the cabin number.
2. Click **Next** at the bottom of the screen.
3. Passenger's information will be displayed in process 2, **Select Guests**. In the event where the passport number is not found, then a warning messages **"Guests not found. Please try again"** will be prompted.

### Search Guest using Booking Number

1. Click the **Booking** icon, and enter the booking number.
2. Click **Next** at the bottom of the screen.
3. Passenger's information will be displayed in process 2, **Select Guests**. In the event where the passport number is not found, then a warning messages **"Guests not found. Please try again"** will be prompted.

### Search Guest using Name

1. Click the **Name** icon, and enter the guest last name and first name, e.g. HAITH, KEVIN or only the last name.
2. Click **Next** at the bottom of the screen.
3. Passenger's information will be displayed in process 2, **Select Guests**. In the event where the passport number is not found, then a warning messages **"Guests not found. Please try again"** will be prompted.

## 5.2.2. Select Guests Screen

The **Select Guests** screen is the second of the six processes in Check-In Wizard. It displays the earlier searched guests that are due to embark, and below section describes the usage within the Select Guests screen.

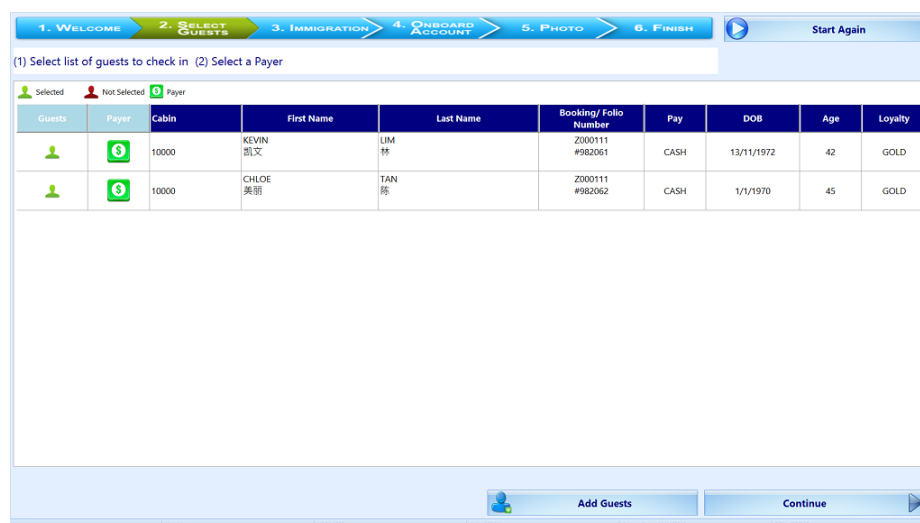


Figure 5-2 - Select Guest Screen

**Table 5-1 - Field definitions for Select Guests Screen**

Field Name	Field Definitions
Guest	Indicates whether the guest account is selected or not. It is shown as selected by default.
Payer	Indicates whether the guest is a payer for the account.
Cabin	Displays the cabin number assigned.
First Name	First Name of the guest
Last Name	Last Name of the guest
Booking/Folio Number	Displays the guest booking number (default to <b>res_boardcc_ext</b> field) and the guest folio number (user defined field e.g. <b>res_acc</b> )
Pay	Displays the payment method use.
DOB	Displays the guest date of birth.
Age	Displays the age of the guest.
Loyalty	Displays the discount category entitled during the cruise.

### Selecting a Guest to Select/Deselect a guest account

1. Click the Person's image in the guest column. Selected guests are shown in green, and deselected ones are in red. Multiple selection is permissible when selecting guests to check in.
2. In the event where all the guest account is deselected, a warning message **"Please select at least one guest to check in"** is shown.

### Adding Guest to Check-in.

Additional guest may be added to the selection list using the **Add Guest** function at the bottom of the screen. Upon clicking the **Add Guest**, System will return to the **Welcome** screen, enabling you to add a guest to the list, by repeating the earlier process.

### Selecting/Deselecting a Payer

- To deselect a payer from the guest account, click the **Dollar** symbol. This will remove the symbol from the column.
- To select a payer for the account, click the **blank space** in the **Payer** column to turn on the **Dollar** symbol.
- If the account has a routing instructions, the *payer account* will have the **Dollar** symbol under **Payer** column, and the guest he/she is paying for will be **blank** in **Payer** column and a letter **R** in **Pay** column.

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**Note:** System will always process the first payer on the grid, and then the next when more than one payer account is selected before it processes the non-payer account.

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1. WELCOME > 2. SELECT GUESTS > 3. IMMIGRATION > 4. ONBOARD ACCOUNT > 5. PHOTO > 6. FINISH > Start Again									
(1) Select list of guests to check in (2) Select a Payer									
<span>Selected</span> <span>Not Selected</span> <span>Payer</span>									
Guests	Payer	Cabin	First Name	Last Name	Booking/ Folio Number	Pay	DOB	Age	Loyalty
		1032	HARRY	FORD	#982361	CASH	1/1/1972	43	
		1032	TOM	JERRY	#982311	CASH	1/1/1970	45	
		1058	PENG	LEE	#982261	R	21/9/1999	16	

**Figure 5-3 - Payer And Routing Selection**

### Start Again

The **Start Again** allow users to reset the earlier selection, and return to the **Welcome** screen without checking in the guest.

### Promotion Eligibility

If the guest is entitled to a promotion, a **Promotion Eligibility Notice** will prompt, requesting for an Authorization from the user. If the sign-on user is assigned with user security rights *4510 – Allow Authorize RCL Check-In Hard Stop*, user can immediately authorize/reject the eligibility. If the sign-on user does not have the above user security rights, then further authorization from a supervisory level is required.

Swipe Manager Card to authorize the changes



PROMOTION ELIGIBILITY NOTICE

LEE, XIAXIA  
Please check the guest promotion eligibility (VIP10)

User ID

Password

Authorize
 Reject

**Figure 5-4 - Promotion Eligibility Prompt**

### Guest Messages

If the guest has undelivered messages, a **Message Notice** will prompt, requesting for an Authorization to mark the message was delivered from the user. If the sign-on user is assigned with user security rights *4510 – Allow Authorize RCL Check-In Hard Stop*, user can immediately authorize/reject delivery of the message. If the sign-on user is a regular user, then further authorization from a supervisory level is required.

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**Note:** The Message Notice prompt is set off in **Guest Message Delivery mode, 1 – Deliver at Advance ACI Wizard.**

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**Note:** You are required to first complete the **Immigration** information and **Onboard Account** of the first selected guest, before being allowed to check-in the subsequent guest. System will repeat this process until the last guest is updated, then only move to the next process, which is Photo.

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**Figure 5-5 - Guest Message Authorization Prompt**

If the message is a warning notice that prevents the guest from embarking, then check-in is prohibited.



**Figure 5-6 - Guest Message Warning Prompt**

### 5.2.3. Check-In Selected Guest

To proceed with check in,

1. Select the guest to check in.
2. Click **Continue** at the bottom of the screen, and System automatically navigate to the next process, which is the **Immigration Screen**.
3. In the event where selected guest is found to be a duplicate, System will prompt below message, and check in not permissible.

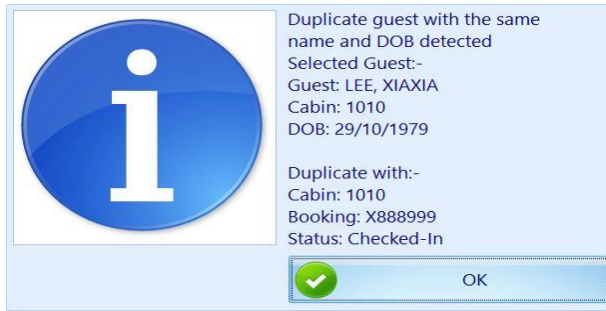


Figure 5-7 - Duplicate Guest To Check In

### 5.2.4. Check-In Multiple Guest

To check-in multiple selected guests,

1. Mark the guests to check in.
2. Click **Continue** at the bottom of the screen, and System automatically navigate to the next process, which is the **Immigration Screen**.

### 5.2.5. Edit/View a Check-In Guest

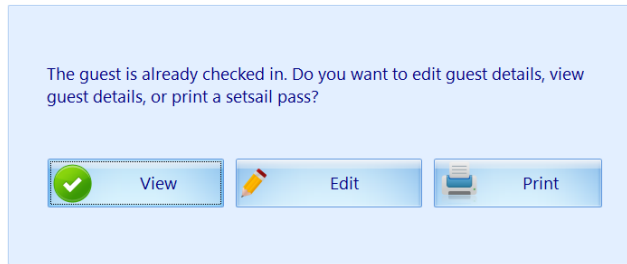
Viewing/editing of the guest account, or print a set sail pass after the guest has checked-in is possible with Check-In Wizard, and this feature is available in **Select Guests** screen.



Figure 5-8 - Selected Guests Screen

#### To edit/view guest account

1. Repeat the steps in **Welcome Screen**.
2. On **Select Guests** screen, guest that has checked-in are highlighted in green.
3. Click the **Guest Booking/Folio number** to edit or view the account.
4. Choose one of the option when prompt.
  - View – does not permit user to change any of the guest details.
  - Edit – user is allowed to edit the guest details, and then save the changes in a later process.
  - Print – this function prints the Set Sail pass to the report printer assigned in **General Setup, Hardware**.



**Figure 5-9 - View/Edit Check-In Guest Details**

5. If **View** is selected, user is *prohibited* from changing the guest details.
6. If **Edit** is selected, System automatically navigates to the **Immigration Screen**, enabling editable fields.
7. Update the guest details, and then click **Next** to update the **Visa requirements**, if any.
8. Continue to click **Next** until process 5, **Photo** screen.
9. Click **Save** to save the changes.

### 5.2.6. Edit/View a Check-In Guest Payment

To edit/view a checked-in guest payment method,

1. Repeat process from the **Welcome Screen**.
2. The guest that has checked-in are highlighted in green on the **Select Guests** screen.
3. Click the **Payment Type** in **Pay** column to edit or view the account. System automatically navigate to process 4, **Onboard Account** screen.
4. Click either the **Credit Card**, **Cash** or **None** image to change the payment type.
5. Click **Save** to save the changes.
6. User may add or remove a routing assignment in this section. See *Routing Assignment* for steps to add/remove a routing.

### 5.2.7. Immigration and Visa Screen

The **Immigration** screen is the third of the six processes in Check-In Wizard, and it has two section, one that captures the guest personal details and a **Visa** screen that stores the travel visa information. Typically, this information's are uploaded during data import, and user is allowed to manipulate certain data based on the travel rules defined in Travel Rules Setup.



Figure 5-10- Immigration Screen

Table 5-2 - Immigration Screen Field Definitions

Field Name	Field Definitions
First Name, Middle Name, Last Name	First and Last Name of the guest and these fields is non-editable. Information auto-populate when travel document is swiped. - if login user is supervisor (#4510), then he / she will be allowed to edit the first and last names on the immigration screen. - if login user is NOT a supervisor, then the first and last names are NOT editable, but there is an <b>edit</b> button for a supervisor to swipe and then it makes the first/last name editable.
Chinese First Name, Last Name	Chinese First and Last Name of the guest and these fields is <b>editable and mandatory</b> when it matches the nationality defined in parameter, <b>Advance QCI - Wizard - Nationalities With Chinese Names</b> . Travel document information auto-populates when scanned with 3M passport scanner.
Nationality	Information populates during passport swipe, and the field is non-editable unless <b>“Manual”</b> is clicked, which enables the drop-down selection list.
Document Type	Information populates during passport swipe. The selection list on the drop-down list is based on selected nationality and conditions defined in Travel Rules Setup.

Field Name	Field Definitions
Document Number	Information populates during passport swipe, and field is editable or mandatory depending on the conditions defined in Travel Rules Setup.
Date of Birth	Information populates during passport swipe, and the field is non-editable unless the <b>“Manual”</b> button beside Nationality is clicked.
Expiry Date	Information populates during passport swipe, and field is editable or mandatory depending on the conditions defined in Travel Rules Setup.
Birth Cert state	Information populates during passport swipe, and field is editable or mandatory depending on the conditions defined in Travel Rules Setup. For US Citizens, select the US States from the drop-down list.
Gender	Information populates during passport swipe, and field is editable or mandatory depending on the conditions defined in Travel Rules Setup.
Photo ID Type	Field is editable or mandatory depends on the conditions defined in Travel Rules Setup.
Photo ID State	Field is editable or mandatory depends on the conditions defined in Travel Rules Setup.
Country of Birth	This is a mandatory field.
Country of Residence	This is a mandatory field.
Emergency Contact Name	This is a free text field.
Emergency Phone	This is a mandatory field, and the minimum number is 7 digits. Sequential and repeating numbers are not acceptable.
Copy to All	Function copies inputted number to other guests if multiple guest is chosen.
Ship Email.	This field is enabled with parameter, <b>Advance QCI, Wizard Show Ship Email Address.</b> User must have access rights <b>4689 – Allow to Change Email address.</b>
Exclude From Quick Billing Printing	This field is enable with parameter, <b>Advance QCI, Wizard Show Quick Billing Printing Option.</b> User must have access rights <b>4688 – Allow to Change Quick Billing Printing Option.</b>
National ID	National ID number of contact person
FIN Number	Foreign Identification number

Before clicking **Next** at the bottom of the screen, all the mandatory fields must be filled. Some fields are validated by the System when user click **Next** and below are the few examples:

- **Date of Birth**
- If the *PC Regional Setting* year is set in 2-digit year format, System will prompt for confirmation for the correct year, and update the field with the correct year.



**Figure 5-11 - Selection Of Year In Date Of Birth**

- If the changed date is within the minor age group or vice versa, user will receive another prompt requesting for SeaPass Card to be reprinted.



**Figure 5-12 - Adult to Minor SeaPass Card**

- **Expiry Date**
- Similar to Date of Birth, System validates the expiry year based on the PC Regional Settings.
- If the selected document type is a Passport, System validates the expiry date based on the following parameter in **Advance QCI**;
  - Passport Expiry Validation
  - Passport Expiry Validation Disembark Date In Day
  - Passport Expiry Validation Disembark Date In Month
  - Passport Expiry Validation Hard Stop
  - Passport Expiry Validation In Day
  - Passport Expiry Validation In Month
- **Emergency Phone**
  - Repeating or numbers in sequential are *not* acceptable as Emergency Phone number, for example 12345678 or 1111111.

### **Adding Visa Information**

On the **Visa** section, the Visa Type is dependent on the Travel Rules Setup.

Figure 5-13 - Visa Entry Page

Table 5-3- Visa Screen

Field Name	Field Definitions
Visa Type	Field is editable or mandatory depends on the conditions defined in Travel Rules Setup.
Other	Free text field
Additional Information	Free text field
Is this guest departing US within 8 hours? : Yes/ No	Field is editable or mandatory depends on the conditions defined in Travel Rules Setup. By default, <b>Yes</b> is ticked.
Refresh	Button reset the screen to default selection.
Copy to All	Function copies inputted number to other guests if multiple guest is chosen.
Address 1 / 2, City, State and Zip	Field editable when user select ' <b>NO</b> ' at Is this guest departing US within 8 hours? Zip code must not be less than 5 digits.

### To enter the Visa Type

1. Select from the drop-down list the type of Visa
2. Use the **Other** field to enter the Visa Number and Additional Info field for other information.

### Entering Post Debark USA Address

To enter the Post Debark USA Address,

1. On '**Is this guest departing US within 8 hours?**', select **No**.
2. Fill in the **US Address, City, State** and **Zip code**.
3. Click **Next** to continue.

## 5.2.8. Onboard Account

The **Onboard Account** screen is the fourth of the six processes in Check-In Wizard, and it stores the guest payment type, with the selected payment type indicated with a green checkmark.

1. WELCOME > 2. SELECT GUESTS > 3. IMMIGRATION > 4. ONBOARD ACCOUNT > 5. PHOTO > 6. FINISH

Start Again

Select payment type for **XIAXIA LEE** (Cabin 1010) Folio : 982462

**CREDIT CARD** **CASH** **NONE**

Credit Card Details  
Registered Online: NONE  
Card No:   
Card Name:   
Card Expiry (mmyy):  Clear

Pays For

Guests	Cabin	First Name	Last Name
	1058	PENG	LEE

Cabin/Name  Search

Previous Next

User Name: a V7.30.8692 Ship: DEMO System Date: 13/10/2015 DSN: CIW

Figure 5-14 - Visa Screen- Onboard Account

- Payment type can be easily changed by clicking on the image.
- If the guest has a registered credit card, the card details are displayed below the card section with its credit card number being masked.
- It also permits user to route an account to the guest.

### Editing/Swiping the Credit Card Details

To change/swipe the credit card details,

1. Click the **Credit Card** image.
2. Swipe the credit card on the reader, or manually enter the credit card number, name and expiry date.
3. Clicking on **Clear** resets the information entered.

If the card name or credit card number registered online defer from the card, System will prompt user a **Change Notice**.



**Figure 5-15 - Overriding Credit Card Details**

4. Click **Yes** to overwrite the information with the latest, or **No** to retain current information and disable previously registered credit card.
5. If the credit card is registered twice, user will be prompt with message **“This credit card is already registered in the system. Please use another credit card”**.

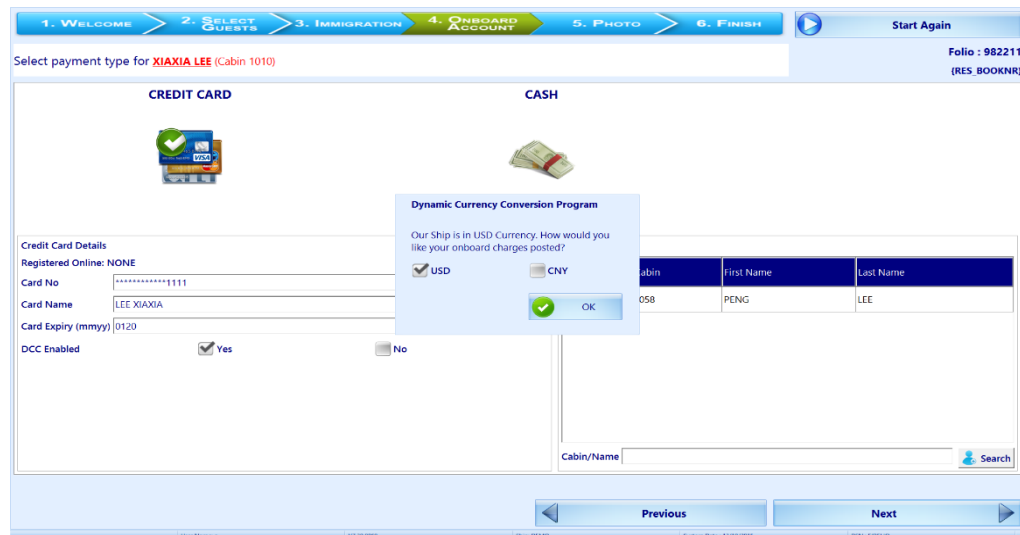
---

**Note:** Above validation requires parameter, **General, Check Credit Card Registration = 1**.

---

## DCC Handling

The Check-In Wizard supports **Dynamic Currency Conversation (DCC)** as part of the credit card payment type. When the guest uses a foreign based credit card, they have an option to choose whether to use the home base currency or dynamic currencies during settlement. This handling requires parameters **General, Enable Credit Card DCC=1** and **General, DCC Base Country=NULL**, and will default the ‘DCC Enabled’ to **Yes**.



**Figure 5-16 - Credit Card Payment With DCC Handling**

## To opt in a settlement using Dynamic Currency Conversion

1. Click the **Credit Card** image.
2. Swipe the credit card through the card reader or manually enter the credit card number, name and expiry date, and then click **Next**.

- By default, the Ship currency is checked. Select a **currency type** when prompt, and then click **OK** to save.

### Selecting Other Payment Type

In the event where the payment type is Cash,

- Click the **Cash image** to select.
- Click **Save** to save the changes.

If no payment type is specified,

- Click the **None** image. This sets off a prompt, *“You have selected NONE as payment method, do you want to continue?”*.
- Click **Yes** to proceed to the next step, or click **No** to return the current screen.

### Routing Assignment

Routing function is **enabled** when the currently selected guest is the payer.

Figure 5-17 - Onboard Account - Routing Assignment

#### To route an account to current guest

- On the **Onboard Account** screen **Pays for** section, search the buyer’s last name or cabin number.
- On the searched list, click the **Guest** column to select the account, and this changes the color from red to green.
- Click **Save** to save the routing.

---

**Note:** In the event where more than one guest is selected in Select Guests screen, System returns to the **Immigration** screen automatically, allowing user to complete the next guest information and payment option.

---

### 5.2.9. Photo

The **Photo** Screen is the fifth of the six processes in Check-In Wizard. It stores a copy of the guest photo captured with the live camera attached. This function require parameter, **Quick Check In, Take Photo Before Checkin=1**.

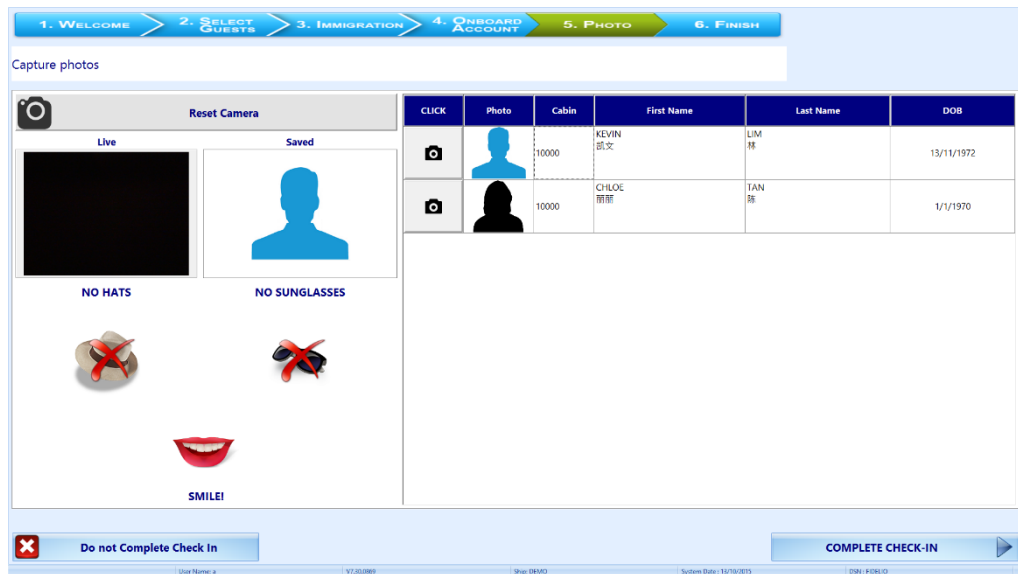


Figure 5-18 - Photo Capturing Screen

### Saving Live Photo to Guest account

1. On the guest list, click the **Camera** on **Click** column of the guest you wish to capture the photo.
2. Photo taken is displayed in the **Saved** column on the left panel.
3. To retake the picture, repeat step 1.
4. Click the **Reset Camera** to reset a non-responsive camera.
5. Click **Complete Check-In** to save the photo.

---

**Note:** With the above parameter, taking a picture is mandatory before proceeding to the next step when a camera is detected to be working, and you will be prompt with message '**Guest photo must be taken before you can continue**'. If no camera is detected, or the camera is not working, then photo taking it is not required.

---

System will then navigate to the **Finish** screen and list all successfully checked-in guests on screen.



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# Appendix A. User Security Group

This section describes the user security access group which will enable the users in accessing the Check-In Wizard function. The security privilege is assigned to the user through the **User Security** module.

## Appendix A – Quick Check-In User Access Rights

Security Reference No	Description
4510	Allow Authorize RCL Check-In Hard Stop
4681	Travel Rules Eligibility
4688	Allow to Change Quick Billing Printing Option.
4689	Allow to Change Email address.

## Appendix B. Parameters

This section describes the **Parameters** available to the Check-In Wizard. They are accessible the **Administration** module under **System Setup, Parameter**.

### Appendix B – PAR Group – Advance Quick Check In

PAR Name	PAR Value	Description
Wizard DocType Alien Resident Card		Internal mapping for document type Alien Resident Card in TYP_VIT
Wizard DocType Birth Abroad		Internal mapping for document type Birth Abroad in TYP_VIT
Wizard DocType Birth Certificate		Internal mapping for document type Birth Certificate in TYP_VIT
Wizard DocType Enhanced Drivers License CA		Internal mapping for document type CA enhanced driver's license in TYP_VIT
Wizard DocType Enhanced Drivers License US		Internal mapping for document type US enhanced driver's license in TYP_VIT
Wizard DocType Fast		Internal mapping for document type Fast in TYP_VIT
Wizard DocType Naturalization Certificate		Internal mapping for document type Naturalization Certificate in TYP_VIT
Wizard DocType Nexus		Internal mapping for document type Nexus in TYP_VIT
Wizard DocType Passport		Internal mapping for document type Passport in TYP_VIT
Wizard DocType Passport Card		Internal mapping for document type Passport Card in TYP_VIT
Wizard DocType Sentri		Internal mapping for document type Sentri in TYP_VIT
Wizard DocType US Re-entry Card		Internal mapping for document type US Re-entry card in TYP_VIT
Wizard DocType US Refuge Card		Internal mapping for document type US Refuge card in TYP_VIT
Wizard - Show Upon Startup	0,1,2	Define the main screen to launch upon start up. 0 = Main AQCI screen without Check-In Wizard function. 1 = Check In Wizard 2 = Main AQCI screen with Check-In Wizard function.
Wizard - User Defined Text for Scan Barcode	Scan Barcode	User define button label for Scan Barcode
Wizard - No. of seconds to buffer Next button		Define the number of seconds before the <b>Next</b> button appears.
Wizard - Scan Barcode Field	res_boardcc_ext	Define the column name to search when a barcode is scanned.

<b>PAR Name</b>	<b>PAR Value</b>	<b>Description</b>
Wizard - Nationalities With Chinese Names		Compulsory Chinese names for nationalities as specified in TYP_NAT.
Wizard Show Ship Email Address.	0,1	Define whether to show Ship Email on Wizard form 0 = Do not show in wizard form 1 = Show in wizard form
Wizard Show Quick Billing Printing Option.		Define whether to show Quick Billing Printing Option on Wizard form 0 = Do not show in wizard form 1 = Show in wizard form
Travel Documents Eligibility Setup	0,1	Displays the list of eligible travel documents based on the Travel Rules Setup in AQCI
Passport Expiry Validation	0, 1, 2, 3 or 4	Define whether passport expiry validation is required. 0 = Do not validate 1 = Validate with the par value specified in month 2 = Validate with the par value specified in day 3 = Validate against disembark date with the par value specified in month 4 = Validate against disembark date with the par value specified in day
Passport Expiry Validation Disembark Date In Day	0, >0	Define whether passport expiry validation is required. 0 = Do not validate passport expiry >0 = Validate passport expiry date against disembark date with the par value specified in day
Passport Expiry Validation Disembark Date In Month	0, >0	Define whether passport expiry validation is required. 0 = Do not validate passport expiry >0 = Validate passport expiry date against disembark date with the par value specified in month
Passport Expiry Validation Hard Stop	0,1	Define whether passport expiry validation is required. 0= Disable Hard Stop Validation; 1 = Enable Hard Stop Validation
Passport Expiry Validation In Day	0, >0	Define whether passport expiry validation is required. 0 = Do not validate passport expiry; >0 = Validate passport expiry date with the par value specified in day
Passport Expiry Validation In Month	0, >0	Define whether passport expiry validation is required. 0 = Do not validate passport expiry; >0 =Validate passport expiry date with the par value specified in month

PAR Name	PAR Value	Description
Overwrite Passport Details	0,1	Define if passport details can be overwritten. 0 = Do not allow overwrite passport details when guest name does not match with the passport guest name message prompted and 'No' answer is chosen. 1 = Allow to overwrite details.
Key Runner Remote Printing	0,1	Define Key Runner Remote Printing 0 = Do not print Key Runner Remote Printing 1 = Print Key Runner Remote Printing
Auto Print Key Runner Receipt	0,1	Define Auto Print Key Runner Receipt 0 = Do Not Auto Print Key Runner Receipt 1 = Auto Print Key Runner Receipt
Auto Print Key Runner Receipt when scan barcode Extend Search Criteria = RES_BOOKNR		Define Auto Print Key Runner Receipt when scan barcode Extend Search Criteria = RES_BOOKNR

#### Appendix B - PAR Group – Quick Check In

PAR Name	PAR Value	Description
Take Photo Before CheckIn	0,1	Define whether photo is required before completing the check-in. 0 = Not required 1 = Required
None Payment Department ID		Define the <b>dep_id</b> for None Payment type use Wizard Screen
Gender Changed Msg If Swiped	0,1	Define whether to display or not to display the message when gender value changed during passport swipe.

#### Appendix B- PAR Group - General

PAR Name	PAR Value	Description
Check Credit Card Registration	0,1	Define whether to check if same credit card is registered twice. 0 = Do not check 1 = Check card registration.
Enable Credit Card DCC	0,1	Option to use Dynamic Currency Conversion 0 = Disable 1 = Enable
DCC Base Country		Specify the Credit Card DCC (Dynamic Currency Conversion) Base Country, e.g. US
Adult Min Age		Define the minimum age of an adult.