

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

Mobile Mustering User Guide

Release 7.30.874

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August 2017

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Preface

The Mobile Mustering is an add-on Oracle Hospitality Cruise Shipboard Property Management System (SPMS) application that runs on a Windows 10 IoT platform. Its core function is to register passenger and crew to the Muster station or lifeboat using a Windows 10 Mobile /Tablet.

This document explains the functionality and usage of Mobile Mustering and WPFDash.

Audience

This document is intended for application specialist and end-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
- Screen shots of each step you take

Revision History

Date	Description of Change
August 2017	▪ Initial publication.

Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements for the Mobile Mustering module.

Prerequisites

- Mobile Mustering.exe
- WPFDash.exe

Supported Operating Systems

- Microsoft Windows 10 IoT

Supported Hardware

- Oracle MICROS 720 Tablet
- Mobile Device with Camera

Compatibility

SPMS version 7.30.874 or later. For customers operating on version below 7.30.874, database upgrade to the recommended or latest version is required.

1

System Schematic

The Mobile Mustering application consists of several components, and these components are responsible for transmitting information between the mobile device and the SPMS database. Below diagram further illustrate the schematic flow between these components.

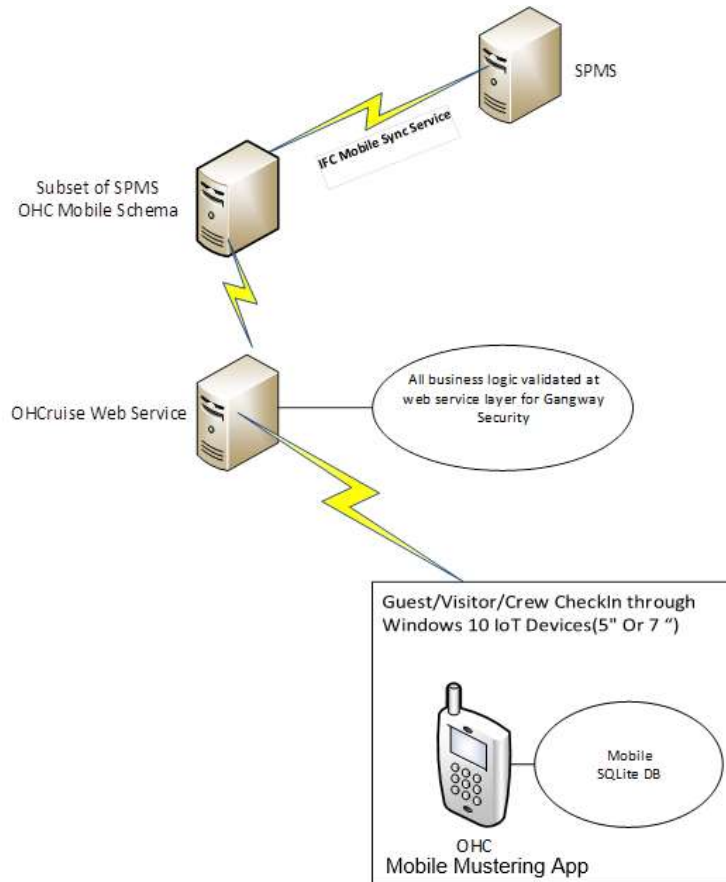


Figure 1-1 - Mobile Mustering System Schematic

2 Mobile Mustering Device

The Mobile Mustering is an add-on application to SPMS that simplify the ship access management, Passenger, and Crew movement tracking. It is ideal for handling crowd activity during an emergency drill or actual emergency. It provides an accurate head count and real time Passenger, Crew and Visitor Status.

The following section describes the setup and usage of Mobile Mustering application on mobiles devices.

2.1. Connecting Mobile Devices to PC

At the first launch of the application on the mobile device, the Device Server Setting Screen will be shown. In this screen, the Administrator enter the correct Mobile Web Service Host name and Port and then tap on **Connect**.

Once the connection to the Mobile Server is established, the system then prompts a Device registration screen.

1. On the Device Registration screen, choose the applicable **MAC ID** from the drop-down list.
2. Enter the **Device Name** and the click the **Activate & Register** button to activate and register the device in MOB table.

Upon the successful registration of the device, the application then loads the database by creating an SQLite DB file and download the required tables and data from Mobile Schema to the SQLite DB.

- Application binaries will be installed into folder
C:\Users\xxx\AppData\Local\Packages\af9e2835-d828-441e-acef-3b74d389fb04_ygkypzx4b378t\LocalState
- Application logs are loaded into folder
C:\Users\xxx\AppData\Local\Packages\af9e2835-d828-441e-acef-3b74d389fb04_ygkypzx4b378t\LocalState\Log -
ddmmyyyy.txt
- All photos are loaded in folder
C:\Users\xxx\AppData\Local\Packages\af9e2835-d828-441e-acef-3b74d389fb04_ygkypzx4b378t\LocalState\ProfilePhotoFolder
- Database is located in the folder
C:\Users\xxx\AppData\Local\Packages\af9e2835-d828-441e-acef-3b74d389fb04_ygkypzx4b378t\LocalState\MusteringDB.sqlite

2.2. Using the Device

Once the device is setup and connects to the OHCruiseWebService, you can then login with your account by scanning the crew board card, or manually enter your login credential at the login page. The selected page or tab are highlighted in red.

Login to the Device.

1. At the device login page, tap on '**Please use your Card to Login**' to scan or swipe your crew board card or tap **Login Manually** to enter your login ID and password.
2. If the selected option is by scanning/swiping a crew card, place the cursor on the search bar and then scan/swipe the crew board card.
3. Select the **Mustering Mode** and **Mustering Station** from the drop-down list and then tap **OK**.

Device Settings

The Settings page allows you to configure the host name, assign a Mustering Station and set the Mustering and Registration Mode, and perform database synchronization. The Settings can be access from top right corner of the screen and is consists of two tabs: **General** and **Sync**. This function is disabled for crew or users without administrator rights:

The Options in the General tab are:

- **Change Mustering Mode:** This is a read-only screen. The mustering mode is only changeable from WPFDash module. The mode is always shown at the top panel of the Menu page.
- **Mustering Station:** Allows you to select/assign the muster station/lifeboat depending on the mustering mode.
- **Registration Mode:** Sets the type of registration mode (Register/Unregister).
- **Auto Sync Time:** Define the minute before the next sync takes place.
- **Web Service Host Name:** Allows you to set the web service host name.
- **Report an Issue:** Enable reporting of issues occurred.

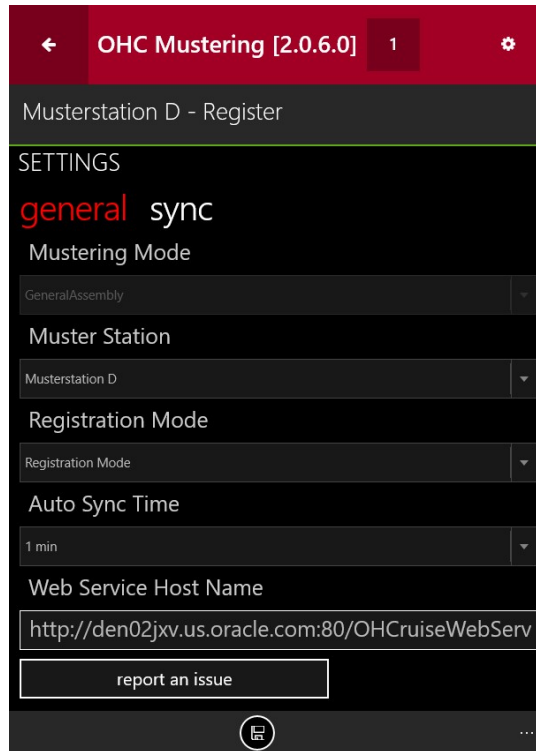


Figure 2-1 - Settings

1. At the landing page of the application, tap the **gear icon** at the top right corner of the page.
2. In the **Settings** page, select the **General** tab and then choose the **Mustering Mode**, **Muster Station** and **Registration Mode** from the drop-down list.
3. Enter the host name in the **Web Service Host Name**.
4. Tap the **Home** button located at the bottom of the page to save, and then tap **OK** to return to the Settings page.

Report an Issue (Issue Tracker)

An Issue Tracker is embedded in the application that allows reporting of issues encountered whilst using the application. The Issue Tracker can be access from the **Settings** and is available either to Administrator or user accounts.

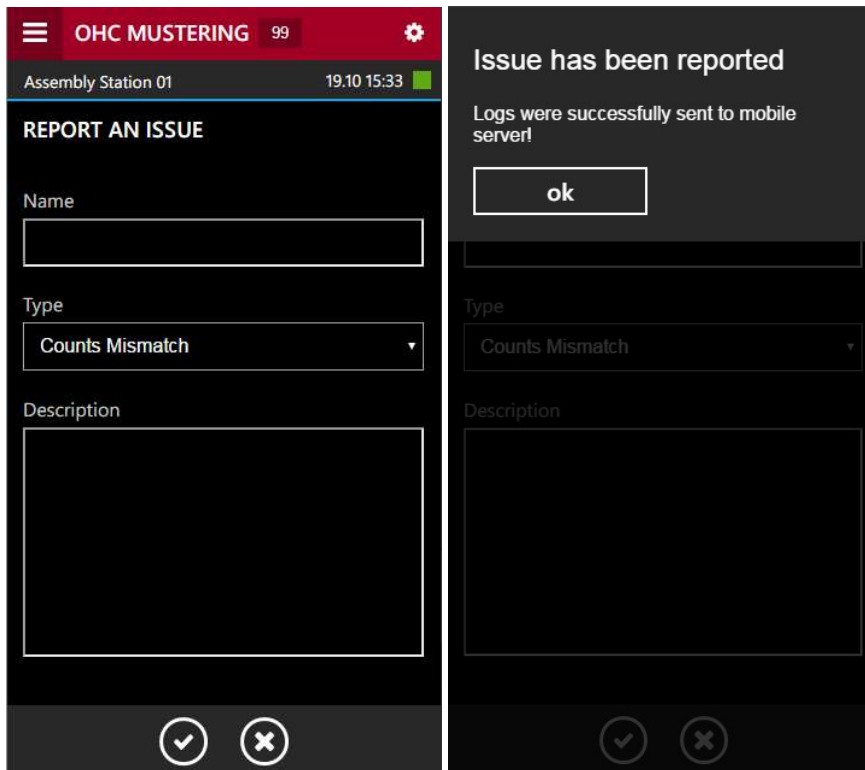


Figure 2-2 - Settings Screen General (Report and Issue)

The Issue Tracker application has an intuitive Graphic User Interface (GUI) that allows an issue to be logged from the device. The Main application screen contains the following items:

- **Name:** Input field for issue name. The user has to input an issue name. Issue name should consist of 2-3 words and describe the issue nature.
- **Type:** Issue type. You are required to tap and select issue type that corresponds to the error type from the drop-down list.
 - **Bug:** Some error or incorrect behavior.
 - **Crash:** Application crashed, closed for an unknown reason or showed an exception.
 - **Improvement:** Areas requiring improvement. For example, new feature.
 - **Counts Mismatch:** Should be set in case of counts mismatch took place.
 - **Photos Issue:** Should be set in case of person had no photo.
- **Description:** Input field for the description of the issue. For example, "I did some action and got an error...", "App. crashed when performing ...", "App. closed when I try to scan a person" and others. If possible, add as much information as possible.

To launch the Issue Tracker application, tap **"Report an Issue"** from **Settings** and enter the required information.

Sync

The Sync function enables you to obtain the latest database from the Mobile Server through a preset synchronization process and the device operating mode must be in an *Online* mode. The Sync tab contains the following buttons:

- **Full Sync:** Performs Full Synchronization on the device. The process deletes the existing database from the device and download the latest database, all photos will be re-downloaded from the server. The function is executed manually.
- **Full Data:** Performs only database Synchronization on the device. The process deletes the existing database from the device and download the latest database. The function is executed manually.
- **Reset Data:** Performs Data Cleaning on the device. All the data rows from the tables will be deleted from the device and the latest will be downloaded to the device.

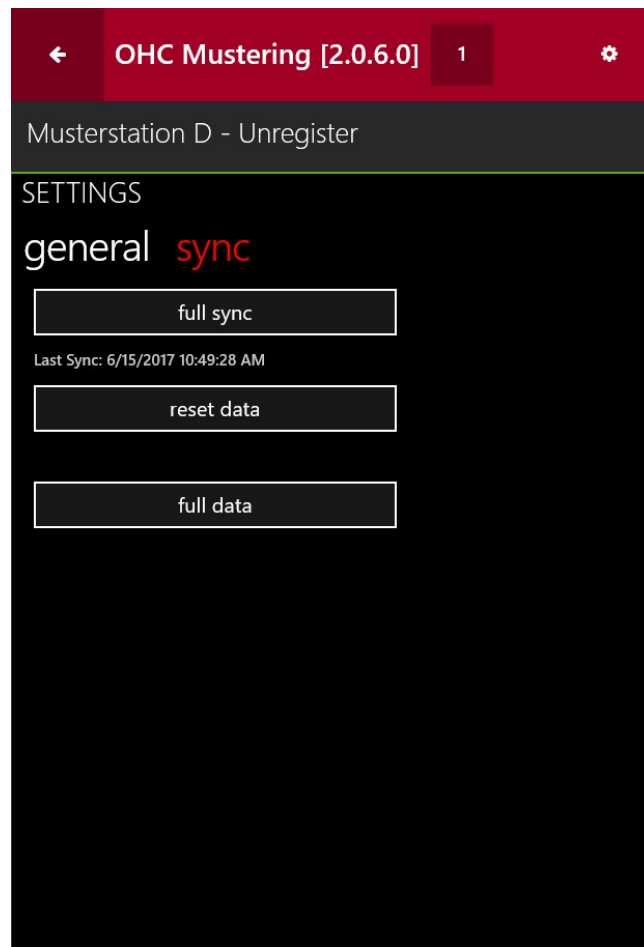


Figure 2-3 - Setting - Sync Mode

The Full Sync and Reset Data deletes all information on the device and download the newest information from the server. You will be prompt with an appropriate message when the function is executed. These functions are executed only for troubleshooting purposes and *not be use* in real emergencies. Please proceed with caution.

In the event a Full Sync or Full Data is executed and completes successfully, the login screen will be shown.

The Full Sync button is *disabled* when the photos are downloading on the device.

2.3. Guest Account Search

1. At the top left of the landing page, tap on **Menu** button to launch the Search page. The registered muster station is shown above the **Search** and **Count** tab.
2. Tap the **Search** tab, enter the guest name in the **Search bar**, and then click the **Search** button.
3. The search results returned are based on the station currently login. To search for guest registered to another station, tap **Other Station**.
4. To narrow down the search criteria, tap on **Filter** button next to the **Search** bar and select the options by checking the respective check boxes, then tap **Apply**.

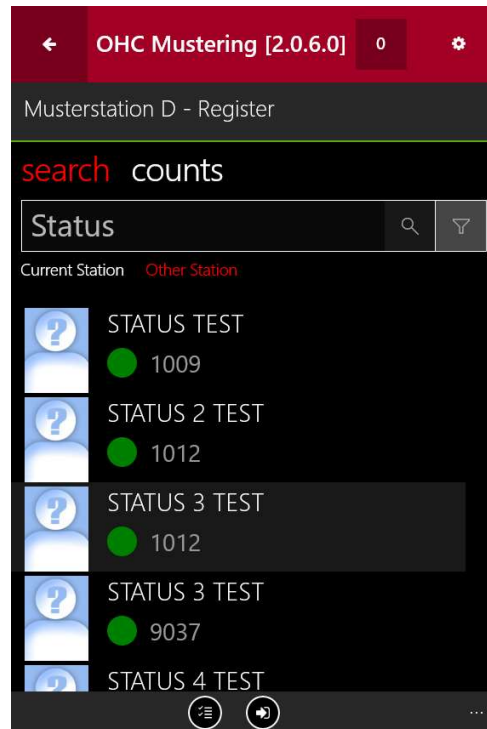


Figure 2-4 - Search List

Table 2-1 - Mobile Mustering Account Status

Indicators	Status
Green icon	Can Be Registered Passengers
Green icon with left arrow	Registered on current Muster Station
Blue Icon with left arrow	Registered on other Muster Station
Orange icon with left arrow	Not expected on current Muster Station

Indicators	Status
[RBS]	Other Muster Station Details
Toggle icon	Toggle Icon: To select or deselect all of Can Be Registered Passengers
Grey icon with left arrow	To register the selected guest

- Clicking the name will open the profile screen and below information are displayed.
 - Photograph
 - Passengers name
 - Cabin number
 - Passenger status
 - Special needs remark as a second row.
 - Emergency function for crew only

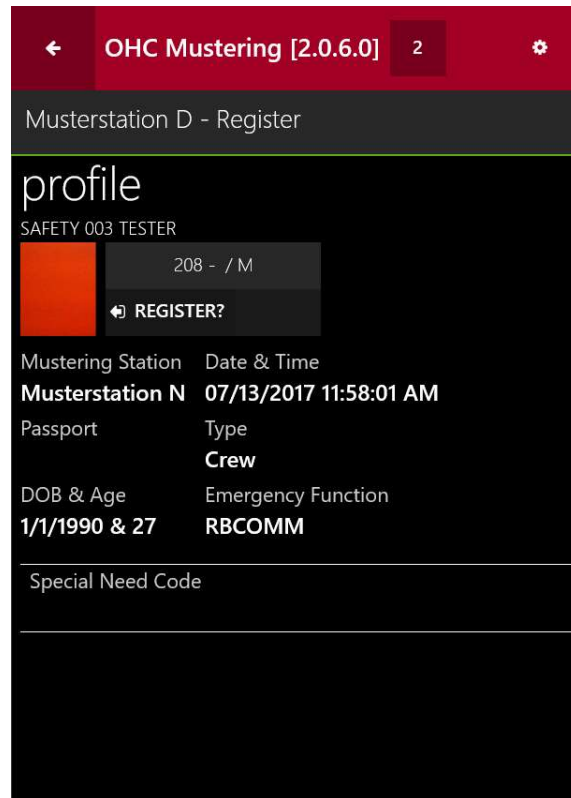


Figure 2-5 - Profile Information

2.4. Muster Station Counts

The Counts page updates the passengers status change from Pending to Registered and Maximum passenger allowed. The count includes the number of passengers with special needs and child.

	PASSENGER	CREW	VISITOR	TOTAL
Registered	2 [1SN, 1C]	2	0	4
Pending	2 [1SN, 1C]	8	0	10
Total	4 [2SN, 2C]	10	0	14
Max	-	-	-	150

SN = Special Needs
C = Child

Figure 2-6 – Muster Station Counts

2.5. Single Person View

It is possible to perform a registration/un-registration of the passenger by scanning/swiping the person's board card through a card reader, or manually register them by tapping the **REGISTER?/UNREGISTER?** button. Registration of the passenger is only permissible to the current login muster station and if need be, manually change the muster station before registering the passenger.

However, the registration mode may defer depending on the Parameter, '**Mobile**', '**Current General Assembly Handling Mode**'

- It is possible to register all unexpected persons to the current muster station.
- It is possible to prompt the commander the possibility to decide whether to register the unexpected person on the current muster station or not. The correct muster station/ lifeboat will be shown in red.
- It is possible to forbid registration of unexpected person on current muster station. In this case, the commander should not register the unexpected person on current muster station/ lifeboat. The correct muster station/ lifeboat will be shown in red.

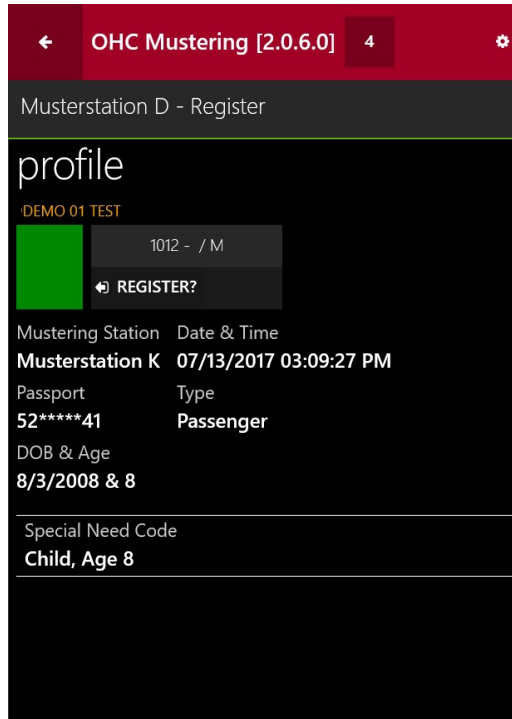


Figure 2-7 - Person's Profile Screen (Pending Registration)

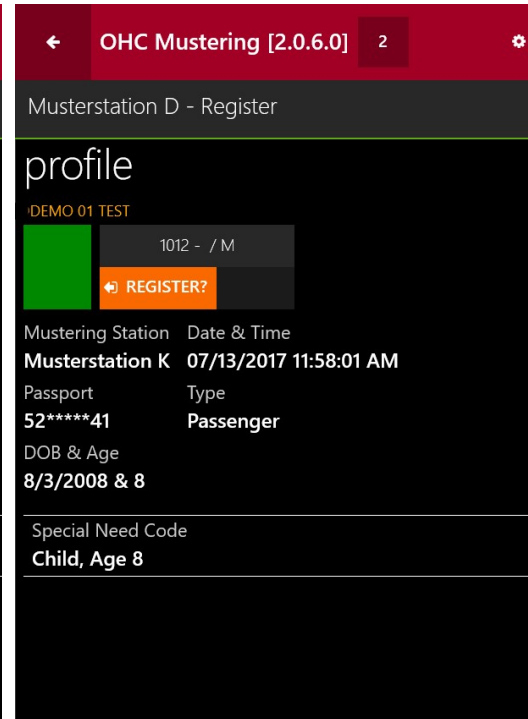


Figure 2-8 - Person's Profile Screen (Registered)

Table 2-2 - Single Person's View Field description

Field	Description
Name	Person's Name
Picture	Person's Picture
Cabin / Gender	Cabin Number and Gender
Status	Registration Status – Registered, Pending Registration.
Pax Class	Display the passenger classification linked to RES.RES_PAXCLASS. For example: S = Senior, A = Adult, C = Child, I = Infant, J = Junior
Muster Station	The Muster Station assigned.
Date/Time	The Date/Time of the registration.
Passport	Display an encrypted passport number of selected passenger. Linked to UXP.UXP_H_PASSNO.
Type	The passenger type linked to RES.RES_TAG, for example P= Passenger, C=Crew and V = Visitor
DOB & Age	Date of Birth and age of the selected profile. Linked to UXP.UXP_H_BIRTH.
Emergency Function	Display Emergency function assigned to Crew. Linked to ORG_FUNCTION and ORG_FUNCTION_DESC.
Special Need Code	Displays the Special Need code assigned to the reservation. Linked to RES.RES_HANDICAPCODE.

2.6. Register Mode

There are two modes implemented in the Mobile Mustering application: **Register** and **Unregister**. The Register mode allows registering of the person assigned to the current muster station. You may change the mode to Unregister when the need arises.

To register a person,

1. Scan or swipe the board card through the card reader or manually search for the person.
2. At the profile page, click the **Register** button.

2.7. Unregister Mode

The Unregister Mode is used when the user register a person that is not meant to be registered to that muster station. You are required to change the Registration mode in **Settings** before unregistering a person and this function requires an Administrative login. Once changed, the mode is shown on the upper-status bar.

The system does not allow you to unregister when:

- A person who was registered on other muster station. An appropriate warning will be shown to the user.
- The person to unregister is from Search all results.
- The person is not yet registered

Unregister from Search (Person's view)

1. Set the mode to **Unregister mode** from Settings.
2. Search for the person to unregister.
3. Tap on the person's profile and then the **Unregister?** button.
4. Alternatively, you may scan the person's board card to unregister.

The Muster Dashboard is designed to provide users a real-time count and progress overview to the bridge, enabling you to monitor the mustered count for each muster station/lifeboat, and assisting the Ship operation to quickly and efficiently account for all passengers and crews onboard in an emergency.

The program has three preset modes: Emergency Passenger Drill mode, General Assembly mode and Abandon Ship mode.

3.1. Registering DLL on WPF Dashboard station

The client PC dedicated to run the WPFDash program requires additional DLL's files and these files must be the same version with the program.

1. Run **Database Installer.exe** to restore all custom changes made to the database objects. For example, Index, View to the actual SPMS database requirement.
2. Copy the following files to the `Oracle Hospitality Cruise` folder of the Client PC that runs the Muster Dashboard.
 - OHC WPFDash.exe
 - OHCSPMSBusiness.dll
 - OHCSPMSData.dll
 - OHCSPMSDB.dll
3. Run the **Launch Panel** program by press the **ALT** key and then click the female icon to login.
4. In the Launch Panel, press **F12** function key to open the Launch Panel Applications and System Files Update window.
5. Select the **System File** category from the drop-down list, then click **Add** and browse for the above DLL's and .exe.

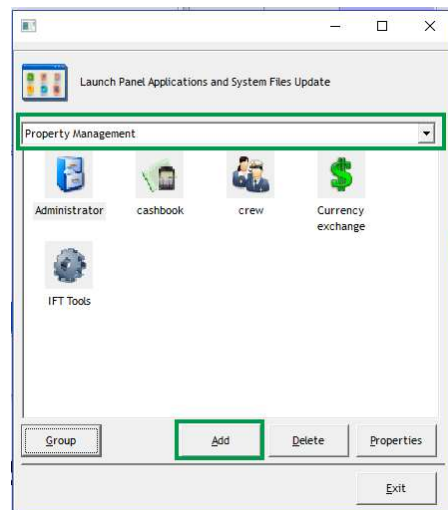


Figure 3-1 – Launch Panel Application

- Exit the Launch Panel and relaunch the Launch Panel without bypassing the Updater to access the application.

3.2. Accessing WPF Dashboard

- Launch the **WPFDash.exe** and select the Server name from the drop-down list when prompt.
- The system displays the **Dashboard Main Window** with drill graphs, device connection status and settings per value saved in Parameter **Mustering Mode**.

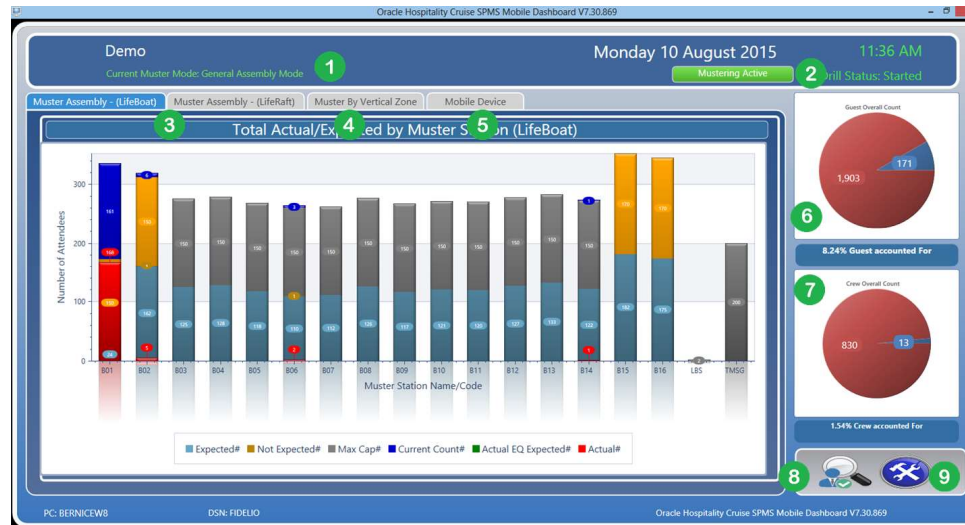


Figure 3-2 – Overview of Muster Dashboard screen

Table 3-1 - Definition of Muster Dashboard screen

Field Name	Definitions
1. Mode displayed	Displays the current muster mode.
2. Muster Status	Displays the Mustering / Drill Status.
3. Muster Assembly Drill tab.	Displays the graphical view of Muster Drill/Muster Assembly.
4. Muster by Vertical Zone tab	Displays the graphical view of Vertical Zone.
5. Mobile Device tab	Displays the Mobile Devices status, whether it is Online/Offline, Battery Mode and device serial number.
6. Guest Pie Chart view	Displays the Overall Guest Count in Pie Chart.
7. Crew Pie Chart view	Displays the Overall Crew Count in Pie Chart.
8. Search function	Passenger Look Up button.
9. Settings	Muster Mode Setup.

3.3. Switching Muster Dashboard Mode

The Muster Mode Setup allows you to perform a muster mode change, resets the device mode, and start/stop the Passenger Drill Mode.

1. In the Dashboard overview screen, click **Settings**.
2. In the Muster Mode Setup screen, select the Muster mode.
3. Change the **Refresh Seconds** if necessary. The default seconds is five seconds.
4. Click **Save** to confirm the change to initiate and transmits the selected mode to the mobile devices.
5. Click the **Reset** button beside the mode name to reset the **Total Count** in the Dashboard.



Figure 3-3 - Muster Mode Setup Screen

When an **Emergency Passenger Drill Mode** is selected, an added option is available in the Muster Mode setup that enables you to:

- Stop or Start a drill.
- Display Drill for Today Only.



Figure 3-4 – Function to stop current drill



Figure 3-5 - Function to start a drill

If 'Display Drill for Today Only' is chosen, the graph presentation of the total mustered count changes from 'Previous date until current' to 'Current Date' only, and the current date is the system date.

3.4. Muster Drill Modes

The Muster Dashboard is preconfigured with three Mustering Mode, and each of these modes represents different mustering routine. The information projected on the Overview screen also varies. The preconfigured modes are:

- Emergency Passenger Drill
- General Assembly Drill
- Abandon Ship

Emergency Passenger Drill

The Emergency Passenger Drill Mode is a routine mustering drill for passengers boarding on the first day of the cruise, and this mode only involves the passengers.

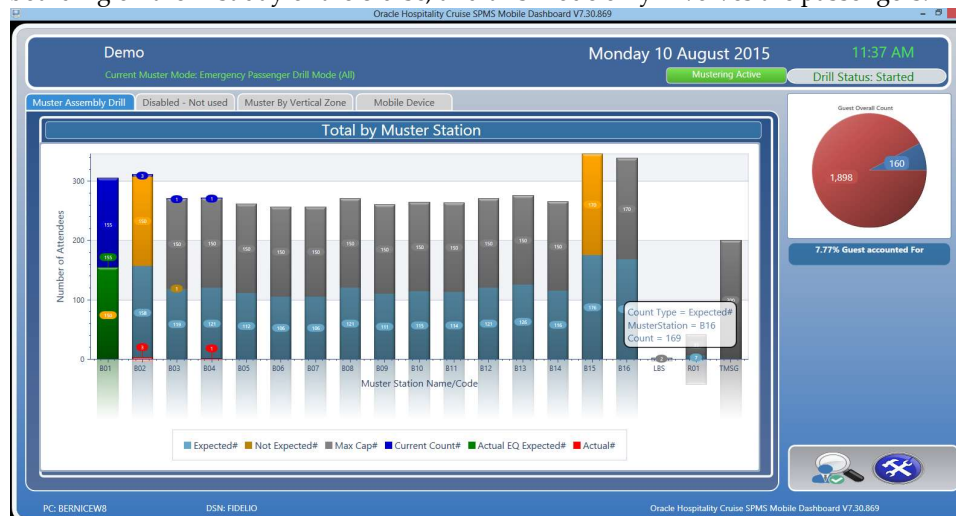


Figure 3-6 - Emergency Passenger Drill screen

In the **Muster Assembly Drill** tab, a detailed bar graph indicating the total count corresponding to the statuses is shown. Placing the mouse over the bar graph will display the statistic of the Muster station. See below figure for information displayed.

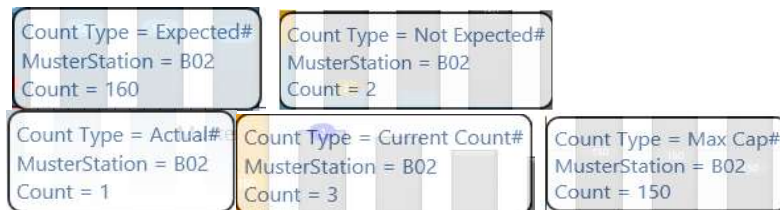


Figure 3-7 - Emergency Passenger Drill Lifeboat statistic

Double-clicking the bar graph will display the passenger's list, either by registered passenger or expected to register at the muster station.

Assembly Account List for Muster Station (B02) - Lifeboat 02

Please Mark Search Criteria

X Not Accounted For Refresh

Drag a column header here to group by that column

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	P	Test,869A	00000	None
	As Assigned	P	Tester C,	1002	Yes
	As Assigned	P	Tester SPMS 02,	1002	None
	As Assigned	P	Tester,856A	1007	None

Close

Figure 3-8 - Emergency Passenger Drill Registered/Expected Passenger screen

To view the expected to register passengers, click the "X Mark here to Show Missing Person only", and then click the **Refresh** button.

Assembly Account List for Muster Station (B04) - Lifeboat 04

Please Mark Search Criteria

X Mark here to Show Missing Person ONLY for above Muster Station Refresh

Drag a column header here to group by that column

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	P	TESTER,MM01 MR	1010	None
	As Assigned	P	TESTER,MM02 MS	1010	None

Close

Figure 3-9 - Emergency Passenger Drill Expected Passenger List

To view the registered passengers, **uncheck** the **Not Accounted For**, and then click the **Refresh** button on the right.

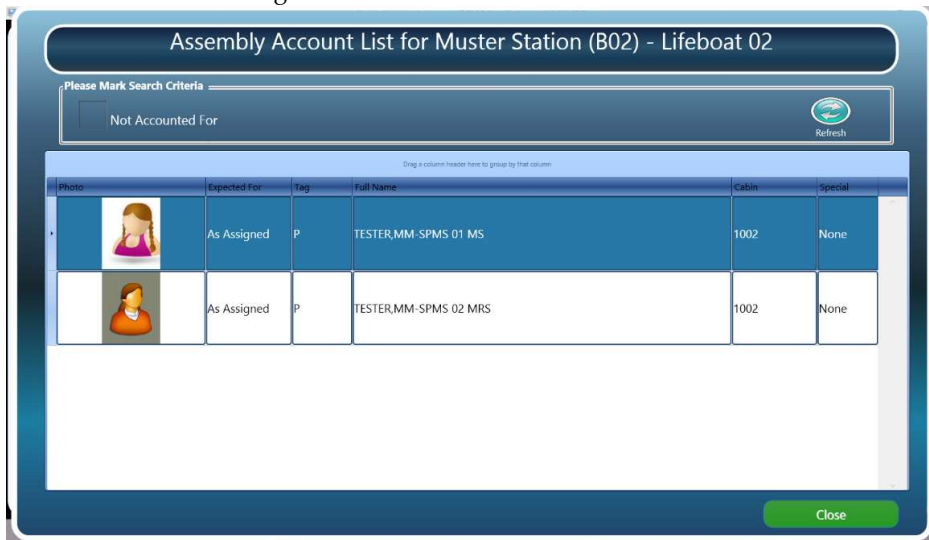


Figure 3-10 - Emergency Passenger Drill Registered Passenger List

General Assembly Drill

The General Assembly Mode is an Emergency Mustering Check-In to the muster station, and this does not prompt for a full evacuation. All passengers mustered at the muster station are required to wait for further orders, which may potentially lead to abandoning the ship.

The General Assembly Mode consists of two separate tabs: **Life Boat** or **Life Raft**.

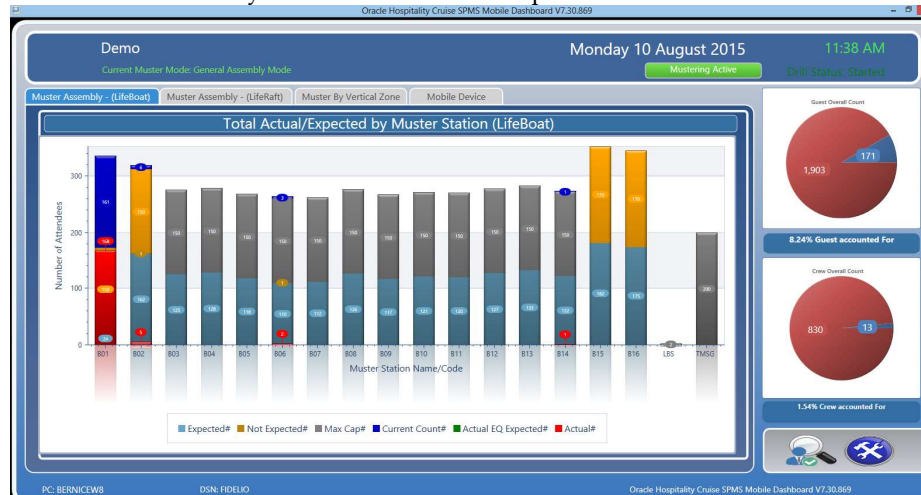


Figure 3-11 - General Assembly Mode Lifeboat

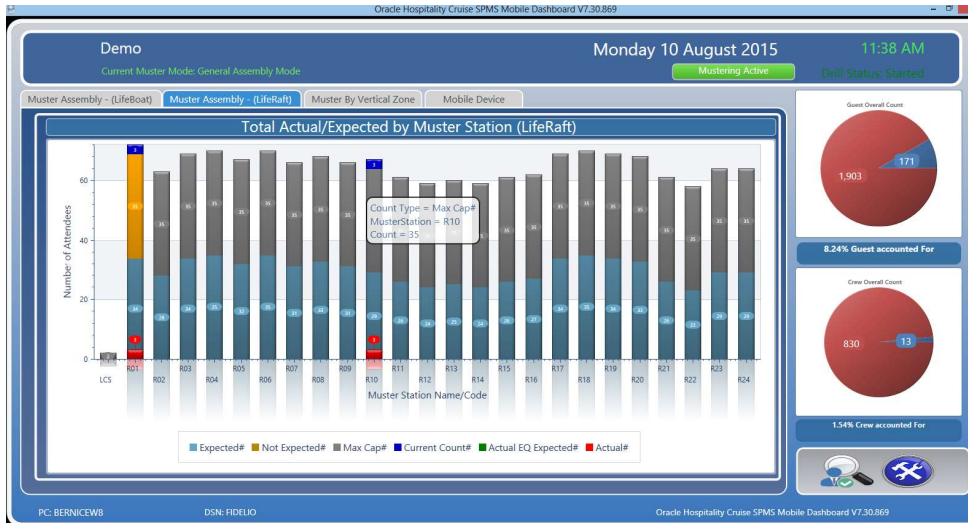


Figure 3-12 - General Assembly Mode Life raft

The General Assembly Drill tab displays a detailed bar graph with the total count corresponding to the status. Placing the mouse over the bar graph will display the statistic of the Muster station. See below figure for more information.

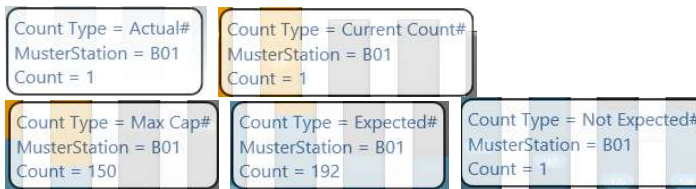


Figure 3-13 - General Assembly Life Boat statistic

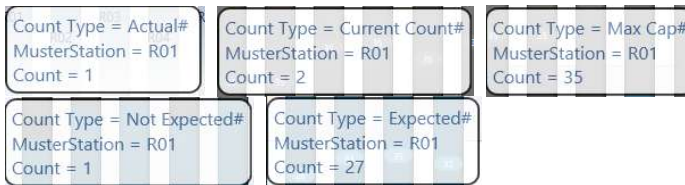


Figure 3-14 - General Assembly Life Raft statistic

Double-clicking the bar graph displays the passenger's list, either by expected to register passenger or crew at the muster station.

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	P	Tester,866	1004	None
	As Assigned	P	Tester,866A	1013	None
	As Assigned	C	Tester,Crew007 **/	C101	None

Figure 3-15 - General Assembly Drill Assembly Registered Account List

To view the register passengers and crew, **uncheck** the **X Not Accounted For**, and then click the **Refresh** button on the right.

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	P	Tester,866A	1013	None
	As Assigned	C	Tester,Crew007 **/		None
	As Assigned	C	Tester,Crew007 **/	C101	None

Figure 3-16 - General Assembly Account List Expected Account List

Abandon Ship

The Abandon Ship Mode displays an overview of the lifeboat and life raft with a detailed count of total expected, mustered-so-far and muster-still-pending in each tab. This mode activates the lifeboat capacity checking on the handheld devices when a full evacuation arises.

In the Abandon Ship Mode, the view splits into two separate tabs: **Life Boat** or **Life Raft** view.

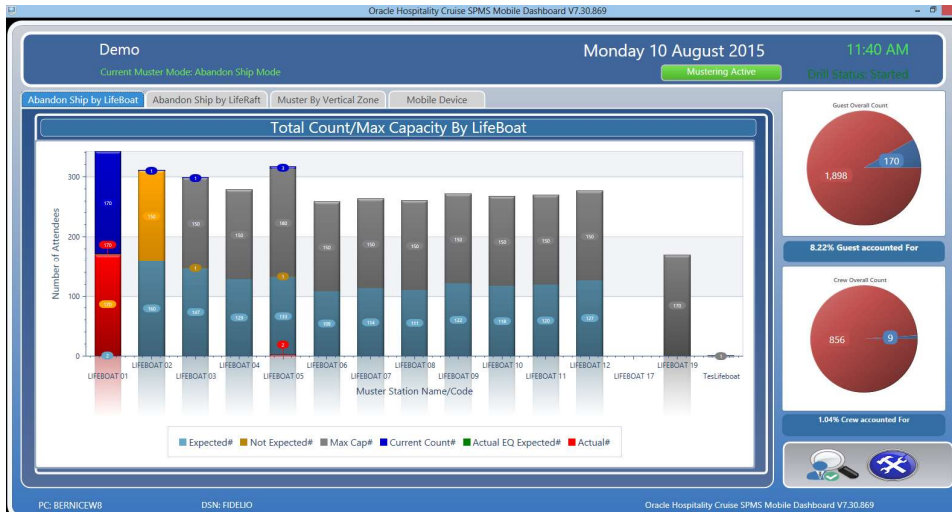


Figure 3-17 - Abandon Ship by LifeBoat view

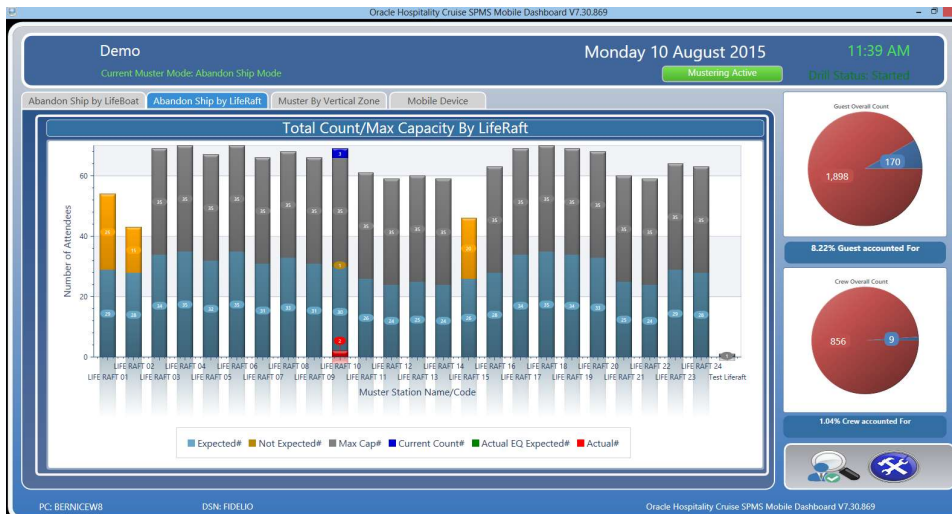


Figure 3-18 - Abandon Ship by Liferaft view

Similar to the Muster Assembly Drill tab, a detailed bar graph indicating the total count corresponding to the status is shown. Placing the mouse over the bar graph will display the statistic of the Muster station. See below figure for information displayed.

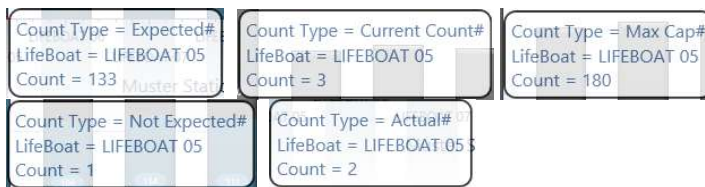


Figure 3-19 - Muster Assembly Life Boat statistic

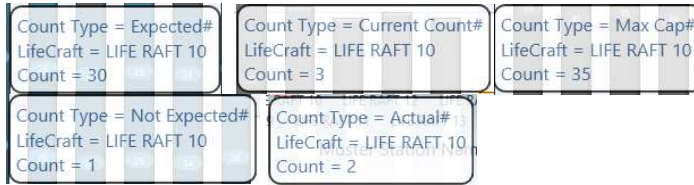


Figure 3-20 - Muster Assembly Life Raft statistic

Double-clicking the bar graph displays the passenger's list, either by passenger or by crew due to register at the muster station.

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	C	Test0040,C ** A-00/No Emergency Function	A008	None
	As Assigned	C	Test0040,D ** A-00/No Emergency Function	A005	None
	As Assigned	C	Test0040,E ** A-00/No Emergency Function	A003	None
	As Assigned	C	Tester,Crew 867 ** A-00/No Emergency Function	N010	None

Figure 3-21 - Abandon Ship Registered Account List

To view the expected to register passengers, select the **X Not Accounted For**, and then click the **Refresh** button the right of the screen.

Photo	Expected For	Tag	Full Name	Cabin	Special
	As Assigned	C	TESTER,FIDELIO CREW C ** A-00/No Emergency Function		None
	As Assigned	C	TESTER,FIDELIO CREW D ** A-00/No Emergency Function	A015	None

Figure 3-22 - Abandon Ship Missing Person Account List

3.5. Muster By Vertical Zone

The graph in Muster by Vertical Zone tab indicates the number evacuations by vertical zones based on the cabin assigned. This view depends on the Main Vertical Zone (MVZ) setup under each cabin in **Administration module, Stateroom Setup**.

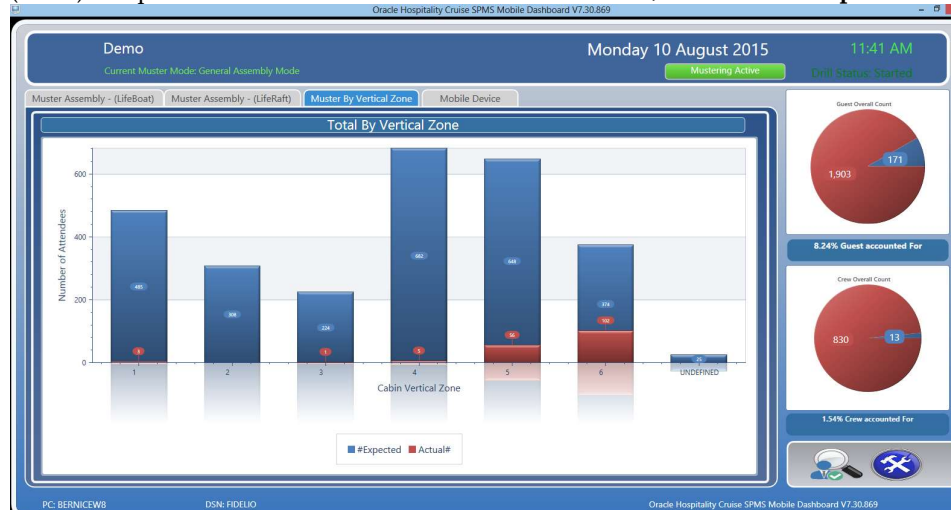


Figure 3-23 - Muster by Vertical Zone screen

Similar to **Muster Assembly Drill** tab, a detailed bar graph indicating the total count corresponding to the statuses is shown. Placing the mouse over the bar graph will display the statistic of the Vertical Zone. See below figure for more information.



Figure 3-24 - Summary Information of Muster by Vertical Zone

Double-clicking the bar graph displays the passengers or crew list **registered** at the muster station.

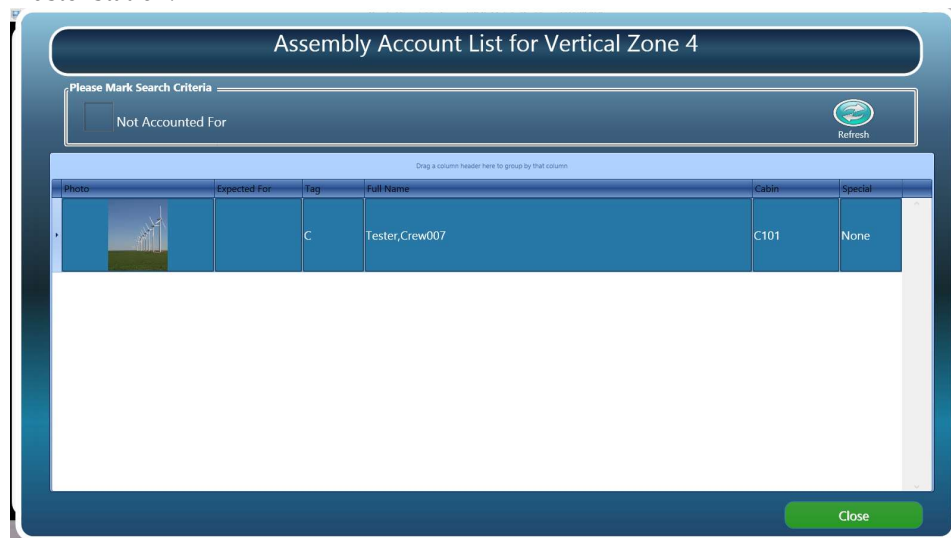


Figure 3-25 - Muster by VMZ Assembly Registered Account List

To view the expected to register passengers, **uncheck** the **X Not Accounted For**, and then click the **Refresh** button on the right of screen.

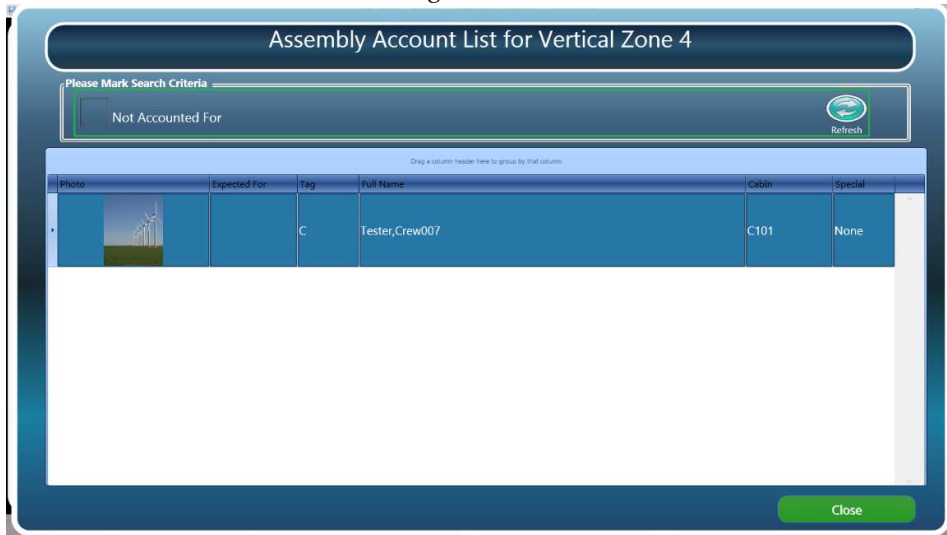


Figure 3-26 - Muster by VMZ Assembly Expected Account List

3.6. Mobile Device Dashboard

The Mobile Device tab provides an overview of the each mobile devices used in Mobile Mustering.

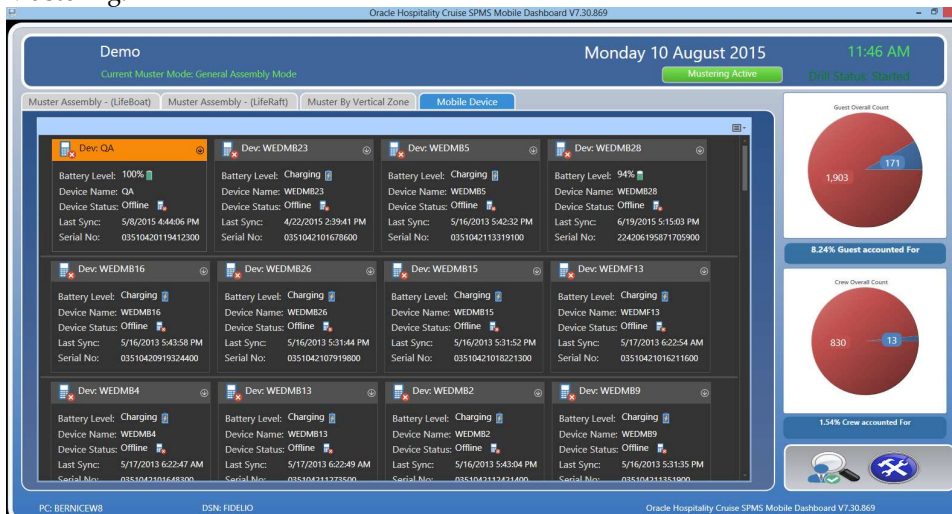


Figure 3-27 - Mobile Device Dashboard view

Resetting Mobile Device Dashboard

The Reset mode in Mobile Dashboard allows you to reset previous drill counts before performing the next drill.

1. In the Dashboard overview screen, click the **Settings**.
2. In the Muster Mode Setup screen, click the **Reset** button next to the drill name to reset the count.

3. Click **Save** to confirm.

The system writes a log into MUSTERLOG table for each reset performed. This triggers an updated during data synchronization when a 'Reset' event is found and writes the following statement into MUSTERLOG table

```
"UPDATE musterlog SET musterlog_syncdate = SYSDATE WHERE
musterlog_syncdate is NULL"
```

The Mobile Dashboard compares the Last Reset Sync Date (MUSTERLOG_SYSDATE) with the device last synchronize date (MOB_LAST_SYNC), and the duration set in Parameter 'Group Muster', 'Mobile Device Reset Duration Threshold'. If the duration is *more than* the threshold specified, devices that are currently in use are reflected in Mobile Device tab, as illustrated in *Figure 3-27 - Mobile Device Dashboard view*.

Navigating the Passenger Search function

The Passenger Search is a function that enables you to manually look up a passenger using an Account by Name, Cabin number or simply by scanning passenger board card. Apart from functioning as a search tool, it is also possible to register a passenger with this function.



Figure 3-28 - Passenger Search Screen

Table 3-2 - Definition of Passenger Search screen

Field Name	Definitions
1. Search Bar	A search bar that supports search by name, cabin number or board card scanning.

Field Name	Definitions
2. Passenger Registration Status	Displays the Passenger registration status: X = Yet to register ✓ = Registered Orange header color = selected account.
3. Passenger's Details	Displays the status and muster station registration.
4. Select of Muster station	Defines the Muster station to register the guest to.
5. Cancel or Register	A confirmation button to register the passenger or cancel the registration.
6. Additional menu options	Additional options available to passenger search.

Searching for an Account

1. At the bottom right of the **Main Muster Dashboard** screen, click the **Search** icon.
2. Enter the **Account** in the Search Bar and click **Find**.
3. The default search result is display in alphabetical order.
4. Click the **Additional menu options** button on the top right of the screen to change the display order.

Manually Register a Passenger

1. Look up for an **Account** in the Search Bar.
2. Select the **Passenger** that are yet to register. The selected account header color is in orange, and multiple selection is permissible.
3. From the **Muster station** drop-down list, choose the muster station to register the passenger.
4. Click **Register** to confirm. The system prompts a confirmation as you register the passenger. Select **Yes** to proceed.
5. The system prompts another confirmation once the passenger is registered successfully, and the muster station is shown in the passenger's detail screen under **Expected/(Actual)**.
6. Click **OK** to exit.

Unregister an Account

1. Look up for an **Account** in the Search Bar.
2. Select the **Passenger** that are already registered. The select account header color is in orange, and multiple selection is permissible.
3. Click **UnRegister** at the bottom left of the screen to confirm.
4. Select **Yes** to proceed with un-registration when prompt.
5. Once the un-registration is successful, click **OK** to exit.