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This document describes the setup and usage of Advance Board Card Printing User Guide.

The Advance Board Card Printing User Guide is a function within the Administration module that enable user to customize the type board cards to be printed by batch, based on the criteria set in a template.

**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 25, 2016</td>
<td>• Initial publication.</td>
</tr>
</tbody>
</table>
1. Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements to use the Advance Board Card Printing in Oracle Hospitality Cruise Shipboard Property Management System.

**Prerequisites**
- Administration.exe
- Management.exe

**Supported Systems**
- Windows 32-bit System
- Windows 64-bit System

**Compatibility**
Oracle® Hospitality Cruise Shipboard Property Management System version 7.30.870 or later. For customers operating on version below 7.30.870, database upgrade to the recommended or latest version is required.
2. Setting Up Advance Board Card Printing

2.1. Accessing the Setup Page

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

![Image of Board Card Batch Printing Template Setup](image)

Figure 2-1 – Board Card Batch Printing Template Setup

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Template Name</td>
</tr>
<tr>
<td>Card Type</td>
<td>Type of card to print, e.g. Guest, Crew, Group, Visitor, Gift Card or Prompt to define the criteria in Advance BCard Printing screen.</td>
</tr>
<tr>
<td>Make a copy of existing card</td>
<td>Prints board card with the same account ID or new account ID.</td>
</tr>
<tr>
<td>Custom Report Template</td>
<td>Prints board card using customize report template instead of System Default report. Report template must be available when setting up the Board Card Template setup.</td>
</tr>
<tr>
<td>Shore Res ID</td>
<td>Prints board card by Shore Reservation ID.</td>
</tr>
<tr>
<td>Age</td>
<td>Prints board card by age range.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definitions</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cabin</td>
<td>Prints board card by cabin range.</td>
</tr>
<tr>
<td>Manifest</td>
<td>Prints board card by manifest number range.</td>
</tr>
<tr>
<td>Reservation Status</td>
<td>Prints board card by reservation status:</td>
</tr>
<tr>
<td></td>
<td>• Checked-In</td>
</tr>
<tr>
<td></td>
<td>• Prompt Reservation Date – User define in Advance BCard printing screen at time of printing.</td>
</tr>
<tr>
<td></td>
<td>• Predefine Reservation Date – Prints according to date defined in template.</td>
</tr>
<tr>
<td>Group Name</td>
<td>Prints board card by Group Name and applicable to Card Type = Group</td>
</tr>
<tr>
<td>Name</td>
<td>Print board card by name range.</td>
</tr>
<tr>
<td>Nationality</td>
<td>Prints board card for:</td>
</tr>
<tr>
<td></td>
<td>• All Nationalities</td>
</tr>
<tr>
<td></td>
<td>• US Citizens only</td>
</tr>
<tr>
<td></td>
<td>• Non-US Citizens</td>
</tr>
<tr>
<td>Product / Pre-Product /</td>
<td>Prints board card by Product:</td>
</tr>
<tr>
<td>Award Level</td>
<td>• All (Field value is both null and not null)</td>
</tr>
<tr>
<td></td>
<td>• Only when specified (Field value is not null)</td>
</tr>
<tr>
<td></td>
<td>• Only when not specified (Field value is null)</td>
</tr>
</tbody>
</table>

![Figure 2-2 - Board Card Batch Printing Template Setup User Define Filter](image-url)

Setting Up Advance Board Card Printing
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Name of the Filter</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field name to filter. Reference to field name of System Data table.</td>
</tr>
<tr>
<td>SQL Query for reference</td>
<td>Additional Filter using SQL Command</td>
</tr>
</tbody>
</table>

![Figure 2-3 - Board Card Batch Printing Template Setup Sorting tab](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorting Prompt/Predefine</td>
<td>Available type of sorting</td>
</tr>
<tr>
<td></td>
<td>• Prompt User when printing board card</td>
</tr>
<tr>
<td></td>
<td>• Predefine by field or custom SQL</td>
</tr>
</tbody>
</table>

### 2.2. Creating a Template

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

### 2.3. Removing a Template

From the **Board Card Batch Printing Template Setup** screen, select the template name on the left pane, and then right click and select **Remove Template**.
3. Printing the Board Card

This section describes the steps to print the board card using a template.

Figure 3-1 - Advance Board Card Printing screen

1. Launch the Management module, and select Advanced BoardCard Printing from the Front Desk drop down menu.
2. Select the BCard Template from the drop-down list to populate the predefined fields.

Note: Selected field(s) can be change manually using the drop-down list.
3. Click **Print** to print the board cards.

![Management dialog box](image)

**Figure 3-2 - Total records to print**

4. Select **Yes** to confirm the total records to print when prompt.

5. In the Batch Board Card Printing window, status of the board card will be shown.

![Batch Board Card Printing window](image)

**Figure 3-3 - Batch Board Card Printing**