Oracle® Hospitality Cruise Shipboard Property Management System
Advance Board Card Printing User Guide
Release 7.30.870

February 2016

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Preface

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

Date	Description of Change
February 25, 2016	• Initial publication.

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**.**

Figure 2-1 – Board Card Batch Printing Template Setup

Table 2-1 - Field definition of General tab

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

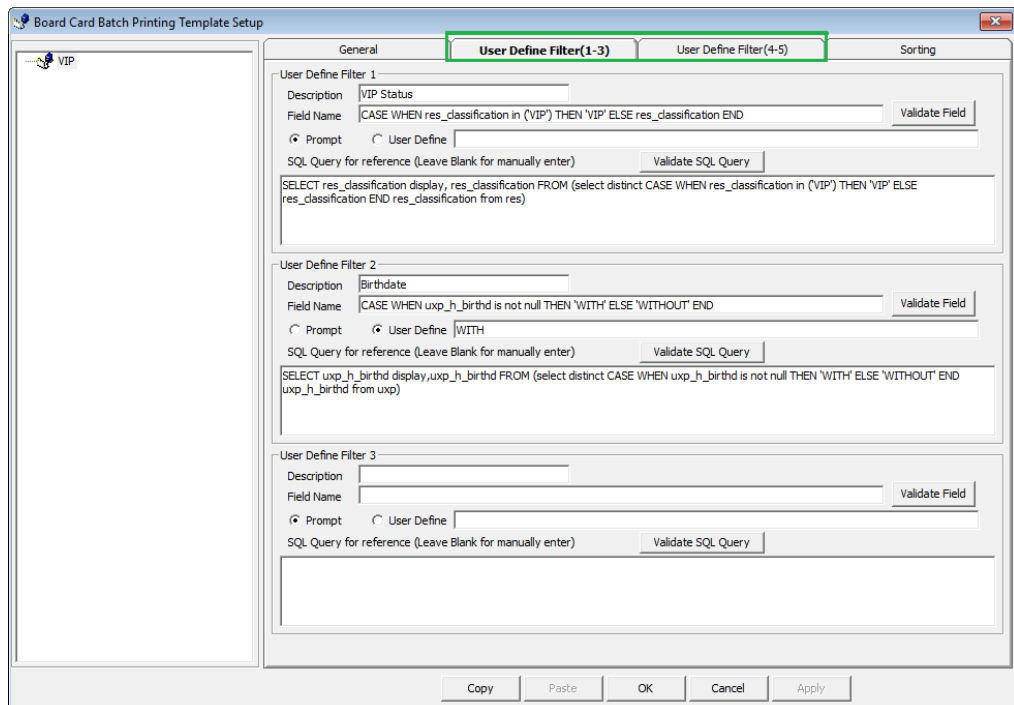| Field Name	Definitions
Cabin	Prints board card by cabin range.
Manifest	Prints board card by manifest number range.
Reservation Status	Prints board card by reservation status: • Checked-In • Prompt Reservation Date – User define in Advance BCard printing screen at time of printing. • Predefine Reservation Date – Prints according to date defined in template.
Group Name	Prints board card by Group Name and applicable to Card Type = Group
Name	Print board card by name range.
Nationality	Prints board card for: • All Nationalities • US Citizens only • Non-US Citizens
Product / Pre-Product / Award Level	Prints board card by Product: • All (Field value is both null and not null) • Only when specified (Field value is not null) • Only when not specified (Field value is null)

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

Table 2-2 - Field definition of User Define tab

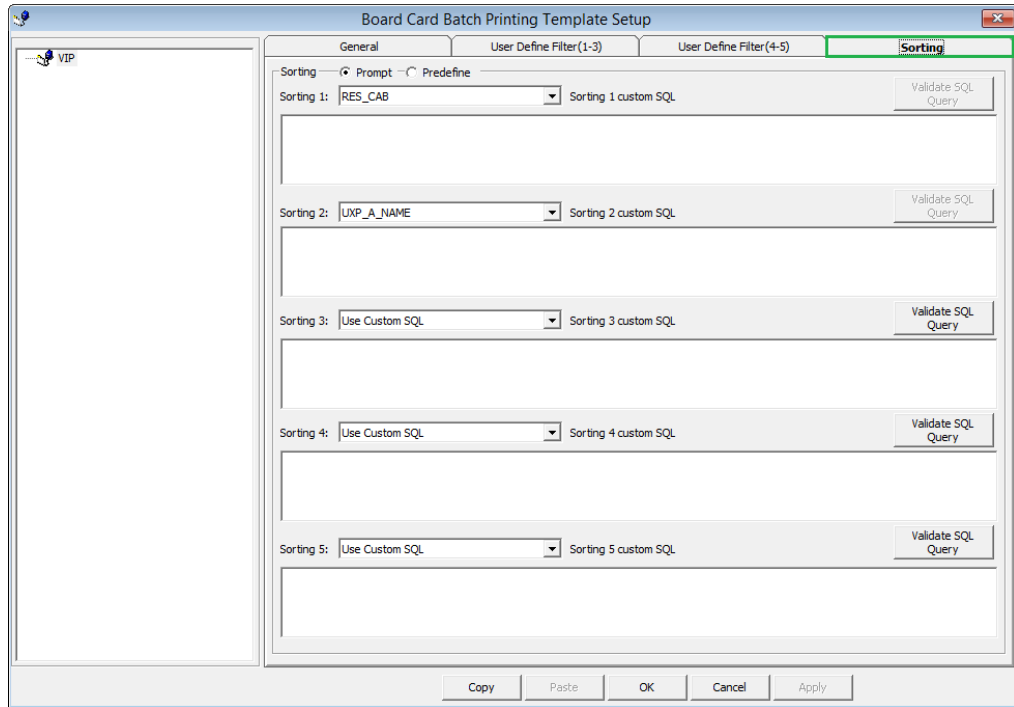| Field Name	Definitions
Description	Name of the Filter
Field Name	Field name to filter. Reference to field name of System Data table.
SQL Query for reference	Additional Filter using SQL Command

Figure 2-3 - Board Card Batch Printing Template Setup Sorting tab

Table 2-3 - Field definitions of Sorting tab

Field Name	Definitions
Sorting Prompt/Predefine	Available type of sorting • Prompt User when printing board card • Predefine by field or custom SQL

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.

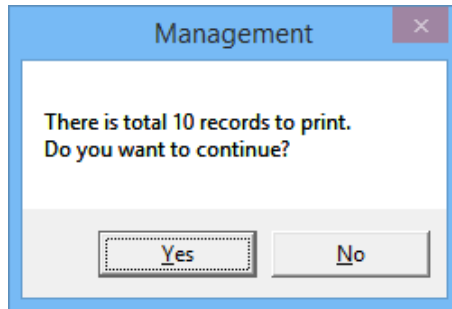3. Click **Print** to print the board cards.

Figure 3-2 - Total records to print

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

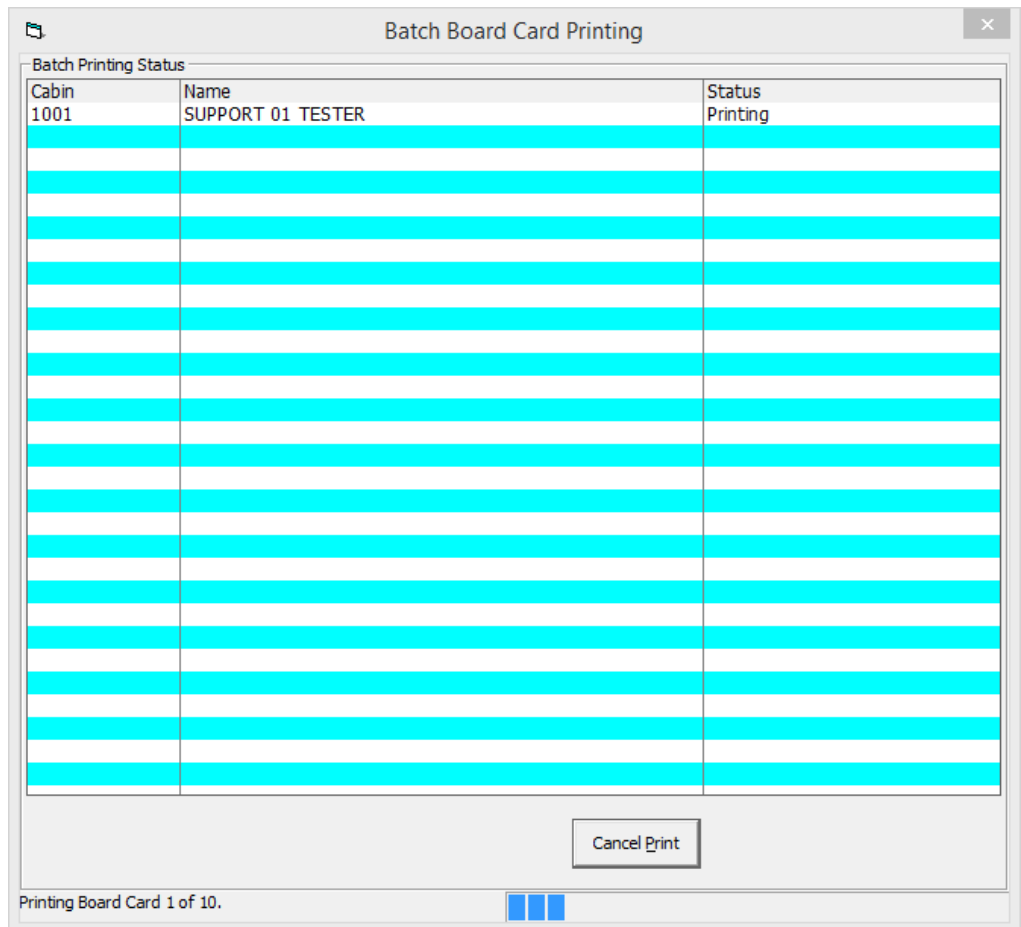5. In the Batch Board Card Printing window, status of the board card will be shown.

Figure 3-3 - Batch Board Card Printing