Oracle® Hospitality Cruise Shipboard Property Management System

Track It User Guide

Release 7.30.869

October 2015

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Preface

This document describes the setup and usage of Track It module.

TrackIt is a module that manages prohibited items such as camping gear, hazardous items, alcohol from being taken on-board by passengers, visitors or crews. The function includes, but not limited to Quick Collect, Quick Check-Out and Quick Return. These functions are design to handle collection/return of restricted items, either by batch or individually by passengers.

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 7, 2015	• Initial publication.

1. Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements for the Track It module in Oracle Hospitality Cruise Shipboard Property Management System.

Prerequisites

- FC TrackIt.exe

Supported Systems

- Windows 32-bit System
- Windows 64-bit System

Compatibility

- Oracle® Hospitality Cruise Shipboard Property Management System version `7.30.869` or later. For customers operating on version below `7.30.869`, database upgrade to the recommended or latest version is required.

2. System Configuration

This section describes the configuration required prior to using the Track It module.

2.1. Accessing the Setup Page

The setup function is accessible by launching the **FC Track It** module, and then to the **Setup** tab on the main page.

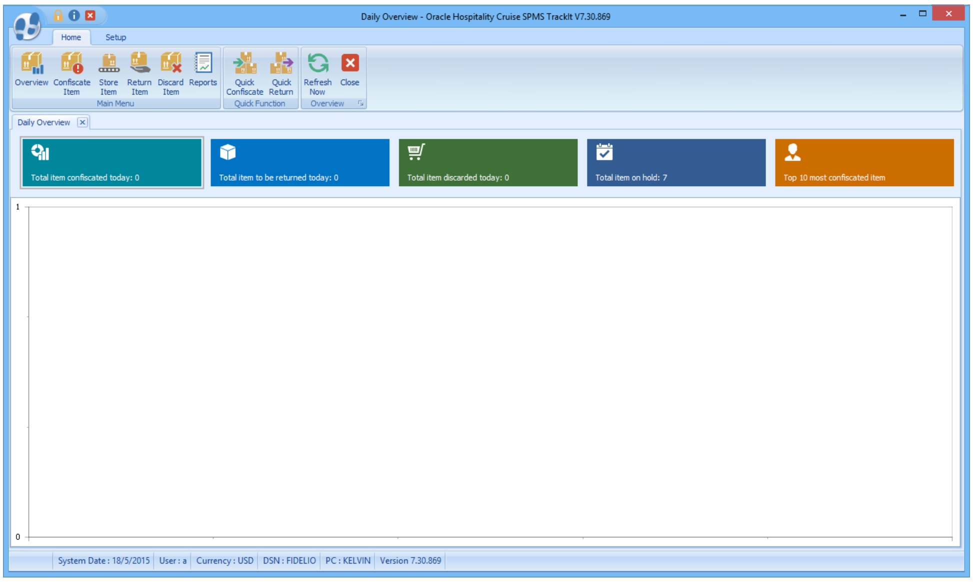

Figure 2-1 - Track It main page

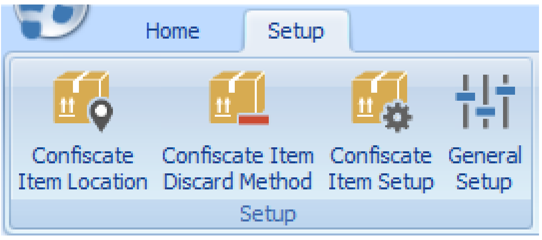

Figure 2-2 - Track It Setup tab

2.2. Configuring the Confiscate Item Location

A Confiscate Item Location is the location used to record where items were confiscated.

1. On the main page, click the **Setup** tab.
2. Click **Confiscate Item Location** on the ribbon bar to open the configuration page.
3. Click **Add New** to create new record.
4. Enter the Confiscate Item Location code.
5. Enter the name of the Confiscate Item Location.
6. Enter any comments regarding the Confiscate Item Location.
7. The Confiscate Item Location is enabled by default. To disable the record, slide the **Enable** menu to the left to switch the display to **No.**

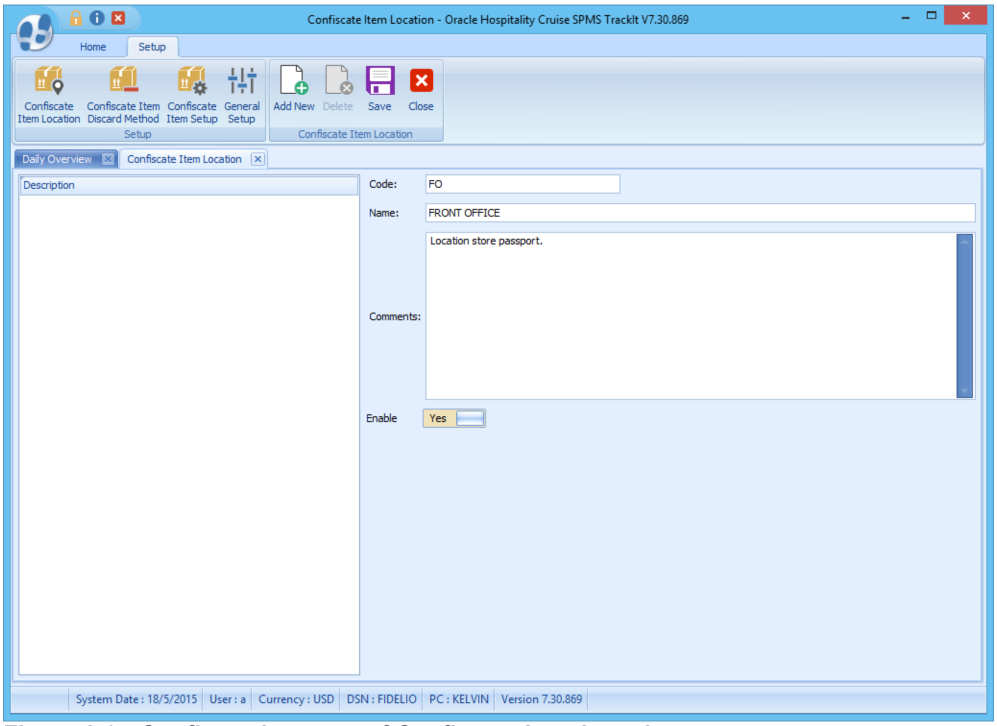

Figure 2-3 - Configuration page of Confiscate Item Location

8. Click **Save** to save the record.
9. To enter additional locations, repeat steps 2 to 7.

2.3. Setting Up the Confiscate Item Discard Method

A Confiscate Item Discard Method is the method used to record how items were disposed.

1. On the main page, click the **Setup** tab.
2. Click **Confiscate Item Discard Method** at the ribbon bar to open the configuration page.
3. Click **Add New** to create a new record.
4. Enter the Confiscate Item Discard method code.
5. Enter the name of the Confiscate Item Discard Method.
6. Enter any comments regarding the Confiscate Item Discard Method.
7. The Confiscate Item Discard Method is enabled by default. To disable the record, slide the **Enable** menu to the left to switch the display to **No.**

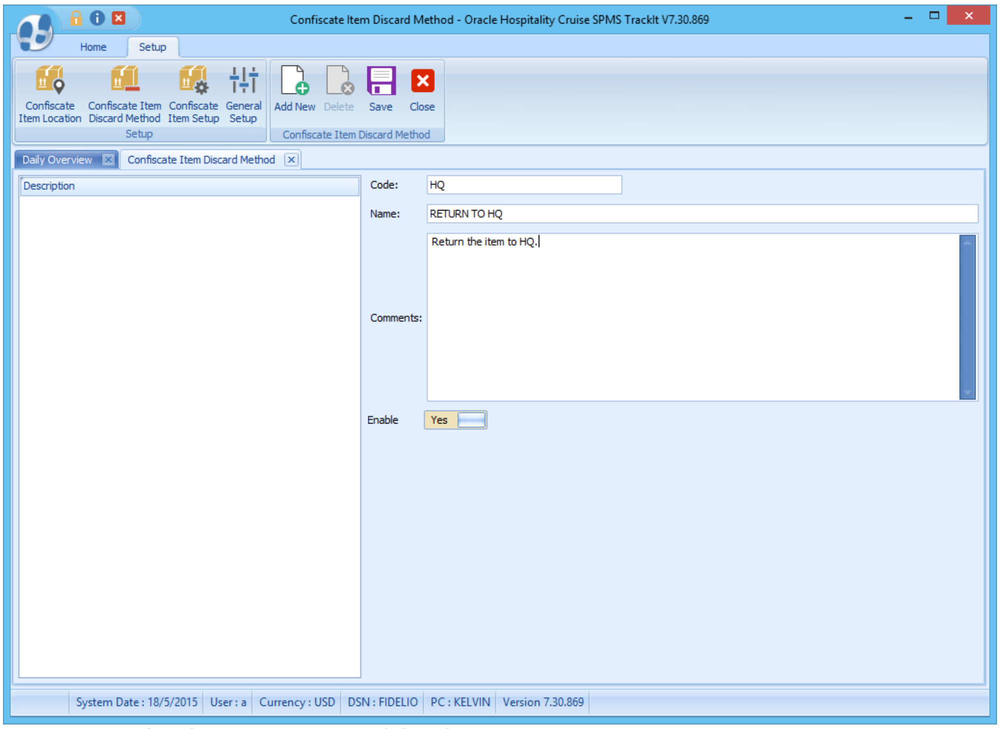

Figure 2-4 - Configuration page of Confiscate Item Discard Method

8. Click **Save** to save the record.
9. To enter additional discard method, repeat steps 2 to 7.

2.4. Setting Up the Confiscate Item

A Confiscate Item is a list of items disallowed on-board the ship. These items is categorized into various categories, depending on the nature of the items.

2.4.1. Creating a Confiscate Item Category

A *Confiscate Item Discard Method* must be created prior to creating a Confiscate Item Category.

1. On the main page, click the **Setup** tab.
2. Click **Confiscate Item Setup** at the ribbon bar to open the configuration page.
3. Click **Add New** to create a new record.
4. Enter the Confiscate Item category code.
5. Enter the category name of the Confiscate Item.
6. Enter the category description of the Confiscate Item.
7. The Confiscate Item Category is *enabled* by default. To disable the record, slide the **Enable** menu to the left to switch the display to **No.**

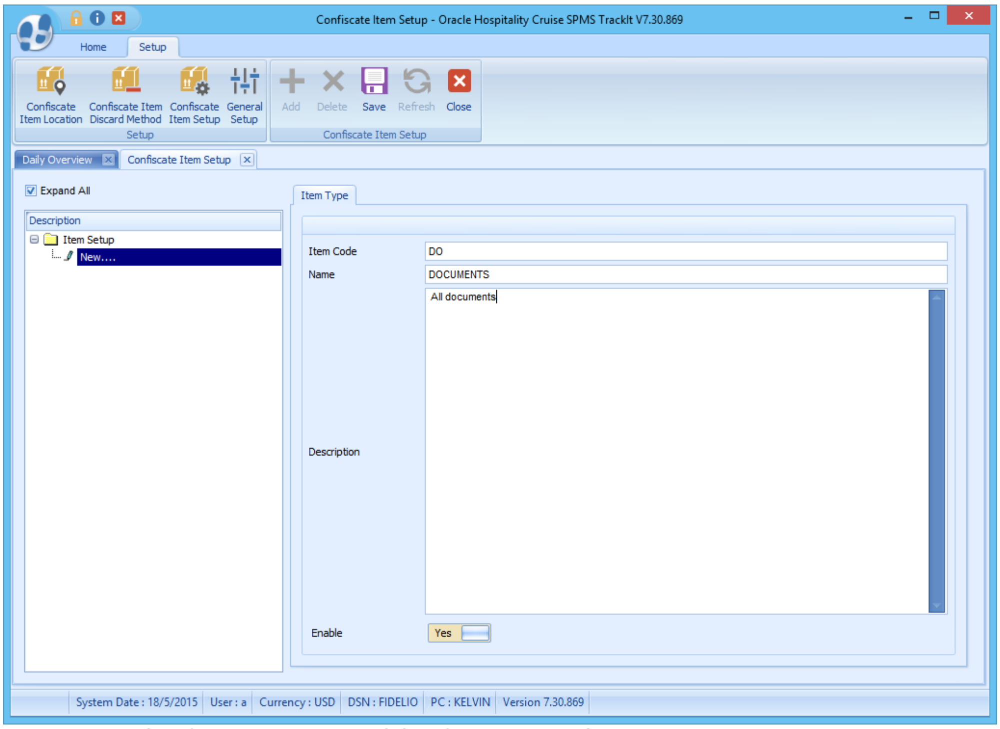

Figure 2-5 - Configuration page of Confiscate Item Setup

8. Click **Save** to save the record.
9. To add a new Confiscate Item category, highlight the **Item Setup** in the tree view and click **Add New**.
10. To enter additional item category, repeat steps 2 to 7.

2.4.2. Creating a Confiscate Item for each category

1. Highlight the item type, then click **Add**.
2. Enter the name of the Confiscate item.
3. Enter the description of the Confiscate item description.
4. Choose a security group from the drop down list to restrict certain group of users from using this item.

> **Note:** The default value is ***All User Can Access***.
> To setup the security group for Confiscate Item, login to User Security module and assign the relevant group of users. Refer Appendix A. User Security Group

5. The Item type is default to the selection from the tree view and is *enabled* by default.
6. To change the Item type, select the item from the drop down list.
7. By default, the **Allow Temporarily Return** is *disabled*. If the item is allow for temporarily return, then enable by sliding the button to the right, setting it to *Yes*.
8. Under the *Discard Duration* section, define the maximum number of days for items to be kept in store for each reservation categories. The default value is 0 = never discard.

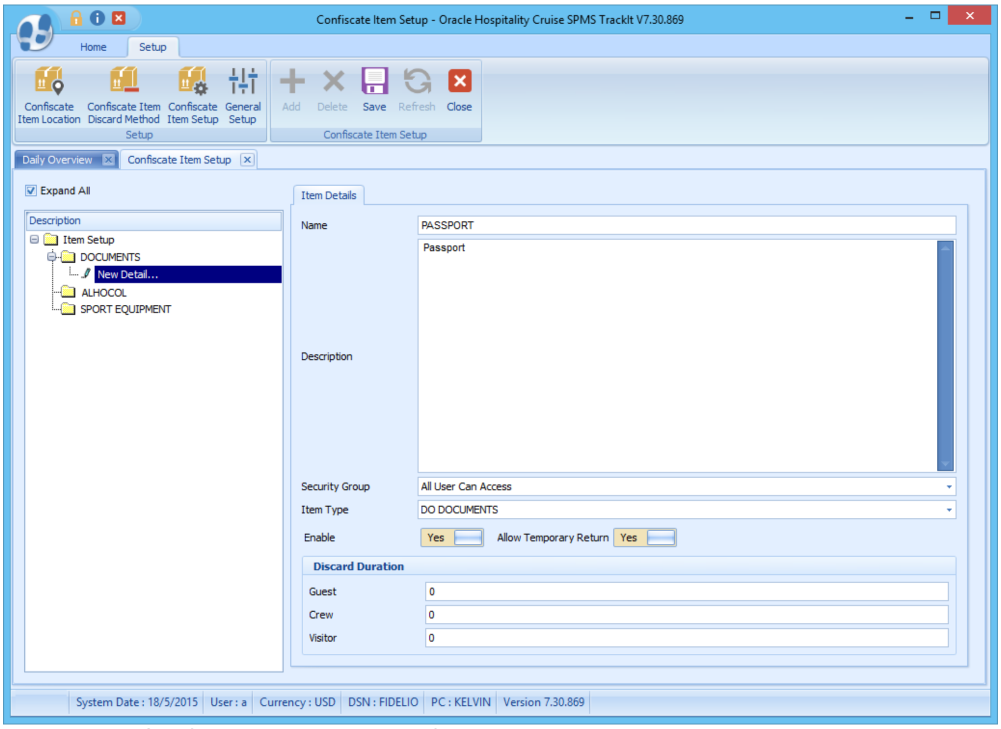

Figure 2-6 - Confiscate Item Type configuration page

9. Click **Save** to save the record.
10. To enter additional Confiscate Item, repeat steps 2 to 7.

2.5. Setting Up a Signature Capture Device

A Signature Capture device is a device that captures and stores the guest signature electronically for items that requires acknowledgement.

1. On the main page, click the **Setup** tab.
2. Click **General Setup** to open the General Setup window.
3. Check the **Prompt signature when confiscate item** box, then choose the device from the drop down list. The common signature capture device supported is Signotec Omega.
4. Click **Save** to save the setting.

2.6. Setting Up a Barcode Scanning Device

A Barcode Scanning device is use to scan items that are tagged with barcode. This setup is require only when the Ship tags its confiscated items with a barcode.

1. On the main page, click the **Setup** tab.
2. Click **General Setup** to open the General Setup window.
3. In the **General Setup** window, check the **Barcode Reader** (RS-232 connection) box.
4. Choose the device port number, speed, data bits, parity and stop bits.
5. Click **Save** to save the settings.

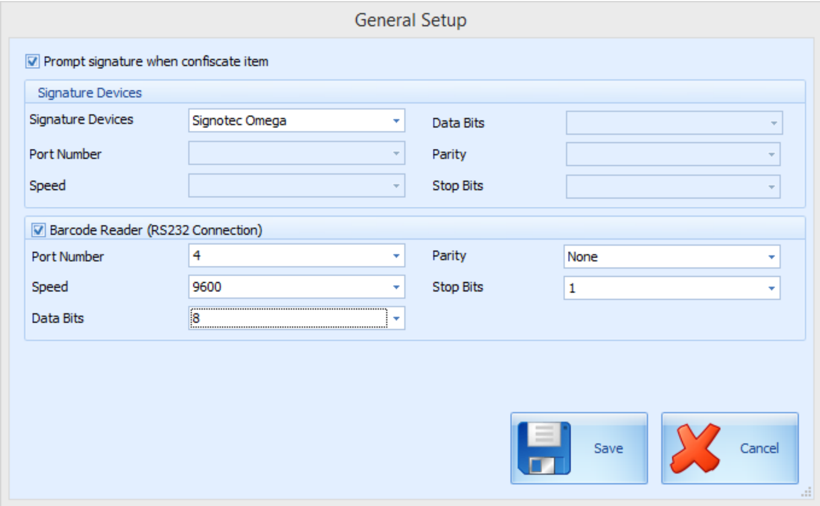

Figure 2-7 - Track It General Setup page

2.7. Setting Up the Report Printer

Additional reports required for Track It module are inserted into the database via a Database Installer update. The additional reports are:

- Track It Return Receipt
- Track It Label
- Tract It Receipt

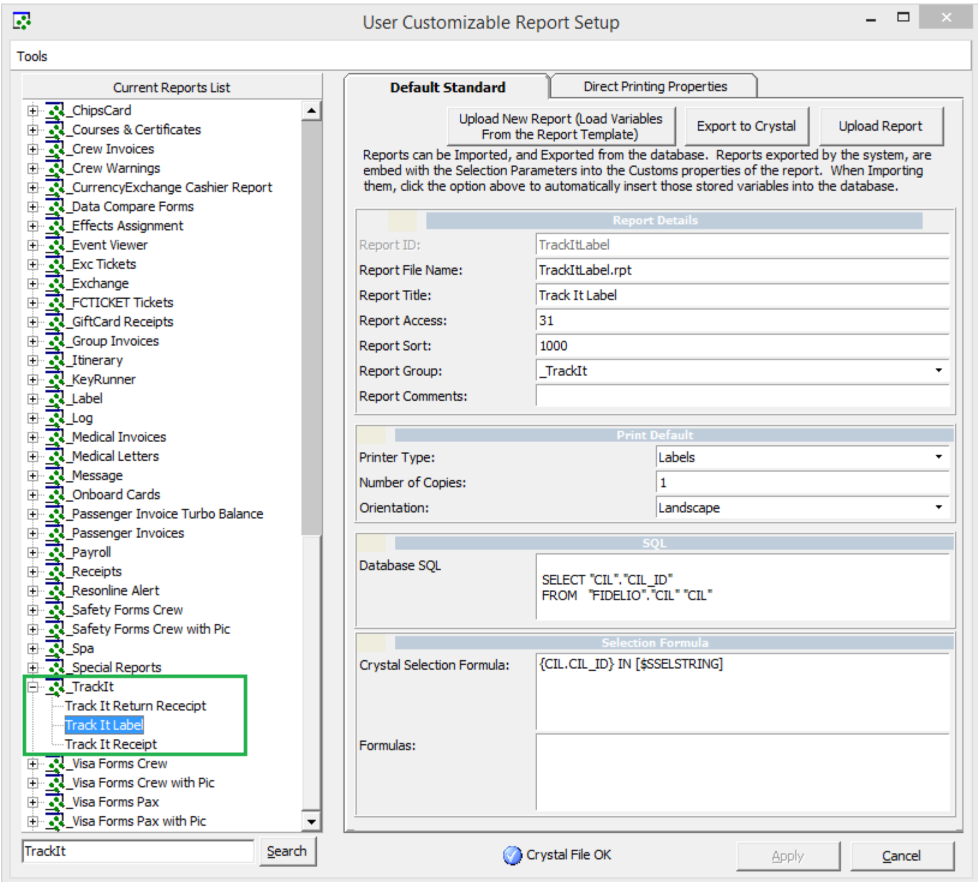

Figure 2-8 - Track It reports

1. In the **Management** module, select **Options** from the menu bar, then click **Hardware** tab.
2. Ensure the Report Printer is setup for **Labels** and **Receipts** type.

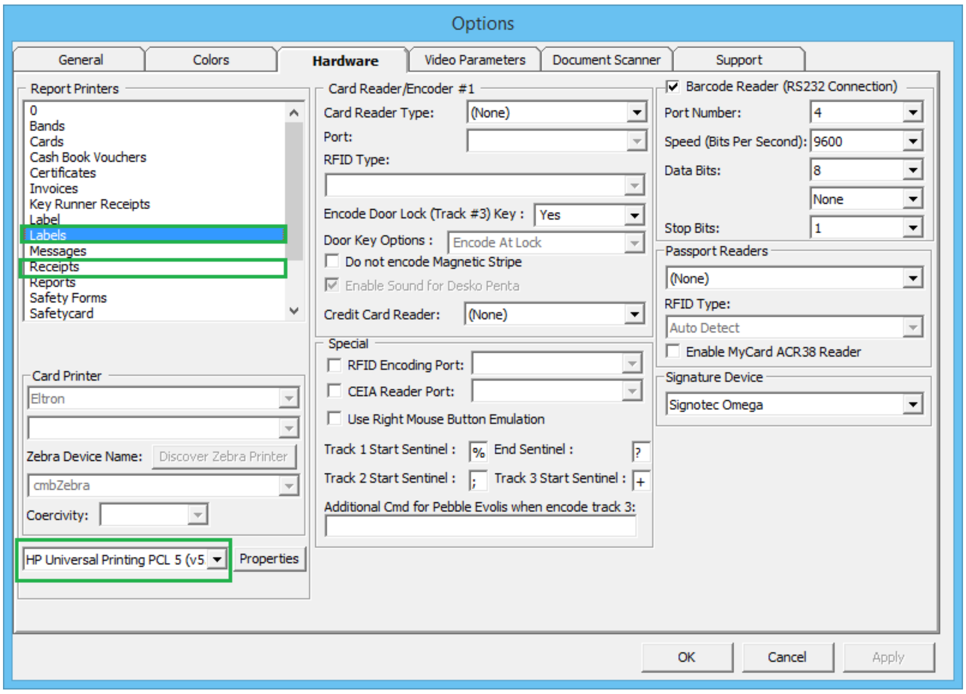

Figure 2-9 - Printer configuration page in Management Hardware setup

2.8. Configuring the Database Sequence for Barcode Printing

For barcode label printing, the item ID ***must*** be at least 6 digits long. An adjustment to the start sequence from 100000 is imperative.

1. Open **Toad** utility, then run below script to re-create the CIL sequence.

```
DROP SEQUENCE FIDELIO.CNT_CIL;

CREATE SEQUENCE FIDELIO.CNT_CIL
  START WITH 100000
  MAXVALUE 1000000000000000000000000000
  MINVALUE 1
  NOCYCLE
  CACHE 20
  NOORDER;

Commit;
```

2.9. Barcode Printing

For barcode printing, below are the prerequisite DLL's and fonts.

1. Copy these barcode DLL files and font files to folders `C:\Windows\system32` and `C:\Windows\SysWOW64`.

   DLLs:
   - Barcode.dll
   - u2lbcode.dll

   Fonts:
   - Interleaved2of5.ttf
   - Interleaved2of5Thin.ttf

2.10. Setting Up System Labels

System labels such as ***Confiscate*** or ***Confiscated*** are configurable according to user requirement through the Administration module.

1. Select **Administration, System Setup, Labels Setup**, and then locate label codes *CONF00* and *CONF01*.

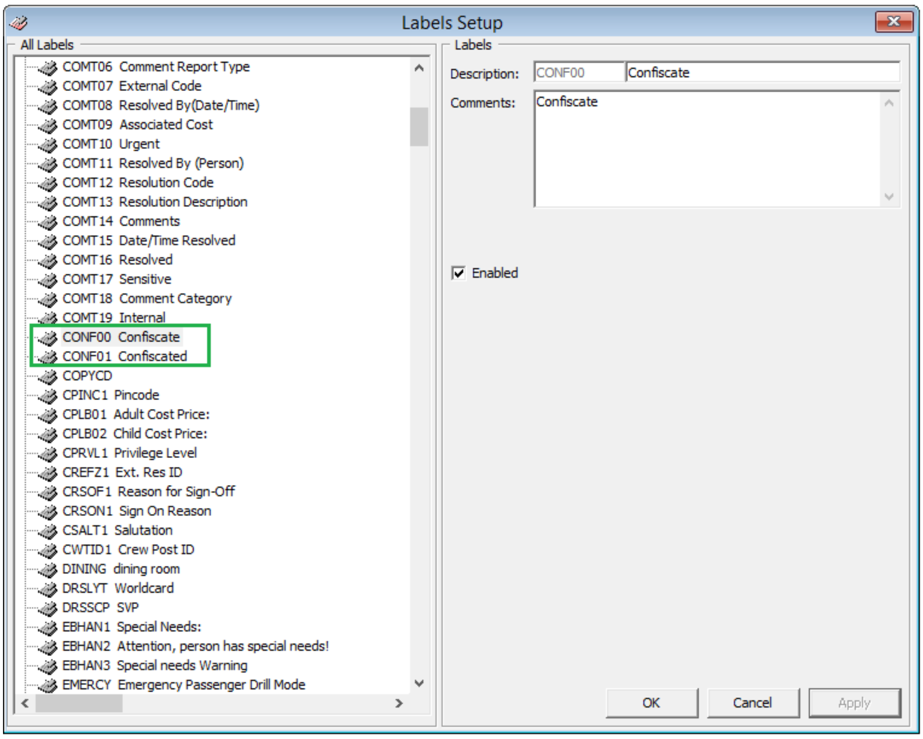

Figure 2-10 - Label setup in Administration module.

2. For each label, highlight the code, enter a new label description, and then click **OK** to save the changes.

   The label code "CONF00" refers to word "Confiscate" and is displayed on the following screens:
   - Setup menu ribbon bar
   - General Setup: 'Prompt Signature Capture when…'
   - Confiscate Item Setup
   - Confiscate Item Discard Method
   - Confiscate Item Location

- Ability to show for ‘Button ‘Confiscate Item’ in menu Confiscate Item

The label code “CONF01” refers to word “Confiscated” and is displayed on the following screens:

- Overview screen: Total Item Confiscated Today
- Overview screen: Top 10 most confiscated item
- Confiscate Item: Confiscated Item
- Management module: Loyalty/Track It tab, Confiscated Item section

3. Track It

The TrackIt module facilitates the users in recording the confiscated items, storing it in its designated stores and returning the items at the end of the cruise.

3.1. Viewing the Overview Screen

The Overview screen is the first screen displayed after logging in. It displays the statistics of items logged in a bar chart layout.

These are the 5 statistics status that user can view from Overview screen:

a. Item confiscated today
b. Item to be returned today
c. Item discarded today
d. Item on hold, yet to return to passenger
e. Top 10 most confiscated item

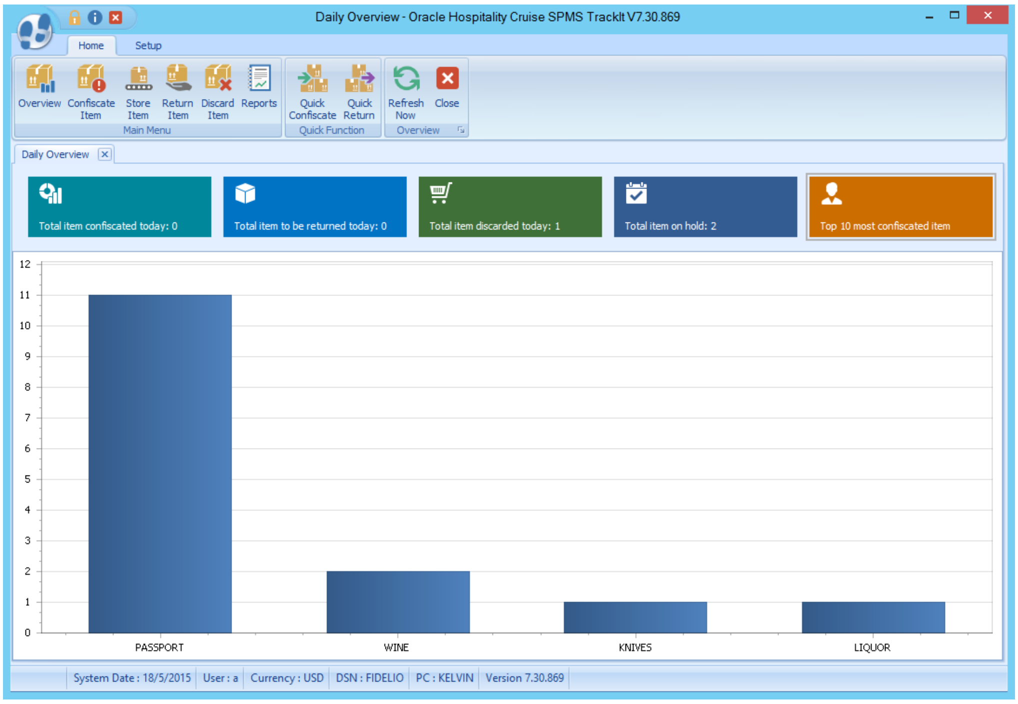

Figure 3-1 - Track It Overview screen

3.2. Working with Confiscate Items

3.2.1. Adding a Confiscate Item

1. On the ribbon bar, click **Confiscate Item**.

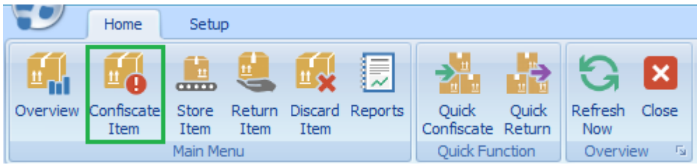

Figure 3-2 - Track It ribbon bar

2. In the **Account Search** section, search for a passenger's account using one of the following methods:
   - entering the cabin number or last name
   - swiping board card using board card reader
   - scanning the barcode using barcode scanner to display the account information.

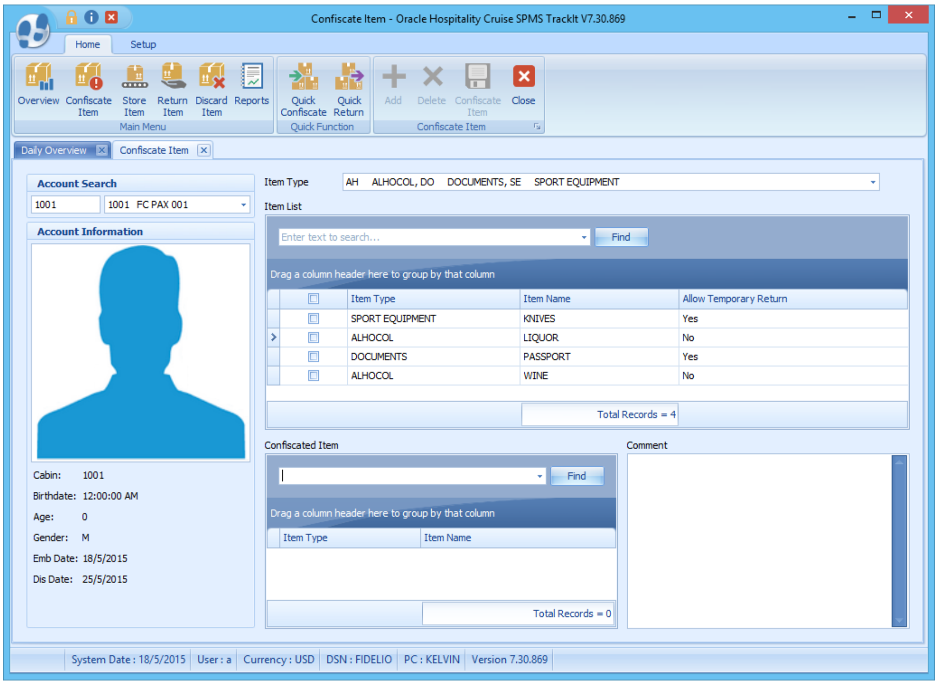

Figure 3-3 - Confiscate Item Account Search

Note: To reset the **Account Search** textbox, press F2.

3. In the **Item Type** field, choose the item category to display from the drop down list, and then click **OK**.

Figure 3-4 - Item Type selection box

4. To search by keyword, enter the keyword in the **Item List** textbox, and then click **Find**.

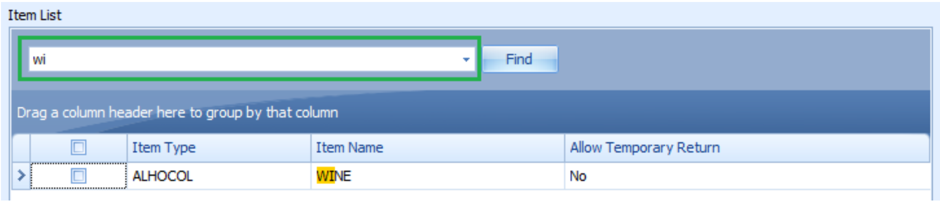

Figure 3-5 - Search item using keyword

5. Click **Add** to add the item to the Confiscated Item list.
6. If the same item is added to the list, a warning message will pop up.
7. Click **Yes** to add the same item to the list or click **No** to cancel.
8. Insert any comments/description for the item, and then click **Confiscate Item.**

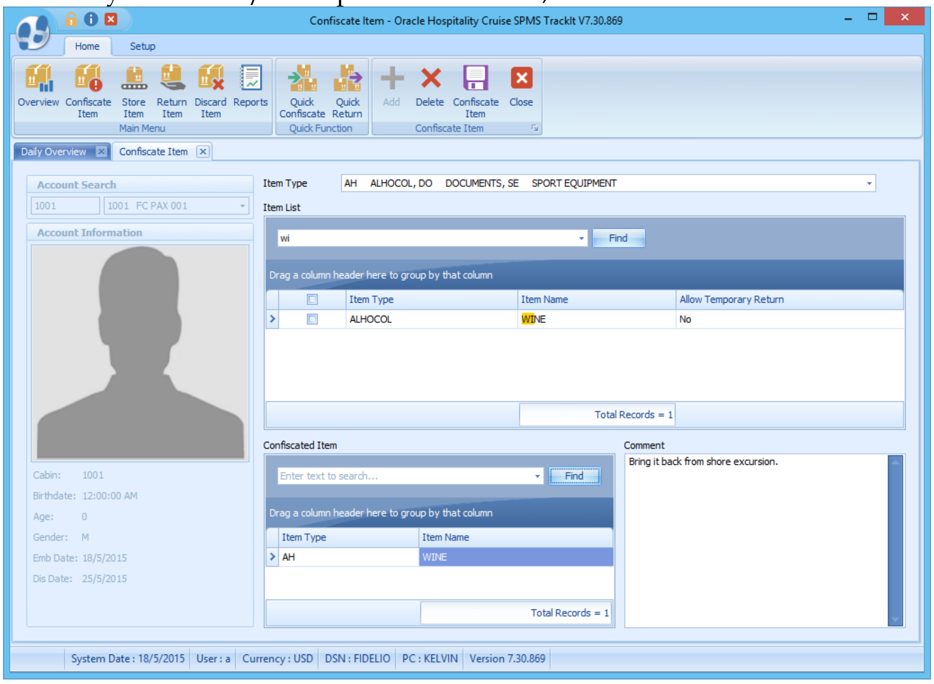

Figure 3-6 - Confiscate item comment window

9. If a signature device is connected, the **Signotec Omega Signature Capture** dialog box opens. Have the passenger sign on the line, and press the **Check** icon.

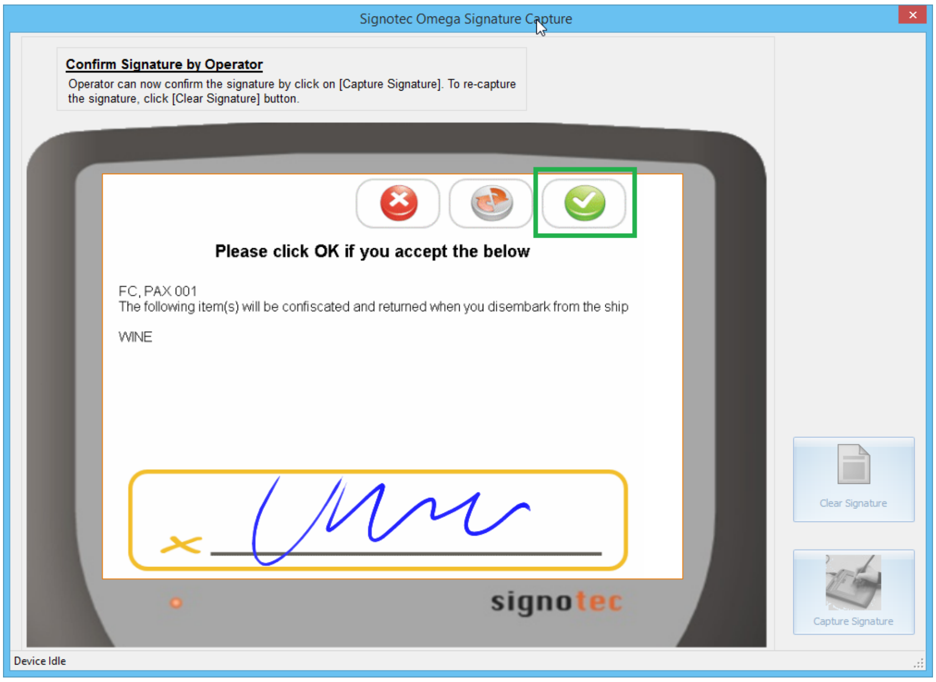

Figure 3-7 – Sample signature on check out item

10. If the signature device is not connected, then a warning message pops up and confiscate item is not allowed.
11. The barcode printer prints the item label, plus an item receipt for the passenger.

3.2.2. Deleting a Confiscate Item

To remove the item from the list, highlight the item, and then click **Delete**.

3.3. Managing Confiscated Items in Guest Handling screen

Stored information of all confiscated items for the passenger is shown in the Loyalty/Track It tab on the Guest Handling tab. The figure below shows a record of all confiscated items for the passenger in the Loyalty/Track It tab on the Guest Handling screen.

When a passenger has an item confiscated, the item details is displayed in the Loyalty/Track It tab on the Guest Handling screen.

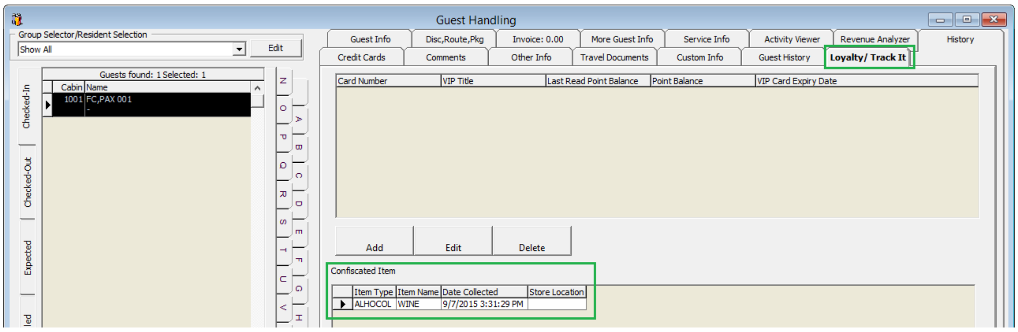

Figure 3-8 - Confiscated item shown in Guest Handling

The storage location of the item is displayed when the items are stored.

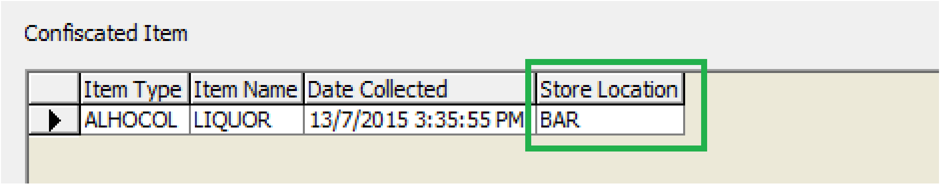

Figure 3-9 - Confiscated item storage location shown in Guest Handling

The following section describes the record movement in the Loyalty/Track It tab on the Guest Handling screen.

- When a confiscated item is *returned* or *checked-out temporarily* to the passenger, system ***removes*** the record from Confiscated Item section.
- When a confiscated item is checked-in by the passenger, then the system ***inserts*** a record in the Confiscated Item section.

3.4. Managing Confiscated Items in Security Gangway

The handling of confiscated items can also be managed and temporarily track returns items using the Security module.

3.4.1. Handling Check-Out at Security Gangway

Passengers are prompted to checkout or have their items temporarily returned when going ashore.

To checkout an item, click **Return**.

If a passenger does not wish to checkout their item, click **Close** to exit.

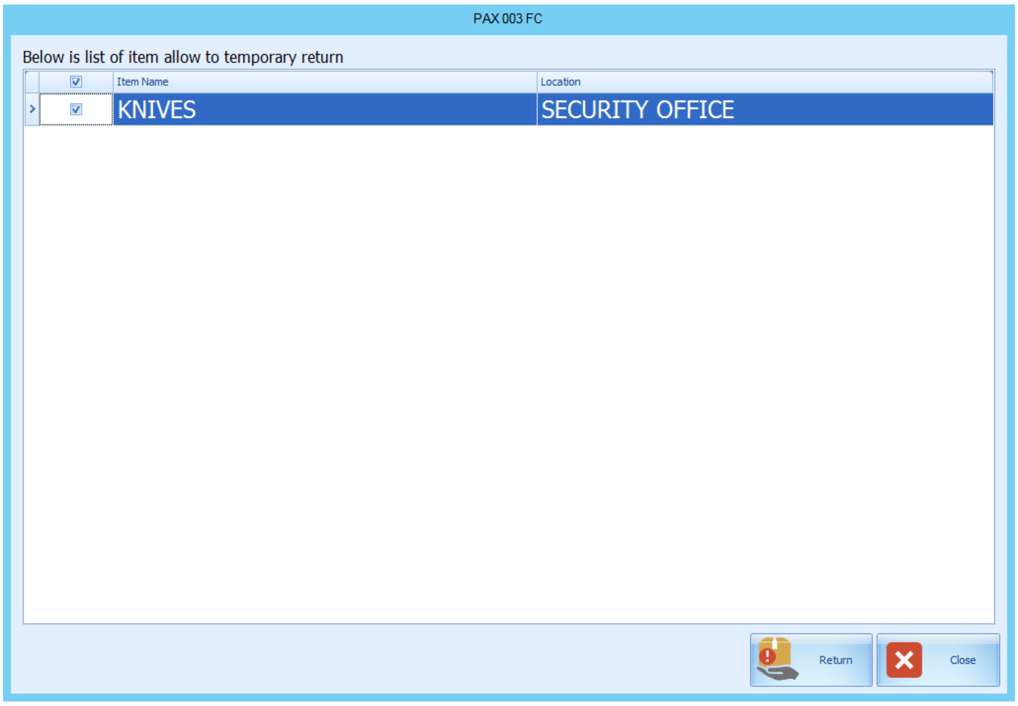

Figure 3-10 - Check-out handling at Security Gangway

3.4.2. Handling Check-In at Security Gangway

Users are prompted to check-in the items when passengers return from shoreside.

Click **Collect** to check in the items.

If a user does not wish to collect the items from the passenger, click **Close** to exit.

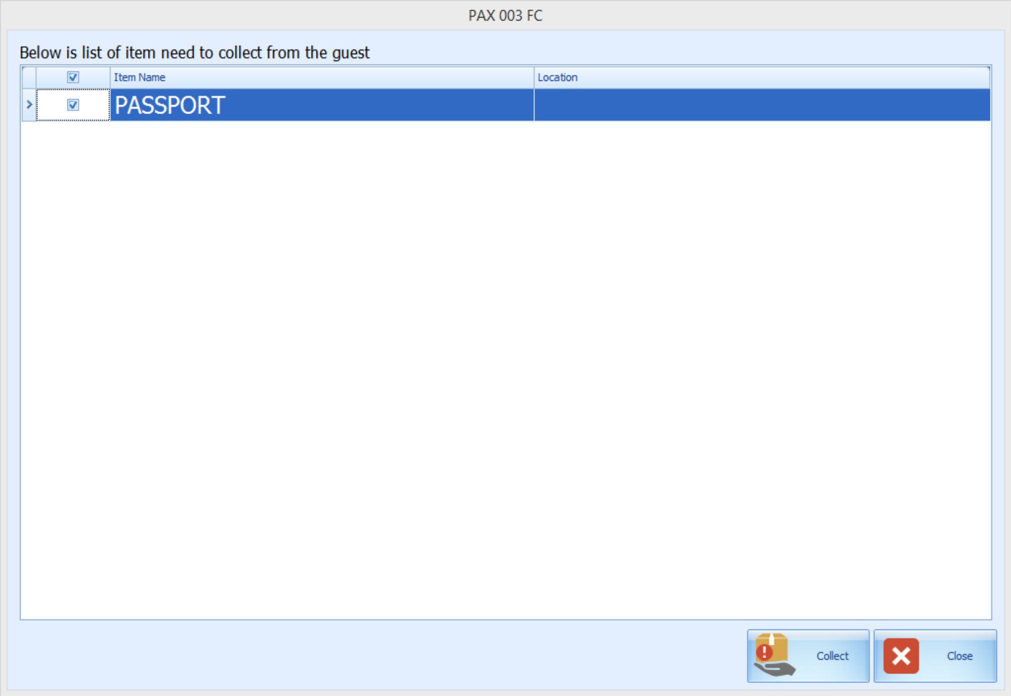

Figure 3-11 - Check-in Handling in Security Gangway

The following section describes the movement activity at Security Gangway:

1. *For passenger going ashore:* - System changes the on-board status to shore-side without prompting the confiscated item list if a passenger checks out the item from the store location.
2. *For passenger returning on-board:* System changes the status from shore-side to on-board without prompting the confiscated item list when confiscated items are checked in upon returning from shore-side.
3. *For expected check out passenger leaving for shore-side that did not collect their confiscated item:* - System prompts a reminder at gangway for items to be collected before status can be change.

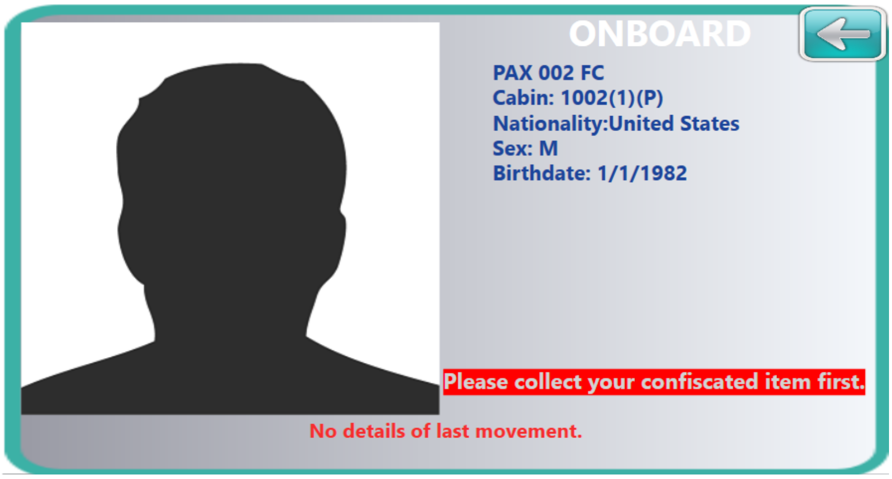

Figure 3-12 - Reminder for collection of confiscated item for Departing passenger

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Note: The reminder prompt can be configured in the **Administration module, Security Alert Setup** menu.

3.5. Accessing Stored Items

1. Click **Store Item** to open the Store Item window.

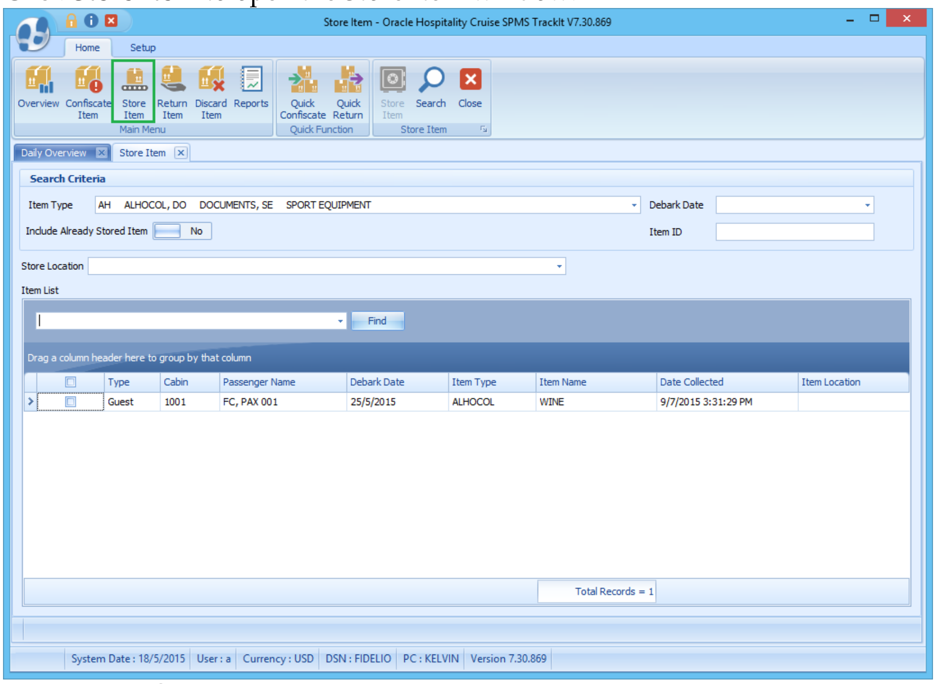

Figure 3-13 - Store Item main page

Note: For Items *not* stored in a designated location, it is listed in the Item List.

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2. The Item List can be filtered using these options:
   - **Item Type**: On the drop down list, then check the items to display.
   - **Debark date**: Select a date on the calendar to display items stored on that date.

- **Item ID**: Use the barcode scanner or manually enter the item ID in the textbox.

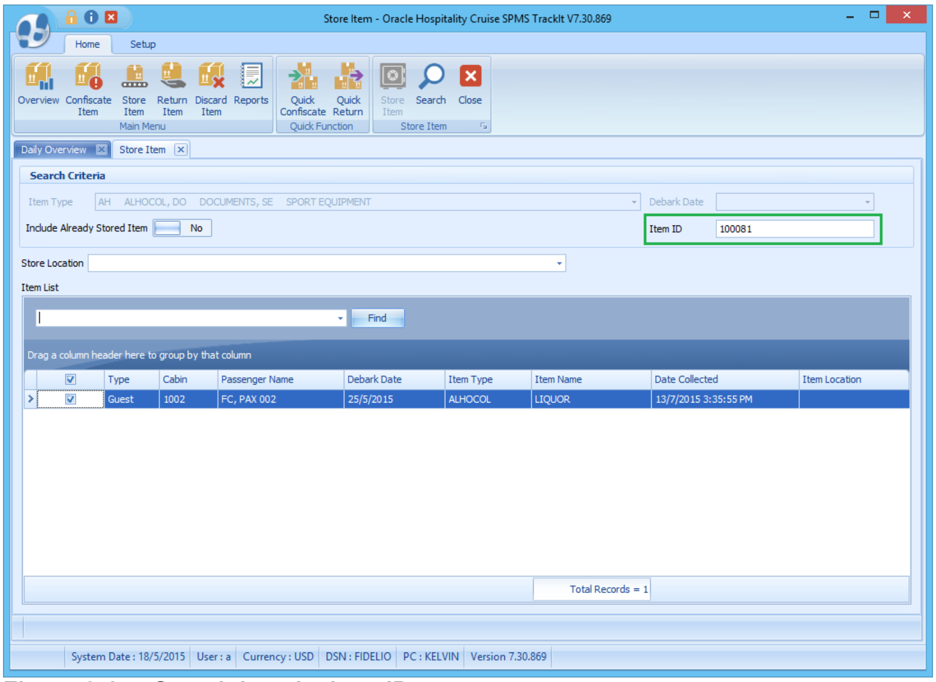


Figure 3-14 - Search item by Item ID

Note: If manually entering or scanning, then the Item Type and Debark Date options are disabled.

3. Choose a store location from the dropdown list for the confiscated items.
4. Click **Store Item**.

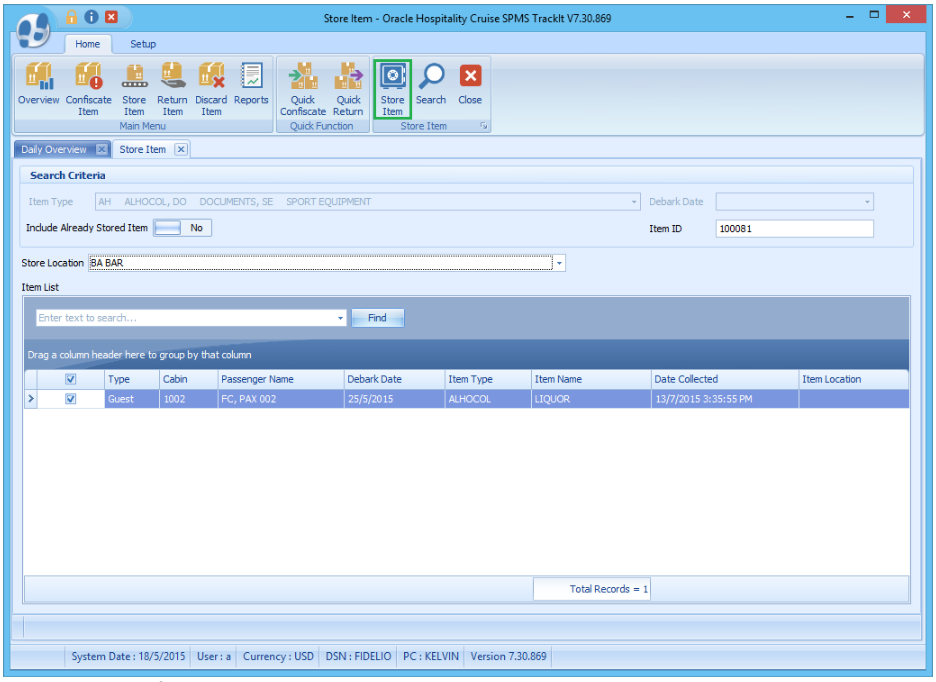


Figure 3-15 - Store Item main page

5. A confirmation message is displayed stating that the item is registered to the selected store. Click **OK** to close.

6. The ***Store location*** of the selected confiscated item is shown under **Item Location**.
7. To view all previously stored items, slide the **Include Already Stored Item** to the right, turning the option to *Yes*. Stored items are now displayed on the Item List grid.

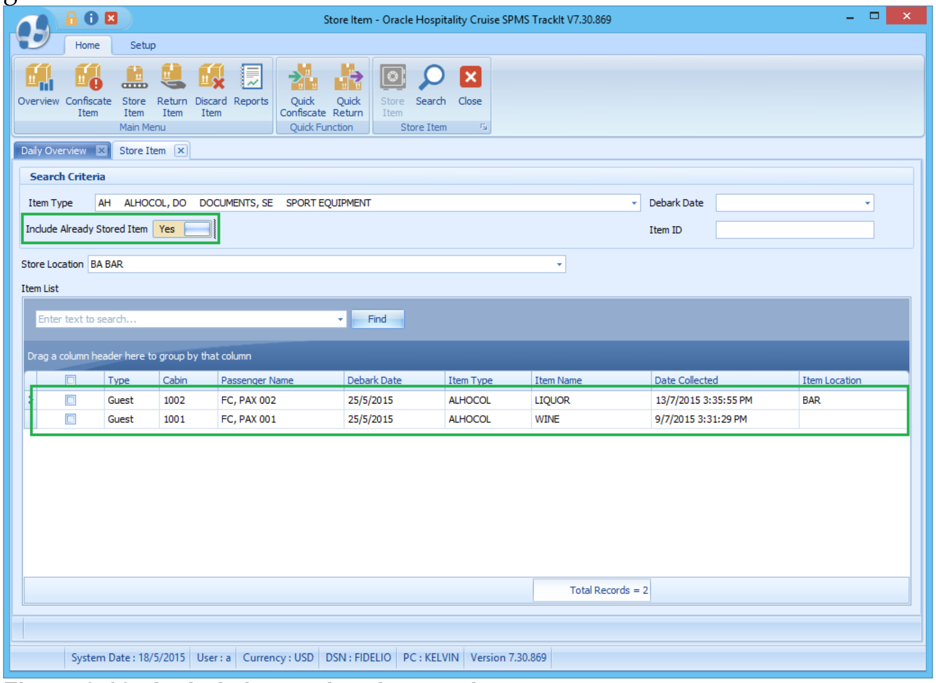


Figure 3-16 - Include items already stored

3.6. Checking out Confiscated Items

It is possible to temporarily return some of the confiscated items to passenger before they go ashore. A good example of this would be camping equipment or supplies such as cooking utensils.

1. Click **Return Item** to open the Return Item window.

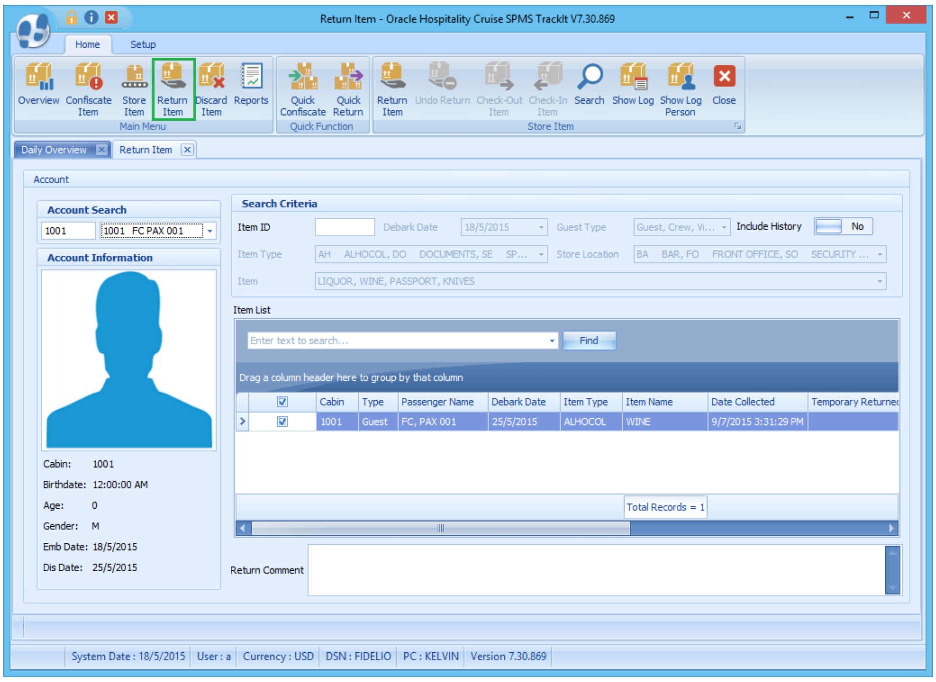


Figure 3-17 - Return Item main page

2. From the **Return Item** screen, search the passenger account and choose the item to check-out. Items allowed for temporarily return have a *Yes* in the **Allow Temporary Return** column.

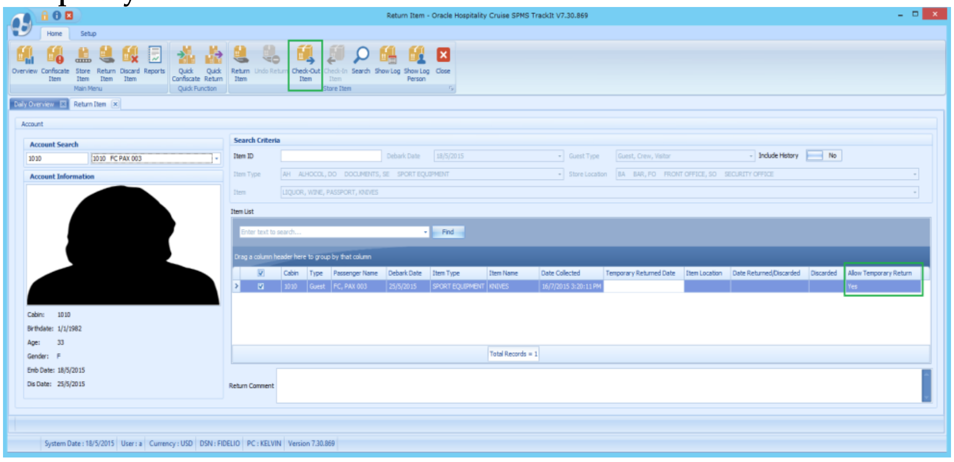


Figure 3-18 - Check Out Item main page

3. Click **Check-Out** to check out the item. A prompt indicating the number of items being check out pops up. Click **OK** to close the prompt.
4. The system updates the **Temporary Returned Date** column with the date and time the item was checked-out.

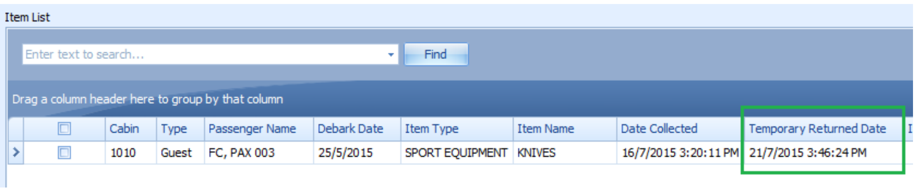


Figure 3-19 - Indicator of items temporarily return date/time

3.7. Checking In Confiscated Items

Items that were checked-out must checked back in after passengers return from shore-side.

1. From the **Return Item** screen, search the passenger's account.
2. Switch the **Include History** to *Yes* to display previously checked-out item.

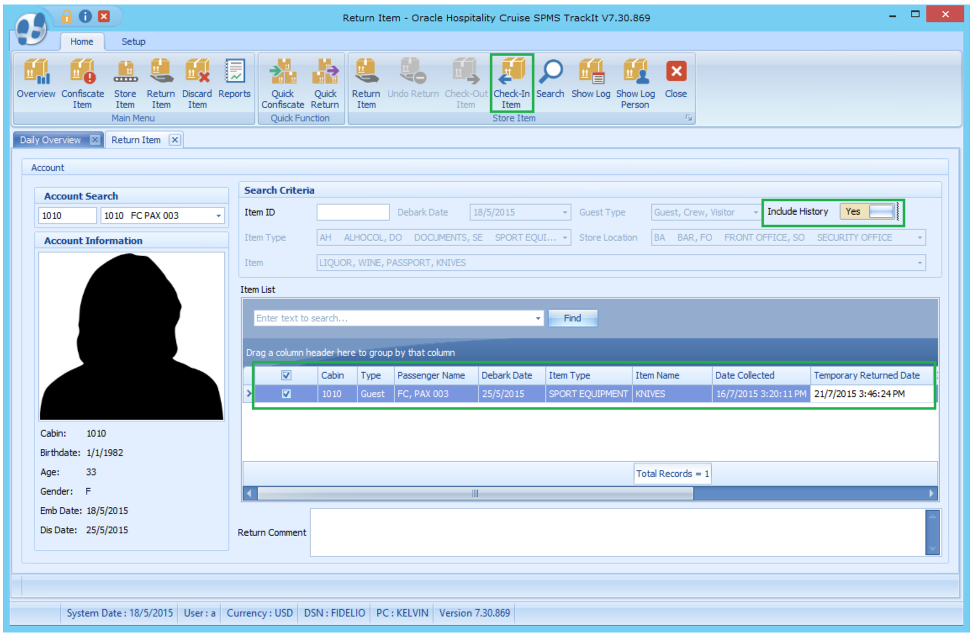


Figure 3-20 - Checked In item page

3. Click **Check-In**.
4. Click **OK** when a dialog box with confirmation on the number of items checked-in appears.
5. The **Temporary Returned Date** is then reset to null.

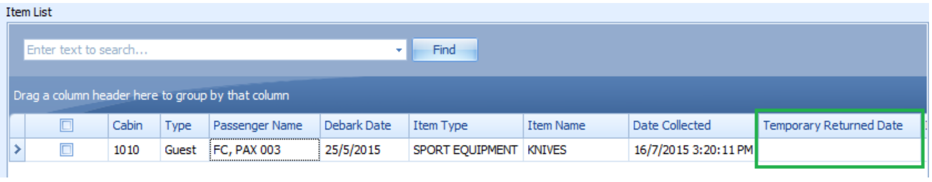


Figure 3-21 - Updated information on Temporarily Returned date

3.8. Returning Confiscated Items

Items that were confiscated must be returned when passengers leave for shore or depart at the end of the cruise.

1. At the ribbon bar, click **Return Item**.
2. In the **Account Search** section, search for a passenger's account using one of these option:
   - Cabin Number
   - Last name
   - Swipe or scan board card

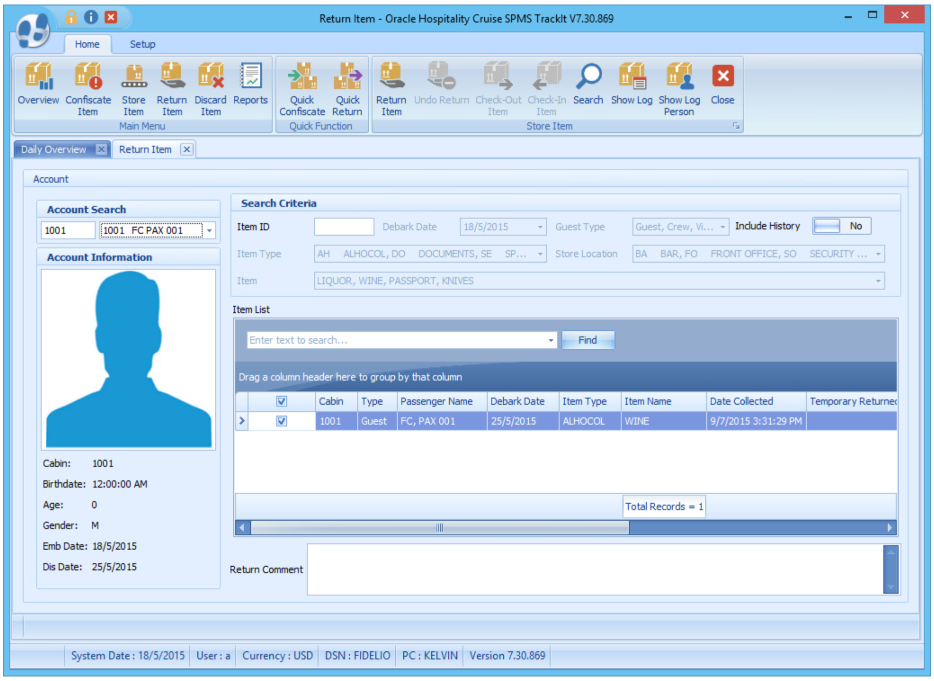


Figure 3-22 - Return Item main page

Note: To reset the Account Search screen, press F2.

3. Locate the item by entering the item ID in the **Search Criterial Item ID** textbox, and then click **Search.**
4. Insert the return comments, if any.

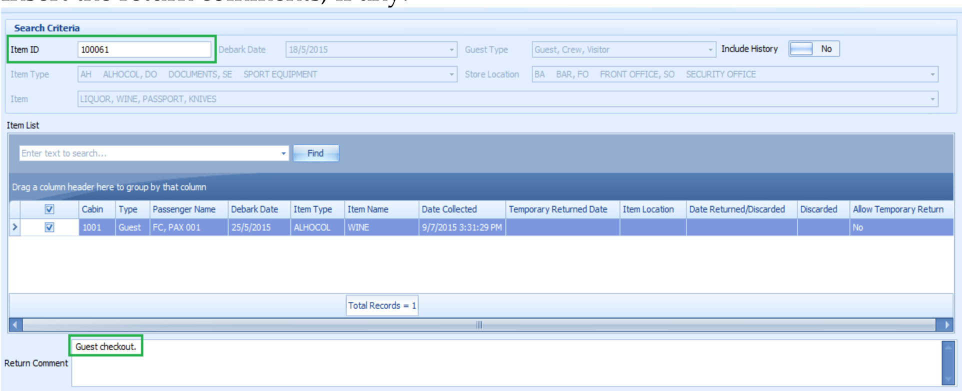


Figure 3-23 - Return Item comment field

5. A warning dialog box pops up if the comment is empty.
6. Click **Return Item** to return the confiscated item to passenger.
7. If not all items were returned, system prompts for confirmation whether to proceed with selected item(s). Click **Yes** to proceed or **No** to return to previous screen.

8. Click **OK** when a dialog box with confirmation on the number of item returned appears.
9. The system sends a return item receipt to the printer and time stamps the returned date/time in the Item List.

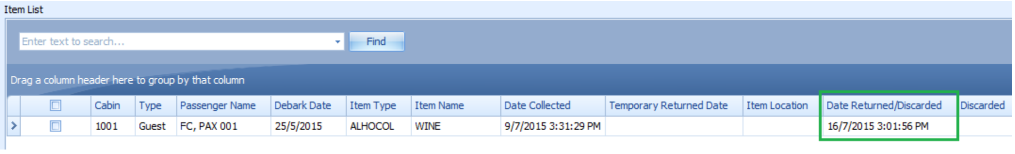


Figure 3-24 - Updated date/time field of returned item

10. If a returned item barcode is scan, a dialog box indicating the date/time item were return pops up.

3.9. Undoing Returned Items

An item returned accidentally to a guest can be undone through the **Return Item** function.

1. In the Return Item screen, search for the passenger account.
2. Switch the *Include History* to **Yes**. Items returned to guests are displayed in the Item List grid with the date and time shown in the Date Returned/Discard column.

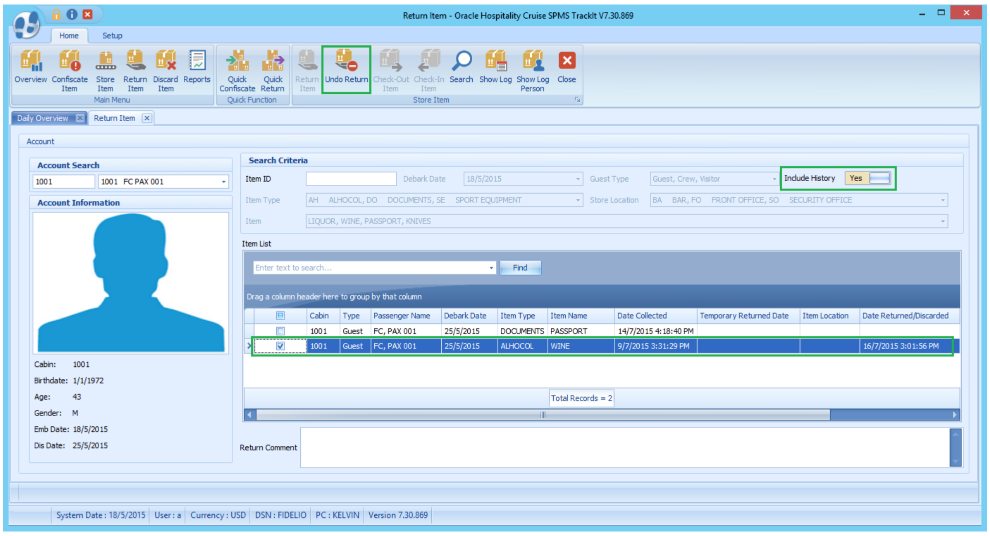


Figure 3-25 - Undo Items List with history

3. Select the item and then click **Undo Return.**
4. Click **OK** to confirm the number of returned items to undo.
5. The *Date Returned/Discarded* column is then reset to null.

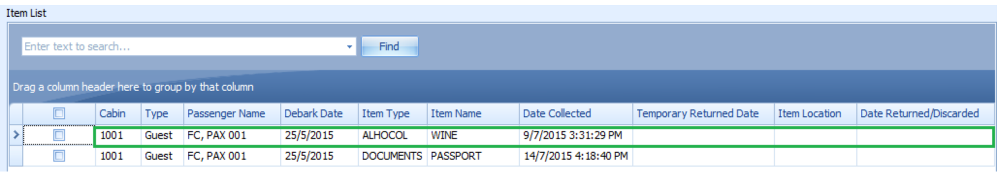


Figure 3-26 - Return Item date/item reset to null

3.10. Showing an Item's Activity Log

This function displays all logged activities for the highlighted item, by item or passenger.

1. From the Return Item screen, search for the passenger account.
2. Highlight the item in the Item List grid, then click **Show Log**.

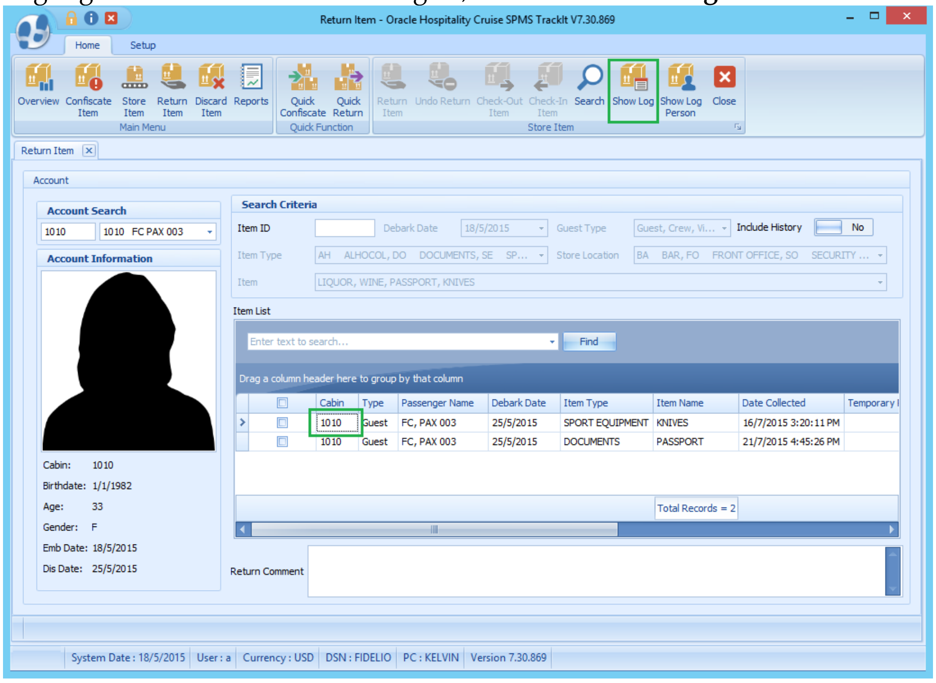


Figure 3-27 - Show Log page

A Track It Item Log window opens, displaying the logged activities of the selected item.

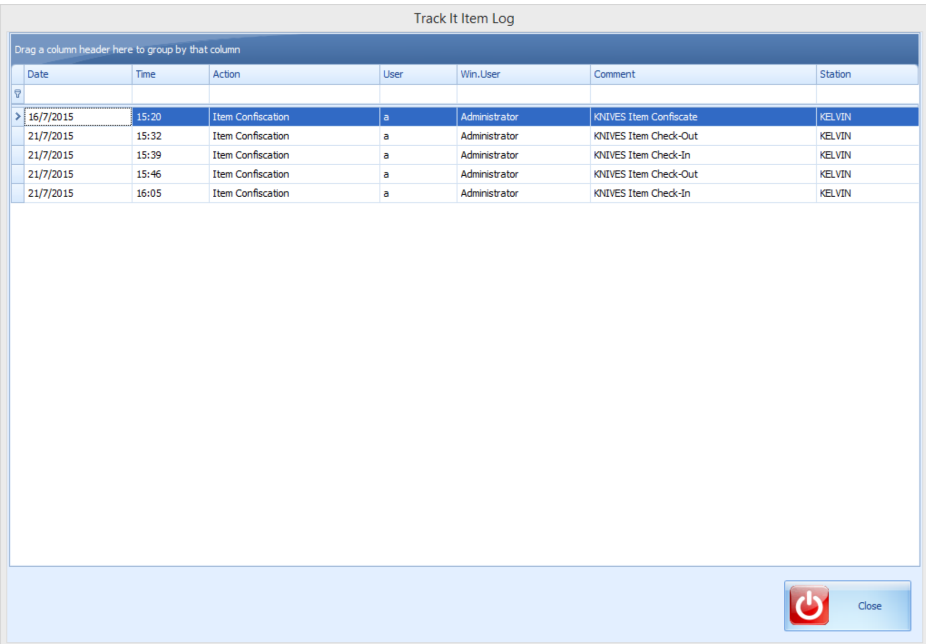


Figure 3-28 - Sample of Show Log by items

3. Click **Close** to exit..

3.11. Showing a Person's Activity Log

1. In the Return Item screen, search for the passenger account, and then click **Show Log Person**.
2. A Track It Item Log - Person window opens, displaying all the items activities for the passenger.

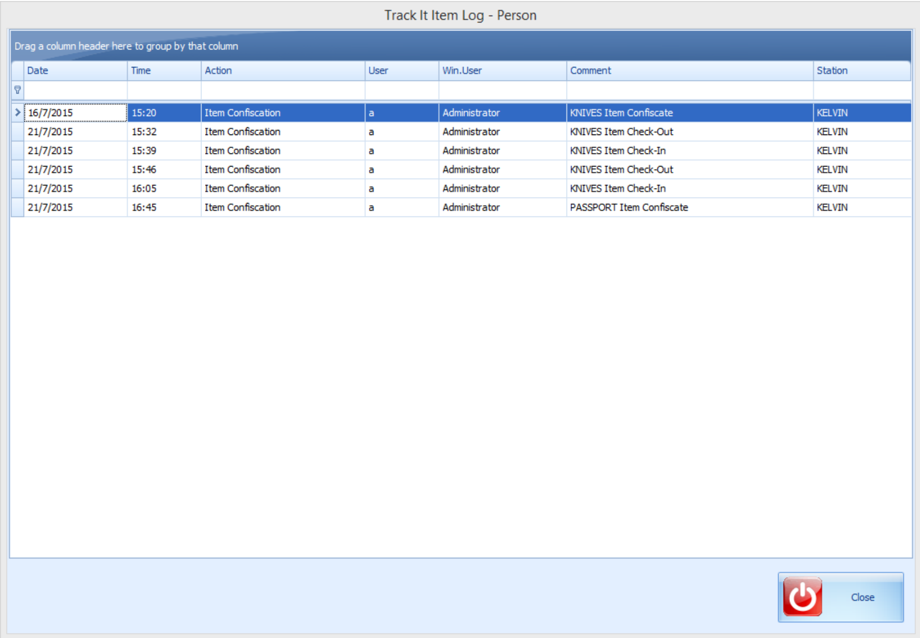


Figure 3-29 - Sample Show Log by person

3. Click **Close** to exit.

3.12. Processing Confiscated Items by Batch

This Quick Confiscate function is processes confiscated items by batch instead of individually by passenger. It is mainly used for mass passport collection upon check-in.

1. Click **Quick Confiscate** to open the Quick Confiscate window.

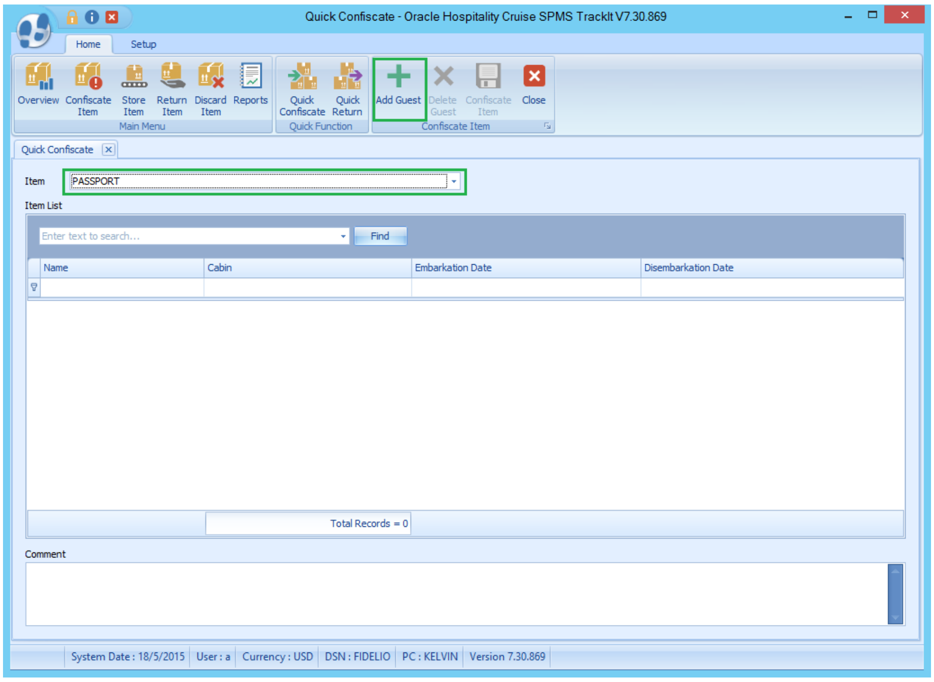


Figure 3-30 - Quick Confiscate dialog window

2. Select an item from the **Item** drop down list.
3. Click **Add Guest** to open the Multiple Accounts Selection window.

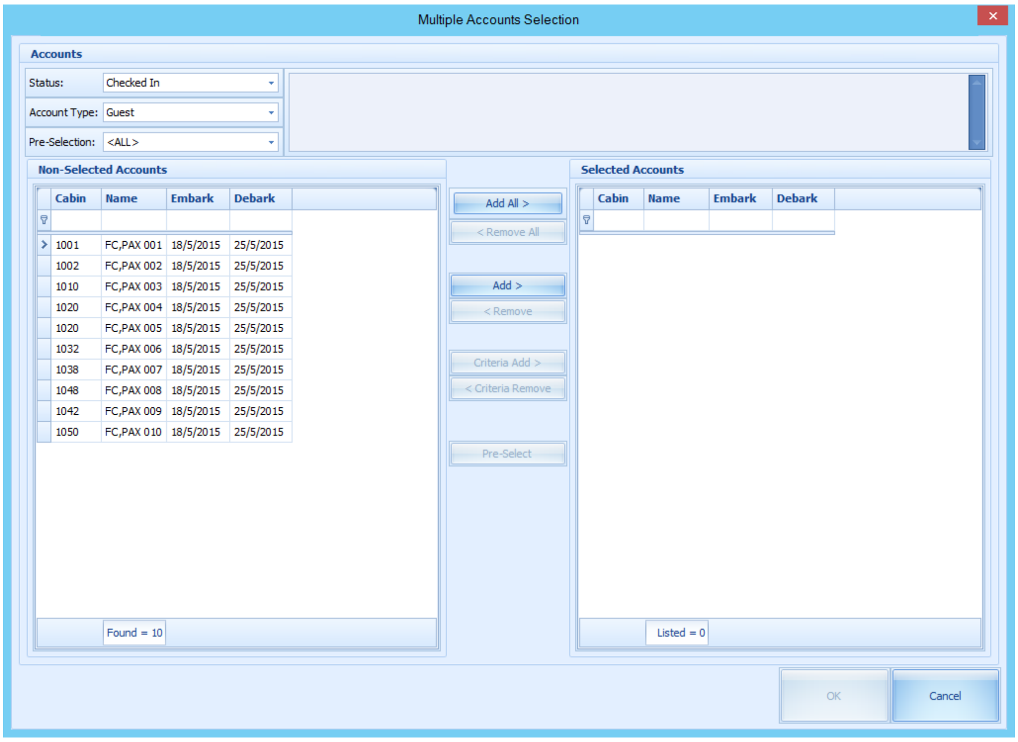


Figure 3-31 - Quick Confiscate Multiple account selection window

4. Use the available options to filter the list of passengers:
   - **Status**: Refers to the reservation status either Checked-In or Reservation.
   - **Account Type**: Refers to the type of accounts such as Guest, Crew, Group or System Account.
   - **Pre-Selection**: Refers to the Quick Posting Templates setup in Administration module. For Example: filter all passenger with nationality = *US*.
5. Passenger that match the filter are shown in the Non-Selected Accounts list.

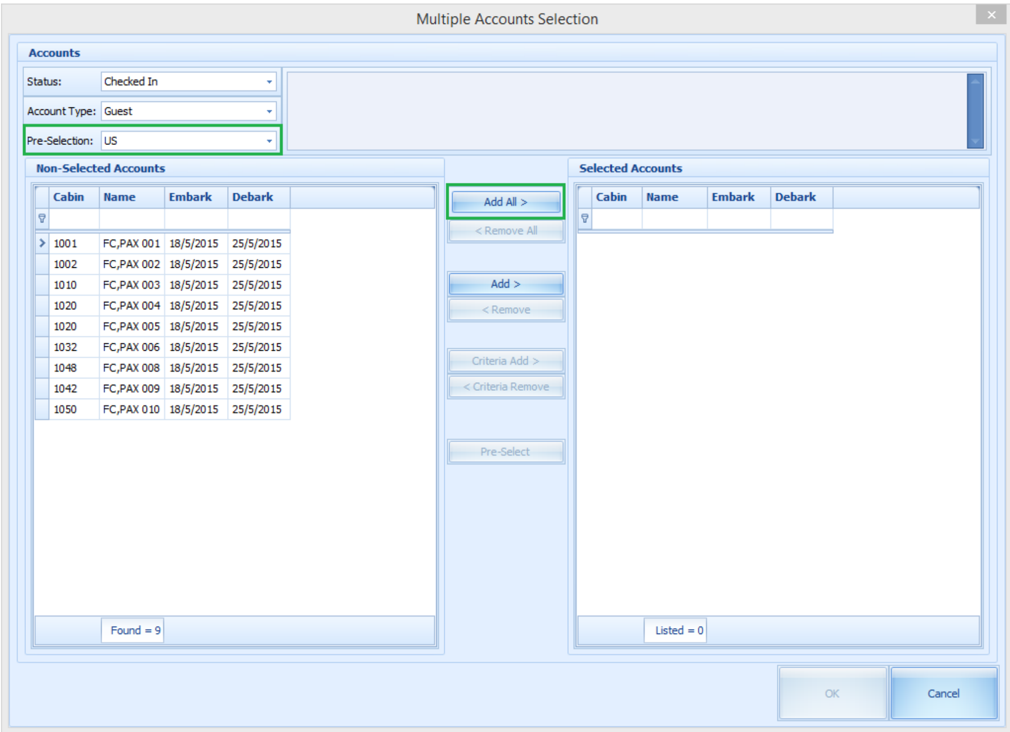


Figure 3-32 - Quick Confiscate Multiple Account selection filter

6. Click **Add All** to transfer the selected passenger to the **Selected Accounts**, then click **OK** to process.

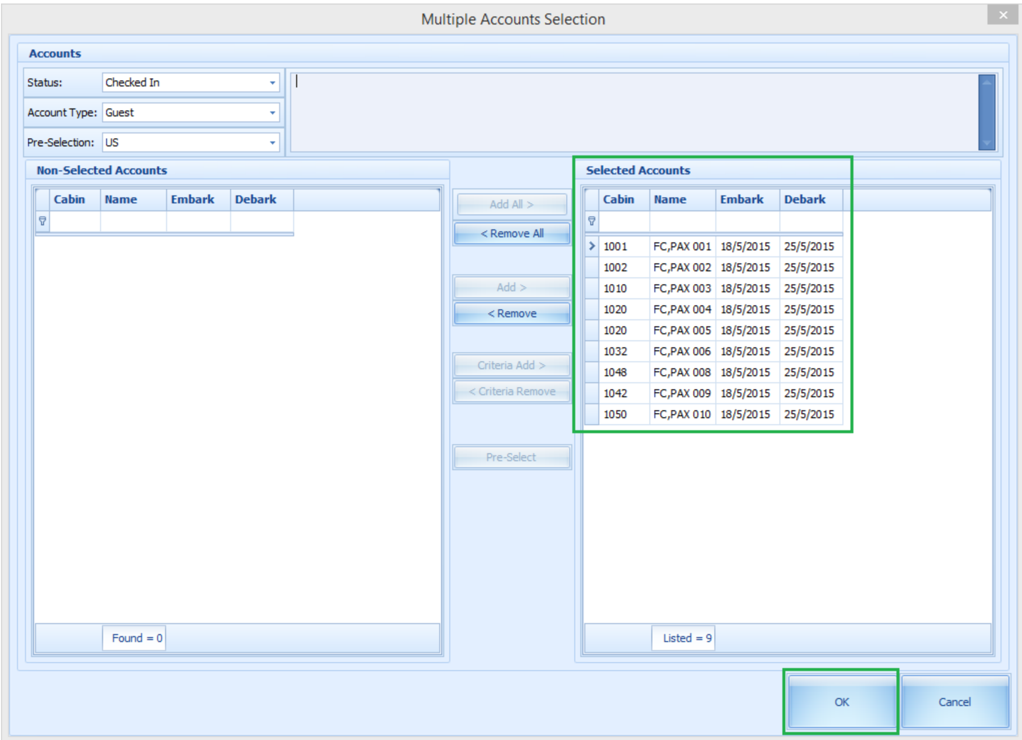


Figure 3-33 - Quick Confiscate Selected Accounts window

7. The selected passengers are now added to the Item List.

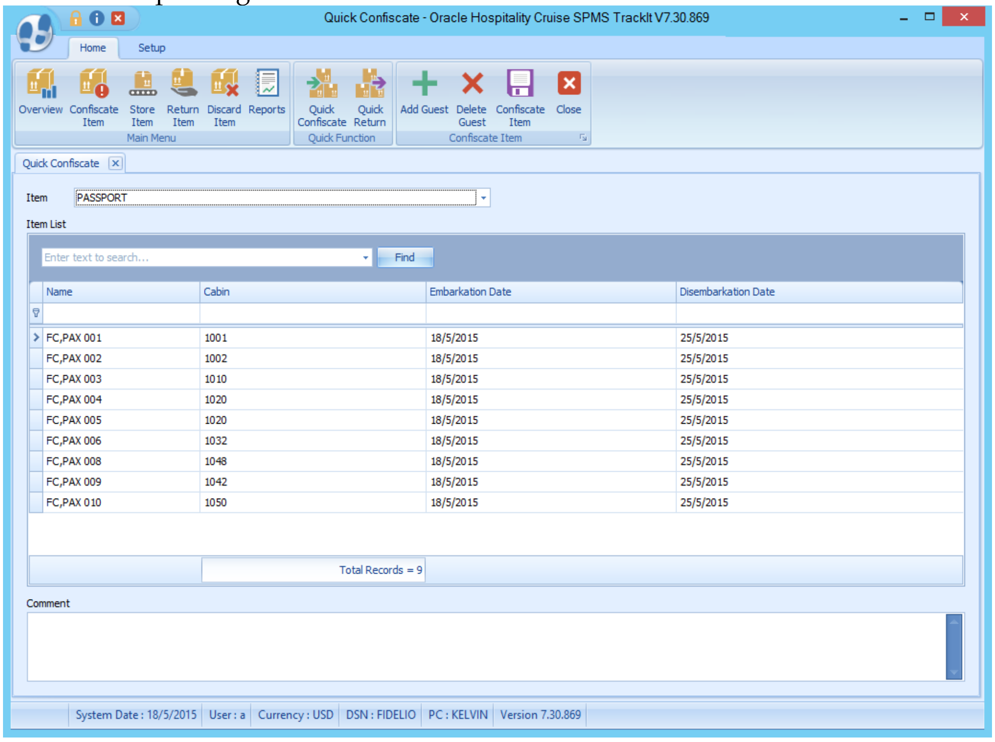


Figure 3-34 - Sample Quick Confiscate selected passenger list

8. To add more guests into the Item List, click Add Guest to select more guest account.
9. Once all guests are in the Item List, click **Confiscate Item**.
10. Click **Yes** to complete the process.

Note: For mass collection, a confiscated item receipt will ***not*** be printed.

3.13. Processing Returned/Checked Out Items by Batch

The Quick Return function processes items to be returned in batch instead of individually by passenger. This is specially used for passport mass return upon check-out or temporary return for shore leave.

1. Click **Quick Return** to open the Quick Return Item window.

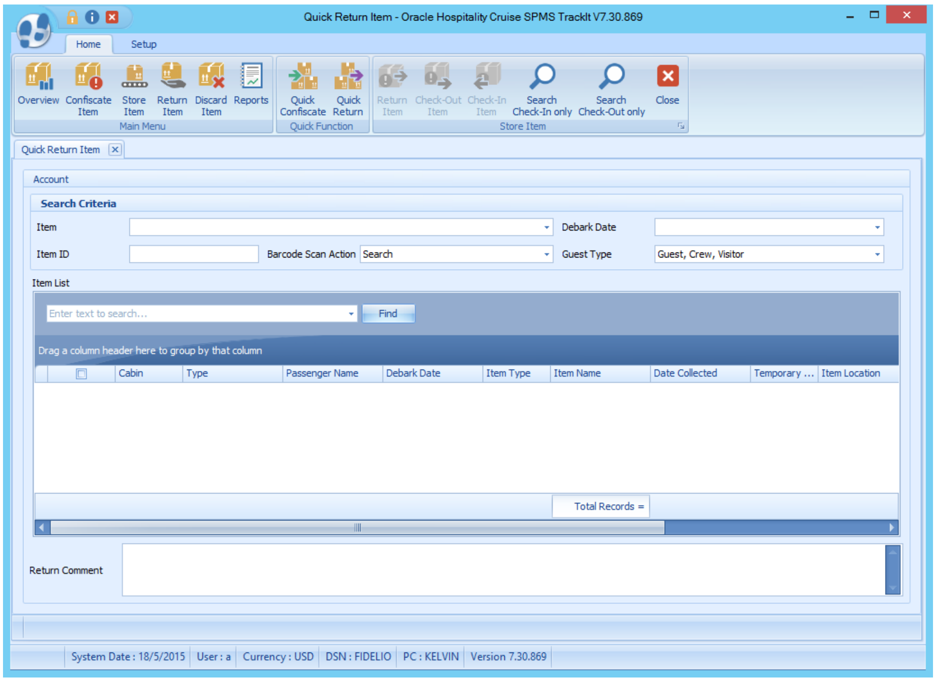


Figure 3-35 - Quick Return Item

2. Select an item from the Item drop down list.
3. Click **Search Check-In Only** to display all the confiscate items base on checked-in status and item selected.

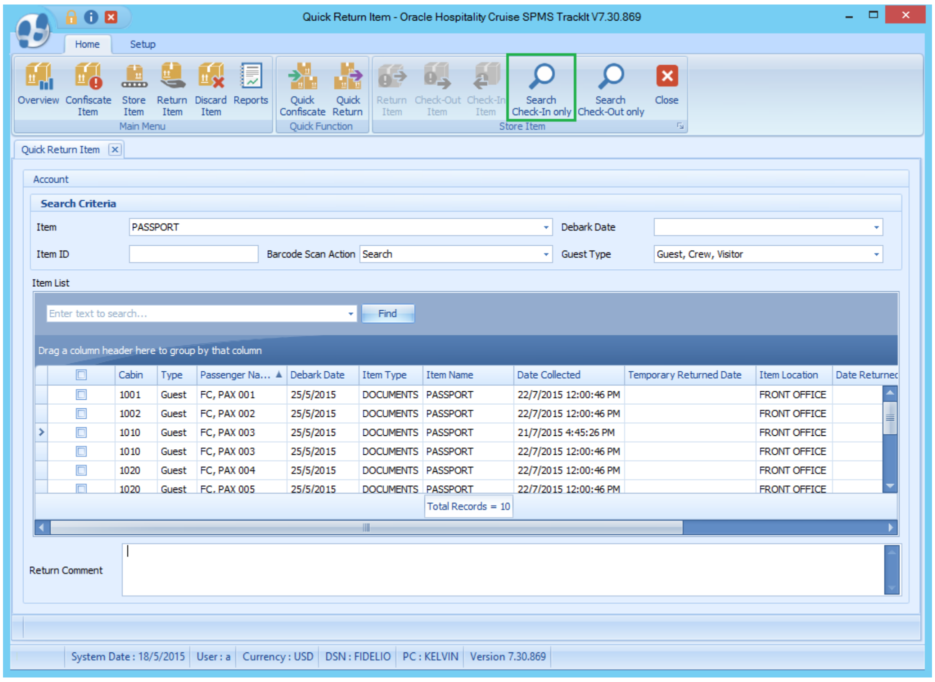


Figure 3-36 - Search Check-In Only menu

4. If return item is for checked-out passengers, then click **Search Check-Out Only**.
5. Further filter is available using *Debark Date* or *Guest Type*.

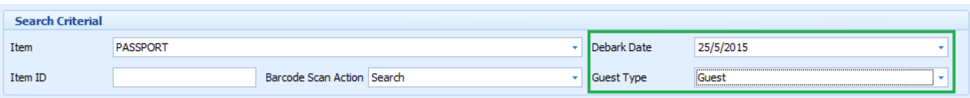


Figure 3-37 - Quick Return filter by Debark Date/Guest Type

6. To highlight the Item List, check the box on the menu header.

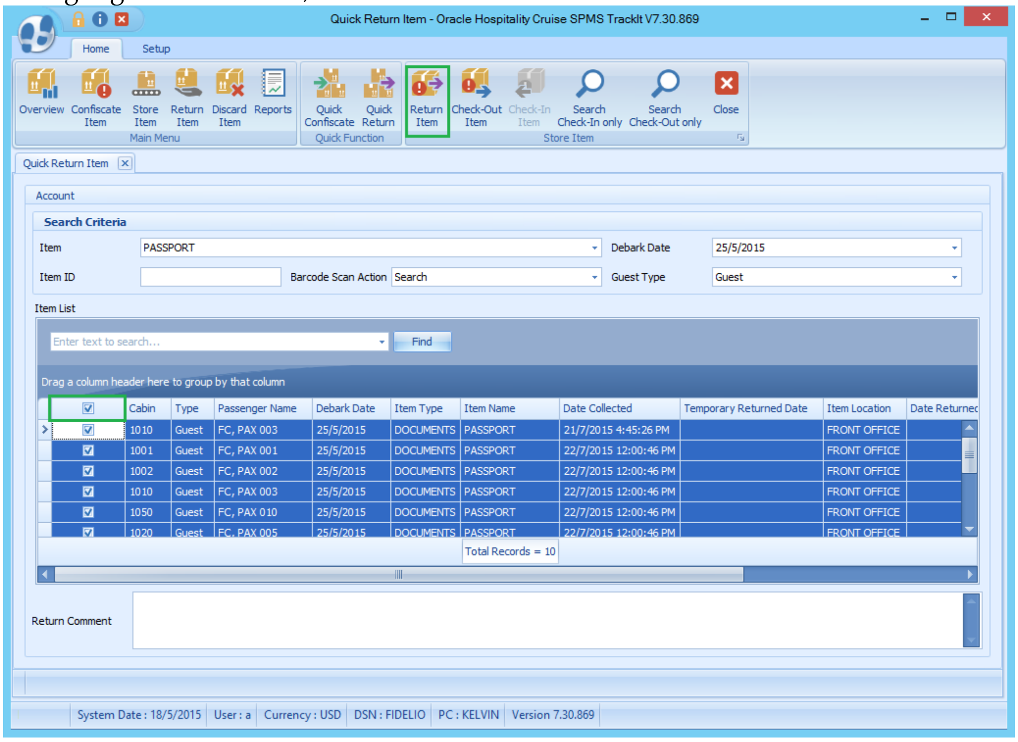


Figure 3-38 - Return Item List selection

7. Insert a comment in the **Return Comments** textbox.
8. Click **Return Item** to return selected items in batch.
9. Click **OK** to confirm the total number of items returned. This updates the Date Returned/Discarded column with the actual process date/time.
10. Mass check-out of the selected item is possible by clicking on **Check-Out Item**. A window with total number of items check out pops up and the **Temporary Returned Date** column is updated with item check out date and time.
11. To use a barcode scanner to return an item in Quick Return function, choose either ***Auto Check-in/Out*** **or** ***Auto Return*** item in **Barcode Scan Action** menu.

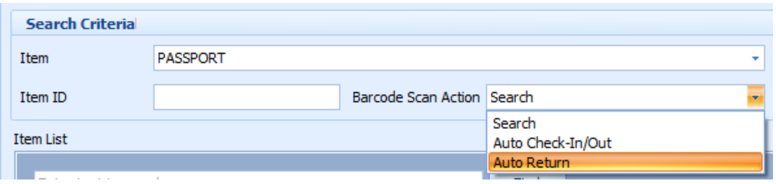


Figure 3-39 - Barcode Scan Action selection

12. Scan the barcode label, and then click **OK** to confirm the date/time of the returned item.

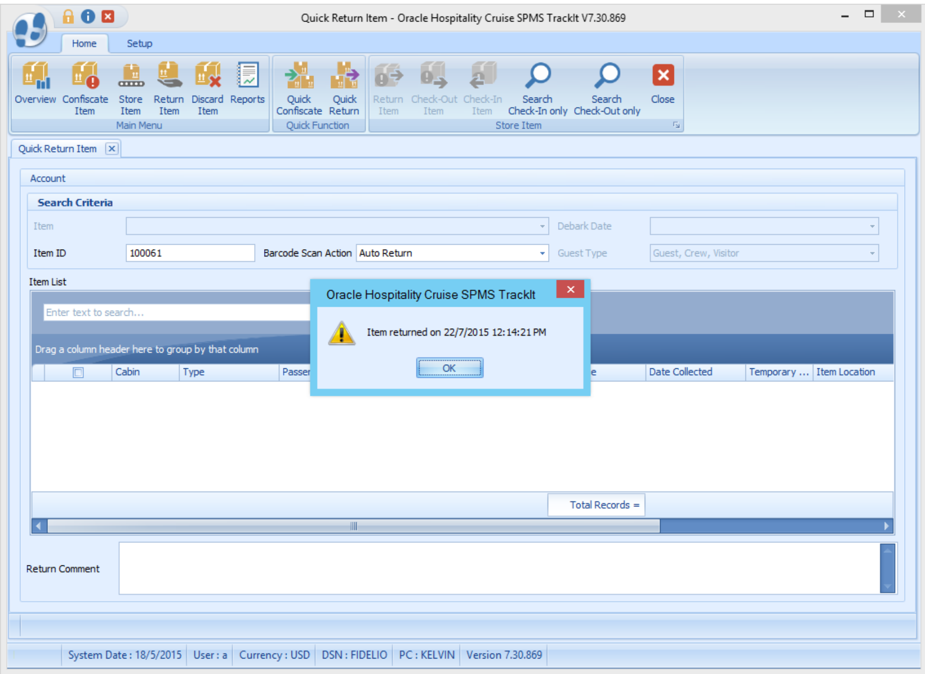


Figure 3-40 - Barcode scan item return confirmation

3.14. Discarding Confiscated Items

This Discard Item function is used to dispose confiscated items from the Ship's store when its storage period expires.

1. Click **Discard Item** to open the Discard Item window. All confiscated items that exceeds the maximum storage duration is listed in the Item List grid.

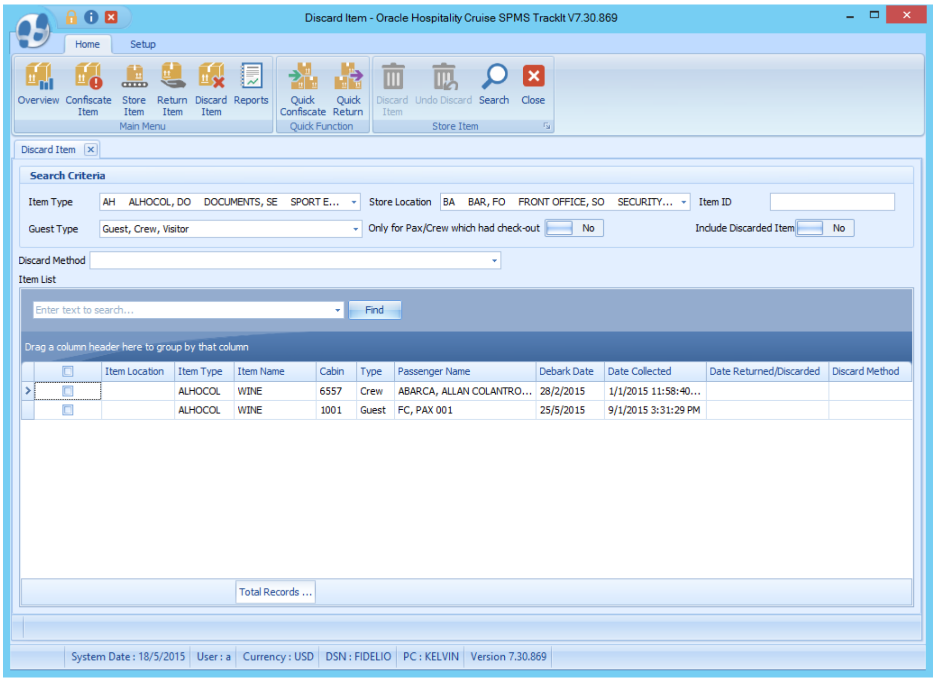


Figure 3-41 - Discard Item window

2. In the **Search Criteria** section, filter the item to display with these options:

   2.1. Item type

2.2. Store location

2.3. Guest type

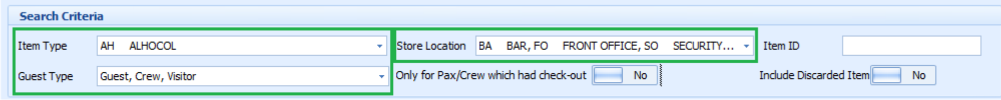


Figure 3-42 - Discard Item search criteria options

3. To view passenger/crew account that has checked-out, slide the **Only for Pax/Crew which had check-out** to *Yes*. The Item List refreshes based on the new search criteria.

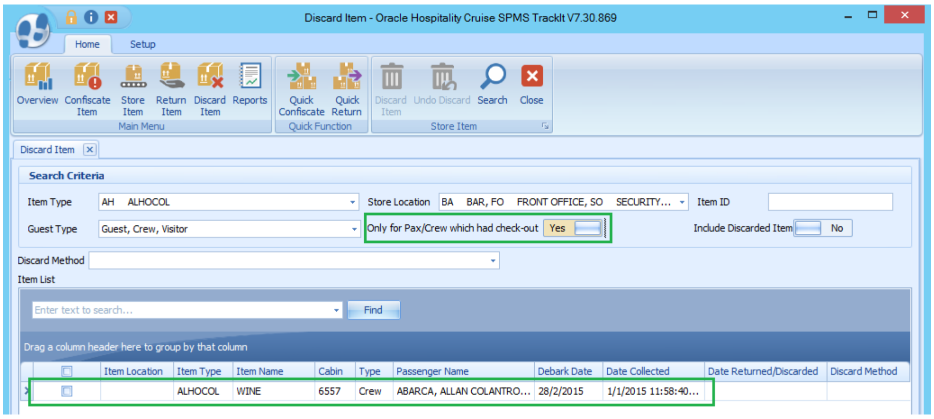


Figure 3-43 - Discard Item 'Only for Pax/Crew which had check-out' option

4. To search by Item ID, enter the ID in the textbox, and then click **Search**.
5. To include items that were already discarded in the Item List, slide the **Include Discarded Item** to *Yes*.

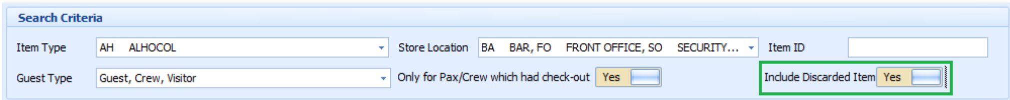


Figure 3-44 - Discard Item 'Include Discarded Item' option

6. To discard items, select a method from the **Discard Method** drop-down list.

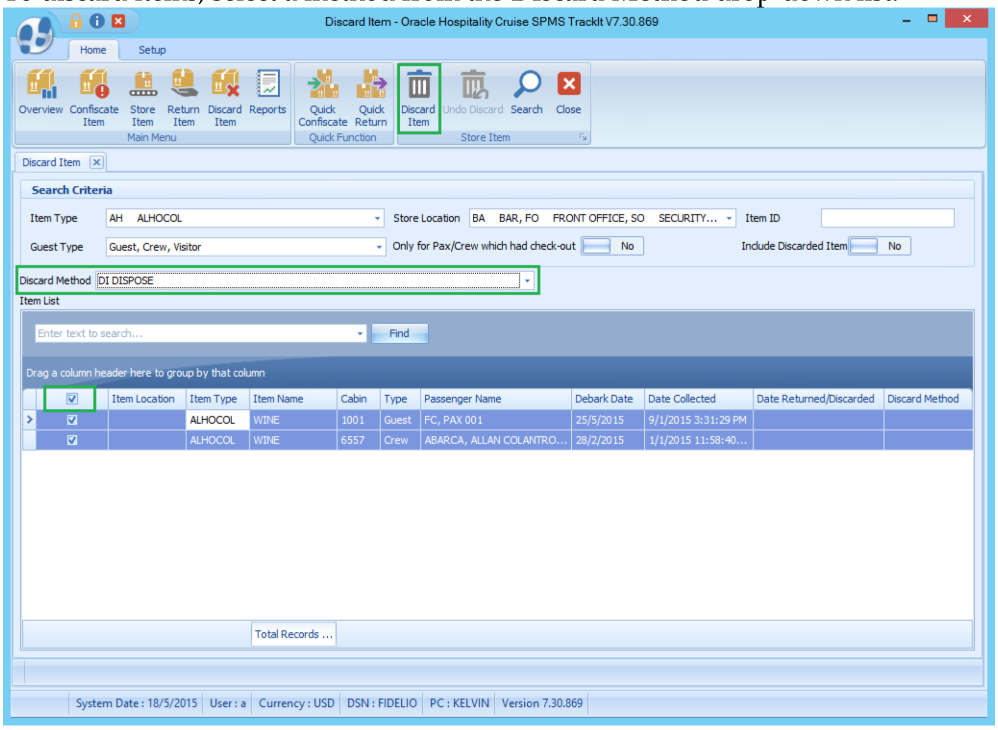


Figure 3-45 - Discard Method selection box

7. Highlight the item to discard from the ship, and then click **Discard Item**.
8. Click **Yes** to confirm discarding the selected item.
9. Click **OK** to confirm the number of items being discarded.
10. The Date Returned/Discarded and Discard Method column is timestamped with actual date/time system discard the items.

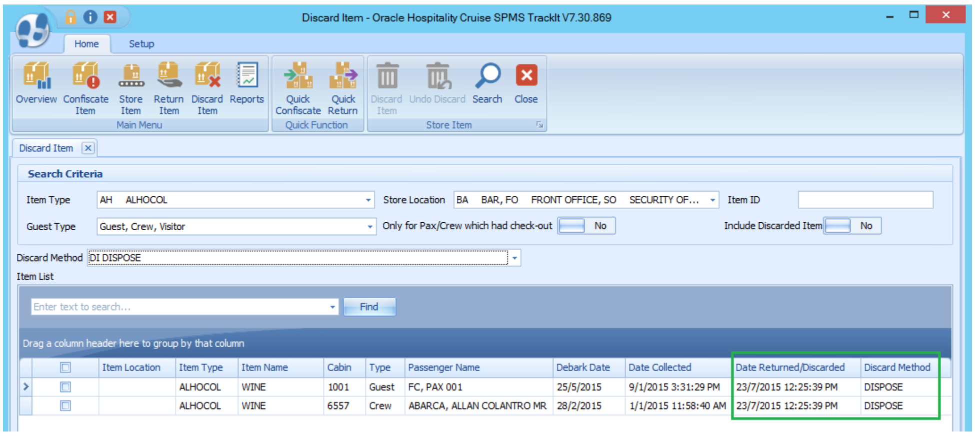


Figure 3-46 - Updated information on Discard Item

3.14.1. Undoing Discarded Items

1. To undo the discarded item, select a discarded item from Item List.
2. Click **Undo Discard**.

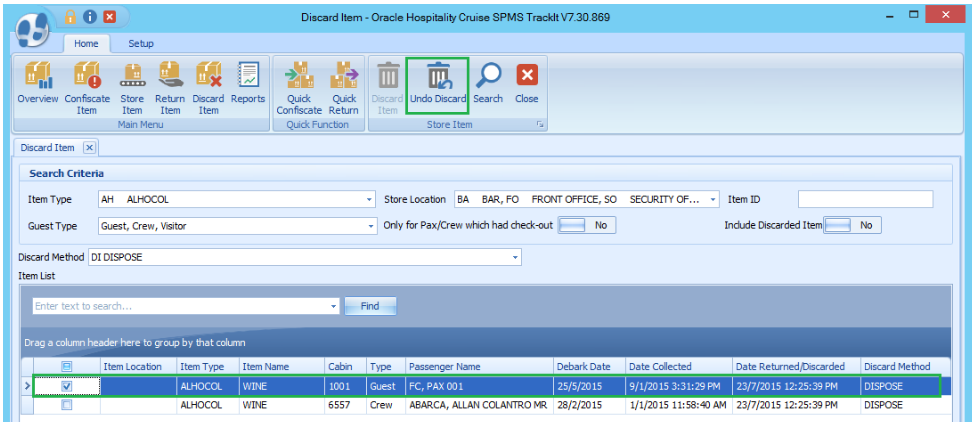


Figure 3-47 - Undo Discard Item option

3. Click **Yes** to confirm.
4. Click **OK** to confirm the total number of items..
5. The timestamp in **The Date Returned/Discarded** and **Discard Method** column is removed from the selected item.

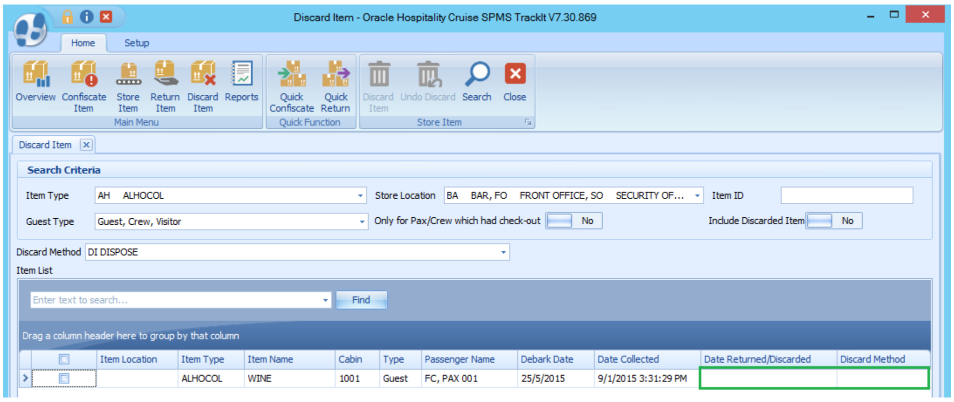


Figure 3-48 - Updated information on Discard Item

3.15. Viewing, Printing, and Exporting Reports

Reports are added in Administration module under report group 'Track It' and they are printable from Track It module.

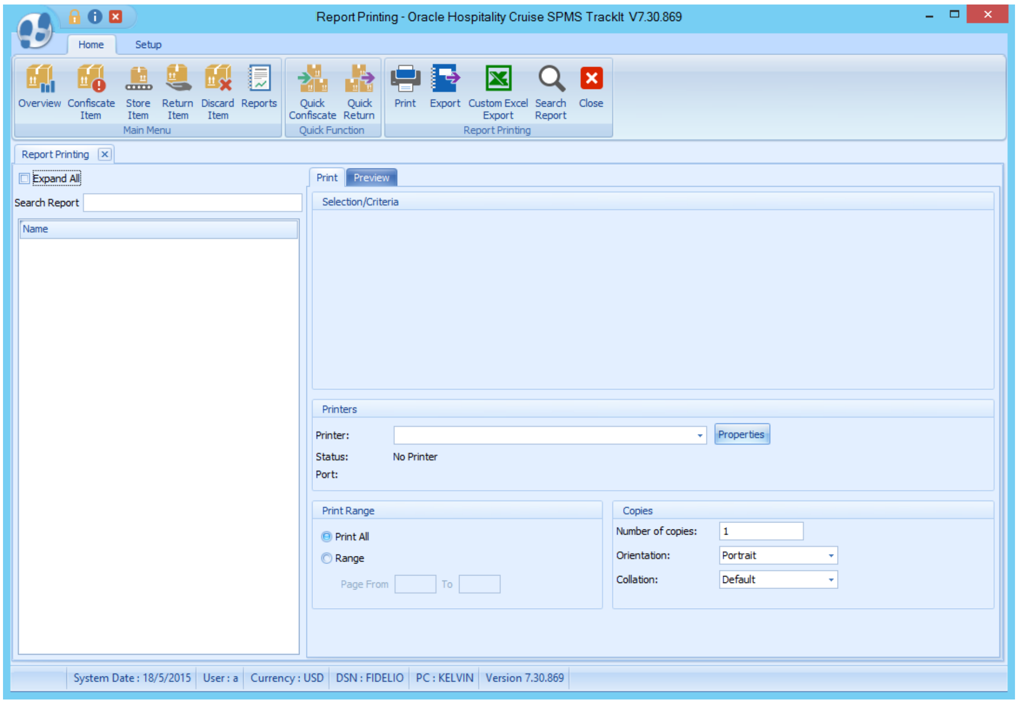


Figure 3-49 - Report dialog window

1. To view the available reports, click **Reports**.
2. To print a report, select the report, and, then click **Print**.
3. To view a report, select the report, and then click on **Preview** tab.
4. To export the report, select the report, and then click on **Export.**

3.16. Purging Data

All confiscated item records stored in CIL table that no longer have account association with RES/UXP will be purge by the ADPI interface during the daily purging routine.

Appendix A. User Security Group

This section describes the user security access group, which prevents the user from accessing or viewing confiscated items in Item Type, Item and Item List in Confiscate Item, Store Item, Return Item, Discard Item, Quick Confiscate and Quick Return screen. These access groups coexist with Item configuration on the **Setup** tab. The security privilege is assigned in the **User Security** module.

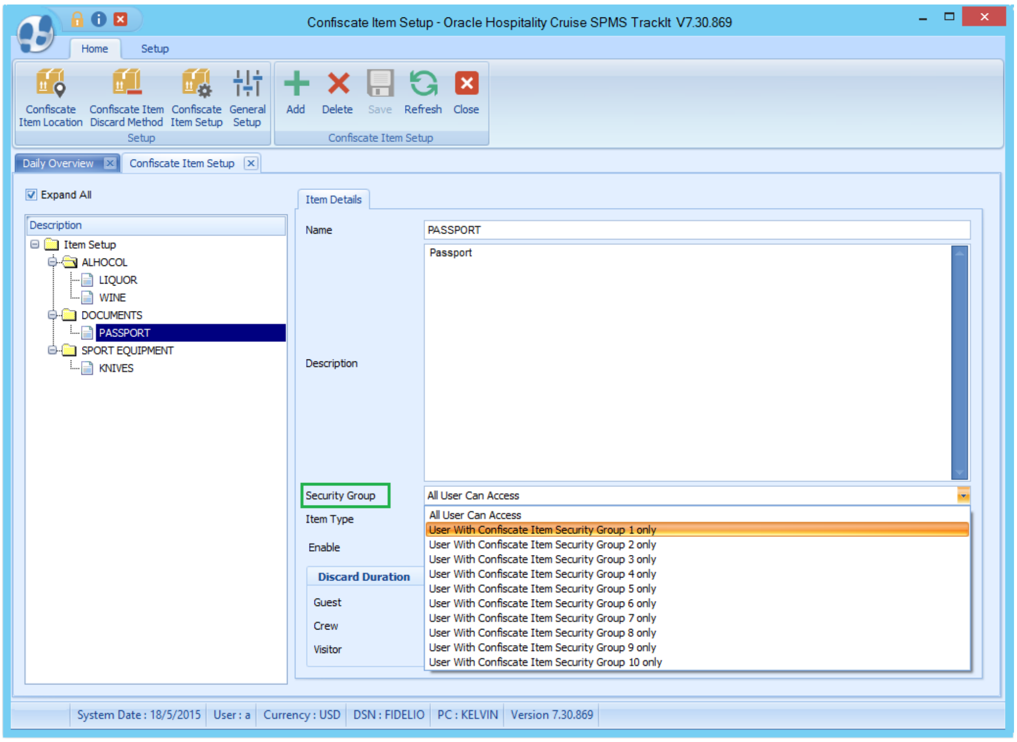
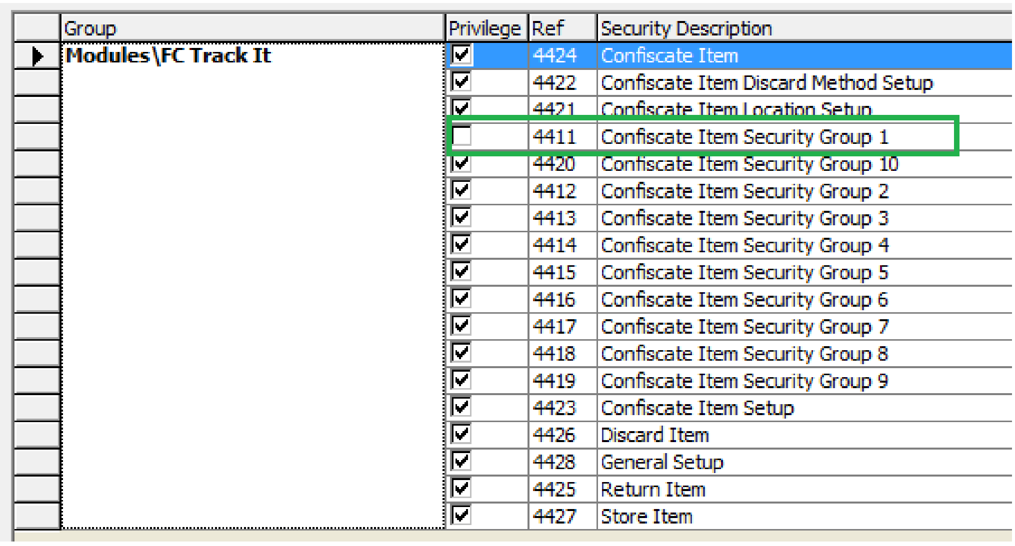


Figure A-50 - User Access group assignment



Group	Privilege	Ref	Security Description
Modules\FC Track It	☑	4424	Confiscate Item
	☑	4422	Confiscate Item Discard Method Setup
	☑	4421	Confiscate Item Location Setup
	☐	4411	Confiscate Item Security Group 1
	☑	4420	Confiscate Item Security Group 10
	☑	4412	Confiscate Item Security Group 2
	☑	4413	Confiscate Item Security Group 3
	☑	4414	Confiscate Item Security Group 4
	☑	4415	Confiscate Item Security Group 5
	☑	4416	Confiscate Item Security Group 6
	☑	4417	Confiscate Item Security Group 7
	☑	4418	Confiscate Item Security Group 8
	☑	4419	Confiscate Item Security Group 9
	☑	4423	Confiscate Item Setup
	☑	4426	Discard Item
	☑	4428	General Setup
	☑	4425	Return Item
	☑	4427	Store Item

Figure A-51 - User Security Reference

For users without no access rights assigned, the system displays a warning '*You have not access to view this item. Please consult your System Administrator for access*' when searching or scanning for confiscated item.

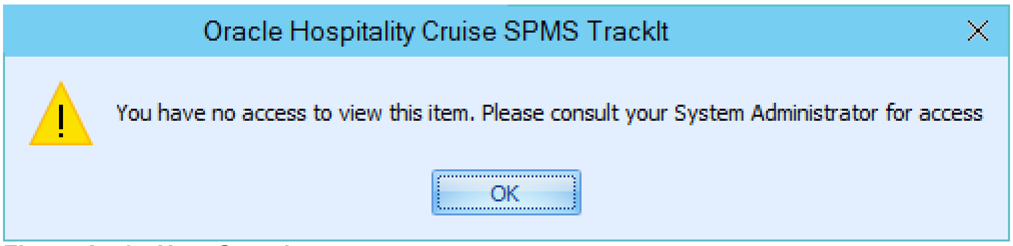


Figure A-52 - User Security access prompt

Table A-1 – Track It Item Security Access Group

Security Reference No	Description
4411	Confiscate Item Security Group 1
4420	Confiscate Item Security Group 10
4412	Confiscate Item Security Group 2
4413	Confiscate Item Security Group 3
4414	Confiscate Item Security Group 4
4415	Confiscate Item Security Group 5
4416	Confiscate Item Security Group 6
4417	Confiscate Item Security Group 7
4418	Confiscate Item Security Group 8
4419	Confiscate Item Security Group 9

Table A-2 – Track It Functionality Access Rights

Security Reference No	Description
4424	Confiscate Item
4422	Confiscate Item Discard Method Setup
4421	Confiscate Item Location Setup
4423	Confiscate Item Setup
4426	Discard Item
4428	General Setup
4425	Return Item
4427	Store Item

Appendix B. Parameters

This section describes the **Parameters** available to the Track It module. They are accessible the **Administration** module under **System Setup**, **Parameter**.

PAR_GROUP Track It

Table B-3 - PAR Group Track It

PAR Name	PAR Value	Description
Prompt Signature during confiscate item	0, 1	0-No signature require,1-Signature require