Oracle<sup>®</sup> Hospitality Cruise Shipboard Property Management System Track It User Guide Release 7.30.869

October 2015



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# Contents

Co	ontents			3
Ta	bles			5
Fi	gures			6
Pr	eface			8
				-
	Custo	mer S	Support	8
			istory	
1.	Prereq	uisite	es, Supported Systems, and Compatibility	9
	-		es	
	Suppo	orted S	Systems	9
	Comp	atibil	ity	9
2.	Systen	n Con	figuration	10
	2.1.		essing the Setup Page	
	2.2.		figuring the Confiscate Item Location	
	2.3.	Setti	ing Up the Confiscate Item Discard Method	11
	2.4.		ing Up the Confiscate Item	
	2.	4.1.	Creating a Confiscate Item Category	12
	2.	4.2.	Creating a Confiscate Item for each category	13
	2.5.	Setti	ing Up a Signature Capture Device	14
	2.6.	Setti	ing Up a Barcode Scanning Device	14
	2.7.	Setti	ing Up the Report Printer	15
	2.8.	Con	figuring the Database Sequence for Barcode Printing	16
	2.9.	Barc	code Printing	16
	2.10.	Setti	ing Up System Labels	17
3.	Track	It		19
	3.1.	Viev	wing the Overview Screen	19
	3.2.	Wor	rking with Confiscate Items	19
	3.	2.1.	Adding a Confiscate Item	19
	3.	2.2.	Deleting a Confiscate Item	
	3.3.	Mar	naging Confiscated Items in Guest Handling screen	22
	3.4.	Mar	naging Confiscated Items in Security Gangway	23
	3.	4.1.	Handling Check-Out at Security Gangway	23
	3.	4.2.	Handling Check-In at Security Gangway	24
	3.5.		essing Stored Items	
	3.6.		cking out Confiscated Items	
	3.7.		cking In Confiscated Items	
	3.8.		urning Confiscated Items	
	3.9.		loing Returned Items	
	3.10.		wing an Item's Activity Log	
	3.11.		wing a Person's Activity Log	
	3.12.	Proc	cessing Confiscated Items by Batch	

3.13.	Processing Returned/Checked Out Items by Batch	
3.14.	Discarding Confiscated Items	
	14.1. Undoing Discarded Items	
	Viewing, Printing, and Exporting Reports	
	Purging Data	
	x A. User Security Group	
Appendix	x B. Parameters	
••	GROUP Track It	

# Tables

Table A-1 – Track It Item Security Access Group	. 44
Table A-2 - Track It Functionality Access Rights	
Table B-3 - PAR Group Track It	.45

# **Figures**

Figure 2-1 - Track It main page	10
Figure 2-2 - Track It Setup tab	10
Figure 2-3 - Configuration page of Confiscate Item Location	11
Figure 2-4 - Configuration page of Confiscate Item Discard Method	12
Figure 2-5 - Configuration page of Confiscate Item Setup	13
Figure 2-6 - Confiscate Item Type configuration page	14
Figure 2-7 - Track It General Setup page	
Figure 2-8 - Track It reports	15
Figure 2-9 - Printer configuration page in Management Hardware setup	16
Figure 2-10 - Label setup in Administration module.	17
Figure 3-1 - Track It Overview screen	19
Figure 3-2 - Track It ribbon bar	20
Figure 3-3 - Confiscate Item Account Search	20
Figure 3-4 - Item Type selection box	20
Figure 3-5 - Search item using keyword	21
Figure 3-6 - Confiscate item comment window	
Figure 3-7 – Sample signature on check out item	22
Figure 3-8 - Confiscated item shown in Guest Handling	22
Figure 3-9 - Confiscated item storage location shown in Guest Handling	23
Figure 3-10 - Check-out handling at Security Gangway	23
Figure 3-11 - Check-in Handling in Security Gangway	24
Figure 3-12 - Reminder for collection of confiscated item for Departing passenger	25
Figure 3-13 - Store Item main page	25
Figure 3-14 - Search item by Item ID	26
Figure 3-15 - Store Item main page	26
Figure 3-16 - Include items already stored	27
Figure 3-17 - Return Item main page	28
Figure 3-18 - Check Out Item main page	28
Figure 3-19 - Indicator of items temporarily return date/time	28
Figure 3-20 - Checked In item page	29
Figure 3-21 - Updated information on Temporarily Returned date	
Figure 3-22 - Return Item main page	30
Figure 3-23 - Return Item comment field	30
Figure 3-24 - Updated date/time field of returned item	31
Figure 3-25 - Undo Items List with history	
Figure 3-26 - Return Item date/item reset to null	
Figure 3-27 - Show Log page	32
Figure 3-28 - Sample of Show Log by items	
Figure 3-29 - Sample Show Log by person	
Figure 3-30 - Quick Confiscate dialog window	34
Figure 3-31 - Quick Confiscate Multiple account selection window	
Figure 3-32 - Quick Confiscate Multiple Account selection filter	35
Figure 3-33 - Quick Confiscate Selected Accounts window	
Figure 3-34 - Sample Quick Confiscate selected passenger list	
Figure 3-35 - Quick Return Item	
Figure 3-36 - Search Check-In Only menu	
Figure 3-37 - Quick Return filter by Debark Date/Guest Type	
Figure 3-38 - Return Item List selection	

Figure 3-39 - Barcode Scan Action selection	38
Figure 3-40 - Barcode scan item return confirmation	39
Figure 3-41 - Discard Item window	39
Figure 3-42 - Discard Item search criteria options	40
Figure 3-43 - Discard Item 'Only for Pax/Crew which had check-out' option	40
Figure 3-44 - Discard Item 'Include Discarded Item' option	40
Figure 3-45 - Discard Method selection box	40
Figure 3-46 - Updated information on Discard Item	41
Figure 3-47 - Undo Discard Item option	41
Figure 3-48 - Updated information on Discard Item	42
Figure 3-49 - Report dialog window	42
Figure A-50 - User Access group assignment	43
Figure A-51 - User Security Reference	43
Figure A-52 - User Security access prompt	44

# 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<sup>®</sup> 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.

<u>60</u> ■	Daily O	verview - Oracle Hospitality Cruise SPMS Tracklt V	7.30.869	
Verview Confiscate Store Return Discard Reports Item Item Item Item Reports	Quick Quick Confiscate Return Quick Function			
ally Overview 🙁				
	Total item to be returned today: 0	Total item discarded today: 0	Total item on hold: 7	Cop 10 most confiscated item
-				

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**.

Setup         Confiscate Item Location           Daily Overview         EX         Confiscate Item Location	Confiscate	Item Location - Oracle Hospitality Cruise SPMS TrackIt V7.30.869 – 🗖 🗾 🗙
Description     Code:     FO       Name:     FRONT OFFICE       Location store passport.	Confiscate Confiscate Item Confiscate General Item Location Confiscate Item Setup Setup	Save Close
Name:     FRONT OFFICE       Location store passport.	Daily Overview 🛛 Confiscate Item Location 🗵	
Location store passport. Comments:	Description	Code: FO
Comments:		Name: FRONT OFFICE
Enable Yes		
		Enable Yes
System Date : 18/5/2015 User : a Currency : USD DSN : FIDELIO PC : KELVIN Version 7.30.869	System Date : 18/5/2015 User : a Currency : USD DS	N : FIDELIO PC : KELVIN Version 7.30.869

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**.

Confiscate Iter	m Discard Method - Oracle Hospitality Cruise SPMS Tracklt V7.30.869 🛛 🗕 🗖 🧾
Home Setup	
📫 🛍 🕵 tịt 🗋 🗋	
Confiscate Confiscate Item Confiscate General Add New Delete Item Location Discard Method Item Setup Setup	Save Close
Setup Confiscate Item D	Discard Method
Daily Overview 🗵 Confiscate Item Discard Method 🗵	
Description	Code: HQ
	Name: RETURN TO HQ
	Return the item to HQ-I
	Enable Yes
System Date : 18/5/2015 User : a Currency : USD DS	N : FIDELIO PC : KELVIN Version 7.30.869
igure 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**.

	Confiscate Item Set	up - Oracle Hospitality Cruise SPMS Tracklt V7.30.869 🛛 🗕 🗖 🗙
		resh Cose
Description	Item Type	
🗆 🦳 Item Setup	Item Code	DO
	Name	DOCUMENTS
	Description	All documents
	Enable	Yes
System Date : 18/5/2015 User : a Curr	ency : USD DSN : FIDELIC	D PC : KELVIN Version 7.30.869
igure 2-5 - Configuratio	n page of C	onfiscate 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.

	Confiscate Item Se	tup - Oracle Hospitality Cruise SPMS Tracklt V7.30.869 🛛 🗕 🗖 🗙
Confiscate Confiscate Item Confiscate General Item Location Discard Method Item Setup Setup	Add Delete Save Re Confiscate Item Se	fresh Close
Daily Overview 🗶 Confiscate Item Setup 🗶		
Expand All      Escription      tem Setup      DocuMents      New Detail      AlHOCOL      SPORT EQUIPMENT	I tem Details Name Description	PASSPORT Passport
	Security Group Item Type Enable Discard Duration Guest Crew Visitor	All User Can Access
System Date : 18/5/2015 User : a Curre	ency : USD DSN : FIDELI	D PC : KELVIN Version 7.30.869

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.

Signature Devices					
ignature Devices	Signotec Omega	-	Data Bits		*
ort Number		-	Parity		Ŧ
peed		Ψ.	Stop Bits		Ŧ
Speed	9600	•	Stop Bits	1	• •
Port Number	4	•	Parity	None	•
)ata Bits	8	-			

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

<u>.</u>	User Customizable I	Report Setup		- 🗆 🗙
Fools				
Current Reports List	Default Standard	Direct Printing F	Properties	
ChipsCard	Upload Ne	w Report (Load Variables	Emerate Countril	University Present
Courses & Certificates		he Report Template)	Export to Crystal	Upload Report
Crew Invoices	Reports can be Imported, a			
🗈 🛃 Crew Warnings	embed with the Selection P	arameters into the Custom	s properties of the report	. When Importing
CurrencyExchange Cashier Report	them, click the option above	e to automatically insert th	ose stored variables into	the database.
Data Compare Forms		Report De	tails	
Effects Assignment				
Event Viewer	Report ID;	TrackItLabel		
Exc Tickets	Report File Name:	TrackItLabel.rpt		
	Report Title:	Track It Label		
FCTICKET Tickets      GiftCard Receipts	Report Access:	31		
Group Invoices				
Timerary	Report Sort:	1000		
E KeyRunner	Report Group:	_TrackIt		•
	Report Comments:			
	<u> </u>			
Medical Invoices		Print Def	ault	
Medical Letters	Printer Type:	la	bels	•
Message				
Onboard Cards	Number of Copies:	1		
Passenger Invoice Turbo Balance	Orientation:	La	ndscape	-
Passenger Invoices				
🗄 🛃 Payroll		SQL		
Receipts	Database SQL	SELECT "CIL". "CIL ID"		
🕀 🛃 Resonline Alert		FROM "FIDELIO"."CIL		
Safety Forms Crew				
Safety Forms Crew with Pic				
🕀 🛃 Spa		Selection Fo		
🕀 💦 Special Reports	Crystal Selection Formula:	{CIL.CIL_ID} IN [\$SSE	.STRING]	
🖻 🕂 TrackIt				
····Track It Return Rececipt				
·····Track It Label				
Track It Receipt	Formulas:			
🕀 🛃 _Visa Forms Crew				
Visa Forms Crew with Pic				
Uisa Forms Pax				
Visa Forms Pax with Pic	_			
TrackIt Search	0	Crystal File OK	Apply	<u>C</u> ancel

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.

				C	ptions					
General	Colors		Hardware	Video F	Parameters	Document S	canne	r Support		
Report Printers -			Card Reader/	Encoder #	#1			Barcode Reader (R	S232 Connect	tion)
0 Bands		^	Card Reader T	ype:	(None)		•	Port Number:	4	-
Cards Cash Book Vouchers			Port:				-	Speed (Bits Per Second	l): 9600	-
Certificates	5		RFID Type:				_	Data Bits:	8	-
Invoices Key Runner Receipt	s			. ~ .			4		None	•
Label			Encode Door Lo				긕	Stop Bits:	1	•
Messages			Door Key Optic				_	Passport Readers		
Receipts Reports		- 1	Enable Sou	-				(None)		-
Safety Forms Safetycard		~	Credit Card Re	ader:	(None)		•	RFID Type:		
			- Special				_	Auto Detect		
Card Printer			RFID Enco	ding Port:			~	Enable MyCard ACF     Signature Device	38 Reader	
Eltron		-	CEIA Read	ler Port:			~	Signotec Omega		
		Ţ	🔲 Use Right I	Mouse Bu	tton Emulatior	n		Jaighotec Onlega		
Zebra Device Name:	Discover Zebra Print	er	Track 1 Start S	entinel :	6 End Sen	tinel :	?			
			Track 2 Start S	entinel :	; Track 3	Start Sentinel	: +			
Coercivity:	-		Additional Cmd	for Pebb	le Evolis when	n encode track	3:			
coercivity.										
HP Universal Printing	PCL 5 (v5 👻 Proper	ties								
								OK Canc		Apply
								Canc	<u> </u>	whhia

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.

```
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*.

	Labe	els Setup			×
All Labels		Labels			
COMT06 Comment Report Type	~	Description:	CONF00	Confiscate	
COMT07 External Code		Description:		Jeoninseate	
COMT08 Resolved By(Date/Time)		Comments:	Confiscate		~
COMT09 Associated Cost					
COMT10 Urgent					
COMT11 Resolved By (Person)					
COMT12 Resolution Code					
COMT13 Resolution Description			1		×
COMT14 Comments					
COMT15 Date/Time Resolved					
COMT16 Resolved					
COMT17 Sensitive		Enabled			
COMT18 Comment Category					
COMT 19 Internal					
CONF00 Confiscate					
CONF01 Confiscated					
COPYCD					
CPINC1 Pincode					
CPLB01 Adult Cost Price:					
CPLB02 Child Cost Price:					
CPRVL1 Privilege Level					
CREFZ1 Ext. Res ID					
CRSOF1 Reason for Sign-Off					
CRSON1 Sign On Reason					
CSALT1 Salutation					
CWTID1 Crew Post ID					
DINING dining room					
DRSLYT Worldcard					
DRSSCP SVP					
EBHAN1 Special Needs:					
EBHAN2 Attention, person has special needs!					
EBHAN3 Special needs Warning					
EMERCY Emergency Passenger Drill Mode	>			ок Са	ncel Apply
	,				ncel Apply

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

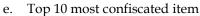
The TrackIt module facilitates the users in recording the confiscated items, storing it in its designated stores and returning the items at the end of the cruise.

# 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



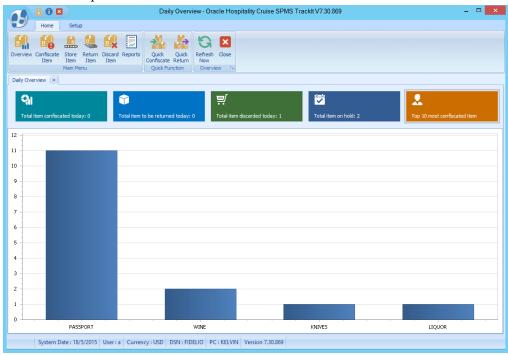


Figure 3-1 - Track It Overview screen

### 3.2. Working with Confiscate Items

#### 3.2.1. Adding a Confiscate Item

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

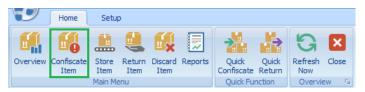


Figure 3-2 - Track It ribbon bar

- 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.

	Confiscate Item - Oracle Hospitality Cruise S	PMS Trackit V7.30.869	- 🗆 🗙
Home Setup	<sup>24</sup> ♣ + × 日 ■	×	
Overview Confiscate Store Return Discard Report Item Item Item		_	
Daily Overview 🗵 Confiscate Item 🗙			
Account Search	Item Type AH ALHOCOL, DO DOCUMENTS, SE	SPORT EQUIPMENT	•
Account Information	Item List Enter text to search	- Find	
	Drag a column header here to group by that column		
	Item Type     SPORT EQUIPMENT	Item Name KNIVES	Allow Temporary Return Yes
		LIQUOR	No
	DOCUMENTS ALHOCOL	PASSPORT	Yes
	ALHOCOL	WINE	No
		Total Records = 4	
	Confiscated Item	Comment	
Cabin: 1001 Birthdate: 12:00:00 AM	I	✓ Find	<b>^</b>
Age: 0	Drag a column header here to group by that column		
Gender: M	Item Type Item Name		
Emb Date: 18/5/2015 Dis Date: 25/5/2015			
015 Date: 23/3/2013			
		Total Records = 0	
System Date : 18/5/2015 User : a Cur	rency : USD DSN : FIDELIO PC : KELVIN Version 7.3	30.869	

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**.

Item Type	AH	AL	HOCOL, DO	DOCUMENTS, SE	SPORT EQUIPMENT
Item List		(Sele	ect All)		
	V	AH	ALHOCOL		
Enter text to s		DO	DOCUMEN	TS	
Enter text to t		SE	SPORT EQU	JIPMENT	
Drag a column he					OK Cancel

#### Figure 3-4 - Item Type selection box

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

Item	List			
v	vi		✓ Find	
Dra	ag a column hei	ader here to group by that co	lumn	
Π		Item Type	Item Name	Allow Temporary Return
. 6		ALHOCOL	WINE	No

#### 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.**

	Confiscate Item - Oracle Hospitality Cruise	SPMS Tracklt V7.30.869	- 🗆 🗙
Home Setup			
Overview Confiscate Item Item Item Item Item Item		Close	
Daily Overview 🗵 Confiscate Item 🗵			
Account Search	Item Type AH ALHOCOL, DO DOCUMENTS, S	E SPORT EQUIPMENT	•
1001 TC PAX 001 *	Item List		
Account Information	wi	+ Find	
	Drag a column header here to group by that column		
	Item Type     ALHOCOL	Item Name WINE	Allow Temporary Return
	ALHOUOL	AATINC	No
		Total Records = 1	
	Confiscated Item	Comment	
		Bring it ba	ck from shore excursion.
Cabin: 1001	Enter text to search	- Find	
Birthdate: 12:00:00 AM Age: 0	Drag a column header here to group by that column		
Gender: M	Item Type Item Name		
Emb Date: 18/5/2015	> AH WINE		
Dis Date: 25/5/2015			
		Total Records = 1	
System Date : 18/5/2015 User : a Cu	irrency : USD DSN : FIDELIO PC : KELVIN Version 7	.30.869	

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.

Signotec Omega Signature	×
Confirm Signature by Operator Operator can now confirm the signature by click on [Capture Signature]. To re-capture the signature, click [Clear Signature] button.	
Image: Constraint of the end of the	
o signotec	4

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.

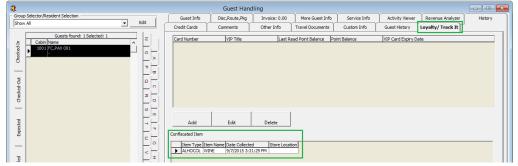


Figure 3-8 - Confiscated item shown in Guest Handling

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

Confiscated Item

						-
		Item Type	Item Name	Date Collected	Store Location	
	$\mathbf{\bullet}$	ALHOCOL	LIQUOR	13/7/2015 3:35:55 PM	BAR	
ĺ						

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.

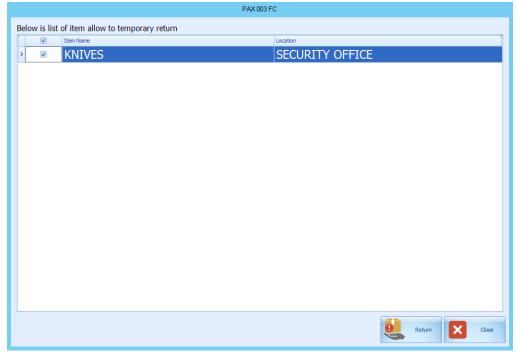


Figure 3-10 - Check-out handling at Security Gangway

### 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.

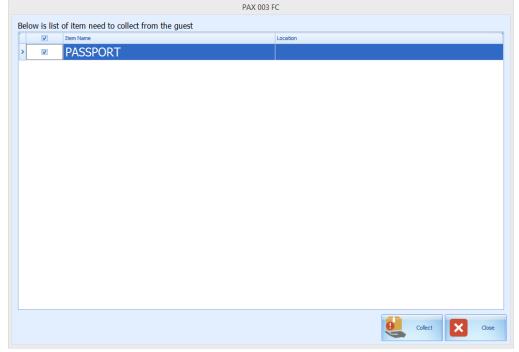


Figure 3-11 - Check-in Handling in Security Gangway

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 onboard 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

**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.

	8 🛛 🗎		Store	e Item - Oracle Hospit	tality Cruise SPMS	Tracklt V7.30.869		
	me Setup	,			,			
	em Item Main Me		ard Reports Quick Q					
Daily Overview	Store It	em 🗙						
Search Crit	eria							
Item Type	AH ALHOC	OL, DO DO	CUMENTS, SE SPORT EQUIP	MENT		- C	Debark Date	*
Include Alrea	dy Stored Item	No No				I	tem ID	
itore Location tem List						¥		
1			*	Find				
	n header here to	group by tha	t column					
	Type	Cabin	Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Item Location
>	Guest	1001	FC, PAX 001	25/5/2015	ALHOCOL	WINE	9/7/2015 3:31:29 PM	
						Total Records = 1		
Sy	tem Date : 18/	5/2015 User	r:a Currency:USD DSN	FIDELIO PC : KEL	/IN Version 7.30.8	369		
	2 4 2	Store	Item main a	2222				

gure 3-13 - Store item main page

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

- 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.

Nore Seto     Structure Structure           Structure Structure <th></th> <th>0</th> <th>×</th> <th></th> <th>Stor</th> <th>e Item - Oracle Hospi</th> <th>tality Cruise SPMS</th> <th>Trackit V7.30.869</th> <th></th> <th></th> <th>_ 0</th>		0	×		Stor	e Item - Oracle Hospi	tality Cruise SPMS	Trackit V7.30.869			_ 0
nview Confinente Stoor Report Teen Them Them Them Quick Function Store Item Ts Nain Menu Quick Function Store Item Ts Store	Ð			,							
Search Criteria  Tem Type Art ALHOCOL, DO DOCUMENTS, SE SPORT EQUIPMENT  Debark Date  Tem ID 100081  Tem ID 10008  Tem ID 1000 1000 100 100 100 100 100 100 100	verviev		e Store Item	Item Ite	ard Reports Quick Q m Confiscate Re	uick Store Search turn Item	Close				
tem Type AH ALHOCOL, DO DOCUMENTS, SE SPORT EQUIPMENT	aily Ov	verview 🗵	Store It	em 🗙							
Adude Already Stored Item No Item ID 100081	Searc	ch Criteria									
re Location  m List  Total Records = 1  Total Records = 1	Item T	ype A	H ALHOC	OL, DO DO	CUMENTS, SE SPORT EQUI	PMENT		*	Debark Date		*
en lat Find	Include	e Already St	ored Item	No					Item ID	100081	
reg a column header here to group by that column         Image: Type       Cabin       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Column header here to group by that column       Item Type       Cabin       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Column header here to group by that column       Item Type       Item Name       Date Collected       Item Location         Image: Column header here to group by that column       Item Type       Item Name       Date Collected       Item Location         Image: Column header here to group by that to the column header here to group by that to the column header here to group by that to the column header here to group by that to the column header here to group here to group by that to the column header here to group here to gro	tore Lo	ocation						-			
Yag a column header here to group by that column         Image: Type       Colon       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Type       Colon       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Type       Guest       1002       Fic, PAX 002       25/5/2015       ALHOCOL       LIQUOR       13/7/2015 3:35:55 PM	em Lis	t									
Yag a column header here to group by that column         Image: Type       Colon       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Type       Colon       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Type       Guest       1002       Fic, PAX 002       25/5/2015       ALHOCOL       LIQUOR       13/7/2015 3:35:55 PM						Find					
Image: Type       Cabin       Passenger Name       Debark Date       Item Type       Item Name       Date Collected       Item Location         Image: Collect 1002       FC, PAX 002       25/5/2015       ALHOCOL       LIQUOR       13/7/2015 3:35:55 PM       Collected       Total Records = 1	1										
Image: Constant of the second secon	Drag a		ader here to								
Total Records = 1											Item Location
	<u> </u>		Guest	1002	FC, PAX 002	23/3/2013	ALHOCOL	LIQUOK	13/7/2013 3.	33.33 PM	
System Date : 18/5/2015 User : a Currency : USD DSN : FIDELIO PC : KELVIN Version 7.30.869								Total Records = 1			
System Date : 18/5/2015 User : a Currency : USD DSN : FIDELIO PC : KELVIN Version 7.30.869											
System Date: 10/5/2015 User: a Currency: Usu Disn: FIDELIO PC: KELVIN VERSION 7.30,809		Curtar	Data : 10/	5 (2015 U.s.			//N	960			
		System	Date : 18/	5/2015 Use	r:a Currency: USD DSN	VERIDELIO PC : KEL	vin version 7.30	.809			

**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**.

)	6				Store Item - Oracle Ho	spitality Cruise SPI	VIS Tracklt V7.30.869			
vervie	Hom W Confise Iter	cate Store I Item	Return Di Item	iscard Reports Item	e Return Item	arch Close				
aiy O	verview	Main M	tem 🗙	Quidk Ft	unction Store	Item 54				
Sear	rch Crite	ria								
Item	Туре	AH ALHO	COL, DO E	DOCUMENTS, SE SPORT E	QUIPMENT			<ul> <li>Debark Date</li> </ul>		×
Includ	le Already	Stored Item	No No					Item ID	100081	
tore L	ocation E	SA BAR					, <b>*</b>			
Ent	ter text to	search			<ul> <li>Find</li> </ul>					
		search	to group by 1	that column	<ul> <li>Find</li> </ul>					
			to group by I Cabin	that column Passenger Name	<ul> <li>Find</li> <li>Debark Date</li> </ul>	Item Type	Item Name	Date Collect	ed	Item Location
	a column l	header here t				Item Type ALHOCOL	Item Name LIQUOR	Date Collect 13/7/2015 3		Item Location
Drag	a column f	header here t	Cabin	Passenger Name	Debark Date					Item Location
Drag	a column f	header here t	Cabin	Passenger Name	Debark Date			13/7/2015 3		Item Location
Drag	a column f	header here t	Cabin	Passenger Name	Debark Date		LIQUOR	13/7/2015 3		Item Location

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.

-				2	itore Item - Oracle Hospi	taiity Cruisé SP	VIS TRACKIE V7.30.869		
	Home	Setu							
5					🛃 🖸 🔎	×			
r	iew Confisca			iscard Reports Quick	Quick Store Search	Close			
	Item	Item Main Me		Item Confiscate Quick Fu		n 5a			
ly	Overview	Store I	em 🗵						
ie	arch Criteri	a							
ter	п Туре	AH ALHOO	OL, DO E	DOCUMENTS, SE SPORT EC	UIPMENT			<ul> <li>Debark Date</li> </ul>	*
d	ude Already S	tored Item	Yes					Item ID	
-	de Aready a	tored reem						rtein 10	
re	Location BA	BAR					-		
m	List								
E	inter text to s	earch			- Find				
ra	g a column he								
		Туре	Cabin	Passenger Name		Item Type	Item Name	Date Collected	Item Location
-		Guest	1002	FC, PAX 002	25/5/2015	ALHOCOL	LIQUOR	13/7/2015 3:35:55 PM	BAR
		Guest	1001	FC, PAX 001	25/5/2015	ALHOCOL	WINE	9/7/2015 3:31:29 PM	
							Total Records	= 2	

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.

	Return Item - Oracle Hospitality Cruise SPMS Trackit V7.30.869 – 🗖 🔜 🗙
Home Setup	
Overview Confiscate Item Main Menu	Reports Quick Quick Quick Quick Confiscate Return Quick Function Quick Function Store Item Store It
Daily Overview 🗵 Return Item 🗵	
Account	
Account Search	Search Criteria
1001 1001 FC PAX 001 -	Item ID Debark Date 18/5/2015 + Guest Type Guest, Crew, Vi + Indude History No
Account Information	Item Type AH ALHOCOL, DO DOCUMENTS, SE SP + Store Location BA BAR, FO FRONT OFFICE, SO SECURITY +
	Item LIQUOR, WINE, PASSPORT, KNIVES *
	Item List
	Enter text to search
	Drag a column header here to group by that column
	Cabin Type Passenger Name Debark Date Item Type Item Name Date Collected Temporary Returned
	Image: 1001         Guest         FC, PAX 001         25/5/2015         ALHOCOL         WINE         9/7/2015 3:31:29 PM
Cabin: 1001 Birthdate: 12:00:00 AM	
Age: 0	Total Records = 1
Gender: M	
Emb Date: 18/5/2015	
Dis Date: 25/5/2015	Return Comment
System Date : 18/5/2015 User :	Currency : USD DSN : FIDELIO PC : KELVIN Version 7.30.869

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.

Ð	80											Return Item	- Oracle Hospital	ity Cruise SPMS T	rackit v7.:	30.869					-	D X
9	Home	Setup							_	_												
Overvie	w Confiscate Item	Store Return Item Item	Discard Re Item	C	Quick Quick Europe	Quick Return				Out Ch	reck-On Search Itom	Show Log Show Log Person										
Daily C	verview 🖸	Return Item 💌																				
Acc	unt																					
	ccount Sear						Search	Criteria														
	account sear	3010 FC	PAX 003			1.	Item ID					Debark Date				Guest Type			- Include History	No No		
	ccount Info	rmation					Diem Typ		AH ALH		DO DOCUMEN	S, SE SPORTED	LOPMENT			Store Location	n BA BAR, FO FROM		ECURITY OFFICE			
							Item		LIQUOR,	WINE, P	ASSPORT, KNEV											
							Iten List															
							Tester	r text to po	awda				Find									
							-						1112									
											by that column											
												e Debark Date	Item Type SPORT EQUIPMEN	Item Name	Date Colle 16/7/2015		Temporary Returned Date	Item Location	Date Returned/Discarded	Discarded	Allow Temporary Reb.	m
							2		1111	uuest	PC, PAX 005	019/2013	STOKE BOOMB	in lounds	10/7/2013	5 5120111 PM					103	
0	abin: 1010					_																
	thdate: 1/1/1	1982																				
	pe: 33 mder: F													Total Records =								
	ib Date: 18/5	2015																				
D	s Date: 25/5	2015				,	Return Co	mment														
																						-
	System D	late : 18/5/2015	User : a	Currency	USD D	SN : FIDE		: KELVIN	Version	7.30.85	19											

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.

En	ter text to	search			+	Find			
		neader her	e to group	by that column					
ag	a column h	neader her Cabin	e to group Type	by that column Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary Returned Date

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.

	Return Item - Oracle Hospitality Cruise SPMS TrackIt V7.30.869 - 🗆 🕨
Home Setup	
Dverview Confiscate Item Item Item Item Item	
Daily Overview 🗵 Return Item 🗙	
Account	
Account Search	Search Criteria
1010 1010 FC PAX 003 -	Item ID Debark Date 18/5/2015 - Guest Type Guest, Crew, Visitor - Include History Yes
Account Information	Item Type AH ALHOCOL, DO DOCUMENTS, SE SPORT EQUI  Store Location BA BAR, FO FRONT OFFICE, SO SECURITY OFFICE
	Item LIQUOR, WINE, PASSPORT, KNIVES *
	Rem List
	Enter text to search   Find Drag a column header here to group by that column
	Cabin Type Passenger Name Debark Date Item Type Item Name Date Collected Temporary Returned Date
	1010 Guest FC, PAX 003 25/5/2015 SPORT EQUIPMENT VNIVES 16/7/2015 3:20:11 PM 21/7/2015 3:46:24 PM
Cabin: 1010	
Birthdate: 1/1/1982	
Age: 33	Total Records = 1
Gender: F	
Emb Date: 18/5/2015	
Dis Date: 25/5/2015	Return Comment
System Date : 18/5/2015 User : a Co	urrency : USD DSN : FIDELIO PC : KELVIN Version 7.30.869

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 checkedin appears.
- 5. The **Temporary Returned Date** is then reset to null.

Enter text to search	Ent	ter text to sear	rch			-	Find			
		a column beade	er here to	aroup h	by that column					
area a column header here to group by that column	ay a	a countriteaue	er nere to	i gi oup t	by unat column					
Drag a column header here to group by that column										
		Ca	abin Ty	ype	Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary Returned Da

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

	<b>Q</b> 🗐 🚽	MK. 6	9. (		0 11 12	X	
rview Confiscate Store Return Dis Item Item Item I	scard Reports Q Item Con	fiscate Return It		Item Item	arch Show Log Show Lo Person	g Close	
V Overview X Return Item X	Q	uick Function		Store Item		Fa	
Account							
Account Search 1001 1001 FC PAX 001	Search Crit		bark Date 18/5/	2015 - Guest	Type Guest, Crew,	Vi + Include History	No
Account Information	Item Type	AH ALHOCOL,	DO DOCUMENTS, SI	E SP + Store	Location BA BAR, FC	FRONT OFFICE, SO	SECURITY +
	Item	LIQUOR, WINE, I	ASSPORT, KNIVES				*
	Item List						
	Item List						
	Enter text	to search		- F	ind		
	Drag a colum	n header here to grou	by that column				
		Cabin Type	Passenger Name	Debark Date Item	Type Item Name	Date Collected	Temporary Returned
	> 🗸	1001 Guest			DCOL WINE	9/7/2015 3:31:29 PM	
Cabin: 1001							
Cabin: 1001 Birthdate: 12:00:00 AM							
Birthdate: 12:00:00 AM Age: 0					Total Records =	1	
Birthdate: 12:00:00 AM Age: 0 Gender: M					Total Records =	1	•
Birthdate: 12:00:00 AM Age: 0 Gender: M Emb Date: 18/5/2015			11		Total Records =	1	Þ
Birthdate: 12:00:00 AM Age: 0 Gender: M	Return Commer	ıt	III		Total Records =	1	•
Birthdate: 12:00:00 AM Age: 0 Gender: M Emb Date: 18/5/2015	Return Commen	it			Total Records =	1	
Birthdate: 12:00:00 AM Age: 0 Gender: M Emb Date: 18/5/2015	Return Commer	nt			Total Records =	1	ľ

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.

tem I	>	100061		D	ebark Date			✓ Guest Typ	e Guest, Crew, Visitor		- Include History	No	
tem T	ype	AH AL	HOCOL, E	DO DOCUMENTS, S	E SPORTEQU	JIPMENT		+ Store Loca	tion BA BAR, FO FRO	NT OFFICE, SO	SECURITY OFFICE		-
tem		LIQUOR,	, WINE, P	ASSPORT, KNIVES									*
em Lis	+												
						_							
Ent	er text to	search				Find							
		eader here	to group	by that column									
	Column												
Jrag	<b>V</b>	Cabin	Туре	Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary Returned Date	Item Location	Date Returned/Discarded	Discarded	Allow Temporary Return
rag		_		Passenger Name FC, PAX 001	Debark Date 25/5/2015	Item Type ALHOCOL		Date Collected 9/7/2015 3:31:29 PM		Item Location	Date Returned/Discarded	Discarded	Allow Temporary Return
rag i	V	_								Item Location	Date Returned/Discarded	Discarded	
,	V	_								Item Location	Date Returned/Discarded	Discarded	
rag	V	_								Item Location	Date Returned/Discarded	Discarded	
, ag	V	_					WINE	9/7/2015 3:31:29 PM		Item Location	Date Returned/Discarded	Discarded	
, i	V	_						9/7/2015 3:31:29 PM		Item Location	Date Returned/Discarded	Discarded	
,		1001	Guest				WINE	9/7/2015 3:31:29 PM		Item Location	Date Returned/Discarded	Discarded	
		_	Guest				WINE	9/7/2015 3:31:29 PM		Item Location	Date Returned/Discarded	Discarded	

#### 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.

Em	ter text to	earch			÷	Find						
	a column b	ader here	to group	by that column								
orag	a column h			by that column								
rag	a column h	ader here	to group	by that column Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary Returned Date	Item Location	Date Returned/Discarded	Dis

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.

	A 0 🛛									Return I	em - Oracle Ho	spitality Cruise	SPMS Tra	cklt V7.30.869				
-9	Home	Setup																
Overview	Confiscate Item	Store Return Item Item		Reports	Quick Confiscato Quick Fi	Quid te Retur function	k Re n It	_	do Return	Check-Out Check Item Iter Store	in Search She	w Log Show Lo Person	Close					
Daly Ove	erview 🗵	Return Item (	×															
Accou	nt																	
Ac	count Searc	h			5	Search	Criteria	9										
100	1	1001 FC PA	X 001		• It	tem ID				Debark D	ate 18/5/2			Guest Type	Guest, Crev	v, Visitor 👻 🖡	dude History	res 📃
Ac	count Inform	nation			It	tem Type		AH AL		DO DOCUMENTS	SE SPORT EQ	UIPMENT		Store Location	BA BAR,	FO FRONT OFFICE, SO	SECURITY OFFICE	
					It	tem		LIQUOR	, WINE, I	PASSPORT, KNIVES								
					Ite	em List												
						Enter t						Find						
		4				Enter t	ext to s	earch				rino						
			Κ.		D		lumn he	ader her	e to grou	p by that column								
						(	8	Cabin	Type	Passenger Name	Debark Date	Item Type	Item Nam	e Date 0	olected	Temporary Returned Date	Item Location	Date Returned/Discarded
								1001		FC, PAX 001	25/5/2015	DOCUMENTS			015 4:18:40 PM			
					- 4	L	V	1001	Guest	FC, PAX 001	25/5/2015	ALHOCOL	WINE	9/7/20	15 3:31:29 PM			16/7/2015 3:01:56 PM
Cab	in: 1001 hdate: 1/1/19	72																
Age													Total Rec	ords – 2				
Gen	ider: M				•													•
Emb	Date: 18/5/2	015			_													
Dist	Date: 25/5/2	015			Ret	turn Com	ment											
																		¥.
	Surtem Da	to 1 19/5/2015	5 Heart	Current		DSN		Dec.		Version 7.30.869								
	Jystem Da	te - 10/0/2015	- User:	Currenc	y.030	0.014 ( 1	IDELIU	PUI	OCCALLA	version 7.50,809								

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.

[tem l	List										
B	nter text to s	earch			•	Find					
		eader here	e to group	by that column							
		Cabin	Туре	Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary Returned Date	Item Location	Date Returned/Discarded
>		1001	Guest	FC, PAX 001	25/5/2015	ALHOCOL	WINE	9/7/2015 3:31:29 PM			

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**.

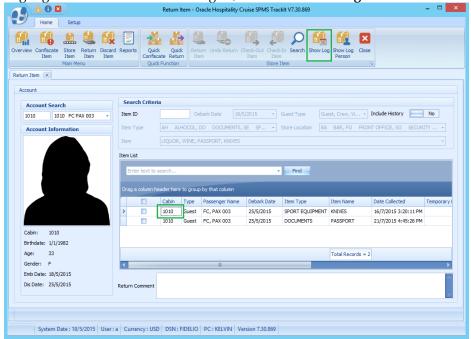


Figure 3-27 - Show Log page

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

				Track I	t Item Log		
ag a col	lumn header here	to group by tha	t column				
Date		Time	Action	User	Win.User	Comment	Station
16/7/20	015	15:20	Item Confiscation	a	Administrator	KNIVES Item Confiscate	KELVIN
21/7/20	015	15:32	Item Confiscation	a	Administrator	KNIVES Item Check-Out	KELVIN
21/7/20	015	15:39	Item Confiscation	a	Administrator	KNIVES Item Check-In	KELVIN
21/7/20	015	15:46	Item Confiscation	a	Administrator	KNIVES Item Check-Out	KELVIN
21/7/20	015	16:05	Item Confiscation	a	Administrator	KNIVES Item Check-In	KELVIN

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.

			Track	c It Item Log - Perso	on	
ag a column head	er here to group b	y that column				
Date	Time	Action	User	Win.User	Comment	Station
16/7/2015	15:20	Item Confiscation	а	Administrator	KNIVES Item Confiscate	KELVIN
21/7/2015	15:32	Item Confiscation	а	Administrator	KNIVES Item Check-Out	KELVIN
21/7/2015	15:39	Item Confiscation	а	Administrator	KNIVES Item Check-In	KELVIN
21/7/2015	15:46	Item Confiscation	а	Administrator	KNIVES Item Check-Out	KELVIN
21/7/2015	16:05	Item Confiscation	а	Administrator	KNIVES Item Check-In	KELVIN
21/7/2015	16:45	Item Confiscation	а	Administrator	PASSPORT Item Confiscate	KELVIN

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.

6		<b>6 0 E</b>	3				Qu	ick Confi	scate -	Oracle Ho	ospitality C	ruise SP	'MS Tr	acklt V7.3	0.869			- 5	×
	2	Home	Setu	p						_									
1	ni	H		4	"×		<b>&gt;</b>	2	+			×							
Ove	rview	Confiscate Item	Store Item Main M	Item	Discard Item	Reports		Quick e Return unction	Add Gu	Guest	Confiscate Item ate Item	Close							
Qui	ck Cor	ifiscate 🗵		chu			Quick I	uncoon		Cormsce	ite rtem		)				 		
Ite	m	PASSPOR	T																
Ite	m List																 		
	Ente	r text to sea	rch					•	Find										
	Nam	e			Cabin					Embarkat	ion Date				Disembarkation	Date			
5	'																		
					_					_									
								Total Re	cords = (	D									
Co	mmen	t																	
																			-
				15 100 15		6		DOM: DO											
		System D	vate : 18,	/5/2015	User: a	Curren	ncy : USD	DSN : FIL	JELIO I	C : KELVIN	Version 7	7.30.869							

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.

					Mul	tiple Accounts Selectio	in					
Acc	ounts											
tatı	us:	Checked In		-								
cco	unt Type:	Guest		•								
	Selection:			•								
		ed Accounts	_				Selected A					
NO					1		[m				1	
	Cabin	Name	Embark	Debark		Add All >	Cabin	Name	Embark	Debark		
8					-	< Remove All	7					
>	1001	FC,PAX 001										
	1002	FC,PAX 002				· · · · · · · · · · · · · · · · · · ·						
	1010	FC,PAX 003				Add >						
	1020	FC,PAX 004				< Remove						
	1020	FC,PAX 005										
	1032	FC,PAX 006				Criteria Add >						
	1038	FC,PAX 007										
	1048	FC,PAX 008	18/5/2015	25/5/2015		< Criteria Remove						
	1042	FC,PAX 009	18/5/2015	25/5/2015								
	1050	FC,PAX 010	18/5/2015	25/5/2015								
						Pre-Select						
		Found = 10						Listed =	0			
											ж	Cancel

#### 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.

atus:	Checked	In	-							
count	Type: Guest		-							
_										
e-Sele	ction: US		•							
Non-9	elected Accou	nts			Selected A	ccounts				
Ca	bin Name	Embark	Debark	Add All >	Cabin	Name	Embark	Debark		
8				< Remove All	7					
> 10	D1 FC,PAX	01 18/5/2015	25/5/2015						-	
10		02 18/5/2015								
10		03 18/5/2015		Add >						
10		04 18/5/2015		< Remove						
10		05 18/5/2015								
10		18/5/2015		Criteria Add >						
10		18/5/2015								
10		09 18/5/2015		< Criteria Remove						
10	50 FC,PAX	10 18/5/2015	25/5/2015							
				Pre-Select						
				Pre-Select						
							1			
	Found	= 9				Listed = 0				

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.

Accounts				Mul	tiple Accounts Sele	ctic	in				
tatus:	Checked In	1	•								
ccount Type	e: Guest		•								
re-Selection	: US		*								
Non-Sele	cted Account	ts				S	elected A	ccounts			
Cabin	Name	Embark	Debark		Add All >		Cabin	Name	Embark	Debark	
7					< Remove All	8					
					The second second	>	1001	FC,PAX 001		25/5/2015	
							1002	FC,PAX 002		25/5/2015	
					Add >		1010	FC,PAX 003		25/5/2015	
					< Remove		1020	FC,PAX 004		25/5/2015	
					,		1020	FC,PAX 005		25/5/2015	
					Criteria Add >		1032	FC,PAX 006		25/5/2015	
							1048	FC,PAX 008		25/5/2015	
					< Criteria Remove		1042	FC,PAX 009		25/5/2015	
							1050	FC,PAX 010	18/5/2015	25/5/2015	
					Pre-Select						
					Pre-Select						
									1		
	Found =	D						Listed = 9			
										Ok	Cancel

Figure 3-33 - Quick Confiscate Selected Accounts window

7. The selected passengers are now added to the Item L	.ist.
--	-------

Image: Store Return Discard Reports Item Item Item Return Discard Reports Item Item Return Discard Reports Item Confiscate Return Quick Runction       + × Emily Confiscate Cose Guest Item Confiscate Return Retu	Home Setup		Confiscate - Oracle Hospitality Cruise SPMS		
PASSPORT         -           Initial         -         Find           Name         Cabin         Embarkation Date         Disembarkation Date           PC,PAX 001         1001         18/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         13/5/2015         25/5/2015           FC,PAX 009         10-42         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	rview Confiscate Item Item	Return Discard Reports Item Item	Quick Add Guest Delete Confiscate Close Return Guest Item		
Cabin         Find           Name         Cabin         Embarkation Date         Deembarkation Date           C,PAX 001         1001         15/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	ick Confiscate 🗵				
Cabin         Find           Name         Cabin         Embarkation Date         Deembarkation Date           C,PAX 001         1001         15/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	PASSPORT				
Enter text to search         Find           Name         Cabin         Embarkation Date         Disembarkation Date           FC,PAX 001         1001         10/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         10+8         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	1		· ·		
Name         Cabin         Embarkation Date         Disembarkation Date           FC,PAX 001         1001         18/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	:m List				
FC,PAX 001         1001         18/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	Enter text to search		- Find		
FC,PAX 001         1001         18/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015					
FC,PAX 001         1001         18/5/2015         25/5/2015           FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015		Cabin	Embarkation Date	Disembarkation Date	
FC,PAX 002         1002         18/5/2015         25/5/2015           FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015					
FC,PAX 003         1010         18/5/2015         25/5/2015           FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         10-48         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	FC,PAX 001	1001		25/5/2015	
FC,PAX 004         1020         18/5/2015         25/5/2015           FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         10-42         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	FC,PAX 002	1002			
FC,PAX 005         1020         18/5/2015         25/5/2015           FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	FC,PAX 003	1010	18/5/2015	25/5/2015	
FC,PAX 006         1032         18/5/2015         25/5/2015           FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	FC,PAX 004	1020	18/5/2015	25/5/2015	
FC,PAX 008         1048         18/5/2015         25/5/2015           FC,PAX 009         1042         18/5/2015         25/5/2015           FC,PAX 010         1050         18/5/2015         25/5/2015	FC,PAX 005	1020	18/5/2015	25/5/2015	
FC,PAX 009 1042 18/5/2015 25/5/2015 FC,PAX 010 1050 18/5/2015 25/5/2015	FC,PAX 006	1032	18/5/2015	25/5/2015	
FC,PAX 010 1050 18/5/2015 25/5/2015	FC,PAX 008	1048	18/5/2015	25/5/2015	
	FC,PAX 009	1042	18/5/2015	25/5/2015	
Total Records = 9	FC,PAX 010	1050	18/5/2015	25/5/2015	
Total Records = 9					
Total Records = 9					
		Tot	al Records = 9		

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.

04	80 2					Qui	ck Retu	m Item -	Oracle Hos	pitality Cru	se SPMS	6 Tracklt V7.30.869				- 1	×
	Home	Setup	0	<b>7 2</b> 1		M					0						
11 Overview	Confiscate	Store	Return D	Discard	Reports	Quick	Quid	Retur	P O-	t Check-In	Searc	h Search	Close				
orenen	Item	Item Main Mer	Item	Item	incpuires	Confiscat	e Return	Item		Item	Check-In ore Item	only Check-Out only	5				
Quick Ret	urn Item 🔉	0															
Accourt	nt																
Sear	rch Criteria																
Item											+	Debark Date					*
Item I	D				В	arcode Sca	n Action	Search				Guest Type	Guest, O	Crew, Visitor			•
Item Lis	st																
Ent	ter text to se	arch						Find									
Drag	a column hei	der here Cabin	to group I		olumn		er Name	0.1	oark Date	Item		Item Name	Date Col		Temporary		
		Cabin	1.21	pe		Passeng	er wante	Det	Jank Date	ruem	rype			lected	remporary	Tuen Locau	311
													1				
													1				
												Total Records =	]				
<								1				Total Records =					•
Return	Comment							1				Total Records =					
Return	Comment						Π	1				Total Records =					
Return									PC : KELVIN			Total Records =					•

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 checkedin status and item selected.

	A O E	×			Quick Retu	rn Item - Orac	le Hospitality Cruis	e SPMS	Tracklt V7.30.	869		
2	Home	Setup										
rview	Confiscate Item	Store Item	Item	Discard Reports Item	Quick Quick Confiscate Retur Quick Function			Search Check-In pre Item	n Search Only Check-Out			
ck Re	turn Item	×										
Accou	int											
Sea	nch Criteri	а										
Item		PASS	PORT					+	Debark Date			
Item i	ID			Baro	code Scan Action	Search		÷	Guest Type	Guest, Crew, Visitor		*
tem Li												
En												
		eader here Cabin		by that column	Debark Date	Item Type	Item Name	Date Co	lected	Temporary Returned Date	Item Location	Date Returner
	) a column he		to group Type Guest	Passenger Na ▲ FC, PAX 001	Debark Date 25/5/2015	Item Type DOCUMENTS			lected 15 12:00:46 PM	Temporary Returned Date	Item Location FRONT OFFICE	Date Returne
		Cabin	Туре	Passenger Na A			PASSPORT	22/7/20		Temporary Returned Date		Date Returned
		Cabin 1001	Type Guest	Passenger Na A	25/5/2015	DOCUMENTS	PASSPORT PASSPORT	22/7/20 22/7/20	15 12:00:46 PM	Temporary Returned Date	FRONT OFFICE	Date Returner
Drag		Cabin 1001 1002	Type Guest Guest	Passenger Na A FC, PAX 001 FC, PAX 002	25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20	15 12:00:46 PM 15 12:00:46 PM	Temporary Returned Date	FRONT OFFICE	Date Returner
Drag		Cabin 1001 1002 1010	Type Guest Guest Guest Guest	Passenger Na A FC, PAX 001 FC, PAX 002 FC, PAX 003	25/5/2015 25/5/2015 25/5/2015 25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20 22/7/20	15 12:00:46 PM 15 12:00:46 PM 15 4:45:26 PM	Temporary Returned Date	FRONT OFFICE FRONT OFFICE FRONT OFFICE	Date Returner
Drag		Cabin 1001 1002 1010 1010	Type Guest Guest Guest Guest Guest	Passenger Na ▲ FC, PAX 001 FC, PAX 002 FC, PAX 003 FC, PAX 003	25/5/2015 25/5/2015 25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20 22/7/20 22/7/20	15 12:00:46 PM 15 12:00:46 PM 15 4:45:26 PM 15 12:00:46 PM	Temporary Returned Date	FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE	Date Returnee
Drag		Cabin 1001 1002 1010 1010 1020	Type Guest Guest Guest Guest Guest	Passenger Na ▲ FC, PAX 001 FC, PAX 002 FC, PAX 003 FC, PAX 003 FC, PAX 004	25/5/2015 25/5/2015 25/5/2015 25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20 22/7/20 22/7/20	15 12:00:46 PM 15 12:00:46 PM 15 4:45:26 PM 15 12:00:46 PM 15 12:00:46 PM	Temporary Returned Date	FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE	Date Returner
Drag		Cabin 1001 1002 1010 1010 1020	Type Guest Guest Guest Guest Guest	Passenger Na ▲ FC, PAX 001 FC, PAX 002 FC, PAX 003 FC, PAX 003 FC, PAX 004	25/5/2015 25/5/2015 25/5/2015 25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20 22/7/20 22/7/20	15 12:00:46 PM 15 12:00:46 PM 15 4:45:26 PM 15 12:00:46 PM 15 12:00:46 PM	Tenporary Returned Date	FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE	Date Returner
Drag		Cabin 1001 1002 1010 1010 1020	Type Guest Guest Guest Guest Guest	Passenger Na ▲ FC, PAX 001 FC, PAX 002 FC, PAX 003 FC, PAX 003 FC, PAX 004	25/5/2015 25/5/2015 25/5/2015 25/5/2015 25/5/2015	DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS DOCUMENTS	PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT PASSPORT	22/7/20 22/7/20 21/7/20 22/7/20 22/7/20	15 12:00:46 PM 15 12:00:46 PM 15 4:45:26 PM 15 12:00:46 PM 15 12:00:46 PM	Temporary Returned Date	FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE FRONT OFFICE	Date Returner

#### 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*.

Search Criterial						
Item	PASSPORT			•	Debark Date	25/5/2015 🔹
Item ID		Barcode Scan Action	Search	•	Guest Type	Guest 🔹

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

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

	) 0 0						DX ON th cle Hospitality Cr					
	Home	Setup	<b>)</b>									
rview	Confiscate Item	Store Item Main Me	Item	Discard Reports Item	Quick Quic Confiscate Retur Quick Function	k Return C	heck-Out Check- Item Item		Search only Check-Out	Close only		
ck Reti	urn Item [	×										
Account	t											
Sear	ch Criteria	_										
Item		PASS	PORT					*	Debark Date	25/5/2015		*
Item ID	C			E	Barcode Scan Action	Search		-	Guest Type	Guest		-
T	<b>V</b>	Cabin	Туре	Passenger Name	e Debark Date	Item Type	Item Name	Date Co	lected	Temporary Returned Date	Item Location	Date Return
>	<b>V</b>	1010	Guest	FC, PAX 003	25/5/2015	DOCUMENTS	PASSPORT	21/7/20	15 4:45:26 PM		FRONT OFFICE	
	<b>1</b>	1001	Guest	FC, PAX 001	25/5/2015	DOCUMENTS			15 12:00:46 PM		FRONT OFFICE	
	2	1002	Guest	FC, PAX 002	25/5/2015	DOCUMENTS			15 12:00:46 PM		FRONT OFFICE	
_		1010	Guest	FC, PAX 003	25/5/2015	DOCUMENTS			15 12:00:46 PM		FRONT OFFICE	
	☑	1050	Guest	FC, PAX 010	25/5/2015	DOCUMENTS			15 12:00:46 PM		FRONT OFFICE	<u> </u>
	M	1020	Guest	FC. PAX 005	25/5/2015	DOCUMENTS	Total Records =		15-12:00:46 PM		FRONT OFFICE	
•												
▲ eturn C	Comment											

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.

Search Criteria				
Item	PASSPORT			-
Item ID		Barcode Scan Action	Search	-
Item List			Search Auto Check-In/Out	
			Auto Return	

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.

9	Home	Setup			Quick Return Ite	em - Oracle Hosp	pitality Cruise	SPMS In	acklt V7.30.869			
rview	Confiscate Item	Store Ret Item Ite Main Menu	urn Discard R	Confis	k Quick cate Return k Function	Return Check-Ou Item		Search Check-In or re Item	Search nly Check-Out only	Close		
ick Ret	turn Item 🔉	×										
Accour												
Sea Item	rch Criteria	3						•	Debark Date			*
Item I	ID	100061		Barcode	Scan Action Aut	o Return		*	Guest Type	Guest, Crew, Visitor		v
Drag	a column he	earch ader here to g Cabin	group by that co	lumn Pass	-	em returned on 22		4:21 PM	e	Date Collected	Temporary	Item Location
Drag		ader here to g			-			4:21 PM	e	Date Collected	Temporary	Item Location
Drag		ader here to g			-			4:21 PM	e Total Records =	Date Collected	Temporary	Item Location
Drag		ader here to g			-			4:21 PM		Date Collected	Temporary	Item Location
		ader here to g						4:21 PM		Date Collected	Temporary	Item Location
		ader here to g						4:21 PM		Date Collected	Temporary	Item Location

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.

			Di	scard Ite	m - Ora	cle Hospitality Cruise SPMS	Fracklt V7.30.	369		- 🗆 🗙
Home	Setup									
	Image: Configurate Store Return Decord Reports Item Item Item Item Reports       Image: Configurate Return Decord Reports Configurate Return Item Item Item Item Item Item Item Item									
Discard Item ×										
Search Criter	ia									
Item Type	AH ALHOCOL	, DO DOCU	MENTS, SE SPOR	те •	Store	Location BA BAR, FO FRO	NT OFFICE, SO	SECURITY I	tem ID	
Guest Type	Guest, Crew, Vi	sitor			Only	for Pax/Crew which had check-ou	t No	Ir	ndude Discarded Item	No
Discard Method						<b>.</b>				
Item List										
Enter text to s Drag a column he		up by that col	umn		Find	-				
	Item Location	Item Type	Item Name	Cabin	Туре	Passenger Name	Debark Date	Date Collected	Date Returned/Discarded	Discard Method
> 🖸		ALHOCOL	WINE	6557	Crew	ABARCA, ALLAN COLANTRO		1/1/2015 11:58:40		
		ALHOCOL	WINE	1001	Guest	FC, PAX 001	25/5/2015	9/1/2015 3:31:29 PM		
			Total Records							
Syste	m Date : 18/5/20	015 User : a	Currency : USD	DSN :	FIDELIO	PC : KELVIN Version 7.30.8	69			

Figure 3-41 - Discard Item window

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

Search Criteria									
Item Type	AH ALHOCOL	tore Location BA BAR, FO FRONT OFFICE, SO SECURITY Item ID							
Guest Type	Guest, Crew, Visitor	nly for Pax/Crew which had check-out No Include Discarded Item No	]						

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.

			C	iscard Ite	m - Ora	cle Hospitality Cruise SPMS	Tracklt V7.30.8	369		- 🗆 🗙
Home	e Setup									
verview Confisc Item		turn Discard	Confisc	k Quid ate Retur	C Disc	ard Undo Discard Search Clo	-			
iscard Item 💌										
Search Criter	ia AH ALHOCOL				Store	Location BA BAR, FO FRO	ONT OFFICE, SC	SECURITY Ite	em ID	
Guest Type	Guest, Crew, Vi	isitor		•		for Pax/Crew which had check-ou		2	lude Discarded Item	No
scard Method						*				
em List										
Enter text to s	earch			•	Find					
	ader here to gro	oup by that col	umn							
	Item Location	Item Type	Item Name	Cabin	Туре	Passenger Name	Debark Date	Date Collected	Date Returned/Discarded	Discard Method
		ALHOCOL	WINE	6557	Crew	ABARCA, ALLAN COLANTRO	28/2/2015	1/1/2015 11:58:40		

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.

Search Crite	'ia	
Item Type	AH ALHOCOL	Store Location BA BAR, FO FRONT OFFICE, SO SECURITY      Item ID
Guest Type	Guest, Crew, Visitor	Only for Pax/Crew which had check-out Yes Indude Discarded Item Yes

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

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

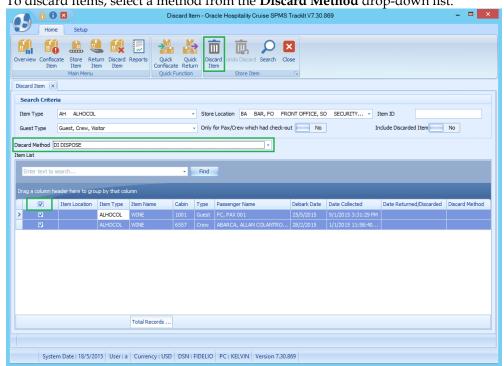


Figure 3-45 - Discard Method selection box

- 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.

	6			Dis	card Item	- Oracle Hospitality Cruise SPMS Tracklt V7.30.869 - 🗆 🔼								
9	Hom	e Setup												
rvie	ew Confise Iten			Reports Quick Confiscat Quick F		Discard Item	Undo Discard Search Close							
				Quicki	GINCOUT		Store Item							
:arc	i Item 🛛 🗙													
ear	rch Crite	ria												
em'	Туре	AH ALHOCOL				- Stor	e Location BA BAR, FO FRC	INT OFFICE, SO	SECURITY OF I	item ID				
ues	t Type	Guest, Crew, Vi	sitor			+ Only	for Pax/Crew which had check-ou	t No	Ir	nclude Discarded Item	No			
ard	Method	DI DISPOSE					-							
Lis	at 🗄													
Ent	er text to	search			•	Find								
		eader here to gro	up by that colu	mn										
		Item Location	Item Type	Item Name	Cabin	Type	Passenger Name	Debark Date	Date Collected	Date Returned/Discarded	Discard Method			
			ALHOCOL	WINE	1001	Guest	FC, PAX 001	25/5/2015	9/1/2015 3:31:29 PM	23/7/2015 12:25:39 PM	DISPOSE			
			ALHOCOL	WINE	6557	Crew	ABARCA, ALLAN COLANTRO MR	28/2/2015	1/1/2015 11:58:40 AM	23/7/2015 12:25:39 PM	DISPOSE			

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.

🔒 🖯 🛛		Disca	rd Item - O	Oracle	Hospitality Cruise SPMS Track	lt V7.30.869			- 🗆 🗙	
Home Setup										
Overview Confiscate Item Item Ite Main Menu	urn Discard Re		Return	Discard Item	Undo Discard Search Close					
Discard Item 🙁										
Search Criteria										
Item Type AH ALHOCOL · Store Location BA BAR, FO FRONT OFFICE, SO SECURITY OF · Item ID										
Guest Type Guest, Crew, Vis	itor		•	Only	for Pax/Crew which had check-out	No No	I	ndude Discarded Item	No	
Discard Method DI DISPOSE					×					
Item List										
Enter text to search			• Fin	d						
Drag a column header here to gro	up by that column									
Item Location	Item Type	Item Name	Cabin T	Гуре	Passenger Name	Debark Date	Date Collected	Date Returned/Discarded	Discard Method	
>	ALHOCOL	WINE	1001 G	Guest	FC, PAX 001	25/5/2015	9/1/2015 3:31:29 PM	23/7/2015 12:25:39 PM	DISPOSE	
	ALHOCOL	WINE	5557 C	Crew	ABARCA, ALLAN COLANTRO MR	28/2/2015	1/1/2015 11:58:40 AM	23/7/2015 12:25:39 PM	DISPOSE	

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.

	-										_ 0
				Disc	ard Item - C	Dracle Hos	pitality Cruise SPMS	Tracklt V7.30.8	69		
Horr	e Se	tup									
		. 🤮	E.			<u>ش</u>	📆 🔎 🛙	<			
Overview Confis Iter			n Discard R Item	eports Quick Confiscate		iscard Und Item	do Discard Search Clo	ise			
	Main	Menu		Quick Fu	nction		Store Item	- F <sub>M</sub>			
Discard Item 🛛											
Search Crite	ria										
Item Type	AH AL	HOCOL			*	Store Loc	ation BA BAR, FO	FRONT OFFICE	, SO SECURITY OF	r Item ID	
Guest Type	Guest, C	rew, Visito	r		*	Only for P	Pax/Crew which had che	ck-out 📃 I	No	Include Discarded Item	No
liscard Method	DI DISPOS						•				
tem List											
Enter text to	search				+ Find	i					
	eader here	to group	by that colun								
	Item Lo	ation	Item Type	Item Name	Cabin	Type	Passenger Name	Debark Date	Date Collected	Date Returned/Discarded	Discard Method

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.

	Report Printing - Oracle Hospitality Cruise SPMS Trac	skit V7.30.869 🛛 🗕 🗆 🗙
Home Setup		
Item Item Item Cor	Quick         Quick         Print         Export         Quistom         Close           Report         Print         Export         Report         Report         Report	
Report Printing ×		
Expand All	Print Preview	
Search Report	Selection/Criteria	
Name	Printers Printer : Status: No Printer Port :	Properties
	Print Range	Copies
	Print All	Number of copies: 1
	C Range	Orientation: Portrait -
	Page From To	Collation: Default -
System Date : 18/5/2015 User : a Currency :	USD DSN : FIDELIO PC : KELVIN Version 7.30.869	

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 <u>Setup</u> tab. The security privilege is assigned in the User Security module.

Home Setup	Confiscate Item Setu	up - Oracle Hospitality Cruise SPMS Trackit V7.30.869 - 🗖 🗙
	Add Delete Save Ref	iresh Close
Expand All	Item Details	
Description	Name	PASSPORT
	Description	Passport
	Security Group	All User Can Access
	Item Type	All User Can Access User With Confiscate Item Security Group 1 only
	Enable	User With Confiscate Item Security Group 1 only User With Confiscate Item Security Group 2 only User With Confiscate Item Security Group 3 only
	Discard Duration	User With Confiscate Item Security Group 4 only User With Confiscate Item Security Group 5 only
	Guest	User With Confiscate Item Security Group 6 only
	Crew	User With Confiscate Item Security Group 7 only User With Confiscate Item Security Group 8 only
	Visitor	User With Confiscate Item Security Group 9 only User With Confiscate Item Security Group 10 only
System Date : 18/5/2015 User : a Curre	ency : USD DSN : FIDELIC	D PC : KELVIN Version 7.30.869

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
	N	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.

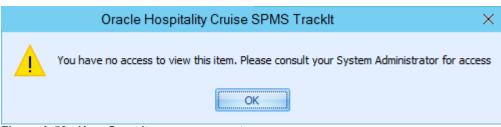


Figure A-52 - User Security access prompt

#### 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	0, 1	0-No signature require,1-Signature require
item		