### Oracle<sup>®</sup> Hospitality Cruise Shipboard Property Management System Launch Panel

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# Contents

Figures	5
Tables	6
Preface	7
Audience	7
Customer Support	7
Documentation	7
Revision History	7
Prerequisite, Supported Systems, and Compatibility	8
Prerequisite	8
Supported Operating Systems	8
Compatibility	8
1 Launch Panel	9
1.1. Functionality in Launch Panel	
Event Overview	9
Event Summary Overview	9
System Status Overview (About)	10
Property Management tab	10
Utilities Management tab	11
1.2. Adding an Application	12
2 Adding Required Application	.14
2.1. Inserting an Application using F12 function key	14
2.2. Manual Updating an Application	15
2.3. Batch Update of application	16
3 User Access Right	. 18
3.1. User Security	18
Adding a User Group	18
Copying a Group	19
Removing a Group	20
Adding a User	21
Removing a User	22
Copying Security Right	
Changing Password	
Searching for System Rights	24
4 Forgot Password	25

4.1.	Setting Up Password Reset	25
4.2.	Password Reset feature	26

# Figures

Figure 1-1 – Launch Panel (Event Overview)	9
Figure 1-2 – Launch Panel (Event Summary Overview Filter)	10
Figure 1-3 – Property Management	11
Figure 1-4 – Utilities Management	11
Figure 1-5 – Launch Panel Application and the System Files Update	12
Figure 1-6 – Add Application Wizard – Display Name	12
Figure 1-7 – Add Application Wizard – File Name	13
Figure 1-8 – Add Application Wizard Icon Selection	13
Figure 1-9 – Add Application Wizard User Selection	13
Figure 2-1 – Login Window (Female Icon)	14
Figure 2-2 – Launch Panel Application	14
Figure 2-3 - Launch Panel Application	15
Figure 2-4 –System Files Update Window (Folder Properties)	16
Figure 2-5 - Application File To Be Added	16
Figure 2-6 – Launch Panel Application	17
Figure 2-7 – Launch Panel Application (Update In Progress)	17
Figure 3-1 – User Security	18
Figure 3-2 – User Security (Add User Group)	19
Figure 3-3 – User Security (Security Groups & User Groups)	19
Figure 3-4 – User Security (Copy User Group)	20
Figure 3-5 – User Security (Security Groups & User Groups)	20
Figure 3-6 – User Security - Add User screen	
Figure 3-7 – Added User in Security Groups	22
Figure 3-8 – User Security (Remove User)	22
Figure 3-9 – Error Removing User	22
Figure 3-10 – Copy User Security Right	23
Figure 3-11 – Change Password	23
Figure 3-12 – System Rights Search	24
Figure 4-1 - User Account Email Settings	25
Figure 4-2 - Launch Panel - Forgot Password	26
Figure 4-3 - Forgot Password	26
Figure 4-4 - Sample Password Reset Template	27

## Tables

Table 3-1 - Field description of Add User screen	21
Table 3-2 - User Security Fields	24

## Preface

The Launch Panel is a platform to access the Oracle Hospitality Cruise Shipboard Management System (SPMS) program. Apart from the platform functionality, Launch Panel also administer the user access to the system.

### Audience

This document is intended for application specialist and 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 and any associated log files.
- Screen shots of each step you take.

### **Documentation**

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com/en/industries/hospitality/

### **Revision History**

Date	Description of Change		
March 2017	Initial publication		
August 2018	Revised Prerequisites		

# Prerequisite, Supported Systems, and Compatibility

This section describes the minimum requirement to run the Launch Panel.

### Prerequisite

- OHC Launch Panel.exe
- OHC Updater.exe
- OHC UpdaterWatchdog.exe
- OHCSPMSUtils.dll

## **Supported Operating Systems**

- Microsoft Windows 7 32-bit system/ x64-bit system
- Microsoft Windows 8 32-bit system/ x64-bit system
- Microsoft Windows 10 32-bit system/ x64-bit system

## Compatibility

SPMS version 8.0 or later. For customer operating on version below 8.0, database upgrade to the recommended or latest version is required.

## Launch Panel

The Launch Panel is the main panel where you access the SPMS modules. Application shortcuts are created for ease of access, allowing you to launch applications from a single location.

1

### 1.1. Functionality in Launch Panel

This section describes the functionality of SPMS Launch Panel.

#### **Event Overview**

The Event Overview screen indicates important information such as passengers expected to embark, cruise plans and so forth that are shared with other users.

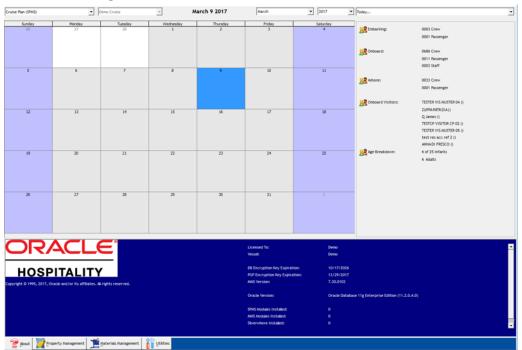


Figure 1-1 – Launch Panel (Event Overview)

At the top of the Launch Panel, these default filters reflect the data in the calendar:

- Event type: Cruise Plan, Cruise Plan-with time, expected to embark
- Vessel: Current Cruise
- Date: Month / Year

#### **Event Summary Overview**

A summarized view of important information are displayed on the right pane of the Event Summary screen based on following filters:

• Today... (Expected Embarking of the day)

- Port Agent
- System Check
- User Online
- Vendor

Renbarking:	0002 Passenger	
	0001 Crew	
Renbarking:	0015 Passenger	
📜 Onboard:	0828 Crew	
	1306 Passenger	
	0007 Staff	
R Ashore:	0009 Passenger	
-	TESTER VISITOR MUSTER 04 ()	
	TESTER VISITOR 01 ()	
	test res acc ref 2 ()	
Re Breakdown:	4 of 80 infants	
	11 of 50 Children	
	1302 Adults	

Figure 1-2 – Launch Panel (Event Summary Overview Filter)

### System Status Overview (About)

This section describes the System Status Overview, which are used to display the important system status information such as Vessel, Database (DB) Encryption Key Expiration Date, Pretty Good Privacy (PGP) Encryption Expiration Date, Material Management System (MMS) Version, Oracle Database Version and so forth to be shared with other users.

#### **Property Management tab**

The Property Management tab lists the application added to this panel for ease of access and the system download the latest version if found. You may add the application using an **Add Function** or **F12** function key, and this would require an Administrator login.

xpected Embarking	•			ember 2 2016	November		Today	
Sunday 30	Monday 31	Tuesday 1	Wednesday 2	Thursday 3	Friday 4	Saturday 5	2 Embarking:	0002 Passenger
30	51	1	2	3	7	3	<b>24</b>	0001 Crew
6	7	8	9	10	11	12	Disembarking:	0015 Passenger
							2 Onboard:	0828 Crew 1306 Passenger
13	14	15	16	17	18	19		0007 Staff
							Ashore:	0009 Passenger
20	21	22	23	24	25	26	2 Onboard Visitors:	TESTER VISITOR MUSTER 04 () TESTER VISITOR 01 () test res acc ref 2 ()
27	28	29	30	1	2		Age Breakdown:	4 of 80 Infants 11 of 50 Children 1302. Adults
	(a) A.	\$	۵.	<b>b</b>				
-	cashbook crew	Currency exchange	IFT Tools Manage	ement				
🛜 About 🔰	Property Management	Utilities						

Figure 1-3 – Property Management

### **Utilities Management tab**

The Utilities Management tab is where user access is granted/revoked, or when a program is updated using the Updater.

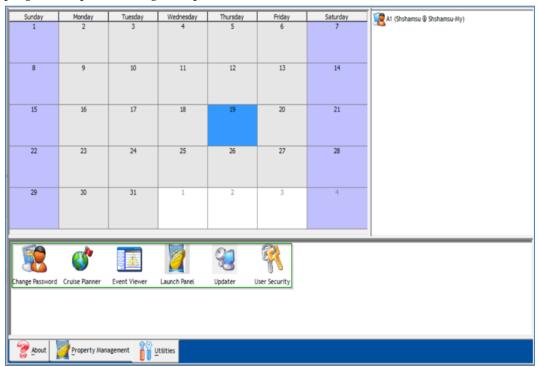


Figure 1-4 – Utilities Management

## 1.2. Adding an Application

- 1. Run the Launch Panel from Oracle Hospitality Cruise folder.
- 2. The application is added by right-clicking in the blank space of the tab and select **Add** or press **F12** to open the Launch Panel Application and System File Update window and select the group from the drop-down menu.



#### Figure 1-5 – Launch Panel Application and the System Files Update

- 3. Click **Add** to open the Add Application Wizard dialog box.
- 4. In the Add Application Wizard dialog box, Display Name field, insert the program name to add, and then click **Next**.

😻 Step 1 of 5		×
Add Application	Wizard	Ý 🏊
Property Managem	elp you add a new application to the Oracle Hospita ent System. ne following information.	lity Cruise
Display Name:	Management	
Application Desciption:		

Figure 1-6 – Add Application Wizard – Display Name

5. Click the ellipsis button and browse to the application location. Select the required program to add and then click **Next**. The application's file size, version and the date created is shown underneath the application name.

Add Applic	ation Wizard		- 4 🔁
Please provid	de the applicati	on name and path:	
File:	FC Manageme	int.exe	
	Application	n is a Oracle Hospitality Cruise SPMS Produc	t
	Application	n is a OLD Oracle Hospitality Cruise SPMS P	roduct
	File Size:	3,841 KB (3,933,536 Bytes)	
	Version:	8.00.0.0002	

Figure 1-7 – Add Application Wizard – File Name

6. Select an Icon for the application or click **Next** to use the system default icon.

🕮 Step 3 of 5	×
82 Add Application Wizard	- É 🏊
Please select a Icon which is to be used to display this application:	
<u>C</u> ancel < <u>B</u> ack	Next >

Figure 1-8 – Add Application Wizard Icon Selection

- 7. At the Add Application Wizard window, click Next.
- 8. Select the users for this application and then click the right-angle bracket (>) to enable the access or double-right angle bracket (>>) to enable all.

<ul> <li>Step 5 of 5</li> <li>Step 5 of 5</li> <li>Add Application Wizard</li> </ul>		×
Please Select the Users that will	have Access to I	this Application
Accounting Dept.		
Accounting Mgr		
Allievi Bridge		
Bar Bar		
Bar Invoice	<u> </u>	
Bar Management	v <<	
⊆ancel		< Back Finish

Figure 1-9 – Add Application Wizard User Selection

9. Click **Finish** and exit the application.

# 2 Adding Required Application

This section describes the steps to upload required application into the Launch Panel.

## 2.1. Inserting an Application using F12 function key

- 1. Run the Launch Panel program from Oracle Hospitality Cruise folder.
- 2. Bypass the Updater by pressing the ALT key and then click the female icon to login.



Figure 2-1 – Login Window (Female Icon)

- 3. In the Launch Panel, press **F12** function key to open the Launch Panel Applications and System Files Update window.
- 4. Select the Property Management category from the drop-down list and click Add.

	1.01		-		×
Launch Pa	nel Applications	and System File	es Update		
Property Managemen	it				•
8			\$		
Administrator	cashbook	crew	Currenc exchang		
٢					
IFT Tools					
Group		Add	Delete	Propert	ies
				<u>E</u> xit	

Figure 2-2 – Launch Panel Application

Below are the applications/programs for each of the categories.

- a. Property Management:
  - Administration.
  - Crew
  - Management
  - Tools or any executable that the user uses to perform their task.
- b. REGASM Files category:
  - Wrapper.dll

- c. System Files category
  - OHCSPMSBusiness.dll
  - OHCSPMSData.dll
  - OHCSPMSUI.dll
  - OHCSPMSMobile.dll
- d. Utilities category
  - Launch Panel
  - Updater
  - UpdaterWatchdog
  - UserSecurity
- 5. Exit the Launch Panel.
- 6. Run the Launch Panel to access the application and allow the system to download the latest version from the server.

## 2.2. Manual Updating an Application

Below steps describes the process to update each application manually when the latest release application becomes available.

- 1. Repeat step 1 and 3 of the above section.
- 2. Select Property Management category from the drop-down menu, then select the desired program and then click **Properties**.

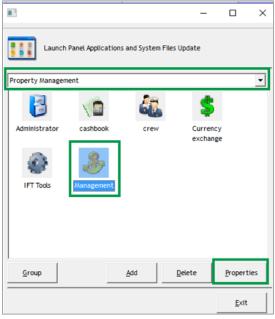


Figure 2-3 - Launch Panel Application

3. In the Folder Properties window, click **Update File** 

8€	Management
Description:	
File Name:	FC Management.exe
Location:	C:\Program Files (x86)\Oracle Hospitality Cru
Size	3,841 KB (3,933,536 Bytes)
Version:	Local: 8.00.0.0007 Server: 8.00.0.0002
Created:	Monday, October 24, 2016 08:56
Accessed:	Thursday, October 27, 2016 09:41
Attributes:	Enabled FC Application Ship Only     OLD FC Application

#### Figure 2-4 – System Files Update Window (Folder Properties)

4. Browse and locate the latest application file from Oracle Hospitality Cruise folder and click the **Open** button.

Name ^	Date modified
💥 OHC Maintenance.exe	07-Feb-17 6:56 AM
🗳 OHC Malaysia Immigration.exe	07-Feb-17 6:56 AM
✓ ♣ OHC Management.exe	07-Feb-17 6:56 AM

#### Figure 2-5 - Application File To Be Added

5. During the update, a progress bar is shown. Click **OK** to close the Folder Properties window. Repeat the above steps to update the other application.

### 2.3. Batch Update of application

Below steps describes the batch update of applications registered in Launch Panel when the latest release application becomes available.

- 1. Repeat step 1 and 3 of the Inserting an Application using the **F12** function key.
- 2. In the Launch Panel Applications and System Files Update window, click the **Group** button.



Figure 2-6 – Launch Panel Application

- 3. Browse and locate the folder where the latest application files reside.
- 4. The progress of the application files updated is shown at the bottom left of the window in sequential order.

		-	D X
Launch Panel Ap	plications and System	Files Update	
Property Management			•
Group	Add	Delete	Properties
FidelioSPMSBusiness.dl		]	<u>E</u> xit

Figure 2-7 – Launch Panel Application (Update In Progress)

5. Once the update completes, all the application are shown in order in the Launch Panel Application and the System Files Update window. Click **Exit** to close the window.

# 3 User Access Right

This section describes the administration of User Access Rights for each user group. The access is only granted at a group level instead of individual users. The User Security application is accessible only through the Launch Panel.

### 3.1. User Security

The User Security function is comprised of four main area.

- 1. Menu bar
- 2. Security Group
- 3. Access Level by module
- 4. User groups.

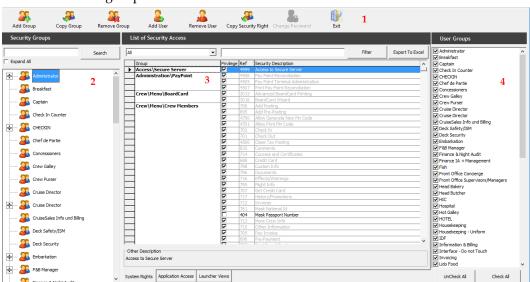


Figure 3-1 – User Security

To access the User Security application,

- 1. Run the Launch Panel application and navigate to Utilities tab.
- 2. Double-click the User Security application.

#### Adding a User Group

- 1. From the User Security screen, click Add Group from Menu bar.
- In the Add User Group window, define the new User Group's Name and Description. The name field is limited to six alphanumeric and description is 50 alphanumeric.

Add User	Group	24
Name:	T00002	
Description:	Test Group 2	

Figure 3-2 – User Security (Add User Group)

3. Click **Apply** to create the new user group. Newly created security group are shown under Security Groups and User Groups section.

Security Groups	User Groups
Search	Hotel Manager
Expand All	Housekeeper Chief
🛺 Radio Station	Housekeeping     Housekeeping Management
	Housekeeping Management     Housekeeping Staff
Reception + chiusura fidelio	
<b>6</b>	
Restaurant	Interface - Do not Touch
🕰 Safety	Internate - Do Not Houth
Salety	Library
Security Chief	Master
Geodetry chief	Medica
	Night Audit
- Shore Excursion Mgr	Obr Supervisor
Staff Captain	Radio Station
	Reception + chiusura fidelio
	Restaurant
🖶 — 🏭 Technical Group	Safety
	Security Chief
🏭 Test	Shore Excursion
· · · · · · · · · · · · · · · · · · ·	Shore Excursion Mar
Test Group	Staff Captain
	Staff Engineer
🏭 Test Group 2	Technical Group
Contraction Contraction	Test
Concerner (Concerner)	Test Group
🖶 — 🏭 Users Not on Board	Test Group 2
	Tester
Work Orders	Users Not on Board
	Work Orders

Figure 3-3 – User Security (Security Groups & User Groups)

- 4. In the User Groups section, select the newly created group.
- 5. Navigate to the **System Rights** tab and assign the individual privilege by module by checking the respective check boxes. Use the search bar to look up the privilege by keyword.
- 6. Navigate to **Application Access** tab and check the application this User Group is accessible.
- 7. Navigate to **Launcher Views** tab and check the view this User Group is accessible.
- 8. Click **Exit** to close the application.

#### **Copying a Group**

- 1. Select a Security Group from the Security Groups list.
- 2. Click **Copy Group** from the menu bar.

3. In the Copy User Group 'GroupName' window, define the new group name and description.

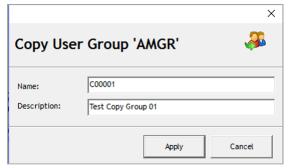


Figure 3-4 – User Security (Copy User Group)

4. Click **Apply** to copy the group. The group is added under security group and user group.



Figure 3-5 – User Security (Security Groups & User Groups)

5. The System Rights of the copied group are identical to the Security group you copied from.

#### **Removing a Group**

- 1. Select a Security Group from the Security Groups list.
- 2. Click Remove Group.
- 3. At the Remove User Group (group name) prompt, select **Yes** to proceed or **No** to cancel and return to the previous screen.

### Adding a User

- 1. Select a Security Group from the Security Groups list.
- 2. Click **Add User** from the menu bar.
- 3. In the Add User window, enter the relevant information in each of the each section.

	×
Add User	2
User Details Login Name: Test User 02 Login Description: Test User 02 User Group: Accounting Dept. Accounting Mgr Administrator Allevi Bridge Bar Bar Bar Invoice	Crew Name: TESTER, CREW 010
Security Password:	Various Buyer's Limit: Cashier Function: Enabled Cashbook Assigned: Operational Position: Vendor: Email Address:
	Apply Cancel

Figure 3-6 – User Security - Add User screen

Table 3-1 - Field description of Add User screen

Field Name	Description
Login Name	Login ID used is SPMS application.
Login Description	User full name
User Groups	Group user is assigned to, multiple selections is allowed.
Password	User Password
User cannot change password	Disable user from changing the password when checked.
Password never expires	User password has no expiry date
Account is Disabled	The account is locked and not accessible when checked.
Change Password Next Login	Prompt user to change their password at next login.
Crew Name	Link user ID with crew profile.
Buyer Limit	The maximum amount user is allowed to spend on good purchases in MMS module.

Field Name	Description
Cashbook Assigned	Cashbook the user is assigned to.
Operational Position	Position user is assigned to.
Vendor	Use in web services (iCrew) to retrieve the excursion.
Email address	Email address of the user.

4. The newly created user is reflected in selected Security Group. Expand the tree view to view the user.

Security Groups	
	Search
Expand All	
Accounting Dept.	^
Accounting Mgr	
Test User 02 Test User 1 Test 3	
🕂 🏭 Administrator	
Allievi Bridge	
Bar	

Figure 3-7 – Added User in Security Groups

#### **Removing a User**

- 1. Select the user from the Security Group.
- 2. Click **Remove User** from the menu bar.
- 3. At the Remove User prompt, reconfirm the user name and ID, then click **Yes** to proceed or **No** to return to the previous menu.



Figure 3-8 – User Security (Remove User)

4. The system prevents you from removing a user that has performed transactions in the system and prompts an error when **Yes** is clicked.



Figure 3-9 – Error Removing User

#### **Copying Security Right**

The Copy Security Right allows you to copy existing user access rights assigned from one group to another.

- 1. Select a Security Group from the Security Groups list.
- 2. Click Copy Security Right from the menu bar.
- 3. In the Copy User Security Right window, the selected group is defined in **From Group** column. Select from the drop-down menu the group to copy to.

From Group: Accounting Mgr (AMGR)	
To Group: Test Copy Group 01 (C00001)	·

Figure 3-10 – Copy User Security Right

4. Click **Apply** to proceed and the access rights you copied from is added to the group.

#### **Changing Password**

- 1. Select a user from the Security Group list.
- 2. Click Change Password from the menu bar.
- 3. In the Change Password for [User Name] window, enter the new password and confirm the password.

&		×
Change Pa Test User	assword for 1	- 29
Old Password:	Not Required	
Password:	***	
Confirm Password:		
	Apply	Cancel

Figure 3-11 – Change Password

- 4. Click **Apply** to proceed and a message box prompting "Password has been changed" when the password is applied successfully.
- 5. Click **OK** to close the message box.

### **Searching for System Rights**

The User Security function is built in with a search function, allowing you to search for security groups or user rights.

		posting			Filter	Export To Exce
		Privilege		Security Description		
	Crew\Menu\Crew Members		706	Add Posting		
		N	695	Add Pre-Posting		
			4560	Close Tax Posting		
	Crew\Menu\Crew	<u> </u>	724	Posting Allowed		
_	Members\Information	J	429	View Posting Disallowed Reason		
	Crew\Menu\Crew		739	Close Postings		
_	Members\Invoices	J	731	Void Posting		
		3012	Quick Posting			
		J	3013	Quick Posting Status Enable/Disable		
Billing	J	239	Close Postings			
		4547	Close Postings (Portuguese Tax)			
	Interfaces\FC Call Posting\Menu		3250	Import Crew Call Postings		
	Interfaces\Mini Bar\Menu		401	Import Postings		
	Management\Guests Management\Menu\Cashier		4474	Allow Manual Posting		
			4639	Allow Delete Pending Pre Posting		
		J	224	Quick Posting		
Ι		V	155	Quick Posting Status		
		J	216	Quick Pre-postings Convert		
٦			3184	Quick Service Charge Posting		
1			4542	Unposted Package Posting		
٦			4593	Void Quick Posting		
	Management\Menu\Cashier\Gift		876	Add Posting		
٦	Card		881	Close Posting		
٦			877	Void Posting		
1	Management\Menu\Cashier\Groups		787	Add Posting		
1			4277	Close Postings		
1			4561	Close Tax Posting		
1		<b>V</b>	785	Posting Status		
1		ম	430	View Posting Disallowed Reason		
1	Management\Menu\Cashier\Groups		4550	Close Postings (Portuguese Tax)		
	Management\Menu\Cashier\Groups		793	Close Postings		
	Invoices	17	147	Void Docting		

Figure 3-12 – System Rights Search

#### Table 3-2 - User Security Fields

Field	Description
Group	Indicates the module the function is attached to.
Privilege	Indicator if the user rights are assigned.
Ref	System Security Access Rights Reference
Security Description	Description of the security rights.

- 1. In **System Rights** tab of the List of Security Access section, select the access group to filter from the drop-down list.
- 2. Tab to the next field and insert the keyword to filter, for example, Posting.
- 3. Click **Filter** to display the access rights that contain the keyword.
- 4. The return results are exportable to Microsoft Excel. Click the **Export to Excel** to export the Security Access Rights.

## Forgot Password

The Forgot Password is a password reset feature. This feature is only available in Launch Panel Login screen.

### 4.1. Setting Up Password Reset

1. Login to Administration module.

4

- 2. Select **Database Parameter**, **Promo** group and define the SMTP settings in the following parameters:
  - SMTP Server IP Address
  - SMTP Server IP Port
  - Sender Name
  - Sender Email Address
  - SMTP Require SSL. Depends on organization requirement
  - SMTP Server Require Login Authentication. If parameter enabled, define the following:
    - o SMTP User Name
    - o SMTP User Password
- 3. In the Launch Panel, select **User Security**. Define the Email address for the login user.

User Details	Crew Link	
Login Description: tester	Crew Name:	
User Group:	< <not linked="">&gt;</not>	•
Loyalty_Desk		
Medical_Doctor		
Navigation		
Technical Group		
Theater Production Manager  Training_And_Development		
Security	Various	
	Buyer's Limit:	0
User cannot change password		
	Cashier Function:	Enabled
Password never expires	Cashbook Assigned:	<b>_</b>
	conconcrasgical	,
<u>Account is disabled</u>	Operational Position:	<b>•</b>
Change Password Next Login	Vendor:	-
	Email Address:	per pri de generie com
		P

Figure 4-1 - User Account Email Settings

### 4.2. Password Reset feature

1. Launch the Launch Panel application and click the **Options** button.

<b>\$</b>	Launch Panel Oracle Hospitality Cruise
User:	
Password:	
Server: Fidelio	n << Options Exit

Figure 4-2 - Launch Panel - Forgot Password

- 2. Click the **Forgot Password** button at the bottom left. You are require to enter the user login ID and email address that matches the email defined in user login account.
- 3. The system prompts an "Invalid Email Address" message if the email address does not match.

Forgot Password	
	Oracle Hospitality Cruise SPMS Oracle Hospitality Cruise
User: eMail Address:	
	<u>S</u> end <u>E</u> xit

Figure 4-3 - Forgot Password

4. A notification message "An email with instruction how to reset your password has been sent to xxx@xxxx.com" shall prompt when **Send** is clicked. You will received a temporary password in your email account, as shown in below example.

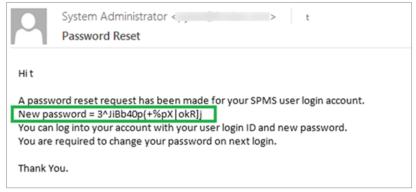


Figure 4-4 - Sample Password Reset Template

- 5. Once you request for a password reset, the old password is no longer valid. Copy the temporary password from email and paste into Login screen.
- 6. Click **Login**. The system prompts for password to be changed.
- 7. Click **OK** and proceed to change the password.