Oracle® Hospitality Cruise Shipboard Property Management System
Administration User Guide
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Contents

Contents   5

Tables

Figures

Preface

The Administration module is the backbone of the Shipboard Property Management System (SPMS), where system codes are built according to the approved Ship's Operational guidelines and requirements. As each of these codes may link to other fields or require other codes to be setup first, it is advisable to study and understand the relationship of each requirement before you start coding. System Administrator, Chief Purser, Accounting Purser, Crew Purser, Cruise Director, Group Coordinator and Safety Office are the key personnel responsible in configuring and maintaining these codes.

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
- 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.
May 2018	▪ Added Label setup ▪ Template change
October 2018	▪ Parameter option changed in Adding a Report to a Batch
November 2020	▪ Added Export Photos, Update Photos and Export Documents

Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirement for Administration module.

Prerequisite

- OHC Administration.exe

Supported Operating Systems

- Microsoft Windows 10 - 32 bit / 64 - 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.

Administration

The Administration Menu is comprises of configuration input fields required by the Ship Operation. Some of these codes depend on another set of codes and may result in some functions not working as desire if they are not properly setup. Please consult Oracle Hospitality Cruise Support if you have any questions about configuring the codes.

1   System Setup

In **System Setup Menu**, configurations such as Port of call, System Cruise, System Date Change, System Cruise Change and Database Parameters are setup.
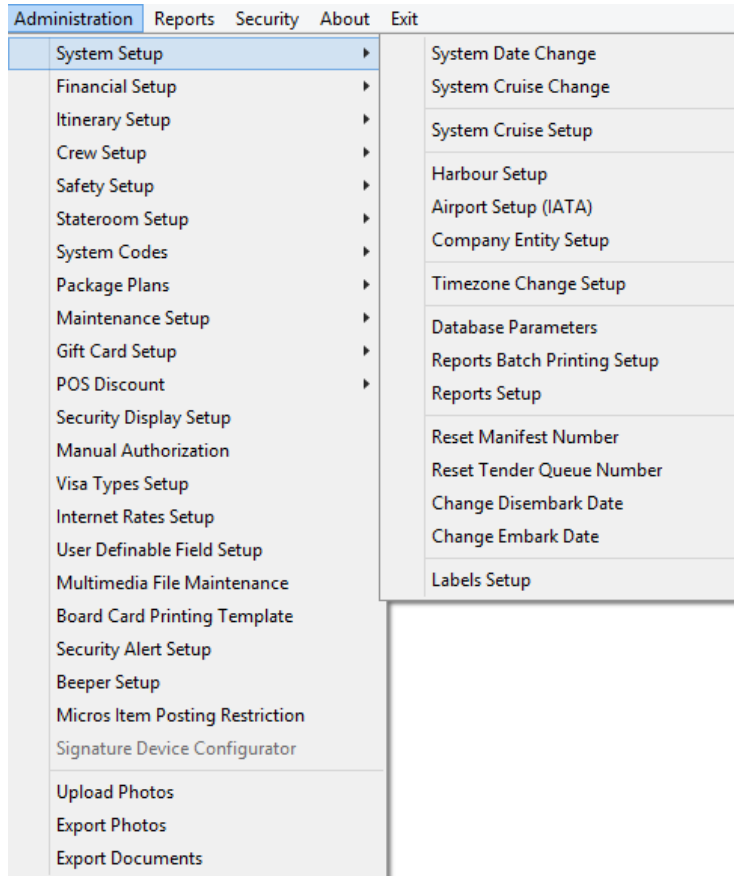
Figure 1-1 - System Setup

1.1.   Harbour Setup

Setting Up a Harbour/Port
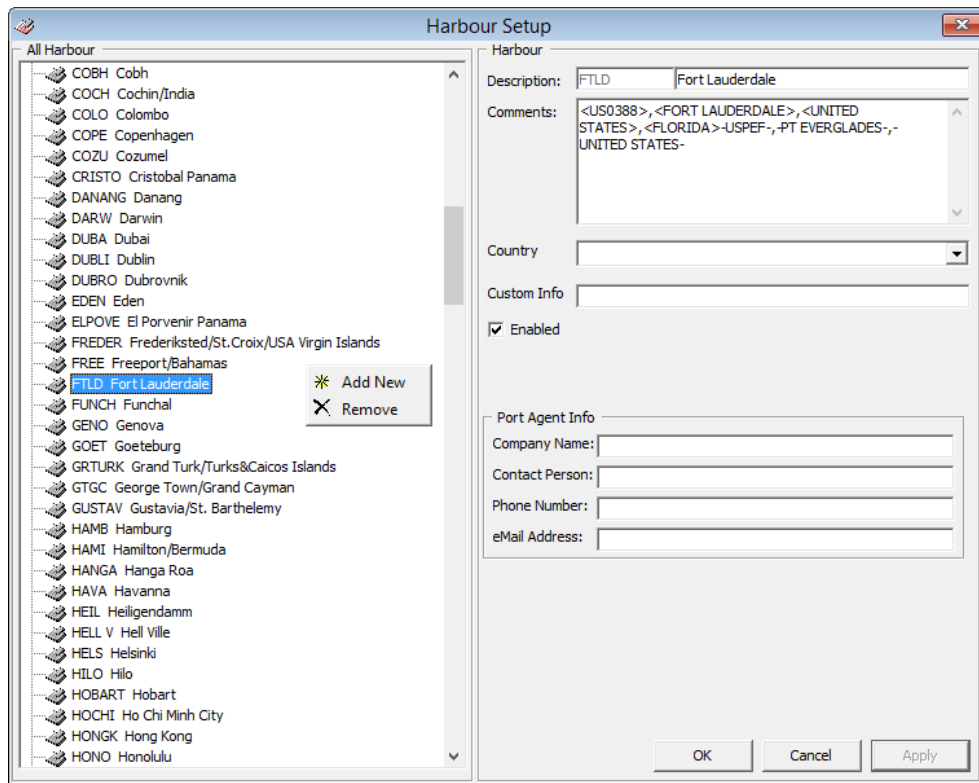
Figure 1-2 - Harbour Setup

1. From the Administration Menu, select **System Setup**, then select **Harbour Setup** from the sub-category.

2. In the Harbour Setup window, right-click on the left pane and select **Add New** to add new harbour.

3. In the **Description** field, enter the short code and description of the harbour.

4. In the Comment field, enter the **ISO Port codes** using an angle bracket < > and comma as separator, if any.

   The system inserts the standard ISO Port codes from APIS during installation/update in the Comment field.

5. Select the **Country** from the drop-down list, if any.

6. In the Port Agent section, enter the **Port Agent** information's and then click **Apply** to save the entry. The '**Enabled**' checkbox is checked by default. Unchecking the check box disables the code from the selection window.

Removing a Harbour/Port

1. From the Harbour Setup window, right-click the code and then select **Remove**.

2. Click **OK** to close the window.

1.2. System Cruise Setup

Before the Ship set sail on its voyage, you must setup the start/end of the cruise in System Cruise Setup, detailing the start and end date, arrival/departure time at each port and the base currency.
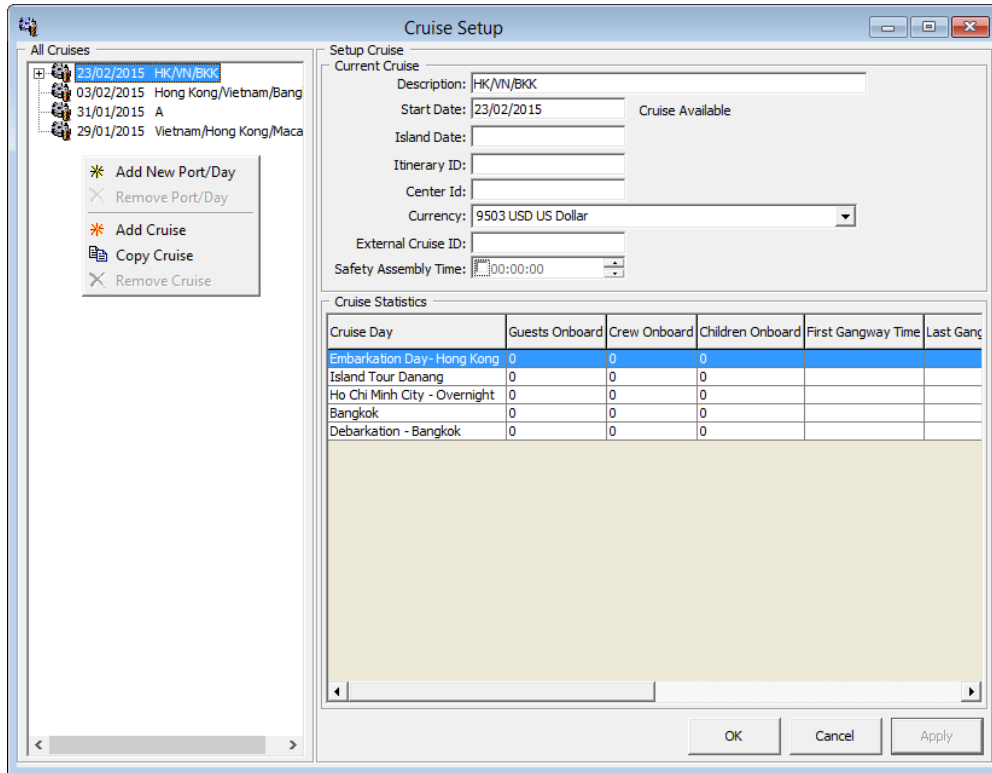
Figure 1-3 - Cruise Setup

Table 1-1 - Field definition of Cruise Setup

Field	Description
Description	Description of the Cruise and mainly use in identifying the cruise.
Start Date	The start date for the cruise.
Island Date	Special coded description for General Ledger (GL) Interface.
Itinerary ID	An identifier for the voyage/cruise.
Center ID	Special coded description for GL Interface.
Currency	Official onboard currency. See Financial Setup, Currencies.
External Cruise ID	Cruise ID from an external party.
Safety Assembly Time	Safety Assembly Time for this cruise.

Creating System Cruise

1. From the Administration Menu, select **System Setup**, then **System Cruise Setup** from the drop-down list.

2. In the Cruise Setup, right-click the **All Cruises** section and select **Add Cruise** to open a blank Setup Cruise form.

3. Enter the **Description, Start Date, Island Date, Itinerary, Currency** in the Setup Cruise form.

4. Click **Apply** to save the information.

Adding Port/Day to Cruise

Figure 1-4 - Setup Cruise Day

1. In the Cruise Setup form, **All Cruises** section, right-click on the **Cruise name** and select **Add New Port/Day**.

2. In the Setup Cruise Day form, enter the date, description, port comments, weather and select from the drop-down list the **Arrival Port, IPM Port Type, Arrival Country, Arrival Time and Departure Date/Time**.

3. Click **Apply** to save the form.

4. Repeat above steps for the additional port day.

Note: Alteration of the Port date is disabled once entered. You are required to remove the port day, then re-enter before adding the remaining port day.

Removing Port Day

At the **All Cruises** section, select the Port day to remove, then right-click and select **Remove Port/Day**.

The system validates all reservations against the port day before a port/day or cruise is removed.

Copying a Cruise

The Copy Cruise function copies a cruise with similar setup into a future date, with the assumption that the cruise itineraries are identical. If the information is completely different, create the cruise and add the port day individually.

1. In the All Cruises section, select the **Cruise Day**, then right-click and select **Copy Cruise**.
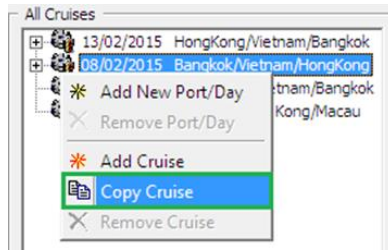
Figure 1-5 - Copy Cruise

2. Insert the **Start Date and Description** in the Duplicate Cruise window, then click **Add**. The Copy Cruise is not permissible if the Start Date exists.
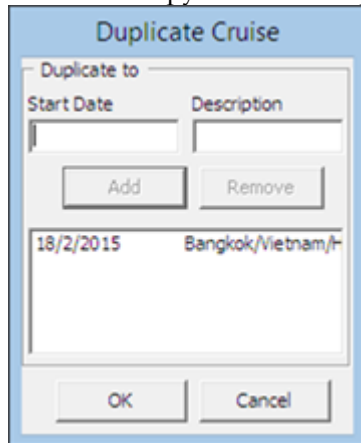
Figure 1-6 - Duplicate Cruise

3. Click **OK** to confirm and the system then auto populate the information in All Cruises section.

Removing a Cruise

Removing a cruise is only possible when **no** reservation is linked to the cruise day. The option is dimmed when a link to a port day is detected by the system.

1. At the All Cruises section, expand the **Cruise Day** container and select the port day to remove by right-clicking on the date.
2. Repeat the above until all the port day for that cruise is removed.
3. Right-click on the **Cruise Day** and select **Remove Cruise**.
4. Click **OK** to exit the System Cruise Setup.

1.3. System Date Change

The System Date Change is performed nightly by the Night Auditor or appointed user from the Finance Department. Prior to running System Date Change, all revenue centers must be in balance, and this includes the Point-of-Sale (POS) System, Cashbook and other processes deem necessary by the Ship operation.

Performing System Date Change

1. From the System Setup drop-down menu, select **System Date Change**.

   You are not allowed to proceed with System Date Change when Cashiers session is *still active*.

2. At the System Date Change prompt, confirm the **New System Date** by clicking **OK**.
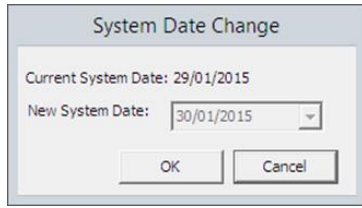
Figure 1-7 – Setting New System Date

3. The system prompts a warning message when expected disembarking guest/crew remains as check in. Select **Yes** to proceed or **No** to return to the previous menu and resolve all pending check out.
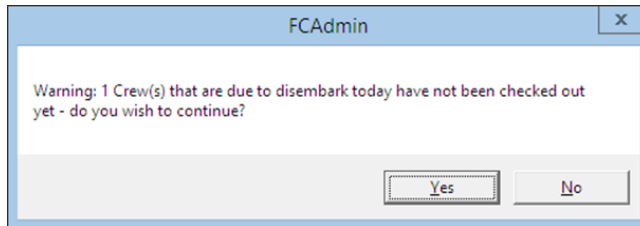
Figure 1-8 - Pending check out confirmation

4. A progress window indicating the 'Closing Pay Period' appears when System Date Change commences, and this only appears if a Payroll System is linked. This process also changes all pending reservations status to No-Show.
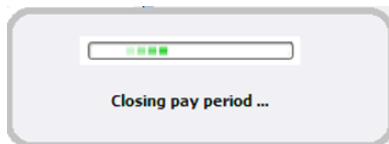
Figure 1-9 - End of Day progress

5. When the System Date Change completes, a window indicating the new system date appears. Click **OK** to close the prompt.
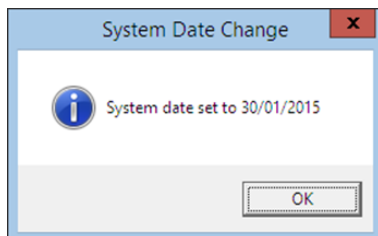
Figure 1-10 - System Date Changed notification.

1.4. System Cruise Change

The Chief Purser at the end of each Cruise performs a System Cruise Change, and this process closes all revenue centers and system accounts before starting a new cruise and the all account should technically balance.

Performing System Cruise Change

The following process sets all accounts to 'Closed' and any outstanding balances will be brought forward to the next cruise. PROCEED WITH CAUTION.

1. From the **System Setup** menu, select **System Cruise Change**.

2. At the System Cruise Change prompt, confirm the **New System Cruise** by clicking **OK**.
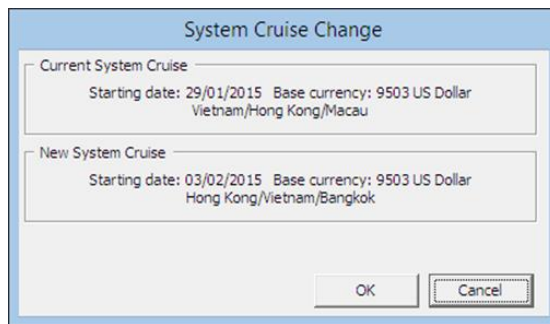
Figure 1-11 - System Cruise Change

3. The system prompts an 'Open Balance Warning' if it detects an unbalanced System Account. Select **Yes** to proceed or **No** to return to the previous menu and then resolve all pending check out.
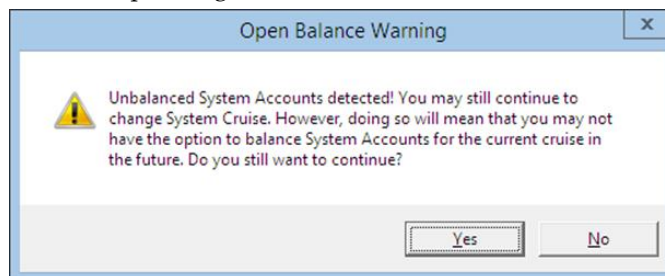
Figure 1-12 - System Cruise Change Open Balance Warning

4. When the **System Cruise Change** completes, it returns to the main menu screen.

1.5. Database Parameters

The product is preinstalled with a set of Database Parameters that defines the fundamental properties of a database and determines certain modules/functions operability. These system parameters are grouped by module, followed by its functions. Please consult Oracle Hospitality Cruise Customer Support prior to changing the Database Parameter to avoid adverse implications.

1. From the **System Setup** menu, select **Database Parameters**.

2. In the Database Parameters Setup window, the available Parameters are grouped by functions on the left pane. Click the **'+'** key to expand the container or navigate to the **Quick Search** section, and enter the parameter name in **Group/Name** field and then click **Search**.
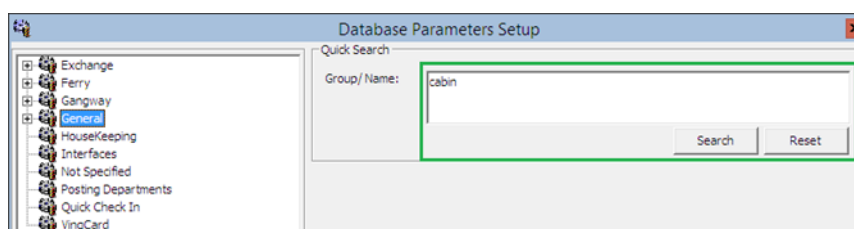
Figure 1-13 - Database Parameter Search

3. Make the changes under the **Parameter Details** section, **Enabled** and **Value** field.

- **Enabled**: By default, all parameters are set to Enabled. In order to disable a parameter, change the value to 0 (0 = Disabled/ 1 = Enabled)
- **Value:** The acceptable value is defined in the description.
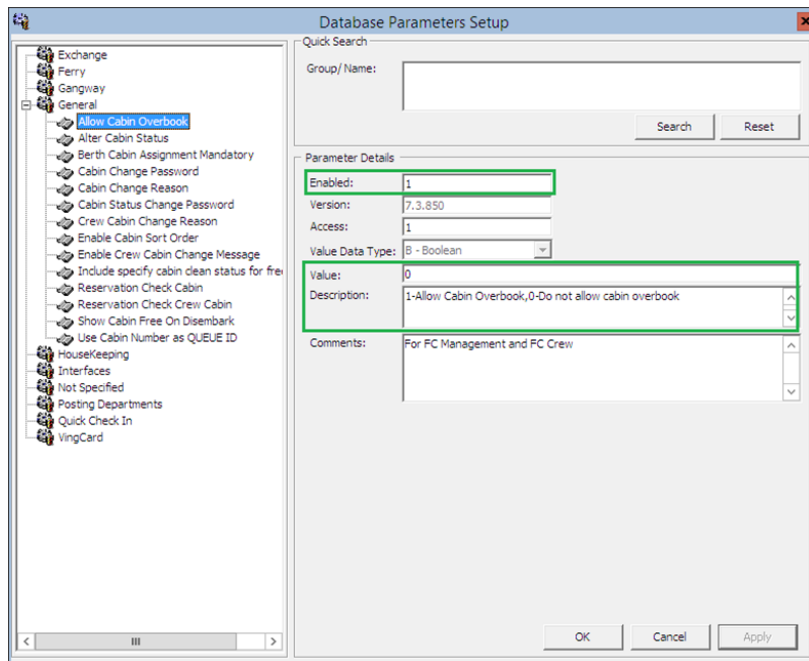
Figure 1-14 - Database Parameter Setting

Logging Configuration

The Log Configuration feature enables you to specify the number of days to keep the log entries before they are purged from the system. When the SPMS modules start, all the log files in the related directory will be check and log files older than the days configured will be deleted.
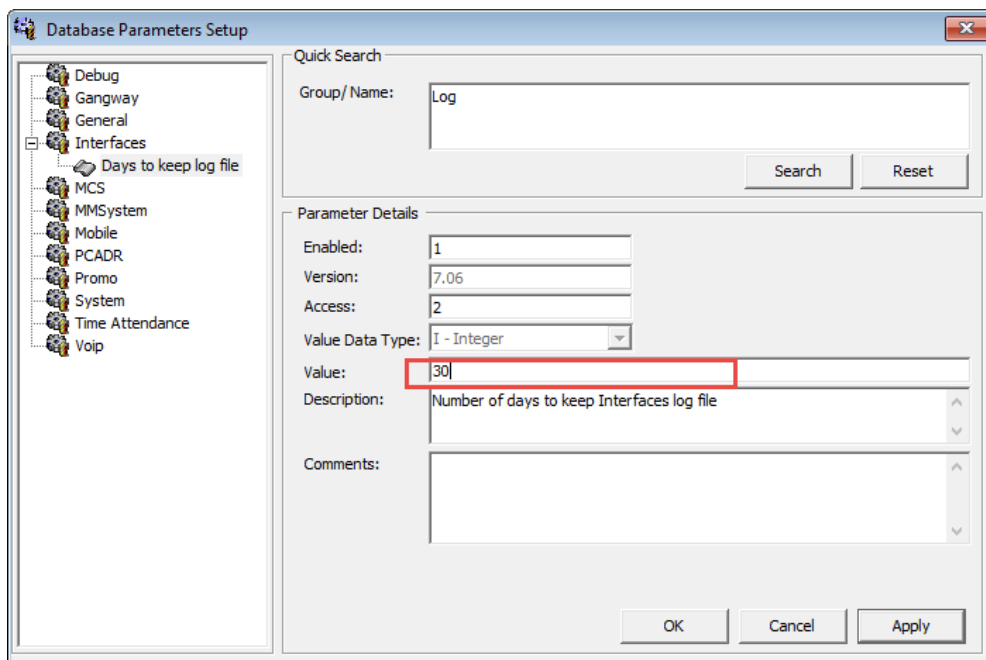
1. In the Database Parameter window, expand the Interfaces tree view.
2. Select the **Days to keep log file** and insert a value in the **Value** textbox on the right.

3. Click **OK** to save.

4. Repeat the above steps to set the value for **Gangway Log Days** under **Gangway** group.

1.6. Airport Setup (IATA)

The Airport Setup code is used in Crew and Management Module, Flight Overview screen. It enables you to arrange an arrival pickup or departure drop-off for the guest or crew. The Airport List can be imported instead of manually inserting the details, and this list must be in an XML format (IATA_AIRPORT_List.XML) and resides in Oracle Hospitality Cruise folder.

1. Ensure the `IATA_AIRPORT_List.xml` is saved in Oracle Hospitality Cruise folder.

2. From the **System Setup** menu, select **Airport Setup (IATA)**.

3. In the Airport (IATA) Setup window, import commences once it detects the IATA_AIRPORT_List.xml file.
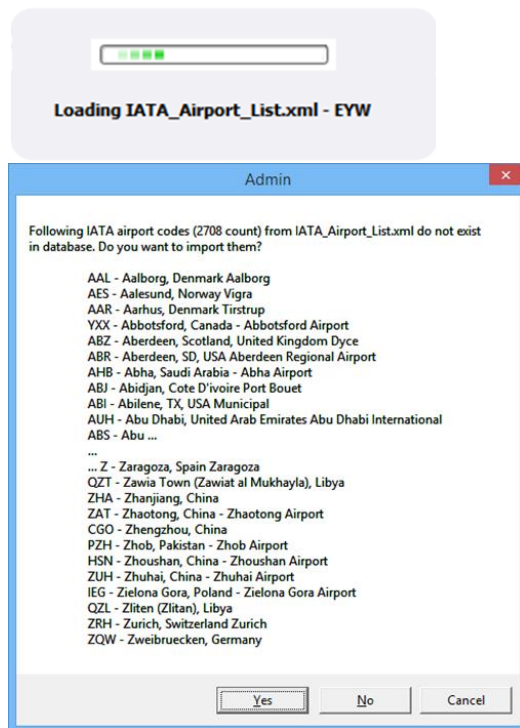
Figure 1-15 - IATA Code Import prompt

4. Click **Yes** at the Admin prompt to confirm the data import, and then **OK** at the import successful prompt.

Adding Airport Code Manually

1. From the **System Setup** menu, select **Airport Setup (IATA)**.

2. In the Airport (IATA) Setup window, All Airport section, right-click and select **Add New**.

3. Enter a short code and description in the **Description** field.

4. Enter a comment in the **Comment** field, if any.

5. Click **Apply** to save the code.

1.7. Company Entity Setup

This function allows you to define a company entity of the Ship.

Figure 1-16 - Company Entities Setup

Table 1-2 - Field definition of Company Entity Setup

Field	Description
Entity ID	Company Entity ID, provided by SPMS
Code	Company or Ship Code
Name	Company or Ship Name
Enabled	True =
FC ID	Defines the entity ID in SPMS
Record ID	Defines the record ID representing an entity
Type	Type of Entity 1 = Vessel/Ship 2 = Headquarter 3 = Warehouse
Address	Address of entity
City & Country Code	Country of entity
Phone	Phone
Fax	Fax
Email	Email
Print Order Report ID	Defines the Print Oder Report Id, use by Materials Management System (MMS)
License	License Code provided by SPMS
IDEA Enabled	Use by MMS System and is defaulted to False.

1. From **System Setup** menu, select **Company Entity Setup**.

2. In the Company Entities Setup window, right-click the left panel and select **Add New**.

3. In the Entity Details section, enter the information in the designated fields and click **Apply** to save the information.

Assigning Company ID

1. In the Company Entity Setup window, right-click the **Company Entity** and select **Set Who I Am**.

2. At the confirmation prompt, select **Yes** to update the information to Parameter, **'Who Am I'** link.

3. Restart the application for changes to take effect.

1.8. Timezone Change Setup

This function enables the ship's clock to be set forward or backward when the ship travels through different time zones, thus recording an accurate crew work hours. This function is only used by Time & Attendance module.
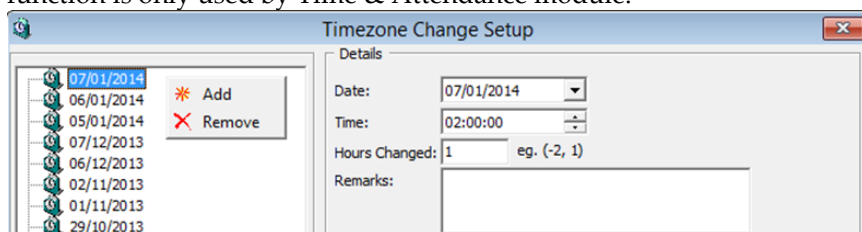
Figure 1-17 - Timezone Change Setup

1. From **System Setup** menu list, select **Timezone Change Setup**.

2. In the Timezone Change Setup window, right-click on the left panel and select **Add**.

3. In the **Details** section, select the **Date and Time** from the drop-down list when the change should take place.

4. Enter the number of hours to change in **Hours Changed** field, and then a remark in **Remarks** field if any.

5. Click **Apply** to save the changes.

1.9. Reports Batch Printing Setup

This function allows you to print a group reports at a scheduled time and this function requires the **OHC Auto Report** to be running at all times.
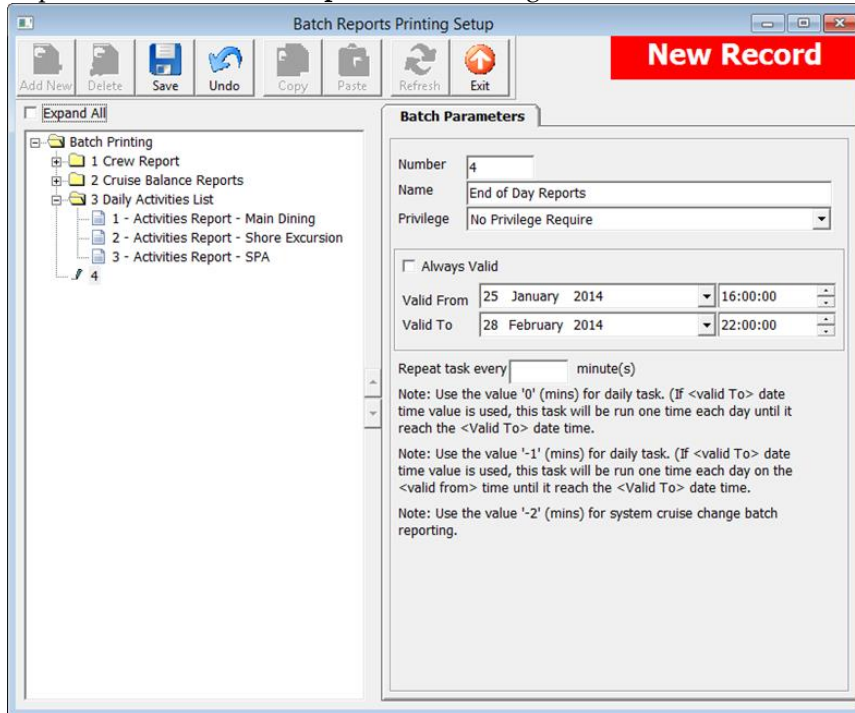
Figure 1-18 - Reports Batch Printing Setup

1. From the Administration, **System Setup** drop-down menu, select **Reports Batch Printing Setup**.

2. In the Batch Reports Printing Setup window, Batch Printing container, select **Add New** at the ribbon bar.

3. Enter the required fields, and then click **Save** to save the group.

Adding Report to a Batch

1. Select the **Report Group** from the **Batch Printing** container, and then click **Add New** at the ribbon bar.

2. In the **Report Parameters** tab, select the **Action Type** from the drop-down list.
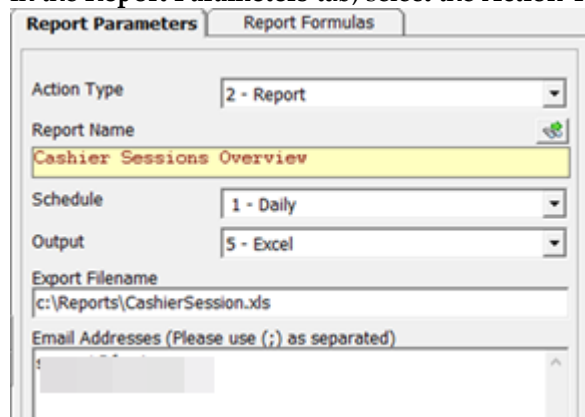
Figure 1-19 - Batch Reporting Parameters

Table 1-3 - Batch Printing Action Type

Field	Description
1 – Skip	Option to skip the selection process.
2 – Report	Enable a search option and report selection from existing report database.
3 – External Program	The function call an external program when running the Batch Report. Only external program that is defined in Parameter, **"General", "External Program List"** is allowed to save.
4 – Call Batch Printing	Enable to link and include existing report group to current.

3. Search the report name, external program or report to include in the batch by clicking on the **Search** icon above the field.
4. Select the day of the week from the **Schedule** drop-down list.
5. Choose the **Output** method from the drop-down list. If the selected method is to save to file, enter the **Export File name and path** and **Email address** for files to be sent to the specific user.
6. Click **Save** at the ribbon bar to save the selection.
7. To add more report to the batch, repeat the above steps.

Copying Batch Details to Other Report

1. Select the Report Group to copy from the **Batch Printing** container, and then click **Copy** at the ribbon bar.
2. In the Report Group to copy to, click **Add New**, and then click **Paste** at the ribbon bar to paste the details.
3. Click **Save** at the ribbon bar to save the record.

Deleting Report Batch Details

1. Select the Report Group from the **Batch Printing** container, and then click **Delete at** the ribbon bar.
2. At the confirmation prompt, click **Yes** to proceed.

WARNING: This action deletes the record permanently.

1.10. Reports Setup

The Report Setup function allows you to add customized Crystal reports to the existing System report set, or export the report template for use on another ship or for further customization.
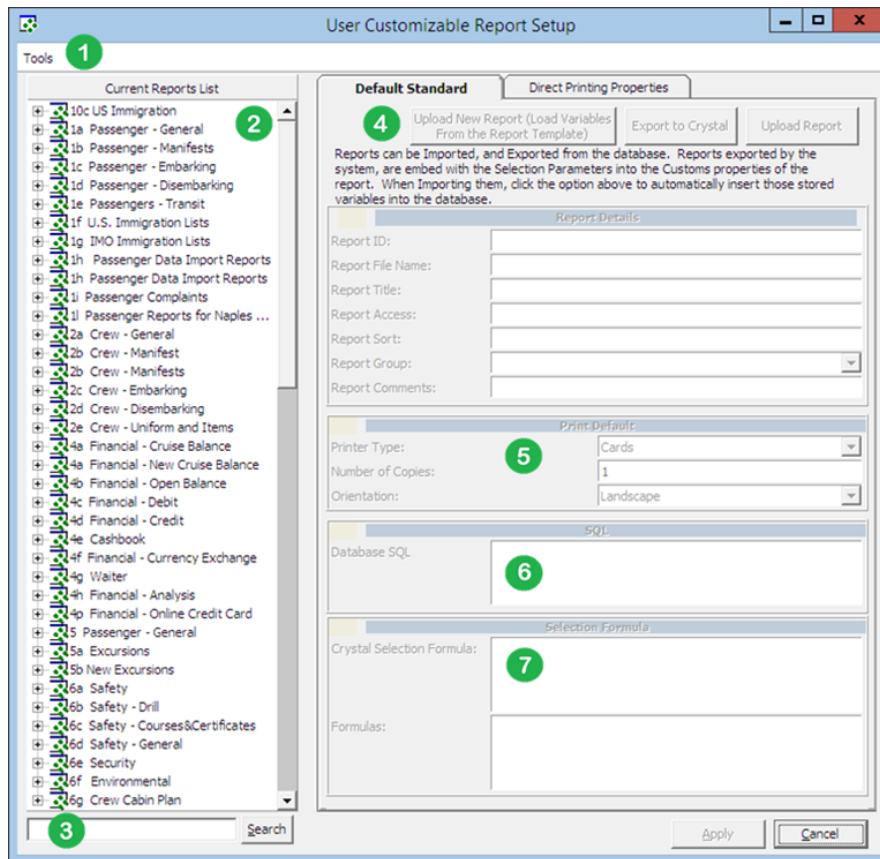
Figure 1-20 - Reports Setup

Table 1-4 - Report Setup function

Field	Description
1	Tools function uploads report template from a public folder.
2	List of report set available, including those that were manually uploaded.
3	Search function that enables you to search for a report.
4	Report details when setting up a report, for example, Report ID, User Access, Report Group.
5	Default printer configuration.
6	Formula embedded in the Crystal Report template.
7	Selection criteria required from the user before a report can be generated.

Adding New Report

1. From the **System Setup** drop-down menu, select **Reports Setup**.

2. In the User Customizable Report Setup window, **Current Reports List**, right-click and select **Add New Report** to enable the fields on the right panel.

3. Navigate to the right panel of the screen and select **Upload New Report (Load Variables From the Report Template)** or **Upload Report** and then search for the .RPT file on your local drive if you are uploading a report template.

4. In the Report Details section, enter the following:

    a. **Report ID**: Unique ID of customized report.

b. **Report File Name**: Crystal Report file name, for example, paxbynationbreak.rpt

c. **Report Title**: Report name to show in Current Report List.

d. **Report Access**: User Access Rights allowed to view/print the report.

e. **Report Sort**: Sort order of the report within the assigned report group.

f. **Report Group**: Group where this report belongs. Select from the drop down menu.

g. **Report Comments**: Additional comments/information pertaining to this report.
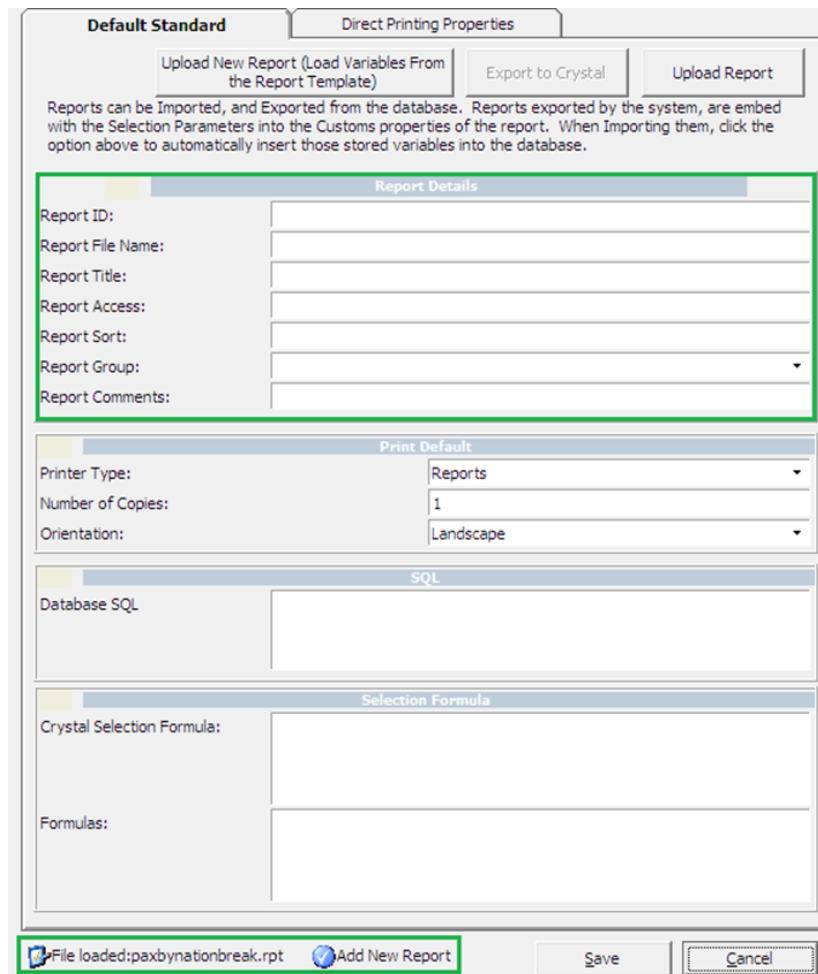
Figure 1-21 - Reports Setup Details screen

5. In the **Print Default** section, select the printer type and print orientation from the drop-down list, and then enter the number of copies to print.

6. Click **Save** to add the report to the list, and **OK** at the Save New Report prompt.

   The newly loaded report name is shown at the bottom of the screen.

Removing a Report

1. In the User Customizable Report Setup window, **Current Reports List**, expand the report group container by clicking the **'+'** key.

2. Right-click the report name, select **Remove Report** and then click **Yes** at the prompt.

Exporting a Report

1. Repeat step 1 of the above.
2. Click **Export to Crystal** in the **Default Standard** tab, then save the file to a location in your local PC, noting the file type indicated as Crystal Report.
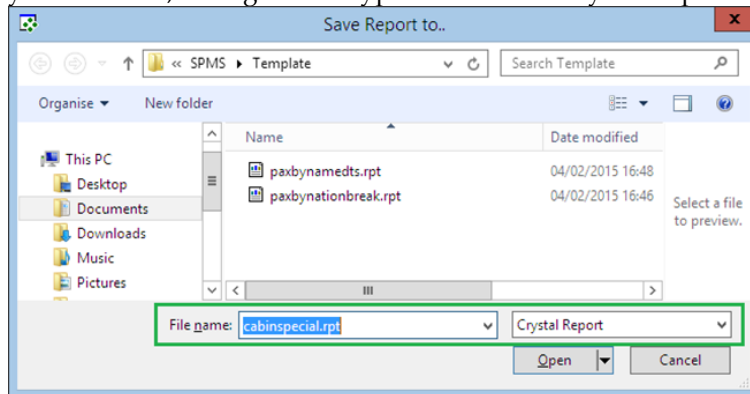
Figure 1-22 - Exporting Crystal Report Template

1.11. Change Debark Date

This function allows you to change the Debark Date in bulk when the need arises, for example, passengers are not allowed to debark due to severe weather.
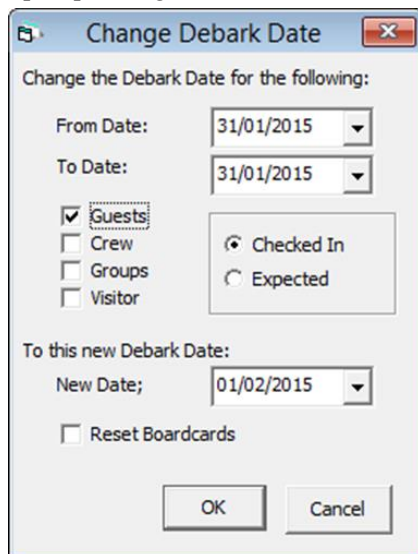
Figure 1-23 - Change Debark Date

1. From the **System Setup** drop-down menu, select **Change Debark Date**.
2. Select the **From/To Date** from the drop-down list.
3. Check the applicable check boxes and select either one of the options.
4. Select the **New Date** from the drop-down list and check the **Reset Boardcards** if new board cards are to be issued, and then click **OK**.
5. At the confirmation prompt, select **Yes** to proceed or **No** to return to the previous menu.

1.12. Change Embark Date

This function is similar to Change Debark Date. Refer to the above steps and select **Change Embark Date** to access the function.

1.13. Labels Setup

The system is preinstalled with a range of hardcoded labels for use in various functions. The description of the labels can be changed to suit the Ship's operation. Please consult Oracle Hospitality Cruise Support if wish to change the description of these labels.
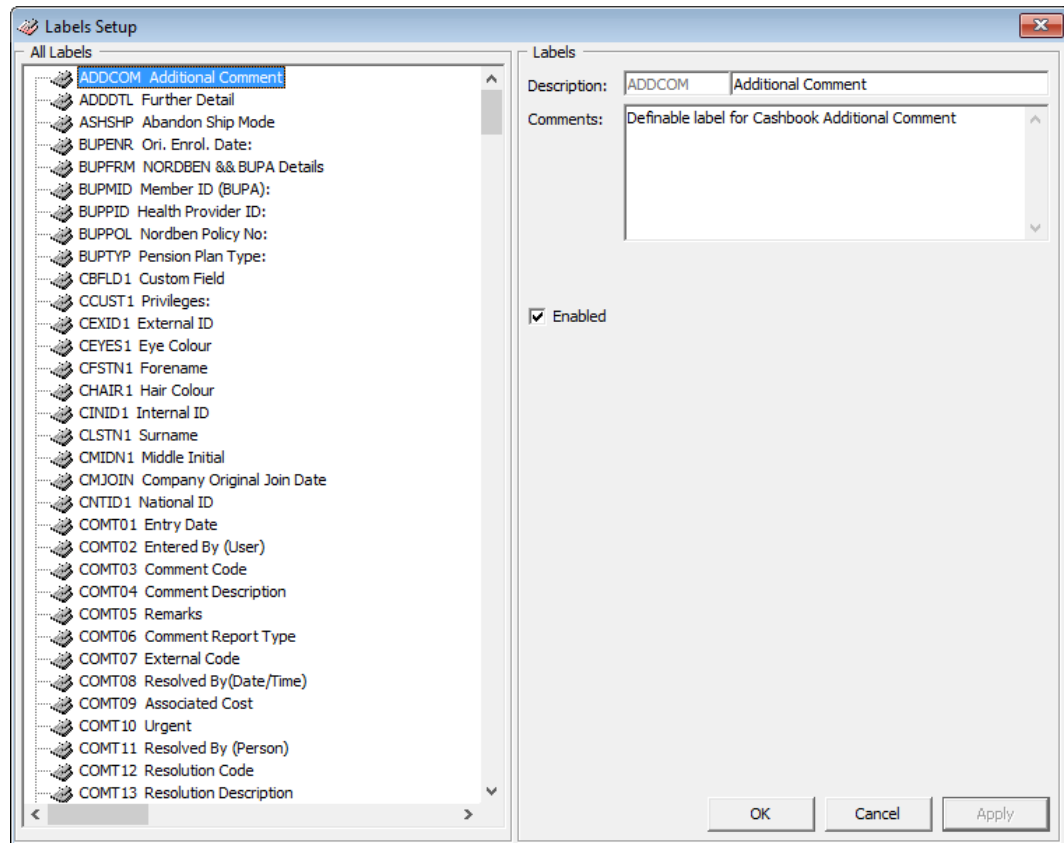
Figure 1-24 - Labels Setup

2   Financial Setup

The Financial Setup is an extremely important section as it controls the Ship's accounting codes, ensuring the daily revenues/expenses are correctly mapped to the codes configured. A greater financial reporting can be achieved through a well thought out system of accounts. It is highly recommended for shore side accounting personnel to play a key role in creating/developing the accounts and revisit this setup from time to time. Configuration of these codes is under the responsibility of System Administrator, Chief Purser and Accounting Purser.
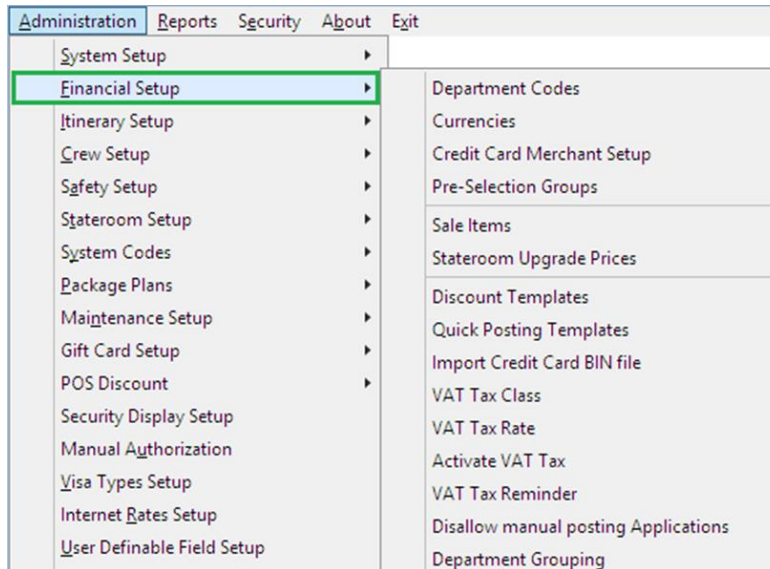
Figure 2-1 - Financial Setup Codes

2.1.   Department Codes

The Department Codes is where all debit and credit posting codes are stored, and codes entered are mapped to the Back Office Accounting System using the General Ledger (GL) ID. These codes are sub-divided into several codes within a Main Group.
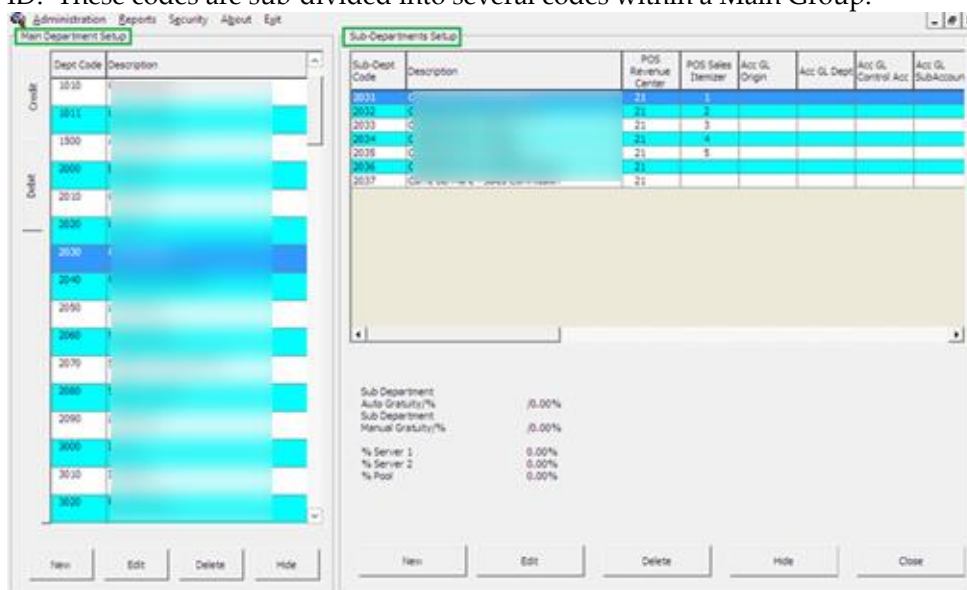
Figure 2-2 - Financial Codes

Main Department

The Main Department codes are the higher level of grouping of the approved Chart of Account and in this instance, the revenue or cost centers. The Main Department Setup has two tabs; a Debit and Credit tab. The Debit departments is comprises of revenue centers and outlets, and the Credit department represents the payment methods accepted by the Ship. These codes are entered in **Administration, Financial Setup, Department Codes**.

Adding a Main Department

1. From the Administration, Financial Setup drop-down menu, select **Department Codes**.
2. On the left of the screen, select either a **debit** or a **credit** tab.
3. Click the **New** icon at the bottom of the screen.
4. Enter the code, description and other required fields approved in by your Financial Department, then click **OK** to save.

Figure 2-3 - Main Department Code

Table 2-1 - Field definition of Main Department Code

Field	Description
Code	Department code in numeric character.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Gratuity Distribution Rules / Manual Service Charge	

Field	Description
Sub-Department Code	Pre-defined Sub-Department code for Automatic Service Charge.
Percentage to distribute	Percentage value to distribute for Automatic Service Charge.
% for Team Server 1	% of Service Charge to distribute by Team.
% for Team Server 2	% of Service Charge to distribute by Team.
% for Pool Distribution	% of Service Charge to distribute from Service Charge Pool.
External ID	Department Location ID.
Credit Limit	Overall Floor Limit allowed.

Deleting a Main Department

1. Repeat step 1 and 2 of the above.
2. Select the **Main Department** code and then click the **Delete** icon at the bottom of the screen.
3. At the confirmation prompt, select **Yes** to proceed or **No** to return to previous menu.

    Note that deletion of a code that are linked to transaction is not permissible and deleted code is not reversible.

Hiding/Showing a Main Department

1. Repeat step 1 and 2 of the above.
2. Select the Main Department code to hide, and then click the **Hide** icon at the bottom of the screen. If the code is hidden, click the **Show** icon.
3. At the confirmation prompt, select **Yes** to proceed or **No** to return to previous menu.

Sub Department

A Sub-Department can only be added when Main Department code is present and the information required in a debit sub-department code defers from credit sub-department code although the process to create them are similar.

Figure 2-4 - Sub-Department Setup

Debit Sub-Department

Figure 2-5 - Debit Department Setup

Table 2-2 - Field definition of Debit Department Setup form

Field	Description
Type of Posting	System coded posting type: Posting Department (D) or Tax Department (DX)
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.
Department Representation in POS Subsystem	
POS Revenue Center	Revenue Center code defined in POS System, use in Interface mapping.
POS Sales Itemizer no	Sales Itemizer number defined in POS system.
POS Sales Period	Sales Period defined in POS.
POS Revenue C.Desc	Revenue center description from POS System.
D.Code for Gratuities M.	Manual Service Charge Department Code.
D.Code for Gratuities A.	Auto Service Charge Department Code.
D.Code for Taxes	Department code for Taxes, use in Interface mapping.
Gratuity Typ	Not in Use
Gratuity/Service Tax Department	Not in Use

Field	Description
Department Representation in PBX Subsystem	
PBX Call Type	Call charge type from PBX System, use in Interface mapping.
Department Representation in Casino	
Max. Daily Limit	Maximum Daily Limit allowable for this code.
Service Charge Dept.	Service Charge Department for Casino postings.
Service Charge	Service Charge Value.
Max. Cruise Limit	Maximum Cruise Limit allowable for this code.
Payroll	
Req. Signature During Folio Payout	Define whether signature is required on folio payout.
Department Discounts	
Guest/Crew Discounts Dept.	Applicable discount department code
Department Security	
Dept. Security Level	Defined User Security Access Level 1 – 9.
Non Refundable Coupon	
Eligible Department	Check box determines the department are non-eligible for refund.
Representation in General Ledger System	
Origin	General Ledger codes defined in Chart of Accounts.
Department VAT tax	
VAT Tax Class	Classification of VAT Tax.
Others	
Casino Department	Determines whether the department code belongs to Casino.
Exclude from Revenue Overview	Revenue to be excluded from Revenue Overview function in Management.

Adding Debit Sub-Department

1. From the Main Department Setup screen, select the **Debit tab** and then the **Main Department Code**.
2. Click **New** to open the Debit Department Code Setup form.
3. Enter the code, description and other required fields approved by your Financial System, and the click **OK** to save.

Deleting a Sub-Department

1. From the Main Department Setup screen, select the Sub-Department to delete, and the click **Delete** located at the bottom of the screen.
2. At the confirmation prompt, select **Yes** to delete the code or **No** to return to previous menu.

It is not possible to delete a code that has transaction linked to it. A deleted code is *not* reversible. If the code is no longer in use and deleting is not possible, use the **Hide/Show** function to disable them. Refer *Hiding/Showing a Main Department*.

Credit Sub-Department

In the Credit Sub-Department, the Floor Limit and Authorization Value manages the credit per each credit department and overall credit limit allowed, and these fields has impact on transaction posted to the guest account. The system performs a credit limit check during posting, and reject the transactions if the total invoice sum exceeds the Floor Limit.

Figure 2-6 - Payment Setup

Table 2-3 - Field definition of Payment Setup

Field	Description
Payment Type	Type of payment associated with this code. For example, Cash, Foreign Currency, Credit Card, Check, Cabin Charge, City Ledger
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.

Field	Description
Payment Type Details	
Credit Card Digits	Acceptable credit card digits associated with the type of credit card.
Credit Card ID	Short code of credit card type.
Credit Card Internal ID	Internal credit card id preset by the system.
Credit Card Merchant ID	Card Merchant ID.
Foreign Currency Code	ISO Currency codes. Refer to Typ_Cur when the payment type=CF Foreign Currency.
Floor Limit	Maximum limit allowed in guest account for this card type.
Crew Floor Limit	Maximum limit allowed in Crew account for this card type.
Minimum Authorization Value	Minimum amount to obtain from card merchant.
Commission Department	Department code for chargeable commission.
Commission Rate	% of applicable commission or value defined if 'Commission is fix value' is checked.
Daily Limit	Daily Posting limit.
Debit Card No Commission	Commission is exempted if checked.
Commission is fixed value	Applicable commission is value based instead of %.
Auto Balance (Interface)	Auto Balance function for cash/credit card posting via interface.
Rewards Card	Denotes Rewards Card if checked.
Gift Card	Denotes Gift card if checked.
Payment Type in POS Subsystem	
POS Tender Type No.	Tender Media Number defined in POS System
System Account No.	The Account Number defined in System Account
Incentives Payout Group	Incentive payout group setup from Crew Incentive.
External Department ID	External Department ID for payment from 3rd party system.
External Itemizer ID	External Itemizer ID from 3rd party system.
For Micros POS Cabin Charge Only	
Allow Posting to Guest Cabin	Posting allowed via Micros POS System.
Allow Posting to Crew Cabin	Posting allowed via Micros POS System.
Allow Posting to Gift Card	Posting allowed via Micros POS System.
Representation in General Ledger System	
G.Ledger Id.	General Ledger codes in Chart of Accounts.
Non Refundable Coupon	

Field	Description
Eligible Department	If Check box is checked, the department are non-eligible for refund.
Department Security	
Dept. Security Level	Defined User Security Access Level 1 – 9
Payroll	
Req. Signature During Folio Payout	Define whether signature is required on folio payout.
Others	
Credit Card Disclaimer Note	Disclaimer note to print on invoice when payment is by credit card.
Department for routing	Payment Type allowed for routing.

Adding Credit Sub-Department

1. From the Main Department Setup screen, select the **Credit tab** and then the **Main Department Code**.
2. Click **New** to open the **Payment Setup** form.
3. Enter the code, description and other required fields approved by your Financial System, and the click **OK** to save.

If a credit code does not have a floor limit assigned, or value is 0.00, postings is not allowed. The parameter **General, Check Buyer Limit and Check Credit Limit** is use to validate and manage the credit limit during posting.

Deleting a Sub-Department

1. From the Main Department Setup screen, select the Sub-Department to delete, and then click **Delete** located at the bottom of the screen.
2. At the confirmation prompt, select **Yes** to delete the code or **No** to return to previous menu.

2.2. Currencies

This function enables the currency rate input for foreign currency exchange, and function requires the Currency Codes to be configured in Credit Sub-Department.
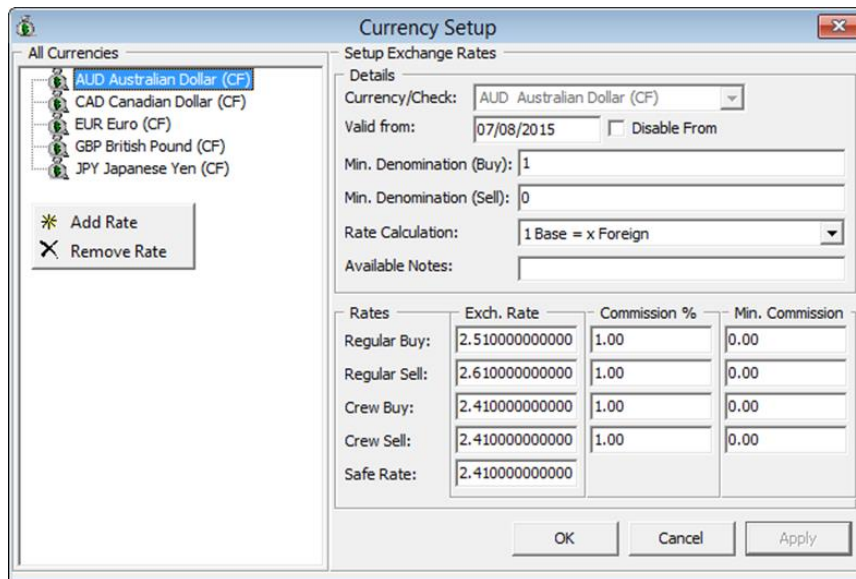
Figure 2-7 - Currencies Setup

Adding Currency Rate

1. From the Financial Setup drop-down menu, select **Currencies**.

2. In the All Currencies section, right-click and select **Add Rate**.

3. Navigate to Setup Exchange Rates section and select the currency code from **Currency/Check** drop-down list.

4. Enter the **Valid From date, Minimum Denomination (Buy/Sell)** and select the Rate Calculation method from the drop-down list.
   Checking the **Disable From** check box disables the currency from showing in the Currency Exchange module from date specified. Disabled currency are marked with an asterisk *****.

5. Enter the **Available Notes,** if any. If Available Notes is specified, the system uses the Available Notes as calculation and ignore the Minimum Denomination setup.

6. Enter the **Exchange Rates** and **Commission % or Min. Commission**, then click **OK** to save.

Removing Currency Rate

In the Currency Setup form, right-click the currency rate to remove and then select **Remove Rate**.

2.3.   Merchant Details Setup

Merchant credential is required for credit card authorizations and payment handling, and third-party service provider provides this information.
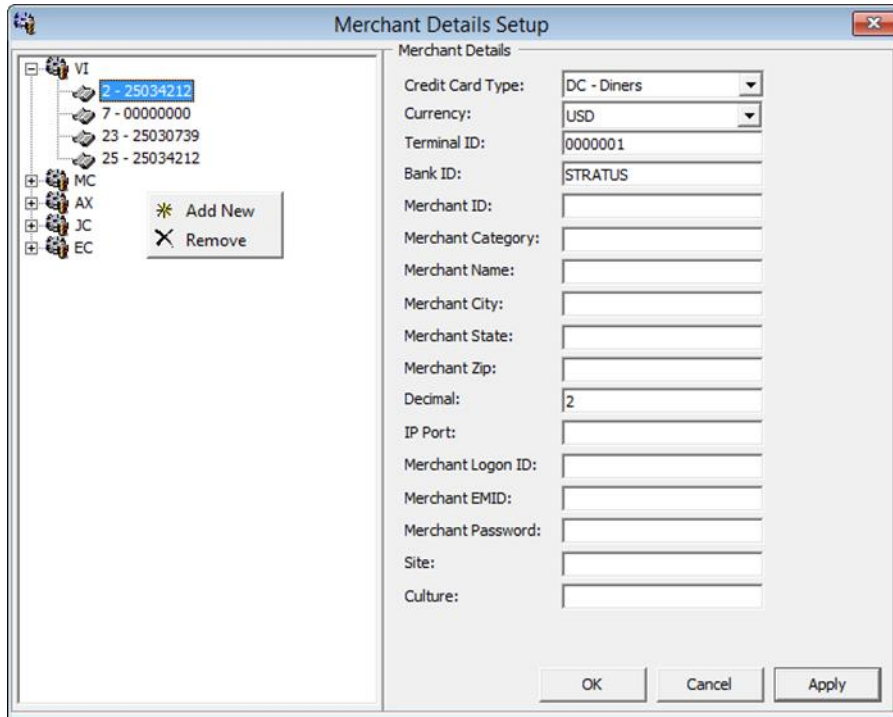
Figure 2-8 - Merchant Details Setup

Adding Merchant Details

1. From the Financial Setup drop-down menu, select **Credit Card Merchant Setup.**
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Select the **Credit Card Type** and **Currency** from the drop-down list.
4. Enter the Terminal ID, Bank ID, Decimal, IP Port, Merchant Login ID and Merchant Password.
5. Click **OK** to save the form.
6. Repeat the above for other credit card type accepted by the Merchant.

2.4. Pre-Selection Groups

This function allow you to categorize numerous department codes into a group, for used in Routing and Discount assignment.
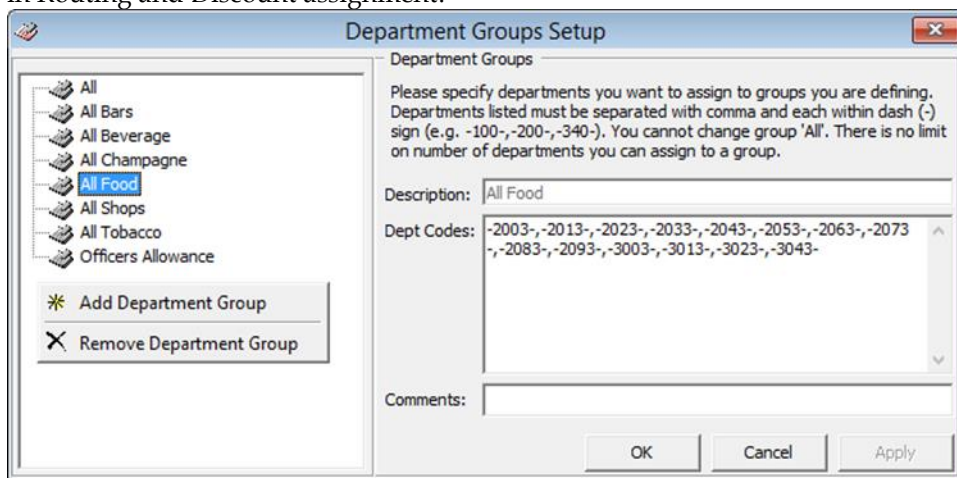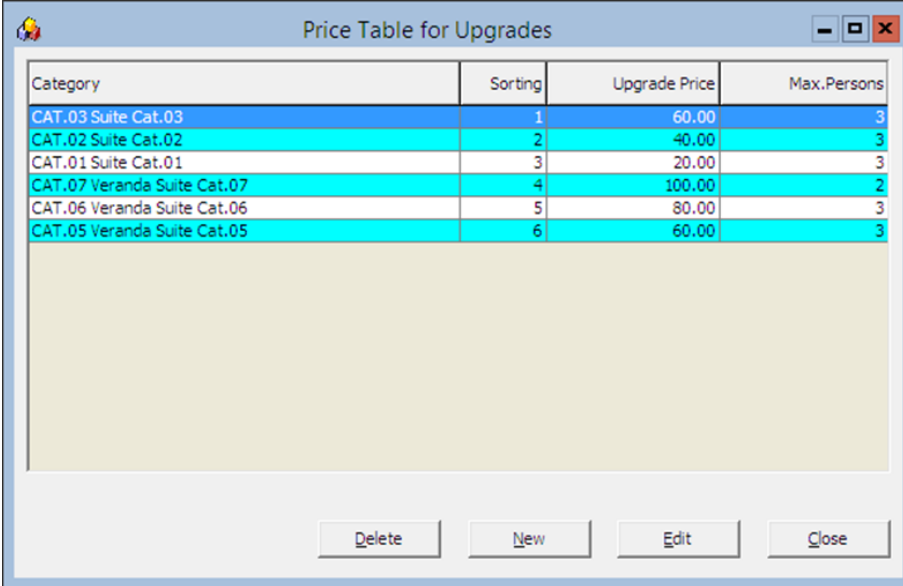
Figure 2-9 - Department Groups Setup

Adding a Pre-Selection Group

1. From the Financial Setup drop-down menu, select **Department Groups Setup.**

2. On the left pane of the setup screen, right-click and select **Add Department Group**.

3. In the Department Groups section, enter the **Description** of the group and the **Department codes**, and then click **OK** to save.

2.5. Stateroom Upgrade Setup
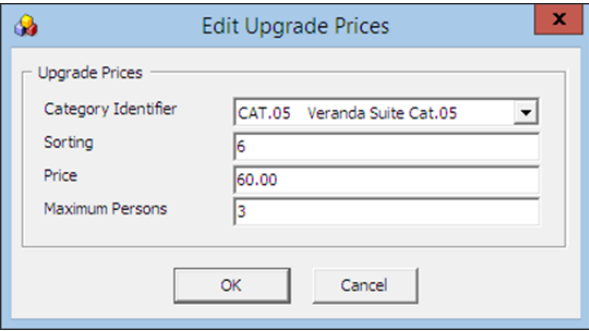
This function enable creation of a price table that manages cabin price differences when performing a cabin upgrade.

Figure 2-10 - Price Table for Upgrades

Creating an Upgrade Price

Figure 2-11 - Edit Cabin Upgrade Prices

1. From the Financial Setup drop-down menu, select **Stateroom Upgrade Setup** from the drop-down list.

2. At the Price Table for Upgrades screen, click **New**.

3. In the Edit Upgrade Prices window, select a category from the **Category Identifier** drop-down list.
   Cabin Categories only appears if these are set up in Stateroom setup. It is advisable to sort the category pricing from higher to lower.

4. Enter the sort sequence, price and maximum person allowed, and then click **OK** to save.

2.6. Discount Templates

This function enable you to set up templates for various discount types, for use in Discount, Routing and Package Handling.
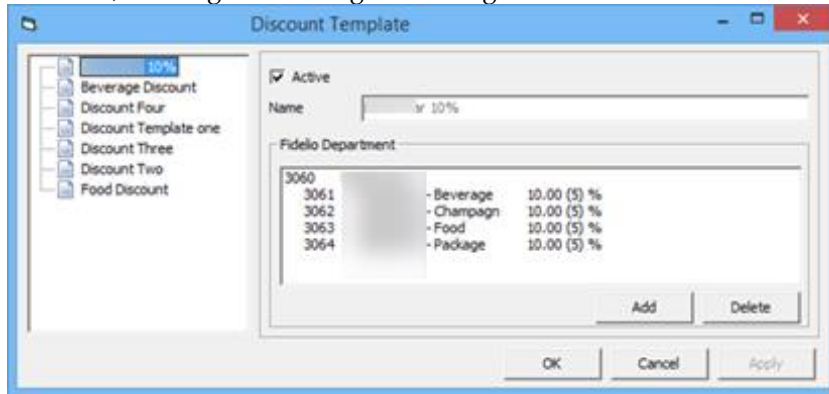
Figure 2-12 - Discount Template

Adding Discount Template

1. From the Financial Setup drop-down menu, select **Discount Templates.**

2. On the left pane of the setup screen, right-click and select **Add New**.

3. Navigate to the right of the setup screen and then click **Add**.
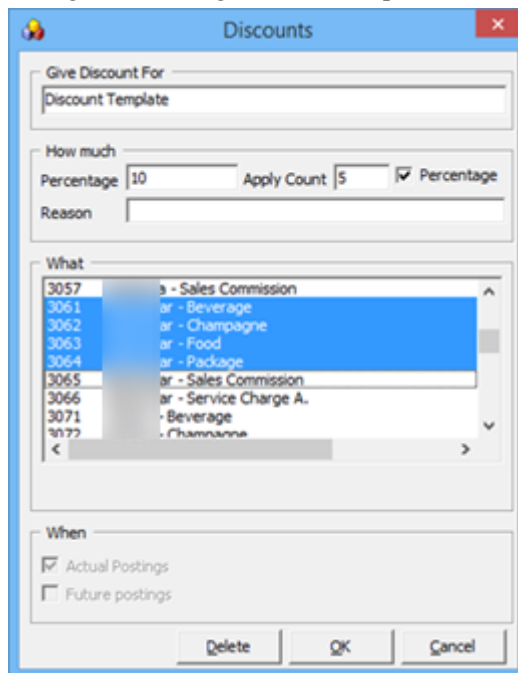
Figure 2-13 - Discounts Template Criteria

4. In the Discounts screen, enter **the Percentage**, **number of count to apply** in the How Much section. When the **Percentage** checkbox is unchecked, the discount becomes a value based discount. If **Apply Count** field is blank, this discount is unlimited.

5. Select the applicable department code, and then click **OK** to apply.

2.7. Quick Posting Templates

This function enable you to select certain passenger based on the criteria set forth when performing Quick Posting in Cashier Function.
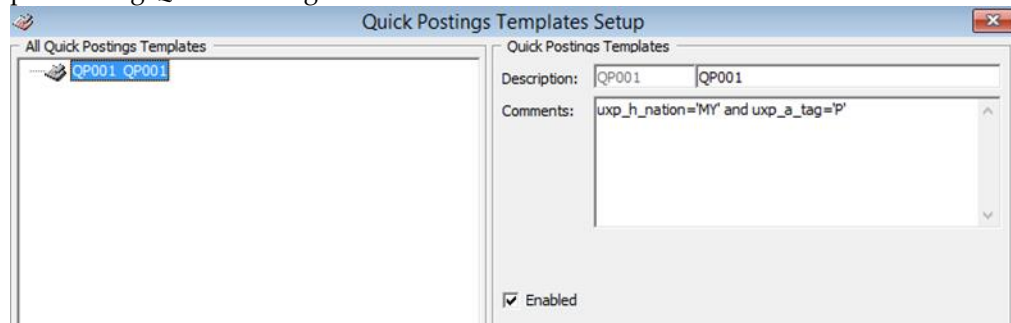
Figure 2-14 - Quick Postings Template Setup

1. From the Financial Setup drop-down menu, select **Quick Posting Templates**.
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Enter the short code and description in the **Description Field**, and then insert the criteria in the **Comments** field.
4. Click **OK** to save the template.

2.8. Import Credit Card Bin

This function import a complete set of eligible BIN range provided by the Credit Card provider, and overrides previously loaded BIN information during the reload process.

Figure 2-15 - Import Credit Card Bin

1. From the **Financial Setup** drop-down menu**,** select **Import Credit Card Bin** file.
2. At the bottom of the screen, select the BIN file to import and information are then populate on screen.
3. Click **Import** to save the BIN ranges into the BIN table, then click **Close** to exit.

2.9. VAT Tax Class

The VAT Tax Class is a tax group classification. For example; Regular Tax, Reduced Tax and others.

1. From the Financial Setup drop-down menu, select **VAT Tax Class.**
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Enter the short code and the application name in the **Description Field**, then click **Apply** to save.

2.10. VAT Tax Rate

The VAT Tax Rate code defines the various tax rate applicable to each country or class, and the tax posting code.
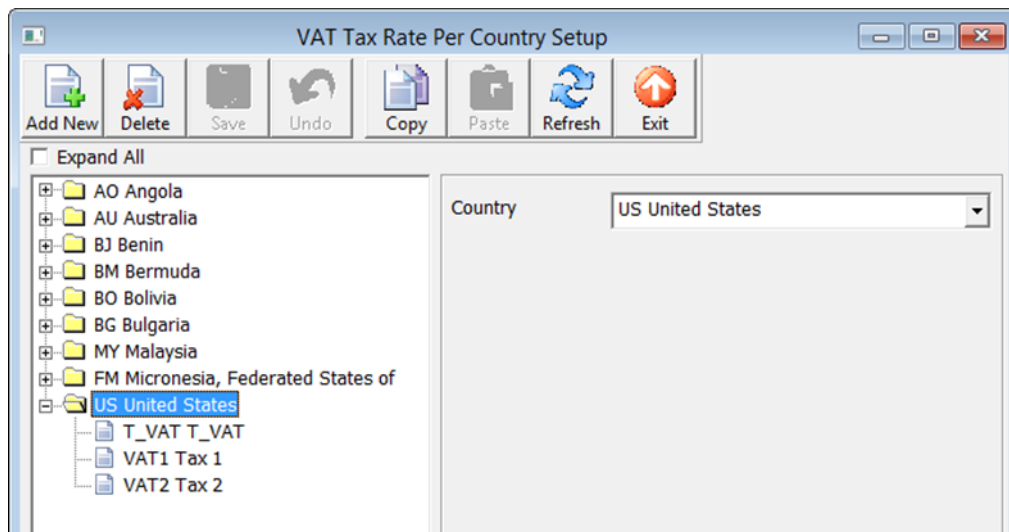
Figure 2-16 - VAT Tax Rate

Adding New Tax Rate

1. From the Financial Setup drop-down menu, select **VAT Tax Rate.**
2. Select **Add New** from the ribbon bar, then select the **Country** from the drop-down list, and click **Apply**.
3. At the ribbon bar, click **Save**, then expand the **Country** container on the left, and select a **Tax Class**.
4. Insert the tax rate in VAT Tax Rate field and select the Tax Department code from the drop-down list.
5. Click **Save** at the ribbon bar to save.

2.11. Activate Tax Rate

This function allow you to apply the Tax Rate based on the cruise location, and stores the information in *Parameter, General, Current VAT Tax Country*. A restart is required on all posting modules.
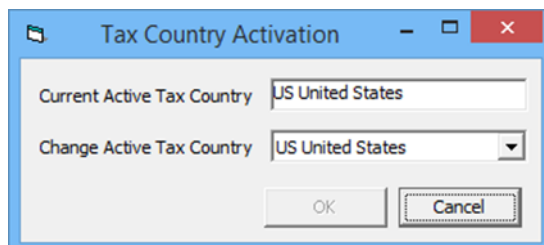
Figure 2-17 - Tax Activation

1. From the Financial Setup drop-down menu, select **Activate Tax Rate.**
2. Select from the drop-down list the country tax to activate, then click **OK**.
3. At the confirmation prompt, select **Yes** to activate.

2.12. VAT Tax Reminder

This function is a reminder scheduler to remind user to activate the tax country on date specified.
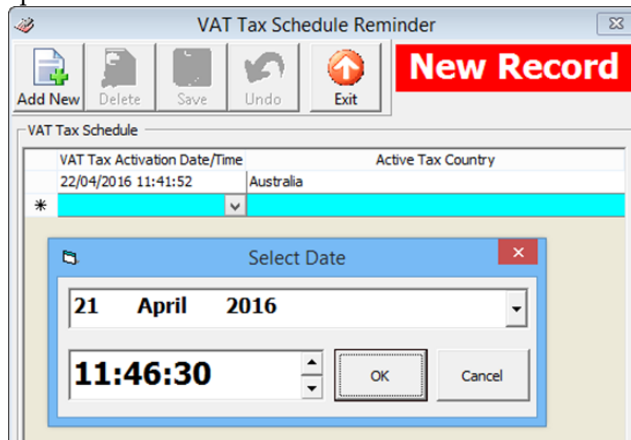
Figure 2-18 - VAT Tax Reminder

1. From the Financial Setup drop-down menu, select **VAT Tax Reminder.**
2. Select **Add New** from the ribbon bar, and then select from the drop-down list under **VAT Tax Activation Date/Time**.
3. Select the date and time, and then click **OK**.
4. Press tab and select the **Active Tax Country** from the drop-down list.
5. Click **Save** at the ribbon bar to save.

2.13. Disallow Manual Posting Applications

This function prevent user from manually posting a transaction through application listed when posting is set to **No** in the guest account.
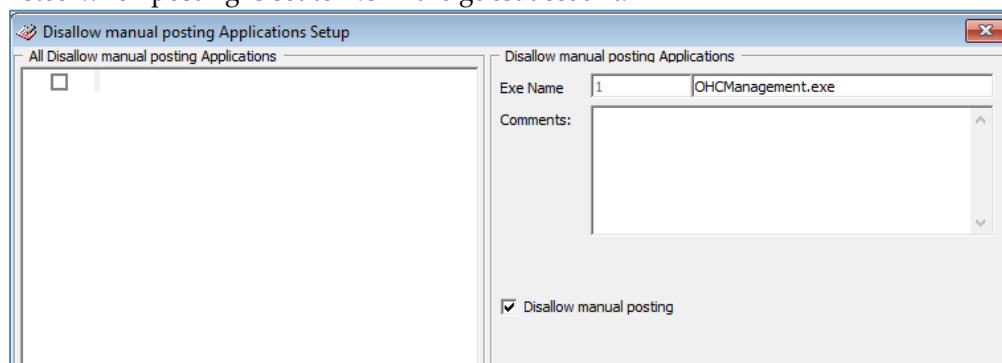
Figure 2-19 - Disallow Manual Posting Application Setup

1. From the Financial Setup drop-down menu, select **Disallow Manual Posting Applications.**
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Enter the short code and the application name in the **Description Field**, then click **Apply** to save.

2.14. Department Grouping

This function allow you to categorize department group use as financial classification and reporting.

1. From the Financial Setup drop-down menu, select **Department Grouping.**
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Enter the short code and description in the **Description Field**, and then click **OK** to save.

3   Itinerary Setup

The Itinerary Setup function enables you to plan the daily activities available for each voyage by Location, Events, Packages or through an Agent. The information entered in this section are shown in Management, Itinerary Overview as an information board, and they are entered in **Administration, Itinerary Setup**.

3.1. Activities

This function describes the setup of daily activities offered on board the Ship for each voyage.
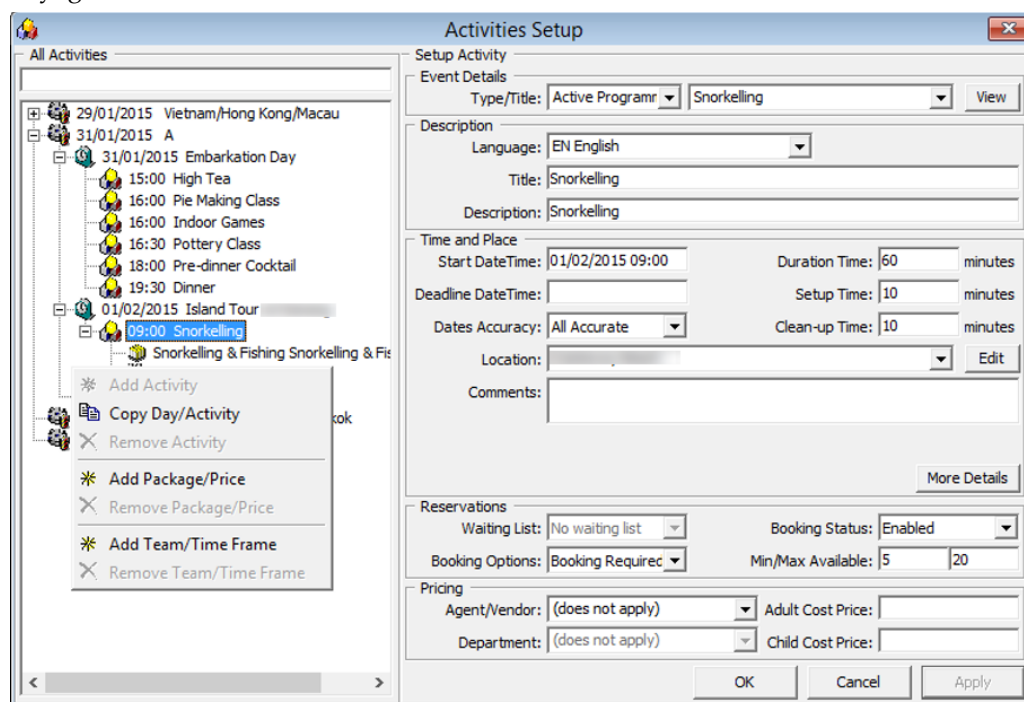
Figure 3-1 - Activities Setup

Adding an Activity

1. From the Itinerary Setup drop-down menu, select **Activities.**
2. On the left panel of the Activities setup window, select the **Cruise Day** then right-click and select **Add Activity**.
3. In the Setup Activity, **Event Details** section, select the **Type/Title** of the activities from the drop-down list.
4. In the Description section, select the **Language** and enter the **Title** and **Description** of the activity.
5. Enter the **Start Date/Time, Duration, Deadline Date/Time, Setup Time, Clean-up Time** and select the **Location** from the drop-down list.
6. Click the **More Details** button to input the Meeting Date/Time, clothing required, and others, and then click **OK** to return to Activities Setup window.
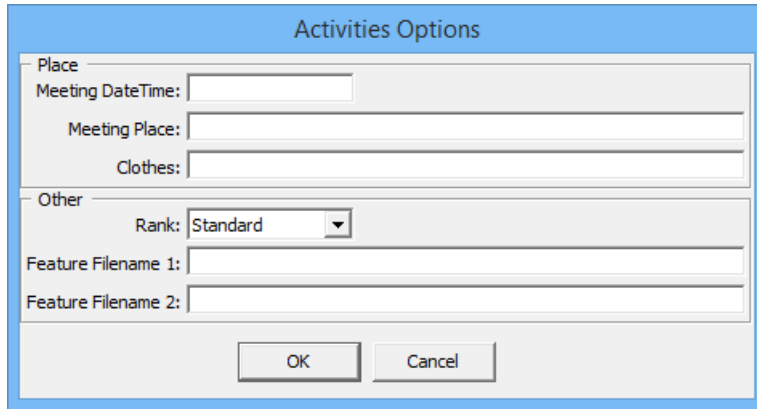
Figure 3-2 - Activities Options window

7. In the Reservations section, select from the drop-down list the appropriate booking options.

8. Enter the pricing and select the **Agent/Vendor** providing the service, and then click **OK** to save the activity.

Copying an Activity Setup

An existing activity may be copied by day or by activity to a future cruise instead of re-creating every single activity.
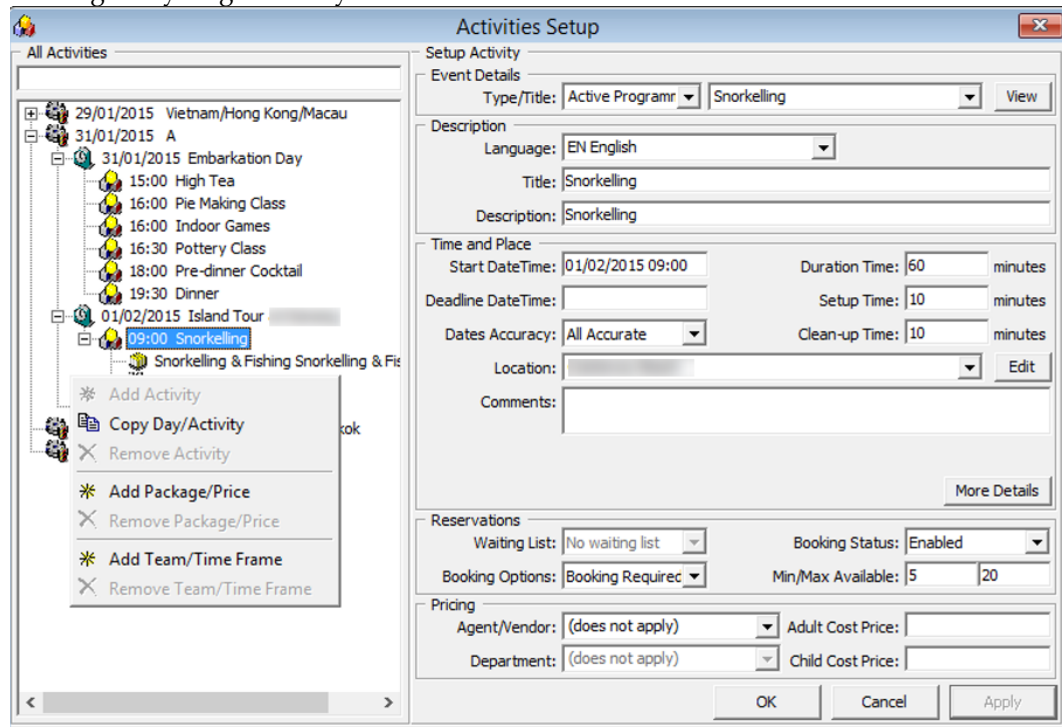
Figure 3-3 - Copying an Activity

1. From the Activities setup window, select the **Cruise Day** and then right-click and select **Copy Day/Activity**.
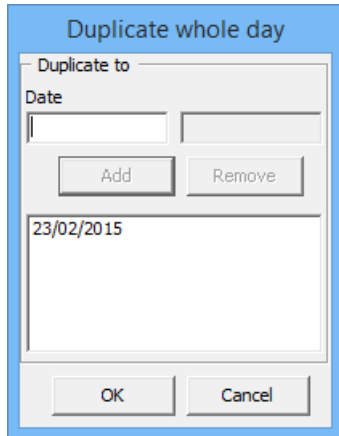
2. In the Duplicate whole day window, enter the date to copy to, then click **Add**.
3. Click **OK** to copy the activities.

To copy a single activity, select an **Activity** instead of by **Cruise Day.**

Adding Package/Price

The Add Package/Price is an additional information field pertaining to the activity and they are not meant for posting.

Adding Team/Time Frame

Team member required to handle the activities may be added to the activities by indicating the time and number of member required.
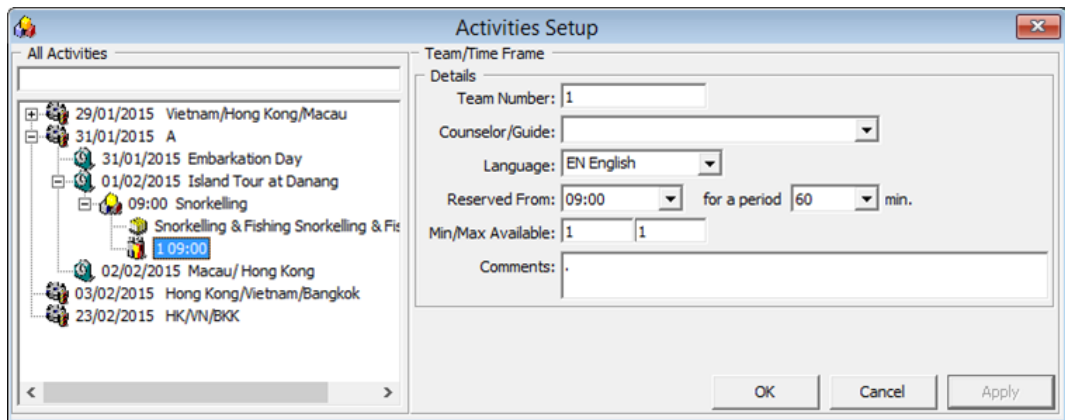
Figure 3-4 - Activities Team/Time Frame setup

1. In the Activities Setup window, right-click on the activities details and select **Add Team/Time Frame**.
2. In the Team/Time Frame section, enter the number of team member and select the time to reserve from and duration.
3. Click **OK** to save.

Removing an Activity

Activities that are no longer required or has been added as duplicate can be easily removed by right-clicking on the activity to delete and select **Remove Activity**. If the activity has a Team/Time Frame or Packages/Price information, remove these first before removing the activity.

3.2. Events

This section describes the setup of activity category, its location and requirements.
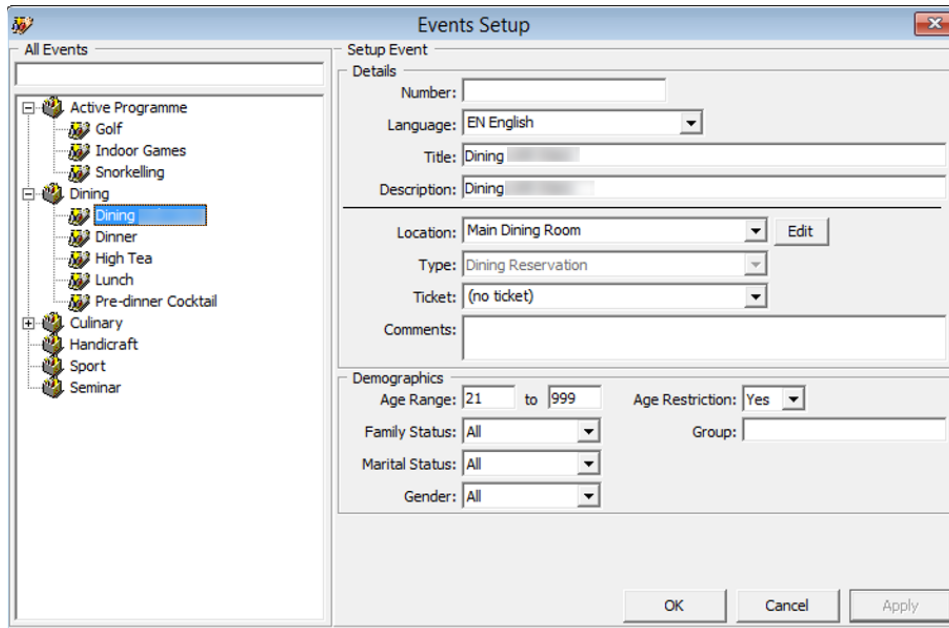
Figure 3-5 - Event Setup

1. From the Itinerary Setup drop-down menu, select **Events.**
2. In the All Events section, right-click and select **Add Event Type**.
3. Enter a short code and description in the **Description** field and then click **OK**.
4. Select the Event Type, then right-click and select **Add Event**.
5. In the Details section, enter the **event number, title and description** of the event.
6. Select a **Location, Type and Ticket** from the drop-down list.
7. In the Demographics section, enter the **Age Range** and select the **Family Status, Marital Status, Gender and Age Restriction** from the drop-down list.
8. Click **OK** to save the entry.

Locations

The section describes the setup of a location where the event/activities are held.
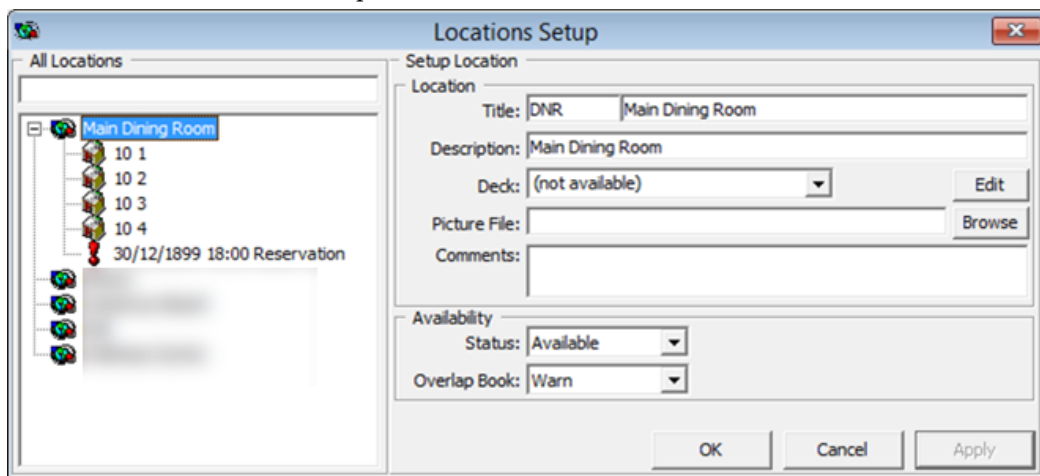
Figure 3-6 - Location Setup

1. From the Itinerary Setup drop-down menu, select **Locations.**
2. In the All Locations section, right-click and select **Add Location**.
3. In the Setup Location section, enter a short code and description in the **Title** field, select the **Deck** from the drop-down list and attach a picture, if any.
4. Select the Availability Status and appropriate prompt when booking location is overbooked, and then click **OK** to save.
5. Select the **Location**, then right-click and select **Add Table/Seat**.
6. In the Details section, enter the **event number, title and description** of the event.
7. Select a **Location, Type and Ticket** from the drop-down list.
8. In the Demographics section, enter the **Age Range** and select the **Family Status, Marital Status, Gender and Age Restriction** from the drop-down list.

Adding Table/Seat

Additional information such as Table/Seat may be added to the Locations.

Figure 3-7 - Table/Seats Setup

1. From the Location Setup window, right-click on the location and select **Add Table/Seats**.
2. Enter the **Table/Seat number, Station/Row, Rank, Table Shape, Max Seats, Max Squeeze, Status and Comments**, if any.
3. Click **OK** to save.

Adding Exception

An Exception may be added to the Location, either for Reservation or Maintenance.

Figure 3-8 - Location Exception Setup

1. From the Location Setup window, right-click on the location and select **Add Exception**.

2. Enter the **From Date/Time, Until Date/Time** and select the **Reason** from the drop-down list, and then enter a comment in the **Comment** field.

3. Click **OK** to save.

4. Location that has an exception are marked with an Exclamation mark.

3.3. Packages

The Packages setup is for use in Itinerary, Activities.
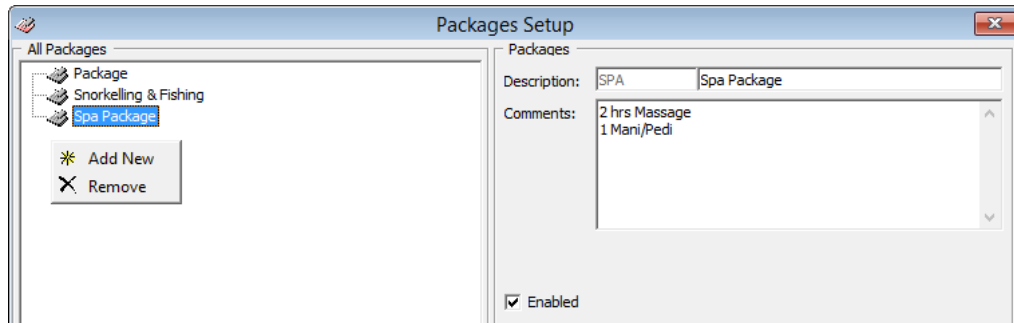
Figure 3-9 - Itinerary Package Setup

1. From the Package Setup window, right-click on the location and select **Add New.**

2. Enter the short code, description and comments if any.

3. Click **OK** to save.

3.4. Vendors/Agents

The Vendors/Agents Setup is used to store contact details of vendors/agents handling the events.
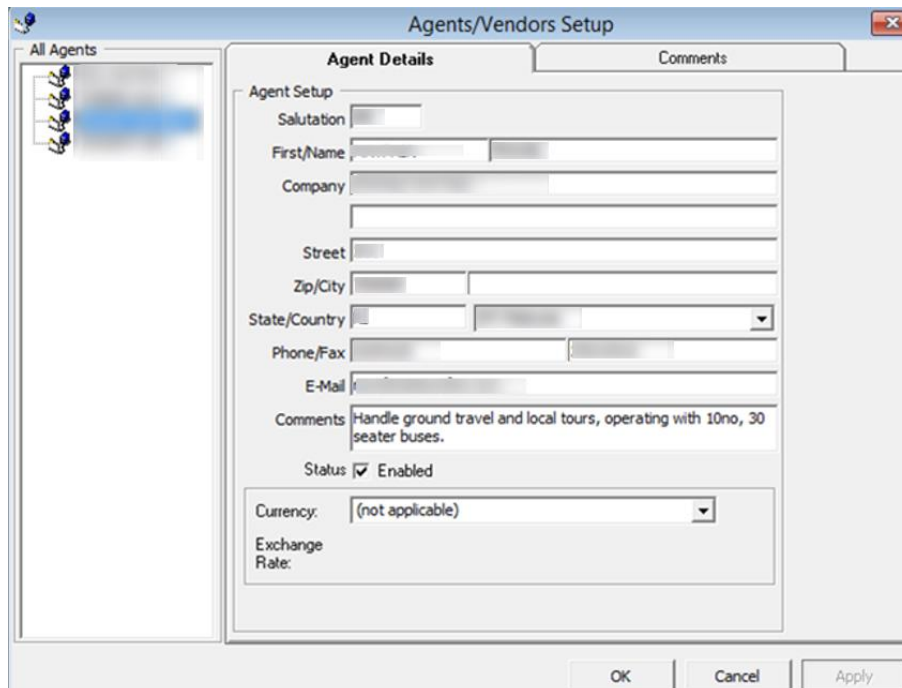
Figure 3-10 - Vendor/Agent Setup

1. From the Agents/Vendors Setup window, right-click on the location and select **Add Agent.**

2. Enter the Agents details and then navigate to Comments tab to add additional comments or document image.

3. In the Comments tab, select **Add Comment** to enter a new comment and insert the relevant details.

4. Navigate to the Document tab to upload, scan or export an image file and then click **Save**.

5. Click **OK** to save the Agent details.

4   Safety Setup

The Safety Setup contains all the codes required in Standard Safety Drill and Advance Safety Drill modes, and the setup varies depending on the mode defined in **Parameter group, Safety, Advance Safety Drill.** (0=Standard Safety Drill / 1 = Advance Safety Drill)

4.1.   Configuration available to Safety Setup

Below figures shows the configuration available to Standard and Advance Safety Drill mode where Standard Safety Drill functions are defined with **Parameter, Safety, Advance Safety Drill is = 0** . See figure Figure 4-1 – Standard Safety Drill Setup
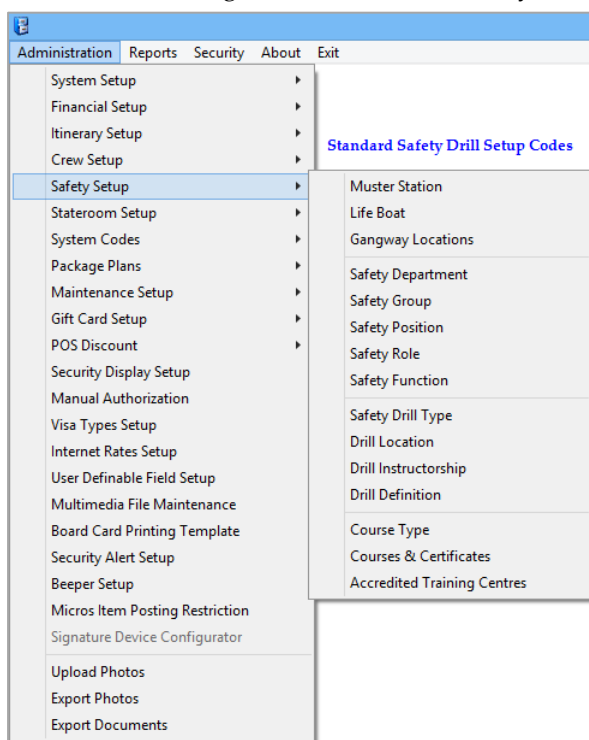
Figure 4-1 – Standard Safety Drill Setup

The functions available in the Advance Safety Drill, where **Parameter, Safety, Advance Safety Drill is = 1** are listed in below figure.
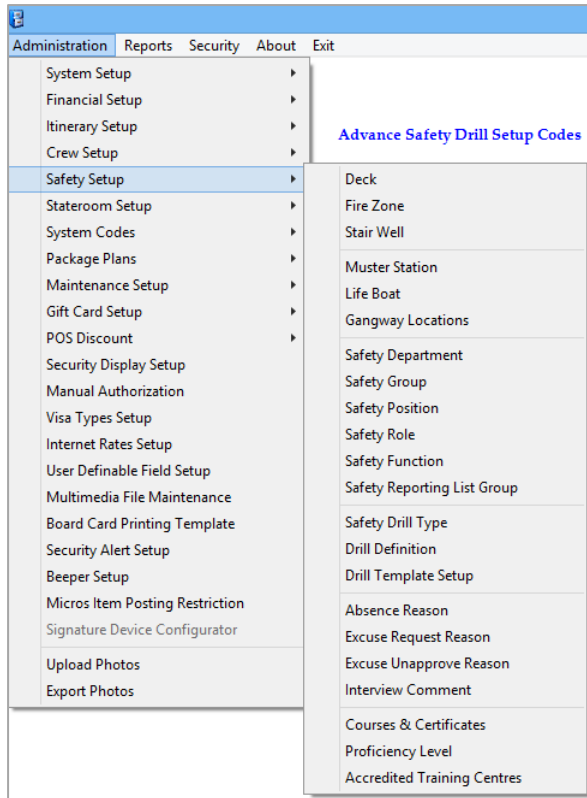
Figure 4-2 - Advance Safety Drill Setup

Table 4-1 – Available configuration codes for Safety Setup

Function Name	Definitions
Deck Setup	Defines the deck location in Muster Station setup. *(Advance Safety Drill)*
Fire Zone Setup	Defines the Fire Zone for the drill in Muster Station setup. *(Advance Safety Drill)*
Stair Well Setup	Defines the stairwell location in Muster Station setup. *(Advance Safety Drill)*
Muster Station Setup (definable label - TYP_LBL = SFTMST)	Defines the assembly location.
Lifeboat Setup (definable label - TYP_LBL = SFTBOT)	Defines the lifeboat or life raft capacity
Gangway Locations	Defines the gangway location
Safety Department (definable label - TYP_LBL = SFTDIV)	Defines the department responsible for safety in each location.
Safety Group (definable label - TYP_LBL = SFTSGP)	Defines the responsibilities and task of each safety group.
Safety Position (definable label - TYP_LBL = SFTCRW)	Defines the position of the Crew.

Function Name	Definitions
Safety Role (definable label - TYP_LBL = SFTROL)	Defines the role of the safety Crew.
Safety Function (definable label – TYP_LBL = SFTFCT)	Defines the role of Crew in command of Survival Craft.
Safety Drill Type	Defines the type of drills.
Drill Location	Defines the Location of the Scheduled Drill *(Standard Safety Drill)*[1].
Drill Instructorship	Defines the Instructor responsible for the Scheduled Drill *(Standard Safety Drill).*
Drill Definition	Definition of drills.
Drill Template Setup	Template for each drill type.
Absence Reason	Reason for not attending the safety drill *(Advance Safety Drill)*[2].
Excuse Request Reason	Reason to be excused from attending safety drill *(Advance Safety Drill).*
Excuse Unapprove Reason	Reason for not Approving the excuse request *(Advance Safety Drill).*
Interview Comment	A comment field use during interview, either as a predefined comment or free text input. *(Advance Safety Drill).*
Course & Certificates	Type Courses and Certification required for each drill type
Proficiency Level	Proficiency level offered in courses and certification.
Accredited Training Centres	Training centers recognized by the Ship in providing Safety training.

4.2. Configuring Safety Codes in Standard Safety Drill

Majority of the setup screens are the same in Standard Safety Drill mode and below are the steps to configure new codes for: Gangway Locations, Safety Department, Safety Group, Safety Position, Safety Role, Safety Function, Safety Drill Type, Drill Location, Drill Instructorship, Course Type and Accredited Training Centers.

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[1] Available in Standard Safety Drill Mode only

[2] Available in Advance Safety Drill Mode only
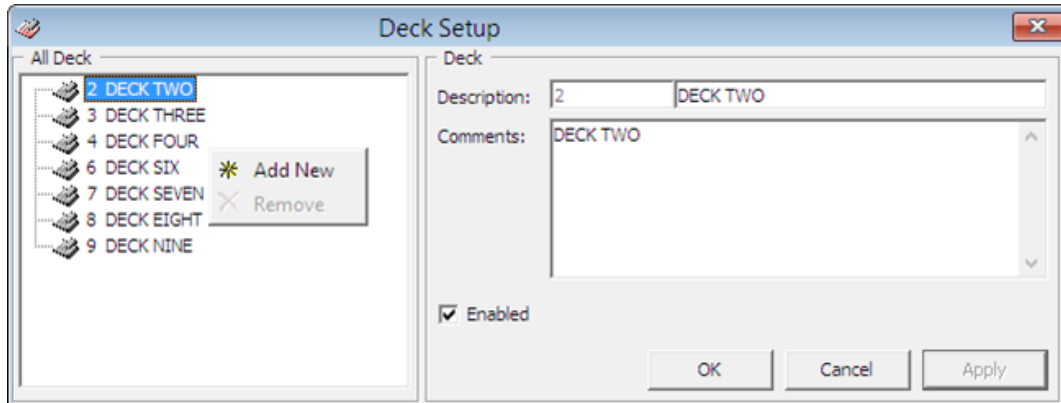
Figure 4-3 – Standard Code Configuration screen

1. From the **Safety Setup** menu, select the code to configure.

2. On the left panel, right-click in the blank space and then select **Add New**.

3. Enter a short code and the first description on the right and further describe the code in the **Comments** field.

4. The newly added code is enabled by default. To disable the item, deselect the check mark under **Enable**.

5. Click **Apply** to save the code.

6. To delete the code from the system, right-click on the code in the right panel and then select remove.

Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill. The layout of the configuration screen defers, depending on the mode setup in **Parameter group, Safety, Advance Safety Drill**.
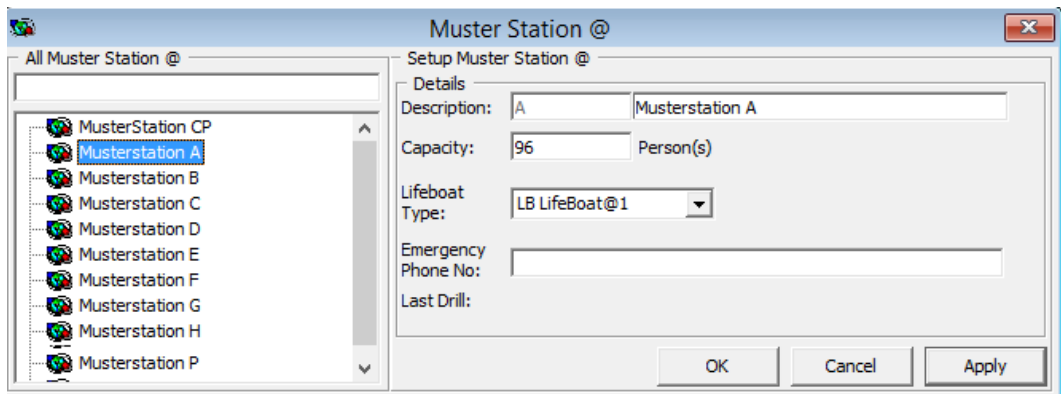
Figure 4-4 - Muster Station configuration screen

1. From the **Safety Setup** menu, select Muster Station.

2. On the left panel, right-click in the blank space, then select **Add Muster Station**.

3. In the Setup Muster Station section, enter a short code, the field description, and the **Capacity** allowed.

4. Select the **Lifeboat Type** from the drop-down list and insert the **Emergency Phone Number**, if any.

5. Click **Apply** to save the code.

Duplicating an existing Muster Station code

1. Right-click on a code to duplicate and select **Copy Muster Station**.

2. Enter the name and description of the new code and then click **Add** to populate the information onto the next window.
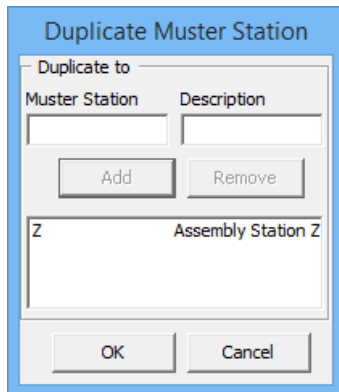
Figure 4-5 - Copy Muster Station screen

3. Continue to add the Muster Station if more is required.

4. Click **OK** to save.

Setting Up Lifeboat/LifeRaft

A lifeboat/liferaft has a maximum capacity and does require a number of qualified crew to handle them in the event of an emergency.
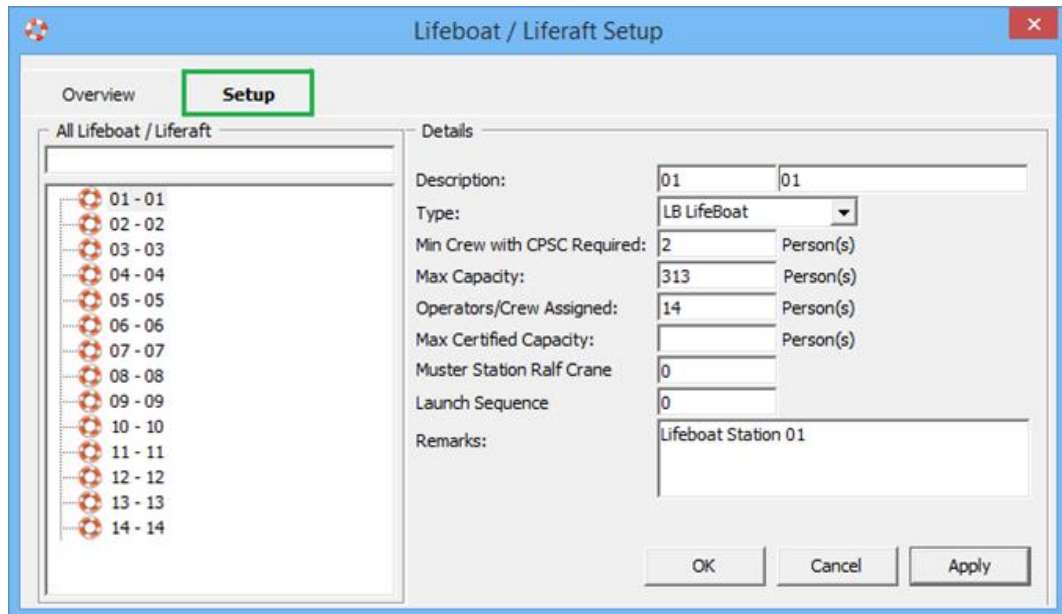
Figure 4-6 - Lifeboat/Liferaft Configuration screen

Table 4-2 - Field definition of Lifeboat/Liferaft configuration screen

Field Name	Definitions
Description	Short code and description of the lifeboat/life raft.
Type	Type of lifeboat /life raft. These codes are predefined and hard coded.
Min Crew with CPSC Required	Minimum crew with CPSC certification.

Field Name	Definitions
Max Capacity	Maximum capacity allowed per lifeboat /life raft.
Operators/Crew Assigned	Number of crew assigned to this lifeboat/life raft.
Max Certified Capacity	Maximum capacity of lifeboat/ life raft.
Muster Station Raft Crane	Raft crane the lifeboat is assigned to in Muster Station.
Launch Sequence	Launch sequence of the lifeboat.
Remarks	Additional remarks pertaining to this lifeboat.

There are additional fields in Lifeboat/Liferaft setup screen, and to setup the codes, repeat steps in *Setting Up Muster Station.*

Duplicating an existing Life Boat code

Repeat step 1 to 4 of Duplicating an existing Muster Station code.

Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify drills that are Course and Certificate related.

Figure 4-7 - Drill Definition Configuration screen

1. From the Safety Setup menu, select the **Drill Definition**.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, and then enter the **Drill Code** and **Description**.
4. In the Drill Definition section , select the **Drill Type** from the drop down list, then enter the **frequency of the drill, Required x days** after embarkation.
5. Click **Save** to save the record.
6. Continue to select the Drill, and then click **Modify** to add **Location, Instructor, Required Operational Positions and Assigned Manning Number**.
7. In the Location and Instructor section, right-click and select **Add New**, then select the location from the drop down list and enter the comment/function if any.

8. In the Required Operational Positions section, right-click and select **Add New** to individually add a position, or **Add All** to select multiple positions or all.

9. To Add All positions, check the positions check box and click **Add**.
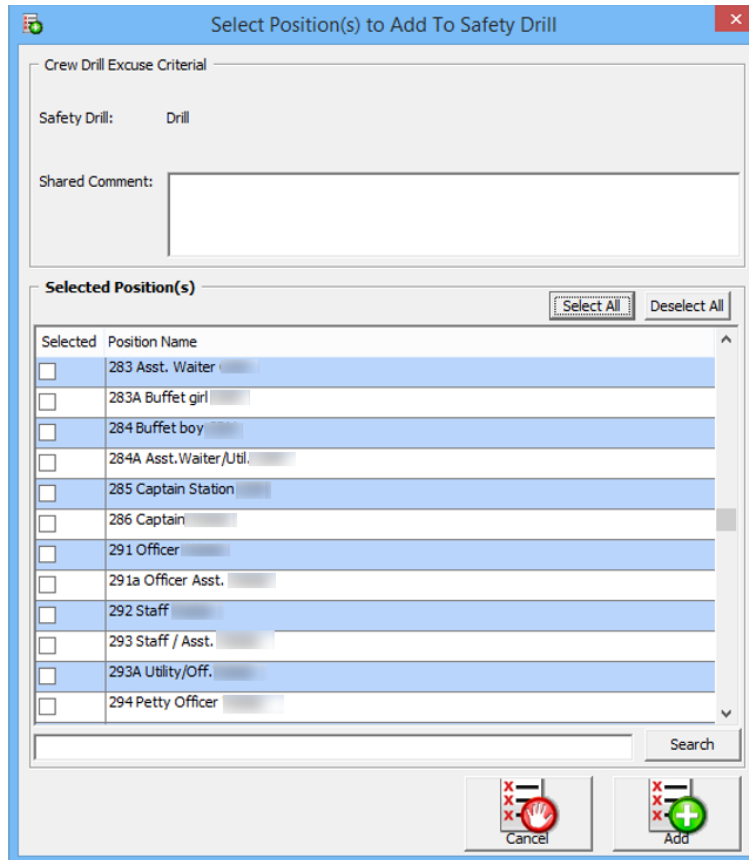
Figure 4-8 - Position selection for Course & Certificate in Drill Definition

10. In Assigned Manning Number section, repeat step 6 and 7.

Setting Up Courses & Certificates

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify the certificates expiry on an Emergency # (E Number) change.
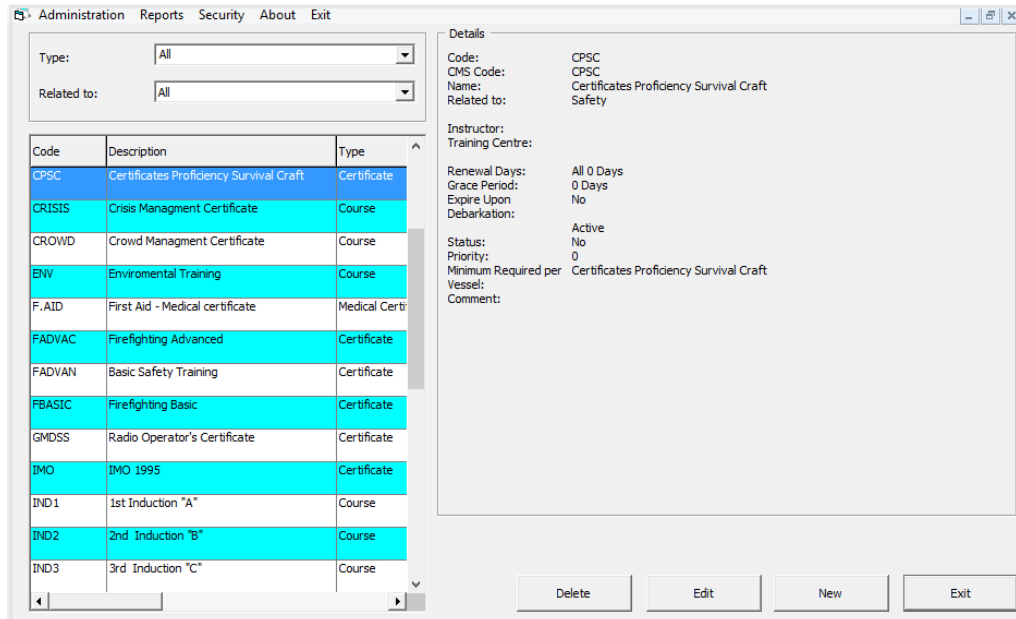
Figure 4-9 - Course & Certificate Setup screen

1. From the **Safety Setup** menu, select **Courses & Certificates**.
2. In the Courses & Certificates screen, click **New.**
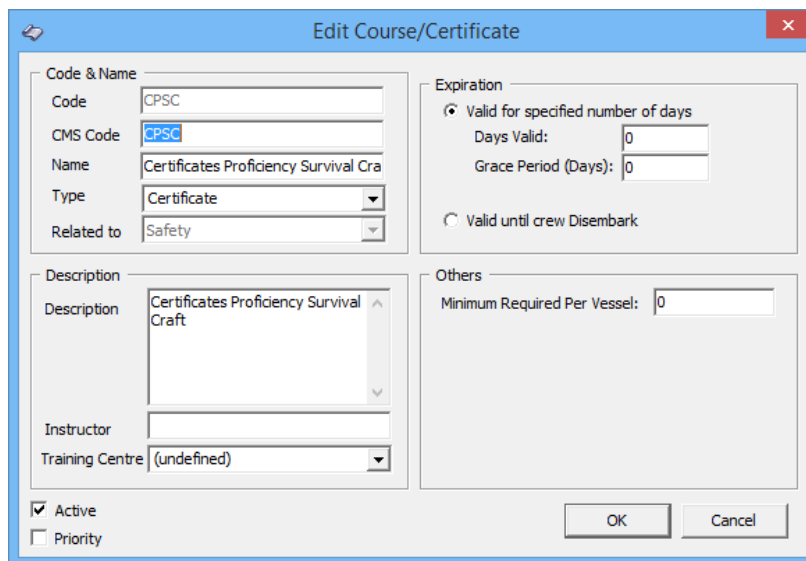
Figure 4-10 - Course & Certificate criteria

3. In the Code & Name section, enter the **Code, CMS code, Name of the Course,** and select **Type of Course, Related to** from the drop down list.
4. In the Description section, enter the course **description, instructor name** and **location** of the training center.
5. In the Expiration section, select one of the option and then enter the **Minimum Required Per Vessel** in Others section.
6. The **Active** check box is checked by default, and removing the check mark disables the course.
7. Selecting the **Priority** check box makes the course as a priority.
8. Click **OK** to save the code.

4.3. Configuring Safety Codes in Advance Safety Drill Mode

Compared to the Standard Safety Drill mode, the Advance Safety Drill mode has more configuration codes, namely:

- Deck Setup
- Fire Zone Setup
- Stair Well Setup
- Absence Reason
- Excuse Request Reason
- Excuse Unapprove Reason
- Interview Comment

These functions is enabled with **Parameter, Safety, Advance Safety Drill is = 1**

The majority of the screen layout is the same as Standard Safety Drill mode. The steps to configure the codes are similar to those defined in

Configuring Safety Codes in Standard Safety Drill, with the exception of the below listed codes, where additional fields or functions are found and steps to configure these codes are describe in the following section.

- Muster Station
- Lifeboat/Liferaft
- Safety Function
- Drill Type
- Drill Definition
- Drill Template Setup
- Courses & Certificates.

Configuring New Safety Drill Codes

See chapter Configuring Safety Codes in Standard Safety Drill on how to set up new Safety Drill codes.

Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup prior to configuring any Safety Drill, and the layout of the configuration screen defers from the Standard Safety Drill mode.

Figure 4-11 - Muster Station Setup in Advance Mode

1. From the **Safety Setup** menu, select the **Muster Station**.
2. On the left panel, right-click in the blank space, then select **Add Muster Station**.
3. Enter a short code and the field description on the right and select the **Station Type** from the drop-down list.
4. Enter the **Capacity** allowed.
5. Select the **Lifeboat Type** from the drop-down list.
6. In the Location section, select the **Deck, Fire Zone, Stair Well** and **Side** of the ship.
7. Click **Apply** to save the code.

Adding More Muster Station code

1. Repeat steps 1 to 4 of Duplicating an existing Muster Station code.

Setting Up Lifeboat/Liferaft

The Safety Drill Type defines the type of drills required based on the rules set forth, and this rule apply to Training Drills setup when **Apply Training Rule** is checked.

1. From the **Safety Setup** menu, select the **Safety Drill Type**.
2. On the left panel, right-click in the blank space and select **Add Drill Type**.
3. Enter a short code and the field description in the **Description** field.
4. Check **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list, the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Check the **Apply Training Rule** check box if rule applies to Training.
7. Click **Apply** to save the code.

Setting Up Safety Function

The Safety Function defines the role of Crew in Command of the Survival Craft and is required in the Muster List and Drill Template Setup. The layout of the configuration screen defers from Standard Safety Drill mode.
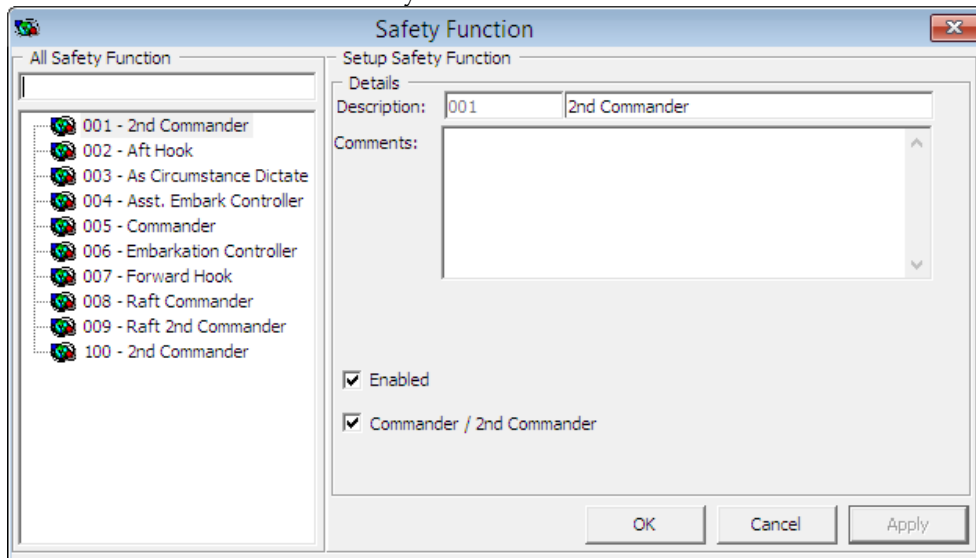
Figure 4-12 – Safety Function Setup in Advance Mode

1. From the **Safety Setup** menu, select the **Safety Function**.
2. On the left panel, right-click in the blank space and then select **Add**.
3. Enter a short code and the field description on the right and Comments, if any.
4. Select the **Commander/2nd Commander** check box if required.
5. Click **Apply** to save the code.

Setting Up Drill Type

The Safety Drill Type defines the type of drills required based on the rules set forth, and the rules is applicable to Training Drills setup if **Apply Training Rule** is checked.
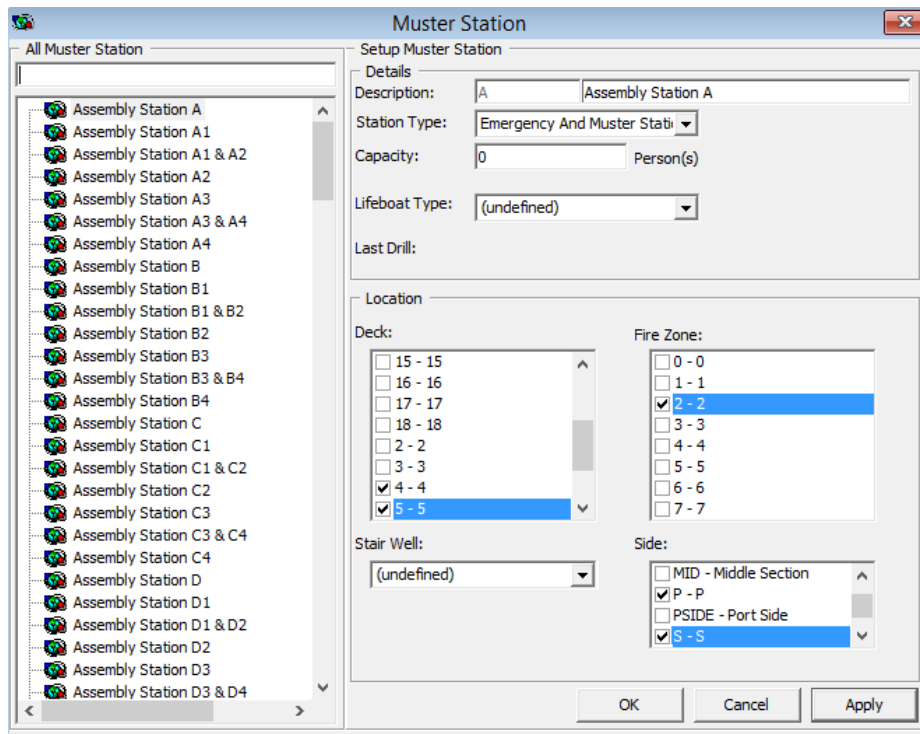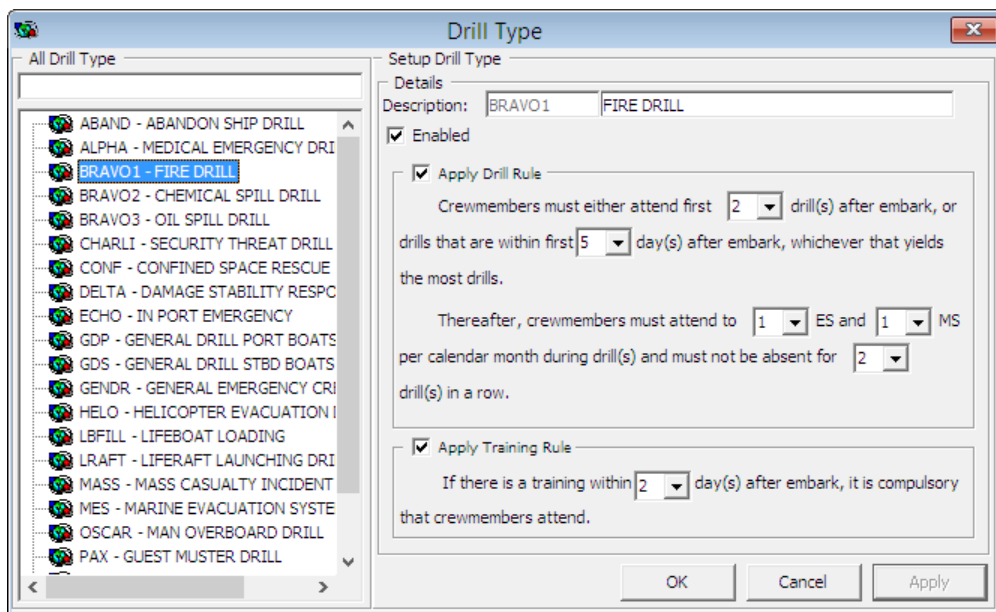

Figure 4-13 - Drill Type Setup in Advance Mode

1. From the **Safety Setup** menu, select the **Safety Drill Type**.
2. On the left panel, right-click in the blank space and select **Add Drill Type**.
3. **Enter a short code and the field description in the Description** field.
4. Select **Apply Drill Rule** check box to enable the fields in Drill Rule.
5. Select the drills required using the drop-down list, the number of days after embark, the number of Emergency Attendance (ES) and Muster Attendance (MS) per calendar month.
6. Check **Apply Training Rule** check box if rule applies to Training.
7. Click **Apply** to save the code.

Setting Up Drill Definition

The Drill Definition code defines the type of drills, attendance requirements and identify whether drills are Course and Certificate related.
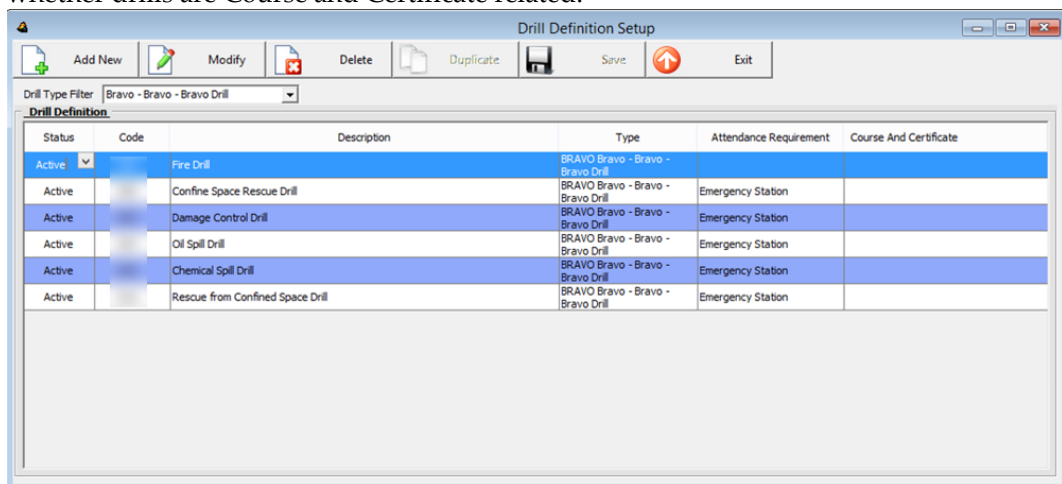
Figure 4-14 - Drill Definition Setup screen in Advance Mode

1. From the **Safety Setup** menu, select the **Drill Definition**.
2. Click **Add New** on top right of the screen to add a new drill.
3. Select the **Status** from the drop down list, enter the **Drill Code** and **Description** and then select the **Type, Attendance Requirement and Course & Certificate** from the drop down list.
4. Click **Save** to save the record.

Setting Up Drill Template

A drill template is setup to assist you in generating a crew list under Proposed Crew section using the criteria defined when creating a drill.
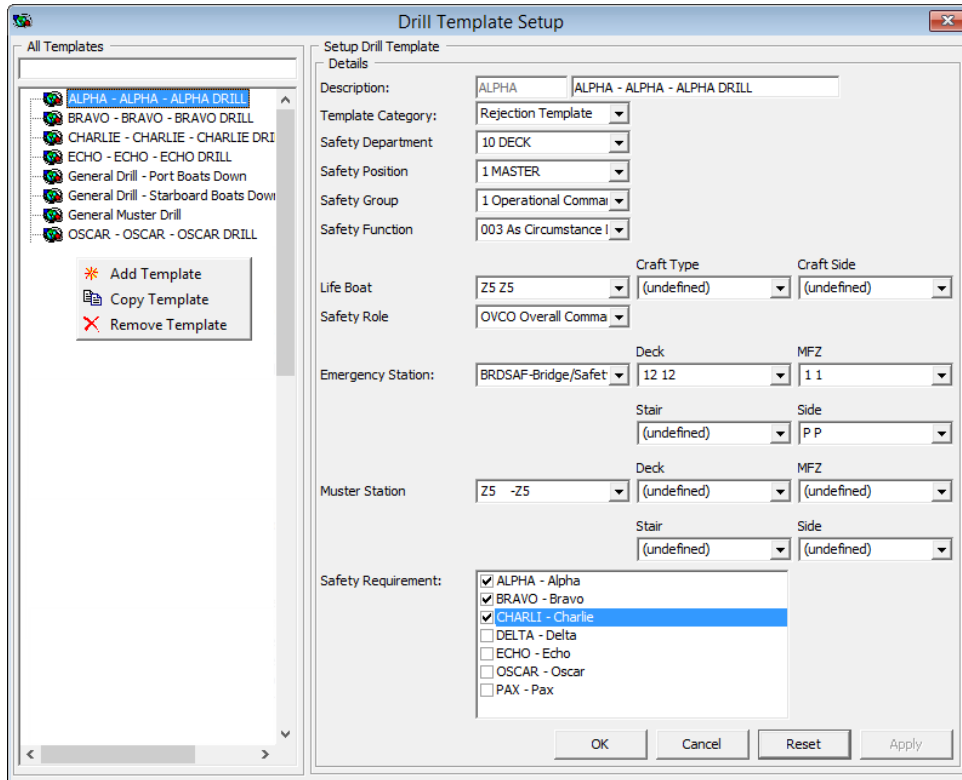
Figure 4-15 - Drill Template Setup screen in Advance Mode

1. From the **Safety Setup** menu, select the **Drill Template** Setup.
2. On the left pane of the screen, right-click in the blank field and select **Add Template**.
3. In the Details section, enter a short code and description and then select the code for respective fields.
4. In the Safety Requirements section, check the relevant check boxes.
5. Click **Apply** to save the template and then **OK** to exit.
6. Clicking **Reset** clears the selected information from the screen.

Setting Up Course & Certificate

The Courses & Certificates code defines the type Courses and Certifications required for each drill type, and identify whether the certificates expires on Emergency # (E Number) change.
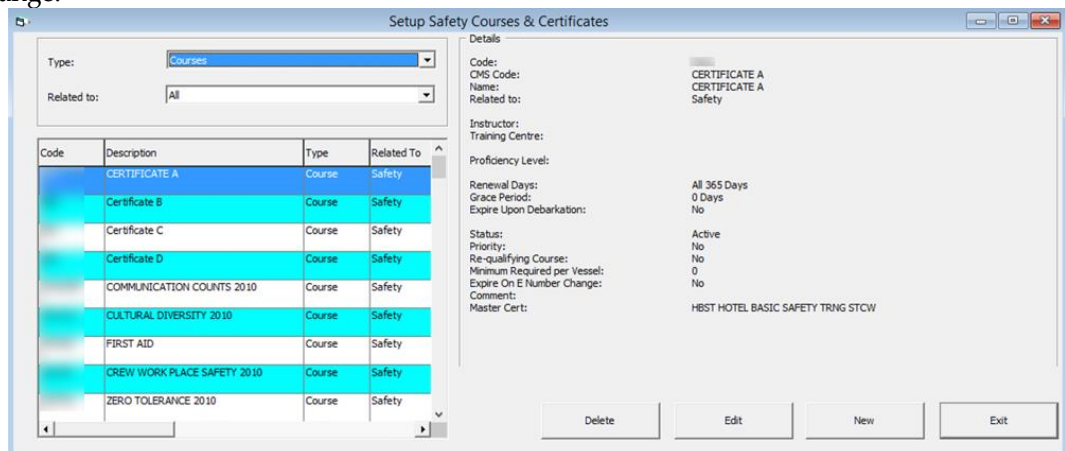
Figure 4-16 - Course & Certificate Setup in Advance Mode

1. From the **Safety Setup** menu, select **Courses & Certificates**.

2. In the Courses & Certificates screen, click **New.**

Figure 4-17 - Edit Course & Certificate in Advance Mode

3. In the Code & Name section, enter the **Code, CMS code, Name of the Course,** and select **Type of Course, Related to** and **Master Cert** from the drop down list.

4. In the Description section, enter the course **description, instructor name** and **location** of the training center.

5. In the Expiration section, select one of the expiration option.

6. In Others section, enter the **Minimum Required Per Vessel, Proficiency** and check if **Re-qualifying Course** is required.

7. The **Active** check box is selected by default, and removing the check mark disables the course.

8. Select the **Priority** check box to make the course as a priority.

9. Click **OK** to save the code.

5   Stateroom Setup

The Stateroom setup function is use to defined both passenger and crew accommodations. Before entering an individual cabin, the general cabin features must be in place, and you need to know each cabin's location in the safety plan and the housekeeping section as such information are also stored. These information are entered in **Administration, Stateroom Setup**.
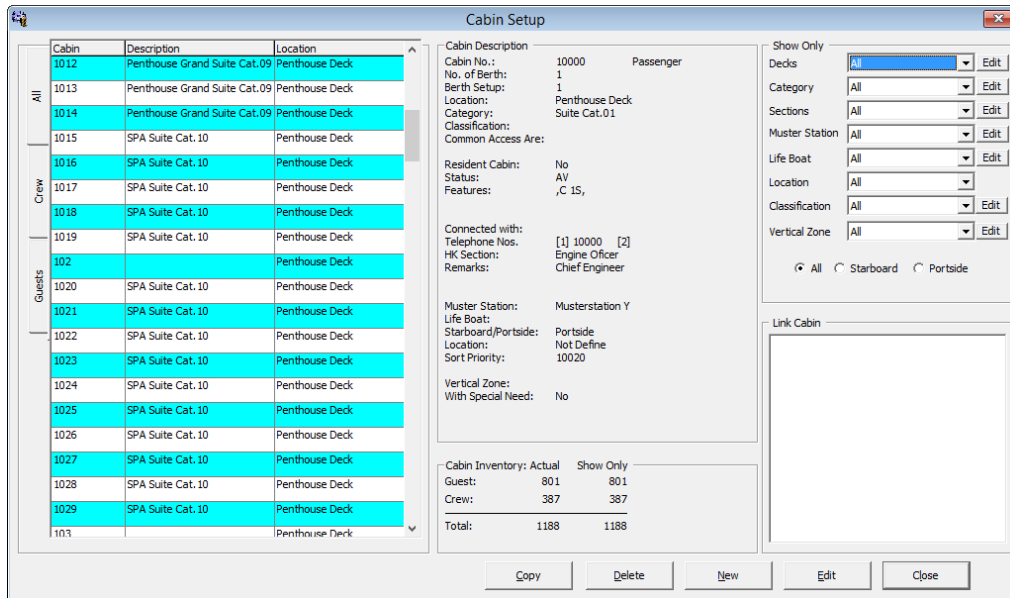
Figure 5-1 - Cabin Setup

5.1. Staterooms
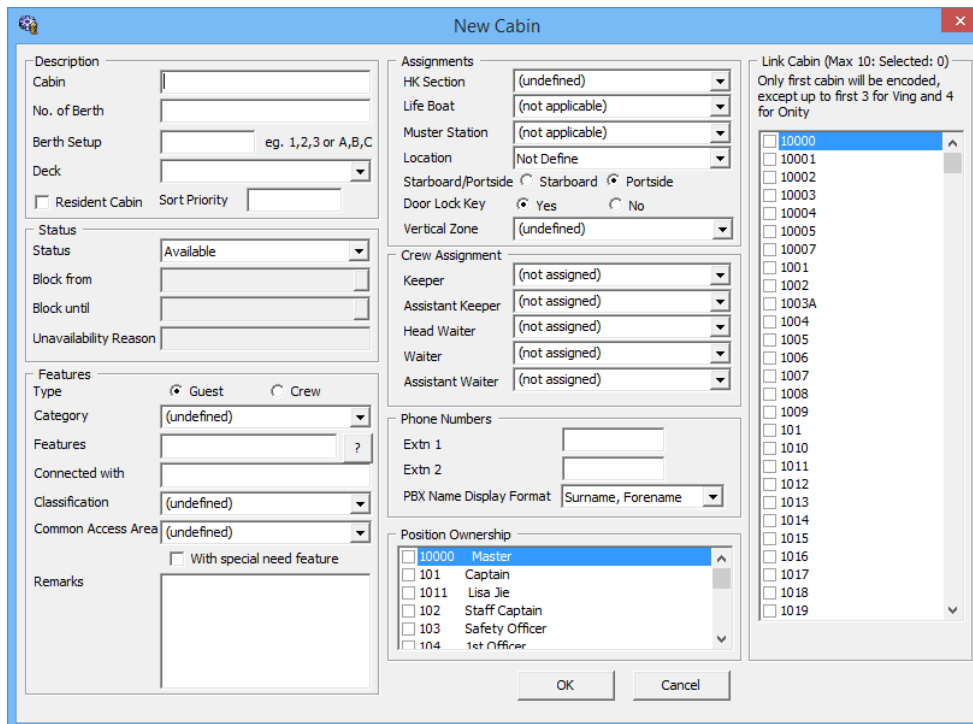
Figure 5-2 - New Cabin window

Adding New Cabin

1. From the **Stateroom Setup** menu, select **Staterooms** from the drop-down list.
2. In the Cabin Setup window, click the **New** button located at the bottom of the screen.
3. In the New Cabin form, enter the c**abin number, no of berth, berth setup** and select the **deck** from the drop-down list.
4. Under the Features section, select the **Type, Category, Features, Classification, Common Access Area.**
5. Check the **With Special Need Feature** check box if cabin is equipped with special needs amenities.
6. Select the **HK Section, Life Boat, Muster Station, Location** and **Vertical Zone** from the drop-down list in the Assignments section.
7. In the Crew Assignment section, select the **Keeper, Assistant Keeper, Head Waiter, Waiter** and **Assistant Waiter** from the drop-down list.
8. Enter the Phone extension in the **Phone Numbers** section.
9. If the Cabin is linked to another cabin and accessible through a common door, check the cabin number in Link Cabin section.
10. Click **OK** to save the cabin number.

Editing a Cabin

1. From the **Cabin Setup** window, select the cabin number and then click **Edit**.
2. In the Edit Cabin form, make the necessary changes and then click **OK** to save.

Copying a Cabin Code

1. From the Cabin Setup window, select the cabin number to copy.
2. In the Copy Cabin form, enter the new cabin number and telephone number, and then click **Add To List**.
3. Continue to add the cabin number and then click **OK** to save the newly added cabin number(s).
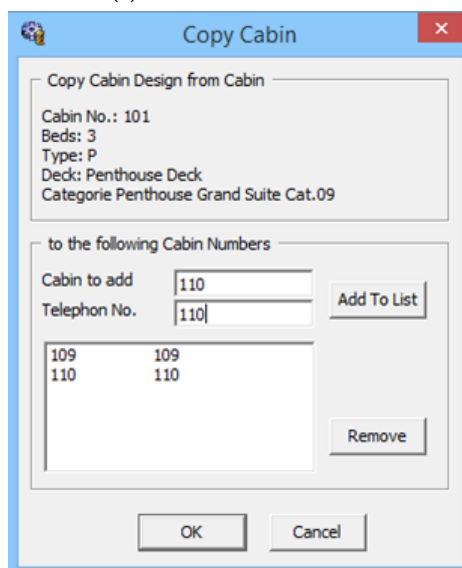
Figure 5-3 - Copying a Cabin Setup

5.2. Batch Check-in/Out

The Batch Check-In/Out function allow you to send batch triggers to either enable/disable the Telephone, ITV or Dining System.
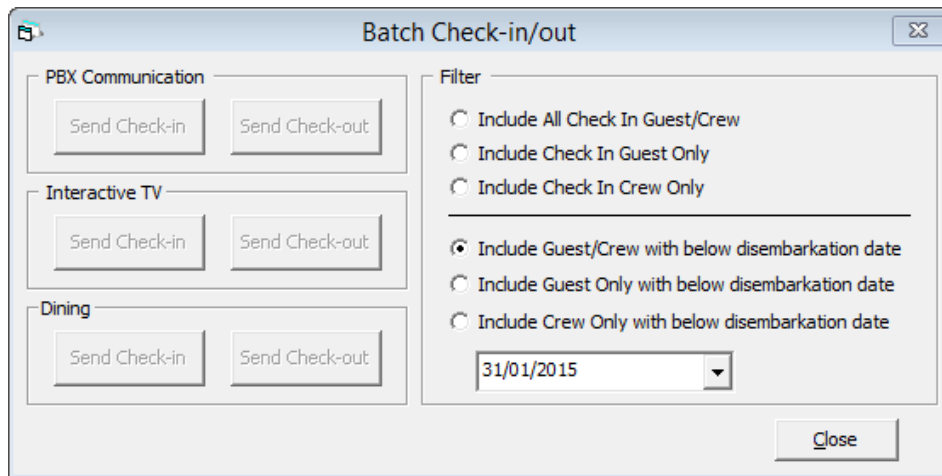
Figure 5-4 - Batch Check-In/Out

Table 5-1 - Batch Check-in/Out filters

Field	Description
Include All Check In Guest/Crew	Sends check-in/out for all guest.
Include Check in Guest Only	Sends check-in/out for Guest only
Include Check out Crew Only	Sends check-in/out for Crew only
Include Guest/Crew with below disembarkation date	Sends check-in/out for guest/crew with specified disembarkation date.
Include Guest only with below disembarkation date	Sends check-in/out for Guest with specified disembarkation date.
Include Crew only with below disembarkation date	Sends check-in/out for crew with specified disembarkation date.

1. From the **Stateroom Setup** menu, select **Batch Check-In/Out** from the drop-down list.
2. In the Batch Check-In/Out window, choose from the available **Filter** and then select the **Date** from the drop-down list.
3. Select the type of batch to execute.
4. Click **Close** to exit the screen.

5.3. Features\Amenity Items

1. From the **Stateroom Setup** menu, select **Features** or **Amenity Items** from the drop-down list.
2. In the Cabin Features Codes Setup window, right-click on the left panel and select **Add New**.
3. Enter the short code and description in the **Description** field and enter a comment in the **Comments** field, if any.
4. Click **OK** to save.

5.4. Cleaning State Color

Cleaning State Color allow you to define the cabin state according to its cleaning status or leave the color as the system defaulted color. If the color code are changed, please also update the color in *Deck Plan Setup*.
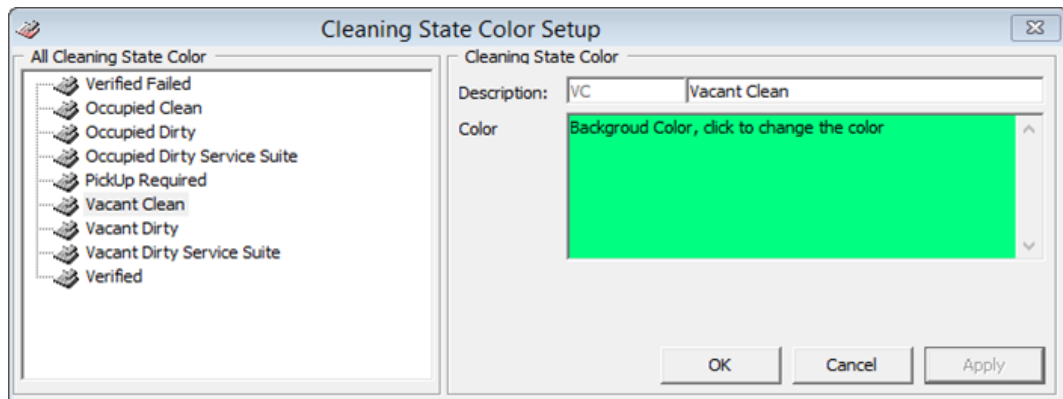
Figure 5-5 - Cleaning State Color Setup

1. From the **Stateroom Setup** menu, select **Cleaning State Color** from the drop-down list.
2. In the Cleaning State Color Setup window, select the Cleaning Status on the left panel.
3. Click the Color window on the right pane to change the background color and then click **OK** to save.

5.5. Deck Plan Designer

The Deck Plan Designer enables you to link the cabin number to the deck plan, and provide users a layout view of the cabin in Management module.

Designing a Deck Plan
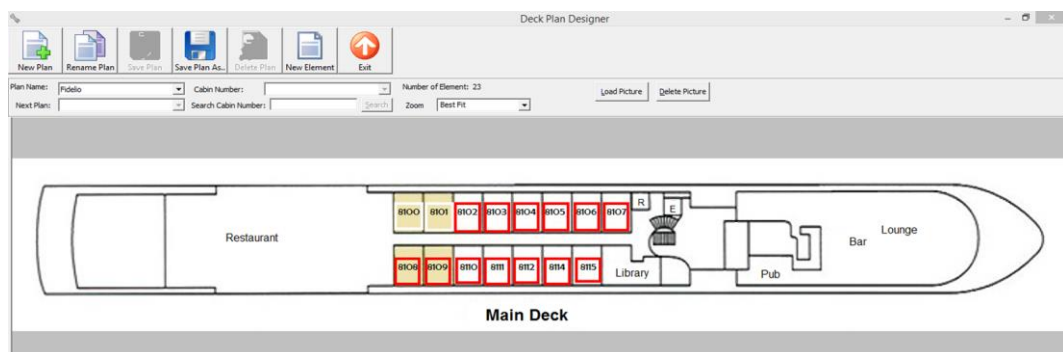
Figure 5-6 - Deck Plan Designer

1. From the Administration Menu, select **Stateroom Setup** and then **Deck Plan Designer**.
2. Click **New Plan** on the ribbon bar and enter the Plan name in the New Plan window, and then click **OK**.
3. Click **Load Picture** to load the base plan from file.
4. Click the **New Element** and then drag the box to the desired location.

5. Select the Cabin number from the drop-down list, and then click the element to assign the cabin number.

6. Click **Save Plan** on the ribbon bar to save the changes.

Editing a Deck Plan

1. From the **Deck Plan Designer** window, right-click the element to edit.

2. Select the option from the menu and then click **Save Plan** to save the changes.

Pen color...
Text color...
Back color...
Pen width ▸
Font...
BackStyle ▸
Locked
✔ Moveable
Text orientation ▸
✔ Sizeable
Text locked
Hatch style ▸
Hatch color...
Text justification ▸
Nudge down
Send to back
Cut
Copy
Delete
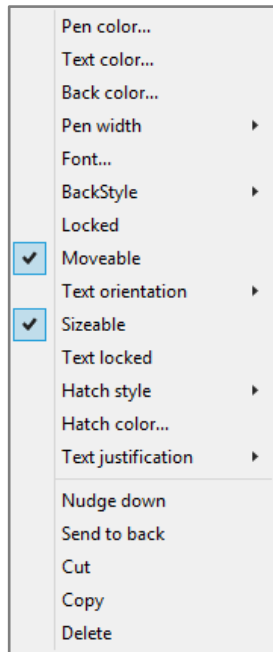
Figure 5-7 - Editing Options in Deck Plan Designer

Linking a Deck Plan

Linking one deck plan to the next is possible and this enables users to navigate from one plan to another with one single click. In order to link the plan, you must have multiple plans saved in Deck Plan Designer.

1. From the Deck Plan Designer window, select the **Plan Name** the plan to edit.

2. Select the **Next Plan** from the drop-down list.

3. Click **New Element** and place the element near a staircase in the diagram.

4. Click **Save Plan** to save the changes.

5.6. Deck Plan Setup

Deck Plan Setup allows you to define the cabin color to display according to its status, and suggests that the color set herein are in line with *Cleaning State Color*.
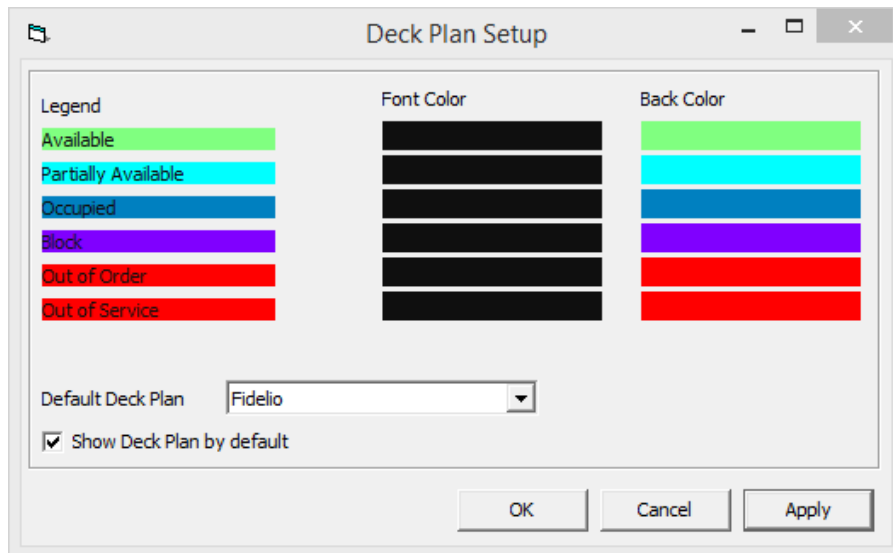
Figure 5-8 - Deck Plan Color Coding

1. From the Administration Menu, select **Stateroom Setup** and then **Deck Plan Setup**.

2. In the **Deck Plan Setup** window, click the **Font Color** or **Back Color** of respective legend, and select color from the color chart.

3. Select the **Default Deck Plan** from the drop-down list the plan to display by default in Management module.

4. Checking the **'Show Deck Plan by default'** changes the cabin selection screen from Classic View to Deck Plan view in Management module.

5.7. Ving Card Crew Key Type

This function is design to allow creation of crew key card by berth based the disembarkation/embarkation of a berth instead of cabin.

1. From the **Stateroom Setup** menu, select **Ving Card Crew Key Type** from the drop-down list.

2. In the Ving Card Crew Key Type Setup window, right-click on the left panel and select **Add New**.

3. Enter the short code and description in the **Description** field and a comment in the **Comments** field, if any.

4. Click **OK** to save

5.8. Common Access Area Name

This function enables you to create the common accessible area linked to the keycard during encoding.

1. From the **Stateroom Setup** menu, select **Common Access Area Name** from the drop-down list.

2. In the Common Access Area Name Setup window, right-click on the left panel and select **Add New**.

3. Enter the short code and description in the **Description** field and a comment in the **Comments** field, if any.

4. Click **OK** to save.

5.9. Common Access Area Definition

This function defines the group of the common area accessible by guest, and are linked in Cabin Setup or Guest Handling.

Figure 5-9 - Common Access Area Setup

1. From the **Stateroom Setup** menu, select **Common Access Area Name Definition** from the drop-down list.

2. In the Common Access Area Name Definition Setup window, right-click on the left panel and select **Add New**.
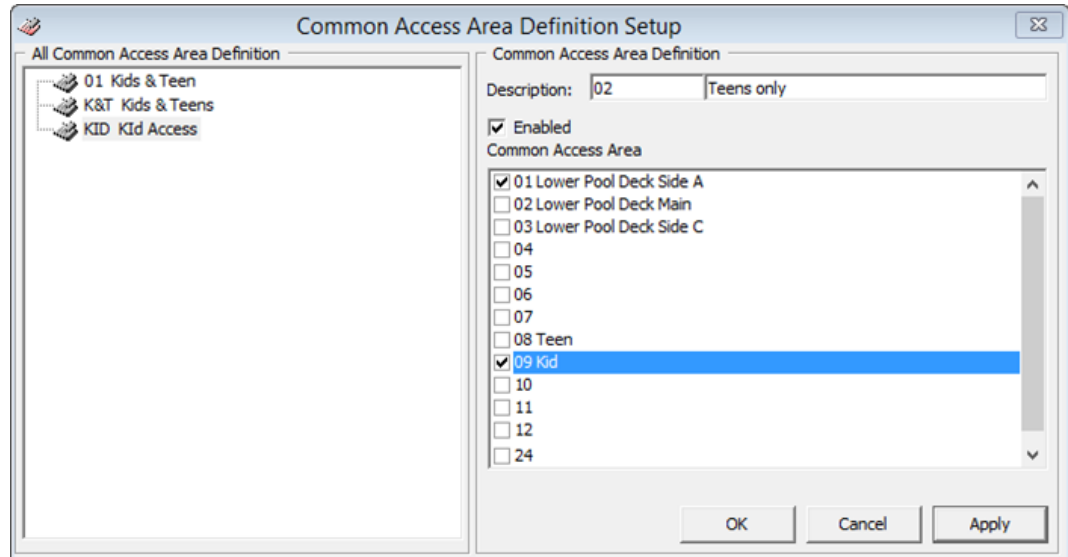
3. Enter the short code and description in the **Description** field.

4. Select the Common Access Area by checking the box, then click **Apply**.

5. Click **OK** to save.

6   System Codes

The Systems Codes is an area where majority of the guest related codes are configured. These codes is use to manage guest preference, requests and statistic tracking. This information is entered from **Administration, System Codes** and the setup is similar for most of the codes, with the exception for those marked with an asterisk (*).

Function Name	Definitions
Action Codes	A follow up code for services.
Amenity Codes	Amenities provided to guest.
VIP Codes	Defines the type of VIP categories.
Session Codes	Defines the session use in Cashbook module.
Handicap Codes	Defines the type of disability/accessibility required by guest.
Nationality Groups *	Defines group of nationality for use in Shore Denied list.
Accounts Categories	Defines the category of accounts group
Document Types *	Defines the acceptable type of legal documents.
Guest Categories	Defines the classification of guest types.
Dining Times	Defines the available dining time slots.
General Reason Codes *	Defines the reason codes use in various modules, for example, cabin change reason, voiding a transaction, etc.
Marital Status Codes	Defines the guest/crew marital status.
Payroll Pension Plan Type	Defines the available pension plan offered to crew.
Nationality Codes *	Defines the nationality codes in ISO codes.
Travel Insurance	Defines the Travel Insurance plan available.
Comment Types	Defines the type of comments received, eg. Service, pricing, food quality, etc.
Comment Report Types	Defines the method comments were received.
Comment Departments Involved *	Defines the department involves in handling the comments.
Resolution Types	Defines the resolution codes use in Comment
Comment Category	Defines the comment by category/group.
Chips Workstation	Defines the Chips & Pin workstation name.
Enable/Disable Log Entry	Defines the functions to be enable/disable in the log entry, besides the default value.
eOne Enable Contingency Mode Reason Code	Defines the reason use when enabling contingency mode.
eOne Disable Contingency Mode Reason Code	Defines the reason use when disabling contingency mode.
Nationality Flag	Defines the additional Nationality Flag for Crew.

6.1. Setting up System Codes

1. From the **System Codes** menu, select the code to setup from the drop-down list.

2. In the Codes Setup window, right-click on the left panel and select **Add New**.

3. Enter the short code and description in the **Description** field and a comment in the **Comments** field, if any.

4. Click **OK** to save.

6.2. Setting up Nationality Groups

Figure 6-1 – Nationality Groups Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.

2. In the Nationality Groups Setup window, right-click on the left pane and select **Add Nationality Group**.

3. Enter the description in the **Description** field and enter the Nationality Codes using a hyphen (-) before and after the codes and a comma (,) to separate the codes.

4. Enter a comment in the **Comments** field, if any.

5. Click **Apply** to save.

6.3. Setting up Nationality Codes

A set of nationality code in ISO standard is installed by the system during installation.

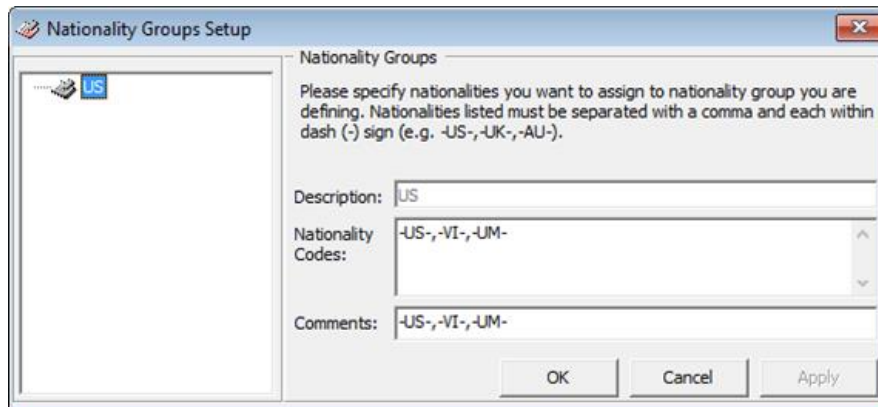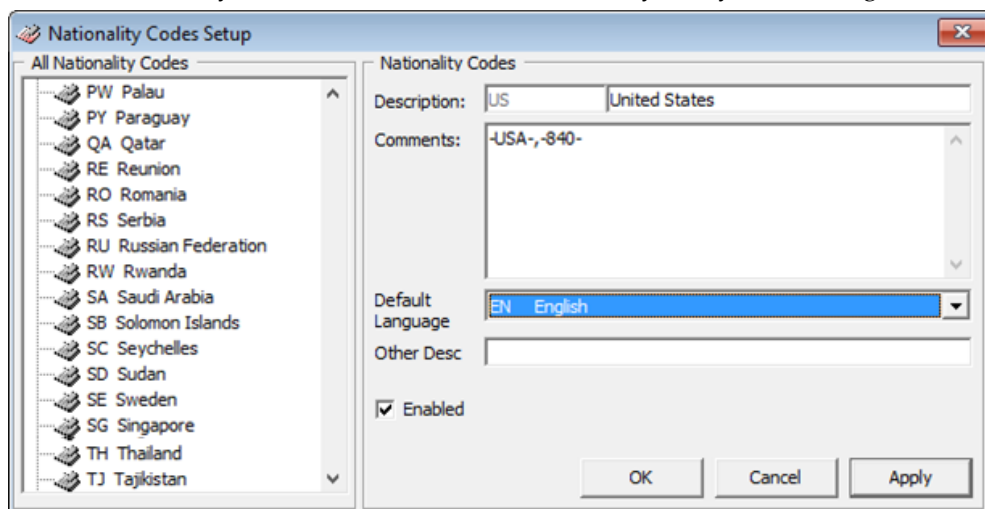**Figure 6-2 - Nationality Codes Setup**

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Nationality Codes Setup window, right-click on the left panel and select **Add New.**
3. Enter the short code and description in the **Description** field and in the **Comments** section, enter the Nationality Codes using a hyphen (-) and comma (,) to separate the codes.
4. Select the Default Language from the drop-down list.
5. Click **Apply** to save.

6.4. Setting up Document Types

A wide range of travel document types is accepted by the ship and in order to provide an electronic pre-arrival and departure manifest data on all passengers and crewmembers to border security, these document types must be mapped to the Advanced Passenger Information System (APIS) code.
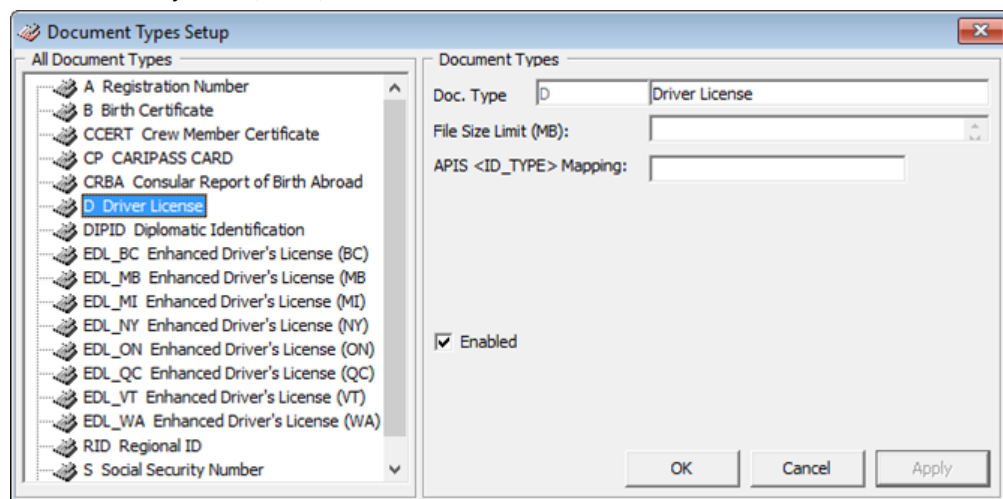
Figure 6-3 - Document Type Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.
2. In the Document Types Setup window, right-click on the left pane and select **Add New.**
3. Enter the short code and description in the **Doc Type** field and in the **File Size Limit (MB),** enter the *maximum* file size allowed.
4. In the **APIS <ID_TYPE> Mapping**, enter the APIS Doc Type.
5. Click **Apply** to save.

6.5. Setting up General Reason Codes

The General Reason Codes are codes used when voiding a charge, changing a cabin, or any changes that requires a valid reason. These codes can be by module specific or shared.
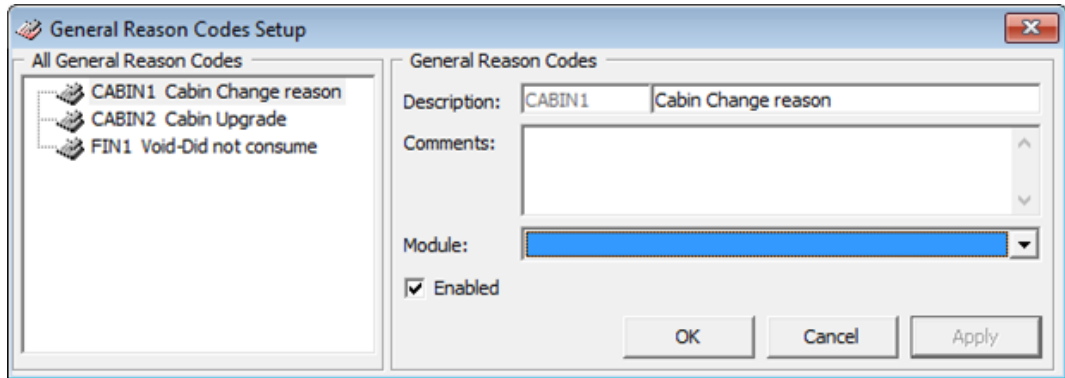
Figure 6-4 - General Reason Code Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.

2. In the General Reason Code Setup window, right-click on the left pane and select **Add New.**

3. Enter the short code and description in the **Description** field and in the **Comments** field, enter the comment if any.

4. Select from the **Module** drop-down menu if the code is for a specific module.

5. Click **Apply** to save.

6.6. Setting up Comment Departments Involved

The Comments Departments Involved groups various department involved in handling the comments received.
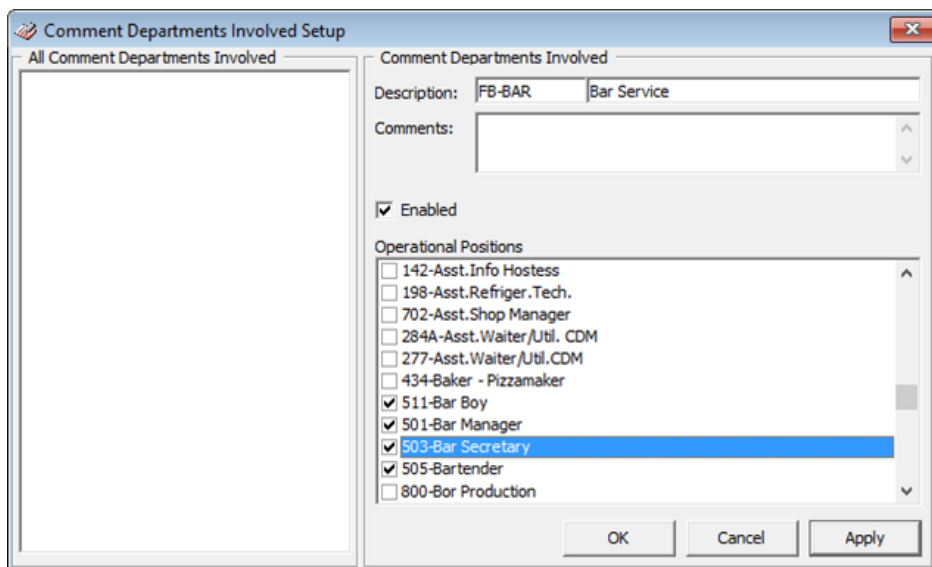
Figure 6-5 - Comment Departments Involved Setup

1. From the **System Codes** menu, select the code to setup from the drop-down list.

2. In the Comment Departments Involved Setup window, right-click on the left panel and select **Add New.**

3. Enter the short code and description in the **Description** field and in the **Comments** field, enter the comment if any.

4. In the Operational Positions section, check the applicable check boxes, and then click **Apply** to save.

6.7. Enabling/Disabling Log Entry Setup

The Log Entry Setup lists the default log entry available in SPMS for use in reporting and these code is **Enabled** by default. To disable the feature, select the feature from the list, uncheck the **Enable** check box and click **OK**.
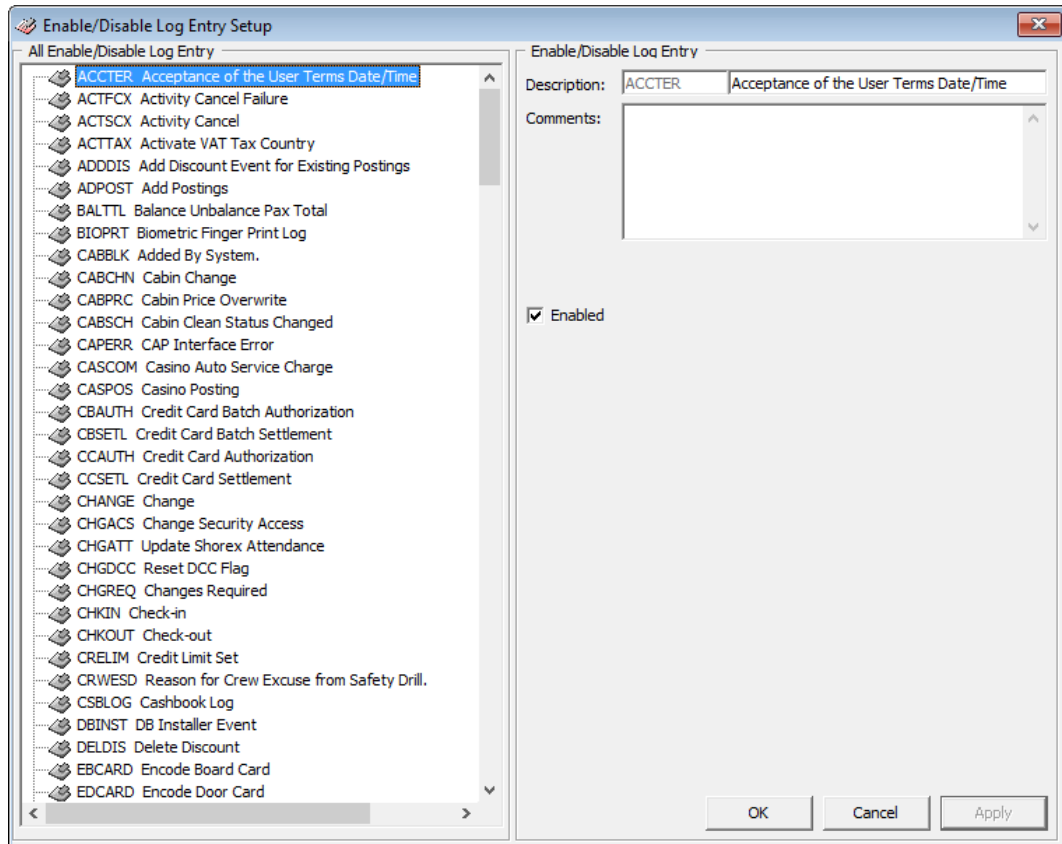
Figure 6-6 - Enable/Disable Log Entry Setup

7   Package Plans

The Package Plan is a function that manages components purchased at a fixed package value. The components usually comprises of cabin charge, food and beverage, and/or tours or spa. These postings are mainly posted through the Point of Sale (POS) system and then routed to SPMS through an interface.

For more detail on Package Plan setup and usage, refer to *Package Plan Handling.*

8 Maintenance Setup

The Maintenance Setup is a function that allow you to configure the relevant codes use in Maintenance module.

For more detail on Maintenance setup and usage, see *Maintenance Module User Guide.*

9 Gift Card

A gift card may be offered to a Guest as a consumer incentive through promotional programs, or integrated into a reward point program to increase the sales volumes. The Gift card can also be given and use as pre-paid credit whilst on-board the ship.

For more detail on Gift Card setup and usage, refer to Gift Card Handling.

10   POS Discount

The POS Discount Level defines the discount group for which Guests may be entitled to whilst onboard the ship. More than one discount level with a different discount rate given for each outlet is permissible.

For more detail on POS Discount setup and usage, refer to *POS Discount Handling*.

11   Security Display Setup

The Security Display Setup enables you to customize additional information to be displayed in Security WPF module. These customized fields requires precise data field names to be inserted.
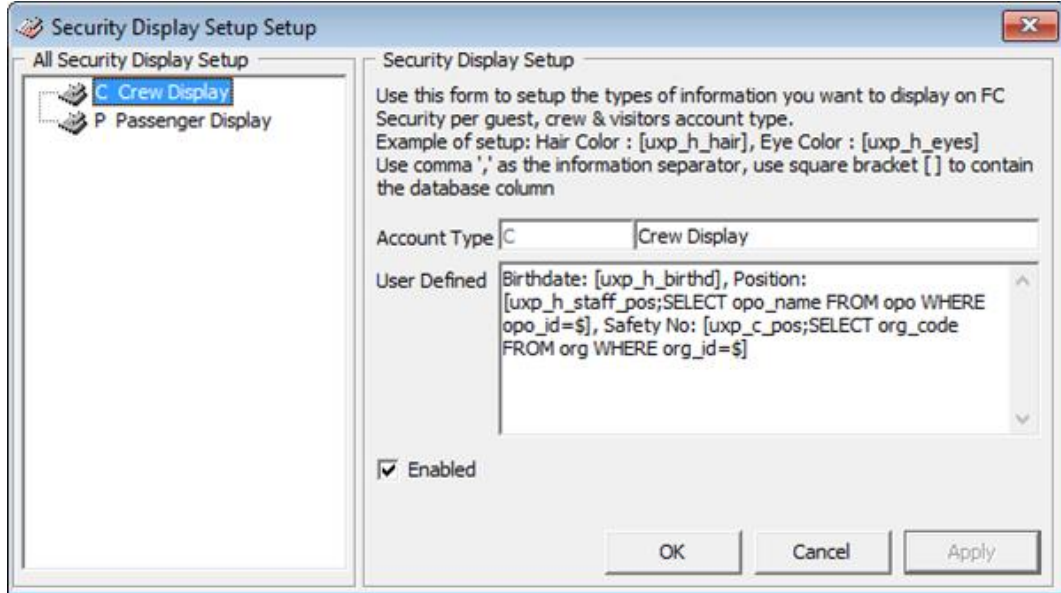

Figure 11-1 - Security Display Setup

1. From the **Administration** menu, select the code to setup from the drop-down list.

2. In the Security Display Setup window, right-click on the left panel and select **Add New**.

3. In the **Account Type** field, enter the short code and description of the code.

4. In the **User Defined** field, insert the name field, followed by the data field name using the square bracket [ ]. Use a comma (,) to separate the field.

5. Click **Apply** to save.

12   Visa Types Setup

The Visa Types Setup allow you to create the type of travel visa recognized by the ship.
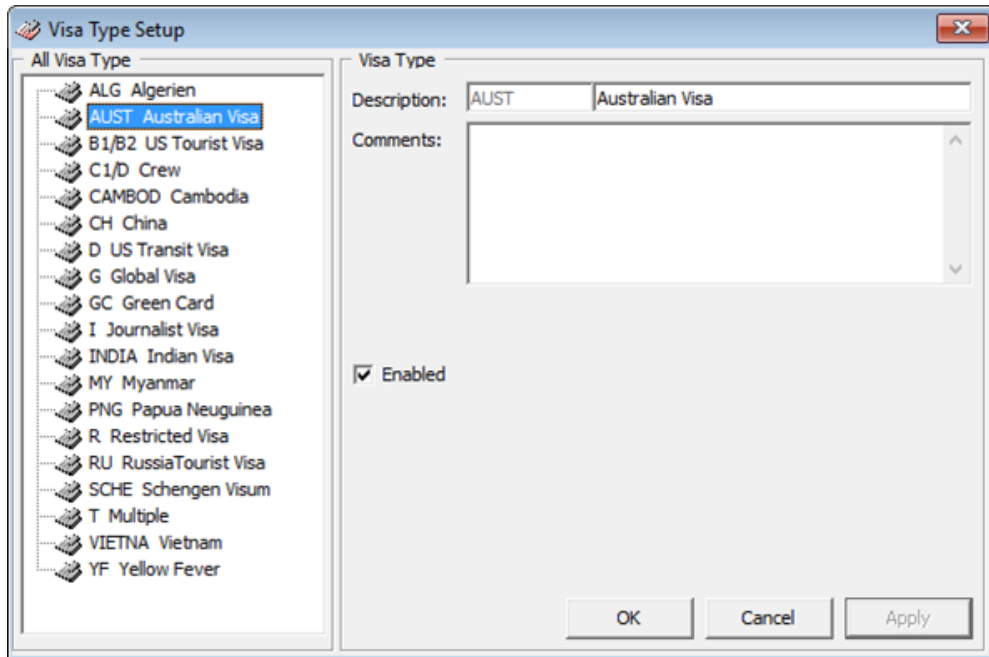

Figure 12-1 - Visa Types Setup

1. From the **Administration** menu, select the Visa Type Setup from the drop-down list.

2. In the Visa Type Setup window, right-click on the left panel and select **Add New**.

3. Enter the short code and description in the **Description** field and a comment in the **Comments** field, if any.

4. Click **OK** to save.

13   Multimedia File Maintenance

The system supports various multimedia file such as .avi or mp3 to be uploaded for use as promotion presentation, alert, or standard template use on signature device. It also has the capability to link a web page for ease of access, and these files are uploaded and maintained in **Administration, Multimedia File Maintenance**.

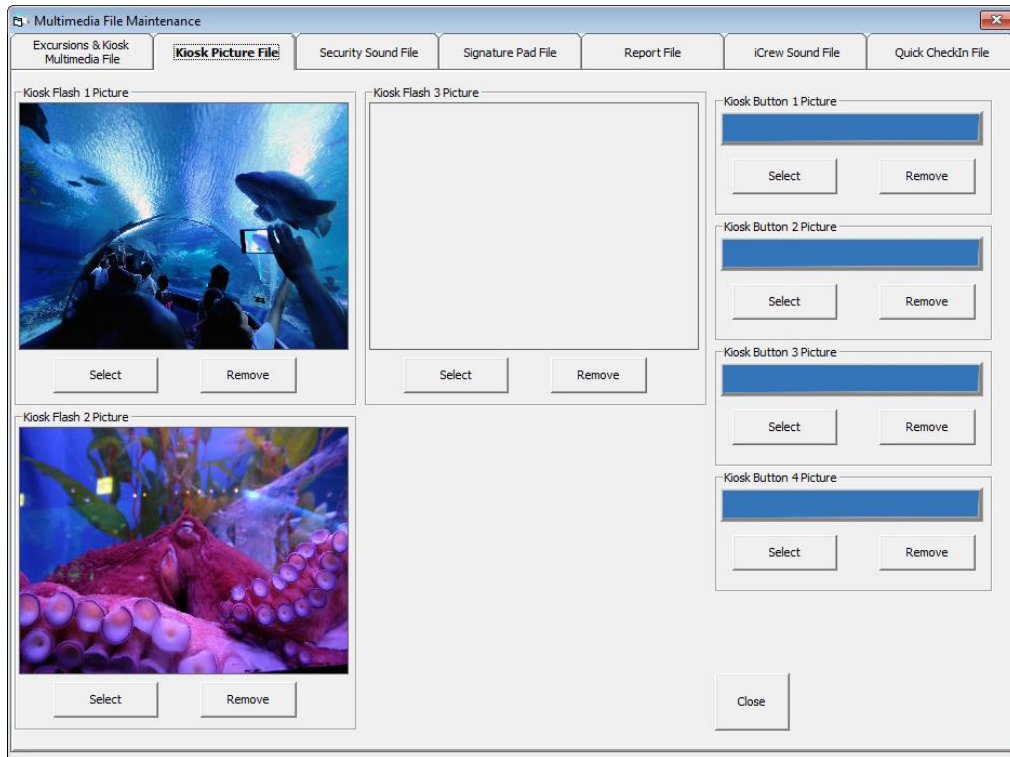## 13.1. Adding Multimedia/Image File

Figure 13-1 - Multimedia/Image File Setup

1. From the **Administration** menu, select the code to setup from the drop-down list.

2. In the Multimedia File Maintenance window, navigate to the tab you wish to add the multimedia or image file.

3. Click **Select** and select the file from windows explorer.

4. Click **OK** to save.

5. Click **Play** or **Preview** to view the file.

14 Board Card Printing Template

Board Card Printing Template enable you to predefine information to be printed on the board card.

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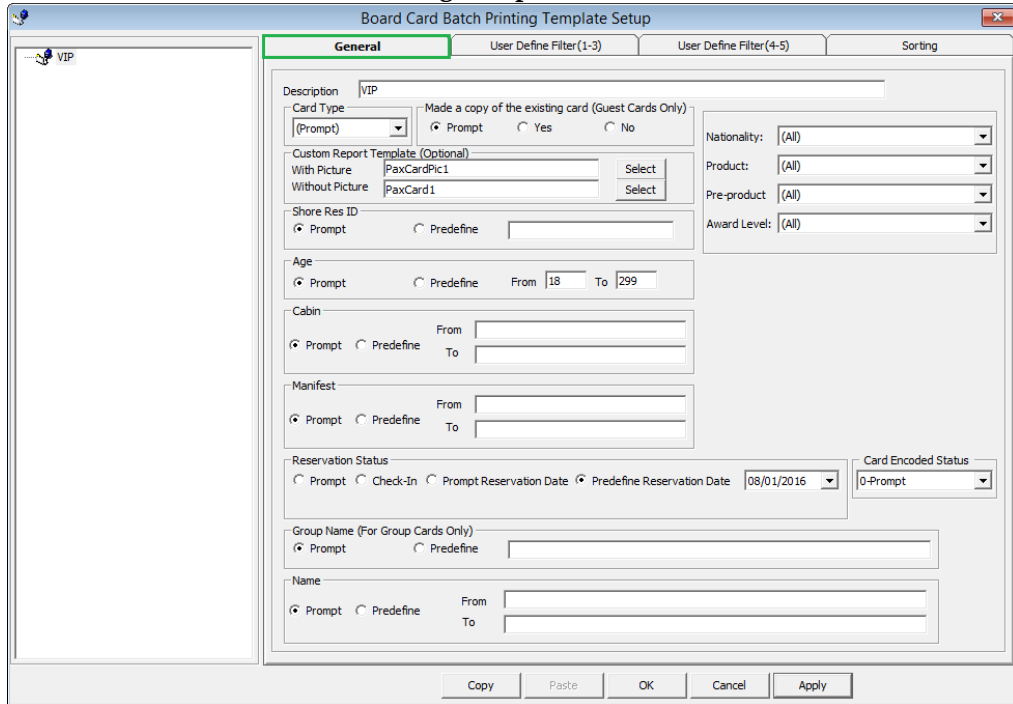

Figure 14-1 - Board Card Batch Printing Template Setup

Table 14-1 - Field definition of General tab

Field Name	Definitions
Description	Template Name
Card Type	Type of card to print, for example: Guest, Crew, Group, Visitor, Gift Card or Prompt to define the criteria in Advance BCard Printing screen.
Make a copy of existing card	Prints board card with the same account ID or new account ID.
Custom Report Template	Prints board card using customize report template instead of System Default report. Report template must be available when setting up the Board Card Template setup.
Shore Res ID	Prints board card by Shore Reservation ID.
Age	Prints board card by age range.
Cabin	Prints board card by cabin range.
Manifest	Prints board card by manifest number range.
Reservation Status	Prints board card by reservation status: • Checked-In

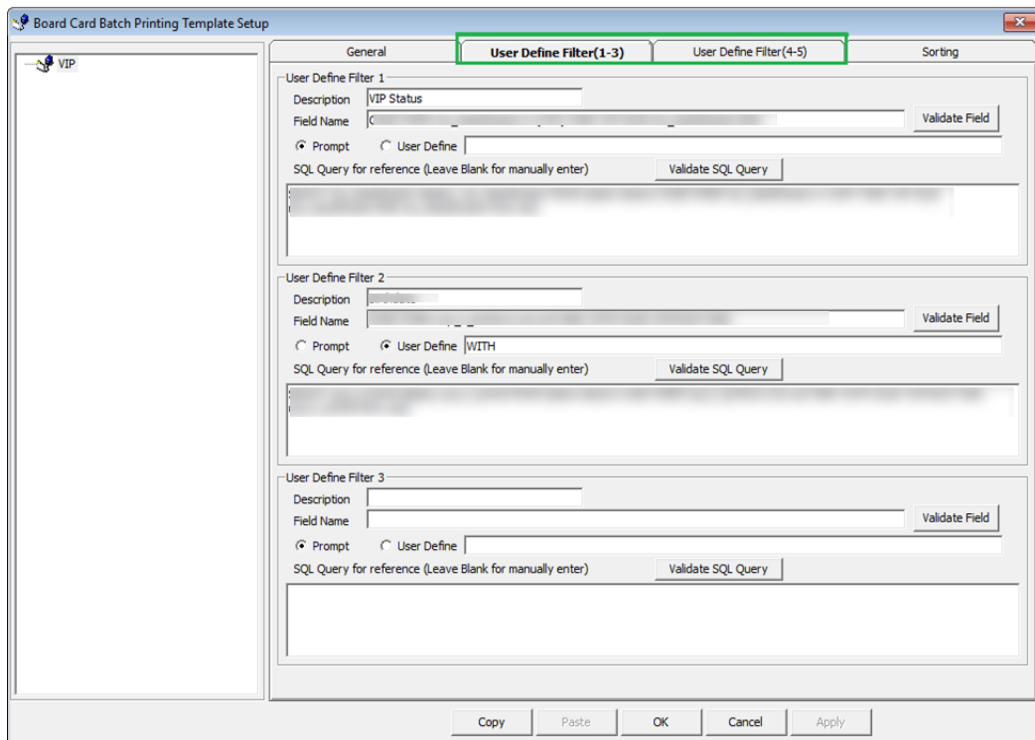| Field Name	Definitions
	• Prompt Reservation Date – User define in Advance BCard printing screen at time of printing. • Predefine Reservation Date – Prints according to date defined in template.
Group Name	Prints board card by Group Name and applicable to Card Type = Group
Name	Print board card by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

Figure 14-2 - Board Card Batch Printing Template Setup User Define Filter

Table 14-2 - Field definition of User Define tab

Field Name	Definitions
Description	Name of the Filter
Field Name	Field name to filter. Reference to field name of System Data table.

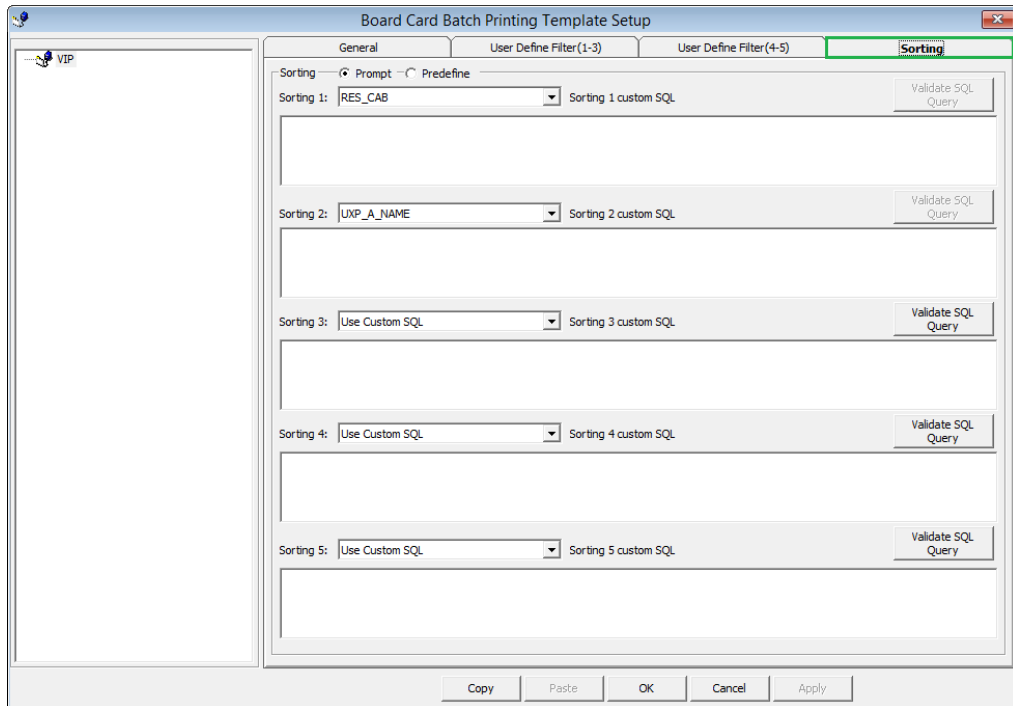| Field Name	Definitions
SQL Query for reference	Additional Filter using SQL Command

Figure 14-3 - Board Card Batch Printing Template Setup Sorting tab

14.1. Creating a Template

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

15   Security Alert Setup

The Security Alert setup is a user definable notification prompt that alert users in the event of a security breach. The alert is only configurable by the Implementation team, and to use this function, please contact Oracle Hospitality Cruise Customer Support.
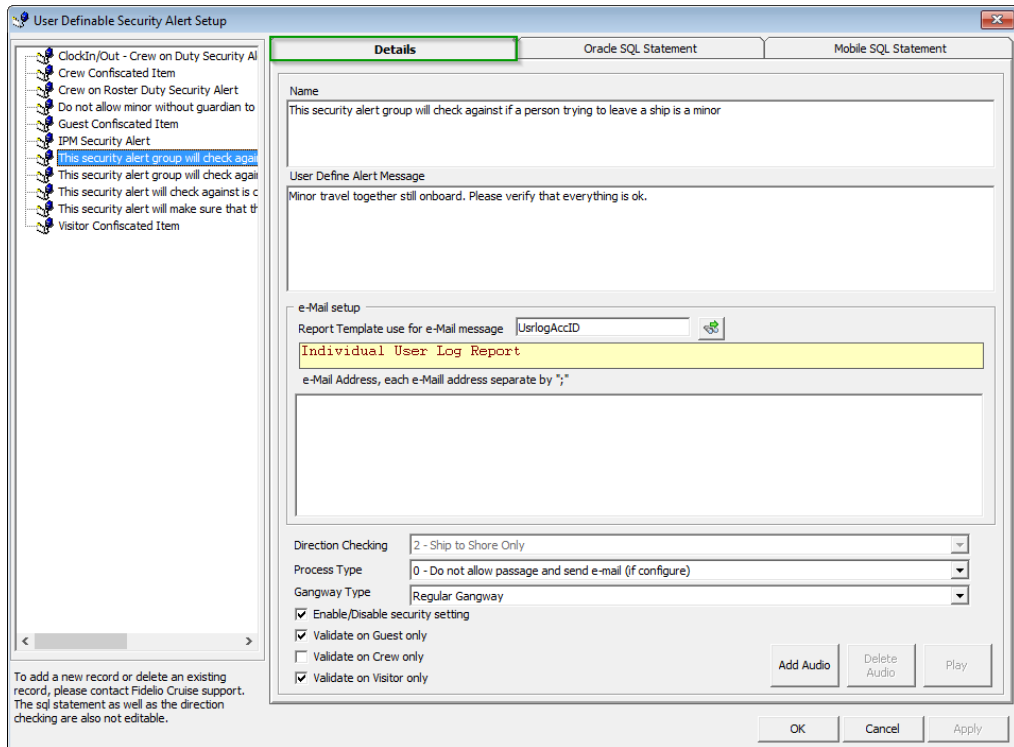

Figure 15-1 - Security Alert Setup

16   Beeper Setup

The Beeper Setup allows you to configure the beeper for use in Child Locator function. To configure, refer to *Setting up System Codes*.

17   Reports

The SPMS comes pre-installed with a set of operational reports. In addition, you may customize you own report and added this through the **Administration module, System Setup, Reports Setup**.
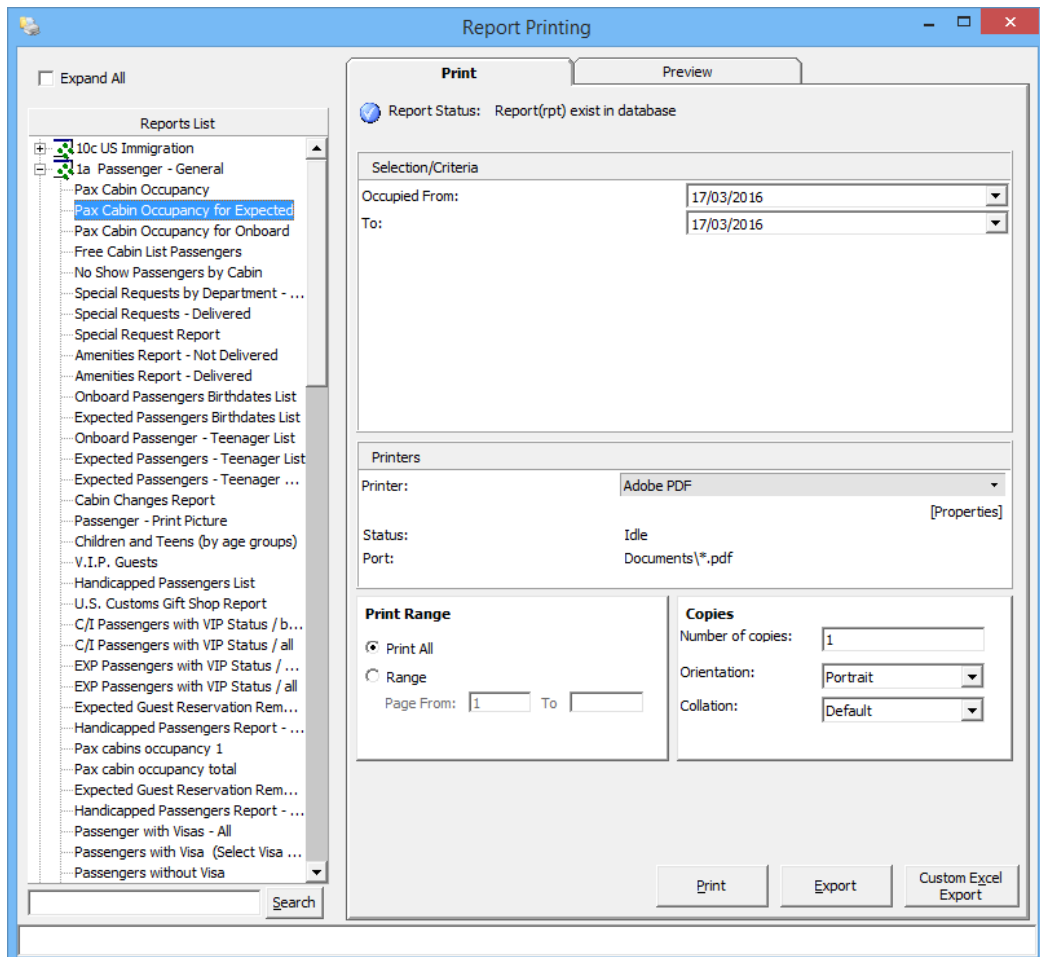

Figure 17-1 - Reports List

17.1. Printing a Report

1. From the **Reports Menu**, select **Reports** from the drop-down list.

2. In the Reports List section, click the (+) to expand the Report List container and then select the report to print.

3. Navigate to the **Print tab** on the right and select the available **Selection/Criteria**.

4. Select a Printer, Print Range and Copies to print from its respective section, and then click **Print**.

5. To view a report before printing, repeat the above steps and then navigate to **Preview tab**.

6. To export the report, repeat the above steps, and then click **Export.**

17.2. Reports Batch Printing

The Reports Batch Printing prints a set of departmental reports by batch based on the report set defined in **Administration module, System Setup, Reports Batch Printing Setup**.

To print the report by batch,

1. Select **Reports Batch Printing** from the Reports drop down menu.
2. In the Batch Reports Printing window, select the batch number to print.
3. In the Printer selection section, select the **Printer** and then click **Run**.

18 Security

Functions such as User Login, Statistic count of passengers on-board or at shore side, Port/Visa Requirement can be found under the Security menu.

18.1. Login

The Login function enables user to login/logout from current session, either using a Function key **(F8)** or select the option from the Security menu.

18.2. User Logfile

The User Logfile records all transactions performed by users in date and time order. This information is retrievable using the available filters such as by user, type of activities, date, time or workstation. The Transaction logs are also printable and exportable to supported file format.
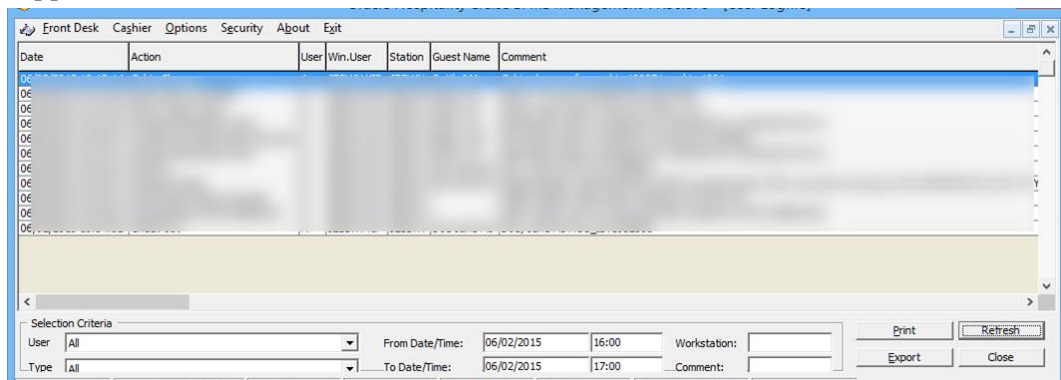

Figure 18-1 - User Logfile

18.3. Gangway Logfile

The Gangway Logfile records the gangway movement for all passengers going ashore or coming onboard. These information's are searchable by location, movement directions, type of passengers, date, time, cabin no and name. Information retrieved are printable or exportable to supported file format.
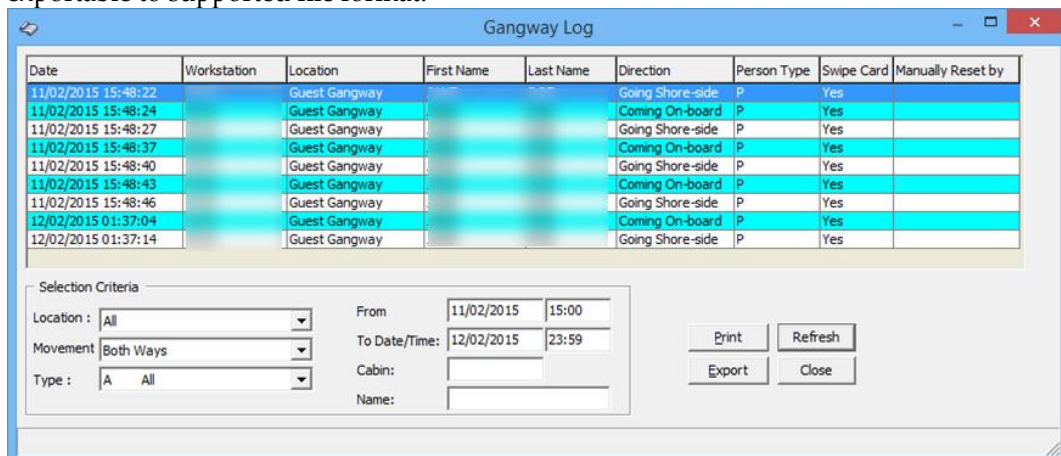

Figure 18-2 - Gangway Logfile

18.4. Count Onboard/Shoreside

The Count Onboard/Shoreside displays the security count of total passengers, the number of passengers onboard or at shoreside, and the count are shown by the type of passengers.
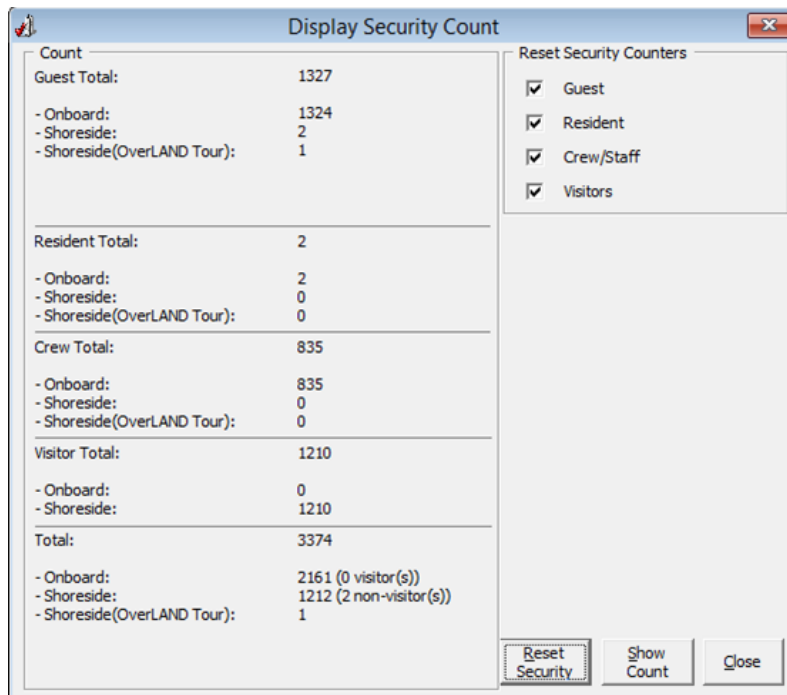

Figure 18-3 - Count Onboard/Shoreside

Clicking the **Reset Security** resets the status shown.   Please pay attention to the message prompt when resetting the status as the message in each prompt vary.

18.5. Guests/Crew Onboard

The Guest/Crew Onboard lists all passenger onboard and display the last Coming On-Board status time stamp when a passenger's name is selected.

Figure 18-4 - Guest/Crew Onboard

- Clicking the **Go Ashore** sets the selected passenger status from Onboard to Ashore.
- Clicking the **Gangway Log** to open the Gangway movement log.

18.6. Guests/Crew Shoreside

This function is the same as Guest/Crew Onboard and it only display passengers that are Ashore.

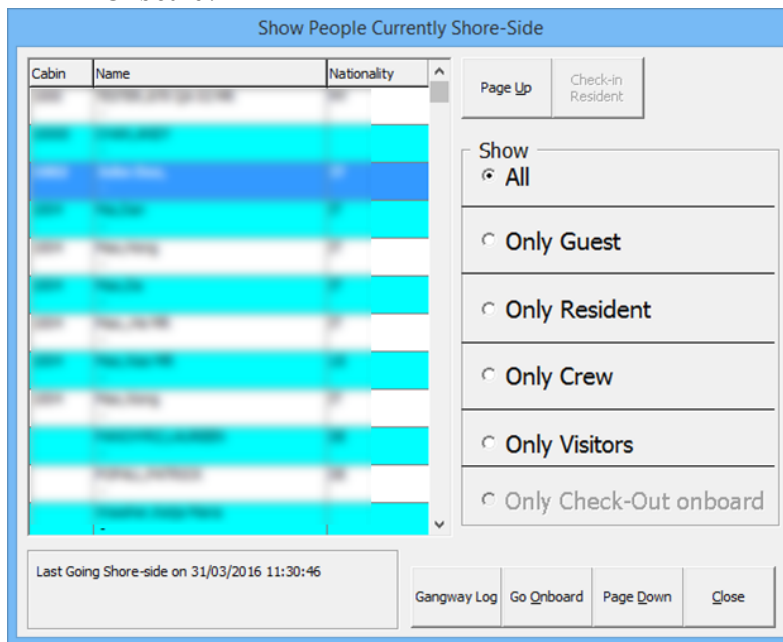- Clicking the **Go Onboard** sets the selected passenger status from Ashore to Onboard.

Figure 18-5 - Guest/Crew Ashore

18.7. Port/Visa Requirement

This function restricts passenger of selected nationality with travel restrictions on travel documents from going ashore on port day.   Once setup, the system prompt a notification when a restricted passenger's passport/travel document is swiped at the Gangway.
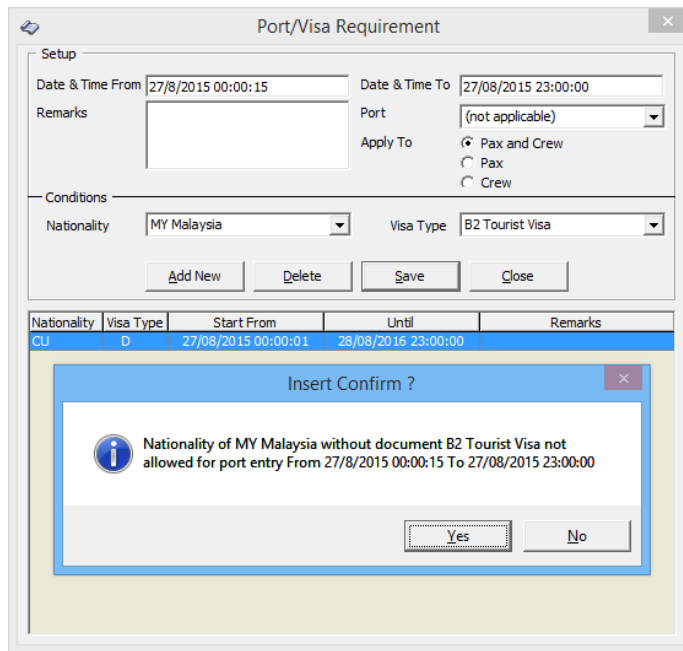
Figure 18-6 - Port/Visa Requirement

1. From the **Security Menu**, select **Port/Visa Requirement**.

2. Click **Add New**, enter the **Date/Time From/To field**, and select the **Port** from the drop-down list.

3. Select whether restriction applies to **Pax and Crew, Pax** or **Crew** only.

4. In the **Conditions Setup** section, select the **Nationality** and **Visa Type** from the drop-down list, the click **Save**.

5. At the Insert Confirmation prompt, select **Yes** to confirm, then click **Close** to exit.

19   Photo Setup

The Photo Setup allows you to configure the photos of the Guests, Crews, Visitors and Staffs. To access the functionality, go to the **Administration** menu and choose either:

- ▪ "Upload Photos",
- ▪ "Export Photos" or
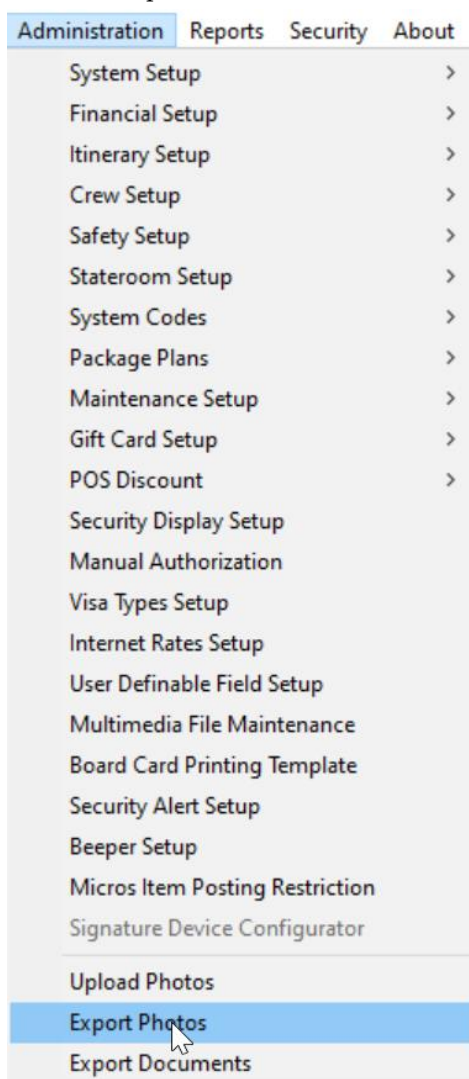- ▪ "Export Documents"

Figure 19-1 - Administration Photos Function

Exporting Photos

1. Click the **Administration** option from the main menu.
2. Select **Export Photos** from the menu.
3. At the **Export Photos, Customize Export** section, browse and select a destination location.

Figure 19-2 - Export Photos Form

4. Choose the categories to export by checking the respective check boxes:
5. Select the **Export File Nam**e. You may choose from:
   a. Save using unique ID (The unique ID is the reservation account number),
   b. Save using custom ID,
   c. Save using crew external ID, or
   d. Save using crew internal ID.
6. Select the **Account Status**.
7. You can either select **All Date** or specify a **date range**.
8. Click **Scan** to begin

9. A list of names will populate under the **Name Lists** section.
10. Individually check the account you wish to export or click the **Check All** button to export all names.
11. Click the **Export** button to save the photo.

Uploading Photos

The Upload Photos allow you to either upload the photos by batch or individually. Below are the steps.

1. Click the **Administration** option from the main menu.
2. Select the **Photo Upload** option from the menu.
3. At the **Upload Photos** form, select the **Account Categories** and **Account Status**.

Figure 19-3 - Upload Photos Form

4. Click the **Scan** button to populate the names under the Name Lists section.
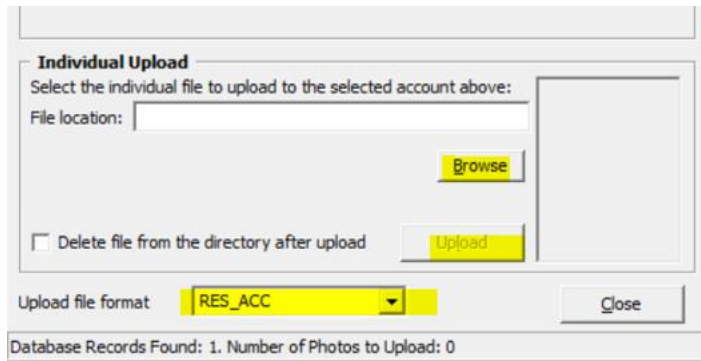
Batch Upload

For batch upload to work, you need to rename every single photos of the person with the folio number so that the system recognizes them. The photo will not update correctly if you name them wrongly. For example, picture name is "123456.jpg" for folio number 123456. Once you complete renaming the photos, you can proceed to upload using below steps.

1. Repeat the above steps.
2. At the Batch Upload section, browse and select the folder path where the photos are stored.
3. Click the **Upload** button and the photos will be uploaded as the unique ID, which is the reservation account number.

Individual Upload

1. For **Individual Upload**, select the file path where the photo is stored.
2. Click the **Upload** button and you will see the photo on the bottom right corner.

Figure 19-4 - Individual Photo Upload