Oracle® Hospitality Cruise Shipboard Property Management System

CARICOM User Guide
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Preface

The CARICOM module is a program that manages the electronic Notice of Arrival/Departure of the vessel movement to the National Vessel Movement Centre (NVMC) outlined by The United States Coast Guard (USCG).

Audience

This document is intended for application specialist and end-users of Oracle Hospitality Cruise Shipboard Property Management System.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

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

Revision History

Date	Description of Change
December 2017	• Initial publication

Prerequisites and Compatibility

This section describes the minimum requirements to run the CARICOM module in Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

Prerequisites

- Administration.exe
- Management.exe
- Crew.exe
- CARICOM.exe

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.

1 SPMS Parameters

This section describes the available Parameters for the CARICOM module and they are accessible in **Administration module, System Setup, Parameter**.

PAR_GROUP CARICOM

Table 1-1 - PAR Group CARICOM

PAR Name	PAR Value	Description
CARICOM Web Service SOAPAction	[website]	Web Service SOAP Action for the CARICOM System
CARICOM Web Service SOAPHeader	[website]	Web Service SOAP Header for the CARICOM System
CARICOM Web Service URL	[website]	Web Service URL for the CARICOM System
Default to FNU on blank UXP_A_FSTN or FIRST_NAME	1	1 – Enable. If the guest first name is null, it defaults the First Name field as "FNU" 0 – Disable. If disabled, the First Name field cannot be null
File Name of CARICOM PORT Setup File	CARICOM PORTS.xlsx	Support Excel file extension for XLS instead of XLSX.
File Output Folder	[path]	Allows output file to be saved to a user-defined folder. For example, `C:\temp\apis\Caricom`
Include VOYAGE_NUMBER During Submission		VOYAGE_NUMBER: 1=Time Stamp, 2=SCR_ITN_ID, Blank=NULL
Mandatory Birthdate Field	1	1 – Enable the birthdate field as mandatory 0 – Disable birthdate field for guests/crew handling
Mandatory Fields For <ARRIVE>	<element>	Specify the mandatory XML fields for <ARRIVE> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,ARRIVE_TIME,PORT_NAME,CITY, STATE,FACILITY,PLACE
Mandatory Fields For <CARGO>	<element>	Specify the mandatory XML fields for <CARGO> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, GENERAL_DESC,CDC_ON_BOARD

PAR Name	PAR Value	Description
Mandatory Fields For <COMP_CERT>	<element>	Specify the mandatory XML fields for <COMP_CERT> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ISSUED_DT,EXPIRATION_DT,AGENCY
Mandatory Fields For <CONTACT>	<element>	Specify the mandatory XML fields for <CONTACT> element that CARICOM program will check for during file creation. Use Comma Delimited Values. For example, NAME,PHONE
Mandatory Fields For <CREW>	<element>	Specify the mandatory XML fields for <CREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, POSITION,LAST_NAME,FIRST_NAME,BIRTH_DT,GENDER,NATIONALITY,NATIONALITY_CODE,COUNTRY_RESIDENCE,COUNTRY_RESIDENCE_CODE,ID_TYPE,ID_NUM,ID_COUNTRY,ID_COUNTRY_CODE,EMBARK_COUNTRY,EMBARK_COUNTRY_CODE,EMBARK_STATE,EMBARK_PORT_NAME,EMBARK_PORT_CODE,EMBARK_DATE
Mandatory Fields For <DEPART>	<element>	Specify the mandatory XML fields for <DEPART> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, DEPART_DT,DEPART_TIME,PORT_NAME,CITY,STATE,PLACE
Mandatory Fields For <ISSC>	<element>	Specify the mandatory XML fields for <ISSC> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ISSUED_DT,VSP_IMPLEMENTATION,ISSC_TYPE,INTERIM_ISSC,FLAG_ADMINISTRATION,FLAG_ADMINISTRATION_CODE,CSO_NAME,CSO_PHONE

PAR Name	PAR Value	Description
Mandatory Fields For <LAST_PORT>	<element>	Specify the mandatory XML fields for <LAST_PORT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,DEPARTURE_DT,LAST_PORT_COUNTRY,LAST_PORT_COUNTRY_CODE,LAST_PORT_STATE,LAST_PORT_NAME,LAST_PORT_CODE,LAST_PORT_PLACE
Mandatory Fields For <NEXT_PORT>	<element>	Specify the mandatory XML fields for <NEXT_PORT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,ARRIVE_TIME,NEXT_PORT_COUNTRY,NEXT_PORT_COUNTRY_CODE,NEXT_PORT_STATE,NEXT_PORT_NAME,NEXT_PORT_CODE,NEXT_PORT_PLACE
Mandatory Fields For <NONCREW>	<element>	Specify the mandatory XML fields for <NONCREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, LAST_NAME,FIRST_NAME,BIRTH_DT,GENDER,NATIONALITY,NATIONALITY_CODE,COUNTRY_RESIDENCE,COUNTRY_RESIDENCE_CODE,ID_TYPE,ID_NUM,ID_COUNTRY,ID_COUNTRY_CODE,ID_EXPIRATION_DT,US_ADDRESS_STREET,US_ADDRESS_CITY,US_ADDRESS_ZIP
Mandatory Fields For <NONCREW> 1	<element>	Specify the mandatory XML fields for <NONCREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. (Continued) For example, EMBARK_COUNTRY,EMBARK_COUNTRY_CODE,EMBARK_STATE,EMBARK_PORT_NAME,EMBARK_PORT_CODE,EMBARK_DATE
Mandatory Fields For <NOTICE_DETAILS>	<element>	Specify the mandatory XML fields for <NOTICE_DETAILS> element that CARICOM program checks during file creation. Use Comma Delimited Values For example, CREATED_DATE_TIME,NOTICE_ID,NOTICE_TRANSACTION_TYPE,NOTICE_TYPE,VERSION

PAR Name	PAR Value	Description
Mandatory Fields For <PREVIOUS_FOREIGN_PORT_LIST>	<element>	Specify the mandatory XML fields for <PREVIOUS_FOREIGN_PORT_LIST> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVAL_DT,DEPARTURE_DT,PREVIOUS_COUNTRY,PREVIOUS_COUNTRY_CODE,PREVIOUS_PORT_NAME,PREVIOUS_PORT_CODE,PREVIOUS_PLACE
Mandatory Fields For <REPORTING_PARTY>	<element>	Specify the mandatory XML fields for <REPORTING_PARTY> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, NAME,EMAIL,COMPANY
Mandatory Fields For <SFTYMGMT_CERT>	<element>	Specify the mandatory XML fields for <SFTYMGMT_CERT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ISSUED_DT,EXPIRATION_DT,AGENCY
Mandatory Fields For <VESSEL>	<element>	Specify the mandatory XML fields for <VESSEL> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, NAME,CALL_SIGN,ID_NUM,ID_TYPE,FLAG,FLAG_CODE,OWNER,OPERATOR,CLASS_SOCIETY,CHARTERER,OCE,OCE_DESC
Mandatory Fields For <VESSEL_LOC>	<element>	Specify the mandatory XML fields for <VESSEL_LOC> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, LOCATION_DESC,LAT_HR,LAT_MIN,LAT_SEC,N_S,LONG_HR,LONG_MIN,LONG_SEC,E_W
Mandatory Fields For <VOYAGE>	<element>	Specify the mandatory XML fields for <VOYAGE> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, VOYAGE_TYPE

PAR Name	PAR Value	Description
Mandatory First Name Field	1	1 – Mandatory for First Name field for guests/crew handling 0 – Not mandatory
Mandatory Gender Field	1	1 - First Name Mandatory for expected crew or passengers 0 – Not mandatory for First Name Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation.
Mandatory ID Field	1	1 - Passport (or other form of identification) is mandatory for expected crew or passengers. 0 – Not mandatory for passport Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation.
Mandatory Last Name Field	1	1 - Last Name is mandatory for expected crew or passengers 0 – Not mandatory for last name Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation
Mandatory Nationality Field	1	1 - Nationality is mandatory for expected crew or passengers 0 – Not mandatory for nationality Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation.
Manifest Submission Tracker		If Specified, it creates a Tracker File with matching XML file name. Else, it defaults to save the file to C:\Users\Public\Documents\Oracle Hospitality Cruise\CARICOM folder.
Source Column For Record Locator	<value>	Specifies the Database column used for <PASSENGER_RECORD_LOCATOR> For example, RES_ACC

2 System Configuration

This section describes the Operational Position Setup within the Administration module.

2.1. Operational Position Setup

An Operational Position is required in the Advanced Passenger Information System (APIS) for references and reporting, and this is set up in Administration module.

1. Login to **Administration module** and select **Crew Setup, Operational Position** from the drop-down list.
2. Right-click on the left panel and select **Add** to create a new Operational Position or select from the existing list.

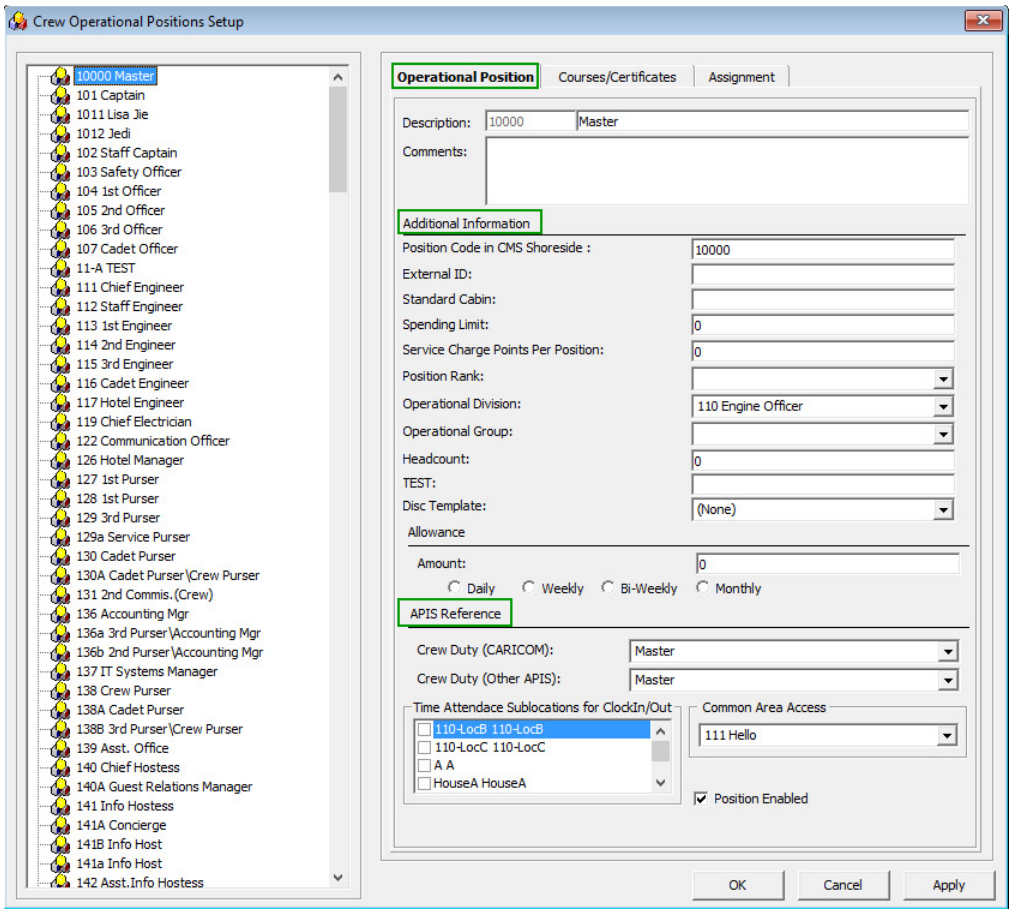


Figure 2-1 – Crew Operational Position Code setup

3. Navigate to the Operational Position tab and enter the **Position code**, **description** and **comment**.
4. Under the **Additional Information** section, select the Operational Division from the drop-down list.
5. Under the **APIS Reference** section,
   a. Define Crew Duty (CARICOM) position
   b. Define Crew Duty (Other APIS) position

6. Click **OK** to save.

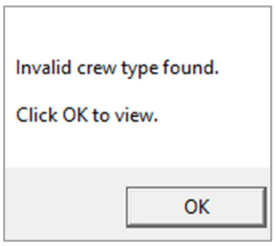
2.2. APIS XML Setup

A related APIS xml file is required to be uploaded into SPMS database and below are the affected tables.

Table 2-1 - APIS File list

Description	XML file	Table
Agency List	Agency_List.xml	SCA
CARICOM Port	CARICOMPORTS.xlsx	CCP
Crew Type List	Crew Type List	CWT
Foreign Port List	Foreign_Port_List.xml	FPL
International Ship Security Certificate Recognized Security Organization (RSO)	RSO.xml	RSO
Port Code	PortCode.csv	PCO
UK Port List	Port_UK_List.xml	UKP

1. Place all the XML files in `\\Public Documents\Oracle Hospitality Cruise folder` for the respective data to be updated into the database.
2. The system prompts an error message when opening the CARICOM setup if a mismatch is found in the position or crew type maintained in Administration module and the `Crew Type.XML` file. Please ensure all the required Operational Position is in the XML file before generating the report. Click **OK** to continue.



3. Review and correct all the invalid data found in the log file.

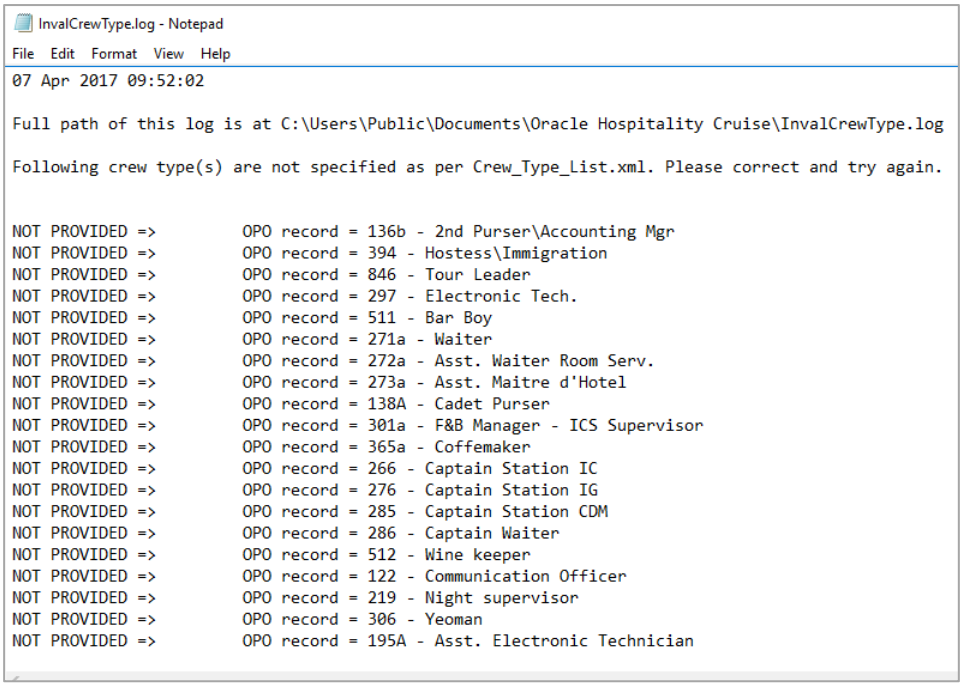


Figure 2-2 – Sample Invalid crew type log time

2.3. Ship Information Setup

The Ship Information must be entered before one is allowed to generate the report and this is setup in the Caricom application.

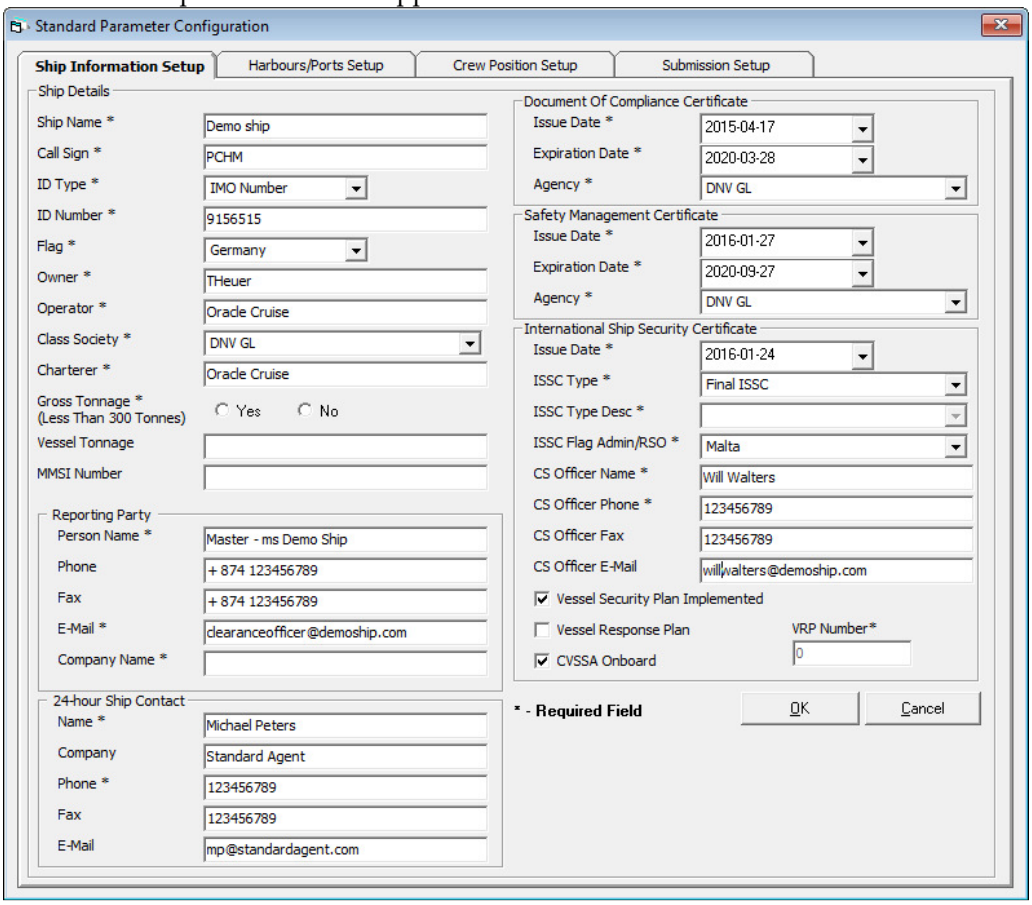


Figure 2-3 – Standard Parameter Configuration – Ship Information Setup

1. Run the **CARICOM.exe.**
2. Select **CARICOM Setup** from the **CARICOM Transfer**.
3. At the **Ship Information Setup** tab, enter the ship's information.
4. Click **OK** to save.

2.4. Port Setup

The Port Setup is differentiated by the symbols used and stored in the XML files. For example, the ISO Port Code for St Johns has "^" and "<". This means the ISO Port is shown in the **Standard Parameter Configuration, Harbours/Ports Setup, ISO Port Codes** and eNOAD Port. See below table and figures for symbol use in the port setup.

Table 2-2 - Port Symbol Stored in APIS file

Description	Symbol
CARICOM Port	^
eNOAD Port	<
Panama Canal ADR Port	-
eBorder UK Port	#

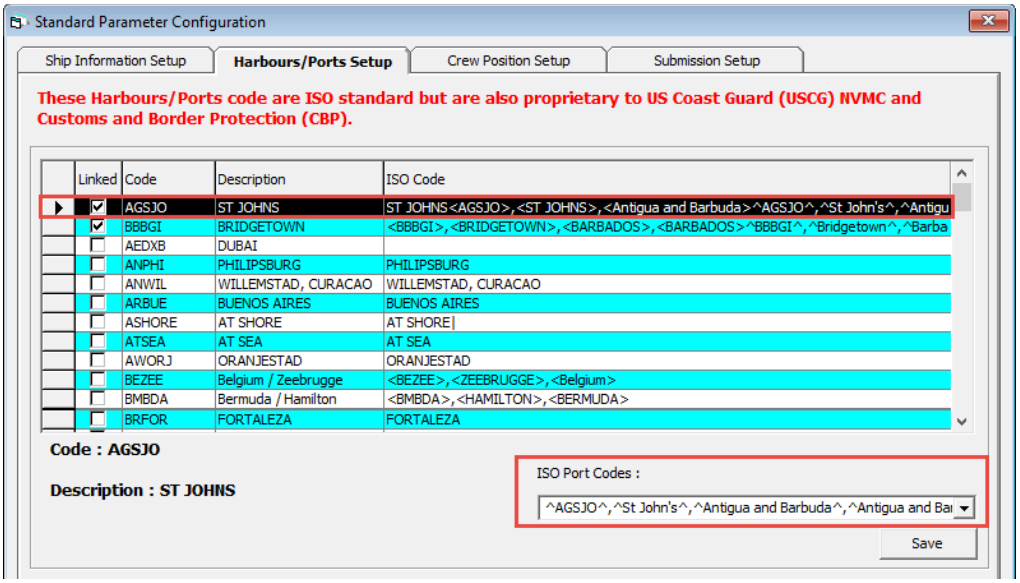


Figure 2-4 – CARICOM – Port list

2.5. Submission Setup

The Submission Setup is a field where you define the Webservice Submission and it supports manual report generation and online submission. Please obtain the URL from your handling agent/representative.

- Web Services Submission Token String
- Web Services Submission URL Address

- Web Services Submission SOAP Header
- Web Service Submission SOAP Action

2.6. Transfer Folder Setup

A transfer folder is required when generating the report file. Manually create the folder and then enter the path in **Parameter, File Output Folder** if wish to save the file to a default location. If none is defined in the Parameter, the system defaults the folder to "`C:\Users\Public\Documents\Oracle Hospitality Cruise\[Folder].`"

If the Transfer folder does not exist, the System prompts an error message '`Invalid path [path]`'.

2.7. Document Type Setup

The Document Types accepted in SPMS must be mapped with a correct CARICOM code.

1. Login to **Administration module**.
2. Select **Administration, System Codes** and the **Document Types** from the menu option.
3. Select the Document Types from the left panel and in the **APIS <ID_TYPE> Mapping:** field, enter the hardcoded document type. See Document Type Mapping Field for more information.
4. Click **OK** to save.

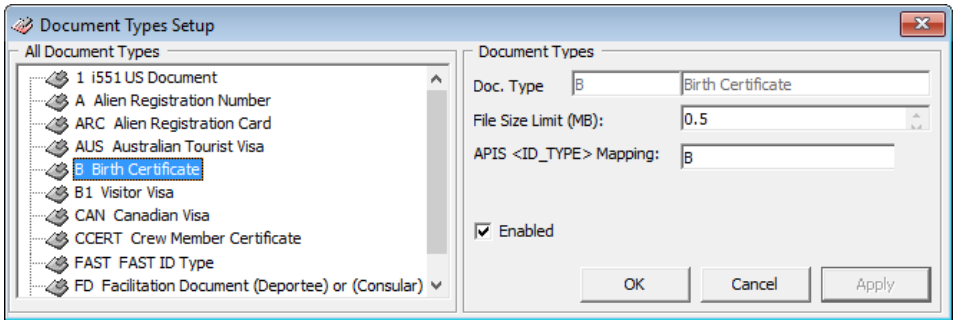


Figure 2-5 – Document type setup

3 Creating Arrival/Departure Notice

The following section describes the steps to create the CARICOM file for submission.

1. Run **CARICOM.exe**.
2. Select **CARICOM Transfer, CARICOM File Creation** from the menu option.

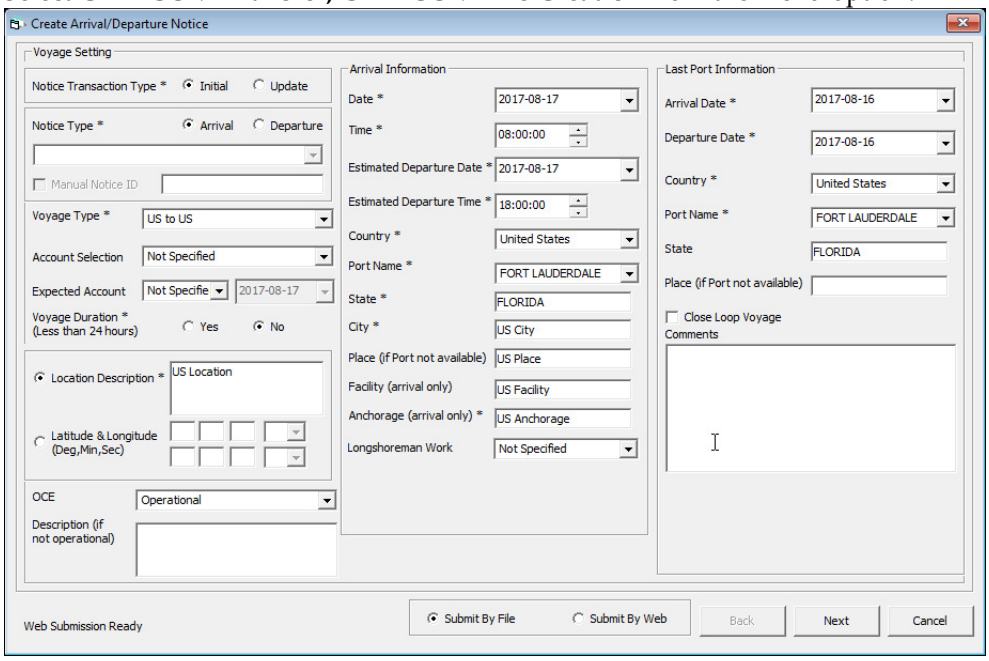


Figure 3-1 – Create Arrival/Departure Notice

3. In the Create Arrival/Departure Notice window, update all the fields per APIS requirement and then click **Next**.
4. Select and update all the mandatory fields in **Default Embarkation Port**, including the information of previous five ports and then click **Next**.

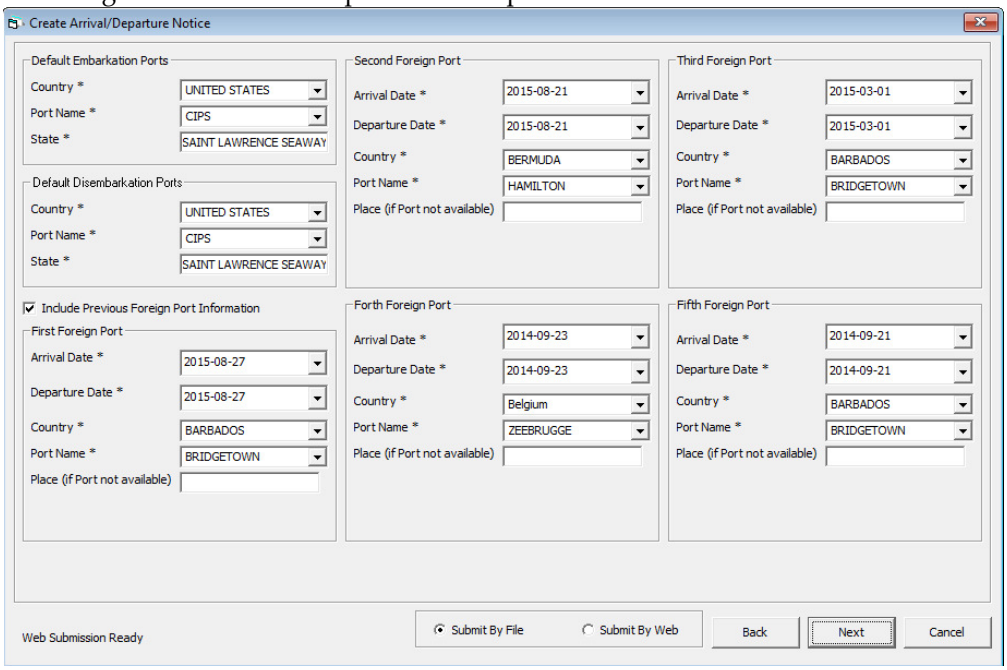


Figure 3-2 – Create Arrival/Departure Notice – Previous Port Info

5. At the result grid, click the **Validate Data** to validate and ensure all information is sufficient for submission.

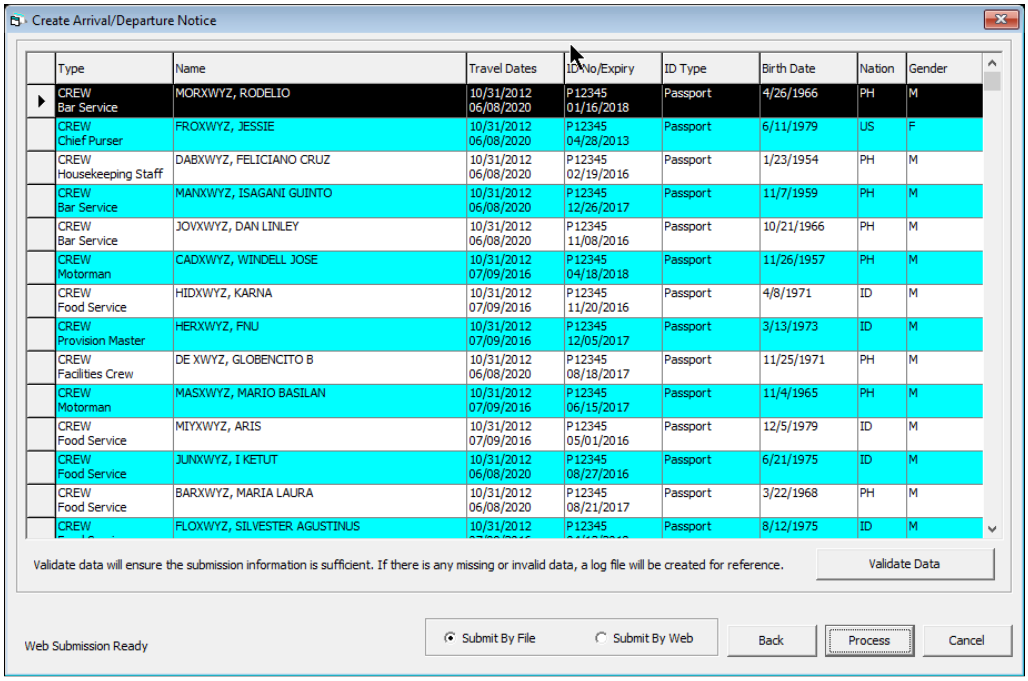


Figure 3-3 –Crew/Passenger list for Validation

6. The system creates and saves the log file in `C:\Temp\APIS\CARICOM` folder if the information supplied is insufficient.
Review the log file and correct all missing data, and repeat the above step.

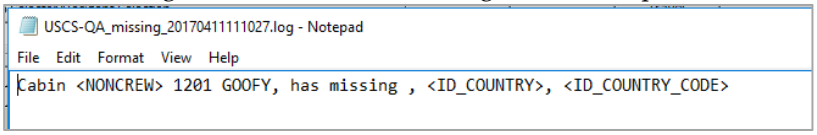
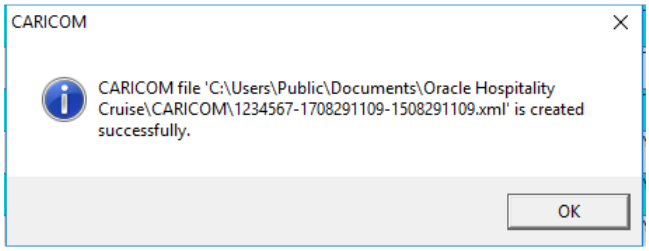


Figure 3-4 – Sample Log File

7. If all the mandatory information is supplied and the data validation complete successfully, the system prompts a confirmation message **"There is not missing/incorrect data. Do you wish to proceed to file submission?"**.
Click **Yes** on the confirmation prompt to continue.
8. Choose to either submit the report by file or web, and then click **Process**.
9. The system prompts a message box once the submission is successful. Click **OK** to close the window.



Appendix A. Document Type Mapping Field

The following section lists the mapping codes available to CARICOM.

Table A-1 CARICOM Document Type

Code	Description	Document Types
A	Alien Registration Card	U.S. Alien Registration Card
B	Birth Certificate	Birth Certificate
CCERT	Crew Member Certificate	Government Issued Picture ID(US)
CP	CARIPASS CARD	(**only for CARICOM)
CRBA	Consular Report of Birth Abroad	Consular Report of Birth Abroad
D	Driver License	Government Issued Picture ID(US)
DIPID	Diplomatic Identification	Government Issued Picture ID(US)
EDL_BC	Enhanced Driver's License (BC)	EDL (BC)
EDL_MB	Enhanced Driver's License (MB)	EDL (MB)
EDL_MI	Enhanced Driver's License (MI)	EDL (MI)
EDL_NY	Enhanced Driver's License (NY)	EDL (NY)
EDL_ON	Enhanced Driver's License (ON)	EDL (ON)
EDL_QC	Enhanced Driver's License (QC)	EDL (QC)
EDL_VT	Enhanced Driver's License (VT)	EDL (VT)
EDL_WA	Enhanced Driver's License (WA)	EDL (WA)
F	Refugee Permit	Government Issued Picture ID(US)
FAST	FAST ID Type	FAST
FD	Facilitation Document (Deportee) or (Consular)	Facilitation Document (Deportee) or (Consular)
FMD	Foreign Mariner Document	Foreign Mariner Document
GLOENT	Global Entry	Global Entry
GP	Group Passport	Government Issued Picture ID(US)
I	Ins Pass Document	Government Issued Picture ID(US)
L	License	Pilot License
M	Military Id	Military ID
MMC	U.S. Merchant Mariner Credential	U.S. Merchant Mariner Credential
MMD	Merchant Mariner Document	U.S. Merchant Mariner Document
N	National Picture ID	Government Issued Picture ID(US)
NEXUS	Nexus	Nexus
NTV_US	Native American	Native American
O	Certificate of Naturalization	Certificate of Naturalization
OD	Official Government Document	Official Government Document
P	Passport	Passport Number

Code	Description	Document Types
PPC	Passport Card	Passport Card
R	Residence Permit	Residence Permit
RID	Regional ID	Government Issued Picture ID(US)
SENTRI	SENTRI	SENTRI
SFR	Seafarer's Identification Document	Seafarer's Identification Document
TP_RFG	TP - Refugee Travel Document	TP - Refugee Travel Document
TRANS	Transportation Worker Identification Credential	Transportation Worker Identification Credential
TRBC	Tribal Card (IC)	Tribal Card (IC)
TRBC2	Tribal Card (II)	Tribal Card (II)
TR_REE	TR - Permit to Re-enter	TR - Permit to Re-enter
TT	Travel Title	Government Issued Picture ID(US)
US_GID	Government Issued Picture ID(US)	Government Issued Picture ID(US)
US_PRC	U.S. Permanent Resident Card	U.S. Permanent Resident Card
CA_GID	Canada Government Issued Picture ID	Government Issued Picture ID (CANADA)
C	U.S. Government Issued Picture ID	Government Issued Picture ID(US)
V	U.S. Government Issued Picture ID	Government Issued Picture ID(US)

Appendix B. User Access Rights

Below table lists the User Access Rights for CARICOM module.

Table B-1 – CARICOM User Access Right

Access Description	Access Number	Access Path
Ship Information Setup	3256	Interfaces\Customs\Menu\Setup
Harbour/Port Setup	3257	Interfaces\Customs\Menu\Setup
Crew Position Setup	3258	Interfaces\Customs\Menu\Setup
Submission Setup	3259	Interfaces\Customs\Menu\Setup