

Oracle® Hospitality Cruise Shipboard Property Management System Track It User Guide



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ORACLE®

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Preface

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

Audience

This document is intended for application specialists and end-users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

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/cruise.html>.

Revision History

Table 1 Revision History

Date	Description of Change
September 2021	• Initial publication.
July 2022	Made minor grammatical changes.

Prerequisites and Compatibility

This section describes the minimum requirements for running the SPMS Track It module.

Prerequisites

- TrackIt.exe

Compatibility

SPMS version 20.2 or later. For customer operating on version below 20.2, database upgrade to the recommended or latest version is required.

1

System Configuration

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

Accessing the Setup Window

To access the Setup window, start the Track It module, and select the **Setup** tab.

Confiscate Item Location and Item Discard Method

The Confiscate Item Location is used to identify where confiscated items are stored, and the Confiscate Item Discard Method records how the items were disposed. The configuration method is identical for both codes.

Figure 1-1 Confiscate Item Location

The screenshot shows the 'Confiscate Item Location' window in the Oracle Hospitality Cruise SPMS TrackIt application. The window has a title bar with the application name and standard window controls. Below the title bar is a navigation bar with 'Home' and 'Setup' tabs, with 'Setup' being the active tab. A toolbar contains icons for 'Confiscate Item Location', 'Confiscate Item Discard Method', 'Confiscate Item Setup', and 'General Setup', along with 'Add New', 'Delete', 'Save', and 'Close' buttons. The main area is divided into two panes. The left pane, titled 'Description', contains a list of items: 'STORE1 STORE ROOM 1', 'STORE2 STORE ROOM 2', 'STORE3 STORE ROOM 3', and 'STORE4 STORE ROOM 4'. The right pane contains form fields for 'Code' (set to 'STORE1'), 'Name' (set to 'STORE ROOM 1'), and 'Comments' (set to 'For Illegal Hardware' and '- Sharp Objects, including all knives and scissors'). There is also an 'Enable' checkbox set to 'Yes'.

1. From the Setup tab, click **Confiscate Item Location** or **Confiscate Discard Method Item**.
2. To create a new record, click **Add New**.
3. Enter the short code, description and additional comments. For example, Stores Sharp Objects or Items Handed over to Customs.
4. The newly added code is enabled by default. To disable the record, slide the menu to the left to switch the display to **No**.
5. Click **Save**.

6. To enter an additional item, repeat from Step 1.

Setting Up the Confiscate Item

A Confiscate Item is a list of items prohibited or restricted on board the ship. These items are arranged in categories, depending on the nature of the items.

Figure 1-2 Confiscate Item Setup

Creating a Confiscate Item Category

An Item Category is required before you begin creating the Confiscate Items list.

1. From the Setup tab, click **Confiscate Item Setup**.
2. To create a new category, select **Item Setup** and click **Add New**.
3. Enter the **Item Code**, **Name**, and **Description**.
4. To save the new category, click **Save**.

Creating a Confiscate Item for Each Category

1. Select an **Item Category** from the tree view and click **Add**.
2. Enter the **Item Name** and, **Description**.
3. Select the **Security Group** from the drop-down list. The Security Group is defaulted to "All User Can Access" and is set up for the User Security module. Refer to [Appendix A. User Security Group](#) for more information.
4. The **Item Type** is defaulted to the selection from the tree view and *enabled* by default.
5. By default, the **Allow Temporarily Return** is set to **No**. If the item allows for temporarily return, slide the button to the right to set it to **Yes**.
6. In the Discard Duration section, define the **maximum** number of days to keep the item in the store. The default value is: 0 = never discard.

7. To save the record, click **Save**.
8. To enter an additional **Confiscate Item**, repeat steps 2 to 7.

Setting Up a Signature Capture Device

A Signature Capture device can be linked to enable signatures to be captured for items requiring acknowledgement.

1. From the Setup tab, click the **General Setup** button.
2. In the **General Setup** window, select **Prompt signature when confiscate item** and click the **Setup** tab.
3. Select **Signature Device** from the drop-down list.
4. Click **Save**.

Setting Up a Barcode Scanning Device

You can use a Barcode scanning device to scan the barcode on the tagged items.

Figure 1-3 Track It General Setup

The screenshot shows the 'General Setup' dialog box. It is divided into two main sections. The first section, 'Signature Devices', has a checked checkbox 'Prompt signature when confiscate item'. Below it, there are two columns of settings. The left column includes 'Signature Devices' (a dropdown menu showing 'Signotec Omega'), 'Port Number' (a text box), and 'Speed' (a dropdown menu). The right column includes 'Data Bits' (a dropdown menu), 'Parity' (a dropdown menu), and 'Stop Bits' (a dropdown menu). The second section, 'Barcode Reader (RS232 Connection)', is also checked. It contains four settings: 'Port Number' (a text box), 'Speed' (a dropdown menu set to '9600'), 'Data Bits' (a dropdown menu set to '8'), 'Parity' (a dropdown menu set to 'None'), and 'Stop Bits' (a dropdown menu set to '1'). At the bottom right of the dialog, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red X icon).

1. From the Setup tab, click the **General Setup** button.
2. In the General Setup window, select the **Barcode Reader (RS-232 connection)** check box.
3. Select the device **Port Number, Speed, Data Bits, Parity, and Stop Bits**.
4. Click **Save**.

Setting Up the Report Printer

The following standard set of Track It reports are inserted into the SPMS Database during installation:

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

In addition to the code and signature device setup, a report printer is required for report printing. Use the Management module to set up the printer.

1. Log in to the Management module and select **Options** from the menu.
2. Navigate to the Hardware tab, **Report Printers** section.
3. Ensure Labels and Receipts type are assigned to a printer.

Figure 1-4 Management Module Printer Configuration

The screenshot shows the 'Options' dialog box with the 'Hardware' tab selected. In the 'Report Printers' list on the left, 'Labels' and 'Receipts' are highlighted with red boxes. Below this list, the 'Card Printer' is set to 'Eltron'. The 'Zebra Device Name' is 'cmbZebra'. In the 'Board Card Print Manager Mapping' section, 'Utility-3 Ricoh MP4002' is selected and highlighted with a red box, with a 'Properties' button next to it. The right pane shows configuration for the selected printer, including Card Reader/Encoder settings, Barcode Reader settings, and Special options.

Configuring the Database Sequence for Barcode Printing

For barcode label printing, the item ID must be a minimum of six digits. An adjustment to the start sequence from 100000 is imperative. Running the following script recreates the Confiscated Item sequence.

```
DROP SEQUENCE [dbschema].CNT_CIL;
```

```
CREATE SEQUENCE [dbschema].CNT_CIL  
START WITH 100000  
MAXVALUE 10000000000000000000000000000000  
MINVALUE 1  
NOCYCLE  
CACHE 20  
NOORDER;  
Commit;
```

Barcode Printing

For barcode printing, use the following prerequisites DLL's and fonts:

Copy the DLL and font files to folders C:\Windows\system32 and C:\Windows\SysWOW64.

DLLs:

- Barcode.dll
- u2lbcodes.dll

Fonts:

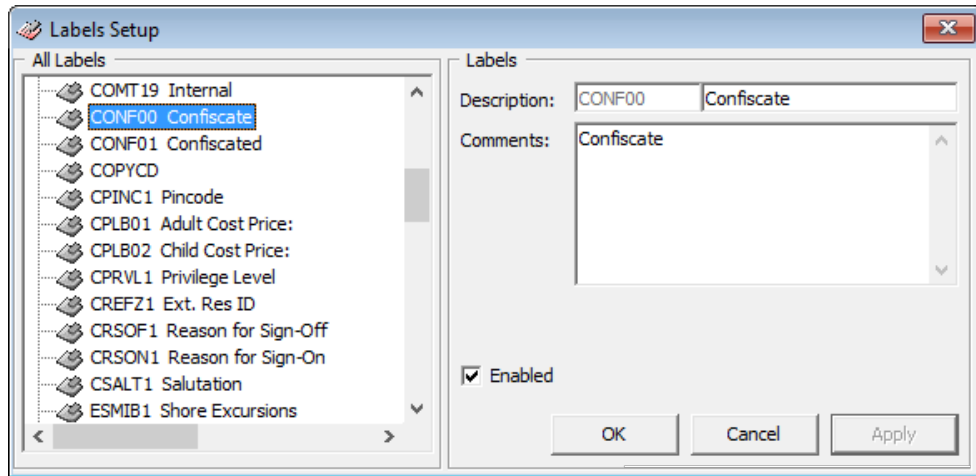
- Interleaved2of5.ttf
- Interleaved2of5Thin.ttf

Setting up System Labels

Labels, such as Confiscate or Confiscated, are configurable according to user requirements and are set up in the Administration module.

1. Log in to the Administration module, select **Administration, System Setup, and Labels Setup**.
2. Locate the label codes **CONF00** and **CONF01**.

Figure 1-5 Label Setup



3. Select the **code** and enter a new **label description**, and click **OK** to save. The label code **CONF00** refers to the word **Confiscate** and appears on the following windows:
 - Setup menu ribbon bar.
 - General Setup: “Prompt Signature Capture when...”
 - Confiscate Item Setup.
 - Confiscate Item Discard Method.
 - Confiscate Item Location.
 - Ability to show the “Confiscate Item” button in Confiscate Item menu.

The **CONF01** label code refers to the word **Confiscated** and appears on the following windows:

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

The Track It program enables you to record confiscated items, their storage location, and when they are returned to the guest or crew.

2

Track It

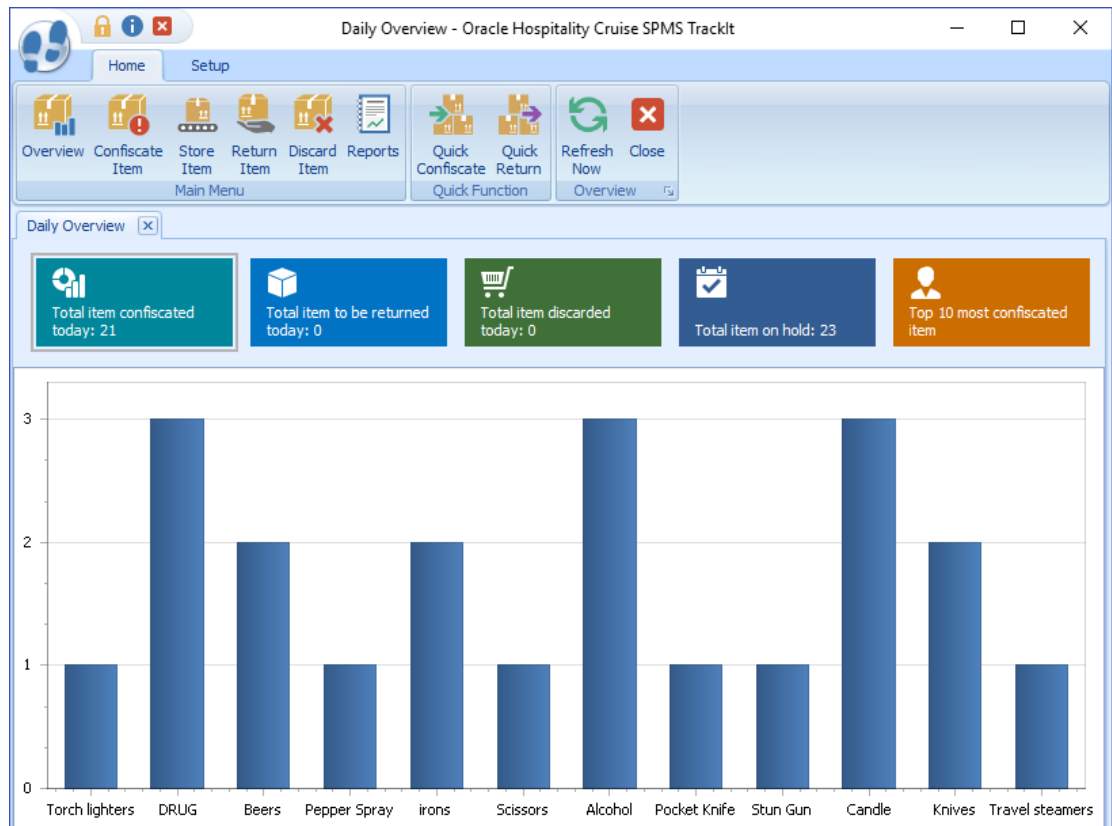
The Track It program enables you to record confiscated items, their storage location, and when it is returned to the guest or crew.

Overview Window

The Daily Overview window is the default window that appears when you log in, indicating the total number of items logged in a bar chart layout. The overview provides the following information:

- Item confiscated today
- Item to be returned today
- Item discarded today
- Item on hold, yet to return to passenger
- Top 10 most confiscated item

Figure 2-1 Track It Overview Window



Recording Confiscated Item

The items confiscated from the crew, guests, or visitors are tagged and recorded before you store them in the designed storeroom.

1. Click the **Confiscate Item** button on the ribbon bar.
2. In the Account Search section, swipe the **board card** though the card reader to search for the account, or manually enter the cabin number/name in the Account Search field. Press **F2** to reset the search information.

Figure 2-2 Confiscate Item Account Search

The screenshot displays the 'Confiscate Item - Oracle Hospitality Cruise SPMS Trackit' application. The interface includes a ribbon bar at the top with various action buttons. The main workspace is divided into several sections:

- Account Search:** Contains a search field and a 'Find' button.
- Account Information:** Displays fields for Cabin, Birthdate, Age, Gender, Emb Date (4/28/2016), and Dis Date (4/29/2016).
- Item Type:** A dropdown menu currently showing 'DRUG Illegal Drug, HEAT Heat Item, LIQUID Liquid Beverage, Oth Others,...'.
- Item List:** A table with columns 'Item Type', 'Item Name', and 'Allow Temporary Return'. It contains three rows:

Item Type	Item Name	Allow Temporary Return
Liquid Beverage	Alcohol	Yes
Liquid Beverage	Beers	Yes
Heat Item	Candle	No

 Below the table, it indicates 'Total Records = 12'.
- Confiscated Item:** A section with a search field and a 'Find' button, currently showing 'Total Records = 0'.
- Comment:** A large text area for entering a comment.

1. In the **Item Type** field, select the item category from the drop-down list, and click **OK**. Alternatively, you can search using the keyword search function by entering the **work** in the Item List text box and clicking **Find**.
2. Select the **Item check boxes** and click **Add** to add the item to the **Confiscated Item** list.
3. If the same item is added to the list, the system prompts a warning message.
4. Click **Yes** to add the same item to the list or click **No** to cancel.
5. Insert a comment/description for the item, and click **Confiscate Item**.
6. If a signature device is connected, the system starts the **Signature Capture** dialog box.

7. Allow the passenger to sign on the signature pad, and press the **Green Check** icon on the signature pad.
8. If the signature device is not connected, a warning message will pop up, disallowing you to enter the item.
9. Once the item is added successfully, a bar code label item receipt printed.
10. To remove the item from the list, select the **item**, and click **Delete**.

Managing Confiscated Items in Guest Handling Tab

When a passenger has a confiscated item, the Loyalty/Track It tab on Guest Handling display details of the items and storage location.

Figure 2-3 Confiscated Item in Guest handling

Card Number	VIP Title	Last Read Point Balance	Point Balance	VIP Card Expiry Date

Add Edit Delete

Item Type	Item Name	Date Collected	Store Location
Liquid Beverage	Alcohol	11/13/2017 3:51:31 PM	STORE ROOM 2
Liquid Beverage	Beers	11/13/2017 3:51:31 PM	STORE ROOM 2
Sharp Objects	Scissors	11/13/2017 3:51:31 PM	STORE ROOM 2

The confiscated items are recorded or removed from the **Loyalty/Track It** tab when:

- Item is checked in at the security check point, and the system **inserts** a record in the Confiscated Item section.
- Item is returned or checked out temporarily to the guest/crew. The system removes the **record** from the Confiscated Item section.

Confiscated Items in Security Gangway

You can manage and track a confiscated item using the WPF Security module. Guest/Crew leaving the ship are prompted to collect their items when the board card is swiped or vice versa.

On the list of items to return page, select the **item** and click **Return**. Items will not be checked out if you click **Close**.

Figure 2-4 Check-out Handling at Security Gangway

Below is list of item allow to temporary return

☒	Item Name	Location
☒	Beers	STORE ROOM 1
☒	Pocket Knife	STORE ROOM 1

Return Close

If there are items to be collected upon returning to the ship, the system prompts you to re-check in this item. Click **Collect** to check in the item.

Below is the movement activity that occurs at the Security Gangway:

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

The reminder prompt is configurable in Administration, Security Alert Setup.

Figure 2-5 Reminder for Collection of Confiscated Item for Departing Passenger

ONBOARD

Cabin: [redacted]
Nationality: [redacted]
Sex: [redacted]
Birthdate: [redacted]

Please collect your confiscated item first.

No details of last movement.

Storing Items in Designated Store

The **Stored Item** screen allows you to identify where to store items. Items that do not have a designated store assigned are listed in the **Item List** grid, which then enables you to assign a storage location.

Figure 2-6 Store Item Window

Store Item - Oracle Hospitality Cruise SPMS Trackit

Home Setup

Overview Confiscate Item **Store Item** Return Item Discard Item Reports

Quick Confiscate Quick Return Store Item Search Close

Store Item

Search Criteria

Item Type: DRUG Illegal Drug, Docs Documents, HEAT Heat Item, LIQUID Liquid Beve... Debark Date:

Include Already Stored Item: ☒ Yes Item ID:

Store Location:

Item List

Enter text to search... Find

Drag a column header here to group by that column

Type	Cabin	Passeng...	Debark Date	Item Type	Item Name	Date Collected	Item Location
Guest			4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:21:03 PM	
Guest			4/29/2016	Sharp Objects	Scissors	11/13/2017 2:21:03 PM	
Guest			4/29/2016	Heat Item	Torch lighters	11/13/2017 2:21:03 PM	
Guest			4/29/2016	Heat Item	Travel steamers	11/13/2017 2:21:03 PM	
Guest			4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:26:37 PM	
Guest			4/29/2016	Sharp Objects	Scissors	11/13/2017 2:26:37 PM	
Guest			4/29/2016	Heat Item	Torch lighters	11/13/2017 2:26:37 PM	STORE ROOM 1
Guest			4/29/2016	Heat Item	Travel steamers	11/13/2017 2:26:37 PM	STORE ROOM 1

Total Records = 36

1. Click **Store Item** on the ribbon bar.
2. In the Search Criteria section, select the following filter option and click **Search**.
 - **Item Type:** Select the items to display from the drop-down list.
 - **Debark date:** Select an item stored date from the calendar editor.
 - **Item ID:** Use the barcode scanner or manually enter the Item ID in the text box. When entering a barcode manually, the Type and Debark Date options are disabled.
 - **Include Already Stored Item:** If the option is set to **Yes**, items stored will be listed in the grid including the store location.
3. Select the item(s) to store and select a store location from the drop-down list.

4. Click **Store Item**.
5. When the confirmation prompt appears, click **OK** to close. The Store location is added to the Item Location field.

Returning Confiscated Items

You can temporarily return a confiscated item to the passenger before the passenger goes ashore. A good example of this would be camping equipment or supplies such as cooking utensils.

Figure 2-7 Return Item Main Window

Return Item - Oracle Hospitality Cruise SPMS Trackit

Account Search

Account Information

Search Criteria

Item ID: Debarb Date: 6/7/2016 Guest Type: Guest, Cr... Include History: No

Item Type: SHARP Sharp Objects Store Location: STORE1 STORE ROOM 1, STORE2 STORE ...

Item: Pocket Knife

Item List

Enter text to search... Find

Drag a column header here to group by that column

Cabin	Type	Passenger Name	Debarb Date	Item Type	Item Name	Date Collected	Temporary
>	Guest		4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:21:...	
>	Guest		4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:26:...	
>	Guest		4/29/2016	Sharp Objects	Scissors	11/13/2017 2:21:...	
>	Guest		4/29/2016	Sharp Objects	Scissors	11/13/2017 2:26:...	

Total Records = 8

Return Comment:

1. Click **Return Item** on the ribbon bar.
2. In the Account Search section, search for the passenger account and select the item to return. Items that are allowed a temporary return are marked with **YES** in the Allow Temporary Return column.
3. Click **Check-Out** to check out the item. The system prompts a confirmation indicating the number of items being check-out.
4. Click **OK** to close the prompt. The date/time the item checked out is recorded in the Temporary Returned Date column.

Undoing Returned Items

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

1. In the Return Item window, search for the **passenger account**.

2. Switch the Include History to **Yes** to display items returned to guests. The items appear in the Item List grid with the date and time shown in the Date Returned/Discard column.
3. Select the item and click the **Undo Return** button.
4. Click **OK** to confirm the number of returned items to undo reset the Date Returned/Discarded column to null.

Checking in Confiscated Items

Items that were checked out temporarily must be checked back in when the passenger returns from shore-side.

1. From the Return Item window, search for the passenger's account.
2. Slide the Include History to **Yes** to display items previously checked out.

Figure 2-8 Checked In Item Window

Return Item - Oracle Hospitality Cruise SPMS Trackit

Home Setup

Overview Confiscate Item Store Item Return Item Discard Item Reports Quick Confiscate Quick Return Return Undo Return Check-Out Item Check-In Item Search Show Log Show Log Person Close

Return Item X

Account

Account Search

Account Information

No image data

Cabin: Birthdate: Age: Gender: Emb Date: 4/28/2016 Dis Date: 4/29/2016

Search Criteria

Item ID: Debar Date: 6/7/2016 Guest Type: Guest, Crew, ... Include History: Yes

Item Type: DRUG, Illegal Drug, Docs, Documents, HEA... Store Location: STORE1 STORE ROOM 1, STORE2 STORE ROO... Item: DRUG, Passport, Candle, Torch lighters, Travel steamers, irons, Alcohol, Beers, Pepper Spray, Stun Gun, Knives, Pocke...

Item List

Enter text to search... Find

Drag a column header here to group by that column

Cabin	Type	Passenger Name	Debar Date	Item Type	Item Name	Date Collected	Temporary Returned Date
	Guest		4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:26:37 PM	11/14/2017 4:06:42 PM
	Guest		4/29/2016	Sharp Objects	Pocket Knife	11/13/2017 2:26:37 PM	
	Guest		4/29/2016	Sharp Objects	Scissors	11/13/2017 2:21:03 PM	
	Guest		4/29/2016	Sharp Objects	Scissors	11/13/2017 2:26:37 PM	
Total Record...							

Return Comment

3. Select the **item** and click **Check-In**.
4. The number of items checked in are shown in the confirmation prompt. Click **OK** to confirm, and this resets the **Temporary Returned Date** to null.

Viewing the Activity Log

This function displays a log of all activities for the selected item by the item, or the passenger, or the person who logged the item, depending on the type of log.

1. From the Return Item window, search for the **passenger account**.
2. Select the **item** from the Item List grid and click **Show Log** or **Show Log Person**.

3. A Track It Item Log window opens, displaying the logged activities of the selected item. Click **Close** to exit.

Adding Confiscated Items by Batch

The **Quick Confiscate** functionality processes the confiscated items by batch instead of individually, and is mainly used when collecting the passenger passport upon check-in.

Figure 2-9 Quick Confiscate

Quick Confiscate - Oracle Hospitality Cruise SPMS TrackIt

Home Setup

Overview Confiscate Item Store Item Return Item Discard Item Reports

Quick Confiscate Quick Return

Add Guest Delete Guest Confiscate Item Close

Quick Confiscate

Item Type: Passport

Item List

Enter text to search... Find

Name	Cabin	Embarkation Date
		9/23/2014
		9/23/2014
		9/23/2014
		9/23/2014

Total Records = 4

Comment

1. Click the **Quick Confiscate** button on the ribbon bar.
2. Select the **Item Type** from the drop-down list.
3. Click the **Add Guest** button. This opens the Multiple Accounts Selection window.

Figure 2-10 Quick Confiscate Multiple Account Selection Window

4. Use the available options to filter the list of passengers:
 - **Status:** Refers to the reservation status either Checked-In or Reservation.
 - **Account Type:** Refers to the type of accounts such as Guest, Crew, Group, or System Account.
 - **Pre-Selection:** Refers to the Quick Posting Templates setup in the Administration module. For Example: filter all passenger with nationality = US.
5. Account matching the selection is shown in the Non-Selected Accounts list. Click **Add All** or select the account from the grid, and click **Add** to transfer the accounts to the **Selected Accounts** window.
6. Click **OK** to confirm return to the Quick Confiscate window.
7. Click the **Confiscate Item** button.
8. At the confirmation prompt, click **Yes** to complete the process. The system does not print the item receipt for such instance.

Returning / Checking Out Items by Batch

Quick Return enables items to be returned by batches.

Figure 2-11 Quick Return Item

Quick Return Item - Oracle Hospitality Cruise SPMS Trackit

Home Setup

Overview Confiscate Item Store Item Return Item Discard Item Reports Quick Confiscate Quick Return Return Item Check-Out Item Check-In Item Search Check-In only Search Check-Out only Close

Quick Return Item

Account

Search Criteria

Item: Passport Debark Date: Guest Type: Guest, Crew, Visitor

Item ID: Barcode Scan Action: Search

Item List

Enter text to search... Find

Drag a column header here to group by that column

Cabin	Type	Passenger Name	Debark Date	Item Type	Item Name	Date Collected	Temporary F
>	Guest		11/17/2014	Documents	Passport	11/15/2017 12:06:09 PM	
	Guest		11/17/2014	Documents	Passport	11/15/2017 12:06:09 PM	
	Guest		11/17/2014	Documents	Passport	11/15/2017 12:06:09 PM	
	Guest		11/17/2014	Documents	Passport	11/15/2017 12:06:09 PM	

Total Records = 4

Return Comment

1. Click the **Quick Return** button on the ribbon bar.
2. Select an **item** from the item drop-down list.
3. Click the **Search Check-In Only** or **Search Check-Out Only** to display all of the confiscated items based on checked-in/out status and the selected item.
4. You can also narrow down your search using the **Debark Date** or **Guest Type**.
5. Select the **guest** by selecting the check boxes besides the Cabin column and inserting a **comment** in the Return Comments text box.
6. Click the **Return Item** and click **OK** to confirm the total number of items returned. This updates the Date Returned/Discarded column with the actual process date/time.
7. To perform a mass check-out of the selected item, click the **Check-Out Item** button. This process updates the Temporary Returned Date column with the item check out date/time.
8. To return/check-out the item using a barcode scanner in the Quick Return function, select either the **Auto Check-in/Out** or **Auto Return** from the **Barcode Scan Action** menu, scan the barcode label, and click **OK** to confirm the date/time of the returned item.

Discarding Confiscated Items

Discard Item disposes the confiscated items from the Ship's store when its storage period expires.

Figure 2-12 Discard Item

Discard Item - Oracle Hospitality Cruise SPMS Trackit

Home Setup

Overview Confiscate Item Store Item Return Item **Discard Item** Reports Quick Confiscate Quick Return Discard Item Undo Discard Search Close

Search Criteria

Item Type: DRUG Illegal Drug, Docs Documents, HEAT ... Store Location: STORE1 STORE ROOM 1, STORE2 STORE ... Item ID:

Guest Type: Guest, Crew, Visitor Only for Pax/Crew which had check-out: ☐ No Include Discarded Item: ☒ Yes

Discard Method: DISPOS DISPOSAL

Item List

Enter text to search... Find

Drag a column header here to group by that column

Item Location	Item Type	Item N...	Cabin	Type	Passenger Name	Debark Date	Date Collected	Date Returned/Disca...	Discard Method
	Heat Item	Candle		Guest		11/3/2012	6/3/2015 1:48:17 PM		
STORE ROOM 1	Liquid Beve...	Beers		Guest		1/21/2015	1/21/2015 12:13:5...	1/21/2015 12:29:43 ...	RESELLING
STORE ROOM 4	Liquid Beve...	Beers		Guest		1/21/2015	6/3/2015 1:55:42 PM		
Total R...									

1. Click the **Discard Item** on the ribbon bar to list all confiscated items exceeding the maximum storage duration.
2. In the Search Criteria section, select one of the following options and click the **Search** button.
 - Select the type of information to display using the **Item Type**, **Store Location**, or **Guest Type**.
 - Slide the **Only for Pax/Crew which had check-out** to **Yes** to only show the passenger that has to check out.
 - To search the item with a barcode, enter the **barcode** in the Item ID field. To include items that were already discarded in the Item List, slide the **Include Discarded Item** to **Yes**.
3. Select the **Discard Method** from the drop-down list.
4. Select the item to discard, and click the **Discard Item** button.
5. At the confirmation prompt, click **Yes** to confirm.
6. Click **OK** to confirm the number of item(s) being discarded.
7. The Date Returned/Discarded and Discard Method columns are time stamped with the actual date/time when the system discards the items.

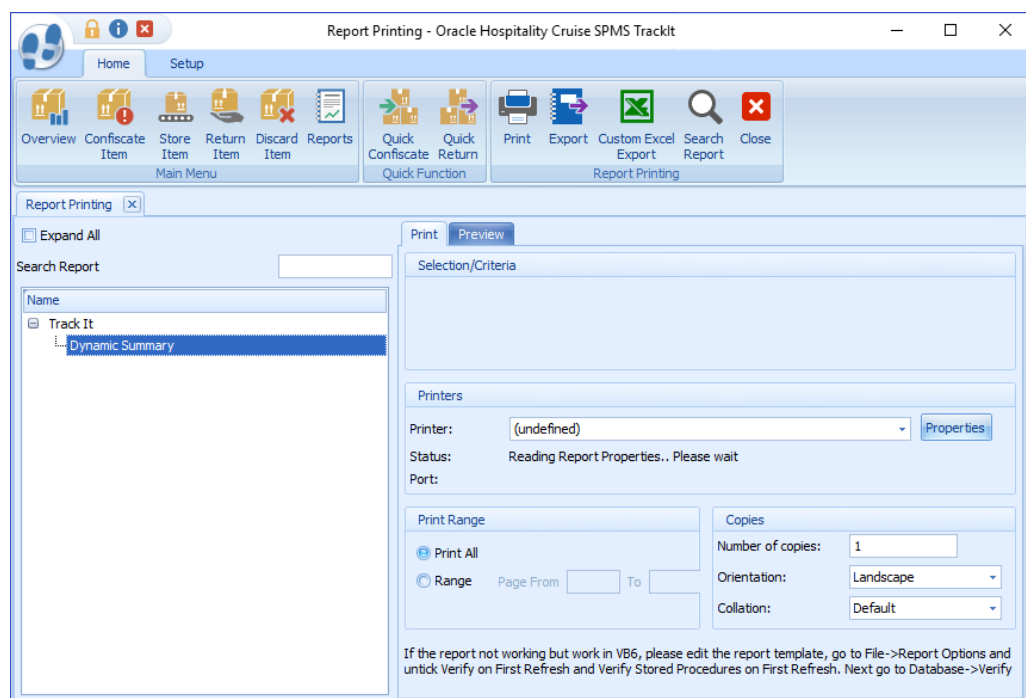
Undoing Discarded Items

1. To undo a discarded item, select a **discarded item** from the Item List.
2. Click the **Undo Discard** button.
3. Click **Yes** to confirm and click **OK** to confirm the total number of discarded items. This removes the timestamp in the Date Returned/Discarded and Discard Method columns from the selected item.

Viewing, Printing, and Exporting Reports

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

Figure 2-13 Report Dialog Window



- To view the available reports, click **Reports**.
- To print a report, select the **report**, and click **Print**.
- To view a report, select the **report**, and click the **Preview** tab.
- To export the report, select the **report**, and click **Export**.

A

Appendix

Appendix A. User Security Group

This section describes the user security access group for the confiscated items in Item Type, Item, and Item List in Confiscate Item, Store Item, Return Item, Discard Item, Quick Confiscate and Quick Return windows. These access groups coexist with Item configuration on the Setup tab. The security privilege is assigned in the User Security module.

Figure A-1 User Access Group Assignment

The screenshot displays the 'Confiscate Item Setup - Oracle Hospitality Cruise SPMS TrackIt' application window. The window has a title bar with standard OS controls and a toolbar with icons for Home, Setup, and various actions (Add, Delete, Save, Refresh, Close). Below the toolbar, there are tabs for 'Confiscate Item Location', 'Confiscate Item Discard Method', 'Confiscate Item Setup', and 'General Setup'. The 'Confiscate Item Setup' tab is active, showing a tree view on the left with 'Item Setup' expanded, containing 'Illegal Drug', 'DRUG' (selected), 'Heat Item', 'Liquid Beverage', 'Others', and 'Sharp Objects'. The main area is titled 'Item Details' and contains fields for 'Name' (DRUG), 'Description' (Drug), 'Security Group' (User With Confiscate Item Security Group 1 only), 'Item Type' (All User Can Access), 'Enable' (User With Confiscate Item Security Group 1 only), 'Discard Duration' (User With Confiscate Item Security Group 2 only), 'Guest' (User With Confiscate Item Security Group 3 only), 'Crew' (User With Confiscate Item Security Group 4 only), and 'Visitor' (User With Confiscate Item Security Group 5 only).

Field	Value
Name	DRUG
Description	Drug
Security Group	User With Confiscate Item Security Group 1 only
Item Type	All User Can Access
Enable	User With Confiscate Item Security Group 1 only
Discard Duration	User With Confiscate Item Security Group 2 only
Guest	User With Confiscate Item Security Group 3 only
Crew	User With Confiscate Item Security Group 4 only
Visitor	User With Confiscate Item Security Group 5 only

Figure A-2 User Security Reference

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

If you do not have the access rights assigned, the system prompts you with: *You have no access to view this item. Please consult your System Administrator for access* when searching or scanning for the confiscated item.

Table A-1 Track It Item Security Access Group

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

Table A-2 Track It Functionality Access Rights

Security Reference No.	Description
4424	Confiscate Item
4422	Confiscate Item Discard Method Setup
4421	Confiscate Item Location Setup
4423	Confiscate Item Setup
4426	Discard Item

Table A-2 (Cont.) Track It Functionality Access Rights

Security Reference No.	Description
4428	General Setup
4425	Return Item
4427	Store Item

Appendix B. Parameters

This section describes the Parameters available to the Track It modul. You can acess Parameters from the Administration module under System Setup, Parameter.

Table A-3 PAR Group Track It

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