

Oracle® Hospitality Cruise Property Management System



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Preface

The Check-In application is the front-end application that enables a crew member to perform a quick and efficient passenger check-in using a step-by-step process, capturing key passenger data, assigning a guardian to minors, reviewing payment methods, and facilitating the acceptance of Contract Terms & Conditions.

Audience

This document is intended for project managers, application specialists and users of Oracle Hospitality 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
- Screenshots 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

Table 1 Revision History

Date	Description of Change
September 2021	Initial publication.
March 2022	Added a note on camera function for MICROS 721 device.
July 2022	Made minor grammatical changes.

1

Getting Started

As the Cruise Industry continues to grow with cruise ships becoming larger, customers are looking for new ways to process passengers, crew members, and visitors coming on board or leaving the ship. The embarkation and disembarkation procedures are performed through the ship's gangway, which is a mandatory security process.

The regular operation consists of a fixed workstation connected to the ship's network. If there is a need to embark or disembark passengers more quickly, the IT Officer would need to set up an additional workstation and scanner and connect to the network. Some of the challenges in setting up additional workstation include limited space at the gangway, insufficient power, and lack of network ports. With an application that runs on a tablet, you enable crew the flexibility, mobility, and an expedited embarkation/disembarkation process.

Launching the application

To launch the application from a desktop browser:

1. Open your browser. See [Oracle Software Web Browser Support Policy](#).
2. Enter the URL for the application.
3. At the login page, sign in with your user name and password.

To launch the application on an Android/iOS device:

1. Open your browser. See [Oracle Software Web Browser Support Policy](#)
2. Enter the URL for the application.
3. On an Android device, a pop-up notification **Add to Home Screen** appears. Click the button to add.

Log in to the application

1. On the application page, enter your user name and password.
2. Select one of the three (3) hyperlinks on the login page to view:
 - Help
 - Legal Terms
 - Privacy
3. If you sign in with an incorrect user name, password, or both, you will receive an error, **System Error, please contact System Admin**, and the field color changes to red.
4. Upon a successfully logging in, your user name and profile picture appear in the top right portion of the page, and the Search Guest page opens.
5. To log out of the application, select the down arrow icon and click the **Sign Out** button when it appears. This brings you back to the Login page.

2

Dashboard

Figure 2-1 Gateway Security Dashboard

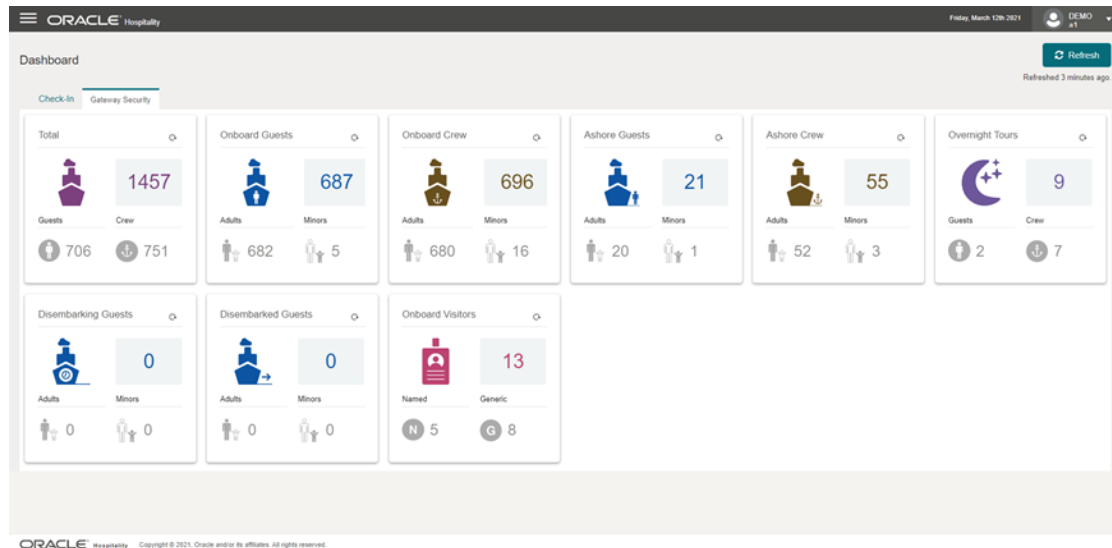
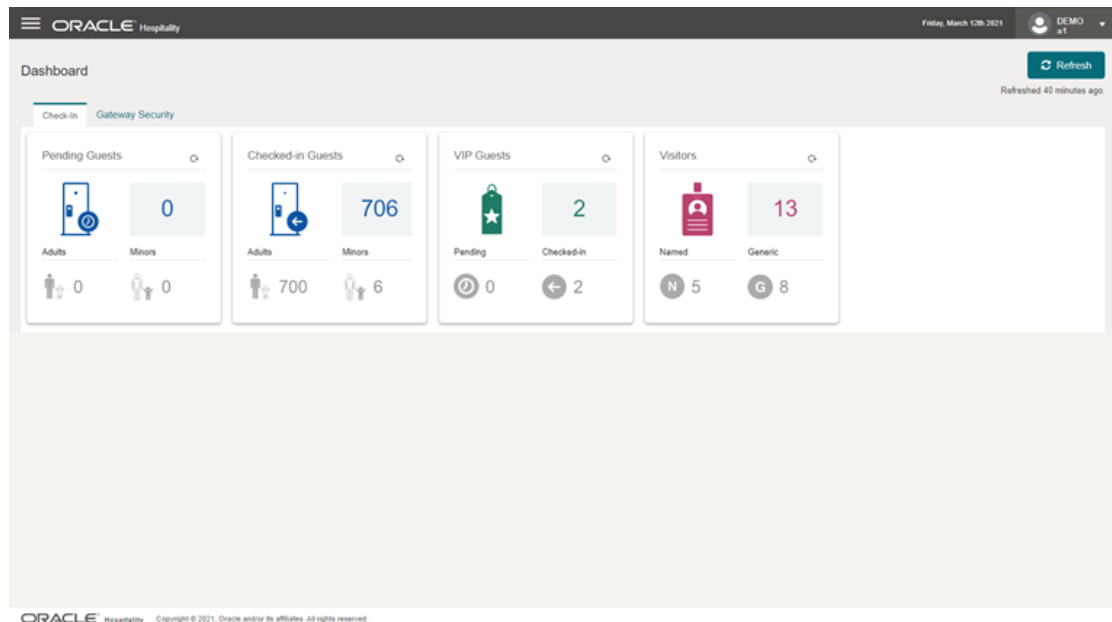


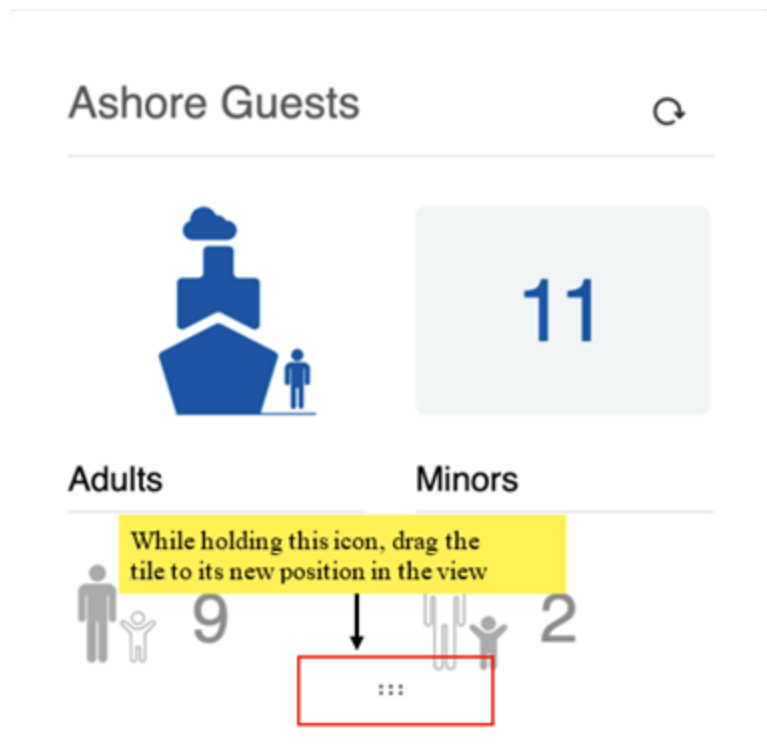
Figure 2-2 Check-In Dashboard



The Dashboard provides a summary of key information for the Check-in / Gangway process in two separate tabs – Check-In and Gateway Security.

- On the Gateway Security page and the Check-In page, each tile displays count information for respective reservation status purposes.
- Selecting the refresh icon on the top left of a tile, retrieves only the latest data from the selected tile.
- The main **Refresh** button on the top left corner of the page allows you to refresh all data from the current Dashboard view. The text below the Refresh button provides the last refresh time on the current Dashboard view and data.
- The Dashboard allows you to reorder the tiles to suit your preference. To do this, select on the **:::** icon at the bottom of the tile and while holding the mouse button drag the tile to a different place on the Dashboard page. Note that the reordering resets when you leave the current Dashboard page or when the browser page is refreshed.

Figure 2-3 Reorder of Dashboard Tiles



Part I

Configuring Cruise Property Management System

This part of the Cruise Property Management System contains information for those responsible for configuration settings such as maintaining licenses, setting parameters, creating templates, and system codes.

3

Mobility Page Set Up

The Administration home page is embedded in the Mobile Check-In module setup and Gateway Security module setup. This Administration home page contains two functions:

1. **Enterprise** menu allows you to setup a contract, gateway security, language template, questionnaire, and check-in wizard.
2. **Interfaces** menu allows you to set up the credit card terminal.

Figure 3-1 Administration Module, Enterprise Menu

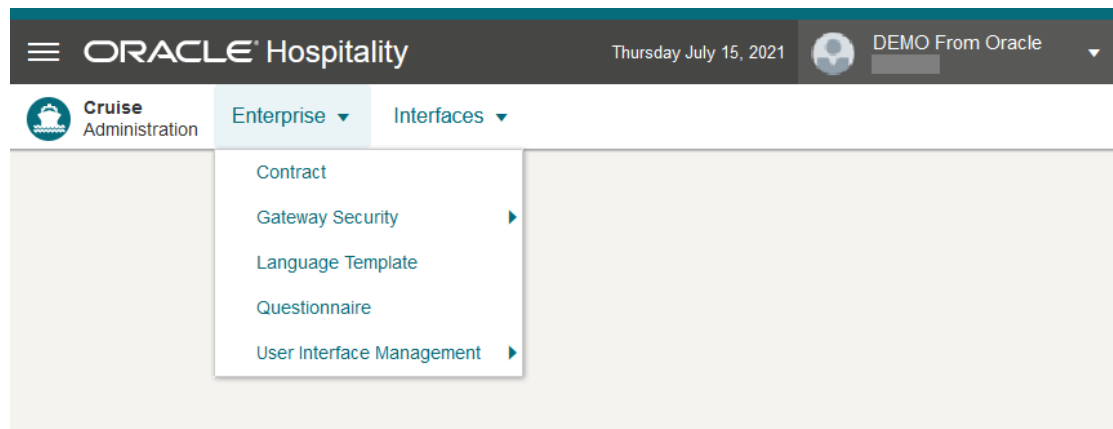
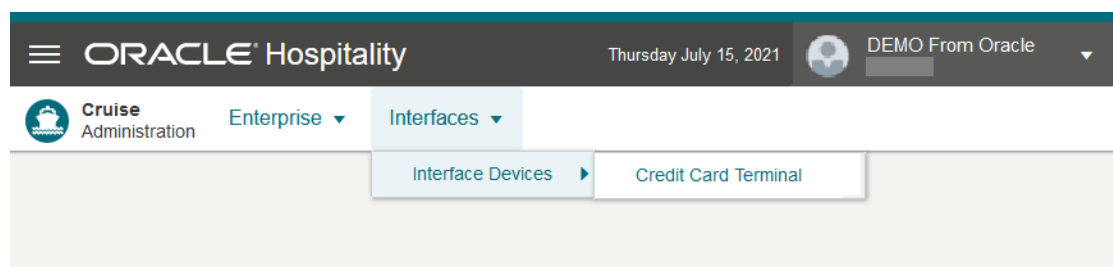


Figure 3-2 Administration Module, Interfaces Menu



4

Contract

The Contract configuration page allows you to setup and manage a contract template.

Contract Category

The Contract category enables you to assign/group similar contracts. You can either use the pre-defined category when setting up a contract or create them during contract creation.

Figure 4-1 Contract Category

The screenshot displays the Oracle Hospitality Cruise Administration web application. The top navigation bar includes the Oracle Hospitality logo, the date 'Friday August 09, 2019', and a 'DEMO' user profile. Below this, the 'Cruise Administration' menu is open, showing 'Enterprise' as the selected option. The breadcrumb trail indicates the path: 'Home / Enterprise / Contract'. The main content area is titled 'Contract' and features two tabs: 'Contract Template' and 'Contract Category', with the latter being the active tab. A '+ Create Category' button is located in the top right corner of the 'Contract Category' section. Below this is a search bar labeled 'Search Category' and a 'Results 10' indicator. The main part of the page contains a table with two columns: 'Category' and 'Actions'. The table lists seven contract categories, each with an 'Edit' (pencil icon) and 'Delete' (trash icon) action button.

Category	Actions
Contract Category Name Update9549	Edit Delete
Contract Category Name Update9547	Edit Delete
Contract Category Name Update9550	Edit Delete
Contract Category Name Update9553	Edit Delete
Contract Category Name Update9571	Edit Delete
Contract Category Name Update9572	Edit Delete
Contract Category Name Update9587	Edit Delete

Creating a Contract Category

1. From the **Administration** menu, select **Enterprise**, and then select **Contract**.
2. On the **Contract Category** tab, select **Create Category**.
3. Navigate to the **Add Contract Category** page.
4. Enter the **Category Name**.
5. Click **Save**.

Modifying Contract Category

1. On the **Contract Category** tab, locate the record and click **Edit**.
2. Navigate to the **Edit Contract Category** page and update the category name.
3. Click **Update** to save changes.

Deleting a Contract Category

To delete a category, locate the record and click **Delete**.

Contract Template

The Contract Template enables you to create different types of contracts, for example, general terms and conditions. If the contract is not ready for use or no longer required for the future, you can slide the status button to deactivate the contract or delete the contract if it is not in use.

Figure 4-2 Contract Template

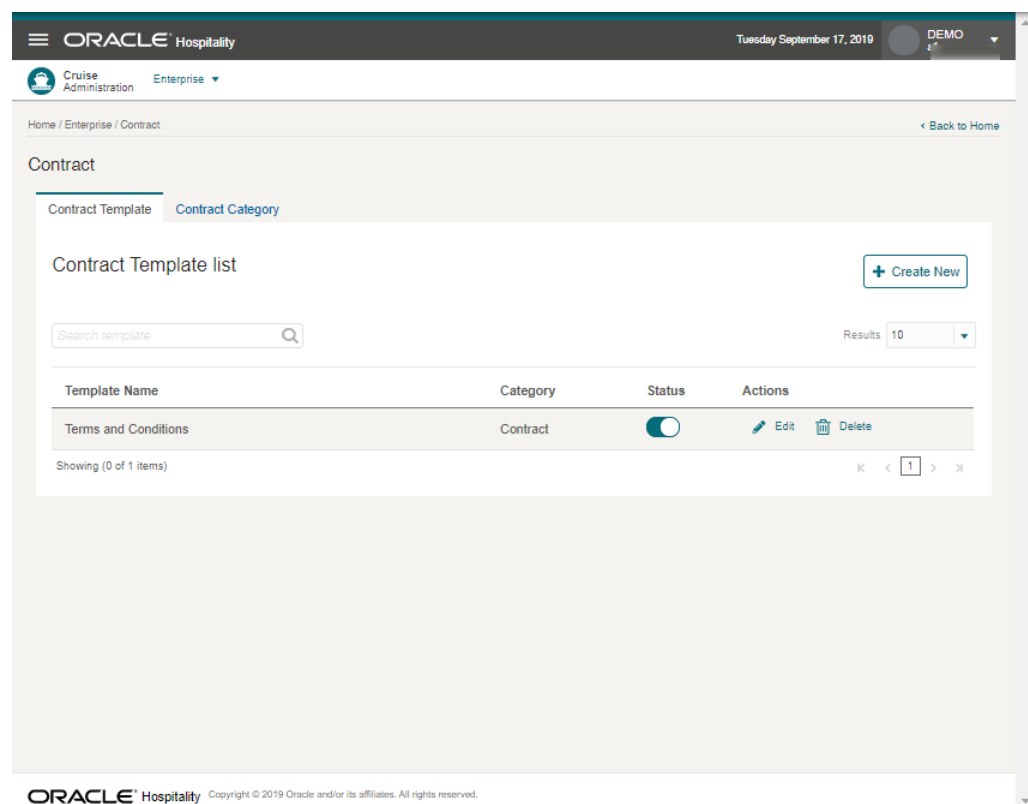


Figure 4-3 Contract Template Edit

ORACLE Hospitality Tuesday September 17, 2019 DEMO

Cruise Administration Enterprise

Home / Enterprise / Contract / Contract Template < Back to Contract

Edit Contract Template

* Template Name
Terms and Conditions

* Category
Contract + Create New Category

* Contract Details

Terms And Conditions

IMPORTANT NOTICE TO ALL GUESTS

This document is a legally binding contract between the Carrier and the Guest. All Guests are advised to read the terms and conditions set forth below ("Passage Contract") carefully. The attention of Guest is especially directed to Clauses 5, 10, 12, 15 and 16 which contain important limitations on the rights of Guest to assert claims against the Carrier, the Vessel, their agents and employees and others.

1. INTRODUCTION AND DEFINITIONS

All cruises/passages and all businesses and services undertaken by the Carrier are subject to the terms and conditions set out herein. In this Passage Contract, words importing the masculine gender shall include the feminine gender and vice versa. Words in the singular shall include the plural and words in the plural shall include the singular.

a.

For purposes of this Passage Contract the term "Carrier" shall mean Cruises, its direct and indirect holding companies, subsidiaries, fellow subsidiaries, affiliates, designees, assigns or successors, the named Vessel, any substituted vessel, and its or their owners, operators, employees, agents, charterers, tenders, launches and

Acknowledgements

☒ Terms And Conditions (Digital Validation)

I have read and agree to the Terms & Conditions

☒ Remarks

Cancel Save

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Figure 4-4 Contract Template New Category

The screenshot shows the Oracle Hospitality Cruise Administration interface. The main page is titled 'Edit Contract Template' and contains several sections: 'Template Name' (with a text input field containing 'Terms and Conditions'), 'Category' (a dropdown menu set to 'Contract' with a '+ Create New Category' link), and 'Contract Details' (a large text area containing legal terms and conditions). A modal window titled 'Create New Category' is open in the center, featuring a 'Category Name' input field and 'Cancel' and 'Save' buttons. A tooltip above the input field states: 'Enter 2 or more characters, up to a maximum of 100.' The background page also includes 'Acknowledgements' with a toggle for 'Terms And Conditions (Digital Validation)' and a 'Remarks' section.

Creating a Template

1. From the **Administration** menu, select **Enterprise**, and then select **Contract Template**.
2. On the **Contract Template** tab, click **Create New**.
3. Navigate to the **Add Contract Template** page.
4. Enter the following information and click **Save**.
 - **Template Name:** Enter the name of the template.
 - **Category:** Select the category code.
 - **Contract Details:** Enter a contract description.
 - **Terms and Conditions:** Slide to set this as mandatory. Once enabled, the guest must acknowledge the contract at check-in before proceeding to the next step.
 - **Text box:** Enter a Terms and Conditions description.
 - **Remark:** Enable if you need to show the remark in Check-In, Check-In Wizard, or Contract page.

- **Signature:** Move the slider to set this as mandatory. Once enabled, the guest must sign the contract page at check-in before proceeding to the next step.

Editing a Template

1. On the **Contract Template** tab, locate the template record and click **Edit**.
2. Navigate to the **Edit Contract Template** page.
3. Enter the relevant information and click **Save**.

Deleting a Template

To delete a Contract Template tab, locate the template record and click **Delete**.

Creating New Category in Contract Template

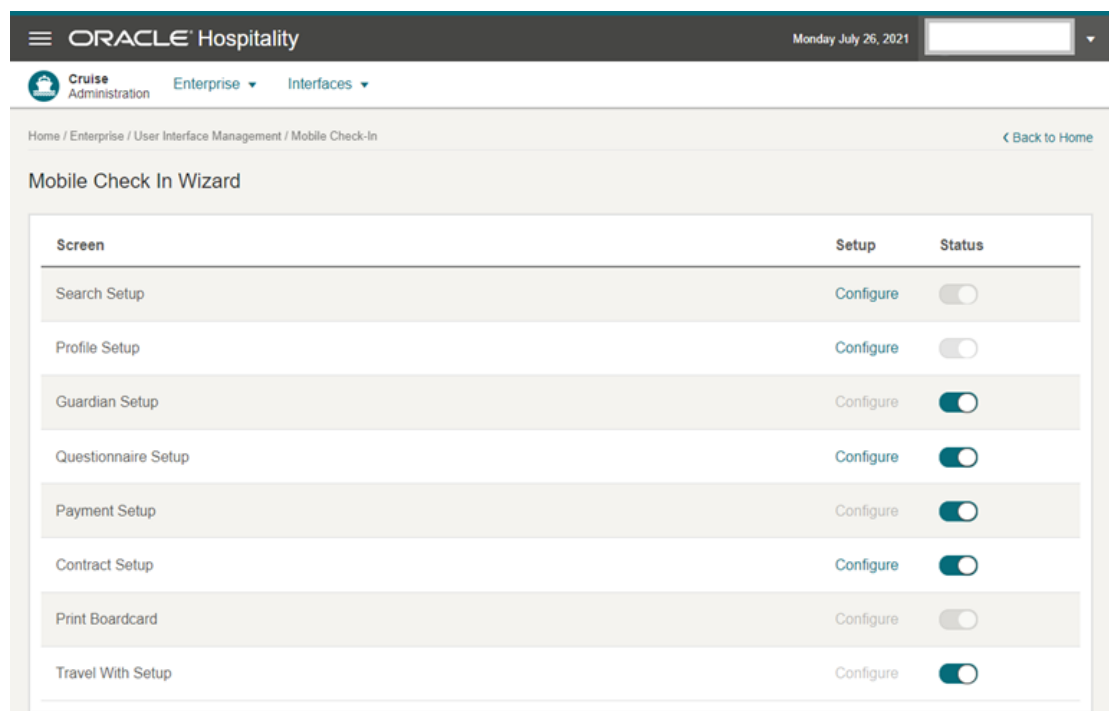
1. On the **Contract Template** tab, **Category** field, click **Create New Category**.
2. Enter the **Category name** in the Create New Category prompt and click **Save**.

5

Check-In Setup

Check-In setup enables you to configure the Mobile Check-In wizard. You can disable any of the pages or features that you do not require, for example, Print Board Card. The presentation of the Check-In wizard page follows the order of the setup and may vary depending on the default on/off.

Figure 5-1 Mobile Check In Wizard



Screen	Setup	Status
Search Setup	Configure	☐
Profile Setup	Configure	☐
Guardian Setup	Configure	☒
Questionnaire Setup	Configure	☒
Payment Setup	Configure	☒
Contract Setup	Configure	☒
Print Boardcard	Configure	☐
Travel With Setup	Configure	☒

Search Setup

This feature allows you to customize the search criteria fields. You can view the results in Check-In.

Search Criteria

- Search records according to the selected reservation status in the **Search** page and the **Check-In Wizard** page.
- Auto search takes place after you enter a number of characters in the **Check-In – Search** field.
- Search based on **Search Criteria - selected fields** only.

Result

- Return results are based on the selected fields (**Search Result - selected fields**).
- Result table fields are displayed on the **Search** page and **Check-In Wizard** page.

Figure 5-2 Edit Search Template Page

The screenshot displays the 'Edit Search Template' page in the Oracle Hospitality system. The page header includes the Oracle Hospitality logo, the date 'Monday July 26, 2021', and navigation links for 'Cruise Administration', 'Enterprise', and 'Interfaces'. The breadcrumb trail indicates the path: 'Home / Enterprise / User Interface Management / Mobile Check-In / Edit Search Template'. A 'Back to Mobile Check-In' link is also present.

The main content area is titled 'Edit Search Template' and contains the following sections:

- Template Name:** A text input field containing 'Basic Guest Search'.
- Reservation Status:** A group of checkboxes with labels 'Checked in x', 'Expected x', and 'Expected Today x'.
- Start search after:** A dropdown menu set to '3' and a label 'character(s)'.
- Select fields for Search Criteria:** A section with two columns: 'Available Fields' and 'Selected Fields'.
 - Available Fields:** Includes 'Reservation Booking Number', 'Passport Number', 'Set Sail Pass Number', and 'Middle Name'.
 - Selected Fields:** Includes 'First Name', 'Last Name', 'Cabin Number', 'Reservation External ID', and 'Board Card Number'.
 - Navigation buttons (arrow and double arrow) are located between the two columns.
- Select fields for Search Result:** A section with two columns: 'Available Fields' and 'Selected Fields'.
 - Available Fields:** Includes 'National ID Number', 'Emergency Contact Number', 'Contact Number', 'Emergency Contact Name', 'Email Address', 'Alternative Contact Number', and 'Country Of Residence'.
 - Selected Fields:** Includes 'Guest ID', 'Reservation ID', 'Last Name', 'Cabin Number', 'Date Of Birth', 'Nationality', and 'First Name'.
 - Navigation buttons (arrow and double arrow) are located between the two columns.

At the bottom right, there are 'Cancel' and 'Save' buttons. The footer contains the Oracle Hospitality logo and copyright information: 'Copyright © 2021, Oracle and/or its affiliates. All rights reserved.'

Saving the Search Template

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and select **Mobile Check-In**. Click **Configure** for the Search Setup option.
2. On the **Edit Search Setup** page, enter the **Template Name**.
3. Enter the following information and click **Save**.
 - **Template Name:** Enter the name of the template.
 - **Reservation Status:** Enter the reservation status to include in the search criteria.
 - **Start search after X character(s):** Enter the number of characters for auto search to begin.
 - **Select fields for Search Criteria:** Select the fields to include in the search criteria. Use the arrow keys to select/deselect or re-order.
 - **Select fields for Search Result:** Select the fields for the system to return the search result.

Profile Setup

This feature enables you to select the fields to show or hide, with an indicator whether the field is mandatory in the **Check-In, Check-In Wizard, Profile** page. The selected fields appear on the first page of the Check-In Wizard.

Figure 5-3 Profile Template Setup

ORACLE Hospitality Tuesday September 17, 2019 DEMO

Cruise Administration Enterprise

Home / Enterprise / User Interface Management / Mobile Check-in / Profile Setup / Create Profile Template < Back to Mobile Check-in

Create Profile Template

* Template Name

Basic Profile

Personal Details

Available Fields	Mandatory Field(s)
☒ Photo	☒
☒ Title	☒
☒ First Name	☐
☒ Middle Name	☒
☒ Last Name	☐
☒ Gender	☐
☒ Date Of Birth	☐
☒ Age	☒
☒ Nationality	☐
☒ Reservation Status	☐
☒ Stateroom Number	☒
☒ Embarkation Date	☒
☒ Embarkation Port	☒
☒ Disembarkation Date	☒
☒ Disembarkation Port	☒
☒ Account Identifier	☐
☒ Passport Number	☒
☒ National ID Number	☐
☒ Passport Issued Date	☒
☒ Passport Expiry Date	☒
☒ Passport Issued Country	☒
☒ Country Of Birth	☐
☒ Country Of Residence	☒
☒ Contact Number	☒
☒ Alternative Contact Number	☐
☒ Email Address	☐
☒ Emergency Contact Name	☒
☒ Emergency Contact Number	☒

Cancel Save

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Saving a Profile Template

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and select **Mobile Check-In**. Click **Configure** for Profile Setup.
2. On the **Create Profile Template** page, enter the **Template Name**.
3. Select the **Available Fields** check boxes you want to appear in the **Mobile Check-In**, **Check-In Wizard**, and **Profile** page. To hide fields, deselect the field check boxes.
4. Under the **Mandatory Fields** column, slide to make the field as mandatory.
5. Select the **Save** button.

Guardian Setup

The Guardian page is the second step of the Check-In wizard and is an optional set up. Turn on this feature to reveal guests who are considered minors, and require a guardian to accompany them when leaving the ship. To access the Guardian page, select **Check-In**, select **Check-In Wizard**, and then select **Guardian** page.

Questionnaire Setup

When enabled, this feature lists the active questionnaire templates that you can select to appear in the **Check-In**, **Check-In Wizard**, and **Questionnaire** page. This is an optional setup available in Step 4 of the Check-In Wizard.

Figure 5-4 Questionnaire Setup Page

The screenshot displays the Oracle Hospitality interface for the Questionnaire Setup page. At the top, the header shows the Oracle Hospitality logo, the date Thursday September 03, 2020, and a DEMO user profile. Below the header, the navigation bar includes 'Cruise Administration' and 'Enterprise'. The breadcrumb trail indicates the path: Home / Enterprise / Mobile Check-In / Questionnaire Setup. A '< Back to Mobile Check-In' link is visible. The main content area is titled 'Questionnaire Setup' and features a search and select template dropdown menu. The dropdown menu is open, showing the following options: 'General Embarkation Qu...', 'Questionnaire' (highlighted), 'Japan Template', and 'US Template'. To the right of the dropdown menu are 'Cancel' and 'Save' buttons. The footer of the page contains the Oracle Hospitality logo and copyright information: Copyright © 2020 Oracle and/or its affiliates. All rights reserved.

Selecting a Questionnaire Template to Use

From the **Administration** menu, select **Enterprise**, select **Questionnaire**, select **Questionnaire Template Setup**, select a **template** from the list of views, and then click **Save**.

Payment Setup

The Payment page is an optional setup. Turn this feature on to show the card type information and allow you to add a payee in Step 3 of the Check-In Wizard.

Contract Setup

This feature lists the active contracts enabling you to select the contract to appears in the **Check-In**, **Check-In Wizard**, and **Contract** page. This setup is optional and appears in Step 4 of the Check-In Wizard.

Figure 5-5 Contract Setup

The screenshot displays the Oracle Hospitality web interface for the 'Contract Setup' page. At the top, the Oracle Hospitality logo is on the left, and the date 'Friday August 09, 2019' and a 'DEMO' user profile are on the right. Below the header, there's a navigation bar with 'Cruise Administration' and a dropdown menu currently set to 'Enterprise'. The main content area has a breadcrumb trail: 'Home / Enterprise / Mobile Check-In / Contract Setup', with a '< Back to Mobile Check-In' link. The title 'Contract Setup' is centered. Below the title is a large white box containing a search bar with the placeholder text 'Search Template'. To the right of the search bar are 'Cancel' and 'Save' buttons. At the bottom of the page, the Oracle Hospitality logo and copyright notice 'Copyright © 2019 Oracle and/or its affiliates. All rights reserved.' are visible.

To select a contract, from the **Administration menu**, select **Enterprise**, select **User Interface Management**, select **Mobile Check-In**, select **Contract Setup** page, select a **template** from the list of views, and then click **Save**.

Print Board Card

The **Print Board Card** button is enable by default and is a mandatory page in Check-In, Check-In page.

Travel with Setup

Enabling this feature shows all travel companions at the end of the check-in process. The feature is optional.

6

Gateway Security

The **Gateway Security** setup enables you to configure the gate location and the tender boat. You can turn off any of the gate locations/tender boats that you do not require. On the **Gateway Security, Gate Settings** page, the drop-down selection only displays active gate locations/tender boats.

Gate Location

Figure 6-1 Gate Location

The screenshot displays the Oracle Hospitality Gateway Security Gate Location page. The page header includes the Oracle Hospitality logo, the date Thursday June 10, 2021, and a user profile for DEMO a1. The navigation bar shows 'Cruise Administration', 'Enterprise', and 'Interfaces'. The breadcrumb trail is 'Home / Enterprise / Gateway Security / Gate Location'. The page title is 'Gate Location'. Below the title is a search bar with the placeholder 'Search by code or name' and a 'Search' button. To the right of the search bar are links for 'Show Inactive', '10 Results', and a '+ Create' button. The main content is a table with the following columns: Code, Name, Comments, and Status. The table lists five gate locations, all with active status (indicated by a toggle switch).

Code	Name	Comments	Status
G1	Gangway Deck 1	Deck 1 - Port Side	Active
G2	Gangway Deck 2	Deck 2 - Port Side	Active
G3	Gangway Deck 1	Deck 3 - Port Side	Active
011	Gangway C	Deck C - Port Side	Active
G04	Arch of Galerius	Miami Seaside	Active

The Gate Location enables you to assign an active gate location to the **Gateway Security, Gate Settings** page. You can create a new gate location and, if the gate location is not ready in use, or no longer required, you can deactivate it by sliding the **Status** to off.

Creating a Gate Location

1. From the **Administration** menu, select **Enterprise**, select **Gateway Security**, and then select **Gate Location**.
2. On the Gate Location page, select **Create**.
3. The system navigates to the Create Gate Location page.
4. Enter the following information and click **Save**.
 - **Status:** The system default Status is active. Toggle to set this as active/inactive.
 - **Code:** Enter a unique code for the gate location.
 - **Name:** Enter the gate location name.
 - **Comment(s):** Enter gate location description. This is an optional field.

Editing a Gate Location

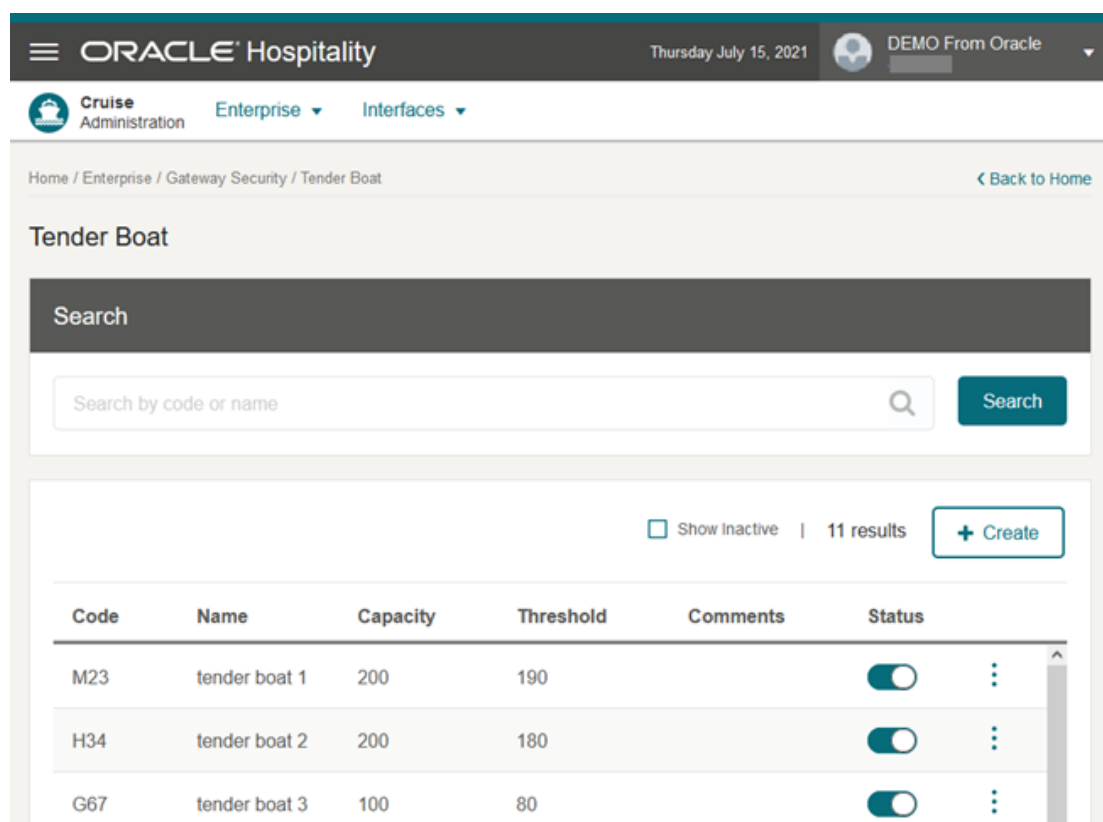
1. On the **Gate Location** page, click the **vertical ellipsis** of the gate location and then click **Edit**.
2. Click **Edit** button. This navigate to the Edit Gate Location page.
3. Update the information and click **Save**.

Searching a Gate Location

1. On the **Gate Location** page, all active gate location records are shown in the results view.
2. To lookup a gate location, enter a value in the search box then click **Search**.
3. The system shows all the matching active records in the results view.
4. To include all inactive records in the result view, select the **Show Inactive** check box.

Tender Boat

Figure 6-2 Tender Boat



The screenshot shows the Oracle Hospitality interface for the Tender Boat page. The top navigation bar includes the Oracle Hospitality logo, the date Thursday July 15, 2021, and a user profile for DEMO From Oracle. The main navigation menu shows Cruise Administration, Enterprise, and Interfaces. The breadcrumb trail is Home / Enterprise / Gateway Security / Tender Boat. The page title is Tender Boat. Below the title is a search bar with the text 'Search by code or name' and a 'Search' button. Below the search bar is a table with 11 results. The table has columns for Code, Name, Capacity, Threshold, Comments, and Status. The table contains three rows of tender boats.

Code	Name	Capacity	Threshold	Comments	Status
M23	tender boat 1	200	190		☒
H34	tender boat 2	200	180		☒
G67	tender boat 3	100	80		☒

The Tender Boat enables you to assign an active tender boat to the **Gateway Security, Tender Boat** page. You can create a new tender boat and if the tender boat is not ready for use, or no longer required, you can deactivate it by sliding the **Status** to off.

Creating a Tender Boat

1. From the **Administration menu**, select **Enterprise**, select **Gateway Security**, and then select **Tender Boat**.
2. On the Tender Boat page, click **Create**. The system navigates to the Create Tender Boat page.
3. Enter the following information and click **Save**.
 - **Status:** The system default Status is active. Toggle to set this as active/ inactive.
 - **Code:** Enter a unique code for the gate location.
 - **Name:** Enter the gate location name.
 - **Capacity:** Enter the gate location capacity.
 - **Threshold:** Enter the gate location threshold.

- **Comment(s):** Enter a gate location description. This is an optional field

Editing a Tender Boat

1. On the **Tender Boat** page, click the **vertical ellipsis** of the selected tender boat and then click **Edit**.
2. Click **Edit** to navigate to the **Edit Tender Boat** page.
3. Update the information and click **Save**.

Deleting a Tender Boat

1. On the **Tender Boat** page, click the **vertical ellipsis** of the selected tender boat and then click **Delete**.
2. Click **Delete**.
3. On the confirmation message, click **Delete** to proceed or **Cancel** to return to the previous screen.

Searching for a Tender Boat

1. On the **Tender Boat** page, all active tender boat records appear in the results view.
2. To look up a tender boat, enter a value in the search box then select **Search**.
3. The system shows all the matching active records in the results view.
4. To show all inactive records in the result view, select the **Show Inactive** check box.

7

Language Template

The Language Template option enables you to configure the languages needed to setup the questionnaire template, and the Questionnaire page in the Check-In application.

The Language Template option can be found in the **Administration menu, Enterprise, Language Template**.

Search and Enable the Language

Figure 7-1 Language Template

Language Template

Search

☒ Show Inactive | 138 Results

Code	Language Name	Status
AB	Abkhazian	☐
OM	Afan-Oromo	☐
AA	Afar	☐
AF	Afrikaans	☐
SQ	Albanian	☐
AM	Amharic	☐
AR	Arabic	☐
HY	Armenian	☐
AS	Assamese	☐

1. Navigate to the **Language Template** option where the system displays all language records from the database with disabled status on first time setup.
2. Search the language by entering the language name or language code at the search field and select the **Search** button.
3. If no matching record is found, the system displays the message, "No data to display."
4. To enable/disable the language, toggle the **Status** button on the language that you want, and the system displays the notification, "Language updated successfully."

5. To view the enabled language record, deselect the **Show Inactive** check box.

8

Questionnaire Setup

The Questionnaire setup enables you to configure the questionnaire template, category, and the authorize reason, for use in the Check-In application.

The Questionnaire Setup option can be found in the **Administration menu, Enterprise, Questionnaire** option.

The Questionnaire Setup page consists of three setup tabs:

- Questionnaire Template
- Questionnaire Category
- Authorize Reason

Questionnaire Category

Figure 8-1 Questionnaire Category List

Questionnaire

Questionnaire Template Questionnaire Category Authorize Reason

Search

Category

Search by category

Reset Search

☐ Show Inactive | 12 Results New

Category	Status
Embarkation	☒ ⋮
Immigration	☒ ⋮
SPA	☒ ⋮
Excursion	☒ ⋮
Crew Embarkation	☒ ⋮
Health	☒ ⋮

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The Questionnaire Category setup allows you to categorize the questionnaire template by group and assign it to a Questionnaire Template. You can either pre-define a category before setting up a questionnaire template or while setting up the template.

Searching for a Questionnaire Category

1. Navigate to the **Questionnaire Category** tab. All active questionnaire categories records appear in the results view section.
2. Enter the category name in the search box and select the **Search** button. The searched record appears in the results view if the record is found. Otherwise, the system returns a no result prompt.
3. Select **Reset** to clear the search box value.
4. To view an inactive category, select the **Show Inactive** check box to display all the inactive categories in the results view.

Editing a Questionnaire Category

Figure 8-2 Questionnaire Category Options

Questionnaire

Questionnaire Template Questionnaire Category Authorize Reason

Search

Category

Search by category

Reset Search

☐ Show Inactive | 13 Results New

Category	Status
Japan Embarkation	☒ ⋮
Health	☒ ⋮
Immigration	☒ ⋮

1. On the **Questionnaire Category** tab, questionnaire category record, select the **vertical ellipsis** to display the **Edit** and **Delete** option.
2. Select **Edit** and the system displays the Edit Category page.
3. You can change the category name and status (active to inactive or vice versa) if the category is not assigned to an active Questionnaire template and has no transaction history. If the category is inactive, the **Status** button is greyed out.
4. You can also change the category status from the main screen by sliding the **Status** button.

Creating a new Questionnaire Category

1. On the **Questionnaire Category** tab, click **New** to open the **Create Category** page.
2. Enter a value at the **Category** field. This is a mandatory field.
3. Click **Save**.
4. Click **Cancel** to exit the Create Category page without updating and return to the Questionnaire Category listing page.



Note:

A duplicate category name is not allowed.

Delete a Questionnaire Category

1. On the **Questionnaire Category** tab, select the category you want to delete.
2. Click the **vertical ellipsis** and select **Delete**.
3. The system displays a confirmation message, “Are you sure you want to delete this record?” Click **Delete** to remove the category from the Questionnaire Category list. If you select **Cancel**, the selected category will remain.
4. If the Category you are deleting is in use, the system displays a message, “Delete cannot be performed. Already have transaction history.”

Authorize Reason

Figure 8-3 Authorize Reason

The screenshot displays the 'Authorize Reason' setup page within the Oracle Hospitality system. The page has a header with three tabs: 'Questionnaire Template', 'Questionnaire Category', and 'Authorize Reason'. Below the tabs is a search bar with the placeholder text 'Search by authorize reason' and a magnifying glass icon. To the right of the search bar are 'Reset' and 'Search' buttons. Below the search bar is a table with two columns: 'Authorize Reason' and 'Status'. The table contains eight rows of authorize reasons, each with a status toggle (a circle with a dot) and a vertical ellipsis menu icon. A 'New' button is located to the right of the table. At the bottom of the page, there is a footer with the Oracle Hospitality logo and copyright information.

Authorize Reason	Status
Approved by Embarkation Manager	☒
Approved by Doctor	☒
Approved by Front Office Manager	☒
Approved by Hotel Manager	☒
Guest Mistakes	☒
Approved by Security Officer	☒
Guest Changed Mind	☒
Not Applicable	☒

The Authorize Reason setup allows you to create overriding reasons to use in the Questionnaire to answer the questions that trigger alerts.

Searching for an Authorize Reason

1. Navigate to the **Authorize Reason** tab to display all active records in the results view section.

2. In the search box, enter a keyword for the authorization reason and select the **Search** button. If a matching record is found, the system displays the search record in the results view. Otherwise, you are prompted with a “no record found” message.
3. Select **Reset** to clear the search box value.
4. Select the **Show Inactive** check box to display all inactive reasons in the results view.

Editing an Authorize Reason

1. Navigate to the **Authorize Reason** tab to display all the active authorize reason records in the results view section.
2. Select an **authorize reason** record, select the **vertical ellipsis** button, and then select **Edit**.
3. In the **Edit Authorize Reason** page, change the authorize reason name and select **Save**. You can change the authorize reason name that has no transaction history, otherwise, the system displays an error message.
4. You can change the authorize reason status from active to inactive or vice versa.
5. Also, you can enable/disable the authorize reason status from the main screen by sliding the **Status** indicator or select the **vertical ellipsis** for more options.

Creating a New Authorize Reason

1. On the **Authorize Reason** tab, select **New** to open the **Create Authorize Reason** page.
2. Enter the value at the **Authorize Reason field**. This field is mandatory.
3. Click **Save**.

 Note:

A duplicate authorize reason name is not allowed.

4. Click **Cancel** to exit without updating and return to the Authorize Reason listing page.

Deleting an Authorize Reason

1. At the **Authorize Reason** tab, select the category to delete.
2. Click the **vertical ellipsis** followed by **Delete**.
3. The system displays the confirmation message “Are you sure you want to delete this record?”. Click **Delete** to proceed or click **Cancel** to return to the previous page.
4. If the authorize reason is in use, the system displays a message “Delete cannot be performed. Already have transaction history.”

Questionnaire Template

Figure 8-4 Questionnaire Template

Questionnaire

Questionnaire Template | Questionnaire Category | Authorize Reason

Search

Template Name:

Category:

☐ Show Inactive | 8 results

Template Name	Category	Status
Singapore Embarkation Questionnaire	Embarkation	☒ ⋮
General Embarkation Questionnaire	Health Conditions	☒ ⋮
General Crew Embarkation Questionnaire	Embarkation	☒ ⋮
Safety and Health Questionnaire	Embarkation	☒ ⋮
Spa Consultation Questionnaire	Crew Embarkation	☒ ⋮
Immigration Questionnaire	Holland Category	☒ ⋮

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The Questionnaire Template setup is where you create and manage the questionnaire templates.

Searching for a Questionnaire Template

1. Navigate to the **Questionnaire Template** tab to display all the active questionnaire template records in the results view section.
2. Enter the questionnaire template name in the search box and click **Search**. The system displays the search record at the results view if found. Otherwise, it prompts “You have no search results yet.”
3. Clicking **Reset** clears the value in the search box.
4. To search by questionnaire category, go to the **Category** option and select a questionnaire category from the drop-down menu. The system displays the questionnaire template assigned to the selected questionnaire category.
5. To view an inactive Questionnaire Template, select the **Show Inactive** check box to display all the inactive questionnaire templates in the results view.

Editing a Questionnaire Template

1. Navigate to the **Questionnaire Template** tab to display all the active questionnaire template records in the results view section.
2. On the questionnaire template record, click the **vertical ellipses** button and then click **Edit**.
3. On the Edit Questionnaire Template screen, you can change the questionnaire template content and status from active to inactive or vice versa, if the template is not in use or has and no transaction history.
4. If the questionnaire template has a transaction history, modifications of the contents is not allowed.
5. You can also change the questionnaire template status from the main screen by sliding the **Status** button.

Creating a New Questionnaire Template

1. On the **Questionnaire Template** tab, click the **New** button. The system displays the **Create Questionnaire Template** page.
2. Enter the value in the **Template Name** field. This is a mandatory. Make sure the new template name does not exist before.
3. In the Category field, select the pre-configured questionnaire category from the drop-down menu. You can also create a new questionnaire category by selecting the **Create New Category** option, which brings up the Create New Category page.
4. There are four sections in the **Configuration** page:
 - Add Title for Questionnaire (optional)
 - Add Question Group (optional)
 - Add Question (mandatory)
 - Add Acknowledgement (optional)

Add Title for Questionnaire (optional)

Figure 8-5 Questionnaire Title

The screenshot shows a web-based form titled "Add Title for Questionnaire". It contains two main input areas. The first, labeled "* Title", includes a toolbar with options like Normal, Bold, Italic, Underline, and a text box with the content "Embarkation Questionnaire". The second, labeled "Description", also has a similar toolbar and a text box containing the text "As part of the ABC cruise, all the passenger are requires to answer all the questions that listed in this questionnaire." At the bottom right of the form are two buttons: "Cancel" and "Save".

This configuration section allows you to define the questionnaire title and description for the questionnaire template, and is optional.

There are two sections within the Add Title for Questionnaire.

- **Title:** Title of the questionnaire template, which is a mandatory field.
- **Description:** A brief explanation of the questionnaire template that is optional.

Add Question Group (optional)

This function sets up the question group and allow you to create questions for the group.

1. On the **Add Question Group** field, enter the question group name and click **Save**.
2. Clicking **Cancel** exit you from the Add Question Group page.

Once the question group is saved, the Add Question option appears allowing you to create and link question(s) to the question group. You can make changes to the question group using the vertical ellipsis button. See [Add Question](#) section

Add Question

Figure 8-6 Questionnaire Add Question with trigger

Add Question

* Question
Do you have the following symptom?

* Answer Type
Multiple Selection

* Answer Display Method
☒ vertical ☐ horizontal

☐ Vomiting Delete Trigger

Trigger Message
Check In cannot proceed. Please assist the passenger to consult the Dr. clinic. Edit

☐ Headache Delete Trigger

☐ Flu Add Delete Trigger

☒ Add an "Other" Answer Option or Comment Field

* Answer Label
Others (please specify)

Cancel Save

The Add Question option creates a question without linking it to a question group. The system opens the Add Question section after you select the **Add Question** option from either the Question Group or directly from the Add Question option.

To add a question, enter all the required information, then click **Save** or **Cancel** to exit without saving.

**Note:**

The **Save** button is disabled if the answer row is empty. You can either delete it or fill in the information.

- **Question** – Field in which to enter the question.
- **Answer Type** – Select the type of answer: single or multiple selection or free text answer.
- **Answer Display Method** – Option to display the answer vertically or horizontally.
- The Answer field is where you can specify the available answer to the question.
- **Delete** – Option to delete the answer.
- **Add** – Option to create/add more answer.
- **Trigger** – Option to define the answer will have an answer trigger notification with user definable message.
- **Add an “Other” Answer Option or Comment Field** – Option for answer that requires a free text input. Select the check box to enter the description on the answer label field.

You can also edit, copy, delete, and set a language for the question using the options under the vertical ellipsis.

Add Acknowledgement

The Add Acknowledgement section allows you to defines the acknowledgement description or disclaimer as an option.

To enable, slide the **Acknowledgment** indicator and the signature indicator in the respective section. Proceed to enter the title and description and then select **Save**.

After saving the template, you can preview the questionnaire by selecting **Preview** and the language that you want to display.

Figure 8-7 Acknowledgement for Questionnaire

Manage Acknowledgement for Questionnaire

☐ Acknowledgement

***Title**

Normal **A** **B** *I* U **≡** **≡** **≡**

Acknowledgement

***Description**

Normal **A** **B** *I* U **≡** **≡** **≡**

I, hereby acknowledged the above given answers in this questionnaire are true and without any obligation.

☐ Signature

Copy Template Cancel Preview Save

Copying Questionnaire Template

1. On the **Questionnaire Template** tab, search for the existing questionnaire template you want to copy.
2. On the **result view**, select the **questionnaire template**, select the **vertical ellipsis**, and then select **Copy**.
3. The system displays the Copy Questionnaire Template page, and the template name has “- copy” appended to the selected template name.
4. Make the necessary changes to the copied template and click **Save**.

Deleting Questionnaire Template

Deleting an existing questionnaire template is only allowed when the template is not linked to an account.

1. On the Questionnaire Template tab, search for the questionnaire template you want to delete.
2. Select the **questionnaire template**, and select the **vertical ellipsis**, and then select **Delete**.

3. The system displays the confirmation message “Are you sure you want to delete this record?”. Select **Delete** to proceed or click **Cancel** to return to the previous page.
4. If the selected questionnaire template has a “use history”, then deleting this template displays an alert with the following message: “Delete cannot be performed. Already have transaction history.”

Viewing Questionnaire Template

This function allows you to view an existing questionnaire template.

1. On the Questionnaire Template tab, search the questionnaire template you want to view.
2. On the ellipsis button, select **View**. This opens the View Questionnaire Template page.
3. Modifications to the template are not allowed. You can only copy or preview the template.

Creating Questionnaire Template with Multiple Languages

This function allows you to create a questionnaire template with multiple languages. Before you set up the questionnaire in multiple languages, you must enable the languages allowed in the questionnaire template.

To enable the languages, see the [Language Template](#) section.

Below are the questionnaire template sections where you can set up the multi languages:

- Add Title and Description
- Add Question Group
- Add Question
- Add Acknowledgement and Description

To configure the template in other languages, follow these steps.

1. On the Questionnaire Template tab, search for the questionnaire template you want to edit.
2. Navigate to the vertical ellipsis button and select **Edit**. This brings up the Edit Questionnaire Template page.
3. Go to the **Title** section, select the **vertical ellipsis**, followed by the **Language** option. This brings up the Manage Languages page.
4. On the Manage Languages page, the default language refers to the language used to setup the questionnaire template. You can view templates in other languages if they are enabled in **Language Template** setup.
5. Enter text in the text boxes according to the language you selected and then click **Save**.
6. After updating all descriptions in other languages, you can view the questionnaire in the languages that you configured using the **vertical ellipsis** button.

Figure 8-8 Questionnaire in Multi Language

Edit Questionnaire Template

Status ☒

* Template Name

General Embarkation Questionnaire

* Category

Health & Safety

Create New Category

Manage Title for Questionnaire

* Title

Normal A B I U

Questionnaire for General Embarkation Passengers

Description

Enter questionnaire description

Edit

Delete

Language

Figure 8-9 Managing Languages

The image shows a 'Manage Languages' dialog box with a dark header bar containing the title and a close button. The main area is divided into three sections, each representing a language. Each section has a 'Languages' column with a button, a 'Title' column with a text input field, and a 'Description' column with a larger text input field. The first section is for 'Default' with the title 'Questionnaire for General Embarkation Passengers'. The second section is for 'Japanese' with the title '一般乗客へのアンケート'. The third section is for 'Arabic' with the title 'استبيان ركاب الركوب العام'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Languages	Title	Description
Default	Questionnaire for General Embarkation Passengers	
Japanese	一般乗客へのアンケート	
Arabic	استبيان ركاب الركوب العام	

Cancel Save

9

Credit Card Terminal

The Credit Card Terminal function enables you to assign a credit card terminal for use in credit card registration or transactions that require a card to be presented. You can create a credit card terminal and assign a device area to identify the location of the credit card terminal.

Configure Card Terminal

Figure 9-1 Credit Card Terminal Listing

The screenshot shows the 'Credit Card Terminal' listing page in the 'Cruise Administration' system. The breadcrumb trail is 'Home / Interfaces / Interface Devices / Credit Card Terminal'. A search bar is present with the placeholder text 'Search by Terminal ID, Terminal Label, Device Area'. Below the search bar, there is a table with one result. The table has three columns: 'Terminal ID', 'Terminal Label', and 'Device Area'. The single row shows '456667', 'CA TERMINAL 01', and 'Oceaneer Club'. To the right of the table, there is a '+ Create' button and a '1 Results' indicator.

Terminal ID	Terminal Label	Device Area
456667	CA TERMINAL 01	Oceaneer Club

The section below describes the steps to configure, edit, delete, and search for a credit card terminal.

Creating a Credit Card Terminal

1. From the **Administration** menu, select **Interfaces**, select **Interface Devices** and then select **Credit Card Terminal**.
2. On the **Credit Card Terminal** page, click **New**.
3. The system navigates to the **Create Credit Card Terminal** page.
4. Enter the following information and click **Save**.
 - **Terminal ID:** Enter the terminal identifier number provided by the vendor. You can also locate this number on the actual card reader device.

- **Terminal Label:** Enter the label or description of the terminal.
- **Device Area:** Select the physical location of the terminal. The location is set up in *OHC Administration, Administration menu, Itinerary Setup, Locations*. This is an optional field

Editing a Credit Card Terminal

1. On the **Credit Card Terminal** page, select the **vertical ellipsis** of the selected Credit Card Terminal.
2. On the selected record, click **Edit** to navigate to the **Edit Credit Card Terminal** page.
3. Update the information and click **Save**.

Deleting a Credit Card Terminal

1. On the **Credit Card Terminal Listing** page, click the vertical ellipsis of **Credit Card Terminal** you want to delete.
2. On the selected record, click **Delete**.
3. On the confirmation message, select **Delete** to proceed or **Cancel** to return to the previous screen.

Searching for Credit Card Terminal

1. On the **Credit Card Terminal Listing** page, all Credit Card Terminal records are shown in the results view.
2. To look up a **Credit Card Terminal**, in the search box field, enter either a **Terminal ID**, **Terminal Label**, or **Device Area** and select **Search**.
3. The system shows all matching records in the results view.

Part II

Using Cruise Property Management System

This part of the Cruise Property Management System contains information for end-users.

**Note:**

The natural orientation of the camera on MICROS 721 device is landscape orientation.

10

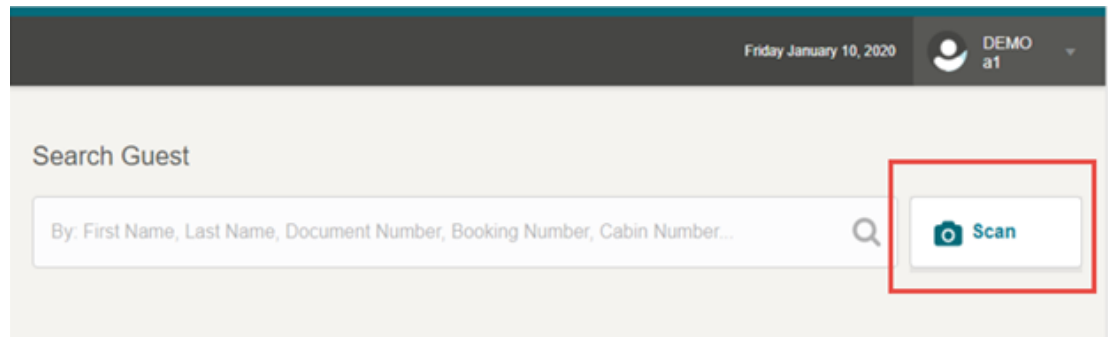
Search Guest

The Search Guest page provides the functionality to search for a guest profile. The search criteria is based on the configuration entered in **Administration, Enterprise, User Interface Management, Mobile Check-In, Search Setup**.

There are two methods to search for a guest profile: by scanning the travel document or using the manual search.

Search Guest by Scanning the Travel Document

Figure 10-1 Search Guest - Scan Document



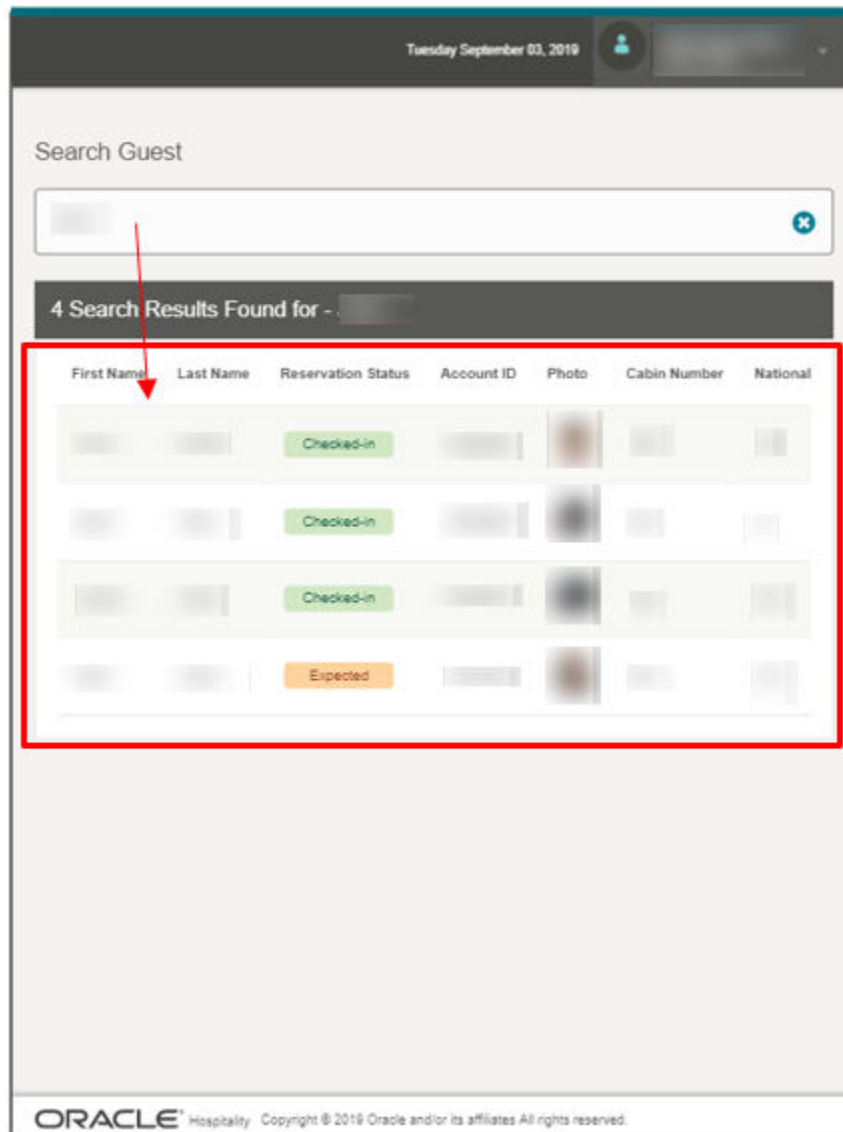
1. On the **Search Guest** page, select **Scan**.
2. On the **Show Your Travel Document** page, place the travel passport image near the camera.
3. If the scanned passport details match the guest, the system brings up the guest's profile page.

Search by Scanning RFID Card

1. On the Search Guest page, without placing the cursor at the search guest field, place the RFID card at the tablet RFID sensor.
2. If the scanned RFID card number matches a guest, the system brings up the profile page or a list view if you are searching from the Guardian or Payment tab.

Search Guest Profile Manually

Figure 10-2 Search Guest Page



To search for a guest,

1. Enter the guest name in the search field. The application searches and matches the searched guest with the stored guest profile.
2. To reset the searched value, click the **X** button.
3. To select the guest, double tap on the guest record. This opens the guest profile page.

11

Profile

The Profile page displays all details of the selected guest from the search page with data imported from the reservation system. You can make changes to any editable fields. On the Profile page, there are two sections that display the profile details.

- **Reservation Details:** Details of the reservation. This information is for view only. Editing is not allowed.
- **Profile Details:** Details of the profile with mandatory fields marked with asterisk.

Figure 11-1 Profile Details

Guest Check In Wednesday September 04, 2019

1 Profile 2 Payment 3 Contract 4 Check-in

PROFILE



 **Edit Photo**

Status
Expected

Cabin Number

Embarkation Date
20-Aug-2019

Embarkation Port

Disembarkation Date
20-Aug-2019

Disembarkation Port

Title * First Name

Ms.

Middle Name * Last Name

* Gender * Date Of Birth

* Age * Nationality

* Passport Number * Passport Number

* Passport Issued Date * Passport Expiry Date

* Passport Issued Country * Country Of Birth

Email Address Emergency Contact Name

Cancel Next

Table 11-1 Reservation Details

Field	Description
Status	Reservation Status – Based on the Configuration Search template setup
Cabin Number	Guest Cabin Number
Embarkation Date	Guest Embarkation/Check-In Date
Embarkation Port	Embarkation Port/Harbor
Disembarkation Date	Guest Disembarkation/Check-Out Date
Disembarkation Port	Disembarkation Port/Harbor

Table 11-2 Profile Details

Field	Description
Title	Guest Title
First Name	Guest First Name
Middle Name	Guest Middle Name
Last Name	Guest Last Name
Gender	Gender selection
Date of Birth	Guest Date of birth
Age	Auto-populate based on the guest date of birth
Nationality	Guest Current Nationality
Document Type	Travel Document type used for this checked in
Document Number	Travel Document number of the selected document type
Document Issued Date	Issued date of the Travel Document
Document Expiry Date	Expiry date of the Travel Document
Document Issued Country	Country of issuance for this Travel Document
Country of Birth	Guest Place of Birth
Country of Residence	Guest Current Country of residence
Contract Number	Guest contact number
Alternative Contact Number	Alternative contact number
Email Address	Guest email address
Emergency Contact Name	Detail of emergency contact person

Editing Profile Details

1. On the Profile page, select the editable field to enter a new value.
2. Click **Next** to continue to the next page. You cannot proceed further if the mandatory fields are blank.

Uploading/Changing a Profile Picture

1. Click the **Edit Photo** link.
2. Click the **Take Photo** to activate the camera and capture the photo. To retake the photo, click **Take Again**.
3. Click the **Save Photo** to save and then click the **X** to exit the page.

Canceling a Checked-In Reservation

You can cancel a checked-in reservation by clicking **Cancel**, followed by **Yes** at the “Do you want to cancel?” prompt. This saves all the data and returns you to the Search page. If **No** is selected, it returns you to the current page.

Overwrite Profile Details with Scanned Passport

Figure 11-2 Verify Scanned Passport Details

Confirmation

×

Comparison of existing and new value(s):

Field	Existing Value	New Value
First Name	GAO	GAO
Middle Name		
Last Name	GAO	GAO
Gender	Male	Male
Date of Birth	1987-09-29	1987-09-29
Nationality	China	China
Passport Number	G4884796	G4884796
Passport Issued Date	2019-03-01	2019-03-01
Passport Expiry Date	2029-03-01	2029-03-01
Passport Issued Country	China	China

Are you sure you want to populate the document data in the screen?

Cancel

Populate

1. If the profile retrieved is through passport scanning, the Confirmation dialog will list the changes in two columns - **Existing Value** versus **New Value**. You must confirm whether to overwrite the profile information with the scanned passport details or not.
2. The scanned passport details populate onto the profile fields when you select **Populate**.
3. To retain the existing profile details, click **Cancel**.

4. On the Profile screen, if you want to re-scan the passport, click **Scan** to initiate the camera function.
5. Place the passport near the camera and select the **Capture Image** button. A progress bar show “Scanning in Progress”, followed by a confirmation dialog once the passport details are scanned successfully.

12

Guardian

The Guardian page is only visible when the guest is a minor, which allows you to assign one or more guardians to the minor. This page is not applicable if the guest is above the defined age of a minor. You can use one of these following options to search for a guardian:

- **Manual Search:** Search for a guardian profile manually by entering the First Name, Last Name, and other relevant information. The search criteria fields can be watermarked from the **Check-In – Search Template** setup.
- **Scanning RFID Card:** Search for guardians using their RFID cards. See section [Search by Scanning RFID Cards](#)
- **Travel With:** Retrieves all guest profiles that have the same booking or stateroom number.

Figure 12-1 Search and Add Guardian Page

Guest Check In Wednesday September 04, 2019

1 **2** 3 4 5
Profile Guardian Payment Contract Check-in

Search and Add Guardian

By: First Name, Last Name, Document Number, Booking Number, Q

OR Travel With

Cancel Next

To add a guardian, select the guardian profile using the **+Add** button from the returned result page or scan the guardian RFID card. See section [Search by Scanning RFID Cards](#)

Figure 12-2 Assigned Guardian List

First Name	Last Name	Reservation Status	Account ID	Photo	Cabin Number	Nationality
[Placeholder]	[Placeholder]	[Placeholder]	[Placeholder]	[Placeholder]	[Placeholder]	[Placeholder]

To remove a guardian, in the Guardian section, select the guardian profile and then click the **X** of the selected profile.

Once you have confirmed the Guardian Information, click **Next** to complete the Guardian page.

13

Questionnaire

The Questionnaire page displays a set of questions the guest is required to read and answer during check-in. The Questionnaire page is enabled in the Administration module under **Enterprise, User Interface Management, Mobile Check-In, Questionnaire** option.

Figure 13-1 Questionnaire Page

Guest Check In Tuesday November 24, 2020 DEMO a1

Profile Questionnaire Payment Contract Check-in

Questionnaire Language: Default

Embarkation Questionnaire
As part of the ABC Cruise line embarkation standard operation procedure, all the passengers would required to answer all the questions that listed in this questionnaire.

Where do you find out about the ABC Cruise?

- ☐ Travel Agent
- ☐ Newspaper
- ☐ Magazine
- ☐ Website
- ☐ Word of mouth
- ☐ Others (please specify)

How was your booking managed?

- ☐ Travel Agent
- ☐ Cruise Company Website
- ☐ Call/Write in to Cruise Company
- ☐ Others (please specify)

Cancel Save Next

To answer the presented questionnaire:

1. Select the answer under each question.
2. Scroll up or down to view all the questions.
3. If the **Acknowledgement** and **Signature** options are enabled, the guest must sign on the signature pad, select the **Acknowledgement** check box, and then click **Save**. All questions in the acknowledged section must be answered/acknowledged.

4. Clicking **Save** prompts a confirmation message box. Click **Yes** to save or **No** to cancel the save action.

 Note:

You cannot alter the answers once the questionnaire is saved.

5. The **Next** option is enabled once all the questions are answered and the exclamation mark is cleared.
6. To view the answer marked with an exclamation, select the exclamation mark and the Answer Alert Message pops up indicating the reason. Click the **X** to close the message box.
7. To authorize answers with an exclamation mark, click **Authorize** to open the **Authorization** screen. This requires you to input a username and password.
8. If the log in is successful, the system opens the **Select Authorize Reason** page. Select the reason from the drop-down list. The **Save** button is enabled when all questions are answered.
9. The **Authorized** button is enabled when the answers are authorized with reasons. Selecting **Authorized** opens the **Authorized Details** page allowing you to view the reason, authorized/modified by, and the user name with date and time stamp.
10. Selecting the **Unauthorized** option removes the authorized reason and sets the question with an exclamation mark.
11. The **Next** button is enabled only when all the answers with exclamation marks are authorized. Click **Next** to go to the next page.
12. The default language is based on the setting defined in Questionnaire setup. You can change the language by clicking the **Language** option to bring up the **Search and Select Language** page.

Figure 13-2 Questionnaire Pending Authorization

Guest Check In Friday August 13, 2021 DEMO a1

1 Profile 2 **Questionnaire** 3 Payment 4 Contract 5 Check-in

Questionnaire Language: Default

Safety

Do you carry the following items?

☒ Firearms

☐ Flammable Liquid

☐ Knife or Sword

☐ Others (please specify)

Do you bring fruits, vegetables, plants, seeds and foods?

☐ Yes

☒ No

Do you visited Africa or South Africa in past 6 months?

☐ Yes

☒ No

Health

Do you have the following sickness?

Authorize Cancel Save Next

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Payment

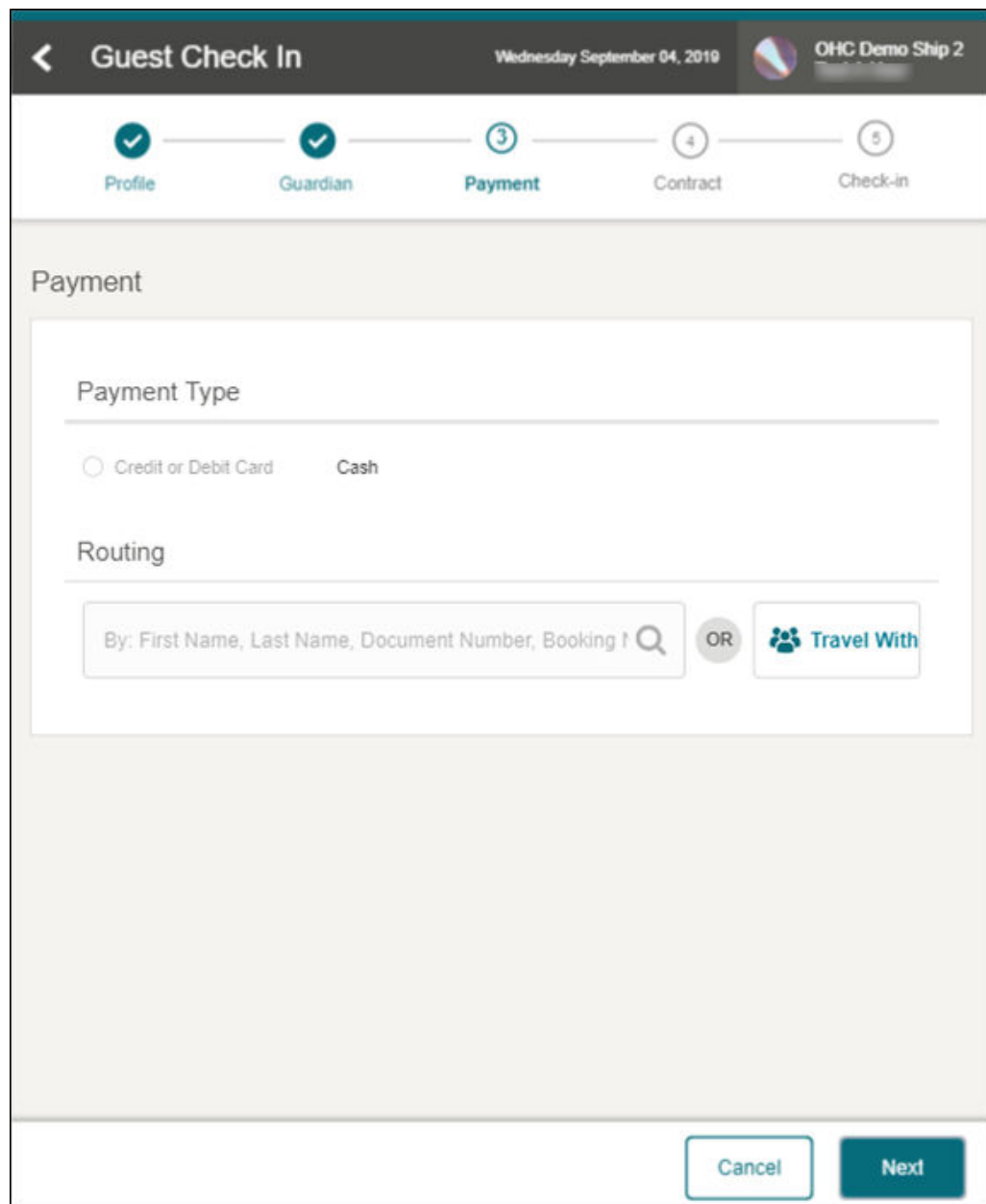
The Payment page enables you to select a payment type that guests will use to settle their account. You can also set up the routing instruction on this page.

Payment Type

In the Payment Type section, there are two options you can select: Credit / Debit Card and Cash. The default selection is the Credit Card or Debit Card, with the credit card information taken while making the reservation.

To change from the default Credit or Debit Card payment type to Cash, select the **Cash** option.

Figure 14-1 Payment Page



The screenshot displays the 'Guest Check In' interface. At the top, a dark header bar contains a back arrow, the title 'Guest Check In', the date 'Wednesday September 04, 2019', and a logo for 'OHC Demo Ship 2'. Below the header is a progress bar with five steps: 'Profile' (checked), 'Guardian' (checked), 'Payment' (active, circled in 3), 'Contract' (circled in 4), and 'Check-in' (circled in 5). The main content area is titled 'Payment' and contains two sections. The 'Payment Type' section has a horizontal line and two radio button options: 'Credit or Debit Card' (selected) and 'Cash'. The 'Routing' section has a horizontal line and a search input field with the placeholder text 'By: First Name, Last Name, Document Number, Booking #' and a magnifying glass icon. To the right of the search field is an 'OR' button and a 'Travel With' button with a group icon. At the bottom right of the form are two buttons: 'Cancel' and 'Next'.

Guest Check In

Wednesday September 04, 2019

OHC Demo Ship 2

Profile Guardian **Payment** Contract Check-in

Payment

Payment Type

☒ Credit or Debit Card ☐ Cash

Routing

By: First Name, Last Name, Document Number, Booking #

Cancel Next

Adding Credit Card Terminal for Credit/Debit Card Option

Figure 14-2 Credit Card Payment Type for Credit/Debit Card Option

< Guest Check In Wednesday January 06, 2021 dem

Profile **Payment** Contract Check-in

Payment For SF 1 OPI Test Cabin:(1056)

Payment Type

☒ Credit or Debit Card ☐ Cash

Selected Credit Card Terminal

Terminal A Change Credit Card Terminal

Credit / Debit Card Number

XXXXXXXXXXXX1072 New Card

* Expiry Date Name on Card

29/12 OPI Test SF 1

Routing

By: First Name, Last Name, Document Number, Booking Num OR Travel With

Figure 14-3 Credit Card Terminal Selection

Select a Credit Card Terminal

Device Area

Select a device area

* Terminal

Select a terminal

Cancel Select Terminal

To set up payment type by Credit or Debit Card:

1. Select the **Credit/Debit Card** option.
2. Click the **Change Credit Card Terminal** button to select a credit card terminal.
3. At the Select a Credit Card Terminal screen, select the **Device Area** and **Terminal** from the drop-down list.
4. Click **Select Terminal** button. The Credit Card Terminal selected successfully appears on screen.
5. To proceed to add the new credit/debit card, click the **New Card** button.

 Note:

The information is sent to OPI WebAPI to initiate the credit card registration process once you register the new credit card.

6. A “Registered Credit Card successfully” message appears, showing the credit/debit card number, credit card type, expiry date, and name on card.

 Note:

If the registration fails, the system prompts ‘New credit card registration is failed’ or any error based on the response from OPI WebAPI.

7. Select the **Save & Continue** button to proceed to the next step.

Changing Credit Card Terminal with registered Credit/Debit Card.

The application allows you to change the device area or terminal during registration. However, you must ensure the existing information remains the same when doing so.

1. On the Payment screen, select the **Change Credit Card Terminal**.
2. When the Credit Card Terminal screen with existing selections pops up, select a **Device Area** and **Terminal** from the drop-down list.
3. Click the **Select Terminal** button to refresh the Credit Card Terminal information.
4. The system displays the “*Credit card terminal changed successfully*” message showing the refreshed Credit or Debit Card details on screen.
5. Click **Save & Continue** to proceed to the next step.

Routing

Figure 14-4 Routing Page

ID	Disembark Date	Cabin Number	Reservation Status	Embark Date	
	2019-10-15		Expected	2019-08-08	+ Add
	2019-09-15		Expected	2019-08-08	+ Add
	2019-09-15		Expected	2019-08-08	+ Add
	2019-09-15		Expected	2019-08-08	+ Add

The Routing option allows you to assign a payer profile to the guest you are checking in.

To assign a payer profile,

1. Manually search for the guest record or click the **Travel With** button.

2. Scroll to the right of the search result page and click the **+Add** button of the payer you want to assign.
3. You can now see the added profile in the **Paid by** section.

Figure 14-5 Routing Profile

The screenshot shows a 'Payment' form with the following sections:

- Payment Type:** Radio buttons for 'Credit or Debit Card' and 'Cash' (selected).
- Routing:** A section containing a table of assigned profiles.
- Paid by:** A section below the routing table.

The table in the 'Routing' section has the following columns: First Name, Last Name, Photo, Reservation ID, Account ID, Disembark Date, and Cabin Number. A red box highlights the first row of data, which contains a redacted first name, a redacted last name, a redacted photo, a redacted reservation ID, a redacted account ID, the date '2014-09-14', and a redacted cabin number.

4. To remove the profile from routing, click the **X** button of the assigned profile.

15

Contract

The Contract page displays the Contract Terms and Condition for the guest to read and agree at the point of check-in. The Contract is set up in the Administration module under the **Enterprise, User Interface Management, Mobile Check-In, Wizard Setup, Contract** option.

Figure 15-1 Cruise Contract Page

The screenshot shows a mobile application interface for 'Guest Check In'. At the top, there's a header bar with a back arrow, the title 'Guest Check In', the date 'Wednesday September 04, 2019', and a user profile icon with the text 'OHC Demo Ship 2 Test A User'. Below the header is a progress bar with five steps: Profile, Guardian, Payment, Contract (highlighted with a blue circle and number 4), and Check-in (numbered 5). The main content area is titled 'Contract' and contains a section 'Cruise Contract' with the following text:

Terms And Conditions

IMPORTANT NOTICE TO ALL GUESTS

This document is a legally binding contract between the Carrier and the Guest. All Guests are advised to read the terms and conditions set forth below (Passage Contract) carefully. The attention of Guest is especially directed to Clauses 5, 10, 12, 15 and 16 which contain important limitations on the rights of Guest to assert claims against the Carrier, the Vessel, their agents and employees and others.

1. INTRODUCTION AND DEFINITIONS

All cruises/passages and all businesses and services undertaken by the Carrier are subject to the terms and conditions set out herein. In this Passage Contract, words importing the masculine gender shall include the feminine gender and vice versa. Words in the singular shall include the plural and words in the plural shall include the singular.

a. For purposes of this Passage Contract the term Carrier shall mean Cruises, its direct and indirect holding companies, subsidiaries, fellow subsidiaries, affiliates, designees, assigns or successors, the named Vessel, any substituted vessel, and its or their owners, operators, employees, agents, charterers, tenders, launches and related facilities. All rights, defences, immunities and limitations of liability of Carrier set forth herein shall also inure to the benefit of all of the Carriers concessionaires, facilities, independent contractors or other service providers, whether at sea or ashore, including but not limited to shore excursion or tour operators, retail shop personnel, any affiliated or related companies, parents, subsidiaries, successors, assigns or fictitiously named entities, all suppliers, shipbuilders, component part manufacturers, and its or their owners, operators, managers, charterers, agents, pilots, officers, crew, servants and employees, who shall have no liability to the Guest, either in contract or in tort, which is greater than or different from that of the Carrier.

b. The term Cruise means all water transportation aboard the Vessel and the Vessels tenders from the port of embarkation to the port of final destination which Carrier agree to provide to Guest pursuant to this Passage Contract.

At the bottom right of the screen are two buttons: 'Cancel' and 'Next'.

Check In Guest with Contract Terms

To check in a guest that requires a contract acknowledgement:

1. Select **I agree to all terms and conditions**. An asterisk beside the Terms and Conditions caption means an acknowledgment is required.
2. Enter a comment in the **Remarks** field, if any.

3. If the **Signature** option is enabled in the contract, the guest must sign on the signature pad before you can click the **Save** button.
4. Click the **Next** button to proceed to the Check-In page.

Figure 15-2 Contract Acknowledgement



The form is titled "Contract Acknowledgement" and contains the following elements:

- A red asterisk (*) indicating a required field.
- A checked checkbox with the text "I have read and agree to the Terms & Conditions".
- A text input field labeled "Remarks".
- A red asterisk (*) indicating a required field.
- A label "Signature" next to a large, empty rectangular box for a signature.
- At the bottom right of the signature box, there are two links: "Clear" and "Save".

 Note:

You can skip this section if the contract acknowledgement is set up as optional.

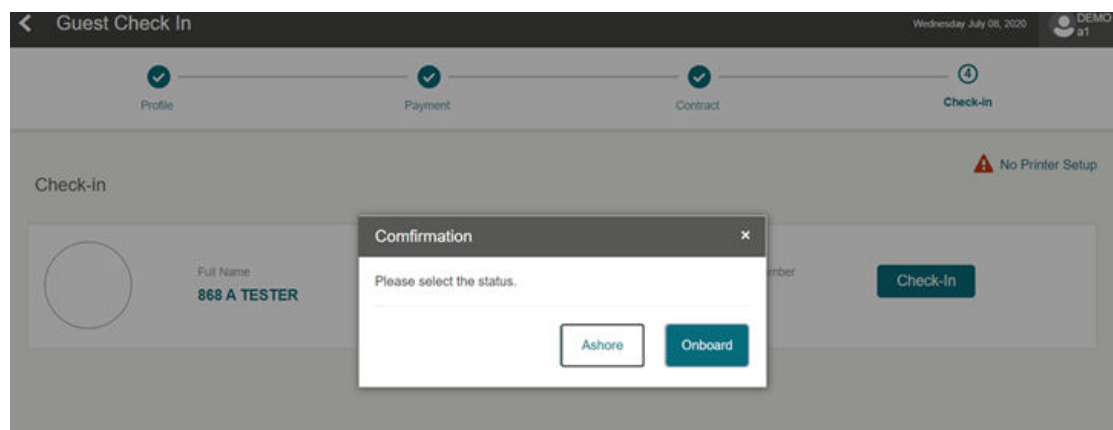
16

Check-In

The Check-In page is the last step in the check-in process if there are no traveling companions linked to the guest. The page displays the details of the guest you are checking in and provides an option to print or renew a board card before completing the check-in.

After successfully checking in the guest, and if the parameter is set to allow manual selection of the person's onboard or shore status, a confirmation box prompts you to select the guest as either Onboard or Ashore.

Figure 16-1 Check In Confirmation Page

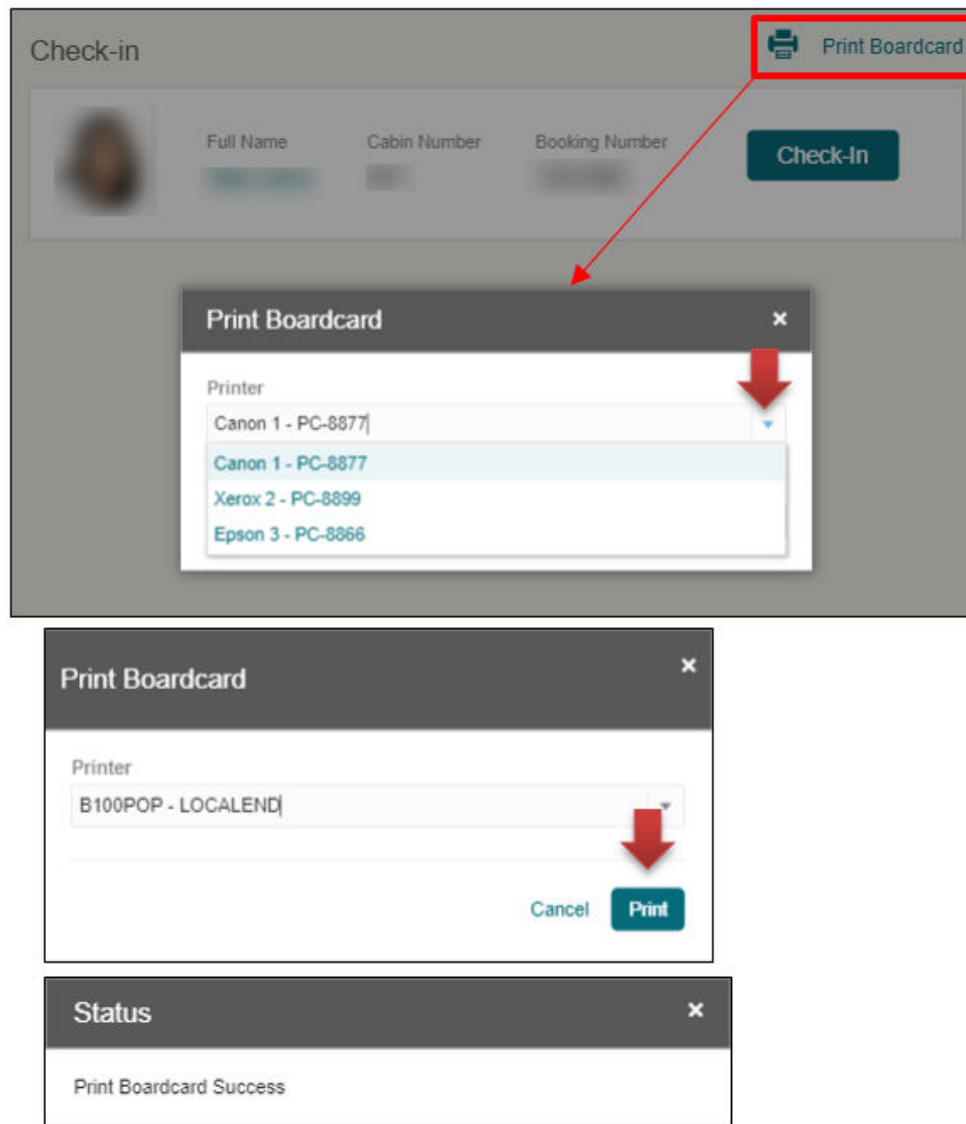


Printing Board Card

To print a board card and complete the check-in:

1. Click the **Print Board card** button. The **No Printer Setup** is shown if you have not set up a printer.
2. On the **Print Board card** page, select the printer from the list of values.
3. Click the **Print** button.
4. Once the print job is successful, click the **X** to close the alert message box.

Figure 16-2 Print Board Card Function



5. Click the **Check-In** button to complete the check-in and update the reservation status accordingly.
6. When the status is changed to **Checked-In**, click the **Complete** button. Information on all pages will be re-validated. If the validation passes, the application returns you to the **Search Guest** page or **Travel With** page, allowing you to check-in the travel companion(s).

 Note:

If there is missing or incorrect information when you click the **Check-In** button, you receive an alert message listing the error.

Figure 16-3 Check-In Validation

The screenshot displays the 'Guest Check In' interface. At the top, a navigation bar shows five steps: Profile, Guardian, Payment, Contract, and Check-in. The 'Profile' step is marked with a red exclamation mark, while the others have green checkmarks. A red arrow points from this icon to an error dialog box. The dialog box, titled 'Error', contains two messages: 'First Name is missing!' and 'Passport Number is missing!'. Below the dialog, the 'Check-in' form is visible with fields for 'Full Name', 'Cabin Number', and 'Booking Number', and a 'Check-In' button. At the bottom right, there are 'Cancel' and 'Complete' buttons.

7. The Train Navigation displays a red exclamation (!) sign if the field(s) has an error. Select the marked page to rectify the error before proceeding to the next page.

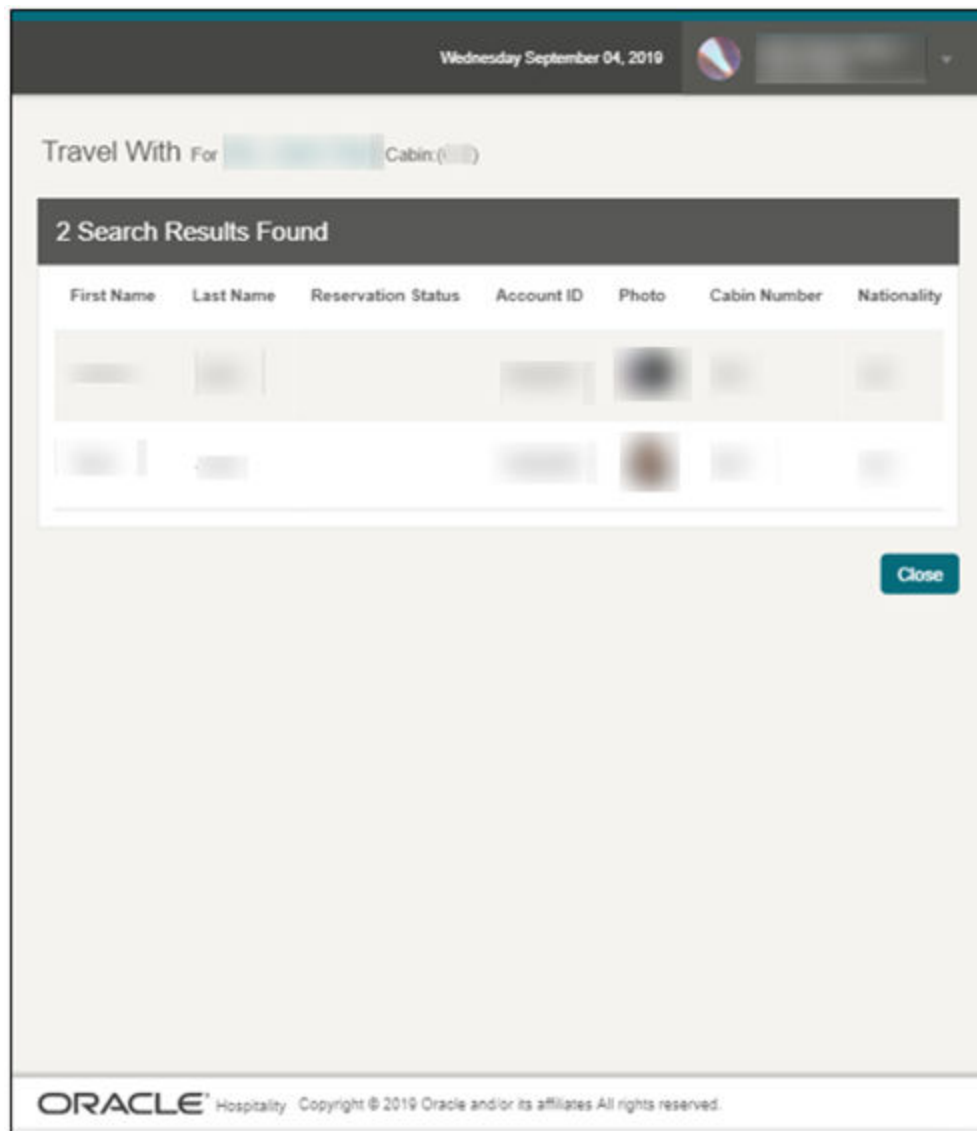
17

Travel With

The **Travel With** page appears when checking in a guest that has travel companions and the reservation status is **Expected**. This page does not appear when all the traveling companions have checked in.

On the **Travel With** page, the companion name appears in **Travel With For [Last, First Name]** followed by the stateroom number.

Figure 17-1 Checked In Guest in Travel With Page



Check-in a Travel Companion

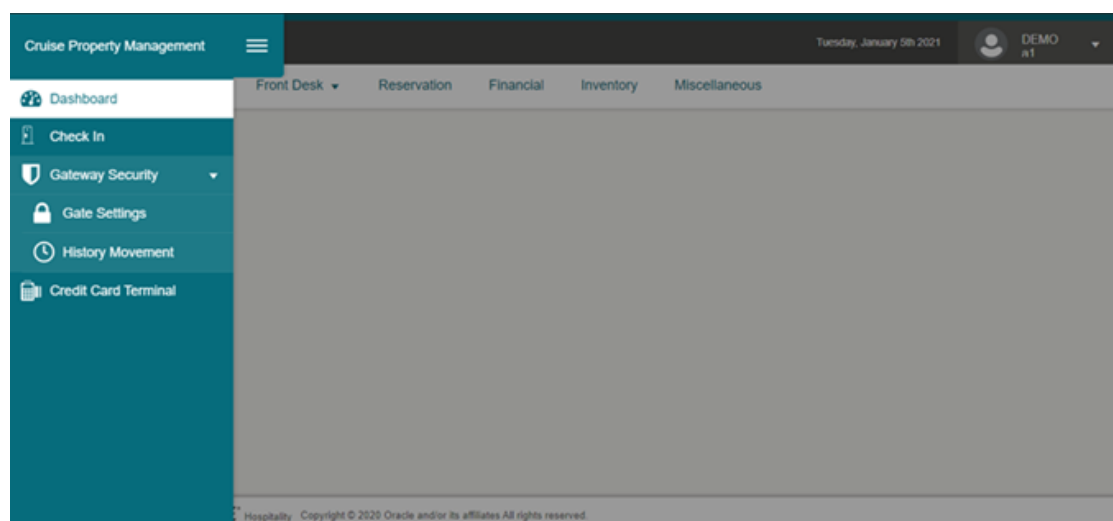
1. Select the booking from the search result list.
2. On the **Profile** page, update all the information and click **Next**.
3. Click the **Close** button to return to the Search Guest page.

18

Credit Card Terminal

Since Check-in runs on a web browser and mobile devices, a direct connection might not be available to credit card terminals or pin pad terminals for credit card registration. To facilitate the registration during embarkation, the credit card terminals are placed at the embarkation hall, allowing you to select the nearest credit card terminal from a list using the steps below.

Figure 18-1 Credit Card Terminal Menu



To access the Credit Card Terminal:

1. Select the List menu at the top left corner followed by **Credit Card Terminal**.
2. On the Select a Credit Card Terminal page, select the location from the **Device Area's** drop-down list. You can also enter the text to filter results in the drop-down list.
3. On the **Terminal's** drop-down list, select a terminal or filter the results in the drop-down list using text.
4. The **Select Terminal** button is enabled when there is a selection in the credit card terminal field. Click the **Save** button.

Figure 18-2 Credit Card Terminal Selection

The screenshot shows a web application interface titled "Credit Card Terminal". At the top right, it displays the date "Tuesday January 05, 2021" and a user profile icon labeled "DEMO a1". The main content area is titled "Select a Credit Card Terminal". It contains two dropdown menus: "Device Area" with "Location 1" selected, and "Terminal" with "Device 1" selected. Below these dropdowns are two buttons: "Cancel" and "Select Terminal". At the bottom of the interface is the Oracle Hospitality logo and copyright notice: "ORACLE Hospitality Copyright © 2020 Oracle and/or its affiliates All rights reserved."

In the Select a Credit Card Terminal section, the Terminal options appear depending on the Device Area settings, as explained below.

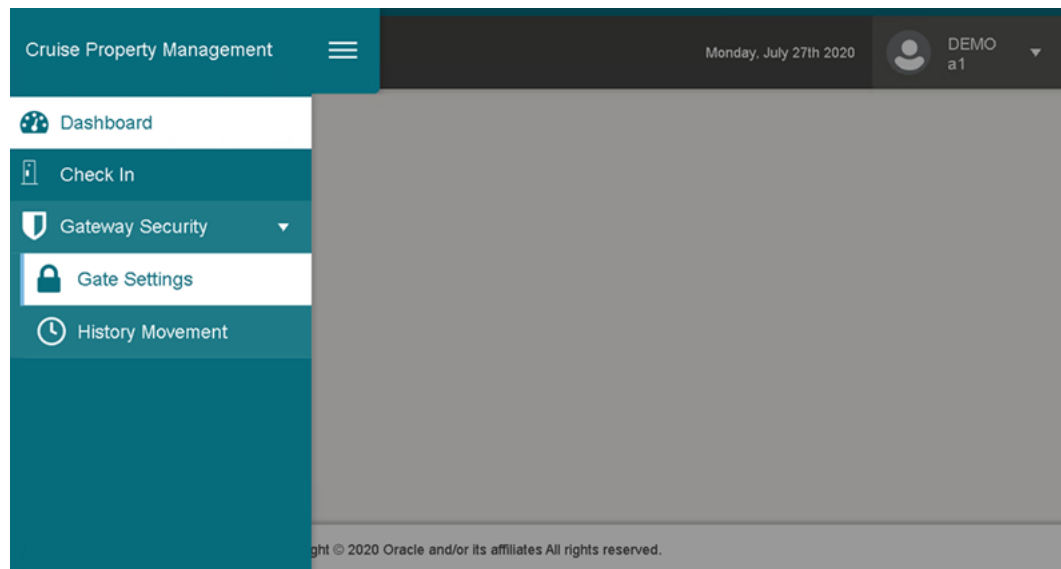
- The Device Area selection box by default lists all credit card terminals that are without a device area.
- If you select any device area and a credit card terminal, the list of credit card terminals is filtered by terminals that are assigned to the selected device area.

19

Gateway Security

Before you begin embarking or disembarking passengers from the Gangway or Gangway with a tender boat, it is necessary to 'open' the Gate Location, Gate Type, and Traffic Direction. Note that additional Gate Type will be available in future releases.

Figure 19-1 Cruise Property Management Menu



To access the Gate Settings, navigate to the following:

1. Select the horizontal lines menu at the top left corner.
2. Select **Gateway Security**, and then select **Gate Settings**.

Gate Settings

Figure 19-2 Gangway Settings

The screenshot displays the 'Gate Settings' application interface. At the top, a dark header bar contains a hamburger menu icon, the title 'Gate Settings', the date 'Friday July 23, 2021', a user profile icon, and the text 'DEMO From Oracle' with a dropdown arrow. Below the header, the main content area is titled 'Open a Gate'. It features three required fields, each marked with a red asterisk: 'Gate Location' with a dropdown menu showing 'CA - Gangway 01', 'Gate Type' with a dropdown menu showing 'Gangway', and 'Traffic Direction' with a dropdown menu showing 'Outwards'. A teal 'Done' button is positioned at the bottom right of the form. The footer of the application shows the 'ORACLE Hospitality' logo and the copyright notice 'Copyright © 2021, Oracle and/or its affiliates. All rights reserved.'

Figure 19-3 Tender Boat Settings

The screenshot displays the 'Gate Settings' page. At the top, there is a header bar with the title 'Gate Settings', the date 'Thursday December 10, 2020', and a user profile icon labeled 'DEMO a1'. Below the header, the main section is titled 'Open a Gate'. It contains several mandatory fields, each marked with a red asterisk: 'Gate Location' (dropdown menu set to 'Gangway Deck 1'), 'Gate Type' (dropdown menu set to 'Tender'), 'Traffic Direction' (dropdown menu set to 'Outwards'), 'Tender Boat Name' (dropdown menu set to 'CA TENDERBOATS 01'), 'Tender Boat Capacity' (text input field with '15'), and 'Tender Boat Threshold' (text input field with '4'). Below these fields is a 'Tender Boat Availability' section featuring a horizontal bar chart. The bar is divided into three segments: green (labeled '1'), yellow (labeled '11'), and red (labeled '15'). A legend below the bar indicates: green for 'Seats Available', yellow for 'Limited Seats', and red for 'All Seats Taken'. A 'Done' button is located at the bottom right of the form.

1. From the **Gateway Security** menu, select the **Gate Settings** sub-menu.
2. On the **Gate Settings** page, select a value for all the mandatory fields:
 - Gate Location – the value is obtained from the **Administration, Enterprise**, menu under **Gateway Security, Gate Location**
 - Gate Type
 - Traffic Direction
3. If the selected Gate Type is “Tender,” additional fields for Tender Boat will populate. These values are obtained from **Mobile Administration, Enterprise menu, Gateway Security, Tender Boat**.
 - Tender Boat Name
 - Tender Boat Capacity – Total seating capacity of the boat. You can override and define a value.
 - Tender Boat Threshold – Seating threshold for the boat. You can override and define a value.

- Tender Boat Availability Legend – This is a read only field. The legend shown is based on the capacity allowed in Tender Boat Capacity and Tender Boat Threshold. The tender boat legend color group represents the following:
 - Green: indicates the tender boat has plenty of seats.
 - Yellow: indicates the tender boat has limited seating.
 - Red: indicates the tender boat is full.

You can only select **Outwards** or **Inwards** from the Traffic Direction

4. Select the **Done** button. The system navigates to the People Movement page where the gate settings appear at the top of the page.

 Note:

You are not allowed to change the **Gate Settings, Gate Type** from the People Movement page once you select a gate setting. You can only perform the change from the Gate Settings page. However, you can change the traffic direction.

People Movement Page

On the People Movement page, the following options are available.

- View Profile Information.
- Scan a Boarding Card.
- Update Profile information such as passenger photo and update any special needs that the passenger may require.

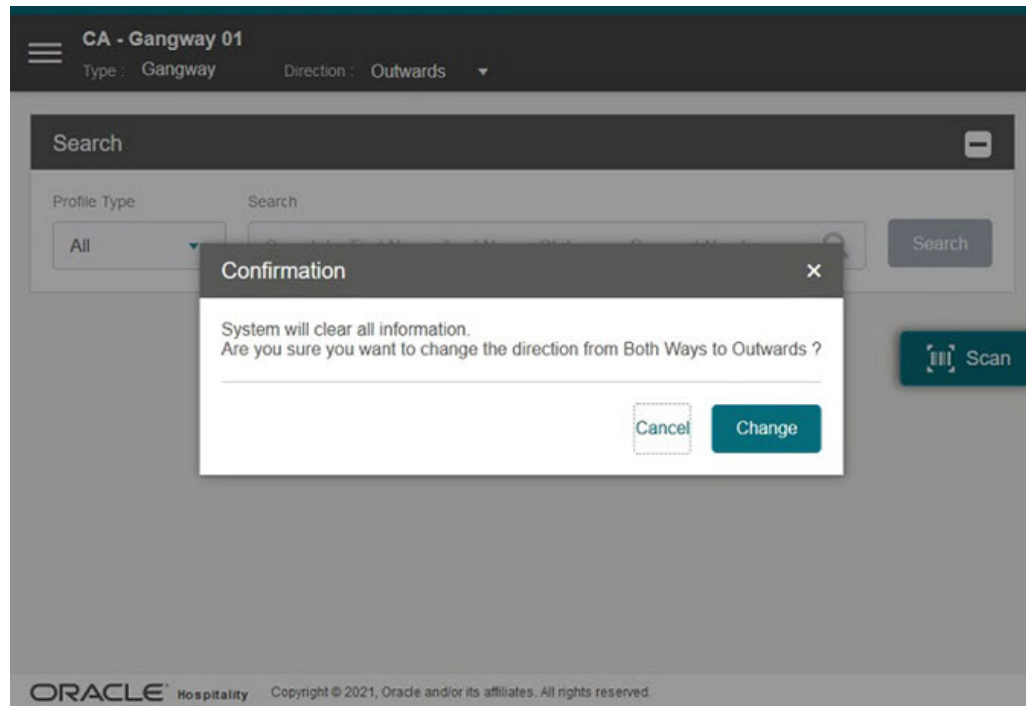
To look up passenger information, use the scan board card function or manually search the record by selecting the profile type, and then enter the first name, last name, stateroom, manning number, board card number, set sail pass number, reservation booking number, or document number in the search bar.

Figure 20-1 People Movement Page

The screenshot displays the 'People Movement Page' interface. At the top, a dark header bar contains a hamburger menu icon, the text 'CA - Gangway 01', and a dropdown menu showing 'Type : Gangway' and 'Direction : Both Ways'. Below this is a 'Search' section with a dark header and a white body. The 'Search' section includes a 'Profile Type' dropdown menu set to 'All' and a search input field with the placeholder text 'Search by First Name, Last Name, Stateroom, Passport Number, ...'. A magnifying glass icon is next to the input field, and a 'Search' button is to the right. In the bottom right corner of the main content area, there is a blue button with a barcode icon and the text 'Scan'. At the very bottom, the 'ORACLE Hospitality' logo and copyright notice 'Copyright © 2021, Oracle and/or its affiliates. All rights reserved.' are visible.

Gate Direction

Figure 20-2 Gate Direction Change Notification



The gateway traffic direction is visible at the top of the page, and you can change the direction, if needed.

To change the traffic direction, select the Direction **drop-down** and select **the direction**. Direction options are: Outward, Inward, and Both Ways. The system prompts a message: *'System will clear the screen. Are you sure you want to change the direction from [Existing Direction] to [New Direction]'*. Select **Yes** to confirm the new gateway traffic direction.

See [Gate Settings](#) on how to change the Gate Type.

Profile Information

You can display profile information in a Single direction view (inward or outward) or a Both Ways direction with profiles positioned either horizontally or vertically on the screen.

Figure 20-3 People Movement Page – Single Direction

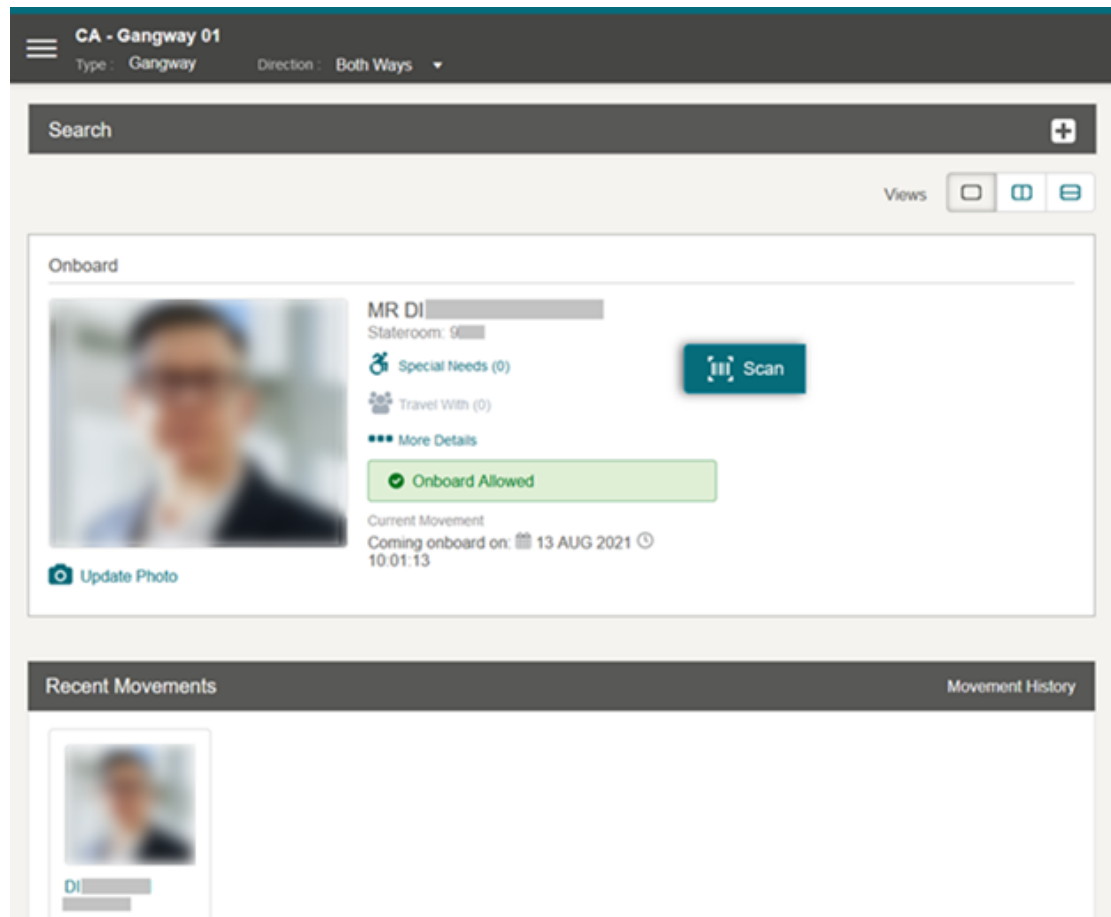


Figure 20-4 People Movement Page – Both Direction Horizontal View

CA - Gangway 01

Type : Gangway Direction : Both Ways

Search

Views

Onboard



Special Needs (1)

Travel With (2)

More Details

Update Photo

MR DI

Stateroom: 9

Onboard Allowed

Current Movement

Coming onboard on: 13 AUG 2021 10:01:13

Ashore



Special Needs (0)

Travel With (2)

More Details

Update Photo

MRS SU

Stateroom: 1

Ashore Allowed

Current Movement

Going shoreside on: 13 AUG 2021 10:05:06

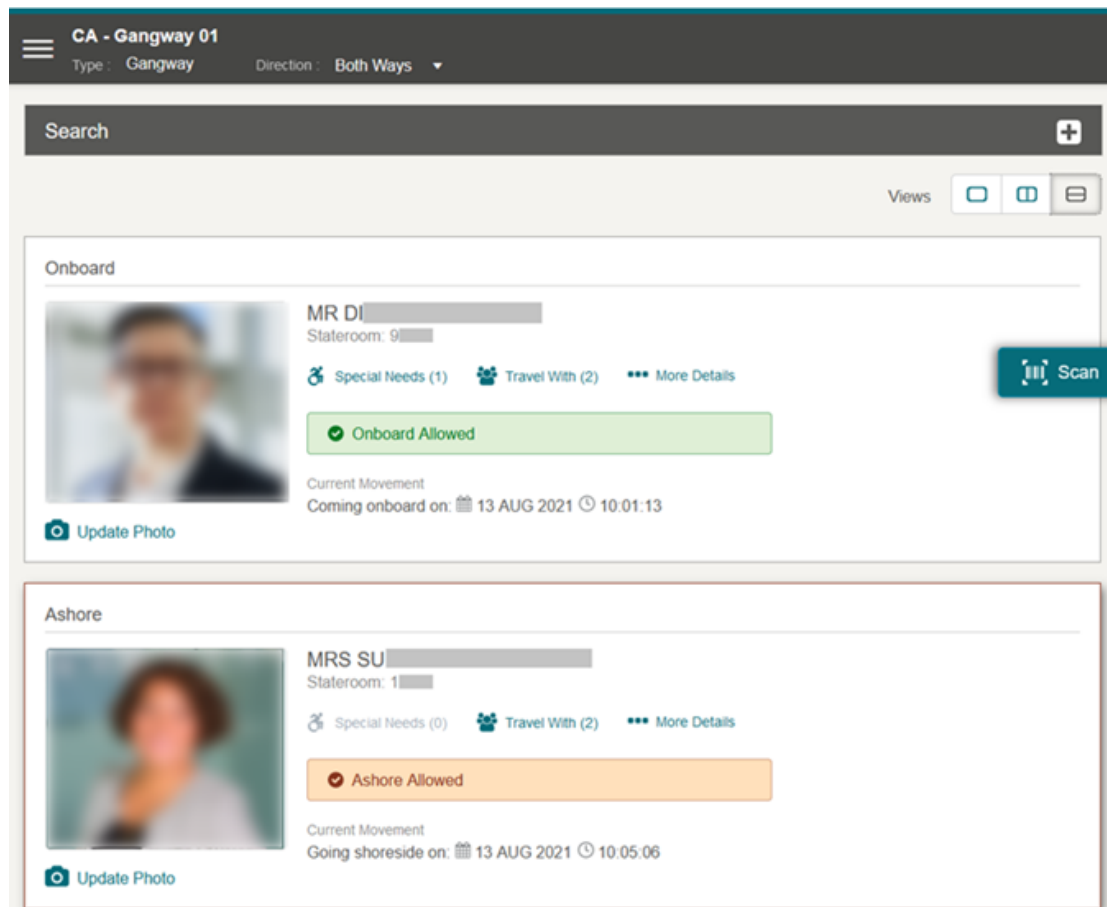
Scan

Recent Movements

Movement History



Figure 20-5 People Movement Page – Both Direction Vertical View



In the **Profile** section, there are four (4) links:

- **Special Needs (Total number of selected special needs)**. Displays the Special Needs page and allows you to edit the special needs request. The Special Needs link is disabled for passengers who are ashore.
- **Travel With (Total number of travelers)**. Shows a list of travelers who share the same booking number and stateroom with the passenger.
- **More Details**. Shows more information of the selected passenger.
- **Take/Update Photo**. Allows you to take or retake a photo. If the passenger already has photo, **Update Photo** link is shown. Otherwise **Take Photo** link is shown.

The Profile section also records the movement, followed by a success or fail status message, depending on the direction settings as explained below:

- If the **Inward** or **Outward** direction is selected, a single profile view is shown with the recorded movement and its status.
- If the **Both Ways** direction is selected, you can change the **view** to **single**, **horizontal**, or **vertical**, by selecting the panel icon at the top right corner. The horizontal and vertical views consist of two panels - **Onboard** and **Ashore**.
- You can also differentiate the profile status by its border color. See the table below for color legend.

The **Recent Movements** section shows you tiles of the people who pass through the gate successfully.

Table 20-1 Color in Legend

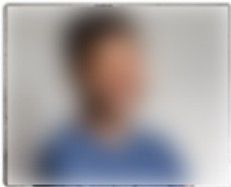
Color	Text
Light Blue	Color to show the profile type of Guest, Crew, and Resident
Orange	Color to show Onboard Status. Ashore, Expected, and Reservation Status
Light Orange	Color to show Expected or Future Reservation
Red	Color to show reservation status of Cancelled
Green	Color to show reservation status of Checked-in, and On-board
Yellow	Color to show the reservation status of Leaving Today
Light Grey	Color to show the reservation status of Checked Out
Purple	Color to show the passenger is on an Overnight Tour

More Details

The More Details page displays the profile details of the passenger. See the table below for field names and descriptions, and the table [Color in Legend](#) for color representation. You can edit the passenger requiring special needs from the Special Needs section, using the **Edit** link or **Add** link for new requests. Both links are disabled when the passenger is ashore. See also [Special Needs](#) section.

Figure 20-6 More Details Page

More Details



Mr Seb

Stateroom: 9106

Onboard Status

Ashore

Reservation status

Disembarked

Mustering station

Not applicable

Profile Info

Profile Type

Resident

Pax Class

Adult/Male

Date of Birth

1980 (40 years)

Nationality

United States

Passport Number

Other Document Number

- Test
- Tourist Visa 345
- US Visa - C

Special Needs

Edit

Selected special needs

- Mentally Challenged
- End of Cruise (Dependent need accompanies)
- Wheelchair

Remarks

require wheelchair.

OK

Table 20-2 Profile Details

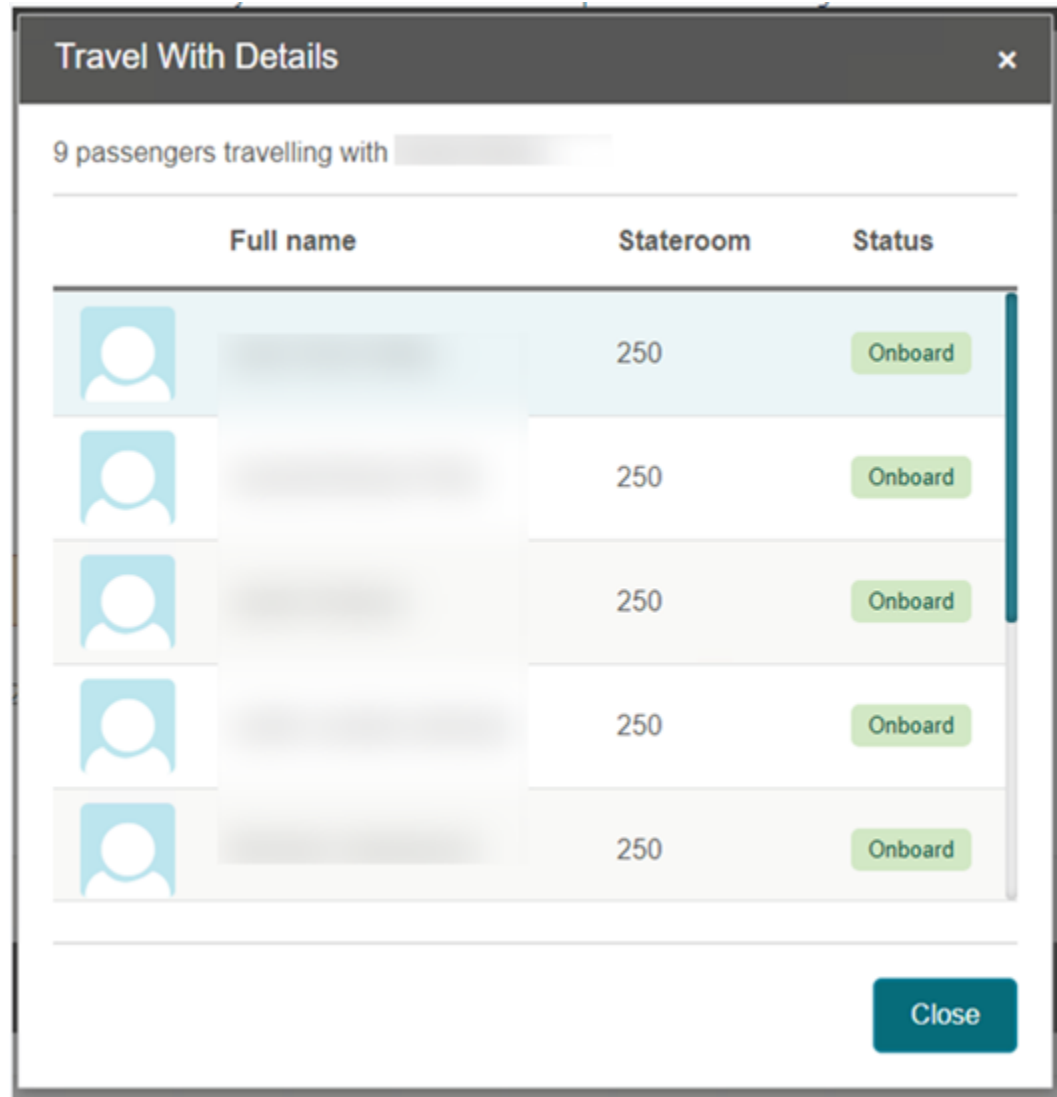
Field Name	Description
Title	Salutation, first name, middle name, last name, stateroom number
Profile Type	Guest, Resident, Crew or Visitor will be shown
Status	Current Reservation Status
Onboard/Ashore	Status of the passenger either Onboard or Ashore
Assembly Station	Location of assembly/muster station for the passenger

Table 20-2 (Cont.) Profile Details

Field Name	Description
Department	Assigned department for the Crew Member
Position	The Crew Member position
Gender	Gender of the passenger selection
Date of Birth	Date of birth of the passenger
Age	Passenger age, calculated based on date of birth
Nationality	The Nationality of the Passenger
Passport Number	Passport Number of the Passenger
Document Type	List of Travel Documents associated to the passenger
Document Number	Travel Document number of the selected document type
Special Needs Description	List of Special Needs of the Passenger
Special Needs Remark	Additional comments/remarks of the Passenger's Special Needs. (Visible if the remark has a value, otherwise it will be blank)

Travel With

Figure 20-7 Travel With Details Page



Travel With Details

9 passengers travelling with [Redacted]

	Full name	Stateroom	Status
[Icon]	[Redacted]	250	Onboard
[Icon]	[Redacted]	250	Onboard
[Icon]	[Redacted]	250	Onboard
[Icon]	[Redacted]	250	Onboard
[Icon]	[Redacted]	250	Onboard

Close

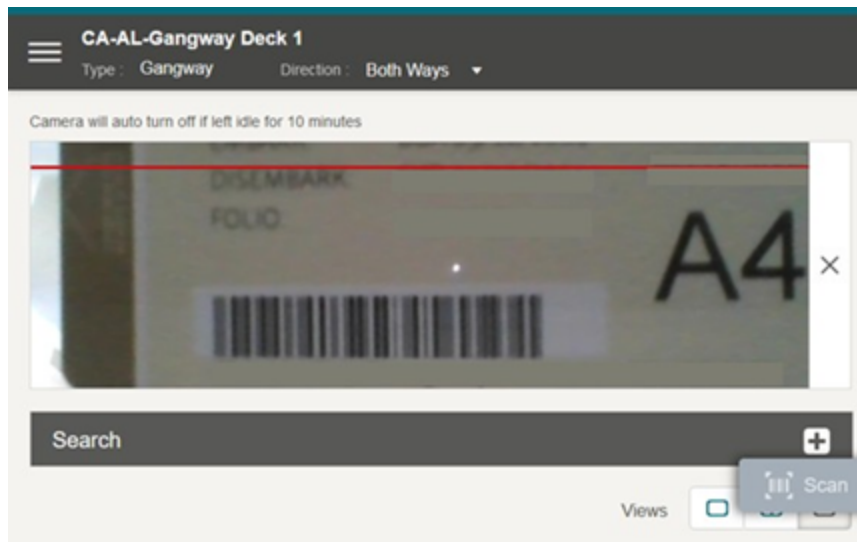
The Travel-with page displays the Full name, Stateroom, the Status of the people traveling with the selected guest when you select Travel-with (n) button. This page is not editable.

Scanning a Board Card

1. Select the **Scan** button.
2. This navigate to the scan page and turn on the scanning device.
3. Scan the barcode.

4. If the profile exists, the system authorizes the guest's movement. The system returns an error message, "System unable to verify barcode – barcode not found" when verification of the barcode failed or timed-out with an error.

Figure 20-8 Barcode Scanning



 Note:

The supported barcode type is:

- Code 128, Code 39
- Interleaved 2 of 5
- EAN-8 , EAN 13

Perform People Movement by Scanning RFID Cards

Figure 20-9 People Movement Vertical View

CA - Gangway 01

Type : Gangway Direction : Both Ways

Search

Views

Onboard



MR DI
Stateroom: 9

Special Needs (1)

Travel With (2)

More Details

Onboard Allowed

Current Movement
Coming onboard on: 13 AUG 2021 10:01:13

Update Photo

Ashore



MRS SU
Stateroom: 1

Special Needs (0)

Travel With (2)

More Details

Ashore Allowed

Current Movement
Going shoreside on: 13 AUG 2021 10:05:06

Update Photo

ORACLE

20-11

Figure 20-10 People Movement Horizontal View

CA - Gangway 01

Type : Gangway Direction : Both Ways

Search

Views

Onboard



Special Needs (1)

Travel With (2)

More Details

Update Photo

MR DI

Stateroom: 9

Onboard Allowed

Current Movement

Coming onboard on: 13 AUG 2021 10:01:13

Ashore



Special Needs (0)

Travel With (2)

More Details

Update Photo

MRS SU

Stateroom: 1

Ashore Allowed

Current Movement

Going shoreside on: 13 AUG 2021 10:05:06

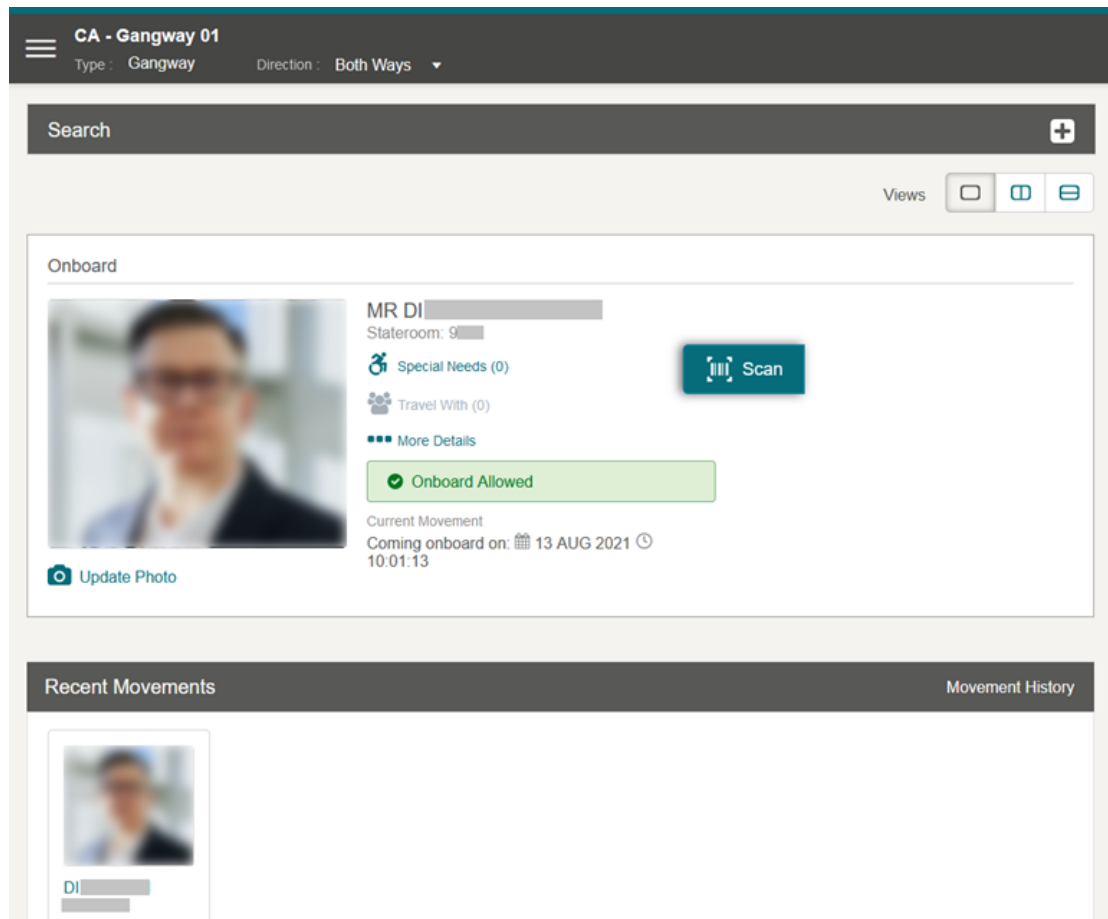
Scan

Recent Movements

Movement History



Figure 20-11 People Movement Single View



1. On the **People Movement** page, without placing the cursor at the search guest field, place the RFID card near the tablet RFID sensor.
2. If the scanned RFID card number matches a guest, the system performs the movement from Ashore to Onboard or vice versa.

Manual Profile Information Search

Figure 20-12 Profile Search Results

CA-AL-Gangway Deck 1

Type : Gangway Direction : Both Ways

Scan

Search

Profile Type: All Search: 1002 Search

2 records

Photo	Full Name	Onboard Status	Profile Type	Stateroom
		Ashore	Crew	1002
		Ashore	Resident	1002

1. Enter either the **Last Name, First Name Document Number, Stateroom Number, Manning Number**, or **Board Card Number** in the search bar, then select the **Search** button.
2. All the matching records are shown in the results view. Select a **record**.
3. The system shows a confirmation message “Are you sure you want to change <salutation> <full name> to <onboard status>”.
 - Select **Yes** to continue the people movement process. See the [Validation Messages](#) section for more information.
 - Select **No** to terminate the people movement process, and the system navigates back to the search screen.

Profile Picture

The Take Photo or Edit Photo function allows the crew members to capture a new photo or update the existing profile photo.

Taking Profile Photo

1. On the **Profile** page, select the **Take Photo** button to activate the camera.

2. In the **Camera** window, select the **Take Photo** button.
3. The system shows the person's picture. To retake the photo, select the **Take Again** button.
4. Click the **Save Photo** button to save and the **X** to exit the page.

Editing Profile Photo

1. Click the **Edit Photo** link to activate the camera.
2. On the **Profile** Picture, click the **Take Again** button.
3. Click the **Save Photo** button to save and the **X** to exit the page.

Special Needs

Figure 20-13 Special Need Request Page

Special Needs [X]

MR DI [Redacted]
Stateroom: 9 [Redacted]

Onboard **Guest**

Search by Code or Description [Search]

1 selected | 20 records

	Code	Description
☒	SD	Service Dog
☐	TTY	TTY (Teletypewriter)
☐	WH	Wheelchair
☐	WH2	Wheelchair needing pier assistance

Remarks

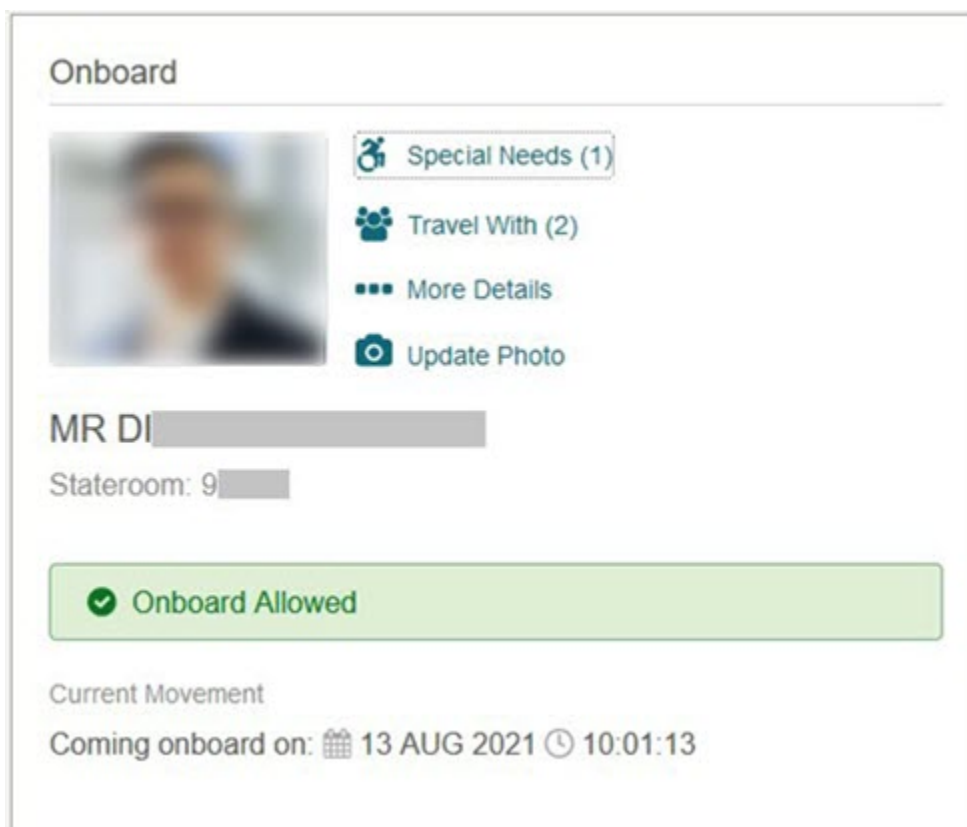
[Text Area]

Cancel **Reset** **Save**

You can add/edit special needs using the Special Needs link or [More Details](#) link. The steps to add/edit are the same and is only differentiated by the button used.

Adding Special Need Request

Figure 20-14 Profile – Special Needs Page



The screenshot shows a user profile for 'Onboard'. It includes a blurred profile picture, a 'Special Needs (1)' link with a plus icon, a 'Travel With (2)' link with a group icon, a 'More Details' link with a three-dot icon, and an 'Update Photo' button with a camera icon. Below these are fields for 'MR DI' and 'Stateroom: 9'. A green bar with a checkmark and the text 'Onboard Allowed' is present. At the bottom, it shows 'Current Movement' and 'Coming onboard on: 13 AUG 2021 10:01:13'.

1. On the **People Movement** page, click the **Special Needs** link or the **More Details** link of the onboard profile. This link is disabled if the passenger's status is Ashore.
2. If you are adding the request using the More Details link, click the **+Add** button.
3. On the **Special Needs** page, enter a **Code** or **Description** in the search field.
4. Select the **Search** button to search the list of values.
5. Select the required special needs item from the list of values and enter a remark in the **Remarks** field.
6. Click the **Save** button to update the count in the Special Needs link in the profile section of the People Movement page.

Editing Special Needs Request

1. On the **People Movement** page, the profile view shows the special needs link with a count. This link is disabled (greyed out) if the passenger's status is Ashore.

2. In the onboard profile view, select the **Special Needs** or **More Details** link. If you are accessing the page from the More Details link, select the **+Edit** button.
3. On the **Special Needs** page, the Security Officer can see the previously selected special needs value and remarks. Select or deselect the list of values.
4. Edit the **Remarks** field, if needed.
5. In the Special Needs page, select the **Reset** button to clear all the values and remarks. The system prompts a message, "System will clear all data in search, special needs selections and remark, are you sure?" Select **Yes** to proceed or **No** to keep the existing selection.
6. Click the **Save** button to navigate back to the **People Movement** page with the updated selection.

Recent Movement

The Recent Movement section displays up to 10 movements at the Gangway.

Figure 20-15 Recent Movement Page

CA - Gangway 01

Type : Gangway Direction : Both Ways

Search

Profile Type

All

Search

Search by First Name, Last Name, Stateroom, Pa...

Search

Views

Onboard



MRS SU

Stateroom: 1

Special Needs (0)

Travel With (2)

More Details

Ashore Allowed

Current Movement

Going shoreside on: 13 AUG 2021 10:05:06

Update Photo

Scan

Recent Movements

Movement History



SU

Ashore



DI

Onboard

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Figure 20-16 Recent Movement History

The screenshot shows a web interface titled 'Recent Movement'. At the top, there is a header bar with a back arrow and the title. Below the header, there is a profile section with a photo, a name 'DI [redacted]', a stateroom number, and two buttons: 'Onboard' (green) and 'Guest' (blue). Below the profile section is a search bar with a 'Search' button. The search bar contains fields for 'Location' (with a 'Select location' dropdown), 'Direction' (with a 'Select direction' dropdown), 'Start Date Time' (with a date/time picker showing '13 AUG 2021 00:00:00'), and 'End Date Time' (with a date/time picker showing '13 AUG 2021 23:59:59'). There are also 'Reset' and 'Search' buttons. Below the search bar is a table with 8 records. The table has columns: 'Date and Time', 'Full Name', 'Location', 'Direction', 'Stateroom', and 'Profile Type'. The first two records are visible.

Date and Time	Full Name	Location	Direction	Stateroom	Profile Type
13 AUG 2021 10:01:13	[redacted]	CA - Gangway 01	Coming On-board	9189	Guest
4 AUG 2021 11:29:18	[redacted]	CA - Gangway 01	Going Shore-side	9189	Guest

- **Location:** The gate location that the passenger used to come onboard or go ashore.
- **Movement:** Indicates the gate direction used by the passenger (onboard/ashore).
- **Start Date:** Date and time the passenger embarked on or disembarked from the ship through the gateway.
- **End Date:** Date and time the passenger embarked on or disembarked from the ship through the gateway.

You can also search for the movement history from this page using the following steps:

1. Select the recent movement tile.
2. Navigate to the **Profile's Recent Movement** page.
3. On the **Profile's Movement** page, the profile type indicates the passenger photo, full name, stateroom, and latest movement status.
4. You can search the recent movement history by entering or selecting the value in the Search field and clicking the **Search** button.
5. Select the < icon to navigate to the Recent Movement tile page.
6. On the **Recent Movement Tile Page**, selecting the **Movement History** link opens the **Movement History** page.

21

Tender Boat

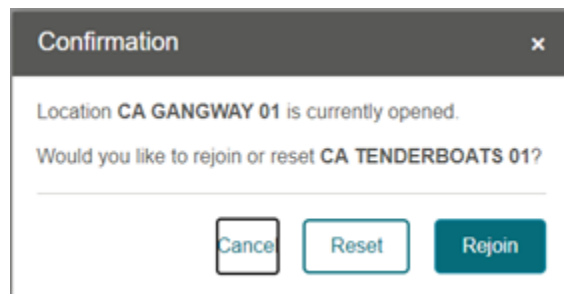
The system allows other users to access the same Gate Location from a different browser if

- the Location is opened and active.

For example, User A logs in to a browser and selects Gate location, Gate A. User A then logs in at another browser and selects the same gate. The system will prompt User A the following options:

- **Cancel:** Return to previous selection page.
- **Reset:** Reset previously opened location.
- **Rejoin:** Navigate back to the Gangway Search Profile screen where User A first logged in on the browser.

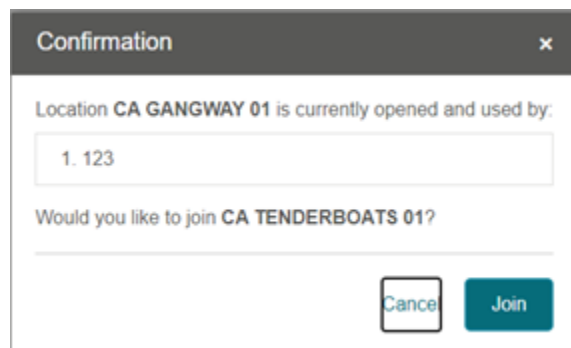
Figure 21-1 Tender Boat Confirmation Options



When User B logs in and selects the same Gate Location as User A, the system prompts the following options:

- **Cancel:** Return to previous selection page.
- **Join:** Navigates to the Gangway Search Profile page where User A first logged in on the browser.

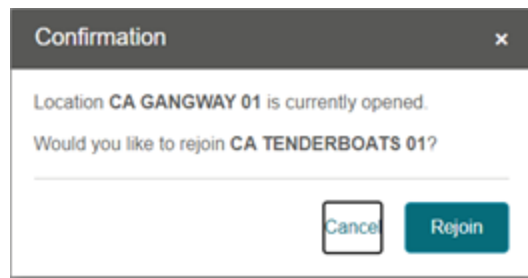
Figure 21-2 Tender Boat Options to Join



If User B closes the browser and reopens a new browser, then logs in to the same Gate Location as the User A. The system will give User B the option to rejoin the opened Gate Location.

- **Cancel:** Return to previous selection page.
- **Rejoin:** Navigate to the Gangway Search Profile page where User B log in previously.

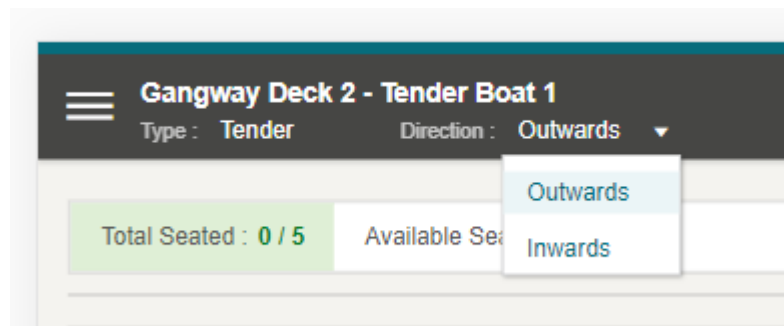
Figure 21-3 Tender Boat Options to Rejoin



Changing Tender Boat Direction

The tender boat direction can be changed from the **Direction** drop-down menu, by selecting the direction and confirming the change at the confirmation prompt.

Figure 21-4 Tender Boat Direction



Note:

The system clears the screen and resets the counter once you select the **Change** button at the confirmation prompt.

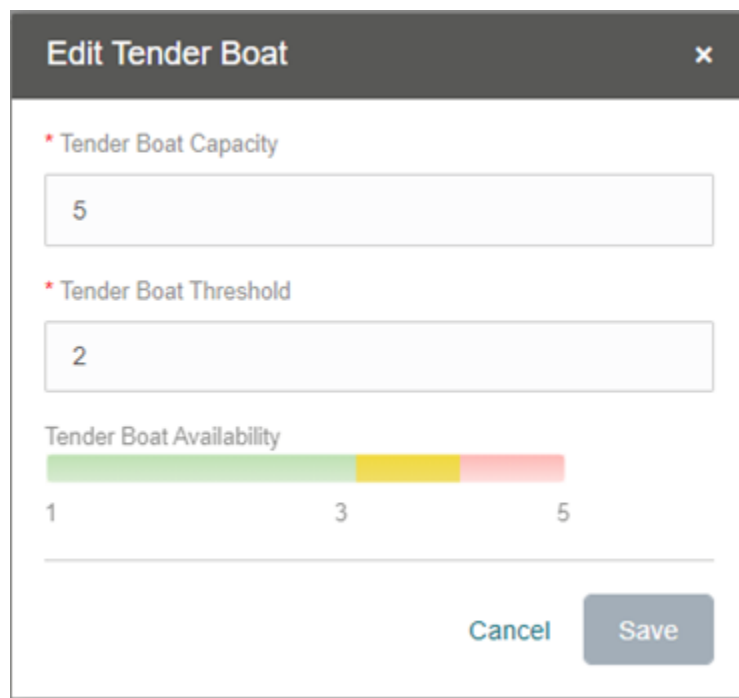
People Movement on Tender Boat

To register a guest to a tender boat, search for the name and select **Yes** on the confirmation dialog. Once saved, the total seated count will increment. For instance, total tender boat capacity is five, seated is one and the remaining seats are four.

Editing Tender Boat Capacity

The tender boat capacity can be adjusted by editing the total seats and the threshold from the [Gate Settings](#) functions.

Figure 21-5 Tender Boat Summary



Edit Tender Boat [X]

* Tender Boat Capacity

5

* Tender Boat Threshold

2

Tender Boat Availability

1 3 5

Cancel Save

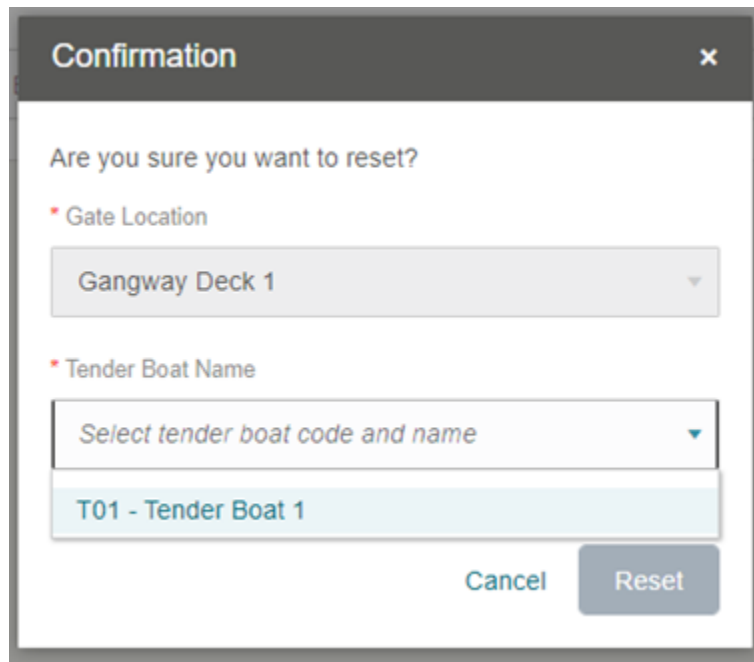
Resetting Tender Boat Count

You can easily reset the Tender Boat count by selecting the **Reset** button to switch to another tender boat. This function resets the count of previous boat.

When you select the reset button, the system prompts a confirmation that seating is in progress or an alert message if the boat is used in another gateway.

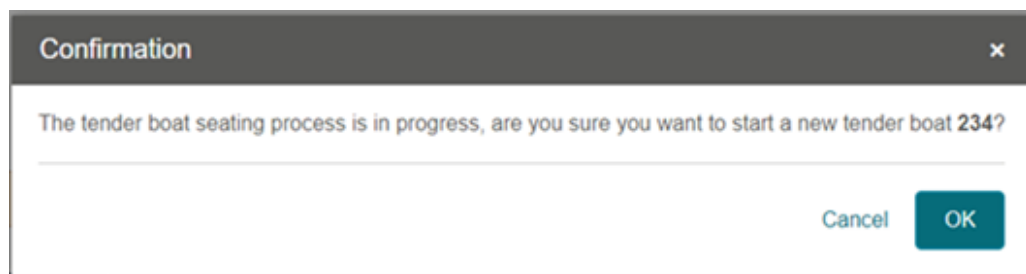
Click **OK** at the confirmation prompt to reset the count.

Figure 21-6 Tender Boat Reset



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog contains the text "Are you sure you want to reset?". Below this, there are two dropdown menus. The first is labeled "Gate Location" and has "Gangway Deck 1" selected. The second is labeled "Tender Boat Name" and has "Select tender boat code and name" as the placeholder text. Below the second dropdown, the option "T01 - Tender Boat 1" is highlighted. At the bottom right of the dialog, there are two buttons: "Cancel" and "Reset".

Figure 21-7 Tender Boat Reset Confirmation



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog contains the text "The tender boat seating process is in progress, are you sure you want to start a new tender boat 234?". Below the text is a horizontal line. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

Figure 21-8 Tender Boat Reset Alert Message



An alert dialog box titled "Alert" with a close button (X) in the top right corner. The dialog contains the text "System not able to reset due to this tender boat **Tender Boat 1** is currently in used in the gate location **Gangway Deck 2**.". Below the text is a horizontal line. At the bottom right of the dialog, there is one button: "OK".

22

Confiscated Item

Figure 22-1 Confiscated Item

The screenshot shows a dialog box titled "Confiscated Item" with a close button (X) in the top right corner. Below the title bar, there is a text prompt: "Please collect item(s) checkout by" followed by a text input field. Below this, there is a table with two columns: "Item Name" and "Location". The table contains three rows, each with a checkbox on the left and the item name in the "Item Name" column. The first row has a checkbox and "item 1". The second row has a checkbox and "item 2". The third row has a checkbox and "item 3". At the bottom of the dialog, there are two buttons: "Cancel" and "Collect".

☐	Item Name	Location
☐	item 1	
☐	item 2	
☐	item 3	

Cancel Collect

The Confiscated Item page provides the security officer a list of items checked- in by the guest, visitor or crew during embarkation, which the guest is allowed to check out for/from an excursion. After the guest passes all the validations, the system will prompts a list of returnable items when the guest goes ashore or comes onboard.

The Security officer has an option to return/collect the selected items by checking the check boxes, then select the **Return/Collect** button or **Cancel** if there is no item to be returned/collected from the guest.

23

History Movement

The Movement History function allows you to look up past movement records.

Figure 23-1 Movement History Page

Date and time	Full Name	Stateroom	Location	Direction
02 AUG 2021 07:48:04		1001	CA - Gangway 01	Coming On-board
29 JUL 2021 06:22:19		9189	CA - Gangway 01	Coming On-board
29 JUL 2021 02:51:27		204	CA - Gangway 01	Coming On-board
16 JUL 2021 11:34:09		1001	CA - Gangway 01	Going Shore-side
16 JUL 2021 11:33:30		1001	CA - Gangway 01	Coming On-board
16 JUL 2021 11:32:44		1001	CA - Gangway 01	Going Shore-side
16 JUL 2021 11:14:30		1001	CA-AL-Gangway Deck 1	Coming On-board
16 JUL 2021 11:10:35		1001	CA - Gangway 01	Going Shore-side
16 JUL 2021 11:04:58		1001	CA-AL-Gangway Deck 1	Coming On-board
16 JUL 2021 10:39:48		1001	CA-AL-Gangway Deck 1	Going Shore-side
16 JUL 2021 10:05:34		1001	CA-AL-Gangway Deck 1	Coming On-board

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Movement History Search

1. From the **Gateway Security** menu, select the **Movement History** sub-menu.
2. On the **Movement History** page, search the record by **name** (either first name, middle name, or last name) and/or **stateroom**.

3. Enter the value in the search box.
4. Select the **Search** button.

Movement History Advanced Search Page

1. On the **Movement History** page, select **Go to Advanced Search**. See the available fields below.
 2. On the **Advanced Search** page, search using the manual entry or select from the list the values in the **Search** box.
 3. Click the **Search** button.
- **Location:** The gate location that the passenger used to come aboard or go ashore.
 - **Direction:** Indicates the gate direction used by the passenger (onboard, ashore).
 - **Start Date-Time:** Date and time the passenger embarked or disembarked from the ship through the gateway.
 - **End Date-Time:** Date and time the passenger embarked or disembarked from the ship through the gateway.
 - **Profile Type:** Profile Type to be searched: guest, crew, and so on.
 - **Name:** The first name, middle name, and last name of the passenger.
 - **Stateroom:** The Stateroom number of the passenger.
 - **Tender Boat:** Tender boat code of the passenger used to come aboard or go ashore.

Validation Messages

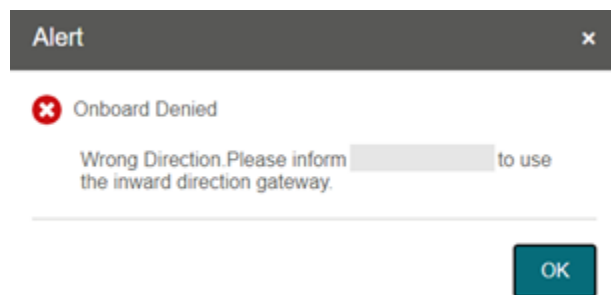
Once the profile is selected or the barcode is scanned, the system validates the passenger's profile and displays a fail or success message depending on the type of validation. See the different types of validation messages below.

List of Movement Validation Messages

Wrong direction (occurs when a single direction is being used)

This alert message appears when the guest, resident, visitor, or crew passes through the gate in the opposite direction set up by the Security officer.

Figure 24-1 Example of Wrong Direction message



- **Inward**

This error message appears when the security officer selects the direction as Inward and an onboard guest record to go ashore.

The default message is: "Please inform <Profile's name> to use the inward direction gateway." The message for this can be changed from **OHC Administration** module **Administration, System Setup** menu, under **Labels Setup and GNG007**.

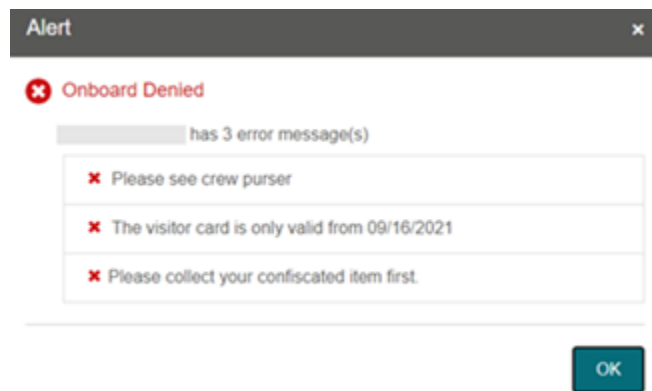
- **Outward**

This error message displays when the security officer selects the direction as Outward and selects the ashore guest record to go onboard.

The default message is: "Please inform <Profile's name> to use the outward direction gateway." The message for this can be changed from the **OHC Administration** module **Administration, System Setup** menu, under **Labels Setup and GNG008**.

Coming Onboard Validation

The security officer scans or manually searches for the guest, resident, visitor, or crew that embarks on the ship.

Figure 24-2 Sample Onboard Denied Message

The following parameters are configured in the **OHC Administration module, System Setup menu, Database Parameters**.

- **Check Visitor Card:** 0- No checking performed; 1- Check on the validity of visitor card.
- **Use Ashore Denied Message:** 0- Do not use denied message in Ashore/Onboard Denied function; 1- Use.

1. Deny Boarding

This error message appears when Deny Boarding shows as **YES** and the Deny Boarding reason is entered from the **OHC Management module, Cashier Handling, Guests tab, selected guest profile** or the **OHC Crew module, Crew Members**, selected crew profile.

The default error message "<Salutation><Full Name> is not allowed due to <deny reason>". You can define your error message from **OHC Administration module, Administration menu, then System Setup, and Labels Setup, ODCT01**.

2. Visitor Card is expired

This error message appears when the visitor estimates that the disembark date is earlier than the Cruise System Date and the "Check Visitor Card" parameter is 1.

The default error message is "The visitor card is expired." You can define your error message from **OHC Administration module, Administration menu, System Setup, and Labels Setup, GNG039**.

3. Visitor Card validity is in future date

This error message appears when the validity of the visitor's card is after the embarkation date, and the "Check Visitor Card" parameter is set to 1.

The default error message is: "The Visitor card is only valid from <Profile's Embark Estimated Date>". You can define your error message from **OHC Administration module, Administration menu, System Setup and then Labels Setup, GNG040**.

4. Visitor allowed at the Terminal only

This error message appears when the visitor is only allowed at the terminal and the value configured is from the **OHC Management module, Visitor handling, Early Boarding Visitor**.

The default error message is “<Name> is allowed at the terminal only.” You can define your error message from **OHC Administration module, Administration menu, System Setup**, and then **Labels Setup, GNG041**.

5. Invalid Reservation

This error message appears when the searched profile’s reservation status is either Cancel, No Show, or Checked out.

The error message content is “Invalid reservation. <Salutation><full name> status is <reservation status>”.

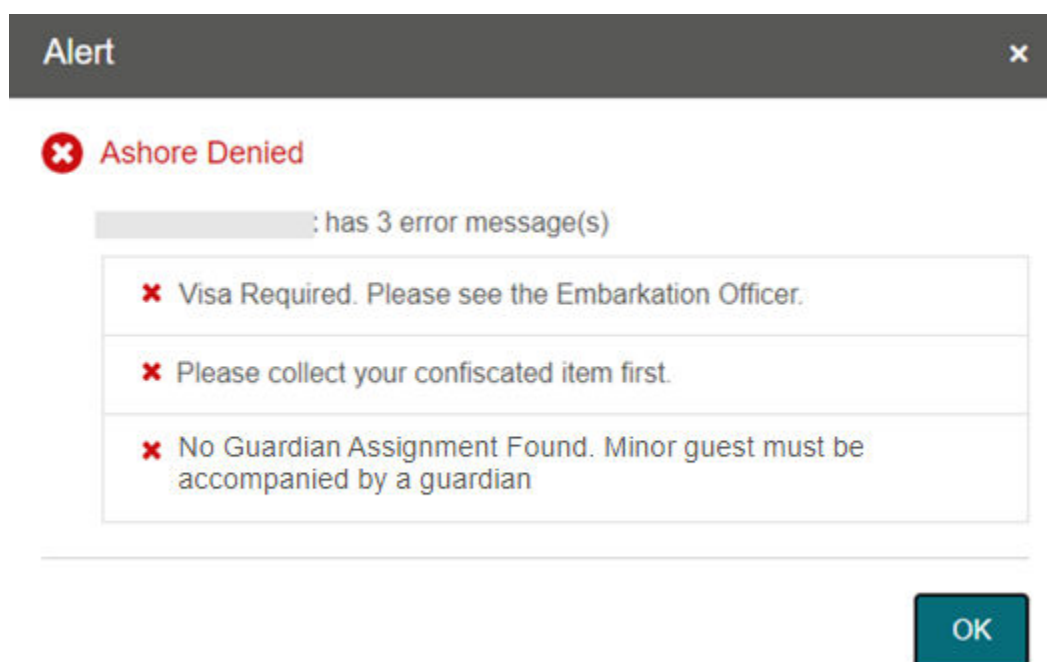
6. User Definable Security Alert Setup (SAG)

This message display is based on the configuration in **OHC Administration module, Administration menu, Security Alert Setup**.

Going Ashore Validations

This message alerts the Security Officer when the guest, visitor, or crew disembarking the ship does not have the required travel visa.

Figure 24-3 Sample Ashore Denied Message



Parameters can be configured in **OHC Administration module, System Setup menu, Database Parameters**.

- **Use Ashore Denied Message:** 0- Do not use denied message in Ashore/Onboard Denied function; 1- Use
- **Enable Visa Check:** 0- Turn Check off; 1- Turn Check On
- **SLD Manual Override:** 0- No overriding; 1- Prompt to override Shore list denied (SLD) message

- **Adult Min Age:** Numeric. Adult minimum age.
- **Enable Minor Disembarkation Authorization:** 0 – No Authorization is required for minor; 1-Authorization of guardian company is required.
- **Exclude Port from Minor Disauthorization:** Specify the ports of call where a minor is authorized to debark unescorted, for example, PortA, PortB.

1. Shore Leave Denied

This error message appears when the guest is listed on the shore leave deny list and attempts to go ashore. The shore leave deny list is configured in **OHC Management** module, **Cashier, Ashore Deny List** or **OHC Crew, Safety, Ashore Deny List**.

To activate the shore leave denied feature, set the **SLD Manual Override** parameter to 1.

The default message shows the Ashore Denied header only. You can define the message from **OHC Administration, Administration, System Setup, Labels Setup**, and use **GNG036** for Crew and **GNG037** for guest or resident.

2. Visa Check

This error message appears when a travel visa is required for the guest, crew, visitor or resident to leave the ship. To activate the visa check, set the parameter **Enable Visa Check** to 1.

The visa requirements can be set up in these three modules:

- OHC Administration, Security, Port/Visa Requirement
- OHC Management, Security, Port/Visa Requirement
- OHC Crew, Security, Port/Visa Requirement

The default error message is: "Visa required. Please see the Embarkation Offer." You can define your message from **OHC Administration, Administration, System Setup, Labels Setup, VMSG01**.

3. User Definable Security Alert Setup (SAG)

This message appears based in the **OHC Administration, Administration, Security Alert Setup**.

4. Minor validation

- **Assign Guardian to a minor**

The Security Officer must verify whether the assigned guardian is accompanying the minor when the minor goes ashore.

- **Minor with pre-assigned guardian**

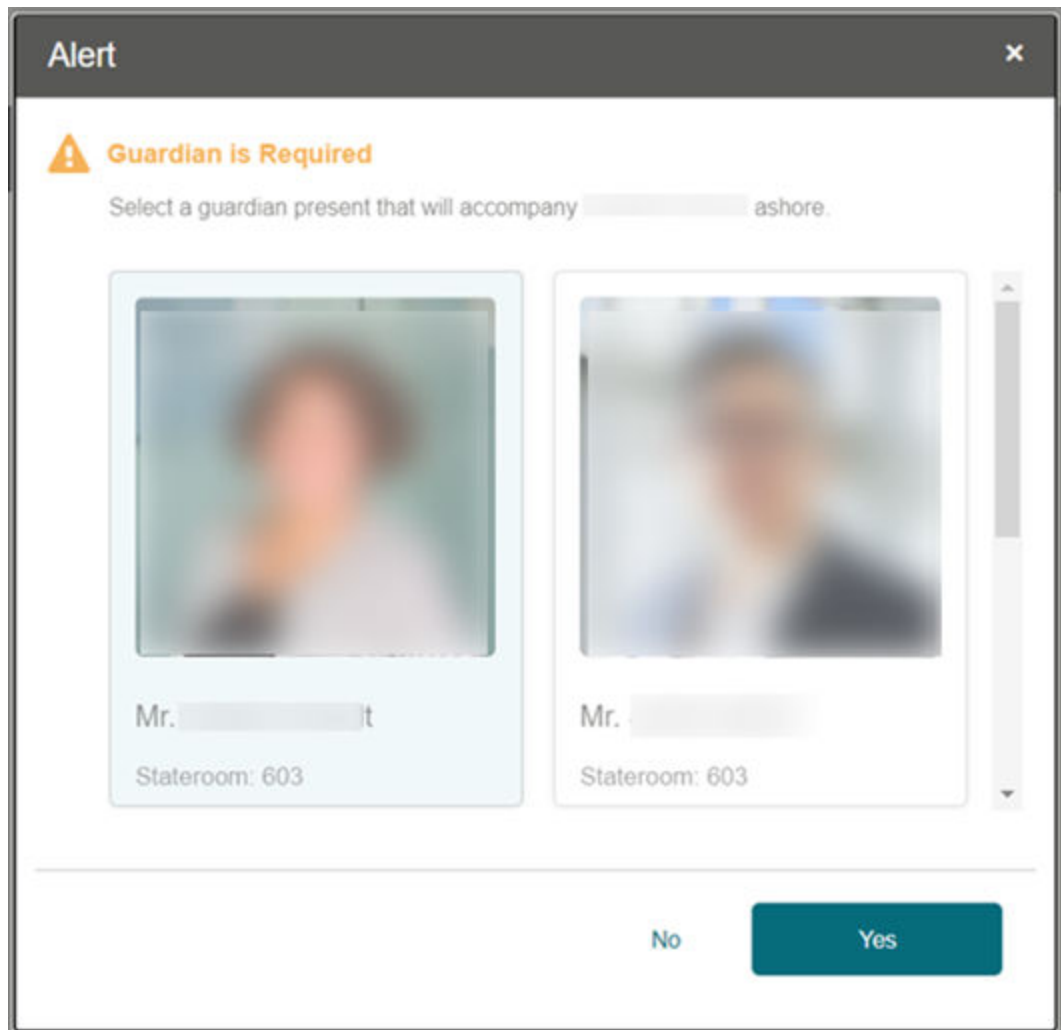
If the guardian profile is assigned to a minor profile, the system displays the guardian list when the Security Officer processes the minor's exit.

The default message is "Select a Guardian that will accompany <minor name> minor ashore." You can define your message from **OHC Administration, Administration, System Setup, Labels Setup, GNG116**.

If the Security Officer is not able to find the guardian, the Security Officer will select **No** to disallow the minor from going ashore. The system displays: "A guardian should be physically present with <Minor Name> Minor."

The default message is “Select a Guardian that will accompany <minor name> minor ashore.” You can define your message from **OHC Administration, Administration, System Setup, Labels Setup, GNG117**.

Figure 24-4 Guardian Listing



- **Minor without pre-assigned guardian**

If the minor does not have a guardian assigned to the minor's profile, the Security Officer will not allow this minor to go ashore.

The default message “No guardian assignment found. <minor name> is a minor and must be accompanied by an adult guardian.” You can define your message from **OHC Administration, Administration, System Setup, Labels Setup, GNG072**.

Overnight Tour Notification

If a guest, resident or crew purchases an excursion tour that requires them to stay overnight on the shore, the system brings up a notification indicating that the guest, resident, or crew is going for an overnight tour.

The overnight tour notification appears after the guest, resident, or crew successfully changes the onboard status to Ashore.

The default message is: “<guest name> is going for an overnight tour.” You can define your message from **OHC Administration, Administration, System Setup, Labels Setup, GNG032**.

Figure 24-5 Overnight Tour Notification

