

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



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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# Preface

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

## Audience

This document is for technical personnel, application specialist and users of SPMS.

## Customer Support

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

<https://iccp.custhelp.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/cruise.html>.

## Revision History

**Table 1 Revision History**

Date	Description of Change
September 2020	Initial Publication
November 2020	Added Export Photos, Update Photos and Export Documents
January 2024	Updated Customer Portal URL Updated document to new format



# Prerequisite, Supported Systems and Compatibility

This section describes the minimum requirements for the Administration module.

## **Prerequisites**

- OHC Administration.exe

## **Compatibility**

SPMS version 20.1 or later. For customers operating on version 20.1 and below, database upgrade to the recommended or latest version is required

# 1

## Administration

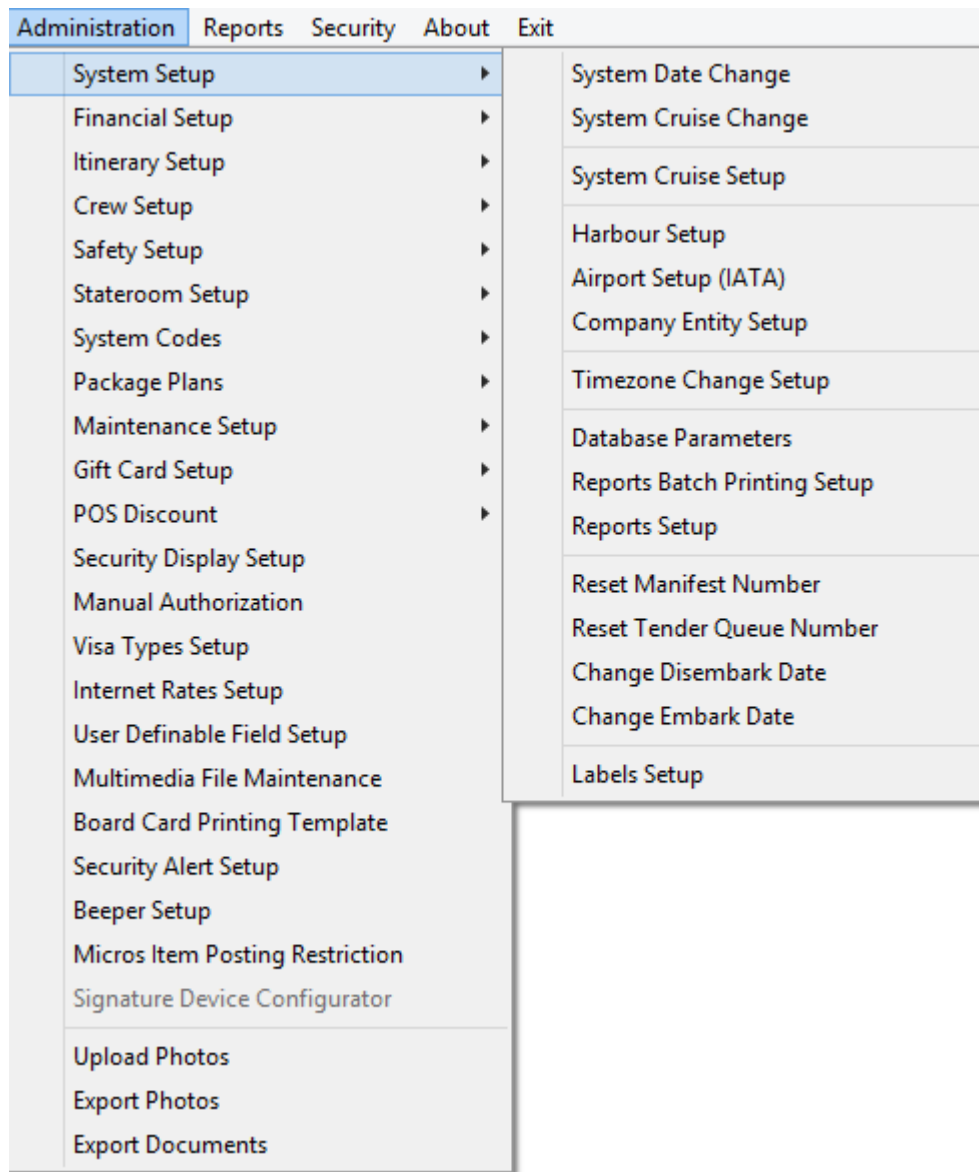
The Administration Menu comprises of configuration input fields require by the Ship Operation. Some of these codes depend on another set of codes, and may result in some functions not working as desire if they are not properly setup. Consult Oracle Hospitality Cruise Customer Support if you have any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

# 2

## System Setup

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

**Figure 2-1 Administration Menu**

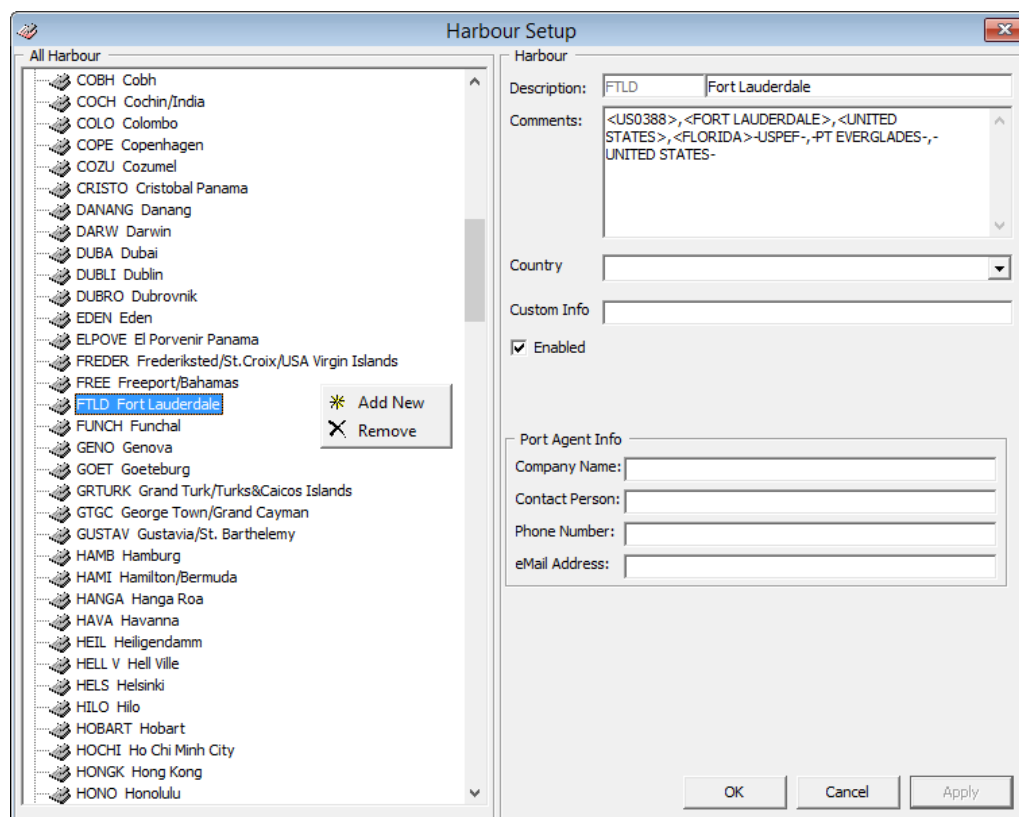


## Harbour Setup

The Harbour Setup function enable you to maintain the Port the ship embark and the local agent handling the port administration.

### Setting Up a Harbour/Port

**Figure 2-2 Harbour Setup**



1. From the **Administration Menu**, select **System Setup**, then **Harbour Setup** under the sub-category.
2. In the left pane of the Harbour Setup window, right-click and select **Add New** to add a new code.
3. In the **Description** field, enter the short code and description of the harbour name.
4. In the **Comment** field, enter the **ISO Port Codes** using an angle bracket <> and comma as separator, if any. The system also inserts the standard ISO Port codes from APIS during installation/update in the Comment field.
5. Select the **Country** from the drop-down list, if any.
6. In the Port Agent Info section, enter the **Port Agent** information and the click **Apply** to save the entry. The **Enabled** checkbox is checked by default. Uncheck the checkbox to disable the code from the selection window.

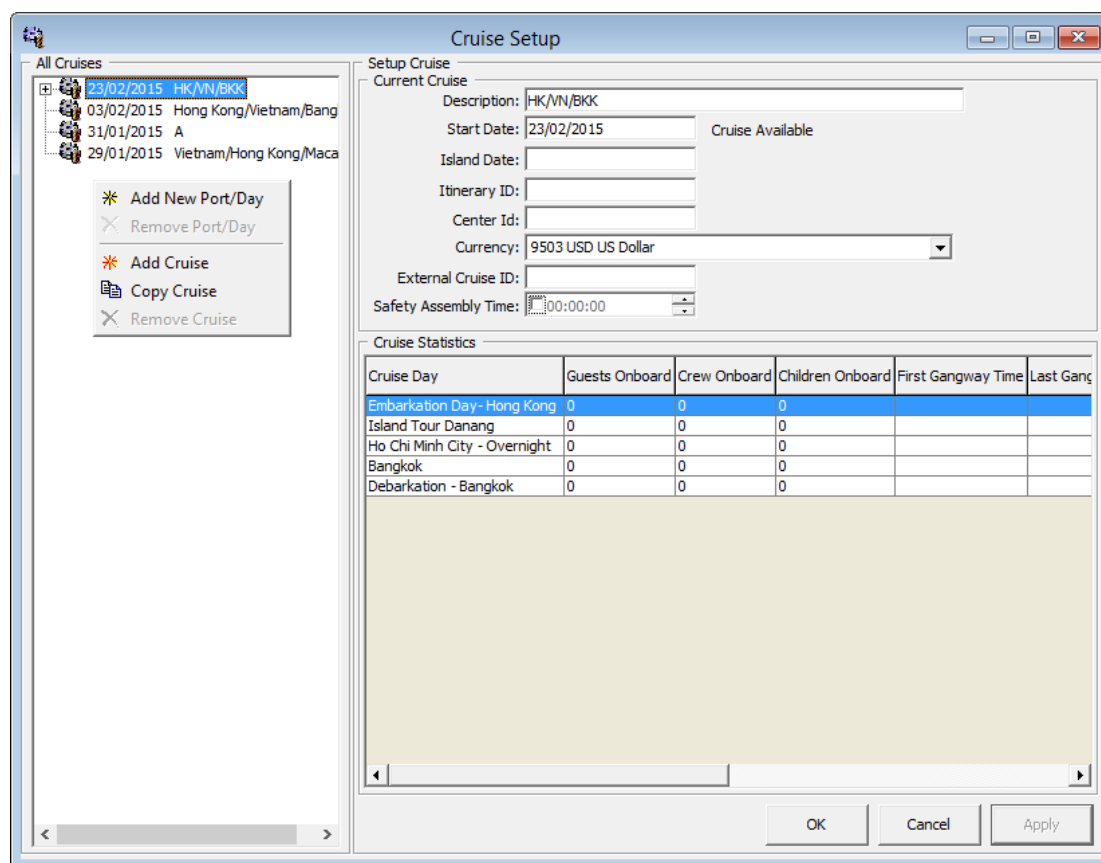
## Removing a Harbour/Port

1. From the Harbour Setup window, right-click the Port code and select **Remove**.
2. Click **OK** to save and close the window.

## System Cruise Setup

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

**Figure 2-3 Cruise Setup**



**Table 2-1 Cruise Setup Field Definition**

Field Name	Description
Description	Short code of the cruise. Mainly use to identify the cruise
Start Date	The start date of the cruise.
Island Date	Special coded description for General Ledger (GL) Interface.

**Table 2-1 (Cont.) Cruise Setup Field Definition**

Field Name	Description
Itinerary ID	An identifier for the voyage/cruise.
Center ID	Special coded description for GL.
Currency	Official on board currency. See <a href="#">Financial Setup, Currencies</a>
External Cruise ID	Cruise ID from an external party.
Safety Assembly Time	Schedule Safety Assembly Time for the cruise.

## Creating System Cruise

1. Select **System Setup**, then **System Cruise Setup** from the drop-down list.
2. In the Cruise Setup window, right-click the **All Cruises** pane and select **Add Cruise** to open a blank setup form.
3. Enter the **Description, Start Date, Island Date, Itinerary** and **Currency**.
4. Click **Apply** to save.

## Adding Port Day to Cruise

1. At the **All Cruises** section of the Cruise Setup form, right-click on the Cruise Name and select **Add New Port/Day**.
2. At the Setup Cruise form, enter the **Date, Description, Port Comments, Weather** and select from the drop-down list the **Arrival Port, IPM Port Type, Arrival Country, Arrival Time** and **Departure Date/Time**.
3. Click **Apply** to save the form.
4. Repeat the above steps for additional port day.

### Note:

You cannot alter the Port Day once the date is entered. You are required to first remove and re-enter the port day before adding the remaining port day.

## Removing Port Day

1. At the All Cruises pane, right-click on the **Port Date** you wish to remove.
2. Select **Remove Port/Day** option.

**Note:**

The system validates all reservations against the port day before a port/day or cruise is removed. If there are linked reservations found, amend the booking before proceeding.

## Copying Cruise Day

The Copy Cruise function copies the same cruise setup/itineraries into a future date. If the information is completely different, we recommend that you create the cruise from scratch and add the port day individually.

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

**Figure 2-4 Duplicate Cruise**

Start Date	Description
18/2/2015	Bangkok/Vietnam/-

2. Insert the **Start Date** and **Description** in the Duplicate Cruise window, then click **Add**. The copy cruise is not allowed if a Start Date exist.
3. Click **OK** to confirm and populate the information in All Cruises section.

## Removing a Cruise

You can only remove a cruise when there are no reservation records attached to the cruise day. This option is dimmed when the system detects there is a link to a port day.

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

## System Date Change

The Night Auditor or appointed user from the Finance Department is responsible to perform the System Date Change nightly. Before you run the **System Date Change**, all revenue

centers must be in balance, and this includes the Point-of-Sale (POS) System, Cashbook and other processes deemed necessary by the ship operator.

## Performing System Date Change

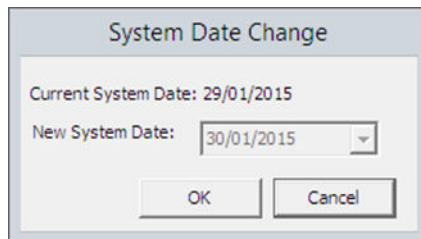
1. From the **System Setup** drop-down menu, select **System Date Change**.

 **Note:**

You are not allowed to proceed when the Cashier's sessions is still active.

2. At the System Date Change prompt, confirm the **New System Date** by clicking **OK**.

**Figure 2-5 System Date Change**



3. You will receive a warning message when expected disembarking guest/crew remain as check-in in the system. Select **Yes** to proceed or **No** to return to the previous menu and resolve all pending check out.
4. When you select **Yes**, a progress window **Closing pay period** shall prompt once the System Date Change commences. This only appears if the Payroll system is linked, and it changes all the pending reservations status for the date to *No-Show*.
5. Once the System Date Change completes, you will receive an window indicating the new system date. Click **OK** to close the prompt.

## System Cruise Change

At the end of each cruise, all the revenue centers and system accounts must be in balance and closed before you start a new cruise. This task is performed by the Chief Purser.

## Performing System Cruise Change

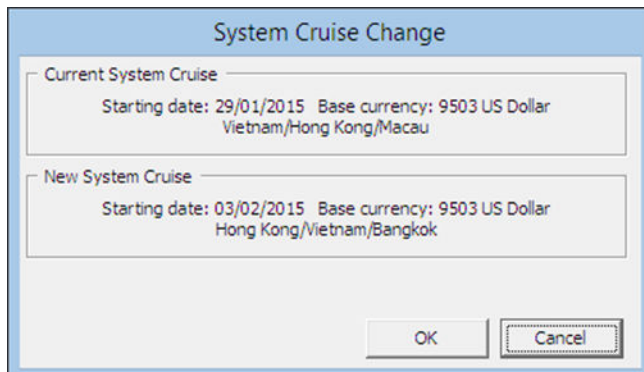
 **Important:**

The following process sets all accounts to **Closed**. All outstanding balances are carried forward to the next cruise. Do proceed with caution



1. Select **System Cruise Change**.
2. At the System Cruise Change prompt, click **OK** to confirm the **New System Cruise**.

**Figure 2-6 System Cruise Change**

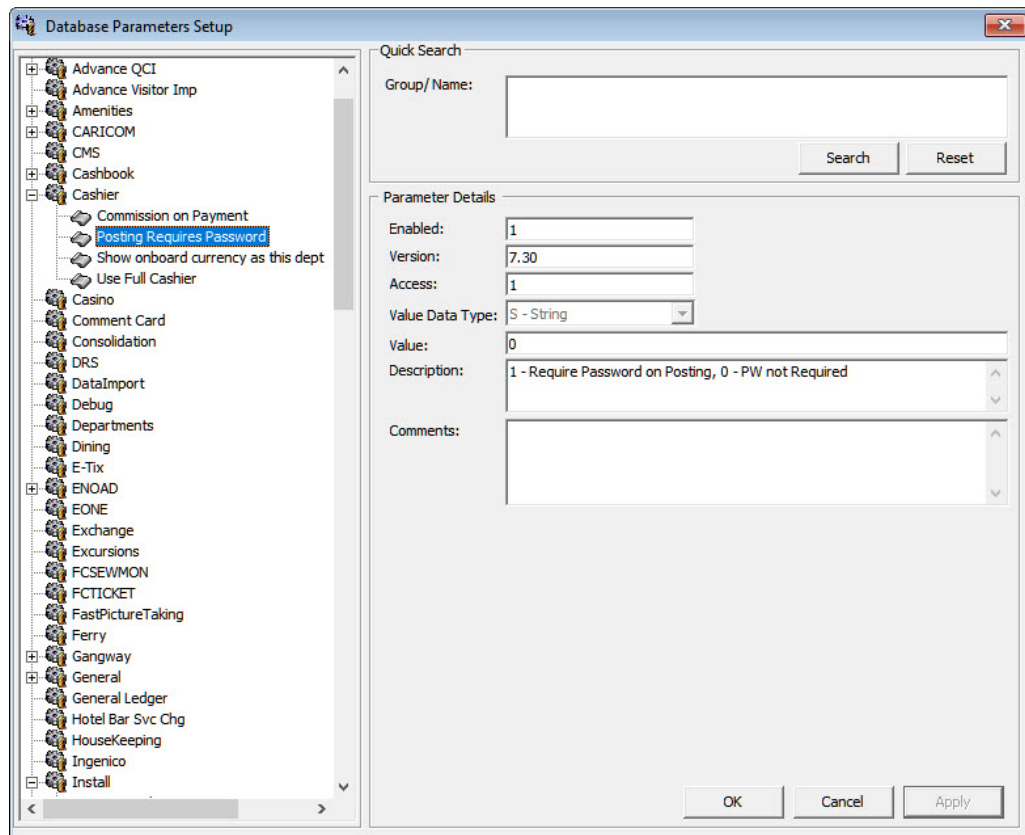


3. You will receive a 'Open Balance Warning' if an unbalanced System Account is detected. Select **Yes** to proceed or **No** to return to previous menu and then resolve all pending check out.
4. Once the cruise change completes, the application will return to the Main menu.

## Database Parameters

The application is deployed with a set of Database Parameters that controls the operability and functionality of the module. These system parameters are grouped by module, followed by its function. Please consult Oracle Hospitality Cruise Customer Support prior to changing any of these parameters to avoid adverse implications.

Figure 2-7 Database Parameter



1. From the **System Setup** menu, select **Database Parameters**.
2. In the Database Parameters Setup window, click the plus (+) key to expand the group or navigate to **Quick Search** section, and search the parameter name in **Group/Name** field and then click **Search**.
3. Changing the value at the **Parameter Details** changes the behavior of the functions.
  - a. **Enabled:** By default, all parameters are set to Enabled. In order to disable a parameter, change the value to 0 (0 = Disabled/ 1 = Enabled).
  - b. **Value:** The acceptable value is defined in the description.

## Defining the days to keep log files

You can to keep an activity log of certain functions, particularly the Interfaces. The number of days is keep is set up in Database Parameter:

- Group Interface, Days to keep log file.
- Group Gangway, Gangway Log Days

Once defined, the system checks the log entries when the module starts and purge entries older than the days enter.

## Airport Setup

The Airport Setup code is used in Crew and Management Module, Flight Overview window. It allow you to arrange a passenger or crew arrival pickup or departure drop-off. You can also import an airport list instead of inserting the details manually, and this list must be save in eXtensible Markup Language (XML) format (IATA\_AIRPORT\_List.XML) in Oracle Hospitality Cruise folder.

1. From the System Setup menu, select **Airport Setup (IATA)**.
2. In the Airport (IATA) setup window, the import commences once it detects the IATA\_AIRPORT\_List.xml file.
3. Click **Yes** at the Admin prompt to confirm the data to import, and then **OK** when the import is successful.

## Adding Airport Code Manually

1. At the Airport Setup (IATA) setup, **All Airport section**, right-click and select **Add New**.
2. Enter a short code and description in the **Description** field.
3. Enter a comment in the **Comment** field, if any.
4. Click **Apply** to save.

## Company Entity

This function allows you to enter the company entity of the ship.

1. From the **System Setup** menu, select **Company Entity Setup**.
2. Right-click on the left pane of the form and select **Add New**.
3. Enter all the information in the **Entity Details** section and then click **Apply**.

**Figure 2-8 Company Entities Setup**

**Table 2-2 Field Definition of Company Entities Setup**

Field Name	Description
Entity ID	Company Entity ID, provided by SPMS
Code	Company or Ship Code
Name	Company or Ship name
Enabled	Set to True
Record ID	Defines the record ID representing an entity
Type	Type of Entity <ul style="list-style-type: none"> <li>• 1 = Vessel/Ship</li> <li>• 2 = Headquarter</li> <li>• 3 = Warehouse</li> </ul>
Address	Address of entity
City & Country Code	Country of entity
Phone	Phone
Fax	Fax
Email	Email address
Print Order Report ID	Print Order Report ID used by Materials Management System (MM)
License	License Code provided by SPMS

**Table 2-2 (Cont.) Field Definition of Company Entities Setup**

Field Name	Description
IDEA Enabled	Field use by MMS and is defaulted to False

## Assigning Company ID

1. At the left pane of Company Entity Setup window, right-click the entity name and select **Set Who Am I**.
2. At the confirmation prompt, select **Yes** to update information to Parameter **Who Am I link**.
3. Restart the application for change to take effect.

## Time Zone Change

This function enables you to set the ship's clock forward or backward when the ship travels through different time zones, thus recording an accurate crew work hours. This function is only used in Time & Attendance module.

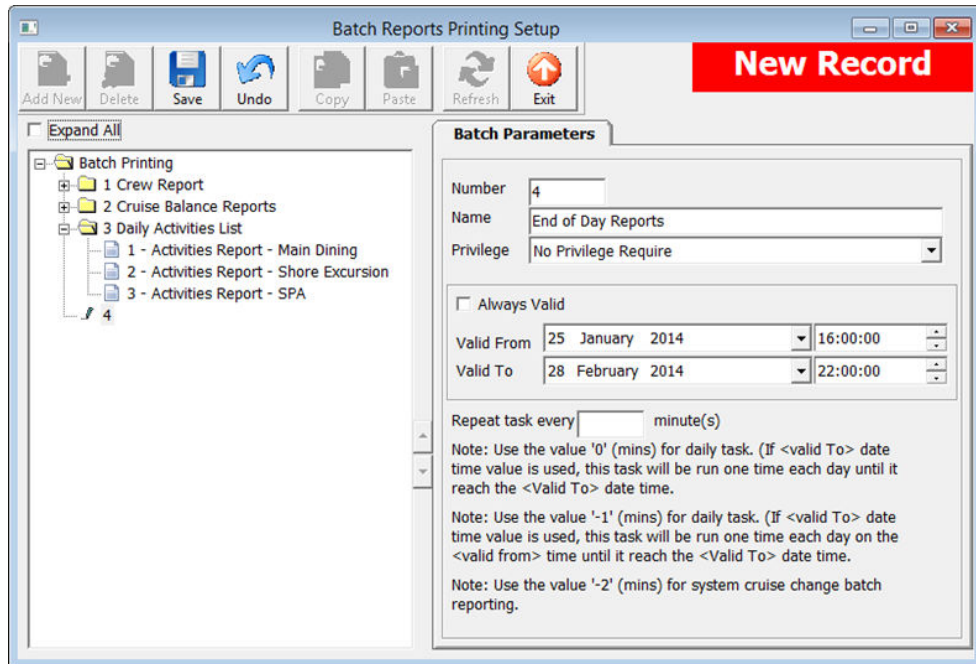
1. From the **System Setup** option, select **Timezone Change Setup**.
2. At the Timezone Change Setup window, right-click on the left pane and select **Add**.
3. In the Details section, select the Data and Time from the drop-down list when the change should take place.
4. Enter the number of hours in the **Change Hours** field and a remark of the change.
5. Click **Apply** to save.

## Batch Reports Printing Setup

The function enable you to setup a group of reports to print at a scheduled time and it requires the **OHC Auto Report** application to be running at all times.

1. At the System Setup option, select **Reports Batch Printing Setup**.

**Figure 2-9 Batch Reports Printing Setup**



2. In the Batch Reports Printing Setup window ribbon bar, click the **Add New** button.
3. Enter the all the required fields and then click **Save**.

## Adding Report to Batch Printing

1. Select the **Report Group** from the **Batch Printing** tree.
2. In the **Report Parameters** tab, select an **Action Type** from the drop-down list.

**Table 2-3 Batch Report Printing Options**

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

3. In the Report Name field, click **Search** to look up for the report.
4. Select the day of the week from the **Schedule** drop-down field.
5. Choose the **Output** method from the drop-down list. If the selected methods is to save to file, enter the **Export File name and path** and **Email Address** for the files to be sent to the specific user.

6. Click **Save** at the ribbon bar to save.

## Copying Batch Details to Other Report

1. Select the Report Group from the tree and then click the **Copy** button at the ribbon bar.
2. In the Report Group to copy to, click **Add New** and then **Paste**.
3. Click the **Save** button to save.

## Deleting Batch Report Details

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

 **Note:**

This action deletes the record permanently. Please proceed with caution.

## Reports Setup

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

Figure 2-10 Report Setup

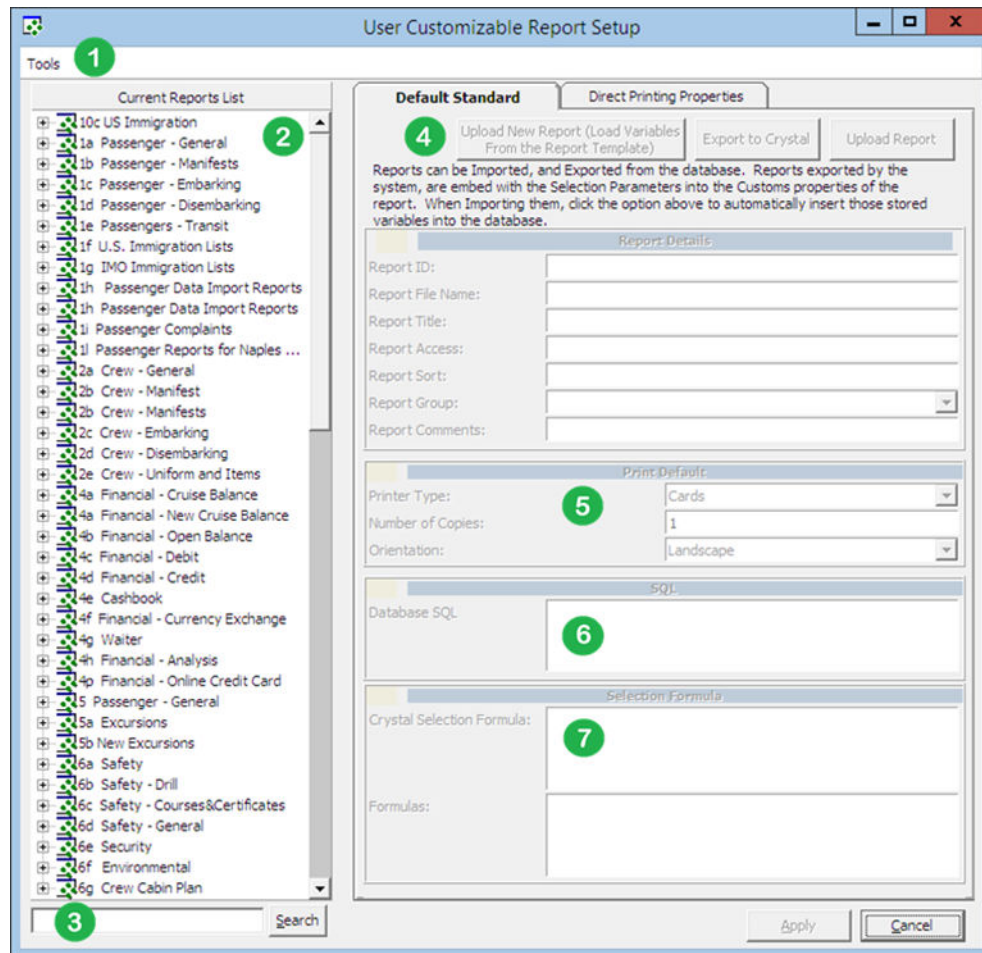


Table 2-4 Setup Functions In Report

Figure	Description
1	Tools function that uploads report templates from a public folder.
2	List of report set available, including those that was manually uploaded.
3	Search function that enables you to search for a report.
4	Report detail of the report. For example, Report ID, User Access, Report Group.
5	Default printer configuration.
6	Formula embedded in the Crystal Report template.
7	Selection criterion input required from the user prior to generating a report.



## Adding New Report

1. From the **System Setup** option, select **Reports Setup**.
2. In the **User Customizable Report Setup, Current Report List** pane, right-click and select **Add New Report** to enable the fields on the right pane.
3. Navigate to the right pane and select **Upload New Report (Load Variables From the Report Template)** or **Upload Report**.
4. Search for the .RPT file on your local drive if you are uploaded a report template.
5. In the Report Details section, enter the following information:
  - a. **Report ID:** Unique ID of customized report.
  - b. **Report File Name:** Crystal Report file name, for example, pabxnationbreak.rpt.
  - c. **Report Title:** Report name to show in Current Report List.
  - d. **Report Access:** User Access Right to view/print report.
  - e. **Report Sort:** Sort order of the report within the assigned report group.
  - f. **Report Group:** Group this report belongs to. Select from the drop-down list.
  - g. **Report Comments:** Additional comments/Information pertaining to this report.

Figure 2-11 Default Standard for Report

**Default Standard** | Direct Printing Properties

Upload New Report (Load Variables From the Report Template) | Export to Crystal | Upload Report

Reports can be Imported, and Exported from the database. Reports exported by the system, are embed with the Selection Parameters into the Customs properties of the report. When Importing them, click the option above to automatically insert those stored variables into the database.

**Report Details**

Report ID:

Report File Name:

Report Title:

Report Access:

Report Sort:

Report Group:

Report Comments:

**Print Default**

Printer Type:

Number of Copies:

Orientation:

**SQL**

Database SQL:

**Selection Formula**

Crystal Selection Formula:

Formulas:

File loaded:paxbynationbreak.rpt | Add New Report | Save | Cancel

6. In the Print Default section, select the **Printer Type**, **Number of Copies** and the **Print Orientation**.
7. Click **Save** to add the report to the list.
8. Click **OK** at the 'Save New Report' prompt. The newly added report name is shown at the bottom of the screen

## Removing a Report

1. In the User Customizable Report Setup window, expand the **Current Report List** tree by clicking the plus (+) key.
2. Right-click the report name you wish to remove and then select **Remove Report**.
3. Click **Yes** when prompt.

## Exporting a Report

1. In the User Customizable Report Setup window, expand the **Current Report List** tree.
2. Click the **Export to Crystal** button in the **Default Standard** tab.
3. Select the location to save the file and note that the file type is indicated as Crystal Report.

## Change Debark/Embark Date

This function allows you to change the bulk change a Debark or Embark Date when the need arises. For example, passengers are not allowed to debark due to severe weather condition.

1. From the **System Setup** option, select **Change Debark Date** or **Change Embark Date**.
2. Select the date from the **From/To Date** field and check the applicable passenger type and the status.
3. Select a **New Date** and check the **Reset Boardcards** checkbox if you need to issue new boardcard.
4. Click **OK** and then select **Yes** to proceed or **No** to abort.

## Labels Setup

The system is pre-installed with a range of hard coded labels for use in various functions. You may modify the description of the labels to suit the Ship's operation. Consult Oracle Hospitality Cruise Support if you wish to change the description of these labels.

# 3

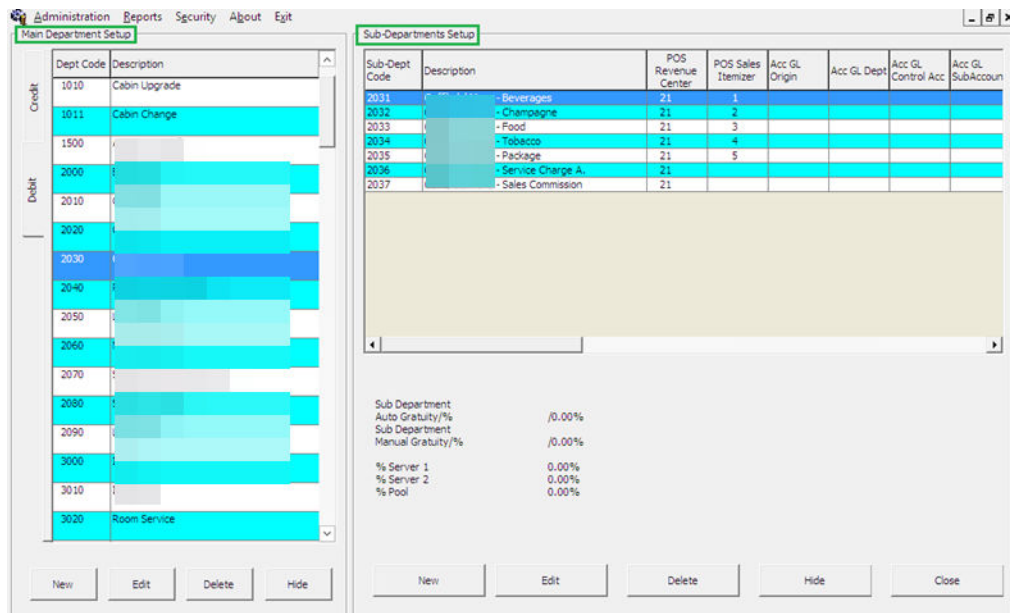
## Financial Setup

In the Financial Setup function, you can create and manage the Ship's accounting codes, ensuring the daily revenues/expenses are correctly mapped to the codes configured. A greater financial reporting can be achieved through a well thought out system of accounts. It is highly recommended for shore side accounting personnel to play a key role in creating/developing the accounts and revisit this setup from time to time. Configuration of these codes is under the responsibility of System Administrator, Chief Purser and Accounting Purser.

### Department Codes

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

**Figure 3-1 Main/Sub-Department Setup**



### Main Department

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

## Adding a Main Department Code

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

**Table 3-1 Main Department Code**

Field	Description
Code	Department code in numeric character
Description	Description or name of the code
Other Description	Alternative name or other description of the code, if any
Sub-Department Code	Pre-defined Sub-Department code of Automatic Service Charge
Percentage to distribute	Percentage value of Automatic Service Charge to distribute
% for Team Server 1	% of Service Charge to distribute by Team
% for Team Server 2	% of Service Charge to distribute by Team
% for Pool Distribution	% of Service Charge to distribute from Service Charge Pool.
External ID	Department Location ID
Credit Limit	Overall Floor Limit Allowed

## Deleting a Main Department

1. From the Main Department Codes setup, select the code and then click the **Delete** button.
2. At the confirmation prompt, click **Yes** to proceed.

### Note:

Once a code is used and has transactions linked, you are not allowed to delete it. You can choose to hide the code using the **Hide** button.

## Sub-Department

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

**Table 3-2 Debit Sub-Department Field Definitions**

Field Name	Description
Type of Posting	System coded posting type: Posting Department (D) or Tax Department (DX)
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.
POS Revenue Center	Revenue Center code defined in POS System, use in Interface mapping.
POS Sales Itemizer no	Sales Itemizer number defined in POS system.
POS Sales Period	Sales Period defined in POS.
POS Revenue C.Desc	Revenue center description from POS System.
D.Code for Gratuities M.	Manual Service Charge Department Code.
D.Code for Gratuities A.	Auto Service Charge Department Code.
D.Code for Taxes	Department code for Taxes, use in Interface mapping.
Gratuity Typ	Not in Use
Gratuity/Service Tax Department	Not in Use
PBX Call Type	Call charge type from PBX System, use in Interface mapping.
Max. Daily Limit	Maximum Daily Limit allowable for this code.
Service Charge Dept.	Service Charge Department for Casino postings.
Service Charge	Service Charge Value.
Max. Cruise Limit	Maximum Cruise Limit allowable for this code.
Req. Signature During Folio Payout	Define whether signature is required on folio payout.
Guest/Crew Discounts Dept.	Applicable discount department code
Dept. Security Level	Defined User Security Access Level 1 – 9.
Eligible Department	checkbox that determines the department are non-eligible for refund.
Origin	General Ledger codes defined in Chart of Accounts.
VAT Tax Class	Classification of VAT Tax.
Casino Department	Determines whether the department code belongs to Casino.
Exclude from Revenue Overview	Revenue to be excluded from Revenue Overview function in Management.

**Table 3-3 Credit Sub-Department Field Definitions**

Field Name	Description
Payment Type	The payment type of this code. For example, Cash, Foreign Currency, Credit Card, Check, Cabin Charge, City Ledger
Department Code	Department Code in numeric characters only.
Description	Description of the code.
Other Description	Additional description of the code, if any.
Department Grouping	Code use to group certain department codes for reporting purposes.
Credit Card Digits	Acceptable credit card digits associated with the type of credit card.
Credit Card ID	Short code of credit card type.
Credit Card Internal ID	Internal credit card id preset by the system.
Credit Card Merchant ID	Card Merchant ID.
Foreign Currency Code	ISO Currency codes. Refer to Typ_Cur when the payment type=CF Foreign Currency.
Floor Limit	Maximum limit allowed in guest account for this card type.
Crew Floor Limit	Maximum limit allowed in Crew account for this card type.
Minimum Authorization Value	Minimum amount to obtain from card merchant.
Commission Department	Department code for chargeable commission.
Commission Rate	% of applicable commission or value defined if 'Commission is fix value' is checked.
Daily Limit	Daily Posting limit.
Debit Card No Commission	Commission is exempted if checked.
Commission is fixed value	Applicable commission is value based instead of %.
Auto Balance (Interface)	Auto Balance function for cash/credit card posting via interface.
Rewards Card	Denotes Rewards Card if checked.
Gift Card	Denotes Gift card if checked.
POS Tender Type No.	Tender Media Number defined in POS System
System Account No.	The Account Number defined in System Account
Incentives Payout Group	Incentive payout group setup from Crew Incentive.
External Department ID	External Department ID for payment from 3rd party system.

**Table 3-3 (Cont.) Credit Sub-Department Field Definitions**

Field Name	Description
External Itemizer ID	External Itemizer ID from third-party system.
Allow Posting to Guest Cabin	Posting allowed via Micros POS System.
Allow Posting to Crew Cabin	Posting allowed via Micros POS System.
Allow Posting to Gift Card	Posting allowed via Micros POS System.
G.Ledger Id.	General Ledger codes in Chart of Accounts.
Eligible Department	If the checkbox is checked, the department are non-eligible for refund.
Dept. Security Level	Defined User Security Access Level 1 – 9
Req. Signature During Folio Payout	Define whether signature is required on folio payout
Credit Card Disclaimer Note	Disclaimer note to print on invoice when payment is by credit card.
Department for routing	Payment Type allowed for routing.

## Adding a Debit Sub-Department

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

## Adding a Credit Sub-Department

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

### Note:

No posting is allowed when a credit code does not have a floor limit assigned or the value is 0.00. The parameter “**General**,” “**Check Buyer Limit**” and “**Check Credit Limit**” is used to validate and manage the credit limit during posting.

## Deleting Sub-Department Code

1. From the Main Department Setup window, select the **Sub-Department** to delete.
2. Click the **Delete** button located at the bottom of the screen.



3. At the confirmation prompt, select **Yes** to delete the code.

 **Note:**

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

## Currencies

This Currencies function enables you to input the currency rate used in Currency Exchange module. You can also update the exchange rates from Currency Exchange module itself. This feature uses the Currency Codes configured in Credit Sub-Department.

### Adding Currency Rate

1. From the **Financial Setup** menu, select **Currencies**.
2. In the All Currencies section, right-click and select **Add Rate**.
3. Navigate to Setup Exchange Rates section and select the currency code from **Currency/Check** drop-down list.
4. Enter the **Valid From date, Minimum Denomination (Buy/Sell)** and select the **Rate Calculation** method from the drop-down list.
5. Checking the **Disable From** checkbox disables the currency from showing in the Currency Exchange module from date specified. Disabled currency are marked with an asterisk \*.
6. Enter the **Available Notes**, if any. If you have specified the Available Notes, the system uses the Available Notes for calculation and ignore the Minimum Denomination setup.
7. Enter the **Exchange Rates and Commission %** or **Min. Commission**, then click **OK** to save.

### Removing Currency Rate

A currency rates can be easily removed by right-clicking the currency rate and select **Remove Rate**.

## Merchant Details

For every credit card provider the Ship deals with, you must create a Merchant credential to facilitate the credit card authorization and handling. Such information is provided by the third-party service provider.

1. From the Financial Setup menu, select **Credit Card Merchant Setup**.
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Select the **Credit Card Type** and **Currency** from the drop-down list.
4. Enter the **Terminal ID, Bank ID, Decimal, IP Port, Merchant Login ID** and **Merchant Password**.

5. Click **OK** to save.
6. Repeat the above steps for other credit card type accepted by the merchant.

## Pre-Selection Groups

The Pre-Selection Groups allow you to categorize numerous department codes into a group, for use in Routing and Discount assignment.

1. From the **Financial Setup** menu, select the **Department Groups Setup**.
2. On the left pane of the setup screen, right-click and select **Add Department Group**.
3. In the **Department Groups** section, enter the **Description** of the group and the **Department Codes**.
4. Click **OK** to save.

## Stateroom Upgrade Setup

In the Stateroom Upgrade Setup function, you can create a price table and manage the price differences to charge when performing a cabin upgrade.

1. From the Financial Setup menu, select **Stateroom Upgrade Setup**.
2. In the Price Table for Upgrades screen, click **New**.
3. In the **Edit Upgrade Prices** window, select a category from the **Category Identifier**.

 **Note:**

The Cabin Categories only appears if these are set up in Stateroom setup. Sorting the category pricing from higher to lower is recommended.

4. Enter the **Sorting, Price** and **Maximum Person** allowed.
5. Click **OK** to save.

## Discount Templates

The Discount Templates function enable you set up various discount types template, for use in Discount, Routing and Package Handling.

1. From the **Financial Setup** menu, select **Discount Templates**.
2. On the left pane of the setup screen, right-click and select **Add New**.
3. Navigate to the Fidelio Department section and then click **Add**. This launches the Discounts window.
4. In the Discounts window, enter the **Percentage, number of count to apply** in the How Much section. When the Percentage checkbox is unchecked, the discount becomes a value based discount. If the **Apply Count** field is blank, this discount is unlimited.
5. Select the applicable **Department Code** and then click **OK** to apply.

## Quick Posting Template

This function enable you to create a criterion filter to be use in Quick Posting function in Cashier Function. For example, a posting to specific nationality.

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

## Import Credit Card Bin

You can import a complete set of eligible Bank Identification Number (BIN) provided by the Credit card provider by and overrides the previously loaded BIN information during the reload process.

1. From the Financial Setup menu, select **Import Credit Card Bin** file.
2. At the bottom of the screen, select the BIN file to import.
3. By default, all the checkboxes are check. Click **Import** to save the information into the BIN table.
4. Click **Close** to exit.

## Disallow Manual Posting Applications

This function is use to prevent users from manually posting a transaction through the listed application when the posting is set to *No* in the guest account.

1. From the Financial Setup menu, select **Disallow Manual Posting Applications**.
2. Right-click on the left pane and select **Add New**.
3. Enter a short code and the application name in the **Description** field.
4. Click **Apply** to save.

## Department Grouping

This function allow you to categorize a department group for use as financial classification and in report grouping.

1. From the Financial Setup menu, select **Department Grouping**.
2. Right-click the left pane and select **Add New**.
3. Enter a short code and description in the **Description Field** and then click **OK** to save.

## VAT Handling

Before you use the VAT Handling, these VAT components must be in place.

- VAT Tax Class

- VAT Tax Rate

## VAT Tax Class

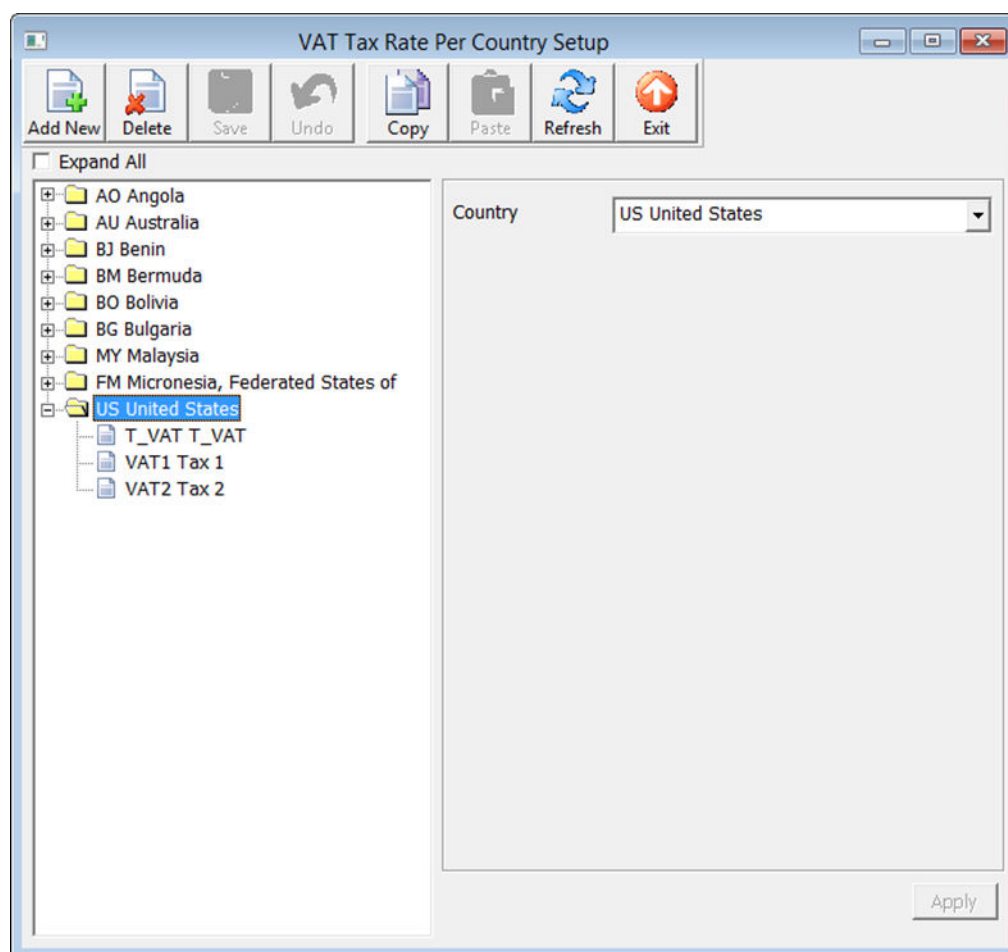
The VAT Tax Class is a tax group classification. For example, a Regular Tax, Reduced Tax and others.

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

## VAT Tax Rate

The VAT Tax Rate code is used to define the various tax rate applicable to each country or class, and the tax posting code.

**Figure 3-2 VAT Tax Rate Per Country Setup**



1. From the Financial Setup menu, select **VAT Tax Rate**.

2. Click **Add New** at the ribbon bar and then select the **Country** code from the drop-down list.
3. Click **Save**.
4. Expand the **Country** container and select the **Tax Class**.
5. Insert the tax rate in the **VAT Tax Rate** field and select the **Tax Department** code from the drop-down list.
6. Click **Save** to save the changes.

## Activating a Tax Rate

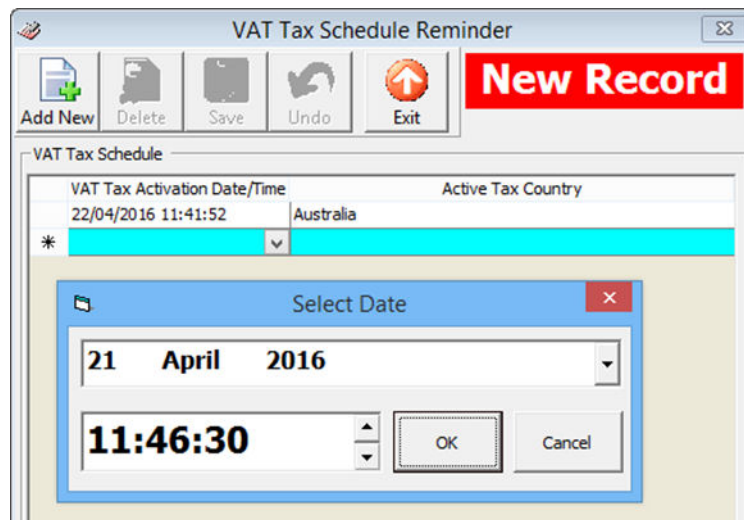
This function enable you to apply the correct Tax Rate based on the cruise location and stores the information in **Parameter, "General", "Current VAT Tax Country"**. A system restart is required on all posting modules for changes to take effect.

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

## VAT Tax Reminder

A reminder can be added to remind you when to activate the tax country on date specified.

**Figure 3-3 VAT Tax Reminder**



1. Front the Financial Setup menu, select **VAT Tax Reminder**.
2. Click **Add New** at the ribbon bar, and then select the **Date and Time** from the drop-down list.
3. At the **Active Tax Country**, select the **Country** the tax to be activated.
4. Click **Save** to save and exit.

# 4

## Itinerary Setup

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

### Adding an Activity

Figure 4-1 Activities Setup

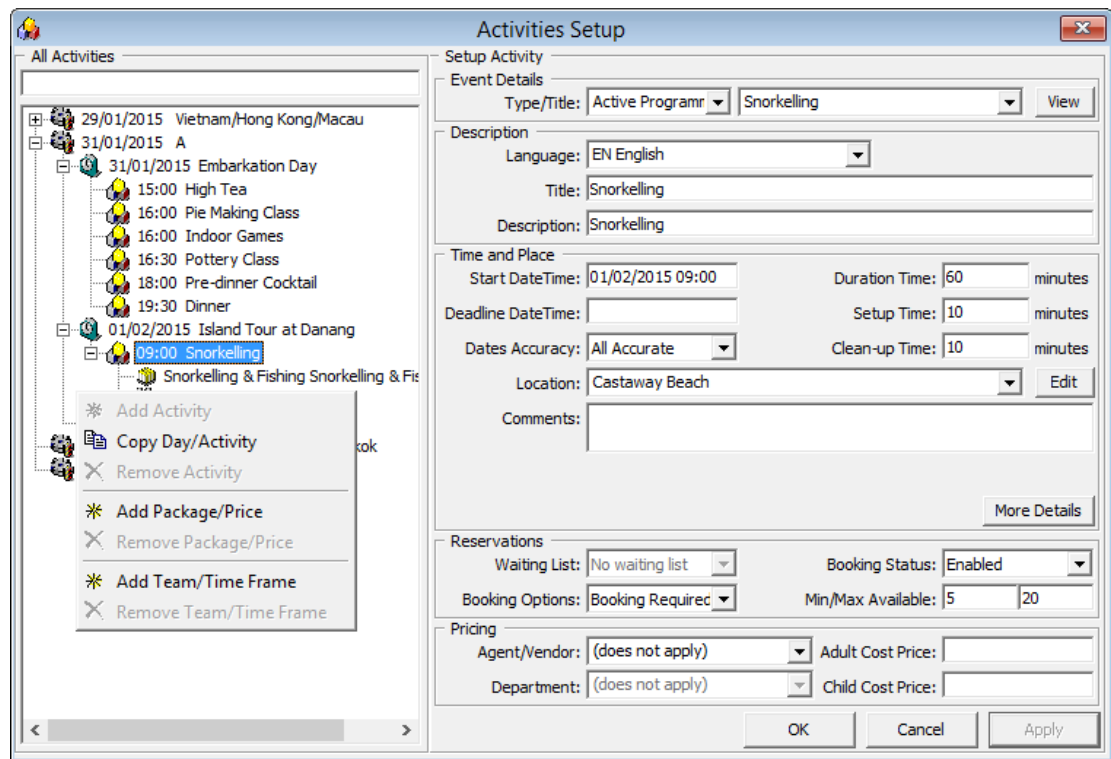


Table 4-1 Field Description of Activities Setup

Field Name	Description
Type/Title	The type of activity and title
Language	The language offered in this activity
Title	Title of the activity
Description	Brief description of the activity
Start DateTime	Start date and time of the activity

**Table 4-1 (Cont.) Field Description of Activities Setup**

Field Name	Description
Duration Time	Duration of the activity
Deadline DateTime	Booking deadline date/time
Setup Time	Setup time require in minutes
Dates Accuracy	Activity dates accuracy (1-All Accurate, 2-All Approximate, 3-Starting Approx., 4-Duration Approx.)
Clean-up Time	Clean up time in minutes
Location	Location of the activity
Comments	Comments for the activity
Waiting List	Waiting List is allowed/disallowed
Booking Status	Activity booking status (Enable/Disable)
Booking Options	Activity booking options — Booking is required or not.
Min/Max Available	Minimum or Maximum number of bookings allowed
Agent/Vendor	Agent/Vendor Name
Adult Cost Price	Agent/Vendor Cost Price
Child Cost Price	Agent/Vendor Cost Price
Department	Agent/Vendor Posting Department

1. From the **Itinerary Setup** menu, select **Activities**.
2. One the left pane, right-click on the selected Cruise Day.
3. Select **Add Activity** from option menu.
4. In the **Setup Activity section**, update the all the activities details.
5. Click the **More Details** button to insert the Meeting Date/Time, clothing requirements and other information and click **OK** to return to previous screen.
6. In the Reservation section, select the appropriate booking options from the drop-down list.
7. Enter the pricing and select the **Agent/Vendor** providing the service.
8. Click **OK** to save.

## Copying an Activity Setup

An existing activity can be copied into the future cruise by day or by activity instead of re-creating every single activity.

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

 **Note:**

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

## Add Package Price

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

## Adding Team/Time Frame

You can add the team member required to handle the activities by indicating the time and number of member required.

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

## Removing an Activity

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



# 5 Events

The section describes the setup of an activity category, its location and requirements.

**Figure 5-1 Event Setup Screen**

**Table 5-1 Event Setup Field Definition**

Field Name	Description
Number	Order Number of the Event
Language	Language used in the event
Title	Event Title
Description	Short description of the event
Location	Location of the event
Type	Type of event
Ticket	Determine if the event is ticket based or not
Comments	Additional comments of the event
Age Range	Age Range, if any
Age Restriction	Age Restriction, if any

**Table 5-1 (Cont.) Event Setup Field Definition**

Field Name	Description
Family Status	Family Status of attendees, if any
Marital Status	Marital Status, if any
Gender	Target gender, if any
Group	Group name for special event

## Adding an Event

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

## Setting Up Event Location

The Location is use to describe to the location where event/activity is held.

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

## Adding Event Table/Seat

1. In the Location Setup window, right-click on the location.
2. Click **Add Table/Seats**.
3. Fill in all the fields.
4. Click **OK** to save.

## Adding an Event Exception

1. At the Location Setup window, right-click and select **Add Exception**.
2. Fill in the information and select the **Reason** from the drop-down list.
3. Click **OK** to save.
4. Location that has an exception are marked with an Exclamation mark.

# 6

## Vendors

The Vendors/Agents Setup is used for storing store contact information of vendors/agents handling the events.

Figure 6-1 Agents/Vendors Setup

The screenshot shows the 'Agents/Vendors Setup' window. On the left is a tree view labeled 'All Agents'. The main area is divided into two tabs: 'Agent Details' (selected) and 'Comments'. The 'Agent Details' tab contains the following fields:

- Salutation: MR
- First/Name: [Redacted]
- Company: [Redacted]
- Street: [Redacted]
- Zip/City: [Redacted]
- State/Country: [Redacted] (dropdown)
- Phone/Fax: [Redacted]
- E-Mail: [Redacted]
- Comments: Handle ground travel and local tours, operating with 10no, 30 seater buses.
- Status:  Enabled
- Currency: (not applicable) (dropdown)
- Exchange Rate: [Redacted]

At the bottom right are buttons for 'OK', 'Cancel', and 'Apply'.

### Setting Up a Vendor

1. From the Agents/Vendors Setup window, right-click and select **Add Agent**.
2. Enter the Agents details and then navigate to **Comments** tab to add the additional comments or document image.
3. In the Comments tab, click **Add Comment** to enter a new comment and the relevant details.
4. Navigate to the **Document** tab to upload, scan or export an image file.
5. Click **Save**.
6. Click **OK** to save the Agent details.

# 7

## Safety Setup

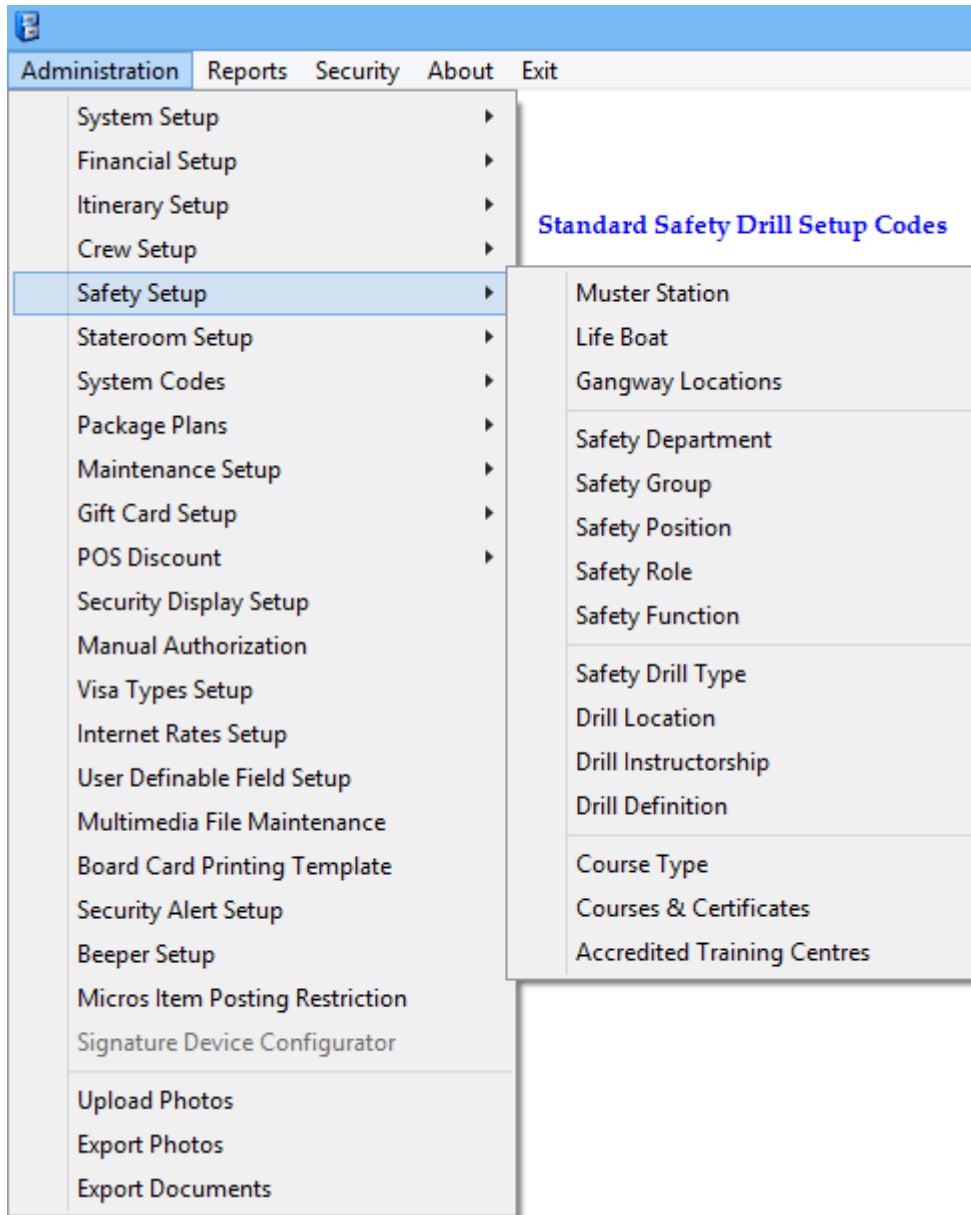
The Safety Setup contains all the codes required in Standard Safety Drill and Advance Safety Drill modes. The setup varies depending on the mode defined in **Parameter group, Safety, Advance Safety Drill** (0=Standard Safety Drill / 1 = Advance Safety Drill).

### Safety Setup Type

In below figures, you will see the list of codes available to Standard Safety Drill and Advanced Safety Drill mode.

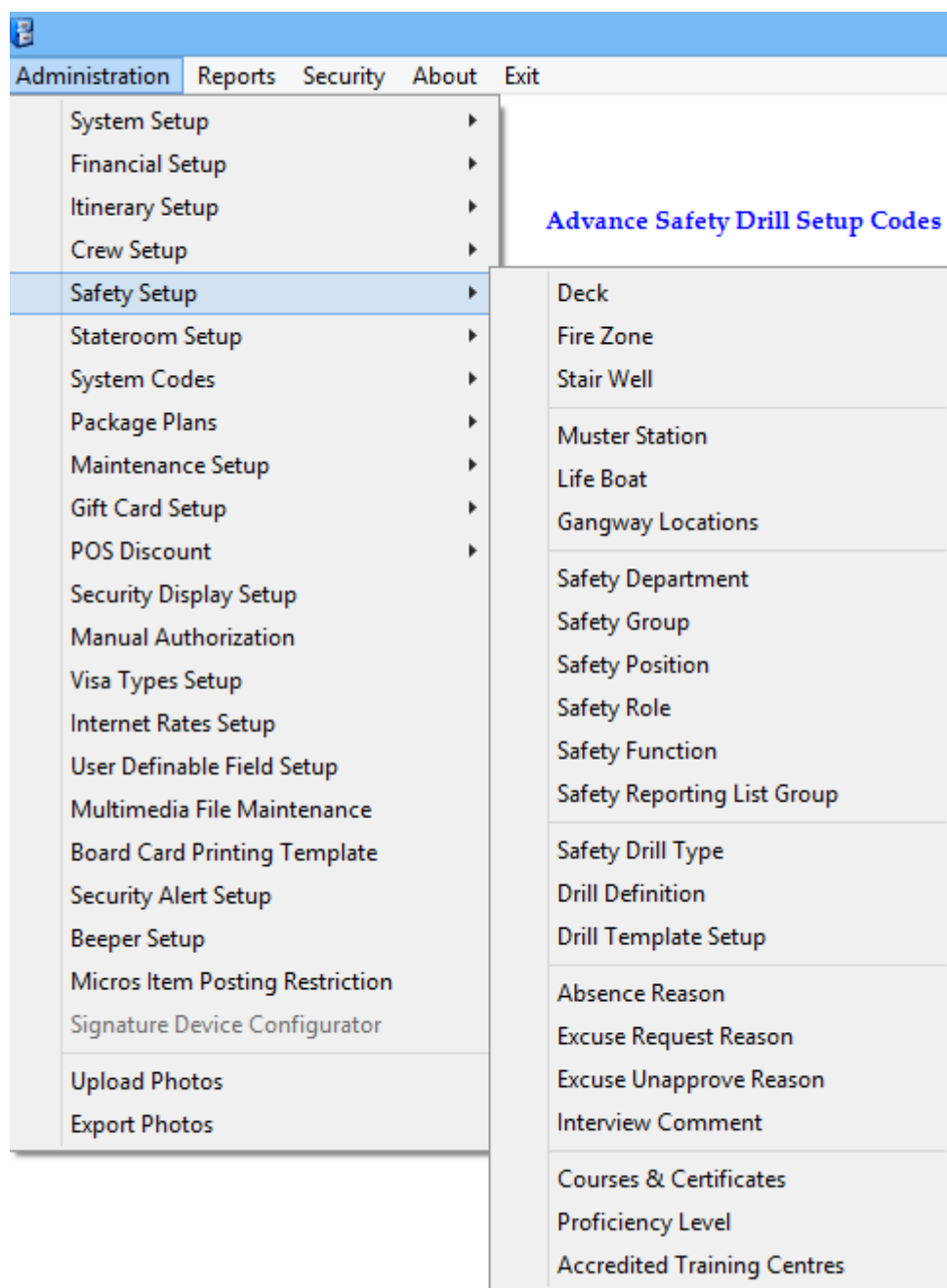
Below is the function codes available to Standard Safety Drill mode where **Parameter, Safety, Advance Safety Drill** set to "0".

Figure 7-1 Standard Safety Drill Setup Codes



Below is the function codes available to Advanced Safety Drill mode where **Parameter, Safety, Advance Safety Drill** set to "1"

**Figure 7-2 Advance Safety Drill Setup Codes**



**Table 7-1 Safety Setup Configuration Codes**

Function Name	Definition
Deck Setup	Define the deck location in Muster Station Setup. Available in Advance Safety Drill.
Fire Zone Setup	Define the Fire Zone for the drill in Muster Station Setup. Available in Advance Safety Drill.

**Table 7-1 (Cont.) Safety Setup Configuration Codes**

<b>Function Name</b>	<b>Definition</b>
Stair Well Setup	Define the stairwell location in Muster Station Setup. Available in Advance Safety Drill.
Muster Station Setup (definable label - TYP_LBL = SFTMST)	Define the assembly location.
Lifeboat Setup (definable label - TYP_LBL = SFTBOT)	Define the lifeboat or life raft capacity.
Gangway Locations	Define the location of gangway.
Safety Department (definable label - TYP_LBL = SFTDIV)	Define the department responsible for safety for each location.
Safety Group (definable label - TYP_LBL = SFTSGP)	Define the responsibilities and task of each safety group.
Safety Position (definable label - TYP_LBL = SFTCRW)	Define the position of the crew.
Safety Role (definable label - TYP_CLBL = SFTROL)	Define the role of the safety crew.
Safety Function (definable label – TYP_LBL = SFTFCT)	Define the role of crew in command of Survival Craft.
Safety Drill Type	Define the type of drills.
Drill Location	Define the location of the schedule drill. Available in Standard Safety Drill only.
Drill Instructorship	Define the instructor responsible for the scheduled drill. Available in Standard Safety Drill only.
Drill Definition	Definition of drills.
Drill Template Setup	Template for each drill type.
Absence Reason	Absent reason from attending safety drill. Available in Advance Safety Drill only.
Excuse Request Reason	Reason to be excused from attending safety drill. Available in Advance Safety Drill only.
Excuse Unapproved Reason	Reason for not approving the excuse request. Available in Advance Safety Drill only.
Interview Comment	A comment field used during interview as a predefined comment, or you can input using free text. Available in Advance Safety Drill only.
Course & Certificates	Type of Courses and Certification required for each drill type.
Proficiency Level	Proficiency level offered in Courses and Certification.
Accredited Training Centers	Reputable Safety training centres recognized by the ship.



## Configuring Safety Codes in Standard Drill

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

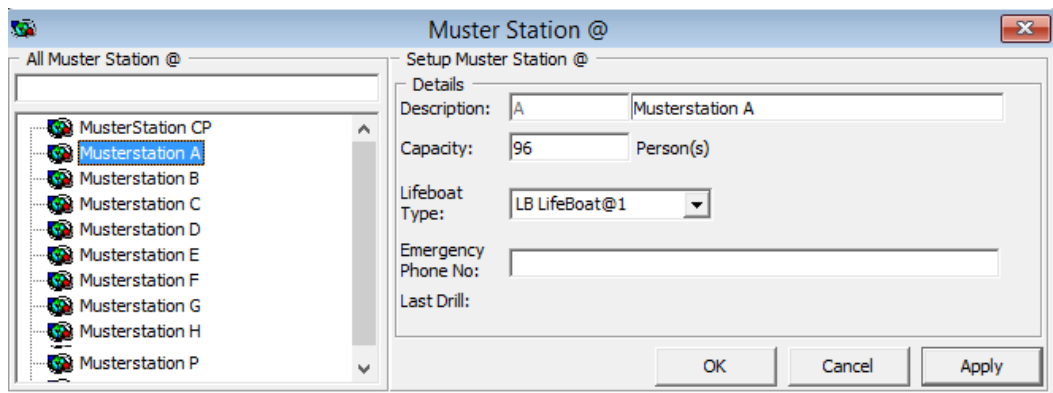
1. From the Safety Setup menu, select the code to configure.
2. Right-click the blank space on the left and select **Add New**.
3. Enter a short code and the name, and further describe the code in the **Comments** field.
4. The **Enabled** field is checked by default. Un-checking the box will disable the code.
5. Click **Apply** to save the code.
6. Right-clicking the code and select **Remove** will delete the code from the system.

## Setting Up Muster Station

A Muster Station is a required field in the Safety Drill setup and this must be setup before you configure any Safety Drill. The layout of the configuration screen differs, depending on the mode setup in **Parameter group, Safety, Advance Safety Drill**.

1. From the Safety Setup menu, select **Muster Station**.
2. Right-click on the blank space and select **Add Muster Station**.
3. Enter a short code, field name and the **Capacity** allowed.
4. Select the **Lifeboat Type** from the drop-down list and insert an **Emergency Phone No**, if any.
5. Right-clicking the code and select **Copy Muster Station** allow you to copy the information and add more codes.
6. In the Duplicate Muster Station window, enter the Muster Station and description.
7. Click **Apply** to save.

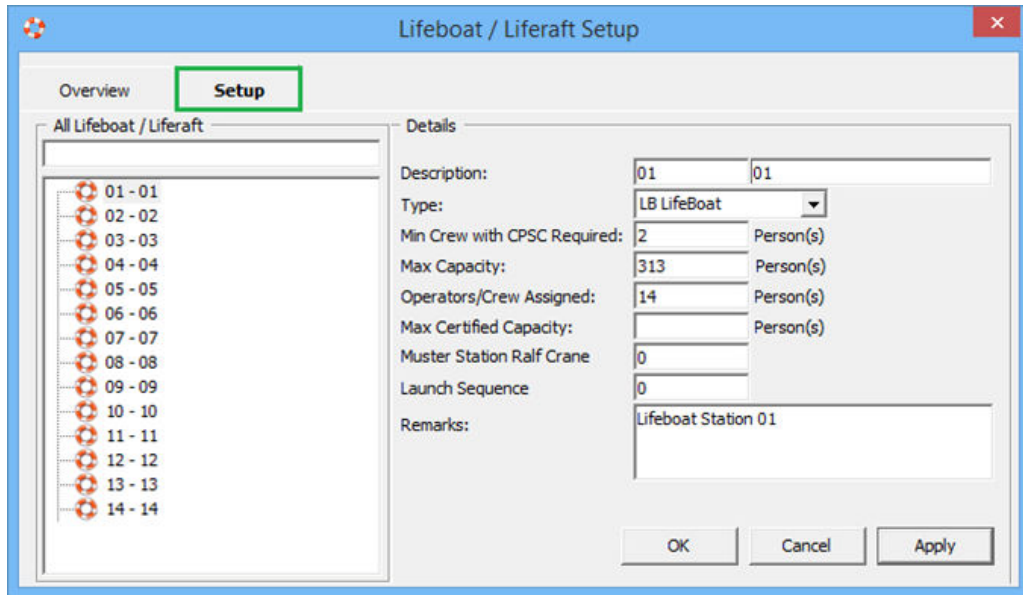
Figure 7-3 Muster Station Setup



## Setting Up Lifeboat/Liferaft

A lifeboat/liferaft has a maximum capacity and does require a number of qualified crew to handle them in the event of an emergency.

**Figure 7-4 Lifeboat/Liferaft Setup**



**Table 7-2 Lifeboat/Liferaft Setup Field Definition**

Field Name	Description
Description	Short code and description of the lifeboat/liferaft.
Type	The type of lifeboat/liferaft. These codes are predefined and hard coded.
Min. Crew with CPSC Required	Minimum number of CPSC certified crew on lifeboat/liferaft.
Max Capacity	Maximum capacity allowed per lifeboat/liferaft.
Operators/Crew Assigned	Number of crew assigned to this lifeboat/raft.
Max Certified Capacity	Maximum certified capacity of the lifeboat/raft.
Muster Station Raft Crane	Raft crane the lifeboat is assigned to in Muster Station.
Launch Sequence	Launch sequence of the lifeboat.
Remarks	Additional remarks of the lifeboat.

To setup the codes, repeat steps in [Setting Up Muster Station](#). You can also duplicate an existing Lifeboat code using the same steps.

## Setting Up Drill Definition

In the Drill Definition code setup, this is where you defines the type of drills, attendance requirement and identify drills that are Course and Certificate related.

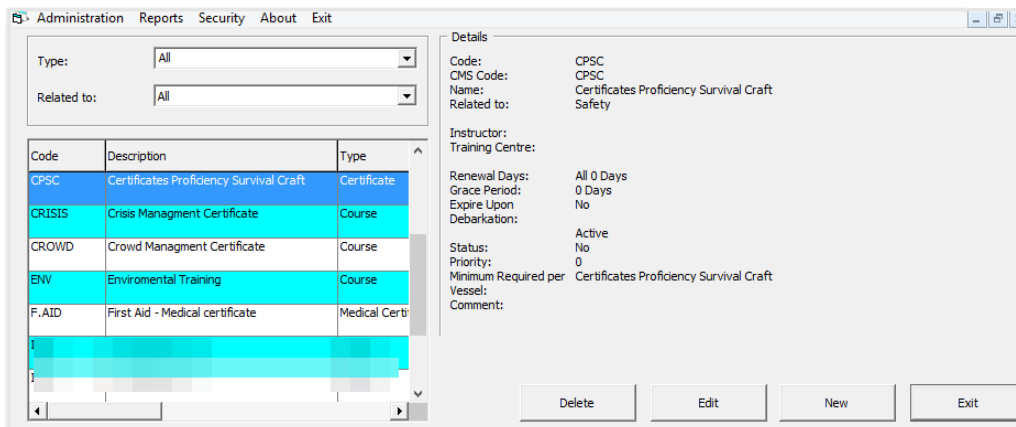
**Figure 7-5 Drill Definition Setup**

1. From the Safety Setup menu, select the **Drill Definition**.
2. To add a new drill, click **Add New**.
3. Select the **Status** from the drop-down list. and enter the **Drill Code** and description.
4. In the Drill Definition section, select the **Drill Type** from the drop-down list.
5. Enter the **Unit of Frequency** and **Required x Days** after embarkation.
6. Click **Save** to save the record.
7. Select the drill and click **Modify**.
8. Enter the **Location, Instructor, Required Operational Positions** and **Assigned Manning Number**.
9. At the Location and Instructor section, right-click and select **Add New**.
10. Select the location from the drop-down list and enter the comment or function, if any.
11. At the Required Operational Positions section, right-click and select **Add New**.
12. Add a position individually or select **Add All** to select multiple positions or all.
13. In the Assigned Manning Number section, repeat step 7 and select **Assigned Manning number**.

## Setting Up Course and Certificates

The Courses and Certificates code allow you to define the type Courses and Certifications required for each drill type, and identify the certificates expiry during on Emergency # (E Number) change.

**Figure 7-6 Course and Certificates Setup Window**



1. Select the **Course and Certificates** from the Safety Setup menu.
2. In the Course and Certificate window, click **New**.
3. In the Code and Name section, enter the code and the name of the course.
4. Select the **Type** and **Related to** from the drop-down list.
5. Enter the course description, instructor's name and the training center location.
6. Select the type of expiration section.
7. Enter the **Minimum Required Per Vessel**.
8. The Active checkbox is checked by default. Un-check if you wish to disable the course.
9. Check the **Priority** checkbox if the course is a priority.
10. Click **OK** to save the code.

## Advance Safety Drill Mode

The Advance Safety Drill mode has more configuration codes in comparison to the Standard Safety Drill mode. Below are the additional codes.

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

These functions is enabled with Parameter, "**Safety**","**Advance Safety Drill**" set to '1'.

The majority of the screen layout and configuration of the codes are the same as Standard Safety Drill mode, with the exception of the below listed codes, which has additional fields or functions. The steps to create these codes are described in the following topic.

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

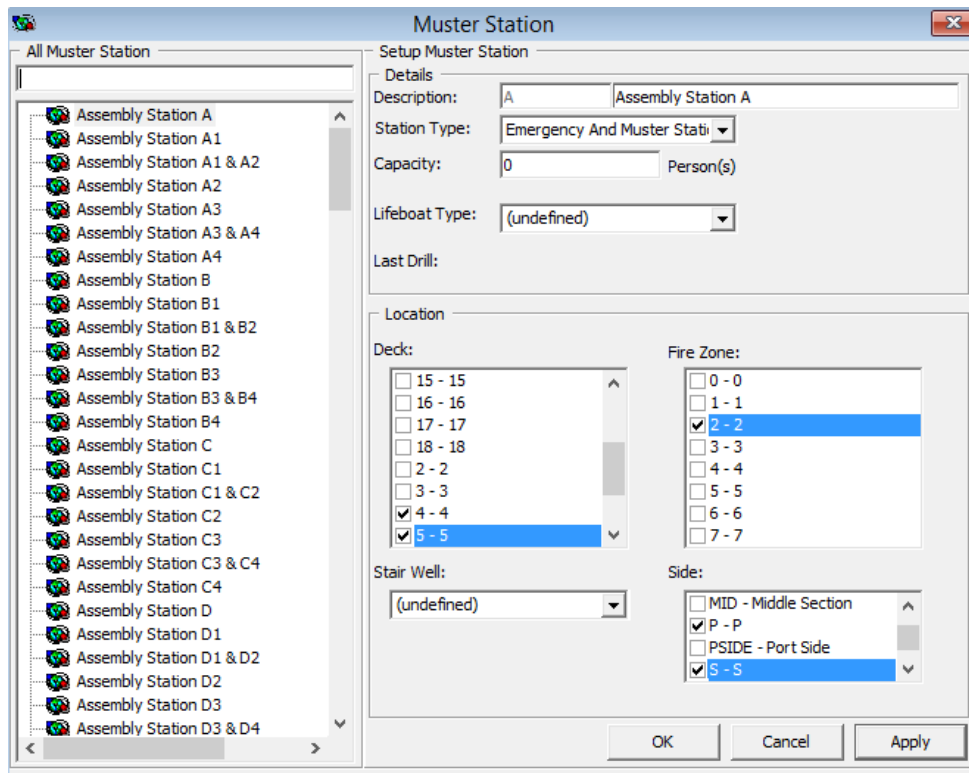
See chapter [Configuring Safety Codes in Standard Safety Drill](#) on how to set up new Safety Drill codes

## Setting Up Muster Station In Advance Drill Mode

The Muster Station is a required field in the Safety Drill setup and this must be setup before you configure any Safety Drill. The layout of the configuration screen differs from the Standard Safety Drill mode.

1. From the Safety Setup menu, select **Muster Station**.
2. Right-click on the blank space and select **Add Muster Station**.
3. Enter a short code, field name and the **Capacity** allowed.
4. Select the **Lifeboat Type** from the drop-down list
5. In the Location section, check the correct **Deck, Fire Zone, Stair Well** and **Side** of the ship for each muster station.
6. Right-clicking the code and select **Copy Muster Station** allow you to copy the information and add more codes.
7. In the Duplicate Muster Station window, enter the Muster Station and description.
8. Click **Apply** to save.

Figure 7-7 Muster Station Setup



## Setting Up Lifeboat/Liferaft in Advance Drill Mode

You can define the drills types required based on the rules set forth, and this rule apply to the Training Drills set up that has **Apply Training Rule** checked.

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

## Setting Up Safety Function in Advance Drill Mode

The role of Crew in Command of the Survival Craft is setup here and is required in the Muster List and Drill Template Setup. The layout of the configuration window differs from Standard Safety Drill mode.

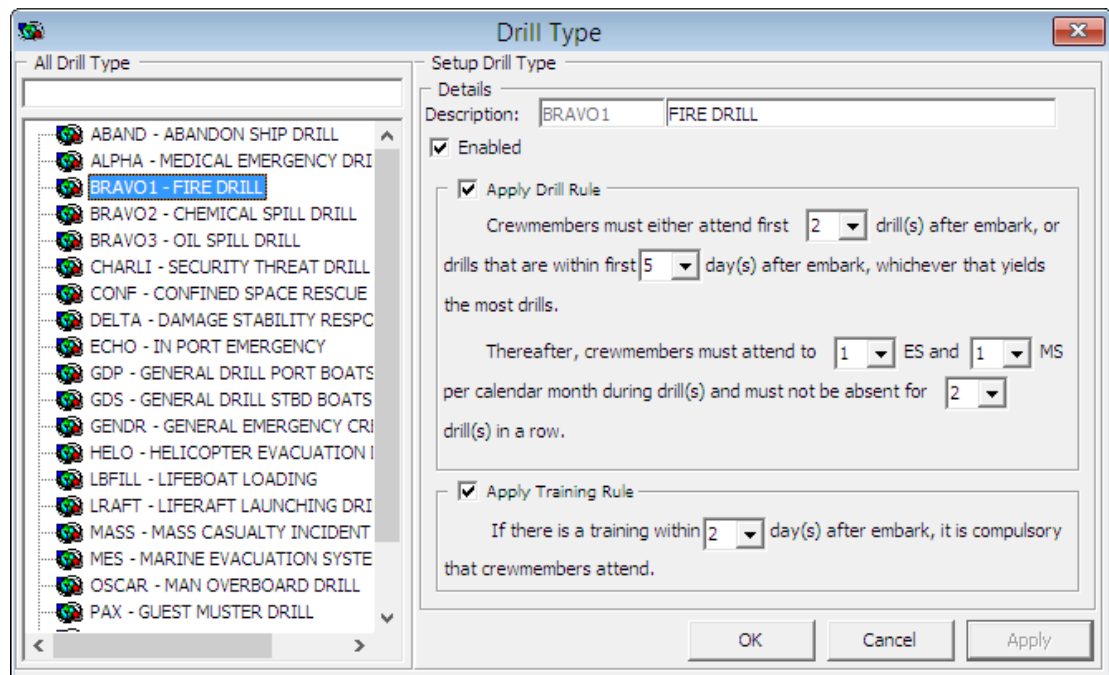
1. From the Safety Setup menu, select the **Safety Function**.
2. Right-click in the blank space and then select **Add**.

3. Enter a short code, description and comments, if any.
4. Select the **Commander/2nd Commander** checkbox if needed.
5. Click **Apply** to save the code

## Setting Up Drill Type

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

**Figure 7-8 Drill Type Setup**

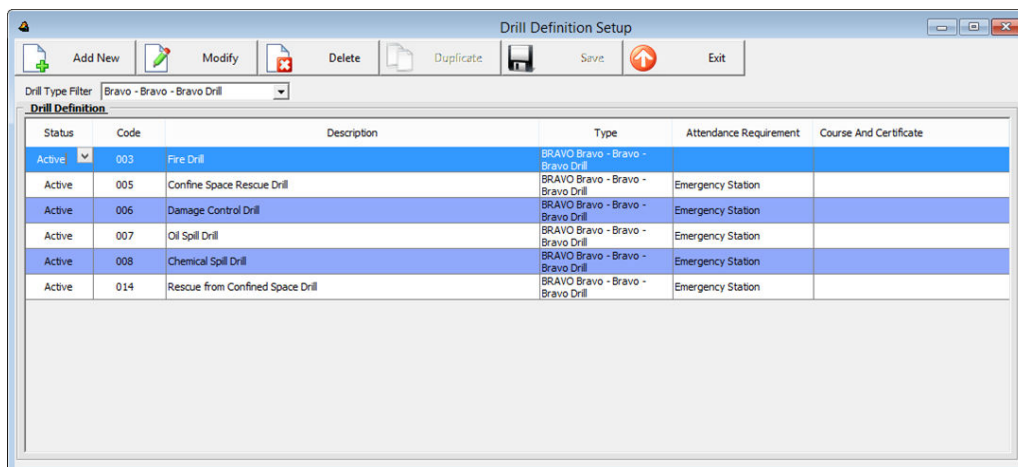


1. From the Safety Setup, select the **Safety Drill Type**.
2. Right-click the All Drill Type section and select **Add Drill Type**.
3. Enter a code and description in the Description field.
4. Check the **Apply Drill Rule** to enable input of the rule.
5. Update all the fields in the Apply Drill Rule.
6. Check **Apply Training Rule** if the rule applies to Training.
7. Click **Apply** to save.

## Setting Up Drill Definition in Advance Drill Mode

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

Figure 7-9 Drill Definition Window



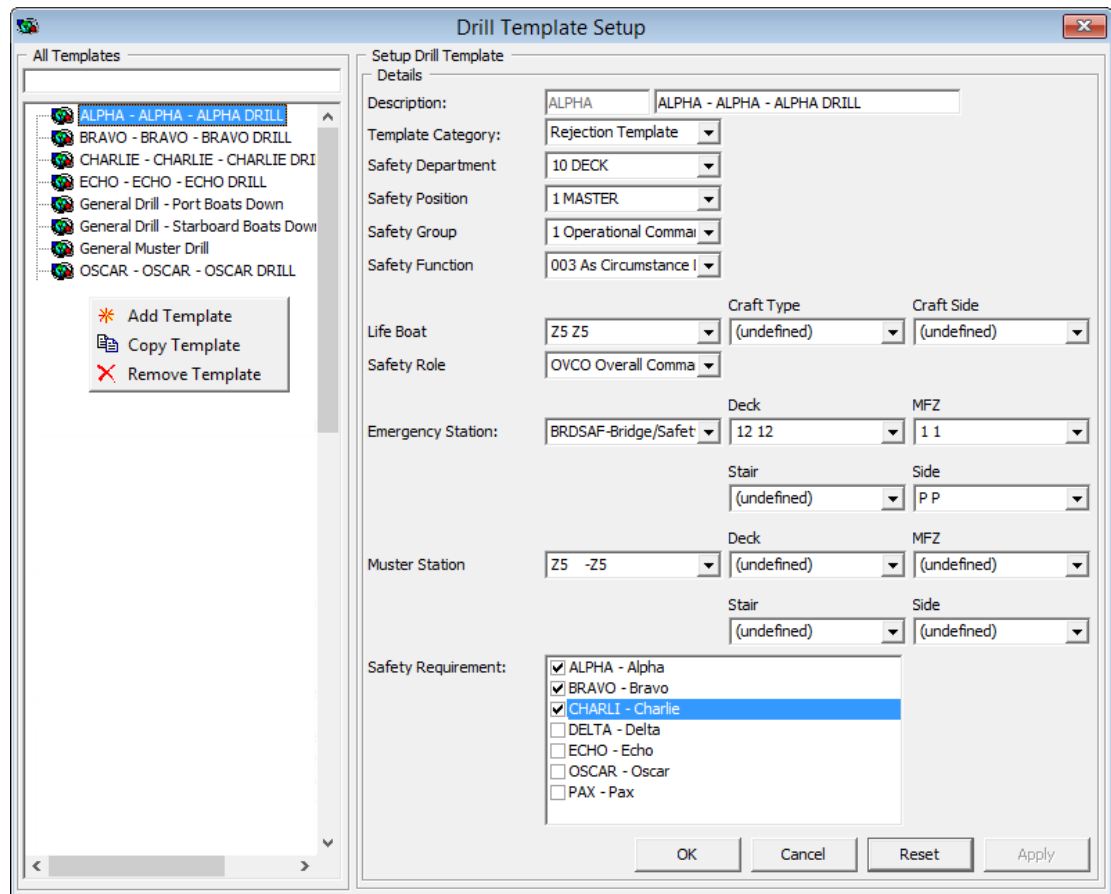
1. From the Safety Setup menu, select the **Drill Definition**.
2. Click **Add New** to add a new drill.
3. At the definition grid, update the following.
  - a. Status
  - b. Drill Code and Description
  - c. Type
  - d. Attendance Requirement
  - e. Course and Certificate
4. Click **Save**

## Setting Up Drill Template in Advance Drill Mode

A drill template is setup to assist you in generating a crew list under Proposed Crew section using the criteria defined when creating a drill.



Figure 7-10 Drill Template Setup



1. Select **Drill Template** from the Safety Setup menu.
2. Right-click the blank space and select **Add Template**.
3. In the Details section, enter a short code and description, and then select the applicable code in all the fields.
4. Click **Apply** to save the template.
5. Click **OK** to exit.
6. Click **Reset** to clear the selected information from the screen.

## Setting Up Course and Certificates in Advance Drill Mode

The Courses and Certificates code allow you to define the type Courses and Certifications required for each drill type, and identify the certificates expiry during on Emergency # (E Number) change.

Figure 7-11 Course and Certificate Setup Advance Drill Mode

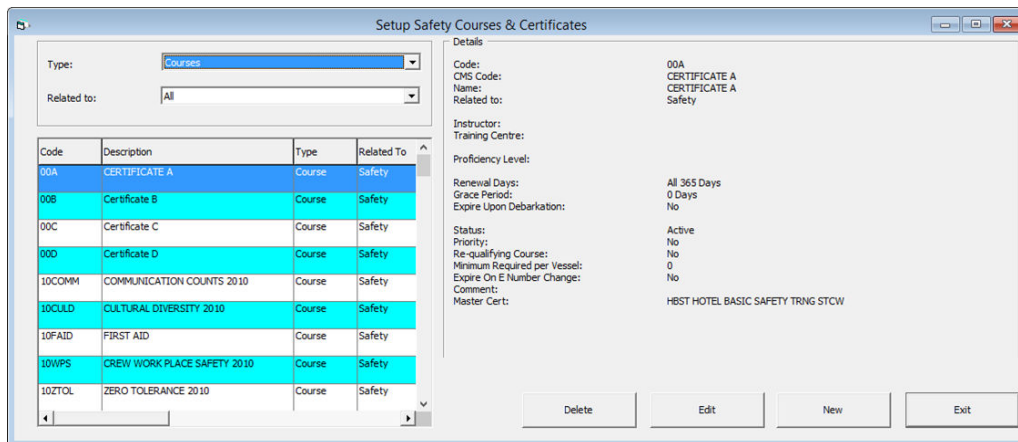
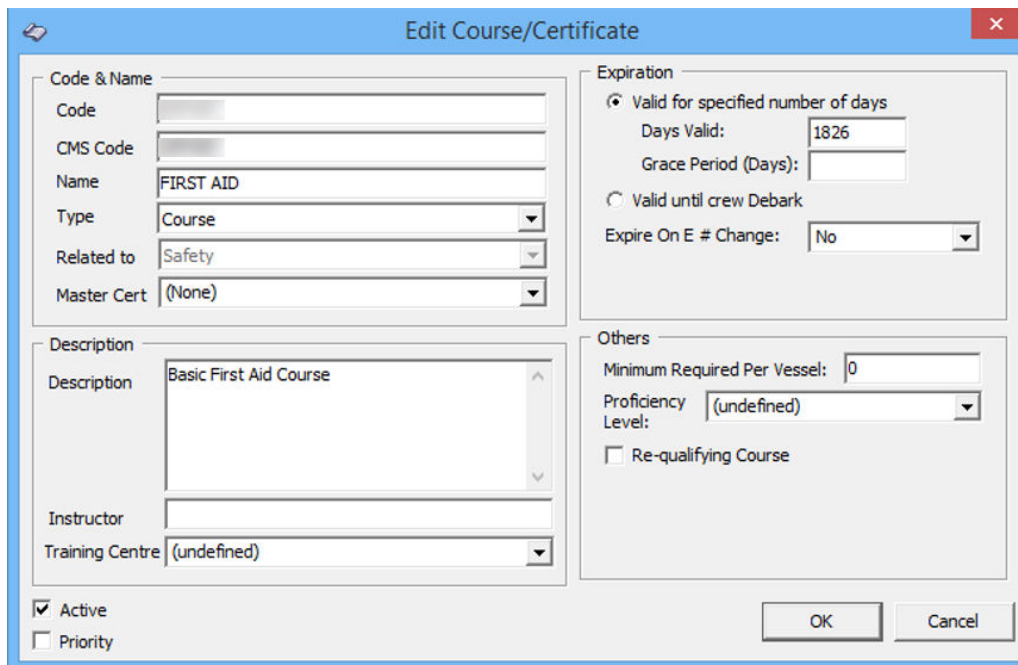


Figure 7-12 Edit Course/Certificate Window



1. Select the **Course and Certificates** from the Safety Setup menu.
2. In the Course and Certificate window, click **New**.
3. In the Code and Name section, enter the code and the name of the course.
4. Select the **Type** and **Related to** and **Master Cert** from the drop-down list.
5. In the Description section, enter the course description, instructor's name and the training center location.
6. In the Expiration section, Select the type of expiration.
7. Enter the **Minimum Required Per Vessel**, **Proficiency** and check the **Re-qualifying Course**, if required.

8. The Active checkbox is checked by default. Un-check if you wish to disable the course.
9. Check the **Priority** checkbox if the course is a priority.
10. Click **OK** to save the code.

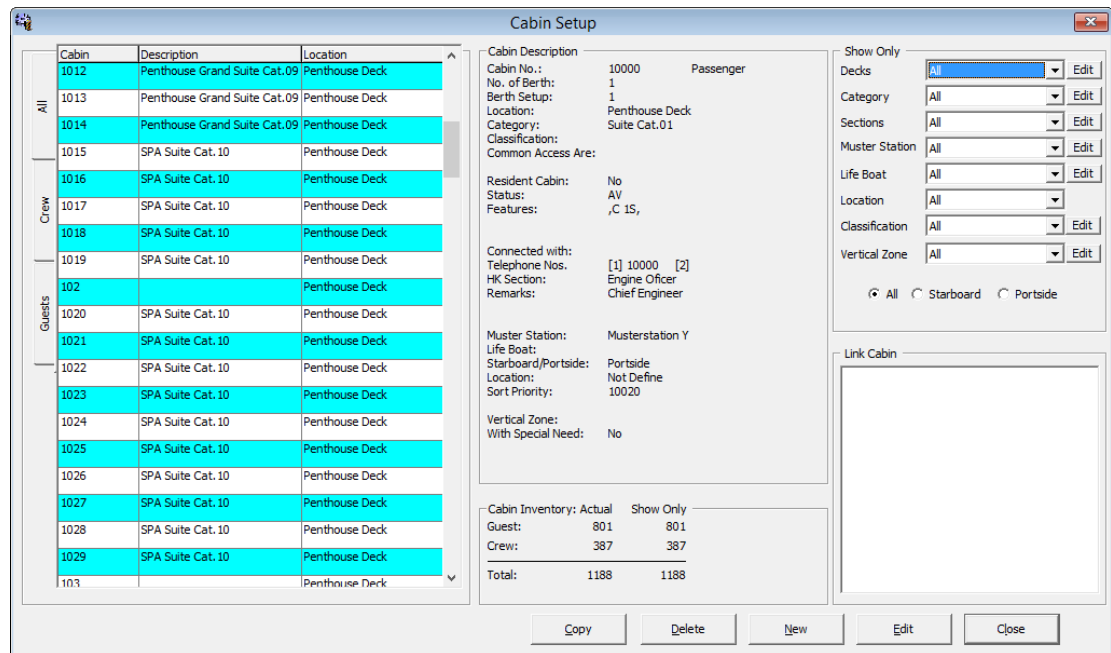
# 8

## Stateroom Setup

The Stateroom Setup is a function used to define both the passenger and crew cabins. Before you begin coding the cabin, you must have the following:

- Cabin features codes
- Exact location of the cabin in Safety Plan
- Housekeeping sections

**Figure 8-1 Cabin Setup Window**



## Adding, Editing and Copying A Stateroom

1. From the Stateroom Setup menu, select **Staterooms** from the drop-down list.
2. In the Cabin Setup window, click **New**.
3. In the New Cabin form, enter the **Cabin number, No of Berth, Berth Setup** and select the **Deck** from the drop-down list.
4. In the Feature section, select the **Type, Category, Features, Classification** and **Common Access Area**.
5. Check the **With Special Need Feature** if the cabin is equipped with special needs amenities.
6. Select the **HK Section, Life Boat, Muster Station, Location** and **Vertical Zone** in the Assignments section.

7. In the Crew Assignment section, select the **Keeper, Assistant Keeper, Head Waiter, Waiter** and **Assistant Waiter**.
8. Enter the Phone extension of the cabin in the **Phone Numbers** section.
9. If the cabin is linked to another cabin and has a common door, check the cabin number in the **Link Cabin** section.
10. Click **OK** to save the cabin number.
11. Repeat the same for the remaining cabin or use Copy Cabin to copy cabin of the same category and features.

## Editing a Cabin

1. Select the Cabin number from the Cabin Setup window.
2. Click **Edit**.
3. Click **OK** to save the changes.

## Copying a Cabin Code

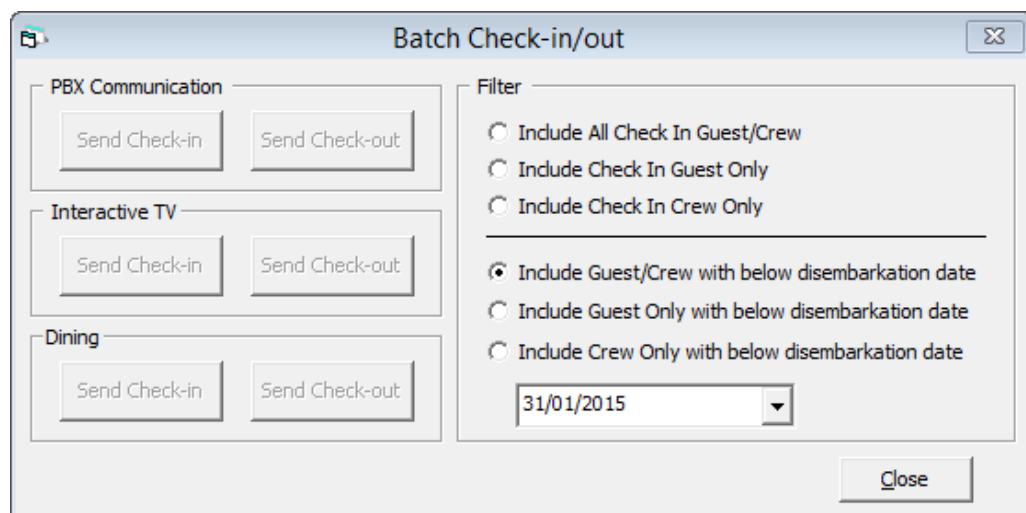
The Copy Cabin function enable you to copy the cabin of the same type, category and has the same features.

1. In the Cabin Setup window, select the cabin number to copy.
2. In the Cabin Setup form, enter the new cabin number and the telephone number.
3. Click **Add to List**.
4. Continue to add the cabin number until you complete the list.
5. Click **OK** to save.

## Batch Check-In/Out

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

**Figure 8-2 Batch Check In/Out Window**



**Table 8-1 Batch Check-In/Out Filters**

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

1. From the Stateroom Setup menu, select **Batch Check-In/Out**.
2. Choose from the available filter and select a Date.
3. Select the type of batch to process.
4. Click **Close** to exit.

## Feature/Amenity Item

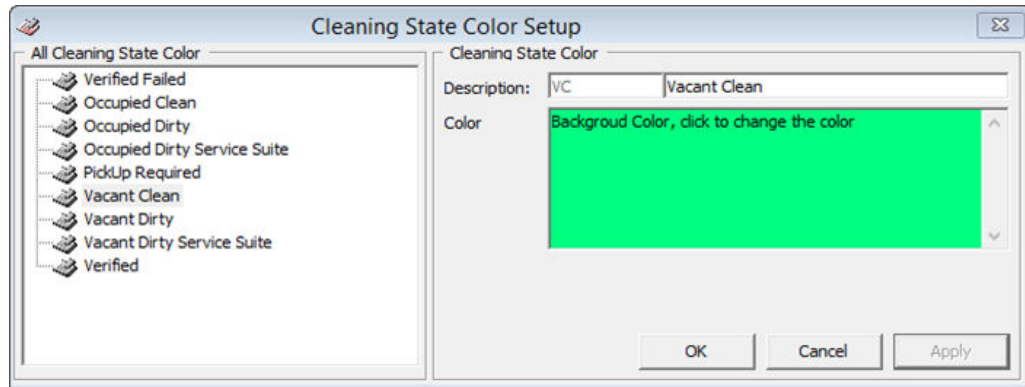
The Feature/Amenity Item is for you to set up the special request codes offered in Reservation.

1. Select **Feature** or **Amenity Items** from the Stateroom Setup menu.
2. Right-click on the blank space and select **Add New**.
3. Enter a code and description, and a comment if any.
4. Click **OK** to save.

## Cabin Cleaning State Color

The Cleaning State Color allow you to define the cabin state according to its cleaning status, if you choose not to use the system defaulted color. If you are defining your own cabin state color, you must update the color in the Deck Plan Setup.

**Figure 8-3 Cleaning State Color Setup**

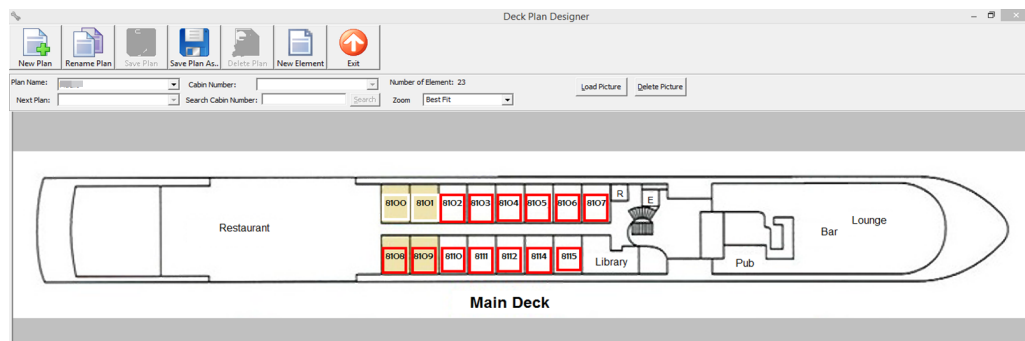


1. Select the **Cleaning State Color** from the Stateroom Setup menu.
2. Select the Cleaning Status
3. In the **Color** field, click to change the background color.
4. Click **OK** to save.

## Deck Plan Designer

Using the Deck Plan Designer, you can create a deck plan by linking the cabin number to the plan. This would provide a layout view of the cabin in Management module.

**Figure 8-4 Deck Plan Setup**



1. Select the **Deck Plan Designer** from the Stateroom Setup menu.
2. Click **New Plan** and insert the **Plan name**.
3. Click **Load Picture** to load the base plan from file.
4. Click **New Element** and then drag the element box to the desired location.
5. Select the **Cabin Number** from drop-down list, then click the element box to assign the cabin.
6. Repeat steps 4 and 5 until all cabin number for the deck is assigned.

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

## Editing a Deck Plan

1. From the Deck Plan Designer window, right-click the element you wish to edit.
2. Select the option from the menu.
3. Click **Save Plan** to save the changes.

## Linking a Plan

The system allow you to link a deck plan to the next plan, enabling you to navigate from one plan to another with a single click. To link a plan, you must have multiple plans saved in Deck Plan Designer

1. Select a **Plan Name** to edit.
2. Select the **Next Plan** from the drop-down list.
3. Click **New Element** and place the element near a staircase of the diagram.
4. Click **Save Plan**.

## Deck Plan Setup

Deck Plan Setup enable you to define the cabin color by the cabin cleaning status. It is recommended that you use the same color scheme as the [Cabin Cleaning State color](#).

1. Select **Stateroom Setup, Deck Plan Setup** from the Administration menu.
2. Click the **Font Color or Back Color** for the status and select the color from chart.
3. Select the default plan to display in Management module from the **Default Deck Plan**.

 **Note:**

Checking the **Show Deck Plan by default** will change the cabin selection window from Classic View to Deck Plan View in Management module.

## Ving Card Crew Key Type

This feature is designed to enable you to create the crew key card by berth instead of cabin number, and is based on their embarkation/disembarkation.

1. In the Stateroom Setup, select **Ving Card Crew Key Type**.
2. Right-click on the left panel and select **Add New**.
3. Enter the **Code, Description** and **Comment**
4. Click **OK** to save.

## Common Access Area

This feature enables you to create the common area accessible by guest or crew which you can encode into their keycard.



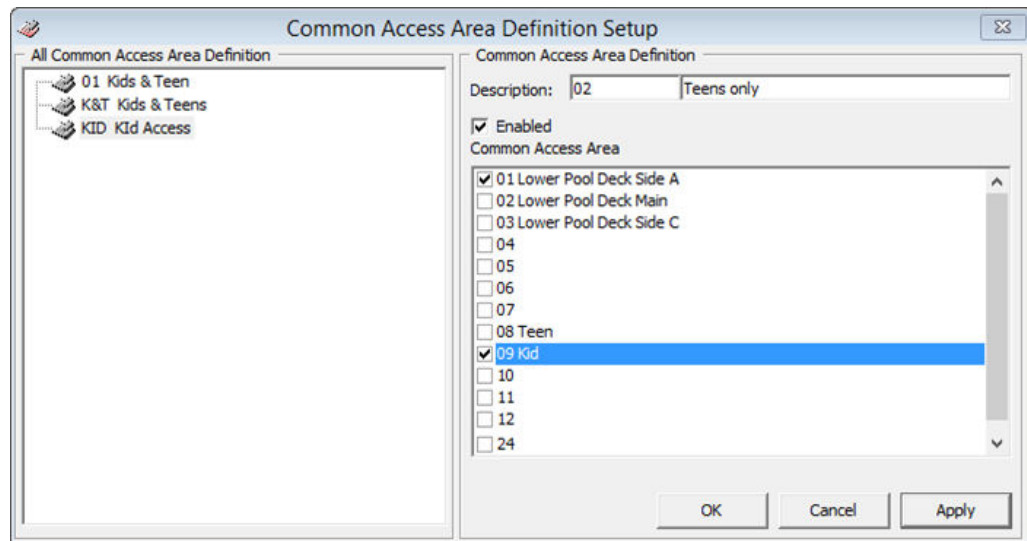
## Common Access Area Name

1. Select **Common Access Area Name** from the drop-down list.
2. Right-click on the left panel and select **Add New**.
3. Enter a **Code, Description** and **Comment**.
4. Click **OK** to save.

## Common Access Area Definition

This feature grouped the common area accessible by guest and are linked in the Cabin Setup or Guest Handling.

**Figure 8-5 Common Access Area Definition**



1. Select Common Access Area Name Definition from the drop-down list.
2. Right-click on the left panel and select **Add New**.
3. Enter a **Code, Description** and **Comment**.
4. Check the respective common area for this code and click **Apply**.
5. Repeat above until you have created all the area.
6. Click **OK** to save.

# 9

## System Codes

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

**Table 9-1 System Codes Field Definition**

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

**Table 9-1 (Cont.) System Codes Field Definition**

Function Name	Description
eOne Enable Contingency Mode Reason Code	Defines the reason use when enabling contingency mode.
eOne Disable Contingency Mode Reason Code	Defines the reason use when disabling contingency mode.
Nationality Flag	Defines the additional Nationality Flag for Crew.

## Setting Up System Codes

1. From the System Codes menu, select the code to setup.
2. In the Codes Setup window, right-click at the blank space and select **Add New**.
3. Enter a **Code**, **Description** and **Comment**, if any.
4. Click **OK** to save.

## Nationality Codes

### Setting Up Nationality Groups

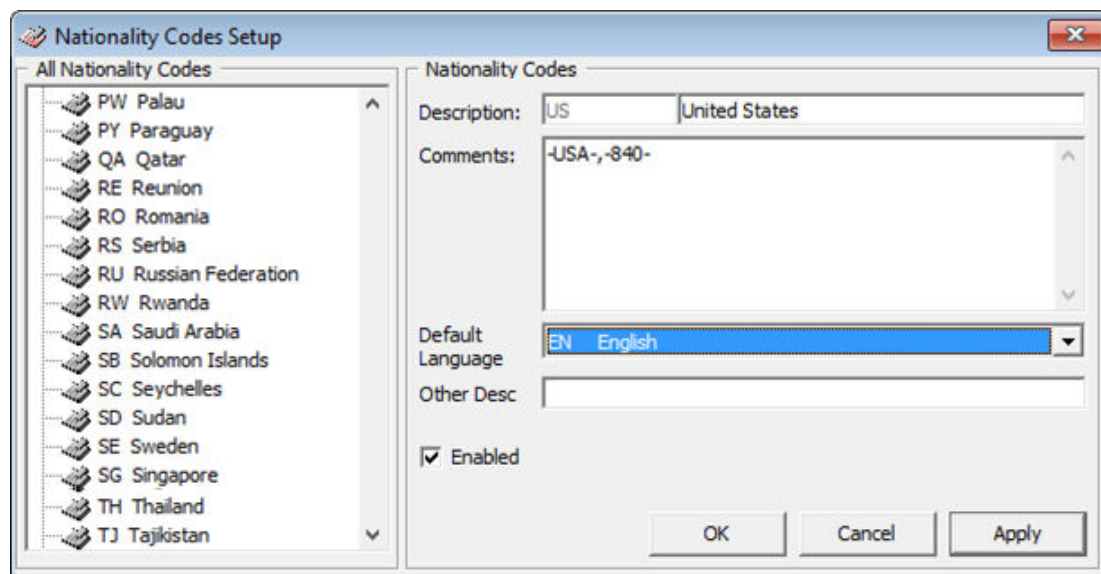
**Figure 9-1 Nationality Groups Setup**

1. From the System Codes menu, select the **Nationality Groups**.
2. In the Nationality Setup window, right-click the blank space at the left panel and select **Add Nationality Group**.
3. Enter the description, the Nationality Codes with a hyphen (-) before and after the code and a comma (,) to separate the codes.
4. Enter a **Comment**, if any.

5. Click **Apply** to save.

## Setting Up Nationality Codes

Figure 9-2 Nationality Codes Setup

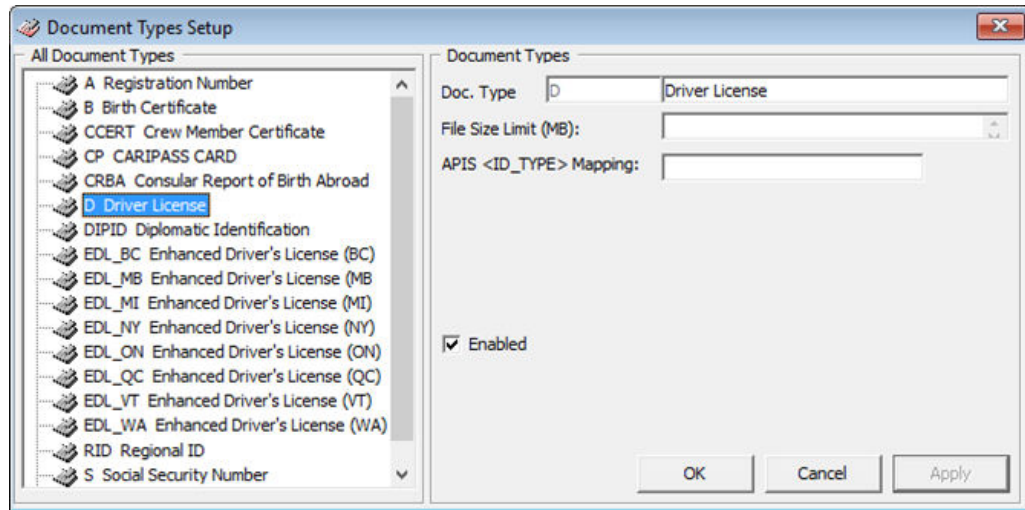


A set of standard ISO nationality code is pre-installed in the system. The steps to configure the Nationality Codes is same as the above. You can define the language use for each nationality code by changing the default language.

## Setting Up Document Types

A wide range of travel document types is accepted by the ship. in order to provide an electronic pre-arrival and departure manifest data on all passengers and crew to border security. These document types must be mapped in the Advanced Passenger Information System (APIS) code.

**Figure 9-3 Document Types Setup**



1. Select the **Document Types Setup** from the System Codes menu.
2. Right-click the blank space on the left panel and select **Add New**.
3. Enter the **Doc.Type**, **Description** and maximum file size allow in the **File Size Limit (MB)**.
4. In the **APIS<ID\_TYPE> Mapping**, enter the corresponding **APIS Doc Type**.
5. Click **Apply** to save.

## Setting Up General Reason Code

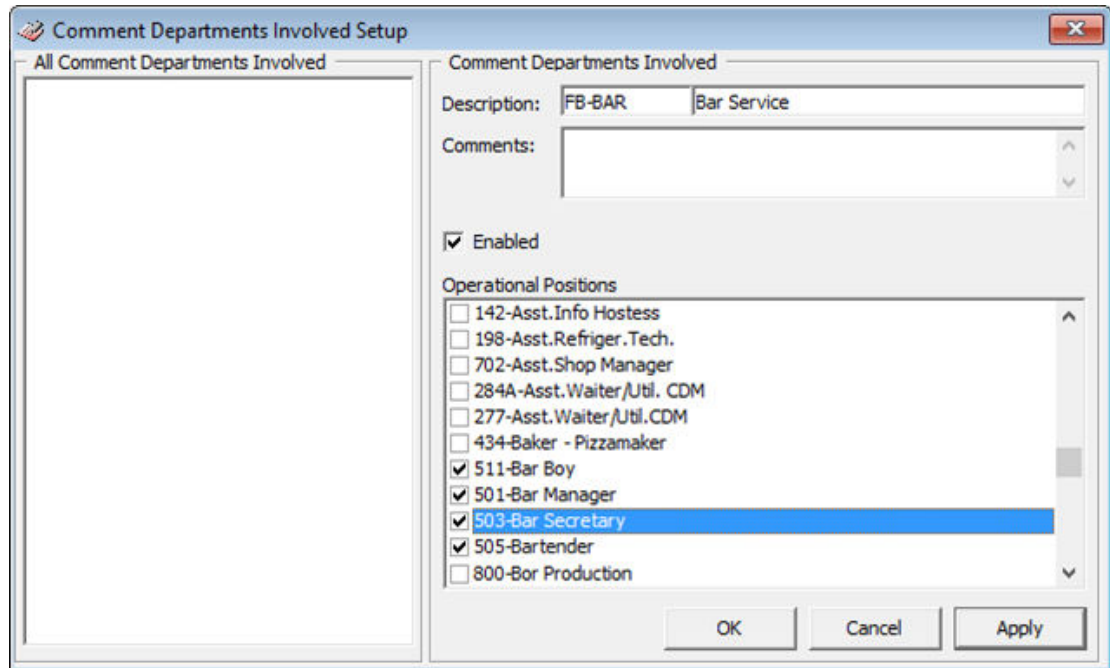
The General Reason Codes is used when voiding a charge, changing a cabin or any changes that require a reason. These codes can be module specific or shared.

1. Select the **General Reason Codes** from the System Codes menu.
2. Right-click the blank space on the left panel and select **Add New**.
3. Enter the **Code**, **Description** and the **Comment**.
4. Select the **Module** from the drop-down list if it is module specific.
5. Click **Apply** to save.

## Setting Up Comment Departments

The Common Departments feature enable you to create and group various department involved in handling a request or comment received.

**Figure 9-4 Comment Departments Involved**



1. Select the **Comment Departments Involved** from the System Codes menu.
2. Right-click the blank space on the left panel and select **Add New**.
3. Enter the **Code, Description** and the **Comment**.
4. Click **Apply** to save.

## Enabling/Disabling Log Entry

The Log Entry Setup lists the default log entry available in SPMS for use in reporting. These codes are enabled by default. You can disable this feature by select the feature from the list, uncheck the **Enable** checkbox and click **OK** to save.

# 10

## Package Plans

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

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

# 11

## Maintenance Code Setup

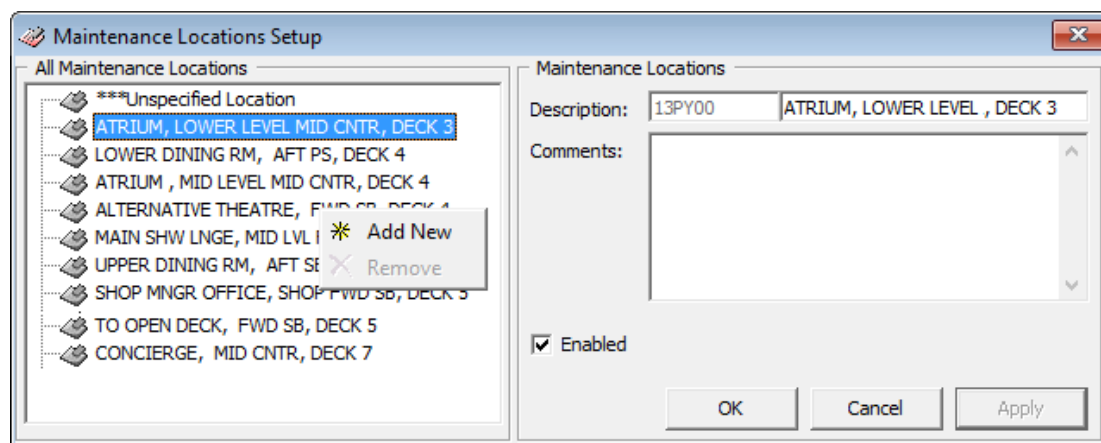
In the Maintenance Code feature, you can customized the locations, configure the task codes, work order type used, workers within the workgroup, items used for repair and maintenance and the priority order for the task .

The steps to configure below codes are the same whilst the other codes such as [Workers in Workgroup](#), [Task Code](#) and [Items](#) would the require more steps.

- **Location Codes:** Define the location that requires maintenance work outside the cabins.
- **Work Order Type:** Define the type of maintenance work required.
- **Priority:** Define the work order priority
- **Location Usable Status:** Define the location availability

### Setting Up Maintenance Codes

**Figure 11-1 Maintenance Locations Setup**



1. From the Maintenance Setup menu, select the **Locations**.
2. Right-click the left pane and select **Add New**.
3. Enter a code, description and comment.
4. Click **OK** to save

You can also use the Customized Location as a sub-category, to further define the location, for example, vending machine at bar area, open shower at Pool Deck.

1. From the Maintenance Setup menu, select the **Customized Locations**.
2. Right-click the left pane and select **Add New**.
3. Enter a code, description and comment.



4. Click **Apply** to save.
5. Right-click the newly created location and select **Add Location** or **Add Category**, depending on your requirement.
6. Enter a code, description and comment.
7. Check the **Crew Supervision Assignment** if that task requires supervision.
8. Click **OK** to save.

## Workers in Workgroup

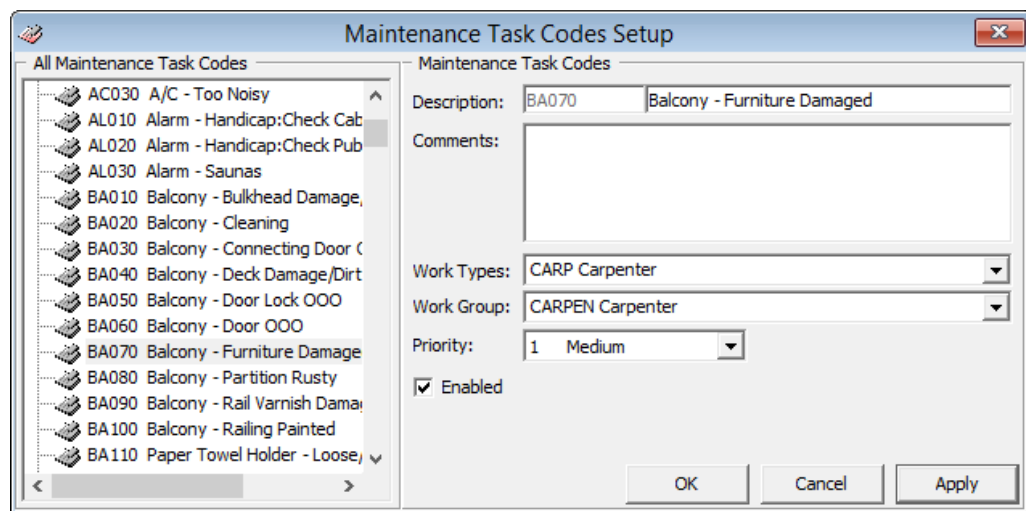
The Worker in Workgroup is a sub-category of Work Order Type, where workers are grouped according to their skills and expertise.

1. Select **Workers in Workgroup** from the Maintenance Setup menu.
2. Right-click and select **Add Group**.
3. Enter a code, description and comments.
4. Click **Apply** to save.
5. Right-click on the newly created code and select **Add Worker**.
6. Select to **Assign by Crew** or **Assign by Operation Position**, then select the crew name or position from the **Name** field.
7. Enter a description then click **Apply** to save.
8. Click **OK** to close the window.

## Adding Task Code

The Task Code is used to define the required task, crew involved and its priority.

**Figure 11-2 Maintenance Task Codes**



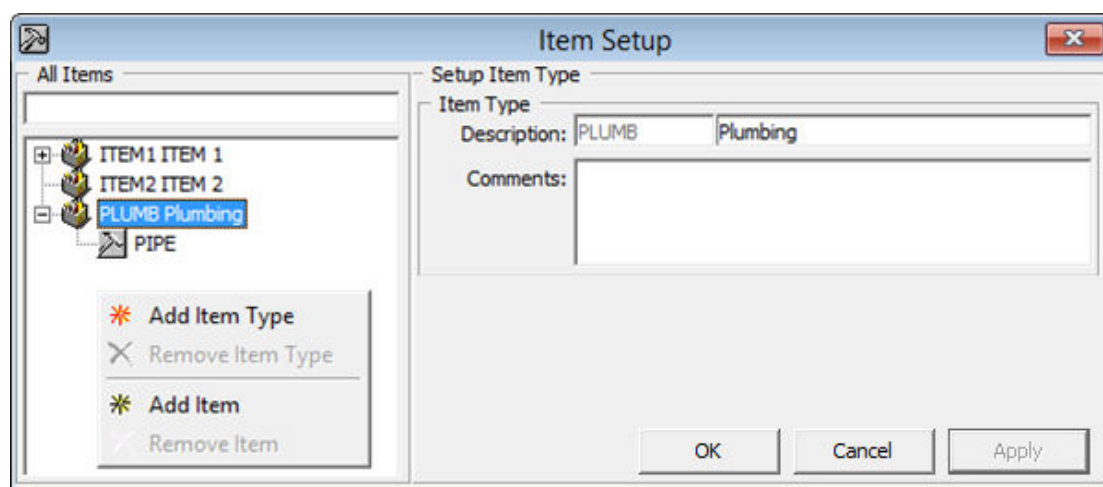
1. Select **Maintenance Task Code Setup** from the Maintenance Setup menu.

2. Right-click and select **Add New**.
3. Enter a code, description and comments, then select the **Work Types, Work Group** and **Priority** from the drop-down list.
4. Click **Apply** to save.

## Adding Items Code

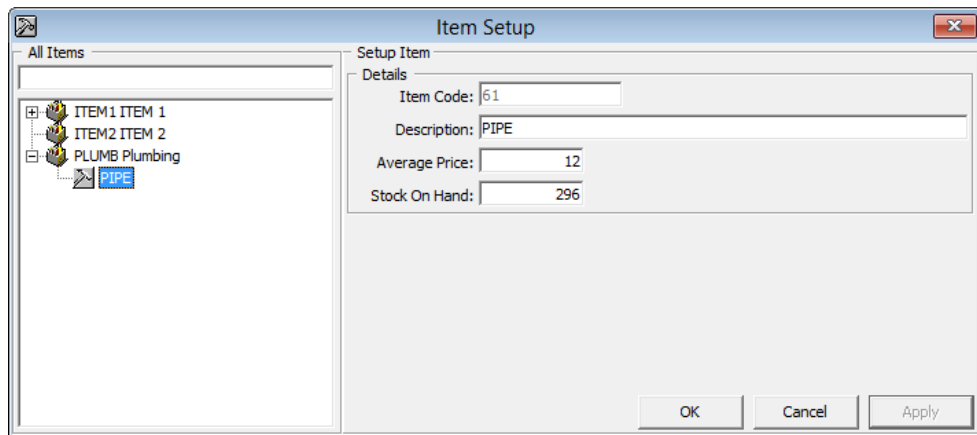
The Item codes is used to describe the items required for repair work and you can add a cost and inventory to the items.

**Figure 11-3** Maintenance Item Setup



1. Select **Items** from the Maintenance Setup menu.
2. Right-click on the left pane and select **Add Item Type**.
3. Enter a code, description and comments.
4. Click **Apply** to save.

**Figure 11-4 Maintenance Item Type**



5. Right-click on the newly created item code and select **Add Item Type**.
6. Enter the **Item Code**, **Description**, **Average Price** and **Stock On Hand**.
7. Click **OK** to save.

# 12

## Gift Card

Gift card be used offered as a consumer incentive or integrate into a reward point program to increase the sales volumes. The Gift card can also be given and use as pre-paid credit whilst on-board the ship.

For more detail on Gift Card setup and usage, see *Gift Card Handling Guide*.

# 13

## POS Discount

There are two methods to set up the POS discount:

- A Basic Setup with discount applicable to MICROS discount itemizer level.
- An Advance Setup with discount applicable to MICROS major group, family group, and menu item level.

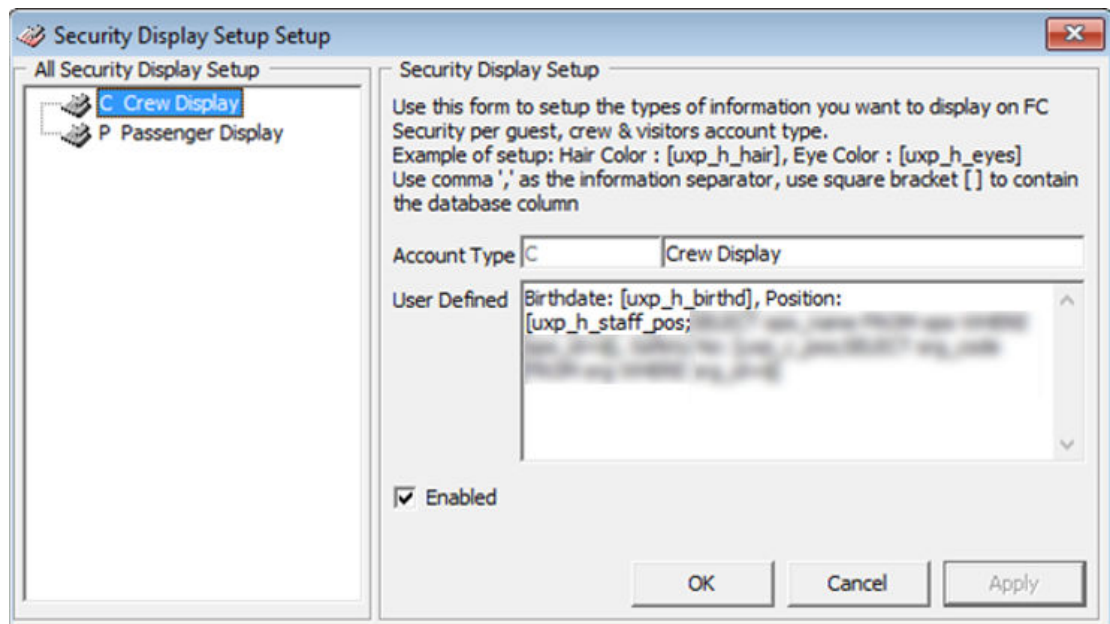
You can choose to set up with one or both methods to provide for different type of discounts. The POS Discount Handling guide provides more information on how to configure the discounts, linking the MICROS Server and usage.

# 14

## Security Display Setup

In Security Display Setup, you can customize additional information for displayed in Security WPF module. To use these customized fields, you must insert the precise data field names.

Figure 14-1 Security Display Setup Window



1. Select the **Security Display Setup** from the Administration menu.
2. Right-click the space on the left panel and select **Add New**.
3. In the Account Type field, enter a code and description.
4. In the **User Defined** field, insert the name field, followed by the data field name using the square bracket []. Use a comma(,) to separate the field.
5. Click **Apply** to save.

# 15

## Visa Type Setup

In the Visa Types Setup, you can create the type of travel visa recognized by the ship.

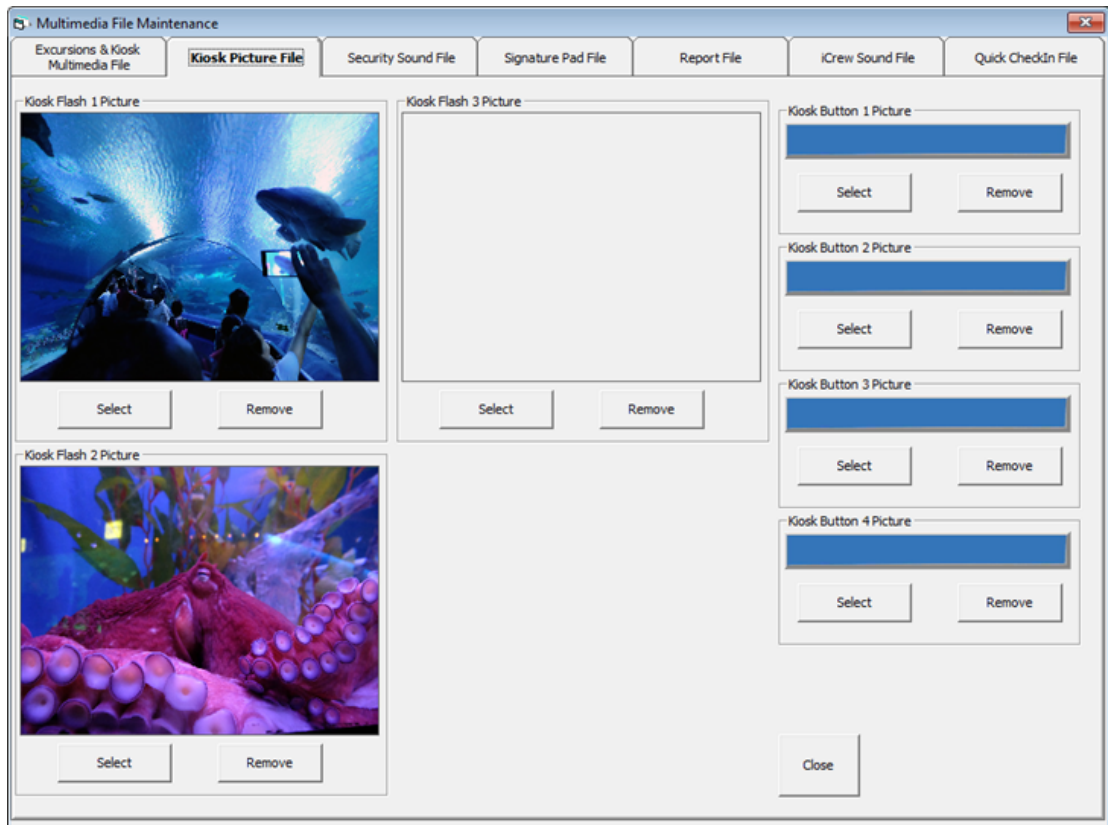
1. Select the **Visa Type Setup** from the Administration menu.
2. Right-click the space on the left panel and select **Add New**.
3. Enter the **Code**, **Description** and **Comment**, if any
4. Click **OK** to save.

# 16

## Multimedia File Maintenance

The system supports use of multimedia file such as .AVI or MP3 for promotion presentation, alert or as standard template use on signature device. You can also link a web page for ease of access.

**Figure 16-1 Multimedia File Setup**



1. Select the **Multimedia File Maintenance** from the Administration menu.
2. Navigate to the tab you wish to add the multimedia file or image.
3. Click **Select** and choose the file from the window explorer.
4. Click **OK** to save.
5. Click **Play** or **Preview** to view the file .

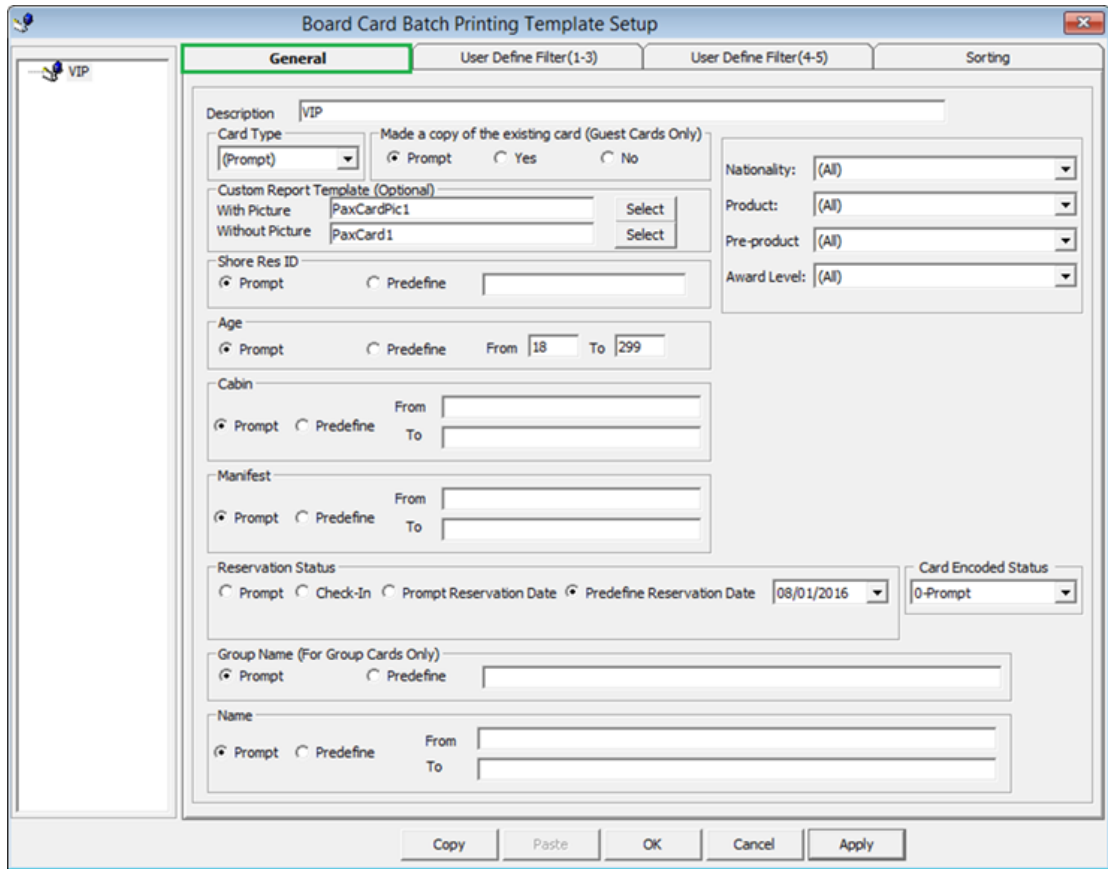


# 17

## Board Card Printing Template

This feature allow you to set up predefine information to print on the board card.

**Figure 17-1 Board Card Batch Printing Template**



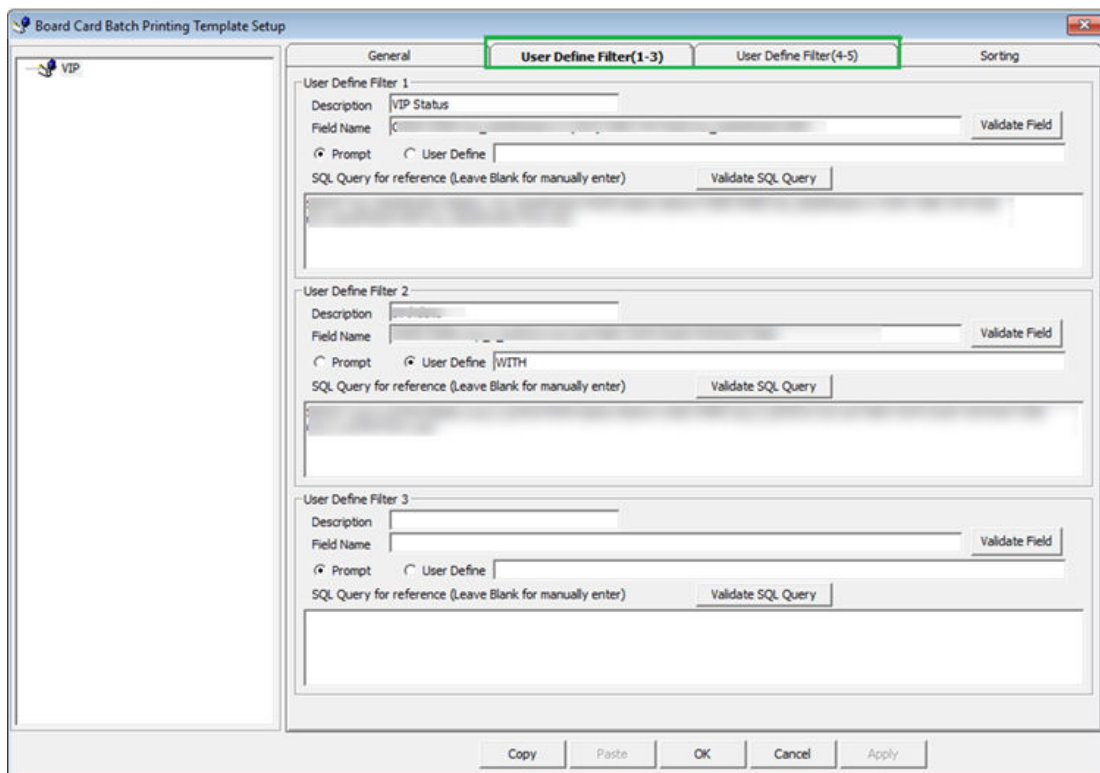
**Table 17-1 Board Card Batch Printing Template Field Definition**

Field Name	Description
Description	Template Name
Card Type	Type of card to print, for example: Guest, Crew, Group, Visitor, Gift Card or Prompt to define the criteria in Advance BCard Printing window.
Make a copy of existing card	Prints board card with the same account ID or new account ID.

**Table 17-1 (Cont.) Board Card Batch Printing Template Field Definition**

<b>Field Name</b>	<b>Description</b>
Custom Report Template	Prints board card using customize report template instead of System Default report. Report template must be available when setting up the Board Card Template setup.
Shore Res ID	Prints board card by Shore Reservation ID.
Age	Prints board card by age range.
Cabin	Prints board card by cabin range.
Manifest	Prints board card by manifest number range.
Reservation Status	Prints board card by reservation status: <ul style="list-style-type: none"> <li>• Checked-In</li> <li>• Prompt Reservation Date — A user define date in Advance BCard printing window at time of printing.</li> <li>• Pre-define Reservation Date— Prints according to date set in the template.</li> </ul>
Group Name	Prints board card by Group Name and applicable to Card Type = Group
Name	Print board card by name range.
Nationality	Prints board card for: <ul style="list-style-type: none"> <li>• All nationalities</li> <li>• US Citizens only</li> <li>• Non-US Citizens</li> </ul>
Product / Pre-Product / Award Level	Prints board card by Product: <ul style="list-style-type: none"> <li>• All (Field value is both null and not null)</li> <li>• Only when specified (Field value is not null)</li> <li>• Only when not specified (Field value is null)</li> </ul>

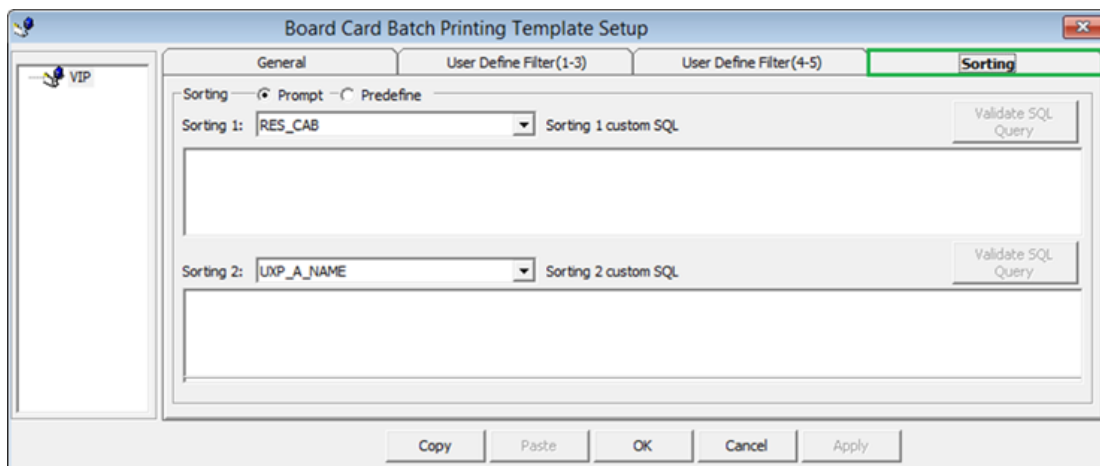
**Figure 17-2 Board Card Batch Printing Template-User Define Filter**



**Table 17-2 Board Card Batch Printing Template User Define Filter Field Definition**

Field Name	Description
Description	Name of the Filter
Field Name	Field name to filter. Reference to field name of System Data table.
SQL Query for reference	Additional Filter using SQL Command

**Figure 17-3 Board Card Batch Printing Template Sort Options**



There are two sort options you can choose from:

- Prompt User when printing the board card
- Pre-define by field using Custom SQL.

## Creating Board Card Printing Template

1. Select **Board Card Batch Printing Template** from the Administration menu.
2. At the Board Card Batch Printing Template Setup window, right-click and select **Add Template**.
3. Enter the name of the template in **Description** field and select the **Card Type** from the drop-down list.
4. Check the applicable prompt button when generating the card or use the predefined option. If you choose to use the **Predefine** option, enter the value in the field next to it.
5. Click **Apply** to save the selection and navigate to **User Define Filter** tab.
6. At the User Define Filter, enter
  - a. The filter name in the **Description** field.
  - b. Field name (reference to System data table) or
  - c. Check the User Define radio button and insert a value.
7. Click the **Validate Field** to verify.
8. Use the **SQL Query** to filter the fields further by inserting the SQL Command, and then click the **Validate SQL Query**.
9. Navigate to the Sorting tab and select the sorting type.
10. Click **Apply** to save the filter.
11. Click **OK** to save the template.

## Removing Template

You can remove a template by right-clicking the **Template name** and select **Remove Template**.

# 18

## Security Alert Setup

You can set to alert the security at a check point when there is a security breach. This feature is can only be configured by the Implementation team. Please contact Oracle Hospitality Customer Support if you wish to use this feature.

# 19

## Beeper Setup

The Beeper Setup feature enable you to configure the beeper number for used in the Child Location function. You can configure the beeper unit using the same steps as System Codes. See [System Codes](#) for more information.

# 20

## Security

In this Security function, you can find information such as User Login, Statistic Count for the passengers on-board or at shore, Port/Visa Requirement

### Login

The Login Function enable you to log in/out from current session, either using a Function Key **(F8)** or select the option from the Security menu.

### User Logfile

The User Logfile records all transactions performed by the users in date/time order. You can retrieve the information using the available fields such as by user, type of activities, date, time or workstation. The transaction log is printable and exportable.

### Gangway Logfile

The Gangway Logfile records all the gangway movement for all passengers going ashore or coming onboard. You can search the information by location, movement directions, type of passengers, date, time, cabin number and name. Information is printable and exportable to supported file format.

### Count Onboard/Shoreside

The Count Onboard/Shoreside gives you a total passenger count that are onboard or ashore and by the type of passenger you select. This count can be reset by clicking the **Reset Security** button.



#### Note:

Do pay attention to the message prompt when resetting the status as the message in each prompt is different.

## Guest/Crew Onboard

**Figure 20-1** Current Guest/Crew Onboard Listing



The Guest/Crew Onboard lists all passengers onboard and display the last time-stamp the last passenger comes onboard.

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

### Guest/Crew Shoreside

This function is the same as the Guest/Crew Onboard, and only display passenger's that are Ashore.

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

### Port/Visa Requirement

This function restricts passenger that has travel restrictions on their travel documents from going ashore on port day. Once this is set up, when a restricted passenger swipes their travel document at the Gangway, you will receive a system prompt.



Figure 20-2 Port/Visa Requirement Window

The screenshot shows the 'Port/Visa Requirement' window. The 'Setup' section contains the following fields:

- Date & Time From: 27/8/2015 00:00:15
- Date & Time To: 27/08/2015 23:00:00
- Remarks: (empty text box)
- Port: (not applicable)
- Apply To:
  - Pax and Crew
  - Pax
  - Crew

The 'Conditions' section contains:

- Nationality: MY Malaysia
- Visa Type: B2 Tourist Visa

Buttons at the bottom of the setup section are: Add New, Delete, Save, and Close.

Below the setup section is a table with the following data:

Nationality	Visa Type	Start From	Until	Remarks
CU	D	27/08/2015 00:00:01	28/08/2016 23:00:00	

An 'Insert Confirm?' dialog box is overlaid on the table, displaying the following message:

**Nationality of MY Malaysia without document B2 Tourist Visa not allowed for port entry From 27/8/2015 00:00:15 To 27/08/2015 23:00:00**

The dialog box has 'Yes' and 'No' buttons.

1. From the Security options, select **Port/Visa Requirement**.
2. Click **Add New**.
3. Enter the **Date/Time From/To** field and select the **Port** from the drop-down list.
4. Select the applicable passenger type.
5. In the Conditions Setup section, select the **Nationality** and **Visa Type** from the drop-down list.
6. Click **Save**.
7. At the Insert Confirmation prompt, select **Yes** to confirm, then click **Close** to exit.

# 21

## Photo Setup

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

- Upload Photos
- Export Photos
- Export Documents

### Upload/Export Photos

#### **Upload Photos**

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

Figure 21-1 Upload Photos

Upload Photos

This process will upload photos either by batch or individually. Select the method to upload below.

**Name Lists**

Account Categories

- Guests
- Crew
- Visitors

Account Status

- Expected
- Checked-In
- Checked-Out

Scan

**Batch Upload**

Select the file directory which contains files to upload to the listed accounts above:

File location:  Browse

Delete files from the directory after upload Upload

**Individual Upload**

Select the individual file to upload to the selected account above:

File location:  Browse

Delete file from the directory after upload Upload

Upload file format RES\_ACC Close

1. Click the **Administration** option from the main menu.
2. Select the **Photo Upload** option from the menu.
3. At the Upload Photos form, select the Account Categories and Account Status.
4. Click the **Scan** button to populate the names under the Name Lists section.
5. Browse the file location that contain the files to upload.
6. Select the **Upload file format** from the drop-down list.

 **Note:**

If you are uploading the photos using the RES\_ACC format, ensure the file name is the same as the guest booking number.

7. Check the **Delete files from directory after upload** and then click **Upload**.
8. Click **Close** to exit.

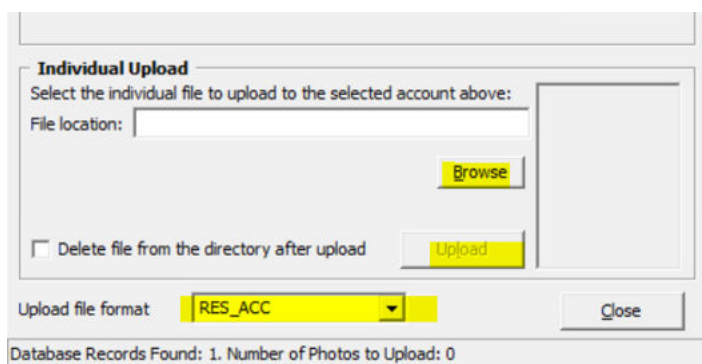
### Batch Upload

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

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

### Individual Upload

**Figure 21-2 Individual Upload**

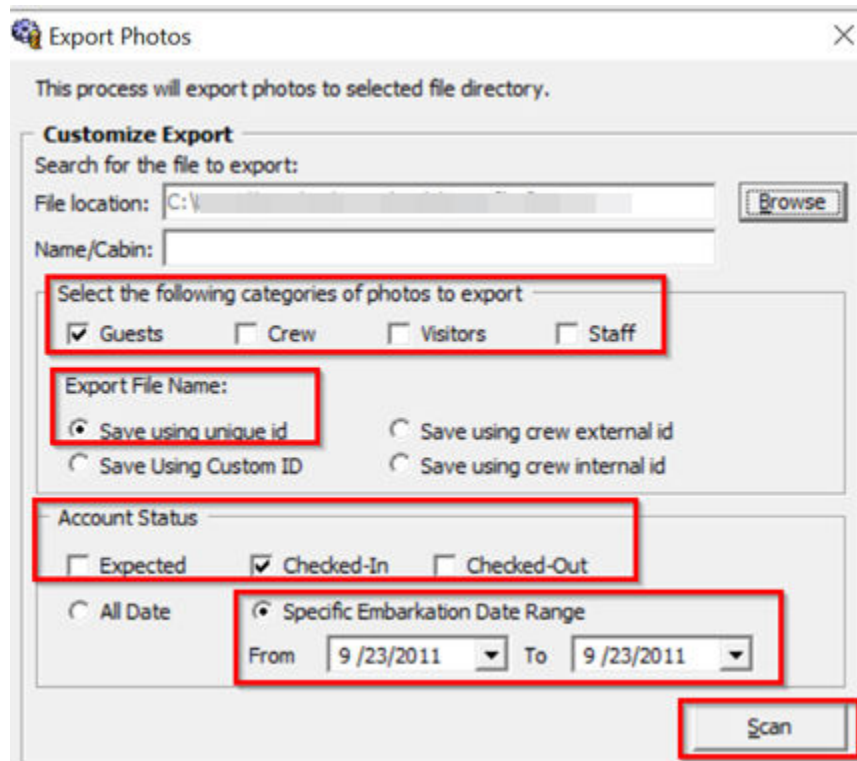


1. For **Individual Upload**, select the file path where the photo is stored.
2. Click the **Upload** button and you will see the photo on the bottom right corner.

### Export Photos

This function allow you to export the photos by guest type and account status. You must have Security Access rights #338 — **Export Photos in Single or Batch** to perform this function.

Figure 21-3 Export Photos



1. Select **Export Photo** option from the Administration menu.
2. At the **Export Photos, Customize Export** section, browse and select a destination location.
3. Choose the categories to export by checking the respective checkboxes.
4. Select the **Export File Name**. You may choose from
  - Save using unique ID (The unique ID is the reservation account number),
  - Save using custom ID,
  - Save using crew external ID, or
  - Save using crew internal ID.
5. Select the **Account Status**.
6. You can either select **All Date** or specify a date range.
7. Click **Scan** to begin.
8. A list of names will populate in the Name Lists section.
9. Individually check the account you wish to export or click the **Check All** option to export all.
10. Click **Export** to begin export.

## Export Document

This feature enable you to export documents to a support file format. The steps to export the document is the same as Export Photos. See [Upload/Export Photos](#) for steps to export the document.