

Oracle® Hospitality Cruise Property Management System

Mobile Check In Administration



Release 20.1

F33499-02

January 2024

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

ORACLE®

Oracle Hospitality Cruise Property Management System Mobile Check In Administration, Release 20.1

F33499-02

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Preface

The Mobile Administration module is a web-based configuration component for the Mobile Check-In application, where configuration, such as search guest criteria, defining the mandatory profile fields and contracts are set up.

Audience

This document is intended for project managers, application specialists and users of Oracle Hospitality Cruise Shipboard Property Management System.

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

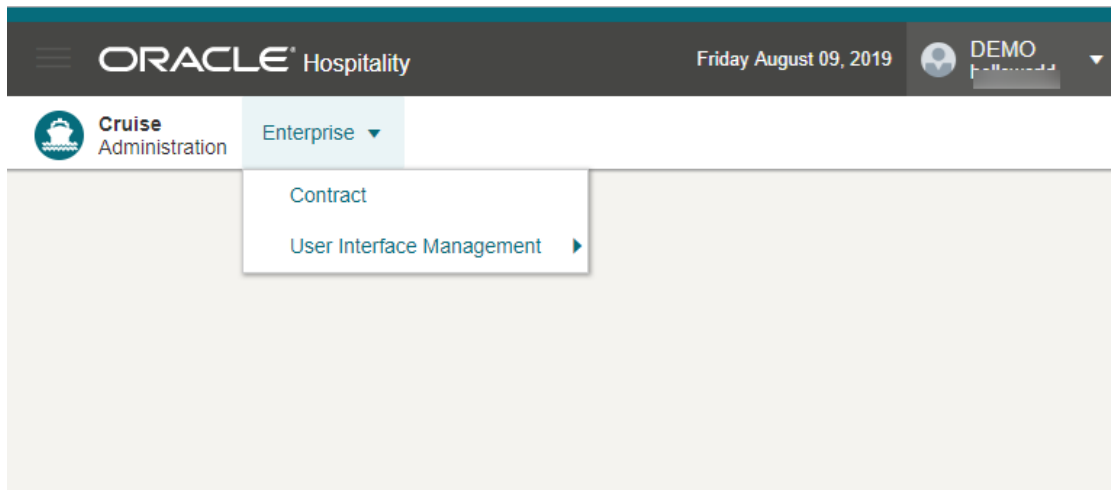
Date	Description of Change
September 2020	Initial Publication
January 2024	Updated Customer Portal URL Updated document to new format

1

Mobility Page Set Up

The Administration home page is embedded in the Mobile Check-In module setup. This Enterprise function allows you to setup a contract and check-in wizard.

Figure 1-1 Mobile Check In Administration Page



2

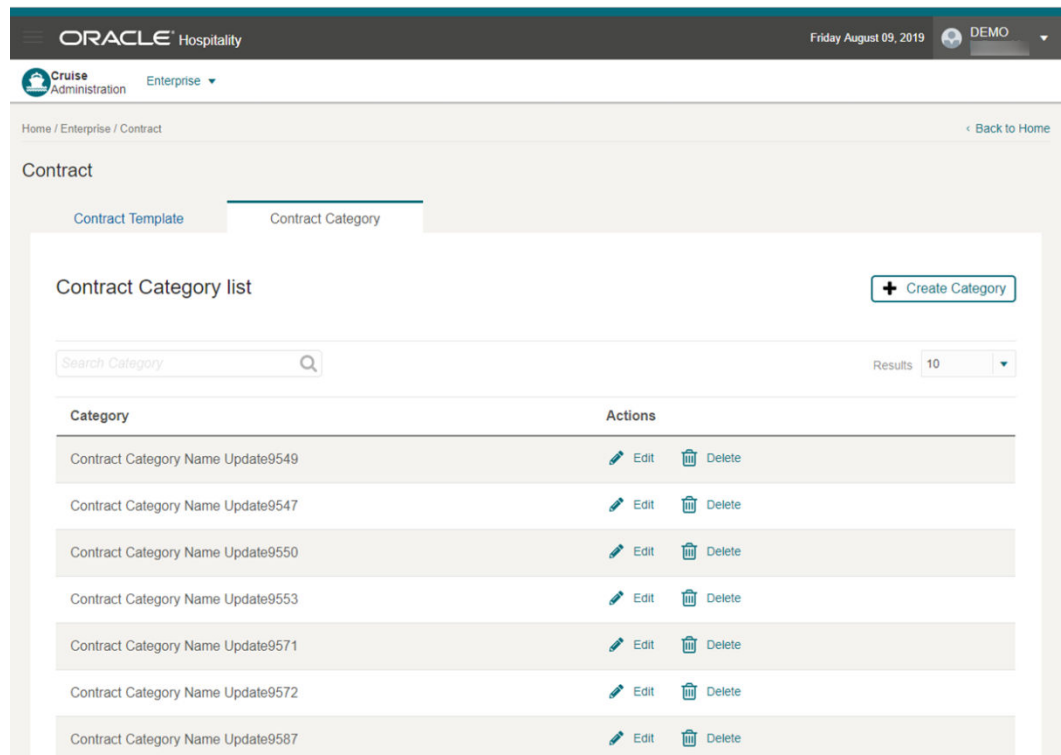
Contract

The Contract configuration page affects the set up and management of contract template information.

Contract Category

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

Figure 2-1 Contract Category



Creating a Contract Category

1. From the **Administration** menu, select **Enterprise**, and then select **Contract**.
2. At the **Contract Category** tab, press **Create Category**.
3. Go to the **Add Contract Category** page.
4. Enter the **Category Name**.
5. Press **Save** to save the category.

Modifying Contract Category

1. At the **Contract Category** tab, press **Edit** on the selected category record.
2. Go to the **Edit Contract Category** page and update the category name.
3. Press **Update** to save.

Deleting a Contract Category

To delete a category, select the record and press **Delete**.

Contract Template

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

Figure 2-2 Contract Template

The screenshot displays the Oracle Hospitality interface for managing Contract Templates. At the top, the Oracle Hospitality logo and user information (Tuesday September 17, 2019, DEMO) are visible. The main content area is titled 'Contract' and includes tabs for 'Contract Template' and 'Contract Category'. Below the tabs is a 'Contract Template list' section with a '+ Create New' button and a search bar labeled 'Search template'. A table below the search bar lists the templates. The table has columns for 'Template Name', 'Category', 'Status', and 'Actions'. The first row shows 'Terms and Conditions' under the 'Contract' category, with a status toggle switch and 'Edit' and 'Delete' actions. The page also shows a breadcrumb trail 'Home / Enterprise / Contract' and a 'Back to Home' link. At the bottom, the Oracle Hospitality logo and copyright information are displayed.

Template Name	Category	Status	Actions
Terms and Conditions	Contract	<input checked="" type="checkbox"/>	Edit Delete

Figure 2-3 Contract Template New Category

The screenshot shows the Oracle Hospitality 'Edit Contract Template' page. The page is titled 'Edit Contract Template' and has a breadcrumb trail: Home / Enterprise / Contract / Contract Template. A 'Back to Contract' link is visible in the top right. The main form area is divided into sections: 'Template Name' (with a text input field containing 'Terms and Conditions'), 'Category' (a dropdown menu set to 'Contract' and a '+ Create New Category' button), and 'Contract Details' (a large text area containing legal text). A modal dialog titled 'Create New Category' is open in the center, featuring a 'Category Name' input field and a tooltip that reads 'Enter 2 or more characters, up to a maximum of 100.' The modal has 'Cancel' and 'Save' buttons. At the bottom of the page, there are 'Cancel' and 'Save' buttons. The footer contains the Oracle Hospitality logo and copyright information: 'ORACLE Hospitality Copyright © 2019 Oracle and/or its affiliates. All rights reserved.'

Creating a Template

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

Editing a Template

1. On the **Contract Template** tab, press **Edit** on the selected template record.
2. Go to the **Edit Contract Template** page.
3. Enter the relevant information and click **Save**.

Deleting a Template

To delete a Contract Template tab, press **Delete** on the selected template record.

Creating New Category in Contract Template

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

3

Mobile Check-In Setup

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

Figure 3-1 Mobile Check In Setup

Screen	Default	Action
Search Setup	<input type="checkbox"/>	Configure
Profile Setup	<input type="checkbox"/>	Configure
Guardian Setup	<input checked="" type="checkbox"/>	Configure
Payment Setup	<input checked="" type="checkbox"/>	Configure
Contract Setup	<input checked="" type="checkbox"/>	Configure
Print Boardcard	<input checked="" type="checkbox"/>	Configure
Travel With Setup	<input checked="" type="checkbox"/>	Configure

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Search Setup

This feature allows you to customize the search criteria fields. The results can be viewed in Mobile Check-In.

Search Criteria

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

Result

- Return results based on the selected reservation status in the **Search Criteria - selected fields**.
- Result table fields are displayed on the **Search** page and the **Check-In Wizard** page.

Figure 3-2 Edit Search Template Page

The screenshot displays the 'Edit Search Template' interface. At the top, the Oracle Hospitality logo and navigation menu are visible. The main content area is titled 'Edit Search Template' and includes the following sections:

- Template Name:** A text input field containing 'Default'.
- Reservation Status:** A multi-select dropdown menu with 'Reservation' and 'Embark Today' selected.
- Start search after:** A dropdown menu set to '10' with the unit 'character(s)'.
- Select fields for Search Criteria:**
 - Available Fields:** A list of checkboxes for 'Cabin Number', 'Reservation Booking Number', 'Last Name', 'Passport Number', 'Board Card Number', 'Reservation External ID', and 'Set Sail Pass Number'.
 - Selected Fields:** A list containing 'First Name'.
 - Navigation buttons: '>', '>>', '<', '<<', '^', '^>', '>', '>>', '<', '<<', '^', '^>', '>', '>>', '<', '<<', '^', '^>', '>', '>>', '<', '<<'.
- Select fields for Search Result:**
 - Available Fields:** A box containing the text 'No items to display'.
 - Selected Fields:** A box containing the text 'No items to display'.
 - Navigation buttons: '>', '>>', '<', '<<', '^', '^>', '>', '>>', '<', '<<', '^', '^>', '>', '>>', '<', '<<'.

At the bottom right, there are 'Cancel' and 'Save' buttons. The footer contains the Oracle Hospitality copyright notice: 'ORACLE Hospitality Copyright © 2019 Oracle and/or its affiliates. All rights reserved.'

Saving the Search Template

1. From the **Enterprise, User Interface Management, Mobile Check-In**, press the **Configure** button for Search Setup option.
2. On the **Edit Search Setup** page, enter the **Template Name**.

3. Enter the following information and press **Save**.
 - **Template Name:** Enter the name of the template.
 - **Reservation Status:** Enter the reservation status to include in the search criteria.
 - **Start search after X character(s):** Enter the number of characters for auto search to begin.
 - **Select fields for Search Criteria:** Select the fields to include in the search criteria. Use the arrow keys to select/deselect or re-order.
 - **Select fields for Search Result:** Select the fields for the system to return the search result.

Profile Setup

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

Figure 3-3 Profile Setup Template

The screenshot displays the 'Create Profile Template' interface in Oracle Hospitality. At the top, the breadcrumb trail reads: Home / Enterprise / User Interface Management / Mobile Check-in / Profile Setup / Create Profile Template. A '< Back to Mobile Check-in' link is visible in the top right. The main heading is 'Create Profile Template'. Below it, a 'Template Name' field contains 'Basic Profile'. The 'Personal Details' section contains a table with the following fields and mandatory status:

Available Fields	Mandatory Field(s)
<input checked="" type="checkbox"/> Photo	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/>
<input checked="" type="checkbox"/> Date Of Birth	<input type="checkbox"/>
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Nationality	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reservation Status	<input type="checkbox"/>
<input checked="" type="checkbox"/> Stateroom Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Embarkation Date	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Embarkation Port	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Disembarkation Date	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Disembarkation Port	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account Identifier	<input type="checkbox"/>
<input checked="" type="checkbox"/> Passport Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> National ID Number	<input type="checkbox"/>
<input checked="" type="checkbox"/> Passport Issued Date	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Passport Expiry Date	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Passport Issued Country	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Country Of Birth	<input type="checkbox"/>
<input checked="" type="checkbox"/> Country Of Residence	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Contact Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Alternative Contact Number	<input type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input type="checkbox"/>
<input checked="" type="checkbox"/> Emergency Contact Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Emergency Contact Number	<input checked="" type="checkbox"/>

At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The footer of the page contains the Oracle Hospitality logo and the text: 'Copyright © 2019 Oracle and/or its affiliates. All rights reserved.'

Saving a Profile Template

1. From the **Enterprise, User Interface Management, Mobile Check-In** page, press the **Configure** button for Profile Setup
2. At the Create Profile Template page, enter the **Template Name**.
3. Check mark the **Available Fields** you want to show in the **Mobile Check-In, Check-In Wizard, Profile** page. To hide the fields, deselect the check mark from the fields.
4. Under the **Mandatory Fields** column, slide to make the field as a mandatory.
5. Press **Save**.

Guardian Setup

The Guardian page is the second step of the Check-In wizard and is an optional set up. Turning on this feature allows the system to verify and show if the person is a minor (below 18 years of age) in **Mobile Check-In, Check-In Wizard, Guardian** page.

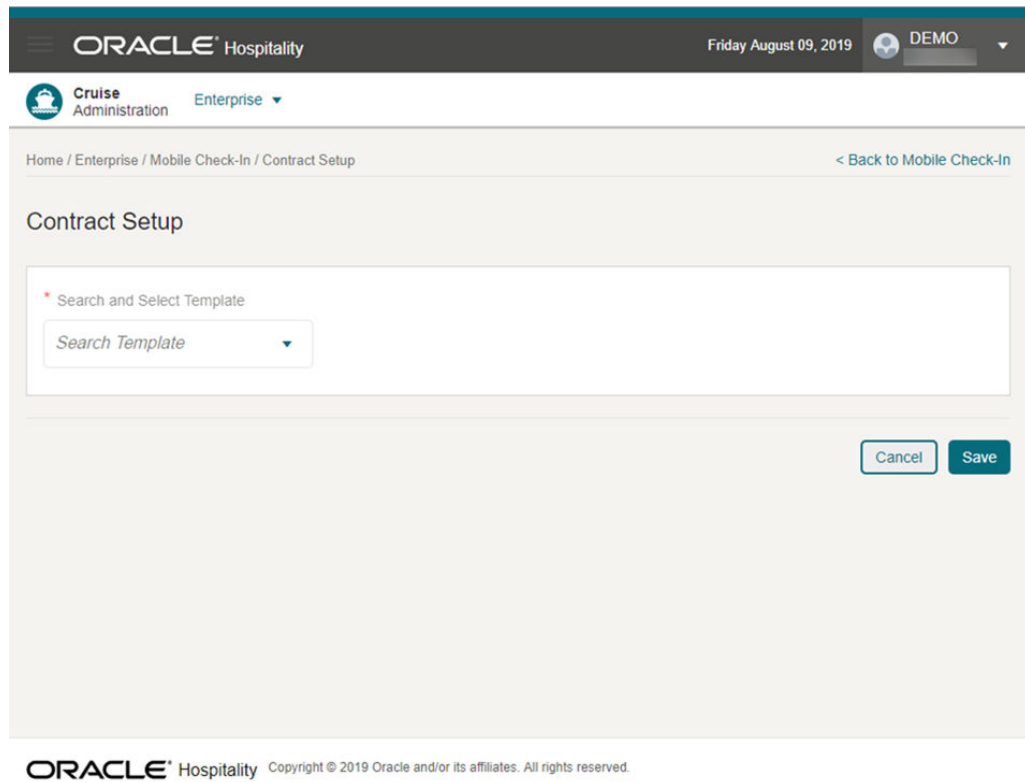
Payment Setup

The Payment page is an optional set up. Turning on this feature will show the card type information and allow you to add a payee in step three of the Check-In Wizard.

Contract Setup

This feature lists the active contracts, enabling you to choose the contract to show at the **Mobile Check-In, Check-In Wizard, Contract** page. This setup is optional and will show in step 4 of the Check-In Wizard.

Figure 3-4 Contract Setup



To choose a contract, from the **Enterprise, Mobile Check-In, Contract Setup** page, select a template from the list of views, then press **Save**.

Print Board Card

Turn on this feature to enable the **Print Boardcard** button in Mobile Check-In, Check-In page.

Travel With Setup

Enabling this feature will show all travel companions at the end of the check-in process, if any and feature is optional.

4

Gateway Security

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

Gate Location

Figure 4-1 Gate Location

The screenshot displays the Oracle Hospitality interface for managing Gate Locations. At the top, the header includes the Oracle Hospitality logo, the date 'Tuesday August 18, 2020', and a user profile for 'Demo helloworld'. Below the header, the navigation path is 'Home / Enterprise / Gateway Security / Gate Location', with a 'Back to Home' link. The main content area is titled 'Gate Location' and features a search bar with the placeholder text 'Search by code or name' and a 'Search' button. Below the search bar, there is a checkbox for 'Show Inactive | 3 Results' and a 'New' button. The main content is a table with the following columns: Code, Name, Comments, and Status. The table contains two entries:

Code	Name	Comments	Status
G1	Gangway Deck 1	Deck 1 - Port Side	<input checked="" type="checkbox"/>
G2a	Gangway Deck 2	Deck 2 - Port Side	<input checked="" type="checkbox"/>

At the bottom of the page, the Oracle Hospitality logo and copyright information are displayed: 'ORACLE Hospitality Copyright © 2020 Oracle and/or its affiliates. All rights reserved.'

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

Creating a Gate Location

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

Editing a Gate Location

1. On the **Gate Location** page, press the **ellipsis** button of the selected gate location to bring up the **Edit** option.
2. Press the **Edit** button to go to the **Edit Gate Location** page.
3. Update the information and press **Save**.

Searching a Gate Location

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