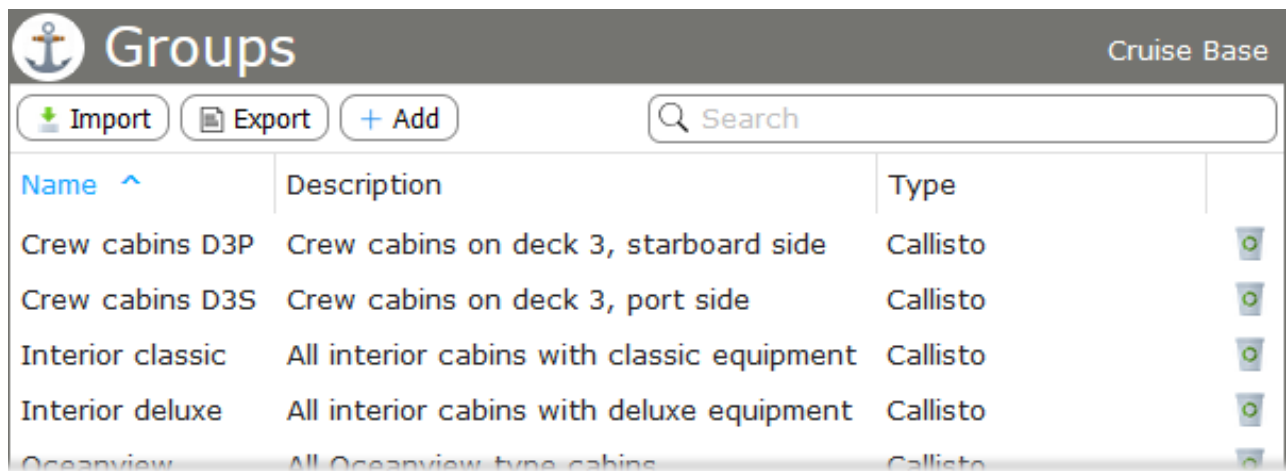







# Groups

In this tab, *global groups* are defined and groups from other applications can be accessed.

Global groups from VoiceMail can only be accessed with the respective permissions.

Groups (i.e., group of cabins) can be managed in this view. Groups are either created directly in the Cruise Base application, or can be synchronized with the PMS. Only groups created with Callisto can be modified here.



Name ^	Description	Type	
Crew cabins D3P	Crew cabins on deck 3, starboard side	Callisto	
Crew cabins D3S	Crew cabins on deck 3, port side	Callisto	
Interior classic	All interior cabins with classic equipment	Callisto	
Interior deluxe	All interior cabins with deluxe equipment	Callisto	
Oceanview	All Oceanview type cabins	Callisto	

Groups can be exported as CSV files and CSV files containing group configurations can be imported . Only Callisto type groups can be exported and imported.

Upon importing group data from a CSV file, all existing group information will be overwritten and non-existing groups will be deleted.

The CSV file to import should include the following columns in this order:

Group Name	A unique group name.
Group Description	A description of the group.
Group Assignments	All cabins assigned to the group, enclosed by double quotes and separated by commas.

A CSV file containing a header and using semicolons as separators.

```
Group Name;Group Description;Group Assignments;
Interior classic;All interior cabins with classic equipment;"7211,7212,7213,7214,7215";
Interior deluxe;All interior cabins with deluxe equipment;"7341,7342,7343,7344,7345";
Oceanview;All Oceanview type cabins;"7401,7402,7403,7404,7405";
Crew cabins D3S;Crew cabins on deck 3, starboard side;"3701,3702,3703";
Crew cabins D3P;Crew cabins on deck 3, port side;"3711,3712,3713";
```

## Group details

Clicking on a group from the list view will open the group details.

**Group - Interior classic**

Name: Interior classic

Description: All interior cabins with classic €

Type: Callisto

Save

**Assignments**

Import Export

7211	X	7212	X	7213	X
7214	X	7215	X		

**New Entry:**

1060 Add Delete all

These details are available:

Name

A unique group name.

Description

A description of the group.

Type\*

The type of the group. The following types exist:

- Callisto: A group handled by Callisto
- PMS: A group synchronized with the data provided by the PMS

Assignments

All cabins assigned to the group.

\*Cannot be changed.

For Callisto type groups, instead of adding cabin phone assignments manually, data can be imported and exported via CSV files. CSV files used for import may either list all data in a single row, or every cabin name may be set a separate row.

Both of these CSV files are valid for importing assignments of a single group.

Numbers

7211, 7212, 7213, 7214, 7215

Numbers

7211

7212

7213

7214  
7215