

# How do I know which of my employee's documents are about to expire?

**Warnings** not only give you an overview of the documents that are about to expire but also provide additional information, such as birthdays and a list of people for whom the known qualifications do not correspond to the rank entered.

Warnings

Employee expiryBirthdaysOnboard expiriesRanksPlanning

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Default viewSearch...

Employee name

Employee name	Item type	Description	Reason	Due date
Grzybowski, krystian 09				
Grzybowski, krystian 09	Document	Passport	Expired	13-4-2018
Janssen, Jan				
Janssen, Jan	Document	Drivers license	Expired	2-10-2024
Malot, Carla				
Malot, Carla	Document	Passport	Expired	3-10-2024

Tabs:

Employee expiry:

This provides an overview of the employee's expired documents.

Birthdays:

This view provides an overview of the employees born on this day. In the Crewing module, you can specify a certain period to create a list of all birthdays, such as the past seven days, today, and the next seven days.

Onboard expiries:

This shows the expired documents of employees who are currently planned to be on board.

Ranks:

This shows the employees whose rank as listed in the General tab does not correspond to their known qualifications and educations.

Planning:

This shows the planning warnings, such as failure to meet the safe manning requirements.