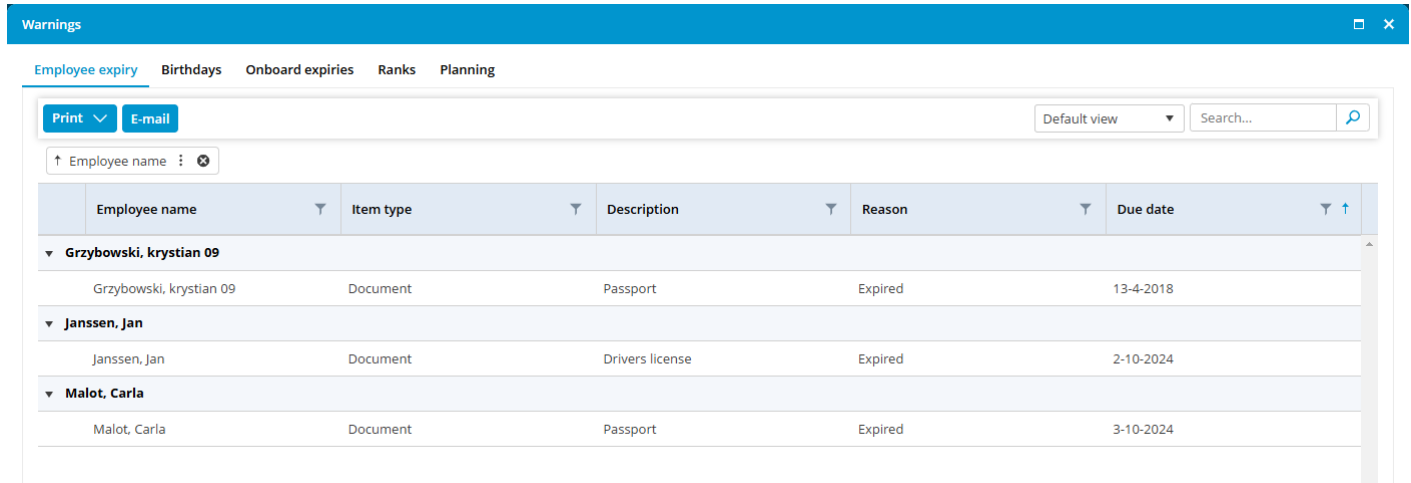


# How do I know which of my employee's documents are about to expire?

**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.



The screenshot shows a software interface titled 'Warnings' with a blue header bar. Below the header, there are navigation tabs: 'Employee expiry', 'Birthdays', 'Onboard expiries', 'Ranks', and 'Planning'. The 'Employee expiry' tab is selected. The interface includes a search bar with 'Employee name' and a search icon, and buttons for 'Print' and 'E-mail'. A table displays the following data:

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

Revision #1

Created 2024-12-03 10:02:34 UTC by Peter van Driel

Updated 2024-12-04 12:15:44 UTC by Peter van Driel