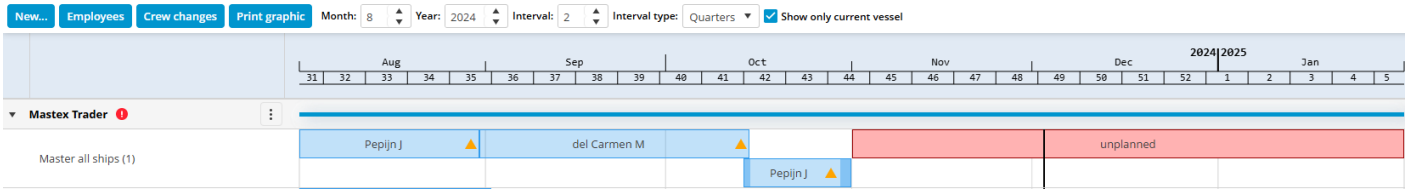
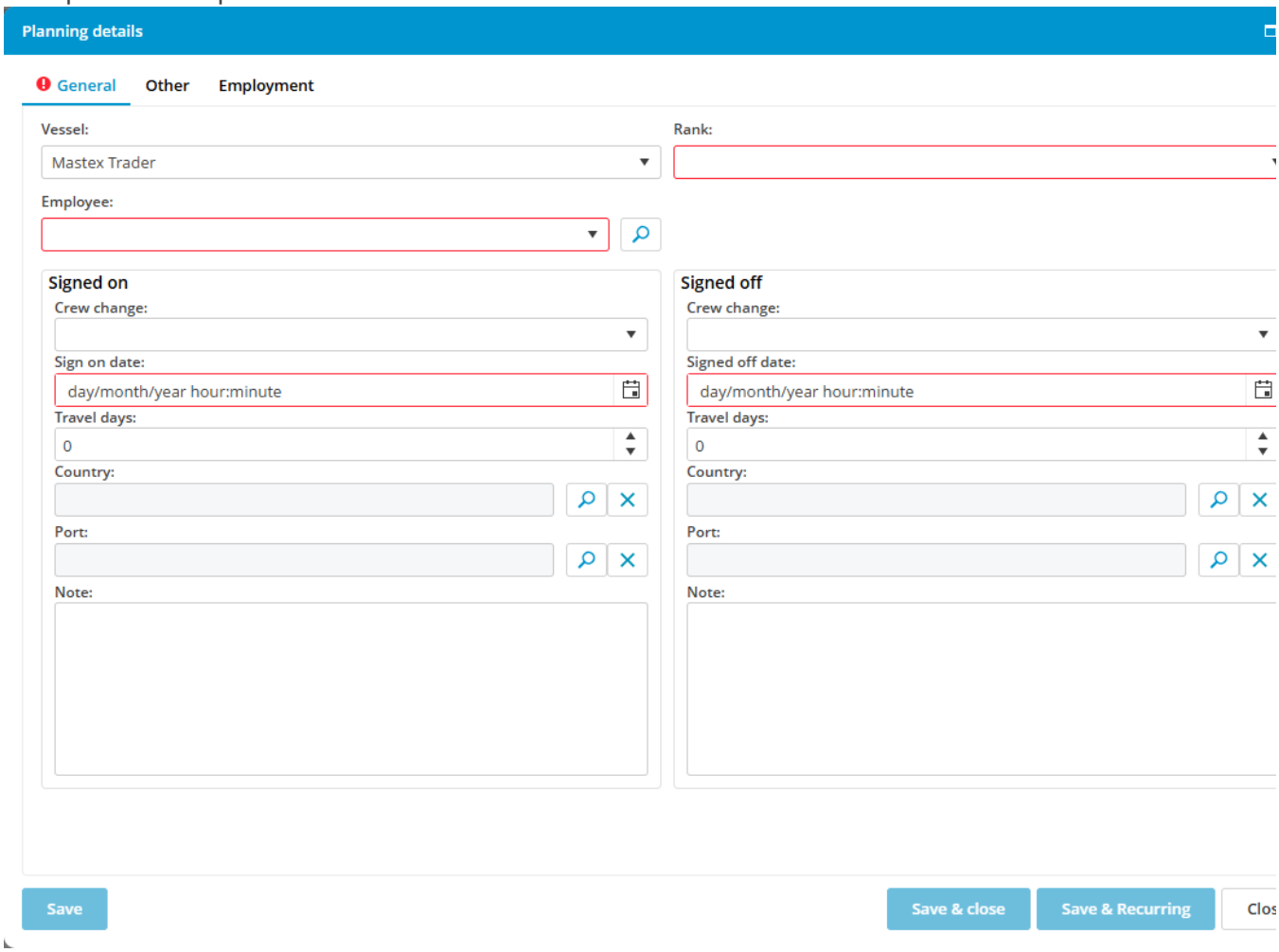
How do I make a planning?

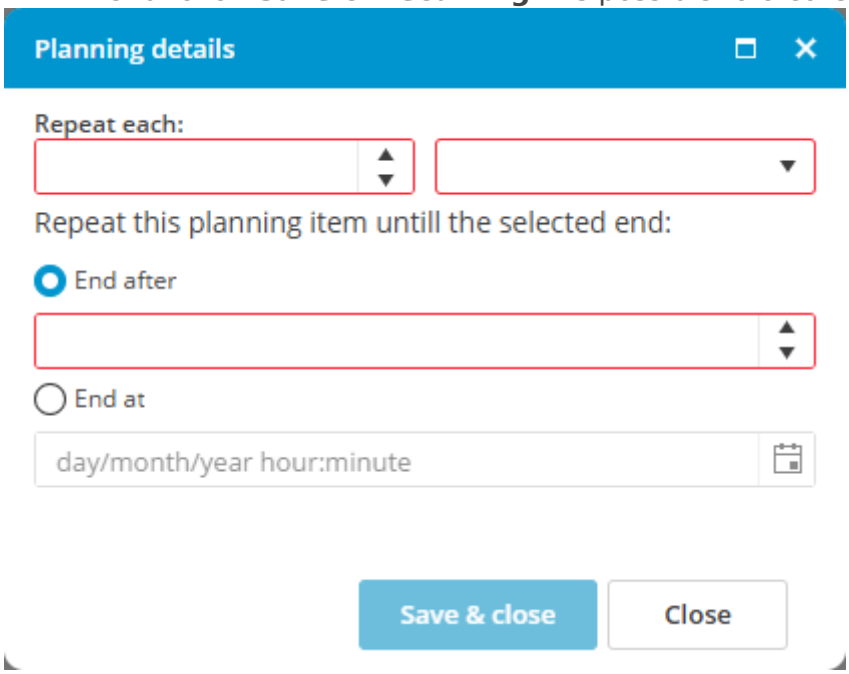
The Planning section has an overview of the ships with the scheduled crew members listed by rank.



1. Right-click on a non-scheduled part of a rank and click on **New...**
2. Complete all required fields



3. Click on **Save & close** or Save & Recurring
   With the function **Save & Recurring** it is possible to create a recurring schedule



4. Enter the fields for recurring schedules and click on **Save & close**

> If an employee cannot be scheduled on a specific ship, make sure the ship has been listed as one of the employee's preferred ships.

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