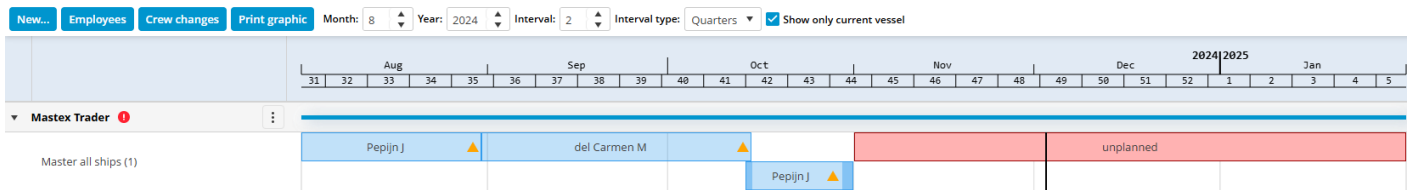


How do I make a planning?

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

Planning details

General Other Employment

Vessel: Mastex Trader Rank:

Employee:

Signed on

Crew change:

Sign on date:

Travel days:

Country:

Port:

Note:

Signed off

Crew change:

Signed off date:

Travel days:

Country:

Port:

Note:

Save Save & close Save & Recurring Close

3. Click on **Save & close** or Save & Recurring

With the function **Save & Recurring** it is possible to create a recurring schedule

Planning details □ ×

Repeat each:

▲ ▼ ▼

Repeat this planning item until the selected end:

End after

▲ ▼

End at

📅

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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