

How do I make a planning?

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

New...EmployeesCrew changesPrint graphic

Month: 8Year: 2024Interval: 2Interval type: QuartersShow only current vessel

	Aug							Sep							Oct							Nov							Dec							20242025					Jan				
	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5																		
Mastex Trader																																													
	Pepijn J							del Carmen M														unplanned																							
Master all ships (1)															Pepijn J																														

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

Planning details

GeneralOtherEmployment

Vessel:

Mastex Trader

Employee:

Signed on

Crew change:

Sign on date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Signed off

Crew change:

Signed off date:

day/month/year hour:minute

Travel days:

0

Country:

Port:

Note:

Save

Save & close

Save & Recurring

Clos

- 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 untill the selected end:

☒ End after

▲▼

☐ End at

day/month/year hour:minute 📅

Save & close

Close

- 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.

Revision #1

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