

When and how do I add a historical planning?

To get an idea of someone's experience level, it can be useful to add the accumulated sailing history. To do so, use the option of historical planning. Follow the steps to add a historical planning:

- 1. Select the crew member
- 2. Click on the tab Activities
- 3. Click on **New** and select **New archive**

Archive details

General

Vessel:

Rank:

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

Clos

- 4. Complete all required fields
- 5. Unlike normal planning, which involves selecting a ship from the available ships in the license, this option allows you to enter the name of any ship
- 6. Click on **Save & close**

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