

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**

The screenshot shows a web form titled "Archive details" with a "General" tab. The form is split into two columns: "Signed on" and "Signed off".

- Signed on section:**
 - Vessel: [Empty text box]
 - Rank: [Empty dropdown menu]
 - Crew change: [Dropdown menu]
 - Sign on date: [Text box with placeholder "day/month/year hour:minute" and a calendar icon]
 - Travel days: [Text box with "0" and up/down arrows]
 - Country: [Text box with search and close icons]
 - Port: [Text box with search and close icons]
 - Note: [Large empty text area]
- Signed off section:**
 - Crew change: [Dropdown menu]
 - Signed off date: [Text box with placeholder "day/month/year hour:minute" and a calendar icon]
 - Travel days: [Text box with "0" and up/down arrows]
 - Country: [Text box with search and close icons]
 - Port: [Text box with search and close icons]
 - Note: [Large empty text area]

At the bottom of the form, there are three buttons: "Save", "Save & close", and "Close".

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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