

# How do I add a new drill?

1. Click on **New...**
2. Complete all required fields.

The screenshot shows a web application window titled "Safety details" with a blue header bar. Below the header are three tabs: "General" (active), "Documents", and "Forms". The "General" tab contains several input fields: "Name:" (text box), "Category:" (dropdown menu set to "Drill"), "Evaluation template:" (large text area), "Fixed Interval:" (checkbox), "Interval:" (text box with up/down arrows and a "Days" dropdown), "Start period:" (text box with up/down arrows and a "Days" dropdown), and "Due Date:" (text box with a calendar icon). To the right of these fields is a section titled "Add for locations" containing a list of checkboxes: "Select all", "Mastex Cruise", "Mastex General Cargo", "Mastex Guard", "Mastex Tanker", "Mastex Trader" (checked), "Mastex Trader II", "Mastex tug", and "MXSuite inlander". At the bottom of the form are three buttons: "Save", "Save & close", and "Close".

The **Start period** is the timeframe in which the drill must be completed. During this period the drill will be orange.

3. Select the **locations** to which the safety drills must be added (only visible in the office version).
4. Click on **Save & close**.

If the new drill already exists at the other location, the following warning will appear:

The screenshot shows a warning dialog box titled "Safety details" with a blue header bar. The main text reads: "A safety item with the same name exists in the following locations:" followed by a bulleted list: "• Mastex Trader". Below this, the text asks: "What would you like to do?". There are three radio button options: "Replace", "Create", and "Skip". At the bottom of the dialog are two buttons: "Ok" and "Close".

Make a selection and click **Ok**.

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Revision #1

Created 8 November 2024 15:36:30 by Peter van Driel

Updated 8 November 2024 15:40:46 by Peter van Driel