

How do I add a new drill?

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

The screenshot shows a 'Safety details' window with the following fields and options:

- Name:** A text input field.
- Category:** A dropdown menu set to 'Drill'.
- Evaluation template:** A large empty text area.
- Fixed Interval:** A checkbox.
- Interval:** A spinner box with a 'Days' dropdown.
- Start period:** A spinner box with a 'Days' dropdown.
- Due Date:** A date field set to '1/27/2023' with a calendar icon.
- Add for locations:** A list of checkboxes for various locations: Select all, Mastex Cruise, Mastex General Cargo, Mastex Guard, Mastex Tanker, Mastex Trader (checked), Mastex Trader II, Mastex tug, and MXSuite inlander.

Buttons at the bottom: Save, Save & close, 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 warning dialog box contains the following text and options:

A safety item with the same name exists in the following locations:

- Mastex Trader

What would you like to do?

- Replace
- Create
- Skip

Buttons at the bottom: Ok, Close.

Make a selection and click **Ok**.

Revision #1

Created 2024-11-08 15:36:30 UTC by Peter van Driel

Updated 2024-11-08 15:40:46 UTC by Peter van Driel