How do I reset the synchronisation?

The synchronisation needs to be done both in the office and on board the ship.

In the office:

1. Go to the module **Synchronization.**
2. Click on **Reset Sync.**
3. Answer the verification question with **Yes.**
4. Click on **Create a package** to create the first synchronisation package.
5. Note down the **Reset Sync Code** as displayed in the office version.

On board the ship:

1. Go to the module **Synchronization.**
2. Click on **Reset Sync.**
3. Run the **Reset Sync Code** from point 6 and click on **Yes.**
4. Click on **Load Package** to load the first synchronisation package.

> A new Reset Sync Code is created each day, with each one being valid for just a single day.

> The time between resetting the synchronisation and loading the first package on board the ship must be as short as possible. If tasks, certificates and exercises have been signed off on board the ship and the first package has not yet been processed, the new expiry date can be overwritten by the first synchronisation package.

Revision #1
Created 2024-11-09 13:14:54 UTC by Peter van Driel
Updated 2024-11-09 13:15:50 UTC by Peter van Driel