

# Update Checklist

## How to: Update your ECDIS and Planning Station permits via an automatic AVCS/ARCS weekly update email

### Introduction

Use this method when you want to receive a weekly email containing permit and catalogue updates.

Updating Planning Station regularly will ensure you always have the latest chart information on board.

It can also help you to remain compliant. Please note: Weekly update emails are normally sent every Thursday.

### Initial Set-Up (one off process when initially setting up Planning Station)

	✓
1 Open Planning Station	
2 Select <i>Subscription settings</i> from the <i>User-settings</i> drop down menu	
3 Tick <i>Permits</i> to receive Catalogues and Permits for AVCS and/or ARCS Products	
4 Enter email address to which you want the weekly update to be sent to	
5 Click <i>OK</i> to submit your subscription options	

### 1 Load your Weekly Update into Planning Station

**Note: If your Planning Station PC is connected directly to the Internet then it is not recommended to receive the *Weekly Update* email. Instead, you should carry out a 'check my status' on the home page to update your Catalogue and Permits.**

**Please follow one of the following options:**

#### Option A: Update using USB Removable Drive

	✓
1 Select <i>Removable drive</i> on the <i>Communication method</i> panel. This can be accessed from the <i>User-settings</i> drop down menu	
2 Insert USB removable drive into the comms PC	
3 Open the most recent <i>Weekly Update</i> email and download the attached <i>.ads</i> file onto your USB removable drive	
4 Transfer USB removable drive to Planning Station PC	
5 Select <i>Apply update</i> from <i>Tools</i> drop down menu	
6 Select the latest <i>.ads</i> file and open	
7 Confirm update done and click <i>Close</i>	

#### Option 2: Update using Connected email

1 Select <i>Connected email</i> on the <i>Communication method</i> panel. This can be accessed via the <i>User settings</i> drop down menu	
2 Select <i>Check Inbox</i> from the <i>Tools</i> drop down menu	
3 Click <i>OK</i> when complete	

### 2 Export Data from Planning Station to ECDIS

	✓
1 The <i>Apply updates and/or permits to ECDIS</i> panel should open automatically. If not, select <i>ECDIS updates/permits</i> from the <i>Tools</i> drop down menu	

## 2 Export Data from Planning Station to ECDIS continued



2	Ensure <i>Permits only</i> option is selected	
3	Select the ENC or ARCS updates to be applied. Normally this will be the most recent update received	
4	Ensure writable CD or USB removable drive is inserted into Planning Station PC	
5	Select <i>Burn CD</i> or <i>Copy to Memory Stick</i> and click <i>Apply</i>	
6	Follow the on-screen instructions depending on whether ARCS or AVCS being exported	
7	Remove CD or USB removable drive from Planning Station PC and insert into your ECDIS	
8	Carry out ECDIS update as normal	

## 3 Update ECDIS Status in Planning Station



1	Go to <i>Maintain holdings</i> screen		
2	Click <i>Sync holdings</i> . This is located at the bottom of the screen		
3	Click on the 1st Option: <i>Just update your ECDIS status in Planning Station</i> then press <i>Next</i>		
4	Choose either Option A or Option B below:		
	<b>Option A: Updated via Planning Station</b>	<b>Option B: Updated via UKHO media</b>	
1	Click on <i>Planning Station Download</i> if ECDIS is updated via Planning Station	1 Click on <i>UKHO Media</i> if the ECDIS is updated from CD/DVD sent to vessel	
2	Select <i>ARCS updates</i> or <i>AVCS exchange set</i>	2 Ensure AVCS or ARCS CD/DVD used to update ECDIS is inserted in Planning Station PC	
3	Select <i>Update file/s</i> which have been applied to ECDIS	3 Click <i>Next</i> . Select root folder of AVCS or ARCS data set used to update ECDIS	
4	Click <i>Next</i>	4 Select cells (all or individual) installed on ECDIS	
5	Select cells (all or individual) installed on ECDIS	5 Click <i>Next</i>	
6	Click <i>Next</i>	6 Click <i>Finish</i>	
7	Click <i>Finish</i>		

**You should now have successfully completed the update**