

Update Checklist

How to update your ECDIS via Planning Station using direct Internet or connected email communication

Introduction

Use this method when you use your Planning Station PC to send and receive emails or connect to the Internet.

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

This will also help you to remain compliant. Please note: Updates should be carried out every Thursday.

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



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| 1 | Open Planning Station | |
| 2 | Select <i>Communication method</i> from <i>User-settings</i> drop down menu | |
| 3 | Select <i>Connected email</i> or <i>Internet</i> from menu options (this will depend on your communication preference) Note: If <i>Connected email</i> is selected, please complete all fields in the <i>Communication settings</i> panel | |

1 Update your ADMIRALTY Catalogues



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|---|---------------------------------------------|--|
| 1 | Open Planning Station on <i>Home</i> Screen | |
| 2 | Click <i>Check my status</i> | |
| 3 | Click <i>Send</i> | |
| 4 | Confirm updates received | |
| 5 | Close <i>Update Status</i> Box | |

2 Download Required Data to Planning Station



| | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Go to <i>Maintain holdings</i> screen | |
| 2 | Click on product category (AVCS or ARCS). This is located in top left box | |
| 3 | Click on products in Holdings list which you need updates for. You can use the <i>Filter products by</i> box to show <i>Action Now</i> items | |
| 3 | Click <i>Get Update</i> bottom right | |
| 4 | Click <i>Request data</i> | |
| 5 | Click <i>OK</i> | |
| 6 | Receive updates and confirm installation in Planning Station complete | |
| 7 | Click <i>Close</i> | |

3 Export Data from Planning Station to ECDIS



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|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | The <i>Apply updates and/or permits</i> to ECDIS panel should open automatically If not, select <i>ECDIS updates/permits</i> from the <i>Tools</i> drop down menu | |
| 2 | Ensure <i>Data and permits</i> option is selected | |
| 3 | Select the ENC or ARCS update to be applied. Normally this will be the most recent update received | |
| 4 | Ensure writable CD or USB removable drive inserted into the Planning Station PC | |
| 5 | Select <i>Burn CD</i> or <i>Copy to Memory Stick</i> and click <i>Apply</i> | |
| 6 | Follow the screen instructions depending on whether ARCS or AVCS is being exported | |
| 7 | Remove CD or USB removable drive and insert into your ECDIS | |
| 8 | Carry out ECDIS update as normal | |

4 Update ECDIS Status in Planning Station



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|---|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|
| 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 1st Option: <i>Just update your ECDIS status in Planning Station</i> then click <i>Next</i> | | |
| 4 | Choose either Option A or Option B below: | | |
| | Option A: Updated via Planning Station | Option B: Update via UKHO media | |
| 1 | Click on <i>Planning Station Download</i> if ECDIS is updated via Planning Station | 1 Click on <i>UKHO Media</i> if ECDIS updated from AVCS or ARCS 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