

Update Checklist

How to update your ECDIS via Planning Station using a USB removable drive

Introduction

Use this method when you use a different PC from your Planning Station PC to send and receive e-mails.

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

This can 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)

	✓
1 Open Planning Station	
2 Select <i>Communication method</i> from <i>User-settings</i> drop down menu	
3 Select <i>Removable drive</i> from menu options	
4 Ensure you have a dedicated USB removable drive which is clean formatted and virus checked	

1 Update your ADMIRALTY Catalogues

	✓
1 Connect your USB removable drive to the Planning Station PC	
2 Open Planning Station on <i>Home</i> Screen	
3 Click <i>Check my status</i>	
4 Click <i>Send</i>	
5 Make a note of the Number in the RequestNNN.ads file shown	
6 Transfer Request File to Comms PC via the USB removable drive	
7 Follow instructions in MailInfoNNN.text document	
8 Email request to UKHO	
9 Check ADSReplyNNN.ads file received. You should receive yours immediately	
10 Download ADS reply file onto USB removable drive	
11 Transfer USB removable drive to Planning Station PC	
12 Select <i>Apply update</i> from the <i>Tools</i> drop-down menu	
13 Select ADSReplyNNN.ads file and open	
14 Confirm update done and click <i>Close</i>	

2 Download Required Data to Planning Station

	✓
1 Ensure your USB removable drive is connected to the Planning Station PC	
2 Go to <i>Maintain holdings</i> screen	
3 Click a product category (AVCS or ARCS). This is located in the top left box	
4 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	
5 Click <i>Get Update</i> bottom right	

2 Download Required Data to Planning Station continued



6	Click <i>Request data</i>	
7	Click <i>OK</i>	
8	Make a note of the Number in the RequestNNN.ads file shown	
9	Transfer Request File to Comms PC via the USB removable drive	
10	Follow instructions in MailInfoNNN.text document	
11	email request to UKHO	
12	Check ADSReplyNNN.ads file received. You should receive yours immediately	
13	Download ADS reply file onto USB removable drive	
14	Transfer USB removable drive to Planning Station PC	
15	Select <i>Apply update</i> from the <i>Tools</i> drop-down list	
16	Select ADSReplyNNN.ads file and open	
17	Confirm update done and click <i>Close</i>	

3 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	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 has been 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 onscreen instructions depending on whether ARCS or AVCS being exported	
7	Remove CD or USB removable drive from PC and insert into your ECDIS	
8	Carry out ECDIS update as normal	

4 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 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: Updated 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 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 for AVCS or ARCS data set used to update ECDIS
4	Click <i>Next</i>	4 Select cells (all or individual) installed on ECDIS
5	Tick 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