

Update Checklist


How to: Update your ECDIS and Planning Station permits and data in 'Working Folio' via an automatic AVCS/ARCS weekly update email

Introduction

Use this method if you want to automatically receive weekly updates for your working folio in Planning Station.

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 each Thursday if Weekly Update email is received.


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	For AVCS and/or ARCS Products, tick <i>Permits</i> to receive Catalogues and Permits
4	Tick <i>Chart Updates</i> to automatically receive ENC updates for cells in your working folio
5	Tick <i>Send new charts and edition</i> to automatically receive new edition ENCs for your working folio
6	Enter the email address to which you'd like to receive the weekly update
7	Click <i>OK</i> to submit your subscription options
<p>It is recommended to ensure that your Working Folio is up-to-date each Wednesday prior to receiving the weekly update email on Thursday. You can do this by taking the following steps:</p> <ul style="list-style-type: none"> Open Planning Station Go to <i>Maintain holdings</i> Screen Open <i>Working folio</i> Tab Confirm that it contains the products for which you wish to receive the automatic weekly update Go to <i>Home</i> page and click <i>Check my status</i> to ensure your weekly update email is up-to-date 	

1 Load your Weekly Update into Planning Station

Please follow either Option A, B or C

Option A: Update via USB Removable Drive

	
1	Ensure that your Planning Station <i>Communication method</i> is set to <i>Removable Drive</i> from the <i>User settings</i> drop down menu
2	Insert USB removable drive into Communications PC
3	Open the Weekly Update email and right click on the most recent '.ads' file/s to save it to you USB removable drive
4	Remove the USB removable drive and insert into Planning Station PC
5	Select <i>Apply update</i> from the <i>Tools</i> drop down menu
6	Select the latest .ads file and open
7	Click <i>OK</i> when complete
8	Go to Step Two below

1 Load your Weekly Update into Planning Station continued



Option B: Update via Connected email

1	Ensure that your Planning Station <i>communication method</i> is set to <i>Connected email</i> from 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	
4	Go to Step Two below	

Option C: Applying Weekly Update email if Planning Station is normally connected via the Internet.

Note: Use this option if Planning Station is connected via Internet but you still want to update your *Working Folio* via the automatic Weekly Update email

1	Select <i>Communication method</i> from the <i>User settings</i> drop down menu	
2	Select <i>Removable drive</i> or <i>Connected email</i> from menu options depending on preference	
3	Follow Option 1 or Option 2 (outlined above). This will depend on your <i>communication method</i>	
4	When Step Two and Step Three (see below) are complete, change <i>Communication method</i> back to <i>Internet</i> via the <i>User-settings</i> drop down menu	

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	Ensure <i>Data and Permits</i> option is selected	
3	Select AVCS/ARCS Updates to be applied. Normally this will be the most recent updates received	
4	Ensure writable CD or USB removable drive is 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 on-screen instructions, depending on whether ARCS or AVCS being exported	
7	Remove CD or USB removable drive 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 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	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