

# 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)



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



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



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



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:		
	<b>Option A: Updated via Planning Station</b>	<b>Option B: Update 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 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**

# Update Checklist

## How to: Update your ECDIS and Planning Station via AVCS or ARCS base/update disc

### Introduction

Use this method when you are using an AVCS or ARCS disk to update your ECDIS and Planning Station.

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: Updates should be carried out as soon as AVCS or ARCS base/update disc is received on board.

### 1 Apply update disk to all ECDIS on board



- |   |  |  |
|---|--|--|
| 1 | Follow your standard procedure to update AVCS and/or ARCS on your ECDIS via CD/DVD |  |
|---|--|--|

### 2 Ensure Planning Station Catalogues are up to date



Please follow either Option A, B or C

#### Option A: Update via Direct Internet or Direct email Connection

- |   |  |  |
|---|--|--|
| 1 | Select <i>Connected email</i> or <i>Internet</i> on the <i>Communication method</i> panel.<br>This can be accessed via the <i>User settings</i> drop down menu |  |
| 2 | Open Planning Station on <i>Home</i> Screen  |  |
| 3 | Click <i>Check My status</i>   |  |
| 4 | Click <i>Send</i>  |  |
| 5 | Confirm updates received   |  |
| 6 | Close <i>Update Status</i> Box   |  |

#### Option B: Update via USB Removable Drive

- |    |  |  |
|----|--|--|
| 1  | Select <i>Removable drive</i> on the <i>Communication method</i> panel.<br>This can be accessed from the <i>User settings</i> drop down menu |  |
| 2  | Connect your USB removable drive to the Planning Station PC  |  |
| 3  | Open Planning Station <i>Home</i> Screen   |  |
| 4  | Click <i>Check My status</i>   |  |
| 5  | Click <i>Send</i>  |  |
| 6  | Make a note of the Number in the RequestNNN.ads file shown   |  |
| 7  | Transfer Request File to Comms PC via the USB removable drive  |  |
| 8  | Follow instructions in MailInfoNNN.text document   |  |
| 9  | Email request to UKHO  |  |
| 10 | Check ADSReplyNNN.ads file received. You should receive yours immediately  |  |
| 11 | Download ADS reply file onto USB removable drive   |  |
| 12 | Transfer removable drive to Planning Station PC  |  |
| 13 | Select <i>Apply update</i> from the <i>Tools</i> drop down menu  |  |
| 14 | Select ADSReplyNNN.ads file and open   |  |
| 15 | Confirm update done and click <i>Close</i>   |  |

## 2 Ensure Planning Station Catalogues are up to date continued



### Option C: Update Catalogue via AVCS Update CD/DVD (if *Check my status* option is not available)

1	Insert AVCS Update CD/DVD into Planning Station PC	
2	Open Planning Station	
3	Select <i>Apply catalogue from CD</i> from the <i>Tools</i> drop down menu	
4	Select the relevant media: this should be a CD named <i>V01X01</i> or a DVD named <i>M01X01</i>	
5	Select <i>e-Navigator Catalogues</i> from <i>Info</i> drop down menu	
6	Double click on the <i>catalogue_bin.zip</i> file to apply the catalogue file.	

## 3 Update ECDIS Status in Planning Station



1	Load AVCS or ARCS CD/DVD into Planning Station PC	
2	Go to <i>Maintain holdings</i> Screen	
3	Click <i>Sync holdings</i> . This is located at the bottom of the screen	
4	Click on 3rd Option: <i>Update your ECDIS AND load data for viewing in Planning Station</i> , then click <i>Next</i>	
5	Ensure <i>UKHO Media</i> option is selected, then click <i>Next</i>	
6	Select root folder for AVCS or ARCS data set used to update ECDIS	
7	Select cells (all or individual) installed on ECDIS	
8	Click <i>Next</i> .	
9	Click <i>Finish</i>	

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

# 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:	
	<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 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**

# 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"> <li>Open Planning Station</li> <li>Go to <i>Maintain holdings</i> Screen</li> <li>Open <i>Working folio</i> Tab</li> <li>Confirm that it contains the products for which you wish to receive the automatic weekly update</li> <li>Go to <i>Home</i> page and click <i>Check my status</i> to ensure your weekly update email is up-to-date</li> </ul>	

### 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:		
	<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 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**

# 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**