



user manual

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1 Getting started with MXSuite

1.1 Mastex Software BV

MXSuite is developed by Mastex Software BV. New features are added daily to MXSuite and we are working on continuous improvement. Despite the fact that MXSuite is easy to use, we created this user manual to make the use of MXSuite even easier.

If your question is not answered in the user manual, first contact your MXSuite supplier. If you purchased MXSuite directly via Mastex Software BV, you can contact our help-desk instead. The telephone help-desk is available on weekdays from 8:30 AM to 5:00 PM (CET). You can also contact us by email.

To make optimal use of MXSuite and to get the most out of your organisation, Mastex Software BV offers training programmes on location and at our own training facilities. In consultation with you, we can create a basic training programme or course that is tailored to your specific needs. Feel free to contact us to discuss the available options.

Contact information:

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Support email	success@mastexsoftware.com
Sales email	hello@mastexsoftware.com
Website	www.mastexsoftware.com

1.2 MXSuite fleet management software

Tools are needed in order to manage your fleet properly. With a range of modules, MXSuite gives you the chance to optimise fleet management, from maintenance to certificates and from purchasing to crewing. Data is available at the click of the mouse and can be automatically exchanged between ship and office.

MXSuite was developed using the latest technological advancements, but is easy and effective thanks to its simple user interface. This means users with minimal knowledge of computer systems can also use the software.

We wish you the best of luck with MXSuite!

1.3 System requirements

To be able to use MXSuite, your system must meet the following requirements.

Component	Minimal requirements
Processor	x64 Processor 1.4GHz. AMD Opteron, AMD Athlon 64, Intel Xeon with Intel EM64T support, Intel Pentium IV with EM64T support
Memory	4 GB RAM
Operating system	Windows 10 TH1 1507 or greater Windows Server 2016 or greater
Hard drive	128 GB
Graphics	Super-VGA resolution 1024x768
Database	Microsoft SQL Server 2012 Express

To make optimal use of MXSuite the following is recommended:

Component	Recommended
Processor	x64 Processor 2.0 GHz. Intel i5 / i7 processor
Memory	8 GB RAM
Operating system	Windows 10 TH1 1507 or greater Windows Server 2016 or greater
Hard drive	1024 GB; SSD
Graphics	Full HD, resolution 1920x1080
Database	At office: Microsoft SQL Server 2022 Standard On board: Microsoft SQL Server 2022 Express

Note:

The delivery of MXSuite includes the database program Microsoft SQL Server Express by default. While this version is offered for free by Microsoft, please bear the following limits in mind:

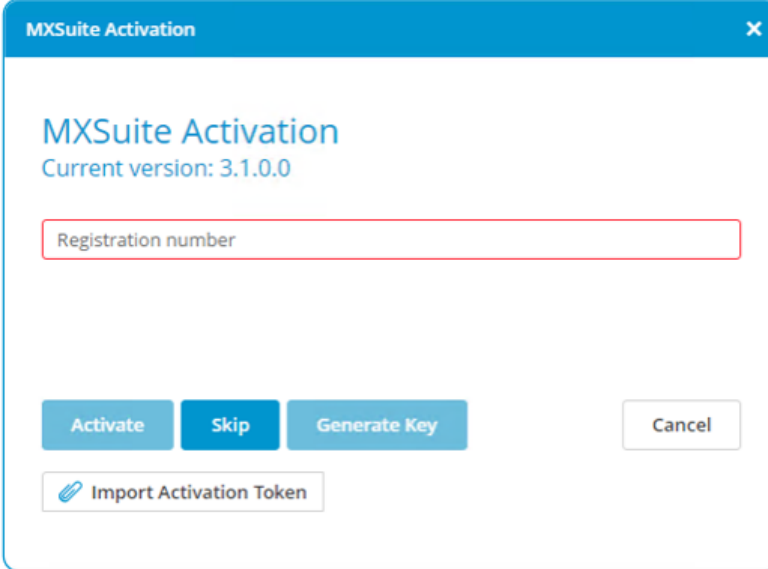
- Maximum 1 GB memory usage
- A maximum of 10 GB of data storage (attachments in MXSuite are not included)

When you start reaching these limits, we recommend switching to the Standard edition of SQL Server. In practice, the office version will likely need to be switched to the Standard version in due time.

1.4 Registration number MXSuite

After MXSuite is installed, you will be prompted to enter a registration number during the initial set-up.

Enter the **registration number** and click on **Activate** to activate the license. License data will be collected online from the MXSuite license server, after which MXSuite will be ready for use.



The image shows a software activation window titled "MXSuite Activation" with a close button (X) in the top right corner. The window has a blue header bar. Below the header, the text "MXSuite Activation" is displayed in a large blue font, followed by "Current version: 3.1.0.0" in a smaller blue font. A text input field with a red border is labeled "Registration number". Below the input field, there are four buttons: "Activate" (light blue), "Skip" (dark blue), "Generate Key" (light blue), and "Cancel" (light gray). At the bottom left, there is a button with a blue link icon and the text "Import Activation Token".

1.5 Starting MXSuite

MXSuite opens with a login window:

The image shows the MXSuite login window. At the top center is the logo for MASTEX SOFTWARE, with 'MASTEX' in orange and 'SOFTWARE' in blue. Below the logo are two input fields: the first is a dropdown menu with 'Administrator' selected, and the second is a password field with 'Password' as a placeholder and an eye icon to its right. Below these fields is a blue 'Login' button.

Select or type your user name and enter your password.
The standard password for the **Administrator** is **admin**.

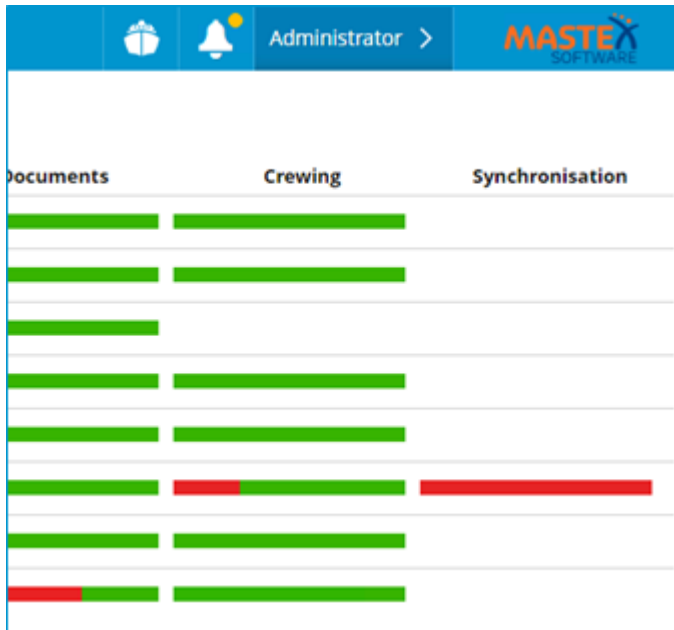


Important:

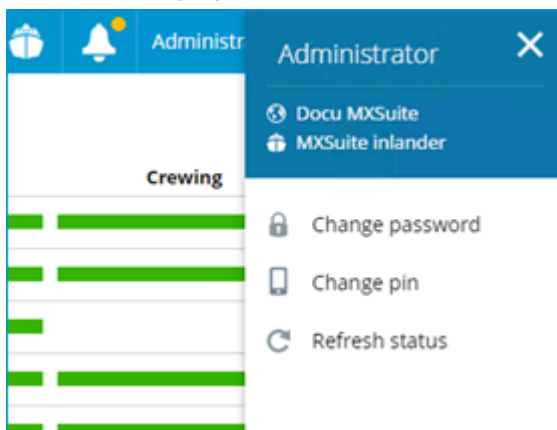
Immediately change the administrator's default password to prevent misuse.

1.6 How do I change my MXSuite password?

1. Click on your user name.



2. Click on **Change password**.



3. Enter your current (old) password and then enter your new password twice.

A screenshot of the 'Change password' dialog box. The dialog has a blue header with the title 'Change password' and a close button 'X'. It contains three input fields: 'Old password:', 'New password:', and 'Retype new password:'. Each input field has a corresponding eye icon to toggle visibility. At the bottom, there are three buttons: 'Save', 'Save & close', and 'Close'.

4. Click on **Save & close**.

1.7 What do the colours mean?

In MXSuite three main colours are used. These colours are often used in symbols or on part of the status bar. The colours indicate the status of the relevant item.

A status bar indicates which percentage of items are red, orange or green.



The table below explains the meaning of each colour per module.

Module	Meaning
Assets Tasks	<ul style="list-style-type: none"> ● task is in good order ▲ the task expires this week ◆ this task should have been completed
Assets Parts	<ul style="list-style-type: none"> ● this part is well-stocked ▲ there is not enough stock to perform the upcoming maintenance activities ◆ the actual stock of this part is less than the required minimum stock level
Counters	<ul style="list-style-type: none"> ● the counter values were recently updated ▲ the counter values hours have to be entered ◆ the actual counter values have not been entered for more than seven days
Certificates	<ul style="list-style-type: none"> ● the certificate is in good order ▲ a survey must be conducted ◆ the certificate has expired or a survey should have been conducted
Safety	<ul style="list-style-type: none"> ● the drill does not need to be performed yet ▲ the drill has to be performed during this period ◆ this drill should have been performed
Purchase	<ul style="list-style-type: none"> ● the order is being processed and the delivery date has not yet expired ▲ the order is marked as unread ◆ the delivery date has expired and the order has not been delivered
Documents	<ul style="list-style-type: none"> ● the document task is in order ▲ the document task is about to expire ◆ the expiry date of the document task has been exceeded

Module	Meaning
Crewing	<ul style="list-style-type: none">● there are no expired documents for the crew member▲ the crew member has documents that are about to expire◆ the crew member has expired documents
Synchronisation	<ul style="list-style-type: none">● the synchronisation for both data and documents was recently performed▲ the data and/or document synchronisation has not been performed for 8-14 days◆ the data and/or document synchronisation has not been performed for more than 14 days

2 Views

In MXSuite, results are displayed in different ways. These are known as **views**.

A view determines which data is displayed on the screen. It also determines the order, the columns and the way the data is ordered. Per user the most recent used view is saved and displayed next time by default.

The following view operations are possible:

- Select different views
- Filter data
- Order by columns
- Search for specific words within the selected view
- Print the data in the selected view
- Change the ordering in a view

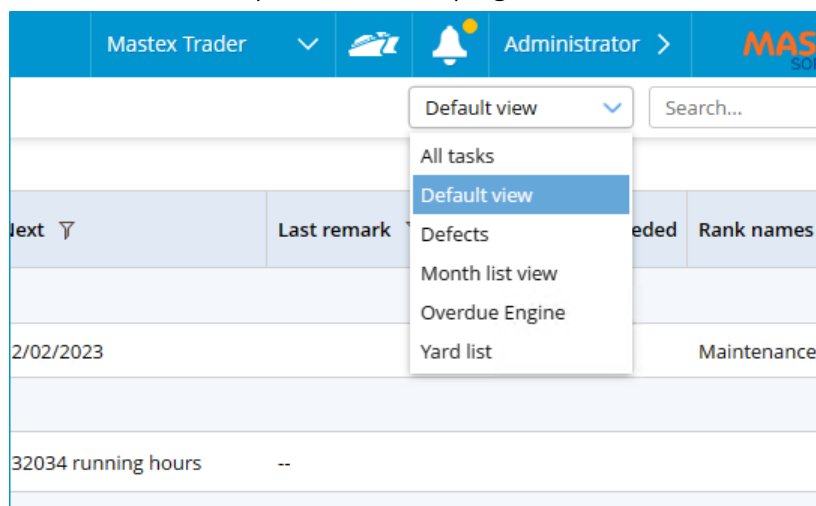


Note:


The views can be configured to the user's needs. This chapter uses the default settings. Texts or images may therefore differ from your situation.

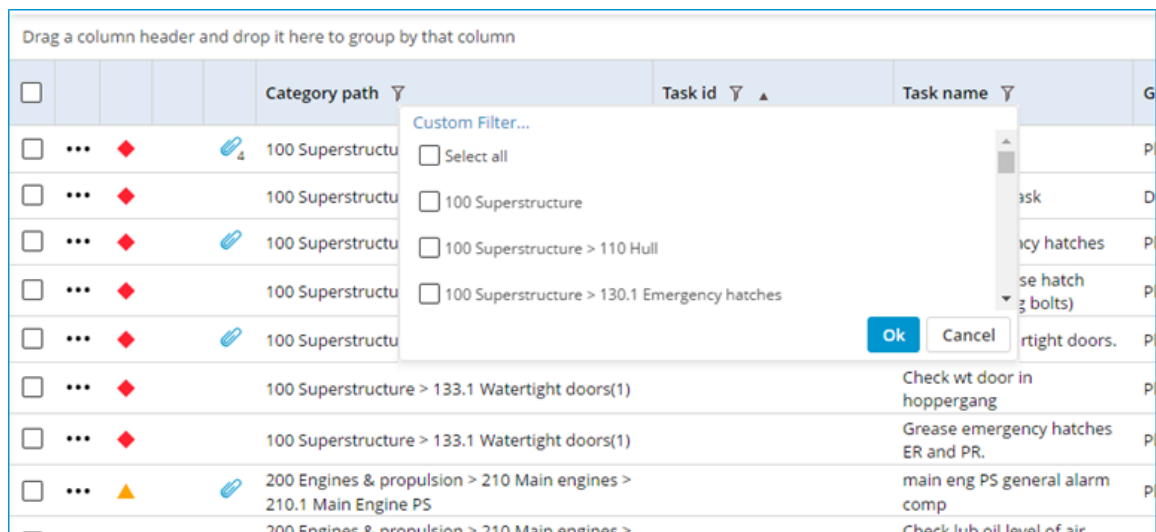
2.1 How do I select a different view?

Click on the view drop-down in the top-right corner of the screen, and select a view.




2.2 How do I filter in a view?

1. Click on  in the column header
2. Select the desired filter



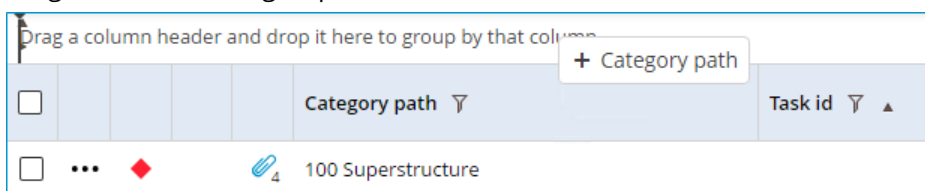
3. Click on **Ok**

Note:

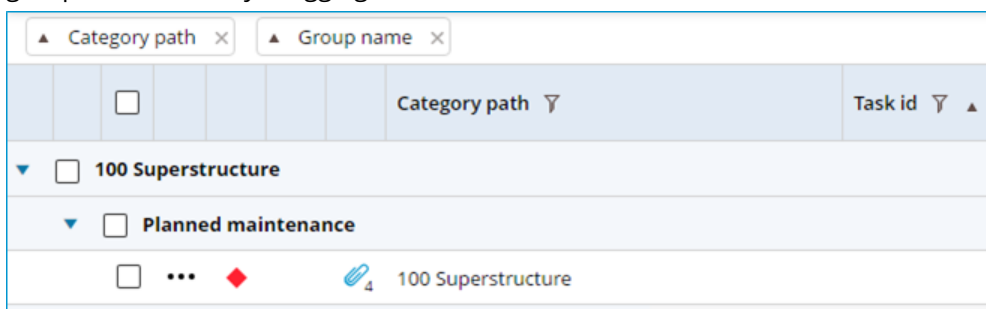
Active filters can be identified by the filter symbol  above the relevant column.

2.3 How do I group columns?

Drag a column to the group bar.



This view has the option of grouping multiple columns. You can also change the order of the grouped columns, by dragging them to the front or back.



2.4 How do I search in a view?

Enter the search term in the search bar and hit enter, or click the search button.

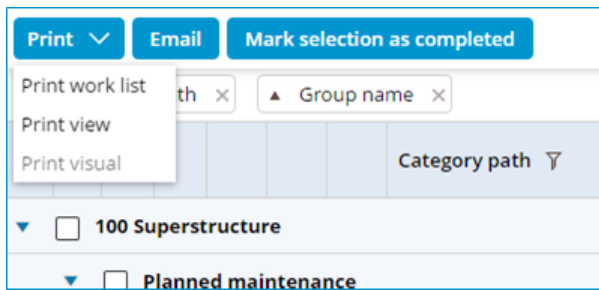
Note:

In the view definition (to be created by an MXSuite administrator), determine the columns to include in or exclude from your search.

2.5 How do I print a view?

Each view can be printed. It is possible to print specific information as a report.

1. Click on **Print > Print view**.



2. The view will be printed as seen on the screen.

2.6 How can I change the ordering in a view?

1. Go to the column name in question
2. Click on the column name to change the ordering

Category path ▾ ▲ 1	Task id ▾ ▲ 2	Task name ▾ ▼ 3
---------------------	---------------	-----------------



Tip:

Look next to the column name to see how the column is sorted. There are 3 options:

Category path ▾ ▲

Ascending order.

Category path ▾ ▼

Descending order.

Category path ▾

Ordered according to the display settings.

The numbers next to the arrows indicate the order priority. MXSuite will first sort the view on the column with number 1, then number 2 and so on...

3 Fleetwide overview

Ship	Assets tasks	Assets parts	Counter	Certificates	Safety	Purchase	Documents	Crewing	Synchronisation
MXSuite inlander	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex Cruise	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex General Cargo	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex Guard	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex Tanker	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex Trader	Green	Green	Green	Green	Green	Green	Green	Green	Red
Mastex Trader II	Green	Green	Green	Green	Green	Green	Green	Green	Green
Mastex tug	Green	Green	Green	Green	Green	Green	Green	Green	Green

The fleetwide overview gives you information about the status of the various MXSuite modules for the entire fleet. The status of the different modules can be seen per ship in the status bar. Click on a bar to open the relevant module for the selected ship.

Note:

The fleetwide overview is only available in the office version of MXSuite. The accuracy of the data depends on the synchronisation settings between the office and the ships.

3.1 How do I change the order of my ships?

1. Click on **Ordering** at the top right and select one of the ordering options
2. Click on **Direction** at the top right and select **Ascending** or **Descending**

Ordering: Critical Status Direction: Ascending

3.2 How do I get an overview of the expired certificates for the entire fleet?

In the fleetwide overview, click on **Certificate expiry**.

Fleetwide > Certificate expiry

Fleetwide Overview

Certificate expiry

Budget

Warnings

Full screen

Collapse menu

Category name

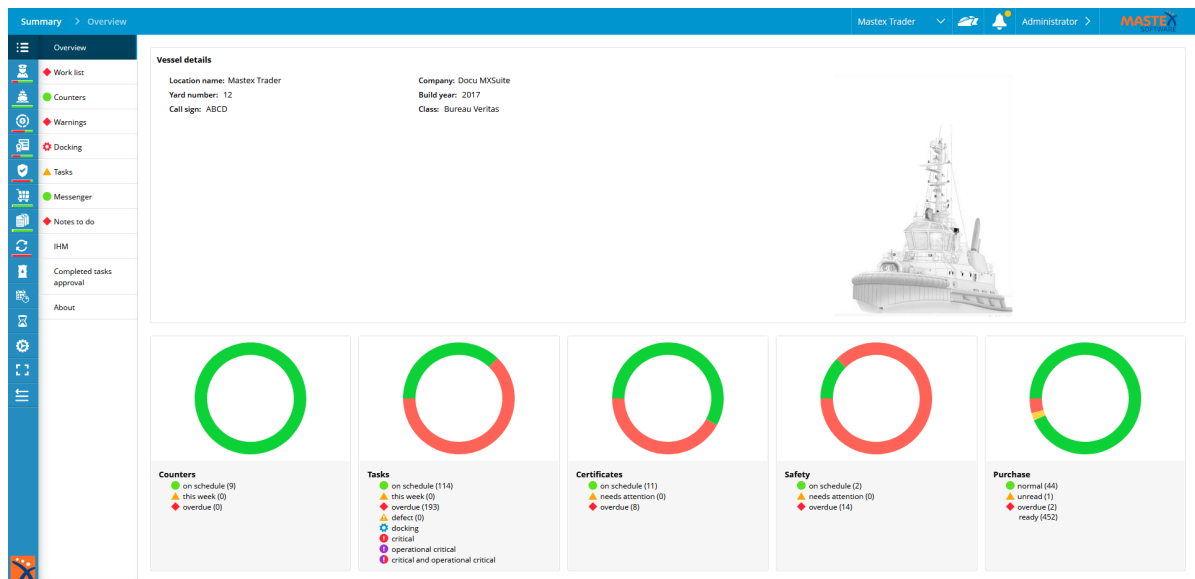
Due in 12 months

Search...

Position Name	Category name	Certificate Number	Certificate Name	Next Endorsement date	Date of expiry
Certificates					
Mastex Trader	Ship Certificates	68542	International Tonnage Certificate	24/07/2023	24/07/2023
Mastex Trader	Ship Certificates	S-15	International Oil Pollution Prevention Certificate (IOPP)	12/09/2023	12/09/2024
Mastex Trader	Ship Certificates	S-16	International Air Pollution Prevention Certificate (IAPP)	03/10/2023	03/10/2024

This generates an overview of the certificates as defined in the selected view. If multiple views have been configured, these can be selected using the view selector at the top right of the screen.

4 Summary



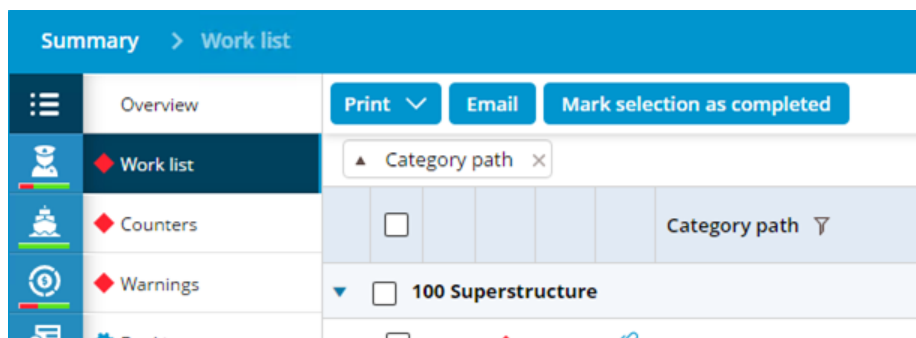
This is the home screen that will appear when MXSuite is opened on the vessel.

The module bar can be found to the left. The menu features are described in the next paragraphs.

All modules can be opened from the side navigation.

4.1 How do I know which maintenance activities to perform?

Click on **Work list**.

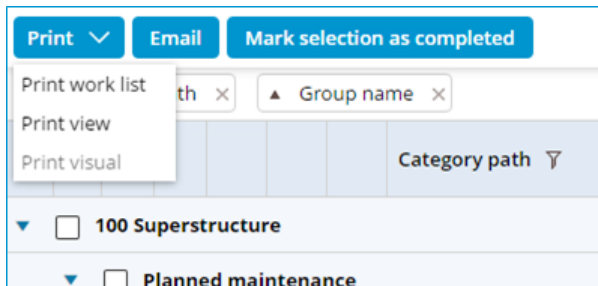


MXSuite will display a list of maintenance tasks that need to be performed. The structure of this list depends on the view settings.


The list of tasks can be printed in two ways.

- Click **Print view** to print the current view
- Click **Print work list** to print the current job with a wider view. More options are available for this print, such as ticking a box to indicate that a task has been completed and adding a comment

to a task



- Here is an example of a printed work list.

 Work list		
Docu MXSuite Mastex Trader IMO 12345678		
Group / Part	Due date	Comments
100 Superstructure > 110 Hull > Docking		
<input type="checkbox"/> running hour task	132034 running hours	
200 Engines & propulsion > 210 Main engines > 210.1 Main Engine PS > TC		
<input type="checkbox"/> Inspect turbocharger	601613 running hours	
200 Engines & propulsion > 210 Main engines > 210.1 Main Engine PS > Planned maintenance		
<input type="checkbox"/> Check lub oil pressure low alarm	598913 running hours	

4.2 How do I know which orders to process?

Click on **Orders to do**.

This overview displays purchase orders that require the current user to perform a certain action. The order can be finalized in this overview.

Follow the steps below to process an order:

1. Double-click on the order to be processed
2. Click on an action
3. Click on **Ok**

The list with orders can be filtered by status using the buttons at the top.

4.3 How do I update the running hours?

To calculate maintenance tasks that are linked to running hours, you must first determine the running hour status of the running hour machines.

1. Click on **Counters**
2. Click on **Update**
3. Enter the running hours per machine
4. Click on **Save & close**

On board the input window will appear as a pop-up every 7 days when you login to MXSuite.



Note:

If the calculated weekly average is higher than 168 hours, you will not be able to save new running hours. If you are sure about the entered running hours, manually change the average to a value between 0 and 168. You will then be able to save the running hours.

4.4 How do I create a new running hours machine?

1. Click on **Counters**
2. Click on **New...**
3. Enter the name and select the unit
4. Click on **Save & close**

4.5 How do I add subcounters?

1. Click on **Counters**
2. Click on **New...**
3. Fill in the details for the sub-counter

- Under **Parent**, select the parent-counter for the sub-counter

The screenshot shows a 'Counter details' window with the following elements:

- Name:** An empty text input field.
- Value is required.** A red error message box.
- Parent:** A dropdown menu currently showing 'Main engine SB'.
- Subcounter behaviour:** An empty dropdown menu.
- Buttons:** 'Save', 'Save & close', and 'Close' at the bottom.

- Click on **Save & close**



Information:

Sub-counter behavior: There are multiple options to change the behavior of the sub-counters of a parent-counter.

- Add delta value to sub-counters: The sub-counters will be updated by the main counter.
- Fill main counter with highest value: The main counter will be filled with the highest value from all of the sub-counters.
- Fill main counter with lowest value: The main counter will be filled with the lowest value from all of the sub-counters.
- Fill main counter with average value: The main counter will be filled with the average value from all of the sub-counters.

4.6 How do I use the docking overview?

In addition to time-related tasks and tasks based on running hours, there are also docking tasks. The docking overview shows all created tasks that are linked to a planned docking. The overview of docking tasks can be filtered based on the status of the task. You can also use the search bar.

Tasks that have been linked to a docking can be identified by the gear symbol. The colour of the symbol indicates the status:



This task is planned for a future docking



This task is planned for a docking that is currently being carried out



This task is planned for a docking that has already been carried out

The list with docking tasks can be printed or sent by email by using the corresponding buttons at the top of the screen.

In addition to the task overview, the planned docking periods are also illustrated in a graph. This view is based on the module Certificates, which also shows an overview of docking periods.

4.7 What is the status of my annual budget?

1. Click on **Budget**
2. Select the year of the budget you want to see

As soon as you click on a line, the selected budget is also visualized in a graph.

4.8 How do I see an overview of all document tasks?

Click on **Tasks**.

In Tasks, an overview is displayed of all tasks that are linked to a document from the module Documents.

Click on a task to view and edit the information. Document tasks are generally created in the module Documents, but they can also be created in this overview by clicking on **New...**



Tip:

If you select User view, only tasks of relevance to the current user will be displayed.

4.9 How do I send a message to another user?

Messages can be sent between the office and the ships using Messenger.

1. Click on **Messenger**

- Click on **New**

Message details

ID: 3

Message:
Hello world!

Send to:

- ☒ Select all
- ☒ Mastex Office
- ☒ Mastex Cruise
- ☒ Mastex General ...

Send to:

- ☐ Select all
- ☐ Admin ES
- ☐ Admin FLGO
- ☒ Administrator

Send & close **Close**

- Write your message
- Select **Location** and user (if applicable)
- Click on **Send**

4.10 How do I know which of my crew members' documents are about to expire?

Warnings not only gives you an overview of the documents that are about to expire, it also provides additional information, such as birthdays and a list of people for whom the known qualifications do not correspond to the rank entered.

Employee expiry

Birthdays

Onboard expiries

Ranks

Planning

Print

Email

Default view

Search...

Drag a column header and drop it here to group by that column

Employee name	Rank name	STCW Department	STCW level	Limitation
Brown, Michael	Master all ships			

**Tabs:**

Employee notification: This provides an overview of the crew members' expired documents.

Birthdays: This view provides an overview of the crew members born on this day. In the module Crewing, you can specify a certain period to create a list of all birthdays such as in the past seven days, today, and the next seven days.

On board expiries: This shows the expired documents of crew members currently planned to be on board.

Ranks: This shows the crew members whose rank as listed in the General tab does not correspond to their known qualifications and educations.

Planning: This shows the planning warnings, such as failure to meet the safe manning requirements.

4.11 How do I check for a new version?

1. Go to the module **Summary**
2. Click on **About**
The latest version number will appear.
3. Click on **Check for Updates...**
4. Follow the steps in the installation wizard

5 Assets Tasks

ID	Name	Next	Interval	Next due	Last completed	Ranks
Corrective maintenance						
...	Corrective maintenance task	Cannot be estimated.		Cannot be estimated.	22/03/2013	
Planned maintenance						
...	Main eng PS coolwater temperature	10/05/2023	6 months	21 days	30/08/2022	Chief engineer
...	Check lub oil pressure low alarm	598913 running hours	300 running hours	323 running hours overdue	598613 running hours	Chief engineer
...	Main eng PS coolwater tank level low	10/02/2023	3 months	68 days overdue	14/11/2022	Chief engineer
...	main eng PS general alarm comp	598913 running hours	300 running hours	323 running hours overdue	598613 running hours	Chief engineer
...	main engine PS overspeed test	10/05/2023	6 months	21 days	14/11/2022	Chief engineer
...	reverse gear PS lub oil temperature	10/05/2023	6 months	21 days	14/11/2022	Chief engineer
...	Stern tube oil tank level low PS	10/02/2023	3 months	68 days overdue	14/11/2022	Chief engineer
...	Reductiongearbox Booster pump oil temp and pressure	10/02/2023	3 months	68 days overdue	14/11/2022	Chief engineer
...	Adjust fuel injector	602029 running hours	5000 running hours	2793 running hours	597029 running hours	Chief engineer
...	drain Racor filters	599613 running hours	1000 running hours	377 running hours	598613 running hours	Chief engineer
...	Replace auxiliary fuel filters	10/11/2023	12 months	205 days	14/11/2022	Chief engineer
...	Check lub oil level of air starting motor	08/12/2022	4 weeks	132 days overdue	14/11/2022	Chief engineer
...	Clean air starting motor lubricator bowl	599378 running hours	2000 running hours	142 running hours	597378 running hours	Chief engineer
...	Replace cooling water temperature regulator	603029 running hours	6000 running hours	3793 running hours	597029 running hours	Chief engineer
...	Inspect water pump	600113 running hours	1500 running hours	877 running hours	598613 running hours	Chief engineer
...	test cooling water	10/05/2023	6 months	21 days	14/11/2022	Chief engineer

The module Maintenance is designed to register all maintenance tasks. Maintenance tasks can be based on running hours or on time intervals. As soon as a task is scheduled, it is added to the work list.

The module Maintenance can be used to relate tasks together. This functionality is meant for machines that have identical maintenance schedules. Changes to a maintenance task within a related job will be implemented in all other related maintenance tasks.

5.1 What does Requires Approval do?

The requires approval function makes sure a task is correctly executed.

When this option is ticked when creating a task, you can select different ranks which can approve the execution of this task.

This can be done within the section **Approver ranks**.

1. Select **Requires approval**
2. Select the desired ranks within the **Approver ranks** field.

It is possible to select multiple ranks which can approve this task.

5.2 What does the fixed interval option do?

The fixed interval option can be selected when you create a:

- maintenance task
- safety drill

The following table clarifies what this option does.

A task or a drill has an interval of one month.

	No fixed interval	Fixed interval
Expiration date	1 January	1 January
Date of first execution	3 January	3 January
Next expiration date	3 February	1 February
Date of second execution	6 February	6 February
Next expiration date	6 March	1 March

With a fixed interval, the next expiration date is always calculated from the first expiration date.

5.3 How do I create a new category?

1. Right-click on a category. The new category will be created as a subcategory of the selected category. To create a new main category, click on an empty part of the tree structure
2. Click on **New category...**
3. Complete all required fields

4. Click on **Ok**

**Tip:**

If you clicked on the wrong category in step 1, you can change the parent category in this window.

5.4 How do I hide categories and make them visible?

Hide a category:

1. Right-click on a category and select **Hide category**
2. The category is now hidden

Make a category visible: (This is only possible when the remark **Some categories are hidden** can be seen at the bottom of the tree structure)

1. Right-click under the final category in the tree structure and select **Show hidden categories**
2. The categories are now visible again

5.5 How do I copy or move a category, job or task?

1. Right-click on a category, group or task and select **Copy...** or **Move...**
2. Select the location to which the category must be copied or moved
3. Click on **Save & close**

When moving a category, you will be prompted to copy the history as well. If you select this option, a copy of the history will be moved to the new location. If you do not select this option, the history will only be available in the current location.

**Note:**

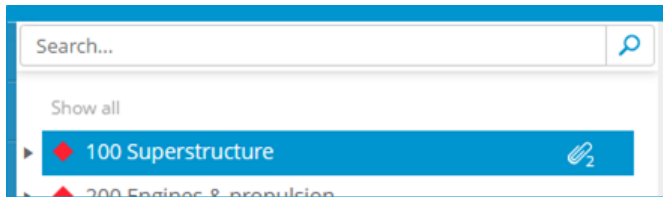
A new expiry date will be calculated for time-specific tasks copied to the new location. This is calculated as follows: expiry date = date + interval.


The date used:

- The birth date of the ship, as listed on the docking certificate
- The current date, in the absence of a docking certificate

5.6 How do I search for a category?


Use the search bar at the top of the tree structure to search for a category.



1. Enter the name or partial name of the category.
2. Click on .
3. The tree structure will now only show the categories in which the search term appears.

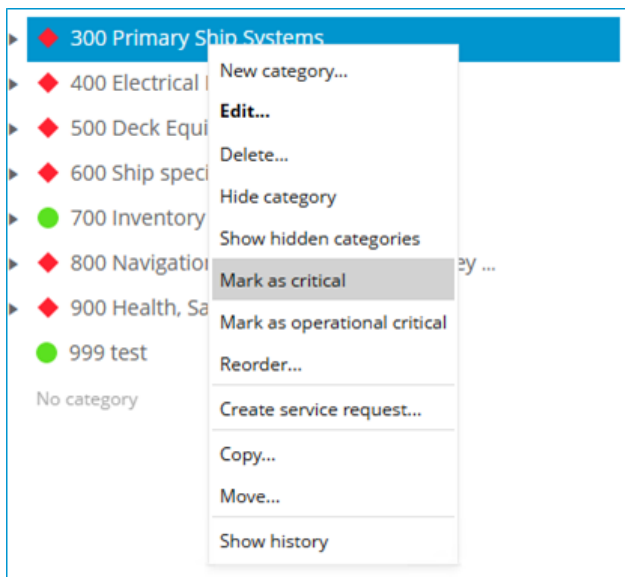


Tip:

To display all categories, delete the search term and click on .

5.7 How do I mark a category as critical?

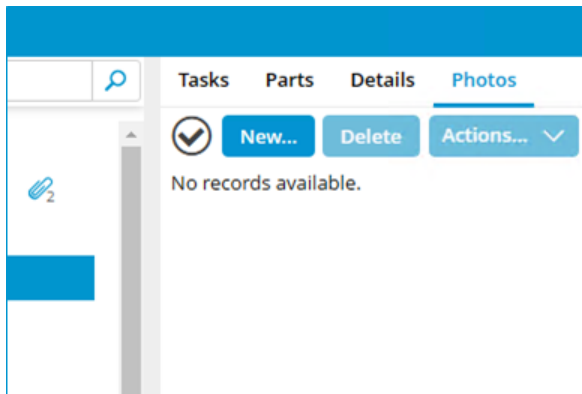
Right-click on a category and select **Mark as critical**.



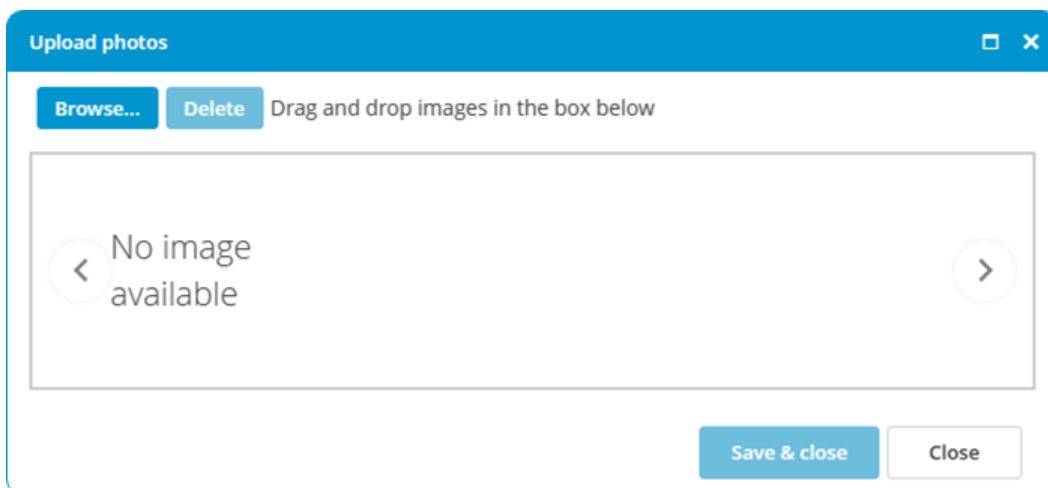
A red symbol will appear behind the category name to indicate the critical status of the category. You can filter the work list to only display categories that have been marked as critical.

5.8 How do I add a photo to a category?

1. Right-click on a category and select **Edit category...**
2. Click on **Photos > New...**



3. Click on **Browse...**



4. Select the images
5. Click on **Save & close**

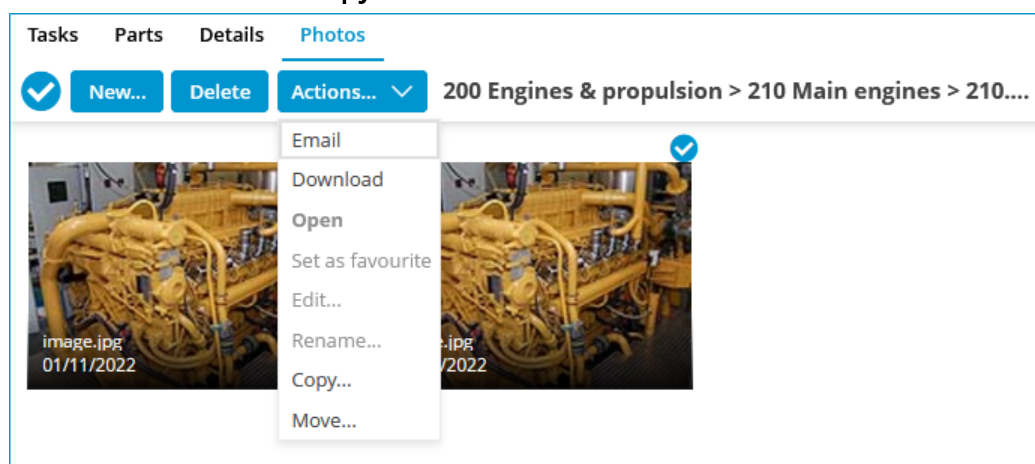


Note:

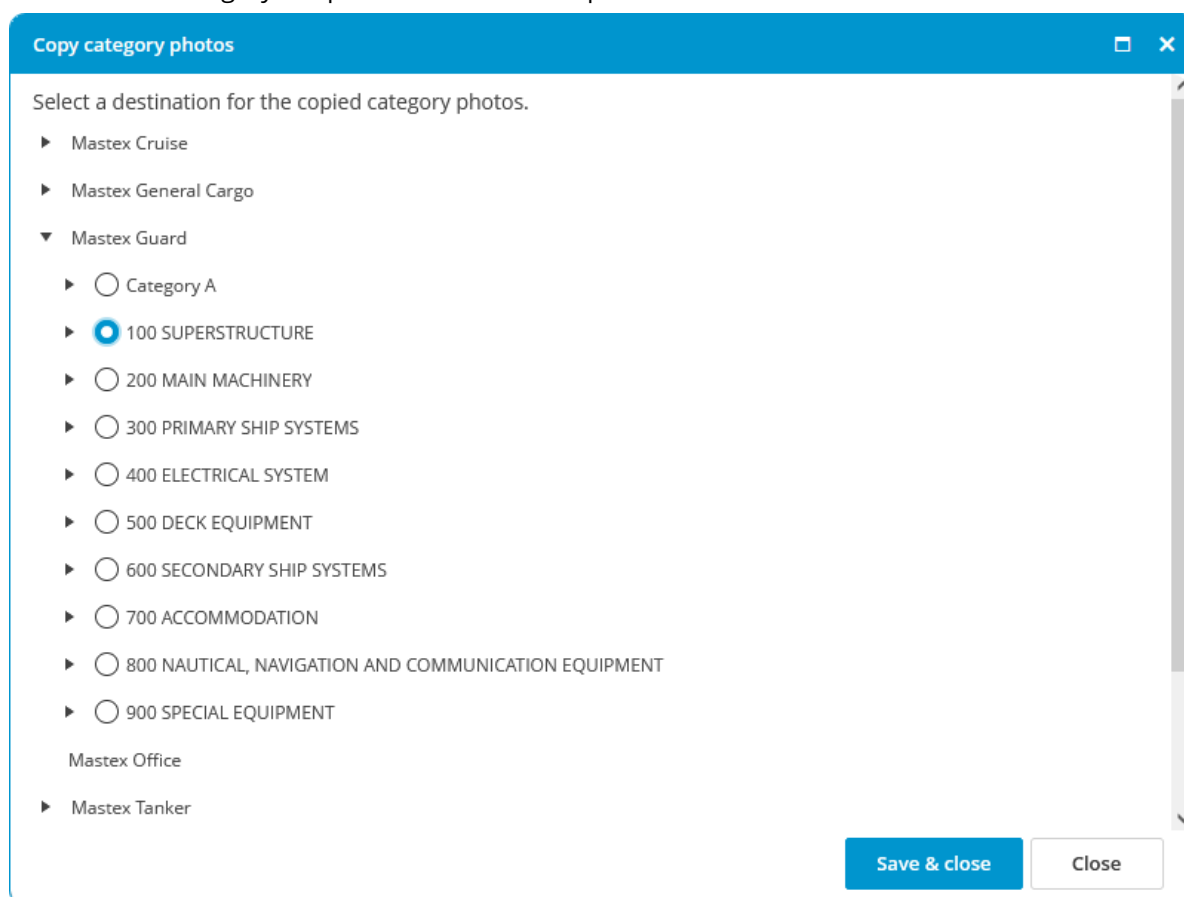
Permitted image formats are: .BMP .DIB .RLE .JPG .JPEG .JPE .JFIF .GIF .TIF .TIFF .PNG

5.9 How do I copy or move photo's between categories?

1. Select the photo's you want to copy
2. Click on **Actions... > Copy**



3. Select the category the photo's need to be copied to



4. Click **Save & Close**

5.10 How do I change the order of a category, job or task?

The same process is used to change the order of a category, group or task in MXSuite.

1. Right-click on a category, group or task and select **Reorder...**
2. Select a line and use **Move up** and **Move down** to change the order
3. Click on **Save & close**

5.11 How do I create a group?

A group is used to group tasks. This makes it easier to place all tasks with the same interval in one group. This also makes it possible to mark all tasks in a list as done.

1. Click on **New group...**
2. Complete all required fields

The screenshot shows a 'Group details' dialog box. It has a blue title bar with the text 'Group details' and window control icons. Below the title bar, there are two tabs: 'General' (selected) and 'Related groups'. The 'General' tab contains the following fields:

- Unique id:
- Name:
- Budget code:
- Group type:

At the bottom of the dialog, there are three buttons: 'Save', 'Save & close', and 'Close'.

3. Click on **Save & close**

5.12 How do I relate groups?

This functionality is meant for machines that have identical maintenance schedules. Changes to a maintenance task within a related job will be implemented in all other related maintenance tasks. The current opened job is used as the reference. When a job already contains assigned tasks, these tasks will be copied from the reference. Tasks with the same ID are considered the same task.

For example:

This is the situation before relate the group.

Group machine A	ID	Tasks	Group machine B	ID	Tasks
Planned maintenance	1.1	Replace the filter	Planned maintenance	1.1	Replace the filter
	1.2	Check level of lubricating oil		1.2	Refresh oil
	1.3	Refresh oil		1.5	Measure battery voltage
	1.4	Measure battery voltage			

Below you will find the situation after the group is related to another group.

The relationship was created from the group of machine A. The task with ID 1.5 of machine B was removed after the group was related. The name of task ID 1.2 was made identical to that of task ID 1.2 of machine A. Additionally, task ID 1.3 and 1.4 were added to machine B.

Group machine A	ID	Tasks	Group machine B	ID	Tasks
Planned maintenance	1.1	Replace the filter	Planned maintenance	1.1	Replace the filter
	1.2	Check level of lubricating oil		1.2	Check level of lubricating oil
	1.3	Refresh oil		1.3	Refresh oil
	1.4	Measure battery voltage		1.4	Measure battery voltage

Which fields will be related?

All fields will be equalised, except the expiry date and the expiry running hours, which may differ.

Roadmap:

To relate groups, the following conditions must be met:

- In the property settings for a machine, **Preferred running hour** must be selected
- All tasks in the job must have an **ID**
- The relationship must be made in the office version

**Note:**

Existing tasks with the same description, should have the same ID before the relationship is made. If this is not the case, the tasks will be overwritten.

1. Right-click on the group and then click **Edit group...**
2. Click on the tab **Related groups**
3. In the tree diagram, select the group that should contain the same tasks. It is possible to select more than one group

The screenshot shows a 'Group details' dialog box with a blue header bar containing the title 'Group details' and window control icons. Below the header, there are two tabs: 'General' and 'Related groups'. The 'Related groups' tab is selected and highlighted with a blue underline. The main content area of the dialog contains a text instruction: 'A group should be empty to be able to link to that group. Groups that are not empty are disabled.' Below this instruction is a list of six groups, each preceded by a right-pointing triangle and an unchecked checkbox. The groups are: Mastex Cruise, Mastex General Cargo, Mastex Guard, Mastex Tanker, Mastex Trader, and Mastex tug. At the bottom of the dialog, there are three buttons: 'Save' (blue), 'Save & close' (blue), and 'Close' (grey).

Group details

General Related groups

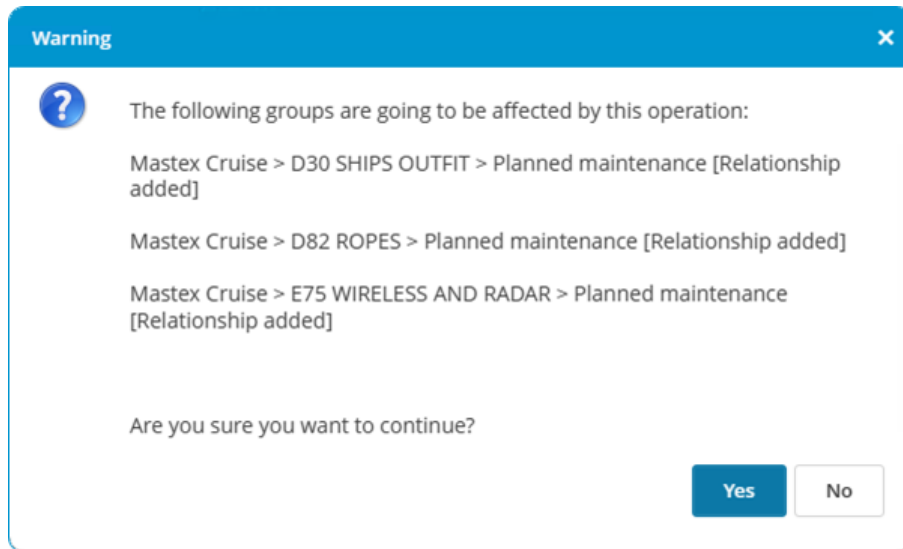
A group should be empty to be able to link to that group. Groups that are not empty are disabled.

- ▶ ☐ Mastex Cruise
- ▶ ☐ Mastex General Cargo
- ▶ ☐ Mastex Guard
- ▶ ☐ Mastex Tanker
- ▶ ☐ Mastex Trader
- ▶ ☐ Mastex tug

Save Save & close Close

4. Click on **Ok**

5. An overview of the selected relationships will appear



6. Click on **Yes** if the overview displays the right groups



Note:

This feature is only available in the office version and cannot be used for the Corrective Maintenance group because these involve one-time tasks.



Important:

Failure to correctly perform the mentioned steps to relate groups can result in data loss!

5.13 How do I create a maintenance task?

1. Click on **New task...**

Task details

General Task description Documents Parts Extra

ID:

Task name:

Docking task: ☐

Use this task once: ☐

Is defect: ☐ Is at service request: ☐

Counter based: ☐

Requires approval: ☐

Group: Budget code:

Scheduling

Fixed Interval: ☐ Warning period: 7 Days

Interval: Months

Due date:

Ranks

Other

Time needed: hours

Remark is mandatory: ☐

Attachment is mandatory: ☐

Save **Save & close** **Close**

2. Fill out all the fields.
3. Select a **Group**.
4. Select one of the following options:

Time interval (default)

Enter an **Interval** and select day, week or month.

The **Due Date** is calculated based on today's date + interval.

Extra option:

- Fixed interval

Running hours linked

Enter an **Interval** and select a **Running Hours Machine**.

Enter the **Due Running Hours**. If the current running hours status has been entered, the hours will be added automatically.

Extra options:

- Fixed interval
- Maximum interval

Enter an interval and select day, week or month.

This option allows you to perform a task with time intervals in addition to running hours.

Docking task

Select the **Docking** period.

Use this task once / Defect

Select when the task should be performed.

5. Click on **Ok**

Optional:

ID: This is a unique number that will be added before the task description.

Ranks: Select one or more ranks. Only users with one of these ranks can see the task on the job list.

Other > Time needed: Specify how many hours are needed to perform this task.

Other > Remark is mandatory: When you sign off on a maintenance task, the comments field is required.

Other > Attachment is mandatory: When you sign off on a maintenance task, it is required to add a task completion document.

5.14 How do I make the task description visible in the work list?

1. Open the task and go to the tab **Task Description**

The screenshot shows the 'Task details' dialog box with the 'Task description' tab selected. The dialog has a blue header bar with the title 'Task details' and a close button. Below the header is a tab bar with four tabs: 'General' (with a red warning icon), 'Task description' (selected), 'Documents', 'Parts', and 'Extra'. Under the 'Task description' tab, there is a checkbox labeled 'Print task description at work list'. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, table, and code. Below the toolbar is a large text area for entering the task description. At the bottom of the dialog are three buttons: 'Save', 'Save & close', and 'Close'.

2. Select the option **Print task description at work list**
3. Click on **Ok**

5.15 How do I add documents to a task?

1. Right-click on a task and select **Edit task...**
2. Go to the tab **Documents**

3. Click on **New...** and select the document

The screenshot shows a 'Task details' dialog box with a blue header and a close button. It has four tabs: 'General', 'Task description', 'Documents' (selected), and 'Parts', 'Extra'. In the 'Documents' tab, there are three buttons: 'New...', 'Link from documents...', and 'Actions...' with a dropdown arrow. To the right of these buttons is the text 'Drag and drop documents in the box below'. Below this is a table with columns 'Name', 'Size', and 'Linked'. The table is currently empty, displaying 'No records available.' at the bottom. At the bottom of the dialog, there are three buttons: 'Save', 'Save & close', and 'Close'.

<input type="checkbox"/>	Name	Size	Linked
No records available.			

4. Click on **Ok**

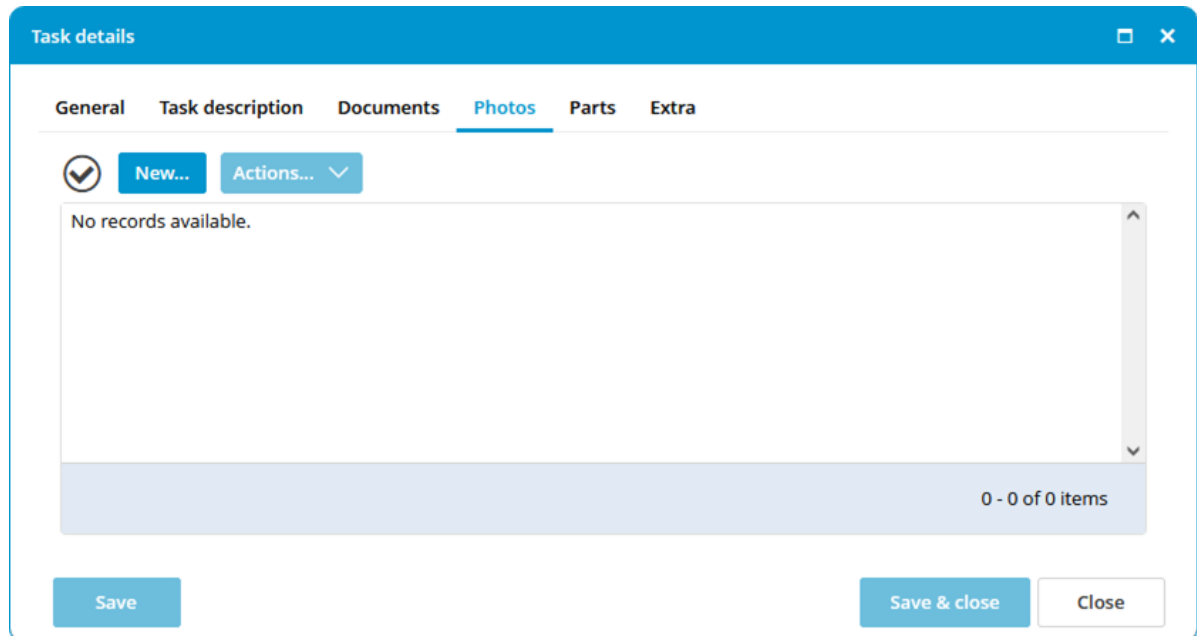


Tip:

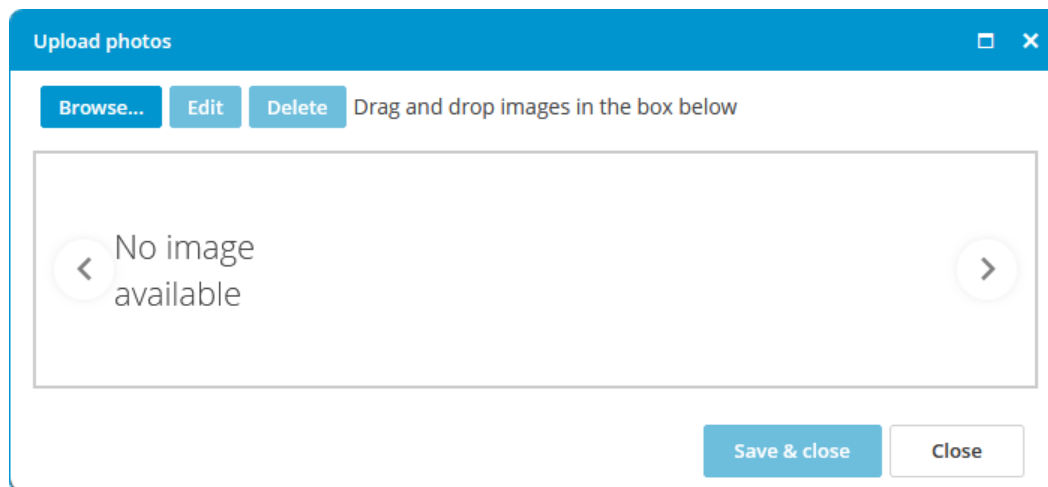
The option **Link from documents...** makes it possible to add a document from the module Documents.

5.16 How do I add photo's to a task?

1. Right-click on a task and select **Edit task...**
2. Go to the tab **Photos**



3. Click **New...**
4. Add new photo's by browsing or drag & drop.



5. Click **Save & Close**

5.17 How do I link spare part(s) to a task?

1. Right-click on a maintenance task and select **Edit task...**
2. Go to the tab **Parts**

3. Click on **Select Part(s)...**

Task part selection

Search...

Inventory

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Part number	Description	Own code	Actual stock	Budget code
<input type="checkbox"/>	12	Set screw RVS	100.0755	351,00	101 - Engineerroom
<input type="checkbox"/>	1234	fuel filter	RG1234	-36,00	100 - Fixed repairs
<input type="checkbox"/>	2080120	Mobilgard HSD 15W40, bulk	100.7675	1.470,00	465 - Lubricants
<input type="checkbox"/>	25 1251	Control cable	100.0735	-54,00	101 - Engineerroom
<input type="checkbox"/>	6V 4718	O-ring	100.0171	-2.408,00	101 - Engineerroom
<input type="checkbox"/>	7C 2377	Shaft Assy	100.0136	12,00	101 - Engineerroom
<input type="checkbox"/>	8366 40113	Adjusting plate 1,45 mm	100.1085	12,00	101 - Engineerroom
<input type="checkbox"/>	ABB Sace S2B 112,...,160A	Circuit Breaker 160 A	100.9106	-2,00	101 - Engineerroom
<input type="checkbox"/>	LF 3376	Oil Filter	100.0953	0,00	101 - Engineerroom

1 - 9 of 9 items

Save & close Close

4. Select the part(s) (you can select multiple parts using Ctrl or Shift)
5. Click on **Ok**
6. Enter the quantity of parts needed. When executing the task, the stock of the selected parts will be updated

5.18 How do I order the required parts for a task?

1. Right-click on a task and select **Create requisition...**
2. Select the parts you want to order

Select parts for requisition

<input checked="" type="checkbox"/>	Part	Quantity	Actual stock	Reserved stock
Check lub oil pressure low alarm				
<input checked="" type="checkbox"/>	Fuel Filter	1	65	1
<input checked="" type="checkbox"/>	O-ring	600	-2408	604
<input checked="" type="checkbox"/>	O-ring blz.261/478	5	430	8
<input checked="" type="checkbox"/>	Pakking / O-ring blz.452	3	-4	3

Save & close Close

3. Click on **Save & close**

5.19 How do I create a service request?

1. Right-click on a category and select **Create service request...**
2. Note in the description the reason for the service request

Service order MT22-OSO-145

Order line status: **Service requisition**

General | Order lines | Suppliers

Unique id: MT22-OSO-145
 Location: Mastex Trader
 Status: Requisition
 Creation date: 27/01/2023
 Created by: Administrator

Select urgency: Next possible port
 Delivery port:
 ETA: day/month/year

Budgeting year: 2023
 Category: 200 Engines & prt

Remarks:

Delivery address: **Select address**
 Invoicing address: **Select address**

Financial
 Total amount: 0.00
 Local currency: EURO

Currency	Total per currency	Exchange rate
No records available.		

Order line last modified at: 27/01/2023 10:17 by: Administrator

Save as draft **Save & send** **Close**

3. Click on **Save & send**



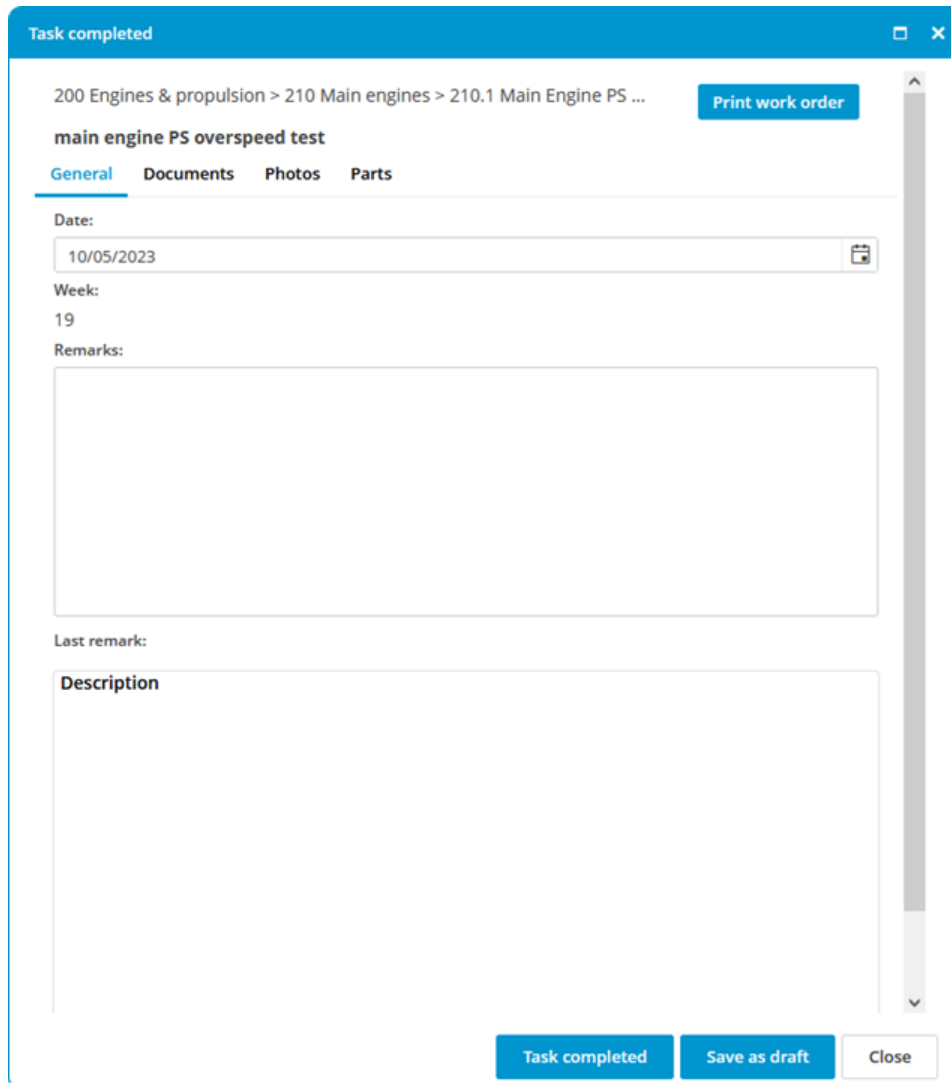
Tip:

If a defect is registered in the category, this defect will also be included in the service request.

5.20 How do I mark a task as complete?

A maintenance task can be performed from the work list and from the module Maintenance.

1. Double-click on a **task**

2. Enter a **Remark**3. Click on **Task completed**

4. The task will be removed from the work list and will be added back to the list at a predetermined interval

**Optional:**


Documents: Here you can add documents to this task completion.

Photos: Here you can add photo's to this task completion.

Parts: Here you can add parts to this task completion.

5.21 How do I print a work order?

1. Double-click on a **task**
2. Click on **Print work order**
3. The **work order** will open in the standard browser
4. Click on **Print**



Work order | Mastex Trader
 Description: main engine PS overspeed test
 Ranks: Chief engineer
 Priority: 90,00%

Docu MXSuite | Mastex Trader | IMO 12345678

Work order

Title: main engine PS overspeed test

Category: 200 Engines & propulsion > 210 Main engines > 210.1 Main Engine PS

Group: Planned maintenance

dealer: Pon Power

Manufacturer: Caterpillar

Type: 3512B

Serial number: 4TN00583

aantal cylinders: 12

RPM: 1800

Color: yellow

Rated output: 2000 KW

Year of build: 2010

IMO code: 1234567890-098765432

In use: 1

Price: 10000

Planned start: 10/05/2023

Time needed:

Interval: 6 months

Last done: 14/11/2022

Work description

Date completed:

Actual run time:

Task completed:


Spare parts:

Comment:

27/01/2023
 121.058 v4.3

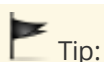
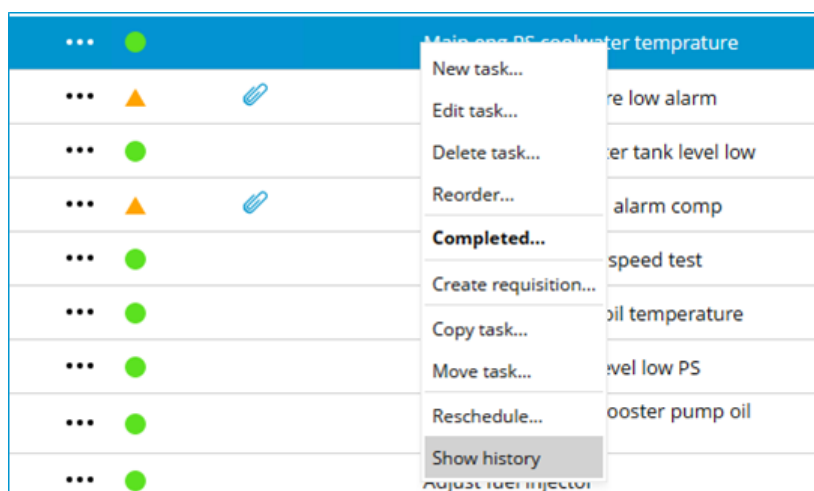
Page 1 of 1

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5.22 How do I see the history of a task?

1. Right-click on a task
2. Select **Show history**

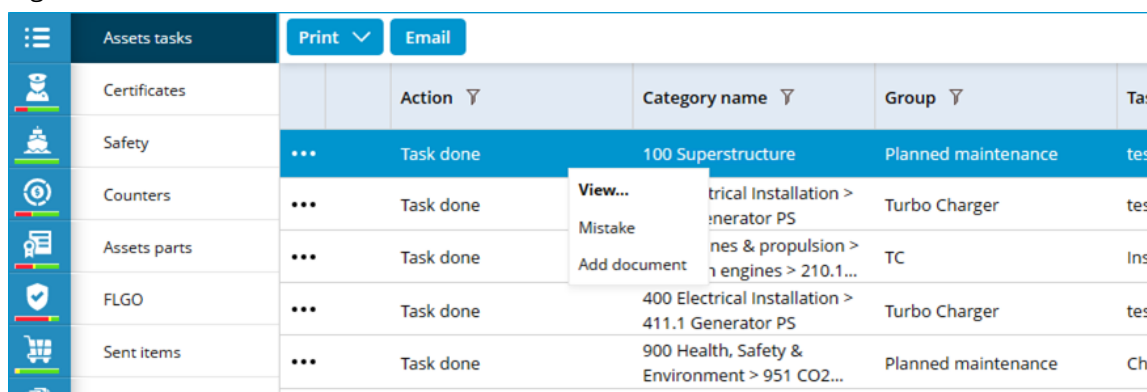


Tip:

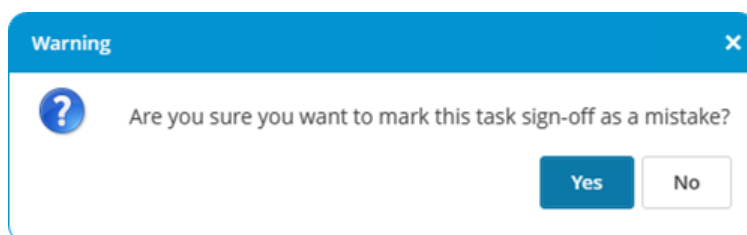
Right-click on a category, job or task and select **Show history**. MXSuite will then open the module History and display the data for the selected category, job or task.

5.23 How do I undo a completed maintenance task?

1. Go to the module **History**
2. Select **Maintenance**
3. Right-click on the maintenance task and select **Mistake**



4. Confirm the mistake



5. Click on **Ok**

**Note:**

For each task only the most recently completed task can be marked as a mistake.

5.24 How do I add a document to a completed maintenance task?

1. Go to the module **History**
2. Select **Maintenance**
3. Click on **Search** to search for the relevant maintenance task
4. Once you have found the maintenance task, there are two ways to add the document:
 - a. Right-click on this maintenance task and select **Add document**
 - b. Double-click on the line or click **View** and then **New** to add the document

**Tip:**

The option **Link from documents...** makes it possible to add a document from the module Documents.

6 Assets Parts

Part number	Description	Own code	Unit	Price per unit	Currency	Actual stock	Minimum stock	Maximum stock	Ma
0 332 209 203 24V	Relay, diode with 5 Ends...	100.9168	pcs	10,00	EURO	10,00	0,00	0,00	Bo
00053012	hand cleaner Dreumex spec...	100.7855	pcs	16,00	EURO	0,00	0,00	0,00	Dr
003 140788106	Lagerdeksel (asgroep 85K)	100.1214	pcs	0,00	EURO	0,00	0,00	0,00	Ve
004 142259235	Pompas (asgroep 85K)	100.0357	pcs	0,00	EURO	0,00	0,00	0,00	Ve
005 138600240	Opsluitbus (asgroep 85K)	100.0412	pcs	0,00	EURO	2,00	0,00	0,00	Ve
007 703259000	Asmoer KM 18	100.0873	pcs	0,00	EURO	0,00	0,00	0,00	Ve
008 706218000	Borgring MB 18	100.0518	pcs	0,00	EURO	0,00	0,00	0,00	Ve
011 906037210	Sluitring D=17	100.0426	pcs	0,00	EURO	0,00	0,00	0,00	Ve
012 902090215	Zeskant bout M12x40 (8.8)	100.0479	pcs	0,00	EURO	0,00	0,00	0,00	Ve
012.060.0	Gloves, WH-amk Madras RNL/K...	100.7964	box	121,00	EURO	2,00	0,00	0,00	
01213-2116-520	Rope guard 2/2 (OD=424...	100.7583	pcs	2.450,00	EURO	0,00	0,00	0,00	IHK
013 906035210	Sluitring D=13	100.0724	pcs	0,00	EURO	0,00	0,00	0,00	Ve
014 906080213	Spie DIN 6885A	100.8098	pcs	9,00	EURO	0,00	0,00	0,00	Ve
0147 1340 03	bolt RHP	100.0124	pcs	0,00	EURO	0,00	0,00	0,00	At
0147 1367 03	Hexagon bolt	100.0641	pcs	0,00	EURO	0,00	0,00	0,00	At
0147 1368 03	bolt LLP	100.1001	pcs	12,00	EURO	12,00	0,00	0,00	At
015 90604255	Spie DIN 6885A	100.1004	pcs	64,00	EURO	0,00	0,00	0,00	Ve

All parts can be registered in the module Assets Parts. The properties can be saved per part, along with the necessary order information. As MXSuite uses a central database, parts can easily be linked to various ships. The categorization ensures that parts are stored in an orderly fashion.

6.1 What do the colours in the overview mean?

The following colors are used in the overview:

- red: actual stock is less than the minimum stock requirements
- orange: actual stock is not sufficient for executing a maintenance task
- red exclamation mark: this is a critical part

<input type="checkbox"/>					Part number	Description	Own code	Unit	Price per unit	Currency	Actual stock	Minim
<input type="checkbox"/>	***				12	Set screw RVS	100.0755	pcs	1,00	EURO	351,00	200,00
<input type="checkbox"/>	***				1234	fuel filter	RG1234	pcs	0,00	EURO	-36,00	20,00
<input type="checkbox"/>	***				2080120	Mobilgard HSD 15W40, bulk	100.7675	Liter	2,00	EURO	1.480,00	1.500,00
<input type="checkbox"/>	***				25 1251	Control cable	100.0735	pcs	0,00	EURO	1,00	0,00

6.2 How do I add a part?

1. Click on **New...**
2. Complete all required fields

3. Click on **Save & close**

Optional:

Own code: There is an option that allows you to generate the code automatically.

This own code is used as a reference during the import process. During the import process, MXSuite will check whether the part is present using the own code. If the own code is present during import process, the part will be overwritten. If the own code is not present, a new part will be created.

- **Material declaration document:** This function allows you to link a material declaration document to a part. You can find it at **Documents > Material declaration document**.

6.3 How do I link extra suppliers to a part?

1. Right-click on a part and select **Edit...**
2. Go to the tab **Additional suppliers**
3. Click on **Select suppliers** and make a selection
4. Enter the part information for the selected supplier, such as price, unit, order number, Declaration of compliance, etc.

Part details associated with location Mastex Trader

General details **Supplier** Comments Category Documents Stock from other locations Crewing

Select suppliers Remove

	Supplier name	Price per unit	Currency	Unit	Delivery time	Order code	Preferred	Declaration of compliance
<input type="checkbox"/>	A & A Thorpe	425		pcs		AT-1423	<input type="checkbox"/>	
<input type="checkbox"/>	A. Nobel en Zn	422		pcs		MX-84t28	<input type="checkbox"/>	
<input type="checkbox"/>	ADT Fire & Secu...	427		pcs		RD214-215	<input type="checkbox"/>	

Save Save & close Close

- Click on **Save & close**



Tip:

Right-click on the name of an **Extra supplier** and click on **Make preferred** to edit the preferred supplier for this part.

6.4 How do I make a part visible for another location?

- Right-click on a part and select **Edit...**
- Go to the tab **Stock from other locations**

3. Select the location where the part must be visible

Part details associated with location Mastex Trader

General details Supplier Comments Category Documents Stock from other locations Crewing

Location Name	Actual stock	
<input type="checkbox"/> Mastex Cruise	0	Move stock to other location
<input type="checkbox"/> Mastex General Cargo	0	Move stock to other location
<input type="checkbox"/> Mastex Guard	0	Move stock to other location
<input type="checkbox"/> Mastex Tanker	0	Move stock to other location
<input checked="" type="checkbox"/> Mastex Trader	0	Move stock to other location
<input type="checkbox"/> Mastex Trader II	0	Move stock to other location
<input checked="" type="checkbox"/> Mastex tug	0	Move stock to other location
<input type="checkbox"/> MXSuite inlander	0	Move stock to other location

Save Save & close Close

4. Click on **Save & close****Tip:**

Use the **Export** and **Import** feature to assign multiple parts at once to another location.

6.5 How do I delete a part?

1. Right-click on an part and select **Delete...** (you can select multiple parts at once)
2. Click on **Yes** to delete the part from all locations
Click on **No** to delete the part from the selected location only

Confirm delete

You have select 1 part(s).
Some parts are also visible for other locations.
Do you want to delete this parts also from other locations?

☒ Yes, I am absolutely sure **Yes** **No** Cancel

6.6 How do I adjust the stock?

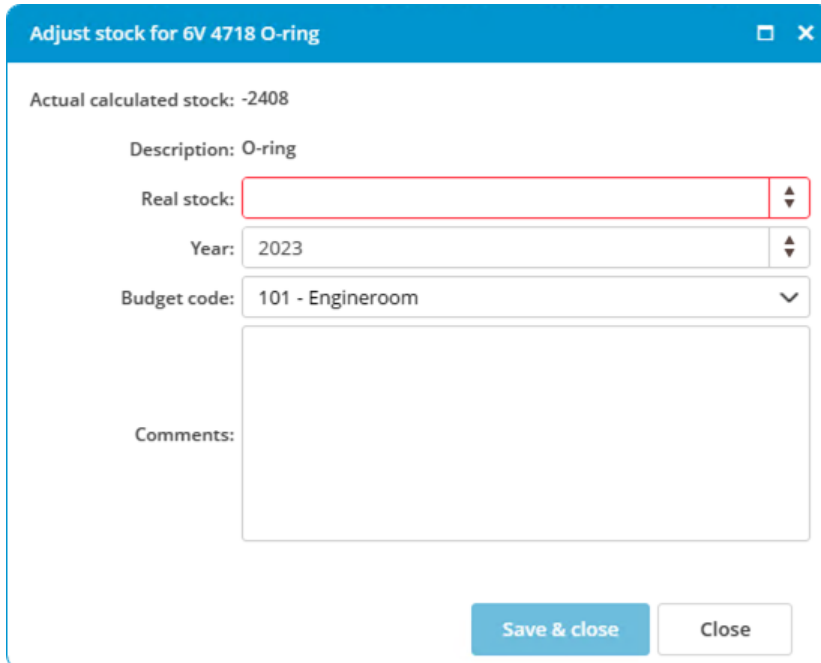
The stock is automatically adjusted when:

- a maintenance task is executed to which parts are linked

- a purchase order is marked as delivered

Follow the steps below to adjust the stock manually:

1. Right-click on an part and select **Adjust stock...**
2. Enter the **Real stock**



The screenshot shows a dialog box titled "Adjust stock for 6V 4718 O-ring". Inside the dialog, the text "Actual calculated stock: -2408" is displayed. Below this, the "Description" is "O-ring". The "Real stock" field is a text input box with a red border and a spinner icon on the right. The "Year" field is a text input box with the value "2023" and a spinner icon on the right. The "Budget code" field is a dropdown menu showing "101 - Engineroom". Below these fields is a large text area labeled "Comments". At the bottom right of the dialog are two buttons: "Save & close" and "Close".

3. Click on **Save & close**

6.7 How do I move stock to another location?

1. Right-click on a part and select **Edit...**
2. Go to the tab **Stock from other locations**
3. Click right of the location name on **Move stock to other location**

4. Complete all required fields

Move stock from Mastex Trader to other location

Actual calculated stock: 351

Description: Set screw RVS

Move stock:

Location:

Year: 2023

Budget code: 101 - Engineroom

Comments:

Save & close Close

5. Click on **Save & close**

A change will be made based on the selected ledger account. This keeps the budget up to date. This change can be consulted in the history.

6.8 How do I see the history of a part?

1. Go to the module **History**
2. Select **Assets parts**
3. Click on **Search**
4. Use the **Filters** to add the history of the right part to the overview



Tip:

Right-click on an article and select **Show history**. MXSuite will now open the module History and display the data for the selected part.

6.9 How do I link an article to a category?

1. Right-click on an part and select **Edit...**
2. Go to the tab **Category**
3. Select the category where the article should be displayed
4. Click on **Save & close**

Part details associated with location Mastex Trader

General details Supplier Comments **Category** Documents Stock from other locations Crewing

- ▶ ☐ 100 Superstructure
- ▼ ☒ 200 Engines & propulsion
 - ▼ ☒ 210 Main engines
 - ☒ 210.1 Main Engine PS
 - ☒ 210.2 Main Engine SB
 - ▶ ☐ 211 Reduction Gear
 - ☐ 214 Propeller Shaft & Bearings
 - ☐ 214.1 Propeller shaft installation PS
 - ☐ 214.2 Propeller shaft installation SB
 - ☐ 221 Rudder
 - ☒ 221.1 Rudder PS
 - ☒ 221.2 Rudder SB
 - ☒ 222 Steering gear
 - ☐ 223 Bow Thruster Installation
 - ☐ 223.1 Bow Thruster Engine

Save Save & close Close



Tip:

If an article is created while a category is selected, the article will be linked to the selected category.

6.10 How do I link a part to a supplier?

1. Right-click a part and select **Edit...**
2. Navigate to the **Supplier** tab

- To set a preferred supplier check the box in the **preferred** column

Part details associated with location Mastex Trader

General details **Supplier** Comments Category Documents Stock from other locations Crewing

Select suppliers Remove

Supplier name	Price per unit	Currency	Unit	Delivery time	Order code	Preferred	Declaration of compliance
<input type="checkbox"/> IHC Lagersmit	0	EUR	pcs		100.0208	<input checked="" type="checkbox"/>	

Save Save & close Close

6.11 How do I specify hazardous material documents?

- Right-click on a part and select **Edit...**
- Go to the tab **General details**
- Select the option **HazMat docs required**

General details **Supplier** Comments Category Documents Stock from other locations Crewing

General details

Description:
Potmeter stuwstand

Part number:
100.0127

Own code:
100.0127

Image:

☐ Is critical
☐ Is operational critical
☐ HazMat docs required

Stock details

Actual stock:
1

Minimum stock:

Maximum stock:

Last issued:
10/05/2023 09:46

- Go to the tab **Supplier**

5. Add the Declaration of compliance

General details		Supplier	Comments	Category	Documents	Stock from other locations	Crewing	
<input type="button" value="Select suppliers"/> <input type="button" value="Remove"/>								
	Supplier name	Price per unit	Currency	Unit	Delivery time	Order code	Preferred	Declaration of compliance
<input type="checkbox"/>	Veth Propulsion BV	0	EURO	pcs		100.0127	<input checked="" type="radio"/>	<input type="button" value="edit"/> <input type="button" value="x"/>

6. Go to the tab **Documents**

7. Add the Material Declaration documents

General details		Supplier	Comments	Category	Documents	Stock from other locations	Crewing
Material declaration document Material declaration: No file selected. <input type="button" value="edit"/> <input type="button" value="x"/>							

**Tip:**

When the option **HazMat doc required** is selected, this will be visible on a printed purchase order for this part.

7 Assets details

The screenshot shows the 'Assets Details' interface for the '210.1 Main Engine PS' asset. The left sidebar displays a hierarchical tree of assets, with '210.1 Main Engine PS' selected. The main content area is divided into three tabs: 'General', 'Documents', and 'Properties'.

General Tab:

- ID: 210.1
- Name: Main Engine PS
- Priority: 90
- Parent category: 200 Engines & propulsion > 210 Main engines
- Comments: (empty text area)
- Default counter: Main engine PS (598907)

Documents Tab:

Drag and drop documents in the box below

<input type="checkbox"/>	Name	Size	Link...
<input type="checkbox"/>	crew_overboard.jpg	114.82 KB	
<input type="checkbox"/>	Kantoor Roemenie ML.JPG	552.58 KB	
<input type="checkbox"/>	oil meter.jpg	57.44 KB	
<input type="checkbox"/>	test.xls	61.00 KB	

Properties Tab:

Attribute	Value	Show on service orders	Show on product
dealer	Pon Power	✓	✓
Manufacturer	Caterpillar	✓	✓
Type	3512B	✓	✓
Serial number	4TN00583	✓	✓
aantal cylinders	12	✓	✓
RPM	1800	✓	✓
Color	yellow	✓	✓
Rated output	2000 KW	✓	✓
Year of build	2010	✓	✓
IMO code	123456789		
In use	1		
Price	10000		

Assets Details is a part of the Assets module and is used to save all data associated with the installed equipment such as the manufacturer, type, serial number, etc.

The entered data can be used, among other things, to create a purchase order or a service order. You can also add the information from the relevant machine to a purchase- or service order.

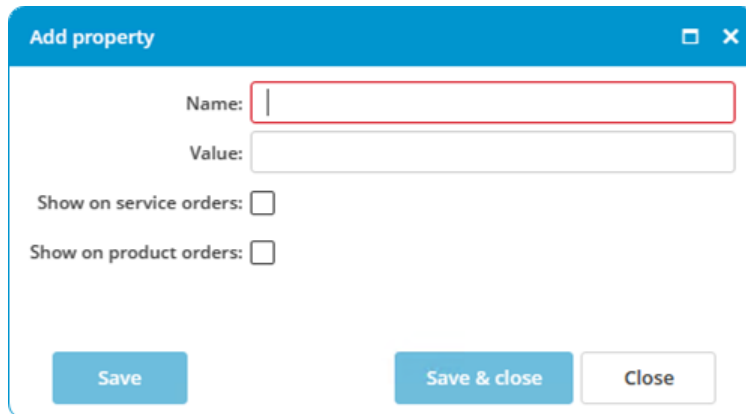
7.1 How do I add a detail to a category?

1. Select the desired category in the tree structure
2. Select **Details**

This screenshot is identical to the one above, showing the 'Assets Details' interface for the '210.1 Main Engine PS' asset. The 'Details' tab is selected, and the same data is displayed in the 'General', 'Documents', and 'Properties' sections.

3. Within the properties area, click **New...**

4. Complete all required fields



The 'Add property' dialog box has a blue header with the title 'Add property' and window control icons. It contains two text input fields: 'Name:' and 'Value:'. Below these are two checkboxes: 'Show on service orders:' and 'Show on product orders:'. At the bottom are three buttons: 'Save' (blue), 'Save & close' (blue), and 'Close' (white with a blue border).

5. Click on **Ok**

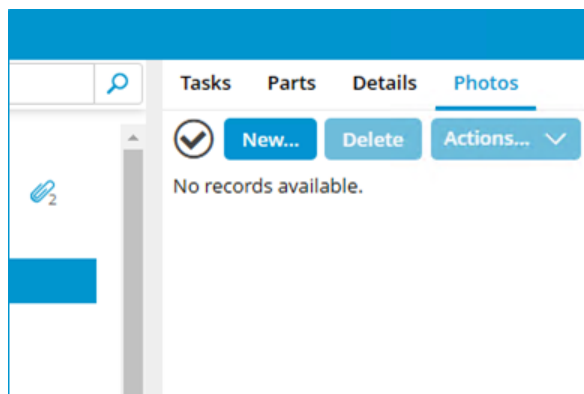
 **Optional:**

Show on service orders: Select this option to send the detail along with a service order.

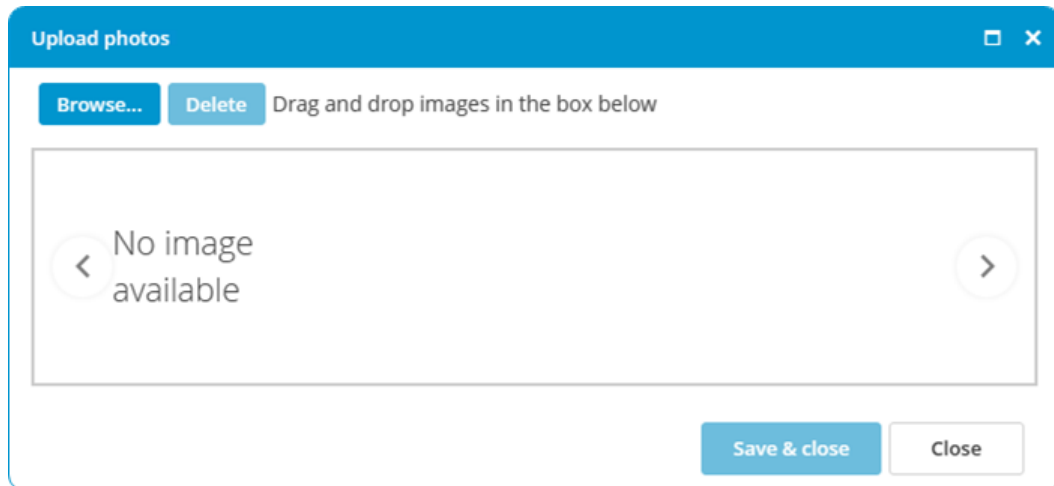
Show on product orders: Select this option to send the detail along with a product order.

7.2 How do I add a photo to a category?

1. Right-click on a category and select **Edit category...**
2. Click on **Photos > New...**



3. Click on **Browse...**



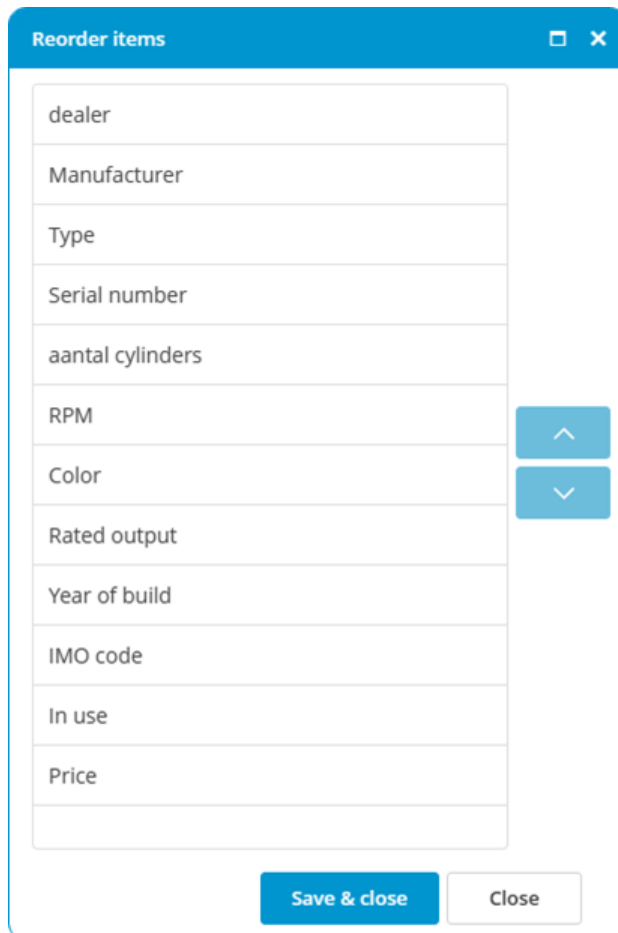
4. Select the images
5. Click on **Save & close**

**Note:**

Permitted image formats are: .BMP .DIB .RLE .JPG .JPEG .JPE .JFIF .GIF .TIF .TIFF .PNG

7.3 How do I reorder the details?

1. Right-click on a detail and select **Reorder attributes...**
2. Select a detail and use **Move up** and **Move down** to change the order



The screenshot shows a 'Reorder items' dialog box with a blue header bar containing a close button (X) and a maximize button (square). The main area contains a list of attributes in a table-like structure. To the right of the list are two blue buttons with white arrows: an upward arrow for 'Move up' and a downward arrow for 'Move down'. At the bottom of the dialog are two buttons: 'Save & close' (blue) and 'Close' (white with a blue border).

Reorder items	
dealer	
Manufacturer	
Type	
Serial number	
aantal cylinders	
RPM	↑
Color	↓
Rated output	
Year of build	
IMO code	
In use	
Price	

Save & close Close

3. Click on **Ok**

8 Certificates



The expiration date of certificates can be monitored and managed in the module Certificates. Certificates are subdivided into groups. Groups can be selected within the sidebar on the left.

8.1 What do the symbols mean?

Symbol	Explanation
	The green ball indicates that a survey or certificate needs to be updated in this period. At the moment, no additional actions are required.
	The green ball with the curl indicates that this survey has been performed. This survey has been included in the history tab.
	The orange triangle indicates that the survey or certificate renewal is currently in the window period and therefore needs your attention.
	The red diamond indicates that a survey or certificate needs to be renewed and actually is overdue.
	The line to the left of a symbol indicates the window period before the survey or certificate renewal. The length of the line indicates the number of months in this period.
	This certificate has expired and the due date is not in the current view.

8.2 How do I create a new certificate?

1. Click on **New**
2. Select the **Certificate type**

Certificate details

General Documents Forms

Certificate type

☒ **Annual** Months before: 3 after: 3 Months before renewal:

☐ **Intermediate** Months before: 6 after: 6 Months before renewal:

☐ **None** Months before: 3

Certificate number: Category: Safety equipment

Certificate name: Issued by:

Renewal after: Years Date of issue: day/month/year

Storage:

Comments:

Save Save & close Close

- **Annual:** A survey will be planned annually for this certificate
 - **Intermediate:** A survey will be planned for some time between the date of issue and the date of expiry
 - **None:** Use this type when no intermediate surveys are required
 - **Docking:** This type is used to plan dockings, after which the tasks can be created in the module Maintenance that are related to a docking (only shown when no docking is created)
3. Complete all required fields
 4. Click on **Save & close**

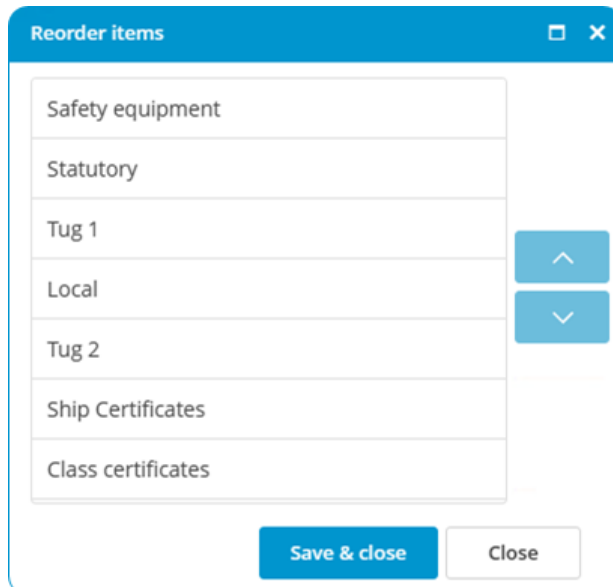


Tip:

If a certificate is entered with an issue date but without an expiry date, enter a 0 in **Renewal after**. This will remove the expiry date from the screen.

8.3 How do I reorder categories?

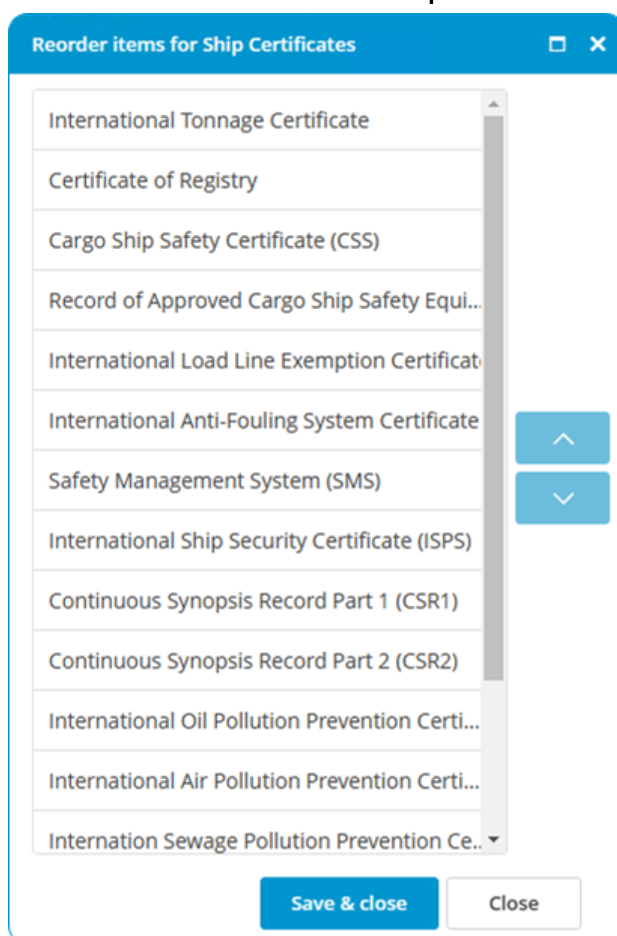
1. Right-click on a **Category** and select **Reorder certificate categories...**
2. Select a category and use **Move up** and **Move down** to change the order



3. Click on **Save & close**

8.4 How do I reorder certificates?

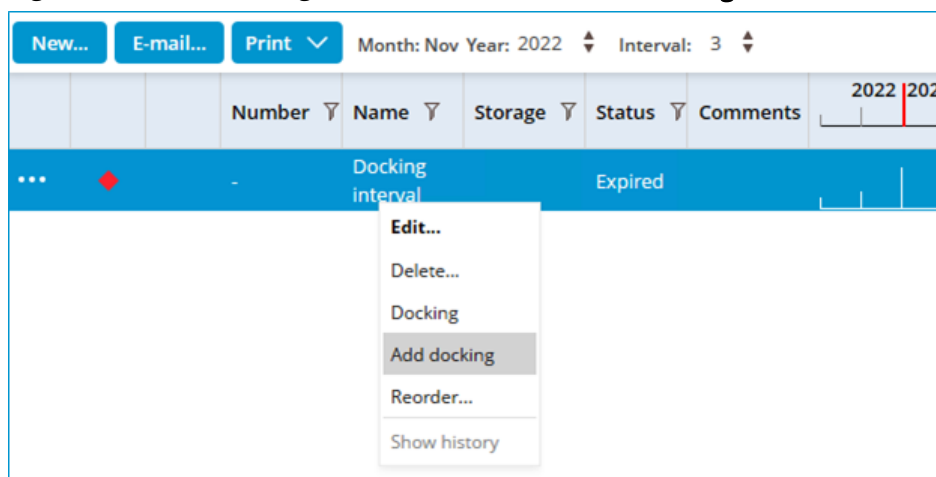
1. Right-click on a **Certificate** and select the option **Reorder certificate items...**
2. Select a certificate and use **Move up** and **Move down** to change the order



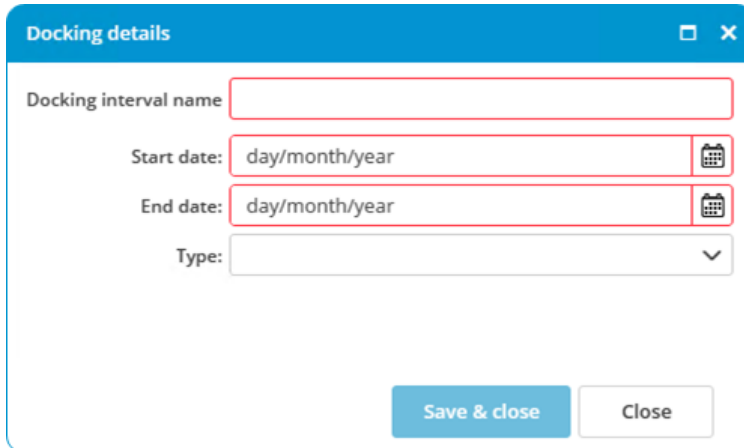
3. Click on **Save & close**

8.5 How do I add an extra docking?

1. Right-click on the docking certificate and select **Add docking**



2. Enter the **Start date** and **End date**



The screenshot shows a 'Docking details' dialog box with a blue header. It contains the following fields:

- Docking interval name:** A text input field.
- Start date:** A date input field with a calendar icon, containing the placeholder text 'day/month/year'.
- End date:** A date input field with a calendar icon, containing the placeholder text 'day/month/year'.
- Type:** A dropdown menu.

At the bottom right, there are two buttons: 'Save & close' (blue) and 'Close' (grey).

3. You can also select **Intermediate** or **Special** under Type
4. Click on **Save & close**

**Tip:**

You can link a docking task to an intermediate survey or a special survey.

8.6 How do I mark a survey as done?

1. In the timeline of the certificate you want to extend, double-click on the symbol (this is only possible if the colour is orange or red) or right-click on the symbol and select **Endorsement...**

2. Complete all required fields

The screenshot shows a window titled "Certificate operation" with a blue header bar. Below the header, there are two tabs: "Certificate operation" (active) and "Forms". The form contains the following fields:

- Surveyor:** A text input field.
- Place:** A text input field.
- Date:** A date input field showing "22/02/2023" with a calendar icon.
- Time window:** A dropdown menu.
- Comments:** A large text area.

Below the form is a section titled "Documents". It contains three buttons: "New...", "Link from documents...", and "Actions..." (with a dropdown arrow). Below these buttons is the instruction "Drag and drop documents in the box below". A table is shown with the following columns: "Name", "Size", and "Linked". The table is currently empty, displaying the message "No records available." at the bottom.

At the bottom right of the window are two buttons: "Save & close" and "Close".

3. Select the annual or intermediate survey that has been completed
4. Click on **Save & close**



Note:

After extending the certificate, a green ball with a curl will appear.

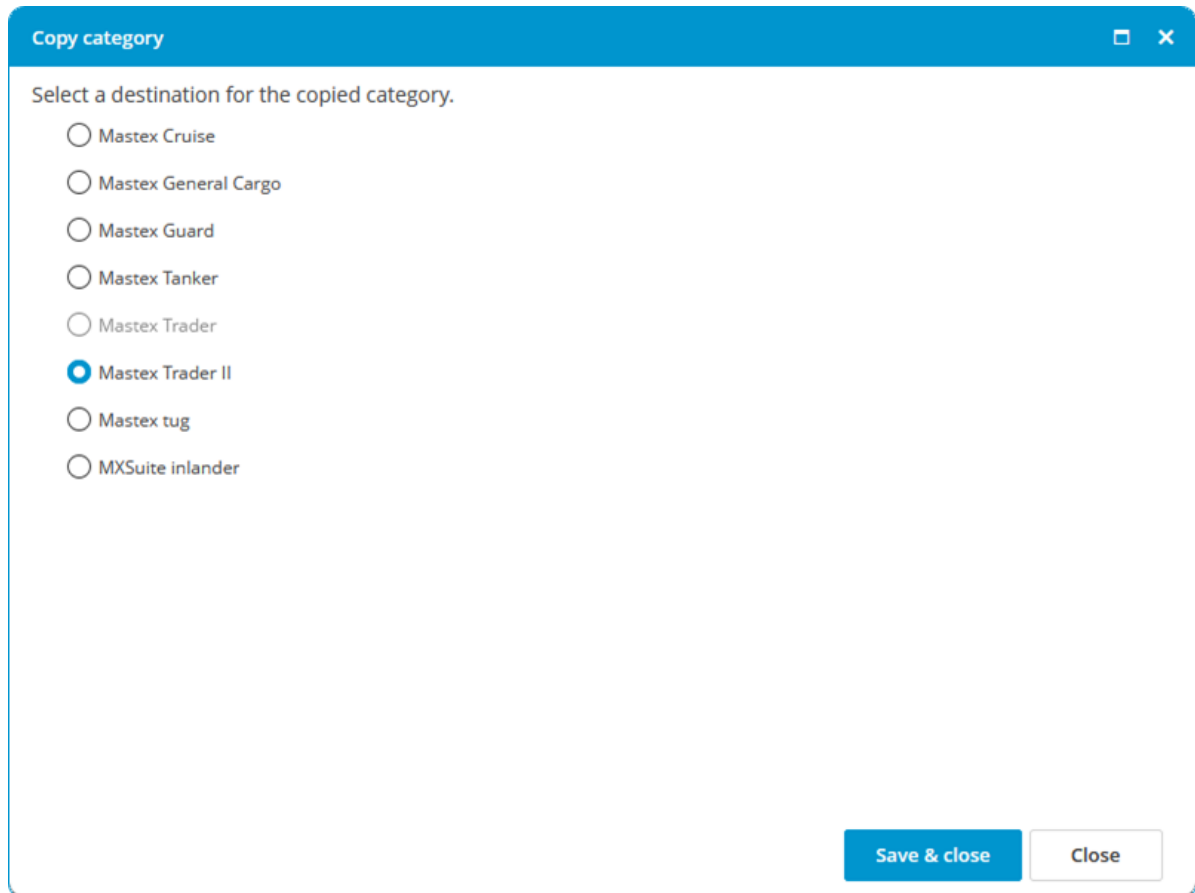


Tip:

When carrying out a survey, select the option **Extra survey** to save an interim survey in the certificate history.

8.7 How do I copy all certificates in a category?

1. Right-click a certificate category and click **Copy...**
2. Select the location where you want to copy the certificate category to.



Copy category

Select a destination for the copied category.

- ☐ Mastex Cruise
- ☐ Mastex General Cargo
- ☐ Mastex Guard
- ☐ Mastex Tanker
- ☐ Mastex Trader
- ☒ Mastex Trader II
- ☐ Mastex tug
- ☐ MXSuite inlander

Save & close Close

3. Click **Save & Close**



Note:

The history of the certificates will also be copied.

A location is not displayed during the copying process if:

- the destination has no module Certificates
- the source has a docking certificate and the destination does not

8.8 How do I email certificates?

1. Click on **Email...**
2. Select the email you want to send. You can select all certificates and all attachments at the same time or you can add them separately

Select information for e-mail

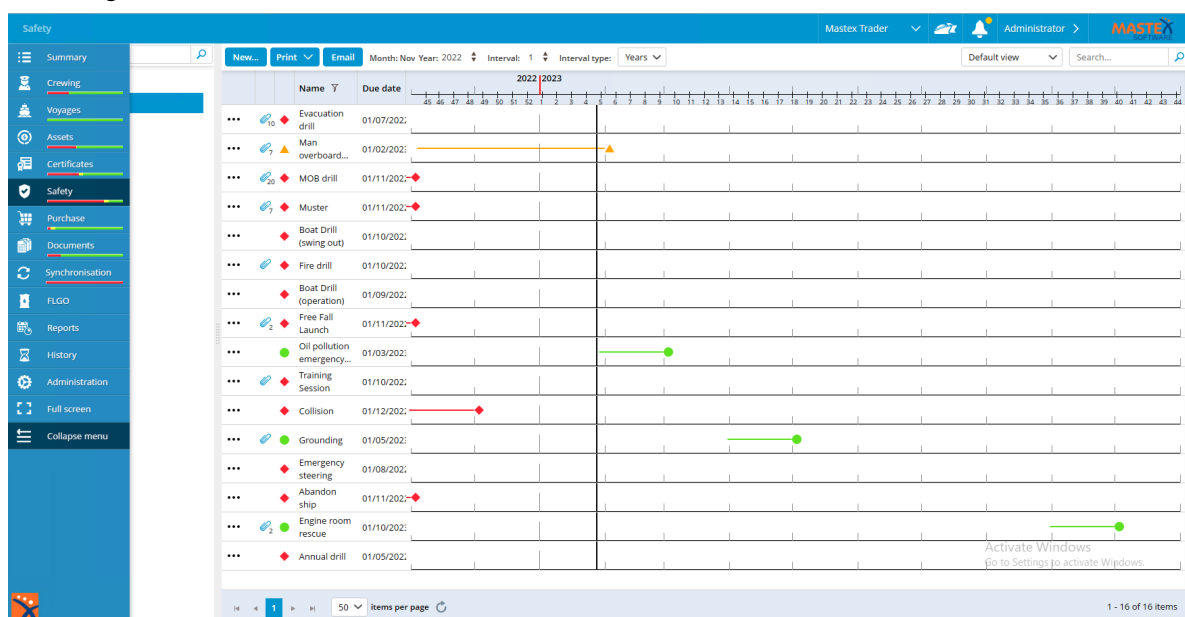
Please select certificates and attachments you want to include in your e-mail.

- ☐ Select all certificates
- ☐ Select all attachments
- ▶ ☐ Class certificates
- ▼ ☐ Ship Certificates
 - ☐ International Tonnage Certificate
 - ▶ ☐ Certificate of Registry
 - ▶ ☐ Cargo Ship Safety Certificate (CSS)
 - ▶ ☐ Record of Approved Cargo Ship Safety Equipment
 - ▶ ☐ International Load Line Exemption Certificate
 - ☐ International Anti-Fouling System Certificate
 - ▶ ☐ Safety Management System (SMS)
 - ▶ ☐ International Ship Security Certificate (ISPS)
 - ☐ Continuous Synopsis Record Part 1 (CSR1)
 - ☐ Continuous Synopsis Record Part 2 (CSR2)
 - ▶ ☐ International Oil Pollution Prevention Certificate (IOPP)

Create e-mail Close

3. Click on **Create e-mail**
4. The generated email will be downloaded or shown in MXSuite (depends on configuration)

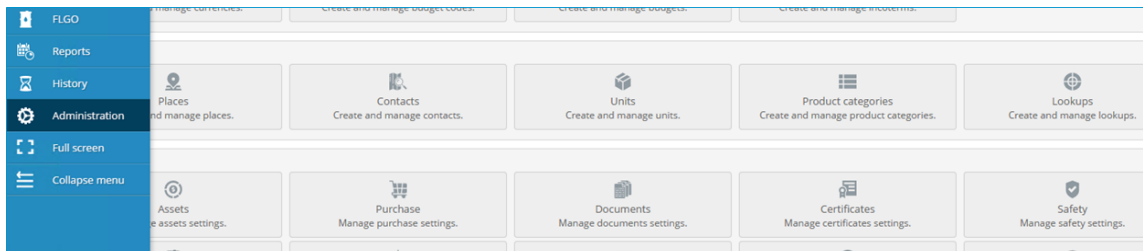
9 Safety



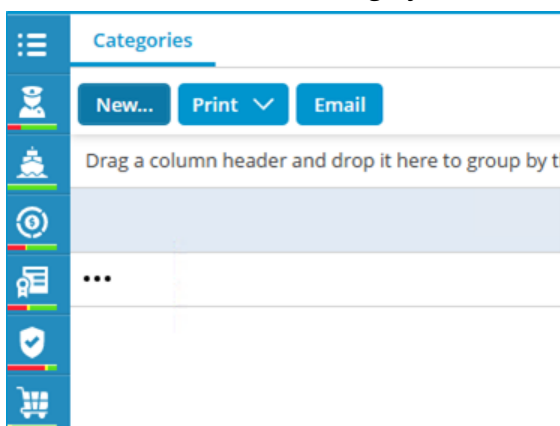
In the module Safety you can view and plan the safety drills.

9.1 How do I create a new category?

1. Select the module **Administration** and choose **Safety**



2. Click **New...** to add a new category



3. Fill in the fields and click on **Save & close**

9.2 How do I add a new drill?

1. Click on **New...**
2. Complete all required fields

The screenshot shows a 'Safety details' dialog box with a blue header bar containing a close button. Below the header are three tabs: 'General' (active, with a red warning icon), 'Documents', and 'Forms'. The 'General' tab contains the following fields:

- Name:** A text input field.
- Category:** A dropdown menu currently set to 'Drill'.
- Evaluation template:** A large empty text area.
- Fixed Interval:** A checkbox.
- Interval:** A text input field with a spinner, followed by a 'Days' dropdown.
- Start period:** A text input field with a spinner, followed by a 'Days' dropdown.
- Due Date:** A date input field showing '1/27/2023' with a calendar icon.

On the right side of the dialog, there is a section titled 'Add for locations' with a list of checkboxes:

- ☐ Select all
- ☐ Mastex Cruise
- ☐ Mastex General Cargo
- ☐ Mastex Guard
- ☐ Mastex Tanker
- ☒ Mastex Trader
- ☐ Mastex Trader II
- ☐ Mastex tug
- ☐ MXSuite inlander

At the bottom of the dialog are three buttons: 'Save', 'Save & close', and 'Close'.

The **Start period** is the timeframe in which the drill must be completed. During this period the drill will be orange

3. Select the **locations** to which the safety drills must be added (only visible in the office version)
4. Click on **Save & close**

**Note:**

If the new drill already exists at the other location, the following warning will appear:

Make a selection and click **Ok**.

9.3 What does the fixed interval option do?

The fixed interval option can be selected when you create a:

- maintenance task
- safety drill

The following table clarifies what this option does.

A task or a drill has an interval of one month.

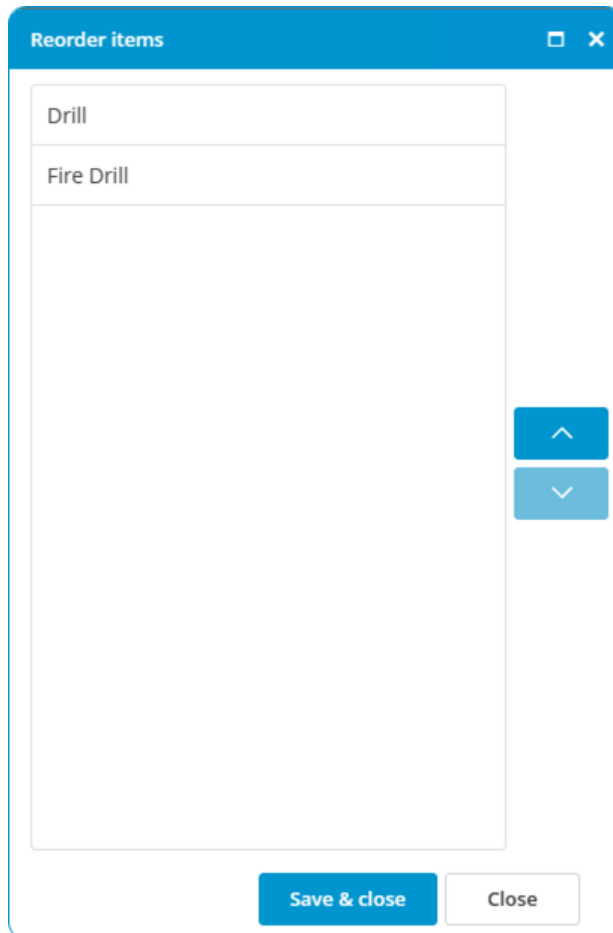
	No fixed interval	Fixed interval
Expiration date	1 January	1 January
Date of first execution	3 January	3 January
Next expiration date	3 February	1 February
Date of second execution	6 February	6 February
Next expiration date	6 March	1 March

With a fixed interval, the next expiration date is always calculated from the first expiration date.

9.4 How do I reorder categories?

1. Navigate to **Safety** within the **Administration** module

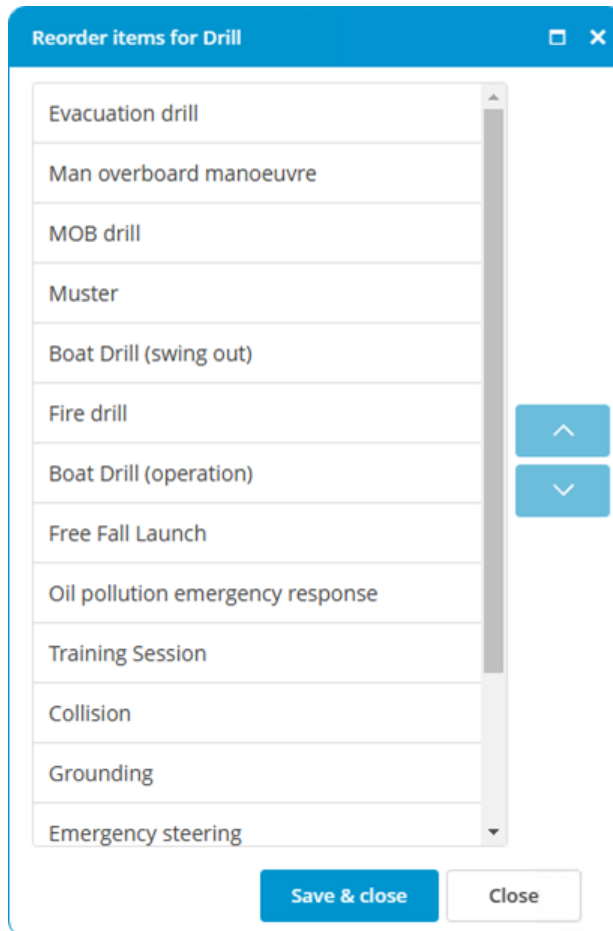
2. Right-click on a **category** and select **Reorder...**



3. Select a category and use **Move up** and **Move down** to change the order
4. Click on **Save & close**

9.5 How do I change the ordering of the drills?

1. Right-click on a safety drill and select **Reorder safety items...**



2. Select a safety drill and use **Up** and **Down** to change the ordering
3. Click on **Save & close**

9.6 How do I mark a drill as done?

1. Double-click the time bar of the completed drill or right-click on the drill and select **Completed...**

2. Enter the drill data

Safety completed

Name: Evacuation drill

Date and Week

Date: 1/27/2023

Week no. 4

User name and report

User name: Administrator

Report: _____

Documents

New... Link from documents... Actions... ▾ Drag and drop documents in the box below

<input type="checkbox"/>	Name	Size	Linked
No records available.			

Employees:

☐ Current employees:

- ☐ van Driel, Peter
- ☐ Dupre, Marc

☐ Assigned employees:











- ☐ Brown, Michael
- ☐ del Carmen, Maria
- ☐ Hofman, John
- ☐ Friedman, Susan
- ☐ van Driel, Richard
- ☐ Pepijn, Jack
- ☐ DuCloud, Jean
- ☐ Plezier, Piet
- ☐ Opsala, Iulia
- ☐ Salmon, Jonathan
- ☐ Valentin, Jon

Save & close Close

3. Select the employees that participated in the drill (only possible if the module Crewing is included in the license)
4. Click on **Save & close**

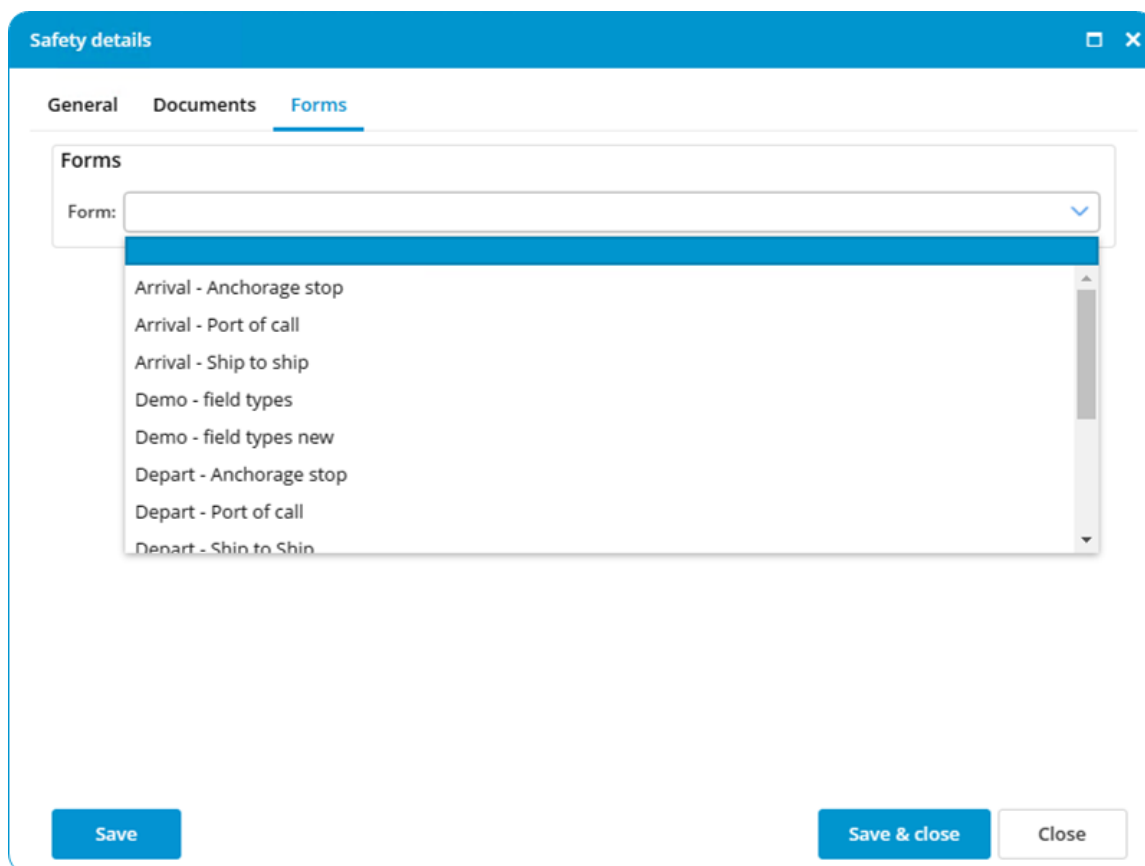
9.7 How do I link a form to a drill?

1. Select **Edit...** for the desired drill

	 Muster	01/11/2022	
	Boat Drill (swing out)	01/10/2022	
	 Fire drill	01/10/2022	
	Boat Drill (operation)	01/09/2022	
	 Free Fall Launch	01/11/2022	

Edit...
Delete...
Documents >
Completed...
Reorder...
Show history

2. Within the **Forms** tab selected the desired forms



The screenshot shows a software window titled "Safety details" with three tabs: "General", "Documents", and "Forms". The "Forms" tab is active. Below the tabs is a section labeled "Forms" containing a dropdown menu. The dropdown is open, displaying a list of form names. The first item is highlighted in blue. At the bottom of the window are three buttons: "Save", "Save & close", and "Close".

Form
Arrival - Anchorage stop
Arrival - Port of call
Arrival - Ship to ship
Demo - field types
Demo - field types new
Depart - Anchorage stop
Depart - Port of call
Depart - Ship to Ship

3. Click on **Save & close**

10 Purchase

Purchase											
<div> New purchase order... New local purchase order... New service order... Print Email </div>											
Drag a column header and drop it here to group by that column											
S...	Unique Id	Created by	Created at	Location	Status	Currency	Last modified status date	Total price	Discount	Discount	
...	PO17-0063/6918	Administrator	18/07/2019 09:38	Mastex Trader	Received	EUR	03/11/2022 12:58	25,00	0.00%	25,00	
...	PO17-0061/1	Administrator	16/01/2018 14:29	Mastex Trader	Received	EUR	03/11/2022 12:58	80,00	0.00%	80,00	
...	MT20-OPD-119	Administrator	07/04/2021 13:38	Mastex Trader	Requisition	EUR	03/11/2022 12:58	0,00	0.00%	0,00	
...	PO17-0061/20020102	Administrator	05/07/2018 08:25	Mastex Trader	Received	EUR	03/11/2022 12:58	1.463,50	0.00%	1.463,50	
...	MT22-OPD-144	Administrator	24/10/2022 17:09	Mastex Trader	Requisition	EUR	03/11/2022 12:58	0,00	0,00	0,00	
...	MT21-OPD-124/1	Administrator	11/10/2021 08:46	Mastex Trader	Open	EUR	03/11/2022 12:58	18,30	0.00%	18,30	
...	PO16-0029/163	Administrator	25/01/2017 12:20	Mastex Trader	Open	EUR	03/11/2022 12:58	0,00	0,00	0,00	
...	MT20-OPD-115	Administrator	07/04/2021 13:29	Mastex Trader	Requisition	EUR	03/11/2022 12:58	0,00	0.00%	0,00	
...	PO17-0063/5149	Administrator	18/07/2019 09:38	Mastex Trader	Open	EUR	03/11/2022 12:58	0,00	0.00%	0,00	
...	MT21-OPD-121/3140	Administrator	07/04/2021 14:45	Mastex Trader	Received	EUR	03/11/2022 12:58	80,00	0.00%	80,00	
...	MT20-OSD-117	Administrator	07/04/2021 13:36	Mastex Trader	Requisition	EUR	03/11/2022 12:58	3.200,00	0.00%	3.200,00	
...	PO16-0023	Administrator	30/08/2016 11:05	Mastex Trader	Open	EUR	03/11/2022 12:58	121,50	0,00	121,50	
...	PO17-0039/6948	Administrator	11/05/2017 11:53	Mastex Trader	Received	EUR	03/11/2022 12:58	0,00	0.00%	0,00	
...	PO19-OFF-086/434	Administrator	04/02/2019 14:40	Mastex Trader	Open	EUR	03/11/2022 12:58	377,00	0.00%	377,00	
...	PO19-OFF-096	Administrator	17/06/2019 10:37	Mastex Trader	Open	EUR	03/11/2022 12:58	1.405,00	0.00%	1.405,00	
...	PO14AC0000017/459	Administrator	02/03/2016 12:45	Mastex Trader	Open	EUR	03/11/2022 12:58	270,00	0,00	270,00	
...	PO19-OFF-102/325	Administrator	26/07/2019 14:22	Mastex Trader	Open	EUR	03/11/2022 12:58	60,00	0.00%	60,00	
...	MT21-OPD-125	van Driel, Richard	09/11/2021 10:15	Mastex Trader	Requisition	EUR	03/11/2022 12:58	0,00	0.00%	0,00	
...	MT21-OPD-120	Administrator	07/04/2021 14:29	Mastex Trader	Requisition	EUR	03/11/2022 12:58	126,00	0.00%	126,00	

The module Purchase allows you to process all purchases by and for ships in a central location and provides you with a clear overview of outstanding purchase orders.



Note:

The module Purchase can be configured to meet the user's requirements. This chapter uses the default settings. Texts or images may therefore differ from your situation.

10.1 What is the difference between the types of orders?

Different orders can be created in the module Purchase.

A **purchase order** allows you to order products from stock. Free order lines are used if the product is not available from module Inventory.

A **local purchase order** is the same as a product order, with the exception that a different purchase process can be configured. A local purchase order offers the crew the opportunity to purchase local products and register them in MXSuite.

A **service order** allows you to request a service. In this case, it is not possible to add products from stock.


You can configure the process for all orders, but product orders may differ from service orders.

10.2 How do I create a purchase order?

1. Click on **New purchase order...**
2. Enter a search term in the column **own code** and click on to open the list of parts

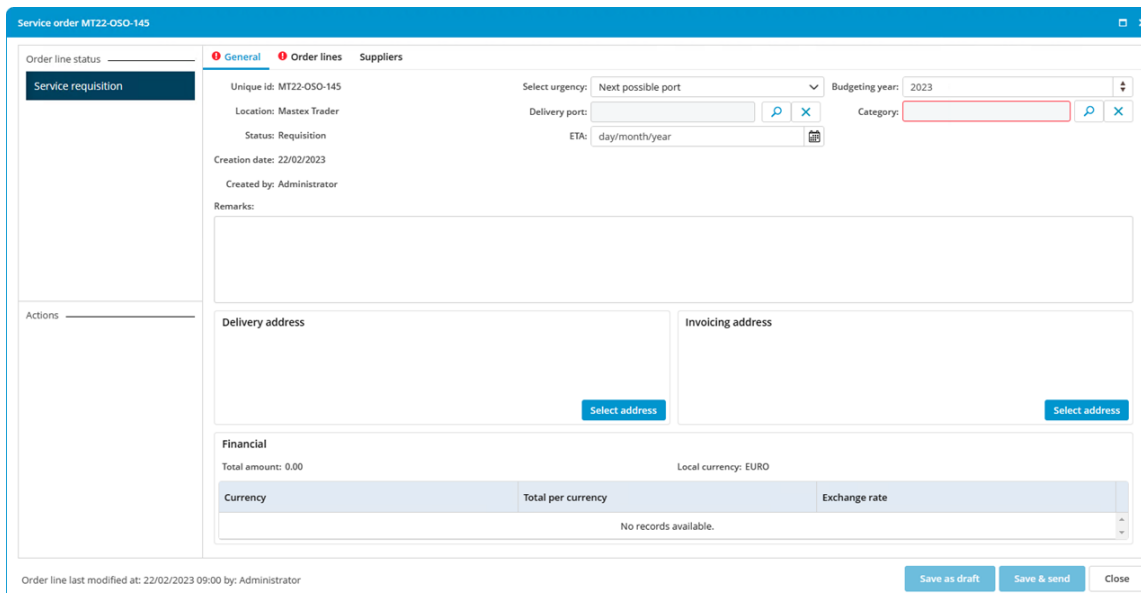
3. Select one or more parts and click on **Ok**
4. The selected parts will be added to the order
5. Order lines can be automatically added to an order by clicking on **Insert required inventory**. This will add all parts to the order whose stock is lower than the minimum requirement and for which no previous order has been placed
6. Enter the desired amount for all order lines
7. Click on **Save & send** to save the order and to forward it for further processing. Click on **Save as draft** to edit the order or to send it at a later date

10.3 How do I create a local purchase order?

1. Click on **New local purchase order...**
2. Enter a search term in the column **own code** and click on  to open the list of parts
3. Select one or more parts and click on **Ok**
4. The selected parts will be added to the order
5. Enter the desired amount for all order lines
6. Click on **Save & send** to save the order and to forward it for further processing. Click on **Save as draft** to edit the order or to send it at a later date

10.4 How do I create a service order?

1. Click on **New service order...**
2. At the top right of the window, select the machine that needs servicing



Service order MT22-OSO-145

Order line status: **Service requisition**

General | Order lines | Suppliers

Unique id: MT22-OSO-145
 Location: Mastex Trader
 Status: Requisition
 Creation date: 22/02/2023
 Created by: Administrator
 Remarks:

Select urgency: Next possible port
 Delivery port:
 ETA: day/month/year

Budgeting year: 2023
 Category:

Delivery address **Select address**
 Invoicing address **Select address**

Financial
 Total amount: 0.00
 Local currency: EURO

Currency	Total per currency	Exchange rate
No records available.		

Order line last modified at: 22/02/2023 09:00 by: Administrator

Save as draft **Save & send** **Close**

3. Clearly indicate the necessary service in the order line
4. Click on **Save & send** to save the order and to forward it for further processing. Click on **Save as draft** to edit the order or to send it at a later date

10.5 How do I add documents to an order line?

You can add documents per order line.

1. Click on **+** in front of the order line
2. Click on **New** to add a new document or click on **Link from documents...** to link a document within MXSuite.

Service order MT22-OSO-145

Order line status: Service requisition

General **Order lines** Suppliers

Click to add new order line... Group by: Default supplier

	Pos no.	Description	Price	Currency	Exchange rate	Total price	Budget code	Status
+	1		0.00	EURO	1.00	0.00		Service requ

Supplier: No supplier

Documents:

New... Link from documents... Actions...

Drag and drop documents in the box below

	E-mail	Name	Size
No records available.			

Remarks:

Currency: EURO Exchange rate: 1.00 Total price: 0.00

Order line last modified at: 22/02/2023 09:00 by: Administrator

Save as draft Save & send Close



Tip:

If the option **Email** is selected, the document will be included when the order will be emailed to the supplier.

10.6 How do I use Incoterms in my order?

The international Incoterms are used to determine the rights and duties of buyers and sellers during the international transport of goods.

The Incoterm of relevance to the order can be selected or changed at the top right of the order screen.

Budgeting year: 2023

Incoterm: Delivered Duty Paid

- Carriage Insurance Paid to
- Carriage Paid To
- Cost & Freight
- Cost Insurance & Freight
- Delivered At Frontier
- Delivered Duty Paid**
- Delivered Duty Unpaid
- Delivered Ex Quay Duty Paid

When an Incoterm is selected for which the transport costs are borne by the customer, MXSuite adds an extra order line to the order on which the order costs are mentioned.

	<input checked="" type="checkbox"/>	Pos no. ▲	Own code	Part number	Order code	Description	Quantity	Unit	Price per unit
▼ No supplier									
+	✓	...	1						0.00



Tip:

Using Incoterm **Ex Works**, a line with transport costs is added to the order.

10.7 How do I add the expected delivery date to an order line?


1. Open a purchase order
2. Open the **Suppliers** tab
3. Scroll to the right and click the cell **Delivery Date** for the required part.

4. Select a date

5. Click **Save & close****Tip:**

You can select multiple order lines using Ctrl or Shift.

10.8 How do I change the exchange rate in an order?

1. Open a purchase order
2. Select the desired order line and click on 
3. Click on **Select currency...**
4. Select the desired currency.
5. Open the tab **General**.
6. You can now change the exchange rate for this order. The exchange rate as configured in MXSuite module Administration is used by default
7. Click on **Save as draft**.

General Order lines Suppliers

Unique id: MT22-OSO-145/Draft
 Location: Mastex Trader
 Status: Requisition
 Creation date: 22/02/2023
 Created by: Administrator

Select urgency: Regular
 Delivery port:
 ETA: day/month/year

Budgeting year: 2023
 Category: 510 Anchor Winch

Remarks:

Delivery address

Invoicing address

Financial

Total amount: 125.00 Local currency: EURO

Currency	Total per currency	Exchange rate
COEFF	168,125.00	1,345.00 <input type="button" value="🔍"/>

10.9 How do I enter the discount for an order?

1. Open an order
2. Enter the percentage or the discount price

Currency: EURO Exchange rate: 1.00 Total price: 1,405.00

Discount: 0.0000 Discount %: 0.00 Discounted total price: 1,405.00

3. Click on **Save & close**



Note:

Only one value is necessary. If a discount percentage is entered, the discount price will be calculated. If a discount price is entered, the discount percentage will be calculated.

10.10 How do I change the status of multiple order lines?

1. Open a purchase order
2. Select the order lines to be moved to another status

3. Right-click on one of the selected order lines and select the desired status

Order line status —

Purchase requisition

Wait for supplier prices

Filtered results View all

Actions —

Get suppliers prices

Reject

It is possible to convert all order lines with the same status to the next status by using the action buttons to the left of the screen.

In the image, all order lines are first filtered by the status Purchase requisition, after which three action buttons will appear:

- Request prices
- Order
- Reject

Click on one of these buttons to move all orders to the selected status.

10.11 How can I check the status of my order?

There are two types of statuses in MXSuite:

- Order status
- Order line status

An order status can contain multiple order line statuses. For example, an order with the status 'Open' may contain the following order line statuses:

- Pending supplier prices
- Pending approval
- Approved
- Ordered

The status bars are visible to the left. You can select an order status and an order line status at the top of the screen.

Filtering on order status will only display the orders in the selected status to the right of the screen.

Filtering on order line status will display all orders with at least one order line.



Note:

When filtering by order line status, the order will be opened in the order status. Other order line status filters can be applied within the order.

10.12 How can I see the progress of an order line?

Right-click on an order line and select **View progress details...**

The 'Progress details' window displays the following information:

- Delivery details: 12
- Packing list number: 23
- Packing list: [Signature.png](#)
- Delivered quantity: 40
- Remarks: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do...

Below this, there is a 'Saved changes' section with 'Print' and 'Email' buttons, and a 'Default view' dropdown.

A table shows the history of operations performed on the order line:

Location	User	Operation	Performed by office	Date	Comment
Mastex Trader	Administrator	Create	✓	03/11/2017 10:18	Order line was created.
Mastex Trader	Administrator	Edit	✓	03/11/2017 10:18	Order line was moved to s...
Mastex Trader	Administrator	Edit	✓	16/01/2018 14:29	Order line was moved to s...
Mastex Trader	Administrator	Order	✓	16/01/2018 14:29	Order line was moved to s...
Mastex Trader	Administrator	Deliver	✓	16/01/2018 14:30	Order line was moved to s...
Mastex Trader	Administrator	Edit		12/06/2018 11:48	Synchronisation overwrite
Mastex Trader	Administrator	Edit	✓	12/06/2018 15:56	Order line was edited. Re...
Mastex Trader	Administrator	Edit		29/06/2018 16:58	Synchronisation overwrite
Mastex Trader	Administrator	Edit	✓	06/10/2018 11:48	Synchronisation overwrite

At the bottom, there is a pagination bar showing '1' of 22 items, '50 items per page', and a 'Close' button.

10.13 How do I create a backorder?

When an order has not been delivered in full, a backorder can be created for the non-delivered parts.

1. Mark an order line as **Delivered** (status name depends on the configuration)
2. Enter the number of delivered parts and any additional delivery comments

The 'Command actions' window shows the 'Packing lists' tab. It includes a 'Delivery details' field and a table with the following data:

Pos no.	Description	Supplier	Quantity	Remarks
1	Pakking / O-ring blz.452	Airtec	123.00	
2	ring M16	Airtec	39.00	
3	Pakking	Airtec	8.00	
4	Mobilgard HSD 15W40, bulk	Airtec	10.00	
5	Pump GP oil	Airtec	10.00	
6	O-ring	Airtec	688.00	



At the bottom right, there are 'Save & close' and 'Close' buttons.

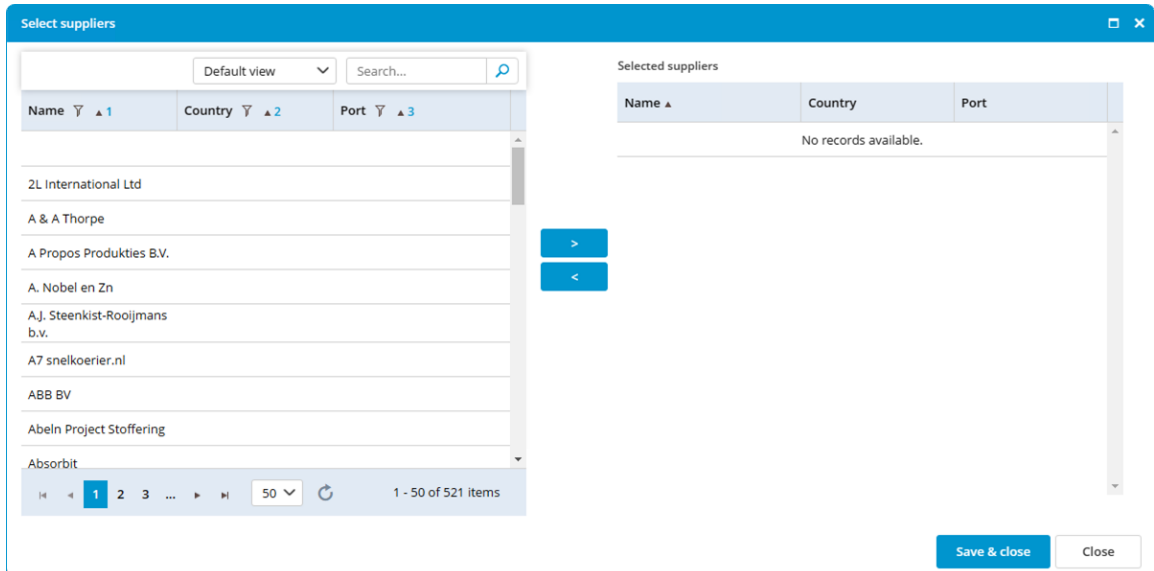
3. Click on **Ok**
4. Click on **Make backorder**
5. A new order line will be created in the existing order with the number of non-delivered parts

**Tip:**

In addition to creating a backorder, you can also skip the difference. This option allows you to move the order to the next status without creating a backorder.

10.14 How do I link a supplier to an order line?

1. Open a product order
2. Select the order lines you want to link to a supplier
3. Right-click on a selected order line and select **Select supplier...**
4. Select the suppliers used for the order line by using the buttons  and 



Select suppliers

Default view Search...

Name	Country	Port
2L International Ltd		
A & A Thorpe		
A Propos Produkties B.V.		
A. Nobel en Zn		
A.J. Steenkist-Rooijmans b.v.		
A7 snelkoerier.nl		
ABB BV		
Abeln Project Stofferling		
Absorbit		

Selected suppliers

Name	Country	Port
No records available.		

Save & close Close

1 - 50 of 521 items

5. Click on **Save & close**

10.15 How do I copy an order?

1. Right-click on the order you want to copy

Order status ▾	New purchase order...	New lo
Waiting	Drag a column header and drop it h	
Ready to order	Sta	Unique Id ▾
Requisition	...	PO19-OFF-096
Warranty order	...	PO14AC0000017/459
Open	...	PO19-OFF-102/325
Received	...	PO19-OFF-097/383
Closed	...	7-O062/6948
Send from warehouse	...	2-
	...	Mark as unread -130/20020102
	...	MT21-OSO-126

2. Select **Copy...**
3. Select the location you want to copy the order to, from the dropdown

Copy purchase order

You are about to copy order PO19-OFF-097. Please make the right selection below.

Copy from location Mastex Trader to:

Mastex Tanker

Mastex Cruis
Mastex Tanker
Mastex General Cargo
Mastex Guard
Mastex Tanker
Mastex Trader
Mastex Trader II
Mastex tug

Save & close

Close

4. Click **Save & close**



Note:

You may receive a warning when copying an order, if the part in the order is not linked to the destination location.

MXSuite will automatically link the part to the location.



10.16 How do I send an image of a part with the order?

1. If there is not yet an image linked to the part, add it following the instructions in the paragraph How do I add a document to an order line? ⁽⁷⁵⁾
2. If you want to send the image with the order, tick the box in front of the image under the header

E-mail

Documents:

[New...](#) [Link from documents...](#) [Actions...](#) Drag and drop documents in the box below

<input type="checkbox"/>	E-mail	Name	Size	Linked
<input type="checkbox"/>	<input checked="" type="checkbox"/>	 R.jpg	 255.51 KB	

11 Documents

The screenshot shows the Mastex Documents module interface. On the left is a sidebar with a tree structure containing categories like Rules, Manuals, ISM, NCR FORMS, Fire drills, Archive, Reports, Non Conformity Reports, Incident report, Near miss, Noon reports, Arrival reports, Departure reports, Inventory, Document, and Webinar. The 'Reports' category is selected. The main area displays a table of documents with columns: Icon, Name, Category, Template, Template notify user, Status, File size, and Creation date. The table lists various incident reports, including '06 F016 Personal Injury Report' and 'Incident report' entries with their respective dates and statuses.

Icon	Name	Category	Template	Template notify user	Status	File size	Creation date
...	06 F016 Personal Injury Report - [30-1-2018]	Incident report	06 F016 Personal Injury Report		Published	373 KB	30/01/2018 14:50
...	06 F016 Personal Injury Report - [30-1-2018]1	Incident report	06 F016 Personal Injury Report		Published	373 KB	30/01/2018 15:05
...	Acc / Inc report - 18-12-2020 13:37:36	Incident report	Incident report	✓	Published		18/12/2020 13:37
...	Acc / Inc report - 18-12-2020 13:39:09	Incident report	Incident report	✓	Published		18/12/2020 13:39
...	Demo - field types - [1-2-2018]	Incident report	Demo - field types		Published		01/02/2018 09:55
...	Demo - field types - [20-2-2018]	Incident report	Demo - field types		Published		20/02/2018 14:27
...	Demo - field types - [21-2-2019]	Incident report	Demo - field types		Published		21/02/2019 13:54
...	Demo - field types - [4-7-2022]	Incident report	Demo - field types		Published		04/07/2022 15:56
...	Incident report	Incident report	Incident report	✓	Published		06/07/2015 10:09
...	Incident report - [1-11-2018]	Incident report	Incident report	✓	Published		01/11/2018 11:18
...	Incident report - [11-6-2020]	Incident report	Incident report	✓	Published		11/06/2020 10:08
...	Incident report - [15-5-2020]	Incident report	Incident report	✓	Published		15/05/2020 10:05
...	Incident report - [22-1-2018]	Incident report	Incident report	✓	Published		22/01/2018 15:42
...	Incident report - [22-4-2022]	Incident report	Incident report	✓	Published		22/04/2022 10:47
...	Incident report - [25-1-2019]	Incident report	Incident report	✓	Published		25/01/2019 10:18
...	Incident report - [2-5-2019]	Incident report	Incident report	✓	Published		02/05/2019 11:50
...	Incident report - [26-10-2018]	Incident report	Incident report	✓	Published		26/10/2018 14:49
...	Incident report - [28-5-2020]	Incident report	Incident report	✓	Published		28/05/2020 14:06

In the module Documents, documents can be easily managed and synchronised across the entire fleet to ensure that ships have instant access to accurate documentation.

Documents can also be created based on a template, to ensure that all created documents follow the right layout. User forms can also be created in this module.

11.1 How do I create a new document category?

1. Click **New Category...** or right-click on an empty part of the tree structure and select **New...**
2. Complete all required fields

The screenshot shows the 'Document category details' form. It includes fields for Name, Parent category, and Custom attributes (ID, Picture). There are also sections for 'Visible for user groups' and 'Visible for locations'. The 'Visible for user groups' section has checkboxes for 'Select all', 'Technical Dep...', 'Officer', 'Captain', 'Chief engineer', 'Office', 'Superintendent', 'Engineers', 'Crew WAV', 'Administrator', and 'Only defects', each with a 'Viewer' dropdown. The 'Visible for locations' section has checkboxes for 'Select all', 'Mastex Cruise', 'Mastex General Cargo', 'Mastex Guard', 'Mastex Tanker', 'Mastex Trader', 'Mastex Trader II', 'Mastex tug', and 'MXSuite inlander'. The 'Mastex tug' checkbox is checked. At the bottom, there are 'Save', 'Save & close', and 'Close' buttons.

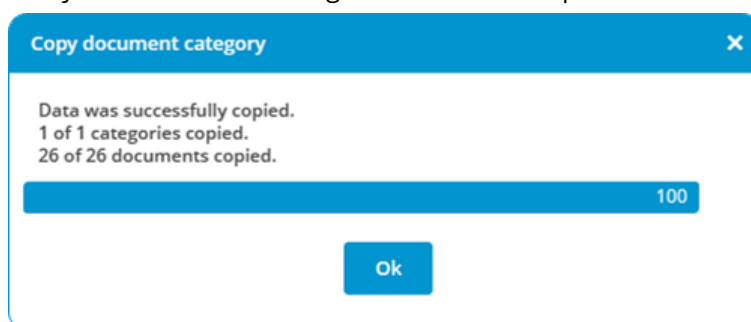
3. In the middle column, select the **user groups** that can view this new category and assign the desired rights
4. In the right column, select the **locations** that can view this category
5. Click on **Save and close**

**Tip:**

Right-click on an existing category and then click **New...** to fill the above category.

11.2 How do I copy a category?

1. Right-click on the category and select **Copy**
2. Select the location you want to copy the category to
3. Right-click on the category and select **Paste**
4. A new category will be created with the copied documents. The pop-up window shows how many documents and categories have been copied



11.3 How do I assign roles to categories?

1. Right-click on a document category and select **Edit...**
2. In the central column (**visible for user groups**) you can select a role per user group


11.4 How do I create a new document?

1. Click on **New document**

The screenshot shows a 'Document details' form with a blue header bar. The form is divided into several sections:

- Document file:** A red message 'No file selected.' is displayed next to a link icon and a close icon.
- Name:** A text input field with a red border.
- Request sign:** A checkbox.
- Signed by:** A text input field.
- Category:** A dropdown menu showing 'NCR FORMS'.
- Custom attributes:** A section containing:
 - ID:** A dropdown menu showing '20'.
 - Type:** A dropdown menu.
 - Description:** A large text area.
 - Tags:** A text input field.
- Notify user:** A checkbox.
- Editable:** A checkbox.
- Confidential:** A checkbox.
- Visible for locations:** A section with two checkboxes: 'Select all' (checked) and 'Mastex Trader' (checked).

At the bottom of the form, there are three buttons: 'Save', 'Save & close', and 'Close'.

2. Click on  to select the **document**
3. Enter or edit the **Name**. The name of the document will be automatically generated based on the chosen document
4. In the right column, select the **locations** for which the document should be visible
5. Complete all required fields
6. Click on **Save & close**

Optional:

Description: Enter a description of the document.

Tags: To be able to search for certain words using the search function.

Confidential: Indicate whether this is a confidential document. Only authorised users will have access to this document. This document will not appear in the list for non-authorised users.

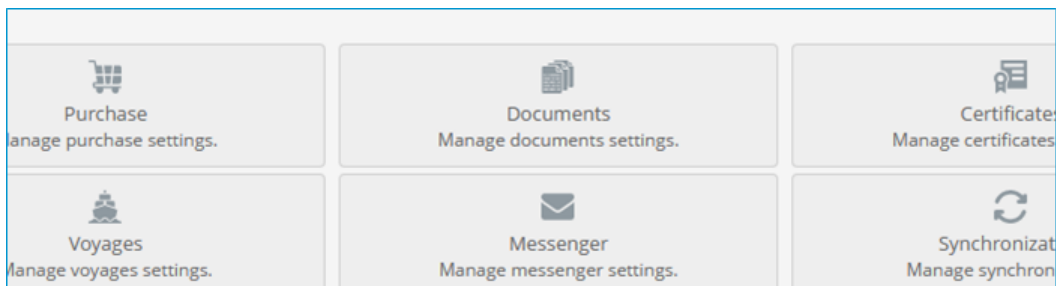
Sign: If the document has to be signed before it can be opened, select this option. In order to open the document, the user will first be prompted to enter the password.

Notify user: The user will be notified of any changes to the document when starting MXSuite.

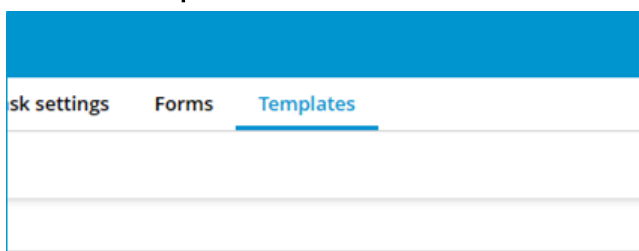
Editable: Select this option if the document needs to be edited. This makes it possible to edit the document at a later date and save it in the database.

11.5 How do I create a template?


1. Click on **Administration** in the sidebar.
2. Select **Documents**



3. Select **Templates**



4. In the screen Manage templates, click on **New...** You can now enter the basic information from the new template

5. Click on  to link the document
6. Enter the **Name** for the template
7. Select the **Categories** for which the template can be used
8. Select the **Locations** that can use the template
9. Select the **User groups** that can use the template
10. Click on **Save and close** to create the template

11.6 How do I edit a template?

1. Right-click on the template and select **Edit template...**
2. The template can now be edited in an external editor
3. Save the file in the external editor and close the editor

4. Click on **Save**

11.7 How do I create a document based on a template?

1. Click on **New template document**
2. Select a template from the drop-down menu

3. Complete all required fields
4. Select the location in which the document has to be visible
5. Click on **Save & close** to create a document based on the template

11.8 How do I complete a form?

1. Click on **New form** and select the desired form
2. Enter at a minimum the mandatory fields
3. Select the location(s) where the form should be displayed
4. Click on **Save and close** to create the form
5. Enter at a minimum the mandatory fields
6. Click on **Save & close**

11.9 How do I make a form 'read only'?

1. Right-click on the form
2. Select **Edit properties...**
3. Select the option **Is closed**



Please note:

You may find that the option **Is closed** is not visible after step 2. In that case, click on **More details >>** and go to step 3.



Important!

Only users with the authorisation **Allowed to reopen form** may reopen the form.

11.10 How do I delete a document?

1. Right-click on the relevant document in the document list and select **Delete...**
2. Select the location from which the document should be deleted
3. Click on **Ok**
4. Choose **Select all** to delete the document from the office version as well

Select appropriate delete action

Please specify if you want to keep the document only at office or you want to delete it completely.

Delete also from office Keep at office Cancel

11.11 What is the difference between duplicate and copy?

When you **duplicate** a document or category, they can only be copied in the same category.

When you **copy** a document or category, you can also copy them to another category.

11.12 How do I obtain editing rights?

To prevent discrepancies in the content of a document, an editable document cannot be edited at multiple locations at the same time. This means it can either be edited in the office or on the ship. If the menu option **Edit document** is not available, editing rights must be requested.

1. Right-click on the document
2. Select the option **Request edit**

This request will be sent via synchronisation to the location that currently has editing rights. A subsequent synchronisation will accept the request and grant editing rights.



Note:

The location that adds the document in MXSuite has editing rights by default.

11.13 How do I see what happened to a document?

1. Right-click on a document
2. Select **View log...**

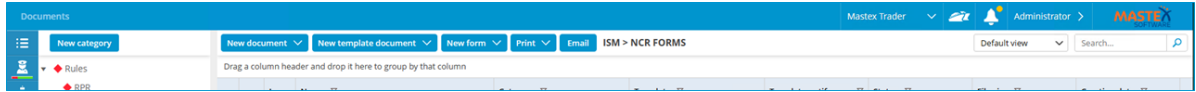
The screenshot shows a 'Document Log' window with a blue header and a close button. Below the header are 'Print' and 'Email' buttons, and a 'Default view' dropdown. A message says 'Drag a column header and drop it here to group by that column'. The main area contains a table with the following data:

Location	User	Operation	Performed by office
Mastex Trader	Administrator	Create	✓
Mastex Trader	Administrator	EditContent	✓
Mastex Trader	Administrator	Publish	✓
Mastex Trader	Administrator	Read	✓
Mastex Trader	Administrator	Edit	
Mastex Trader	Administrator	Edit	✓

At the bottom, there is a pagination bar showing '1' of 6 items, '50 items per page', and a 'Close' button.

11.14 How do I search for a document?

1. Enter a search term into **Search...**
2. All documents that contain the search term will be displayed



Note:

The search will be carried out at all locations. The search can be specified by selecting a specific view option or category.

Only the document properties are searched (e.g. name, description, tags, etc.), not the document content.

11.15 How do I create a document task?

1. Right-click on the document and select **Add task**

Task details

General | Notes

ID: 15

Document: [Demo during MXSuite presentation PrimeTransport](#)

Date created: 22/02/2023

Due date: day/month/year

Description:

Private: ☐

Confidential: ☐

Assigned to: Admin ES

Status: Open

Save Save & close Close

2. Enter the fields **Due date** and **Description**
3. Assign the task to a user
4. Select the **Status**
5. Click on **Save & close**

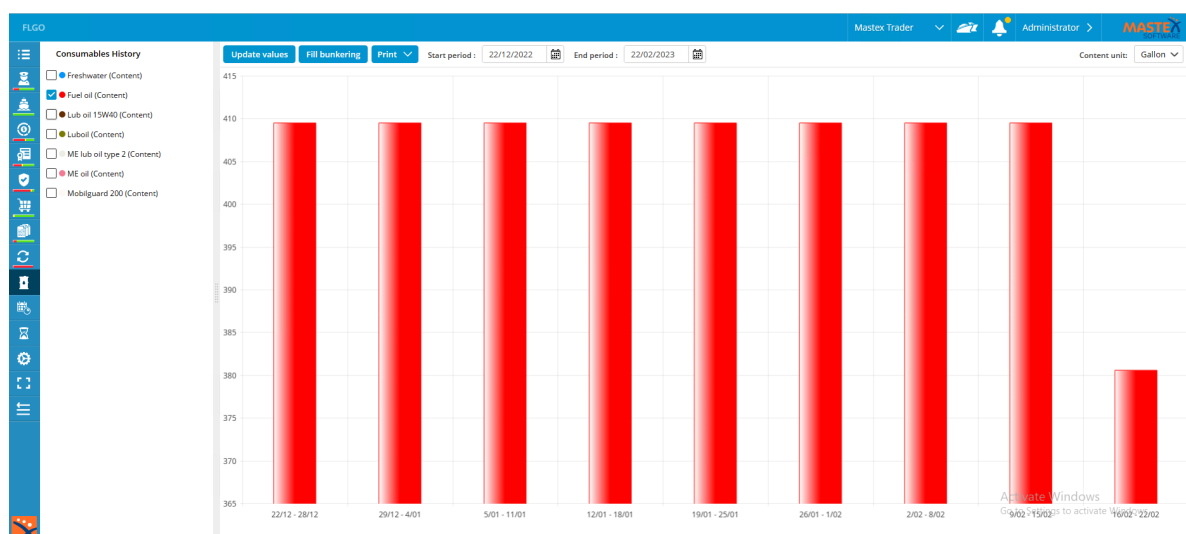


Optional:

Private: only visible by this person; not synchronized to the ship.

Confidential: only visible to the authorized user group.

12 FLGO



FLGO stands for **F**uel, **L**ube and **G**as **O**il. By regularly entering the actual stock and all bunkered quantities, the module FLGO can calculate the consumption of each preferred period. This provides insight into consumption and costs.

12.1 How do I enter the actual values?

1. Click on **Update values**

The screenshot shows the 'Fill bunkering' window in the FLGO software. The window contains a table for entering actual values for various consumables. The table has columns for Tank/Product, Name, Operation type, Fill type, Value, Last bunkering value, Unit, Date, and Remark. The data entered in the table is as follows:

Tank/Product	Name	Operation type	Fill type	Value	Last bunkering value	Unit	Date	Remark
Product	Freshwater	Received	Content	0.00	8.00	M3	22/02/2023 12:01	
Product	Fuel oil	Received	Content	0.00	10.00	M3	22/02/2023 12:01	
Product	Lub oil 15W40	Received	Content	0.00	124.00	M3	22/02/2023 12:01	
Tank	Luboil	Received	Content	0.00	12.00	M3	22/02/2023 12:01	
Product	ME lub oil type 2	Received	Content	0.00	-12.00	M3	22/02/2023 12:01	
Product	ME oil	Received	Content	0.00	23.00	M3	22/02/2023 12:01	
Product	Mobilguard 200	Received	Content	0.00	23.00	M3	22/02/2023 12:01	

At the bottom right of the window, there are two buttons: 'Save & close' and 'Close'.

2. Enter the actual measured values and click on **Save & close**

12.2 How do I enter received bunkering?

1. Click on **Fill bunkering**
2. At **Operation type**, select **Received** and enter the received quantities
3. Click on **Save**

12.3 How do I enter delivered bunkering?

1. Click on **Fill bunkering**
2. At **Operation type**, select **Delivered** and enter the delivered quantities
3. Click on **Save**

12.4 How can I see my consumption?

1. Click on **Print**

MASTEX SOFTWARE **FLGO history report**
between 22/12/2022 00:00:00 and 22/02/2023 00:00:00

Docu MXSuite | Mastex Trader | IMO 12345678

FLO type	FLO name	Start value	unit	End value	unit	Difference	Qty received	Qty used	unit
Tank	Luboil	195,657	M3	298,164	M3	102,507	-	-101,098	M3
	ME oil	800	M3	800	M3	0	-	0	M3
Product	Mobilguard 200	710	M3	710	M3	0	-	0	M3
	Lub oil 15W40	575,000	Liter	575,000	Liter	0	-	0	Liter
	ME lub oil type 2	910	M3	910	M3	0	-	0	M3
	Freshwater	781,589,895	Liter	997,241,59	Liter	215,651,695	-	-215429,374	Liter
	Fuel oil	16,785	M3	4,103	M3	-12,681	-	13,738	M3

Remark: The end value is the last known value

22/02/2023
121.089 v3.1

Page 1 of 1

MXSuite 3.1.0.0

Start period
12/22/2022 12:00 AM

End period
2/22/2023 12:00 AM

Location
Mastex Tanker
Mastex Trader
Mastex Trader II
Mastex tug
MXSuite inlander

Preview

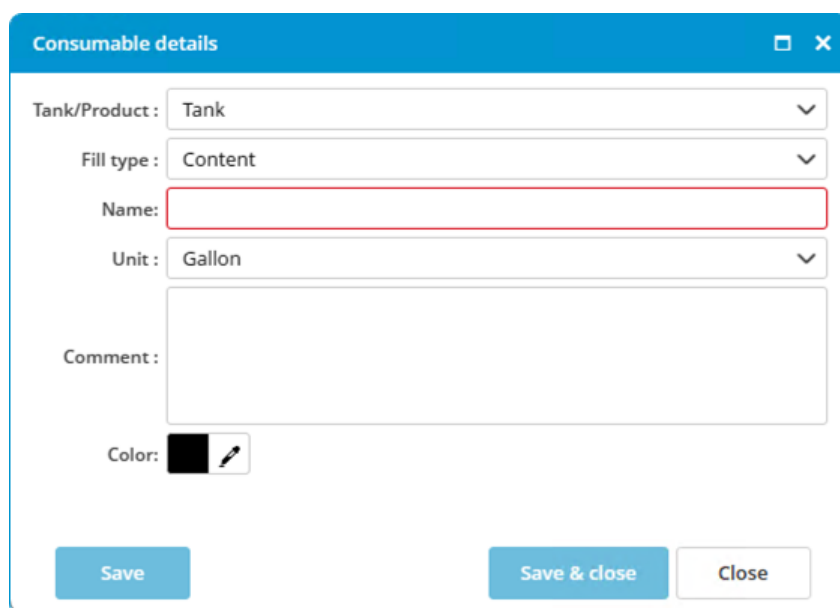
2. Select a **Start period** and **End period**
3. Select a **Location**
4. Click on **Preview**

12.5 How do I edit historical FLGO values?

1. Go to the module **History**
2. Select **FLGO**
3. Click on **Search** to search for the incorrect value
4. Right-click on a line
 - a. Click on **Edit...** to edit a line
 - b. Click on **Delete...** to delete a line

12.6 How do I create a new FLGO item?

1. Go to the module **Settings**
2. Click on **FLGO items**
3. Click on **New**
4. Enter the mandatory fields and click on **OK**



Consumable details

Tank/Product : Tank

Fill type : Content

Name:

Unit : Gallon

Comment :

Color:

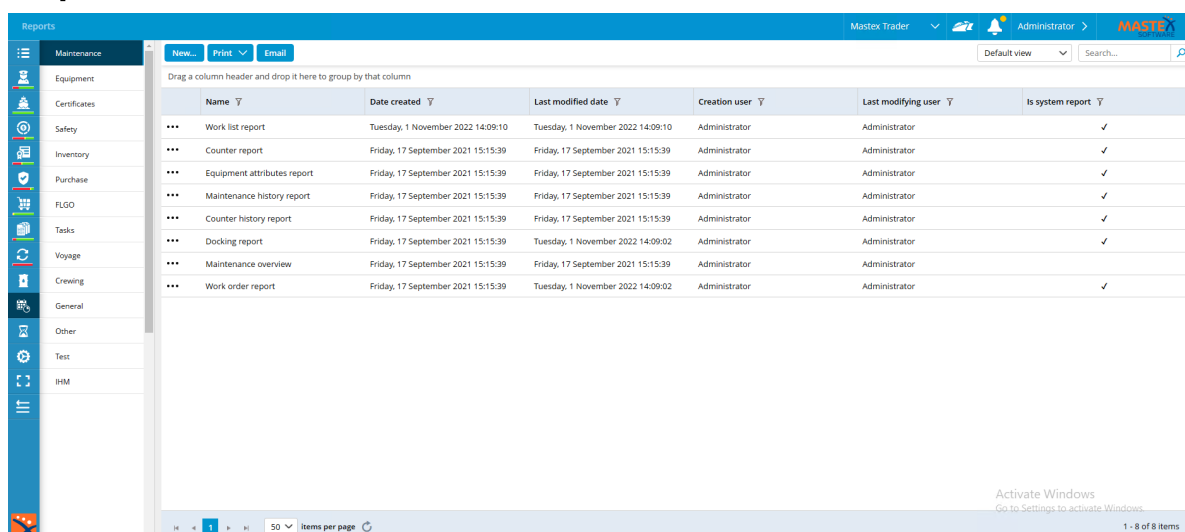
Save Save & close Close



Tip:

If the desired unit cannot be selected, the MXSuite administrator can add this.

13 Reports



The screenshot shows the 'Reports' module in MXSuite. On the left is a sidebar with a tree view containing categories like Maintenance, Equipment, Certificates, Safety, Inventory, Purchase, FLGO, Tasks, Voyage, Crewing, General, Other, Test, and IHM. The 'Maintenance' category is selected. The main area displays a table of reports. At the top of the table are buttons for 'New...', 'Print', and 'Email'. Above the table is a search bar and a 'Default view' dropdown. The table has columns for Name, Date created, Last modified date, Creation user, Last modifying user, and Is system report. There are 8 reports listed, all created by 'Administrator'.

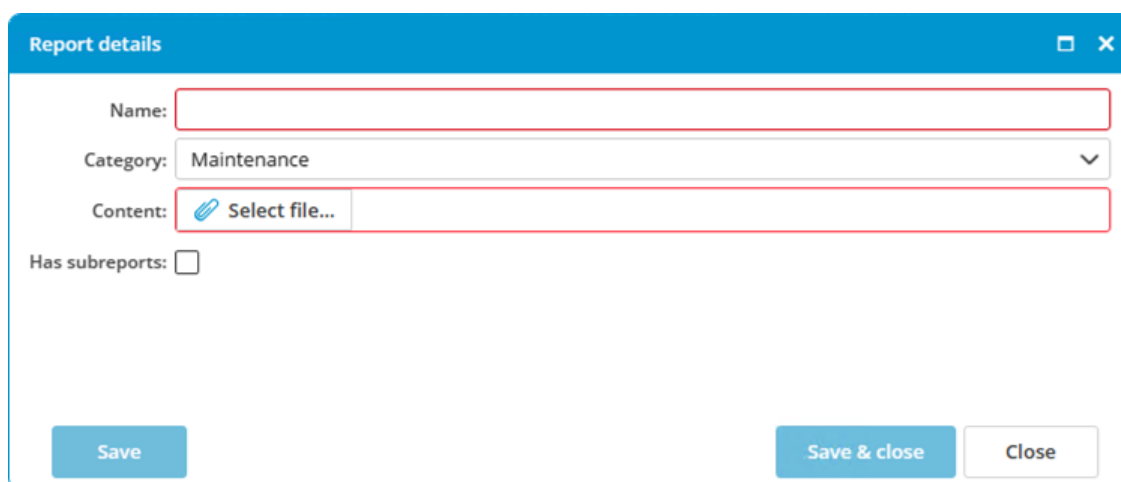
Name	Date created	Last modified date	Creation user	Last modifying user	Is system report
Work list report	Tuesday, 1 November 2022 14:09:10	Tuesday, 1 November 2022 14:09:10	Administrator	Administrator	✓
Counter report	Friday, 17 September 2021 15:15:39	Friday, 17 September 2021 15:15:39	Administrator	Administrator	✓
Equipment attributes report	Friday, 17 September 2021 15:15:39	Friday, 17 September 2021 15:15:39	Administrator	Administrator	✓
Maintenance history report	Friday, 17 September 2021 15:15:39	Friday, 17 September 2021 15:15:39	Administrator	Administrator	✓
Counter history report	Friday, 17 September 2021 15:15:39	Friday, 17 September 2021 15:15:39	Administrator	Administrator	✓
Docking report	Friday, 17 September 2021 15:15:39	Tuesday, 1 November 2022 14:09:02	Administrator	Administrator	✓
Maintenance overview	Friday, 17 September 2021 15:15:39	Friday, 17 September 2021 15:15:39	Administrator	Administrator	✓
Work order report	Friday, 17 September 2021 15:15:39	Tuesday, 1 November 2022 14:09:02	Administrator	Administrator	✓

The module Reports accurately displays all database information. This gives users the opportunity to view the information they need and add them to a report.

MXSuite contains several default reports. You can also add your own reports to this module. Reports cannot be created in MXSuite, but require Microsoft SQL Report Builder v3. Users with sufficient knowledge of SQL Server and the MXSuite database structure can create their own reports. Mastex Software BV also offers this service.

13.1 How do I add a report?

1. Select the category in which to place the new report
2. Click on **New...**



The 'Report details' dialog box is shown. It has a blue header with the title 'Report details' and window control buttons. The form contains the following fields:

- Name:** A text input field.
- Category:** A dropdown menu currently showing 'Maintenance'.
- Content:** A text input field with a 'Select file...' button (represented by a paperclip icon) to its left.
- Has subreports:** A checkbox.

At the bottom of the dialog are three buttons: 'Save', 'Save & close', and 'Close'.

3. Complete all required fields
4. Click on **Save & close**

13.2 How do I delete a report?

1. Right-click on the report you want to delete and select **Delete...**
2. Click on **Yes** to confirm deletion

**Note:**

Only non-system reports can be deleted.

13.3 How do I delete a report category?

1. Right-click on the category you want to delete and select **Delete category...**
2. Click on **Yes** to confirm deletion

13.4 How do I change the properties of a report?

1. Right-click on the report and select **Edit...**
2. Change the data
3. Click on **Ok**

14 History

History

Assets tasks

Assets tasks

PrintEmail

Default ViewSearch...

	Action	Category name	Group	Task name	User	Date performed	Date added	Counter value	Location
Certificates									
Safety	Task done	100 Superstructure	Planned maintenance	test layout	Administrator	26/01/2023	26/01/2023 13:52		Master Trader
Counters	Task done	400 Electrical Installation > 411.1 Generator PS	Turbo Charger	test task 1	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
Assets parts	Task done	200 Engines & propulsion > 210 Main engines > 210.1...	TC	Inspect turbocharger	Administrator	14/11/2022	14/11/2022 22:39	598613	Master Trader
FLGO	Task done	400 Electrical Installation > 411.1 Generator PS	Turbo Charger	test task 2	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
Sent items	Task done	900 Health, Safety & Environment > 951 CO2...	Planned maintenance	Check alarms	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
IHM	Task done	400 Electrical Installation > 414.2 Radio Batteries	Planned maintenance	check accu chargers	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	300 Primary Ship Systems > 350 Compressed air /...	Planned maintenance	Controle air pressure low	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	300 Primary Ship Systems > 373 Heating system	Planned maintenance	Central heating burner failure	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	300 Primary Ship Systems > 371.2 Ventilation...	Planned maintenance	Grease fireflaps and operation mechanism	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	400 Electrical Installation > 440.1 bridge alarm panel	Planned maintenance	Main engine SB Gen Alarm comp	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	300 Primary Ship Systems > 310 Bilge, Ballast, Deckwa...	Planned maintenance	bilge alarm pumproom PS and SB	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	400 Electrical Installation > 440.1 bridge alarm panel	Planned maintenance	Miscellaneous Alarm engine room	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	500 Deck Equipment > 540.2 Crane Aft	Planned maintenance	Check limit switch end of rope	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	900 Health, Safety & Environment > 950.1 Fire...	Planned maintenance	Alpersen brandslang nr 12	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	500 Deck Equipment > 540.2 Crane Aft	Planned maintenance	Check load limit switch	Administrator	14/11/2022	14/11/2022 22:39		Master Trader
	Task done	500 Deck Equipment > 571.3 Life rafts	Planned maintenance	Visual inspection life rafts	Administrator	14/11/2022	14/11/2022 22:39		Master Trader

12345...>

50Items per page

1 - 50 of 8844 items

Activate Windows

Go to Settings to activate Windows.

The history of the following modules can be viewed in the module History:

- Assets Tasks & Parts
- Counters
- Certificates
- Safety
- FLGO
- Sent items (emails)
- IHM



Tip:

Use the **Search** feature to quickly search for an item in the history.

15 Synchronisation

15.1 How do I turn a synchronisation flow on and off?

1. Go to the module **Administration**
2. Click on **Synchronization**
3. Select the location
4. Select the desired synchronisation flow. **Data synchronisation** or **Document synchronisation**
5. Automatic synchronisation can be turned on or off with the **Use synchronisation service** option

The screenshot shows a 'Settings' window with a 'Locations' dropdown menu set to 'Mastex Trader'. Below this, there are two checkboxes: 'Use synchronisation service for data:' and 'Use synchronisation service for documents:', both of which are checked. Under these checkboxes are two input fields: 'Recommended days for sync:' and 'Maximum days for sync:'. At the bottom right of the window are 'Save' and 'Cancel' buttons.

15.2 How can I check the synchronisation?

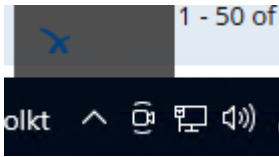
1. Go to the module **Synchronisation**
2. Select the location

The info block displays the information regarding the synchronisation of the most recently sent packages.

The screenshot shows a window with two tabs: 'Data synchronisation' (selected) and 'Documents synchronisation'. Below the tabs is a 'Locations' dropdown menu set to 'Mastex Trader'. The main content area is divided into two sections: 'Info' and 'Actions'. The 'Info' section contains the following text: 'Status: Waiting for package from vessel.', 'Last package send: 03/11/2022 16:02:21', 'Last OUT package created: 03/11/2022 16:02:21', 'Last package received: 03/11/2022 16:01:26', and 'Last IN package created: 03/11/2022 15:02:09'. The 'Actions' section contains three buttons: 'Export Last', 'Load package', and 'Reset Sync'. Below these buttons is the text 'Reset Sync Code: 74783051'.

15.3 How can I check the status of the synchronisation process?

The icon of the MXSuite synchronisation service can be found at the lower right of the task bar.



The icon indicates the status of the synchronisation:



This indicates that the synchronisation process is working normally and is idle.



This indicates that the synchronisation process is working normally and synchronisation is taking place.



This indicates that the synchronisation process is not working normally.

15.4 How do I synchronise manually?

To create and save a synchronisation package:

1. Go to the module **Synchronization**
2. Select the location
3. Click on **Export last** or on **Create package**
4. Select **Offline**
5. Click on **Ok**
6. Save the file to the desired location

To load a synchronisation package:

1. Go to the module **Synchronization**
2. Select the location
3. Click on **Load package**
4. Select **Offline**
5. Click on **Ok**
6. Open the desired file

The file name is structured as follows:

<ship name>_Data_<package number>.mxs

<ship name>_Documents_<package number>.mxs

15.5 How can I check the synchronisation status of a multi office?

1. Go to the module **Synchronization**
2. Click on **Locations**
3. Select the desired office location

The screenshot shows a web interface for 'Data synchronisation' and 'Documents synchronisation'. Under 'Locations', 'Mastex Trader' is selected. The 'Info' section displays the status 'Waiting for package from vessel.' and a list of package events: 'Last package send: 22/02/2023 14:28:25', 'Last OUT package created: 03/11/2022 16:02:21', 'Last package received: 03/11/2022 16:01:26', and 'Last IN package created: 03/11/2022 15:02:09'. The 'Actions' section contains three buttons: 'Export Last', 'Load package', and 'Reset Sync'. Below these buttons, the 'Reset Sync Code: 74783051' is displayed.

**Please note:**

The synchronisation status of a multi-office location is only visible at a primary office location and at the secondary office location concerned.

15.6 How do I reset the synchronisation?

The synchronisation needs to be done both in the office and on board the ship.

In the office:

1. Go to the module **Synchronization**
2. Click on **Reset Sync**
3. Answer the verification question with **Yes**
4. Click on **Create a package** to create the first synchronisation package
5. Note down the **Reset Sync Code** as displayed in the office version

On board the ship:

6. Go to the module **Synchronization**
7. Click on **Reset Sync**
8. Run the **Reset Sync Code** from point 6 and click on **Yes**
9. Click on **Load Package** to load the first synchronisation package

**Please note:**

A new Reset Sync Code is created each day, with each one being valid for just a single day.

**Important!**

The time between resetting the synchronisation and loading the first package on board the ship must be as short as possible. If tasks, certificates and exercises have been signed off on board the ship and the first package has not yet been processed, the new expiry date can be overwritten by the first synchronisation package.

15.7 How do I copy data?

1. Select the ship you want to copy data from
2. Go to the module **Administration**
3. Click on **Data**
4. Select the desired data and click **Export**

The screenshot shows a web interface for data management. At the top, there is a dropdown menu currently set to 'Crewing'. To its right are two buttons: 'Save log' and 'Clear log'. Below the dropdown is a list of data categories, each with a checkbox. The categories are: Contacts, Companies contacts, Lookups, Location assets parts, All assets parts, Assets categories, Assets categories properties, Assets tasks groups, Counters, Assets tasks, Assets tasks parts, Certificate categories, Certificates, Docking intervals, Certificates operations, Safety categories, Safety, **Public holidays** (which is checked), Counters history, and Assets tasks history. At the bottom of the interface, there are four stacked buttons: 'Import', 'Export', 'Cleanup data', and 'Download Excel template'.

5. Select the ship to which you want to import the data
6. Select the same data within **Administration > Data** and click import
7. Select the downloaded excel file and click **Open** and **Yes**

**Please note:**

If **Machines** is selected, the following is copied:

- Categories
- Category details
- Task lists
- Tasks
- Related machine running hours
- Linked documents
- Linked articles

**Important!**

It is not possible to copy machines if both MXSuite Gold and Silver licenses are present.

15.8 What does 'Resume package' mean?

The button **Resume package** is visible when a synchronisation package is not completely loaded. This can occur if the loading of the synchronisation package is terminated prematurely owing to the computer being restarted, the database being temporarily inaccessible or another error message. Clicking on **Resume package** continues the package loading process.

15.9 What information does the synchronisation overview contain?

The following columns are visible in the synchronisation overview.

Full synchronisation history:

Print Email

Default view Search...

Drag a column header and drop it here to group by that column

Order number	Package Direction	Creation Date	Sent/Received Date	Size (bytes)
117	OUT	03/11/2022 16:02	Feb 22 2023 2:28PM	1213
116	IN	03/11/2022 15:02	Nov 3 2022 4:01PM	1213
115	OUT	03/11/2022 15:00	Nov 3 2022 3:01PM	1213
114	IN	03/11/2022 14:00	Nov 3 2022 2:59PM	2824
113	OUT	03/11/2022 13:59	Nov 3 2022 1:59PM	2743
112	IN	03/11/2022 13:00	Nov 3 2022 1:04PM	58791

1-50 of 117 items

Activate Windows Go to Settings to activate Windows.

Order number:	Synchronisation packages are assigned successive numbers and are only loaded if the number of the synchronisation package follows the number of the previous synchronisation package.
Package Direction:	OUT: the package is sent to the other location. IN: the package is received from the other location.
Creation Date:	The date that the synchronisation package was created at the other location. Changes in MXSuite have been processed in the synchronisation package through to this date.
Sent/Received Date:	The synchronisation package was sent from or received at the current location at this time and date. If a synchronisation package is resent by means of the button Export last , the date will be updated.
Size (bytes)	This is the size of the synchronisation package in bytes. If a package is approximately 1200 bytes in size, the package will be empty.