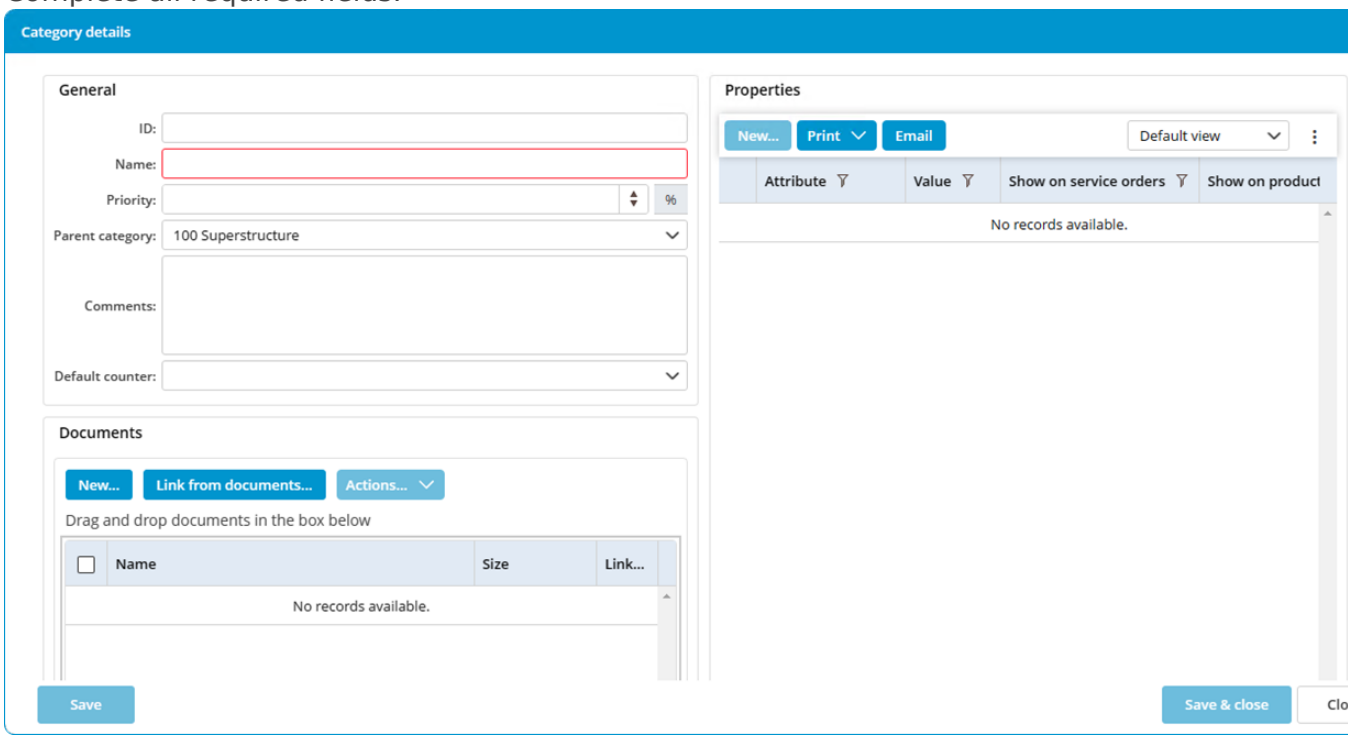
Assets general

In the Assets module a category list is used to categorize all equipment. Also all details of the assets and photo's can be saved per category.

- How do I create a new category?
- How do I hide categories and make them visible?
- How do I search for a category?
- Safety critical and/or operational critical?
- How do I add photos to a category?
- How do I copy or move photos between categories?
- How do I change the order of a category, group or task?
- How do I add a detail to a category?
- How do I reorder the details?

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 **Save & close**.

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

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 been 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.

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.

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

Safety critical and/or operational critical?

MXSuite allows you to mark a category as critical. MXSuite offers the option to filter all tasks based on criticality. Using that, the worklist can be filtered on critical equipment.

There are 2 types of critical marks:

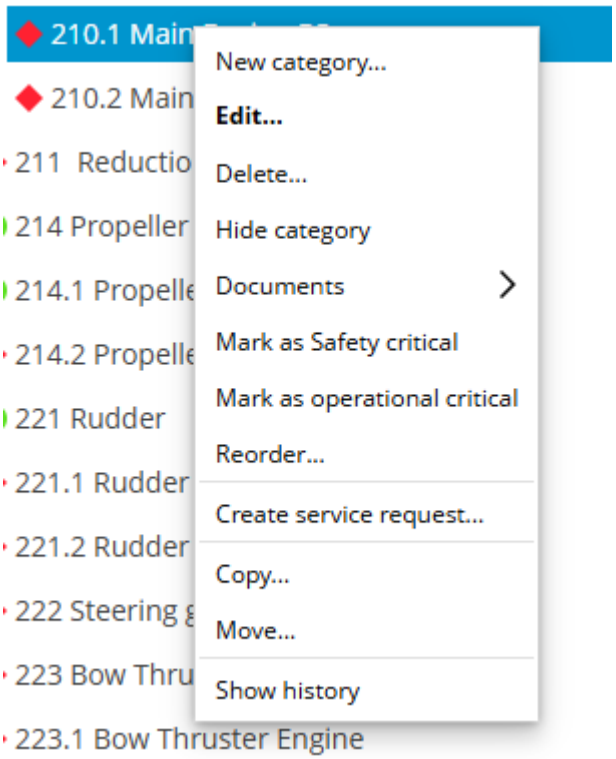
1. Safety critical: this is used to mark a category (equipment) as safety for ISM / class, such as a main engine.
2. Operational critical: this is to mark a category (equipment) as safety for operational use, such as a towing winch.

There are different icons used to indicate critical categories:

Icon	Explanation
	The category is marked as **safety critical**.
	The category is marked as **operational critical**.
	The category is marked as **safety critical** and **operational critical.**

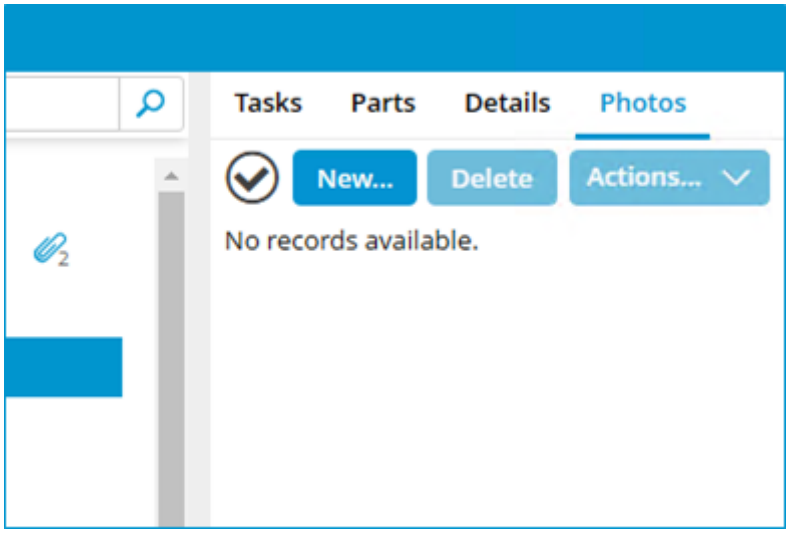
To mark a category as critical:

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

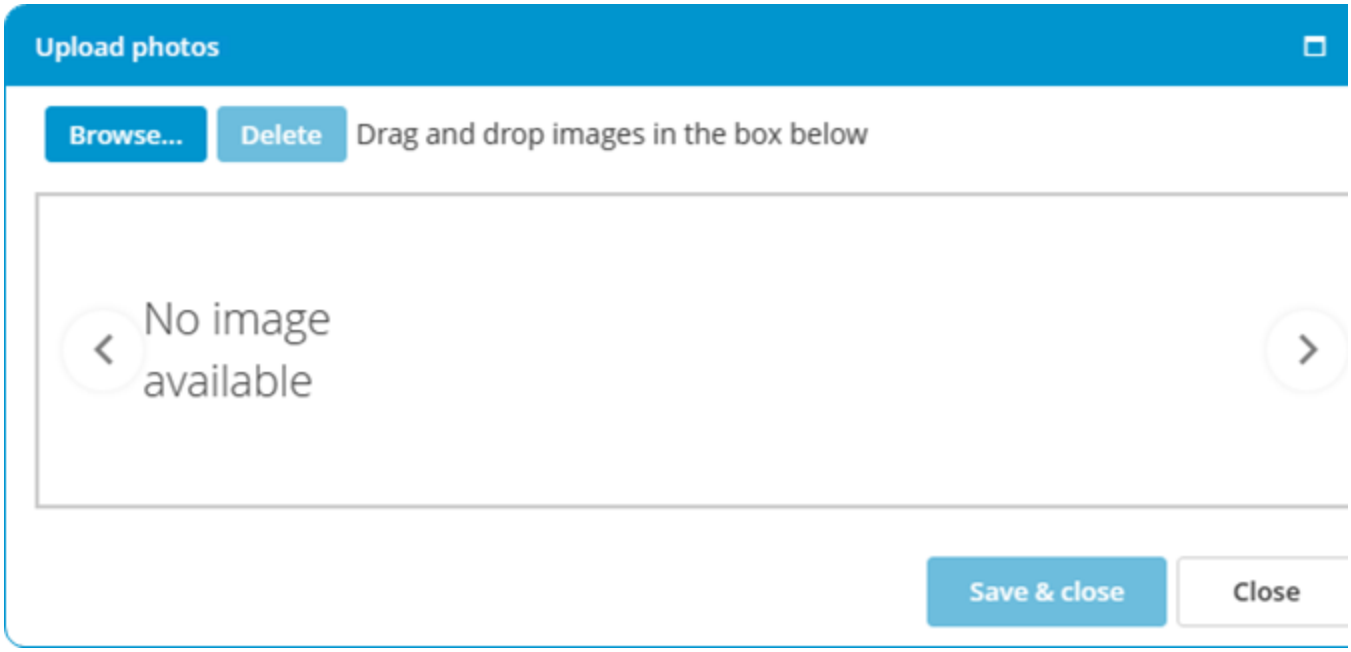


How do I add photos to a category?

1. Open the tab **Photos** on a category
2. Click on **New...**



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

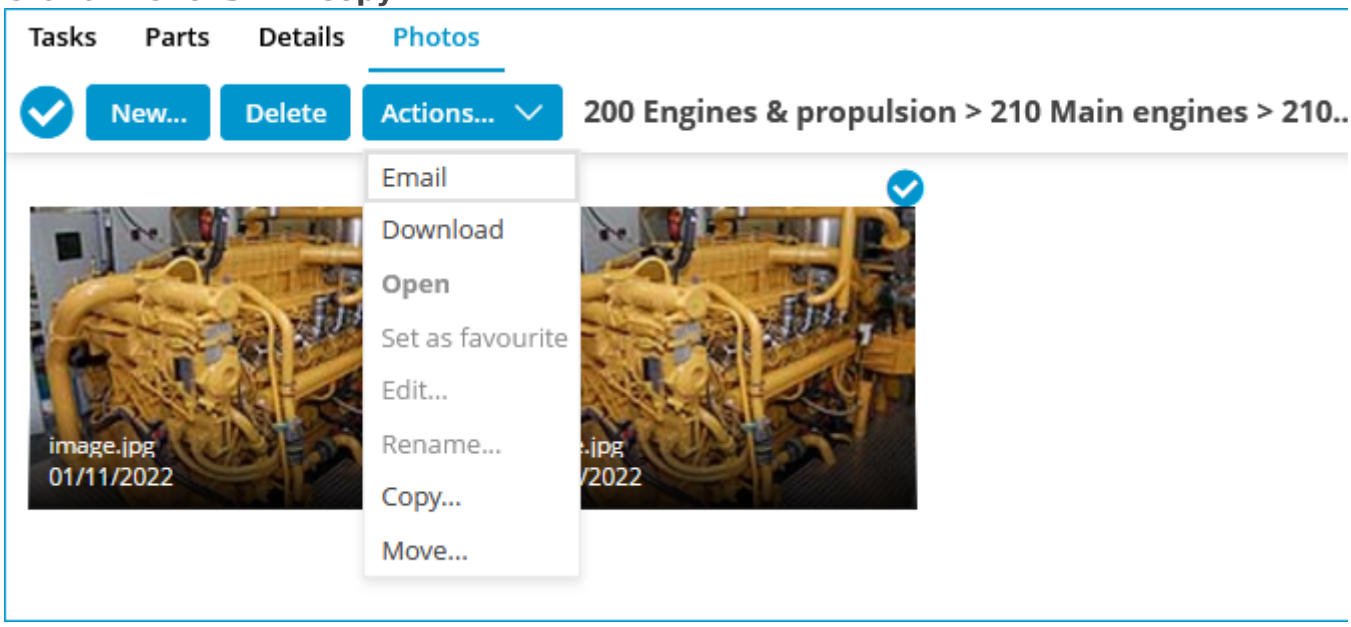


4. Select the images.
5. Click on **Save & close.**

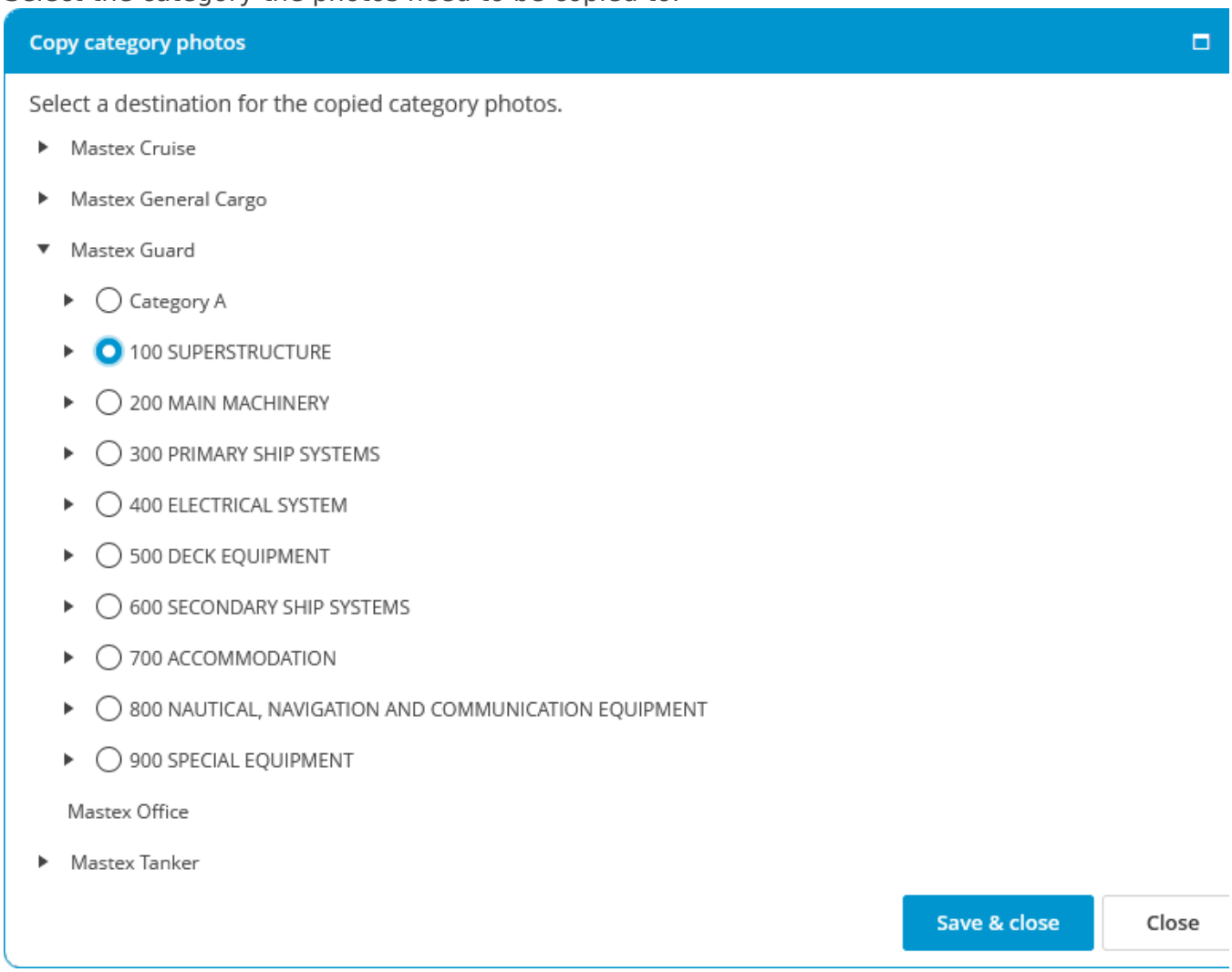
> Permitted image formats are: .BMP .DIB .RLE .JPG .JPEG .JPE .JFIF .GIF .TIF .TIFF .PNG

How do I copy or move photos between categories?

1. Select the photos you want to copy.
2. Click on **Actions... > Copy.**



3. Select the category the photos need to be copied to.



4. Click **Save & Close**.

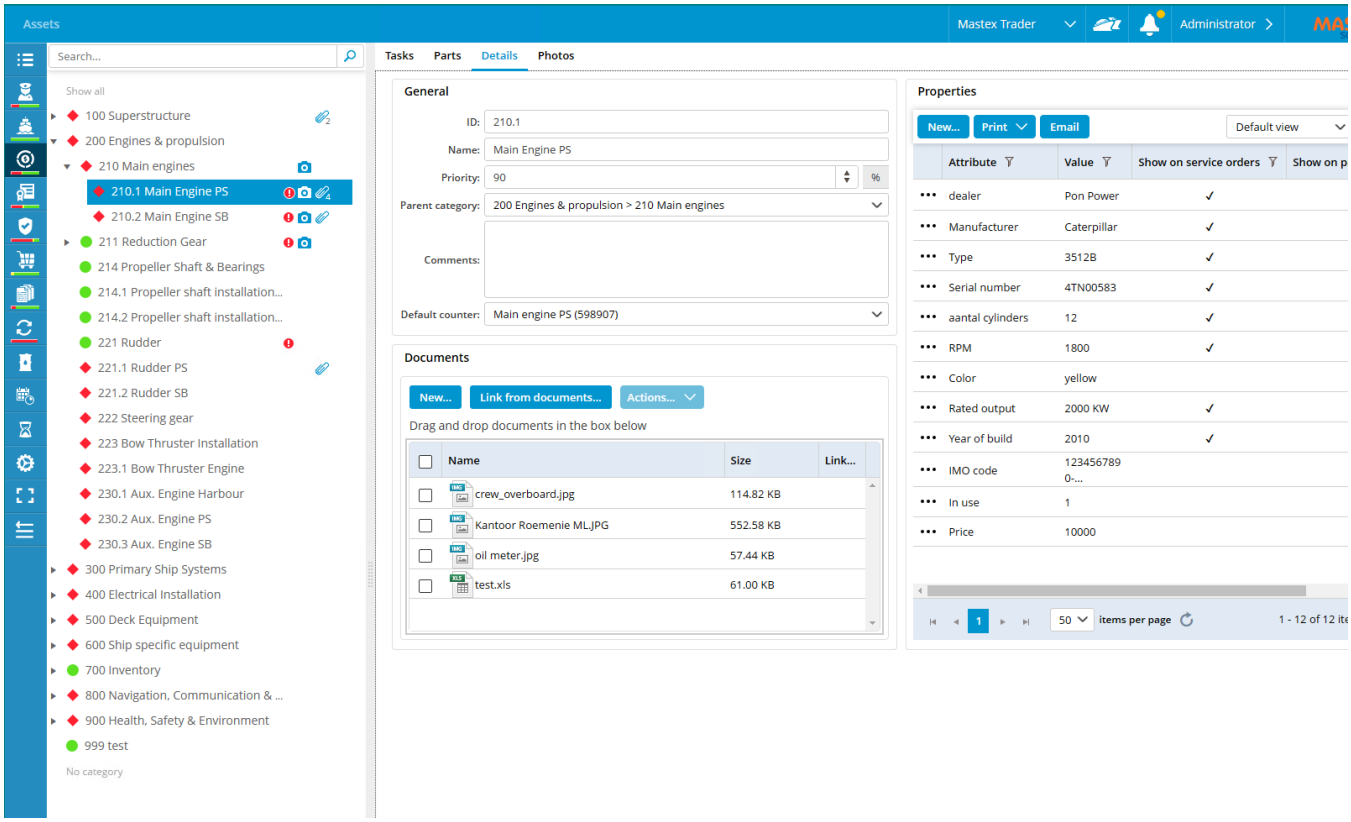
How do I change the order of a category, group or task?

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

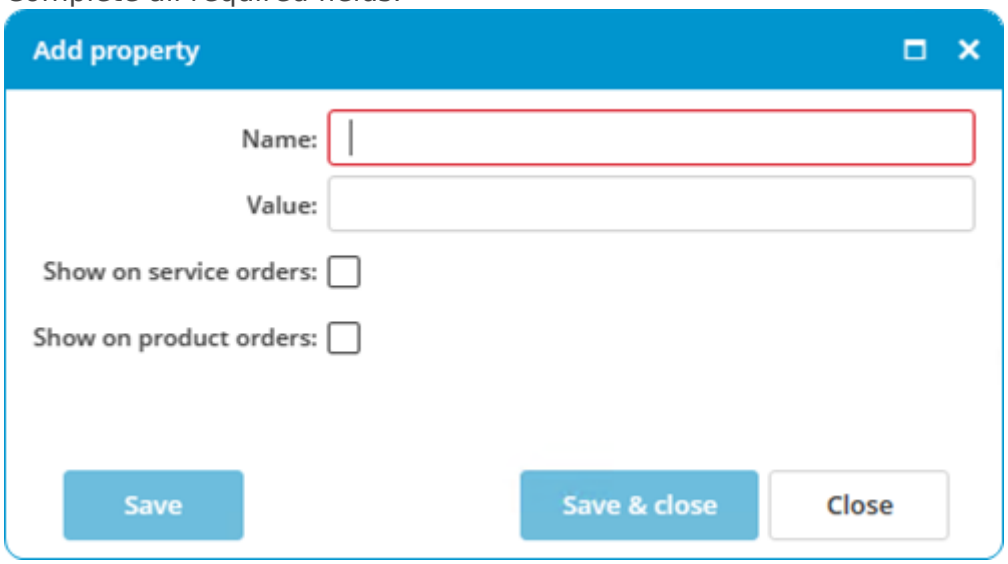
1. Right-click on a category, group or task and select **Reorder...**
2. Select a line and use **Move up** and **Move down** to change the order.
3. Click on **Save & close.**

How do I add a detail to a category?

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



3. Within the properties area, click **New...**
4. Complete all required fields.

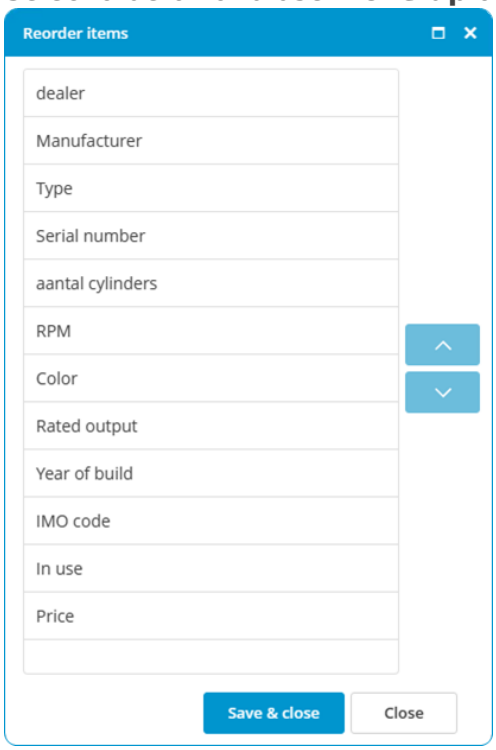


5. Click on **Save & close.**

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.

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.



3. Click on **Save & close.**