

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.

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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.

The screenshot shows the 'Category details' form with the following sections:

- General:** ID: (empty), Name: (empty, highlighted with a red border), Priority: (empty), Parent category: 100 Superstructure (dropdown), Comments: (empty), Default counter: (empty).
- Documents:** New... (button), Link from documents... (button), Actions... (dropdown), Drag and drop documents in the box below, table with columns Name, Size, Link... (empty), No records available.
- Properties:** New... (button), Print (dropdown), Email (button), Default view (dropdown), Attribute (dropdown), Value (dropdown), Show on service orders (dropdown), Show on product (dropdown), No records available.

Buttons: Save (bottom left), Save & close (bottom right), Clo (bottom right).

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.

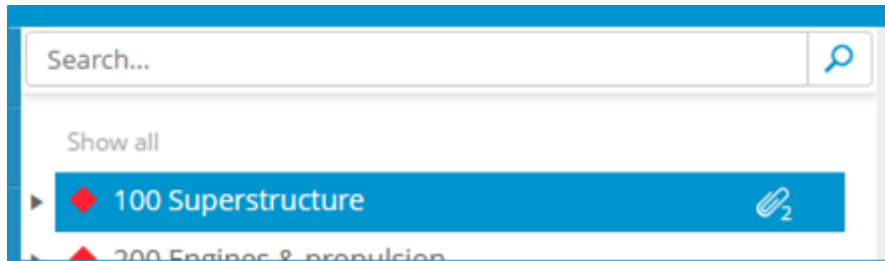
Make a category visible:


This is only possible when the remark **Some categories are hidden** can 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.

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:

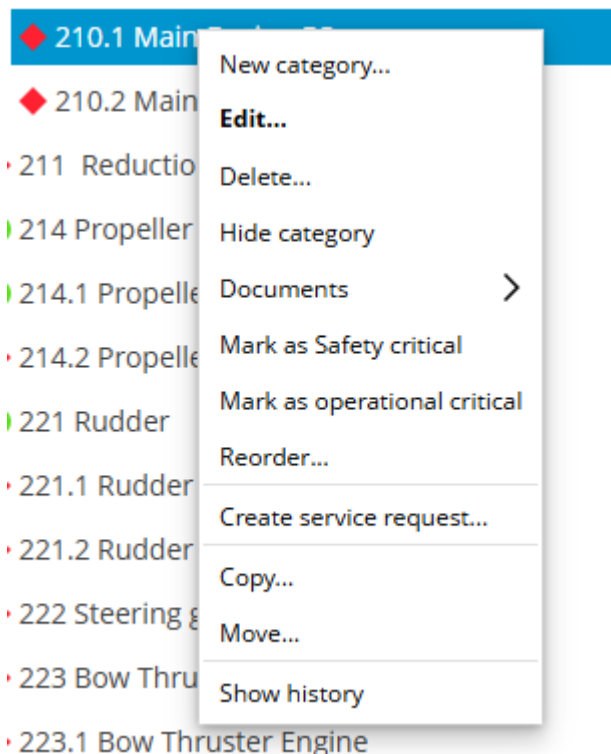
1. Safety critical: this is used to mark a category (equipment) as safety for ISM / class, such as a main engine.
2. Operational critical: this is to mark a category (equipment) as safety for operational use, such as a towing winch.

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 .

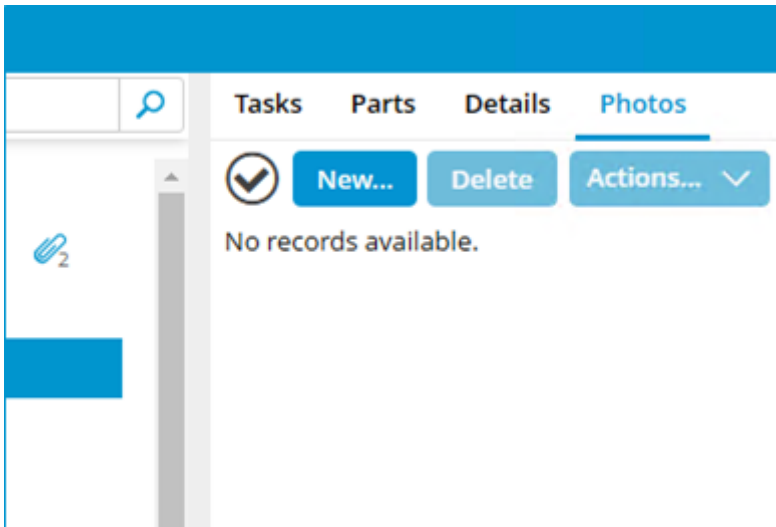
To mark a category as critical:

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

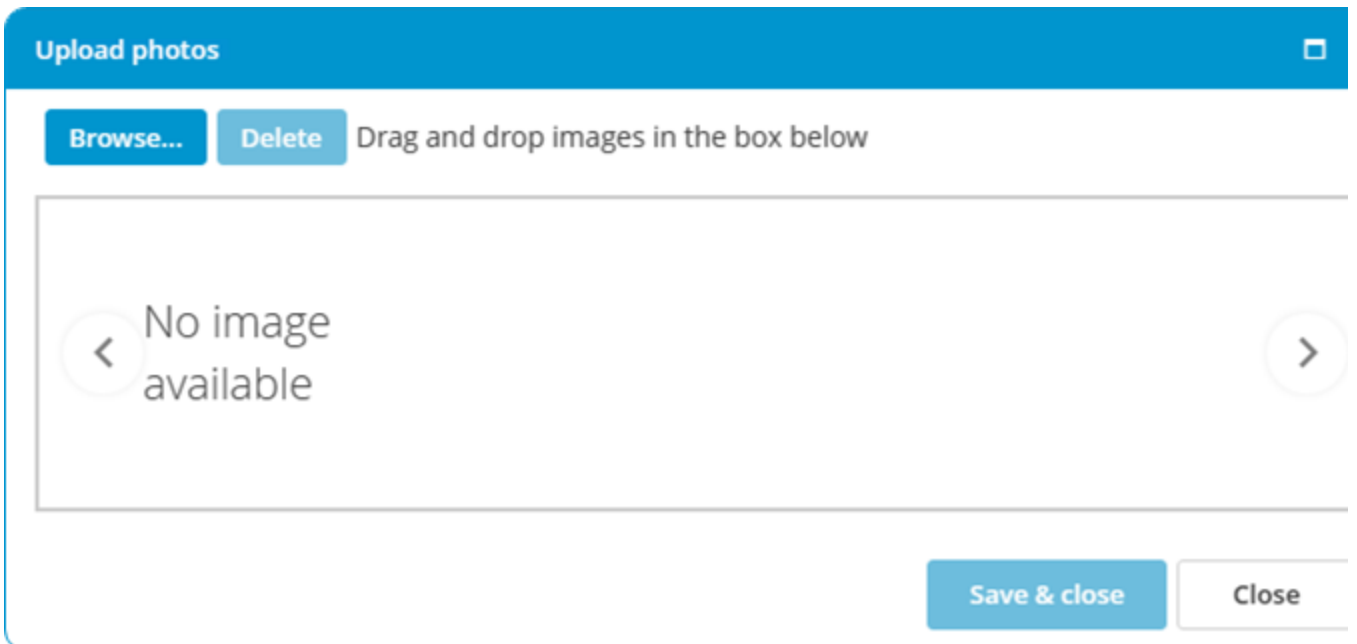


How do I add photos to a category?

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



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

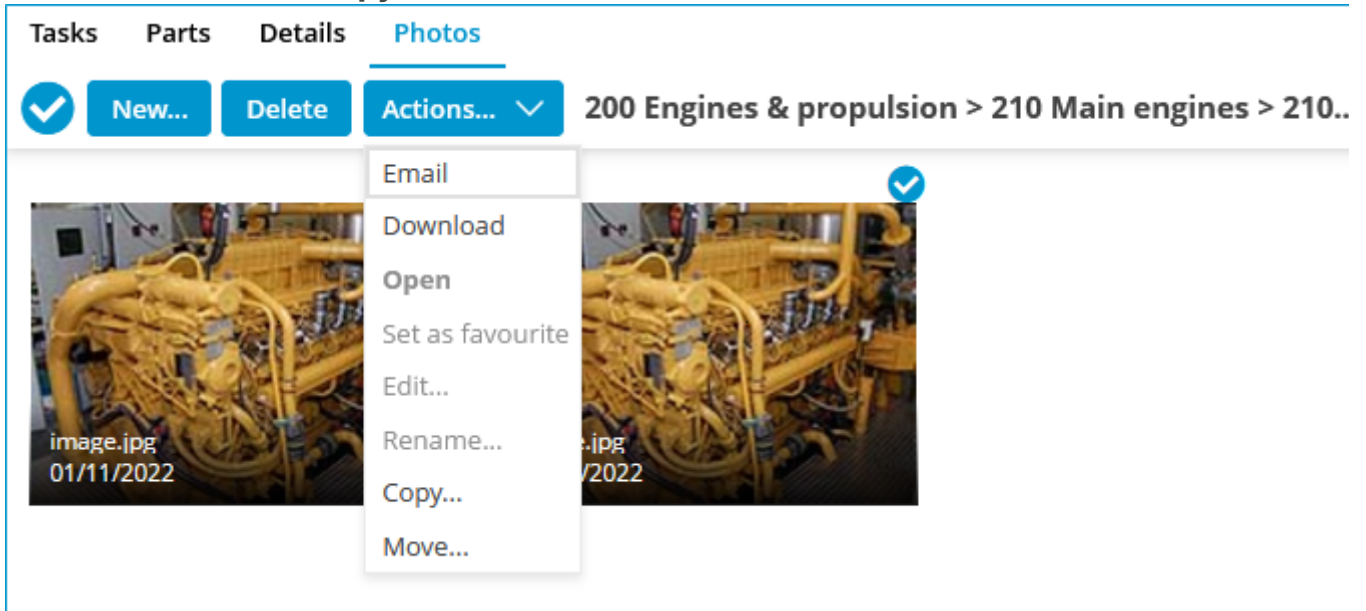


4. Select the images.
5. Click on **Save & close.**

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.

Copy category photos □

Select a destination for the copied category photos.

- ▶ Mastex Cruise
- ▶ Mastex General Cargo
- ▼ Mastex Guard
 - ▶ Category A
 - ▶ 100 SUPERSTRUCTURE
 - ▶ 200 MAIN MACHINERY
 - ▶ 300 PRIMARY SHIP SYSTEMS
 - ▶ 400 ELECTRICAL SYSTEM
 - ▶ 500 DECK EQUIPMENT
 - ▶ 600 SECONDARY SHIP SYSTEMS
 - ▶ 700 ACCOMMODATION
 - ▶ 800 NAUTICAL, NAVIGATION AND COMMUNICATION EQUIPMENT
 - ▶ 900 SPECIAL EQUIPMENT
- Mastex Office
- ▶ Mastex Tanker

Save & close **Close**

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**.

The screenshot displays the Mastex Trader software interface. On the left, a tree structure shows various categories, with '210.1 Main Engine PS' selected. The main area is divided into three panels: 'General', 'Documents', and 'Properties'. The 'General' panel shows fields for ID (210.1), Name (Main Engine PS), Priority (90), Parent category (200 Engines & propulsion > 210 Main engines), and Default counter (Main engine PS (598907)). The 'Documents' panel shows a list of documents with columns for Name, Size, and Link... The 'Properties' panel shows a table of attributes and values.

Attribute	Value	Show on service orders	Show on p
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 0...		
In use	1		
Price	10000		

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

The screenshot shows a dialog box titled 'Add property'. It has a blue header with a close button. The dialog contains the following fields and controls:

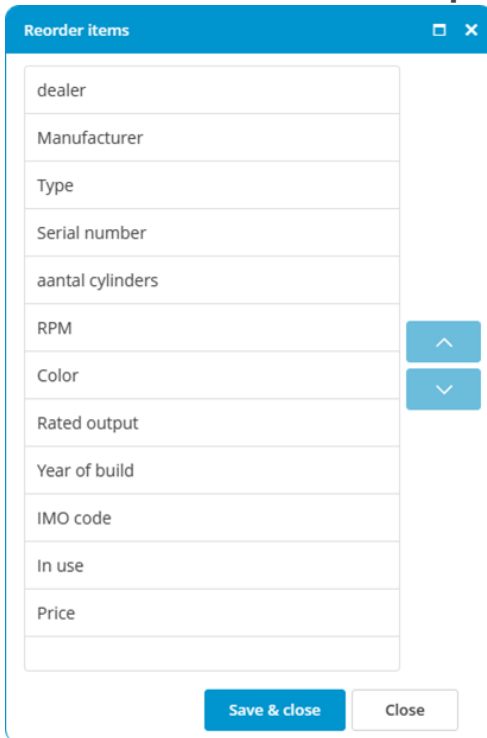
- Name:** A text input field with a red border.
- Value:** A text input field.
- Show on service orders:** A checkbox.
- Show on product orders:** A checkbox.
- At the bottom, there are three buttons: **Save**, **Save & close**, and **Close**.

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.**