

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.

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

- General**: Fields for ID, Name (highlighted with a red border), Priority (with a percentage sign), Parent category (set to '100 Superstructure'), Comments, and Default counter.
- Documents**: Includes buttons for 'New...', 'Link from documents...', and 'Actions...'. Below is a table with columns 'Name', 'Size', and 'Link...'. The table is empty with the message 'No records available.'.
- Properties**: Includes buttons for 'New...', 'Print', and 'Email'. Below is a table with columns 'Attribute', 'Value', 'Show on service orders', and 'Show on product'. The table is empty with the message 'No records available.'.

At the bottom of the form are buttons for 'Save', 'Save & close', and 'Close'.

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.

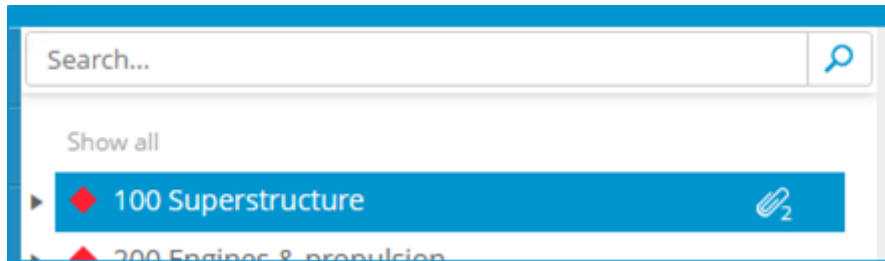
Make a category visible:


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:

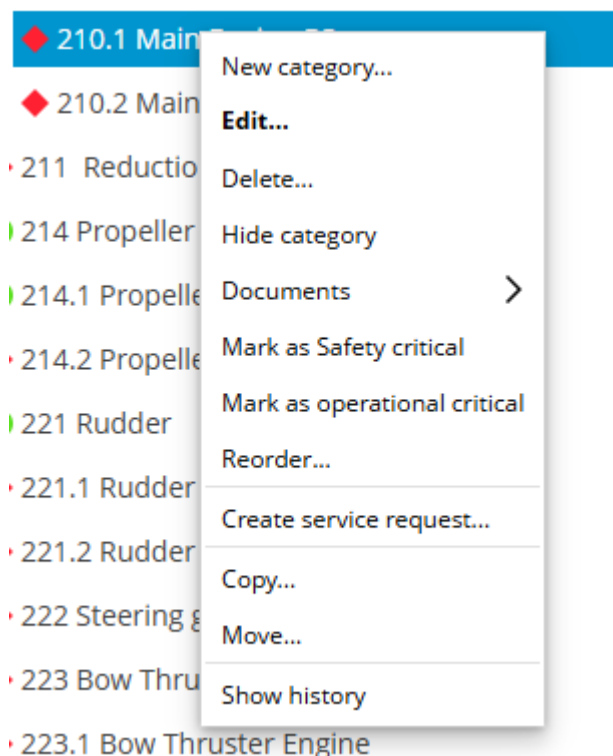
1. Safety critical: this is used to mark a category (equipment) as safety for ISM / class, such as a main engine.
2. Operational critical: this is to mark a category (equipment) as safety for operational use, such as a towing winch.

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 .

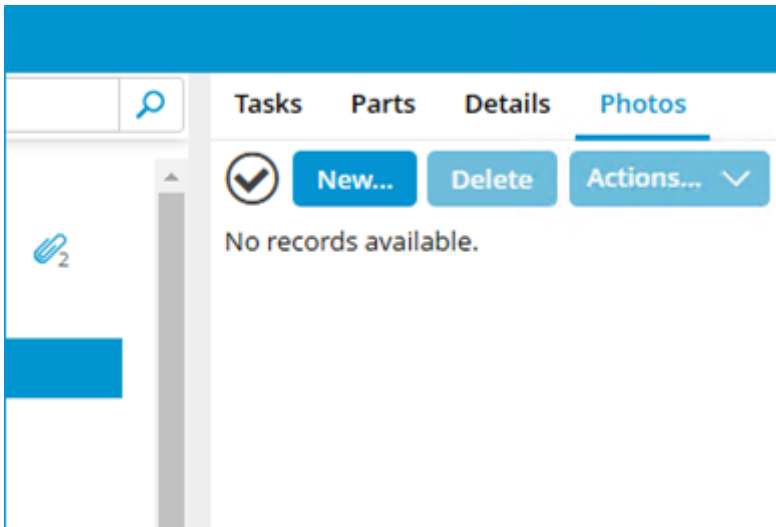
To mark a category as critical:

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

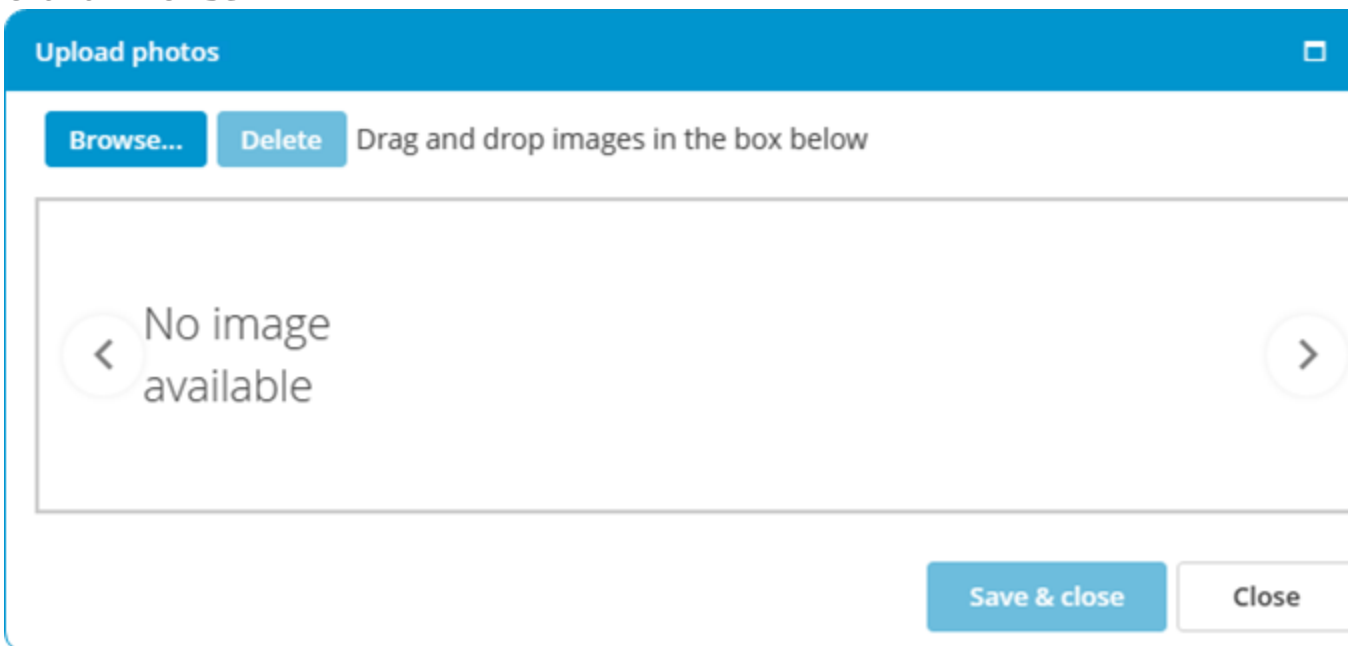


How do I add photos to a category?

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



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

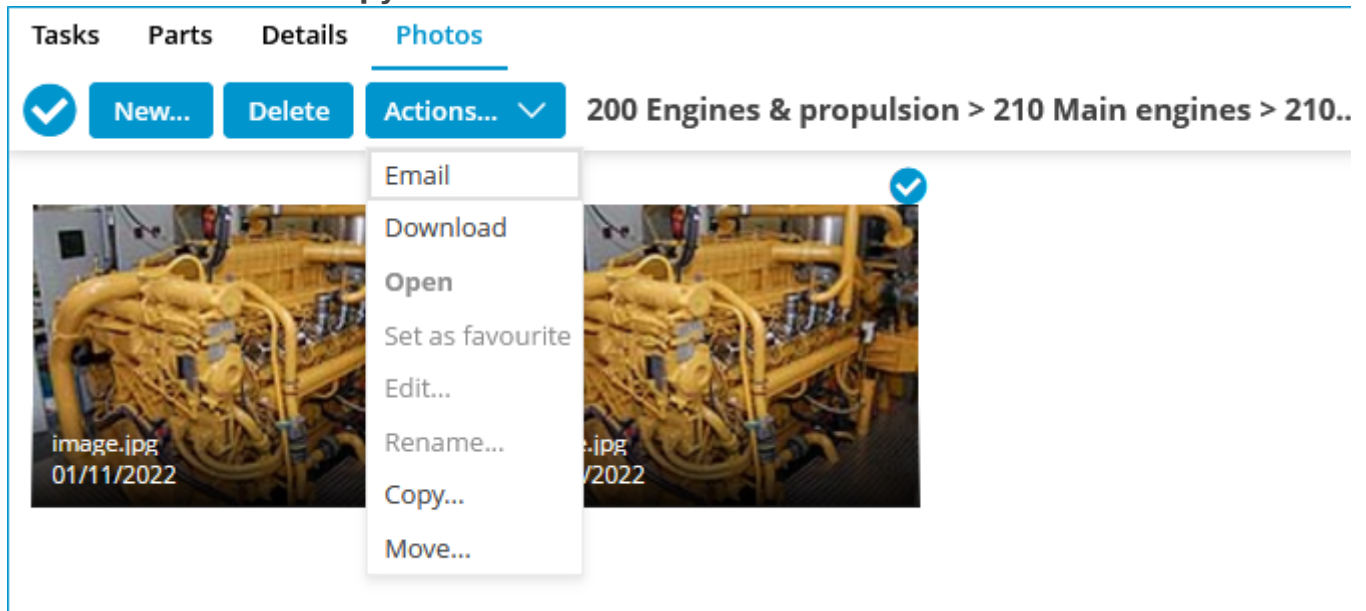


4. Select the images.
5. Click on **Save & close.**

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 shows the Mastex Trader software interface. On the left is a tree structure of assets. The 'Details' tab is selected, showing a form for 'Main Engine PS'. The 'General' section includes 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)). Below this is a 'Documents' section with a table of linked documents. On the right is a 'Properties' section with a table of attributes and values.

Attribute	Value	Show on service orders	Show on product orders
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		

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

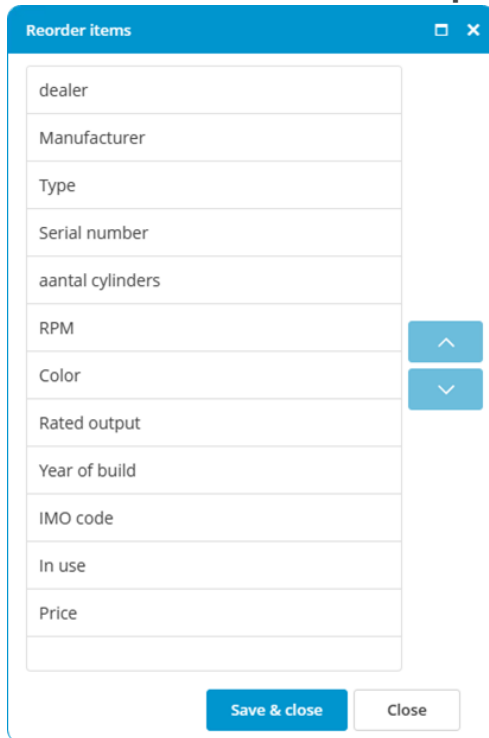
The 'Add property' dialog box is shown. It has a blue header with the title 'Add property'. Below the header are two input fields: 'Name:' and 'Value:'. There are two checkboxes: 'Show on service orders:' and 'Show on product orders:'. At the bottom are three buttons: 'Save', 'Save & close', and 'Close'.

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.



The image shows a 'Reorder items' dialog box with a blue header bar containing a close button. Inside, a list of attributes is shown in a table-like structure. The attributes are: dealer, Manufacturer, Type, Serial number, aantal cylinders, RPM, Color, Rated output, Year of build, IMO code, In use, and Price. To the right of the 'RPM' and 'Color' rows are two blue buttons with white arrows: an upward arrow for 'RPM' and a downward arrow for 'Color'. 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 **Save & close**.