

# Crewing

The module Crewing is used to keep track of all crew data. It can be used to make schedules, keep track of work and rest hours, ensure safe manning practices, and more.

- [Crewing Basic vs Standard](#)
- [How do I add a new employee?](#)
- [What is the use of the field email for expiry?](#)
- [How do I know which of my employee's documents are about to expire?](#)
- [How do I create an appraisal?](#)
- [How do I fill the work- and rest hours?](#)
- [How do I accept the filled work- and rest hours?](#)
- [What do the colours in the work-rest hours mean?](#)
- [How do I add a comment to work- and rest hours?](#)
- [How do I make a planning?](#)
- [What do the colours mean in the planning?](#)
- [How do I register that an employee is not available?](#)
- [How do I add a note for an employee?](#)
- [When and how do I add a historical planning?](#)
- [How do I create a crew list?](#)

# Crewing Basic vs Standard

	Basic	Standard
General crew details	✓	✓
Work- rest hour registration	✓	✓
Next of kin registration	✓	✓
IMO crew list	✓	✓
Show all completed safety drills per crew member	✓	✓
Crew cash advances	✗	✓
Safe manning Checks	✗	✓
Planning	✗	✓
Crew history	✗	✓

# How do I add a new employee?


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

**Employee basic details** □ ×

**First name:**

**Prefix:**

**Last name:**

**Date of birth:**  
 

**Gender:**

**Nationality:**

**Rank:**

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

3. Click on **Save & close**
4. The employee has now been added, but you probably still need to enter additional information in the additional tabs
5. Click on **Save**

# What is the use of the field email for expiry?

In the tab General you can enter an email address for expiry.

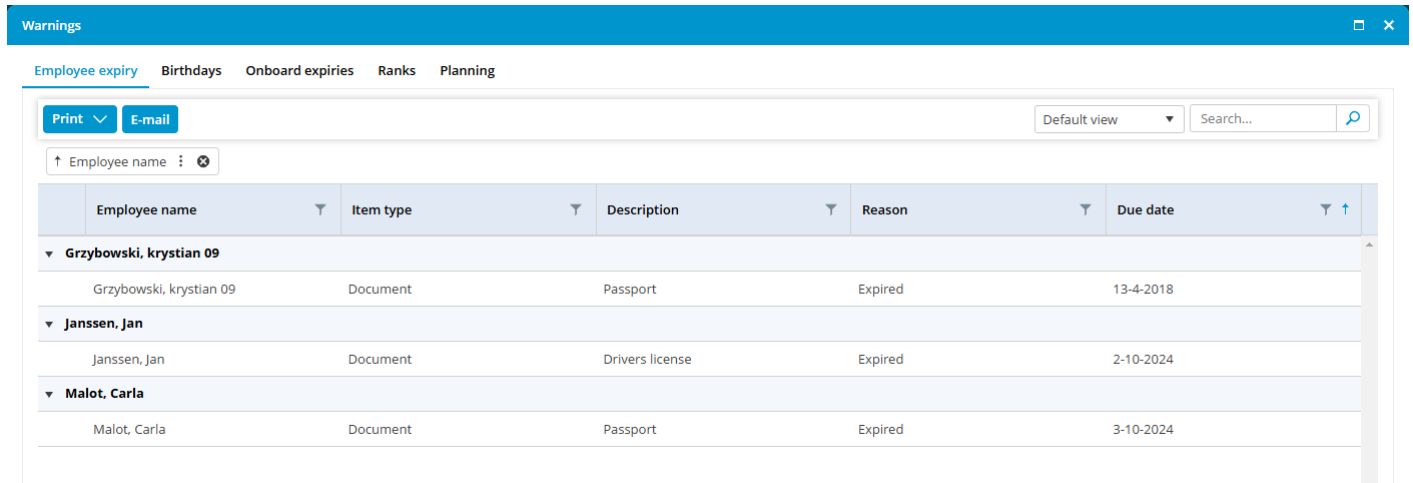
**E-mail for expiry:**

When an education, document or medical is about to expire, MXSuite will automatically send a notification email to the specified email address. The email will contain an overview of all available data that has expired or is about to expire.

In the configuration of the crewing module, also an office email address can be given. A copy of the notification email will be sent also to this email address.

# How do I know which of my employee's documents are about to expire?

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



Employee name	Item type	Description	Reason	Due date
<b>Grzybowski, krystian 09</b>				
Grzybowski, krystian 09	Document	Passport	Expired	13-4-2018
<b>Janssen, Jan</b>				
Janssen, Jan	Document	Drivers license	Expired	2-10-2024
<b>Malot, Carla</b>				
Malot, Carla	Document	Passport	Expired	3-10-2024

## Tabs:

**Employee expiry:** This provides an overview of the employee's expired documents.

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

**Onboard expiries:** This shows the expired documents of employees who are currently planned to be on board.

**Ranks:** This shows the employees 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.

# How do I create an appraisal?

1. Select the employee
2. Click on the tab **Appraisal**
3. Click on **New...**
4. Select the type of appraisal you want to complete from the available templates

Available templates □

Evaluation templ... Search... 🔍

↑ rankGroup ⋮ ✕

Description	🔼 ↑
▼ <b>Master all ships</b>	
Evaluation Engineers	
▼ <b>Other ranks</b>	
Simple evaluation	

5. Click on **Save & close**
6. Complete the form
7. Click on **Save & close**

# How do I fill the work- and rest hours?

The tab **Work/rest hours** displays a monthly overview of the work and rest hours of the relevant person.

Default Work/Rest hours... Print Month: Nov Year: 2024 Approve ⓘ

Hours	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Hours of rest in 24-hour period	Worked hours	Overtime	Location	Active regime	Comment
01/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
02/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex) ⓘ	
03/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex) ⓘ	
04/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
05/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
06/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
07/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex) ⓘ	
08/11/2024																								24					
09/11/2024																								24					
10/11/2024																								24					
11/11/2024																								24					
12/11/2024																								24					
13/11/2024																								24					
14/11/2024																								24					
15/11/2024																								24					

When a box (half-hour) is selected, this is considered as time worked. All empty boxes are therefore rest hours. The values in the fields work/rest hours and overtime hours are calculated automatically but can be edited by someone with sufficient user rights. The value will be recalculated once the number of hours worked is changed.

The overtime hours are calculated as follows:

- Working more than X hours per day
- Working on a weekend
- Working on a holiday

When the hours are entered in the office version, it is assumed that the hours were worked on the ship selected at the top of MXSuite.

The work and rest hours will be checked against the actual work regime. If these do not meet the legal requirements, the corresponding period will be marked in orange. If you hover over the circle with the exclamation mark on an orange line, a notification will appear explaining why this line is orange.

# How do I accept the filled work- and rest hours?

The work- and rest hour sheet can be approved by someone who has the proper user rights.

To approve the work- rest hour sheet for the month:

1. Select the employee and correct month you want to approve
2. Click on **Approve**
3. A message appears on top of the work- rest hour sheet:

Approved by Administrator at 03/12/2024 ⓘ [Reset approval](#)

4. The work- rest hour sheet is approved and cannot be edited by the employee

When you click at the blue i-icon, you get an overview of the approvals and reset approvals:

Location	User	Operation	Performed by office	Date
Mastex Trader	Administrator	Approved	✓	03/12/2024 11:16
Mastex Trader	Administrator	Approval reset	✓	18/11/2024 14:30
Mastex Trader	Administrator	Approved	✓	18/11/2024 14:30

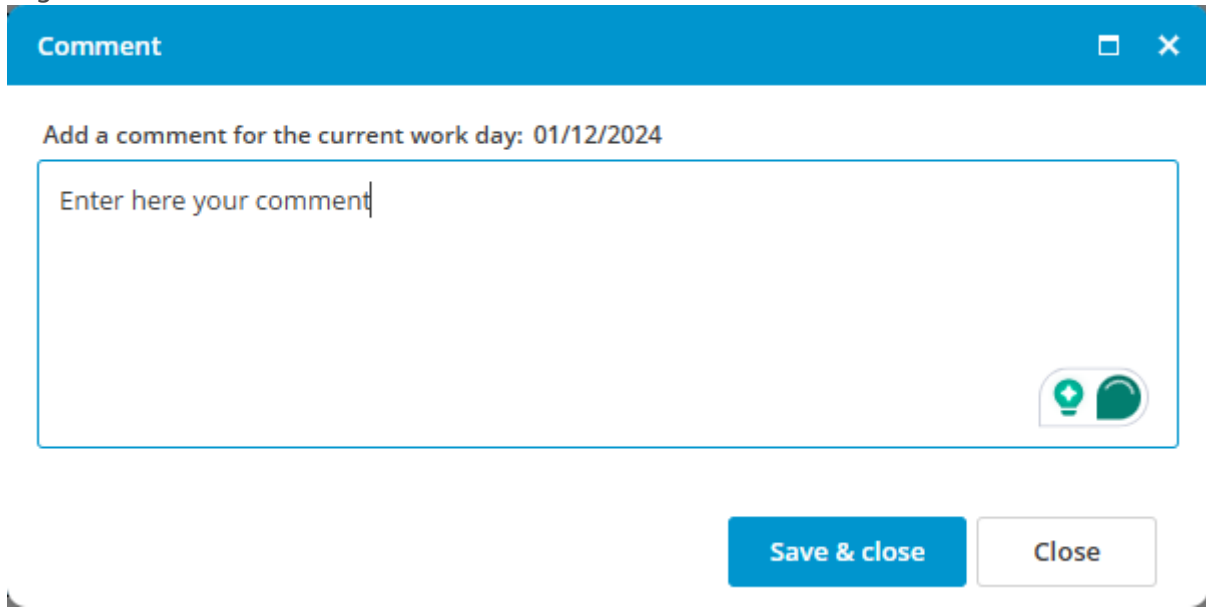
To re-open an approved work- rest hour sheet:

1. Select the employee and correct month you want to re-open
2. Click on **Reset approval**
3. The work- rest hour sheet can be edited again now by the employee



# How do I add a comment to work- and rest hours?

1. Right-click on a date and select **Comment...**



Comment

Add a comment for the current work day: 01/12/2024

Enter here your comment

Save & close Close

2. Enter the comment and click on **Save & close**

Another option is to enter the comment in the last column of the work- and rest hour page.

Location	Active regime	Comment
Mastex Trader	ILO Rest (flex) ⓘ	Enter here your comment
Mastex Trader	ILO Rest (flex) ⓘ	



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

With the function **Save & Recurring** it is possible to create a recurring schedule

**Planning details** □ ×

Repeat each:

▲ ▼  ▼

Repeat this planning item until the selected end:

End after

▲ ▼

End at

📅

4. Enter the fields for recurring schedules and click on **Save & close**

If an employee cannot be scheduled on a specific ship, make sure the ship has been listed as one of the employee's preferred ships.

# What do the colours mean in the planning?

When safe manning does not require a certain rank to be scheduled, this rank will be displayed as a white line.

A red line indicates that this rank is required according to the safe manning, but has not yet been scheduled.

	Aug		Sep			Oct			Nov			Dec			2025													
	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	
▼ Mastex Trader <span style="color:red">●</span>																												
Master all ships (1)	Pepijn J ▲		del Carmen M ▲			Pepijn J ▲			unplanned			unplanned																
Chief Mate <500GT (1)	Bakker A ▲																											
Nav. watch officer (2)	▲	Dupre M ▲		van Driel P ▲			van Driel P ▲			Brown M.L. ▲																		
Nav. watch officer (1)	van Driel P ▲		unplanned																									
A/B (1)																												
Chief engineer (1)	Hofman J ▲		Valentin J ▲			unplanned			Hofman J ▲			Valentin J ▲			unplanned													

# How do I register that an employee is not available?

An employee can be registered as unavailable for planning using a note.

1. Select the employee
2. Click on the tab **Activities**
3. Click on **New** and select **New note**

**Note details** □

**Subject:**

**Date:** 03/12/2024 16:41

**Due date:**


**Warning period:**

**Unavailable from:**

**Unavailable to:**

**Reason:**

**Status:**

**Digital copy:** 

**Remarks:**

4. Complete all required fields
5. Enter the date from when the employee is unavailable for planning
6. Enter the date until the employee is unavailable for planning
7. Select a **reason**

8. Click on **Save & close**

# How do I add a note for an employee?

1. Select the employee
2. Click on the tab **Activities**
3. Click on **New** and select **New note**

**Note details** □

Subject:

Date: 03/12/2024 16:41

Due date:


Warning period:

Unavailable from:

Unavailable to:

Reason:

Status:

Digital copy: 

Remarks:

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

# When and how do I add a historical planning?

To get an idea of someone's experience level, it can be useful to add the accumulated sailing history. To do so, use the option of historical planning. Follow the steps to add a historical planning:

1. Select the crew member
2. Click on the tab Activities
3. Click on **New** and select **New archive**

The screenshot shows a web-based form titled "Archive details" with a "General" tab. The form is split into two columns: "Signed on" and "Signed off".

- Signed on section:**
  - Vessel: [Empty text field]
  - Crew change: [Dropdown menu]
  - Sign on date: [Text field with placeholder "day/month/year hour:minute" and a calendar icon]
  - Travel days: [Text field with value "0" and a spinner]
  - Country: [Text field with search and close icons]
  - Port: [Text field with search and close icons]
  - Note: [Large text area]
- Signed off section:**
  - Rank: [Text field]
  - Crew change: [Dropdown menu]
  - Signed off date: [Text field with placeholder "day/month/year hour:minute" and a calendar icon]
  - Travel days: [Text field with value "0" and a spinner]
  - Country: [Text field with search and close icons]
  - Port: [Text field with search and close icons]
  - Note: [Large text area]

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

4. Complete all required fields
5. Unlike normal planning, which involves selecting a ship from the available ships in the license, this option allows you to enter the name of any ship
6. Click on **Save & close**

# How do I create a crew list?

1. Click on **Crew list**
2. Select the crew to display on the Crew list

Select crew members

Other crew members

Default view Search...

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

<input type="checkbox"/>	Last name	First name	Rank
<input checked="" type="checkbox"/>	Bakker	Amber	Chief Mate
<input type="checkbox"/>	Brown	Michael	Master all
<input type="checkbox"/>	del Carmen	Maria	Master all
<input type="checkbox"/>	Dupre	Marc	Master all
<input type="checkbox"/>	Friedman	Susan	Guest
<input type="checkbox"/>	Hofman	John	Chief engi
<input type="checkbox"/>	Opsala	Iulia	A/B Motor
<input type="checkbox"/>	Pepijn	Jack	Master all
<input type="checkbox"/>	Plezier	Piet	Master <3
<input type="checkbox"/>	Salmon	Jonathan	Chief engi
<input type="checkbox"/>	test	test	Master all
<input type="checkbox"/>	van Driel	Peter	Nav. watch
<input type="checkbox"/>	van Driel	Richard	Master all

Crew members on the crew list

Clear Add current crew

<input type="checkbox"/>	Last name	First name	Rank
<input type="checkbox"/>	Anderson	Brian	Master all
<input type="checkbox"/>	Valentin	Jon	Chief engi
<input checked="" type="checkbox"/>	DuCloud	Jean	Deck mate

1 50 items per page 1 - 13 of 13 items

1 50 items per page 1 - 3 of 3 items

Print Clo

3. Click on **Print**

4. Select the necessary data in the right-hand column

Report viewer

Page 1 of 1
100%

### IMO CREW LIST

(IMO FAL Form 5)

Arrival
  Departure

1.1 Name of ship Mastex Trader				1.2 IMO Number IMO 12345678				1.3 Call sign ABCD		1.4 Voyage number	
2. Port of arrival/departure Algeria - Arzew				3. Date of arrival/departure 03/12/2024				4. Flag state of ship Netherlands		5. Last port of call Algeria - Alger	
6. No	7. Family name	8. Given names	9. Rank or rating	10. Nationality	11. Date of birth	12. Place of birth	13. Gender	14. Nature of identity document	15. Number of identity document	16. Issuing State of identity document	17. of id doc
1	Anderson	Brian	Master all ships	Dutch	31/05/1969	Amsterdam	Male				
2	Valentin	Jon	Chief engineer	Dutch	01/05/1970	Rotterdam	Male				
3	DuCloud	Jean	Deck mate	Dutch	06/03/1960	Alblasserdam	Male	Passport	gtrete		
18. Date and signature by master, authorized agent or officer 03/12/2024 Administrator											

Arrival/Departure  
 Arrival x

Last port of call  
 Algeria - Alger x

Port of arrival/departure  
 Algeria - Arzew x

Date of arrival/departure  
 12/3/2024 📅

Date  
 12/3/2024 📅

Current user name  
 Administrator

Close