

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.

Document category details

Name:

Parent category:

Custom attributes

ID:

No file selected.

Picture:

auto nr: 17

Visible for user groups

- ☒ Select all
- ☒ Technical Dep...
- ☒ Officer
- ☒ Captain
- ☒ Chief engineer
- ☒ Office
- ☒ Superintendent
- ☒ Engineers
- ☒ Crew WAV
- ☒ Administrator
- ☒ Only defects

Visible for locations

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

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 & close**.

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

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