

How do I obtain editing rights?

To prevent discrepancies in the content of a document, an editable document cannot be edited at multiple locations at the same time. This means it can either be edited in the office or on the ship. If the menu option **Edit document** is not available, editing rights must be requested.

1. Right-click on the document.
2. Select the option **Request edit**.

This request will be sent via synchronisation to the location that currently has editing rights. A subsequent synchronisation will accept the request and grant editing rights.

The location that adds the document in MXSuite has editing rights by default.

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