

Custom Properties and Word merge

In MXSuite

The fields that are available to merge to a Microsoft Word document, are defined in MXSuite. You can find these fields in:

- For the document module:

Administration > Documents > Custom Properties

Custom attributes categories	Custom attributes	MS Word Mail merge Exchange	Task statuses	User group roles	Task settings
New...	Print	E-mail			
Drag a column header and drop it here to group by that column					
	Attribute name		Name		
•••	Company Name		Company Name		
•••	Description		Document Description		
•••	Document Created By		Document Created By		
•••	Document Creation Date		Document Creation Date		
•••	Document Last Modified By		Document Last Modified By		
•••	Document Last Modified Date		Document Last Modified Date		
•••	Document Name		Document Name		
•••	Document Size		Document Size		
•••	ID		Document ID		
•••	User Name		User Name		
•••	Vessel Name		Vessel Name		
•••	Vessel Registration Number		Vessel Registration Number		

- For the crewing module:

Administration > Crewing > Contract Templates > Contract Custom Properties

or

Administration > Crewing > Contract Templates > Conformation of employment Custom Properties

Contract templates Education templates Document templates Medical templates Evaluation templates

Contract templates Contract custom attributes Contract custom properties

New... Print E-mail Default view

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

	Attribute name	Name
•••	Basic wage	Contract Basic wage
•••	Company Name	Company Name
•••	Currency	Contract Currency
•••	Document Created By	Document Created By
•••	Document Creation Date	Document Creation Date
•••	Document Last Modified By	Document Last Modified By
•••	Document Last Modified Date	Document Last Modified Date
•••	Document Name	Document Name
•••	Document Size	Document Size
•••	Employee Address	Employee Address
•••	Employee Banking Details	Employee Banking Details
•••	Employee Calling Name	Employee Calling Name
•••	Employee Closest Airport	Employee Closest Airport
•••	Employee Country Of Birth	Employee Country Of Birth
•••	Employee Date Of Birth	Employee Date Of Birth
•••	Employee Email Address	Employee Email Address
•••	Employee Email For Expiry	Employee Email For Expiry

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In Microsoft Word

Open the document in Microsoft Word and do the following.

1. Select **File**
2. Select **Info**
3. Click on the arrow right of **Properties**

4. Select **Advanced Properties**.

The screenshot shows the Microsoft Word interface with the 'Info' pane open. The document title is 'Arbeidsovereenkomst BTnieuw--(ENG)'. The 'Compatibility Mode' section is highlighted in yellow, indicating that some new features are disabled. The 'Advanced Properties' pane is open on the right, showing 'Total Editing Time' as 197 Minutes and 'Related People' including Peter Blau and Ana.

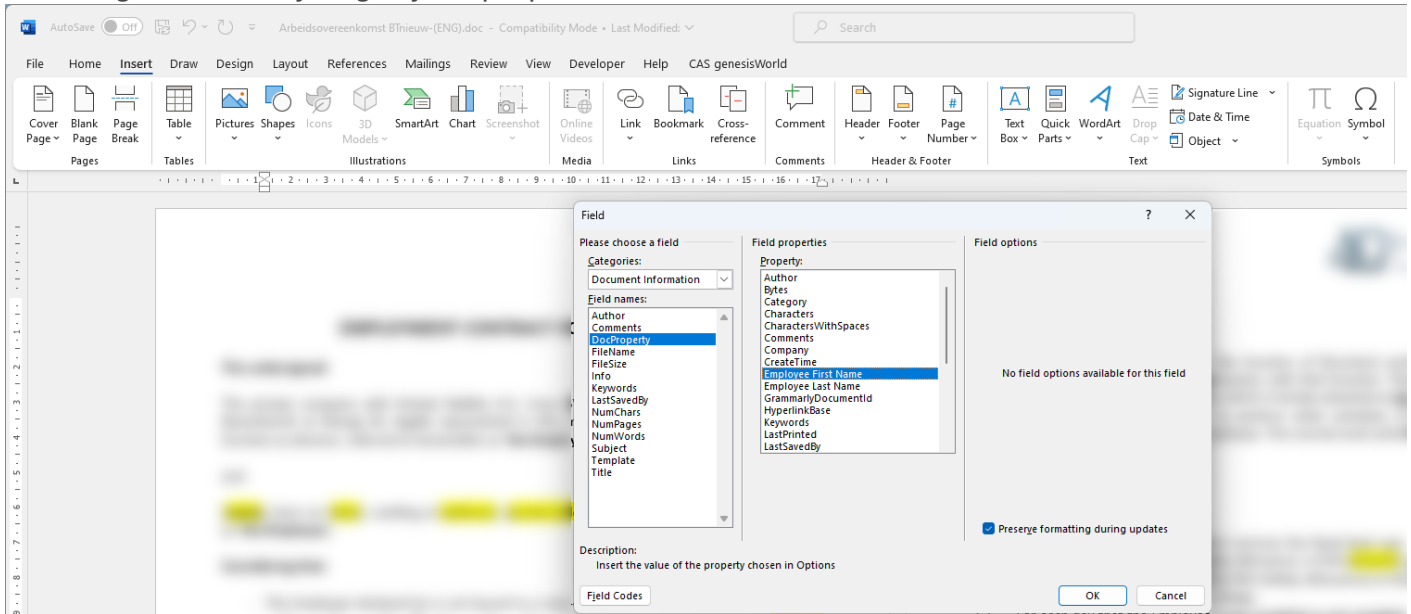
When the popup opens, select the **Custom** tab.

Add new text values with the same descriptions as defined in MS Word Mail merge Exchange. These fields are case sensitive so it needs to be used "Vessel Name" and not "vessel name".

In the content of the document

1. Select the tab **Insert**
2. Select **Quick Parts**
3. Select **Fields**
4. Choose the category: **Document information**
5. Select field name: **DocProperty**

In the right window, you get your properties.



At Vessel Name insert, automatically in MXSuite the name of the vessel is inserted in the document.

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