

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 categoriesCustom attributesMS Word Mail merge ExchangeTask statusesUser group rolesTask 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

1

50

items per page

1 - 48 of 48 items

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 'Info' tab for a document titled 'Arbeidsovereenkomst BTnieuw-(ENG)'. The document is located at 'http://localhost » documentsdav » 213b5e4b-0cef-4d5a-8556-56cce23e91da'. The 'Info' tab is selected in the left sidebar, which also shows options like Home, New, Open, Share, Get Add-ins, Save, Save As, Print, Export, Transform, and Close.

The main content area displays several document properties:

- Compatibility Mode:** A yellow box indicating that some new features are disabled to prevent problems when working with previous versions of Office. Converting the file will enable these features but may result in layout changes. A 'Convert' button is present.
- Protect Document:** Control what types of changes people can make to this document.
- Inspect Document:** Before publishing this file, be aware that it contains:
 - Document properties and author's name
 - Headers and footers
 - Custom XML data
 - Content that cannot be checked for accessibility issues because of the current file type
- Version History:** View and restore previous versions.
- Manage Document:** There are no unsaved changes.

On the right side, the 'Properties' dropdown menu is open, showing the 'Advanced Properties' tab selected. The 'Advanced Properties' section includes:

- Total Editing Time:** 197 Minutes
- Title:** Add a title
- Tags:** Add a tag
- Comments:** Add comments
- Related Dates:**
 - Last Modified: 28-3-2023 15:55
 - Created: 7-1-2016 10:23
 - Last Printed:
- Related People:**
 - Author: Peter Blau (PB) - Add an author
 - Last Modified By: Ana (A) - Add an author
- Related Documents:** Open File Location (HTML icon)
- [Show All Properties](#)

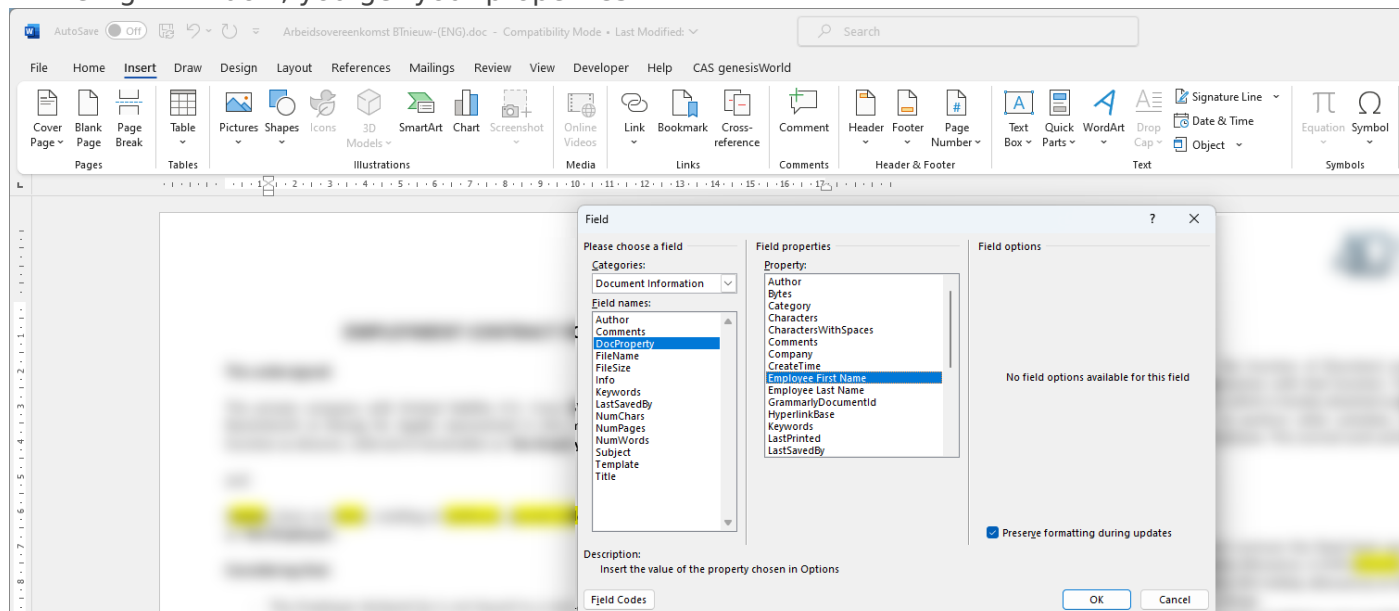
When the popup opens, select the **Custom** tab.

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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