

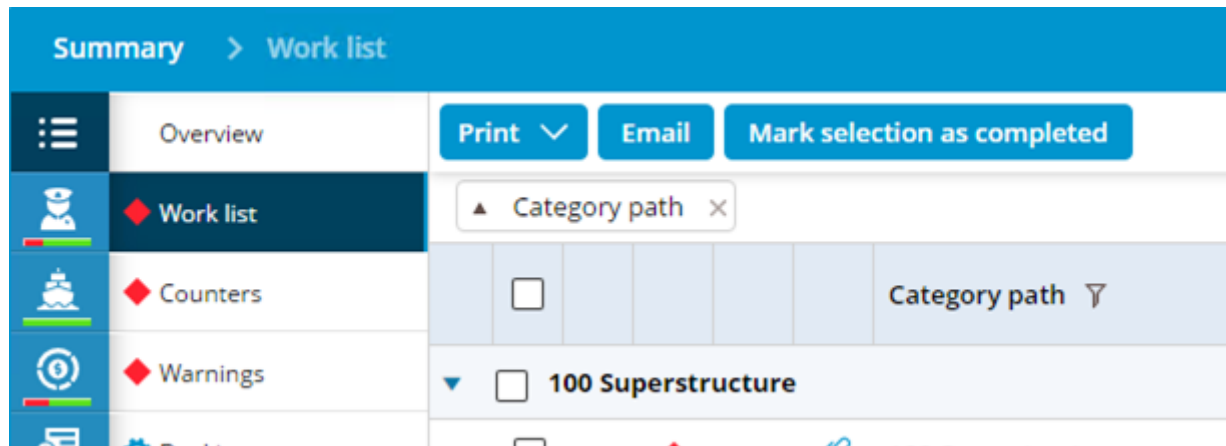
Summary

This is the home screen that will appear when MXSuite is opened on the vessel. The module bar can be found to the left. The menu features are described in the next paragraphs. All modules can be opened from the side navigation.

- [How do I know which maintenance activities to perform?](#)
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How do I know which maintenance activities to perform?

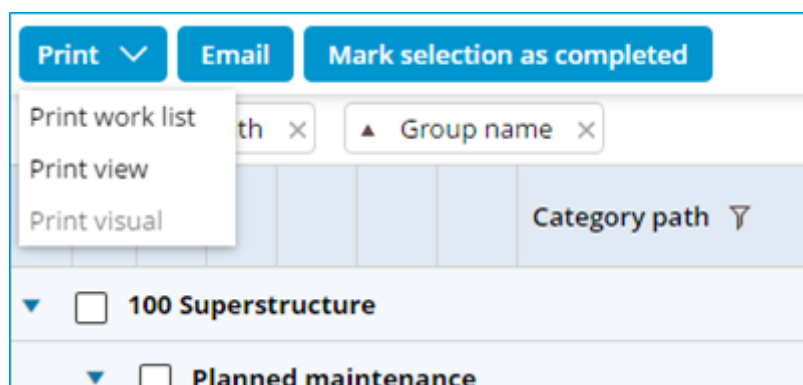
Click on **Work list**.



MXSuite will display a list of maintenance tasks that need to be performed. The structure of this list depends on the view settings.

The list of tasks can be printed in two ways.

- Click **Print view** to print the current view.
- Click **Print work list** to print the current job with a wider view. More options are available for this print, such as ticking a box to indicate that a task has been completed and adding a comment to a task.



- Here is an example of a printed work list.



Work list

Docu MXSuite | Mastex Trader | IMO 12345678

Group / Part	Due date	Comments
100 Superstructure > 110 Hull > Docking		
<input type="checkbox"/> running hour task	132034 running hours	
200 Engines & propulsion > 210 Main engines > 210.1 Main Engine PS > TC		
<input type="checkbox"/> Inspect turbocharger	601613 running hours	
200 Engines & propulsion > 210 Main engines > 210.1 Main Engine PS > Planned maintenance		
<input type="checkbox"/> Check lub oil pressure low alarm	598913 running hours	

How do I know which orders to process?

Click on **Orders to do**.

This overview displays purchase orders that require the current user to perform a certain action. The order can be finalized in this overview.

Follow the steps below to process an order:

1. Double-click on the order to be processed.
2. Click on an action.
3. Click on **Ok**.

The list with orders can be filtered by status using the buttons at the top.

How do I update the running hours?

To calculate maintenance tasks that are linked to running hours, you must first determine the running hour status of the running hour machines.

1. Click on **Counters**.
2. Click on **Update**.
3. Enter the running hours per machine.
4. Click on **Save & close**.

On board, the input window will appear as a pop-up every 7 days when you log in to MXSuite.

If the calculated weekly average is higher than 168 hours, you will not be able to save new running hours. If you are sure about the entered running hours, manually change the average to a value between 0 and 168. You will then be able to save the running hours.

How do I create a new running hours machine?

1. Click on **Counters**.
2. Click on **New...**
3. Fill in the details for the sub-counter.
4. Under **Parent**, select the parent-counter for the sub-counter.

Counter details

Name:

Value is required.

running hours

Parent:

Main engine SB

Subcounter behaviour:

Save Save & close Close

5. Click on **Save & close**.

Sub-counter behavior: There are multiple options to change the behavior of the sub-counters of a parent-counter.

- Add delta value to sub-counters: The sub-counters will be updated by the main counter.
- Fill main counter with highest value: The main counter will be filled with the highest value from all of the sub-counters.
- Fill main counter with lowest value: The main counter will be filled with the lowest value from all of the sub-counters.
- Fill main counter with average value: The main counter will be filled with the average value from all of the sub-counters.

What is the status of my annual budget?

1. Click on **Budget**.
2. Select the year of the budget you want to see.

As soon as you click on a line, the selected budget is also visualized in a graph.

How do I see an overview of all document tasks?

Click on **Tasks**.

In Tasks, an overview is displayed of all tasks that are linked to a document from the module Documents.

Click on a task to view and edit the information. Document tasks are generally created in the module Documents, but they can also be created in this overview by clicking on **New...**

If you select User view, only the tasks that are relevant to the current user will be displayed.

How do I send a message to another user?

1. Click on **Messenger**.
2. Click on **New**.

Message details

ID: 3

Message:

Hello world!

Send to:

- ☒ Select all
- ☒ Mastex Office
- ☒ Mastex Cruise
- ☒ Mastex General ...

Send to:

- ☐ Select all
- ☐ Admin ES
- ☐ Admin FLGO
- ☒ Administrator

Send & close Close

3. Write your message.
4. Select **Location** and user (if applicable).
5. Click on **Save & close**.

How do I know which of my crew members' documents are about to expire?

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

◆ Employee expiry

◆ Birthdays

◆ Onboard expiries

◆ Ranks

● Planning

Print

Email

Default view

Search...

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

Employee name	Rank name	STCW Department	STCW level	Limitation
Brown, Michael	Master all ships			

- **Employee notification:** This provides an overview of the crew members' expired documents.
- **Birthdays:** This view provides an overview of the crew members born on this day. In the module Crewing, you can specify a certain period to create a list of all birthdays such as in the past seven days, today, and the next seven days.
- **On board expiries:** This shows the expired documents of crew members currently planned to be on board.
- **Ranks:** This shows the crew members 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.