

TM Master v2 How To: Customize layout

Introduction

In TM Master v2 information is presented in grids. Just like in Excel a grid is made up of columns and rows. Each column contains a specific type of information, and each row is an actual piece of information. In this cheat sheet we will use the Components List as an example, but please note that this is consistent throughout TM Master v2, so regardless of which part of the software you are in information will always be presented in grids.

This guide will show you how you can customize how each grid is organized. Every TM Master v2 user can do this. The changes are user specific, meaning that they only affect you and no other users. We call the grid organizations “layouts”.

Customizing your layout

This is what the Component List layout looks like the first time you open it. Circled in red is the column headers that tell you what type of data is in each column.

Code	Unit name	Unit co...	Name	SerialNo	Maker	MakersType	Item Type
101	M/V Patriot Gam...	PATG2	Documentation, Publications & Log Books				
101.01	M/V Patriot Games 2	PATG2	Ship Drawings (See Separate List)		Ulstein Verft AS		
101.02	M/V Patriot Games 2	PATG2	Ship Component List				
101.61	M/V Patriot Games 2	PATG2	Cargo Securing Manual		Ulstein Verft AS		
101.83	M/V Patriot Games 2	PATG2	SMPEP Manual		Ulstein Verft AS		
101.85	M/V Patriot Games 2	PATG2	Chemical Record Book		Nautisk Forlag		
101.86	M/V Patriot Games 2	PATG2	Garbage Record Book		Nautisk Forlag		
101.87	M/V Patriot Games 2	PATG2	IMO & Nautical Publications		Nautisk Forlag		
109	M/V Patriot Gam...	PATG2	Instruction Material, Maintenance System				
109.00	M/V Patriot Games 2	PATG2	Stability Calculations Etc.		Rolls-Royce Mari...		
109.05	M/V Patriot Games 2	PATG2	Maintenance/Spare Parts System		Tero Marine AS	TM-v2	
110	M/V Patriot Gam...	PATG2	Ship General Specification System				
112	M/V Patriot Gam...	PATG2	Class.statutory, Cert.				
121	M/V Patriot Gam...	PATG2	QA/Work Routines/Procedures				
121.02	M/V Patriot Games 2	PATG2	ISPS Security Routines				
121.05	M/V Patriot Games 2	PATG2	Ship Administration System (ISM)				
121.15	M/V Patriot Games 2	PATG2	General Routines & Workorders				
121.16	M/V Patriot Games 2	PATG2	Deck Routines				
121.16.01	M/V Patriot Games 2	PATG2	Scupper flaps stb and port				
121.18	M/V Patriot Games 2	PATG2	Engine Routines				
121.18.02	M/V Patriot Games 2	PATG2	Engine Routines				
121.18.03	M/V Patriot Games 2	PATG2	Engine Lubrication Routines				
121.21	M/V Patriot Games 2	PATG2	Safety & Environment				
181	M/V Patriot Gam...	PATG2	Comm.Spare Parts,etc.				
181.01	M/V Patriot Games 2	PATG2	COMMON SPAREPARTS				
181.11	M/V Patriot Games 2	PATG2	COMMON SPAREPARTS WINCHES				
181.89	M/V Patriot Games 2	PATG2	Common Electrical Spareparts				
181.89.01	M/V Patriot Games 2	PATG2	COMMON ELECTRICAL SPAREPARTS				

There are many ways you can change the layout, and this guide will show you all of them.

Sorting

Left click on any column header to sort the grid by that column. You'll see that you're sorting by a column thanks to the little arrow indicator that appears (1). Left click again to sort the other way.

Job History Num...	Code	Component	Job type	Job ...	Class code	St...	Job name	Int	Hours
✓	803.04.01	BILGE WATER SEPARATOR	Chk	45			2 YEARLY		2Y
⌵	866.01.01	DC 10 BRIDGE EQUIPMENT ...	Tst	44			30 MIN UPS DISCHARGE TEST	1	1Y
⌵	866.02.01	DC 20 BRIDGE EQUIPMENT ...	Tst	44			30 MIN UPS DISCHARGE TEST		1Y
⌵	866.03.01	DC 30 ENGINE ROOM PS	Tst	44			30 MIN UPS DISCHARGE TEST		1Y
⌵	866.04.01	DC 40 ENGINE ROOM SB	Tst	44			30 MIN UPS DISCHARGE TEST		1Y

Resizing columns

Columns can be resized to any width. To resize, move the mouse pointer to the right end of a column header. This changes the mouse pointer to show you that it's ready to resize the column. Now either double click to auto-resize the column to fit the content, or left click and drag to either side to either increase or decrease the column width.

Moving columns

To move a column, grab a column header by left clicking and holding it, then drag it to either side. You'll see that little red arrows appear. These arrows show you where the column will move to if you let go of the mouse button.

Code	Unit name	Code	Name
101	M/V Patriot Gam...	PATG2	Documentation, Pul
101.01	M/V Patriot Games 2	PATG2	Ship Drawings (See Sep
101.02	M/V Patriot Games 2	PATG2	Ship Component List
101.61	M/V Patriot Games 2	PATG2	Cargo Securing Manual

Unit name	Unit code	Code	Name
M/V Patriot Gam...	PATG2	101	Documentation, Pub
M/V Patriot Games 2	PATG2	101.01	Ship Drawings (See Sep
M/V Patriot Games 2	PATG2	101.02	Ship Component List
M/V Patriot Games 2	PATG2	101.61	Cargo Securing Manual

Removing columns

To remove a column, grab a column header by left clicking and holding it, then drag it up or down. The mouse pointer will turn into a stop sign. If you now let go of the mouse button the column will be removed.

Adding columns

Click the “Columns” button on the toolbar to get a list of all columns that are available but currently removed. To add, either drag and drop a column header from the list to where you want it on the column header row, or double click one to automatically place it where it was removed from.

TM Master v2 (v.2.664 - 2/14/2023)

File Tools View Grid Help

New All Units M/V Patriot Games 2 Columns Group Refresh

Components - M/V Patriot Games 2

Structure List Circulating components Scrapped components Holding bay Movable being sent

Code	Unit name	Unit code	Name	SerialNo
101	M/V Patriot Gam...	PATG2	Documentation, Publications & Log Books	
101.01	M/V Patriot Games 2	PATG2	Ship Drawings (See Separate List)	
101.02	M/V Patriot Games 2	PATG2	Ship Component List	
101.61	M/V Patriot Games 2	PATG2	Cargo Securing Manual	
101.83	M/V Patriot Games 2	PATG2	SMPEP Manual	
101.85	M/V Patriot Games 2	PATG2	Chemical Record Book	
101.86	M/V Patriot Games 2	PATG2	Garbage Record Book	
101.87	M/V Patriot Games 2	PATG2	IMO & Nautical Publications	
109	M/V Patriot Gam...	PATG2	Instruction Material, Maintenance System	
109.00	M/V Patriot Games 2	PATG2	Stability Calculations Etc.	
109.05	M/V Patriot Games 2	PATG2	Maintenance/Spare Parts System	
110	M/V Patriot Gam...	PATG2	Ship General Specification System	
112	M/V Patriot Gam...	PATG2	Class.statutory, Cert.	
121	M/V Patriot Gam...	PATG2	QA/Work Routines/Procedures	
121.02	M/V Patriot Games 2	PATG2	ISPS Security Routines	
121.05	M/V Patriot Games 2	PATG2	Ship Administration System (ISM)	

Double click to add.

- AccountNo
- Asset Number
- Asset Number Prefix
- Charter Provided
- Circulating
- Class code
- Class component
- Code 1st level
- Code 2nd level
- Code 3rd level
- Code 4th level
- Code 5th level

Filter tool

Clicking the filter tool button adds a row directly underneath the column header row. This row allows you to enter filters for that column. Most filter fields are free text, but some are date based. Entering a value in the filter row and hitting the enter key will immediately filter the grid results.

The screenshot shows the 'Components - M/V Patriot Games 2' window with 2567 items. The grid displays various components with columns for Unit name, Unit code, Code, Name, SerialNo, Maker, MakersType, and Item Type. A filter row is present above the grid. A red circle highlights the filter tool button in the toolbar.

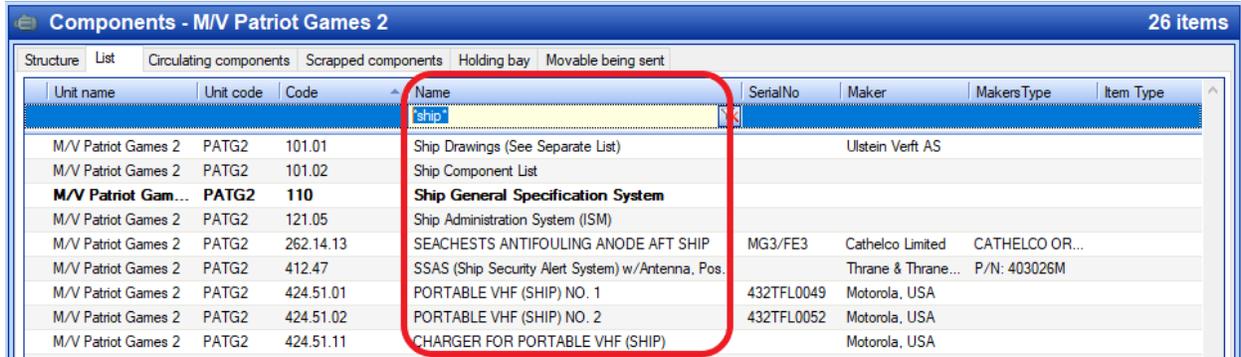
Unit name	Unit code	Code	Name	SerialNo	Maker	MakersType	Item Type
M/V Patriot Gam...	PATG2	101	Documentation, Publications & Log Books				
M/V Patriot Games 2	PATG2	101.01	Ship Drawings (See Separate List)		Ultein Verft AS		
M/V Patriot Games 2	PATG2	101.02	Ship Component List				
M/V Patriot Games 2	PATG2	101.61	Cargo Securing Manual		Ultein Verft AS		
M/V Patriot Games 2	PATG2	101.83	SMPEP Manual		Ultein Verft AS		
M/V Patriot Games 2	PATG2	101.85	Chemical Record Book		Nautisk Forlag		
M/V Patriot Games 2	PATG2	101.86	Garbage Record Book		Nautisk Forlag		
M/V Patriot Games 2	PATG2	101.87	IMO & Nautical Publications		Nautisk Forlag		
M/V Patriot Gam...	PATG2	109	Instruction Material, Maintenance System				
M/V Patriot Games 2	PATG2	109.00	Stability Calculations Etc.		Rolls-Royce Mari...		
M/V Patriot Games 2	PATG2	109.05	Maintenance/Spare Parts System		Tero Marine AS	TM-v2	
M/V Patriot Gam...	PATG2	110	Ship General Specification System				
M/V Patriot Gam...	PATG2	112	Class statutory, Cert.				
M/V Patriot Gam...	PATG2	121	QA/Work Routines/Procedures				
M/V Patriot Games 2	PATG2	121.02	ISPS Security Routines				
M/V Patriot Games 2	PATG2	121.05	Ship Administration System (ISM)				
M/V Patriot Games 2	PATG2	121.15	General Routines & Workorders				
M/V Patriot Games 2	PATG2	121.16	Deck Routines				
M/V Patriot Games 2	PATG2	121.16.01	Scupper flaps stb and port				
M/V Patriot Games 2	PATG2	121.18	Engine Routines				
M/V Patriot Games 2	PATG2	121.18.02	Engine Routines				
M/V Patriot Games 2	PATG2	121.18.03	Engine Lubrication Routines				
M/V Patriot Games 2	PATG2	121.21	Safety & Environment				
M/V Patriot Gam...	PATG2	181	Comm. Spare Parts, etc.				
M/V Patriot Games 2	PATG2	181.01	COMMON SPAREPARTS				
M/V Patriot Games 2	PATG2	181.11	COMMON SPAREPARTS WINCHES				

As an example, if I enter the value "ship" in the "Name" column filter, I will only see the rows that have a "Name" starting with "ship":

The screenshot shows the 'Components - M/V Patriot Games 2' window with 13 items. The grid displays only the rows where the Name column starts with 'ship'. A red circle highlights the filter row and the filtered results.

Unit name	Unit code	Code	Name	SerialNo	Maker	MakersType	Item Type
M/V Patriot Games 2	PATG2	101.01	Ship Drawings (See Separate List)		Ultein Verft AS		
M/V Patriot Games 2	PATG2	101.02	Ship Component List				
M/V Patriot Gam...	PATG2	110	Ship General Specification System				
M/V Patriot Games 2	PATG2	121.05	Ship Administration System (ISM)				
M/V Patriot Games 2	PATG2	504.61	Ship Medicine Lockers w/Medicine and Equipment				
M/V Patriot Games 2	PATG2	855.01	SHIP COMPUTERS				
M/V Patriot Games 2	PATG2	855.02	SHIP PC WHEELHOUSE		Lenovo	Thinkcentre	
M/V Patriot Games 2	PATG2	855.03	SHIP PC OFFICE 323		Lenovo	Thinkcentre	

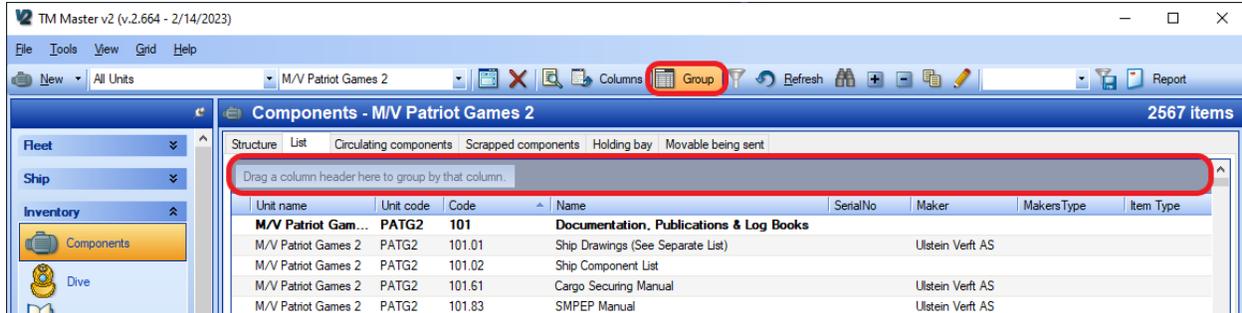
The filter tool supports wildcards * (asterisk) in free text fields. To use these, simply put a * at the start and/or the end of the value you want to filter by. For example, if I put a wildcard * before and after the “ship” value, I now get twice as many results since any row that has the value “ship” anywhere in the name will now be included:



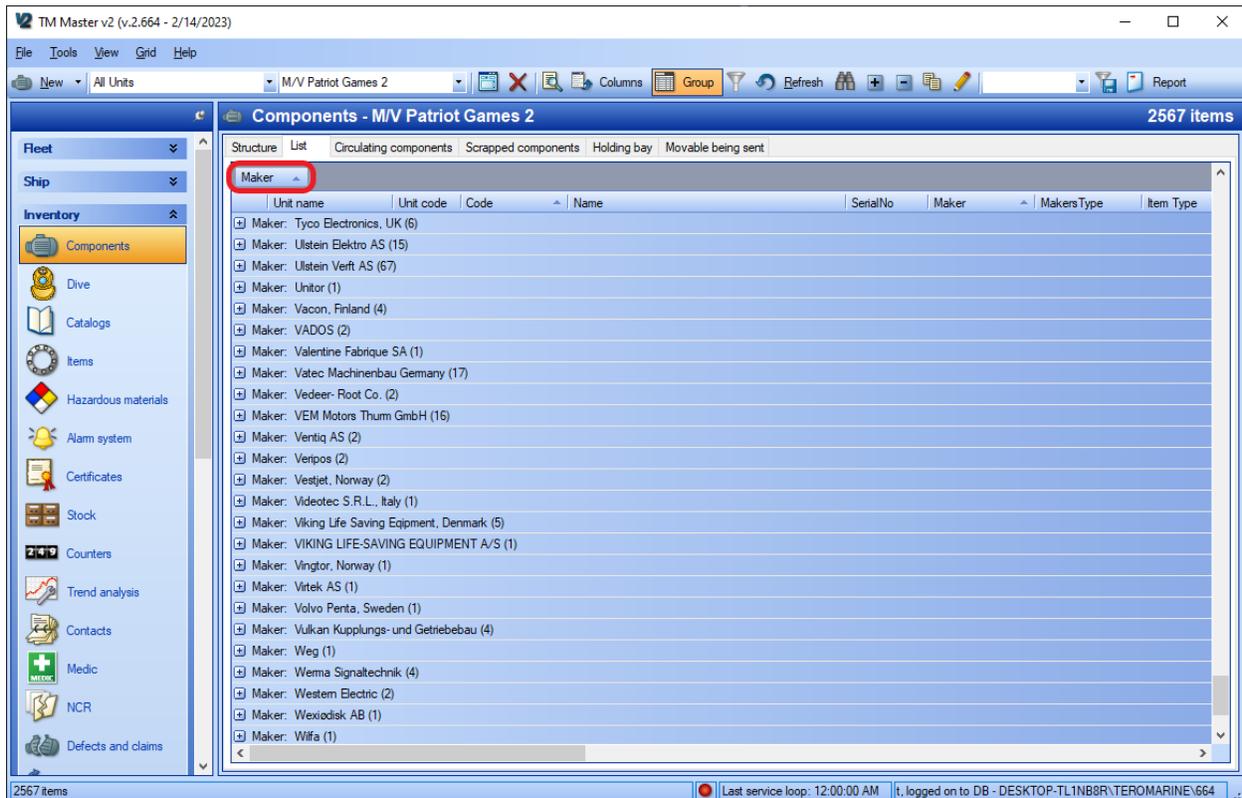
Unit name	Unit code	Code	Name	SerialNo	Maker	MakersType	Item Type
M/V Patriot Games 2	PATG2	101.01	Ship Drawings (See Separate List)		Ulstein Verft AS		
M/V Patriot Games 2	PATG2	101.02	Ship Component List				
M/V Patriot Gam...	PATG2	110	Ship General Specification System				
M/V Patriot Games 2	PATG2	121.05	Ship Administration System (ISM)				
M/V Patriot Games 2	PATG2	262.14.13	SEACHESTS ANTIFOULING ANODE AFT SHIP	MG3/FE3	Cathelco Limited	CATHELCO OR...	
M/V Patriot Games 2	PATG2	412.47	SSAS (Ship Security Alert System) w/Antenna, Pos.		Thrane & Thrane...	P/N: 403026M	
M/V Patriot Games 2	PATG2	424.51.01	PORTABLE VHF (SHIP) NO. 1	432TFL0049	Motorola, USA		
M/V Patriot Games 2	PATG2	424.51.02	PORTABLE VHF (SHIP) NO. 2	432TFL0052	Motorola, USA		
M/V Patriot Games 2	PATG2	424.51.11	CHARGER FOR PORTABLE VHF (SHIP)		Motorola, USA		

Group tool

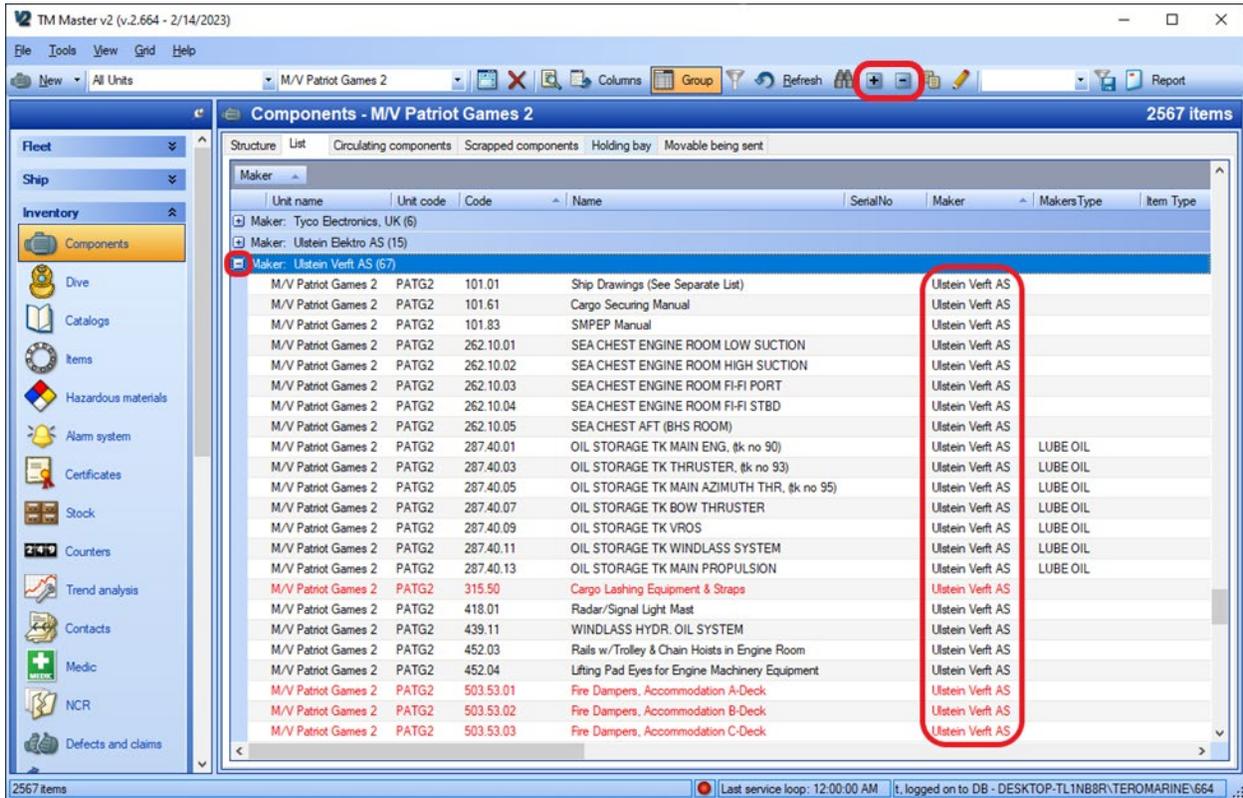
Clicking the “Group” button on the toolbar opens up the group row above the column header row. Dragging any column header onto the group row will group the contents of the grid according to that specific column.



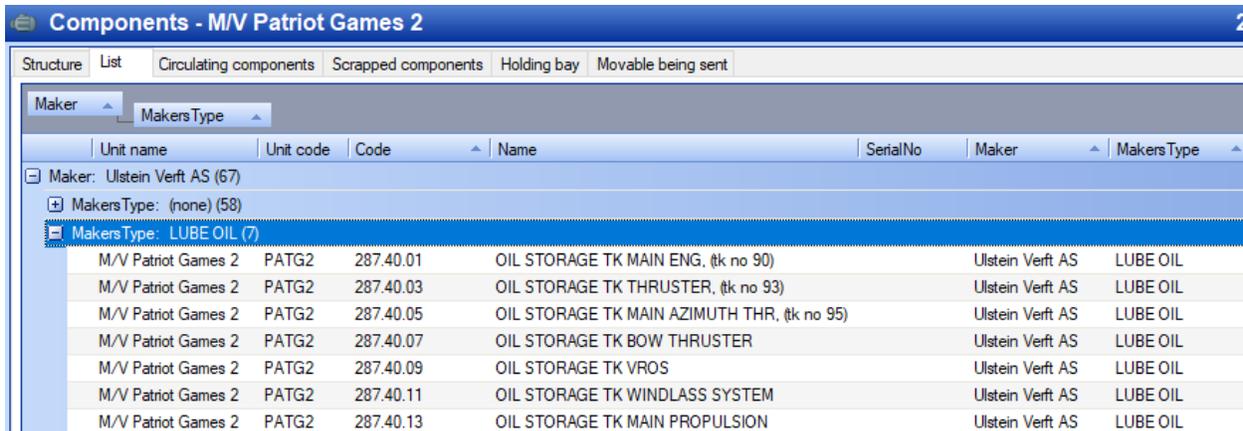
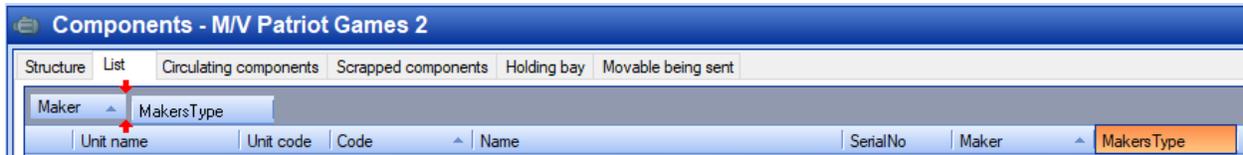
For example, dragging the “Maker” column header onto the group row will group the components by maker:



Clicking the plus sign box on the left side of each row will open it up, displaying all components with that maker. You can also use the **+** **-** buttons to quickly expand or collapse all:

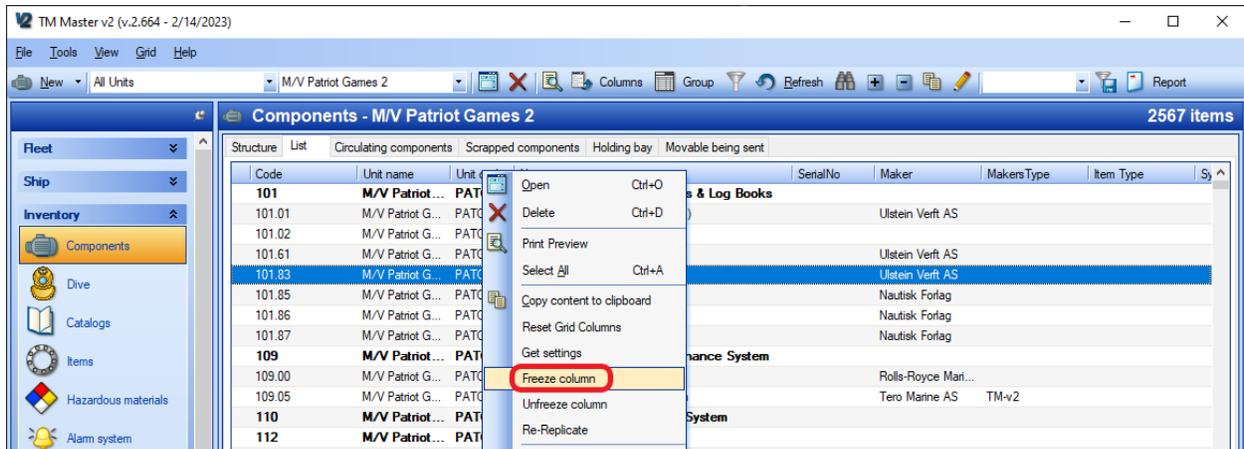


To group on more levels simply drag and drop more column headers onto the group row. Drop the additional column headers to the right or the left of existing groupings to make them parent or child groups:



Freeze columns

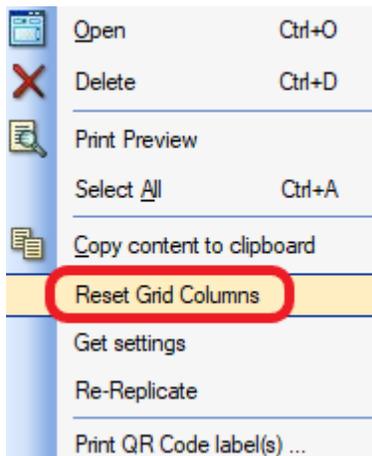
Right click any column header and select “freeze column” to ensure that the column and everything to its left stays visible even if you scroll to the right:



To unfreeze, right click and select “Unfreeze column”.

Reset grid columns

You can always right click anywhere in the grid and select “Reset grid columns” to reset back to the default layout.



Save layouts

You can save any number of custom layouts so that you can easily restore them and swap between them by clicking the “Save layout” button on the toolbar:



Once you have saved a layout it will be available under the drop-down menu to the left:

