

LYNQ

# LYNQ 2020 User guide

## Contents

How to use this guide .....	4
Components of LYNQ .....	5
Importing your LYNQ license .....	6
Navigating LYNQ .....	7
Settings .....	8
Advanced Settings (General) .....	9
Personal Settings .....	13
System insights .....	14
Document library .....	16
Storing your profile .....	18
Detailed scheduling .....	19
Navigating Visual APS .....	20
Navigating Visual APS .....	21
Shifts .....	59
Work Units .....	63
Material availability .....	66
Scheduling basics .....	70
Saving and publishing .....	95
Capable to promise .....	96
Calculating potentially late .....	97
Dashboards and reports .....	98
Dispatching .....	99
Planning KPIs .....	100
Dispatching Dashboard .....	101
Production plan .....	102
Equipment plan .....	103
Production status .....	104
Material list .....	105
Production job list .....	106
Equipment job list .....	107
Production history .....	108
Resource management .....	109
Seat maintenance .....	110
Resource maintenance .....	114
Data collection .....	115
Workbench .....	116
Timesheet .....	127
Tracking .....	128
Employee KPIs .....	129
Overall labour effectiveness (OLE) .....	130
Equipment KPIs .....	131

Overall equipment effectiveness (OEE) .....	132
Tracking dashboard.....	133
Employee status.....	134
Equipment status.....	135
Job status .....	136
Employee performance .....	137
Equipment performance .....	138
Management Reports .....	139
Execution management.....	140
Terminal Maintenance .....	141
Transaction review .....	144
Continuous Improvement.....	152
Loss management.....	153
Performance analysis .....	155
Factory KPIs.....	156
Product KPIs .....	157
Total effective equipment performance (TEEP).....	158
Factory dashboard.....	159
Loading .....	160
Availability .....	161
Quality .....	162
Employee analysis.....	163
Equipment analysis.....	164
Product analysis .....	165
Alerts & Issues .....	166
Alert maintenance .....	167
Issue maintenance .....	169

## How to use this guide

### Knowledgebase

To assist further with your learning, register on our portal to watch videos and read our knowledgebase articles and more [support.lynqmes.com](https://support.lynqmes.com)

### Training Plans

This guide covers the basic features typically used by our users. If **the user guide doesn't** give you everything you need our Solution Consultants can provide tailored training plans to help you with your learning. Drop us an email and tell us about any specific requirements you may have. [service@lynqmes.com](mailto:service@lynqmes.com)

### Advanced Users

If you are looking for an advanced training guide for your users, contact our service team and they will gladly send you a copy. [service@lynqmes.com](mailto:service@lynqmes.com)

LYNQ is reinventing manufacturing execution system (MES) software for small to midsize manufacturers looking for a configurable, plug-and-play offering to digitalise and drive their factory performance. Formed around international **standard IEC62264**, LYNQ's all-in-one solution can plan, track, automate, analyse and optimise factories to increase efficiency, productivity and profitability.

This guide is designed to cater for new users who required an introduction to the basic features of LYNQ. You should refer to the following user guides for advanced application use.

LYNQ Advanced Guides:

- Advanced User Guide
- Factory Automation Feature Guide
- Webhooks Feature Guide
- Integration White Paper

Visual APS Advanced User Guide:

- Advanced Resource Settings
- Resource Mapping
- Alternative Resources
- Secondary Constraints for tools
- Product and Global Constraints
- Changeover Minimization
- Bottleneck Scheduling
- Advanced Scheduling Techniques

Anyone learning LYNQ will need to be proficient in the Inventory and Manufacturing areas of the Enterprise Resource Planning application.

It is recommended that you also view the corresponding online page as indicated in the tips column panel (left column). Online pages are continually updated and provide additional links to other relevant pages. The PDF version of the user guide is only updated annually after each major software release.

When learning using this user guide, you should refer to the glossary. The glossary explains the mapping between the terms used in the user guide and the terms used for your Enterprise Resource Planning application. This allows the user guide to be written in a common language, that supports all LYNQ customers and partners. The glossary can be found from the LYNQ help menu.

## Components of LYNQ

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### LYNQ mes

A hybrid product combining web based and desktop applications to provide the best possible customer and user experience.

### LYNQ - Manufacturing Operations Management

Frontline managers need complete visibility and control of the shop floor to prevent problems. Collecting data by conventional methods can be complicated, time-consuming and expensive.

With LYNQ's configurable shop floor data collection (SFDC) terminals you are able to gather time, attendance and production data from your employees and equipment easily from any device with a browser. Clocking terminals and interactive job lists simplify the execution of production plans and data capture of start and stop times, downtime, labour hours, materials issued, quantities reported, scrap and more

With LYNQ's out of the box factory performance and loss insight you can baseline and drive your business to world class standards for overall labour effectiveness (OLE), overall equipment effectiveness (OEE) and total effective equipment performance (TEEP).

### Visual APS - Advanced Planning & Scheduling

With LYNQ's comprehensive advanced, finite capacity based, planning and scheduling (APS), you can quickly and accurately schedule while minimising downtime. Deliver to your customers faster and in the most cost-effective way, by creating production plans that factor in constraints around machines, tooling, personnel and inventory to make smarter use of your materials and resources.

### LYNQ api - Application Program Interface

With LYNQ api you can connect to your Enterprise Resource Planning and third-party applications.



## Importing your LYNQ license

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### LYNQ mom license

The license for LYNQ mom is stored in a sub directory of the LYNQ mom website folder. Once applied all users will be able to see the new license details.

### LYNQ aps license

The license for LYNQ aps is stored in a sub directory of the LYNQ aps application folder. The license must be applied on each computer or server where LYNQ aps is installed.

### LYNQ api license

The license for LYNQ api is stored in a sub directory of the LYNQ api website folder. Once applied all users will be able to see the new license details.

A valid license file must be applied to each component of LYNQ. The license is applied during installation. A new license must be applied annually and under the following conditions:

1. The legal name of the license has changed
2. The no. of licensed seats has changed

How to import a new LYNQ mom or LYNQ aps license

1. From LYNQ mom or LYNQ aps click on Help.
2. Click on Change Product License.
3. Click Upload license manually to upload a physical license file or
4. Select Get License Online if you know the license name

The screenshot shows a user interface for LYNQ. On the left, there is a navigation menu with the following items: **Online Help** (Customer service and support), **Help with LYNQ** (Get help with this screen), **Getting Started** (A quick start guide to implementation), **Release Notes** (New functionality and bug fixes), and **Start-up Configuration** (Set initial configuration). On the right, the LYNQ logo is displayed at the top. Below it, the **Product Activated** section shows: Customer:, License ID: 1912, Expiration Date: 01 January 2020, and two links: [Change Product License](#) and [Check For Customization](#). At the bottom of the right panel, the **About** section shows: Release: 2019 R1, Build: 4.0.1.0, and two links: [Check For Updates](#) and [Terms and Conditions](#). At the very bottom of the right panel, it says © powered by LYNQ.

How to import a new LYNQ api license

1. From LYNQ api click Settings > Licensing
2. Click Upload license manually to upload a physical license file or
3. Select Get License Online if you know the license name

## Navigating LYNQ

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Product Version

The version of LYNQ installed

### Company name

The company you are working in.

### User name

The windows username you are logged into LYNQ with.

### Message Centre

See messages and management alerts from the factory floor.

### Issue Log

Review, assign and resolve your production issues.

### Document Library

Add files, forms and links to Job orders, Employees and Equipment.

### Personal settings

Switch to a different user or set language or localisation

### Help

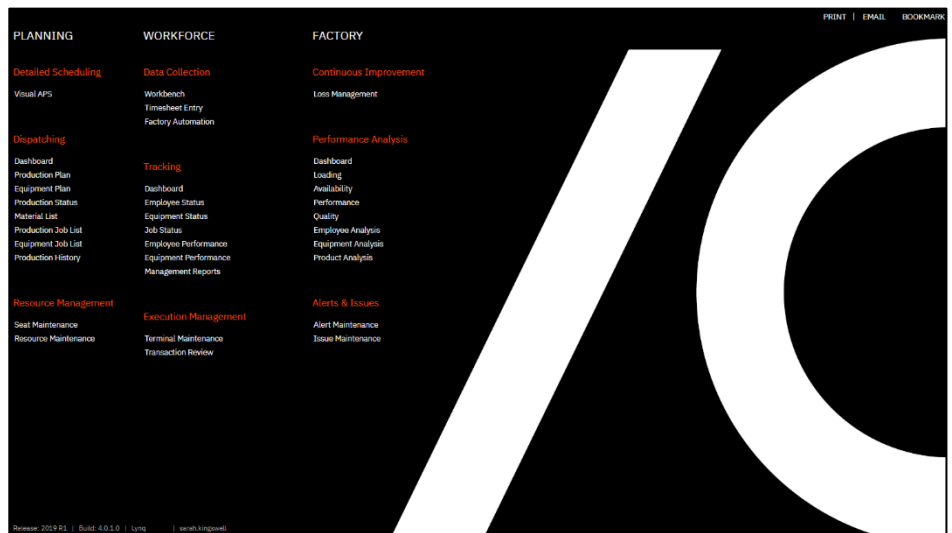
Access online help with videos and other articles.

### Bookmark

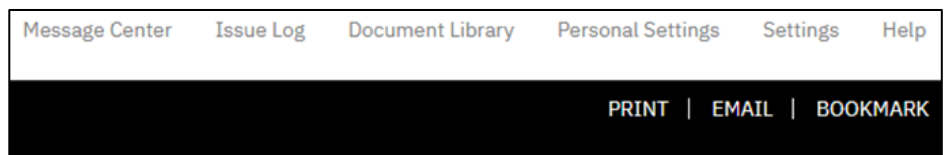
For frequently used dashboards, views, or reports.

You access LYNQ via a web browser. You will need to contact your systems administrator to obtain the correct URL for your instance of LYNQ. Once logged into LYNQ you will find links to the other components such as Visual APS and LYNQ api. You must however have Visual APS installed on your computer or on a terminal server to access this component. LYNQ will try to find the Visual APS application on the computer or server where your browser is running from. Your rights to the features in LYNQ will be controlled by your systems administrator. When rights are disabled, you will still see the menu option but will not be able to open the feature that has been restricted.

The theme applied will depend upon whether the installation was selected as production or sandbox.

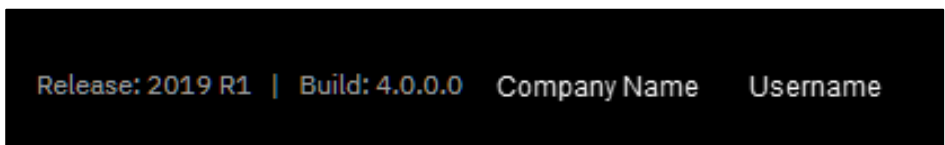


What is at the top of the home page?



Your systems administrator will control your rights to the features in LYNQ. When rights are disabled, you will still see the menu option but will not be able to open the feature that has been restricted.

What is at the bottom of the home page?



All other features of LYNQ can be accessed directly from the home page.

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Settings

To determine the global defaults for the site name, language and localisation.

**User's wanting to display the site in different languages or localisations can do so from personal settings.** LYNQ supports English, French, German, Portuguese, Spanish and Turkish languages.

### Email Settings

To send emails from LYNQ via the message centre, you must specify email account credentials. This account will appear as the sender on all email activity

### Database Settings

Do not change these settings unless you have been instructed to do so. Changing these settings will update the web.config file.

Settings for LYNQ are accessed from the home page by clicking on the settings menu in the top right-hand corner of the screen. Most settings are configured automatically during installation and some settings may be managed after installation. It is important that changes are not made on this screen without a good understanding of their meaning. Incorrectly setting some of the values on this screen will cause LYNQ to stop working. In particular, please pay careful attention to the database and integration settings when changing these settings. Typically, these settings do not need to be changed after LYNQ has been installed.

Section	Field	Meaning
General Settings	Company Name	Site Display Name
	Add ERP Database Name	Append Database Name to site Name
	Localization	Default Site Localization
	Language	Default Site Language
	Administrator(s)	Site Administrator(s) separated by semi colon
	Admin e-mail	Administrators email address
Email Settings	From	From address for all Messaging
	Alias	Alias address for all Messaging
	Server	SMTP Server address
	Port	SMTP Port Number
	Account	Mailbox account
	Password	Mailbox password
	Enable SSL	SSL required/not required
Database Settings	Source	Database connection string details for ERP Database
	Data	Database connection string details for LYNQ Data Database
	Config	Database connection string details for LYNQ Config Database
	Logic	Database connection string details for LYNQ Logic Database
	Automation	Database connection string details for LYNQ FA Database
	Cache	Database connection string details for LYNQ Live Data Database
LYNQ api Settings	Host	LYNQ api site name
	Service	LYNQ api service name
	Instance	LYNQ api instance name



## Advanced Settings (General)

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Overview

In most cases, general settings will not need to be changed once LYNQ has been configured.

### Data Caching

LYNQ caches data periodically for better performance of the application. Data is read from Enterprise Resource Planning during the caching process. Adjust the values here if you want to cache data more frequently. Setting these values too low can place additional load on the SQL server. You can force caching of data by selecting Refresh. Data caching affects the data you see in reports and dashboards

General settings are used to manage default application settings in relation to data collection, display of decimals, group security and data management. The application is shipped with these default settings.

To access General Settings:

1. From the LYNQ Home menu select Settings
2. Select Advanced Settings
3. Select General

General		
Maintenance mode	Disabled	Allows administrators to put LYNQ mom sites into Administration Mode. This setting can be used whilst performing upgrades or troubleshooting to prevent shop employees interacting with the Workbench or any other data-originating functions. Once enabled, the entire web application is only functional when run via 'localhost'. (i.e. directly on the server). In addition, the following functions are disabled:  1. Scheduled Actions (manual Actions execution will continue to work from Localhost) 2. REST API (when called outside of localhost) 3. Alerts
Enable find as you type filter	Enabled	When enabled, grid views will automatically filter as the user starts to type in a column heading. Turn this feature off to manually control when to filter data.
Time duration edit mode	Combined	Determines the format for entering timesheet entries or editing transactions in the Transaction Review screen. These settings also apply to the creation of Production Issues.
Split equipment by primary type	False	When enabled, in reports and dashboards, resources are categorised into Primary and Secondary Resources (employees/equipment and tools).
Send application telemetry	True	When enabled, this setting helps LYNQ to enhance product features and user experience. Usage data sent to LYNQ is not shared with any third party.

## Advanced Settings (General)

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Financial Loss		
Labour rate	25.00	Default labour rate for the Loss Management Report
Employee revenue rate	125.00	Default Revenue rate for the Loss Management Report
Overhead rate	35.00	Default overhead rate for the Loss Management Report
Equipment revenue rate	175.00	Default equipment revenue rate for the Loss Management Report
Financial loss currency	\$	Default Currency Symbol for the Loss Management Report

Group Security & Messaging		
Direct (single level)	False	When enabled, transactions and messaging will be limited to a single reporting level
Dependent (multi level)	False	When enabled, transactions and messaging will be extended to multi reporting levels
Supervisor workbench access	True	When enabled, supervisors will have the ability to clock onto their employee's workbench

Messages and Alerts		
Validity period, days	30	No of days when messages/alerts will be set to automatically read

File uploading Settings		
Upload file max size (MB)	5	Maximum file attachment size for the Document Library

Data Collection		
Employee status (default)	Out/Off	Default status for employees
Equipment status (default)	Out/Off	Default status for equipment
Clock out warning after (hrs)	14.0	The number of hours an employee can be clocked into the workbench for before being asked to clock out.
Terminal timeout after (secs)	600	The number of seconds before a workbench terminal will revert to the clock in screen.
Clocked time (default)	Office Time	The default pre-defined task for office time.
Data selector (default)	Operation Selection	The default data selector
Report quantity (maximum)	1000000.00	The maximum Report Quantity that can be entered during data collection
Report scrap (maximum)	1000000.00	The maximum Scrap Quantity that can be entered during data collection.
Enable Automation	False	When enabled, data can be collected via factory automated devices.
Automation polling interval (sec)	10	Determines how frequently data will be read in the factory automation database to LYNQ.
Automation polling interval (sec) Chunk size	1000	Determines the number of records that can be processed in one request

## Advanced Settings (General)

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Data Collection		
Data buffer interval (sec)	60	Determines how frequently the processor will translate machine data into LYNQ transactional data.
Data buffer interval (sec) <b>Chunk size</b>	3000	Determines the number of records that can be processed in one request
Transaction generation interval (sec)	60	Determine the frequency for generating transactions. This setting applies to: <ul style="list-style-type: none"> <li>Activity performed via the workbench feature</li> <li>Data captured via the factory automation feature</li> <li>Data generated via the REST API feature</li> </ul>
Transaction generation interval (sec) <b>Chunk size</b>	10000	Determines the number of records that can be processed in one request

API		
Enable REST API	False	When enabled data can be collected via REST API
REST API specification		REST API documentation

Data Retention		
Default retention history (days)	10	The number of days to retain raw data for. Note: raw data is not required once the corresponding transaction has been generated in Transaction Review. Only raw data with a corresponding transaction is eligible for purging
Tag retention history (days)	10	The number of days to retain tag data for. Note: Tag data is used by factory automation and is not required once the corresponding transaction has been generated in Transaction Review

Data Caching Interval (s)		
Tasks	620	Determines the frequency for caching data from ERP to LYNQ
Tasks schedule	630	Determines the frequency for caching data from ERP to LYNQ
Operations	610	Determines the frequency for caching data from ERP to LYNQ
Materials	640	Determines the frequency for caching data from ERP to LYNQ
Jobs	600	Determines the frequency for caching data from ERP to LYNQ
Employees	3600	Determines the frequency for caching data from ERP to LYNQ
Equipment	3600	Determines the frequency for caching data from ERP to LYNQ
APS planning statistics	3600	Determines the frequency for caching data from ERP to LYNQ

## Advanced Settings (General)

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Display Decimals		
Hours	2	Default display decimals for hours
Quantities	2	Default display decimals for reported quantities
Material quantity	2	Default display decimals for material quantities
Other	2	Default display decimals for other types of fields not listed above.

## Personal Settings

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

Personal settings are accessed from the home page by clicking on the personal settings menu in the top right-hand corner of the screen.

Section	Field	Meaning
General Settings	Language	Default language for the user
	Localisation	Default localisation for the user
	Enable 'find' as you type	<ul style="list-style-type: none"> <li>Grids will automatically filter as the user is typing when enabled</li> <li>Grid will be manually filtered as the user has finished typing and the user presses enter when disabled</li> </ul>
	Time duration edit mode	Specifies the format for editing transactions.  Options include <ul style="list-style-type: none"> <li>Decimal</li> <li>HHMM (Hours/Minutes)</li> <li>Combined (both)</li> </ul>
	Developer mode	Used by LYNQ support for debugging application issues
Message and Alert Settings	Validity period, days	<b>Specifies the number of day's</b> unread messages will remain as unread. When the validity period days is reached, unread messages will automatically change to read
Production Schedule Filters	Open only	Default filter setting for the Production Plan
	APS only	Default filter setting for the Production Plan
	Loaded only	Default filter setting for the Production Plan
Transactions	Labour time	Default filter setting for Transaction Review
	Good quantity	Default filter setting for Transaction Review
	Task status	Default filter setting for Transaction Review
	Scrap quantity	Default filter setting for Transaction Review
	Material reject	Default filter setting for Transaction Review
	Material issue	Default filter setting for Transaction Review
	Production issue	Default filter setting for Transaction Review
	Machine time	Default filter setting for Transaction Review

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Overview

Stay informed and check the overall health of LYNQ by using the Systems Insight screen.

### Please wait

Be patient with this screen. It can take a minute or two to run on larger databases.

### Troubleshooting

A great feature used by support when troubleshooting the application at the technical level.

System Insights displays the current health and state of your LYNQ application. This page is used by system administrators to troubleshoot and diagnose areas of LYNQ that are not functioning as expected. The SQL account that is specified in Settings, Database Settings must have SQL admin rights for this page to function properly.

Any values on the page that are highlighted red should be investigated for the continued operational health of LYNQ. This page provides at a glance a quick way to identify if there are any underlying SQL views that are not functioning correctly due to violation of key constraints. This is particularly useful when the database of the Enterprise Resource Planning application that LYNQ is connected to is set to a collation that is case sensitive. LYNQ is not a case sensitive application and therefore SQL views may not execute if there are duplicate keys returned.

One example of this is where two Product records have been created in the Enterprise Resource Planning application that differ on case. LYNQ would treat the value PRODUCTA and producta as a duplicated value. If duplicate keys are returned by the LYNQ SQL views, the application will be severely affected and, in some cases, partly or fully inaccessible by users. It is therefore important to understand these limitations and monitor the health of the application to ensure the application is fully operational.

### Databases

Don't forget to backup your databases and include them in your maintenance plans.

### Posting

If you see a high number of transactions that have a status of posting this might imply that the application pool settings need to be fine-tuned. Check out our knowledge base articles on this subject.

### Views

Data is read from Enterprise Resource Planning using LYNQ's proprietary views. Sometimes these views are customised to give you some extra data mapped through to LYNQ. Be aware that views can get overwritten with an upgrade. Best to let LYNQ help you perform your upgrade. You can book us through the support desk.

### Platform Service

The LYNQ Platform Windows Service consolidates your activity into transactions. This service may stop due to heavy load on the server or it failed to start during a server reboot. Check this service is running on the Web Server.

Use the System Insights feature for a quick view of:

Tab Name	Sub Name	Purpose
Dashboard	Seats	No of licensed seats activated vs number of seats purchased
	Database Size	Size in MB of the databases used by LYNQ
	Validation	Views that include duplicate records, no data or views that have syntax errors
	Analytics	Status of analytical statistics with option to recalculate.
	Errors	General application and process logs
	Packets	Status of factory automation/API Data. A healthy system will have zero unprocessed tags
	Events	Status of events. A healthy system will have zero unprocessed events
	Transactions	Status of transactions. A healthy system will have zero unprocessed transactions
	Transactions posting SQL View	Status of transactions to post to ERP
	Windows Service	Last date and time when the LYNQ Platform service executed
	Events	Background processing of events from the workbench and or factory automation. Values in the Invalid and Accept Error fields indicate there is any issue converted raw events into transaction data.
	Transactions	Number of transactions generated by the timesheet or workbench feature, split by transaction status.
	Transactions posting SQL View	Transactions that are approved and waiting to be posted to Enterprise Resource Planning
Application Processes	Status of background processes that are executed by the LYNQ Platform Service.	
Views	N/A	List of all proprietary SQL views used by LYNQ. This tab can be used to identify views which have duplicate key values. Drill down on the number of duplicates to understand which data is causing issues with the execution of the view
Tables	N/A	List of all proprietary SQL tables used by LYNQ. This tab can be used to job order tables by size and row count.
Logs	N/A	Access to different log files generated by LYNQ
Events	N/A	A report of all events received via factory automation, Workbench and Actions in LYNQ
Automation	N/A	A view of current factory automation signals

## Document library

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Go Paperless

LYNQ supports a paperless shop floor by providing electronic work instructions (EWI) to the shop floor in various forms (static files, simple forms or by providing links to instructional videos). The provision of online document control offers a countermeasure to operator shortages involving documentation helping to eliminate time and materials as a result of paperwork trails

Links can also be used to connect job orders, operations, employees and equipment to online file document management repositories when regulatory or other requirements demand version control, archiving and audit trails.

Links can further be used to display other types of files such as CAD drawings in DWG or DXF file formats. All you need is to ensure that a suitable viewer is installed on the tablet or the panel PC device where you want to view the files from.

You can attach files and drawings in Word, Excel, PDF, JPEG, PNG or other file formats to Jobs, Operations, Employees and Equipment. These files are available to view only and cannot be changed.

### Attaching a static file to a job order

1. Click on the Document Library
2. Click Job orders and then select the specific job record/s
3. Click Add File and select Add File to Job
4. Drag and drop or click to browse to attach your files to the selected jobs
5. Click Save

### Attaching a static file to an employee

1. Click on the Document Library, Employees and then select the specific employee record/s
2. Click Add File and select Add File to Employee
3. Drag and drop or click to browse to attach your files to the selected employee
4. Click Save

### Attaching a static file to equipment

1. Click on the Document Library
2. Click Equipment and then select the specific job order record/s
3. Click Add File and select Add File to Equipment
4. Drag and drop or click to browse to attach your files to the selected equipment
5. Click Save



## Document library

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Online Forms

Create online forms to record basic information and checks during the production process.

Note: this should only be used where there is no audit trail, version control and/or archiving requirement.

Where this is a requirement, see working with document management systems.

### Excel & Work

Copy and paste from Excel or Word (formatting may change)

Attaching a simple form to a job

1. Click on the Document Library
2. Click Job orders and then select the specific job record/s
3. Click Add Form and select Add Form to job
4. Create your form or checklist in the WYSIWYG Editor
5. Click Save

You can link to document management systems such as Qpulse® or SharePoint® (Microsoft Office 365) to view videos and work with controlled shop packet information where audit trails, version control and archiving is a requirement.

Care should be taken to organize your document library within your document management system to make it easy for the operator, supervisor or manager to work with.

For example, rather than link individual documents to specific operations, if the document library is organized it may be easier to link to a shop packet library for the specific job that contains all information such as videos, assembly instructions, checklists, quality control forms and other controlled documents.

While this method requires a level of understanding from the user, it requires far less administration and still ensures that only the paperwork related to that specific job is used.

Linking to an online document library for a specific job

1. Click on the Document Library
2. Click Job orders and then select the specific job order record
3. Click Add Link and select Add URL to job
4. Place your cursor in the Link field
5. Copy and paste the URL from your document management system library
6. Place your cursor in the Link Description field
7. Enter a description for the link (e.g. Shop Packet)
8. Click Save

## Storing your profile

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Versions

You should only import a profile into LYNQ when the source and destination instances are on the same version number and language.

### Backups

Save a copy of your profile before making any significant changes to advanced settings.

### Config Database

An exported profile is a textual representation of the configuration tables in XML format.

### Factory Defaults

LYNQ is shipped with a default profile and loaded during installation. Do not delete this profile as it can be used to reset to factory settings.

### Reset Profile

Do not reset your profile unless you really want to wipe all of your settings.

Most of the settings configured in LYNQ are stored in the configuration database. These settings can be saved as a profile and exported to file. This is a really useful feature if you want an easy way to transfer configuration settings to another instance of LYNQ.

For data integrity purposes, unfortunately not everything can be stored and exported in the profile. Nearly all of the settings found in advanced settings are exported. However, refer to the table below to understand what's not included in a profile export.

Feature	Sub Feature	Excluded
Seats	Users	Users
	Seat Properties	Settings such as photo, crew and Factory Automation
	Groups	Seat to group relationships which affect Alerts, Access Controls
	Terminals	Linked Equipment
	Transaction Rules	Rules which are defined by Equipment and/or Employee
	Alerts	Settings relating to measured Resources
	Workbench Onscreen Elements	Setting related to associated equipment and login as equipment

### How to export your LYNQ Profile

You may be asked by the support team to export your settings for troubleshooting purposes or may use this feature to transfer settings from one site to another. Complete the following steps to export your current settings.

1. Click on Settings, Advanced Settings
2. Click on the Profiles Tab
3. Click on Save Current
4. Enter a new name and description (i.e. Profile – Current System Date)
5. Click on Save
6. Select the profile that was saved in step 5
7. Select Export to File
8. The profile will be saved in your windows downloads folders

To export settings, the user must be a member of the Administrators Group.

### Features

Look out for these features in this section of the user guide. For advanced users of Visual APS, refer to the Advanced User Guide.

LYNQ provides detailed scheduling so your organisation can easily

- Schedule multiple resources
- Customise load of scheduling demand
- Build customisable workflows for identification of scheduling priorities
- View powerful grids and views of job prioritisation
- View high resolution calendar-based Gantt graphical planning boards
- Manually and auto schedule individual operations, sequenced operations within a job and sequenced jobs with sub job hierarchies
- Drag and drop schedule with enhanced impact behaviours
- Forward and backward auto schedule with rule and priority-based scenarios for scheduling optimisation
- Semi-automatically reschedule late operations with autofit, shift, replace, move and schedule around options
- Fix jobs and period fencing (pinning)
- Apply alternative resource scheduling with item/operation-based constraints
- Apply variable resource constraint consumption strategies
- Apply what If and capable to promise (CTP) scenarios for capacity and materials
- Dynamic scheduling and execution alerts
- Apply materials planning and availability analysis
- Capacity plan
- Publish and dispatch

## Navigating Visual APS

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Reset Layout

You can reset the layout back to factory settings by clicking on file, company settings, and reset layout.

### Task Panel Columns

Column settings are saved in your Visual APS profile that is stored in your windows user profile.

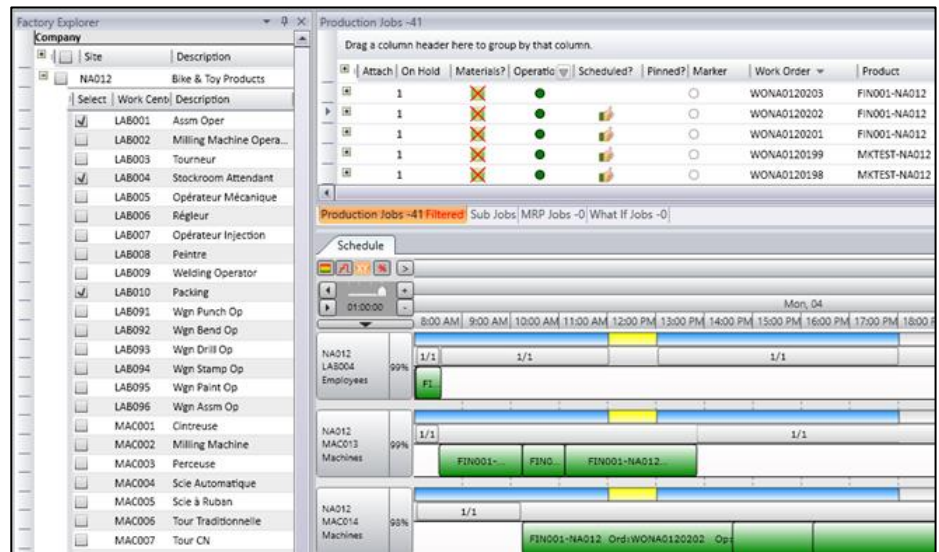
### Imported Equipment

Equipment, which has been imported from your ERP, will appear in the factory explorer.

The Visual APS graphical interface is divided into three main sections.

- Factory Explorer
- Task Panel
- Schedule Board

Each section can be resized, pinned or moved around the screen as per your desired preferences. The schedule board can be displayed on another monitor to utilise the entire screen size.



### Factory Explorer

The Factory Explorer Panel provides an outline view of the manufacturing facility. A checkbox against the resource allows you to indicate whether it should be displayed in the schedule board. They appear to the left of the board in alphanumeric job order.

### Task Panel

The Task Panel displays your job orders, dependant on the Job Import Rules defined in Settings. Tabs show the total number of job orders currently contained in its grid. The job order counter is dynamic and responds to a data refresh, changes in the setting or filters. The column that you see in the task panel can be customised by right clicking on the column heading.

### Schedule Board

The schedule board displays all scheduling information related to the resource and it's shift times and activities. The start and end date/time for scheduled job orders are graphically represented. Vertical lines divide the time bar in various increments.

### Features

Look out for these features in this section of the user guide. For advanced users of Visual APS, refer to the Advanced User Guide.

### Quick Access Toolbar

The Quick Access Toolbar appears at the top left of the screen above the File menu. It includes some of the most common commands for easy access.

- Save and Publish
- Refresh Data
- Unschedule Selected Items
- Highlight Job order
- **Load Required Resource's**
- Unload All Resource's
- Perform Auto Scheduling
- Show Resource Consumption

### Ribbon Menu

Visual APS includes 9 different ribbon menus. Ribbon menus provide a fast method of seeing and utilising functions in Visual APS.

This ribbon menu can be collapsed to free up space for other windows. To collapse the ribbon menu, right click on an area in the ribbon menu and select Collapse Ribbon. To restore the ribbon menu, right click on a menu option on a visible ribbon menu and select Expand Ribbon.

### Planning Interval

The Planning Interval is the period specified in which you want to make scheduling changes. Scheduling cannot be performed outside of the planning interval. The planning interval can be changed at any time from the ribbon menu. The default planning interval setting may be set by user in the Visual APS settings window.

### Company

**Visual APS supports multiple companies and it's easy to know which company you are logged into by viewing the company name next to the Welcome Tab under the File Menu.**

## Opening a company

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Last Company

When you exit Visual APS, company connection information will be saved within your windows user profile. The next time you open Visual APS, the company will automatically load. The load company at startup setting in general settings will determine whether the last company opened is loaded automatically.

### SQL Security

Refer to the Advanced User Guide to understand how to setup security in SQL for Visual APS.

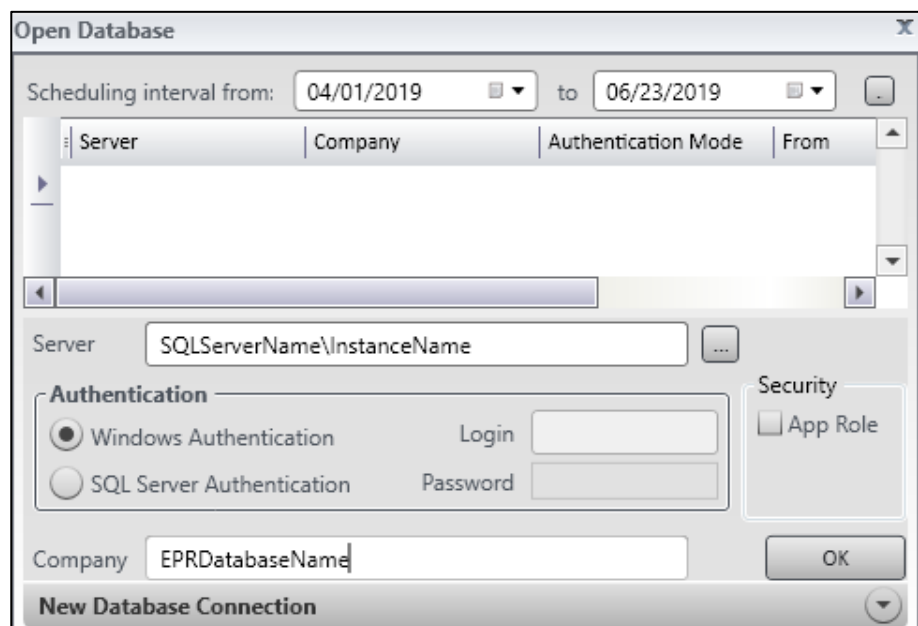
### Multiple Companies

It's possible to open multiple companies at the same time.

You can launch the Visual APS Desktop Client from the LYNQ home page or directly from the shortcut on your desktop. You will need to contact your systems administrator to obtain the correct Enterprise Resource Planning database to connect to. You must also have been setup as a user in Visual APS to use the application.

To open a company with Visual APS

1. From the File Menu, select Open
2. Click New Database Connection
3. In the Server field enter the name of the SQL server where Enterprise Resource Planning resides
4. Select the correct authentication method as setup by your administrator
5. Select the App Role security setting if turned on by your administrator
6. In the Company field enter the Enterprise Resource Planning database name
7. Click OK to open the company



## Company settings

### Limited Settings?

You must open a company to access all settings. Settings will be limited if the company is not open.

### Resetting Settings

Use reset settings to reset settings to the default values.

### Saving Settings

Settings are automatically saved when the user exists Visual APS. Click on the Save button to save the settings to a file. The file can be imported later or shared with other users.

### Loading Saved Settings

Settings saved to a file can be loaded by clicking on Load.

### Quick Save

Quick save allows users to save settings immediately.

### Reset Layout

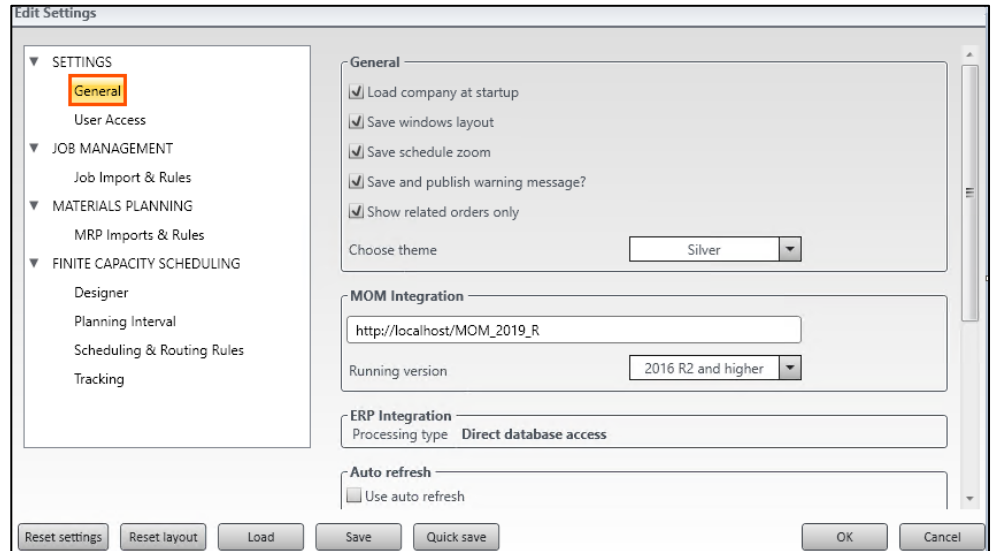
Select the Reset Layout button to reset the layout of Visual APS to the default layout.

Access to Visual APS settings can be gained via the File, Manage, Plan, Schedule & View menu tabs of the application. You will be directed to the relevant company settings depending upon which menu tab you are on.

Settings are stored in the user's Window Profile, with the exception of the MOM integration value in the General Tab and the User Access settings which are stored in LYNQ tables within the ERP database.

To edit company settings

1. Select the File Menu
2. Select Company Settings
3. Select General



## General settings

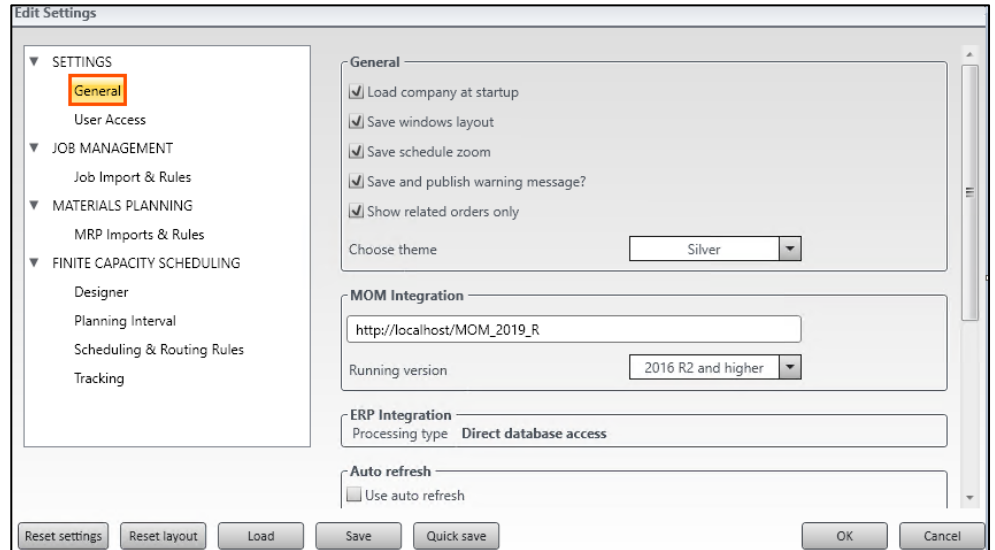
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### MOM Integration Setting

This setting is stored globally for all users.

Refer to the table below for an explanation of all settings on the General Tab.



### General Settings

Section	Setting	Explanation
General	Load company at startup	Indicates the company will automatically open on application startup
	Save windows layout	Indicates the layout will appear as it did in the previous session.
	Save schedule zoom	Indicates the schedule zoom will appear as it did in the previous session.
	Save and publish warning message	Indicates whether a warning message should appear after selecting Save and Publish
	Show related orders only	Indicates whether to only display jobs with dependencies in the related jobs pocket.
	Choose theme	The theme for the company.
MOM Integration	MOM Integration URL	The URL link to the MOM installation. MOM reports and dashboards would be inaccessible from menus in Visual APS if no value is specified.
	Running Version	Provided for backward compatibility with older installations of LYNQ. Default value is 2016 R2 and higher.
ERP Integration	Processing type	How LYNQ updates Jobs in the ERP application.
Auto Refresh	Use auto refresh	Indicates whether data should be refreshed automatically. In addition, whether a notification is displayed each time a refresh occurs. This notification can be set by checking the Show notification window before each refresh box. When unchecked, refresh is completed by selecting refresh from the Toolbar.



## General settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Error Logs

Even if the company does not open due to an error, you will still be able to access the log files from the Visual APS application.

### General Settings

Section	Setting	Explanation
Update Notification	Update notification	Indicates whether a pop up at the selected interval is displayed advising how long-ago APS was updated.
Error Log	Error log	Should Visual APS return an error to the user the full error message is captured within an error log file. Log files are generated by user and not centrally located.
Workflow	Workflow filters	Select to restore Workflow filters globally.

## User access settings

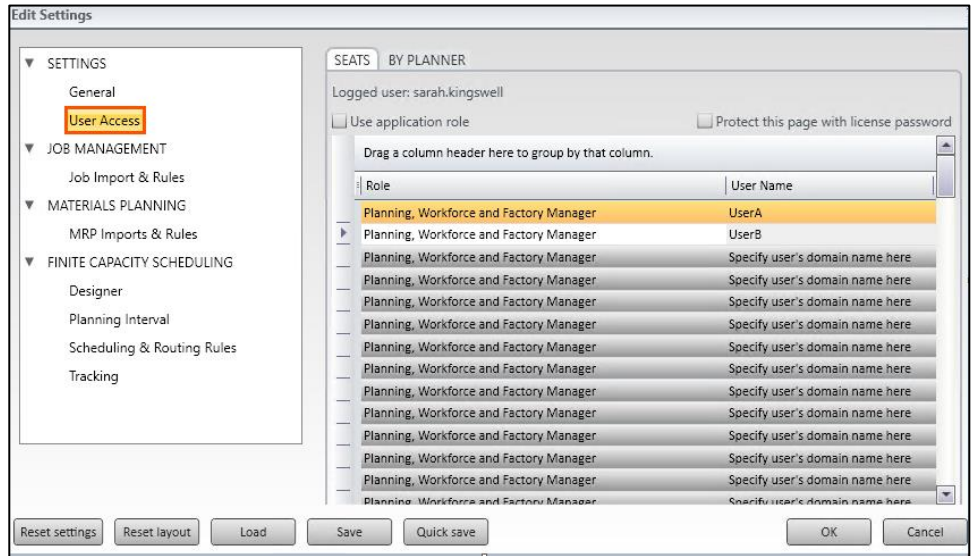
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Domain Name

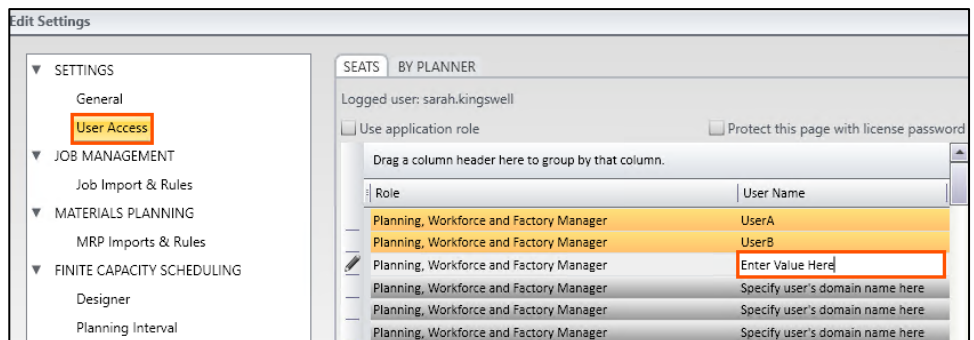
Do not specify the domain name when creating users.

Users are managed under user access. Users that have SQL sysadm rights will automatically be able to access these settings. Visual APS users must be added to this screen.



To add users

1. Select the File Menu
2. Select Company Settings
3. Select User Access
4. Click on the next available row where there is no username specified
5. Enter the user's windows account name (do not enter the domain name)
6. Click on OK



To restrict access to work centres and work units from the By Planner Tab

1. Select the File Menu
2. Select Company Settings
3. Select User Access
4. Select by Planner
5. Select the relevant user
6. Place a check in the required work centres and work units

## User access settings

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### License Password

Contact LYNQ Support to request your license password.

Refer to the table below for an explanation of all settings on the User Access Seats Tab

### User Access - Seat Settings

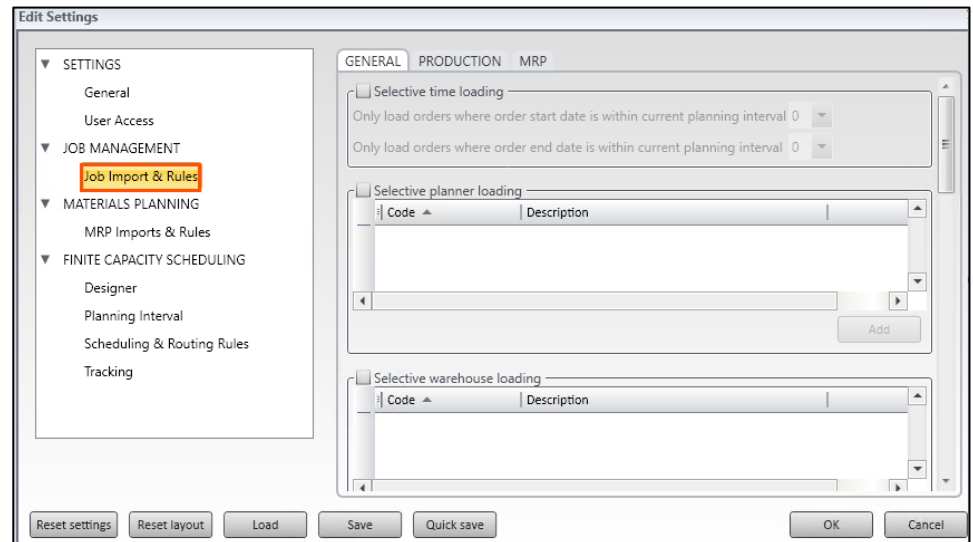
Section	Setting	Explanation
User Access	Logged User	Displays the current logged in user
	Use Application Role	Specifies whether the application role will be used to provide SQL permissions to users. When enabled, users must select the 'User App' Role in the APS Open Company Window. See the section on opening a company
	Protect this page with license password	Specifies whether the user access page can only be accessed using the license password. The license password is supplied on shipment with the license.

## Job management settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

You can control which jobs are loaded into the Task Panel based on their start and end date in relation to the planning interval from the company settings screen.



To edit job management settings

1. Select the File Menu
2. Select Company Settings
3. Select Job Import & Rules

## Job management settings

### Online Version

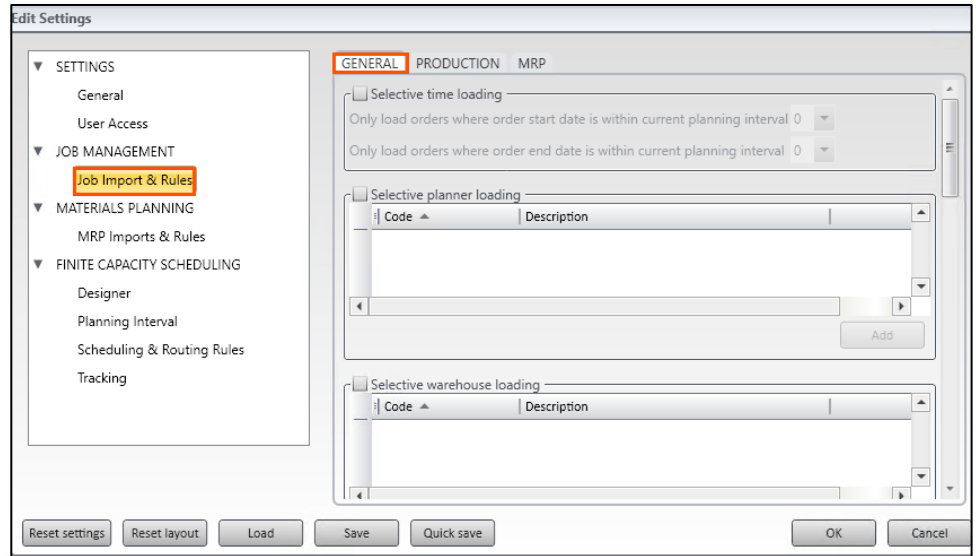
Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Planner Code

You must enter the warehouse code as it is referenced

Refer to the table below for an explanation of all settings on the Job Import & Rules General Tab.



### General Import & Rules Settings

Section	Setting	Explanation
General	Selective Time Loading	<p>Specifies whether selective time loading is enabled.</p> <ul style="list-style-type: none"> <li>Only load orders where order start date is within current planning interval (plus no. of day)</li> <li>Only load orders where order end date is within current planning interval (plus no. of days)</li> </ul> <p>If either the job start or end dates is outside of the planning interval plus the no. of days added, they will not be shown.</p> <p>By entering, a number in either of these boxes gives you the ability to extend this window and the jobs shown in the grid view.</p>
	Selective Planner Loading	Specifies whether jobs should be loaded for a specific planner code. You must enter the planner code as it is referenced in the ERP application.
	Selective Warehouse Loading	Specifies whether Jobs should be loaded for a warehouse code.

## Job management settings

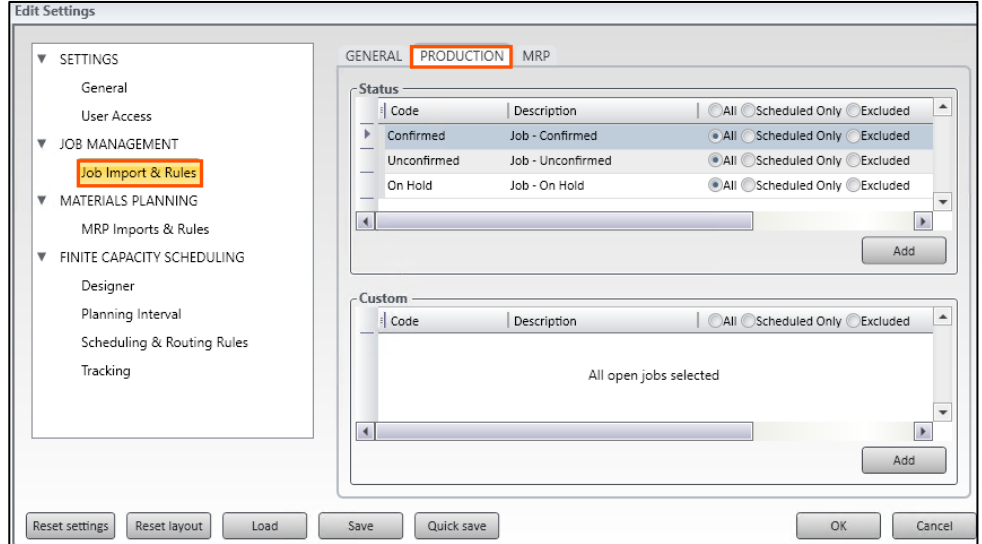
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Code Format

You must enter the status code as it is referenced in the ERP application.

Refer to the table below for an explanation of all settings on the Job Import & Rules Production Tab.



Production Import & Rules Settings

Section	Setting	Explanation
Production	Status	Specifies which production jobs are loaded based on status.
	Custom	Specifies which production jobs are loaded based on a custom status. The custom status must be mapped to the Status Code 2 field in the Lynq_VP_SourceProductionOrdersView view

## Job management settings

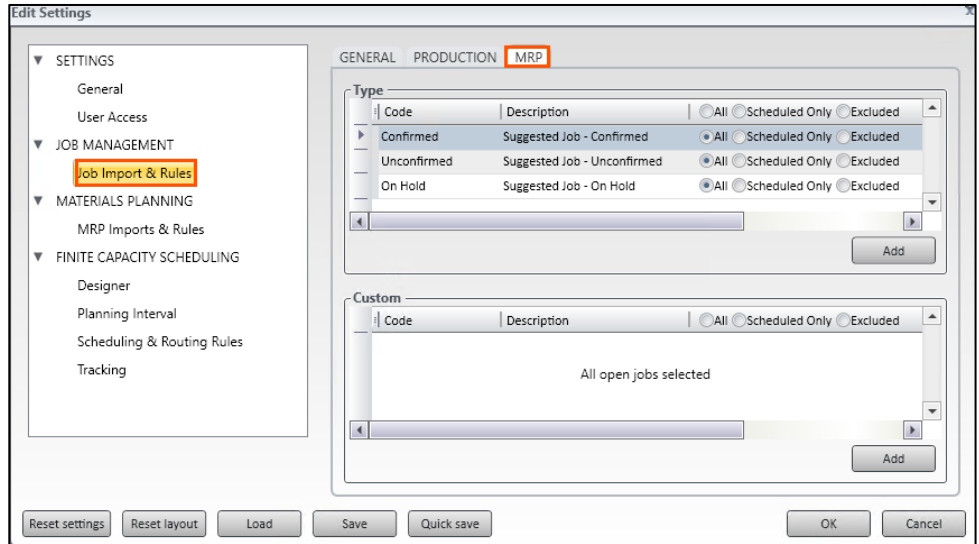
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Code Format

You must enter the status code as it is referenced in the ERP application.

Refer to the table below for an explanation of all settings on the Job Import & Rules MRP Tab.



### MRP Import & Rules Settings

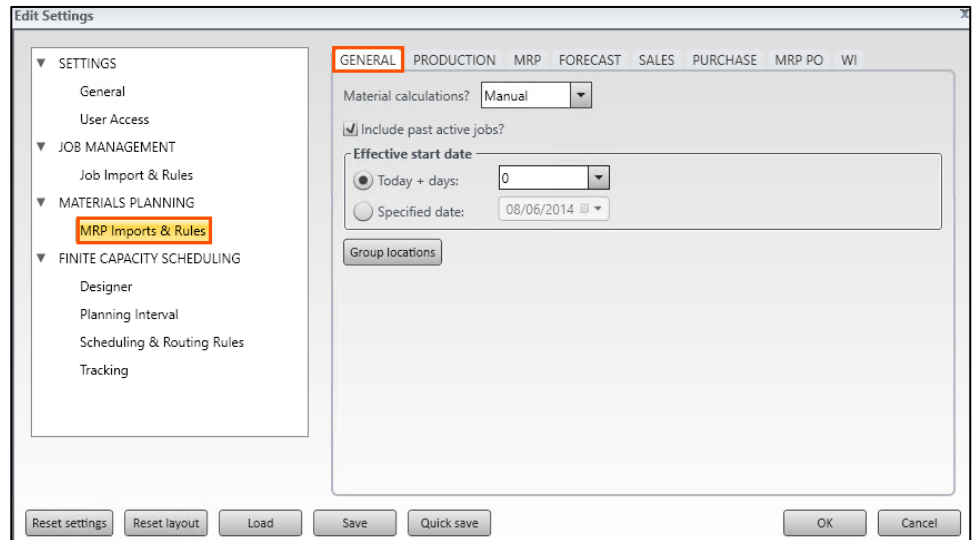
Section	Setting	Explanation
MRP	Status	Specifies which MRP jobs are loaded based on status.
	Custom	Specifies which MRP jobs are loaded based on a custom status. The custom status must be mapped to the Status Code 2 field in the Lynq_VP_SourceProductionOrdersView view

## Materials planning settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

You can control how material calculations are performed and can customise which types or orders are included in supply and demand calculations.



To edit Materials Planning Settings

1. Select the File Menu
2. Select Company Settings
3. Select MRP Import & Rules



## Materials planning settings

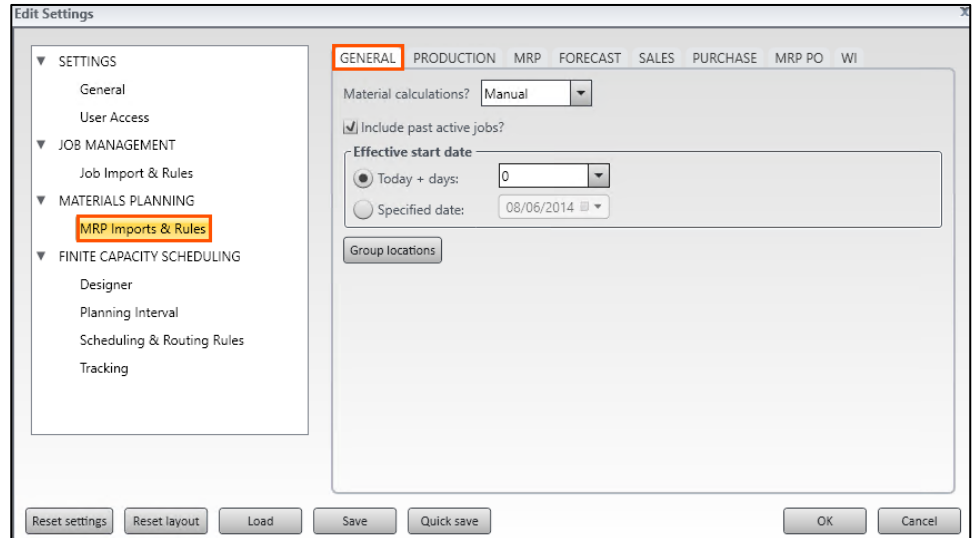
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Manual Calculations

Manual calculations can be performed when the material calculation is set to auto. Setting the material calculations setting to Auto may increase startup times.

Refer to the table below for an explanation of all settings on the MRP Import & Rules General Tab.



MRP Imports & Rules General Settings

Section	Setting	Explanation
General	Material Calculations	Specifies whether materials calculations will happen manually or automatically. <ul style="list-style-type: none"> <li>• Manual (when recalculate materials is selected).</li> <li>• Auto (on startup of Visual APS and when refresh is selected)</li> </ul>
	Include Past Active Orders	Specifies whether past active jobs will be included in material calculations.
	Effective Start Date	Specifies the effective start date of orders in the past.
	Group Locations	Provides the ability to create groups of locations that materials calculation will consider when using multiple warehouses.

## Materials planning settings

### Online Version

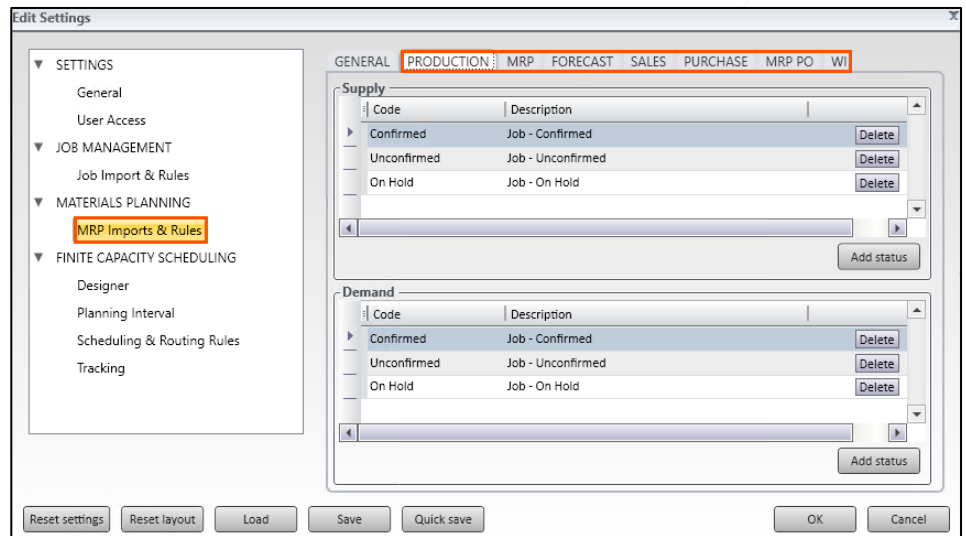
Click [here](#) to read this page online. The online version provides additional links to other related information.

### Different Order Types

Depending on the types of orders supported by the integrated ERP application, there are additional tabs, which appear next to the General Tab. (i.e. Production, MRP Jobs, Forecast, Sales, Purchase, MRP PO & WI).

These tabs are split by supply, demand or both, allowing you to manage which types or orders are considered for materials planning. You can choose to delete the status code if required. When included in the list, the order will be considered when materials planning is run. Within the profile shipped with Visual APS, default codes are automatically included. These are configured to match the status codes within the integrated ERP application.

### MRP Imports & Rules by Order Type Settings



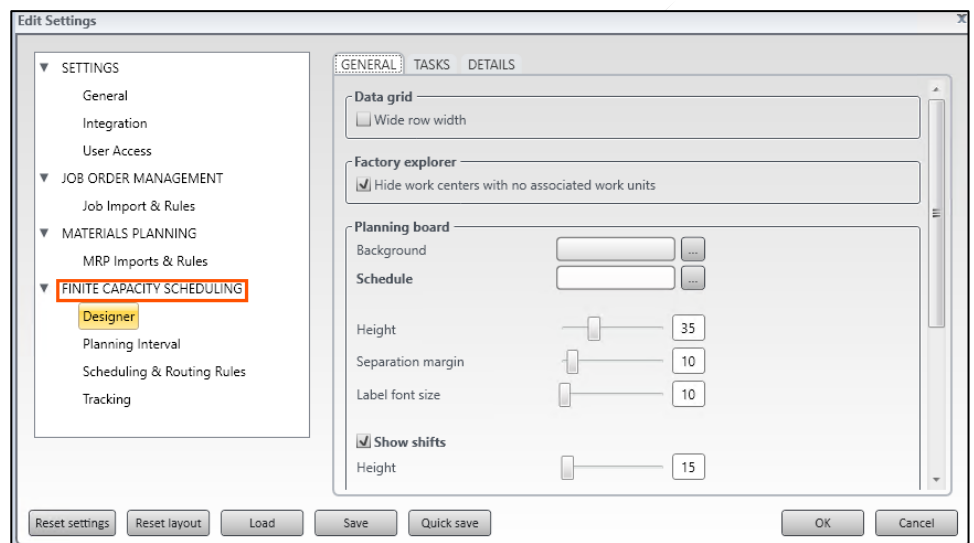
## Finite capacity scheduling settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Within finite capacity scheduling settings, you are able to change the appearance of the task panel, factory explorer and planning board. Default planning interval settings can be configured to define the period of time into the future (and back into the past) where scheduling can occur. Scheduling and routing rules allow users to set default rules for scheduling. These can be overwritten during scheduling, by using the options on the schedule tab if required. Tracking when enabled, provides progress indicators to alert when production is running late or early by more than a set percentage.

### Finite Capacity Scheduling Settings



To edit Finite Capacity Scheduling settings

1. Select the File Menu
2. Select Company Settings
3. Select Finite Capacity Scheduling

## Finite capacity scheduling settings

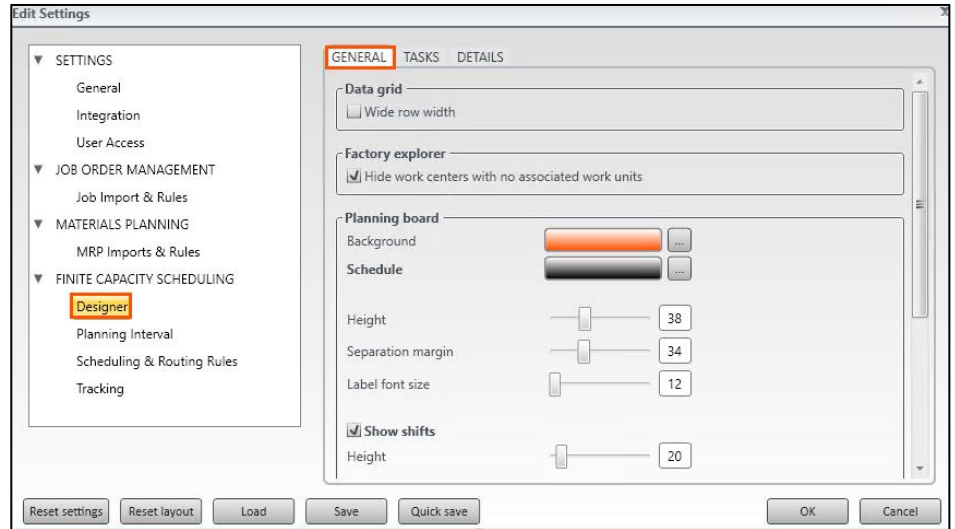
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

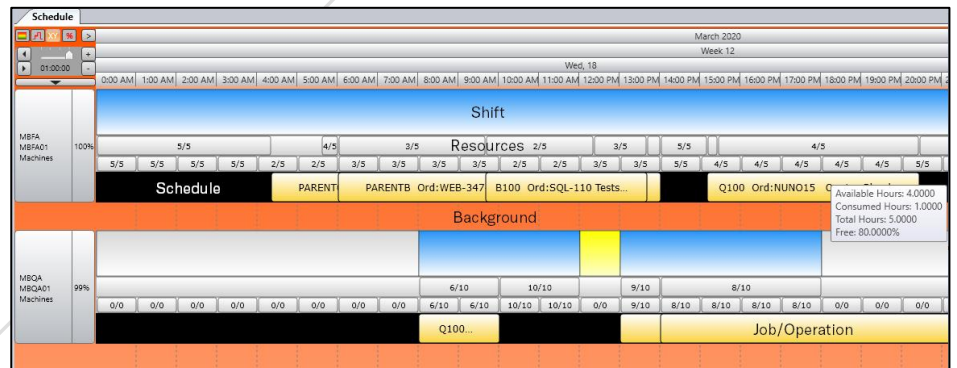
### Resetting Settings

Use reset settings to reset settings to the default values.

Refer to the table below for an explanation of all settings on the Designer General Tab.



### Example Design



## Finite capacity scheduling settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Designer General Settings

Section	Setting	Explanation
Designer	Wide Row Width	The size of each row in the production jobs window and the factory explorer
	Hide Work Centres with no associated work units	When enabled, work centres with no associated work units are not displayed in the factory explorer or in the schedule board
	Background	Background colour of the planning board.
	Schedule	Colour of the schedule board where scheduled jobs/operations appear.
	Schedule Height	Height of schedule
	Separation Margin	Distance between each schedule
	Label Font Size	Label font size on the schedule
	Show Shifts	Specifies whether the shift bar is displayed which shows working and non-working time
	Shift Height	Specifies the height of the shift bar.
	Show Resources	Specifies whether the resources bar is displayed
	Hide when Zero	Hides the resource label in the resources bar when resources are zero
	Resource Height	Height of the Resource bar
	Show Available Hours	Specifies whether resources available by hour are displayed above the schedule
	Available Hours Height	Height of Available hours bar
	Show Consumption As	Show resource as an equaliser, line or text
	Percentage Data Labels	View percentage data labels which show available resources in the form of a percentage

## Finite capacity scheduling settings

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Custom Text

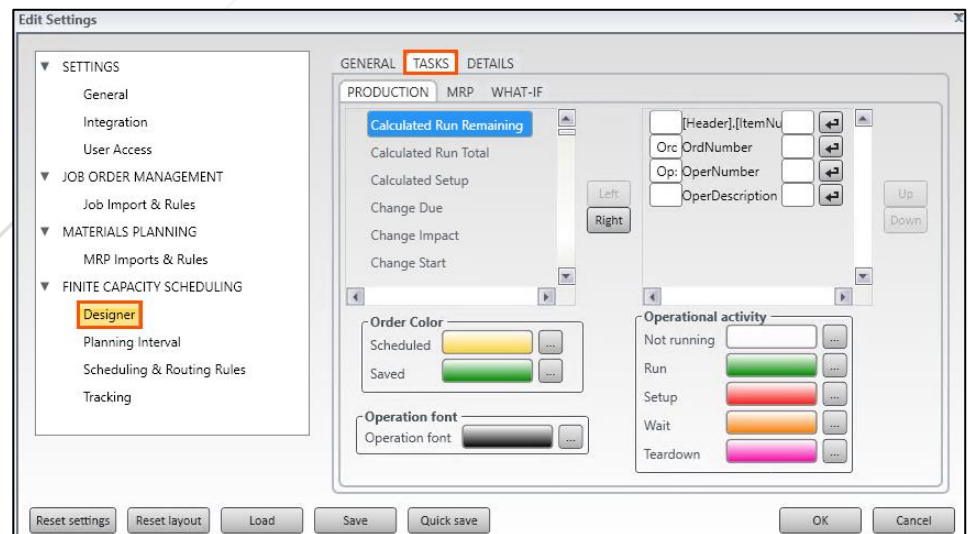
Text boxes before and after data in the right window, allow prefix and suffix values to be added. Data labels are reordered by selecting the heading and using the up & down buttons.

Information displayed on each task on the schedule board can be amended to best suit user requirements. Changes are applied individually for Production, MRP & What-if operations. The left-hand window displays the available data that can be added to the schedule. Highlight the required heading and select right to move across to the right-hand window which shows what will be displayed on each operation. To remove data, select it in the right-hand window and click Left.

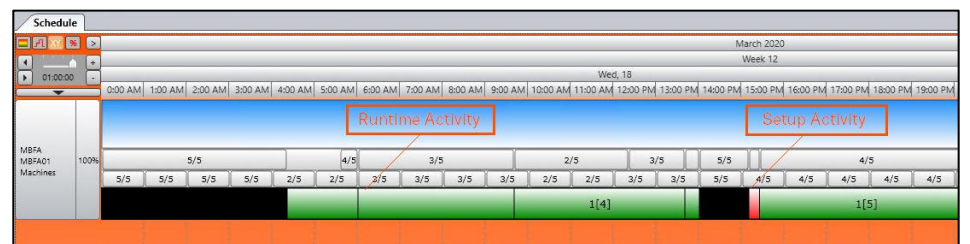
Each activity within an operation has a default colour assigned to it. Colours can be set for:

- Order (the colour seen when labels are turned off)
  - Scheduled = Virtually scheduled and not saved and published
  - Saved = Saved and published
- Operation Font (the colour of the font on the data label)
- Operational Activity (the colour of different activities within an operation. These colours are only visible when labels are turned on from the view tab.

### Designer Task Settings



### Operational Activity Colours



## Finite capacity scheduling settings

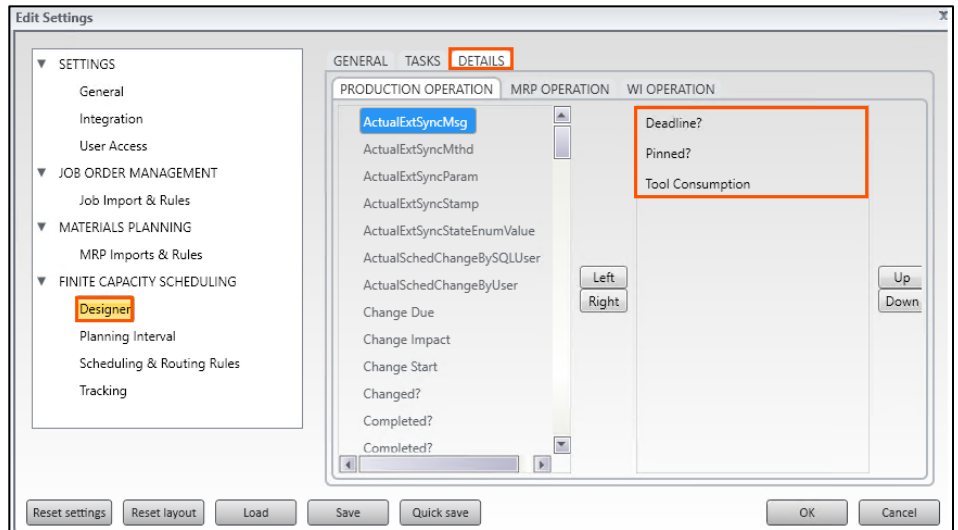
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Settings by Tab

Details can be set separately for Production operations, MRP operations & WI operations.

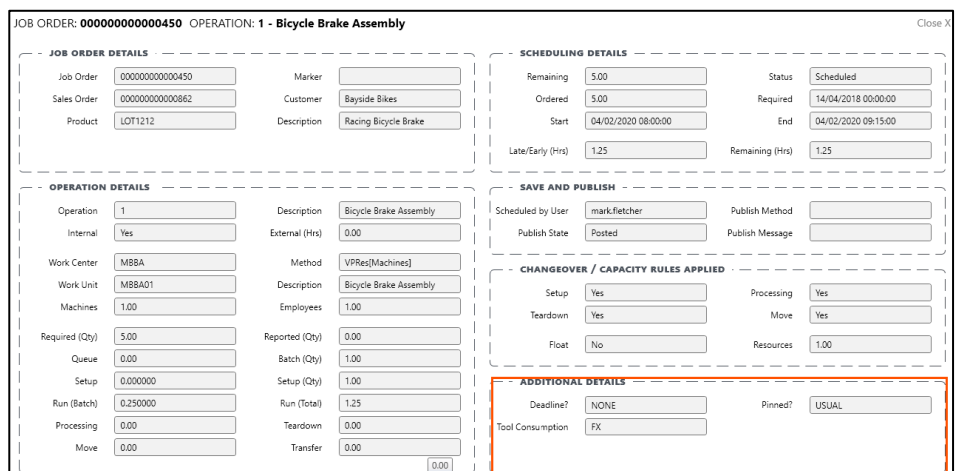
It is often useful for Planners using Visual APS to quickly see more details about an operation, and which settings were used when the operation was scheduled. Users are able to select the Show Details function to gain a better insight into the scheduling parameters used and the current status of the operation. The Show Details function also provides users with the ability to customise and add additional fields to the screen.



Under details there is a list of available column headings, with buttons allowing you to move them to the right (to include them in the additional details region) and up and down buttons to allow you to arrange them as necessary. Up to 6 additional fields can be added.

The show details function is accessed by right clicking on the operation line in the Task Panel.

### Show Details Screen



## Planning interval settings

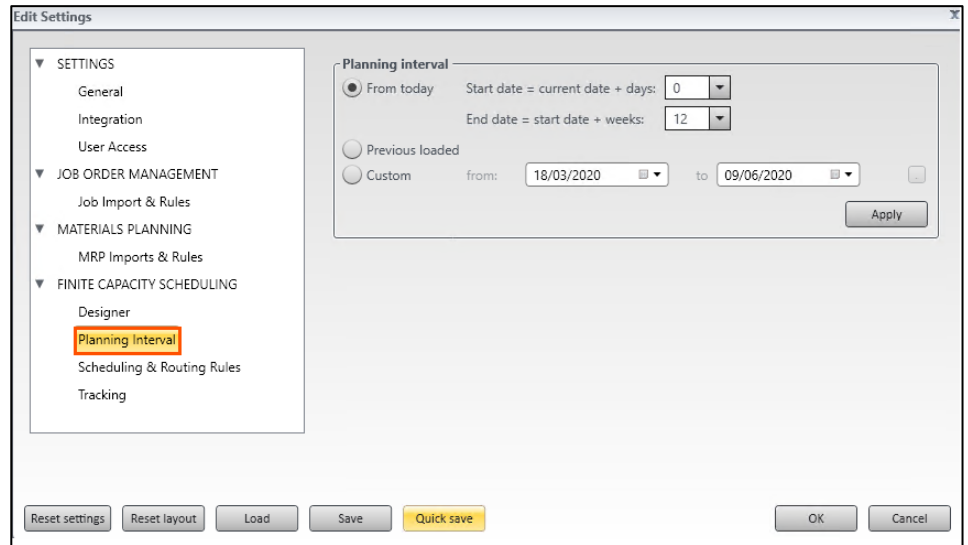
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Orders in the Task Panel

The planning interval does not restrict the range of orders/jobs that appear in the Task Panel. To filter the orders/jobs in the Task Panel refer to the Order Import & Rules section.

The planning interval defines the period of time into the future (and back into the past) where scheduling can occur. The planning interval can be changed at any time from the Schedule tab. Scheduling cannot be performed outside the planning interval.



Planning Interval Settings

Section	Setting	Explanation
Planning Interval	From Today	Allowing the user to select the amount of days before or after today that the planning interval starts and the number of weeks after the start date that the planning interval ends.
	Previous Loaded	When enabled, work centres with no associated work units are not displayed in the factory explorer or in the schedule board
	Custom	Giving the user the ability to select a specific date range.



## Scheduling & routing rule settings

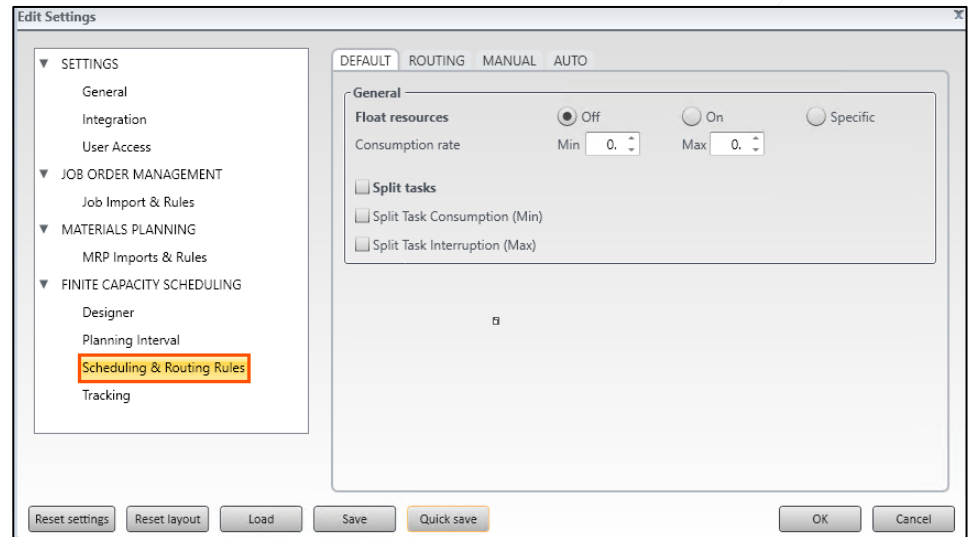
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Supported in ERP?

Different ERP applications support different scheduling parameters to manufacture a product. (i.e. Queue, Setup, Wait, Teardown, Move, Subcontract, Transfer/Overlap). Where supported, Visual APS will read the parameters from the operation/routing in the ERP application. Parameters can optionally be set manually in Visual APS by using the Edit Job function.

The settings within scheduling and routing rules allow the planner to manipulate the captured routing to better schedule tasks. Each of the options can be turned off and on by adding or removing a check in the corresponding box under the following sub headings; General, Queue, Setup, Wait, Teardown, Move, Sub Contract, Transfer/Overlap, Status definition for completed operations. In addition, the planner can set default values for manual and auto scheduling.



To edit the Scheduling & Routing Rule settings

1. Select the File Menu
2. Select Company Settings
3. Select Scheduling & Routing Rules

## Scheduling & routing rules settings

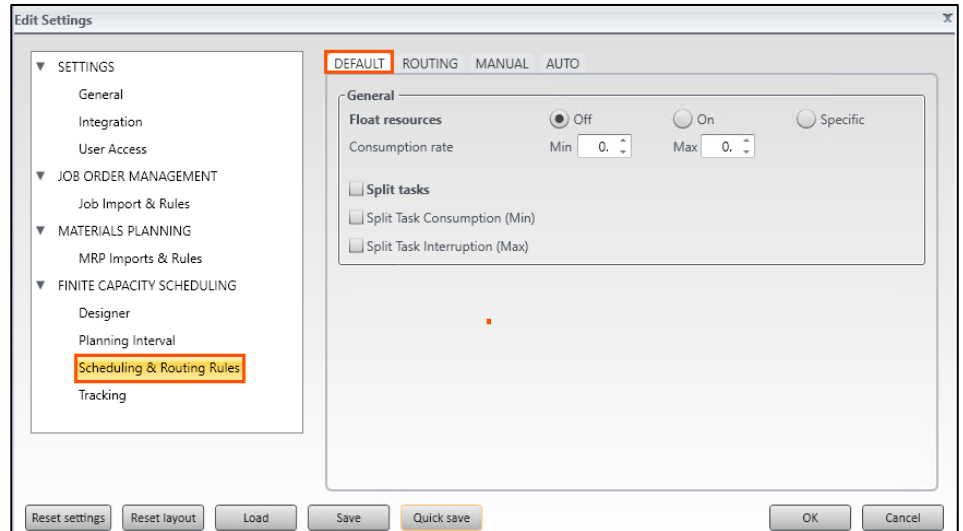
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Float Resources

Using float will decrease or increase the elapsed time of the operation.

Refer to the table below for an explanation of all settings on the Scheduling & Routing Rules > Default Tab



Scheduling & Routing Rules Default Settings

Section	Setting	Explanation
Default	Float Resources	<p>By default, LYNQ consumes the number of resources defined in the operation parameters. By using float, LYNQ can consume variable quantity of resources.</p> <ul style="list-style-type: none"> <li>• Off = Resources defined in the operation will be consumed</li> <li>• On = Resources are consumed based on the number of resources defined against the work unit. Resources will only be consumed up to the Float Consumption Max value</li> <li>• Specific = The Max Consumption rates values will apply to all work units</li> </ul> <p>The default settings can be amended from the Schedule Tab, prior to scheduling.</p>
	Consumption Rate Min/Max	Used by Float Specific

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Scheduling & Routing Rules Default Settings

Section	Setting	Explanation
Default	Split Tasks	This setting allows Visual APS to utilise any free space in the schedule even if it means that the operation/job will be started and stopped before completion. For example, imagine that a shift is from 8:00 to 12:00 and an operation is scheduled from 9:00 to 11:00. If a 2 hour operation is scheduled with split tasks enabled, the operation will be split to start from 8:00 to 9:00 for 1 hour and then from 11:00 to 12:00 for 1 hour, when dragged to start at 8:00 on the schedule board.
	Split Task Consumption (Min)	The minimum amount of time an operation can be split for. The Split Task Consumption (Min) value specified in (HH:MM) is configured against the work unit. If less time is available, the task cannot be scheduled during that time slot. This is used to prevent situations where operations are scheduled for a short period of time before it needs to be stopped for another operation to start.
	Split Task Interruption (Max)	The maximum amount of time an operation can be interrupted for. The Split Task Interruption (Max) value specified in (HH:MM) is configured against the work unit. If more time than this amount is required to interrupt the task (for other tasks), the task cannot be scheduled during that time slot.

## Scheduling & routing rules settings

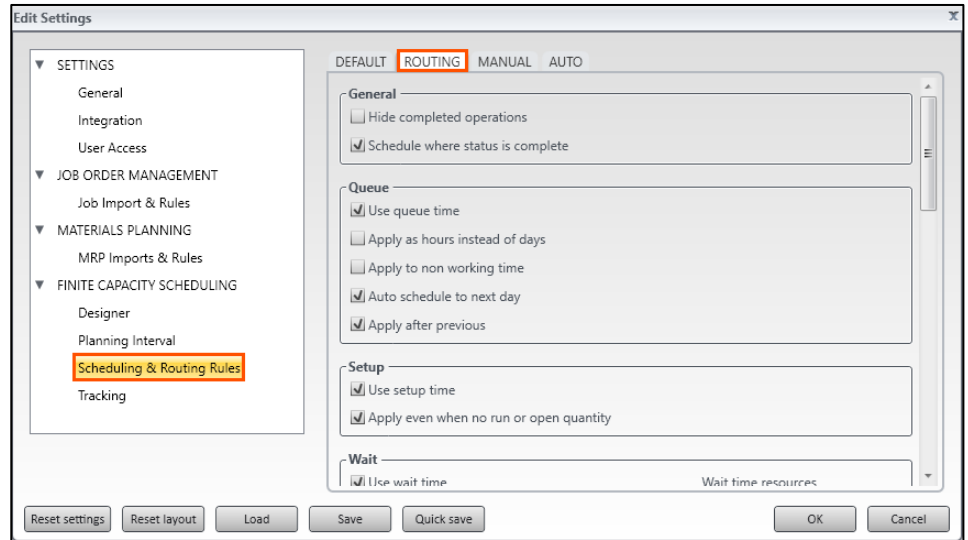
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Supported in ERP?

Different ERP applications support different scheduling parameters to manufacture a product. (i.e. Queue, Setup, Wait, Teardown, Move, Subcontract, Transfer/Overlap). Where supported, Visual APS will read the parameters from the operation/routing in the ERP application. Parameters can optionally be set manually in Visual APS by using the Edit Job function.

Refer to the table below for an explanation of all settings on the Scheduling & Routing Rules > Routing Tab.



Scheduling & Routing Rules Routing Settings

Section	Setting	Explanation
General	Hide completed operations	When enabled, completed operations will not be visible on the schedule board and capacity is available for other operations to be scheduled. Note this setting does not hide the operation in the Task Panel.
	Schedule when status is complete	When enabled, an operation can be scheduled where it is marked complete and there is outstanding quantity to produce.
Queue	Use Queue Time	Queue time is the period of time during which the product awaits transfer to the next operation in the routing. When enabled, queue time will be scheduled.
	Apply as hours instead of days	When enabled, queue time will be treated in hours instead of days.
	Auto schedule to next day	When enabled, queue time will be scheduled to the next day when auto scheduled.
	Apply after previous	Determines whether queue time is applied after the previous operation.

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Section	Setting	Explanation
Setup	Use Setup Time	Indicates the time it takes to prepare the manufacturing work unit for production. When enabled, setup time will be scheduled.
	Apply even when no run or open quantity	Indicates that setup time should be scheduled even when there is no run time or open quantity.
Wait	Use Wait Time	Indicates the amount of time between the end of the current operation and the availability of the product to be moved to the next work centre. This forms part of elapsed time
	Apply to Operation (off = unit)	When disabled, wait time will be applied to the operation. When enabled, wait time will be applied for each unit.
	Wait Time Resources	Indicates whether resources will be consumed during wait time.
	Apply to Non-Working Time	When enabled, wait time can be scheduled during non-working time.
	Apply even when no run or open quantity	Indicates that wait time should be scheduled even when there is no run time or open quantity.
Teardown	Use Teardown	Indicate the time taken to close down the specific machine, line, or work centre used in the operation after production is complete. It forms part of the elapsed time. Typically, no usable items are produced during the teardown period.
	Apply to Operation (off = unit)	When disabled, teardown time will be applied to the operation. When enabled, teardown time will be applied for each unit.
	Teardown Resources	Indicates whether resources will be consumed during teardown time.
	Apply to Non-Working Time	When enabled, teardown time can be scheduled during non-working time.
	Apply even when no run or open quantity	Indicates that teardown time should be scheduled even when there is no run time or open quantity.

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Section	Setting	Explanation
Move	Use Move Time	Indicates the time required for the operation to move between work centres.
	Apply as hours instead of days	When enabled, move time will be treated in hours instead of days.
	Apply to Non-Working Time	When enabled, move time can be scheduled during non-working time.
	Auto Schedule as Next Day	When enabled, move time will be scheduled to the next day when auto scheduled.
	Apply after previous	Determines whether move time is applied after the previous operation.
Subcontract	Apply to operation (off = unit)	When disabled, subcontract time will be applied to the operation. When enabled, wait time will be applied for each unit.
Transfer/Overlap	Use Transfer	Indicates which operation will be overlapped when transfer or overlap is supported by the ERP application <ul style="list-style-type: none"> <li>• Previous Operation</li> <li>• Next Operation</li> </ul>
Status Definition for Completed Operations	Status 1 & 2 Code	Indicates the status code for completed operations. By default, the Status 1 code field is automatically configured based on the ERP application LYNQ is integrated with. Status code 2 can be mapped in the SQL SourceProductionOperationsView, if status needs to be mapped to an additional field.

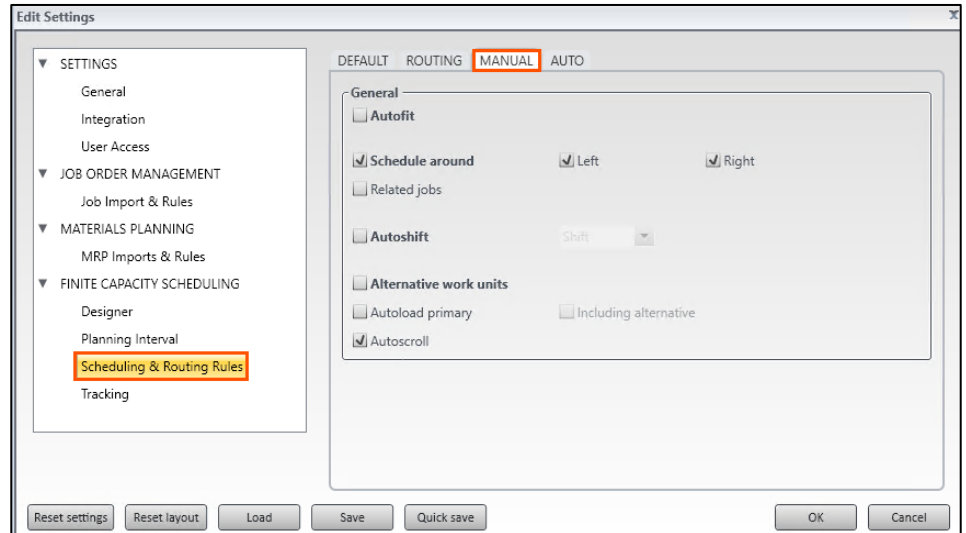
## Scheduling & routing rules settings

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

Refer to the table below for an explanation of all settings on the Scheduling & Routing Rules > Manual Tab



Scheduling & Routing Rules Manual Settings

Section	Setting	Explanation
General	Autofit	Use autofit to drop a selected job in the first available time slot regardless of where this is manually dropped onto the planning board
	Schedule Around	Use Schedule Around to automatically schedule dependencies for a job that has been manually rescheduled. Schedule Around uses the established sequencing and timing of connected operations. Check the Right box to include operations after the selected operation. Check the Left box to include operations before the selected operation. It can also be manually activated with a mouse click or the Alt key when dragging a job to the planning board. This will maintain the proper sequence of operations on a job.
	Related Jobs	Indicates whether schedule around will apply to related jobs.

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Manual Scheduling & Routing Rules Settings

Section	Setting	Explanation
General	Autoshift	Use Autoshift when inserting an urgent new job. There are 3 ways in which Autoshift can be used: <ul style="list-style-type: none"> <li>• Use Replace to schedule a new operation or job on the timeline and unschedule the order that occupied that time.</li> <li>• Use Shift to schedule a new operation and move all affected jobs on the timeline to the right after the new order. Caution: this does not affect dependent operations or jobs.</li> <li>• Use Move ASAP to schedule a new operation or job, unschedule the existing and reschedule it in the first available slot.</li> </ul>
	Alternative Work Units	Indicates whether alternative work units can be scheduled to when an alternative work unit exists.
	Autoload Primary	Indicates that a products primary work centre should automatically be loaded into the planning board.
	Including Alternatives	Indicates that an alternative work unit should automatically be loaded into the timeline.
	Autoscroll	Option to have the planning board automatically scroll to the first work centre that can perform the work for an order you are manually scheduling.



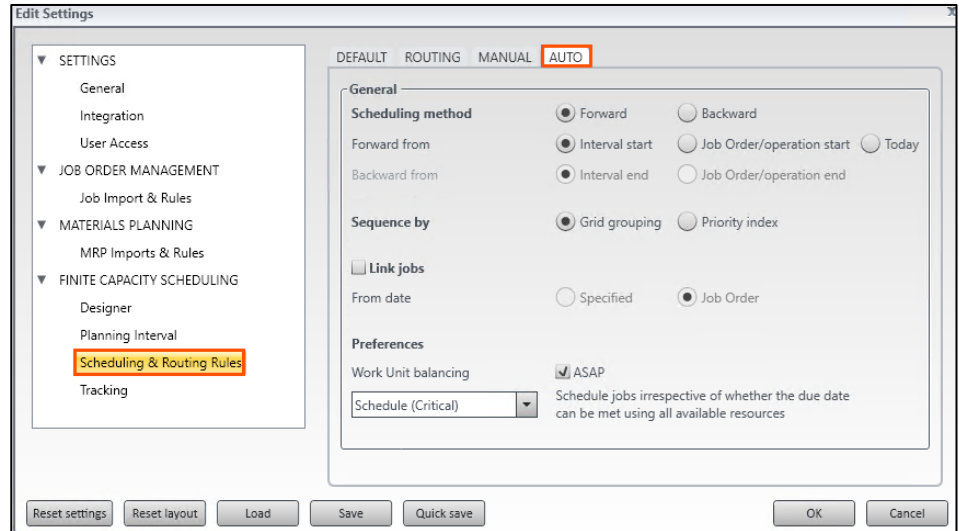
## Scheduling & routing rules settings

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

Refer to the table below for an explanation of all settings on the Scheduling & Routing Rules > Auto Tab



Scheduling & Routing Rules Auto Settings

Section	Setting	Explanation
General	Scheduling Method	Indicates the default scheduling method when manually and automatically scheduling <ul style="list-style-type: none"> <li>• Forward scheduling means the scheduling process will start from a selected date, irrespective of when the order is due</li> <li>• Backward scheduling means the scheduling process will be completed one day before the due date</li> </ul>
	Forward From	Indicates which date to schedule forward from
	Backward From	Indicates which date to schedule backward from
	Sequence By	Indicates the sequence of scheduling <ul style="list-style-type: none"> <li>• Grid grouping uses the sequence the job orders appear in the scheduling grid to schedule them in order.</li> <li>• Priority index uses a priority field in the scheduling to represent the order in which jobs are scheduled.</li> </ul>

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Auto Scheduling & Routing Rules Settings

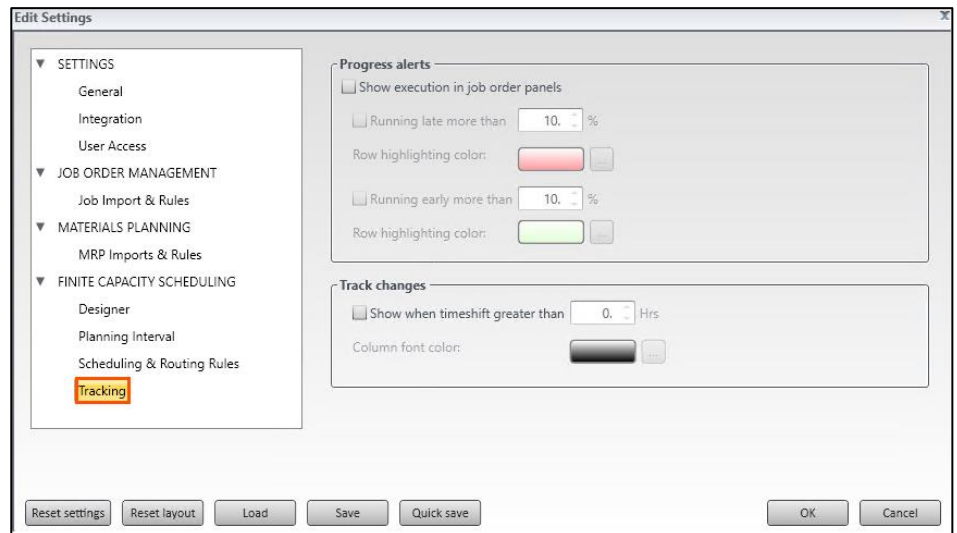
Section	Setting	Explanation
General	Link Jobs	Indicates whether auto scheduling should simulate the behaviour of sub jobs, whereby the scheduler can manually define which jobs must be completed before subsequent jobs can commence. For example, sub-assemblies must be completed before the parent good. The default link jobs settings relate to the create dependency settings and work in conjunction with either the 'Priority Index' or 'Grid Grouping' logic as part of Auto scheduling.
	From Date	Indicates whether the schedule from date uses a specified date or the job order date when scheduled.
Preferences	ASAP	Enables Work Unit Balancing
	Work Unit Balancing	Indicates the preferences for scheduling <ul style="list-style-type: none"> <li>• Schedule (Critical) will schedule jobs irrespective of whether the due date can be met using all available resources</li> <li>• Schedule (Primary) will schedule jobs irrespective of whether the due date can be met with priority of primary machine first and alternatives second</li> <li>• Schedule (Alternatives) will schedule jobs irrespective of whether the due date can be met with priority of alternative machines first and primary machines second</li> <li>• Due Date (Critical) will schedule jobs only when the due date can be met using all available resources</li> <li>• Due Date (Primary) will schedule jobs only when the due date can be met with priority of primary machine first and alternatives second</li> <li>• Due Date (Alternatives) will schedule jobs only when the due date can be met with priority of alternative machines first and primary machine second</li> </ul>

## Tracking settings

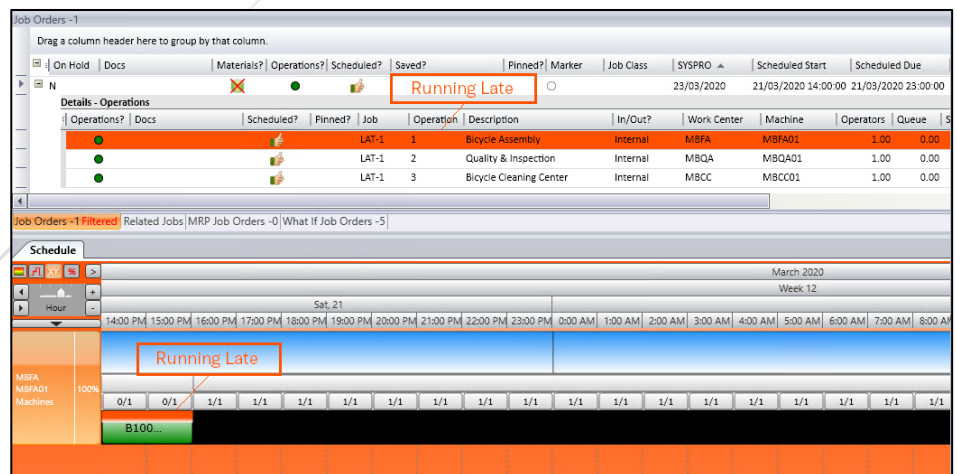
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Visual APS includes a progress alert function to highlight to the planner when operations are running early or late. Progress alerts will appear in the task panel and against the operation in the schedule board. Progress is based on the unit of units produced in the expected amount of time.



### Progress Alerts



Changes made to scheduled operations can be tracked, and additional columns in the Jobs lists will show whether a job has been changed (tick box) the impact (shifted left or right), along with the changes (+ or -) to the start date/time, and the due date/time. There is no visual change on the schedule board to indicate a change has been made.

## Rearranging the layout

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Reset Layout

You can reset the layout back to factory settings by clicking on file, company settings, and reset layout.

### Filtering

Filters may be applied for any column or columns in the task panel. When a filter is applied, the tab name shows the number of jobs followed by the word filtered in red.

### Task Panel Columns

Column settings are saved in your Visual APS profile, which is stored in your windows user profile.

### Imported Equipment

Equipment, which has been imported from ERP, will appear in the factory explorer.

You can rearrange the layout of Visual APS to suit your individual requirements. Users with dual screens may prefer to show the schedule board on a second screen.

#### How to Move the Factory Explorer, Task Panel or Scheduling Board

1. Select and hold the left mouse button on the window header. A coloured area indicates the window you are moving. Small icons indicate the possible locations to move the window.
2. Drag the window to the new location on the screen. Point to one of the icons to dock the window to that location. Or drag it anywhere to open that panel in a separate window (floating).

#### How to Resize the Factory Explorer, Task Panel or Scheduling Board

1. Point the mouse on the job order of the window until the resizing cursor appears.
2. Click and hold the left mouse button and drag the job order as needed.
3. Release the left mouse button.

#### How to Float the Factory Explorer, Task Panel or Scheduling Board

1. Click on the small arrow at the top right of the window that you want to float.
2. Select floating from the menu. The panel is now in a separate window. You can also simply double-click the window header.

#### How to Dock the Factory Explorer, Task Panel or Scheduling Board

Windows are automatically docked. If you have previously floated a window, you can redock it by moving it to one of the docked locations indicated by the small icons that appear when you move a window.

#### How to Auto Hide the Factory Explorer, Task Panel or Scheduling Board

1. Select the Auto hide icon on the right side of the window header.
2. The window is hidden on the side it was docked to. Hover over the window name to see it or click on the name to open it.

## Factory explorer in more detail

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Hierarchies

The groups that you see in the Factory Explorer are read from Enterprise Resource Planning directly. The resources that you see under the group names are typically imported by running the Import option from Visual APS.

You are able to manage the resources that you see in the schedule board by using simple techniques below:

- Check the box next to a resource it in the schedule board.
- Check the box next to a resource group to view all of the associated Resources in the schedule board.
- Uncheck the box next to a resource to remove it from the schedule board.
- Check or clear the checkbox at the top of the factory explorer panel (to the left of the column headings) to view or remove all resources from the schedule board

**It's possible to restrict which** resources a user is able to see.

To restrict access by user

1. From the File Menu, select Company Settings
2. Click User Access
3. Click by Planner
4. Select the User
5. Place check marks against the resources you wish them to see
6. Click OK

In addition to restricting which resources a user can see; you also have the ability to prevent any resource groups from being displayed where there are no resources underneath them.

To hide resources groups where there are no associated resource

1. From the File Menu, select Company Settings
2. Click Designer
3. Click Hide resource groups where there are no associated resources
4. Click OK

## Task panel in more detail

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Sorting Columns

Quickly sort columns by clicking on the column name.

### Default Task View

By default, the task panel will show the job order and then the operations underneath them. To see the operations, you need to expand each job order. You can change this view so that the task panel shows a list of operations instead. To do this click on the manage menu and select list by operation.

### Sub Job orders Tab

The sub job orders tab will show a view, which relates the sub job order to its parent or master job order.

### Volume of job orders

The planning interval does not affect the volume of job orders that you see in the Task Panel. The interval is used for calculating your capacity.

To change the job order of the columns in the task panel drag a column header to a new location. Visual APS retains the changes and the task panel will again appear in this job order when the software is reopened. A number of additional columns are available and can be added to the task panel.

To add columns to the task panel

1. Right click on a column heading
2. Click Column Settings
3. Expand the required entity in the left window
4. Click on the + symbol
5. Customise the label of the column if required
6. Set the desired position by changing the number value
7. Click the arrow symbol to change column position
8. Click on OK

To remove columns from the task panel

1. Right click on a column heading
2. Uncheck the column in the right window
3. Click OK

The types of job orders that appear in the task panel are controlled by settings in Visual APS. These settings are in the Visual APS profile which is stored in **the user's windows profile folder**. You can change which job orders are loaded, whether job orders should only be loaded for a particular planner code and whether job orders should be loaded within the current planning interval

To customise the types of job order that are loaded in the task panel

1. From the File Menu, select Company Settings
2. Click Job order Import & Rules
3. Click on the Production or MRP tab
4. Change the settings to show All, Scheduled Only or Excluded
5. Click OK

## Task panel column explanation

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Share your settings

After you have spent some time getting your columns to look just as you want them, why not send your profile to other users. You can save your profile from Company Settings.

### User Defined Fields

Visual APS has a number of different User Defined Fields that can be displayed as columns. By Default, these columns are not mapped to any data fields in the Enterprise Resource Planning application. Contact LYNQ Support if you want to map these fields to values from your Enterprise Resource Planning application.

[support@lynqmes.com](mailto:support@lynqmes.com)

The task panel includes a number of different columns. Understanding the most the meaning behind each of the columns will improve your experience of the application.

The table below provides some explanations of most frequently used columns.

Field Name	Description
Attach	This provides the ability to add a document related to a job order or an item. When a job order document is attached, a paperclip icon is displayed in this column.
Materials?	Provides a visual indicator as to whether materials are available at the start date of the job order.
Operations?	This round coloured symbol indicates if there is adequate information for Visual APS to schedule the operation or job order. <ul style="list-style-type: none"> <li>Green = Valid for scheduling</li> <li>Red = Cannot be scheduled</li> <li>Yellow = Does not need to be scheduled</li> <li>Grey = Needs to be validated (by clicking on the line)</li> </ul>
Scheduled?	This column is blank if a job order is not scheduled. When scheduled, the graphic may be: <ul style="list-style-type: none"> <li>Thumbs up with yellow cuff = scheduled/unsaved</li> <li>Thumbs up with green cuff = scheduled / saved</li> <li>Warning sign = partial scheduling of some operations</li> </ul>
Pinned?	Provides a visual indicator if the job order has been pinned. This job order can no longer be moved unless the pin is removed first.
Marker	Markers appear as user defined visual indicators that can be set against job orders. Markers can be color coded and used for sorting and filtering purposes.
Possible Errors	Available capacity for a resource may change when settings or shifts are amended. After saving amendments, a dialog box appears asking if any job orders should be ignored, unscheduled or marked as possible errors. This column will display a red circle with an x as the possible error designation. The job orders or operations should be verified. To remove this icon, use the resolve possible errors function.
Scheduled Start	When imported from Enterprise Resource Planning, this is the job order/operation planned start date. This field will be updated once the Job order/Operation is scheduled within Visual APS with the actual scheduled start date.
Scheduled Due	When imported from Enterprise Resource Planning, this is the job order/operation planned due date. This field will be updated once the Job order/Operation is scheduled within Visual APS with the actual scheduled due date.
ERP Name	The field name that you see will be your Enterprise Resource Planning application name This field shows the original planned scheduled due date from the Enterprise Resource Planning application. This date does not change when the job order is scheduled.
Job ordered	The total quantity to produce on the Job order.
Reported	How many units have been produced against the job order.
Remaining	Shows the difference between the job ordered quantity and the reported quantity.
Running Late?	Shows whether the job order is running late based on its planned schedule.

## Schedule board in more detail

### Online Version

Click [here](#) to read this page online.

### Zoom in and out

Use the + & - icons on the top left-hand corner of the schedule board to zoom in and out or alternatively access the zoom in and out functions from the Review menu.

### Changing Colours

You can customise the colours of different types of job orders and tasks. Click on Company Settings and on Designer Settings to change the colours to suit your preferences.

### Labels

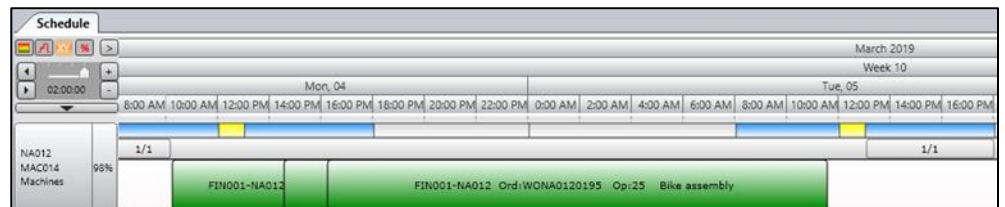
You can change the way job orders are viewed on the scheduling board. The labels function provides the ability to view job orders broken down by set up, run and processing times within the operation. This is particularly useful when minimising changeovers

### Hide Completed

Select the Hide Completed Operations setting in Company Settings, Scheduling Routing Rules, Routing to stop a completed operation from appearing and consuming resources on the scheduling board.

The schedule board is arranged into three horizontal sections. Immediately below the date and time lines you will see:

- Resource capacity
- Resource availability
- Task sequence in blocks of time



### Resource capacity

The top line indicates the resource capacity defined by shifts. It displays the work unit scheduled hours in coloured blocks for working / non-working or other activities. In the example above the blue area indicates working the blocks on the timeline that represents working time.

### Resource Availability

The middle line presents resource availability at any point of time. This information can be presented in %, quantity or coloured equalizer modes. These options are represented by the following icons and views can be amended by selecting the corresponding image. This option changes the representation only for resource with the enabled resource mode.



### Task sequence in blocks of time

The bottom line displays scheduled tasks in blocks on a line in the sequence they are scheduled. The tasks cover the time required for that item to be produced. The time consumption is calculated according to the route parameters of the resource (i.e., item units per hour, number of workers, calendar rules, etc.).



## Shortcut keys

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### A Better Experience

Shortcut keys can help improve your user experience. Take some time to learn a few of the most common ones.

Some standard MS-Windows shortcuts are available for use in Visual APS. These are optional and are primarily used from the task panel and other grids.

Program key combinations	
CTRL + A	Select all the items in the current grid
CTRL + C	Copy the selected field
CTRL + R	Refreshes data from Enterprise Resource Planning
CTRL + S	Saves or Updates Enterprise Resource Planning
CTRL + Y	Redo
CTRL + Z	Undo

Mouse key combinations	
CTRL button + mouse wheel scroll	Changes the planning board zoom +/-; point to a specific spot to zoom there
ALT + drag and drop scheduling	Uses the Autoshift Function
SHIFT + mouse wheel scroll	Move a Task on the Planning Board to the closest limit (e.g. another scheduled task)
SHIFT + left mouse	Task Panel selection of a group of jobs
CTRL + left mouse	Task Panel selection of specific jobs

## Adding new activities

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Deleting Activities

Activities cannot be deleted once they have been created. Think carefully before creating these.

The work calendar is a combination of both activities and shifts which represents the working hours, holiday calendar, breaks, plant shutdowns and shift schedules. Before you can use LYNQ for detailed scheduling, you must define a work calendar. Work calendars are configured within Visual APS and are setup independently of Enterprise Resource Planning.

Before a resource can be available for scheduling purposes, the resource must be associated with a Shift. Shifts are used to define the available capacity of a resource. Shifts contain different activity types to identify working time from non-working time and downtime. A shift may contain multiple activity types. The default activity type included in the application are:

- Working time
- Non-working time
- Lunch time
- Maintenance time
- Approved overtime

To create new activities

1. Click on the Home Menu
2. Click Activities
3. Click Add New
4. Enter a value in the Activity Code field
5. Enter a suitable description in the Activity Description field
6. Select a Color for the activity by **clicking [...]**
7. Click OK
8. Click OK

## Shifts

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

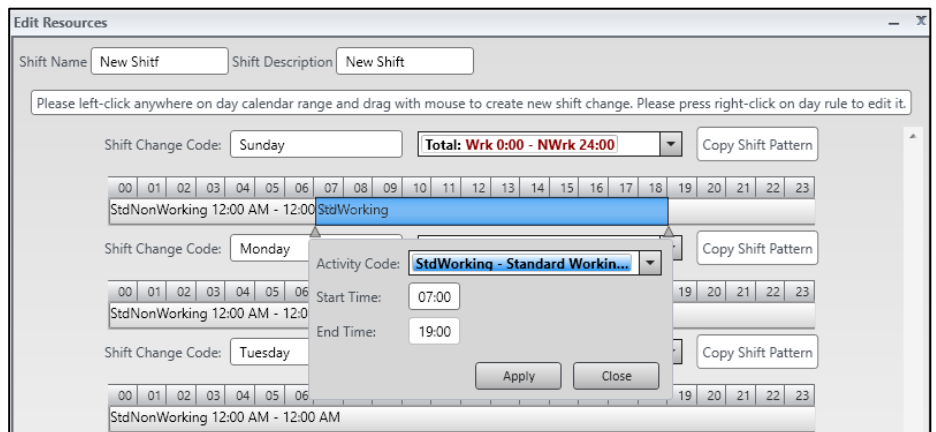
### Making Changes

Click on the Home Menu and then Shifts to edit your default shifts.

By default, LYNQ is pre-configured with two shift patterns. These rarely suit the shift patterns for every manufacturer. New shifts can be created to suit new operational requirements.

To create a new shift

1. Click on the Home Menu
2. Click on Shifts
3. Click Add New
4. Enter a value in the Shift Name field
5. Enter a value in the Shift Description field
6. Select the day of the week when the shift applies
7. Using the left mouse button drag to highlight the time from and to.
8. Select the correct type of activity code for the shift
9. Repeat steps 7 & 8 to overlay different activities within the shift (i.e lunch)



Once you have created your new shift for a day, you can copy the same shift pattern to other days in the week.

To copy the same shift to another day

1. On the day you want to copy, left click on Copy Shift Pattern
2. With the left click still activated, drag and drop the shift to the relevant day
3. Repeat steps 1 and 2 for all days you want to have the same shift

## Assign a new shift to a resource

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Rebuild

If you are not immediately seeing changes after updating your work unit properties, you may need to tick the rebuild check box on the work unit record

At any time, you can reset the shift against a resource. When the resource has scheduled operations, you should decide how you wish to handle this before changing the resource.

When changing a shift against a resource you will be asked what to do with existing scheduled operations

Your choices are:

- Nothing
- Unschedule operations
- Mark operations as possible errors

To assign a shift for a single resource

1. Right click on the resource in the schedule board
2. Click on Edit
3. Select a different shift in the shift column
4. Click Rebuild if a shift was previously assigned to the resource
5. Click OK
6. Select how you wish to manage scheduled activities
7. Click OK

To assign a shift for multiple resources

1. Click on the Home Menu
2. Click on Work units
3. Select a different shift in the shift column
4. Click Rebuild if a shift was previously assigned to the resource
5. Click OK
6. Select how you wish to manage scheduled activities
7. Click OK

## Making shift changes (single)

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Remove shift rule

To remove shift rules, right click on the day(s) in the calendar view and select Set to Default.

At any time, you can make changes to a shift. There may be occasions where you want to include non-working time into your shifts to reflect shutdown or holiday periods.

Shift changes can be applied to

- A single resource
- Multiple resources

To change the shift for a single resource

1. Navigate to the Factory Explorer
2. Expand the relevant site
3. Locate the work unit
4. Right click on the work unit
5. Click Shift (Change)
6. Click on Add New
7. Enter a value in the Shift change code field (i.e. shutdown)
8. Under the timeline left click and drag to highlight the time (i.e. 00:00 to 00:00)
9. Set the Activity Code to StdNonWorking
10. Click OK
11. Click on the heading Ungrouped from the Day Shift Changes task panel
12. Right click on Shutdown
13. Click Copy
14. Select the dates (i.e 18th Dec to 1st Jan) by click/hold of left mouse button
15. Right click on 1st January
16. Click Paste
17. Click Apply
18. Click YES to rebuild the calendar
19. Click Nothing
20. Click OK

## Making shift changes (multiple)

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Remove shift rule

To remove shift rules, right click on the day(s) in the calendar view and select Set to Default.

Changes can be made to multiple resources at a time.

To change the shift for multiple resources

1. Click on the Home Menu
2. Click on Changes
3. Tick the relevant sites and work units
4. Right click on the work unit
5. Click on Add New
6. Enter a value in the Shift change code field (i.e. shutdown)
7. Under the timeline left click and drag to highlight the time (i.e. 00:00 to 00:00)
8. Set the Activity Code to StdNonWorking
9. Click OK
10. Click on the heading Ungrouped from the Day Shift Changes task panel
11. Right click on Shutdown
12. Click Copy
13. Select the dates (i.e 18th Dec to 1st Jan) by click/hold of left mouse button
14. Right click on 1st January
15. Click Paste
16. Click OK
17. Click Apply
18. Click YES to rebuild the calendar
19. Click Nothing
20. Click OK

## Work Units

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Remember to refresh

If you create any new work units in Enterprise Resource Planning, remember to refresh Visual APS before you run the import process.

### What to import

You don't have to import all work units into Visual APS. You can be selective during the import process

Resources are defined as personnel, equipment and/or materials. Resources such as employees and work units are associated to shifts and help define your production capacity. Resources are typically imported from Enterprise Resource Planning and their settings can be extended further in LYNQ. Before resources are available for scheduling, they must be associated to a shift. A default shift can be selected during import of the resource from Enterprise Resource Planning.

Primary and secondary resources are imported:

Order	Data Type	Imported To	Imported From
1	Work Units	Visual APS	Visual APS
2	Tools	Visual APS	Visual APS
3	Employees	LYNQ Website	LYNQ Website
4	Work Units	LYNQ Website	LYNQ Website
5	Tools	LYNQ Website	LYNQ Website

1. Open Visual APS
2. Click on the Home Menu
3. Click on Import
4. If Visual APS recognises that there are new Work Units available for import, a Work Unit dialog box will appear
5. At this point, you have the option to declare any default values for the new Work Unit(s)
6. Click OK
7. Select the Work Units to import from the grid view
8. Click on OK

## Work Units

### Remember to refresh

If you create any new work units in Enterprise Resource Planning, remember to refresh Visual APS before you run the import process.

Once imported you will see the work units under the associated work centre in the factory explorer. Note, if tools are supported by Enterprise Resource Planning, these will be included in the import work unit process and can be seen in the factory explorer under the work centre of Tools.

To import Work Units imported into Visual APS to LYNQ

1. From LYNQ select Seat Maintenance
2. Select Seats
3. Select Import
4. Select Import Equipment
5. Select the required Work Units
6. Select OK
7. Double click on the new equipment record to edit properties
8. In the group section, assign the work unit to the appropriate group
9. Click Active
10. Review and select appropriate value for "Planned availability calculated by"
11. Click Save

To import Employees from Enterprise Resource Planning to LYNQ

1. Open LYNQ
2. Select Seat Maintenance
3. Select Seats
4. Select Import
5. Select Import Employees
6. Select the required resources
7. Select OK
8. Double click on the new employee to edit properties
9. In the group section, assign the employee to the appropriate group
10. Review and select appropriate value for "Planned availability calculated by"
11. Click Active
12. Click Save



## Work unit properties

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Rebuild

If you are not immediately seeing changes after updating your work unit properties, you may need to tick the rebuild check box on the work unit record.

Visual APS allows additional properties to be set against a work unit. Refer to the Advanced User Guide for Float resources and consumption settings.

### Work unit properties

Section	Field	Value
Resources	Infinite Resource	Indicates no limits to capacity
	Resource Type	Type of resource
	Default Resource Qty	Default No. of Resources
	Float Resource Usage	Float Resources based on Type
	Float Resource Usage Type	All/Less or Equal/Greater or Equal
	Float Discrete Resource Usage	Float Resources based on min/max
	Min Resource Consumption	Min no. of resources required
	Max Resource Consumption	Max no. of resources required
	Recommended Load Level (%)	Recommended load level percentage
	Split Task Consumption (Min)	Minimum time during which a task can be started when splitting tasks
	Split Task Interruption (Max)	Maximum time interruption when splitting tasks
Shifts	Shift	Default shift

### How to configure work unit properties

1. From the Factory Explorer or Schedule board right click on the work unit
2. Click Edit
3. Change the properties as required
4. Click OK

## Material availability

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Saving Calculations

User have the ability to take a snapshot of the material calculation information. This can be useful if additional analysis needs to be performed outside of Visual APS against the stock data. The data relating to material calculations is stored in the Enterprise Resource Planning database in the LYNQ stock info tables.

Visual APS provides a material indicator column in the task panel to indicate to the planner, the availability of material for different types of orders. The material indicator is updated whenever the calculate material function is run. This feature can be run manually when the calculate method is set to manual or when you open or refresh Visual APS when the calculate method is to auto.

Setting calculation method to manual or auto

1. Click on the Plan menu
2. Click MRP - Settings
3. Click on the General Tab
4. Select Manual or Auto from the Material Calculation lookup

Due to the complexities of material calculations, setting Visual APS to automatically recalculate can significantly slow down performance of Visual APS. Every time Visual APS is refreshed and opened, Material Calculations are performed. Therefore, it is recommended that the material calculation method is set to manual, so the user can control when recalculations will occur

Setting calculation method to manual or auto

1. Click on the Plan Menu
2. Click Recalculate
3. Select Yes to save the current plan prior to running recalculate
4. Select production job orders Task Panel
5. The material column will now be updated

## Material indicators

### Online Version








Click [here](#) to read this page online. The online version provides additional links to other related information.

### Excluding or Including

The Planner can elect to include or exclude job orders, or reserve stock in the calculations Visual APS performs by clicking on the Plan menu

The Material Status Indicator appears against each job order in the task panel, Double clicking on the Material Status Indicator will drill down to the Bill of Material and provide an availability view for each component.

The same color coding is adopted throughout the Bill of Material. Drilling down further on a specific component material status icon displays a list of job orders that are consuming or replenishing the component. This can help you determine which components may be shifted from another shop job order or re-sequenced.

Indicator	Meaning
	Not included in material calculation
	All materials available at start date
	Some materials not available at start date
	No Materials available at the start date
	All materials available and reserved in the calculation
	Some materials available and reserved in the calculation
	No materials available and reserved in the calculation

Job orders that have a yellow or red material indicator may require further action. For example, you may not want to schedule a job order where there are known shortages. To identify which component(s) have a shortage, double click on the Material Indicator to show the availability of materials by component. Drilling down further on the material indicator for the component will show which job orders are consuming or replenishing the component.

When materials are attached to Operations, Visual APS provide greater accuracy of material requirements. When an operation is not declared in the Bill of Material the material required date is calculated for the start date of the job order. When specifying an operation for a component within a Bill of Material, Visual APS will validate the material on the start date of the Operation rather than the job order. This is very important to help control inventory as all the materials won't be job ordered too early for the capacity where they will be used.

## Material shortages

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Export to Excel

To inform procurement of any shortages export the overview reports to excel.

### MRP Limitations

It is important to note that the MRP and Material

Availability functions are not designed to replace materials management in Enterprise Resource Planning. It is intended to assist the planner during the planning and scheduling process. By using markers, planners are able to mark job orders that have material issues.

### MRP shortages

Shortages are not seen as a constraint in Visual APS. Job orders with shortages can still be scheduled. To overcome this, use the marker to job orders with shortages and excludes these job orders during scheduling

The MRP View feature in provides a stock enquiry of the current quantities for components over a period of time. The MRP Views feature supports up to 100 periods by day or week.

### MRP Overview

Each component used on a job order is returned in a grid view. The rows are ordered first by location then by product. If Visual APS has calculated any shortages for a component the quantity will be highlighted in red text. The number of job orders affected by this shortage can be seen in the Job orders affected column. Doubling clicking on the quantity value provides the user with a drill down into the individual order details.

### MRP Selected

Works in the same ways as MRP Overview but is useful for checking one or a few job orders at a time.

To review shortages for all job orders

1. Click on the Plan Menu
2. Click Recalculate
3. Click on the Plan Menu
4. Click on Overview
5. Select the Period Type Day or Week
6. Enter the number of periods to review in the Period field
7. Click on Apply

To review shortages for a selected job orders

1. Click on the Plan Menu
2. Click Recalculate
3. Highlight the job order you want to review from the task panel
4. Click on the Plan Menu
5. Click on Selected
6. Select the Period Type Day or Week
7. Enter the number of periods to review in the Period field
8. Click on Apply

## Material calculation settings

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Settings

The settings you make in company settings are saved to your user profile, which is stored in your windows user profile folder. If you want other users to use the same MRP settings, give them a copy of your profile

A number of settings are available to control how material calculations are performed. Material status is calculated based on the supply and demand settings within company settings, MRP import & rules.

#### Include Past Active job orders

Include past active orders is a setting that helps deal with job orders with a due date less or earlier than today. These are considered already in the past but may still be active. It is not possible to consume materials in the past, so how do we want to see these job orders from a material viewpoint? Users can completely exclude these job orders from the calculation (and you will see those with an X) by not checking this box. Or users can include those job orders in the material calculation but look at a different start date. By default, this effective start date is set to today, or you can consider it into the future (i.e. +10 days).

This helps answer the question when will the materials for late job orders be available? You should really reschedule these job orders for the date when they will be kit clear or leave them as they are and enable material validation to include them. If you include past active job orders, it is difficult to know what is available tomorrow. So, the setting of "today" lets Visual APS know that the job order is late but the replenishment will occur today and that material will be available. The stock for tomorrow will include the past due quantities.

#### Group Locations

In Group locations the warehouse used in the calculation for material requirements is read from the Bill of Material captured against the job order. Sometimes the stock on hand in the default warehouse is not enough but stock may be available at another warehouse and you want to include another warehouse in the material calculation. For that reason, Visual APS has a function to group warehouses together. When grouping warehouses all stock movements for the grouped warehouses can be viewed in the stock information window

## Scheduling basics

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Planning Interval

The planning interval can be changed by clicking on the Schedule Menu. To change the default planning interval, select Company Settings, Planning Interval. These settings are saved in your Visual APS profile and only apply to you.

The planning interval in Visual APS defines the period of time where scheduling can occur. You cannot perform scheduling outside the planning interval. The planning interval is defined under the settings area in Visual APS and saved to the user's settings file. The Planning Interval can also be changed at any time by going to the Schedule menu and select Interval. By default, this is set to 12 weeks. The interval for planning is visible in The Title Bar at the top of the Visual APS window along with the server name, database name, and date and time when the was last loaded.

There are two primary methods of scheduling in Visual APS

#### Forward scheduling

- Forward scheduling takes a job order with a number of tasks and allocates those tasks to resources as early as possible, in other words when resources become available. There is also an option for Visual APS to schedule forward from a specific day.

#### Backward scheduling

- Backward scheduling takes a job order with a number of tasks and allocates those tasks to resources in reverse job orders, from last to first operation, and schedules the task on the resource.

You can either manually drag and drop a job order or an operation onto the schedule board or use the auto scheduling feature.

You can only schedule a job order or an operation when there is sufficient resource capacity. By default, Visual APS will try to schedule the resources that are captured against the job order's **routing in** Enterprise Resource Planning. If insufficient resources are available you may only be able to schedule the job order **partially or not at all**. **It's best to enable the schedule around function** when you want to schedule an entire set of operations for a job order. This will enable you to schedule all operations together.

When using schedule around it is important to remember that operations will only be scheduled when there is available capacity. If you drag and drop operation 20 to a time on the schedule board which is right at the beginning of your planning interval, any operations that come before operation 20 will not be scheduled as these would need to be scheduled before the start of our planning interval

## Prioritising what to schedule

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Markers

Visual APS allows you to define multiple markers to help prioritise and categorise your job orders.

Understanding how production should be prioritised is an important consideration for any manufacturer. All manufacturers have at least works job orders, some of which are urgent, others of which are less so. Hence the need to prioritise how job orders are scheduled. The priorities that are set, will ultimately drive the schedule and is a main factor for how scheduled dates are calculated.

To help prioritise job orders, Visual APS provides different features to help you:

- Markers
- Basic and Advanced Filters
- Workflow Filters
- Grouping

### Markers

- Markers appear as user defined visual indicators that can be set against shop job orders on the task panel window. Markers can be color coded and used for sorting and filtering purposes.

To create a new marker

1. Click on the manage menu
2. Click on markers
3. Click on the marker1 tab
4. Enter i.e. critical in the value field
5. Click on add
6. Click on the circle to the right critical
7. Click on i.e. red from the color palette
8. Click on OK
9. Click on OK

To set a marker against a job order

1. From the Task Panel select the couple of job orders that are critical
2. Right click and select Markers
3. Click Marker1
4. Click i.e. Critical

## Prioritising what to schedule

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Save filter to file

You can save your filters and share the xml file that is saved with other users.

### Save filter to menu

Saving filters to the workflow menu is a relatively new feature in Visual APS. You can now save your filters so they appear just for yourself or they can be saved and used globally by other users.

### Filtering Columns

Columns can be quickly filtered by clicking on the arrow to the right of the column name.

### Advanced Filtering

Right click on the column heading and select Filter Settings to perform more complex filtering. From the Edit Filters windows, you can save the filter to file or save the filter so that it appears on the workflow tab.

### Grouping Tasks

Drag the column to the area above the column heading to group tasks by column value

You can also sort job orders in the task panel. In the default view, the task panel displays job orders by ascending job order number. In order to change the presentation of the job orders, any column can be selected as the primary sort. Select on a column header to sort the data according to that criteria. Select the column header again to sort in the reverse job order. The arrow next to the column header indicates the job order of the sort. Select a third time to remove the sort.

### Basic and advanced filters

The application provides two types of filters:

- Basic filters are created from column headings and allow you to manage which job orders are visible based on the chosen criteria.
- Complex filters are used for multiple criteria selections and then the filter can be saved and/or shared with other users or attached to the workflow menu.

The use of filters allows you to prioritise job orders ready for scheduling.

To create a filter in the task panel

1. Right click on any column heading in the Task Panel
2. Click Filter Settings
3. Click AND
4. Click Add Criterion field
5. Select a column in the first field
6. Select an operator in the second field
7. Enter a condition in the value field
8. Click OK

To save a filter to file

1. Right click on any column heading in the Task Panel
2. Click Filter Settings
3. Click AND
4. Click Add Criterion field
5. Select a column in the first field
6. Select an operator in the second field
7. Enter a condition in the value field
8. Click Save to File
9. Enter a file name and location
10. Click Save
11. Click OK



## Prioritising what to schedule

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Multiple groups

You can group on more than one column heading.

### Groups Resetting

Groups are reset when data is refreshed or when the application is closed

When creating filters, you can save the filter as a workflow item.

To create a workflow filter

1. Right click on any column heading in the Task Panel
2. Click Filter Settings
3. Click AND
4. Click Add Criterion field
5. Select a column in the first field
6. Select an operator in the second field
7. Enter a condition in the value field
8. Click Save to Menu
9. Select Who the Workflow will apply to
10. Click Add New
11. Enter a Name for the Workflow
12. Click OK
13. Click OK
14. The filter will now be available on the Workflow Menu

Grouping can be used when scheduling job orders based on a particular characteristic. For example, you may want to minimize change overs by scheduling all job orders for the same product together.

To group job orders in the task panel

1. Drag the column heading to the top of the task panel

The data will be grouped by column dragged. Use the + and - icons to the left of each grouping to expand or collapse the contents of the group. Sub groups can be added by dragging additional column headings to the top of the task panel.

## Manual scheduling

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Valid Operations

To change the color of the valid for scheduling indicator from red to green you must update the job order in Enterprise Resource Planning and refresh the Visual APS data.

### Drag and Drop

Visual APS takes you automatically to the first work unit to be scheduled when dragging the job order onto the schedule board

### Not Scheduling

If you find you are unable to schedule a large batch of job orders **entirely, it's** likely your planning interval has insufficient capacity. Either increase your planning interval, reduce the number of job orders to schedule or increase the number of resources.

Before operations can be manually or automatically scheduled, they must be recognised by LYNQ as being valid for scheduling. The valid for scheduling indicator must be green for Visual APS to schedule it. The indicator is displayed on the task panel at the job order level and at the operation level.

You will notice that the valid for scheduling indicator will have mainly 3 different colour codes. Each colour represents a different meaning:

1. Green meaning the operation has time to be scheduled
2. Yellow meaning the operation has already been completed by qty or status
3. Red meaning Visual APS **doesn't know what resources must be** scheduled

The routing will define the number of resources required. When scheduling you must have sufficient resources available. You will be able to see this on the resource availability bar in the schedule board for a given resource. You can quickly edit the number of resources by right clicking and selecting edit on the resource in the schedule board.

To manually schedule, the planner is able to simply drag and drop either the job order or individual operations onto the desired slot on the schedule board. This is particularly useful when a job order is required to run on a specific day or time.

To schedule job orders using drag and drop

1. Click on the Schedule Menu
2. Click on Schedule Around and check Left and Right
3. Click either forward or backward scheduling
4. Select a job order from the task panel
5. Right click and select load required work unit
6. Click and hold the selected job order
7. Drag it down to correct time on the schedule board

## Auto scheduling

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Scheduling Sequence

When the auto schedule dialog window appears if grouping shop job orders by grid grouping the first job order to be scheduled it will be the one at the top of the list. If grouping by index, then scheduling priority it will be from lowest to highest number.

### Grid Grouping

The default grid grouping setting can be changed in Company Settings, Scheduling & Routing Rules, Auto.

Auto scheduling is one of two methods for scheduling job orders in Visual APS. The production planner has full control over the sequencing of job orders and is then able to use the auto schedule feature to place these onto the schedule board. Auto schedule will ensure that job orders are scheduled in the predefined job order in the next free slot based on the required and available resources.

It's possible to prioritise schedule job orders using two different methods:

- Grid grouping
- Priority index

To auto schedule by sequencing job orders using grid grouping

Auto Scheduling uses the sequence the job orders appear in the scheduling grid to schedule them in order. **It's possible to drag rows up and down to change the sequence of job orders.**

1. Select a range of job orders to schedule
2. Right click and click auto schedule
3. Re-arrange the sequence by dragging job orders up or down
4. Click schedule by grid grouping
5. Click Schedule
6. Click OK twice

To auto schedule by sequencing job orders using priority index

Each job order can be given a number of priority which will then represent the job order in which these are scheduled on the schedule board.

1. Select a range of job orders to schedule
2. Right click and click auto schedule
3. Click schedule by priority Index
4. Click the job order that must take priority, and right click
5. Click Set Priority > 1
6. Click the other job orders that are not as urgent, and right click
7. Click Set Priority > 2
8. Click Schedule
9. Click OK twice

## Scheduling with schedule around

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Schedule Around

All operations will be scheduled the first time a job is scheduled. Subsequently, any operation may be changed on the board. Operations before that will also reschedule if **“Left”** is selected. Operations after the manually changed op will be rescheduled if **“Right”** is selected.

### Default to On

Schedule Around can be enabled by default from the Scheduling and Rules Manual Tab in Company Settings

The Schedule Around function automatically schedules operations for a selected job when one operation is manually scheduled. Schedule Around uses the established sequencing and timing of connected operations.

To use Schedule Around

#### Example 1

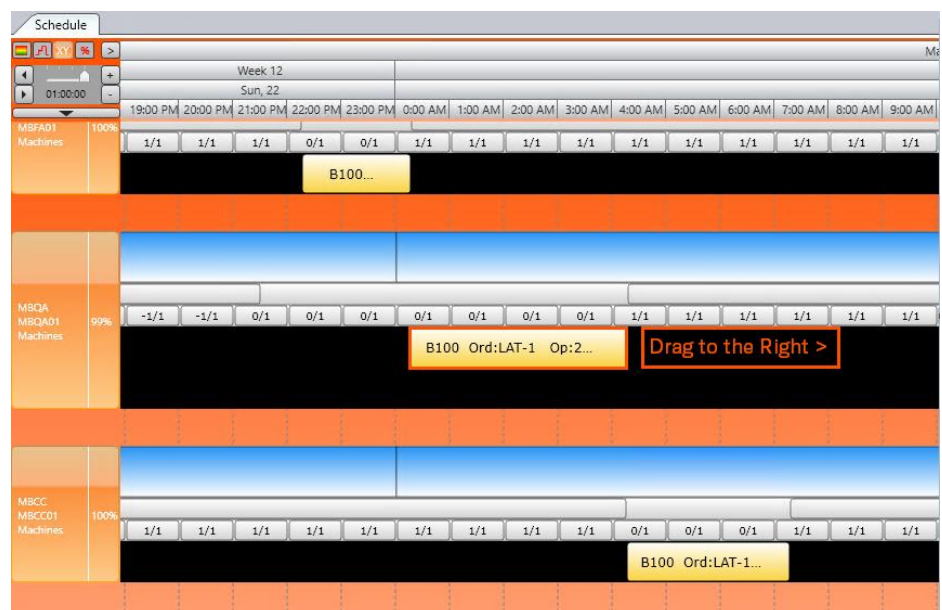
1. Enable the Schedule Around option from the Schedule Tab
2. Ensure both Left and Right checkboxes are turned on
3. Drag a Job with multiple operations to the Planning Board
4. Notice how all operations for the Job are scheduled in sequence

#### Example 2

1. Enable the Schedule Around option from the Schedule Tab
2. Ensure both Left and Right checkboxes are turned on
3. Drag a single operation of a multi operation Job to the Planning Board
4. Notice how all operations for the Job are scheduled in sequence

#### Example 3

1. Enable the Schedule Around option from the Schedule Tab
2. Ensure only the Right checkbox is turned on
3. Drag a Job with multiple operations to the Planning Board
4. Notice how all operations for the Job are scheduled in sequence
5. Drag the 2<sup>nd</sup> operation to the right to adjust the start time
6. Notice operations to the right will also move in sequence



## Scheduling with autofit

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Default to On

Autofit can be enabled by default from the Scheduling and Rules Manual Tab in Company Settings

Autofit is a function used to drag and drop a selected job or operation into the first available time slot. This is true even if the availability is not visible on the planning board when you drop it.

To use Autofit

1. Enable the Autofit option from the Schedule Tab
2. Drag a Job to the Planning Board where there is no availability
3. Keep the left mouse button down to show the information panel
4. The information panel will indicate when the job can be scheduled
5. Let go of the left mouse button
6. The job will be scheduled to the date suggested
7. Select Save and Publish from the Quick Start Toolbar

The screenshot displays the LYNQ Scheduling interface. At the top, there is a 'Details - Operations' table with columns for Operations?, Docs, Scheduled?, Finned?, Job, Operation, Description, In/Out?, Work Center, Machine, Operators, and Queue. Below this is a 'Schedule' view for Week 12, Sun, 22, March 2020. A red box highlights the text 'Drag Job to Schedule' with a red arrow pointing to a job being dragged into a time slot. A pop-up window titled 'JOB ORDER: 00000000000483 OPERATION: 1 - Bicycle Assembly' is shown, containing details for Job Order (00000000000483), Job Order Type (WOO), Operation (1), Description (Bicycle Assembly), Stock Code (LOT100), and Description (Racing Bicycle). The Start time is 30/05/2020 04:15:00 and the End time is 31/05/2020 05:30:00. The window also shows 'SUCCESSFULLY'.

## Scheduling with autoshift

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Default to On

Autoshift can be enabled by default from the Scheduling and Rules Manual Tab in Company Settings

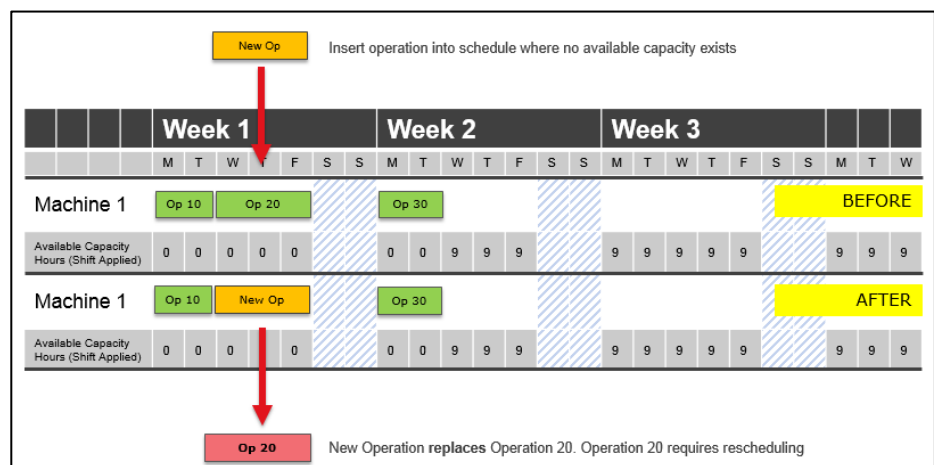
Auto shift is a manual technique on the Schedule tab that allows a job or operation to be inserted where something is already scheduled.

Imagine you have an existing schedule saved and a new urgent operation is needed. There is not enough available capacity but this new urgent operation must take precedence. As LYNQ is a finite system, capacity must be made available and there are three options to do that:

- Replace
  - Drag & drop the new operation on top of an existing operation. The operation on the schedule board will be unscheduled.
- Shift
  - Drag & drop the new operation into place on the planning board. The previously scheduled operations on the schedule board will be moved out to the right.
- Move ASAP
  - Drag & drop the new operation on top of an existing operation. This function works similar to Replace but instead of completely replacing the operation, the previously scheduled operation will be moved out to the first available capacity.

Autoshift with Replace Before & After

8. Enable the Autoshift “Replace” option from the Schedule Tab
9. Drag an operation on top of a previously scheduled operation
10. Note the previously scheduled operation is unscheduled



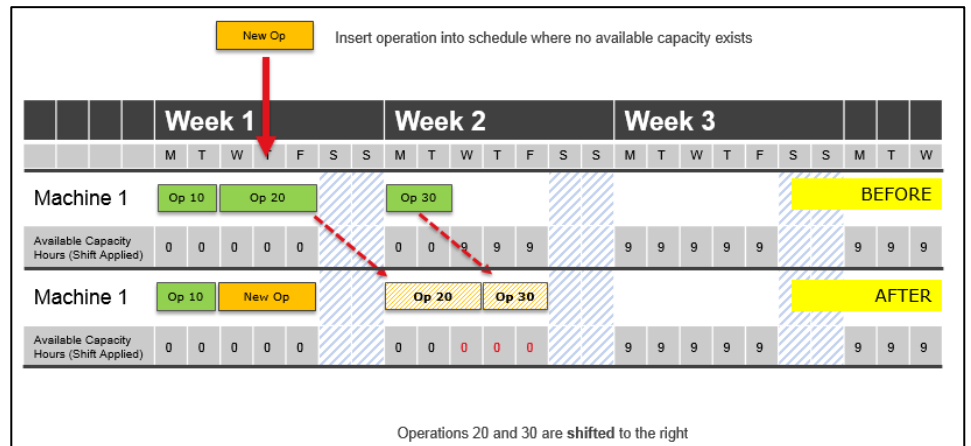
## Scheduling with autoshift

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

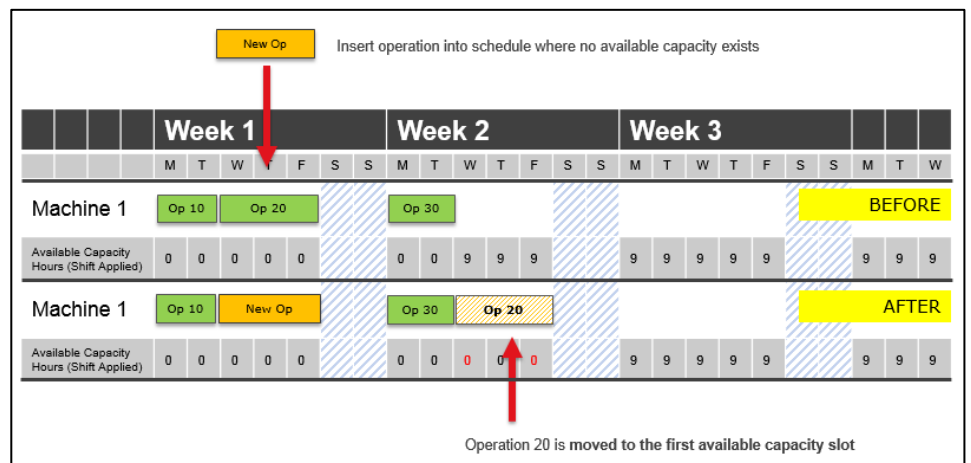
### Autoshift with Shift Before & After

1. Enable the Autoshift “Shift” option from the Schedule Tab
2. Drag an operation on top of a previously scheduled operation
3. Note the previously scheduled operation is shifted right along with all other operations



### Autoshift with Move ASAP Before & After

1. Enable the Autoshift “Move ASAP” option from the Schedule Tab
2. Drag an operation on top of a previously scheduled operation
3. Note the previously scheduled operation is rescheduled to the next available time slot



## Scheduling with split tasks

### Online Version

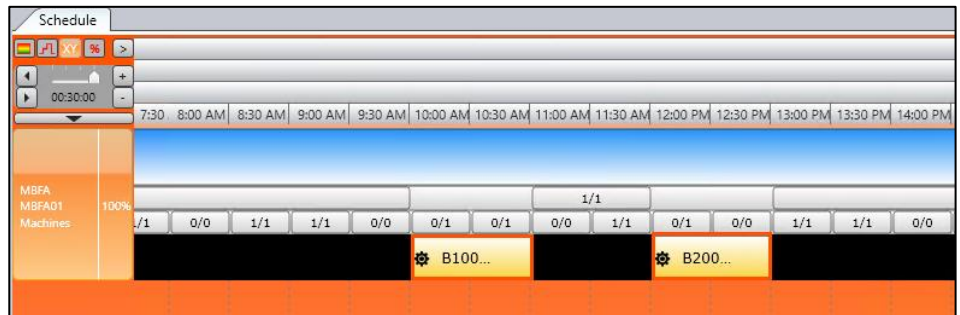
Click [here](#) to read this page online. The online version provides additional links to other related information.

The Split Tasks function will utilise any free space in the schedule even if it means that the operation/job will be started and stopped before completion. For example, imagine that a shift is from 8:00 to 14:00 and an operation is scheduled from 10:00 to 11:00 and another operation is scheduled from 12:00 to 13:00. If a 2 hour operation is scheduled to start from 09:00 with split tasks enabled, the operation will be split to start from 9:00 to 10:00 for 1 hour and then from 11:00 to 12:00 for 1 hour.

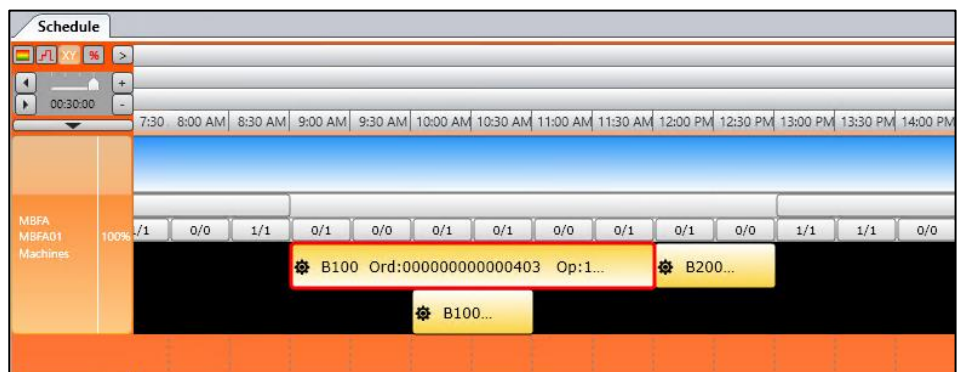
### To Split Tasks

1. Manually schedule operations 1 and 2 for the same work unit so there is a 1 hour gap before and after each operation. Operations 1 and 2 should have a duration of 1 hour each.
2. Enable the Split Tasks option from the Schedule Tab
3. Manually schedule operation 3 which has a duration of 2 hours, so that it starts 1 hour before operation 1

Operations 1 and 2 Scheduled for 1 hour duration, 1 hour apart



Operation 3 Scheduled for 2 hour duration is split between the other operations





## Scheduling with float

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Float On

Resources are consumed based on the number of resources defined against the work unit. Resources will only be consumed up to the Float Consumption Max value set against the work unit.

### Float Specific

The max consumption rates values will apply to all work units.

Visual APS defines available resources using the default machine settings and by using the settings for the applied Shift.

The schedule tab allows users to use float in different ways

- Float off
- Float on
- Float specific

Consider an operation has the following requirements

- 8 Hours of run time
- 2 Resources to complete

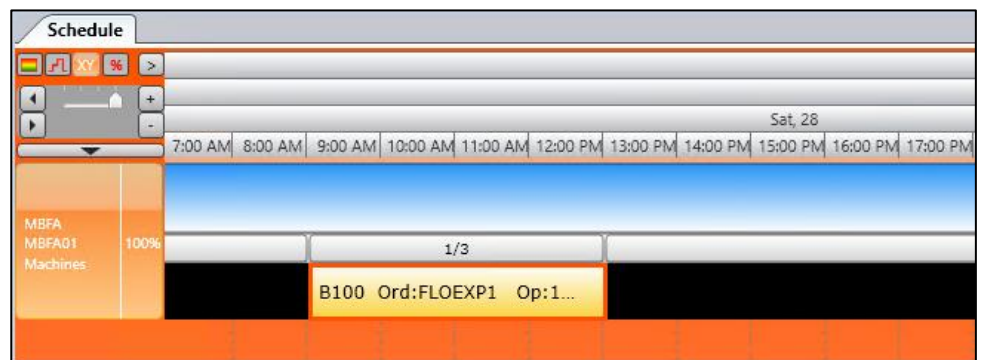
Using Float Off

1. Right click on the work unit and select edit
2. Set the value of Resources to 3
3. Click on the Schedule Tab and select Float off
4. Schedule an operation at 09:00 (8 hours run time / 2 resources)

The operation is scheduled based on 2 resources for 4 hours elapsed time.

(2 x 4 = 8 hours total)

Resources	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Available	3	3	3	3	3	3	3	3	3	3
Consumed	0	2	2	2	2	0	0	0	0	0
Remaining	3	1	1	1	1	3	3	3	3	3
Schedule		1	1	1	1					
		1	1	1	1					



## Scheduling with float

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

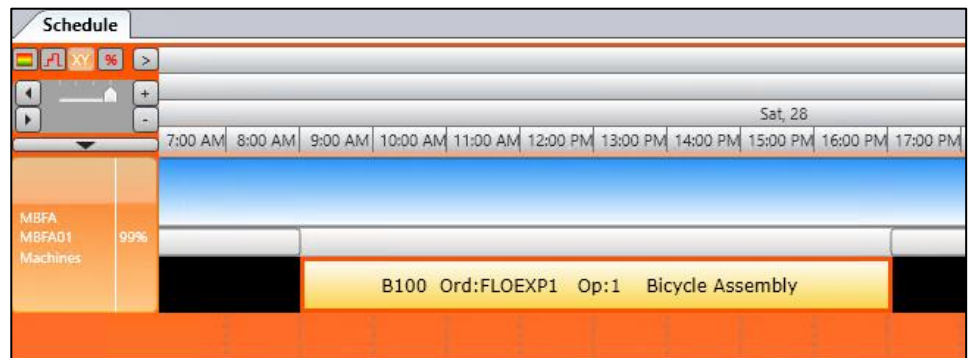
Using Float On when **LESS** resources are available

1. Right click on the work unit and select edit
2. Set the value of Resources to 1
3. Click on the Schedule Tab and select Float On
4. Schedule an operation at 09:00 (8 hours run time / 2 resources)

There are less resources to that required by the operation. However, due to float being enabled, scheduling is permitted.

The operation will be scheduled for 8 hours using one resource instead of the two defined in the operation. Elapsed time is 8 hours.

Resources	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Available	1	1	1	1	1	1	1	1	1	1
Consumed	0	1	1	1	1	1	1	1	1	0
Remaining	1	0	0	0	0	0	0	0	0	1
Schedule		1	1	1	1	1	1	1	1	



## Scheduling with float

### Online Version

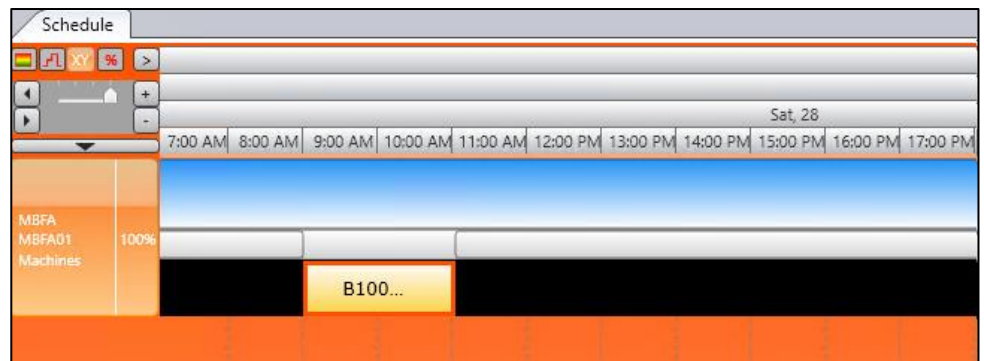
Click [here](#) to read this page online. The online version provides additional links to other related information.

Using Float On when **MORE** resources are available

1. Right click on the work unit and select edit
2. Set the value of Resources to 4
3. Click on the Schedule Tab and select Float On
4. Schedule an operation at 09:00 (8 hours run time / 2 resources)

In this scenario the 8 hours required are delivered by four resources instead of the two defined in the operation. Elapsed time is 2 hours.

Resources	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Available	4	4	4	4	4	4	4	4	4	4
Consumed	0	4	4	0	0	0	0	0	0	0
Remaining	4	0	0	4	4	4	4	4	4	4
Schedule		1	1							
		1	1							
		1	1							
		1	1							



## Scheduling with float

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

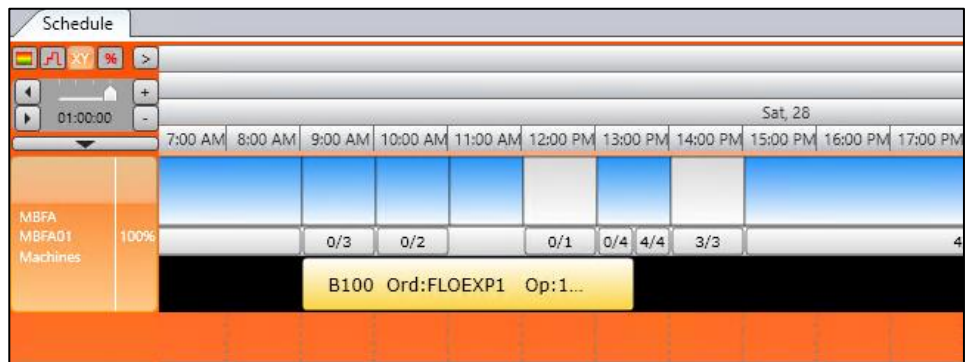
Using Float On when **VARIABLE** resources are available

1. Amend the shift pattern to replicate the number of resources below
2. Click on the Schedule Tab and select Float On
3. Schedule an operation at 09:00 (8 hours run time / 2 resources)

In the example below resources are variable and show greater and/or less than that required by the operation.

In this scenario the 8 hours required are delivered when resources are available. Elapsed time is 4.5 hours.

Resources	08:00	09:00	10:00	11:00	12:00	13:00	13:30	14:00	15:00	16:00	17:00
Available	4	3	2	0	1	4	4	3	4	4	4
Consumed	0	3	2	0	1	4	0	0	0	0	0
Remaining	4	0	0	0	0	0	4	3	4	4	4
Schedule		1	1		1	1					
		1	1			1					
		1				1					
						1					



## Scheduling with float

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

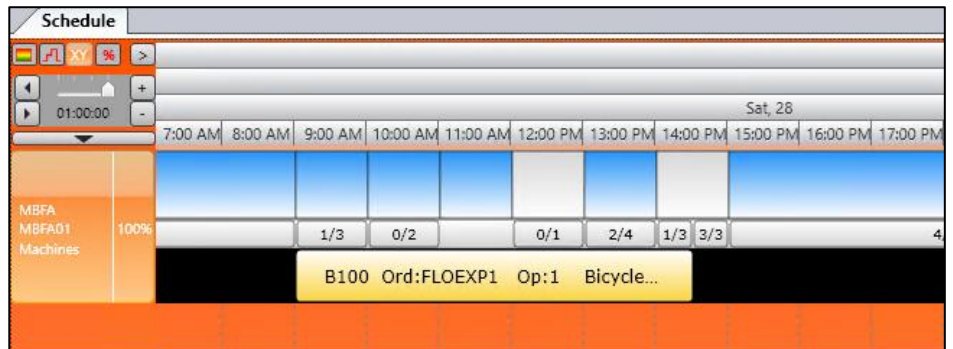
Using Float On with **FLOAT CONSUMPTION (MAX)**

1. Amend the shift pattern to replicate the number of resources below
2. Right click on the work unit and select edit
3. Set the Float Consumption (Max) value to 2
4. Click on the Schedule Tab and select Float On
5. Schedule an operation at 09:00 (8 hours run time / 2 resources)

In the example below resources are variable and show greater and/or less than that required by the operation. However, the work unit has the Float Consumption Max setting set to a value of 2

In this scenario the 8 hours required are delivered when no more than 2 resources are consumed. Elapsed time is 5.5 hours.

Resources	08:00	09:00	10:00	11:00	12:00	13:00	14:00	14:30	15:00	16:00	17:00
Available	4	3	2	0	1	4	4	3	4	4	4
Consumed	0	2	2	0	1	2	2	0	0	0	0
Remaining	4	1	0	0	0	2	2	3	4	4	4
Schedule		1	1		1	1	1				
		1	1			1	1				



## Scheduling with float

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Using Float Specific without **FLOAT CONSUMPTION (MAX)**

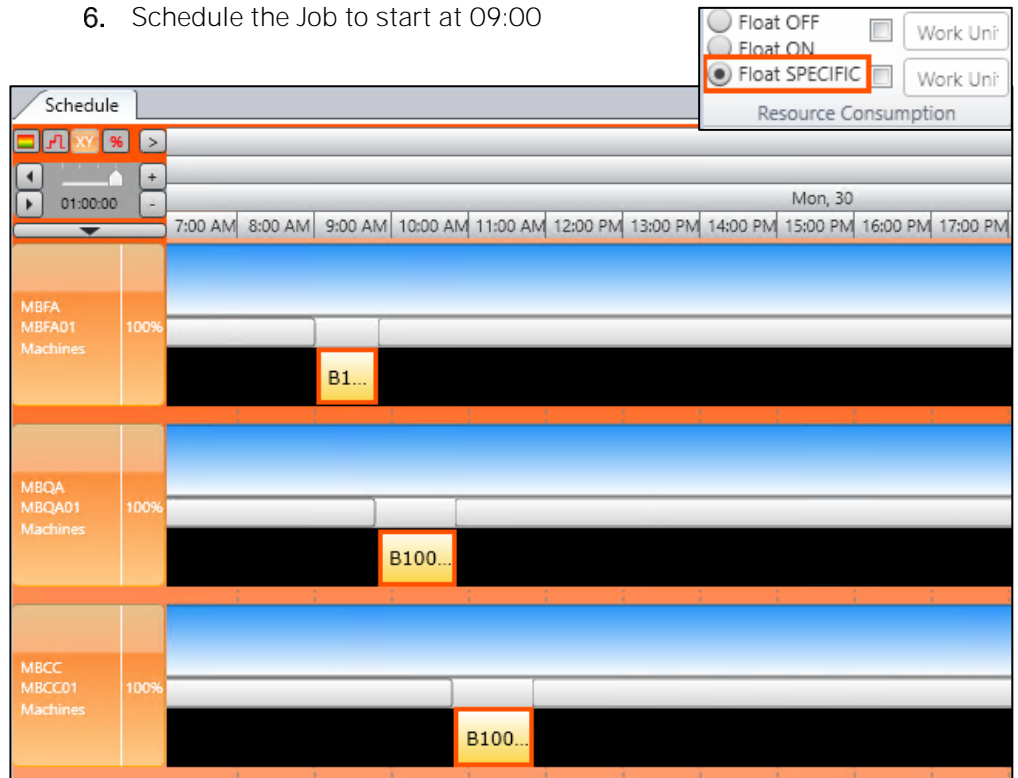
When using Float Specific without the Consumption (Max) defined, Visual APS applies float settings to all work units instead of reading the settings from each individual work unit. In addition, all resources are consumed.

Consider a job has the following requirements

- Operation 1 Work Unit A
  - 8 Hours of run time and 2 Resources to complete
- Operation 2 Work Unit B
  - 10 Hours of run time and 1 Resource to complete
- Operation 3 Work Unit C
  - 10 Hours of run time and 1 Resource to complete
- Quantity to manufacture 1

To use Float Specific

1. Right click on work unit A and select edit
2. Set the value of Resources to 10
3. Check on the Float Resource checkbox
4. Repeat steps 1 to 3 for work units B and C
5. Click on the Schedule Tab and select Float Specific
6. Schedule the Job to start at 09:00



In the example above, all available resources for each work unit are consumed, reducing the elapsed time for each operation.

## Scheduling with float

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

Using Float Specific with **FLOAT CONSUMPTION (MAX)**

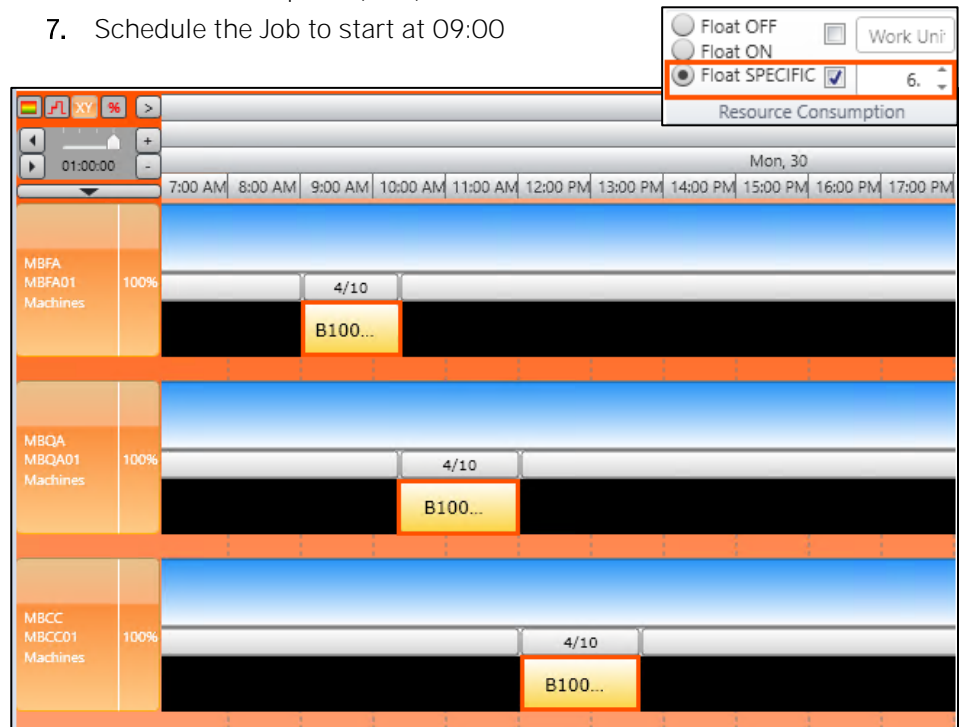
When using Float Specific with Consumption (Max) defined, Visual APS applies float settings to all work units instead of reading the settings from each individual work unit. In addition, resources up to Consumption (Max) are consumed.

Consider a job has the following requirements

- Operation 1 Work Unit A
  - 8 Hours of run time and 2 Resources to complete
- Operation 2 Work Unit B
  - 10 Hours of run time and 1 Resource to complete
- Operation 3 Work Unit C
  - 10 Hours of run time and 1 Resource to complete
- Quantity to manufacture 1

To use Float Specific

1. Right click on work unit A and select edit
2. Set the value of Resources to 10
3. Check on the Float Resource checkbox
4. Repeat steps 1 to 3 for work units B and C
5. Click on the Schedule Tab and select Float Specific
6. Set the Consumption (Max) value to 6
7. Schedule the Job to start at 09:00



In the example above, a maximum of 6 resources for each work unit are consumed, reducing the elapsed time for each operation.

## Scheduling with float

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

Using Float Discrete, Visual APS is forced to consume resources based on the quantity to produce. It will not consume more resources than required to produce the quantity.

Consider an operation has the following requirements

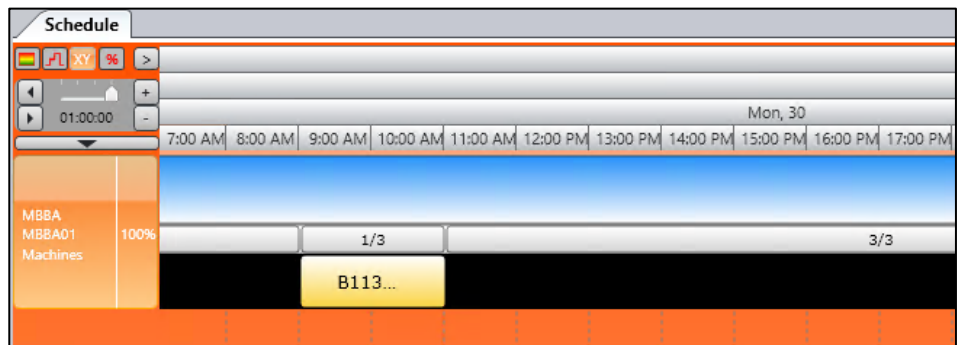
- Quantity of manufacture 2
- 2 Hours of run time
- 1 Resource to complete

Units cannot be produced faster than this.

To produce two units would therefore take four hours.

1. Right click on the work unit and select edit
2. Set the value of Resources to 3
3. Check on the Float Discrete checkbox
4. Click on the Schedule Tab and select Float On
5. Schedule an operation at 09:00

Resources	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Available	3	3	3	3	3	3	3	3	3	3
Consumed	0	2	2	0	0	0	0	0	0	0
Remaining	3	1	1	3	3	3	3	3	3	3
Schedule		1	1							
		1	1	1st unit produced						
		1	1	2nd unit produced						



In the example above, resources are consumed based on time it takes to produce each unit. Two units are required to be produced and there are three resources available. As it takes one resource, two hours to produce each unit, two resources are consumed for two hours each to produce the two units required.

Scheduling is successful and the elapsed time is 2 hours.

Extended this scenario to the example above you could also produce 3 units in the same elapsed time as you have 3 resources available. However, four units would take 4 hours of elapsed time (considering available resources are as in the above example).



## Create dependency

### Online Version

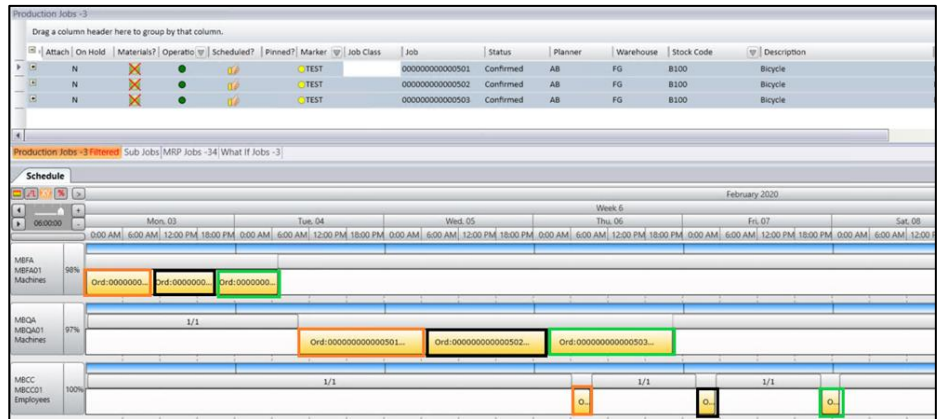
Click [here](#) to read this page online.

The online version provides additional links to other related information.

This functionality pertains to when Autoscheduling is performed, specifically this functionality can be activated and configured within the Autoscheduling dialog window. To 'create dependencies' is to simulate the behaviour of sub jobs, whereby the scheduler can manually define which jobs must be completed before subsequent jobs can commence – for example, sub-assemblies must be completed before the parent good.

A predetermined selection to create dependencies can be defined in the Settings > Scheduling & Routing Rules > Auto tab.

The create dependency function works in conjunction with either the 'Priority Index' or 'Grid Grouping' logic as part of Autoscheduling. The two methods are illustrated below using three generic jobs, each consisting of three operations. In the demonstrated examples, job 502 needs to be completed before job 503, which needs to be completed before the 'parent' job 501. Before proceeding to the illustrated examples, notice the following image, which depicts the results of Autoscheduling these three jobs on the basis of utilising capacity at the earliest opportunities without any manual dependencies created (job 501 – orange, job 502 – black, job 503 – green).



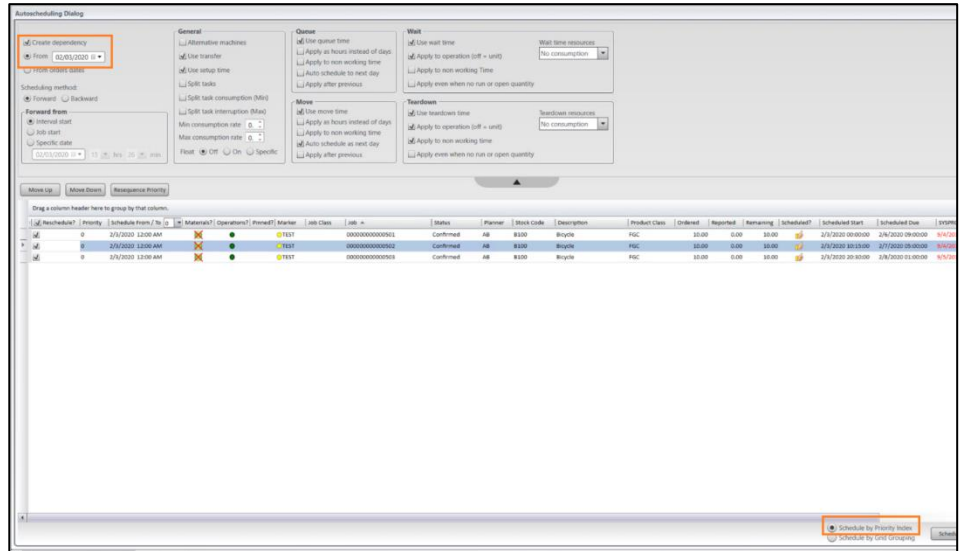
## Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

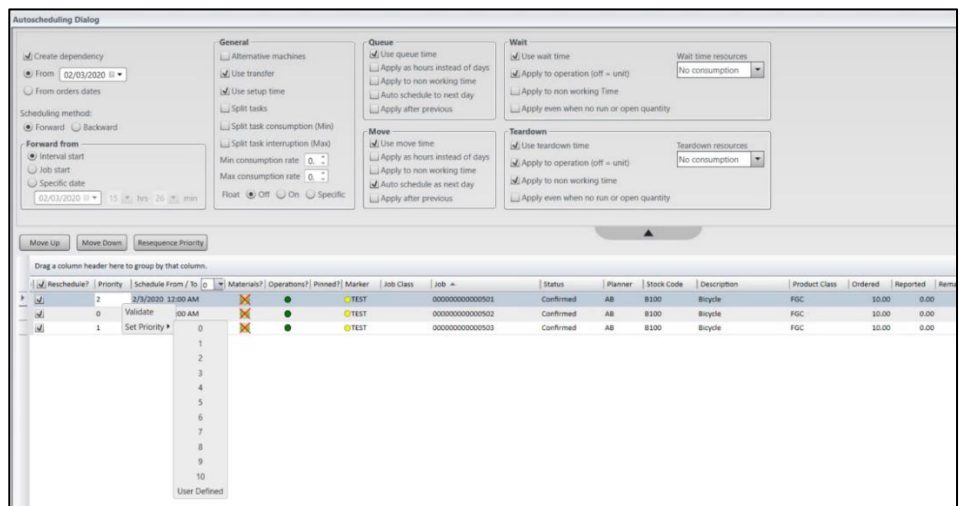
# Create dependency

Creating dependencies using Priority Index logic

Start by selecting all three of the jobs as required, select 'Autoschedule' to then open up the Autoscheduling dialog. In this window, ensure that 'create dependency' and the Priority Index logic are selected.



Now based on the way the jobs must be completed, right-click to assign priority numbers to them accordingly – the lowest number (including zero) is regarded as the highest priority, meaning that it gets scheduled first. So, in our scenario, we can make job 502 priority '0', job 503 priority '1', and job 501 priority '2', as this is the sequence that the jobs must be completed in.

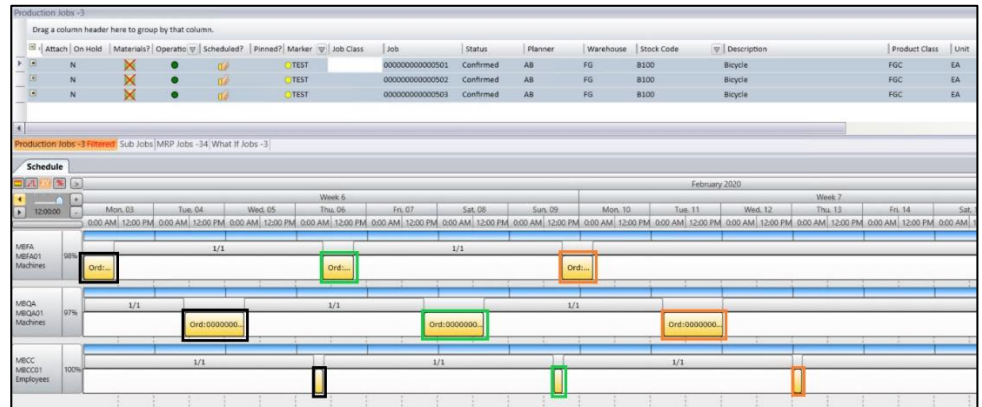


After executing the Autoschedule we can see the results

## Create dependency

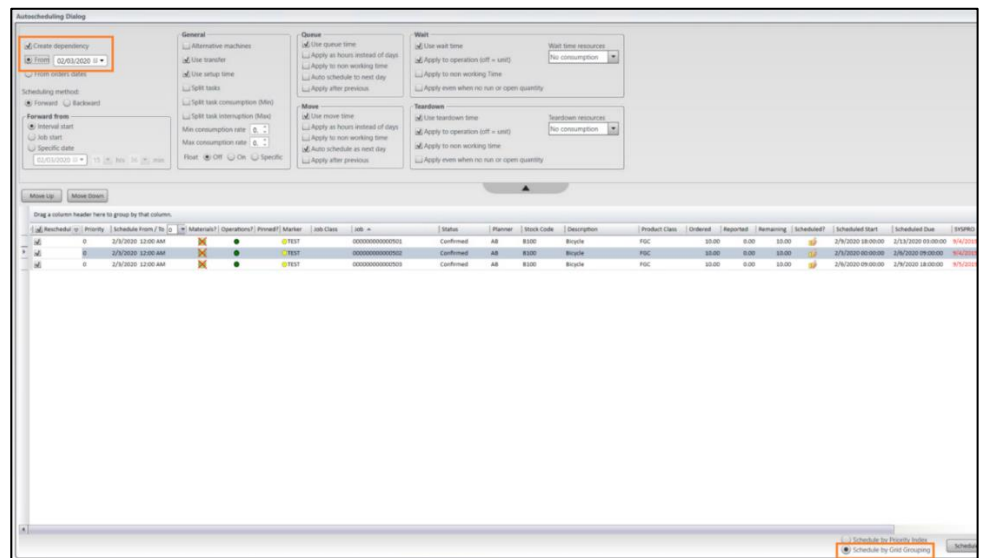
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.



Creating dependencies using Grid Grouping logic

Again, select all the jobs to Autoschedule. In the dialog window, ensure that 'create dependency' and the Grid Grouping logic are selected.



With this method you are able to manually 'drag' the jobs into the order of priority to be started, i.e. the job at the top of the list goes first, then the second, then third. You are also able to select one of your jobs and hit 'move up' or 'move down' to re-sequence the list based on your requirements. The list in our scenario needs to be job 502, job 503, then job 501. Once the jobs are listed in the required sequence then 'drag and drop' the column header job number into the grouping bar just above – this enacts the grid grouping logic.

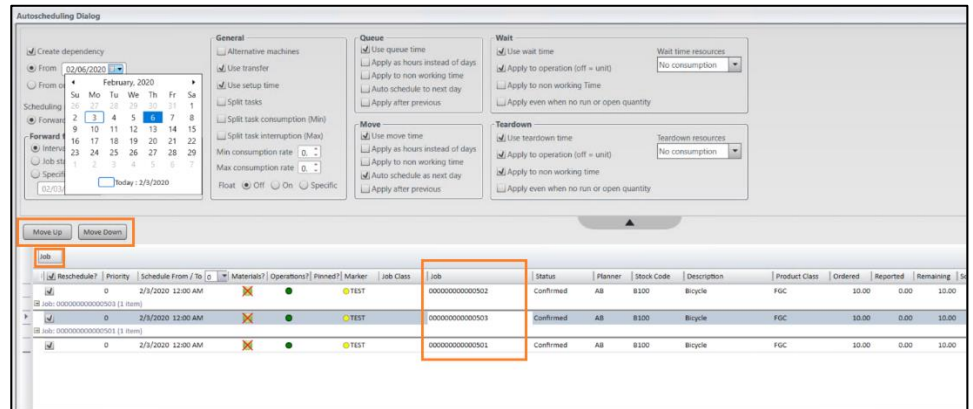
An additional criterion that can be applied to both of these methods when creating dependencies is to select a chosen date to schedule from. In this example a different start date to default is now selected.

## Create dependency

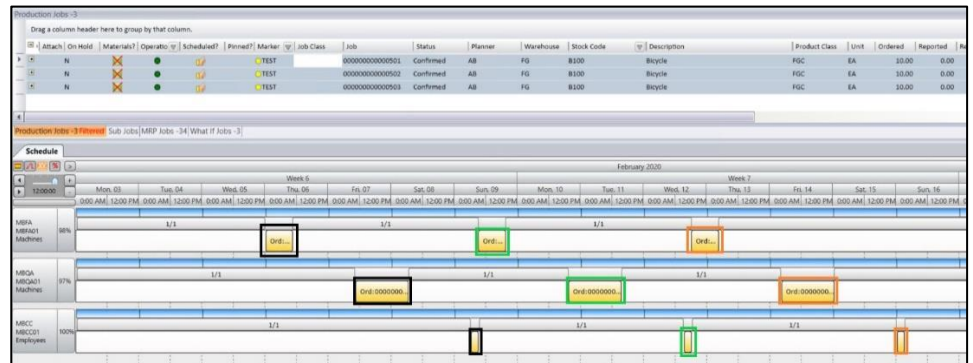
### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.



After executing the Autoschedule we can see the results



## Unschedule a job order/operation

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Planned Start/End

When job orders or operations are unscheduled, the planned start and end dates will revert back to the original dates

Scheduled job orders and operations are easily unscheduled. There are a couple of ways to unschedule in Visual APS.

1. Right click on the job order or operation in the task panel
  2. Click Unschedule or press delete on your keyboard
- 
1. Highlight the operation on the schedule board
  2. Right click and select Unschedule or press delete on your keyboard

Once un-scheduled remember to save and publish your changes to the plan to update LYNQ and Enterprise Resource Planning.

## Firming the plan using pinning

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Pin Indicator

The Pin Indicator shows in the task panel and in the schedule board

Visual APS offers the option to freeze job orders or operations to the production schedule for a period of time, this is done using the Pin function. Pinning the operations to the scheduling board means that those operations cannot be moved or unscheduled unless you remove the Pin.

The "frozen" period will vary depending on the manufacturing environment but it marks the boundary of which changes to the schedule be made, anywhere outside this period job orders can be moved or re-scheduled. For example, a company "freezes" the production schedule for 1 week. The Production Planner and Production supervisor meet once a week to review the plan for the following week and once agreed, its pinned to the scheduling board, meaning no one can make changes to the plan unless agreed.

There are two ways to pin in Visual APS

- Pin (for selected job orders and operations)
- Pin Advanced (by date interval and work unit)

To use pin so no changes can be made

1. Click on the Review Menu
2. Highlight a job order, a range of job orders or an individual operation
3. Click Pin
4. Notice now that your selection will have a pin showing in the pin column
5. Pinning can be reversed by click Remove Pin

To use pin advanced so no changes can be made

1. Click on the Review Menu
2. Click Pin Advanced
3. Set the Pin Interval from and to dates
4. Click the selected sites and or work units
5. Click Pin
6. Pinning can be reversed by clicking Unpin

## Saving and publishing

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Save & Publish

Depending on the Enterprise Resource Planning application in use, Visual APS will either update the scheduled dates on the job order directly or by using LYNQ api. The integration settings can be checked from the home, settings menu.

The thumbs up image in the scheduled column will turn yellow when you manually or auto schedule a job order. If the scheduled column does not display the thumb icon, the job order has either only scheduled partial operations or scheduling was not successful. When all operations are scheduled and the scheduled column is yellow the order is virtually scheduled. At this point Enterprise Resource Planning and data collection will be unaware of the scheduled dates. You can at this point make any changes before committing the schedule back to Enterprise Resource Planning.

Attach	On Hold	Material	Operations	Scheduled?	Pinned?	Marker	Job Class	Job Order	Status	Planner	Location	Product
N				👍				000000000000528	Confirmed	AB	SA	B511
N				👍				000000000000527	Confirmed	AB	SA	B411
N				👍			SAS	000000000000526	Confirmed	AB	SA	B311
N				👍				000000000000525	Confirmed	AB	SA	B211
N				👍				000000000000524	Confirmed	AB	FG	B600
N				👍				000000000000523	Confirmed	AB	FG	B500
N				👍				000000000000522	Confirmed	AB	FG	B400
N				👍				000000000000521	Confirmed	AB	FG	B300

To dispatch the orders for data collection, the save and publish function must be used.

To save and publish:

1. Select Save and Publish from the Quick Access Toolbar or
2. Use CTRL + S

Once published, the thumbs up image in the scheduled column will turn green.

## Capable to promise

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Capable to Promise

What-if job orders provide an ability to calculate capable to promise dates

The What-if job order feature allows you to create a job order that is not saved within Enterprise Resource Planning so that you can estimate a production unit's capacity without affecting any of the Enterprise Resource Planning data. Once created the what-if job order can also be scheduled, it may be determined that a live manufacturing job order should be created. The what-if job order can then be unscheduled and remain on the task panel or it can be deleted.

To create a What-If job order

1. Click on the Schedule Menu
2. Click on Add What If
3. Select product number, Routing code, Location, Quantity and Date
4. In description 1 and 2 reference for instance customer name and quote number
5. Select OK.

The screenshot shows a dialog box titled "Create New What-if Job". It contains the following fields and controls:

- Item Number: Text input field containing "B100" and a search icon (three dots).
- Routing Code: Dropdown menu showing "1".
- Location: Dropdown menu showing "FG-".
- Quantity: Text input field containing "100".
- Start Date: Text input field containing "08/08/2019" with a calendar icon and a refresh icon.
- Due Date: Text input field containing "24/09/2019" with a calendar icon and a refresh icon.
- Description 1: Text input field containing "SAMPLE WHAT IF".
- Description 2: Empty text input field.
- Buttons: "Ok" and "Cancel" buttons at the bottom.

Once the What-If order has been created it will appear in the What-If Jobs tab under the Task Panel. The material indicator will show the availability of the components for the What-If order. Double click the indicator to review the earliest date when the material will be available. With this date known you can now schedule the what-if order on that date.



## Calculating potentially late

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

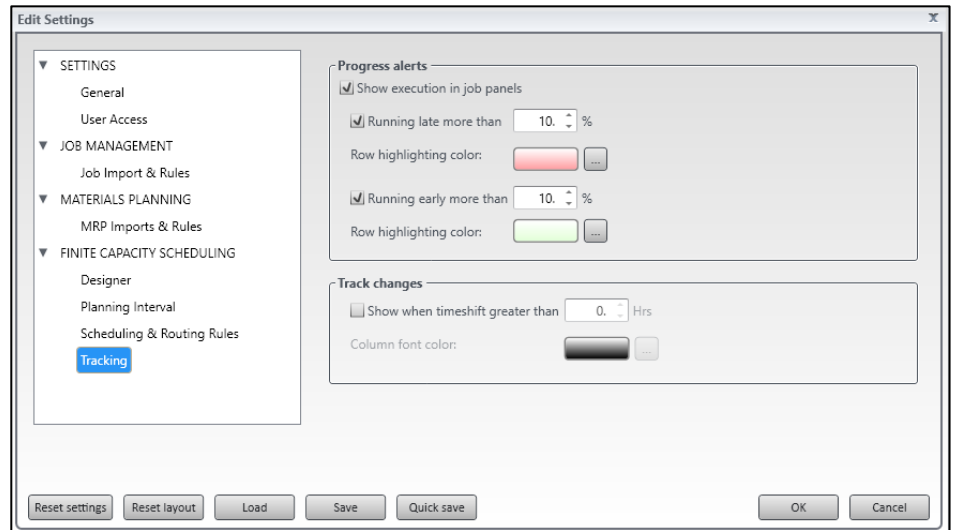
### Re-Scheduling

Rescheduling can be targeted to a specific work unit. In order to do this, Schedule Around should be turned off first, and then only the targeted work unit should be loaded in the Schedule. Whilst the Calculate function still calculates all potentially late jobs, in this scenario, only the jobs for the selected work unit will be rescheduled.

### Further reading

Check out the articles in the knowledgebase relating to rescheduling potentially late for further information [support.lynqmes.com](http://support.lynqmes.com)

Calculate potentially late highlights any job orders on both the schedule board & the task panel that are in jeopardy of becoming late. Visual APS can calculate which future operations are potentially going to be late, and can reschedule those along with the operations already running late. The potentially late function can only be executed you have enabled tracking from the settings menu. This is located in Company Settings, Tracking.



To calculate potentially late job orders or operations

1. Click on the Manage Menu
2. Click Calculate from the Potentially Late options

Observe which operations have been flagged as potentially late (these are highlighted in blue on the task list and have a blue vertical band to the left of the operation in the Planning board).

To reschedule potentially late job orders or operations

1. Click on the Manage Menu
2. Click Reschedule from the Potentially Late options

Note that all Shop Job orders/operations highlighted during the calculation process have now been virtually rescheduled. Any manual adjustments can be made to the rescheduling proposal at this point. Once complete, select Save and Publish to apply the changes.

## Dashboards and reports

### Crystal Reports

Reports are saved in the application folder and can be customised if required. Be aware that upgrades to the application will override any changes made to reports. So, keep a backup of your reports

### Crystal Reports

All published reports can be viewed from your web browser.

### Capacity Chart

The capacity chart is a useful tool for the planner. Check out the articles in the knowledgebase relating to the capacity chart for further information

[support.lynqmes.com](http://support.lynqmes.com)

There are a number of dashboards and reports available to support the user. Refer to the table below for all the reports available in Visual APS.

Report Type	Report Name
Capacity	Chart
Published	Dashboard
	Production Plan
	Equipment Job order List
Tracking	Materials List
	Job order Status
	Production History
Print	Plan
Export	Production Job orders
	MRP Job orders
	What-if Job orders
Reports	Production Plan
	Job order Ticket
	Late Delivery

## Dispatching

### Future Activity

Dashboards and reports are based on planned future activity and provide insight as to how this will influence your resources (equipment utilisation) and your product output (job order fulfilment).

LYNQ provides dispatching functionality to support the administration and coordination of schedules as part of Detailed Scheduling.

Core features include:

- Dashboard
- Production Plan
- Equipment Plan
- Production Status
- Material Lists
- Production Lists
- Equipment Lists
- Production History

## Planning KPIs

### Planned Utilisation

Planned Utilisation, also known as loading, considers the proportion of calendar time that has been scheduled for production (run time). You can set whether the scheduled hours includes or excludes setup, teardown and processing time. By default, these times are considered as downtime.

There are various references to key performance indicators in Planning. If you **can't measure it, you can't improve it... to increase your productivity and lower production costs** you need to benchmark your performance and minimize loss within your manufacturing process.

#### Planned Utilisation

Calculation	Scheduled Hours / Calendar Hours
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Dashboard shows the planned equipment utilisation for the selected equipment within the selected date range Equipment Plan shows the planned equipment utilisation for each piece of equipment. Each card can be drilled into for further detail.

### Planned Job order Fulfilment

Tells you whether the jobs that are due to start have been scheduled to start. Based on the principle that if a job has not been scheduled to start then it is unlikely to be fulfilled

#### Planned Job order Fulfilment

Calculation	Number of jobs scheduled / Number of jobs planned
Measure	It is measured as a percentage (%). The higher the percentage the better.
Reports(s)	Dashboard shows the planned job order fulfilment for a specific date range.

## Dispatching Dashboard

### Resources

The total number of resources available for the selected equipment

### Calendar Hours

The total number of calendar hours for the selected resources and time period

### Operating Hours

The total number of shift hours for the selected resources and time period

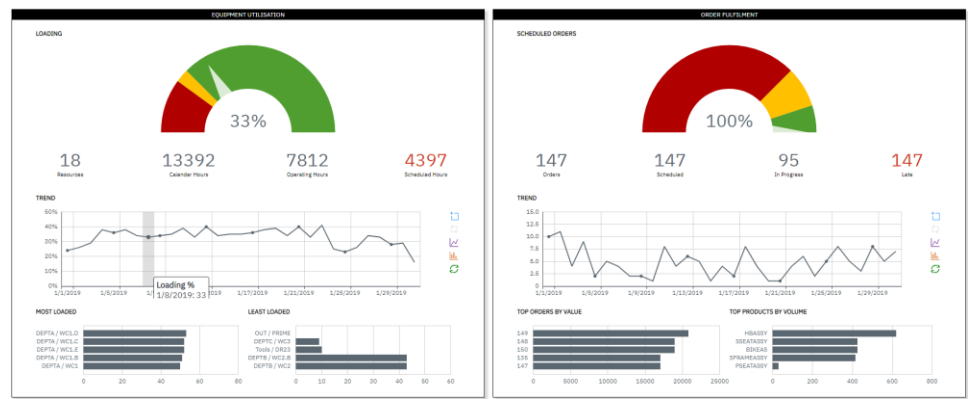
### Scheduled Hours

The total number of planned productive hours for the selected resources and time period

The dashboard located in dispatching, is used to balance equipment utilisation and order fulfilment to maximise factory output. Order fulfilment considers the number of planned job orders that are found within the selected date range (start, end or spanning) and how many of those are:

1. Scheduled
2. In Progress
3. Late (did not start by the planned start date)

The plates are clickable allowing further drill down. This Dashboard only shows resources that have been activated in Seat Maintenance.



To open the dashboard from Visual APS:

1. Select the Reports Menu
2. Select Dashboard

If the dashboard is greyed out, the MOM integration settings have not been configured.

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the dashboard from LYNQ

1. Select Dashboard from the menu section Dispatching

## Production plan

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Gantt View

A Gantt chart by operations and tasks of your production schedule.

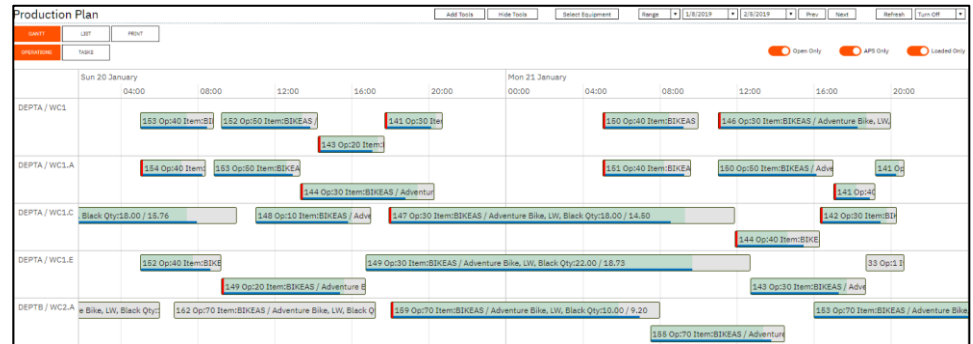
### List View

A list view by operations and tasks of your production schedule

### Active Resources

This report only shows resources that have been activated in Seat Maintenance.

The production plan is an online view of orders that have been scheduled in Visual APS, providing visibility of the plan for non APS users. The production plan has a Gantt view for both operations and tasks and can be viewed in list format. The print plan option provides a shop packet style report to be printed which supports barcodes.



Progress indicators are updated in real-time, providing excellent visibility of work in progress.

- GREEN centre – labour reported
- RED centre – labour hours exceeded
- BLUE bar – quantity reported
- RED bar – quantity exceeded
- RED vertical bar – issues

Double clicking on the order on the production plan, will show the job card. To sort the production plan by date, use the List View and sort by start date. Sorting by start date provides a simple job order list view of the entire schedule and what should be being worked on. You can of course filter and customise this list to get to the information you want.

To open the production plan from Visual APS:

1. Select the Reports Menu
2. Select Production Plan

If the production plan is greyed out, the MOM integration settings have not been configured.

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the production plan from LYNQ

1. Select Production Plan from the menu section Dispatching

## Equipment plan

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Purpose

Review the impact of the production plan on your equipment. Drill into each equipment card to view loading detail and expected daily output

### Card View

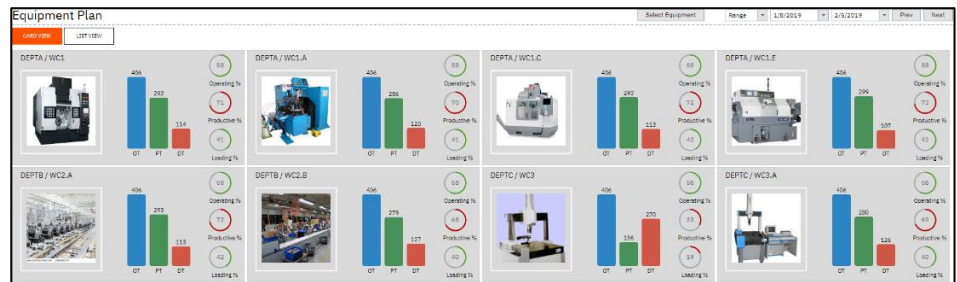
Displays graphical summary of equipment selected. Clicking on equipment card takes user to extended details of equipment loading

### List View

Line by line report by equipment. From here users can click on the Equipment name to view extended details of equipment loading. Additionally in this view, there is a link to view the schedule for each piece of equipment. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in List view there is functionality to export reports, create custom filters and customise layouts

Review the impact of the production plan on your equipment. Drill into each equipment card to view loading detail and expected daily output.

- “OT” = Operating Time (Shift Time)
- “PT” = Productive time
- “DT” = Downtime



To open the equipment, plan from Visual APS:

1. Select the Reports Menu
2. Select Equipment Plan

If the equipment plan is greyed out, the MOM integration settings have not been configured.

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the equipment, plan from LYNQ

1. Select Equipment Plan from the menu section Dispatching

This report only shows resources that have been activated in Seat Maintenance.

## Production status

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### List View

Line by line report by job order. From here, users can click on the Job order number to view Job order Card details. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in List view there is functionality to export reports, create custom filters and customise layouts. The bottom of the report shows the number of items in the report and the number of pages. Page size can be adjusted to display up to 200 rows per page.

### Sub Order View

As per the list view but with sub job orders

Review open job orders to check their status. Use progress bars to gain visibility of hours booked, materials issued and overall progress at a glance. Drill to view specific job order details including attached documents and issues recorded.

Issues	Order	Job No	Description	Warehouse	To Make	Plan-Produced	Scraped	Required Date	Status Code	Labor Time %	Material %	Progress Qty %
143	BDGAS		Adventure Bike, LV, Black	MA	20.00	0.00	0.00	1/20/2018	S	81%	97%	72%
147	BKFA8		Adventure Bike, LV, Black	MA	18.00	0.00	0.00	1/8/2018	S	82%	94%	70%
146	BDGAS		Adventure Bike, LV, Black	MA	18.00	0.00	0.00	2/2/2018	S	81%	94%	68%
145	BKFA8		Adventure Bike, LV, Black	MA	14.00	0.00	0.00	2/3/2018	S	82%	95%	67%
143	BDGAS		Adventure Bike, LV, Black	MA	10.00	0.00	0.00	2/4/2018	S	81%	95%	66%
142	BKFA8		Adventure Bike, LV, Black	MA	8.00	0.00	0.00	2/6/2018	S	82%	95%	64%
145	BDGAS		Adventure Bike, LV, Black	MA	6.00	0.00	0.00	2/8/2018	S	81%	96%	61%
143	BKFA8		Adventure Bike, LV, Black	MA	6.00	0.00	0.00	2/6/2018	S	82%	96%	61%
139	BDGAS		Adventure Bike, LV, Black	MA	10.00	0.00	0.00	2/7/2018	S	81%	97%	60%

To open the Production Status from Visual APS:

1. Select the Reports Menu
2. Select Production Status

If the Production Status is greyed out, the MOM integration settings have not been configured

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the Production Status from LYNQ:

1. Select Production Status from the menu section Dispatching



## Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

## List View

Line by line report of Material requirements. Click the arrow to the left of a Material code to view list of job orders requiring that material. From here, users can click on the job order number to view Job order Card details. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering option

# Material list

View specific material requirements by individual resources for today or this week designed to support cell manufacture and for use with mobile and/or tablet devices.

Material	Description	Required	Start	Due
PFRAMERASY	Frame Assembly, Toroidal, B3	15.0000	2/6/2019 11:30 AM	2/7/2019 12:30 PM
PDCJMLDGY	Pist Gear Assembly	15.0000	2/6/2019 11:00 AM	2/7/2019 12:30 PM
HSDASY	Handcable Assembly	15.0000	2/6/2019 11:30 AM	2/7/2019 12:30 PM
SCABASY	Brake and Cable Assembly	15.0000	2/6/2019 11:30 AM	2/7/2019 12:30 PM
FORK	Fork, B3, Titanium Heat	15.0000	2/6/2019 11:00 AM	2/7/2019 12:30 PM
TBRES	Tire 24x5.90" floor and rear	30.0000	2/6/2019 11:30 AM	2/7/2019 12:30 PM
MBARI	Manducous Bridge Ergonomic	75.0000	2/6/2019 10:00 AM	2/6/2019 11:30 AM
HSTLPEB	Handcable Tech, B3ok	426.0000	2/1/2019 8:00 AM	2/6/2019 11:30 AM
STEK	Steer 31.25, T6 Aluminum	75.0000	2/6/2019 8:00 AM	2/6/2019 11:30 AM

To open the Material List from LYNQ:

1. Select Material List from the menu section Dispatching

This report only shows resources that have been activated in Seat Maintenance.

## Production job list

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### List View

Line by line report (grouped by equipment) of job orders. Click arrow to left of Equipment name to expand job order list. Click on Job order number to view Job order Card details. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in List view there is functionality to export reports, create custom filters and customise layouts

View job order lists by resource groups for today or this week designed for use with mobile and/or tablet devices.

Start	Order	Item No	Description	Operation	Description	Activity	Due	Planned (hrs)	Resources	Required
Equipment: DEPTC / MCB (Continued on the next page)										
2/1/2019 8:00 AM	548	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/1/2019 10:00 AM	4.00	1.00	6.00
2/1/2019 11:00 AM	548	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/1/2019 3:00 PM	4.00	1.00	6.00
2/1/2019 4:00 PM	548	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/1/2019 9:00 PM	6.00	1.00	7.00
2/2/2019 8:00 AM	548	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/2/2019 7:00 AM	3.00	1.00	3.00
2/2/2019 7:00 AM	547	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/2/2019 10:00 AM	3.00	1.00	4.00
2/3/2019 11:00 AM	547	80KAS	Adventure Blue, UV, Black	80	Inspection	Run	2/3/2019 3:00 PM	4.00	1.00	5.00

To open the Production Job List from Visual APS:

1. Select the Reports Menu
2. Select Production Job List

If the Production Job List is greyed out, the MOM integration settings have not been configured.

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the Production Job List from LYNQ:

1. Select Production Job List from the menu section Dispatching

This report only shows resources that have been activated in Seat Maintenance.

## Equipment job list

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### List View

Line by line report (grouped by equipment) of job orders. Click arrow to left of Equipment name to expand job order list. Click on Job order number to view Job order Card details. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in List view there is functionality to export reports, create custom filters and customise layouts

View of job order lists by individual resources for today or this week designed for use with mobile and/or tablet devices.

Start	Order	Item No	Description	Operation	Description	Activity	Due	Planned (hrs)	Resources	Required
1/12/2019 2:00 PM	229	BEDEAS	Adventure Bike, Ltr, Black	70	Final Assembly	Run	1/12/2019 3:00 PM	5.00	1.00	2.00
1/12/2019 4:00 PM	229	BEDEAS	Adventure Bike, Ltr, Black	70	Final Assembly	Run	1/12/2019 8:00 PM	4.00	1.00	8.00
1/13/2019 5:48 PM	227	SFRAMEASBY	Frame Assembly, Teardrop, Blk	60	Assembly	Run	1/13/2019 3:00 PM	1.25	1.00	6.00
1/13/2019 4:00 PM	227	SFRAMEASBY	Frame Assembly, Teardrop, Blk	60	Assembly	Run	1/13/2019 6:30 PM	2.80	1.00	10.00
1/13/2019 6:30 PM	223	SFRAMEASBY	Frame Assembly, Teardrop, Blk	60	Assembly	Run	1/13/2019 9:00 PM	2.80	1.00	10.00
1/14/2019 8:00 AM	227	SFRAMEASBY	Frame Assembly, Teardrop, Blk	70	Final Assembly	Run	1/14/2019 10:00 AM	6.00	1.00	10.00
1/14/2019 11:00 AM	227	SFRAMEASBY	Frame Assembly, Teardrop, Blk	70	Final Assembly	Run	1/14/2019 1:30 PM	2.80	1.00	6.00

To open the Equipment Job List from Visual APS:

1. Select the Reports Menu
2. Select Equipment Job List

If the Equipment Job List is greyed out, the MOM integration settings have not been configured.

To set the MOM integration settings:

1. Select the File Menu
2. Select Company Settings
3. Select the General Tab
4. Enter the URL of the MOM Site (i.e. <http://webservername/lynqmom>) in the MOM Integration field

To open the Equipment Job List from LYNQ:

1. Select Production Job List from the menu section Dispatching

This report only shows resources that have been activated in Seat Maintenance.

## Production history

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### List View

Line by line report by job orders. From here, users can click to the left of the job order number to view transaction details of the job order. Notes can be added to transactions from here. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in List view there is functionality to export reports, create custom filters and customise layouts.

View activity history in relation to both open and closed job orders.

Production History													
Order	Item No	Description	Operation	Description	Activity	Qty (Planned)	Actual (Qty)	Actual (Ctpe)	Progress (Qty) %	Qty (Planned)	Actual (Qty)	Progress (Qty) %	Equipment
322	SS8AT88Y	Adventure Bike Seat Assembly	50	Cut and Press	Run	10.00	9.84	0.00	99%	2.80	2.58	93%	WC1.8
322	SS8AT88Y	Adventure Bike Seat Assembly	20	Press	Run	10.00	9.28	0.00	93%	2.00	2.18	97%	WC1.8
322	SS8AT88Y	Adventure Bike Seat Assembly	30	Press	Run	10.00	9.22	0.00	92%	1.00	4.22	94%	WC1.8
322	SS8AT88Y	Adventure Bike Seat Assembly	40	Press	Run	10.00	9.82	0.00	98%	3.00	1.77	92%	WC1.8
322	SS8AT88Y	Adventure Bike Seat Assembly	50	Press	Run	10.00	9.46	0.00	95%	1.50	2.18	97%	WC1.8
322	SS8AT88Y	Adventure Bike Seat Assembly	60	Assembly	Run	10.00	9.46	0.00	94%	1.50	2.18	97%	WC2
322	SS8AT88Y	Adventure Bike Seat Assembly	70	Final Assembly	Run	10.00	9.69	0.00	97%	1.00	4.27	94%	WC2.A
322	SS8AT88Y	Adventure Bike Seat Assembly	80	Inspection	Run	10.00	9.82	0.00	98%	7.80	4.19	93%	WC1.8

To open Production History:

1. Select Production History from Dispatching

## Resource management

### Features

Look out for these features in this section of the user guide.

LYNQ provides resource management to support the administration of information relating to resources required for manufacturing.

Core features include:

- Seat Maintenance
- Resource Maintenance

## Seat maintenance

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Seats

The license for LYNQ is stored in a sub directory of the LYNQ website folder. Once applied all users will be able to see the new license details.

### Pre-configured roles

LYNQ is shipped with some default roles. If these do not suit your organisation, you can create new ones.

It's often the case that all users require access to LYNQ, unlike Visual APS and LYNQ api which is accessed by a smaller group of individuals. Seats need to be maintained in all 3 components separately.

Your license dictates the number of seats you can activate.

Built-in rights, roles and groups are shipped with the application. They provide you with varying levels of security permissions out of the box which are associated to a group which can be customized to suit your organizational requirements. Groups are effectively a representation of your organizational structure. You can add or remove users to or from any built-in group or any groups that you create. You can also add or remove rights assignments to built-in roles or your own roles except for the administrator role. Before a user can access areas of the application, the user must be assigned to one or more groups. Seats are a collective term for resources such as users, employees and equipment. Users are managed under seats.

Let's take a look at the **Seat Maintenance** feature under **Planning Administration** in more detail.

Menu	Sub Name	Purpose
Seat Maintenance	Seats	A collective term for resources such as users, employees and equipment.
	Rights	Rights are used to assign permissions to a role. Rights cannot be amended or deleted.
	Roles	Roles comprise of one or more built-in rights. You can create your own roles to suit the responsibilities within your organization. Groups can be associated with one or more roles. Built-in roles are shipped with the application.
	Groups	Groups are used to organize seats into a hierarchical structure which models those found in your organization.
	Crews	Seats can be assigned to a crew. Crews can be used in workbench for data collection purposes.

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Resources

It is possible to create three different types of resource: users, employees and equipment.

### Activate

**You will see a message 'no seat assigned' if you do not activate your seats.**

### Not enough seats

Users and employees can be linked so they do not consume two seats. This will help to reserve seats for other users. If you need more seats, contact the service team.

To access LYNQ a user seat must be created for the user. Users are associated to active directory accounts. Application security rights are related to the group the user is a member of.

If the user requires access to the workbench and/or timesheet functions and/or you want to collect OLE data for the user, you must create an associated employee seat. Equipment seats can be created in situations where equipment is linked to a workbench and OEE is required.

How to create a new seat in LYNQ for a user

1. From the Planning Menu, select Seat Maintenance
2. Click Seats
3. Click New
4. Click New User
5. In the Login field enter the domain user account name
6. Click Find
7. Click Save
8. Click Close
9. Double click on the new employee to edit the properties
10. In the group section, assign the user to the correct group
11. Click Active
12. Click Save

## Employee seats

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Importing

When importing an employee, the workbench ID will automatically be set to the employee number. Once activated, the employee can clock into the workbench using their employee number.

### Deactivating seats

When you deactivate a seat, you will be able to re-use them for data collection purposes. Be aware that deleting a seat may lose the history for the seat.

Resources such as employees and equipment records can be imported from your Enterprise Resource Planning application or created locally within LYNQ. **It's suggested that records are imported where possible to reduce additional maintenance.** When importing records, employees are imported directly from the Enterprise Resource Planning application and no further steps are required.

The steps below explain how to import employee resources from your Enterprise Resource Planning application and also how to create resources directly in LYNQ.

Importing employees and work centres into LYNQ from your Enterprise Resource Planning application

1. Select Seat Maintenance
2. Select Seats
3. Select Import
4. Select Import Employee or Import Equipment
5. Select the required resources
6. Select OK
7. Double click on the new employee or equipment to edit properties
8. In the group section, assign the user to the correct group
9. Click Active
10. Click Save

How to create a new seat in LYNQ directly for an employee

1. Select Seat Maintenance
2. Click Seats
3. Click New
4. Click New Employee
5. Enter a value in the First Name field
6. Enter a value in the Last Name field
7. Enter a value in the Workbench ID field
8. Enter the related Enterprise Resource Planning employee code in the Employee ID field
9. Click on Save
10. Click on Close
11. Double click on the new employee to edit properties
12. In the group section, assign the employee to the correct group
13. Click Active
14. Click Save



## Equipment seats

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Importing

If you try to import equipment in LYNQ without first importing the equipment in Visual APS, the equipment will not be available for import.

### Local equipment

You can manually create equipment records in either Visual APS or LYNQ. The steps are the same as creating a local employee record

### Activated

When an equipment record is active the equipment can be used for OEE purposes. Additional functionality in the workbench will be turned on. Equipment transactions are generated for active equipment and you have the ability to record downtime activity to support OEE and TEEP calculations.

Equipment must first be imported in Visual APS and then imported into LYNQ. LYNQ maintains a relationship of equipment records between both applications. An equipment record will be created based on where the equipment belongs to. If the equipment is reorganised in your Enterprise Resource Planning application, the equipment record should be deleted and re-imported in Visual APS and LYNQ. If you try to import equipment in LYNQ without first importing the equipment in Visual APS, the equipment will not be available for import.

How to import equipment from Enterprise Resource Planning into Visual APS

1. Refresh Visual APS
2. Click on Home
3. Click on Import
4. Set the Resource type to Machine – Machine Hours
5. Select the correct shift for the machine
6. Click on OK
7. Expand the site and select the correct work unit
8. Click on OK

Importing equipment from Visual APS into LYNQ

1. From the Planning Menu, select Seat Maintenance
2. Select Seats
3. Select Import
4. Select Import Equipment
5. Select the required resource
6. Select OK
7. Double click on the new equipment record to edit properties
8. In the group section, assign the user to the correct group
9. Click Active
10. Click Save

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Personalise

Personalise your resources by giving them photos. It looks really cool in the workbench and on status pages.

### No of Resources

Watch out for this setting. It can affect what you see in some of the dashboards and reports that show the no of resources.

### Planned Availability

Watch out for this setting. It can affect what you see in some of the dashboards and reports that show the no of resources. If you are using Visual APS, equipment resources should be set to V-APS

### Factory Automation

**LYNQ's factory automation** feature allows data to be collected automatically from a resource. Refer to the Advanced User guide for further details of this powerful feature.

LYNQ allows for additional properties to be set against active resources. Properties can be set for

- Employees
- Equipment

To edit the properties for a resource

1. Open LYNQ
2. Click on the Resource Maintenance menu
3. Double click on the resource

Section	Field	Value	
General	Active	Seat is active/inactive	
	Photo	Photo of resource	
	Crew	Default crew for resource	
	First Name	Resource's first name	
	Last Name	Resource's last name	
	Display Name	Resources display name	
Capacity	No. of Resources	Default no. of resources	
	Planned Availability Calculation	Clocked Time	
		Availability is calculated as relation between actual Up time to actual Total time	
Workbench	Basic Calendar	Availability is calculated as relation between actual up time to basic calendar value of planned hours for a specified day.	
		V-APS Resource Calendar	
	Groups	Group Name	Availability is calculated as relation between actual Up time to Planned Up as per V-APS schedule for specified Work unit/Machine
ID			ID for accessing the workbench
Password			Password to access the workbench
	Time zone offset	Difference between resources time and the LYNQ server time	
		The group the resource belongs to. Groups are integrated with messaging and alerts and can also be used to restrict certain functionality within the workbench.	

### Features

Look out for these features in this section of the user guide.

Refer to the Advanced Uses Guide to understand the factory automation feature.

Frontline managers need complete visibility and control of the shop floor to prevent problems. Collecting data by conventional methods can be complicated, time-consuming and expensive.

With LYNQ's configurable shop floor data collection (SFDC) terminals you are able to gather time, attendance and production data from your employees and equipment easily from any device with a browser. Clocking terminals and interactive job lists simplify the execution of production plans and data capture of start and stop times, downtime, labour hours, materials issued, quantities reported, scrap and more.

Core features include:

- Workbench
- Timesheet
- Factory Automation

### Stop Clock Approach

Unlike the Timesheet, which is used to manually enter transactions, the workbench provides a stop clock approach to tracking time. It is an extremely accurate way of tracking employee and equipment time.

### Highly Configurable

The workbench is highly configurable. Refer to the advanced user guide for further information.

The workbench feature provides real time tracking of your factory's activities. Designed to interact with manufacturing workers and equipment on the shop floor, the workbench typically runs on portable devices such as tablets and iPads but can still be run on computers and laptops. As LYNQ is a fully web enabled application, users can access the workbench from any remote location. Whether this is from a separate factory location or whilst on the move from a mobile device, the workbench is a scalable and flexible data collection solution.

The workbench layout is divided into 3 distinct sections.

Area	Purpose
Header	Navigational area for switching between employee/equipment Lookup option to select additional equipment Color coded live activity status Grey Bar – undefined activity Green Bar – setup activity Yellow Bar – setup, teardown, wait activity KPI information relating to employee/equipment Live message centre new message indicator Quick navigation to the workbench clock-in screen (HOME)
Body (Job order List)	Task list filtered by period: Active task(s) for employee Scheduled task(s) by equipment
Footer	Buttons to perform functions set by the terminal configuration Green Buttons – functions for employee Grey Buttons – functions for equipment (data collection enabled)

The workbench will behave differently depending on whether the equipment is activated for data collection. The Active Yes/No setting against the equipment record, will determine the functionality available to the user and the level of data that is captured for analytical and tracking purposes.

Key differences between data collection activated equipment

Active	Behaviour
Yes	Both employee and equipment transactions are generated Analytical data to support OLE/OEE/TEEP
No	Only employee transactions are generated Analytical data to support OLE

## Start your day

### Online Version

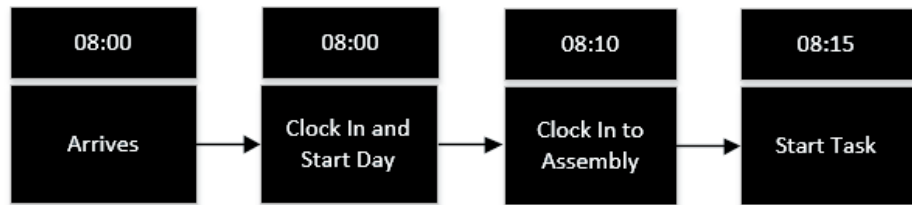
Click [here](#) to read this page online. The online version provides additional links to other related information.

### Password Protect

Terminals can be password protected and multiple users can access the same terminal from multiple locations.

Start day may be performed from either an entrance/clock-in terminal or a shop floor data collection terminal. When the employee selects the function to Start Day, the date and time is recorded as the start of their office time.

Using the example below, an employee enters the building and immediately clocks in to the entrance terminal and progresses to Start Day. The employee then takes 10 minutes to walk to his actual place of work. 5 minutes later, he starts his first task of the day. During this time LYNQ has calculated his total office time as 15 minutes.



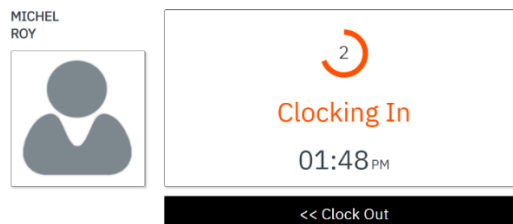
Using the example below, an employee enters the building and takes 10 minutes to walk to his actual place of work. He clocks into the Assembly terminal and selects the function to Start Day. 5 minutes later, he starts his first task of the day. During this time LYNQ has calculated his total office time as 5 minutes.



Clock in to start your day using the entrance terminal

1. Click Workbench
2. Click Terminals
3. Click Entrance
4. Enter a valid employee ID that is activated
5. Click Login

## LYNQ



## Messages

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Clocked in Status

Unless configured otherwise, the employee will only be able to send and receive messages within the workbench

Once clocked into the workbench an employee will have instant access to messages that have been sent and received to/from their immediate line manager. It's advisable to review all messages prior to starting any work activities for the day. If there are any unread messages the mail icon will appear orange to alert the employee to check their messages.

The following steps describe how to send messages

1. Select Messages.
2. Select New.
3. Enter a value in the subject field.
4. Enter a value in the body field.
5. Select Send.

The message will be sent automatically to the employee's line manager. The message centre indicator will change color on the line manager's screen to indicate they have a new message.

## Starting and stopping a task

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Task Colours

The colours of different task types can be customised under advanced settings, definitions, diversions.

### Continuous tracking

You do not need to keep the browser open to track labour. Even after closing the browser, LYNQ will continue to track hours.

### Stopping tracking

To stop the tracking of employee or equipment hours, select stop task. The end day function will also stop tracking hours for running tasks.

### Multiple Tasks

If your configuration allows you are able to start multiple tasks. How time is allocated between these tasks is determined on your advanced settings. Refer to the advanced user guide for further information.

The workbench splits operations into tasks. You can have more than one task for an operation. This may be the case when your operation involves both setup and runtime time elements. Instead of seeing just one task with both time elements, you will see two tasks. This allows you to manage operations at a granular level.

Tasks can be started by selecting a scheduled task from the equipment job order list or by clicking on the add task option in either the employee workbench or the equipment workbench. LYNQ is configured to automatically start job orders on the planned equipment when an employee starts a task from the employee workbench. The reverse behaviour will happen if an employee starts a task from the equipment workbench.

Labour and equipment time will be captured from the moment the task is started.

To start a scheduled task from the equipment job order list Click on chosen linked equipment in the workbench.

1. Click Turn On
2. You will now see tasks scheduled for this equipment
3. Click on the task you want to start
4. Click Start

Once the task has been started you will see an indicator against the task in the workbench showing that either the employee and/or equipment is running the task. In addition, the employee or equipment in the header section will have a coloured vertical line to the left of the image to indicate what type of task is running.

Starting an un-scheduled task

1. Click Add Task
2. Click on the task you want to start
3. Click OK

Stopping a task

1. Click on the task you want to stop
2. Click Stop

## Report operational quantity

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Report Multiple

You can select multiple job orders when reporting a quantity. The report screen will move to the next job order once reported.

### Report Screen

The report screen can be customised if you wish to see additional fields. Refer to the advanced user guide for further details.

### Reject Codes

The reject codes that you see in the dropdown box should mirror the reject codes you have in Enterprise Resource Planning

Quantities for an operation are entered using the report function. The task in the workbench will show the number of remaining quantities to complete for that particular task. Quantities can only be entered for runtime operations.



You can report good and bad quantities through the report function.

To report good quantity completed

1. Click on the Task
2. Click Report
3. Enter the appropriate quantity in the Quantity field
4. Click on Report

The Qty (Today) column is updated, and the remaining quantity column is reduced by the good quantity reported. A transaction for the quantity will be created and can be seen in the Transaction Review screen.

To report bad quantity completed

1. Click on the Task
2. Click Report
3. Enter the appropriate quantity in the Reject field
4. Select a reject reason code
5. Enter any additional comments
6. Click on Report

The reject (Today) today column is updated, and the remaining quantity column is reduced by the bad quantity reported. A transaction for the quantity will be created and can be seen in the Transaction Review screen.

LYNQ provides an option to report materials as you report quantity. When this setting is enabled, the user is automatically directed to issue materials after reporting a quantity if material is attached to the operation. See the section Report Material Issues for further information.



## Report status complete

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Re-open Operation

**Don't forget report** status can be used to re-open a completed operation

The status field on the report screen allows you to change the status of a task.

The options for changing status are

- No change
- Complete
- Re-open

When a task is processed as complete the task will disappear from the workbench screen and a new transaction for a status change is generated.

When a task is processed as re-open the task will re-appear on the workbench screen and a new transactions for a status change is generated.

To report a task as complete

1. Click on the Task
2. Click on Report
3. Select Complete from the Status lookup
4. Click on Report

To report re-open a task

1. Click on the Task
2. Click on Report
3. Select Re-open from the Status lookup
4. Click on Report

## Report production issues

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Abnormal Tracking

LYNQ may be configured to automatically prompt you to raise a production issue if you are reporting slower or faster than expected runtime. The track abnormal progress setting in advanced settings controls this behaviour.

Production issues can be raised at any time through the workbench. Employees can quickly raise issues using the pre-defined issue types. Issues are visible from the Issue Log screen and any other relevant screens that the issue relates to. Depending on your issue management process you may consider whether you allow employees to raise production issues from the Workbench.

Predefined production issues include:

- Breakdowns
- Health & Safety
- Minor Stops
- Production Rejects
- Reduced Speed
- Setup & Adjustments
- Startup Rejects

To manually raise a production issue:

1. Click production issue
2. Click on a type of issue
3. Click on an issue
4. Select the appropriate task from the task lookup field
5. Select the specific work unit from the equipment lookup field
6. Select the employee from the employee lookup field
7. Enter a value in the hours field
8. Enter a comment in the comments field
9. Click OK

Once the production issue is raised by the employee, it will appear in the Issue Log. Unresolved issues will be indicated by an orange circle above the issue log menu. Once resolved the orange circle will disappear.

**It's also possible to raise production issues automatically from the equipment workbench with the alerts feature.** For further information refer to the advanced user guide.

## Report material issues

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Bins, Serials & Lots

You must specify when reporting, any additional attributes for material. This is important in cases when the material is lotted or serialised or when the material is stored in a bin location.

### Extended Details

Columns will only appear for data that is required. You must split the entry by quantity if the lot number, serial number or bin is a unique value.

### Validation Rules

Validation rules determine whether you are able to enter material or kit issues without specifying extended details. Refer to the advanced user guide for further details.

Material can be reported from the workbench. Materials are associated to the job order or operation and captured when the job order is created.

There are two different functions available to issue materials

- Material Issue to issue against the select job order or operation
- Kit Issue to issue against multiple job orders and by parent qty

To perform a material issue

1. Click on a Task
2. Click Issue Materials
3. Click on the relevant job order in the header section
4. Enter a quantity in the Issue Materials field
5. If the material is binned, lotted or serialised click the extended details button to the right of the quantity field
6. Enter the correct extended details such as serial number etc.
7. Click OK

To perform a kit issue

1. Click on a Task
2. Click Kit Issue
3. Filter the list if required
4. Enter the required quantity in the Enter job order qty field.
5. If the material is binned, lotted or serialised click the extended details button to the right of the quantity field
6. Enter the correct extended details such as serial number etc.
7. Click OK

Transactions for both material and kit issues are created immediately after reporting and can be viewed in the Transaction Review screen

## Report non-productive time

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Integration

#### It's possible to

configure buttons on the workbench for non-productive time that relate to a works job order. This will ensure your non-productive time is posted to Enterprise Resource Planning.

There are various buttons on the workbench that allow an employee to report non-productive time. Non-productive time may be applied when the employee goes on a break, goes to lunch, goes into meetings or is performing training related activities.

The workbench can be customised to support the different types of non-productive time for your organisation. Refer to the advanced user guide for further details on this subject.

By default, the workbench will continue to track hours against tasks when the user selects any of the non-productive buttons.

To report non-productive time (Break)

1. Click on Break
2. Click Return to Previous (on return)

To report non-productive time (Lunch)

1. Click on Lunch
2. Click Return to Previous (on return)

## Reporting production

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Production Reporting

The report screen will provide a visual indicator to the user when reporting production will take place.

Production reporting is entered using the same report function as operational quantity. Production is reported when a quantity is entered against a job order for the last operation of activity type Run.

Production will however only post to Enterprise Resource Planning when the option to post this is turned on in the LYNQ api Integration settings. When entering quantity transactions for the final run operation, additional information will be required if the finished good item is serialized, lotted or to be receipted into a warehouse that has bins enabled.

Additional details must be entered by clicking on the Extended Details button.

Refer to report operational quantity for further information.

WOZA0120197.5.Run

<b>Details:</b>		<b>Report:</b>
Start Date	7/20/2018 12:00 AM	Quantity
Activity	Run	<input type="text" value="0"/>
Job	WOZA0120197	Scrap
Stock Code	SF1009-ZA012	<input type="text" value="0"/>
Description	KoBo rowerowe, doróžli-S	<input type="text"/> Scrap Reason
Operation	5	<input type="text"/> Comments
Description	Wheel assembly	Equipment
Qty (Planned)	1.00	<input type="text"/>
Qty (Today)	1.00	Status
Scrap (Today)	0.00	<input type="text" value="No change"/>
Remaining	0.00	
Hrs (Today)	55.94	
Equipment		

## End your day

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

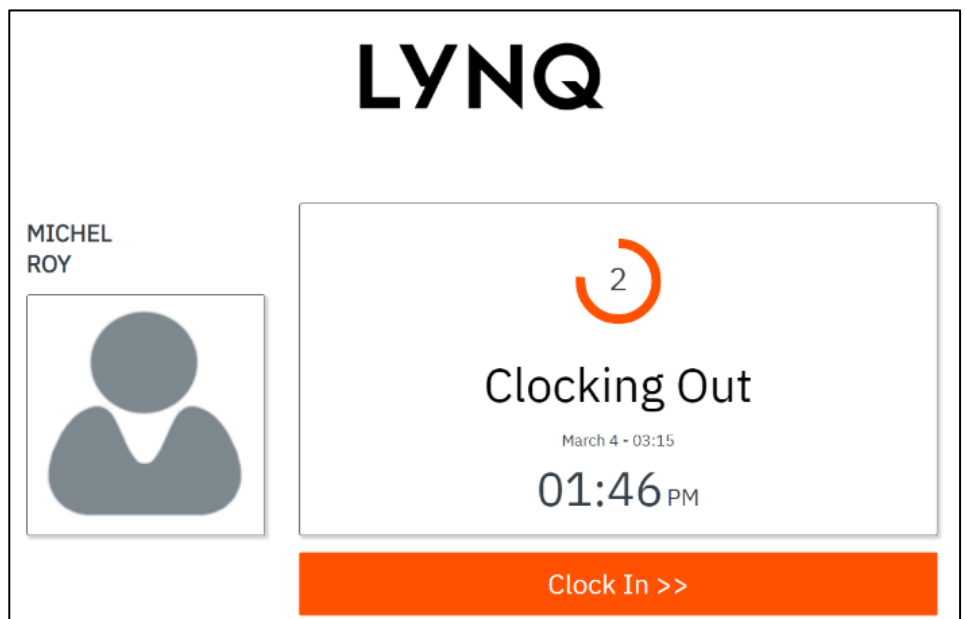
### Equipment Off

The equivalent end day function for equipment is turn off. You should turn off your equipment where appropriate before ending our day.

The end day function is used to clock the employee out of the workbench. Any active tasks will be stopped immediately and the employee's status will change to clocked off. The employee's office time will stop being accounted for. The end day function can be run multiple times per day. By default, the end day function is provided on entrance terminals and shop floor data collection terminals.

To end your day

1. Click on the **Employee** workbench.
2. Select End Day.



### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Default Values

The layout and default values provided in Timesheets can be customised by Administrators within Advanced Settings

Timesheet entries can be used by employees to enter data rather than using the real time tracking in the workbench. Timesheet entries are manually created by the application user and can be approved, submitted or excluded from posting no differently than transactions generated by the workbench feature. Timesheet entries can only be entered for resources that are activated in Seat Maintenance.

The types of transactions supported by the timesheet include:

- Labour hours
- Quantity
- Scrap
- Status changes

To enter a transaction in the timesheet

1. Click Timesheet Entry
2. Specify the Date Range
3. Select an Approval Status
4. Click [...] in the Employee field
5. Select Employee
6. Click OK
7. Click [...] in the Task field
8. Select Task
9. Click OK
10. Click [...] in the Equipment field
11. Select Equipment
12. Click OK
13. Enter a value in the Hours, Quantity, Reject or Status field
14. Click the + symbol
15. Click Save

Once saved, the transaction(s) will appear in the Transaction Review screen and data will shortly appear under reports and dashboards.

## Tracking

### Current Activity

Dashboards and reports are based on actual current activity and provide insight into how individual resources (employees and equipment) are performing today and your actual product output (parts count).

LYNQ provides several features to track, summarise and evaluate information related to resources utilised in production. Including live dashboards with supporting metrics for Overall Labour Effectiveness (OLE) and Overall Equipment Effectiveness (OEE).

Core features include:

- Tracking dashboard
- Employee Status
- Equipment Status
- Job Status
- Employee Performance
- Equipment Performance
- Management Reports



## Employee KPIs

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Employee Availability

Known as worker efficiency, considers the relationship between actual work time related to production jobs and the actual attendance (clocked) time of the employee.

### Employee Performance

Known as worker effectiveness, compares the actual run rate produced by the employee with the planned run rate. To determine the actual run rate a production quantity must be reported.

### Employee Quality

Known as the worker quality ratio, is the relationship between the good quantity and the total quantity produced. To determine the quality ratio a production quantity must be reported. For the ratio to be less than 100% a scrap (bad) quantity must be reported.

### Employee Availability

Calculation	$\text{Actual Work Time} / \text{Actual Attendance Time}$
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Dashboard shows overall worker efficiency for today <b>Employee Status shows a worker's efficiency for today</b> Employee Performance shows current and historical efficiency for an individual worker

### Employee Performance

Calculation	$\text{Planned Run Time} \times \text{Production Quantity} / \text{Actual Run Time}$
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Dashboard shows overall worker performance for today for all workers <b>Employee Status shows a worker's performance for today</b> Employee Performance shows current and historical performance for an individual worker

### Employee Quality

Calculation	$\text{Good Quantity} / \text{Total Quantity}$
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Dashboard (Tracking) – shows overall worker quality ratio for today for all workers Employee Status (Tracking) – shows a worker's quality ratio for today Employee Performance (Tracking) – shows current and historical quality ratio for an individual worker

## Overall labour effectiveness (OLE)

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### (OLE)

Availability, performance and quality as a single key performance indicator (KPI). The average value of OLE in a manufacturing company is 40%. World class manufacturers operate at 75% or above depending on their industry (KPI).

### Overall Labour Effectiveness (OLE)

Calculation	Availability x Performance x Quality
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	<p>Dashboard shows the overall effectiveness for today for all workers</p> <p>Employee Status shows a worker's overall effectiveness for today</p> <p>Employee Performance shows current and historical overall effectiveness for an individual worker</p>

## Equipment KPIs

### Online Version

Click [here](#) to read

### Equipment Availability

Known as equipment efficiency, considers the relationship between actual productive time and the planned busy time of the equipment. You can set the planned busy time for each piece of equipment to be based on the schedule, the start/stop time or calendar time. See seat maintenance to set this value.

### Equipment performance

Known as equipment effectiveness, compares the actual run rate produced by the equipment with the planned run rate. To determine the actual run rate a production quantity must be reported.

### Equipment Quality

Known as the equipment quality ratio, is the relationship between the good quantity and the total quantity produced. To determine the quality ratio a production quantity must be reported. For the ratio to be less than 100% a scrap (bad) quantity must be reported

### Equipment Availability

Calculation	Actual Productive Time / Planned Busy Time
Measure	It is measured as a percentage (%). The higher the percentage the better.
Location	Dashboard shows overall equipment efficiency for today Equipment Status shows equipment efficiency for today Equipment Performance shows current and historical efficiency for an individual piece of equipment

### Equipment Performance

Calculation	Good Quantity / Produced (Total) Quantity
Measure	It is measured as a percentage (%). The higher the percentage the better.
Location	Dashboard shows overall quality ratio for today for all equipment Equipment Status shows the quality ratio for a specific piece of equipment for today Equipment Performance shows the current and historical quality ratio for an individual piece of equipment

### Equipment Quality

Calculation	Good Quantity / Produced (Total) Quantity
Measure	It is measured as a percentage (%). The higher the percentage the better.
Location	Dashboard shows overall quality ratio for today for all equipment Equipment Status shows the quality ratio for a specific piece of equipment for today Equipment Performance shows the current and historical quality ratio for an individual piece of equipment

## Overall equipment effectiveness (OEE)

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### (OEE)

Represents equipment availability, performance and quality as a single key performance indicator (KPI). The average value of OEE in a manufacturing company is 60%. World class manufacturers operate 85% or above depending on their industry

### Overall Equipment Effectiveness (OLE)

Calculation	Availability x Performance x Quality
Measure	It is measured as a percentage (%). The higher the percentage the better.
Location	Dashboard shows overall equipment efficiency for today Equipment Status shows equipment efficiency for today Equipment Performance shows current and historical efficiency for an individual piece of equipment

## Tracking dashboard

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### OLE

Views showing overall labour effectiveness. Availability, performance and quality

### OEE

Views showing overall equipment effectiveness. Availability, performance and quality

### Products

Views showing products, parts to produce, parts count and % complete

High level view of your job orders, products, employees and equipment. Select specific employees and equipment to view status and performance for a selected time period.



To open the Dashboard:

1. Select Dashboard in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Employee status

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

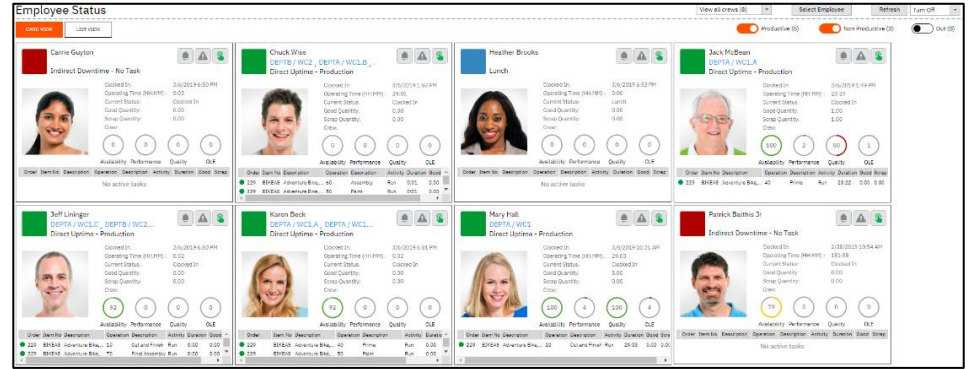
### Card View

Displays a card summary of the employees selected. Clicking on employee card takes you to extended details of employee status

### List View

A line by line report by employee. Click on the employee name to view extended details of employee status. Additionally, in this view, there is a link to view the job order status for each job order the employee is involved with. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in list view there is functionality to export reports, create custom filters, customize layouts, and apply defined actions to multiple records.

Employee status provides an at a glance live view of employees, what their current status is, what they are working on, and how they are performing during their shift. Drill down into each employee card for a detailed view. Use status indicators to access their workbench to help with clocking and other management issues.



From this simple, single status screen you can get a lot of information. The coloured plates show you their status.

- GREY – Out
- GREEN – Productive
- YELLOW – Direct downtime (setting up machine)
- GREEN & YELLOW – working productively on some job orders while setting up others
- RED – Non-productive (breaks, Production etc...)

From this screen you can also see any alerts or issues that are happening, allowing team leads and supervisors to work to resolve the problems ASAP. If you have the permissions you can open the workbench terminal they are working from by clicking on the green finger icon.

To open Employee Status:

1. Select Employee Status in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Equipment status

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

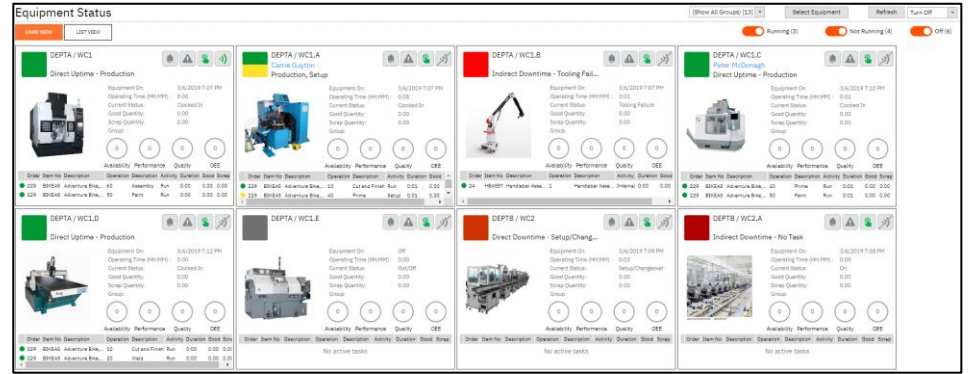
### Card View

Displays a card summary of the equipment selected. Clicking on equipment card takes you to extended details of equipment

### List View

A line by line report by equipment. Click on the equipment name to view extended details of equipment status. Additionally, in this view, there is a link to view the job order status for each job order the equipment is involved with. Below each column heading there is a search/filter box. The pin next to the search box provides a set of filtering options. Additionally, in list view there is functionality to export reports, create custom filters, customize layouts, and apply defined actions to multiple records.

Equipment status provides an at a glance live view of your equipment, what the current status is, what jobs they are running, and how they are performing during the shift. Drill down into each equipment card for a detailed view. Use status indicators to access the equipment workbench for management purposes.



From this simple, single status screen you can get a lot of information. The coloured plates show you their status.

- GREY – Off
- GREEN – Running
- YELLOW – Direct downtime (for example setup or teardown)
- RED – Indirect downtime (breakdowns and failures)

From this screen you can also see any Alerts or Issues that are happening with the equipment. This allows team leads and supervisors to work to resolve these problems ASAP and prevent further loss. You can also access the equipment terminals from this screen.

To open Equipment Status:

1. Select Equipment Status in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Job status

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### List view

The sub job view provides the same details as the list view but from here you can expand and see the sub job order information.

Job status provides a review open job orders to check their current live status. Use progress bars to gain visibility of hours booked, materials issued and overall progress at a glance. Drill down to view specific job details including attached documents and issues recorded.

Item No	Description	Warehouse	To Make	Manufactured	Scraped	Required Date	Status Code	Labour Time %	Material %	Progress Qty %
146	Adventure Bike, LV, Black	MA	20.00	0.00	0.00	1/20/2018	0	32%	67%	72%
147	Adventure Bike, LV, Black	MA	18.00	0.00	0.00	2/21/2018	R	81%	44%	79%
148	Adventure Bike, LV, Black	MA	16.00	0.00	0.00	2/2/2018	0	32%	76%	68%
149	Adventure Bike, LV, Black	MA	14.00	0.00	0.00	2/2/2018	R	81%	69%	67%
149	Adventure Bike, LV, Black	MA	18.00	0.00	0.00	2/4/2018	0	82%	62%	69%
147	Adventure Bike, LV, Black	MA	0.00	0.00	0.00	2/5/2018	R	82%	42%	64%
146	Adventure Bike, LV, Black	MA	6.00	0.00	0.00	2/6/2018	0	90%	48%	61%
146	Adventure Bike, LV, Black	MA	0.00	0.00	0.00	2/6/2018	R	82%	48%	63%
149	Adventure Bike, LV, Black	MA	20.00	0.00	0.00	2/9/2018	R	92%	91%	98%

Live indicators show:

- Labour % - shows how much labour has been expended on the Job Order
- Materials % - show what % of materials have been issued to the Job Order so far
- Progress % - shows how the Job Order is progressing based on Operational Quantity reporting

You can also see which Job Orders have issues.

To open Job Status:

1. Select Job Status in Tracking



## Employee performance

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Dashboard

Graphical presentation of employee performance including at a glance Hrs/Qty stats, Key Performance Indicators, and Loss percentages.

### Summary

Period level line by line representation of employee performance with filtering functions and export facility.

### Detail

Operation level line by line representation of employee performance with customisation, filtering and export facilities.

### Audit

Chronological transaction level report for detailed analysis with filtering and export facilities.

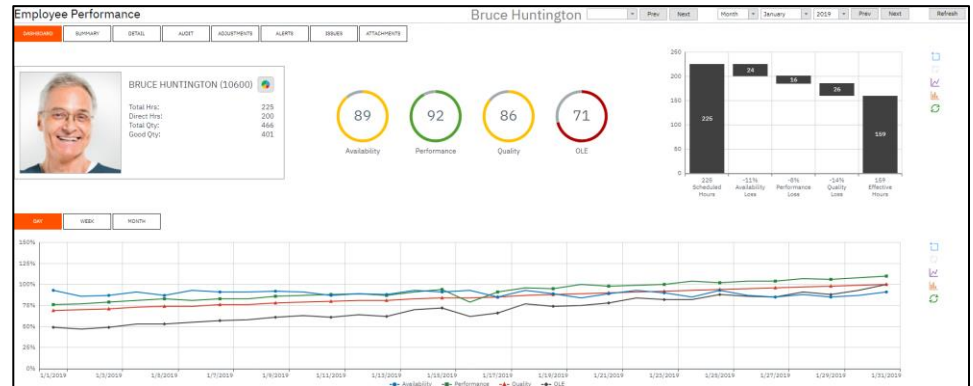
### Alerts & Issues

Report of any alerts & issues.

### Attachments

View or delete attachments.

Employee Performance provides detailed analysis of an individual employee's performance over time with audit trails and a record of the issues encountered. This report displays the overall labour effectiveness (OLE) results with support metrics for Availability, Performance and Quality.



To open Employee Performance:

1. Select Employee Performance in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Equipment performance

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Dashboard

Graphical presentation of equipment performance including at a glance Hrs/Qty stats, Key Performance Indicators, and Loss percentages.

### Summary

Period level line by line representation of equipment performance with filtering functions and export facility.

### Detail

Operation level line by line representation of equipment performance with customisation, filtering and export facilities.

### Audit

Chronological transaction level report for detailed analysis with filtering and export facilities.

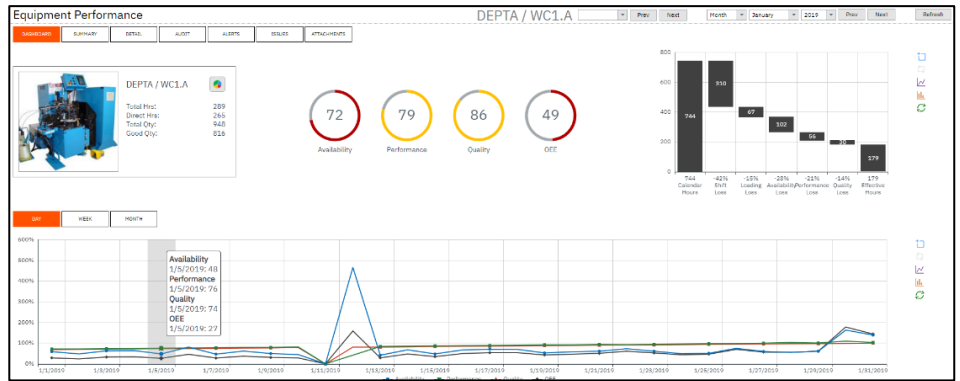
### Alerts & Issues

Report of any alerts & issues.

### Attachments

View or delete attachments.

Equipment Performance provides detailed analysis of an individual piece of equipment's performance over time with audit trails and a record of the issues encountered. This report displays the overall equipment effectiveness (OEE) results with support metrics for Availability, Performance and Quality.



To open Equipment Performance:

1. Select Equipment Performance in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Management Reports

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Availability

Report of availability, with filters to display separate values for uptime/downtime. Default shows total.

### Adjustments

Detailed reports by operational type (Downtime, Uptime) with direct access to edit clock-in/out times.

### Detail

Operation level line by line representation of **employee's** performance with customisation, filtering and export facilities.

### Pivot

Facility to view, create and edit Pivot table reports. Customise function displays fields available.

Reports provide analytics associated with the resources availability (uptime/downtime) for management purposes. Includes daily clock hours reconciliation and option to create custom management reports using pivot tables.

Date	Employee	Order	Item No	Description	Division	Code	Hours	Manufactured	Scrap Quantity	Performance	Quality	Earned Hours	Units Per Hour (L4)
1/1/2019	Henry Hall	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.00.Run	0.14	0.25	0.13	70%	68%	0.10	4.00
1/1/2019	Kip Nicholson	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.10.Run	0.14	0.29	0.13	71%	69%	0.10	4.00
1/1/2019	Kip Nicholson	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.20.Run	0.14	0.30	0.13	78%	70%	0.11	4.00
1/1/2019	Enrique Aguirre	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.30.Run	0.26	0.25	0.12	71%	67%	0.19	2.00
1/1/2019	Jeff Longtin	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.10.Run	0.14	0.25	0.13	70%	68%	0.10	4.00
1/1/2019	Chuck Wiles	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.30.Run	0.26	0.21	0.12	82%	75%	0.22	2.00
1/1/2019	Tom Leathers	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.20.Run	0.14	0.26	0.13	71%	67%	0.10	4.00
1/1/2019	Tom Leathers	185	SFBAMEASDY	Frame Assembly, "teardrop, B5	Production	185.10.Run	0.14	0.21	0.12	80%	70%	0.22	2.00

To open Management Reports:

1. Select Management Reports in Tracking

This report only shows resources that have been activated in Seat Maintenance.

## Execution management

### Execution Control

Control which production activities are available to your users with configurable terminals

LYNQ provides you with an ability to define and fully customise the execution of your production activities.

Core features include:

- Terminal Maintenance
- Transaction Review

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Password Protect

Terminals can be password protected and multiple users can access the same terminal from multiple locations.

Terminals are a feature in LYNQ that determine the functions that are available to a user for data collection and reporting purposes. The terminal definition represents a collection of predefined workbench elements which can be easily added or removed to suit the functions of your employees. Terminals are highly customizable and a flexible feature of the application.

There are 2 types of terminal in LYNQ:

- Clock-In terminal
- Shop Floor terminal

Clock-In terminals are typically located at the entrance of the building or production unit to track employees clock in and clock out time. This type of terminal may be used by all employees regardless of their functional role. Clock-In terminals are typically limited in their functionality.

Shop Floor terminals are typically located on the shop floor and situated within the relevant production unit. These terminals can be configured by equipment, crew or employee to display scheduled/unscheduled shop job orders or only shop job orders within a specific time frame or within custom filter definitions. To configure terminals by employees and/or equipment, the resource must be active in Seat Maintenance. Additional elements can be included, (e.g. Break, Lunch, Material Issue, Kit Issue, Production Issues) providing employees with the ability to complete all their reporting requirements from one simple screen.

LYNQ is shipped with 8 pre-configured workbench terminal definitions ready for immediate use. The configuration of these terminals has been designed to service well established manufacturing models and you can start to use them as a template with minimal further configuration.

Terminal Name	Description
1 - Entrance	Clock in and out to start/end your data
2 - Basic	Basic terminal with limited options
3 - Advanced	Advanced terminal with extended functionality
4 - Crew	Advanced terminal with crew functionality
5 - Time Entry	Time entry terminal for employees using timesheets
6 - Equipment	Equipment terminal with downtime tracking
7 - Materials	Advanced terminal with materials issue capabilities
8 - Office	Office terminal for non-manufacturing personnel

## Workbench buttons

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Custom Buttons

LYNQ is shipped with pre-configured buttons for common tasks. You can create your own buttons and display them on different terminals. Refer to the advanced user guide for further information

Buttons on the workbench can apply to employees or equipment or to both types of resources. The buttons on the workbench are fully customisable and additional information can be found in the advanced user guide.

Button	Purpose	Employee	Equipment
Start Day	Clock employee in	X	
Start	Start selected task(s)	X	
Stop	Stop selected task(s)	X	
Report	Report quantity, scrap, status for selected job order(s)	X	
Add Tasks	Start unscheduled task(s)	X	X
Recent Tasks	View of recent tasks that are started/stopped	X	
Barcode Entry	Select task(s) by scanning a barcode	X	
Break	Break diversion	X	
Lunch	Lunch diversion	X	
Meeting	Meeting diversion	X	
Training	Training diversion	X	
Issue Materials	Issue materials for active task(s)	X	
Kit Issue	Kit issue of materials for active/non- active tasks	X	
Messages	Compose, read and view application messages	X	
Production Issue	Create production issue	X	
My Time	Report time by manual timesheet entry	X	
End Day	Clock Out	X	
Turn On	Turn equipment on		X
Equipment Failure	Report downtime due to equipment failure		X
Tooling Failure	Report downtime due to tooling failure		X
Unplanned Maintenance	Report downtime due to unplanned maintenance		X
Material Shortage	Report downtime due to material shortage		X
Operator Shortage	Report downtime due to operator shortage		X
Setup/Changeover	Report downtime due to setup/changeover		X
Turn Off	Turn equipment off		X

## Copying terminals

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Unique Terminals

Create unique terminals for your different work units. This allows you to control how you want different terminals to behave

Creating new terminals is easily achieved by using the copy function within terminal maintenance. When copying terminals, the functions associated with the terminal are also copied. Refer to the advanced user guide to better understand how terminals can be customised in much further detail.

To copy a terminal:

1. Click Terminal Maintenance
2. Tick one of the pre-defined terminals
3. Click Copy
4. Enter a suitable value in the Name field for the new Terminal
5. **Select [...] in the Linked Equipment field**
6. Click on the work units the new terminal will relate to
7. Click OK
8. Click Save.

To test your new terminal:

1. Click Workbench
2. Click Terminals
3. Select your new terminal created earlier
4. Enter an employee ID
5. Click Login

## Transaction review

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Transaction Generation

The LYNQ Platform Windows Service on the Web Server is responsible for consolidating your activity into actual transactions that can be posted to Enterprise Resource Planning. The workbench will still operate with this service not running but you will not see new transactions in the Transaction Review screen until the service is started.

### Record Security

It's possible to configure LYNQ so supervisors and line managers can only see their own team member's transaction records. Refer to the Advanced User Guide for further information.

All activities performed within the workbench are converted into summary transactions so they can be reported on easily in LYNQ and posted to Enterprise Resource Planning. Depending on your configuration, transactions may appear immediately after performing the activity or at different stages in your day. (i.e. when you go to break, lunch or end day). Refer to the advanced user guide for further information on this subject.

The table below provides an overview of which different transaction types are created based on the type of activity performed.

Activity	Transaction Type	Default Status	Integrated to ERP
Office Time (No Task)	Labour	Excluded	No
Labour	Labour	Unposted	Yes
Machine Time	Machine Time	Excluded	Yes
Quantity (Operation & Production Reporting)	Quantity	Unposted	Yes
Operation Reject	Scrap	Unposted	Yes
Indirect (i.e. Break)	Labour	Excluded	No
Indirect by Job order	Labour	Unposted	Yes
Material Issue	Material Issue	Approved	Yes
Kit Issue	Material Issue	Approved	Yes
Production Issue	Production Issue	Excluded	No
Status	Status	Unposted	Yes

By default, indirect transactions such as break, lunch etc, machine time transactions and production issue transactions are excluded from posting to Enterprise Resource Planning. Transaction rules determine the default status of transactions. Depending on your configuration, you may have different transaction rules configured to change the default approval status.

Refer to the advanced user guide for further information on this subject.

To open Transaction Review:

1. Select Transaction Review in Execution Management



## Transaction review functions

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Process flow

The job order of the tabs in the transaction review screen help to the approval and posting process flow.

### Different Functions

The functions change depending upon which tab you display.

Let's take a look at the layout and the different functions on the transaction review screen to understand what it means. The screen is split into tabs.

### Submitted

If LYNQ is not configured to automatically approve transactions, new transactions generated by the Workbench and the Timesheet feature will appear in the Submitted tab with a default status of unposted. Once the transaction has been approved it will appear under the Approved tab with a status of Pending Posting.

Approve	Approve an unposted transaction
New	Create a new transaction
Edit	Edit an unposted transaction
Copy	Copy an existing transaction
Exclude	Exclude an unposted transaction

### Approved

The approved tab shows all transactions that have been approved for posting to Enterprise Resource Planning. Transactions with a status of Pending Posting, Posted or Posting Error can be seen from this tab.

Approve	Re-approve a transaction with the status of posting error
Unpost	Unpost a posted transaction or reset status to unposted
New	Create a new transaction
Edit	Edit a transaction with the status of pending posting
Copy	Copy an existing transaction
Exclude	Exclude a transaction with the status of pending posting
Delete	Delete a transaction with the status of pending posting

### Errors

The errors tab shows transactions which have produced an error when posting to Enterprise Resource Planning. Double click on the transaction to see the error description

Approve	Re-approve a transaction with the status of posting error
Edit	Edit a transaction with the status of posting error
Copy	Copy an existing transaction
Exclude	Exclude a transaction with the status of posting error
Delete	Delete a transaction with the status of posting error

## Transaction review functions

### Online Version

Click [here](#) to read this page online.

The online version provides additional links to other related information.

### Customise

Use the customise function to add or remove columns on the screen. Each tab can have different columns showing.

### Transaction types

Use the transaction types filter to show filter different transaction types.

### All

The All tab shows all transactions regarding of their status.

Approve	Approve an unposted transaction
Unpost	Unpost a posted transaction
New	Create a new transaction
Edit	Edit an unposted transaction
Copy	Copy an existing transaction
Exclude	Exclude a transaction
Delete	Delete an unposted/pending posting transaction

### Excluded

The exclusions tab shows transactions which have been excluded from posting to Enterprise Resource Planning. (i.e. Indirect Task Codes such as break, lunch, training, meetings, office time)

Approve	Approve a transaction with the status of excluded
New	Create a new transaction
Edit	Edit a transaction with the status of excluded
Copy	Copy an existing transaction
Delete	Delete a transaction with the status of excluded

## Approving transactions

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Grouping

Grouping your employee data can help to speed up the approval process. No-one wants to review every single transaction generated. Start by grouping by employee and then by transaction type. Look at the totals reported for labour. Does the total hours look correct for the employee? If so, approve them from **the grouped view**. It's quicker and leaves you more time to investigate just the exceptions.

### Exclude

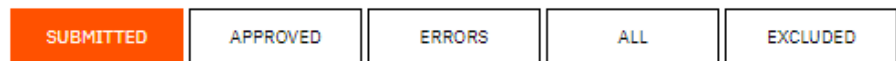
There may be times where the employee has generated a transaction in LYNQ, **but you don't want to post this to Enterprise Resource Planning**. This may be where a user has completed the same activity in Enterprise Resource Planning and posting the transaction from LYNQ will duplicate the transaction. In these cases, just simply exclude the transaction. Excluded transactions are not posted to Enterprise Resource Planning.

Approving transactions is easy to do and should be done regularly to ensure Enterprise Resource Planning maintains accurate analysis and financial data. Throughout the approval and posting process you will see the transaction change its status.

Transaction Status	Meaning
Excluded	Transaction has been excluding from posting to Enterprise Resource Planning
Unposted	Transaction has not been approved for posting to Enterprise Resource Planning
Pending Posting	Transaction has been approved and will be posted on next sync to Enterprise Resource Planning
Posted	Transaction has been posted to Enterprise Resource Planning
Posting Error	Transaction cannot be posted to Enterprise Resource Planning due to an error
Pending Unposting	Transaction already posted to Enterprise Resource Planning but will be reversed on next sync to Enterprise Resource Planning
Unposting	Transaction has not successfully been reversed from Enterprise Resource Planning

Use the transaction screen if you wish to approve transactions on a periodic basis regardless of the employee or job order which can be done in other screens. While the transaction screen shows every detail and each and every transaction can be reviewed, you should consider whether this is (a) an effective use of manager/supervisor time and (b) practical to do so.

Transactions that need to be approved can be reviewed from the submitted tab.



To approve transactions

1. Click Transaction Review
2. Click on the Submitted Tab
3. Set the Date Filter
4. Filter records if required that must be approved.
5. Select all transactions to be approved (left of the Notes column)
6. Click Approve

Once approved the transactions will no longer be seen under the submitted tab but instead will appear under the approved tab. The status of the transaction **will change to pending posting**. The next time LYNQ api executes its integration schedule, the transaction will be posted to Enterprise Resource Planning. You can however force the integration to Enterprise Resource Planning by clicking on the sync button.

## Adjusting transactions

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Forget to clock out?

If you are forever adjusting employee hours because they have forgotten to clock out, you can automatically setup a schedule to clock out the employee. You can clock out individual employees or a group of employees. You can also do this for break times too or in fact any other type of diversion. Refer to the Advanced User Guide for further information.

### Rights to Edit/View

To edit transactions, users must have Transaction Management rights. Without this right, users will only have view access to Transaction Review, Timesheet, Management Report/Adjustments and Production Issues.

There may be times where inaccurate labour time is recorded. This may be due to the employee forgetting to stop a task or perform the end day function. Adjusting time must be completed from the Management Reports screen for office time and labour time.

To adjust Clock In/Out Time

1. Click Management Reports
2. Click on the Adjustments Tab
3. Select the relevant employee
4. Select the relevant day
5. Click Edit under the date from the left windowpane
6. Set the correct Clock in and Clock Out date/time
7. Click OK

To adjust the task hours

1. From the same adjustment screen
2. Click Show Transaction List from the right windowpane
3. Locate the inaccurate transaction(s)
4. Double click on the transaction
5. Enter the correct duration in the Labour (Hrs) field
6. Click Save
7. Select the transaction you have edited
8. Click Approve

## Reversing transactions

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Correcting Mistakes

Dealing with a high volume of posting issues is not good use of your time. You may want to review your processes to ensure that users are using the workbench correctly. Some validation is performed only on posting to Enterprise Resource Planning and good discipline is required.

Transactions with a status of posted cannot be edited. To amend a posted transaction, the transaction must be reversed using the Unpost function. When unposting a transaction, the transaction will be reversed in Enterprise Resource Planning and the status of the transaction in LYNQ will change from posted to Unposted. Transactions with a status of unposted can be edited and re-approved and posted again to Enterprise Resource Planning.

To reverse a posted transaction

1. Click Transaction Review
2. Click on the Approved Tab
3. Select the correct date filter to locate the posted transaction
4. Select the transaction to edit and click Unpost.
5. The status of the transaction will change to PendingUnposting

The next time LYNQ api executes the integration, the transaction will be reversed in Enterprise Resource Planning and the status of the transaction in LYNQ will change to Unposted. The transaction will be reversed on the original transaction date.

## Transaction errors

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Lots of errors?

Dealing with a high volume of posting issues is not good use of your time. You may want to review your processes to ensure that users are using the workbench correctly. Some validation is performed only on posting to Enterprise Resource Planning and good discipline is required.

### Additional Checkbox

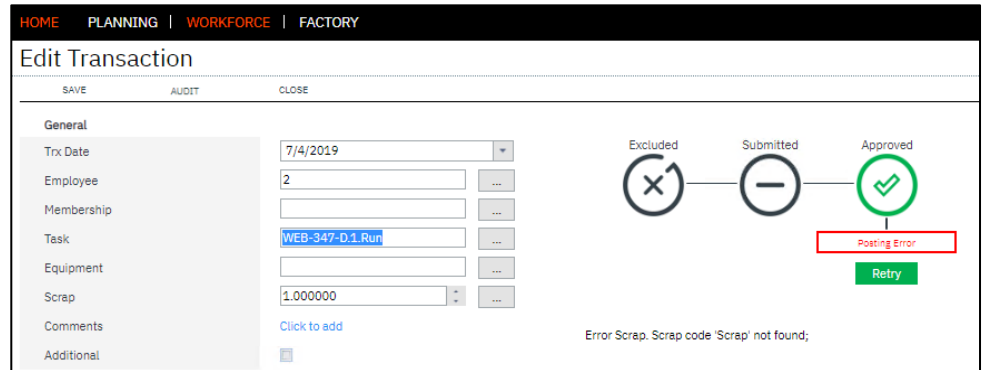
Additional data relating to the transaction can be seen by clicking on the additional check box.

### Audit Button

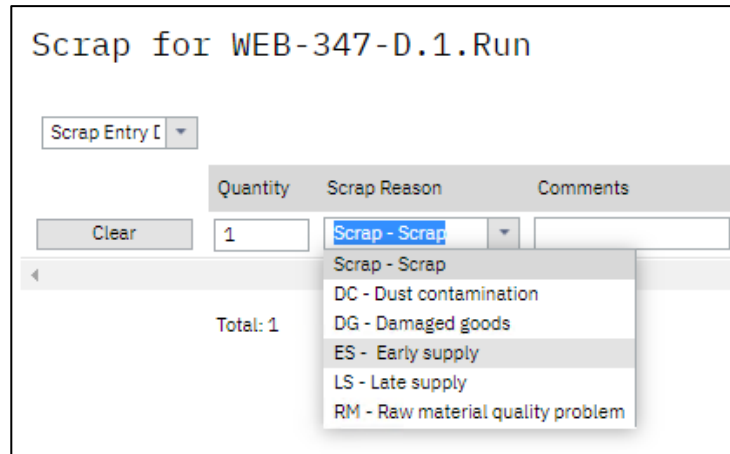
Use the audit button to review detailed integration synch messages when a transaction has failed to post.

There may be occasions where a transaction generated by LYNQ fails to post to Enterprise Resource Planning. Transactions that cannot post due to an error should be corrected and re-approved for posting. Transactions that cannot post to Enterprise Resource Planning can be viewed from the Errors tab in the Transaction Screen. The transaction will have a status of posting error.

Double click on the transaction to view the details



In the example above the transaction cannot post due to an incorrect scrap reason code. To correct the transaction, the scrap reason code can be edited by clicking on [...] to the right of the scrap field and then the transaction can be set to Retry. Selecting retry from the transaction edit screen will change the status of the transaction to Pending Posting. The next time LYNQ api executes the integration, the transaction will be posted.



Transactions that cannot be posted from LYNQ can be set to Accepted. This means that any corrections will need to be made manually in Enterprise Resource Planning.

In previous versions of LYNQ the labour value was the only field that could be edited in the Transaction Review Screen. This made the correction of data errors long winded to resolve with the user having to copy, delete and then edit the copied transaction.



### Dashboard

Graphical presentation of employee performance including at a glance Hrs/Qty stats, Key Performance Indicators, and Loss percentages.

### Summary

Period level line by line representation of employee performance with filtering functions and export facility.

### Detail

Operation level line by line representation of employee performance with customisation, filtering and export facilities.

### Audit

Chronological transaction level report for detailed analysis with filtering and export facilities.

### Adjustments

Detailed reports by operational type (Downtime, Uptime) with direct access to edit clock-in/out times.

### Alerts & Issues

Report of any alerts & issues.

LYNQ supports Six Sigma methodologies such as DMAIC (Define, Measure, Analyse, Improve, and Control) by providing the definition of what to measure, the measurement itself and the analysis so that loss can be targeted, reduced and/or eliminated.

This helps to drive continuous improvement within your environment, bringing manufacturing processes under control with greater efficiency and productivity as a result.

Core features of Continuous Improvement:

- Loss Management



## Loss management

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Six Big Loss

LYNQ supports continuous improvement by providing Six Big Loss, Loading and other analysis. It not only provides the key performance indicators (KPI's), but also provides the metrics and the means of measurement, out of the box

LYNQ supports Six Sigma methodologies such as DMAIC (Define, Measure, Analyse, Improve, and Control) by providing the definition of what to measure, the measurement itself and the analysis so that loss can be targeted, reduced and/or eliminated. This helps to drive continuous improvement within your environment, bringing manufacturing processes under control with greater efficiency and productivity as a result.

The Loss Management report has been enhanced to include four financial loss visualisations:

- %
- Hour
- Rate
- Revenue

A default system wide labour rate, employee revenue rate, overhead rate, equipment revenue rate can be setup in Advanced Settings/General. Rates can also be setup at the seat level in seat maintenance which will override the system wide settings.

Financial settings in Advanced Settings:

The screenshot shows the 'Advanced Settings' window with the 'GENERAL' tab selected. A red box highlights the 'Financial Loss' section, which contains the following settings:

Labor rate	28.00
Employee revenue rate	128.00
Overhead rate	35.00
Equipment revenue rate	170.00
Financial loss currency	\$

Rate settings in Equipment Maintenance

The screenshot shows the 'Equipment Maintenance' window for a seat with ID 25. A red box highlights the 'Overhead rate' and 'Revenue rate' fields in the 'Properties' section, which are set to 35 and 80 respectively.

Overhead rate	35
Revenue rate	80

## Loss management

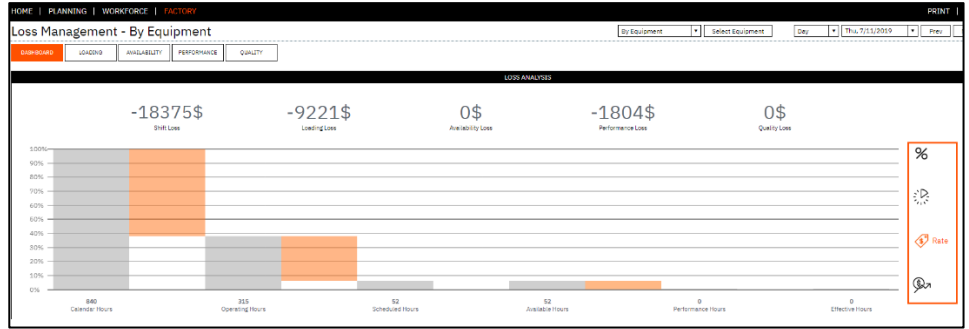
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Six Big Loss

LYNQ supports continuous improvement by providing Six Big Loss, Loading and other analysis. It not only provides the key performance indicators (KPI's), but also provides the metrics and the means of measurement, out of the box

The Loss Management Dashboard displays realisation of loss across your manufacturing operations with every loss identified, classified (Six Big Loss) and quantified to allow for counter measures to be applied and continuous improvement to be made.



### Different Visualisations of Loss Management

Visualisation	Type	Meaning
	Loss Management by %	Shows the loss in percentage of hours for your manufacturing operation
	Loss Management by Hour	Shows the loss in hours for your manufacturing operation
	Loss Management by Rate	Shows the loss at cost value for your manufacturing operation
	Loss Management by Revenue	Shows the loss at revenue value for your manufacturing operation

## Performance analysis

### Historical Activity

Dashboards and reports are based on actual historical activity and provide insight into how multiple resources (employees and equipment) have performed over time, what was produced and details of any production variances (planned vs actual)

LYNQ provides numerous Live factory dashboards including supporting metrics for Total Effective Equipment Performance (TEEP)

Core features include

- Dashboard
- Loading
- Availability
- Performance
- Quality
- Employee Analysis
- Equipment Analysis
- Product Analysis

## Factory KPIs

### Online Version

Click [here](#) to read this page online.

### Factory Utilisation

Known as plant loading or utilisation, considers the proportion of calendar time that has been scheduled for production (run time).

### Factory Availability

Known as plant efficiency, considers the relationship between actual productive time and the planned busy time of the equipment. Factory availability shows the aggregated availability based on your resources.

### Factory Performance

Known as plant effectiveness, compares the actual run rate produced by the plant with the planned run rate. Factory performance shows the aggregated availability based on your resources (employee or equipment).

### Factory Quality

Known as the plant quality ratio, is the relationship between the good quantity and the total quantity produced. Factory performance shows the aggregated output quality based on your resources (employee or equipment). To determine the quality ratio a production quantity must be reported.

### Factory Utilisation

Calculation	Scheduled Hours / Calendar Hours
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Loading shows the planned plant utilisation with comparisons to last month and last quarter. It also provides insight as to why plant utilisation is not 100%.

### Factory Availability

Calculation	Actual Productive Time / Planned Busy Time
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Availability shows the plant availability with comparisons to last month and last quarter. It also provides insight as to why plant availability was not 100%.

### Factory Performance

Calculation	Planned Run Time x Production Quantity / Actual Run Time
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Performance shows the plant effectiveness with comparisons to last month and last quarter. It also provides insight as to why plant performance was not 100%.

### Factory Quality

Calculation	Good Quantity / Total Quantity
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Quality shows the plant output quality with comparisons to last month and last quarter. It also provides insight as to why plant output quality was not 100%.

## Product KPIs

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Product Throughput

Considers process performance in terms of the produced quantity and the actual uptime. Product throughput can be reviewed based on employee or equipment throughput.

### Product Quality

Considers the relationship between the good quantity and the produced quantity. Product quality can be reviewed based on employee or equipment throughput to provide visibility of patterns and greater understanding of where countermeasures need to be applied for increase product output.

### Product Throughput Rate

Calculation	Parts Count (based on actual uptime) / Ideal Count (based on planned uptime)
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Loading shows the planned plant utilisation with comparisons to last month and last quarter. It also provides insight as to why plant utilisation is not 100%.

### Product Quality Ratio

Calculation	Good Quantity / Produced (Total) Quantity
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Product Analysis – shows product quality ratio by production process (operation)

## Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

## Total Effective Equipment Performance

(TEEP), shows how well a manufacturing unit or plant is performing relative to calendar hours.

# Total effective equipment performance (TEEP)

Total Effective Equipment Performance

Calculation	Loading x Availability x Performance x Quality
Measure	It is measured as a percentage (%). The higher the percentage the better.
Report(s)	Dashboard shows the current & historical total effective equipment performance for a specific manufacturing unit or for the entire plant

## Factory dashboard

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### TEEP

Showing both OEE and TEEP key performance indicators.

### Available Hours

The total number of actual productive hours for the selected resources and time period.

### Performance Hours

The calculated hours based on the total quantity produced (good and bad).

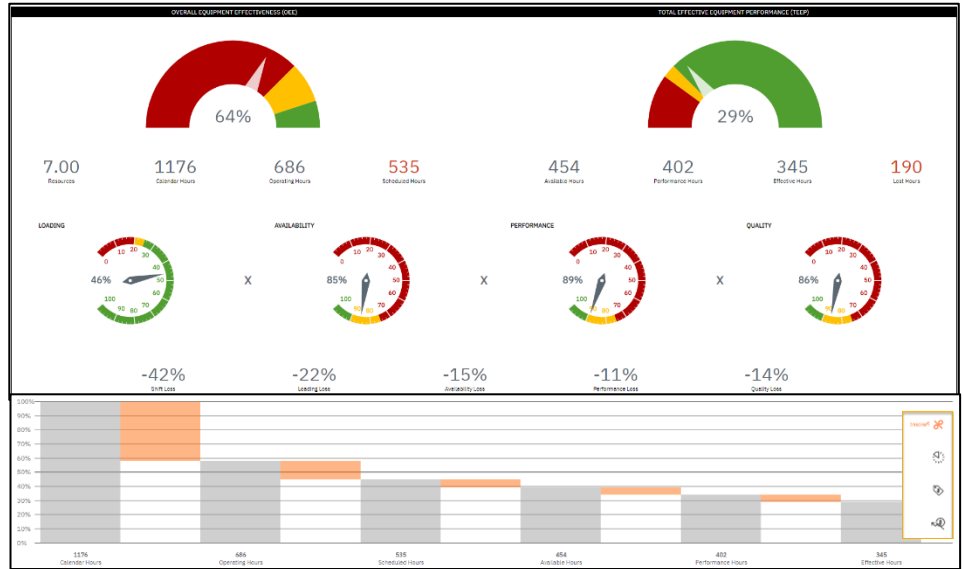
### Effective Hours

The calculated hours based on only the good quantity produced.

### Lost Hours

The total number of hours lost in producing only good product when compared with scheduled (planned) hours.

Performance Analysis Dashboard provides factory level analytics of equipment showing both overall equipment effectiveness (OEE) and total effective equipment productivity (TEEP) key performance indicators. Drilldown to supporting metrics and measurement of Loading, Availability, Performance and Quality.



To open Performance Analysis Dashboard:

1. Select Dashboard in Performance Analysis

## Loading

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Operating Hours

The total number of shift hours for the selected resources within the time period.

### Scheduled Hours

The total number of planned productive hours for the selected resources within the time period.

### No Shift Hours

The total hours lost as a result of having no shift within the selected time period.

### No Shift Loss

The total hours lost as a result of having no shift within the selected time period (shown as a percentage).

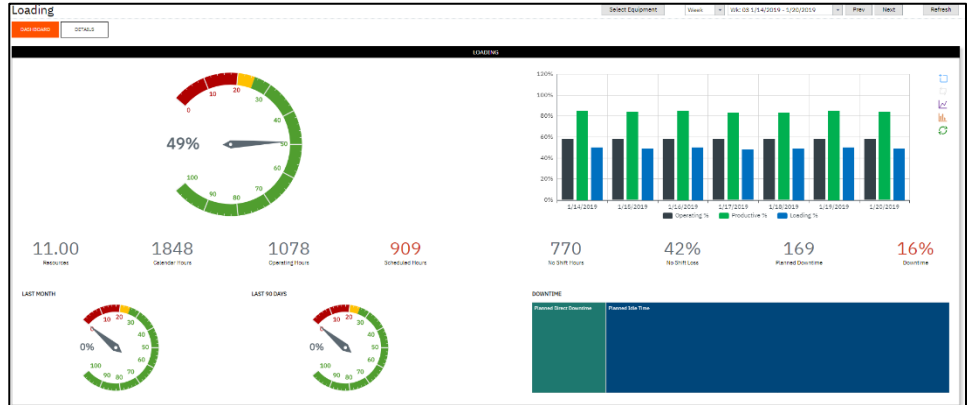
### Planned Downtime

The total planned downtime hours within the selected time period. Operating hours - scheduled hours where scheduled hours are productive (uptime) hours.

### Downtime

The ratio shown as a percentage of the planned downtime compared with planned operating time.

The Loading Report provides detailed analysis of the loading position of resources with comparisons to last month and/or quarter to understand trends. Use this to compare your planned uptime with all the time available (calendar time) to gain insight of asset utilisation to support capital expenditure and other management decisions.



To open Loading:

1. Select Loading in Performance Analysis



## Availability

### Online Version

Click [here](#) to read this page online.

### Scheduled Hours

The total number of planned productive hours for the selected resources and time period.

### Available Hours

The total number of actual productive hours for the selected resources and time period.

### Availability

The percentage of actual uptime compared with planned uptime for the selected resources and time period.

### Breakdown Hours

Unplanned hours lost as a result of breakdown.

### Adjustment Hours

Unplanned hours lost as a result of setup and adjustments.

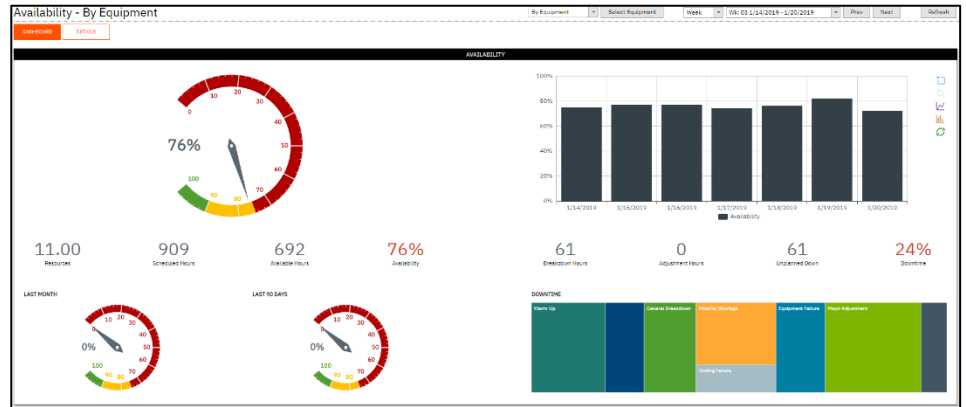
### Unplanned Down

The total hours lost as a result of unplanned issues relating to the selected resources and time period.

### Downtime

The ratio shown as a percentage of the unplanned downtime compared with schedule (planned) hours for the selected resources and time period.

The Availability Report provides detailed analysis of the availability of employees or equipment with comparisons to last month and/or quarter to understand trends. Use this to gain insight of your actual uptime compared with your planned uptime and see where unplanned downtime occurs in relation to equipment breakdowns, tooling failures, operator shortages and more.



To open Availability:

1. Select Availability in Performance Analysis

## Quality

### Online Version

Click [here](#) to read this page online.

### Performance Hours

The calculated hours based on the total quantity produced (good and bad) for the selected resources within the time period.

### Effective Hours

The calculated hours based on the good quantity produced for the selected resources within the time period.

### Quality

The ratio shown as a percentage of the effective hours compared with the performance hours.

### Total Units

The total number of units actually produced (good and bad) by the selected resources within the time period.

### Units Scrapped

The total number of bad products produced by the selected resources within the time period.

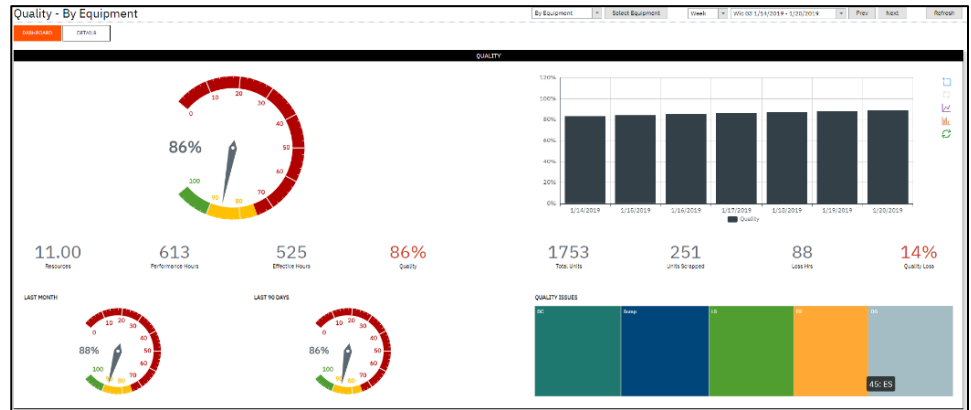
### Loss hours

The difference between calculated performance and calculated effective hours.

### Quality Loss

The ratio shown as a percentage of hours lost in the production of bad product.

The Quality Report provides detailed analysis of the quality output from employees or equipment with comparisons to last month and/or quarter to understand trends. Use this to gain insight by resource of where product quality issues have affected your output.



To open Quality:

1. Select Quality in Performance Analysis

## Employee analysis

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Dashboard

Graphical presentation of employee's performance including at a glance Hrs/Qty stats, Key Performance Indicators, and Loss percentages.

### By Employee

Line by Line report by employee with facility to customise, create advanced filters and export.

### By Period

Line by Line report by period with facility to create advanced filters and export.

### By Diversion

Line by Line report by employee with Diversion information (Production/Setup etc) with facility to customise, create advanced filters and export.

### Availability

Line by Line report by employee with Availability information (Uptime/Downtime) with facility to customise, create advanced filters and export.

The Employee Analysis report provides detailed analysis of employee performance. Filter by individual employees or analyse performance for a specific group of employees. Further analyse by date or diversion



To open Employee Analysis:

1. Select Employee Analysis in Performance Analysis

## Equipment analysis

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Dashboard

Graphical presentation of equipment performance including at a glance Hrs/Qty stats, Key Performance Indicators, and Loss percentages.

### By Equipment

Line by Line report by equipment with facility to customise, create advanced filters and export. Links to Equipment Performance report.

### By Period

Line by Line report by period with facility to create advanced filters and export.

### By Diversion

Line by Line report by equipment with Diversion information (Production/Setup etc) with facility to customise, create advanced filters and export.

### Availability

Line by Line report by equipment with Availability information (Uptime/Downtime) with facility to customise, create advanced filters and export.

The Equipment Analysis report provides detailed analysis of equipment performance. Filter by individual equipment or analyse performance for a specific group of equipment. Further analyse by date or diversion.



To open Equipment Analysis:

1. Select Equipment Analysis in Performance Analysis

## Product analysis

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Performance

Combined graphical presentation and detailed report (by stock code), with link to individual stock code performance details.

### Quality

Combined graphical presentation and detailed report (by stock code), with link to individual stock code quality details.

The Product Analysis report provides output and quality analysis for products by employee and/or equipment.



To open Product Analysis:

1. Select Product Analysis in Performance Analysis

### Customisable

Customise your alerts and issues to provide better management and control of your manufacturing environment.

LYNQ provides alerts and issues which can be triggered by the data being collected helps to ensure control.

Core features include

- Alert Maintenance
- Issue Maintenance

## Alert maintenance

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Activate Alerts

By default, alerts are turned off. You can enable alerts easily from the alert maintenance screen. You must specify the alert thresholds, which resources are measured, and which resources will receive the defined alert.

LYNQ provides your organisation with a number of pre-defined Management Alerts which can be configured to monitor performance, quality, or availability for either employees or equipment. Users that are assigned as a group owners will automatically receive Management Alerts for group members (employees or equipment) as defined in groups.

A management alert can be configured in such a way that an alert will be triggered when certain conditions in the organization are not met. An alert can be configured to automatically generate an issue. You may want to consider an alert as a warning and an issue as a problem that requires root cause analysis. The problem (issue) needs investigating and to avoid any repeat issues arising, corrective action taken.

Alerts can be configured to:

- Generate a message (Visible in the message centre and dashboards and reports)
- Generate an email (sent externally via SMTP)
- Generate a production issue (visible in the issue log and other dashboards and reports)

To configure alerts for employees and/or equipment, the resource must be active in Seat Maintenance

Default alerts available

Alert Name	Threshold
Employee Availability	75-120
Employee Downtime	0-15
Employee Group Availability Hours	75-120
Employee Group Performance	75-120
Employee Group Quality	75-120
Employee Non Conformance	75-120
Employee Performance	75-120
Employee Quality	75-120
Employee Availability	75-120
Equipment Availability	75-120
Equipment Downtime	0-15
Equipment Group Availability	75-120
Equipment Group Performance	75-120
Equipment Group Quality	75-120
Equipment Non Conformance	0-15
Equipment Performance	75-120
Equipment Quality	75-120
Time Since Clock In	0-0.07

## Message centre

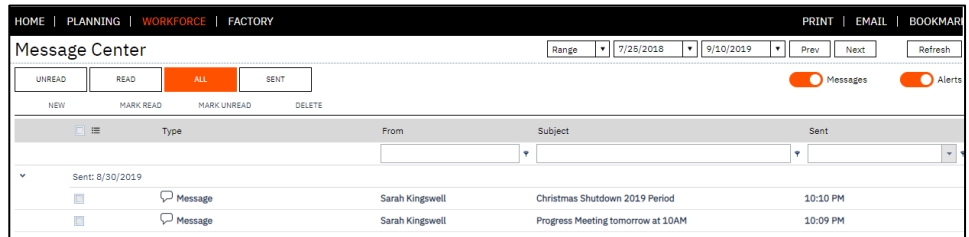
### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Messaging Shop Floor

Shop floor users don't usually have their own domain accounts or email accounts but with the message centre you can share information with these users easily.

The message centre allows you to send and receive messages to and from the shop floor. Review performance and other data alerts. The messages you see in the message centre are only related to your own user seat.



To read and send messages

1. From LYNQ home page click on message centre
2. Click New to create new message
3. In the To field select the recipient
4. Enter a subject
5. Enter your message in the body section
6. Click Send

Messages can be sent by employees from the workbench where the message button has been added to the terminal design. Messages from the shop floor are sent dependent upon the group security and message settings in Home, Advanced Settings, General

Employees working in the workbench do not have the ability to select who the message is sent to. The recipient of the message is determined by the owners of the group(s) that the employee is a member of. Groups are associated to the employee in seat maintenance and Group Owners are associated to Users.



## Issue maintenance

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Custom Issues

Refer to the Advanced User Guide to setup Custom Issues for reporting and analytical purposes.

LYNQ provides your organization with a number of pre-defined production issue codes for reporting and analytical purposes. Additional production issue codes can be created to meet the reporting and analytical requirements of the organization.

Default issues include:

Type	Category	Classification
Availability	Breakdown	Breakdowns
	Setup and Adjustments	Setup and Adjustments
Performance	Minor Stops	Cleaning/Checking
		Component Jams
		Delivery Blocked
		Equipment Wear
		Obstructed Product Flow
	Sensor Blocked	
	Reduced Speed	Operator Inefficiency
Under Design Capacity	Rough Running	
Quality	Rejects	Production Rejects
	Start-up Rejects	Start-up Rejects
Custom	Health & Safety	Accident
		Near Miss
	Loading	Loading Issue

Production issues are created either:

- Manually from the Issue Log option
- By using the Track Performance Abnormality Setting which is configured in the Workbench Onscreen Element. When turned on, LYNQ will prompt the user to enter a reason why performance is abnormal
- Via an alert which is configured to trigger an issue

## Issue log

### Online Version

Click [here](#) to read this page online. The online version provides additional links to other related information.

### Issues from Alerts

Check out the Advanced User Guide to learn how alerts can be used to configure powerful alerts across your factory.

When new Production Issues are raised by Manufacturing Employees, issues can be assigned to any user that has been created as a full application User. Typically, issues would be assigned to the Manufacturing Employees Supervisor or Line Manager. Once an issue has been created, the Production Issues Icon for the assigned application user will change to orange. The assigned application user can either resolve the issue or assign the issue to another user.

To assign an issue to a user

7. From LYNQ home page click on Issue Log
8. Select the issue
9. Click Assign
10. Select the user the issue will be assigned to

To resolve an issue

1. From LYNQ home page click on Issue Log
2. Select the issue
3. Click Resolve
4. The issue will now appear as resolved



LYNQ Ltd, 8 Barnes Wallis Road,  
Fareham, Hampshire, UK PO15 5TU

**LYNQ** Your business.  
Understood.