

LYNQ

LYNQ GEN2

Advanced User Guide

OCTOBER 2024

Contents

How to use this guide	3
Importing the default profile	4
The workbench	6
Workbench resource section.....	7
Workbench job list section	10
Workbench button section.....	11
Configuring user access.....	12
Basic terminal settings.....	15
On-screen elements.....	21
Functions	25
Common function settings.....	64
Default on-screen elements	68
Workbench matrix	71
Creating custom terminals	75
Creating custom on-screen elements.....	76
Configuring roles and groups.....	81
Configuring crews	83
Configuring custom tracking codes	86
Configuring classification codes	88
Configuring extended tracking.....	90
Configuring data selectors	93
Configuring statuses.....	98
Configuring predefined tasks.....	102
Configuring diversions.....	104
Configuring transaction rules.....	110
Configuring periods.....	111
Configuring alerts scheduler	112
Configuring actions.....	113
Configuring issues.....	117
Configuring alerts.....	118
Configuring webhooks.....	122
Configuring bookmarks.....	123

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

Tips Panel

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 advanced user guide is only updated annually after each major software release.

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 advanced users who require a deeper understanding of how LYNQ can be configured for execution management and data collection.

Advanced users should already be familiar with the content of:

- Training Guide
- User Guide

Other advanced user guides which may be referenced in this guide include:

- Webhooks Guide
- Factory Automation Guide

Supporting guides can be downloaded from LYNQ's Support Portal.

Importing the default profile

Online Version

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

The online version provides additional links to other related information.

Save your Profile

You should regularly save your profile as you are configuring LYNQ. This will allow you to restore the profile if required.

Before configuring LYNQ for the first time, the default profile must be imported. Periodically, LYNQ may ship a newer version of the profile and on-screen elements which do not already exist in LYNQ can be appended. The default profile includes predefined data to speed up the implementation process.

Predefined data is created for:

- Actions
- Alerts
- Bookmarks
- Classification Codes
- Crews
- Custom Tracking Codes
- Data Selectors
- Diversions
- Dropdowns
- Groups
- Issue Types
- On-Screen Elements
- Periods
- Roles
- Schedulers
- Scrap Reason Codes
- Status Codes
- Tasks
- Terminals
- Transaction Rules
- Webhooks

Particular care must be taken when importing the default profile. Do NOT import the default profile against a configured production installation of LYNQ. As importing the default profile may overwrite any configuration work already completed.

Importing the default profile

Online Version

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

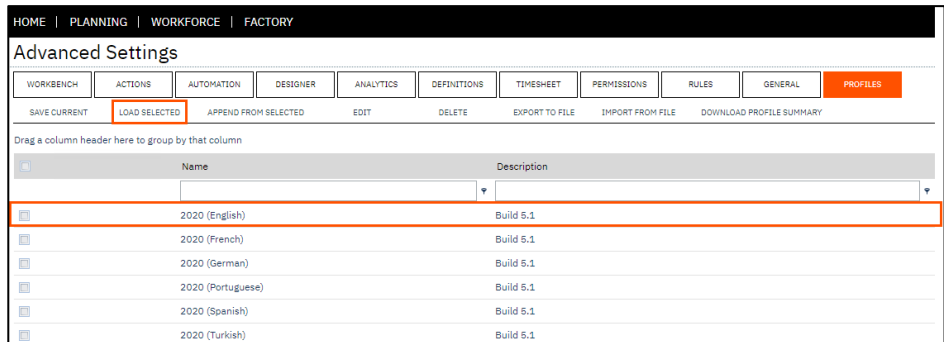
The online version provides additional links to other related information.

Save your Profile

You should regularly save your profile as you are configuring LYNQ. This will allow you to restore the profile if required.

To import the default profile:

1. Settings
1. Advanced Settings
2. Select Profiles
3. Select the profile that includes the version (i.e 2020 English)
4. Select Load Selected



To save the current profile:

1. Settings
2. Advanced Settings
3. Select Profiles
4. Select Save Current
5. Enter and Name and Description for the Profile
6. Select Save

To load a saved profile:

1. Settings
2. Advanced Settings
3. Select Profiles
4. Select the Profile
5. Select Load Selected
6. Select OK

To append elements from a profile:

1. Settings
2. Advanced Settings
3. Select Profiles
4. Select the Profile
5. Select Appended Selected
6. Select the Elements to Import
7. Select Append Selected
8. Select OK

The workbench

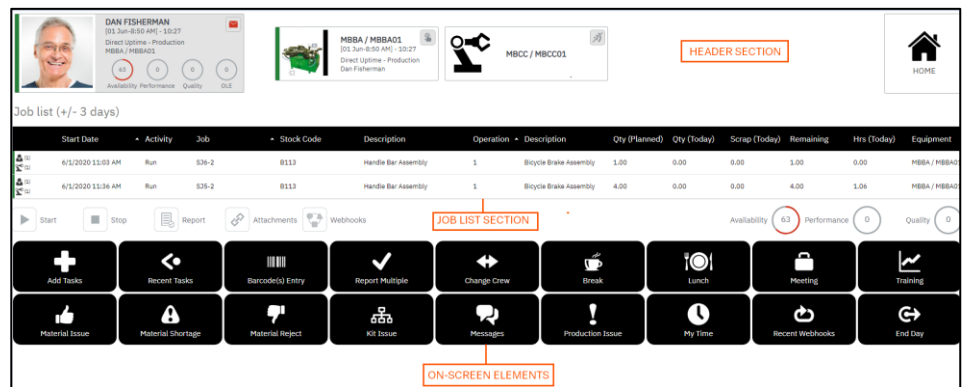
Online Version

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

- Resource section
- Job List section
- On Screen Elements (Buttons)



The workbench is configured using the terminals feature. The settings against the terminal will dictate the design of the workbench. It's possible to have multiple terminal designs for different areas within the production facility.

The workbench is accessed from:

1. Select Home
2. Select Workbench

Terminals can be security controlled and restricted by user and much of the functionality in the workbench is customisable.

Workbench resource section

Online Version

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

The resource section in the workbench provides clickable plates for:

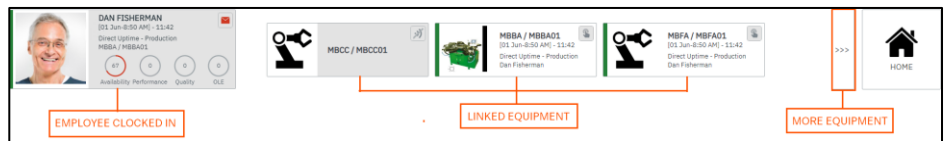
- The clocked in Employee
- Linked Equipment
- Home (Return to Clock in Screen)

A terminal may be configured for employees only, employees and equipment or equipment only.

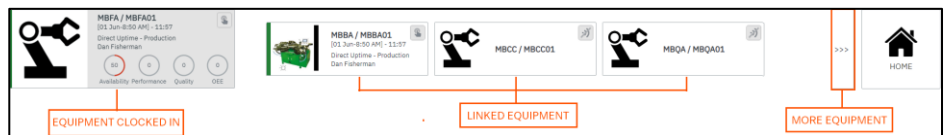
When a user clocks into the workbench with an ID that is related to an employee seat, the employee plate is shown.



When a user clocks into the workbench with an ID that is related to an employee seat and the terminal has linked equipment, the employee plate and the equipment plate(s) are shown.



When a user clocks into the workbench with an ID that is related to an equipment seat and the terminal has linked equipment, only the equipment plate(s) are shown.



The workbench functions differently depending upon whether the equipment is activated for data collection. The active yes/no setting against the equipment seat record, will determine the functionality available to the user and the level of data that is captured for analytical and tracking purposes.

Workbench resource section

Online Version

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

Key differences between data collection for activated resources:

Active	Behaviour
Employee Active	Activities available to support Overall Labour Effectiveness (OLE)
Equipment Active	Activities available to support Overall Equipment Effectiveness (OEE)

The plates in the resource section provide additional information relating to the resource to help the user quickly identify:

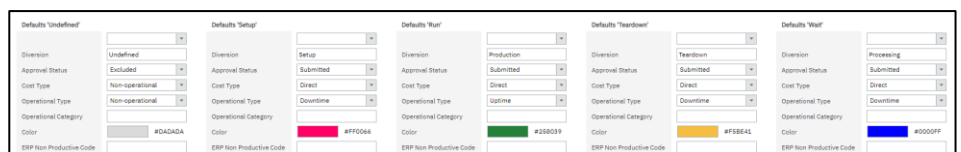
- Current status of the resource
- Date and time the resource clocked in
- Current status of the resource
- Current KPIs of the resource (Availability, Performance, Quality)
- Overall OLE or OEE KPI of the resource
- Indicator for new messages
- Indicator for equipment activation status

The vertical bar to the left of the resource plate, provides a colour coded visualisation of the type of task being performed. Setup, run, teardown, wait tasks can have different colours applied.



To customise task colours:

1. Select Settings
2. Select Advanced Settings
3. Definitions
4. Diversions
5. Default



Workbench resource section

Online Version

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

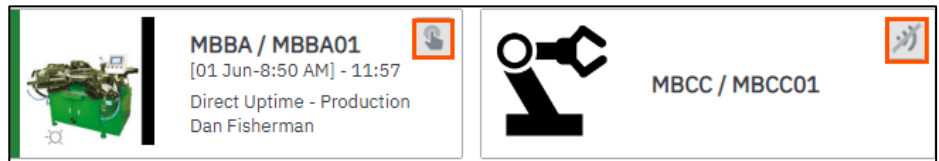
Factory Automation

Click [here](#) to download the Factory Automation Guide.

Equipment plates include indicators to help identify:

- Manual data collection is enabled
- Manual data collection is disabled
- Automation is enabled for data collection
- The health and state of automation data

The indicators appear in the top right hand corner of the plate.



Equipment Activation Status

Colour/Image Code	Meaning	
Finger	Manual data collection is enabled	
WIFI Grey with Diagonal Line	Manual data collection is disabled	
WIFI Grey	Device is activated for Automation, but no data has been received	
WIFI Green	Device is activated for Automation and valid data has been received on the accounting day	
WIFI Red	Device is activated for Automation and unresolved invalid data has been received on the accounting day	

To enable a resource for manual data collection:

1. Select Home
2. Select Seat Maintenance
3. Using the check box, select the Resource (category equipment)
4. Select Activate

Refer to the Factory Automation Guide to setup resources for automation.

Workbench job list section

Online Version

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

The Job List section in the Workbench provides visibility of:

- Job list applied filter values
- Grid view of scheduled tasks
- Grid view of current active tasks
- Controls for start, stop, report, attachments and attachments
- KPI dials for availability, performance and quality
- Colour coded task Indicator
- Number of employees or equipment clocked into the job

Job list (+/- 3 days)

Start Date	Activity	Job	Stock Code	Operation	Description	Qty (Planned)	Qty (Today)	Scrap (Today)	Remaining	Hrs (Today)
5/28/2020 6:21 PM	Setup	WEB18201	B100	1	Bicycle Assembly	1.00	0.00	0.00	1.00	0.18
6/1/2020 11:03 AM	Run	S36-2	B113	1	Bicycle Brake Assembly	1.00	32.00	0.00	0.00	1.26
6/1/2020 11:36 AM	Run	S35-2	B113	1	Bicycle Brake Assembly	4.00	0.00	0.00	4.00	2.32
6/1/2020 4:15 PM	Setup	WEB18201	B100	3	Bicycle Cleaning Center	1.00	0.00	0.00	1.00	0.18

Start Stop Report Attachments Webhooks

Availability 68 Performance 88 Quality 100

The job list can be customised to show, specific filtered data, customised columns, controls and KPIs. In addition, the job list displayed when clicking on the employee plate can have a different design to the job list displayed when clicking on a linked equipment plate. We will discuss this further in the Creating a Custom Terminal section.

To customise task colours:

1. Select Settings
2. Select Advanced Settings
3. Definitions
4. Diversions
5. Default

Defaults 'Undefined'	Defaults 'Setup'	Defaults 'Wait'	Defaults 'Teardown'	Defaults 'Wait'
Division: Undefined	Division: Setup	Division: Production	Division: Teardown	Division: Processing
Approval Status: Excluded	Approval Status: Submitted	Approval Status: Submitted	Approval Status: Submitted	Approval Status: Submitted
Cost Type: Non-operational	Cost Type: Direct	Cost Type: Direct	Cost Type: Direct	Cost Type: Direct
Operational Type: Non-operational	Operational Type: Downtime	Operational Type: Uptime	Operational Type: Downtime	Operational Type: Downtime
Operational Category: #DADADA	Operational Category: #FF0044	Operational Category: #288039	Operational Category: #F8E841	Operational Category: #0000FF
ERP Non Productive Code	ERP Non Productive Code	ERP Non Productive Code	ERP Non Productive Code	ERP Non Productive Code

Workbench button section

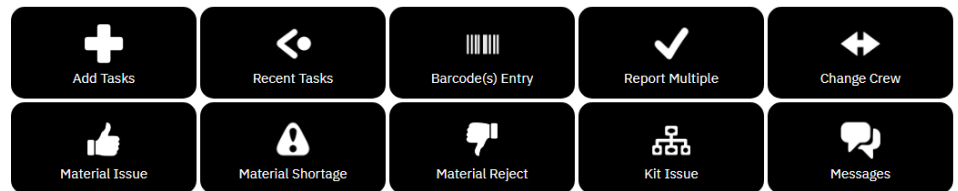
Online Version

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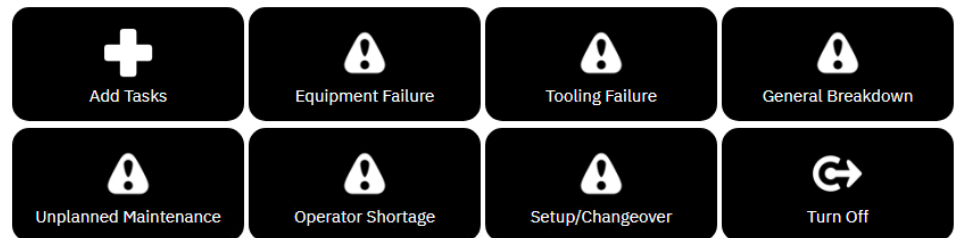
The section below the job list area is reserved for displaying on-screen elements that include the button function. On-screen elements must be assigned to the terminal for them to appear and they must be configured to show for each status required. For example, an on-screen element that is configured with a function that changes the status of a user to lunch, can be configured to show only when the user is clocked in. This area of the workbench is fully customisable and will be discussed further in the section creating custom on-screen elements and creating custom terminals.

The workbench can show different buttons for employees and equipment.

Buttons relevant to an employee:



Buttons relevant to equipment:



Configuring user access

Online Version

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

To open the workbench, users must have appropriate permissions. Permissions are granted using roles and groups. LYNQ provides a workers role which is assigned by default, to the different workers groups, in the hierarchy. The workers role allows access to only the workbench and documents and is best suited for users on the shop floor that do not require full access to LYNQ.

HOME | PLANNING | WORKFORCE | FACTORY

Roles for: [Workers]

SAVE CLOSE

General

Name: Workers

Description: Access to workbench only

RIGHTS GROUPS

<input type="checkbox"/>	Page Type	Name
<input type="checkbox"/>	LYNQ	Advanced Settings
<input checked="" type="checkbox"/>	LYNQ	Documents
<input type="checkbox"/>	Factory	Employee Analysis
<input checked="" type="checkbox"/>	Workforce	Workbench
<input type="checkbox"/>	Workforce	Dashboard

HOME | PLANNING | WORKFORCE | FACTORY

Roles for: [Workers]

SAVE CLOSE

General

Name: Workers

Description: Access to workbench only

RIGHTS **GROUPS**

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	Manufacturing	Manufacturing operations and planning
<input type="checkbox"/>	Production	Production managers
<input type="checkbox"/>	Line 1	Line manager
<input type="checkbox"/>	Supervisor [1]	Supervisor (Line 1)
<input checked="" type="checkbox"/>	Workers [1]	Workers (Line 1)
<input type="checkbox"/>	Line 2	Line Manager
<input type="checkbox"/>	Supervisor [2]	Supervisor (Line 2)
<input checked="" type="checkbox"/>	Workers [2]	Workers (Line 2)

Configuring user access

Online Version

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

To assign the workers group to an existing user:

1. Select Home
2. Select Seat Maintenance
3. Filter the seats by User
4. Select the User
5. Select Edit
6. Select the relevant workers group in the Group Ownership Tab
7. Select Save

The screenshot shows the 'Employee Maintenance' interface. At the top, there are navigation tabs: HOME | PLANNING | WORKFORCE | FACTORY. Below the title bar, there are buttons for SAVE, CLOSE, and APPLY. The main content area is divided into several sections:

- User Profile:** A profile card for 'Generic User' with ID 'testuser'. Below it are input fields for First name, Last name, and Display name, all containing 'Generic User'.
- Properties:** A list of user attributes including Source, Seat type, Login (GenericUser), Email (genericuser@lynqmes.com), Employee ID, Employee ID (ERP), Linked equipment, Crew, Labor rate, Revenue rate, Capacity, Number of resources, and Planned availability calculated by (Clocking Time).
- Automation:** A section with checkboxes for ERP, LYNQ, Full, and Manual, and a 'Find' button.
- Workbench:** Fields for Workbench ID, Password, Time zone, Controller / IO, IP address, OPC agent, and OPC server.
- GROUP OWNERSHIP:** A tree view showing organizational structure. The 'Workers [1]' group under 'Supervisor [1]' is highlighted with a red border.

To configure a new user:

1. Select Home
2. Select Seat Maintenance
3. Select New
4. Select New User
5. Enter the Windows Login Name
6. Select Find
7. Select Save
8. Select the relevant group in the Group Ownership Tab and Save

The screenshot shows the 'Seat Management - New User' interface. At the top, there are navigation tabs: HOME | PLANNING | WORKFORCE | FACTORY. Below the title bar, there are buttons for SAVE, CLOSE, and APPLY. The main content area is divided into sections:

- User:** A section with input fields for Login (Genericuser2), Name (Generic User2), and Email (genericuser2@lynqmes.com). A 'Find' button is located next to the Login field.

Configuring user access

Online Version

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

Generic Users

You may have hundreds on users on the shop floor accessing the workbench. By using Terminal Access, there is no need to generate a "Generic" full user seat. The generic windows account is declared as a Terminal Access user (no cost in seat allocation). Anyone logging in as that user will have access to whichever Terminals have been assigned to it.

In environments where multiple terminals are configured, it is often a requirement to filter terminals that are not appropriate to specific users. By default, a user will see a list of all active terminals unless terminal access has been restricted.

To restrict access to terminals by user:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Access
5. Select New
6. Enter the Windows Login Account Name
7. Select Find
8. Select the relevant terminals for the user (i.e. Advanced)
9. Select Save

<input type="checkbox"/>	Terminal Name	Description
<input type="checkbox"/>	1 - ENTRANCE	Clock in and out to start/end your day
<input type="checkbox"/>	2 - BASIC	Basic terminal with limited options
<input checked="" type="checkbox"/>	3 - ADVANCED	Advanced terminal with extended functionality
<input type="checkbox"/>	4 - CREW	Advanced terminal with crew functionality
<input type="checkbox"/>	5 - TIME ENTRY	Time entry terminal for employees using timesheets
<input type="checkbox"/>	6 - EQUIPMENT	Equipment terminal with downtime tracking
<input type="checkbox"/>	7 - MATERIALS	Advanced terminal with materials issue capability
<input type="checkbox"/>	8 - OFFICE	Office terminal for non manufacturing personnel

When the user selects the terminal option from the workbench logon screen, the terminal list is filtered.

Terminal

3 - ADVANCED

Basic terminal settings

Online Version

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

Let's take a look at each terminal setting and see how they affect the behaviour in the workbench.

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Terminals
5. Select 3 - Advanced and select Edit

ID	Code	Description	Sequence	Active?
22	Active Tasks	List of current active tasks	0	Active
7	Add Task	Select new tasks to start	10	Active
10	Back to Previous	Return to previous task	20	Active
16	Barcode(s) Entry	Start multiple tasks by scanning bar-code	30	Active
3	Break	Record break time	300	Active
53	Change Crew	Allows employee to switch crew	115	Active
6	End Day	Ends the day for an employee	1000	Active
18	Kit Issue	Issue materials for multiple jobs at the same time	415	Active
4	Lunch	Record lunch break	305	Active

From the edit window you can configure these general settings:

Setting Name : *Enabled*

When enabled, the terminal will be visible in the terminal list when opening the workbench. When disabled, the terminal will not be visible.

Setting Name: *Terminal name and description*

The terminal name is the name that appears in the terminal list. The description is for display purposes only and will appear in the terminal setting screen.

Setting Name: *Linked Equipment*

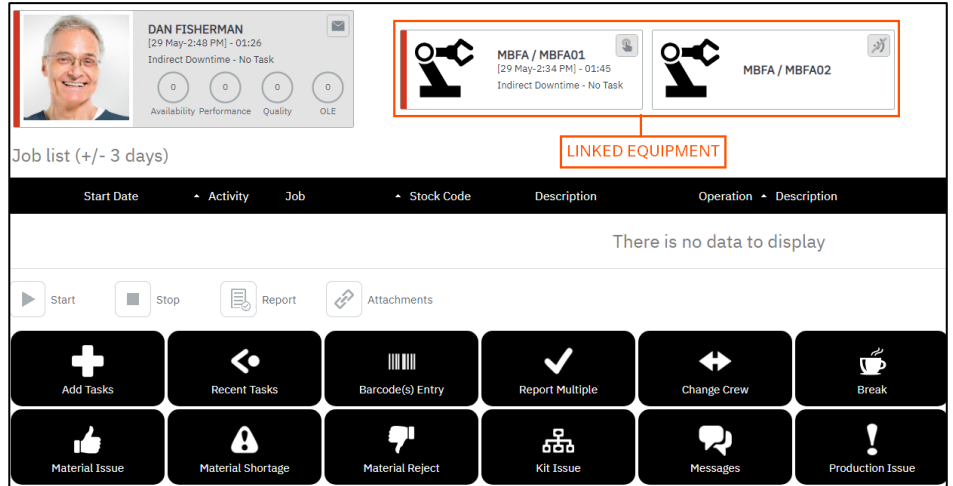
Terminals that are configured for data collection can be linked to equipment. When equipment is linked, the user will see the jobs scheduled to the equipment and will have ability to perform equipment activities when clicking on the equipment record. The activities available is controlled by the configuration of the Equipment Terminal. This terminal is fully customisable.

Basic terminal settings

Online Version

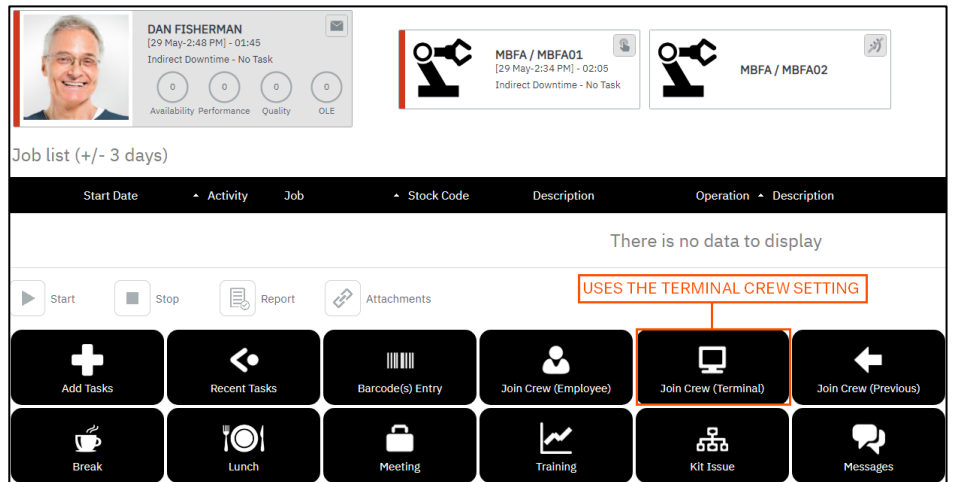
Click [here](#) to read this page online. The online version provides additional links to other related information.

When a terminal is configured for linked equipment, the terminal will display the equipment in the workbench resource section as illustrated below. By enabling this setting, users are able to capture data to support the Overall Equipment Effectiveness (OEE) key performance indicator.



Setting Name: Crew

Workbench operators can be configured to work in a crew. The Join Crew (Terminal) button on the workbench uses this value to determine which crew the operator will join. The Join Crew (Terminal) button is a default button on the Crew Terminal Template.



The Join Crew (Employee) button will use the crew setting stored against the employee seat record.

Basic terminal settings

Online Version

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

Setting Name: *Use Timeout*

When the Use Timeout setting is enabled, the workbench screen will return the user back to the clock in screen. This setting is similar to the functionality of a Windows screen saver. The workbench will perform this action when the inactivity period exceeds the Terminal timeout after (secs) value defined in Advanced Settings > General Settings.

HOME | PLANNING | WORKFORCE | FACTORY

Advanced Settings

WORKBENCH ACTIONS AUTOMATION DESIGNER ANALYTICS DEFINITIONS TIMESHEET PERMISSIONS RULES **GENERAL** PROFILES

SAVE CANCEL

General

Enable 'Find as you type' filter: Enabled

Split equipment by primary type:

Data Collection

Employee status (default): Out/Off

Equipment status (default): Out/Off

Clock out warning after (hrs): 14.0

Terminal timeout after (secs): 600

Clocked time (default): Office Time

Data selector (default): Operation Selection

Data Caching Interval (s)

Tasks: 620

Tasks schedule: 630

Operations: 610

Materials: 640

Jobs: 600

Employees: 3600

Equipment: 3600

APS planning statistics: 3600

Refresh

Display Decimals

Setting Name: *Equipment Terminal*

When the terminal has the linked equipment setting defined, the terminal can be configured to display a specific terminal design. This allows users to control by equipment, which buttons and functions are available to the user when they click on the equipment, in the workbench resource section. By default, LYNQ provides one equipment terminal template (6 - Equipment) as an example.

MBFA / MBFA01 [29 May:2:34 PM] - 02:33
Indirect Downtime - No Task

Availability Performance Quality OEE

DAN FISHERMAN [29 May:2:48 PM] - 02:14
Indirect Downtime - No Task

MBFA / MBFA02

Job list (+/- 3 days)

Start Date	Activity	Job	Stock Code	Description	Operation	Description
5/27/2020 12:00 AM	Setup	WWP99	B100	Bicycle	1	Bicycle Assembly
5/27/2020 12:15 AM	Run	WWP99	B100	Bicycle	1	Bicycle Assembly
5/27/2020 7:45 AM	Run	DANTEST	PARENTA	Manufacturing Stock Item - No Extended Ino	1	Bicycle Assembly
5/27/2020 8:36 AM	Run	WWP100-2	B113	Handle Bar Assembly	3	Bicycle Assembly

Start Stop Report Attachments

EQUIPMENT TERMINAL USES A DIFFERENT DESIGN

Add Tasks Equipment Failure Tooling Failure General Breakdown Unplanned Maintenance Operator Shortage

Basic terminal settings

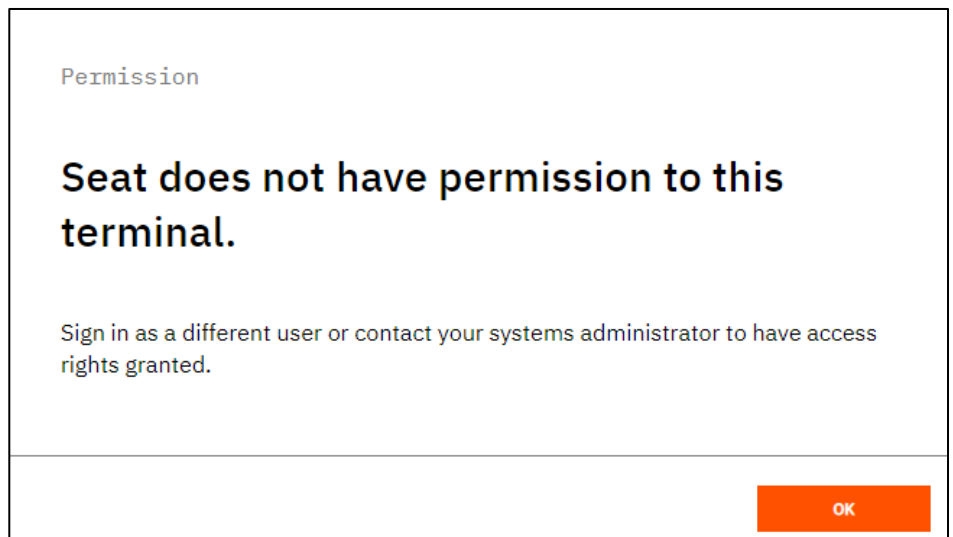
Online Version

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

From the edit window you can configure these User Access settings:

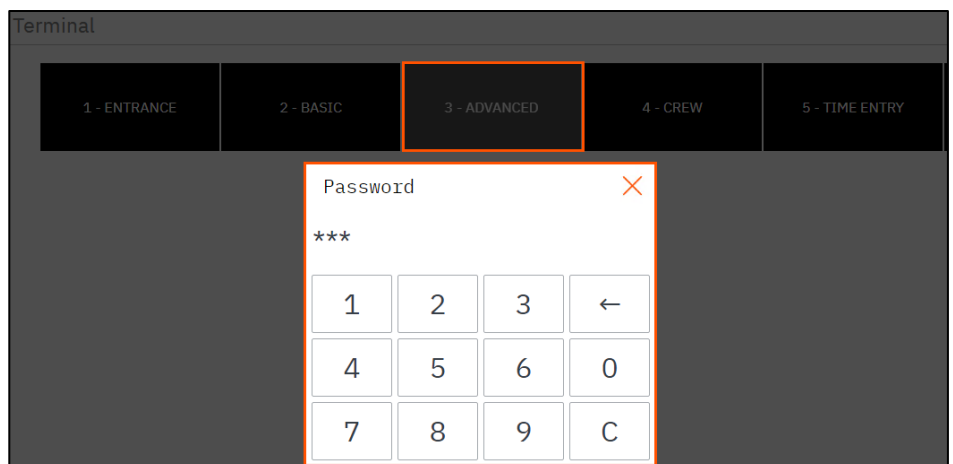
Setting Name : *Access Control*

Terminals can have restricted access by group. Employee and equipment seats can be assigned to groups in Seat Maintenance. When the terminal is configured with access control and the employee or equipment does not belong to a group the terminal is configured to use, the seat will receive the following message when clocking in.



Setting Name : *Password*

For additional control, a password can be specified against a terminal. The password is requested when selecting the terminal from the terminal list.



Basic terminal settings

Online Version

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

From the edit window you can configure these terminal filter settings:

Setting Name : *Data Filters*

Jobs can be filtered by using the data filter option. It's possible to filter the data by a date period and also by field values. It's important to note, data filters can also be applied to on-screen elements. On-screen elements are enabled against each terminal and define which functions are available to the user. On screen elements can have their own data filters which will override any terminal data filters defined.

Data Filters

General

Period Filter

Options

Field Name	Filters
<input type="text"/>	
Job Status	!Closed <input type="text"/> ...
Activity	<input type="text"/> ...
Activity	<input type="text"/> ...
Buyer/Planner	<input type="text"/> ...
Code	<input type="text"/> ...
Count Point	<input type="text"/> ...

Basic terminal settings

Online Version

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

From the edit window you can select which On-Screen Elements to show:

Setting Name : *On-Screen Elements*

On-screen elements are linked to functions. Functions allow companies to define a workflow to suit a specific manufacturing process. On-screen elements may contain functions are visible to the user from the workbench. For example, an on-screen element may include the button function, which tells the on-screen element that it will be visible on the workbench. The button can be clicked to perform other functions such as change the employees status to lunch or break or change equipment status to off or breakdown.

Additionally, an on-screen element may include functions that execute in the background which the user doesn't see from the workbench.

LYNQ provides a default set of on-screen elements. You can learn how to create custom on-screen elements further in this guide.

HOME | PLANNING | WORKFORCE | FACTORY

Create Terminal

SAVE CLOSE

General

Enabled?

Terminal Name: 3 - ADVANCED

Description: Advanced terminal with extended function

Linked Equipment: MBFA / MBFA02; MBFA / MBFA01 ...

Crew: CREW C ...

Use Timeout

Equipment Terminal: 6 - EQUIPMENT

User Access

Access Control: Sales; ...

Password: ...

Terminal Filter

Data Filters: ...

On-Screen Elements

DEFINES WHICH FUNCTIONS ARE AVAILABLE IN THE WORKBENCH

ID	Code	Description	Sequence
22	Active Tasks	List of current active tasks	0
7	Add Tasks	Select new tasks to start	10
10	Back to Previous	Return to previous task	20
16	Barcode(s) Entry	Start multiple tasks by scanning bar-code	30
3	Break	Record break time	300
53	Change Crew	Allows employee to switch crew	115

Let's take a look at the different functions that are provided by default to understand the behaviour in the workbench.

On-screen elements

Online Version

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

LYNQ includes a range of on-screen elements to help manufacturers quickly build terminals. These on-screen elements may be edited or copied to create custom on-screen elements. On-screen elements may include single or multiple functions. Default on-screen elements are created initially during implementation, when the import profile function is run against a new installation of LYNQ. If this process has not been run, you will not see the on-screen elements when going to:

1. Settings
2. Advanced Settings
3. Select Workbench
4. Select Elements

ID	Code	Description	Sequence	Active?	Apply to	Changed By	Changed Date
22	Active Tasks	List of current active tasks	0	Active	Employee & Equipment	Profile Import by - sarah.kingswell	6/1/2020
7	Add Tasks	Select new tasks to start	10	Active	Employee & Equipment	Profile Import by - sarah.kingswell	6/1/2020
58	Admin Issue	Track office based issues	605	Active	Employee & Equipment	Profile Import by - sarah.kingswell	6/1/2020
10	Back to Previous	Return to previous task	20	Active	Employee & Equipment	Profile Import by - sarah.kingswell	6/1/2020

In addition, if the profile has not been imported, you will not see the default terminals that are also provided, when going to:

1. Settings
2. Advanced Settings
3. Select Workbench
4. Select Terminals

Terminal Name	Description	Use Timeout	Enabled?
1 - ENTRANCE	Clock in and out to start/end your day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 - BASIC	Basic terminal with limited options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 - ADVANCED	Advanced terminal with extended functionality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 - CREW	Advanced terminal with crew functionality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 - TIME ENTRY	Time entry terminal for employees using timesheets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 - EQUIPMENT	Equipment terminal with downtime tracking	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 - MATERIALS	Advanced terminal with materials issue capability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8 - OFFICE	Office terminal for non manufacturing personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you do not see the data in the images above, refer to the section Importing the default profile.

On-screen elements

Online Version

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

Let's take a look at the settings of the break on-screen element to learn how elements are structured.

1. Select Settings
2. Advanced Settings
3. Select Workbench
4. Select Elements
5. Double click on the 'Break' on-screen element.

At the top of the screen, general settings allow control of:

- Status Active/Not Active
- Unique ID of the On-Screen Element
- Sequence of the On-Screen Element
- Code and Description values
- Apply to (Employee and/or Equipment)
- Access control (by group)

Sequence	Name	Description	Size
0	Button	Show button	2/1
110	Status Change	Manage/change status and rules	Full Size
120	Process Data	Generates transactions	Full Size

Tab Name : *Functions*

The functions tab is where you define the functions that the on-screen element will perform. Functions are executed in sequence. Each function allows additional settings to be defined by clicking on settings.

On-screen elements

Online Version

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

New	Sequence	Name	Description	Size
Edit Delete Settings	0	Button	Show button	2/1
Edit Delete Settings	110	Status Change	Manage/change status and rules	Full Size
Edit Delete Settings	120	Process Data	Generates transactions	Full Size

Tab Name : *Statuses*

The statuses tab is where you define which statuses the on-screen element will apply to. You must select a single or range of statuses for the on-screen element to appear in the workbench terminal.

Status	Description
<input type="checkbox"/>	
<input type="checkbox"/>	Break
<input checked="" type="checkbox"/>	Clocked In
<input type="checkbox"/>	Equipment Failure
<input type="checkbox"/>	General Breakdown
<input type="checkbox"/>	Lunch

On-screen elements

Online Version

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

Tab Name : *Terminals*

The terminals tab is where you define which terminals the on-screen element will apply to.

Terminal Name	Description
1 - ENTRANCE	Clock in and out to start/end your day
<input checked="" type="checkbox"/> 2 - BASIC	Basic terminal with limited options
<input checked="" type="checkbox"/> 3 - ADVANCED	Advanced terminal with extended functionality
<input checked="" type="checkbox"/> 4 - CREW	Advanced terminal with crew functionality
<input type="checkbox"/> 5 - TIME ENTRY	Time entry terminal for employees using timesheets
<input type="checkbox"/> 6 - EQUIPMENT	Equipment terminal with downtime tracking
<input checked="" type="checkbox"/> 7 - MATERIALS	Advanced terminal with materials issue capability
<input checked="" type="checkbox"/> 8 - OFFICE	Office terminal for non manufacturing personnel

You can also enable on-screen elements for a terminal, directly from terminal maintenance.

On-Screen Elements	ID	Code	Description
<input checked="" type="checkbox"/>	10	Back to Previous	Return to previous task
<input checked="" type="checkbox"/>	3	Break	Record break time
<input checked="" type="checkbox"/>	6	End Day	Ends the day for an employee

Functions

Online Version

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

LYNQ includes a range of functions which can be associated to on-screen elements. New functions cannot be created by the user. They are included when LYNQ is installed. From time to time, LYNQ may release new functions in upgrades to the software. New functions are automatically applied and the user does not need to append from profile to see them.

This guide describes the purpose of each function and how these are visualised in the workbench. When designing custom terminals, it is helpful to learn the purpose of each function and the settings that can be applied. This will in turn help you to design more sophisticated terminals and greatly increase the user experience.

You can only see which functions are available from the on-screen element edit screen.

The screenshot displays the 'Edit On-Screen Element' window. At the top, there are navigation tabs: HOME | PLANNING | WORKFORCE | FACTORY. The main title is 'Edit On-Screen Element'. Below the title are 'SAVE' and 'CLOSE' buttons. The 'General' section contains the following fields:

- Active?:
- Id:
- Sequence:
- Code:
- Description:
- Apply to:
- Control access: ...

Below the 'General' section are three tabs: 'FUNCTIONS' (highlighted in orange), 'STATUSES', and 'TERMINALS'. Under the 'FUNCTIONS' tab, there is a table with columns 'New' and 'Sequence'. A dropdown menu is open over the 'Function' column, listing the following options:

- Active Tasks
- Associate Equipment
- Barcode Selection
- Button
- Change Crew
- Clocking
- Close

The table below the dropdown shows the following data:

Function	Sequence
Active Tasks	0
Associate Equipment	10
Barcode Selection	120

At the bottom of the table, there is a 'Settings' button.

Active task function

Online Version

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

Function Name : *Active Tasks*

The active tasks function displays active tasks that are running. When a terminal is configured to use the workbench on-screen element, this function does not need to be added to the terminal. The workbench on-screen element has its own controls for showing active tasks.

How this function is visualised in the workbench

Active Tasks

Start Date	End Date	Job	Stock Code	Description	Operation
6/1/2020 11:30 AM	6/1/2020 1:45 PM	WEB-1841	B100	Bicycle	3
6/1/2020 1:45 PM	6/1/2020 2:00 PM	WEB-1841	B100	Bicycle	3
6/1/2020 11:15 AM	6/1/2020 2:15 PM	WEB1821	B100	Bicycle	2
5/29/2020 10:15 AM	6/1/2020 11:15 AM	WEB-1841	B100	Bicycle	2

Function settings allow you to:

- Show attachments
- Select which columns to display
- Sequence the order of the columns
- Set a default column sort order

Active Tasks

SAVE CLOSE

General

Show attachments

Sequence	Field Type	Field Name	Sort
<input checked="" type="checkbox"/> 0	Task	Start Date	None
<input checked="" type="checkbox"/> 1	Task	End Date	None
<input checked="" type="checkbox"/> 5	Task	Job	None
<input checked="" type="checkbox"/> 10	Task	Stock Code	None
<input checked="" type="checkbox"/> 20	Task	Description	None

Alerts and issues function

Online Version

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

Function Name : *Alerts and Issues*

The alerts and issues function provides users with the ability to immediately generate a pre-defined email, message, alert and/or production issue from the workbench. The function can be triggered before or after execution of other functions or it can be configured to execute separately against a workbench button.

How this function is visualised in the workbench

The screenshot shows a workbench interface. At the top left, there is a task card for 'MBFA / MBFA01' with a sub-header '[08 Sep-9:12 AM] - 01:19' and the text 'Indirect Downtime - General Breakdowns'. Below this are four circular gauges for 'Availability', 'Performance', 'Quality', and 'OEE', all showing a value of 0. To the right is a user card for 'DAN FISHERMAN' with a sub-header '[08 Sep-10:29 AM] - 00:02' and the text 'Indirect Downtime - No Task'. Below these cards is a section titled 'Active Tasks' containing a table:

Start Date	End Date	Job	Stock Code
8/6/2020 5:17 PM	8/6/2020 11:17 PM	WEB-1896-2	B113

At the bottom of the interface are three buttons: 'Breakdown Alert' (highlighted with a red border), 'Back to Previous', and 'Turn Off'.

Function settings allow you to:

- Send message
- Send alert
- Send email
- Create production issue

The screenshot shows the 'Alerts and Issues' configuration window. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. The window title is 'Alerts and Issues'. Below the title are 'SAVE' and 'CLOSE' buttons. The 'General' section contains the following settings:

- Send message:
- Send alert:
- Send email: external@recipient.com
- Create production issue: Breakdowns - Breakdowns ...

Below the 'General' section is the 'Message template' section. It includes a 'Shortcuts' note: 'Add the [letter] below within your message to add automated text'. The shortcuts are: [a] - Employee name; [b] - Equipment name; [c] - Status; [d] - Crew; [e] - Terminal name; [f] - OSE name. At the bottom, there is a rich text editor with a toolbar and a text area containing the message: 'Employee [a] has reported a breakdown with Equipment [b], please can you send someone to fix the equipment at your earliest convenience'.

Barcode selection function

Online Version

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

Function Name : *Barcode Selection*

The barcode selection function allows you to use barcode scanning when selecting tasks.

How this function is visualised in the workbench

Function settings allow you to:

- Auto-start first scan
- Allow comments to be added
- Use classification codes
- Split time evenly, full or proportionally when multi jobbing
- Set advanced scan options to remove, replace or add characters
- Set hide/show operation preferences
- Trigger employee or equipment activity
- Select which columns to show
- Select the column sequence
- Select the default column sort order

Button function

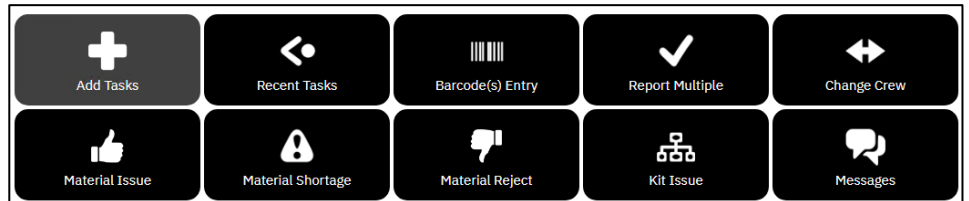
Online Version

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

Function Name : *Button*

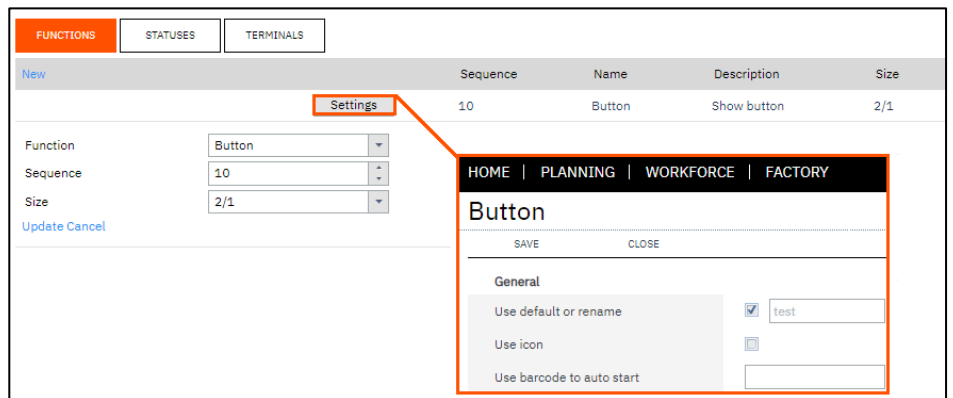
The button function is used to place an actual button on the workbench that the user can click on to perform other functions.

How this function is visualised in the workbench



Function settings allow you to:

- Select the button sequence
- Select a button size
- Select a custom button name
- Select an icon image
- Specify a barcode to use to auto start



Change crew function

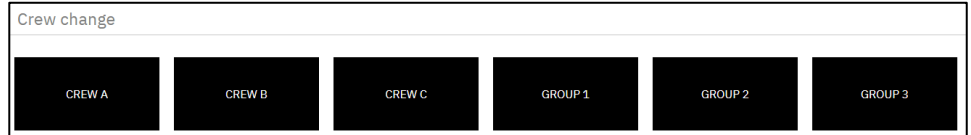
Online Version

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

Function Name : *Change Crew*

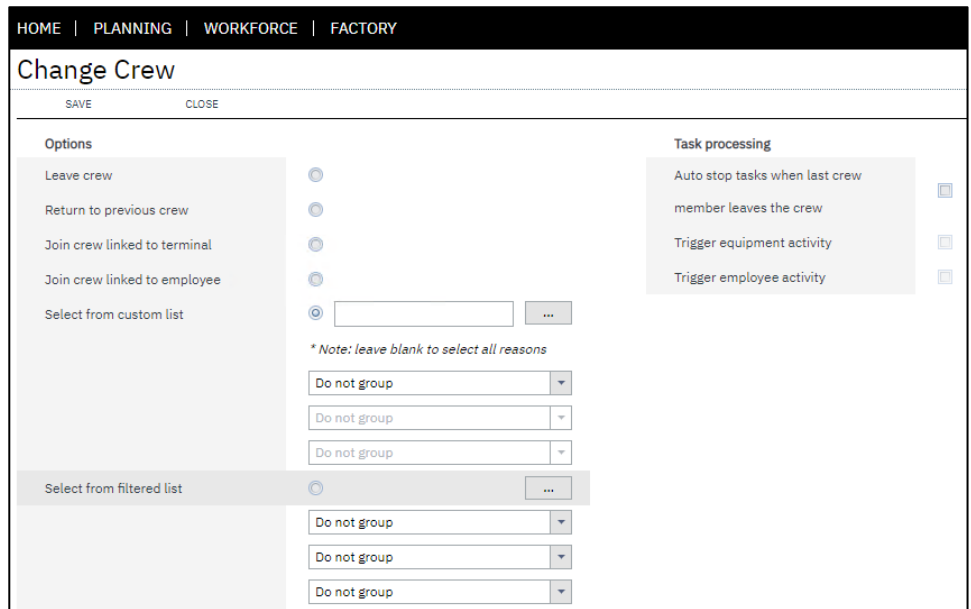
The change crew function allows users to change or leave the crew they are logged in to. A range of settings are available to customise the desired behaviour of the change crew function.

How this function is visualised in the workbench



Function settings allow you to:

- Leave crew
- Return to previous crew
- Join crew linked to the terminal
- Join crew linked to the employee
- Select a specific crew value
- Apply filters
- Auto stop jobs when the last crew member leaves
- Trigger employee or equipment activity



Clocking function

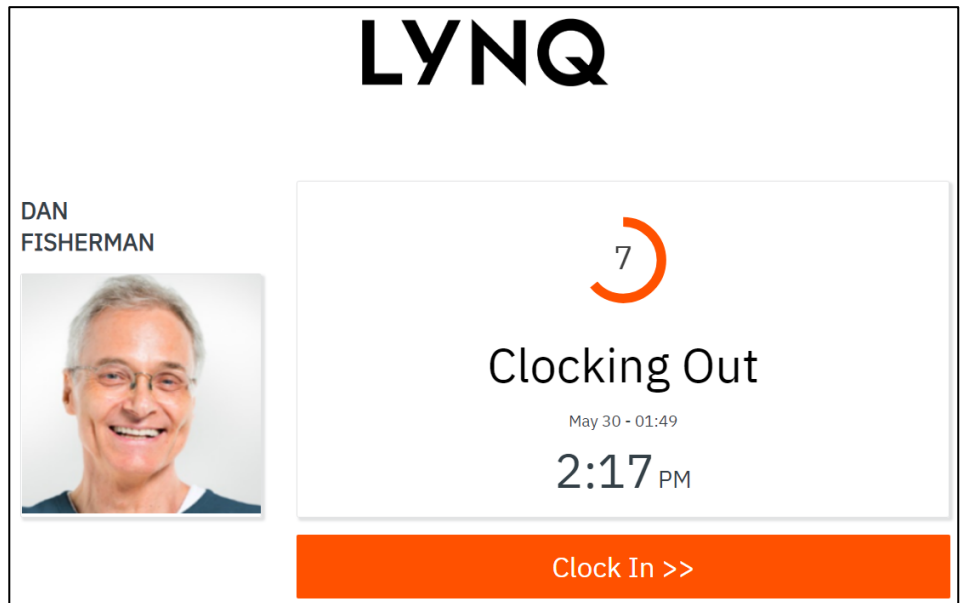
Online Version

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

Function Name : *Clocking*

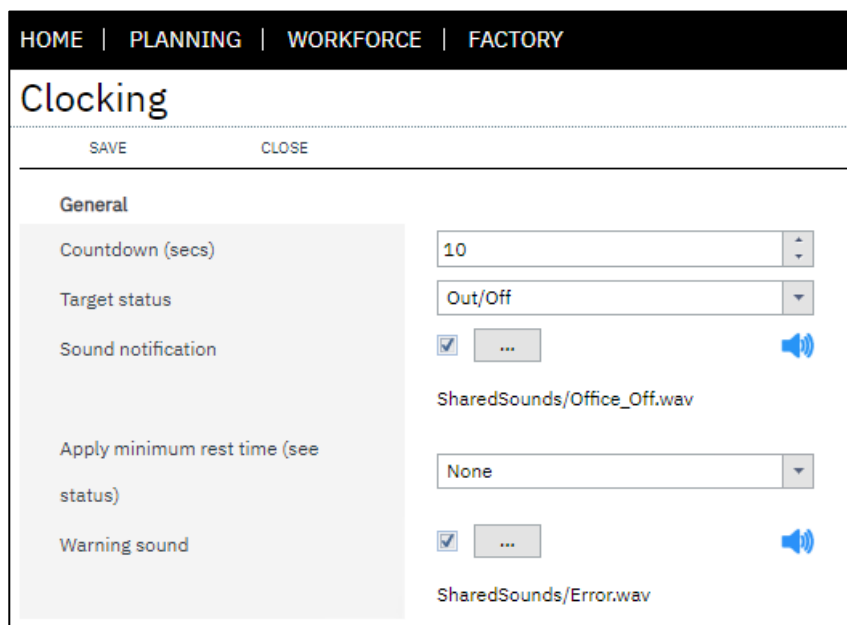
The clocking function allows users to manage options for clocking in and out of the workbench.

How this function is visualised in the workbench



Function settings allow you to:

- Select a countdown timer in seconds
- Select the target status (i.e. out/off)
- Select a sound to play
- Select a minimum rest time
- Select a minimum rest time warning sound



Close function

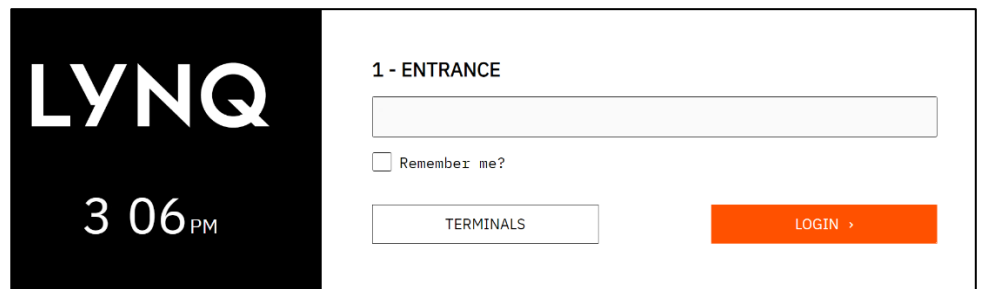
Online Version

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

Function Name : *Close*

The close function is used to close the screen and return the user to the workbench clock in screen.

How this function is visualised in the workbench



The close function does not have any configurable settings.

Custom tracking function

Online Version

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

Function Name : *Custom Tracking*

The custom tracking function provides the ability to enter custom tracking values for a task and can be configured to request input for any custom tracking code defined under Advanced Settings > Definitions > Custom. Custom tracking data is stored against the transaction when reported.

How this function is visualised in the workbench

Function settings allow you to:

- Select a label for value 1 and value 2
- Enable Comments
- Select whether a task must be started
- Select number of items to show per page
- Select which view to show data from
- Filter data
- Set the tracking code to use

KPI function

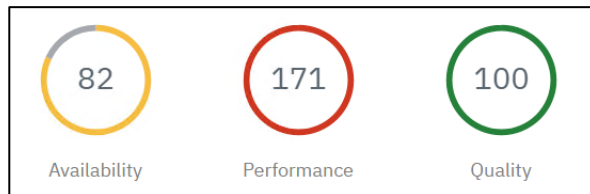
Online Version

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

Function Name : *KPI's*

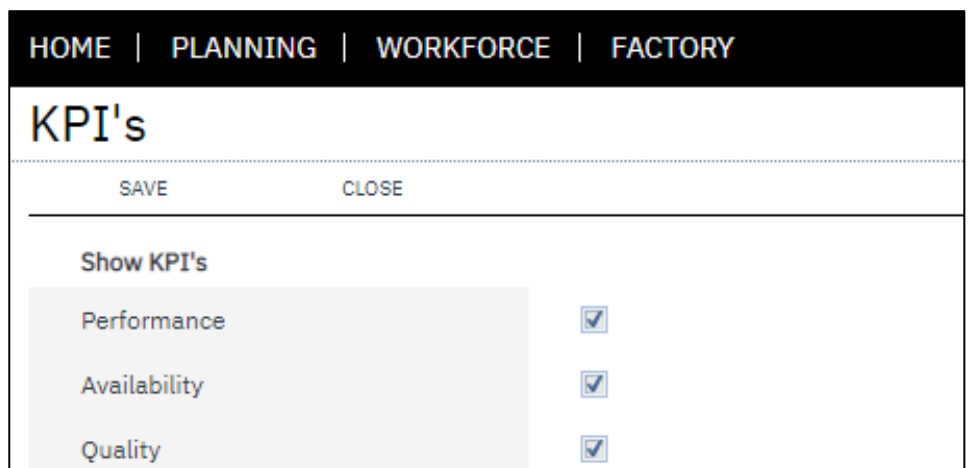
The KPI's function provides the ability to display key performance indicator dials on the workbench.

How this function is visualised in the workbench



Function settings allow you to:

- Show Performance KPI
- Show Availability KPI
- Show Quality KPI



Leave crew function

Online Version

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

Function Name : *Leave Crew*

The leave crew function allows users to leave the crew they are logged in to. A range of settings are available to customise the desired behaviour of the leave crew function.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top, there is a user profile for DAN FISHERMAN (CREW B) with a photo and performance metrics: Availability (75), Performance (118), Quality (100), and OLE (89). Below the profile is a job list for 'Bicycle' with columns for Start Date, Activity, Job, Stock Code, and Description. At the bottom, there are four buttons: Break, Change Crew, Leave Crew (highlighted with a red box), and Crew Break. A red box also highlights the 'CREW B' label in the user profile.

Function settings allow you to:

- Auto stop tasks when the last crew member leaves the crew
- Trigger equipment activity
- Trigger employee activity

The screenshot shows the 'Leave Crew' settings dialog box. The dialog has a title bar with 'HOME | PLANNING | WORKFORCE | FACTORY' and a title 'Leave Crew'. Below the title are 'SAVE' and 'CLOSE' buttons. The main content area is titled 'Task processing' and contains three settings: 'Auto stop tasks when last crew member leaves the crew', 'Trigger equipment activity', and 'Trigger employee activity', each with a checkbox.

Material issues (active tasks) function

Online Version

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

Function Name : *Material Issues (Active Tasks)*

The material issues (Active Tasks) function provides ability to issue materials when the user selects an active task.

How this function is visualised in the workbench

Job	Stock Code	Description	Operation	Description
STOCKED1	B100	Bicycle	1	Bicycle Assembly

Comments?	Issue Materials	Date	Material	Warehouse	Required	Issued	Remaining
<input type="checkbox"/>	<input type="text" value="0"/>	6/10/2020	B111	SA	2.0000	0.0000	2.0000
<input type="checkbox"/>	<input type="text" value="0"/>	6/10/2020	B112	RM	2.0000	0.0000	2.0000

6
Item(s)

0
Total

Enter job qty...

👍
All

⚙️
Defaults

✅
OK

Function settings allow you to:

- Enable comments
- Show extended details
- Use validation rules
- Allow issuing over the quantity required
- Select which columns to show (task and capture BOM)
- Select the column sequence (task and capture BOM)
- Select the default column sort order (task and capture BOM)

HOME | PLANNING | WORKFORCE | FACTORY

Material Issue (Active Tasks)

SAVE CLOSE

General

Provide option to add comments

Show extended details button

Use extended details Material Issue Details

Use validation ...

Allow over issue

Task(s)

<input type="checkbox"/>	Sequence	Field Type	Field Name	Sort
<input checked="" type="checkbox"/>	10	Task	Job	None
<input checked="" type="checkbox"/>	20	Task	Stock Code	None
<input checked="" type="checkbox"/>	25	Task	Description	None

Page 1 of 12(565 items) ◀ 1 2 3 4 5 6 7 ... 10 11 12 ▶

Material issues (jobs) function

Online Version

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

Function Name : *Material Issues (Jobs)*

The material issues (Jobs) function provides ability to issue materials for multiple jobs from the same screen.

How this function is visualised in the workbench

Comment?	Quantity	Job	Material	Description	Warehouse	Remaining	Issued
	0	W225	8111	Diamond Frame	SA	1.0000	0.0000
	0	W228	8111	Diamond Frame	SA	4.0000	0.0000
	0	W227	8111	Diamond Frame	SA	1.0000	0.0000
	0	W226	8111	Diamond Frame	SA	1.0000	0.0000

Function settings allow you to:

- Enable comments
- Show extended details
- Use validation rules
- Allow issuing over the quantity required
- Allow multi-jobbing
- Select number of items to show per page
- Select which data view to use
- Select which columns to show
- Select the column sequence
- Select the default column sort order

HOME | PLANNING | WORKFORCE | FACTORY

Material Issue (Jobs)

SAVE CLOSE

General

Provide option to add comments

Show extended details button

Use extended details Material Issue Details

Use validation ...

Allow over issue

Job List

Allow multi-jobbing

Number of items per page 10

Show data from Job Order Selection

Captured BOM

Sequence	Field Type	Field Name	Sort	Filter	Filter Value
<input checked="" type="checkbox"/> 5	Material	Job	None	<input type="text"/>	...
<input checked="" type="checkbox"/> 10	Material	Material	None	<input type="text"/>	...
<input checked="" type="checkbox"/> 20	Material	Description	None	<input type="text"/>	...
<input checked="" type="checkbox"/> 30	Material	Warehouse	None	<input type="text"/>	...

Material reject function

Online Version

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

Function Name : *Material Reject*

The material reject function provides ability to reject materials for multiple jobs from the same screen.

How this function is visualised in the workbench

Job	Stock Code	Description	Operation	Description
W227	B100	Bicycle	1	Bicycle Assembly
W228	B100	Bicycle	1	Bicycle Assembly
W225	B100	Bicycle	1	Bicycle Assembly
W226	B100	Bicycle	1	Bicycle Assembly

Reject Materials	Comments?	Material	Description	Warehouse	Required	Issued	Rejected	Remaining
<input type="checkbox"/>	<input type="checkbox"/>	B111	Diamond Frame	SA	1.0000	0.0000	0.0000	1.0000
<input type="checkbox"/>	<input type="checkbox"/>	B112	Drive Train Assembly	RM	1.0000	0.0000	0.0000	1.0000

Function settings allow you to:

- Enable comments
- Show extended details
- Use validation rules
- Select which columns to show (task and capture (BOM))
- Select the column sequence (task and capture (BOM))
- Select the default column sort order (task and capture (BOM))

HOME | PLANNING | WORKFORCE | FACTORY

Material Reject

SAVE CLOSE

General

Provide option to add comments

Show extended details button

Use extended details

Use validation

Task(s)

<input type="checkbox"/>	Sequence	Field Type	Field Name	Sort
<input checked="" type="checkbox"/>	10	Task	Code	None
<input checked="" type="checkbox"/>	20	Task	Description	None
<input type="checkbox"/>	0	Employee	Crew	None
<input type="checkbox"/>	0	Employee	Date1	None

Message function

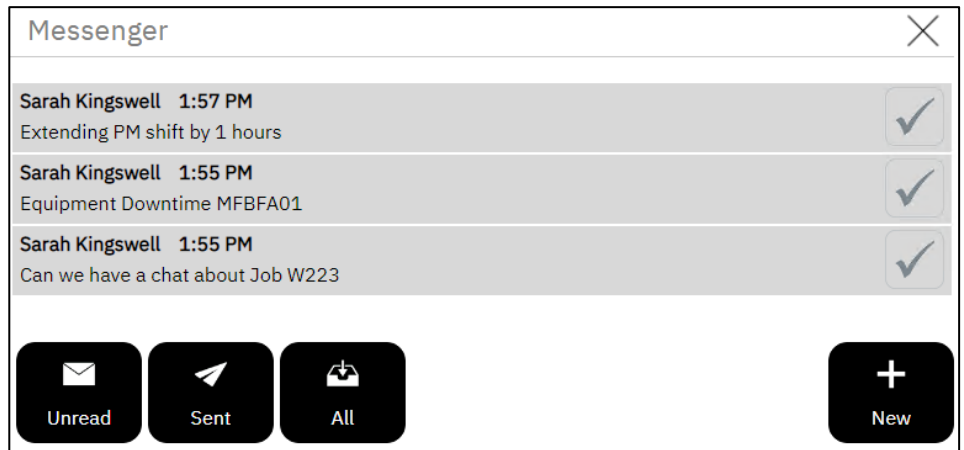
Online Version

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

Function Name : *Message*

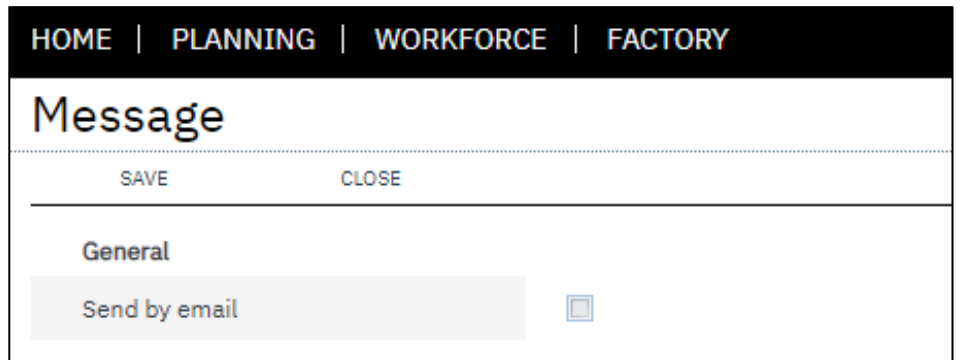
The message function provides ability to compose, read and view messages from the workbench.

How this function is visualised in the workbench



Function settings allow you to:

- Send the message by email



Open URL function

Online Version

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

Function Name : *Open URL*

The open URL function provides ability to open a predefined URL from the workbench.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top, there is a user profile for DAN FISHERMAN and a task card for MBFA / MBFA01. Below this is a 'Job list (+/- 3 days)' table with columns for Start Date, Activity, Job, Stock Code, Description, and Operation. The table contains two rows of job data. Below the table is a toolbar with buttons for Start, Stop, Report, Attachments, and Webhooks. At the bottom, there is a row of five large buttons: Add Tasks, Open URL (highlighted with a red border), Recent Tasks, Barcode(s) Entry, and Report Multiple.

Function settings allow you to:

- Open in a new tab
- Specify a URL link

The screenshot shows the 'Open URL' configuration dialog box. It has a title bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. The main title is 'Open URL'. Below the title are 'SAVE' and 'CLOSE' buttons. The 'General' section contains a checkbox for 'Open in new tab' and a text input field for 'Link'.

Password protect function

Online Version

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

Function Name : *Password Protect*

The password protect function provides ability to password protect the execution of any on-screen element. For example, let's say you have a terminal where you want to limit access to the material issues button by way of password.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top, there is a user profile for DAN FISHERMAN and a task card for MBFA / MBFA01. Below this is a 'Job list (+/- 3 days)' table with columns for Start Date, Activity, Job, Stock Code, Description, and Operation. The table contains two rows of job data. Below the table are several buttons: 'Start', 'Stop', 'Report', 'Add Tasks', 'Material Issue', and 'Report Multiple'. A 'Password' dialog box is overlaid on the 'Material Issue' button, containing a text input field and a numeric keypad. An orange box highlights the 'Material Issue' button and the 'Password' dialog. An orange label 'ON CLICK' points to the 'Material Issue' button.

Function settings allow you to:

- Set character length
- Specify a password

The screenshot shows the 'Password Protect' settings dialog box. The title bar contains 'HOME | PLANNING | WORKFORCE | FACTORY'. The main title is 'Password Protect'. Below the title are 'SAVE' and 'CLOSE' buttons. Under the 'General' section, there are two settings: 'Set character length' with a numeric input field and 'Password' with a text input field.

Process data function

Online Version

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

Function Name : *Process Data*

The process data function determines what types of transactions are generated/processed when the operator selects a button on the workbench. The settings can be enabled for all transaction types, selective transaction types or no transaction types. Therefore, providing flexibility on the frequency when transactions are generated within the data collection process. If the process data function is not included for the on screen element, no processing happens when the on screen element is selected from the workbench.

This function executes in the background and not visualised in the workbench.

For example, let's assume an operator is working an 8 hour shift. The operator arrives at the factory at 9:00 and leaves at 17:00 and goes to lunch for 1 hour at 12:30. During this time the operator is working on Job 123 for the entire day.

You expect LYNQ to capture:

- 7 hours productive labour against job 123
- 1 hour non-productive time for lunch

The process data setting is enabled for the lunch on screen element. LYNQ will generate the following transactions.

- 3.5 hours productive labour against Job 123
- 1 hour non-productive time for lunch
- 3.5 hours productive labour against Job 123

Function settings allow you to:

- Select which transactions will be processed
- Select with employee or equipment activity will be triggered

HOME PLANNING WORKFORCE FACTORY	
Process Data	
SAVE	CLOSE
Processing Options <ul style="list-style-type: none"> Labor <input type="checkbox"/> Quantity <input type="checkbox"/> Scrap <input type="checkbox"/> Status <input type="checkbox"/> Material Reject <input type="checkbox"/> Material Issue <input type="checkbox"/> Equipment Time <input type="checkbox"/> Apply status to whole crew <input type="checkbox"/> 	Triggered Activity <ul style="list-style-type: none"> Trigger employee activity <input type="checkbox"/> Trigger equipment activity <input type="checkbox"/>

Production issues function

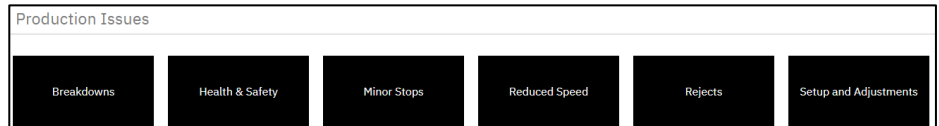
Online Version

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

Function Name : *Production Issues*

The production issues function provides the ability to raise production issues from the workbench. Users can quickly raise issues using the predefined issue types. Production issues are visible from the issue log screen and any other relevant screens that the issue relates to.

How this function is visualised in the workbench



The image shows a form with two tabs: "Minor Stops" (selected) and "Component Jams". The form contains the following fields:

- Date:** 5/31/2020 (with a dropdown arrow)
- Task:** W229.1.Set (with a three-dot menu icon)
- Equipment:** (empty field with a dropdown arrow and a three-dot menu icon)
- Employee:** Dan Fisherman (with a dropdown arrow and a three-dot menu icon)
- Hours:** (empty field with a grid icon)
- Comments:** A large text area at the bottom.

Function settings allow you to:

- Enable comments
- Enable field for quantity and/or hours
- Select which data view to use
- Select number of items to show per page
- Filter data
- Select default reasons

Online Version

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

HOME | PLANNING | WORKFORCE | FACTORY

Production Issues

SAVE CLOSE

General

Show field for comments	<input checked="" type="checkbox"/>
Show field for quantity	<input type="checkbox"/>
Show field for hours	<input checked="" type="checkbox"/>
Show data from	Operation Selection ▾
Number of items per page	10
Filter data by	...
Select reason from	<input type="text"/> ...

** Note: leave blank to select all reasons*

Recent task(s) function

Online Version

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

Function Name : *Recent Task(s)*

The recent task(s) function allows users to clock back into recent tasks. Especially useful when a user wants to quickly see what tasks they were working on before they went to break, lunch etc.

How this function is visualised in the workbench

Select Task(s)							
	Job	Stock Code	Description	Operation	Activity	Description	Equipment
	W228	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01
	W227	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01
	W226	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01
	W225	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01
	STOCKED1	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01

Function settings allow you to:

- Enable comments
- Enable multi selection of tasks
- Show current tasks
- Select the number of tasks to show
- Use classification codes
- Split time by employee or machine
- Select which data view to use
- Filter data
- Trigger employee and/or equipment activity

HOME PLANNING WORKFORCE FACTORY	
Recent Task(s)	
SAVE	CLOSE
Options	Triggered Activity
Provide option to add comments <input type="checkbox"/>	Trigger employee activity <input type="checkbox"/>
Allow multiple selection of tasks <input type="checkbox"/>	Trigger equipment activity <input type="checkbox"/>
Show current tasks <input checked="" type="checkbox"/>	
Number of recent tasks shown <input type="text" value="5"/>	
Use classification codes <input type="text" value="Do not use"/>	
Split time by employee <input type="text" value="Split Evenly"/>	
Split time by machine <input type="text" value="Split Evenly"/>	
Show data from <input type="text" value="Administration"/>	
Filter data by <input type="text" value="..."/>	

Online Version

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

Recent webhooks function

Function Name : *Recent Webhooks*

The recent webhooks function will show you the recent webhooks executed

How this function is visualised in the workbench

Recent Webhooks						
Date	Webhook	Employee	Equipment	Behavior	OSE	Terminal
3/6/2020 6:23 PM	Job View	Dan Fisherman		Overlay window	Workbench (Employee)	3 - ADVANCED

1 Item(s) Close

Function settings allow you to:

- Select the number of webhooks to show

HOME | PLANNING | WORKFORCE | FACTORY

Recent Webhook(s)

SAVE
CLOSE

Number of recent webhooks shown

Report multiple function

Online Version

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

Function Name : *Report Multiple*

The report multiple function provides ability to report production (Qty, Scrap, Status) for multiple tasks from the same screen. Options include stopping all tasks, completing all tasks and reporting all tasks.

How this function is visualised in the workbench

Stop?	Good	Scrap	Status	Equipment	Comments?	Job	Operation	Description	Qty (Planned)	Remaining	Qty (Today)
0		0	No change	MBFA / MB		W230	1	Bicycle Assembly	1.00	1.00	0
0		0	No change	MBFA / MB		W229	1	Bicycle Assembly	1.00	1.00	0

0 Total

Stop All Comple... Report All OK

Function settings allow you to:

General Settings

- Provide option to stop task
- Select whether to trigger employee and/or equipment activity
- Show comments field
- Report non-productive
- Track performance abnormality
- Adjust column settings
- Select validation rules

Quantity Settings

- Show quantity field
- Select if default values are based on remaining or specified amounts
- Select if quantity can be edited
- Show extended details
- Select validation rules

Status Settings

- Provide option to change status
- Select a default status
- Select if status can be edited
- Auto complete when no quantity
- Auto stop when complete
- Select validation rules

Report multiple function

Online Version

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

Scrap Settings

- Show scrap field
- Show extended details
- Select whether to deduct scrap from good quantity
- Use validation rules

The screenshot shows the 'Report Multiple' settings page. At the top, there is a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below it, the title 'Report Multiple' is displayed, along with 'SAVE' and 'CLOSE' buttons. The settings are organized into four columns:

- General:**
 - Provide option to stop task:
 - Trigger employee activity:
 - Trigger equipment activity:
 - Provide option to add comments:
 - Report non-productive:
 - Track performance abnormality: ...
 - Columns settings: ...
 - Use validation: ...
- Status:**
 - Provide option to change status:
 - Default status: No change (dropdown)
 - Allow status to be edited:
 - Auto complete when no quantity:
 - Auto stop when complete:
 - Use validation: ...
- Good Quantity:**
 - Show quantity field:
 - Default values based on: Empty (dropdown)
 - Allow quantity to be edited:
 - Use extended details: Please select... (dropdown)
 - Use validation: ...
- Scrap Quantity:**
 - Show scrap field:
 - Use extended details: Please select... (dropdown)
 - Deduct scrap from good quantity:
 - Use validation: ...

Report single function

Online Version

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

Function Name : *Report Single*

The report single function provides ability to report production (Qty, Scrap, Status, Issue Materials) for a single task at a time. This function provides controls to skip to next running task, stop task and issue/reject materials.

How this function is visualised in the workbench

Report Production	
Details:	
Job	W-1926-1
Stock Code	8100
Description	Bicycle
Operation	1
Description	Bicycle Assembly
Activity	Run
Qty (Planned)	5.00
Qty (Total)	0.00
Scrap (Total)	0.00
Hrs (Total)	0.00
Qty (Today)	0.00
Remaining	5.00

Report:	
Quantity	0
Scrap	0
Equipment	MBFA / MBFA01
Status	No change

Issue Stop Skip OK

Function settings allow you to:

General Settings

- Provide option to stop task
- Select whether to trigger employee and/or equipment activity
- Show comments field
- Report non-productive
- Track performance abnormality
- Show webhook button
- Allow form submission webhooks
- Adjust column settings
- Select validation rules

Quantity Settings

- Show quantity field
- Select if default values are based on remaining or specified amounts
- Select if quantity can be edited
- Show extended details
- Show extended details on the same page
- Select validation rules

Report single function

Online Version

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

Material Issue Settings

- Show issue button
- Allow backflush of materials
- Show extended details
- Allow issue greater than required quantity
- Adjust column settings
- Use validation rules

Status Settings

- Provide option to change status
- Select a default status
- Select if status can be edited
- Auto complete when no quantity
- Auto stop when complete
- Use validation rules

Scrap Settings

- Show scrap field
- Show extended details
- Show extended details on same page
- Select whether to deduct scrap from good quantity
- Use validation rules

Material Rejects Settings

- Show reject button
- Show extended details
- Adjust column settings
- Use validation rules

The screenshot shows the 'Report Single' configuration page in the LYNQ system. The page is organized into several sections:

- General:** Includes options for 'Provide option to stop task', 'Trigger employee activity', 'Trigger equipment activity', 'Provide option to add comments', 'Report non-productive', 'Track performance abnormality', 'Show webhook button', 'Form submission webhooks', 'Columns settings', and 'Use validation'.
- Status:** Includes options for 'Provide option to change status', 'Default status' (set to 'No change'), 'Allow status to be edited', 'Auto complete when no quantity', 'Auto stop when complete', and 'Use validation'.
- Good Quantity:** Includes options for 'Show quantity field', 'Default values based on' (set to 'Empty'), 'Allow quantity to be edited', 'Use extended details', 'Show extended details on same page', and 'Use validation'.
- Scrap Quantity:** Includes options for 'Show scrap field', 'Use extended details', 'Show extended details on same page', 'Deduct scrap from good quantity', and 'Use validation'.
- Material Issue:** Includes options for 'Show issue button', 'Backflush materials', 'Use extended details', 'Allow over issue', 'Columns settings', and 'Use validation'.
- Material Reject:** Includes options for 'Show reject button', 'Use extended details', 'Columns settings', and 'Use validation'.

Scheduled actions function

Online Version

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

Function Name : *Scheduled Actions*

The scheduled actions function displays information about future scheduled actions to users in the workbench.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top left is a user profile for DAN FISHERMAN, [01 Jun-8:50 AM] - 00:24, with metrics for Availability (98), Performance (0), Quality (0), and OLE (0). To the right is a job card for MBFA / MBFA01, [01 Jun-8:50 AM] - 00:24, Direct Uptime - Production, Dan Fisherman. Below this is a 'Job list (+/- 3 days)' table with columns: Start Date, Activity, Job, Stock Code, Description, Operation. The table shows a job for 'Bicycle' on 5/30/2020 10:06 PM. Below the table are various action buttons: Start, Stop, Report, Attachments, Webhooks, Add Tasks, Open URL, Recent Tasks, Barcode(s) Entry, Report Single, Lunch, Meeting, Training, Material Issue, Material Shortage. A 'Scheduled Actions' popup window is open, showing a table with columns: Code, Description, Execution Date. The table contains one entry: 'Break Start (AM Break Start (AM Shift))' on '6/1/2020 10:30 AM'.

Code	Description	Execution Date
Break Start (AM	Break Start (AM Shift)	6/1/2020 10:30 AM

The scheduled options function does not have any configurable settings.

Scheduled tasks function

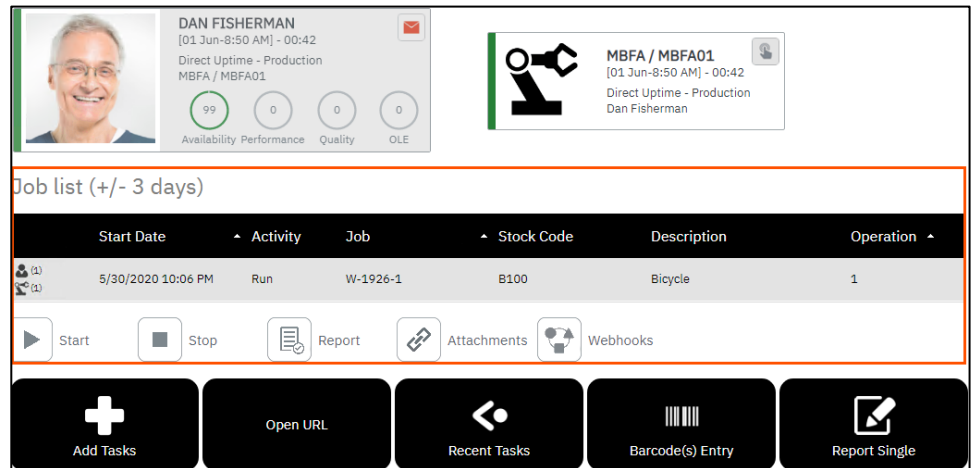
Online Version

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

Function Name : *Scheduled Tasks*

The scheduled tasks function shows active tasks for employees or equipment.

How this function is visualised in the workbench



Function settings allow you to:

Control Settings

- Show start button
- Show classification button
- Show stop button
- Show report button
- Show attachments button
- Show webhook button
- Adjust column settings

Reporting Settings

- Start task before reporting
- Adjust reporting options

Job List Settings

- Allow multi-jobbing
- Select split time behaviour for multi jobbing
- Filter by period
- Adjust show/hide operations

KPI's

- Show performance KPI
- Show availability KPI
- Show quality KPI

Scheduled tasks function

Online Version

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

Trigger Settings

- Trigger employee activity
- Trigger equipment activity

The screenshot shows the 'Scheduled Tasks' configuration page. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. Below the title 'Scheduled Tasks', there are 'SAVE' and 'CLOSE' buttons. The main content area is organized into four columns:

- Controls:** Includes 'Show start button' (checked), 'Show classification button' (dropdown: Do not show), 'Show stop button' (checked), 'Show report button' (checked), 'Show attachments button' (unchecked), 'Show webhook button' (unchecked), and 'Columns settings' (dropdown).
- Job List:** Includes 'Allow multi-jobbing' (checked), 'Split time by employee' (dropdown: Split Evenly), 'Split time by machine' (dropdown: Split Evenly), 'Use period to filter' (dropdown: Today), and 'Show/hide operations' (dropdown).
- Reporting:** Includes 'Start task before reporting' (unchecked) and 'Reporting options' (dropdown).
- KPI's:** Includes 'Show Performance %' (unchecked), 'Show Availability %' (unchecked), and 'Show Quality %' (unchecked).
- Triggers:** Includes 'Trigger employee activity' (unchecked) and 'Trigger equipment activity' (unchecked).

Sound message function

Online Version

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

Function Name : *Sound Message*

The sound message function provides ability to play a sound in the workbench. Typically, this function is used in combination with other functions.

Function settings allow you to:

- Select which sound to play



Start next function

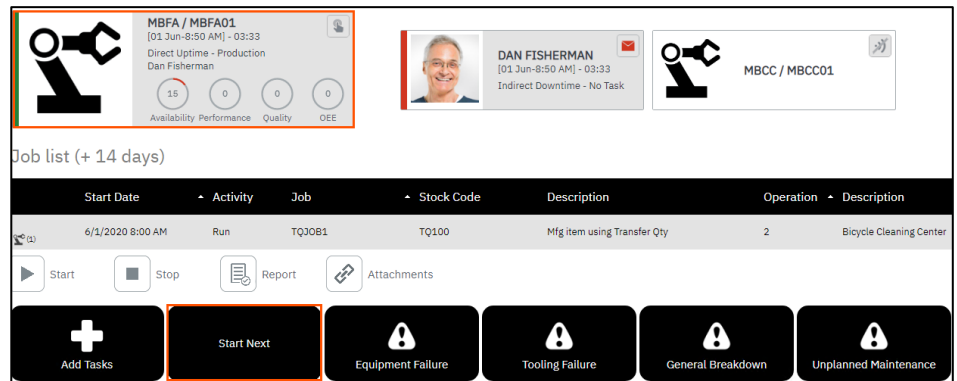
Online Version

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

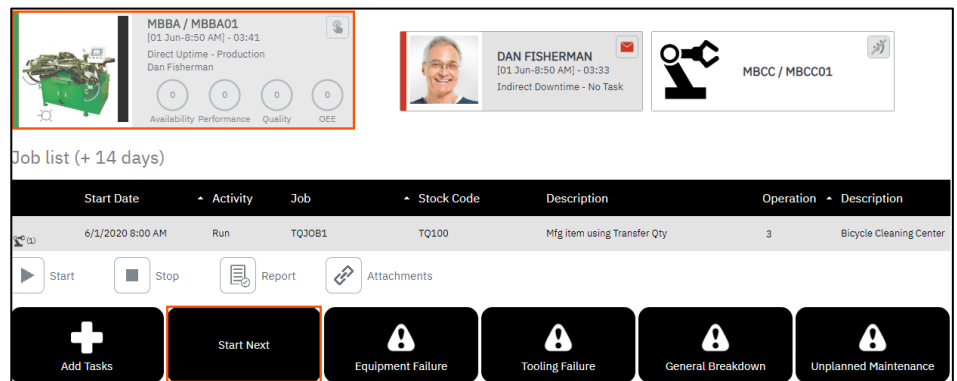
Function Name : *Start Next*

The start next function provides ability to clock the user off the current active task and clock the user into the next operation of the same job.

How this function is visualised in the workbench



When clicking on a button which includes the start task function, the user will move to the next operation and the current operation will be stopped.



Function settings allow you to:

- Auto complete last activity
- Complete previous to start next operation
- Trigger employee activity
- Trigger equipment activity
- Adjust split time settings when multi jobbing
- Select a classification code
- Select a classification value

Start next function

Online Version

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

The screenshot shows the 'Start Next' configuration window. At the top, there is a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below this is the title 'Start Next' and two buttons: 'SAVE' and 'CLOSE'. The main content area is titled 'General' and contains the following settings:

Setting	Value
Auto-complete last activity	<input checked="" type="checkbox"/>
Complete previous to start next (op)	<input checked="" type="checkbox"/>
Trigger employee activity	<input type="checkbox"/>
Trigger equipment activity	<input type="checkbox"/>
Split time by employee	Split Evenly
Split time by machine	Split Evenly
Use classification codes	Do not use
Classification value	

Start task function

Online Version

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

Function Name : *Start Task*

The start task function provides ability to clock a user into a predefined task, as specified by the function settings. This function is commonly used for the reporting of non-productive time, especially when the labour time should be posted against a job in Enterprise Resource Planning.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top left, there is a user profile for DAN FISHERMAN with a photo and performance metrics: Availability (89), Performance (0), Quality (0), and OLE (0). To the right is a job card for MBBA / MBBA01. Below this is a 'Job list (+/- 3 days)' table with columns: Start Date, Activity, Job, Stock Code, Description, and Operation. A single job is listed: 5/29/2020 1:36 PM, Run, W225, B100, Bicycle, 1. Below the table are several function buttons: Start, Stop, Report, Attachments, and Webhooks. At the bottom, there are five large black buttons: Add Tasks, Start Task (highlighted with a red border), Recent Tasks, Barcode(s) Entry, and Report Single.

Function settings allow you to:

- Select a classification code
- Select a classification value
- Select how to split time when multi-jobbing
- Trigger employee and/or equipment activity

The screenshot shows the 'Start Task' configuration screen. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. The screen has a 'SAVE' and 'CLOSE' button at the top. Under 'General', there are fields for 'Use classification codes' (set to 'Classification Code 1'), 'Classification value', 'Split time by employee' (set to 'Split Evenly'), and 'Split time by machine' (set to 'Split Evenly'). Under 'Triggered Activity', there are checkboxes for 'Trigger employee activity' (checked) and 'Trigger equipment activity' (unchecked). At the bottom, there is a table with columns: Task, Order Number, and Description. A single task is listed: W225.1.Run, W225, Non Productive Time for Cleaning.

Status change function

Online Version

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

Function Name : *Status Change*

The status change function provides ability to change the status of employees or equipment. For example, from being clocked in to being at lunch or clocked off).

How this function is visualised in the workbench

The screenshot shows a user profile for Dan Fisherman with a 'Lunch' status and a performance dashboard. Below this is an 'Active Tasks' table with one entry for a bicycle.

Start Date	End Date	Job	Stock Code	Description
5/29/2020 1:36 PM	5/29/2020 2:36 PM	W225	B100	Bicycle

Navigation buttons: Back to Previous, End Day

Function settings allow you to:

- Remain in current status
- Enable Back to previous status
- Select a target status
- Reset accounting date
- Record clock in/out (payroll)
- Apply status change to whole crew
- Apply minimum rest time

The 'Status Change' configuration screen includes a navigation bar (HOME | PLANNING | WORKFORCE | FACTORY) and a 'General' section with various settings.

Setting	Value
Remain in current status	<input type="radio"/>
Back to previous status	<input type="radio"/>
Target status	<input checked="" type="radio"/> Break ; <input type="text" value="..."/>
Reset accounting date	<input type="checkbox"/>
Record clocked in (payroll)	<input type="checkbox"/>
Record clocked out (payroll)	<input type="checkbox"/>
Apply status change to whole crew	<input type="checkbox"/>
Apply minimum rest time (see status)	<input type="text" value="None"/>

Stop current task(s) function

Online Version

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

Function Name : *Stop Current Task(s)*

The stop current task(s) function provides ability to clock off employees or equipment from all current active tasks. This function is typically associated to the end day on-screen element but may be associated to a button for other purposes.

How this function is visualised in the workbench

The screenshot shows the LYNQ workbench interface. At the top left, there is a user profile for DAN FISHERMAN with a photo and a red notification icon. To the right is a profile for MBBA / MBBA01. Below these is a 'Job list (+/- 3 days)' table with columns: Start Date, Activity, Job, Stock Code, Description, and Operation. A single job is listed: 5/29/2020 1:36 PM, Run, W225, B100, Bicycle, 1. Below the table is a row of icons: Start, Stop, Report, Attachments, and Webhooks. At the bottom is a row of five large buttons: Add Tasks, Recent Tasks, Stop Current Tasks (highlighted with a red border), Change Crew, and Report Multiple.

When clicking on a button which includes the stop current task(s) function, all running jobs will be stopped.

Function settings allow you to:

- Trigger employee activity
- Trigger equipment activity

The screenshot shows the 'Stop Current Task(s)' settings dialog box. At the top is a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below is the title 'Stop Current Task(s)' and two buttons: 'SAVE' and 'CLOSE'. Under the title is a 'General' section with two settings: 'Trigger employee activity' and 'Trigger equipment activity', each with an unchecked checkbox.

Task(s) selection function

Online Version

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

Function Name : *Task(s) Selection*

The task(s) selection function provides ability for users to start a task by selecting it from a task list

How this function is visualised in the workbench

Select Task(s)			
Job	Stock Code	Description	Job Qty (Planned)
W230	B100	Bicycle	1.00
W23	B100	Bicycle	1.00
W229	B100	Bicycle	1.00
W228	B100	Bicycle	1.00
W227	B100	Bicycle	1.00

Function settings allow you to:

- Enable comments
- Enable multi-jobbing
- Select number of items to show per page
- Select the split time behaviour for multi-jobbing
- Select which data view to use
- Filter data
- Trigger employee and/or equipment activity

HOME | PLANNING | WORKFORCE | FACTORY

Task(s) Selection

SAVE CLOSE

<p>Options</p> <p>Provide option to add comments <input checked="" type="checkbox"/></p> <p>Allow multi-jobbing <input checked="" type="checkbox"/></p> <p>Number of items per page <input type="text" value="10"/></p> <p>Use classification codes <input type="text" value="Do not use"/></p> <p>Split time by employee <input type="text" value="Split Evenly"/></p> <p>Split time by machine <input type="text" value="Split Evenly"/></p> <p>Show data from <input type="text" value="Job Order Selection"/></p> <p>Filter data by <input type="text" value="..."/></p>	<p>Triggered Activity</p> <p>Trigger employee activity <input type="checkbox"/></p> <p>Trigger equipment activity <input type="checkbox"/></p>
---	---

Timesheet function

Online Version

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

Function Name : *Timesheet*

The timesheet function provides the ability for users to report production in a timesheet entry format. This function also displays all transactions entered or generated by the user with options to edit the transaction.

How this function is visualised in the workbench

Comments?	Task	Labor (Hrs)	Scrap	Quantity	Status	Office Time
	00000000000490.2.Run	00:00	0.00	0.00		00:00
	W225.1.Run	00:14	0.00	0.00		00:00
	Lunch	02:20	0.00	0.00		00:00
	W225.1.Run	00:12	0.00	0.00		00:00
	No Task	00:00	0.00	0.00		00:00
		Custom=[7:31]	Sum=0.00	Sum=0.00		Custom=[0:00]

Function settings allow you to:

General Settings

- Show labour hours
- Show status
- Enable comments
- Enable equipment hours
- Allow transactions to be edited
- Allow transactions to be deleted
- Enable custom tracking

Task Selection Settings

- Select which data view to use
- Select number of items to show per page
- Enable classification codes

Quantity Settings

- Show quantity
- Show extended details

Scrap Settings

- Show scrap
- Show extended details

Timesheet function

Online Version

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

Issue Settings

- Show issues
- Show extended details

Reject Settings

- Show rejects
- Show extended details

Expanded and Collapsed Settings

- Select which columns to show
- Select the column sequence
- Select the default column sort order

The screenshot shows the 'Timesheet' settings page in the LYNQ system. The page has a navigation bar at the top with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below the navigation bar are tabs for 'SAVE', 'FILTER DATA BY', 'COMPONENT LOOKUP SETTINGS', 'QUICK LINKS', and 'CLOSE'. The main content area is divided into four sections: 'General', 'Task Selection', 'Issue', and 'Reject'. Each section contains various settings, including checkboxes for showing data, dropdown menus for selecting options, and input fields for numerical values. Below the settings is a table with columns for 'Sequence', 'Code', 'Name', and 'Sort'. The table lists various transaction types and their corresponding sort orders.

Sequence	Code	Name	Sort
10	Transaction	Task	None
20	Transaction	Labor (Hrs)	None
30	Transaction	Scrap	None
40	Transaction	Quantity	None
50	Transaction	Status	None
60	Transaction	Office Time	None
0	Captured Task	Code	None

Workbench notification function

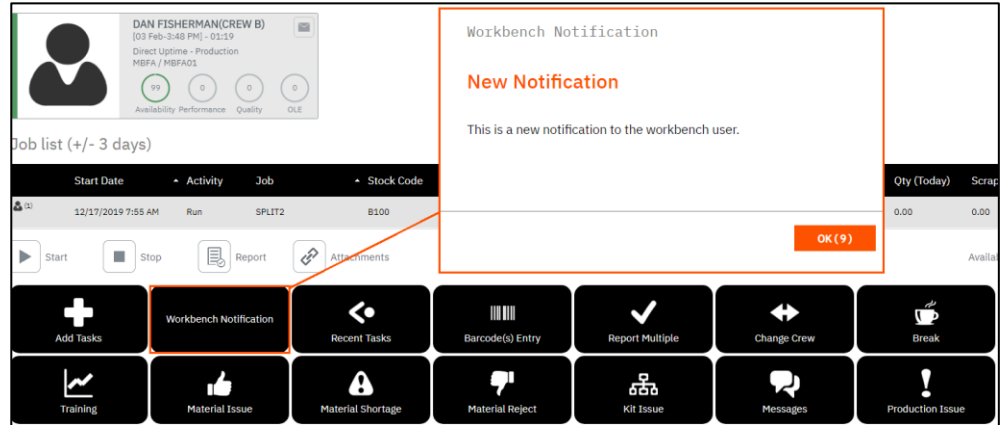
Online Version

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

Function Name : *Workbench Notification*

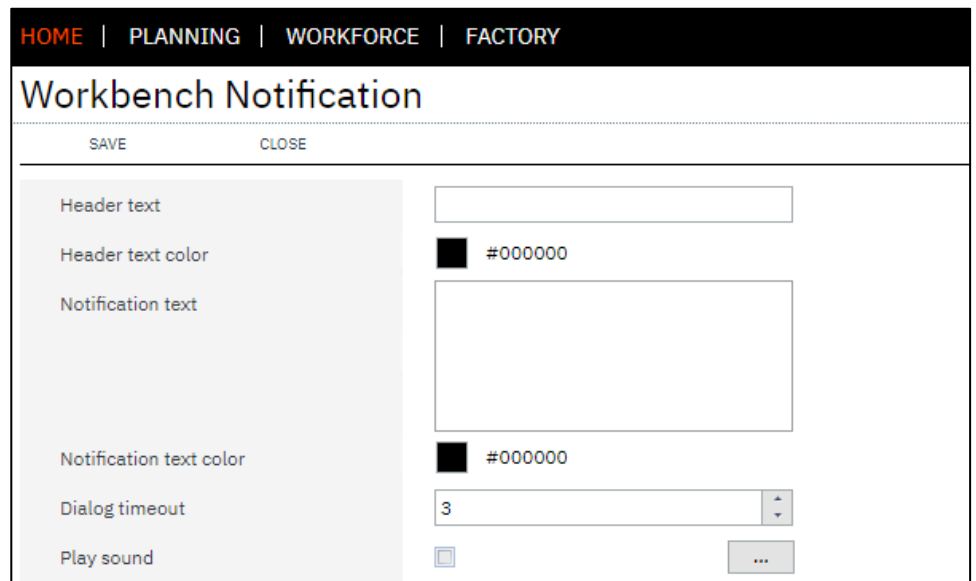
The workbench notification function is used to present additional information on the workbench. The function can be triggered before or after execution of other functions or it can be configured to execute separately against a workbench button.

How this function is visualised in the workbench



Function settings allow you to:

- Enter header text
- Select header text colour
- Enter notification text
- Select notification text colour
- Select dialog timeout (secs)
- Select which sound to play



Common function settings

Online Version

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

Each function includes a range of different settings that can be configured by the user. In most cases the settings are self-explanatory. There are some settings that require further explanation. In this section, we will learn some of the common settings that are most frequently used across multiple functions.

Function Setting : *Trigger Employee or Equipment Activity.*

It's possible to configure the workbench so the employee is automatically clocked into the job when the job is started on equipment. Or to automatically start the job on equipment when an employee starts a job.

When a user starts a job without the trigger equipment activity enabled, time is only clocked against the employee and a corresponding labour transaction is generated. With trigger equipment activity enabled, the job is automatically started on the scheduled or planned equipment (if unscheduled). This results in a labour transaction and a machine time transaction being generated once the user stops the job.

Function Setting : *Split Time*

Split time applies in scenarios where multiple jobs are running. When a user is running multiple job orders, the time split settings against the function will determine how labour transactions are calculated. Time split settings can be configured differently for employees and equipment.

Let's take a look at how LYNQ will calculate labour time using the split even, full split and split proportionally options.

When configured for split even, the labour is distributed equally across the jobs that are running. For example, an employee runs Job Order A and Job Order B at 2PM for 1 hour. In this example, the labour time calculated for each Job Order is 30 minutes.

Split Even	1PM	2PM	3PM	4PM	5PM	Job Labour Time
	Job A	Job A				1.5 Hours
		Job B	Job B	Job B		2.5 Hours
				Job C	Job C	1.5 Hours
Employee Labour Time	1 Hour	1 Hour	1 Hour	1 Hour	1 Hour	

When configured for full split, each job order will receive the full time the employee was running the job. For example, an employee runs Job Order B and Job Order C at 4PM for 1 hour. In this example, the labour time calculated for each Job Order is 1 hour.

Full Split	1PM	2PM	3PM	4PM	5PM	Job Labour Time
	Job A	Job A				2 Hours
		Job B	Job B	Job B		3 Hours
				Job C	Job C	2 Hours
Employee Labour Time	1 Hour	2 Hours	1 Hour	2 Hours	1 Hour	

Common function settings

Online Version

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

When configured for proportional split, the labour time is distributed based upon the product definition's planned runtime . For example, an employee runs Job Order D and Job Order E at 2PM for 1 hour. Job Order D expects 1 unit to be produced in 1 hour. Job Order E expects 2 units to be produced in 1 hour. In this example, the labour time calculated for Job Order is D is 40 minutes and Job E is 20 minutes.

Proportional Split	1PM	2PM	3PM	4PM	5PM	Job Labour Time
Job D		Job D				1 Hour 40 Mins
		Job E	Job E	Job E		2 Hours 20 Mins
Employee Labour Time	1 Hour	1 Hour	1 Hour	1 Hour	1 Hour	

Function Setting : *Show/Hide Operations*

The show/hide operations setting, allows you to refine what the user can see in the workbench. The hide options may differ depending on the Enterprise Resource Planning application LYNQ is integrated with.

Job List Options ✕

- Hide if previous activity has not been started
- Hide if previous activity has not been completed (Quantity or Status)
- Hide if activity is started by another resource
- Hide if activity has been completed (Quantity or Status)
- Hide if previous milestone has not been started
- Hide if previous milestone has not been completed (Quantity or Status of Run action)

OK

Function Setting : *Validation Rules*

Validation rules can be used to control whether a user action should be followed by a warning or a prevent error message. Validation rules help to improve the accuracy and flow of data collection. It is recommended that these rules are enabled where possible.

Generally, validation rules apply to:

- Quantity reporting
- Scrap reporting
- Status reporting
- Material issue reporting
- Material reject reporting

Common function settings

Online Version

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

The screenshot shows the 'Reporting Options' configuration window. It is organized into six main sections:

- General:** Includes options like 'Provide option to add comments', 'Report non-productive', 'Show webhook button', 'Form submission webhooks', 'Track performance abnormality', and 'Use validation'.
- Quantity:** Includes 'Show quantity field', 'Default values based on' (set to 'Empty'), 'Use extended details' (set to 'Operational Quantit'), 'Show details on same page', and 'Use validation'.
- Scrap:** Includes 'Show scrap field', 'Use extended details' (set to 'Operational Scrap D'), 'Show details on same page', 'Deduct scrap from good quantity', and 'Use validation'.
- Status:** Includes 'Show status field', 'Default status' (set to 'No change'), 'Status can be edited', 'Auto complete when no quantity', 'Auto stop when complete', and 'Use validation'.
- Material Reject:** Includes 'Enable material reject', 'Use extended details' (set to 'Material Reject Deta'), 'Columns settings', and 'Use validation'.
- Material Issue:** Includes 'Enable material issue' (set to 'Manual'), 'Default backflush method' (set to 'Approve Backflush'), 'Use extended details' (set to 'Material Issue Deta'), 'Allow over issue', 'Columns settings', and 'Use validation'.

Validation rules can be set as either:

- Do not validate
- Warn
- Prevent

Function Setting : *Track Performance Abnormality*

Track performance abnormality can be enabled to immediately raise issues when performance differs to the planned execution time defined within the operation. When enabled, you can define the acceptable run rate thresholds and provide the user with a list of reason types to select as they are reporting in the workbench.

The 'Validation Rules' dialog box contains the following settings:

- Run rate threshold:** 75.00 - 125.00
- Ignore zero values:**
- Select reason from:** Minor Stops; Reduced Speed
- Use drilldown by reason type:**
- Show quantity field:**
- Show hours field:**
- Provide option to add comments:**

A note below the reason selection field states: ** Note: leave blank to select all reasons*

Function Setting : *Reset Accounting Date*

Reset accounting date is typically used when employees or equipment clock in and out of LYNQ on different calendar days. For example, an employee clocks into the workbench at the start of their shift at 10PM and clocks out (end day) on the following day at 6AM. Without this setting enabled, labour time is associated to the day the user clocked in.

Common function settings

Online Version

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

If the employee was running a job for 8 hours, a labour transaction would be generated on the day the user clocked in, for 8 hours. For reporting purposes, this may not be an accurate account of their time. By enabling the reset accounting date setting, LYNQ will generate a transaction for 2 hours on the day the employee started the shift and a transaction for 6 hours on the day the employee ended the shift.

This setting can also be enabled for equipment.

Function Setting : *Filter*

Task filters are used to filter the data that is displayed in the workbench. For example, let's assume you currently have a terminal configured to display all tasks by regardless of the job order status. You decide that you only want your users to see tasks where the order status is equal to incomplete. By using the task filter this can be achieved.

Condition Examples:

Condition	Filter Value	Column Name
Where Product equals B100	B100	Item
Where Product equals B100 or B200	B100; B200	Item
Where Product equals B100 AND Operation equals 10	B100	Item
	10	Operation
Where Product equals B100 and Operation is not equal 10	B100	Item
	!10	Operation
Where Product is not equal to B100 or B110	!B100; B110	Item

Default on-screen elements

Online Version

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The table below describes the predefined on-screen elements provided by the default profile and their associated functions in sequence.

OSE Name	Functions in Sequence
Active Tasks	Active Tasks
Add Tasks	Button Task(s) Selection Process Data
Admin Issue	Button Production Issues
Back to Previous	Button Process Data Status Change
Barcode Entry	Button Report Single Stop Current Task(s) Process Data Barcode Selection
Barcode(s) Entry	Button Barcode Selection Process Data
Break	Button Status Change Process Data
Change Crew	Button Change Crew Process Data
Crew Break	Button Status Change Process Data
End Day	Button Stop Current Task(s) Process Data Clocking Close
Equipment Failure	Button Status Change Process Data
General Breakdown	Button Status Change Process Data
Join Crew (Employee)	Button Change Crew Process Data
Join Crew (Previous)	Button Change Crew Process Data

Default on-screen elements

Online Version

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

OSE Name	Functions in Sequence
Join Crew (Terminal)	Button Change Crew Process Data
Kit Issue	Button Material Issue (Jobs) Process Data
Leave Crew	Button Change Crew Process Data
Lunch	Button Status Change Process Data
Major Adjustment	Button Status Change Process Data
Material Issue	Button Material Issue (Active Tasks) Process Data
Material Reject	Button Material Reject Process Data
Material Shortage	Button Status Change Process Data
Meeting	Button Status Change Process Data
Messages	Button Message
My Time	Button Timesheet
Operator Shortage	Button Status Change Process Data
Production Issue	Button Production Issues
Project	Button Status Change Process Data
Recent Tasks	Button Recent Task(s) Process Data
Recent Webhooks	Button Recent Webhooks
Report Multiple	Button Report Multiple Process Data
Report Single	Button Report Single Process Data

Default on-screen elements

Online Version

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OSE Name	Functions in Sequence
Scheduled Actions	Scheduled Actions
Setup/Changeover	Button Status Change Process Data
Start Day	Button Clocking
Start Day (Entrance)	Clocking Close
Stop All Tasks	Button Stop Current Task(s) Process Data
Stop/Start Task	Button Report Single Stop Current Task(s) Process Data Task(s) Selection
Timesheet Terminal Entry	Timesheet Close
Tooling Failure	Button Status Change Process Data
Training	Button Status Change Process Data
Turn Off	Button Stop Current Task(s) Status Change Process Data
Turn On	Button Status Change
Unplanned Maintenance	Button Status Change Process Data
Warm-Up	Button Status Change Process Data
Workbench (Employee)	Scheduled Tasks
Workbench (Equipment)	Scheduled Tasks

Workbench matrix

Online Version

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

The online version provides additional links to other related information.

The matrix can be used to quickly enabled or disable which statuses an on-screen element applies to.

To configure the applicable statuses of an on-screen element:

1. Select Settings
2. Advanced Settings
3. Select Workbench
4. Select Matrix
5. Check the relevant check box
6. Changes are immediately saved

HOME PLANNING WORKFORCE FACTORY							
Advanced Settings							
WORKBENCH	ACTIONS	AUTOMATION	DESIGNER	ANALYTICS	DEFINITIONS	TIMESHEET	PERMISSIONS
ACCESS	TERMINALS	STATUSES	ELEMENTS	MATRIX			
Element	Break	Clocked In	Equipment Failure	General Breakdown	Lunch		
<input type="text"/>							
Active Tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Add Tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Admin Issue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Back to Previous	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Barcode Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Barcode(s) Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Creating custom terminals

Online Version

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

The online version provides additional links to other related information.

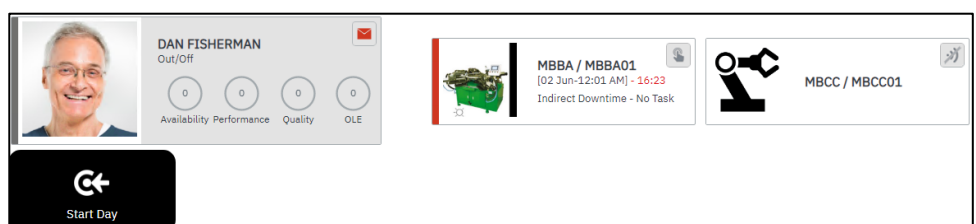
To create a custom workbench terminal from scratch:

1. Select Terminal Maintenance
2. Select New
3. Select Enable
4. Enter a suitable value in the Name field (i.e. Work Centre B)
5. Enter a description value in the description field (i.e. Work Centre B)
6. Select [...] in the Linked Equipment field
7. Select the work units to appear as linked equipment (i.e MBFA, MBCC)
8. Select [...] in the Crew field (if applicable)
9. Select the relevant Crew code (if applicable)
10. Select Use Timeout
11. Select EQUIPMENT from the Equipment Terminal lookup
12. Select Access Control if you want to restrict access to the terminal (if applicable)
13. Select [...] in the Access Control field (if applicable)
14. Specify a Password (if applicable)
15. Specify Data Filters (if applicable)
16. As an example, select the following on-screen elements to allow the user to clock in and out and report labour, quantity, scrap against scheduled jobs.
17. Back to Previous
18. Start Day
19. End Day
20. Break
21. Workbench (employee)
22. Click Save

To test the new terminal:

1. Click Workbench
2. Click Terminals
3. Select your new terminal created earlier (i.e Work Centre B)
4. Enter an active employee ID that is not already clocked in
5. Click Login

When you clock into the workbench, you will see the employee plate, equipment plates and the start day button. Select start day to advance to the workbench.

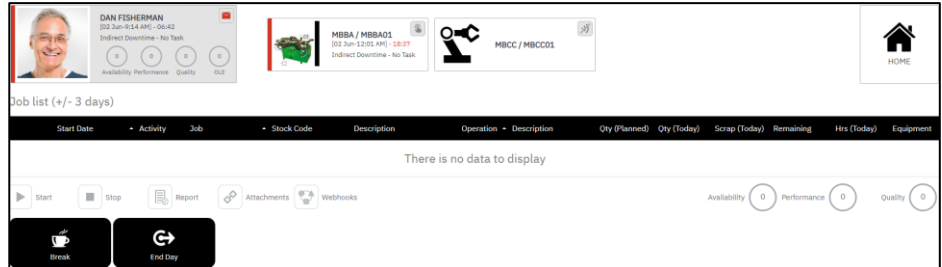


Creating custom terminals

Online Version

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After start day, the workbench displays the job list (which is part of the workbench (employee) on-screen element), the break and end day buttons. Notice that the employee's status is Indirect Downtime – No Task. This is because the employee has not selected any tasks to run at this point.

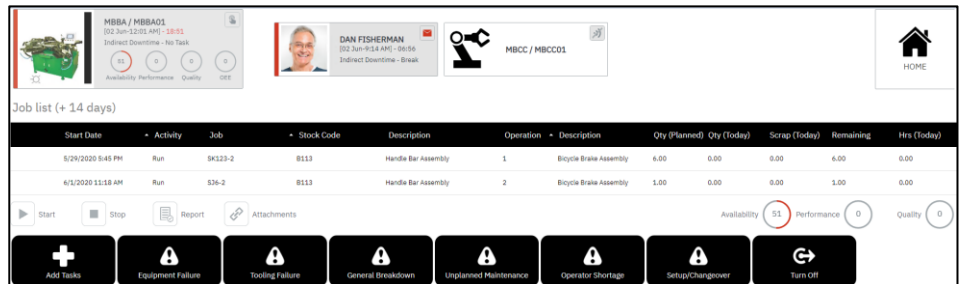


Next, click the break button. Notice that the employee's status has changed to Indirect Downtime - Break. You will see the button 'return to previous' and the 'End Day' button, to allow the user to either return back from break or to end the day whilst on break.



Next, click the 'return to previous' button. Notice that the employee's status has changed back to Indirect Downtime – No Task.

If jobs are scheduled in Visual APS to the linked equipment and the task start date is within the Job List +/- days filter, you will see the task by clicking on the equipment plate. If the equipment is not turned on, then click on the turn on button.



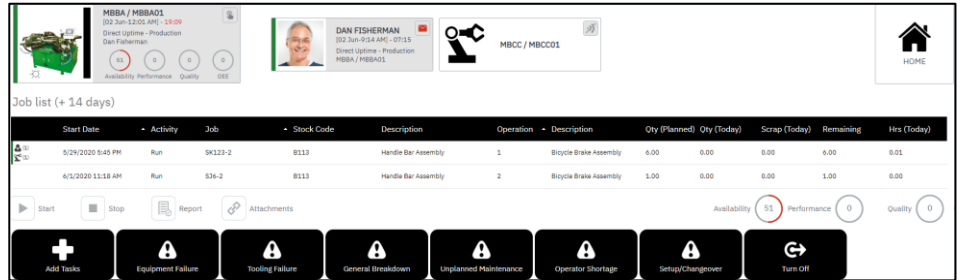
Notice how the workbench changes to show different buttons which are relevant to equipment, instead of an employee. These buttons are read from the equipment terminal that is specified in terminal settings.

Creating custom terminals

Online Version

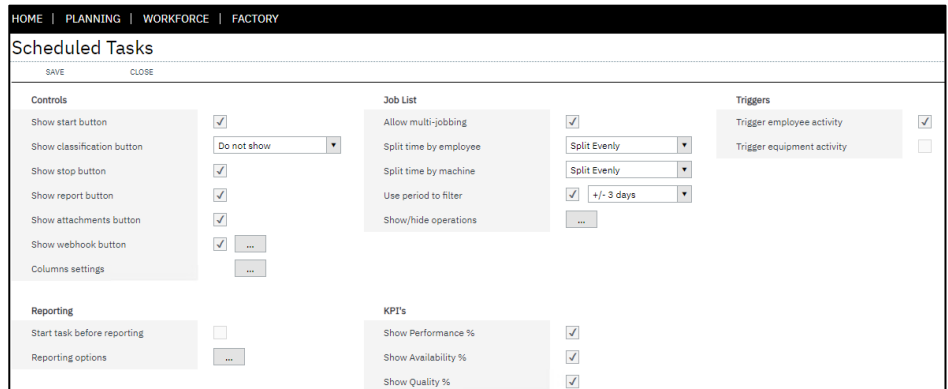
Click [here](#) to read this page online. The online version provides additional links to other related information.

Click on a task from the job list and click start. Notice that the status for both equipment and employee change to Direct Uptime – Production and the vertical status indicator bar changes colour. The vertical status indicator bar is also displayed to the left of the job list before the start date and will show the number of equipment and employees clocked into the job.



It's possible to configure the workbench so the employee is automatically clocked into the job when the job is started on equipment. In addition, a job may be started automatically on the scheduled equipment when an employee clocks into the job.

The trigger settings in the scheduled tasks function which is associated to the workbench (employee) and workbench (equipment) on-screen element, enables this behaviour. Trigger settings are also available in other on-screen functions that are designed to capture data.



Click on the task in the job list and click stop. To clock out of the workbench, click on the end day button.

Creating custom terminals

Online Version

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In situations where the workbench terminal templates provided are not suitable for the manufacturing process, custom terminals can be created. Depending on the requirements, it may be quicker and easier to copy an existing terminal, than building a new workbench terminal from scratch. This guide covers both scenarios. Before creating a custom workbench terminal, you should have read the sections:

- Terminals
- Functions
- On-Screen Elements
- Importing the Default Profile
- Default On-Screen Elements

Let's start by learning how we can build a custom terminal by copying an existing terminal template first. When a terminal is copied, all settings relating to the source terminal are copied to the new terminal. It is important to note that the copy process does not create a separate copy of the on-screen elements. Therefore, both terminals will be referencing the same on-screen elements. In cases where a terminal needs to be associated to an existing on-screen element but you want to apply different on-screen element properties, the existing on-screen element should be copied and the properties edited or created from scratch.

To copy a terminal:

1. Select Terminal Maintenance
2. Tick the 'Advanced' predefined terminal
3. Select Copy
4. Enter a suitable value in the Name field (i.e. Work Centre A)
5. Enter a description value in the description field (i.e. Work Centre A)
6. Select [...] in the Linked Equipment field
7. Select the work units to appear as linked equipment (i.e MBFA, MBCC)
8. Uncheck or check the on-screen elements that are required
9. Select Save

ID	Code	Description	Sequence
22	Active Tasks	List of current active tasks	0
7	Add Tasks	Select new tasks to start	10
10	Back to Previous	Return to previous task	20

Creating custom on-screen elements

Online Version

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The online version provides additional links to other related information.

In situations where the default On-Screen Elements provided are not suitable for the manufacturing process, custom on-screen elements can be created. New on-screen elements are typically created when:

- Different terminals require the same on-screen element but with different settings
- On screen elements provided are insufficient for the requirements

To successfully create custom on-screen elements, you must have a good understanding of the different functions included in LYNQ. Functions ultimately determine how the user interacts with the workbench. Refer to the 'Functions' section before starting this section.

It's possible to create custom on screen elements by:

- Copying an existing on-screen element
- Creating the on-screen element from scratch

Both scenarios will be covered in this guide.

Let's assume you have two terminals configured. Work Centre A and Work Centre B and both terminals are using the material issue on-screen element. You decide that in Work Centre B you want to disable the 'allow over issue setting' but in Work Centre A the 'allow over issue setting' is enabled.

This can be achieved by:

1. Creating a copy of the existing on-screen element
2. Amend the default settings
3. Associate the new on-screen element to Work Centre B
4. Disassociate the original on-screen element from Work Centre B

To copy an existing on-screen element

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Elements
5. Select the on-screen element (i.e Material Issues) using the check box
6. Select Copy
7. Change the value in the code field (i.e 'Material Issue - Work Centre B')
8. Select settings against the Material Issue (Active Tasks) function
9. Deselect the option to 'allow over issue'
10. From the Statuses Tab, ensure the 'clocked in status' is selected
11. From the Terminals Tab, select which terminal this will apply to (i.e Work Centre B)
12. Select Save

Creating custom on-screen elements

Online Version

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To remove an on-screen element from a terminal:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Terminals
5. Select the Terminal (i.e Work Centre B) using the check box
6. Select Edit
7. Select the Functions Tab
8. Uncheck the Material Issue on-screen element
9. Select Save

To create a new on-screen element from scratch:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Elements
5. Select New
6. Specify values in fields
 - a. Code
 - b. Description
7. Select which type of resource from the Apply to field
8. Select a control access group value (if applicable)
9. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

New On-Screen Element

SAVE CLOSE

General

Active?

Id

Sequence

Code

Description

Apply to

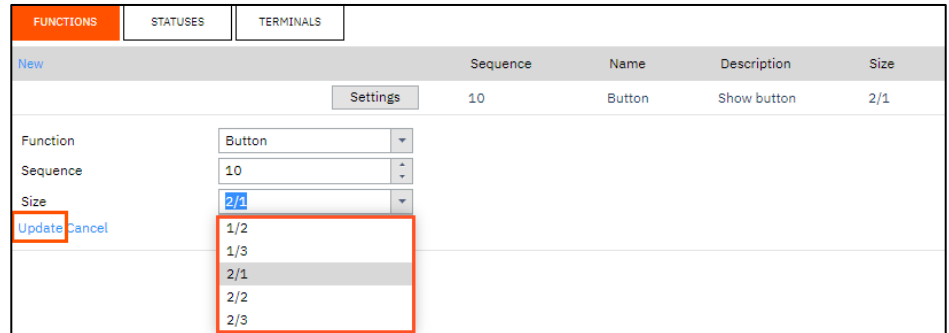
Control access ...

Creating custom on-screen elements

Online Version

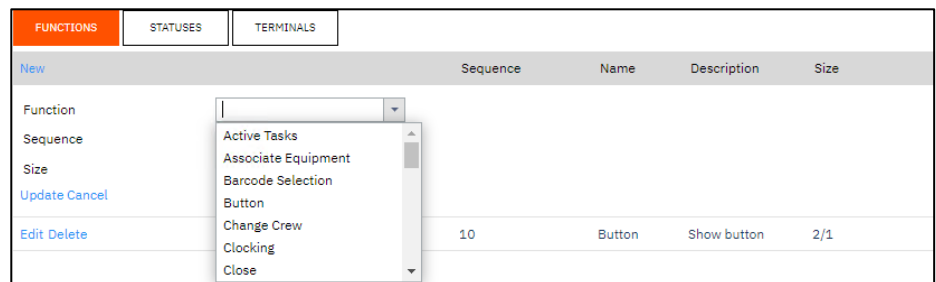
Click [here](#) to read this page online. The online version provides additional links to other related information.

By default, LYNQ will automatically add the button function. You can adjust the size of the button by clicking on Edit and then clicking on Update.



To add additional functions:

1. Select Functions
2. Select New
3. Select the function (i.e Material Issue (Active Tasks))
4. Select a sequence
5. Select Update
6. Select New
7. Select the function (i.e. Process Data)
8. Select a sequence
9. Select Update



To select which statuses the on-screen element will apply to:

1. Select the Statuses Tab
2. Check the relevant Statuses (i.e. clocked in)

To select which terminals the on-screen element will apply to:

1. Select the Terminals Tab
2. Check the relevant Terminals

Click Save when you are ready to save the new on-screen element.

Creating custom on-screen elements

Online Version

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The online version provides additional links to other related information.

In the previous steps you have learnt how to create on-screen elements, manually. LYNQ also includes a quick setup feature that can be used to create and configure a new on-screen element quickly from one screen. This feature is limited to creating on-screen elements for non-productive activity only.

By using the quick setup feature you can easily:

- Associate the on-screen element with an existing/new diversion
- Associate the on-screen element to statuses
- Select which on-screen elements this will show when active
- Associate on-screen element to terminals
- Apply to either employees and/or equipment and specific resources
- Apply to a specific transaction rule

The screenshot shows the 'Advanced Settings' page in the LYNQ system. The navigation bar at the top includes 'HOME | PLANNING | WORKFORCE | FACTORY'. Below this, the 'Advanced Settings' title is followed by a series of tabs: WORKBENCH (highlighted in orange), ACTIONS, AUTOMATION, DESIGNER, ANALYTICS, DEFINITIONS, TIMESHEET, and PERMISSIONS. Under the 'WORKBENCH' tab, there are sub-tabs: ACCESS, TERMINALS, STATUSES, ELEMENTS (highlighted in orange), and MATRIX. Below the sub-tabs, there are buttons for 'NEW', 'QUICK SETUP' (highlighted in orange), 'EDIT', 'DELETE', and 'COPY'. A message says 'Drag a column header here to group by that column'. Below this is a table with columns 'ID', 'Code', and 'Description'. The table contains two rows: one with ID '22', Code 'Active Tasks', and Description 'List of current active tasks'; and another with ID '7', Code 'Add Tasks', and Description 'Select new tasks to start'.

To use the quick setup feature:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Elements
5. Select Quick Setup
6. Select Non Productive Activity
7. Enter a name in the Activity field (i.e. QA Meeting)
8. Enter a description in the Description field (i.e. QA Meeting)
9. Select the diversion it will apply (i.e Add New)
10. Select a colour
11. Select a Type (i.e. Indirect Downtime)
12. Leave ERP non-production code blank
13. Select the relevant transaction rule (i.e. excluded)
14. Select the statuses the on-screen element will apply to (i.e clocked in)
15. Select with on-screen elements should also show in this activity (i.e. back to previous)
16. Select the terminals this should display on
17. Select which resources this can be available to (i.e. Employees Only)
18. Select Save

Creating custom on-screen elements

Online Version

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

The screenshot shows the 'New Non Productive Activity' configuration interface. At the top, there are navigation tabs: HOME | PLANNING | WORKFORCE | FACTORY. Below the title, there are 'SAVE' and 'CLOSE' buttons. The main form is organized into several sections:

- Name this activity:** QA Meeting
- Describe this activity:** QA Meeting
- Assign to diversion code:** (Add new) [dropdown]
- Color:** #9999CC
- Type:** Indirect downtime [dropdown]
- ERP non production code:** [empty field]
- Related transaction rule:** Excluded [dropdown]
- Apply in statuses:** Clocked In; [dropdown]
- OSE available in this activity:** Back to Previous; [dropdown]
- Apply in terminals:** 3 - ADVANCED; [dropdown]
- Apply to:** Employee only [dropdown]
- Apply to selected resources:** Workers [2]; [dropdown]

The new on-screen element is now available as a button on the workbench.

The screenshot shows a workbench interface for user DAN FISHERMAN. The user's profile includes a photo, name, and a timestamp [05 Jun-11:16 AM] - 00:00. Below the profile are four circular gauges for Availability, Performance, Quality, and OLE, all showing a value of 0. To the right, there are two custom on-screen elements (OSDs) with robot arm icons: MBCC / MBCC01 and MBFA / MBFA. At the bottom left, there is a 'Back to Previous' button with a left-pointing arrow.

Configuring roles and groups

Online Version

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

User seats are assigned to groups in seat maintenance and determine which permissions the user will inherit. You assign a role to group(s) and the role is configured with the functional areas of LYNQ that the user will have access to.

By default, a selection of roles are provided when the default profile is imported. Additional roles can be created as required.

HOME | **PLANNING** | WORKFORCE | FACTORY

Seat Maintenance

SEATS | RIGHTS | **ROLES** | GROUPS | CREWS

NEW EDIT DELETE

Drag a column header here to group by that column

<input type="checkbox"/>	Name	Description
>	Supervisors	Supervisor access permissions
>	Workers	Access to workbench only
>	Administrators	Full administrative access
>	<input checked="" type="checkbox"/> Planners	Access to Planning only
>	Workforce	Access to Workforce
>	Managers	Access to Factory
>	REST API	Access to Automation & REST API

Double click on the role to see which rights are enabled.

HOME | **PLANNING** | WORKFORCE | FACTORY

Roles for: [Planners]

SAVE CLOSE

General

Name: Planners
Description: Access to Planning only

RIGHTS | GROUPS

<input type="checkbox"/>	Functional area	Functionality
<input type="checkbox"/>	LYNQ	Advanced Settings
<input checked="" type="checkbox"/>	LYNQ	Documents
<input checked="" type="checkbox"/>	LYNQ	Grid Settings
<input checked="" type="checkbox"/>	LYNQ	Issue Log
<input type="checkbox"/>	LYNQ	Log Viewer
<input checked="" type="checkbox"/>	LYNQ	Message Center
<input type="checkbox"/>	LYNQ	Resource Maintenance

Configuring roles and groups

Online Version

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

Click on the groups tab to see which groups the role is assigned to.

The screenshot shows the 'Roles for: [Planners]' configuration page. At the top, there are navigation tabs: HOME | **PLANNING** | WORKFORCE | FACTORY. Below the title, there are 'SAVE' and 'CLOSE' buttons. The 'General' section contains two input fields: 'Name' with the value 'Planners' and 'Description' with the value 'Access to Planning only'. Below this, there are two tabs: 'RIGHTS' and 'GROUPS' (which is highlighted in orange). The 'GROUPS' tab displays a list of groups with checkboxes. The 'Manufacturing' group is checked and highlighted with an orange border. The list includes: Administrators, Engineering, Finance, HR, Manufacturing (checked), and Production (with a right-pointing arrow).

To configure a new group:

1. Select Home
2. Select Seat Maintenance
3. Select Groups
4. Select New
5. Enter Name and Description for the Group (i.e. Line 3)
6. Select the Parent Group (i.e. Production)
7. Select which users should belong to the group from the Owners Tab
8. Select Save

To configure a new role:

1. Select Home
2. Select Seat Maintenance
3. Select Roles
4. Select New
5. Enter Name and Description for the Role (i.e. Limited Factory)
6. Select the Rights the role includes from the Rights Tab
7. Select the Groups the role is associated to from the Groups Tab
8. Select Save

Configuring crews

Online Version

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

Crews can be used in environments where companies want to track and control activity of multiple operators working on the same activities. Crew data collection activities such as reporting good and bad quantities, are performed no differently to when an employee is using the workbench, outside a crew. Transactions generated whilst working in a crew, will capture the crew name. When the button 'Crew Break' is selected all crew members will go on break at the same time.

LYNQ includes predefined crew codes which can be edited or deleted as required.

HOME | PLANNING | WORKFORCE | FACTORY

Seat Maintenance

SEATS | RIGHTS | ROLES | GROUPS | CREWS

NEW | EDIT | DELETE

Drag a column header here to group by that column

Code	Description
CREW A	Crew A
CREW B	Crew B
CREW C	Crew C

To create a new Crew Code:

1. Select Home
2. Select Seat Maintenance
3. Select Crews
4. Select New
5. Enter a Name in the Code Field
6. Enter a Description in the Description Field
7. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

Crew

SAVE | CLOSE

General

Code	CREW D
Description	Crew D
Family 1	
Family 2	
Family 3	
Family 4	
Family 5	

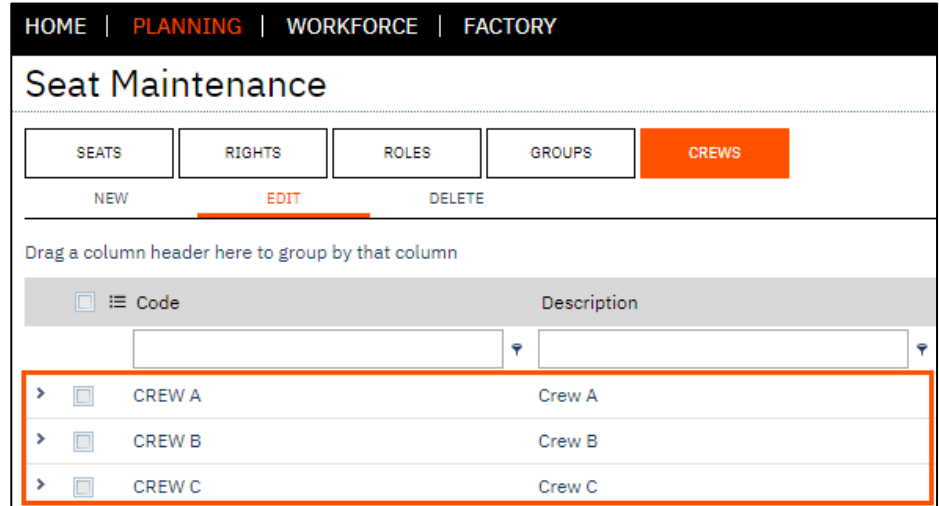
Configuring crews

Online Version

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

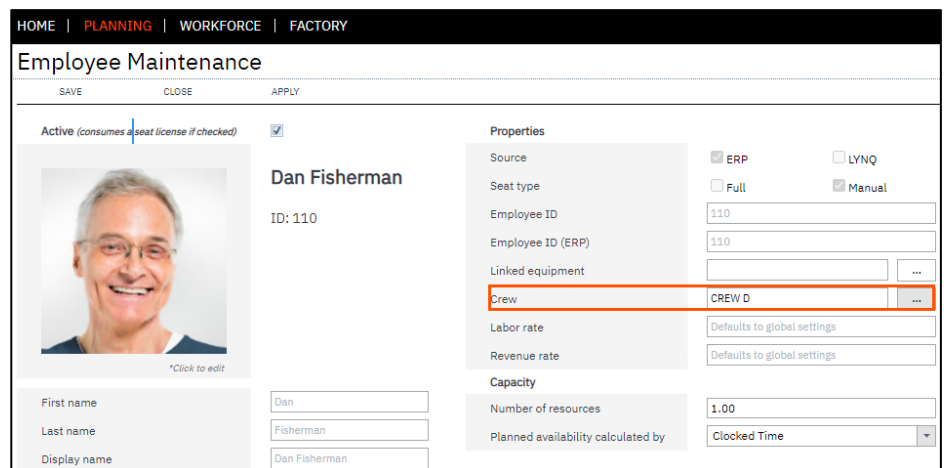
A default crew code can be configured against either:

- Employee Seat
- Terminal



To assign a default crew to an employee seat:

1. Select Home
2. Select Seat Maintenance
3. Select Seats
4. Edit the Employee Seat
5. In the Crew field select the [...] lookup to choose a crew (i.e. Crew D)
6. Select Save



When the user clicks into the workbench that has the join crew (Employee) button enabled, they will clock into the crew that is specified against their employee seat.

Configuring crews

Online Version

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

To assign a default crew to a terminal:

1. Select Home
2. Select Terminal Maintenance
3. Select the Terminal (i.e Crew)
4. Select Edit
5. In the Crew field select the [...] lookup to choose a crew (i.e. Crew C)
6. Select Save

The screenshot shows a web interface for creating a terminal. At the top, there are navigation tabs: HOME | PLANNING | WORKFORCE | FACTORY. Below this is the title 'Create Terminal' and two buttons: SAVE and CLOSE. The form is divided into a 'General' section. Fields include:

- Enabled? (checked)
- Terminal Name: 4 - CREW
- Description: Advanced terminal with crew functionality
- Linked Equipment: MBFA / MBFA01; MBCC / MBCC0; ...
- Crew: CREW C (highlighted with a red box)
- Use Timeout (checked)
- Equipment Terminal: 6 - EQUIPMENT

When a user clocks into the workbench that has the join crew (Terminal) button enabled, they will clock into the crew that is specified against the terminal.

The employee plate will indicate to the user, which crew they are working in.

The employee plate displays the following information:

- Employee Name: DAN FISHERMAN (CREW C)
- Status: [08 Jun-9:59 AM] - 00:42
- Task: Indirect Downtime - No Task
- Metrics:
 - Availability: 1
 - Performance: 0
 - Quality: 0
 - OLE: 0

Crew codes can be configured within these functions:

- Change crew
- Leave crew
- Status change

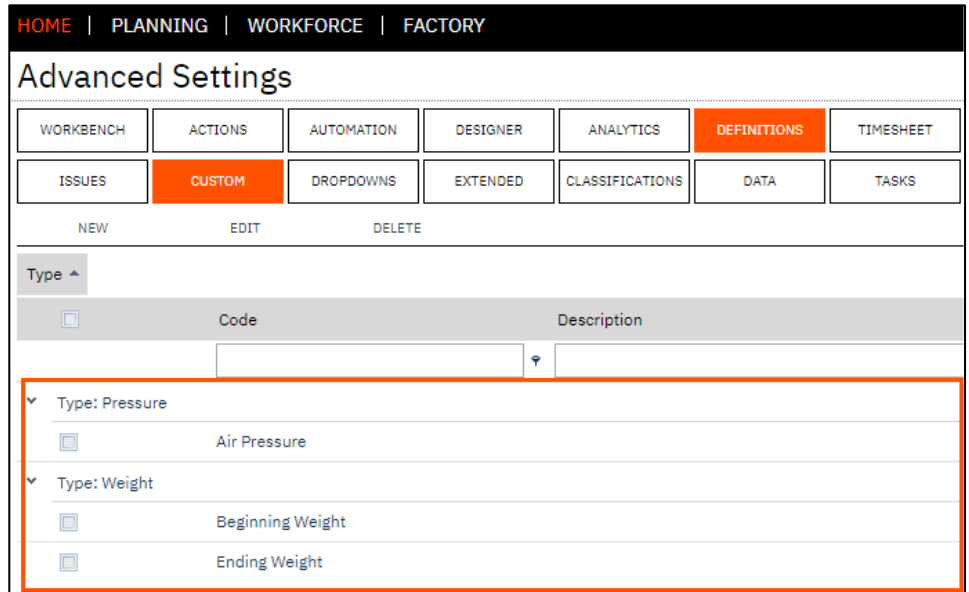
Configuring custom tracking codes

Online Version

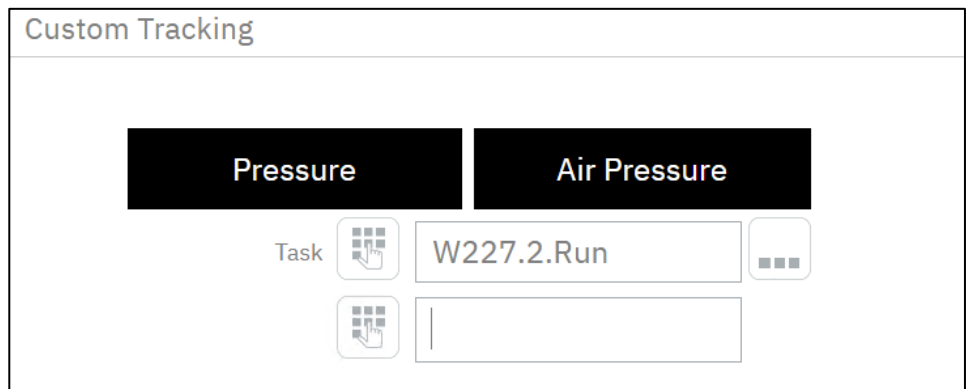
Click [here](#) to read this page online. The online version provides additional links to other related information.

Custom tracking can be used to capture custom data during the manufacturing process. Custom tracking must be configured in LYNQ to use the custom tracking function in the workbench. LYNQ includes 2 predefined custom tracking types which can be edited or deleted as required.

- Pressure
- Weight



When a terminal is configured to use the custom tracking function, users are given the option to enter values against the custom tracking type.



Transactions in transaction review can be analysed by custom tracking type.

The default profile does not include a default on-screen element that includes the custom tracking function. A new on-screen element will need to be created to use this feature.

Configuring custom tracking codes

Online Version

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

To add a new custom tracking type:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Custom
5. Select New
6. Enter a name in the Type field
7. Enter a name in the Issue field
8. Enter a description in the description field
9. Select Save

The screenshot shows a web interface for configuring a custom tracking type. At the top, there is a navigation bar with links for HOME, PLANNING, WORKFORCE, and FACTORY. Below this is a header for 'New Custom Tracking' with 'SAVE' and 'CLOSE' buttons. The main form area is titled 'General' and contains three input fields: 'Type:' with a dropdown menu showing 'Temperature', 'Issue:' with a text input field containing 'Start Temperature', and 'Description:' with a larger text area.

Configuring classification codes

Online Version

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

Classification codes can be used to capture custom data during the manufacturing process. Classification codes are configured with predefined lookup values, unlike custom tracking which allows a user to manually enter a value, without validation. Classification codes must be configured in LYNQ to use the classification function in the workbench. LYNQ includes 2 predefined custom tracking types which can be edited or deleted as required.

- Classification Code 1
- Classification Code 2

The screenshot shows the 'Advanced Settings' page in LYNQ. The navigation bar includes 'HOME | PLANNING | WORKFORCE | FACTORY'. The 'DEFINITIONS' tab is selected, and the 'CLASSIFICATIONS' sub-tab is active. Below the navigation are buttons for 'NEW', 'EDIT', and 'DELETE'. A table lists classification codes. The first code, 'Code: Classification Code 1', is expanded to show two entries: 'Class A' and 'Class B'. Each entry has a checkbox on the left.

Code	Value	Description
Code: Classification Code 1		
<input type="checkbox"/>	Class A	
<input type="checkbox"/>	Class B	

To add a new Classification Code:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Classifications
5. Select New
6. Enter a name in the Code field
7. Enter a value in the Value field
8. Enter a description in the description field
9. Select Save

The screenshot shows the 'New Classification Code' form in LYNQ. The navigation bar includes 'HOME | PLANNING | WORKFORCE | FACTORY'. The form has 'SAVE' and 'CLOSE' buttons. Under the 'General' section, there are three fields: 'Code' (a dropdown menu showing 'Classification Code 3'), 'Value' (a text input field with 'Value 1'), and 'Description' (a larger text area).

Configuring classification codes

Online Version

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

Repeat steps 1 to 9 to create additional lookup values.

Classification codes can be enabled within these functions:

- Scheduled Tasks
- Barcode Selection
- Production issues
- Start next
- Start task
- Timesheet

Scheduled tasks function visualisation

Transactions in transaction review can be analysed by the classification code.

Configuring extended tracking

Online Version

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

Extended tracking details are used to provide additional tracking information when reporting:

- Material Issues
- Material Rejects
- Scrap
- Operational Quantity

Extended tracking details may include data such as:

- Location
- Warehouse
- Bin Number
- Lot Number
- Serial Number
- Scrap Reason Code

Extended tracking details can be enabled within these functions.

- Scheduled Tasks
- Material Issues (Active Task)
- Material Issues (Jobs)
- Material Reject
- Report Multiple
- Report Single
- Timesheet

Extended Tracking Details Button

The screenshot shows a software interface for a report titled 'W202.1.Run'. On the left, there is a 'Details' section with a table of information:

Start Date	5/30/2020 6:21 PM
Activity	Run
Job	W202
Stock Code	B100
Description	Bicycle
Operation	1
Description	Bicycle Assembly
Qty (Planned)	1.00

On the right, there is a 'Report:' section. It contains two rows of input fields. The first row is for 'Quantity' with a value of '0'. The second row is for 'Scrap' with a value of '0'. Each row has a grid icon button, a minus sign, a plus sign, and a refresh icon. An orange box labeled 'EXTENDED TRACKING' points to the grid icon button in the 'Quantity' row. Below each input field is a 'Notes' text area.

Click on the extended tracking details button to add tracking information. The extended tracking details screen will only display the tracking columns that are required to be entered. Extended tracking details must be entered when Enterprise Resource Planning requires this data.

Configuring extended tracking

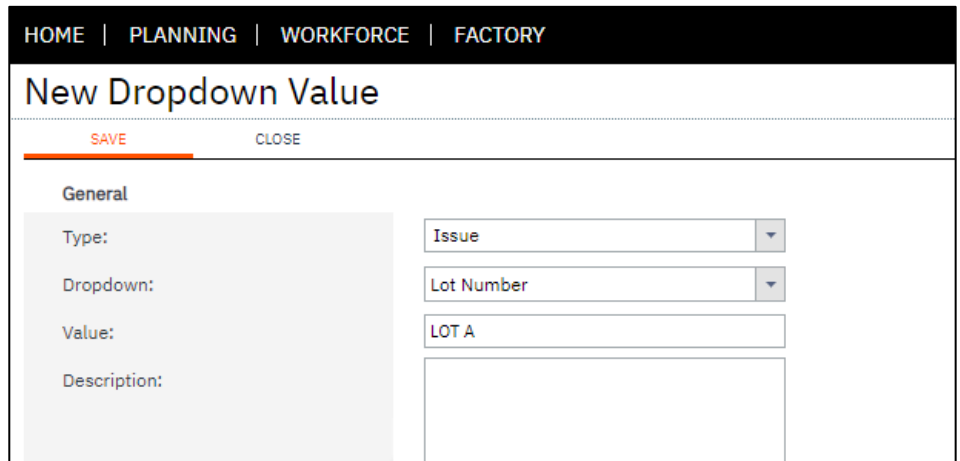
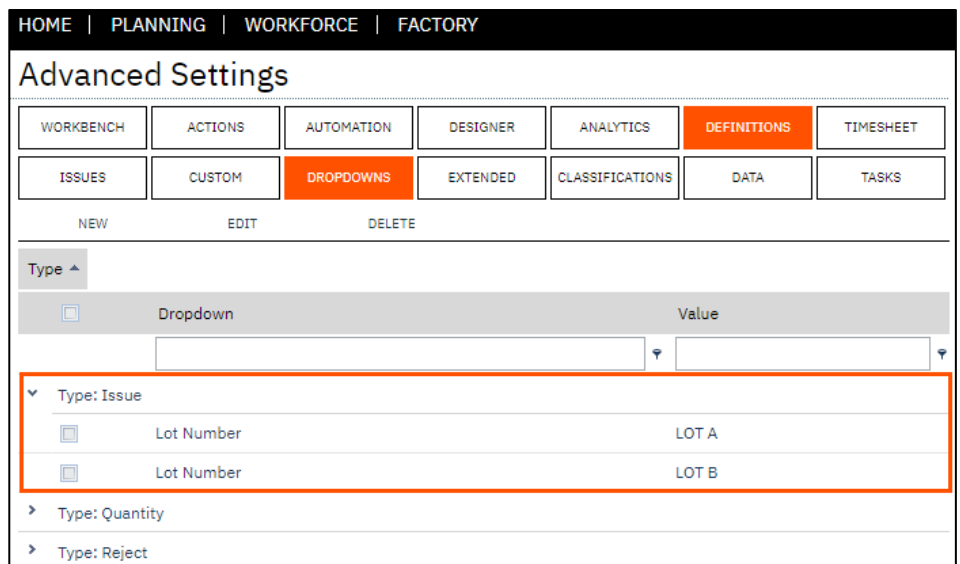
Online Version

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

It's possible to configure default dropdown values for extended tracking to improve accuracy and/or reduce the amount of data the user must enter when reporting, material issues, material rejects, scrap and quantity. At the time of publishing this guide, LYNQ does not automatically retrieve tracking data from Enterprise Resource Planning. The data must be entered manually.

To create new dropdown values:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Dropdowns
5. Select New
6. Select Type (i.e Issue)
7. Enter Lot Number in the Dropdown Field
8. Enter the Lot value in the Value Field (i.e LOT A)
9. Select Save
10. Repeat steps 1 to 9 to create a second dropdown value (i.e. LOT B)

Type	Dropdown	Value
▼ Type: Issue	<input type="checkbox"/>	
	<input type="checkbox"/>	Lot Number
	<input type="checkbox"/>	Lot Number
> Type: Quantity		
> Type: Reject		

Configuring extended tracking

Online Version

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

To configure extended tracking default dropdown values:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Extend
5. Expand the Issue row
6. Double click on Material Issue Details
7. Set the dropdown value to Lot Number
8. Set the Default Dropdown value to LOT A
9. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

Edit Extended Tracking Details

SAVE CLOSE

General

Extended tracking for: Issue

Code: Material Issue Details

Description:

Enabled	Column Name	Dropdown Value	Default Dropdown Value
<input type="checkbox"/>	Location		
<input type="checkbox"/>	Warehouse		
<input checked="" type="checkbox"/>	Bin Number		
<input checked="" type="checkbox"/>	Lot Number	Lot Number	LOT A
<input checked="" type="checkbox"/>	Serial Number		
<input checked="" type="checkbox"/>	Notes		

When performing a material issue for a lotted component, the extended tracking details screen will automatically default the dropdown value (i.e. LOT A). The user can overwrite this value with another value from the dropdown list.

Material Issue - Part number COMPC-Binned and Lotted Component

Quantity	Lot Number
10	LOT A
	LOT A
	LOT B
	LOT A

Configuring data selectors

Online Version

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

Data selectors are used to display a grid view of values based upon pre-selected columns, column sequence and sort order. A data selector can include one or more group levels for a better user experience. By default, the following data selectors are included.

- Administration
- Job Order Selection
- Job Order to Operation Selection
- Operation Selection

HOME | PLANNING | WORKFORCE | FACTORY

Advanced Settings

WORKBENCH	ACTIONS	AUTOMATION	DESIGNER	ANALYTICS	DEFINITIONS	TIMESHEET
ISSUES	CUSTOM	DROPDOWNS	EXTENDED	CLASSIFICATIONS	DATA	TASKS

NEW EDIT DELETE

Drag a column header here to group by that column

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Administration	Shows data related to product and job
<input type="checkbox"/>	Job Order Selection	Shows data relating to job orders
<input type="checkbox"/>	Job Order to Operation Selection	Shows data related to job order first with drill-down to operational data
<input type="checkbox"/>	Operation Selection	Shows data relating to operations

Data selectors are required for these functions.

- Material Issues (Jobs)
- Production Issues
- Task(s) Selection
- Timesheet

Let's take a look at the task(s) selection function which uses the operation selection data selector. The task(s) selection function is included in the add task on-screen element. When a user clicks on the add task button in the workbench, the user can select a task to start from the grid. The data selector determines the number of group levels and the columns included in the grid view. The operation selection data selector only has one group.

Select Task(s)							
<input type="checkbox"/>	Job	Stock Code	Description	Operation	Activity	Description	Equipment
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	W230	B100	Bicycle	1	Setup	Bicycle Assembly	MBFA01
	W230	B100	Bicycle	1	Run	Bicycle Assembly	MBFA01

Configuring data selectors

Online Version

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

Operation Selection Data Selector

The screenshot shows the 'Edit Data Selector' window for 'Operation Selection'. The window has a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below the title 'Edit Data Selector', there are 'SAVE' and 'CLOSE' buttons. The 'General' section contains 'Name' (Operation Selection) and 'Description' (Shows data relating to operations). Below this is a 'Group 1' tab with 'x' and '+' icons. A table lists the selected fields with their sequence, sort order, and field name.

<input type="checkbox"/>	Sequence	Sort	Field Name
<input checked="" type="checkbox"/>	10	Desc	Job
<input checked="" type="checkbox"/>	20	None	Stock Code
<input checked="" type="checkbox"/>	30	None	Description
<input checked="" type="checkbox"/>	40	Asc	Operation
<input checked="" type="checkbox"/>	45	Desc	Activity
<input checked="" type="checkbox"/>	50	None	Description
<input checked="" type="checkbox"/>	100	None	Equipment
<input type="checkbox"/>	0	None	Activity

To edit a data selector:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Data
5. Select the relevant Data Selector
6. Edit the sector as required
7. Select Save

To create a new single group data selector:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Data
5. Select New
6. Enter a name in the Name field
7. Enter a description in the Description field
8. Select the columns required
9. Change the sort order as required
10. Select Save

Configuring data selectors

Online Version

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

The online version provides additional links to other related information.

Let's assume you want to provide a better user experience and display the data grid in the add tasks button differently. You would like the users to be able to select the stock code first, and then the job or task.

To achieve this, you would need to configure a new multi group data selector.

To create a new multi group data selector:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Data
5. Select New
6. Enter a name in the Name field (i.e Tasks by Stock Code/Job)
7. Enter a description in the Description field (i.e. Tasks by Stock Code/Job)
8. Select the Job, Description, Operation, Activity, Description and Equipment columns
9. Change the sort order as below
10. Click on the + symbol to the right of the Group 1 Tab
11. Select the Stock Code column
12. Select Save

Data Selector Group 1

HOME | PLANNING | WORKFORCE | FACTORY

Edit Data Selector

SAVE
CLOSE

General

Name

Description

Group 1 x +

<input type="checkbox"/>	Sequence	Sort	Field Name
<input checked="" type="checkbox"/>	10	None ▾	Job
<input checked="" type="checkbox"/>	20	None ▾	Description
<input checked="" type="checkbox"/>	30	None ▾	Operation
<input checked="" type="checkbox"/>	40	None ▾	Activity
<input checked="" type="checkbox"/>	50	None ▾	Description
<input checked="" type="checkbox"/>	60	None ▾	Equipment

Configuring data selectors

Online Version

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

Data Selector Group 2

To apply the new data selector to the add tasks button, you will need to amend the add tasks on-screen element.

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Elements
5. Select the Add Tasks element
6. Select Edit
7. Select Settings in the Task(s) Selection row
8. Change the value in the Show Data from field to Tasks by Stock Code/Job
9. Select Save

Now clock into a workbench that includes the add tasks on-screen element to see how the new data selector is presented.

Configuring data selectors

Online Version

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

Data Selector Group 2 displays first

Stock Code	
<input type="checkbox"/>	
<input type="checkbox"/>	B711
<input checked="" type="checkbox"/>	B100
<input type="checkbox"/>	Q103

49
Item(s)

▶▶
Next

▶▶▶
Last

◊
Next

Data Selector Group 1 displays second

<input type="checkbox"/>	Job	Description	Operation	Activity	Description	Equipment
<input type="checkbox"/>						
<input type="checkbox"/>	W227	Bicycle	2	Run	Quality & Inspection	MBQA01
<input type="checkbox"/>	W228	Bicycle	2	Run	Quality & Inspection	MBQA01
<input type="checkbox"/>	W229	Bicycle	2	Run	Quality & Inspection	MBQA01
<input type="checkbox"/>	W23	Bicycle	2	Run	Quality & Inspection	MBQA01
<input type="checkbox"/>	W230	Bicycle	2	Run	Quality & Inspection	MBQA01

160
Item(s)

▶▶
Next

▶▶▶
Last

✕
Prev

✓
OK

Configuring statuses

Online Version

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

LYNQ includes a number of different status codes which determine the status of employees or equipment. For example, when a user clocks in to the workbench in the morning and no jobs are running, their status will be displayed as Indirect Downtime -No Task. If the user clicks on the meeting button, their status will change to Indirect Downtime – Meeting. Throughout LYNQ you will see references to employee and equipment status.

HOME | PLANNING | WORKFORCE | FACTORY

Advanced Settings

WORKBENCH | ACTIONS | AUTOMATION | DESIGNER | ANALYTICS | DEFINITIONS | TIMESHEET | PERMISSIONS | RULES | GENERAL | PROFILES

ACCESS | TERMINALS | **STATUSES** | ELEMENTS | MATRIX

NEW | EDIT | DELETE


Drag a column header here to group by that column

ID	Status	Description	Clocked Time Counted	Task Time Counted	Task	Minimum Rest Time
3	Break	Work interruption	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Break	
1	Clocked In	Working time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No Task	
8	Equipment Failure	Equipment failure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment Failure	
9	General Breakdown	General breakdown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Breakdown	

Statuses are required for these functions:

- Clocking
- Change Status

A status includes settings that define whether the clocked in time will be counted and whether the task time will be counted. Statuses can be configured to show other on-screen elements. For example, when the user changes their status to meeting by clicking on the meeting button in the workbench, the back to previous, messages and end day elements are displayed. This helps you to build a process workflow for employees and equipment into the workbench.




DAN FISHERMAN
[04 Jun-11:17 AM] - 03:34
Indirect Downtime - Meeting

0
Availability

0
Performance




0
Quality

0
OLE



MBCC / MBCC01

Active Tasks

Start Date	End Date	Job	Stock Code
<div style="border: 1px solid orange; padding: 5px; display: inline-block; margin-bottom: 5px;">ON SCREEN ELEMENTS</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid orange; padding: 10px; text-align: center; width: 30%;">  Back to Previous </div> <div style="border: 1px solid orange; padding: 10px; text-align: center; width: 30%;">  Messages </div> <div style="border: 1px solid orange; padding: 10px; text-align: center; width: 30%;">  End Day </div> </div>			

Configuring statuses

Online Version

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

Depending on where your employees are located, you may be required under state law to provide minimum rest periods. You can configure a status to include a minimum rest time.

To configure a minimum rest time for breaks:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Statuses
5. Select a Status (i.e break)
6. Select Edit
7. Select the Minimum Rest Time checkbox
8. Enter a value in the Minimum Rest Time field. (i.e 00:15)
9. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

Status Editor

SAVE CLOSE

General

Status: Break

Description: Work interruption

Task Code: Break

Minimum Rest Time: 00:15

Clocked Time Counted:

Task Time Counted:

On-Screen Elements

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	Active Tasks	List of current active tasks
<input checked="" type="checkbox"/>	Back to Previous	Return to previous task
<input checked="" type="checkbox"/>	End Day	Ends the day for an employee
<input checked="" type="checkbox"/>	Scheduled Actions	Shows any actions scheduled to occur for employee or equipment

Next you will need to turn on the checking of minimum rest times for any on-screen elements that appear when the user clicks on the break on-screen element. (i.e back to previous and end day)

To enable a minimum rest time for related on-screen elements:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Elements
5. Select the Back to Previous on-screen element

Configuring statuses

Online Version

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

6. Select Edit
7. In the Status Change row click on the Settings button
8. Change the value in the Apply Minimum Rest Time from None to either Warning or Prevent
9. Select Save

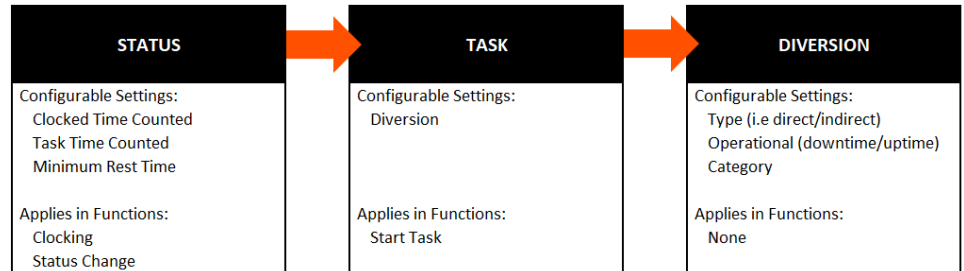
Now when the user returns from break before the minimum rest time, the appropriate warning or prevent message is displayed in the workbench.

Configuring statuses

Online Version

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

To properly configure additional status codes, it is important to understand the relationships between statuses, tasks and diversions. Statuses have a relationship with a task code. A task code has a relationship with a diversion code. It is advisable to configure these in reverse order. Starting with diversions then tasks then statuses.



To create a new status:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Statuses
5. Select New
6. Enter name in the status field (i.e. Team Meeting)
7. Enter a description in the description field
8. Select the relevant predefined task code (i.e Team Meeting)
9. Select if a minimum rest time is applicable
10. Select Clocked Time Counted
11. Select which on-screen elements this status will show when active
12. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

Status Editor

SAVE CLOSE

General

Status: Team Meeting

Description: Team Meeting

Task Code: Team Meeting ...

Minimum Rest Time: []

Clocked Time Counted:

Task Time Counted:

On-Screen Elements

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	[]	[]

Back to Previous Return to previous task

Configuring predefined tasks

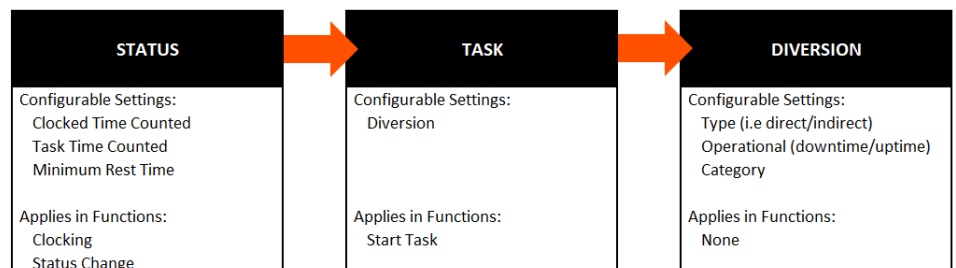
Online Version

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

Users can perform data collection activities against predefined tasks. By default, a range of predefined tasks are included. In situations where the default predefined tasks provided are not suitable for the manufacturing process, custom predefined tasks can be created.

Code	Description	Diversion
		Not Specified
<input type="checkbox"/>	Break	Break
<input type="checkbox"/>	Engineering	Engineering
<input type="checkbox"/>	Equipment Failure	Equipment Failures
<input type="checkbox"/>	General Breakdown	General Breakdowns
<input type="checkbox"/>	Holiday	Holiday
<input type="checkbox"/>	Lunch	Lunch
<input type="checkbox"/>	Major Adjustment	Major Adjustments
<input type="checkbox"/>	Material Shortage	Material Shortages
<input type="checkbox"/>	Meeting	Meeting
<input type="checkbox"/>	No Task	No Task
<input type="checkbox"/>	Office Time	Not Specified

It is important to remember that statuses have a relationship to a predefined task and a predefined task has a relationship to a diversion. Therefore, when creating new predefined tasks, it is recommended to create the diversion first.



To create a new predefined task:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Tasks
5. Select New
6. Enter a name in the Code and Description field (i.e Team Meeting)
7. Select a Diversion the predefined task relates to (i.e. Team Meeting)
8. Select Save

Configuring predefined tasks

Online Version

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

The screenshot shows a web application interface for editing predefined tasks. At the top, a navigation bar contains the links: HOME | PLANNING | WORKFORCE | FACTORY. Below this is the title 'Edit Predefined Task'. Underneath the title are two buttons: 'SAVE' and 'CLOSE'. The main content area is titled 'General' and contains three input fields: 'Code' with the value 'Team Meeting', 'Description' with the value 'Team Meeting', and 'Diversion' with a dropdown menu currently showing 'Team Meeting'.

Configuring diversions

Online Version

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

Diversions are used extensively in LYNQ and used to properly calculate key performance indicators such as:

- Availability
- Performance
- Overall Employee Effectiveness (OLE)
- Overall Equipment Effectiveness (OEE)
- Total Effective Equipment Performance (TEEP)

When creating new custom diversions, you should carefully consider how you want to configure the diversion type and the operational type fields.

Diversion Type:

- Direct
- Indirect
- Non-operational

Direct defines activity which is engaged directly in the manufacture of a product. Indirect defines activity which is not engaged directly in the manufacture of a product. Non-operational defines activity which is neither direct or indirect.

Operational Type:

- Uptime
- Downtime
- Non-operational time

Uptime defines that the resource is engaged in activity which is directly related to the manufacture of a product. Downtime defines that the resource is engaged in activity which is not directly related to the manufacture of a product. Non-operational time defines a resource is engaged in neither uptime or downtime.

Examples of Activity:

Activity	Diversion Type	Operational Type
Setup Time	Direct	Downtime
Run Time	Direct	Uptime
Teardown	Direct	Downtime
Meeting	Indirect	Downtime
Break	Indirect	Downtime
Lunch	Non-operational	Non-operational

Configuring diversions

Online Version

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

You will notice that a range of reports and dashboards can be analysed by diversion.

HOME | PLANNING | WORKFORCE | **FACTORY**

Employee Analysis

DASHBOARD | BY EMPLOYEE | BY PERIOD | **BY DIVERSION** | AVAILABILITY

DAY | WEEK | MONTH

Drag a column header here to group by that column

Period	Employee ID	Employee	Break (Hrs)	Sick Leave (Hrs)	No Task (Hrs)	Lunch (Hrs)	Meeting (Hrs)
6/4/2020	110	Dan Fisherman	1.67	7.50	3.39	0.19	0.92
6/4/2020	102	Dean Cook	0.00	0.00	0.00	0.00	0.00
6/4/2020	103	Donald McLain	0.00	0.00	0.00	0.00	0.00
6/4/2020	105	Jacob Stottman	0.00	0.00	0.00	0.00	0.00
6/4/2020	4	James Francis	0.00	0.00	0.00	0.00	0.00

To create a new diversion:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Diversions
5. Select Custom
6. Select New
7. Enter a name in the Code and Description field (i.e Team Meeting)
8. Select a Diversion Type from the dropdown (i.e. Indirect)
9. Select an Operational Type from the dropdown (downtime)
10. Select a Colour
11. Select Save

HOME | PLANNING | WORKFORCE | **FACTORY**

Diversion Code Editor

SAVE | CLOSE

General

Code: Team Meeting

Description: Team Meeting

Type: Indirect

Operational: Downtime

Category: Default Category

ERP non production code:

Color: #66CCCC

ADD | REMOVE

Task	Order Number	Description

Configuring diversions

Online Version

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

Once you have completed the steps in the sections below, it's time to add the new meeting status to a new on-screen element.

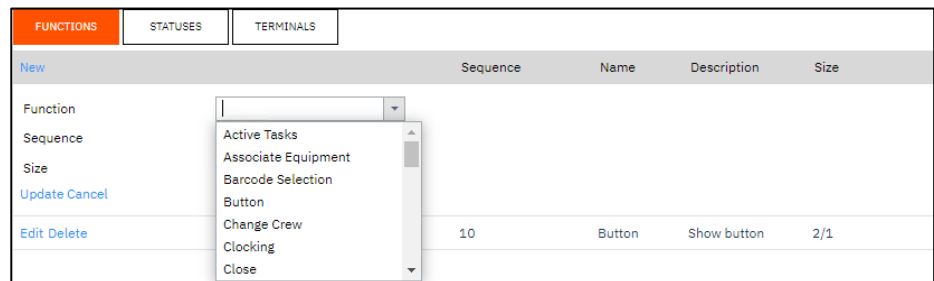
- Configuring Statuses
- Configuring Predefined Tasks
- Configuring Diversions

To associate a status to a new On-Screen Element:

1. Select Settings
2. Select Advanced Settings
3. Select Workbench
4. Select Elements
5. Select New
6. Specify values in fields
 - a. Code (Team Meeting)
 - b. Description (Team Meeting)
7. Select which type of resource from the Apply to field
8. Select a control access group value (if applicable)
9. Select Save

To add the status change function:

1. Select Functions
2. Select the function (Status Change)
3. Select a sequence (i.e 20)
4. Select Update
5. Select New
6. Select the function (i.e. Process Data)
7. Select a sequence (i.e 30)
8. Select Update



Configuring diversions

Online Version

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

To configure the status change settings:

1. Select Functions
2. Locate the Status Change function
3. Select Settings
4. Select Team Meeting from the Target Status field
5. Select Save

The screenshot shows the 'Status Change' configuration window. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. Below the title 'Status Change', there are 'SAVE' and 'CLOSE' buttons. The 'General' section contains several settings:

- Remain in current status:
- Back to previous status:
- Target status: **Team Meeting** (highlighted with a red box)
- Reset accounting date:
- Record clocked in (payroll):
- Record clocked out (payroll):
- Apply status change to whole crew:
- Apply minimum rest time (see status):

To configure the process data settings:

1. Select Functions
2. Locate the Process Data function
3. Select Settings
4. Select Team Meeting from the Target Status field
5. Select the Labour Checkbox
6. Select Save

The screenshot shows the 'Process Data' configuration window. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. Below the title 'Process Data', there are 'SAVE' and 'CLOSE' buttons. The 'Processing Options' section contains several settings:

- Labor**: (highlighted with a red box)
- Quantity:
- Scrap:
- Status:
- Material Reject:
- Material Issue:
- Equipment Time:
- Apply status to whole crew:

The 'Triggered Activity' section contains:

- Trigger employee activity:
- Trigger equipment activity:

Configuring diversions

Online Version

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

To configure the statuses the on-screen element will be available in:

1. Select Statuses
2. Select Clocked In
3. Select Save

The screenshot shows the 'Edit On-Screen Element' window with the following configuration:

- General**
 - Active?
 - Id: 289
 - Sequence: 10
 - Code: Team Meeting
 - Description: Team Meeting
 - Apply to: Employee & Equipment
 - Control access: ...
- FUNCTIONS** | **STATUSES** | TERMINALS
- Statuses Table:**

<input type="checkbox"/>	Status	Description
<input type="checkbox"/>		
<input type="checkbox"/>	Break	Work interruption
<input checked="" type="checkbox"/>	Clocked In	Working time
<input type="checkbox"/>	Equipment Failure	Equipment failure

To configure the terminals the on-screen element will be available in:

1. Select Terminals
2. Select a Terminal (i.e Advanced)
3. Select Save

Configuring diversions

Online Version

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

HOME | PLANNING | WORKFORCE | FACTORY

Edit On-Screen Element

SAVE CLOSE

General

Active?

Id: 289

Sequence: 10

Code: Team Meeting

Description: Team Meeting

Apply to: Employee & Equipment

Control access: ...

FUNCTIONS | STATUSES | **TERMINALS**

<input type="checkbox"/>	Terminal Name	Description
<input type="checkbox"/>		
<input type="checkbox"/>	1 - ENTRANCE	Clock in and out to start/end your day
<input type="checkbox"/>	2 - BASIC	Basic terminal with limited options
<input checked="" type="checkbox"/>	3 - ADVANCED	Advanced terminal with extended functionality

Now clock into the workbench as an employee and click on the new team meeting button. The employee status will change to Indirect Downtime – Team Meeting. Leave the employee in this status for a few minutes and then click back to previous.

DAN FISHERMAN
[04 Jun-11:17 AM] - 10:04
Indirect Downtime - Team Meeting

Availability Performance Quality OLE

MBCC / MBCC01 MBFA / MBFA

Back to Previous

You should also see a transaction in the transaction review screen

HOME | PLANNING | **WORKFORCE** | FACTORY

Transaction Review

SUBMITTED | APPROVED | ERRORS | **ALL** | EXCLUDED

APPROVE UNPOST NEW EDIT COPY EXCLUDE DELETE SYNC

Drag a column header here to group by that column

<input type="checkbox"/>	Result	Comments?	Trx Date	Status	Employee	Equipment	Task	Trx.Type	Diversion	Labor (Hrs)
<input type="checkbox"/>	Click to add		6/4/2020	Excluded	Dan Fisherman		Team Meeting	Labor	Team Meeting	0.06

Configuring transaction rules

Online Version

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

The online version provides additional links to other related information.

Transactions rules provide further flexibility than the default approval status settings, which do not allow conditions to be applied. Transaction rules can be configured to change the default approval status to:

- Approved
- Excluded
- Submitted

Advanced Settings											
WORKBENCH	ACTIONS	AUTOMATION	DESIGNER	ANALYTICS	DEFINITIONS	TIMESHEET	PERMISSIONS	RULES	GENERAL	PROFILES	
NEW	EDIT	DELETE									
Drag a column header here to group by that column											
<input type="checkbox"/>	Code	Description	Status								
<input type="checkbox"/>	Exclude Equipment	Do not post equipment transactions	Excluded								
<input type="checkbox"/>	Excluded	Exclude selected diversion transactions	Excluded								
<input type="checkbox"/>	Material Issue	Approve material issue transactions	Approved								
<input type="checkbox"/>	Material Reject	Exclude material reject transactions	Excluded								

The rule can be applied to:

- Transaction type
- Conditional IF statements for quantity, labour time and issue quantity
- Task type
- Diversion
- Employee
- Equipment

To configure a new transaction rule:

- Select Advanced Settings
- Select Rules
- Select New
- Enter a name in the Code field
- Enter a description in the Description field
- Set the desired Approval Status
- Specify which types of transactions the approval status will apply to
- Specify if there conditions for setting the approval status
- Specify which task the approval status will apply to
- Specify which diversions the approval status will apply to
- Specify which employees the approval status will apply to
- Specify which equipment the approval status will apply to

Configuring periods

Online Version

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

Periods are used within the workbench to filter data in the job list or in task lookups. By default, a range of periods are provided. In situations where the default periods provided are not suitable for the manufacturing process, custom periods can be created.

ID	Code	Description	Type	Days Before	Days After	Start Date	End Date
3	+ 14 days	Today + 14 days	From Today	1	14		
4	+ 30 days	Today + 30 days	From Today	0	30		
5	+ 7 Days	Today + 7 days	From Today	0	7		
2	+/- 3 days	Today +/- 3 days	From Today	3	3		
1	Today	Today	From Today	0	0		

To create a new period:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Periods
5. Select New
6. Enter a Name in the Code & Description field (i.e. Today + 60 Days)
7. Select the Task Loading Type (i.e. From Today)
8. Specify a Current Date – Days value (i.e. 0)
9. Specify a Current Date + Days value (i.e. 60)
10. Select Save

The new period can be added to functions:

- Scheduled Tasks
- Task(s) Selection
- Production Issues

Configuring alerts scheduler

Online Version

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

Alerts can be triggered at a fixed time or recurring time interval. By default, a range of fixed time and recurring time schedulers are provided. In situations where the default schedulers provided are not suitable for the manufacturing process, custom schedulers can be created.

HOME | PLANNING | WORKFORCE | FACTORY

Advanced Settings

WORKBENCH ACTIONS AUTOMATION DESIGNER ANALYTICS DEFINITIONS TIMESHHEET PERMISSIONS RULES GENERAL

ISSUES CUSTOM DROPDOWNS EXTENDED CLASSIFICATIONS DATA TASKS PERIODS DIVERIONS SCHEDULER

NEW EDIT DELETE

Drag a column header here to group by that column

ID	Code	Description	Type	Fixed Time	Execution Interval
5	Every 30 minutes		Recurring		00:30
7	Every 1 minute		Recurring		00:01
8	Every 1 hour		Fixed	00:00	
11	Every 5 minutes		Recurring		00:05
32	Daily 00:01		Fixed	00:01	

To create a new scheduler:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Scheduler
5. Select New
6. Enter a Name in the Code & Description field (i.e. Every 4 Hours)
7. Select the Scheduler Type (i.e. Recurring)
8. Select the days the scheduler will be available
9. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

New Schedule

SAVE CLOSE

General

Code: Every 4 Hours

Description: Every 4 Hours

Schedule

Schedule Type: Recurring Fixed

Fixed Time: 00:00

Start Time: 00:00

End Time: 23:00

Execution Interval: 04:00

Daily

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The new scheduler is now available from alert maintenance.

HOME | PLANNING | WORKFORCE | FACTORY

Alert Maintenance

NEW EDIT DELETE SAVE

Alert Name	Thresholds	Recipients	Schedule
Employee Availability	75.00 - 120.00 Ignore zero value <input checked="" type="checkbox"/>	Manufacturing	Every 4 Hours
Employee Downtime	0.00 - 10.00 Ignore zero value <input checked="" type="checkbox"/>	Manufacturing	Every 30 minutes Every 1 minute Every 1 hour Every 5 minutes
Employee Group Availability	75.00 - 120.00 Ignore zero value <input checked="" type="checkbox"/>	Manufacturing	Daily 00:01 Every 4 Hours

Configuring actions

Online Version

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

Actions allow certain data collection events to be scheduled or executed manually. For example, an action could automatically send all clocked in employees or a group of clocked in employees to lunch at a certain time. Actions could also be setup so they are only triggered manually by a user. Actions can also apply to equipment.

HOME PLANNING WORKFORCE FACTORY										
Advanced Settings										
WORKBENCH	ACTIONS	AUTOMATION	DESIGNER	ANALYTICS	DEFINITIONS	TIMESHEET	PERMISSIONS	RULES	GENERAL	PROFILES
NEW		QUICK SETUP		EDIT		DELETE		COPY		EXECUTE
Drag a column header here to group by that column										
ID	Code	Description	Active?	Apply to	Scheduled Event	Schedule	Time			
>	166	Break	Manual action - switch employee to break	Active	Employee only	Manual				
>	164	End Day	Manual action - clock off employee	Active	Employee only	Manual				
>	167	General Breakdowns	Manual action - switch equipment to general breakdown	Active	Equipment only	Manual				
>	162	Reset Accounting Date (Machines)	Automatic action - reset of accounting date	Active	Equipment only	Daily 00:01	Fixed		00:01	
>	165	Turn Off	Manual Action - turn off equipment	Active	Equipment only	Manual				

To configure a scheduled action:

1. Select Advanced Settings
2. Select Actions
3. Select Quick Setup
4. Enter a Name and Description (i.e. Morning Shift Break (15 Mins))
5. Select the Execute By Value (i.e Enter Manually at 10:30)
6. Select the status that employees should change to (i.e Break)
7. Select status codes to apply to (i.e clocked in, meeting, project)
8. Select the Return to Previous value (i.e. Enter Manually at 10:45)
9. Select Save

HOME PLANNING WORKFORCE FACTORY	
New Action	
SAVE CLOSE	
General	
Name	Morning Shift Break (15 Mins)
Description	Morning Shift Break (Mins)
Execute by	(Enter manually) 10:30
Change status to	Break
Record clocked in (payroll)	(Blank)
Reset accounting date	<input type="checkbox"/>
Stop all active jobs	<input type="checkbox"/>
Apply to status	Clocked In; Meeting; Project; Trai ...
Apply to	Employee & Equipment
Control Access	<input type="checkbox"/> ...
Return to previous status	<input checked="" type="checkbox"/> (Enter manua) 10:45

Configuring actions

Online Version

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

Once the action has been performed, all employees will be in the status of lunch. The workbench and employee status screen will show that the employee are in the status lunch. When the employee returns from lunch they can use the back to previous button on the workbench.

Actions can be activated or deactivated and triggered manually from status pages in the application. This functionality provides a quick and easy way to perform actions against single or multiple resources. The execute by field must specify that the action is for manual execution. Actions that are setup for manual execution can be manually triggered in the employee and equipment list views.

To configure a manual action:

1. Select Advanced Settings
2. Select Actions
3. Select Quick Setup
4. Enter a Name and Description (i.e. Clock Users Out)
5. Select the Execute By Value (i.e Manual Execution)
6. Select the status that employees should change to (i.e Out/Off)
7. Select Save

The screenshot shows the 'New Action' configuration interface. At the top, there are navigation links: HOME | PLANNING | WORKFORCE | FACTORY. Below this is the title 'New Action' and two buttons: SAVE and CLOSE. The main form is organized into a 'General' section on the left and a right-hand column of input fields. The 'General' section lists various options with checkboxes: 'Reset accounting date', 'Stop all active jobs', 'Apply to status', 'Apply to', and 'Control Access'. The right-hand column contains the following fields: 'Name' (text input: 'Clock Users Out'), 'Description' (text input: 'Clock Users Out'), 'Execute by' (dropdown: 'Manual execution'), 'Change status to' (dropdown: 'Out/Off'), 'Record clocked in (payroll)' (dropdown: '(Blank)'), and 'Return to previous status' (checkbox and dropdown: '(Select)'). There are also time input fields (00:00) next to the 'Execute by' and 'Return to previous status' fields.

The action can now be executed from the employee status screen.

Configuring actions

Online Version

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

To execute a manual action from employee status:

1. Select Employee Status
2. Select the Action button in the Employee Plate
3. Select the Action (i.e Clock Users Out)

The screenshot shows the 'Employee Status' page for Dan Fisherman. The page has a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below the navigation bar, there are tabs for 'CARD VIEW' and 'LIST VIEW'. The main content area displays the employee's name, a photo, and various status metrics. A dropdown menu is open, showing options: 'WORKBENCH', 'BREAK', 'CLOCK USERS OUT' (highlighted with an orange border), and 'END DAY'. The metrics shown include Clocked In: 6/4/2020 11:17, Operating Time (HH:MM): 27:29, Current Status: Clocked In, Good Quantity: 0.00, Scrap Quantity: 0.00, and Crew: 0. Below the metrics are four circular gauges for Availability, Performance, Quality, and OLE, all showing 0. At the bottom, there is a table with columns: Job, Stock Code, Description, Operation, Description, Activity, Duration, Good, Scrap. The table is currently empty, showing 'No active tasks'.

To execute a manual action from equipment status:

1. Select Equipment Status
2. Select the Action button in the Equipment Plate
3. Select the Action (i.e Turn Off)
4. Use the list view to execute actions against multiple resources.

The screenshot shows the 'Equipment Status' page for MBFA / MBFA01. The page has a navigation bar with 'HOME | PLANNING | WORKFORCE | FACTORY'. Below the navigation bar, there are tabs for 'CARD VIEW' and 'LIST VIEW'. The main content area displays the equipment name, a photo of Dan Fisherman, and various status metrics. A dropdown menu is open, showing options: 'WORKBENCH', 'CLOCK USERS OUT', 'GENERAL BREAKDOWNS', and 'TURN OFF' (highlighted with an orange border). The metrics shown include Equipment On: 6/4/2020, Operating Time (HH:MM): 23:38, Current Status: On, Good Quantity: 0.00, Scrap Quantity: 0.00, and Group: 0. Below the metrics are four circular gauges for Availability, Performance, Quality, and OEE, showing 99, 0, 0, and 0 respectively. At the bottom, there is a table with columns: Job, Stock Code, Description, Operation, Description, Activity, Duration, Good, Scrap. The table contains one row: Job: TQJOB1, Stock Code: TQ100, Description: Mfg item using..., Operation: 3, Description: Quality & Inspe..., Activity: Run, Duration: 23:38, Good: 0, Scrap: 0.

Configuring actions

Online Version

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

In the previous steps you have learnt how to create actions manually. LYNQ also includes a quick setup feature that can be used to create and configure a new action quickly from one screen.

To use the quick setup feature:

1. Select Settings
2. Select Advanced Settings
3. Select Actions
4. Select Quick Setup
5. Enter a name in the Name and Description field (i.e. Break PM Shift)
6. Select the Execute By condition (i.e. Enter Manually 15:00)
7. Select the Change Status value (i.e. Break)
8. Select the Apply to Status value(s) (i.e. Clocked In, Meeting, Project)
9. Select which resources the action will apply to (i.e. Employees Only)
10. Select the groups this action applies to in the Control Access field
11. Select the Return to Previous status (i.e. Enter Manually 15:15)
12. Select Save

HOME | PLANNING | WORKFORCE | FACTORY

New Action

SAVE CLOSE

General

Name: Break (PM Shift)

Description: Break (PM Shift)

Execute by: (Enter manually) 15:00

Change status to: Break

Record clocked in (payroll): (Blank)

Reset accounting date:

Stop all active jobs:

Apply to status: Clocked In; Meeting; Project; ...

Apply to: Employee only

Control Access: ...

Return to previous status: (Enter manually) 15:15

Once saved, the action is automatically activated. Resources that meet the conditions above, will automatically be put in the status of break at 15:00. Their status will return to the previous status at 15:15. The action can be deactivated from the Advanced Settings > Actions menu.

Configuring issues

Online Version

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

LYNQ provides a range of predefined production issue codes based on Six Big Losses, for reporting and analytical purposes. Additional production issue codes can be created to meet the reporting and analytical requirements of the organisation.

The screenshot shows the 'Advanced Settings' page in the LYNQ system. The top navigation bar includes 'HOME | PLANNING | WORKFORCE | FACTORY'. The main content area is titled 'Advanced Settings' and contains a grid of menu items. The 'DEFINITIONS' menu item is highlighted in orange. Below it, the 'ISSUES' menu item is also highlighted. Under 'ISSUES', there are buttons for 'NEW', 'EDIT', and 'DELETE'. Below these buttons are two dropdown menus for 'Type' and 'Category'. Below the dropdowns are two input fields for 'Classification' and 'Description'. Below the input fields is a list of issue types and categories, which is highlighted with a red border. The list includes:

- Type: Availability
 - Category: Breakdowns
 - Category: Setup and Adjustments
- Type: Custom
 - Category: Health & Safety
- Type: Performance
 - Category: Minor Stops
 - Category: Reduced Speed
- Type: Quality
 - Category: Rejects

Issues can be raised:

- Manually from the Issue Log feature
- By the track performance abnormality setting in the Scheduled Task(s) function
- Via an alert which is configured to trigger an issue

To configure a new issue:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Issues
5. Select New
6. Select a Type
7. Select a Category or type a new Category Name
8. Enter a description
9. Select Save

Online Version

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

Configuring alerts

LYNQ provides a range of predefined 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.

HOME PLANNING WORKFORCE FACTORY								
Alert Maintenance								
NEW EDIT DELETE SAVE								
Alert Name	Thresholds		Recipients	Schedule	Generate message alert	Generate production issue	Generate email alert	Active
Employee Availability	75.00	-120.00	Manufacturing	Every 1 hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignore zero value <input checked="" type="checkbox"/>							
Employee Downtime	0.00	-10.00	Manufacturing	Every 5 minutes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignore zero value <input checked="" type="checkbox"/>							
Employee Group Availability	75.00	-120.00	Manufacturing	Every 1 hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignore zero value <input checked="" type="checkbox"/>							
Employee Group Performance	75.00	-120.00	Manufacturing	Every 1 hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignore zero value <input checked="" type="checkbox"/>							
Employee Group Quality	75.00	-120.00	Manufacturing	Every 1 hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ignore zero value <input checked="" type="checkbox"/>							

A management alert can be configured in such a way that an alert will be triggered when certain conditions in the organisation 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
- Generate an email (sent externally via SMTP Mail)
- Generate a production issue

By default, all alerts are disabled and will need to be configured/activated.

Let's assume that you want to monitor the performance of your workers in Production Line 1. You'd like an alert to generate when their performance falls below 70% and when the performance goes above 130%. The alert should send a message and an email to Production Line 1 Supervisors, every hour. In addition, the alert should generate an issue that can be followed up and resolved. You'd like to configure the employee performance alert for this purpose.

Configuring alerts

Online Version

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

To configure the Employee Performance alert:

1. Select Home
2. Select Alert Maintenance
3. Select the Employee Performance Alert
4. Select Edit
5. Specify the condition of acceptable tolerances. (i.e. 70 to 130).
6. Select the Execution Schedule (i.e. Every 1 Hour)
7. Select the Recipients using the {...} lookup (i.e. Production Line 1 Supervisors)
8. Select the Measured Resources type and use the {...} lookup to select the resources (i.e. Dependent)
9. Select Generate Production Issue
10. Select Generate Message Alert
11. Select Generate Production Issue
12. Select Repeat Alerts
13. Select Active
14. Select Save

The screenshot shows the 'Alert Settings' window for an 'Employee Performance' alert. The interface is divided into several sections:

- General:** Includes checkboxes for 'Active' (checked), 'ID' (11), 'Name' (Employee Performance), and 'Description' (Monitors employee performance).
- Analysis:** Includes 'Measurement' (Employee Performance), 'Days before' (0), 'Days after' (0), 'Condition type' (Numeric), and 'Condition' (70.00 to 130.00). There is also an 'Ignore zero value' checkbox (checked).
- Details:** Includes 'Execution schedule' (Every 1 hour), 'Recipients' (Group Name, Supervisor [1]), and 'Measured resource(s)' (Dependent). It also has checkboxes for 'Generate production issue', 'Generate message alert', 'Generate email alert', and 'Repeat alerts', all of which are checked.
- Alert Message template:** Shows a template with placeholders: 'MANAGEMENT ALERT - PERFORMANCE' and 'Employee [a] - [b]'s performance percentage is currently at [c]%. This is either less than or greater than the expected value. Note: This alert will continue to be emailed to you until the employee's performance is greater than [d]% and less than [e]%'.

Once the measured employees performance, falls outside of the acceptable tolerances, an alert will be generated, a message sent and an issue logged. The alert will continue to trigger until the employees performance is within the acceptable tolerances. The content of the message template can be configured as required.

When configuring alerts for direct or dependent resources, you will need to configure the group hierarchy in Seat Maintenance. Let's take a look at the default group hierarchy provided by LYNQ to understand how this works with Alerts.

Configuring alerts

Online Version

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

To configuring group receivers for alerts:

1. Select Home
2. Select Seat Maintenance
3. Select Groups
4. Expand the Group Hierarchy
5. Manufacturing
6. Production
7. Line 1
8. Supervisor [1]
9. Double click on Supervisor [1]
10. Select Owners
11. Select the Owner(s) that will receive alerts
12. Select Save

HOME | **PLANNING** | WORKFORCE | FACTORY

Group Details

SAVE CLOSE

General

Name: Supervisor [1]

Description: Supervisor (Line 1)

Parent: Line 1 ...

OWNERS MEMBERS EQUIPMENT

<input type="checkbox"/>	User Name
<input checked="" type="checkbox"/>	sarah.kingswell

To configure measured resources for alerts:

1. Expand the Group Hierarchy to
2. Manufacturing
3. Production
4. Line 1
5. Supervisor [1]
6. Workers [1]
7. Double click on Workers [1]
8. Select Members
9. Select the Resources that will be measured
10. Select Save

Configuring alerts

Online Version

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

The screenshot shows the 'Group Details' page in the LYNQ system. The navigation bar includes 'HOME | PLANNING | WORKFORCE | FACTORY'. The page title is 'Group Details'. Below the title are 'SAVE' and 'CLOSE' buttons. The 'General' section contains input fields for 'Name' (Workers [1]), 'Description' (Workers (Line 1)), and 'Parent' (Supervisor [1]). Below this are tabs for 'OWNERS', 'MEMBERS' (which is selected), and 'EQUIPMENT'. The 'MEMBERS' tab displays a table of employees:

<input type="checkbox"/>	Employee ID	Employee
<input checked="" type="checkbox"/>	110	Dan Fisherman
<input checked="" type="checkbox"/>	102	Dean Cook
<input checked="" type="checkbox"/>	103	Donald McLain
<input checked="" type="checkbox"/>	105	Jacob Stottman

Measure resources options:

- Direct (direct reports Workers [1] reporting to Supervisors [1])
- Dependent (reports and reports below the direct report)
- Custom (a specific range of reports)

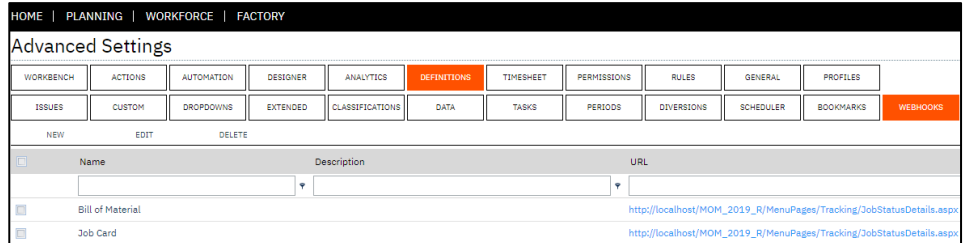
The screenshot shows a configuration panel for alerts. On the left, there are checkboxes for 'Generate production issue', 'Generate message alert', 'Generate email alert', and 'Repeat alerts'. On the right, there is a dropdown menu for 'Measured resource(s)' with 'Direct' selected. The dropdown menu is open, showing three options: 'Direct', 'Dependent', and 'Custom...'. The 'Direct' option is highlighted with a red box.

Configuring webhooks

Online Version

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

Webhooks in LYNQ allows parameterised query strings to be passed to any web based application where there is a common form of data. Webhooks are designed to be flexible and an understanding of the use of parameters in LYNQ and the third party application is required to configure this feature.



The Webhooks Guide explains how to use Webhooks in LYNQ to easily pass data to other third party web based applications. In addition to communicating with other external applications, Webhooks facilitate the extension of LYNQ data displayed in the workbench, workbench reporting screen and on customisable report pages.

Within this guide you will learn:

- How to recognise parameters in query strings
- How to configure parameters for webhooks
- How to configure data passed by a webhook
- Where and how webhooks can be displayed
- How to identify parameters in LYNQ
- Data fields names used as parameters
- Additional webhook settings

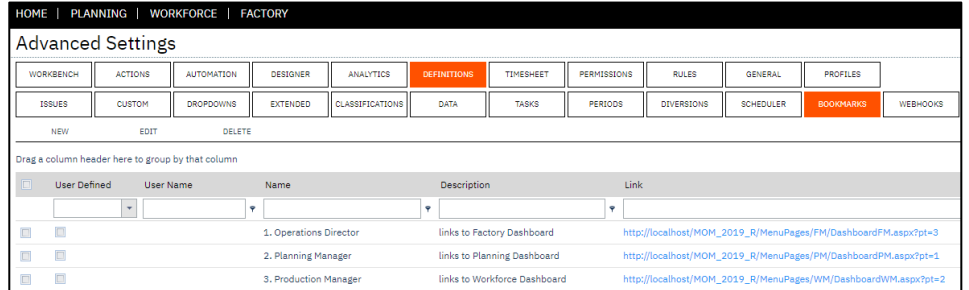
The webhooks guide can be downloaded from [here](#)

Online Version

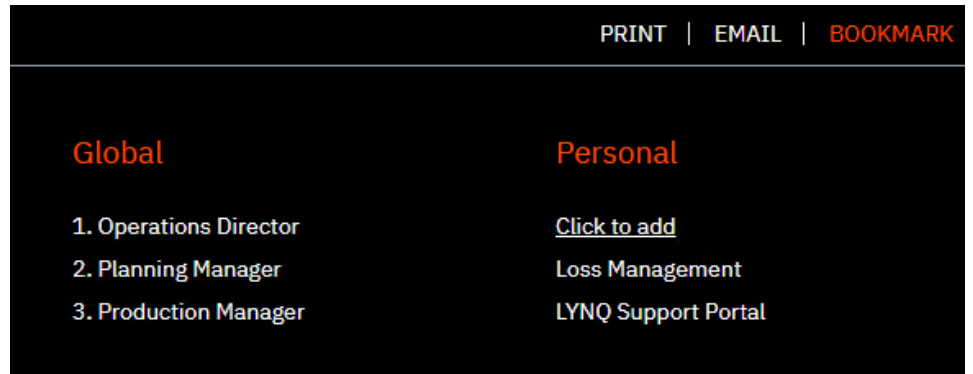
Click [here](#) to read this page online. The online version provides additional links to other related information.

Configuring bookmarks

Bookmarks are used to provide quick access to URL links. By default a range of global bookmarks are included. These bookmarks can be edited or deleted as required.



Bookmarks can be created personally or globally and once configured will appear in the bookmark menu on the toolbar.



To create a global bookmark:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Bookmarks
5. Select New
6. Enter a Category Name
7. Enter a Name
8. Enter a Description
9. Enter the URL Link
10. Select Save

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Online Version

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

The new bookmark will appear in the bookmark menu for all users.

To create a user specific bookmark:

1. Select Settings
2. Select Advanced Settings
3. Select Definitions
4. Select Bookmarks
5. Select New
6. Check the User Specific field and select the user
7. Enter a Category Name
8. Enter a Name
9. Enter a Description
10. Enter the URL Link
11. Select Save

The new bookmark will appear in the bookmark menu for the specified user.

Users can also add their own personal bookmarks from the bookmark option on the toolbar. When a user selects bookmark, LYNQ will automatically copy the page name and URL, if applicable.



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