

Button Profile

10/07/2025 12:53 pm BST

Relates to version

Tags: 8.9

Button Profiles are set up to display selected buttons when in a workflow action or a device. Different button profiles are assigned to different actions and devices which is determined by what is require from the buttons.

If device buttons don't display, it could be because no operation is selected.

Workstation button profile

Item

Inspection WC
Running
Controlling User
Shane Adams
Works Order No

Serial #

Product

Workflow

Product
Specific UC (v1.0)

BoM
Default (v1.0)

Operation

Inspection

Work Centre
Inspection WC

Qty
1 of 1

Activity Time
0h 0m

Actions
Inspection checklist

20: Inspection

Inspection checklist 1.0 (Not signed)

Sign Check Result Set

Refresh Approve All Checklist instructions

Prompt	Criteria	Value	Info
Check memory backup is working Check memory backup is working			
Test brake system Test brake system			
Enter the software version installed Enter the software version installed	V22.4		
Confirm cameras are working Confirm cameras are working			

Page 1 of 1 All items per page NaN - NaN of 4 Items

Device button

* Admin Device

Device * Admin Device Work Centre Search Order No Clear Search Other Options

Book On BoM Issue Current Users Documents Item Status eDHR

Serial No	Operation	Work Centre	Job Due	Qty	Product	Order No	Options
*[Auto generate] Start next batch	10: Dnyaneshwar Assembly		01/02/2025	0/100	Dnyaneshwar Product	ON_00123	Book On
* No serial number	10: AAD- Activity_01		21/03/2025	8/16	AAD-Office Table Office Table Manufacturing	WO_WRKCNT_2312	Book On
*[Auto generate] Start next batch	10: Activity 1		10/04/2025	90/150	P-1001	PHTEST1004B	Book On
*[Auto generate] Start next batch	10: Dnyaneshwar Assembly		06/05/2025	0/10	Dnyaneshwar Product	UseThis001	Book On

Workstation Button Profile

The Workstation Button Profile screen is where you create button profiles and assign buttons to them. To see the buttons assigned to a profile, select the profile in the Profiles section and view the buttons in the Buttons section below. You can add new, edit or delete button profiles and buttons.



Be aware

If you remove a delete a button from a profile, all actions or devices that uses that profile will no longer display the button.

Add/Edit Profile

1. Navigate to the **Workstation Button Profile** screen and click the **New** button.
2. Provide a **Name** for the button profile.
3. Click the **Set Default** button for the button profile if you want it to be the default.

Add/Edit Button

1. Select the button profile you want to assign the new button to.
2. In the **Buttons** section, click the **New** button.
3. Complete the **Edit Workstation Button** input screen.

The following properties can be defined for Edit Workstation Button:

Blue fields in the form are required and are flagged with an asterisk () in this document.*

- **Function***: Select the button function that defines what the button will do. Select *Custom* if the button will open a menu item.
- **Override Text**: The text that is displayed on the button. If left blank, the function name is displayed. Maximum length: 30 chars.
- **Menu Item**: This drop down becomes active when choosing the *Custom* function. The button will open the selected menu item.
- **Prompt**: If a prompt is specified then a confirmation window will pop up with the specified text when the button is pressed before the function is performed.
- **Enable***: The button is included in the button profile, but will not be displayed if not enabled.
- **Importance***: Buttons that are marked as important are displayed in blue. All other buttons are grey.

Copy

You can copy an existing profile and then remove/add buttons as required for the new profile.

Button Descriptions

You can access the buttons in the **Workstation Button Profile** screen and scrolling down to the **Buttons** section. For each button, the brackets specifies if they are applicable for a device, an action or both.

- **Append Qty (device, action)**: When you scrap something you might need to replace it to top up the volume.
- **Asset Load/Unload (device, action)**: This button is usually associated with a device. You can unlink the visit from the work centre, for example if you have a job running in the background that may not have a user booked to it at the time and it stopped, and you want to take the job off that machine. This button allows you to load and unload the asset.
- **Backflush Finish (device, action)**: When clicked at the end of the action, the stock used will be calculated and reduced at that point.
- **Backflush Qty (action)**: This will complete a quantity at the operation and consume/backflush the required child material.
- **Backflush Scrap (action)**: Scrap a quantity.

- **Book Off (device, action):** Book off of a job and leave the workstation running. Applies to the operator only.
- **Book Off & Log Off (action):** More common in a shared environment where more than one operator uses a workstation. For example, if you want to leave and don't want to stay logged into the workstation as this could result in someone else booking you on.
- **Book Off & Stop Asset Work (action):** Book off of a job and pause the asset. Applies to the operator and the asset.
- **Book On (device):** Book onto a job.
- **Change Asset Status (action):** Commonly used by operators to record a breakdown or a fix from a breakdown. It allows you to change a status of a machine such as running, broken down, idle, etc. (This may book operators off the work if the new status does not support labour bookings).
- **Change WIP Batch Size (action):** Adjust the current WIP quantity to reflect the actual yield.
- **Change Work Centre (device, action):** You running on one machine and you want to move to another one.
- **Clock Out (action):** You are leaving for the day. It closes your attendance log and any associated activity logs.
- **Complete Action (action):** Completes the current action and moves you onto the next action.
- **Complete and Close Visit (action):** Allows you to over or under complete at an operation without having to perform a WIP stock adjustment.
- **Continue & Log Off (action):** Commonly used in areas where more than one operator uses the same workstation. It logs you out but keeps you on the job. Your activity log continues.
- **Continue & Return (action):** Closes the action window but leaves the user booked on.
- **Current Users (device, action):** Shows who is booked onto that job.
- **Custom (action):** Create your own buttons. The menu item drop down becomes active when custom is selected. The button shortcuts to the chosen menu item.
- **Files (device, action):** Takes you to a list of documents associated with the item. It could be global, product, job or item.
- **Item Status (device, action):** Takes you to the Item Status screen for the item you have selected or are booked on to.
- **Label Print Queue (action):** Takes you to the Label Print Queue menu screen.
- **New Task (device, action):** Commonly used for jumping to rework. It launches a new task and a [Start New Task](#) workflow.
- **Notes (device, action):** View and add notes such as job notes, product notes, item notes and workflow notes.
- **Out Of Sequence Work (action):** Launches out of sequence work.
- **Print Label (action):** Print a label at any point.
- **Raise An Issue (device, action):** Shortcut to the issue creation pop-up.
- **Rollback Action (action):** If you completed an action incorrectly, it allows you to go back to the previous action/operation.
- **S/F Moves In Transit (action):** Used to see what items are in transit having been marked as collected from the prior operation.
- **S/F Moves Pending Collection (action):** Used for the logistics organisation to see what's waiting for collection on the shop floor.
- **Scrap Raw Material Qty (action):** The ability to scrap a selected child product from the BoM for the item being manufactured. For example to be able to scrap flour at a bread-mixing operation.
- **Scrap - Replenish at current op (action):** A quantity equivalent to the scrapped quantity will automatically be adjusted on at the current operation in the workflow.
- **Scrap - Replenish at previous op (action):** A quantity equivalent to the scrapped quantity will be adjusted on at a selected previous operation in the workflow.
- **Scrap - Replenish from start op (action):** A quantity equivalent to the scrapped quantity will automatically be appended and starts at the first operation in the workflow.
- **Scrap - No replenish (device, action):** The scrapped quantity will not be automatically replenished. You can manually append (if the workflow version and the operation scrap mode allow) which will start the appended quantity at the first operation in the workflow.
- **Set Asset Status Reason (action):** You can configure asset statuses to require a reason. For example, an operator records a breakdown and provides a reason. The maintenance personnel then does a more detailed investigation and would update the reason with more information.
- **Split WIP Qty (action):** Allows you to split a job.
- **Start Rework (action):** If toggle is allowed, this button switches to rework mode.
- **Timesheet (action):** Operators can access their timesheets.
- **Tools (action):** Look for tools.
- **Work-To List (action):** Launches the Work-To list which shows all the jobs/operations planned at the current work centre.

