

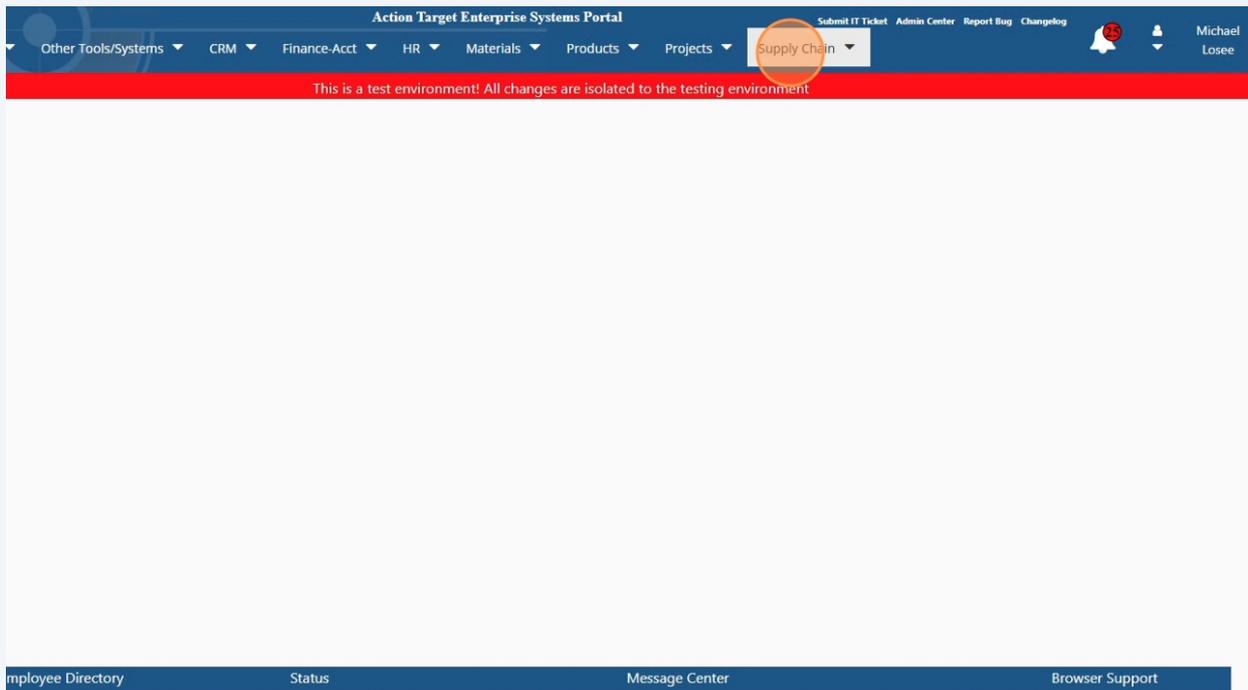
How To Remove a Member from a Team

1 Navigate to the Action Target Enterprise Portal.

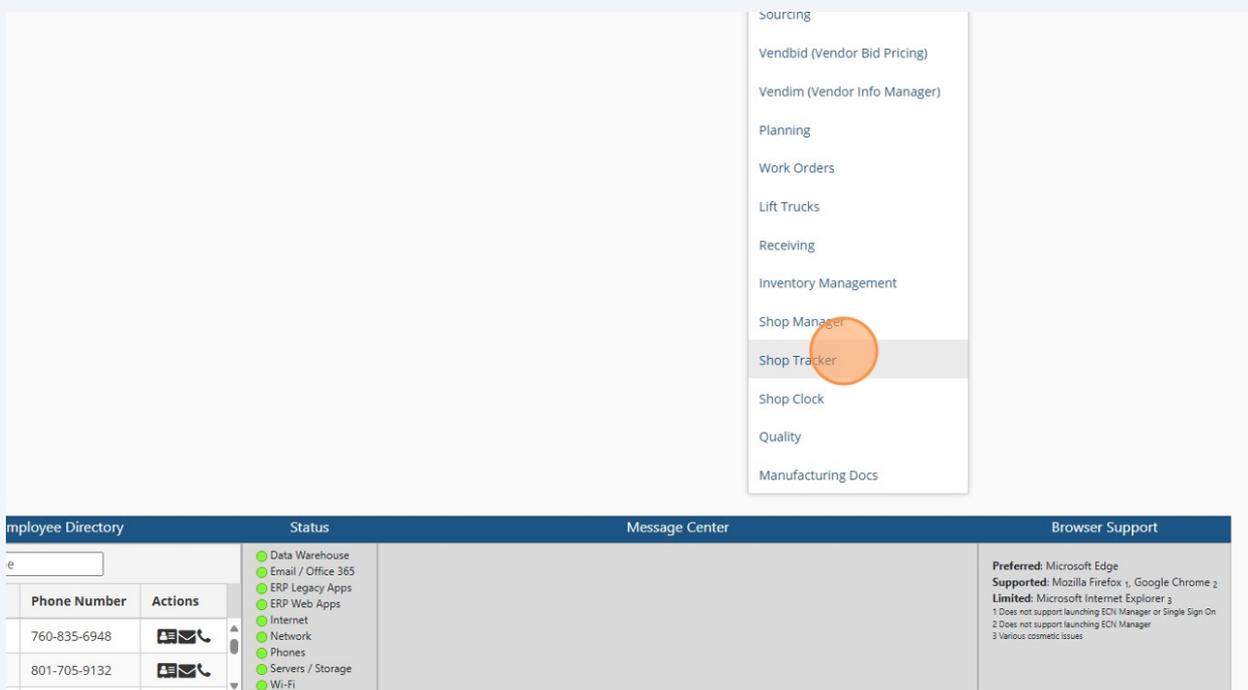
Microsoft environment. All settings are related to the using environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">Data WarehouseEmail / Office 365ERP Legacy AppsERP Web AppsInternet		<p>Preferred: Microsoft Edge Supported: Mozilla Firefox 4, Google Chrome Limited: Microsoft Internet Explorer 9 1 Does not support launching ECH Manager or Single 2 Does not support launching ECH Manager</p>
Employee Name	Phone Number	Actions			

2 Click on the "Supply Chain" menu located near the top of the portal.



3 Click on the "Shop Tracker" option from the drop down menu.



4 Click on the "Setup" tab located near the top of the tool.

Action Target Enterprise Systems Portal

Legacy ERP Other Tools/Systems CRM Finance-Acct HR Materials Products Projects Supply Chain

Submit IT Ticket Admin Center Report Bug Change Log

This is a test environment! All changes are isolated to the testing environment

Failed to find lab You will be unlab

Shop Tracker

Schedule **Setup** Time Material Staging Work Cell: pi37

Schedule Show Batches Show Logs Show Tables

Operator Actions Search Check In Check Out Documents Fullfill EHR Labels Add Destination Close Job QC Refresh Default History Clear Selection

Search: Queued Kitting **Staged** In-Process Parts in Batch Work Order

Priority	WO ID	MTR	Req Qty	Part Number	Description	Operation	WO Notes	Start	Status	Batch ID	Mat Available	Next Op Name	WO Due
6	55854	mo-165282	40	35945	20-Gallon Disc	assembly-pa	Port St. Lucie	2025-06-02	staged		false		2025-06-16
6	57562	mo-168477	5	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	57997	mo-169196	1	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	58696	mo-170273	16	50430	AutoTargets B	assembly-pa	Indonesia 2C	2025-04-03	in-process	14731	true		2025-04-28
6	59234	mo-171277	30	4636	Baffle cable h	assembly-pa	Huron/Min	2025-04-01	staged	14690	true		2025-05-20
6	59106	mo-171072	50	4636	Baffle cable h	assembly-pa	Langhofer	2025-04-01	staged	14690	true		2025-06-06
6	58595	mo-170147	240	4562	Baffle cable h	assembly-pa	Indonesia 2C	2025-04-28	staged		true		2025-04-28
6	59060	mo-170996	20	7182	Baffle cable h	assembly-pa	Garden City	2025-05-22	staged		true		2025-05-22

5 Click on your desired team from the list.

Schedule **Setup** Time Material Staging Work Cell: pi37

Active Teams Search New Team Edit Team Hide All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
108	Electronics Meeting	atid04573		active	2021-06-14 6:32 AM	golsen
113	dip1	pi41		active	2021-09-09 8:11 AM	vgriggs
115	pt	pi15		active	2021-09-14 11:52 AM	tonyby
171	Bend 400	pi16		active	2022-11-09 10:16 AM	kwilson
172	Genesis Team	pi34		active	2022-12-02 8:09 AM	jmuniz
173	Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz
175	All Electronics Members	pi34		active	2022-12-02 8:14 AM	jmuniz
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay
179	Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz

Team Members Employee ID No data load

Job Batches View Refresh Search New Edit Delete Edit Jobs Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08	open

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Click on your desired employee from the "Team Members" window, on the right side of the screen.

The screenshot shows a software interface with a main table of teams and a 'Team Members' window on the right. The 'Team Members' window has a table with columns 'Employee ID' and 'Casual Name'. An orange circle highlights the row for 'Jordan Muniz' with Employee ID 2736.

Name	Work Cell	Comments	Status	Date	Crt By
My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
Electronics Meeting	atid04573		active	2021-06-14 6:32 AM	golsen
dip1	pi41		active	2021-09-09 8:11 AM	vgriggs
pt	pi15		active	2021-09-14 11:52 AM	tonyb
Bend 400	pi16		active	2022-11-09 10:16 AM	kwilson
Genesis Team	pi34		active	2022-12-02 8:09 AM	jmuniz
Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz
All Electronics Member	pi34		active	2022-12-02 8:14 AM	jmuniz
Full Assembly	pi37		active	2024-01-23 6:31 AM	snay
Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz

Employee ID	Casual Name
1654	Jaime Manrique
1953	Cody Craft
2729	Geoff Olsen
2736	Jordan Muniz
2824	Shawn Rittmanic
2937	Jeff Baxter

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Click the "Remove" button.

The screenshot shows the same software interface as above, but with the 'Remove' button in the 'Team Members' window highlighted with an orange circle. A notification banner at the top right reads: 'Failed to find label printers. You will be unable to print.'