

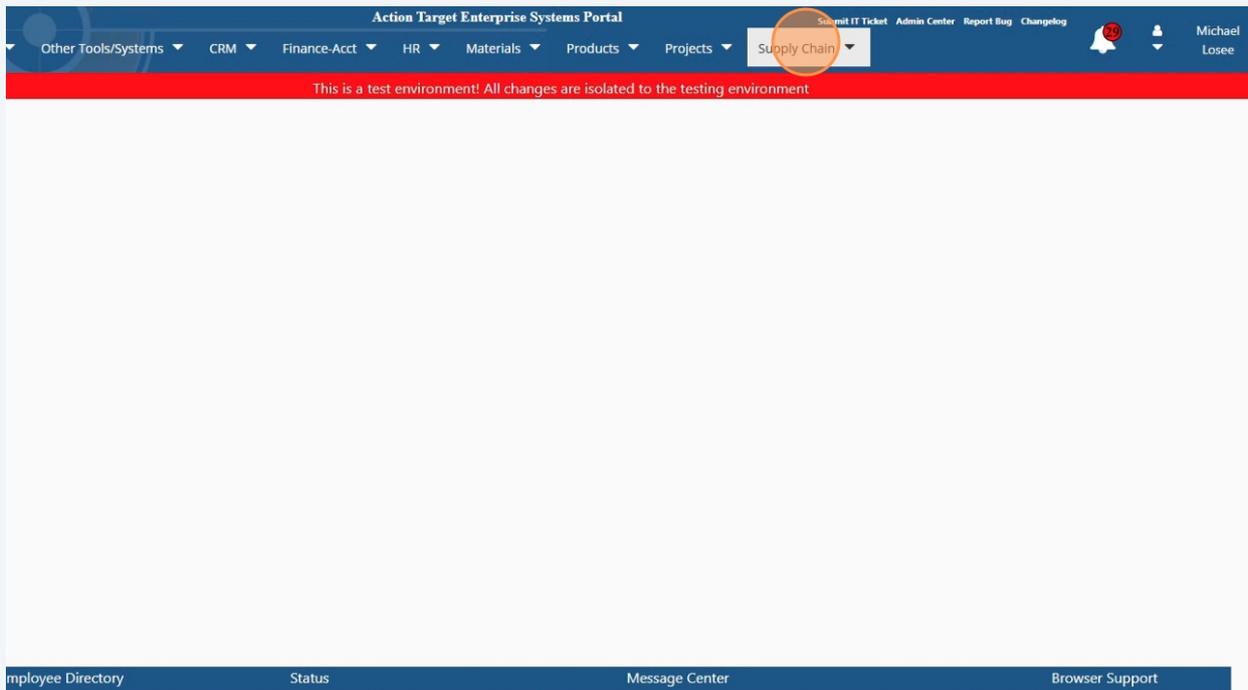
Creating and Committing a Batch

1 Navigate to the Action Target Enterprise Portal.

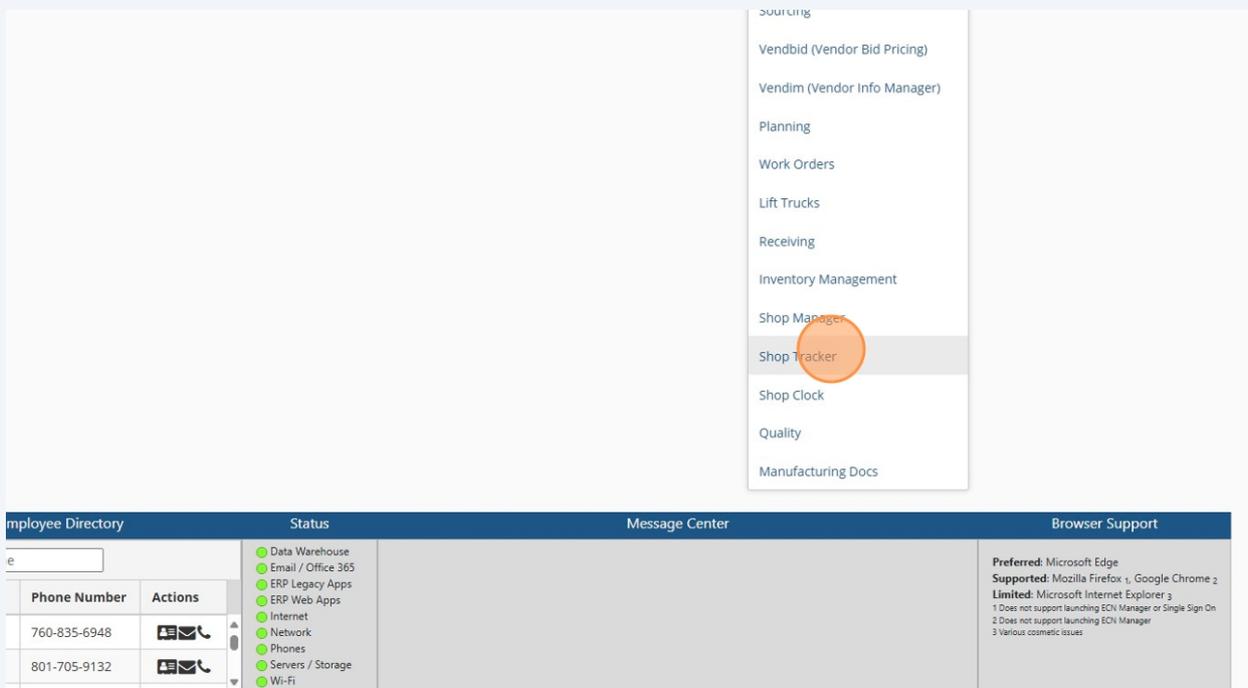
This is a screenshot of a web application interface. At the top, there is a red horizontal line with the text "This is a test environment. All settings are related to the testing environment." Below this is a large white rectangular area, likely a placeholder for content. At the bottom, there is a dark blue navigation bar with four sections: "Employee Directory", "Status", "Message Center", and "Browser Support".

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 the "Supply Chain" menu located at the top of the portal.



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



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

The screenshot shows the 'Shop Tracker' interface. At the top, there is a navigation bar with various system links and a notification that says 'Failed to find lab You will be unabl'. Below this is a red banner stating 'This is a test environment! All changes are isolated to the testing environment'. The main header is 'Shop Tracker'. Below the header, there are tabs for 'Schedule', 'Setup', 'Time', 'Material', and 'Staging'. The 'Setup' tab is highlighted. To the right, there is a 'Work Cell: pi37 -' field. Below the tabs, there are buttons for 'Show Batches', 'Show Logs', and 'Show Tables'. The main content area has a 'Schedule' section with a search bar and several action buttons: 'Check In', 'Check Out', 'Documents', 'Fullfill', 'EHR', 'Labels', 'Add Destination', 'Close Job', 'QC', 'Refresh', 'Default', 'History', and 'Clear Selection'. Below this is a 'Search:' section with filters for 'Queued', 'Kitting', 'Staged', 'In-Process', 'Parts in Batch', and 'Work Order'. The 'Staged' filter is selected. Below the filters is a table with the following columns: Priority, WO ID, MTR, Req Qty, Part Number, Description, Operation, WO Notes, Start, Status, Batch ID, Mat Available, Next Op Name, and WO Due.

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 Scroll down to see the bottom two lists.

6 Click the "New" button to create a new batch.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there is a navigation bar with various menu items like 'Legacy ERP', 'Other Tools/Systems', 'CRM', 'Finance-Acct', 'HR', 'Materials', 'Products', 'Projects', and 'Supply Chain'. A red banner across the top reads 'This is a test environment! All changes are isolated to the testing environment'. Below this, there are two main sections: 'Active Teams' and 'Job Batches'. The 'Active Teams' section contains a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. The 'Job Batches' section contains a table with columns: Batch ID, Batch Description, Cell, Start, End, Comment, and a status column. The 'New' button in the 'Job Batches' section is highlighted with an orange circle.

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

Batch ID	Batch Description	Cell	Start	End	Comment	
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08		open
14690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01	2025-04-01		open
14731	Autotarget Ballistic Shields	pi37	2025-04-03	2025-04-03		open
14738	Defender Stall Glass	pi37	2025-04-04	2025-04-04		open
14768	My Batch	pi37	2025-04-09	2025-04-09		open

7 Fill out the pop-up window with the required information.

The screenshot shows the same 'Action Target Enterprise Systems Portal' interface as in step 6, but with a 'Batch Information' pop-up window open. The pop-up window has the following fields: Description (with an orange circle around the input field), Work Cell (a dropdown menu showing 'pi37 - Core Assembly'), Status (a dropdown menu showing 'work'), Start Date (a date picker showing '04/09/2025'), End Date (a date picker showing '04/09/2025'), and Comments (a text input field). At the bottom of the pop-up window, there are 'Submit' and 'Cancel' buttons.

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next
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8 Click the "Submit" button.

The screenshot shows a software interface with a 'Batch Information' dialog box open over a table of job batches. The dialog box contains the following fields:

- Description: My Batch 2
- Work Cell: pi37 - Core Assembly
- Status: work
- Start Date: 04/09/2025
- End Date: 04/09/2025
- Comments:

The 'Submit' button is highlighted with an orange circle. The background table shows job batches with columns for Batch ID, Batch Description, and Comment.

9 The job has now been created. Select your new batch from the list.

The screenshot shows a software interface with a table of job batches. The table has columns for Batch ID, Batch Description, Cell, Start, End, and Comment. The new batch 'My Batch 2' is highlighted with an orange circle.

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work



NOTE: A batch cannot be committed to be worked on, if it does not have any jobs tied to it. In the following steps you will add a job to the batch. More detail regarding the mechanisms of how to add jobs to a batch can be found in other SOPs in the Web App User Guide.

10 Click the "Edit Jobs" button to add jobs to a batch.

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

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

Active Teams Search New Team Edit Team Show All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

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
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Jobs in Batch View

MO	Shop Job ID	Qnty	Part Num	Description	Operation	Next
No data loaded						

11 Select your desired operation you would like to add to the batch.

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

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Scheduled Operations View Refresh Search Add Clear Material Content Default

MO	Job ID	Req Qty	Part Number	Description	WO Notes	Operator	Next Op Name	Status	Pool	Mat Available	WO Part
167735	10	10	17531	AWD Er	CSS/mit	assemb		queued	Core As	false	17531
168613	20	4921	DLX-90	AMS 14	assemb			queued	Core As	false	4921
167136	30	15612	Baffle J	Phoenib	assemb			queued	Core As	false	15612
170072	7	49237	Retriev	Gunfigr	assemb			queued	Core As	false	49237
170070	7	49234	Retriev	Langho	assemb			queued	Core As	false	49234
170882	7	19625	Toggle	Sparta-	assemb			queued	Core As	false	19625
170822	15	6050	ANT HP	Lacey	assemb			queued	Core As	false	6050
170049	7	37311	Pilot Re	Garden	assemb			queued	Core As	false	37311
170831	28	9008	SRET tr	AMS 15	assemb			queued	Core As	false	9008
170819	90	4562	Baffle c	Phoenib	assemb			queued	Core As	true	4562

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operatio
No data loaded					

12 Click the "Add" button.

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 Changelog

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

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

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Scheduled Operations View Refresh Search Add Clear Material Content Default

MO	Job ID	Req Qty	Part Number	Description	WO Notes	Operator	Next Op Name	Status	Pool	Mat Available	WO Part
167735	10	17531	AWD Er	CSS/mit	assemb			queued	Core As	false	17531
168613	20	4921	DLX-90	AMS 14	assemb			queued	Core As	false	4921
167136	30	15612	Baffle J	Phoenib	assemb			queued	Core As	false	15612
170072	7	49237	Retriev	Gunfigr	assemb			queued	Core As	false	49237
170070	7	49234	Retriev	Langho	assemb			queued	Core As	false	49234
170882	7	19625	Toggle	Sparta-	assemb			queued	Core As	false	19625

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operatio
No data loaded					



Your page will refresh. Make sure that the operation was added successfully by ensuring that it shows up in the "Jobs in Batch" list on the right side of the screen.

13 Click the "Commit" button.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there is a navigation bar with various menu items like 'Legacy ERP', 'Other Tools/Systems', 'CRM', 'Finance-Acct', 'HR', 'Materials', 'Products', 'Projects', and 'Supply Chain'. A red banner below the navigation bar states: 'This is a test environment! All changes are isolated to the testing environment'. Below the banner, there is a 'Batches' section with a 'View' dropdown and buttons for 'Refresh', 'Search', 'New', 'Edit', 'Delete', 'Done Editing', 'Show All', 'Commit', and 'Close'. The 'Commit' button is highlighted with a red circle. Below this, there is a table with columns: 'Batch ID', 'Batch Description', 'Cell', 'Start', 'End', 'Comment', and 'Status'. The first row shows: '69', 'My Batch 2', 'pi37', '2025-04-09', '2025-04-09', 'work', and 'work'. Below the 'Batches' section, there is a 'Scheduled Operations' section with a 'View' dropdown and buttons for 'Refresh', 'Search', 'Add', 'Clear', 'Material', and 'Content'. Below this, there is a table with columns: 'MO', 'Job ID', 'Req Qnt', 'Part Number', 'Description', 'WO Notes', 'Operation', 'Next Op Name', 'Status', 'Pool', 'Mat Available', and 'WO Part'. The first row shows: '167735', '167735', '10', '17531', 'AWD End Sect', 'assembly-pac', 'assembly-pac', 'queued', 'Core As', 'false', and '4921'. Below the 'Scheduled Operations' section, there is a 'Jobs in Batch' section with a 'View' dropdown and buttons for 'Remove' and 'Add Next'. Below this, there is a table with columns: 'MO', 'Shop Job ID', 'Qty', 'Part Num', 'Description', and 'Operation'. The first row shows: '167735', '167735', '10', '17531', 'AWD End Sect', and 'assembly-pac'.

14

Confirm that you would like to commit the batch by pressing the "Submit" button in the pop-up window.

The screenshot shows a software interface with a 'Batches' section at the top and a 'Jobs in Batch' table below. A 'Commit Batch' dialog box is open, displaying the batch ID '14769' and a 'Submit' button highlighted with an orange circle.

Batch ID	Batch Description	Cell	Start	End	Comment	Sta
69	My Batch 2	pi37	2025-04-09	2025-04-09		work

Job ID	Req Qty	Part Number	Description	WO Notes	Operation	Status	Pool	M	At
8613	20	4921	DLX-90	AMS 14	assemb	queued	Core As	false	15612
7136	30	15612	Baffle Jc	Phoenix	assemb	queued	Core As	false	19625
0882	7	19625	Toggle	Sparta	assemb	queued	Core As	false	6050
0822	15	6050	ANT HP	Lacey	assemb	queued	Core As	false	49234
0070	7	49234	Retrie	Langho	assemb	queued	Core As	false	37311
0049	7	37311	Pilot Re	Garden	assemb	queued	Core As	false	49237
0072	7	49237	Retrie	Gunfig	assemb	queued	Core As	false	9008
0831	28	9008	SRET tr	AMS 15	assemb	queued	Core As	false	6873
0828	50	6873	SRET Tr	Sparta	assemb	queued	Core As	false	4562
0819	90	4562	Baffle c	Phoenix	assemb	queued	Core As	true	