

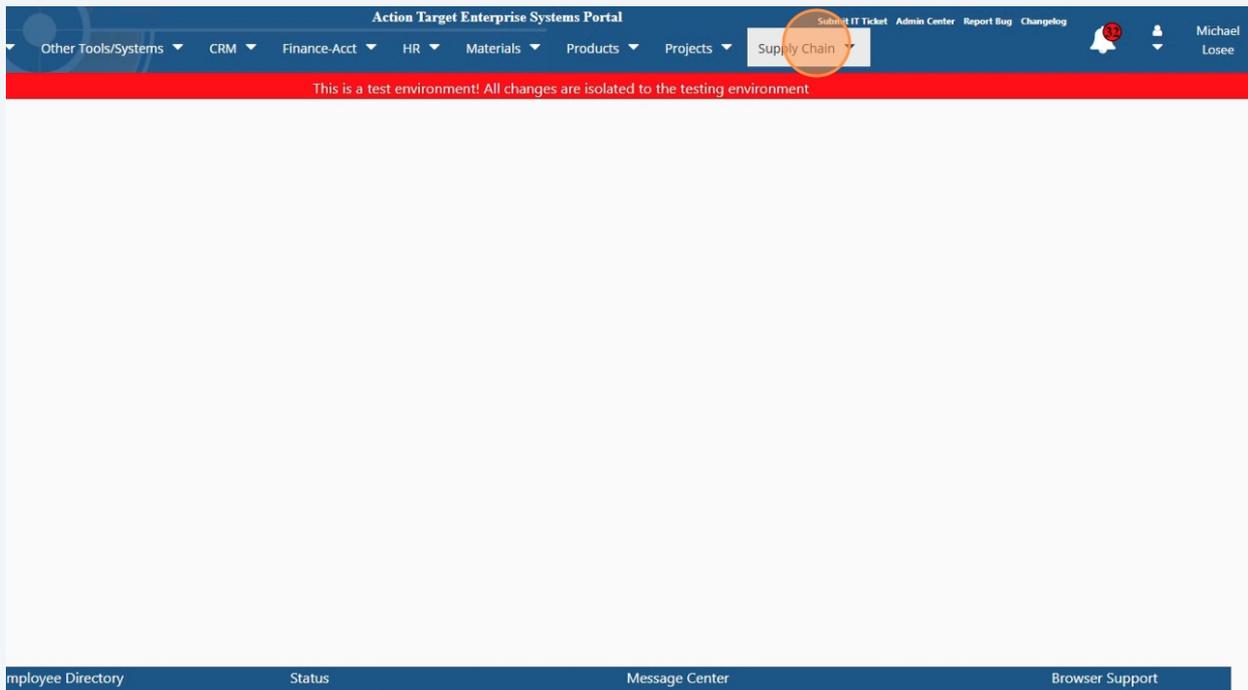
Editing a Batches Information

1 Navigate to the Action Target Enterprise Portal.

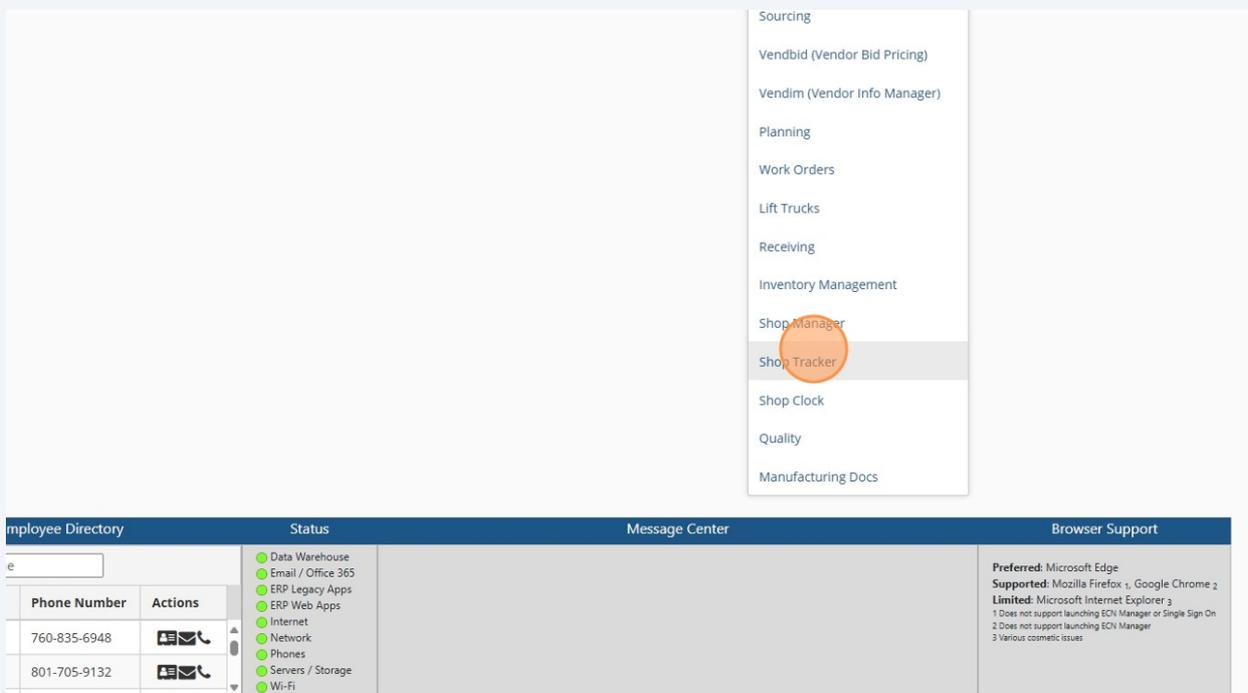
ms to test environment. All settings are related to the testing environment.

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" tool from the drop-down menu.



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

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'. The main content area is titled 'Shop Tracker' and has several tabs: 'Schedule', 'Time', 'Material', and 'Staging'. The 'Setup' tab is highlighted with an orange circle. Below the tabs, there are buttons for 'Show Batches', 'Show Logs', and 'Show Tables'. The 'Schedule' section contains a search bar and a table of work orders. The table has columns for Priority, WO ID, MTR, Req Qty, Part Number, Description, Operation, WO Notes, Start, Status, Batch ID, Mat Available, Next Op Name, and WO Due. The first row is highlighted in yellow.

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-171272	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 on you desired 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 row with Batch ID 14768 and description 'My Batch' is highlighted with an orange circle. Below the table is a 'Jobs in Batch' section which is currently empty, displaying 'No data loaded'.

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	This is a Test!	open
14769	My Batch 2	pi37	2025-04-09	2025-04-09		open

7 Click the "Edit" button from the list header.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there are navigation menus for 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 is a table with columns for Team ID, Name, Work Cell, Comments, Status, Date, Crt By, and Employee ID. The 'Edit' button in the 'Job Batches' table header is highlighted with an orange circle. The 'My Batch' row is also highlighted in blue.

Team ID	Name	Work Cell	Comments	Status	Date	Crt By	Employee ID
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	

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Edit your information as desired in the pop-up window. When complete press the "Submit" button.

The screenshot displays a software interface with a 'Batch Information' pop-up window. The background shows a table with columns for 'Batch ID', 'Batch Description', and 'pi37'. The pop-up window has the following fields:

- Description: My Batch
- Work Cell: pi37 - Core Assembly
- Status: open
- Start Date: 04/09/2025
- End Date: 04/09/2025
- Comments: This is a Test!

The 'Submit' button is highlighted with an orange circle. Below the pop-up window, there is another table with columns for 'MO', 'Shop Job ID', 'Qty', 'Part Num', 'Description', 'Operation', and 'Next Op N'.



NOTE: If a batch is already in process through the shop, you may not be able to alter the information on the batch.