

# Removing Jobs from a Batch

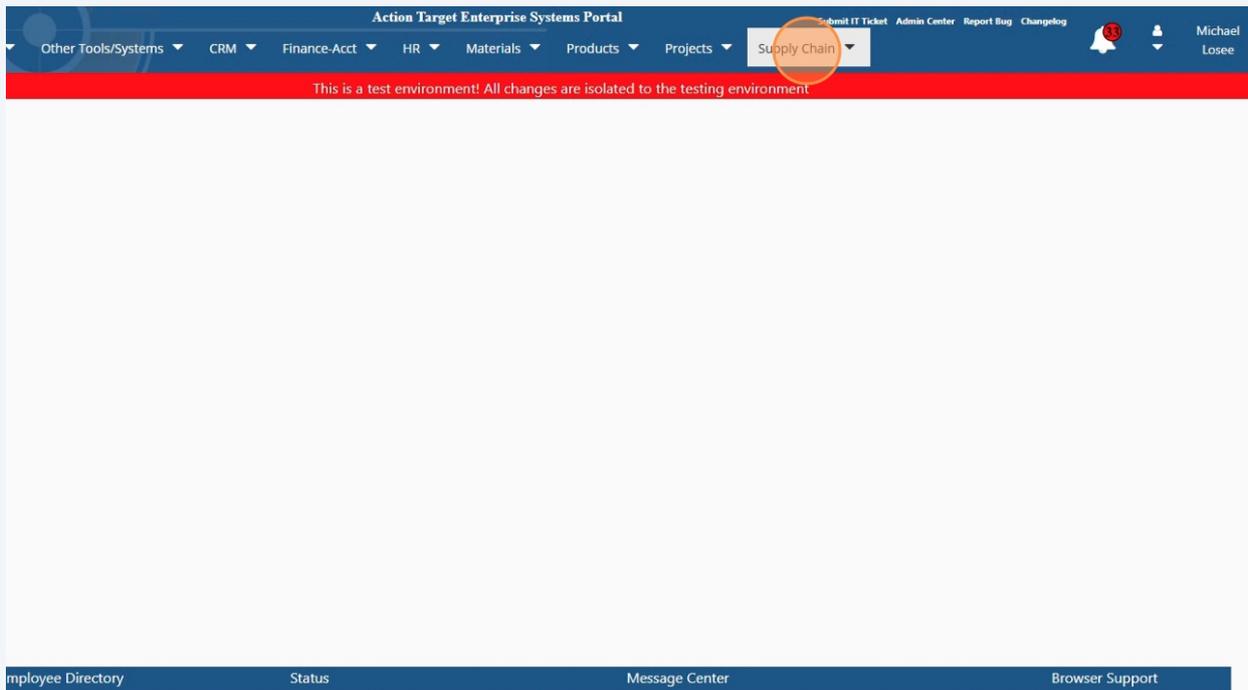
1 Navigate to the Action Target Enterprise Portal.

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

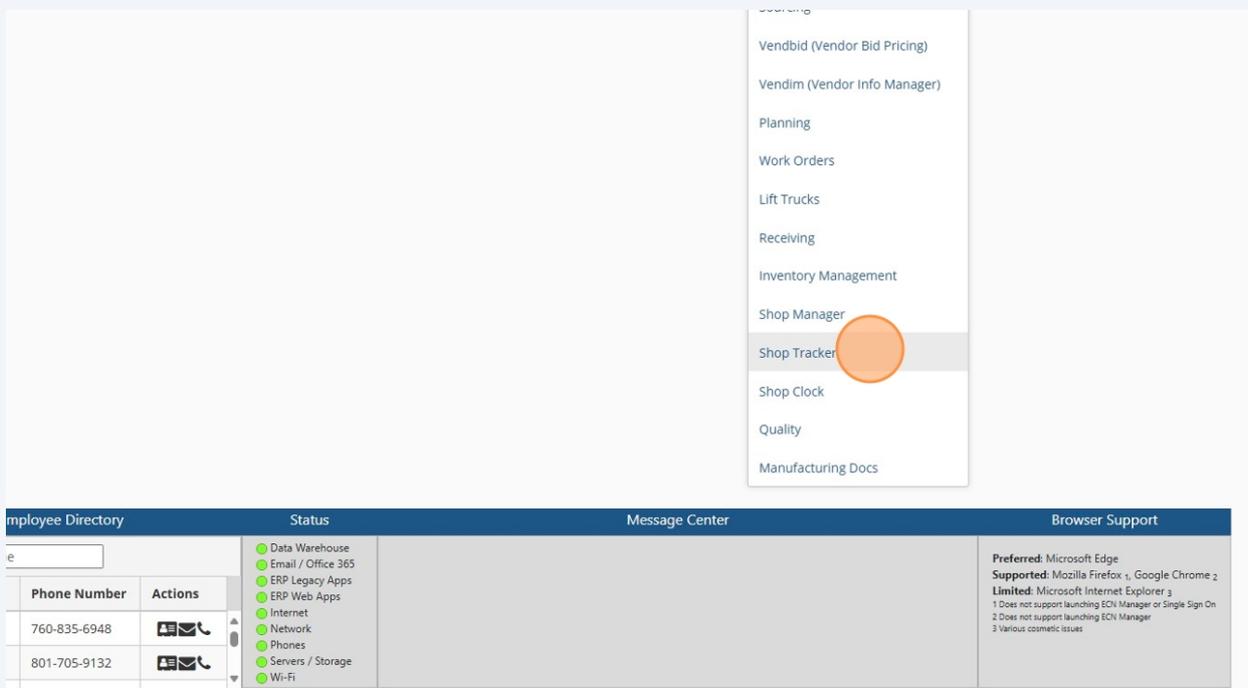
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Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none"><li>Data Warehouse</li><li>Email / Office 365</li><li>ERP Legacy Apps</li><li>ERP Web Apps</li><li>Internet</li></ul>		<p><b>Preferred:</b> Microsoft Edge <b>Supported:</b> Mozilla Firefox 4, Google Chrome <b>Limited:</b> 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 for the drop-down menu.



4 Click on the "Setup" tab 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

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

**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 | Fulfill | 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 Scroll down to see the batch management lists.

## 6 Click on you desired batch from the list.

The screenshot shows a software interface for managing job batches. At the top, there is a table with columns for Batch ID, Description, Cell, Status, Date, and User. Below this is a 'Job Batches' section with a header bar containing buttons: Refresh, Search, New, Edit, Delete, Edit Jobs, Show All, Commit, and Close. The main table has columns: Batch ID, Batch Description, Cell, Start, End, Comment, and a status column. The row for 'My Batch' is highlighted in grey and circled in orange. Below the Job Batches section is a 'Jobs in Batch' section with a header bar and a table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next.

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 on the "Edit Jobs" button located in the list header.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there is a navigation bar with various menu items: 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: Team ID, Name, Work Cell, Comments, Status, Date, Crt By, and Employee ID. Below the table is a 'Job Batches' section with a header bar containing buttons: Refresh, Search, New, Edit, Delete, Edit Jobs, Show All, Commit, and Close. The 'Edit Jobs' button is circled in orange. The main table has columns: Batch ID, Batch Description, Cell, Start, End, Comment, and a status column. The row for 'My Batch' is highlighted in blue. Below the Job Batches section is a 'Jobs in Batch' section with a header bar and a table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next.

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	No data load
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay	

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In the bottom right list, select the job that you would like to remove from the batch.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there is a navigation bar with various menu items. Below it, a summary table displays batch information:

Batch Description	Cell	Start	End	Comment	Status
My Batch	pi37	2025-04-09	2025-04-09	This is a Test!	open

Below the summary table, there are two main sections. The left section is a table with columns: Req Qnt, Part Number, Description, WO Notes, Operation, Next Op Name, Status, Pool, Mat Available, and WO Part. The right section is titled 'Jobs in Batch' and contains a table with columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next Op Name. An orange circle highlights the row with MO 170882, Shop Job ID 7, and Part Num 19625.

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Click the "Remove" button in the list header.

This screenshot is similar to the previous one, showing the same interface. A red banner at the top reads: "This is a test environment! All changes are isolated to the testing environment". A notification box in the top right corner says: "Failed to find label printers. You will be unable to print". In the 'Jobs in Batch' section, the 'Remove' button in the header is circled in orange.

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Notice that the job has been removed from the "Jobs in Batch" list.

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next Op Name
168477		5	50431	AutoTargets B	assembly-pac	
169196		1	50431	AutoTargets B	assembly-pac	

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When you are finished removing your desired jobs from the batch, click the "Done Editing" button in the "Job Batches" list header.

Shop Tracker

Schedule Setup Time Material Staging Work Cell: pi37 -

Active Teams

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

Job Batches

Batch ID	Batch Description	Cell	Start	End	Comment
14768	My Batch	pi37	2025-04-09	2025-04-09	This is a Test!

Jobs in Batch

MO	Shop Job ID	Qty	Part Num	Description	Operation
168477		5	50431	AutoTargets B	assembly-pac
169196		1	50431	AutoTargets B	assembly-pac