

# Adding Jobs to a Batch

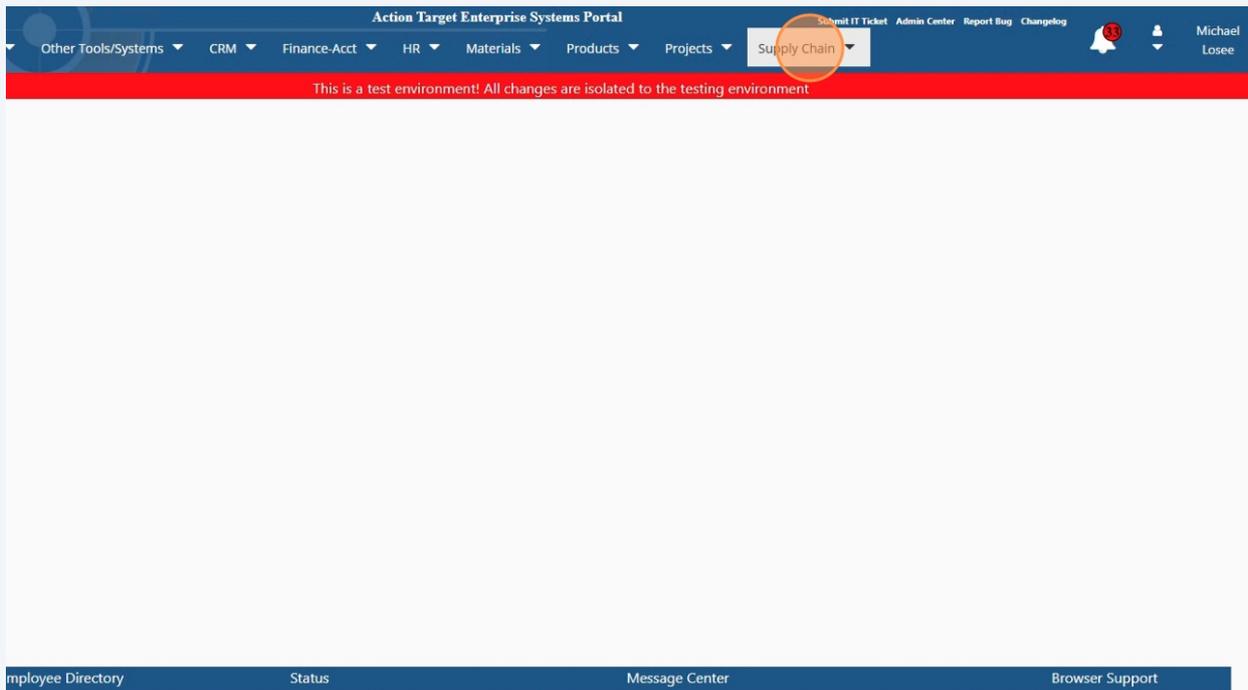
1 Navigate to the Action Target Enterprise Portal.

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

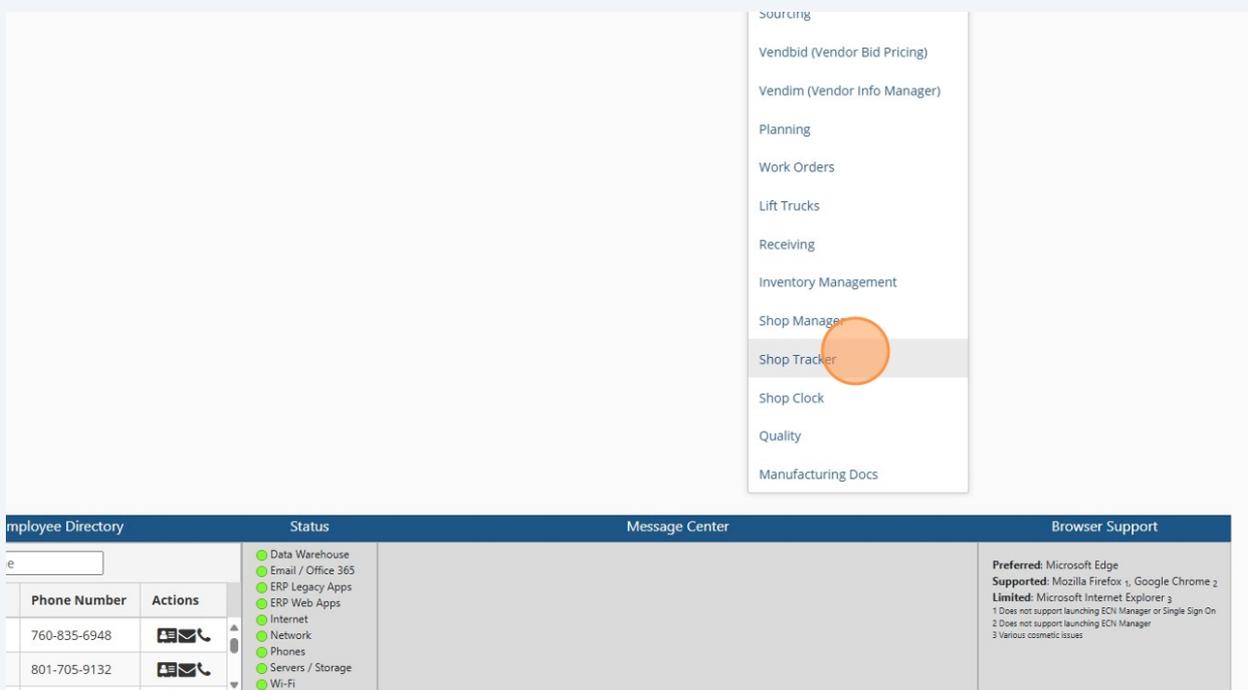
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| Employee Directory                         |              |         | Status  | Message Center | Browser Support  |
|--|--------------|---------|---|----------------|--|
| <input type="text" value="Employee Name"/> |              |         | <ul 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<br/><b>Supported:</b> Mozilla Firefox 4, Google Chrome<br/><b>Limited:</b> Microsoft Internet Explorer 9<br/>1 Does not support launching ECH Manager or Single<br/>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 "Shop Tracker" 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

Failed to find lab  
You will be unabl

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-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 your desired batch from the list.

The screenshot shows a web application interface for 'Job Batches'. At the top, there is a navigation bar with buttons: Refresh, Search, New, Edit, Delete, Edit Jobs, Show All, Commit, and Close. Below this is a table with the following columns: Batch ID, Batch Description, Cell, Start, End, and Comment. The table contains several rows, with the row for 'My Batch' (Batch ID 14768) highlighted in blue. An orange circle is drawn around the 'My Batch' text in the Batch Description column. Below the Job Batches table is a section for 'Jobs in Batch' 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 |                 |
| 14690    | Baffle Cable hanger (PN 4636)  | pi37 | 2025-04-01 | 2025-04-01 |                 |
| 14731    | Autotarget Ballistic Shields   | pi37 | 2025-04-03 | 2025-04-03 |                 |
| 14738    | Defender Stall Glass           | pi37 | 2025-04-04 | 2025-04-04 |                 |
| 14768    | My Batch                       | pi37 | 2025-04-09 | 2025-04-09 | This is a Test! |
| 14769    | My Batch 2                     | pi37 | 2025-04-09 | 2025-04-09 |                 |

7 Click the "Edit Jobs" button located in the list header.

The screenshot shows the same web application interface as in step 6, but with the 'Edit Jobs' button in the navigation bar highlighted with an orange circle. The 'Job Batches' table is now expanded to show a third column, 'MO'. The row for 'My Batch' (Batch ID 14768) is highlighted in blue. Below the Job Batches table, the 'Jobs in Batch' table now contains one row with the following data: MO 168477, Shop Job ID, Qnty 5, Part Num 50431, Description AutoTargets Ballistic Shield V3, Operation assembly-packaging. A red banner at the top of the page reads 'This is a test environment! All changes are isolated to the testing environment'. A pink error message in the top right corner says 'Failed to find lab You will be unab'.

| Batch ID | Batch Description              | Cell | Start      | End        | Comment         | MO |
|----------|--------------------------------|------|------------|------------|-----------------|----|
| 14447    | Genesis Local Control Screen M | pi37 | 2025-03-08 | 2025-03-08 |                 |    |
| 14690    | Baffle Cable hanger (PN 4636)  | pi37 | 2025-04-01 | 2025-04-01 |                 |    |
| 14731    | Autotarget Ballistic Shields   | pi37 | 2025-04-03 | 2025-04-03 |                 |    |
| 14738    | Defender Stall Glass           | pi37 | 2025-04-04 | 2025-04-04 |                 |    |
| 14768    | My Batch                       | pi37 | 2025-04-09 | 2025-04-09 | This is a Test! |    |
| 14769    | My Batch 2                     | pi37 | 2025-04-09 | 2025-04-09 |                 |    |

| MO     | Shop Job ID | Qnty | Part Num | Description                     | Operation          | Next |
|--------|-------------|------|----------|---------------------------------|--------------------|------|
| 168477 |             | 5    | 50431    | AutoTargets Ballistic Shield V3 | assembly-packaging |      |

8 Click on your desired job from the bottom left list.

The screenshot shows the 'Scheduled Operations' table with the following data:

| MO     | Job ID | Req Qnt | Part Number | escriptio | WO Notes | Operation | Next Op Name | Status | Pool  | Mat Available | WO Part |
|--------|--------|---------|-------------|-----------|----------|-----------|--------------|--------|-------|---------------|---------|
| 168613 | 20     | 4921    | DLX-90      | AMS 14    | assemb   | queued    | Core As      | false  | 4921  |               |         |
| 167136 | 30     | 15612   | Baffle J    | Phoeni    | assemb   | queued    | Core As      | false  | 15612 |               |         |
| 170882 | 7      | 19625   | Toggle      | Sparta    | assemb   | queued    | Core As      | false  | 19625 |               |         |
| 170822 | 15     | 6050    | ANT HP      | Lacey     | assemb   | queued    | Core As      | false  | 6050  |               |         |
| 170070 | 7      | 49234   | Retriev     | Langho    | assemb   | queued    | Core As      | false  | 49234 |               |         |
| 170049 | 7      | 37311   | Pilot Re    | Garden    | assemb   | queued    | Core As      | false  | 37311 |               |         |
| 170072 | 7      | 49237   | Retriev     | Gunfigr   | assemb   | queued    | Core As      | false  | 49237 |               |         |
| 170831 | 28     | 9008    | SRET tr     | AMS 15    | assemb   | queued    | Core As      | false  | 9008  |               |         |
| 170828 | 50     | 6873    | SRET Tr     | Sparta    | assemb   | queued    | Core As      | false  | 6873  |               |         |
| 170819 | 90     | 4562    | Baffle c    | Phoeni    | assemb   | queued    | Core As      | true   | 4562  |               |         |

9 Click "Add" to add the job to the batch.

The screenshot shows the 'Scheduled Operations' table with the job with MO 170882 and Job ID 7 highlighted in blue. The 'Add' button in the table's toolbar is also highlighted with a red circle. A red banner at the top of the page reads: "This is a test environment! All changes are isolated to the testing environment".



The page will refresh.

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Notice that the job now shows up in the list on the right.

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

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

View

| Req Qnt | Part Number | description | WO Notes | Operation | Next Op Name | Status | Pool    | Mat Available | WO Part |
|---------|-------------|-------------|----------|-----------|--------------|--------|---------|---------------|---------|
| 20      | 4921        | DLX-90      | AMS 14   | assemb    |              | queued | Core As | false         | 4921    |
| 30      | 15612       | Baffle Jc   | Phoeni   | assemb    |              | queued | Core As | false         | 15612   |
| 15      | 6050        | ANT HP      | Lacey    | assemb    |              | queued | Core As | false         | 6050    |
| 7       | 49237       | Retriev     | Gunfigh  | assemb    |              | queued | Core As | false         | 49237   |
| 7       | 37311       | Pilot Re    | Garden   | assemb    |              | queued | Core As | false         | 37311   |
| 7       | 49234       | Retriev     | Langho   | assemb    |              | queued | Core As | false         | 49234   |
| 28      | 9008        | SRET tr     | AMS 15   | assemb    |              | queued | Core As | false         | 9008    |
| 50      | 6873        | SRET Tr     | Sparta   | assemb    |              | queued | Core As | false         | 6873    |
| 7       | 4118        | SRET tr     | CSS-OS   | assemb    |              | queued | Core As | false         | 4118    |
| 90      | 4562        | Baffle c    | Phoeni   | assemb    |              | queued | Core As | true          | 4562    |

Jobs in Batch View

| 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 |              |
| 170882 |             | 7   | 19625    | Toggle Switch | assembly-pac |              |

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When you are finished adding your desired jobs to the batch. Click the "Done Editing" button.

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

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   |

Team Members

| Employee ID  |
|--------------|
| No data load |

Job Batches

Refresh Search New Edit Delete Done Editing Show All Commit Close

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

Scheduled Operations

Refresh Search Add Clear Material Content

| MO     | Job ID | Req Qty | Part Number | descriptio | WO Notes | Operatio | Next Op Name | Status | Pool    | Mat Available | WO Part |
|--------|--------|---------|-------------|------------|----------|----------|--------------|--------|---------|---------------|---------|
| 168613 | 20     | 4921    | DLX-90      | AMS 14     | assemb   |          |              | queued | Core As | false         | 4921    |

Jobs in Batch

Remove Add Next

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