

# Closing 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. Below it, the main content area is mostly blank. At the bottom, there is a dark blue navigation bar with four sections: "Employee Directory", "Status", "Message Center", and "Browser Support".

**Employee Directory**

Employee Name

Employee Name	Phone Number	Actions

**Status**

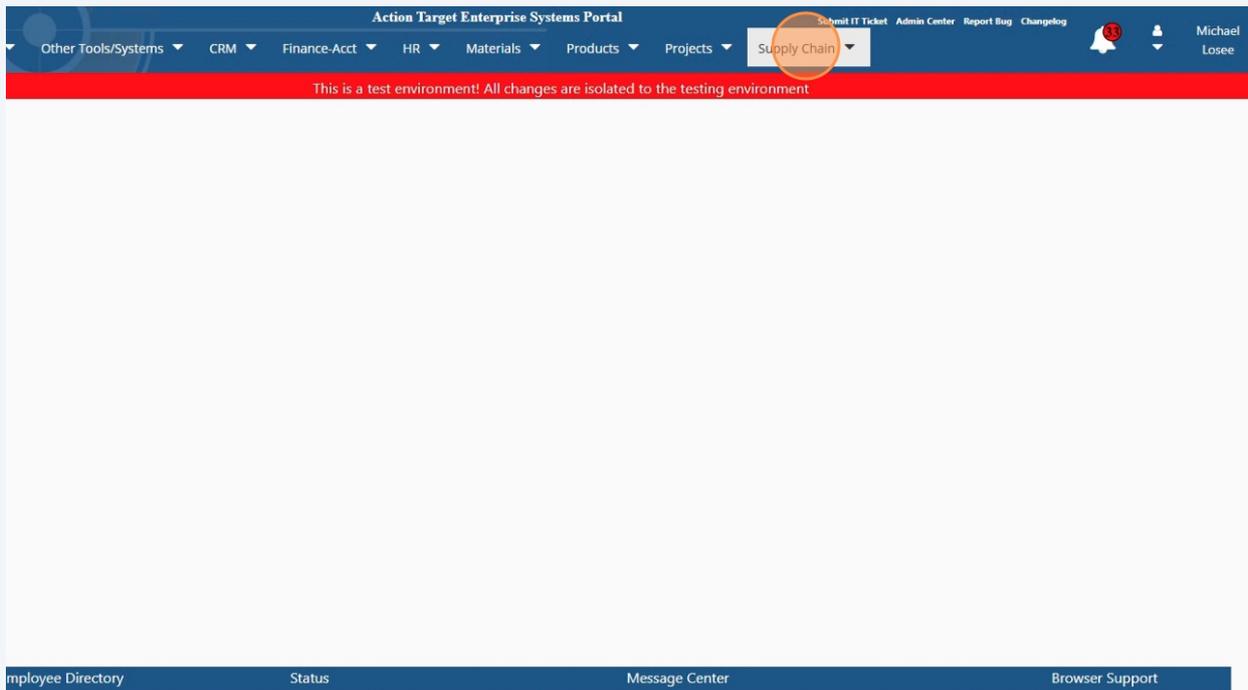
- Data Warehouse
- Email / Office 365
- ERP Legacy Apps
- ERP Web Apps
- Internet

**Message Center**

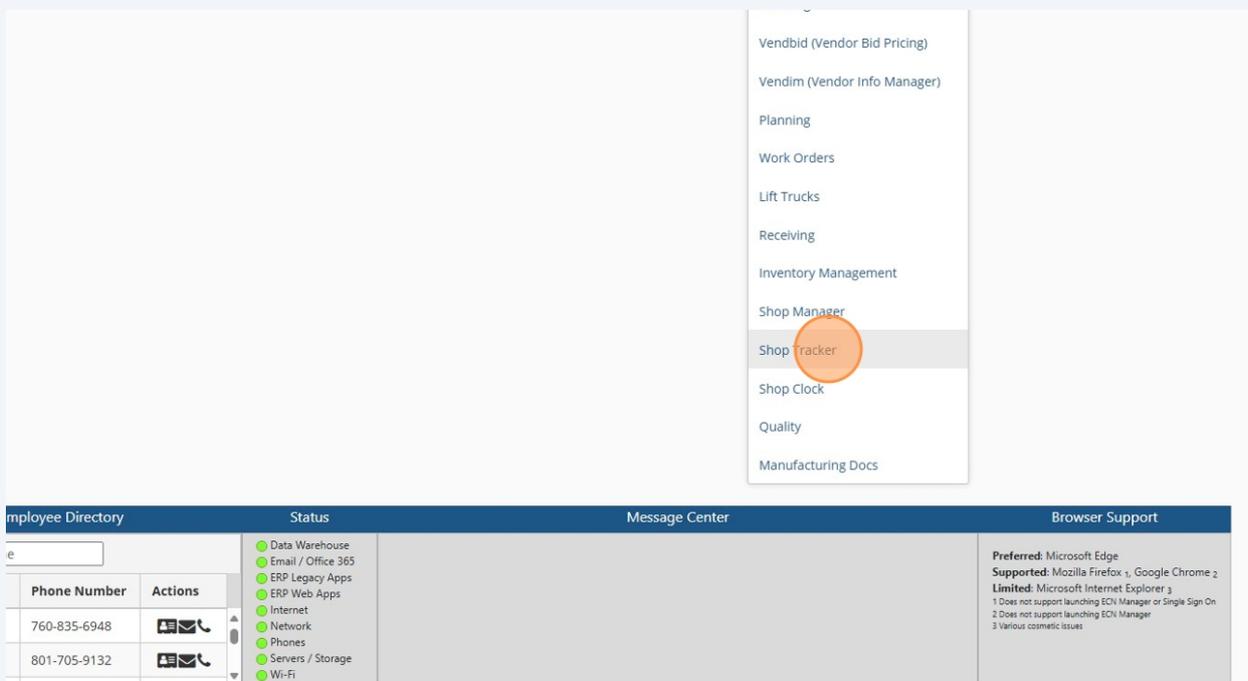
**Browser Support**

**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

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



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



4 Click 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-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 two bottom lists.

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

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	

Job Batches View

Refresh Search New Edit Delete Edit Jobs Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment	Status
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

Jobs in Batch View

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next Op
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## 7 Click the "Close" button in the list header.

Failed to find label printers. You will be unable to print

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

Teams Search New Team Edit Team Show All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By	Employee ID	Casual Name
	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee		No data loaded
	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay		

Job Batches View

Refresh Search New Edit Delete Edit Jobs Show All Commit **Close**

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

Jobs in Batch View

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next Op Name
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8

In the pop-up window click the "Submit" button, to confirm you would like to close the batch.

The screenshot displays a software interface with three main sections. The top section, 'Active Teams', contains a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. The middle section, 'Batches', contains a table with columns: Batch ID, Batch Description, Cell, End, and Comment. A 'Close Batch' dialog box is overlaid on this section, featuring a text input field with the value '14738', a 'Submit' button (highlighted with an orange circle), and a 'Cancel' button. The bottom section, 'Jobs in Batch', contains a table with columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next O.

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	End	Comment	St
1447	Genesis Local Control Screen M	pi37	2025-03-08		open
1690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01		open
1731	Autotarget Ballistic Shields	pi37	2025-04-03		open
1738	Defender Stall Glass	pi37	2025-04-04		open

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next O
168490		1	17453	Defender Stall Upper Glass Par	assembly-packaging	
169797		5	17453	Defender Stall Upper Glass Par	assembly-packaging	