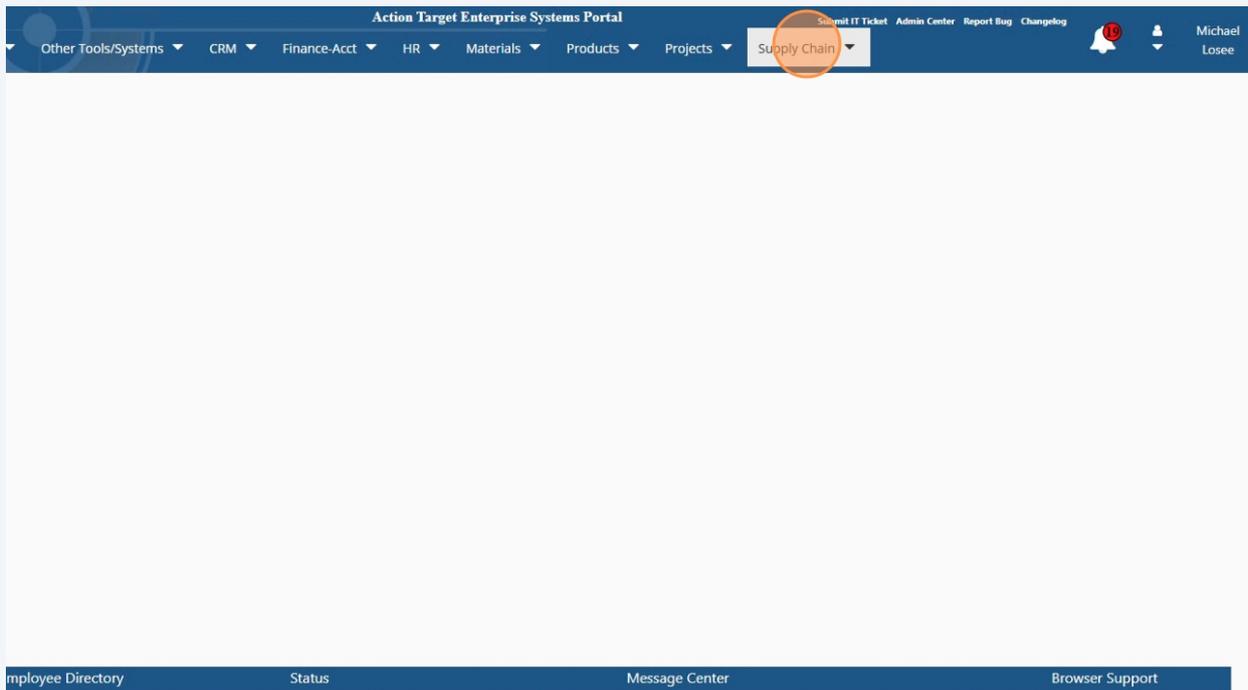


The Time Tab Overview

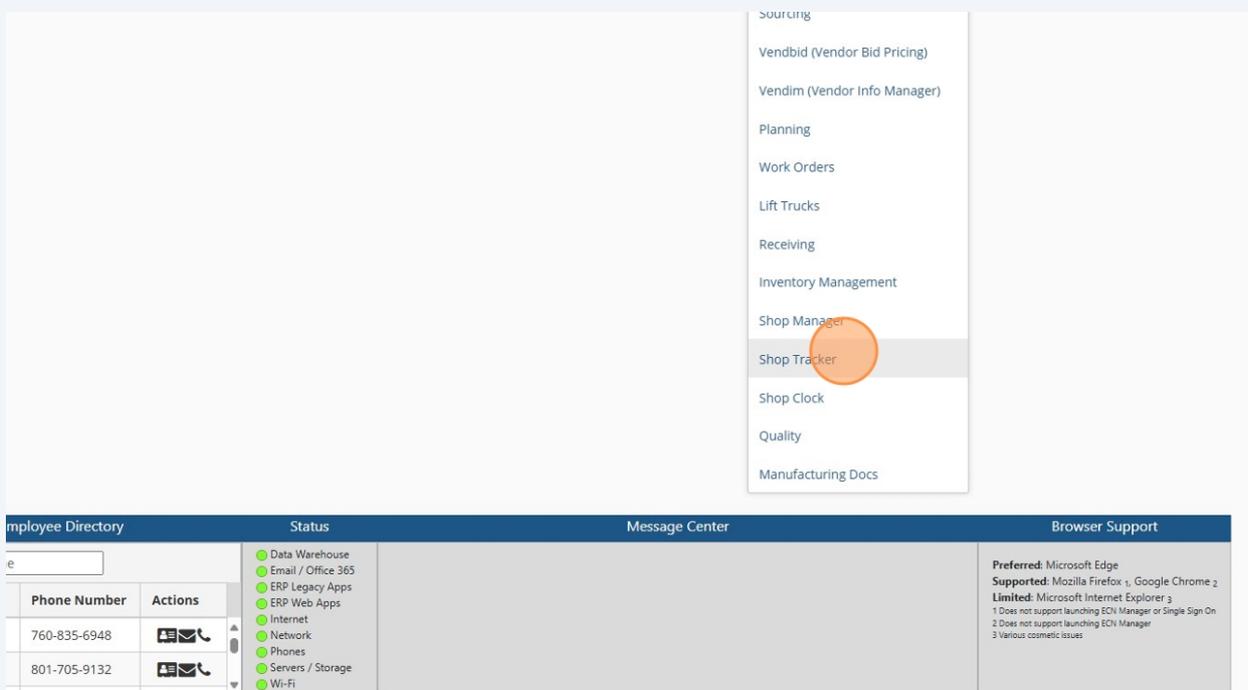
1 Open the Action Target Enterprise Portal.

The screenshot displays the Action Target Enterprise Portal interface. At the top, there is a search bar labeled "Employee Name". Below the search bar is a table with the following columns: "Employee Name", "Phone Number", and "Actions". To the right of the search bar is a "Status" menu with the following options: Data Warehouse, Email / Office 365, ERP Legacy Apps, ERP Web Apps, and Internet. To the right of the status menu is a "Message Center" section. To the right of the message center is a "Browser Support" section with the following text: "Preferred: Microsoft Edge", "Supported: Mozilla Firefox 4, Google Chrome", "Limited: Microsoft Internet Explorer 9", "1 Does not support launching ECH Manager or Single", and "2 Does not support launching ECH Manager".

2 Click on the "Supply Chain" menu.



3 Click the "Shop Tracker" tool from the Drop-down menu.



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

Action Target Enterprise Systems Portal Submit IT Ticket Admin Center Report Bug Changelog

Legacy ERP Other Tools/Systems CRM Finance-Acct HR Materials Products Projects Supply Chain

Shop Tracker

Schedule Setup **Time** Material Staging Work Cell: latid045

Schedule Show Batches Show Logs Show Tables

Schedule Operator Actions Check In Check Out Documents Fullfill 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 Qnt	Part Number	Description	Operation	WO Notes	Start	Status	Batch ID	Mat Available	Next Op Name	WO Due
5		jb-1055-1	1	49135	(Phase-Out - R	elec-assemb	Inspect Rep	2025-03-07	staged		true		
6	58314	mo-169724	4	49152	(Phase-Out - R	elec-assemb	Down Range	2025-04-23	in-process		false		2025-04-23
6	58701	mo-170282	16	33785	-REDLINE- Aut	elec-assemb	Indonesia 2	2025-03-27	in-process	14636	true		2025-05-12
6	58401	mo-169857	1	46397	-REDLINE- Sm	elec-assemb	Gunfighter C	2025-05-05	staged		false		2025-05-05
6	58444	mo-169905	3	2987	-REDLINE- Sm	elec-program	AMS 148862	2025-05-15	staged		true		2025-05-15
6	58944	mo-170708	2	23825	Assembly, Ant	elec-assemb	Israel-IMI	2025-04-07	staged	14756	false		2025-05-16
6	58759	mo-170407	1	23825	Assembly, Ant	elec-assemb	Indonesia 2	2025-04-07	staged	14756	true		2025-05-12
6	58847	mo-170540	1	23825	Assembly, Ant	elec-assemb	Indonesia 2	2025-04-07	staged	14756	true		2025-05-12
6	58700	mo-170281	16	35613	AutoTargets B	elec-assemb	Indonesia 2	2025-03-27	in-process	14626	true		2025-05-12



The following steps show how to view a specific employee's working time.

5 Click "Load Employee" button.

The screenshot shows the 'Shop Tracker' interface with the 'Time' tab selected. The 'Weekly Summary' for Michael Losee includes a 'Load Employee' button circled in orange. Below it is a table of dates and time worked. Further down, the 'Employees Clocked In' section shows a table with columns for Employee ID, Casual Name, Clock In Time, and Pool Name. The 'Employees Checked In' section shows a table with columns for Employee ID, Casual Name, Check In Time, Team ID, Ponum, Job ID, Batch ID, and Proj ID.

Date	Time Worked
Sunday, April 6, 2025	00:00:00
Monday, April 7, 2025	00:00:00
Tuesday, April 8, 2025	00:00:00
Wednesday, April 9, 2025	00:00:00

Employee ID	Casual Name	Clock In Time	Pool Name
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

Employee ID	Casual Name	Check In Time	Team ID	Ponum	Job ID	Batch ID	Proj ID
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74

6 You can search for an employee by their name or employee ID number. You can also use the drop-down menu.

The screenshot shows the 'Shop Tracker' interface with the 'Select Employee' dialog box open. The dialog box has a search input field, a dropdown arrow, and 'Select' and 'Cancel' buttons. The background interface is dimmed, showing the same tables as in the previous screenshot.

7 Select your desired employee.

The screenshot shows a software interface with a 'Time' tab selected. A 'Select Employee' dialog box is open, displaying a list of employees. The employee '2736 - 2736 - Jordan Muhiz' is highlighted in blue. The background interface includes a 'Weekly Summary' for Michael Losee, a table of dates and time worked, and a table of employee data with columns for Employee ID, Casual Name, Check In Time, Team ID, Ponum, Job ID, Batch ID, Proj ID, and Pool Name.

Employee ID	Casual Name	Check In Time	Team ID	Ponum	Job ID	Batch ID	Proj ID	Pool
324	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74	Electronics

8 Press the "Select" button.

The screenshot shows the same software interface as in step 7. The 'Select Employee' dialog box is still open, and the '2736 - 2736 - Jordan Muhiz' option is selected. The 'Select' button, which has a checkmark icon, is highlighted with a blue circle. The 'Cancel' button is also visible. The background interface remains the same, showing the weekly summary and employee data tables.



The following are other tools used in the same tab.

9

The "Employees Clocked In" list shows all of the employees that are clocked in. This list will filter based on your work cell setting in the upper right corner.

Action Target Enterprise Systems Portal Submit IT Ticket Admin Center Report Bug Changelog

Legacy ERP Other Tools/Systems CRM Finance-Acct HR Materials Products Projects Supply Chain

Shop Tracker

Schedule Setup **Time** Material Staging Work Cell: latid045

Weekly Summary Refresh Load Employee Hide

Employees Clocked In Refresh

Employee ID	Casual Name	Clock In Time	Pool Name
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

Employees Checked In Refresh

Employee ID	Casual Name	Check In Time	Team ID	Ponum	Job ID	Batch ID	Proj ID
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74

10

The "Employees Checked In" list shows all of the employees that are checked into a job or batch. This also filters based on your work cell settings.

Shop Tracker

Schedule Setup **Time** Material Staging Work Cell: latid045

Weekly Summary Refresh Load Employee Hide

Employees Clocked In Refresh

Employee ID	Casual Name	Clock In Time	Pool Name
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

Employees Checked In Refresh

Employee ID	Casual Name	Check In Time	Team ID	Ponum	Job ID	Batch ID	Proj ID	
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74	Ele