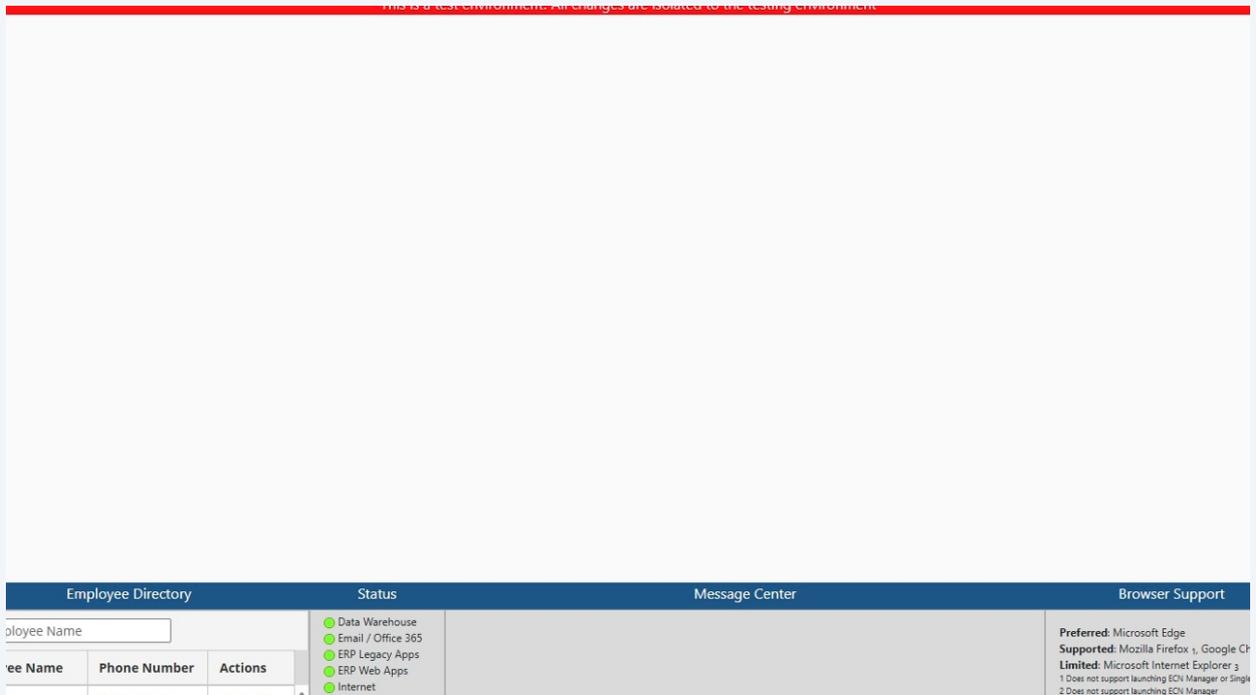


How To Clock In/Out for Shop Workers

1 Open the Action Target Enterprise Portal.



2 Click "Supply Chain"

The screenshot shows the top navigation bar of the 'Action Target Enterprise Systems Portal'. The 'Supply Chain' menu item is highlighted with an orange circle. Below the navigation bar is a red banner with the text: 'This is a test environment! All changes are isolated to the testing environment'. The bottom of the page features a dark blue footer with links for 'Employee Directory', 'Status', 'Message Center', and 'Browser Support'.

3 Click "Shop Clock"

The screenshot shows the 'Supply Chain' dropdown menu with 'Shop Clock' highlighted by an orange circle. The menu items are: Vendbid (Vendor Bid Pricing), Vendim (Vendor Info Manager), Planning, Work Orders, Lift Trucks, Receiving, Inventory Management, Shop Manager, Shop Tracker, Shop Clock, Quality, and Manufacturing Docs. Below the menu is a table with columns for 'Phone Number' and 'Actions'. The 'Status' section lists various system components like Data Warehouse, Email / Office 365, etc. The 'Browser Support' section provides information about supported and limited browsers.

Phone Number	Actions
760-835-6948	[Icons: Mail, Phone]
801-705-9132	[Icons: Mail, Phone]

Status

- Data Warehouse
- Email / Office 365
- ERP Legacy Apps
- ERP Web Apps
- Internet
- Network
- Phones
- Servers / Storage
- Wi-Fi

Browser Support

Preferred: Microsoft Edge
Supported: Mozilla Firefox 1, Google Chrome 2
Limited: Microsoft Internet Explorer 3
1 Does not support launching ECN Manager or Single Sign On
2 Does not support launching ECN Manager
3 Various cosmetic issues

4

Type your Employee Id into the box. Your name will appear next to "Selected Employee."



The screenshot shows a search interface with a text input field labeled "Search for Employee ID" containing a cursor. Below it is the text "Selected Employee:" followed by a blue "Clock In/Out" button. To the right is a numeric keypad with buttons for digits 0-9 and a "Clear" button. An orange circle highlights the search input field.

5

Click "Clock In/Out"



The screenshot shows the same search interface as in step 4. The search input field now contains the number "2736". The "Selected Employee:" text now displays "Muniz, Jordan". The blue "Clock In/Out" button is highlighted with an orange circle.