

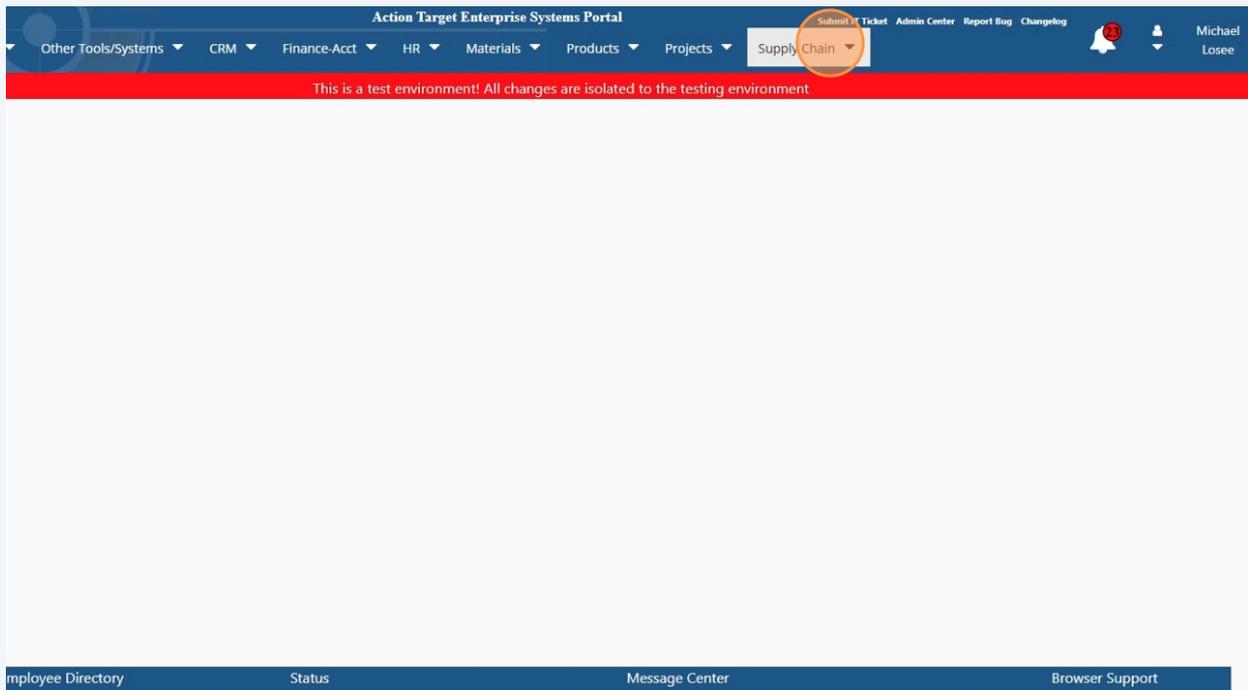
# Scheduling Work in the Shop

1 Navigate to the Action Target Enterprise Portal.

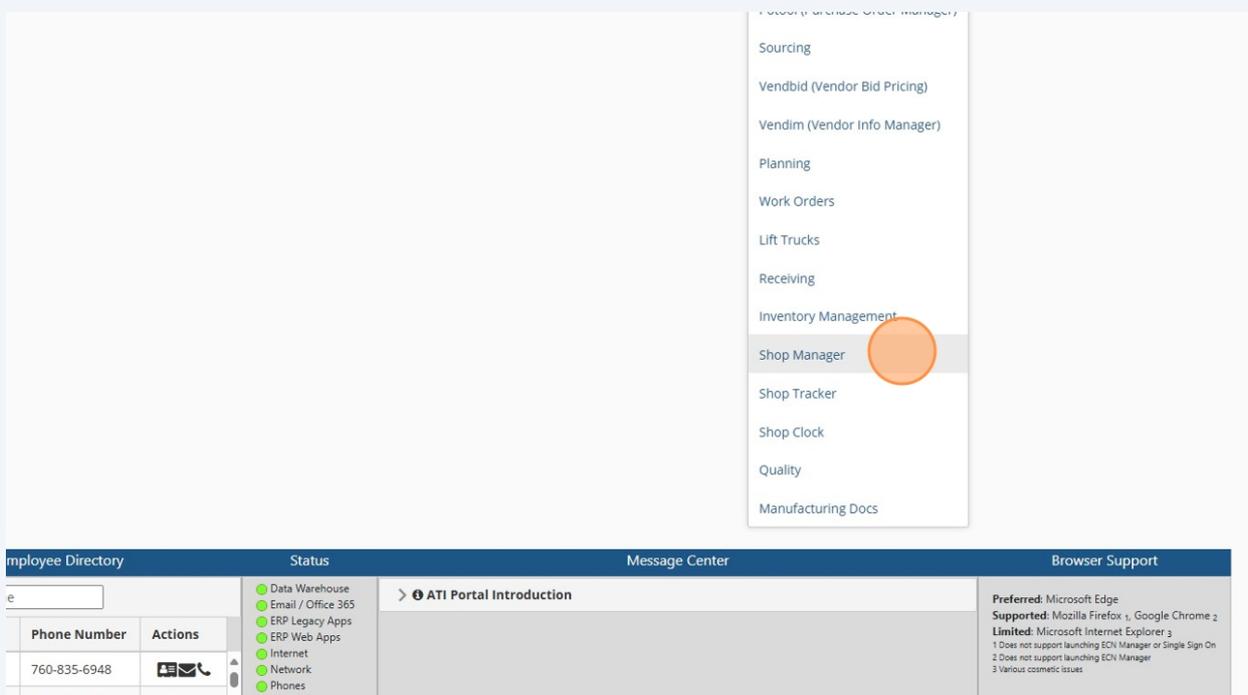
This is a screenshot of a web application interface. At the top, there is a red horizontal line with the text "This is a test environment. All changes are related to the testing environment." Below this is a large white rectangular area. At the bottom, there is a dark blue navigation bar with four sections: "Employee Directory", "Status", "Message Center", and "Browser Support".

Employee Directory			Status	Message Center	Browser Support
Employee Name <input type="text"/>			<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>	> ATI Portal Introduction	<p><b>Preferred:</b> Microsoft Edge</p> <p><b>Supported:</b> Mozilla Firefox 4, Google Chrome</p> <p><b>Limited:</b> Microsoft Internet Explorer 9</p> <p>1 Does not support launching ECH Manager or Single</p> <p>2 Does not support launching ECH Manager</p>
Employee Name	Phone Number	Actions			

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



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



4 Click on the "Show Master" button located in the Schedule Builder header.

The screenshot shows the 'Shop Manager' interface. At the top, there is a navigation bar with various menu items like 'Legacy ERP', 'CRM', 'Finance-Acct', etc. Below that is a red banner stating 'This is a test environment! All changes are isolated to the testing environment'. The main header is 'Shop Manager' with a sub-header 'Schedule Builder'. In the 'Schedule Builder' header, there are several buttons: 'Show Master', 'Hide Schedule', 'Show Hours', 'Show Op Time', and 'Show Logs'. The 'Show Master' button is circled in red.

5 Select your desired job from the Master plan list on the left of the screen.

The screenshot shows the 'Shop Manager' interface with the 'Schedule Builder' header. The 'Show Master' button has been replaced by 'Hide Master'. The interface is split into two main sections: 'Master Plan' on the left and 'Shop Schedule' on the right. The 'Master Plan' table has columns for 'WO ID', 'Part ID', 'Part Descr', 'Due Date', 'Finish', and 'N'. The 'Part ID' column is highlighted in a red circle. The 'Shop Schedule' table has columns for 'Priority', 'WO ID', 'MTR', 'op\_seq', 'Req Qnt', 'Part Number', and 'Des'. The 'Part Number' column in the 'Shop Schedule' table is highlighted in red for the row with Part Number 33785.

## 6 You can choose to schedule the job one of two ways.

1. Schedule: Use your own custom settings to schedule the job.
2. Schedule From Plan: Use the settings that were applied previously by the planning team.

**Manager**

Work Bench Nesting Setup Management Capacity Documents Time Jobs WO Data Tables

**Schedule Builder** Hide Master Hide Schedule Show Hours Show Op Time Show Logs

Master Plan

Single Selection Actions: WO Material

Multi Selection Actions: **Schedule**, Schedule From Plan

WO ID	Part ID	Part Descr	Due Date	Finish	N
63	20723	Sentry - Long Stall Wall, Up	2025-04-24	2025-04-24	Down Range-O
33	49493	Genesis Track Section, 12 G	2025-05-20	2025-04-14	Huron
33	1678	Berm Trap Fin - 16" Long	2025-05-20	2025-05-16	Huron
11	19180	Portable Bullet Trap - Rubb	2025-05-21	2025-05-16	PBT min
26	8129	Raceway 2 Channel	2025-05-21	2025-04-28	Sumter (part br
15	19179	Portable Bullet Trap - Back	2025-05-22	2025-05-22	PBT min
39	17452	DEFENDER STALL LOWER S	2025-05-22	2025-05-22	Garden City PD
21	19157	Portable Bullet Trap - Uprig	2025-05-22	2025-05-16	PBT min
38	17450	DEFENDER STALL UPPER ST	2025-05-22	2025-04-07	Garden City PD
10	19158	Portable Bullet Trap - Uprig	2025-05-22	2025-05-16	PBT min

Shop Scheduler

Single Selection Actions: Edit, Remove WO, Work Order, WO Material

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Description
6	58702	mo-170286-5	1	16	33784	Autotargets, B
6	58701	mo-170282-5	1	16	33784	Autotargets, B
6	58695	mo-170270-5	1	16	33784	Autotargets, B
6	58899	mo-170628-5	1	15	33784	Autotargets, B
6	58701	mo-170282-4	1	16	33785	-REDLINE- Aut
6	56627	mo-166751-1	1	6	23617	PT Gong Kit, IF
6	59234	mo-171277-1	1	30	4636	Baffle cable ha
6	59106	mo-171072-1	1	50	4636	Baffle cable ha
6	58702	mo-170286-8	1	16	33781	-REDLINE- Aut
6	58695	mo-170270-8	1	16	33781	-REDLINE- Aut

## 7 Click on the "Schedule" button.

**Shop Manager**

Schedule Work Bench Nesting Setup Management Capacity Documents Time Jobs WO Data Tables

**Schedule Builder** Hide Master Hide Schedule Show Hours Show Op Time Show Logs

Master Plan

Single Selection Actions: WO Material

Multi Selection Actions: **Schedule**, Schedule From Plan

WO ID	Part ID	Part Descr	Due Date	Finish	N
60663	20723	Sentry - Long Stall Wall, Up	2025-04-24	2025-04-24	Down Range-O
59283	49493	Genesis Track Section, 12 G	2025-05-20	2025-04-14	Huron
59233	1678	Berm Trap Fin - 16" Long	2025-05-20	2025-05-16	Huron
58211	19180	Portable Bullet Trap - Rubb	2025-05-21	2025-05-16	PBT min
59726	8129	Raceway 2 Channel	2025-05-21	2025-04-28	Sumter (part br
58215	19179	Portable Bullet Trap - Back	2025-05-22	2025-05-22	PBT min
59069	17452	DEFENDER STALL LOWER S	2025-05-22	2025-05-22	Garden City PD
58221	19157	Portable Bullet Trap - Uprig	2025-05-22	2025-05-16	PBT min

Shop Scheduler

Single Selection Actions: Edit, Remove WO, Work Order, WO Material

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Des
6	58702	mo-170286-5	1	16	33784	Aut
6	58701	mo-170282-5	1	16	33784	Aut
6	58695	mo-170270-5	1	16	33784	Aut
6	58899	mo-170628-5	1	15	33784	Aut
6	58701	mo-170282-4	1	16	33785	-RE
6	56627	mo-166751-1	1	6	23617	PT
6	59234	mo-171277-1	1	30	4636	Baf
6	59106	mo-171072-1	1	50	4636	Baf

## 8 Change the settings in the form as desired.

The screenshot shows the Manager software interface. The top navigation bar includes tabs for Work Bench, Nesting, Setup, Management, Capacity, Documents, Time, Jobs, and WO Data. Below this is the Schedule Builder section with buttons for Hide Master, Hide Schedule, Show Hours, Show Op Time, and Show Logs. A central area contains buttons for Refresh, Search, Project, Capacity, Material, and Clear Selection. To the right, there are buttons for Single Selection Actions (WO, Material) and Multi Selection Actions (Schedule, Schedule From Plan). A table displays a list of items with columns for Part ID, Part Descr, Due Date, Finish, and WO ID. A form on the right side is open, showing fields for Work Order (60663), Target Date (04/24/2025), and Schedule Method (Backwards). There are checkboxes for Material and Capacity. At the bottom of the form are Save and Cancel buttons.

Part ID	Part Descr	Due Date	Finish	WO ID
20723	Sentry - Long Stall Wall, Up	2025-04-24	2025-04-24	58702
49493	Genesis Track Section, 12 G	2025-05-20	2025-04-14	58701
1678	Berm Trap Fin - 16" Long	2025-05-20	2025-05-16	58695
19180	Portable Bullet Trap - Rubb	2025-05-21	2025-05-16	58899
8129	Raceway 2 Channel	2025-05-21	2025-04-28	58701
19179	Portable Bullet Trap - Back	2025-05-22	2025-05-22	56627
17452	DEFENDER STALL LOWER S	2025-05-22	2025-05-22	59234
19157	Portable Bullet Trap - Uprig	2025-05-22	2025-05-16	59106
17450	DEFENDER STALL UPPER ST	2025-05-22	2025-04-07	58702
19158	Portable Bullet Trap - Uprig	2025-05-22	2025-05-16	58695

## 9 When complete with the form, click the save button.

This screenshot is similar to the previous one, showing the Manager software interface. The form on the right side is the same, but the Save button is now highlighted with a red circle, indicating that the user should click it to save the changes. The Save button is located at the bottom of the form, next to the Cancel button.