Removing Work Orders from the Shop Schedule

1   Open the Action Target Enterprise Portal.

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

Employee Directory	Status	Message Center	Helpful Links
loyee Name	● Data Warehouse ● Email / Office 365 ● ERP Legacy Apps ● ERP Web Apps ● Internet	› ● ATI Portal Introduction	• **WebApp User Guide** • **Legacy ERP User Guide** • **IT End User Knowledge Guid**

ee Name	Phone Number	Actions
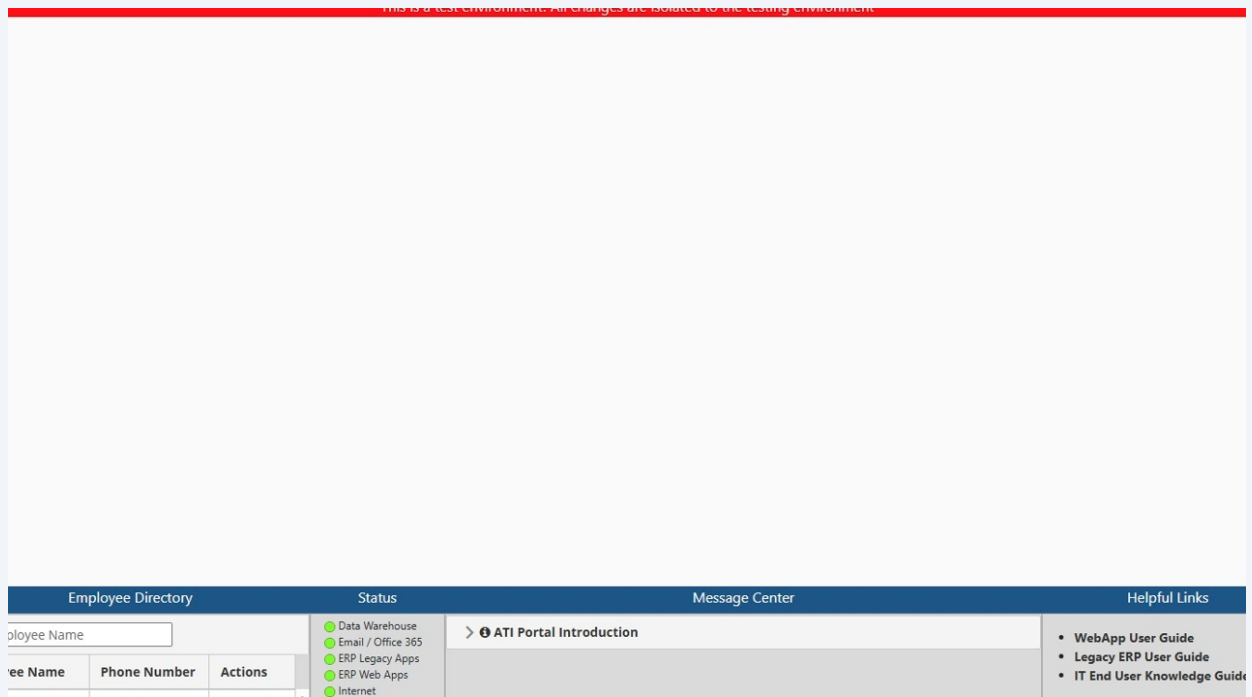
2   Click on the "Supply Chain" menu located near the top of the screen.
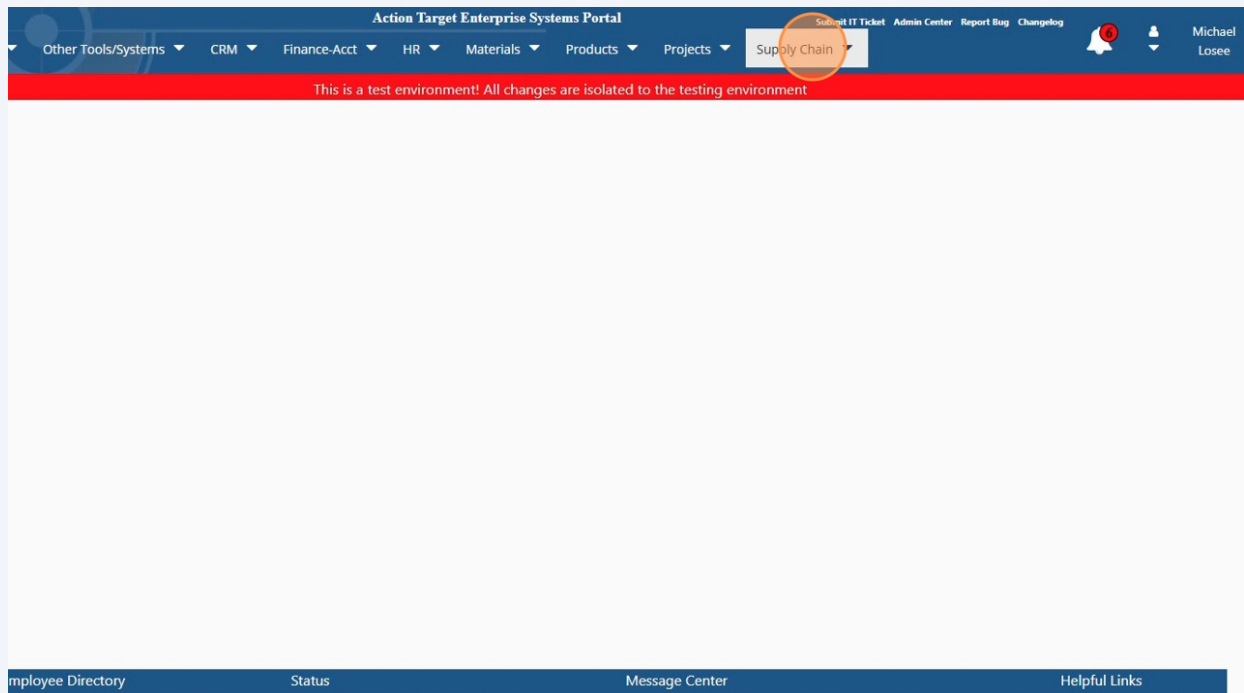
3   Click the "Shop Manager" option from the drop down menu.
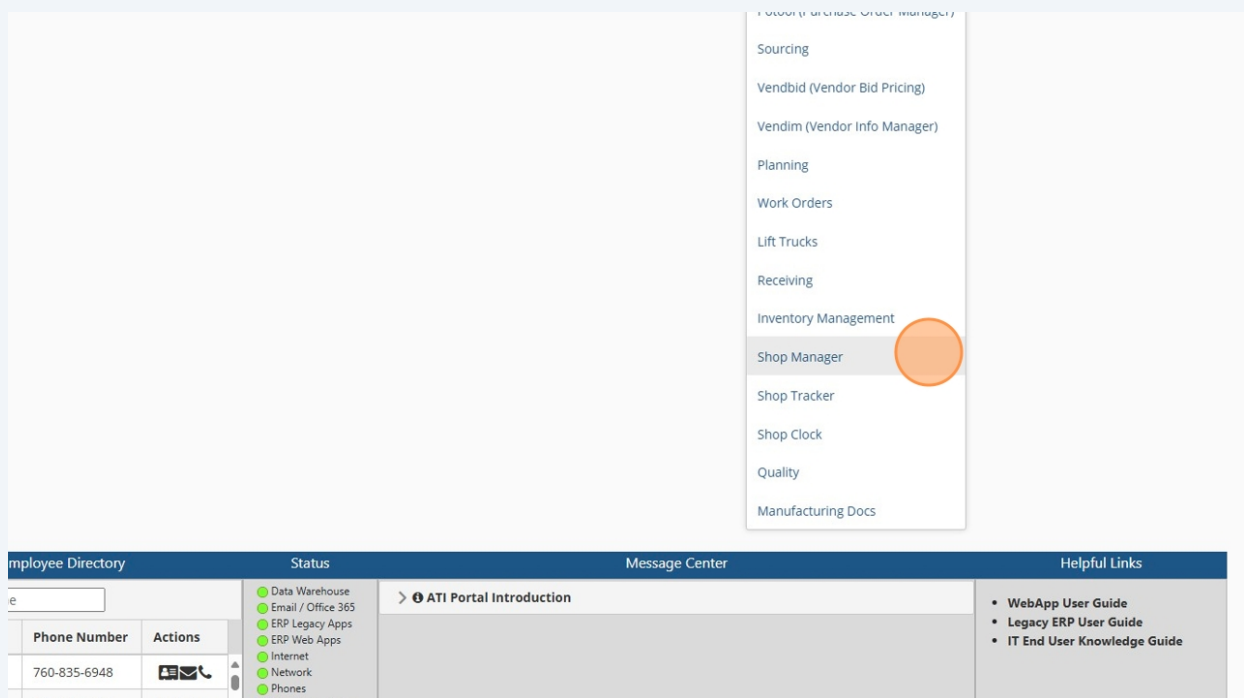
4 In the shop schedule list, select an operation that is associated with the work order you would like to remove.

5 Click the "Remove WO" button located in the shop schedule header.

⚠️ NOTE: The work order cannot be removed if it already is being produced in the shop.

6 In the pop-up window, click "Submit".