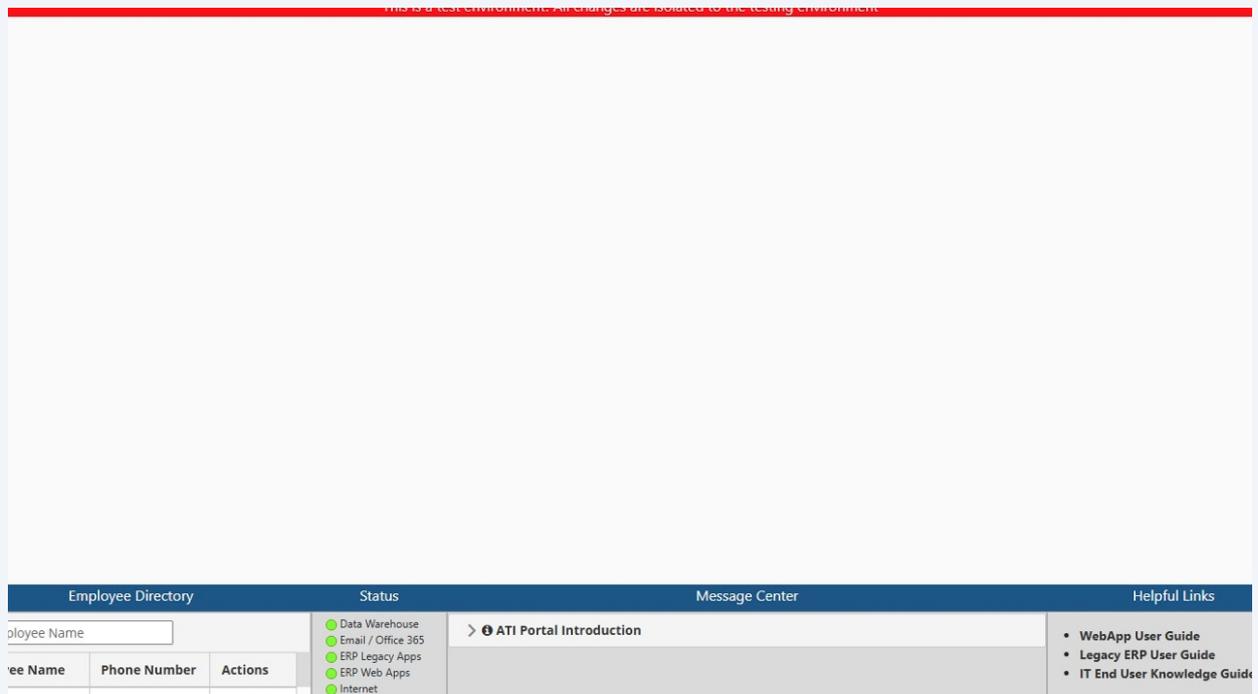
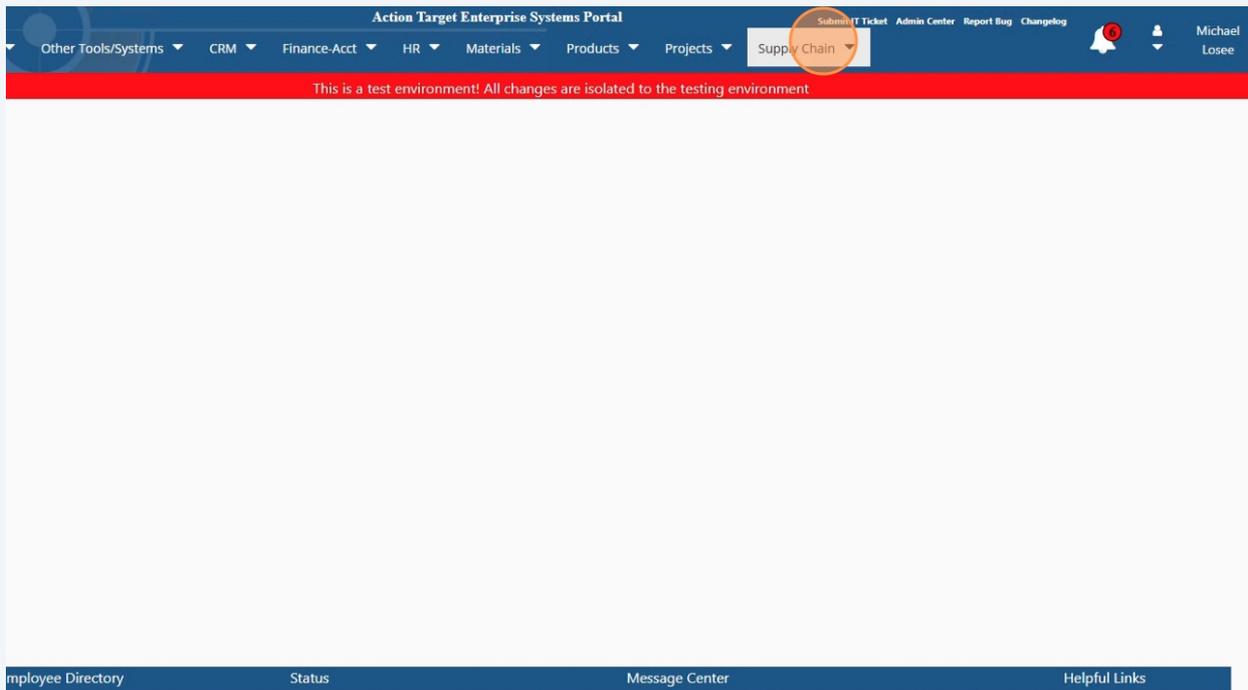


Rescheduling a Work Order in the Shop Schedule

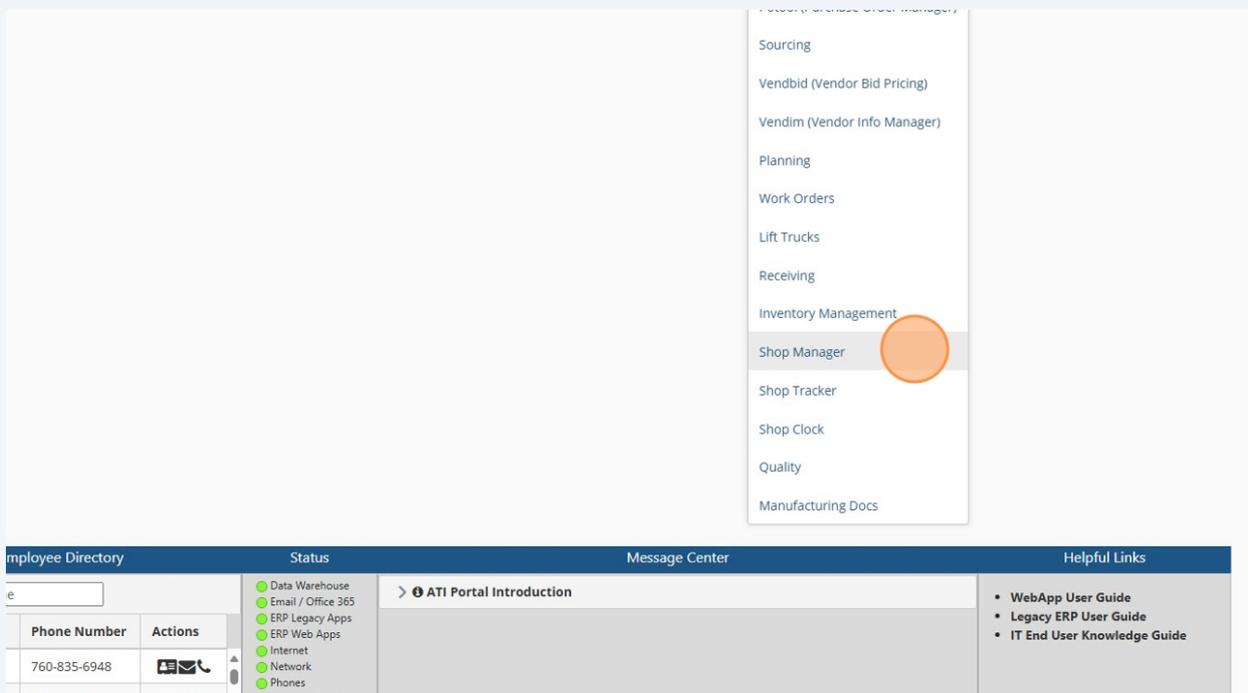
1 Open the Action Target enterprise Portal.



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



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



4 Click on an operation from the list that is associated with your desired work order.

The screenshot shows the Shop Manager interface with the Schedule Builder section. A table lists various work orders with columns for Priority, WO ID, MTR, op_seq, Req Qty, Part Number, Description, Operation, Next Op Name, WO Descr, Start, Status, and Pool. The 'MTR' column for the row with WO ID 58701 and Description '-REDLINE- Aut elec-assembly' is circled in orange.

Priority	WO ID	MTR	op_seq	Req Qty	Part Number	Description	Operation	Next Op Name	WO Descr	Start	Status	Pool
7	58701	mo-170282-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58702	mo-170286-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58695	mo-170270-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58899	mo-170628-5	1	15	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	56627	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa		PT Gong Kit,	2025-03-31	kitting	PT Assembly
6	59234	mo-171277-1	1	30	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Assembly
6	59106	mo-171072-1	1	50	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Assembly
6	58695	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-assembly		AutoTargets	2025-04-03	in-process	Electronics
6	58702	mo-170286-8	1	16	33781	-REDLINE- Aut	elec-assembly		AutoTargets	2025-04-03	in-process	Electronics

5 Click the "Edit" button located in the shop schedule header.

The screenshot shows the same Shop Manager interface as above, but with the 'Edit' button in the 'Single Selection Actions' header of the table circled in orange.

Priority	WO ID	MTR	op_seq	Req Qty	Part Number	Description	Operation	Next Op Name	WO Descr	Start	Status	Pool
7	58701	mo-170282-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58702	mo-170286-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58695	mo-170270-5	1	16	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58899	mo-170628-5	1	15	33784	Autotargets, B	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	58701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-assembly		AutoTargets	2025-03-27	in-process	Electronics
6	56627	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa		PT Gong Kit,	2025-03-31	kitting	PT Assembly
6	59234	mo-171277-1	1	30	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Assembly
6	59106	mo-171072-1	1	50	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Assembly
6	58695	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-assembly		AutoTargets	2025-04-03	in-process	Electronics

6 Edit the form in the slide out window as desired.

The screenshot shows a software interface with a 'Manager' window. The 'Schedule Builder' table is visible, showing columns for Priority, WO ID, MTR, op_seq, Req Qnt, Part Number, Description, Operation, and Next Op Na. The table contains several rows of work order data. A slide-out window is open on the right, titled 'Reschedule Work Order'. The form contains fields for Work Order (58701), PO Number (170282), PO Item (5), and Op Seq (1). Other fields include Target Date (03/27/2025), Status, Pool (Electronics), Priority (7), Work Cell, Schedule Method (Backwards), and checkboxes for Material, Capacity, and Reschedule Work Order (checked). The form has 'Save' and 'Cancel' buttons at the bottom.

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

7 Check the "Reschedule Work Order" field. This will tell the system that you are intentionally trying to reschedule the work order.

This screenshot is similar to the previous one, but with a red circle highlighting the 'Reschedule Work Order' checkbox in the slide-out form. The checkbox is checked, indicating that the user is intentionally trying to reschedule the work order. The 'Save' and 'Cancel' buttons are also visible at the bottom of the form.

8

Once the settings are set as you desire, click the "Save" button.

The screenshot displays a software interface with a table of work orders and a settings panel on the right. The table has columns for WO ID, MTR, op_seq, Req Qnt, Part Number, Description, Operation, and Next Op Na. The settings panel includes fields for Target Date, Status, Pool, Priority, Work Cell, Schedule Method, Material, Capacity, and Reschedule Work Order. The 'Save' button is highlighted with an orange circle.

WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Na
701	mo-170282-5	1	16	33784	Autotargets, B	elec-assemb	
702	mo-170286-5	1	16	33784	Autotargets, B	elec-assemb	
695	mo-170270-5	1	16	33784	Autotargets, B	elec-assemb	
699	mo-170628-5	1	15	33784	Autotargets, B	elec-assemb	
701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-assemb	
627	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa	
624	mo-171277-1	1	30	4636	Baffle cable h	assembly-pa	
606	mo-171072-1	1	50	4636	Baffle cable h	assembly-pa	
695	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-assemb	
702	mo-170286-8	1	16	33781	-REDLINE- Aut	elec-assemb	