

# Printing Work Order Logs

1 Open the Action target Enterprise Portal.

This is a screenshot of a web application interface. At the top, there is a red horizontal line. Below it 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 "Helpful Links".

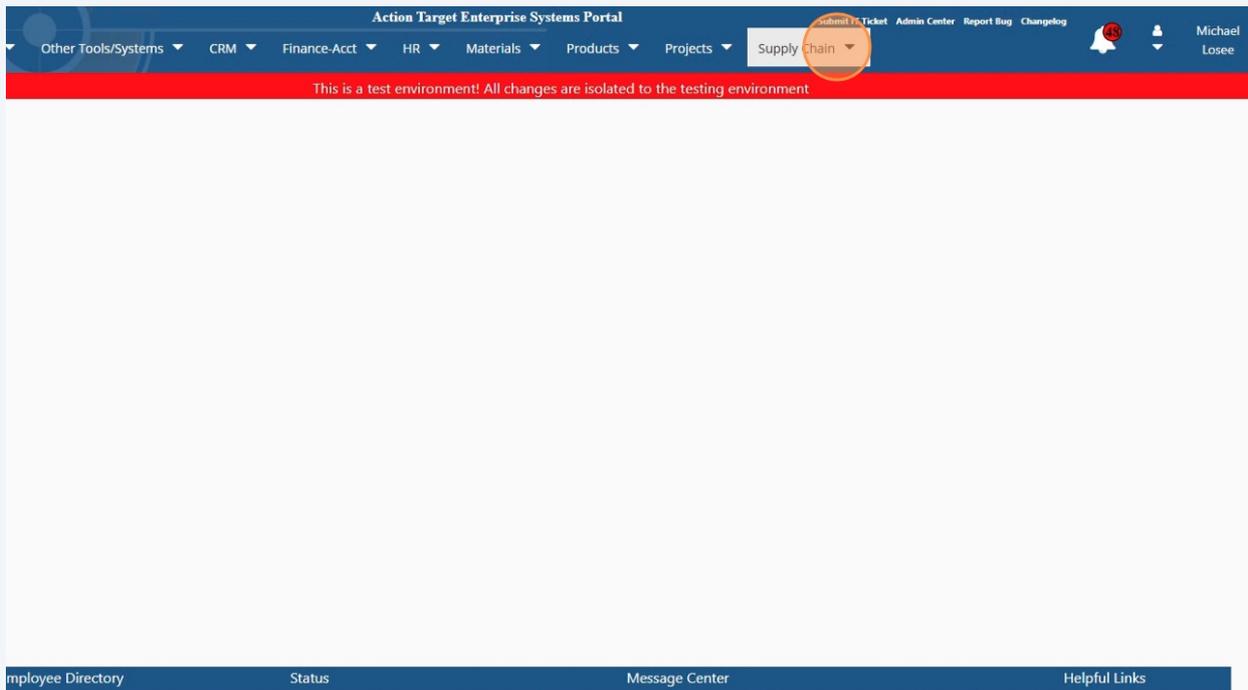
The "Employee Directory" section contains a search box labeled "Employee Name" and a table with columns "Employee Name", "Phone Number", and "Actions".

The "Status" section contains a list of items with green circular icons: "Data Warehouse", "Email / Office 365", "ERP Legacy Apps", "ERP Web Apps", and "Internet".

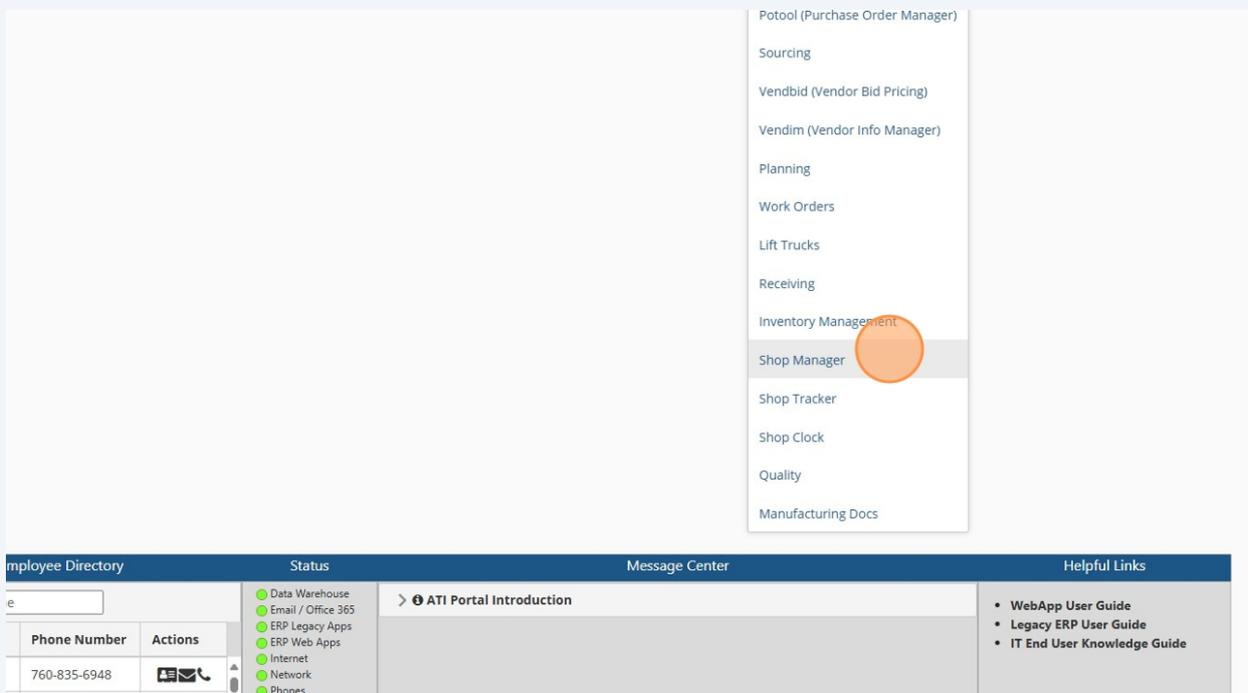
The "Message Center" section contains a link labeled "ATI Portal Introduction".

The "Helpful Links" section contains a list of links: "WebApp User Guide", "Legacy ERP User Guide", and "IT End User Knowledge Guide".

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



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



4 In the Schedule tab, Click the "Show Logs" button in the Schedule Builder.

The screenshot shows the 'Action Target Enterprise Systems Portal' with a navigation menu at the top. Below the menu, a red banner reads 'This is a test environment! All changes are isolated to the testing environment'. The main header is 'Manager' with tabs for 'Work Bench', 'Nesting', 'Setup', 'Management', 'Capacity', 'Documents', 'Time', 'Jobs', 'WO Data', and 'Tables'. The 'Time' tab is active, showing the 'Schedule Builder' section. In the 'Schedule Builder' section, there are buttons for 'Show Master', 'Hide Schedule', 'Show Hours', 'Show Op Time', and 'Show Logs'. The 'Show Logs' button is highlighted with an orange circle. Below the buttons is a 'Shop Schedule' table with columns: Priority, WO ID, MTR, op\_seq, Req Qnt, Part Number, Description, Operation, Next Op Name, WO Descr, Start, Status, and Pct. The table contains 10 rows of data.

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Name	WO Descr	Start	Status	Pct
	56627	mo-166751-1	1	6	23617	PT Gong Kit. IF	assembly-pa		PT Gong Kit. IPSC, W/ Comp	2025-03-31	kitting	PT A
	59106	mo-171072-1	1	50	4636	Baffle cable h	assembly-pa		Baffle cable hanger	2025-04-01	staged	Core
	59006	mo-170831-1	1	28	9008	SRET track joir	assembly-pa		SRET track joint w/ hardwar	2025-04-07	queued	Core
	58944	mo-170708-1	1	2	23825	Assembly, Ant	elec-assemb		Assembly, Antenna, DRM Pr	2025-04-07	in-process	Elect
	58220	mo-169608-1	1	15	31625	Genesis, Carri	elec-assemb		Genesis, Carrier Accent Ligh	2025-04-14	in-process	Elect
	59275	mo-171345-3	1	2	31625	Genesis, Carri	elec-assemb		(Phase-Out - Replaced By 5	2025-04-14	in-process	Elect
	59786	mo-172202-5	1	16	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Weat	2025-04-15	in-process	Elect
	59783	mo-172193-4	1	8	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Carri	2025-04-15	in-process	Elect
	59782	mo-172189-4	1	12	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Carri	2025-04-15	in-process	Elect

5 Select a record that is associated with your desired work order from the shop schedule list.

The screenshot shows the 'Shop manager' interface with the 'Schedule Builder' section. The 'Show Logs' button is now disabled, and a 'Hide Logs' button is visible. The 'Shop Schedule' table is shown with a 'Priority' column. The record for Part Number 9008 is highlighted with an orange circle. Below the table is a pagination control showing page 1 of 5.

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Name	WO Descr	Start	St
6	56627	mo-166751-1	1	6	23617	PT Gong Kit. IF	assembly-pa		PT Gong Kit. IPSC, W/ Comp	2025-03-31	kitt
6	59106	mo-171072-1	1	50	4636	Baffle cable h	assembly-pa		Baffle cable hanger	2025-04-01	sta
6	59006	mo-170831-1	1	28	9008	SRET track joir	assembly-pa		SRET track joint w/ hardwar	2025-04-07	que
6	58944	mo-170708-1	1	2	23825	Assembly, Ant	elec-assemb		Assembly, Antenna, DRM Pr	2025-04-07	in-p
6	58220	mo-169608-1	1	15	31625	Genesis, Carri	elec-assemb		Genesis, Carrier Accent Ligh	2025-04-14	in-p
6	59275	mo-171345-3	1	2	31625	Genesis, Carri	elec-assemb		(Phase-Out - Replaced By 5	2025-04-14	in-p
6	59786	mo-172202-5	1	16	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Weat	2025-04-15	in-p
6	59783	mo-172193-4	1	8	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Carri	2025-04-15	in-p
6	59782	mo-172189-4	1	12	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Carri	2025-04-15	in-p
6	59789	mo-172214-5	1	16	12897	Mancom New	elec-assemb		Mancom Fixed Lateral Weat	2025-04-15	in-p

6 In the Logs List header click on the view report button.

The screenshot shows the Action Target Enterprise Systems Portal interface. At the top, there is a navigation bar with various menu items like Legacy ERP, CRM, Finance-Acct, HR, Materials, Products, Projects, and Supply Chain. Below the navigation bar, a red banner displays the message: "This is a test environment! All changes are isolated to the testing environment".

The main content area displays a table of logs. The table has columns for WO, Entry, Crt By, Date, and Item. The logs list includes entries for "Job Kitting started", "Job Staged", and "Completed" with various dates and user names.

Below the logs list, there is a "Logs" section with a "New Log" button and a "View Report" button. The "View Report" button is highlighted with a red circle. There is also a search bar labeled "Search: Work Order" with a "Search" button.

7 Your internet browser will open a new tab and display a PDF version of the logs. From here you can print or save the file.

The screenshot shows a web browser window displaying a PDF report of logs. The browser's address bar shows the URL: "blob:https://test.ad.actiontarget.com/2009f223-4517-4958-bf90-abe480cccc3". The PDF content is titled "Work Order Logs" and includes a table of logs with columns for Date, User, PO, Item, Op Seq, Operation, and Entry.

The PDF content includes the following table:

Date	User	PO	Item	Op Seq	Operation	Entry
214/2025 10:56:14 AM	jdaling				Committing work order by user jdaling Target Date: 2/20/2025 12:00:00 AM Method: Forward Use Material Comments: Yes Use Capacity: Yes	
214/2025 11:40:20 AM	jdaling				Committing work order by user jdaling Target Date: 2/19/2025 12:00:00 AM Method: Forward Use Material Comments: Yes Use Capacity: Yes	
214/2025 12:10:37 PM	jdaling				Recheduling work order by user jdaling Target Date: 2/19/2025 12:00:00 AM Method: Forward Use Material Comments: Yes Use Capacity: Yes	
214/2025 12:12:36 PM	jdaling				Recheduling work order by user jdaling Target Date: 2/19/2025 12:00:00 AM Method: Forward Use Material Comments: Yes Use Capacity: Yes	
214/2025 12:18:14 PM	jdaling				An exception has been raised that is likely due to a transient failure. Scheduling work order by user williams Target Date: 4/4/2025 12:00:00 AM Method: backward Use Material Comments: No Use Capacity: No	
218/2025 12:44:37 PM	jeanphill	170833	2	1	hemp-precision	Job Kitting started
218/2025 12:45:56 PM	jeanphill	170833	2	1	hemp-precision	Job Staged
218/2025 11:38:20 PM	agrieve	170833	2	1	hemp-precision	Completed
3/6/2025 6:47:07 AM	swinn	170833	2	2	head-any	Job Kitting started
3/6/2025 6:47:29 AM	swinn	170833	2	2	head-any	Job Staged
3/6/2025 9:04:15 AM	swinn	170833	2	1	hemp-precision	Completed
3/6/2025 9:13:47 AM	swinn	170833	2	2	head-any	EHR - Process: Parts 9008 and 4108 master needs to say where they go after head
3/6/2025 9:25:52 AM	tonys	170833	1	1	weld-generic	Job Kitting started
3/19/2025 5:11:08 AM	tonys	170833	1	1	weld-generic	Job Staged
3/19/2025 6:15:44 AM	tonys	170833	1	1	weld-generic	Completed
4/30/2025 7:20:59 AM	mlouie					This is a Test Entry!
4/30/2025 8:01:09 AM	mlouie					This is a Test Entry!