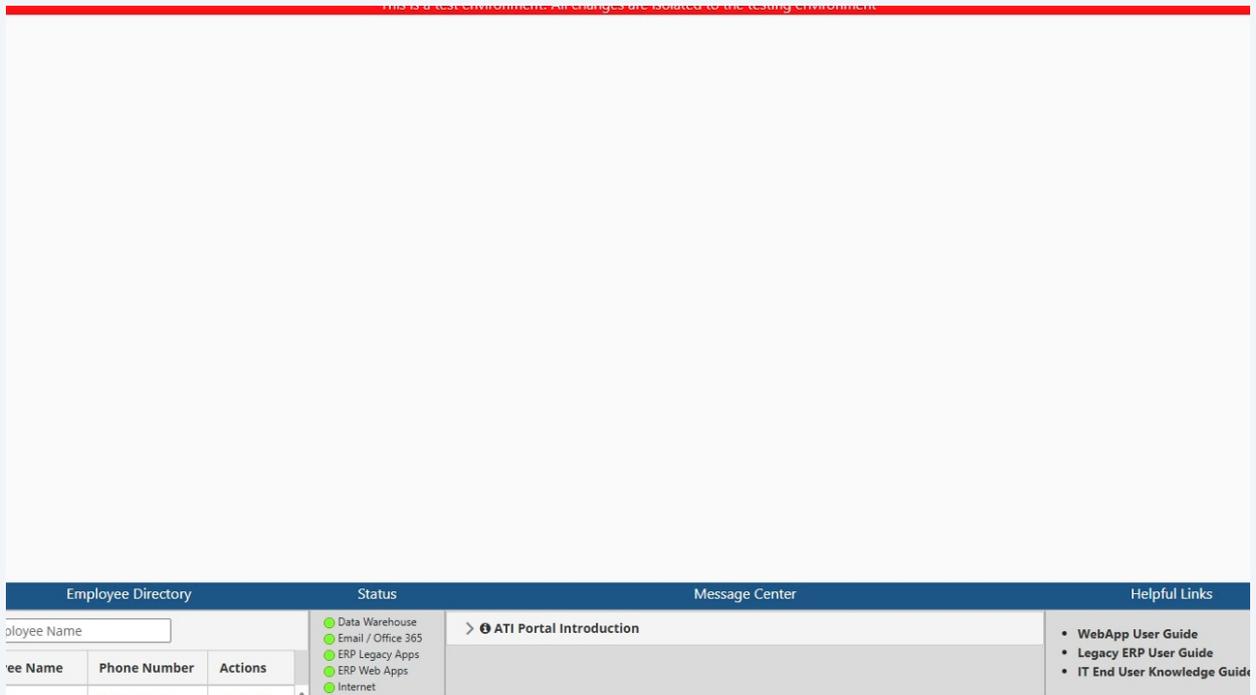


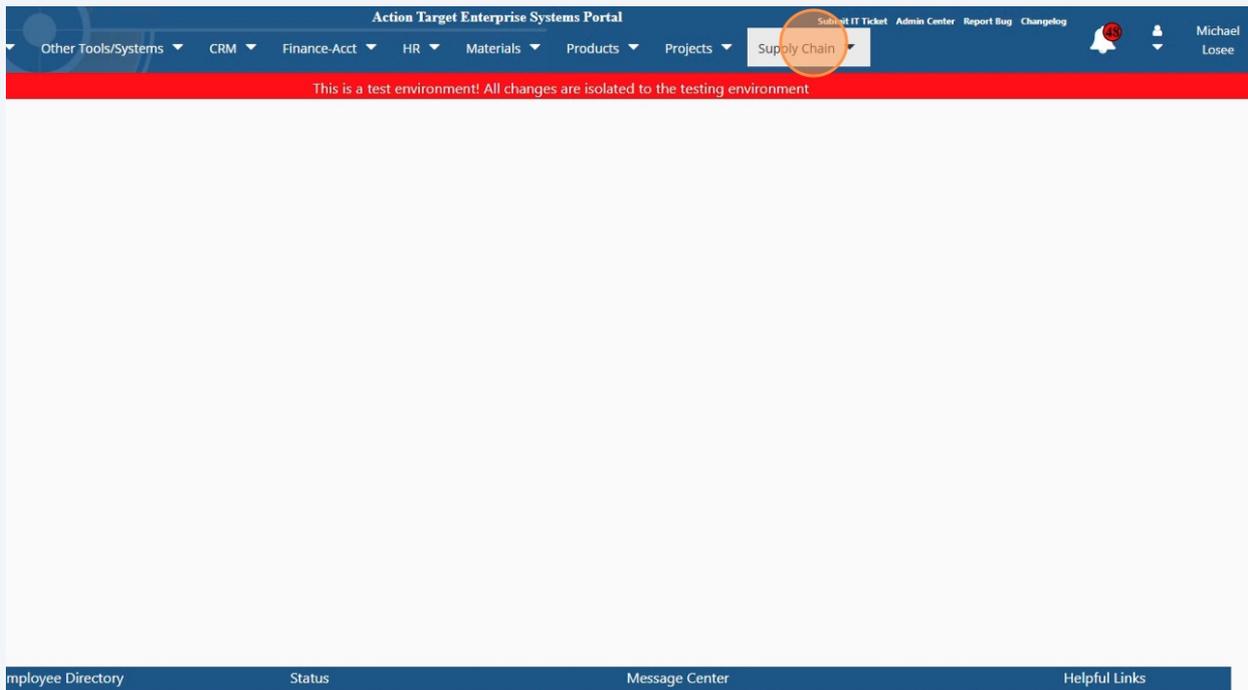
# Creating a New Work Order Log Entry

1 Open the Action Target Enterprise Portal.



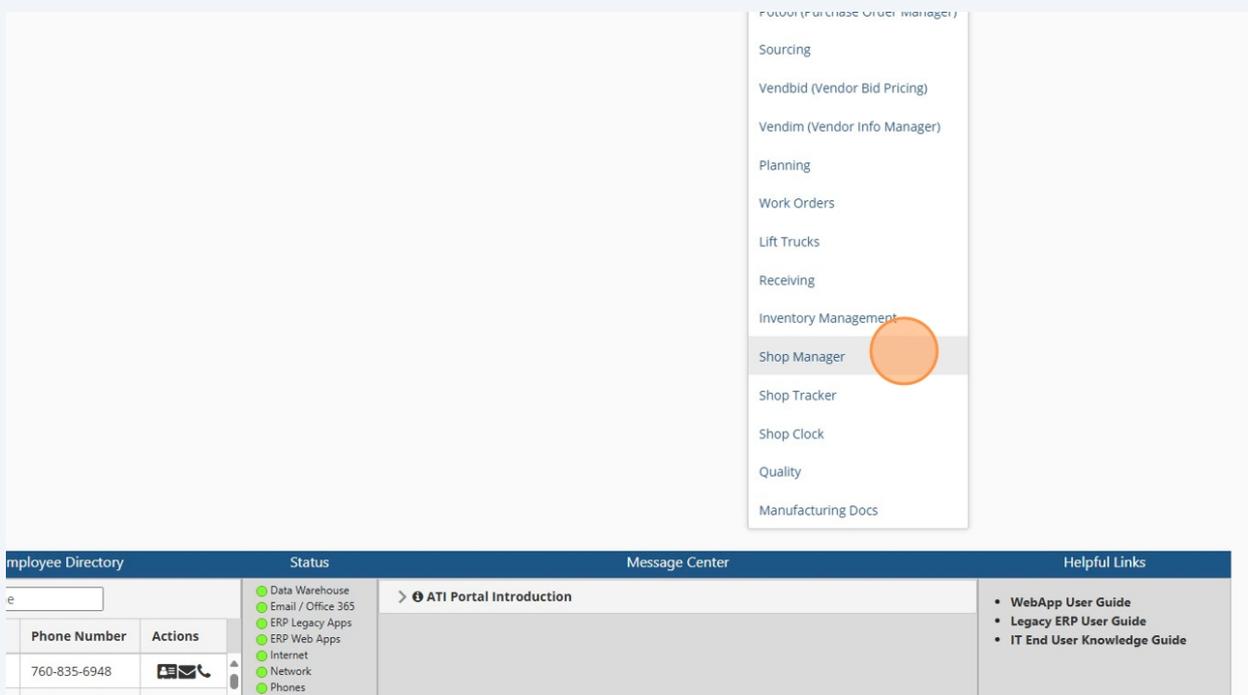
2

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



3

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



4

On the Schedule tab, Click the "Show Logs" button located in the Schedule builder header.

The screenshot shows the 'Schedule Builder' section of the Action Target Enterprise Systems Portal. The 'Show Logs' button is highlighted with an orange circle. The interface includes a navigation menu at the top, a status bar indicating a test environment, and a table of work orders.

WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Name	WO Descr	Start	Status	Pool
56627	mo-166751-1	1	6	23617	PT Gong Kit, IP	assembly-pa		PT Gong Kit, IPSC, W/ Comp	2025-03-31	kitting	PT A:
59106	mo-171072-1	1	50	4636	Baffle cable ha	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 S	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

Click on a record from the schedule that is associated with your desired work order. You can also search for a specific work order in the logs header.

The screenshot shows the 'Shop Schedule' section of the Action Target Enterprise Systems Portal. The 'Show Logs' button is highlighted with an orange circle. Below the table, there is a 'Logs' section with a search bar and a 'Search' button, which is also highlighted with an orange circle. The interface includes a navigation menu at the top, a status bar indicating a test environment, and a table of work orders.

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, IP	assembly-pa		PT Gong Kit, IPSC, W/ Comp	2025-03-31	kitt
6	59106	mo-171072-1	1	50	4636	Baffle cable ha	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 S	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 Click the "New Log" button in the logs list header.

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 features a table with columns for WO, Entry, Crt By, Date, and Item. The table contains several rows of log entries. Below the table, there is a search bar labeled "Search: Work Order" with a "Search" button. Above the search bar, there are two buttons: "New Log" and "View Report". The "New Log" button is highlighted with an orange circle.

WO	Entry	Crt By	Date	Item
59006	Job Kitting started	jcampbell	2025-02-18 12:44 PM	2
59006	Job Staged	jcampbell	2025-02-18 12:45 PM	2
59006	Completed	dgrieve	2025-02-18 11:38 PM	2
59006	Job Kitting started	swinn	2025-03-06 6:47 AM	2
59006	Job Staged	swinn	2025-03-06 6:47 AM	2
59006	Completed	swinn	2025-03-06 9:04 AM	2
59006	EHR - Process: Parts 9008 and 4	swinn	2025-03-06 9:15 AM	2
59006	Job Kitting started	tonys	2025-03-14 6:27 AM	1
59006	Job Staged	tonys	2025-03-19 5:11 AM	1

7 In the pop-up window type in your information about the work order.

The screenshot shows the same Action Target Enterprise Systems Portal interface as in the previous image. A "New Log Entry" pop-up window is open over the logs table. The pop-up window has a title bar "New Log Entry" and a close button. It contains a "Work Order" field with the value "59006" and an "Entry" field with a text area. A "Create" button is located at the bottom of the pop-up window. The "New Log" button in the background is still highlighted with an orange circle.

WO	Entry	Crt By	Date	Item
59006	Job Kitting started	jcampbell	2025-02-18 12:44 PM	2
59006	Job Staged	jcampbell	2025-02-18 12:45 PM	2
59006	Completed	dgrieve	2025-02-18 11:38 PM	2
59006	Job Kitting started	swinn	2025-03-06 6:47 AM	2
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59006	EHR - Process: Parts 9008 and 4	swinn	2025-03-06 9:15 AM	2
59006	Job Kitting started	tonys	2025-03-14 6:27 AM	1
59006	Job Staged	tonys	2025-03-19 5:11 AM	1
59006	Completed	tonys	2025-03-19 6:15 AM	1

8

When you have finished with your entry, press the "Create" button.

The screenshot displays a software interface with a table of log entries and a modal form for creating a new entry. The table has columns for Entry, Crt By, Date, and a numerical column. The modal form, titled 'New Log Entry', contains a 'Work Order' field with the value '59006' and an 'Entry' text area containing 'This is a Test entry!'. A blue 'Create' button is located at the bottom of the modal and is circled in orange.

Entry	Crt By	Date	
Job Kitting started	jcampbell	2025-02-18 12:44 PM	
Job Staged	jcampbell	2025-02-18 12:45 PM	
Completed	dgrieve	2025-02-18 11:38 PM	
Job Kitting started	swinn	2025-03-06 6:47 AM	
Job Staged	swinn	2025-03-06 6:47 AM	
Completed	swinn	2025-03-06 9:04 AM	2
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Job Kitting started	tonys	2025-03-14 6:27 AM	1
Job Staged	tonys	2025-03-19 5:11 AM	1
Completed	tonys	2025-03-19 6:15 AM	1