

Managing Capacity Exceptions



Steps below explain how to create a capacity exception.

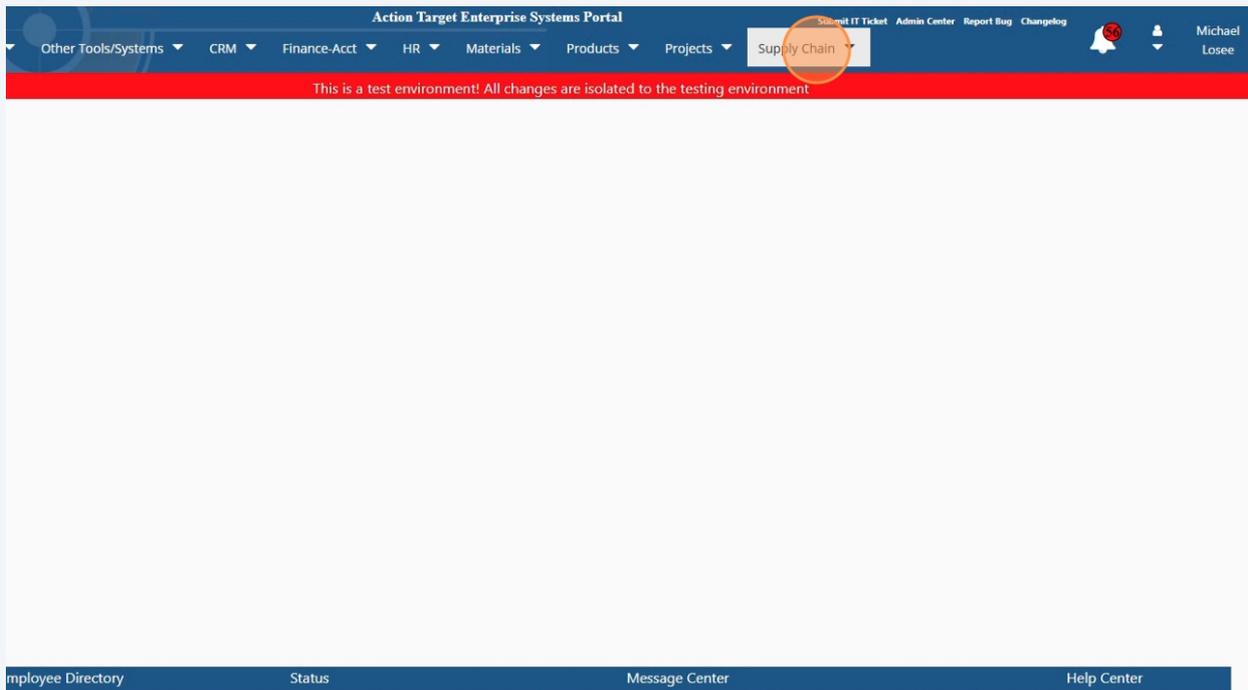
1

Navigate to the Action Target Enterprise Portal.

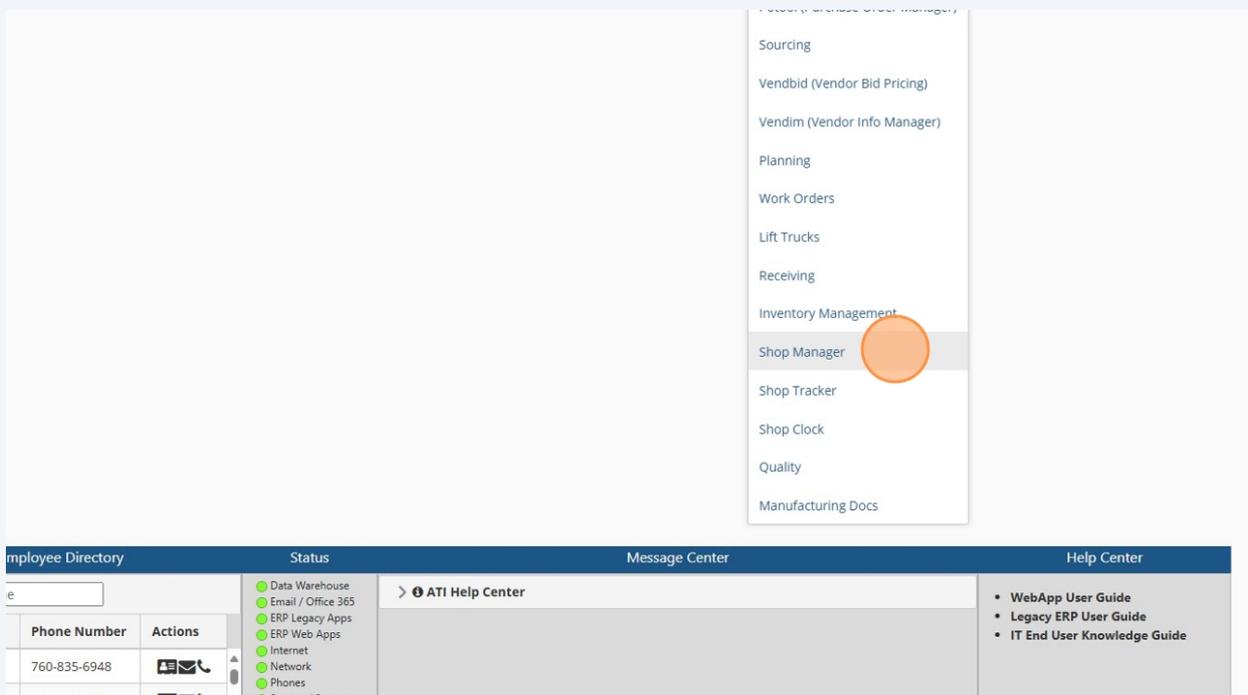
This is a test environment. All changes are isolated to the testing environment.

Employee Directory			Status	Message Center	Help Center
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">Data WarehouseEmail / Office 365ERP Legacy AppsERP Web AppsInternet	> ATI Help Center	<ul style="list-style-type: none">WebApp User GuideLegacy ERP User GuideIT End User Knowledge Guide
Employee Name	Phone Number	Actions			

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



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



4 Click the "Capacity" tab located near the top of the tool.

Shop Manager

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

Schedule Builder [Show Master](#) [Hide Schedule](#) [Show Hours](#) [Show Op Time](#) [Show Logs](#)

Shop Schedule [Refresh](#) [Search](#) [Default](#) [Re-calculate](#) [Project](#) [Clear Selection](#) [Single Selection Actions](#) [Edit](#) [Remove WO](#) [Work Order](#) [WO Material](#) [Multi Selection Actions](#) [Edit](#) [Reschedule](#)

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Name	WO Descr	Start	St
6	56932	mo-167326-1	1	26	8425	Desktop Clear	assembly-pa		Desktop Clearing Trap Asse	2025-03-07	sta
6	57493	mo-168225-1	1	5	23614	PT Gong Kit, M	assembly-pa		PT Gong Kit, Multi-Star, W/	2025-04-01	in-f
6	57071	mo-167603-1	1	5	23614	PT Gong Kit, M	assembly-pa		PT Gong Kit, Multi-Star, W/	2025-04-18	que
6	58695	mo-170270-3	1	16	33993	Autotargets, C	elec-assembly		AutoTargets Lift Unit Versio	2025-04-24	sta
6	58640	mo-170198-1	1	36	17861	TCT 5 CAM Kit	assembly-pa		TCT 5 CAM Kit, Left End	2025-04-28	in-f
6	58641	mo-170200-1	1	36	17863	TCT 5 CAM Kit	assembly-pa		TCT 5 CAM Kit, Right End	2025-04-28	in-f
6	58074	mo-169332-1	1	10	7621	-REDLINE- TCM	elec-assembly		-REDLINE- TCM bank	2025-04-29	sta
6	58093	mo-169360-1	1	1	46546	DRM-Pro Cont	elec-assembly		DRM-Pro Control Panel - Dc	2025-04-30	que
6	58048	mo-169290-1	1	2	46547	DRM-Pro Cont	elec-assembly		DRM-Pro Control Panel - Dc	2025-05-02	in-f

5 Click on the "Show Exceptions" button in the Capacity Management Header.

Shop Manager

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

Capacity Management [Show Employee Setup](#) [Show Exceptions](#) [Show Time Off](#) [Show Holidays](#) [Show Resources](#) [Show Graph Details](#) [Graph](#) [Refresh Capacity](#)

Capacity Report

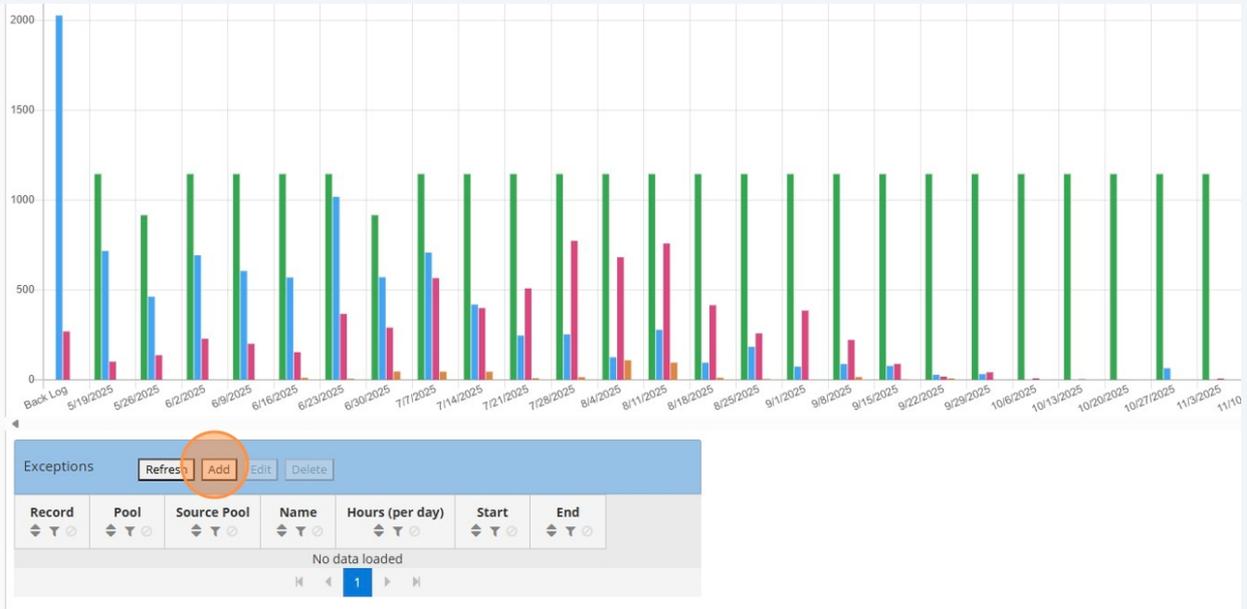
Total Weekly: 1146 Scheduled: 9352.93 BackLog: 2298.33
 Total Daily: 229.2 Planned: 7341.31 Pending: 425.64 Quote: 0
 Last Refresh: 5/22/2025 9:45:03 AM

Total Capacity

Legend: Capacity (Green), Scheduled (Blue), Planned (Pink), Pending (Orange), Quote (Yellow)

6 Scroll down to view the Exceptions table.

7 Click the "Add" button in the Exceptions table.



8

Create the capacity exception with your desired settings. When complete press the create button.

The screenshot displays a software interface with a bar chart at the top and a table below. A modal dialog box is open in the center, titled 'Create'. The dialog contains the following fields:

- Employee ID: 1017
- Hours (per day): 8
- Pool Name: burn
- Start Date: 06/02/2025
- End Date: 06/06/2025

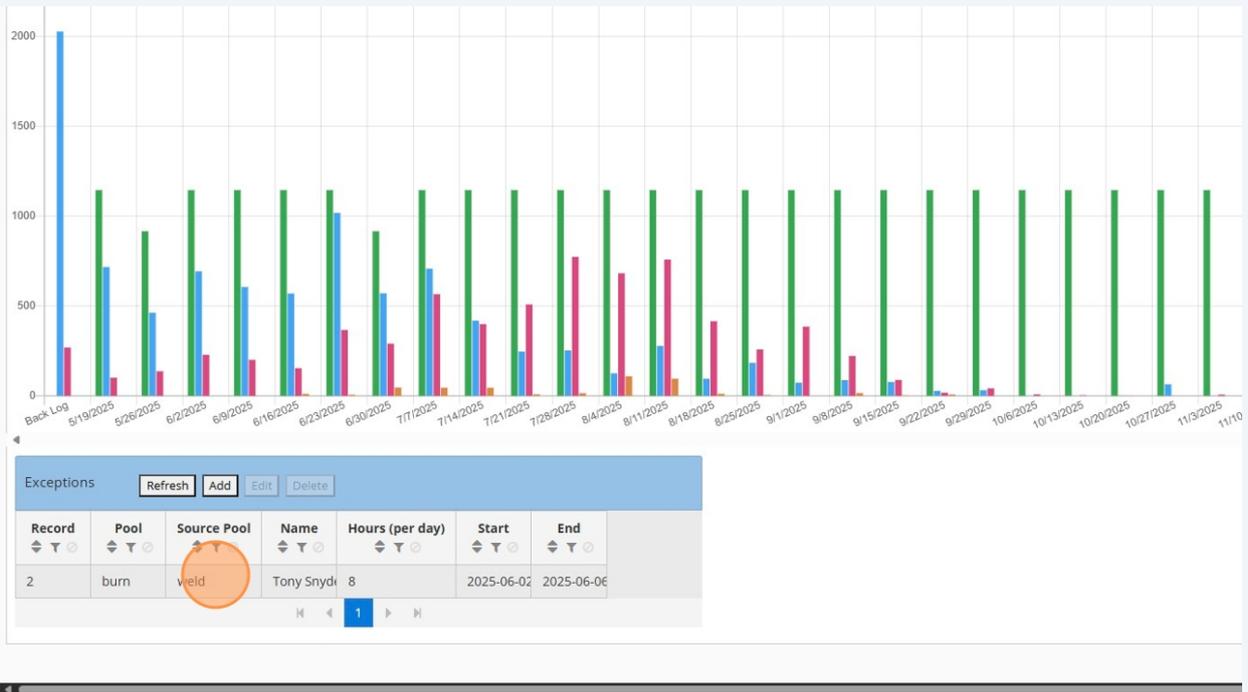
A blue 'Create' button is highlighted with an orange circle. Below the dialog, a table is visible with the following columns: Pool, Source Pool, Name, Hours (per day), Start, and End. The table currently shows 'No data loaded' and a page number '1'.



Steps below are how to edit a capacity exception.

9

Click on your desired capacity exception from the exceptions list.



10

Click the "Edit" button in the Exceptions list header.



11 Make your desired changes to the exception.

Employee ID: 1017
Hours (per day): 8
Pool Name: burn
Start Date: 06/02/2025
End Date: 06/06/2025

Pool	Source Pool	Name	Hours (per day)	Start	End
burn	weld	Tony Snyder	8	2025-06-02	2025-06-06

12 When complete press the "Create" button.

Employee ID: 1017
Hours (per day): 8
Pool Name: burn
Start Date: 06/02/2025
End Date: 06/06/2025

Pool	Source Pool	Name	Hours (per day)	Start	End
burn	weld	Tony Snyder	8	2025-06-02	2025-06-06



Below shows how to delete a capacity exception rule.

13

Click on your desired exception from the exceptions list.

Back Log 5/19/2025 5/26/2025 6/2/2025 6/9/2025 6/16/2025 6/23/2025 6/30/2025 7/7/2025 7/14/2025 7/21/2025 7/28/2025 8/4/2025 8/11/2025 8/18/2025 8/25/2025 9/1/2025 9/8/2025 9/15/2025 9/22/2025 9/29/2025 10/6/2025 10/13/2025 10/20/2025 10/27/2025 11/3/2025 11/10

Exceptions Refresh Add Edit Delete

Record	Pool	Source Pool	Name	Hours (per day)	Start	End
2	burn	weld	Tony Snyder	8	2025-06-02	2025-06-06

14 Click the "Delete" button in the Exceptions list header.



15 Confirm the deletion by clicking "Yes".

