Creating a New Team in Shop Tracker

1 Navigate to the Action Target Enterprise Portal.


Employee Directory	Status	Message Center	Browser Support
ployee Name	○ Data Warehouse ○ Email / Office 365 ○ ERP Legacy Apps ○ ERP Web Apps ○ Internet		**Preferred:** Microsoft Edge **Supported:** Mozilla Firefox ₁, Google Ch **Limited:** Microsoft Internet Explorer ₃ 1 Does not support launching ECN Manager or Single 2 Does not support launching ECN Manager
ee Name	Phone Number	Actions	

2 Click "Supply Chain" located near the top of the portal.
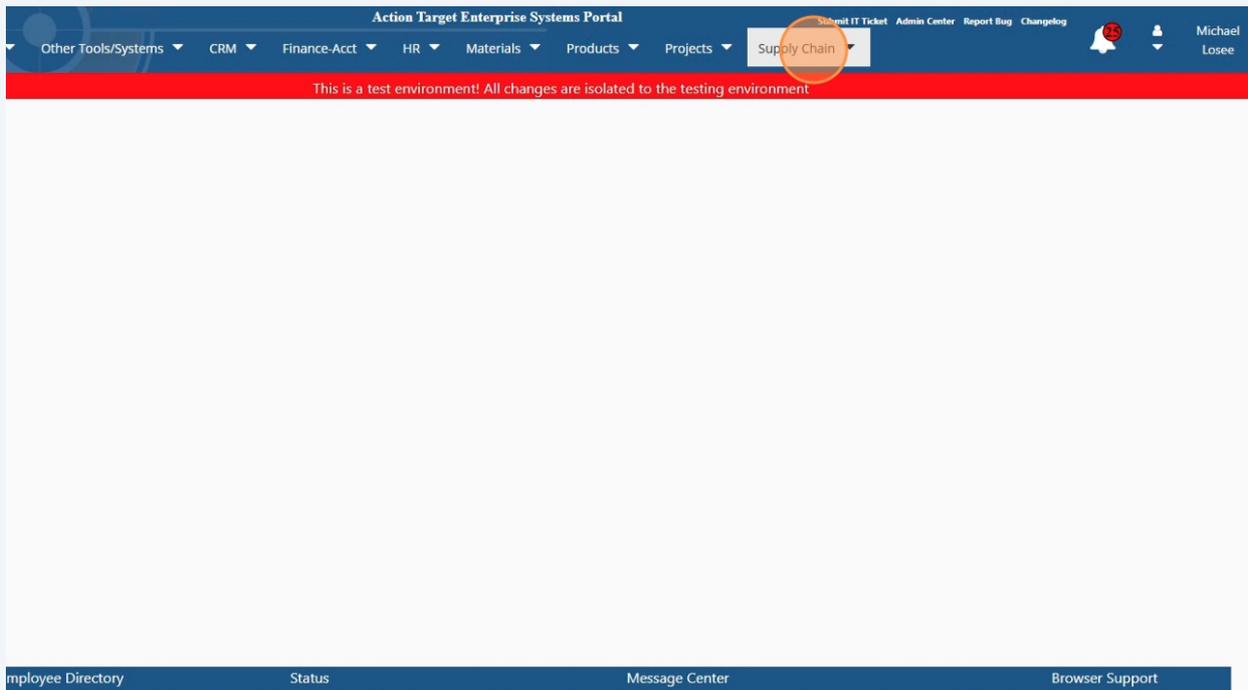
3 Click "Shop Tracker" from the drop-down menu.
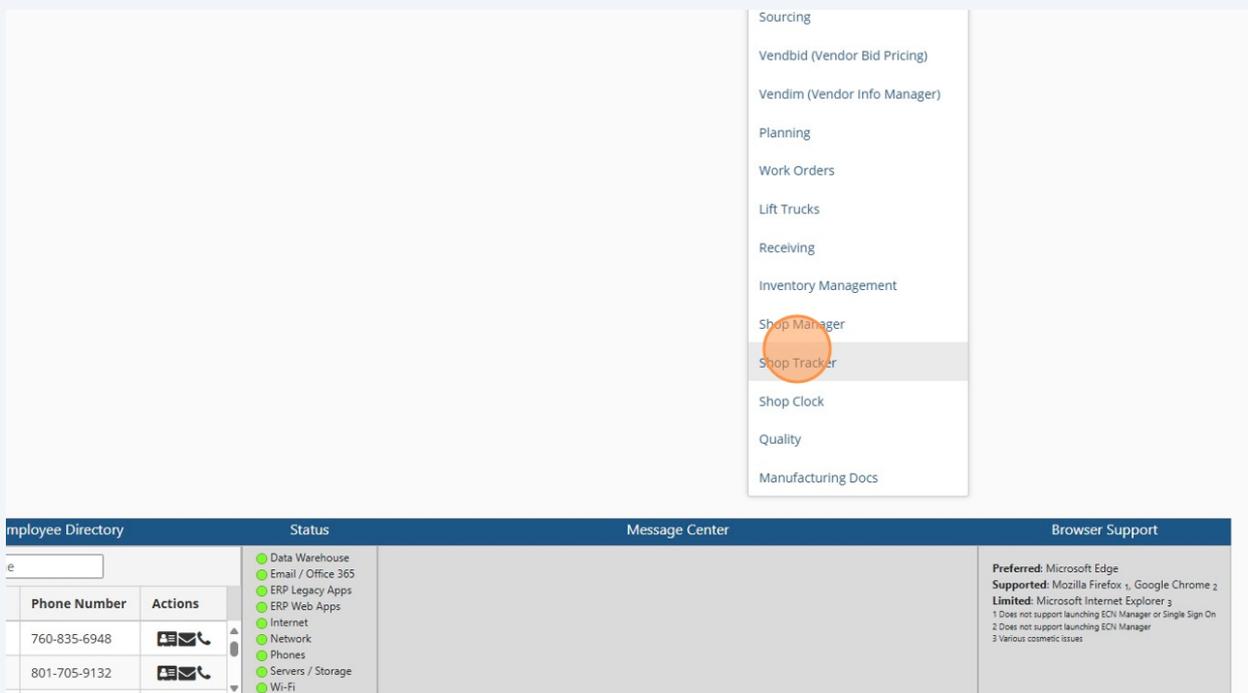
4   Click on the "Setup" tab near the top of the tool.

5   Click the "New Team" button.

6   Fill out required information in the pop-up window.
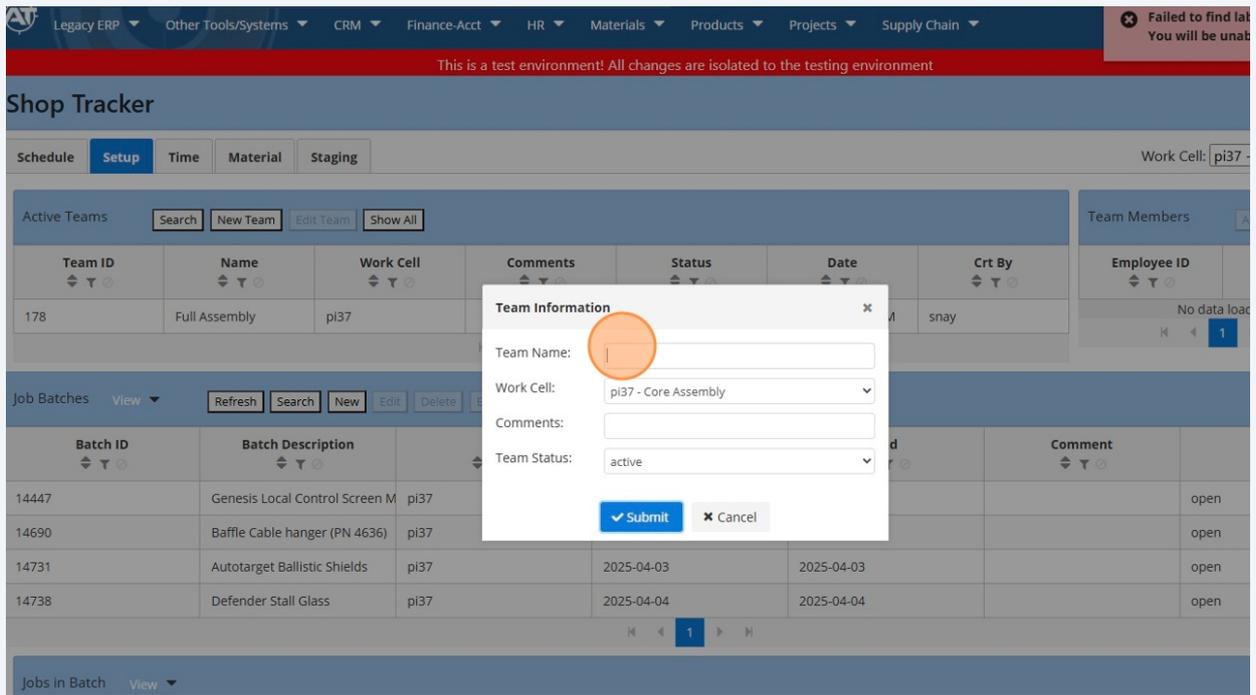
7   When completed with the form, click the "Submit" button.
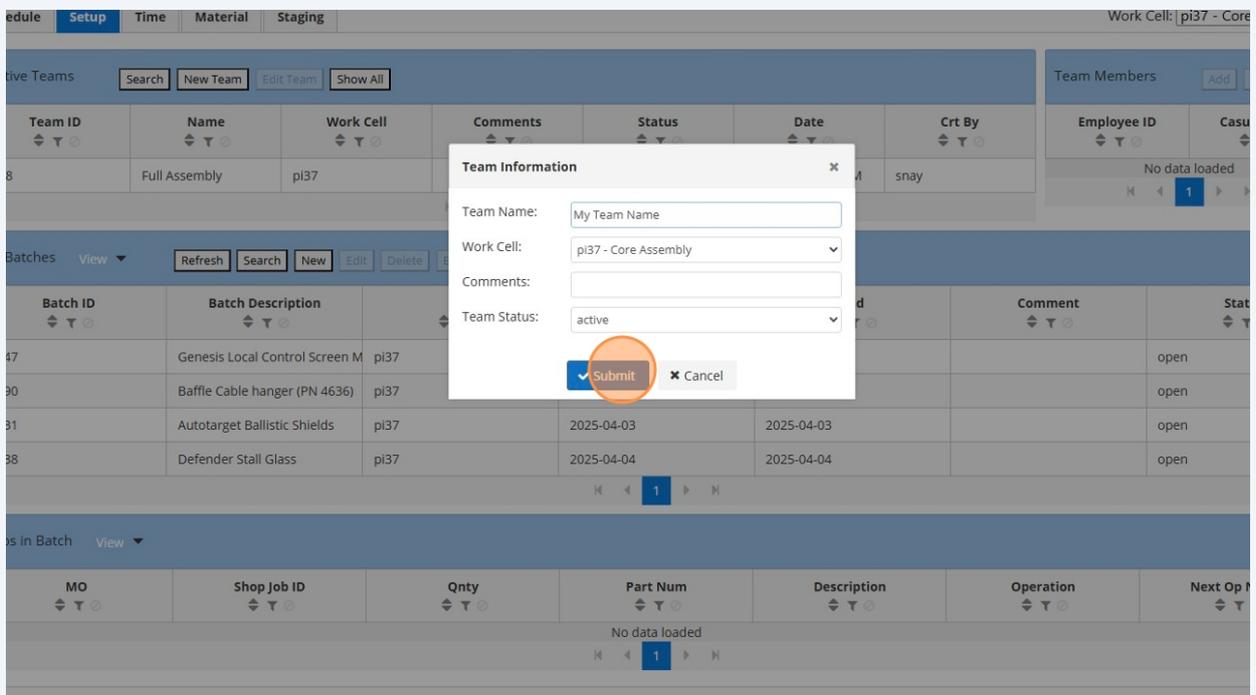
8 Your new team will now appear in the list.