

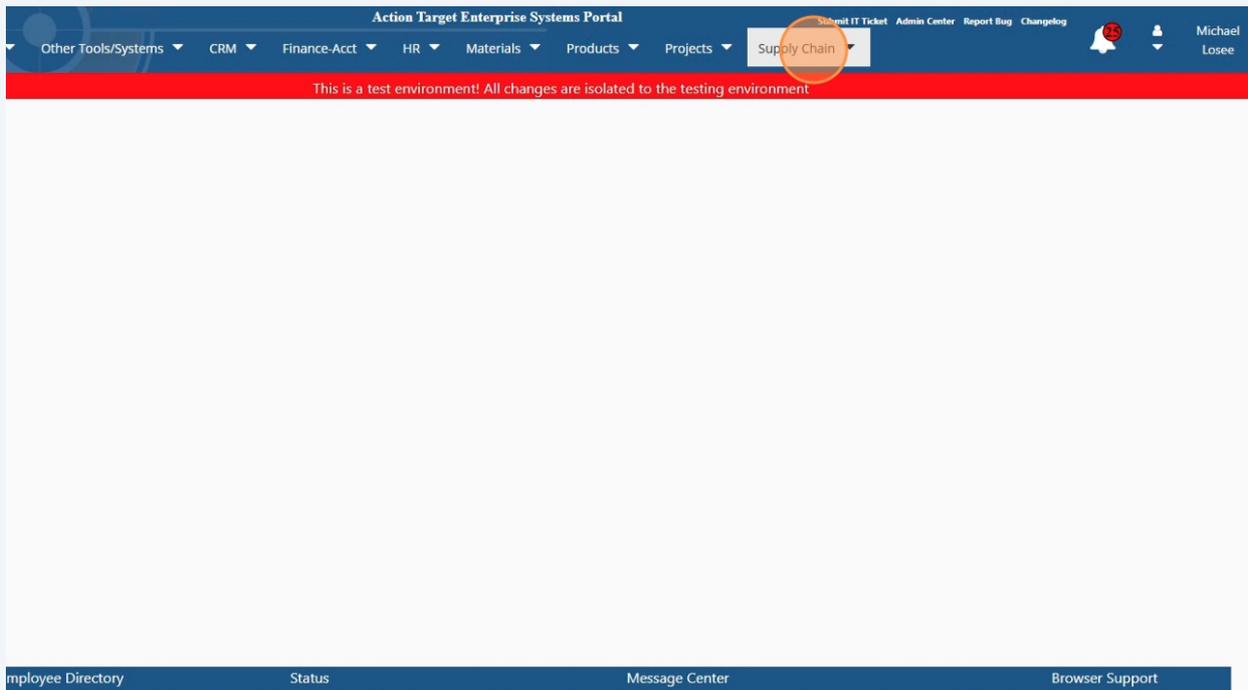
Creating a New Team in Shop Tracker

1 Navigate to the Action Target Enterprise Portal.

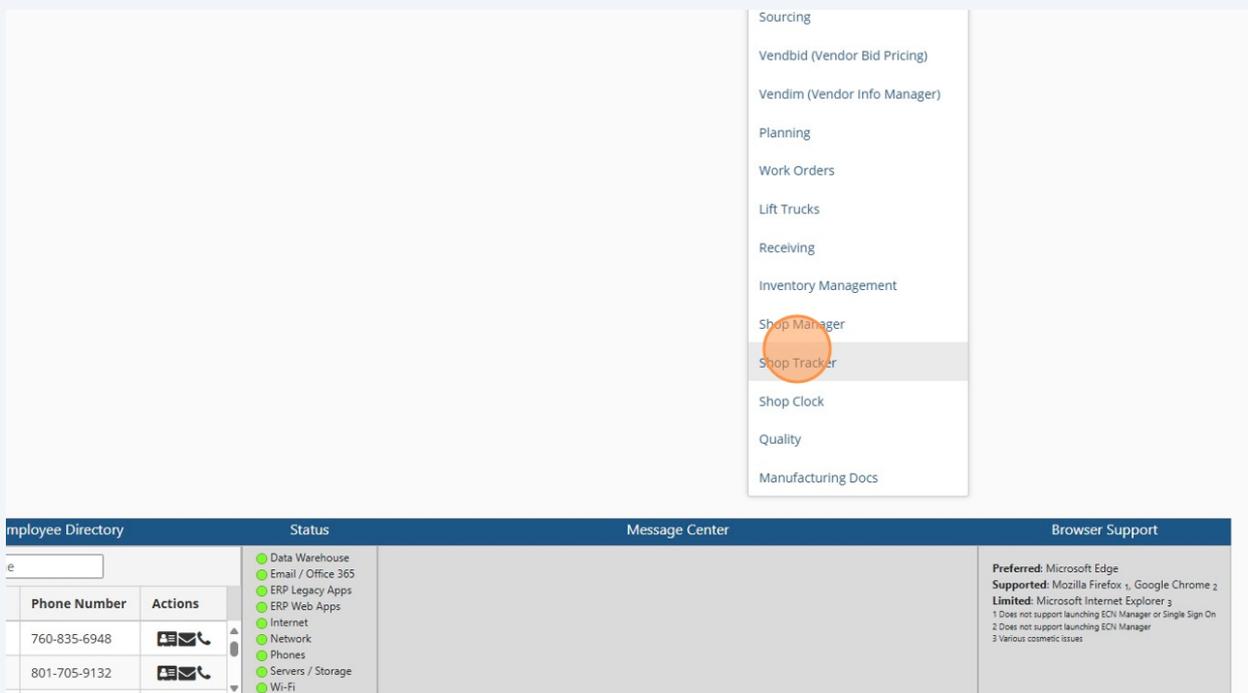
ms to test environment. All settings are related to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">Data WarehouseEmail / Office 365ERP Legacy AppsERP Web AppsInternet		<p>Preferred: Microsoft Edge Supported: Mozilla Firefox 4, Google Chrome Limited: Microsoft Internet Explorer 9 1 Does not support launching ECH Manager or Single 2 Does not support launching ECH Manager</p>
Employee 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.

Action Target Enterprise Systems Portal

Legacy ERP | Other Tools/Systems | CRM | Finance-Acct | HR | Materials | Products | Projects | Supply Chain

Submit IT Ticket | Admin Center | Report Bug | Change Log

Failed to find lab
You will be unaba

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

Shop Tracker

Schedule | **Setup** | Time | Material | Staging

Work Cell: pi37 -

Schedule | Show Batches | Show Logs | Show Tables

Operator Actions: Search | Check In | Check Out | Documents | FullFill | EHR | Labels | Add Destination | Close Job | QC | Refresh | Default | History | Clear Selection

Search: Queued | Kitting | **Staged** | In-Process | Parts in Batch | Work Order

Priority	WO ID	MTR	Req Qty	Part Number	Description	Operation	WO Notes	Start	Status	Batch ID	Mat Available	Next Op Name	WO Due
6	55854	mo-165282	40	35945	20-Gallon Disc	assembly-pa	Port St. Lucie	2025-06-02	staged		false		2025-06-16
6	57562	mo-168477	5	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	57997	mo-169196	1	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	58696	mo-170273	16	50430	AutoTargets B	assembly-pa	Indonesia 2C	2025-04-03	in-process	14731	true		2025-04-28
6	59234	mo-171277	30	4636	Baffle cable h	assembly-pa	Huron/Min	2025-04-01	staged	14690	true		2025-05-20
6	59106	mo-171072	50	4636	Baffle cable h	assembly-pa	Langhofer	2025-04-01	staged	14690	true		2025-06-06
6	58595	mo-170147	240	4562	Baffle cable h	assembly-pa	Indonesia 2C	2025-04-28	staged		true		2025-04-28
6	59060	mo-170996	20	7182	Baffle cable h	assembly-pa	Garden City	2025-05-22	staged		true		2025-05-22

5 Click the "New Team" button.

Action Target Enterprise Systems Portal

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Shop Tracker

Schedule | **Setup** | Time | Material | Staging

Work Cell: pi37 -

Active Teams | Search | **New Team** | Edit Team | Show All

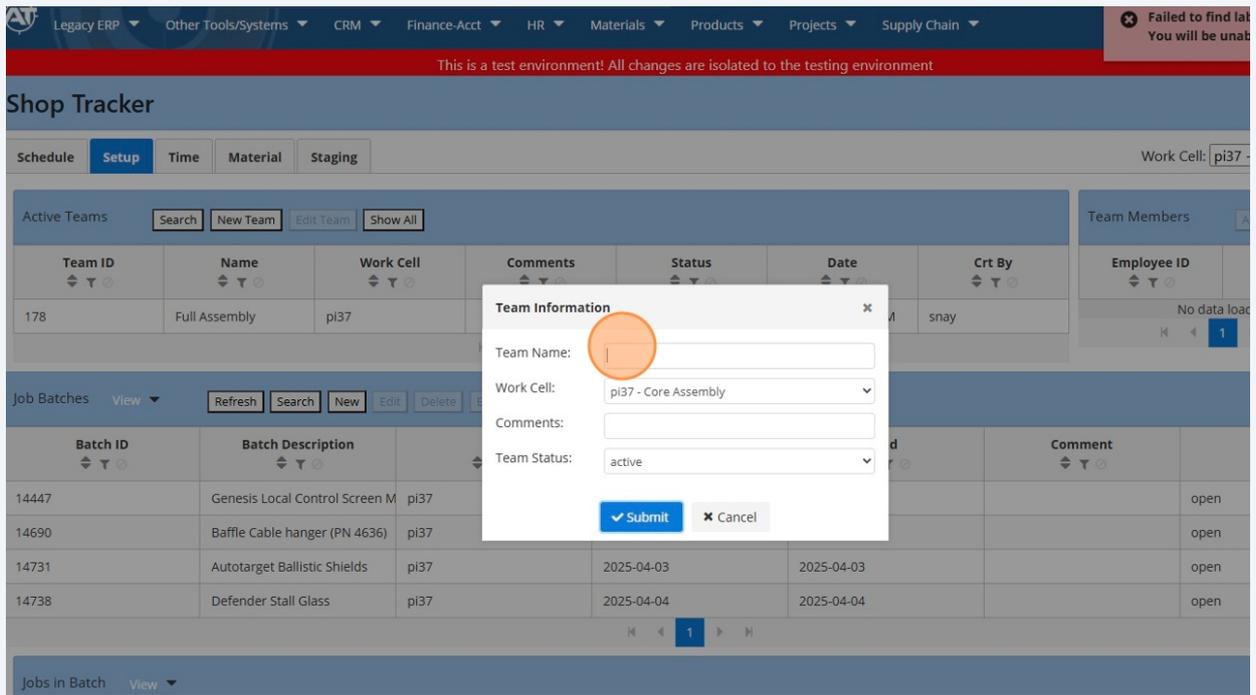
Team ID	Name	Work Cell	Comments	Status	Date	Crt By
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

Team Members | No data load

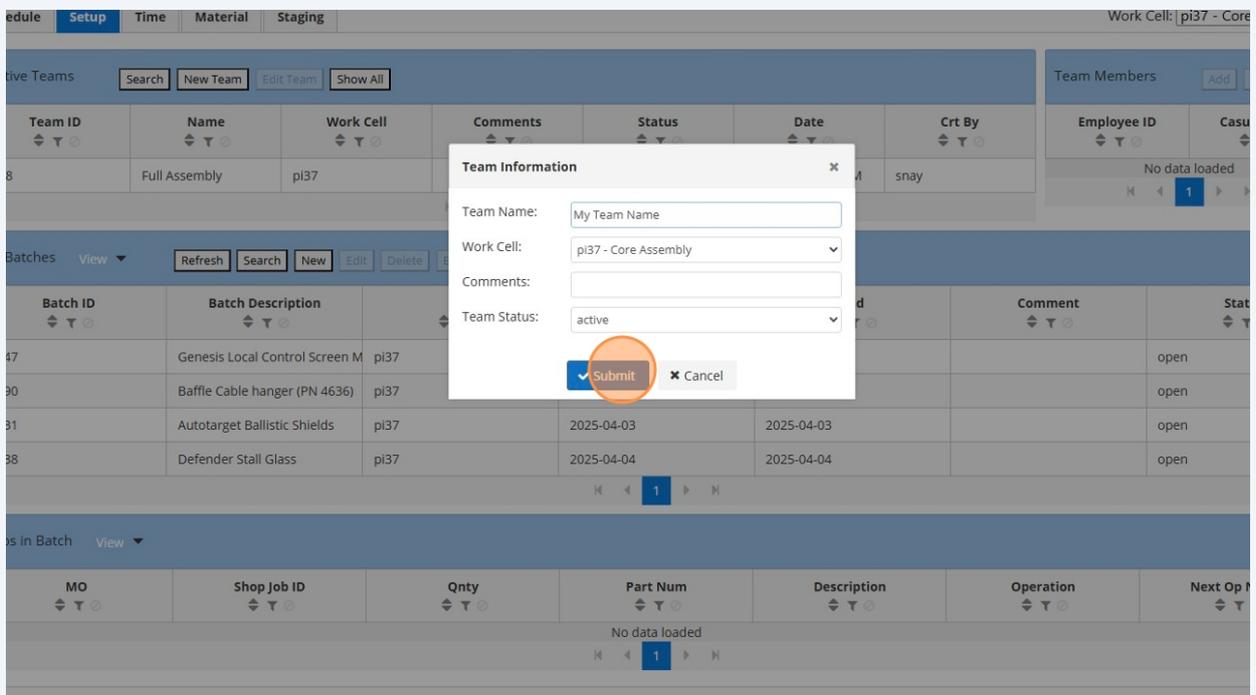
Job Batches | View | Refresh | Search | **New** | Edit | Delete | Edit Jobs | Show All | Commit | Close

Batch ID	Batch Description	Cell	Start	End	Comment
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08	open
14690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01	2025-04-01	open
14731	Autotarget Ballistic Shields	pi37	2025-04-03	2025-04-03	open
14738	Defender Stall Glass	pi37	2025-04-04	2025-04-04	open

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.

Action Target Enterprise Systems Portal

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Submit IT Ticket | Admin Center | Report Bug | Change Log

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Shop Tracker

Schedule | **Setup** | Time | Material | Staging

Work Cell: pi37 -

Active Teams

Search | New Team | Edit Team | Show All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

Team Members

Employee ID

No data load

Job Batches

View | Refresh | Search | New | Edit | Delete | Edit Jobs | Show All | Commit | Close

Batch ID	Batch Description	Cell	Start	End	Comment
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08	open
14690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01	2025-04-01	open
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