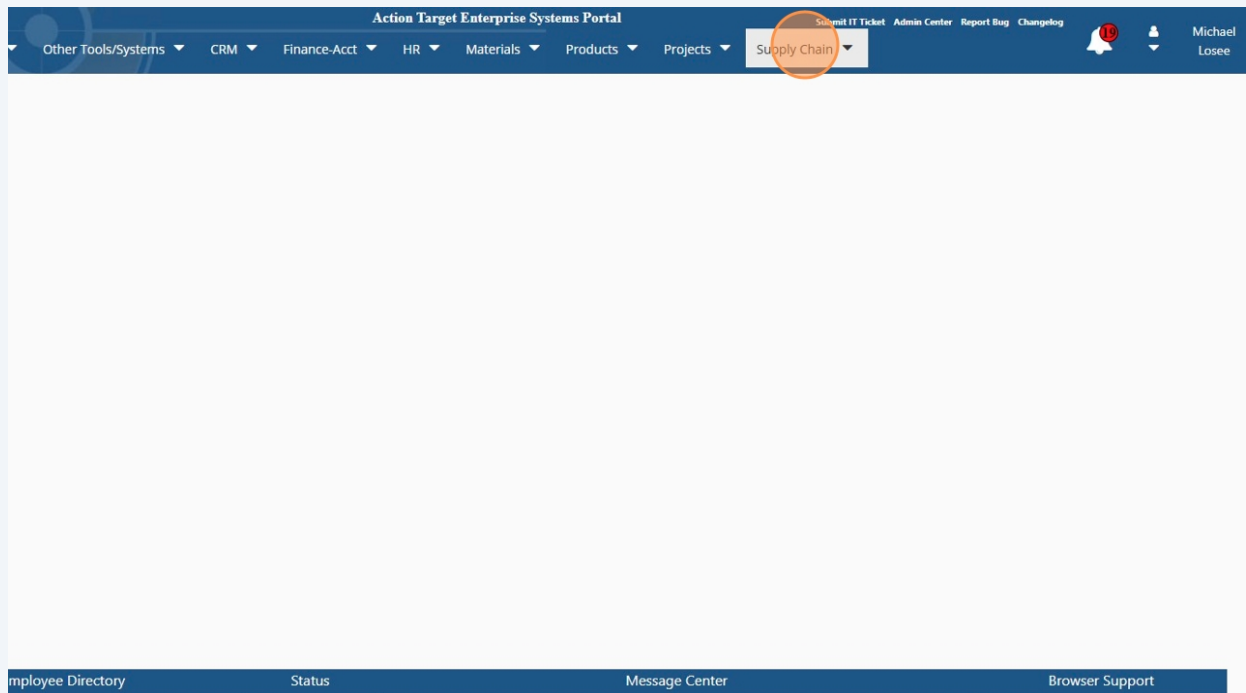


# The Time Tab Overview

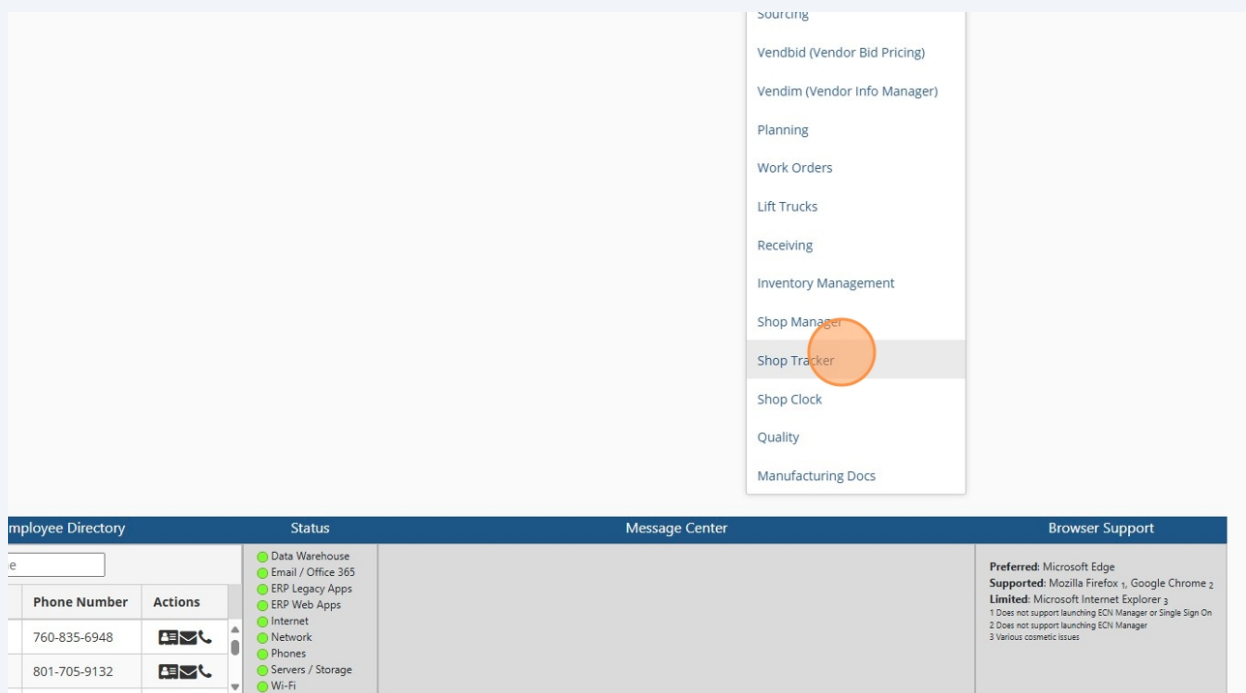
1 Open the Action Target Enterprise Portal.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none"><li>Data Warehouse</li><li>Email / Office 365</li><li>ERP Legacy Apps</li><li>ERP Web Apps</li><li>Internet</li></ul>		<p><b>Preferred:</b> Microsoft Edge</p> <p><b>Supported:</b> Mozilla Firefox v, Google Chrome</p> <p><b>Limited:</b> Microsoft Internet Explorer v3</p> <p>1 Does not support launching ECH Manager or Single</p> <p>2 Does not support launching ECH Manager</p>
Employee Name	Phone Number	Actions			

2 Click on the "Supply Chain" menu.



3 Click the "Shop Tracker" tool from the Drop-down menu.



4 Click on the "Time" tab located 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 Changelog

## Shop Tracker

Schedule Setup **Time** Material Staging

Work Cell: atid045

### Schedule

Show Batches Show Logs Show Tables

Schedule Search

Operator Actions: Check In Check Out Documents Fulfill 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 Qnt	Part Number	Description	Operation	WO Notes	Start	Status	Batch ID	Mat Available	Next Op Name	WO Due
5		jb-1055-1	1	49135	(Phase-Out - R	elec-assemb	Inspect Repa	2025-03-07	staged		true		
6	58314	mo-169724	4	49152	(Phase-Out - R	elec-assemb	Down Range	2025-04-23	in-process		false		2025-04-23
6	58701	mo-170282	16	33785	-REDLINE- Aut	elec-assemb	Indonesia 2C	2025-03-27	in-process	14636	true		2025-05-12
6	58401	mo-169857	1	46397	-REDLINE- Sm	elec-assemb	Gunfighter C	2025-05-05	staged		false		2025-05-05
6	58444	mo-169905	3	2987	-REDLINE- Sm	elec-program	AMS 148862	2025-05-15	staged		true		2025-05-15
6	58944	mo-170708	2	23825	Assembly, Ant	elec-assemb	Israel-IMI	2025-04-07	staged	14756	false		2025-05-16
6	58759	mo-170407	1	23825	Assembly, Ant	elec-assemb	Indonesia 2C	2025-04-07	staged	14756	true		2025-05-12
6	58847	mo-170540	1	23825	Assembly, Ant	elec-assemb	Indonesia 2C	2025-04-07	staged	14756	true		2025-05-12
6	58700	mo-170281	16	35613	AutoTargets B	elec-assemb	Indonesia 2C	2025-03-27	in-process	14626	true		2025-05-12



The following steps show how to view a specific employee's working time.

## 5 Click "Load Employee" button.

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 Changelog

### Shop Tracker

Schedule Setup **Time** Material Staging

Work Cell: atid045

Weekly Summary: Michael Losee Refresh Load Employee Hide

Date	Time Worked
Sunday, April 6, 2025	00:00:00
Monday, April 7, 2025	00:00:00
Tuesday, April 8, 2025	00:00:00
Wednesday, April 9, 2025	00:00:00

Employees Clocked In Refresh

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Clock In Time ⬆ ⬇ ⬅	Pool Name ⬆ ⬇ ⬅
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

Employees Checked In Refresh

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Check In Time ⬆ ⬇ ⬅	Team ID ⬆ ⬇ ⬅	Ponum ⬆ ⬇ ⬅	Job ID ⬆ ⬇ ⬅	Batch ID ⬆ ⬇ ⬅	Proj ID ⬆ ⬇ ⬅
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## 6 You can search for an employee by their name or employee ID number. You can also use the drop-down menu.

Shop Tracker

Schedule Setup **Time** Material Staging

Work Cell: atid045

Weekly Summary: Michael Losee Refresh Load Employee Hide

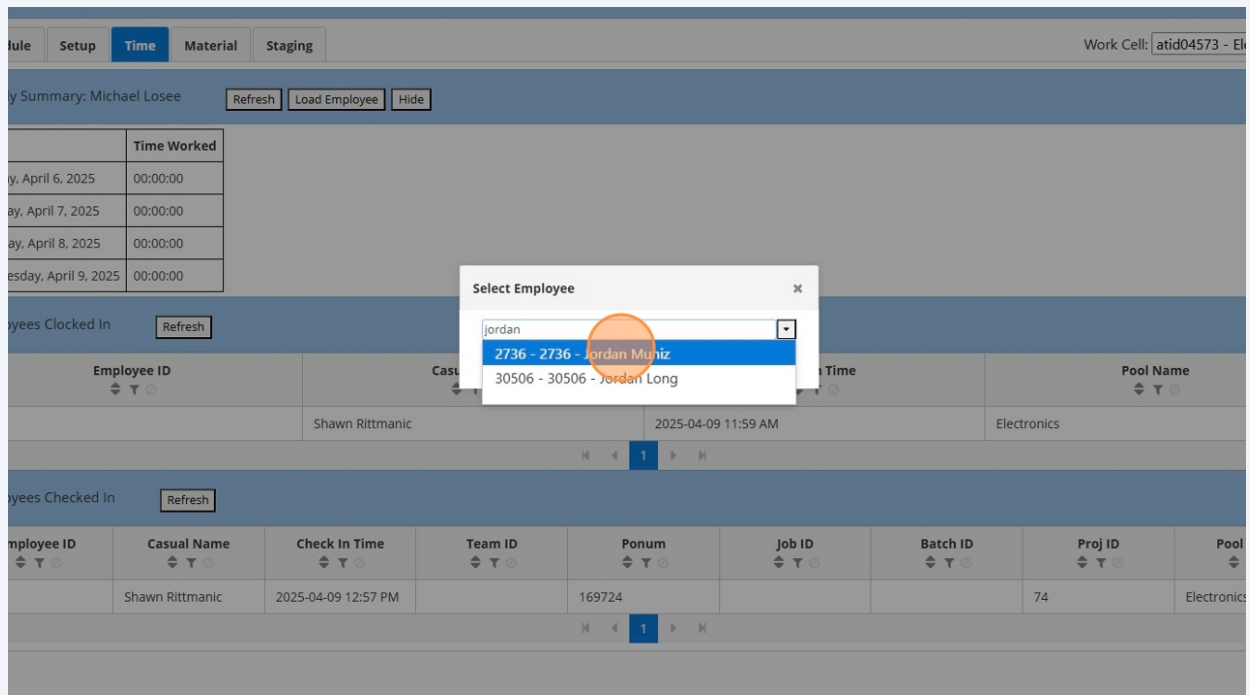
Date	Time Worked
Sunday, April 6, 2025	00:00:00
Monday, April 7, 2025	00:00:00
Tuesday, April 8, 2025	00:00:00
Wednesday, April 9, 2025	00:00:00

Employees Clocked In Refresh

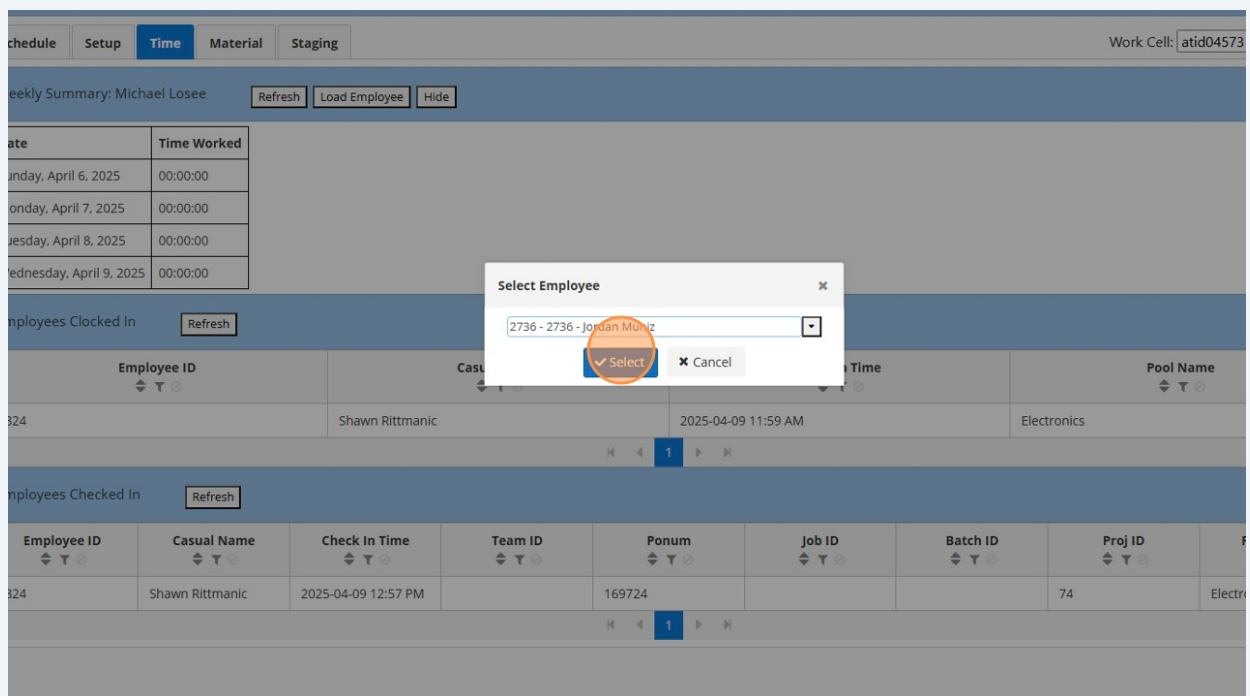
Select Employee

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Check In Time ⬆ ⬇ ⬅	Team ID ⬆ ⬇ ⬅	Ponum ⬆ ⬇ ⬅	Job ID ⬆ ⬇ ⬅	Batch ID ⬆ ⬇ ⬅	Proj ID ⬆ ⬇ ⬅
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74

## 7 Select your desired employee.



## 8 Press the "Select" button.





The following are other tools used in the same tab.

9

The "Employees Clocked In" list shows all of the employees that are clocked in. This list will filter based on your work cell setting in the upper right corner.

**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 Changelog

### Shop Tracker

Schedule Setup **Time** Material Staging Work Cell: atid045

Weekly Summary Refresh Load Employee Hide

Employees Clocked In Refresh

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Clock In Time ⬆ ⬇ ⬅	Pool Name ⬆ ⬇ ⬅
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

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Employees Checked In Refresh

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Check In Time ⬆ ⬇ ⬅	Team ID ⬆ ⬇ ⬅	Ponum ⬆ ⬇ ⬅	Job ID ⬆ ⬇ ⬅	Batch ID ⬆ ⬇ ⬅	Proj ID ⬆ ⬇ ⬅	
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74	Ele

⏪ ⏩ 1 ⏪ ⏩

10

The "Employees Checked In" list shows all of the employees that are checked into a job or batch. This also filters based on your work cell settings.

**Shop Tracker**

Schedule Setup **Time** Material Staging Work Cell:

Weekly Summary

Employees Clocked In

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Clock In Time ⬆ ⬇ ⬅	Pool Name ⬆ ⬇ ⬅
2824	Shawn Rittmanic	2025-04-09 11:59 AM	Electronics

⏪ ⏩ 1 ⏪ ⏩

Employees Checked In

Employee ID ⬆ ⬇ ⬅	Casual Name ⬆ ⬇ ⬅	Check In Time ⬆ ⬇ ⬅	Team ID ⬆ ⬇ ⬅	Ponum ⬆ ⬇ ⬅	Job ID ⬆ ⬇ ⬅	Batch ID ⬆ ⬇ ⬅	Proj ID ⬆ ⬇ ⬅	
2824	Shawn Rittmanic	2025-04-09 12:57 PM		169724			74	Ele

⏪ ⏩ 1 ⏪ ⏩