

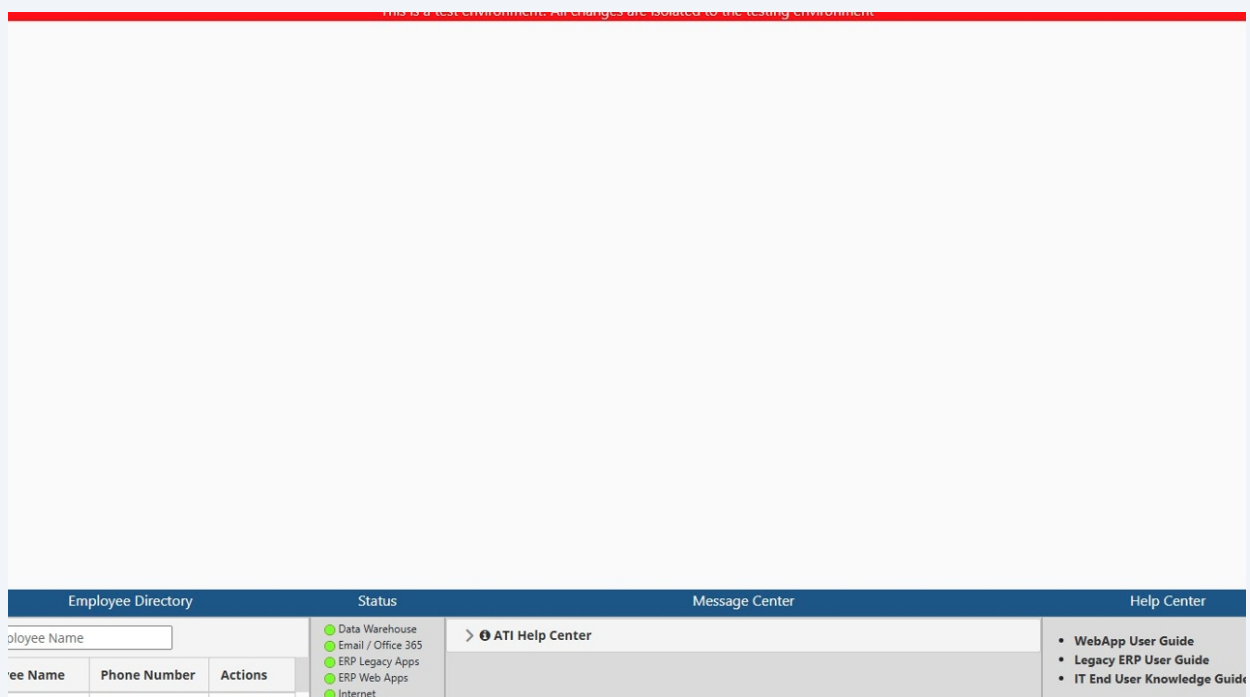
Managing Employees' Time off with Capacity



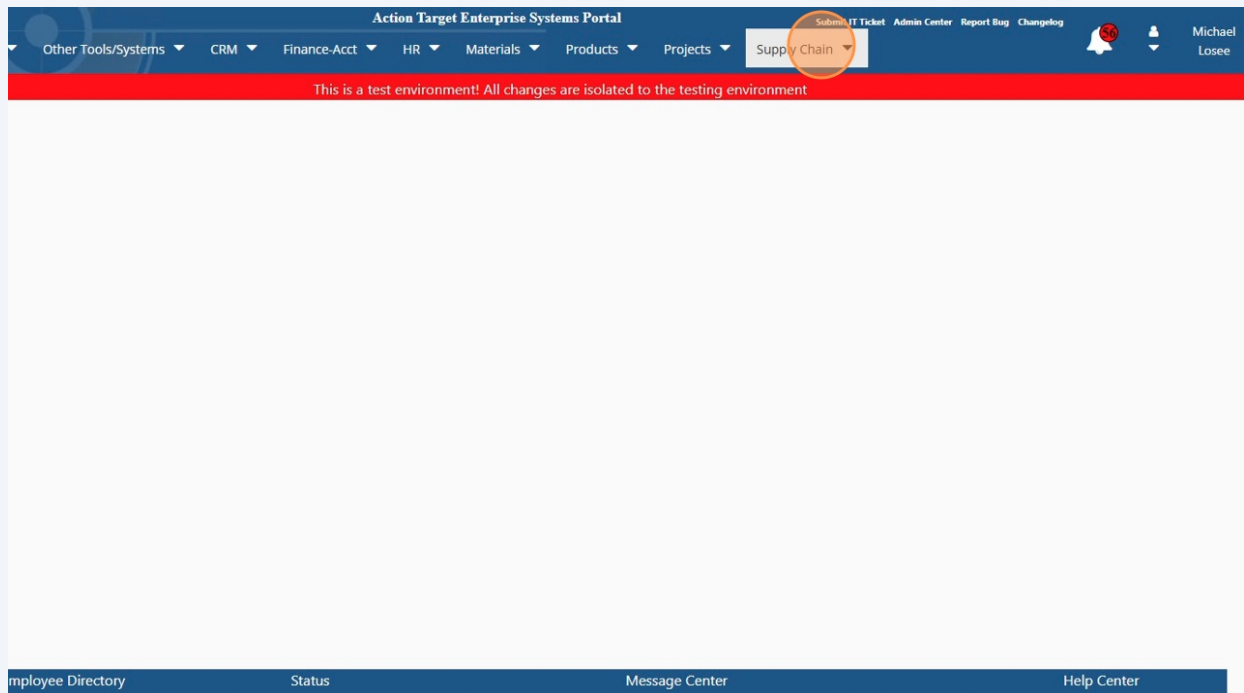
The below steps show how to create employees' time off to affect capacity.

1

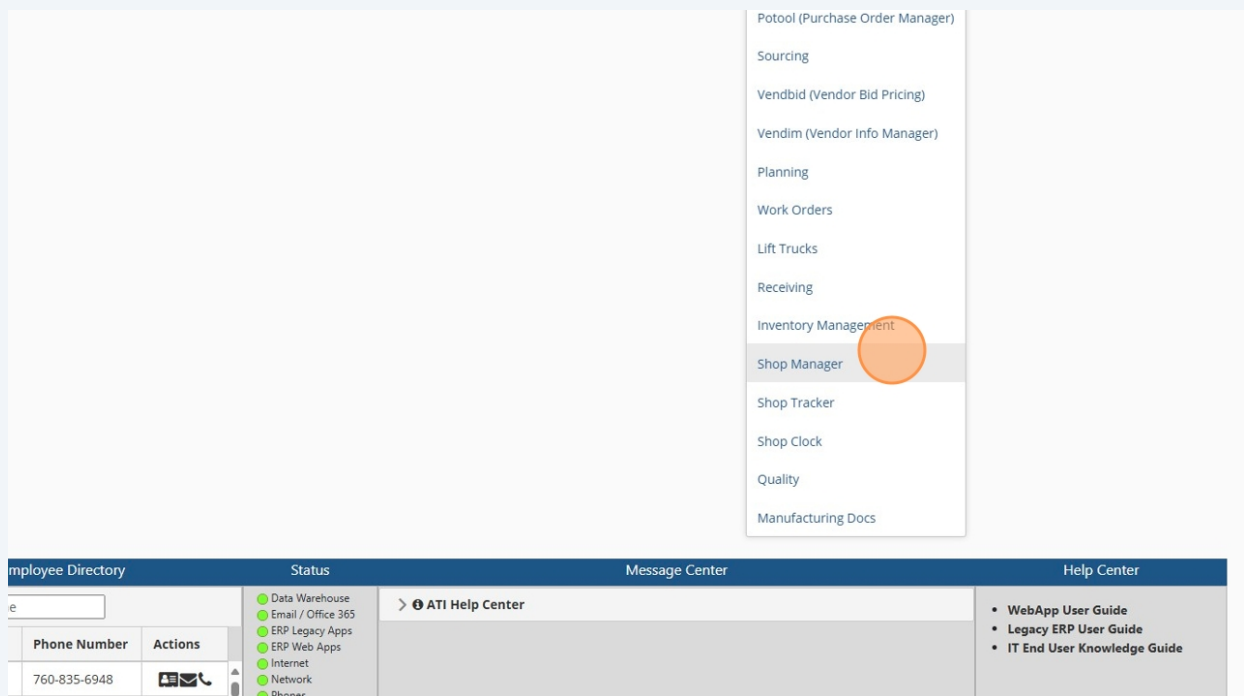
Navigate to the Action Target Enterprise Portal.



2 Click on the "Supply Chain" menu located at 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.

Action Target Enterprise Systems Portal

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

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

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 the "Show Time Off" button located in the Capacity Management Header.

Action Target Enterprise Systems Portal

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

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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

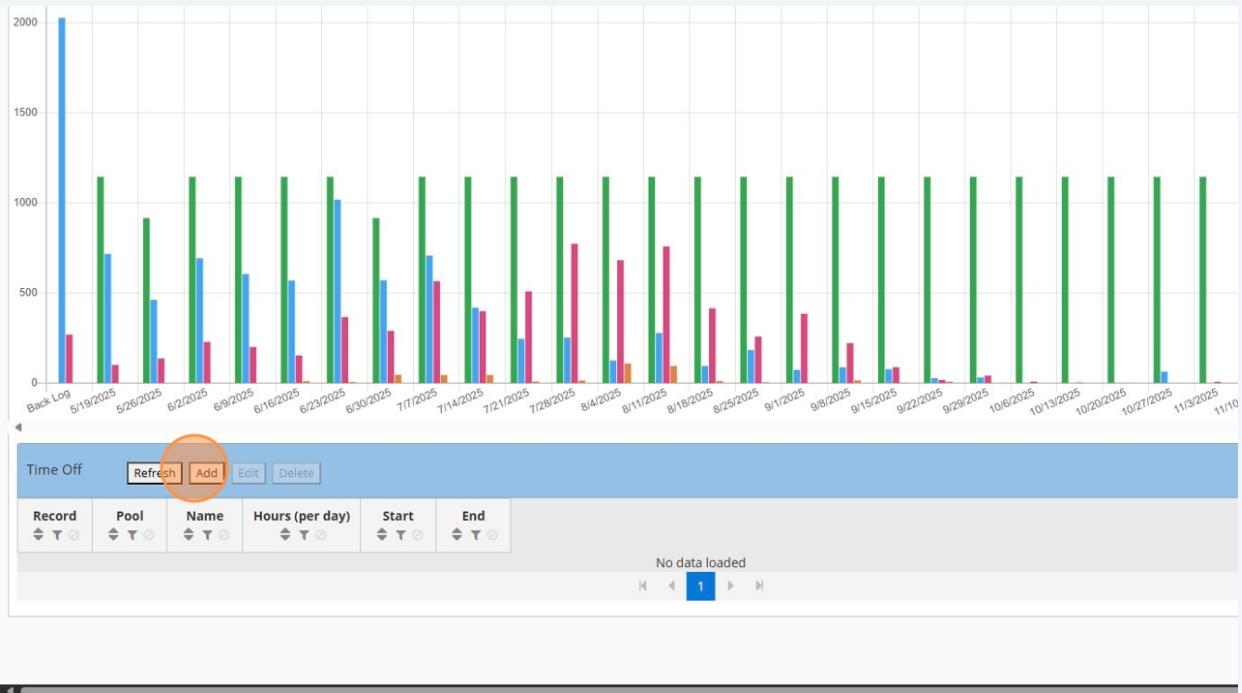
Total Weekly: 1146 Scheduled: 9352.93 BackLog: 2298.33
Total Daily: 229.2 Planned: 7341.31 Pending: 425.64 Quote: 0
Last Refresh: 5/22/2025 9:45:03 AM

Total Capacity

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

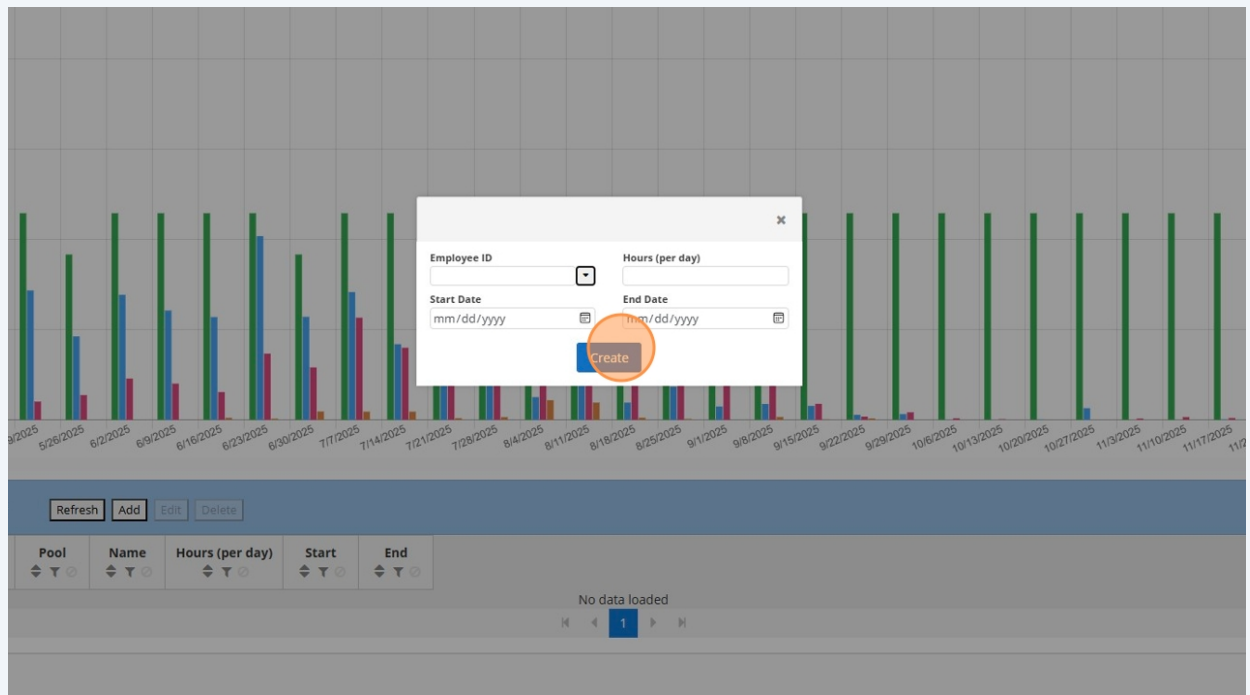
6 Scroll down below the graph to see the Time off list.

7 Click the "Add" button in the time off list header.



8

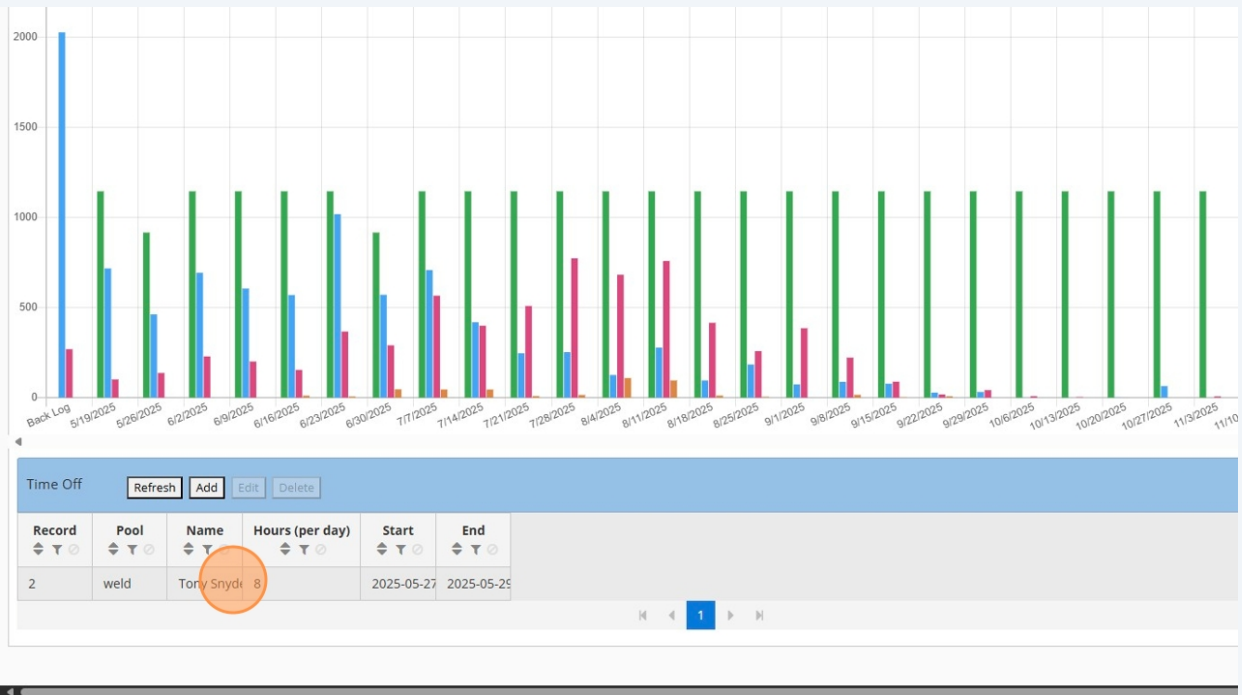
Add the time off settings as desired. when complete press the create button.



Below shows how to edit a Time off record for capacity.

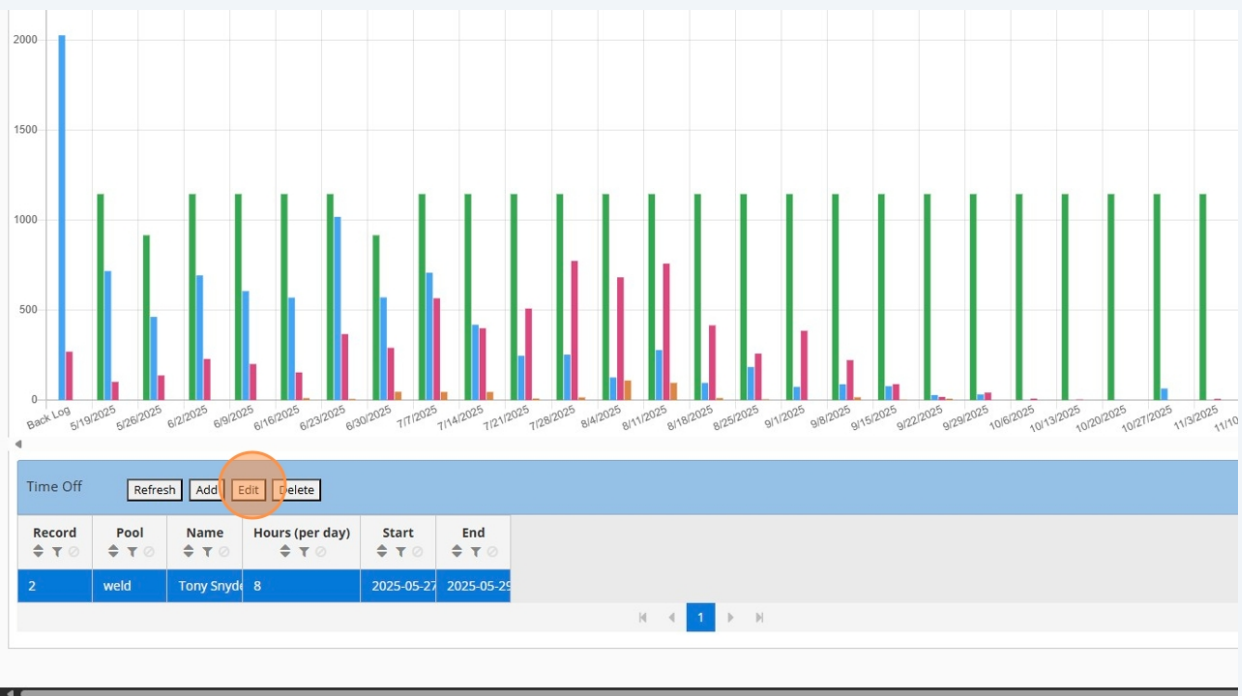
9

Click on your desired record from the time off list.



10


Click the "Edit" button located in the time off list header.



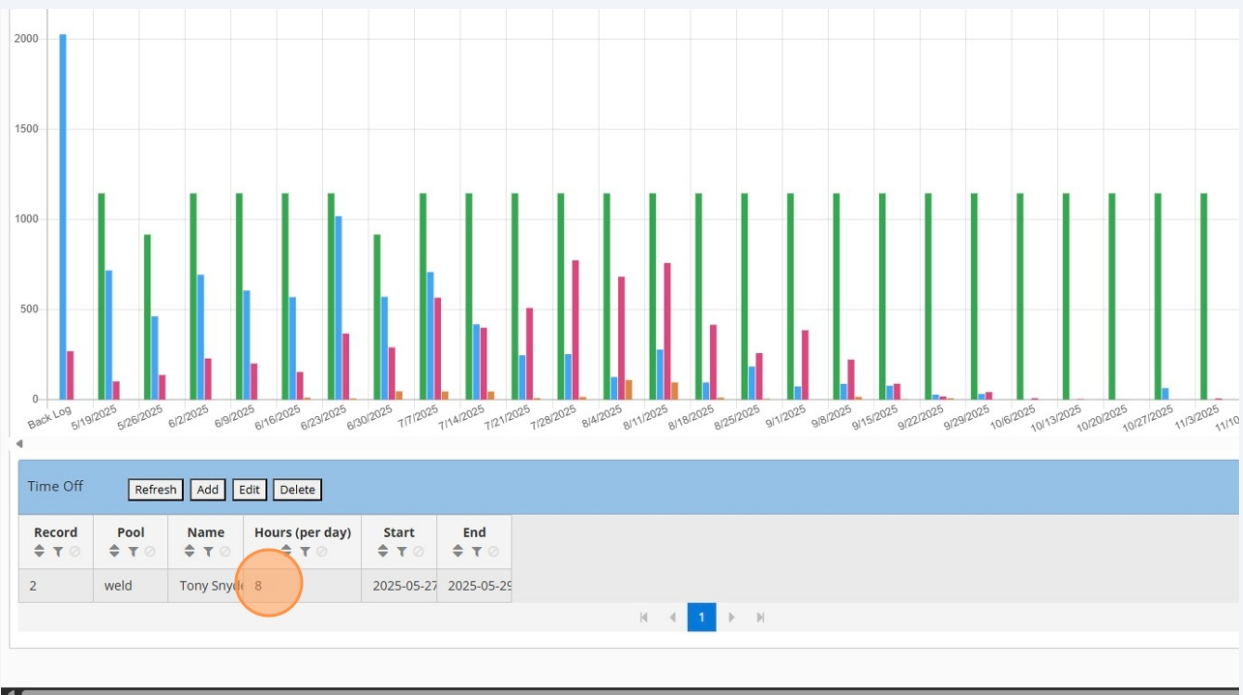
11 Edit the form as desired and click the "Update" button.

The screenshot displays a time off management interface. At the top, a bar chart shows time off balances for various dates from May 2025 to November 2025. Below the chart is a table with columns: Pool, Name, Hours (per day), Start, and End. The first row shows 'weld' for 'Tony Snyder' with 8 hours per day, starting on 2025-05-27 and ending on 2025-05-29. A modal form is open in the center, allowing editing of the selected record. The form fields are: Employee ID (1017), Hours (per day) (8), Start Date (05/27/2025), and End Date (05/29/2025). The 'Update' button is highlighted with an orange circle.

Pool	Name	Hours (per day)	Start	End
weld	Tony Snyder	8	2025-05-27	2025-05-29

 The following shows how to delete a time off record.

12 Click on your desired time off record from the time off list.



13 Click the "Delete" button in the time off list header.



14 Confirm your deletion by clicking the "Yes" button.

