

Managing Capacity Exceptions



Steps below explain how to create a capacity exception.

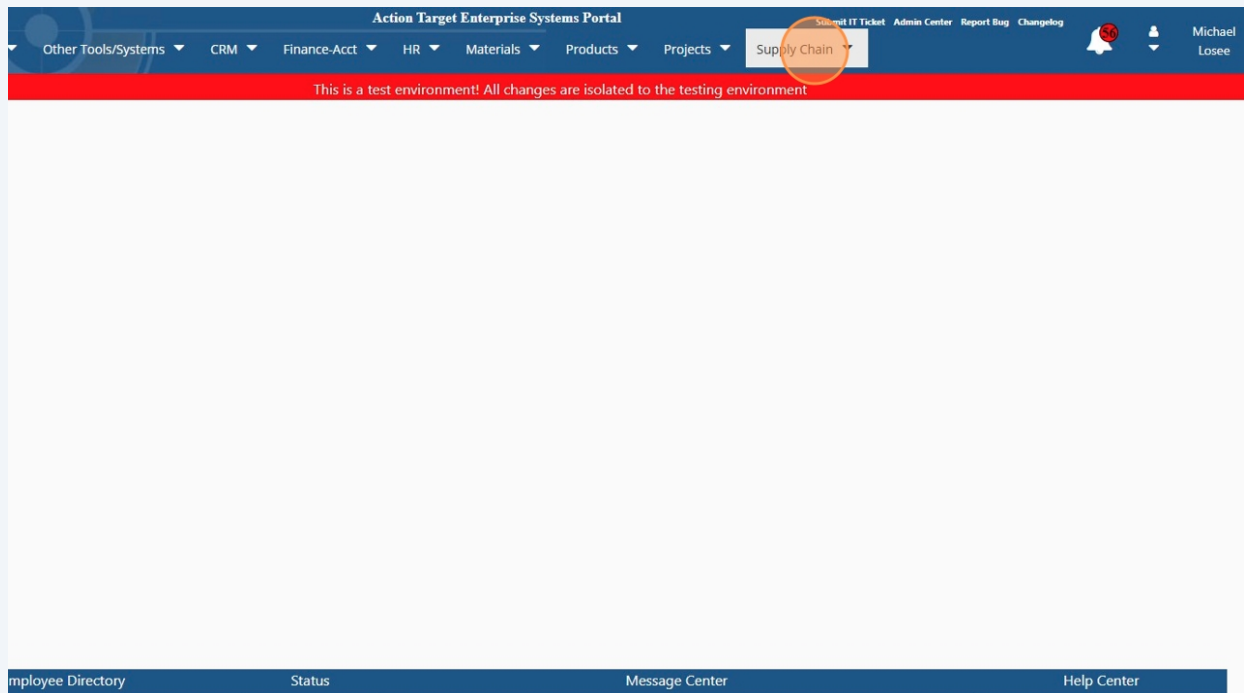
1

Navigate to the Action Target Enterprise Portal.

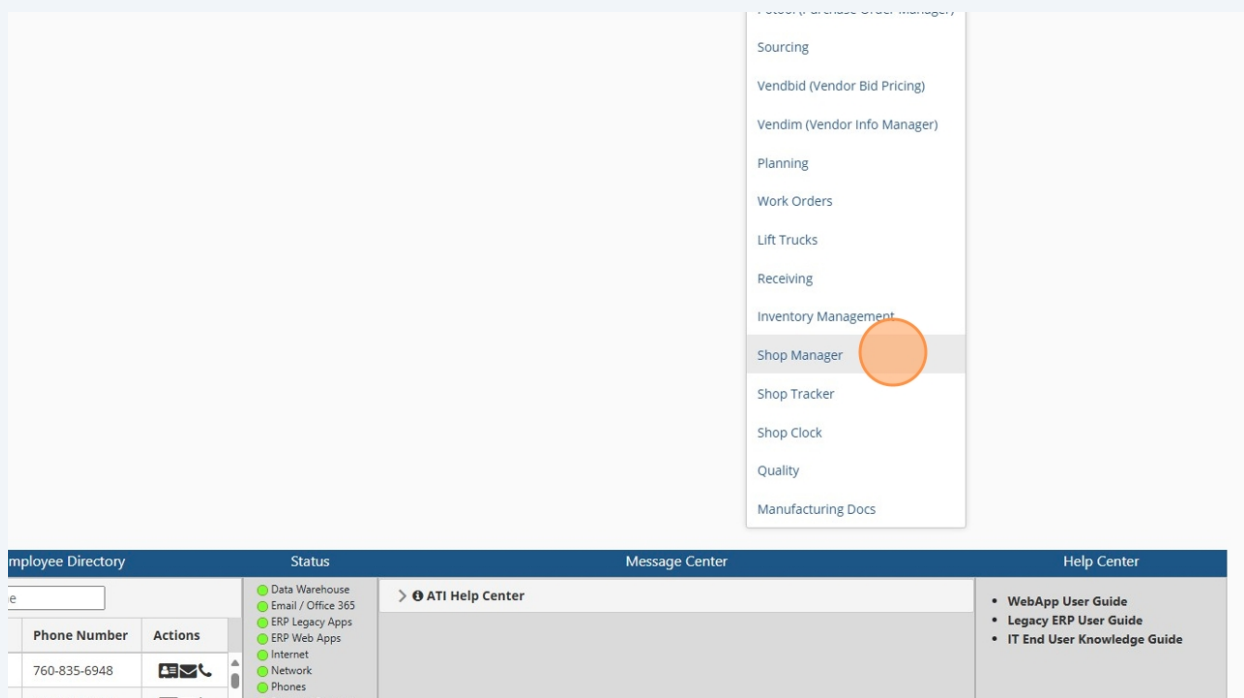
This is a test environment. All changes are related to the testing environment.

Employee Directory			Status	Message Center	Help Center
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.

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- TCI	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.

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

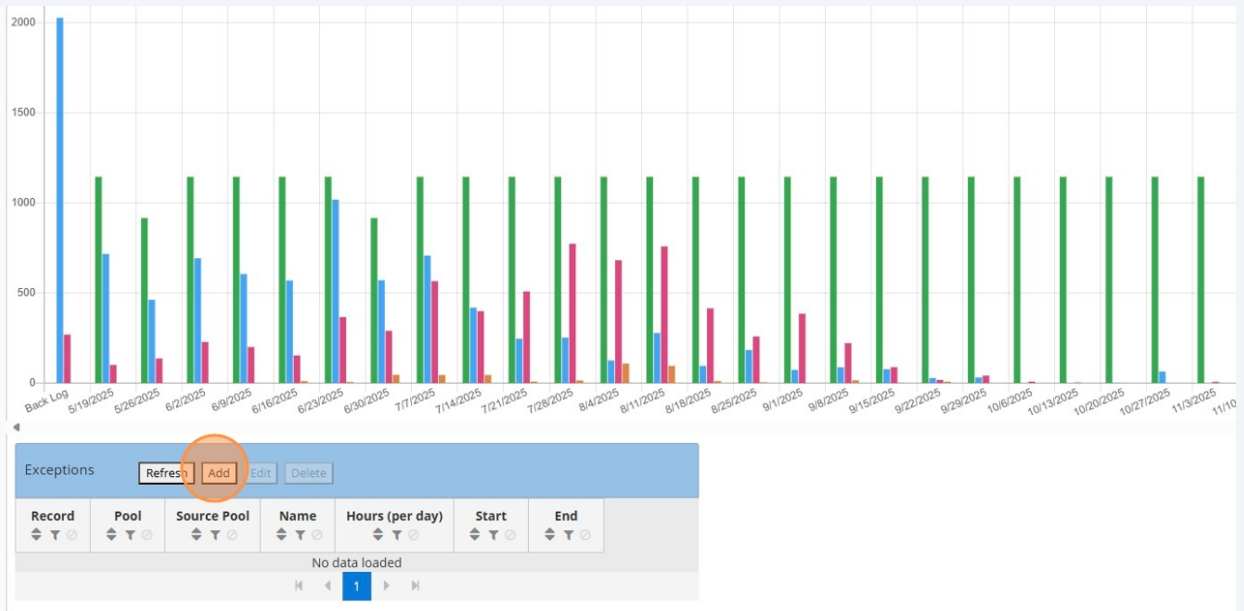
Total Weekly: 1146 Scheduled: 9352.93 BackLog: 2298.33
Total Daily: 229.2 Planned: 7341.31 Pending: 425.64 Quote: 0
Last Refresh: 5/22/2025 9:45:03 AM

Total Capacity

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

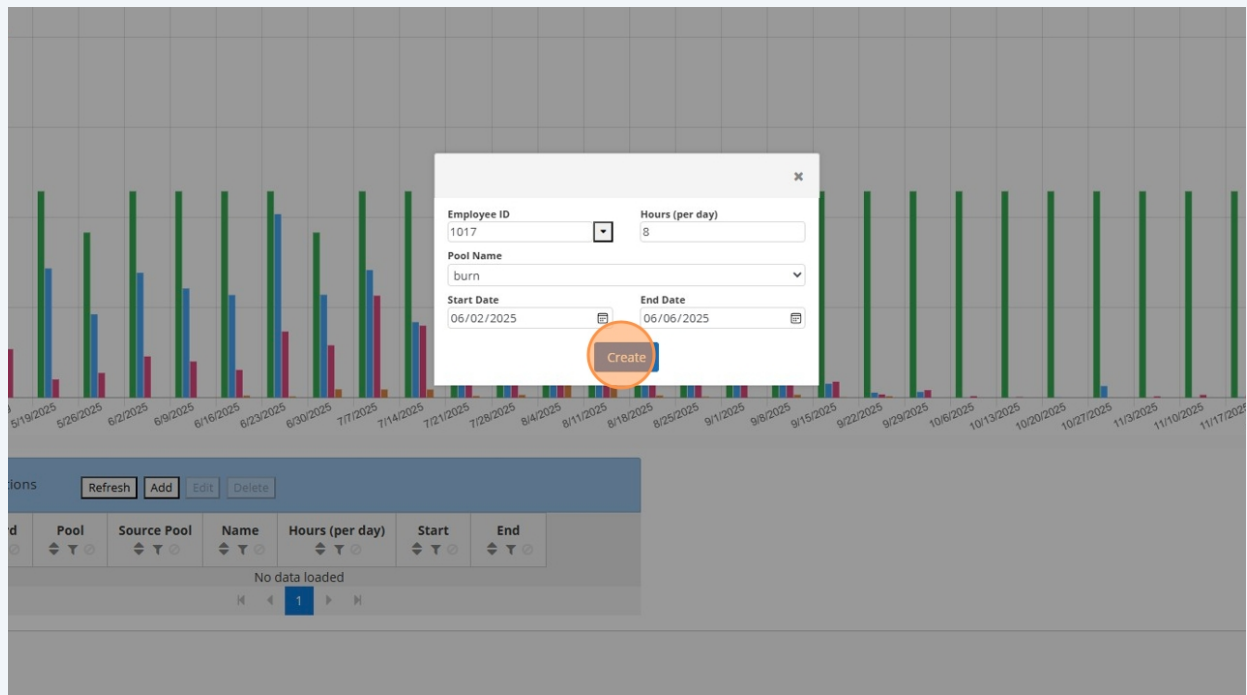
6 Scroll down to view the Exceptions table.

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



8

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



Steps below are how to edit a capacity exception.

9

Click on your desired capacity exception from the exceptions list.

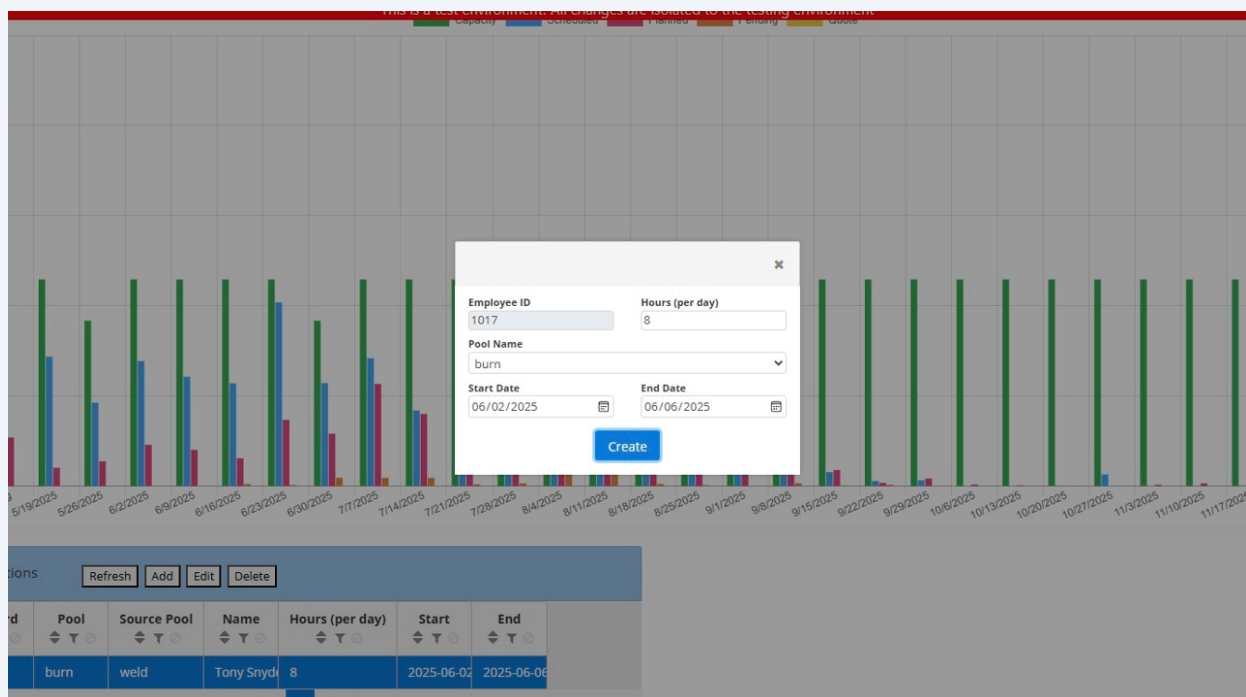


10

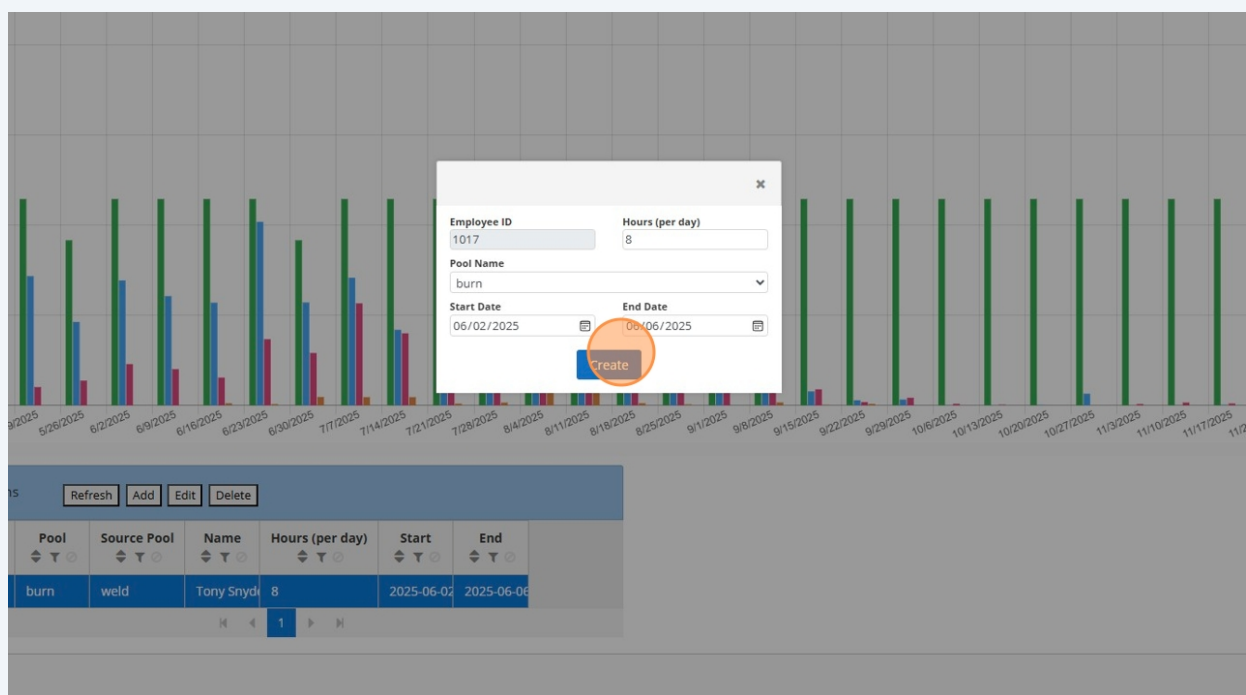
Click the "Edit" button in the Exceptions list header.



11 Make your desired changes to the exception.



12 When complete press the "Create" button.

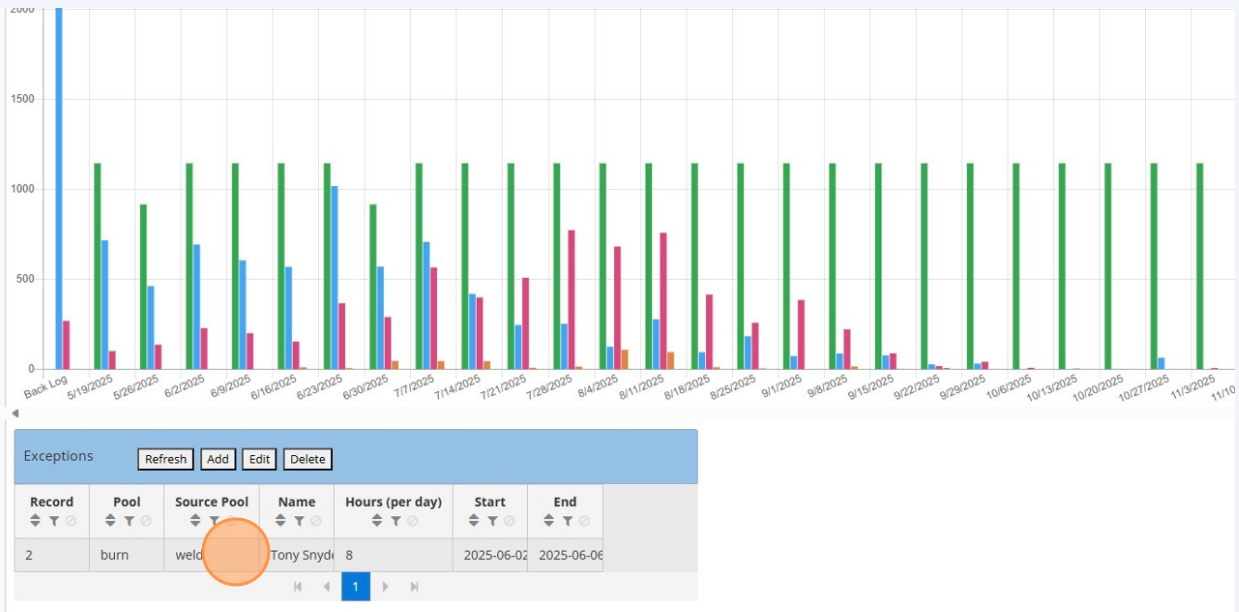




Below shows how to delete a capacity exception rule.

13

Click on your desired exception from the exceptions list.



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



15 Confirm the deletion by clicking "Yes".

