

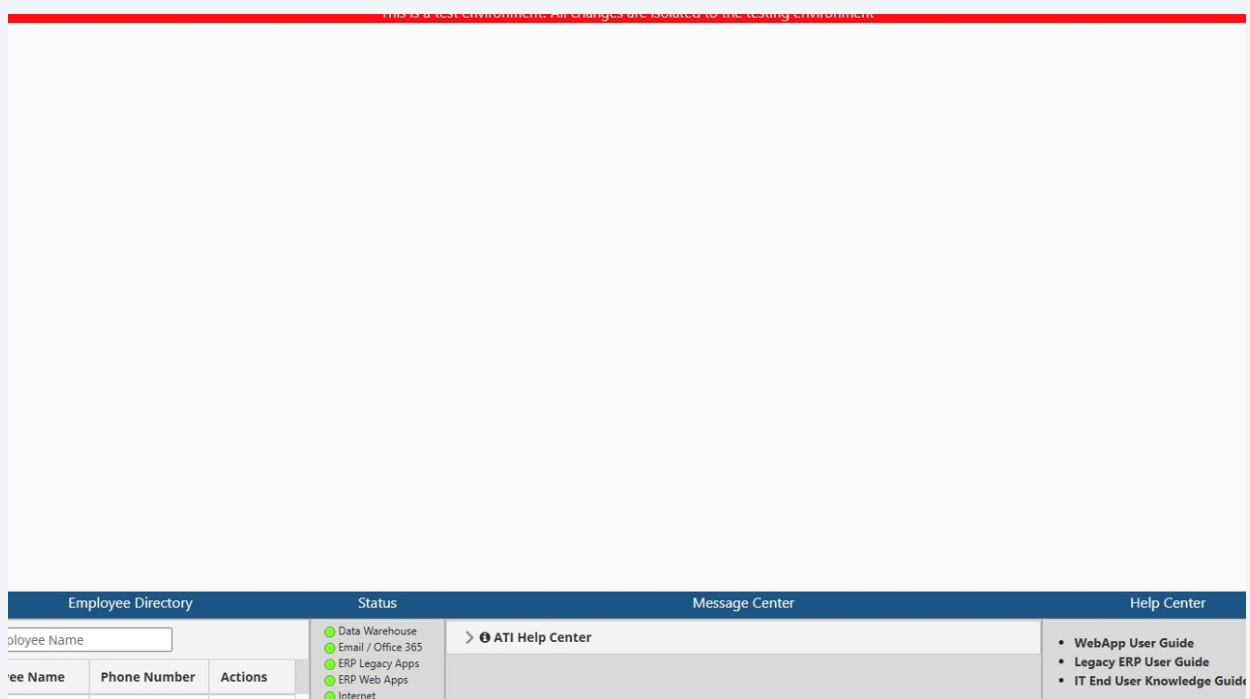
Employee Setup for Capacity



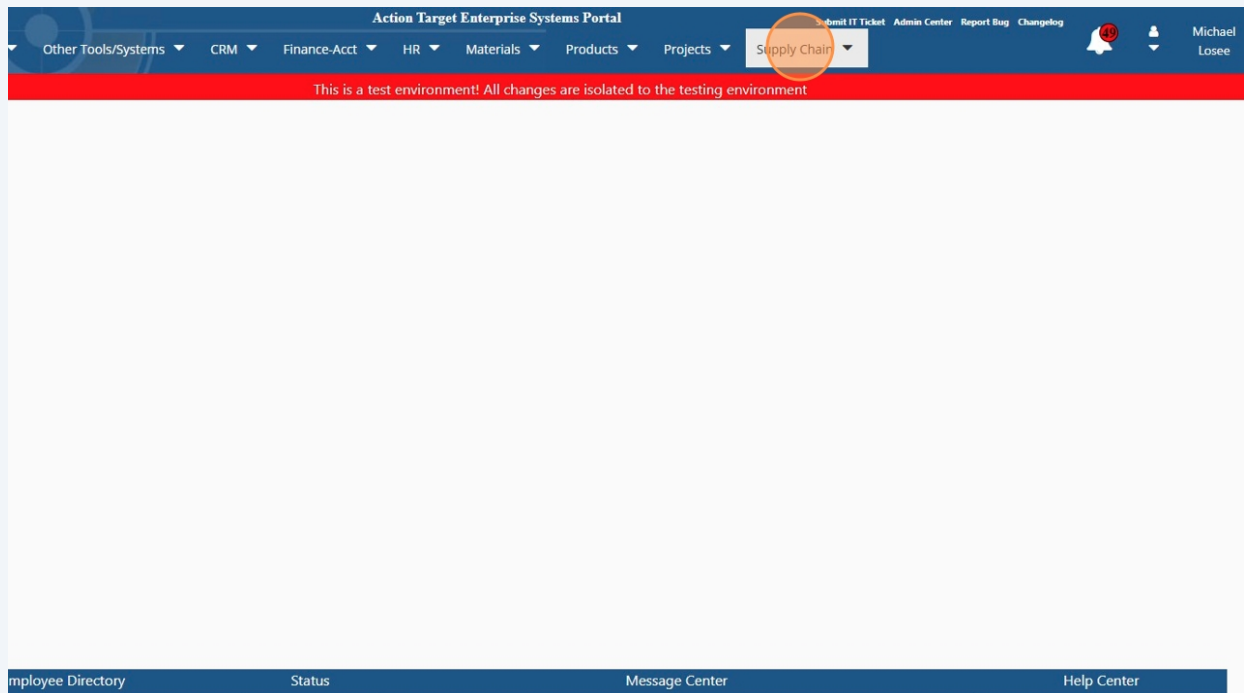
The following steps show how to add an employee to affect capacity.

1

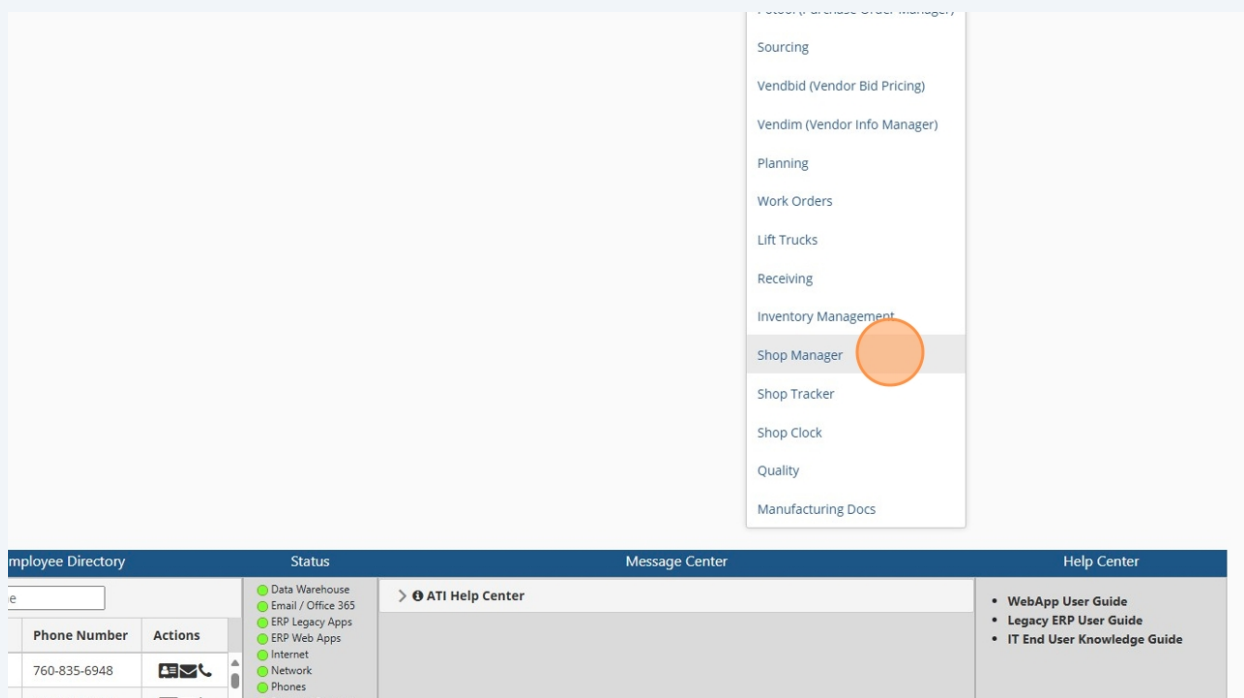
Navigate to the Action Target Enterprise Portal



2 Click the "Supply Chain" menu located at the top of the portal.



3 Click the "Shop Manager" tool from the dropdown menu.



4 Click on the "Capacity" tab at 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	56758	mo-167046-1	1	15	15869	PT Hostage He	assembly-pa		PT Hostage Head Kit Boxed	2025-03-28	in-p
6	58695	mo-170270-3	1	16	33993	Autotargets, C	elec-assembly		AutoTargets Lift Unit Versio	2025-04-24	sta
6	58074	mo-169332-1	1	10	7621	-REDLINE- TCM	elec-assembly		-REDLINE- TCM bank	2025-04-29	in-p
6	58090	mo-169356-1	1	6	45168	DRM Pro Ratcl	elec-assembly		DRM Pro Ratcheting Carrier	2025-04-30	in-p
6	58048	mo-169290-1	1	2	46547	DRM-Pro Cont	elec-assembly		DRM-Pro Control Panel - Dc	2025-05-02	in-p
6	58403	mo-169861-5	1	6	37964	Genesis Retrie	elec-assembly		(Phase-Out - Replaced By 50	2025-05-05	kitt
6	59786	mo-172202-4	1	16	21882	-Redline- Man	elec-assembly		Mancom Fixed Lateral Weat	2025-05-06	sta
6	59789	mo-172214-4	1	16	21882	-Redline- Man	elec-assembly		Mancom Fixed Lateral Weat	2025-05-06	sta
6	58209	mo-169595-3	1	25	26303	Genesis Retrie	elec-assembly		Genesis Retriever Turning C	2025-05-06	in-p

5 Click the "Show Employee Setup" 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:
Total Daily:
Last Refresh:

Scheduled:
Planned:

BackLog:
Pending:

Quote:

6 Scroll down to view the employee setup list.

7 Click the "Add" button in the Employee Setup List Header.

The screenshot shows the Action Target Enterprise Systems Portal. The top navigation bar includes links for Legacy ERP, Other Tools/Systems, CRM, Finance-Acct, HR, Materials, Products, Projects, and Supply Chain. A red banner below the navigation bar states: "This is a test environment! All changes are isolated to the testing environment". Below the banner is a chart area with a y-axis ranging from 0 to 0.2. The main content area is titled "Employee Setup" and contains a table with the following columns: Employee ID, Casual Name, Pool ID, Title, Hours, Efficiency, and Default. The "Add" button in the header of the table is highlighted with an orange circle.

Employee ID	Casual Name	Pool ID	Title	Hours	Efficiency	Default
1605	Craig Olsen	11	blast	8	80	true
1654	Jaime Manrique	4	Electronics	40	80	true
2322	Wilfred Atutiga	3	Bend 175T	8	80	true
2513	David Grieve	9	burn	8	80	true
2567	Vaughn Griggs	13	Core Asser	8	80	true
2729	Geoff Olsen	5	paint	4	80	true
2736	Jordan Muniz	4	Electronics	8	30	true
2824	Shawn Rittmani	4	Electronics	8	80	true
2849	Scott Nay	13	Core Asser	8	30	true

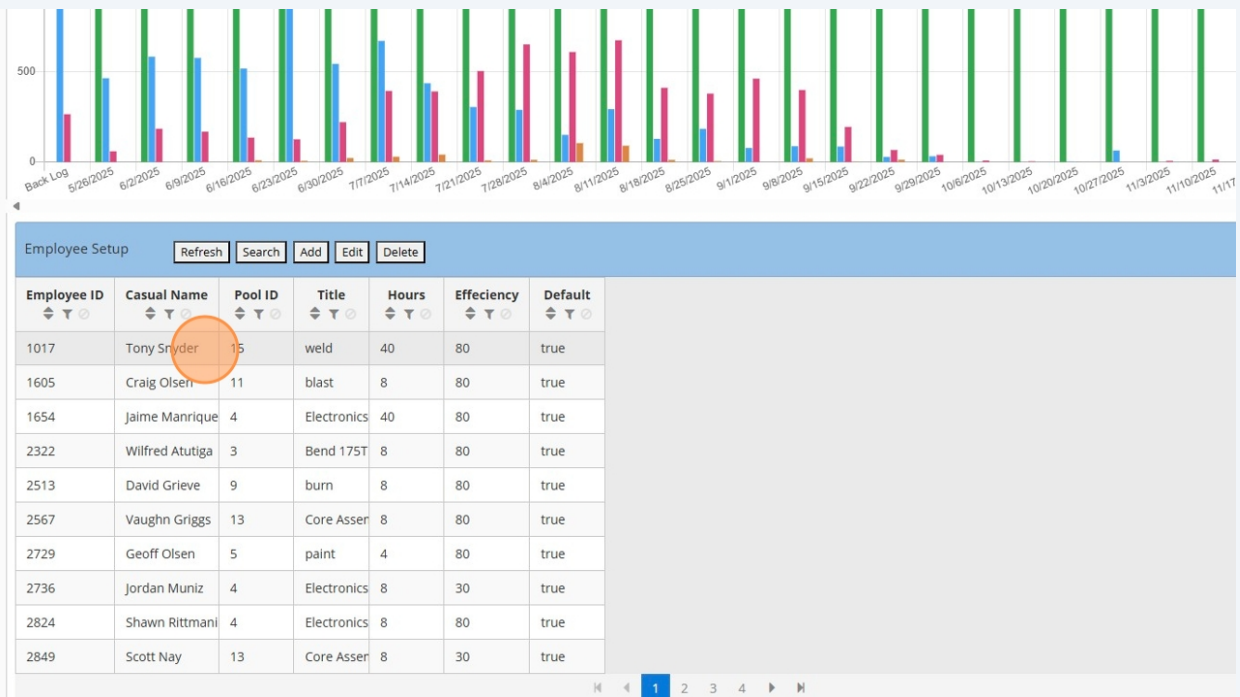
8 Fill out the form as desired, then click the "Create" button.

The screenshot displays a software interface with a data table and a modal form. The table has columns for ID, Casual Name, Pool ID, Title, and Hours. A modal form is open, allowing the user to create a new record. The form includes fields for Employee ID (1017), Pool (15), Hours (40), and Efficiency (80). A "Create" button is highlighted with an orange circle. The table data is as follows:

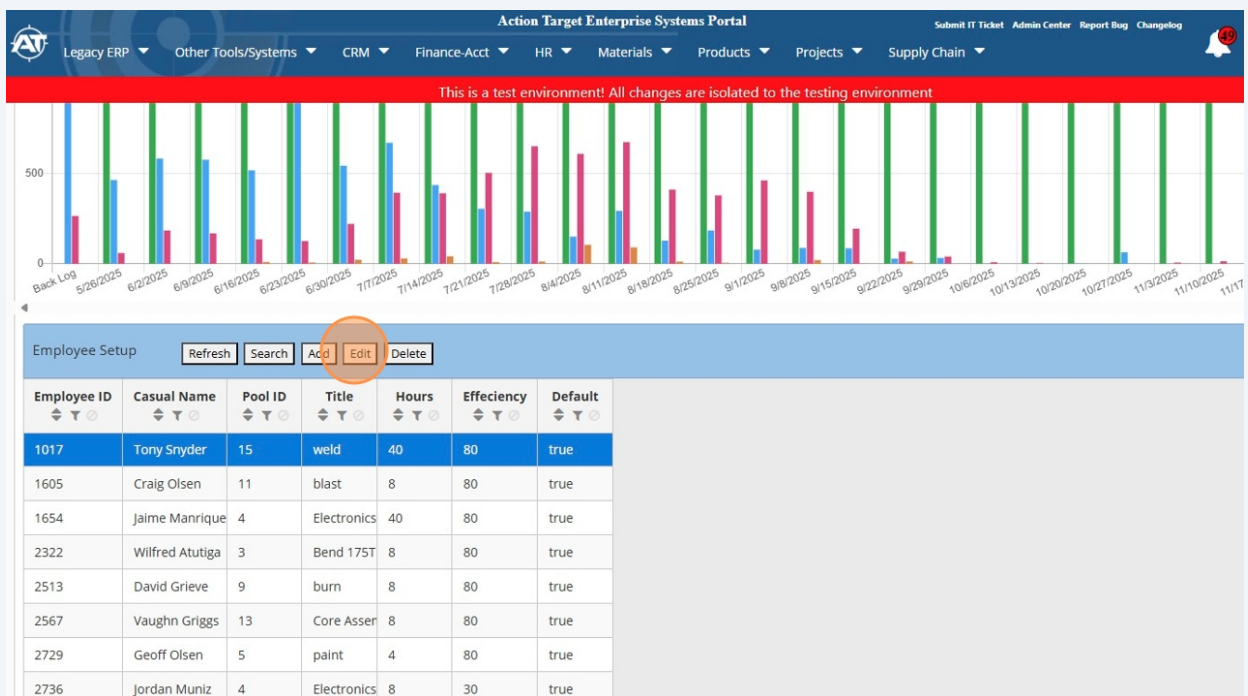
ID	Casual Name	Pool ID	Title	Hours
	Craig Olsen	11	blast	8
	Jaime Manrique	4	Electronics	40
	Wilfred Atutiga	3	Bend 175T	8
	David Grieve	9	burn	8
	Vaughn Griggs	13	Core Asser	8
	Geoff Olsen	5	paint	4
	Jordan Muniz	4	Electronics	8
	Shawn Rittmani	4	Electronics	8
	Scott Nay	13	Core Asser	8
	Joseph Arbon	13	Core Asser	8

i The following steps show how to edit an existing employee's settings.

9 Click on your desired record from the list.



10 Click the "Edit" button located in the list header.




11 Make your changes to the record as desired, then click the "Update" button.

The screenshot displays a software interface with a calendar at the top and a table of employee records below. A modal window is open for editing a record. The modal contains the following fields:

- Employee ID: 1017
- Pool: 15
- Hours: 40
- Efficiency: 70
- Default: ☒

The 'Update' button is highlighted with an orange circle.

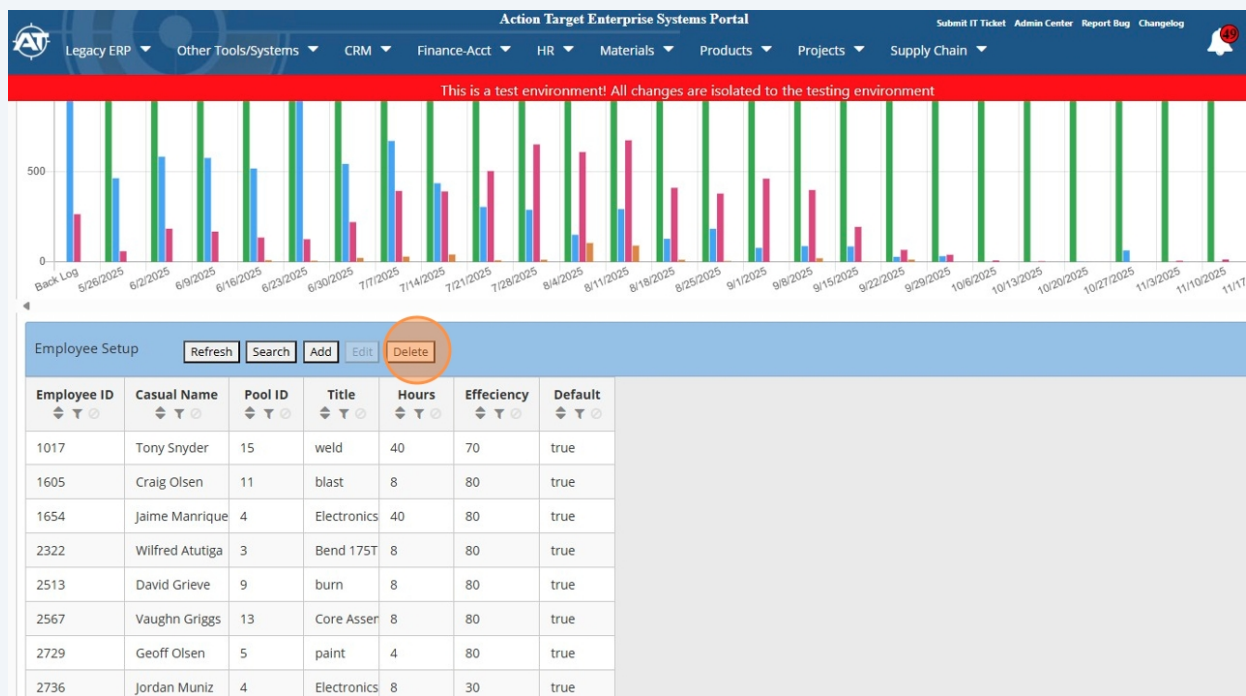
ID	Casual Name	Pool ID	Title	Hours
	Tony Snyder	15	weld	40
	Craig Olsen	11	blast	8
	Jaime Manrique	4	Electronics	40
	Wilfred Atutiga	3	Bend 175T	8
	David Grieve	9	burn	8
	Vaughn Griggs	13	Core Asser	8
	Geoff Olsen	5	paint	4
	Jordan Muniz	4	Electronics	8
	Shawn Rittmani	4	Electronics	8
	Scott Nay	13	Core Asser	8

 The following steps show how to delete a record from the list.

12 Select your desired record from the list.



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





The record will be deleted immediately; ensure you are deleting the correct record as desired.