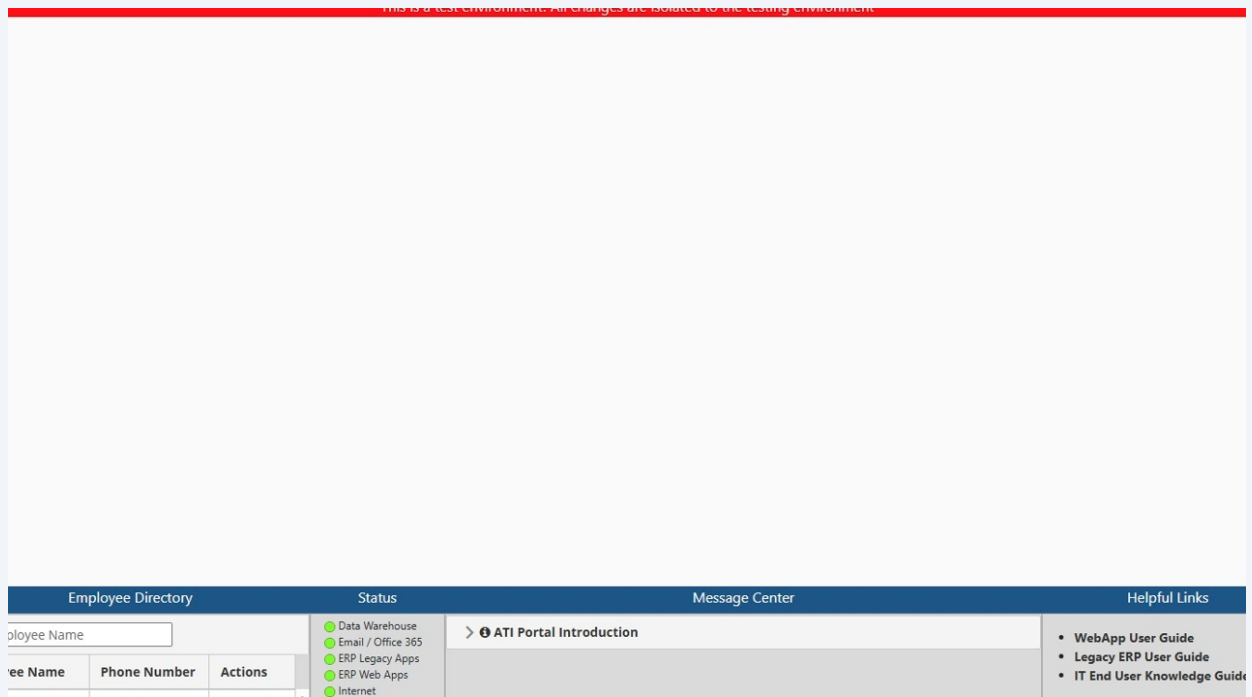
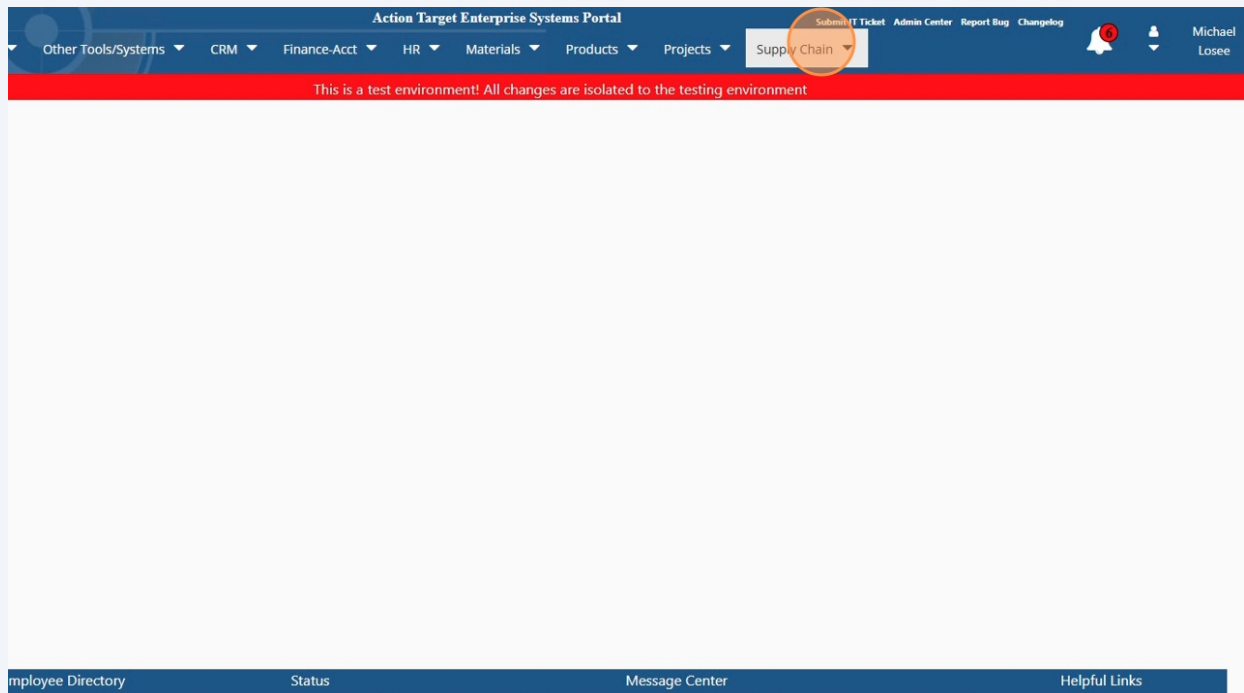


Rescheduling a Work Order in the Shop Schedule

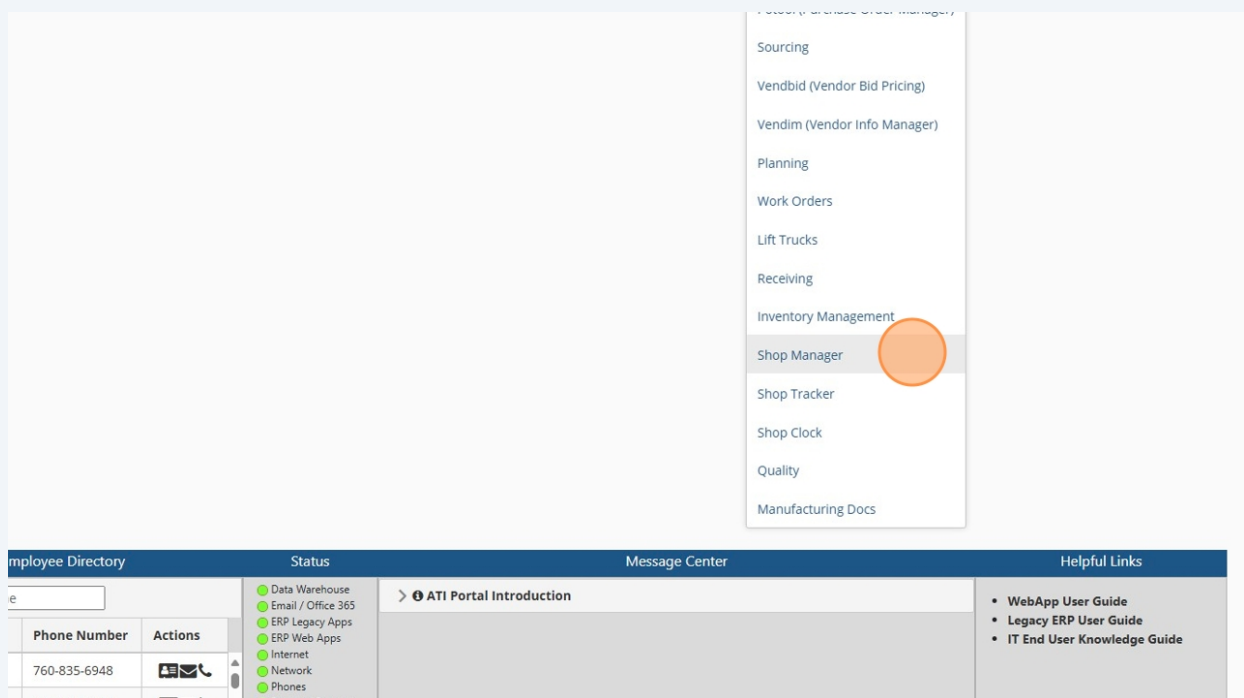
- 1 Open the Action Target enterprise Portal.



2 Click on the "Supply Chain" tab located near the top of the screen.



3 Click on the "Shop Manager" option from the drop-down menu.



- 4 Click on an operation from the list that is associated with your desired work order.

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	Status	Pool
7	58701	mo-170282-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electr
6	58702	mo-170286-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electr
6	58695	mo-170270-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electr
6	58899	mo-170628-5	1	15	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electr
6	58701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-asmemb		AutoTargets	2025-03-27	in-process	Electr
6	56627	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa		PT Gong Kit,	2025-03-31	kitting	PT As
6	59234	mo-171277-1	1	30	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core /
6	59106	mo-171072-1	1	50	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core /
6	58695	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-asmemb		AutoTargets	2025-04-03	in-process	Electr
6	58702	mo-170286-8	1	16	33781	-REDLINE- Aut	elec-asmemb		AutoTargets	2025-04-03	in-process	Electr

- 5 Click the "Edit" button located in the shop schedule header.

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

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Shop Manager

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7	58701	mo-170282-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electronics
6	58702	mo-170286-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electronics
6	58695	mo-170270-5	1	16	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electronics
6	58899	mo-170628-5	1	15	33784	Autotargets, B	elec-asmemb		AutoTargets	2025-03-27	in-process	Electronics
6	58701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-asmemb		AutoTargets	2025-03-27	in-process	Electronics
6	56627	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa		PT Gong Kit,	2025-03-31	kitting	PT Assemb
6	59234	mo-171277-1	1	30	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Asser
6	59106	mo-171072-1	1	50	4636	Baffle cable ha	assembly-pa		Baffle cable	2025-04-01	staged	Core Asser
6	58695	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-asmemb		AutoTargets	2025-04-03	in-process	Electronics

6 Edit the form in the slide out window as desired.

The screenshot shows the Manager interface with the Schedule Builder tab active. A slide-out form is open on the right, allowing for editing a Work Order. The form contains the following fields:

- Work Order: 58701
- PO Number: 170282
- PO Item: 5
- Op Seq: 1
- Target Date: 03/27/2025
- Status: (dropdown)
- Pool: Electronics
- Priority: 7
- Work Cell: (dropdown)
- Schedule Method: Backwards
- ☐ Schedule Partial
- ☐ Material
- ☐ Capacity
- ☒ Reschedule Work Order

At the bottom of the form are 'Save' and 'Cancel' buttons. The background shows a table with columns: WO ID, MTR, op_seq, Req Qnt, Part Number, Description, Operation, and Next Op Na.

7 Check the "Reschedule Work Order" field. This will tell the system that you are intentionally trying to reschedule the work order.

This screenshot is similar to the previous one, but with an orange circle highlighting the 'Reschedule Work Order' checkbox, which is checked. The form also includes a red 'X' icon in the top right corner. The background table is the same as in the previous screenshot.

8

Once the settings are set as you desire, click the "Save" button.

The screenshot displays the 'Builder' interface with a table of work orders and a settings panel on the right. The table has columns: WO ID, MTR, op_seq, Req Qnt, Part Number, Description, Operation, and Next Op Na. The settings panel includes fields for Target Date (03/28/2025), Status, Pool (Electronics), Priority (7), Work Cell, Schedule Method (Backwards), Material, Capacity, and Reschedule Work Order (checked). The 'Save' button is highlighted with an orange circle.

WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Na
701	mo-170282-5	1	16	33784	Autotargets, B	elec-assemb	
702	mo-170286-5	1	16	33784	Autotargets, B	elec-assemb	
595	mo-170270-5	1	16	33784	Autotargets, B	elec-assemb	
599	mo-170628-5	1	15	33784	Autotargets, B	elec-assemb	
701	mo-170282-4	1	16	33785	-REDLINE- Aut	elec-assemb	
527	mo-166751-1	1	6	23617	PT Gong Kit, IF	assembly-pa	
534	mo-171277-1	1	30	4636	Baffle cable ha	assembly-pa	
106	mo-171072-1	1	50	4636	Baffle cable ha	assembly-pa	
595	mo-170270-8	1	16	33781	-REDLINE- Aut	elec-assemb	
702	mo-170286-8	1	16	33781	-REDLINE- Aut	elec-assemb	