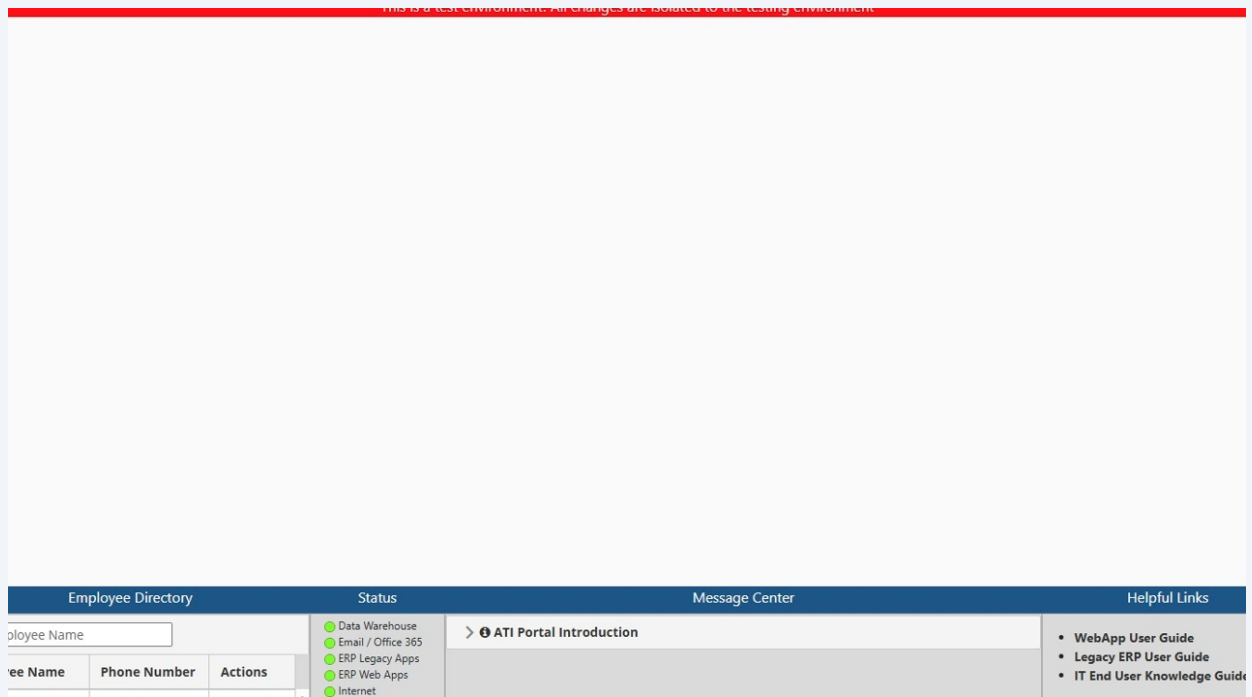
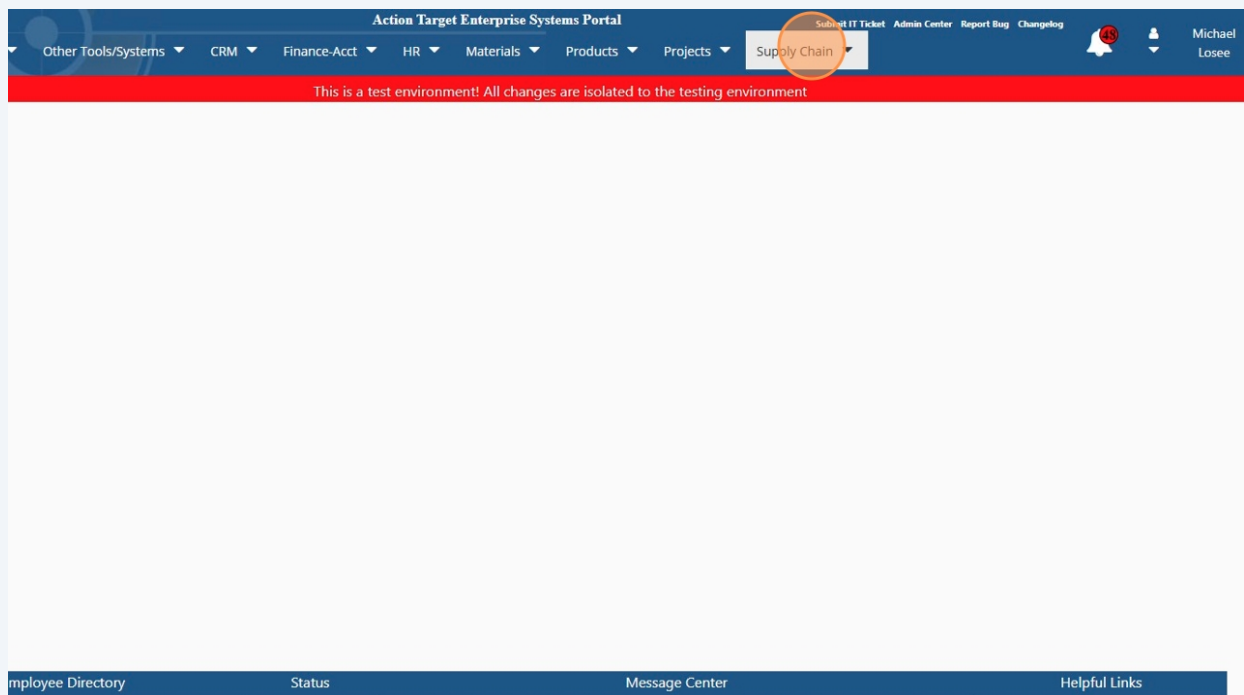


Creating a New Work Order Log Entry

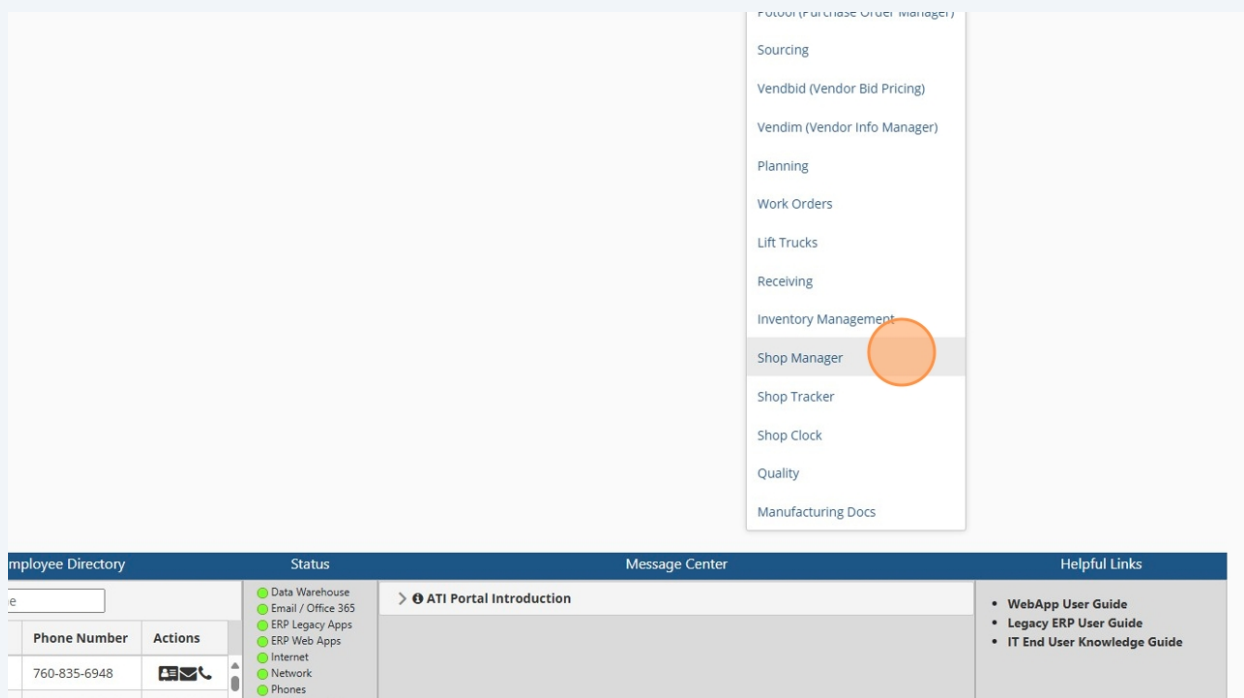
1 Open the Action Target Enterprise Portal.



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



3 Click on the "Shop Manager" tool in the drop-down menu.



4

On the Schedule tab, Click the "Show Logs" button located in the Schedule builder header.

Action Target Enterprise Systems Portal

Submit IT Ticket Admin Center Report Bug Changelog

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

Manager

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**

Single Selection Actions: Edit Remove WO Work Order WO Material

Multi Selection Actions: Edit Reschedule

| WO ID | MTR | op_seq | Req Qnt | Part Number | Description | Operation | Next Op Name | WO Descr | Start | Status | Pool |
|-------|-------------|--------|---------|-------------|-------------------------------|-------------|--------------|-------------------------------|------------|------------|-------|
| 56627 | mo-166751-1 | 1 | 6 | 23617 | PT Gong Kit, IPSC, W/ Comp | assembly-pa | | PT Gong Kit, IPSC, W/ Comp | 2025-03-31 | kitting | PT A: |
| 59106 | mo-171072-1 | 1 | 50 | 4636 | Baffle cable hanger | assembly-pa | | Baffle cable hanger | 2025-04-01 | staged | Core |
| 59006 | mo-170831-1 | 1 | 28 | 9008 | SRET track joint w/ hardware | assembly-pa | | SRET track joint w/ hardware | 2025-04-07 | queued | Core |
| 58944 | mo-170708-1 | 1 | 2 | 23825 | Assembly, Antenna, DRM Pre | elec-assemb | | Assembly, Antenna, DRM Pre | 2025-04-07 | in-process | Elect |
| 58220 | mo-169608-1 | 1 | 15 | 31625 | Genesis, Carrier Accent Light | elec-assemb | | Genesis, Carrier Accent Light | 2025-04-14 | in-process | Elect |
| 59275 | mo-171345-3 | 1 | 2 | 31625 | Genesis, Carrier Accent Light | elec-assemb | | (Phase-Out - Replaced By 50 | 2025-04-14 | in-process | Elect |
| 59786 | mo-172202-5 | 1 | 16 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process | Elect |
| 59783 | mo-172193-4 | 1 | 8 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process | Elect |
| 59782 | mo-172189-4 | 1 | 12 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process | Elect |

5

Click on a record from the schedule that is associated with your desired work order. You can also search for a specific work order in the logs header.

Action Target Enterprise Systems Portal

Submit IT Ticket Admin Center Report Bug Changelog

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 Schedule

Refresh Search Default Re-calculate Project Clear Selection Edit Remove WO Work Order WO Material Edit Reschedule

| Priority | WO ID | MTR | op_seq | Req Qnt | Part Number | Description | Operation | Next Op Name | WO Descr | Start | Status |
|----------|-------|-------------|--------|---------|-------------|-------------------------------|-------------|--------------|-------------------------------|------------|------------|
| 6 | 56627 | mo-166751-1 | 1 | 6 | 23617 | PT Gong Kit, IPSC, W/ Comp | assembly-pa | | PT Gong Kit, IPSC, W/ Comp | 2025-03-31 | kitting |
| 6 | 59106 | mo-171072-1 | 1 | 50 | 4636 | Baffle cable hanger | assembly-pa | | Baffle cable hanger | 2025-04-01 | staged |
| 6 | 59006 | mo-170831-1 | 1 | 28 | 9008 | SRET track joint w/ hardware | assembly-pa | | SRET track joint w/ hardware | 2025-04-07 | queued |
| 6 | 58944 | mo-170708-1 | 1 | 2 | 23825 | Assembly, Antenna, DRM Pre | elec-assemb | | Assembly, Antenna, DRM Pre | 2025-04-07 | in-process |
| 6 | 58220 | mo-169608-1 | 1 | 15 | 31625 | Genesis, Carrier Accent Light | elec-assemb | | Genesis, Carrier Accent Light | 2025-04-14 | in-process |
| 6 | 59275 | mo-171345-3 | 1 | 2 | 31625 | Genesis, Carrier Accent Light | elec-assemb | | (Phase-Out - Replaced By 50 | 2025-04-14 | in-process |
| 6 | 59786 | mo-172202-5 | 1 | 16 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process |
| 6 | 59783 | mo-172193-4 | 1 | 8 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process |
| 6 | 59782 | mo-172189-4 | 1 | 12 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process |
| 6 | 59789 | mo-172214-5 | 1 | 16 | 12897 | Mancom Fixed Lateral Carrier | elec-assemb | | Mancom Fixed Lateral Carrier | 2025-04-15 | in-process |

1 2 3 4 5

Logs New Log View Report

Search: Work Order Search

6 Click the "New Log" button in the logs list header.

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

| | | | | | | | | | | | |
|---|-------|-------------|---|----|-------|------------|-------------|--|----------------------------|------------|------|
| 6 | 59782 | mo-172189-4 | 1 | 12 | 12897 | Mancom New | elec-assemb | | Mancom Fixed Lateral Carri | 2025-04-15 | in-p |
| 6 | 59789 | mo-172214-5 | 1 | 16 | 12897 | Mancom New | elec-assemb | | Mancom Fixed Lateral Weat | 2025-04-15 | in-p |

1 2 3 4 5

Logs

New Log View Report

Search: Work Order [X] Search

| WO | Entry | Crt By | Date | Item |
|-------|---------------------------------|-----------|---------------------|------|
| 59006 | Job Kitting started | jcampbell | 2025-02-18 12:44 PM | 2 |
| 59006 | Job Staged | jcampbell | 2025-02-18 12:45 PM | 2 |
| 59006 | Completed | dgrieve | 2025-02-18 11:38 PM | 2 |
| 59006 | Job Kitting started | swinn | 2025-03-06 6:47 AM | 2 |
| 59006 | Job Staged | swinn | 2025-03-06 6:47 AM | 2 |
| 59006 | Completed | swinn | 2025-03-06 9:04 AM | 2 |
| 59006 | EHR - Process: Parts 9008 and 4 | swinn | 2025-03-06 9:15 AM | 2 |
| 59006 | Job Kitting started | tonys | 2025-03-14 6:27 AM | 1 |
| 59006 | Job Staged | tonys | 2025-03-19 5:11 AM | 1 |

7 In the pop-up window type in your information about the work order.

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

| | | | | | | | | | | | |
|---|-------|-------------|---|----|-------|------------|-------------|--|----------------------------|------------|------|
| 6 | 59782 | mo-172189-4 | 1 | 12 | 12897 | Mancom New | elec-assemb | | Mancom Fixed Lateral Carri | 2025-04-15 | in-p |
| 6 | 59789 | mo-172214-5 | 1 | 16 | 12897 | Mancom New | elec-assemb | | Mancom Fixed Lateral Weat | 2025-04-15 | in-p |

1 2 3 4 5

Logs

New Log View Report

Search: Work Order [X] Search

| WO | Entry | Crt By | Date | Item |
|-------|---------------------------------|-----------|---------------------|------|
| 59006 | Job Kitting started | jcampbell | 2025-02-18 12:44 PM | 2 |
| 59006 | Job Staged | jcampbell | 2025-02-18 12:45 PM | 2 |
| 59006 | Completed | dgrieve | 2025-02-18 11:38 PM | 2 |
| 59006 | Job Kitting started | swinn | 2025-03-06 6:47 AM | 2 |
| 59006 | Job Staged | swinn | 2025-03-06 6:47 AM | 2 |
| 59006 | Completed | swinn | 2025-03-06 9:04 AM | 2 |
| 59006 | EHR - Process: Parts 9008 and 4 | swinn | 2025-03-06 9:15 AM | 2 |
| 59006 | Job Kitting started | tonys | 2025-03-14 6:27 AM | 1 |
| 59006 | Job Staged | tonys | 2025-03-19 5:11 AM | 1 |
| 59006 | Completed | tonys | 2025-03-19 6:15 AM | 1 |

New Log Entry

Work Order 59006

Entry

Create

8

When you have finished with your entry, press the "Create" button.

