

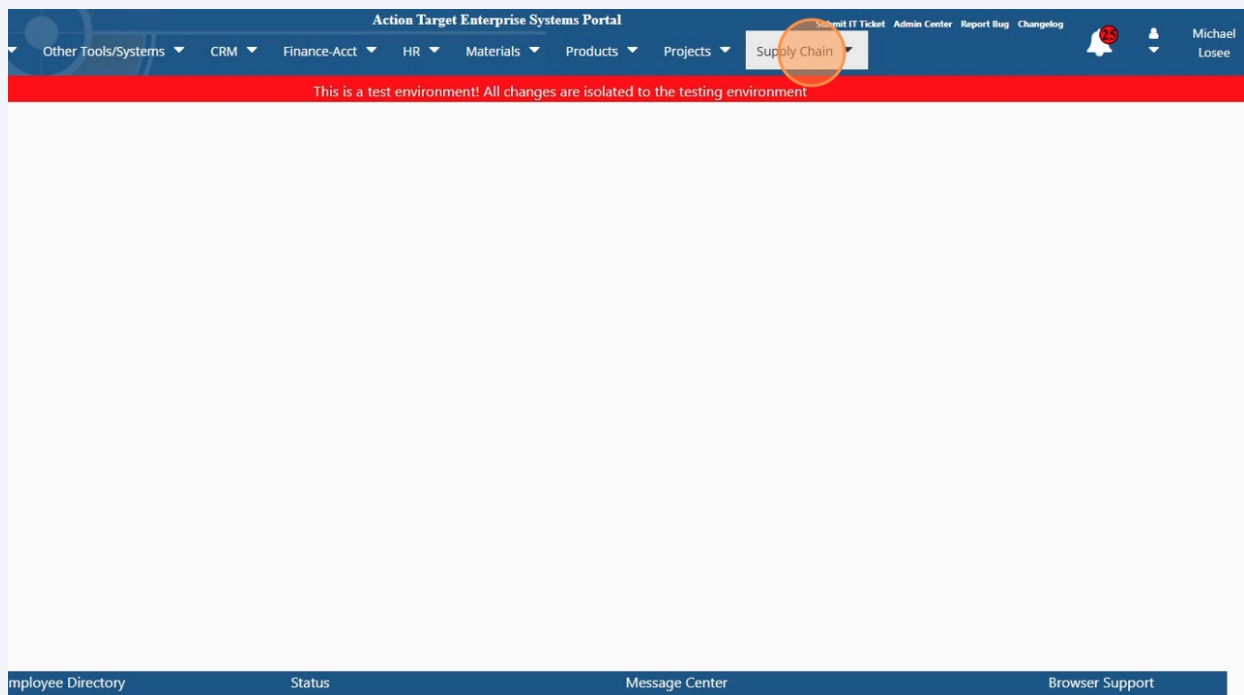
Creating a New Team in Shop Tracker

1 Navigate to the Action Target Enterprise Portal.

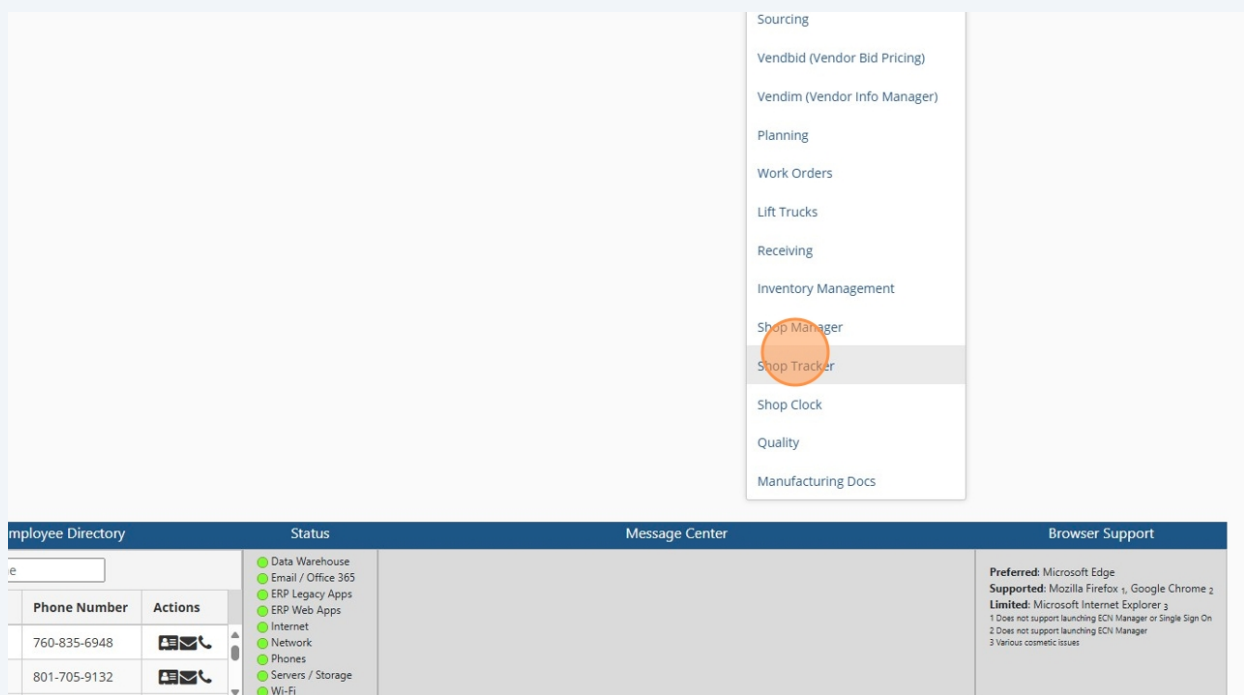
This test environment is designed to be identical to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">● Data Warehouse● Email / Office 365● ERP Legacy Apps● ERP Web Apps● Internet		<p>Preferred: Microsoft Edge Supported: Mozilla Firefox v, Google Chrome Limited: Microsoft Internet Explorer v3 1 Does not support launching ECH Manager or Single 2 Does not support launching ECH Manager</p>
Employee Name	Phone Number	Actions			

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



3 Click "Shop Tracker" from the drop-down menu.



4 Click on the "Setup" tab 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 ▾

Submit IT Ticket Admin Center Report Bug Characterize

Failed to find lab
You will be unab

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

Shop Tracker

Schedule **Setup** Time Material Staging

Work Cell: pi37 -

Schedule

Show Batches Show Logs Show Tables

Schedule Search Operator Actions Check In Check Out Documents Fulfill EHR Labels Add Destination Close Job QC Refresh Default History Clear Selection

Search: Queued Kitting **Staged** In-Process Parts in Batch Work Order

Priority	WO ID	MTR	Req Qnt	Part Number	Description	Operation	WO Notes	Start	Status	Batch ID	Mat Available	Next Op Name	WO Due
6	55854	mo-165282	40	35945	20-Gallon Disc	assembly-pa	Port St. Lucie	2025-06-02	staged		false		2025-06-16
6	57562	mo-168472	5	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	57997	mo-169196	1	50430	AutoTargets B	assembly-pa	AMS 149145	2025-04-03	in-process	14731	true		2025-04-07
6	58696	mo-170273	16	50430	AutoTargets B	assembly-pa	Indonesia 2C	2025-04-03	in-process	14731	true		2025-04-28
6	59234	mo-171272	30	4636	Baffle cable h	assembly-pa	Huron/Min	2025-04-01	staged	14690	true		2025-05-20
6	59106	mo-171072	50	4636	Baffle cable h	assembly-pa	Langhofer	2025-04-01	staged	14690	true		2025-06-06
6	58595	mo-170142	240	4562	Baffle cable h	assembly-pa	Indonesia 2C	2025-04-28	staged		true		2025-04-28
6	59060	mo-170996	20	7182	Baffle cable h	assembly-pa	Garden City	2025-05-22	staged		true		2025-05-22

5 Click the "New Team" button.

Action Target Enterprise Systems Portal

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

Submit IT Ticket Admin Center Report Bug Characterize

Failed to find lab
You will be unab

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

Shop Tracker

Schedule **Setup** Time Material Staging

Work Cell: pi37 -

Active Teams

Search **New Team** Edit Team Show All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

Team Members

Employee ID

No data load

Job Batches

View Refresh Search **New** Edit Delete Edit Jobs Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08	open
14690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01	2025-04-01	open
14731	Autotarget Ballistic Shields	pi37	2025-04-03	2025-04-03	open
14738	Defender Stall Glass	pi37	2025-04-04	2025-04-04	open

6 Fill out required information in the pop-up window.

The screenshot shows the Shop Tracker application interface. At the top, there is a navigation bar with various system links: 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". The main header area includes tabs for Schedule, Setup, Time, Material, and Staging. The "Setup" tab is active. Below the tabs, there is a "Team Information" pop-up window. The pop-up window contains the following fields: Team Name (with a red circle highlighting the input field), Work Cell (a dropdown menu showing "pi37 - Core Assembly"), Comments (a text area), and Team Status (a dropdown menu showing "active"). At the bottom of the pop-up window are "Submit" and "Cancel" buttons. The background of the application shows a table of Active Teams and a table of Job Batches.

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
178	Full Assembly	pi37				snay

Batch ID	Batch Description	Work Cell	Status	Date	Comment
14447	Genesis Local Control Screen M	pi37		2025-04-03	open
14690	Baffle Cable hanger (PN 4636)	pi37		2025-04-03	open
14731	Autotarget Ballistic Shields	pi37		2025-04-03	open
14738	Defender Stall Glass	pi37		2025-04-04	open

7 When completed with the form, click the "Submit" button.

This screenshot is similar to the previous one, showing the Shop Tracker application with the "Team Information" pop-up window. In this step, the "Team Name" field has been filled with "My Team Name". The "Submit" button at the bottom of the pop-up window is highlighted with a red circle, indicating the next action to be taken. The background tables and application layout remain the same as in the previous screenshot.

8 Your new team will now appear in the list.

Action Target Enterprise Systems Portal

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

Submit IT Ticket Admin Center Report Bug Change User

Failed to find lab
You will be unable to proceed

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

Shop Tracker

Schedule Setup Time Material Staging

Work Cell: pi37 -

Active Teams

Search New Team Edit Team Show All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay

Team Members

Employee ID

No data load

Job Batches

View Refresh Search New Edit Delete Edit Jobs Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment
14447	Genesis Local Control Screen M	pi37	2025-03-08	2025-03-08	open
14690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01	2025-04-01	open
14731	Autotarget Ballistic Shields	pi37	2025-04-03	2025-04-03	open
14738	Defender Stall Glass	pi37	2025-04-04	2025-04-04	open