

Adding Jobs to a Batch

1

Navigate to the Action Target Enterprise Portal.

This test environment's settings are related to the testing environment.

Employee Directory

Status

Message Center

Browser Support

Employee Name

Employee Name

Phone Number

Actions

Data Warehouse

Email / Office 365

ERP Legacy Apps

ERP Web Apps

Internet

Preferred: Microsoft Edge

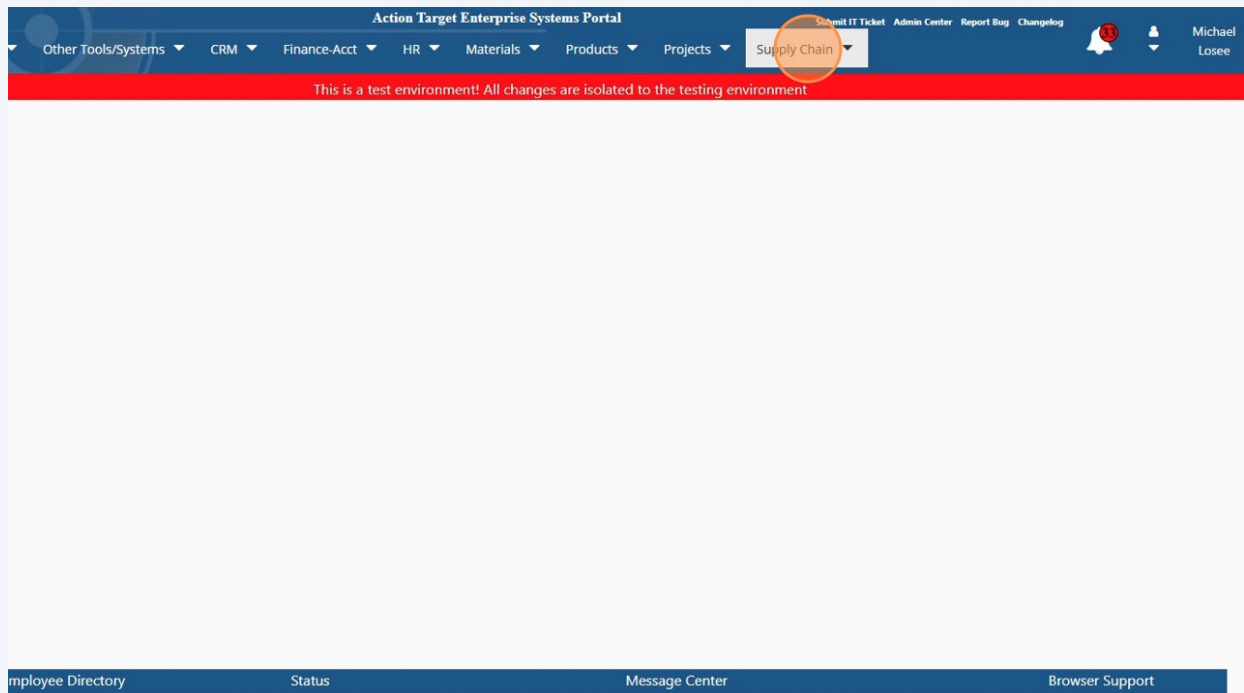
Supported: Mozilla Firefox 4+, Google Chrome

Limited: Microsoft Internet Explorer 9

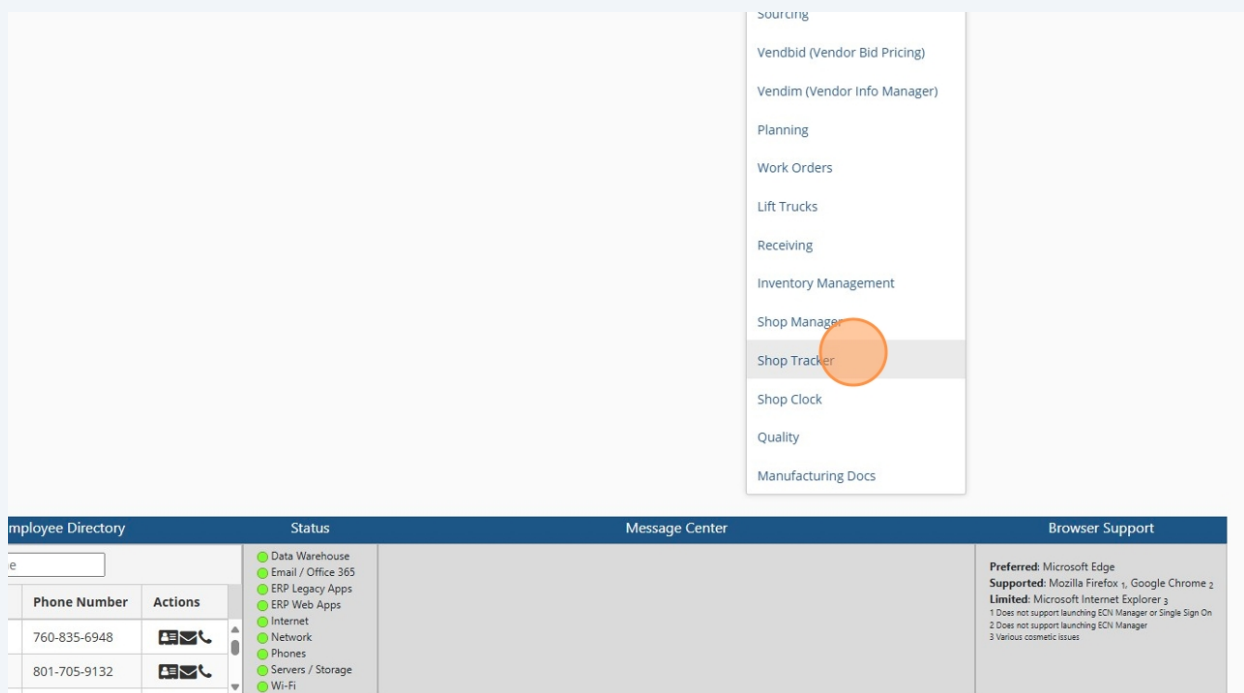
1 Does not support launching ECN Manager or Single

2 Does not support launching ECN Manager

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



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



- 4 Click on the "Setup" 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 ▾

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 -

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 Qty	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-168477	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-171277	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-170147	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 Scroll down to see the bottom two lists.

6 Click on your desired batch from the list.

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
14768	My Batch	pi37	2025-04-09	2025-04-09	This is a Test!	open
14769	My Batch 2	pi37	2025-04-09	2025-04-09		open

Jobs in Batch View ▾

MO ⬆ ⬇ ⬇	Shop Job ID ⬆ ⬇ ⬇	Qty ⬆ ⬇ ⬇	Part Num ⬆ ⬇ ⬇	Description ⬆ ⬇ ⬇	Operation ⬆ ⬇ ⬇	Next ⬆ ⬇ ⬇
No data loaded						

7 Click the "Edit Jobs" button located in the list header.

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

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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

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
14768	My Batch	pi37	2025-04-09	2025-04-09	This is a Test!	open
14769	My Batch 2	pi37	2025-04-09	2025-04-09		open

Jobs in Batch View ▾

MO ⬆ ⬇ ⬇	Shop Job ID ⬆ ⬇ ⬇	Qty ⬆ ⬇ ⬇	Part Num ⬆ ⬇ ⬇	Description ⬆ ⬇ ⬇	Operation ⬆ ⬇ ⬇	Next ⬆ ⬇ ⬇
168477		5	50431	AutoTargets Ballistic Shield V3	assembly-packaging	

8 Click on your desired job from the bottom left list.

14768 My Batch pi37 2025-04-09 2025-04-09 This is a Test! open

Scheduled View Refresh Search Add Clear Material Content

Operations

MO	Job ID	Req Qnt	Part Number	escriptio	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
168613		20	4921	DLX-90	AMS 14	assemb		queued	Core As	false	4921
167136		30	15612	Baffle J	Phoenib	assemb		queued	Core As	false	15612
170882		7	19625	Toggle	Sparta	assemb		queued	Core As	false	19625
170822		15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
170070		7	49234	Retriev	Langho	assemb		queued	Core As	false	49234
170049		7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311
170072		7	49237	Retriev	Gunfigr	assemb		queued	Core As	false	49237
170831		28	9008	SRET tr	AMS 15	assemb		queued	Core As	false	9008
170828		50	6873	SRET Tr	Sparta	assemb		queued	Core As	false	6873
170819		90	4562	Baffle c	Phoenib	assemb		queued	Core As	true	4562

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operation
168477		5	50431	AutoTargets B	assembly-
169196		1	50431	AutoTargets B	assembly-

9 Click "Add" to add the job to the batch.

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

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Batch ID Batch Description Cell Start End Comment

14768 My Batch pi37 2025-04-09 2025-04-09 This is a Test! open

Scheduled View Refresh Search Add Clear Material Content

Operations

MO	Job ID	Req Qnt	Part Number	escriptio	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
168613		20	4921	DLX-90	AMS 14	assemb		queued	Core As	false	4921
167136		30	15612	Baffle J	Phoenib	assemb		queued	Core As	false	15612
170882		7	19625	Toggle	Sparta	assemb		queued	Core As	false	19625
170822		15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
170070		7	49234	Retriev	Langho	assemb		queued	Core As	false	49234
170049		7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311
170072		7	49237	Retriev	Gunfigr	assemb		queued	Core As	false	49237
170831		28	9008	SRET tr	AMS 15	assemb		queued	Core As	false	9008
170828		50	6873	SRET Tr	Sparta	assemb		queued	Core As	false	6873

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operation
168477		5	50431	AutoTargets B	assembly-
169196		1	50431	AutoTargets B	assembly-



The page will refresh.

10

Notice that the job now shows up in the list on the right.

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Batch Description	Cell	Start	End	Comment	Status
My Batch	pi37	2025-04-09	2025-04-09	This is a Test!	open

View Refresh Search Add Clear Material Content

Req Qnt	Part Number	Description	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
20	4921	DLX-90	AMS 14	assemb		queued	Core As	false	4921
30	15612	Baffle Jk	Phoenix	assemb		queued	Core As	false	15612
15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
7	49237	Retriev	Gunfigh	assemb		queued	Core As	false	49237
7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311
7	49234	Retriev	Langho	assemb		queued	Core As	false	49234
28	9008	SRET tr	AMS 15	assemb		queued	Core As	false	9008
50	6873	SRET Tr	Sparta	assemb		queued	Core As	false	6873
7	4118	SRET tr	CSS-OS	assemb		queued	Core As	false	4118
90	4562	Baffle c	Phoenix	assemb		queued	Core As	true	4562

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next Op Name
168477		5	50431	AutoTargets B	assembly-pac	
169196		1	50431	AutoTargets B	assembly-pac	
170882		7	19625	Toggle Switch	assembly-pac	

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When you are finished adding your desired jobs to the batch. Click the "Done Editing" button.

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

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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	mlseee
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 Done Editing Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment	
14768	My Batch	pi37	2025-04-09	2025-04-09	This is a Test!	open

Scheduled Operations View Refresh Search Add Clear Material Content

MO	Job ID	Req Qnt	Part Number	escriptio	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
168613		20	4921	DLX-90	AMS 14	assemb		queued	Core As	false	4921

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operation
168477		5	50431	AutoTargets B	assembly-
169196		1	50431	AutoTargets B	assembly-