

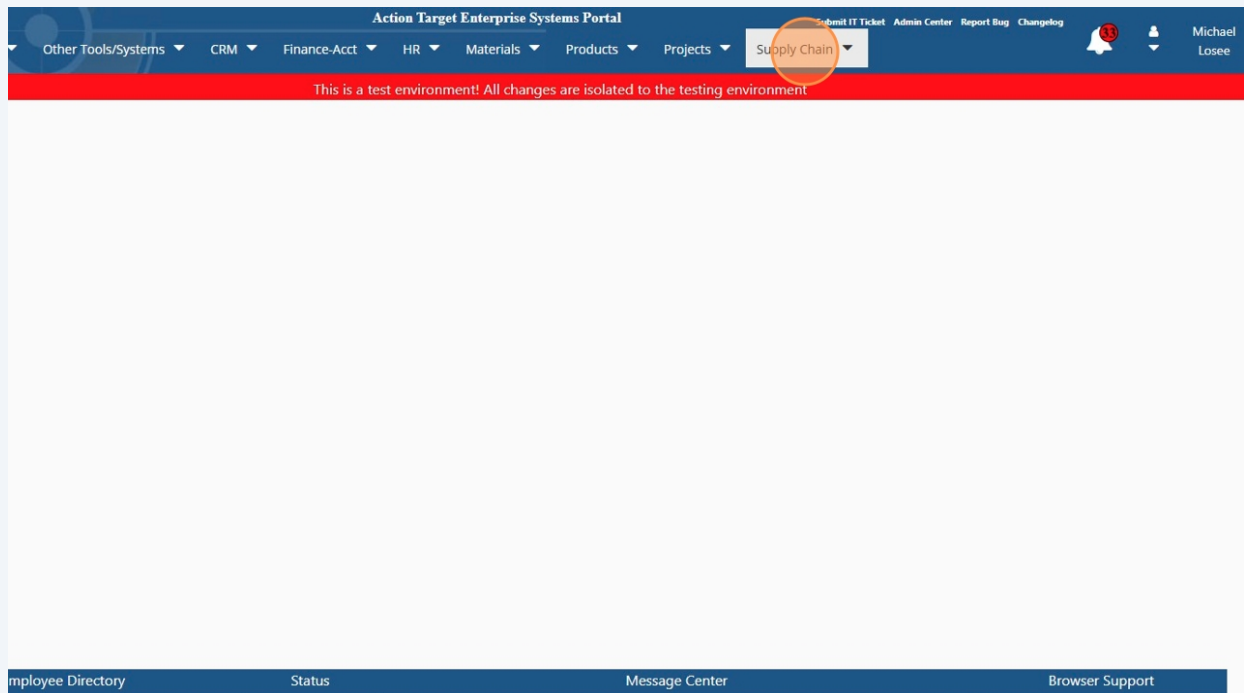
Removing Jobs from a Batch

- 1 Navigate to the Action Target Enterprise Portal.

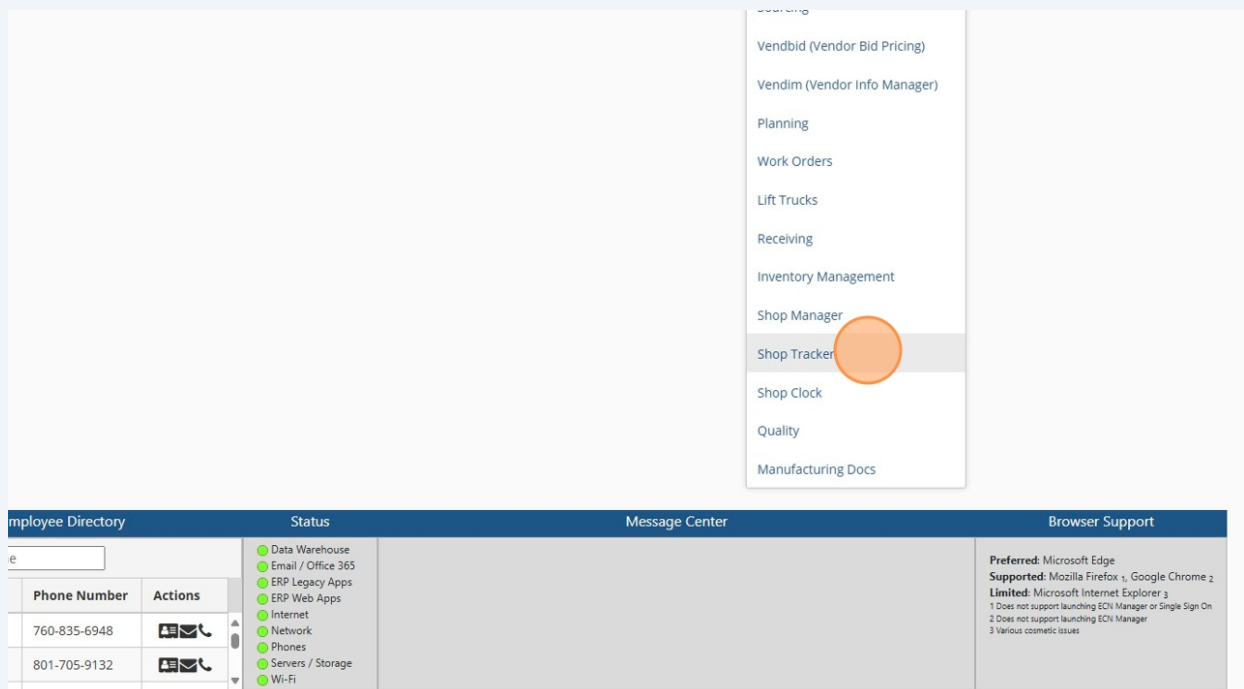
This test environment's settings are related to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">Data WarehouseEmail / Office 365ERP Legacy AppsERP Web AppsInternet		<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 on the "Supply Chain" menu located near the top of the portal.



3 Click on the "Shop Tracker" option for 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 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 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-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 batch management lists.

6 Click on you desired batch from the list.

The screenshot shows the 'Job Batches' interface. At the top, there's a header bar with a 'View' dropdown and buttons: Refresh, Search, New, Edit, Delete, Edit Jobs, Show All, Commit, and Close. Below this is a table with the following columns: Batch ID, Batch Description, Cell, Start, End, Comment, and an action column. The table contains several rows, with 'My Batch' highlighted in blue and circled in orange. Below the table is a 'Jobs in Batch' section with a 'View' dropdown and a table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next.

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

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

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there's a navigation bar with various menu items: Legacy ERP, Other Tools/Systems, CRM, Finance-Acct, HR, Materials, Products, Projects, and Supply Chain. Below this is a red banner with the text: 'This is a test environment! All changes are isolated to the testing environment'. The main content area shows a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, Crt By, and Employee ID. Below this is a 'Job Batches' section with a 'View' dropdown and buttons: Refresh, Search, New, Edit, Delete, Edit Jobs, Show All, Commit, and Close. The 'Edit Jobs' button is highlighted with an orange circle. Below this is a table with the same columns as in the previous screenshot. The 'My Batch' row is highlighted in blue.

Team ID	Name	Work Cell	Comments	Status	Date	Crt By	Employee ID
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	

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In the bottom right list, select the job that you would like to remove from the batch.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there's a header with navigation links like 'Other Tools/Systems', 'CRM', 'Finance-Acct', 'HR', 'Materials', 'Products', 'Projects', and 'Supply Chain'. Below this is a red banner stating 'This is a test environment! All changes are isolated to the testing environment'. The main content area is divided into two sections. The left section is a table with columns: Req Qnt, Part Number, Description, WO Notes, Operation, Next Op Name, Status, Pool, Mat Available, and WO Part. The right section is a 'Jobs in Batch' list with columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next Op Name. An orange circle highlights the job with Part Number 19625 (Toggle Switch) in the 'Jobs in Batch' list.

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

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 Jc	Phoenix	assemb		queued	Core As	false	15612
15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
7	49237	Retriew	Gunfigh	assemb		queued	Core As	false	49237
7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311
7	49234	Retriew	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

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	

9

Click the "Remove" button in the list header.

The screenshot shows the same 'Action Target Enterprise Systems Portal' interface as before. The 'Remove' button in the 'Jobs in Batch' list header is highlighted with an orange circle. A red error message box is visible in the top right corner, stating 'Failed to find label printers. You will be unable to print'.

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

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 Jc	Phoenix	assemb		queued	Core As	false	15612
15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
7	49237	Retriew	Gunfigh	assemb		queued	Core As	false	49237
7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311
7	49234	Retriew	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

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	

10 Notice that the job has been removed from the "Jobs in Batch" list.

The screenshot shows the Shop Tracker interface. At the top, there's a header bar with tabs: My Batch, pi37, 2025-04-09, 2025-04-09, This is a Test!, and open. Below this, there's a 'Jobs in Batch' section. It has a 'View' dropdown, a 'Refresh' button, a 'Search' button, and an 'Add Next' button. The 'Remove' button is highlighted with an orange circle. Below the header, there's a table with columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next Op Name. The table contains two rows: 168477 and 169196. The 'Remove' button is located between the two rows, centered under the 'Qty' column.

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	

11 When you are finished removing your desired jobs from the batch, click the "Done Editing" button in the "Job Batches" list header.

The screenshot shows the Shop Tracker interface. At the top, there's a header bar with tabs: Schedule, Setup, Time, Material, and Staging. Below this, there's a 'Job Batches' section. It has a 'View' dropdown, a 'Refresh' button, a 'Search' button, a 'New' button, an 'Edit' button, a 'Delete' button, a 'Done Editing' button (highlighted with an orange circle), a 'Show All' button, a 'Commit' button, and a 'Close' button. Below the header, there's a table with columns: Batch ID, Batch Description, Cell, Start, End, and Comment. The table contains one row: 14768, My Batch, pi37, 2025-04-09, 2025-04-09, This is a Test!, and open. Below the 'Job Batches' section, there's a 'Scheduled Operations' section. It has a 'View' dropdown, a 'Refresh' button, a 'Search' button, an 'Add' button, a 'Clear' button, a 'Material' button, and a 'Content' button. Below this, there's a table with columns: MO, Job ID, Req Qty, Part Number, Description, WO Notes, Operation, Next Op Name, Status, Pool, Mat Available, and WO Part. The table contains two rows: 168477 and 169196. Below the 'Scheduled Operations' section, there's a 'Jobs in Batch' section. It has a 'View' dropdown, a 'Remove' button, and an 'Add Next' button. Below this, there's a table with columns: MO, Shop Job ID, Qty, Part Num, Description, and Operation. The table contains two rows: 168477 and 169196.

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