

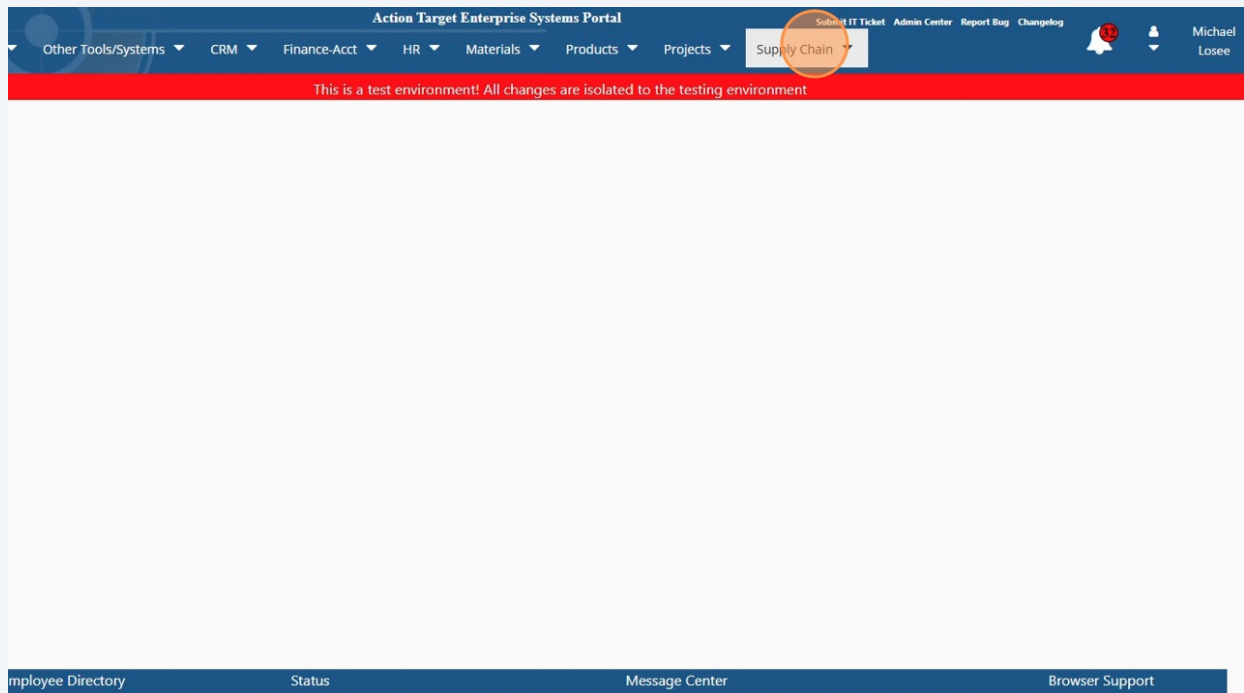
Editing a Batches Information

- 1 Navigate to the Action Target Enterprise Portal.

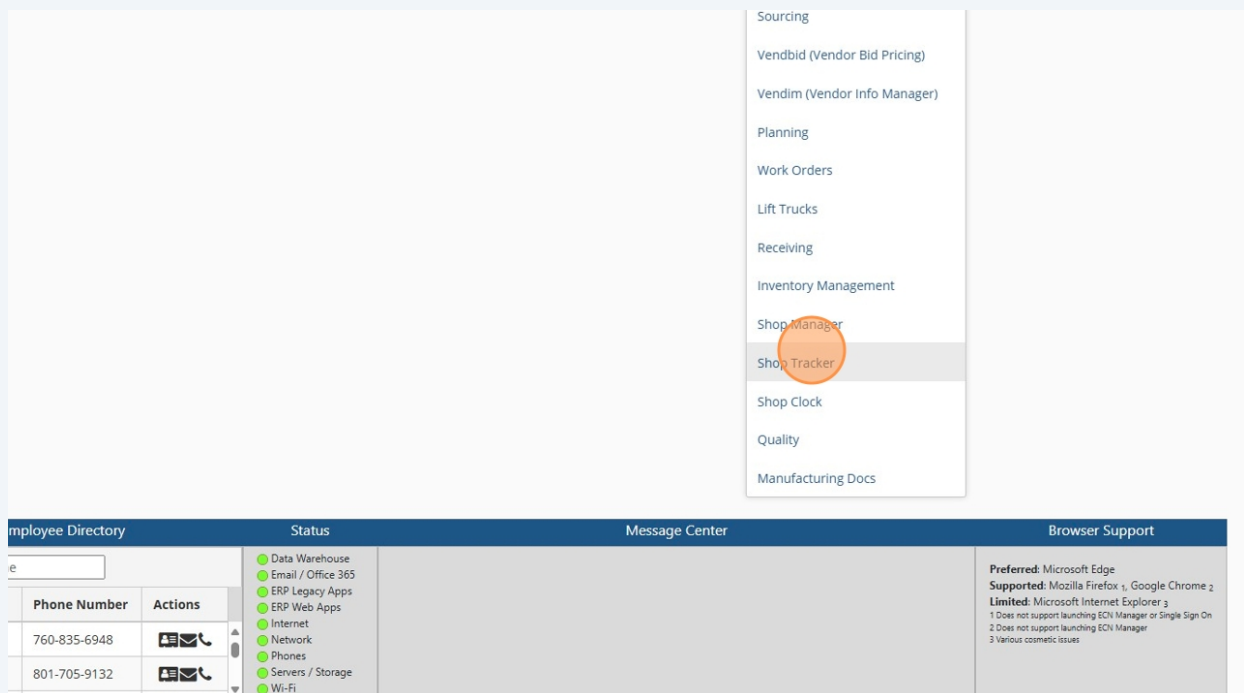
This test environment settings are related to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">● Data Warehouse● Email / Office 365● ERP Legacy Apps● ERP Web Apps● Internet		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
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" tool 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 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 bottom two lists.

6 Click on you 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" button from the list header.

Action Target Enterprise Systems Portal Submit IT Ticket Admin Center Report Bug Characterization

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

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	

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

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Edit your information as desired in the pop-up window. When complete press the "Submit" button.

The screenshot shows a software interface with a 'Batch Information' pop-up window. The background is a table with columns: Batch ID, Batch Description, pi37, active, 2025-04-08 8:39 AM, mlosee, and No data loaded. The pop-up window has the following fields:

- Description: My Batch
- Work Cell: pi37 - Core Assembly
- Status: open
- Start Date: 04/09/2025
- End Date: 04/09/2025
- Comments: This is a Test!

The 'Submit' button is highlighted with an orange circle. Below the pop-up, there is another table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next Op N. The table contains two rows of data:

MO	Shop Job ID	Qnty	Part Num	Description	Operation	Next Op N
477		5	50431	AutoTargets Ballistic Shield V3	assembly-packaging	
196		1	50431	AutoTargets Ballistic Shield V3	assembly-packaging	



NOTE: If a batch is already in process through the shop, you may not be able to alter the information on the batch.