

Closing a Batch

1

Navigate to the Action Target Enterprise Portal.

This test environment's changes 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

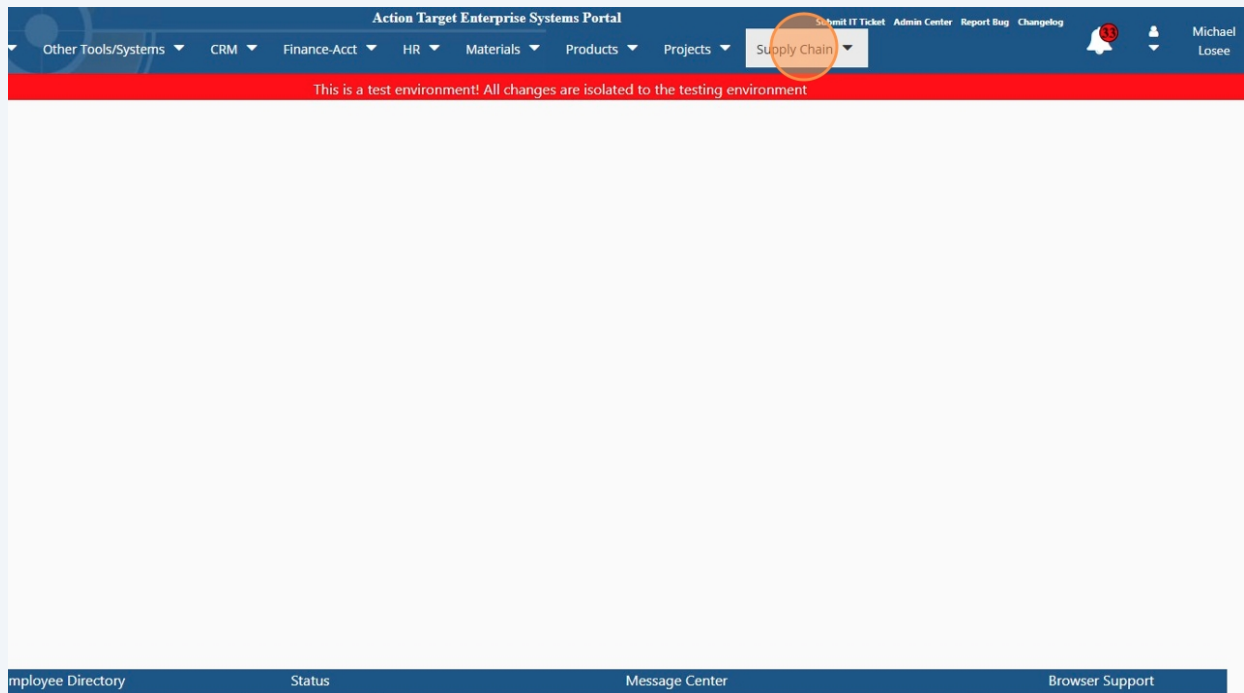
Supported: Mozilla Firefox v, Google Ch

Limited: Microsoft Internet Explorer 3

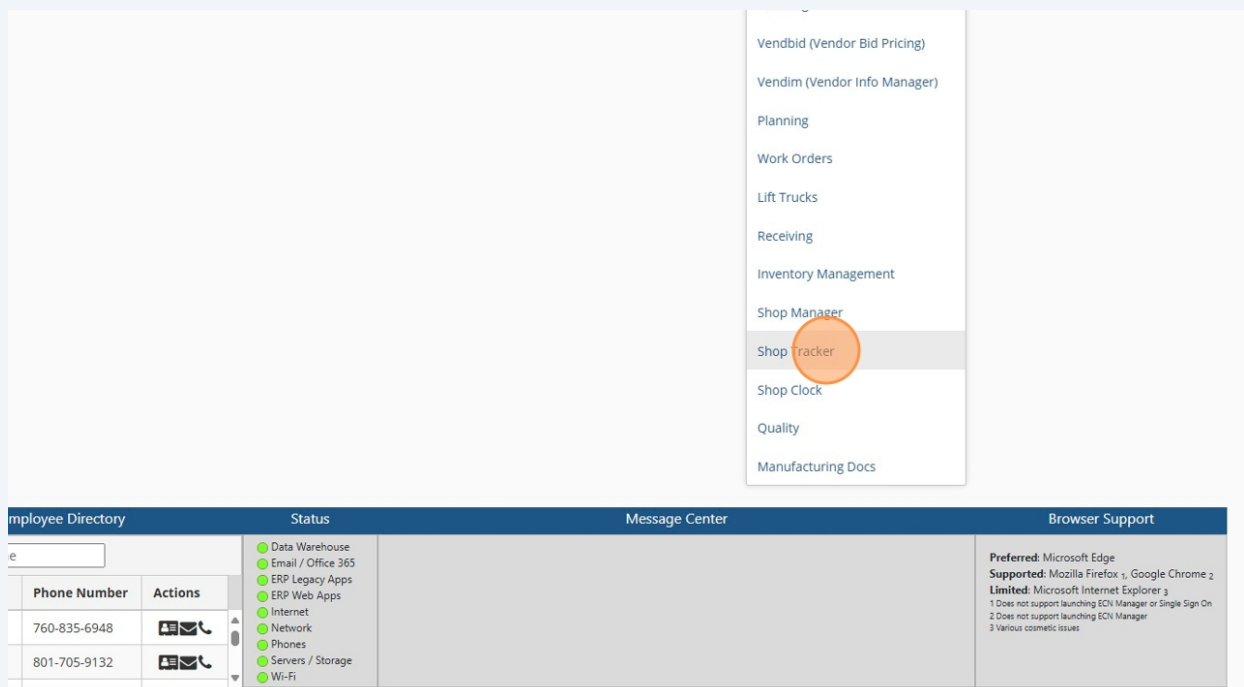
1 Does not support launching ECH Manager or Single

2 Does not support launching ECH Manager

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



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



- 4 Click 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 two bottom lists.

6 Click on your desired batch from the list.

The screenshot shows the 'Job Batches' interface. At the top, there's a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. Below this is a table with columns: Batch ID, Batch Description, Cell, Start, End, Comment, and Status. The 'Defender Stall Glass' batch is highlighted with an orange circle. Below the batch list is a table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next Op Name. The 'Close' button in the header is also highlighted with an orange circle.

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

Batch ID	Batch Description	Cell	Start	End	Comment	Status
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

MO	Shop Job ID	Qnty	Part Num	Description	Operation	Next Op Name
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7 Click the "Close" button in the list header.

The screenshot shows the 'Job Batches' interface. At the top, there's a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. Below this is a table with columns: Batch ID, Batch Description, Cell, Start, End, Comment, and Status. The 'Defender Stall Glass' batch is highlighted with a blue background. Below the batch list is a table with columns: MO, Shop Job ID, Qnty, Part Num, Description, Operation, and Next Op Name. The 'Close' button in the header is highlighted with an orange circle.

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

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

MO	Shop Job ID	Qnty	Part Num	Description	Operation	Next Op Name
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8

In the pop-up window click the "Submit" button, to confirm you would like to close the batch.

The screenshot displays a software interface with three main sections: 'Active Teams', 'Batches', and 'Jobs in Batch'. A 'Close Batch' dialog box is open, centered over the 'Batches' table. The dialog box contains a text input field with the value '14738' and two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with an orange circle. The 'Batches' table has columns: Batch ID, Batch Description, Cell, End, Comment, and Status. The 'Jobs in Batch' table has columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next O. The 'Active Teams' table has columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By.

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

Batch ID	Batch Description	Cell	End	Comment	Status
1447	Genesis Local Control Screen M	pi37	2025-03-08		open
1690	Baffle Cable hanger (PN 4636)	pi37	2025-04-01		open
1731	Autotarget Ballistic Shields	pi37	2025-04-03		open
1738	Defender Stall Glass	pi37	2025-04-04		open

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next O
168490		1	17453	Defender Stall Upper Glass Par	assembly-packaging	
169797		5	17453	Defender Stall Upper Glass Par	assembly-packaging	