

Adding a Member to a Team

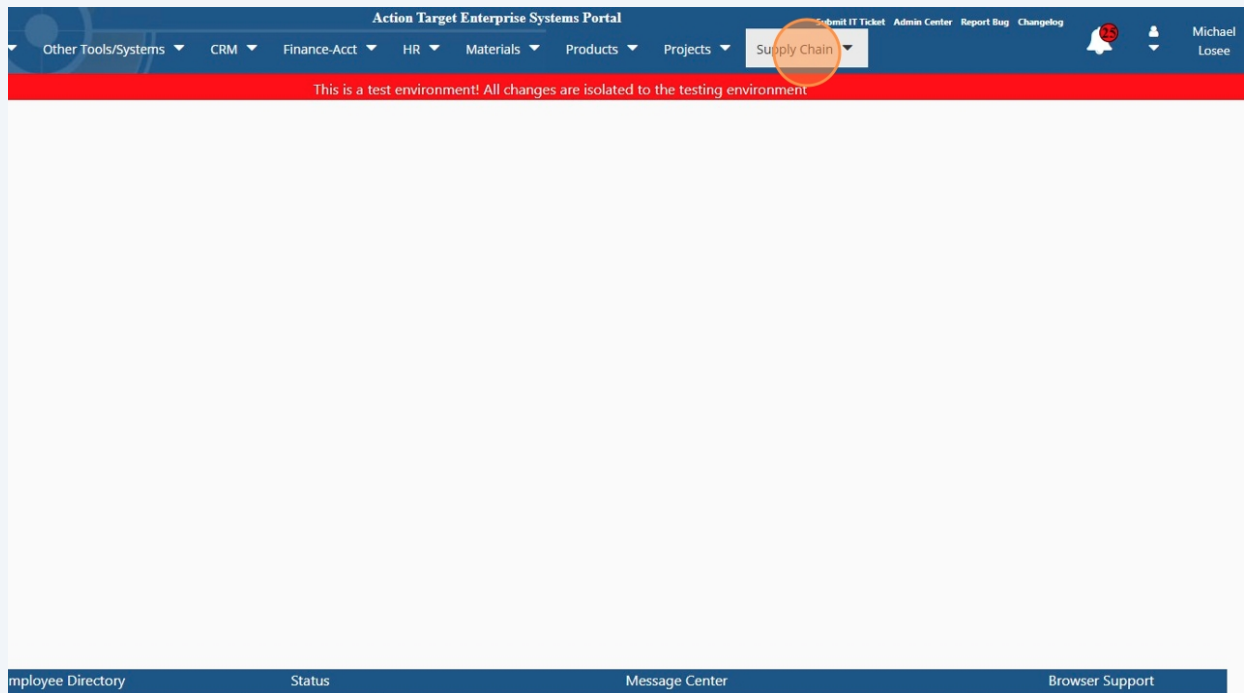
1

Navigate to the Action Target Enterprise Portal.

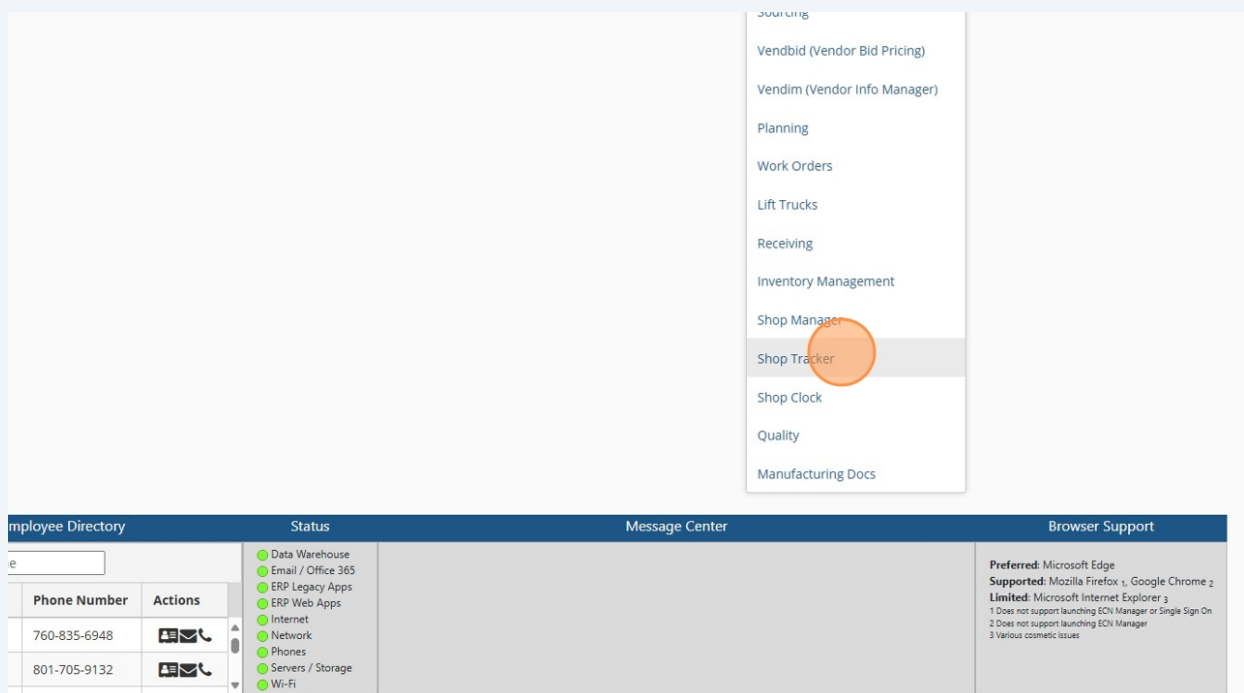
This test environment settings are related to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none">Data WarehouseEmail / Office 365ERP Legacy AppsERP Web AppsInternet		<p>Preferred: Microsoft Edge</p> <p>Supported: Mozilla Firefox v, Google Chrome</p> <p>Limited: Microsoft Internet Explorer v3</p> <p>1 Does not support launching ECH Manager or Single</p> <p>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 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 Click on your desired team.

Schedule **Setup** Time Material Staging

Work Cell: pi37

Active Teams

Search New Team Edit Team Hide All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
108	Electronics Meeting	atid04573		active	2021-06-14 6:32 AM	golsen
113	dip1	pi41		active	2021-09-09 8:11 AM	vgriggs
115	pt	pi15		active	2021-09-14 11:52 AM	tonyb
171	Bend 400	pi16		active	2022-11-09 10:16 AM	kwilson
172	Genesis Team	pi34		active	2022-12-02 8:09 AM	jmuniz
173	Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz
175	All Electronics Members	pi34		active	2022-12-02 8:14 AM	jmuniz
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay
179	Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz

Team Members

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

6 Click the "Add" button in the team members list.

Action Target Enterprise Systems Portal

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

Submit IT Ticket Admin Center Report Bug Change Log

Failed to find label printers. You will be unable to print

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

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Time Material Staging Work Cell: pi37 - Core Assembly

Search New Team Edit Team Hide All

Name	Work Cell	Comments	Status	Date	Crt By
My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
Electronics Meeting	atid04573		active	2021-06-14 6:32 AM	golsen
dip1	pi41		active	2021-09-09 8:11 AM	vgriggs
pt	pi15		active	2021-09-14 11:52 AM	tonyb
Bend 400	pi16		active	2022-11-09 10:16 AM	kwilson
Genesis Team	pi34		active	2022-12-02 8:09 AM	jmuniz
Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz
All Electronics Member	pi34		active	2022-12-02 8:14 AM	jmuniz
Full Assembly	pi37		active	2024-01-23 6:31 AM	snay
Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz

Team Members Add Remove

Employee ID	Casual Name
1654	Jaime Manrique
1953	Cody Craft
2729	Geoff Olsen
2736	Jordan Muniz
2824	Shawn Rittmanic
2937	Jeff Baxter

7 Search for your desired employee in the pop-up window. Use the drop down or search by clicking in the box.

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 Hide All

Team ID	Name	Work Cell	Comments	Status	Date	Crt By
100	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee
108	Electronics Meeting	atid04573		active	2021-06-14 6:32 AM	golsen
113	dip1	pi41		active	2021-09-09 8:11 AM	vgriggs
115	pt	pi15		active	2021-09-14 11:52 AM	tonyb
171	Bend 400	pi16		active	2022-11-09 10:16 AM	kwilson
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173	Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz
175	All Electronics Members	pi34		active	2022-12-02 8:14 AM	jmuniz
178	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay
179	Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz

Select Employee

✓ Select ✕ Cancel

Team Members

Employee ID	Casual Name
1654	Jaime Manrique
1953	Cody Craft
2729	Geoff Olsen
2736	Jordan Muniz
2824	Shawn Rittmanic
2937	Jeff Baxter

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

Batch ID	Batch Description	Cell	Start	End	Comment
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8 Press the "Select" button when you have found your desired team member.

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chedule Setup Time Material Staging Work Cell: pi37 - Cor

Active Teams Search New Team Edit Team Hide All Team Members Add

Team ID	Name	Work Cell	Comments	Status	Date	Crt By	Employee ID	Cast
0	My Team Name	pi37		active	2025-04-08 8:39 AM	mlosee	1654	Jaime M
8	Electronics Meeting	atid04573		active	2024-05-14 6:32 AM	golsen	1953	Cody Cr
3	dip1	pi41		active	2024-09-09 8:11 AM	vgriggs	2729	Geoff O
5	pt	pi15		active	2024-09-14 11:52 AM	tonyb	2736	Jordan t
1	Bend 400	pi16		active	2024-09-09 10:16 AM	kwilson	2824	Shawn t
2	Genesis Team	pi34		active	2022-12-02 8:09 AM	jmuniz	2937	Jeff Bax
3	Auto Target Team	pi34		active	2022-12-02 8:12 AM	jmuniz		
5	All Electronics Members	pi34		active	2022-12-02 8:14 AM	jmuniz		
8	Full Assembly	pi37		active	2024-01-23 6:31 AM	snay		
9	Electronics Employees	pi34		active	2024-09-03 6:58 AM	jmuniz		

Select Employee

1017 - 1017 - Tony Snyder

Select Cancel

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

Batch ID	Batch Description	Cell	Start	End	Comment	Sta
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