

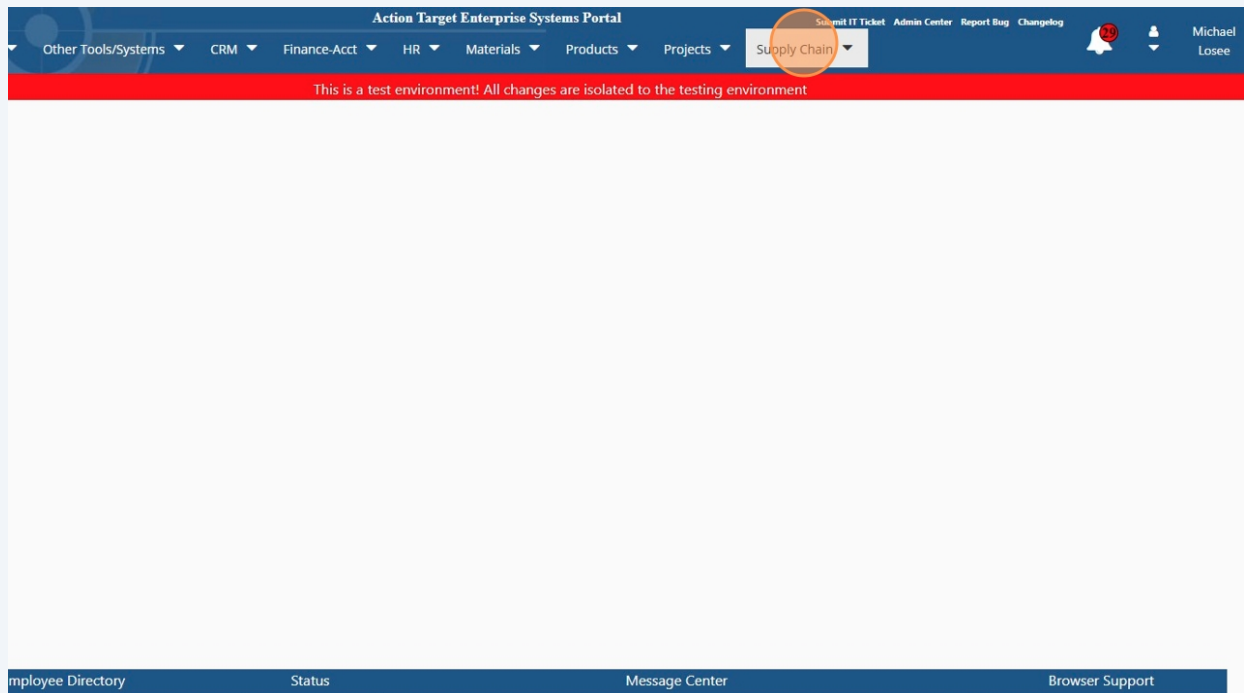
# Creating and Committing a Batch

1 Navigate to the Action Target Enterprise Portal.

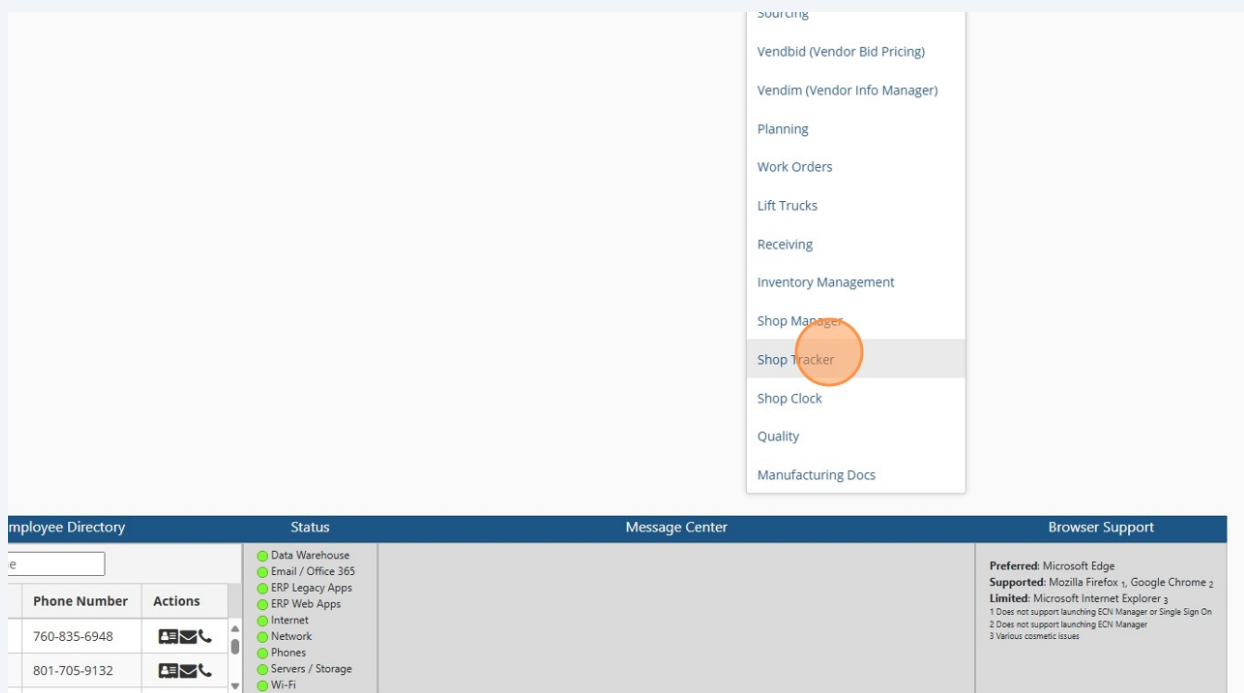
This test environment settings are related to the testing environment.

Employee Directory			Status	Message Center	Browser Support
<input type="text" value="Employee Name"/>			<ul style="list-style-type: none"><li>Data Warehouse</li><li>Email / Office 365</li><li>ERP Legacy Apps</li><li>ERP Web Apps</li><li>Internet</li></ul>		<p><b>Preferred:</b> Microsoft Edge</p> <p><b>Supported:</b> Mozilla Firefox v, Google Chrome</p> <p><b>Limited:</b> 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 the "Supply Chain" menu located at the top of the portal.



3 Click on the "Shop Tracker" option in 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 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 the "New" button to create a new batch.

The screenshot shows the 'Action Target Enterprise Systems Portal' interface. At the top, there's a navigation bar with various menu items like 'Legacy ERP', 'Other Tools/Systems', 'CRM', 'Finance-Acct', 'HR', 'Materials', 'Products', 'Projects', and 'Supply Chain'. A red banner across the top states: 'This is a test environment! All changes are isolated to the testing environment'. Below this, there's a section for 'Active Teams' with a table containing columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. The table has two rows of data. To the right of the 'Active Teams' table is a 'Team Members' section. Below the 'Active Teams' section is the 'Job Batches' section. It has a toolbar with buttons: Refresh, Search, New (highlighted with an orange circle), Edit, Delete, Edit Jobs, Show All, Commit, and Close. Below the toolbar is a table with columns: Batch ID, Batch Description, Cell, Start, End, and Comment. The table contains five rows of data. Below the 'Job Batches' table is a section for 'Jobs in Batch' with a table that has columns: MO, Shop Job ID, Qty, Part Num, Description, Operation, and Next.

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
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	open

MO	Shop Job ID	Qty	Part Num	Description	Operation	Next
----	-------------	-----	----------	-------------	-----------	------

## 7 Fill out the pop-up window with the required information.

The screenshot shows the same 'Action Target Enterprise Systems Portal' interface as before, but with a 'Batch Information' pop-up window open. The pop-up window has a title bar 'Batch Information' and a close button. It contains the following fields: 'Description' (highlighted with an orange circle), 'Work Cell' (a dropdown menu showing 'pi37 - Core Assembly'), 'Status' (a dropdown menu showing 'work'), 'Start Date' (a date field showing '04/09/2025'), 'End Date' (a date field showing '04/09/2025'), and 'Comments' (a text area). At the bottom of the pop-up window are two buttons: 'Submit' and 'Cancel'.

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	open

## 8 Click the "Submit" button.

The screenshot shows a software interface with a 'Batch Information' dialog box open. The dialog box contains the following fields:

- Description: My Batch 2
- Work Cell: pi37 - Core Assembly
- Status: work
- Start Date: 04/09/2025
- End Date: 04/09/2025
- Comments:

The 'Submit' button is highlighted with an orange circle. The background shows a table with columns: Batch ID, Batch Description, and a 'Comment' column. The table has rows for various batches, including 'Genesis Local Control Screen M', 'Baffle Cable hanger (PN 4636)', 'Autotarget Ballistic Shields', 'Defender Stall Glass', and 'My Batch'.

## 9 The job has now been created. Select your new batch from the list.

The screenshot shows a software interface with a 'Job Batches' section. The 'Job Batches' table has the following columns: Batch ID, Batch Description, Cell, Start, End, and Comment. The table has one row: 14769, My Batch 2, pi37, 2025-04-09, 2025-04-09, work. The 'My Batch 2' entry is highlighted with an orange circle. The background shows a table with columns: Team ID, Name, Work Cell, Comments, Status, Date, and Crt By. The table has rows for various teams, including 'My Team Name' and 'Full Assembly'.



NOTE: A batch cannot be committed to be worked on, if it does not have any jobs tied to it. In the following steps you will add a job to the batch. More detail regarding the mechanisms of how to add jobs to a batch can be found in other SOPs in the Web App User Guide.

## 10 Click the "Edit Jobs" button to add jobs to a batch.

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

Schedule **Setup** Time Material Staging Work Cell: pi37 -

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	mlosee
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 **Edit Jobs** Show All Commit Close

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Jobs in Batch View

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

## 11 Select your desired operation you would like to add to the batch.

Job Batches View

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Scheduled Operations View

MO	Job ID	Req Qty	Part Number	Description	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
167735	10	17531	AWD Er	CSS/mi	assemb			queued	Core As	false	17531
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
170072	7	49237	Retriev	Gunfigr	assemb			queued	Core As	false	49237
170070	7	49234	Retriev	Langho	assemb			queued	Core As	false	49234
170882	7	19625	Toggle	Sparta-	assemb			queued	Core As	false	19625
170822	15	6050	ANT HP	Lacey	assemb			queued	Core As	false	6050
170049	7	37311	Pilot Re	Garden	assemb			queued	Core As	false	37311
170831	28	9008	SRET tr	AMS 15	assemb			queued	Core As	false	9008
170819	90	4562	Baffle c	Phoenib	assemb			queued	Core As	true	4562

Jobs in Batch View

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

## 12 Click the "Add" button.

Action Target Enterprise Systems Portal

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

Job Batches View

Batch ID	Batch Description	Cell	Start	End	Comment
14769	My Batch 2	pi37	2025-04-09	2025-04-09	work

Scheduled Operations View

MO	Job ID	Req Qty	Part Number	Description	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
167735	10	17531	AWD Er	CSS/mi	assemb			queued	Core As	false	17531
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
170072	7	49237	Retriev	Gunfigr	assemb			queued	Core As	false	49237
170070	7	49234	Retriev	Langho	assemb			queued	Core As	false	49234
170882	7	19625	Toggle	Sparta-	assemb			queued	Core As	false	19625

Jobs in Batch View

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



Your page will refresh. Make sure that the operation was added successfully by ensuring that it shows up in the "Jobs in Batch" list on the right side of the screen.

### 13 Click the "Commit" 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

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

Batches View Refresh Search New Edit Delete Done Editing Show All **Commit** Close

Batch ID	Batch Description	Cell	Start	End	Comment	Status
69	My Batch 2	pi37	2025-04-09	2025-04-09		work

Scheduled Operations View Refresh Search Add Clear Material Content Default

MO	Job ID	Req Qty	Part Number	Description	WO Notes	Operation	Next Op Name	Status	Pool	Mat Available	WO Part
38613		20	4921	DLX-90	AMS 14	assemb		queued	Core As	false	4921
57136		30	15612	Baffle jk	Phoenix	assemb		queued	Core As	false	15612
70882		7	19625	Toggle	Sparta-	assemb		queued	Core As	false	19625
70822		15	6050	ANT HP	Lacey	assemb		queued	Core As	false	6050
70070		7	49234	Retrieval	Langho	assemb		queued	Core As	false	49234
70049		7	37311	Pilot Re	Garden	assemb		queued	Core As	false	37311

Jobs in Batch View Remove Add Next

MO	Shop Job ID	Qty	Part Num	Description	Operation	N
167735		10	17531	AWD End Sect	assembly-pac	N

14

Confirm that you would like to commit the batch by pressing the "Submit" button in the pop-up window.

The screenshot displays a software interface with a 'Commit Batch' pop-up window. The pop-up window contains a text input field with the value '14769' and two buttons: 'Submit' and 'Cancel'. The background interface shows a table with the following columns: Batch ID, Batch Description, Cell, Start, End, Comment, and Status. The table contains one row with the following data: 69, My Batch 2, pi37, 2025-04-09, 2025-04-09, and work. Below this table is another table with the following columns: Shop Job ID, Qty, Part Num, Description, and Operation. The table contains one row with the following data: 10, 17531, AWD End Sect, and assembly-pac.