Quick Guide to Adding Filters to Summary-Type Screens

Introduction

This document provides a quick guide explaining how to add filters to a summary-type screen in the One Network system. This functionality will allow you to add a variety of different filter criteria when performing a search on the summary-type screen.

Note – this Quick Guide is for the NEO UI

Adding Filters to a Summary-Type Screen

1. Login to the One Network system.

2. Open a summary-type screen such as the **Confirmed** screen by navigating to Menus/Favs ->Transportation -> Confirmed.

3. The **Confirmed** screen displays.

4. To see the current filters that were used to return the data on the screen, select the **Filters (edit)** link.

5. The current filters and their associated filter values, if any, will display.

   You can add additional filters and perform a new search in order to find Shipments or Movements that would then match your new filter criteria.

   To add additional filters, select the **Add Filter** link.

6. A list of available filters will display. Select one or more filters from the list.

7. As you select a filter from the list, it will then display in bold in the list under the **Add Filter** link and that filter will be added as a new filter under your list of filters. If you need to remove one of these added filters, select the **X** symbol next to that filter.
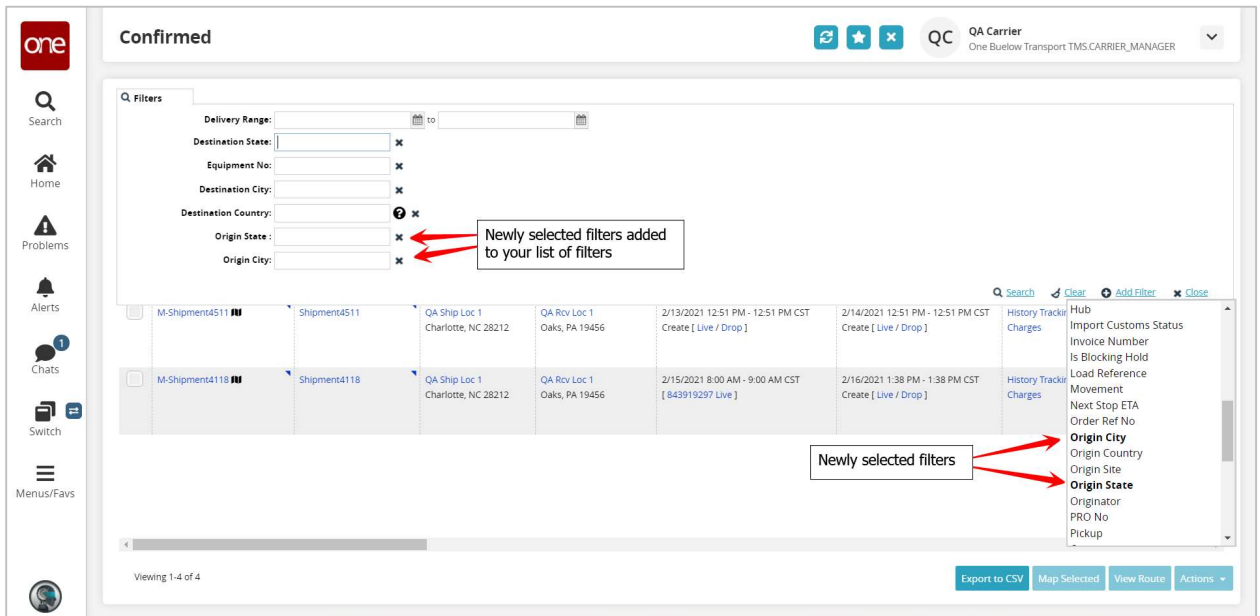
8. For the filters you have added, enter information in each filter and then press the **Search** link to perform a search and view the data returned that matches your search criteria. Only data that matches all of the filter information will be returned.