

# Quick Guide to Performing a Global Search Using the NEO UI



## Introduction

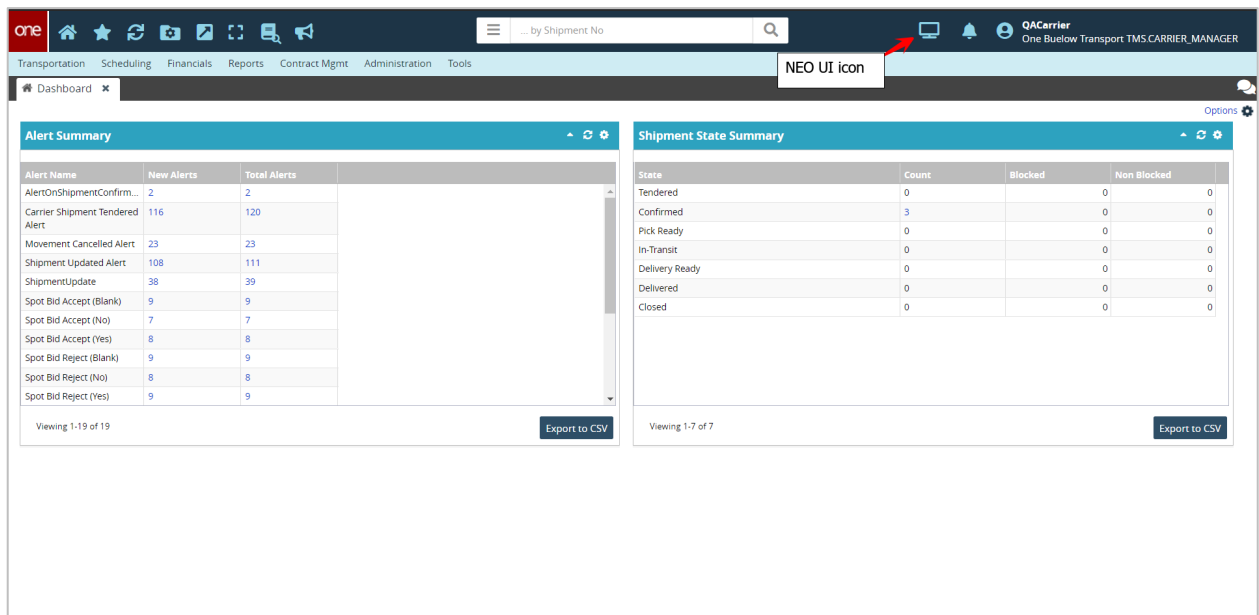
This document provides a quick guide explaining how to perform a global search using the One Network system using the NEO UI. This functionality will allow you to locate Shipments or Movements.

Note – in the NEO UI, the main menu is now located on the left side bar Navigational panel.

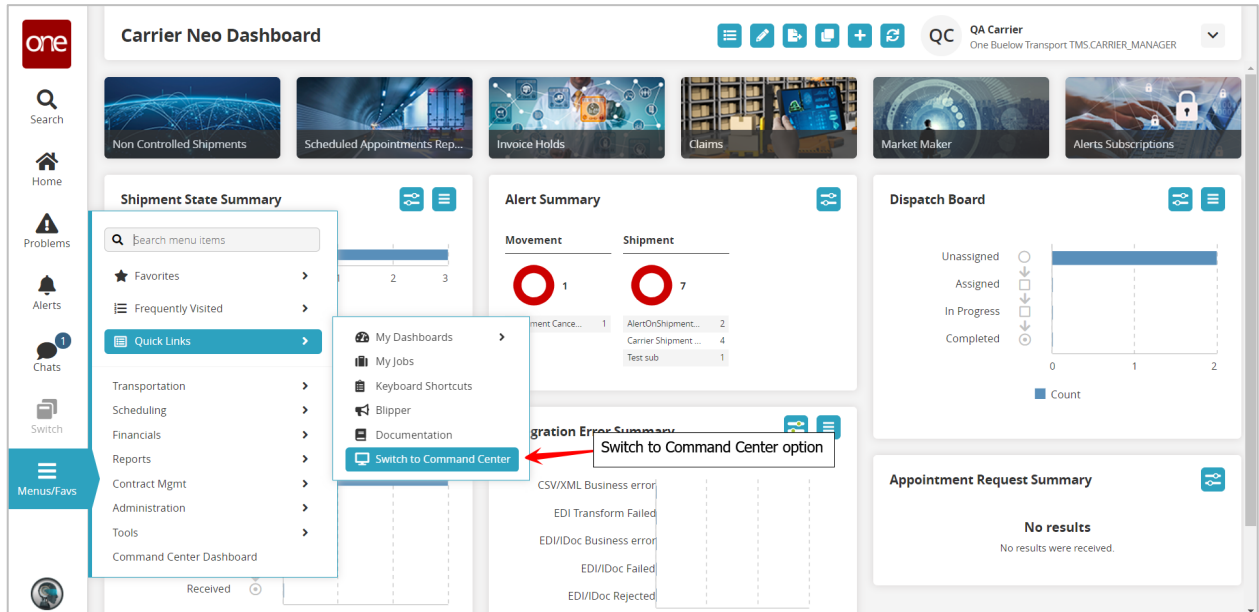
## Performing a Global Search Using the NEO UI

1. Login to the One Network system and use the NEO UI.

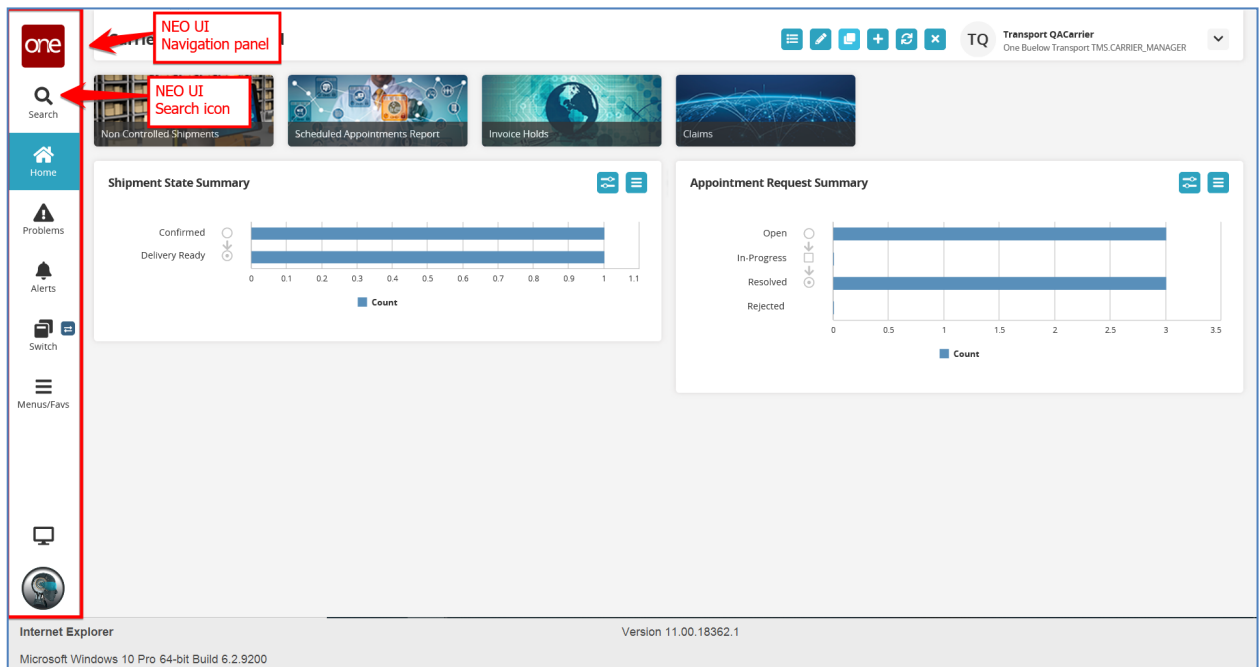
If your screen is displaying the Command Center UI, select the NEO UI icon located at the top right of the screen in order to switch to the NEO UI.



FYI - if needed for some reason, you can switch back to the Command Center UI by navigating to Menus/Favs -> Quick Links -> Switch to Command Center from the left side bar Navigation panel.



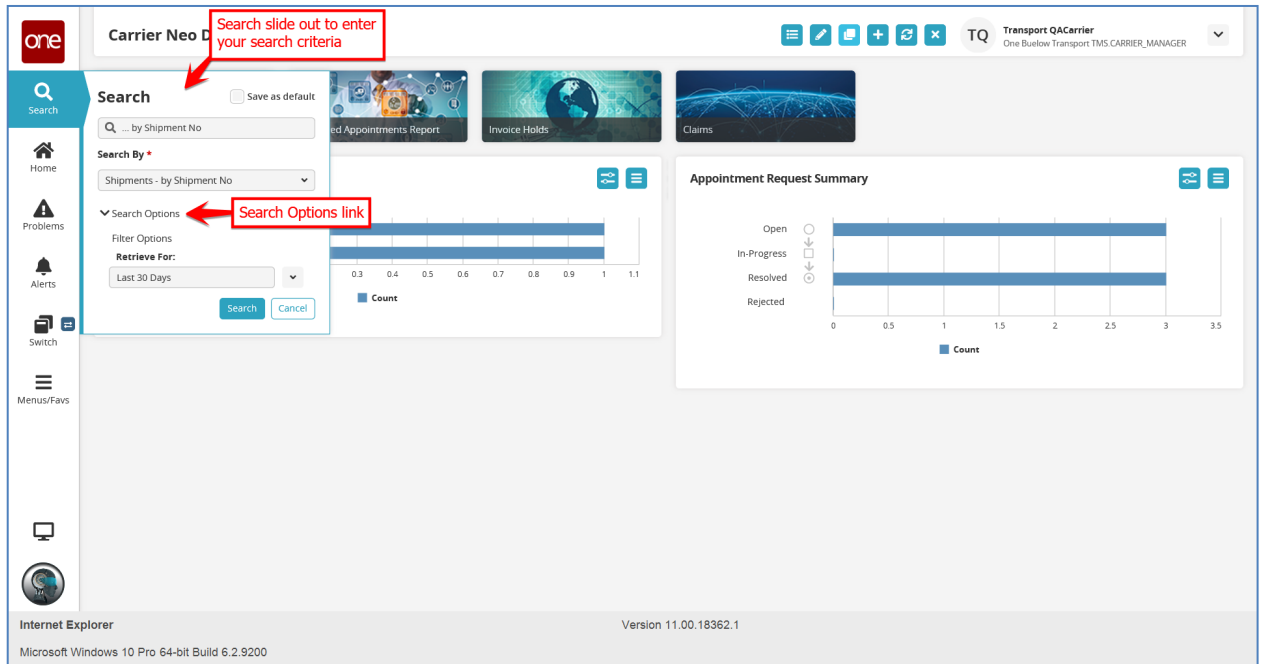
2. In the NEO UI, to locate a Shipment or Movement, you can use the **Search** icon located on the left side bar Navigation panel on the screen.



- When you select the **Search** icon, a **Search** slide out appears for you to enter your search criteria.

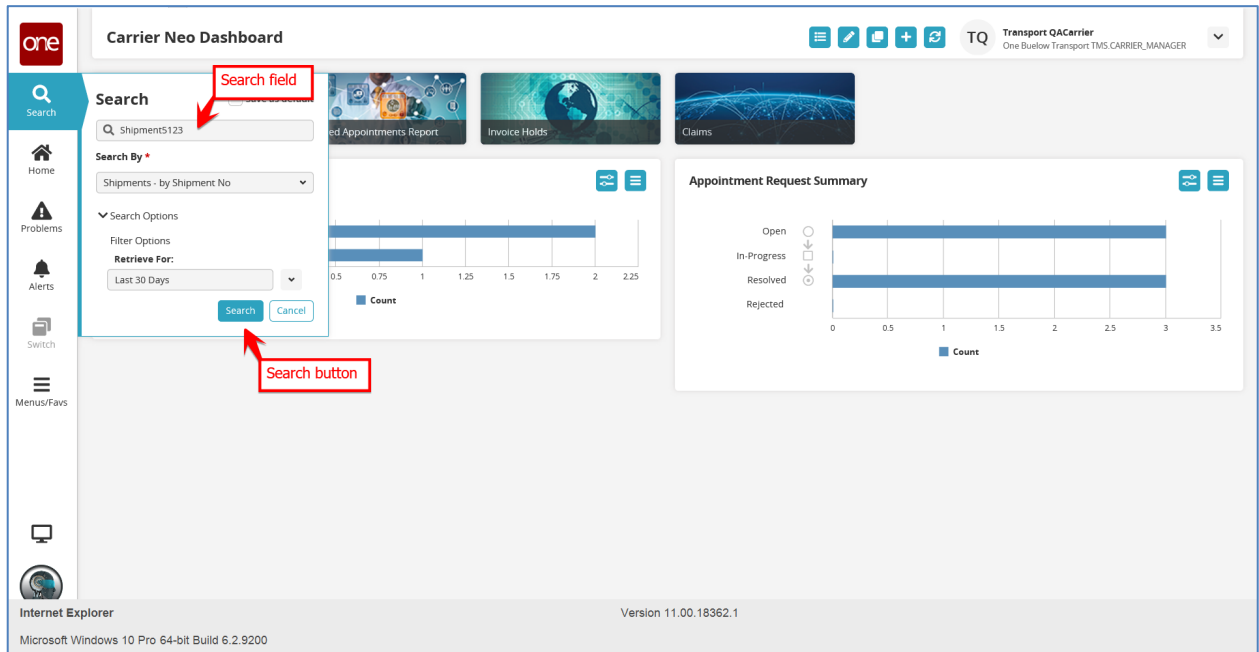
In the **Search By** field, please choose the correct drop-down choice such as “**Shipments - by Shipment No**” or “**Shipments - by Movement No**”.

Click the **Search Options** link to see the **Retrieve For** field. The default choice is “Last 30 Days” – if you want to look for Shipments or Movements whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.



4. Enter your search value (i.e. Shipment Number or Movement Number) in the **Search** field and then press the **Search** button on the **Search** slide out or press the **Enter** key on your keyboard.

**IMPORTANT** – When entering your search value in the **Search** field, you can enter a wild card symbol if you do not know or do not want to enter the entire value. The wild card is the asterisk (\*) symbol, and you can enter it either before or enter it after the value.



5. The **Movement/Shipment Summary** screen meeting the entered search criteria will appear.

**Shipments : by Shipment No**

Q Filters (edit): [State: Awaiting,Tendered,Confirmed,Intransit,Received,Pick Ready,Delivery Ready][Retrieve For: Last 30 Days][Shipment: Shipment5123]

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/ Status	Carrier	Eq/ Stops/ Size	Cost	Qty/ Weight/ Volume
M-Shipment5123	Shipment5123	QA Ship Loc 1 Charlotte, NC 28212	QA Rev Loc 1 Oaks, PA 19456	9/3/2020 2:02 PM - 2:02 PM CDT Appt Required	9/4/2020 2:02 PM - 2:02 PM CDT Create [ Live ]	History Tracking Charges	Confirmed/ Accepted	One Buelow Transport	Dry Van	460.00 USD	1 Pallet/ / 50 Pound/ 30 Cuft

Viewing 1-1 of 1

Export to CSV | Map Selected | View Route | Actions

Internet Explorer Version 11.00.18362.1  
Microsoft Windows 10 Pro 64-bit Build 6.2.9200