

Introduction

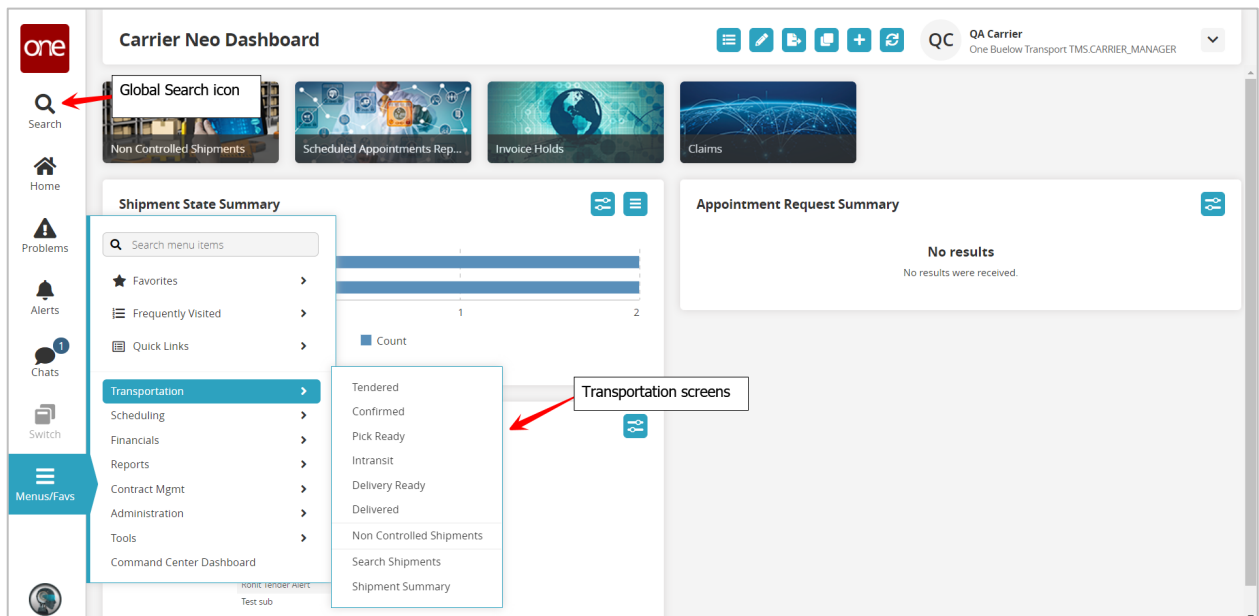
This document provides a quick guide for Carriers and Vendors explaining how to add Tracking Events using the One Network system.

Tracking Events allow you to provide status information on a Shipment or Movement (Note – a Movement can contain multiple Shipments). An example of this type of status information would be to specify your ETA or Estimated Time of Arrival for a Shipment you are delivering.

Note – this Quick Guide is for the NEO UI

Tracking Events

1. Login to the One Network system.
2. To add a Tracking Event, you first need to locate the Shipment or Movement you want to add the event to. You can either locate the Shipment/Movement using global **Search** or you can go to one of the specific Transportation screens such as **Confirmed**, **Intransit** or **Delivered** and locate your Shipment/Movement.



- For this example, I will go to the **Confirmed** screen by navigating to Menus/Favs -> Transportation -> Confirmed.
- The **Confirmed** screen displays with a list of the Shipments confirmed to you.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-Shipments4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipments9114		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/ Accepted

- You can add a Tracking Event to an individual Shipment, or you can add a Tracking Event to a Movement. If the Movement contains multiple Shipments, the Tracking Event added to the Movement will be added to every Shipment under that Movement.

6. In the **Confirmed** screen example below, there is a Movement that contains two Shipments. To display the Shipments under the Movement, select the expand/collapse symbol by the Movement Number to expand or collapse the Shipment information.

The screenshot shows the 'Confirmed' screen with a table of movements and shipments. The table has columns for Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, and State/Status. A movement with ID 'M-Shipment9114' is expanded to show two shipments: 'Shipment3417' and 'Shipment9114'. Red arrows point to the expand/collapse symbols and the shipment numbers.

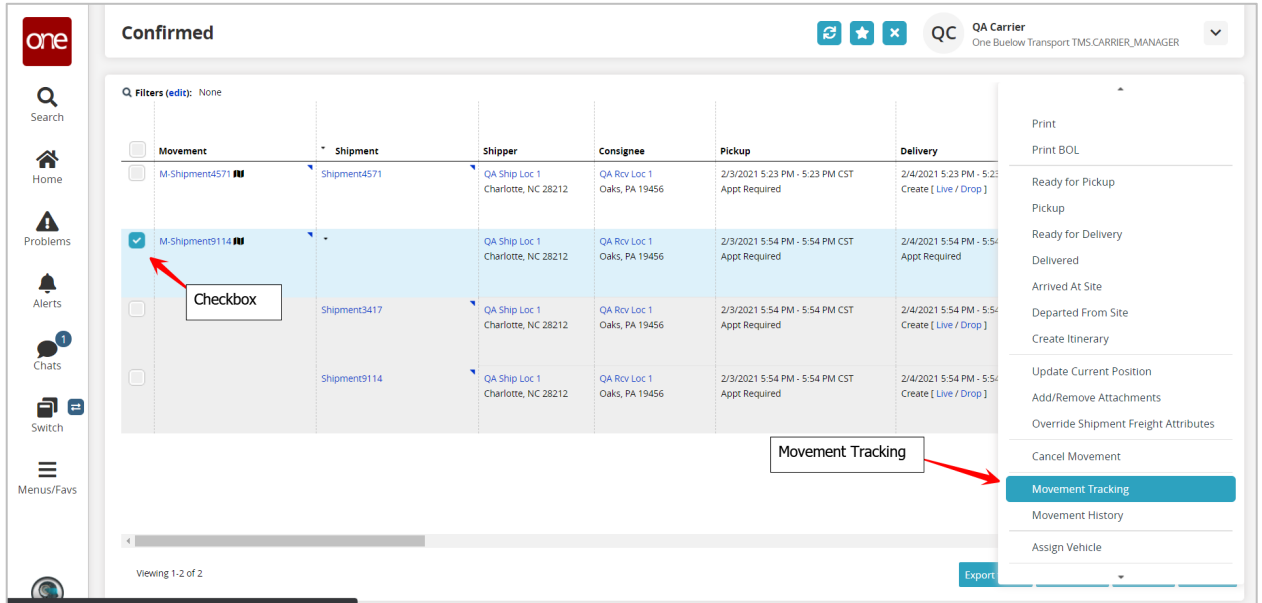
Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-Shipment9114	Movement Number: M14571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted

Viewing 1-2 of 2

Export to CSV | Map Selected | View Route | Actions

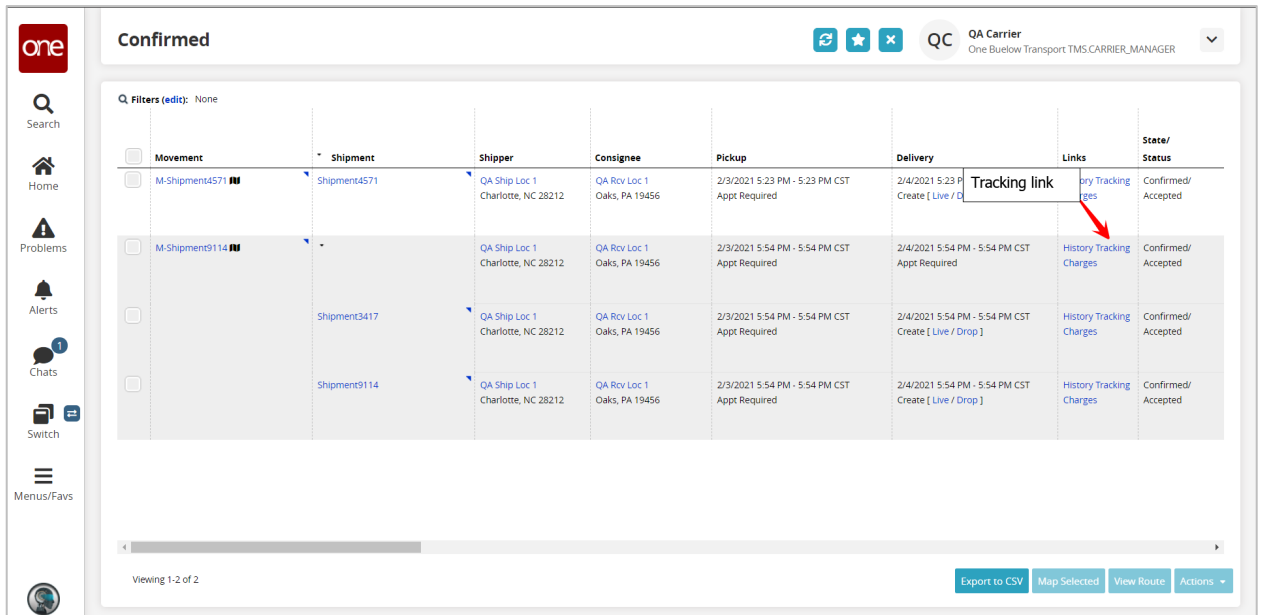
7. To add a Tracking Event to the Movement, do any one of the following 3 methods -

- Method 1- select the checkbox next to the Movement Number and then select the **Actions** button at the bottom of the screen and select the **Movement Tracking** action.



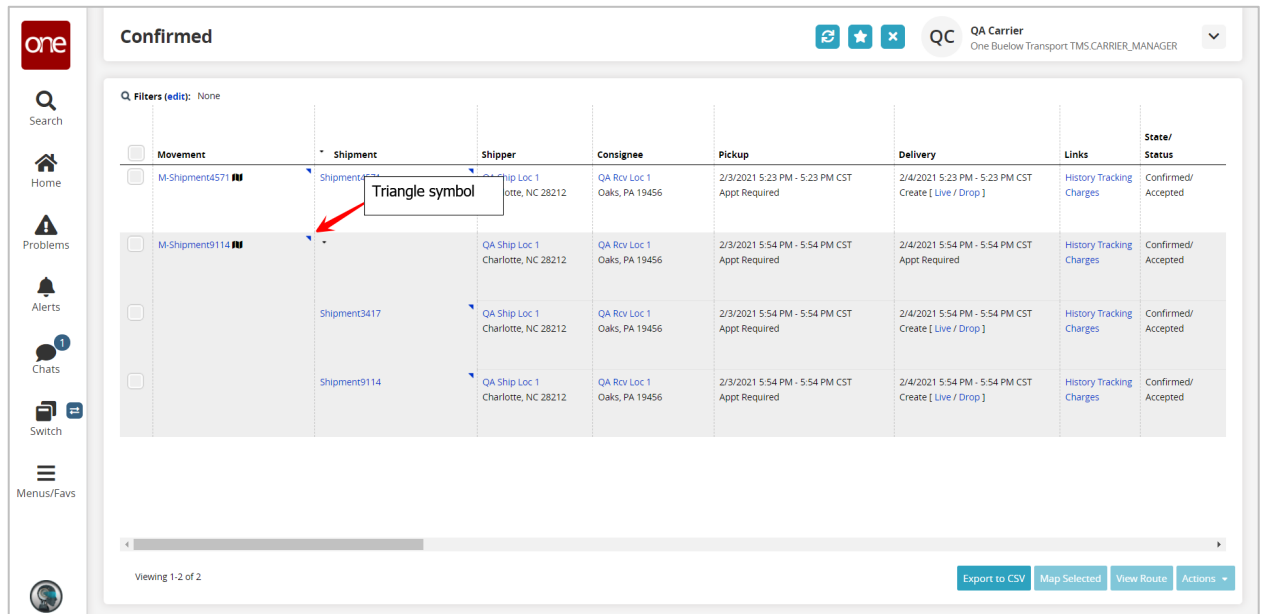
or

- Method 2 - select the **Tracking** link on the Movement Number row.

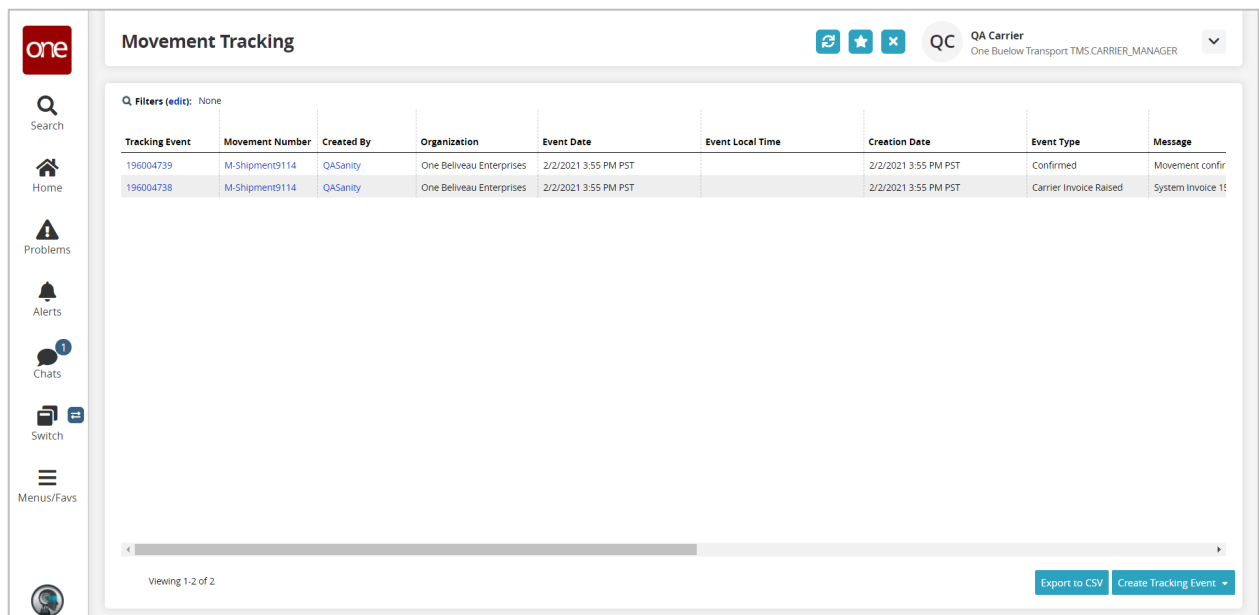


or

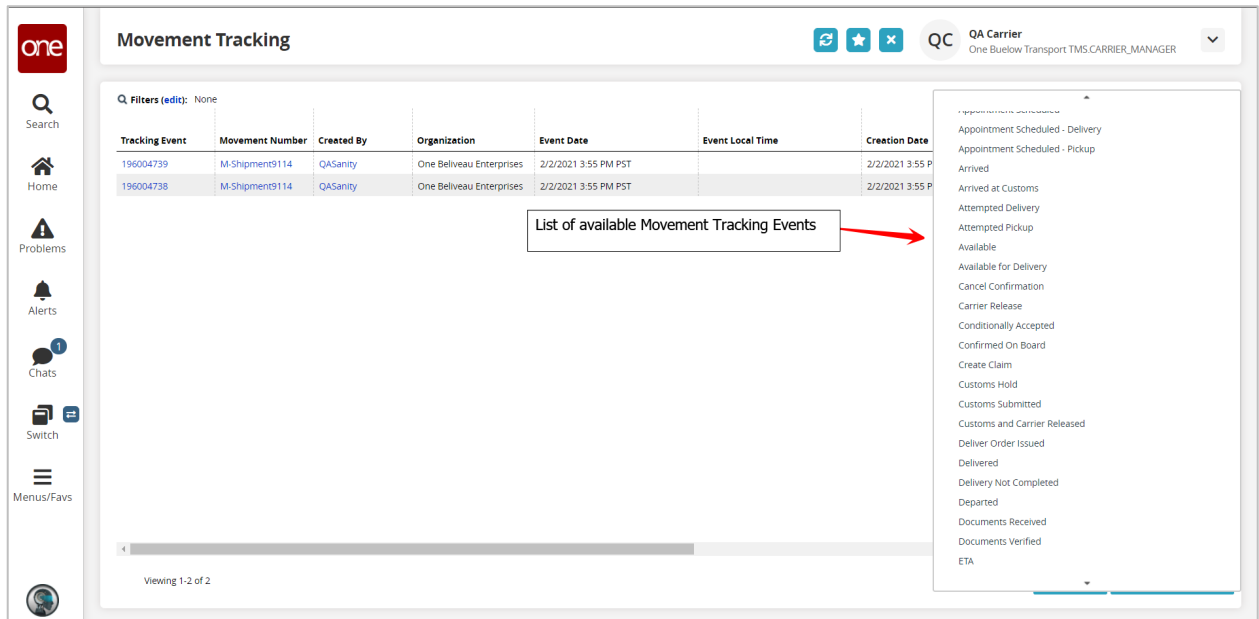
- Method 3 - select the triangle symbol next to the Movement Number and select the **Movement Tracking** action from the list of actions.



8. After using any one of these 3 methods, the **Movement Tracking** screen displays with the list of Tracking Events that have already been added to this Movement.

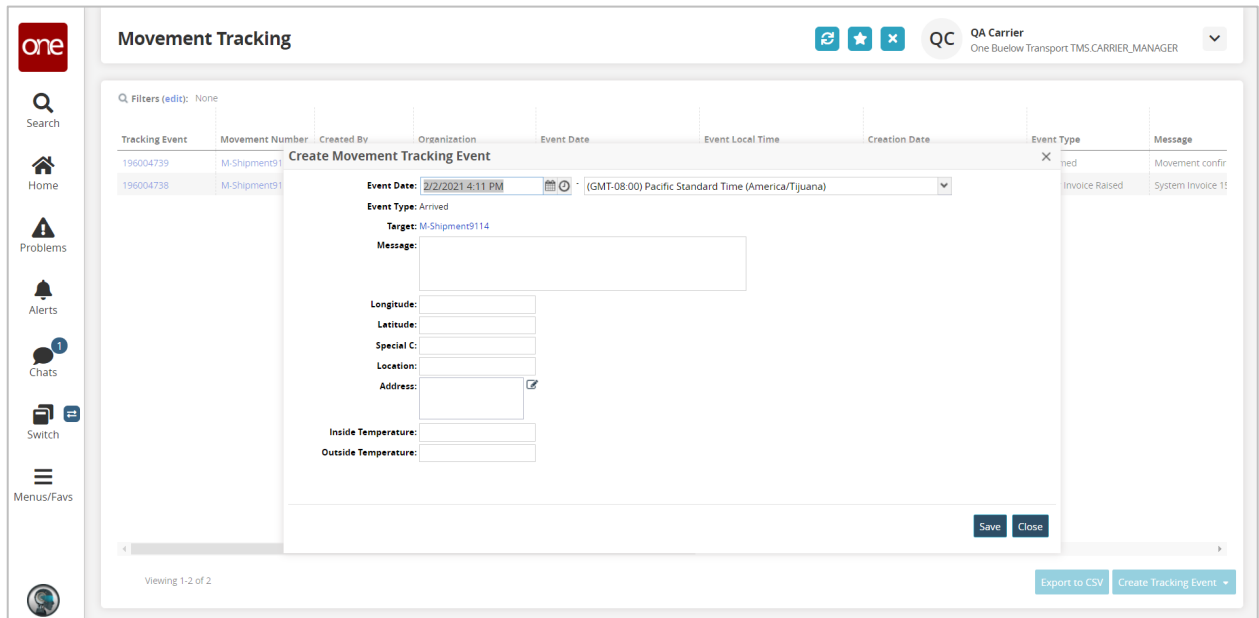


- To add a new Tracking Event to this Movement, click the **Create Tracking Event** button at the bottom right corner of the screen and then select one of the available Movement Tracking Events from the list.

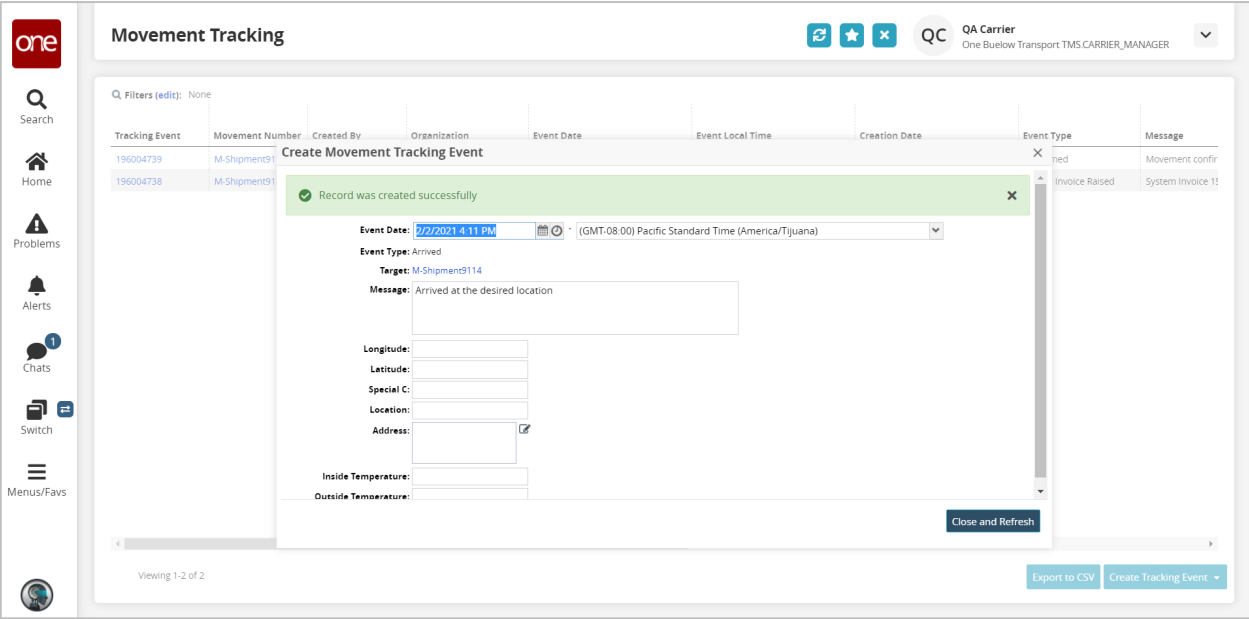


- After selecting one of the available Tracking Events, a popup window will appear for you to enter information pertaining to that specific Tracking Event.

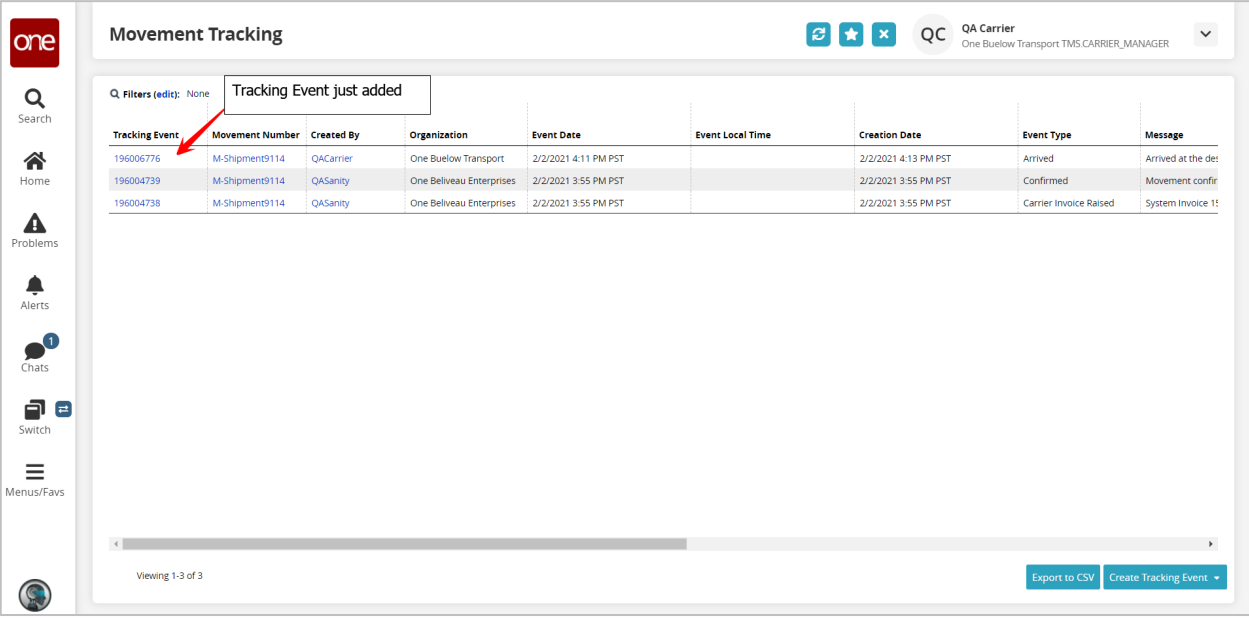
Note: Fields marked with an asterisk symbol (*) are required.



- 11. Enter the information on the popup window and then click the **Save** button on the popup window.
- 12. After clicking the **Save** button, a success message displays on the popup window.

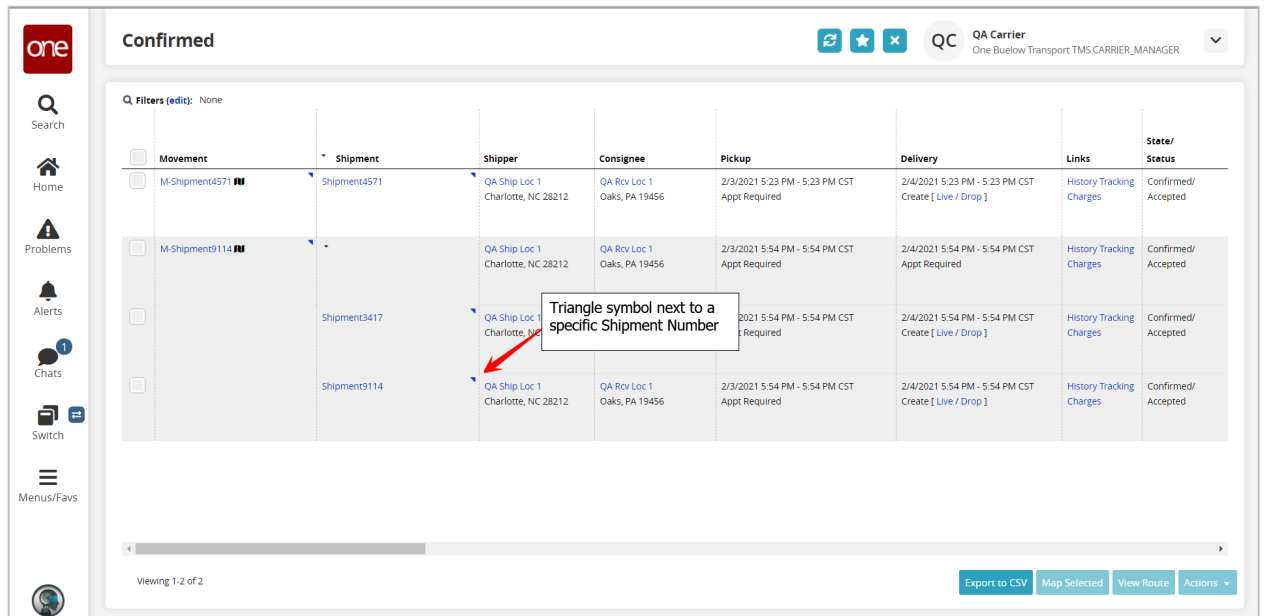


- 13. Click the **Close and Refresh** button on the popup window and you will then be returned to the **Movement Tracking** screen which will be refreshed and will show the Tracking Event you just added.

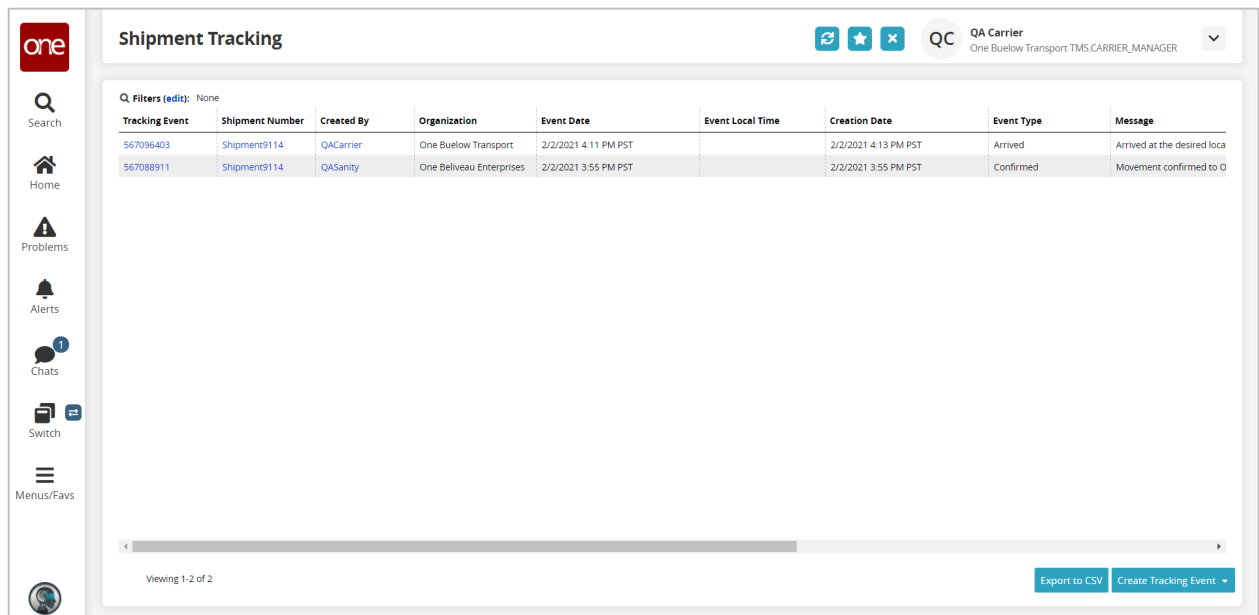


14. To add a Tracking Event to an individual Shipment under a Movement, do the following:

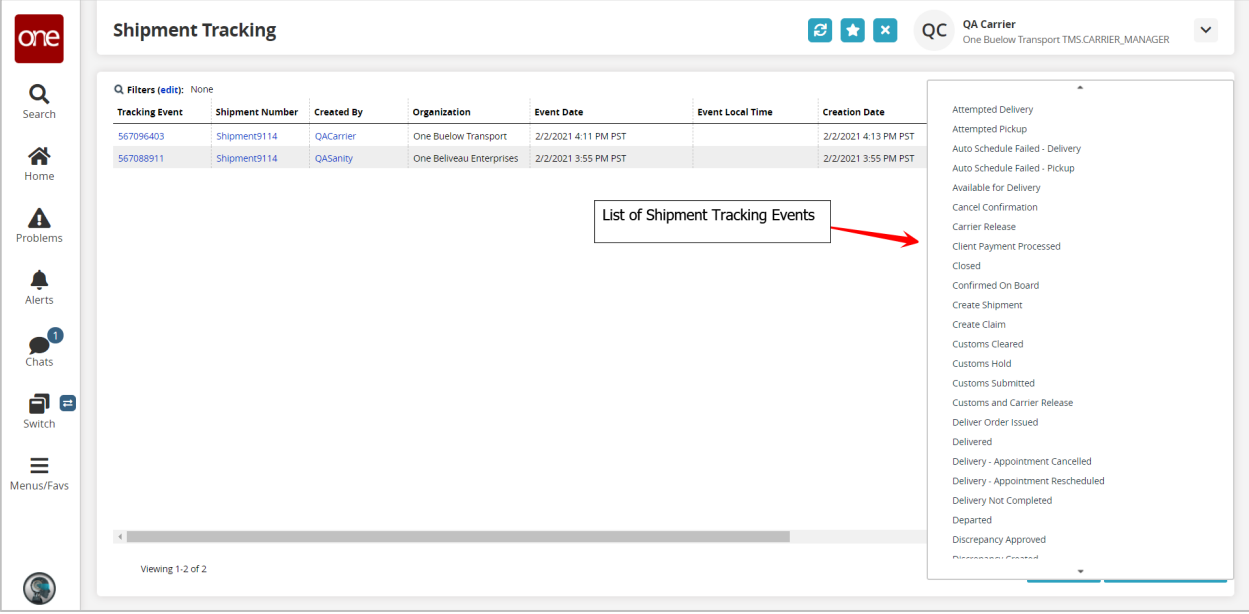
- Select the triangle symbol next to the Shipment Number and select the **Shipment Tracking** action.



15. The **Shipment Tracking** screen displays with the list of Tracking Events that have already been added to that Shipment.

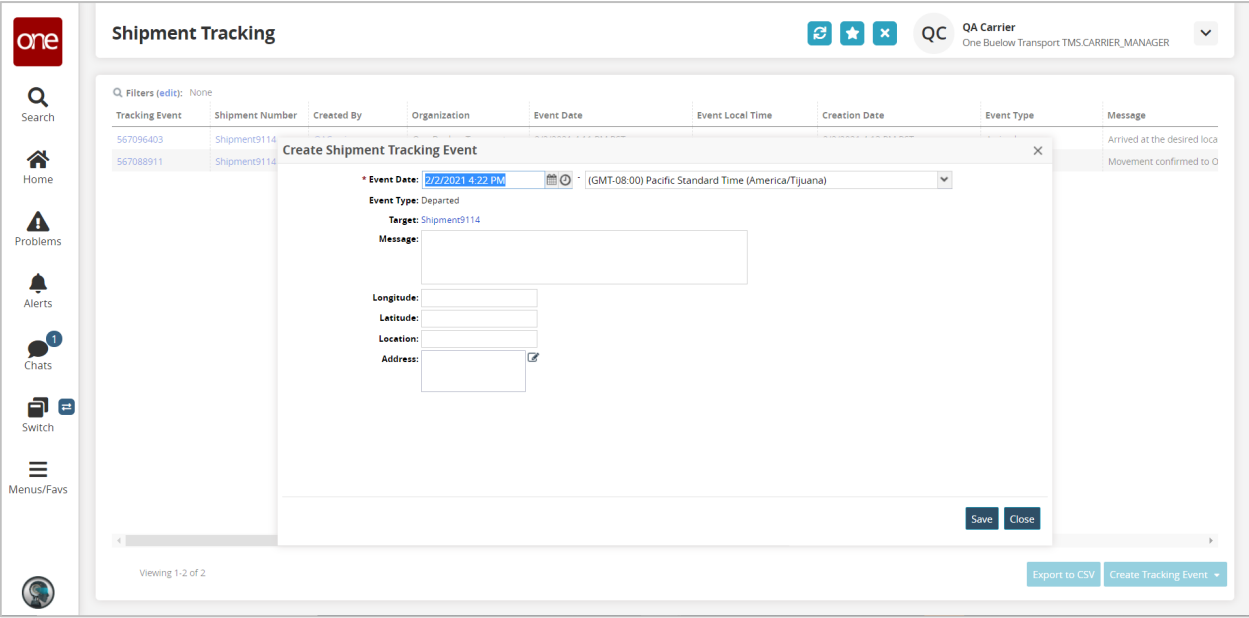


16. To add a new Tracking Event to this Shipment, click the **Create Tracking Event** button at the bottom right corner of the screen and then select one of the available Shipment Tracking Events from the list.



17. After selecting one of the available Shipment Tracking Events, a popup window will appear for you to enter information pertaining to that specific event.

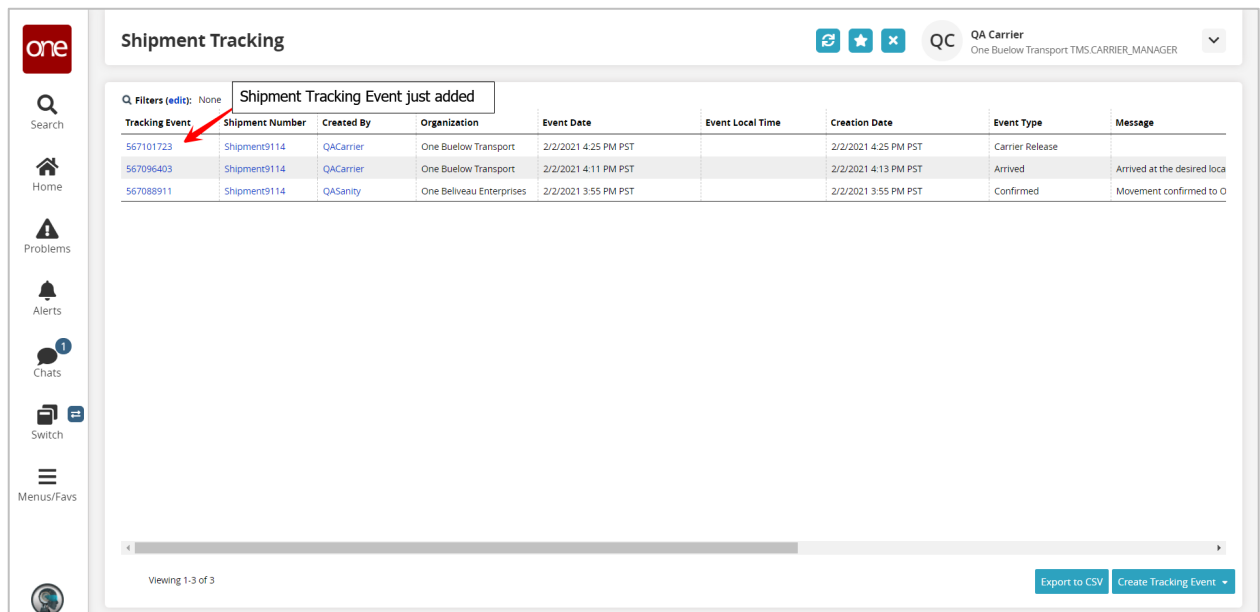
Note: Fields marked with an asterisk symbol (*) are required.



18. Enter the information on the popup window and then click the **Save** button on the popup window.
19. After clicking the **Save** button, a success message displays on the popup window.

Click the **Close and Refresh** button on the popup window and you will then be returned to the **Shipment Tracking** screen.

20. The **Shipment Tracking** screen will be refreshed and will show the Shipment Tracking Event you just added.



The screenshot shows the 'Shipment Tracking' interface. At the top, there is a search bar with the text 'Shipment Tracking Event just added'. Below this is a table with the following columns: Tracking Event, Shipment Number, Created By, Organization, Event Date, Event Local Time, Creation Date, Event Type, and Message. The table contains three rows of data. A red arrow points to the 'Tracking Event' column header.

Tracking Event	Shipment Number	Created By	Organization	Event Date	Event Local Time	Creation Date	Event Type	Message
567101723	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:25 PM PST		2/2/2021 4:25 PM PST	Carrier Release	
567096403	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:11 PM PST		2/2/2021 4:13 PM PST	Arrived	Arrived at the desired loca
567088911	Shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Confirmed	Movement confirmed to O

At the bottom of the table, there is a pagination bar showing 'Viewing 1-3 of 3'. To the right of the pagination bar are two buttons: 'Export to CSV' and 'Create Tracking Event'.