

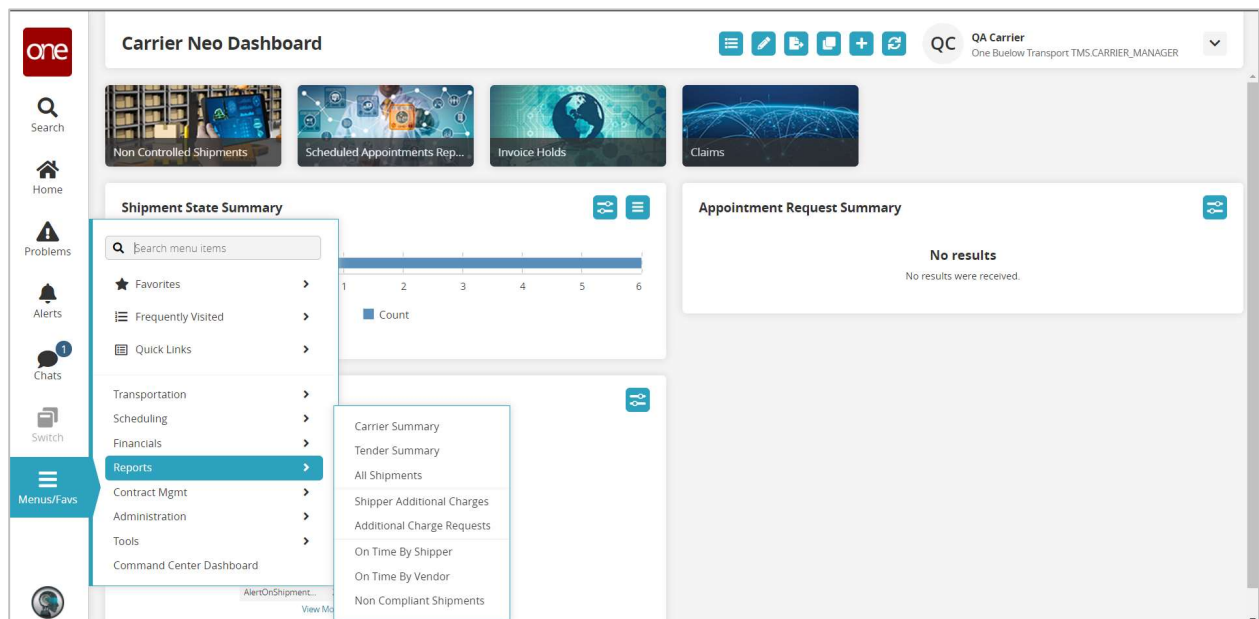
Introduction

This document provides a quick guide explaining how to view Reports that are available within the One Network System.

Note – this Quick Guide is for the NEO UI

Viewing Reports

1. Login to the One Network System.
2. Navigate to Menus/Favs -> Reports to see the list of available reports.



3. Navigate to one of the available reports.

The **Report** screen for that report displays.

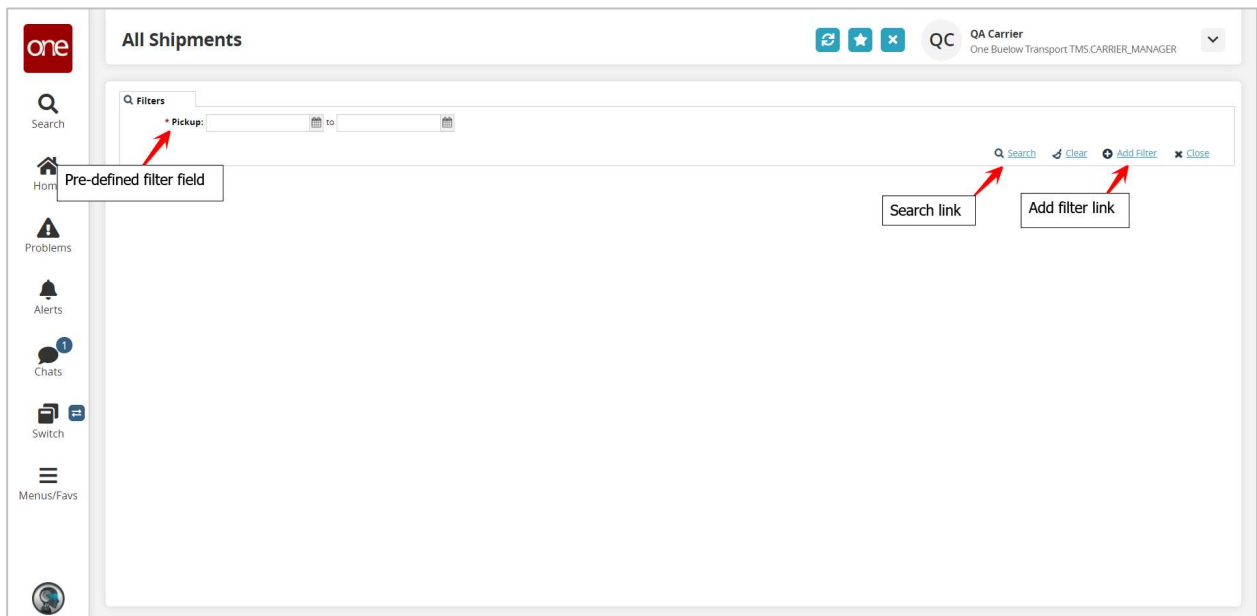
4. The following is an example of the **All Shipments** report screen.

At the top of this report screen is the system, pre-defined filter named **Pickup**.

If additional filters want to be added for the search, press the **Add Filter** link and choose from the list of available filters.

Fill in the desired filter information for the filters and press the **Search** link.

Note - required fields are marked with an asterisk symbol (*).



- Once the filter information has been entered and the **Search** link pressed, the report screen will display the results.

The following is an example of the search results for the **All Shipments** report.

All Shipments QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): [Pickup: 2/1/2021 - 2/26/2021]

Movement#	Shipment#	Shipper	Consignee	Pickup	Delivery	State/Status/Carrier
	GH-CarrierGroup-Shipment-1	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/2/2021 1:36 PM CST	2/3/2021 1:36 PM CST 2/3/2021 1:36 PM CST	Intransit/ Picked Up/ One Buelow Transport
	GH-CarrierGroup-Shipment-3	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/2/2021 1:44 PM CST	2/3/2021 1:44 PM CST 2/3/2021 1:44 PM CST	Intransit/ Picked Up/ One Buelow Transport
	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM CST 2/3/2021 5:23 PM CST	2/4/2021 5:23 PM CST 2/4/2021 5:23 PM CST	Confirmed/ Accepted/ One Buelow Transport
	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM CST 2/3/2021 5:54 PM CST	2/4/2021 5:54 PM CST 2/4/2021 5:54 PM CST	Confirmed/ Arrived/ One Buelow Transport
	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM CST 2/3/2021 5:54 PM CST	2/4/2021 5:54 PM CST 2/4/2021 5:54 PM CST	Confirmed/ Departed/ One Buelow Transport
	GH-Confirm-Shipment-1	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/4/2021 7:13 PM CST 2/4/2021 7:13 PM CST	2/5/2021 7:13 PM CST 2/5/2021 7:13 PM CST	Confirmed/ Accepted/ One Buelow Transport
	GH-Confirm-Shipment-2	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/4/2021 7:16 PM CST 2/4/2021 7:16 PM CST	2/5/2021 7:16 PM CST 2/5/2021 7:16 PM CST	Confirmed/ Accepted/ One Buelow Transport

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