

Adding Shipments to Appointments

Quick Guide

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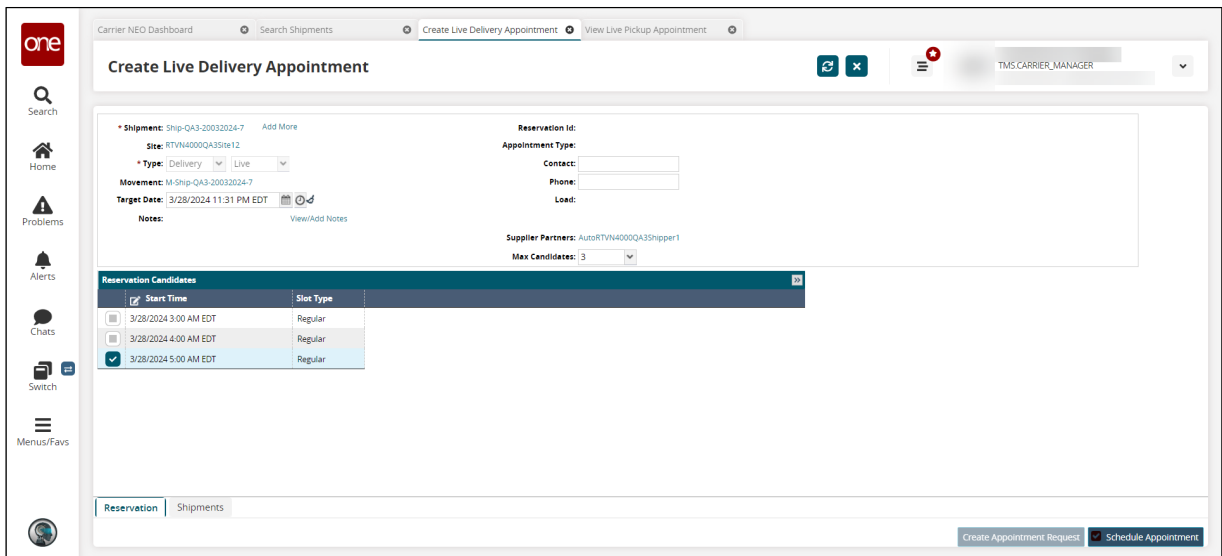
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1. Adding Shipments to Appointments

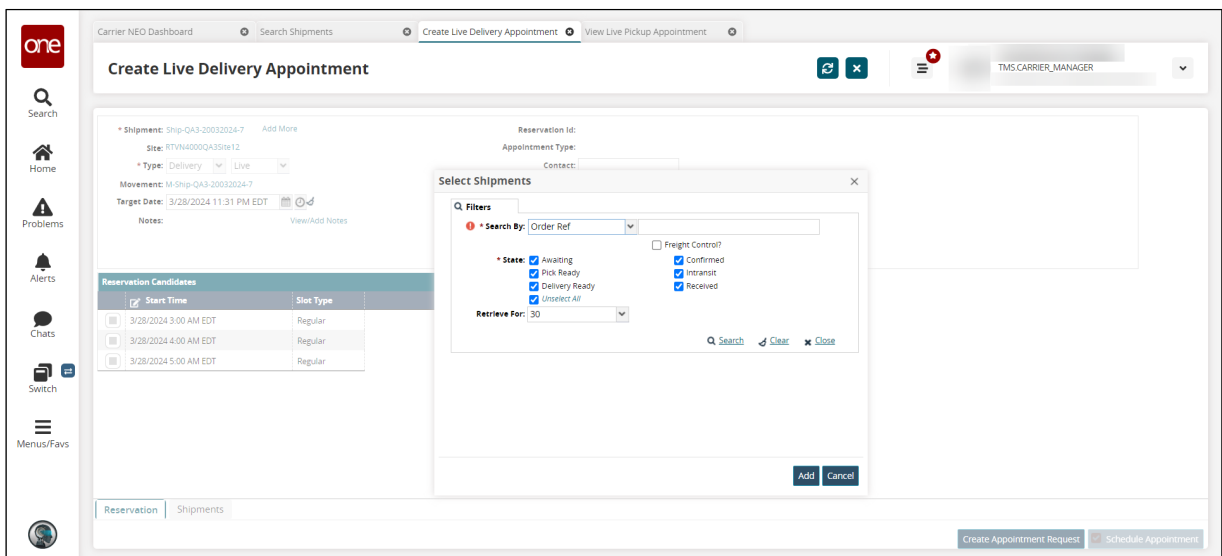
When users create appointments, a shipment is already associated with the appointment. There may be circumstances that require adding appointments to an appointment. The following instructions apply to new or existing appointments and cover adding shipments only.

Complete the following instructions to add shipments to appointments:

1. Create a new appointment, or search for a shipment that already has an appointment scheduled. See the "Scheduling Appointments" or the "Searching Shipments section in the *NEO Online Help* for more information. One of the appointment screens displays; the Create Live Delivery Appointment is shown below.



2. Click the **Add More** link next to the ***Shipment** field. The Select Shipments popup displays.



3. Click the **Filters (edit)** link to apply search criteria to reduce the number of entries shown. The Filters menu displays.

4. Enter values for the fields described in the table below. Fields with an asterisk (*) are required.

Field	Description
*Search By	Select an option from the dropdown list in the first field, and enter a specific value in the second that corresponds to the option selected.
Freight Control?	Select this checkbox if the shipment is considered freight controlled.
*State	Check the box for the state(s) used in the filter.
Retrieve For	Select a time bucket from the dropdown list.

5. Click the **Search** link.
The search results display.
6. Check the box(es) for any shipment you want to add, and click the **Add** button.
The shipment(s) are added to the appointment.
7. Click the **Apply** button.
A green success message displays.