

Creating Tracking Events

Quick Guide

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1. Creating Tracking Events

You can add a tracking event to an individual shipment or to a movement. If the movement contains multiple shipments, any tracking event added to the movement will be added to every shipment under that movement.

Complete the following steps to track an event:

1. Locate the shipment or movement you want to add the event to using the global **Search** icon on the left sidebar, or you can go to one of the Transportation shipment state pages, such as Confirmed, Intransit, or Delivered, and locate your shipment or movement. The screen displays your search results. Movements with multiple shipments have a small expand/collapse arrow in the Shipment column.

Movement	Shipment	Flags	Cost	Shipper	Consignee	Pickup	Delivery	Target Pickup/ Actual Pickup	Target Delivery/ Actual Delivery
<input checked="" type="checkbox"/>	M-4210576	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required		
<input type="checkbox"/>	M-4210577	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required		
<input type="checkbox"/>	M-4210578	*	-50.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required		
<input type="checkbox"/>	M-4210579	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required		
<input type="checkbox"/>	M-4210580	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required		

2. Click the expand/collapse arrow to expand the shipments in a movement if you need to add a tracking event to individual shipments rather than the entire movement.
3. To add a tracking event to the movement or shipment, use one of the following three methods:
 - a. Method one:
 - i. Select the checkbox next to the movement or shipment number.
 - ii. Click the **Actions** button at the bottom of the screen.
 - iii. Select the **Movement Tracking** (or **Shipment Tracking**) option.
 - b. Method two:
 - Click the **T** under the **Links** column of the movement or shipment line. The Movement Tracking (or Shipment Tracking) screen displays.

Shipments : by Shipment No

CarrierATransMgr TEST1

Q Filters (edit): [Shipment: Ship0907] | State: Awaiting_Tendered_Confirmed_Intransit_Received... Pick Ready_Delivery Ready | (Retrieve For: Last 30 Days)

Movement	Shipment	Flags	Cost	Shipper	Consignee	Pickup	Delivery	Target Pickup/ Actual Pickup	Target Delivery/ Actual Delivery	Links	State/ Status	Order Re
<input checked="" type="checkbox"/>	M-4210576	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	Delivered/...	
<input type="checkbox"/>	M-4210577	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	Delivered/...	
<input type="checkbox"/>	M-4210578	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	Delivered/...	
<input type="checkbox"/>	M-4210579	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	Delivered/...	
<input type="checkbox"/>	M-4210580	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	In- Transit/Pic- Up	

Export to CSV Map Selected View Route Actions

- c. Method three:
 - i. Click the triangle next to the movement number. A menu of actions displays.

Shipments : by Shipment No

CarrierATransMgr TEST1

Q Filters (edit): [Shipment: Ship0907] | State: Awaiting_Tendered_Confirmed_Intransit_Received... Pick Ready_Delivery Ready | (Retrieve For: Last 30 Days)

Movement	Shipment	Flags	Cost	Shipper	Consignee	Pickup	Delivery	Target Pickup/ Actual Pickup	Target Delivery/ Actual Delivery	Links	State/ Status	Order Re
<input checked="" type="checkbox"/>	M-4210576	*	-20.00 USD	CustomerA-Austin DC CustomerA Austin, TX 78741	CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM - 3:30 AM CDT Appt Required	8/1/2020 3:30 AM - 3:30 AM CDT Appt Required			H T C	Delivered/...	
<input type="checkbox"/>	Ship0907				CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM CDT Create [Live]	8/1/2020 3:30 AM CDT Create [Live / Drop]	7/11/2020 3:30 AM CDT/ 7/20/2020 1:23 AM EDT	8/1/2020 3:30 AM CDT/ 7/20/2020 2:44 AM EDT	H T	Delivered/...	
<input type="checkbox"/>	Ship0907-1				CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM CDT Create [Live]	8/1/2020 3:30 AM CDT Create [Live / Drop]	7/11/2020 3:30 AM CDT/ 7/20/2020 1:23 AM EDT	8/1/2020 3:30 AM CDT/ 7/20/2020 2:44 AM EDT	H T	Delivered/...	
<input type="checkbox"/>	Ship0907-10				CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM CDT Create [Live]	8/1/2020 3:30 AM CDT Create [Live / Drop]	7/11/2020 3:30 AM CDT/ 7/20/2020 1:23 AM EDT	8/1/2020 3:30 AM CDT/ 7/20/2020 2:45 AM EDT	H T	Delivered/...	
<input type="checkbox"/>	Ship0907-11				CustomerA-Dallas DC CustomerA Dallas, TX 75244	7/11/2020 3:30 AM CDT Create [Live]	8/1/2020 3:30 AM CDT Create [Live / Drop]	7/11/2020 3:30 AM CDT/ 7/20/2020 1:23 AM EDT	8/1/2020 3:30 AM CDT/ 7/20/2020 2:45 AM EDT	H T	Delivered/...	

Export to CSV Map Selected View Route Actions

- ii. Click **Movement Tracking** (or **Shipment Tracking**). The Movement Tracking (or Shipment Tracking) screen displays. From this point forward, the instructions will discuss movement tracking events. However, shipment tracking events follow the same steps.
- 4. Click the **Create Tracking Event** button. A menu of tracking events displays.

Movement Tracking

CT CarrierATransMgr TEST1
CarrierATransMgr

Q Filters (edit): None

Tracking Event	Movement Number	Created By	Organization	Event Date	Event Local Time	Creation Date
24769907	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT		7/20/2020 2:45
24769906	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT		7/20/2020 2:45
24769905	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT	7/20/2020 1:45 AM CDT	7/20/2020 2:45
24769903	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT		7/20/2020 2:45
24769902	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT		7/20/2020 2:45
24769890	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:45 AM EDT		7/20/2020 2:45
24769888	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:45
24769887	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:45
24769886	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:44
24769884	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:44
24769883	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:44
24769882	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 2:44 AM EDT		7/20/2020 2:44
24769470	M-4210576	CarrierAMobileAp...	CarrierA	7/20/2020 1:23 AM EDT	7/20/2020 12:23 AM CDT	7/20/2020 1:23
24543124	M-4210576	InstanceAdminUser	CustomerA	7/9/2020 4:49 AM EDT		7/9/2020 4:49 A
24543123	M-4210576	InstanceAdminUser	CustomerA	7/9/2020 4:49 AM EDT		7/9/2020 4:49 A
24543118	M-4210576	InstanceAdminUser	CustomerA	7/9/2020 4:49 AM EDT		7/9/2020 4:49 A
24543113	M-4210576	InstanceAdminUser	CustomerA	7/9/2020 4:49 AM EDT		7/9/2020 4:49 A

01 - HB Appointment required at delivery site
 02 - P1 Appointment required at pickup site
 03 - B1 Installation closed when delivery was attempted during normal business hours
 04 - AM Installation closed when pickup was attempted during normal business hours
 05 - AN Holiday pickup - installation was closed
 06 - AU Local emergency/Act of God at pickup location
 07 - AD Customer wouldn't accept delivery until after Mandatory Delivery Date
 08 - AO Weather conditions prohibited pickup
 09 - BK Prearranged appointment
 10 - AW Offer was received past cutoff time
 11 - AN Holiday Delivery - Installation was Closed
 12 - AU Local Emergency at Delivery Location
 13 - AO Weather Conditions Prohibited Delivery
 14 - BH Erroneous MDD Insufficient Time to Complete Delivery
 15 - BQ Overweight/Over Dimensional
 16 - BN Freight Shipped Without Bills (Delivery)
 17 - C2 Bills Provided to Carrier Without Freight
 18 - BH Insufficient Time to Complete Delivery
 19 - AE Restricted Articles Unacceptable
 20 - S1 Delivery Shortage
 A1 Missed Delivery
 A3 Indirect Delivery
 AA Mis-sort
 AF Accident
 AI Mechanical Breakdown

Viewing 1-17 of 17

- Select one of the tracking events.
A popup window displays. The fields on the popup window vary depending on the event. Fields with an asterisk (*) are required.

Create Movement Tracking Event

Event Date: 7/22/2020 7:02 PM (GMT-05:00) Eastern Standard Time (America/Indianapolis)

Event Type: 10 - AW
 Target: M-4210576

Message:

Longitude:
 Latitude:
 Special C:
 Location:
 Address:

Save Close

- Enter data into the fields.
- Click the **Save** button.
A success message displays.
- Click the **Close and Refresh** button.
The popup window closes, and the Movement Tracking Event page displays with the newly added tracking event.