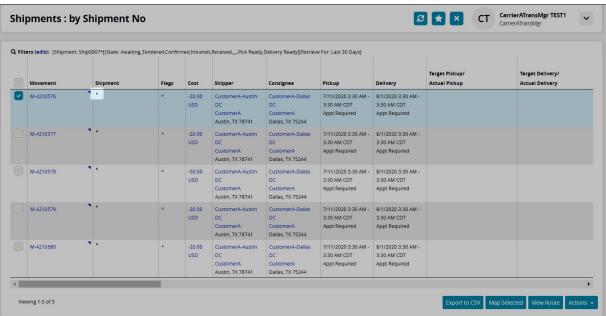# Creating Tracking Events

Quick Guide

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.

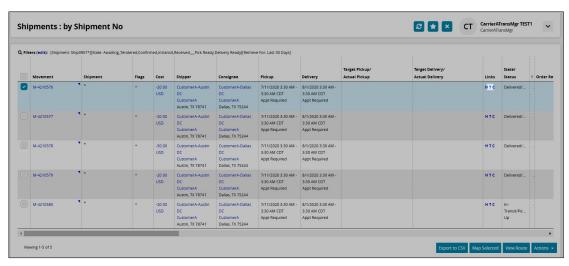**Complete the following steps to track an event:**

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.
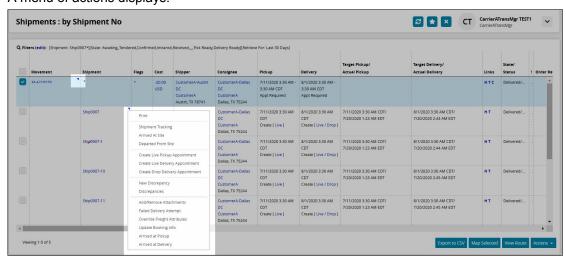

2. Click the expand/collapse arrow to expand the shipments in a movement if you need to add a tracking event to individual shipments rather than the entire movement.
3. To add a tracking event to the movement or shipment, use one of the following three methods:
   a. Method one:
      i. Select the checkbox 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.

c. Method three:

   i. Click the triangle next to the movement number.
      A menu of actions displays.

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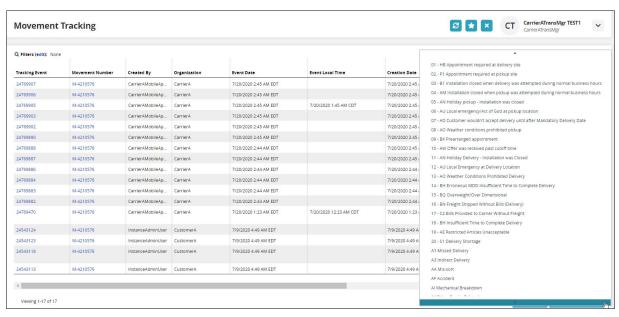   The Movement Tracking (or Shipment Tracking) screen displays.
       From this point forward, the instructions will discuss movement tracking events. However, shipment tracking events follow the same steps.
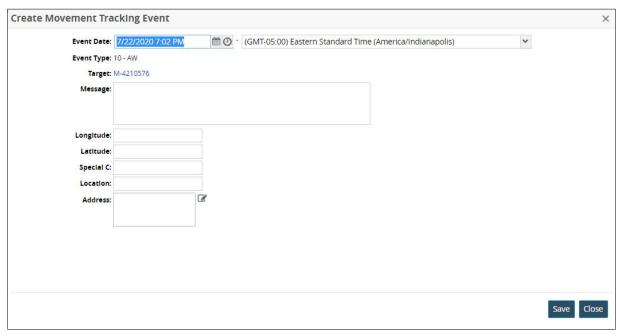
4. Click the **Create Tracking Event** button.
   A menu of tracking events displays.

5. 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.

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