Performing a Global Search

Quick Guide

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1. Performing a Global Search

The NEO global search allows users to search for orders, shipments, appointments, contracts, claims, requisitions, and other items depending on the user's role.

Complete the following steps to use the NEO global search:

1. Click Search in the left sidebar.

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Q Search	Non Controlled Shipments	Real-time Transportation Ex
Home	Shipment State Summary	Alert Summary
Problems	Confirmed ()	Movement
Alerts	0 1	O 28
C hats	Export to File	Shell Centrmed 14
a		Export to CV
Switch	Appointment Request Summary	Movement State Summary
Menus/Favs	No results No results were received.	Confirmed O
	Export to CSV	Count ·

The Search slide-out displays.

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one	Carrier NEO Dashboard		
Q Search	Search Save as default		
Home	Q _ by Shipment No Search By * Shipment - hy Shipment No		
Problems	Search Options	Alert Summary	Dispatch Board 😂 🔳
Alerts	Cancel Search 2 3	Movement Reservation Shipment 0 53 0 4 0 8	Unassigned O Assigned U In Progress U
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۲	Pick Ready U In-Transit U Delivery Ready U	CSV/XML Business error EDI Transform Failed	No results No results were received.

- 2. In the **Search By** * field, select a search item from the dropdown menu. The top search field populates with the search criteria.
- 3. In the **Search** field, type in the search criteria. The asterisk (*) as a wildcard is accepted if you don't have all of the information or wish to pull up multiple items.
- 4. Click the down arrow next to **Search Options**. The Retrieve For field displays.



- 5. Select the time period from the **Retrieve For** dropdown menu. The default is **Last 30 Days**.
- 6. Click the checkbox at the top of the slideout to save this search as a default.
- 7. Click the Search button.

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The report for the search criteria specified displays and all of the search criteria is save in the slideout for future use.