

# Quick Guide to Scheduling an Appointment for a Non-Controlled Shipment

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## Introduction

This document provides a quick guide explaining how to schedule an appointment for a Non-Controlled Shipment using the One Network system.

Note – a Non-Controlled Shipment is one in which you typically work directly with your Supplier who provides you with the information for the load that needs hauled from that Supplier. A Non-Controlled Shipment will not have a Movement Number associated with it and you will need to use the global **Search** field to find it.

Note - your Supplier or possibly your Shipper will need to provide you with the Shipment Number for the Non-Controlled Shipment.

Note – this Quick Guide is for the NEO UI

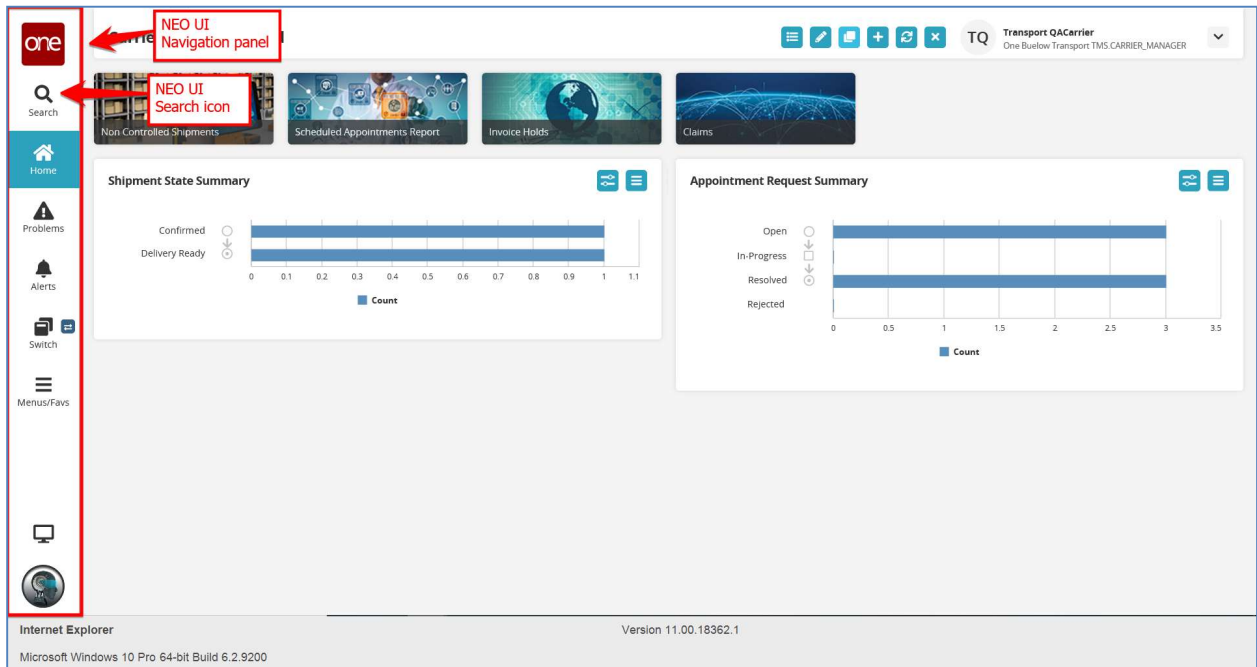
## Appointment Scheduling for a Non-Controlled Shipment

1. Login to the One Network system.
2. Find the Non-Controlled Shipment you want to schedule the appointment for.

To find the Non-Controlled Shipment, you would use the **Search** icon located on the left side bar Navigation panel.

When you select the **Search** icon, a **Search** slide out appears for you to enter your search criteria.

In the **Search By** field, choose the option named “**Shipments - by Shipment No**”. Click the **Search Options** link to see the **Retrieve For** field. The default choice is “Last 30 Days” – if you want to look for Non-Controlled Shipments whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.



3. Enter the Shipment Number / PO Number in the **Search** field and then press the **Enter** key on your keyboard or press the **Search** icon next to the **Search** field.

When entering your Shipment Number / PO number in the **Search** field, you can enter a wild card symbol if you do not know or do not want to enter the entire PO number. The wild card is the asterisk (\*), and you can enter it either before the PO number or after the PO number.

A list of matching Shipment Numbers / PO Numbers will be displayed after pressing the **Enter** key on your keyboard or pressing the **Search** icon next to the **Search** field.

**one** Shipment1212\* - Shipments : by Shipment No QC QA Carrier One Buelow Transport TMS CARRIER\_MANAGER

Q Filters (edit): [State: Awaiting,Tendered,Confirmed,Pick Ready,Intransit,Delivery...][Retrieve For: Last 30 Days][Shipment: Shipment1212\*]

Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/ Stops/ Size	Qty/ Weight/ Volume	Cost	Ship With Group Ref	Cc Di
<input type="checkbox"/> Shipment1212-NC	A Location for 8992 Dallas, TX 75234	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 9:09 PM - 9:09 PM EST Appt Required	2/16/2021 8:09 PM - 8:09 PM CST Create [ Live / Drop ]	History Tracking	Awaiting		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Pr 1,

Viewing 1-1 of 1

[Export to CSV](#) [Map Selected](#) [View Route](#) [Actions](#)

- Once you locate the Non-Controlled Shipment, click on the **Live** link or **Drop** link to schedule the appointment.

To schedule a delivery appointment, click on the **Live** link or **Drop** link located under the **Delivery** column.

Note – based on how the Shipper has the system configured, you may only see the **Live** link or only the **Drop** link or you may see both.

QA Carrier  
One Buelow Transport TMS CARRIER\_MANAGER

Q Filters (edit): [State: Awaiting,Tendered,Confirmed,Pick Ready,Intransit,Delivery...][Retrieve For: Last 30 Days][Shipment: Shipment1212\*]

Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/ Status	Carrier	Eq/ Stops/ Size	Qty/ Weight/ Volume	Cost	Ship With Group Ref	Cc DI
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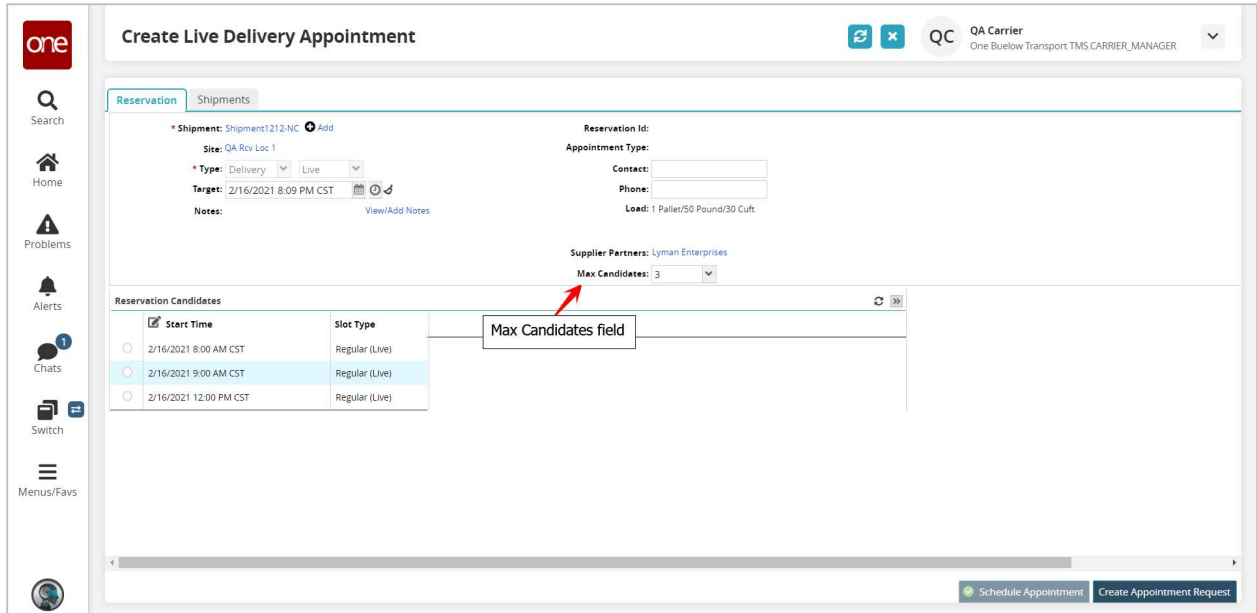
Viewing 1-1 of 1

Export to CSV Map Selected View Route Actions

5. After selecting the appointment link, the **Appointment** screen displays with a list of available appointment times.

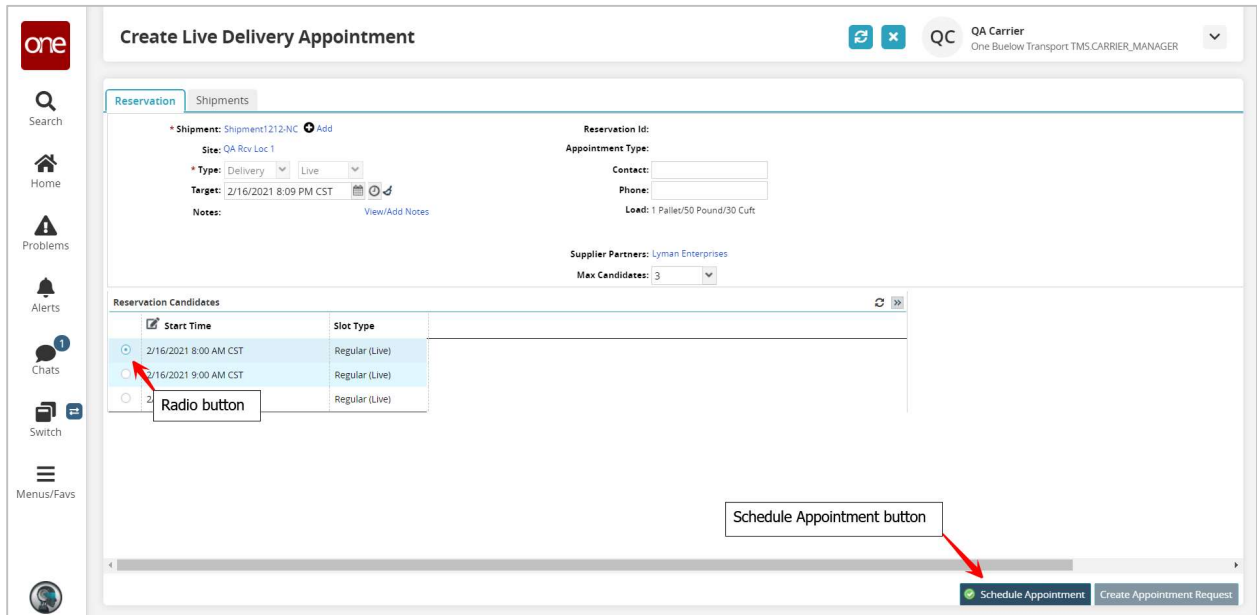
To define how many appointments you want displayed on the screen, select one of the choices from the drop-down list in the **Max Candidates** field. Available choices are 5, 4, 3, 2 and 1.

Note – if there are no appointment times available in the system, the screen will show “**No Appointments Available**”. If this happens, please contact your Supplier or Shipper to request an appointment or press the **Create Appointment Request** button if available.



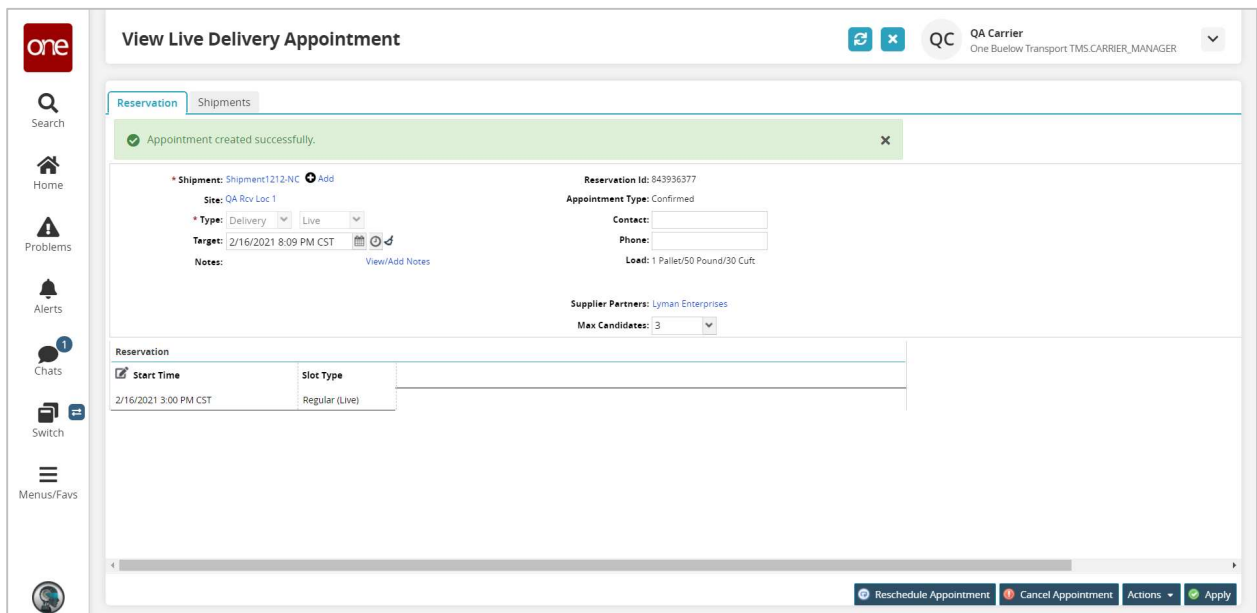
6. Select the radio button next to your desired appointment time and then click the **Schedule Appointment** button on the bottom right corner of the screen to schedule the appointment.

Note – if you are the Supplier scheduling this appointment on behalf of your Carrier, you will need to enter the name of the Carrier in the **Carrier** field.



7. After clicking the **Schedule Appointment** button, you will see a success message on the **Appointment** screen along with the Reservation ID / Confirmation Number for the appointment.

This confirms your appointment has been scheduled successfully.

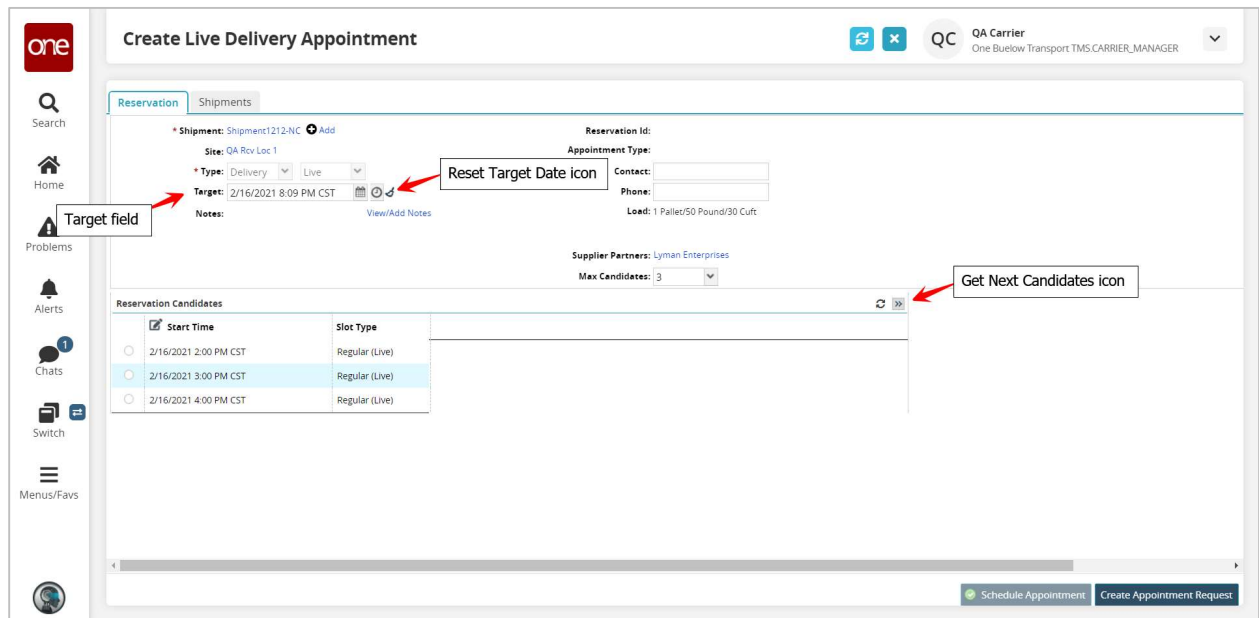


- Note - When first scheduling an appointment, if you would like to find available appointments for a different date and/or time, change the date and/or time in the **Target** field. The list of appointments will be refreshed and will be based on this new date and time.

You can also click the **Get Next Candidates** icon and the list of appointments will refresh to show the next group of available appointments.

Select the radio button next to your desired appointment time and then click the **Schedule Appointment** button to schedule the appointment.

Note - To change the **Target** field back to its original date and time, click the **Reset Target Date** icon.



- If the Shipper has configured the application so a user has to enter a reason if the user changes the target date and selects an appointment, a message will be displayed and you will need to select a choice from the drop-down list under the **Reason Code** field.

10. Select one of the reason code choices when displayed and then click the **Schedule Appointment** button on the bottom right corner of the screen.

A success message displays that confirms your appointment has been scheduled successfully.

