Searching Shipments

Quick Guide

1. Searching Shipments

Users can search shipments in a number of ways in the NEO UI.

1. Search for a movement using the Global search in the left navigation panel. See the "Performing a Global Search" in the NEO Online Help for more information.
A list of shipments defined by the search criteria displays. Shipments can be further filtered by additional filters from the Filters header if necessary. The State and Retrieve For filter fields are available by default, and more filters can be added by the user.

2. Click **Menus/Favs > Transportation > Search Shipments**.
The Search Shipments screen displays. Shipments can be further filtered by additional filters from the Filters header if necessary. Several filters are available by default, and more filters can be added by the user.


3. Click **Menus/Favs > Transportation > (Tendered, Confirmed, Pick Ready, Intransit, Delivery Ready, or Delivered)**.

The selected shipment state screen displays. Shipments can be further filtered by additional filters from the Filters header if necessary. Default filter fields may be established by the enterprise or organization, but more filters can be added by the user.
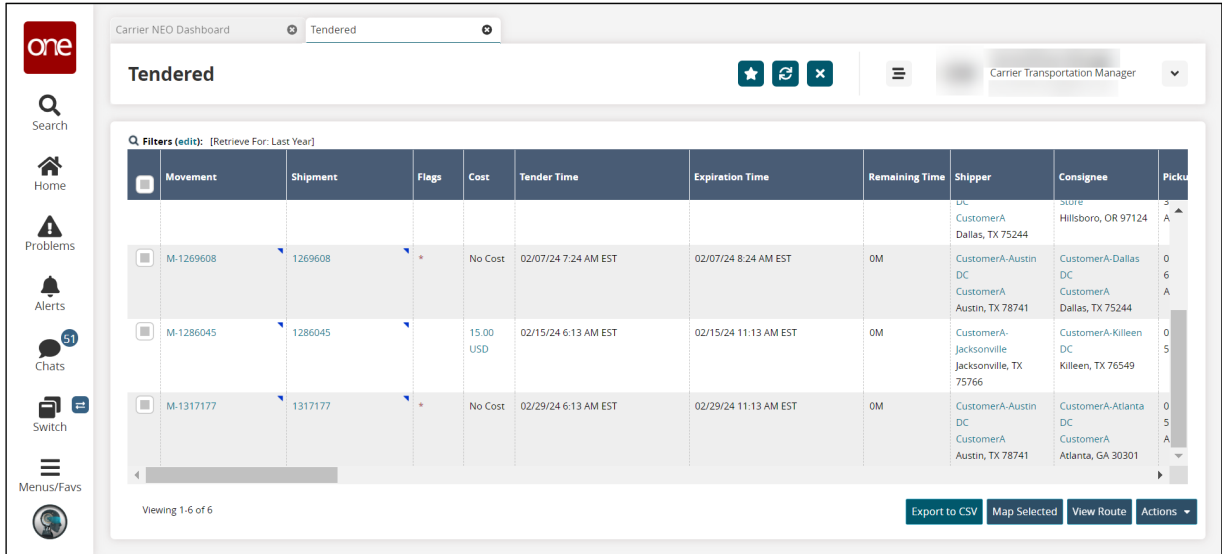
4. Click **Menus/Favs > Transportation > Non-Controlled Shipments**.
    The Non-Controlled Shipments screen displays. Shipments can be further filtered by additional filters from the Filters header if necessary. The State filter field is available by default, and more filters can be added by the user.
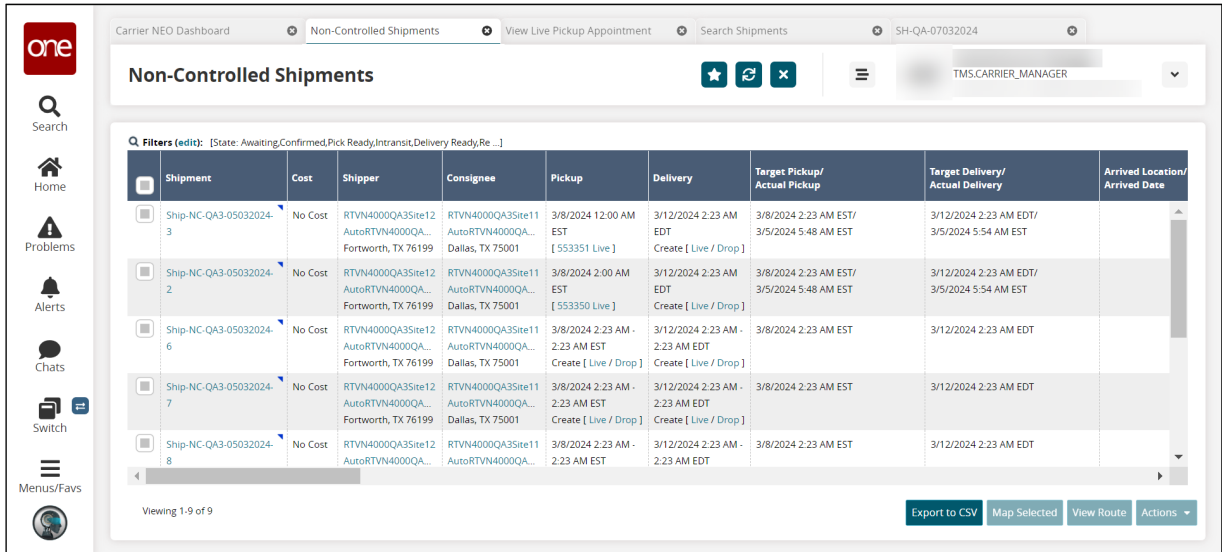
5. Click the **Filters (edit)** link to apply search criteria to reduce the number of entries shown.
    The Filters menu displays.
6. (Optional) To add more search filters, click the **Add Filter** link, and then click one or more filter options from the Add Filter list.
7. Fill out the filters, and click the **Search** link.
    The search results display.