

Searching Shipments

Quick Guide

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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.

Carrier NEO Dashboard | 04012024 - Shipments : by Shipment No

Q Filters (edit): [Shipment: 04012024_restrack][State: Awaiting,Tendered,Confirmed,Pick Ready,Intransit,Delivery ...][Retrieve For: Last 30 Days]

Movement	Shipment	Cost	Shipper	Consignee	Pickup	Delivery	Target Pickup/Actual Pickup	Target Delivery/Actual Delivery	Arrived Location/Arrived Date	Links	State
M-04012024	04012024_	No Cost	QA3_10MiePune_S... AutoRTVN4000QA... Pune, Maharastra 410506	QA3_12MiePune_S... AutoRTVN4000QA... Pune, Maharastra 410506	1/5/2024 11:33 AM IST	2/29/2024 11:34 AM IST	1/5/2024 11:33 AM IST/ 1/29/2024 1:04 PM IST	2/29/2024 11:34 AM IST/ 1/30/2024 4:33 PM IST	QA3_12MiePune_She7/ 1/29/2024 2:34 AM EST	HTC	Deliv

Viewing 1-1 of 1

Export to CSV | Map Selected | View Route | Actions

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.

Carrier NEO Dashboard | Search Shipments

Search Shipments

Q Filters (edit): [State: Tendered,Confirmed,Pick Ready,Intransit,Delivery Ready,Re...][Delivery Range: 1/28/2024 - 2/27/2024]

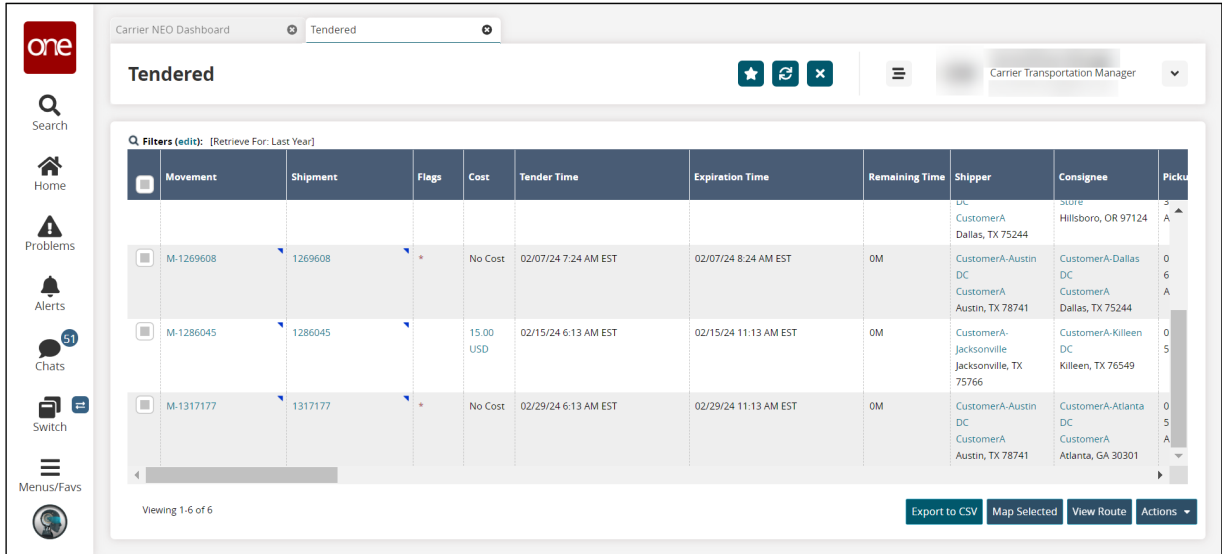
Shipment	Cost	Shipper	Consignee	Pickup	Delivery	Target Pickup/Actual Pickup	Target Delivery/Actual Delivery	Arrived Location/Arrived Date
1244164	No Cost	RTVN4000QA3Site11 AutoRTVN4000QA... Dallas, TX 75001	RTVN4000QA3Site12 AutoRTVN4000QA... Fortworth, TX 76199	1/20/2024 12:54 AM EST	1/31/2024 12:54 AM EST	1/20/2024 12:54 AM EST/ 1/23/2024 7:18 AM EST	1/31/2024 12:54 AM EST/ 2/16/2024 11:54 AM EST	RTVN4000QA3: 1/23/2024 7:18
24- Ship-QA3-23012024-15	40.00 USD	RTVN4000QA3Site11 AutoRTVN4000QA... Dallas, TX 75001	RTVN4000QA3Site12 AutoRTVN4000QA... Fortworth, TX 76199	1/26/2024 11:16 PM - 11:16 PM EST	1/30/2024 11:16 PM - 11:16 PM EST	1/26/2024 11:16 PM EST	1/30/2024 11:16 PM EST	RTVN4000QA3: 1/29/2024 4:57
24-6 Ship-QA3-23012024-6	40.00 USD	RTVN4000QA3Site11 AutoRTVN4000QA... Dallas, TX 75001	RTVN4000QA3Site12 AutoRTVN4000QA... Fortworth, TX 76199	1/26/2024 11:16 PM - 11:16 PM EST	1/30/2024 11:16 PM - 11:16 PM EST	1/26/2024 11:16 PM EST	1/30/2024 11:16 PM EST	
24- Ship-QA3-23012024-16	40.00 USD	RTVN4000QA3Site11 AutoRTVN4000QA... Dallas, TX 75001	RTVN4000QA3Site12 AutoRTVN4000QA... Fortworth, TX 76199	1/26/2024 11:16 PM - 11:16 PM EST	1/30/2024 5:00 AM - 7:00 AM EST	1/26/2024 11:16 PM EST [530041 Live]	1/30/2024 11:16 PM EST	RTVN4000QA3: 1/29/2024 4:57
24-7 Ship-QA3-23012024-7	40.00 USD	RTVN4000QA3Site11 AutoRTVN4000QA... Dallas, TX 75001	RTVN4000QA3Site12 AutoRTVN4000QA... Fortworth, TX 76199	1/26/2024 11:16 PM - 11:16 PM EST	1/30/2024 11:16 PM - 11:16 PM EST	1/26/2024 11:16 PM EST	1/30/2024 11:16 PM EST	

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Export to CSV | Map Selected | View Route | Actions

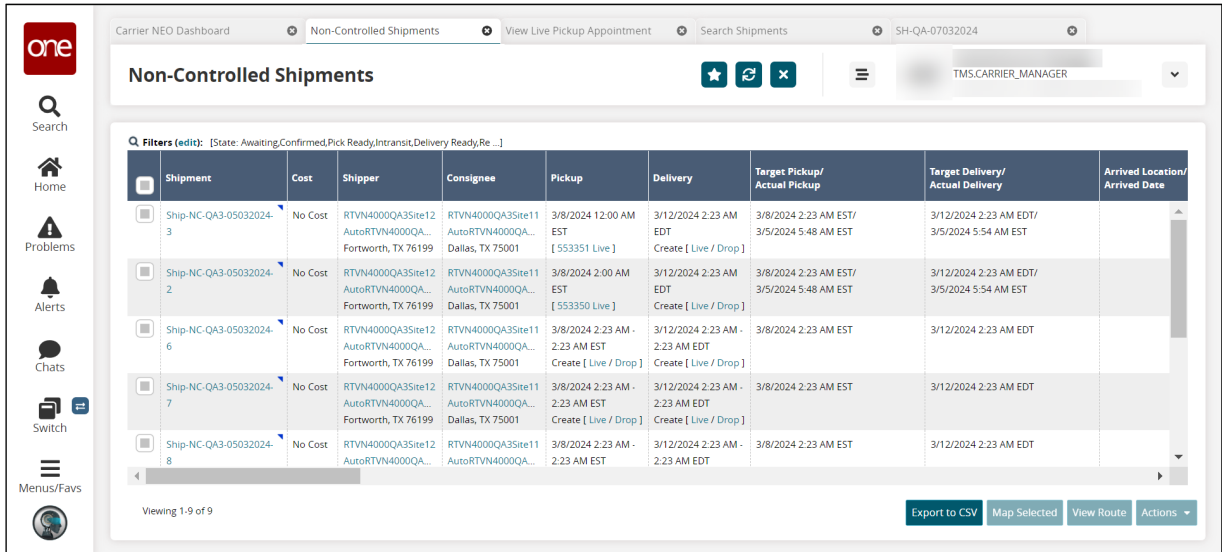
3. Click **Menus/Favs > Transportation > (Tendered, Confirmed, Pick Ready, Intransit, Delivery Ready, or Delivered)**.

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.