Viewing Tracking Events

Quick Guide

One Network Enterprises™
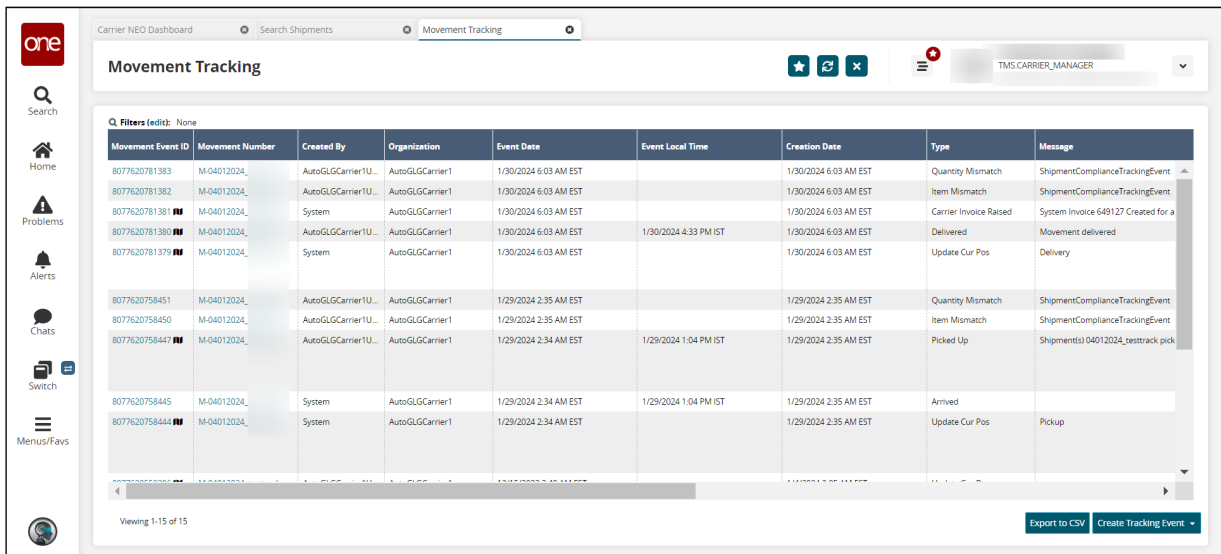
1. Viewing Tracking Events

Users can view tracking events as defined by the enterprise, organization, or user. For more information about user-defined tracking events, see "Creating Tracking Events" in the *NEO Online Help* for more information.

Screens in the NEO UI displaying tracking events for a movement or shipment can be access in three different ways. The instructions below describe how to view movement tracking events, but the same process is used to view shipment tracking events. The different methods start the same, so this step is written below and the three methods follow.

- Search for a movement using the Global search in the left navigation panel, or click one of the menu paths below based on your requirements.
  a. Click **Menus/Favs > Transportation > Search Shipments**.
     The Search Shipments screen displays.
  b. Click **Menus/Favs > Transportation > (Tendered, Confirmed, Pick Ready, Intransit, Delivery Ready, or Delivered)**.
     The selected shipment state screen displays.
  c. Click **Menus/Favs > Transportation > Non-Controlled Shipments**.
     The Non-Controlled Shipments screen displays.

Complete the following steps to view tracking events from the Search Shipments or Non-Controlled Shipments screens using the Actions menu:

1. Check the box for one movement/shipment from one of the screens mentioned above. (You cannot view tracking events for more than one movement/shipment at the same time.)
2. Click **Actions > Movement Tracking**.
   The Movement Tracking screen displays.

Complete the following steps to view movement tracking events from the Search Shipments or Non-Controlled Shipments screens using the contextual menu (blue triangle):

1. Click the contextual menu arrow (blue triangle) in the cell for a movement.
   A menu displays.

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2. Click the **Movement Tracking** option.
   The Movement Tracking screen for that movement displays.

Complete the following steps to view shipment tracking events from the Search Shipments or Non-Controlled Shipments screens using the contextual menu (blue triangle):

1. Click the contextual menu arrow (blue triangle) in the cell for a shipment.
   A menu displays.

2. Click the **Shipment Tracking** option.
   The Shipment Tracking screen displays.

Complete the following steps to view movement tracking events from the movement details screen:

1. Click the link for a movement based on the search performed above.
   The movement details screen displays.

2. Click **Actions > Movement Tracking**.
   The Movement Tracking screen displays.

Complete the following steps to view shipment tracking events from the shipment details screen:

1. Click the link for a shipment based on the search performed above.
   The shipment details screen displays.

2. Click the **Tracking** tab.

The tracking event for that shipment display.