

## Introduction

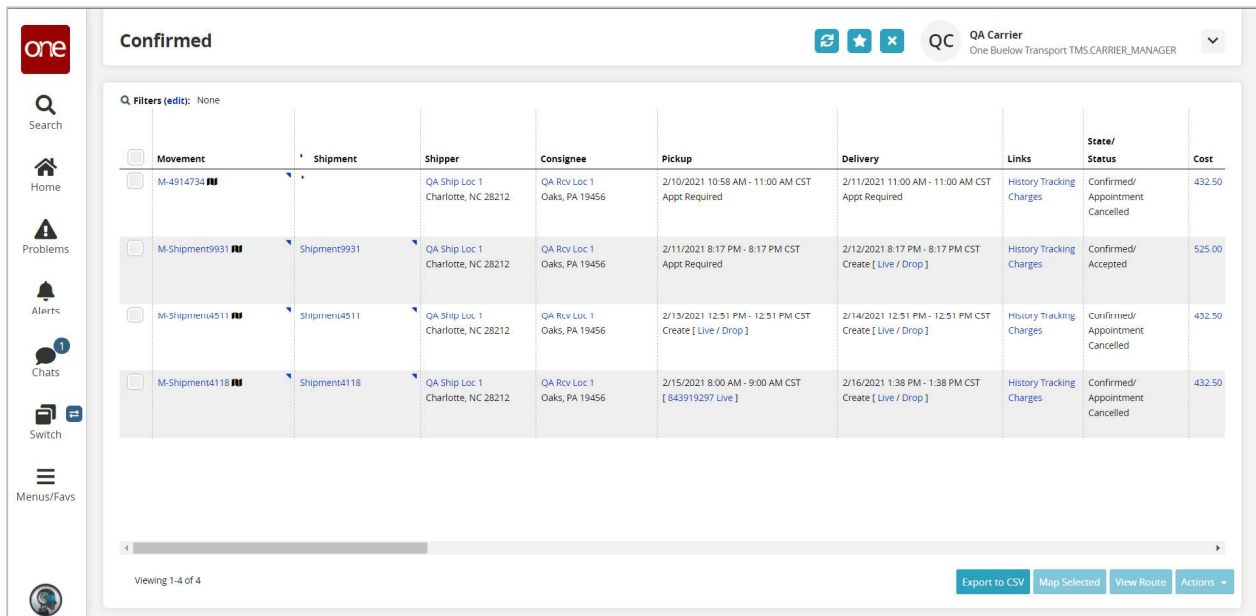
This document provides a quick guide explaining how to create a Favorite in the One Network System.

After performing a search with specified search criteria, you can then save that search as a Favorite that can be then be re-used at any point in time verses having to continually re-create the search.

Note – this Quick Guide is for the NEO UI

## Creating a Favorite

1. Login to the One Network System.
2. Open a search-type screen such as the **Confirmed** screen by navigating to Menus/Favs ->Transportation -> Confirmed.
3. The **Confirmed** screen displays.



Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [ Live / Drop ]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	2/14/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [ Live / Drop ]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- To see the current filters that were used to return the data on the screen, select the **Filters (edit)** link.

The screenshot shows a software interface with a sidebar on the left containing navigation icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main content area is titled 'Confirmed' and displays a table of shipment records. A red arrow points to the 'Filters (edit) link' located above the first row of the table. The table has columns for Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, and Cost. Below the table, there is a pagination bar showing 'Viewing 1-4 of 4' and buttons for 'Export to CSV', 'Map Selected', 'View Route', and 'Actions'.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
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M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	2/14/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [ 843919297 Live ]	2/16/2021 1:38 PM - 1:38 PM CST Create [ Live / Drop ]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- The current filters and their associated filter values, if any, will display.

You can add additional filters and perform a new search in order to find Shipments or Movements that would then match your new filter criteria.

To add additional filters, select the **Add Filter** link.

The screenshot shows the 'Confirmed' page with a sidebar on the left containing navigation icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main content area has a 'Q Filters' section with the following fields: Delivery Range, Destination State, Equipment No, Destination City, and Destination Country. A red arrow points to the 'Current selected filters' label. Below the filters is a table with columns for shipment details. A red arrow points to the 'Add Filter' link in the top right of the table area.

Q Filters	Delivery Range:	to	Destination State:	Equipment No:	Destination City:	Destination Country:	Search	Clear	Add Filter	Close

	Charlotte, NC 28212	Oaks, PA 19456	Appt Required	Create [ Live / Drop ]	Charges	Access	
M-Shipments4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	2/14/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	History Tracking Charges Confirmed/ Appointment Cancelled	432.50
M-Shipments4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [ 843919297 Live ]	2/16/2021 1:38 PM - 1:38 PM CST Create [ Live / Drop ]	History Tracking Charges Confirmed/ Appointment Cancelled	432.50

Viewing 1-4 of 4

Export to CSV Map Selected View Route Actions

- A list of available filters will display. Select one or more filters from the list.

The screenshot shows the 'Confirmed' page with the 'Q Filters' section. A dropdown menu is open, displaying a list of available filters. A red arrow points to the 'List of available filters' label. The table below the filters is the same as in the previous screenshot.

Q Filters	Delivery Range:	to	Destination State:	Equipment No:	Destination City:	Destination Country:	Search	Clear	Add Filter	Close

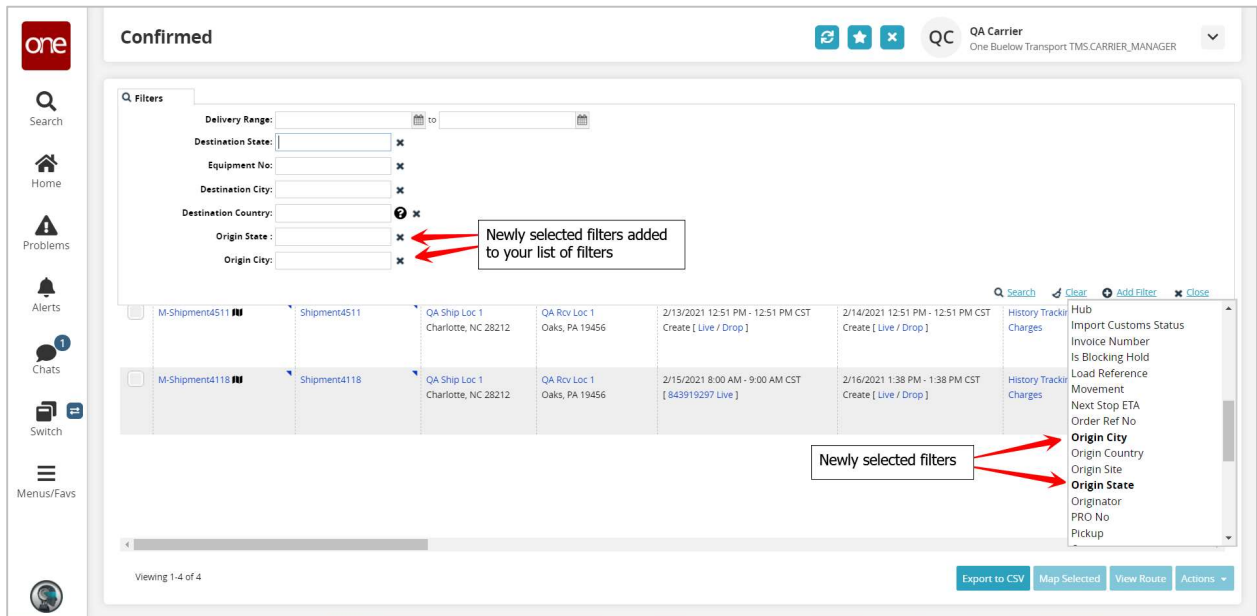
- Actual Delivery
- Actual Pickup
- Appointment Status
- Appointment Type
- BOL No
- Commercial Invoice Number
- Consignee Province
- Consignee[Filter1]
- Consignee[Filter2]
- Consignee[Filter3]
- Creation Date
- Delivery
- Destination City
- Destination Country
- Destination Site
- Cancelled

	Charlotte, NC 28212	Oaks, PA 19456	Appt Required	Create [ Live / Drop ]	Charges	Access	
M-Shipments4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	2/14/2021 12:51 PM - 12:51 PM CST Create [ Live / Drop ]	History Tracking Charges Confirmed/ Appointment Cancelled	432.50
M-Shipments4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [ 843919297 Live ]	2/16/2021 1:38 PM - 1:38 PM CST Create [ Live / Drop ]	History Tracking Charges Confirmed/ Appointment Cancelled	432.50

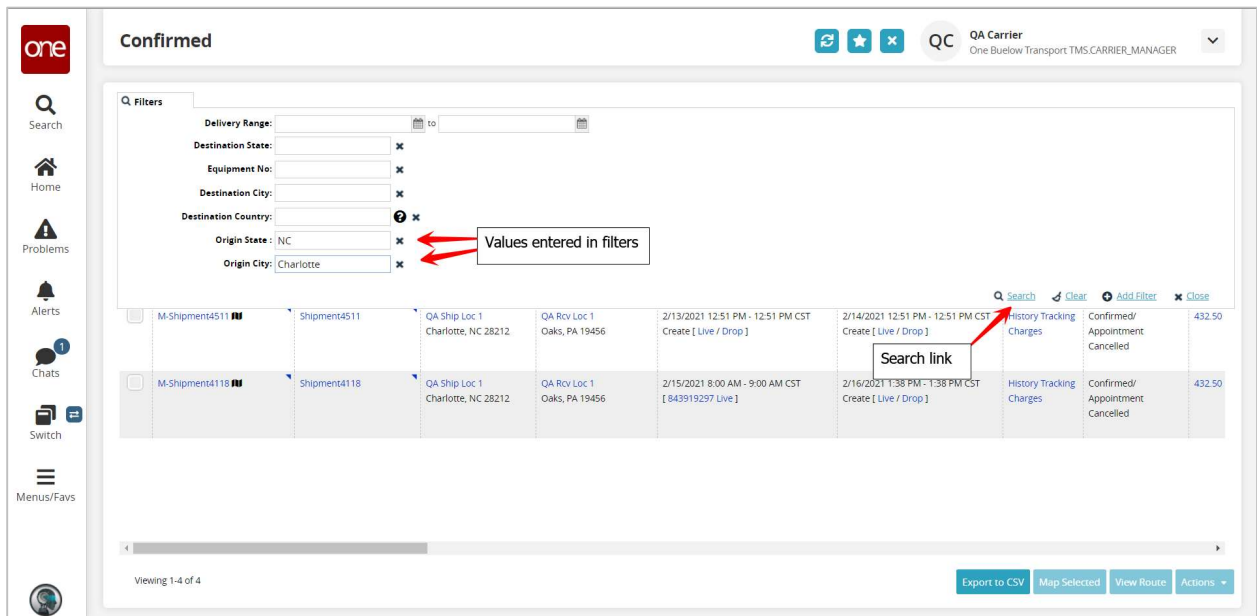
Viewing 1-4 of 4

Export to CSV Map Selected View Route Actions

- As you select a filter from the list, it will then display in bold in the list under the **Add Filter** link and that filter will be added as a new filter under your list of filters. If you need to remove one of these added filters, select the **X** symbol next to that filter.

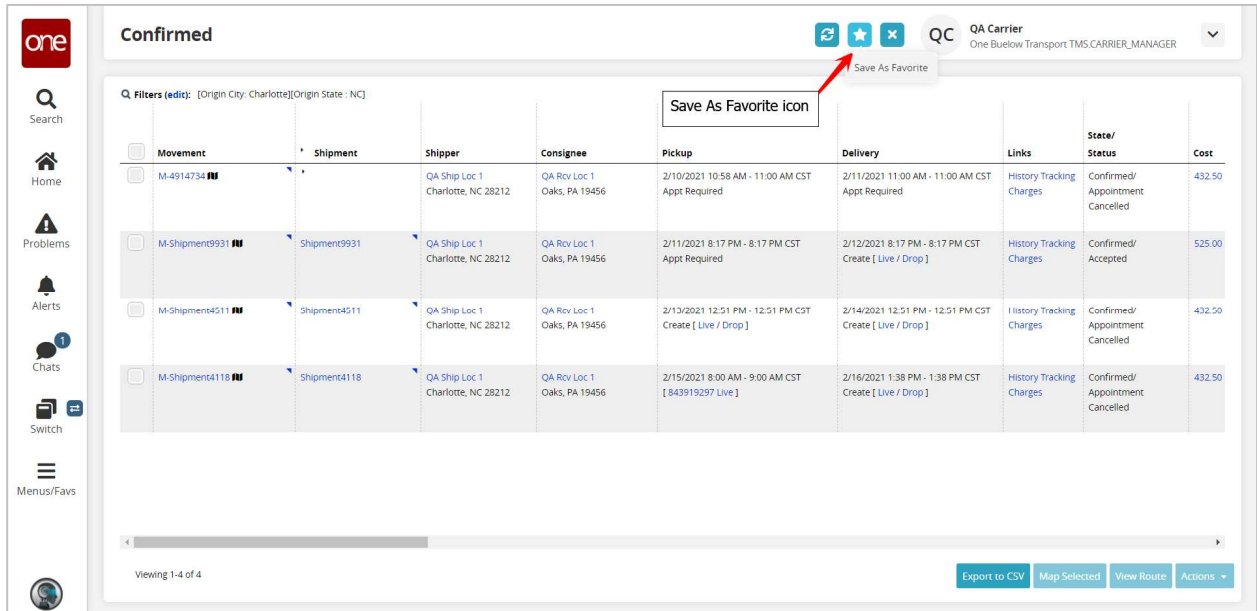


- For the filters you have added, enter information in each filter and then press the **Search** link to perform a search and view the data returned that matches your search criteria. Only data that matches all of the filter information will be returned.



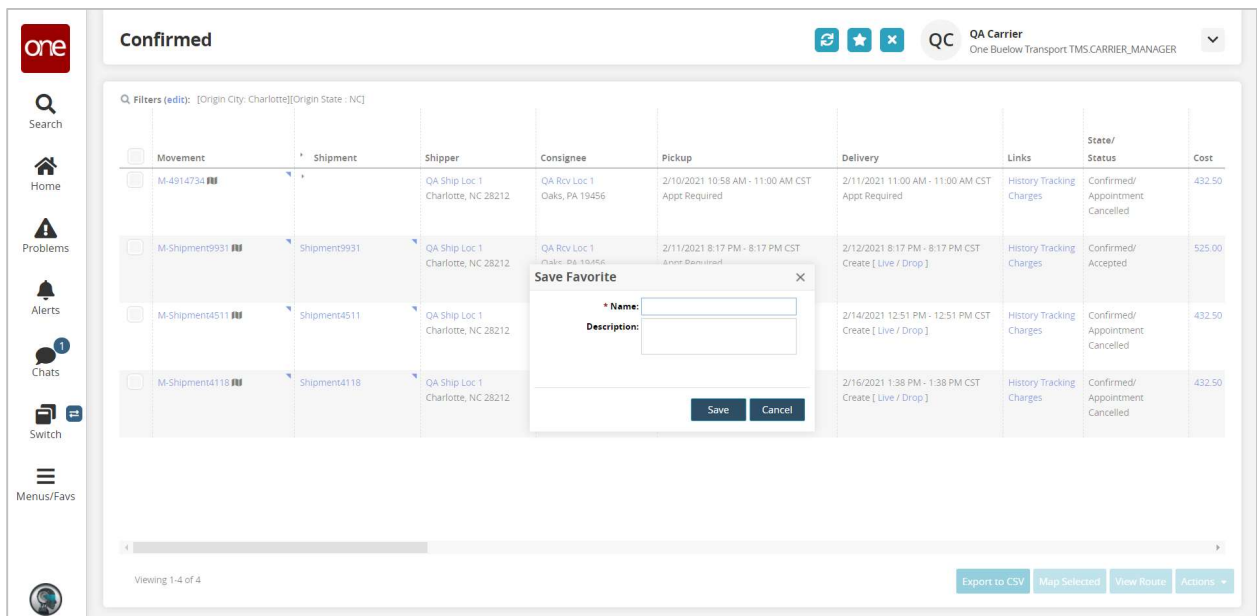
- Once the new search has been performed, you can then save that search and the associated search filter criteria as a Favorite.

To save the search as a Favorite, select the **Save As Favorite** icon (i.e. star icon) located at the top of the screen.

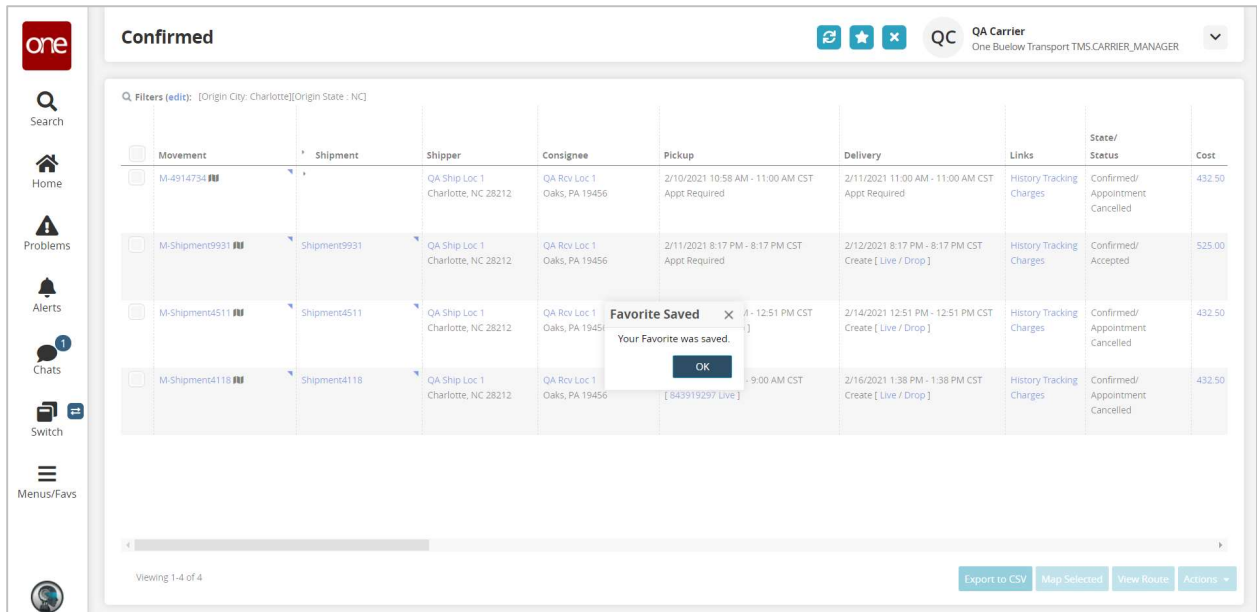


- A **Save Favorite** popup window displays.

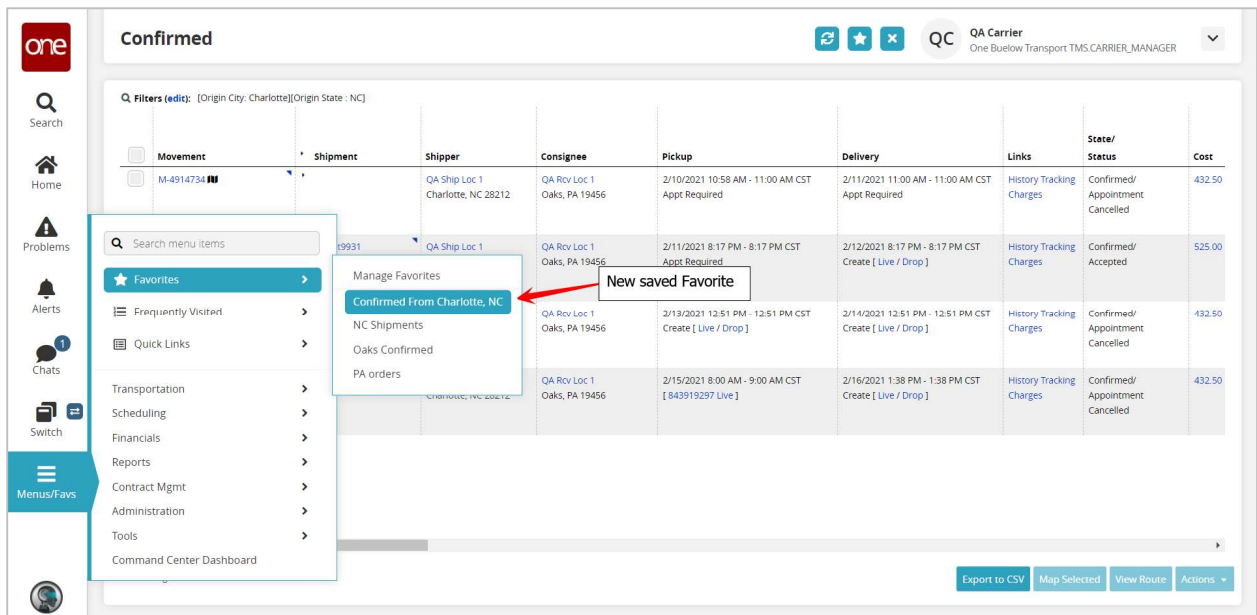
Enter the name for your Favorite in the required **Name** field. You can also enter a description in the optional **Description** field. Once the information has been entered, click the **Save** button on the popup window.



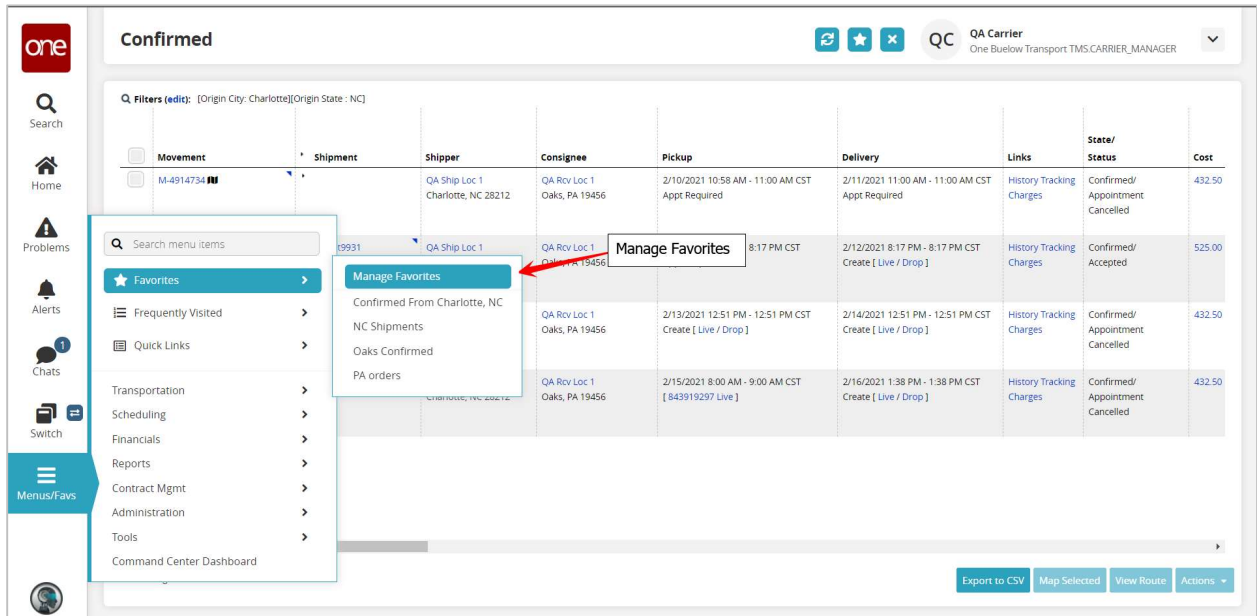
11. A success popup window displays stating your Favorite was saved. Click the **OK** button on this popup to close the popup.



12. To use this Favorite at any point in time, navigate to Menus/Favs -> Favorites and then to your newly saved Favorite from the choices. The same search will be performed without having to re-enter any of the search filter information.



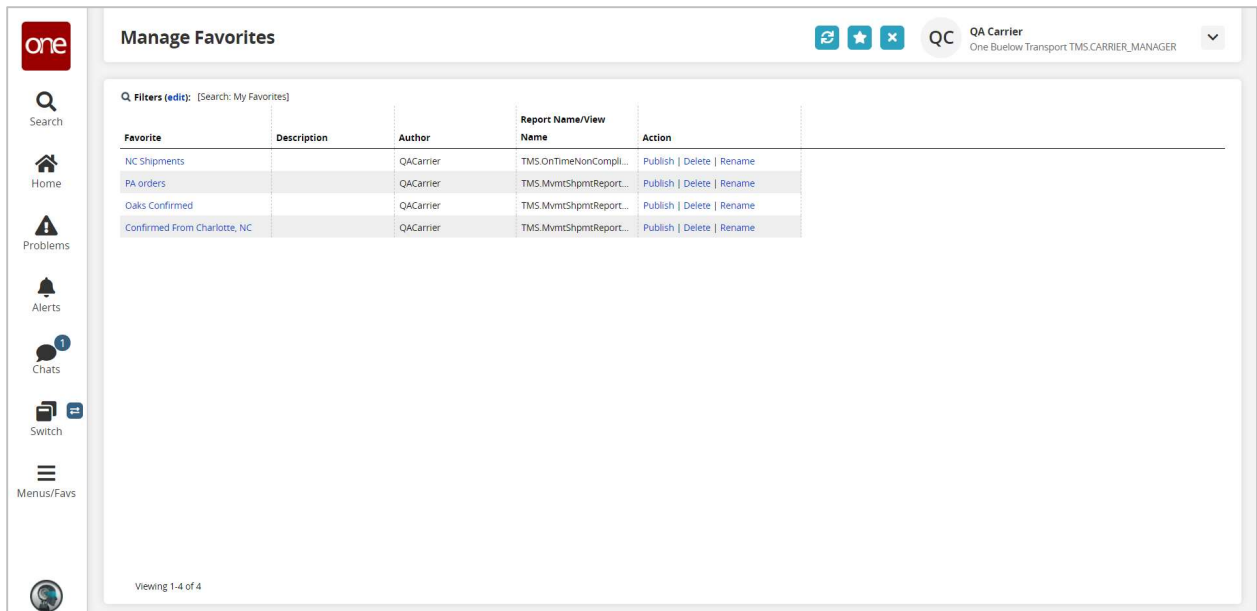
13. To manage the Favorites you have created, navigate to Menus/Favs -> Favorites -> Manage Favorites.



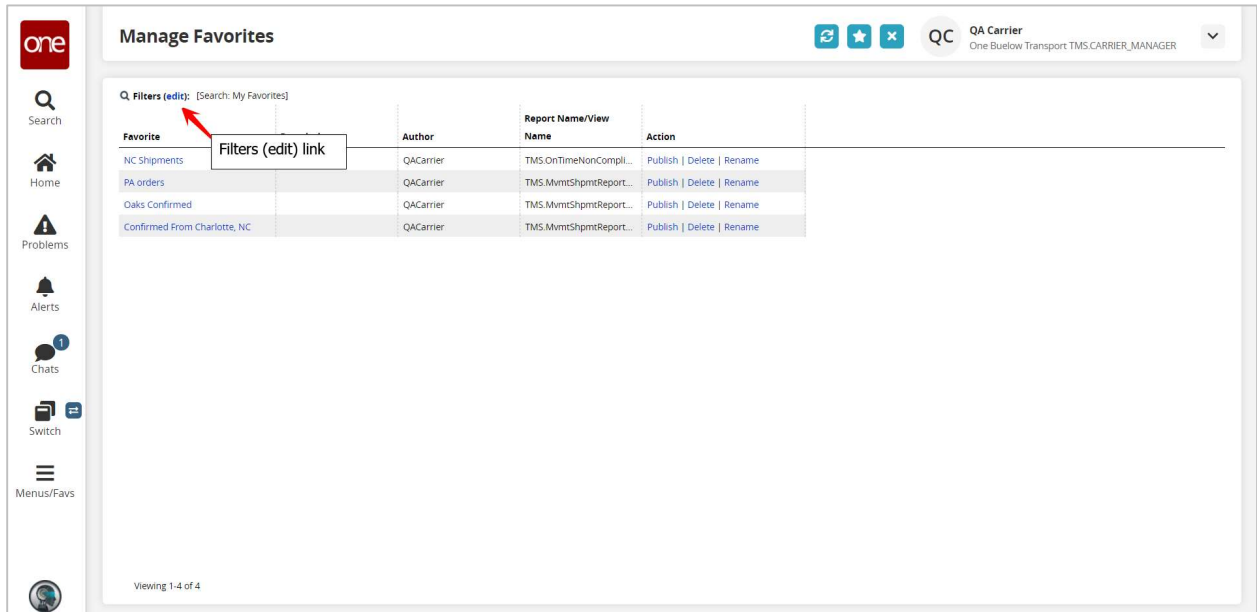
14. The **Manage Favorites** screen displays.

If needed, you can delete a Favorite by selecting the **Delete** link for that Favorite. A **Delete** confirmation popup window will display for you to confirm that you want to delete that Favorite.

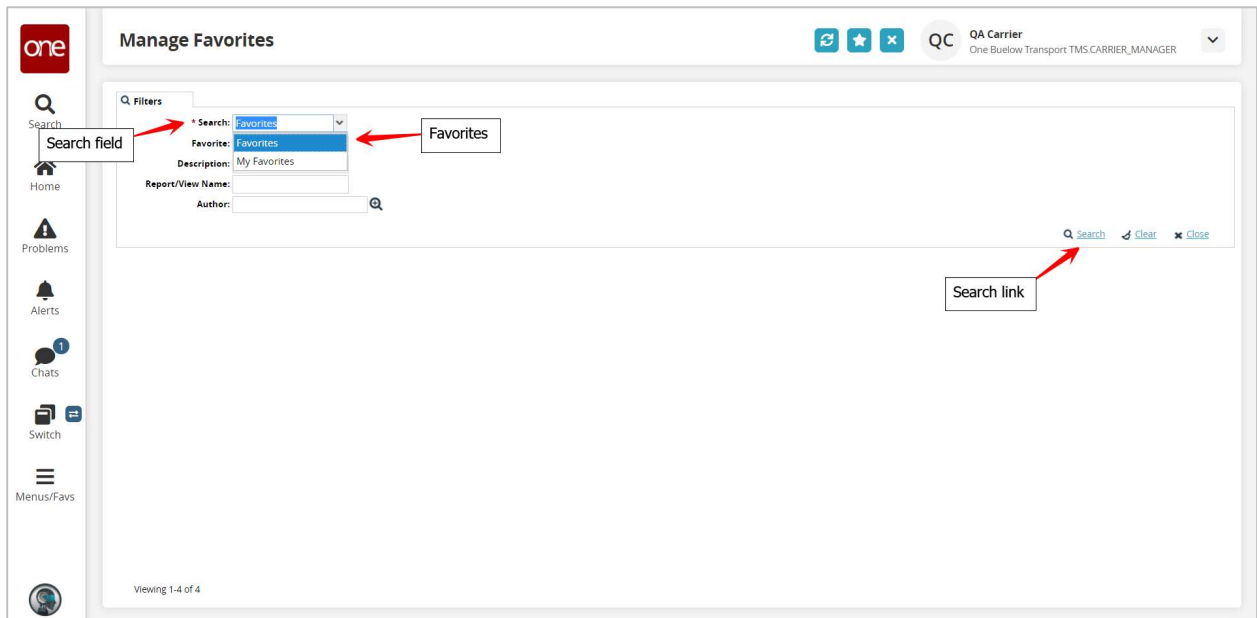
If desired, you can also publish a Favorite by selecting the **Publish** link for that Favorite. When you publish a Favorite, it will allow other users within your company to use that same Favorite. A **Publish** confirmation popup window will display for you to confirm that you want to publish that Favorite.



15. To view other user's published Favorites, select the **Filters (edit)** link on the **Manage Favorites** screen.



16. Select the **Favorites** option in the **Search** field drop down list and then press the **Search** link.





17. The list of other user's published Favorites will display.

You can choose one of the Favorite's name link which will immediately run that Favorite search.

If desired, you can also select the **Subscribe** link next to a Favorite which will then add that Favorite to your list and will be just like one of your own Favorites. It will then be visible when you navigate to Menu/Favs -> Favorites.

The screenshot displays the 'Manage Favorites' page. At the top, there is a search bar with the text 'Filters (edit): [Search: Favorites]'. Below this is a table with the following data:

Favorite	Description	Author	Report Name/View Name	Action
Charlotte Confirmed		onebuelow	TMS MvmtShpmtReport...	Subscribe
Confirmed to Oaks, PA		bhornecarrier1	TMS MvmtShpmtReport...	Subscribe

At the bottom of the table area, it says 'Viewing 1-2 of 2'. The sidebar on the left contains icons for Search, Home, Problems, Alerts, Chats, Switch, and Menu/Favs. The top right corner shows the user 'QA Carrier' and 'One Buelow Transport TMS.CARRIER\_MANAGER'.