

Quick Guide to Navigating Between Screens Using the NEO UI



Introduction

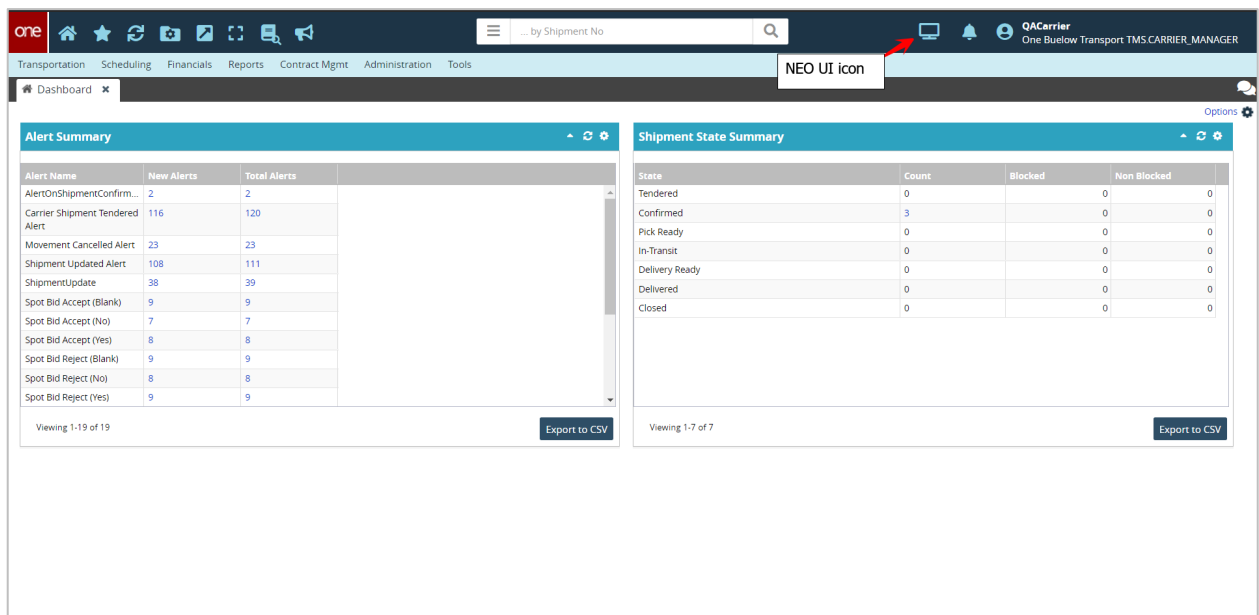
This document provides a quick guide explaining how to navigate between screens using the One Network system using the NEO UI. In the NEO UI, screens are referred to as perspectives.

Note – in the NEO UI, the main menu is now located on the left side bar Navigational panel.

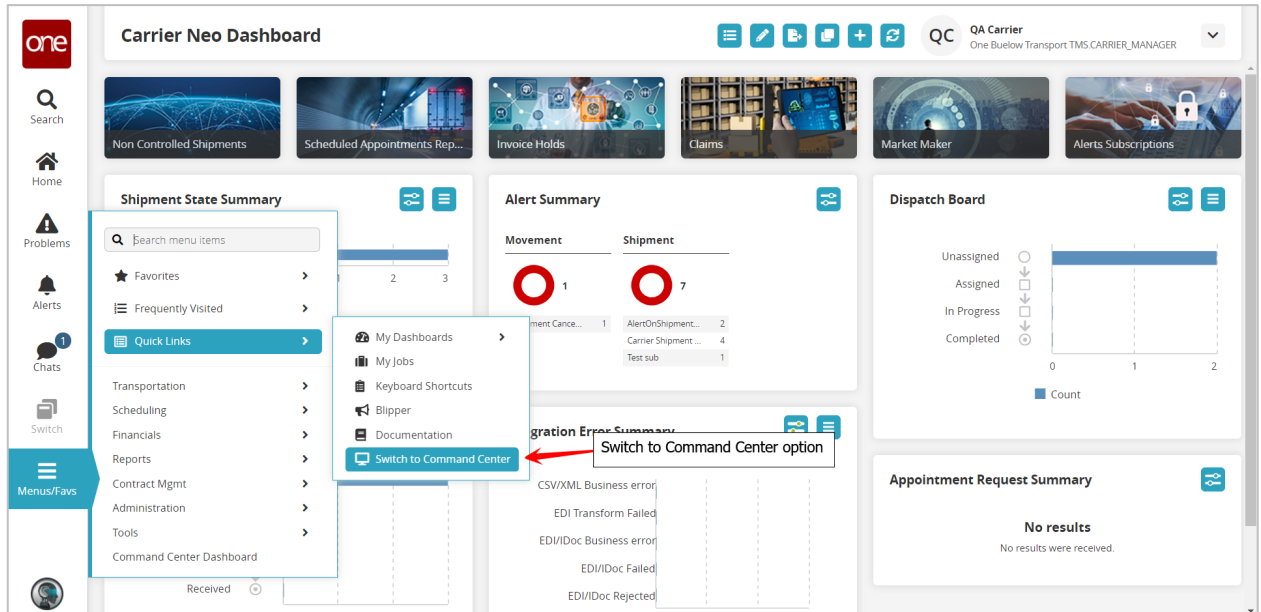
Navigating Between Screens Using the NEO UI

1. Login to the One Network system and use the NEO UI.

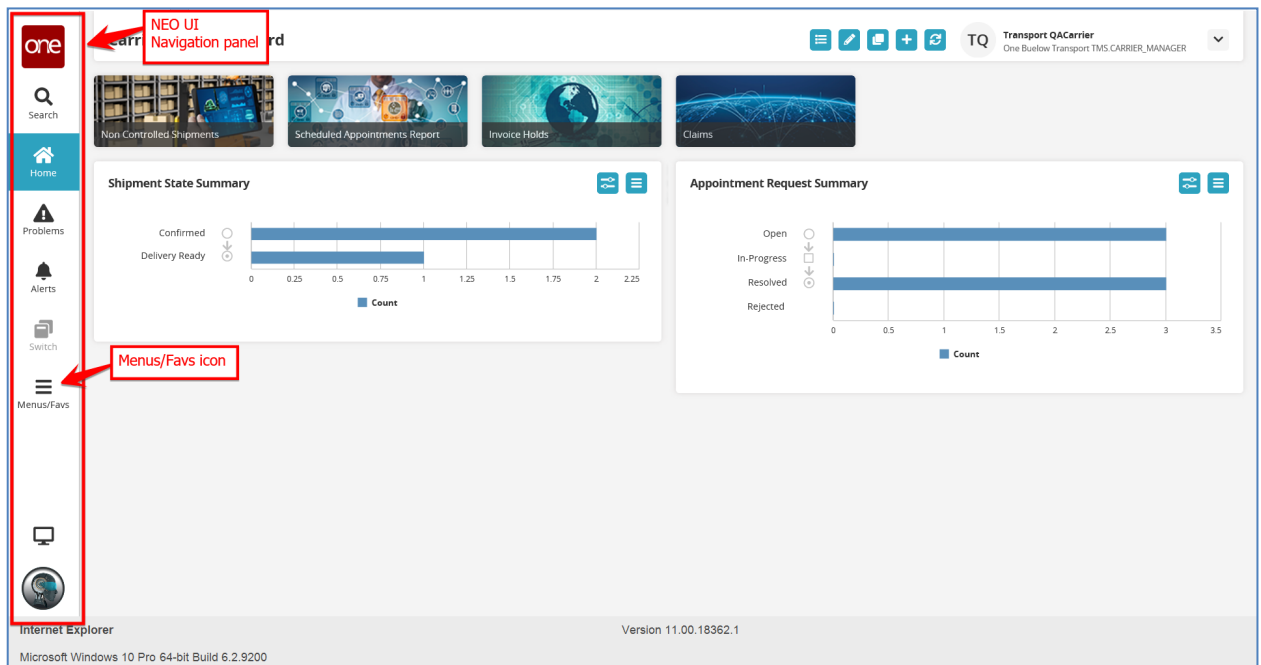
If your screen is displaying the Command Center UI, select the NEO UI icon located at the top right of the screen in order to switch to the NEO UI.



FYI - if needed for some reason, you can switch back to the Command Center UI by navigating to Menus/Favs -> Quick Links -> Switch to Command Center from the left side bar Navigation panel.



2. In the NEO UI, to navigate to a screen, select the **Menus/Favs** icon located on the left side bar Navigation panel.



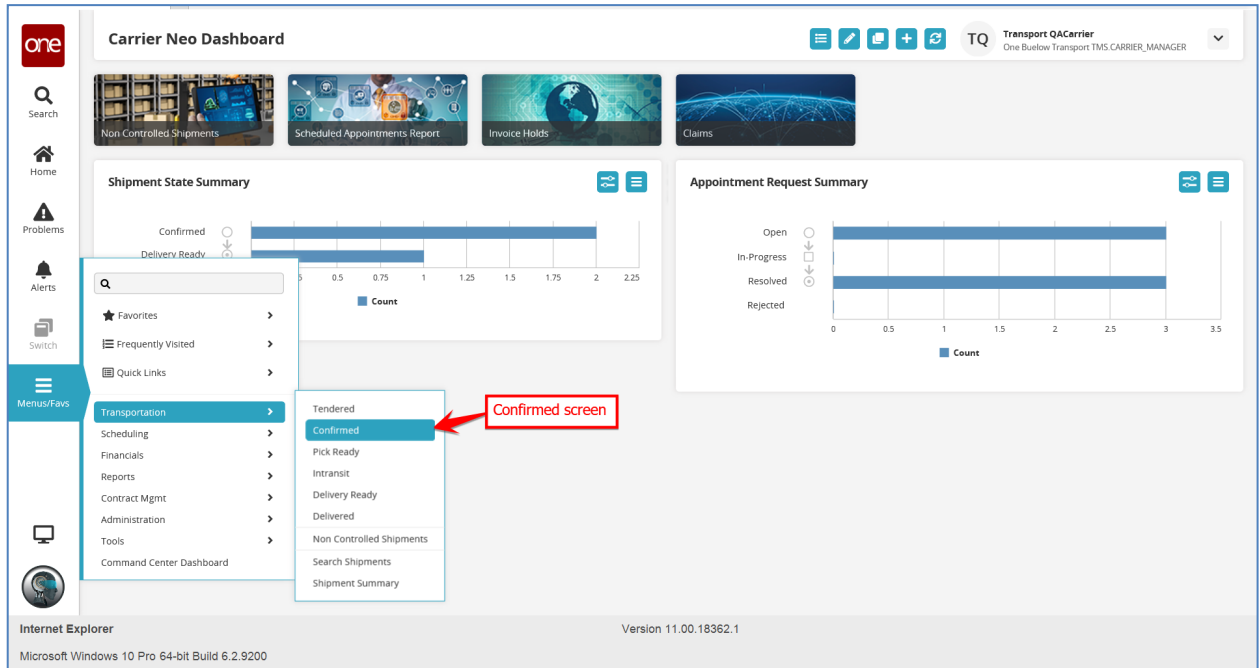
- Once you select the **Menus/Favs** icon, you can locate your desired screen by either entering its name in the search field or by locating it under the menu tree.

If using the search field, type in a menu item name in the field. A list of menu items matching your entry in the search field displays. The search is reactive, so partial matches will show search results. Note - the menu path for the item is displayed in smaller text to the right of the menu item to help ensure you select the correct menu item from the search results when screens have the same or similar names.

The screenshot displays the 'Confirmed' screen of a TMS application. The main area contains a table of confirmed shipments. The table has the following columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Eq/ Stops/ Size, Cost, Qty/ Weight/ Volume, and Target Actual. Two shipment records are visible. The first record shows a shipment from 'M-GH-Shipment-30' to 'GH-Shipment-30' with a pickup date of 9/2/2020 and a delivery date of 9/3/2020. The second record shows a shipment from 'MS' to 'Shipment5123' with a pickup date of 9/3/2020 and a delivery date of 9/4/2020. A sidebar on the left contains navigation icons and a 'Menus/Favs' section. A search field is highlighted with a red box and labeled 'Search field'. A menu tree is also highlighted with a red box and labeled 'Menu tree'.

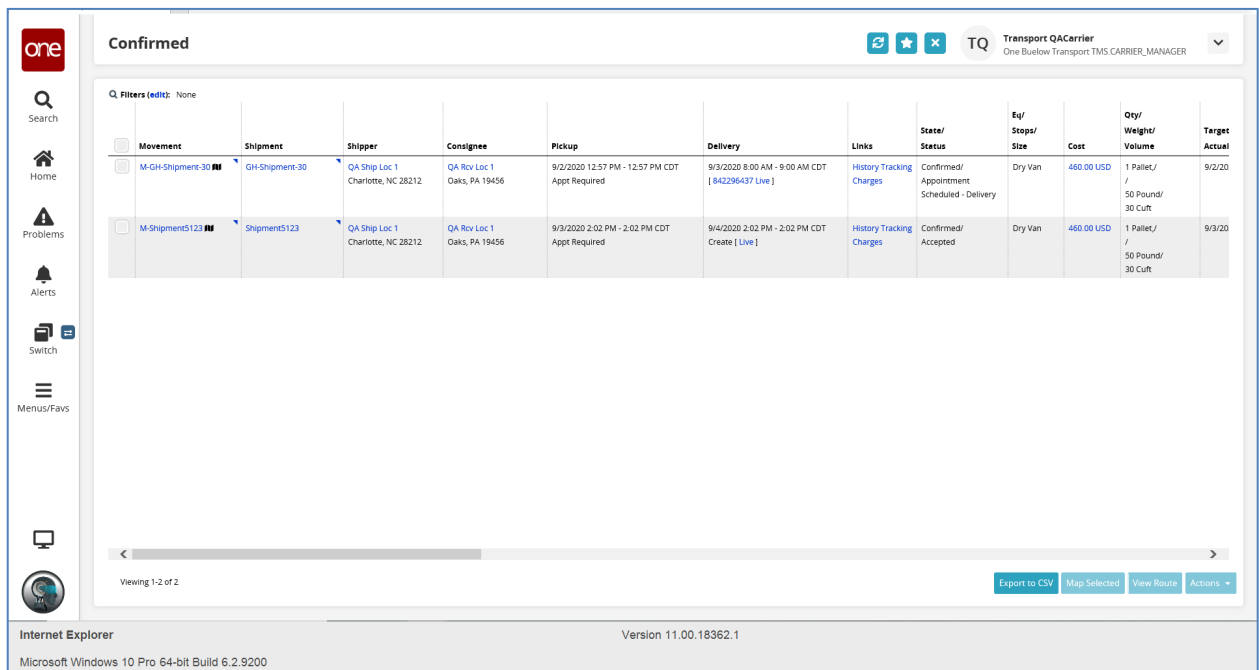
Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Eq/ Stops/ Size	Cost	Qty/ Weight/ Volume	Target Actual
M-GH-Shipment-30	GH-Shipment-30	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	9/2/2020 12:57 PM - 12:57 PM CDT Appt Required	9/3/2020 8:00 AM - 9:00 AM CDT [842296437 Live]	History Tracking Charges	Confirmed/ Appointment Scheduled - Delivery	Dry Van	460.00 USD	1 Pallet/ / 50 Pound/ 30 Cubt	9/2/20
MS	Shipment5123	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	9/3/2020 2:02 PM - 2:02 PM CDT Appt Required	9/4/2020 2:02 PM - 2:02 PM CDT Create [Live]	History Tracking Charges	Confirmed/ Accepted	Dry Van	460.00 USD	1 Pallet/ / 50 Pound/ 30 Cubt	9/3/20

- Navigate to a screen to open that respective screen. The example below shows opening the **Confirmed** screen.

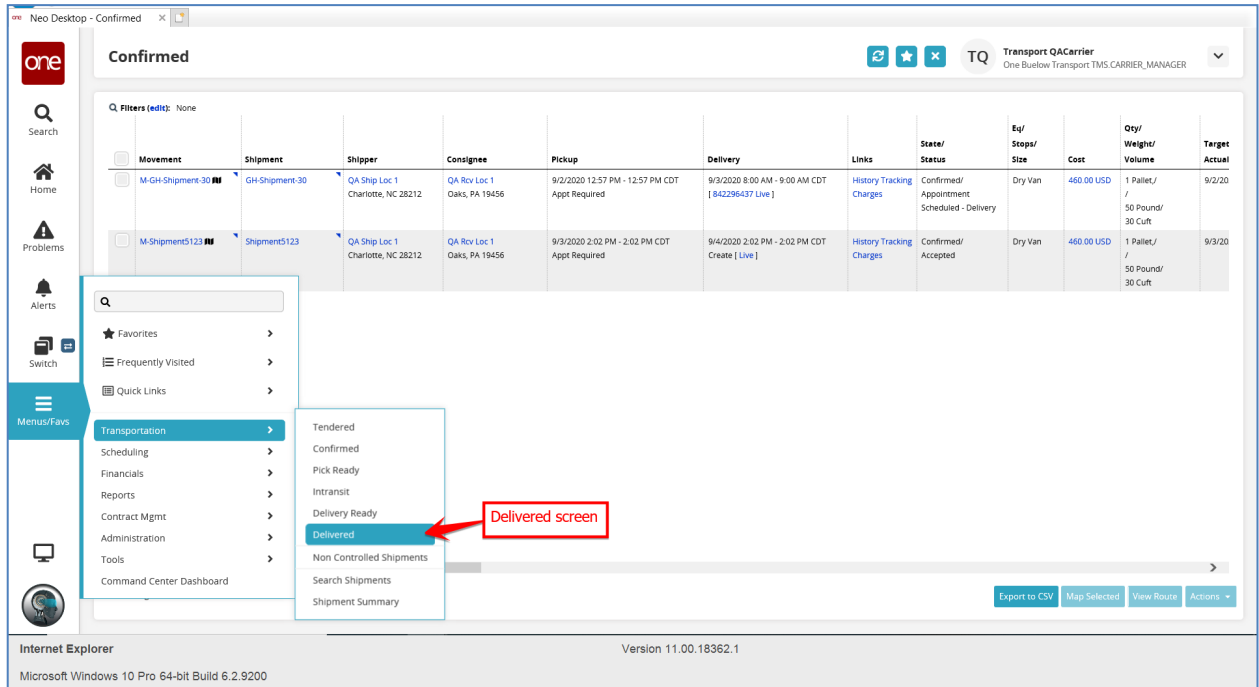


- The selected **Confirmed** screen appears.

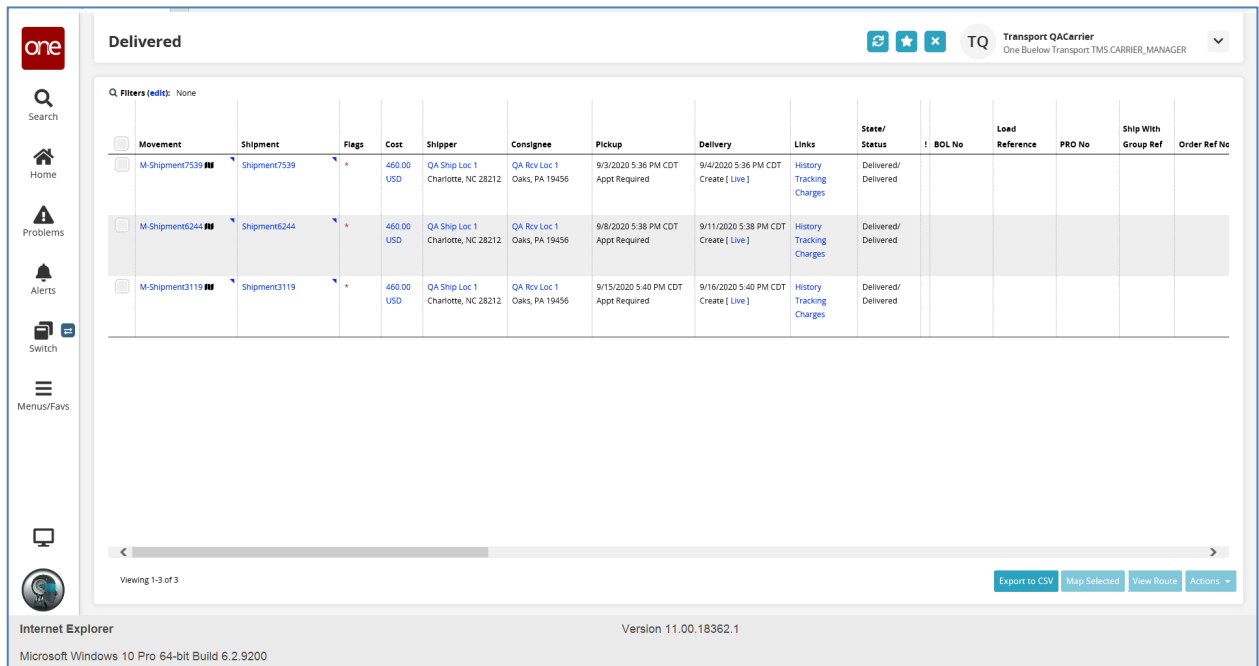
As you will notice, this screen does not open in a tab type view as was with the Command Center UI. This screen is referred to as a perspective with the NEO UI.



- You can perform the same operation to open another desired screen. The example below is opening the **Delivered** screen.



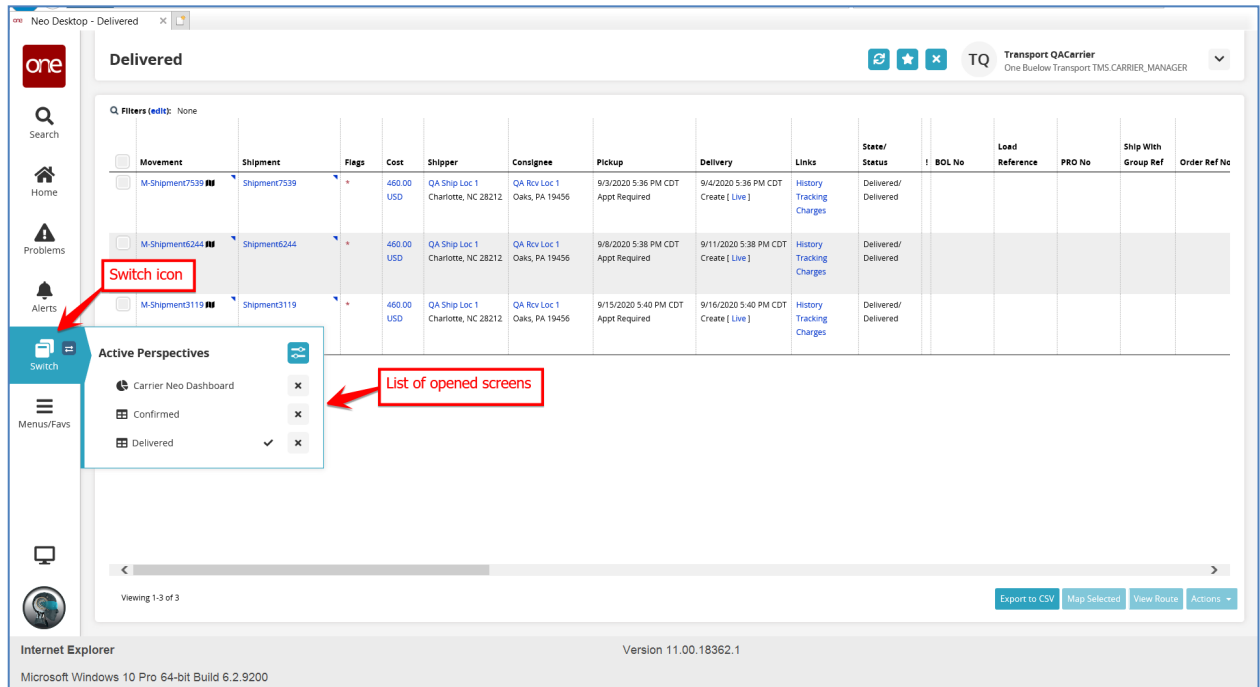
- The **Delivered** screen then appears.



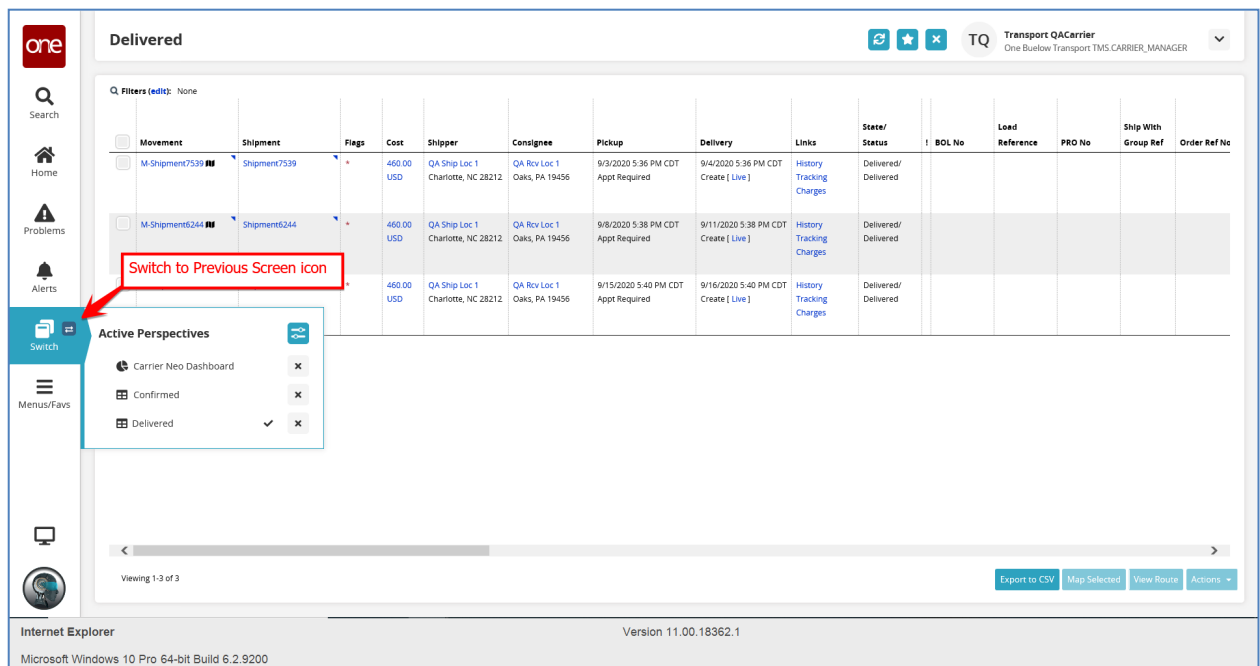
8. You can switch between your opened screens by selecting the **Switch** icon on the Navigation panel.

The list of opened screens or perspectives will be shown. The current active screen being shown has a checkmark beside it.

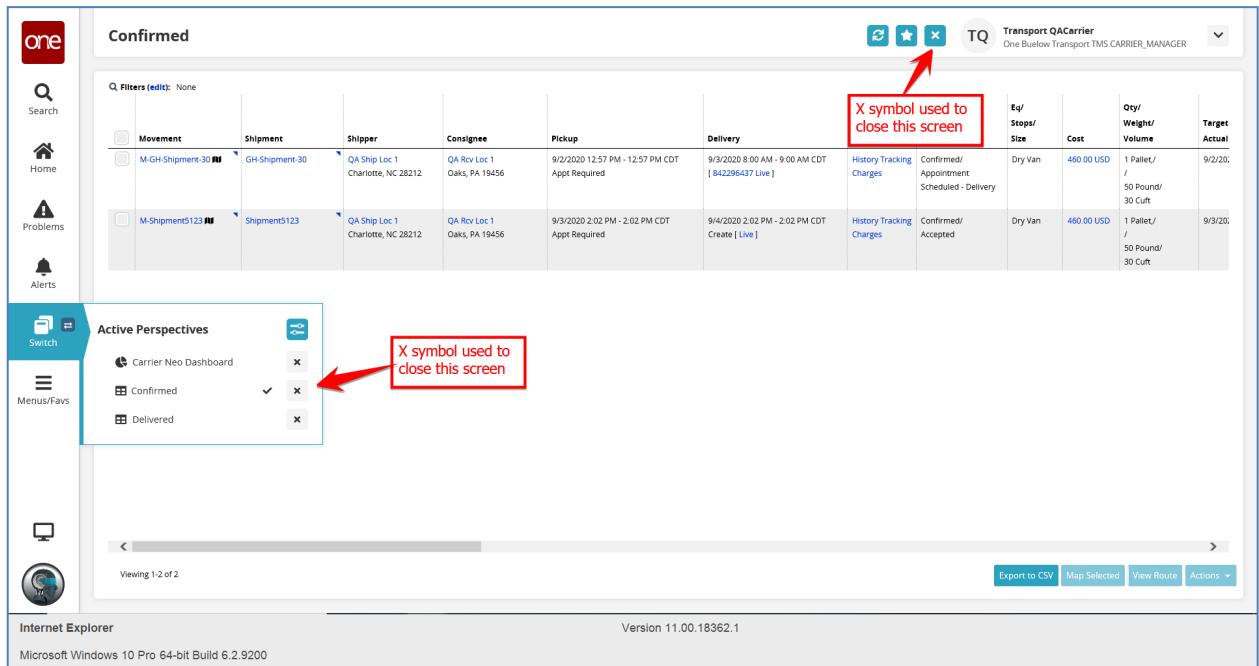
To switch to one of the other opened screens, you just select that one from the list.



9. You can also select the **Switch to Previous Screen** icon to quickly switch to the last viewed screen.



10. To close a specific screen, you can either select the **X** symbol at the top right of the screen or you can select the **X** symbol in the list of screens under the **Switch** icon.



11. To find any Favorites you created, select the **Menus/Favs** icon on the Navigation panel and then select **Favorites**.

