

Introduction

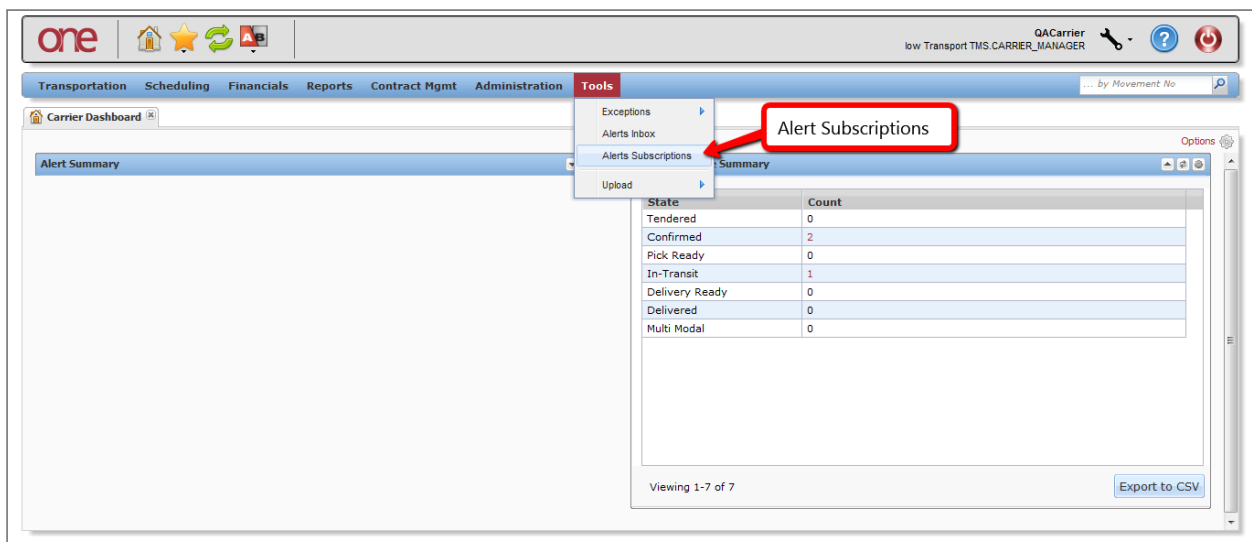
This document provides a quick guide for Carriers and Vendors explaining how to subscribe to an Alert in the One Network System.

Throughout the day, many events occur within the One Network System. These events can trigger alerts that users may subscribe to, which keeps the user aware of certain things occurring or not occurring in the system. An event can be something such as a shipment being updated.

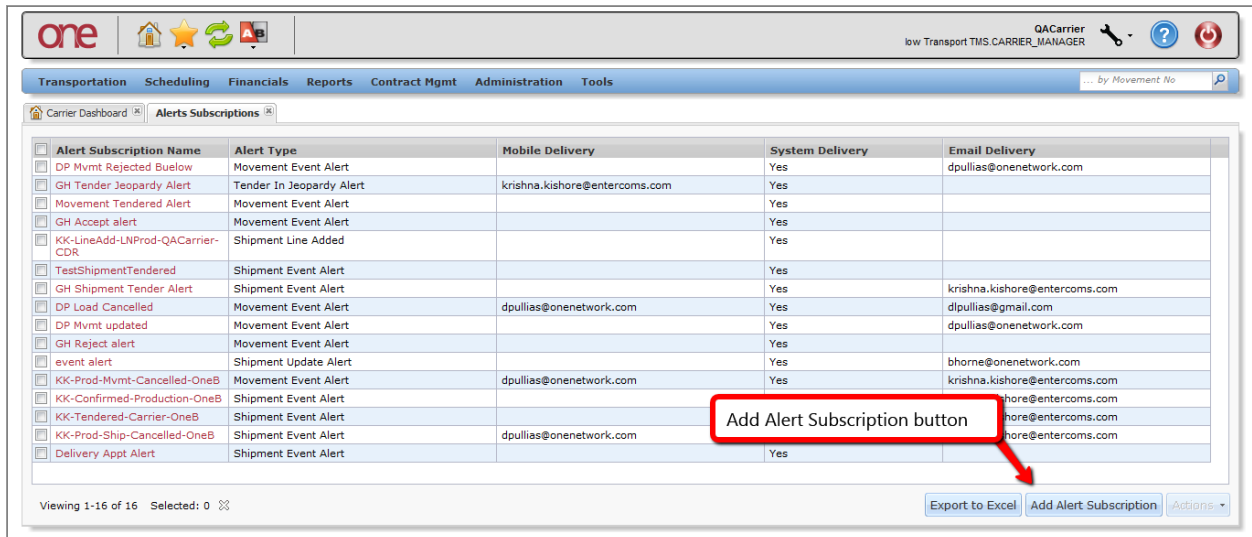
An alert can happen when a specific event occurs – these are referred to as event-based alerts. When a shipment is tendered would be an example of an event-based alert – the event is the tendering itself. An alert can also happen if an event does not occur within a specified time threshold - these are referred to as time-based alerts.

Subscribing to an Alert

1. Login to the One Network system.
2. Select Tools -> Alerts Subscriptions.



- The **Alerts Subscriptions** screen will be displayed with a list of your current alert subscriptions.
To subscribe to a new alert, press the **Add Alert Subscription** button.

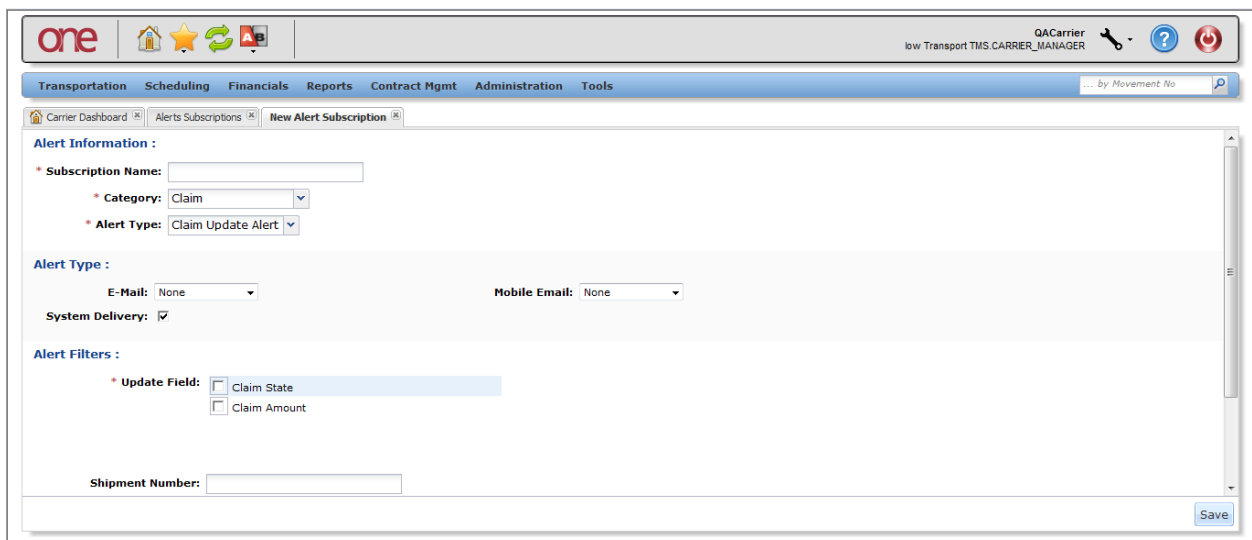


Note: To view or edit the details for an existing alert subscription, select the **Alert Subscription Name** link on the **Alert Subscriptions** screen.

- After pressing the **Add Alert Subscription** button, the **New Alert Subscription** screen will be displayed.

This screen is divided into 3 sections: **Alert Information**, **Alert Type**, and **Alert Filters**.

Note - the **Alert Filters** section will change depending on what type of alert is selected in the **Alert Information** section.



5. Enter and select information in the **Alert Information** section of the screen:

Note: Fields marked with an asterisk symbol (*) are required.

- **Subscription Name** field - enter a name for your alert
- **Category** field - select one of the available categories from the **Category** drop-down field. If you want to subscribe to an alert based on the Movement or Shipment, select the **Movement** or **Shipment** category option.
- **Alert Type** field – once you select a Category, the list of corresponding Alert Types will be available. Select one of the available alert types from the **Alert Type** drop-down field. If you selected the Shipment category, you can pick a specific alert such as **Shipment Line Changed** or you can pick a general type of alert such as **Shipment Event Alert**. If you select the general **Shipment Event Alert** category, you would then specify the event for this alert in the **Alert Filters** section of the screen.

The screenshot shows the 'New Alert Subscription' form in the 'one' system. The form is titled 'Alert Information' and contains several fields. Three red boxes with arrows point to the 'Subscription Name' text field, the 'Category' dropdown menu (currently showing 'Claim'), and the 'Alert Type' dropdown menu (currently showing 'Claim Update Alert'). Below these are 'Alert Type' sub-sections for 'E-Mail' and 'Mobile Email', both set to 'None', and a 'System Delivery' checkbox which is checked. The 'Alert Filters' section has an 'Update Field' section with two checkboxes: 'Claim State' (checked) and 'Claim Amount'. At the bottom is a 'Shipment Number' text field and a 'Save' button.

6. Enter information in the **Alert Type** section of the screen. This section allows you to send this alert to two different email addresses as well as to send the alert to the system so you can see it within the application:

- For the **E-Mail** field, select one of the selections from the drop down list – None, Email, or Alternate Email

Note – If you select the **Email** option from the drop down list, it will default to the email address specified for your username. The **Alternate Email** option from the drop down list will allow you to enter any email address.

- For the **Mobile Email** field, select one of the selections from the drop down list – None, Email, or Alternate Email. This **Mobile Email** field allows you to enter another separate email address that would be in addition to address specified in the **E-Mail** field.
- Select the checkbox next to the **System Delivery** field if you want the alert to be seen in the application under your **Alert Inbox**

The screenshot shows the 'New Alert Subscription' form in the 'one' application. The form is titled 'Alert Information' and includes the following fields and options:

- Subscription Name:** A text input field.
- Alert Type:** A dropdown menu with 'None' selected. A red box labeled 'Alert Type section' points to this area.
- E-Mail:** A dropdown menu with 'None' selected. A red box labeled 'E-Mail' points to this dropdown.
- Mobile Email:** A dropdown menu with 'None' selected. A red box labeled 'Mobile Email' points to this dropdown.
- System Delivery:** A checked checkbox. A red box labeled 'System Delivery checkbox' points to this checkbox.
- Alert Filters:** A section with 'Update Field:' and two checkboxes: 'Claim State' and 'Claim Amount'.
- Shipment Number:** A text input field at the bottom.

A 'Save' button is located at the bottom right of the form.

7. Enter information in the **Alert Filters** section of the screen.

This section allows you to specify certain filter criteria that needs to be met for this alert.

For example, the **Alert Filters** section may include a **Ship From Site** field (depending on which Alert Type you selected). You could then specify a **Ship From Site** which means you would only get that alert for Shipments that contain that **Ship From Site**.

The screenshot shows the 'New Alert Subscription' form in a web application. The 'Alert Filters' section is highlighted with a red box and labeled 'Alert Filters section'. The form includes the following fields:

- Alert Information:**
 - Subscription Name: (text input)
 - Category: Shipment (dropdown)
 - Alert Type: Shipment Event Alert (dropdown)
- Alert Type:**
 - E-Mail: (dropdown)
 - Mobile Email: None (dropdown)
 - System Delivery: (checkbox)
- Alert Filters:**
 - Event: Tendered (dropdown)
 - Shipment Number: (text input)
 - Master Shipment Number: (text input)
 - Order Number: (text input)
 - Bill Of Lading Number: (text input)

A 'Save' button is located at the bottom right of the form.

8. Once all the information has been entered on the **New Alert Subscription** screen, press the **Save** button on the bottom of the screen.

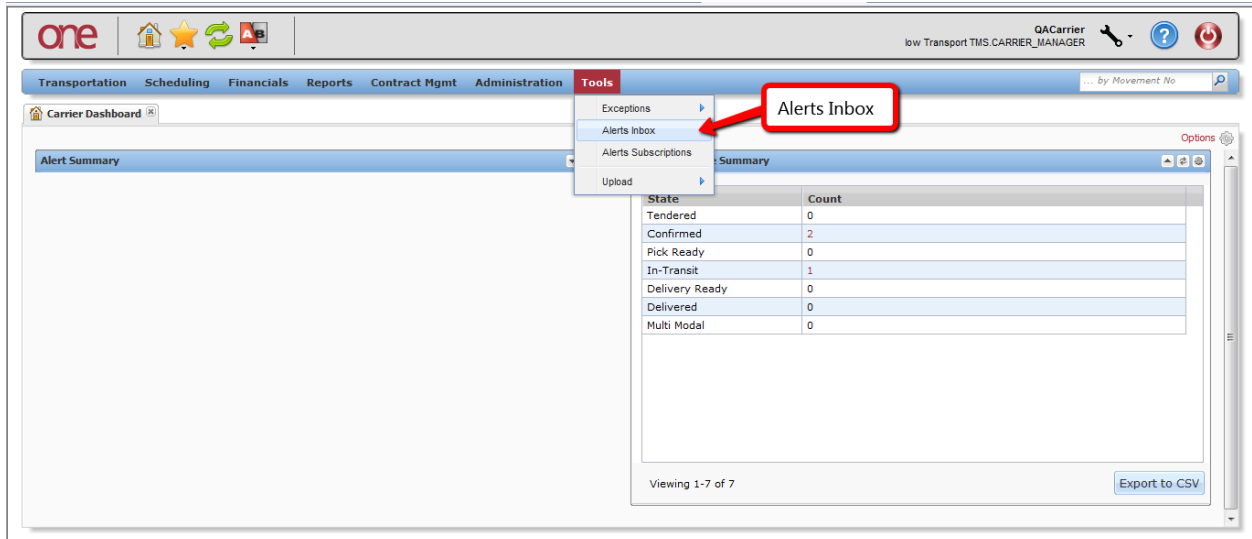
You will receive a message on the screen that the alert was successfully created.

The screenshot shows the 'New Alert Subscription' form with the following information entered:

- Alert Information:**
 - Subscription Name: Bob Tender Alert
 - Category: Shipment
 - Alert Type: Shipment Event Alert
- Alert Type:**
 - E-Mail: None
 - Mobile Email: None
 - System Delivery:
- Alert Filters:**
 - Event: Tendered
 - Shipment Number: (empty)
 - Master Shipment Number: (empty)
 - Order Number: (empty)
 - Bill Of Lading Number: (empty)

The 'Save' button at the bottom right is highlighted with a red box and labeled 'Save button'.

9. Once an alert is triggered, you will get an email message to the email address(es) you specified on the alert. In addition, the alert will be sent to the system if you selected the **System Delivery** checkbox.
10. To view alerts sent to the system, select Tools -> Alerts Inbox.

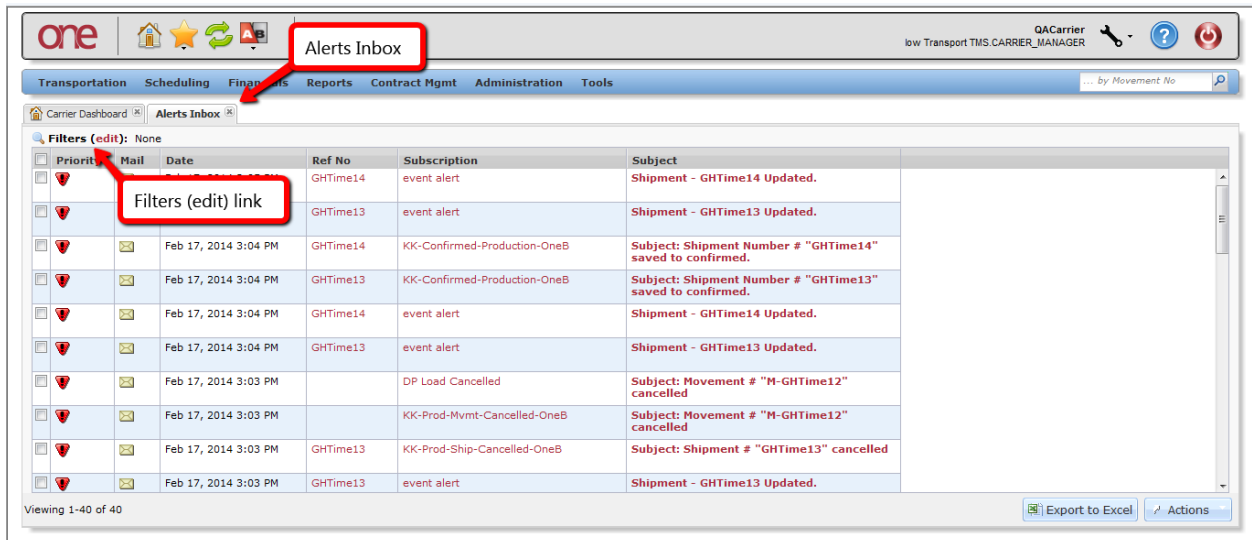


11. The **Alerts Inbox** screen will be displayed with a list of alerts that were sent to the system.

Note – this would be for the alerts that you checked the **System Delivery** checkbox.

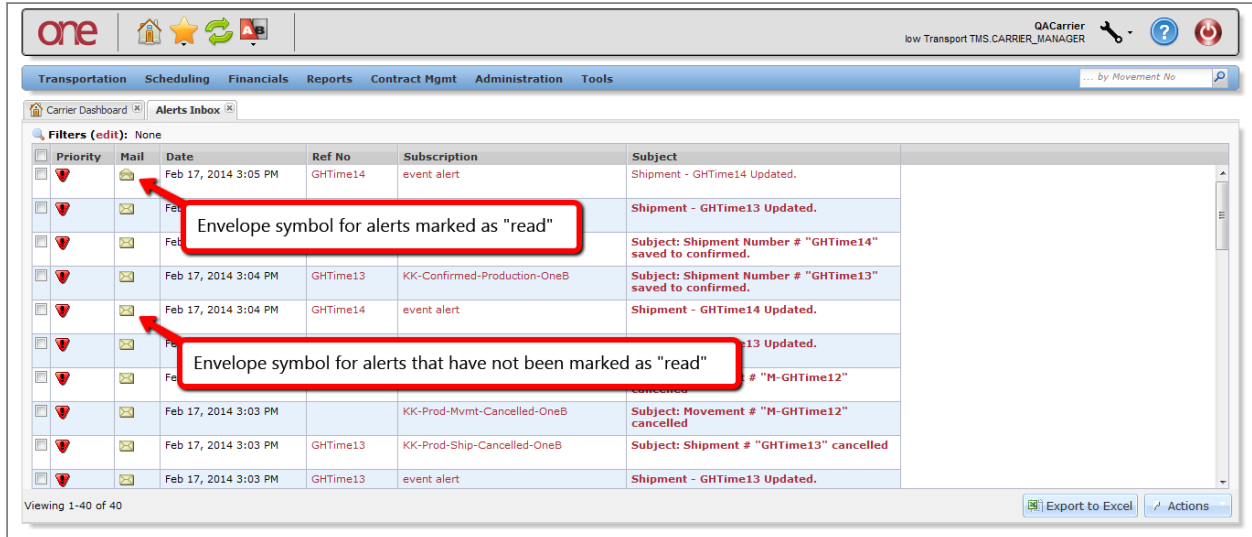
This screen will list the date the alert was sent under the **Date** column as well as the name of your alert under the **Subscription** column.

You can filter and search for specific alerts by selecting the “Filters (edit)” link. Once that link is selected, you can enter filter information and then press the **Search** link.

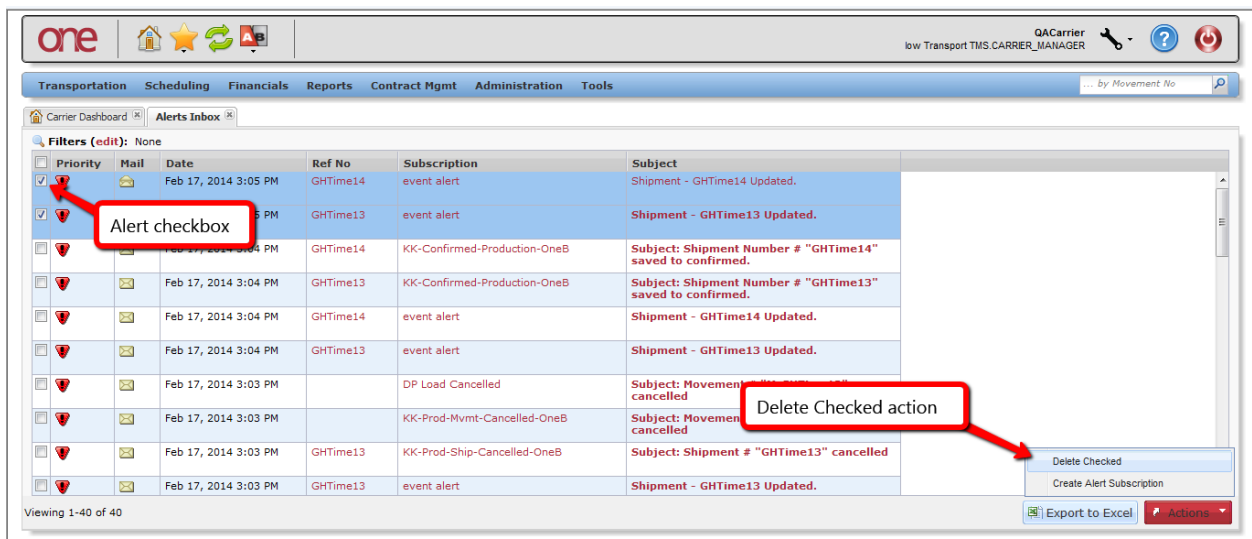


- On the **Alerts Inbox** screen, you can mark an alert as “read” by selecting the envelope symbol for the alert.

The envelope symbol will change to an open envelope to signify to you that you have already read and acknowledged this alert.



- To delete alert messages, select the checkboxes next to the alert messages and press the **Actions** button and select **Delete Checked**.



14. Another way to view the alerts sent to the system is to add the **Alert Summary** portlet to your **Dashboard**.

This **Alert Summary** portlet lists the name of the alert and the count or number of each of this alert – the count is displayed under the **New Alerts** column and the **Total Alerts** column.

The **New Alerts** column will show you a count of the alerts you have not marked as “read” while the **Total Alerts** column will show you the total number of this alert (i.e. read and not read).

You can select the count link for any alert to see the specifics for that alert.

The screenshot shows the Oracle Transportation Management (OTM) Carrier Dashboard. The top navigation bar includes 'one' logo, home icon, and user information 'QACarrier low Transport TMS.CARRIER_MANAGER'. The main menu includes 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. The 'Carrier Dashboard' is active, showing 'Alerts Inbox' and 'Alert Summary portlet' tabs. The 'Alert Summary' portlet displays a table with the following data:

Alert Name	New Alerts	Total Alerts
DP Load Cancelled	1	1
Delivery Appt Alert	2	2
GH Shipment Tender Alert	3	3
KK-Confirmed-Production-OneB	9	9
KK-Prod-Mvmt-Cancelled-OneB	1	1
KK-Prod-Ship-Cancelled-OneB	1	1
KK-Tendered-Carrier-OneB	3	3
Movement Tendered Alert	1	1
TestShipmentTendered event alert	3	3
	15	16

The portlet also includes a 'Viewing 1-10 of 10' indicator and an 'Export to CSV' button. To the right, the 'Shipment State Summary' portlet displays a table with the following data:

State	Count
Tendered	0
Confirmed	2
Pick Ready	0
In-Transit	1
Delivery Ready	0
Delivered	0
Multi Modal	0

The 'Shipment State Summary' portlet also includes a 'Viewing 1-7 of 7' indicator and an 'Export to CSV' button.