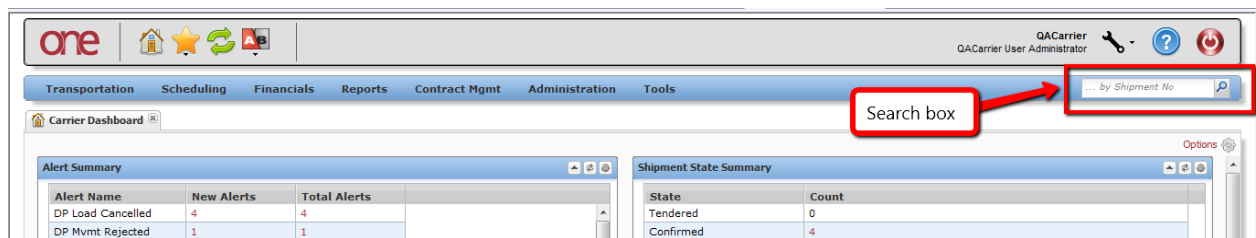


## Introduction

This document provides a quick guide for Carriers and Vendors explaining how to reschedule an appointment using the One Network system.

## Appointment Rescheduling

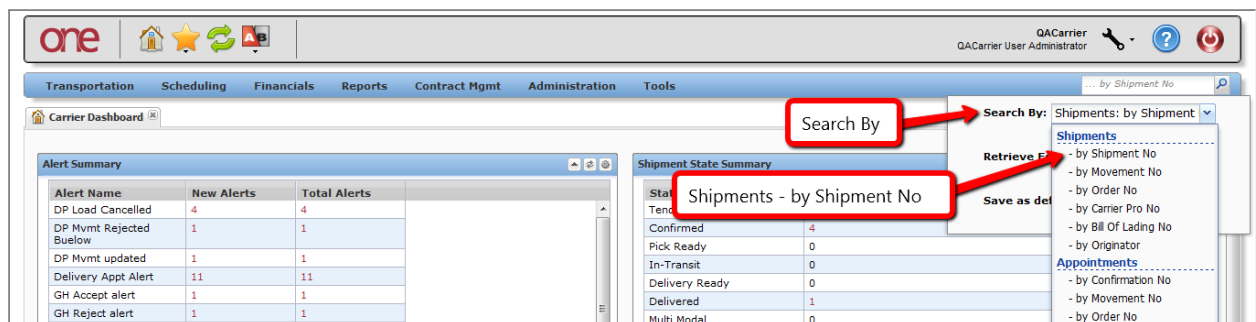
1. Login to the One Network system.
2. Find your Shipment by first clicking into the Search box (located in the upper right-hand corner of the screen) as shown below:



3. When you first click into the Search box, you will see a “Search By” field and a “Retrieve For” field.

For the “Search By” field, please be sure that the drop-down choice is set to “Shipments: by Shipment Number”.

For the “Retrieve For” field, the default choice is “Last 30 Days” – if you want to look for shipments whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.



4. Type in your PO number in the Search box

**IMPORTANT** – When entering your PO number in the Search box, you can enter a wild card symbol if you do not know or do not want to enter the entire PO number. The wild card is the asterisk (\*) symbol, and you can enter it either before the PO number or after the PO number.

5. After entering your PO number, hit the **Enter** key on your keyboard.
6. A list of matching PO numbers will be displayed. Find your desired PO number which would be located under the **Shipment** column.

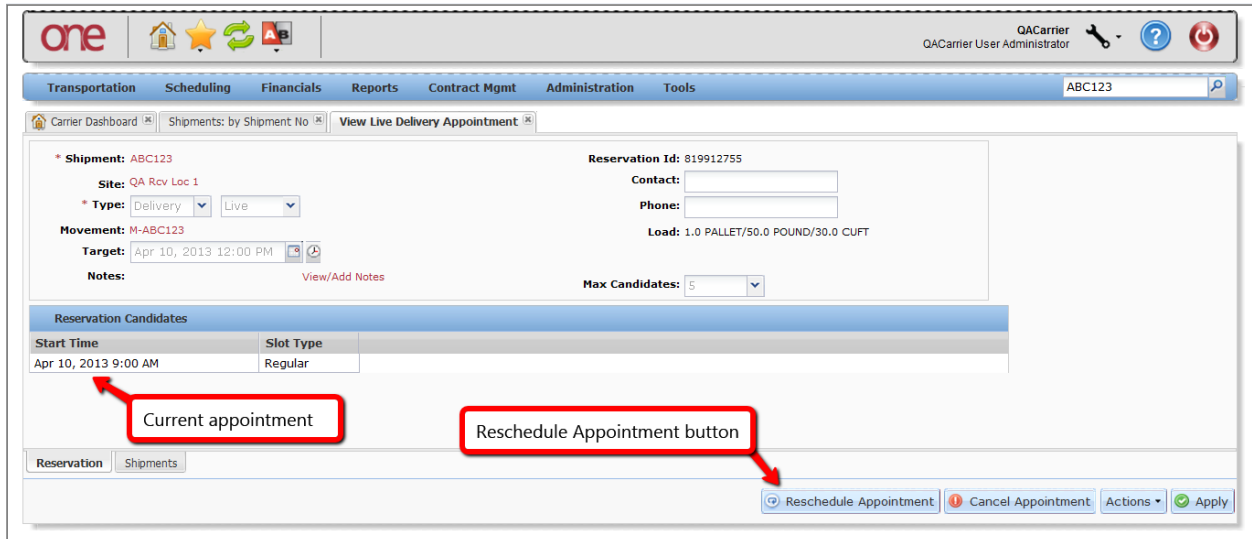
If rescheduling a pickup appointment, click on the Appointment Confirmation Number located under the **Pickup** column.

If rescheduling a delivery appointment, click on the Appointment Confirmation Number located under the **Delivery** column.

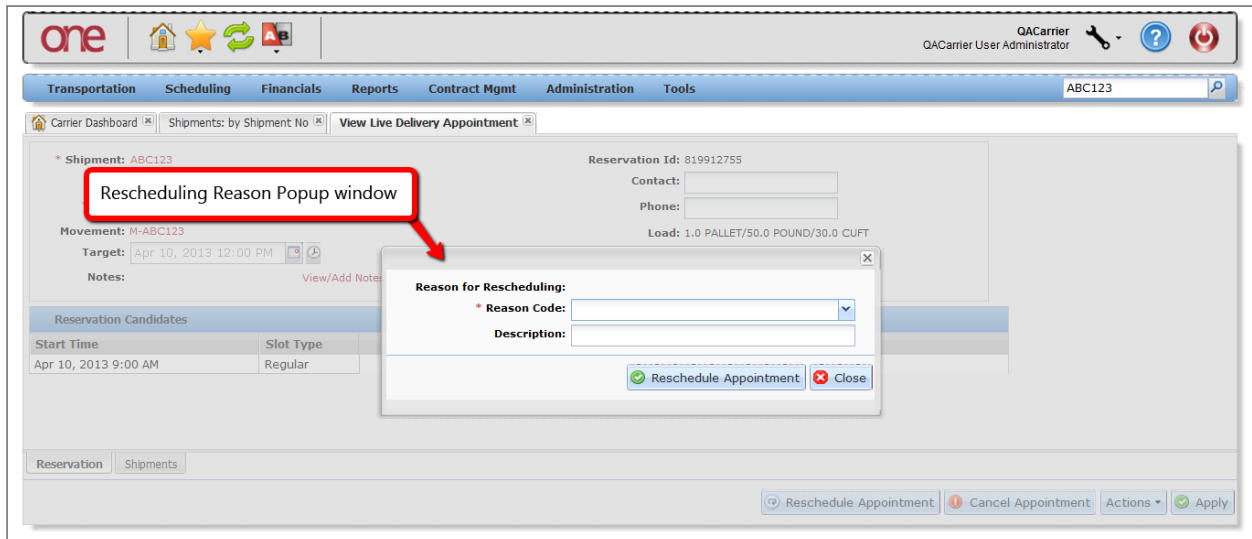
The screenshot shows the One Carrier Dashboard interface. At the top, there is a navigation bar with tabs for Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. A search box contains the text 'ABC123'. Below the navigation bar, there is a 'Carrier Dashboard' section with a 'Shipments: by Shipment No' filter. A table displays shipment details for 'M-ABC123'. The table has columns for Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Eq/Stops/Size, Qty/Weight/Volume, and Cost. Red callouts point to the 'Pickup' and 'Delivery' columns, and a red callout points to the 'Appointment Confirmation Number' link in the 'Delivery' column.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/Stops/Size	Qty/Weight/Volume	Cost
M-ABC123	ABC123	QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456	Apr 8, 2013 7:00 AM - 11:00 AM Create [ Live / Drop ]	Apr 10, 2013 9:00 AM - 10:00 AM [ 819912755 Live ]	H T C	Confirmed/ Accepted	One Buelow Transport	REEFER	1 Pallet, / 50 Pound/ 30 Cuft	190

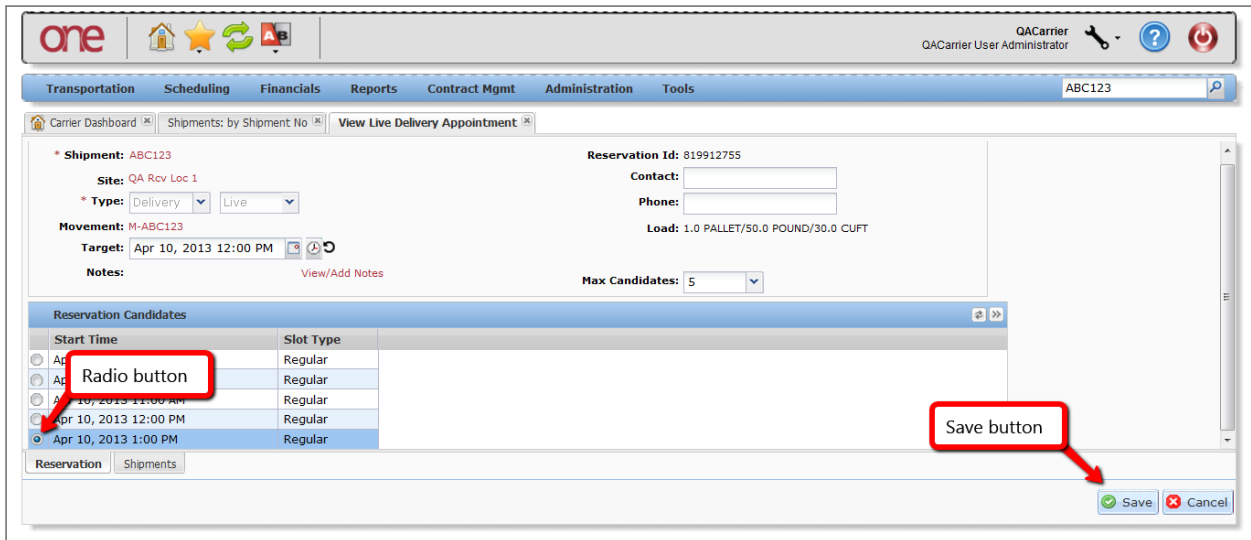
7. An Appointment screen will then be displayed with the current scheduled appointment. To reschedule this appointment, click the **Reschedule Appointment** button.



8. A popup window will be displayed in order to specify the reason for rescheduling this appointment. Select one of the choices from the drop-down list under the “**Reason Code**” field and then click the **Reschedule Appointment** button on the popup window.



9. A list of available appointment times will be displayed. Select the radio button next to your desired appointment time and then click the **Save** button on the bottom right corner of the screen to reschedule the appointment.



10. After clicking the **Save** button, you will see a success message on the Appointment screen.

This confirms your appointment has been rescheduled successfully.

