

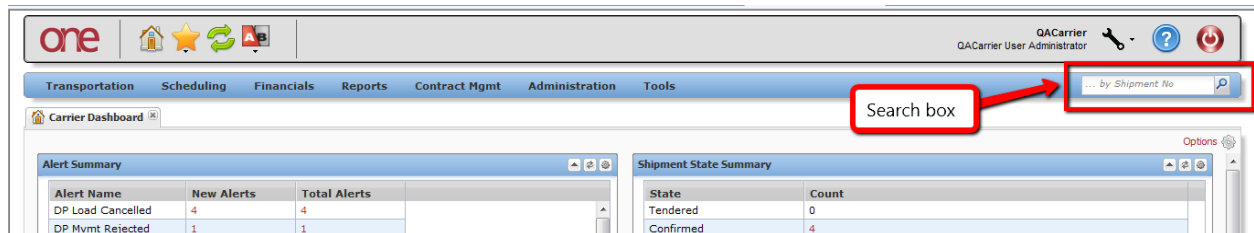
## Introduction

This document provides a quick guide for Carriers and Vendors explaining how to schedule an appointment for a non-controlled shipment using the One Network system.

## Appointment Scheduling

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:

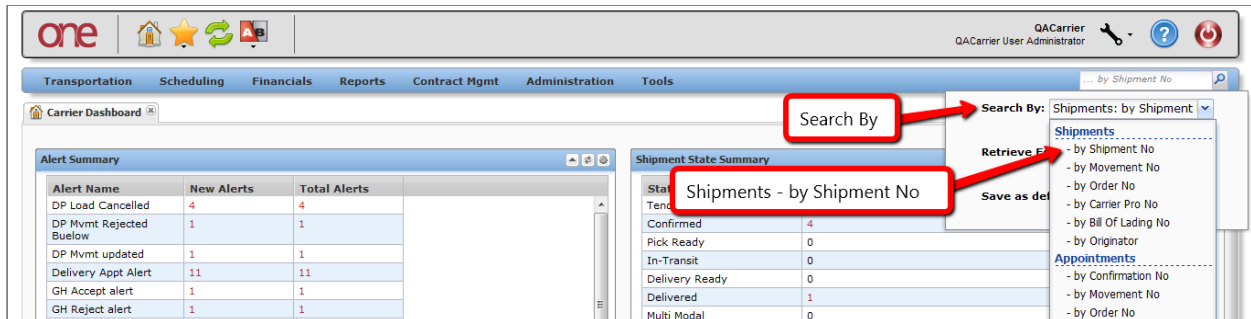
Note – since this is a non-controlled shipment and not yet assigned to a Carrier, the Carrier would need to know the Shipment Number in order to perform the search or the Vendor would need to be listed on the Shipment in order to pull up the shipment



- 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**”.

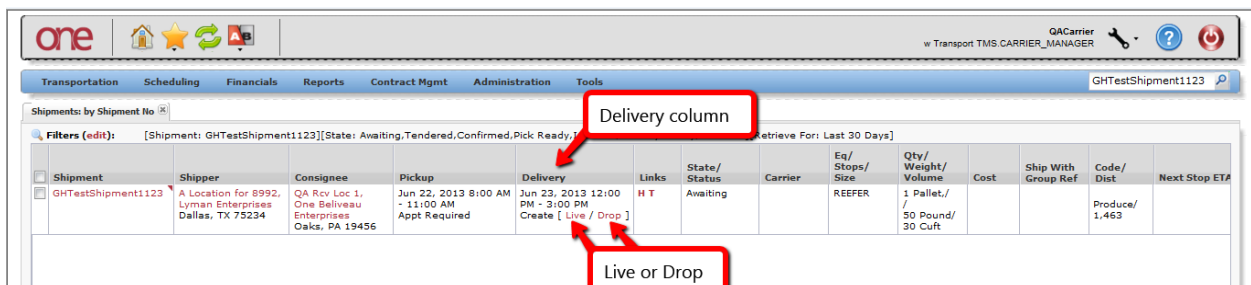
For the **Retrieve For** field, the default choice is “Last 30 Days” – if you want to look for shipments whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.



- Type in your PO number in the Search box. An asterisk symbol (\*) can be used as a wild card either before the PO number or after the PO number – this can be used if you do not know the entire PO number.
- After entering your PO number, hit the **Enter** key on your keyboard.
- A list of matching PO numbers will be displayed. Find your desired PO number which would be located under the **Shipment** column.

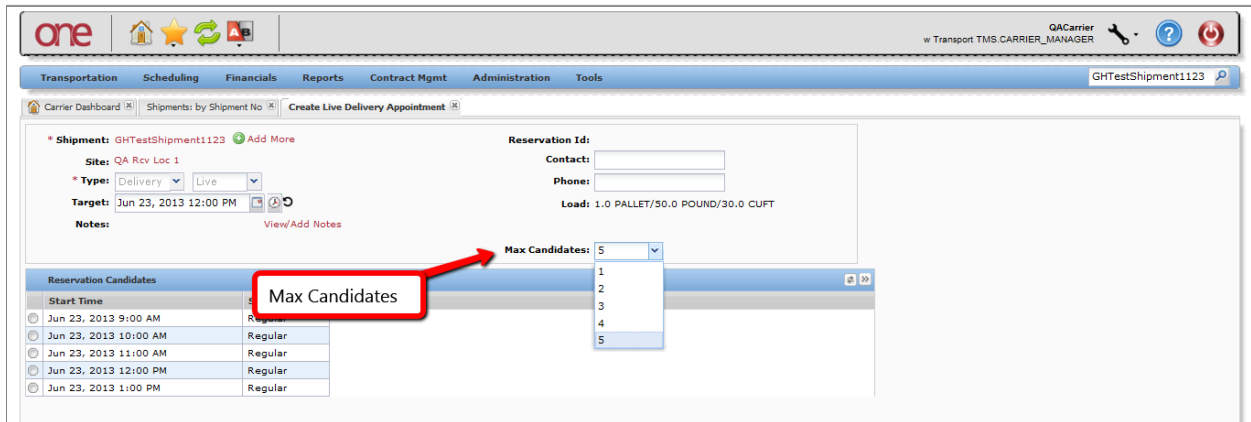
If scheduling a pickup appointment, click on the word **LIVE** or **DROP** located under the **Pickup** column.

If scheduling a delivery appointment, click on the word **LIVE** or **DROP** located under the **Delivery** column.



7. An **Appointment** screen will then be displayed with a list of available appointment times. To define how many appointments to be displayed on the screen for that shipment, select one of the choices from the drop-down list in the **Max Candidates** field – choices are 5, 4, 3, 2 and 1.

Note – if there are no appointment times available in the system, the screen will show “**no data**”. If this happens, please contact your Hub to request an appointment.



8. If you are a Carrier, 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 schedule the appointment.

The screenshot shows the 'Create Live Delivery Appointment' form. Key elements include:

- Shipment:** ABC123
- Site:** QA Rev Loc 1
- Type:** Delivery (Live)
- Movement:** M-ABC123
- Target:** Dec 16, 2012 12:00 PM
- Reservation Id:** (empty)
- Contact:** (empty)
- Phone:** (empty)
- Load:** 1.0 PALLET/50.0 POUND/30.0 CUFT
- Max Candidates:** 5

Start Time	Slot Type
<input checked="" type="radio"/> Dec 18, 2012 11:00 AM	Regular
<input type="radio"/> Dec 18, 2012 12:00 PM	Regular
<input type="radio"/> Dec 18, 2012 1:00 PM	Regular
<input type="radio"/> Dec 18, 2012 2:00 PM	Regular
<input type="radio"/> Dec 18, 2012 3:00 PM	Regular

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

If you are a Vendor, select the Carrier in the **Carrier** field, then 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 schedule the appointment. Note – the **Carrier** field is an auto complete field with a search icon – you can either select a Carrier or select the “Off Network” option and manually enter a name.

The screenshot shows the 'Create Live Delivery Appointment' form. Key elements include:

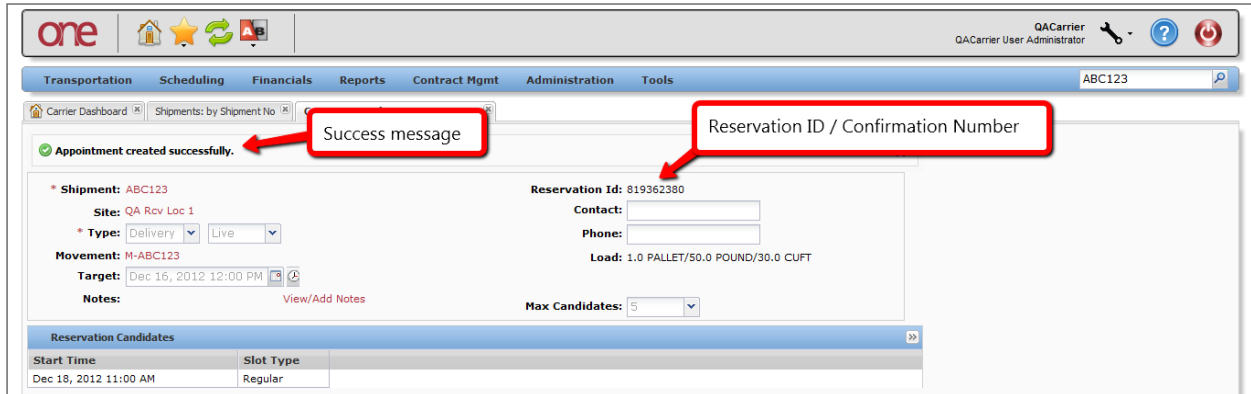
- Shipment:** GHTestShipment1123
- Site:** QA Rev Loc 1
- Type:** Delivery (Live)
- Target:** Jun 23, 2013 12:00 PM
- Reservation Id:** (empty)
- Carrier:** (dropdown menu)
- Contact:** (empty)
- Phone:** (empty)
- Load:** 1.0 PALLET/50.0 POUND/30.0 CUFT
- Max Candidates:** 3

Start Time	Slot Type
<input checked="" type="radio"/> Jun 23, 2013 9:00 AM	Regular
<input type="radio"/> Jun 23, 2013 10:00 AM	Regular
<input type="radio"/> Jun 23, 2013 11:00 AM	Regular

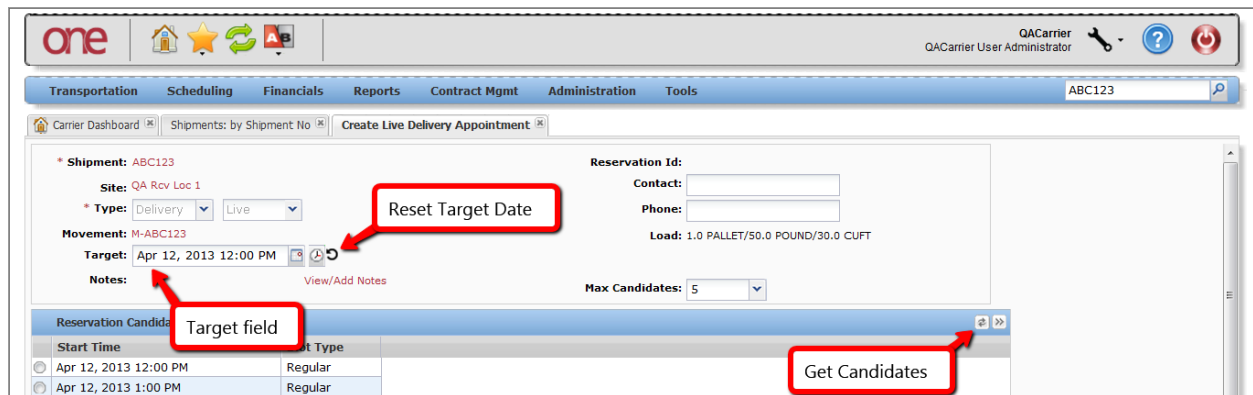
The 'Save' button is located at the bottom right of the form.

9. After clicking the **Save** button, you will see a success message on the **Appointment** screen along with the Reservation ID / Confirmation Number for the appointment.

This confirms your appointment has been scheduled successfully.



10. Note - When first scheduling the appointment, if you would like to find the available appointments for a different day and/or time, change the date and/or time in the **Target** field and then click outside of this field or click the “**Get Candidates**” icon – the list of appointments will be refreshed and will be based on this new date and time. To change the **Target** field back to its original date and time, click the “**Reset Target Date**” icon.



If the Hub has configured the system so a user has to enter a reason when changing the target date, a message will be displayed and you will need to select a choice from the drop-down list under the **Reason Code** field.

