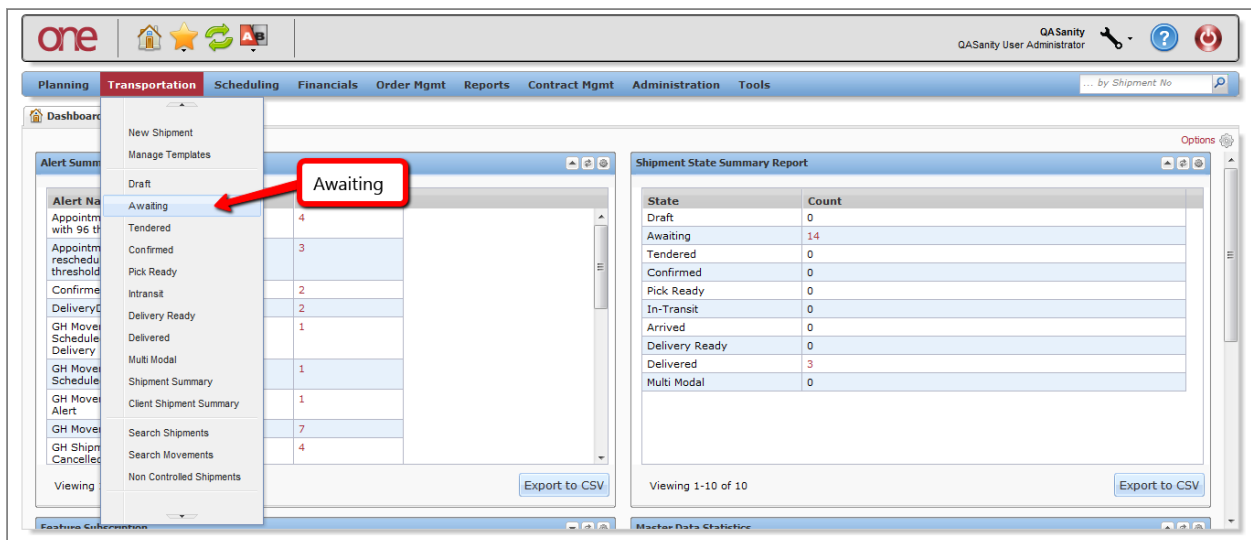


## Introduction

This document provides a quick guide explaining how to create a Favorite in the One Network System. When performing a search and using a specified search criteria, you can then save this search as a Favorite that can be then be re-used at any point in time verses having to continually re-create the search.

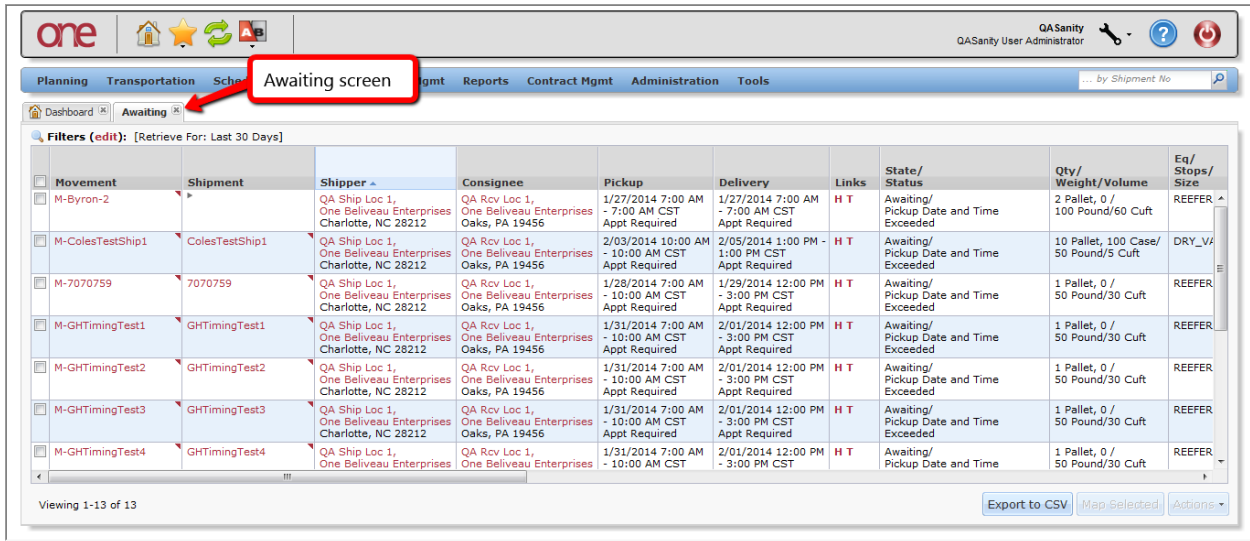
## Creating a Favorite

1. Login to the One Network System.
2. Open a search-type screen such as the **Awaiting** screen by navigating to Transportation -> Awaiting.

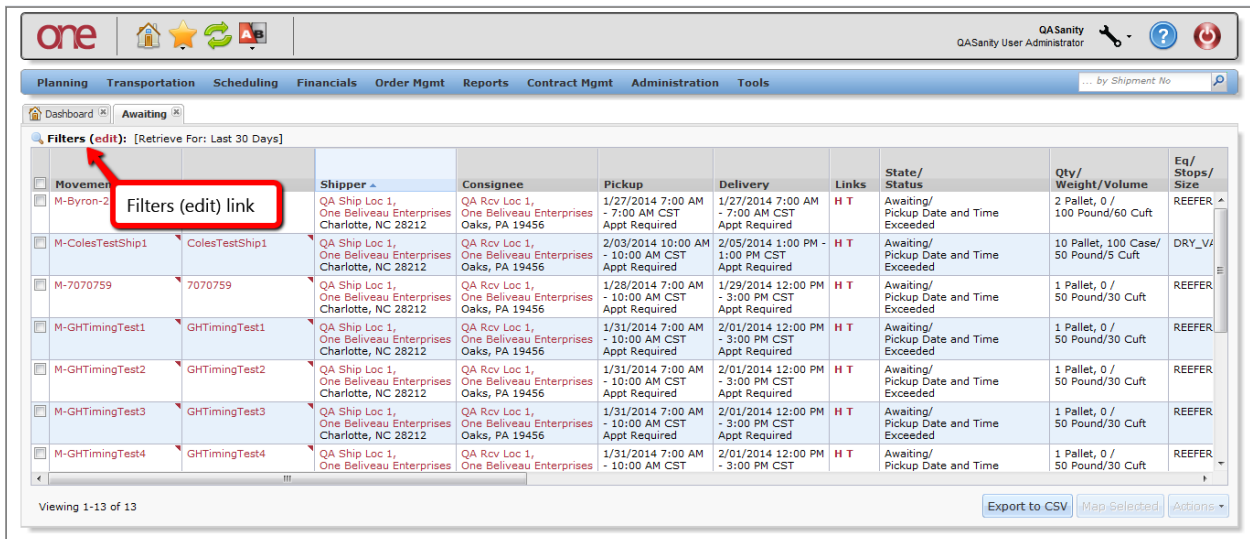


State	Count
Draft	0
Awaiting	14
Tendered	0
Confirmed	0
Pick Ready	0
In-Transit	0
Arrived	0
Delivery Ready	0
Delivered	3
Multi Modal	0

- The **Awaiting** screen will be displayed.



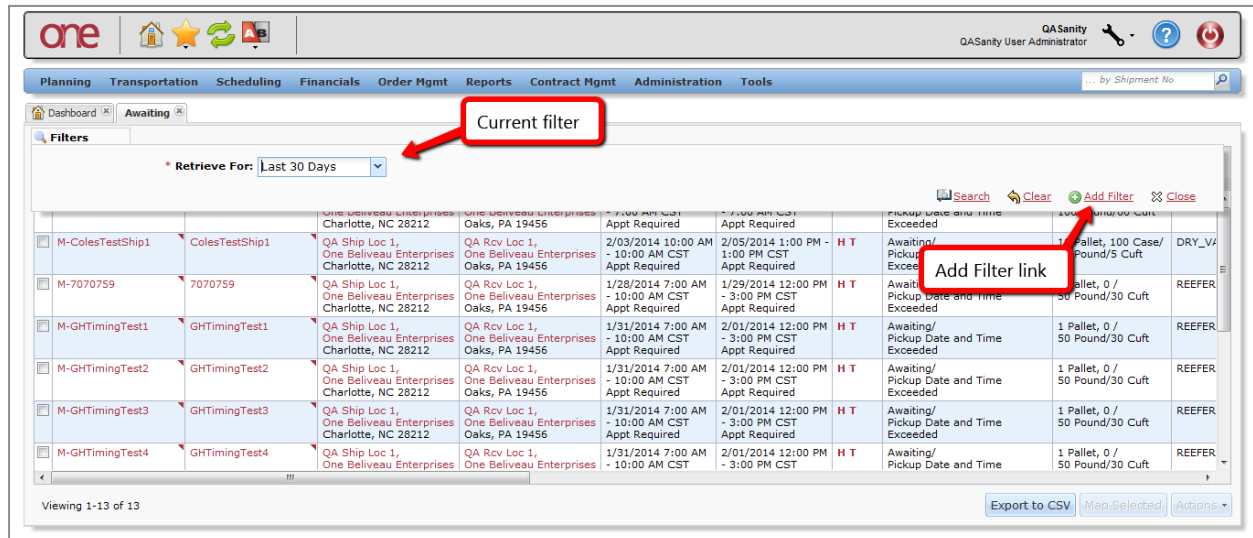
- To see the current filters that were used to return the data on the screen, select the "Filters (edit)" link.



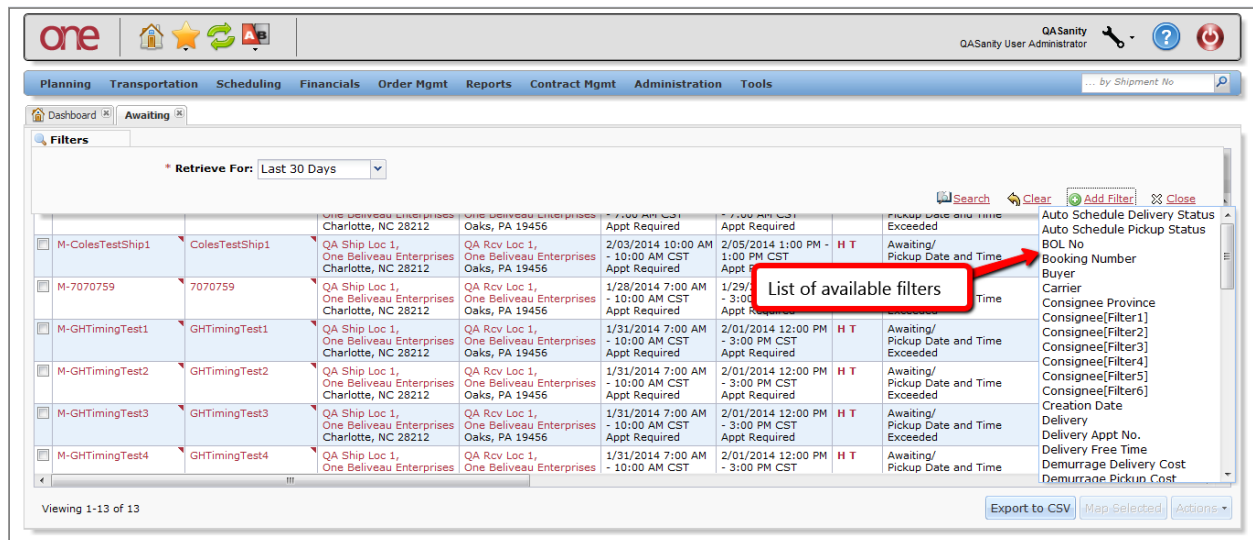
- The current filters and their associated filter values will be displayed.

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.

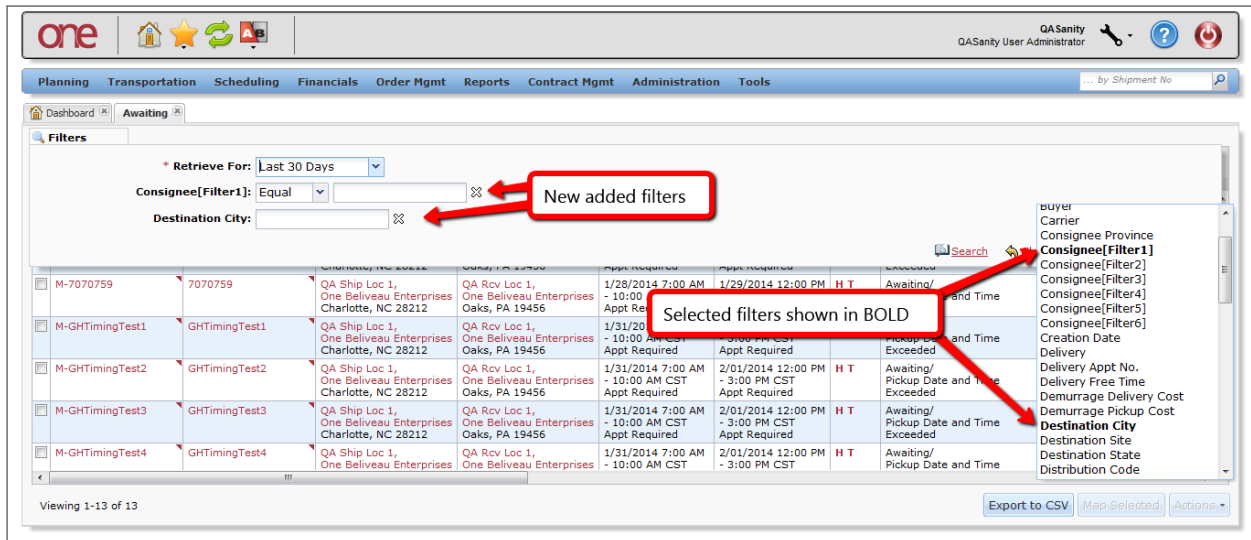
To add additional filters, select the **Add Filter** link.



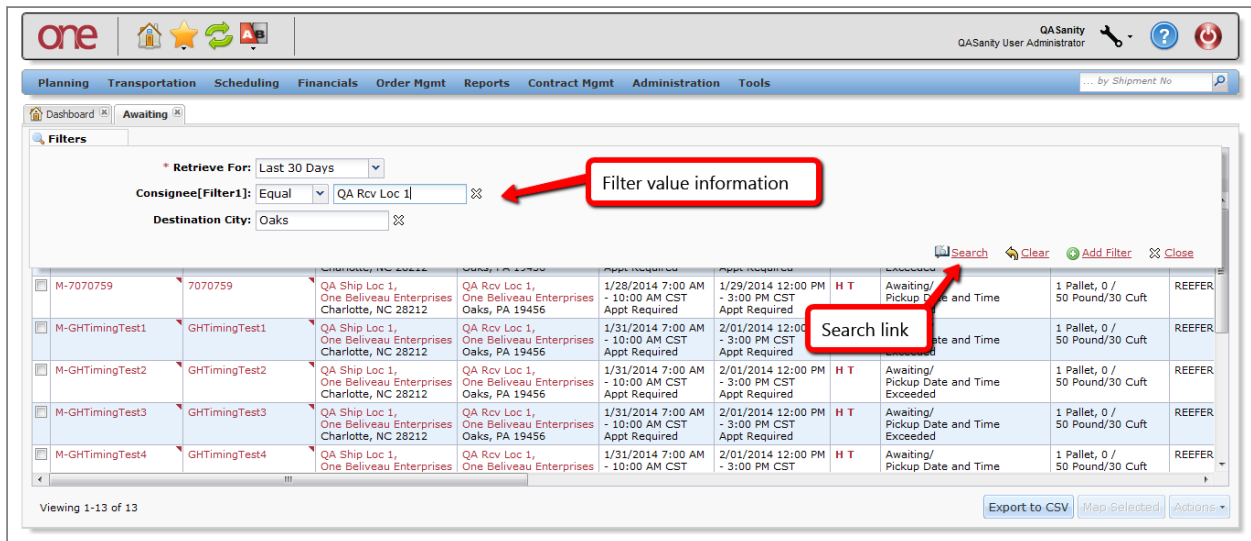
- A list of available filters will be displayed. Select one or multiple filters from the list.



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

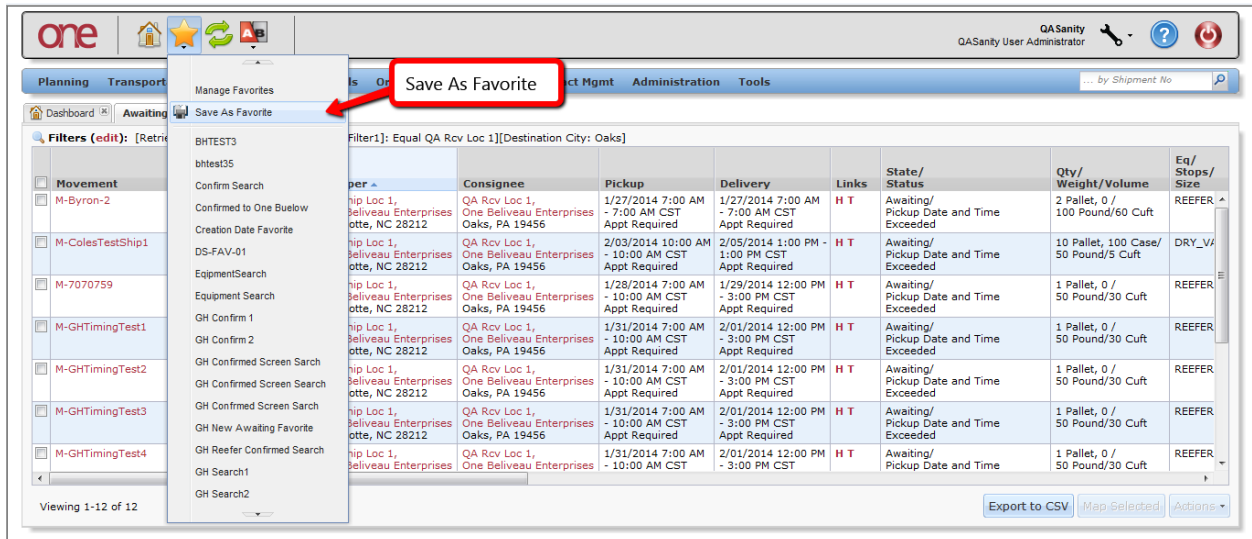


- For the filters you have added, enter information in each filter and then press the **Search** link to perform a search and view the data returned that matches your search criteria. Only data that matches all of the filter information will be returned.



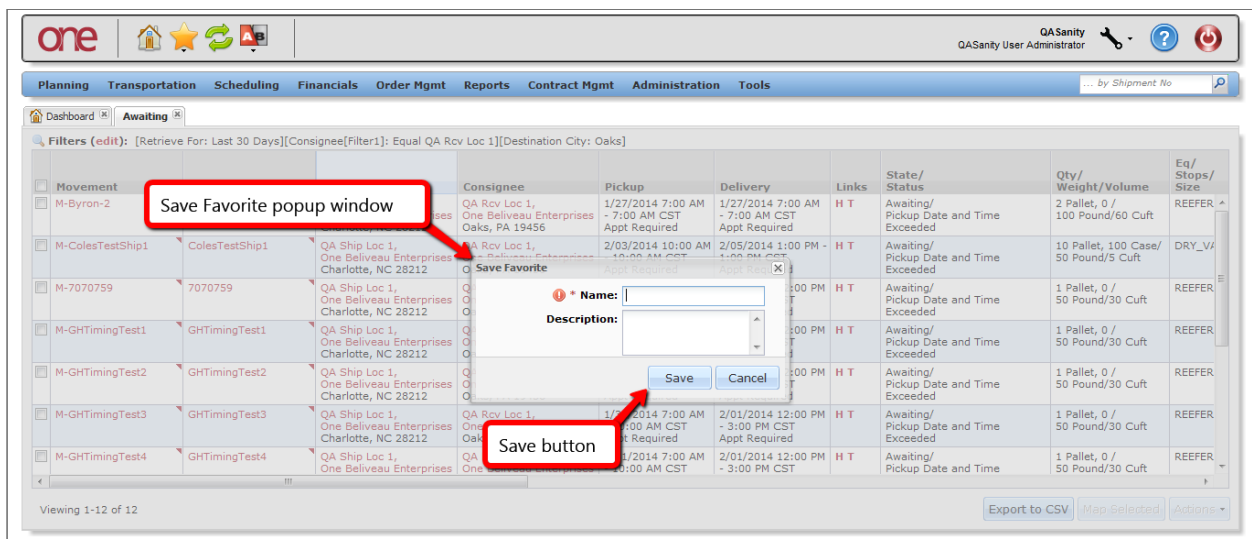
- Once the new search has been performed, you can then save that search and the associated search filter criteria as a Favorite.

To save the search as a Favorite, select the **Manage Favorites** icon located at the top left of the screen above the Menu items (i.e. Star icon) and then select the **Save As Favorite** option.

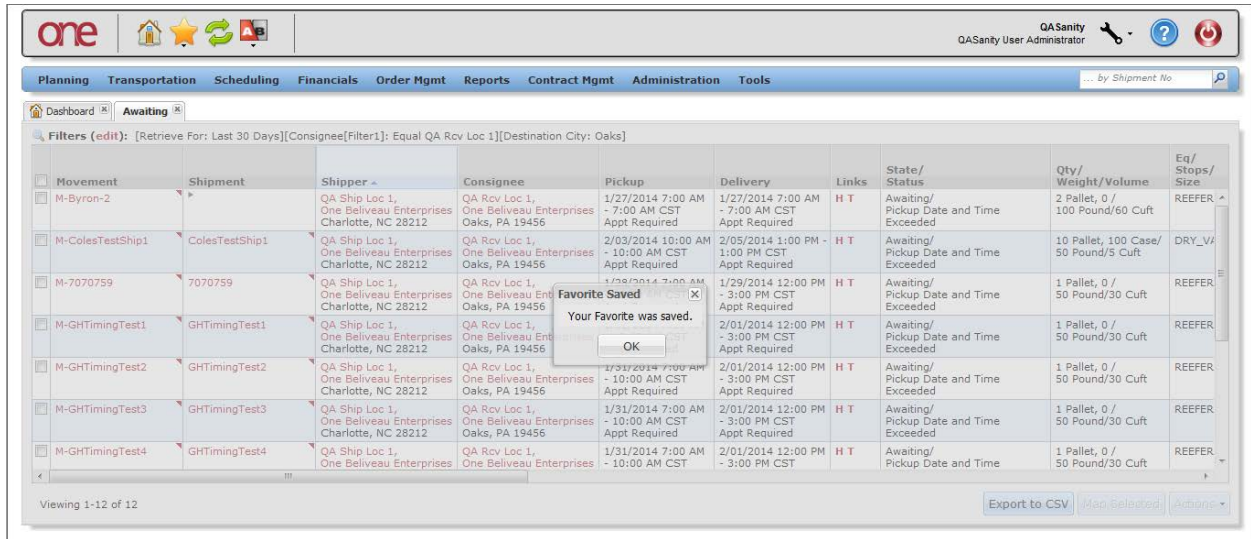


- A **Save Favorite** popup window will be displayed.

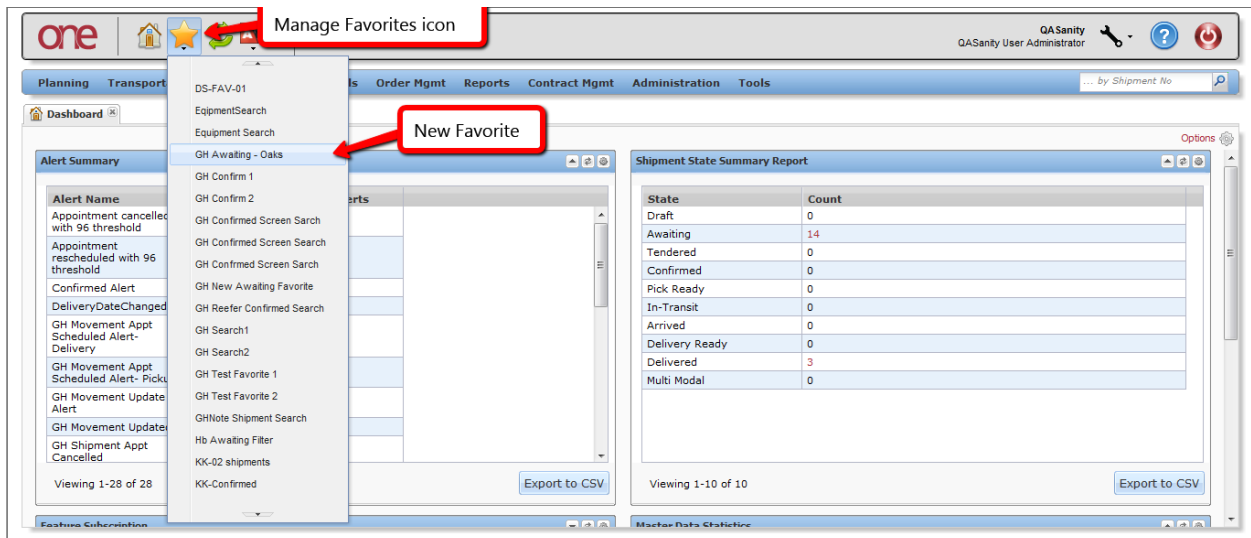
Enter the name for your Favorite in the required **Name** field. You can also enter a description in the optional **Description** field. Once the information has been entered, press the **Save** button on the popup window.



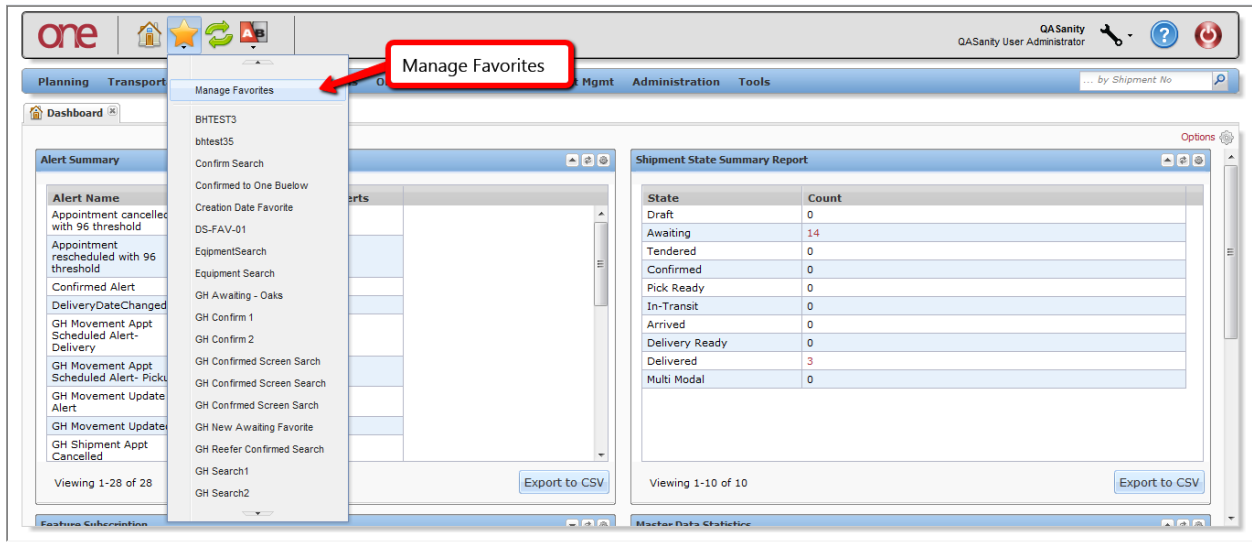
11. A success popup window will be displayed stating your Favorite was saved. Press the **OK** button on this popup to close the popup.



12. To use this Favorite at any point in time, select the **Manage Favorites** icon located at the top left of the screen (i.e. Star icon) and then select your Favorite from the list. The same search will be performed without having to re-enter any of the search filter information.

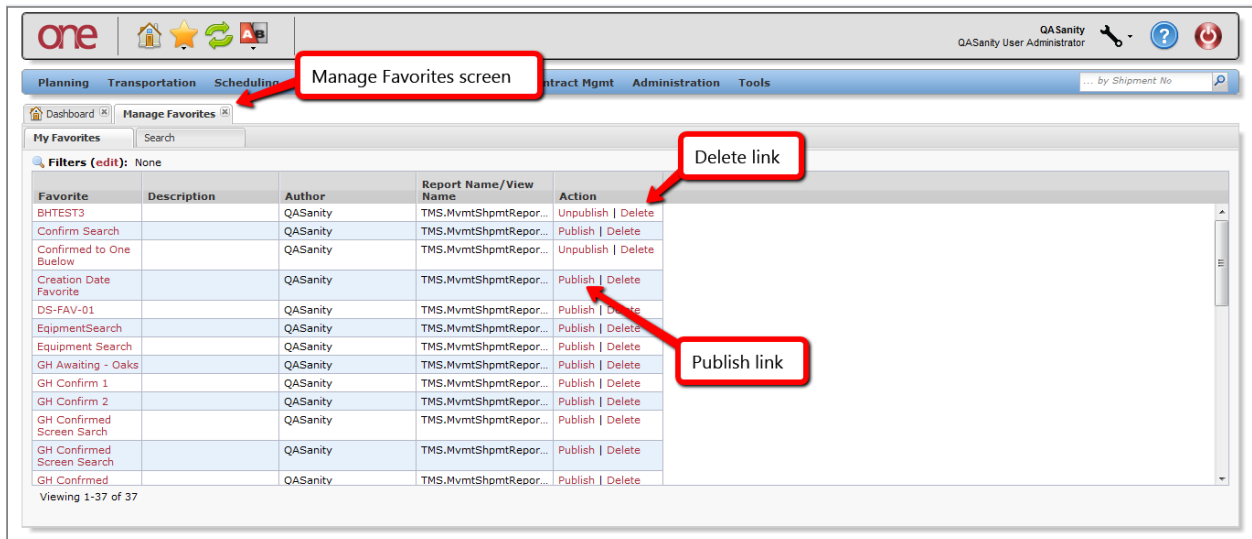


- To manage the Favorites you have created, select the **Manage Favorites** icon (i.e. Star icon) and then select the **Manage Favorites** option.



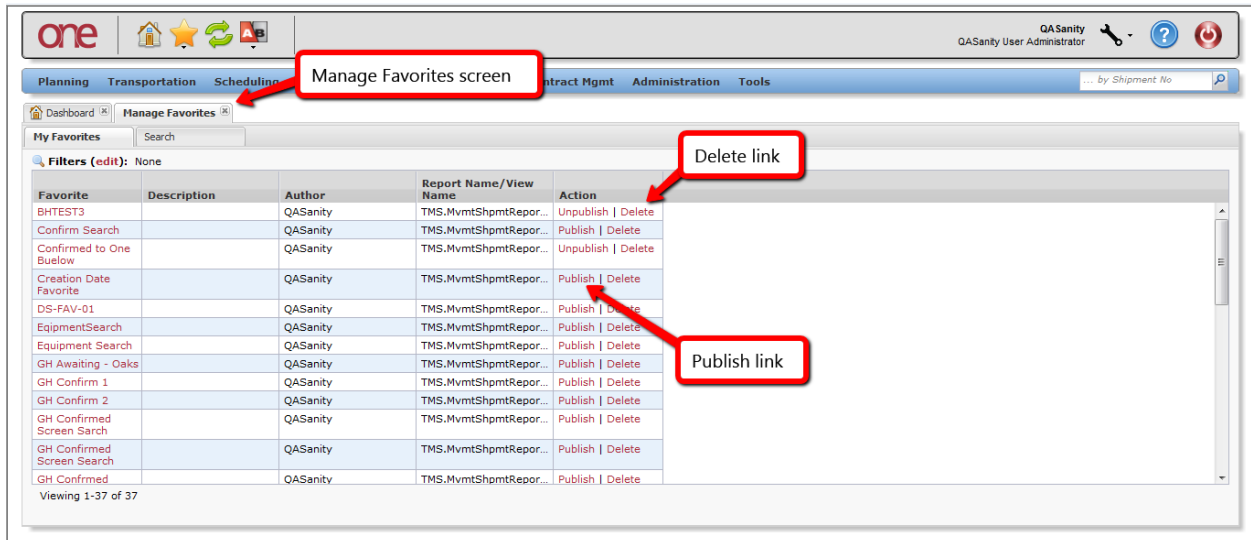
- The **Manage Favorites** screen will be displayed.

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

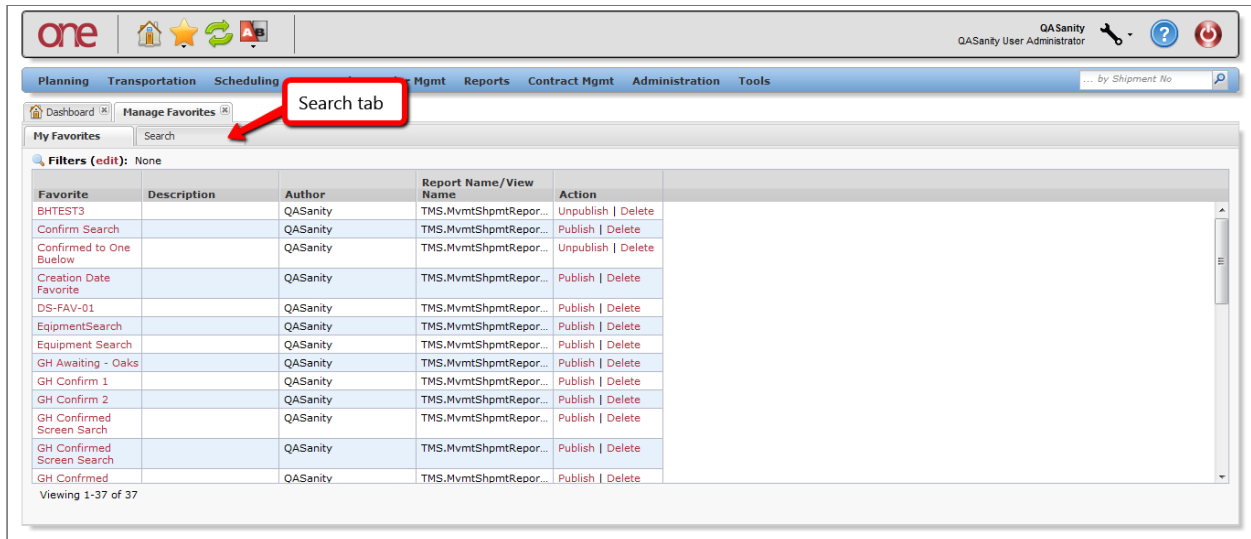




15. If desired, you can also publish a Favorite by selecting the **Publish** link. This will allow other users within your company to use the same Favorite. A **Publish** confirmation popup window will be displayed for you to confirm that you want to publish that Favorite.



16. To view other user's published Favorites, select the **Search** tab on the **Manage Favorites** screen.





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

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 under the **My Favorites** tab as well as available under the **Manage Favorites** icon at the top left of the screen (i.e. Star icon).

