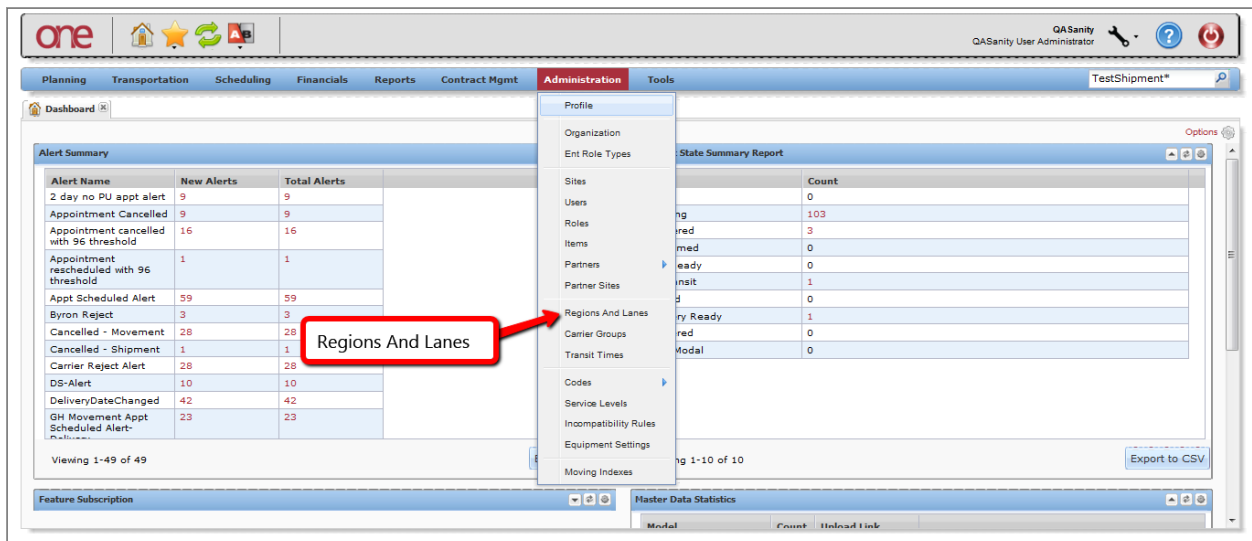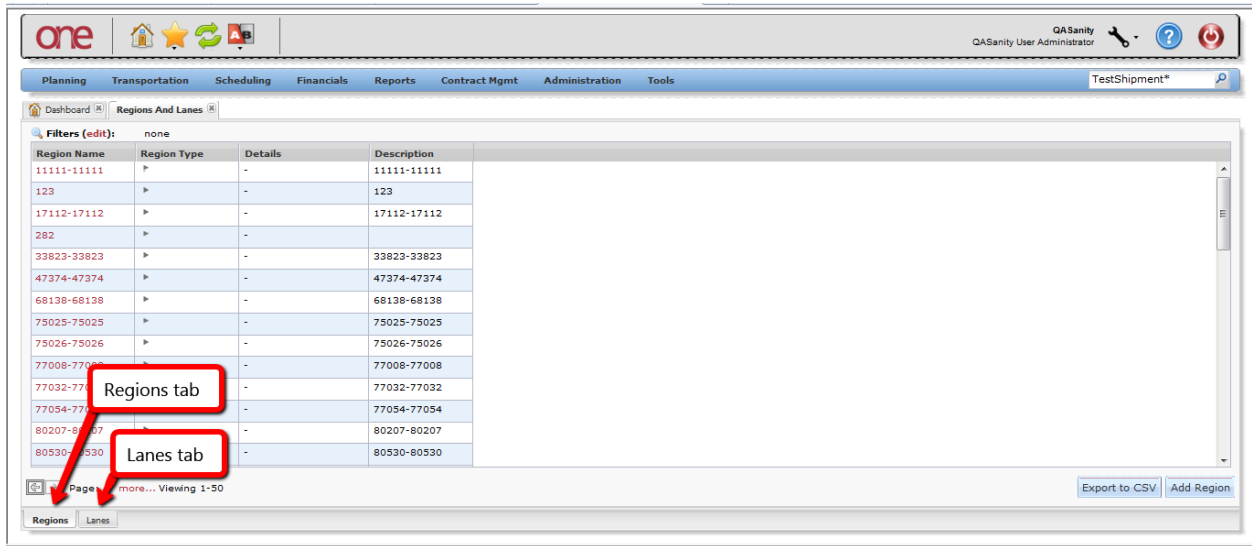# Quick Guide to Creating a Lane

Introduction

This document provides a quick guide explaining how to create a Lane in the One Network System. A Lane defines a Ship From and Ship To location. A Ship From or Ship To location can be one of the following: a Country, a State, a City, or a Postal Code Range. The locations defined on a Lane can be as general as you want such as a Lane that goes from the US (i.e Country = US) to the US or it can be more specific such as a Lane that goes from a Ship From Postal Code to a Ship To Postal Code. Once you create a Lane, you can use this Lane in other functions in the system such as when you create a Route or a Contract Base Rate.
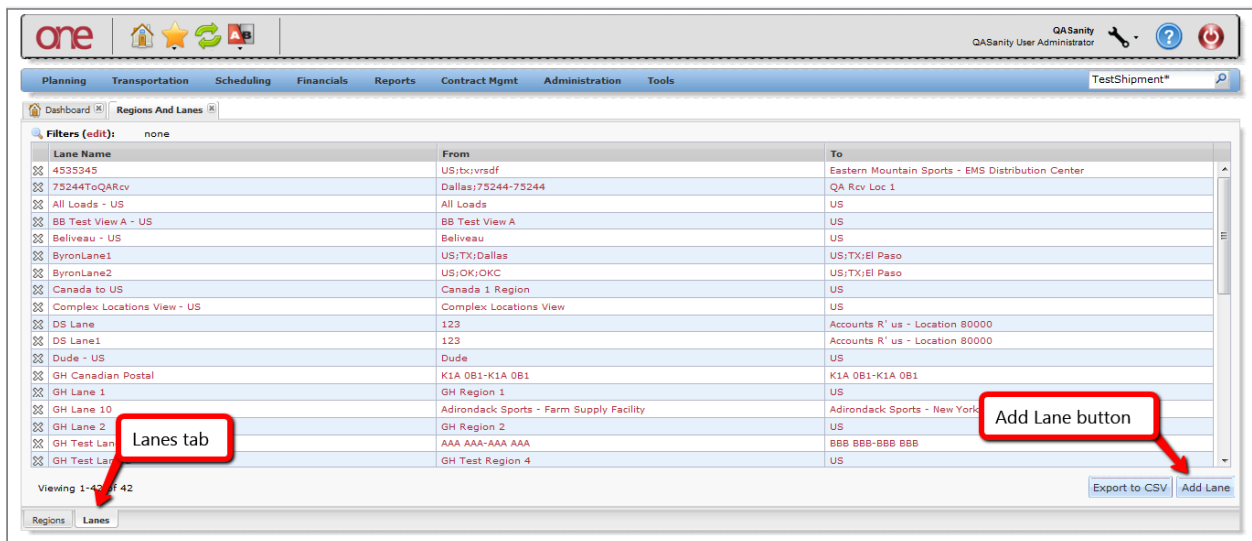
Creating a Lane

1. Login to the One Network System.

2. Select Administration -> Regions And Lanes:

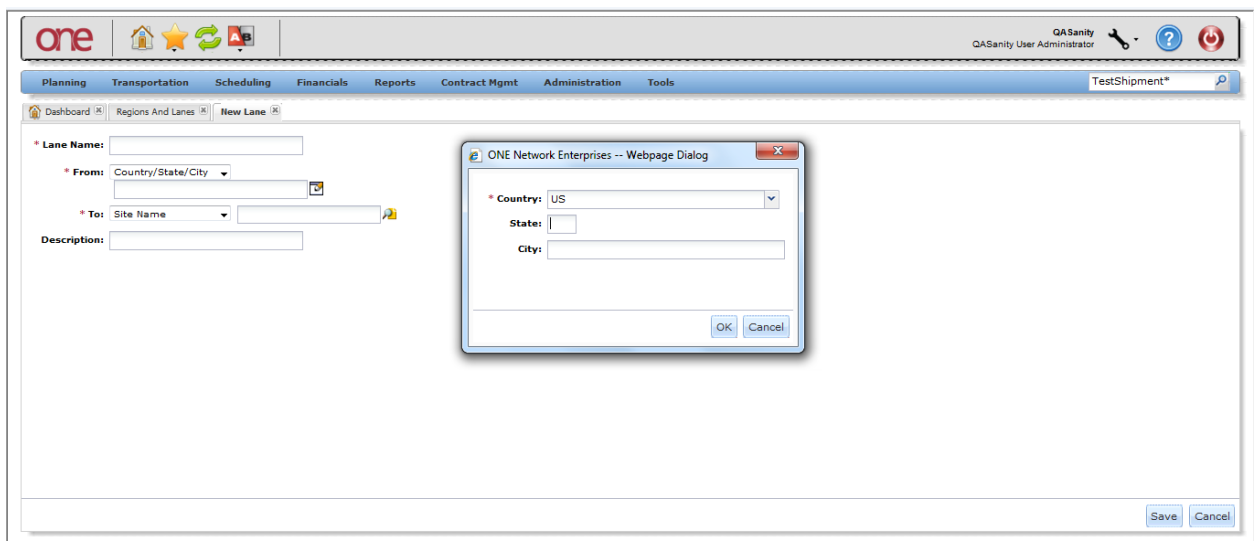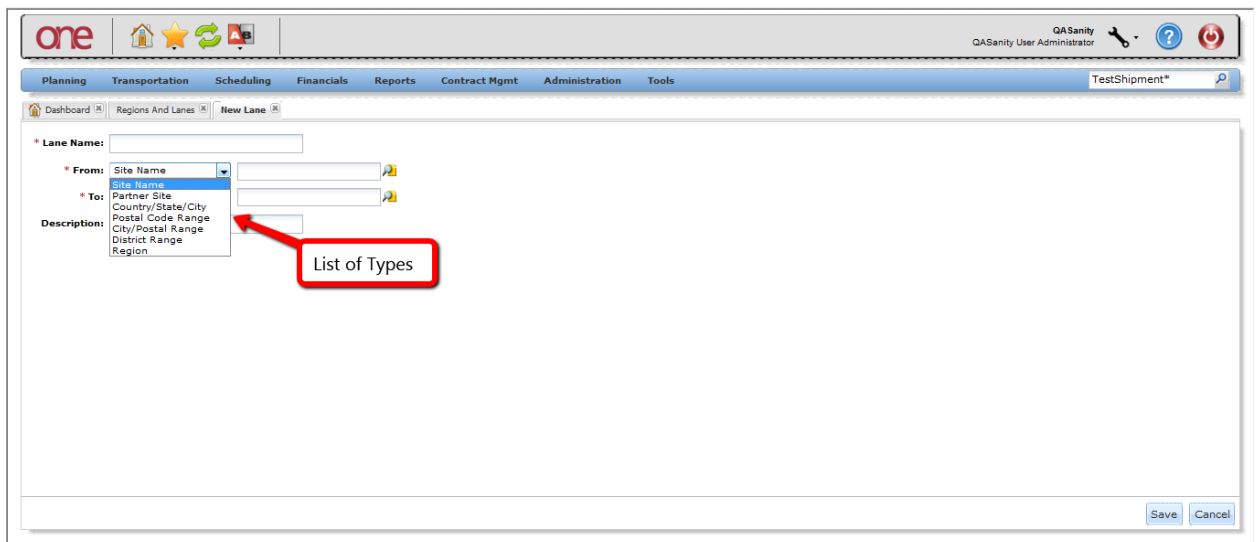3. The **Regions and Lanes** screen will be displayed which has a **Regions** tab and a **Lanes** tab:

4. Select the **Lanes** tab and then press the **Add Lane** button:

5. On the **New Lane** screen, enter information in the various fields to add the **Lane**.

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

   - **Lane Name** field - enter a name for the **Lane**.
   - **From** field - first select the **From Type** such as Country/State/City or Postal Code Range. Using Country/State/City, you can specify just a Country - or a Country and a State - or a Country, State and City. After selecting the Country/State/City Type, choose the icon next to that field and specify the Country/State/City in the popup window and then press the **OK** button on the popup. When using Postal Code Range, you need to specify a range of postal codes. If you just want to specify one postal code, you would enter something such as "75222 – 75222".
   - **To** field - first select the **To Type** such as Country/State/City or Postal Code Range and then enter the values similar to what was done on the **From** field.

6. After entering your information on the **New Lane** screen, press the **Save** button at the bottom of the screen.

7. You can create multiple **Lanes**. To view your **Lanes**, go to Administration -> Regions and Lanes and select the **Lanes** tab.