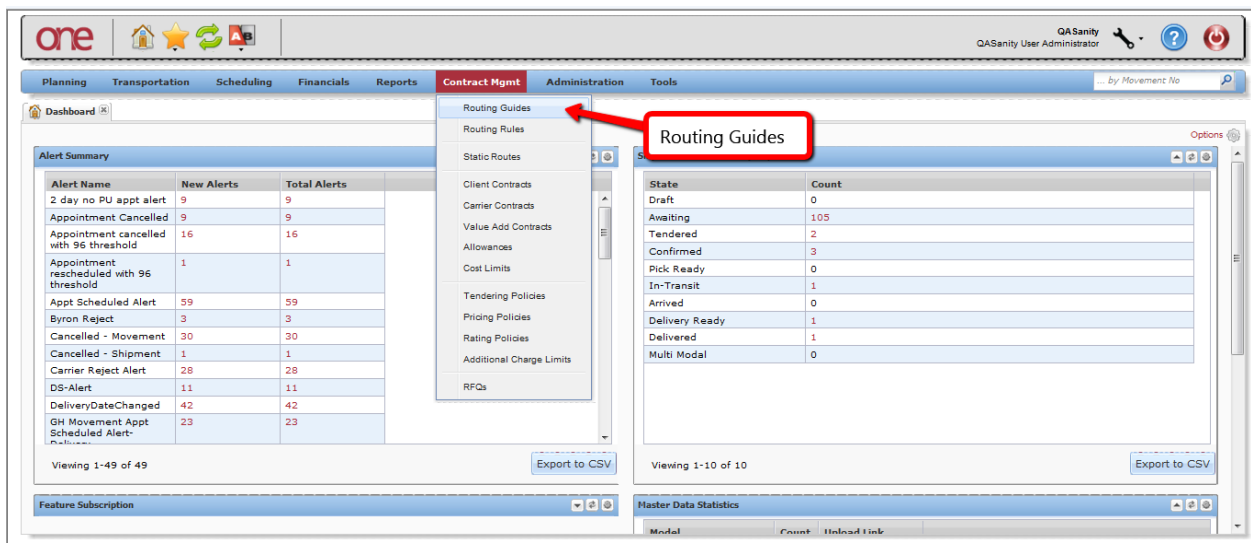


Introduction

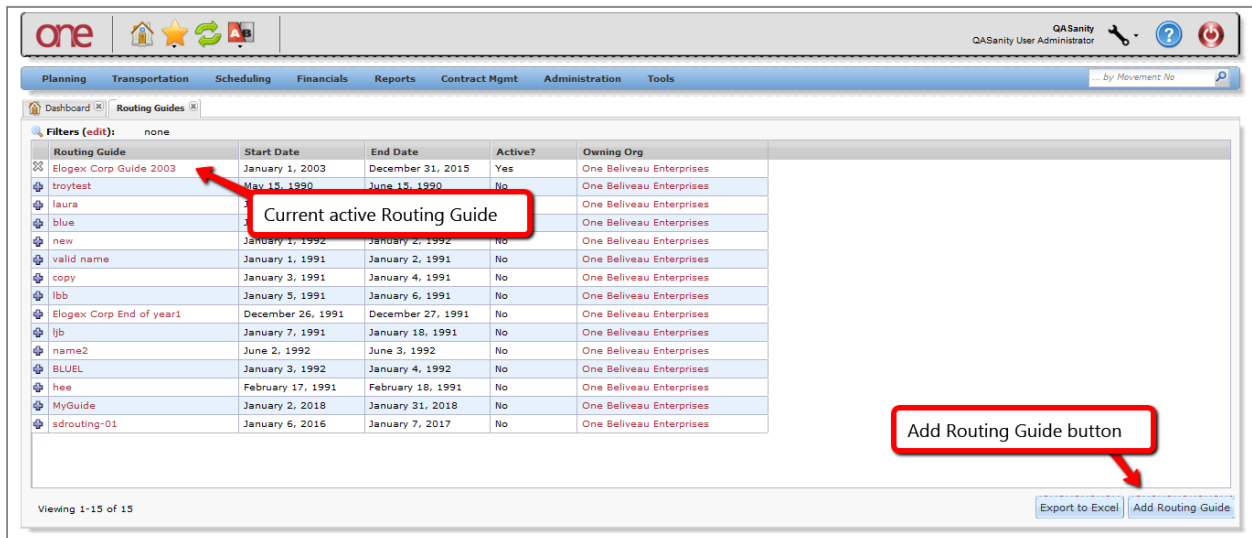
This document provides a quick guide explaining how to create a Routing Guide and Route in the One Network System.

Creating a Route

1. Login to the One Network System.
2. To create a Route, a Routing Guide and Routing Rule must first be created. Select Contract Mgmt -> Routing Guides.



3. The **Routing Guides** screen will be displayed with the list of Routing Guides. Routing Guides have effective data ranges and cannot overlap each other – only one Routing Guide is active at any given time. To add a Routing Guide, press the **Add Routing Guide** button.

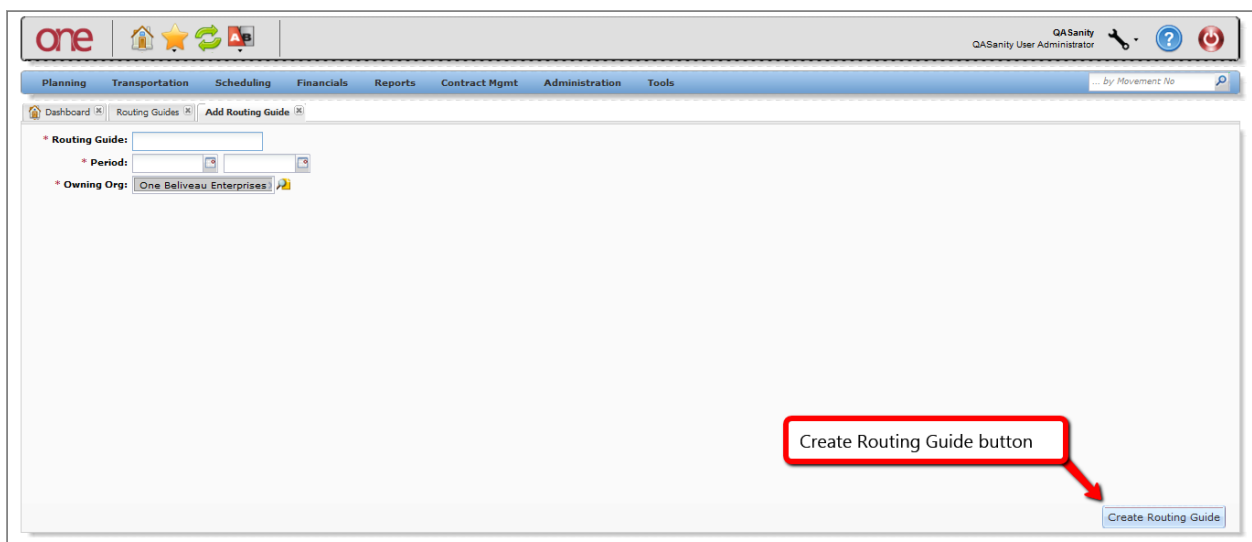


4. The **Add Routing Guide** screen will be displayed.

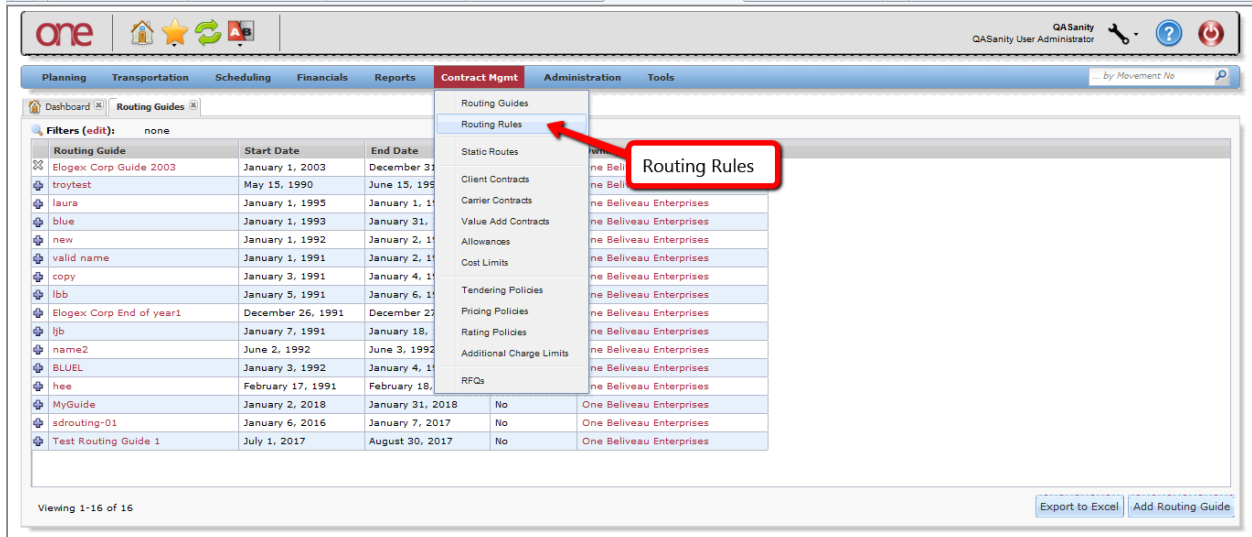
Fill in the information on the screen. Required fields are marked with an asterisk (*).

- **Routing Guide** field - enter the name for your Routing Guide
- **Period** field – enter the date range that this Routing Guide would be in effect

After the information is entered on the screen, press the **Create Routing Guide** button at the bottom of the screen.



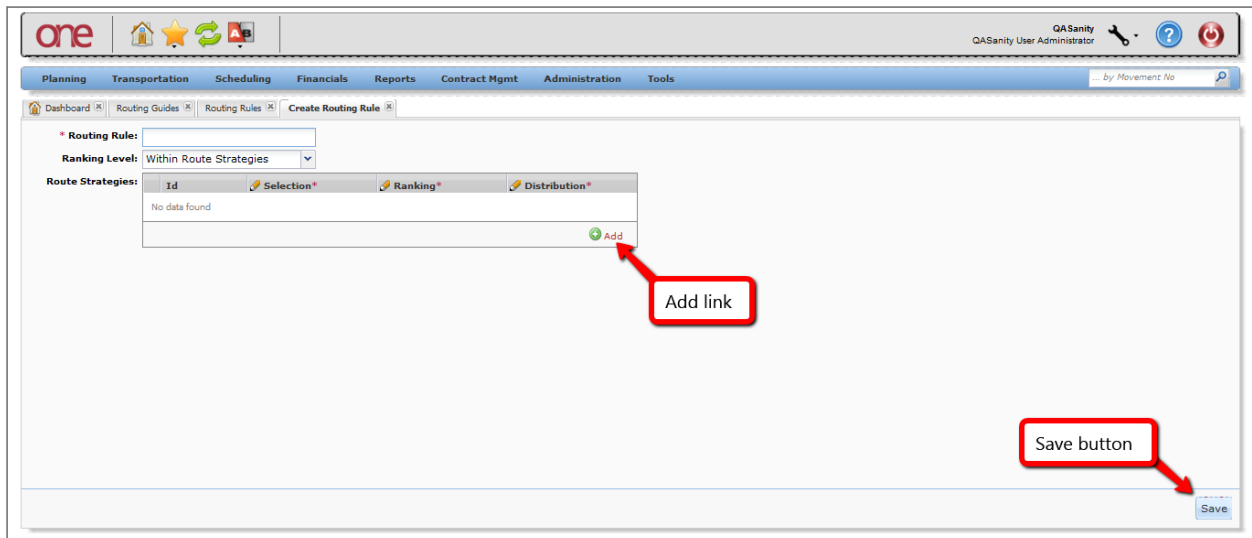
- Return to the **Routing Guides** screen and refresh the screen. The newly created Routing Guide will be displayed in the list.
- To add a Routing Rule, which will be needed when creating a Route, select Contract Mgmt -> Routing Rules.



- The **Create Routing Rule** screen will be displayed.

Fill in the information on the screen. Required fields are marked with an asterisk (*).

- Routing Rule** field - enter the name for your Routing Rule



To add the necessary strategy for your Routing Rule, press the **Add** link.

Fill in the information for the Routing Strategy – click inside each field to enter the information. Required fields are marked with an asterisk symbol (*).

- **Selection** field – select **Contract** from the drop down list
- **Ranking** field – select a ranking option from the drop down list which includes: Carrier Priority, Least Cost, and Rotational Allocation. Carrier Priority would add the Carriers to the Shipment’s Tender Plan based on the priority of the Carrier as defined on the Route. Least Cost would add the Carriers to the Shipment’s Tender Plan in order of least cost as defined on the Carrier Contract.
- **Distribution** field – select a distribution option from the drop down list which includes: Sequential and Broadcast. Sequential would tender shipments to the Carriers on the Tender Plan in a sequential order one by one. Broadcast would tender shipments to all the Carriers on the Tender Plan at one time.

Id	Selection*	Ranking*	Distribution*
X	Contract	Carrier Priority	

After the information is entered on the screen, press the **Save** button at the bottom of the screen.

- Return to the **Routing Guides** screen and select the name link for one of the Routing Guides to add a Route to it.

The screenshot shows the 'Routing Guides' screen in the ONE system. The top navigation bar includes 'one', 'QA Sanity', and 'QA Sanity User Administrator'. The main menu has 'Planning', 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. The breadcrumb trail is 'Dashboard > Routing Guides > Routing Rules > Test Routing Rule 1'. The table below lists various routing guides with columns for 'Routing Guide', 'Start Date', 'End Date', 'Active?', and 'Owning Org'. A red box highlights the 'Elogex Corp Guide 2003' link in the first column, with an arrow pointing to it and the text 'Routing Guide name link'.

Routing Guide	Start Date	End Date	Active?	Owning Org
Elogex Corp Guide 2003	January 1, 2003	December 31, 2015	Yes	One Beliveau Enterprises
troytest	May 15, 1990	June 15, 1990	No	One Beliveau Enterprises
laura		96	No	One Beliveau Enterprises
blue		94	No	One Beliveau Enterprises
new		82	No	One Beliveau Enterprises
valid name	January 1, 1991	January 2, 1991	No	One Beliveau Enterprises
copy	January 3, 1991	January 4, 1991	No	One Beliveau Enterprises
lbb	January 5, 1991	January 6, 1991	No	One Beliveau Enterprises
Elogex Corp End of year1	December 26, 1991	December 27, 1991	No	One Beliveau Enterprises
ljb	January 7, 1991	January 18, 1991	No	One Beliveau Enterprises
name2	June 2, 1992	June 3, 1992	No	One Beliveau Enterprises
BLUEL	January 3, 1992	January 4, 1992	No	One Beliveau Enterprises
hee	February 17, 1991	February 18, 1991	No	One Beliveau Enterprises
MyGuide	January 2, 2018	January 31, 2018	No	One Beliveau Enterprises
sdrouting-01	January 6, 2016	January 7, 2017	No	One Beliveau Enterprises
Test Routing Guide 1	July 1, 2017	August 30, 2017	No	One Beliveau Enterprises

Viewing 1-16 of 16

Export to Excel Add Routing Guide

- The **Routing Guide** screen for the selected Routing Guide will be displayed with the list of Routes. To add a Route, press the **New Route** button.

The screenshot shows the 'Routing Guide' screen for 'Elogex Corp Guide 2003'. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Dashboard > Routing Guides > Elogex Corp Guide 2003 > Routing Rules > Test Routing Rule 1'. The page shows the 'Owning Org' as 'One Beliveau Enterprises' and the 'Routing Guide' as 'Elogex Corp Guide 2003'. The 'Period' is set to 'January 1, 2003' to 'December 31, 2015'. The 'Active?' checkbox is checked. Below this is a table of routes with columns for 'Route', 'Origin', 'Destination', 'Equipment', 'Routing Rule', 'Auto Tender', and 'Active?'. A red box highlights the 'New Route' button at the bottom right, with an arrow pointing to it and the text 'New Route button'.

Route	Origin	Destination	Equipment	Routing Rule	Auto Tender	Active?
RT-16559	21122	Charleston WV US	9Pig	GH Test Rule 20	No	No
RT-16543	28079	28079	Reefer	Default Rule	No	Yes
RT-16560	28210	27858	Dry Van	Default Rule	No	Yes
RT-16558	A Location for 8992	Adirondack Sports - Charlotte Location	Dry Van	Default Rule	No	Yes
RT-16557	A Location for 8992	Adirondack Sports - Farm Supply Facility	Dry Van	Default Rule	No	Yes
RT-29993	AAA AAA-AAA AAA	BBB BBB-BBB BBB	All	Default Rule	No	Yes
RT-16554	Adirondack Sports - Charlotte Location	Adirondack Sports - Farm Supply Facility	Dry Van	Default Rule	No	Yes
RT-16569	Adirondack Sports - Charlotte Location	Beliveau Enterprises - HQ	Flat Bed	Continuous Move	No	Yes
RT-16552	Adirondack Sports - Farm Supply Facility	Adirondack Sports - New York Warehouse	Dry Van	Default Rule	No	Yes

Page: 1 more... Viewing 1-50 Selected: 0

Update Routing Guide New Route Remove Carrier Export to CSV

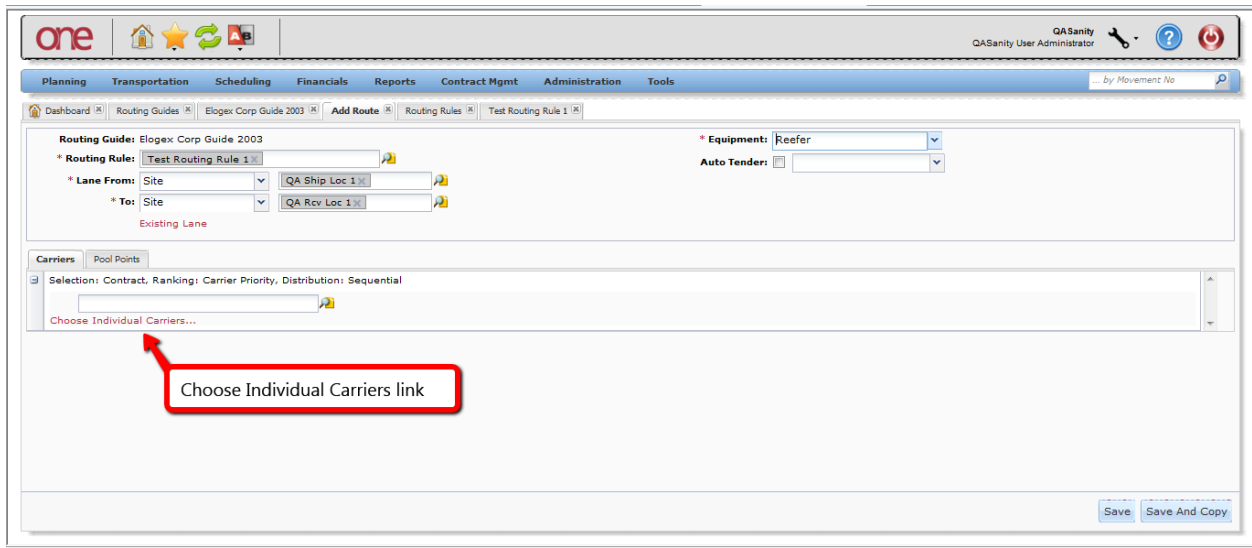
10. The **Add Route** screen will be displayed.

Fill in the information on the screen. Required fields are marked with an asterisk symbol (*).

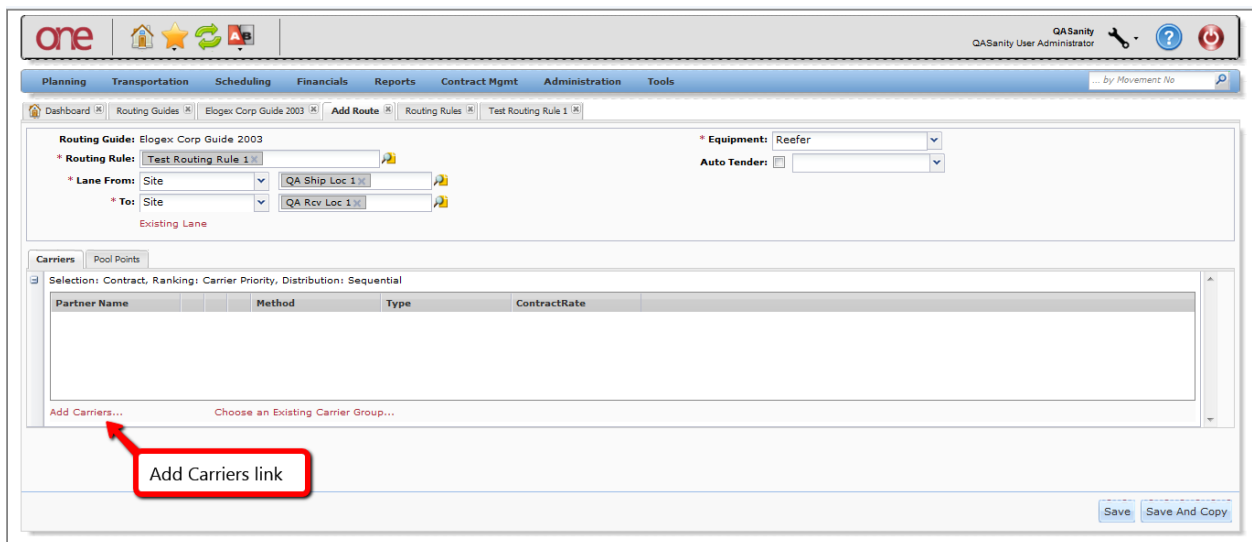
- **Routing Rule** field – enter the name of the Routing Rule. This is an auto complete field. As you start typing the name of your Routing Rule, the auto-complete function will show you the first 10 matches which you can select one from or you can continue typing to narrow down your search. There is also a **Search** icon next to this field that allows you to search for a Routing Rule. Note – once the Routing Rule is entered, the Carrier section of the screen will display accordingly.
- **Lane From** and **To** fields – enter the “from” and “to” location information for the lane. First select the type of location from the drop down list and then enter the name for that location. The types of locations include: Site, Partner Site, Country/State/City, Postal Code Range, City/Postal Code, District Range, and Region. Choose the **Existing Lane** link to choose an already-created Lane.
- **Equipment** field – select the equipment type from the drop down list.

The screenshot displays the 'Add Route' interface within the QASanity system. The top navigation bar includes the 'one' logo and various utility icons. The main menu is divided into sections: Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The current page is titled 'Add Route' and is part of the 'Routing Guides' section for 'Elogex Corp Guide 2003'. The form contains several required fields marked with an asterisk: 'Routing Rule', 'Lane From', and 'Lane To'. The 'Lane From' and 'Lane To' fields are currently set to 'Site'. There are also dropdown menus for 'Equipment' and 'Auto Tender'. A 'Search' icon is located next to the 'Routing Rule' field. Below the form, there is a 'Carriers' section which is currently empty, displaying 'No data found'. At the bottom right of the form, there are 'Save' and 'Save And Copy' buttons.

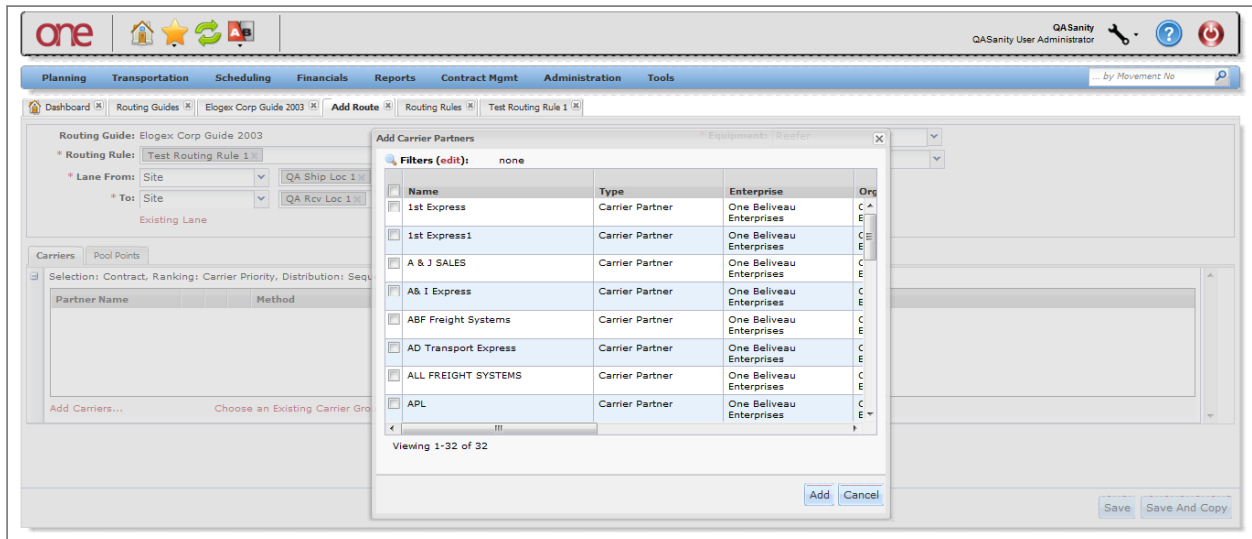
To add individual Carriers to the Route, select the **Choose Individual Carriers** link:



Then select the **Add Carriers** link:



On the **Add Carrier Partners** popup window, select the checkboxes next to the desired Carriers and then press the **Add** button on the popup window:



After the information is entered on the **Add Route** screen, press the **Save** button at the bottom of the screen. A success message will be displayed indicating the route has been created.

