# Quick Guide to Creating a Shipment Template

Introduction

This document provides a quick guide explaining how to create a Shipment Template in the One Network System. A user can pre-define information on the **New Shipment** screen and then save this information as a Shipment Template. This Shipment Template can then be used at any time when creating a new shipment, and the information stored on the template will pre-populate on the **New Shipment** screen so the user does not have to manually enter it each time.

Creating a Shipment Template

1. Login to the One Network System.

2. Select Transportation -> New Shipment to open the **New Shipment** screen.
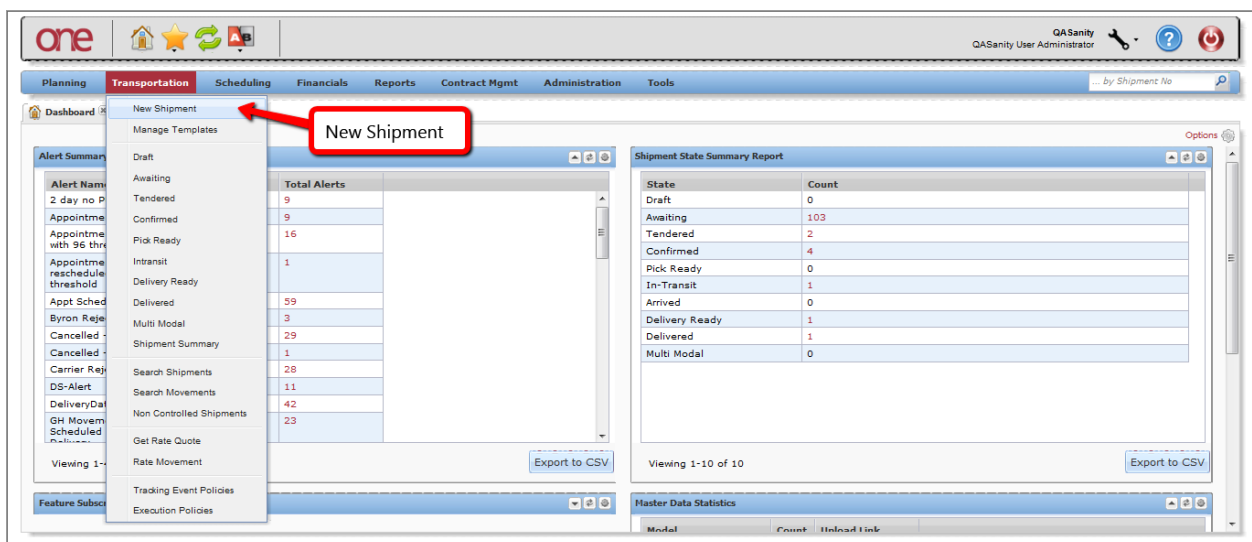
3. The **New Shipment** screen will be displayed with the **Header** tab selected.

   Enter information on the **Header** tab such as the following:
   a. **Shipment No** field
   b. **Ship From Site** field (note – the **Shipper** field will populate based on this information entered)
   c. **Ship To Site** field (note – the **Consignee** field will populate based on this information entered)
   d. **Equipment** field
   e. **Pickup** date/time range field
   f. **Delivery** date/time range field

4. To enter information on the other tabs, first fill in information on the required fields on the Header tab. (Note – required fields are marked with an asterisk symbol).   Once that is done, you can select any of the other tabs.

5. Once the information has been entered that you want to save on a template to be used later, press the **Save As** link.


6. A popup window will be displayed to enter the name for the template. Enter a name in the **Template Name** field and then press the **Save** button on the popup window.

7. To use this Shipment Template, the next time the New Shipment screen is opened, select the **Switch** link.
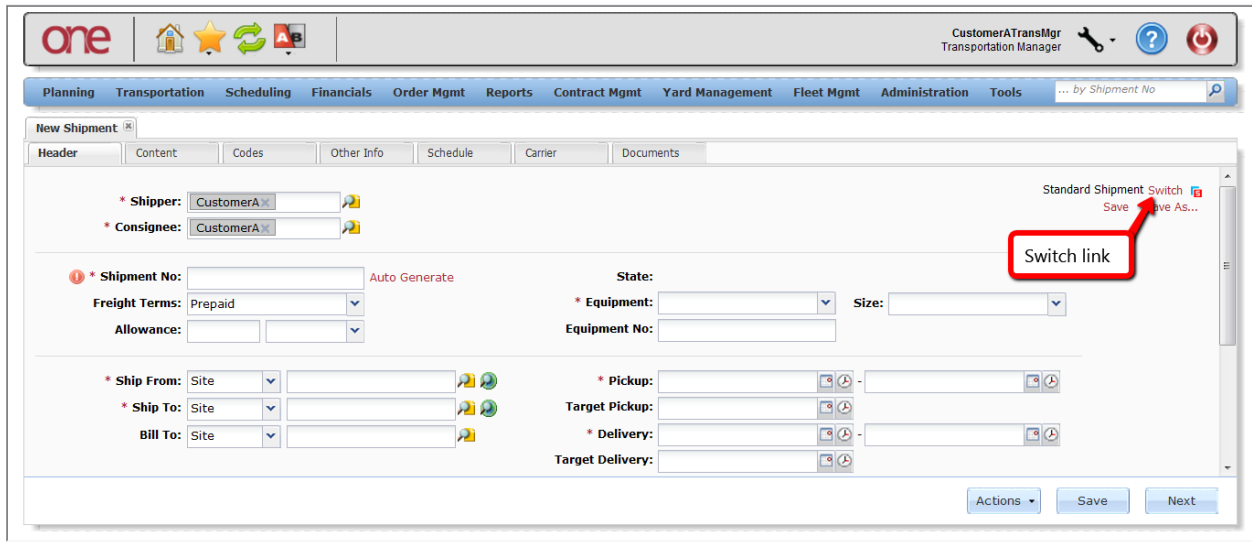
8. A popup will be displayed with the list of available templates. Choose your newly created template and then press the **Select** button on the popup.
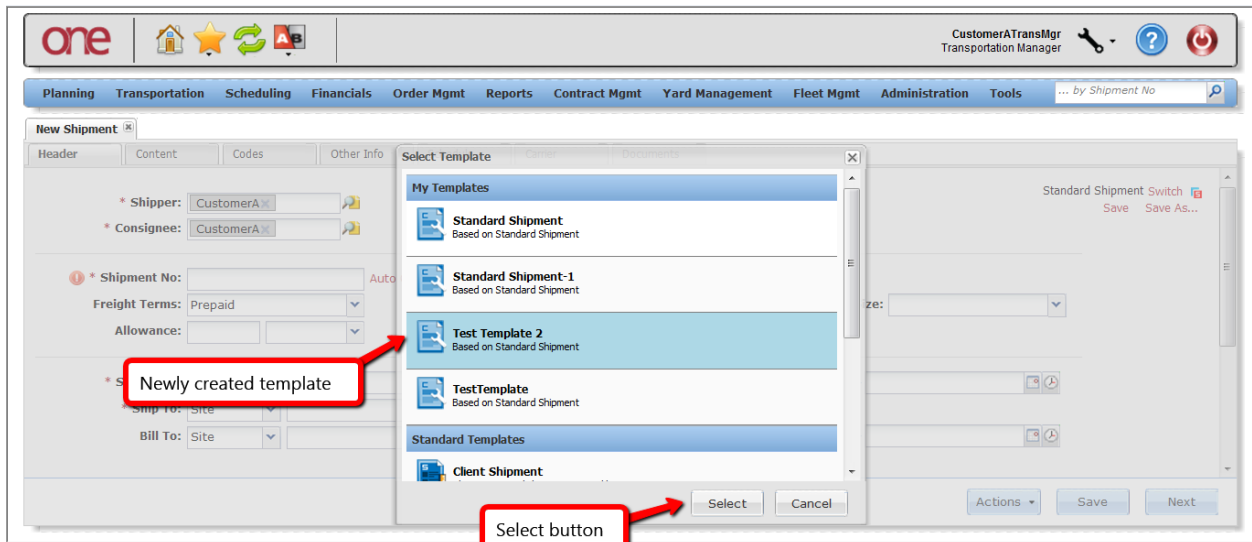
9. The name of the chosen template will be displayed and the information stored in this template will be populated in the fields on the **New Shipment** screen.
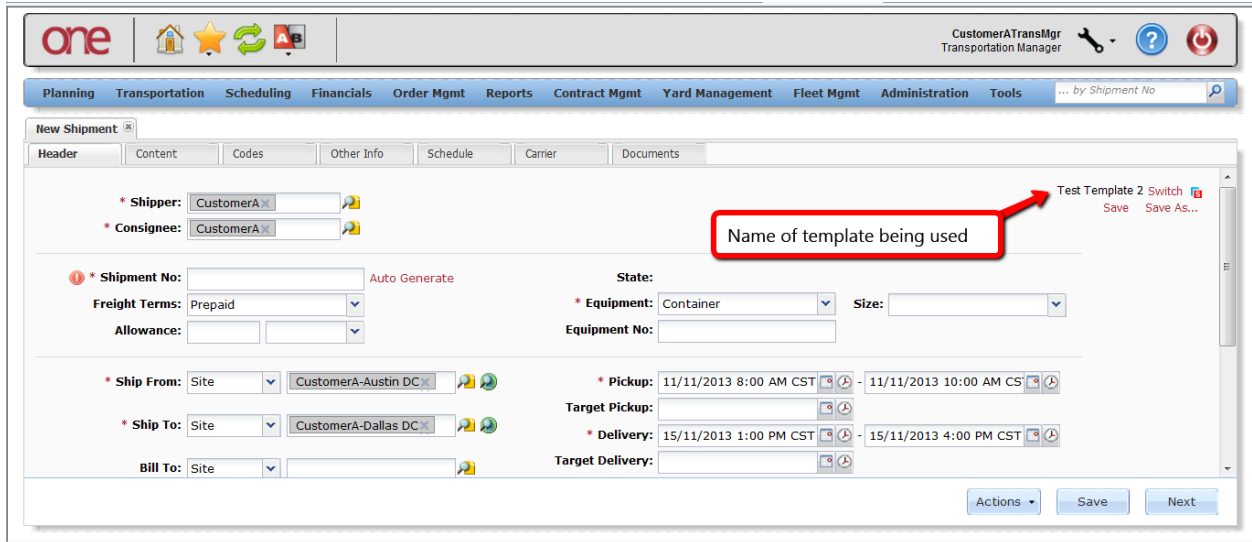
10. A UI screen is available to help manage Shipment Templates. It is located at Transportation -> Manage Templates.
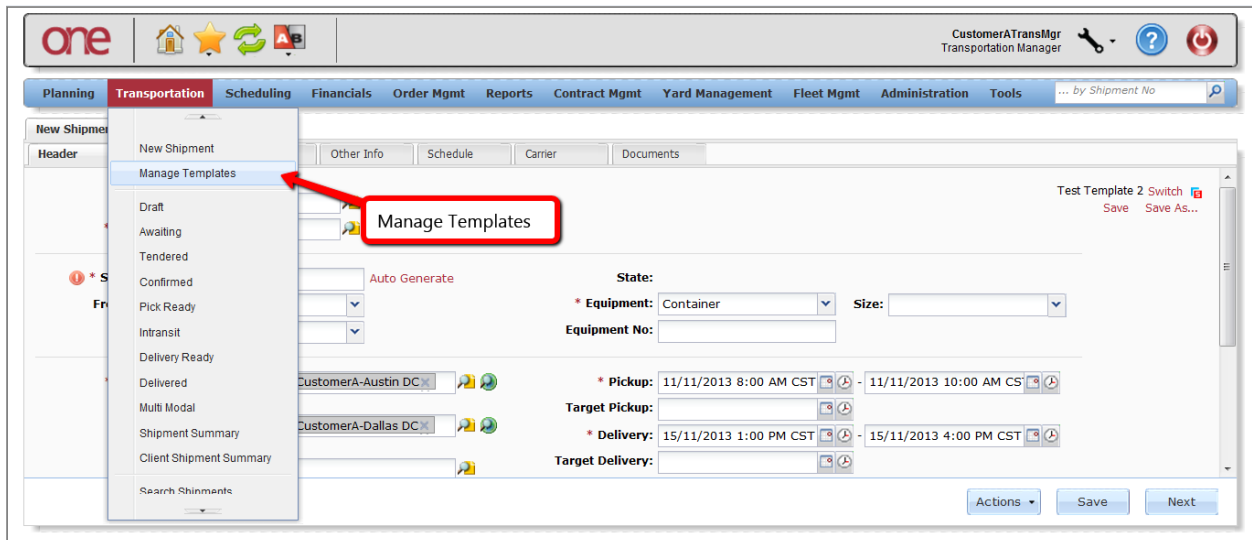
11. The Manage Templates screen will be divided into two sections: **My Templates** and **Standard Templates**. The **My Templates** section will contain a list of the templates the user created. The **Standard Templates** section will contain a list of templates that come with the One Network system. For each template, there is a list of available actions that can be performed which include: Copy, Edit, Delete, and Disable. The default template that will be used when the **New Shipment** screen is opened will be identified by the selected radio button. The user can select a radio button next to any template that the user desires to be the default.