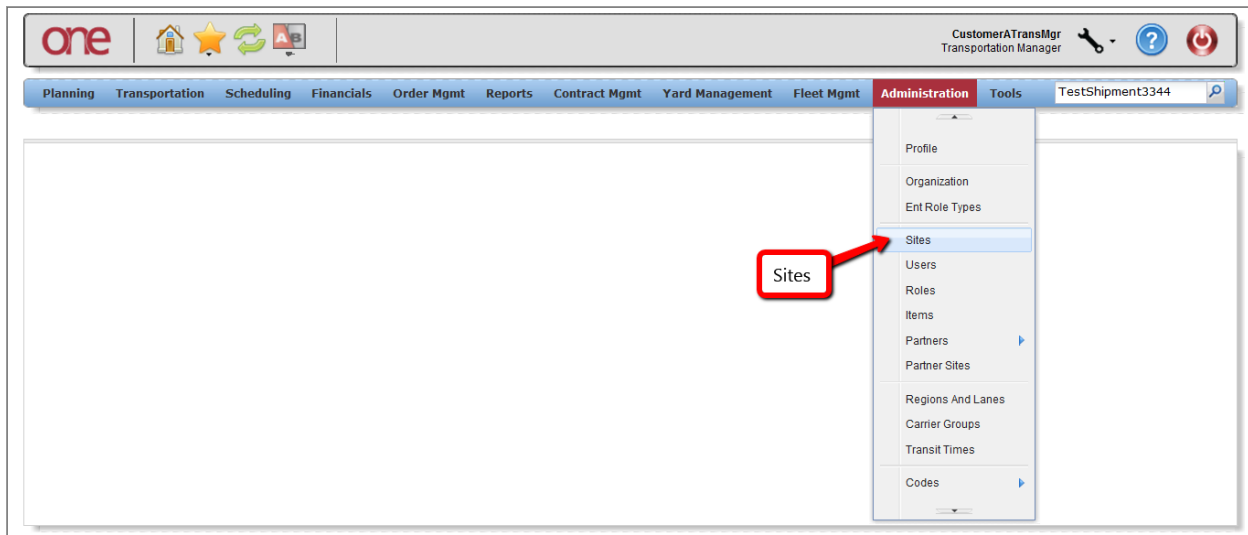


## Introduction

This document provides a quick guide explaining how to create a Site in the One Network System. A Site can then be used as a Ship From location (Pickup) or a Ship To location (Delivery). A Ship From or Ship To location exists on the following items: a Shipment, a Route, and a Rate.

## Creating a Site

1. Login to the One Network System.
2. Select Administration → Sites.



- The **Sites Summary** screen will be displayed with a list of the current sites. To create a new site Setting, press the **Add Site** button.

Organization	Site	Type	Loc Reference#	Address	Time Zone	Billing	Shipping	Group	Admin Site	Agent Org
CustomerA	CustomerA-Austin DC	Warehouse	CustomerA-Austin DC	4055 Valley View Suite# 400 Austin, TX, 73301, US	America/Chicago	Yes	Yes			
CustomerA	CustomerA-Canton Store	Store	CustomerA-Canton Store	4055 Valley View Suite# 400 Canton, TX, 75103, US	America/Chicago	Yes	Yes			
CustomerA	CustomerA-ComptonDC-CA	Warehouse	CustomerA-ComptonDC-CA	4055 Valley View Suite# 400 Compton city, CA, 75001, US	America/Los_Ang...	Yes	Yes			
CustomerA	CustomerA-Dallas DC	Warehouse	CustomerA-Dallas DC	4055 Valley View Suite# 400 Dallas, TX, 75244, US	America/Chicago	Yes	Yes			
CustomerA	CustomerA-Farmersville Store	Store	CustomerA-Farmersville Store	4055 Valley View Suite# 400 Farmersville, TX, 75442, US	America/Chicago	Yes	Yes			
CustomerA	CustomerA-Fortworth Store	Store	CustomerA-Fortworth Store	4055 Valley View Suite# 400 Fortworth, TX, 76199, US	America/Chicago	Yes	Yes			
CustomerA	CustomerA-Greenville Store	Store	CustomerA-Greenville Store	4055 Valley View Suite# 400 Greenville, TX, 75401, US	America/Chicago	Yes	Yes			

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Export to CSV Add Site

- The **New Site** screen will be displayed.

**Name:**

**Type Name:**

**Time zone:**

**Description:**

**Tier:**

**External Ref. No.:**

**Address:**

**Longitude:**

**Latitude:**

**Group Name:**

**Admin Site:**

Save Cancel

- On this screen, the user needs to fill in the required information as follows:
  - Name** field – text field; enter the name for the site
  - Type Name** field – drop-down list of Site Types; select one of the Types such as DC, Plant, Store, or Warehouse
  - Time Zone** field – drop-down list of Time Zones; select one of the Time Zones for this site
  - Address** field – select the Address icon next to this field and enter the Site’s address (Note – after entering information in the Address popup window, click outside of the popup window to close it)

6. On this screen, the user can fill in the desired non-required information such as External Reference Number and Description.
7. After the information has been entered on this screen, press the **Save** button to save the information.

The screenshot shows a web application interface for creating a new site. The top navigation bar includes the 'one' logo and various icons. The main menu has tabs for Planning, Transportation, Scheduling, Financials, Order Mgmt, Reports, Contract Mgmt, Yard Management, Fleet Mgmt, Administration, and Tools. The current page is titled 'New Site' and contains the following form fields:

- \* Name: Test Site 1
- \* Type Name: DC
- \* Time zone: (GMT-06:00) Central Time (US & Canada)
- Description:
- Tier:
- External Ref. No.:
- \* Address: 111 Elm Street, Plano, TX 75025, US
- Longitude:
- Latitude:
- Group Name:

At the bottom right, there are 'Save' and 'Cancel' buttons. A red box highlights the 'Save button' with an arrow pointing to it.

8. After the Site has been created, it can then be used on other UI screens to represent the Ship From or Ship To location. These UI screens include: **New Shipment** screen, **New Route** screen, **Create Dock Door Group** screen, **Create Dock Door** screen, **Create Base/Accessorial/Discount Rate** screen, and **Add Lane** screen.