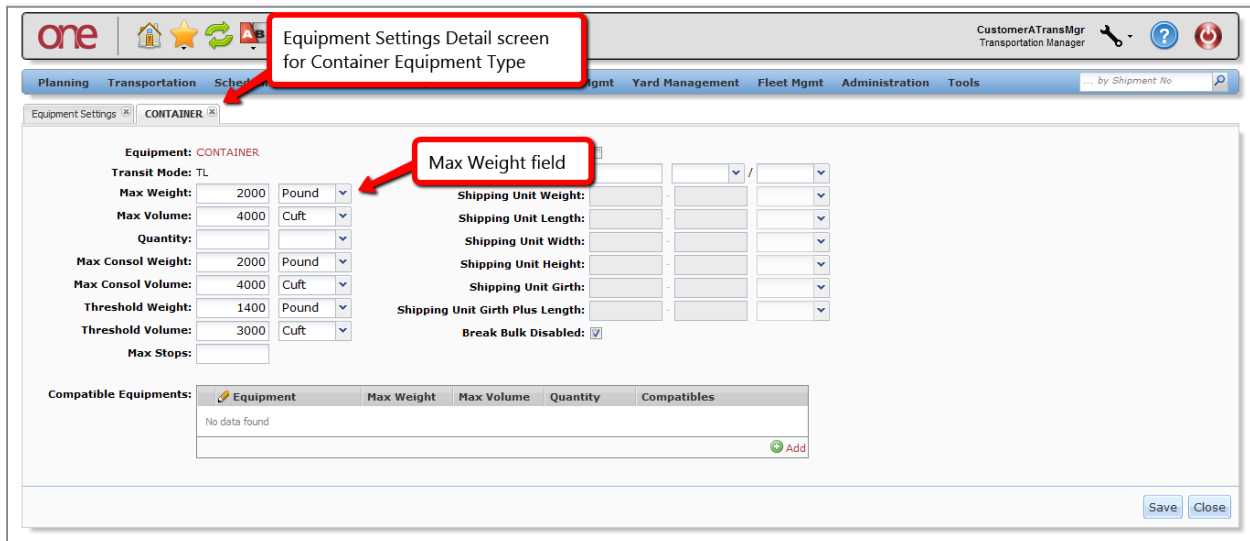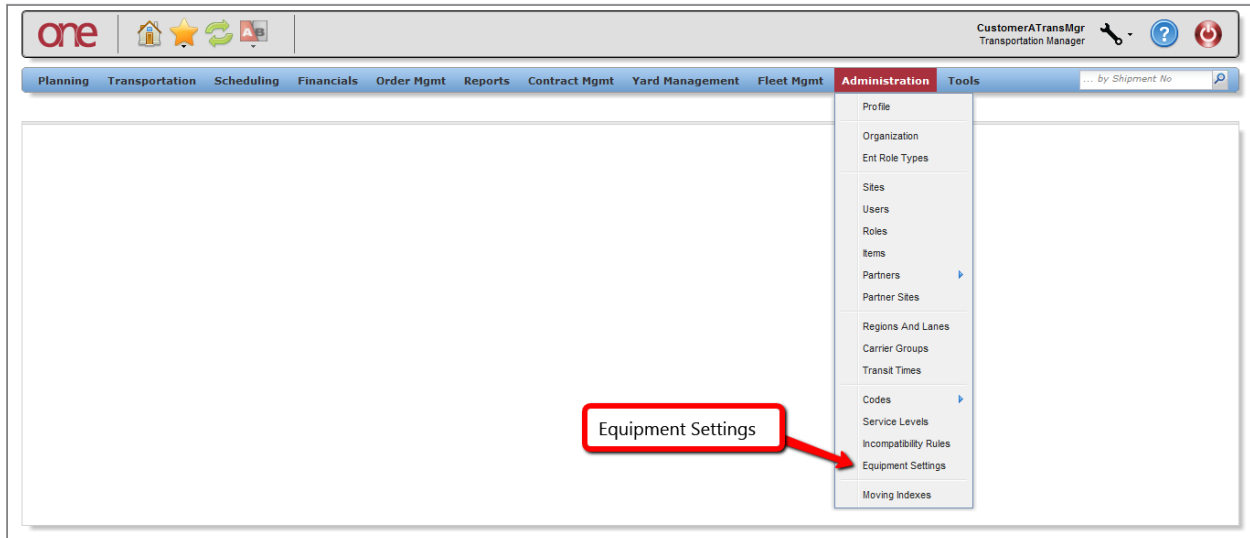# Quick Guide to Flags Functionality

Introduction

Various flags can be displayed for a Shipment and Movement that indicate certain status-type information. A Shipment can display a flag for being over-weight, over-dimension, contains hazardous items, or contains special instructions. Note – the over-dimension flag is only for a Shipment/Movement with LTL (i.e. Less Than Truck Load) or Parcel Equipment Types. A Movement can display a flag for being over-weight, over-dimension or contains hazardous items.

These flags are shown on the **Movement/Shipment Summary** screen under a **Flags** column. This column is shown if at least one Shipment or one Movement on the screen has a flag set.

Configuring the Flags Functionality

1. Login to the One Network System.

2. To set the "Overweight" flag on a Shipment, first navigate to Administration -> Equipment Settings and add an Equipment Setting for Equipment such as "Container". On the **Equipment Settings Detail** screen, set the "Max Weight" field to a certain value.

3. Navigate to Transportation → Awaiting and create or locate a single-shipment movement with the Equipment whose Equipment Setting was created in the step directly above.

Shipment with Container Equipment

4. Select the Shipment Number hyperlink to display the **Shipment Details** screen.

Shipment Number hyperlink

5. On the **Shipment Details** screen, select the "Content" tab and set the Shipment Line weight so it exceeds the "Max Weight" specified on the Equipment Setting.
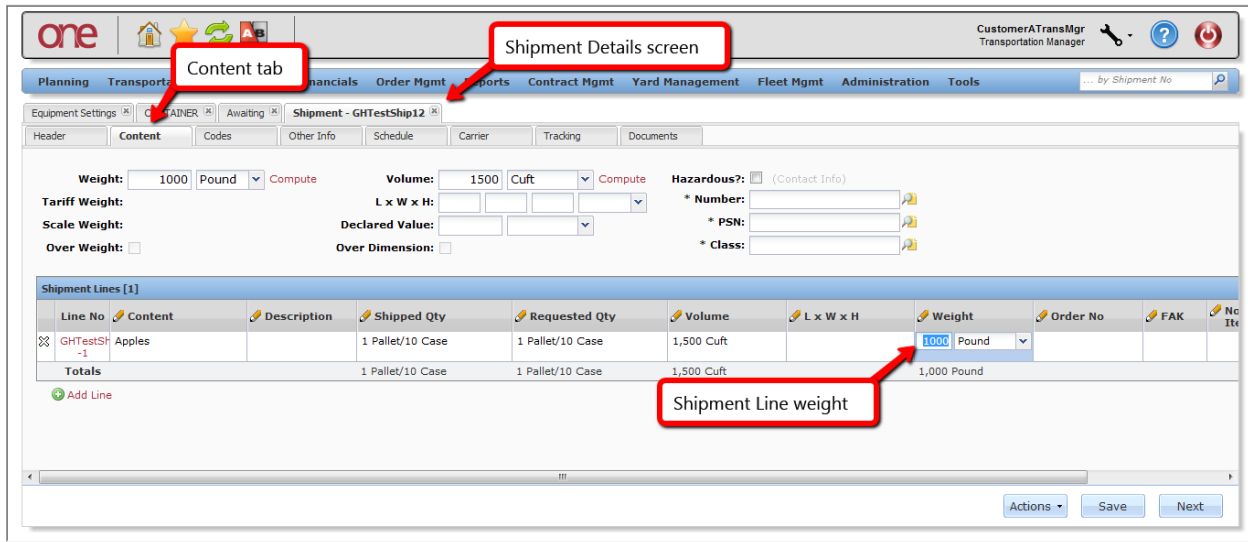
6. Locate the shipment on the **Shipment Summary** screen. In the "Flags" column, there will be a flag for "Overweight" – the user can mouse over the flag to see its name. There is also a checkbox on the Shipment Header that will be automatically checked and is read-only for Over Weight.
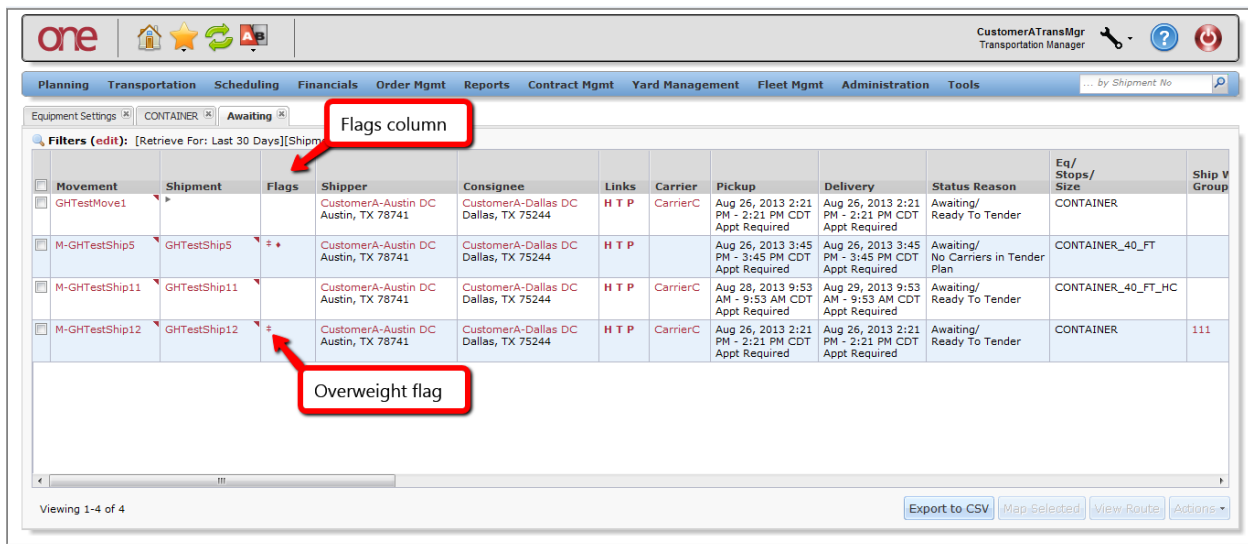
7. To set the "Over Dimension" flag on a Shipment, first navigate to Administration -> Equipment Settings and add an Equipment Setting for an LTL Equipment such as "LTL Reefer" (Note – Equipment must be LTL or Parcel). On the **Equipment Settings Detail** screen, set the "Shipping Unit Length", "Shipping Unit Width" and "Shipping Unit Height" field ranges to certain values. Note – the over dimension flag will be set if any of the shipment header or line's length, width or height are outside of the equipment settings length, width or height.

8. Navigate to Transportation → Awaiting and create or locate a single-shipment movement with the Equipment whose Equipment Setting was created in the step directly above.
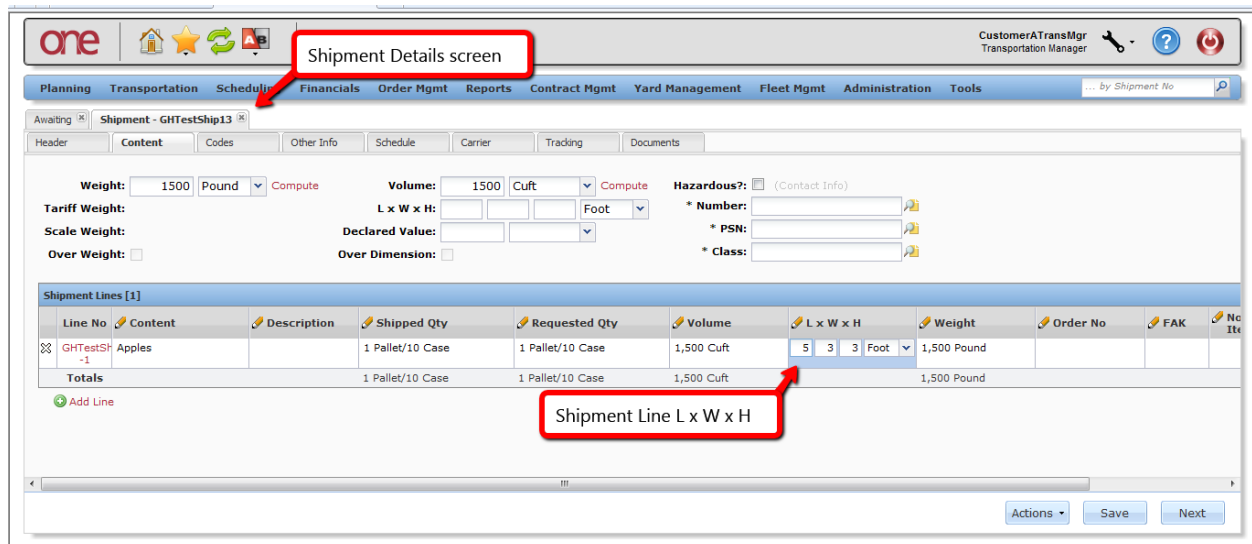
9. Select the Shipment Number hyperlink to display the **Shipment Details** screen.

10. On the **Shipment Details** screen, select the "Content" tab and set the Shipment Line Length, Width or Height so any of these values are outside of the Equipment settings length, width or height. Press the **Save** button to save this information.

11. Locate the shipment on the **Shipment Summary** screen. In the "Flags" column, there will be a flag for "Overdimension" – the user can mouse over the flag to see its name. There is also a checkbox on the Shipment Header that will be automatically checked and is read-only for Over Dimension.
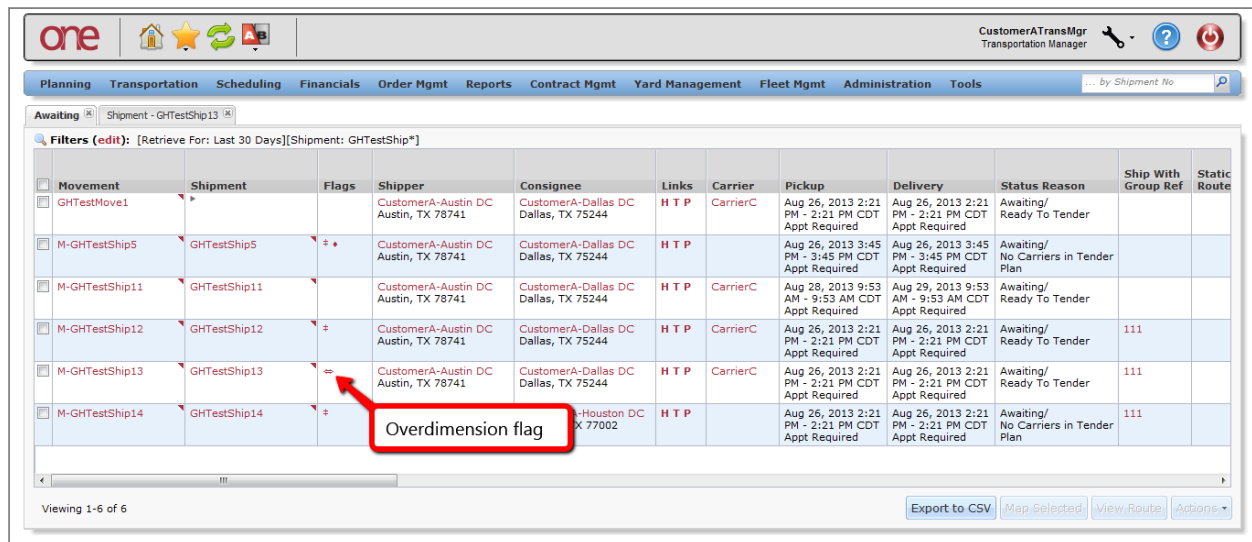
12. To set the "Hazardous" flag on a Shipment, create or locate a single-shipment movement.

13. Select the Shipment Number hyperlink to display the **Shipment Details** screen and select the "Content" tab.

14. Select the "Hazardous" checkbox field in the Shipment Header and then select the "(Contact Info)" link next to the Hazardous checkbox and fill in the contact information. Enter information in the related fields located under the "Hazardous" checkbox - enter a Hazmat number in the "Number" field, enter a Proper Shipping Name (i.e. PSN) number in the "PSN" field and enter a Hazard class in the "Class" field. Press the **Save** button to save this information.

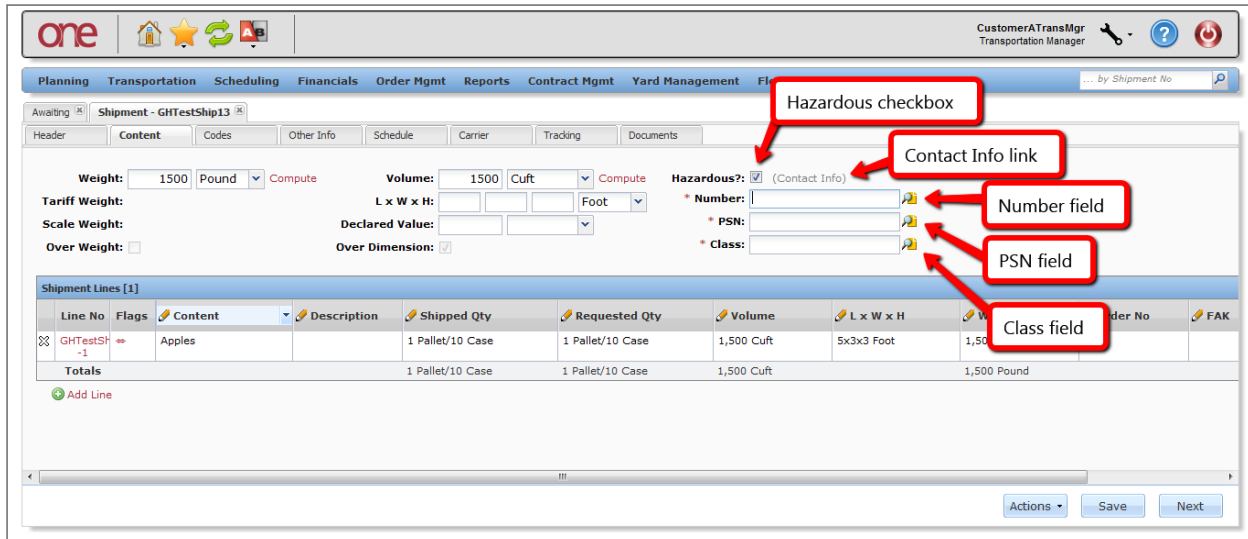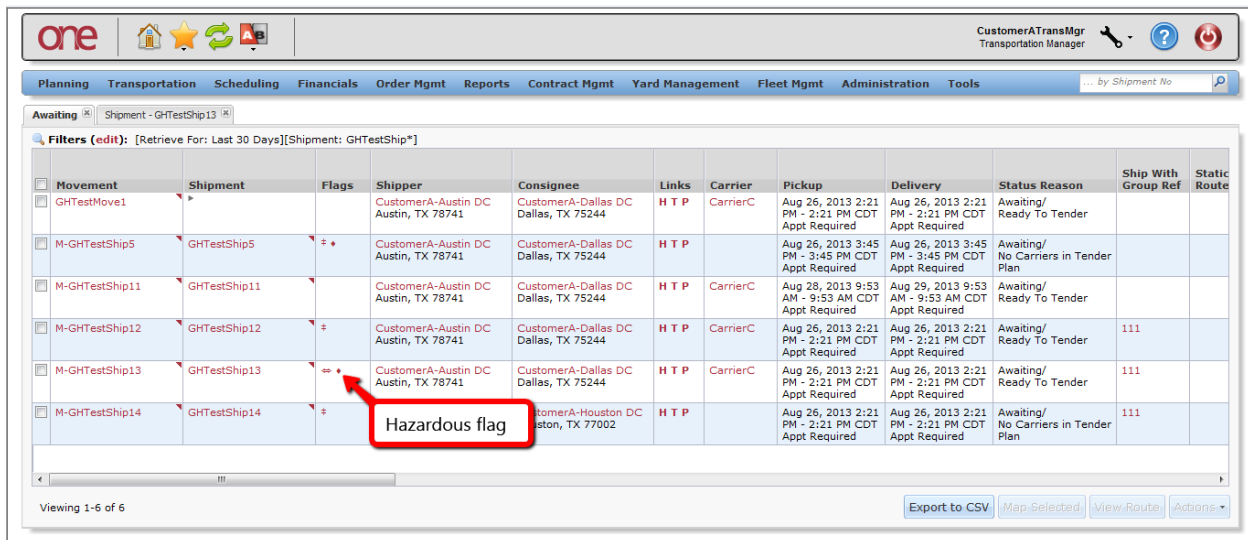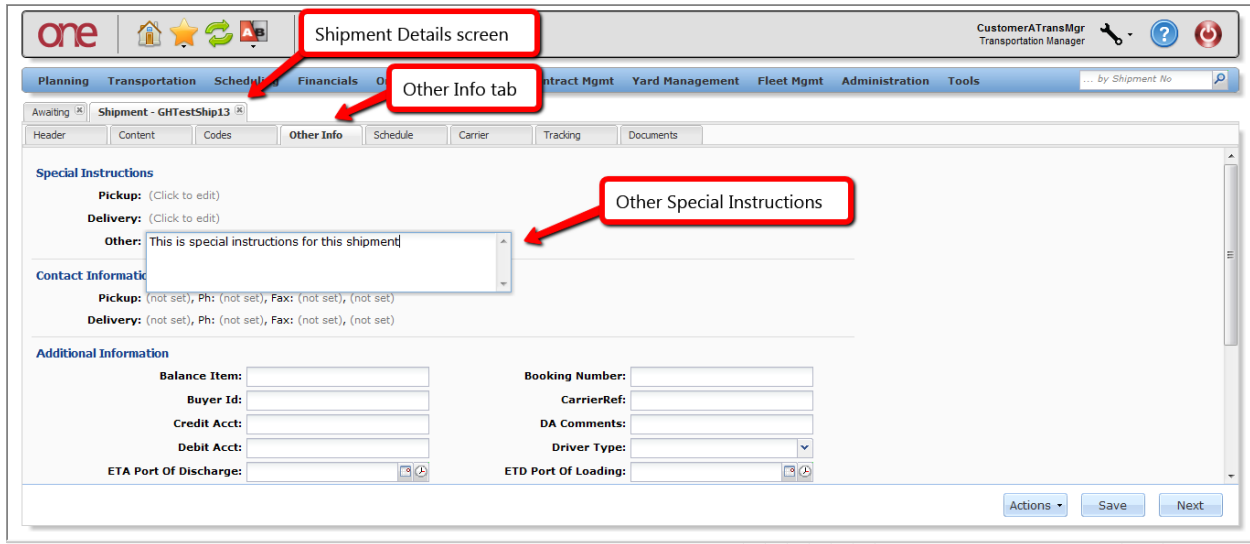15. Locate the shipment on the **Shipment Summary** screen. In the "Flags" column, there will be a flag for "Hazardous" – the user can mouse over the flag to see its name.

16. To set the "Special Instructions" flag on a Shipment, create or locate a single-shipment movement.

17. Select the Shipment Number hyperlink to display the **Shipment Details** screen and select the "Other Info" tab.

18. Select the "(Click to edit)" link next to the "Other" field under the "Special Instructions" section. Enter special instruction information. Press the **Save** button to save this information.

19. Locate the shipment on the **Shipment Summary** screen. In the "Flags" column, there will be a flag for "Special Instructions" – the user can mouse over the flag to see the special instructions information.