

Introduction

This document provides a quick guide explaining how to perform a global search using the One Network system. This functionality will allow you to locate Shipments or Movements.

Performing a Global Search

- 1. Login to the One Network system.
- 2. To locate a Shipment or Movement, you can use the global **Search** field located in the top right of the screen.

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Confirmed Rick Ready								Opt		
Intransit		Transportation screen optic		ns 🔺 🖉 🕲	Shipment State Summary Report					
Delivery Ready	New Alerts	Total Alerts			State	Count				
Delivered	3	3			Tendered	0				
Chineset Comments	13	13			Confirmed	37				
Snipment Summary	6	6			Pick Ready	0				
KK-Confirmed- Production-OneB	16	16			Intransit	1				
KK-Prod-Mvmt- Cancelled-OneB	3	3			Delivery Ready Received	0				
KK-Prod-Ship- Cancelled-OneB	3	3			Multi Modal	0				
event alert	47	47								
Viewing 1-7 of 7			Fx	port to CSV	Viewing 1-7 of 7			Export to CS		

3. When you first click into the **Search** field, you will see a **Search By** field and a **Retrieve For** field.

For the **Search By** field, please choose the correct drop-down choice such as "**Shipments: by Shipment No**".

For the **Retrieve For** field, the default choice is "Last 30 Days" – if you want to look for Shipments or Movements whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.

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Transportation Se	cheduling Fina	ncials Reports	Contract Mgmt	Administration	Tools			by Shipment No			
Carrier Dashboard 🛞						Search By	Search By:	Shipments: by Shipment Shipments			
lert Summary			Shipment State Summary		Retrieve F	- by Shipment No					
Alert Name	New Alerts	Total Alerts			Stat Shipments	- by Shipment No	Same da	- by Order No			
DP Load Cancelled	4	4			Tend		Save as ue	- by Carrier Pro No			
DP Mvmt Rejected	1	1			Confirmed	4		- by Bill Of Lading No			
Buelow					Pick Ready	0		- by Originator			
DP Mvmt updated	1	1			In-Transit	0		Appointments			
Delivery Appt Alert	11	11			Delivery Ready	0		- by Confirmation No			
GH Accept alert	1	1			Delivered	1		- by Movement No			
GH Reject alert	1	1		=	Multi Modal	0		- by Order No			

4. Type in your value (i.e. Shipment Number or Movement Number) in the **Search** field.

IMPORTANT – When entering your value in the **Search** field, you can enter a wild card symbol if you do not know or do not want to enter the entire value. The wild card is the asterisk (*) symbol, and you can enter it either before or after the value.

5. The **Movement/Shipment Summary** screen meeting the search criteria will be displayed.

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Planning Trans	portation Scheduling	Financials Order Mgmt	Reports Contract M	lgmt Yard Manag	ement Fleet Mgi	nt Ad	ministration Tools		706898	18	Q
🟠 Dashboard 🗵 Shi	oments: by Shipment No										
🔍 Filters (edit): [Shipment: 7068988][Retriev	ve For: Last 30 Days][State: Dr	aft,Awaiting,Tendered,Conf	firmed,Pick Ready,Inti	ansit,Delivery Ready	Receive	d,Deleted,Multi Modal]				
Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/	Carrier	Ship With	Static	Eq/ Sto
M-7068988	7068988	CustomerA-Austin DC Austin, TX 73301	CustomerA-Dallas DC Dallas, TX 75001	9/3/13 12:42 PM - 12:42 PM CDT Appt Required	9/3/13 12:42 PM - 12:42 PM CDT Appt Required	нт	Awaiting/ Pickup Date and Time Exceeded				DRY