

# Quick Guide to Performing a Global Search

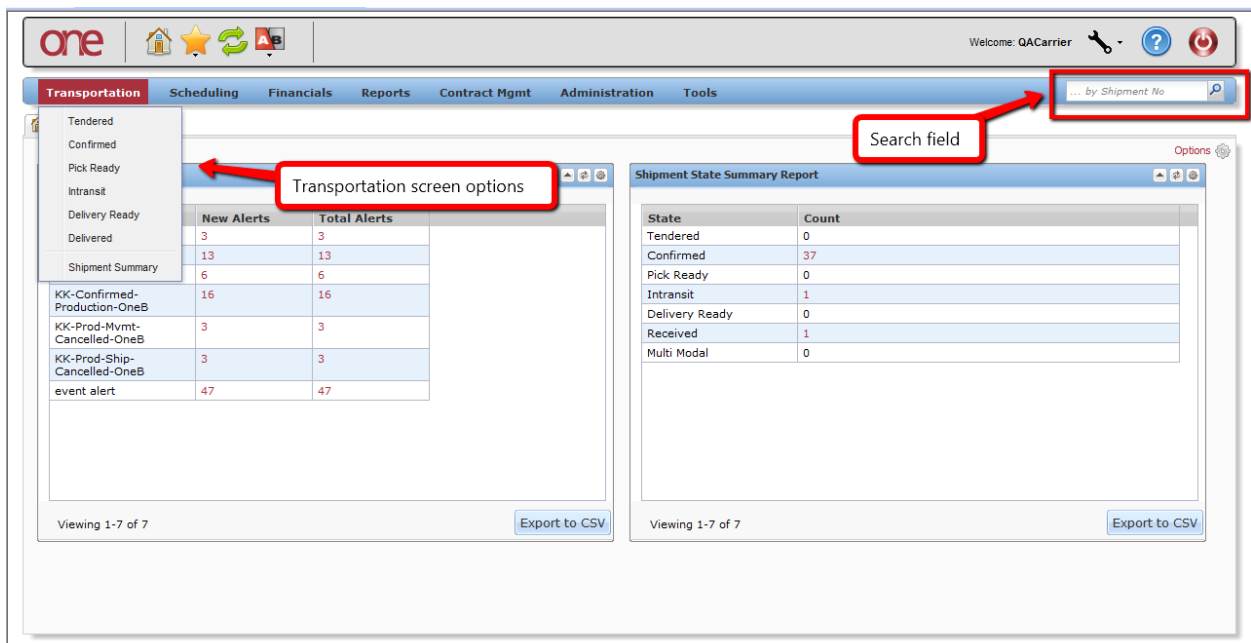


## Introduction

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

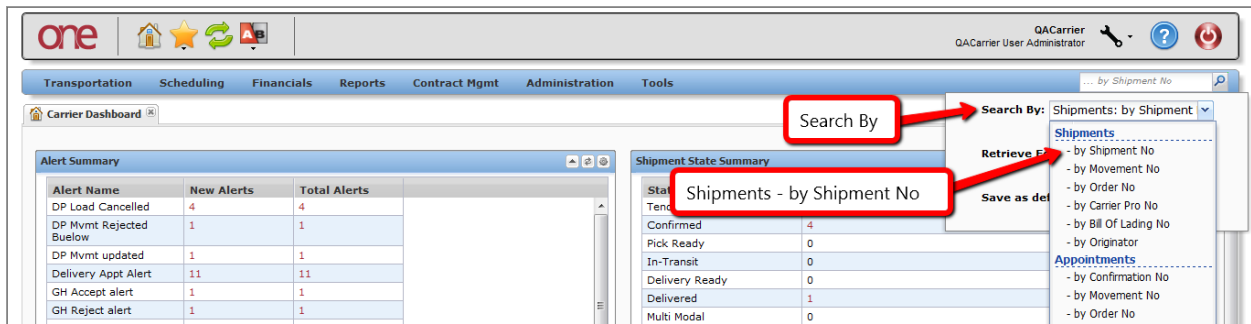
1. Login to the One Network system.
2. To locate a Shipment or Movement, you can use the global **Search** field located in the top right of the screen.



- 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**” or “**Shipments: by Movement 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.



- Type in your value (i.e. Shipper 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.

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

