

## Introduction

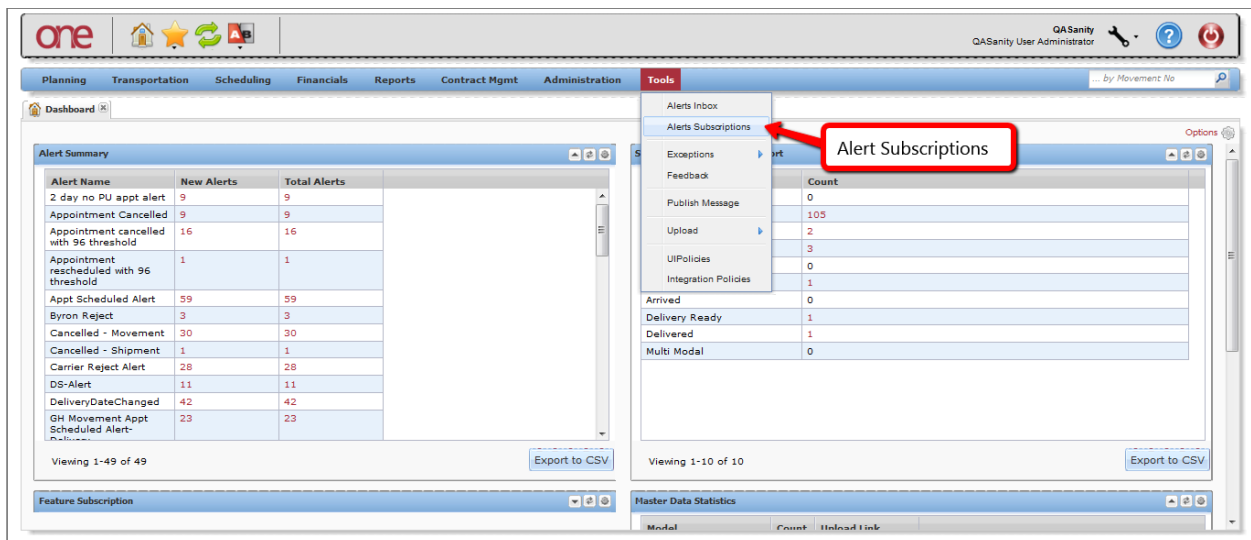
This document provides a quick guide explaining how to subscribe to an Alert in the One Network System.

Throughout the day, many events occur within the One Network System. These events can trigger alerts that users may subscribe to, which keeps the user aware of certain things occurring or not occurring in the system. An event can be something such as a shipment being updated or a shipment not being delivered.

An alert can happen when a specific event occurs – these are referred to as event-based alerts. When a shipment is tendered would be an example of an event-based alert – the event is the tendering itself. An alert can also happen if an event does not occur within a specified time threshold - these are referred to as time-based alerts. An example of a time-based alert is using the Tender In Jeopardy alert type. You can subscribe to this alert and then specify a threshold time which would indicate the amount of time before the tender expires.

## Subscribing to an Alert

1. Login to the One Network System.
2. Select Tools -> Alerts Subscriptions:



3. The **Alerts Subscriptions** screen will be displayed with a list of your current alert subscriptions.

To subscribe to a new alert, press the **Add Alert Subscription** button:

The screenshot displays the 'Alerts Subscriptions' interface. At the top, there is a navigation bar with the 'one' logo and various icons. Below this is a menu with options: Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The main content area shows a table with the following columns: Alert Subscription Name, Alert Type, Mobile Delivery, System Delivery, and Email Delivery. The table lists various alert types such as 'Mvmt Rejected', 'DS-Alert', 'Tender Alert', etc. At the bottom right of the table, there is a red box containing the text 'Add Alert Subscription button' with an arrow pointing to the 'Add Alert Subscription' button in the interface. Below the table, there are buttons for 'Export to Excel' and 'Add Alert Subscription', along with an 'Actions' dropdown menu. The status bar at the bottom indicates 'Page: 1 more... Viewing 1-50 Selected: 0'.

Alert Subscription Name	Alert Type	Mobile Delivery	System Delivery	Email Delivery
<a href="#">Mvmt Rejected</a>	Movement Event Alert		Yes	
<a href="#">DS-Alert</a>	Carrier Not Assigned For Shipment Alert		Yes	
<a href="#">Tender Alert</a>	Shipment Event Alert		Yes	
<a href="#">ZeroDistanceAlert</a>	ZeroDistanceAlert		Yes	
<a href="#">Shipment Deleted Alert</a>	Shipment Event Alert		Yes	
<a href="#">Movement Tendered Alert</a>	Movement Event Alert		Yes	
<a href="#">Appt Scheduled Alert</a>	Shipment Event Alert		Yes	
<a href="#">DeliveryDateChanged</a>	Shipment Update Alert		Yes	
<a href="#">delayed</a>	Shipment Event Alert		Yes	
<a href="#">GH Out Gate Alert</a>	Shipment Event Alert		Yes	
<a href="#">GH Tender Alert 1</a>	Shipment Event Alert		Yes	
<a href="#">GH Shipment Updated Alert</a>	Shipment Update Alert		Yes	
<a href="#">GH Movement Updated</a>	Movement Update Alert		Yes	
<a href="#">GH Shipment Line Added Alert</a>	Shipment Line Added		Yes	
<a href="#">Carrier Reject Alert</a>	Shipment Event Alert		Yes	
<a href="#">GH Shipment Appt Cancelled</a>	Shipment Event Alert		Yes	
<a href="#">GH Shipment Appt Rescheduled</a>	Shipment Event Alert		Yes	
<a href="#">No Delivery Appt Alert</a>	Shipment Not Appointed For Delivery Alert		Yes	
<a href="#">Movement Deleted Alert</a>	Movement Event Alert		Yes	
<a href="#">GH Shipment Not Delivered Alert</a>	Shipment Not Delivered		Yes	

Note: To view or edit the details for an alert subscription, select the **Alert Subscription Name** link on the screen.

4. After pressing the **Add Alert Subscription** button, the **New Alert Subscription** screen will be displayed. This screen is divided into 3 sections: **Alert Information**, **Alert Type**, and **Alert Filters**. The **Alert Filters** section will change depending on what type of alert is selected in the **Alert Information** section:

The screenshot shows the 'New Alert Subscription' form in the QASanity system. The form is organized into three main sections:

- Alert Information:** Contains a text input for 'Subscription Name', a dropdown for 'Category' (set to 'Claim'), and a dropdown for 'Alert Type' (set to 'Claim Update Alert').
- Alert Type:** Contains two dropdowns for 'E-Mail' and 'Mobile Email' (both set to 'None'), and a checked checkbox for 'System Delivery'.
- Alert Filters:** Contains two checkboxes for 'Update Field' (with 'Claim State' selected) and 'Claim Amount', and two text input fields for 'Shipment Number' and 'Master Shipment Number'.

A 'Save' button is located at the bottom right of the form.

5. Enter and select information in the **Alert Information** section of the screen:

Note: Fields marked with an asterisk symbol (\*) are required.

- **Subscription Name** field - enter a name for your alert
- **Category** field - select one of the available categories from the **Category** drop-down field. If you want to subscribe to an alert based on the Movement or Shipment, select the **Movement** or **Shipment** category option.
- **Alert Type** field – once you select a Category option, the list of corresponding Alert Types will be available. Select one of the available alert types from the **Alert Type** drop-down field. If you selected the Shipment Category, you can pick a specific alert such as **Shipment Not Delivered** or you can pick a general type of alert such as **Shipment Event Alert** which you would then specify the event for this alert in the **Alert Filters** section of the screen.

The screenshot shows the 'New Alert Subscription' form in the QASanity system. The form is titled 'Alert Information' and contains several required fields marked with an asterisk (\*). Three red boxes with arrows point to the 'Subscription Name', 'Category', and 'Alert Type' fields. The 'Subscription Name' field is a text input. The 'Category' field is a dropdown menu currently showing 'Claim'. The 'Alert Type' field is a dropdown menu currently showing 'Claim Update Alert'. Below these are 'Alert Type' sub-fields for 'E-Mail' and 'Mobile Email', both set to 'None'. There is a 'System Delivery' checkbox checked. The 'Alert Filters' section has an 'Update Field' section with checkboxes for 'Claim State' and 'Claim Amount'. At the bottom, there are 'Shipment Number' and 'Master Shipment Number' text input fields. A 'Save' button is located at the bottom right of the form.

6. Enter information in the **Alert Type** section of the screen. This section allows you to send this alert to two different email addresses as well as to send the alert to the system so you can see it within the application:

- For the **E-Mail** field, select one of the selections from the drop down list – None, Email, or Alternate Email

Note – If you select the **Email** option from the drop down list, it will default to the email address specified for your username. The **Alternate Email** option from the drop down list will allow you to enter any email address.

- For the **Mobile Email** field, select one of the selections from the drop down list – None, Email, or Alternate Email
- Select the checkbox next to the **System Delivery** field if you want the alert to be seen in the application under your **Alert Inbox**

The screenshot displays the 'New Alert Subscription' form in the QASanity application. The form is organized into three main sections: 'Alert Information', 'Alert Type', and 'Alert Filters'. In the 'Alert Information' section, there are fields for 'Subscription Name', 'Category' (set to 'Shipment'), and 'Alert Type' (set to 'Shipment Event Alert'). The 'Alert Type' section features three fields: 'E-Mail' (a dropdown menu), 'Mobile Email' (a dropdown menu), and 'System Delivery' (a checked checkbox). Red boxes and arrows highlight these three fields with labels: 'E-Mail field', 'Mobile Email field', and 'System Delivery checkbox'. The 'Alert Filters' section includes a 'Threshold (in hours)' field, an 'Event' dropdown, and several input fields for 'Shipment Number', 'Master Shipment Number', 'Order Number', and 'Bill Of Lading Number'. A 'Save' button is located at the bottom right of the form.

7. Enter information in the **Alert Filters** section of the screen. This section allows you to specify certain filter criteria that needs to be met for this alert. For example, the **Alert Filters** section may include a **Ship From Site** field (depending on which alert type you selected). You could then specify a **Ship From Site** which means you would only get this alert for Shipments that contain this **Ship From Site**.

- Once all the information has been entered on the **New Alert Subscription** screen, press the **Save** button on the bottom of the screen. You will receive a message on the screen that the alert was successfully created.

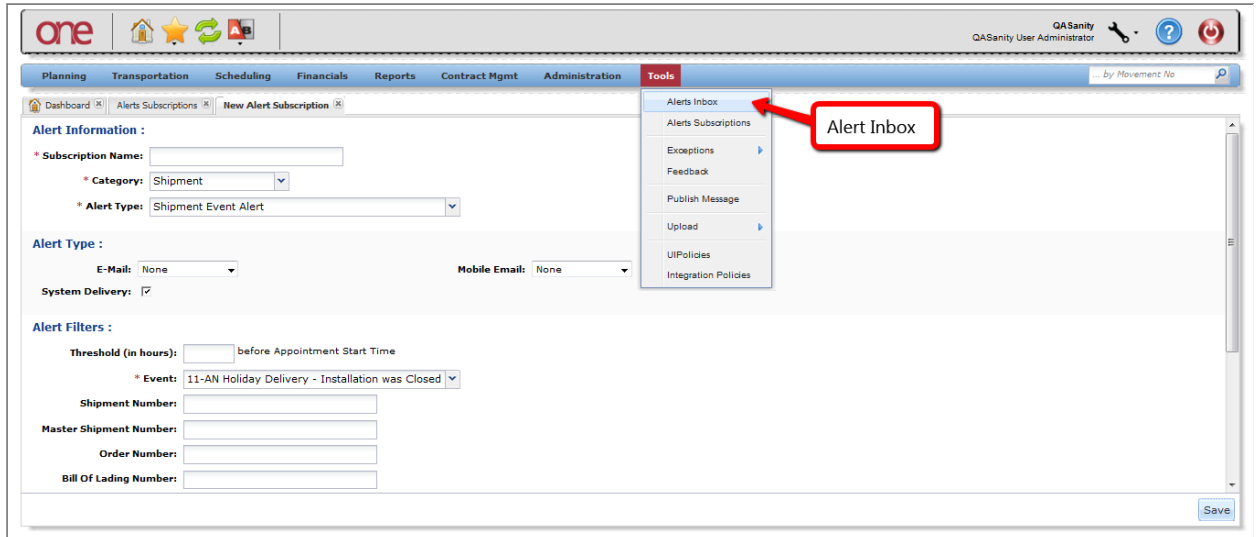
The screenshot displays the 'New Alert Subscription' form within the QA Sanity application. The interface includes a top navigation bar with the 'one' logo and user information 'QA Sanity QA Sanity User Administrator'. Below this is a menu bar with options like Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The main content area is titled 'Alert Information' and contains several sections:

- Subscription Name:** A text input field.
- Category:** A dropdown menu set to 'Shipment'.
- Alert Type:** A dropdown menu set to 'Shipment Event Alert'.
- Alert Type:** A section with 'E-Mail' and 'Mobile Email' dropdowns, both set to 'None', and a checked 'System Delivery' checkbox.
- Alert Filters:** A section with a 'Threshold (in hours)' input field, an 'Event' dropdown set to '11-AN Holiday Delivery - Installation was Closed', and input fields for 'Shipment Number', 'Master Shipment Number', 'Order Number', and 'Bill Of Lading Number'.

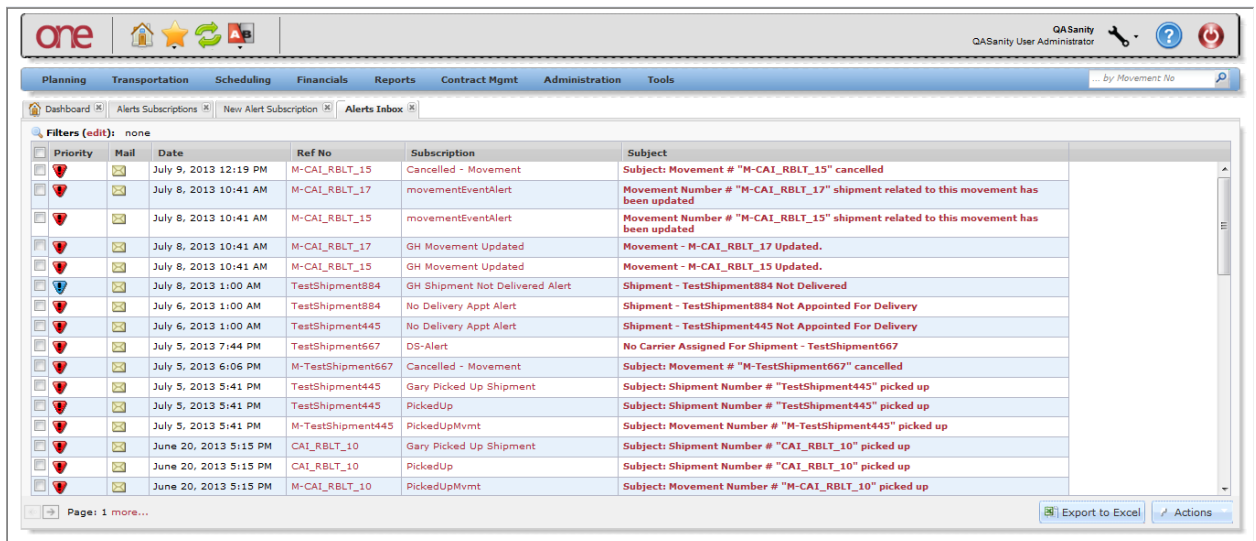
A red box highlights the 'Save button' located at the bottom right of the form area.

10. Once an alert is triggered, you will get an email message to the email address you specified on the alert plus the alert will be sent to the system if you selected this option.

11. To view alerts sent to the system, select Tools -> Alert Inbox:



12. The **Alert Inbox** screen will be displayed with a list of alerts that were sent to the system (Note – this would be for the alerts that you checked this option). The screen will list the date the alert was sent as well as the name of your alert. You can filter and search for specific alerts by selecting the “Filters (edit)” link, entering filter information and then pressing the **Search** link.



13. On the **Alert Inbox** screen, you can mark an alert as “read” by selecting the envelope symbol for the alert. The envelope symbol changes to an open envelope to signify to you that you have already read and acknowledged this alert.

The screenshot displays the 'Alerts Inbox' screen. At the top, there is a navigation bar with tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. Below this is a sub-navigation bar with 'Dashboard', 'Alerts Subscriptions', 'New Alert Subscription', and 'Alerts Inbox'. The main area contains a table of alerts. A red box highlights the envelope icon in the 'Mail' column of the first row, with a red arrow pointing to it and the text 'Envelope symbol to mark alert as read'.

Priority	Mail	Date	Ref No	Subscription	Subject
High	✉	July 9, 2013 12:19 PM	M-CAI_RBLT_15	Cancelled - Movement	Subject: Movement # "M-CAI_RBLT_15" cancelled
High	✉	July 8, 2013 10:41 AM	M-CAI_RBLT_17	GH Movement Updated	Movement Number # "M-CAI_RBLT_17" shipment related to this movement has been updated
High	✉	July 8, 2013 10:41 AM	M-CAI_RBLT_15	GH Movement Updated	Movement Number # "M-CAI_RBLT_15" shipment related to this movement has been updated
High	✉	July 8, 2013 10:41 AM	M-CAI_RBLT_15	GH Movement Updated	Movement - M-CAI_RBLT_17 Updated.
High	✉	July 8, 2013 10:41 AM	M-CAI_RBLT_15	GH Movement Updated	Movement - M-CAI_RBLT_15 Updated.
High	✉	July 8, 2013 1:00 AM	TestShipment884	GH Shipment Not Delivered Alert	Shipment - TestShipment884 Not Delivered
High	✉	July 6, 2013 1:00 AM	TestShipment884	No Delivery Appt Alert	Shipment - TestShipment884 Not Appointed For Delivery
High	✉	July 6, 2013 1:00 AM	TestShipment445	No Delivery Appt Alert	Shipment - TestShipment445 Not Appointed For Delivery
High	✉	July 5, 2013 7:44 PM	TestShipment667	DS-Alert	No Carrier Assigned For Shipment - TestShipment667
High	✉	July 5, 2013 6:06 PM	M-TestShipment667	Cancelled - Movement	Subject: Movement # "M-TestShipment667" cancelled
High	✉	July 5, 2013 5:41 PM	TestShipment445	Gary Picked Up Shipment	Subject: Shipment Number # "TestShipment445" picked up
High	✉	July 5, 2013 5:41 PM	TestShipment445	PickedUp	Subject: Shipment Number # "TestShipment445" picked up
High	✉	July 5, 2013 5:41 PM	M-TestShipment445	PickedUpMvmt	Subject: Movement Number # "M-TestShipment445" picked up
High	✉	June 20, 2013 5:15 PM	CAI_RBLT_10	Gary Picked Up Shipment	Subject: Shipment Number # "CAI_RBLT_10" picked up
High	✉	June 20, 2013 5:15 PM	CAI_RBLT_10	PickedUp	Subject: Shipment Number # "CAI_RBLT_10" picked up
High	✉	June 20, 2013 5:15 PM	M-CAI_RBLT_10	PickedUpMvmt	Subject: Movement Number # "M-CAI_RBLT_10" picked up



14. To delete alert messages, select the checkboxes next to the alert messages and press the **Actions** button and select **Delete Checked**:

The screenshot shows the QASanity Alerts Inbox interface. The table contains the following data:

Priority	Mail	Date	Ref No	Subscription	Subject
<input checked="" type="checkbox"/>		July 9, 2013 12:19 PM	M-CAI_RBLT_15	Cancelled - Movement	Subject: Movement # "M-CAI_RBLT_15" cancelled
<input checked="" type="checkbox"/>		July 8, 2013 10:41 AM	M-CAI_RBLT_17	movementEventAlert	Movement Number # "M-CAI_RBLT_17" shipment related to this movement has been updated
<input type="checkbox"/>			M-CAI_RBLT_15	movementEventAlert	Movement Number # "M-CAI_RBLT_15" shipment related to this movement has been updated
<input type="checkbox"/>			M-CAI_RBLT_17	GH Movement Updated	Movement - M-CAI_RBLT_17 Updated.
<input type="checkbox"/>		July 8, 2013 10:41 AM	M-CAI_RBLT_15	GH Movement Updated	Movement - M-CAI_RBLT_15 Updated.
<input type="checkbox"/>		July 8, 2013 1:00 AM	TestShipment884	GH Shipment Not Delivered Alert	Shipment - TestShipment884 Not Delivered
<input type="checkbox"/>		July 6, 2013 1:00 AM	TestShipment884	No Delivery Appt Alert	Shipment - TestShipment884 Not Appointed For Delivery
<input type="checkbox"/>		July 6, 2013 1:00 AM	TestShipment445	No Delivery Appt Alert	Shipment - TestShipment445 Not Appointed For Delivery
<input type="checkbox"/>		July 5, 2013 7:44 PM	TestShipment667	DS-Alert	No Carrier Assigned For Shipment - TestShipment667
<input type="checkbox"/>		July 5, 2013 6:06 PM	M-TestShipment667	Cancelled - Movement	Subject: Movement # "M-TestShipment667" cancelled
<input type="checkbox"/>		July 5, 2013 5:41 PM	TestShipment445	Gary Picked Up Shipment	Subject: Shipment Number # "TestShipment445" picked up
<input type="checkbox"/>		July 5, 2013 5:41 PM	TestShipment445	PickedUp	Subject: Shipment Number # "TestShipment445" picked up
<input type="checkbox"/>		July 5, 2013 5:41 PM	M-TestShipment445	PickedUpMvmt	Subject: Movement Number # "M-TestShipment445" picked up
<input type="checkbox"/>		June 20, 2013 5:15 PM	CAI_RBLT_10	Gary Picked Up Shipment	Subject: Shipment Number # "CAI_RBLT_10" picked up
<input type="checkbox"/>		June 20, 2013 5:15 PM	CAI_RBLT_10	PickedUp	Subject: Shipment Number # "CAI_RBLT_10" picked up
<input type="checkbox"/>		June 20, 2013 5:15 PM	M-CAI_RBLT_10	PickedUpMvmt	Subject: Movement Number # "M-CAI_RBLT_10" picked up

The interface includes a top navigation bar with tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The Alerts Inbox tab is active. A red box labeled "Alert checkbox" points to the checkbox in the first row. Another red box labeled "Delete Checked" points to the "Delete Checked" option in the "Actions" dropdown menu at the bottom right.

15. Another way to view the alerts sent to the system is to add the **Alert Summary** portlet to your **Dashboard**. This **Alert Summary** portlet lists the name of the alert and the count or number of each of this alert – the count is displayed under the **New Alerts** column and the **Total Alerts** column. The **New Alerts** column will show you a count of the alerts you have not marked as “read” while the **Total Alerts** column will show you the total number of this alert (i.e. read and not read). You can select the count link for any alert to see the specifics for that alert.

The screenshot shows the QA Sanity user interface. At the top, there is a navigation bar with tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The user is logged in as QA Sanity QA Sanity User Administrator. The main content area displays several portlets. The 'Alert Summary' portlet is highlighted with a red box and labeled 'Alert Summary portlet'. It contains a table with the following data:

Alert Name	New Alerts	Total Alerts
2 day no PU appt alert	9	9
Appointment Cancelled	9	9
Appointment cancelled with 96 threshold	16	16
Appointment rescheduled with 96 threshold	1	1
Appt Scheduled Alert	59	59
Byron Reject	3	3
Cancelled - Movement	30	30
Cancelled - Shipment	1	1
Carrier Reject Alert	28	28
DS-Alert	11	11
DeliveryDateChanged	42	42
GH Movement Appt Scheduled Alert	23	23

Below the table, it indicates 'Viewing 1-49 of 49' and provides an 'Export to CSV' button. To the right, there is a 'Shipment State Summary Report' portlet showing a table of shipment states and their counts:

State	Count
Draft	0
Awaiting	105
Tendered	2
Confirmed	3
Pick Ready	0
In-Transit	1
Arrived	0
Delivery Ready	1
Delivered	1
Multi Modal	0

This report also shows 'Viewing 1-10 of 10' and an 'Export to CSV' button. At the bottom, there are 'Feature Subscription' and 'Master Data Statistics' portlets.