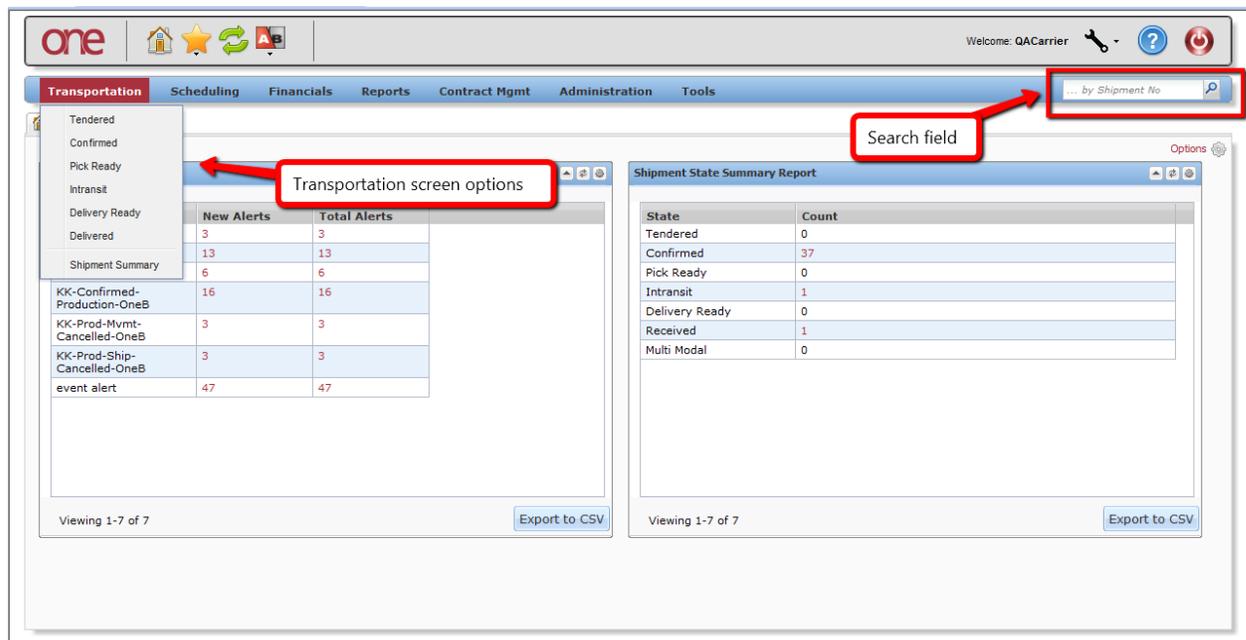


Introduction

This document provides a quick guide for Carriers and Vendors explaining how to add Tracking Events using the One Network system. Tracking Events allow you to provide status information on a Shipment or Movement (Note – a Movement can contain multiple Shipments). An example of this type of status information would be to specify your ETA or Estimated Time of Arrival for a Shipment you are delivering.

Tracking Events

1. Login to the One Network system.
2. To add a Tracking Event, you first need to locate the Shipment or Movement you want to add the event to. You can either locate the Shipment/Movement using the Search field or you can go to one of the Transportation screens such as **Confirmed**, **Intransit** or **Delivered** and locate your Shipment/Movement.



The screenshot shows the One Network system interface. The top navigation bar includes 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. A search field is located in the top right corner, labeled 'Search field'. The main content area is divided into two sections. The left section, titled 'Transportation screen options', contains a dropdown menu with the following options: Tendered, Confirmed, Pick Ready, Intransit, Delivery Ready, Delivered, and Shipment Summary. Below the dropdown is a table with columns 'New Alerts' and 'Total Alerts'.

| | New Alerts | Total Alerts |
|----------------|------------|--------------|
| Tendered | 3 | 3 |
| Confirmed | 13 | 13 |
| Pick Ready | 6 | 6 |
| Intransit | 16 | 16 |
| Delivery Ready | 3 | 3 |
| Delivered | 3 | 3 |
| event alert | 47 | 47 |

The right section, titled 'Shipment State Summary Report', contains a table with columns 'State' and 'Count'.

| State | Count |
|----------------|-------|
| Tendered | 0 |
| Confirmed | 37 |
| Pick Ready | 0 |
| Intransit | 1 |
| Delivery Ready | 0 |
| Received | 1 |
| Multi Modal | 0 |

3. For this example, I will go to the Transportation -> Confirmed screen.
4. Select Transportation -> Confirmed to see Shipments that are confirmed to you.

- The **Confirmed** screen will be displayed with a list of the confirmed Shipments:

one | Home | Star | Refresh | Print | Welcome: QACarrier

Transportation | Scheduling | Financials | Reports | Contract Mgmt | Administration | Tools

Dashboard | Confirmed

Filters (edit): [Shipment: Test*]

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State/Status | Eq/Stops/Size | Qty/Weight/Volume | Code/Dist |
|---------------------|-----------------|------|---|---|--|--|-------------|--------------------|---------------|---|-----------|
| M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 2 Case, / 300 Pound/ 100 Cuft | / 526 |
| M-Test Shipment 3 | Test Shipment 3 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 300 Pound/ 100 Cuft | / 526 |
| M-Test Shipment 4 5 | | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM | Oct 12, 2011 7:00 AM - 7:00 AM | H T C | Confirmed/Accepted | REEFER | 2 Pallet, / 600 Pound/ 200 Cuft | / 526 |

Viewing 1-3 of 3

Export to CSV | Map Selected | View Route | Actions

- You can add a Tracking Event to an individual Shipment or you can add a Tracking Event to a Movement. If the Movement contains multiple Shipments, the Tracking Event added at the Movement will be added to every Shipment under that Movement.
- In the **Confirmed** screen example below, there is a Movement that contains two Shipments. To display the Shipments under the Movement, select the expand/collapse arrow symbol by the Movement Number to expand or collapse the Shipment information:

one | Home | Star | Refresh | Print | Welcome: QACarrier

Transportation | Scheduling | Financials | Reports | Contract Mgmt | Administration | Tools

Dashboard | Confirmed

Filters (edit): [Shipment: Test*]

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State/Status | Eq/Stops/Size | Qty/Weight/Volume | Code/Dist |
|---------------------|-----------------|------|---|---|--|--|-------------|--------------------|---------------|---|-----------|
| M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 2 Case, / 300 Pound/ 100 Cuft | / 526 |
| M-Test Shipment 3 | Test Shipment 3 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 300 Pound/ 100 Cuft | / 526 |
| M-Test Shipment 4 5 | | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM | Oct 12, 2011 7:00 AM - 7:00 AM | H T C | Confirmed/Accepted | REEFER | 2 Pallet, / 600 Pound/ 200 Cuft | / 526 |
| | Test Shipment 4 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 300 Pound/ 100 Cuft | / 526 |
| | Test Shipment 5 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/Accepted | REEFER | 1 Pallet, / 300 Pound/ 100 Cuft | / 526 |

Viewing 1-3 of 3

Export to CSV | Map Selected | View Route | Actions

8. To add a Tracking Event at the Movement, do one of any of the following 3 methods -

- Method 1- Select the checkbox next to the Movement Number and then select the **Actions** button at the bottom of the screen and select the **Movement Tracking** action:

The screenshot shows the One software interface with a table of movements. The table has columns: Movement, Shipment, Cost, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Eq/ Stops/ Size, Qty/ Weight/ Volume, and Code/ Dist. The row for 'M-Test Shipment 4 5' is selected. A red box highlights the checkbox in the 'Movement' column. Another red box highlights the 'Movement Tracking' option in the 'Actions' dropdown menu.

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State/Status | Eq/ Stops/ Size | Qty/ Weight/ Volume | Code/ Dist |
|---|---------------------|------|---|---|--|--|-------------|---------------------|-----------------|--|------------|
| <input type="checkbox"/> M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 2 Case / 300 Pound / 100 Cuft | / / 526 |
| <input type="checkbox"/> M-Test Shipment 3 | Test Shipment 3 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / / 300 Pound / 100 Cuft | / / 526 |
| <input checked="" type="checkbox"/> M-Test Shipment 4 5 | M-Test Shipment 4 5 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 2 Pallet, / / / | / |
| <input type="checkbox"/> M-Test Shipment 4 | Test Shipment 4 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | / 300 Pound / 100 Cuft | / 526 |
| <input type="checkbox"/> M-Test Shipment 5 | Test Shipment 5 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 300 Pound / 100 Cuft | / 526 |

or

- Method 2 - Select the “T” symbol on the Movement Number line:

The screenshot shows the One software interface with a table of movements. The table has columns: Movement, Shipment, Cost, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Eq/ Stops/ Size, Qty/ Weight/ Volume, and Code/ Dist. The row for 'M-Test Shipment 4 5' is selected. A red box highlights the 'T' symbol in the 'Links' column.

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State/Status | Eq/ Stops/ Size | Qty/ Weight/ Volume | Code/ Dist |
|---|---------------------|------|---|---|--|--|-------------|---------------------|-----------------|--|------------|
| <input type="checkbox"/> M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 2 Case / 300 Pound / 100 Cuft | / / 526 |
| <input type="checkbox"/> M-Test Shipment 3 | Test Shipment 3 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / / 300 Pound / 100 Cuft | / / 526 |
| <input checked="" type="checkbox"/> M-Test Shipment 4 5 | M-Test Shipment 4 5 | 5400 | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 200 Cuft | / 526 |
| <input type="checkbox"/> M-Test Shipment 4 | Test Shipment 4 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 300 Pound / 100 Cuft | / 526 |
| <input type="checkbox"/> M-Test Shipment 5 | Test Shipment 5 | | QA Ship Loc 1, One Beliveau Enterprises Charlotte, NC 28212 | QA Rcv Loc 1, One Beliveau Enterprises Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 300 Pound / 100 Cuft | / 526 |

or

- Method 3 - Select the triangle symbol next to the Movement Number and select the **Movement Tracking** action:

The screenshot shows the 'one' software interface with a table of movements. A red arrow points to a small triangle symbol next to the movement number 'M-Test Shipment 4 5'. A second red arrow points to the 'Movement Tracking' option in the dropdown menu that appears when the triangle is clicked.

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State/Status | Eq/ Stops/ Size | Qty/ Weight/ Volume | Code/ Dist |
|---------------------|-----------------|------|---|---|--|--|-------------|---------------------|-----------------|--|------------|
| M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Belveau Enterprises, Charlotte, NC 28212 | QA Rcv Loc 1, One Belveau Enterprises, Oaks, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / 2 Case/ 300 Pound/ 100 Cuft | / / 526 |
| M-Test Shipment 3 | Test S... | | QA Ship Loc 1, One Belveau Enterprises, Charlotte, NC 28212 | QA Rcv Loc 1, One Belveau Enterprises, Oaks, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / / 300 Pound/ 100 Cuft | / / 526 |
| M-Test Shipment 4 5 | | 5400 | QA Ship Loc 1, One Belveau Enterprises, Charlotte, NC 28212 | QA Rcv Loc 1, One Belveau Enterprises, Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM | Oct 12, 2011 7:00 AM - 7:00 AM | H T C | Confirmed/ Accepted | REEFER | 2 Pallet, / / 600 Pound/ 200 Cuft | / / 526 |
| | | | QA Ship Loc 1, One Belveau Enterprises, Charlotte, NC 28212 | QA Rcv Loc 1, One Belveau Enterprises, Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / / 300 Pound/ 100 Cuft | / / 526 |
| | | | QA Ship Loc 1, One Belveau Enterprises, Charlotte, NC 28212 | QA Rcv Loc 1, One Belveau Enterprises, Oaks, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed/ Accepted | REEFER | 1 Pallet, / / 300 Pound/ 100 Cuft | / / 526 |

Viewing 1-3 of 3

Export to CSV | Map Selected | View Route | Actions

- After using any one of these 3 methods, the **Movement Tracking Event** screen will be displayed with the list of Tracking Events that have already been added to this Movement:

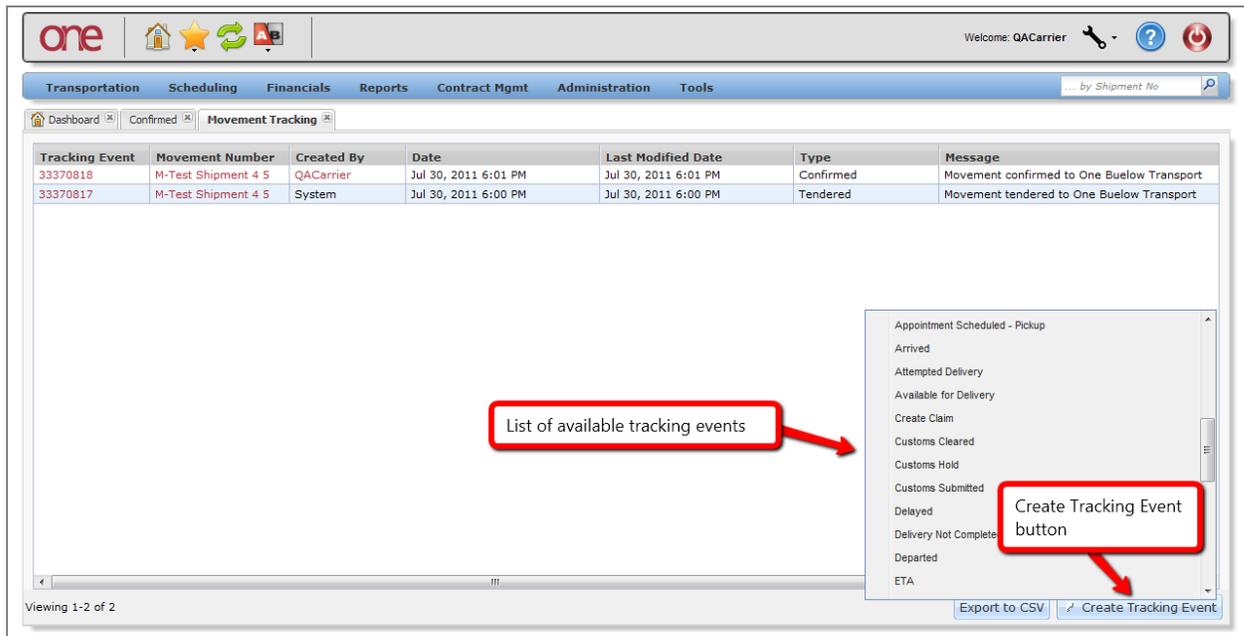
The screenshot shows the 'one' software interface with the 'Movement Tracking' screen. It displays a table of tracking events for movement 'M-Test Shipment 4 5'.

| Tracking Event | Movement Number | Created By | Date | Last Modified Date | Type | Message |
|----------------|---------------------|------------|----------------------|----------------------|-----------|--|
| 33370818 | M-Test Shipment 4 5 | QACarrier | Jul 30, 2011 6:01 PM | Jul 30, 2011 6:01 PM | Confirmed | Movement confirmed to One Buelow Transport |
| 33370817 | M-Test Shipment 4 5 | System | Jul 30, 2011 6:00 PM | Jul 30, 2011 6:00 PM | Tendered | Movement tendered to One Buelow Transport |

Viewing 1-2 of 2

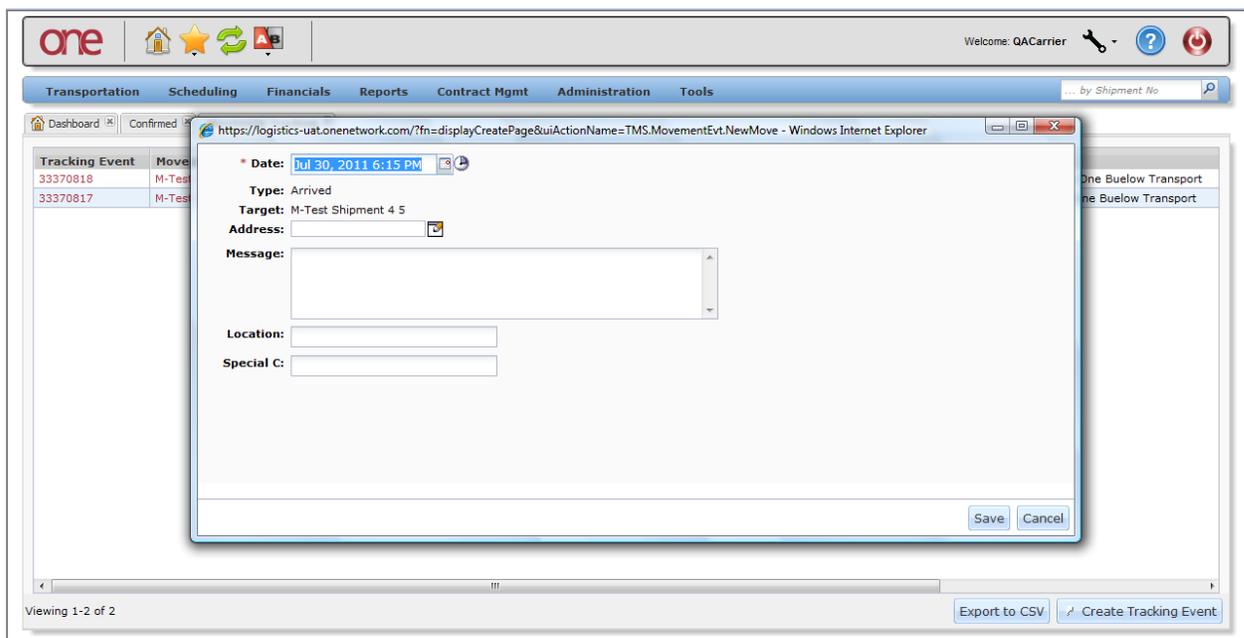
Export to CSV | Create Tracking Event

10. To add a new Tracking Event to this Movement, press the **Create Tracking Event** button at the bottom of the screen and then select one of the available Tracking Events from the list:



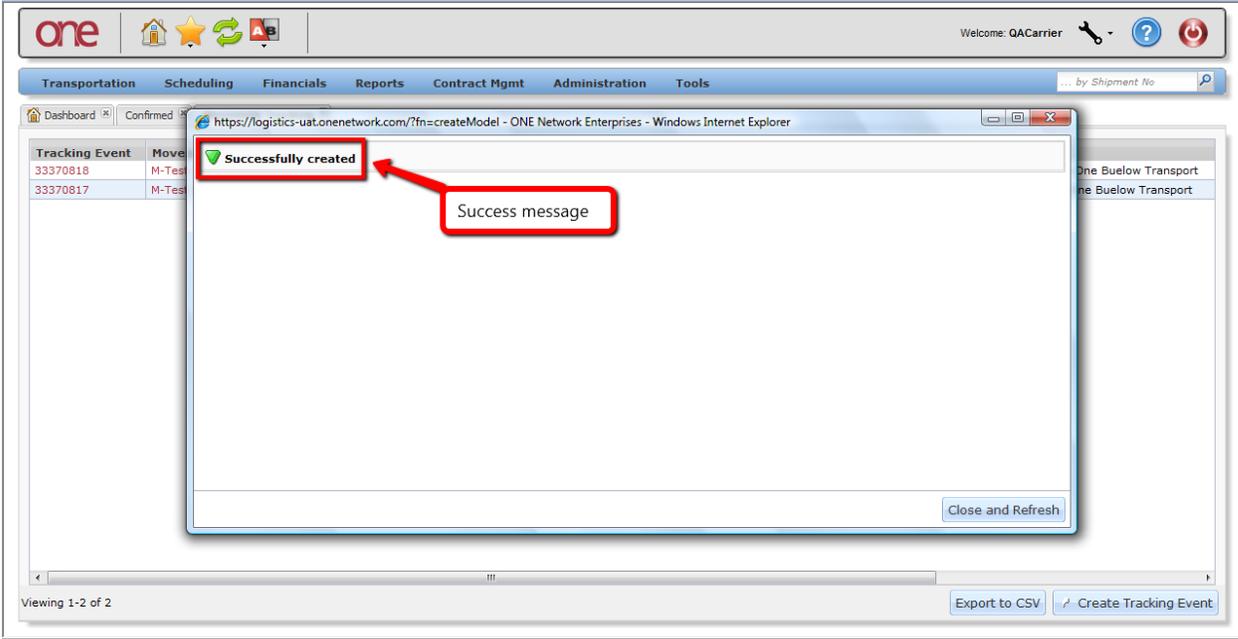
11. After selecting one of the available Tracking Events, a popup window will appear for you to enter information pertaining to this specific Tracking Event:

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

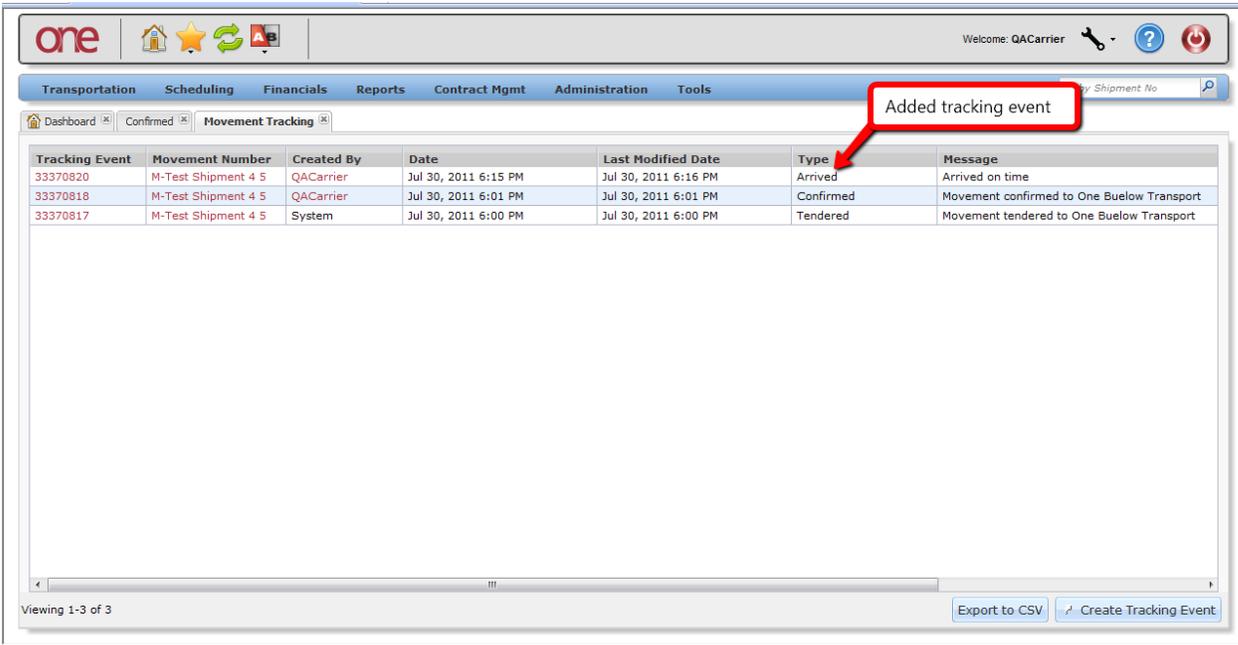


12. Enter the information on the popup window and then press the **Save** button on the popup window.

13. After pressing the **Save** button, a success message will be displayed on the popup window:



14. Press the **Close and Refresh** button on the popup window and you will then be returned to the **Movement Tracking Event** screen which will be refreshed and will show the Tracking Event you just added:



15. To add a Tracking Event for an individual Shipment under the Movement, do the following method:

- Select the triangle symbol next to the Shipment Number and select the **Shipment Tracking** action:

The screenshot shows the 'one' software interface. The top navigation bar includes 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. The main content area displays a table of shipments. A context menu is open over the row for 'M-Test Shipment 4 5', with the 'Shipment Tracking' option highlighted. A red box and arrow point to this option with the text 'Shipment Tracking action'.

| Movement | Shipment | Cost | Shipper | Consignee | Pickup | Delivery | Links | State / Status | Eq / Stops / Size | Qty / Weight / Volume | Code / Dist | |
|---------------------|-------------------|------|---|--|--|--|-------------|----------------------|-------------------|--|-------------|-----|
| M-Test Shipment 1 | Test Shipment 1 | 5400 | QA Ship Loc 1, One Bellevue Enterprises | QA Rcv Loc 1, One Bellevue Enterprises, PA 19456 | Aug 8, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 11, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed / Accepted | REEFER | 1 Pallet, / 2 Case / 300 Pound / 100 Cuft | / / | 526 |
| M-Test Shipment 3 | Test Shipment 3 | | | Rcv Loc 1, Bellevue Enterprises, PA 19456 | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Aug 27, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed / Accepted | REEFER | 1 Pallet, / / | / | 526 |
| M-Test Shipment 4 5 | Test Shipment 4 5 | | | Rcv Loc 1, Bellevue Enterprises, PA 19456 | | | | Confirmed / Accepted | REEFER | 2 Pallet, / / | / | 526 |
| | Test Shipment 4 | | | Rcv Loc 1, Bellevue Enterprises, PA 19456 | Oct 10, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 4:00 PM Create [Live / Drop] | H T C | Confirmed / Accepted | REEFER | 1 Pallet, / / | / | 526 |
| | Test Shipment 5 | | | Rcv Loc 1, Bellevue Enterprises, PA 19456 | Oct 10, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | Oct 12, 2011 7:00 AM - 7:00 AM Create [Live / Drop] | H T C | Confirmed / Accepted | REEFER | 1 Pallet, / / | / | 526 |

16. The **Shipment Tracking Event** screen will be displayed with the list of Tracking Events that have already been added to this Shipment:

The screenshot shows the 'one' software interface with the 'Shipment Tracking' screen active. The table displays a list of tracking events for a shipment.

| Tracking Event | Shipment Number | Created By | Date | Last Modified Date | Type | Message |
|----------------|-----------------|------------|----------------------|----------------------|-------------------------|--|
| 100586539 | Test Shipment 4 | QACarrier | Jul 30, 2011 6:15 PM | Jul 30, 2011 6:16 PM | Arrived | Arrived on time |
| 100586535 | Test Shipment 4 | QACarrier | Jul 30, 2011 6:01 PM | Jul 30, 2011 6:01 PM | Confirmed | Movement confirmed to One Buelow Transport |
| 100586533 | Test Shipment 4 | System | Jul 30, 2011 6:00 PM | Jul 30, 2011 6:00 PM | Tendered | Movement tendered to One Buelow Transport |
| 100586531 | Test Shipment 4 | QASanity | Jul 30, 2011 6:00 PM | Jul 30, 2011 6:00 PM | Activated for Tendering | Activated for Tendering |

17. To add a new Tracking Event to this Shipment, press the **Create Tracking Event** button at the bottom of the screen and then select one of the available Tracking Events from the list:

The screenshot shows the One Network interface with a table of tracking events. A dropdown menu is open, showing a list of available tracking events. A red box highlights the 'Create Tracking Event' button in the dropdown menu, and another red box highlights the 'Create Tracking Event' button at the bottom of the screen.

| Tracking Event | Shipment Number | Created By | Date | Last Modified Date | Type | Message |
|----------------|-----------------|------------|----------------------|----------------------|-------------------------|--|
| 100586539 | Test Shipment 4 | QACarrier | Jul 30, 2011 6:15 PM | Jul 30, 2011 6:16 PM | Arrived | Arrived on time |
| 100586535 | Test Shipment 4 | QACarrier | Jul 30, 2011 6:01 PM | Jul 30, 2011 6:01 PM | Confirmed | Movement confirmed to One Buelow Transport |
| 100586533 | Test Shipment 4 | System | Jul 30, 2011 6:00 PM | Jul 30, 2011 6:00 PM | Tendered | Movement tendered to One Buelow Transport |
| 100586531 | Test Shipment 4 | QASanity | Jul 30, 2011 6:00 PM | Jul 30, 2011 6:00 PM | Activated for Tendering | Activated for Tendering |

Viewing 1-4 of 4

Export to CSV Create Tracking Event

18. After selecting one of the available Tracking Events, a popup window will appear for you to enter information pertaining to this specific event:

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

The screenshot shows the One Network interface with a popup window for creating a new tracking event. The popup window has the following fields:

- Date: Jul 30, 2011 6:29 PM
- Type: Departed
- Target: Test Shipment 4
- Address: [Text Field]
- Message: [Text Area]
- Location: [Text Field]

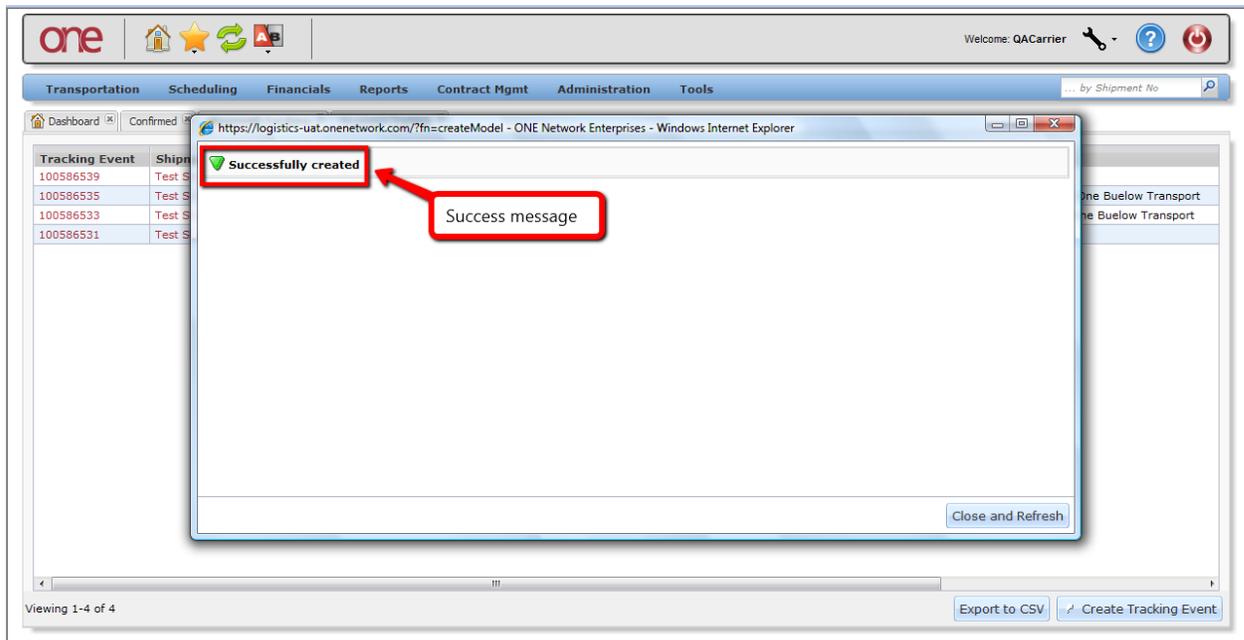
Buttons: Save, Cancel

Viewing 1-4 of 4

Export to CSV Create Tracking Event

19. Enter the information on the popup window and then press the **Save** button on the popup window.

20. After pressing the **Save** button, a success message will be displayed on the popup window:



21. Press the **Close and Refresh** button on the popup window and you will then be returned to the **Shipment Tracking Event** screen which will be refreshed and will show the Tracking Event you just added:

