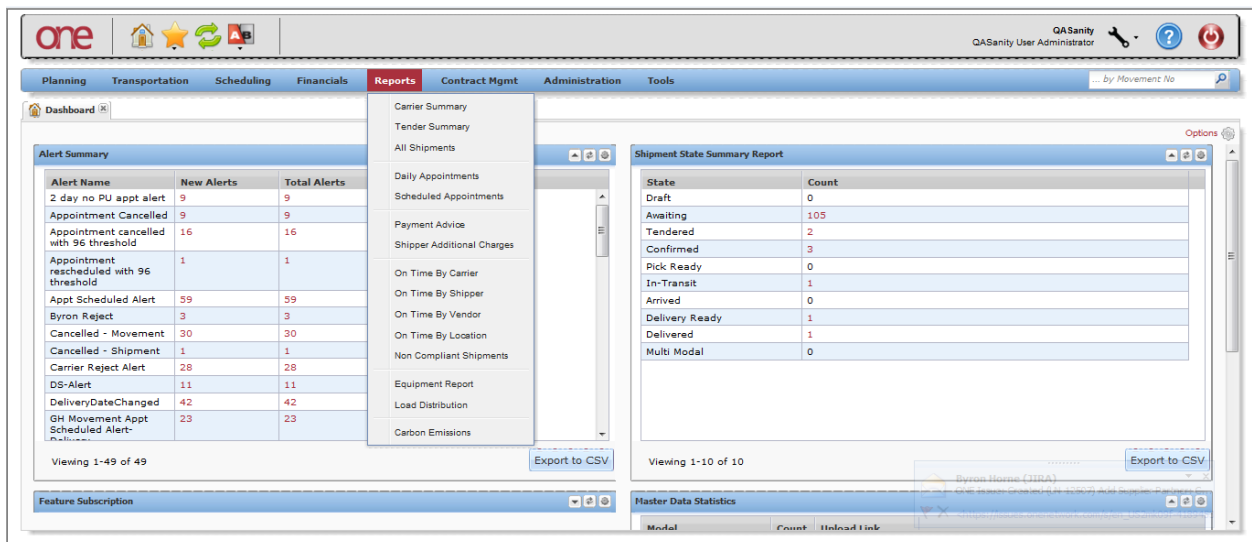


## Introduction

This document provides a quick guide explaining how to view Reports that are available within the One Network System.

## Viewing Reports

1. Login to the One Network System.
1. Select Reports. A menu list of available Reports within the system will be displayed.



The screenshot displays the One Network System interface. The top navigation bar includes the 'one' logo, a home icon, and a user profile for 'QASanity QAASanity User Administrator'. The main menu has tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. The 'Reports' tab is active, showing a dropdown menu with options like Carrier Summary, Tender Summary, All Shipments, Daily Appointments, Scheduled Appointments, Payment Advice, Shipper Additional Charges, On Time By Carrier, On Time By Shipper, On Time By Vendor, On Time By Location, Non Compliant Shipments, Equipment Report, Load Distribution, and Carbon Emissions.

Two report views are visible:

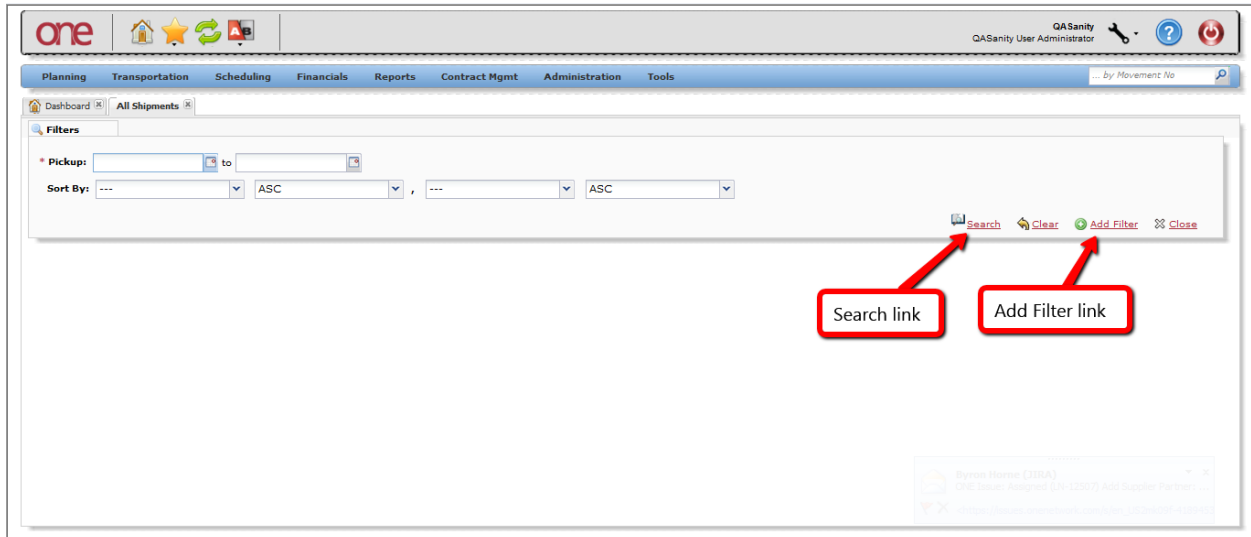
- Alert Summary:** A table with columns 'Alert Name', 'New Alerts', and 'Total Alerts'. It lists various alert types and their counts.
- Shipment State Summary Report:** A table with columns 'State' and 'Count'. It shows the distribution of shipment states.

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

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

2. Select one of the available Reports. The Report screen for that report will be displayed.

Following is an example of the **All Shipments** report screen.



3. At the top of the report screen will be a set of pre-defined filters. Fill in the desired filter information and press the **Search** link. Required fields are marked with an asterisk symbol (\*). If additional filters want to be added for the search, press the **Add Filter** link and choose from the list of available filters.
4. Once the filter information has been defined and the **Search** link pressed, the report screen will display the results.

Following is an example of the search results for the **All Shipments** report.

Movement#	Shipment#	Pickup	Delivery	Shipper	Consignee	Eq/ Stops/ Size	Weight/Volu...	State/ Status/ Carrier	
M-TestShipment112	TestShipment112	July 6, 2013 7:00 AM July 6, 2013 10:00 AM	July 7, 2013 12:00 PM July 7, 2013 3:00 PM	QA Ship Loc 1, One Beliveau Enterprises, Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises, Oaks, PA 19456	REEFER / /	50 POUND/30 CUFT	AwaitingReady To / TenderOne Buelow / Transport	H T
M-TestShipment445	TestShipment445	July 6, 2013 7:00 AM	July 7, 2013 12:00 PM	QA Ship Loc 1, One Beliveau Enterprises, Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises, Oaks, PA 19456	REEFER / /	50 POUND/30 CUFT	DeliveredDeliveredOne / / Buelow Transport	H T
M-TestShipment667	TestShipment667	July 6, 2013 7:00 AM July 6, 2013 10:00 AM	July 7, 2013 12:00 PM July 7, 2013 3:00 PM	QA Ship Loc 1, One Beliveau Enterprises, Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises, Oaks, PA 19456	REEFER / /	50 POUND/30 CUFT	AwaitingCancelled By / Shipper	H T
M-391145	TestShipment334	July 15, 2013 7:00 AM July 15, 2013 10:00 AM	July 18, 2013 12:00 PM July 18, 2013 3:00 PM	QA Ship Loc 1, One Beliveau Enterprises, Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises, Oaks, PA 19456	REEFER / /	50 POUND/30 CUFT	ConfirmedDepartedOne / / Buelow Transport	H T
M-391145	TestShipment884	July 6, 2013 7:00 AM July 6, 2013 10:00 AM	July 7, 2013 12:00 PM July 7, 2013 3:00 PM	QA Ship Loc 1, One Beliveau Enterprises, Charlotte, NC 28212	QA Rcv Loc 1, One Beliveau Enterprises, Oaks, PA 19456	REEFER / /	50 POUND/30 CUFT	ConfirmedArrivedOne / / Buelow Transport	H T