

Introduction

This document provides a quick guide explaining how to view, add and print a shipment-related document using the One Network system. This functionality will allow you to view all shipment-related documents – these documents will be located on the **Shipment Details** screen under the **Documents** tab. These documents can either be generated by the One Network system or uploaded by the user.

Viewing, Attaching and Printing a Shipment-Related Document

- 1. Login to the One Network system.
- 2. To view, attach or print a shipment-related document, you first need to locate the Shipment you want to attach the document to.

You can either locate the Shipment using the **Search** field or you can go to one of the Transportation screens such as **Confirmed**, **Intransit** or **Delivered** and locate your Shipment.

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vent alert	47	47	_				
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Viewing 1-7 of 7			Ex	port to CSV	Viewing 1-7 of 7		Export to

3. For this example, I will use the **Search** field located in the top right of the screen.

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Confirm alert	16	16			Confirmed	0			
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S-Appointment Cancelled	1	1			In-Transit	0			
S-Claim Update Alert	1	1			Arrived	0			
S-Delivered	3	3			Delivery Ready	0			
S-Empty Trailer Move Alert	2	2			Delivered Multi Modal	2			
S-Full Trailer Move Alert	2	2							
Shipment Line Added	7	8							
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Viewing 1-11 of 11				Export to CSV	Viewing 1-10 of 10			Ex	port to CSV

4. 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 Number**".

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

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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
	1		=	Denvered	*		- by Order No

5. Type in your value 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.

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

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1	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				C

7. To access the shipment information, click on the Shipment Number link located under the **Shipment** column. The **Shipment Details** screen will be displayed for that Shipment.

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8. On the **Shipment Details** screen, select the **Documents** tab.

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9. Under the **Custom Documents** section will be a list of any documents that were uploaded and attached to the Shipment.

To add a document to a Shipment, press the **Upload** link in the **Custom Documents** section and locate the file you want to attach to this shipment. For these attached documents, you can also manually enter a description under the "Description" column by clicking into this editable field.

To print a document, select the "Print" link under the "Actions" column. A **File Download** popup window will be displayed which will allow you to open or save the document which can then be printed if desired.

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10. Under the **Bill of Lading** section, there will be a system-generated Bill of Lading document that you can view and also print if desired.

To view the BOL document, select the BOL link or select the **Print** link under the **Actions** column. A **File Download** popup window will be displayed which will allow you to open or save the document.

To print the BOL document, select the **Print** link under the **Actions** column. A **File Download** popup window will be displayed which will allow you to open or save the document which can then be printed.

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11. Under the **Label** section, there will be a system-generated Waybill and Return Label that you can view and also print if desired.

To view the Waybill or Return Label, select the Waybill or Return Label link or select the **Print** link under the **Actions** column. A **File Download** popup window will be displayed which will allow you to open or save the Waybill or Return Label.

To print the Waybill or Return Label, select the associated **Print** link under the **Actions** column. A **File Download** popup window will be displayed which will allow you to open or save the document which can then be printed.

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