

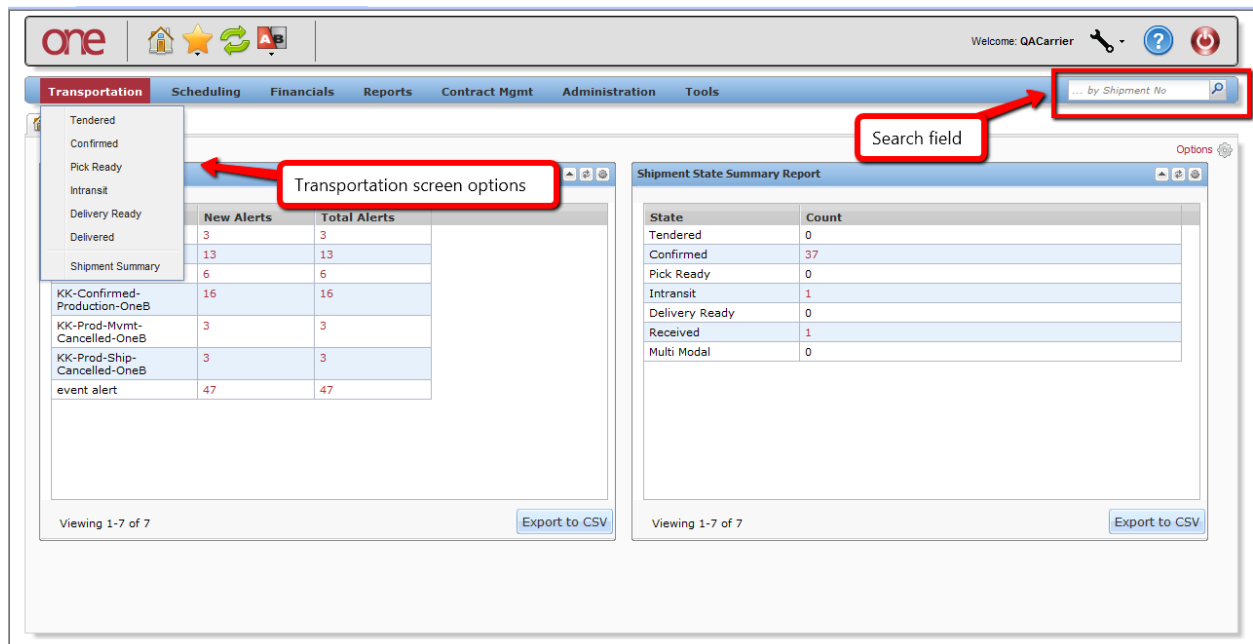
Introduction

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.



The screenshot displays the One Network system interface. The top navigation bar includes the 'one' logo, a home icon, a star icon, a refresh icon, and a printer icon. The user is logged in as 'Welcome: QACarrier'. The main navigation menu includes 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. A search field is located in the top right corner, labeled 'Search field' with a red arrow pointing to it. The search field contains the text '... by Shipment No'. A red box highlights the search field. Below the navigation menu, there is a dropdown menu for 'Transportation screen options' with a red arrow pointing to it. The dropdown menu includes options: 'Tendered', 'Confirmed', 'Pick Ready', 'Intransit', 'Delivery Ready', 'Delivered', and 'Shipment Summary'. The main content area is divided into two sections. The left section is titled 'New Alerts' and 'Total Alerts' and contains a table with the following data:

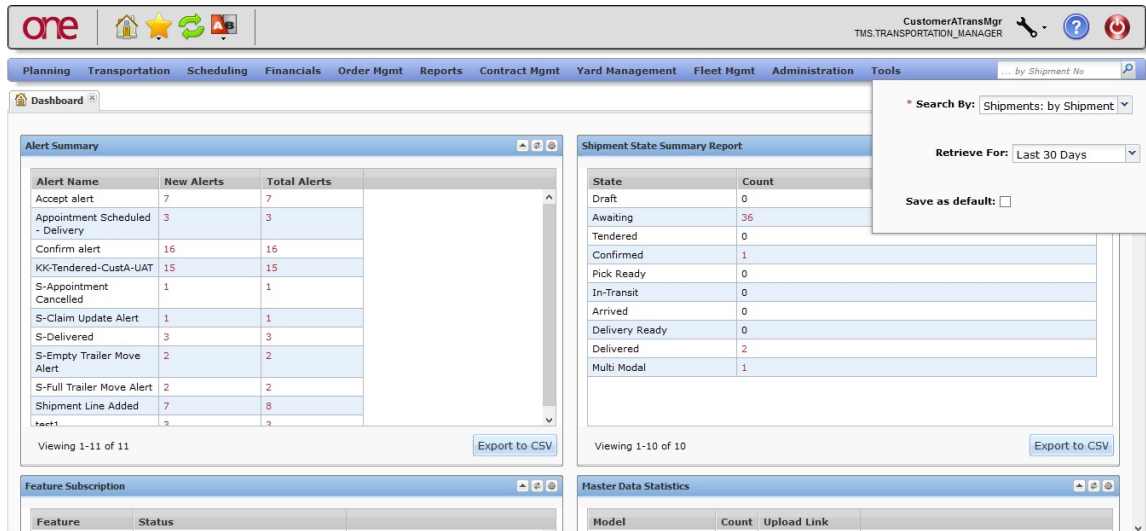
	New Alerts	Total Alerts
	3	3
	13	13
	6	6
KK-Confirmed-Production-OneB	16	16
KK-Prod-Mvmt-Cancelled-OneB	3	3
KK-Prod-Ship-Cancelled-OneB	3	3
event alert	47	47

The right section is titled 'Shipment State Summary Report' and contains a table with the following data:

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

Both sections have a 'Viewing 1-7 of 7' indicator and an 'Export to CSV' button.

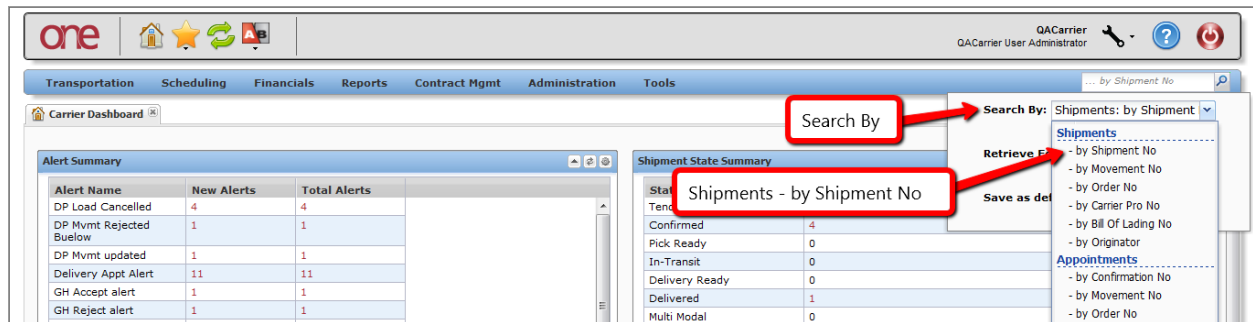
- For this example, I will use the **Search** field located in the top right of the screen.



- 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 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.



- 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:

The screenshot shows a web application interface with a navigation menu and a search bar. The main content area displays a table titled 'Shipments by Shipment No'. The table has the following columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Ship With Group Ref, Static Route, and Eq/Sta Siz. A single row of data is visible, corresponding to shipment number 7068988.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Ship With Group Ref	Static Route	Eq/Sta Siz
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	H T	Awaiting/ Pickup Date and Time Exceeded				DR

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.

The screenshot shows the 'Shipment - 7068988' details screen. It features a header with navigation tabs and a main content area with various input fields and dropdown menus. The fields are organized into sections for shipper/consignee, shipment details, pickup/delivery information, and equipment.

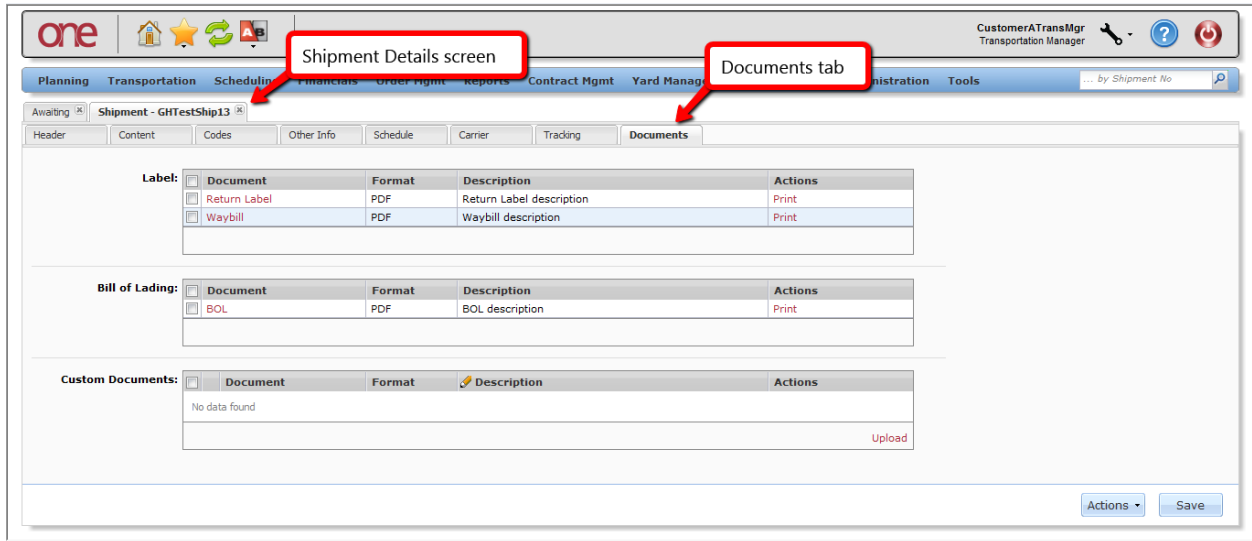
Header: Shipments: by Shipment No | Shipment - 7068988

Fields:

- Shipper:** CustomerA
- Consignee:** CustomerA
- Shipment No:** 7068988 (Auto Generate)
- State:** Awaiting
- Freight Terms:** Prepaid
- Equipment:** Dry Van
- Equipment No:** (empty)
- Allowance:** 0 USD
- Ship From:** Site: CustomerA-Austin DC (4055 Valley View, Suite# 400, Austin, TX 73301, US)
- Ship To:** Site: CustomerA-Dallas DC (4055 Valley View, Suite# 400, Dallas, TX 75001, US)
- Bill To:** Site: (empty)
- Pickup:** 9/3/13 12:42 PM CDT
- Target Pickup:** 9/3/13 12:42 PM CDT
- Delivery:** 9/3/13 12:42 PM CDT
- Target Delivery:** 9/3/13 12:42 PM CDT
- Service Level:** (empty)
- Ship With Group:** (empty)
- Order No:** (empty)

Buttons: Actions, Save, Next

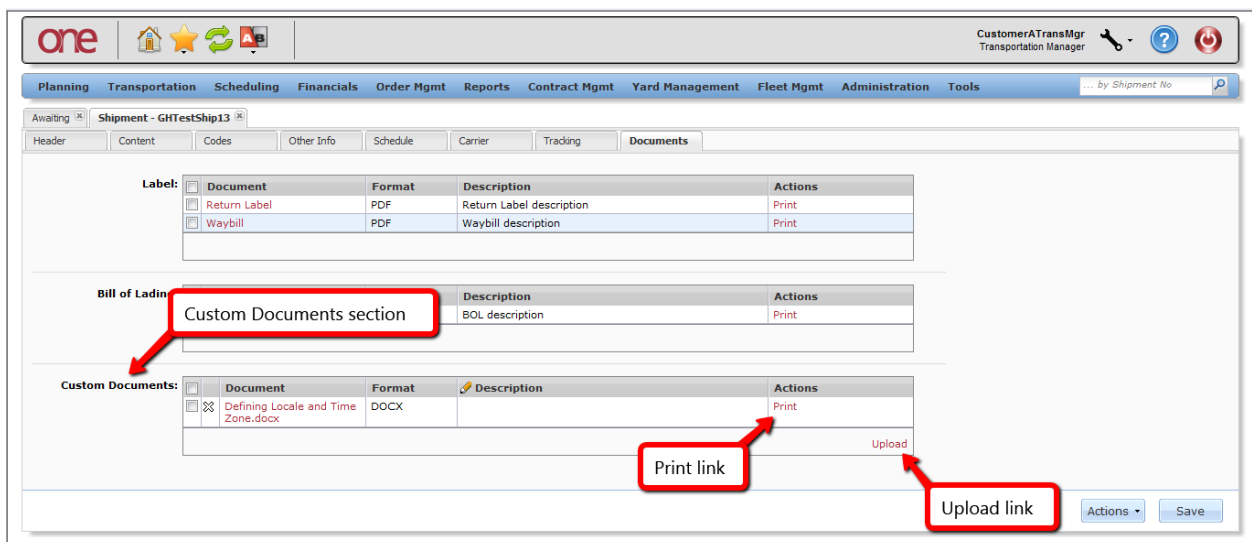
- On the **Shipment Details** screen, select the **Documents** tab.



- 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.

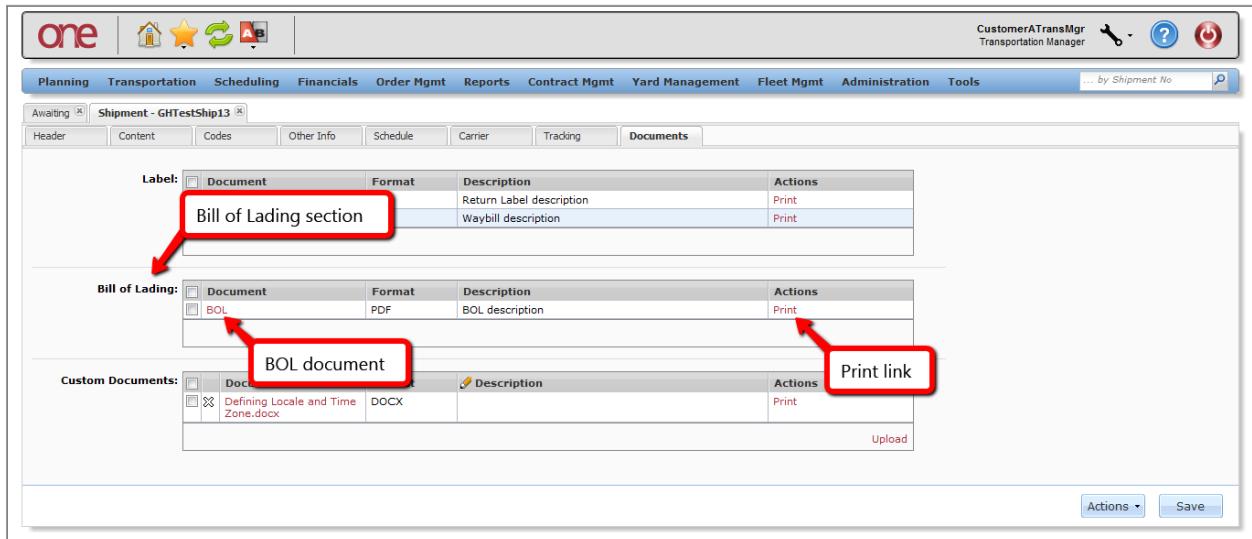
To print a document, select the “Print” link under the “Actions” column. A **File Download** popup window will be displayed which will allow you to open or save the document which can then be printed if desired.



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.



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.

