

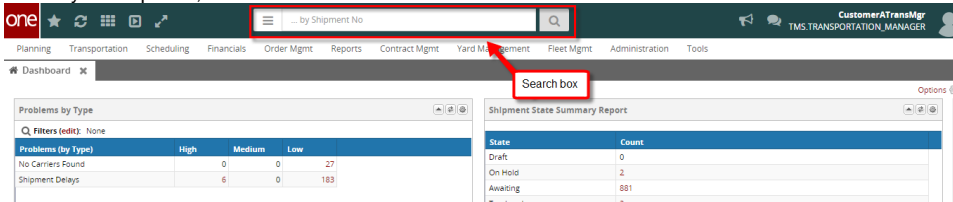
# Appointment Scheduling

## Introduction

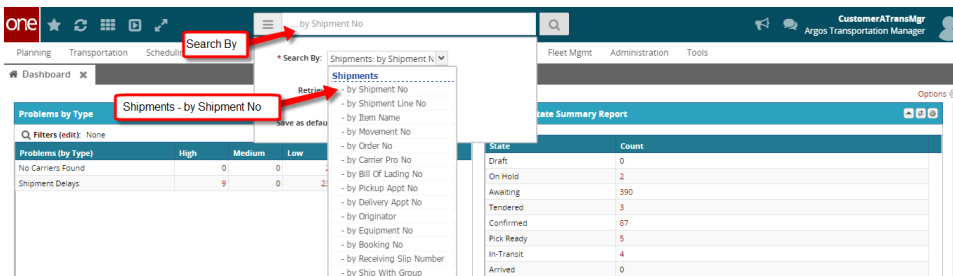
This document provides an explanation for carriers and vendors on how to schedule an appointment using the One Network system.

## Appointment Scheduling

1. Log on to the One Network system.
2. To find your shipment, click on **Search**.



3. A **Search By** field and a **Retrieve For** field appears.
  - a. For the **Search By** field, make sure that you set "**Shipments: by Shipment Number**".
  - b. For the **Retrieve For** field, the default choice is "Last 30 Days". To look for shipments whose pickup date is older than 30 days, select one of the other choices from the drop-down list.



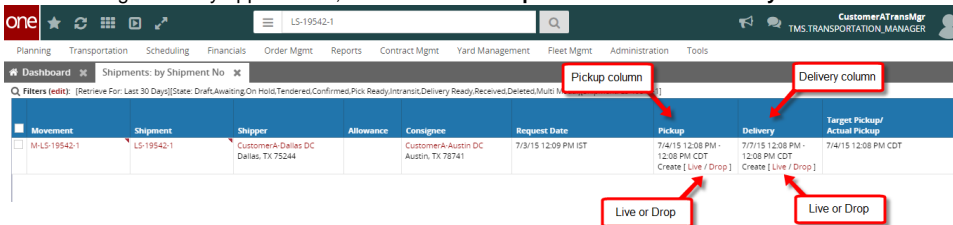
4. Type your PO number in the **Search** box.



### Important

When entering your PO number in the **Search** box, you can enter a wildcard symbol (\*), if you do not know or do not want to enter the entire PO number.  
It can be entered either before or after the PO number.

5. After entering the PO number, press the **Enter** key.
6. A list of matching PO numbers is displayed. Find the desired PO number that is located under the **Shipment** column.
  - If scheduling a pickup appointment, click on **Live** or **Drop** located under the **Pickup** column.
  - If scheduling a delivery appointment, click on **Live** or **Drop** located under the **Delivery** column.



7. An **Appointment** page is displayed with a list of available appointment times.
8. To define how many appointments are to be displayed on the page for that shipment, select one of the choices from the drop-down list in the "**Max Candidates**" field – the choices are 5, 4, 3, 2 and 1.



If there are no appointment times available in the system, the screen will show "**no data**". If this happens, please contact your hub to request an appointment.

9. Select the radio button next to the desired appointment time.

10. Click **Save** to schedule an appointment.

one

LS-19542-1

Planning Transportation Scheduling Financials Order Mgmt Reports Contract Mgmt Yard Management Fleet Mgmt Administration Tools

Dashboard Shipments: by Shipment No Create Live Pickup Appointment

Shipment: LS-19542-1 Add More

Site: CustomerA-Dallas DC

Type: Pickup Live

Movement: M-LS-19542-1

Target: 7/31/15 12:08 PM CDT

Notes: View/Add Notes

Reservation Id:

Appointment Type:

Contact:

Phone:

Load:

Supplier Partners: CustomerA

Max Candidates: 5

Reservation Candidates

Start Time	End Time	Dock Door	Duration	Slot Type
7/31/15 5:00 PM CDT	7/31/15 7:00 PM CDT	Door1	2H	Regular
7/31/15 7:01 PM CDT	7/31/15 7:01 PM CDT	Door1	2H	Regular
7/31/15 7:02 PM CDT	7/31/15 7:02 PM CDT	Door1	2H	Regular
7/31/15 5:03 PM CDT	7/31/15 7:03 PM CDT	Door1	2H	Regular
7/31/15 5:04 PM CDT	7/31/15 7:04 PM CDT	Door1	2H	Regular

Add Candidate: inline via Calendar

Reservation Shipments

Save button

Save

11. A success message appears on the **Appointment** page along with the **Reservation ID** (confirmation number). This confirms that the appointment has been scheduled successfully.

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LS-19542-1

Planning Transportation Scheduling Financials Order Mgmt Reports Contract Mgmt Yard Management Fleet Mgmt Administration Tools

Dashboard Shipments: by Shipment No Create Live Pickup Appointment

Appointment created successfully.

Shipment: LS-19542-1 Add More

Site: CustomerA-Dallas DC

Type: Pickup Live

Movement: M-LS-19542-1

Target: 7/4/15 12:08 PM CDT

Notes: View/Add Notes

Reservation Id: 825814614

Appointment Type: Confirmed

Contact:

Phone:

Load:

Supplier Partners: CustomerA

Max Candidates: 5

Reservation

Start Time	End Time	Dock Door	Duration	Slot Type
7/31/15 5:00 PM CDT	7/31/15 7:00 PM CDT	Door1	2H	Regular

Reschedule Appointment Cancel Appointment Actions



When first scheduling the appointment, to find the available appointments for a different day and/or time, change the date and/or time in the **"Target"** field, then click outside of this field or click the **Get Candidates** icon. The list of appointments will be refreshed based on this new date and time. To change the **"Target"** field back to its original date and time, click the **Reset Target Date** icon.

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LS-19542-1

Planning Transportation Scheduling Financials Order Mgmt Reports Contract Mgmt Yard Management Fleet Mgmt Administration Tools

Dashboard Shipments: by Shipment No Create Live Pickup Appointment

Shipment: LS-19542-1 Add More

Site: CustomerA-Dallas DC

Type: Pickup Live

Movement: M-LS-19542-1

Target: 7/4/15 12:08 PM CDT

Notes: View/Add Notes

Reservation Id: 825814614

Appointment Type: Confirmed

Contact:

Phone:

Load:

Supplier Partners: CustomerA

Max Candidates: 5

Reset Target Date

Target field

Next Candidates





Reservation

Start Time	End Time	Dock Door	Duration	Slot Type
7/31/15 5:00 PM CDT	7/31/15 7:00 PM CDT	Door1	2H	Regular

12. Select the radio button next to the desired appointment time.
13. Click **Save** to schedule an appointment.
14. If the hub has configured the system, you must enter a reason to change the target date.
15. Select a choice from the drop-down list under the **"Reason Code"** field.

16. Click **Save**.

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QA Carrier  
QA Carrier User Administrator

TransportationSchedulingFinancialsReportsContract MgmtAdministrationTools

ABC123

Carrier DashboardShipments by Shipment NoCreate New Delivery Appointment

Delivery Change Reason Code Required

Shipment: ABC123

Site: QA Rev Loc 1

Type: DeliveryLive

Movement: M-ABC123

Target: Apr 11, 2013 12:00 PM

Notes:View/Add Notes

Reservation Id:

Contact:

Phone:

Load: 1.0 PALLET/50.0 POUND/20.0 CUFT

Max Candidates: 5

Appointment Date Change Reason Code:

Reservation Candidates

Start Time	Slot Type
Reservation	Shipments

Reason Code

Request AppointmentSave