## **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.

To find your ship	ment, click	on Sea	rch.					
one \star 😂 🎟 🖻	e <sup>7</sup>	≡ by S	nipment No		Q		CustomerATransMgr TMS.TRANSPORTATION_MANAGER	8
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# Dashboard 🗶					Search box		Option	ns 🛞
Problems by Type					Shipment State Summary Re	eport		
Q Filters (edit): None								
Problems (by Type)	High M	edium Low			State	Count		4
No Carriers Found	0	0	27		Draft	0		
Shipment Delays	6	0	183		On Hold	2		
					Awaiting	881		

- 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.

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Q Filters (edit): None	oments - by Shipment N	O Save as defa	- by Bom Namo		tate Summary Report	■@@ <sup>4</sup>
Problems (by Type)	High Mediu	um Low	- by Order No	State	Count	
No Carriers Found	0	0	- by Carrier Pro No - by Bill Of Lading No	Draft On Hold	0	
Shipment Delays	9	0 2	- by Pickup Appt No	On Hold Awaiting	2 390	
			- by Delivery Appt No	Tendered	3	
			- by Originator - by Equipment No	Confirmed	87	
			- by Booking No	Pick Ready	5	
			- by Receiving Slip Number	In-Transit	4	
			- by Ship With Group	Arrived	0	

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.

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									Target Pickup/	
- N	lovement	Shipment	Shipper	Allowance	Consignee	Request Date	Pickup	Delivery	Actual Pickup	
. N	I-LS-19542-1	LS-19542-1	CustomerA-Dallas DC Dallas, TX 75244		CustomerA-Austin DC Austin, TX 78741	7/3/15 12:09 PM IST	7/4/15 12:08 PM - 12:08 PM CDT Create [ Live / Drop ]	7/7/15 12:08 PM - 12:08 PM CDT Create [ Live / Drop ]	7/4/15 12:08 PM CDT	
1						Live or	Drop	Li	ve or Drop	

- 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.

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	Site: CustomerA-Dallas DC		Appointment Type:				
	*Type: Pickup 🖌 Live	~	Contact:				
Mov	wement: M-LS-19542-1		Phone:				
	Target: 7/31/15 12:08 PM CDT	11 O T	Load:				
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	7/31/15 5:04 PM CDT	7/31/15 7:04 PM CDT	Door1	2H	Regular lidate: Inline   via Calendar		

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.

Naming     Transportation     Scheduling     Financials     Order Mgmt     Reports     Contract Mgmt     Yard Management     Reet Mgmt     Administration     Tools       Dashboard     2     Shipments: by Shipment No     2     Create Live Pickup Appointment     x <ul> <li>Appointment created successfully</li> <li>Success message</li> <li>Reservation id: 25514614</li> <li>Appointment type: Commed</li> <li>Reservation id: 25514614</li> <li>Appointment type: Commed</li> <li>Reservation id: 25514614</li> <li>Reservation iD /</li> <li>Confirmation number</li> <li>Phane</li> <li>Phane</li> <li>Lexit:</li> <li>Veevidad heres</li> <li>Vee</li></ul>	
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When first scheduling the appointment, to find the available appointments for a different day and/or time, change the date and/or time <u>/</u>} 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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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.
- Click Save to schedule an appointment.
   If the hub has configured the system, you must enter a reason to change the target date.
   Select a choice from the drop-down list under the "Reason Code" field.

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* Type: Delivery	v Live v	Phone	:			
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