

Quick Guide to Creating a Favorite



Introduction

This document provides a quick guide explaining how to create a Favorite in the One Network System.

After performing a search with specified search criteria, you can then save that search as a Favorite that can be then be re-used at any point in time verses having to continually re-create the search.

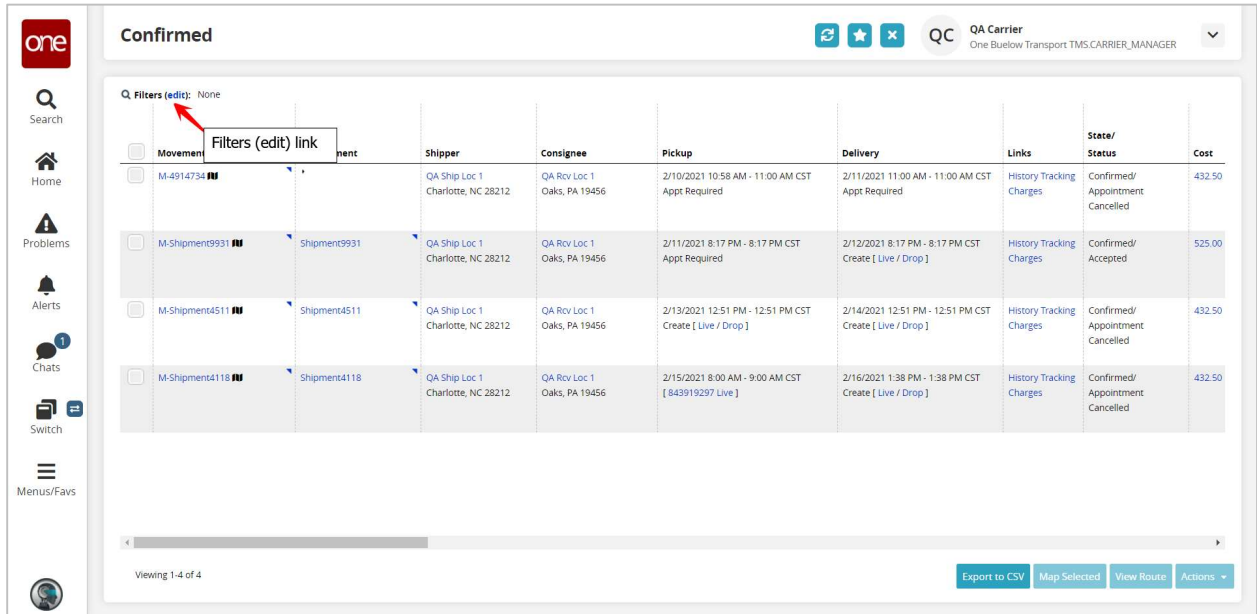
Note – this Quick Guide is for the NEO UI

Creating a Favorite

1. Login to the One Network System.
2. Open a search-type screen such as the **Confirmed** screen by navigating to Menus/Favs ->Transportation -> Confirmed.
3. The **Confirmed** screen displays.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- To see the current filters that were used to return the data on the screen, select the **Filters (edit)** link.



The screenshot shows the 'Confirmed' page in the One Carrier TMS interface. The page has a sidebar on the left with navigation icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main content area is titled 'Confirmed' and includes a search bar with the text 'Q Filters (edit): None'. A red arrow points to the 'Filters (edit)' link. Below the search bar is a table with columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, and Cost. The table contains four rows of data. At the bottom of the table, there is a pagination bar showing 'Viewing 1-4 of 4' and buttons for 'Export to CSV', 'Map Selected', 'View Route', and 'Actions'.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- The current filters and their associated filter values, if any, will display.

You can add additional filters and perform a new search in order to find Shipments or Movements that would then match your new filter criteria.

To add additional filters, select the **Add Filter** link.

The screenshot shows the 'Confirmed' page with a sidebar on the left containing navigation icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main content area has a 'Q Filters' section with fields for Delivery Range, Destination State, Equipment No, Destination City, and Destination Country. A red arrow points to the 'Add Filter' link in the top right corner of the filter section. Below the filters is a table with columns for M-Shipments, Shipments, QA Ship Loc, QA Rcv Loc, Appointment, Create [Live / Drop], and various status and cost columns. The table contains two rows of shipment data.

M-Shipments	Shipments	QA Ship Loc	QA Rcv Loc	Appointment	Create [Live / Drop]	Charges	Appointment	Cost
M-Shipments4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipments4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- A list of available filters will display. Select one or more filters from the list.

The screenshot shows the 'Confirmed' page with the 'List of available filters' dropdown menu open. The dropdown menu lists various filter options such as Actual Delivery, Actual Pickup, Appointment Status, Appointment Type, BOL No, Commercial Invoice Number, Consignee Province, Consignee(Filter1), Consignee(Filter2), Consignee(Filter3), Creation Date, Delivery, Destination City, Destination Country, and Destination Site. A red arrow points to the dropdown menu.

M-Shipments	Shipments	QA Ship Loc	QA Rcv Loc	Appointment	Create [Live / Drop]	Charges	Appointment	Cost
M-Shipments4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipments4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

- As you select a filter from the list, it will then display in bold in the list under the **Add Filter** link and that filter will be added as a new filter under your list of filters. If you need to remove one of these added filters, select the **X** symbol next to that filter.

Confirmed

Q Filters

Delivery Range: [] to []

Destination State: [NC] X

Equipment No: [] X

Destination City: [] X

Destination Country: [] X

Origin State: [NC] X

Origin City: [Charlotte] X

Newly selected filters added to your list of filters

Newly selected filters

Search [] Clear [] Add Filter [] Close [X]

M-Shipments	Shipments	QA Ship Loc 1	QA Rcv Loc 1	2/13/2021 12:51 PM - 12:51 PM CST	2/14/2021 12:51 PM - 12:51 PM CST	History Tracking	Hub
M-Shipments4511	Shipments4511	Charlotte, NC 28212	Oaks, PA 19456	Create [Live / Drop]	Create [Live / Drop]	Charges	Import Customs Status
M-Shipments4118	Shipments4118	Charlotte, NC 28212	Oaks, PA 19456	[843919297 Live]	Create [Live / Drop]	Charges	Invoice Number

Viewing 1-4 of 4

Export to CSV Map Selected View Route Actions

- For the filters you have added, enter information in each filter and then press the **Search** link to perform a search and view the data returned that matches your search criteria. Only data that matches all of the filter information will be returned.

Confirmed

Q Filters

Delivery Range: [] to []

Destination State: [] X

Equipment No: [] X

Destination City: [] X

Destination Country: [] X

Origin State: [NC] X

Origin City: [Charlotte] X

Values entered in filters

Search [] Clear [] Add Filter [] Close [X]

M-Shipments	Shipments	QA Ship Loc 1	QA Rcv Loc 1	2/13/2021 12:51 PM - 12:51 PM CST	2/14/2021 12:51 PM - 12:51 PM CST	History Tracking	Confirmed/ Appointment
M-Shipments4511	Shipments4511	Charlotte, NC 28212	Oaks, PA 19456	Create [Live / Drop]	Create [Live / Drop]	Charges	Cancelled
M-Shipments4118	Shipments4118	Charlotte, NC 28212	Oaks, PA 19456	[843919297 Live]	Create [Live / Drop]	Charges	Cancelled

Viewing 1-4 of 4

Export to CSV Map Selected View Route Actions

9. Once the new search has been performed, you can then save that search and the associated search filter criteria as a Favorite.

To save the search as a Favorite, select the **Save As Favorite** icon (i.e. star icon) located at the top of the screen.

The screenshot shows the 'Confirmed' search results page. At the top right, there are icons for sharing, saving as a favorite (a star icon), and deleting. A red arrow points to the star icon, which is labeled 'Save As Favorite'. Below the icons, there is a table with columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, and Cost. The table contains four rows of shipment data. At the bottom right, there are buttons for 'Export to CSV', 'Map Selected', 'View Route', and 'Actions'.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

10. A **Save Favorite** popup window displays.

Enter the name for your Favorite in the required **Name** field. You can also enter a description in the optional **Description** field. Once the information has been entered, click the **Save** button on the popup window.

The screenshot shows the 'Confirmed' search results page with the 'Save Favorite' popup window displayed. The popup window has fields for 'Name' (required) and 'Description' (optional), and 'Save' and 'Cancel' buttons. The background shows the same table of shipment data as the previous screenshot.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

11. A success popup window displays stating your Favorite was saved. Click the **OK** button on this popup to close the popup.

The screenshot shows the 'Confirmed' page in the One Buelow Transport TMS. A table lists shipments with columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, and Cost. A popup window titled 'Favorite Saved' is displayed over the table, stating 'Your Favorite was saved.' with an 'OK' button.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

12. To use this Favorite at any point in time, navigate to Menus/Favs -> Favorites and then to your newly saved Favorite from the choices. The same search will be performed without having to re-enter any of the search filter information.

The screenshot shows the 'Confirmed' page with the 'Menus/Favs' sidebar open. The 'Favorites' menu is selected, and a sub-menu is displayed with the following items: 'Manage Favorites', 'Confirmed From Charlotte, NC', 'NC Shipments', 'Oaks Confirmed', and 'PA orders'. A red arrow points to the 'Confirmed From Charlotte, NC' item, which is labeled 'New saved Favorite'.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment9931	Shipment9931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/11/2021 8:17 PM - 8:17 PM CST Appt Required	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
M-Shipment4511	Shipment4511	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
M-Shipment4118	Shipment4118	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

13. To manage the Favorites you have created, navigate to Menus/Favs -> Favorites -> Manage Favorites.

Confirmed

QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): [Origin City: Charlotte][Origin State: NC]

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Cost
M-4914734	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	QA Rcv Loc 1 Oaks, PA 19456	2/10/2021 10:58 AM - 11:00 AM CST Appt Required	2/11/2021 11:00 AM - 11:00 AM CST Appt Required	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
19931	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	QA Rcv Loc 1 Oaks, PA 19456	8:17 PM CST	2/12/2021 8:17 PM - 8:17 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted	525.00
	Confirmed From Charlotte, NC NC Shipments	QA Rcv Loc 1 Oaks, PA 19456	QA Rcv Loc 1 Oaks, PA 19456	2/13/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	2/14/2021 12:51 PM - 12:51 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50
	Oaks Confirmed PA orders	QA Rcv Loc 1 Oaks, PA 19456	QA Rcv Loc 1 Oaks, PA 19456	2/15/2021 8:00 AM - 9:00 AM CST [843919297 Live]	2/16/2021 1:38 PM - 1:38 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Appointment Cancelled	432.50

Export to CSV Map Selected View Route Actions

14. The **Manage Favorites** screen displays.

If needed, you can delete a Favorite by selecting the **Delete** link for that Favorite. A **Delete** confirmation popup window will display for you to confirm that you want to delete that Favorite.

If desired, you can also publish a Favorite by selecting the **Publish** link for that Favorite. When you publish a Favorite, it will allow other users within your company to use that same Favorite. A **Publish** confirmation popup window will display for you to confirm that you want to publish that Favorite.

Manage Favorites

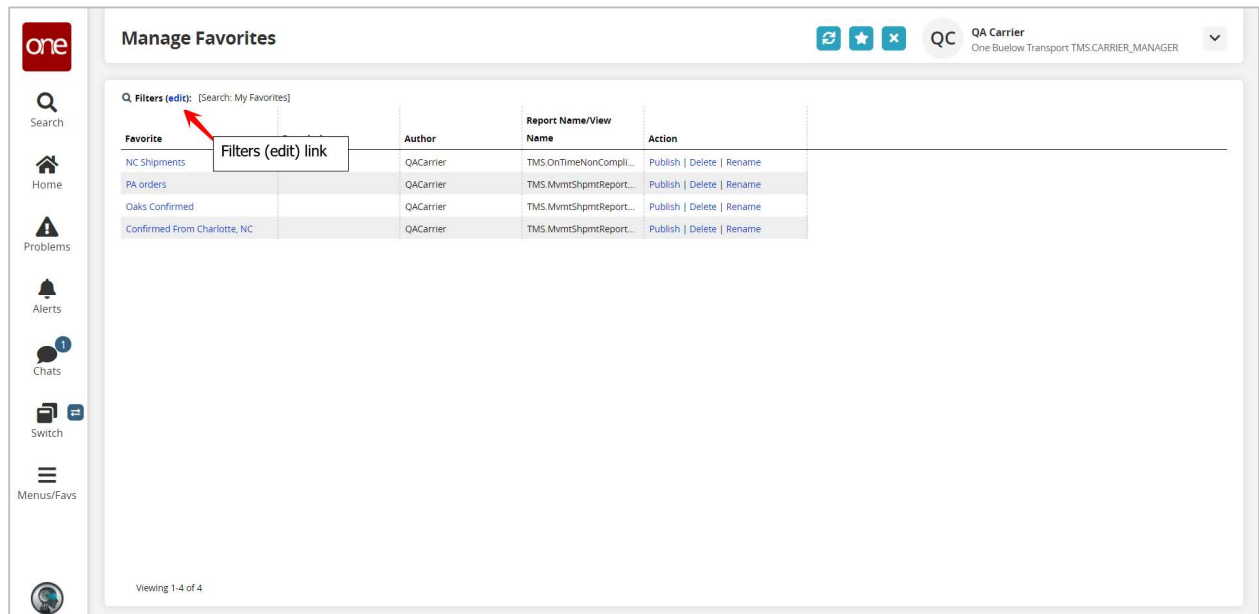
QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): [Search: My Favorites]

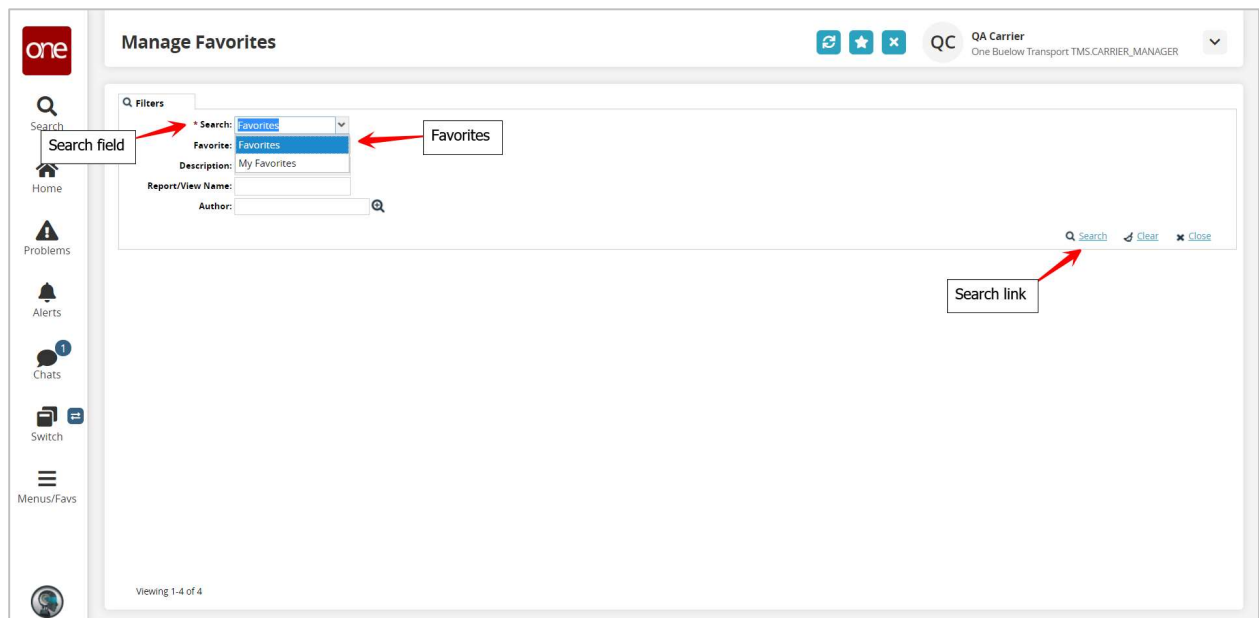
Favorite	Description	Author	Report Name/View Name	Action
NC Shipments		QACarrier	TMS.OnTimeNonCompl...	Publish Delete Rename
PA orders		QACarrier	TMS.MvmtShpmtReport...	Publish Delete Rename
Oaks Confirmed		QACarrier	TMS.MvmtShpmtReport...	Publish Delete Rename
Confirmed From Charlotte, NC		QACarrier	TMS.MvmtShpmtReport...	Publish Delete Rename

Viewing 1-4 of 4

15. To view other user's published Favorites, select the **Filters (edit)** link on the **Manage Favorites** screen.



16. Select the **Favorites** option in the **Search** field drop down list and then press the **Search** link.



17. The list of other user's published Favorites will display.

You can choose one of the Favorite's name link which will immediately run that Favorite search.

If desired, you can also select the **Subscribe** link next to a Favorite which will then add that Favorite to your list and will be just like one of your own Favorites. It will then be visible when you navigate to Menus/Favs -> Favorites.

one Manage Favorites

QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): [Search: Favorites]

Favorite	Description	Author	Report Name/View Name	Action
Charlotte Confirmed		onebuelow	TMS.MvmtShpmtReport...	Subscribe
Confirmed to Oaks, PA		bhornecarrier1	TMS.MvmtShpmtReport...	Subscribe

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