

Introduction

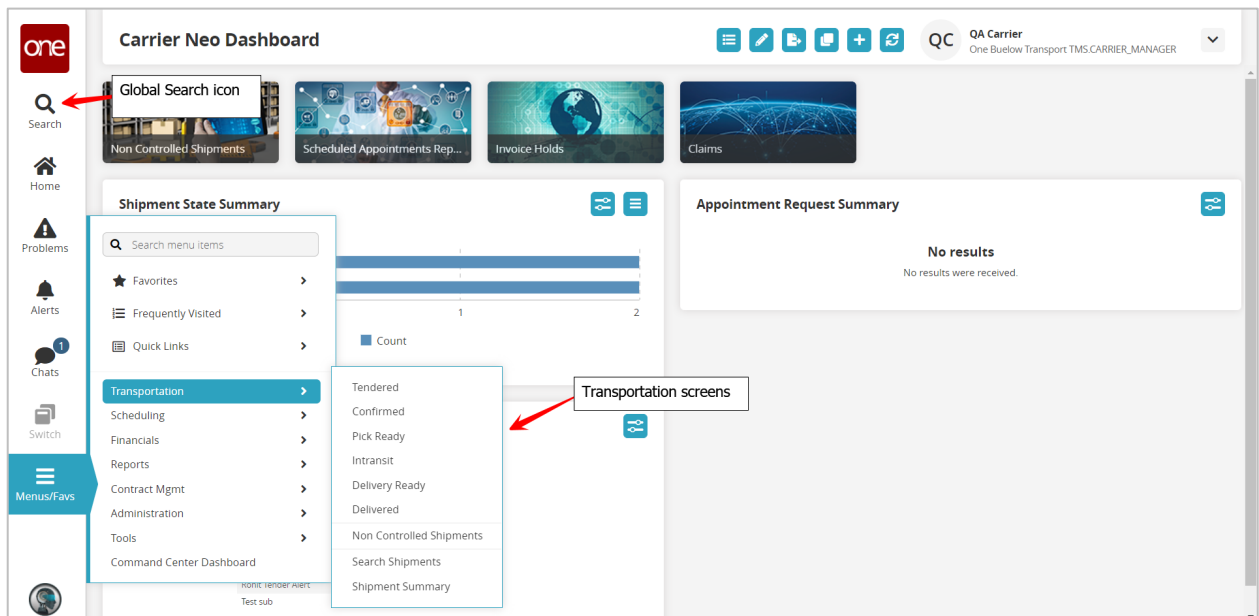
This document provides a quick guide for Carriers and Vendors explaining how to add Tracking Events using the One Network system.

Tracking Events allow you to provide status information on a Shipment or Movement (Note – a Movement can contain multiple Shipments). An example of this type of status information would be to specify your ETA or Estimated Time of Arrival for a Shipment you are delivering.

Note – this Quick Guide is for the NEO UI

Tracking Events

1. Login to the One Network system.
2. To add a Tracking Event, you first need to locate the Shipment or Movement you want to add the event to. You can either locate the Shipment/Movement using global **Search** or you can go to one of the specific Transportation screens such as **Confirmed**, **Intransit** or **Delivered** and locate your Shipment/Movement.



- For this example, I will go to the **Confirmed** screen by navigating to Menus/Favs -> Transportation -> Confirmed.
- The **Confirmed** screen displays with a list of the Shipments confirmed to you.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-Shipment4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114		QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/ Accepted

- You can add a Tracking Event to an individual Shipment, or you can add a Tracking Event to a Movement. If the Movement contains multiple Shipments, the Tracking Event added to the Movement will be added to every Shipment under that Movement.

6. In the **Confirmed** screen example below, there is a Movement that contains two Shipments.

To display the Shipments under the Movement, select the expand/collapse symbol by the Movement Number to expand or collapse the Shipment information.

The screenshot shows the 'Confirmed' screen of a tracking application. The interface includes a sidebar with navigation icons (Search, Home, Problems, Alerts, Chats, Switch, Menus/Favs) and a main content area. The main content area has a header with the 'one' logo, 'Confirmed' title, and user information 'QA Carrier One Buelow Transport TMS.CARRIER_MANAGER'. Below the header is a table with columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, and State/Status. The table shows a movement with number 9114, which is expanded to show two shipments: 3417 and 9114. Red arrows point to the expand/collapse symbol and the shipment numbers. The bottom of the screen shows 'Viewing 1-2 of 2' and buttons for 'Export to CSV', 'Map Selected', 'View Route', and 'Actions'.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-Shipment9114	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted

7. To add a Tracking Event to the Movement, do any one of the following 3 methods -

- Method 1- select the checkbox next to the Movement Number and then select the **Actions** button at the bottom of the screen and select the **Movement Tracking** action.

The screenshot shows the 'Confirmed' screen with a table of movements. The table has columns: Movement, Shipment, Shipper, Consignee, Pickup, and Delivery. The row for 'M-Shipment9114' is highlighted. A red arrow points to the checkbox next to the movement number. Another red arrow points to the 'Movement Tracking' option in the 'Actions' dropdown menu.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery
☐ M-Shipment4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]
☒ M-Shipment9114	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required
☐	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]
☐	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]

or

- Method 2 - select the **Tracking** link on the Movement Number row.

The screenshot shows the 'Confirmed' screen with a table of movements. The table has columns: Movement, Shipment, Shipper, Consignee, Pickup, Delivery, Links, and State/Status. The row for 'M-Shipment9114' is highlighted. A red arrow points to the 'Tracking link' in the 'Links' column.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
☐ M-Shipment4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	Tracking link	Confirmed/Accepted
☐ M-Shipment9114	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/Accepted
☐	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/Accepted
☐	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/Accepted

or

- Method 3 - select the triangle symbol next to the Movement Number and select the **Movement Tracking** action from the list of actions.

The screenshot shows the 'Confirmed' screen with a table of movements. A red arrow points to a small triangle symbol next to the movement number 'M-shipment9114' in the 'Movement' column. A tooltip labeled 'Triangle symbol' points to this symbol.

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-shipment4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-shipment9114	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/ Accepted
	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted

8. After using any one of these 3 methods, the **Movement Tracking** screen displays with the list of Tracking Events that have already been added to this Movement.

The screenshot shows the 'Movement Tracking' screen with a table of tracking events for movement 'M-shipment9114'.

Tracking Event	Movement Number	Created By	Organization	Event Date	Event Local Time	Creation Date	Event Type	Message
196004739	M-shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Confirmed	Movement confir
196004738	M-shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Carrier Invoice Raised	System Invoice 1!

9. To add a new Tracking Event to this Movement, click the **Create Tracking Event** button at the bottom right corner of the screen and then select one of the available Movement Tracking Events from the list.

The screenshot shows the 'Movement Tracking' interface. On the left is a sidebar with navigation icons: Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main area displays a table with columns: Tracking Event, Movement Number, Created By, Organization, Event Date, Event Local Time, and Creation Date. Two rows are visible, both for 'M-Shipments114' created by 'QASanity' on '2/2/2021 3:55 PM PST'. A red arrow points from the text 'List of available Movement Tracking Events' to a dropdown menu that lists various event types such as 'Appointment Scheduled - Delivery', 'Arrived', 'Arrived at Customs', 'Attempted Delivery', 'Available', 'Available for Delivery', 'Cancel Confirmation', 'Carrier Release', 'Conditionally Accepted', 'Confirmed On Board', 'Create Claim', 'Customs Hold', 'Customs Submitted', 'Customs and Carrier Released', 'Deliver Order Issued', 'Delivered', 'Delivery Not Completed', 'Departed', 'Documents Received', 'Documents Verified', and 'ETA'.

10. After selecting one of the available Tracking Events, a popup window will appear for you to enter information pertaining to that specific Tracking Event.

Note: Fields marked with an asterisk symbol (*) are required.

This screenshot shows the same 'Movement Tracking' interface, but with the 'Create Movement Tracking Event' popup window open. The popup contains the following fields: 'Event Date' (set to 2/2/2021 4:11 PM), 'Event Type' (set to Arrived), 'Target' (set to M-Shipments114), 'Message' (a large text area), 'Longitude', 'Latitude', 'Special C', 'Location', 'Address' (with a location pin icon), 'Inside Temperature', and 'Outside Temperature'. At the bottom right of the popup are 'Save' and 'Close' buttons. In the background, the table from the previous screenshot is visible, and at the bottom right of the main interface, there are buttons for 'Export to CSV' and 'Create Tracking Event'.

11. Enter the information on the popup window and then click the **Save** button on the popup window.
12. After clicking the **Save** button, a success message displays on the popup window.

one Movement Tracking

QA Carrier
One Buelow Transport TMS CARRIER_MANAGER

Q Filters (edit): None

Create Movement Tracking Event

Record was created successfully

Event Date: 2/2/2021 4:11 PM (GMT-08:00) Pacific Standard Time (America/Tijuana)

Event Type: Arrived

Target: M-Shipments9114

Message: Arrived at the desired location

Longitude:

Latitude:

Special C:

Location:

Address:

Inside Temperature:

Outside Temperature:

Close and Refresh

Viewing 1-2 of 2

Export to CSV Create Tracking Event

13. Click the **Close and Refresh** button on the popup window and you will then be returned to the **Movement Tracking** screen which will be refreshed and will show the Tracking Event you just added.

one Movement Tracking

QA Carrier
One Buelow Transport TMS CARRIER_MANAGER

Q Filters (edit): None

Tracking Event just added

Tracking Event	Movement Number	Created By	Organization	Event Date	Event Local Time	Creation Date	Event Type	Message
196006776	M-Shipments9114	QACarrier	One Buelow Transport	2/2/2021 4:11 PM PST		2/2/2021 4:13 PM PST	Arrived	Arrived at the de
196004739	M-Shipments9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Confirmed	Movement confir
196004738	M-Shipments9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Carrier Invoice Raised	System Invoice 1!

Viewing 1-3 of 3

Export to CSV Create Tracking Event

14. To add a Tracking Event to an individual Shipment under a Movement, do the following:

- Select the triangle symbol next to the Shipment Number and select the **Shipment Tracking** action.

Confirmed

QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): None

Movement	Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status
M-Shipment4571	Shipment4571	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:23 PM - 5:23 PM CST Appt Required	2/4/2021 5:23 PM - 5:23 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted
M-Shipment9114	Shipment3417	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Appt Required	History Tracking Charges	Confirmed/ Accepted
	Shipment9114	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	2/3/2021 5:54 PM - 5:54 PM CST Appt Required	2/4/2021 5:54 PM - 5:54 PM CST Create [Live / Drop]	History Tracking Charges	Confirmed/ Accepted

Viewing 1-2 of 2

Export to CSV Map Selected View Route Actions

15. The **Shipment Tracking** screen displays with the list of Tracking Events that have already been added to that Shipment.

Shipment Tracking

QA Carrier
One Buelow Transport TMS.CARRIER_MANAGER

Q Filters (edit): None

Tracking Event	Shipment Number	Created By	Organization	Event Date	Event Local Time	Creation Date	Event Type	Message
567096403	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:11 PM PST		2/2/2021 4:13 PM PST	Arrived	Arrived at the desired loca
567088911	Shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Confirmed	Movement confirmed to O

Viewing 1-2 of 2

Export to CSV Create Tracking Event

16. To add a new Tracking Event to this Shipment, click the **Create Tracking Event** button at the bottom right corner of the screen and then select one of the available Shipment Tracking Events from the list.

The screenshot shows the 'Shipment Tracking' interface. On the left is a sidebar with navigation icons: Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main area displays a table of tracking events with columns: Tracking Event, Shipment Number, Created By, Organization, Event Date, Event Local Time, and Creation Date. Two events are listed: one for Shipment9114 created by QACarrier, and another for Shipment9114 created by QASanity. A red arrow points from a box labeled 'List of Shipment Tracking Events' to a dropdown menu on the right. The dropdown menu lists various event types such as 'Attempted Delivery', 'Carrier Release', 'Delivered', and 'Departed'.

Tracking Event	Shipment Number	Created By	Organization	Event Date	Event Local Time	Creation Date
567096403	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:11 PM PST		2/2/2021 4:13 PM PST
567088911	Shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST

Viewing 1-2 of 2

17. After selecting one of the available Shipment Tracking Events, a popup window will appear for you to enter information pertaining to that specific event.

Note: Fields marked with an asterisk symbol (*) are required.

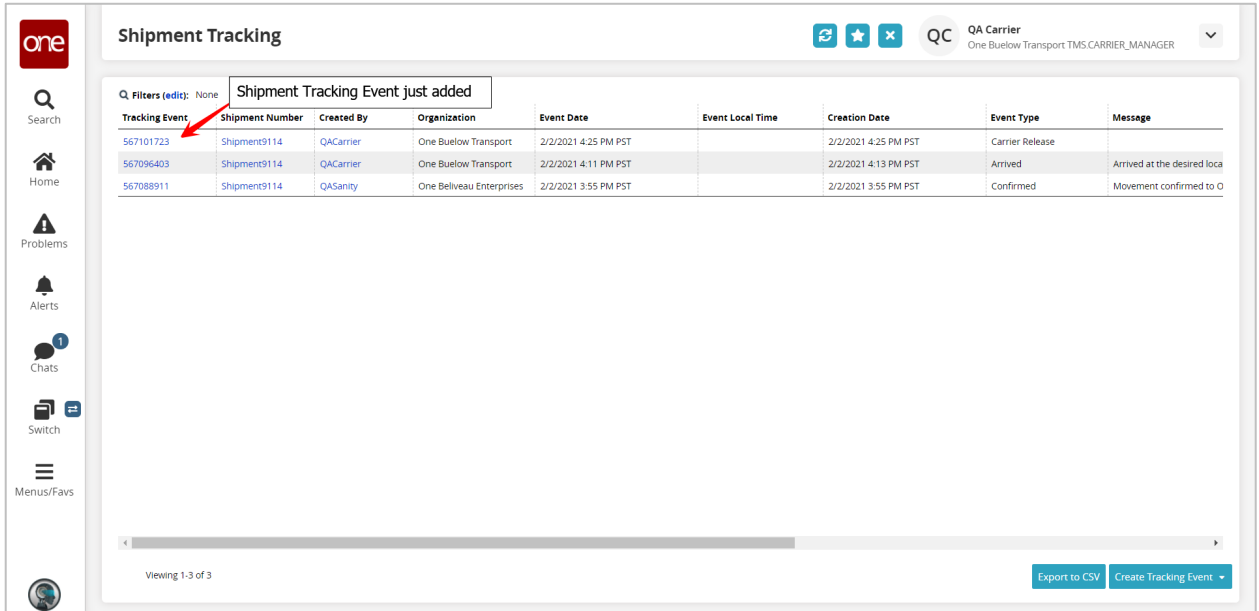
The screenshot shows the 'Shipment Tracking' interface with the 'Create Shipment Tracking Event' popup window open. The popup contains the following fields: Event Date (with a calendar icon and a time zone dropdown), Event Type (set to 'Departed'), Target (set to 'Shipment9114'), Message (a text input field), Longitude, Latitude, Location, and Address (with a location pin icon). At the bottom right of the popup are 'Save' and 'Close' buttons. The background table shows the same tracking events as in the previous screenshot.

Viewing 1-2 of 2

18. Enter the information on the popup window and then click the **Save** button on the popup window.
19. After clicking the **Save** button, a success message displays on the popup window.

Click the **Close and Refresh** button on the popup window and you will then be returned to the **Shipment Tracking** screen.

20. The **Shipment Tracking** screen will be refreshed and will show the Shipment Tracking Event you just added.



The screenshot shows the 'Shipment Tracking' interface. On the left is a sidebar with icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main area has a header with the 'one' logo, the title 'Shipment Tracking', and user information 'QA Carrier' and 'One Buelow Transport TMS.CARRIER_MANAGER'. Below the header is a table with columns: Tracking Event, Shipment Number, Created By, Organization, Event Date, Event Local Time, Creation Date, Event Type, and Message. A red arrow points to the 'Tracking Event' column header. The table contains three rows of data. At the bottom, there is a pagination bar showing 'Viewing 1-3 of 3' and buttons for 'Export to CSV' and 'Create Tracking Event'.

Tracking Event	Shipment Number	Created By	Organization	Event Date	Event Local Time	Creation Date	Event Type	Message
567101723	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:25 PM PST		2/2/2021 4:25 PM PST	Carrier Release	
567096403	Shipment9114	QACarrier	One Buelow Transport	2/2/2021 4:11 PM PST		2/2/2021 4:13 PM PST	Arrived	Arrived at the desired loca
567088911	Shipment9114	QASanity	One Bellevue Enterprises	2/2/2021 3:55 PM PST		2/2/2021 3:55 PM PST	Confirmed	Movement confirmed to O