

Quick Guide to User Settings



Introduction

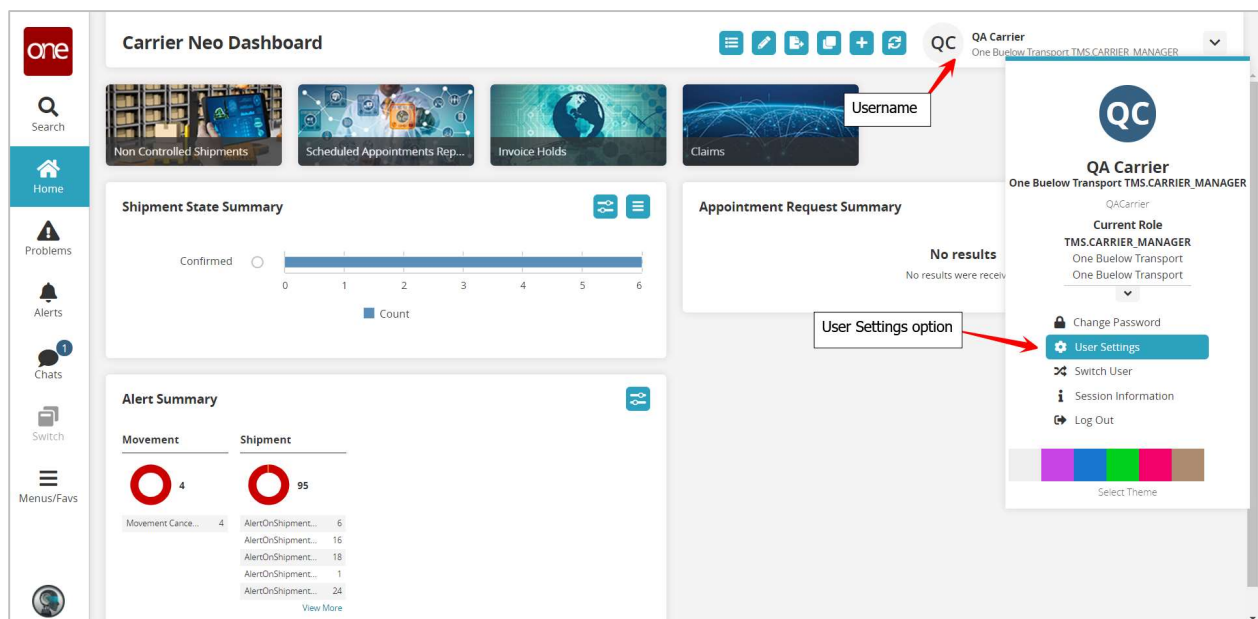
This document provides a quick guide explaining how to setup user settings using the One Network system.

Note – this Quick Guide is for the NEO UI

User Settings

1. Login to the One Network system.
2. User settings are defined and configured on your **User Settings** screen.

To open your **User Settings** screen, click on your **Username** located in the top right corner of the screen and then select the **User Settings** option.



3. The **User Setting** screen displays.

There are two tabs on the screen: **User Information** and **UI Preferences**.

When first opening the **User Settings** screen, the **User Information** tab will be selected by default.

User-related information is maintained on the **User Information** tab such as your name, your email address, your language/locale and your time zone. To update any information, make changes as desired and then click the **Save** button.

The screenshot displays the 'User Settings' interface. At the top, there's a header with the 'one' logo, the title 'User Settings', and user information 'QA Carrier' and 'One Buelow Transport TMS.CARRIER_MANAGER'. Below the header, there are two tabs: 'User Information' (selected) and 'UI Preferences'. The 'User Information' tab contains fields for 'First Name', 'Last Name', and 'Email' (with the value 'ghahn@onenetwork.com'). Below these are 'Locale' (set to 'English') and 'Time Zone' (set to '(GMT-08:00) Pacific Standard Time (America/Tijuana)'). A section titled 'Time Zone Override Per Role' contains a table with roles and their corresponding time zone overrides, all set to 'None'. A 'Save' button is located at the bottom left of the form area. Red arrows point to the 'User Information' and 'UI Preferences' tabs, with labels 'User Information tab' and 'UI Preferences tab' respectively.

Role	TimeZone Override
noc_user Dispatcher	None
onetestv Visibility	None
One Buelow Transport TMS.CARRIER_MANAGER	None
Dallas Role	None
carrier role	None
Driver	None
ESGUser	None

- Note – once this is done, the NEO UI will refresh back to its starting point and any open screens would close.



5. Select the **UI Preferences** tab.

Following describes the main fields under this tab:

Max Open Perspectives – this defines the number of maximum perspectives/screen that can be opened. Choices in the drop-down list consist of: 8, 10 or 12.

If Exceeds Max Open Perspective - this defines what the system should do once the maximum number of opened perspectives/screens is reached. Choices in the drop-down list consist of: **Warning** or **Auto-Close**. Using the **Warning** setting will display a warning message once a new perspective is attempted to be opened which would exceed the **Max Open Perspectives** value – user would then have to close one or more perspectives to open the new perspective. Using the **Auto-Close** setting will close the earliest-opened perspective once a new perspective is opened that exceeds the **Max Open Perspectives** value – the number of perspectives opened will be kept at the **Max Open Perspectives** value.

The screenshot shows the 'User Settings' window with the 'UI Preferences' tab selected. The interface includes a sidebar with navigation icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs. The main content area is divided into sections: 'User Information', 'Data Display', 'Currency', and 'Time'. Under 'User Information', there are settings for 'Max Open Perspectives' (set to 8), 'If Exceeds Max Open Perspective' (set to Warning), and 'NEO Animations' (disabled). The 'Data Display' section includes settings for 'Number' (Decimal Separator, Minimum Fraction Digits, Number Of Digits In Group, Grouping Separator, Maximum Fraction Digits, Leading Zero). The 'Currency' section includes similar settings for 'Currency'. The 'Time' section includes settings for 'Time Separator', 'Time Zone', and 'Show AM PM Symbol'.

Section	Field	Value
User Information	Max Open Perspectives	8
	If Exceeds Max Open Perspective	Warning
	NEO Animations	Off
Data Display	Number Decimal Separator	.
	Number Minimum Fraction Digits	0
	Number Of Digits In Group	123,456,789
	Number Grouping Separator	,
	Number Maximum Fraction Digits	5
	Number Leading Zero	0.7
Currency	Currency Decimal Separator	.
	Currency Minimum Fraction Digits	2
	Currency Number Of Digits In Group	123,456,789
	Currency Grouping Separator	,
	Currency Maximum Fraction Digits	2
	Currency Leading Zero	0.7
Time	Time Separator	:
	Time Zone	On
	Show AM PM Symbol	On

6. You can also specify how certain data is displayed in the system such as numbers, currency, time and dates. These settings are listed under the **Data Display** section on the **User Settings** screen.

On various screens within the system, numbers and currency are listed which you can set how you want these numbers and currency to be displayed. In addition, on various screens within the system, dates and times are listed such as on the **Movement/Shipment Summary** screen and on the **Appointment Details** screen. The time zone defined under the **User Information** tab can be configured so the associated time zone is displayed along with these dates and times.

The screenshot shows the 'User Settings' interface with the 'UI Preferences' tab selected. The 'Data Display' section is highlighted with a red arrow and a box labeled 'Data Display section'. The settings are organized into sections: User Information, Number, Currency, Time, and Date. The 'Number' section includes settings for Decimal Separator, Minimum Fraction Digits, Number Of Digits In Group, Grouping Separator, Maximum Fraction Digits, and Leading Zero. The 'Currency' section has similar settings. The 'Time' section includes Time Separator, Time Zone, and Show AM PM Symbol. The 'Date' section is currently empty.

Section	Setting	Value
User Information	Max Open Perspectives	8
	If Exceeds Max Open Perspective	Warning
	NEO Animations	Off
Number	Decimal Separator	.
	Minimum Fraction Digits	0
	Number Of Digits In Group	123,456,789
	Grouping Separator	,
	Maximum Fraction Digits	5
	Leading Zero	0.7
Currency	Decimal Separator	.
	Minimum Fraction Digits	2
	Number Of Digits In Group	123,456,789
	Grouping Separator	,
	Maximum Fraction Digits	2
	Leading Zero	0.7
Time	Time Separator	:
	Time Zone	☑
	Show AM PM Symbol	☑
Date		