

Introduction

This document provides a quick guide explaining how to log in and log out of the One Network system.

Note – this Quick Guide is for the NEO UI

Logging In and Logging Out of the One Network System

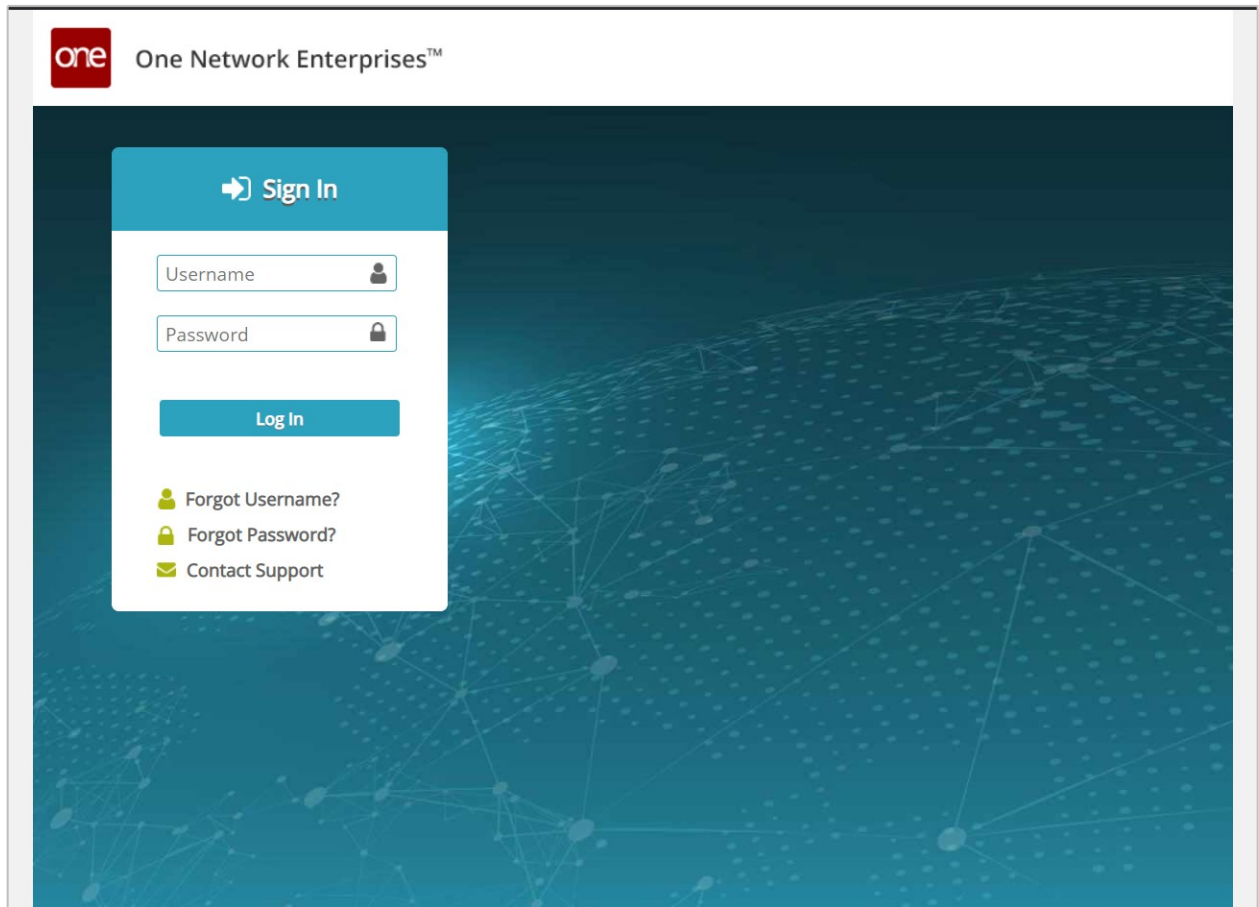
1. Open a web browser window.

Note: You should be using Google Chrome or Microsoft Chromium Edge. You can also use IE 11 but that browser will no longer be supported from the NEO 3.3 release and onwards.

2. In your browser window, enter the following URL and press the **Enter** key on your keyboard:

<https://logon.onenetwork.com>

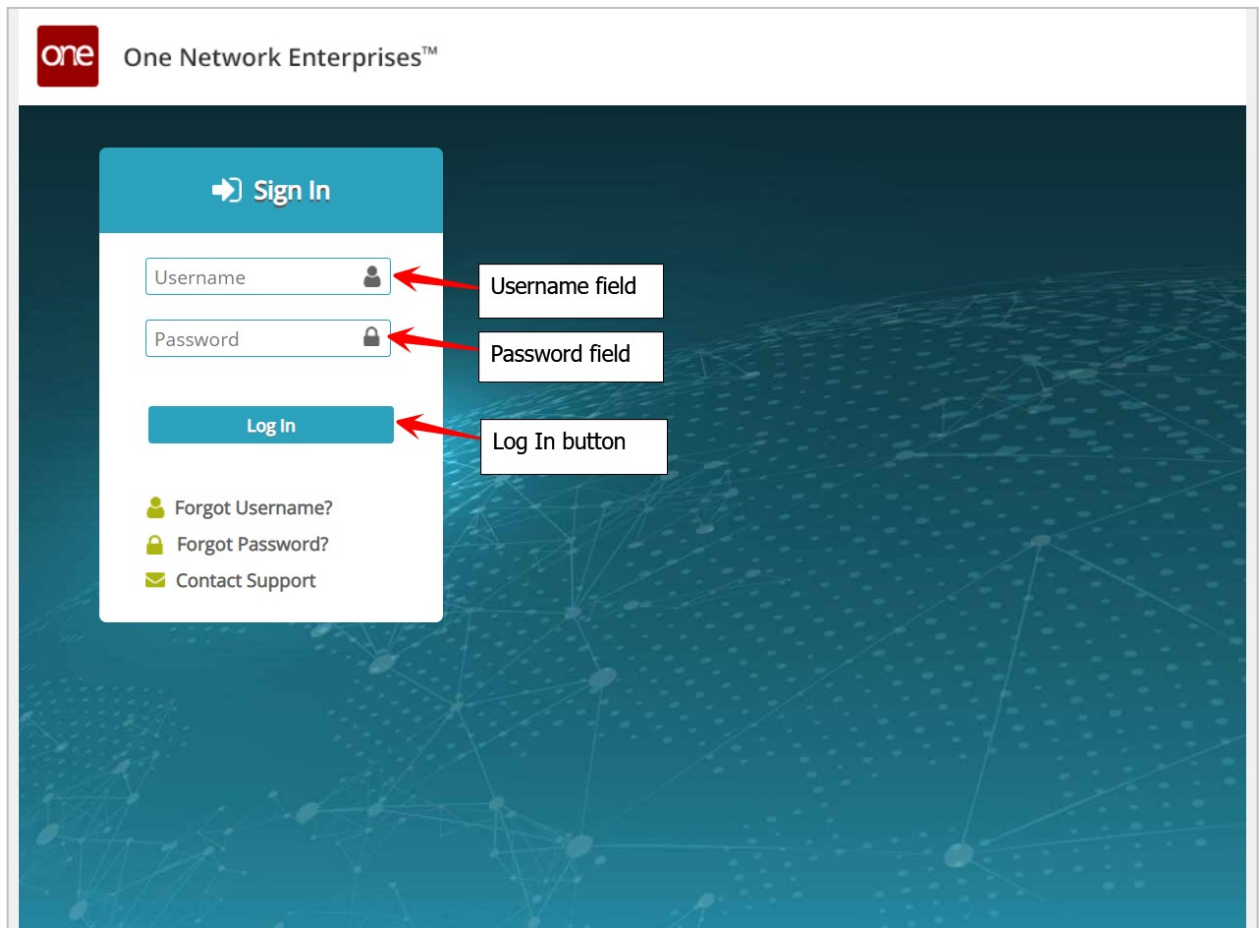
3. After entering this URL, you will be taken to the **Login** screen for the One Network System.

The screenshot shows the login interface for One Network Enterprises. At the top left is the 'one' logo in a red square, followed by the text 'One Network Enterprises™'. The background is a dark teal with a glowing network diagram. A white login form is centered on the left. It has a blue header with a right-pointing arrow and the text 'Sign In'. Below this are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Log In' button is below the password field. At the bottom of the form are three links: 'Forgot Username?' with a person icon, 'Forgot Password?' with a lock icon, and 'Contact Support' with an envelope icon.

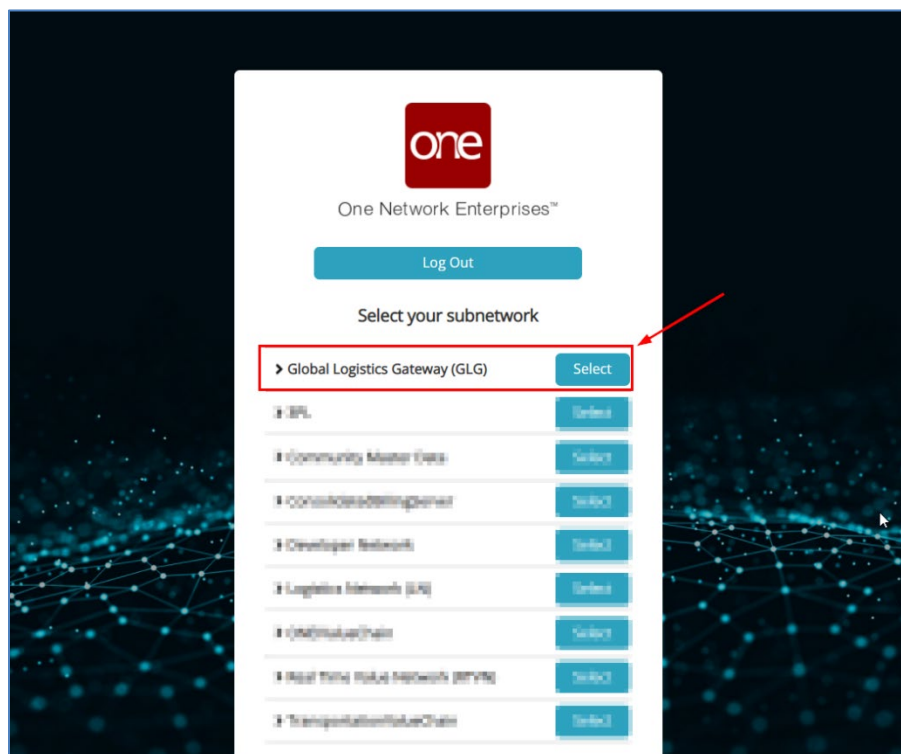
4. Enter your username in the **Username** field and enter your password in the **Password** field.

Note – both the **Username** and **Password** fields are case sensitive so make sure you enter values in these two fields using the proper upper and lower case.

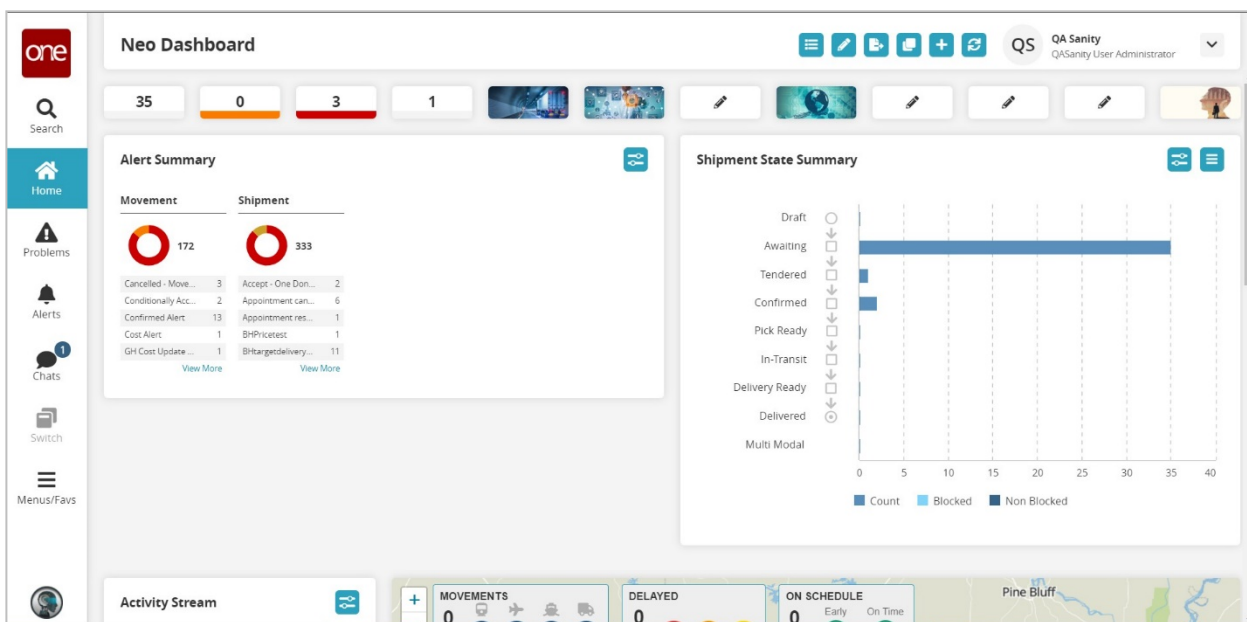
5. After entering your username and password, click the **Login** button.



- If you have access to multiple One Network applications/networks, the **Select your subnetwork** screen will display.



- Click the **Enter** button for the desired application/network.
- Once logged in, the main One Network System screen will display with the NEO UI Dashboard.



9. To logout of the system, click on your username in the top right corner of the screen and select the **Log Out** option.

The screenshot displays the Neo Dashboard interface. The top right corner shows the user profile for 'QA Sanity' with the role 'QA Sanity User Administrator'. A dropdown menu is open, showing the following options: 'Change Password', 'User Settings', 'Switch User', 'Session Information', and 'Log Out'. A red arrow points to the 'Log Out' option. The dashboard also features an 'Alert Summary' section with 'Movement' and 'Shipment' counts, a 'Shipment State Summary' bar chart, and an 'Activity Stream' at the bottom.

Movement	Count
Cancelled - Move...	3
Conditionally Acc...	2
Confirmed Alert	13
Cost Alert	1
GH Cost Update ...	1

Shipment	Count
Accept - One Don...	2
Appointment can...	6
Appointment res...	1
BnPrctest	1
Brktargedelivery...	11

Shipment State Summary

State	Count
Draft	0
Awaiting	0
Tendered	0
Confirmed	0
Pick Ready	0
In-Transit	0
Delivery Ready	0
Delivered	0
Multi Modal	0

Activity Stream

MOVEMENTS 0

DELAYED 0

ON SCHEDULE 0

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10. A popup window will display for you to confirm you want to logout – click the **Yes** button on the popup. You will then be successfully logged out of the system.

