

## Introduction

This document provides a quick guide explaining how to add multiple non-controlled shipments to an appointment.

Note – a non-controlled shipment is one in which you typically work directly with your Supplier who provides you with the information for the load that needs hauled from that Supplier. A non-controlled shipment will not have a movement number associated with it and you will need to use the global **Search** field to find it.

Note - your Supplier or possibly your Shipper will need to provide you with the shipment number for the non-controlled shipment.

Note – this Quick Guide is for the NEO UI

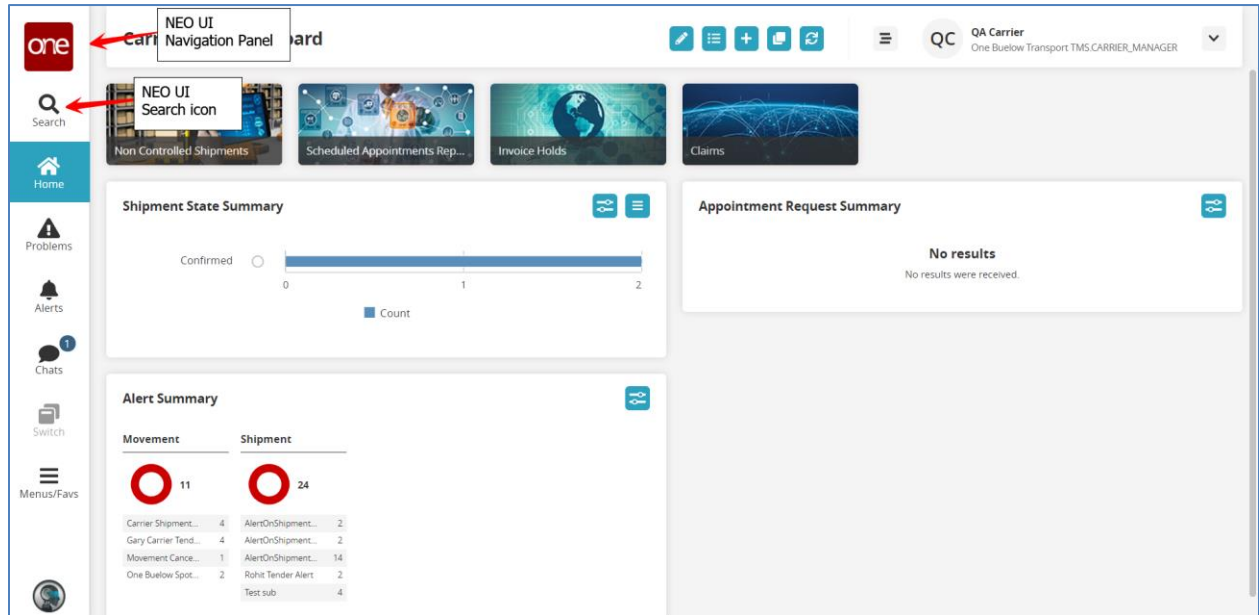
## Adding Multiple Shipments to an Unscheduled Appointment

1. Login to the One Network system.
2. Find the unscheduled, non-controlled shipment that you want to add one or more shipments to.

To find the non-controlled shipment, you would use the **Search** icon located on the left side bar Navigation panel.

When you select the **Search** icon, a **Search** slide out appears for you to enter your search criteria.

In the **Search By** field, choose the option named “**Shipments - by Shipment No**”. Click the **Search Options** link to see the **Retrieve For** field. The default choice is “Last 30 Days” – if you want to look for non-controlled shipments whose Pickup Date is older than 30 days, select one of the other choices from the drop-down list.



3. Enter the Shipment Number / PO Number in the **Search** field and then press the **Enter** key on your keyboard or press the **Search** icon next to the **Search** field.

When entering your Shipment Number / PO Number in the **Search** field, you can enter a wild card symbol if you do not know or do not want to enter the entire number. The wild card is the asterisk symbol (\*), and you can enter it either before the number or after the number.

A list of matching Shipment Numbers / PO Numbers will be displayed after pressing the **Enter** key on your keyboard or pressing the **Search** icon next to the **Search** field.

The screenshot shows a web application interface for managing shipments. The title is "Shipment121\* - Shipments : by Shipment No". The user is logged in as "QA Carrier" with the role "One Buelow Transport TMS CARRIER\_MANAGER".

The main content area displays a table of shipments with the following columns: Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Eq/ Stops/ Size, Qty/ Weight/ Volume, Cost, Ship With Group Ref, and Code. The table contains two rows of shipment data.

Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/ Stops/ Size	Qty/ Weight/ Volume	Cost	Ship With Group Ref	Code
Shipment1213A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	10/5/2021 1:50 PM - 1:50 PM CDT Appt Required	10/6/2021 1:50 PM - 1:50 PM CDT Create [ Live / Drop ]	History Tracking	Awaiting		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 52t
Shipment1214A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	10/5/2021 1:51 PM - 1:51 PM CDT Appt Required	10/6/2021 1:51 PM - 1:51 PM CDT Create [ Live / Drop ]	History Tracking	Awaiting		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 52t

At the bottom of the table, it says "Viewing 1-2 of 2". There are buttons for "Export to CSV", "View Route", and "Actions" (with a dropdown arrow).

- Once you locate the non-controlled shipment, click on the **Live** link or **Drop** link to schedule the appointment.

To schedule a delivery appointment, click on the **Live** link or **Drop** link located under the **Delivery** column. To schedule a pickup appointment, click on the **Live** link or **Drop** link located under the **Pickup** column.

Note – based on how the Shipper has the system configured, you may only see the **Live** link or only the **Drop** link or you may see both.

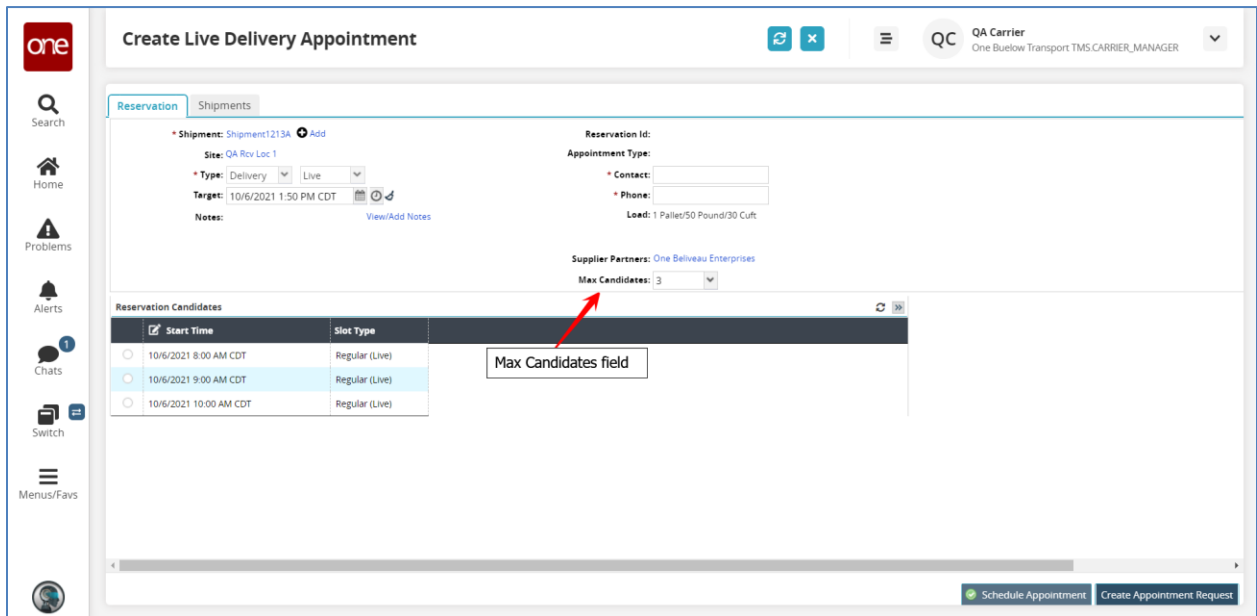
The screenshot displays the 'one' TMS interface for 'Shipment121\* - Shipments : by Shipment No'. The interface includes a search bar, navigation icons (Home, Problems, Alerts, Chats, Switch, Menus/Favs), and a main table of shipments. The table has columns for Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Equip/Steps/Size, Qty/Weight/Volume, Cost, and Ship With Group Ref. Two shipments are listed: Shipment1213A and Shipment1214A. Red arrows point to 'Live link' and 'Drop link' text within the Delivery column of the second shipment row. At the bottom right, there are buttons for 'Export to CSV', 'View Route', and 'Actions'.

Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Equip/Steps/Size	Qty/Weight/Volume	Cost	Ship With Group Ref	Cost Dis
Shipment1213A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	10/5/2021 1:50 PM - 1:50 PM CDT Appt Required	10/6/2021 1:50 PM - 1:50 PM CDT Create [ Live / Drop ]	History Tracking	Awaiting		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 52f
Shipment1214A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	10/5/2021 1:51 PM - 1:51 PM CDT Appt Requ	10/6/2021 1:51 PM - 1:51 PM CDT Create [ Live / Drop ]		Waiting		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 52f

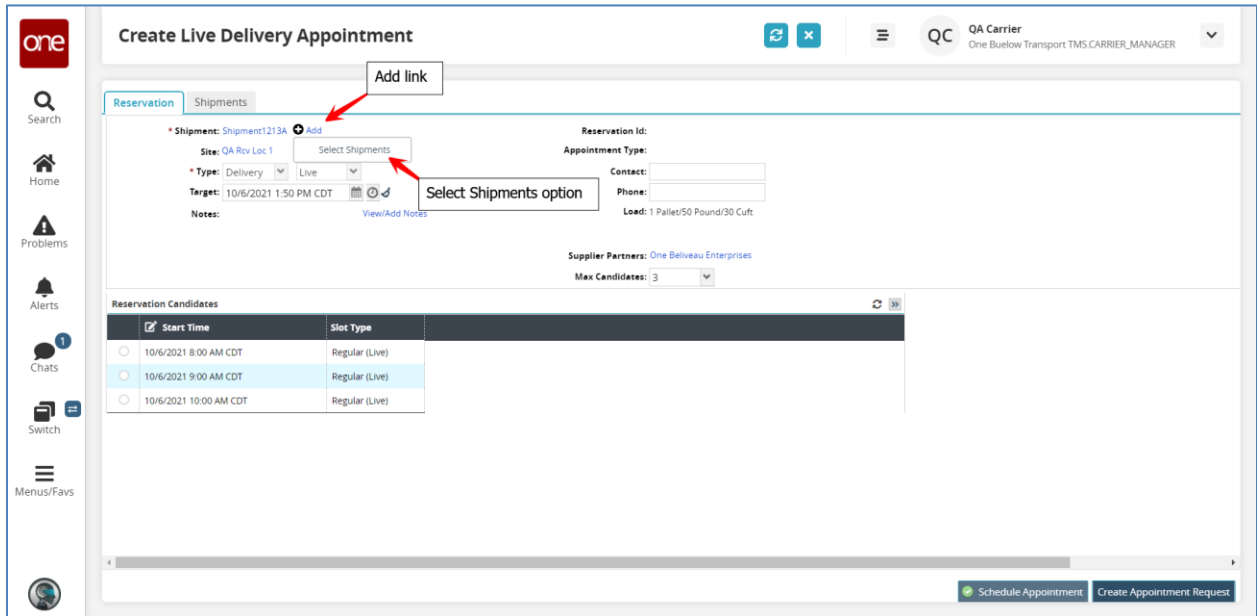
5. After selecting the appointment link, the **Appointment** screen displays with a list of available appointment times or the scheduled appointment time.

To define how many appointments you want displayed on the screen, select one of the choices from the drop-down list in the **Max Candidates** field. Available choices are 5, 4, 3, 2 and 1.

Note – if there are no appointment times available in the system, the screen will show “**No Appointments Available**”. If this happens, please contact your Supplier or Shipper to request an appointment or press the **Create Appointment Request** button if available.

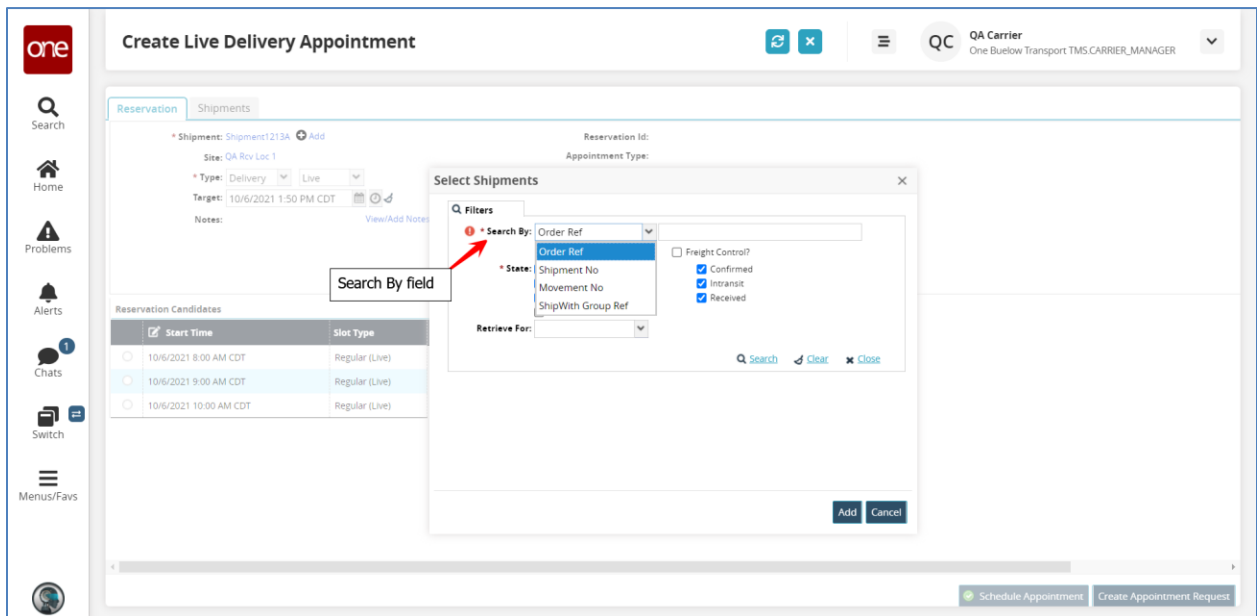


6. To add one or more shipments to this appointment, click on the **Add** link and then choose the **Select Shipments** option.

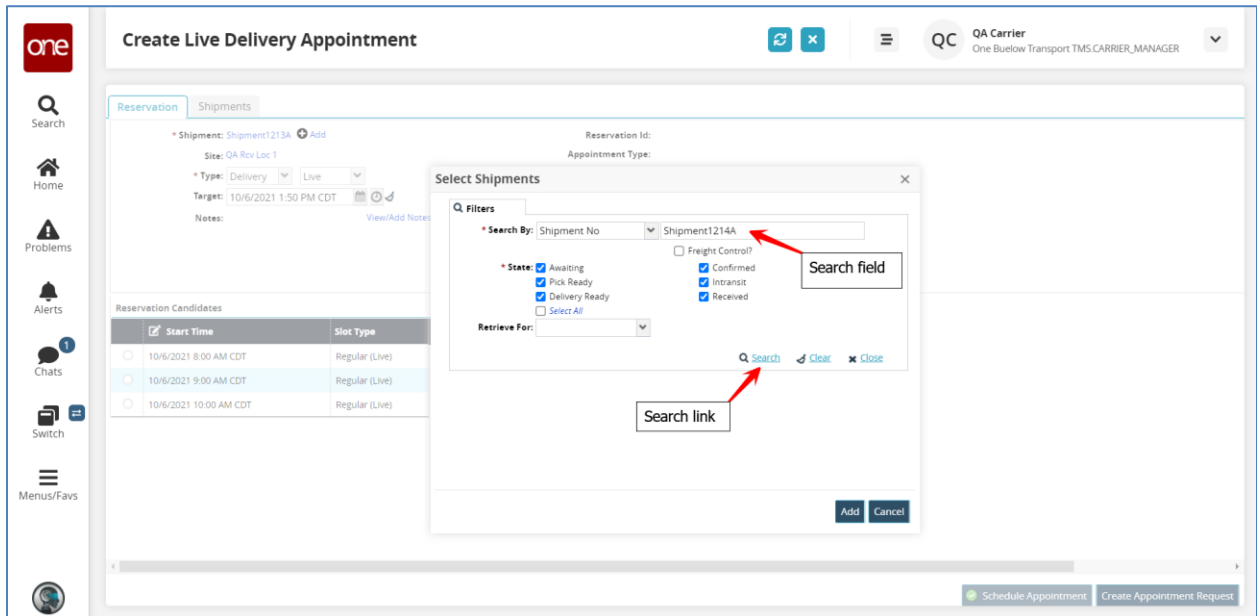


7. A **Select Shipments** popup window displays.

There is a **Search By** field where you can select from: Order Ref, Shipment Number, Movement Number or Ship With Group Reference.

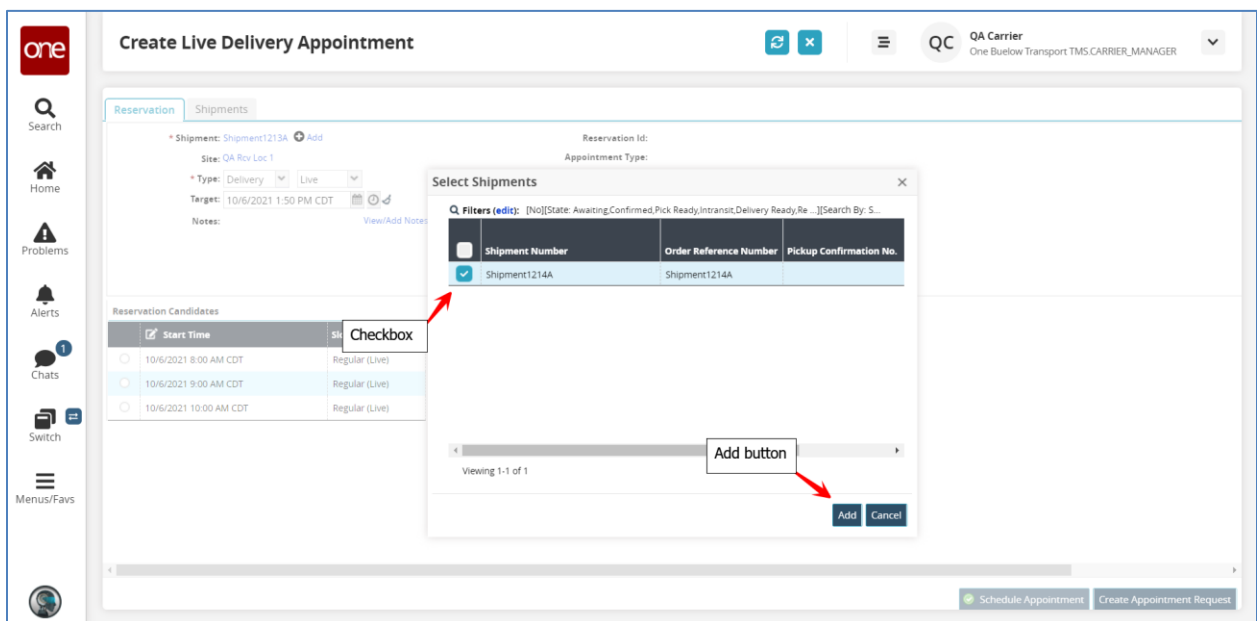


- Select the desired search by option (Note - this is typically Shipment No) and then enter the associated value in the search field and then press the **Search** link. Note – you can use the wildcard symbol when entering the value in the search field.

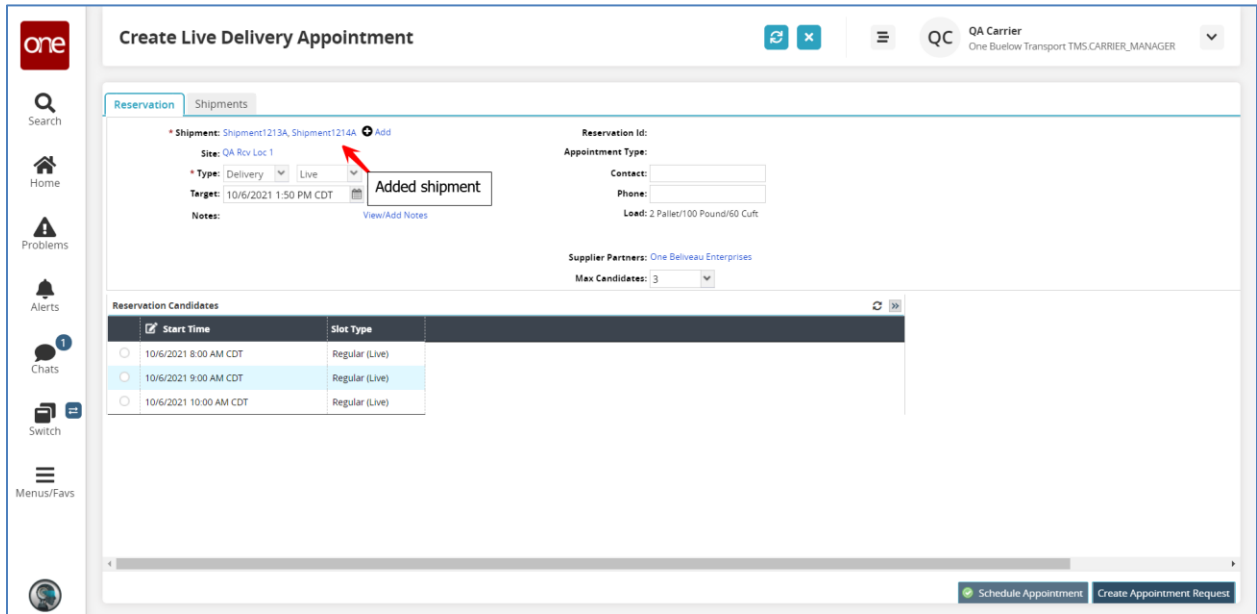


- The search results will display.

Select the checkbox by the shipment(s) that you want to add to this appointment and then press the **Add** button on the popup.

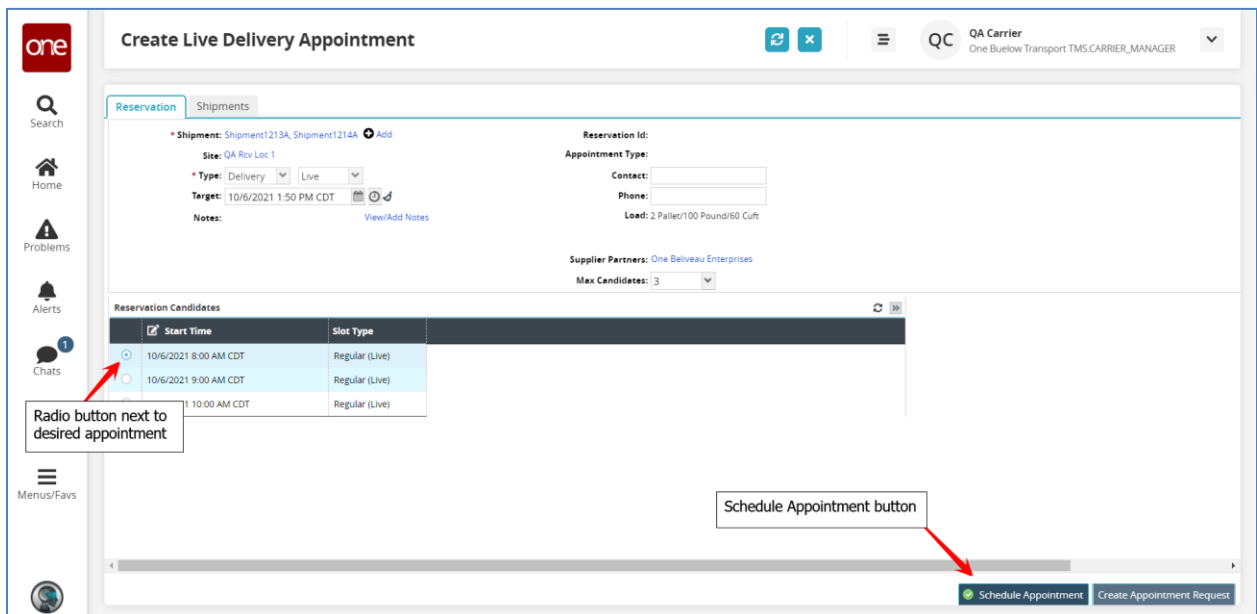


10. The shipment(s) added will show next to the original shipment number. Note – this may be a **more** link that you would select to see the list of shipments depending on how many have been added.



11. Select the radio button next to your desired appointment time and then click the **Schedule Appointment** button on the bottom right corner of the screen to schedule the appointment.

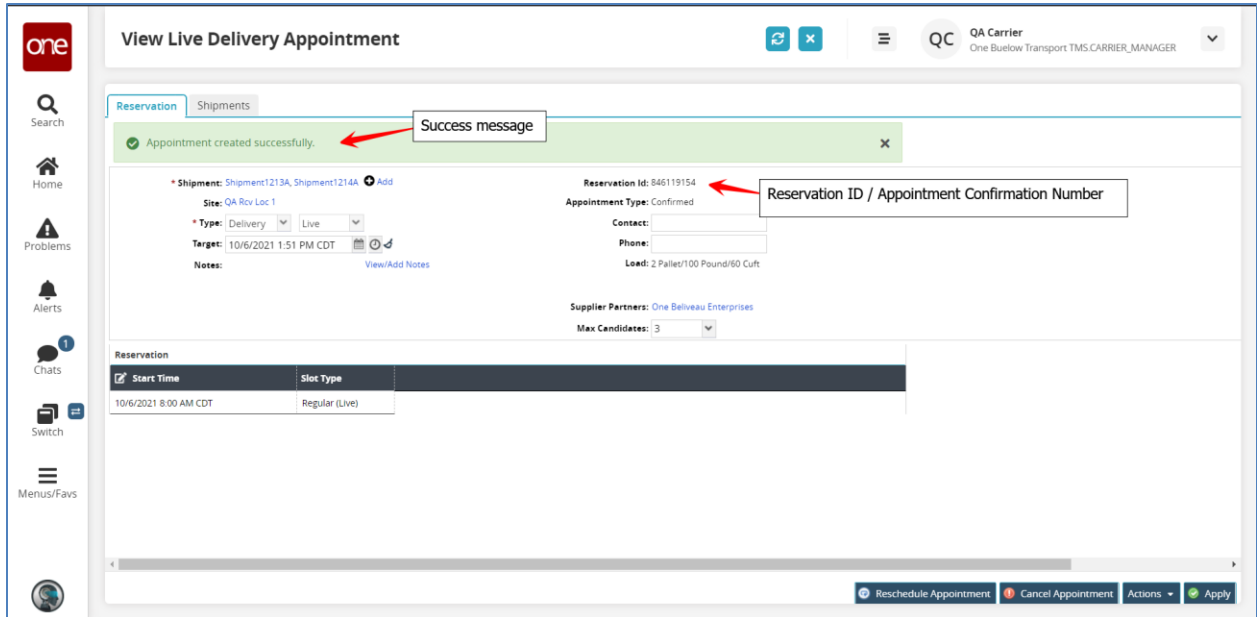
Note – if you are the Supplier scheduling this appointment on behalf of your Carrier, you will need to enter the name of the Carrier in the **Carrier** field.





12. After clicking the **Schedule Appointment** button, you will see a success message on the **Appointment** screen along with the Reservation ID / Confirmation Number for the appointment.

This confirms your appointment has been scheduled successfully.

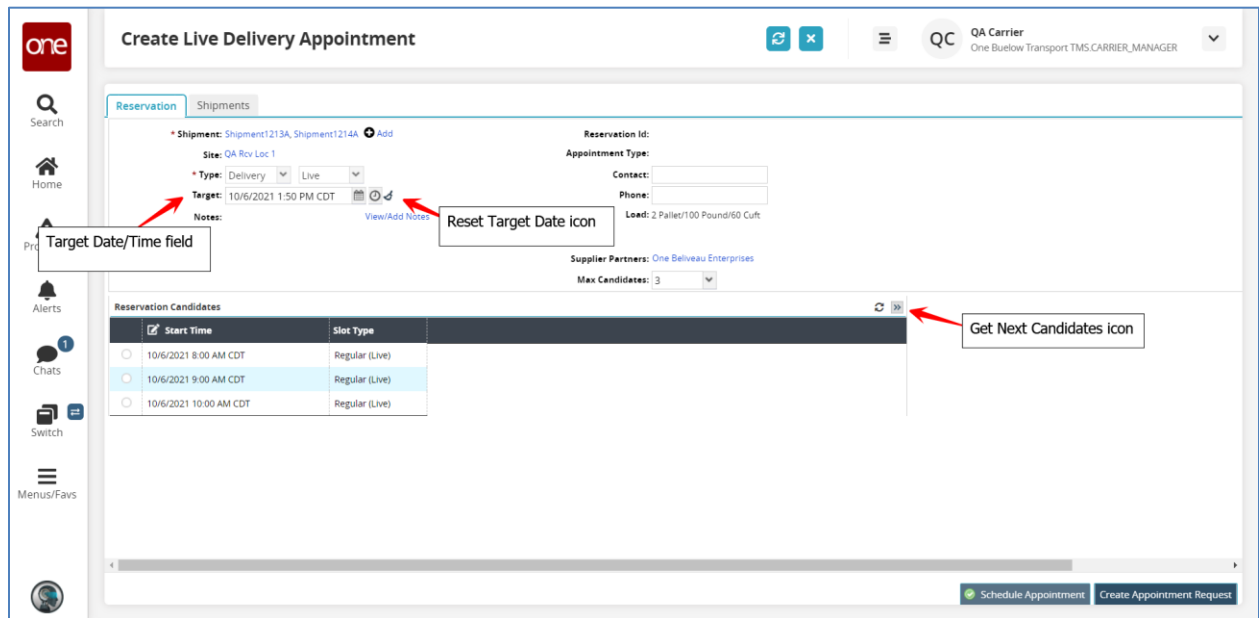


13. Note - When first scheduling an appointment, if you would like to find available appointments for a different date and/or time, change the date and/or time in the **Target** field. The list of appointments will be refreshed and will be based on this new date and time.

You can also click the **Get Next Candidates** icon and the list of appointments will refresh to show the next group of available appointments.

Note - To change the **Target** field back to its original date and time, click the **Reset Target Date** icon.

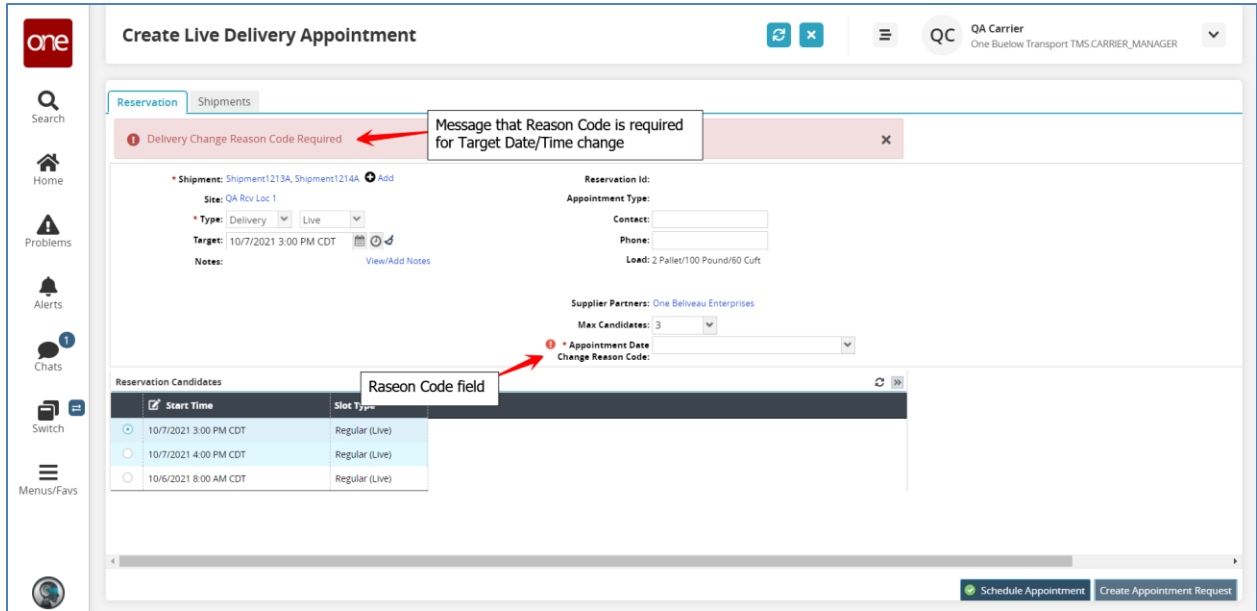
Once you see your desired appointment, select the radio button next to that appointment time and then click the **Schedule Appointment** button to schedule the appointment.



14. If the Shipper has configured the application so a user has to enter a reason if the user changes the target date and selects an appointment, a message will display and you will need to select a choice from the drop-down list under the **Reason Code** field.

15. Select one of the reason code choices from the drop down list and then click the **Schedule Appointment** button on the bottom right corner of the screen.

A success message displays that confirms your appointment has been scheduled successfully.

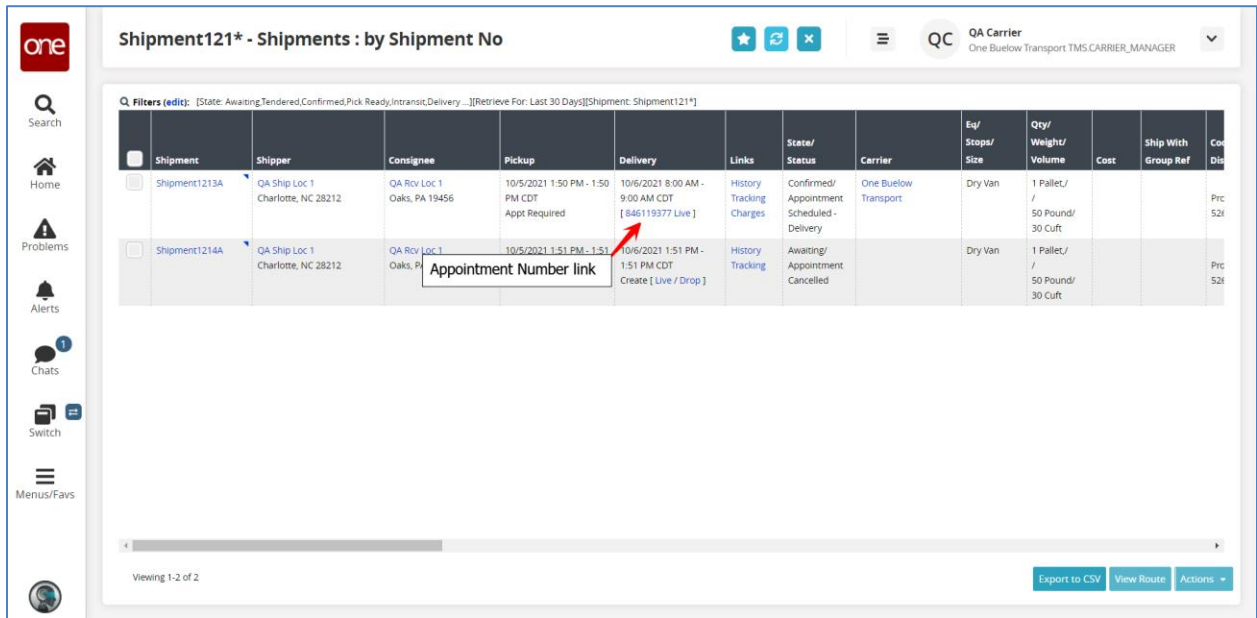


## Adding Multiple Shipments to a Scheduled Appointment

1. Find the scheduled, non-controlled shipment that you want to add one or more shipments to.

To find the non-controlled shipment, you would use the **Search** icon located on the left side bar Navigation panel.

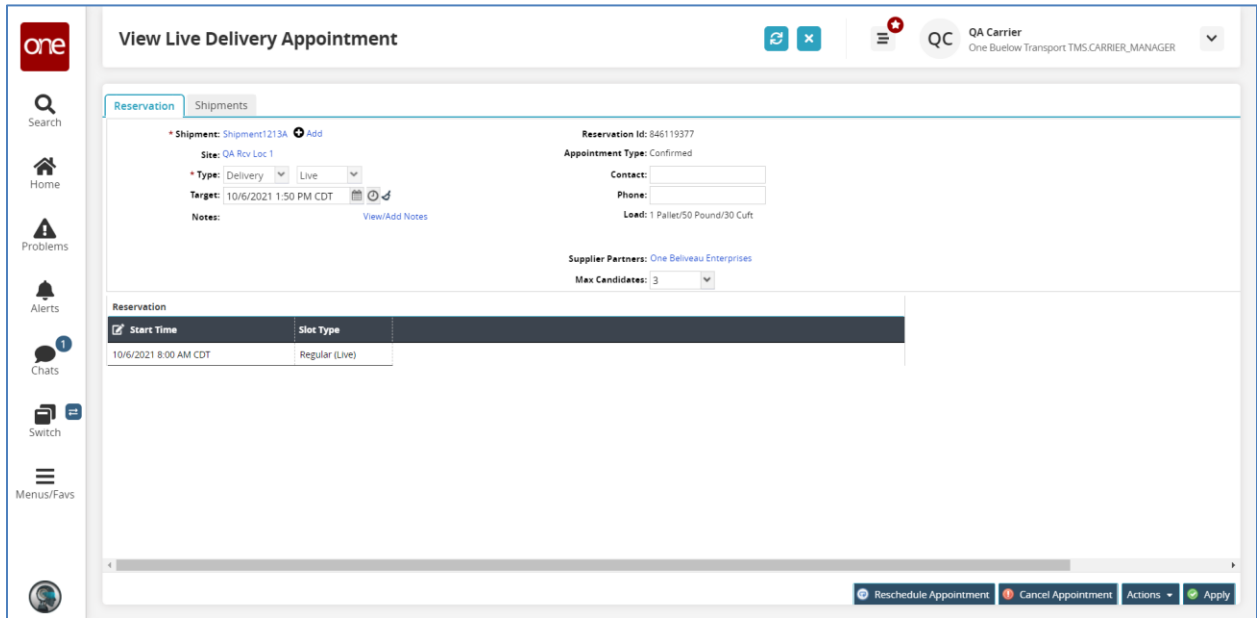
2. Once you locate the scheduled, non-controlled shipment, click on the **Appointment Number** link.



The screenshot displays a web application interface for managing shipments. The main heading is "Shipment121\* - Shipments : by Shipment No". The interface includes a search bar, a navigation sidebar with icons for Search, Home, Problems, Alerts, Chats, Switch, and Menus/Favs, and a table of shipment data. The table has columns for Shipment, Shipper, Consignee, Pickup, Delivery, Links, State/Status, Carrier, Eq/ Stops/ Size, Qty/ Weight/ Volume, Cost, Ship With Group Ref, and Code. Two shipments are listed: Shipment1213A and Shipment1214A. A red arrow points to the "Appointment Number link" in the "Delivery" column of the second shipment row. The "Delivery" column for Shipment1214A contains the text "10/6/2021 1:51 PM - 1:51 PM CDT" and "Create [ Live / Drop ]".

Shipment	Shipper	Consignee	Pickup	Delivery	Links	State/Status	Carrier	Eq/ Stops/ Size	Qty/ Weight/ Volume	Cost	Ship With Group Ref	Code
Shipment1213A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA 19456	10/5/2021 1:50 PM - 1:50 PM CDT Appt Required	10/6/2021 8:00 AM - 9:00 AM CDT [ 846119377 Live ]	History Tracking Charges	Confirmed/ Appointment Scheduled - Delivery	One Buelow Transport	Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 521
Shipment1214A	QA Ship Loc 1 Charlotte, NC 28212	QA Rcv Loc 1 Oaks, PA	10/5/2021 1:51 PM - 1:51 PM CDT	10/6/2021 1:51 PM - 1:51 PM CDT Create [ Live / Drop ]	History Tracking	Awaiting/ Appointment Cancelled		Dry Van	1 Pallet/ / 50 Pound/ 30 Cuft			Prc 521

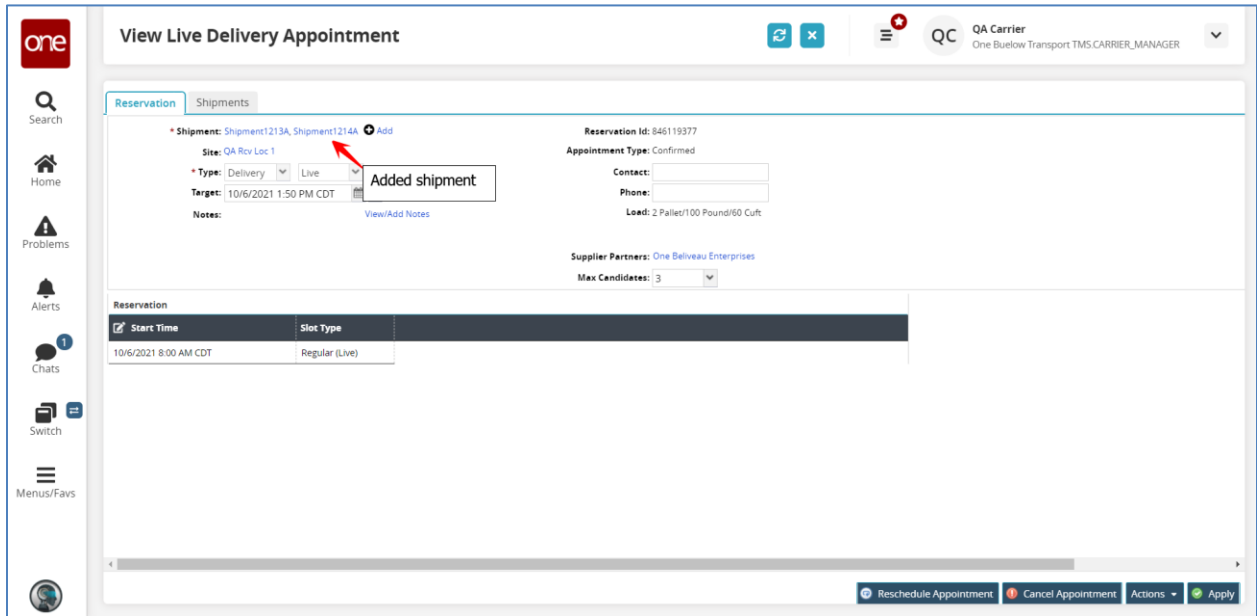
3. After selecting the appointment link, the **Appointment** screen displays with the scheduled appointment.



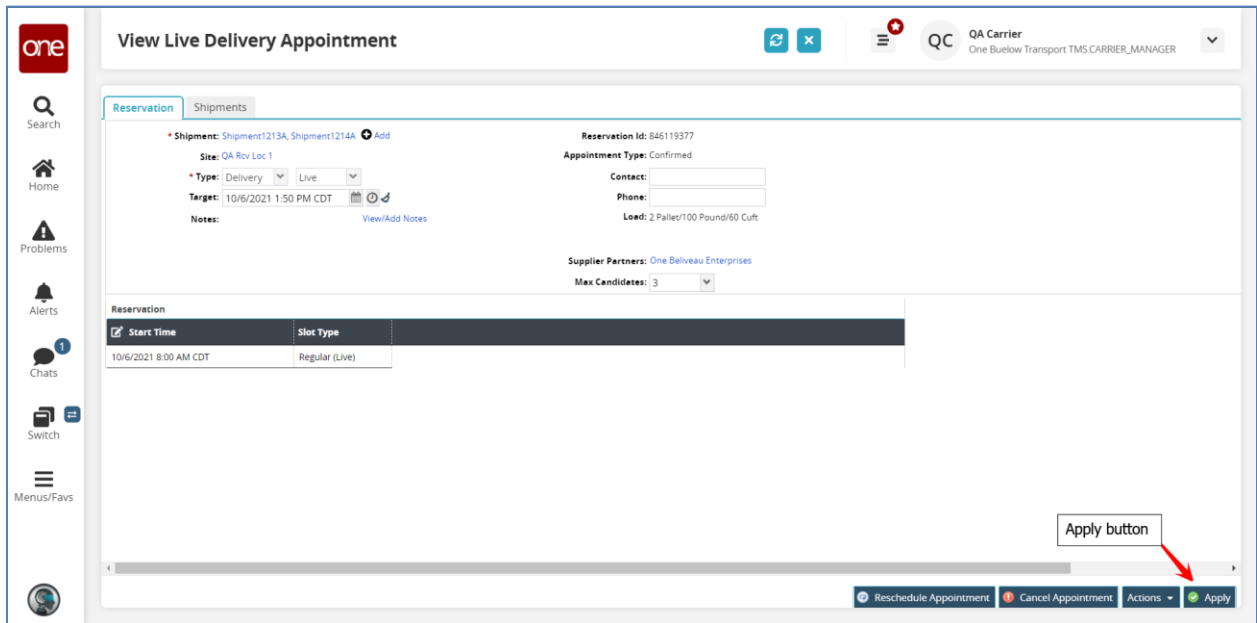
4. To add one or more shipments to this appointment, click on the **Add** link and then choose the **Select Shipments** option.
5. A **Select Shipments** popup window displays.
6. Select the desired search by option (Note - this is typically Shipment No) and then enter the associated value in the search field and then press the **Search** link. Note – you can use the wildcard symbol when entering the value in the search field.
7. The search results will display.

Select the checkbox by the shipment(s) that you want to add to this appointment and then press the **Add** button on the popup.

8. The shipment(s) added will show next to the original shipment number. Note – this may be a **more** link that you would select to see the list of shipments depending on how many have been added.



9. Press the **Apply** button to confirm adding the shipment(s) to this appointment.



10. A success message displays that the appointment was successfully updated.

