

Tracking Shipments

From the **Home Page**, ensure you are on the **'Shipments' tab** which shows all in-transit shipments:

- Click any row for more information on that shipment including a map, tracking and shipping details, create a shipment notification, and view documents and history for that shipment
- Click the actions icon to create a new shipment using the same commodity details, cancel or reschedule pick-ups (when applicable), file claims, dispute charges, and more
- Note: after 90 days, shipments will no longer be visible in the dashboard. "However users can find older documents by using the "Document Finder" tool under the "Tools" drop-down on the page header

Alert	Action	Customer Ref	PRO #	Pickup Location	Progress	Delivery Location	Pickup Date	Est. Delivery	Commodity	Appt
		1234567890	762-543718	Fort Worth, TX 76119	Pickup Requested	Portland OR 97236	5/19/21	5/22/21 01:00 PM - 03:00 PM	Borg Implants	None
		1234567890	215-265956	Fort Worth, TX 76119	Pickup Requested	Portland OR 97236	5/19/21	5/22/21 01:00 PM - 03:00 PM	Borg Implants	None
		1234567890	413-214034	Fort Worth, TX 76119	Pickup Requested	Portland OR 97236	5/19/21	5/22/21 01:00 PM - 03:00 PM	Borg Implants	None

Alert	Action	Customer Ref	PRO #	Pickup Location	Progress	Delivery Location	Pickup Date	Est. Delivery	Commodity	Appt	Fav
		1234567890	762-543718	Fort Worth, TX 76119	Pickup Requested	Portland, OR 97236	5/19/21	5/22/21 01:00 PM - 03:00 PM	Auto Parts, Rator...	No	

Row - Click anywhere here to see shipment details.
Actions - Click to see additional tasks that can be taken on the shipment.
Alert - Indicates anything that affects shipment delivery. Red indicates user input needed, and yellow notifies the user but no input needed.
Star - Click to indicate a preferred shipment.