



WHEN TO ADD A NOTE

The Note section logs the activity of the shipment. When a Shipment moves from one status to another, it communicates why carriers didn't provide a quote, and provides the ability for the end user to document non-critical occurrences about the shipment. The Note section is located at the bottom of the load details screen in any status.

To Add a Note select the Add Note option to the upper right of the Notes section

Date	Issue	Type	Description	Owner
07/12/2016 08:32:57		Quote Request	Fed Ex Economy: The account number entered for ALTERNATE_BILLING could not be validated.	Automation
07/12/2016 08:32:54		Quote Request	Pitt Ohio Express: Interline Shipment TO Destination Partner AVRT (Averitt Express)	Automation
07/12/2016 08:32:53		Quote Request	Dependable Highway Express did not rate. • Load is outside of the carrier's coverage area.	Automation

A Note pad will open allowing you to set a note for private or public view.

- Public- Any user associated with your account or the awarded carrier will be able to view the note.
- Private- only you and the site administrator will be able to view the note. This note is NOT visible to carriers.

Notes Add Note

This is a Volume Shipment. Need to Review Volume Carrier Contracts.

Public Private

Save Note Cancel

When finished select "Save Note"