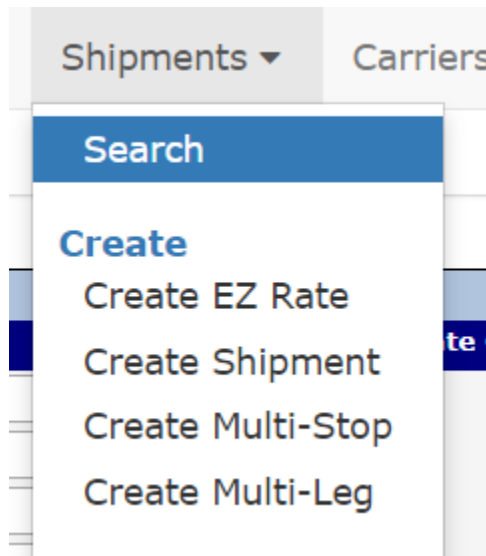




How to Quickly Find a Shipment

The Search functionality allows users the ability to quickly find Shipments based on a variety of Criteria. The returned results will be displayed in a table view that provides quick insight to the details of the Shipment.

Users can access the Search option by selecting “Search” from the Shipments drop down.



Or by selecting “Search Shipments” from the Shipment History section of the Home Page



Upon navigation to the Search option users can choose from criteria to assist them in locating a Shipment that exists in the Banyan TMS. To see Shipments from other companies that you may have access to, select View Aggregate. To include cancelled loads select “Include Cancelled Loads”



The lower section of the search options allows users to search by Shipper/Consignee. Enter in your details and select Search.

For Example, to see all Shipments created in a certain time frame, select the dates of interest and choose “Search”

The results will be turned in the data table view similar to your Status Bucket view. To access the Shipment select “Details”



ADCCO

Distribution & Transportation

EZ MULTI FULL	Action	Check All <input type="checkbox"/>	BOL #	PRO #	PO #	Pay Type	Invoice ID #	Billing ID #	Freight Bill Status	Origin	Dest.	Bill To Name	Pickup	Deliver	Carrier
	Details	<input type="checkbox"/>	BWS1811000002			Prepaid			Not Invoiced	Joshs Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/23/2018	04/25/2018	
	Details	<input type="checkbox"/>	BWS1811300001			Prepaid			Not Invoiced	Joshs Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/23/2018	04/23/2018	
	Details	<input type="checkbox"/>	BWS1811000001			Prepaid			Not Invoiced	Joshs Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/20/2018	04/24/2018	UPS Ground Freight Pricing UPS Ground
	Details	<input type="checkbox"/>	BWS1810900001			Prepaid			Not Invoiced	Joshs Store Berea OH, 44017	Pulaski Petes Pulaski TN, 38478	Josh Bill To	04/19/2018	04/23/2018	UPS Ground Freight Pricing UPS Ground