



ONEView Quick View

User Guide

Contents

Overview	3
1.1 QUICK VIEW – VIEW	3
1.2 QUICK VIEW – ADD	6
1.3 QUICK VIEW – EDIT	8
1.4 QUICK VIEW – RESET	12

Overview

Quick View is a web-based application and information portal tool. When the user first selects the Quick View Tab the application opens to the full application page. The user can navigate from this default page to other any application page within the Quick View Tab. Within this section View, Add, Edit, and Reset will be discussed in detail.



1.1 QUICK VIEW – VIEW

Quick View is an information portal, which enables the user to customize their views. Information is arranged within widgets (or windows) and organized to serve different purpose or functions.

1.1.1 CEVA Trak

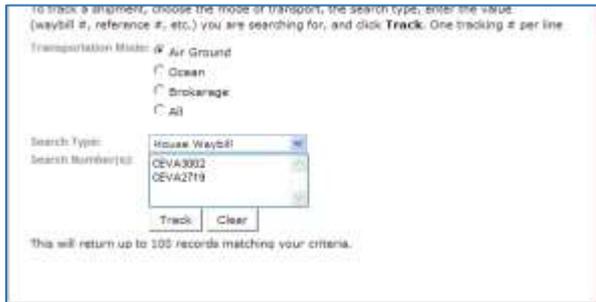
The CEVA Trak widget enables the user to track a CEVA shipment. The user can enter a single or multiple CEVA house bill number(s) from the View application.



To track a shipment using a basic search, enter the house bill number in the Trak field; press the Enter [↵] key after each number. Select **GO >**, to search for house bill. A search results page will return the house bill shipment details. The user can link for a [New Search](#), go [Back to Search Results](#), or [Print](#) (see screenshot below). If the house bill record is not found, then CEVA Trak will display **No Records Found** and enable the user to link for a [New Search](#).

Event	Date	Time	Event Location	Remarks / Remarks
Created	25-NOV-21	21:14	ORF - Chicago	
Shipment #1 Distribution	13-NOV-21	19:58	ORF - Chicago	
Truck	13-NOV-21	19:50	ORF - Chicago	
Freight Received (24)	13-NOV-21	18:57	ORF - Chicago	
Freight Received (24)	08-NOV-21	11:53	ORF - Chicago	
Freight Received (24)	08-NOV-21	11:46	ORF - Chicago	
Out For Delivery	06-NOV-21	11:49	TRF - Chicago	
Shipment #1 Distribution	04-NOV-21	21:46	ORF - Chicago	
Freight Received (24)	13-DEC-20	15:53	ORF - Chicago	
Shipment #1 Distribution	09-DEC-20	13:13	ORF - Chicago	
Out For Delivery	20-DEC-20	11:44	LHR - London	
Out For Delivery	20-DEC-20	11:38	LHR - London	
Out For Delivery	20-DEC-20	11:38	ORF - Chicago	
Picking Date	20-DEC-20	11:32	ORF - Chicago	
Out For Delivery	19-DEC-20	11:22	ORF - Chicago	
Shipment #1 Distribution	19-DEC-20	11:21	ORF - Chicago	
Freight Received (24)	19-DEC-20	09:57	ORF - Chicago	
Shipment #1 Distribution	18-DEC-20	09:53	ORF - Chicago	
Freight Received (24)	13-DEC-20	09:52	ORF - Chicago	
Freight Received	13-DEC-20	09:52	ORF - Chicago	
Shipment #1 Distribution	20-DEC-20	07:39	ORF - Chicago	

To track a shipment using advanced searches, the user can link to Advanced Search. Quick View navigates the user to the Track application page. Advanced search is a parameter driven search, that is, you define what parameters will be used in the search. There are three parameters that can be defined for any given search; they are Transportation Mode, Search Type, and Search Number.



Transportation Mode enables the user to focus their searches on a specific mode of transport; the default mode is “Air Ground”. Any search requires a mode to be selected, the search types that are available as additional search criteria also changes. The Air Ground mode reflects the search types as house waybill, master waybill, or references are available as criteria. Brokerage mode has these search types, as well as Entry Number, Container Number, and CEVA Job Number criteria.

Air / Ground Searches	Ocean Searches	Brokerage Searches	All Searches
<div style="border: 1px solid black; padding: 5px;"> House Waybill House Waybill Master Waybill Reference </div>	<div style="border: 1px solid black; padding: 5px;"> Bill of Lading Bill of Lading Reference Booking Number Container Number CEVA Job Number </div>	<div style="border: 1px solid black; padding: 5px;"> House Waybill House Waybill Master Waybill Reference Entry Number Container Number CEVA Job Number </div>	<div style="border: 1px solid black; padding: 5px;"> House Waybill </div>

For example, select the default mode “Air Ground”. Next, enter the click the Search Type drop-down box and select House Waybill. Then, enter the multiple search numbers in the Search Number(s) field; pressing the Enter [↵] key after each number. Once you have completed your data entry, click the **Track** button. A search results can return up to 100 records matching the search criteria.

Search Results

The list below displays up to 100 records matching your criteria for the selected shipment type. Click on an item the list to view detail.

[New Search](#)

Results 1 - 2 of 2 records Rows per page 10 ▼

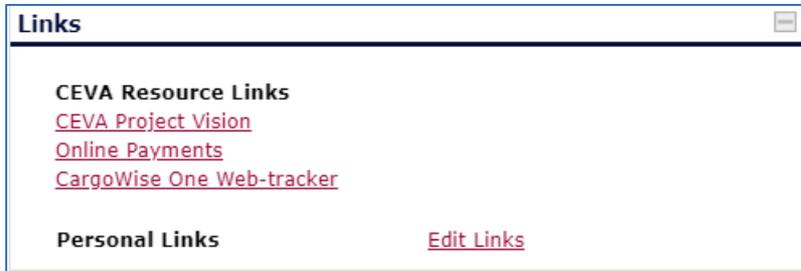
Waybill Number	Ship Date	Origin Port	Destination Port
CEVA2719	14-Jan-21	ORD - Chicago	ORD - Chicago
CEVA3002	14-Jan-21	ORD - Chicago	ORD - Chicago

[First Page][Previous Page] [Next Page][Last Page]

Track returns the Search Results page, which reflects a summary of the two records found for this example. The user can click the record to view the shipment details.

1.1.2 Links

The Links widget contains information to common CEVA sites and other resource sites and cannot be edited. The Personal links enables the user to maintain and edit their favorite information links to any site, from the View application page.



To create a personal link the first time, click on the [Edit Links](#). Type a Name for your personal link; then type, or paste, the URL internet address. For example, if you prefer to link directly to the USAToday NEWS section you can create a personal link; naming it USAToday News and type the URL address <http://www.usatoday.com/news> and add by clicking the **+** button. And, if you'd like to link to the NY Times front page section you can create another personal link; name it NY Times Home Page and type paste the URL address, as copied from their web page <http://www.nytimes.com>.

Maintain and edit your links by adding **+** or deleting **X** links as needed, or your request. Your links will appear below the **Personal Links** title.



1.1.4 CEVA Rate

The CEVA Rate widget is a rating tool to be used by the customer that has a qualifying 10-zone US domestic tariff in place with CEVA. Rates can include US domestic zones to Canada by special request. Rates do not include US domestic zones outside of the lower 48-states; including Hawaii, Alaska, Puerto Rico; international air or ocean tariffs or Mexico. (see screenshot below).



Additional services can be included to service the transport at pickup or delivery locations; accessorial charges can apply. Below is a list of additional services that CEVA can provide specific to the customer’s tariff:

- After Hours (18:00 – 8:00)
- Appointment
- Saturday
- Sunday
- Holiday
- Residential, Military Base or School
- Convention or Hotel
- Inside
- 2nd Person
- Liftgate

Enter accurate shipment details such as origin and destination zip code, pieces, weight, dimensions, insure amount, and additional services needed. To submit a rate quote, click the [Get Rates](#) button, or click on [Reset](#) button to submit a new rate quote. CEVA Rate enables the user to forward the rate details to their email, by clicking on [Email Rate](#) or [Print Rate](#) link.

For access to this custom widget, contact your local CEVA Representative. CEVA [Terms and Conditions](#) apply.

1.2 QUICK VIEW – ADD

The Add page functions as a user interface which enables the user to select additional widgets, as they will appear in the View application page. These optional widgets can be selected from the list (see screenshot below). Adding a widget is discussed in detail.



1.2.1 Quick View – Select a Widget

A widget is a view of arranged information or functions. The table below provides a description of the widgets available, by their defaulted name:

Link	Description
Shipments by Region	Zoom the global map to see shipment totals by regions, by ONEView profile
Recent Shipments	See the most recent 5-shipments created, by ONEView profile
Shipments by Month	See shipment volumes for air/ground, ocean, and brokerage, by ONEView profile
Watch List	Monitor a shipment’s movement as events occur
CEVA Rate	Request a rate quote for a US domestic transport in the lower 48-states
Stock Quote	Watch your favorite company’s stock and receive news as they publish it to the web
Weather	Get current weather conditions by any local zip code
RSS News Feed	Receive news headlines as they are posted to the web
Calendar	View calendar to reference days and dates of the year
What’s New?	CEVA’s list of recent news and updates
CEVA Poll	CEVA’s poll and questionnaire for customer feedback
Weight Conversions	Convert weights from pounds to kilograms, or kilograms to pounds

1.2.2 Quick View – Add a Widget

The application page is divided into Zones 1, 2, and 3; the user is able to target the zone where you would like to position the widget (see screenshot below).

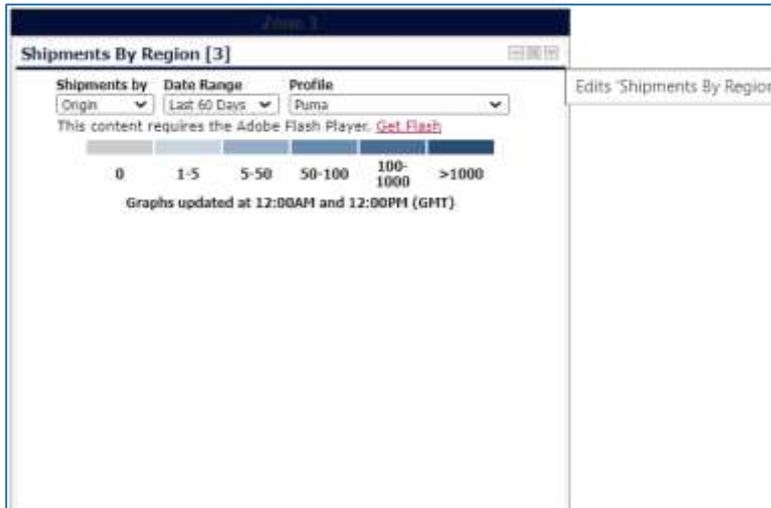


To organize your widgets by function, for example the user can designate Zone 1 to track and view shipment activity. Select widgets: CEVA Trak, Recent Shipments, and Shipments by Month. Designate Zone 2 to monitor news and information updates by selecting widgets: Stock Quote, and Links. Finally, designate Zone 3 to check weather and headlines. Select widgets: Weather, RSS News Feed, and What's New?. The View application page will appear as follows (see illustration below).

Track and View Shipment Activity	Monitor News and Information	Check Local Weather and Headlines
<p style="text-align: center;">Zone 1</p>	<p style="text-align: center;">Zone 2</p>	<p style="text-align: center;">Zone 3</p>

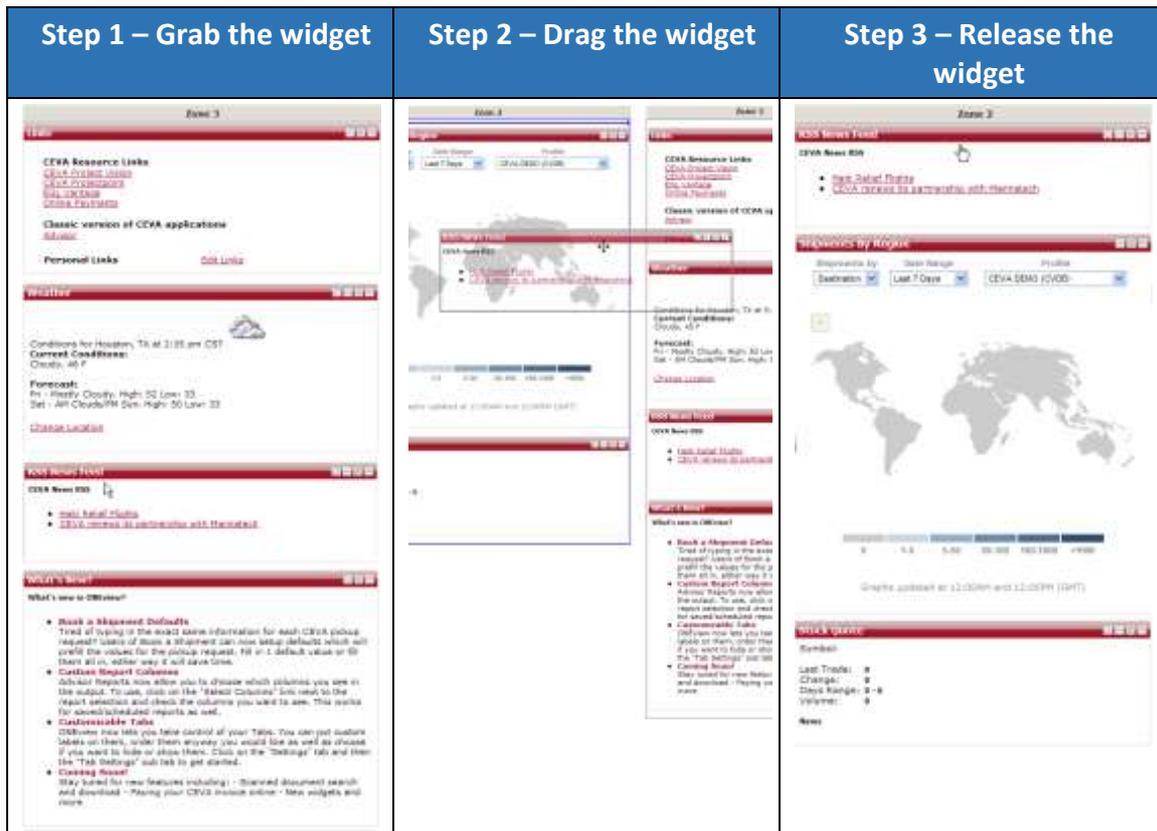
1.3 QUICK VIEW – EDIT

The Edit page functions as a user interface which enables the user to edit and customize widgets. In the Edit page, the widgets layout as they were selected in the Add application page; and as they appear in the View application page (see screenshot below). Editing a widget is discussed in detail.



1.1 Quick View – Widget Layout

The user is able to change the layout of any widget by moving them between zones. To move any widget, simply click the left - mouse button to grab the widget and drag to the desired zone; once the widget is in the desired position, release the right-mouse button to place the window in the new zone (see illustration below).



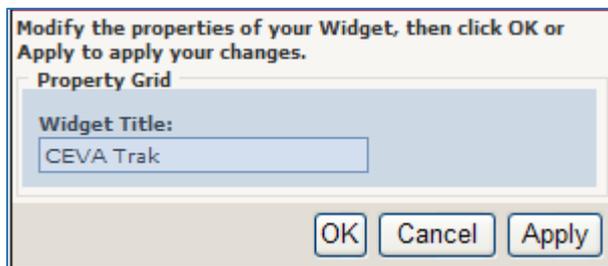
1.2 Quick View – Widget Maintenance

In addition, the user is able to maintain a widget. The table below outlines the various functions available within a widget:

Button	Name	Description / Function
	Delete	Delete a widget from the Quick View page
	Edit	Edit or customize the properties of the widget
	Minimize	Minimize a widget; defaults to the restore function
	Refresh	Refresh a widget's data
	Restore	Restore a widget; defaults to the minimize size

For information about adding a widget, see section [1.2 Quick View – Add](#).

To edit any widget, click the button, which will launch the Modify Widget window. The widget title can be customized within the Property Grid section of the window (see screenshot below).



Some widgets allow additional customization within the Property Grid section of the window (see illustration below).



From the illustration above, there are several ways to customize a widget:

Shipment by Month Customization

What is being customized	Steps of customization	Screenshot
In section 1.2.2 Quick View – Add a Widget , Shipment by Month was added to track and view shipments. We will customize the widget's title.	Change the Widget Title from “Shipments By Month” to “CEVA Demo Shipments – Monthly” Click “OK” or “Apply” buttons to apply the change to the widget	

Stock Quote Customization

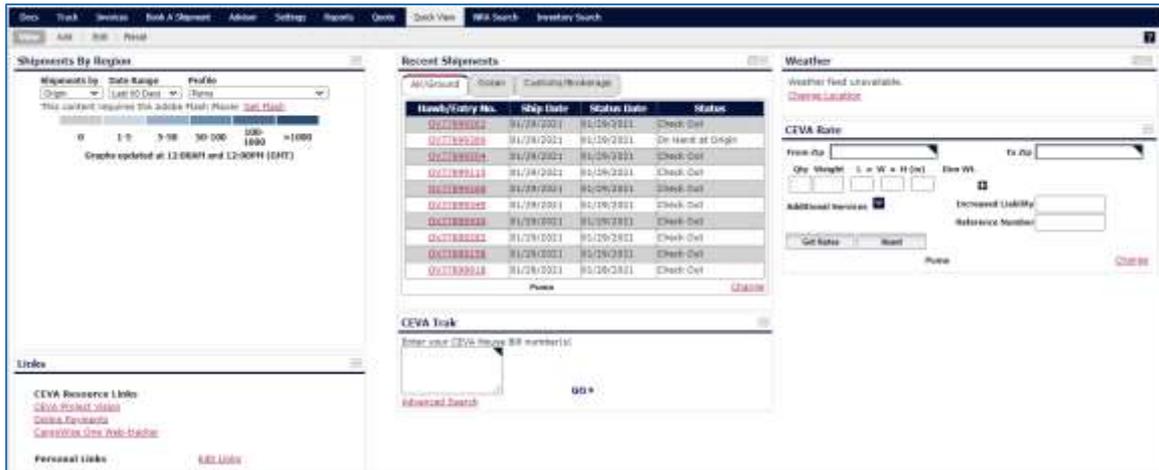
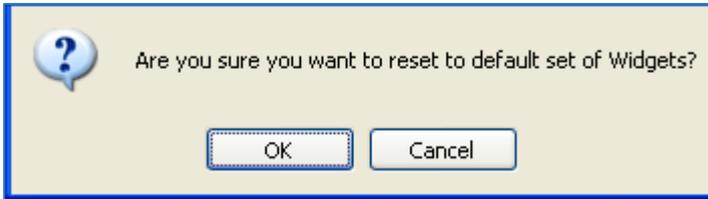
What is being customized	Steps of customization	Screenshot
<p>In section 1.2.2 Quick View – Add a Widget, Stock Quote was added to track and view shipments. We will customize the widget’s title, the stock being shown, and the news display option.</p>	<p>Change the Widget Title from “Stock Quote” to “CEVA Logistics” Add “CEVA” in the Stock Symbol field Check the Display News check box Click “OK” or “Apply” buttons to apply the change to the widget</p>	

RSS News Feed Customization

What is being customized	Steps of customization	Screenshot
<p>In section 1.2.2 Quick View – Add a Widget, RSS News Feed was added to track and view shipments and was moved from Zone 3 to Zone 2. We will customize the widget’s title, add the RSS URL, and set parameters.</p>	<p>Change the Widget Title from “RSS News Feed” to “Journal of Advanced Transportation” Add “http://services.highbeam.com/rss/rss.aspx?pid=138630&sort=DT&sortdir=D&type=2” to the RSS Feed URL Add “5” to the Max. # of Links to Display Check the Show Feed Title check box Check the Show Link Description check box Click “OK” or “Apply” buttons to apply the change to the widget</p>	

1.4 QUICK VIEW – RESET

Reset enables the user to revert to the defaulted widgets, prior to Add and Edit; as they appear in the View application page (see screenshot below).



For information about adding a widget, see section [1.2 Quick View – Add](#).