ONEVIEW

Welcome to this guide for system requirements and navigating in the ONEView application. This will provide information necessary to help CEVA customer understand and be able to use ONEView's sub-applications in an effective manner. This user guide is divided into two sections:

- Getting Started with ONEView
- Navigating ONEView

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DOCUMENT INFORMATION

DOCUMENT NAME	ONEView – Application Requirements
DOCUMENT CREATION DATE	July 2016
DOCUMENT CONTENT VERSION	1.0
DOCUMENT OWNER	Patricia Cummings (Global Freight Management Solutions) ONEView.Feedback@cevalogistics.com
DOCUMENT REVIEWERS	
DOCUMENT APPROVERS	
INTENDED AUDIENCE TYPES	ONEView Users
DOCUMENT SECURITY	**LOW** – EXTERNAL OR INTERNAL USE

1.0 GETTING STARTED WITH ONEVIEW

This section of the user guide provides information about ONEView's purpose, the system requirements for optimal performance of ONEView, and how to access ONEView.

1.1 WHAT IS ONEVIEW?

ONEView is a secure web-based application that provides a view of all shipping transactions for CEVA Logistics customers. Customers are able to view, monitor, and report on their shipments; with near real-time shipment information.

1.2 SYSTEM REQUIREMENTS

ONEView has the following system requirements:

- Microsoft Windows 7 operating system (minimum)
- Microsoft Internet Explorer 10 (latest version with compatibility settings)
- 1 GB of RAM
- Minimal video display of 1280 x 1024

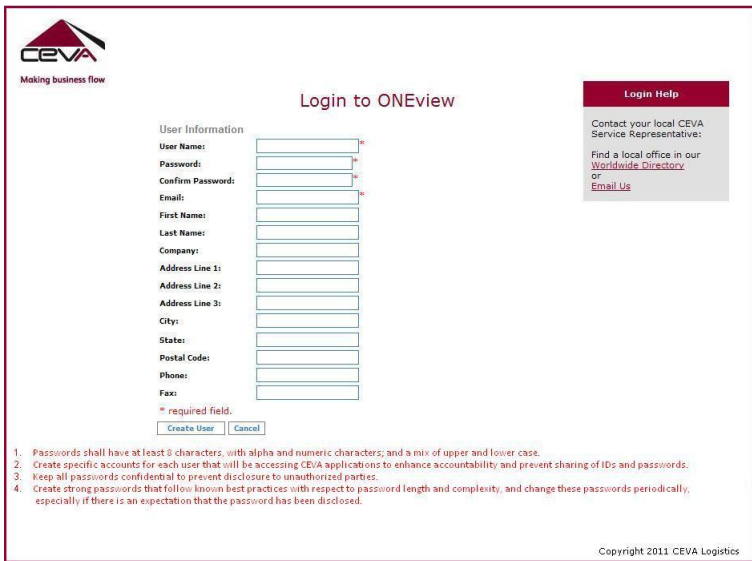### 1.3 ACCESS ONEVIEW

To access ONEView, you can use either of the following methods:

1. Users can access ONEView directly by going to the ONEView website (see screenshot below) at: http://oneview.cevalogistics.com/OneView/Login.aspx.
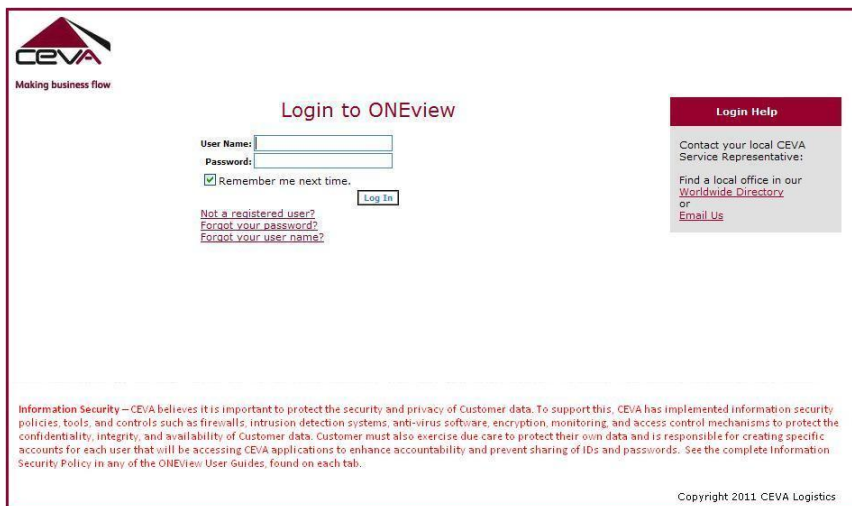
1.4 ONEVIEW LOGIN

To create a login, click on the ***Not a registered user?*** link*,* which will launch the ONEView registration page (see screenshot below).

Information Security – CEVA believes it is important to protect the security and privacy of Customer data. To support this, CEVA has implemented information security policies, tools, and controls such as firewalls, intrusion detection systems, anti-virus software, encryption, monitoring, and access control mechanisms to protect the confidentiality, integrity, and availability of Customer data. However, CEVA cannot protect against all possible information security threats when providing applications for Customer use over the internet. Customer must also exercise due care to protect their own data and is responsible for the following:

1. Compliance with Customer's own internal information security policies.
2. Information security awareness training for Customer's users.
3. All transactions and activities performed using a Customer account. As such it is important to:

   - Create specific accounts for each user that will be accessing CEVA applications to enhance accountability and prevent sharing of IDs and passwords.

   - Keep all passwords confidential to prevent disclosure to unauthorized parties.

   - Create strong passwords that follow known best practices with respect to password length and complexity, and change these passwords periodically, especially if there is an expectation that the password has been disclosed.

4. Notifying CEVA immediately if any unauthorized activities have taken place while using Customer's user account.
5. The use of updated anti-virus software on Customer computers used to access CEVA applications.
6. Implementation of internal processes to keep all operating system and internet browser software patched and updated to protect against security vulnerabilities that can be exploited by others with malicious intent.

Link	Description
Not a registered user?	This link routes user to Create User, when a user name and password has not been previously created. *Note: You can create an initial login, however to see your shipment information, it will require that your CEVA account representative setup additional information in order to gain access and visibility to your CEVA shipments.*
Forgot your password?	Enter your User Name to receive your password. *Note: Your password will be sent to your email address created in your user setup.*

Link	Description
Forgot your user name?	Enter your email address to receive your User Name. *Note: Your username will be sent to your email address created in your user setup.*

2.0 NAVIGATING ONEVIEW

If you are accessing ONEView for the first time, the default home page will appear; otherwise your personalized home page will appear. The compilation of the ONEView workspace is divided into sections for ease of use.
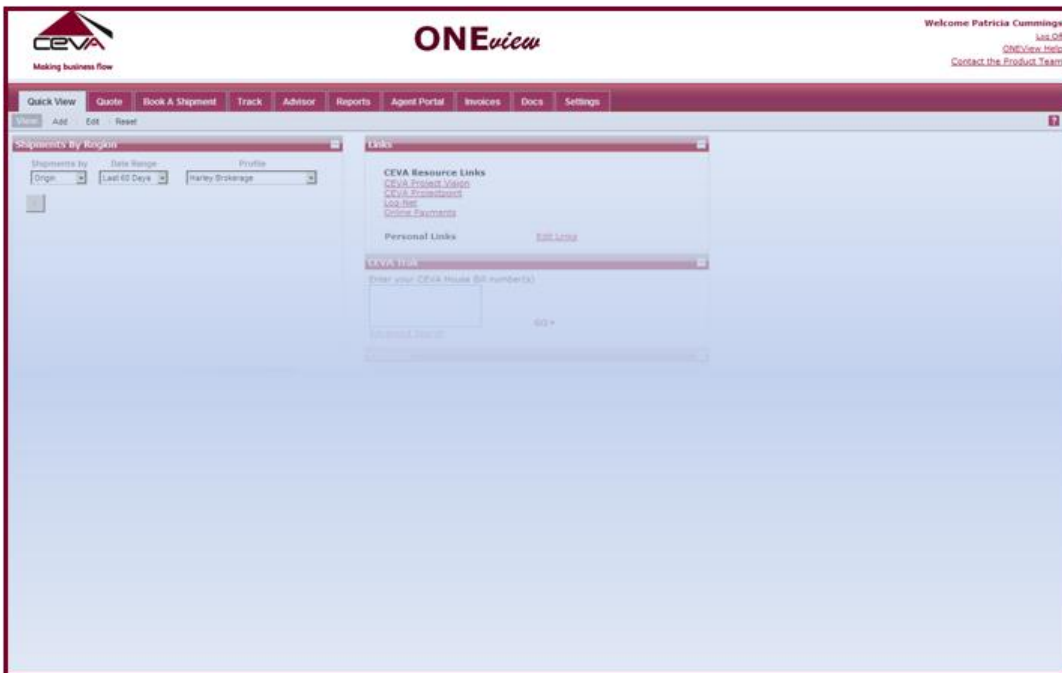
2.1 ONEVIEW WORKSPACE
To make ONEView easy to use, the application is divided into four sections:

- Page Header Section
- Tabs Section
- Sub-Application Section
- Footer Section

2.1.1 PAGE HEADER SECTION
The Page Header Section is the top of the page; it never changes no matter what functions you perform within ONEView (see screenshot below).

This section delivers the following functions:

- Tab navigation buttons for switching between open tabs
- Feedback link that enables you to provide feedback and thoughts about ONEView to the product team
- Help icon that opens the help tab and displays the user guide
- CEVA logo with version information

Image / Icon / Link	Description / Function
ONEView Help	Contact your CEVA Account Representative for help with ONEView technical support.
Contact the Product Team	Share your feedback on your ONEView experience with the Product Team.
Welcome	ONEView acknowledges the authenticated user by username
Log Off	Logs user off of ONEView

2.1.2 TABS SECTION

The Tabs Section is directly below the Header Section and contains minimally four tabs (see screenshot below). Each tab is uniquely named, however those names can be changed under the Settings Tab, and represents a sub-application – that is, an application within ONEView. For example, the Advisor tab represents the Advisor sub-application within the ONEView application. To access the sub-application, simply click on the appropriate tab.
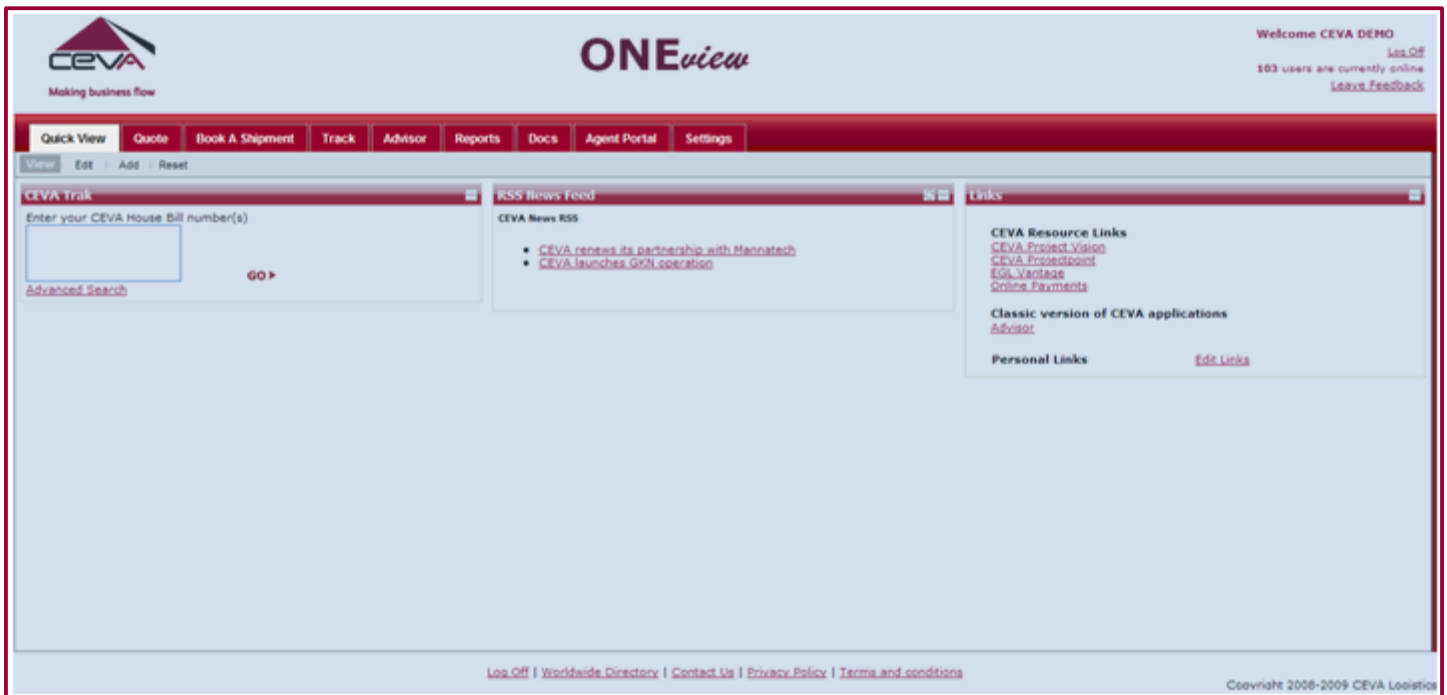
When you create your login account and access ONEView for the very first time, you will see four tabs generically. These tabs are the default sub-applications available in ONEView without any additional configuration of the ONEView profile / login. In order to see more sub-applications, you must have your CEVA representative configure your profile.

Tab Name	Description / Function
Quick View	Quick View is a personalization and quick information application that contains several widgets. Each widget provides a specific set of information based on how you configure the widget. It's functions and actions are very similar to a MyYahoo!® Page. For more information about Advisor see ONEView – Advisor User Guide.

Tab Name	Description / Function
Quote	Quote is an application to enable users to request an online rate quote from a qualified CEVA representative. Once a quote is submitted, the local or regional CEVA representative will evaluate the quote and contact user within 2 hours.
Track	Track is an application that enables users to search for a shipment by multiple modes of transports and specified shipment number; this is an "unauthenticated" search – which means that the results will be very limited in information. This application is also available on CEVALogistics.com website's home page.
Settings	Settings is a personalization application designed to allow users to customize the look and feel of the ONEView application. This includes tab names, login profile information, ONEView organization (tab order), and which ONEView profiles are visible.

2.1.3 SUB-APPLICATION SECTION

The Sub-Application Section is directly below the Page Header Section and controlled by the Tabs Section. When you click on a Tab, the Sub-Application Section displays the application you have selected (see screenshot below).
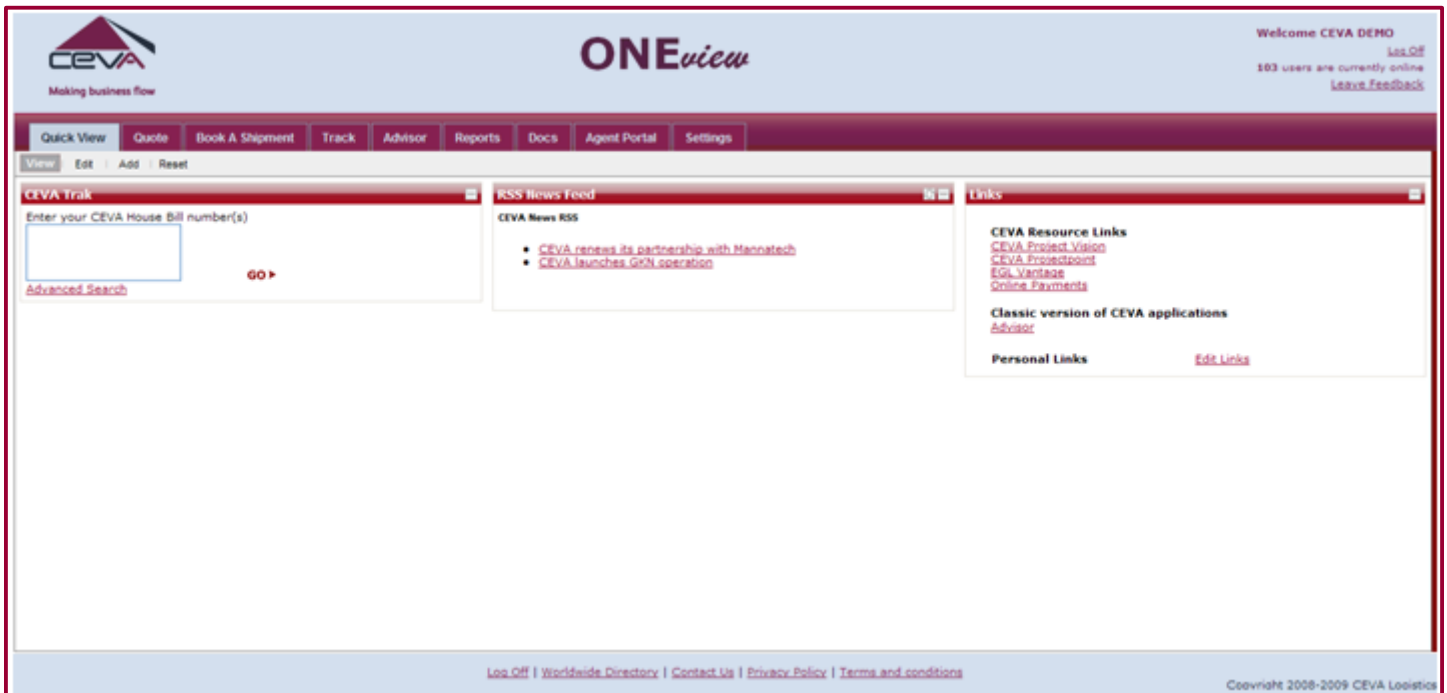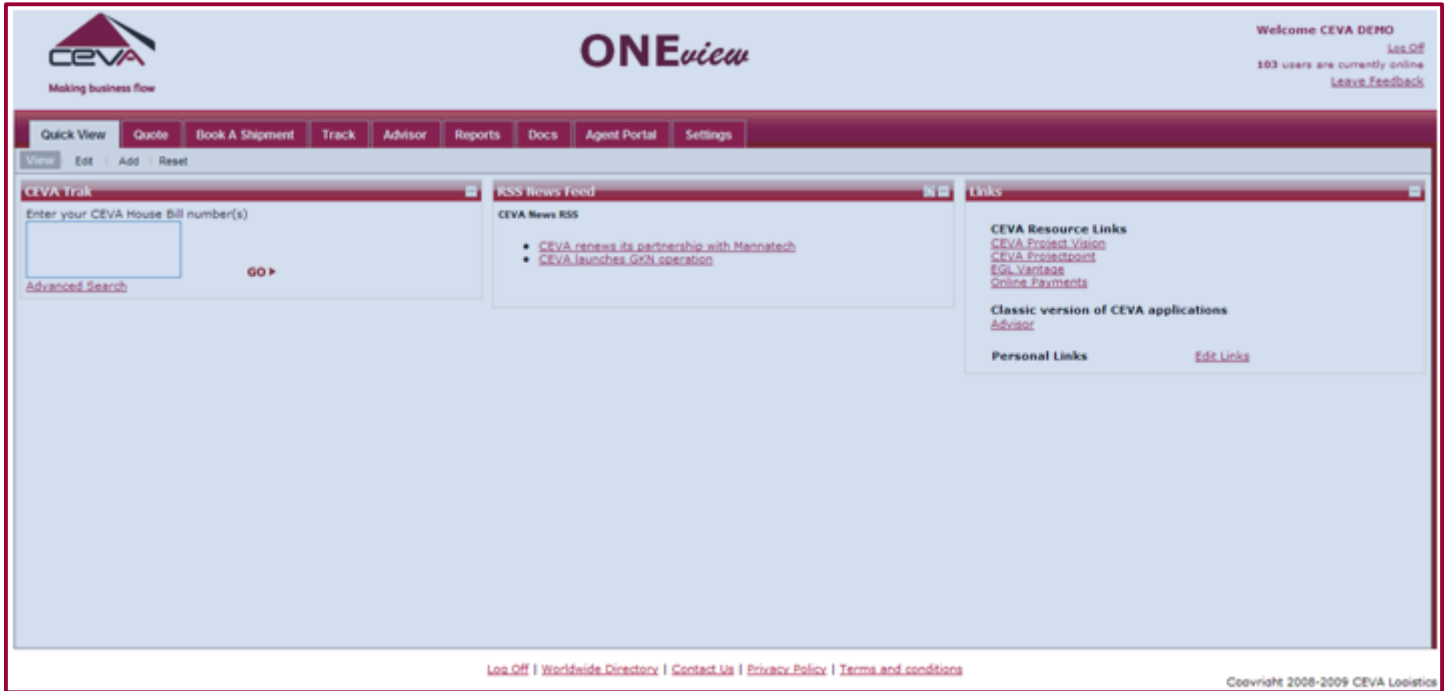

To get more information about a specific sub-application, please refer to the User Guide for that sub-application. They are all titled in the following format: "ONEView – *sub-application name* User Guide".

2.1.4 FOOTER SECTION

The Footer Section is directly below the Sub-Application Section. It shows important links for CEVA Logistics customers (see image below).

Link	Description
Log Off	Logs user off of ONEView
Worldwide Directory	A global directory of the CEVA station network covering over 150 countries with over 1,200 sites
Contact Us	To make an inquiry to CEVA about billing, claims, employee benefits, general info, human resources, logistics, shipment tracking, or technical support
Privacy Policy	CEVA Logistics' Global Privacy Policy ("Privacy Policy") that demonstrates our commitment to keeping Personal Information private and secure
Terms and conditions	CEVA Logistics' Terms and Conditions, please read these terms and conditions carefully before using this web site