

# Getting Started with Kuebix

Welcome to Kuebix by FreightWise!

This article covers how to get started with Kuebix by guiding you through:

- Configuring shipment defaults for your Primary Shipping Location
- Adding additional Shipping Locations **(onKUE+ capability)**
- Connecting your Carrier(s) & Setting up Tracking
- Adding Team Members **(onKUE+ capability)**
- Shipment Execution via “Ship It”
- Shipment Management via “Manage Shipments Grid”

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Once you’ve completed your account setup, and have reviewed the training videos for “Shipment Creation” and “Shipment Management”, you’ll be ready to start rating, booking, and tracking your shipments.

You might find it helpful to print this article or to download it as a PDF (option located at the bottom of this page) so that you can refer to it throughout your setup process.

All of the videos on this page will open up in a new tab.

## Step 1: Location Management

In the Location Management screen, you can review and update your primary shipping location by adding default values to key shipment details, which will streamline shipment creation and execution.

You can also add, and customize, new shipping locations if your subscription plan allows for more than one. With an onKUE+ subscription plan, you can set up 4 additional shipping locations (for a total of 5).

This video will walk you through the **Location Management** screen:

Location Management video

## Step 2: Connect Your Carriers & Set up Tracking (optional)

In the Connected Carriers screen, you can set up API connections, which are web-service based connections directly with your carriers. You can also set up tracking by configuring a block of electronic PRO numbers that have been provided by your carriers.

With your carriers connected, when rating your shipments, you'll be able to compare carrier rates side by side to ensure you are always booking the best rates and service levels.

This video will walk you through the **Connected Carriers** screen:

Connecting Carriers video

**Don't have negotiated LTL rates?** We've got you covered! As a Kuebix TMS subscriber our competitive, exclusive LTL pricing through our Preferred Carrier Program is available to you.

## Step 3: Add Team Members

In the User Management screen, you can review and update existing user details.

You can also add new users if your subscription plan allows for more than one. With an onKUE+ subscription plan, you can invite 2 additional team members (for a total of 3 TMS users).

This video will walk you through the **User Management** screen:

User Management video

## **Step 4: Learn the basics of Kuebix**

Now that you have added your shipping locations, connected your carriers, set up tracking (optional), and invited your other team members, let's get you ramped up on creating and managing your shipments.

The videos below will walk you through:

### **Ship It - Screen used to create, rate, and book your shipments**

Ship It video

### **Manage Shipments - Screen used to manage and track your shipments**

#### **Manage Shipments videos:**

Please note, these videos are **intended to be viewed in order** starting with "Navigating the Manage Shipments Grid". As each video ends you will be guided to the next video in the series.

Navigating the Manage Shipments Grid video

Customizing the Layout video

Sorting & Filtering Features video

In Line Editing video

Performing Actions video

Feel free to email [support@kuebix.com](mailto:support@kuebix.com) if you have any questions or need assistance!