



How to Customize Your View in Track Shipments

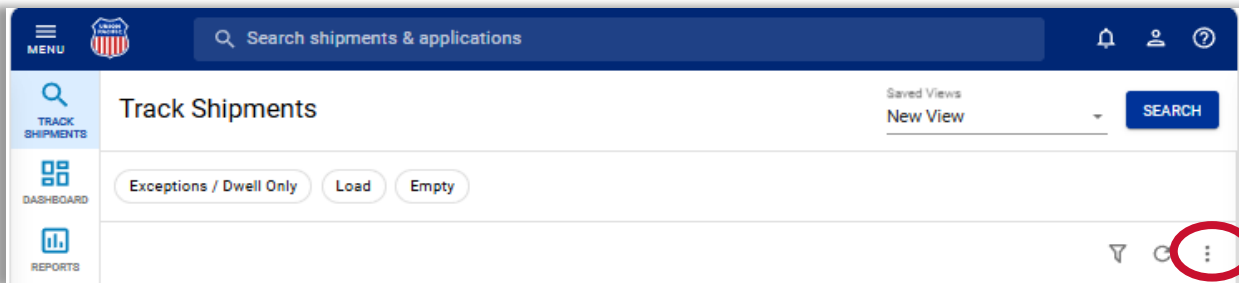
Union Pacific Customer Portal — Quick Reference Guide

Union Pacific | Customer Portal | 2026

1

Select the Three-Dot Menu

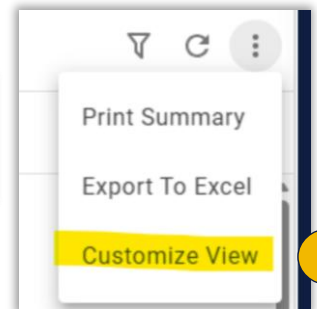
Select the **three-dot menu** (⋮) in the upper-right corner of the Track Shipments page.



2

Select Customize View

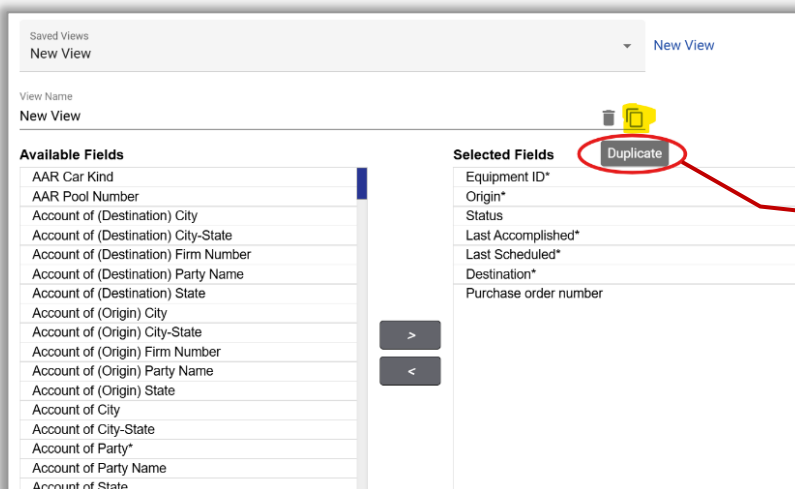
From the dropdown, select **Customize View** to open column configuration.



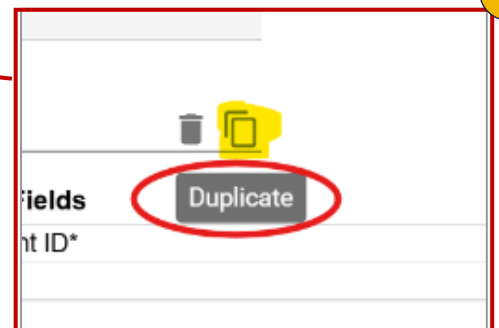
3

Copy Your Current View

Select the **Copy View** icon (double-page icon) to duplicate your existing view. This preserves your original setup as a backup.



3



4

Add Fields to Your View

In the **Available Fields** panel, Select a field to select it, then Select the ➤ arrow to move it to **Selected Fields**. Repeat for all fields you need.



Note: You may add multiple fields to your view, but only information provided on the shipper's original waybill will be available.

4

5

Name Your View

Enter a name for your custom view in the View Name field.

6

Select Create View

Select **Create View** to save your changes.

6



Changes are NOT applied until you select **Create View**.



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For Additional Assistance
Contact Customer Support

800-272-8777