

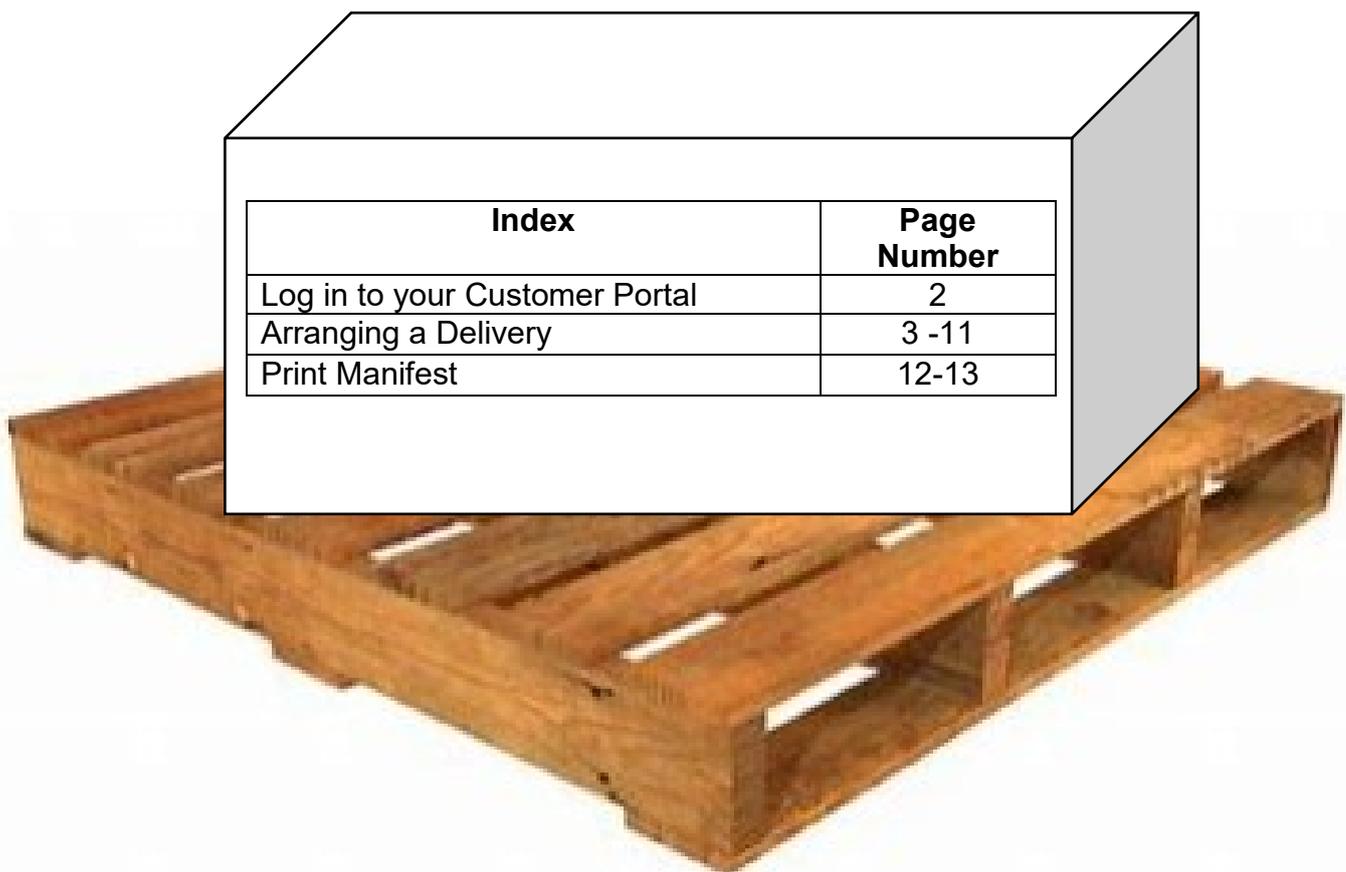
Vigo Customer Portal

HOW2GUIDE

Welcome to Translink's HOW2GUIDE, that has been created in order to support the original instruction manual from Vigo.

This Guide will provide you with picture based instructions on how to carry out the following tasks;

- ✓ Log in to your Customer Portal
- ✓ Arranging a Delivery

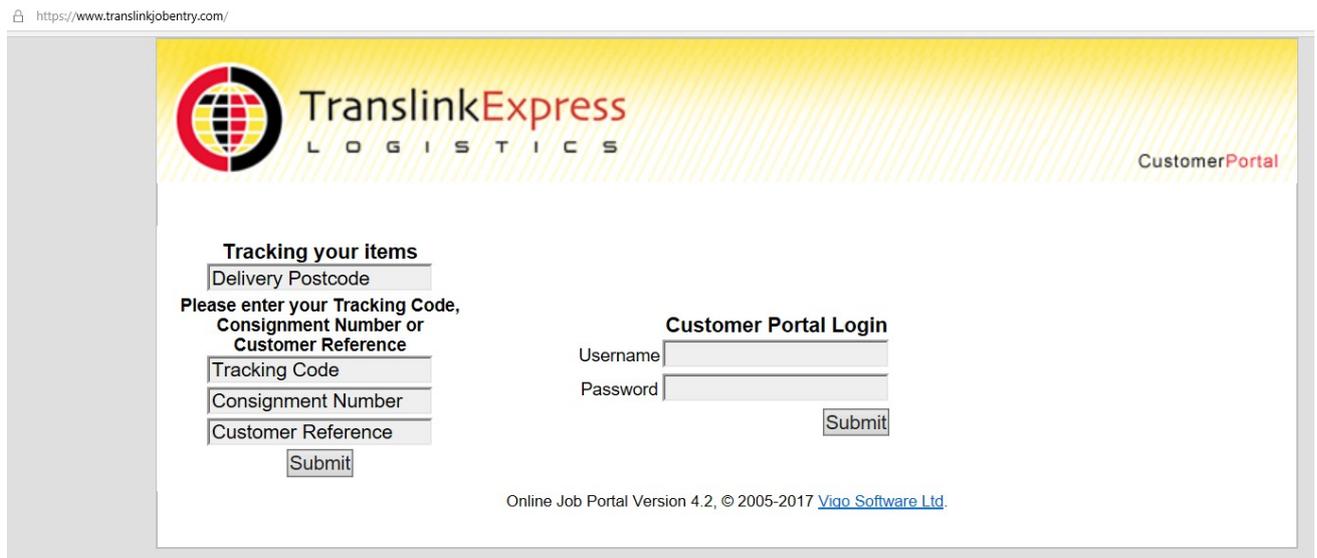


How2Guide Log in to your Portal

1. Use the link below to access your Customer Portal

<https://www.translinkjobentry.com/>

https://www.translinkjobentry.com/



TranslinkExpress
LOGISTICS

CustomerPortal

Tracking your items

Delivery Postcode

Please enter your Tracking Code,
Consignment Number or
Customer Reference

Tracking Code

Consignment Number

Customer Reference

Customer Portal Login

Username

Password

Online Job Portal Version 4.2, © 2005-2017 [Vigo Software Ltd.](#)

Translink Contacts

Jackie Allen

Callie Walker

Rebekah Lockwood

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Telephone: 0116 275 1555

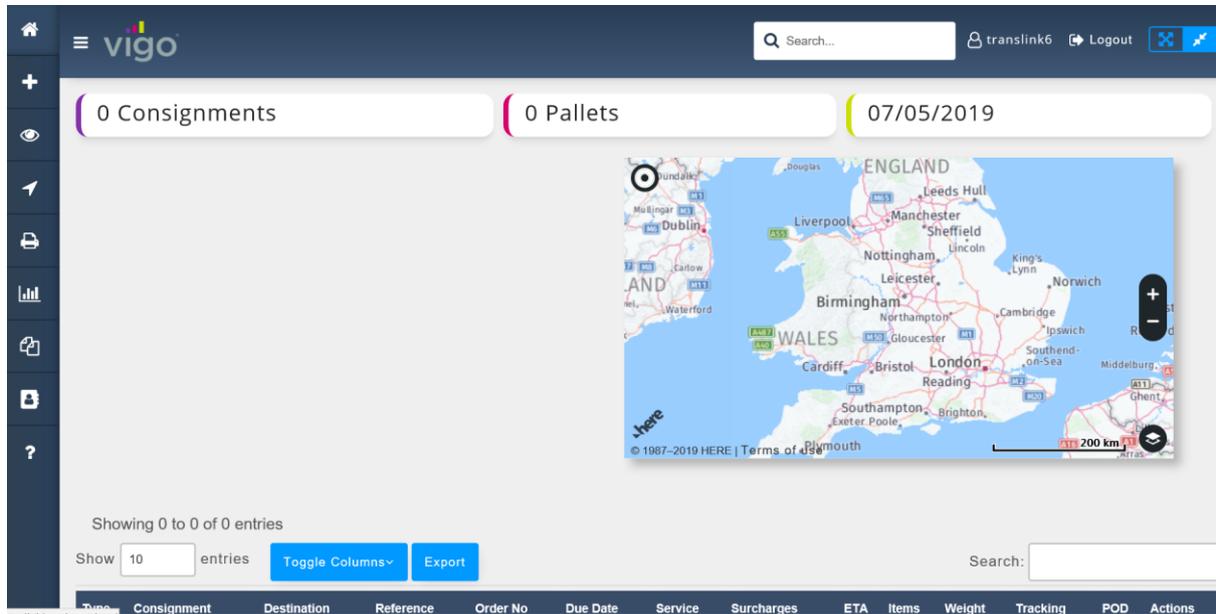
Vigo Support

support@vigoftware.com

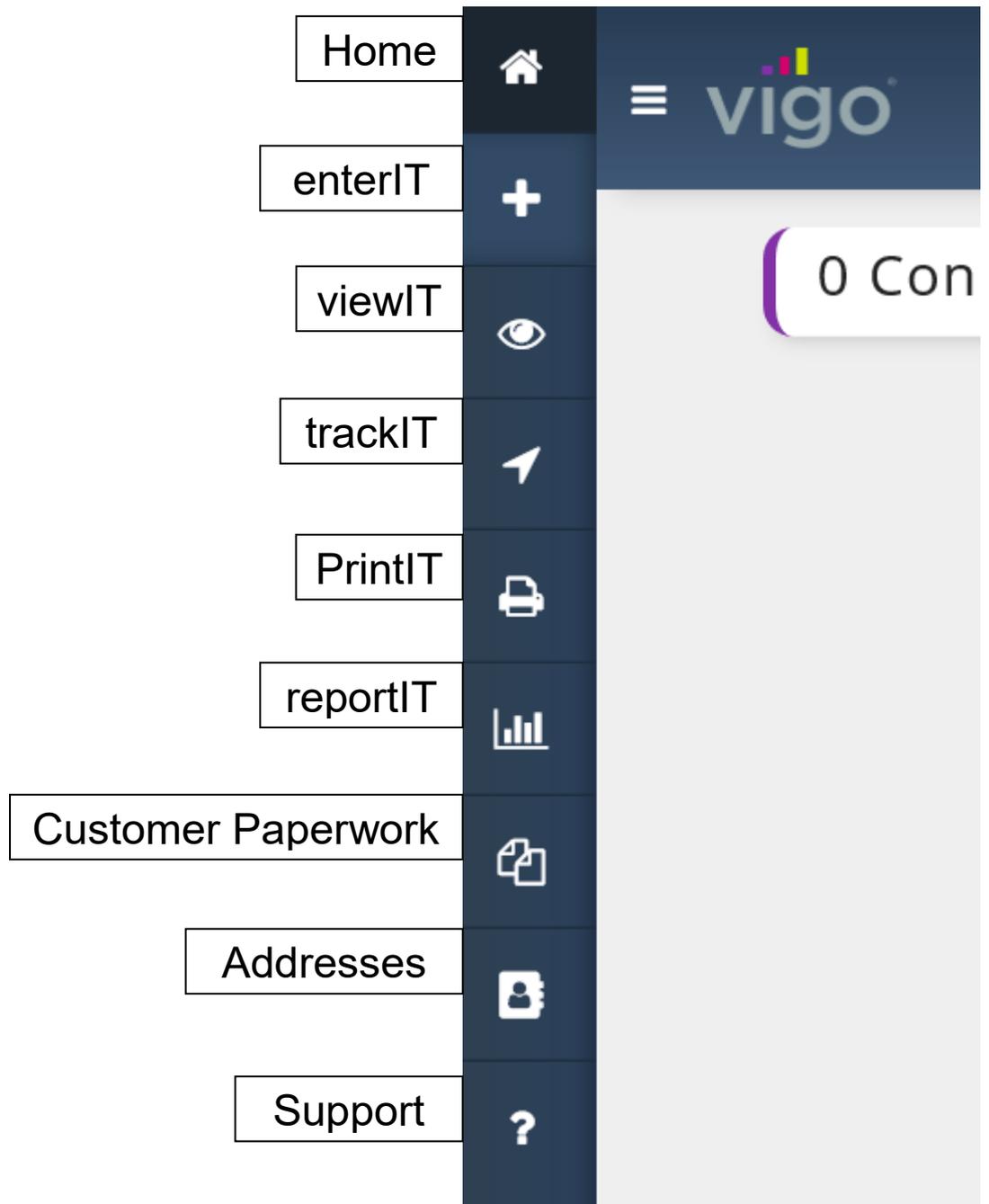
Telephone: 01527 551 500

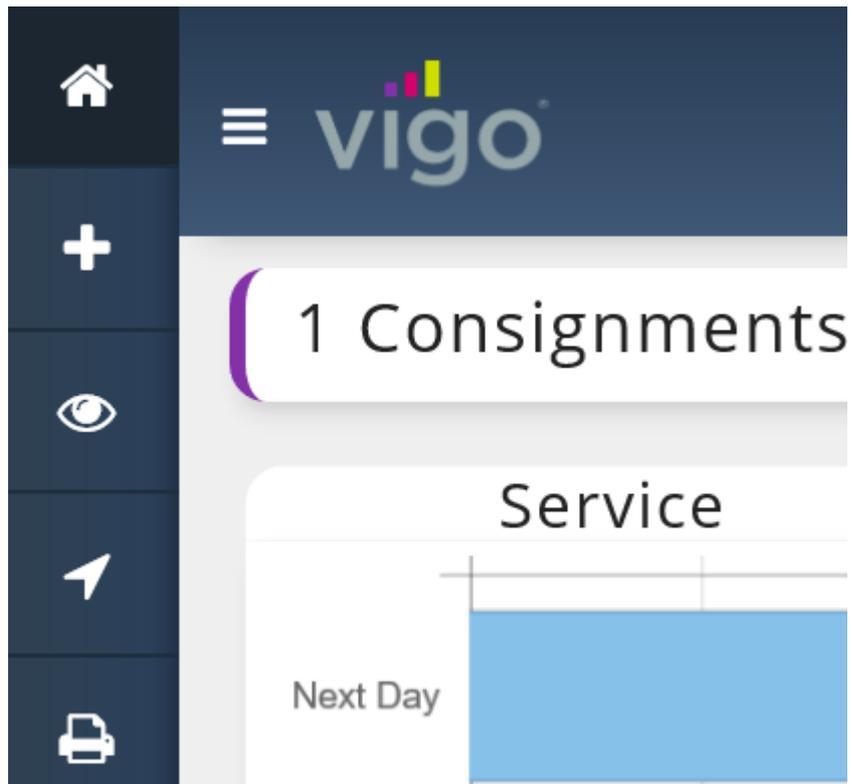
How2Guide Arrange a Delivery

Once you have logged on to the portal, you will see the Vigo Customer Portal Menu and below is an example of the Home Screen.



Main Menu Icons, these are located on the left





1. Select **EnterIT** 

2. You will be automatically taken to the  **Delivery** tab

3. Important:

Left click on this icon , if you are not sure of what service you require

- ✓ Check the address in the **Collect From** box
- ✓ Enter the date in the **Collection Date***
- ✓ When you are satisfied the details are corrected, you must now click 

4. Customer Reference, please enter a reference here (this is optional)

✓ Complete

✓ Once you have entered in a reference, then click

home > enterIT

Delivery Reverse Collection Third Party **CUSTOMER PAPERWORK IS REQUIRED**

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
07/05/2019

Customer Reference

Customer Reference

Complete

Reset Save Save & Print

Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)

5. Deliver To, complete the Account Code or Name, Postcode and Country

home > enterIT

Delivery Reverse Collection Third Party **CUSTOMER PAPERWORK IS REQUIRED**

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
07/05/2019

REFERENCE Edit

Customer Reference
DEMONSTRATION01

Deliver To

Enter Account Code / Name or Postcode to search for an address.

Account Code or Name **Postcode** **Country**

Account Code or Name Postcode Country

[Enter Address Manually](#) or add [New Address](#)

Reset Save Save & Print

- ✓ Once you enter in the Account Code or Name, Postcode and Country, the page will automatically change to the screen below
- ✓ If the address you are sending is in the address book, then you only need to enter the account code or the delivery postcode
- ✓ The screen will now jump to this page

home > enterIT

Delivery
Reverse Collection
Third Party
CUSTOMER PAPERWORK IS REQUIRED

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
07/05/2019

REFERENCE Edit

Customer Reference
 DEMONSTRATION01

Deliver To

Company Name or Individual *

House No. / Property Name * **Address ***

Perform an [address search](#) for GBR or IRL addresses only.
or [Enter Address Manually](#)

Contact Name
Primary Telephone
Email Tracking Alert

Complete

Reset
Save
Save & Print

Now enter in the details of the;

- ✓ **Company Name or Individual***
- ✓ **Contact Name**
- ✓ **Primary Telephone**
- ✓ **Email Tracking Alert**
- ✓ When you are satisfied, left click on

Complete

6. you will now see the picture below, if you have completed the above steps

home > enterIT

Delivery Reverse Collection Third Party **CUSTOMER PAPERWORK IS REQUIRED**

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
07/05/2019

REFERENCE Edit

Customer Reference
DEMONSTRATION01

DELIVER TO Edit

TRANSLINK TEST DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
SITE MANAGER TEST 01 - 0116 275 1555
email@translinkexpress.co.uk

Service: Next Day Due Date: Due Time: Anytime (From 09:00 - 17:00)

Tail Lift: Amazon Booking:

Category: K - Pallets Full: Half: Quarter: Oversize: Weight (kg): Total Spaces: 0

Complete Reset Save Save & Print

Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)

Now you must complete the following fields:

- ✓ **Service**, you can select a range of services
- ✓ **Due Date**
- ✓ **Due Time**
- ✓ **Tail Lift**
- ✓ **Amazon Booking**
- ✓ **Category**
- ✓ **Full**
- ✓ **Half**
- ✓ **Quarter**
- ✓ **Oversize Weight (kg)**
- ✓ **Total Spaces**
- ✓ When you are satisfied with the data you have entered, click

Service

- Next Day
- Economy
- Pre Booked Delivery
- European Economy
- Saturday AM
- Saturday PM
- Saturday Timed

Complete

7. If you have any **Collection Notes** or **Delivery Notes** you would like to include, you will now have the option to enter this information

✓ Once you are satisfied, click [Complete](#)

home > enterIT

Delivery
Reverse Collection
Third Party
Customer Paperwork is Required

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
 07/05/2019

REFERENCE Edit

Customer Reference
 DEMONSTRATION01

DELIVER TO Edit

TRANSLINK TEST DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
 SITE MANAGER TEST 01 - [0116 275 1555](tel:01162751555)
email@translinkexpress.co.uk

CONSIGNMENT DETAILS Edit

Economy 09/05/2019 - Anytime (From 09:00 - 17:00)
 Category K - Pallets

FULL	HALF	QUARTER	WEIGHT (KG)	TOTAL SPACES
1	2	1	150	4

Collection Notes

Delivery Notes

[Complete](#)

Reset
Save
Save & Print

Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)

8. You will now see the job entry overview below

home > enterIT

Delivery Reverse Collection Third Party **CUSTOMER PAPERWORK IS REQUIRED**

COLLECT FROM Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
07/05/2019

REFERENCE Edit

Customer Reference
DEMONSTRATION01

DELIVER TO Edit

TRANSLINK TEST DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR
SITE MANAGER TEST 01 - 0116 275 1555
email@translinkexpress.co.uk

CONSIGNMENT DETAILS Edit

Economy 09/05/2019 - Anytime (From 09:00 - 17:00)
Category K - Pallets

FULL	HALF	QUARTER	WEIGHT (KG)	TOTAL SPACES
1	2	1	150	4

NOTES Edit

Collection Notes
collect from Site Officer

Delivery Notes
Delivery to Site Officer or Manager

Reset Save Save & Print

Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)

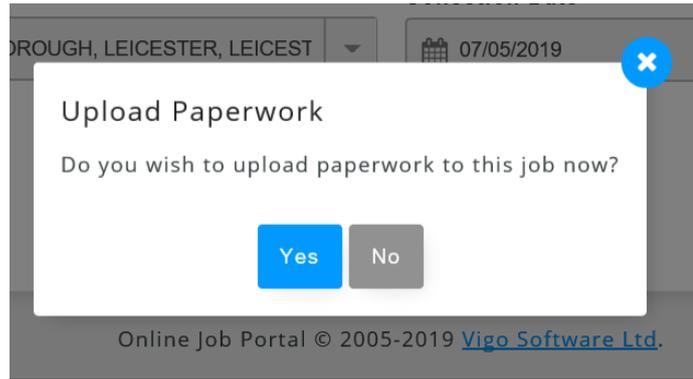
✓ You now have 3 options to choose from



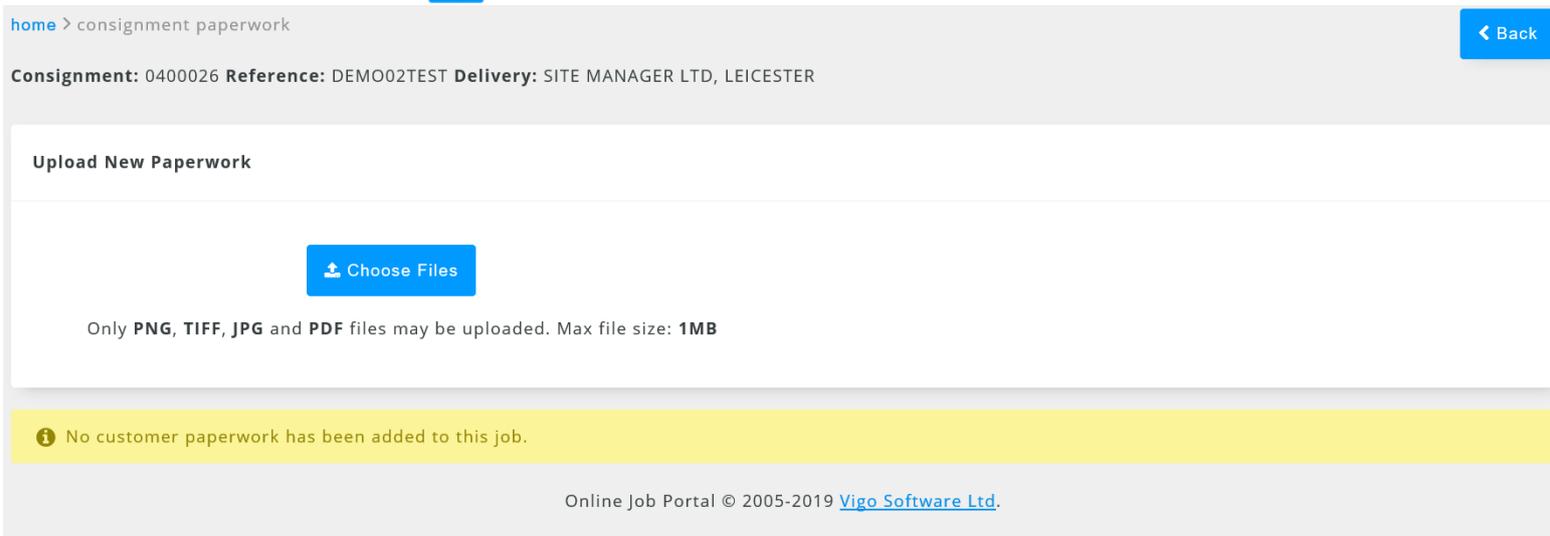
WARNING:  will erase your work

✓ Select the option most suited to you

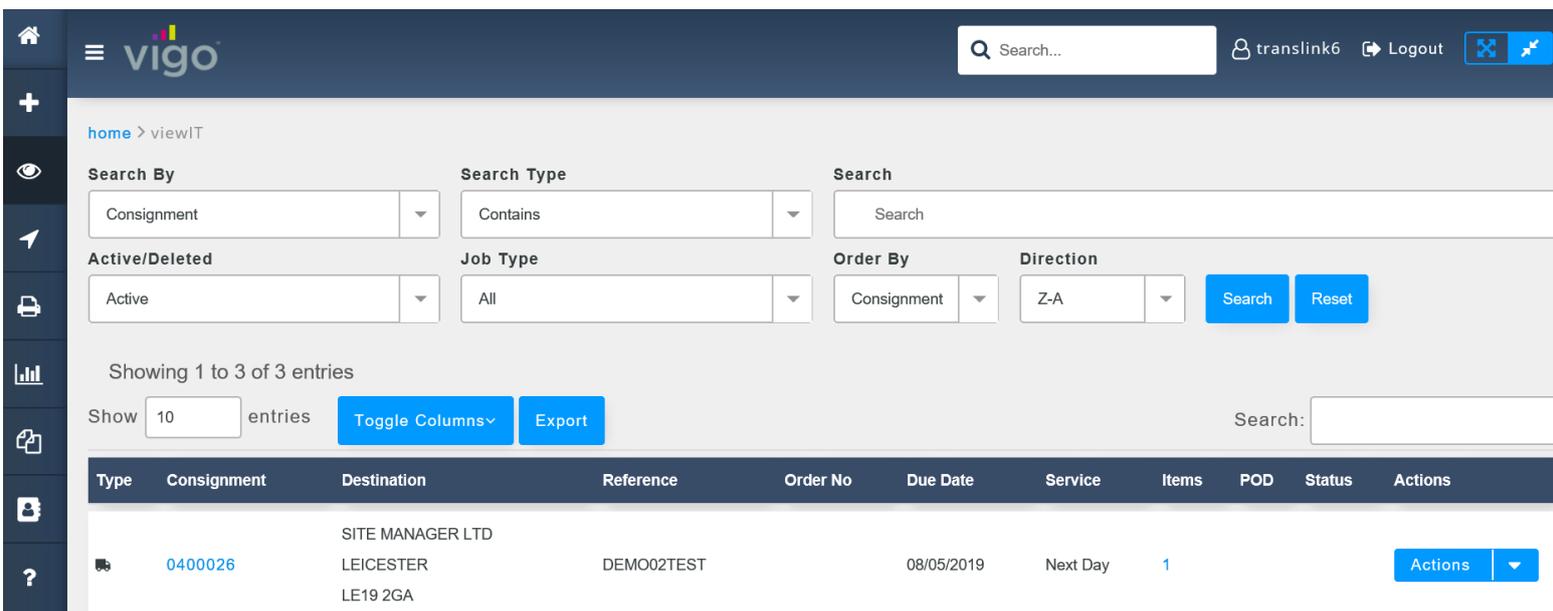
If you select  or , then you will be asked if you would like to



✓ By selecting **Yes**, you will see the picture below

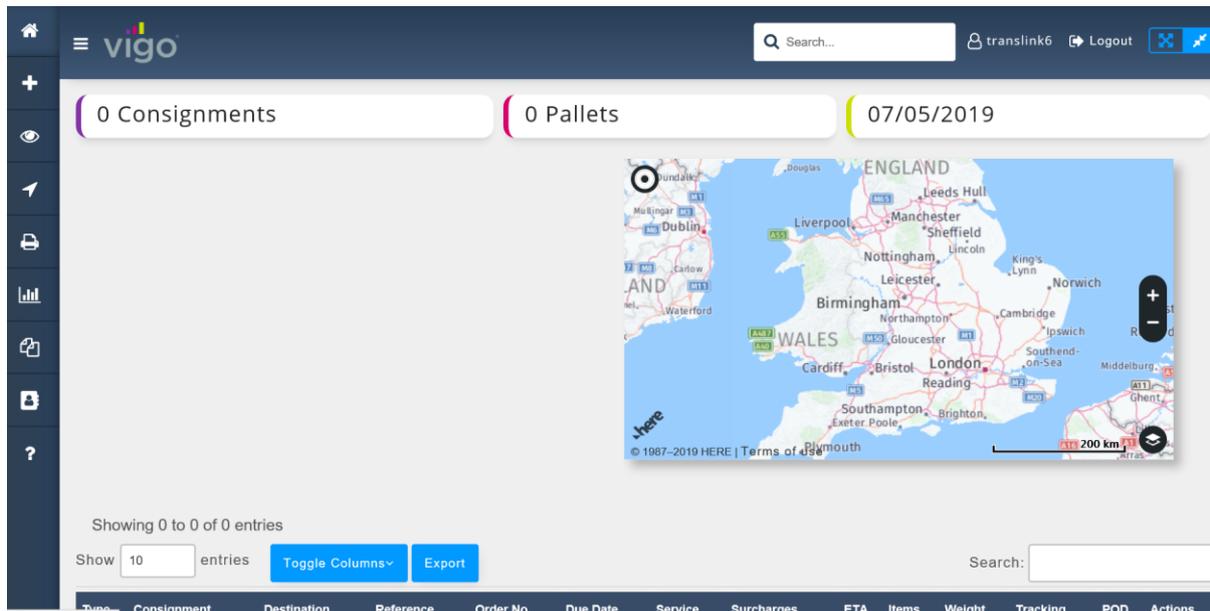


Additional: you will now be able to view your consignment in the viewIT TAB



Print Manifest

1. Go to the Main Menu

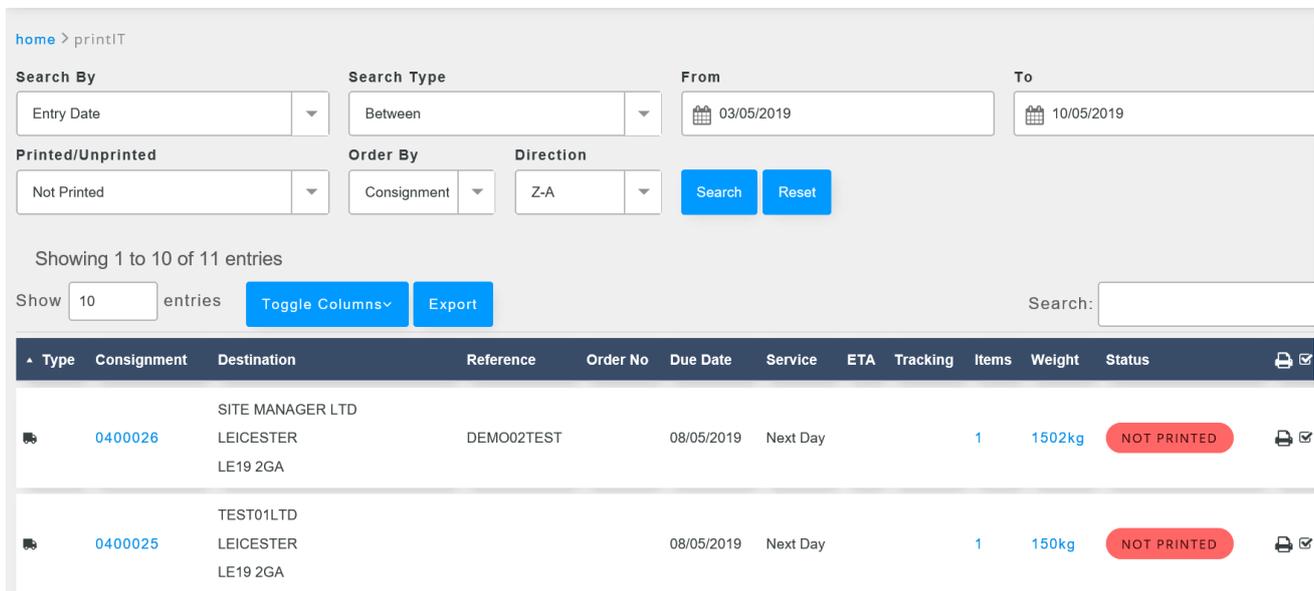


2. Select

PrintIT



3. The screen below will appear



4. Scroll to the bottom of the page

The screenshot displays the Vigo Customer Portal interface. At the top, there is a search bar and user information for 'translink6'. The main content area shows a table of delivery entries with columns for ID, location, test name, date, service type, quantity, weight, and status. Below the table, there is a pagination control showing 'Showing 1 to 10 of 11 entries' and a 'Print Manifest' button. At the bottom, there is a 'Due Date' field set to '10/05/2019' and an 'Accept' button.

ID	Location	Test Name	Date	Service Type	Quantity	Weight	Status
0400027	LEICESTER LE19 2GA	TEST03	09/05/2019	Economy	1	150kg	NOT PRINTED
0400022	Translink Express Logistics Lt LEICESTER LE19 2GA		06/05/2019	Next Day	1	1kg	NOT PRINTED
0400037	SITE OFFICER TEST LEICESTER LE19 2GA	TEST	23/05/2019	Economy	6	1200kg	NOT PRINTED
0400028	Test Ltd 04 LEICESTER LE19 2GA	TEST04	08/05/2019	Next Day	1	150kg	NOT PRINTED

Showing 1 to 10 of 11 entries

Due Date: 10/05/2019 [Print Manifest](#)

Navigation: First Previous 1 2 Next Last

Label [Accept](#)

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Congratulations you have successfully requested the **Arranging of a Delivery** via the Vigo Customer Portal