

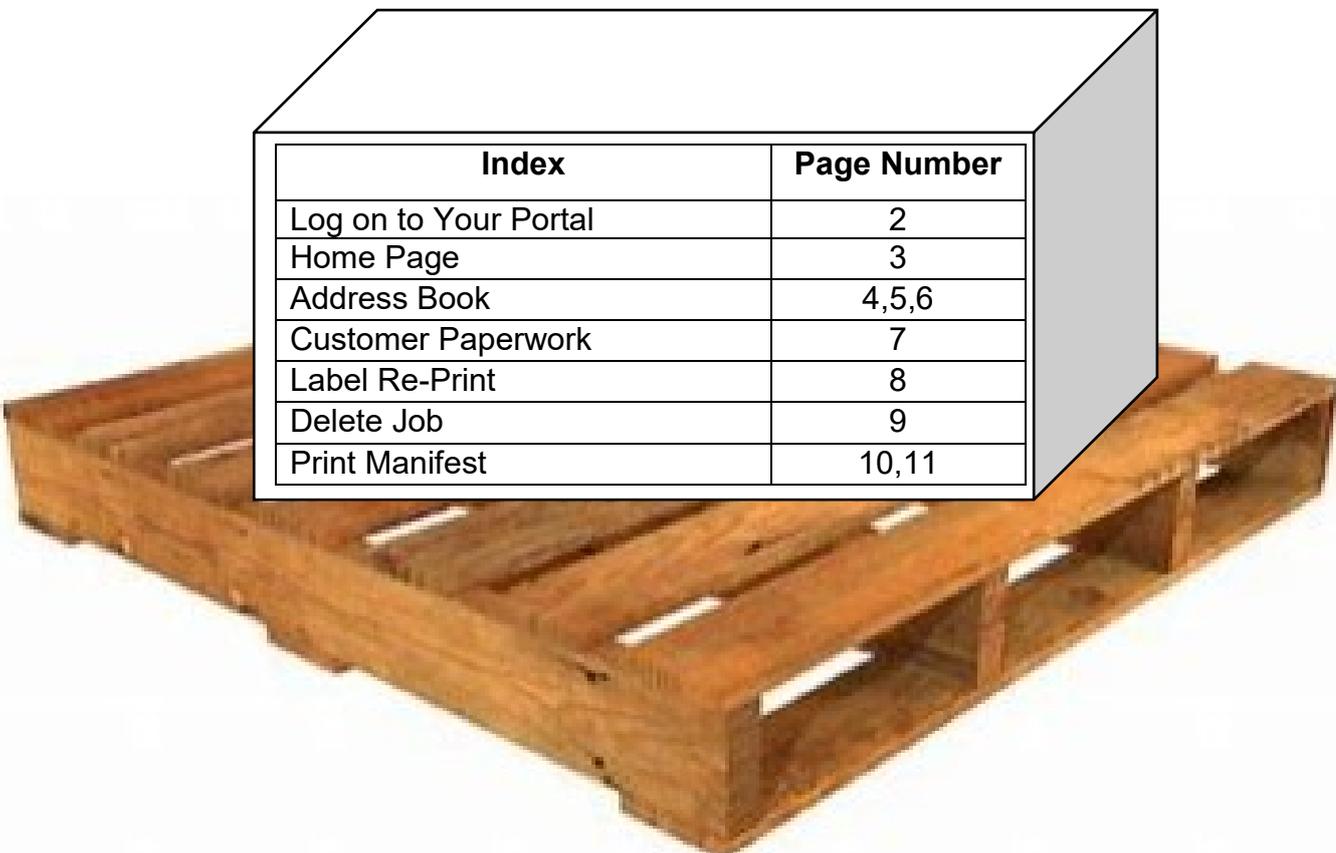
# Vigo Customer Portal

## 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 on to Your Portal
- ✓ Home Page
- ✓ Address Book
- ✓ Customer Paperwork
- ✓ Label Re-Print
- ✓ Delete Job
- ✓ Print Manifest

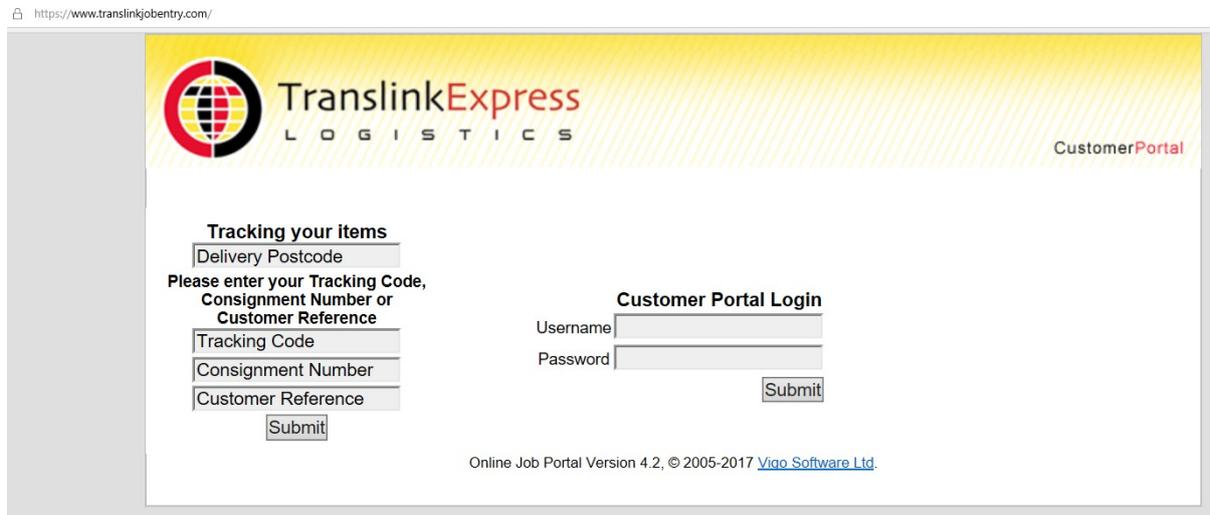


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## How2Guide Login to Your Portal

<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

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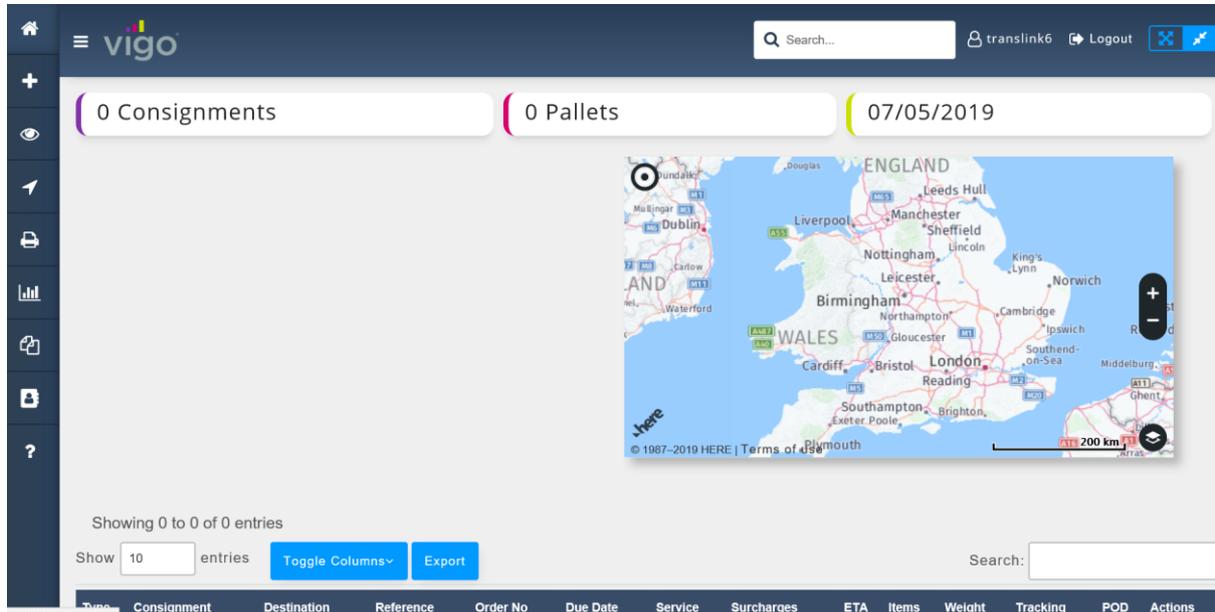
### Vigo Support

[support@vigosoftware.com](mailto:support@vigosoftware.com)

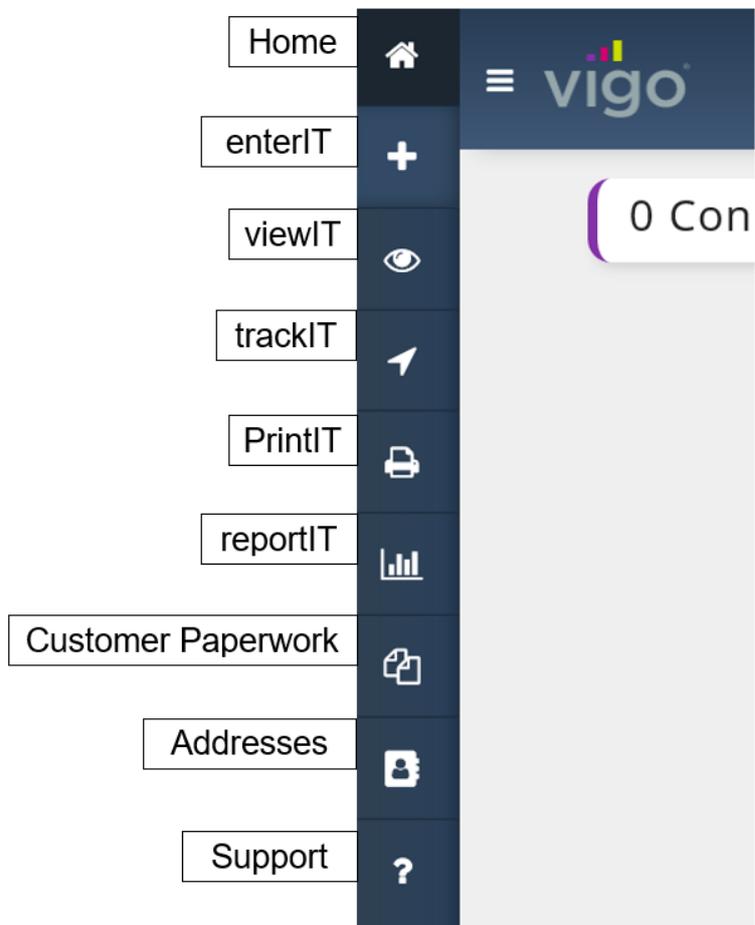
Telephone: 01527 551 500

# How2Guide Home Page

## 1. This is the Home Page

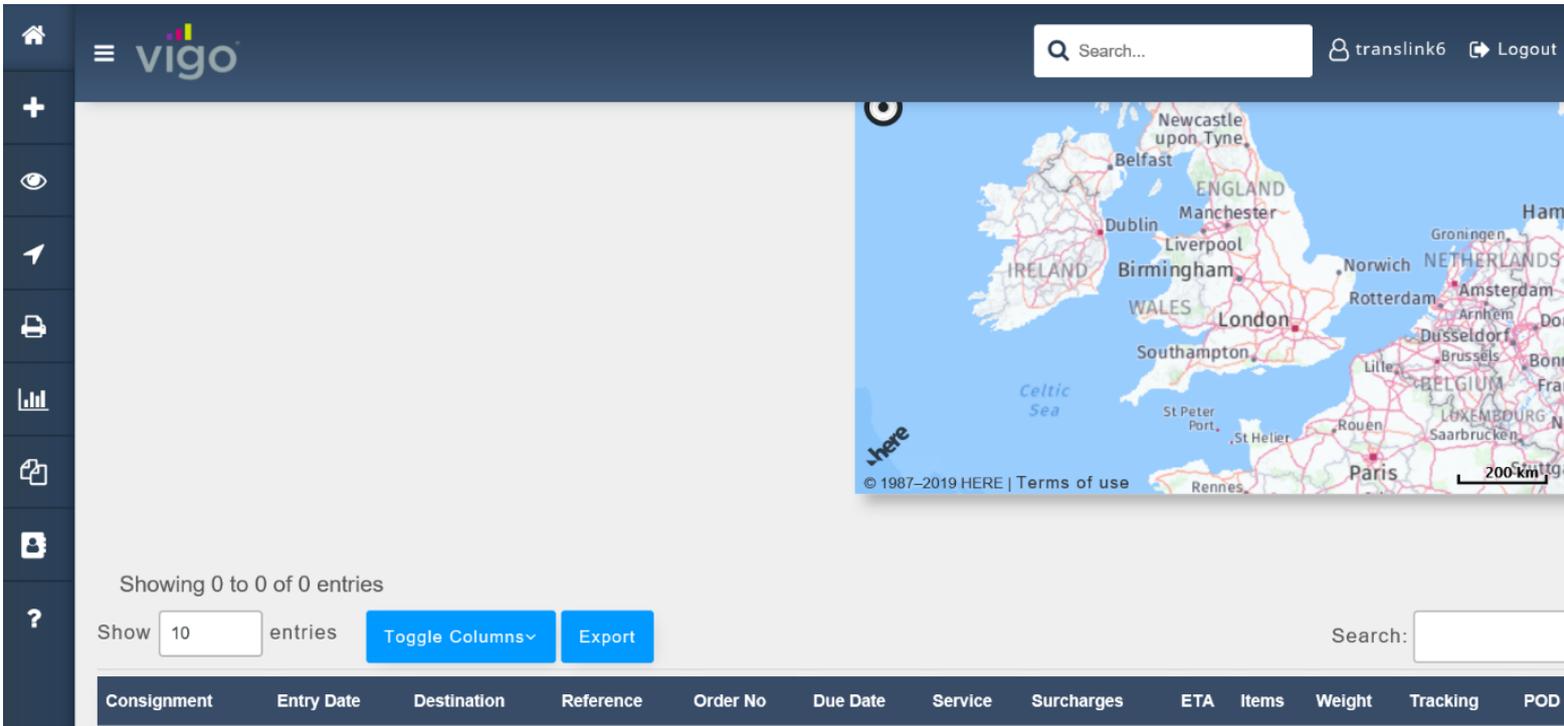


## 2. Main Menu Icons, these are located on the left

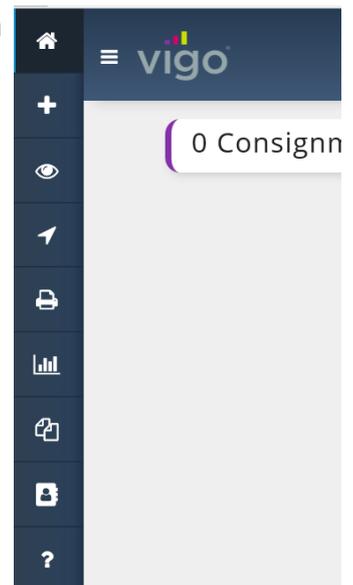


# How2Guide Address Book

1. In order to locate the Address Book, go to the main home screen



2. You will see the navigation symbols to the left of the screen



3. Select the **Addresses** icon



## 4. Add Address and View Addresses tabs will appear

home > addresses

Add Address

View Addresses

### ADDRESS DETAILS

Enter Postcode to search for an address or [Enter Address Manually](#)

Postcode

Country

### CONTACT DETAILS

Contact

Phone

Sms Alert

Email

### DEFAULTS

Manifest Notes

Default Service

Default Unit

Is this a Collection or Delivery Address (or both)?

Collection Address  Delivery Address

Save

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

To add an address, complete the blank fields and then click

Save

## 5. View Addresses, to view addresses click on the tab and view your addresses

[home](#) > addresses

Add Address

View Addresses

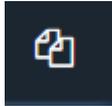
Total Addresses: 0



No addresses found

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

# How2Guide Customer Paperwork

1. Select the **Customer Paperwork**  icon
2. Your jobs will now appear, and you will see a screen similar to the one below

Search By:  Search Type:  From:

Showing 1 to 5 of 5 entries

Show  entries   Search:

Type	Consignment	Destination	Reference	Order No	Due Date	Service	Status	Actions
	<a href="#">0400028</a>	Test Ltd 04 LEICESTER LE19 2GA	TEST04		08/05/2019	Next Day	NOT RELEASED	<input type="button" value="Actions"/> <input type="button" value="v"/>
	<a href="#">0400027</a>	Translink Express Logistics Lt LEICESTER LE19 2GA	TEST03		09/05/2019	Economy	NOT RELEASED	<input type="button" value="Actions"/> <input type="button" value="v"/>
	<a href="#">0400026</a>	SITE MANAGER LTD LEICESTER LE19 2GA	DEMO02TEST		08/05/2019	Next Day	NOT RELEASED	<input type="button" value="Actions"/> <input type="button" value="v"/>
	<a href="#">0400025</a>	TEST01LTD LEICESTER LE19 2GA			08/05/2019	Next Day	NOT RELEASED	<input type="button" value="Actions"/> <input type="button" value="v"/>
	<a href="#">0400024</a>	1 LEICESTER LE8 0ES	12345		08/05/2019	Next Day	NOT RELEASED	<input type="button" value="Actions"/> <input type="button" value="v"/>

Showing 1 to 5 of 5 entries

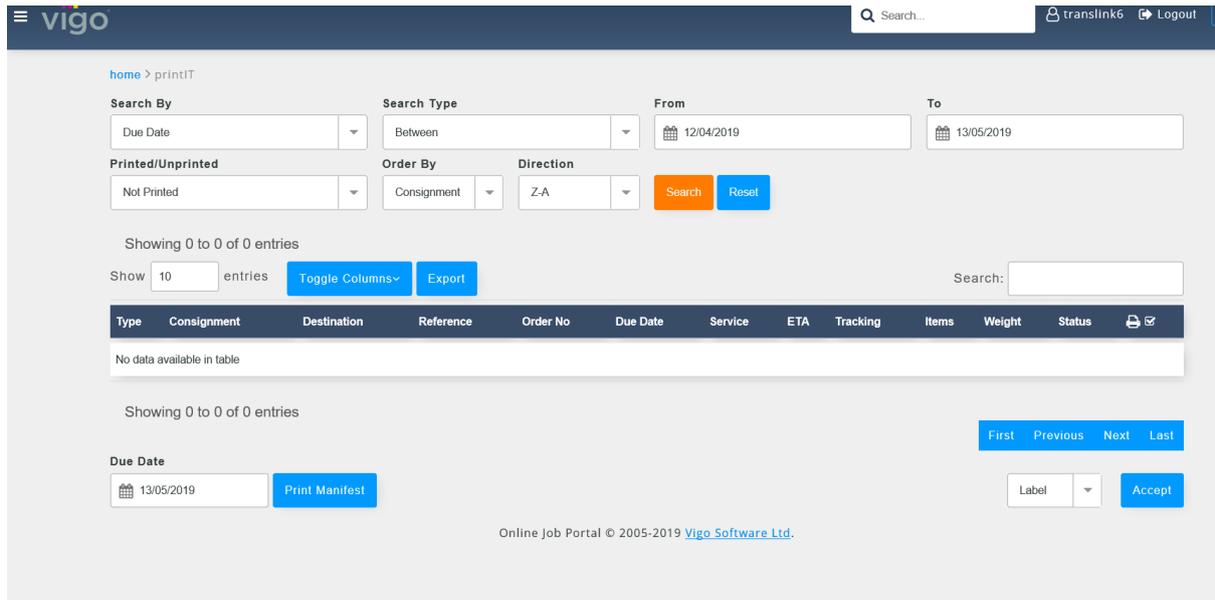
- ✓ To upload Customer Paperwork, click on the
- ✓ You will also be able to click on the Consignment Number and view the request you have made

# How2Guide Label Re-Print

1. Select



2. Your jobs will be below

A screenshot of the VIGO online job portal interface. The header shows the VIGO logo, a search bar, and user information (translink6, Logout). The main content area has a breadcrumb "home > printIT" and several filter dropdowns: "Search By" (Due Date), "Search Type" (Between), "From" (12/04/2019), "To" (13/05/2019), "Printed/Unprinted" (Not Printed), "Order By" (Consignment), and "Direction" (Z-A). There are "Search" and "Reset" buttons. Below the filters, it says "Showing 0 to 0 of 0 entries". There are "Show 10 entries", "Toggle Columns", and "Export" buttons. A table header is visible with columns: Type, Consignment, Destination, Reference, Order No, Due Date, Service, ETA, Tracking, Items, Weight, Status, and a printer icon. The table body is empty, showing "No data available in table". At the bottom, there are "First", "Previous", "Next", "Last" navigation buttons, a "Due Date" filter (13/05/2019) with a "Print Manifest" button, and a "Label" dropdown with an "Accept" button. The footer contains the text "Online Job Portal © 2005-2019 Vigo Software Ltd."

3.

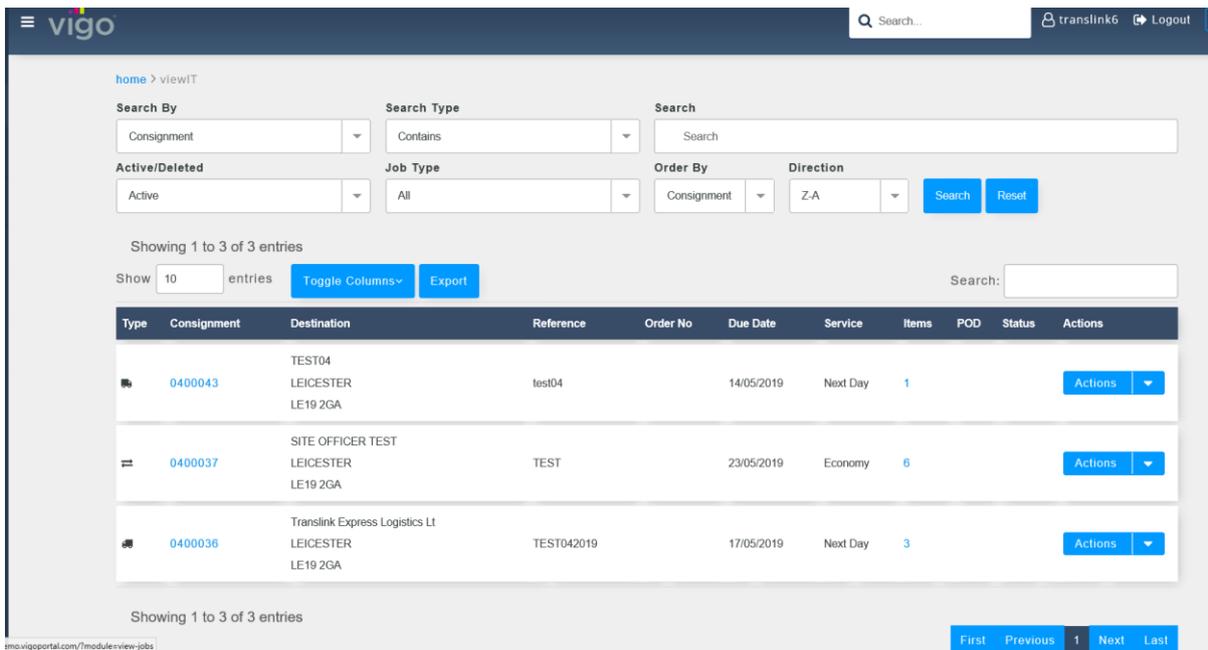


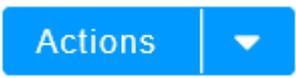
You will see the icon to the right of your entries, tick the boxes you wish to print labels for and click print

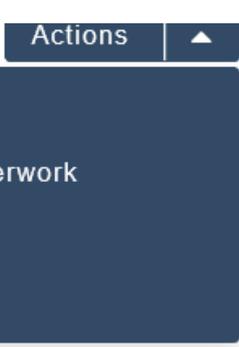
# How2Guide Delete Job

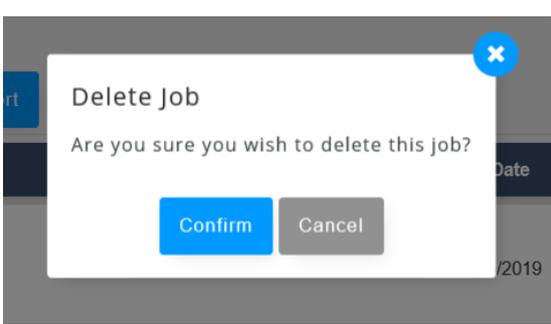
1. Select 

2. The screen below will appear



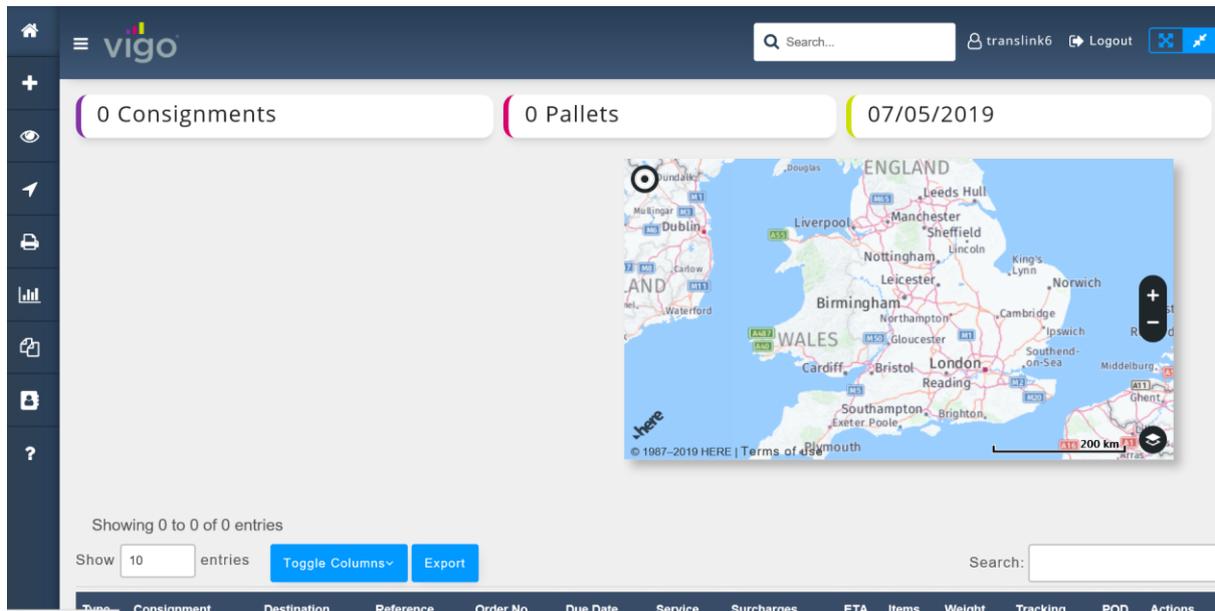
3. Left click on 

4. This will appear 

5. Left click on delete 

# Print Manifest

## 1. Go to the Main Menu



## 2. Select

PrintIT



## 3. The screen below will appear

home > printIT

Search By: Entry Date | Search Type: Between | From: 03/05/2019 | To: 10/05/2019

Printed/Unprinted: Not Printed | Order By: Consignment | Direction: Z-A | Search | Reset

Showing 1 to 10 of 11 entries

Show 10 entries | Toggle Columns | Export | Search:

Type	Consignment	Destination	Reference	Order No	Due Date	Service	ETA	Tracking	Items	Weight	Status	Print	Check
	0400026	SITE MANAGER LTD LEICESTER LE19 2GA	DEMO02TEST		08/05/2019	Next Day			1	1502kg	NOT PRINTED	Print	Check
	0400025	TEST01LTD LEICESTER LE19 2GA			08/05/2019	Next Day			1	150kg	NOT PRINTED	Print	Check

#### 4. Scroll to the bottom of the page

The screenshot displays the VIGO Online Job Portal interface. At the top, there is a search bar and user information for 'translink6'. The main content area shows a list of job entries with columns for job ID, location, test name, date, mode, quantity, weight, and status. The status for all entries is 'NOT PRINTED'. Below the list, there is a pagination control showing 'Showing 1 to 10 of 11 entries' and navigation buttons for 'First', 'Previous', '1', '2', 'Next', and 'Last'. At the bottom, there is a 'Due Date' field set to '10/05/2019' with a 'Print Manifest' button, and a 'Label' dropdown menu with an 'Accept' button. The footer contains the text 'Online Job Portal © 2005-2019 Vigo Software Ltd.'

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

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

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

Label  Accept

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