

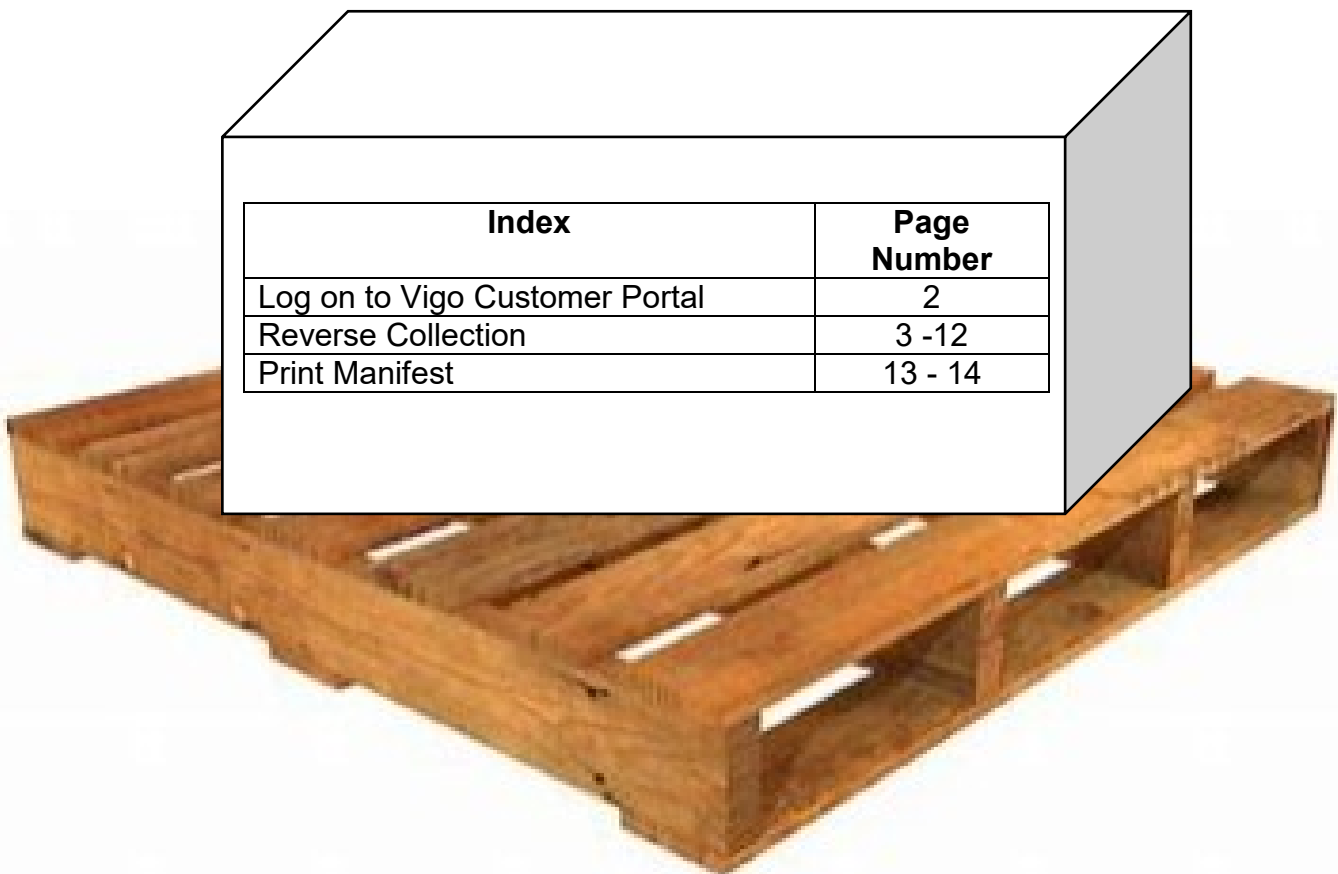
# Vigo Customer Portal

## 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;

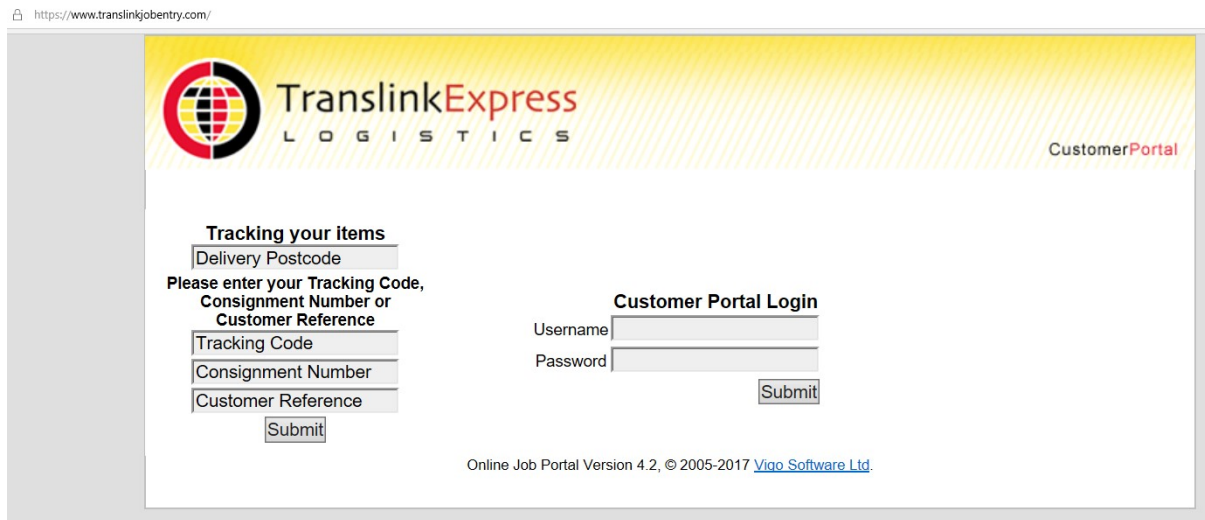
### ✓ Reverse Collection



## How2Guide Log in 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

Rebekah Lockwood

Lydia Baxter

Jodie Cleaver

Telephone: 0116 275 1555

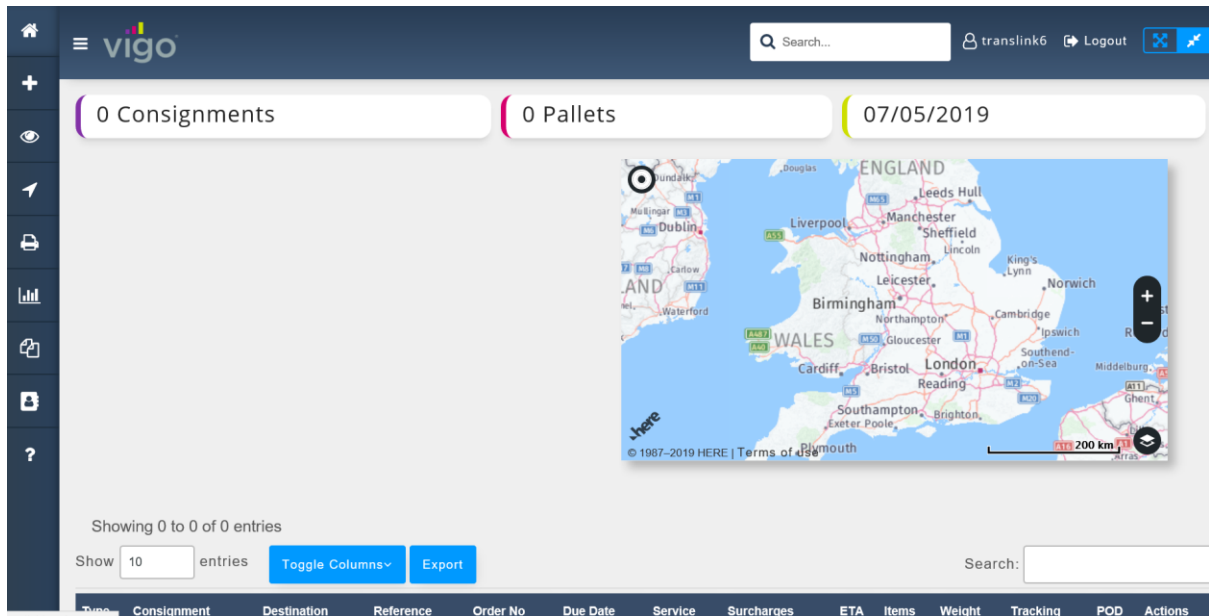
### Vigo Support

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

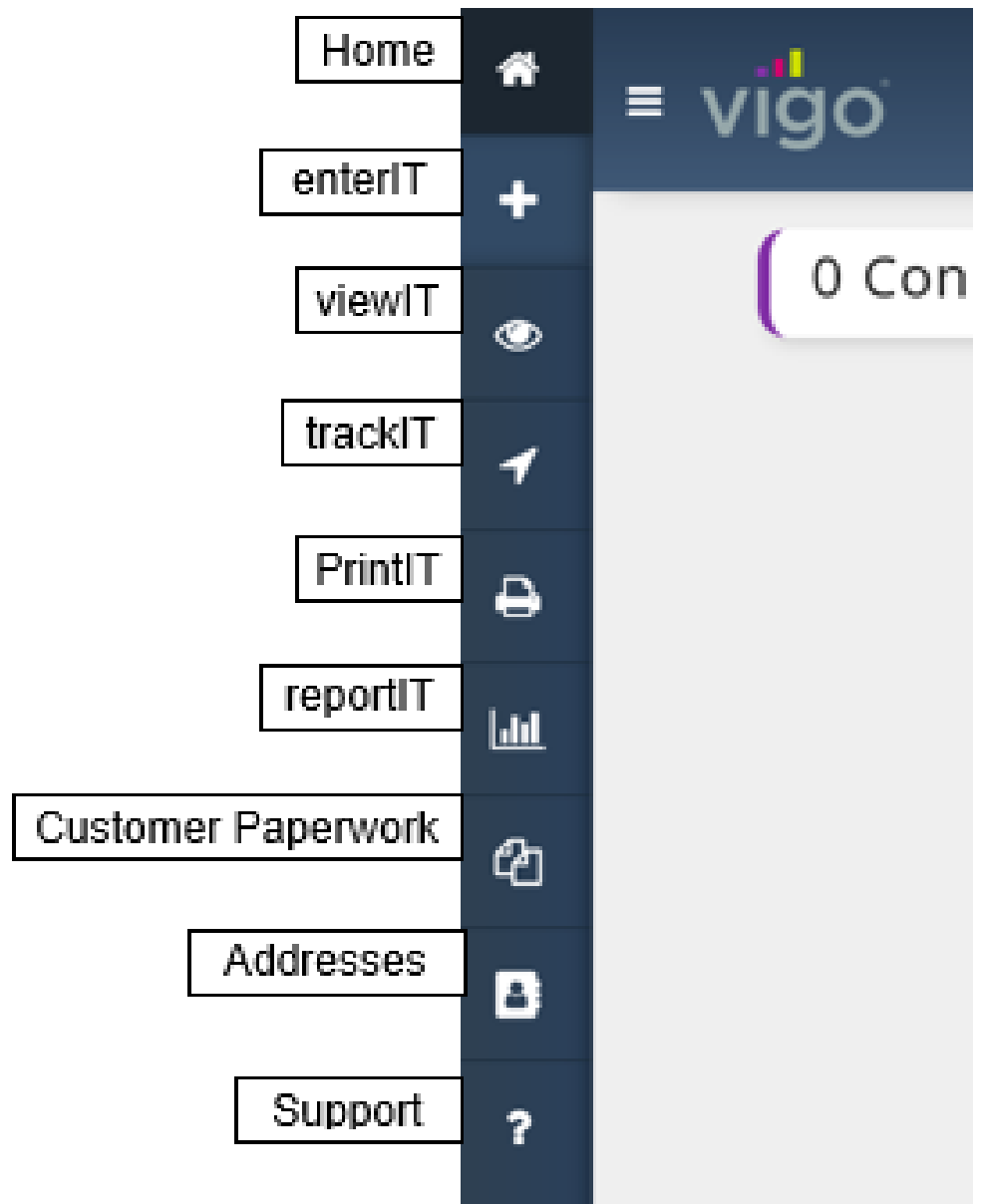
Telephone: 01527 551 500

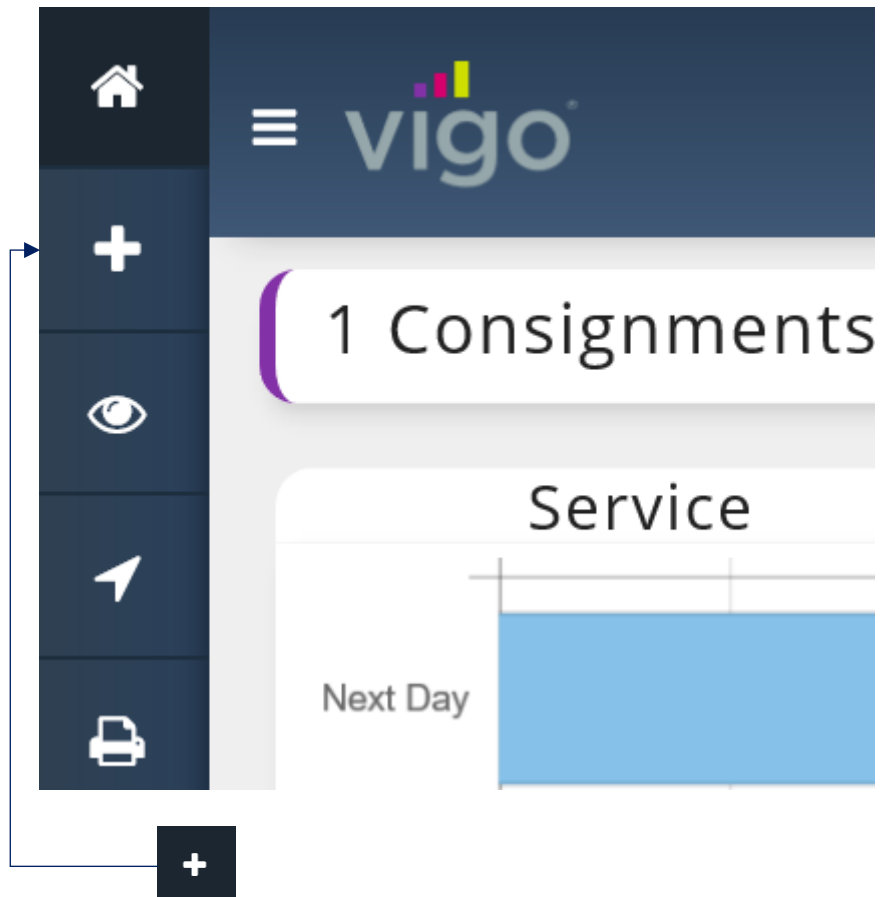
# How2Guide Reverse Collection

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





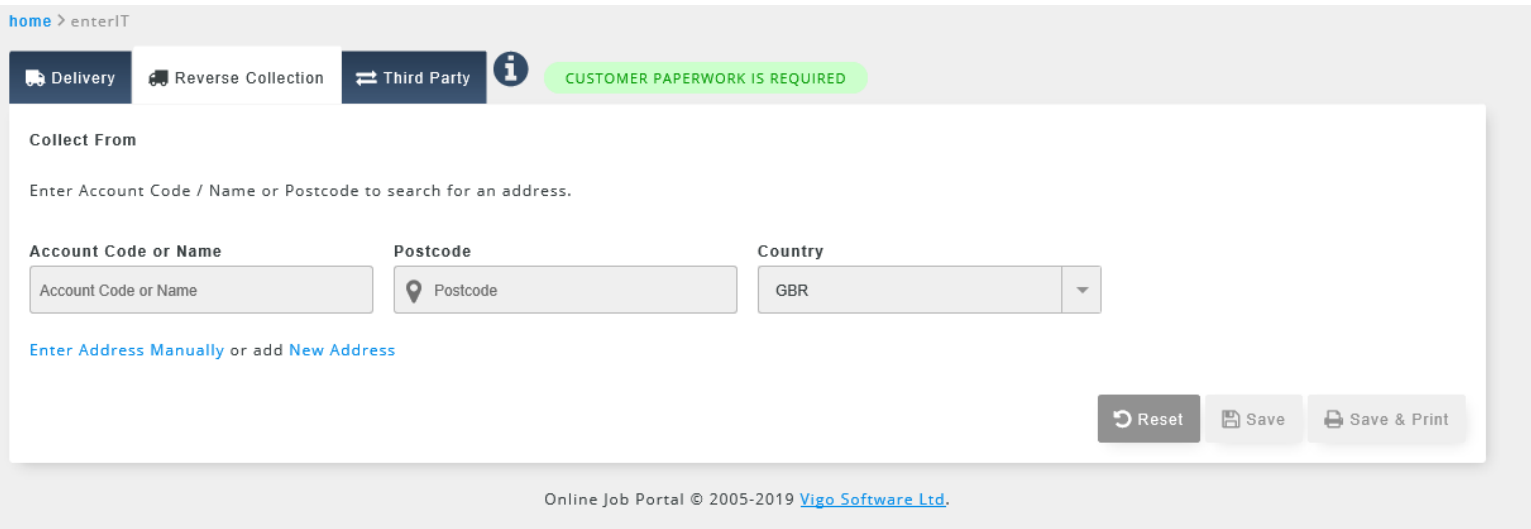
1. select **EnterIT**

2. select the **Reverse Collection**

3. **Important:**



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



4. The **Collect From** section will now appear, now complete the following;

- ✓ **Account Code or Name**
- ✓ **Postcode**
- ✓ **Country**

Once you have completed the Account Code or Name, Postcode and Country, the following screen will appear;

home > enterIT

Delivery Reverse Collection Third Party CUSTOMER PAPERWORK IS REQUIRED

**Collect From**

**Company Name or Individual \***

**House No. / Property Name \*** MORTIMER ROAD

**Address \***

NARBOROUGH

LEICESTER

LEICESTERSHIRE

LE19 2GA

GBR

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

**Email Tracking Alert**

Email

**Collection Date \***

07/05/2019

Complete

Reset Save Save & Print

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

You will now need to complete the following fields:

- ✓ **Company Name or Individual\***
- ✓ **Email Tracking Alert**
- ✓ **Collection Date**

When you are satisfied with your entry, click

Complete

**5. Customer Reference**, the system will request a customer reference but this is optional

✓ To proceed click



The screenshot shows a web application interface for an online job portal. At the top left, there is a breadcrumb "home > enterIT". Below this is a navigation bar with three tabs: "Delivery", "Reverse Collection", and "Third Party". To the right of these tabs is an information icon and a green notification box that says "CUSTOMER PAPERWORK IS REQUIRED".

The main content area is divided into two sections. The first section, titled "COLLECTION FROM", has a dark blue header. Below the header, there is a light blue box containing the following information: a truck icon followed by "TEST03, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR", an envelope icon followed by "TEST@TRANLINK03.CO.UK", and a calendar icon followed by "07/05/2019". An "Edit" button is located in the top right corner of this box.

The second section is titled "Customer Reference" and contains a single text input field with the placeholder text "Customer Reference".

At the bottom right of the main content area, there are three buttons: "Reset" (with a circular arrow icon), "Save" (with a floppy disk icon), and "Save & Print" (with a printer icon). A "Complete" button (with a checkmark icon) is also present in the top right corner of the main content area.

At the bottom of the page, there is a footer that reads "Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)"

6. Once you have completed the step 4, the **Delivery To** field will appear below and you will now need to complete

- ✓ **Contact Name**
- ✓ **Primary Telephone Number**

**Information:** If the address you are sending is in the address book, then you only need to enter the account code or the delivery postcode

✓ Once you have entered in the above data, now click



home > enterIT

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

**COLLECTION FROM** Edit

TEST03, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST@TRANLINK03.CO.UK  
07/05/2019

**REFERENCE** Edit

**Customer Reference**  
test03

**Deliver To** Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTER

**Contact Name** Contact Name

**Primary Telephone** Primary Telephone

Complete

Reset Save Save & Print



## 7. Service

In order to proceed, you must now enter data in the blank fields

- ✓ **Service**, you will be able to select from the drop down menu that automatically appears when you select the arrow

Service

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

- ✓ **Due Date**
- ✓ **Due Time**
- ✓ **Full**
- ✓ **Half**
- ✓ **Quarter**
- ✓ **Oversize**
- ✓ **Weight (kg)**
- ✓ **Total Spaces**

Once you are happy with your entries, click

✓ Complete

home > enterIT

Delivery

Reverse Collection

Third Party



CUSTOMER PAPERWORK IS REQUIRED

### COLLECTION FROM

TEST03, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST@TRANLINK03.CO.UK  
07/05/2019

Edit

### REFERENCE

Customer Reference  
test03

Edit

### DELIVER TO

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
SITE OFFICER 03 - 0116 275 1555

Edit

Service	Due Date	Due Time				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Category	Full	Half	Quarter	Oversize	Weight (kg)	Total Spaces
K - Pallets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

✓ Complete

Reset

Save

Save & Print

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

## 8. Collection Notes and Delivery Notes, the screen below will now appear and will allow you to enter in any notes for delivery or collection

- ✓ When you are satisfied with your notes (this section is optional), please click ✓ Complete

home > enterIT

Delivery Reverse Collection Third Party CUSTOMER PAPERWORK IS REQUIRED

**COLLECTION FROM** Edit

TEST LTD 03, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST@TRANSLINK03.CO.UK  
07/05/2019

**REFERENCE** Edit

Customer Reference  
TEST03

**DELIVER TO** Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST SITE OFFICE - ☎ [0116 275 1555](tel:01162751555)

**CONSIGNMENT DETAILS** Edit

Economy - ⌚ Anytime (From 09:00 - 17:00)  
Category K - Pallets

FULL	WEIGHT	TOTAL SPACES
1	150	1

**Collection Notes**

**Delivery Notes**

✓ Complete

Reset Save Save & Print

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9. You will now have the following three options and the screen similar to the one below will appear

Reset

Save

Save & Print

home > enterIT

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

**COLLECTION FROM** Edit

TEST LTD 03, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST@TRANSLINK03.CO.UK  
07/05/2019

**REFERENCE** Edit

Customer Reference  
TEST03

**DELIVER TO** Edit

Translink Express Logistics Lt, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
TEST SITE OFFICE - 0116 275 1555

**CONSIGNMENT DETAILS** Edit

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

FULL	WEIGHT	TOTAL SPACES
1	150	1

**NOTES**

No collection or delivery notes entered

Reset Save Save & Print


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✓ You now have 3 options to choose from

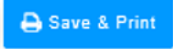

Reset

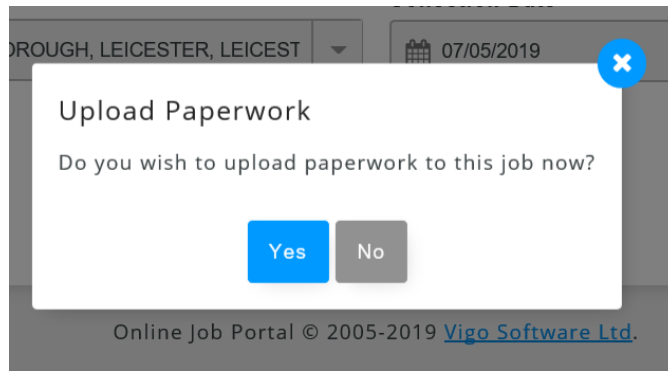
Save

Save & Print

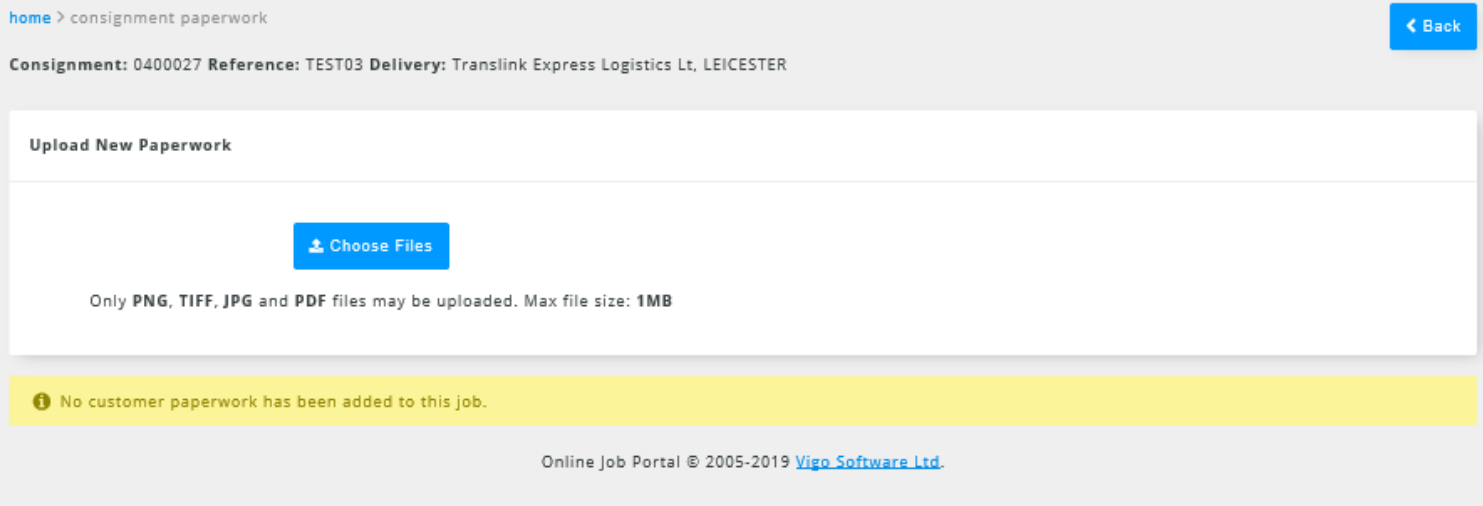
**WARNING:**  will erase your work

✓ Select the option most suited to you

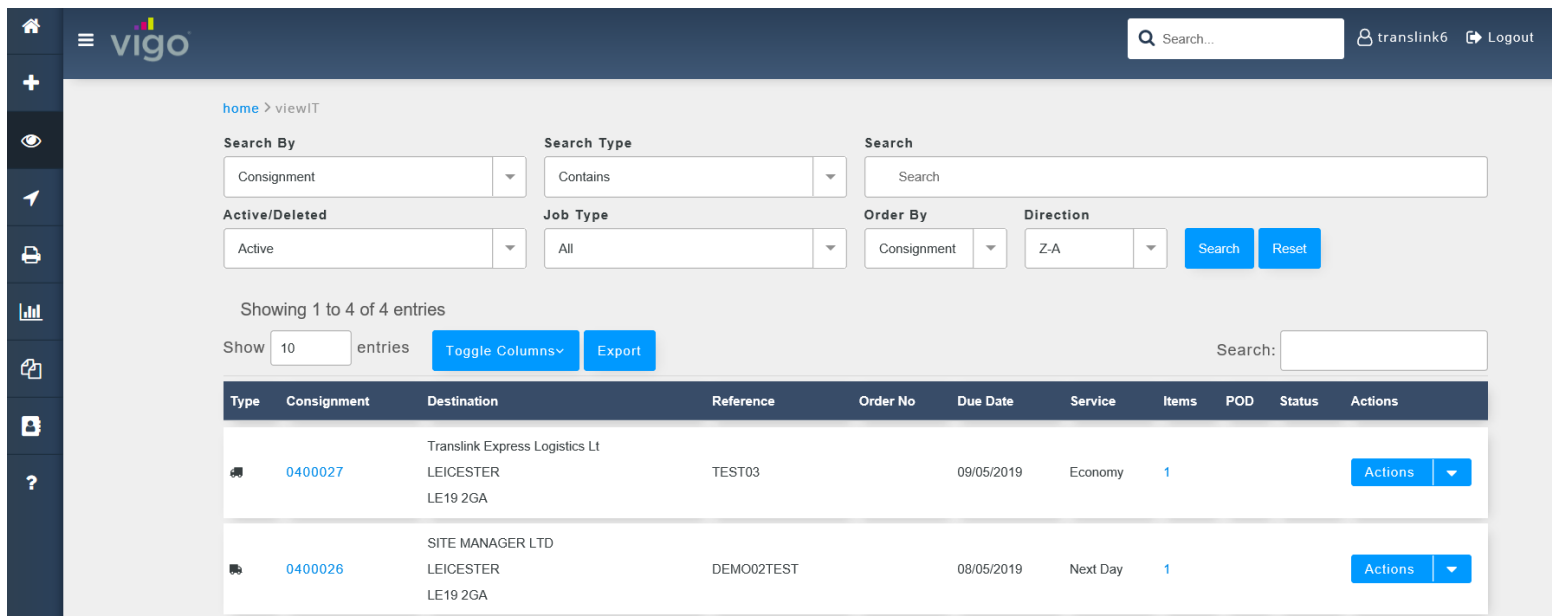
✓ If you select  or , then you will be asked if you would like to



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

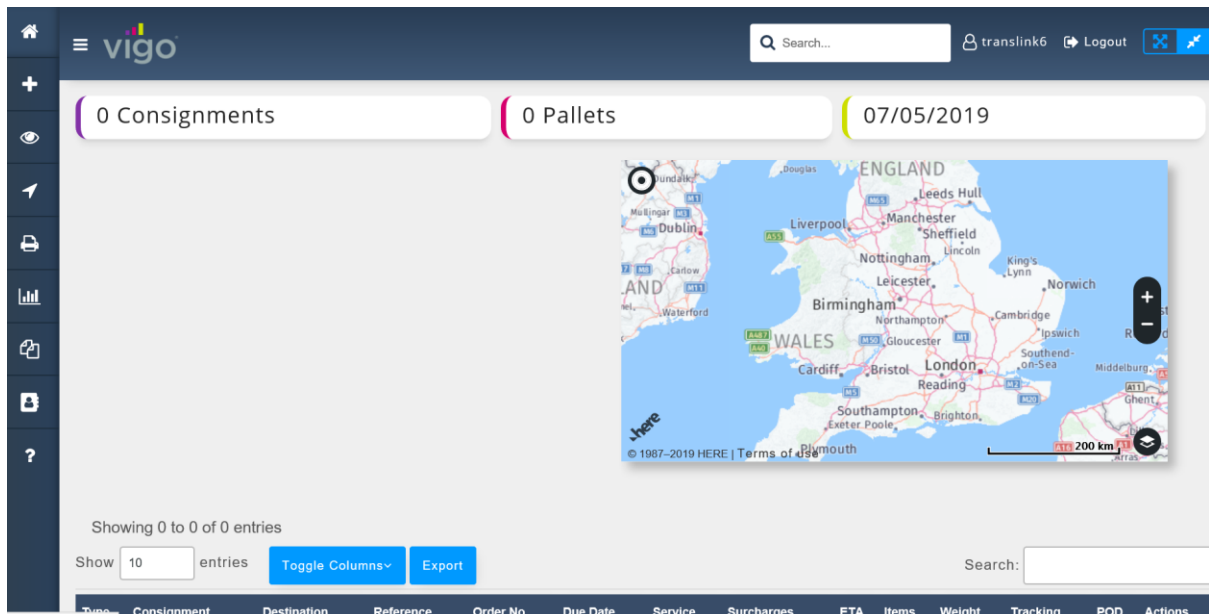


**Additional:** you will be able to view your entry in the viewIT TAB



# Print Manifest

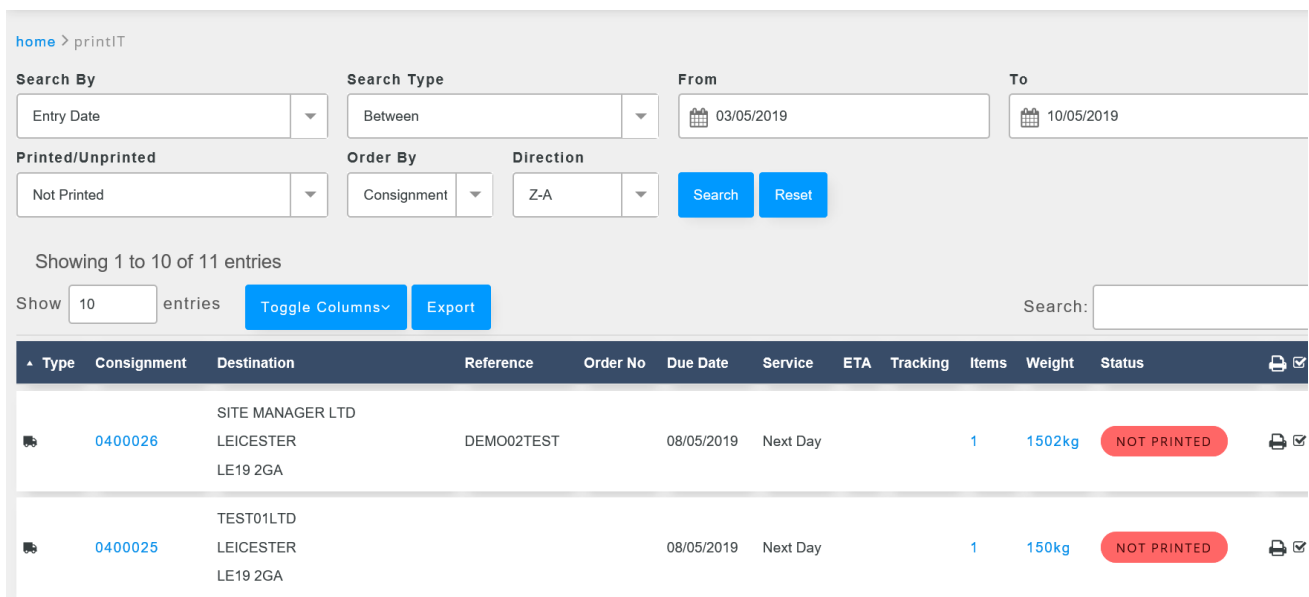
## 1. Go to the Main Menu



## 2. Select



## 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 list of manifest entries with the following details:

Manifest ID	Origin	Destination	Date	Service	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

Below the list, it indicates 'Showing 1 to 10 of 11 entries'. There are navigation buttons for 'First', 'Previous', '1', '2', 'Next', and 'Last'. A 'Due Date' field is set to '10/05/2019' with a 'Print Manifest' button. A 'Label' dropdown menu and an 'Accept' button are also visible. The footer contains the text 'Online Job Portal © 2005-2019 Vigo Software Ltd.'

**Congratulations** you have successfully requested a **Reverse Collection** via the Vigo Customer Portal