

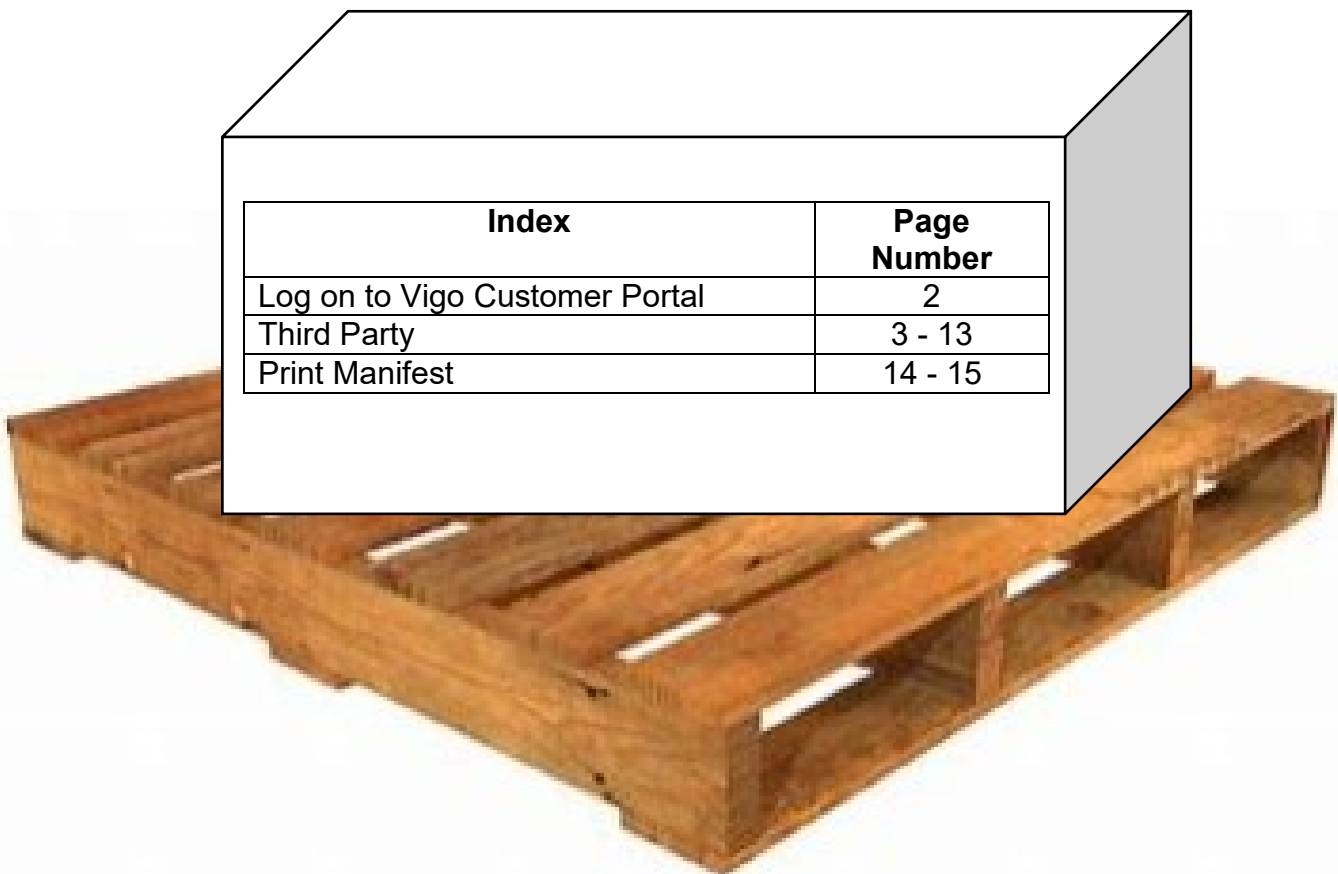
# Vigo Customer Portal

## 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;

✓ Third Party



## How2Guide Log in to Your Portal

1. Use the link below to access your Customer Portal

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

https://www.translinkjobentry.com/

### Translink Contacts

Jackie Allen

Callie Walker

Rebekah Lockwood

Lydia Baxter

Jodie Cleaver

Telephone: 0116 275 1555

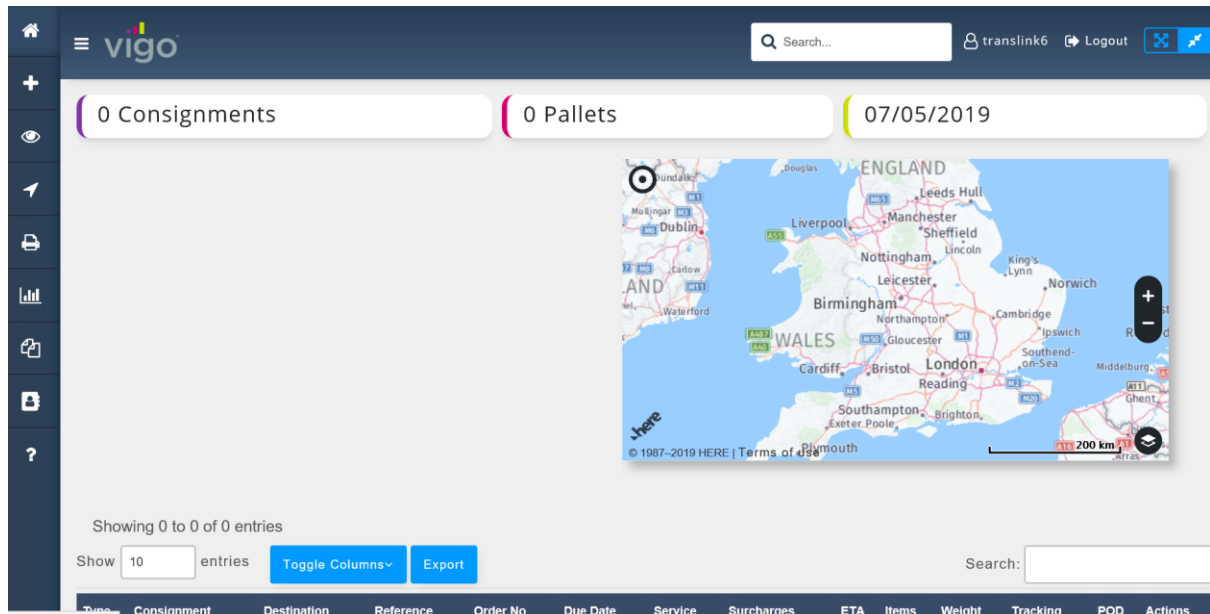
### Vigo Support

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

Telephone: 01527 551 500

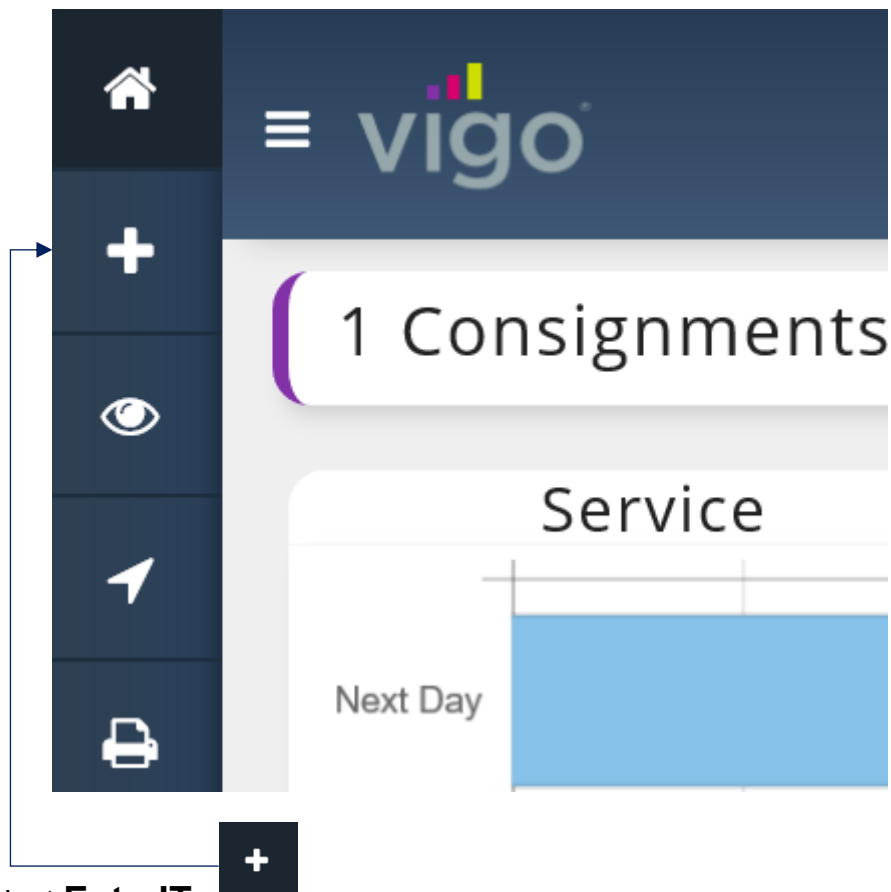
## How2GuideThird Party

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

4. Select the **Third Party** 


5. **Collect From**, the screen below will appear

home > enterIT




 Delivery
  Reverse Collection
  Third Party
  CUSTOMER PAPERWORK IS REQUIRED

**Collect From**

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

Account Code or Name	Postcode	Country
Account Code or Name	 Postcode	GBR

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

 Reset
  Save
  Save & Print

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

6. You will now need to complete the following information:

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


Once you complete the above, then following will appear

The screenshot shows a web form titled 'Collect From' with a breadcrumb 'home > enterIT'. At the top, there are tabs for 'Delivery', 'Reverse Collection', and 'Third Party', with 'Third Party' selected. A green banner indicates 'CUSTOMER PAPERWORK IS REQUIRED'. The form fields are as follows:

- Company Name or Individual \***: A red-outlined empty text box.
- House No. / Property Name \***: A text box containing 'MORTIMER ROAD'.
- Address \***: A series of stacked text boxes containing 'NARBOROUGH', 'LEICESTER', 'LEICESTERSHIRE', 'LE19 2GA', and 'GBR'.
- Collection Date \***: A date picker showing '07/05/2019'.

A yellow tooltip on the right side of the address field reads: 'Perform an [address search](#) for GBR or IRL addresses only. or [Enter Address Manually](#)'. At the bottom right, there are buttons for 'Complete' (blue), 'Reset' (grey), 'Save' (grey), and 'Save & Print' (grey). The footer text is 'Online Job Portal © 2005-2019 [Vigo Software Ltd.](#)'.

You are required to complete the following fields:

- ✓ **Company Name or Individual**
- ✓ **Collection Date**
- ✓ When you are satisfied with your entries, left click on 

## 7. Customer Reference

this is your opportunity to include a reference (this is optional)

✓ When you are satisfied with your entries, left click

✓ Complete

[home](#) > enterIT

 Delivery

 Reverse Collection


 Third Party




CUSTOMER PAPERWORK IS REQUIRED

 COLLECTION FROM

 Edit

 TEST04DEMONSTRATION, 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.](#)

**8. Deliver To**, you will now be invited to complete the following sections

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

**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

home > enterIT

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

**COLLECTION FROM** **Edit**

TEST04DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR

07/05/2019

**REFERENCE** **Edit**

**Customer Reference**

TEST04

**Deliver To**

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

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

Account Code or Name Postcode GBR

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

**Reset** **Save** **Save & Print**

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



## 9. Company Name or Individual, this mandatory field will appear for you to complete

Please also complete the following blank fields;

- ✓ **Contact Name**
- ✓ **Primary Telephone**
- ✓ **Email Tracking Alert**

home > enterIT

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

**COLLECTION FROM** **Edit**

TEST04DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR

07/05/2019

**REFERENCE** **Edit**

**Customer Reference**

TEST04

**Deliver To**

**Company Name or Individual \***

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

MORTIMER ROAD

NARBOROUGH

LEICESTER

LEICESTERSHIRE

LE19 2GA

GBR

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

**Contact Name** **Primary Telephone** **Email Tracking Alert**

Contact Name

Primary Telephone

Email

**Complete**

**Reset** **Save** **Save & Print**

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

✓ When you are satisfied, please left click on

**Complete**

**10. Service**, now you have the option to select the service you require. You will need to complete the blank fields listed below;

✓ **Service**, if you select the arrow to the right of the blank field, then a drop down selection box will appear

Service

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

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

home > enterIT

☒ Delivery
 ☒ Reverse Collection
 ☐ Third Party
 Customer Paperwork is Required

**COLLECTION FROM** Edit

TEST04DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
 07/05/2019

**REFERENCE** Edit

**Customer Reference**  
 TEST04

**DELIVER TO** Edit

Test Ltd 04, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
 Site 04 Officer - [0116 275 1555](tel:01162751555)  
 SiteOfficer@translinktestltd.co.uk

Service  Due Date  Due Time   
 Category  Full  Half  Quarter  Oversize  Weight (kg)  Total Spaces

K - Pallets

Complete
Reset
Save
Save & Print

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

✓ When you are satisfied, left click on Complete

## 11. Collection Notes and Delivery Notes, this is your opportunity to enter any notes for delivery or collection

home > enterIT

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

**COLLECTION FROM** [Edit](#)

TEST04DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
07/05/2019

**REFERENCE** [Edit](#)

Customer Reference  
TEST04

**DELIVER TO** [Edit](#)

Test Ltd 04, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
Site 04 Officer - ☎ [0116 275 1555](tel:01162751555)  
SiteOfficer@translinktestltd.co.uk

**CONSIGNMENT DETAILS** [Edit](#)

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

FULL	WEIGHT (KG)	TOTAL SPACES
1	150	1

**Collection Notes**

**Delivery Notes**

[✓ Complete](#)

[Reset](#) [Save](#) [Save & Print](#)

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

✓ When you are satisfied, left click on [✓ Complete](#)

12. 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

TEST04DEMONSTRATION, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
07/05/2019

**REFERENCE** Edit

Customer Reference  
TEST04

**DELIVER TO** Edit

Test Ltd 04, MORTIMER ROAD, NARBOROUGH, LEICESTER, LEICESTERSHIRE, LE19 2GA, GBR  
Site 04 Officer - 0116 275 1555  
SiteOfficer@translinktestltd.co.uk

**CONSIGNMENT DETAILS** Edit

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

FULL	WEIGHT (KG)	TOTAL SPACES
1	150	1

**NOTES** Edit

No collection or delivery notes entered

Reset Save Save & Print


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

- ✓ You now have 3 options to choose from

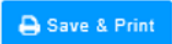

Reset

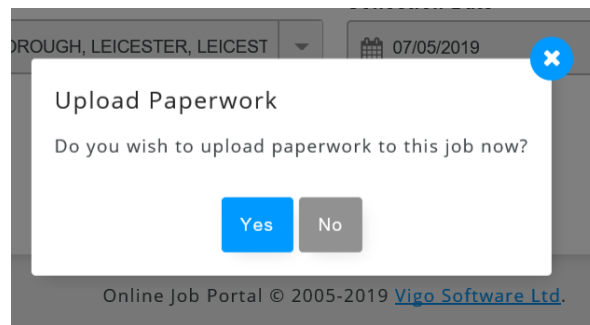
Save


Save & Print

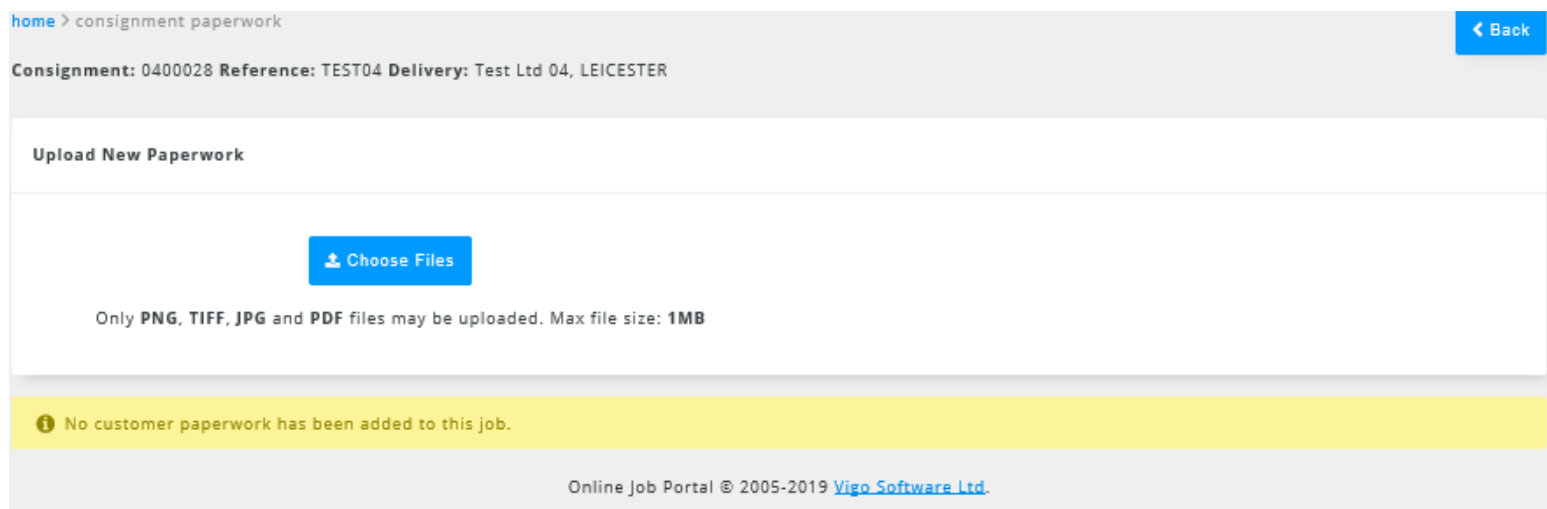
**WARNING:**  Reset will erase your work


- ✓ Select the option most suited to you


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

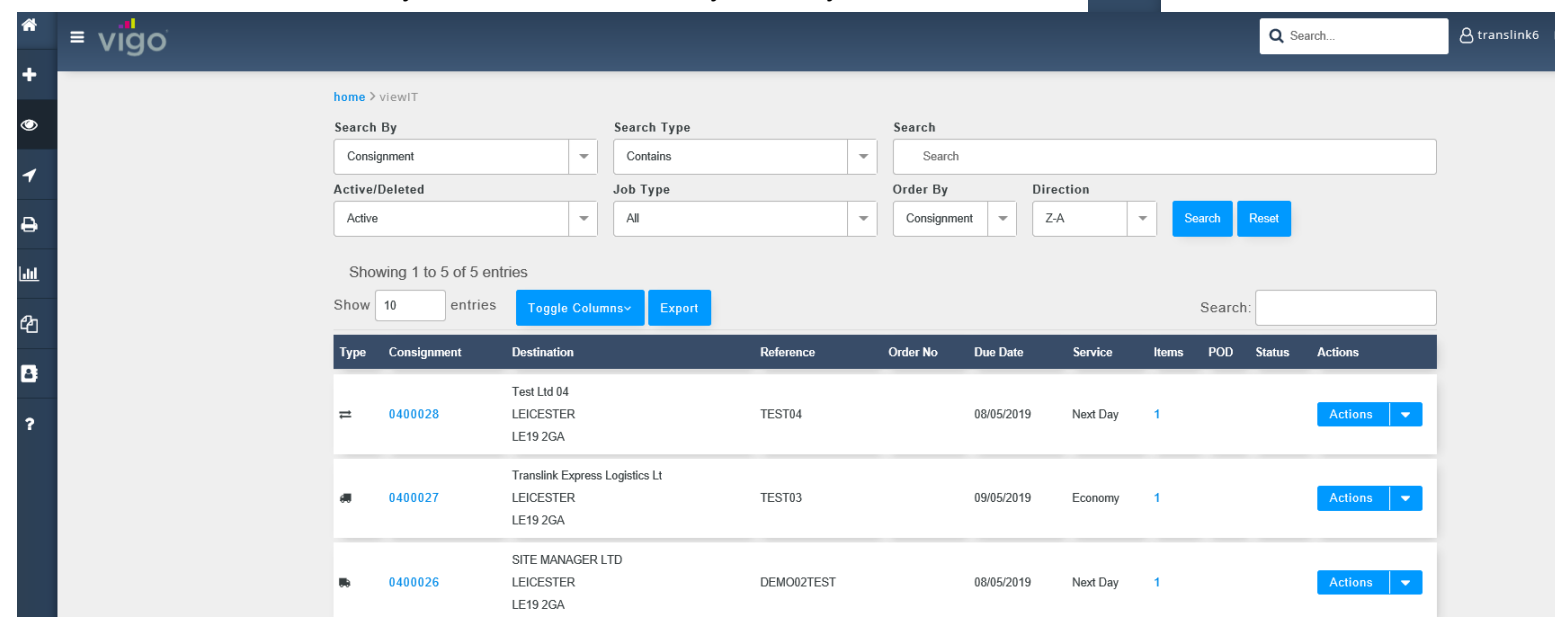


✓ By selecting  , you will see the picture below



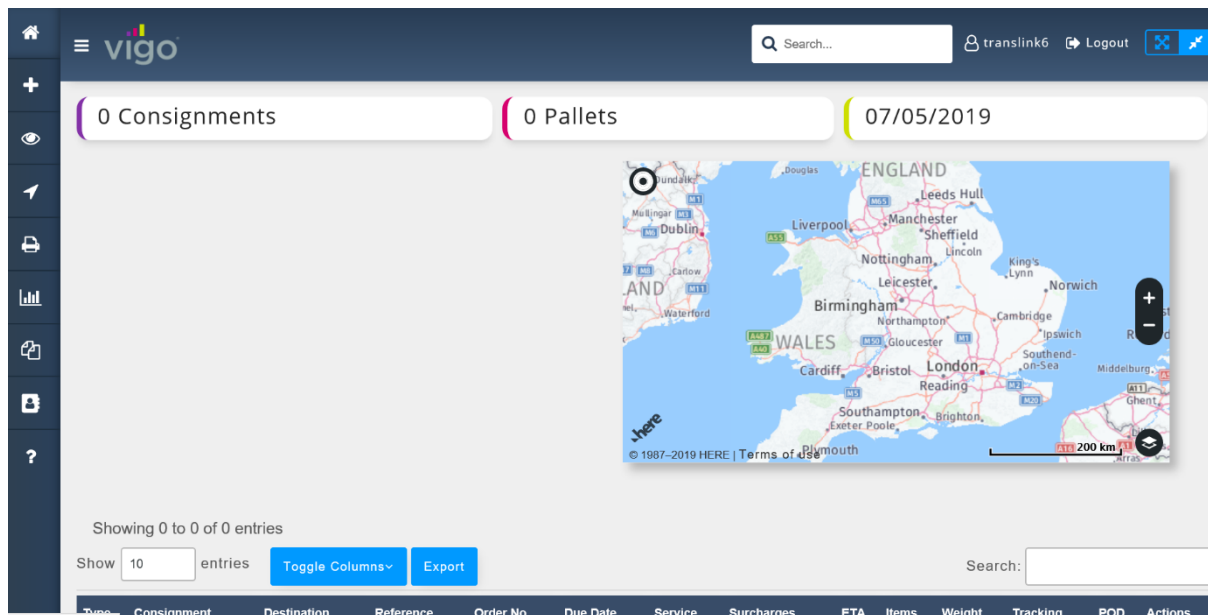
If you select  , then your entire entry will be wiped

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

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	
	0400026	SITE MANAGER LTD LEICESTER LE19 2GA	DEMO02TEST		08/05/2019	Next Day			1	1502kg	NOT PRINTED	
	0400025	TEST01LTD LEICESTER LE19 2GA			08/05/2019	Next Day			1	150kg	NOT PRINTED	

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

The screenshot displays the Vigo Customer Portal interface. At the top, there is a dark blue header with the Vigo logo, a search bar, and user information (translink6, Logout). A vertical sidebar on the left contains various navigation icons. The main content area shows a list of 11 entries, with the first four visible. Each entry includes a unique ID, location, test name, date, service type, quantity, weight, and a 'NOT PRINTED' status. The entries are as follows:

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

Below the list, it says 'Showing 1 to 10 of 11 entries'. At the bottom, there is a 'Due Date' section with a calendar icon and a date of 10/05/2019, a 'Print Manifest' button, and a 'Label' dropdown menu with an 'Accept' button. The footer text reads 'Online Job Portal © 2005-2019 Vigo Software Ltd.'

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