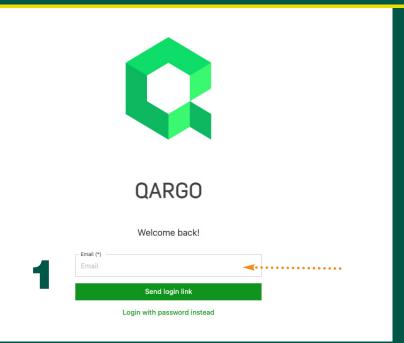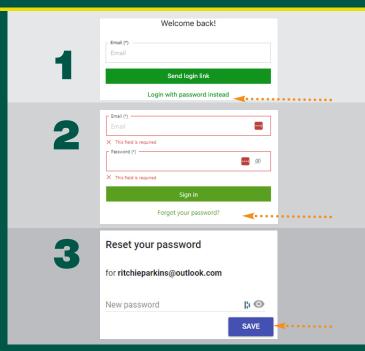# WELCOME
TO QARGO

Qargo is very simple and intuitive to use, but just in case, we have prepared you a how to guide

- How to log in
- How to enter a job
- How to view your jobs
- How to print a label
- How to find a POD in the new system (Qargo)
  How to find a delivery/collection photo in the new system (Qargo)
  How to find a POD from the old system (eTransport)

QARGO

Welcome back!

1   Email (*)
Email

Send login link

Login with password instead

Welcome back!

1   Email (*)
Email

Send login link

Login with password instead

2   Email (*)
Email
✗ This field is required
Password (*)
✗ This field is required

Sign in

Forgot your password?

3   Reset your password

for ritchieparkins@outlook.com

New password

SAVE

How to log in
Single users using single email address

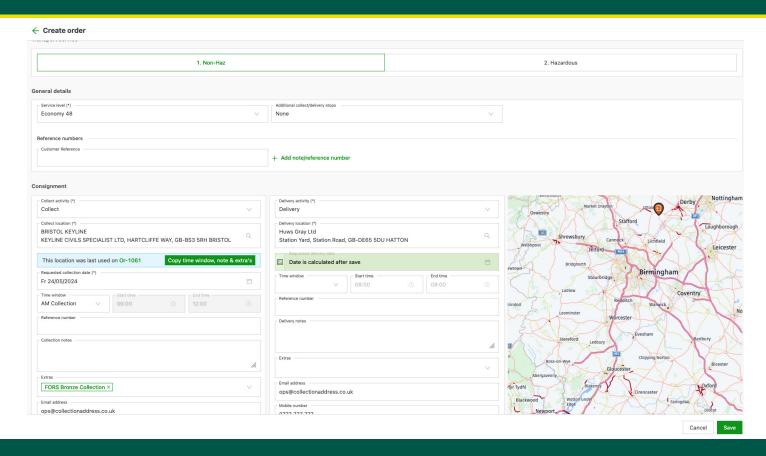You will have already told Ritchie in IT if you need to log in

- Qargo will send you an email with a click here link to the log in portal

- Open the link and type in your email address, then **click send log in link** (step 1)

- Qargo will now send you an email to confirm your log in

- To confirm use the sign in to Qargo link in the email

- Once back into Qargo, enter your email address and click log in

- Save your page as a bookmark/ favourite

How to log in
Multiple users using shared single email address

You will have already told Ritchie in IT if you need to log in

- Qargo will send you an email with a click here link to the log in portal

- Open the link and click **Login with password instead** (step 1)

- Now click forgot your password (step 2)

- Enter your email and click **Reset password**

- Qargo will now send you an email to set your Qargo password (step 3) the link is only active for 1 hour

Issues with log in contact Ritchie qargoportal@csellis.co.uk

How to create a new job/order

- Click orders on your home screen

- In the orders screen, click Create order

- **Transport Service**
  Choose 1: Non-Haz or 2: Hazardous

  General details
  Choose service level: Economy 48 / Economy 72 / Next Day

- **Consignment details**
  Collection/Delivery location:
  Choose from pre-populated addresses or add manually / Google Search
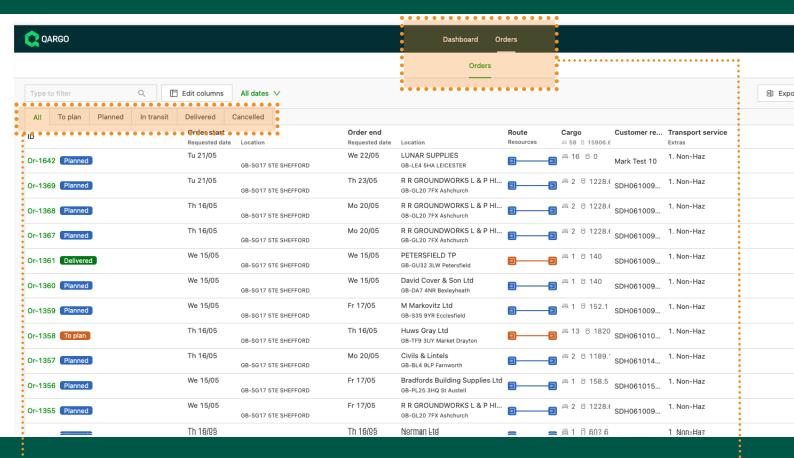 **Extras:** FORS / Amazon / Lift assist

  Then continue to populate details.
  Once complete SAVE and your job/order is complete

Issues with creating a new job contact 01780 722 378

CSELLIS
L O G I S T I C S

How to view your jobs

- On your home screen click ORDERS to view your orders ....
- You can also change the date to view

- You can view all of your orders, or orders per category:
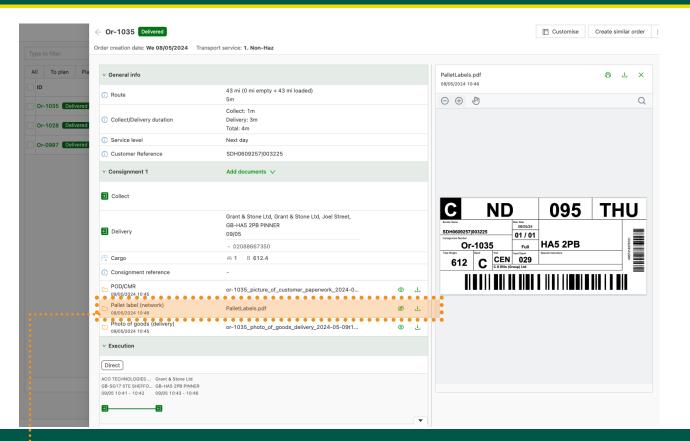
Orders to plan `To plan`

Planned `Planned`

In transit `In transit`

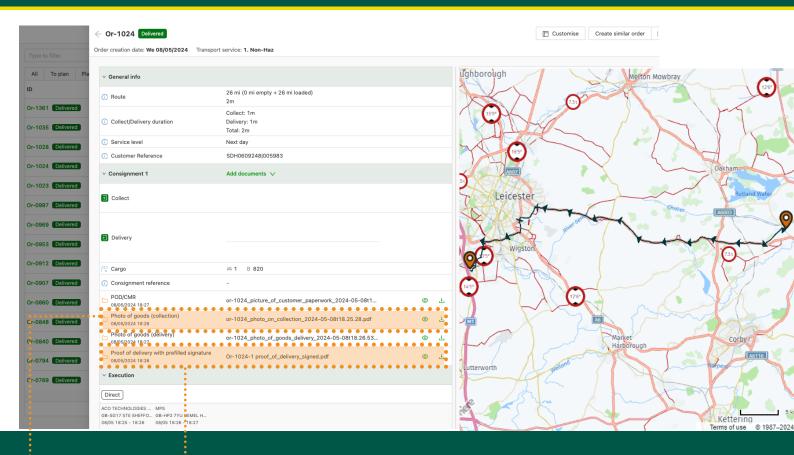Delivered `Delivered`

Cancelled `Cancelled`

How to print a label (Network)

- Click on a specific job from the home screen
- Scroll down to **Pallet label (network)**
- You can then either click the eye to view the label or click the download button to download and print

How to find a POD in Qargo

- Click on a specific job from the home screen
- Scroll down to **proof of delivery with signature**
- You can then either click the eye to view the POD or click the download button

How to find a Photo of goods in Qargo

- Click on a specific job from the home screen
- Scroll down to **photo of goods (collection) or (delivery)**
- You can then either click the eye to view the photo or click the download button

How to find a POD from the old system ETransport

- You will still be able to find old PODs from the old transport system - eTransport, log in as you would have done previously to retrieve any old POD's

Issues with finding a pod/photo contact 01780 722 378