

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

1

Welcome back!

Email (*)
Email

Send login link

Login with password instead

2

Email (*)
Email

X This field is required

Password (*)
Password (*)

X 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

← Create order

1. Non-Haz

2. Hazardous

General details

Service level (*)
Economy 48

Additional collect/delivery stops
None

Reference numbers

Customer Reference + Add note/reference number

Consignment

Collect activity (*)
Collect

Collect location (*)
BRISTOL KEYLINE
KEYLINE CIVILS SPECIALIST LTD, HARTCLIFFE WAY, GB-BS3 5RH BRISTOL

This location was last used on Or-1061 Copy time window, note & extra's

Requested collection date (*)
Fr 24/05/2024

Time window
AM Collection Start time 09:00 End time 12:00

Reference number

Collection notes

Extras
FORS Bronze Collection x

Email address
ops@collectionaddress.co.uk

Delivery activity (*)
Delivery

Delivery location (*)
Huws Gray Ltd
Station Yard, Station Road, GB-DE65 5DU HATTON

Date is calculated after save

Time window Start time 08:00 End time 08:00

Reference number

Delivery notes

Extras

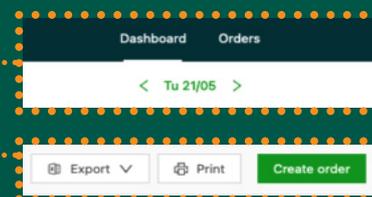
Email address
ops@collectionaddress.co.uk

Mobile number

Cancel
Save

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

QARGO

Dashboard Orders

Orders

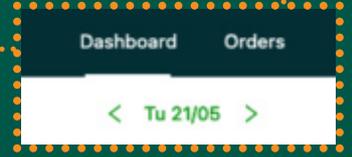
Type to filter Edit columns All dates ▼

All To plan Planned In transit Delivered Cancelled

ID	Order start	Location	Order end	Location	Route	Cargo	Customer re...	Transport service
	Requested date		Requested date		Resources	58 15906.€		Extras
Or-1642	Planned	Tu 21/05	GB-SG17 5TE SHEFFORD	We 22/05	LUNAR SUPPLIES GB-LE4 5HA LEICESTER	16 0	Mark Test 10	1. Non-Haz
Or-1369	Planned	Tu 21/05	GB-SG17 5TE SHEFFORD	Th 23/05	R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch	2 8 1228.4	SDH061009...	1. Non-Haz
Or-1368	Planned	Th 16/05	GB-SG17 5TE SHEFFORD	Mo 20/05	R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch	2 8 1228.4	SDH061009...	1. Non-Haz
Or-1367	Planned	Th 16/05	GB-SG17 5TE SHEFFORD	Mo 20/05	R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch	2 8 1228.4	SDH061009...	1. Non-Haz
Or-1361	Delivered	We 15/05	GB-SG17 5TE SHEFFORD	We 15/05	PETERSFIELD TP GB-GU32 3LW Petersfield	1 8 140	SDH061009...	1. Non-Haz
Or-1360	Planned	We 15/05	GB-SG17 5TE SHEFFORD	We 15/05	David Cover & Son Ltd GB-DA7 4NR Bexleyheath	1 8 140	SDH061009...	1. Non-Haz
Or-1359	Planned	We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	M Markovitz Ltd GB-S35 9YR Ecclesfield	1 8 152.1	SDH061009...	1. Non-Haz
Or-1358	To plan	Th 16/05	GB-SG17 5TE SHEFFORD	Th 16/05	Huws Gray Ltd GB-TF9 3UY Market Drayton	13 8 1820	SDH061010...	1. Non-Haz
Or-1357	Planned	Th 16/05	GB-SG17 5TE SHEFFORD	Mo 20/05	Civils & Lintels GB-BL4 9LP Farnworth	2 8 1189.7	SDH061014...	1. Non-Haz
Or-1356	Planned	We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	Bradfords Building Supplies Ltd GB-PL25 3HQ St Austell	1 8 158.5	SDH061015...	1. Non-Haz
Or-1355	Planned	We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch	2 8 1228.4	SDH061009...	1. Non-Haz
		Th 16/05		Th 16/05	Nerman Ltd	1 8 1820		1 Non-Haz

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**



All	To plan	Planned	In transit	Delivered	Cancelled	Order start	Order end	Route	Cargo	Customer re...	Transport service
						Requested date	Requested date	Resources	33 7362.8		Extras
Or-1361	Delivered					We 15/05	We 15/05	PETERSFIELD TP GB-GU32 3LW Petersfield	1 8 140	SDH061009...	1. Non-Haz
Or-1035	Delivered					We 08/05	Th 09/05	Grant & Stone Ltd GB-HA5 2PB PINNER	1 8 612.4	SDH060925...	1. Non-Haz
Or-1028	Delivered					We 08/05	Th 09/05	TREFOREST KEYLINE GB-CF37 5TF CARDIFF	3 8 1837.4	SDH060928...	1. Non-Haz
Or-1024	Delivered					We 08/05	Th 09/05	MPS GB-HP2 7YU HEMEL HEMPSTEAD	1 8 820	SDH060924...	1. Non-Haz
						Tu 07/05	We 08/05	Huws Gray Ltd	2 8 250.5		1 Non-Haz

Issues viewing your jobs contact 01780 722 378

← Or-1035 **Delivered** Customise Create similar order

Order creation date: **We 08/05/2024** Transport service: **1. Non-Haz**

Type to filter

All To plan Pla

ID

Or-1035 **Delivered**

Or-1026 **Delivered**

Or-0997 **Delivered**

▼ General info

Route 43 mi (0 mi empty + 43 mi loaded)
5m

Collect/Delivery duration Collect: 1m
Delivery: 3m
Total: 4m

Service level Next day

Customer Reference SDH0609257|003225

▼ Consignment 1 Add documents

Collect

Grant & Stone Ltd, Grant & Stone Ltd, Joel Street,
GB-HA5 2PB PINNER
09/05

- 02088667350

Cargo 1 612.4

Consignment reference -

POD/CMR 09/05/2024 10:45 or-1035_picture_of_customer_paperwork_2024-0...

Pallet label (network) 08/05/2024 10:46 **PalletLabels.pdf**

Photo of goods (delivery) 09/05/2024 10:45 or-1035_photo_of_goods_delivery_2024-05-09t1...

▼ Execution

Direct

ACO TECHNOLOGIES ... Grant & Stone Ltd
GB-S017 STE SHEFFO... GB-HA5 2PB PINNER
09/05 10:41 - 10:42 09/05 10:43 - 10:46

PalletLabels.pdf
08/05/2024 10:46

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

← Or-1024 **Delivered** Customise Create similar order

Order creation date: **We 08/05/2024** Transport service: **1. Non-Haz**

Type to filter

All To plan Pla

ID

Or-1361 **Delivered**

Or-1035 **Delivered**

Or-1028 **Delivered**

Or-1024 **Delivered**

Or-1023 **Delivered**

Or-0997 **Delivered**

Or-0968 **Delivered**

Or-0953 **Delivered**

Or-0912 **Delivered**

Or-0907 **Delivered**

Or-0860 **Delivered**

Or-0848 **Delivered**

Or-0840 **Delivered**

Or-0794 **Delivered**

Or-0789 **Delivered**

General info

Route 26 mi (0 mi empty + 26 mi loaded)
2m

Collect/Delivery duration Collect: 1m
Delivery: 1m
Total: 2m

Service level Next day

Customer Reference SDH0609248|005983

Consignment 1 Add documents

Collect

Delivery

Cargo 1 820

Consignment reference -

POD/CMR
08/05/2024 18:27 or-1024_picture_of_customer_paperwork_2024-05-0811...

Photo of goods (collection)
08/05/2024 18:26 or-1024_photo_on_collection_2024-05-08118.25.28.pdf

Photo of goods (delivery)
08/05/2024 18:27 or-1024_photo_of_goods_delivery_2024-05-08118.26.53...

Proof of delivery with prefilled signature
08/05/2024 18:28 Or-1024-1 proof_of_delivery_signed.pdf

Execution

Direct

ACD TECHNOLOGIES - MPS
GB-S017 STE SHEFFO... GB-HP2 7YU MEMEL H...
08/05 18:25 - 18:26 08/05 18:26 18:27

Map showing route from Leicester to Market Harborough.

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

