



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)



	Welcome back!
	Email (*)
	Send login link
	Email (*)
	This field is required Parameter (1)
	(aniou())
0.1500	X This field is required
QARGO	Sign in
	Forgot your password?
Welcome back!	Reset your password
Email (*)	3
Email	for ritchieparkins@outlook.com
Send login link	
Login with password instead	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



1	Create	ordor
	create	order

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eneral details			
Service level (*)	Additional collect/delivery stops		
Economy 48	✓ None	~	
Reference numbers			
Customer Reference	+ Add note/reference number		
onsignment			
Collect activity (*)	Delivery activity (*)		Derby Nottin
Collect	✓ Delivery	~	Oswestry
Collect location (*)	Delivery location (*)		Stafford
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KEYLINE CIVILS SPECIALIST LTD, HARTCLIFFE WAY, GB-BS3 5RH BRISTOL	Station Yard, Station Road, GB-DE	5 5DU HATTON	weshpool anewsoury Cannock Uchfield Leice
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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



Orders

Dashboard

< Tu 21/05 >

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	Or-1359	Planned	1		We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	M Markovitz Ltd GB-S35 9YR Ecclesfield	0	▲ 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	0	a 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	0-6	a 2 8 1189. ■	SDH061014	1. Non-Haz	
	Or-1356	Planned	1		We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	Bradfords Building Supplies Ltd GB-PL25 3HQ St Austell		岡18158.5	SDH061015	1. Non-Haz	
	Or-1355	Planned	1		We 15/05	GB-SG17 5TE SHEFFORD	Fr 17/05	R R GROUNDWORKS L & P HI GB-GL20 7FX Ashchurch	D - D	扁281228.	⁶ SDH061009	1. Non-Haz	
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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						
ID				Order start Requested date	Location	Order end Requested date	Location	Route Resources	Cargo	Customer re	Transport servic Extras
Or-136	1 Delivered	d		We 15/05	GB-SG17 5TE SHEFFORD	We 15/05	PETERSFIELD TP GB-GU32 3LW Petersfield	0 0	扁18140	SDH061009	1. Non-Haz
Or-103	5 Delivered	d		We 08/05	GB-SG17 5TE SHEFFORD	Th 09/05	Grant & Stone Ltd GB-HA5 2PB PINNER	0-0	高18612.4	SDH060925	1. Non-Haz
Or-102	8 Delivered	d		We 08/05	GB-SG17 5TE SHEFFORD	Th 09/05	TREFOREST KEYLINE GB-CF37 5TF CARDIFF	0-0-0	a 3 8 1837.€	SDH060928	1. Non-Haz
Or-102	4 Delivered	d		We 08/05	GB-SG17 5TE SHEFFORD	Th 09/05	MPS GB-HP2 7YU HEMEL HEMPSTEAD	0-0	扁18820	SDH060924	1. Non-Haz
				-							

Issues viewing your jobs contact 01780 722 378



	- Or-1035 Delivered				Customise	Create similar orde	r
	Order creation date: We 08/05/2024 Transp	ort service: 1. Non-Haz					
All To plan Pla	✓ General info			PalletLabels.pdf		⊜ ⊥ ×	:
ID	① Route	43 mi (0 mi empty + 43 mi loaded) 5m		08/05/2024 10:46		0	
Or-1035 Delivered	Collect/Delivery duration	Collect: 1m Delivery: 3m Total: 4m		000			
Or-0997 Delivered	Service level	Next day					
	Customer Reference	SDH0609257 003225					
	✓ Consignment 1	Add documents 🗸					
	Collect				005	тин	
	Delivery	Grant & Stone Ltd, Grant & Stone Ltd, Joel Street, GB-HA5 2PB PINNER 09/05		SDH0609257(003225 Mar Der 08/05/24 Congreent Munitar 01 / 01	1		-
		- 02088667350		Tatel Weight Band Made Input Deput	HA5 2PB	RESPICES	
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	 Consignment reference 	-					1
	POD/CMR 09/05/2024 10:45	or-1035_picture_of_customer_paperwork_2024-0	<u>ل</u> ©				
	Pallet label (network) 08/05/2024 10:46	PalletLabels.pdf	øĿ	:			
	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-SG17 5TE SHEFFO GB-HA5 2PB PINNER 09/05 10:41 - 10:42 09/05 10:43 - 10:46						
			-				

^{i...}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



					Customise Create similar order	
	r	Order creation date: We 08/05/2024 Trans	port service: 1. Non-Haz			
All To p	plan Pla	✓ General info		ughborough	Melton Mo	vbray
ID	_	() Route	26 mi (0 mi empty + 26 mi loaded) 2m	XXX	m	3
Or-1361 D	elivered	 Collect/Delivery duration 	Collect: 1m Delivery: 1m			- mg
	CITACLON .	Convice level	Total: 2m			
Or-1028 D	elivered	Ouetomer Reference	SDLIDE00248I005082			
Or-1024 D	elivered		3010003240100303			Oakham
0- 1022	albumad	✓ Consignment 1	Add documents V	5		TU
01-1023	envered	D Collect		Leicester	3	Rutland Water
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Or-0969 🖸 Or-0953 🖸	elivered	Delivery		Wigston		man
Or-0912 D	elivered	🕂 Cargo	A 1 8 820			ANA
Or-0907 D	elivered	Consignment reference	-	(LUT)		5
Or-0860 D	elivered	POD/CMR 08/05/2024 18:27	or-1024_picture_of_customer_paperwork_2024-05-08t1	• ± 7 L	A Contraction	CAL.
Cr-0848 🖸	elivered	Photo of goods (collection) 08/05/2024 18:26	or-1024_photo_on_collection_2024-05-08t18.25.28.pdf	• 🗳 📩 🔪		mary
0r-0840 🖸	elivered	Photo of goods (delivery) 08/05/2024 18:27	or-1024_photo_of_goods_delivery_2024-05-08t18.26.53	• ±	Market	Corby
Gr-0794 🖸	elivered	Proof of delivery with prefilled signature 08/05/2024 18:26	Or-1024-1 proof_of_delivery_signed.pdf	© ≟	Salama	I REAL
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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 James 01780 722 378