

Following Login

- Track and Trace screen will open.
- To search for a consignment you have a few options
 - By Consignee
 - By Date
 - By Reference number

TrackIT Web - Recent Transactions

Logged in as: Alan Cox

[Administration](#) [Consignments](#)

[New Consignment](#)
[Unsent Consignments](#)
[Browse by manifest](#)

Consignor MLink Dublin POD returns (09032012) ▼
Consignee
Pickup Date Day/Month/Y ▼ to Day/Month/Y ▼ (format: yyyy-mm-dd)
Reference number
Status ▼

To see the details and the POD click on the Tracking Number

Consignor ▼
Consignee
Pickup Date Day/Month/Y ▼ to Day/Month/Y ▼ (format: yyyy-mm-dd)
Reference number 3116696
Status ▼

Showing results 1-1 of 1

Tracking Number	Consignor	Consignee	Pickup Date	Status	Reference Number(s)
3116696	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 , Blarney Business park , Blarney , Co Cork	2012-07-26	Delivered/POD	SREF Reference CREF Reference PODREF 19040001000

Showing results 1-1 of 1

When you view the details click on the [Download Original image](#) under the image. It will give you an option to save on your local machine.



Consignments for delivery to your consignees

To create a job click on the [New Consignment](#)
The following screen will display.

Administration		Consignments	
Consignor:	<input type="text" value="MLink Dublin POD returns (09032012)"/>		
Pickup from:	Orion Business Campus Ballycoolin Blanchardstown Dublin 15		
	<input type="button" value="Use New Consignee"/>		
Consignee:	<input type="text"/>		
Delivery Address:	<input type="text"/>		
Phone:	<input type="text"/>		
Reference:	SREF	<input type="text"/>	
	CREF	<input type="text"/>	
	REF4	<input type="text"/>	
	REF5	<input type="text"/>	
Items:	Envelopes	<input type="text" value="0"/>	<input type="button" value="↑"/>
Comments:	<input type="text"/>		
	<input type="button" value="Save"/>		

Type into the Consignee box, if the consignee does not appear click the [Use New Consignee](#) button; fill out the fields as marked. Shown below.

Consignee:	<input type="text" value="Consignee Name"/>
Delivery Address:	<input type="text" value="Address line 1"/>
	<input type="text" value="Address line 2"/>
	<input type="text" value="Town"/>
	<input type="text" value="County"/>
Phone:	<input type="text"/>

Fill in your reference details

Reference:	SREF	<input type="text"/>	SUPPLIER REFERENCE
	CREF	<input type="text"/>	CUSTOMER REFERENCE
	REF4	<input type="text" value="AND ADDITIONAL REFERENCES"/>	
	REF5	<input type="text"/>	

Select the consignment types and quantities

Items:	Envelopes	<input type="text" value="0"/>	<input type="button" value="↑"/>
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Fill out any delivery details or instructions needed

Comments:	<input type="text" value="A short message for Delivery driver. To Assist with contact or delivery (optional)"/>
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Click [SAVE](#) to complete the entry

Review Entered Consignments select Unsent Consignments

The system will display all transactions ready for sending to Masterlink



TrackIT Web - Unsent Transactions
 Logged in as: Alan Cox
[Administration](#) [Consignments](#) [Logout: alancox](#)

Transaction was saved!
[Create new consignment](#)
[Select/deselect all](#)

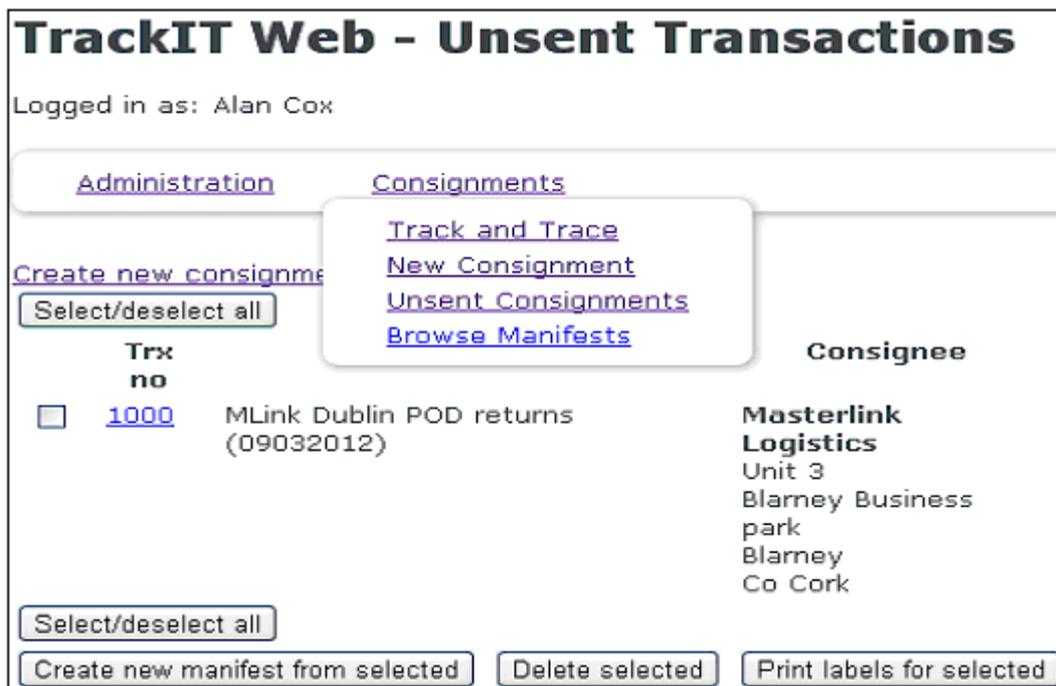
Trx no	Consignor	Consignee	Reference(s)	Comment	Items
<input type="checkbox"/> 1000	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork	SREF Reference CREF Reference PODREF 19040001000	Delivery details or Instructions	1 Envelopes

[Select/deselect all](#)
[Create new manifest from selected](#) [Delete selected](#) [Print labels for selected](#)

At this point you can you have a few options available

- You can print labels by selecting the job and click the Print Labels for Selected job. (Tick the box to select)
- You can delete the job by selecting and click the Delete Selected button or you can edit the job by clicking on the TRX No in Blue.(Masterlink Track Number)

When you have completed all jobs and are ready to send go to Unsent Consignments.



TrackIT Web - Unsent Transactions
 Logged in as: Alan Cox
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[Create new consignment](#)
[Select/deselect all](#)

Trx no	Consignor	Consignee
<input type="checkbox"/> 1000	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork

[Select/deselect all](#)
[Create new manifest from selected](#) [Delete selected](#) [Print labels for selected](#)

Select all or just the jobs you have ready for Collection press the Create New Manifest from Selected button.

- You can select all and then un tick the jobs you want to hold over.

TrackIT Web - Unsent Transactions

Logged in as: Alan Cox

[Administration](#) [Consignments](#)

[Create new consignment](#)

Trx no	Consignor	Consignee
<input checked="" type="checkbox"/> 1000	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork

Once you press the Create manifests button the following screen will display

TrackIT Web - New Consignment

Logged in as: Alan Cox

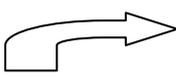
[Administration](#) [Consignments](#) [Logout alancox](#)

Please confirm that you wish to submit the following consignments to Masterlink.
 After submitting these consignments, they will no longer be able to be modified by you, and this manifest will be available for viewing at [browse manifests](#).
 When the consignments are accepted by Masterlink, the consignments will also be individually listed on the [Track & Trace](#) screen.

Estimated Pickup date:
 Estimated Delivery date:
These dates are provided as an estimation only.

Pickup From	Deliver to	Reference(s)	Items
MLink Dublin POD returns (09032012) Orion Business Campus Ballycoolin Blanchardstown Dublin 15	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork	SREF Reference GREF Reference PODREF 19040001000	1 Envelopes

I have read and agree to the [Terms and conditions](#), and wish to submit these consignments.



Agree to the Terms and Conditions press the Create Manifest.

TrackIT Web - Recent Transactions

Logged in as: Alan Cox

[Administration](#) [Consignments](#) [Logout alancox](#)

Manifest was created!

Manifest number: 1000
 Submitted at: 2012-07-24 17:41:47
 Submitted by: Alan Cox

[Print manifest](#) [Print labels](#)

Consignment	Consignor	Consignee	References	Comment	Items
	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork	SREF Reference CREP Reference PODREF 19040001000	Delivery details or Instructions	1 Envelopes

This will send the selected consignments to Masterlink.
 Sent transaction can not be edited or deleted.

Consignment	Consignor	Consignee	References	Comment	Items
	MLink Dublin POD returns (09032012)	Masterlink Logistics Unit 3 Blarney Business park Blarney Co Cork	SREF Reference CREP Reference PODREF 19040001000	Delivery details or Instructions	1 Envelopes

Item Summary
1 * Envelopes

Goods received by: _____
Signed: _____

All goods are carried under the carrier's Conditions of Carriage, a copy of which is available on request.

At any point you can view sent manifests by selecting [Browse manifests](#)

[Administration](#) [Consignments](#)

[Create new consignments](#)

[Select/deselect all](#)

Trx no

[Track and Trace](#)
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Just click on the manifest needed to view its details

TrackIT Web - Browse sent manifests

Logged in as: Alan Cox

[Administration](#) [Consignments](#)

[Create new Manifest](#)

Manifest ID	Submitted	Consignments	Accepted at
1000	2012-07-24 17:41:47 alancox - Alan Cox	1	2012-07-26 08:21:04

Note:

If the manifest contains transactions that were not fully loaded on our collection vehicle for any reason, Please call our customer Care team and provide details. This will prevent delays to your consignments transiting our distribution network.

Any Questions please mail me acox@masterlinklogistics.com or call me at 0868196922