

## 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: Ken Kennedy

[Consignments](#)

Welcome to the TEST VERSION of TrackIT Web

Consignor

Consignee

Pickup Date  to  (use format 'Y-m-d' or 'd/m/Y')

Delivery Date  to  (use format 'Y-m-d' or 'd/m/Y')

Reference number

Status

Order Type

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

## TrackIT Web - Recent Transactions

Logged in as: Ken Kennedy

[Consignments](#)

Welcome to the TEST VERSION of TrackIT Web

Consignor

Consignee

Pickup Date  to  (use format 'Y-m-d' or 'd/m/Y')

Delivery Date  to  (use format 'Y-m-d' or 'd/m/Y')

Reference number

Status

Order Type

Tracking Number	Consignor	Consignee
<a href="#">6942621</a>	MLink Dublin POD returns (09032012)	Findlater 79 Broomhill Road, Tallaght, Dublin 24, Dublin 24

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](#)

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Consignor:

Pickup from: Orion Business Campus  
Ballycoolin  
Blanchardstown  
Dublin 15

Consignee:

Delivery Address:

Phone:

Reference:    SREF

                  CREF

                  REF4

                  REF5

Items:        Envelopes

Comments:

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:

Delivery Address:

Phone:

Fill in your reference details

Reference:        SREF  SUPPLIER REFERENCE

                      CREF  CUSTOMER REFERENCE

                      REF4  AND ADDITIONAL REFERENCES

                      REF5

Select the consignment types and quantities

Items:            Envelopes

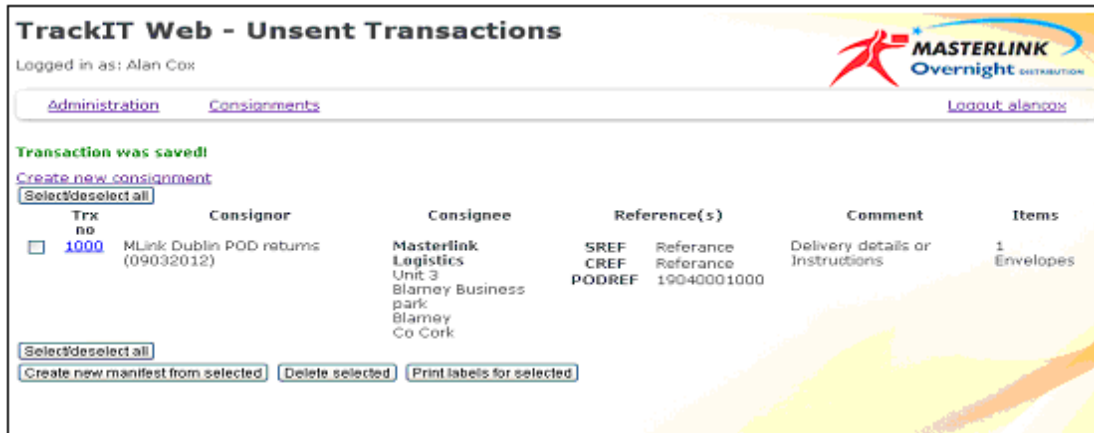
Fill out any delivery details or instructions needed

Comments:

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](#)

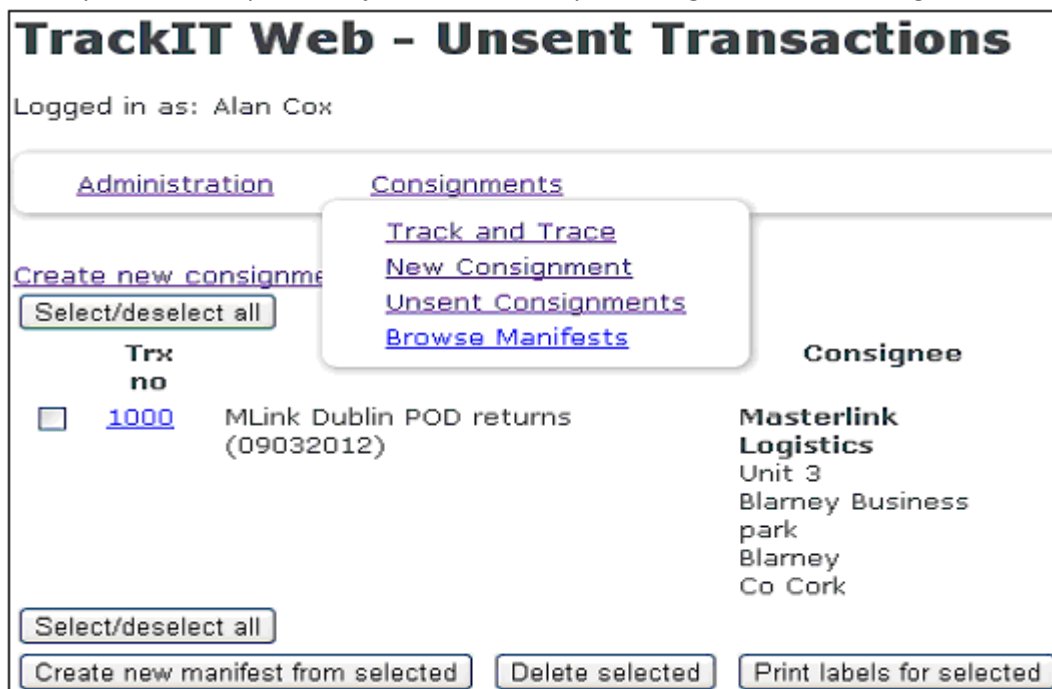
Transaction was saved!  
[Create new consignment](#)

Trx no	Consignor	Consignee	Reference(s)	Comment	Items
<input type="checkbox"/> <a href="#">1000</a>	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

At this point you can 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  
[Administration](#) [Consignments](#)

[Track and Trace](#)  
[New Consignment](#)  
[Unsent Consignments](#)  
[Browse Manifests](#)

[Create new consignment](#)

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

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"/> <a href="#">1000</a>	MLink Dublin POD returns (09032012)	<b>Masterlink Logistics</b> 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 CREF 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 cannot 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](#)  
[New Consignment](#)  
[Unsent Consignments](#)  
[Browse Manifests](#)

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
<a href="#">1000</a>	2012-07-24 17:41:47 alancox - Alan Cox	1	2012-07-26 08:21:04

## Transfer Consignment

A transfer consignment is a request to Masterlink to pick up goods from one of your consignees and transferring the goods to another of your consignees.

- On the new consignment screen select Transfer from the order type drop down menu.

### TrackIT Web - New Consignment

Logged in as: Ken Kennedy

[Consignments](#)

Welcome to the TEST VERSION of TrackIT Web

Consignor:

Order Type:

Collect from:

Consignee:

Address:

Phone:

Contact:

Deliver To:

Consignee:

Address:

Phone:

Contact:

- Select a pickup address or create a new consignee. Please note that there is the option to enter a Contact and Phone number. For the pickup address these fields are mandatory.
- Then select the consignee you wish Masterlink to deliver to.
- Enter details of the references and the items and save the order.
- Then please follow the steps as outlined in the new consignment section to send the order to Masterlink.

## TrackIT Web - New Consignment

Logged in as: Ken Kennedy

[Consignments](#)

Welcome to the TEST VERSION of TrackIT Web

Consignor:

Order Type:

Collect from:

Consignee:

Address: NORTHWEST BUSENESS PARK

Note: Consignees must have the correct region selected

Phone:

Contact:

Deliver To:

Consignee:

Address: Unit 19  
Parkwest Industrial Estate  
Dublin 12

Note: Consignees must have the correct region selected

Phone:

Contact:

Reference: SREF

CREF

REF4

REF5

Items: Cartons

Envelope

Pallets

Sets

Comments:

# Return Consignment

A return consignment is a request to Masterlink to pick up goods from one of your consignees and return the goods to your own premises.

- On the new consignment screen select return from the order type drop down menu

## TrackIT Web - New Consignment

Logged in as: Ken Kennedy

[Consignments](#)

Welcome to the TEST VERSION of TrackIT Web

Consignor:

Order Type:

Collect from:

Consignee:

Address:

Phone:

Contact:

Return To:

Consignee:

Address:

Phone:

Contact:

Reference:

SREF

CREF

REF4

REF5

Items:

Cartons

Envelope

Pallets

- Select a pickup address or create a new consignee. Please note that there is the option to enter a Contact and Phone number. For the pickup address these fields are mandatory.
- Then select the return address. Please note that you will only have your own return address to choose from. If you need to update your warehouse address then please contact your customer services representative for assistance.
- Enter details of the references and the items and save the order.
- Then please follow the steps as outlined in the new consignment section to send the order to Masterlink.





## 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 [itsupport@masterlinklogistics.com](mailto:itsupport@masterlinklogistics.com) or call 086 0418714.