# Welcome to the Qargo Customer Portal

## Getting Started

You should have received an invite to our Qargo customer portal. This guide will help you navigate the new system and make the most of its features.

## First-Time Login

- Check your email for an invitation from the Qargo customer portal.
- Click the link in the email to set up your password and access the portal.
- If you didn't receive an email, visit https://app.qargo.io and enter your email address for access.

## Adding Users

To add more users to your account, please provide us with their email addresses, and we'll set them up for you.

## Portal Features

The Qargo Customer Portal offers a range of features to help you manage your shipments efficiently. Here's what you can do:
- View and manage your orders
- Filter and sort shipments
- Customize your view
- Access detailed cargo information
- Configure transport services
- Add and edit order information

For a comprehensive overview of the portal's capabilities, visit Customer Portal (for Customers) | Qargo

## Video Tutorial

We've prepared a detailed video walkthrough of the customer portal. You can access it here:
 Qargo Customer Portal Tutorial

For quick reference, here are the key sections of the tutorial:

| Timestamp | Topic |
|-----------|-------|
| 00:00 | Introduction |
| 00:39 | Navigating to the List of Orders |
| 01:13 | Filtering and Sorting Options |
| 02:21 | Using Different Filtering Options |
| 03:06 | Customizing Columns |
| 03:47 | Viewing Cargo Details |
| 04:58 | Filtering Options for Other Columns |
| 05:47 | Filtering and Sorting Options for Delivery and Collection |
| 06:20 | Viewing Order Details and Map View |
| 06:55 | Accessing Order-Related Information |
| 07:32 | Configuring Transport Services |
| 09:16 | Filling in Requested Date and Time Windows |
| 10:29 | Adding Additional Information to the Order |
| 11:34 | Filling in Consignment Details |
| 12:54 | Adding Cargo Items to the Order |

## Need Help?

The new system is designed to be intuitive, but if you need any assistance, please don't hesitate to reach out. We're here to help you make the most of your Qargo Customer Portal experience.

Request support – email info@streamlinegroup.co.uk or speak to your Streamline contact