RESOURCES - Shift schedule

This article provides a comprehensive guide to creating and assigning shift schedules for resources, ensuring their availability is automatically reflected across the platform.

Updated 12 December 2025

Click the image below for a video tutorial on Shift Scheduling



The shift scheduling feature in Qargo helps organisations manage the availability of resources, prevent over-scheduling, and ensure compliance with driver working regulations.

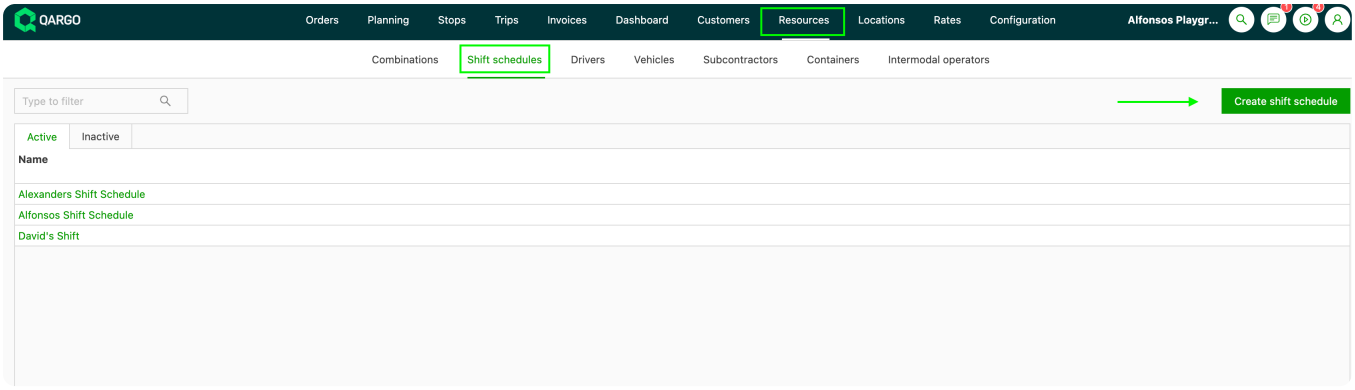
📖 Key Terminology

- **Resource**: Any driver, vehicle or trailer scheduled for work.
- **Shift Schedule**: The calendar of available working hours for a resource, including types such as weekly and rotating schedules.
- **Over-scheduling**: Assigning a resource to overlapping or excessive shifts, which may breach regulations or operational guidelines.
- **Planning Board**: The dashboard where operational schedules are reviewed and managed.

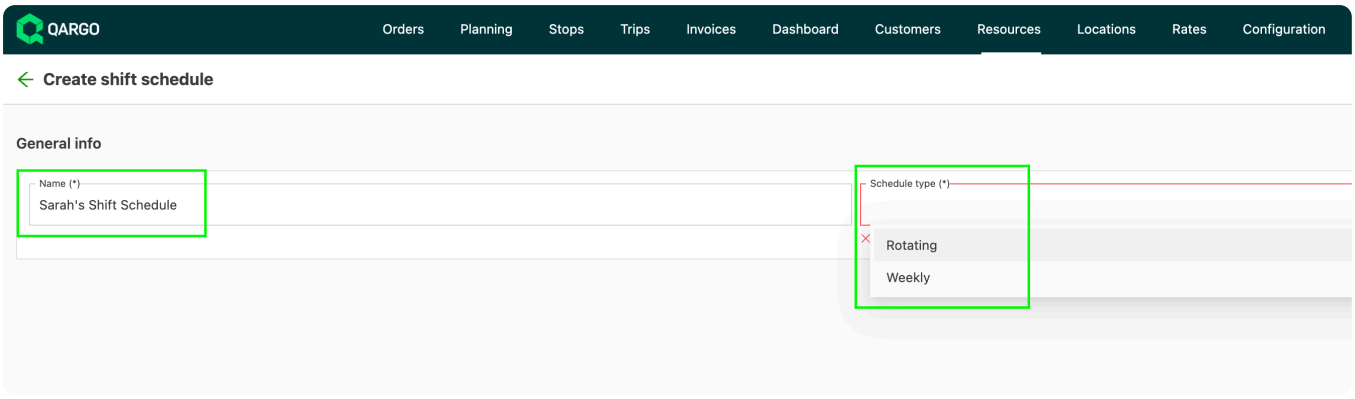
🛠️ Configuration

To configure shift scheduling in Qargo:

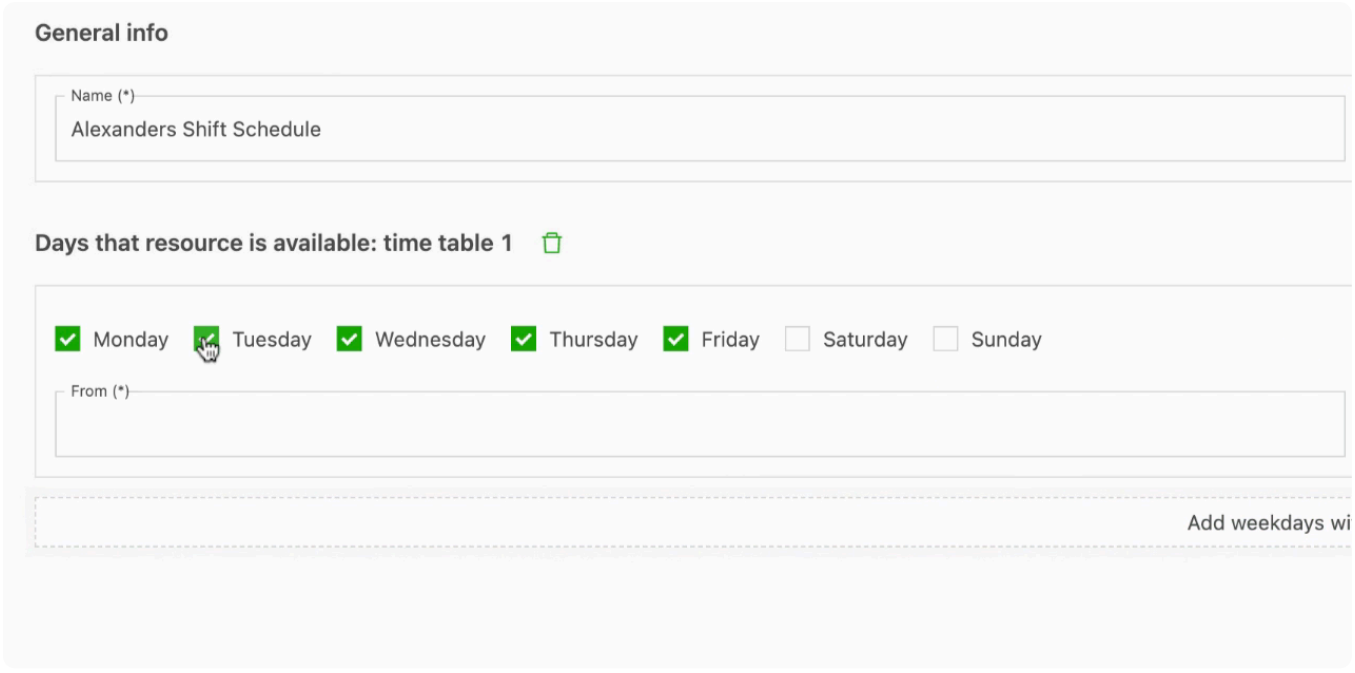
1. Go to the **Resources** module and select the **Shift Schedules** tab. Then click on **Create Shift Schedule**.



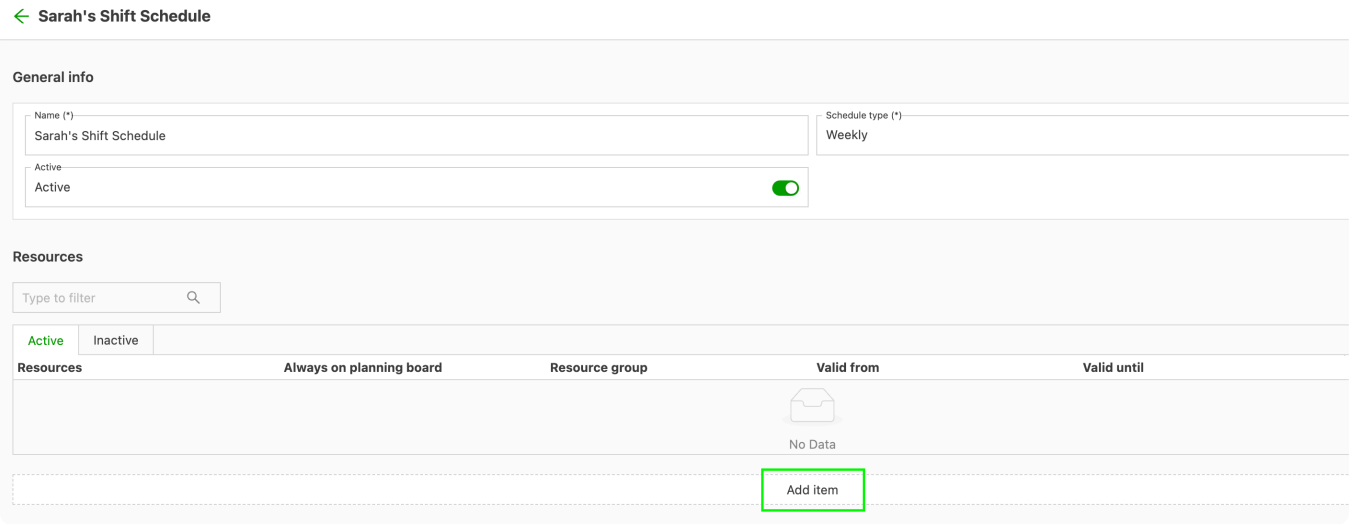
2. Name the shift schedule and choose a schedule type.



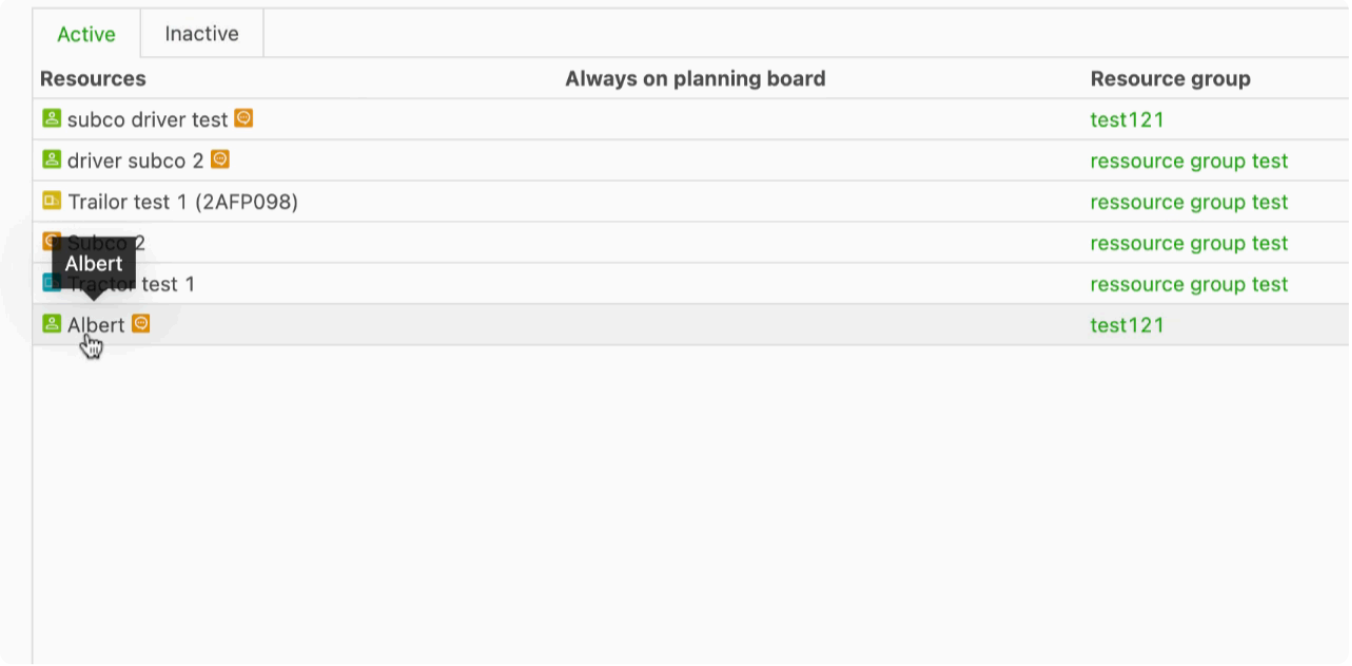
3. Click on **Add weekdays with different hours** and select which days and times each resource is available. Then click on Save.



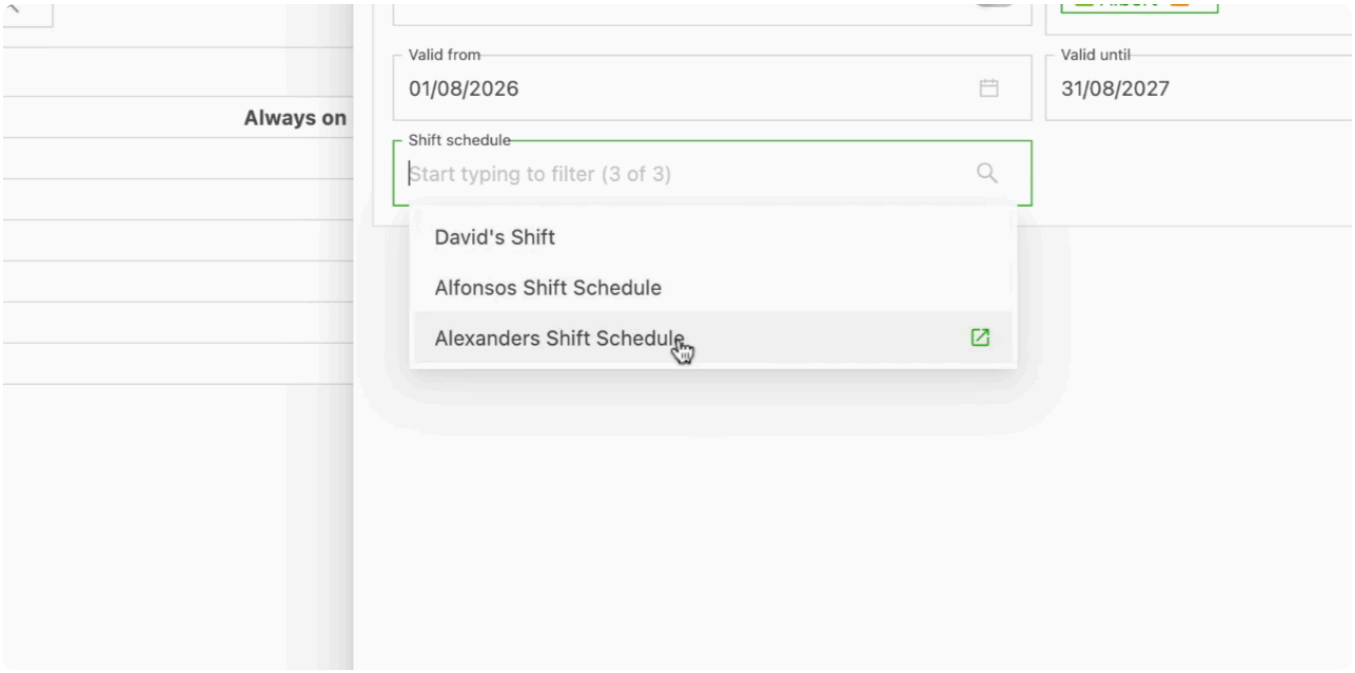
4. You can assign this schedule to resources on the Shift Schedule Detail page by **Adding an item**.



5. You can also add a resource to a shift schedule by going to the **Combinations** tab within the **Resources** module. Select a combination.

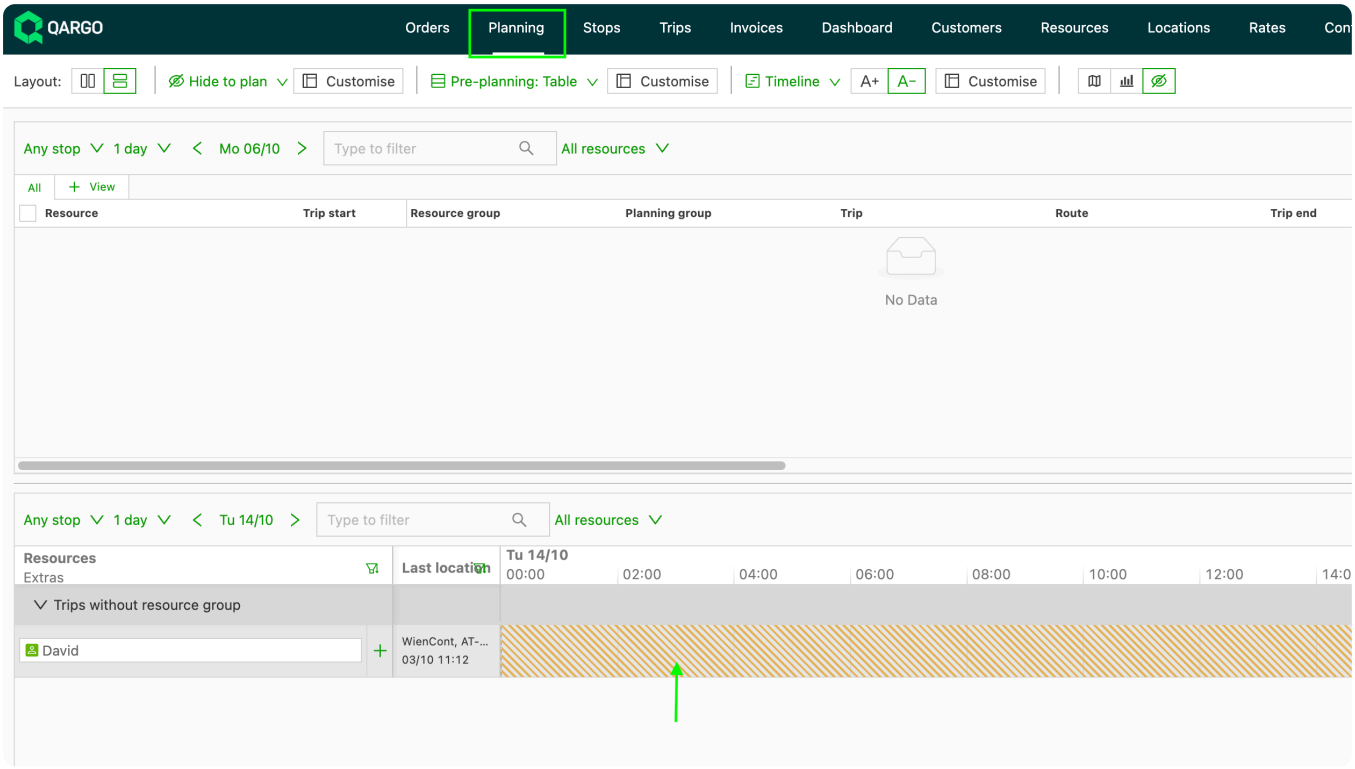


6. Locate the **Shift Schedule** field, and select the appropriate schedule.

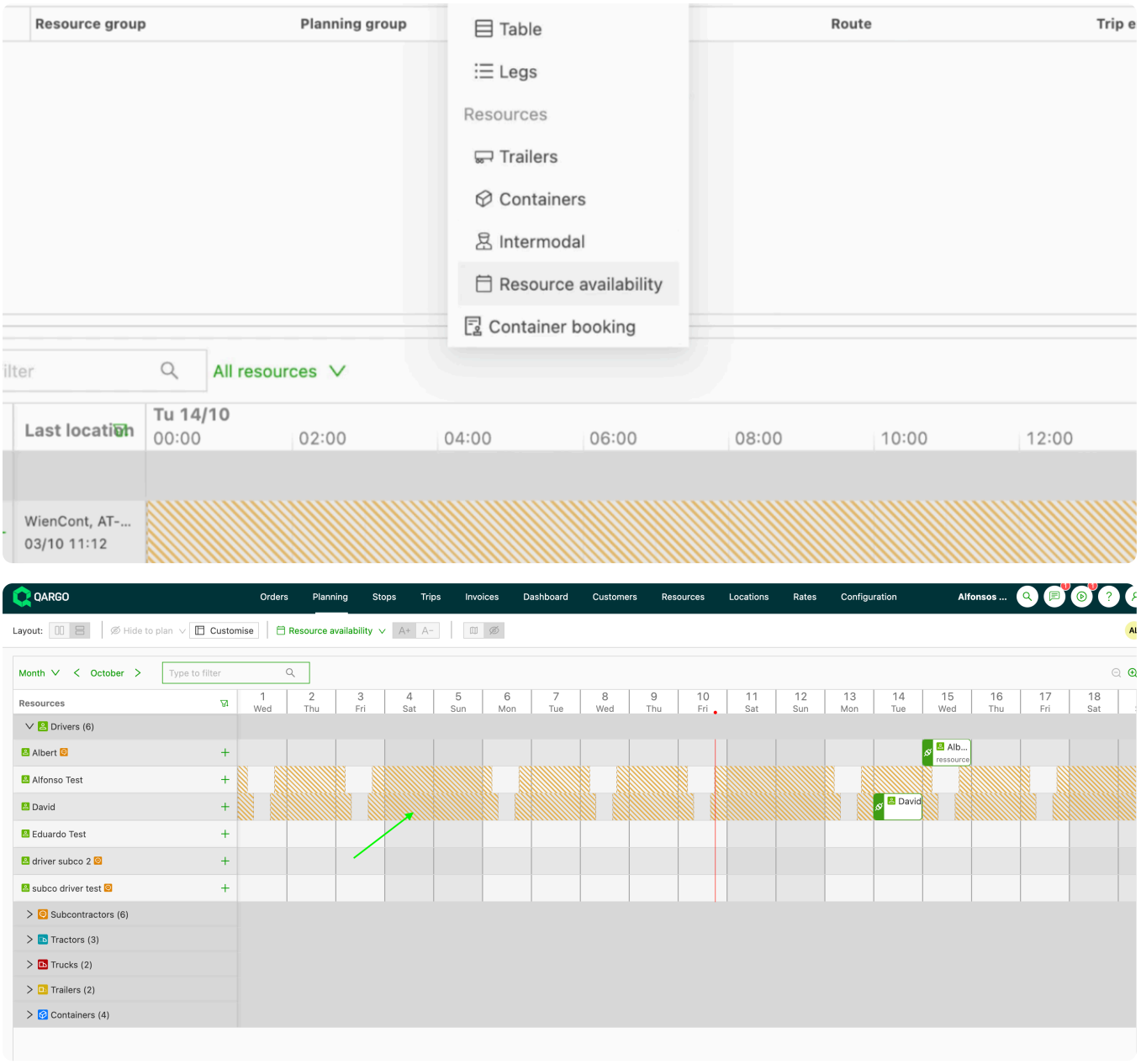


⏰ How it Works

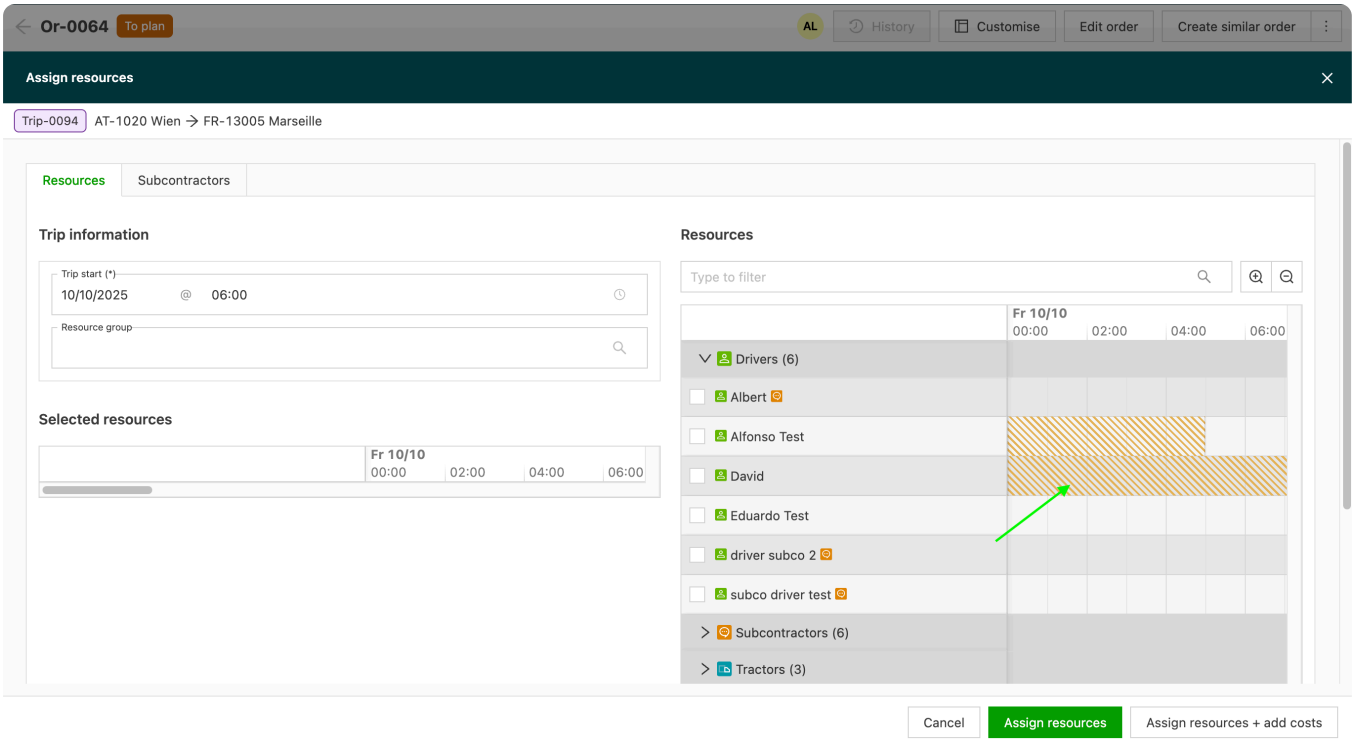
1. Go to the **Planning** module to see assigned schedules in context. **Resource** unavailability is marked under the resources calendar.



2. Use the **Resource Availability** option for a fleet-wide calendar view.



3. In the **Orders** module, select an order and view the detailed assignment screen in the **Execution** section to ensure only available resources are assigned.



🚛 Additional Use Case Examples

- Assign different rotating shift patterns to warehouse and driving staff to accommodate seasonal demand fluctuations.
- Track driver hours to ensure there are no violations of weekly or daily working limits when planning high-volume delivery days.
- Check resource availability across the entire fleet before confirming large orders to avoid double-booking or overtime breaches.