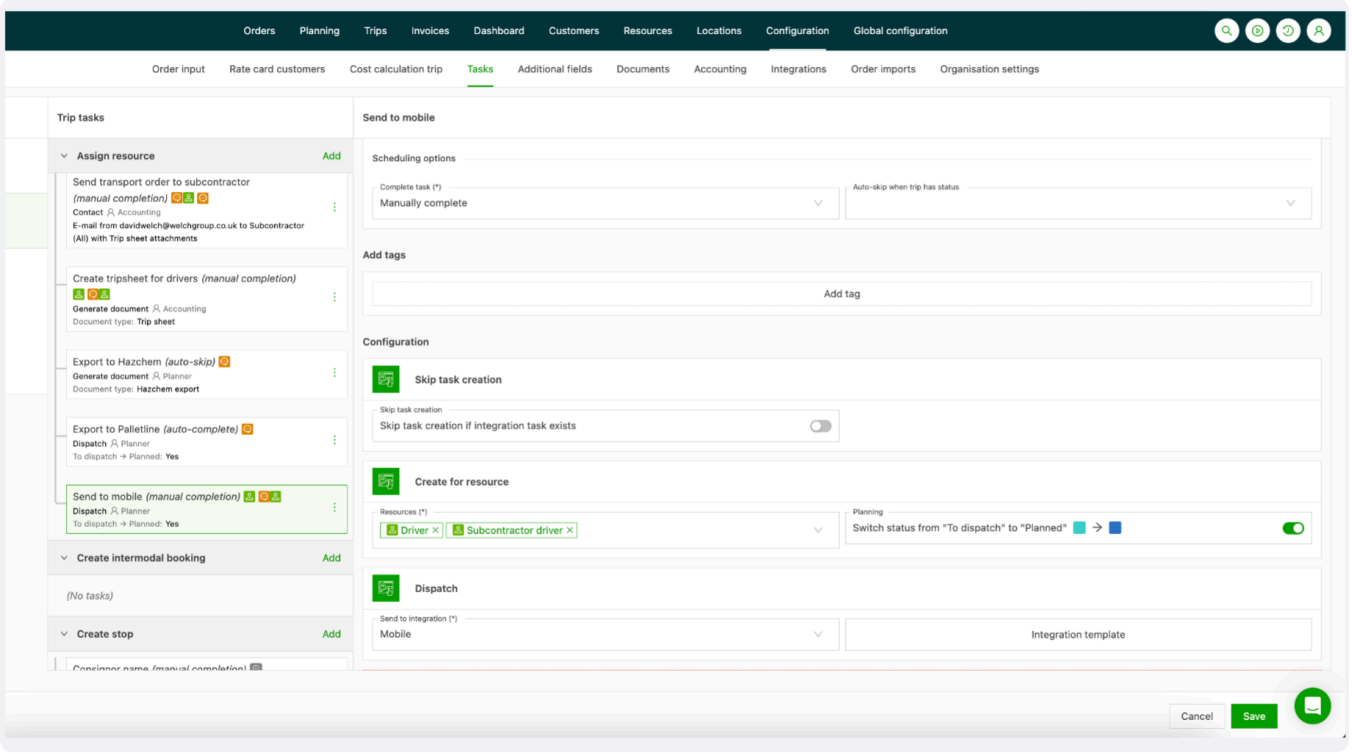
Dispatching the Trips

Updated 21 October 2026

👉Task of dispatching the trip will be created depending on the integration you have.(see 👉Tasks.

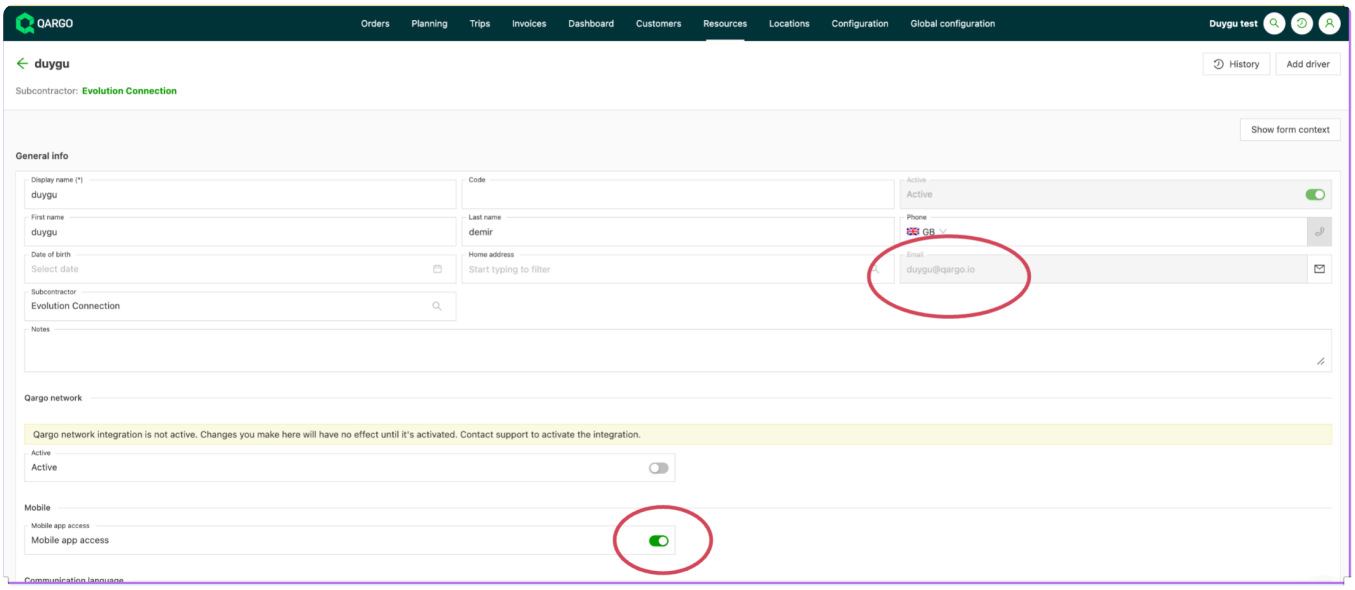
📚 Tasks created to Auto-complete dispatch require no manual action.
The steps below are to complete a manual task.



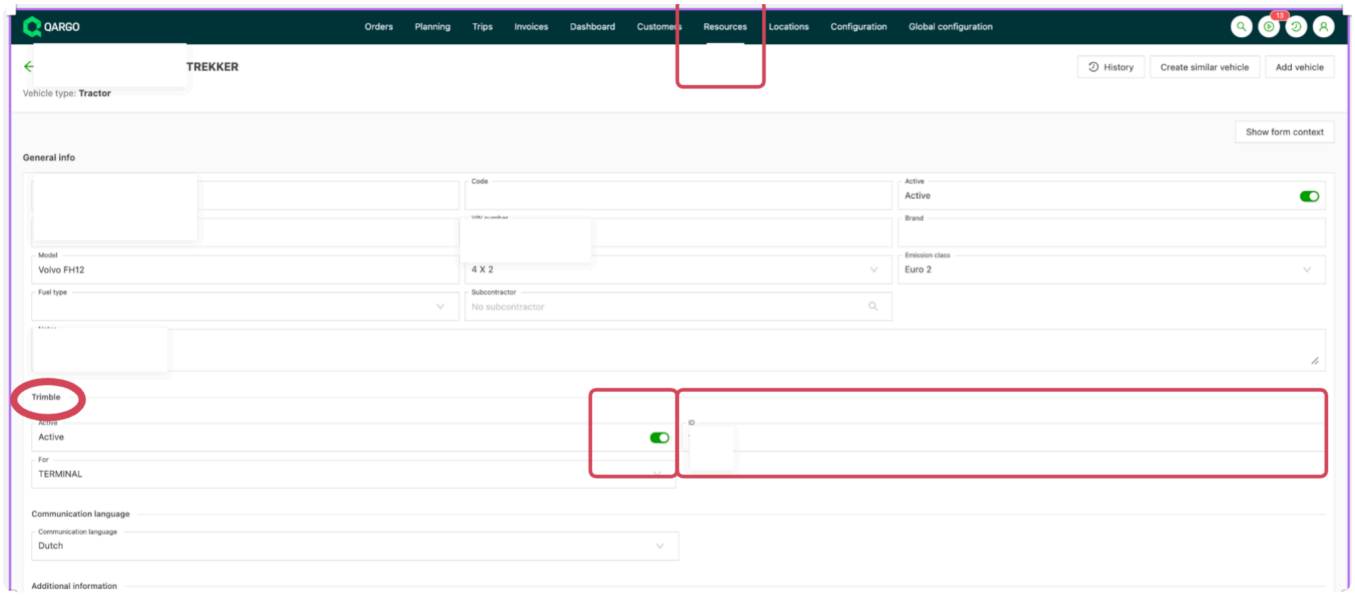
- *The integration type is purely customer specific can be like “Palletline”, “Qargo Driver App” , “Transics” , “Trimble” etc.*

- Depending on the integration type, the integration access needs to be activated first on the driver or in the vehicle page with the required fields.

  Examples:
  For Qargo Driver app for example, **driver E-mail** and **Driver app toggle** is required on the driver page.

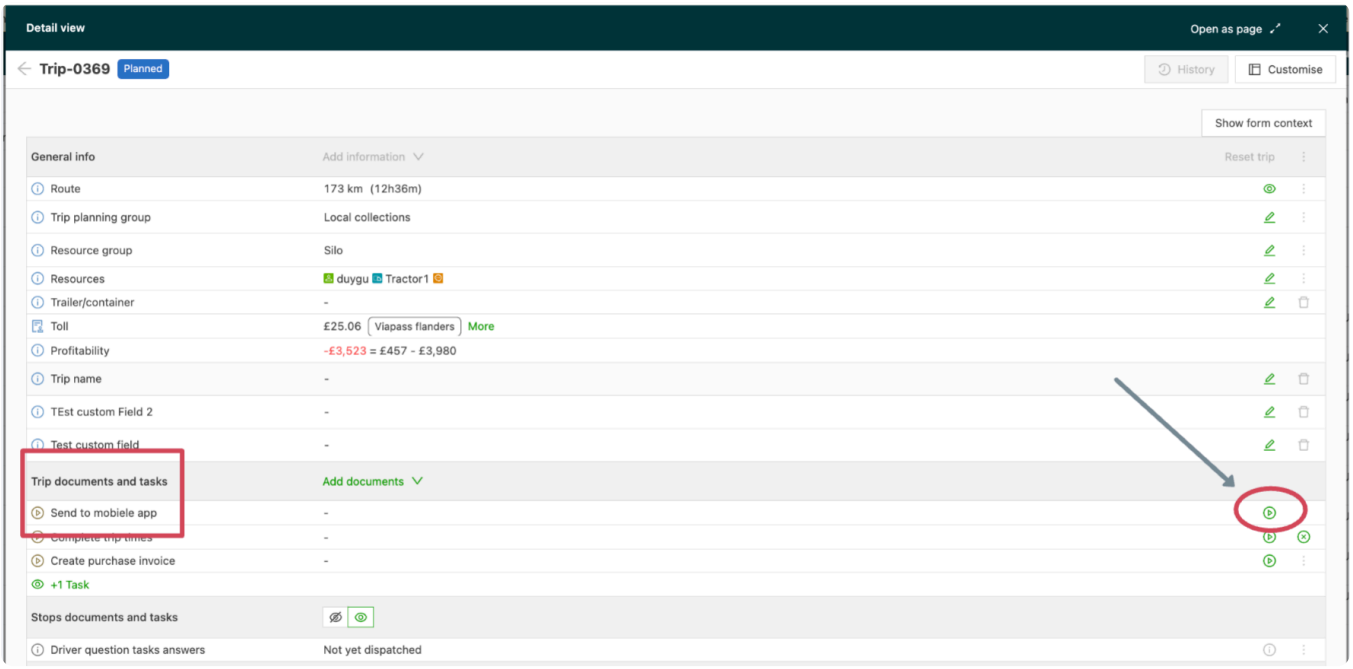


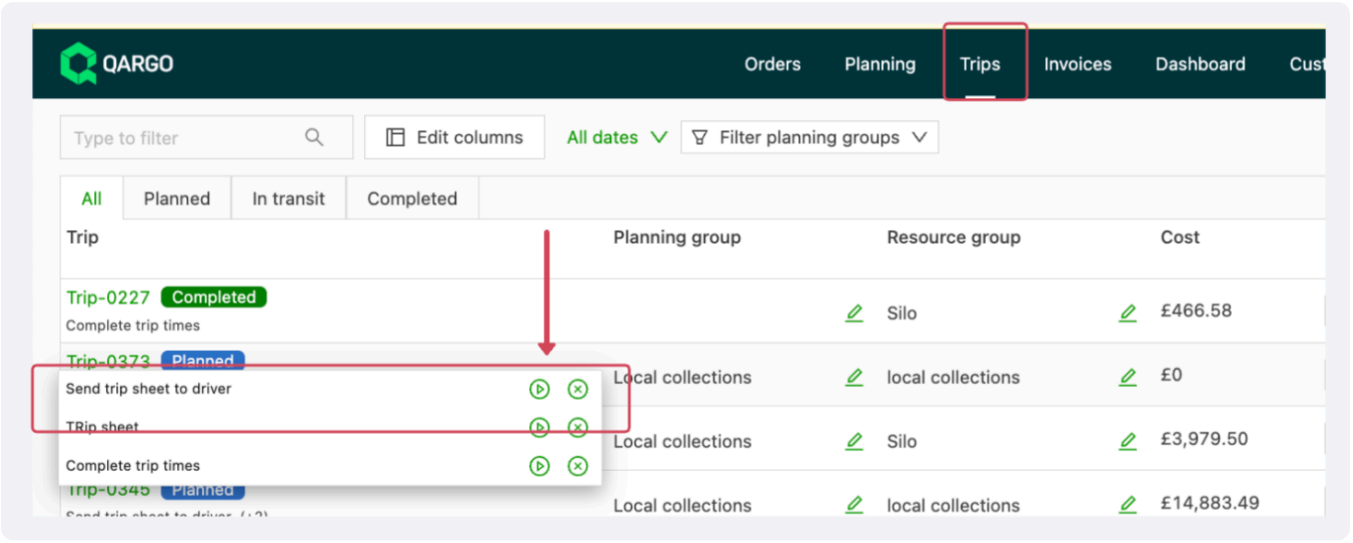
For Transics, we need the **Transics ID** and **activation toggle** on in the truck page. For Trimble, we need the **Trimble ID** and **activation toggle** on in the truck page.

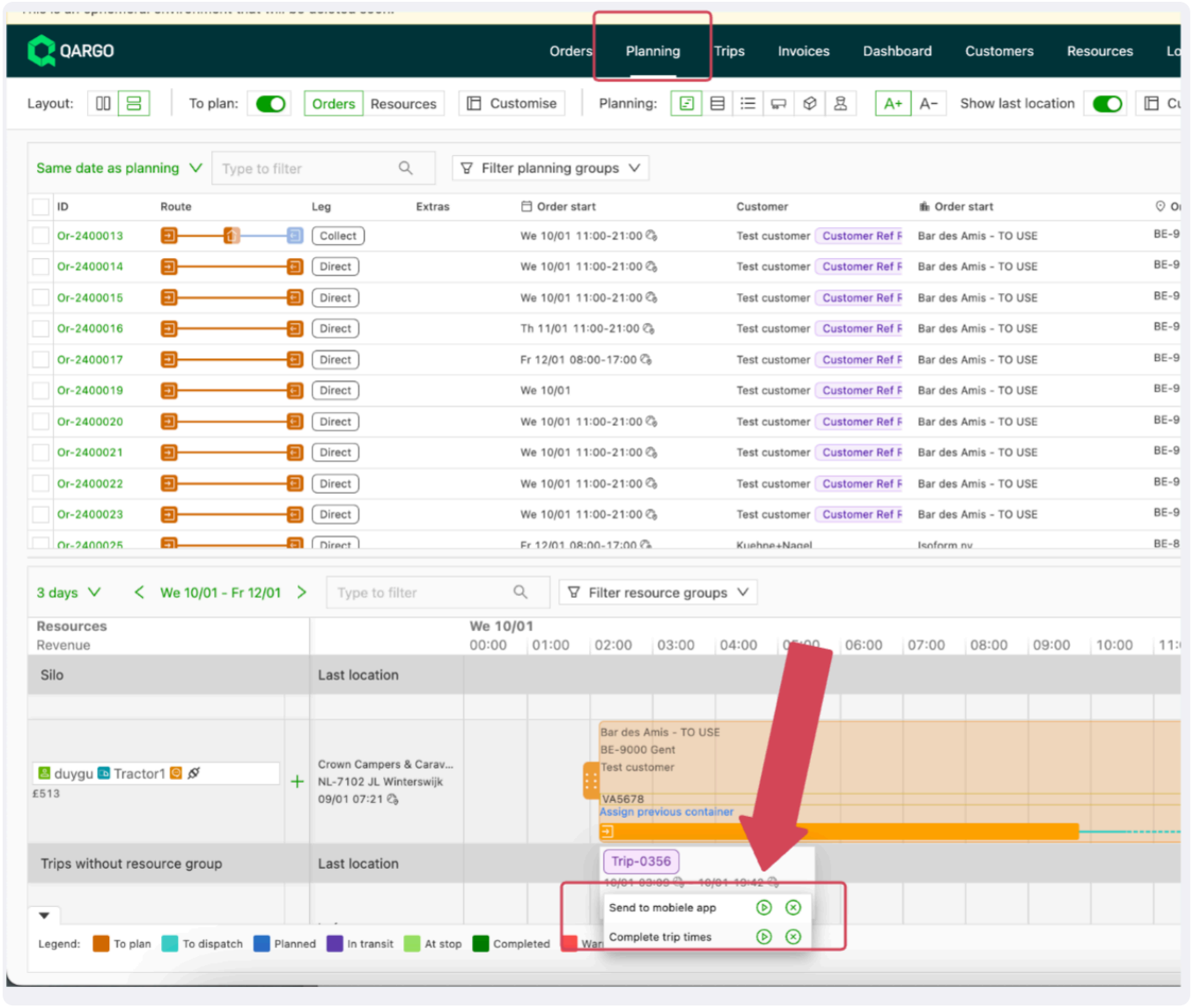


“Palletline” integration is done by Qargo engineers.

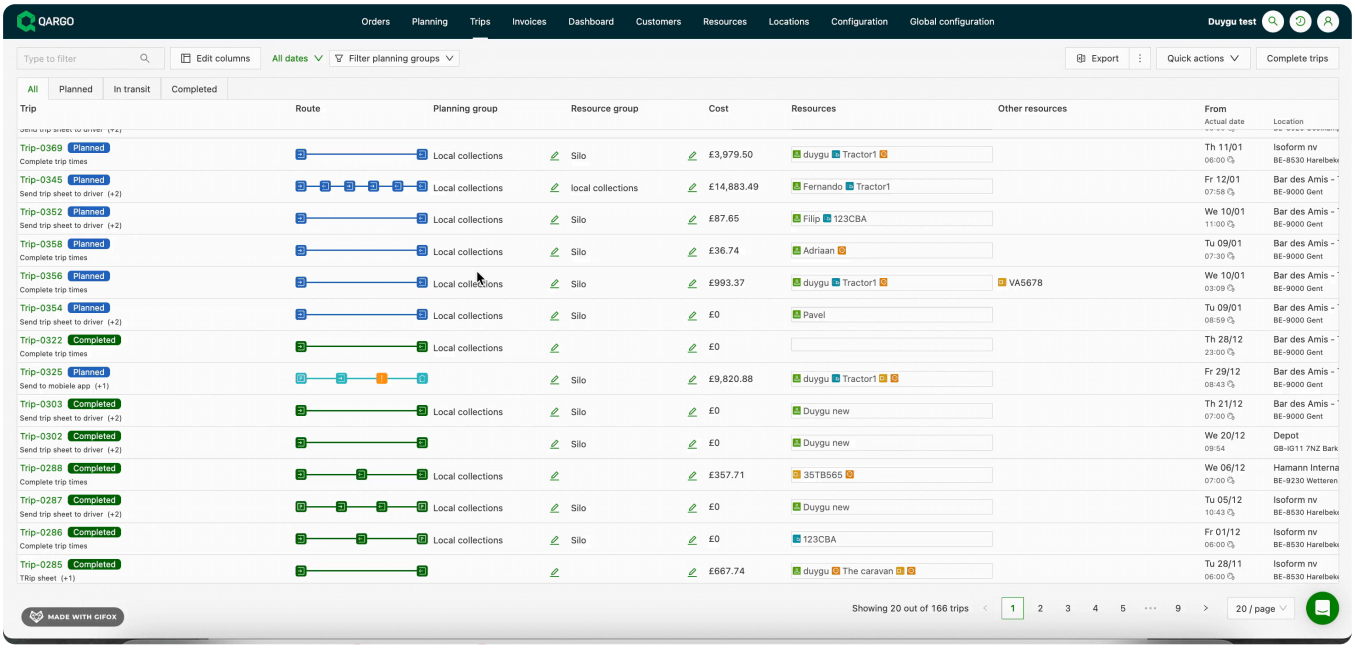
Once the requirements are present in the resources that are assigned to a trip, the task to dispatch will appear on the trip page, in the planning or in the trip list view. See below the visibilities:

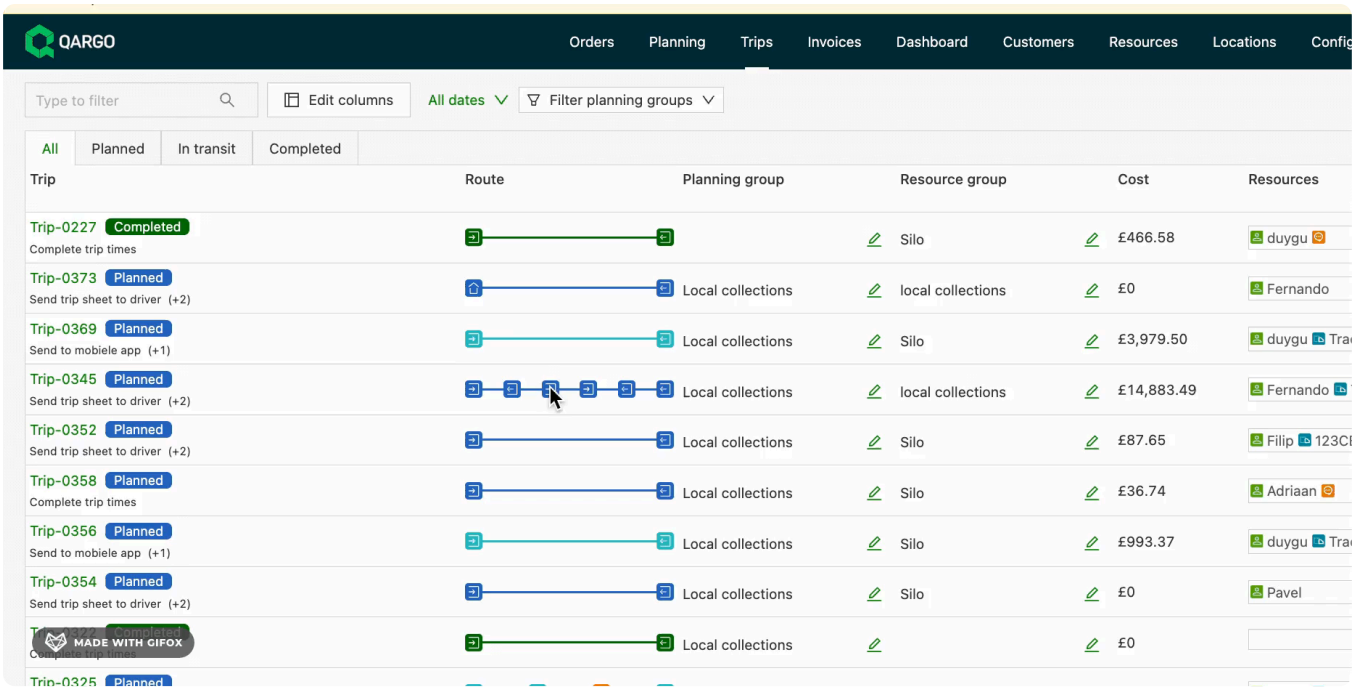

Detail view
Open as page
Trip-0369
Planned
History
Customise
Show form context
General info
Add information
Reset trip
Route
173 km (12h36m)
Trip planning group
Local collections
Resource group
Silo
Resources
duygu
Tractor1
Trailer/container
Toll
£25.06
Viapass flanders
More
Profitability
-£3,523 = £457 - £3,980
Trip name
TEst custom Field 2
Test custom field
Trip documents and tasks
Add documents
Send to mobiele app
Create purchase invoice
+1 Task
Stops documents and tasks
Driver question tasks answers
Not yet dispatched

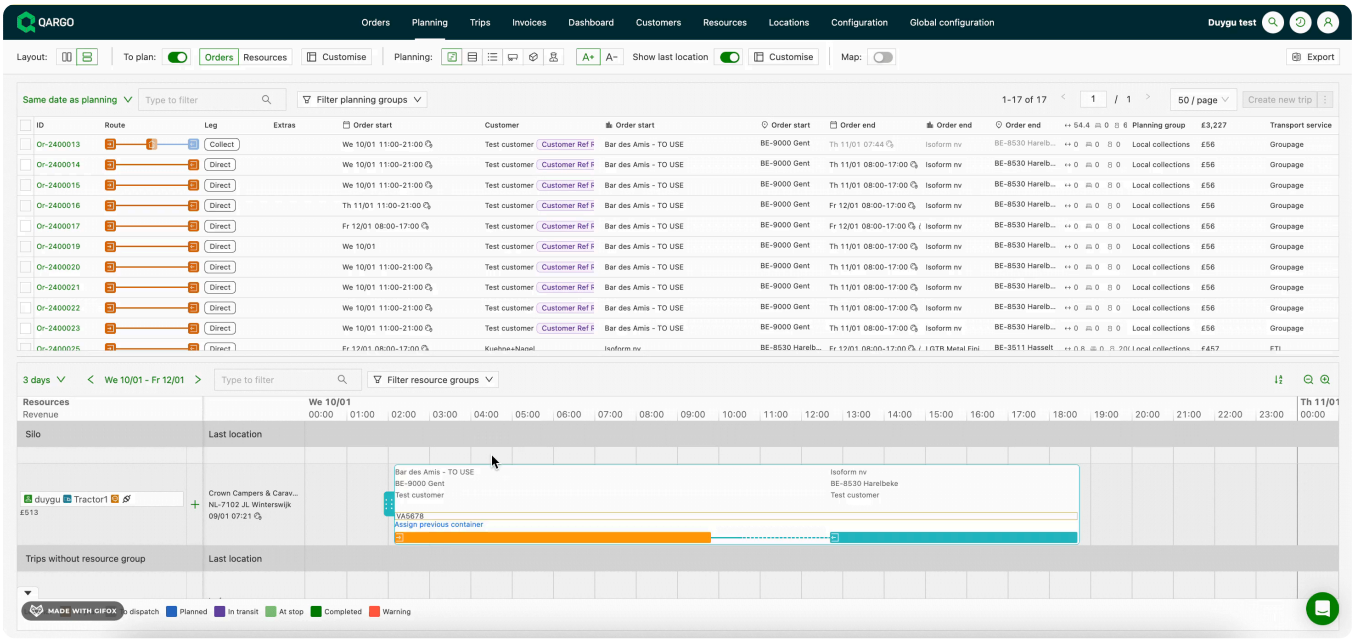

QARGO
Orders
Planning
Trips
Invoices
Dashboard
Type to filter
Edit columns
All dates
Filter planning groups
All
Planned
In transit
Completed
Trip
Planning group
Resource group
Cost
Trip-0227
Completed
Complete trip times
Silo
£466.58
Trip-0373
Planned
Send trip sheet to driver
TRip sheet
Complete trip times
Local collections
local collections
£0
Local collections
Silo
£3,979.50
Trip-0345
Planned
Local collections
local collections
£14,883.49



Once you click on the “play” button in any of these views, the task will be executed and the color of the trip will change from light blue to dark blue indicating that it has been dispatched:







The dispatch task can also be executed in BULK for several trips.

- Go to the trips column
- Select quick actions
- Select the dispatch task(this will filter the dispatch tasks that not yet have been executed)
- Make selection of the trips you want to dispatch
- Click “complete task option located on the right bottom:

▶ https://www.loom.com/embed/5550d0767294400ea5a8b813b50303af

NOTE: It is not possible to update collection / delivery dates in bulk on Trips.