# TASKS - Complete tasks in bulk

Complete tasks in bulk across Orders, Trips, and Invoices — including retriggering pallet labels after destination changes, for both Qargo-generated and network labels.

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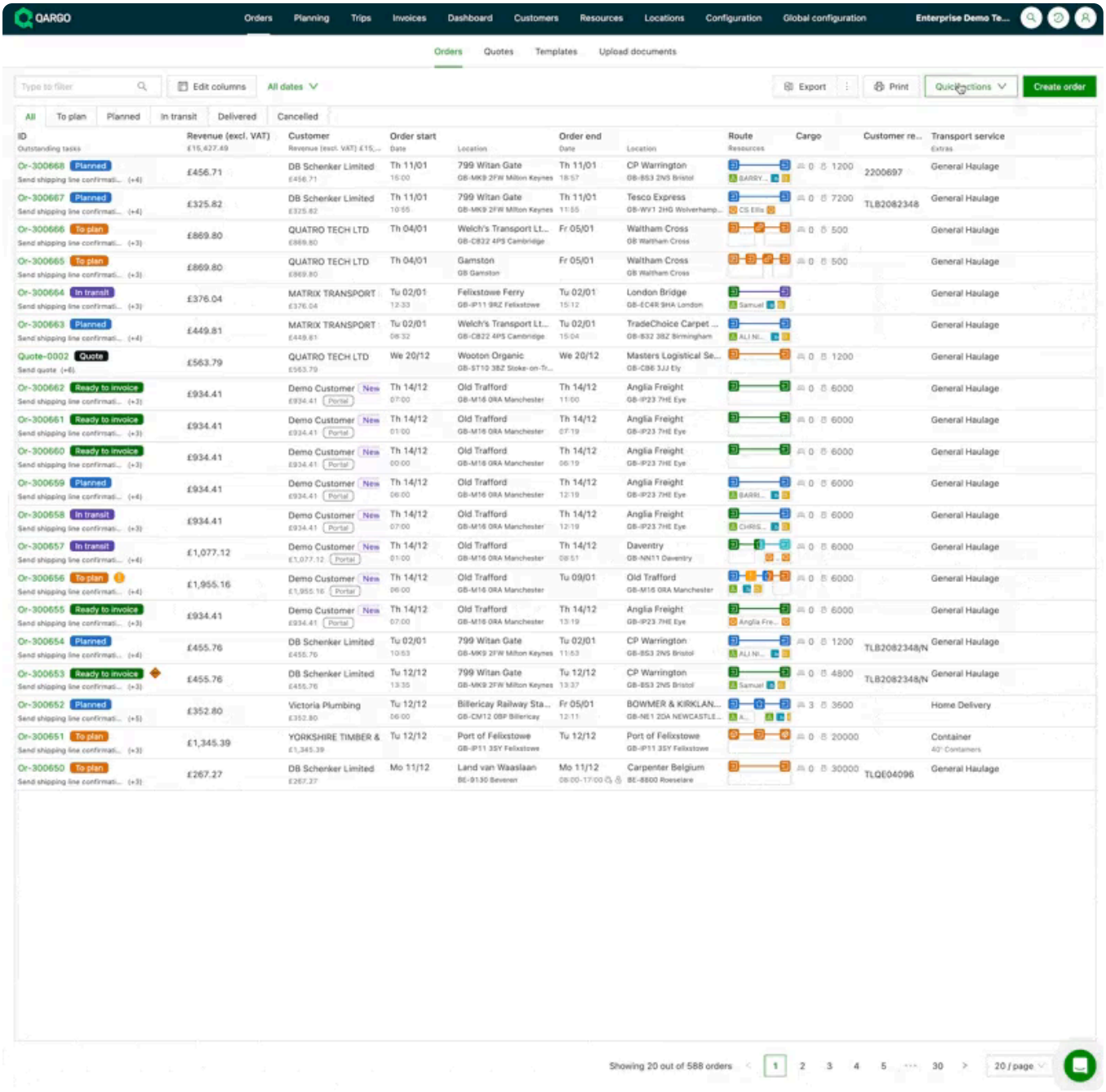
There is an option on several pages which allow for mass updates for specific tasks. These can be found under the ***'QUICK ACTIONS'*** drop down. The menu items available are specific to the page.

You can complete tasks in bulk on the following pages:

- Orders List page
- Quotes List page
- Trips page
- Invoices page (excluding Upload Purchase Invoices)

**Summary to complete tasks:**

- Navigate to **ORDERS_>Trips>_***Invoices*
- Click on **'Quick actions'**
- Click on the task you like to do.
- Select orders by row to include the task update
- Click green SAVE button to update tasks.




## How to Re-trigger Pallet Labels in Bulk

After changing destinations on multiple orders, updated pallet labels can be regenerated in bulk. The right method depends on whether the label is **Qargo-generated** (a PDF task configured in Qargo) or a **network label** retrieved from a carrier (e.g. Palletforce, Palletline).

📚 **Qargo-generated labels** → Orders page → Quick Actions → Tasks → label task → include completed tasks → select orders → execute
📚 **Network labels** → Trip page → Quick Actions → retrigger dispatch task → new labels pulled automatically

### Scenario 1 — Qargo-Generated Pallet Labels (Order Page)

📚 Use this method when the pallet label is *generated by Qargo's own document/task system* — not retrieved from a carrier network API. This applies to PDF label templates configured directly in Qargo.

Bulk retriggering is available directly from the **Orders** page via Quick Actions. The **key step is enabling the option to include already-completed tasks**, which makes them available for re-execution.

#### Steps

1. Navigate to the **Orders** page and filter to the affected orders (e.g. the 15 orders with changed destinations).
2. Click **Quick Actions** in the top-right of the orders list.
3. Under the **Tasks** section, select the relevant label task (e.g. *Pallet Label*, *Create label*).
4. In the order selection screen, scroll to the **bottom** - enable **"Include completed tasks"** (or *"Re-trigger completed tasks"*) to make already-completed label tasks selectable again.
5. Select all the relevant orders.
6. Click **Execute** - label generation is re-triggered across all selected orders at once.

‼️ **Quick Actions → Tasks** only shows orders where the task is still pending or failed by default. Since labels were already generated once, the task status is *completed* - enabling ***"include completed tasks"*** **at the bottom of the order selection screen** is essential to make them appear.

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### Scenario 2 — Network Labels (Palletforce, Palletline, etc.)

📚 Use this method when the label is **retrieved from a carrier network after dispatch**. Qargo sends order data to the network (e.g. Palletforce), which returns the label. After a destination change, a redispatch is required to fetch updated labels.

Network labels are automatically generated (or re-fetched) when a dispatch task is completed. Re-triggering the dispatch on the **Trip page** sends updated order data to the carrier, which returns fresh labels.

#### Steps

1. Navigate to the **Trip** page (Planning → Trips, or Execution → Shipments).
2. Select the relevant trip(s) containing the updated orders.
3. Click **Quick Actions**.
4. Locate the **dispatch task** (e.g. *Dispatch to Palletforce*, *Send to network*).
5. Select the Trips to be re-dispatched - If you have already dispatched them and need to re-trigger in bulk, make sure that you enabled the ***"include completed tasks"*** **at the bottom of the trip selection screen**.
6. Qargo re-dispatches the updated order data to the network. Fresh labels are automatically generated and attached to the orders.

‼️ The network must receive the updated destination before it can issue a corrected label. Simply reprinting from Qargo without re-triggering the dispatch will produce the old label. Always re-trigger the dispatch first.

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## Troubleshooting

Common issues and resolutions when re-triggering pallet labels in bulk after a destination change.

| Issue | Likely Cause | Resolution |
|---|---|---|
| Orders don’t appear in the Quick Actions task list | Completed tasks are hidden by default | Scroll to the bottom of the order selection screen and enable **“Include completed tasks”** |
| Label generated but destination info is still old | Dispatch was not re-triggered (for network labels) | Re-trigger the dispatch task from the Trip page — the carrier needs updated data before issuing a new label |
| Network label still shows old destination after re-dispatch | Network processing delay | Wait a few minutes and refresh; if it persists, check the dispatch task status for errors |
| Quick Actions task is greyed out / not selectable | Orders may already be at a non-applicable status | Check order status — some task triggers have status preconditions configured in the workflow |