RESOURCES – Add resources (drivers, vehicles, subcontractors, containers)

This article provides details of how to add resources, including adding Dummy Resources for preplanning.

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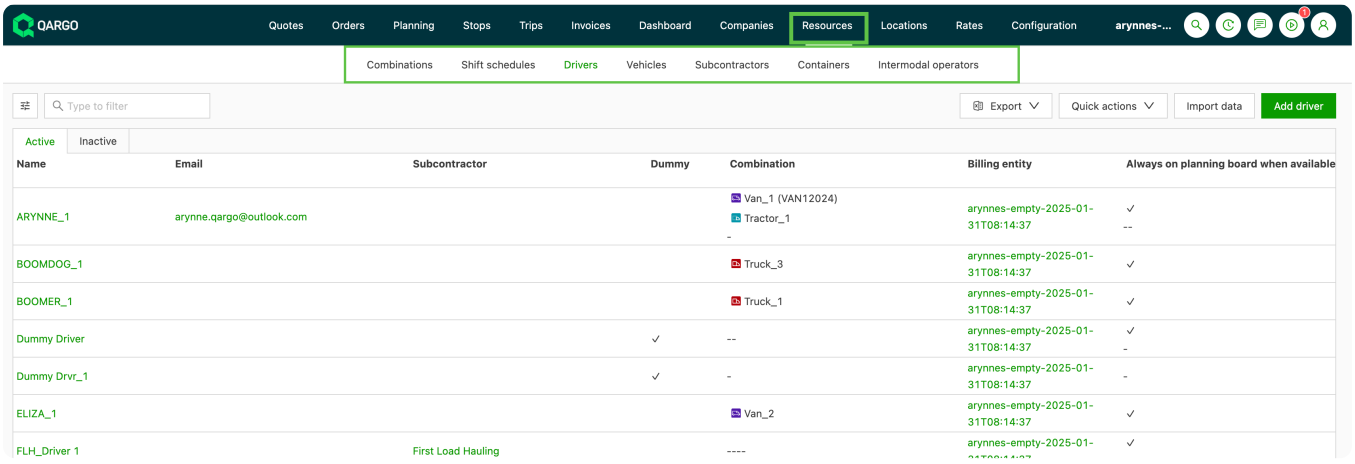
In the section Resources, you can consult, add, edit and remove resources.

- Navigate to Resources.
- Click on one of the headers of your choice (Drivers, Vehicles ..).

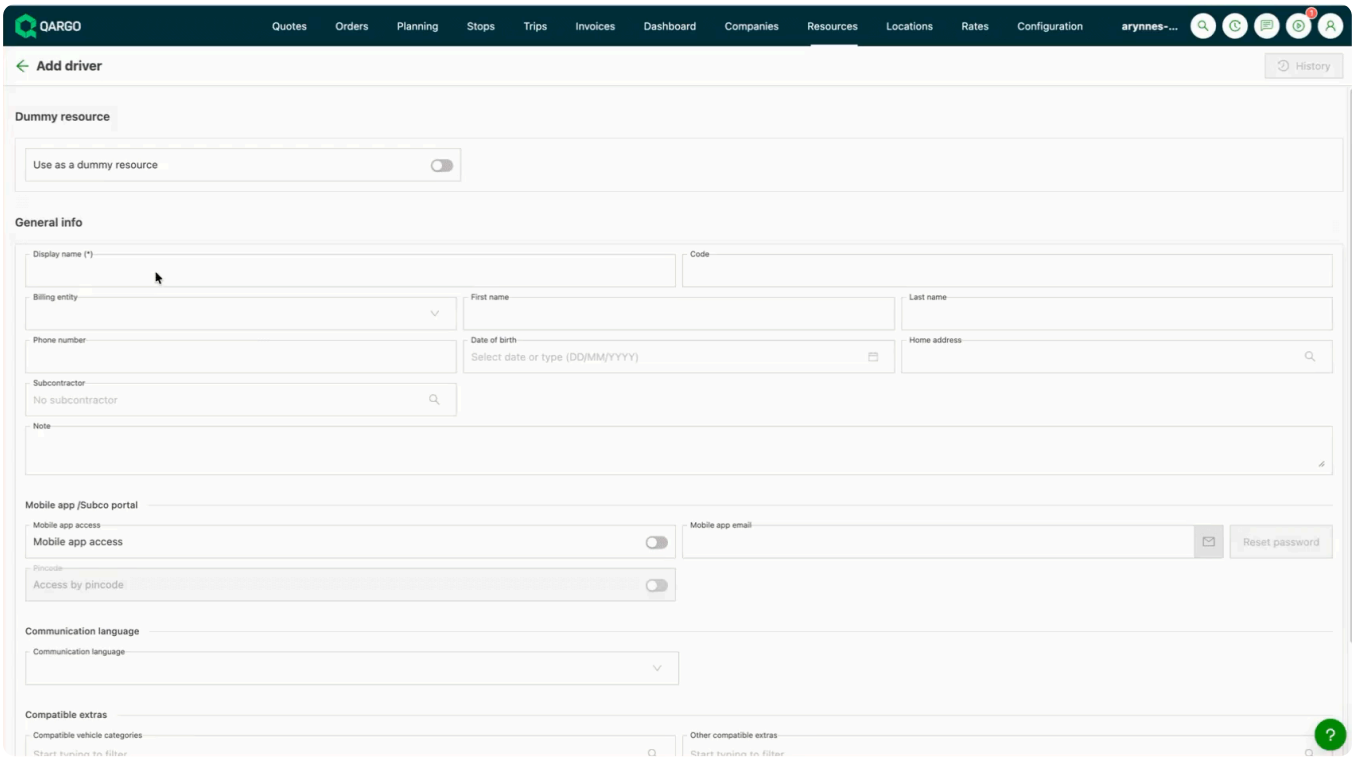
You can opt between the following resources:

- Combinations
- Shift schedules
- Drivers
- Vehicles
- Subcontractors
- Containers
- Intermodal operators



Add a Driver

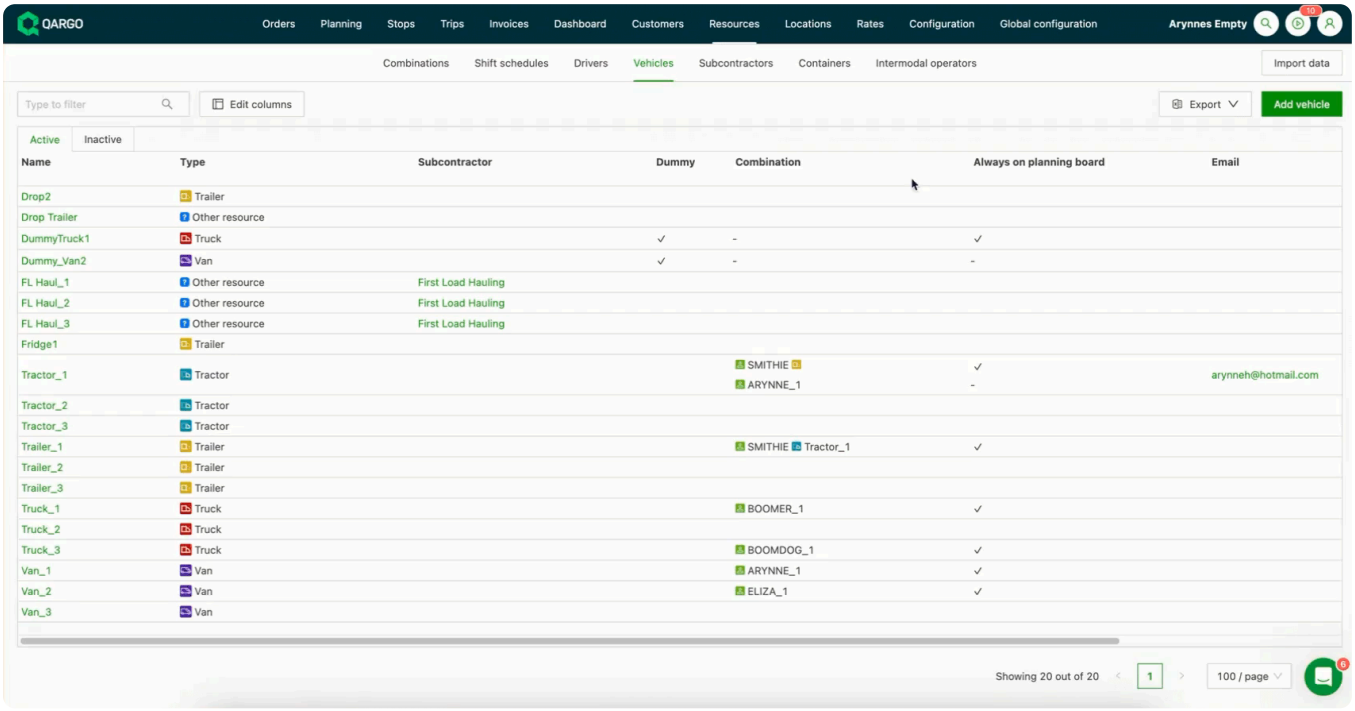
- Click on Drivers in the header.
- Click on “Add driver”.
- Complete the necessary fields.
- Save it.



Add a Vehicle

Vehicle options include **BOTH** power units (Tractor, Truck, Van) alongside Trailer and Chassis options.

- Click on Vehicles in the header.
- Click on “Add vehicle”.
- Complete the necessary fields.
- SAVE it.



‼️ **Once a vehicle is created, the type cannot be edited.** If a change is required, set the vehicle to inactive and create with the correct type from scratch.

Add a Container

Click on Containers in the header.

- Click on “Add container”.
- Complete the necessary fields.
- Save it.

You can configure the fields that you like to see when you add a new resource.

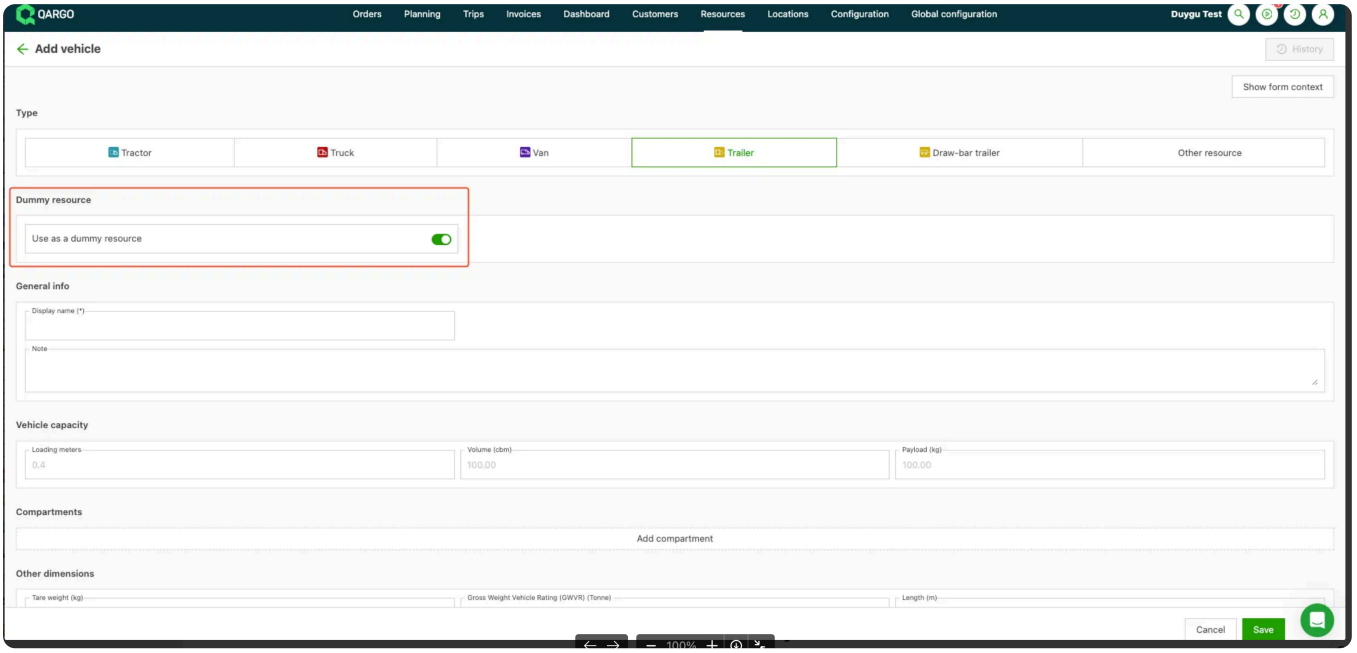
Add a Subcontractor

- Click ‘Add Subcontractor’
  - Search the ‘company’ field to see if the subcontractor already exists.
- Complete the necessary fields
- Save it

Click HERE to learn more about adding a subcontractor.

Add A Dummy Resource

Dummy Resource can include any option under the **VEHICLE, CONTAINER and DRIVER** category. When creating Resources, use the Toggle on the Dummy Resource field to indicate if a resource is a dummy.



Available fields for ‘dummies’ is limited to name, note and information about the dimensions (for use in route optimisation).

Existing resources (Vehicles, trailers, containers and drivers) can be converted to a Dummy resource, unless they are included as part of a Combination.

> **CAUTION!! Once a resource is defined as a DUMMY, you cannot retract the status, instead the resource should be set to INACTIVE.**

Click HERE to see how Dummy Resources can be used for Pre-Planning

External Resources

Prerequisites

- User role: **Super Admin** (to flag a resource as external and configure default values)
- User role: **Planner** or higher (to enter per-trip override values)
- The resource must already exist in Qargo master data

Use Cases

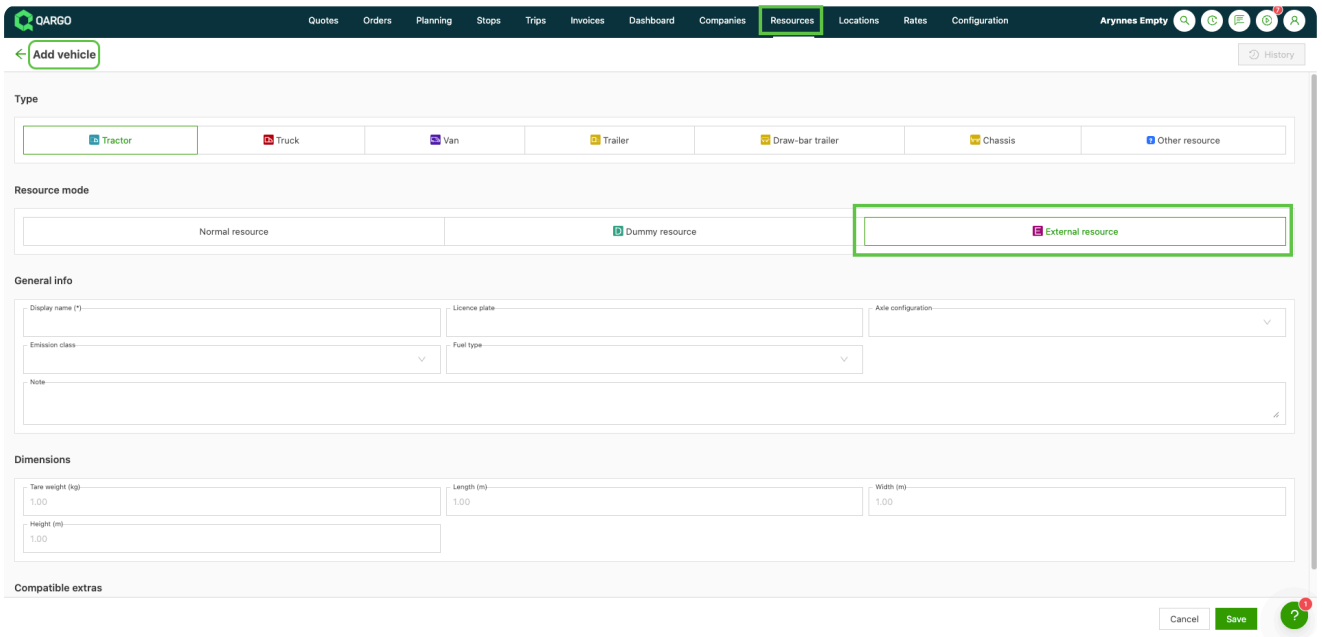
- A carrier uses a hired trailer for a single trip; the trailer's license plate differs from any standing asset
- A shipper supplies their own container; the container number must appear on the CMR
- A third-party driver covers a shift; their name must be recorded on the trip document

Terminology

Term	Definition
External resource	A resource flagged in master data as originating outside the carrier's own fleet
Per-trip override	A name, license plate, or container number entered at trip level that applies only to that specific trip
License plate	The vehicle registration number recorded on trip documents and border declarations
Container number	The unique ISO identifier for a container, required on customs and shipping documents

Adding an External Resource

1. **Navigate** to **RESOURCES**
2. **Select** the asset to be added (Driver, *Vehicle, Container)
3. **Click** 'External Resource'



4. Optionally, **enter** default *Name*, *License Plate*, or *Container Number* values — these pre-fill on every trip unless overridden.
5. **Save** the resource.

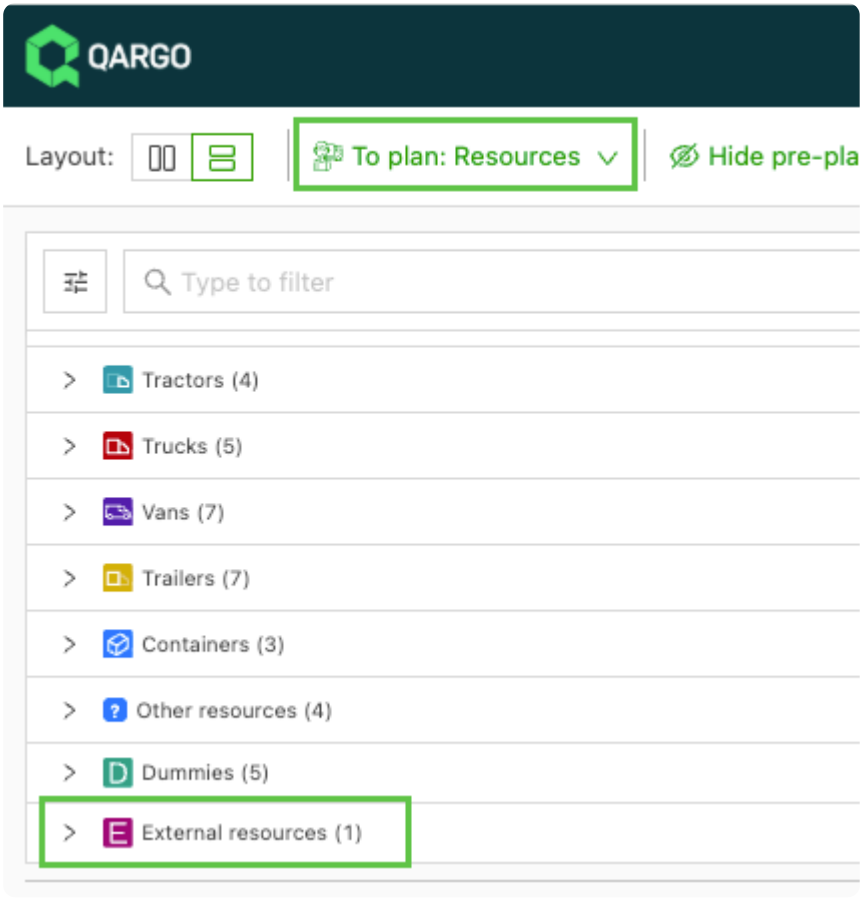
🧰 When adding an external *vehicle resource, the **TYPE** must be selected first. Once selected, the Resource Mode is exposed where users can select from:

- Normal resource
- Dummy resource
- External resource

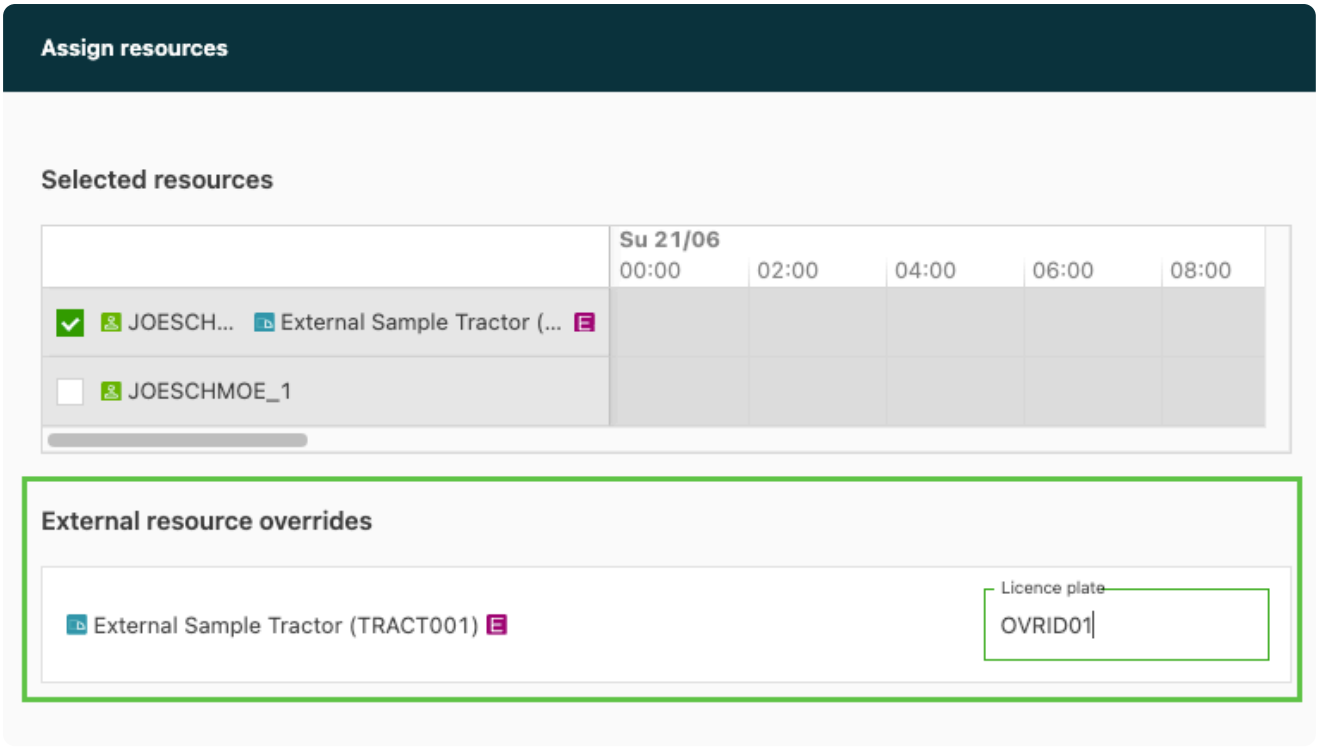
Resources **MUST** be created as External in order to use the Trip Override values.

Entering Per-Trip Override Values

1. **Open** the relevant trip in the *Planning* board.



2. **Click** the resource assignment panel.
3. **Locate** the external resource row.
4. **Enter** the trip-specific *Name*, *License Plate*, or *Container Number* in the corresponding fields.



5. **Confirm** — the override is saved to the trip and reflected on all trip documents.

Troubleshooting

Symptom	Likely cause / Resolution
External toggle not visible on a resource	Insufficient role permissions.\
Log in as a Super Admin	
Per-trip fields are greyed out	Resource is not flagged as external.\
Flag the resource as external in master data first	
Override values not appearing on trip documents	Document template not configured to show resource fields.\
Contact the Qargo onboarding manager to update the document template	