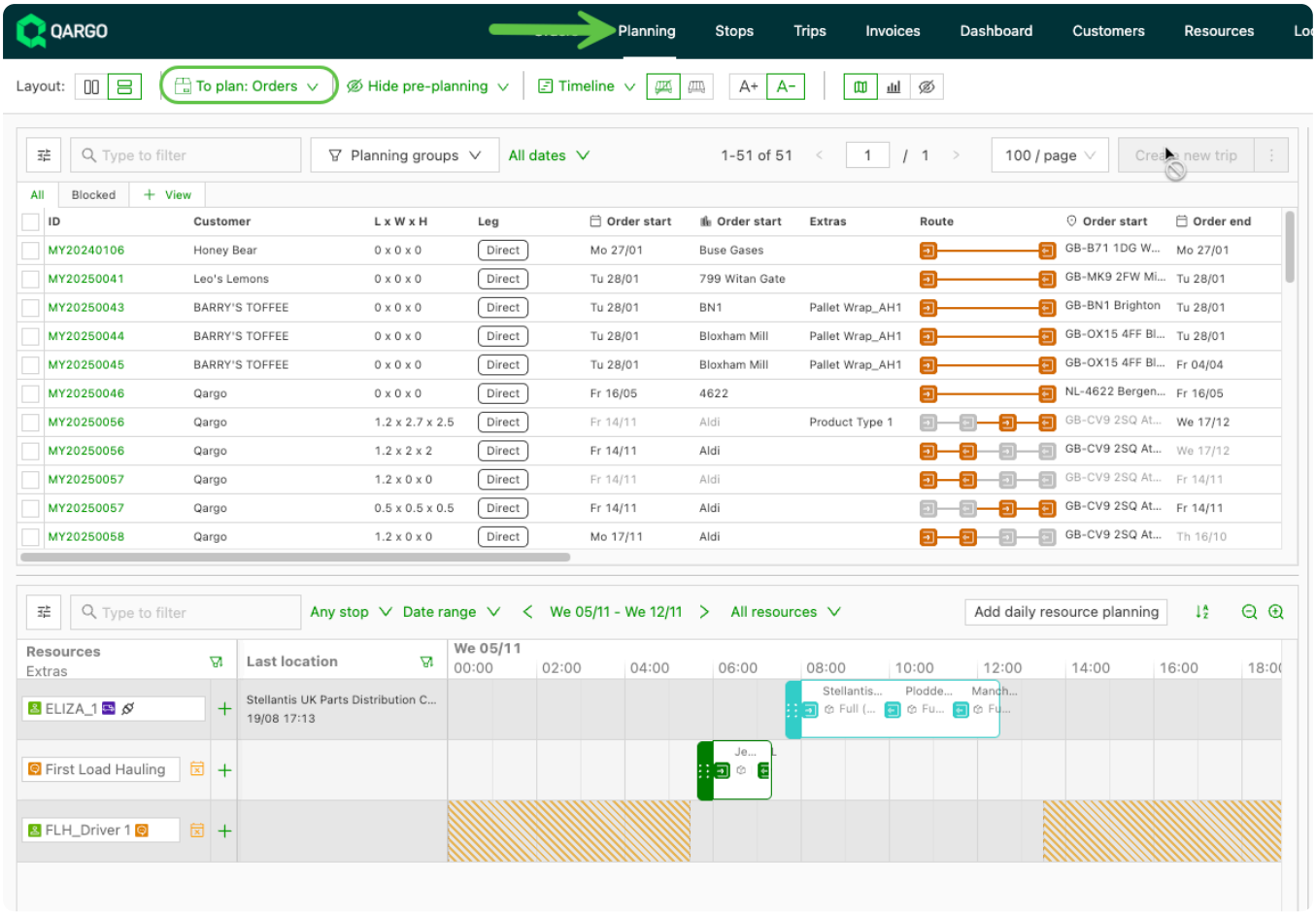
Planning trips in bulk(groupage)

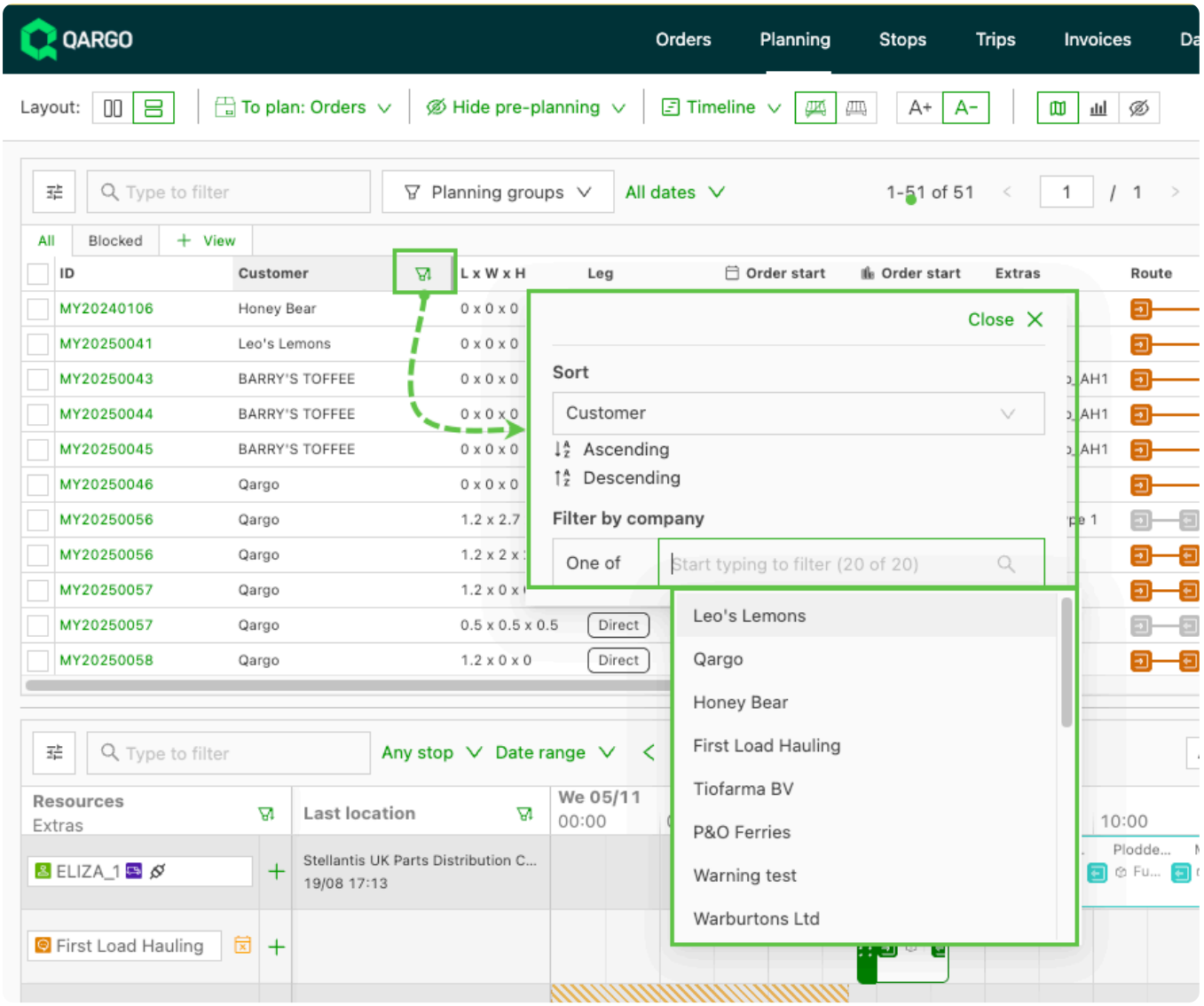
This article gives an overview how to plan multiple orders onto a Trip.

Updated 4 August 2026

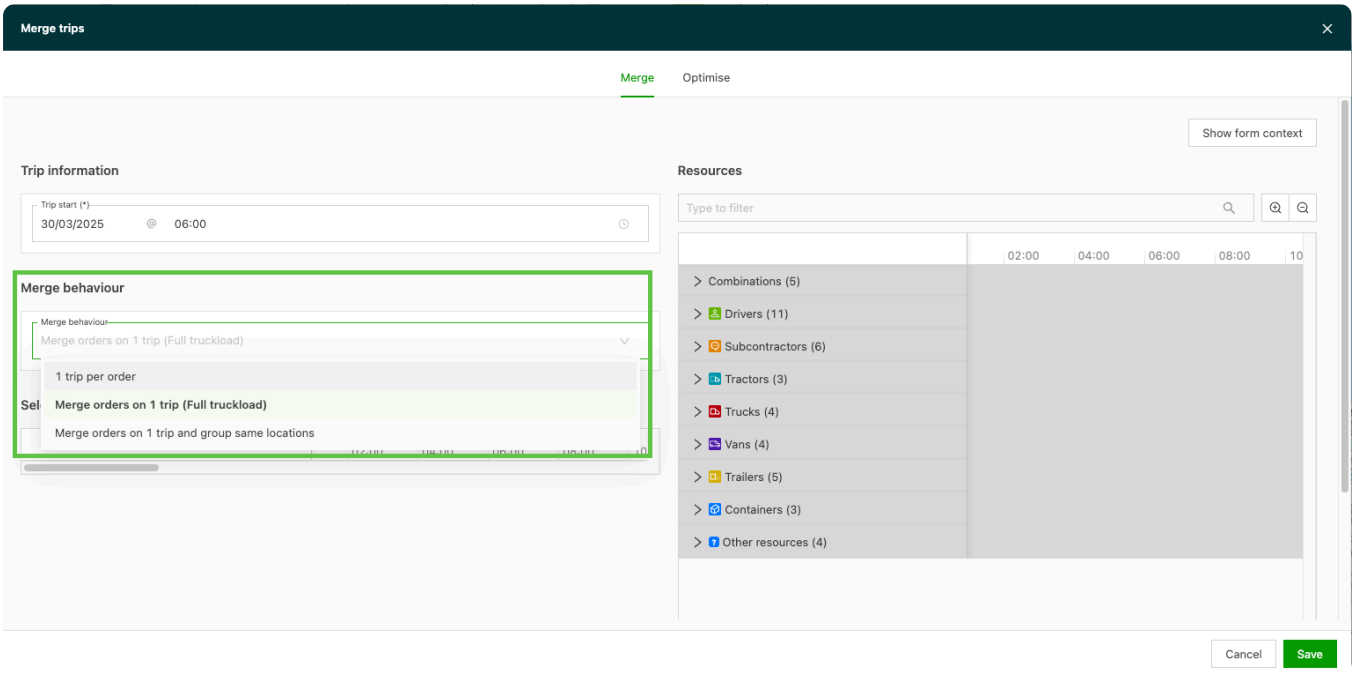
Selecting orders

- **Navigate to PLANNING and make sure 'To Plan: Orders' is selected.**
  - You can also customise your planning view or plan a trip also see 👉 customise planning view / 👉 plan trip
- **Apply Filters(if applicable):** To narrow down your selection
  - Use filters based on date, customer, or any related fields such as resource group, see 👉 customise planning view

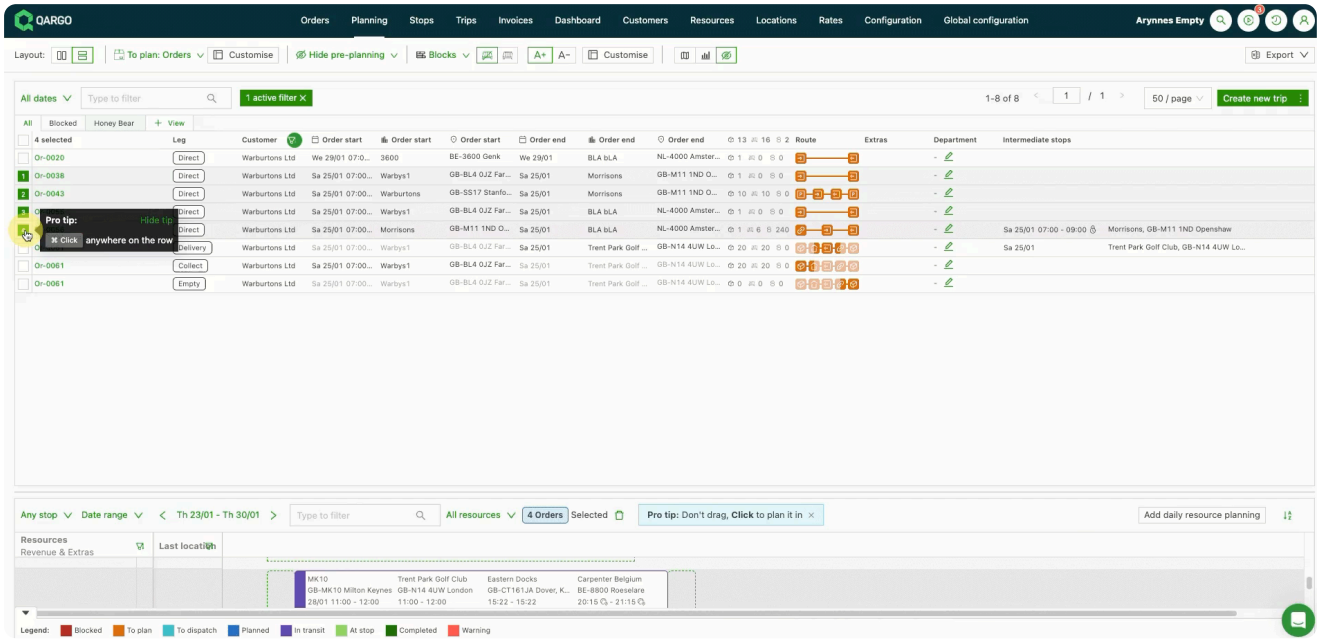




- **Select Orders:** Highlight the specific orders you want to include in your groupage trip.
  - Click on the ***'Create New Trip'*** option.
  - In the Merge Trips window, there is an option under ***'Merge Behaviour'*** to select how these trips should be planned:
    - 1 trip per order
    - Merge orders on 1 trip (Full truckload)
    - Merge orders on 1 trip and group same locations



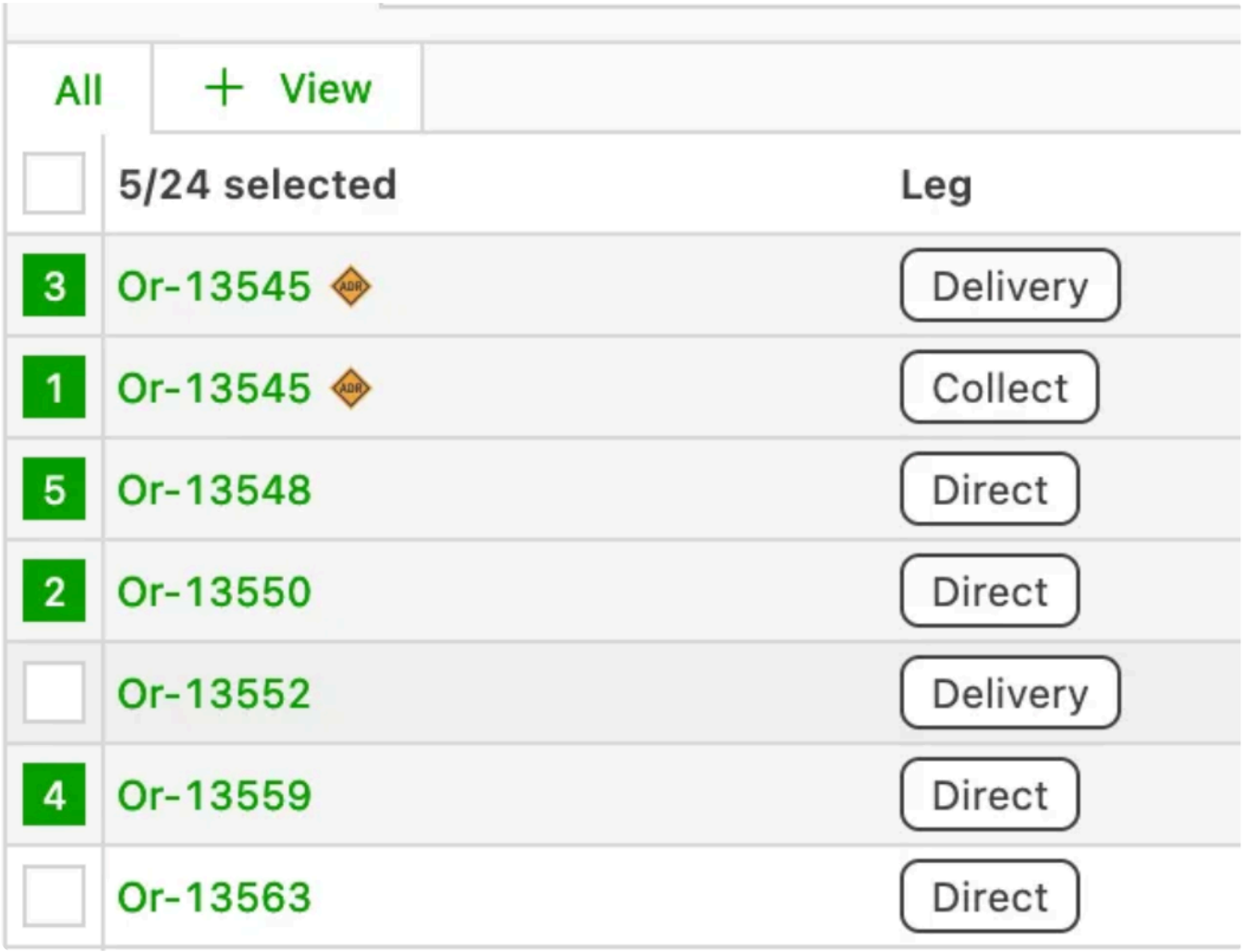
1. **Trip per order:**
    1. Allows users to quickly send multiple orders in 1 transaction as individual trips, visualised with the same start date/time.
    2. This option is useful when there are multiple orders to send to a resource (subcontractor for instance) which require individual trips.



2. **Merge Orders:**
    1. When selecting the option to Merge Orders, there are 2 options available:
        1. Merge orders on 1 trip & group same locations: orders combined into a single trip.
        2. Merge orders on 1 trip (Full truckload) orders will be combined into a single trip.

Stop order

- Order in which selected creates stop order for trip when merging orders together.
    - Adjust stops by dragging them to a new position in the trip and SAVE.



EXAMPLE:
3 Trips:

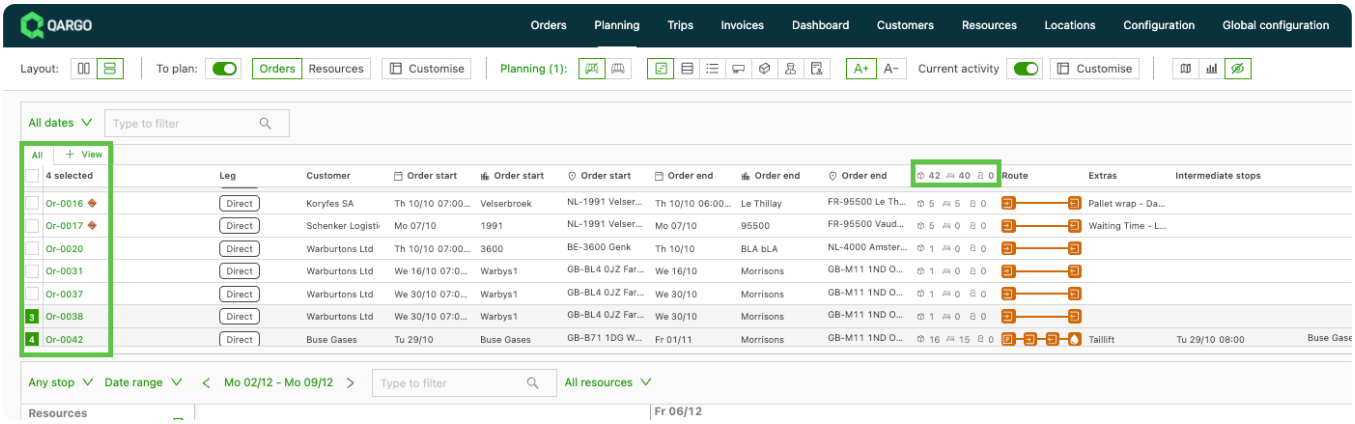
1. Pickup Gent -> Depot Antwerp
2. Pickup Hasselt -> Depot Antwerp
3. Pickup Brussels -> Depot Antwerp

If you would select them in the order 2, 3, 1, the resulting trip will be

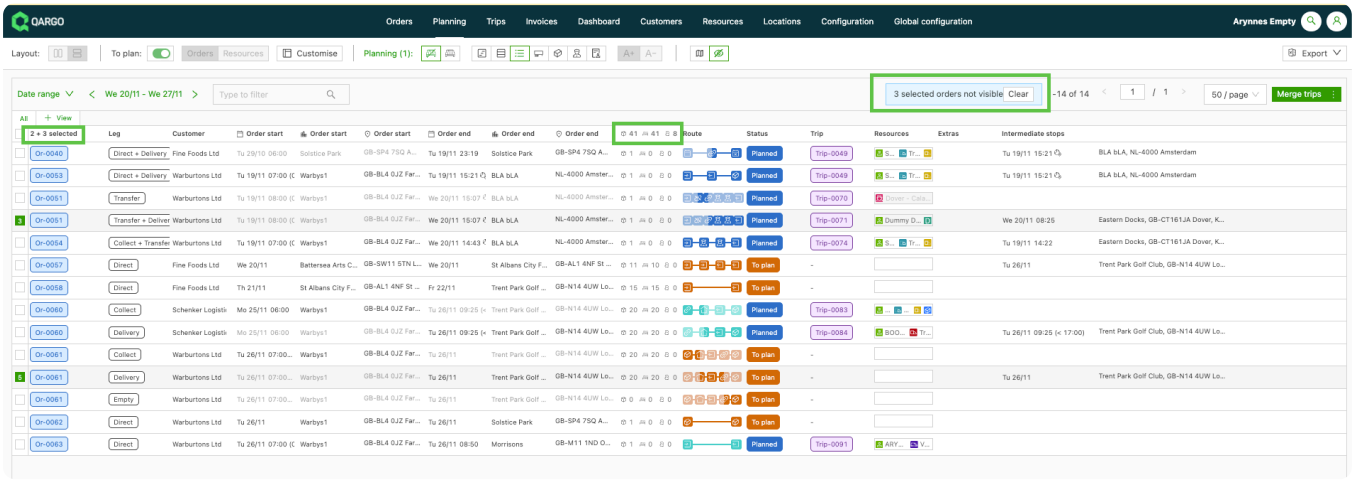
- Pickup Hasselt -> Pickup Brussels -> Pickup Gent -> Depot Antwerp

To indicate this, the selection numbering is shown in both the ***To Plan*** section and ***legs view***.

- When selecting multiple orders on the planning board, the column headers will dynamically adjust to account for the totals for quantity and weight included on the selected orders.

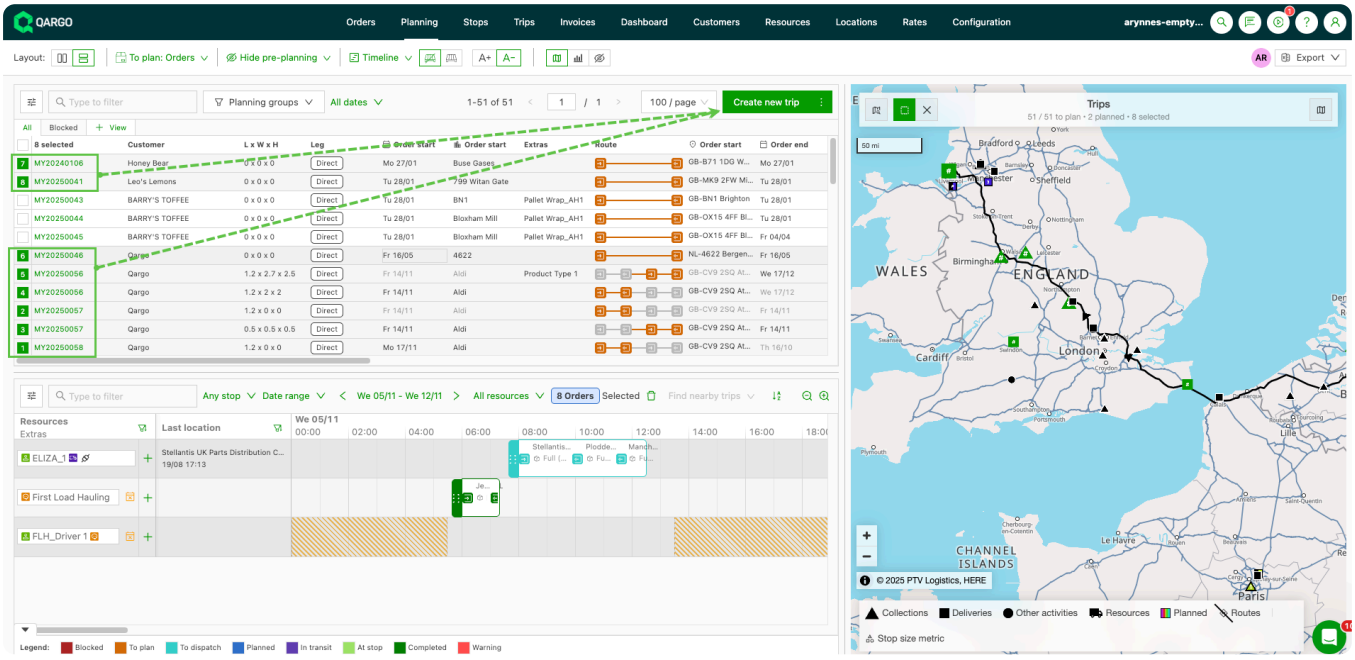


- This includes where orders are selected outside of the currently visible range. This transparency will allow better visibility for planning.



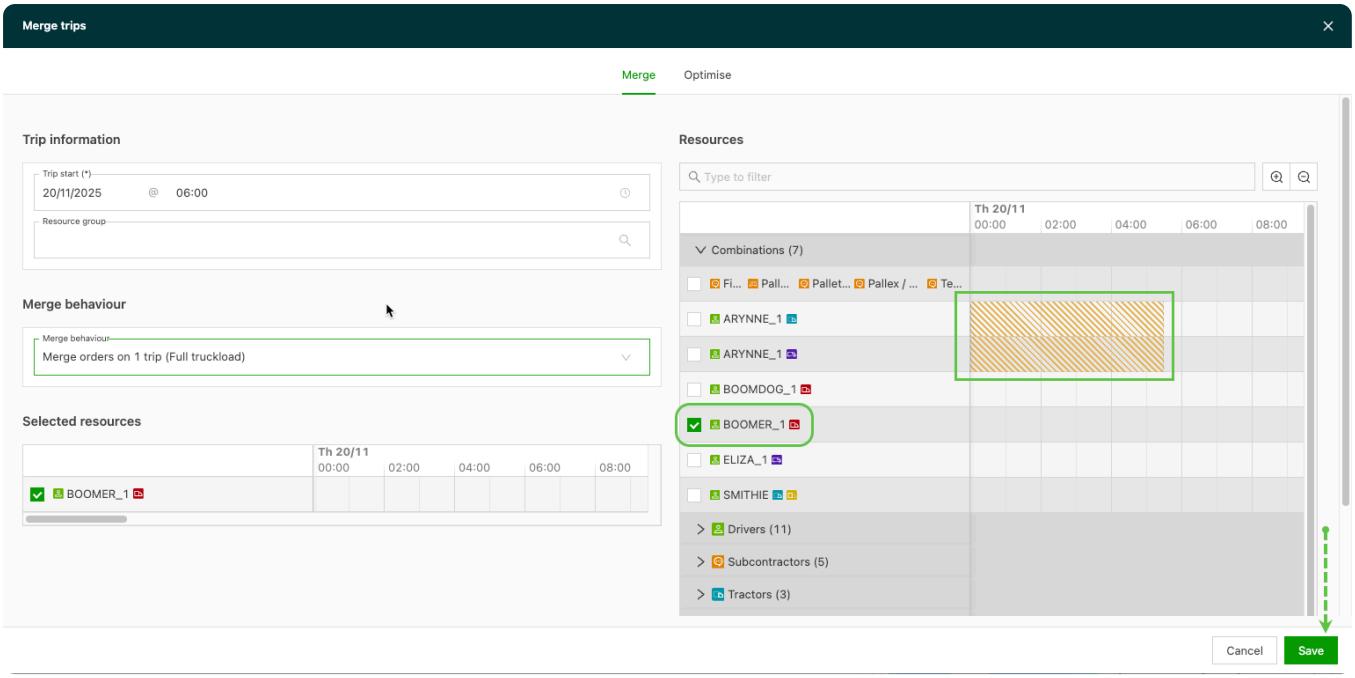
Initiate Trip Planning

- Click on the ***'Create New Trip'*** button to start the trip planning process.

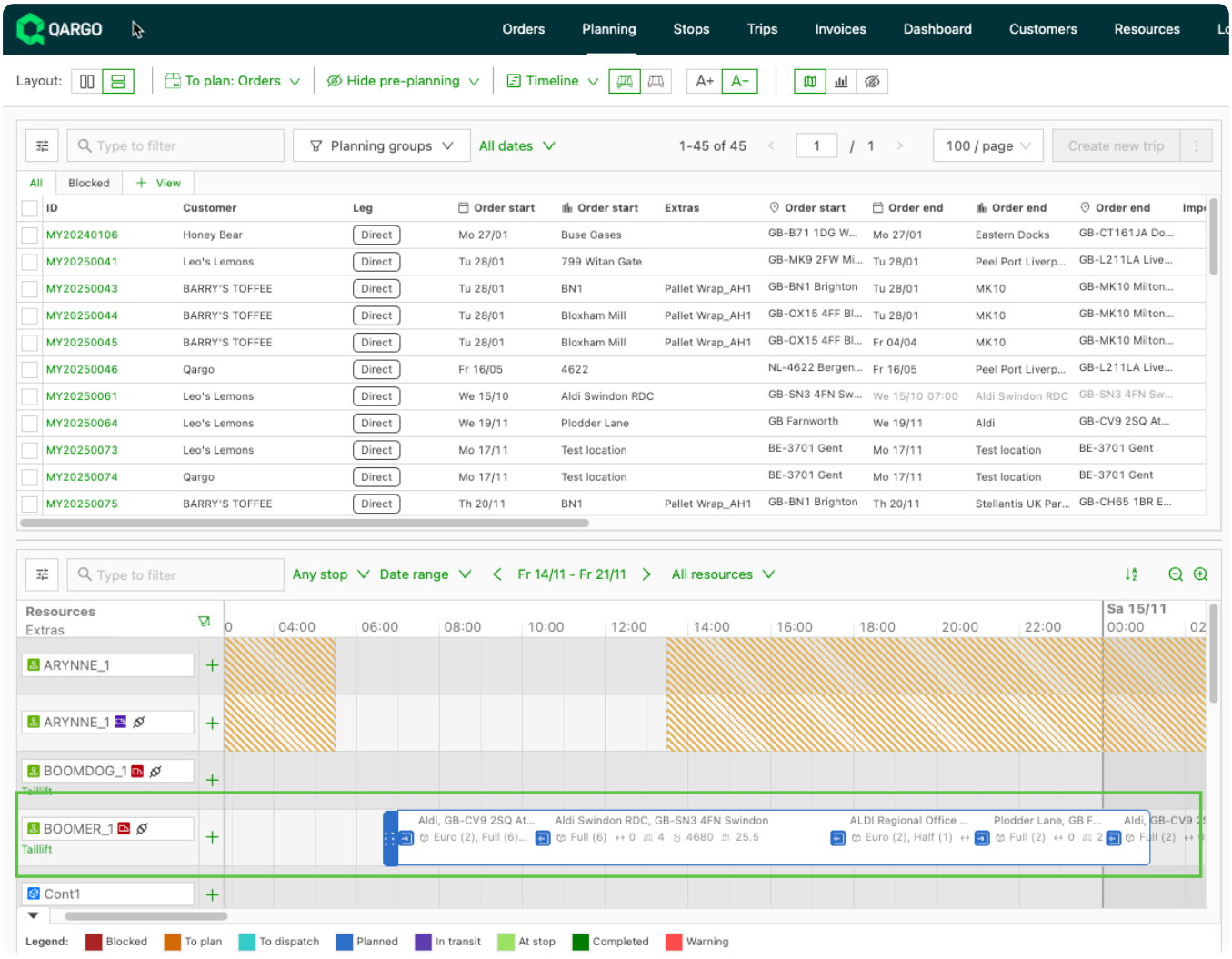


- **Define Resources and Save:** Make selections for the resources associated with the trip and save your choices.

***Note:** If a resource(combination) is already in use for the selected day, you will see the lined view with the locations as marked below.*



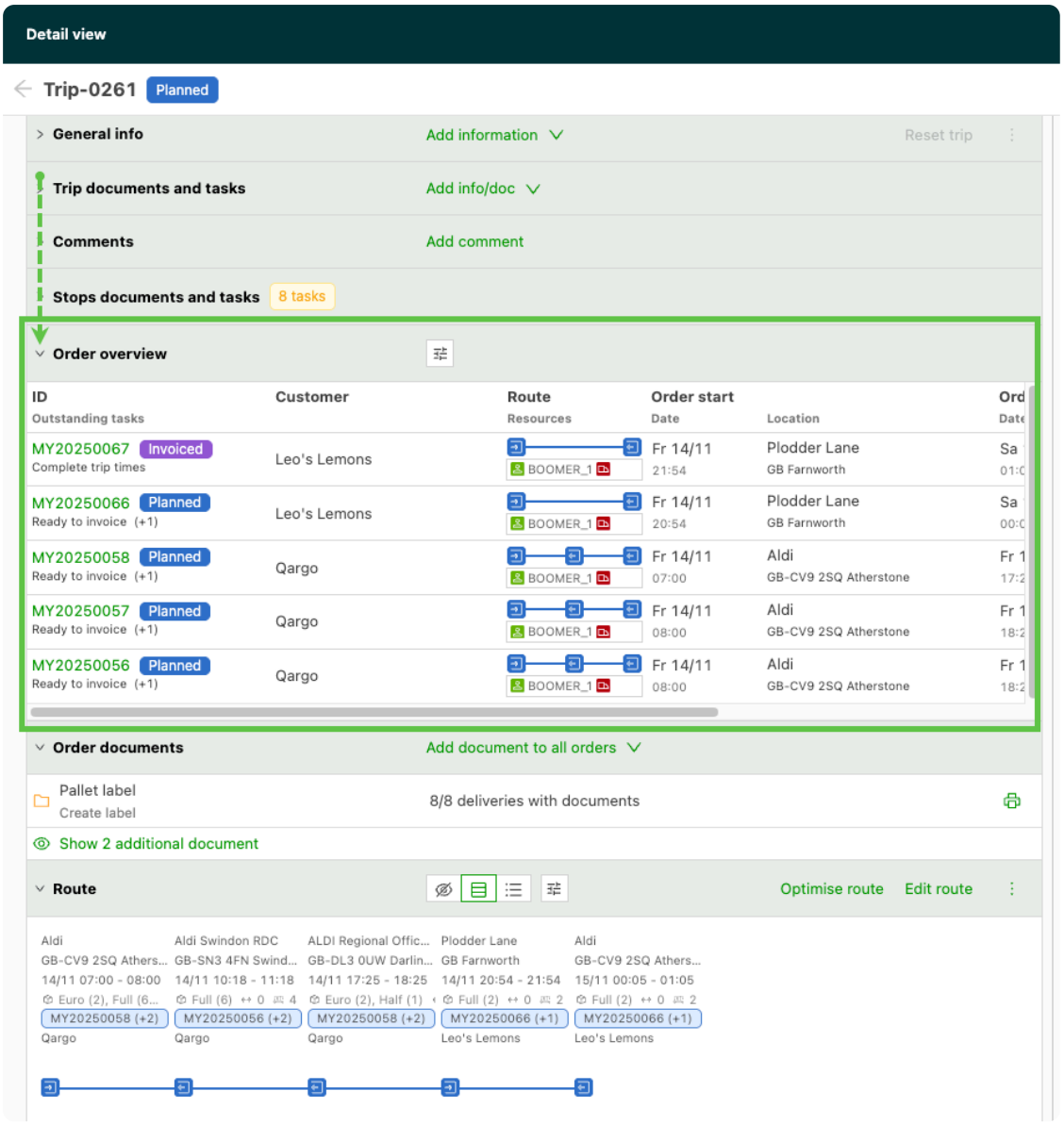
- **View Trip on Board:** Once the trip is planned, it will be visible in the board view, providing an organised overview.



▶ https://www.loom.com/embed/b9bebe009b064511a069a2e863227932

Viewing multiple orders on a trip

- Easily view all orders from within the Trip Detail
    - Click the arrow to expand the ***'Order Overview'*** panel (collapsed by default)

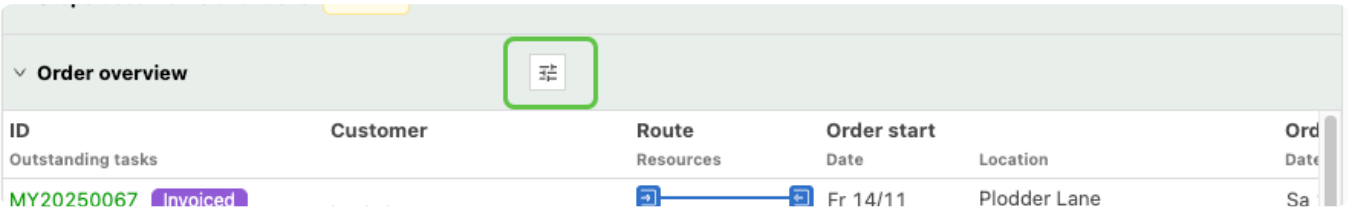


Order-Focused Table Layout

The table provides a simplified, order-centric view, making it easier to:

- Review all orders at a glance
- Quickly identify missing or unexpected orders
- Navigate directly to order details without scanning stop tables

Customise table layout to only show columns and data required and set on an individual basis.



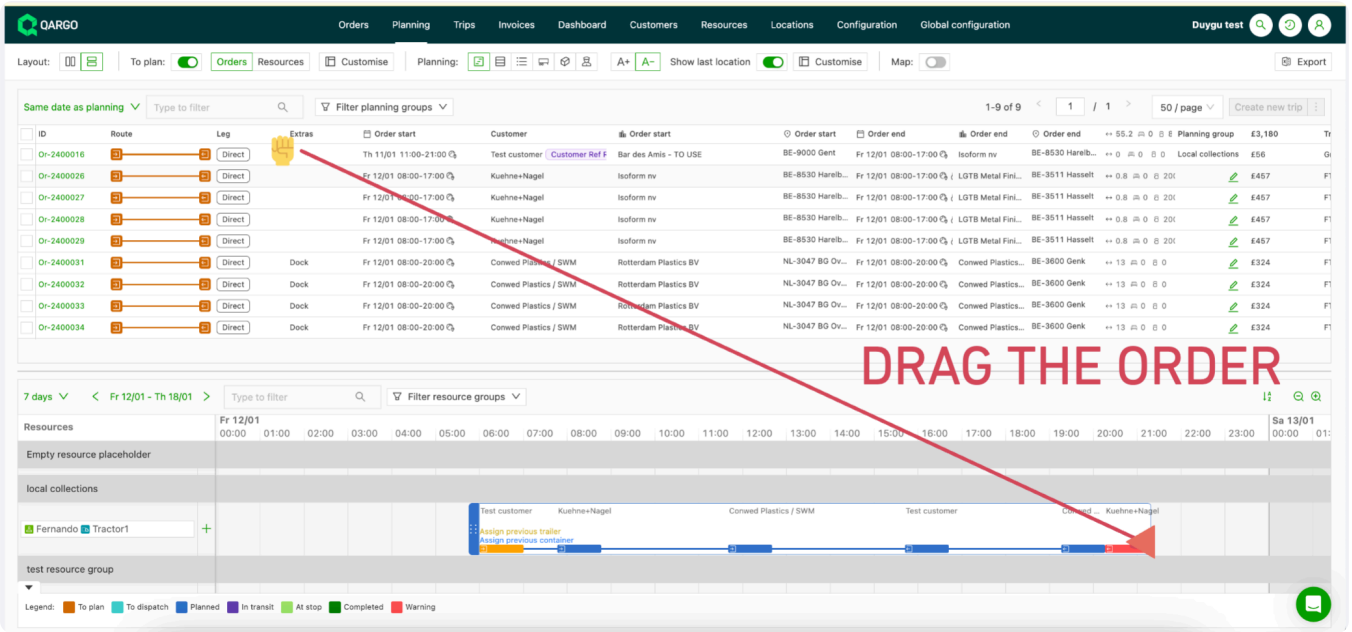
Benefits

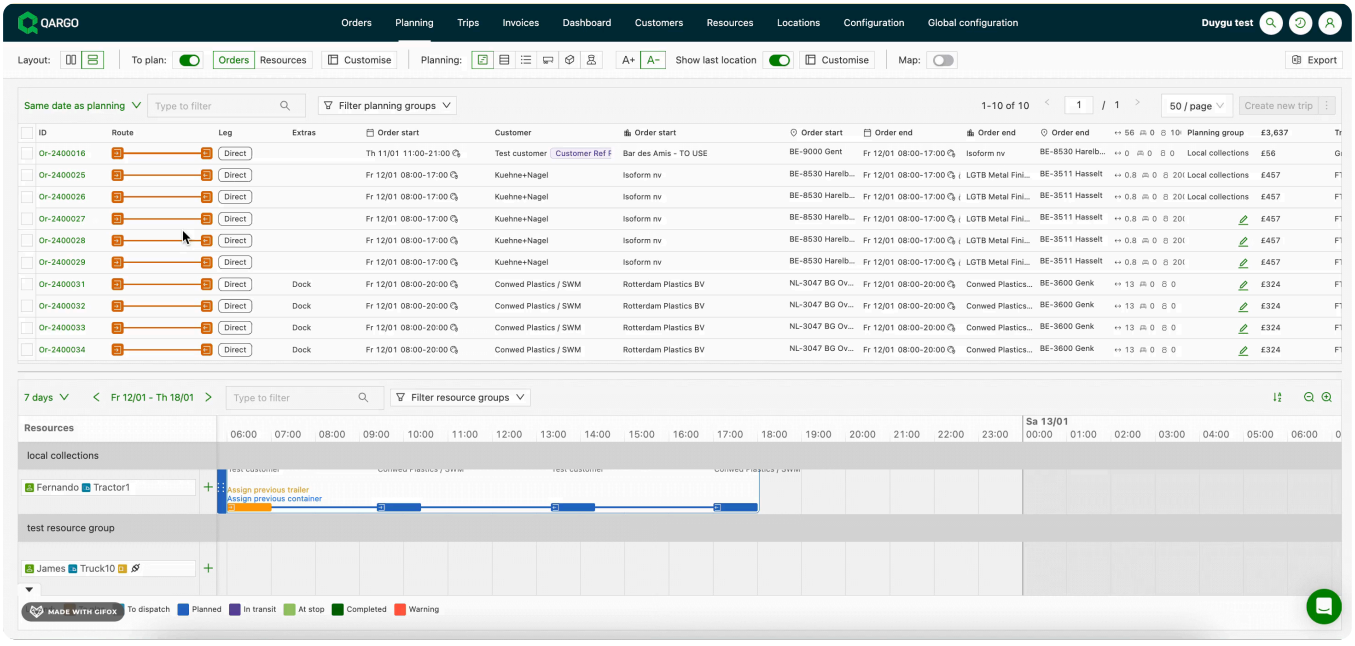
- **Faster Trip Review:** Clear, one-look overview of all orders.
- **Reduced Cognitive Load:** No need to scan duplicated stop rows.
- **Improved Data Accuracy:** Single consolidated table reduces missed orders or misassignments.
- **Better User Experience:** Intuitive navigation and improved clarity for multi-order trips.

How to Add New Orders to Trip

- To include new orders in the trip, drag them into the trip area.

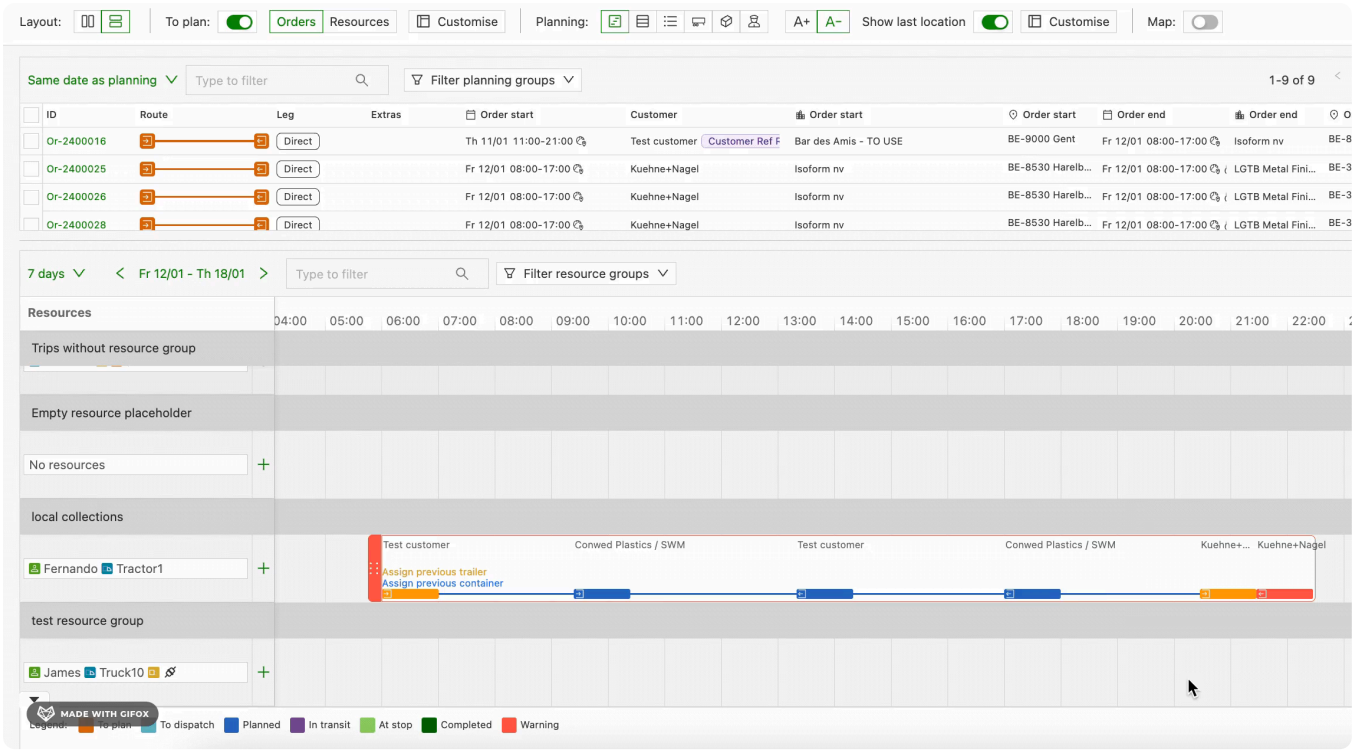
> 📚 Please note that adding orders can only be done one by one and not in bulk when dragging.

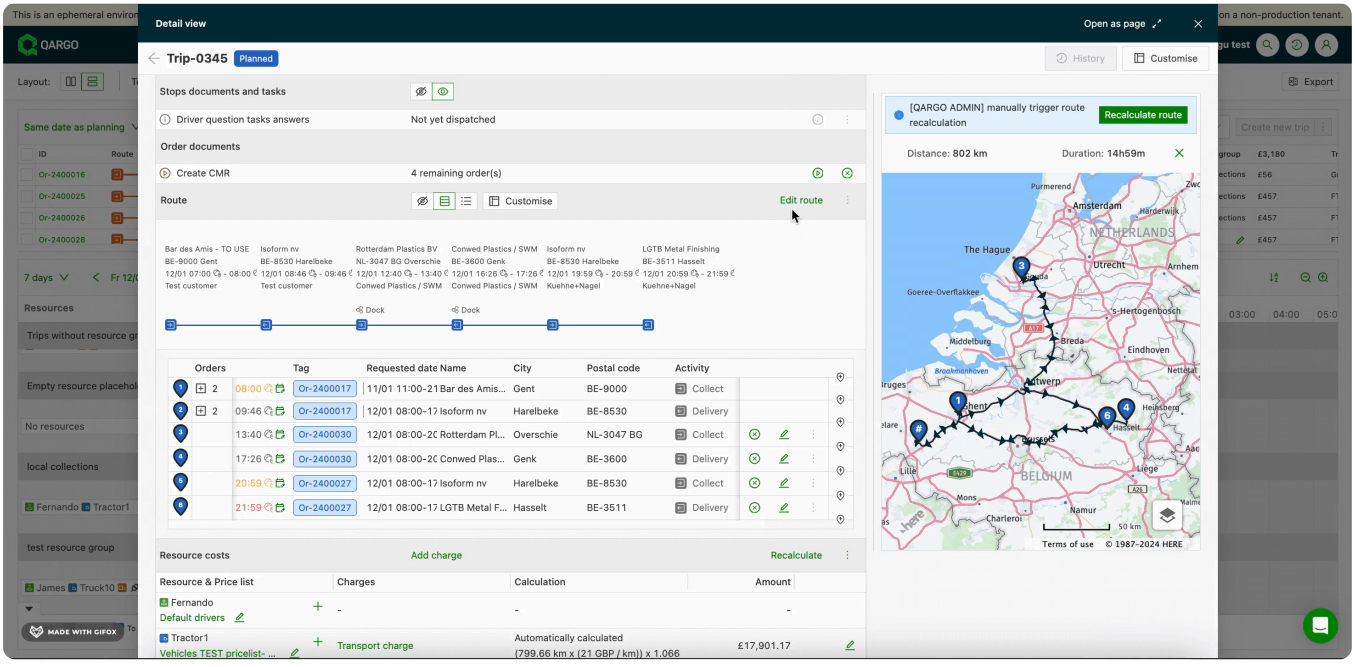




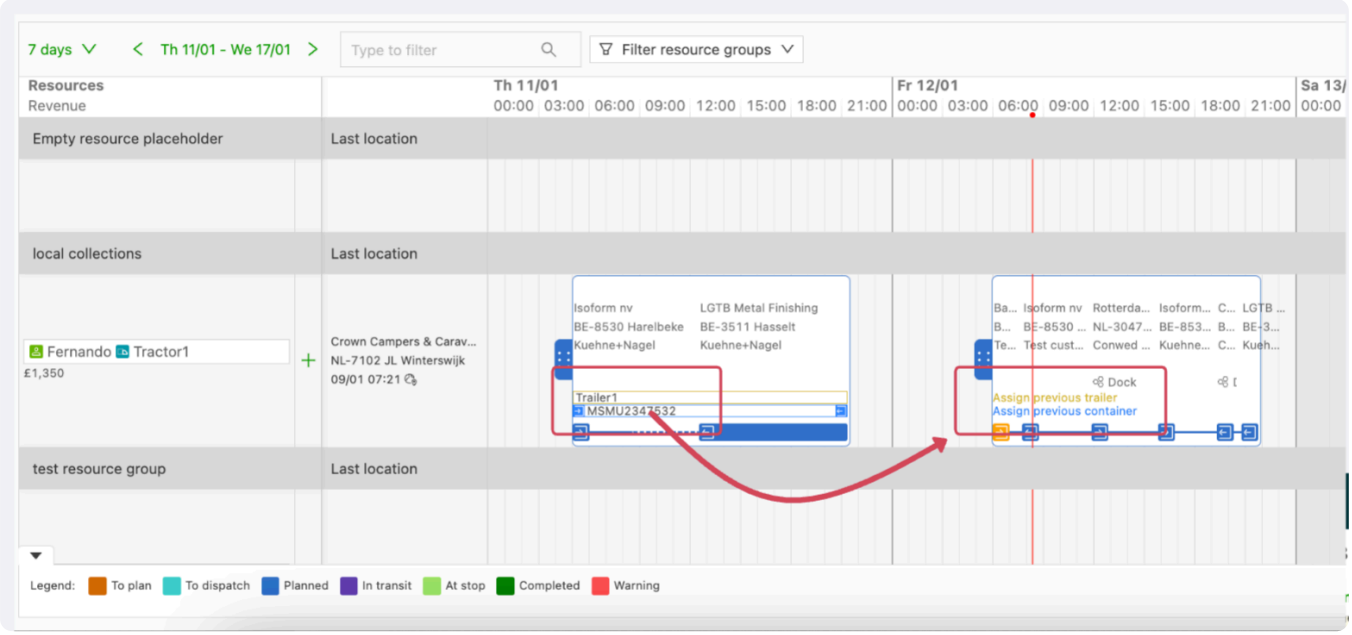
You can edit the stops in the planning screen by dragging these to the correct line or in the trip page itself by clicking on

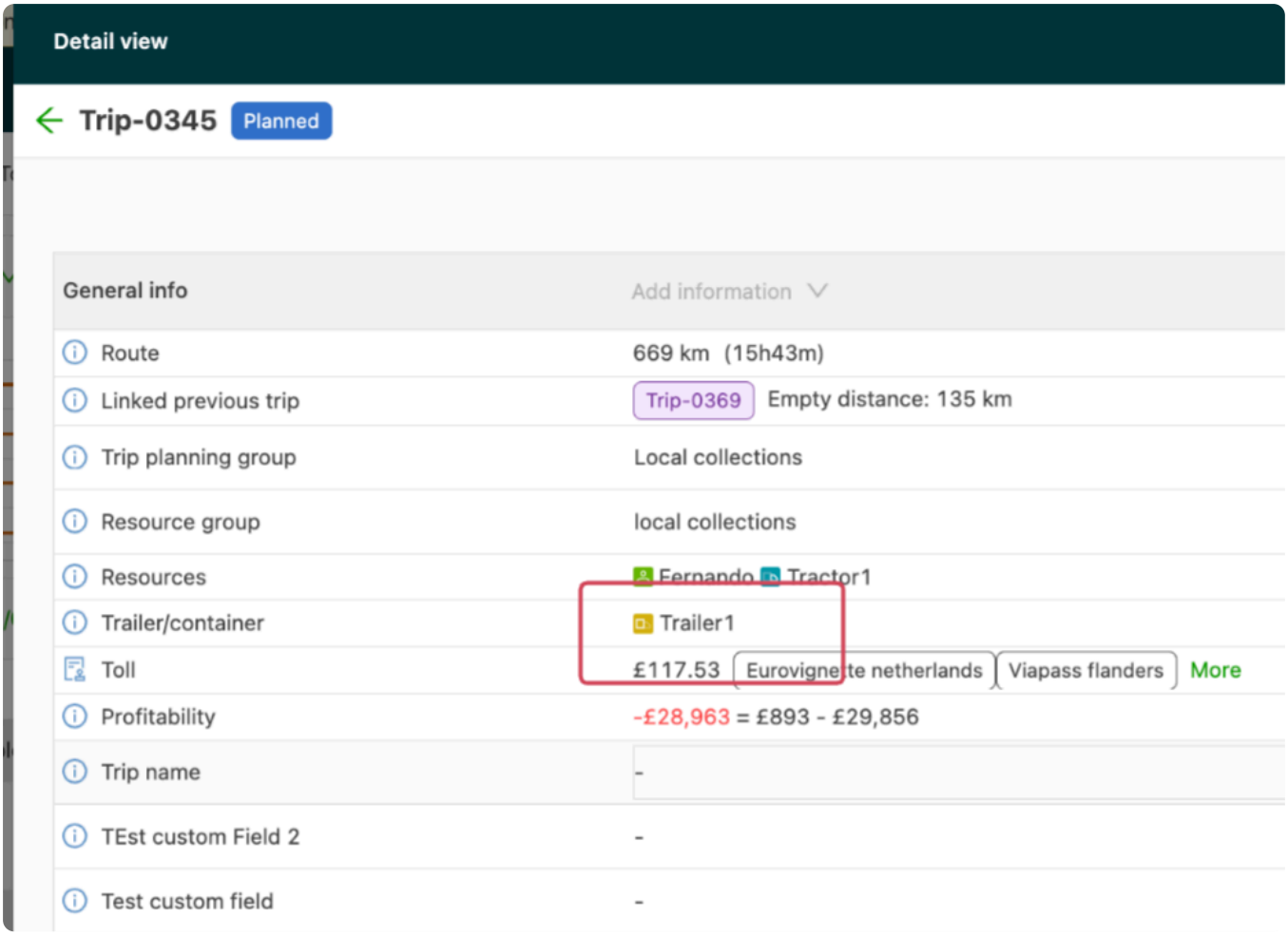
the “edit route” button. See below the examples:





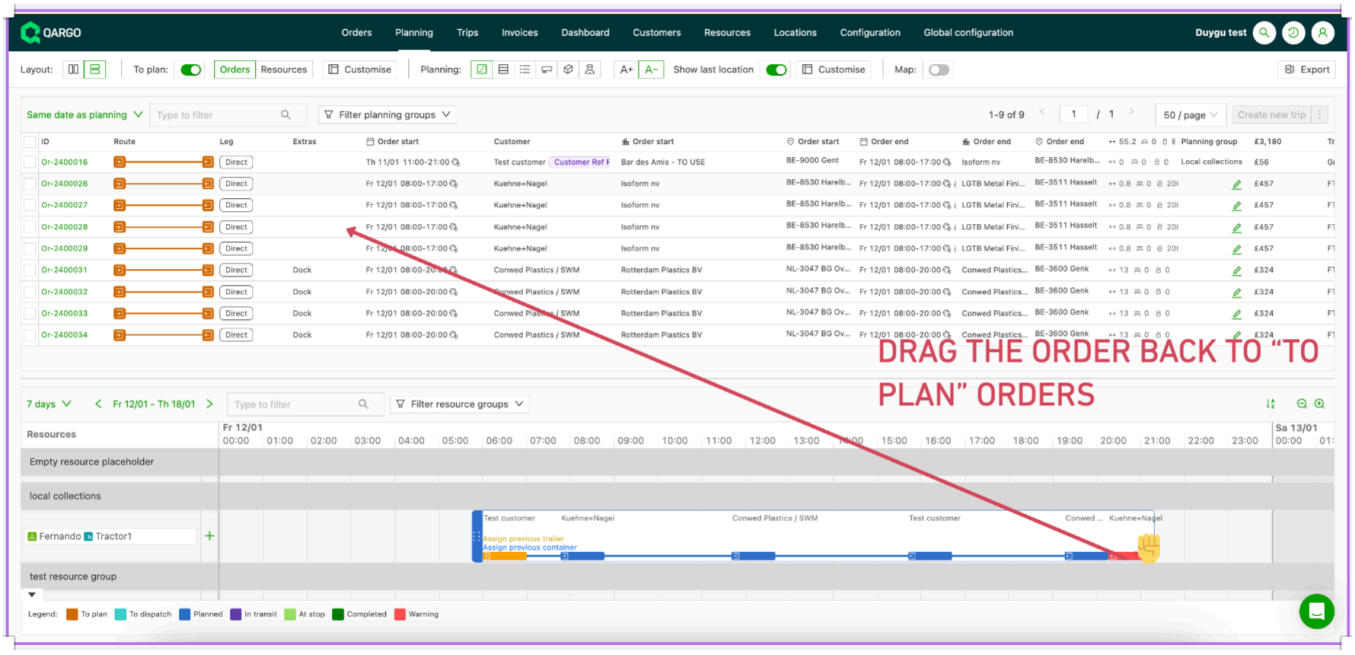
If there was a previously used trailer or container for the same resource set you made the planning for, you will get suggestions to add these in the trip once you have planned it. To assign the same trailer or container simply click on the texts to have your trailer in your new trip:



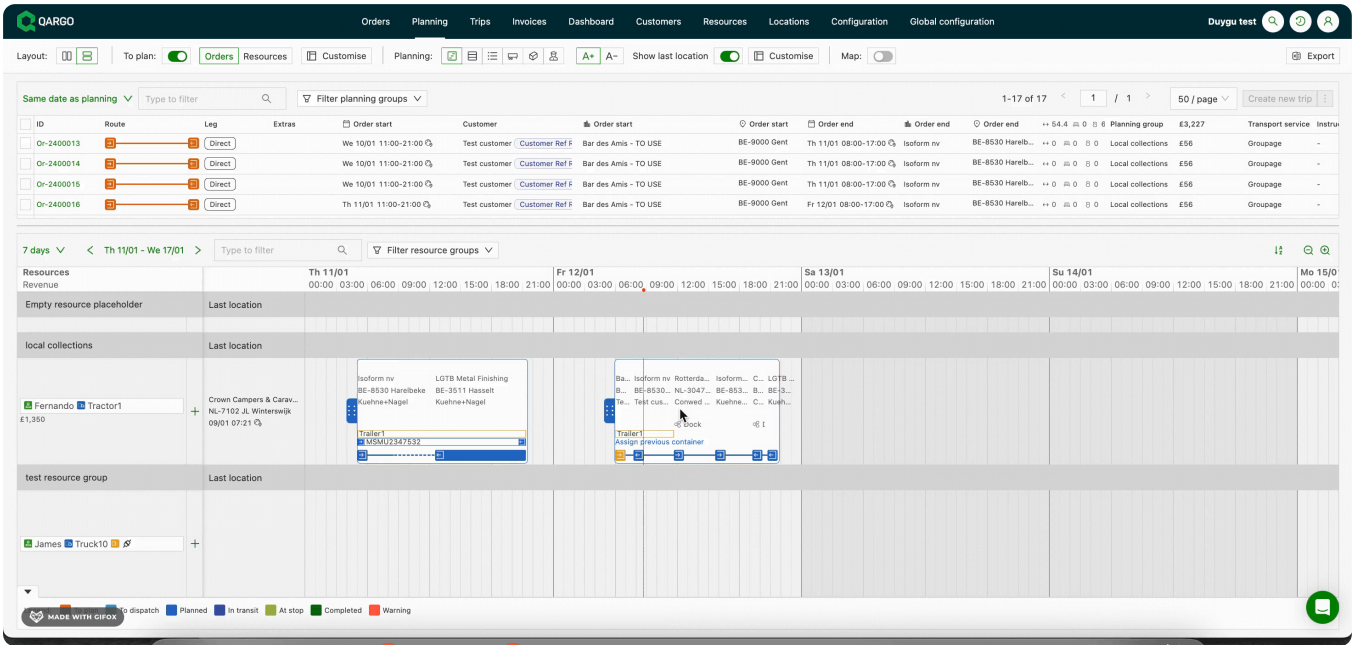


How to Remove Orders from Trip: If you need to remove orders from the trip, either drag the leg back to the "Orders to Plan" list or remove the order directly from the trip or order page. (see more details on -> "👉Unplan/Reset Trip" section for additional details.)

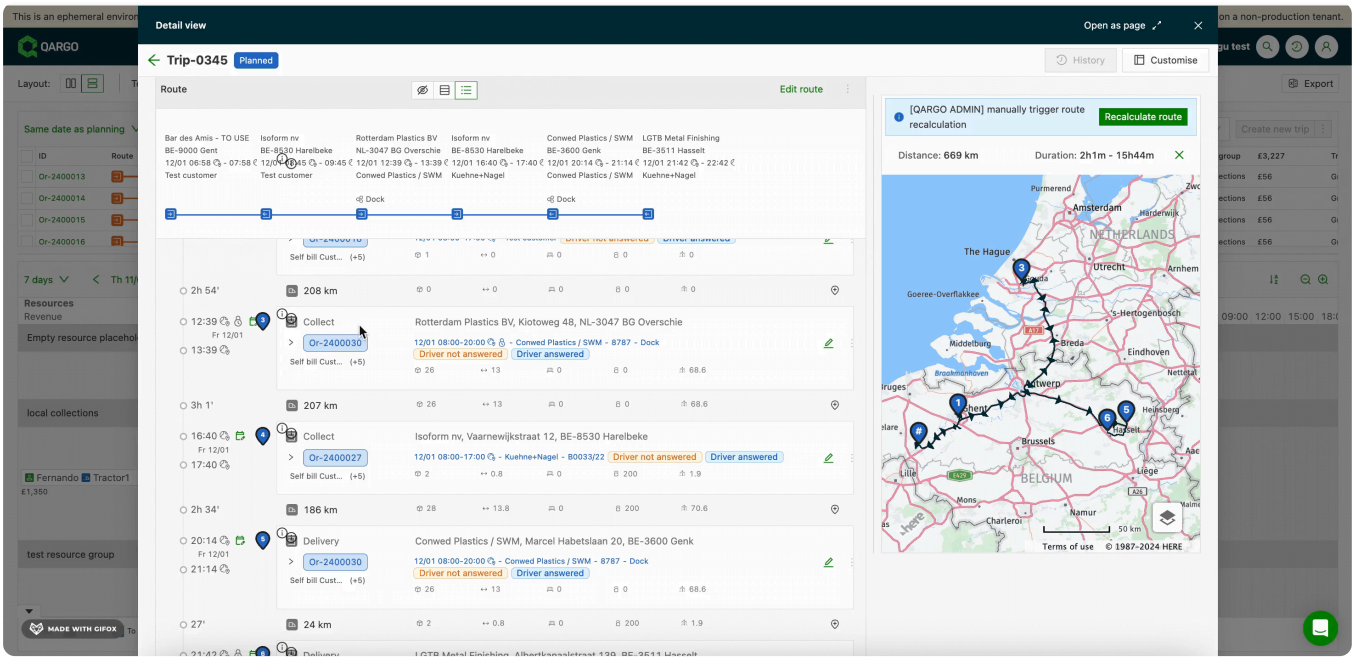
Via the planboard:



Via the trip:



Via the order:



🚨Attention:

- **Order Trip Limit:** Be mindful that each trip has a limit of approximately 75 orders with a total of around 300 stops. You will receive a warning when this limit is exceeded. Also note that mobile app dispatch remains limited to 30 orders per trip - Trips exceeding this limit cannot be dispatched to the driver app.
