Empty trips

Updated 24 October 2024

Use cases:

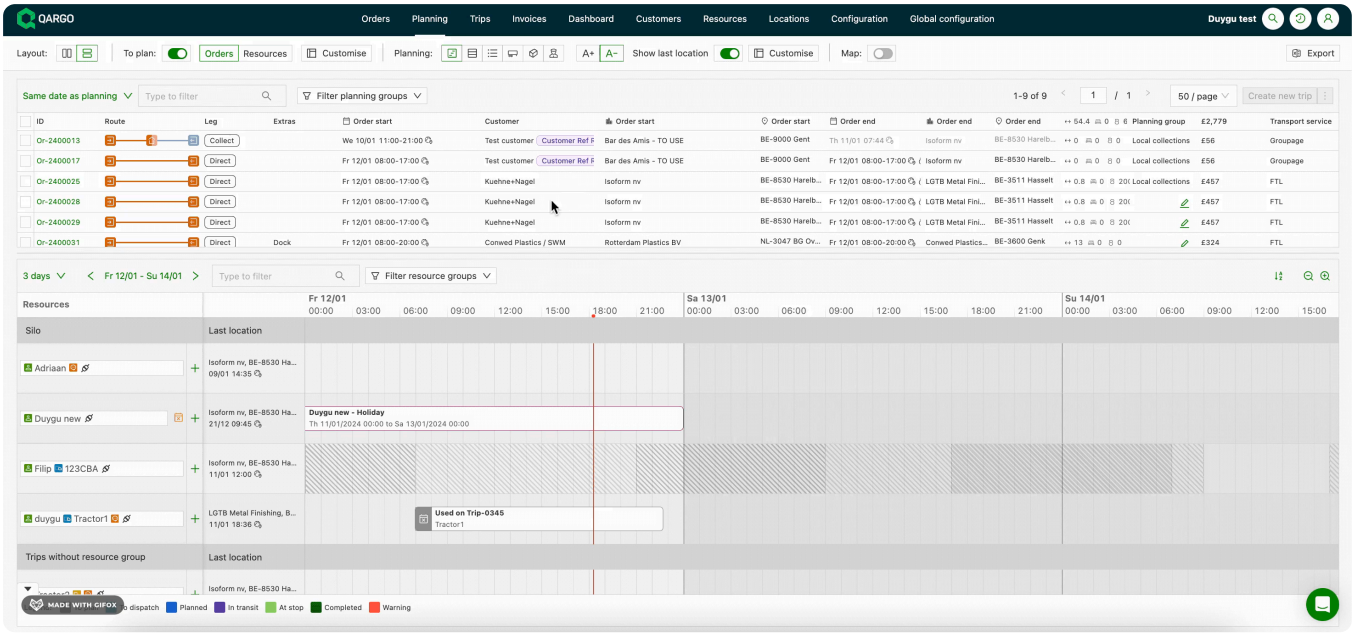
- Empty trips in Qargo are used to move items, such as a trailer, from one location to another(point A to point B) without the constraint of being tied to a particular order.

- Empty trips can also be linked to an order for actions that are/should be planned before/after the scheduled and linked trip/consignment.

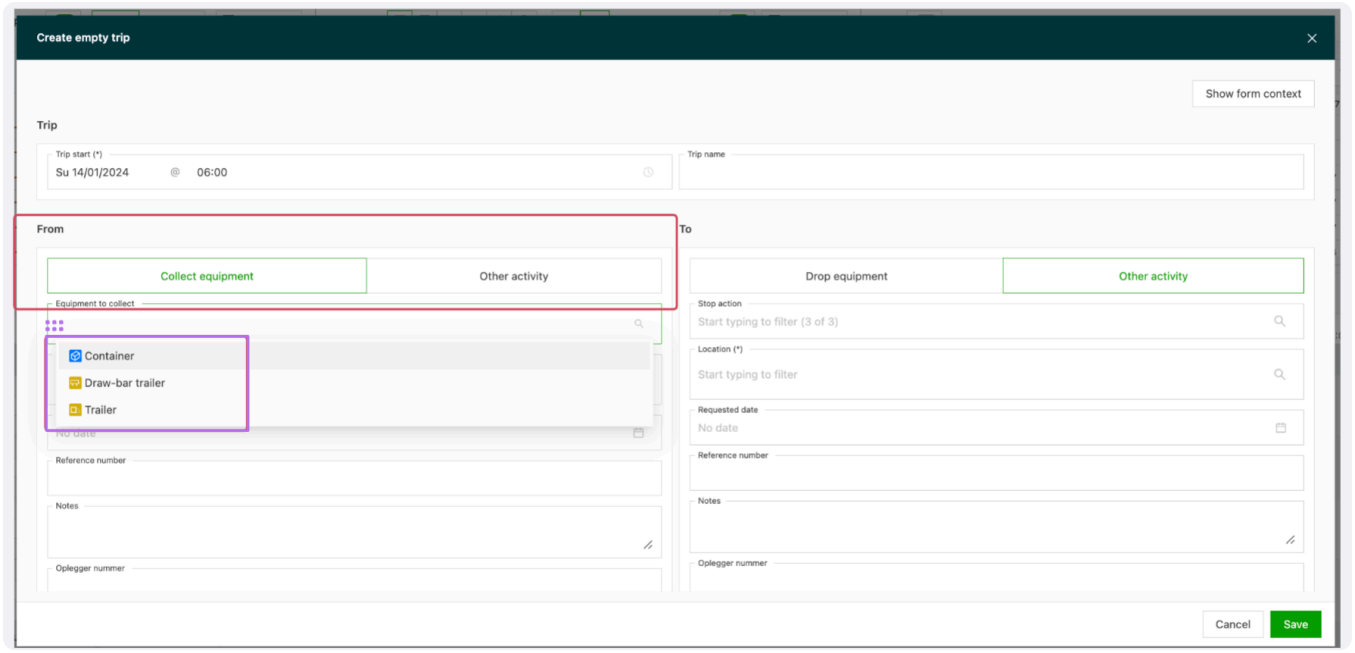
  Below steps can be followed to create an empty trip:

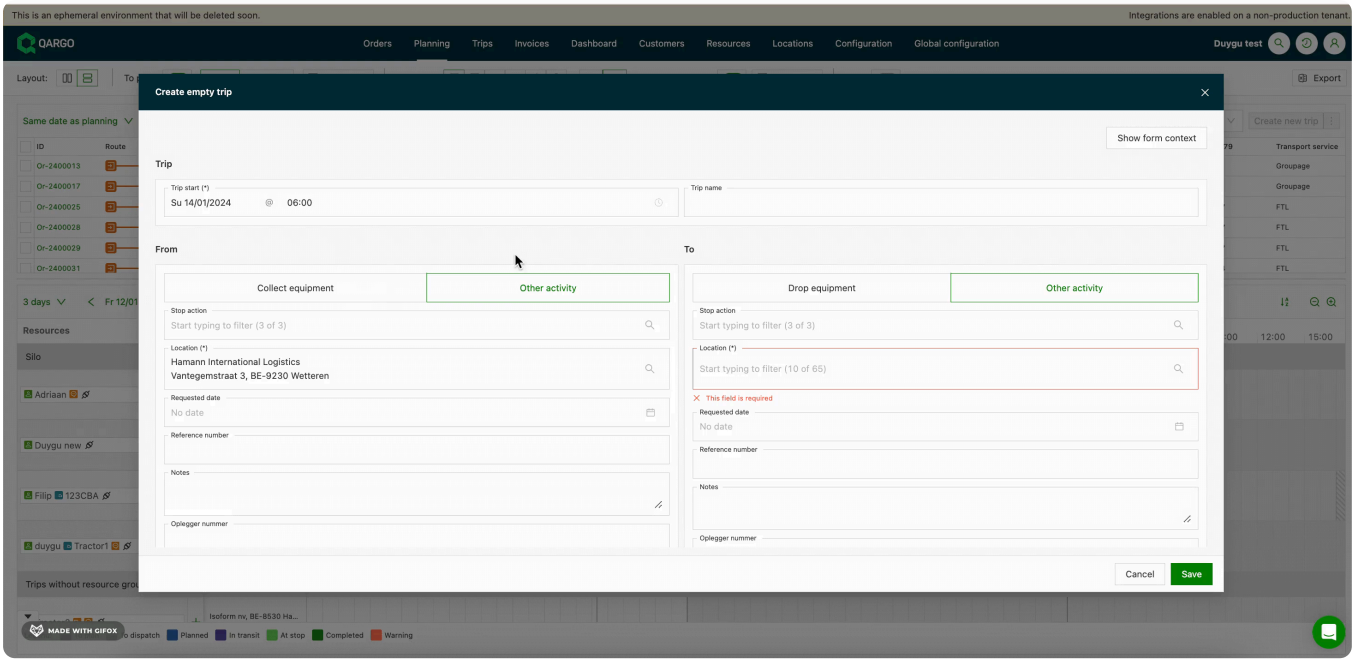
Creating an empty trip without orders:

Navigate to the planboard and locate the resource(combination) you would like to use for the empty trip. Click on the little plus icon at the bottom of the planning board to add an empty trip without an order.

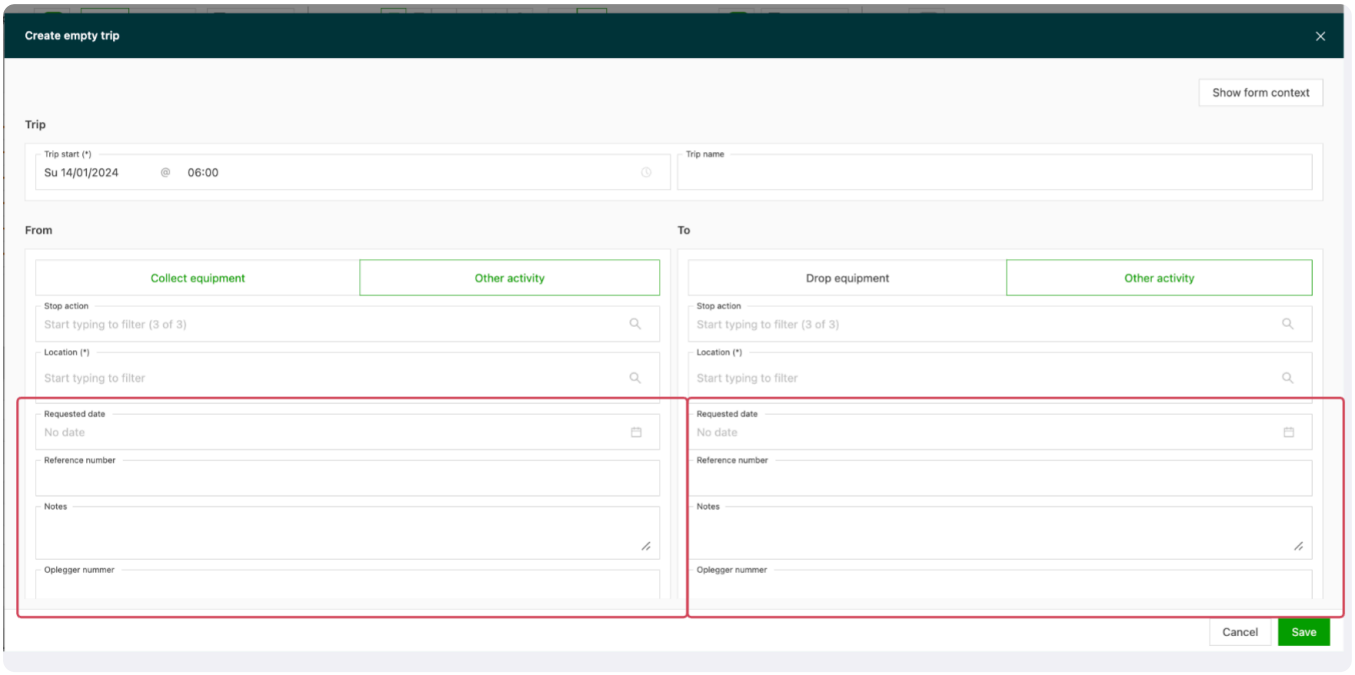


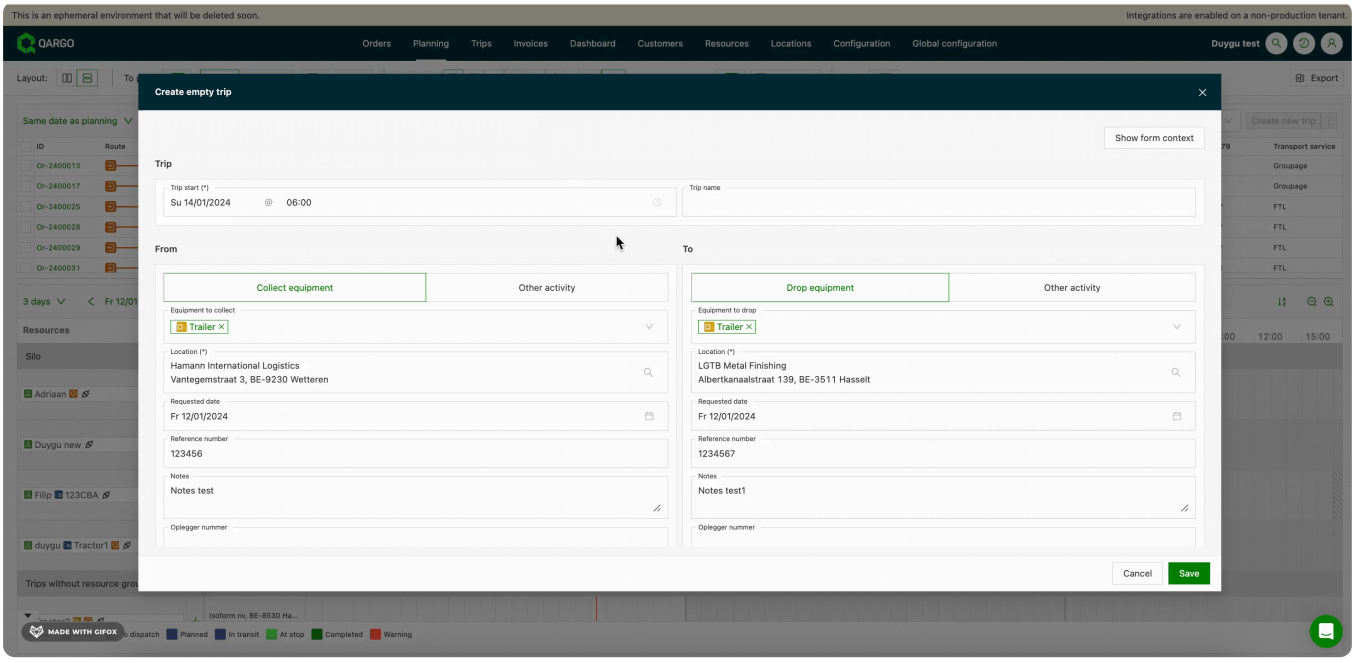
Specify Activity - Choose whether you want to collect equipment or perform another activity, or if you want to drop equipment or engage in a different activity.
Provide Trip Details-Select the equipment to be collected (e.g., a trailer) and set the destination, such as DP World Gateway.





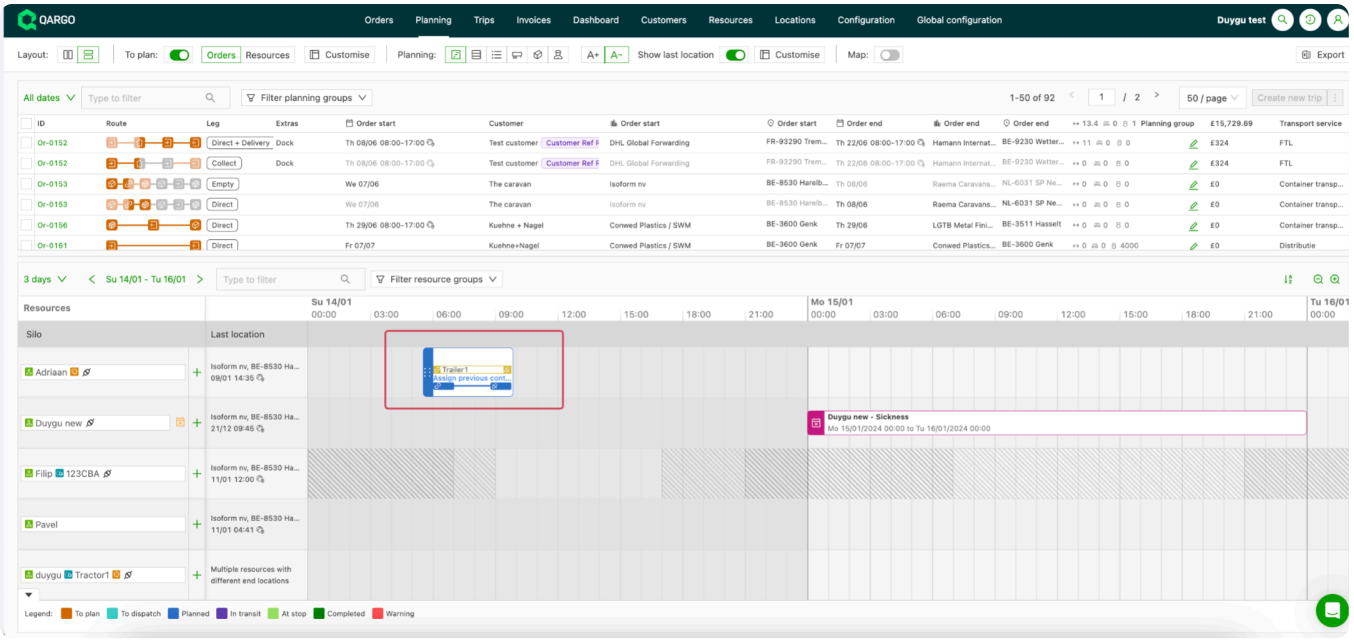
Fill in trip details/additional Information: Fill in details like date, reference number, and notes for drivers. Assign the time the trip needs to start. Scroll down to select your resource(trailer or container)

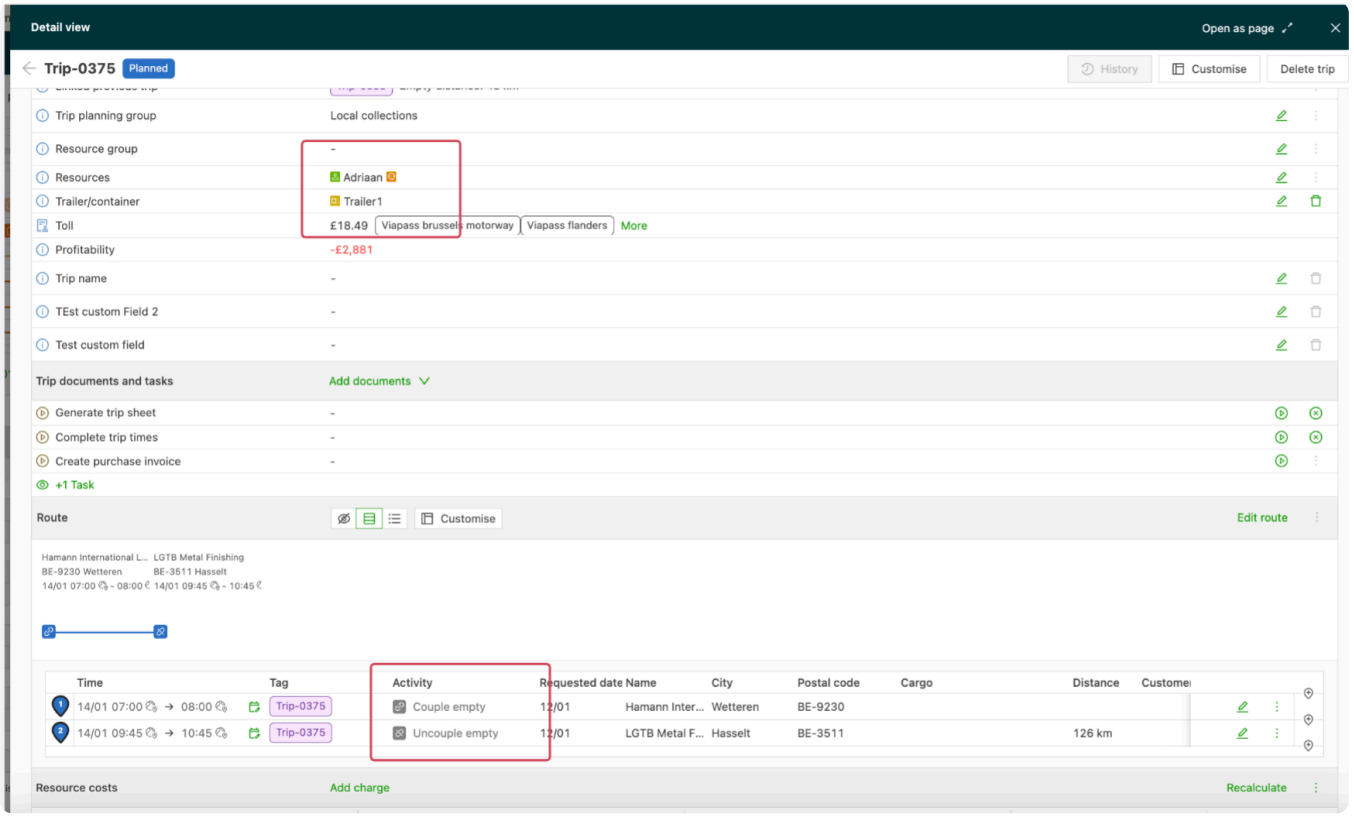




Save the Empty Trip-Save the created trip, and it becomes a driver instruction to move from point A to point B, without being linked to a specific order.

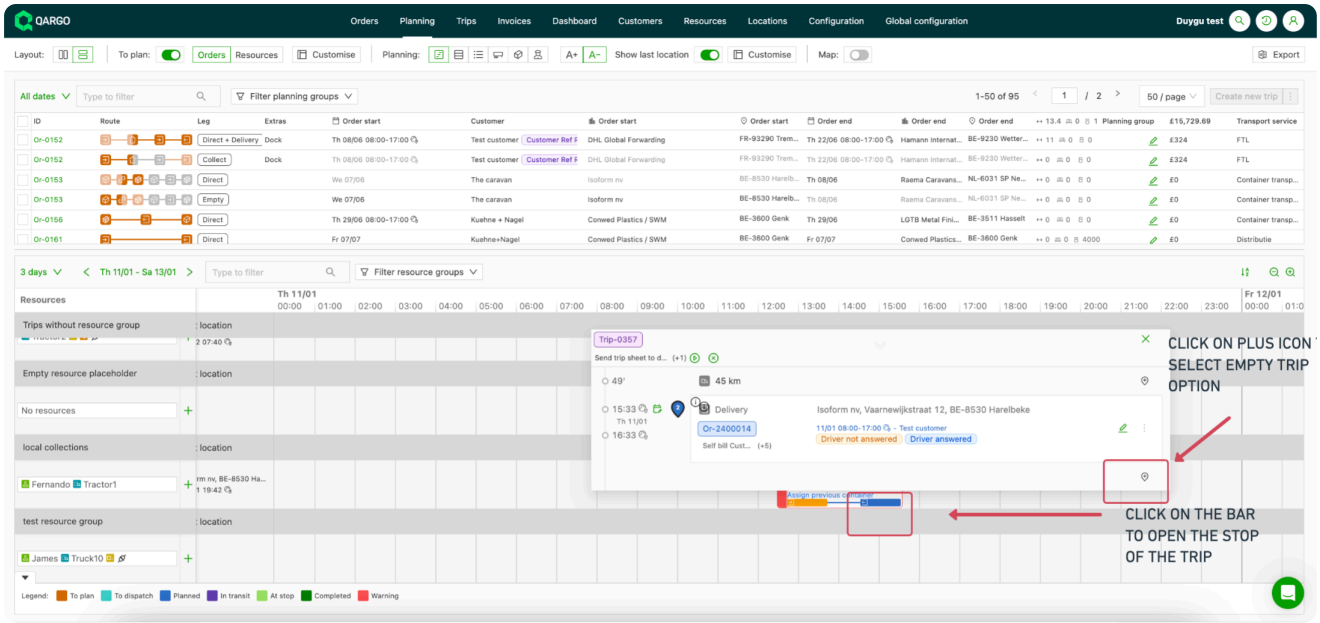
View on Planning Board- On the planning board, you can observe the newly created trip, displaying the linked trailer and stops for coupling and uncoupling.

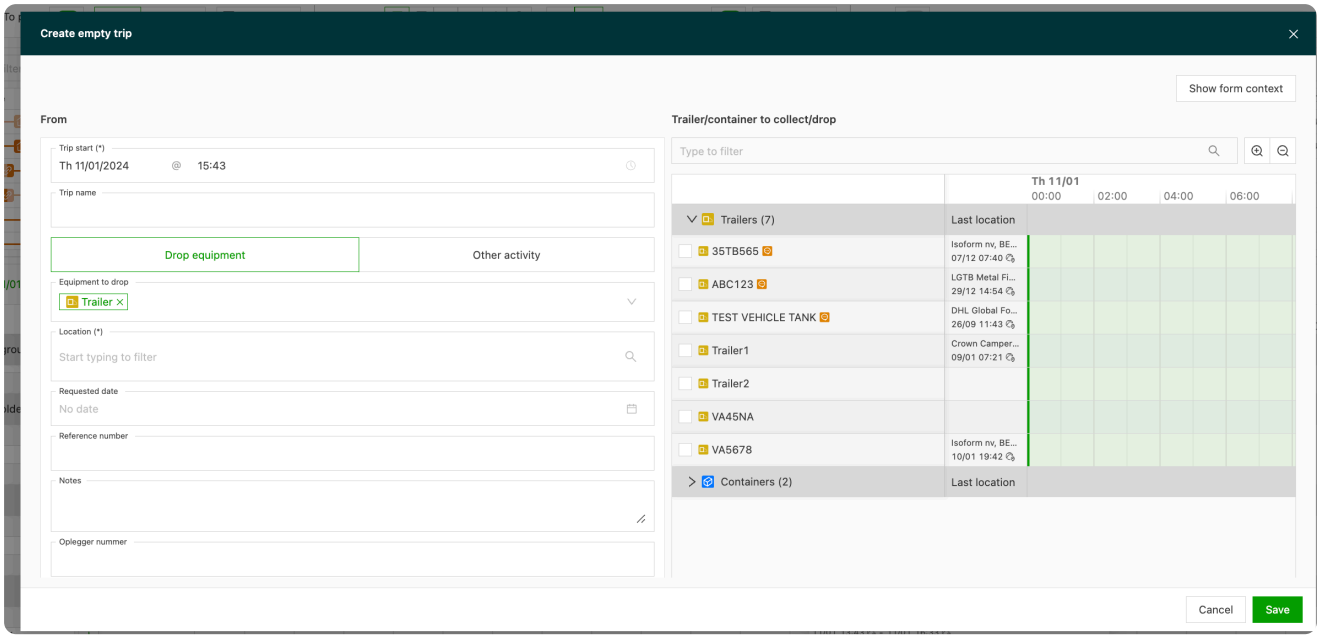


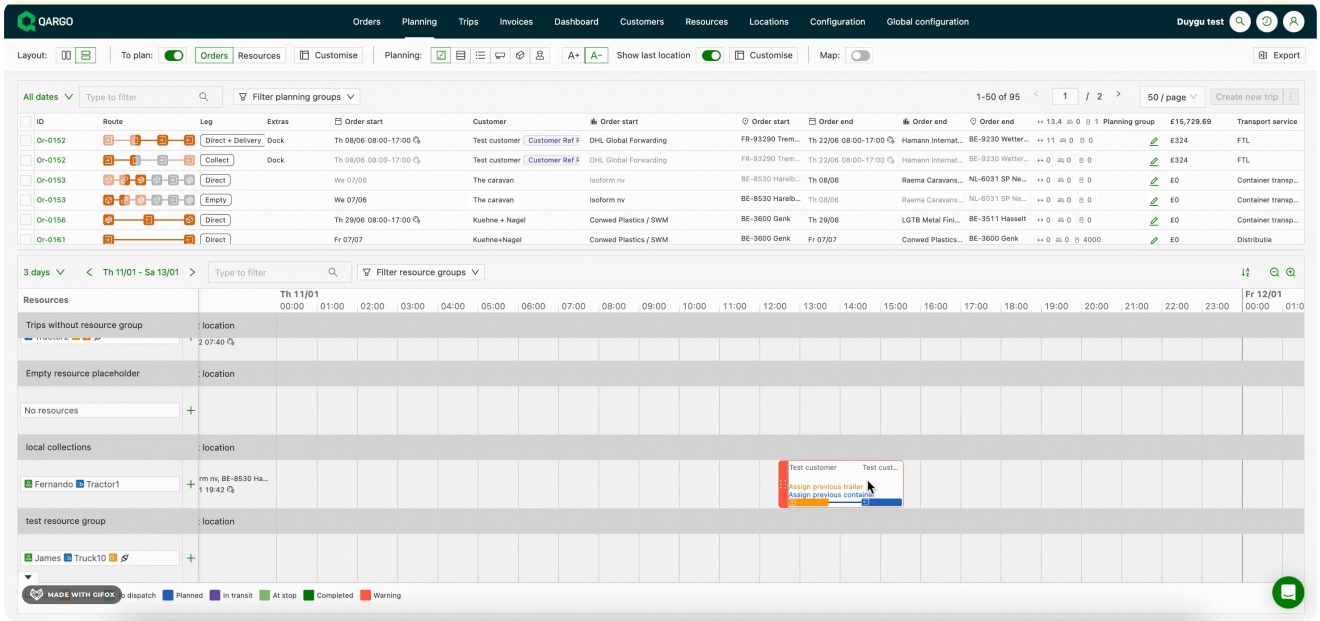


Creating an empty trip within an order:

- You can add empty trips to existing orders. For example, before a scheduled trip, specify that the driver needs to pick up an empty trailer.
- You can add an extra stop to the order simply by opening the stop of the order that you want to plan this empty trip(before or after) and select the ‘create empty trip’ option via plus icon.
- Specify whether to couple or uncouple the empty trailer and select the collection point.


CLICK ON PLUS ICON
SELECT EMPTY TRIP
OPTION
CLICK ON THE BAR
TO OPEN THE STOP
OF THE TRIP


Create empty trip
Show form context
From
Trip start (*)
Th 11/01/2024
15:43
Trip name
Drop equipment
Other activity
Equipment to drop
Trailer
Location (*)
Start typing to filter
Requested date
No date
Reference number
Notes
Oplegger nummer
Trailer/container to collect/drop
Type to filter
Th 11/01
00:00
02:00
04:00
06:00
Trailers (7)
Last location
35TB565
ABC123
TEST VEHICLE TANK
Trailer1
Trailer2
VA45NA
VA5678
Containers (2)
Cancel
Save

- 

- Save the changes, and the empty trip is added to the existing order. Use this feature to create additional trips from point A to point B without linking them to a specific job.

▶ https://www.loom.com/embed/504ccf3d11214cd38ba8ab1e7d2f0195