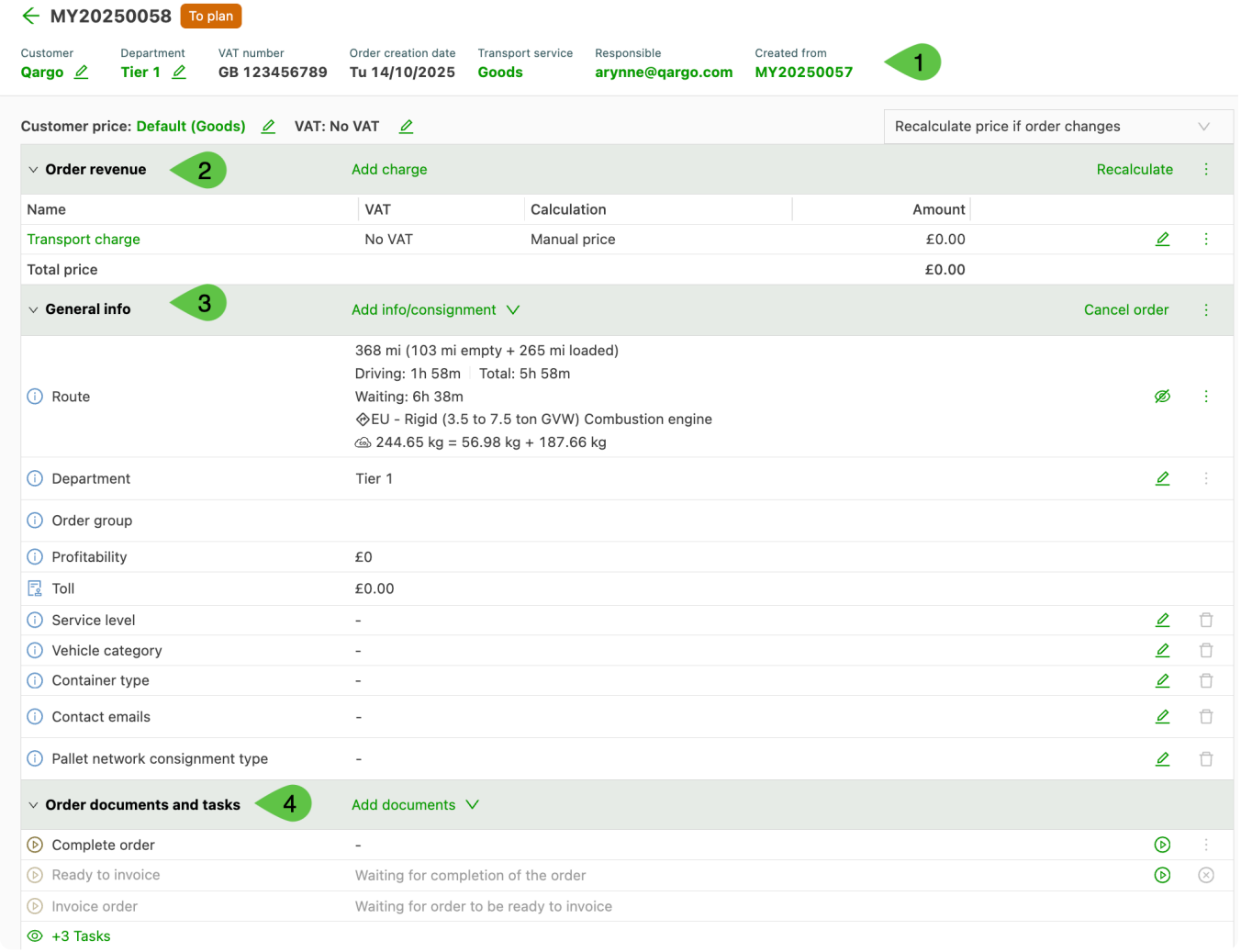
ORDERS - Order Detail View Page

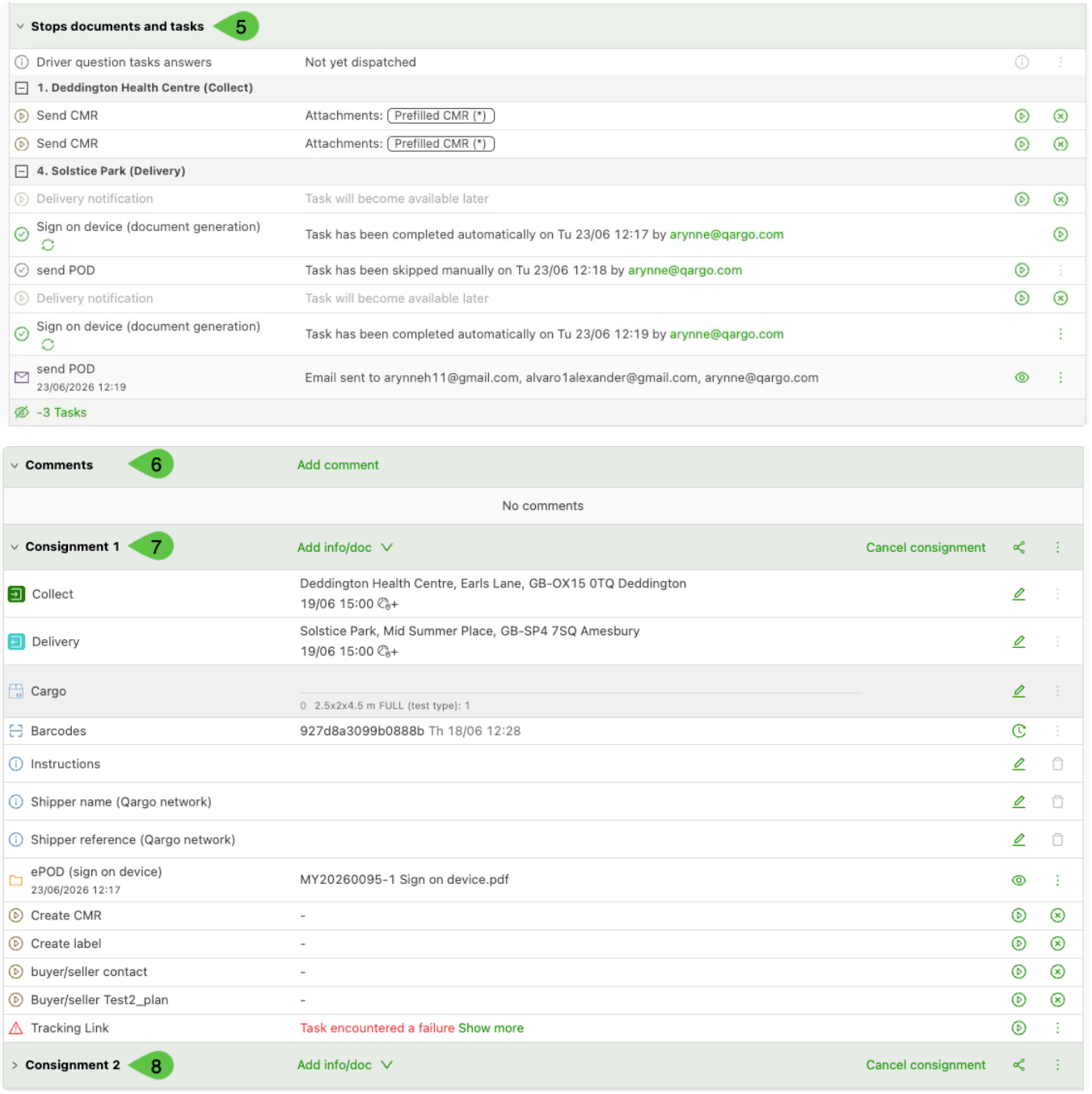
This article gives an overview, by section of the Detail View when creating an order.

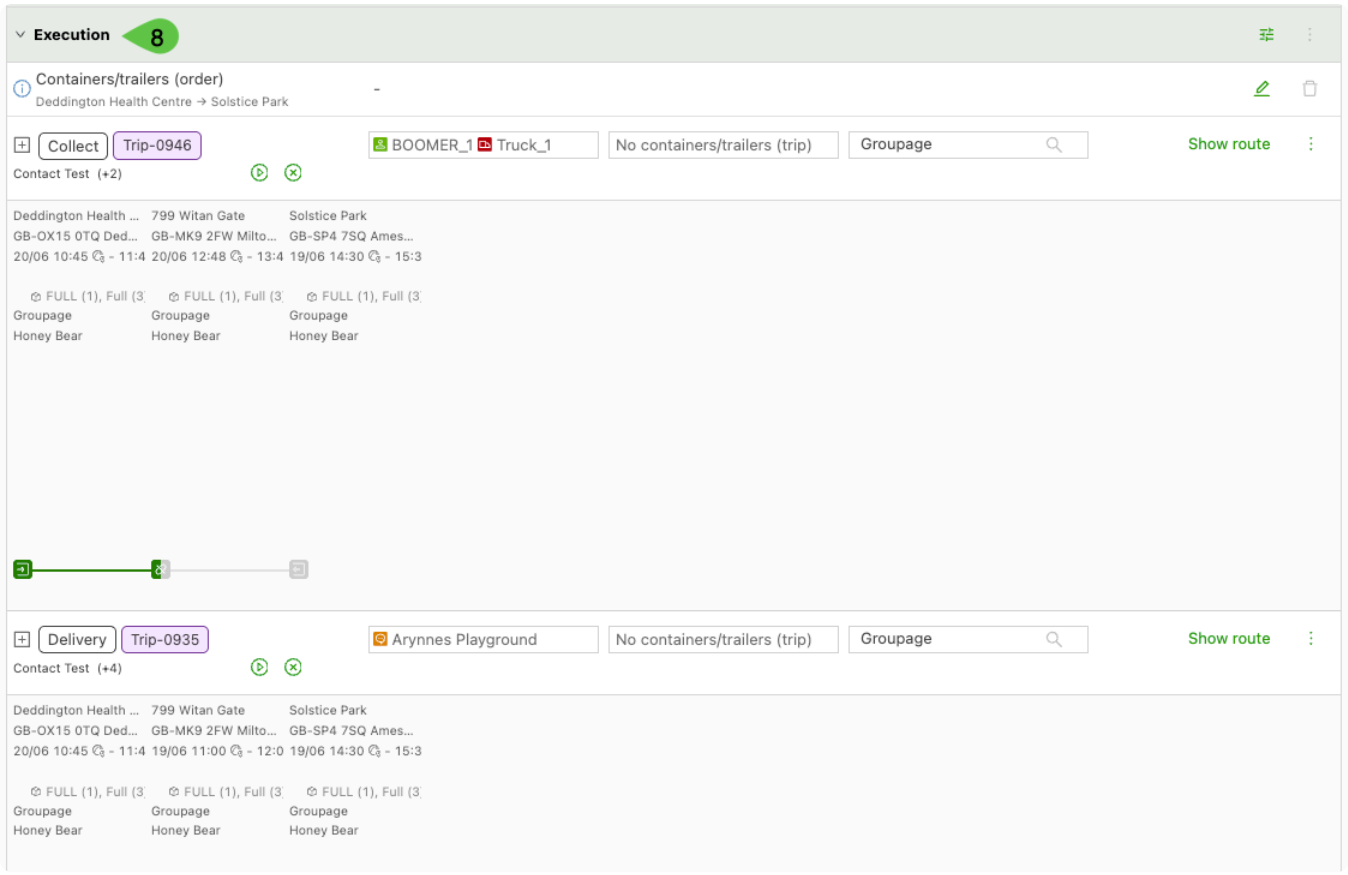
Updated 14 October 2026

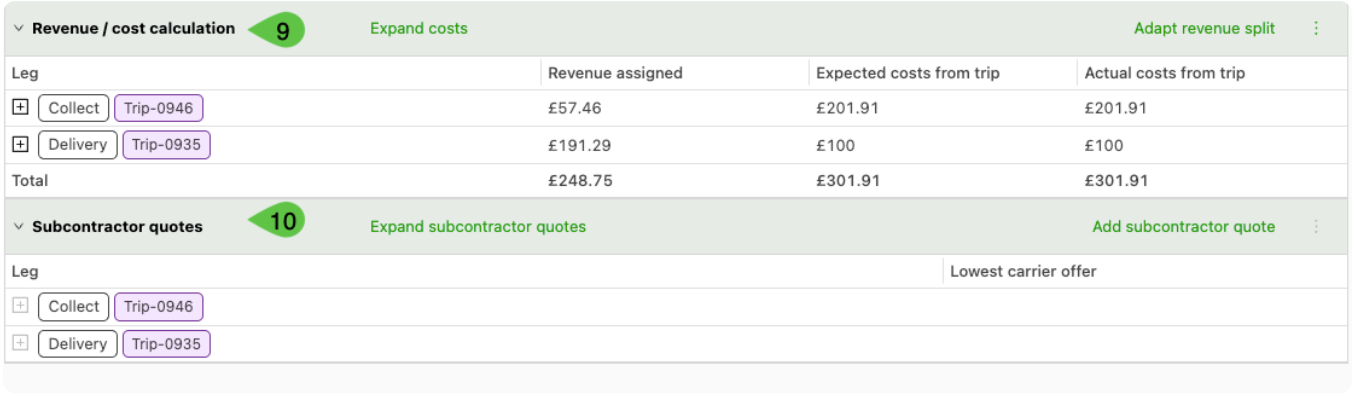
On an individual order page, you will find all details about a certain order. Here you will the find following information:

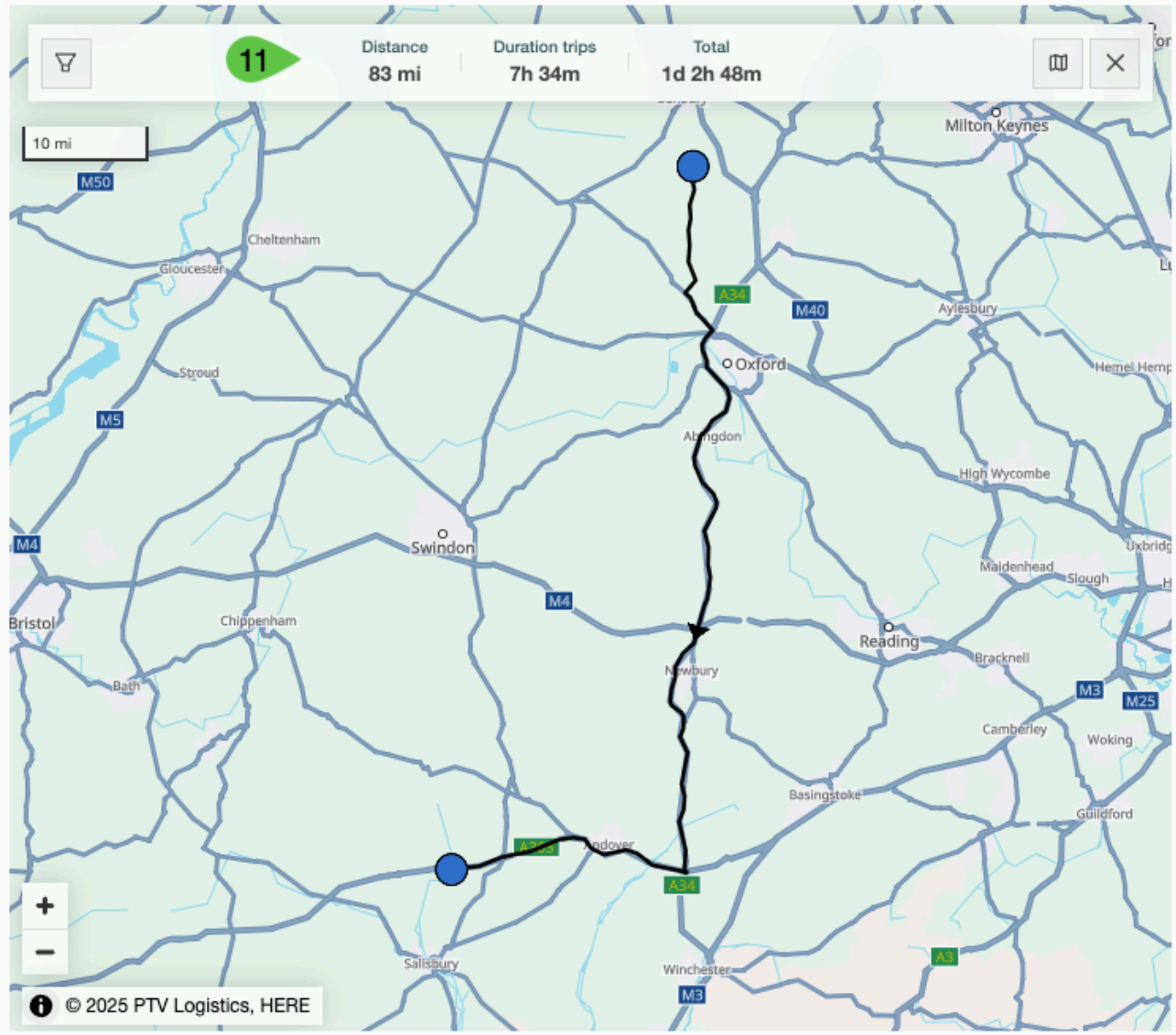
1. Header Information
2. Order revenue
3. General info
4. Order documents and tasks
5. Stop documents and tasks
6. Comments
7. Consignments
8. Execution
9. Revenue / cost calculation
10. *Subcontractor quotes (*where enabled)
11. Map View
12. Change order of sections

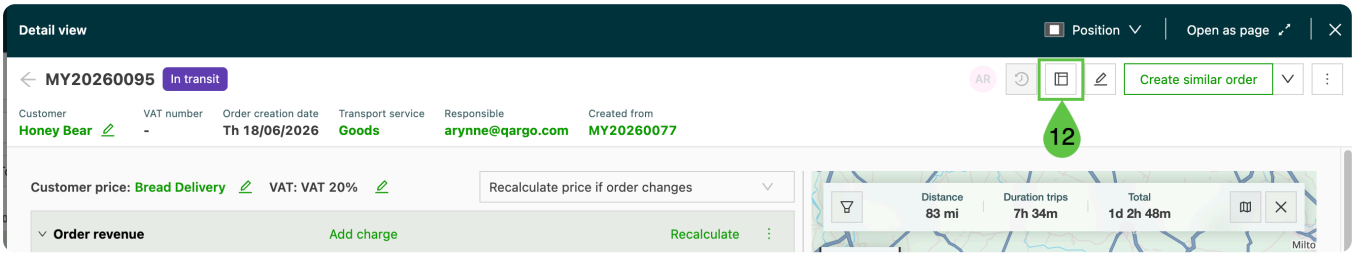



Stops documents and tasks
5
Driver question tasks answers
Not yet dispatched
1. Deddington Health Centre (Collect)
Send CMR
Attachments: Prefilled CMR (*)
Send CMR
Attachments: Prefilled CMR (*)
4. Solstice Park (Delivery)
Delivery notification
Task will become available later
Sign on device (document generation)
Task has been completed automatically on Tu 23/06 12:17 by arynne@qargo.com
send POD
Task has been skipped manually on Tu 23/06 12:18 by arynne@qargo.com
Delivery notification
Task will become available later
Sign on device (document generation)
Task has been completed automatically on Tu 23/06 12:19 by arynne@qargo.com
send POD
23/06/2026 12:19
Email sent to arynneh11@gmail.com, alvaro1alexander@gmail.com, arynne@qargo.com
-3 Tasks
Comments
6
Add comment
No comments
Consignment 1
7
Add info/doc
Cancel consignment
Collect
Deddington Health Centre, Earls Lane, GB-OX15 0TQ Deddington
19/06 15:00
Delivery
Solstice Park, Mid Summer Place, GB-SP4 7SQ Amesbury
19/06 15:00
Cargo
0 2.5x2x4.5 m FULL (test type): 1
Barcodes
927d8a3099b0888b Th 18/06 12:28
Instructions
Shipper name (Qargo network)
Shipper reference (Qargo network)
ePOD (sign on device)
23/06/2026 12:17
MY20260095-1 Sign on device.pdf
Create CMR
-
Create label
-
buyer/seller contact
-
Buyer/seller Test2_plan
-
Tracking Link
Task encountered a failure Show more
Consignment 2
8
Add info/doc
Cancel consignment


Execution
8
Containers/trailers (order)
Deddington Health Centre → Solstice Park
-
Collect
Trip-0946
BOOMER_1
Truck_1
No containers/trailers (trip)
Groupage
Show route
Contact Test (+2)
Deddington Health ...
799 Witan Gate
Solstice Park
GB-OX15 0TQ Ded...
GB-MK9 2FW Milto...
GB-SP4 7SQ Ames...
20/06 10:45 - 11:4
20/06 12:48 - 13:4
19/06 14:30 - 15:3
FULL (1), Full (3
Groupage
Honey Bear
Delivery
Trip-0935
Arynnes Playground
No containers/trailers (trip)
Groupage
Show route
Contact Test (+4)
Deddington Health ...
799 Witan Gate
Solstice Park
GB-OX15 0TQ Ded...
GB-MK9 2FW Milto...
GB-SP4 7SQ Ames...
20/06 10:45 - 11:4
19/06 11:00 - 12:0
19/06 14:30 - 15:3
FULL (1), Full (3
Groupage
Honey Bear


Revenue / cost calculation
9
Expand costs
Adapt revenue split
Leg
Revenue assigned
Expected costs from trip
Actual costs from trip
Collect
Trip-0946
£57.46
£201.91
£201.91
Delivery
Trip-0935
£191.29
£100
£100
Total
£248.75
£301.91
£301.91
Subcontractor quotes
10
Expand subcontractor quotes
Add subcontractor quote
Leg
Lowest carrier offer
Collect
Trip-0946
Delivery
Trip-0935





1. Header Information

1. Includes editable fields for Customer (changes impact price list selection) and Department
2. VAT Number
3. Order creation date
4. Transport service
5. Responsible

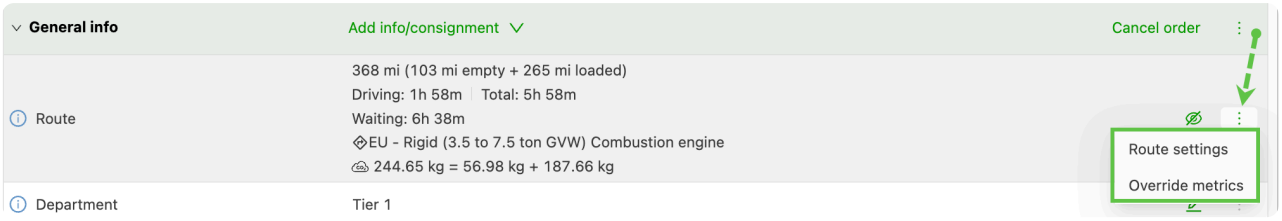
2. Order revenue

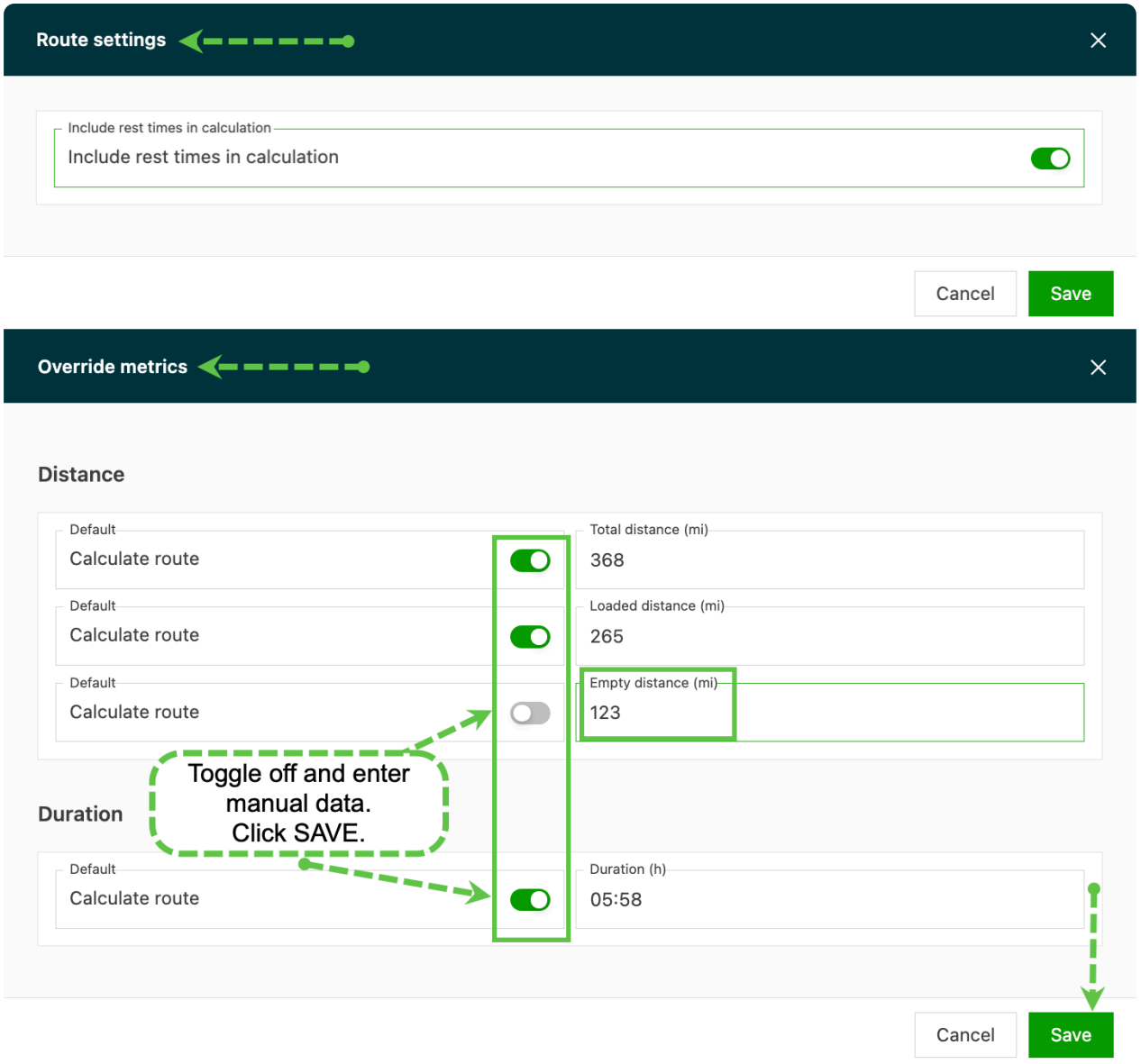
1. Charges that apply will show as a line per charge
2. Charges requiring approvals will show here with the approval buttons available to approve/reject charge

3. General info

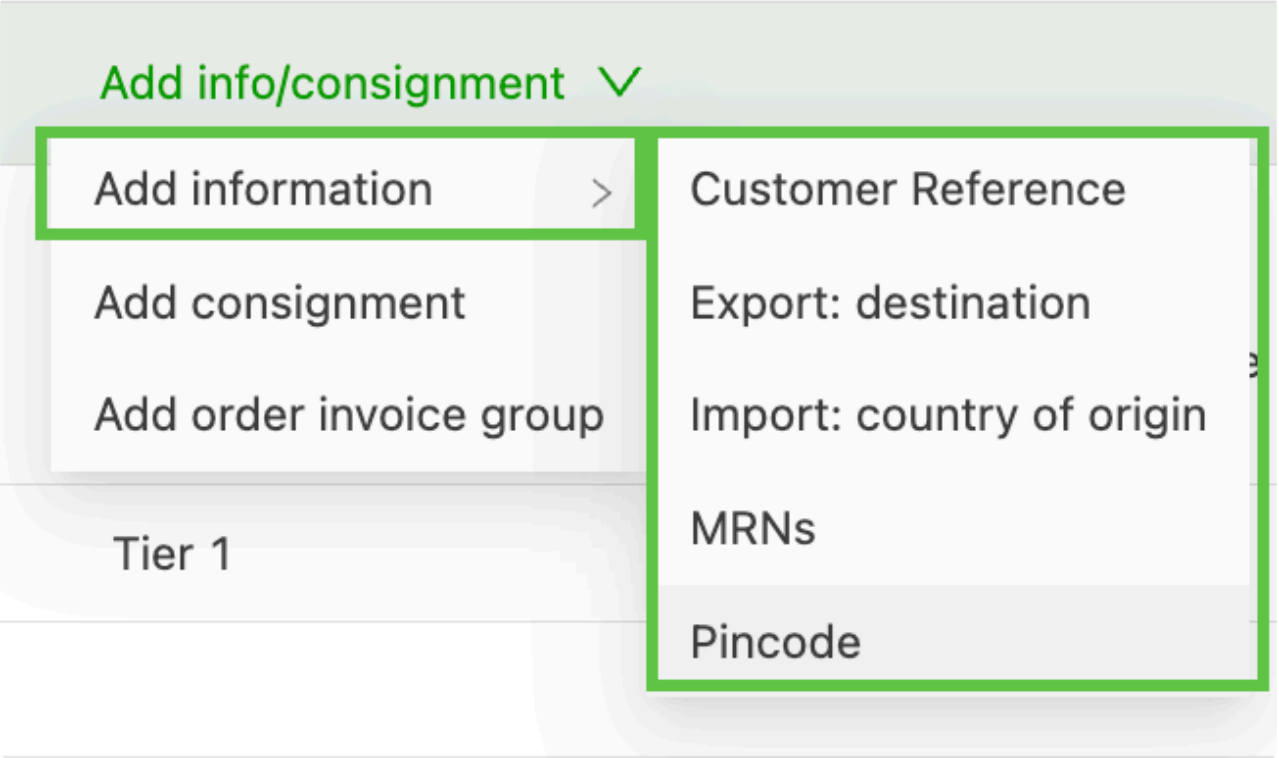
This section includes a list of general information about the order. Options displayed here can be turned on/off in the **'Additional Fields/Orders' page**.
As a minimum, this section includes:

- ***Route:*** Shows
  - Miles (Total/Loaded/Empty)
  - Trip times (Driving/Stops/Total)
  - Vehicle Type (Based on default settings)
  - CO2 calculations
  - **Additional settings menu** includes ***Route setting*** (toggle to include rest times in calculations) & ***Override metrics*** (manually overwrite distance and time settings)

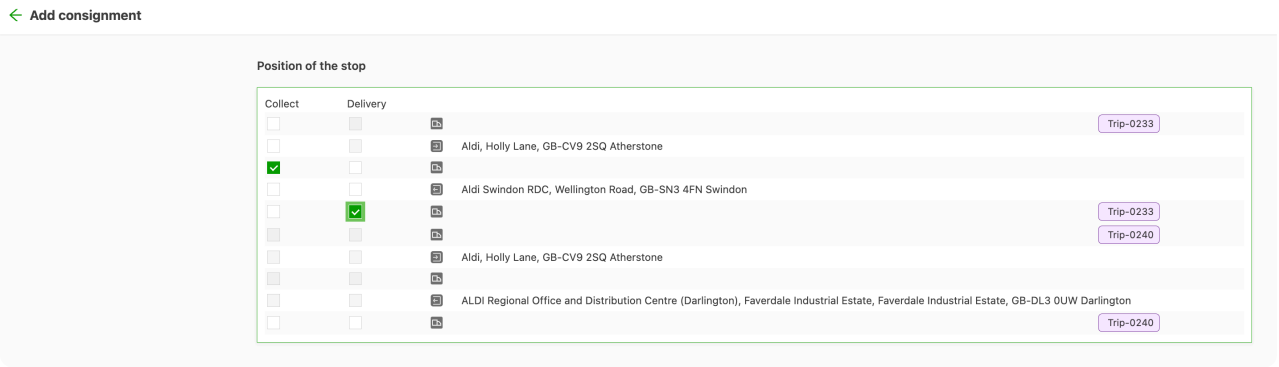




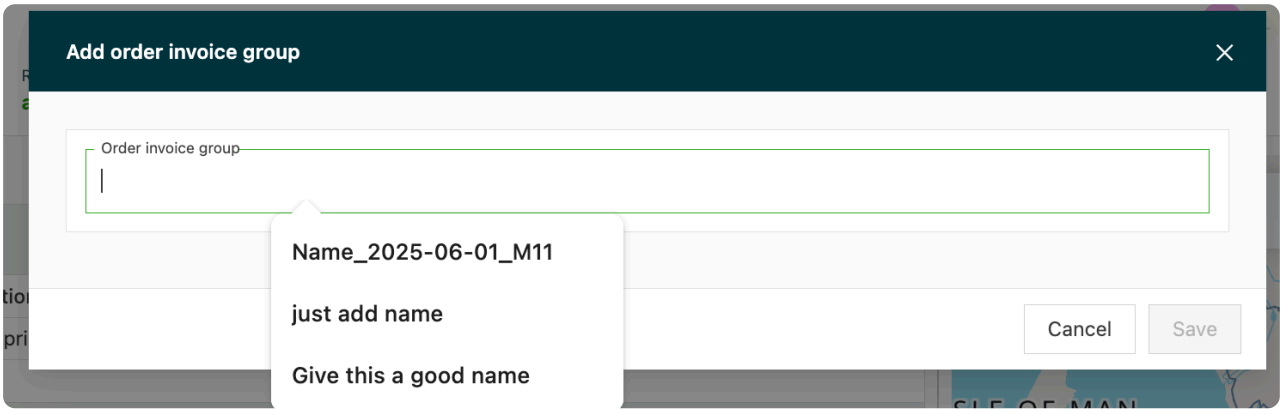
- ***Profitability:*** Total profitability of the order, based on breakdown of Revenue and costs assigned to the order. (See also the Revenue/Cost calculation)
- ***Toll:*** Shows the Toll costs of an order depending on which route it was planned from.
  - ***Note: toll cost is an estimation and not automatically added as cost to the orders/invoices. Click HERE to learn more about how Toll costs are calculated.***
- ***Add info/consignment:*** Click the arrow to expose options, including:
  - *Add information:* Additional order details including reference numbers & export/import details.



- *Add consignment:* Add a new consignment to existing order by placing the position of the stops into the existing route. This allows the user to enter location details for the collection and delivery.



- *Add order invoice group:* Select from previously used names, or manually enter a new group name.



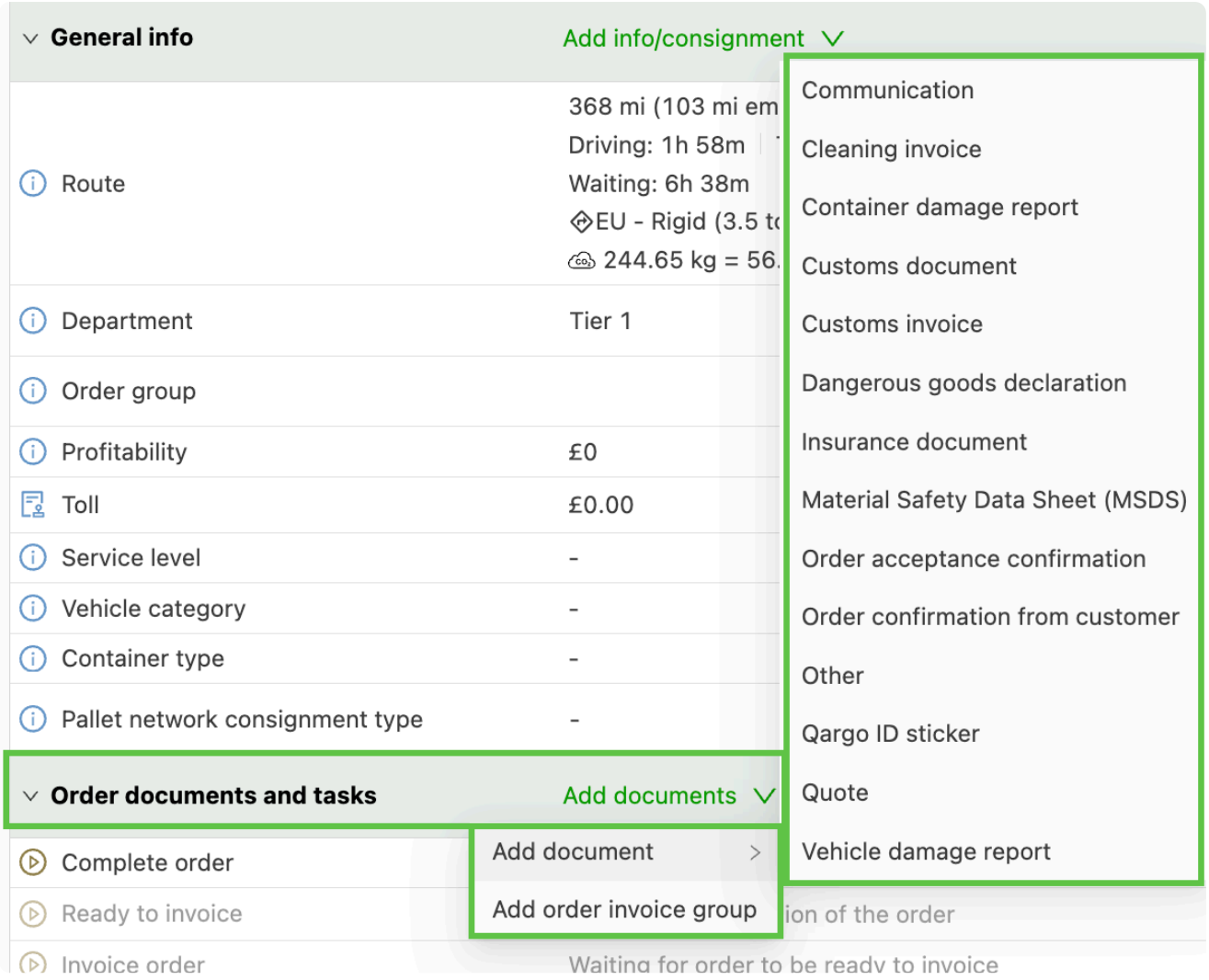
4. Order documents and tasks

Documents

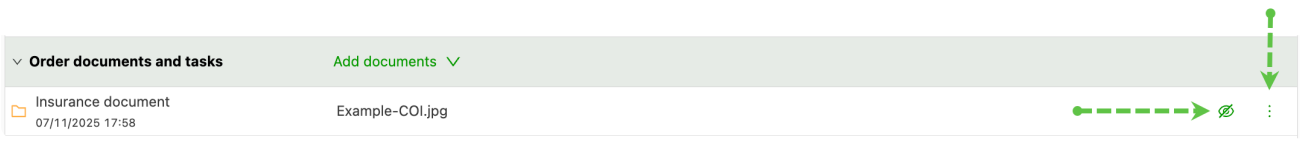
Q: Can I attach files (e.g. terms and conditions) to a transportation order?

A: Yes. You can attach terms and conditions, CMRs or other paperwork to an order, in the main platform and in the Customer Portal. It is possible to add multiple copies of the same doc type.

1. Open the order's **Order details** screen.
2. Click **Add documents**.
3. Select the doc type from the dropdown.
4. Attach one or more files of that type.
5. Add a description. It applies to all files of that type uploaded in the same session.



- The files are linked to the order and reach the transport company or consignee when needed.
- When a document is added, it will be shown as an orange folder icon, including a description of what is included.

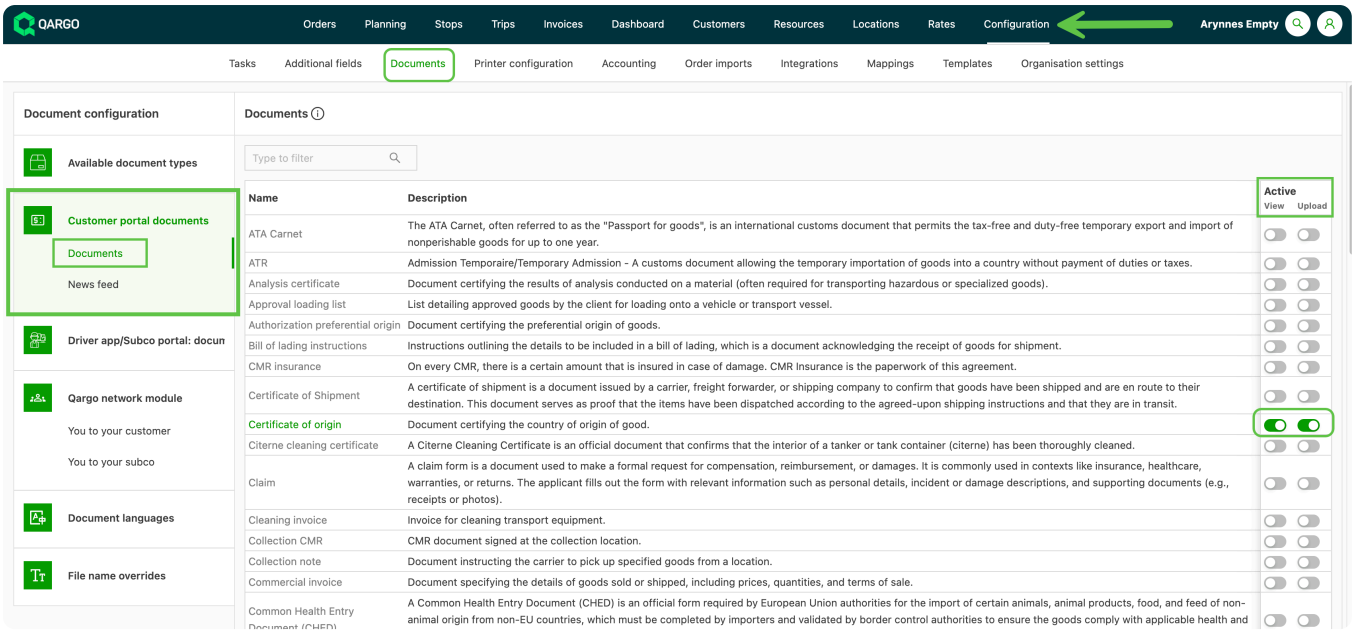


  - Click menu to Edit/Download/Delete
  - Click 'eye' icon to view or hide file preview

Customer Portal

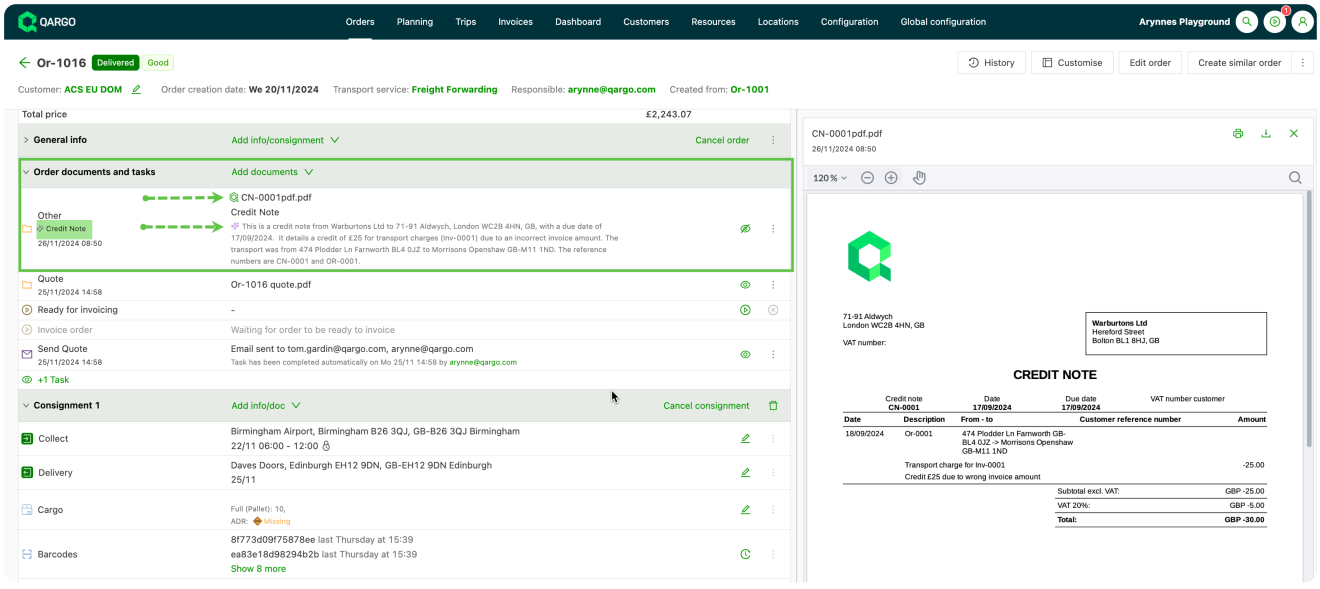
Portal users can upload documents too, but only the doc types enabled under CONFIGURATION > *Documents*. A toggle

controls which documents users can view or upload. If portal users can't see a doc type, check this setting.



Qargo Intelligence generated document summaries are shown in the rows of the detail pages.

1. The "predicted" document type generated by Qargo Intelligence is shown on the left under the Qargo document type.
2. An indication of the "quality" of the document appears to the left of the document title:
    - A green Qargo icon means good quality.
    - An orange icon means that the document is of questionable quality.
3. The summary can be expanded and collapsed by clicking on it.
4. If summary or document type on a specific document is inaccurate click menu to remove.



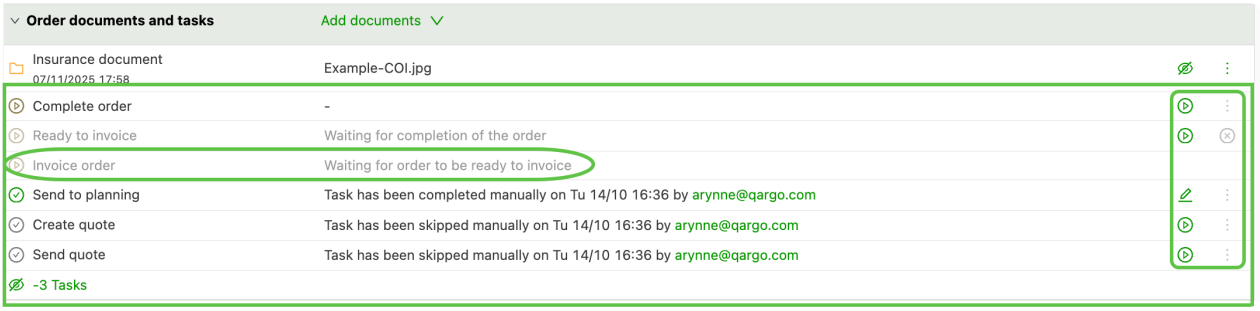
Tasks

Tasks for this order will show with execution status, user details and date/time stamp.

- Tasks that cannot yet be executed: Those tasks are greyed out. The reason why it cannot be executed yet is mentioned.
- Tasks that can be executed are indicated:

- ‘Play’ icon to execute the task
- Menu for more actions (if applicable) or a pencil to edit a task.

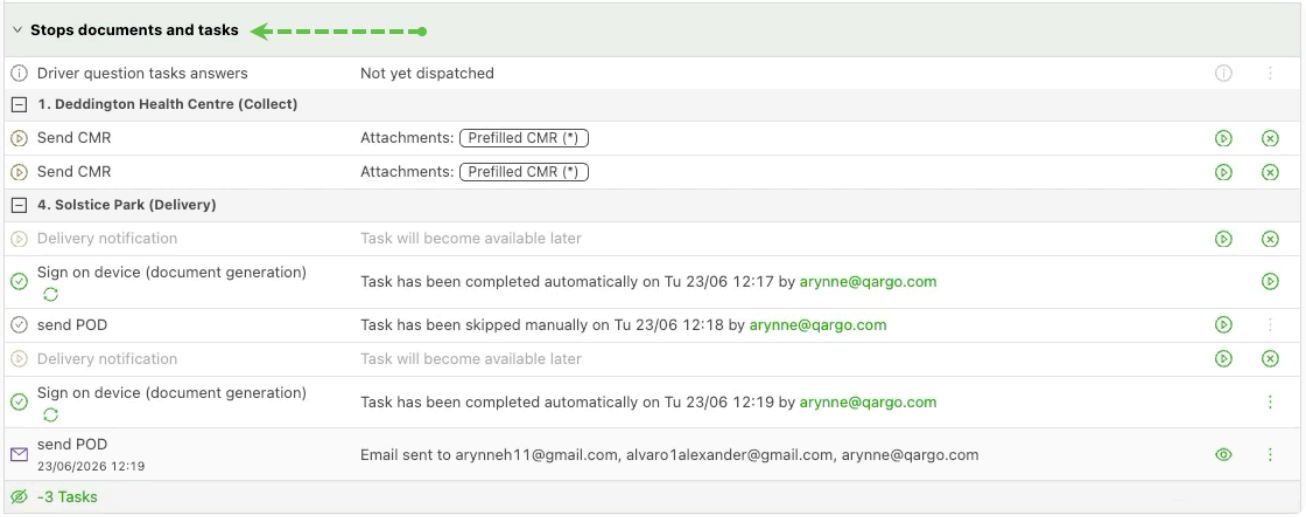
- If the task is executed more details are shown next to the task (IE: who and when the tasks has been completed).



5. Stop documents and tasks

Viewing stop documents and tasks on an order

1. **OPEN** the order from the *Orders* overview.
2. **LOCATE** the *Stop documents and tasks* section, positioned between *Consignment(s)* and *Execution*.
3. **EXPAND** the section to display all stop-level tasks and documents tied to the order’s consignments, across all stop groups (collect, delivery, and custom stops), regardless of which trip they sit on.

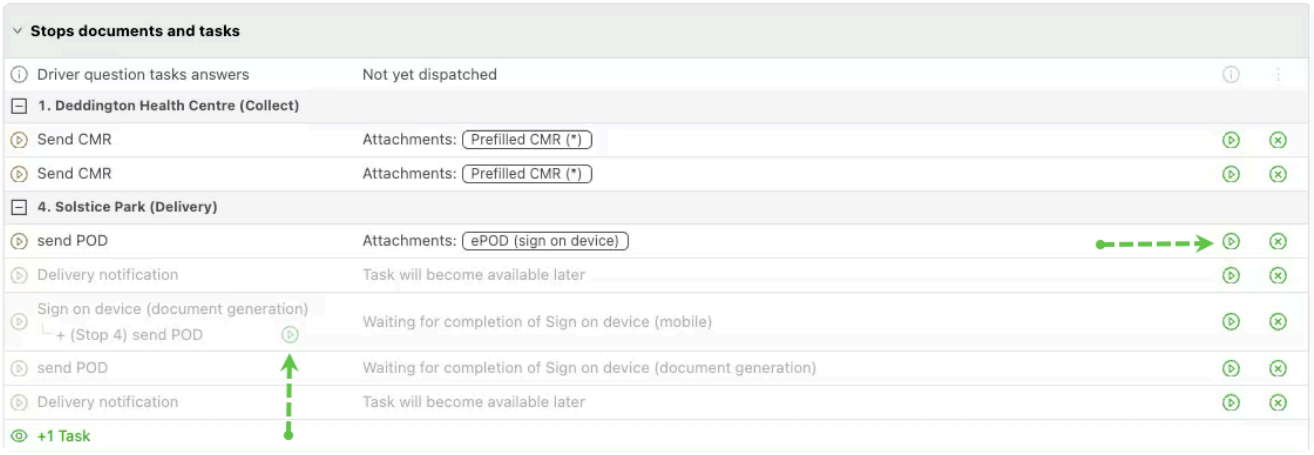


4. **VISUALISE** each row showing the task icon, name, status, and last action timestamp, listed in stop sequence order.

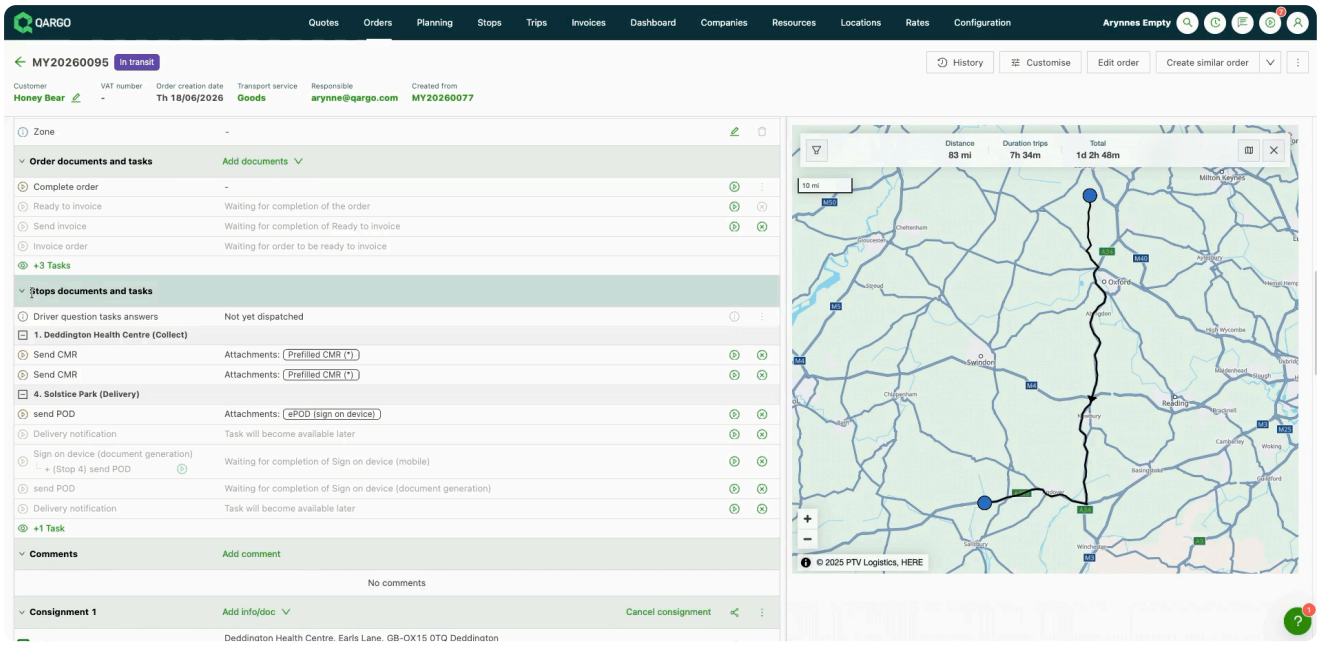
📚 Tasks are listed in stop sequence order.

Acting on a stop task

1. **SELECT** a task row to open its side panel, if required.
2. **TRIGGER** a task to send it, the same way as on *Trip detail*.
3. **COMPLETE** or **RETRY** a task directly from the section.

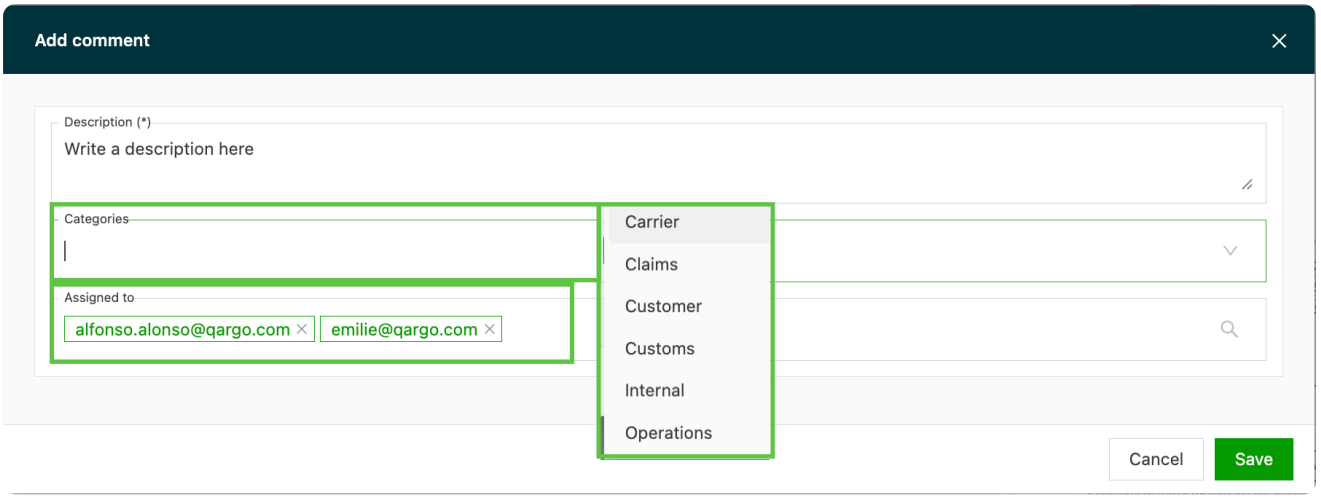


4. **OPEN** a task to view the related conversation or document.

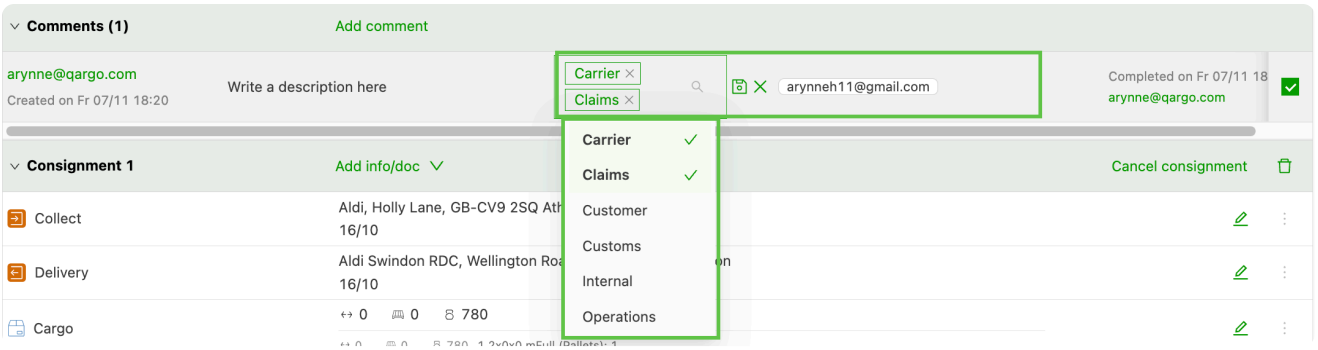


6. Comments

1. Comments can be added and given a category, as well as being assigned to users.

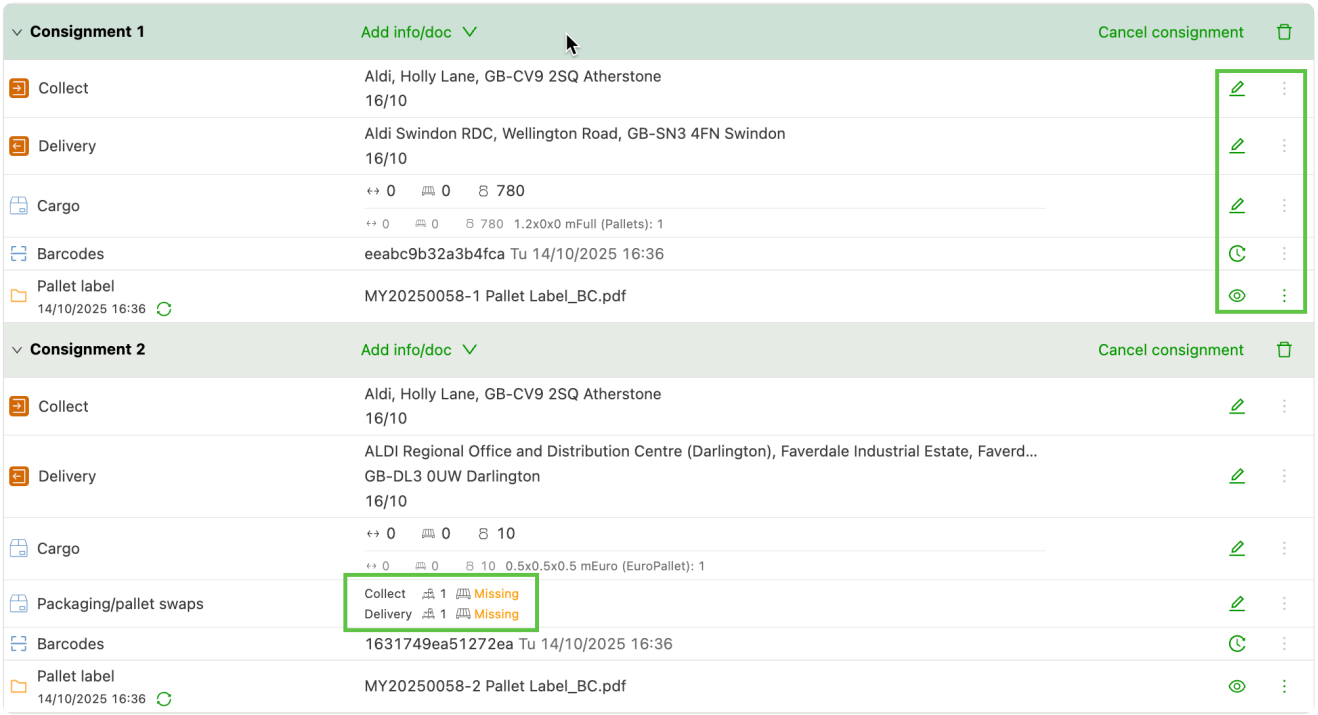


2. Once added, categories and assigned to can be edited directly from the details page.



7. Consignments

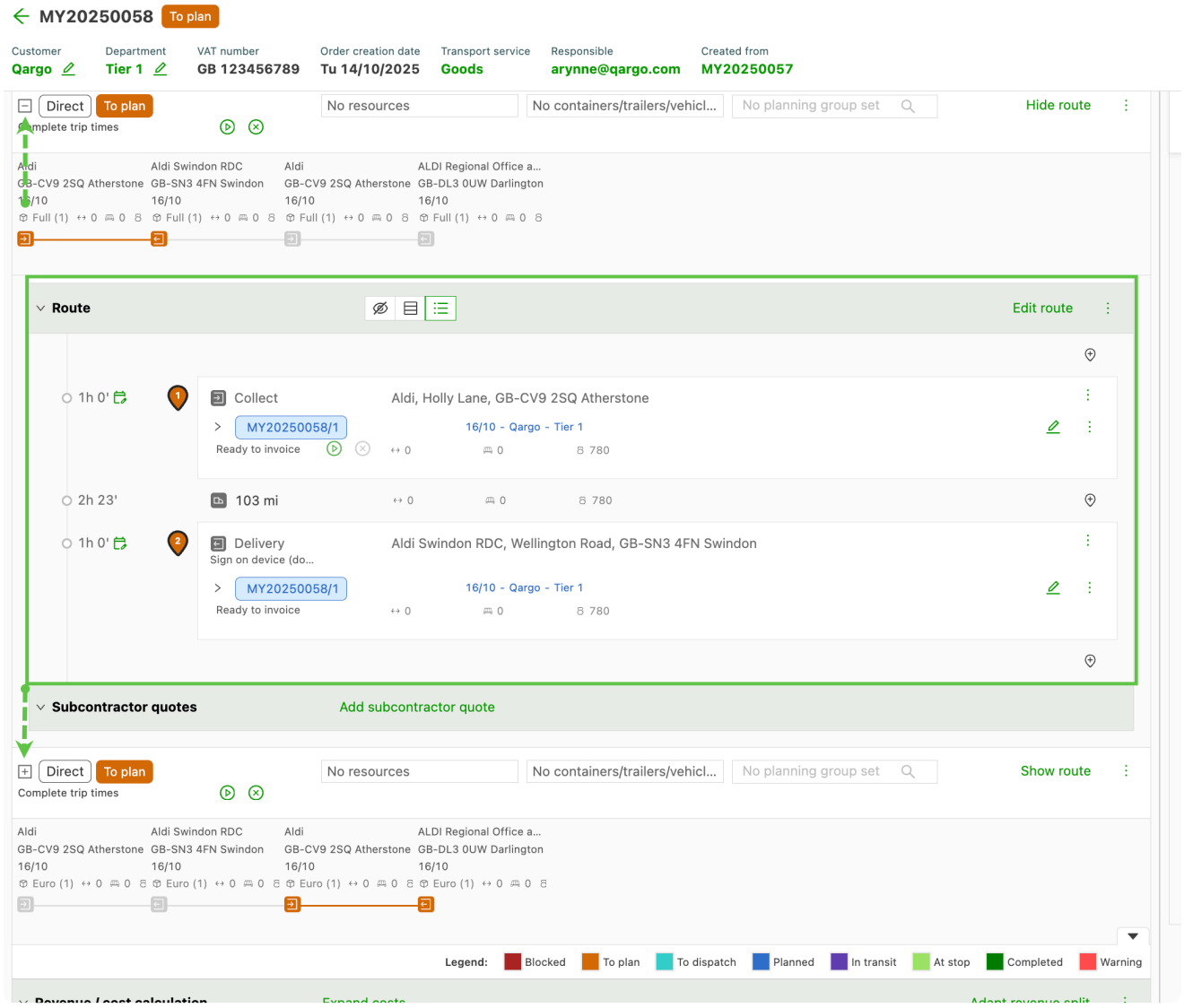
1. Section shows cargo details based on collect and delivery locations, date/time
2. Cargo details can show pieces, dimensions & weight
3. Bar codes and pallet labels (where applicable)
4. Where data can be edited, a pencil icon shows at the end of the row
5. Click on 'clock icon' to view history, used for bar codes and pallet tracking
6. Click on the 'eye icon' to view / print / download pallet labels
7. Other relevant details relating to the cargo (ie: pallet swaps, etc)



8. Use the 'Add info/doc' to add consignment specific documentation

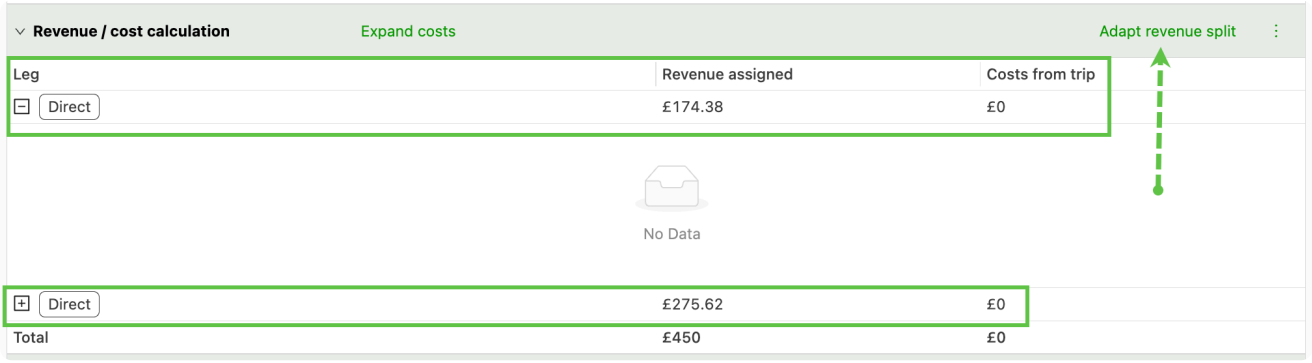
8. Execution

1. Shows an overview of how the trip should be executed.
2. Block execution can be used to hold the trip (or part of the trip) from being dispatched.
3. Click the plus icon net to the leg details to see a more detailed breakdown.



9. Revenue / cost calculation

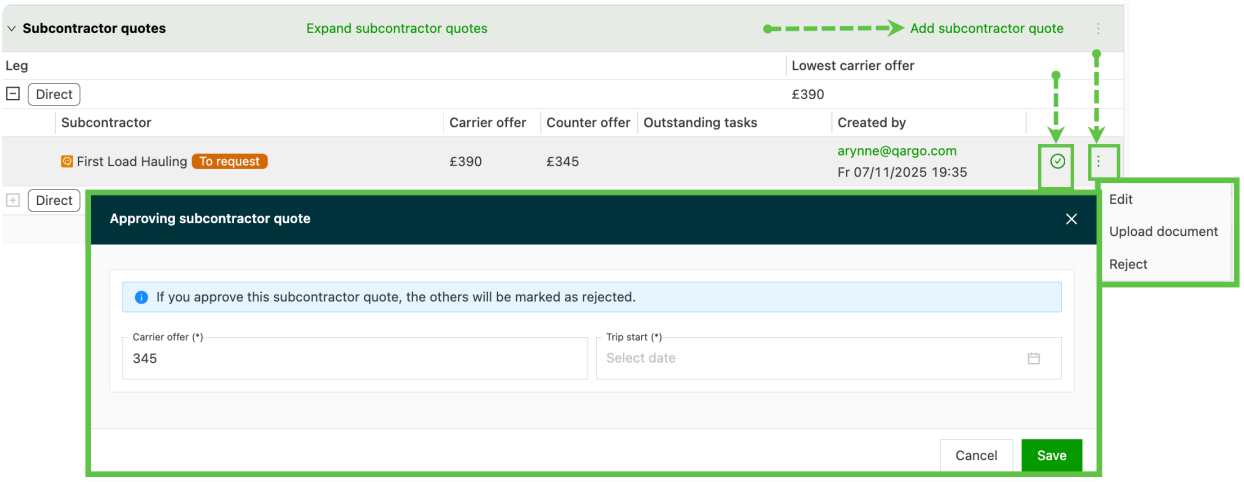
1. This panel will show a breakdown of revenue (charges applied to the sales invoice) and costs (tolls, subcontractor charges, etc).
2. Where an order has multiple legs / trips, costs assigned to each portion will be split (based on settings), but can be adapted manually



10. Subcontractor quotes

1. This section allows users to store subcontractor quotes against orders.

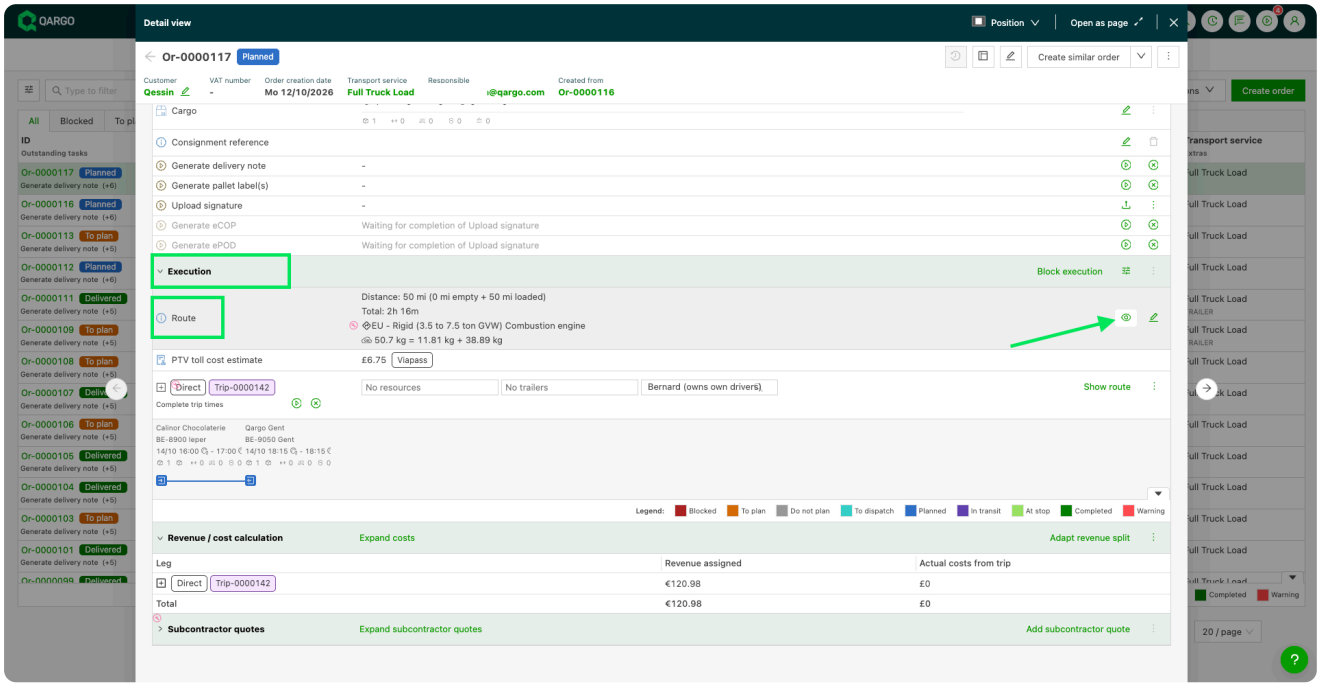
2. Click on ***'Add subcontractor quote'*** brings up a list of the subcontractor quotes over a date range (default: Last 90days + future).
    1. Option to search by country / subcontractor
3. Can select subcontractors based on average and lowest costs, also shows number of trips and days since last trip
4. Quote value bid by subcontractor can be added, along with counteroffer.
5. Once a bid has been submitted it can be awarded directly from the quote, with the remaining bids set to rejected.



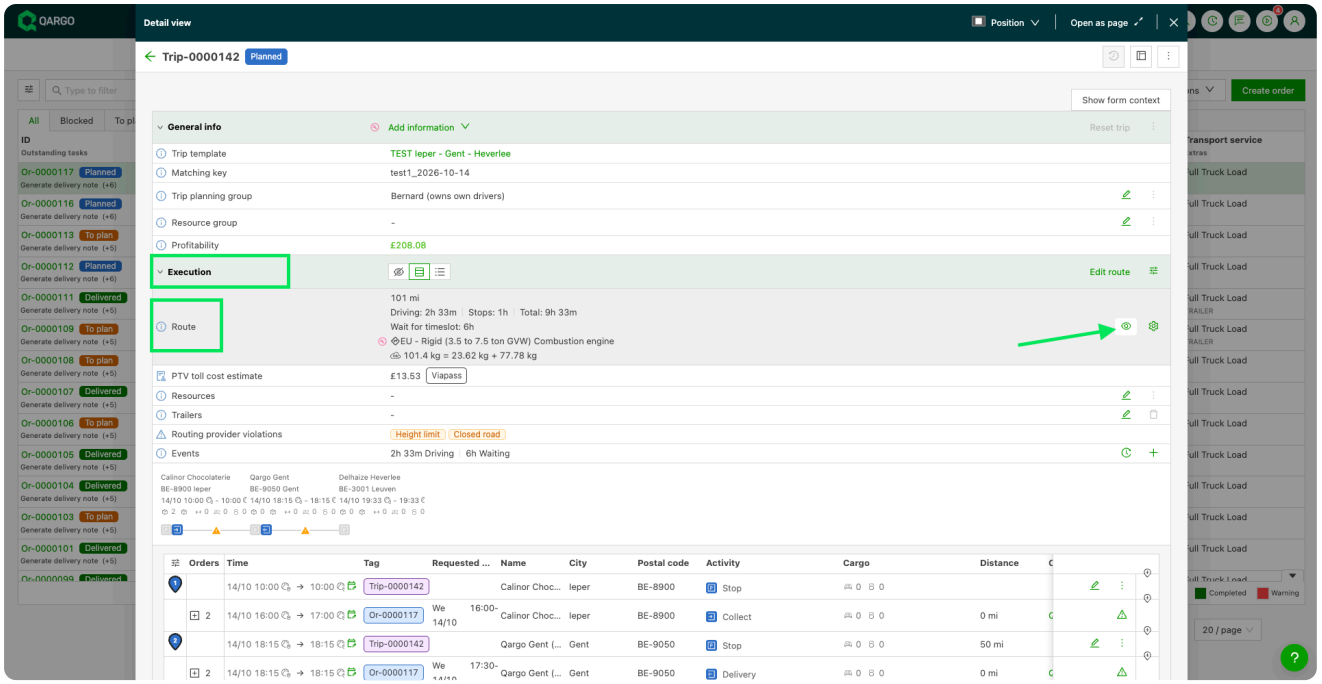
Read more about how subcontractor bidding works HERE.

11. Map

1. Map visualisation can be turned on/off using the '**eye icon**' **in the route field**
   Map not showing? If the map has disappeared from the order, click the eye icon in the route field to show it again.
   Orders



Trips



2. Map shows distance and time summary for order route (and trip route when dispatched)

3. Time summaries:

    1. Driving time
       Driving time is the estimated **time the vehicle is actually moving on the road** for the order route.

    2. **Total time** is the **end-to-end planned time for the order**, which includes:

        - **Driving time**, plus
        - **Stop/activity time** such as **loading and unloading** (and other stop durations if configured)

       Example: a “total time” of 3h 22m made up of 1h 22m driving + 2h loading/unloading

4. Click the ‘map icon’ to display map overlays that can be used

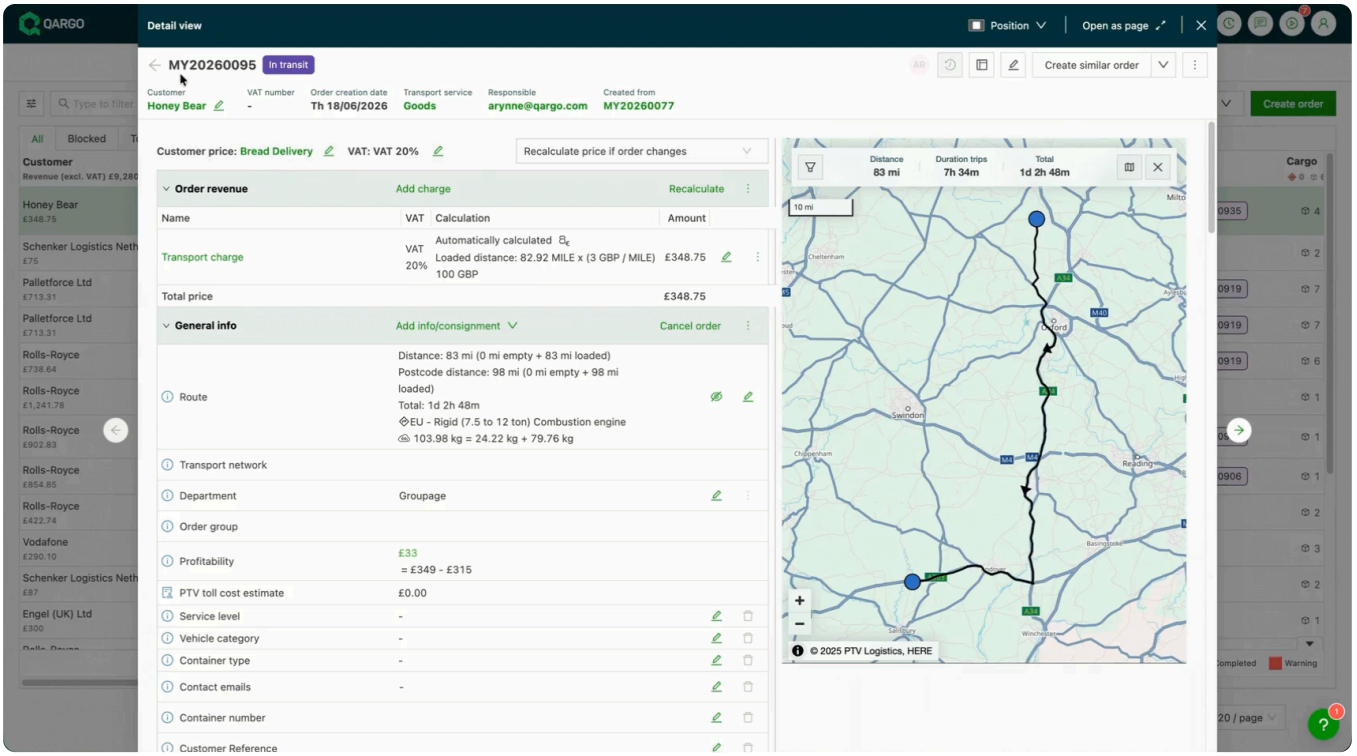


Learn more about Map features HERE.

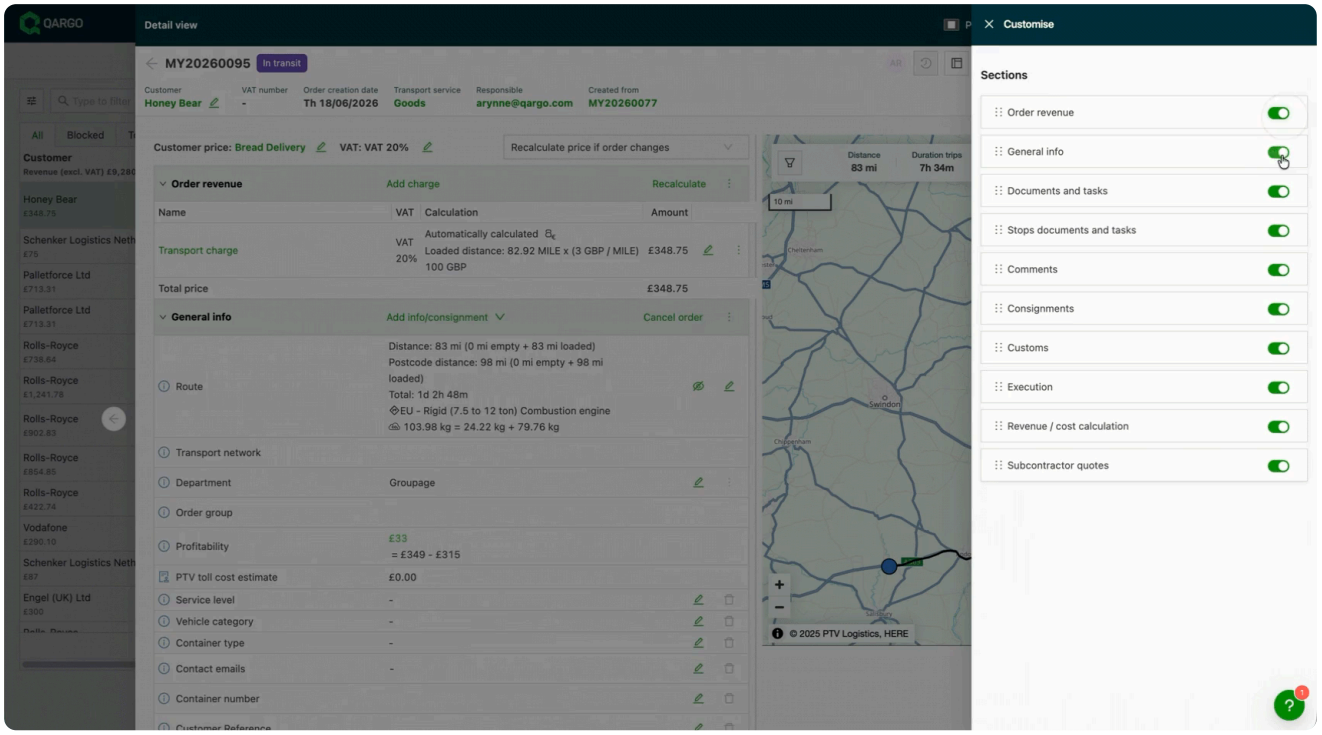
12. Change the order or visibility of sections

Each section can be moved or hidden using the **Sections** button in the top right corner of the page.

Sections can only be shown or hidden as a whole. Individual fields inside a section, such as a single field in **General info**, cannot be hidden separately.



1. **CLICK** the **Sections** button in the top right corner of the order detail page.
2. **DRAG** the handle next to a section to move it up or down the list. The page updates the section order immediately.
3. **TOGGLE** the switch next to a section off to hide that section from view, or on to show it again.
4. **CLOSE** the panel once finished. There is no separate save step, changes take effect straight away.



📚 The chosen order and visibility is saved per user and applied everywhere that detail view opens, including the trip detail page and the trip detail side panel on the Planboard.