CONFIGURATION- View Details Without Leaving the Screen

Open orders, trips, invoices, and other detail views as a side or bottom preview slider — without leaving the current screen or losing context.

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Summary

What does this do?

- Detail views throughout Qargo — orders, trips, trip groups, order groups, invoices, purchase invoices, credit notes, and purchase credit notes — can be opened in a preview slider instead of a full-screen overlay, keeping the rest of the screen visible

Why does this exist?

- Opening a full detail modal forced planners and operations staff to lose context every time they needed to inspect a record. For operations managing dozens of trips or orders at once, this constant context switching created significant friction, one of the most-requested improvements across customers

How does it work?

- Clicking a record opens the preview slider alongside the current screen — available for orders, trips, trip groups, order groups, invoices, purchase invoices, credit notes, and purchase credit notes
- The preview slider can be positioned left, center, right, or at the bottom of the screen
- Clicking *Open as page* in the preview slider header opens the full record in its own page

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Terminology

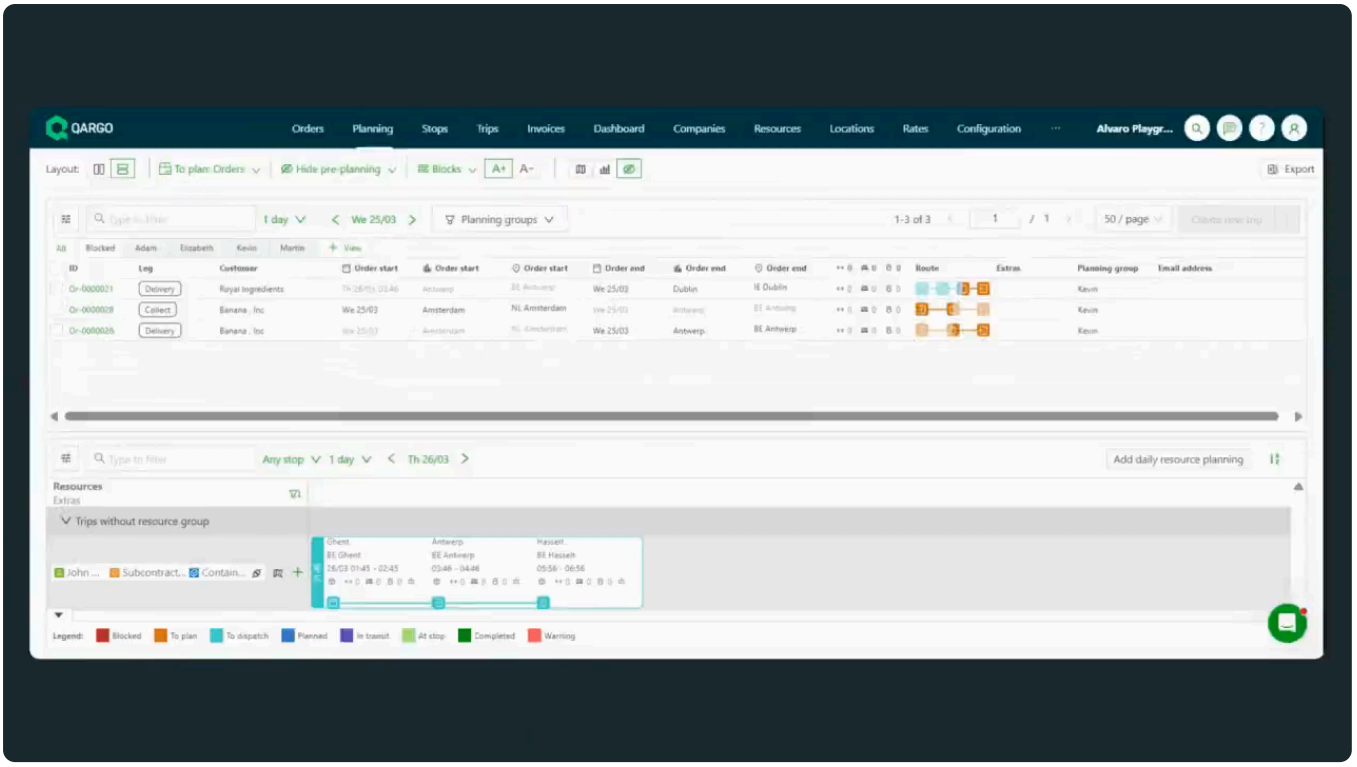
Term	Definition
Preview slider	An inline side or bottom slider that shows the details of a record (order, trip, trip group, order group, invoice, purchase invoice, credit note, or purchase credit note) without replacing the current screen
Open as page	The button in the preview slider header that opens the full record in its own page
Position	The control in the preview slider header used to choose where the preview slider appears on screen

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Opening the preview slider

The preview slider is available for the following record types: orders, trips, trip groups, order groups, invoices, purchase invoices, credit notes, and purchase credit notes.

The preview slider shows the record’s content alongside the current screen, so nothing underneath is replaced.



- **CLICK** the status **of** a record to open it in the preview slider. The content shown depends on the record type — trip details show stops and route information, while order and invoice details show their respective layouts.
- **CLOSE** the preview slider by clicking the **×** button in the header, or by clicking the same record again.

Choosing the position

CLICK the *Position* button in the preview slider header to open the arrangement options. Select one of the four positions:

- **Left** — preview slider docks to the left side of the screen
- **Center** — preview slider appears in the centre (default)
- **Right** — preview slider docks to the right side of the screen
- **Bottom** — preview slider docks to the bottom of the screen

🧰 Qargo saves the selected position. Subsequent detail views will open in the same layout. You can also resize the preview slider by dragging its border.

Related articles

- PLANNING - Planning views — Overview of Timeline, Blocks, Table, and Legs views on the planning board
- Order Detail View Page — Full breakdown of the sections available in the order detail view
- ORDERS - Customise the Detail View Order Page — How to personalise which fields appear on the order detail page