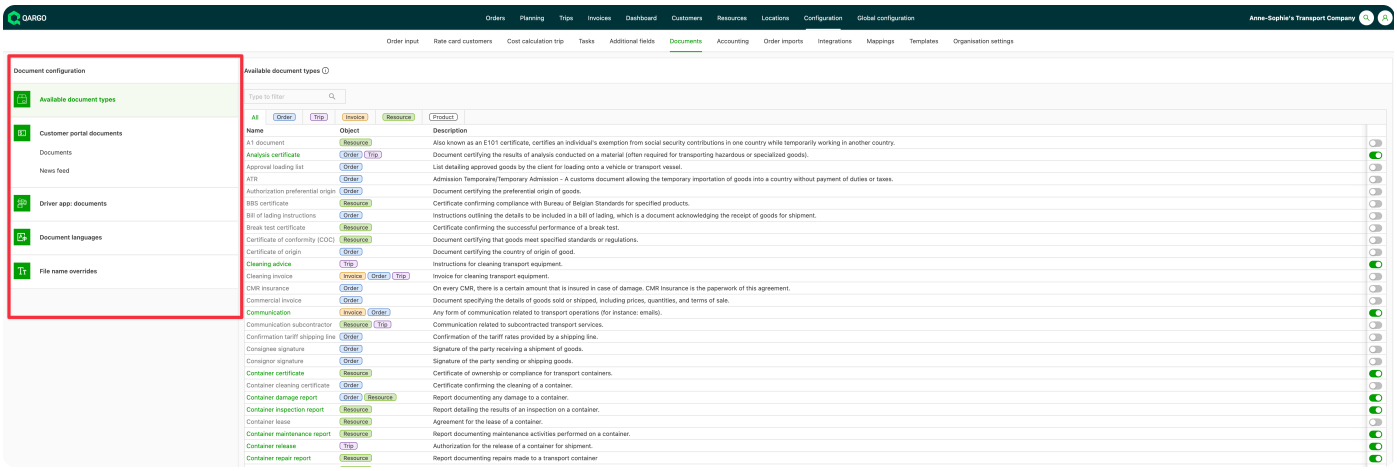
Documents in Configuration

This article shows how to enable document types so they can be used in the tenant, customer, and carrier portals.

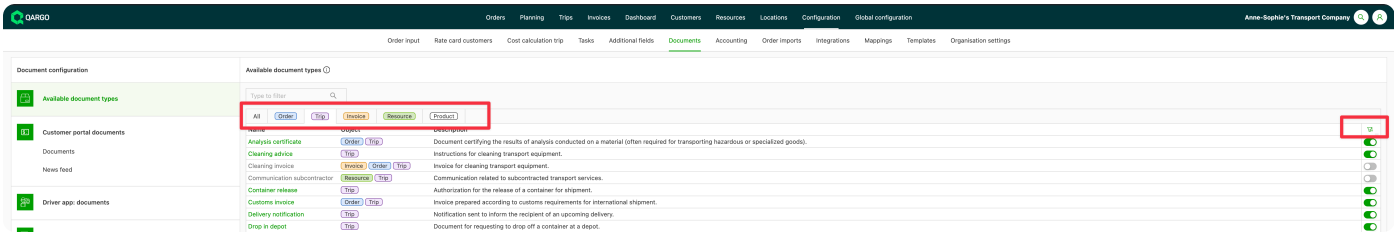
Updated November 7, 2024

For each category in the app, it is possible to configure which documents can be added.

- Navigate to **Configuration**
- Click **Documents** in the header
- Click the category to edit on the right side.

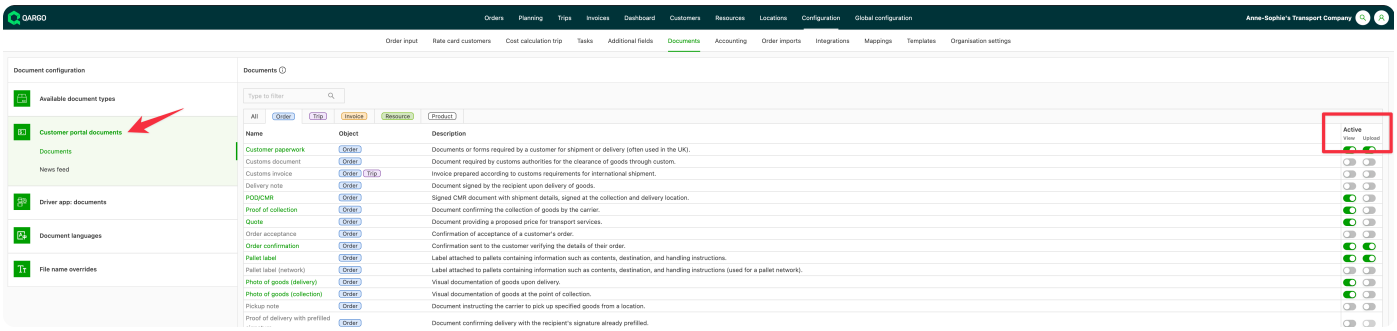


The filters in the header can show only the document types attached to a certain object (**Order**, **Load**, **Invoice**, **Resource**, or **Product**) or only the active objects.

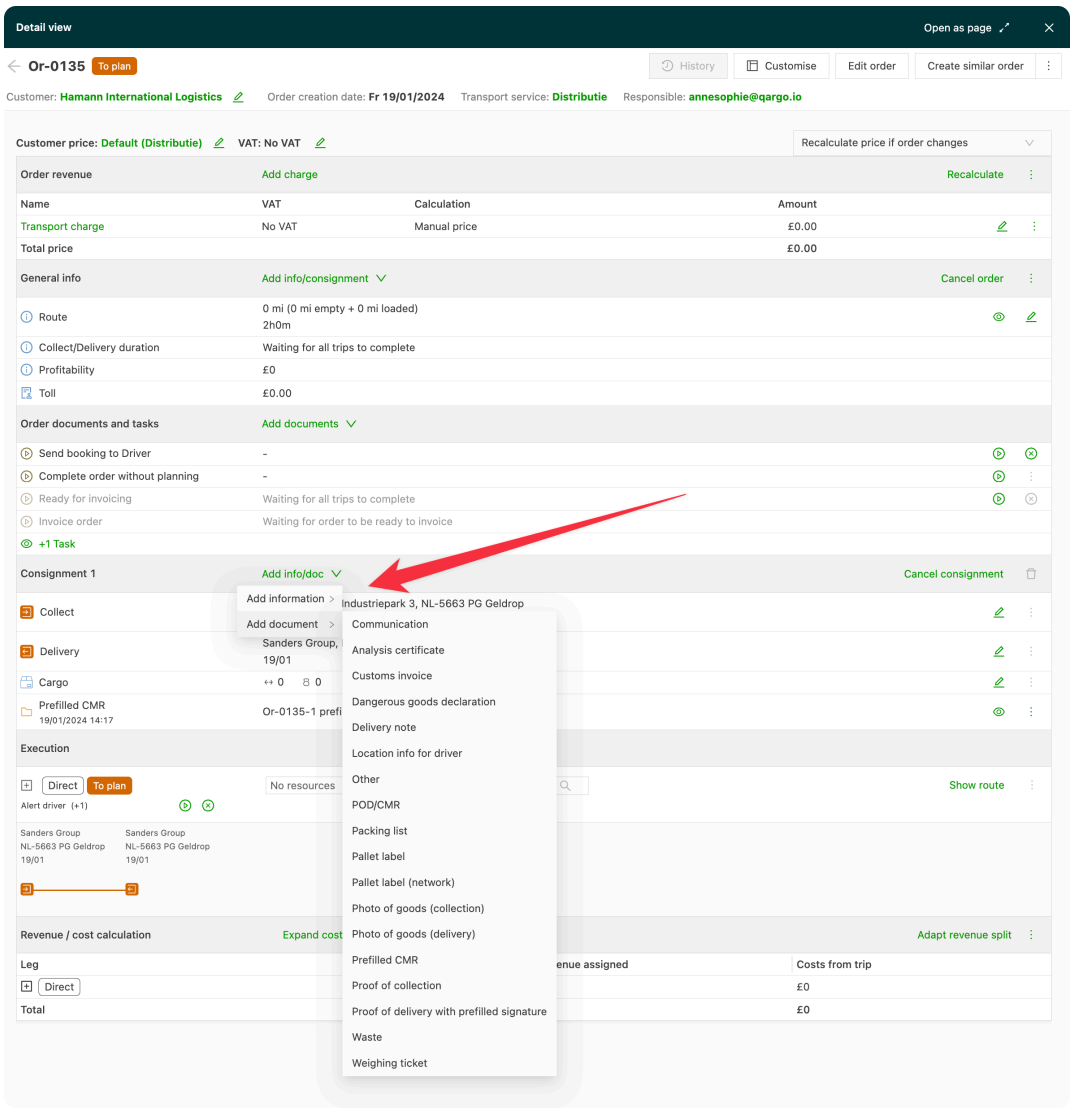


Once the document types are enabled in the **Available document types** section, they can be configured for the customer portal. A document type can be made available both for viewing and for uploading.

- **View**: the customer can view a document and download it.
- **Upload**: the customer can upload a document.



Once configured, documents can be added in that category. For instance, documents can be added to the shipment (load) on the individual order page based on the documents configured under **Load** in **Configuration**.


Detail view
Open as page
Or-0135
To plan
History
Customise
Edit order
Create similar order
Customer: Hamann International Logistics
Order creation date: Fr 19/01/2024
Transport service: Distributie
Responsible: annesophie@qargo.io
Customer price: Default (Distributie)
VAT: No VAT
Recalculate price if order changes
Order revenue
Add charge
Recalculate
Name
VAT
Calculation
Amount
Transport charge
No VAT
Manual price
£0.00
Total price
£0.00
General info
Add info/consignment
Cancel order
Route
0 mi (0 mi empty + 0 mi loaded)
2h0m
Collect/Delivery duration
Waiting for all trips to complete
Profitability
£0
Toll
£0.00
Order documents and tasks
Add documents
Send booking to Driver
Complete order without planning
Ready for invoicing
Waiting for all trips to complete
Invoice order
Waiting for order to be ready to invoice
+1 Task
Consignment 1
Add info/doc
Cancel consignment
Add information
Add document
Collect
Industriepark 3, NL-5663 PG Geldrop
Delivery
Sanders Group,
19/01
Cargo
Prefilled CMR
19/01/2024 14:17
Or-0135-1 prefi
Communication
Analysis certificate
Customs invoice
Dangerous goods declaration
Delivery note
Location info for driver
Other
POD/CMR
Packing list
Pallet label
Pallet label (network)
Photo of goods (collection)
Photo of goods (delivery)
Prefilled CMR
Proof of collection
Proof of delivery with prefilled signature
Waste
Weighing ticket
Execution
Direct
To plan
Alert driver (+1)
No resources
Show route
Sanders Group
NL-5663 PG Geldrop
19/01
Sanders Group
NL-5663 PG Geldrop
19/01
Revenue / cost calculation
Expand cost
Adapt revenue split
Leg
Costs from trip
Direct
£0
Total
£0