Resources – Shift schedule

This article provides a comprehensive guide to creating shift schedules for resources and assigning them, so their availability is automatically reflected across the platform.

Updated December 12, 2025

Click the image below for a video tutorial on shift scheduling



The shift scheduling feature in Qargo helps organizations manage resource availability and prevent over-scheduling. It also helps ensure compliance with driver working regulations.

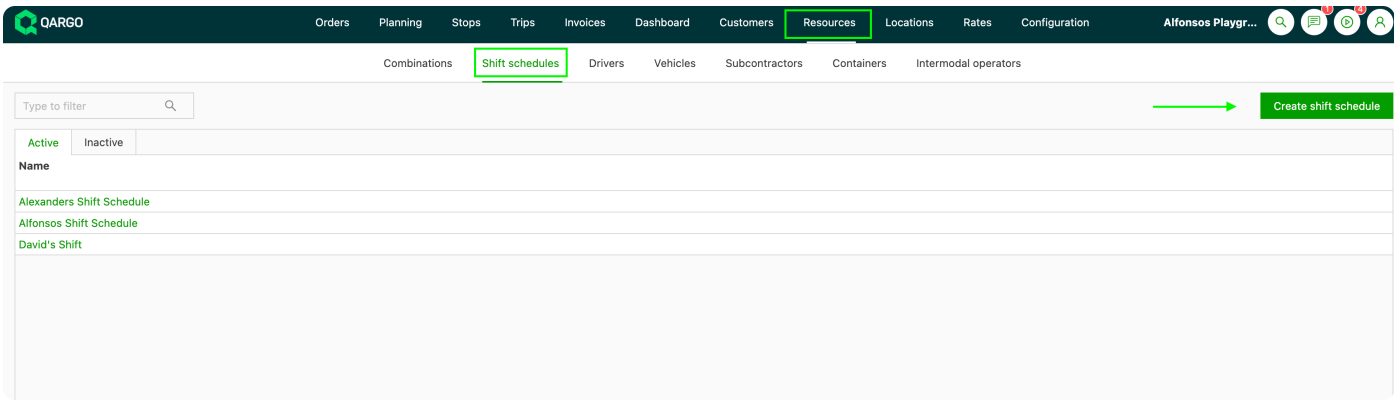
📖 Key terminology

- **Resource**: Any driver, vehicle or trailer scheduled for work.
- **Shift schedule**: The calendar of available working hours for a resource. Types include weekly and rotating schedules.
- **Over-scheduling**: Assigning a resource to overlapping or excessive shifts, which may breach regulations or operational guidelines.
- **Planning board**: The dashboard where operational schedules are reviewed and managed.

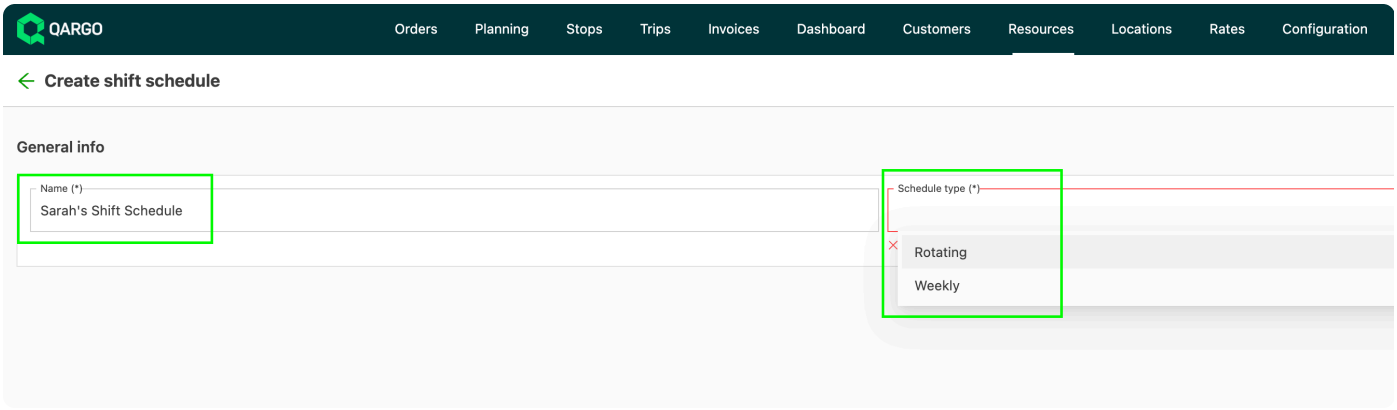
🛠️ Configuration

To configure shift scheduling in Qargo:

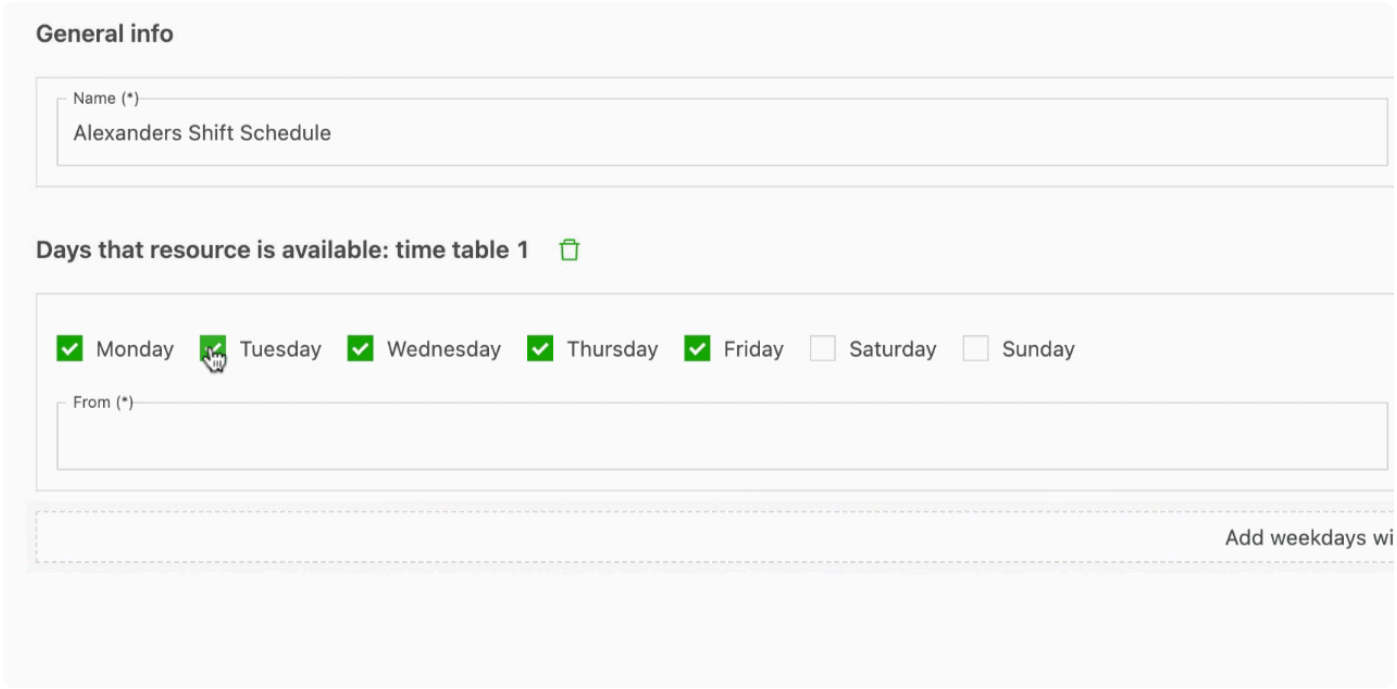
1. Go to the **Resources** module and select the **Shift schedules** tab. Then click **Create shift schedule**.



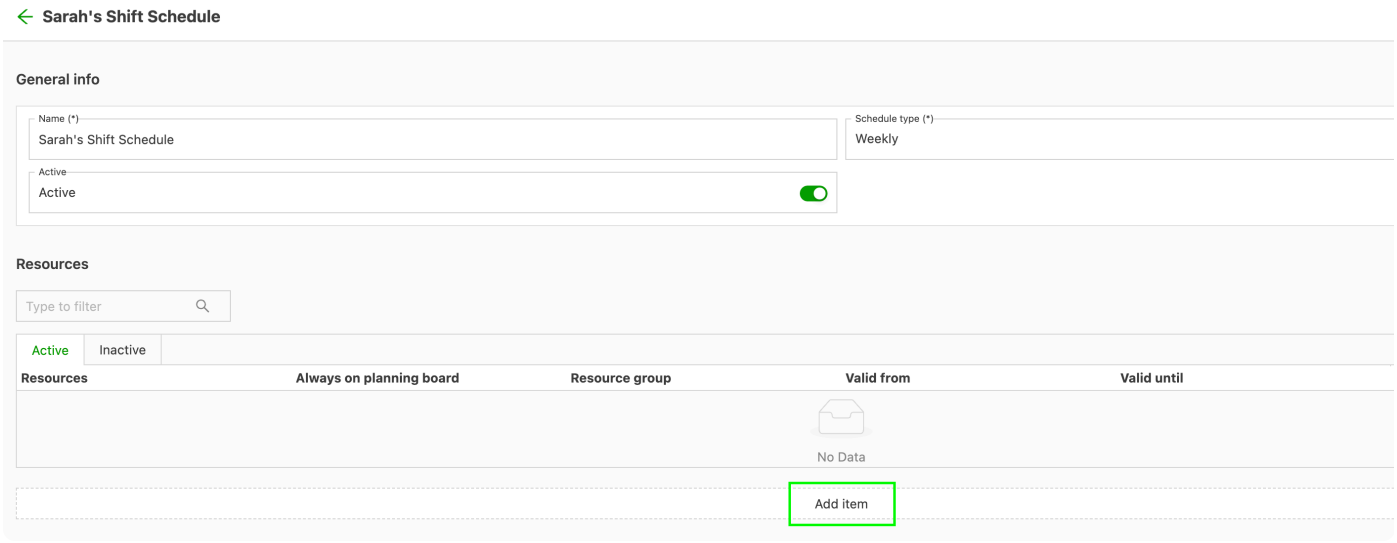
2. Name the shift schedule and choose a schedule type.



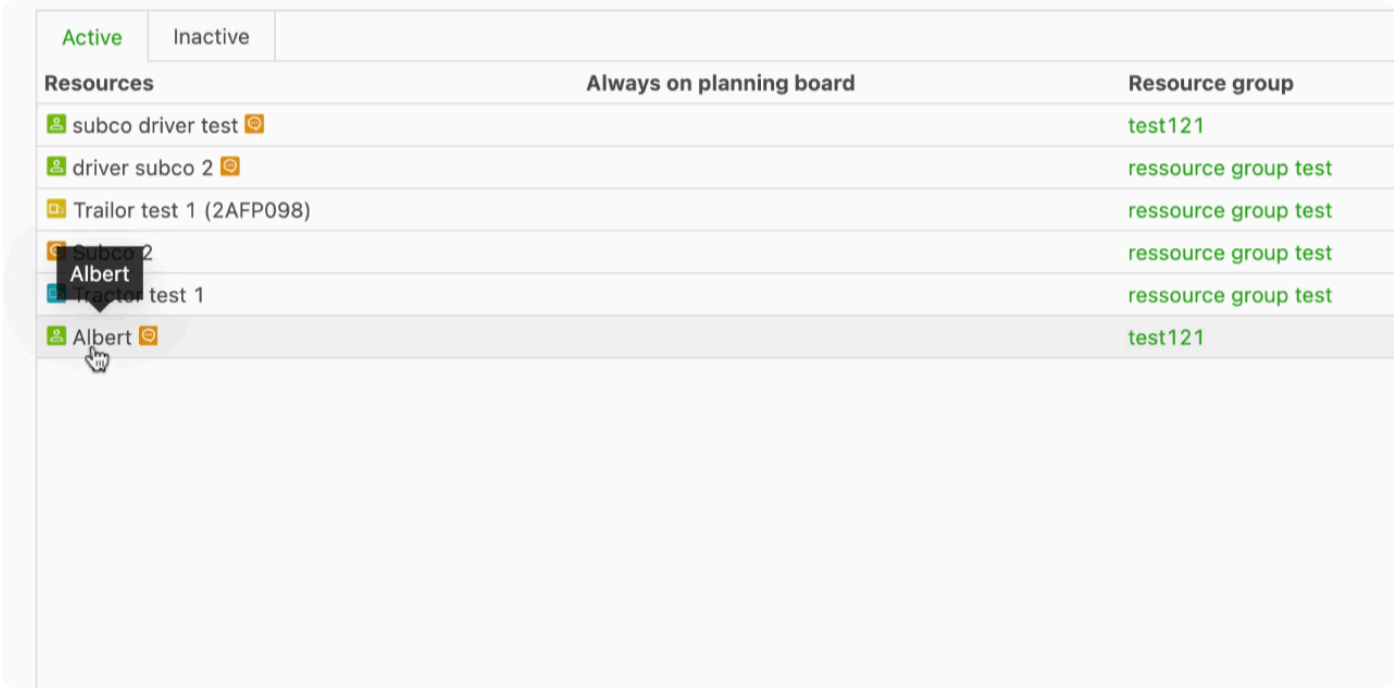
3. Click **Add weekdays with different hours** and select the days and times each resource is available. Then click **Save**.



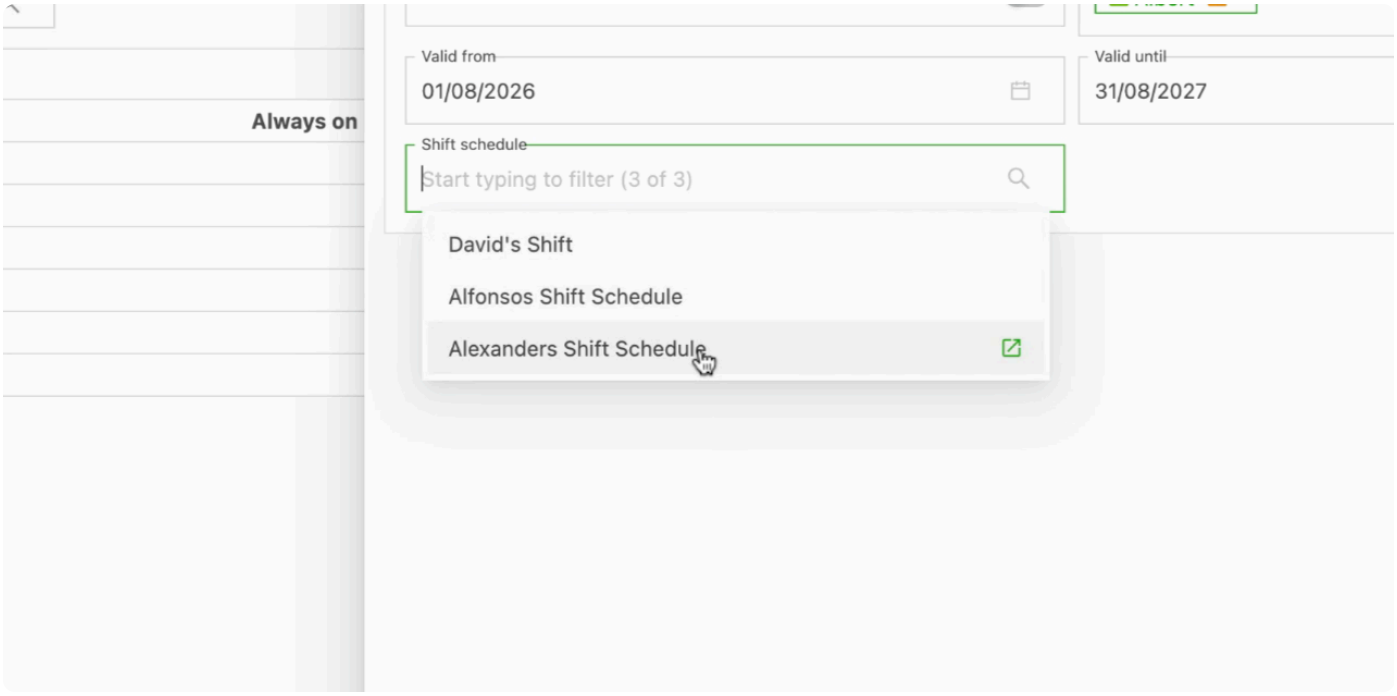
4. Assign this schedule to resources on the shift schedule detail page by **adding an item**.



5. A resource can also be added to a shift schedule from the **Combinations** tab in the **Resources** module. Select a combination.

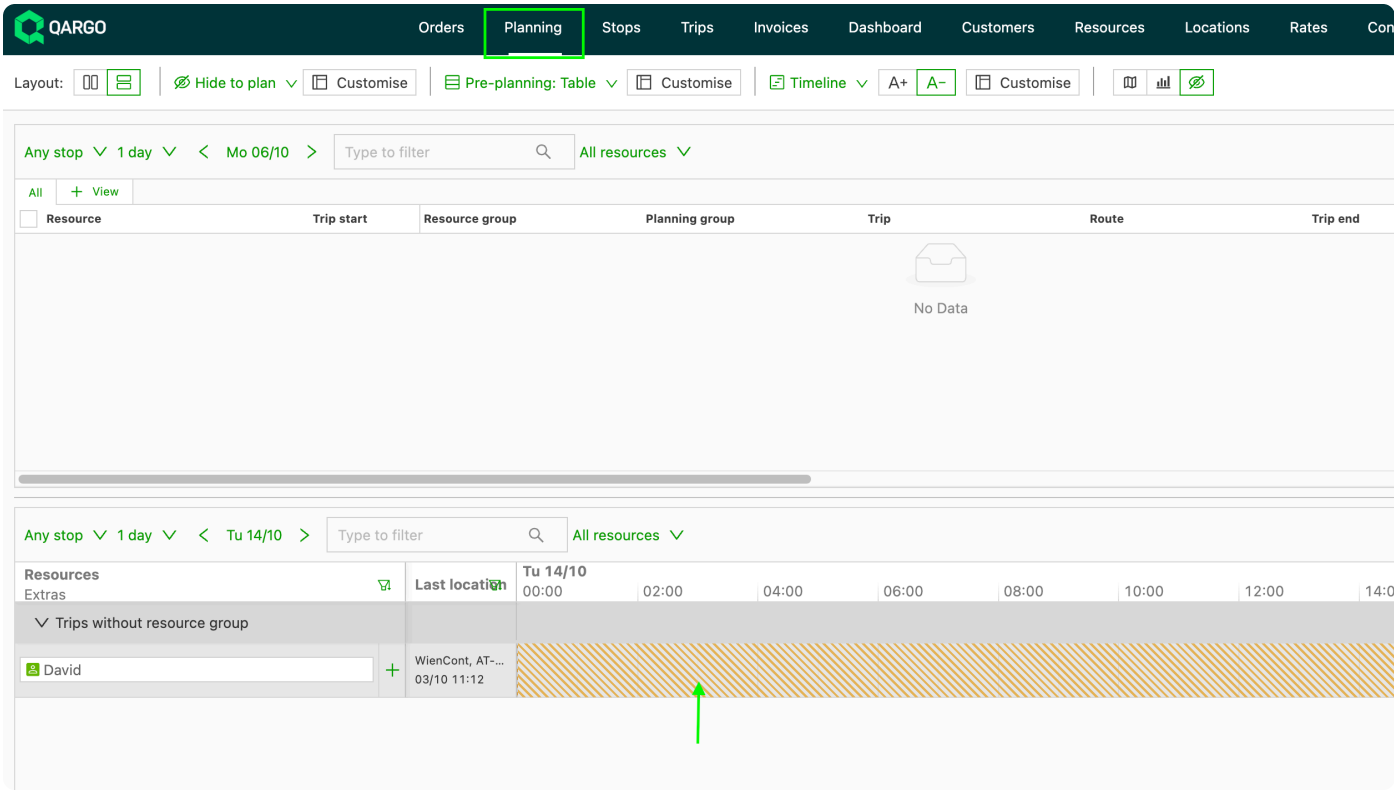


6. Locate the **Shift schedule** field and select the appropriate schedule.

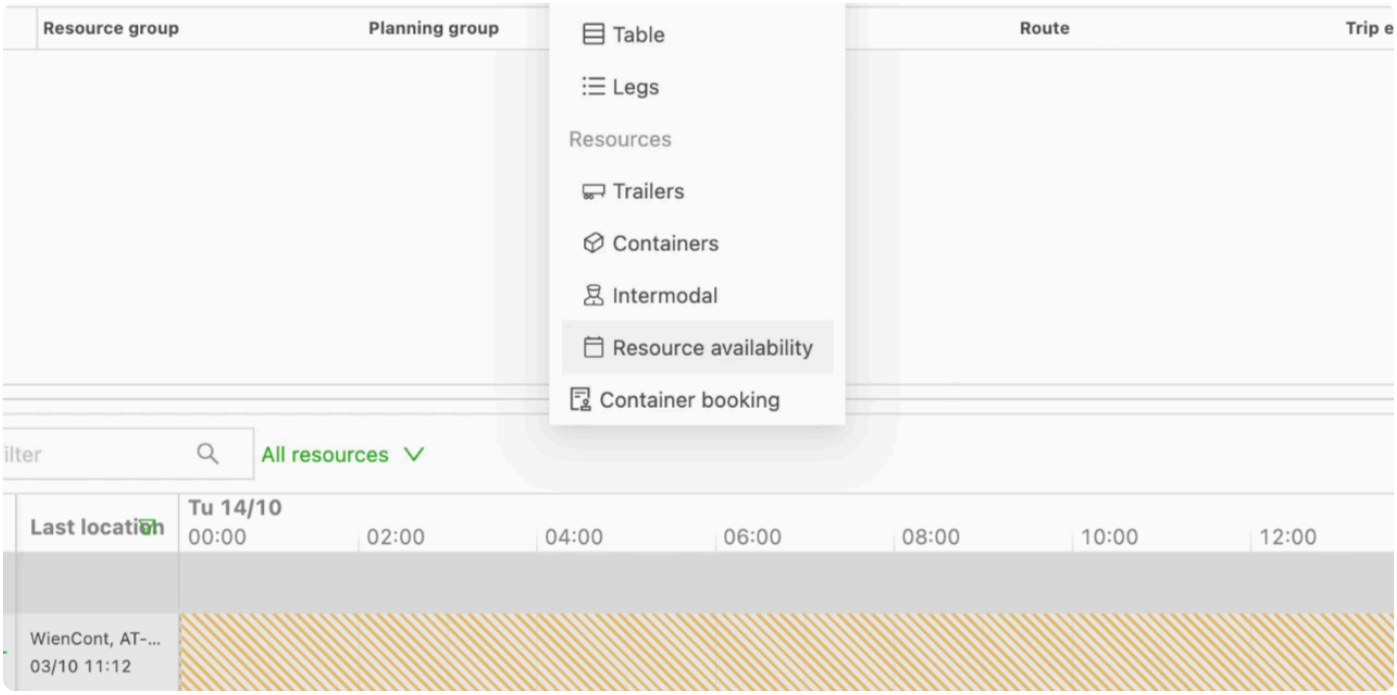


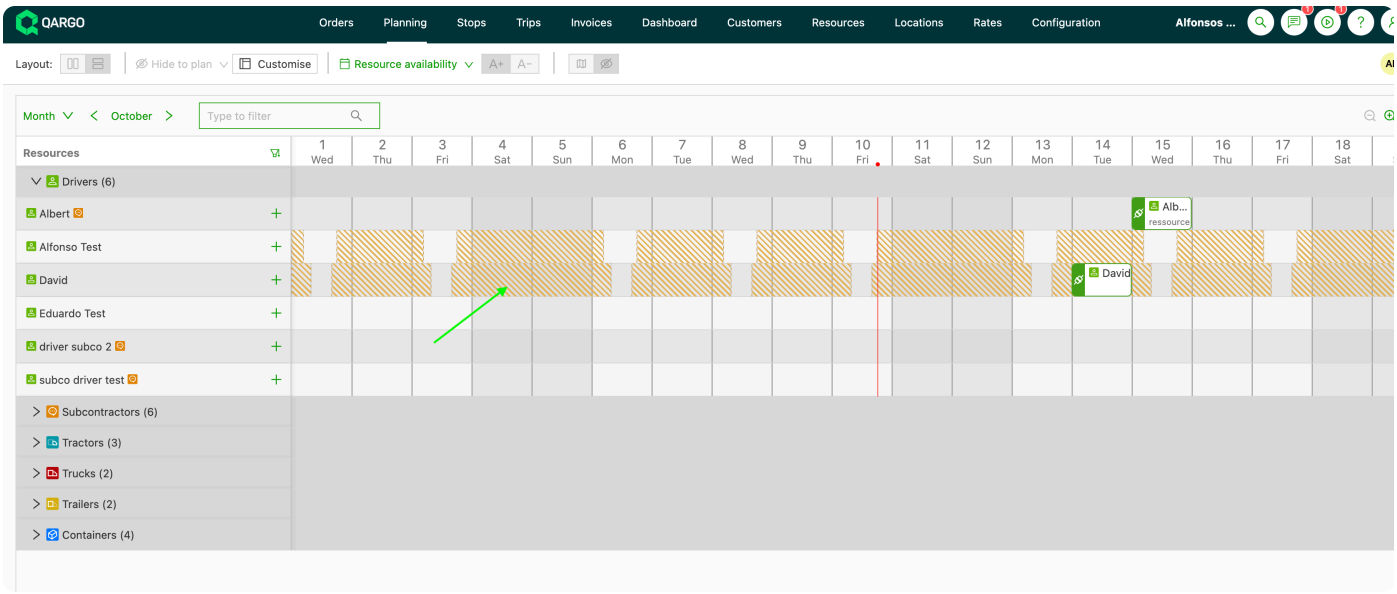
⏰ How it works

1. Go to the **Planning** module to see assigned schedules in context. **Resource** unavailability is marked in the resources calendar.

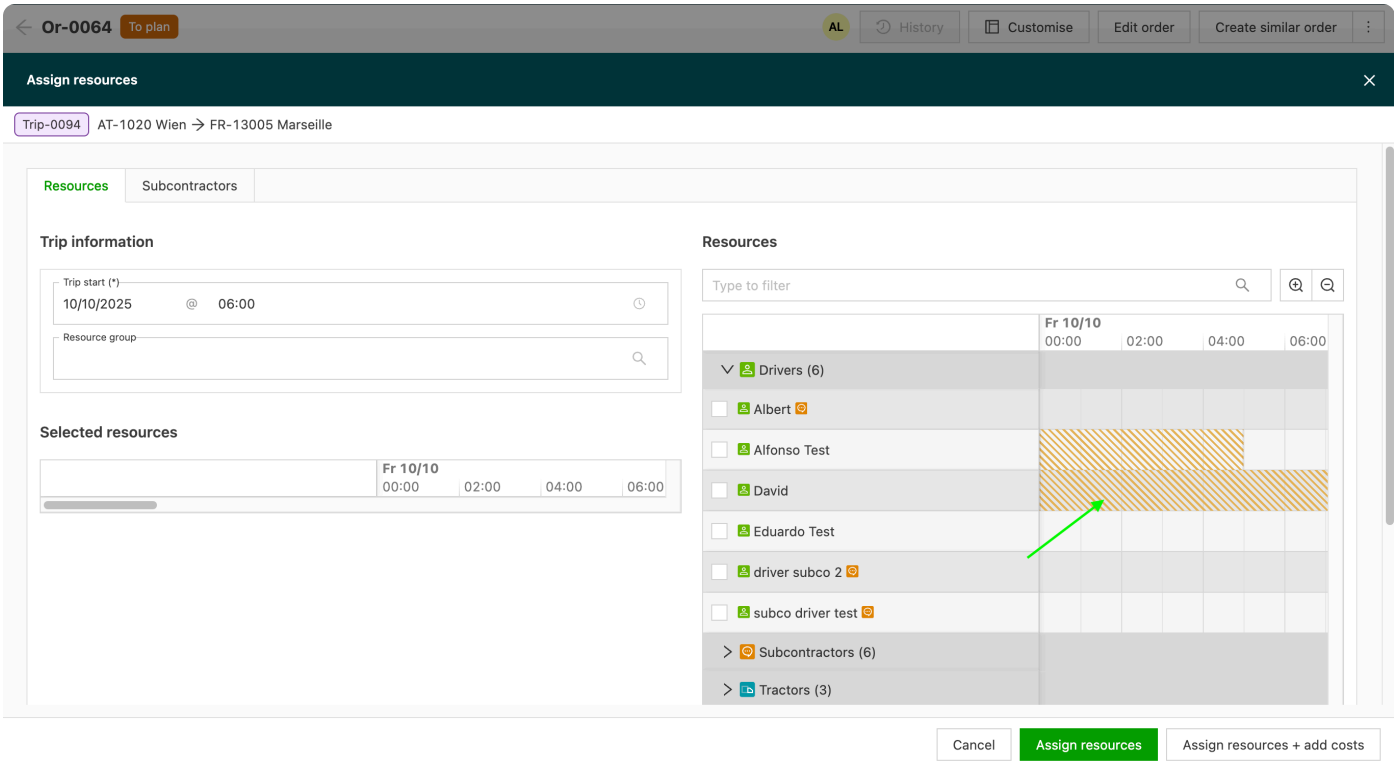


2. Use the **Resource availability** option for a fleet-wide calendar view.





3. In the **Orders** module, select an order and view the detailed assignment screen in the **Operations** section. This ensures only available resources are assigned.



🚛 Additional use case examples

- Assign different rotating shift patterns to warehouse and driving staff to accommodate seasonal fluctuations in demand.
- Track driver hours when planning high-volume delivery days, so weekly or daily working limits are not exceeded.
- Check resource availability across the entire fleet before confirming large orders to avoid double-booking or overtime breaches.