Generate load documents

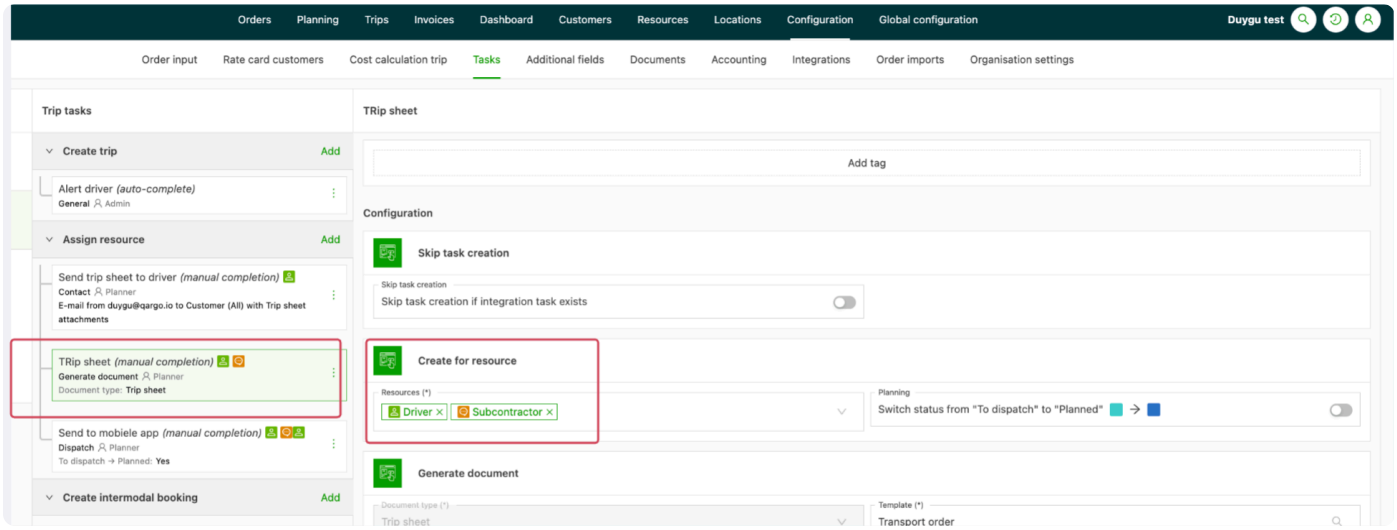
Updated October 24, 2024

Depending on which documents are to be generated (such as a load sheet or transport order), the 👉**task** appears once the related or configured resource is assigned to the load.

(**For example**: If the resources are set as driver-contract carrier in the task configurations, the task on the load page does not appear until a driver or contract carrier is attached to the load).

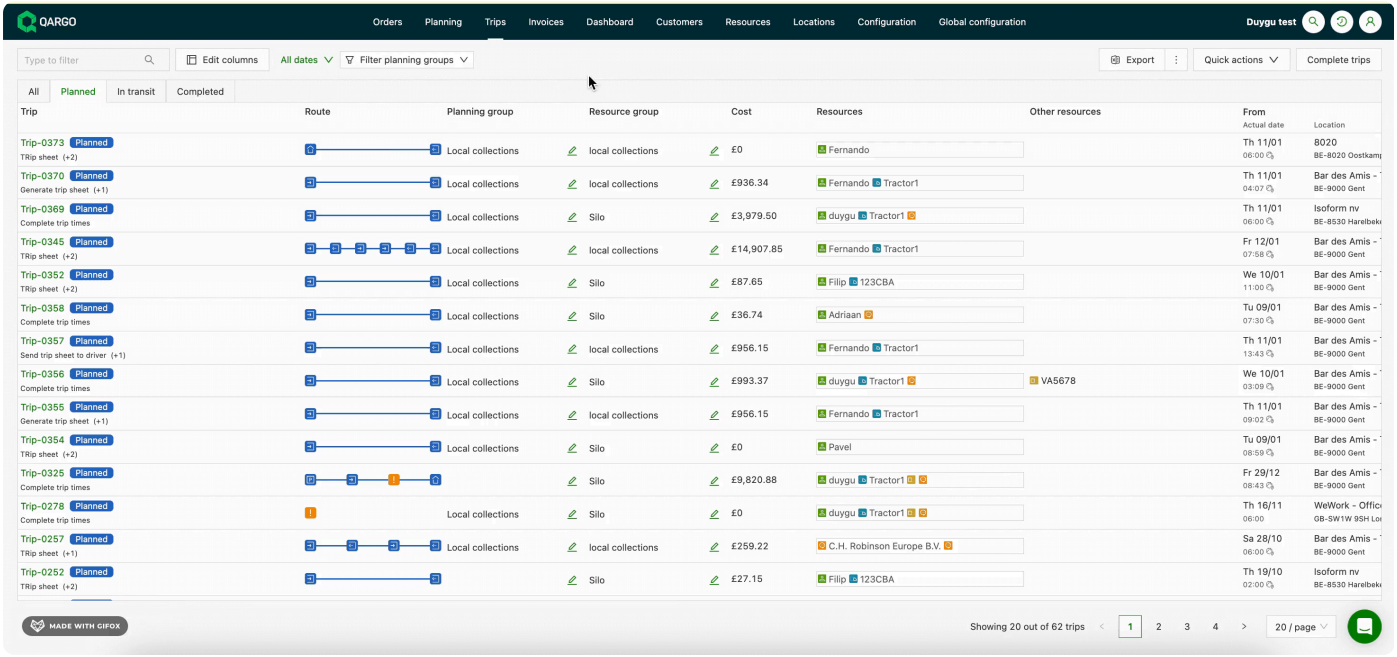
⚠️ The Qargo support team configures the document templates. For any changes, contact Qargo support with the details.

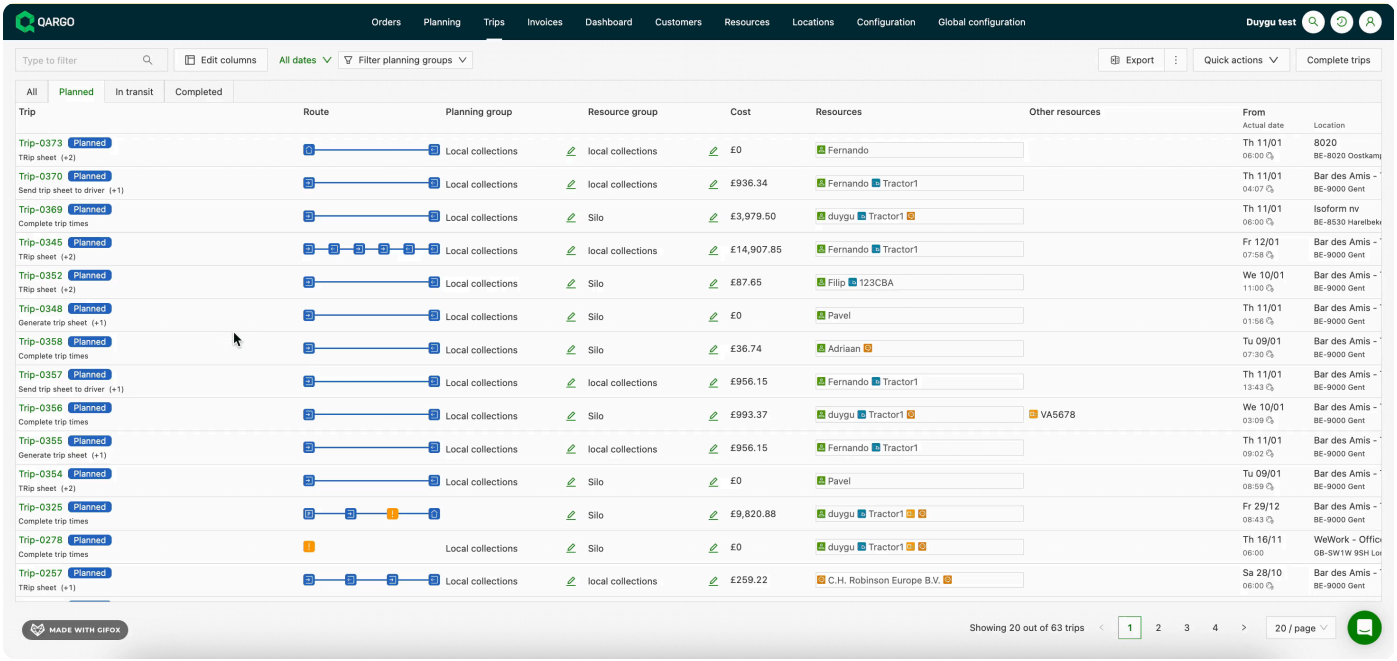
Also see: 👉 Understanding PDF generation and customization

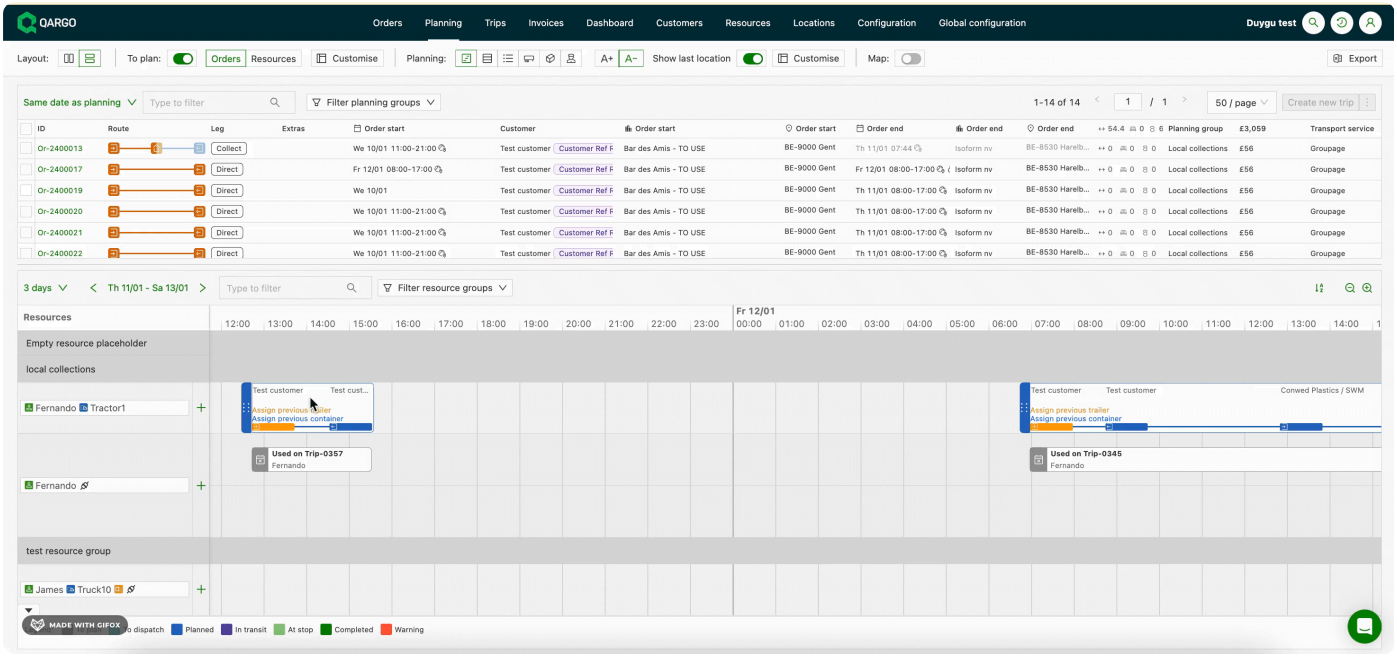


If the related resources are assigned to the load, the document generation task is visible in the load list, on the load page or in the planning view (see the views below).

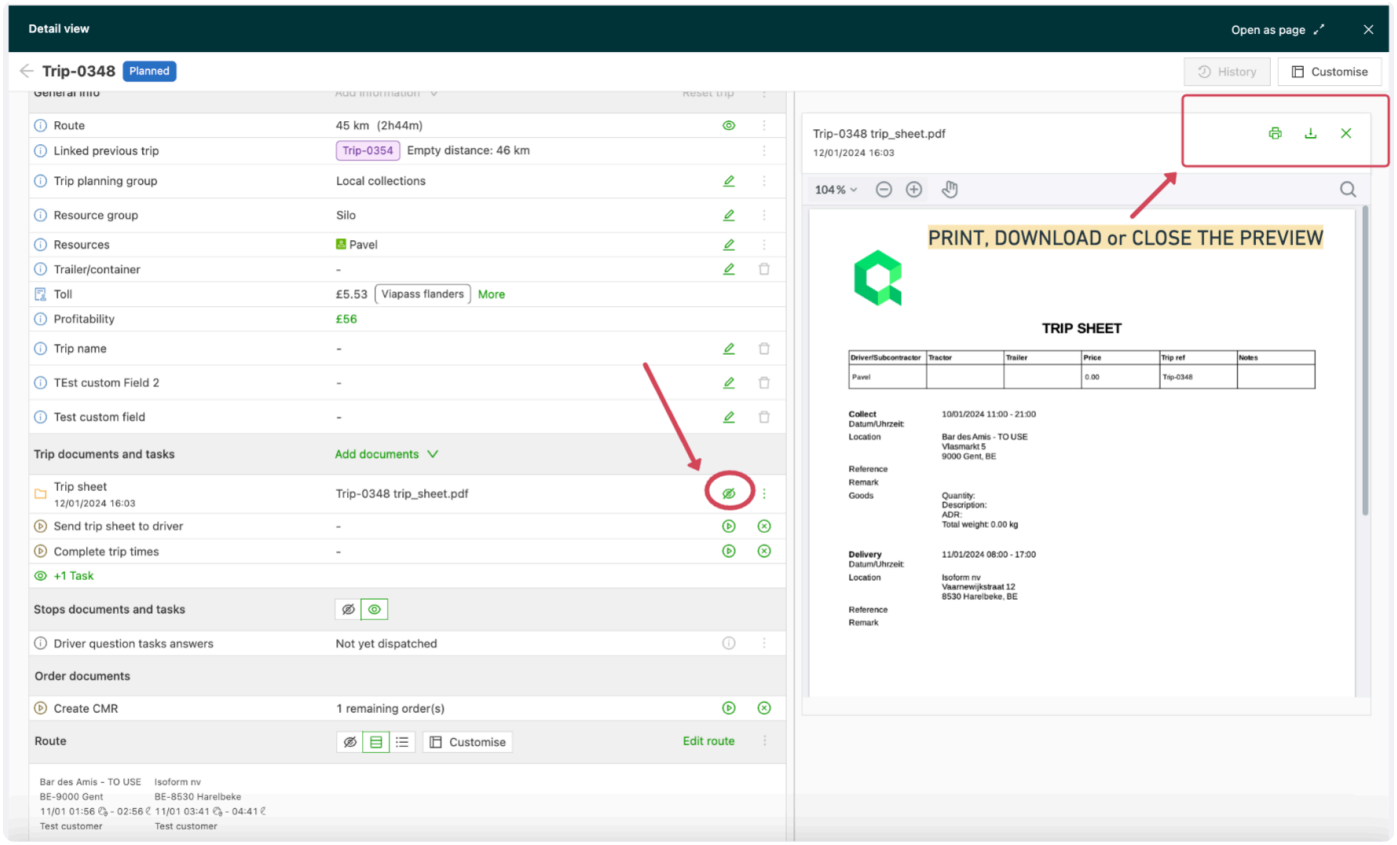
Click the play button to run the document generation task.
After a click on the “play” button in any of these views, the task runs, and the document preview and attachment are visible on the load page:


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Duygu test
Type to filter
Edit columns
All dates
Filter planning groups
Export
Quick actions
Complete trips
All
Planned
In transit
Completed
Trip
Route
Planning group
Resource group
Cost
Resources
Other resources
From
Actual date
Location
Trip-0373 Planned
TRip sheet (+2)
Local collections
local collections
£0
Fernando
Th 11/01
06:00
8020
BE-8020 Oostkamp
Trip-0370 Planned
Generate trip sheet (+1)
Local collections
local collections
£936.34
Fernando
Tractor1
Th 11/01
04:07
Bar des Amis -
BE-9000 Gent
Trip-0369 Planned
Complete trip times
Local collections
Silo
£3,979.50
duygu
Tractor1
Th 11/01
06:00
Isoform nv
BE-8530 Harelbeke
Trip-0345 Planned
TRip sheet (+2)
Local collections
local collections
£14,907.85
Fernando
Tractor1
Fr 12/01
07:58
Bar des Amis -
BE-9000 Gent
Trip-0352 Planned
TRip sheet (+2)
Local collections
Silo
£87.65
Filip
123CBA
We 10/01
11:00
Bar des Amis -
BE-9000 Gent
Trip-0358 Planned
Complete trip times
Local collections
Silo
£36.74
Adriaan
Tu 09/01
07:30
Bar des Amis -
BE-9000 Gent
Trip-0357 Planned
Send trip sheet to driver (+1)
Local collections
local collections
£956.15
Fernando
Tractor1
Th 11/01
13:43
Bar des Amis -
BE-9000 Gent
Trip-0356 Planned
Complete trip times
Local collections
Silo
£993.37
duygu
Tractor1
VA5678
We 10/01
03:09
Bar des Amis -
BE-9000 Gent
Trip-0355 Planned
Generate trip sheet (+1)
Local collections
local collections
£956.15
Fernando
Tractor1
Th 11/01
09:02
Bar des Amis -
BE-9000 Gent
Trip-0354 Planned
TRip sheet (+2)
Local collections
Silo
£0
Pavel
Tu 09/01
08:59
Bar des Amis -
BE-9000 Gent
Trip-0325 Planned
Complete trip times
Silo
£9,820.88
duygu
Tractor1
Fr 29/12
08:43
Bar des Amis -
BE-9000 Gent
Trip-0278 Planned
Complete trip times
Local collections
Silo
£0
duygu
Tractor1
Th 16/11
06:00
WeWork - Offic
GB-SW1W 9SH Lo
Trip-0257 Planned
TRip sheet (+1)
Local collections
local collections
£259.22
C.H. Robinson Europe B.V.
Sa 28/10
06:00
Bar des Amis -
BE-9000 Gent
Trip-0252 Planned
TRip sheet (+2)
Silo
£27.15
Filip
123CBA
Th 19/10
02:00
Isoform nv
BE-8530 Harelbeke
MADE WITH GIFOX
Showing 20 out of 62 trips
1
2
3
4
20 / page


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Duygu test
Type to filter
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All dates
Filter planning groups
Export
Quick actions
Complete trips
All
Planned
In transit
Completed
Trip
Route
Planning group
Resource group
Cost
Resources
Other resources
From
Actual date
Location
Trip-0373 Planned
TRip sheet (+2)
Local collections
local collections
£0
Fernando
Th 11/01
06:00
8020
BE-8020 Oostkamp
Trip-0370 Planned
Send trip sheet to driver (+1)
Local collections
local collections
£936.34
Fernando
Tractor1
Th 11/01
04:07
Bar des Amis -
BE-9000 Gent
Trip-0369 Planned
Complete trip times
Local collections
Silo
£3,979.50
duygu
Tractor1
Th 11/01
06:00
Isoform nv
BE-8530 Harelbeke
Trip-0345 Planned
TRip sheet (+2)
Local collections
local collections
£14,907.85
Fernando
Tractor1
Fr 12/01
07:58
Bar des Amis -
BE-9000 Gent
Trip-0352 Planned
TRip sheet (+2)
Local collections
Silo
£87.65
Filip
123CBA
We 10/01
11:00
Bar des Amis -
BE-9000 Gent
Trip-0348 Planned
Generate trip sheet (+1)
Local collections
Silo
£0
Pavel
Th 11/01
01:56
Bar des Amis -
BE-9000 Gent
Trip-0358 Planned
Complete trip times
Local collections
Silo
£36.74
Adriaan
Tu 09/01
07:30
Bar des Amis -
BE-9000 Gent
Trip-0357 Planned
Send trip sheet to driver (+1)
Local collections
local collections
£956.15
Fernando
Tractor1
Th 11/01
13:43
Bar des Amis -
BE-9000 Gent
Trip-0356 Planned
Complete trip times
Local collections
Silo
£993.37
duygu
Tractor1
VA5678
We 10/01
03:09
Bar des Amis -
BE-9000 Gent
Trip-0355 Planned
Generate trip sheet (+1)
Local collections
local collections
£956.15
Fernando
Tractor1
Th 11/01
09:02
Bar des Amis -
BE-9000 Gent
Trip-0354 Planned
TRip sheet (+2)
Local collections
Silo
£0
Pavel
Tu 09/01
08:59
Bar des Amis -
BE-9000 Gent
Trip-0325 Planned
Complete trip times
Silo
£9,820.88
duygu
Tractor1
Fr 29/12
08:43
Bar des Amis -
BE-9000 Gent
Trip-0278 Planned
Complete trip times
Local collections
Silo
£0
duygu
Tractor1
Th 16/11
06:00
WeWork - Offic
GB-SW1W 9SH Lo
Trip-0257 Planned
TRip sheet (+1)
Local collections
local collections
£259.22
C.H. Robinson Europe B.V.
Sa 28/10
06:00
Bar des Amis -
BE-9000 Gent
MADE WITH GIFOX
Showing 20 out of 63 trips
1
2
3
4
20 / page



To preview a document, click the “eye” icon on the document line. From the preview, the document can be printed, downloaded or closed:



The document generation task can also be completed in bulk: 👉**Complete tasks in bulk**
Generate documents in bulk for several loads:

- Go to the loads column
- Select quick actions
- Select the dispatch task (this filters the dispatch tasks that have not yet been executed)
- Select the loads to generate the document for.
- Click the “complete task” option at the bottom right:

▶ https://www.loom.com/embed/c3ad5e1b13f748c7a43f5acae653ceae

⚠️ If applicable, these documents can also be sent to the related parties (such as the contract carrier or the driver): See 👉 Tasks