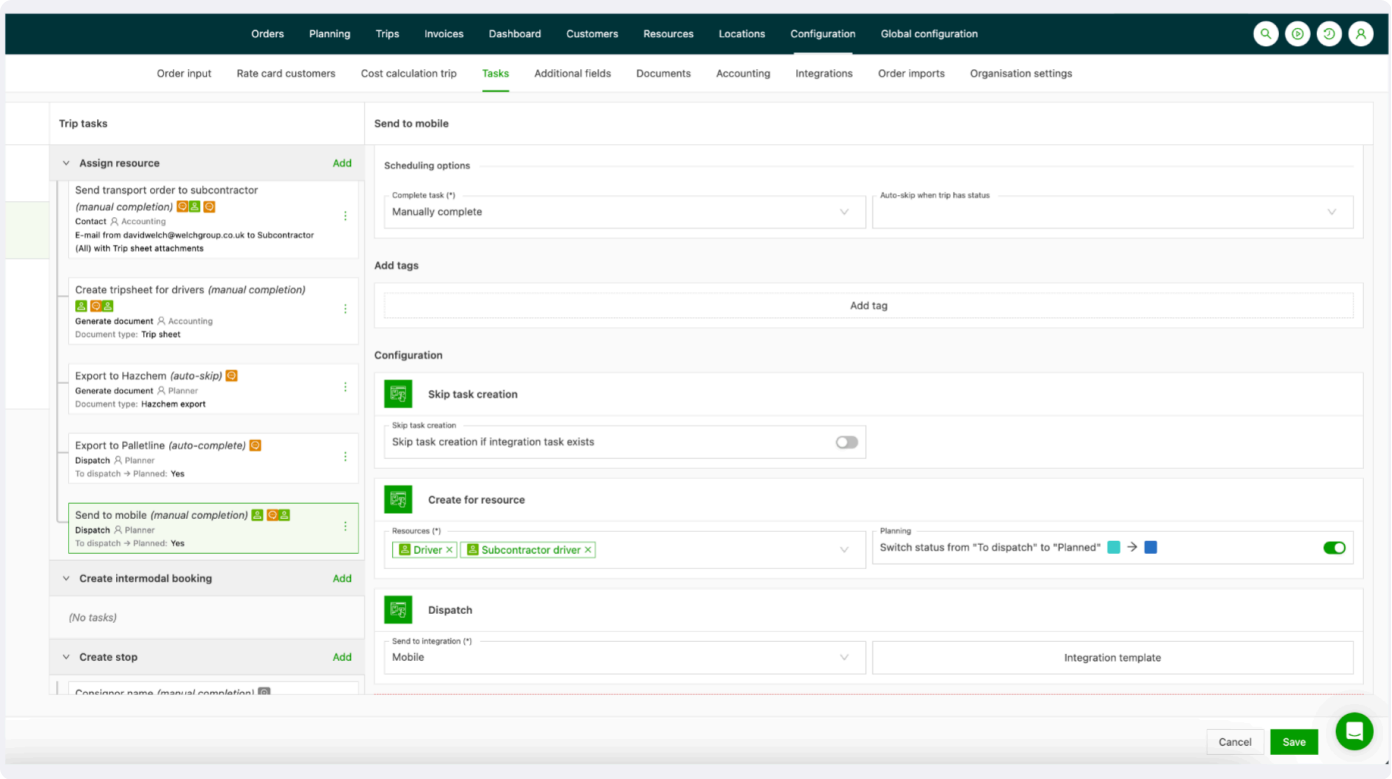
Dispatching the loads

Updated October 21, 2026

👉Task for dispatching the load is created depending on the integration in use. (see 👉Tasks.

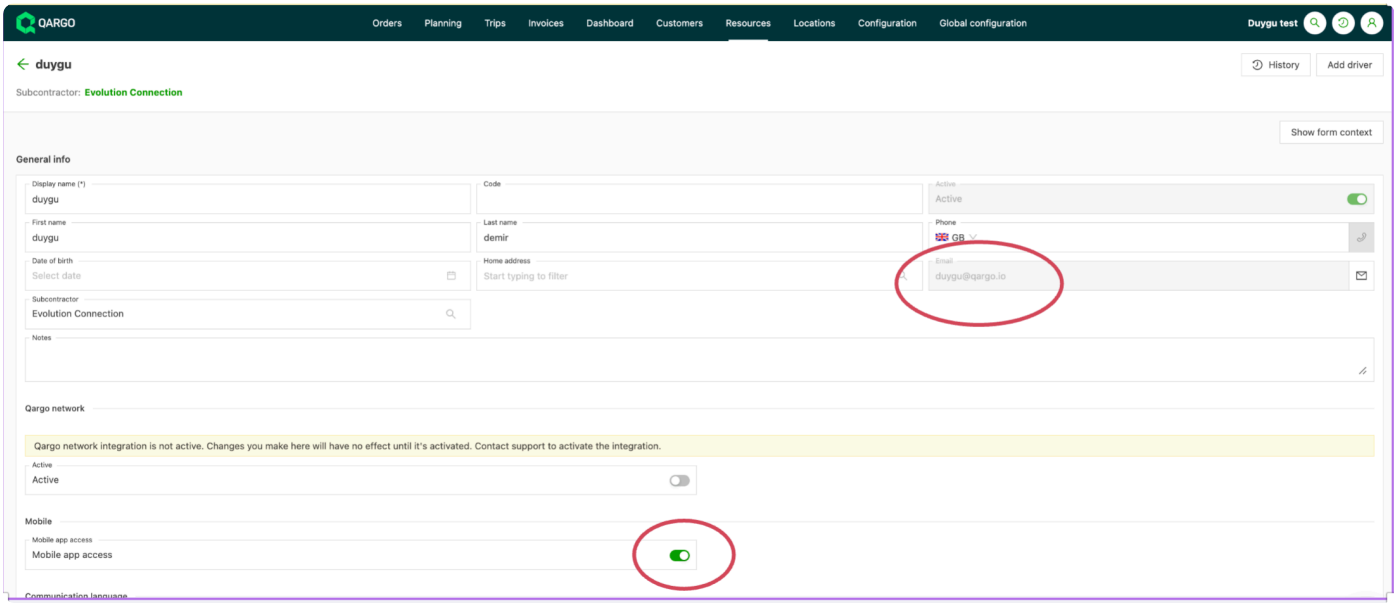
📚 Tasks created to auto-complete dispatch require no manual action.
The steps below are for completing a manual task.



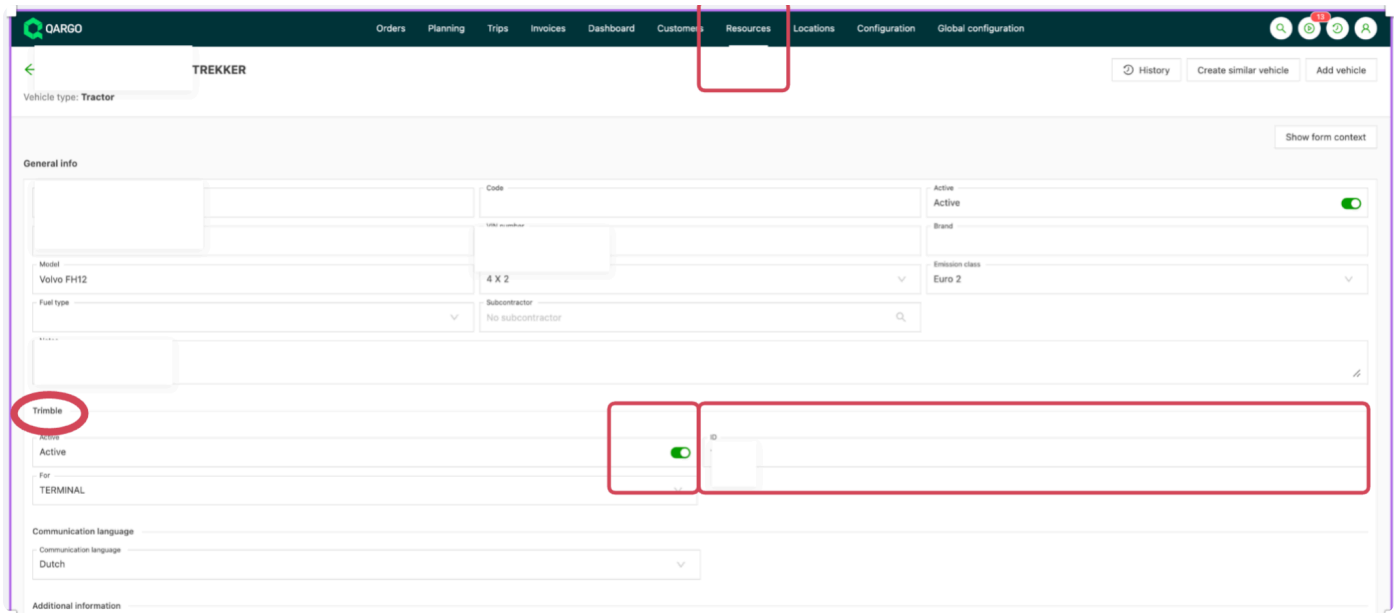
- *The integration type is purely customer-specific and can be “Palletline”, “Qargo driver mobile app”, “Transics”, “Trimble”, etc.*

- Depending on the integration type, integration access needs to be activated first on the driver or vehicle page, with the required fields.

  Examples:
  For the Qargo driver mobile app, for example, the **driver email** and the **Driver mobile app toggle** are required on the driver page.

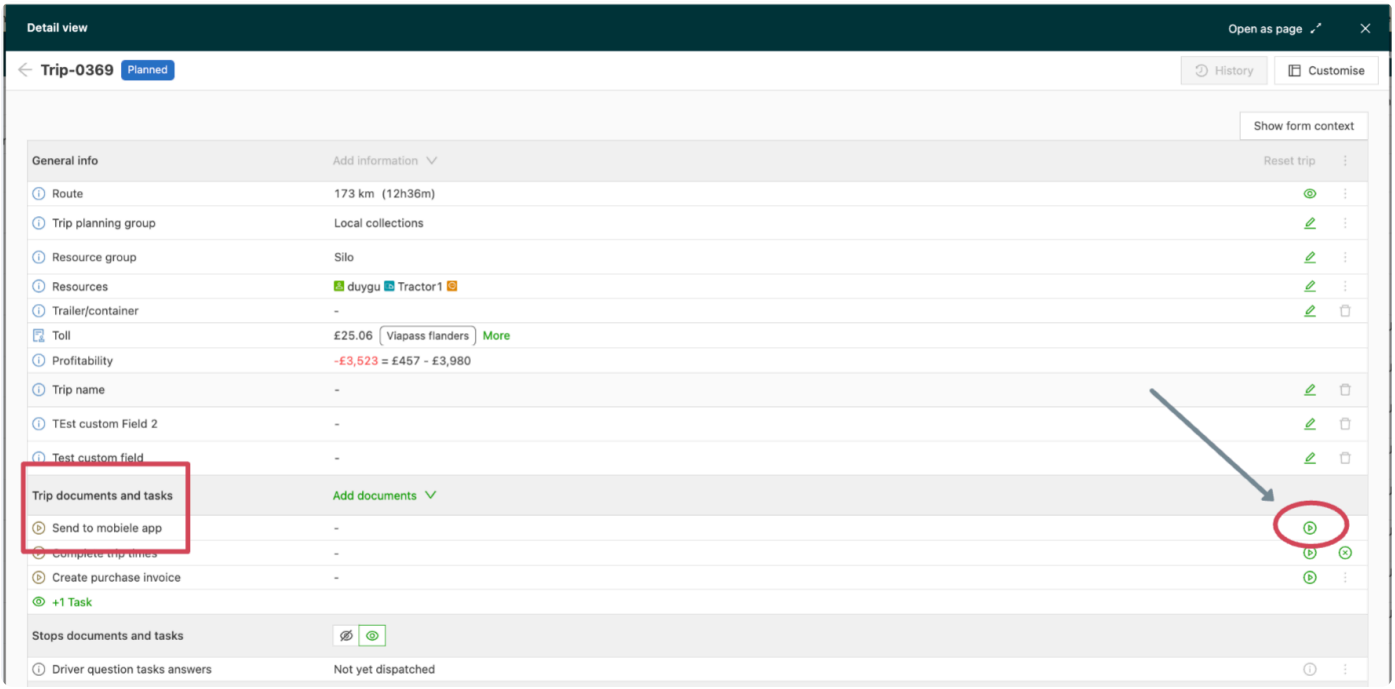


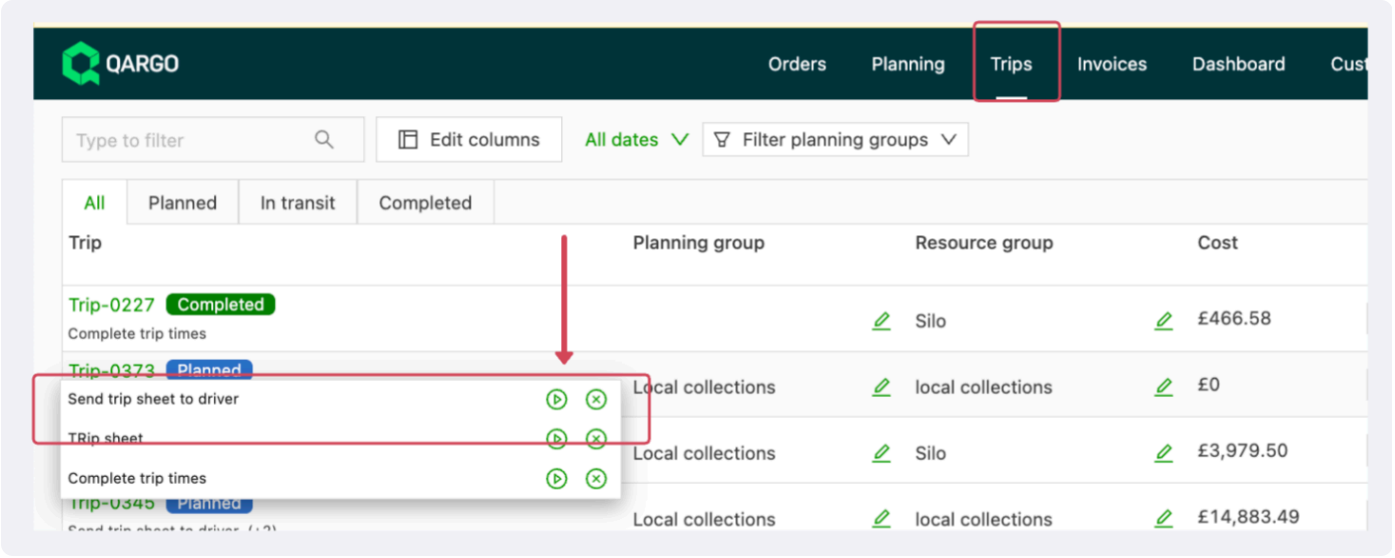
For Transics, the **Transics ID** is required and the **activation toggle** must be on in the truck page. For Trimble, the **Trimble ID** is required and the **activation toggle** must be on in the truck page.

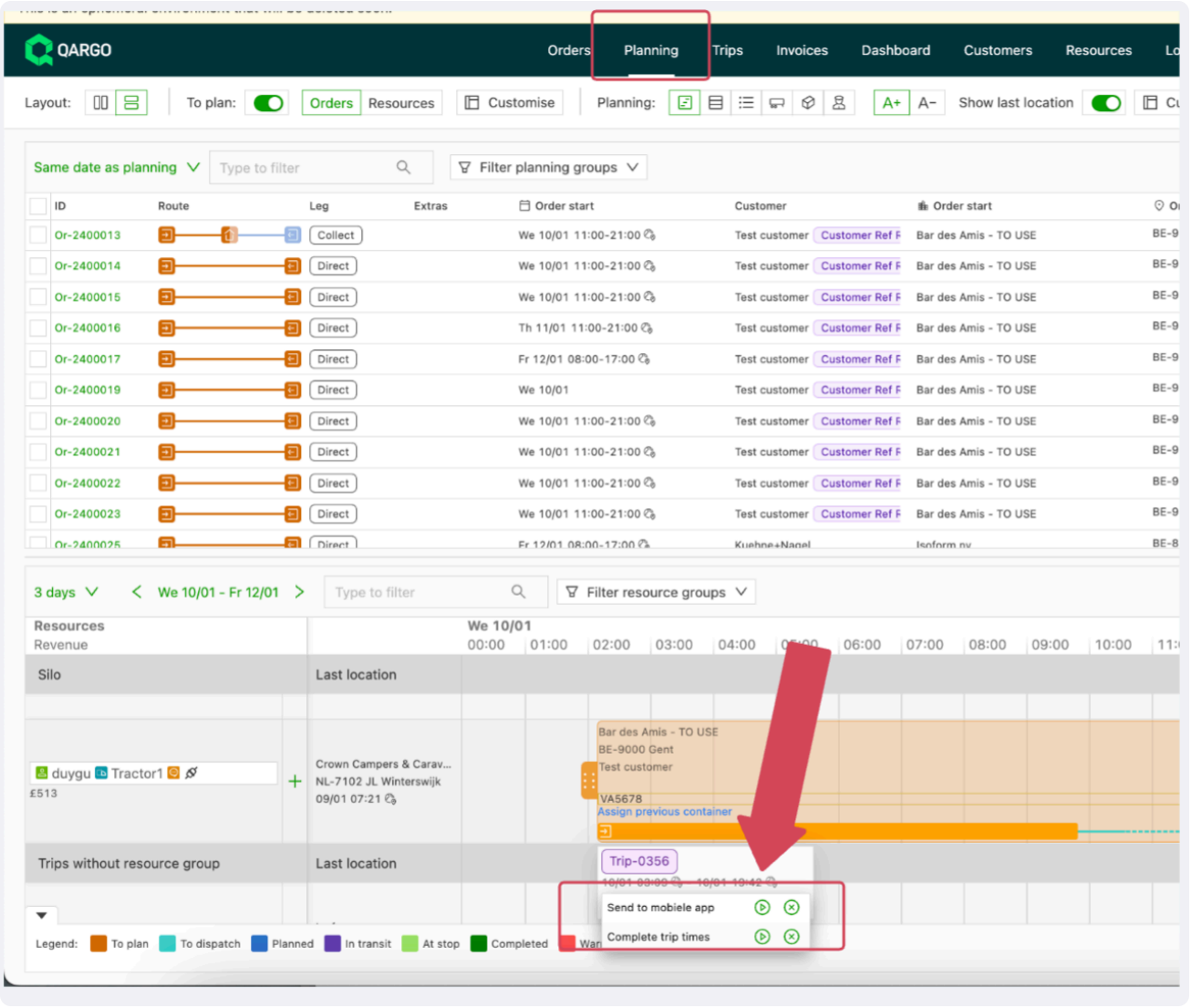


The “Palletline” integration is done by Qargo engineers.

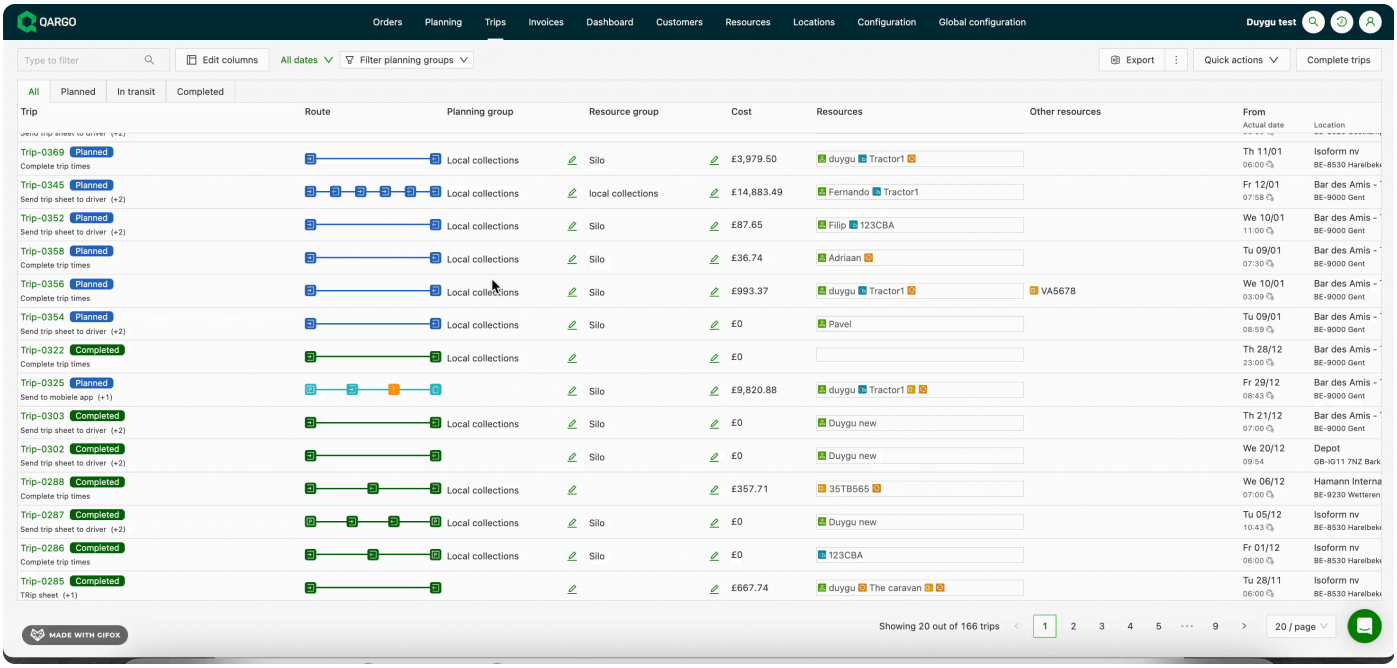
Once the requirements are present in the resources assigned to a load, the dispatch task appears on the load page, in the planning, or in the load list view. The visibilities are shown below:

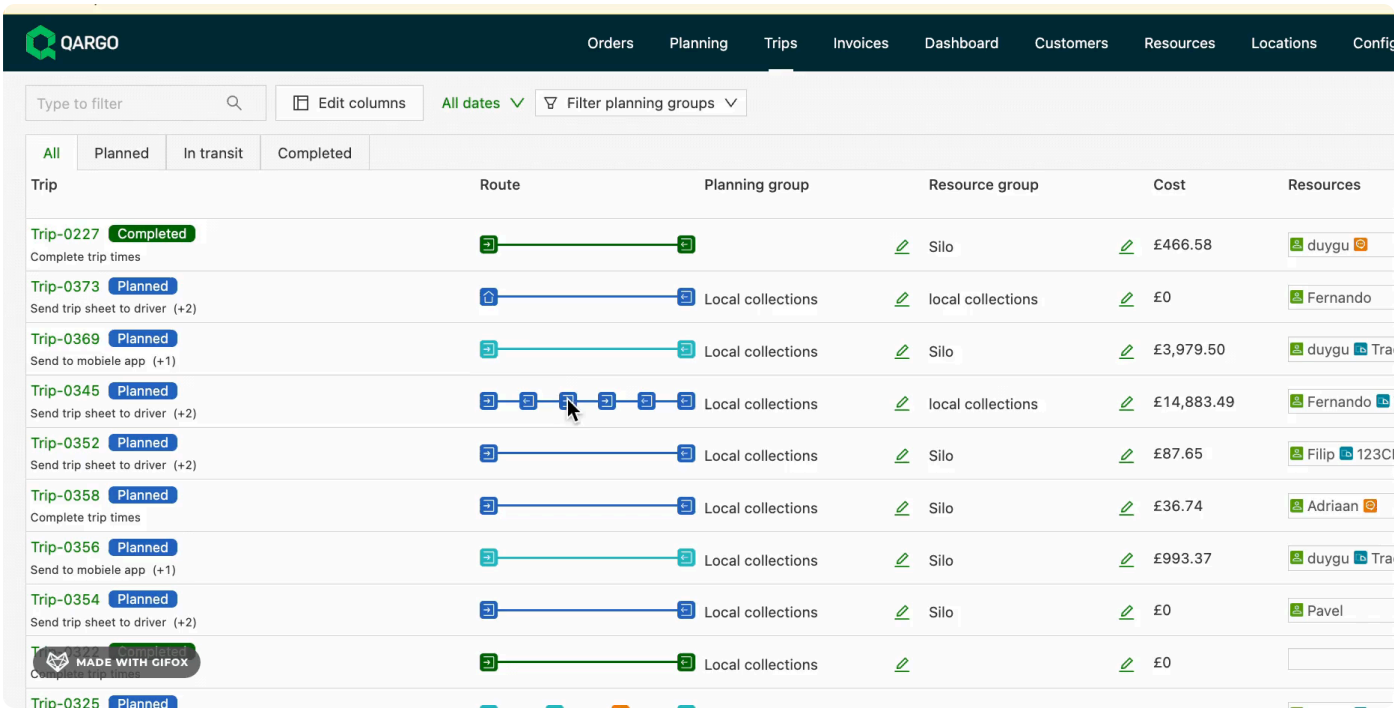

Detail view
Open as page
Trip-0369
Planned
History
Customise
Show form context
General info
Add information
Reset trip
Route
173 km (12h36m)
Trip planning group
Local collections
Resource group
Silo
Resources
duygu
Tractor1
Trailer/container
Toll
£25.06
Viapass flanders
More
Profitability
-£3,523 = £457 - £3,980
Trip name
TEst custom Field 2
Test custom field
Trip documents and tasks
Add documents
Send to mobiele app
Create purchase invoice
+1 Task
Stops documents and tasks
Driver question tasks answers
Not yet dispatched

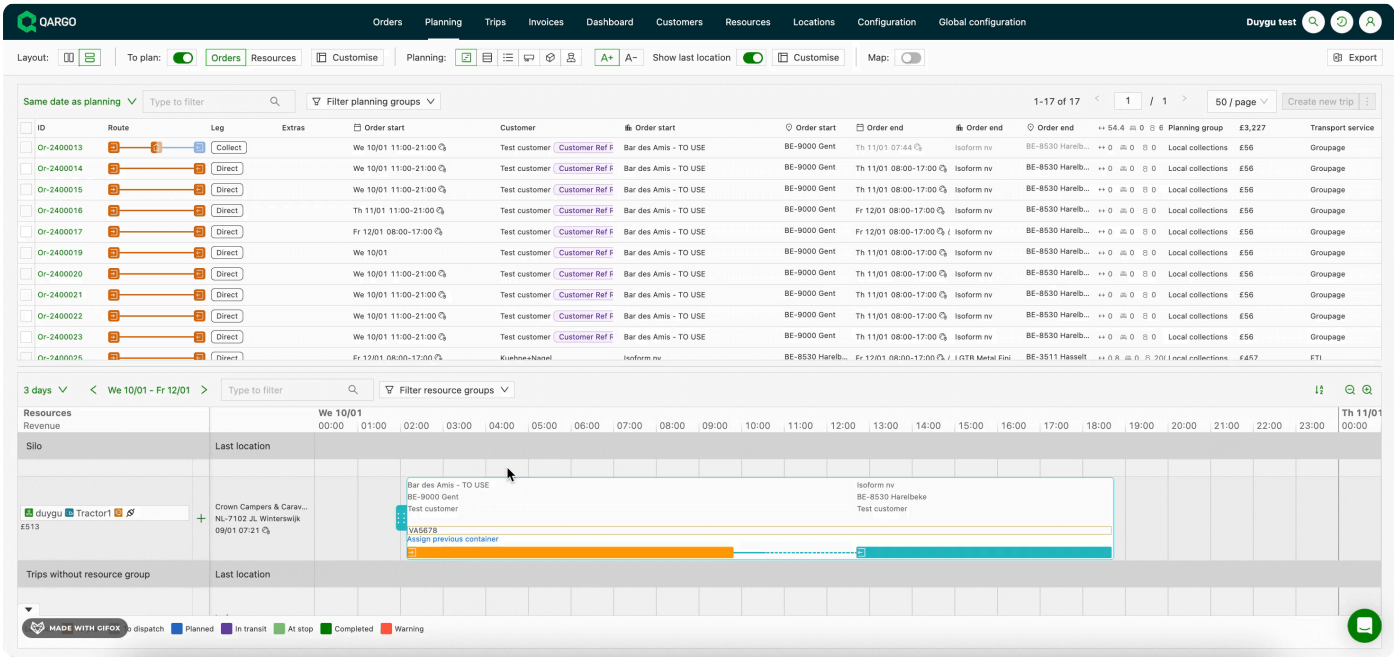

QARGO
Orders
Planning
Trips
Invoices
Dashboard
Type to filter
Edit columns
All dates
Filter planning groups
All
Planned
In transit
Completed
Trip
Planning group
Resource group
Cost
Trip-0227
Completed
Complete trip times
Silo
£466.58
Trip-0373
Planned
Send trip sheet to driver
TRip sheet
Complete trip times
Local collections
local collections
£0
Local collections
Silo
£3,979.50
Local collections
local collections
£14,883.49



Once the “play” button is clicked in any of these views, the task is executed and the color of the load changes from light blue to dark blue, indicating that it has been dispatched:


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
Trip-0369 Planned
Complete trip times
Local collections
Silo
£3,979.50
duygu Tractor1
Th 11/01
Isoform nv
Trip-0345 Planned
Send trip sheet to driver (+2)
Local collections
local collections
£14,883.49
Fernando Tractor1
Fr 12/01
Bar des Amis -
Trip-0352 Planned
Send trip sheet to driver (+2)
Local collections
Silo
£87.65
Filip 123CBA
We 10/01
Trip-0358 Planned
Complete trip times
Local collections
Silo
£36.74
Adriaan
Tu 09/01
Trip-0356 Planned
Complete trip times
Local collections
Silo
£993.37
duygu Tractor1
VA5678
We 10/01
Trip-0354 Planned
Send trip sheet to driver (+2)
Local collections
Silo
£0
Pavel
Tu 09/01
Trip-0322 Completed
Complete trip times
Local collections
£0
Th 28/12
Trip-0325 Planned
Send to mobiele app (+1)
Silo
£9,820.88
duygu Tractor1
Fr 29/12
Trip-0303 Completed
Send trip sheet to driver (+2)
Local collections
Silo
£0
Duygu new
Th 21/12
Trip-0302 Completed
Send trip sheet to driver (+2)
Silo
£0
Duygu new
We 20/12
Depot
Trip-0288 Completed
Complete trip times
Local collections
£357.71
35TB565
We 06/12
Trip-0287 Completed
Send trip sheet to driver (+2)
Local collections
Silo
£0
Duygu new
Tu 05/12
Isoform nv
Trip-0286 Completed
Complete trip times
Local collections
Silo
£0
123CBA
Fr 01/12
Isoform nv
Trip-0285 Completed
TRip sheet (+1)
£667.74
duygu The caravan
Tu 28/11
Isoform nv
MADE WITH GIFOX
Showing 20 out of 166 trips
1
2
3
4
5
9
20 / page


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Type to filter
Edit columns
All dates
Filter planning groups
All
Planned
In transit
Completed
Trip
Route
Planning group
Resource group
Cost
Resources
Trip-0227 Completed
Complete trip times
Silo
£466.58
duygu
Trip-0373 Planned
Send trip sheet to driver (+2)
Local collections
local collections
£0
Fernando
Trip-0369 Planned
Send to mobiele app (+1)
Local collections
Silo
£3,979.50
Trip-0345 Planned
Send trip sheet to driver (+2)
Local collections
local collections
£14,883.49
Fernando
Trip-0352 Planned
Send trip sheet to driver (+2)
Local collections
Silo
£87.65
Trip-0358 Planned
Complete trip times
Local collections
Silo
£36.74
Adriaan
Trip-0356 Planned
Send to mobiele app (+1)
Local collections
Silo
£993.37
Trip-0354 Planned
Send trip sheet to driver (+2)
Local collections
Silo
£0
Pavel
Local collections
£0
Trip-0325 Planned
MADE WITH GIFOX



The dispatch task can also be executed 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 dispatch
- Click the “complete task” option at the bottom right:

▶ https://www.loom.com/embed/5550d0767294400ea5a8b813b50303af

Note: It is not possible to update pickup / delivery dates in bulk on loads.