Tasks – Complete tasks in bulk

Complete tasks in bulk across Orders, Loads, and Invoices, including retriggering pallet labels after destination changes for both Qargo-generated and network labels.

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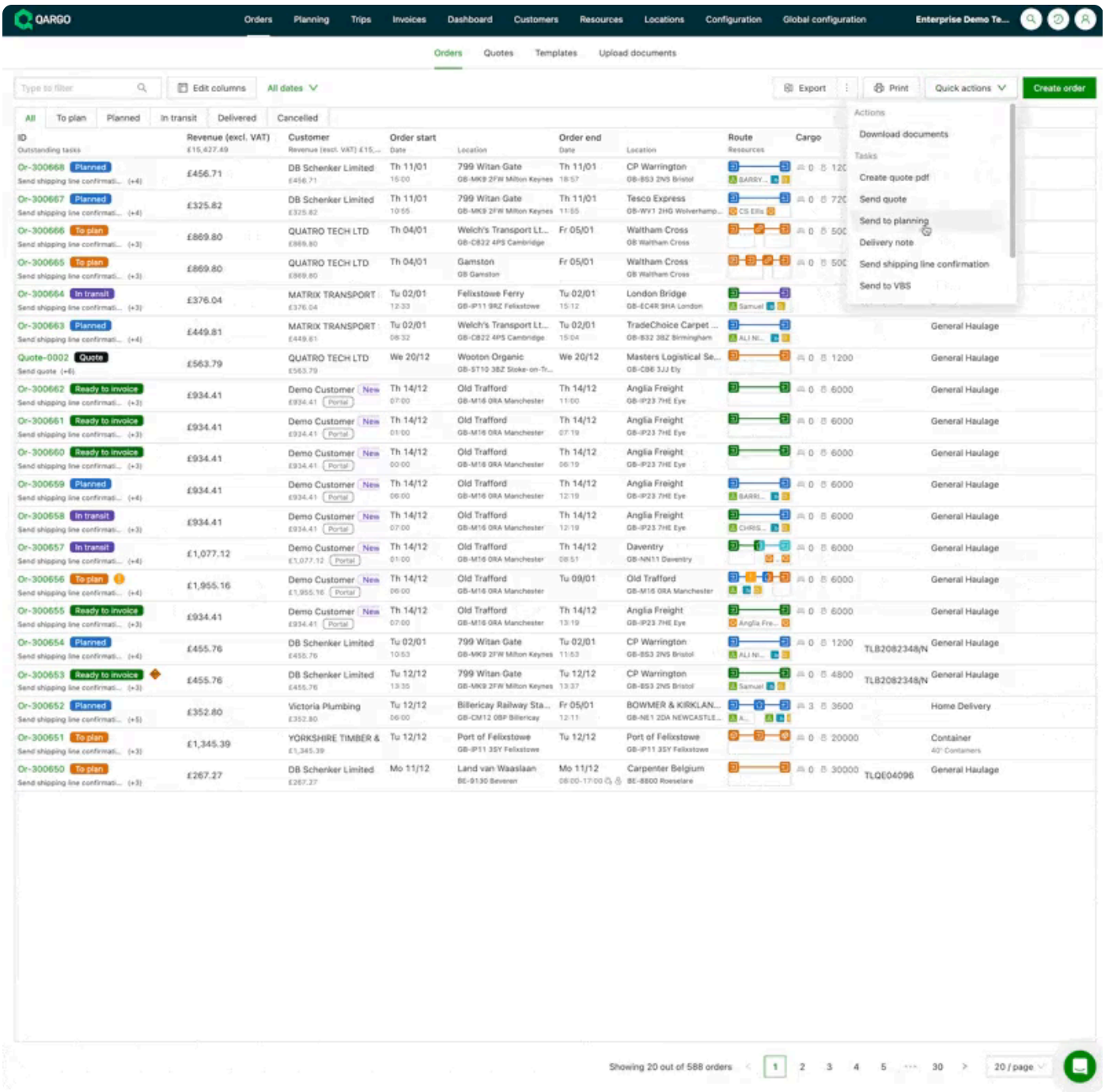
Several pages have an option that allows mass updates for specific tasks. This option is under the ***Quick actions*** drop-down. The available menu items depend on the page.

Tasks can be completed in bulk on the following pages:

- Orders list page
- Quotes list page
- Loads page
- Invoices page (excluding Upload carrier invoices)

Summary to complete tasks:

- Navigate to **Orders**, **Loads**, or **Invoices**
- Click **Quick actions**
- Click the task to perform.
- Select the orders by row to include them in the task update
- Click the green **Save** button to update the tasks.



How to retrigger pallet labels in bulk

After destinations change on multiple orders, updated pallet labels can be regenerated in bulk. The right method depends on whether the label is **Qargo-generated** (a PDF task configured in Qargo) or a **network label** retrieved from a carrier (for example, Palletforce or Palletline).

📚 **Qargo-generated labels**: **Orders** page > **Quick actions** > **Tasks** > label task > include completed tasks > select orders > execute
📚 **Network labels**: **Load** page > **Quick actions** > retrigger dispatch task > new labels pulled automatically

Scenario 1: Qargo-generated pallet labels (Orders page)

📚 Use this method when the pallet label is *generated by Qargo's own document/task system*, not retrieved from a carrier network API. This applies to PDF label templates configured directly in Qargo.

Bulk retriggering is available directly from the **Orders** page through **Quick actions**. The **key step is enabling the option to include already-completed tasks**, which makes them available for re-execution.

Steps

1. Navigate to the **Orders** page and filter to the affected orders (for example, the 15 orders with changed destinations).
2. Click **Quick actions** in the top right of the orders list.
3. Under the **Tasks** section, select the relevant label task (for example, *Pallet Label* or *Create label*).
4. In the order selection screen, scroll to the **bottom** and enable **"Include completed tasks"** (or *"Re-trigger completed tasks"*) to make already-completed label tasks selectable again.
5. Select all the relevant orders.
6. Click **Execute**. Label generation is retriggered across all selected orders at once.

‼️ By default, **Quick actions > Tasks** only shows orders where the task is still pending or has failed. Since the labels were already generated once, the task status is *completed*. Enabling ***"include completed tasks"*** **at the bottom of the order selection screen** is essential to make them appear.

Scenario 2: Network labels (Palletforce, Palletline, etc.)

📚 Use this method when the label is **retrieved from a carrier network after dispatch**. Qargo sends the order data to the network (for example, Palletforce), which returns the label. After a destination change, a redispatch is required to fetch updated labels.

Network labels are automatically generated (or re-fetched) when a dispatch task is completed. Retriggering the dispatch on the **Load** page sends updated order data to the carrier, which returns fresh labels.

Steps

1. Navigate to the **Load** page (**Planning > Loads** or **Operations > Shipments**).
2. Select the relevant load(s) containing the updated orders.
3. Click **Quick actions**.
4. Locate the **dispatch task** (for example, *Dispatch to Palletforce* or *Send to network*).
5. Select the loads to redispatch. If they have already been dispatched and need to be retriggered in bulk, make sure that ***"include completed tasks"*** is enabled **at the bottom of the load selection screen**.
6. Qargo redispatches the updated order data to the network. Fresh labels are automatically generated and attached to the orders.

‼️ The network must receive the updated destination before it can issue a corrected label. Reprinting from Qargo without retriggering the dispatch produces the old label. Always retrigger the dispatch first.

Troubleshooting

Common issues and resolutions when retriggering pallet labels in bulk after a destination change.

Issue	Likely cause	Resolution
Orders don’t appear in the **Quick actions** task list	Completed tasks are hidden by default	Scroll to the bottom of the order selection screen and enable **“Include completed tasks”**
Label generated but the destination info is still old	The dispatch was not retriggered (for network labels)	Retrigger the dispatch task from the **Load** page. The carrier needs updated data before issuing a new label
Network label still shows the old destination after redispatch	Network processing delay	Wait a few minutes and refresh. If the issue persists, check the dispatch task status for errors
Quick actions task is grayed out or not selectable	The orders may already be at a non-applicable status	Check the order status. Some task triggers have status preconditions configured in the workflow