Resources – Add resources (drivers, vehicles, contract carriers, containers)

This article explains how to add resources, including dummy resources for preplanning.

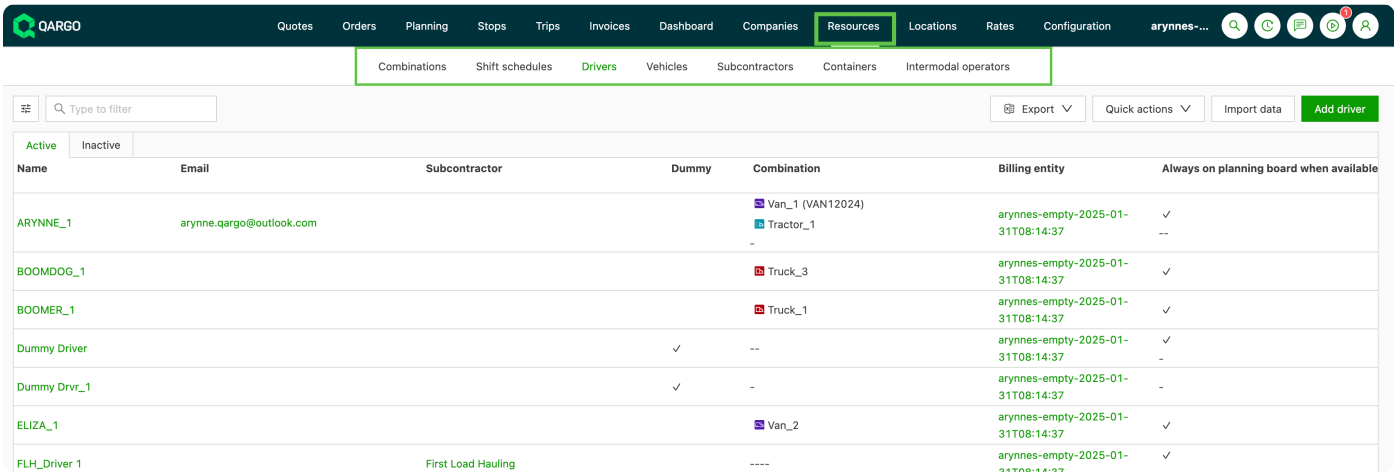
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Resources can be viewed, added, edited and removed in the **Resources** section.

- Navigate to **Resources**.
- Click one of the headers (**Drivers**, **Vehicles**…).

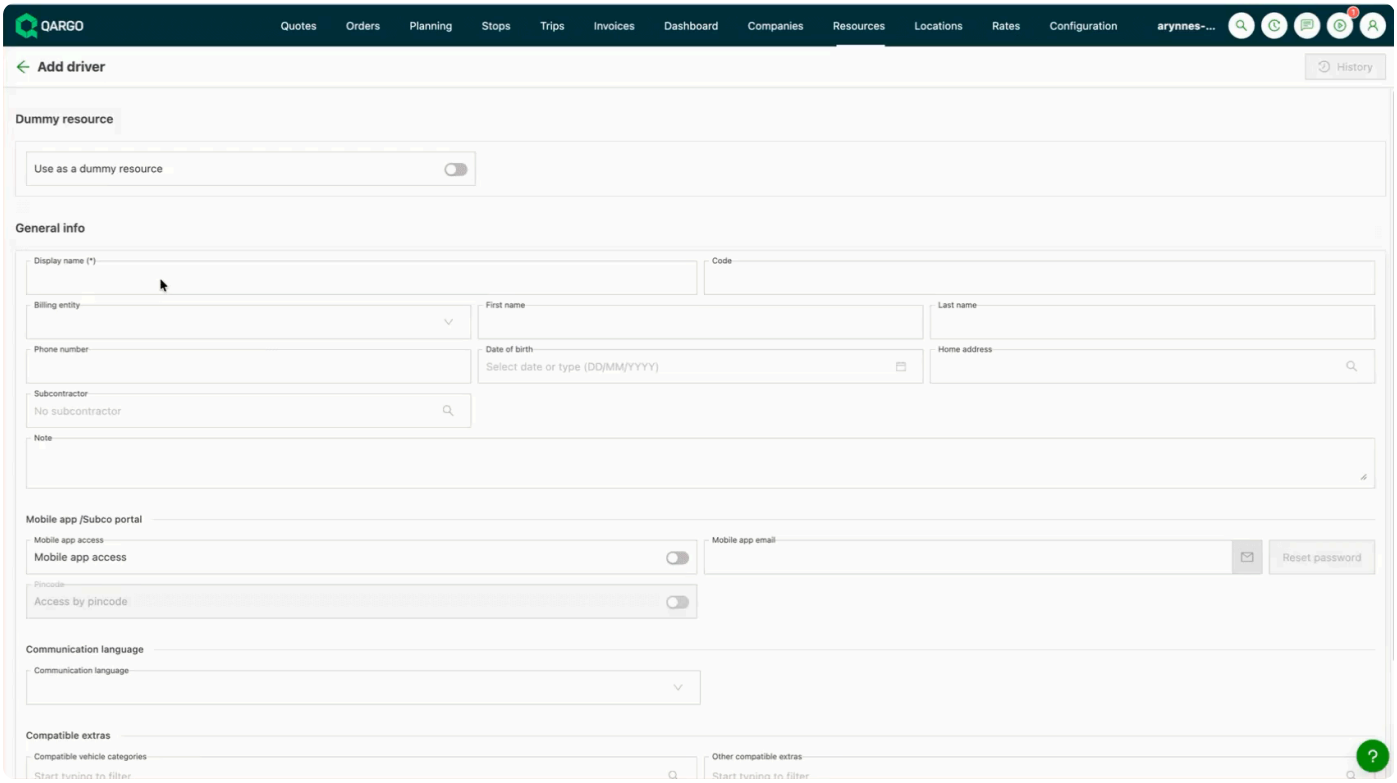
The following resources are available:

- Combinations
- Shift schedules
- Drivers
- Vehicles
- Contract carriers
- Containers
- Intermodal operators



Add a driver

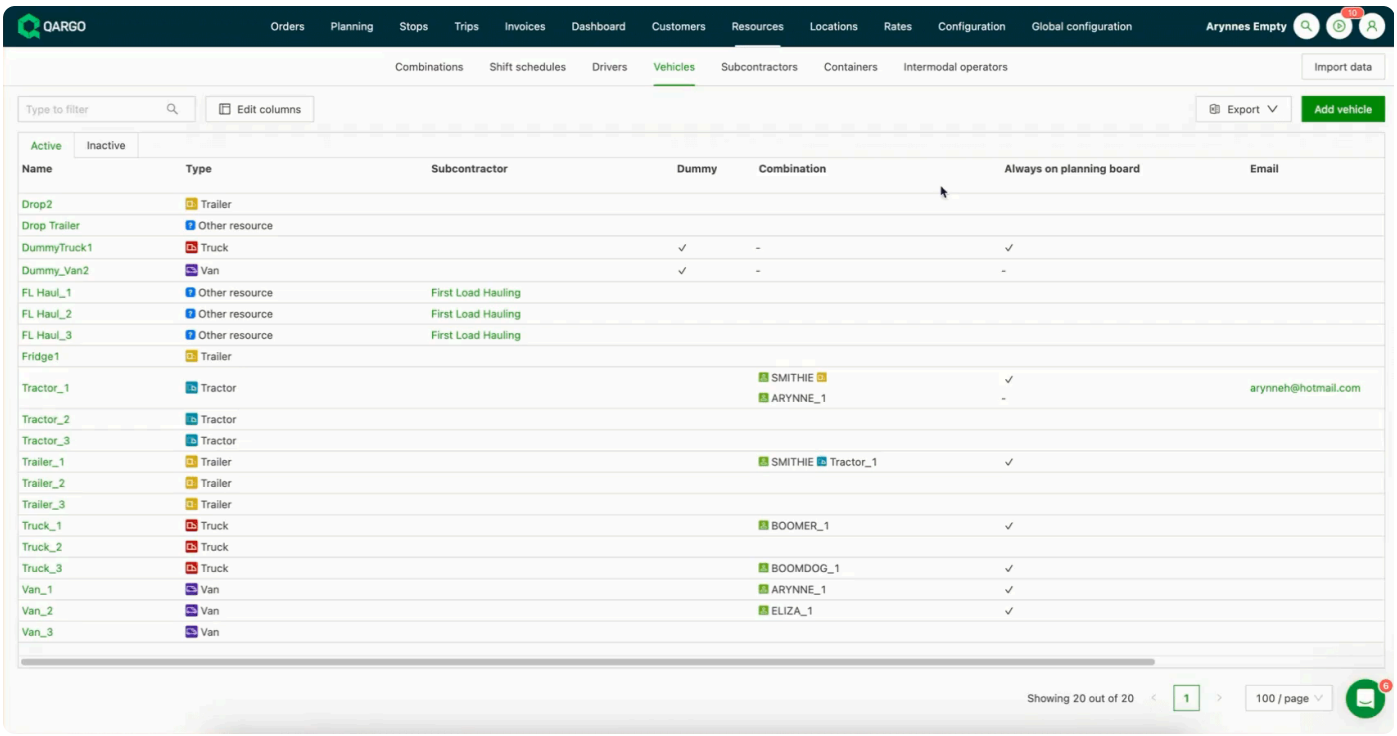
- Click **Drivers** in the header.
- Click **Add driver**.
- Complete the required fields.
- Save.



Add a vehicle

Vehicle options include **both** power units (Tractor, Truck, Van) and Trailer and Chassis options.

- Click **Vehicles** in the header.
- Click **Add vehicle**.
- Complete the required fields.
- Save.



‼️ **Once a vehicle is created, its type cannot be edited.** If a change is required, set the vehicle to inactive and create a new one with the correct type from scratch.

Add a container

Click **Containers** in the header.

- Click **Add container**.
- Complete the required fields.
- Save.

It is possible to configure the fields that are shown when a new resource is added.

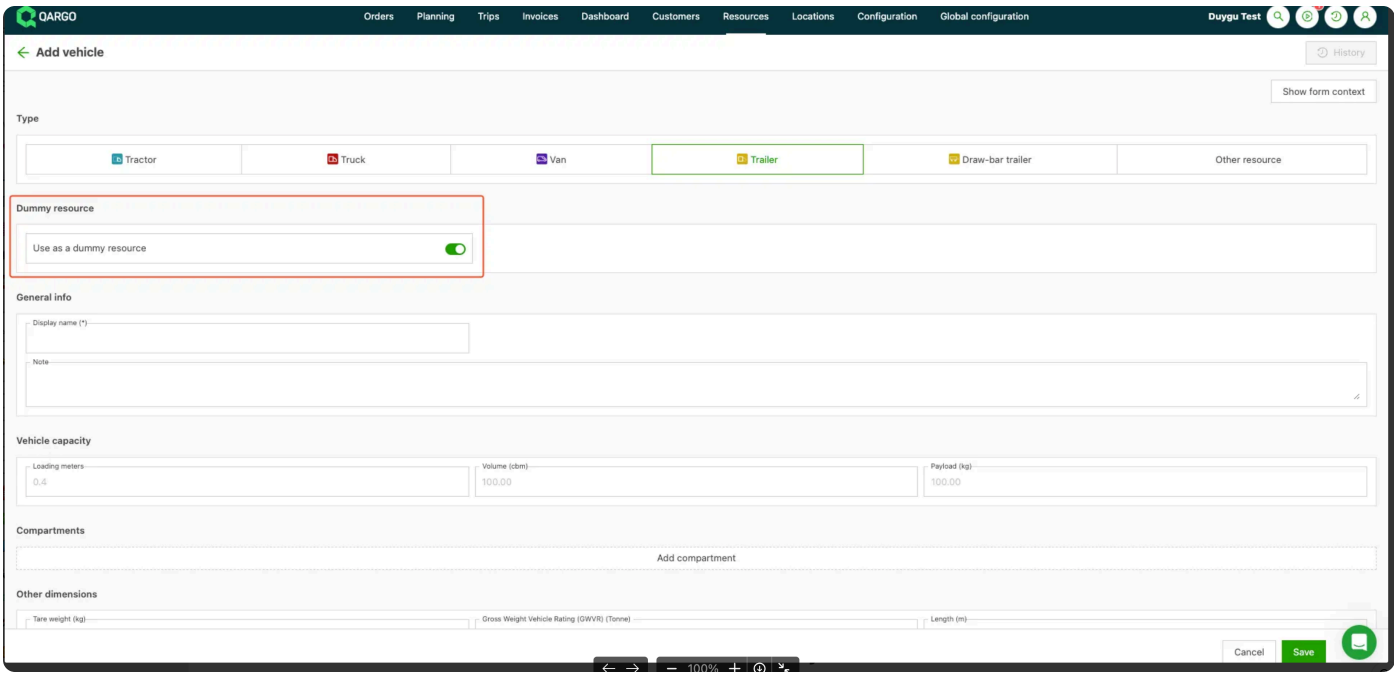
Add a contract carrier

- Click **Add contract carrier**
  - Search the **Company** field to check whether the contract carrier already exists.
- Complete the required fields
- Save

Click here to learn more about adding a contract carrier.

Add a dummy resource

A dummy resource can be any option in the **vehicle, container and driver** categories. When creating resources, use the toggle in the **Dummy resource** field to indicate whether a resource is a dummy.



The fields available for dummies are limited to name, note and dimension information (for use in route optimization).

Existing resources (vehicles, trailers, containers and drivers) can be converted to a dummy resource, unless they are part of a combination.

> **Caution: once a resource is defined as a dummy, the status cannot be reverted. Instead, the resource should be set to inactive.**

Click here to see how dummy resources can be used for preplanning.

External resources

Prerequisites

- User role: **Super Admin** (to flag a resource as external and configure default values)
- User role: **Planner** or higher (to enter per-load override values)
- The resource must already exist in Qargo master data

Use cases

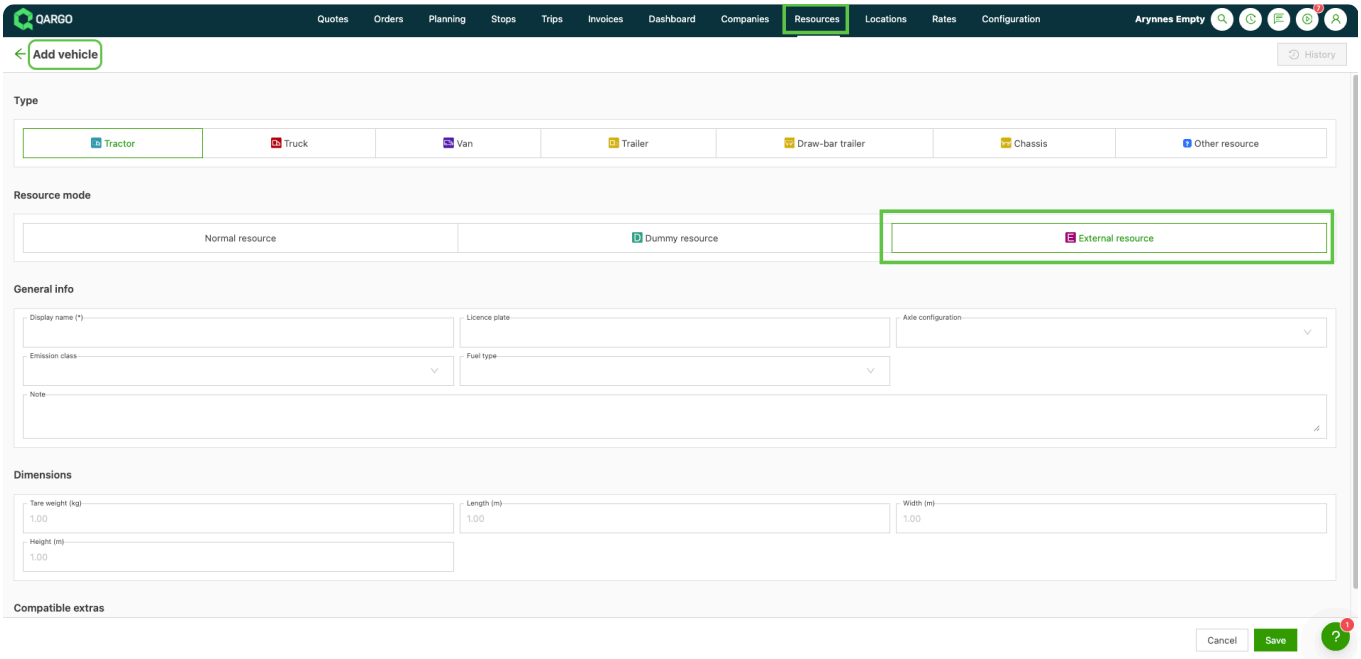
- A carrier uses a rented trailer for a single load; the trailer's license plate differs from any permanent asset
- A shipper supplies their own container; the container no. must appear on the CMR
- A third-party driver covers a shift; the driver's name must be recorded on the load document

Terminology

Term	Definition
External resource	A resource flagged in master data as coming from outside the carrier's company fleet
Per-load override	A name, license plate or container no. entered at load level that applies only to that specific load
License plate	The vehicle registration number recorded on load documents and border declarations
Container no.	The unique ISO identifier of a container, required on customs and shipping documents

Add an external resource

1. **Navigate** to **Resources**
2. **Select** the asset to add (Driver, *Vehicle, Container)
3. **Click External resource**



4. Optionally, **enter** default *Name*, *License plate* or *Container no.* values. These are prefilled on every load unless overridden.
5. **Save** the resource.

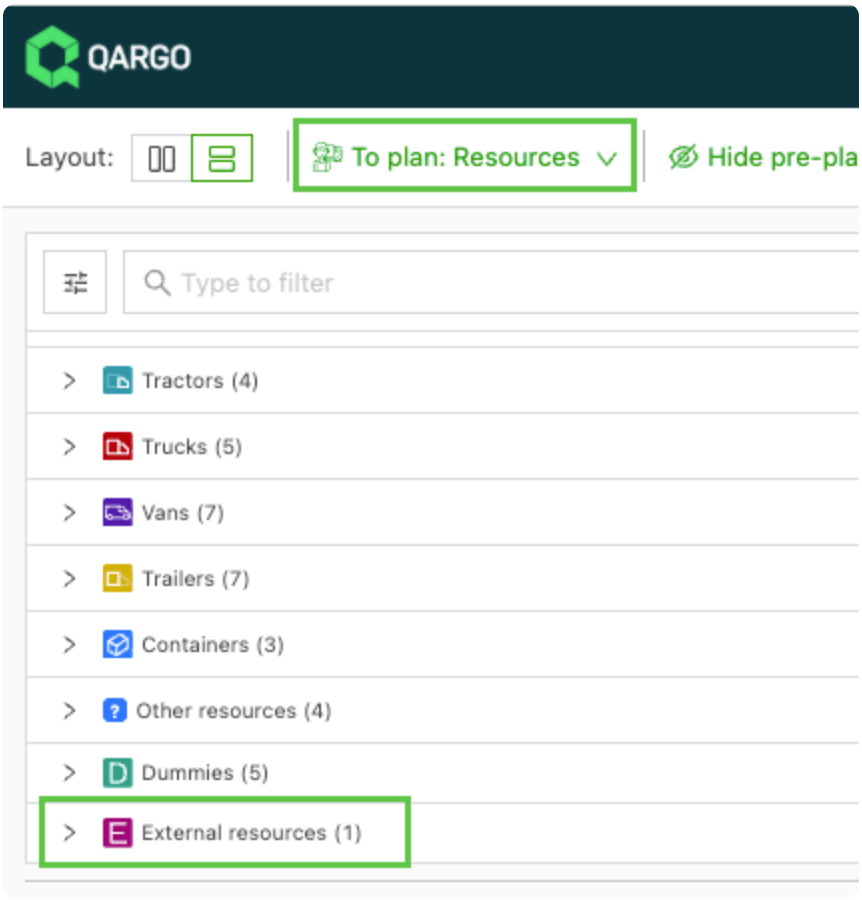
🧰 When adding an external *vehicle resource, the **Type** must be selected first. Once it is selected, the resource mode becomes available, with the following options:

- Normal resource
- Dummy resource
- External resource

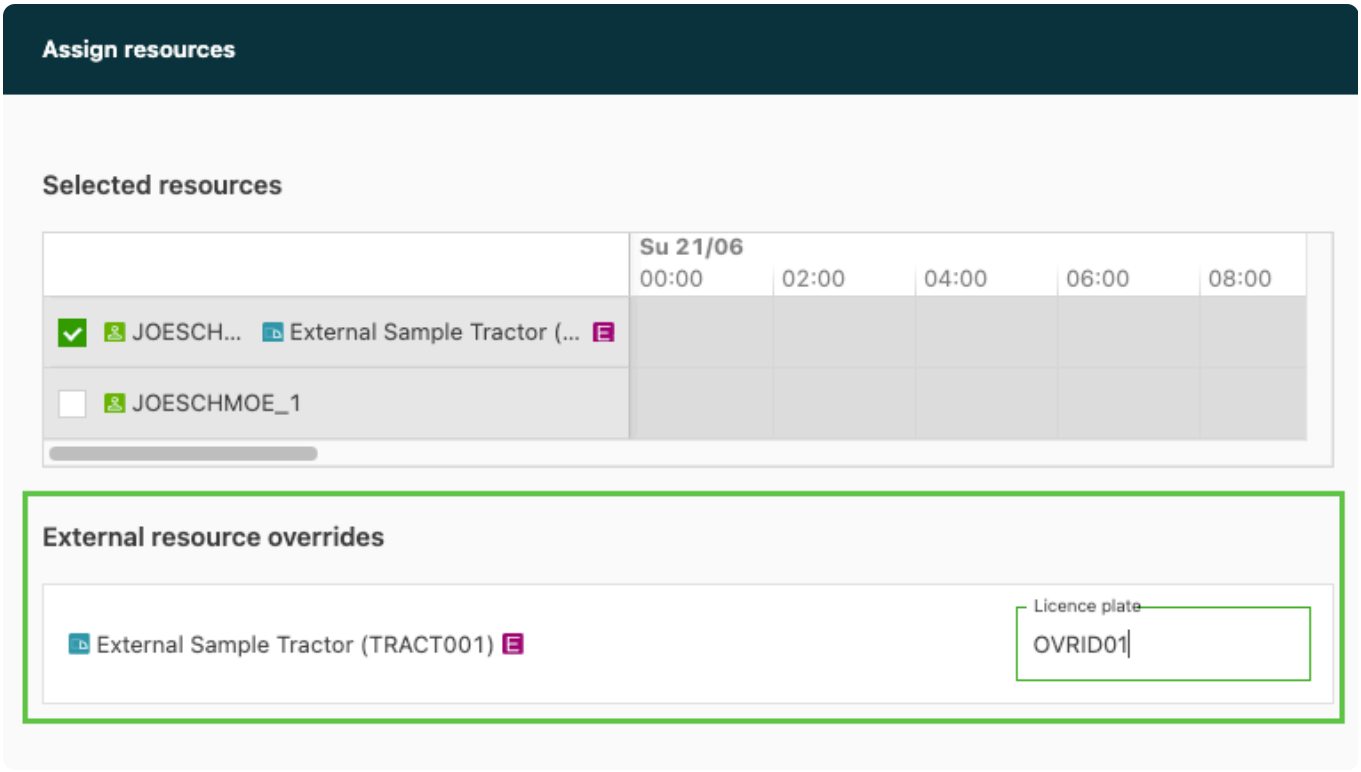
Resources **must** be created as external to use the load override values.

Enter per-load override values

1. **Open** the relevant load on the *Planning* board.



2. **Click** the resource assignment panel.
3. **Locate** the external resource row.
4. **Enter** the load-specific *Name*, *License plate* or *Container no.* in the corresponding fields.



5. **Confirm**. The override is saved to the load and shown on all load documents.

Troubleshooting

Symptom	Likely cause / Resolution
External toggle not visible on a resource	Insufficient role permissions.\
Log in as a Super Admin	
Per-load fields are grayed out	Resource is not flagged as external.\
Flag the resource as external in master data first	
Override values not showing on load documents	Document template not configured to show resource fields.\
Contact the Qargo onboarding manager to update the document template	