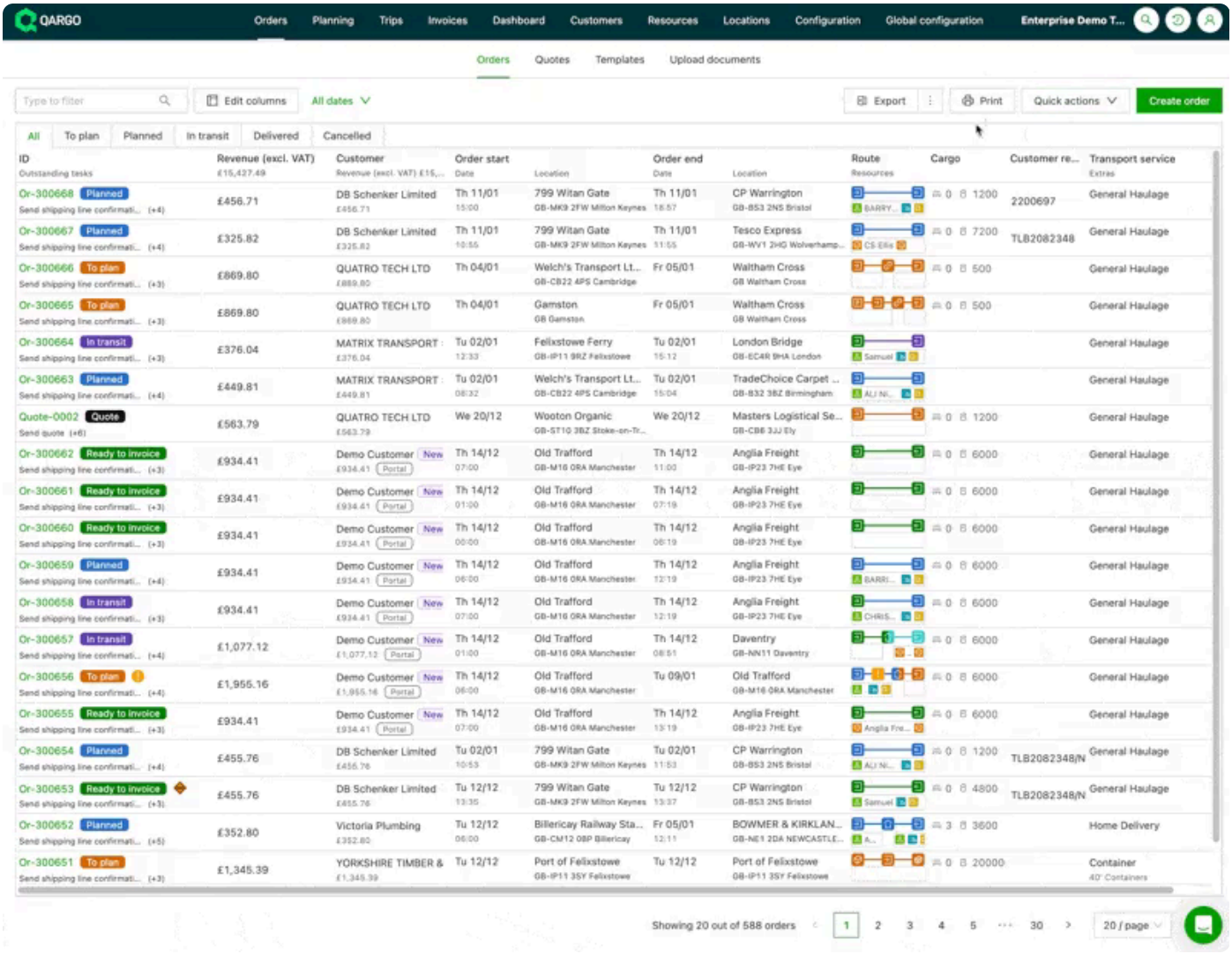
Print documents in bulk

Updated October 24, 2024

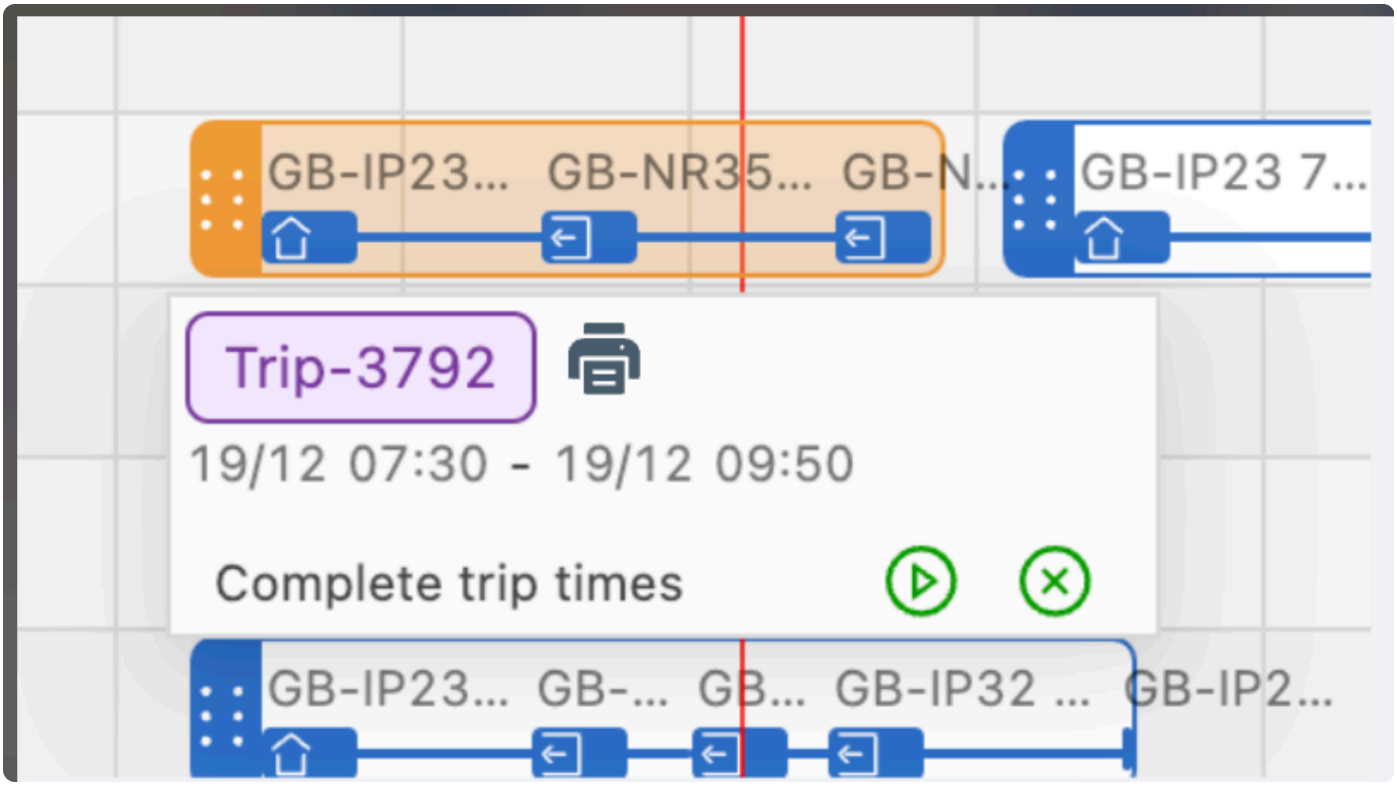
Documents can be printed in bulk.

- Navigate to **Orders**.
- Click **Print**.
- Select the order lines whose attached documents need to be printed.
- In the modal that pops up, select the document type to download.
- Save the file on the computer.

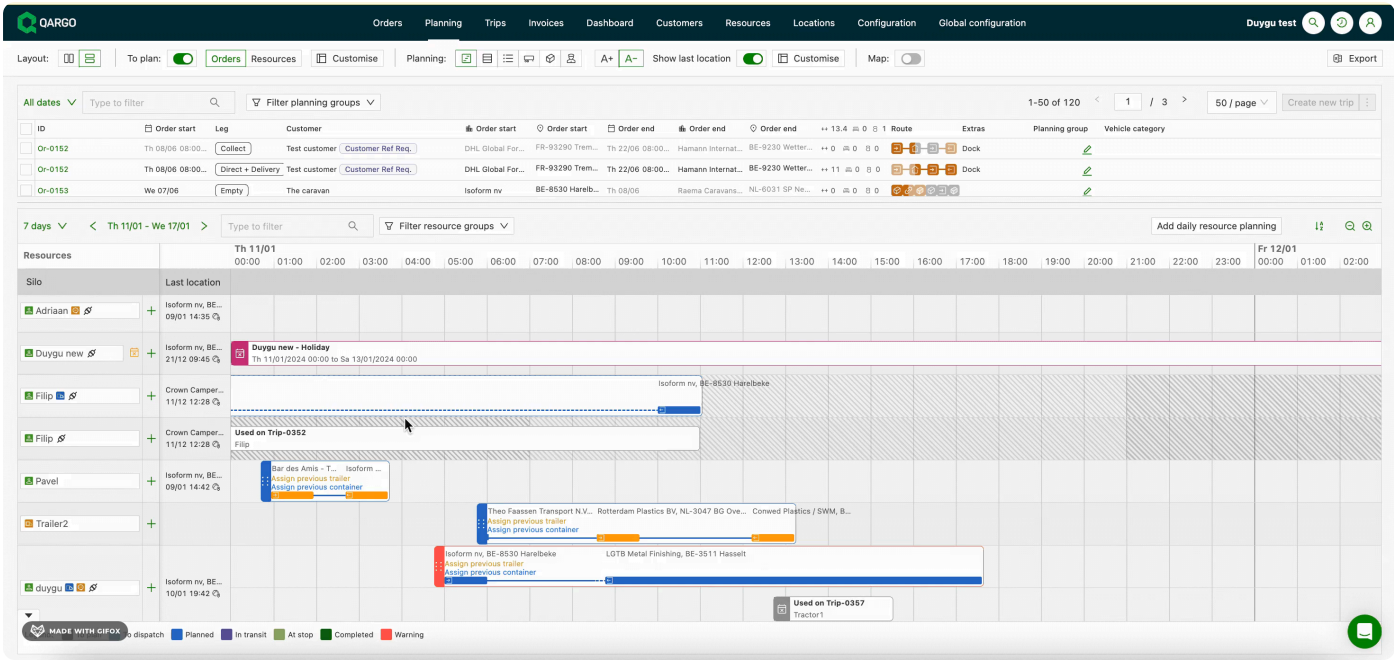


Once the documents to print have been selected, a PDF file is downloaded.

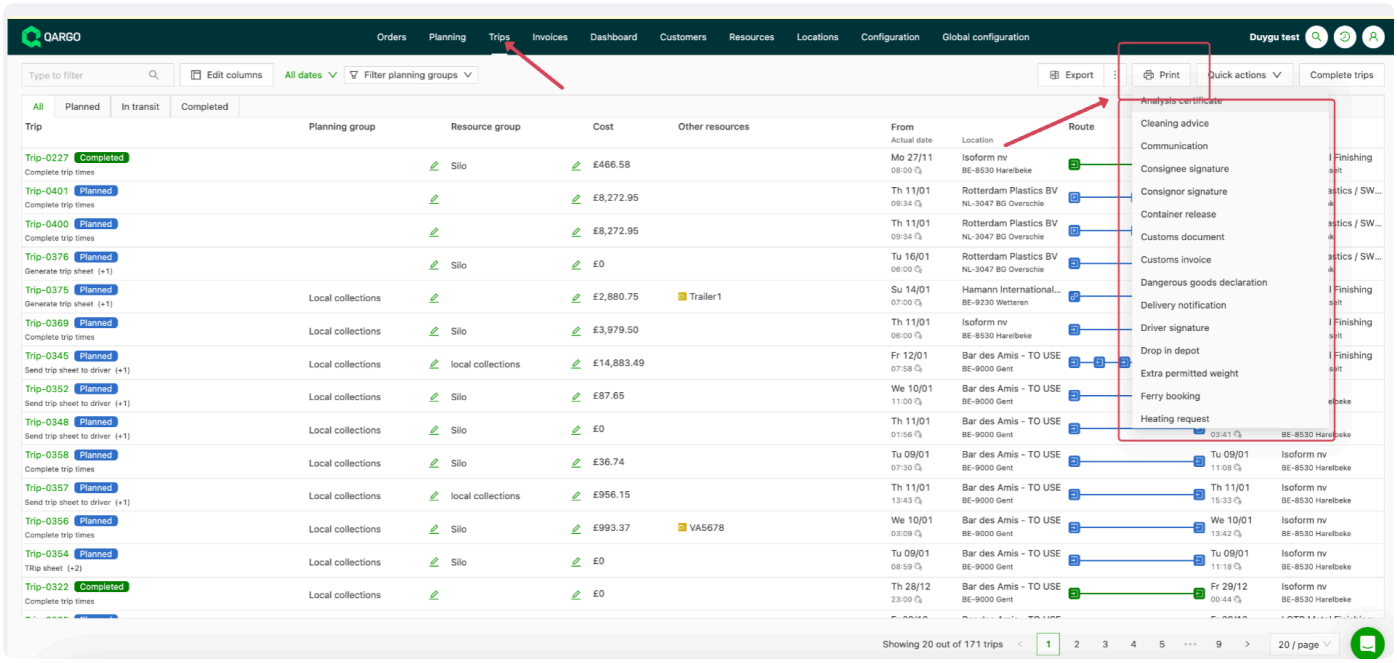
- The document print modal can also be accessed directly from the planning board:

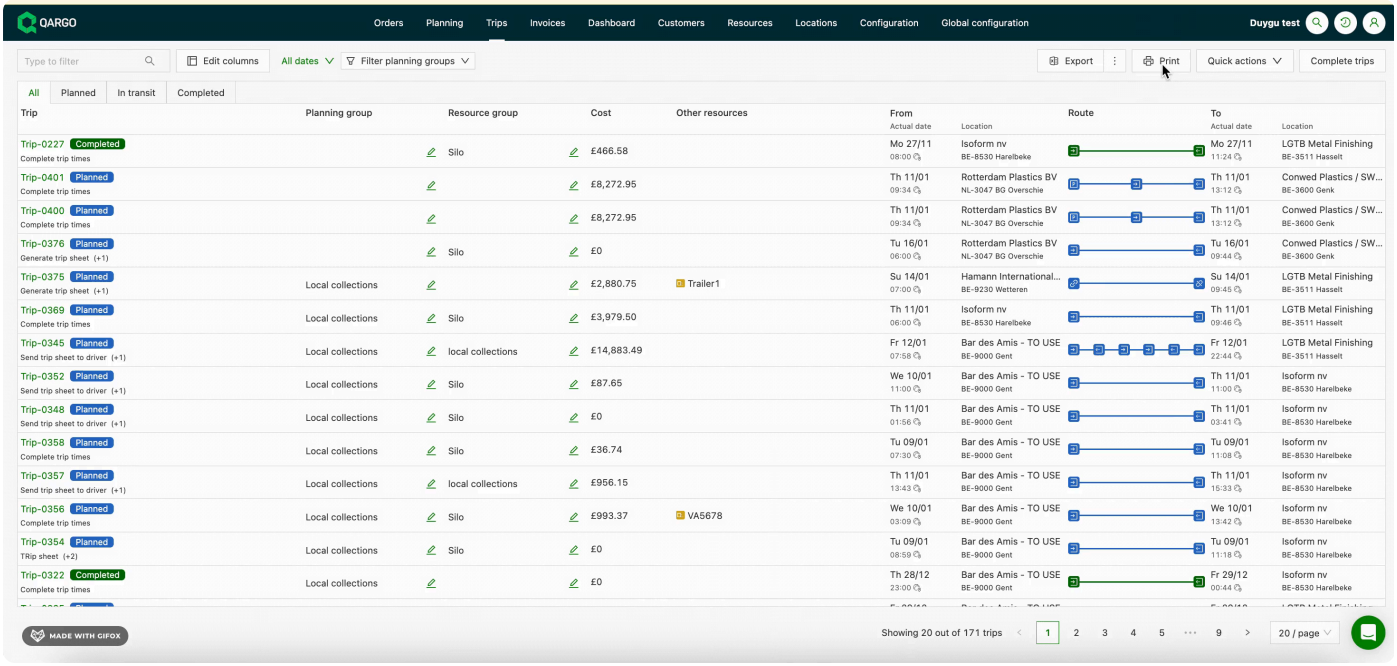


- The bulk download functionality makes it possible to specify a document type immediately and applies a filter to the table to show only relevant objects

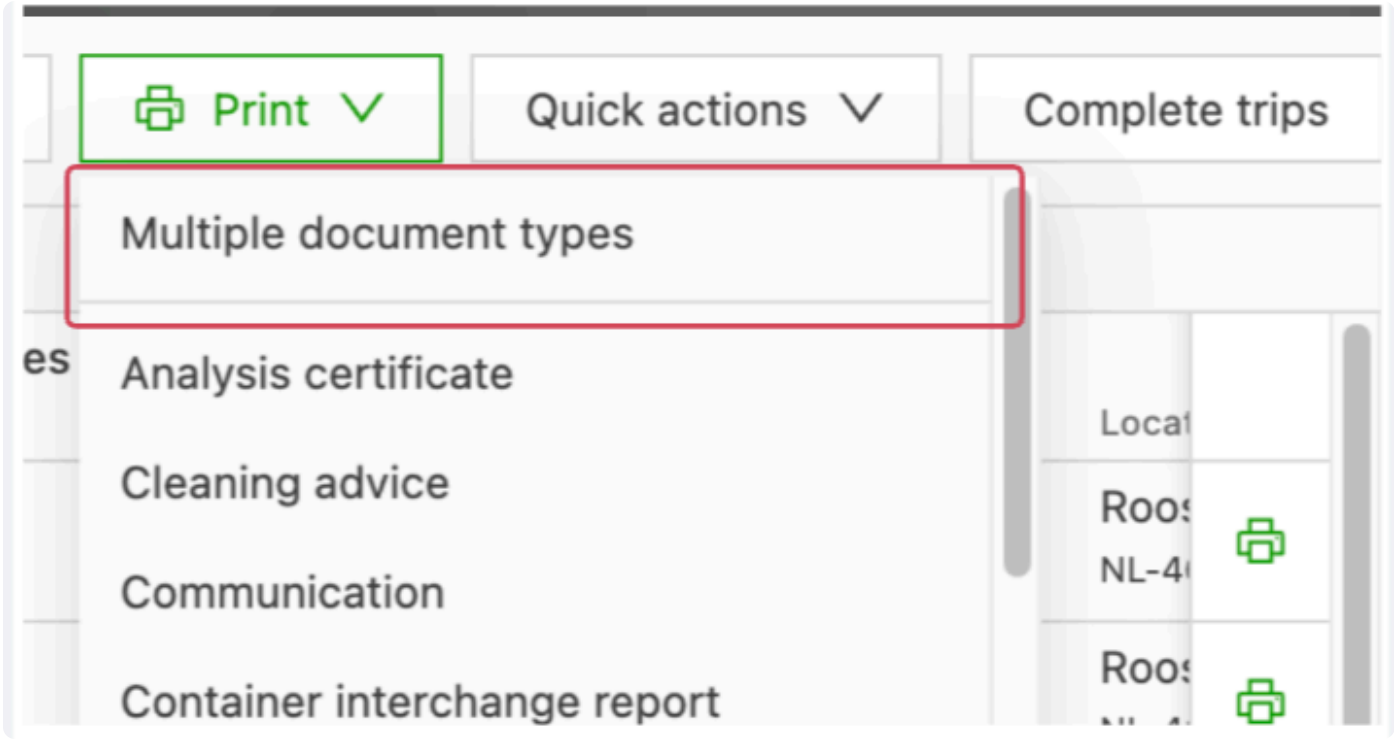


- Documents can also be downloaded in bulk from the **Loads** tab

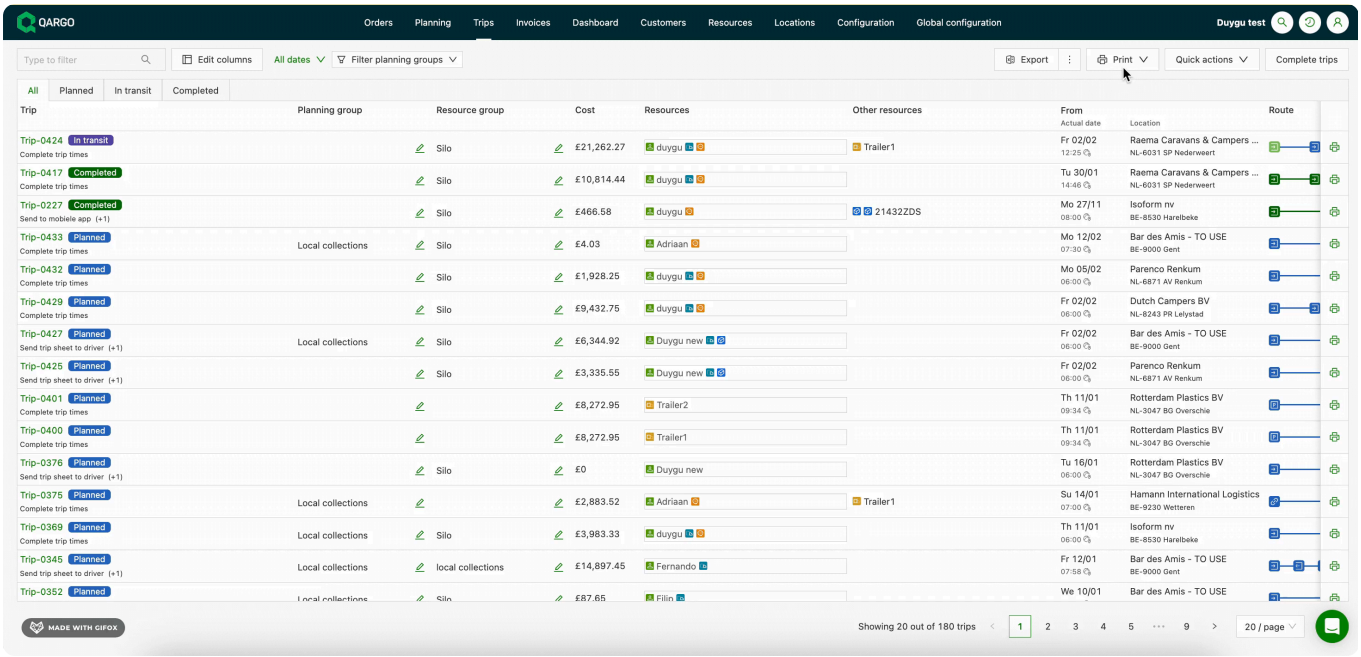


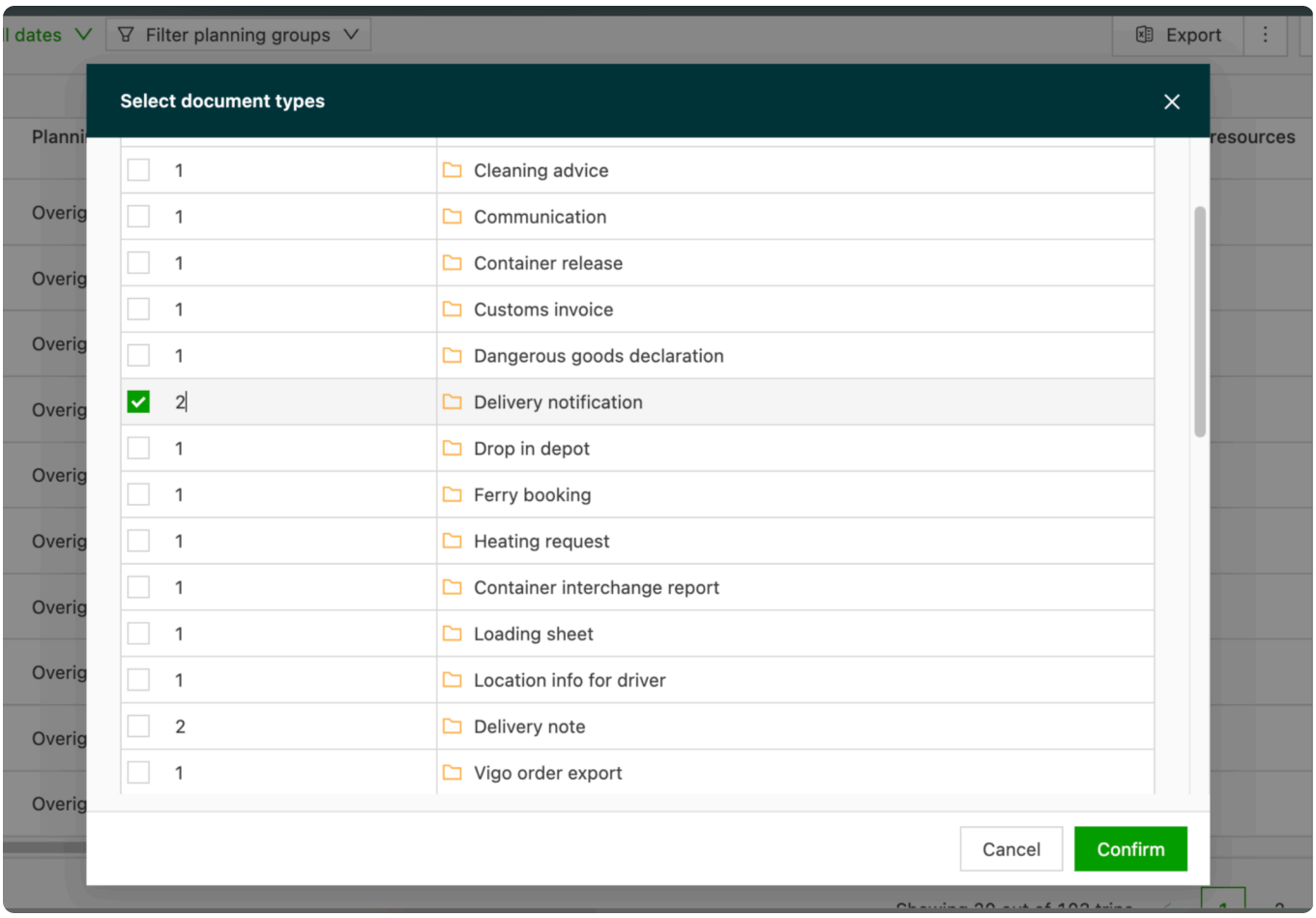


Another option is also available under the print button on the **Loads table** that makes it possible to print **multiple document types.**

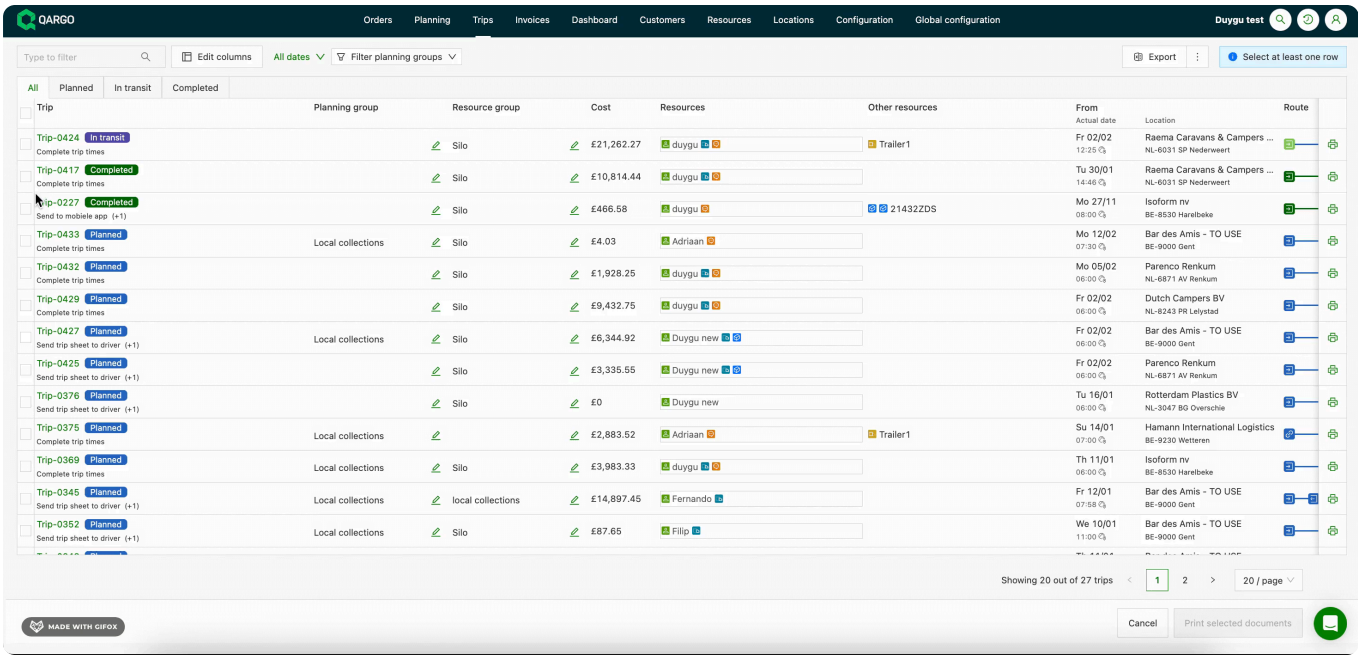


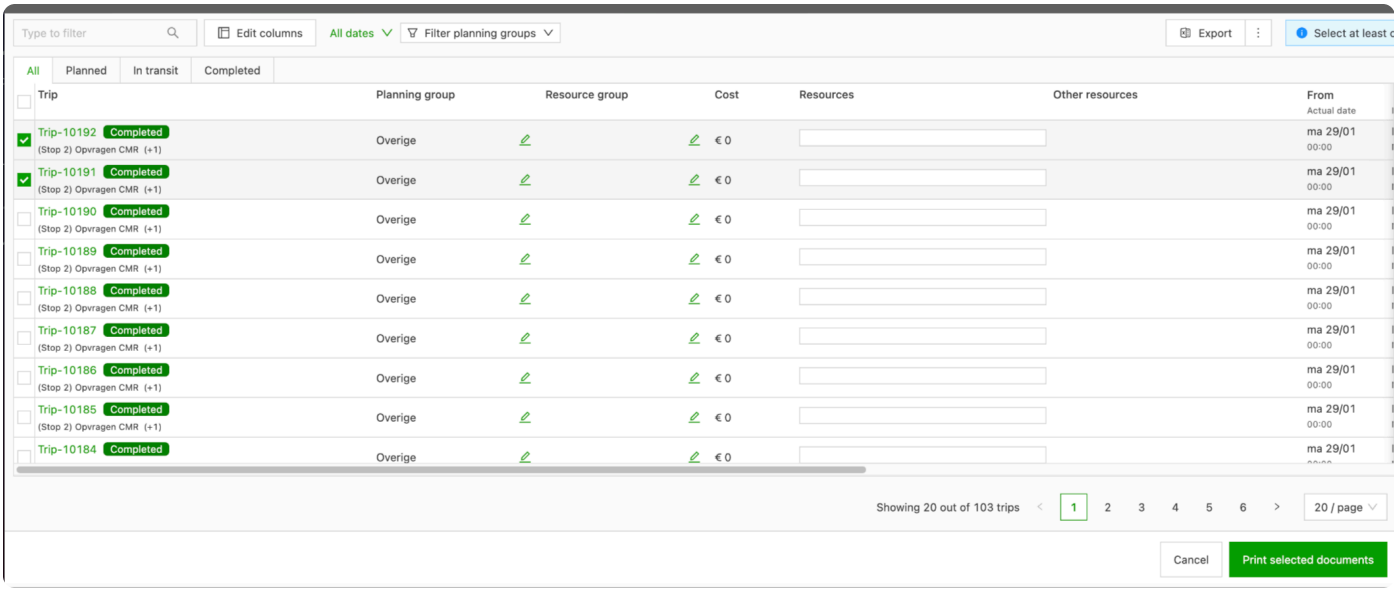
- It makes it possible to select the document types and the number of copies.



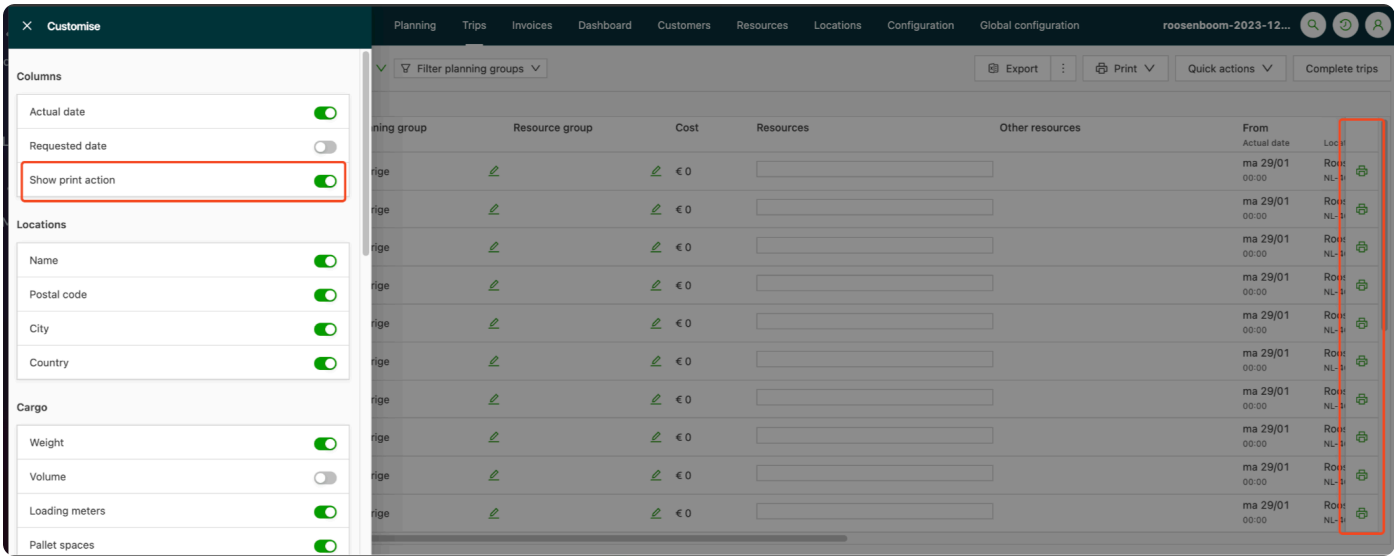


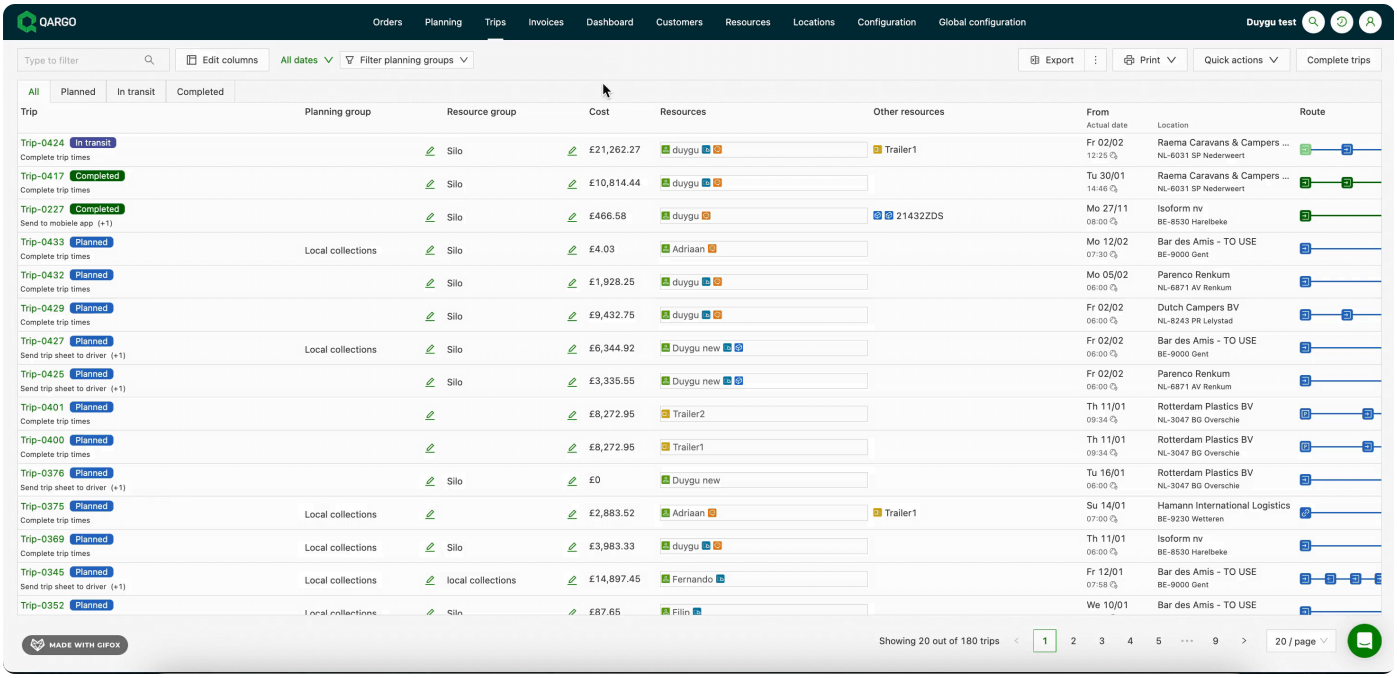
- After selecting the number of copies, select the desired loads; all documents are merged into one PDF.





- Additionally, there is a print column on the loads table. It behaves the same way as the print action on the planning table. Simply click the **Edit columns** option and turn on the toggle to show the print action.




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
Print
Quick actions
Complete trips
All
Planned
In transit
Completed
Trip
Planning group
Resource group
Cost
Resources
Other resources
From
Actual date
Location
Route
Trip-0424 In transit
Complete trip times
Silo
£21,262.27
duygu
Trailer1
Fr 02/02
12:25
Raema Caravans & Campers ...
NL-6031 SP Nederweert
Trip-0417 Completed
Complete trip times
Silo
£10,814.44
duygu
Tu 30/01
14:46
Raema Caravans & Campers ...
NL-6031 SP Nederweert
Trip-0227 Completed
Send to mobiele app (+1)
Silo
£466.58
duygu
21432ZDS
Mo 27/11
08:00
Isoform nv
BE-8530 Harelbeke
Trip-0433 Planned
Complete trip times
Local collections
Silo
£4.03
Adriaan
Mo 12/02
07:30
Bar des Amis - TO USE
BE-9000 Gent
Trip-0432 Planned
Complete trip times
Silo
£1,928.25
duygu
Mo 05/02
06:00
Parenco Renkum
NL-6871 AV Renkum
Trip-0429 Planned
Complete trip times
Silo
£9,432.75
duygu
Fr 02/02
06:00
Dutch Campers BV
NL-8243 PR Lelystad
Trip-0427 Planned
Send trip sheet to driver (+1)
Local collections
Silo
£6,344.92
Duygu new
Fr 02/02
06:00
Bar des Amis - TO USE
BE-9000 Gent
Trip-0425 Planned
Send trip sheet to driver (+1)
Silo
£3,335.55
Duygu new
Fr 02/02
06:00
Parenco Renkum
NL-6871 AV Renkum
Trip-0401 Planned
Complete trip times
£8,272.95
Trailer2
Th 11/01
09:34
Rotterdam Plastics BV
NL-3047 BG Overschie
Trip-0400 Planned
Complete trip times
£8,272.95
Trailer1
Th 11/01
09:34
Rotterdam Plastics BV
NL-3047 BG Overschie
Trip-0376 Planned
Send trip sheet to driver (+1)
Silo
£0
Duygu new
Tu 16/01
06:00
Rotterdam Plastics BV
NL-3047 BG Overschie
Trip-0375 Planned
Complete trip times
Local collections
£2,883.52
Adriaan
Trailer1
Su 14/01
07:00
Hamann International Logistics
BE-9230 Wetteren
Trip-0369 Planned
Complete trip times
Local collections
Silo
£3,983.33
duygu
Th 11/01
06:00
Isoform nv
BE-8530 Harelbeke
Trip-0345 Planned
Send trip sheet to driver (+1)
Local collections
local collections
£14,897.45
Fernando
Fr 12/01
07:58
Bar des Amis - TO USE
BE-9000 Gent
Trip-0352 Planned
Silo
£87.65
Filip
We 10/01
Bar des Amis - TO USE
MADE WITH GIFOX
Showing 20 out of 180 trips
1
2
3
4
5
9
20 / page