Export to Excel

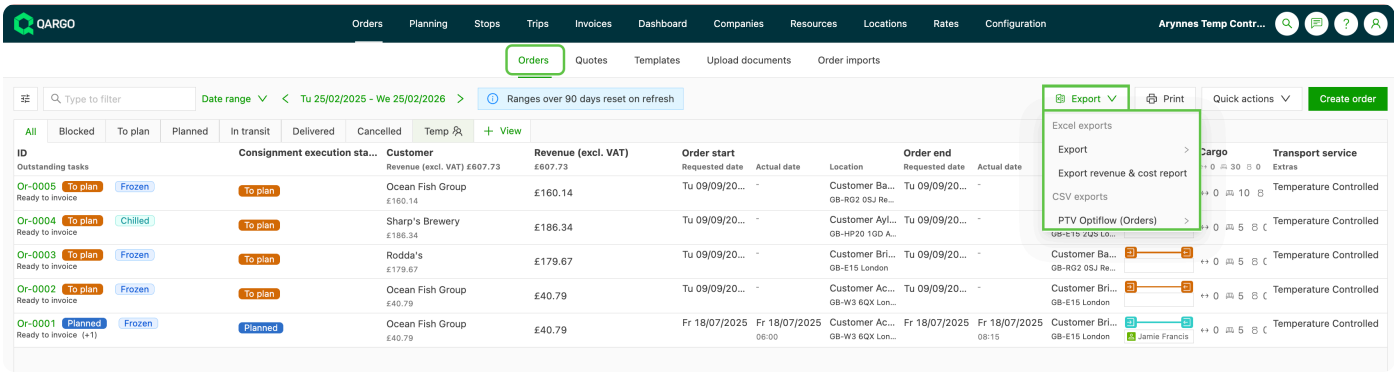
Default data export options. Export records, including revenue and cost reports for orders and loads.

Updated August 20, 2026

Data can be exported to Excel from various pages across the platform. Default export options are preconfigured and available to users across multiple roles.

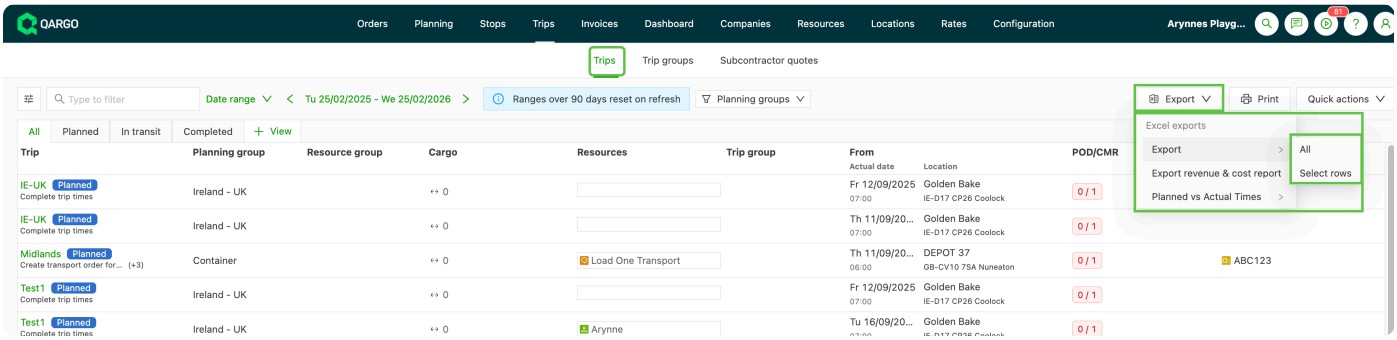
> ‼️ The default exports are limited to a minimal number of rows. If users expect reports with 500 rows or more, creating a custom export report is recommended. A custom export report has the increased limits detailed here.
>
> **Super admin** users can create reports that can be exported.
> Click here to learn how to configure custom Excel export files.

- For **default exports**, choose to export all records shown on the list page or select specific records to include.
- In orders and loads, for a quick summary of revenue and cost, use the ***'Export revenue & cost report'*** option. This automatically includes all order records.



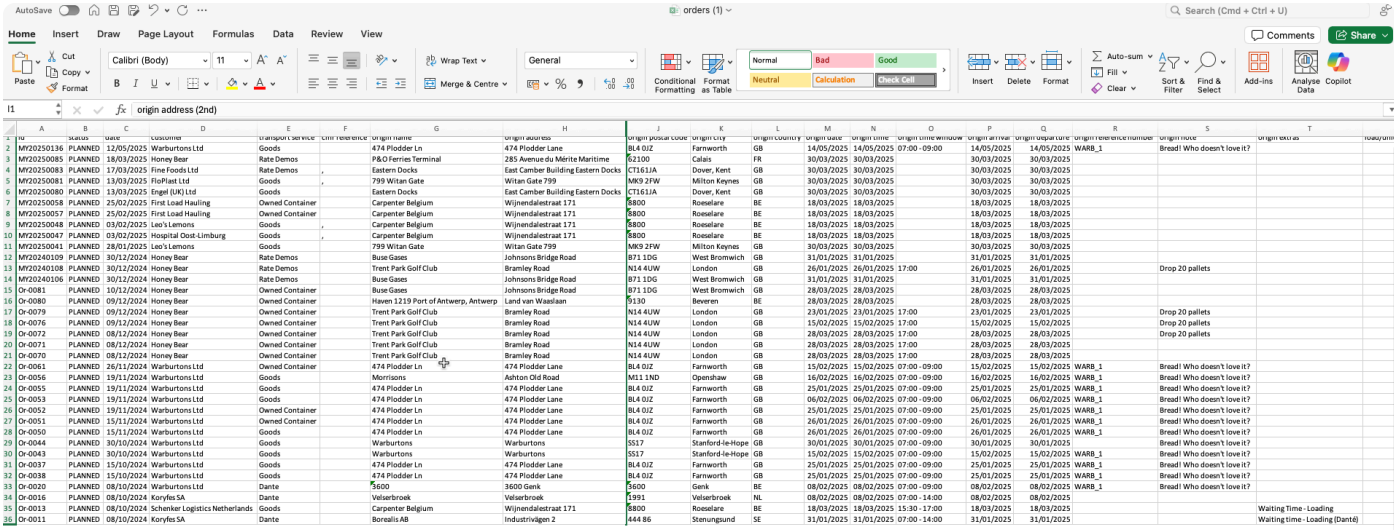
Exporting data

- Click the ***'Export'*** button where available.
- Select the export option.
  - Where default reports exist, there is an option to select all or by row.

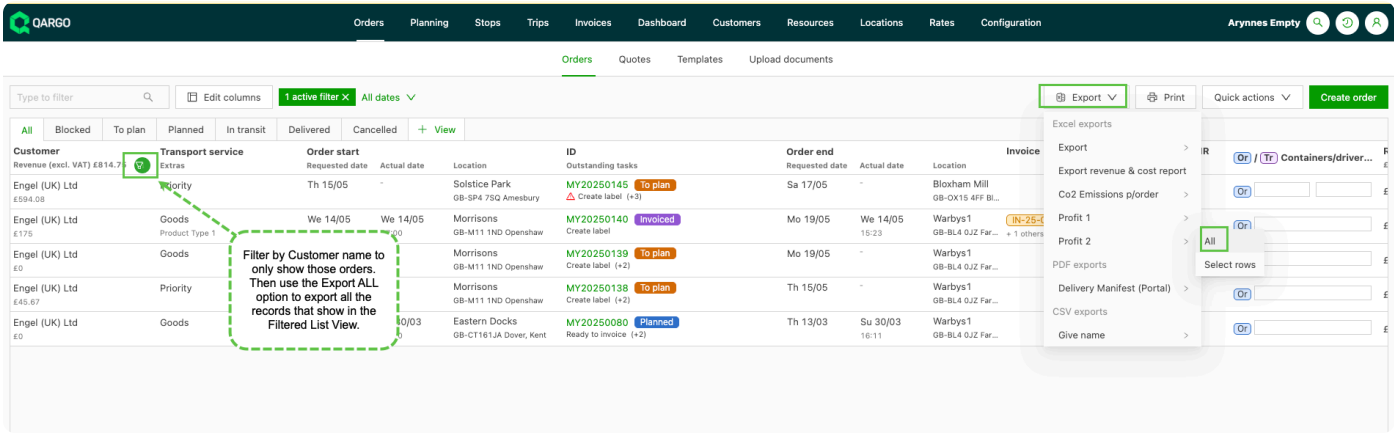


- Selecting **all exports all the data that is visible** in the list view to an Excel file.

Below is an example of the order export Excel file:



- Using **Filters** combined with the all option allows users to pull more granular data

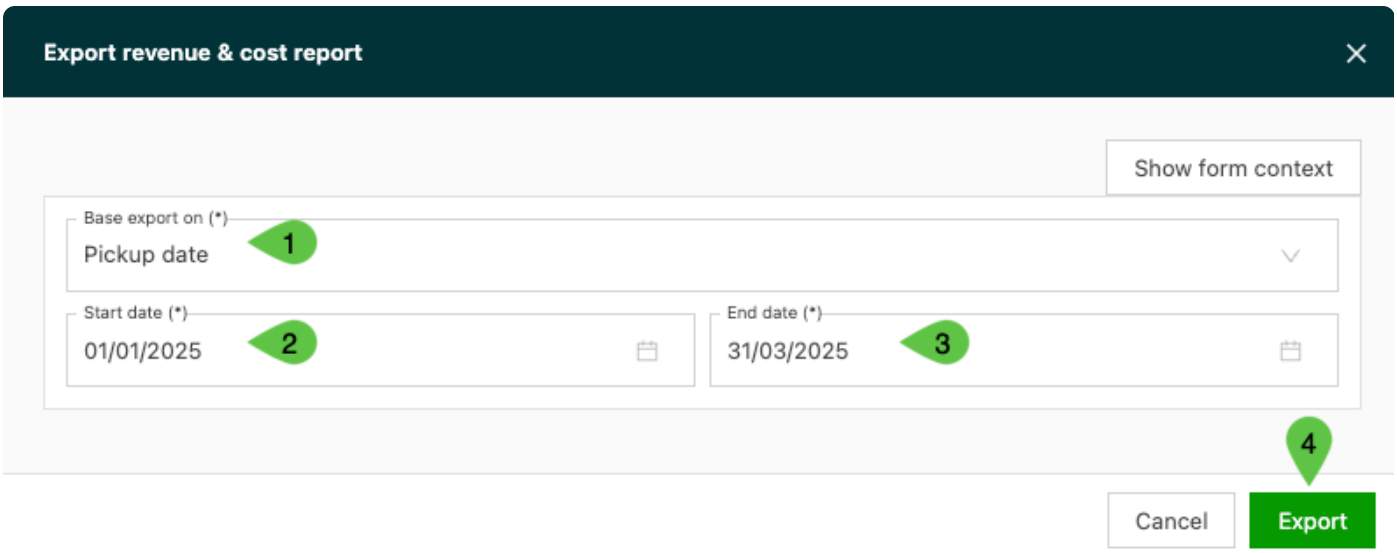


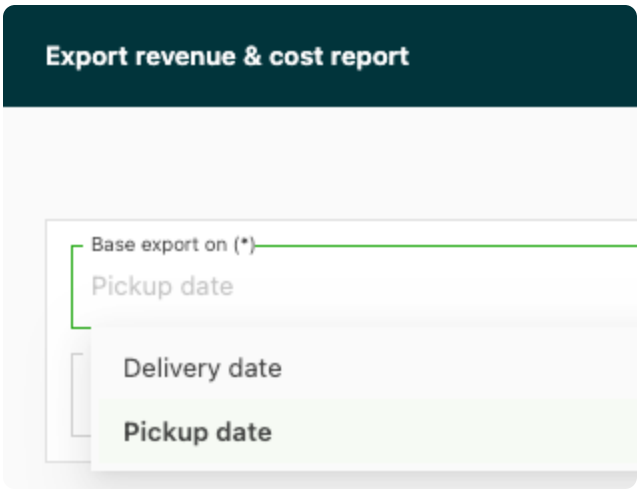
⚠️ The default export on the Planning page doesn't follow on-screen filters or the tab being viewed. It only respects the board's date range and pulls in loads from **To Plan**, **Pre-planning**, and the **Planning board** together. As a result, the exported file can include loads outside the current filters or view.
It does not include orders still unconverted in To Plan: Orders, since those aren't loads yet.

Export the orders cost and revenue report

This export option provides an overview of costs and revenues for a specific time period. To export the data to Excel:

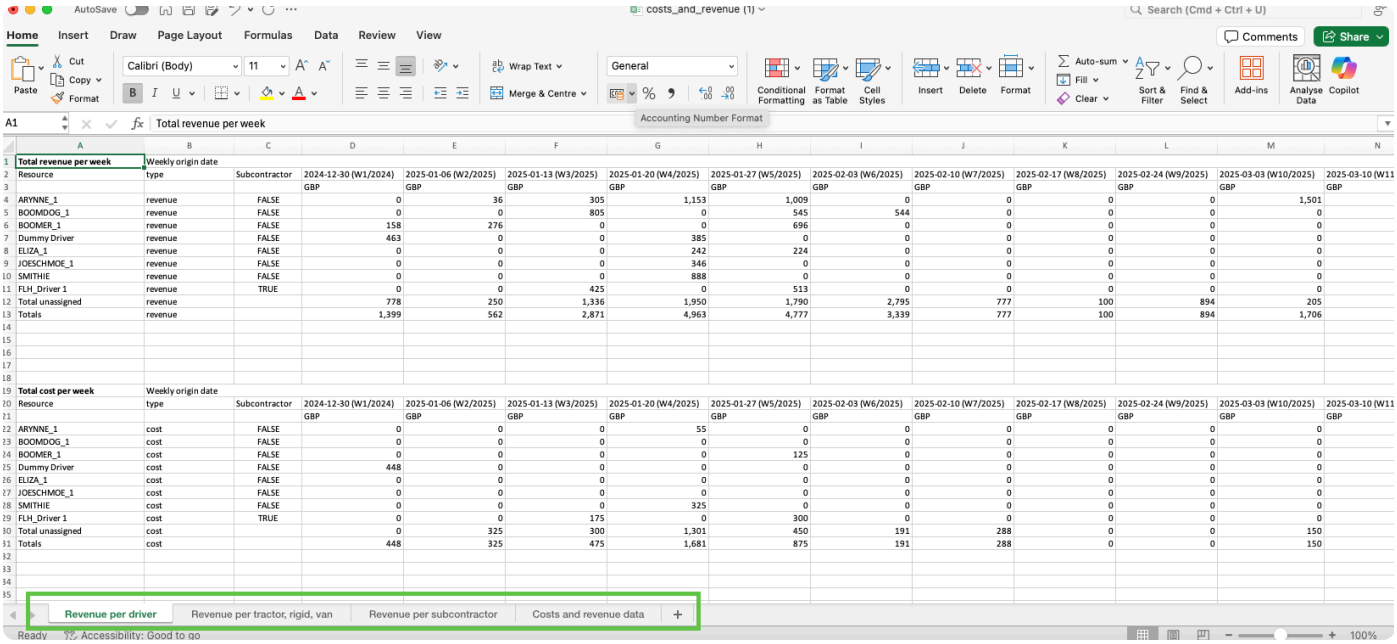
- Click ***'Export'***
- Click ***'Export revenue & cost report'***
- Choose the date type (Pickup / Delivery)
- Enter the start/end date range
- Click **Export** to generate the report. If the 'Costs and revenue data' tab is missing from the export, data syncing delays may be the cause. To resolve this, exclude very recent dates (e.g., today) by setting the end date to the previous day. Alternatively, re-export the report once the data has finished syncing.





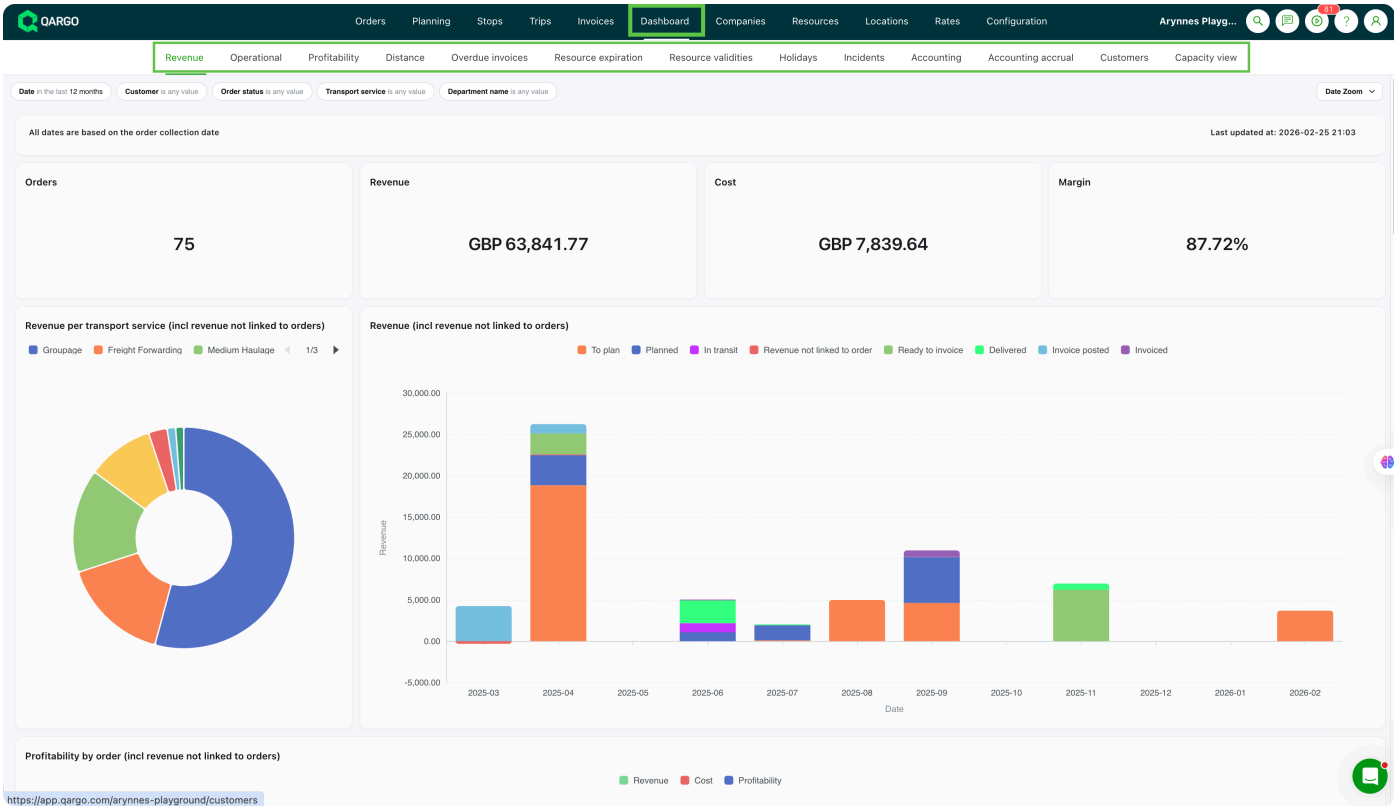
Below is an example of the Excel file, including an overview of the total revenue and costs broken out across additional tabs:

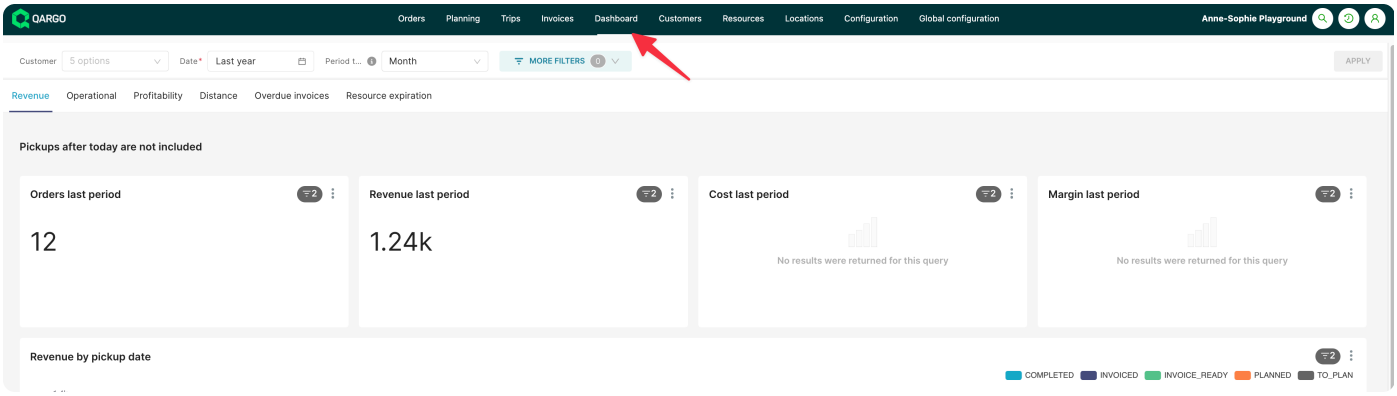
- per driver
- per transport
- per contract carrier To avoid such issues, consider scheduling exports for times when data syncing is complete, such as the following day. Note: If the ‘Costs and revenue data’ tab is missing, incomplete data syncing for very recent dates is the likely cause. Adjusting the date range or re-exporting after syncing can resolve this issue.



Instead of exporting data to Excel, numerous metrics can be viewed directly in the platform.

- Navigate to Dashboard in the main menu.




QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Anne-Sophie Playground
Customer
5 options
Date*
Last year
Period t...
Month
MORE FILTERS
APPLY
Revenue
Operational
Profitability
Distance
Overdue invoices
Resource expiration
Pickups after today are not included
Orders last period
12
Revenue last period
1.24k
Cost last period
No results were returned for this query
Margin last period
No results were returned for this query
Revenue by pickup date
COMPLETED
INVOICED
INVOICE_READY
PLANNED
TO_PLAN