Orders: orders list view functions

Explanation of features and how to customize and share the order list page, including additional filtering tips.

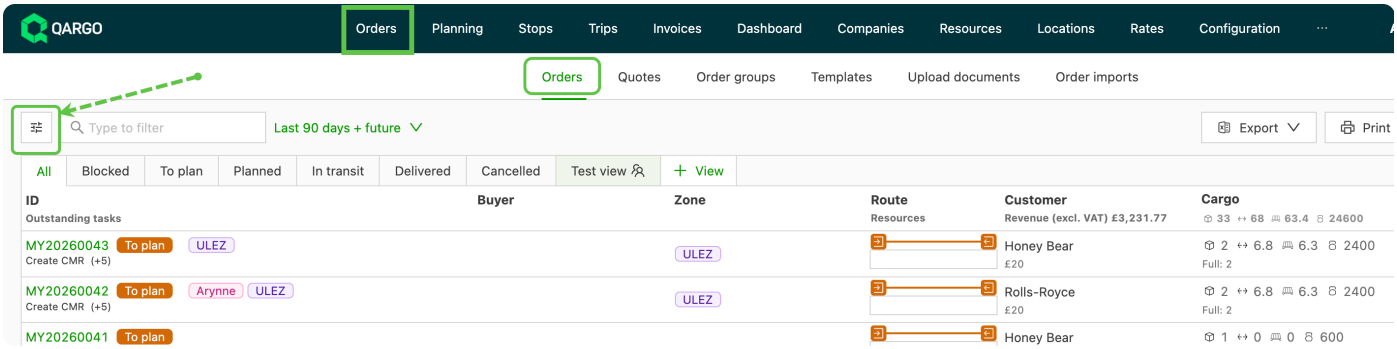
Updated October 14, 2026

Customize the shown columns

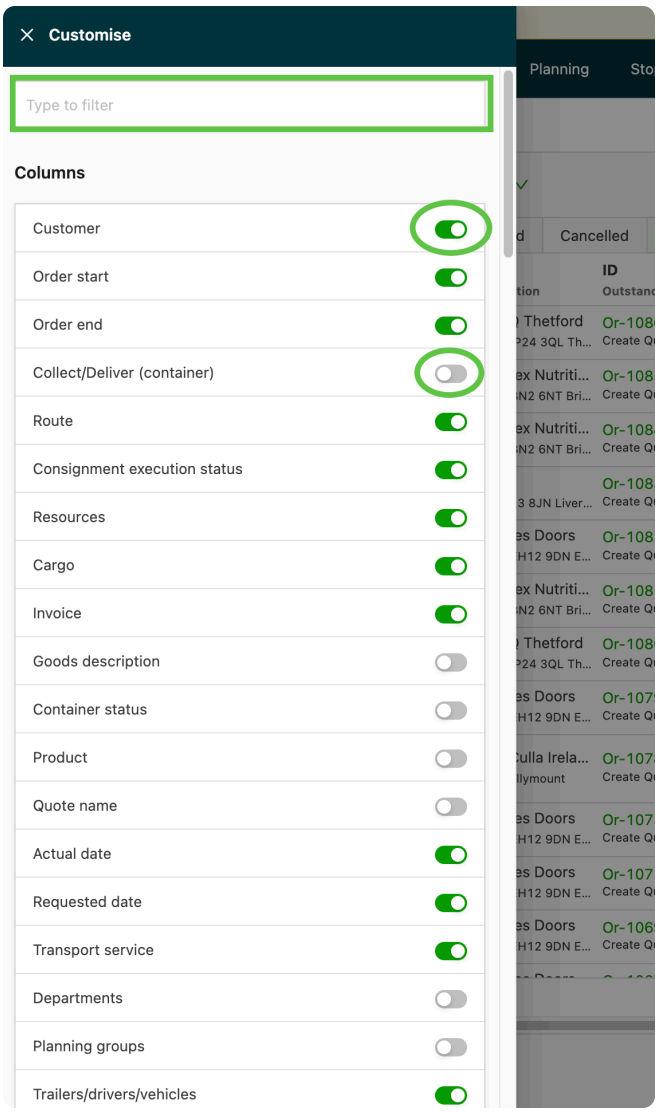
Orders and order details can be customized in the list view.

- Navigate to **Orders > Orders**
- Click the **Customize** icon

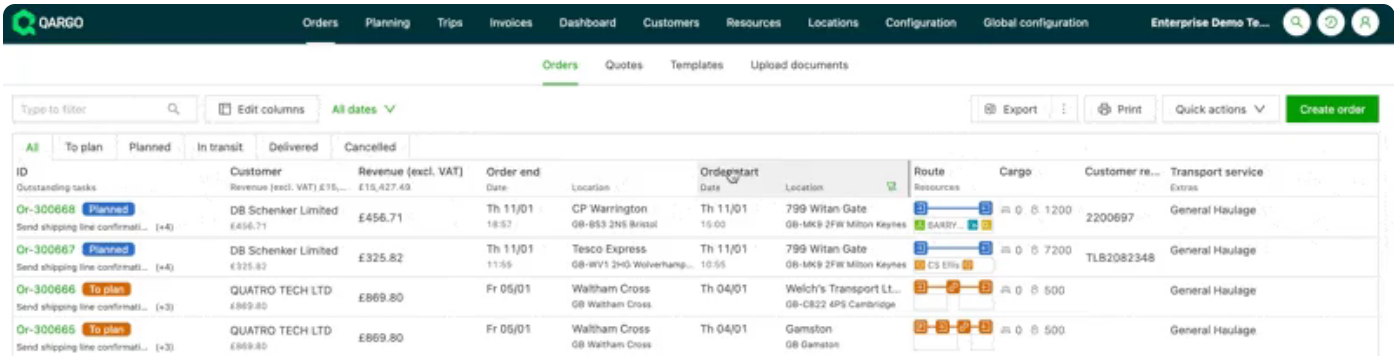
A side panel opens on the left side of the screen.



- Select the order details to show on the order list page.
- Use the *Search filter* to quickly search for specific data



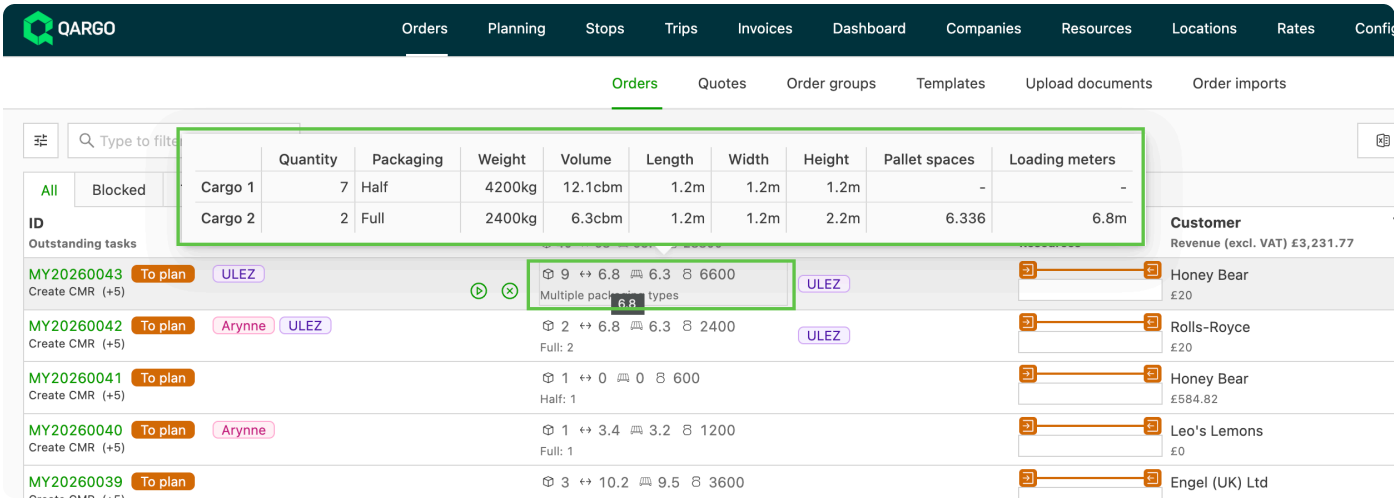
- Filtering is only possible on values that are available in the Columns section of the customization panel.
    - For example, sorting and filtering by Customer is possible, but sorting by Weight is not, as weight is available only under Freight.
- Drag and drop the column headers to change the order of the columns.



📚 To quickly view freight data details on an order, hover over the **freight field**. A **tooltip is displayed** with details of the freight as a line per shipment.

Shipment details are displayed, including:

- Quantity
- Packaging type
- Weight
- Volume
- Length
- Width
- Height
- Pallet spaces
- Loading meters

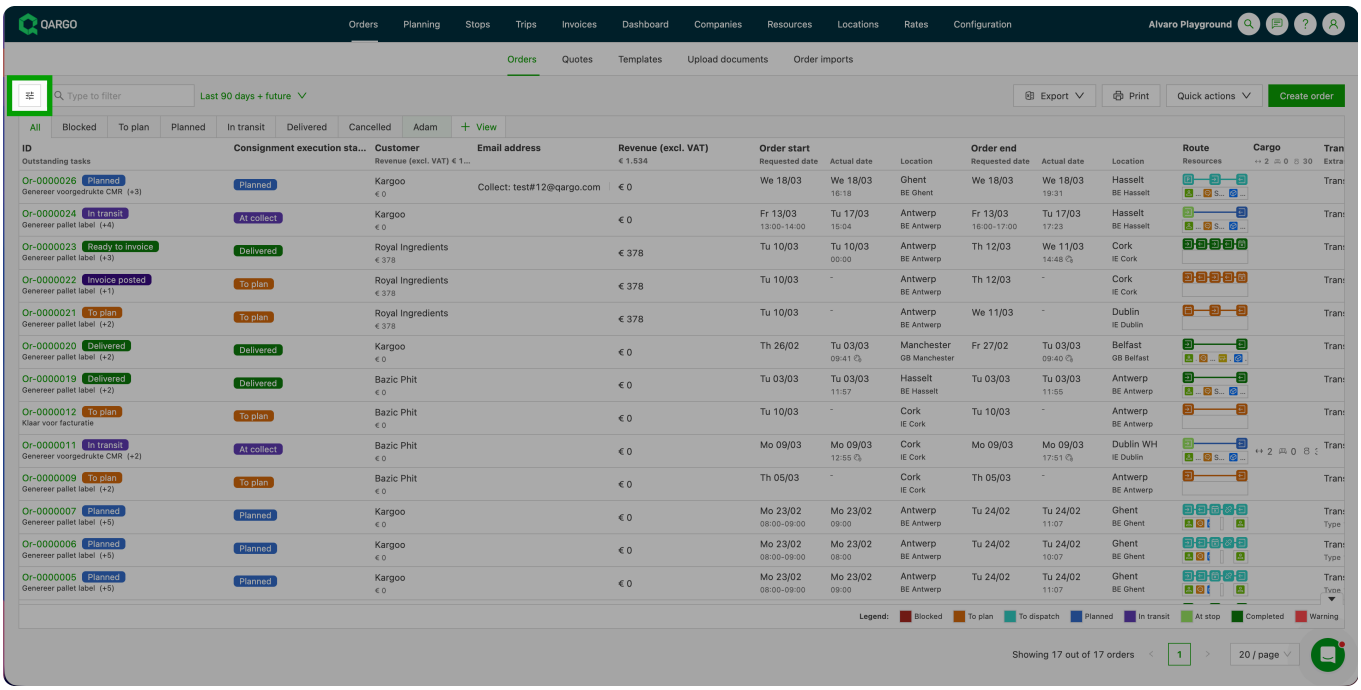


Show stop fields as columns in the orders list

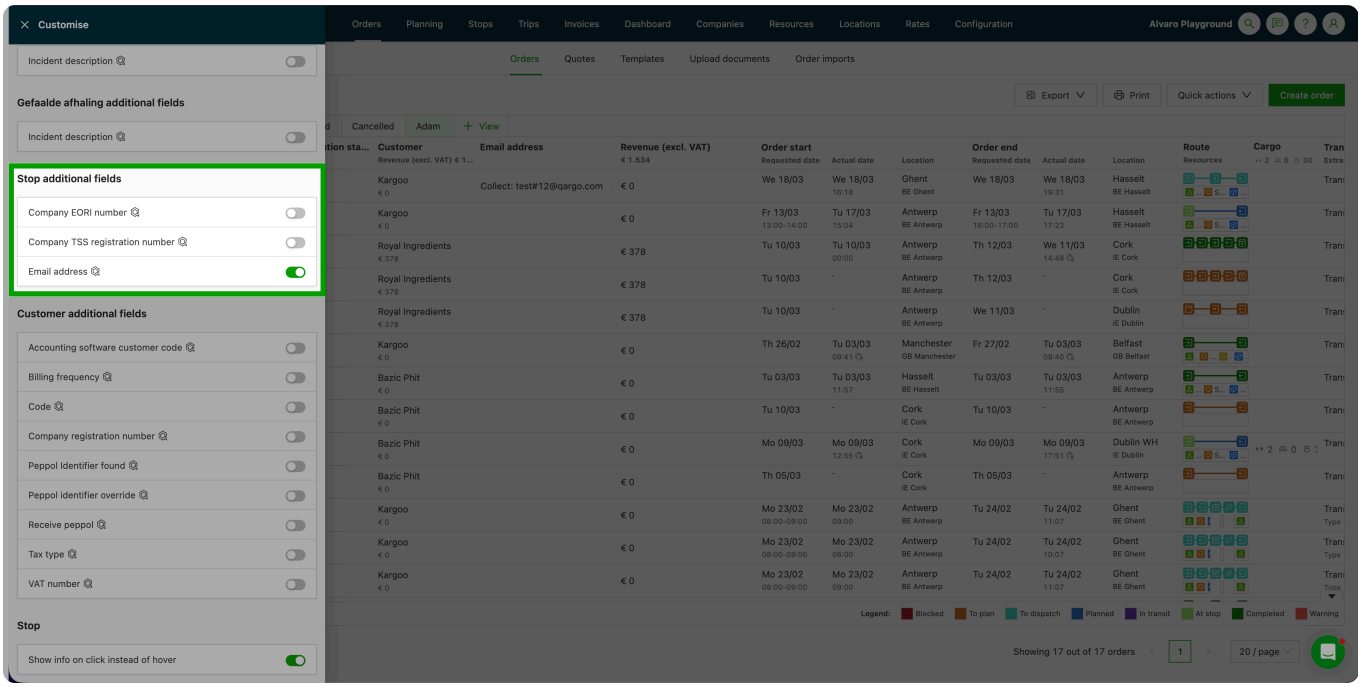
- Add columns to the orders list that display information from individual stops, such as stop references, delivery receipts, or any stop-level custom field configured by the team.

How to enable stop field columns

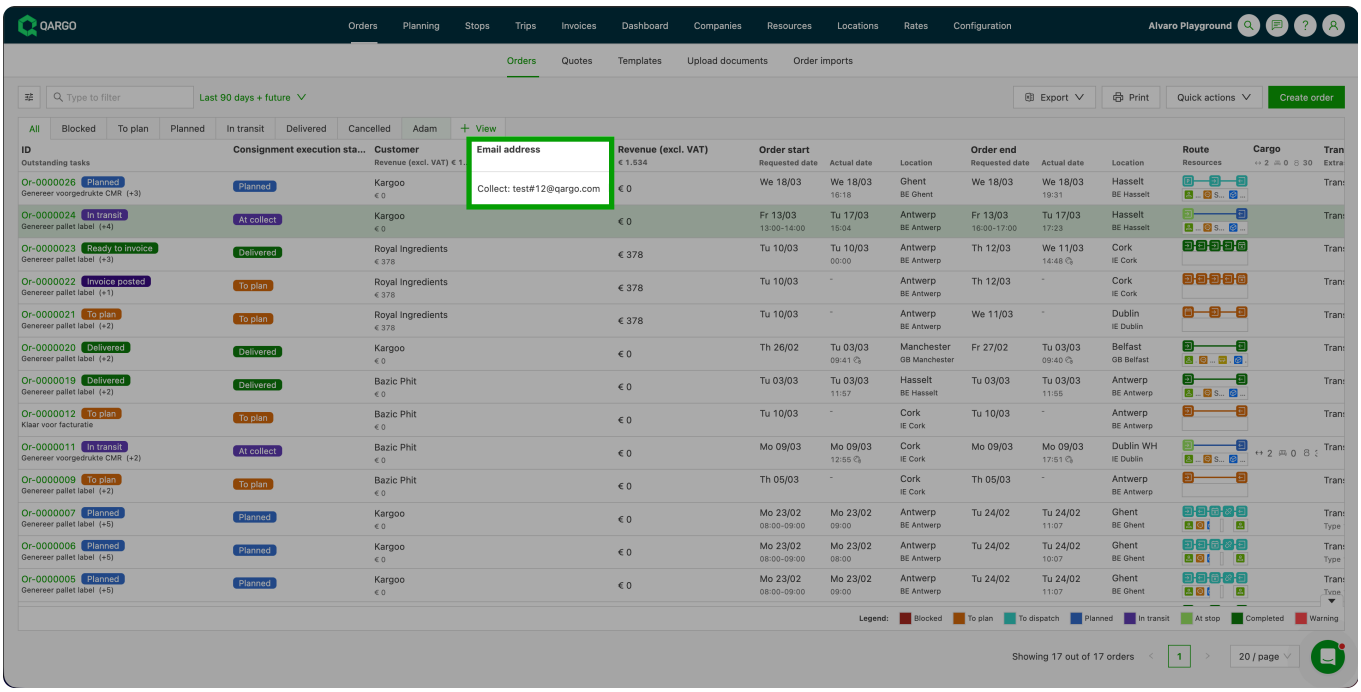
1. In the **Orders** list, click the **Customize** button (the sliders icon at the top left of the list).



2. The **Customize** panel opens. Scroll down to the **Stop additional fields** section.



3. Toggle on any stop field to show as a column. Each toggled field appears as a new column in the orders list.

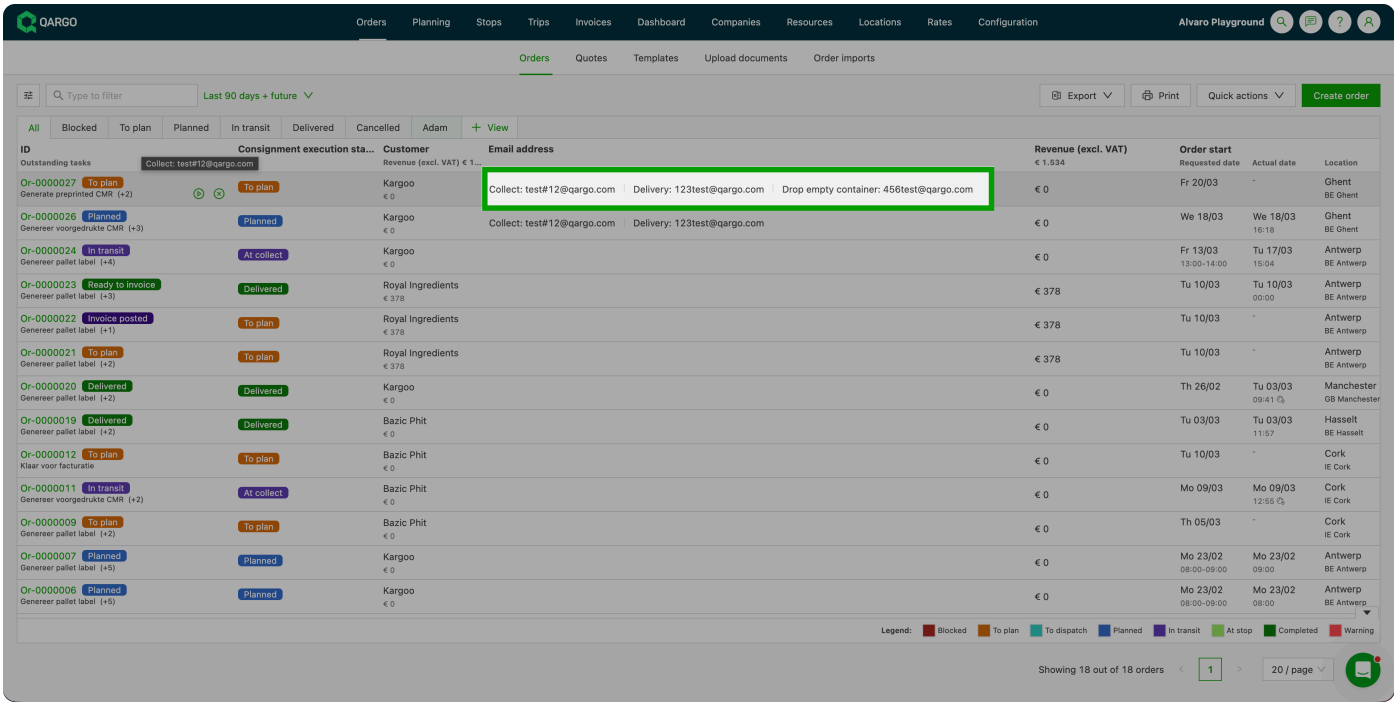


How values are displayed

When an order has multiple stops, values from all stops are combined in a single cell, separated by `|`

- **Multiple stops with a value**: each value is prefixed with the stop activity name to show which stop it belongs to.

Example:



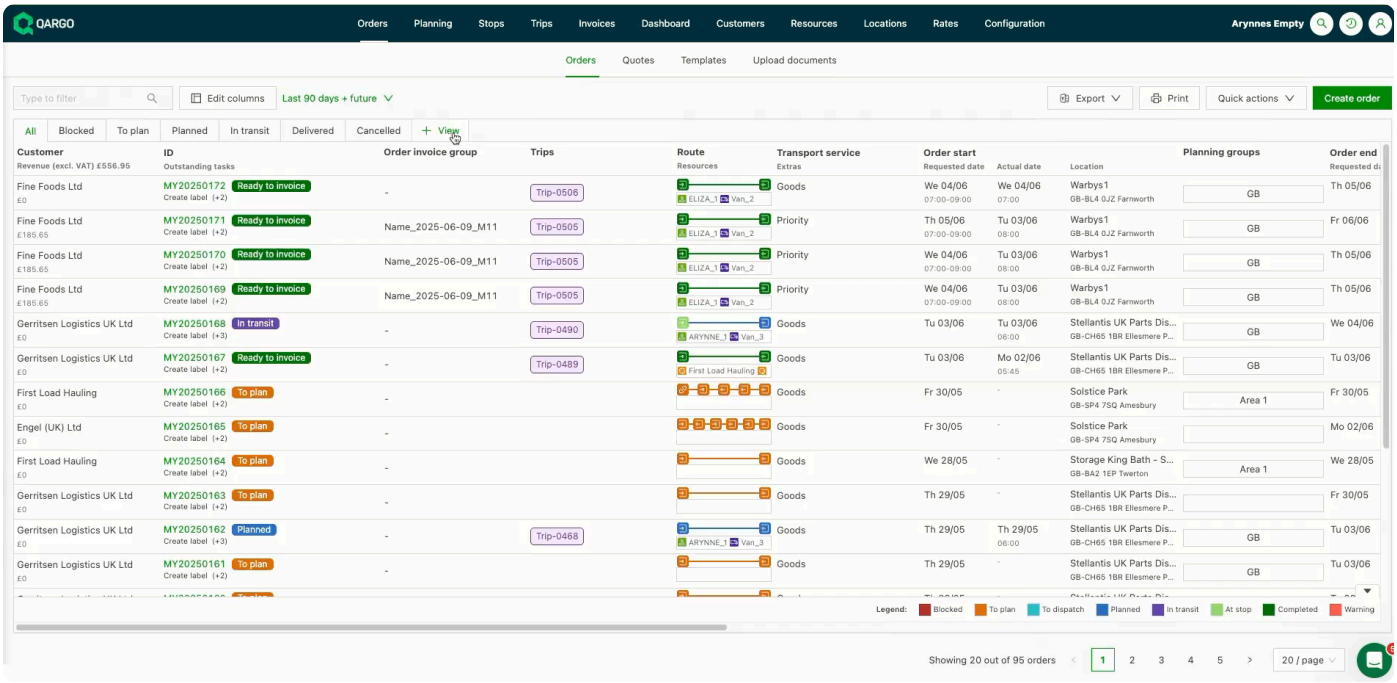
🧰 Stop field columns are **read-only** in the orders list.

- To edit a stop field value, open the order and navigate to the individual stop.

Save custom view columns

When a user creates a ***custom view***, users can now modify the columns included in the view without affecting other views.

- Create the custom view: click **+ View**.
  - Give the view a name and click **Create view**
- Click **Edit columns** in the new view and toggle relevant columns on or off
- Click **Save changes**



> ‼️ **This functionality applies to custom views only** ‼️
> Editing columns in one of the generic views updates the column across all the standard views.

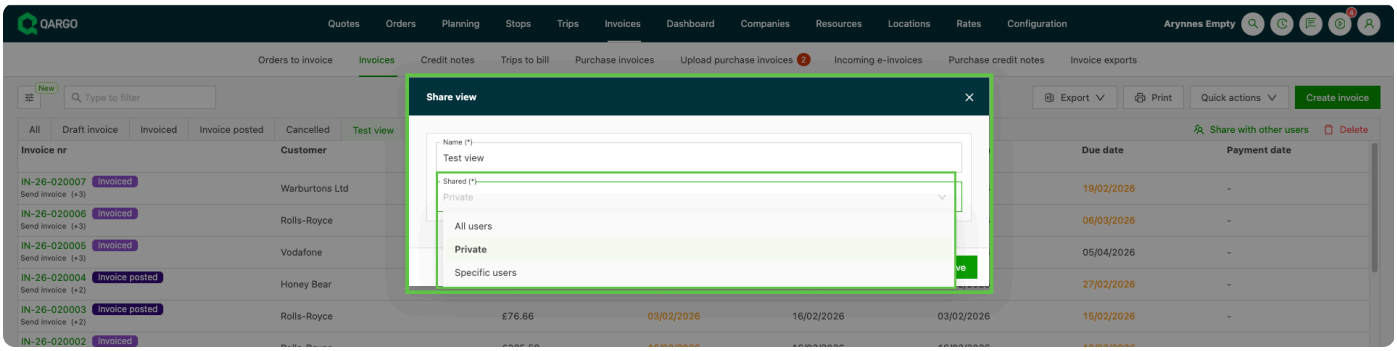
Sharing views (super admin users only)

Custom views can be shared with other users. When a view is shared, both the filter configuration and the column order and visibility settings are included. This makes it easy for teams to work from a consistent data layout without each user needing to configure separate filters.

> 🧰 Only **super admin users** can share (or manage) shared/custom saved list views. Regular users can still create ***personal*** views, but cannot share them workspace-wide.

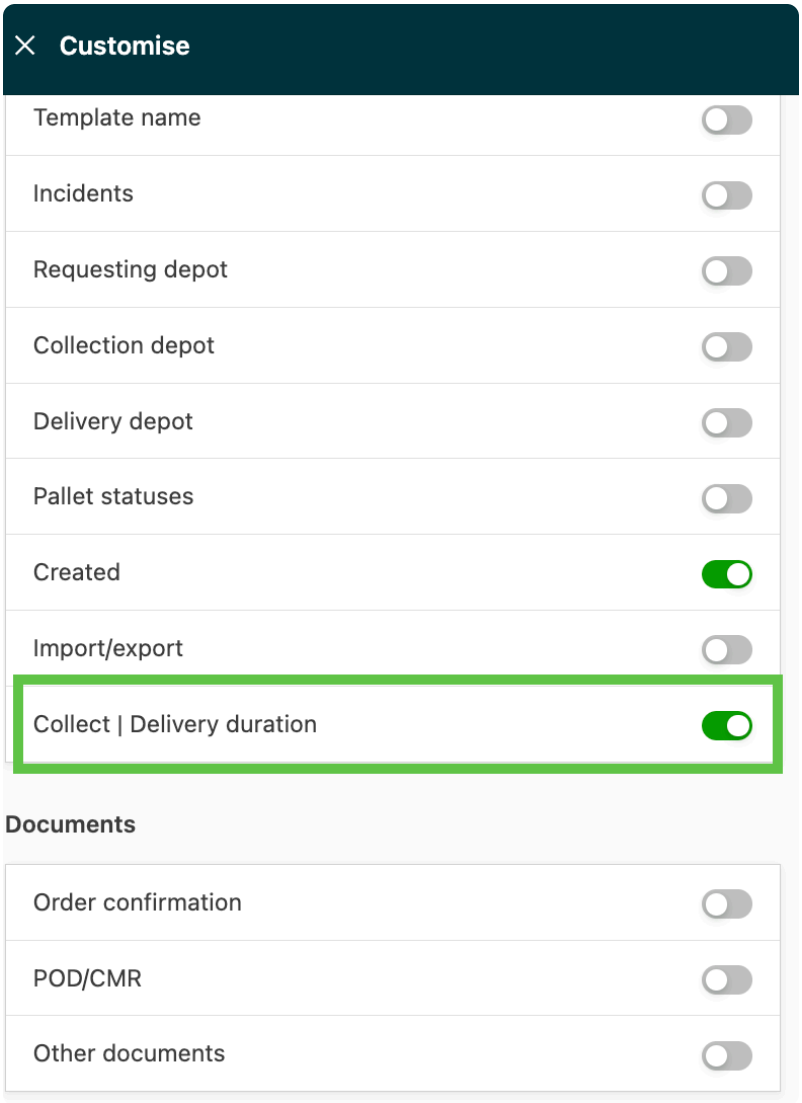
Options for sharing a custom view include sharing with all users or with selected users

- For selected users, select ***'Specific users'***
- From the dropdown, select the users to share the view with (marked with ✅)
  - Multiple users can be selected, but they must exist in the platform

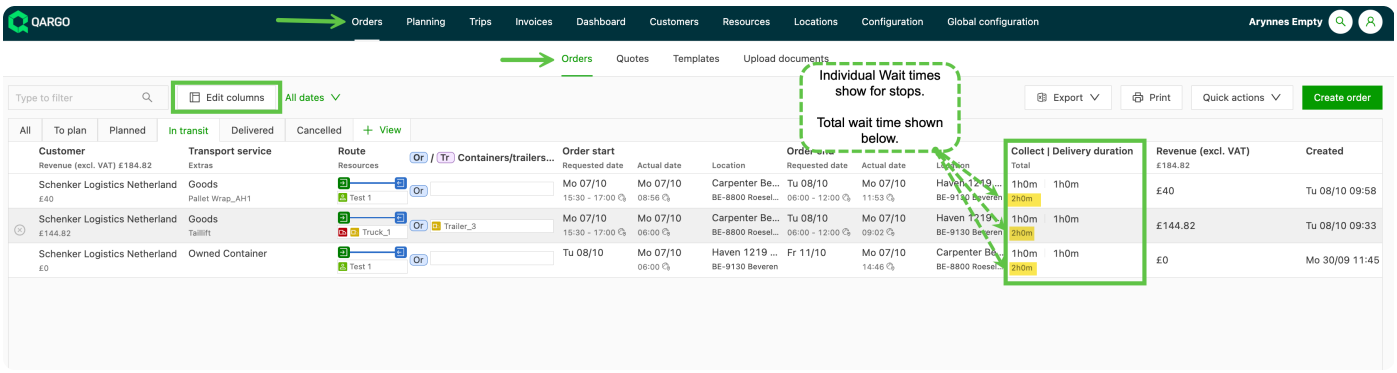


Order overview: add stop duration column

Stop durations can be displayed for loads, showing all pickups and deliveries. This feature is enabled by default (but can be turned off in the **Edit columns** panel) and improves visibility of waiting hours on loads.

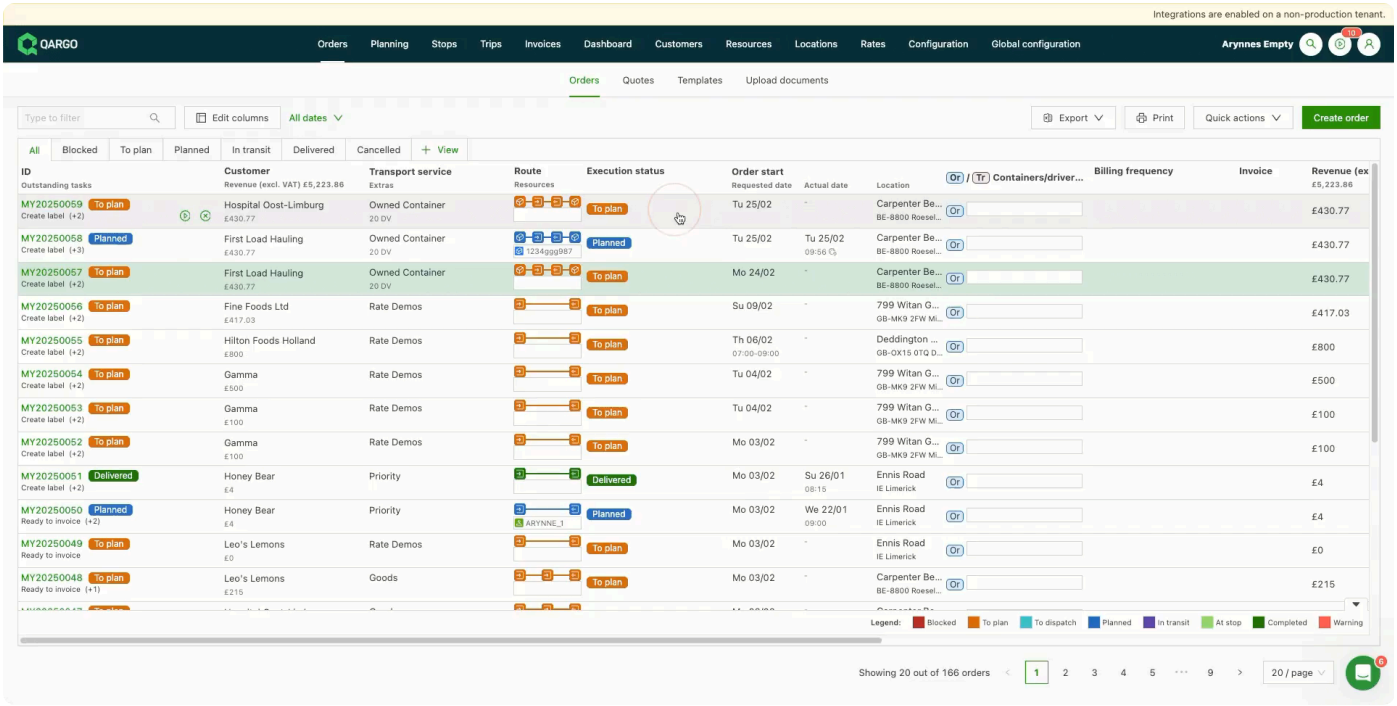


The individual wait times are shown by pickup/delivery stop. These pull from the order details and the actual times when the load completes. The total times are consolidated and shown in the line below the stop times.



Order list view: show last order.

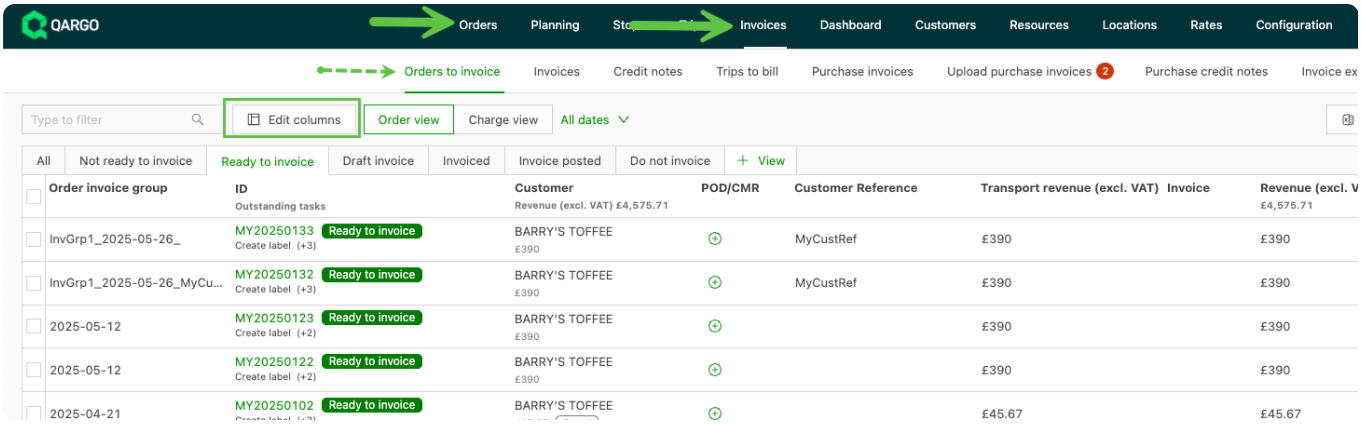
Clicking the order line (not the order number) opens the order in a detail view. Once this view is closed, the page highlights the last clicked order.

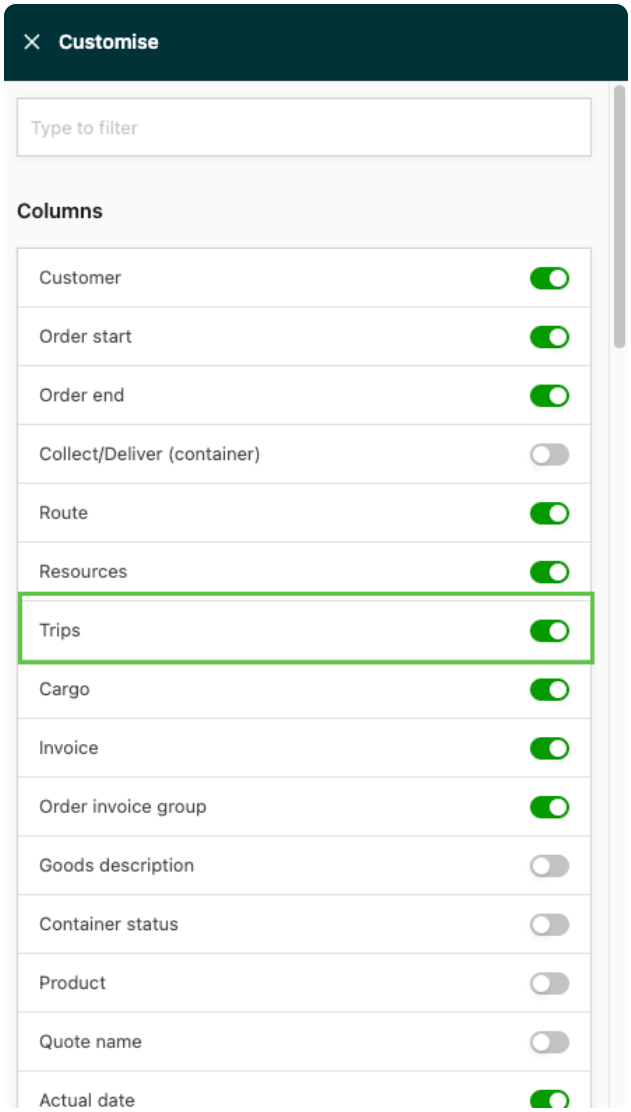


Orders: add load ID column to list view

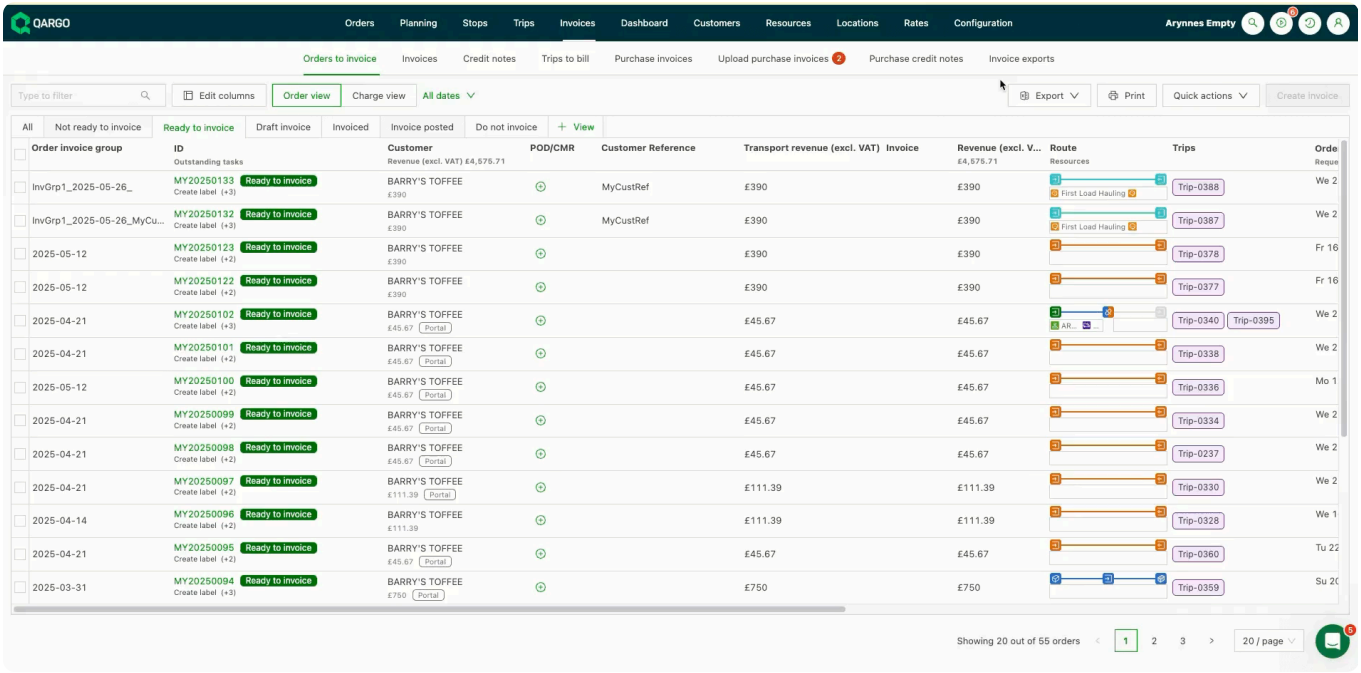
Enable **'Loads'** to show as a column in the *Orders and Orders to invoice* list views. Adding this column to the table shows the load number, allowing easier access to details without navigating through other screens.

- From **Orders** or **Orders to invoice** (Invoice), click **Edit columns**





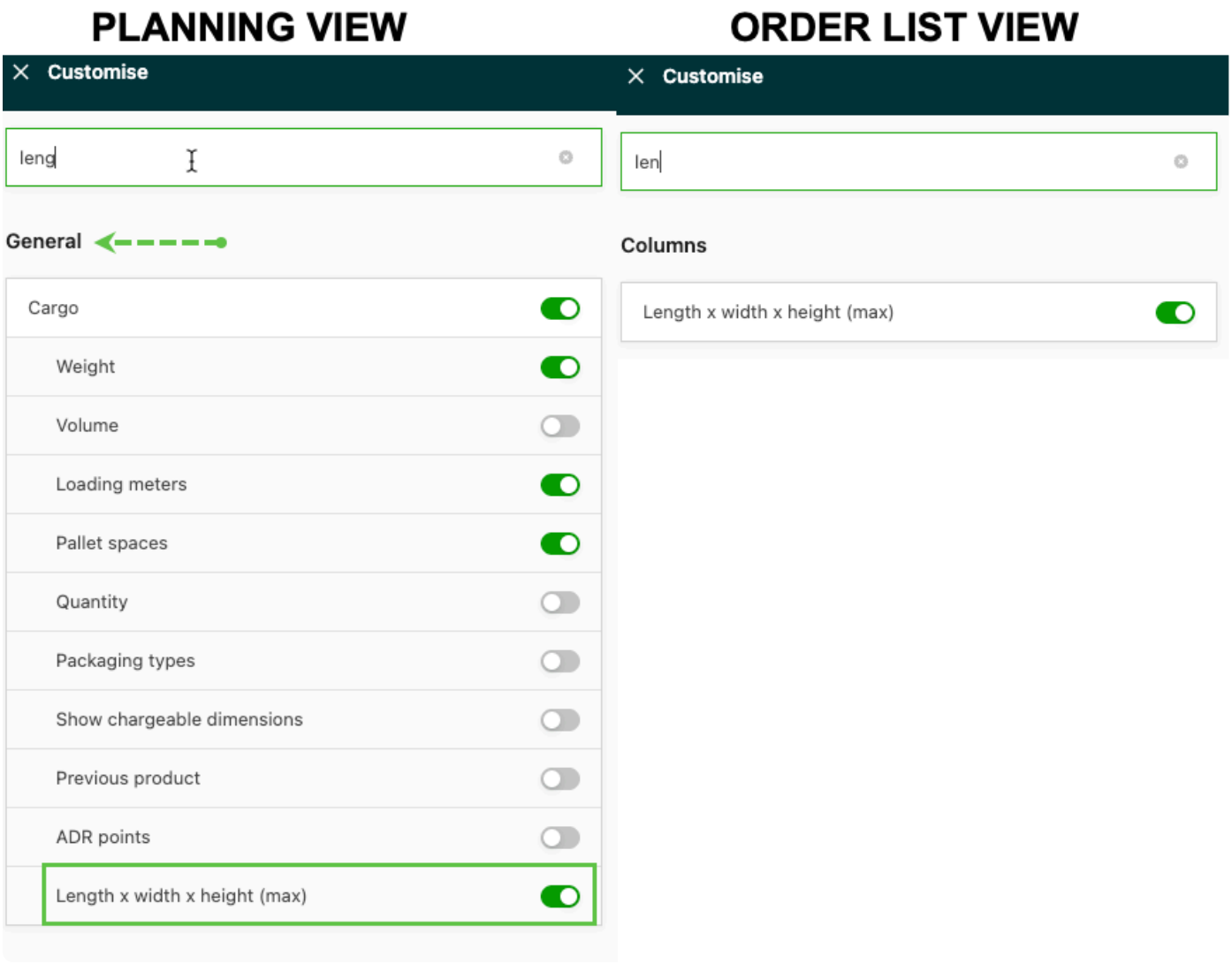
- Once toggled on, drag the column to the desired position in the table.



Load IDs show on orders once they are in **Planned** status. Click the load ID to access the load detail view.

Orders: show max dimensions

- Toggle on max dimensions to help with planning vehicle capacity
- Better oversight of piece sizes helps to assess vehicle capacity more efficiently

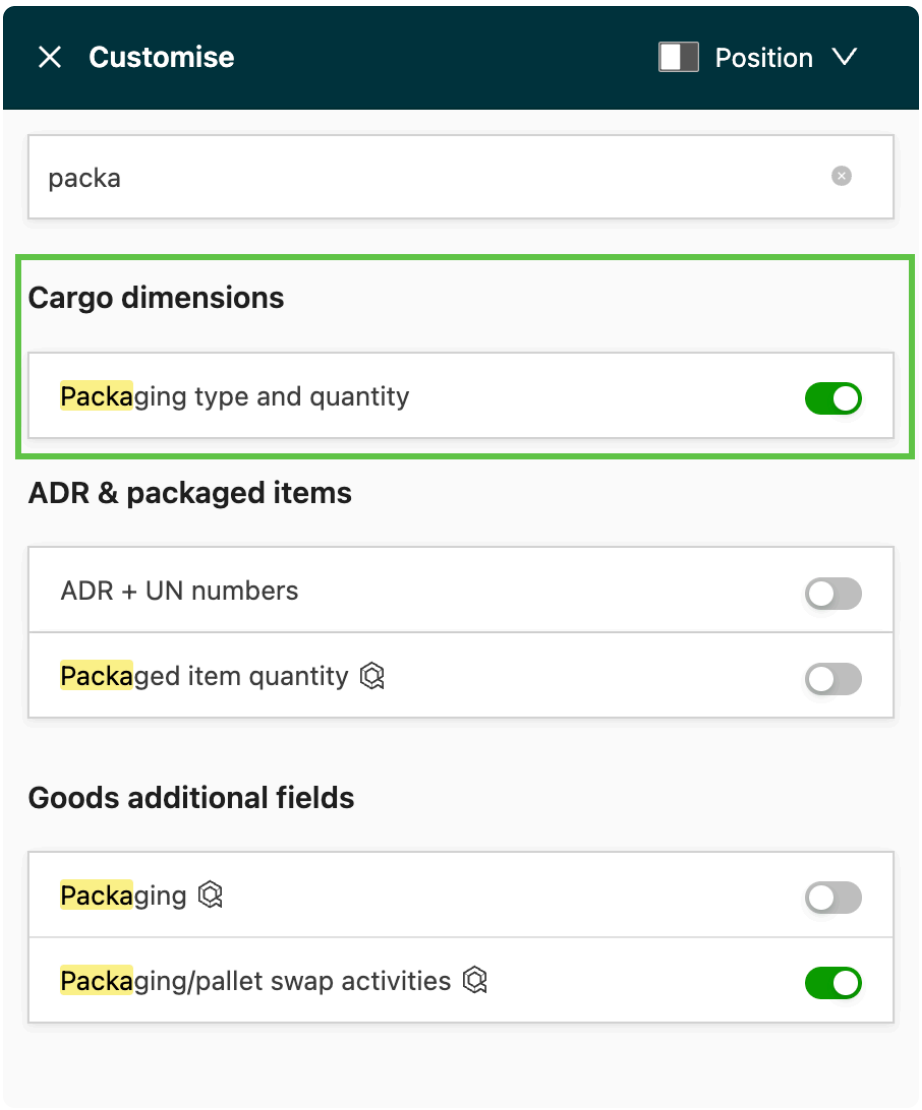


Add and use the Packaging column

The orders list has a dedicated `Packaging` column that shows packaging quantity, size, and type per goods line, and can be filtered by packaging type and size.

Turn on the Packaging column

1. **Navigate** to **Orders.**
2. **Click** the **Customize** button (the columns icon next to the filter box).
3. **Locate** the **Freight dimensions** section in the Customize panel.
4. **Enable** the **Packaging type and quantity** toggle. It sits as a top-level option under **Freight dimensions**, alongside **Show freight dimensions**.
5. **Close** the Customize panel. The **Packaging** column now appears in the orders list.



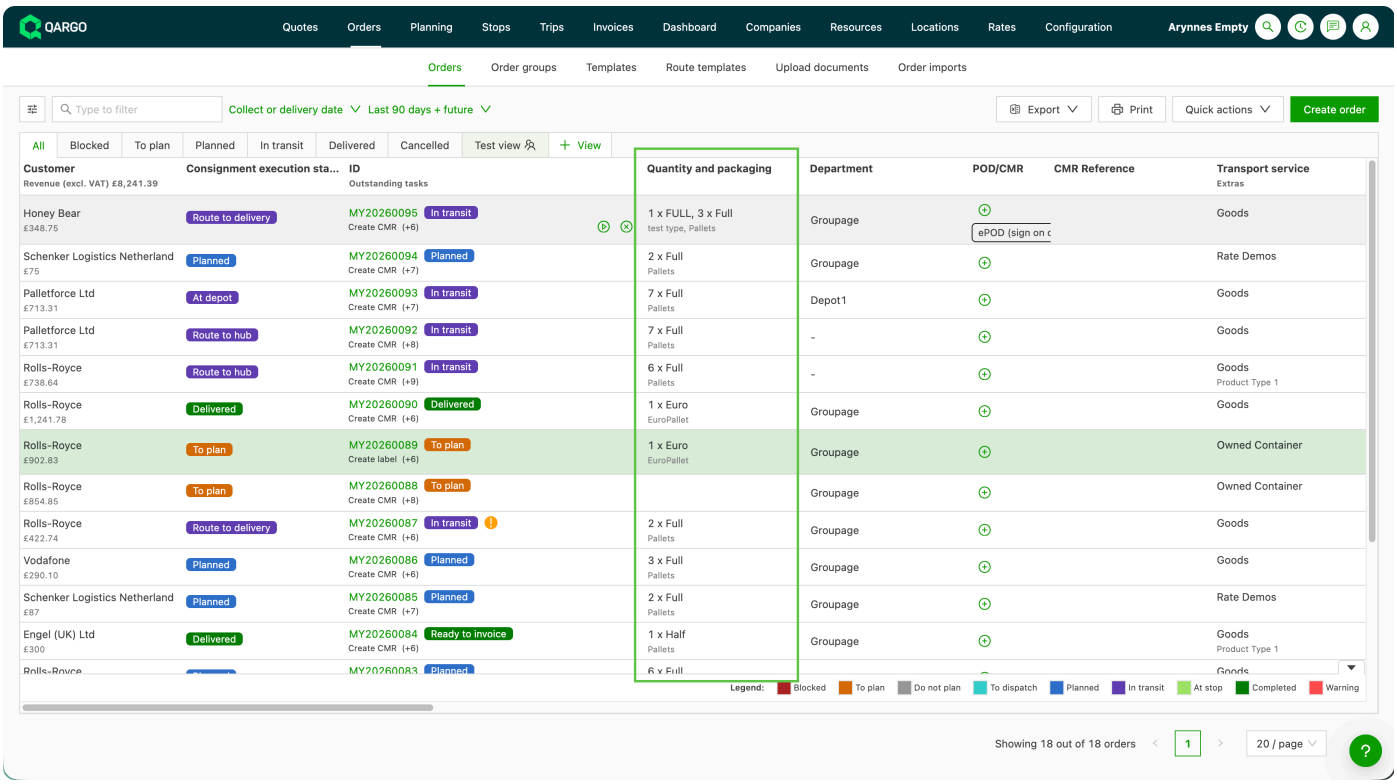
📚 When the **Packaging type and quantity** toggle is on, packaging shows only in the **Packaging** column. ***It no longer appears inline in the Freight column.***

Read the Packaging column

The **Packaging** column shows the packaging per goods line across two lines:

- Line 1: quantity and packaging size, for example 2 × Euro pallet.
- Line 2: the packaging type, for example Pallets, in a lighter style.

When an order has several goods lines, the column shows as many entries as fit, then a +X indicator for the remaining lines. Hovering over the Packaging column opens the same detail table shown when hovering over the Freight column.

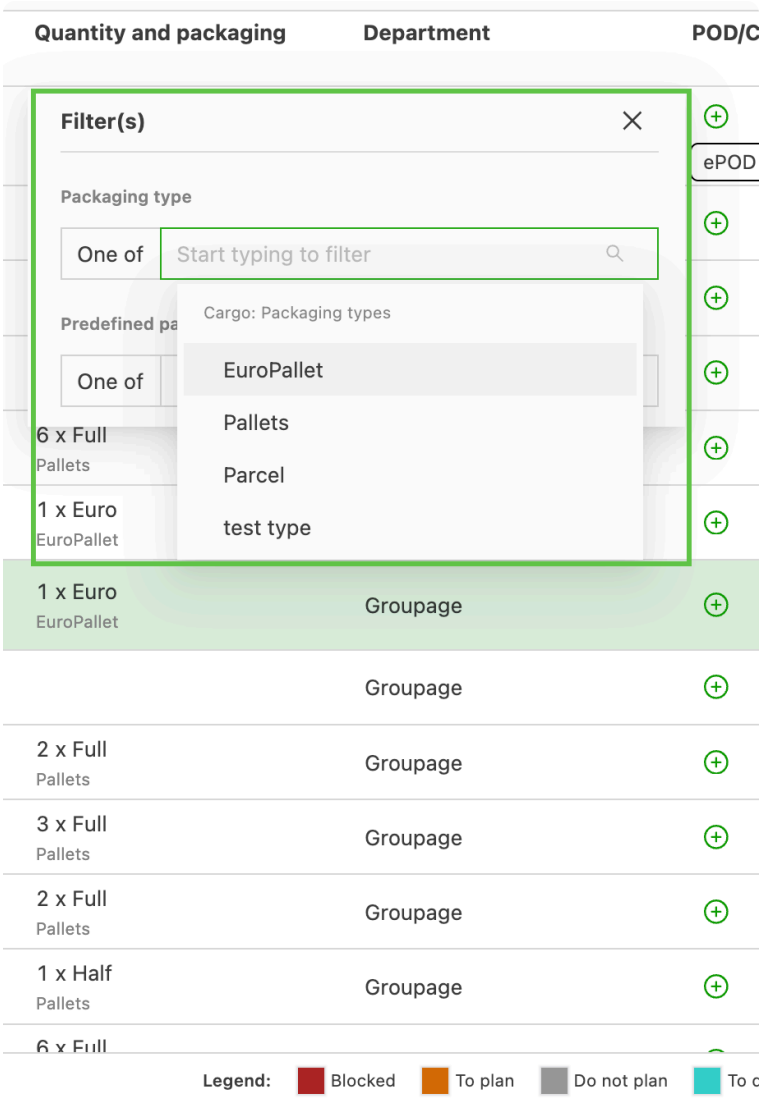


1. **Hover** over the Packaging cell to see the full packaging detail table for orders with multiple goods lines.
2. **Click** the Packaging cell to open the Edit freight modal, the same modal that opens when clicking the Freight cell.

> 📚 The Freight column now shows dimensions and weight only. Packaging size and quantity have moved to the Packaging column.

Filter by packaging type or size

1. **Open** the filter on the `Packaging` column.
2. **Select** a packaging type, a packaging size, or both.
3. **Apply** the filter to narrow the orders list to the matching orders.



📚 ***Packaging*** always refers to the pallet at freight level. **Packaged item** refers to the *contents inside it*. The goods-item-level columns are labeled Packaged item quantity and Packaged item type to match this.

Troubleshooting

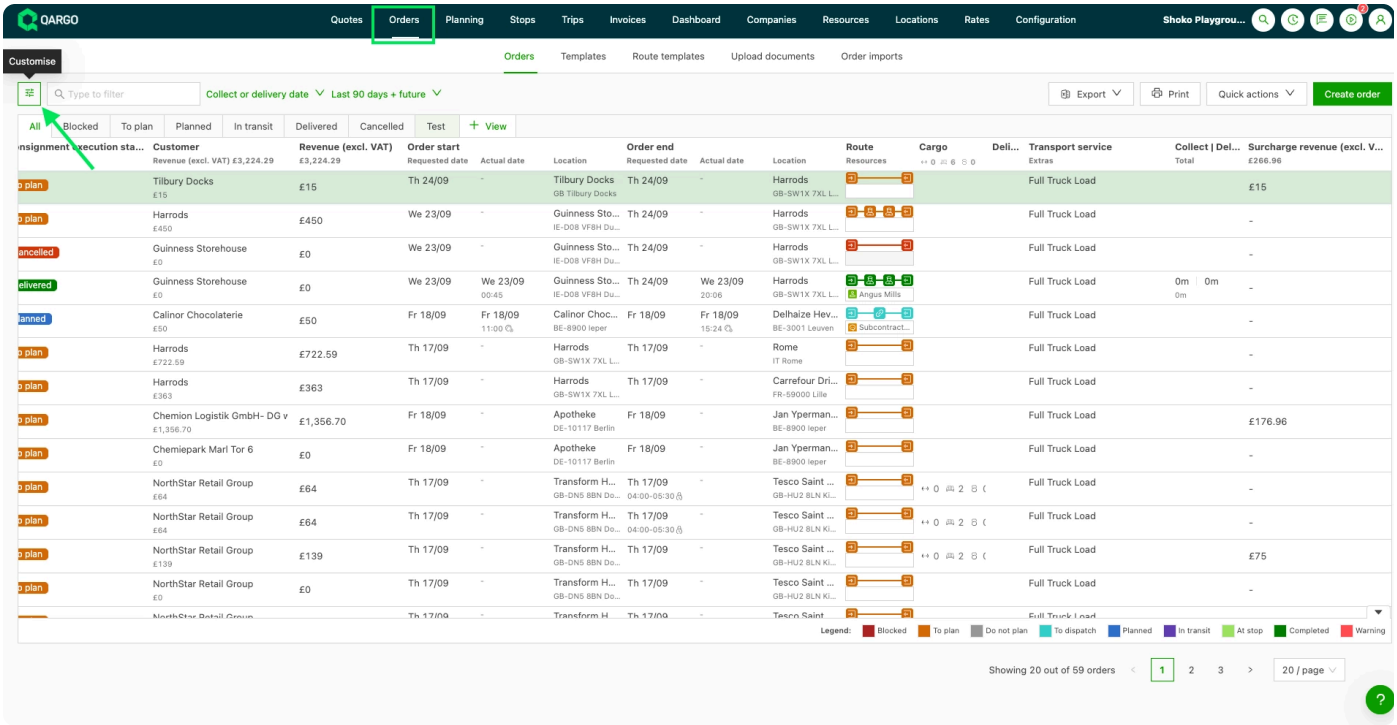
Issue	Resolution
The `Packaging` column is not visible	Open **Customize** and enable the **Packaging type and quantity** toggle under `Cargo dimensions`.
Packaging still shows inside the `Cargo` column	Confirm that the **Packaging type and quantity** toggle is on. When it is on, packaging always shows in the `Packaging` column and never inline in `Cargo`.
Packaging size cannot be filtered	Use the filter on the `Packaging` column, which supports both packaging type and packaging size.

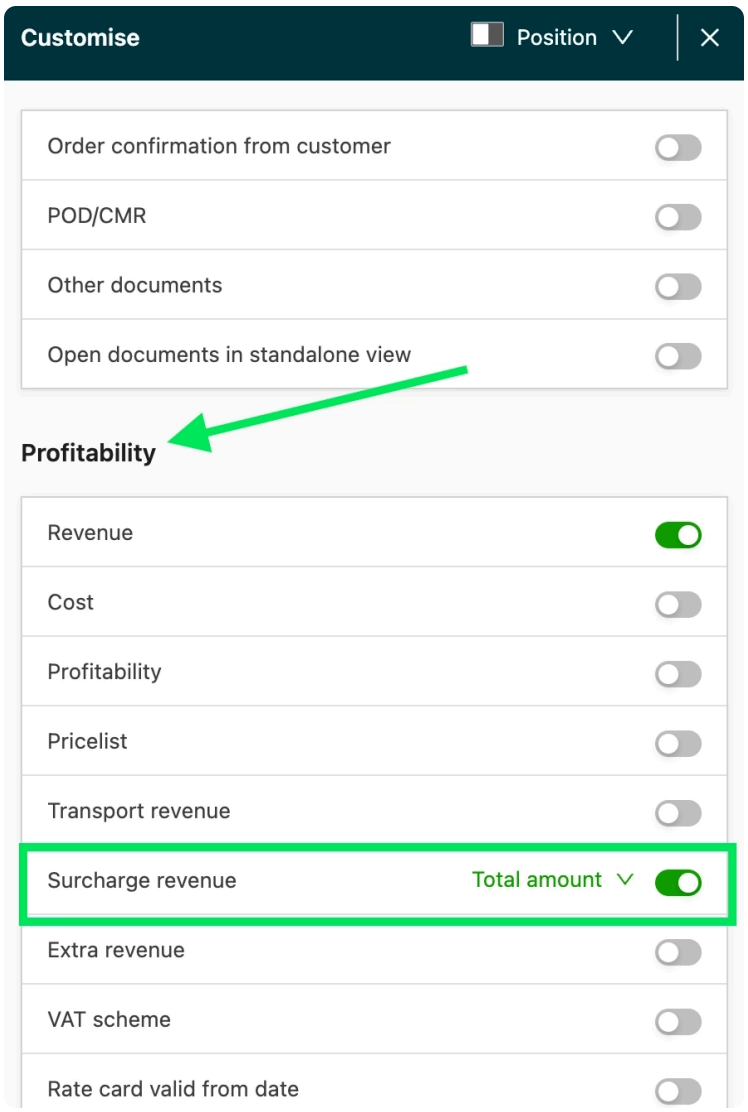
📚 Use the filter search at the top of the **Customize** features to find the option quickly.

Add and use the Surcharge revenue column

The **Surcharge revenue** column shows which surcharges make up the total and can be filtered by surcharge name. This makes it possible to list every order that is missing a specific surcharge before billing, for example a booking surcharge or waiting hour.

- The Surcharge revenue column is turned off by default.
- The Surcharge revenue column can also be added from the **Invoice** page.
  For the detailed walkthrough, see the **Surcharge revenue column** section.

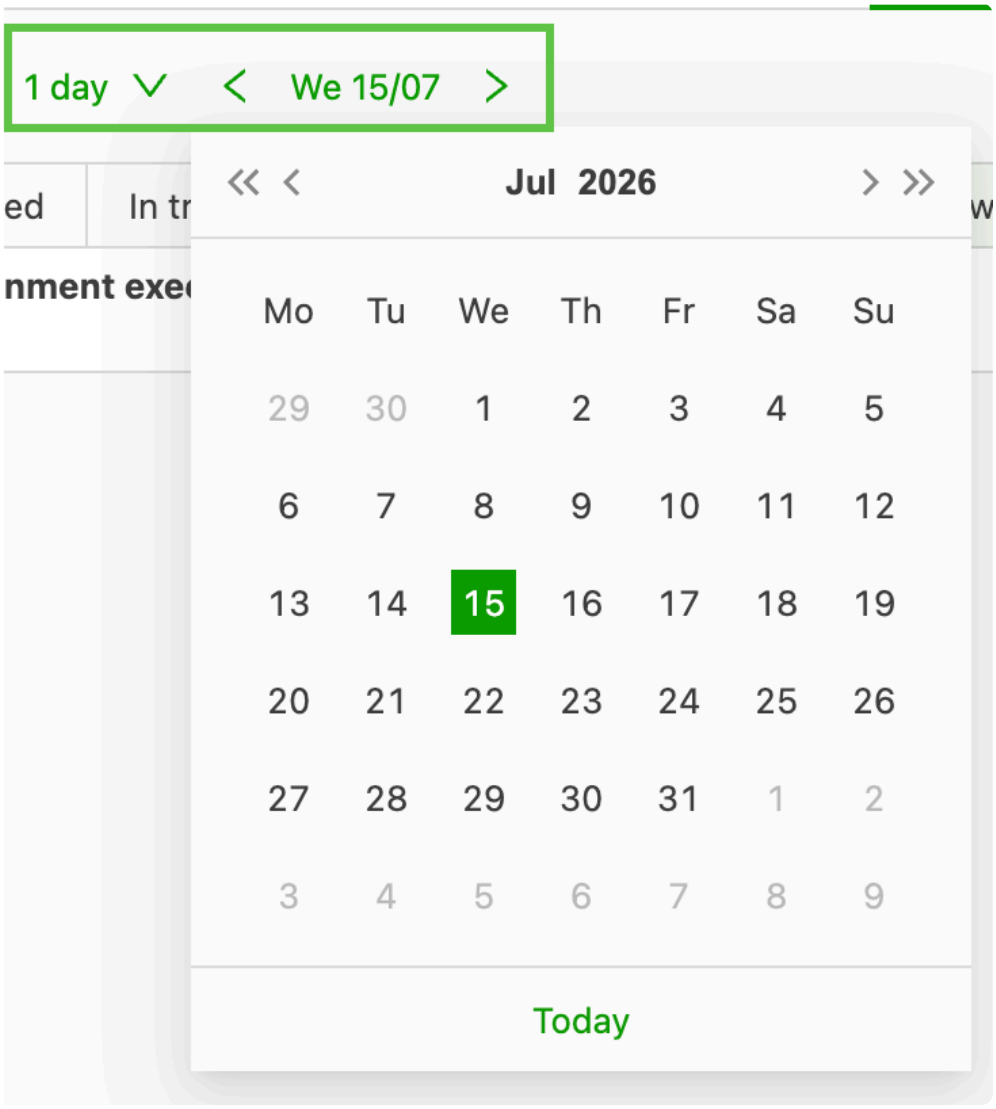




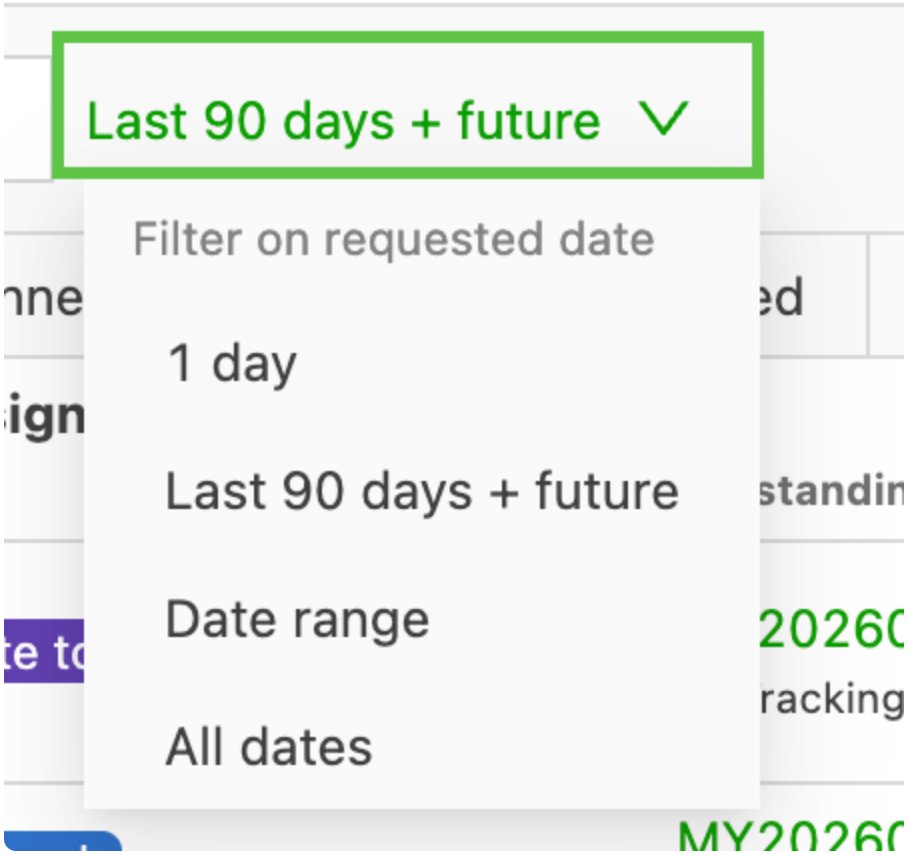
Select date range option

The following filter options are available:

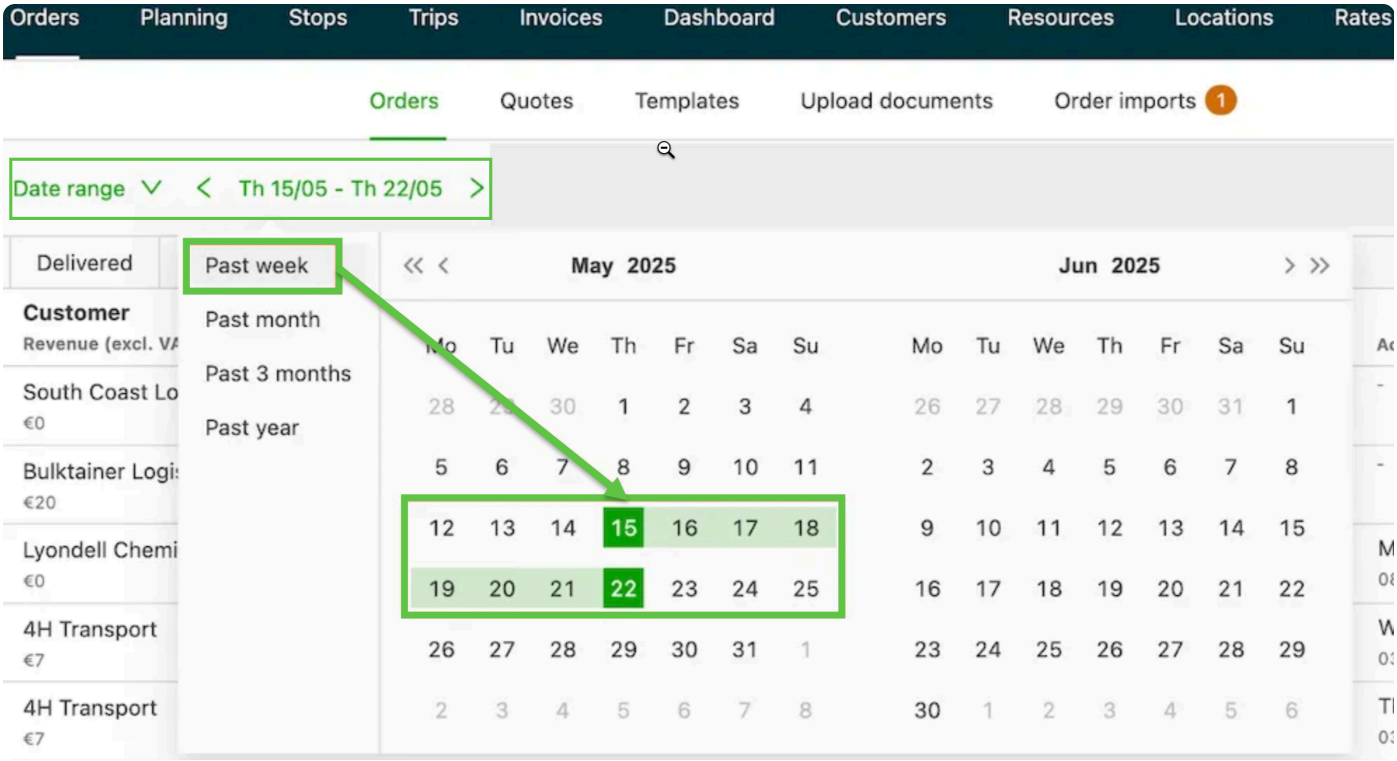
- **1 day**: filters on one specific date. By default, this filters on the current date.



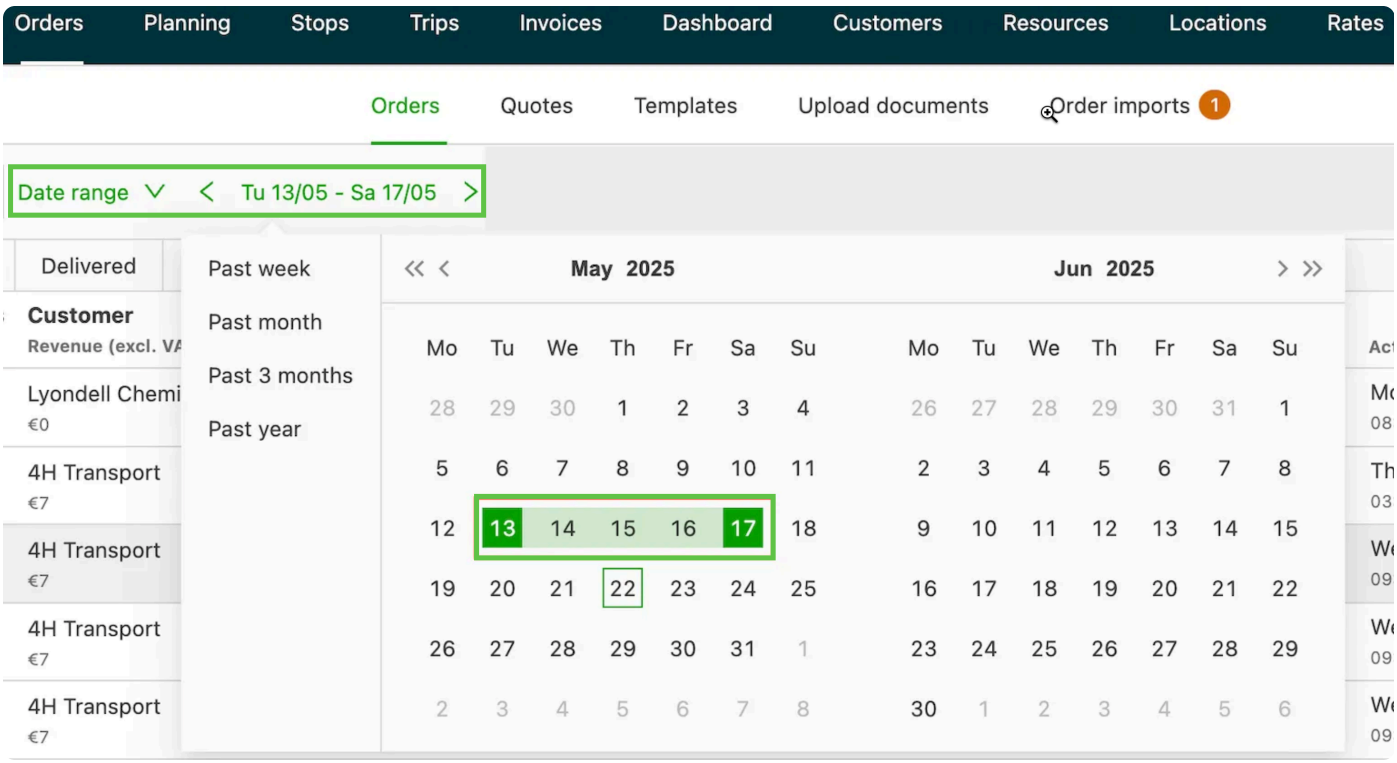
- **Last 90 days + future**: filters on all orders from the past 90 days from the current date, and any future orders.



- **Date range**: allows the user to easily select a date range on a calendar. For convenience, some preconfigured date ranges are available to make filtering easy. When one of these options is selected, the dates are selected automatically:

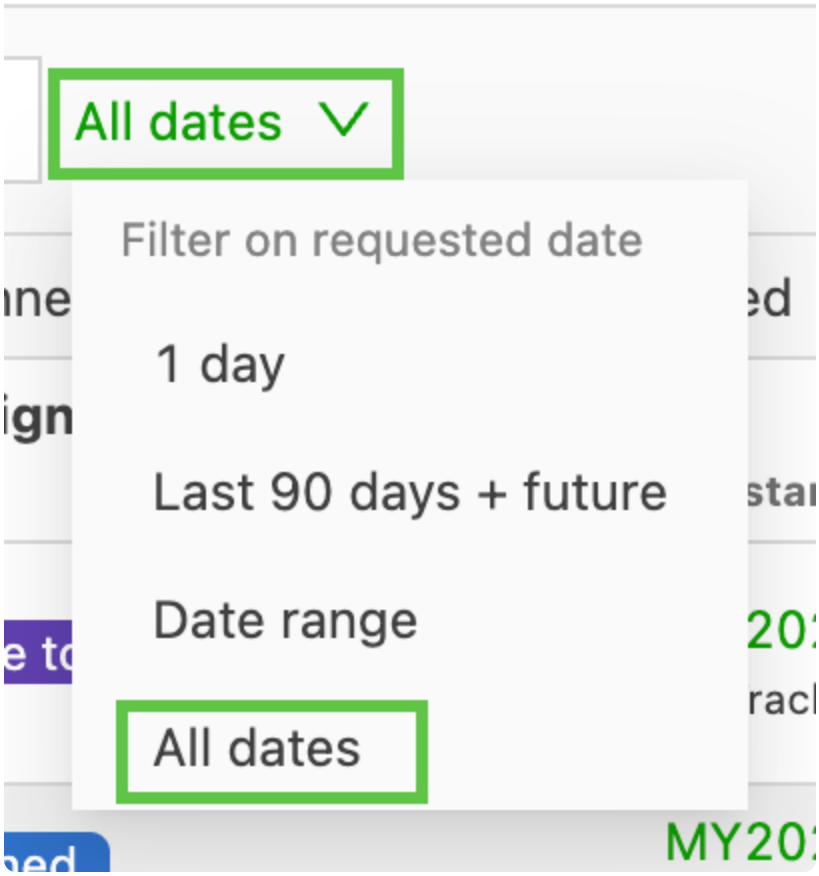


Users can also select any date range by selecting a start/end date on the calendar.



Date ranges are limited to 1 year.

- **All dates:** Selecting this option removes the date restriction entirely and returns every record regardless of date, without needing to configure a custom date range.



📚 All dates is available on all the list views: Orders, Loads, Orders to invoice, and Loads to bill.

Which date each list filters on
As with the existing date range options, *All dates* evaluates a different date field depending on the list:

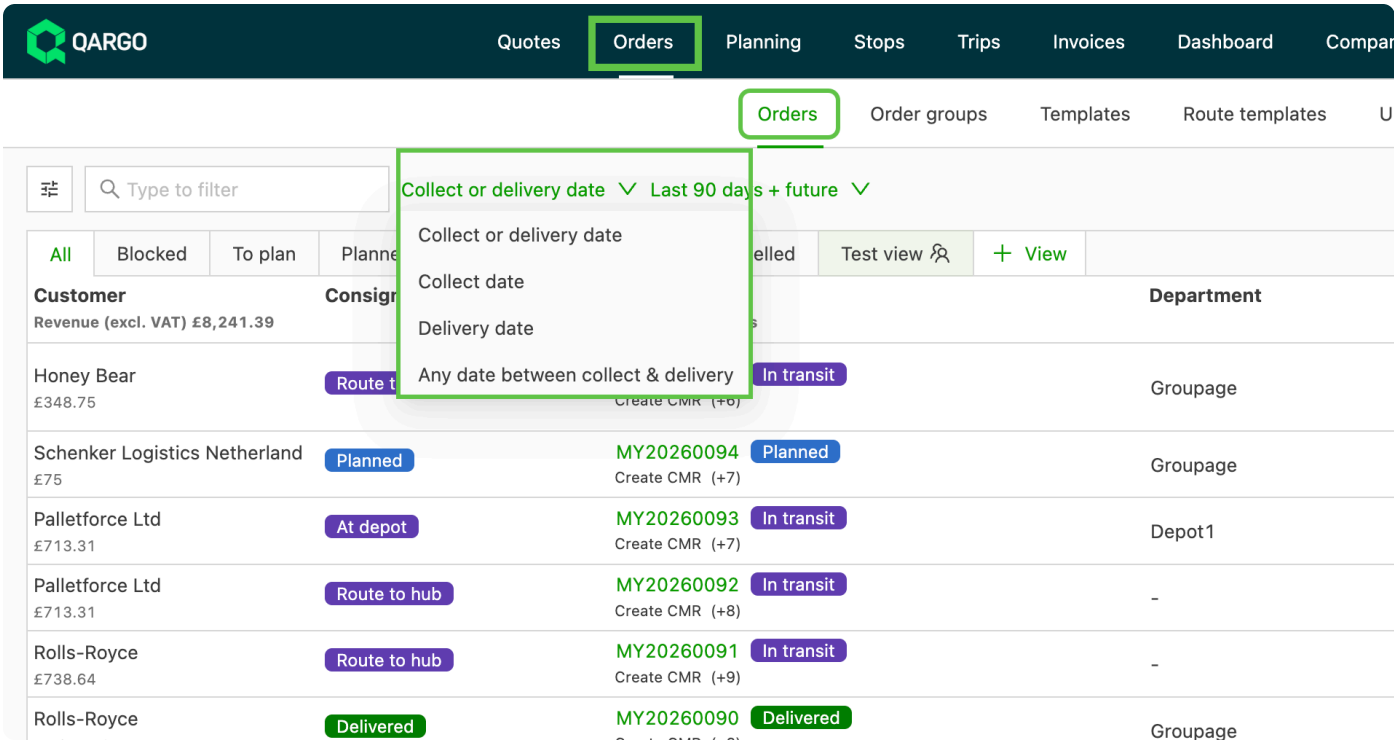
- **Orders > Orders**: filters on **Requested date**
- **Loads > Loads**: filters on **Actual date**
- **Invoices > Orders to invoice**: filters on **Requested date**
- **Invoices > Loads to bill**: filters on **Actual date**

📚 Selecting ***All dates*** may return a large number of records, depending on account volume. Combine it with other filters (customer, status, transport type) to keep results manageable. It is best suited to occasional history lookups rather than everyday work. It is slower than the bounded presets, so *Last 90 days + future* or a *Date range* remain the better choice for routine use.

‼️ ***All dates* is not saved.** On a page refresh, the filter **resets to the default** (*Last 90 days + future*).

Filter orders by pickup or delivery date

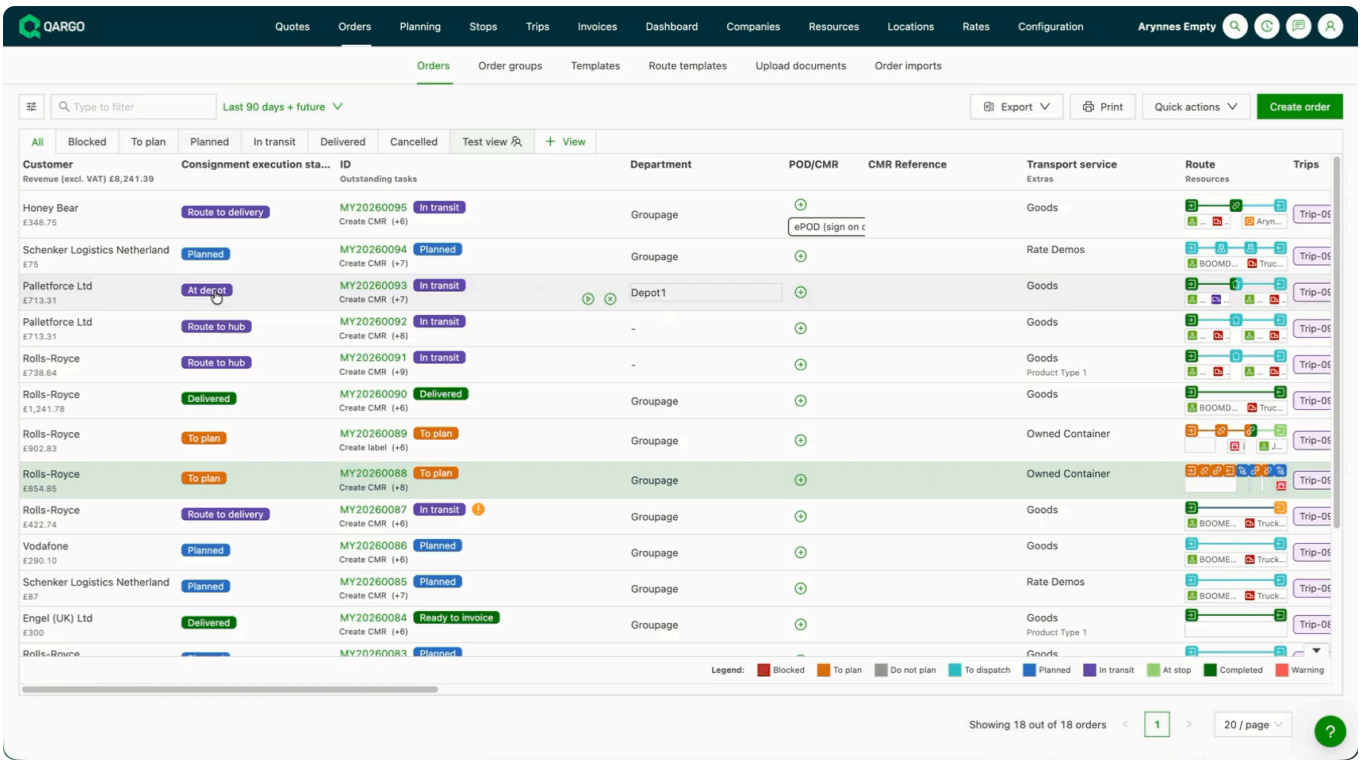
The orders overview can now be filtered by pickup date, delivery date, or both, using the same date filter already available on the planning board. This brings forward-looking, date-type filtering to the orders list. Planners can find upcoming pickups or deliveries without widening the generic date range and scanning the list by hand.



The existing date filter (see ***Select date range option*** above) filters the orders list on the ***Requested date***. **This filter adds the pickup and delivery (actual) date** dimension, and its behavior matches the planning board date filter.

Turn on the pickup/delivery date filter

1. **Navigate** to **Orders > Orders**.
2. **Click** the **Customize** button (the sliders icon at the top left of the list).
3. In the **Customize** panel, **enable** the pickup/delivery date filter section. Nothing needs to be configured beforehand: the section is available to every user.



4. **Select** a date type: pickup, delivery, or both.
5. **Choose** a date or one of the preset ranges (for example, today, this week, or next week).
6. The orders list refreshes to show only the orders whose selected date type falls within the chosen range.

Save the filter with a view

The pickup/delivery date filter works with saved views. After setting the date type and range, save the view so the same filter is applied the next time the orders overview is opened. See `Save custom view columns` above for how to create and save a view.

> 📚 This filter mirrors the planning board date filter, including how it handles orders with multiple pickup or delivery stops and container legs. Planners already familiar with the planning board filter can expect the same results on the orders overview.
> To filter specifically on the ***Requested date*** rather than the pickup or delivery date, use the existing date range filter described in ***Select date range option*** above.

Troubleshooting date filters

Issue	Resolution
All dates is not visible in the date filter dropdown	Confirm that the list view is one of the supported views (Orders, Loads, Orders to invoice, or Loads to bill). It is not available on the Stops list, Legs, or other planning views.
Selecting *All dates* returns too many results to be useful	Apply additional filters, such as customer, status, or transport type, alongside *All dates* to narrow the results.
The date range changes back to the last 90 days + future each time the page loads	Expected. The date filter is not saved. After a page refresh, it goes back to "Last 90 days + future", whichever option was selected. Select the range again.
The filter reset to the default after a refresh	Expected behavior. *All dates* is not persisted; reselect it after each refresh.
The list feels slow after selecting *All dates*	Expected on large datasets. *All dates* removes the date bound and is slower than the bounded presets; switch back to *Last 90 days + future* or a *Date range* for routine work.

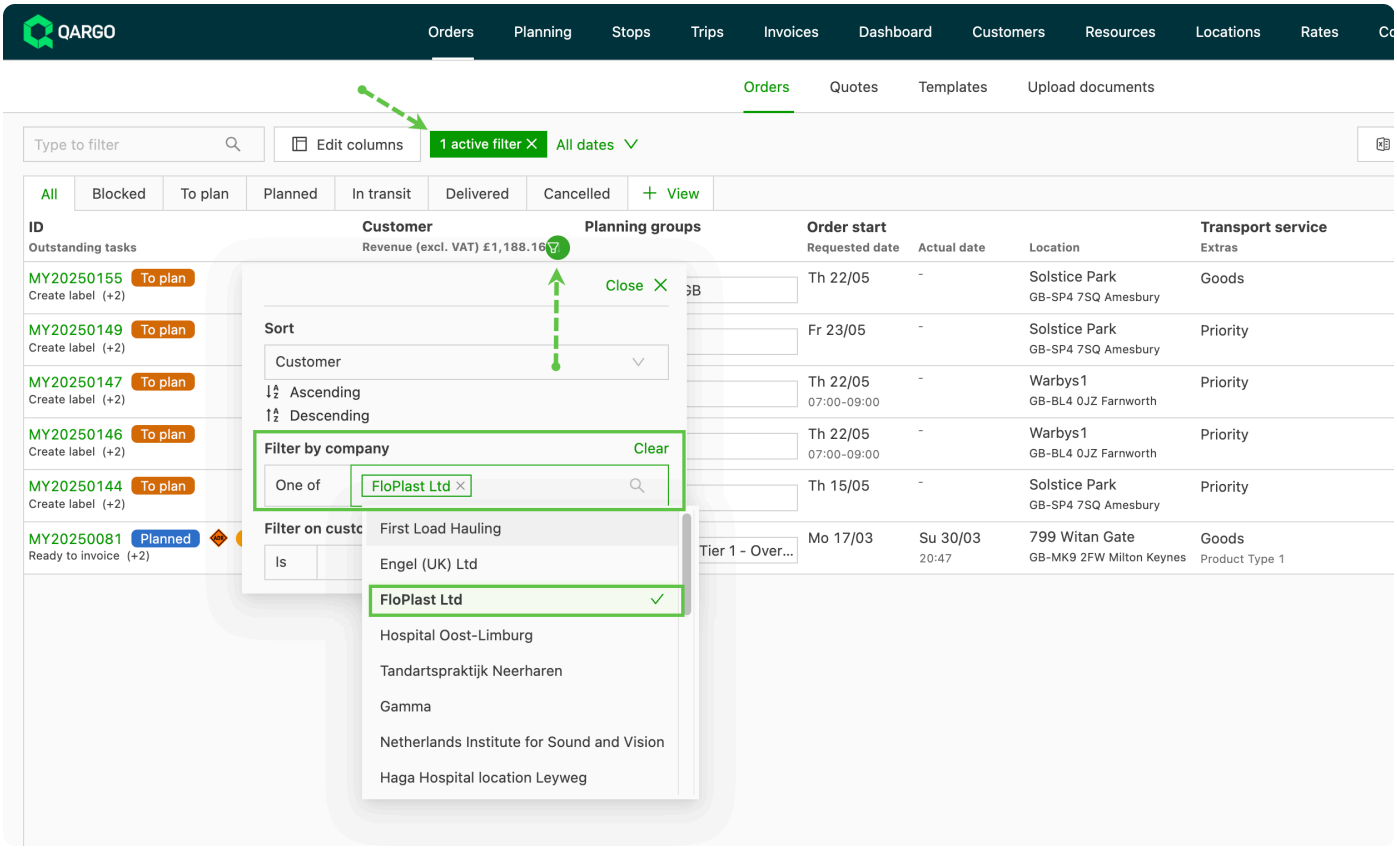
If orders are not showing as expected, make sure the date filter type (Requested date or Actual date) matches the workflow. For example, billing customers on load dates requires filtering via Requested date.

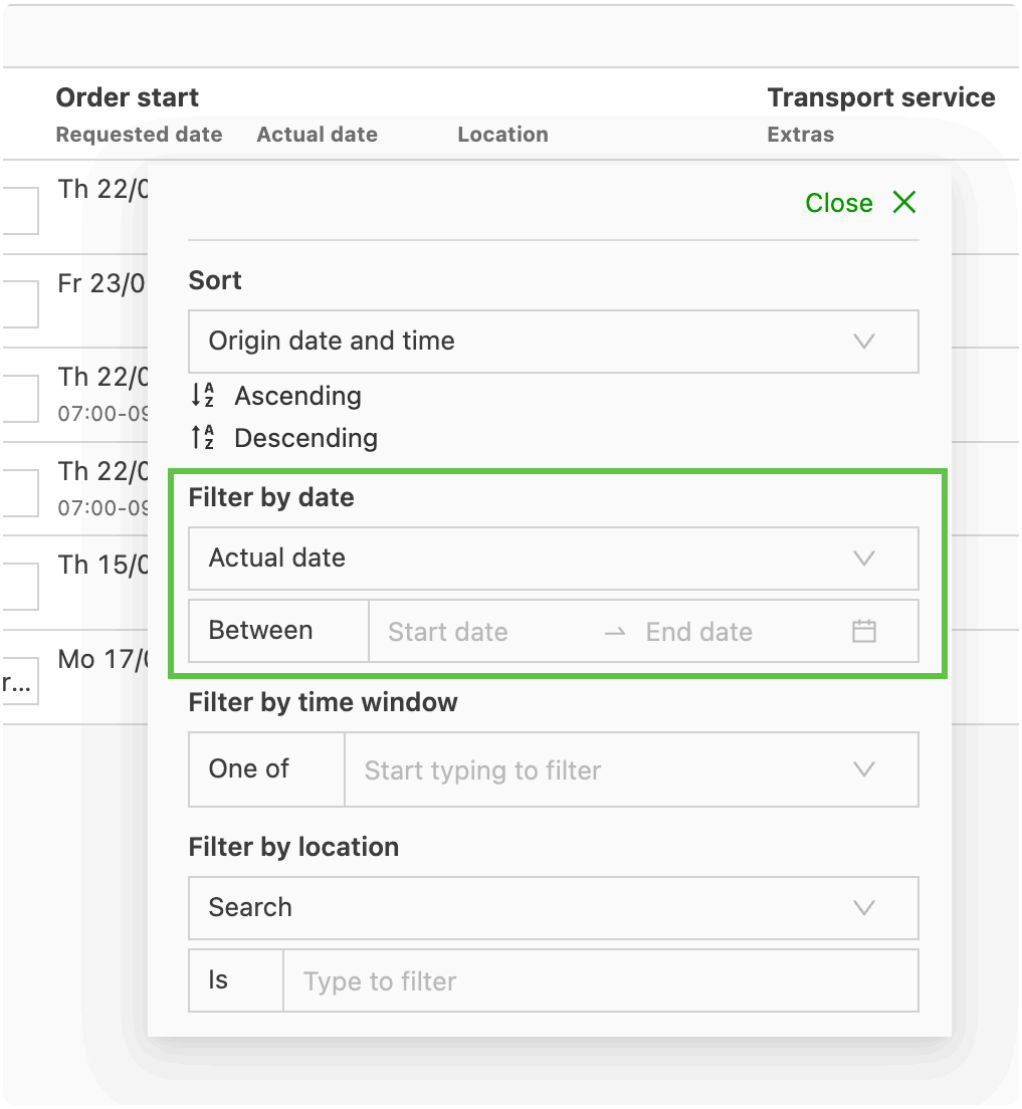
- Adjust the settings accordingly to capture all relevant orders.
- Make sure the **Requested date** field is activated in the view settings before applying the filter.
- Select the **Requested date** option from the date filter dropdown and specify the desired date range for filtering.
- Distinguish between the **Requested date**, which is customer-focused, and the **Actual date**, which represents operations dates.

Filter data

When hovering over a column header that displays a funnel icon, filter options are available. Data on the order list page can be filtered using the filter icon in the table header.

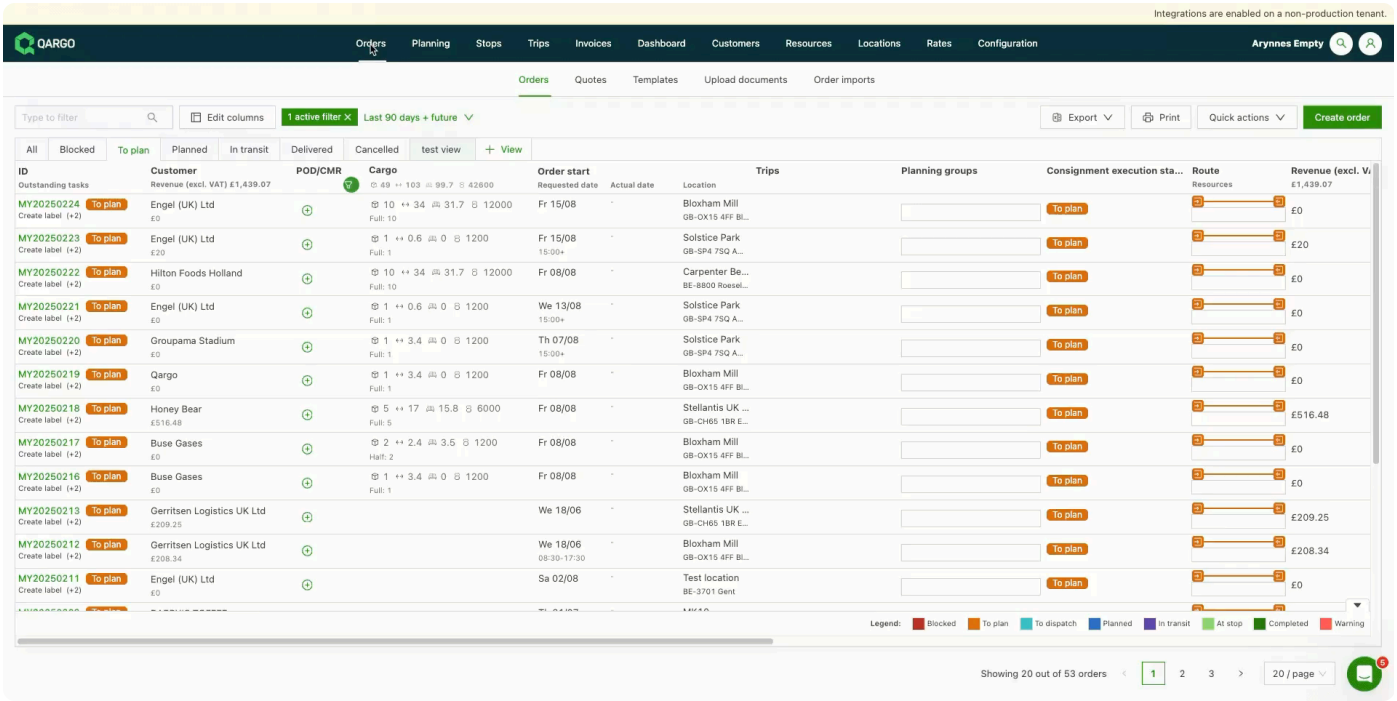
- Click the filter icon.
- Select the data to filter.
- Close the modal.


QARGO
Orders
Planning
Stops
Trips
Invoices
Dashboard
Customers
Resources
Locations
Rates
Orders
Quotes
Templates
Upload documents
Type to filter
Edit columns
1 active filter
All dates
All
Blocked
To plan
Planned
In transit
Delivered
Cancelled
View
ID
Outstanding tasks
Customer
Revenue (excl. VAT) £1,188.16
Planning groups
Order start
Requested date
Actual date
Location
Transport service
Extras
MY20250155 To plan
Create label (+2)
Th 22/05
Solstice Park
GB-SP4 7SQ Amesbury
Goods
MY20250149 To plan
Create label (+2)
Fr 23/05
Solstice Park
GB-SP4 7SQ Amesbury
Priority
MY20250147 To plan
Create label (+2)
Th 22/05
07:00-09:00
Warbys1
GB-BL4 0JZ Farnworth
Priority
MY20250146 To plan
Create label (+2)
Th 22/05
07:00-09:00
Warbys1
GB-BL4 0JZ Farnworth
Priority
MY20250144 To plan
Create label (+2)
Th 15/05
Solstice Park
GB-SP4 7SQ Amesbury
Priority
MY20250081 Planned
Ready to invoice (+2)
Mo 17/03
Su 30/03
20:47
799 Witan Gate
GB-MK9 2FW Milton Keynes
Goods
Product Type 1
Close
Sort
Customer
Ascending
Descending
Filter by company
Clear
One of
FloPlast Ltd
Filter on custo
Is
First Load Hauling
Engel (UK) Ltd
FloPlast Ltd
Hospital Oost-Limburg
Tandartspraktijk Neerharen
Gamma
Netherlands Institute for Sound and Vision
Haga Hospital location Leyweg

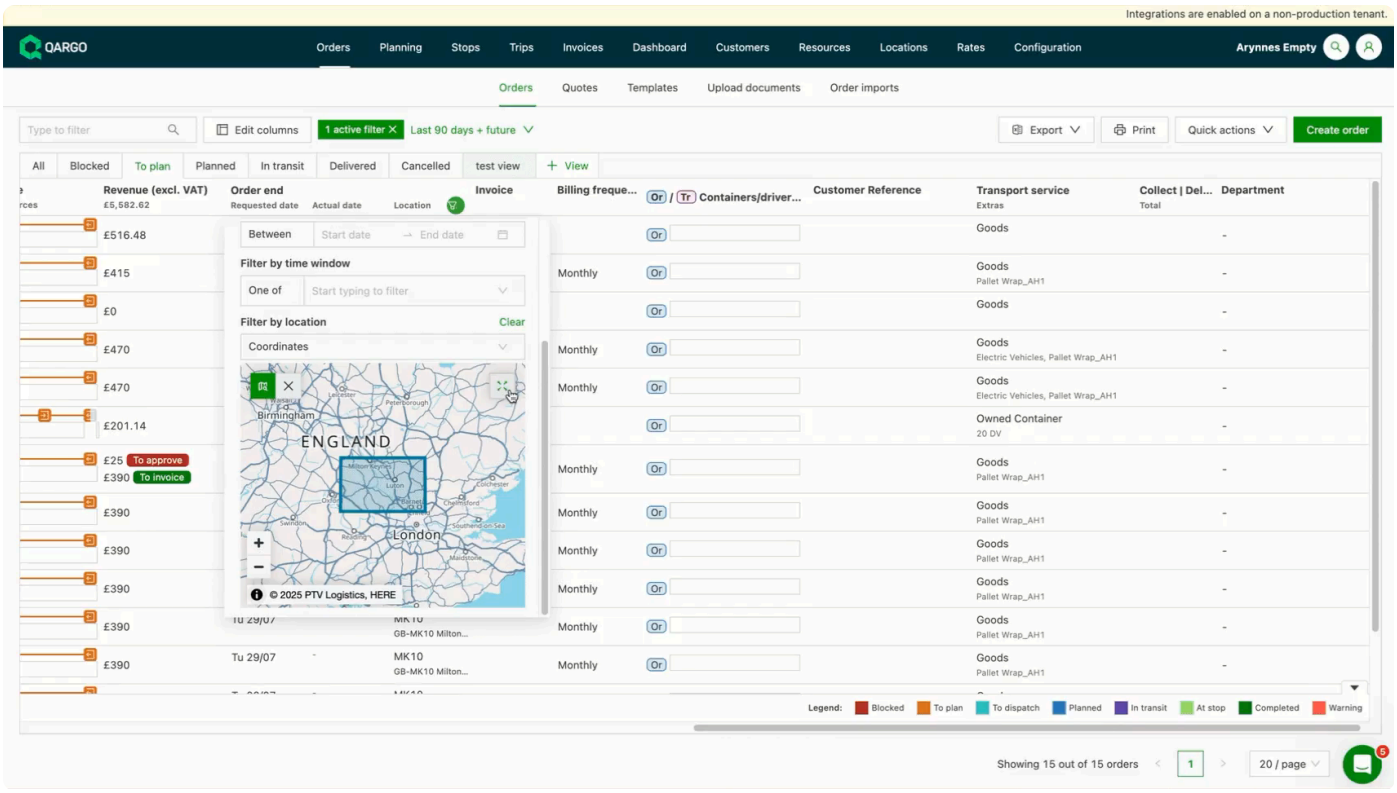


The filter is saved. The next time the order list page is opened, the same view is shown. Filter options can include:

- Customer
- Dates/times
- Groups
- Locations
  - Option to select map coordinates and filter based on the selected region.



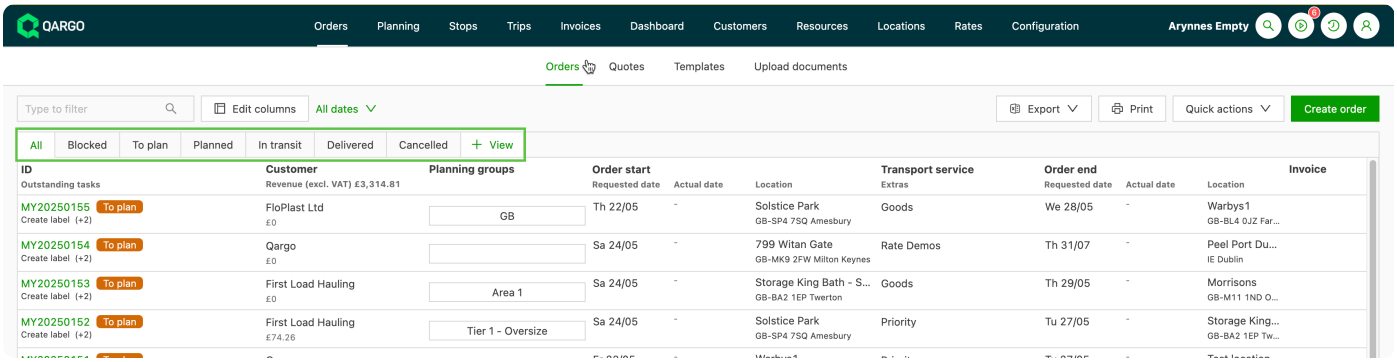
📚 Expand the map view when filtering by coordinates to open a large map view of the selected area.



The status can also be filtered by clicking the standard available filters:

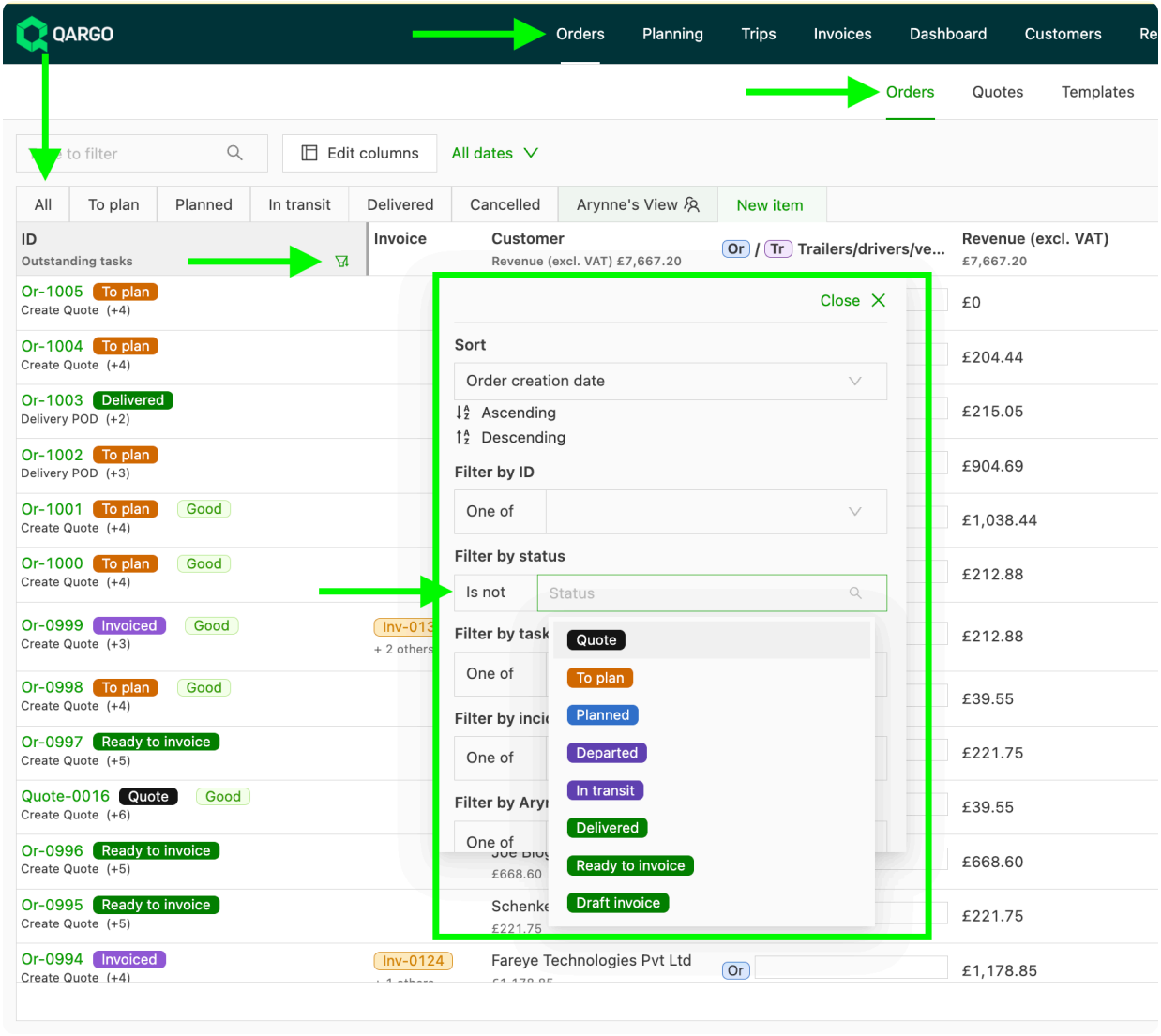
- All
- Blocked
- To plan

- Planned
- In transit
- Delivered
- Canceled
- View (custom)



Tip: Some filter options only allow 1 data point to be entered, i.e., **is / is not**, whereas **one of** allows multiple options to be selected. See the example below.

When searching on the **Status**, only 1 value can be entered using the ***'is not'*** statement. This is correct for individual views.

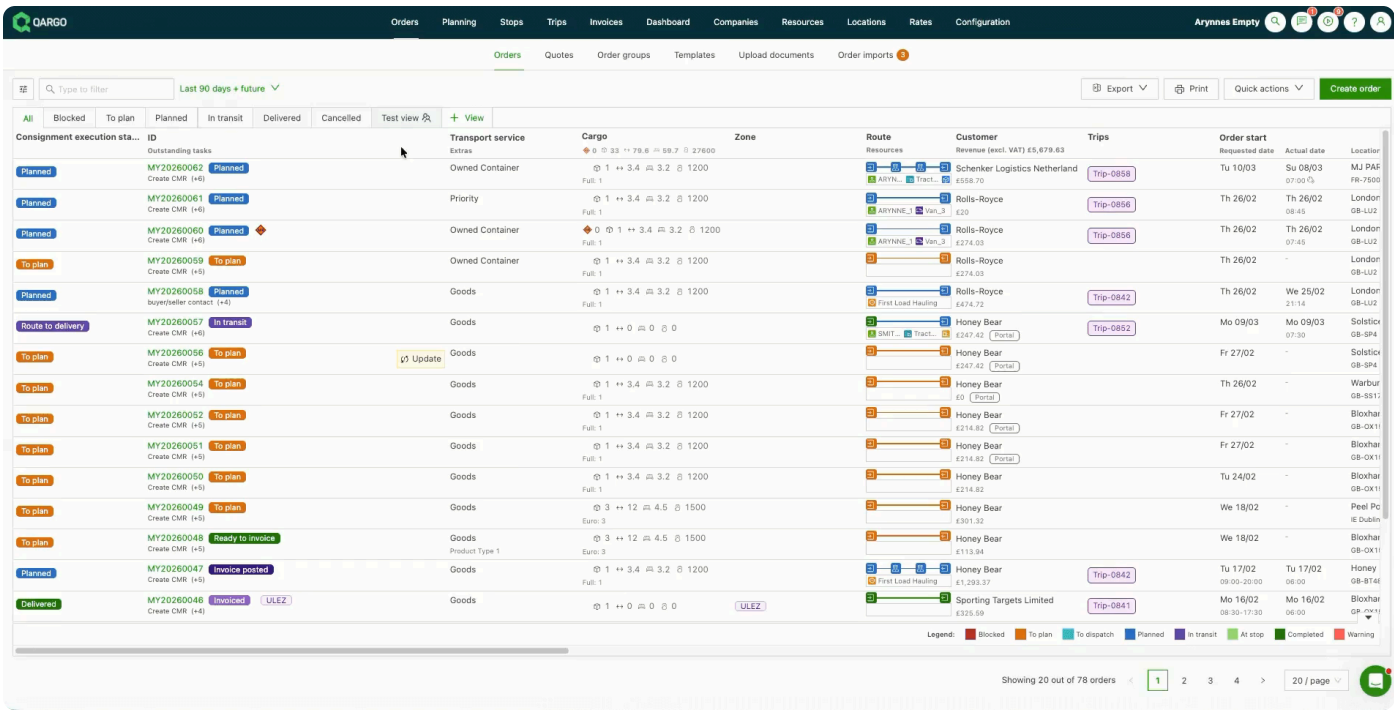


To consolidate all the pending tasks into 1 view, use the status filter ***'one of'*** instead.

Sort columns

The order list view supports sorting on some columns to help prioritize and organize the view.

- To sort by a column, click the column header.
- An arrow indicator appears, showing the current sort direction (ascending or descending).
- Click again to reverse the sort order.



Sortable columns

Sorting is available on columns that contain structured, comparable data. Typical examples include, but are not limited to:

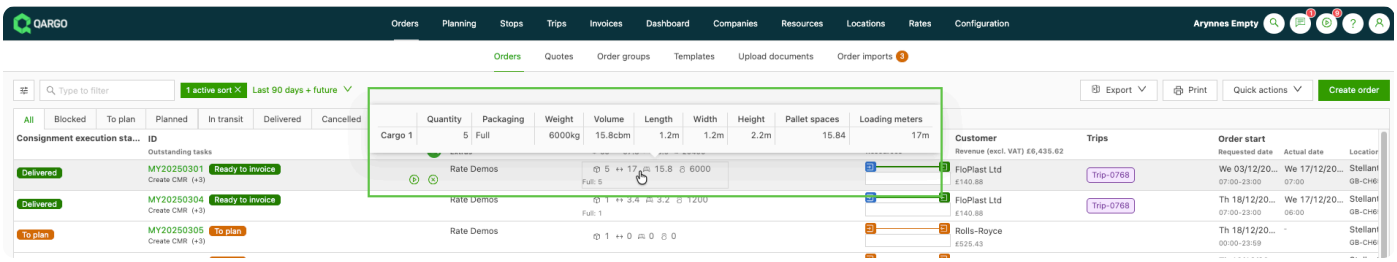
- Order number (ID)
- Customer
- Shipment operations status
- Order start date
- Department
- Network

📚 If a column header shows an arrow indicator when clicked, the column is sortable. If no arrow appears, that column does not support sorting.

Freight data and weight: *display only*

Freight details (including weight, volume, loading meters, pallet spaces, and dimensions) are displayed in the orders list as **summary data only**.

- Hovering over the **Freight** column on an order row reveals a tooltip with the full breakdown per shipment line.



‼️ Sorting and filtering by weight (or other freight values) is not available in the orders list view. The freight column cannot be used as a sort or filter key.

Sort and filter by revenue, cost, and profitability

Orders and loads can be sorted and filtered by these amounts. This replaces the old on/off toggle and makes it quick to find the orders needed.

When to use this

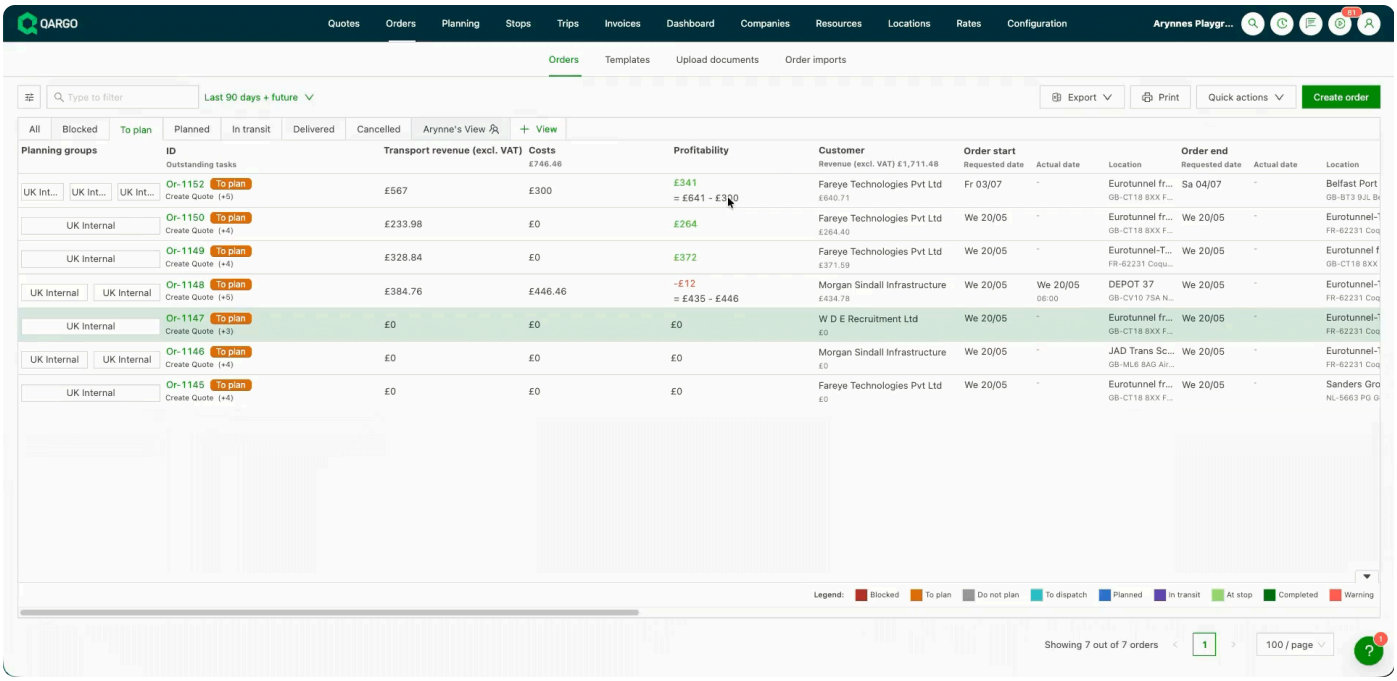
- Find orders running at a loss (negative profitability)
- Spot unusual revenue or cost amounts that might be data-entry errors
- Check for orders where costs were not recorded (cost = zero)
- Save a filtered view so the team sees the same prioritized list each time

How to use it

Click the sort and filter icon in the Revenue, Cost, or Profitability column header. In the panel that opens:

- To sort: choose Ascending or Descending
- To filter: enter a minimum amount, maximum amount, or both, then close the panel
- Select whether to filter for negative or non-negative amounts (Profitability column only)

Sort and filter choices are kept when navigating away from the screen and returning.



Extra filters

The Revenue and Profitability columns have additional options:

- Revenue: show or hide charges; show orders without charges
- Profitability: show only orders with negative profitability (losing money)

Important

- Clicking the column header does not sort. Always use the Ascending or Descending buttons in the panel.
- The Loads list has Cost and Profitability columns but no Revenue column.
- All amounts are shown in the default base currency

Display custom fields

Custom fields of type **Text** and **Date** in the *Order list* and *Load list* are now sortable in ascending and descending order. Shipment fields (e.g., *CMR reference*) are also now sortable in the *Order list*. **Clicking** a column header with a custom field toggles the sort order, consistent with built-in field behavior.

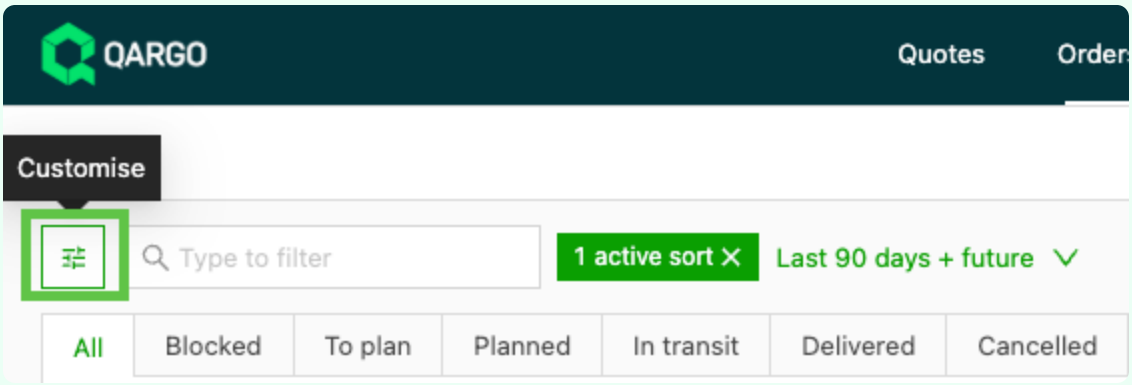
Custom field type	Sort behavior
Text	Alphabetical: A to Z / Z to A
Date	Chronological: earliest to latest / latest to earliest

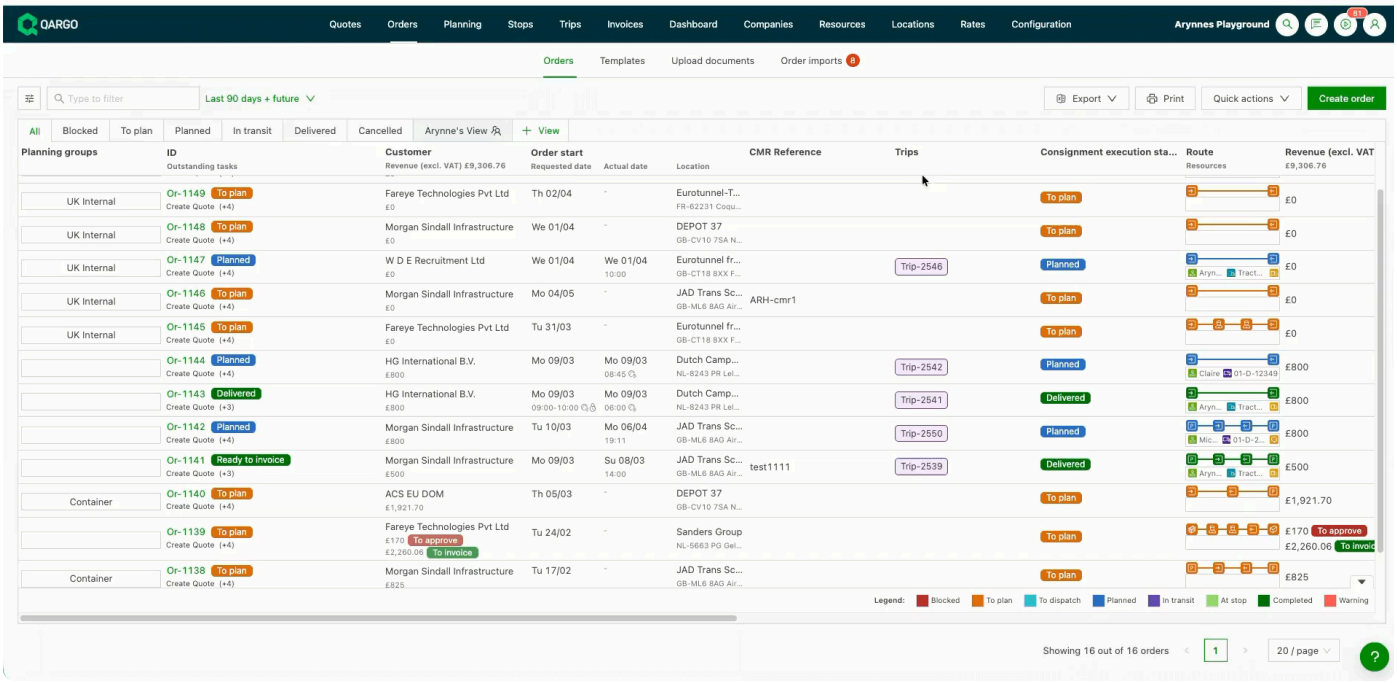
Shipment fields such as *CMR reference* are also now sortable in the *Order list*.

How to sort by a custom field

1. **Open** the *Order list* or *Load list*.
2. **Click** the column header to sort in ascending order; **click** again to sort in descending order.

📚 Display custom fields by using the custom fields filter.



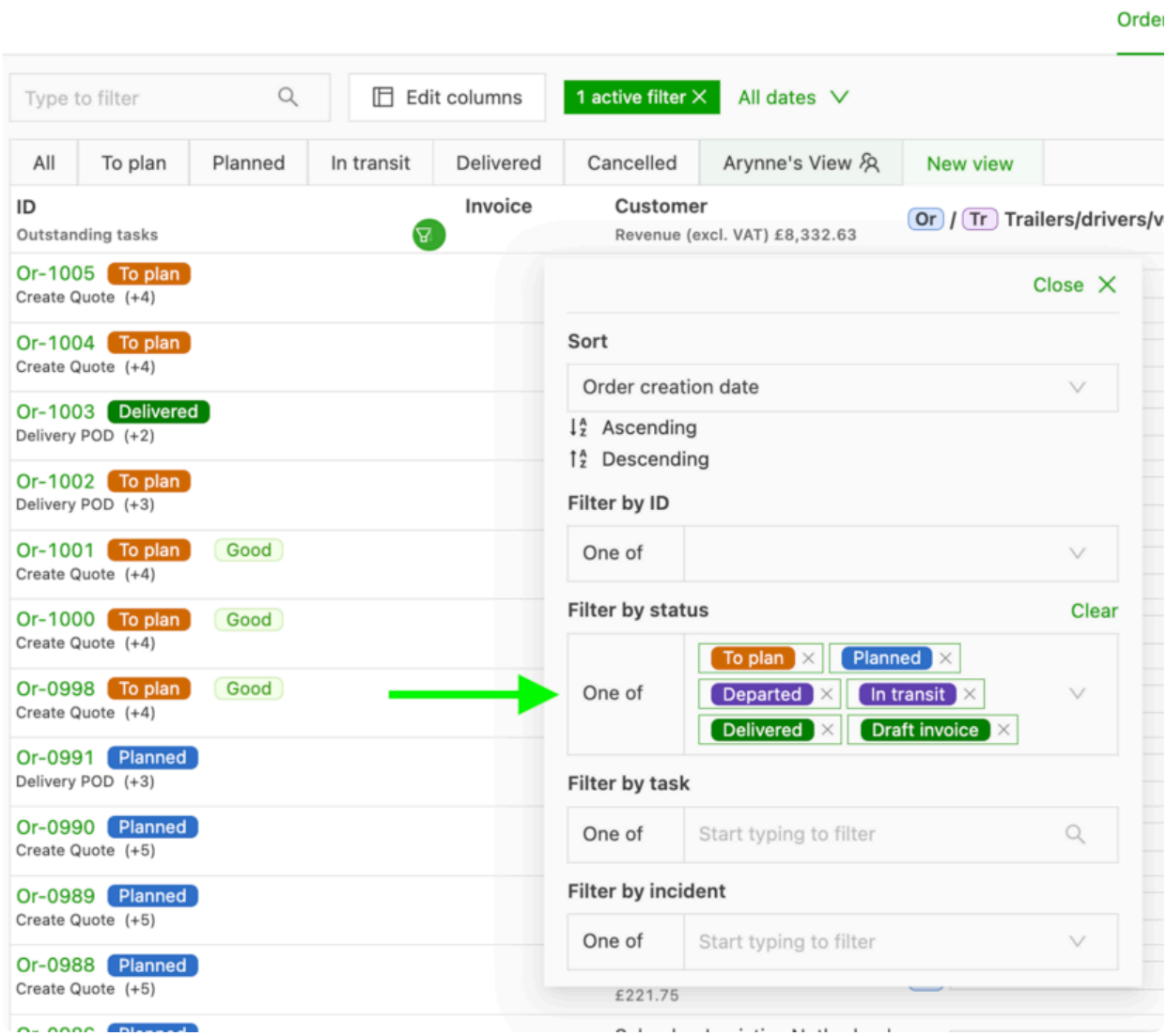


Notes and limitations

- Available in the *Order list* and *Load list* only. *Planning*, *Legs*, *Stops*, and other list views are not yet supported.
- **Dropdown** custom fields are not sortable in this release.

Best practices for managing filters

- Regularly review filter configurations to keep them aligned with operational goals.
- Differentiate between Actual date and Requested date filters and understand their use cases.
- Stay informed about updates from Qargo to take advantage of enhanced functionality and address potential issues with filters.



‼️ Custom column views (both the order and size) are **retained by the browser**. If cookies are deleted, or the browser is configured to never store cookies, the views are not saved and are reset to the default the next time Qargo is used.