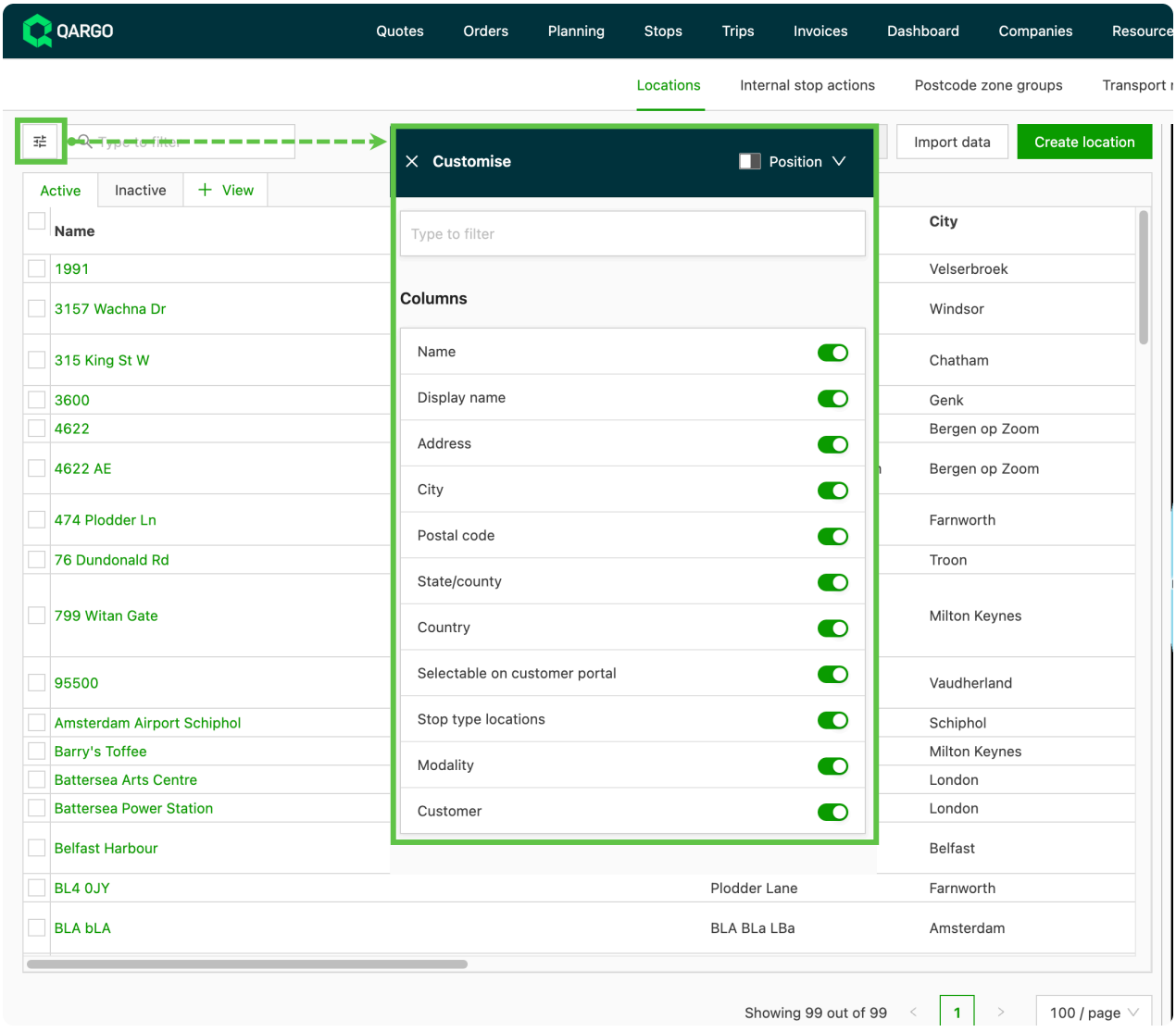
Create a new location

This article covers creating a new location so that it can be used in orders.

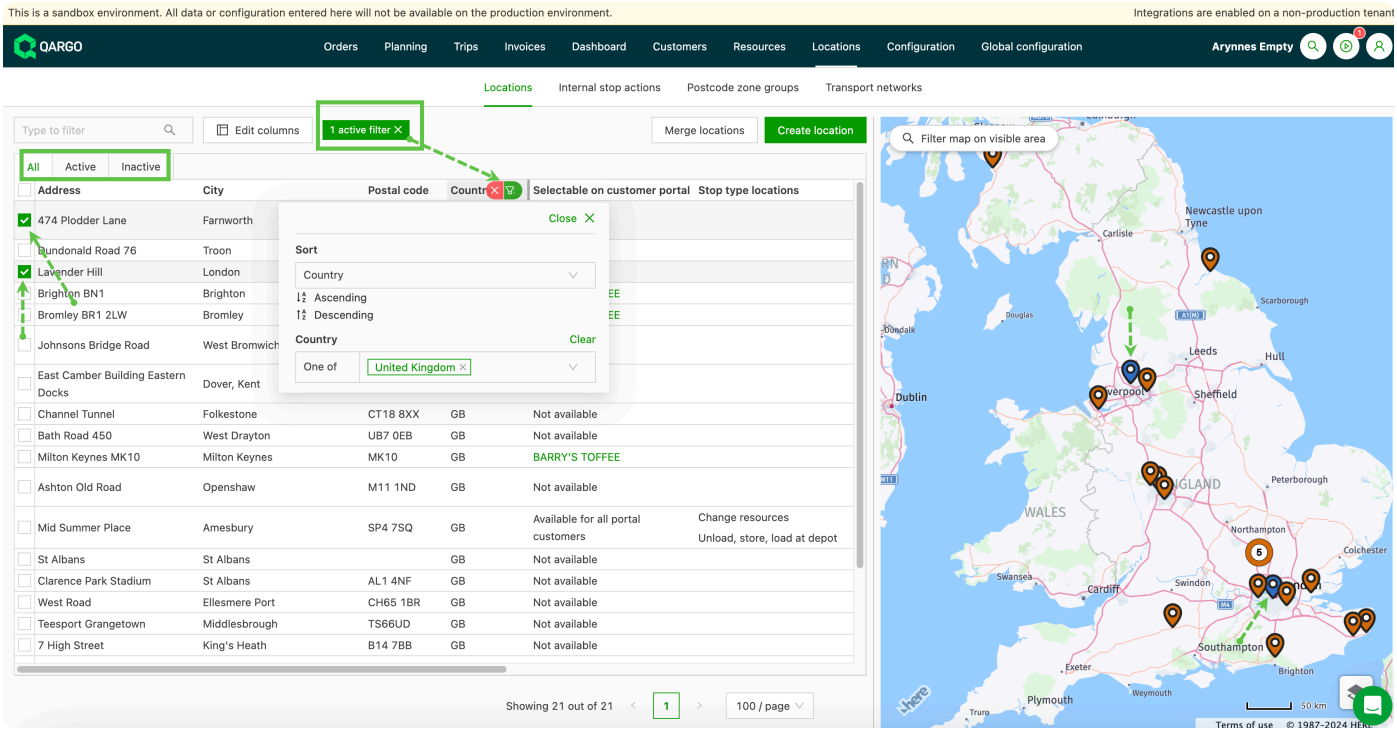
Updated July 14, 2026

Create the most frequently used locations in **"Locations"** to save time when creating orders. This ensures the correct location is used and avoids errors when selecting stop locations.

- Navigate to **Locations** and click ***'Location'*** in the header to open the locations list.
- There are 3 preset views, shown as tabs:
  - Active
  - Inactive
  - 'Create a view' (shown as **'+view'**)
- Create a custom view using **'Edit columns'**, which opens a side menu on the left of the screen.
  - Use the toggles to select which columns to display.
  - Each row shows the location details and can be selected using the checkbox. When a row is hovered over or selected, the location is highlighted on the map (blue pin).



Columns can be dragged into different positions. The column header has additional filters that give more control over which data is displayed. When a column filter is active, the column is highlighted and an alert is shown.



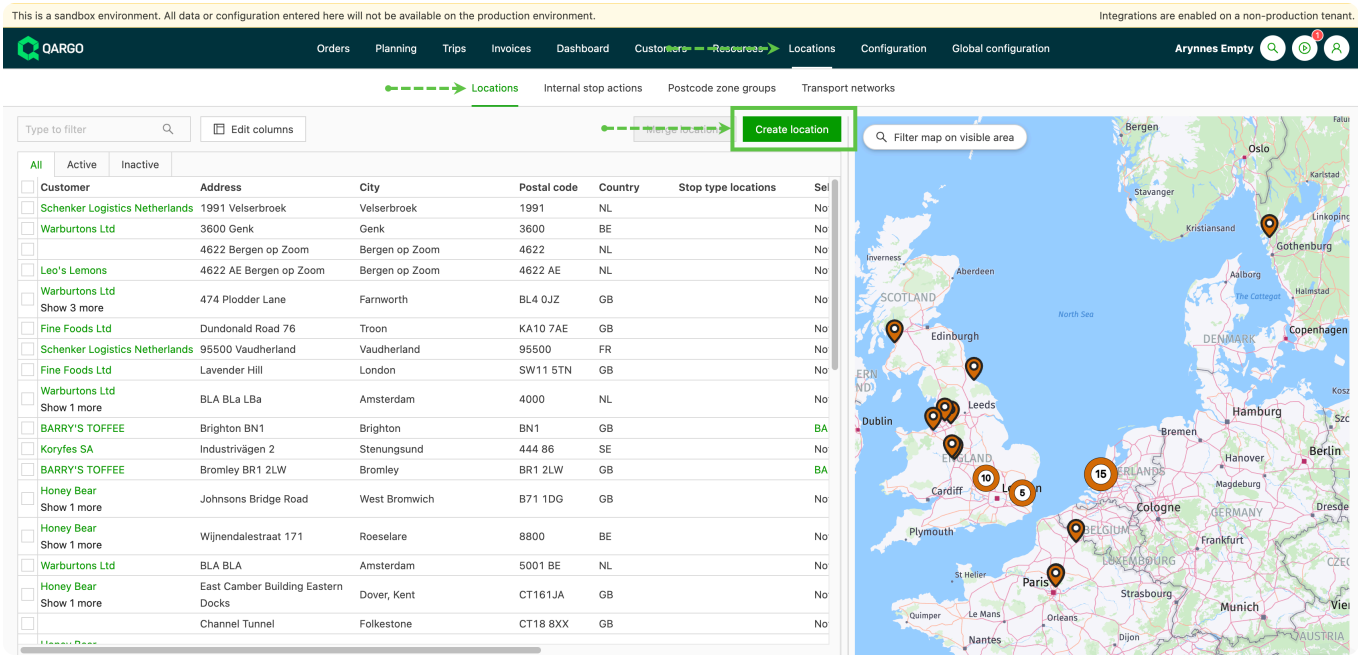
Bulk updates on the Locations tab are limited. When multiple locations are selected, only two fields can be updated in bulk:

- **Location status** (Active / Inactive)
- **Selectable on customer portal**

Other location fields (including stop duration, time windows, opening hours, and order capture defaults) cannot be updated in bulk and must be edited on each location individually.

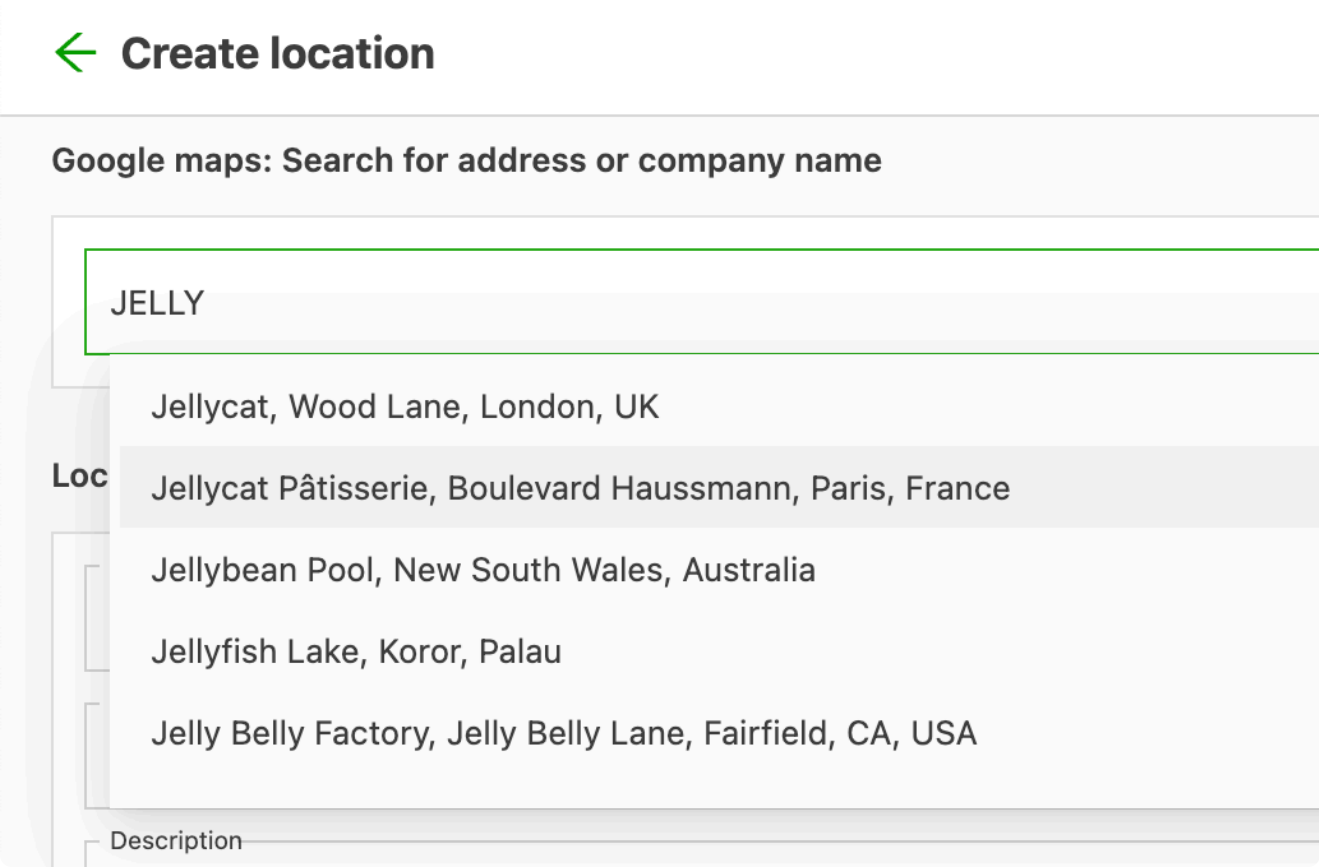
Add a new location

- Click **'Create location'**.



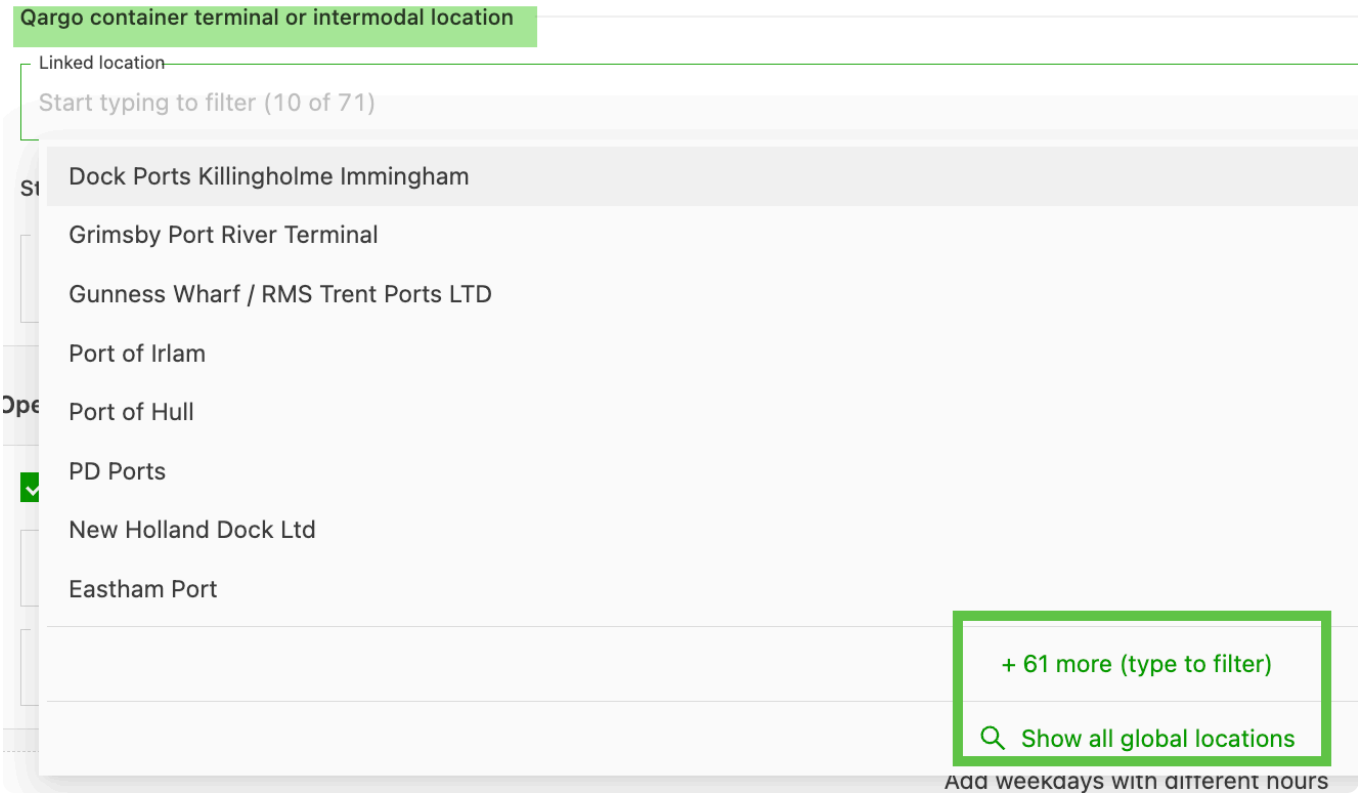
There are 2 options for entering the new location and customer details.

1. Enter the location details manually.
    1. Enter the customer name / display name
    2. Select whether the location is available in the customer portal
    3. Enter the customer address manually
2. Use the Google Maps search.
    1. Type the customer name and any other related information (for example, the city), if available.
    2. Select the correct location from the suggestions in the dropdown.

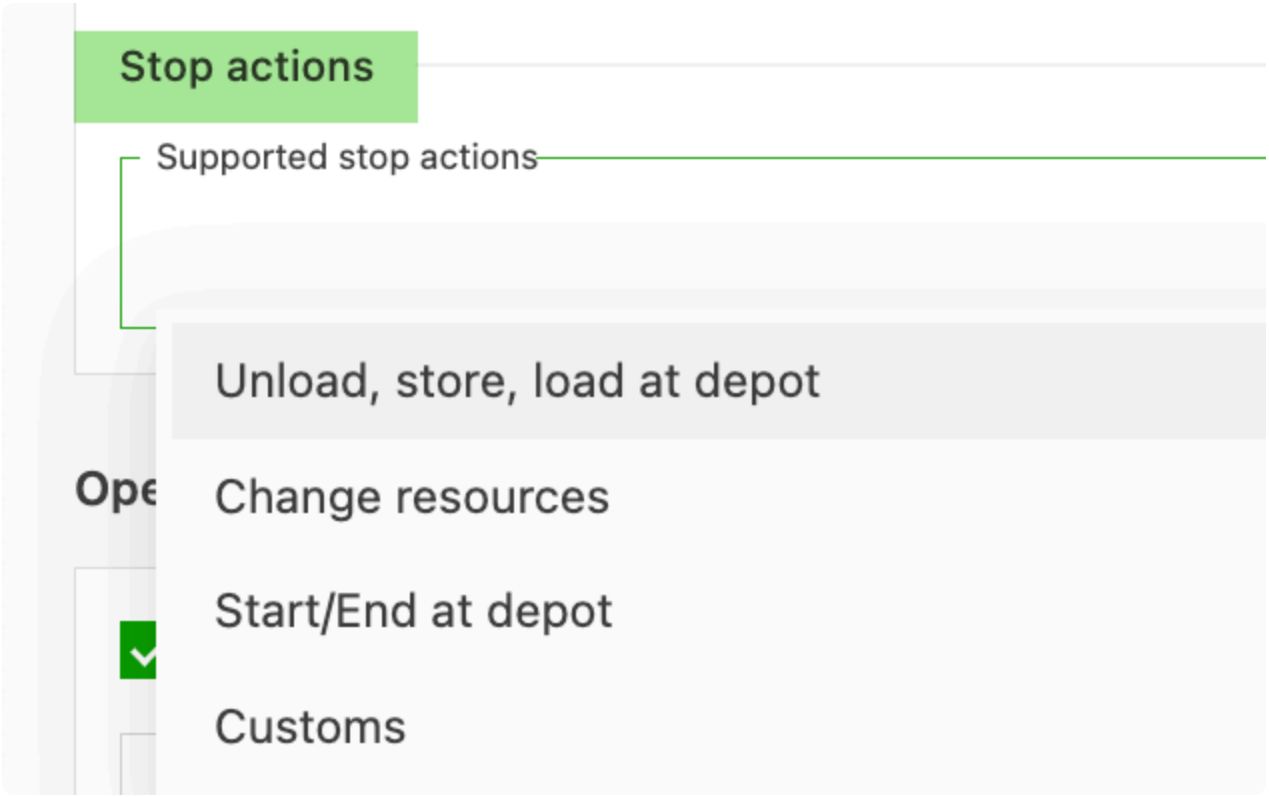


3. A number of options can be completed for the location. These become the defaults when the location is used in any order.

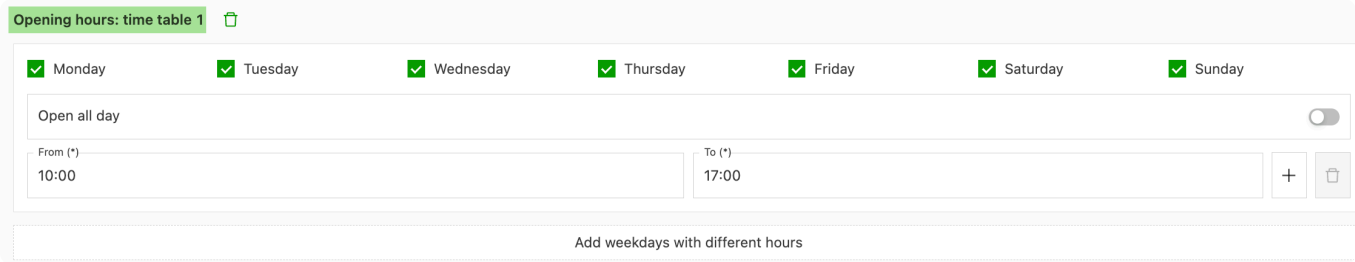
- Terminal / intermodal locations: Link any locations that are used frequently.



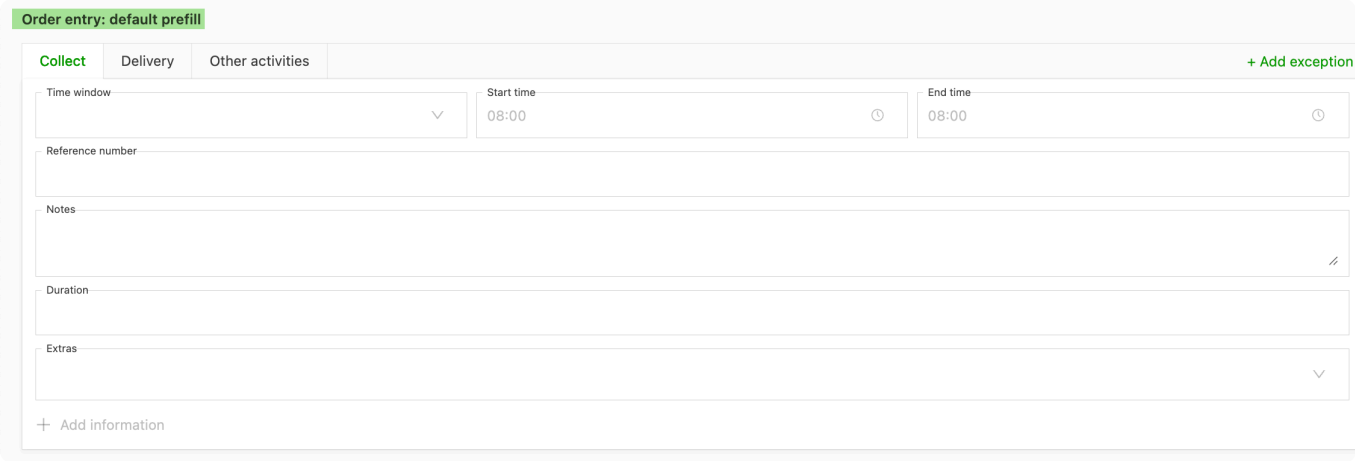
- Stop actions: Predefine specific stop actions associated with the location. If nothing is defined, the available options are determined by the transportation service selected in the order.



- Opening hours: Select default times when the location is open.



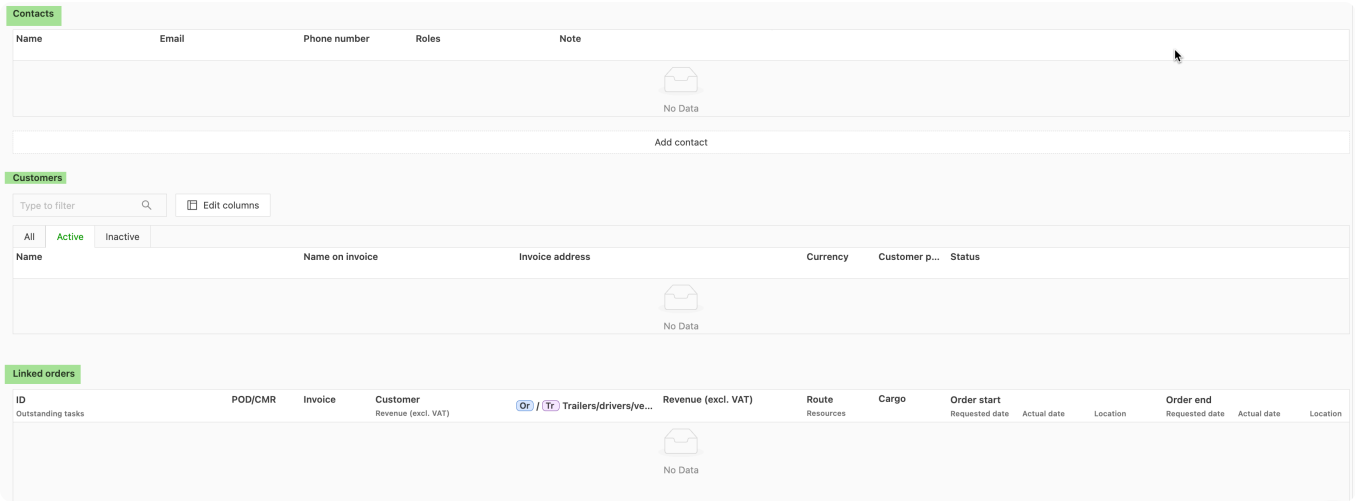
- Order capture defaults: Based on the stop activity, defaults for time windows, stop duration, and extras can be set so they are always associated with the location. When the location is selected in an order, the defaults are prefilled.



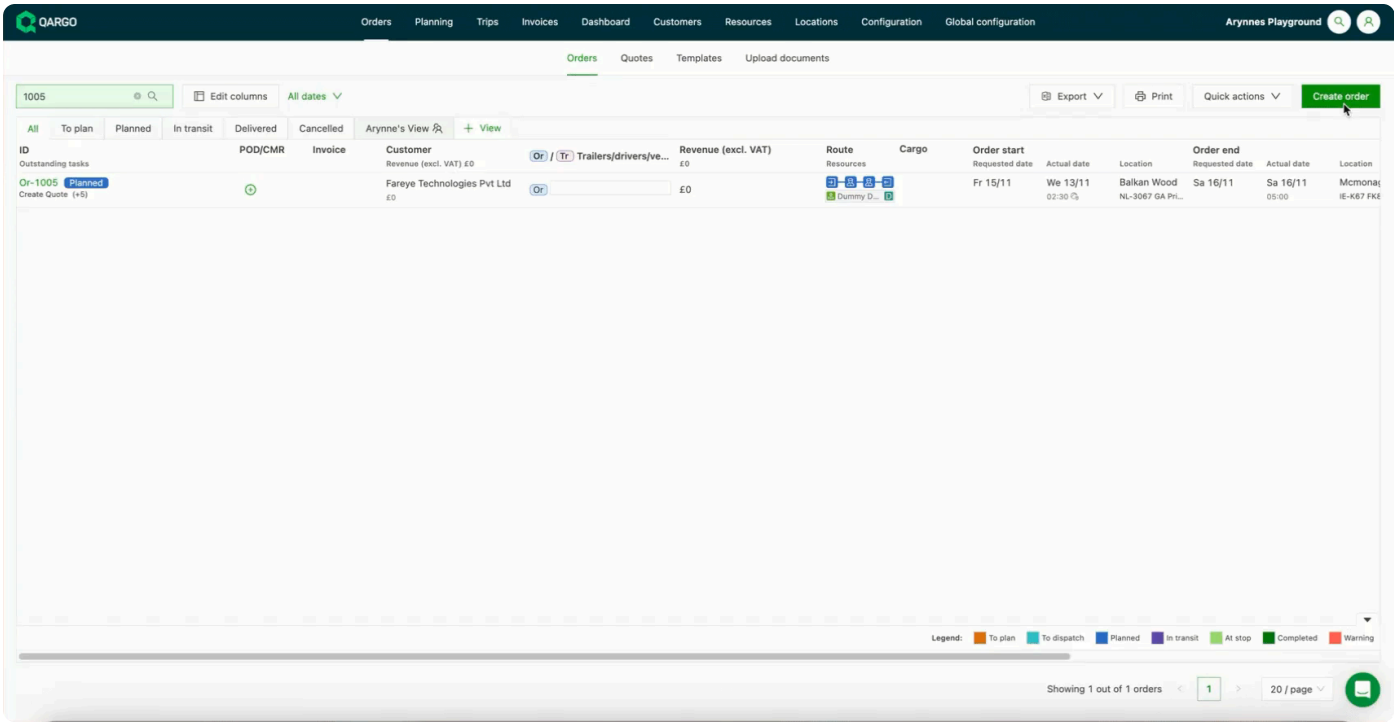
Click here to read more about time windows

  - 💡 Order capture defaults, including stop duration, are set for each location individually. They cannot be updated in bulk across multiple locations.

- Linked details (contacts, customers, orders): Add a contact for the location with an associated role. Specific customers can be linked to the location. Any orders in which the location has been used are shown under 'Linked orders'.

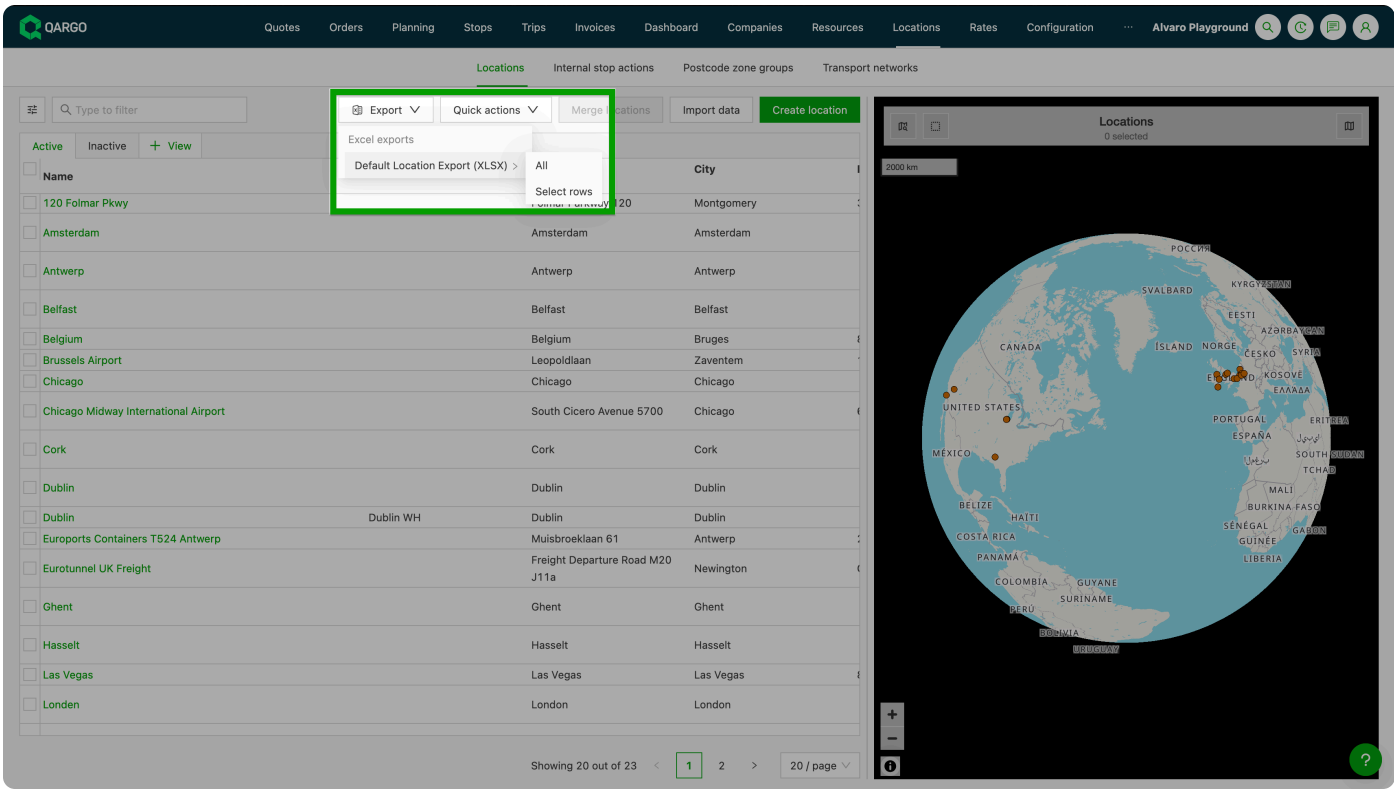


When creating an order, the customer can also be added using the same options (manual / Google location). However, this only creates the customer and does not add the location to the location database.



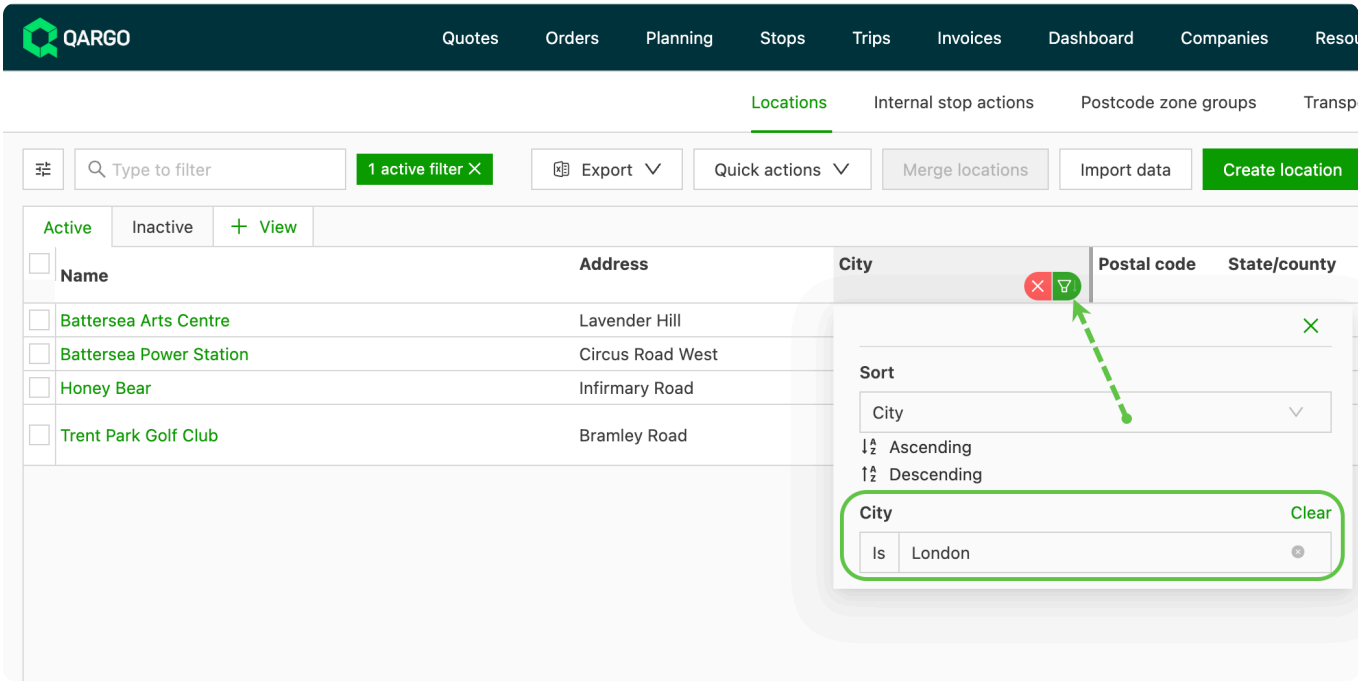
Export locations

The locations list can be exported to a spreadsheet (XLSX), either as selected rows or as the full filtered list. This works like the existing **Customers**, **Drivers**, and **Vehicles** exports and makes location master data available outside Qargo for auditing, sharing, or cross-referencing with external systems.

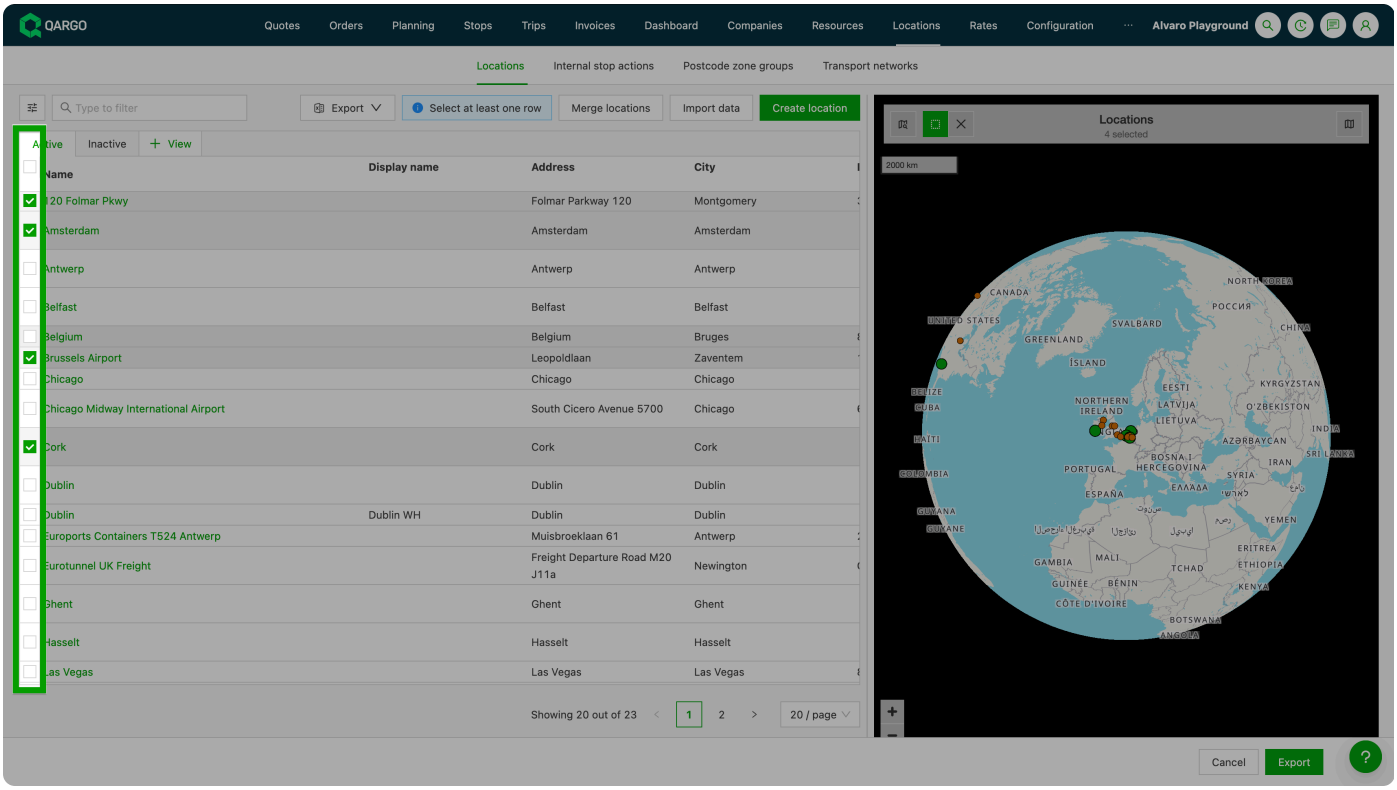


To export locations

1. Open the **Locations** list page.
2. Apply filters to create a list of specific locations, if required.



3. To export specific entries only, select the rows using the checkboxes.
4. Click **Export**, then choose **Selected rows** or **All**.



- **Selected rows** exports only the selected rows
- **All** exports every location that matches the active filters, regardless of pagination. The sort order is not applied to the file.

Exported fields

The default export includes: name, display name, code, external ID, full address, coordinates, time zone, and location type flags (port, freight station, container terminal, customer billing location, warehouse).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ID	Name	Display nar	Code	External ID	Description	Address	Second line	Postal code	City	State	Country	Latitude	Longitude	Is port	Is cargo sta	Is containe	Is customer billing location		
2	0effec29-ab	Amsterdam					Amsterdam			Amsterdam		NL	52.367573	4.9041389	false	false	false	false		
3	0fbacba9-8	Euroports Containers T524 Antwerp					Muisbroeklaan 61		2030	Antwerp		BE	51.300006	4.33337	true	true	false	false		
4	1baf45db-e	Antwerp					Antwerp			Antwerp		BE	51.219930	4.4149903	false	false	false	false		
5	204ef919-f	San Diego International Airport					Harbor Island Drive		92101	San Diego	California	US	32.732890	-117.1897	false	false	false	false		
6	3f2f7577-2	Londen					London			London		GB	51.507217	-0.127586	false	false	false	false		
7	5060ac18-	Hasselt					Hasselt			Hasselt		BE	50.930462	5.3324297	false	false	false	false		
8	50e2ba28-	Chicago					Chicago			Chicago	Illinois	US	41.88325	-87.63238	false	false	false	false		
9	6399c9ab-	Cork					Cork			Cork	Cork	IE	51.898514	-8.475603	false	false	false	false		
10	7302b637-	Manvers Way Business Park					Manvers		S63 7EL	Rotherham		GB	53.502043	-1.323579	false	false	false	false		
11	7f2803ff-58	Eurotunnel UK Freight					Freight Departure Roac		CT18 8AY	Newington		GB	51.093281	1.1112931	false	true	false	false		
12	80982131-	120 Folmar Pkwy					Folmar Parkway 120		36105	Montgome	Alabama	US	32.268573	-86.36130	false	false	false	false		
13	8c3cd75f-4	Victoria Terminal 1					Victoria Terminal, 2 W		BT3 9JL	Belfast		GB	54.628980	-5.889704	true	false	false	false		
14	8e89c448-	Chicago Midway International Airport					South Cicero Avenue 5		60638	Chicago	Illinois	US	41.786775	-87.75218	false	false	false	false		
15	91d84704-	Dublin					Dublin			Dublin	Dublin	IE	53.349805	-6.260309	false	false	false	false		
16	a0c9d2fc-8	Ghent					Ghent			Ghent		BE	51.049992	3.7303853	false	false	false	false		
17	a9b361d7-	Belgium					Belgium		8380	Bruges		BE	51.352609	3.2171343	false	false	false	false		
18	bec95691-	Belfast					Belfast			Belfast		GB	54.594087	-5.961552	false	false	false	false		
19	cae6416a-5	Dublin	Dublin WH	Dublin WH			Dublin			Dublin	Dublin	IE	53.349805	-6.260309	false	false	false	false		
20	ced9971e-4	Las Vegas					Las Vegas		88901	Las Vegas	Nevada	US	36.18	-115.14	false	false	false	false		
21	dbc05e8e-4	Manchester					Manchester			Manchester		GB	53.480759	-2.242630	false	false	false	false		
22	f036253f-e	Tour & Taxis					Avenue du Port 86C		1000	Bruxelles		BE	50.865260	4.3486687	false	false	false	false		
23	f21b0dc0-5	Brussels Airport					Leopoldlaan		1930	Zaventem		BE	50.90024	4.4859439	false	false	false	false		
24	fbbf847c-a	Winsford Industrial Estate					Road One		CW7 3QJ	Winsford		GB	53.197580	-2.494824	false	false	false	false		

🧰 Super Admins can create custom location exports using the **Templates > Create export** function.