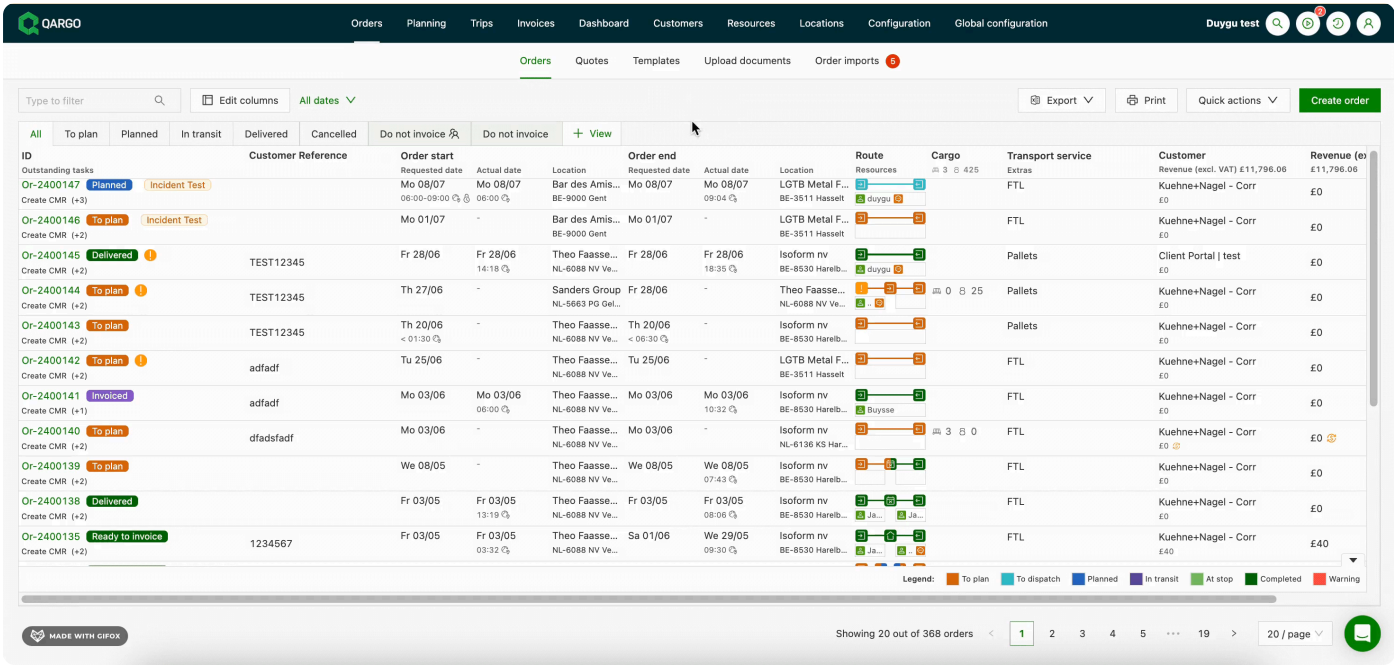
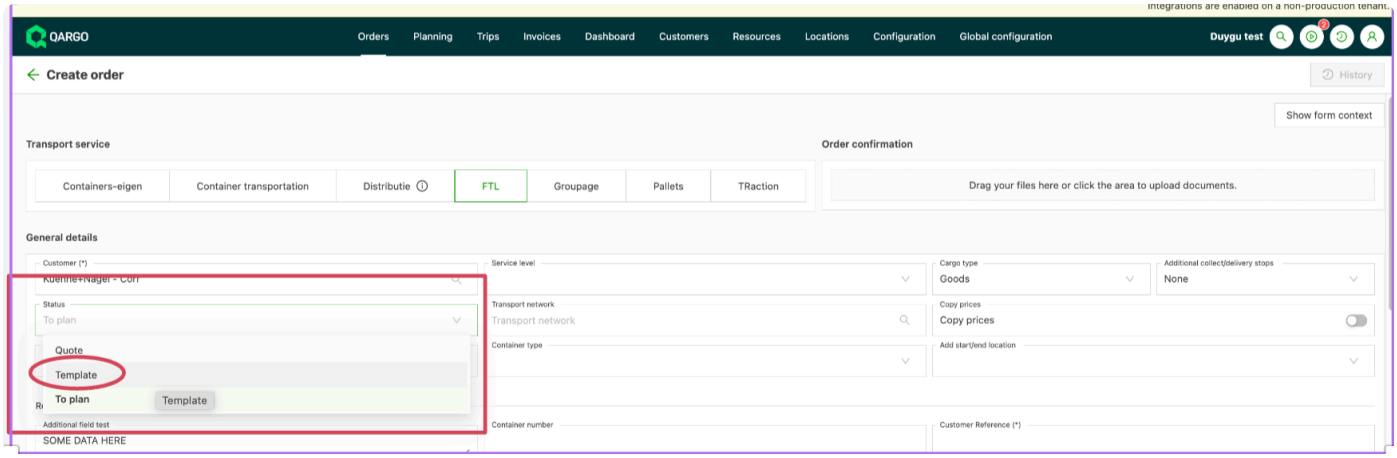
Creating an order template from an existing order

Updated February 7, 2025

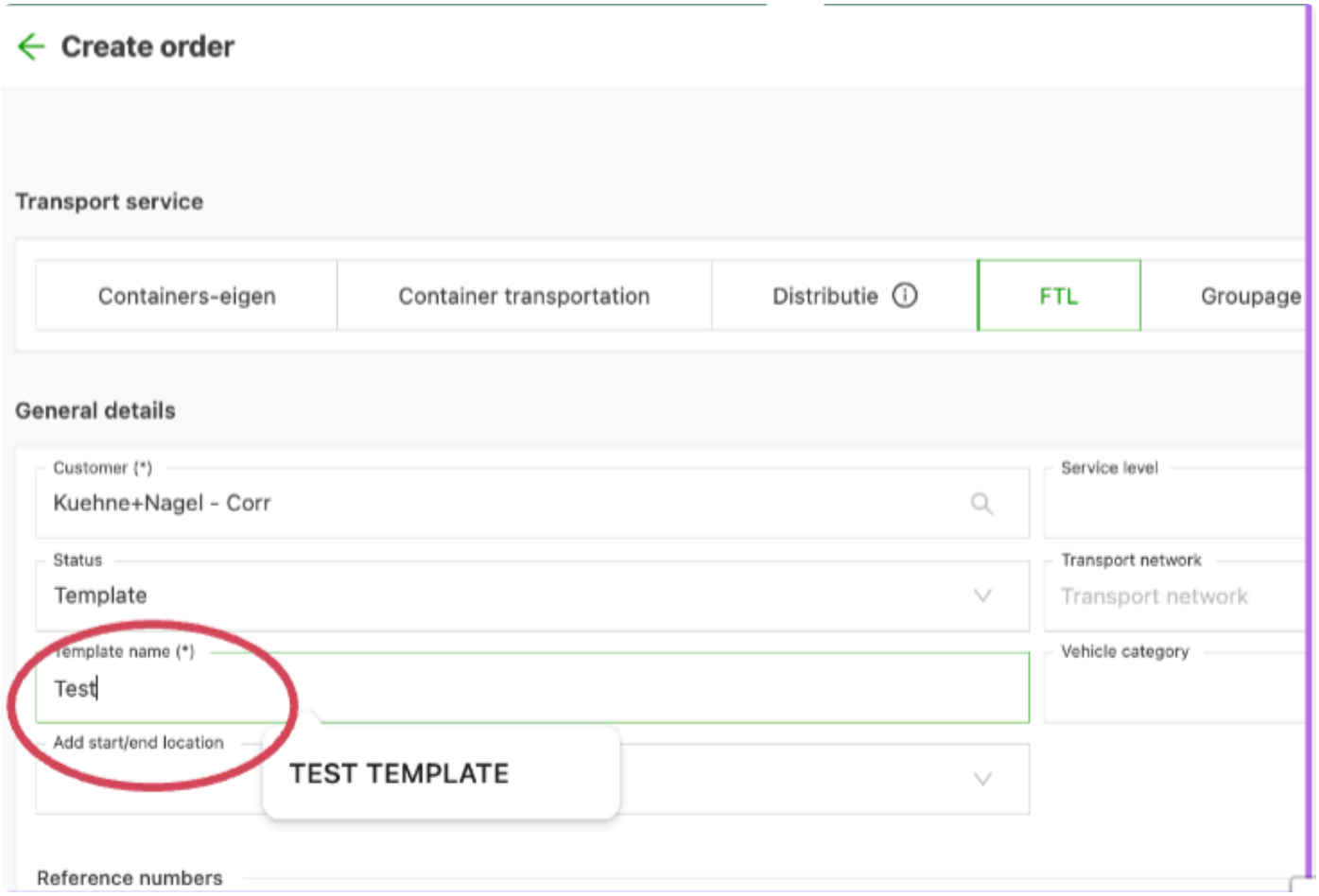
Navigate to the existing order and choose from the copy options.
Click the copy order option to use:



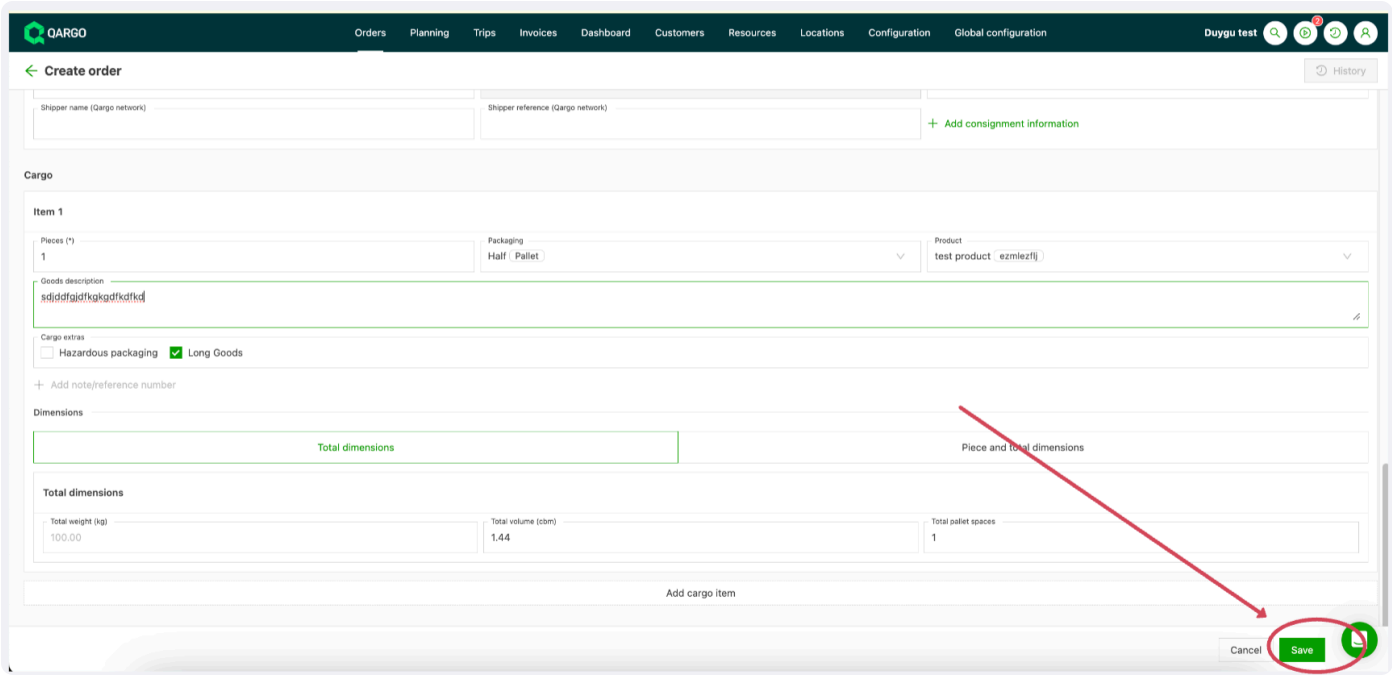
On the order creation page, select **Template** instead of **To Plan**.

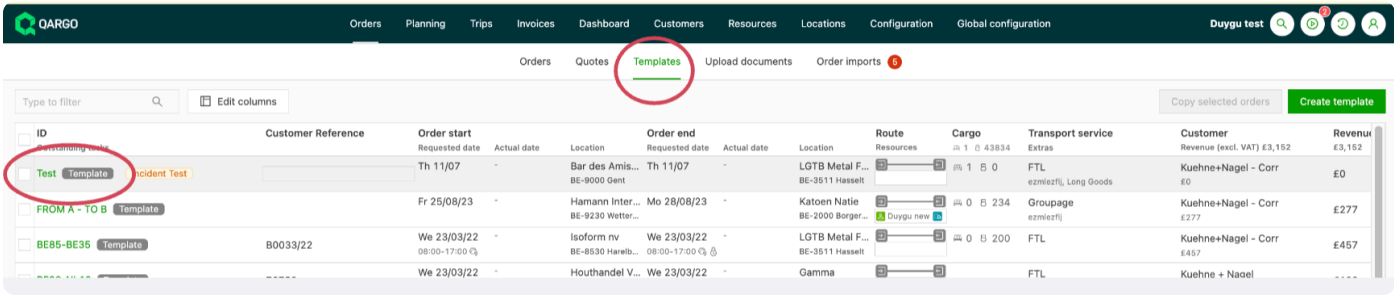


Name the template:



After making any necessary adjustments to other fields, click **Save** to list this file under templates:




QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Duygu test
Orders
Quotes
Templates
Upload documents
Order imports
Type to filter
Edit columns
Copy selected orders
Create template
ID
Customer Reference
Order start
Order end
Route
Cargo
Transport service
Customer
Test
Template
Incident Test
FROM A - TO B
Template
BE85-BE35
Template
B0033/22
Th 11/07
Fr 25/08/23
We 23/03/22
Mo 28/08/23
Bar des Amis...
Hamann Inter...
Isoform nv
Houthandel V...
LGTB Metal F...
Katoen Natie
Gamma
FTL
Groupage
Kuehne+Nagel - Corr
Kuehne + Nagel
£0
£277
£457