Sticker/label document for document recognition

Updated October 24, 2024

Transport companies often receive paperwork from customers that drivers need to sign.

After signing, this paperwork needs to be scanned and sent back to the customer.

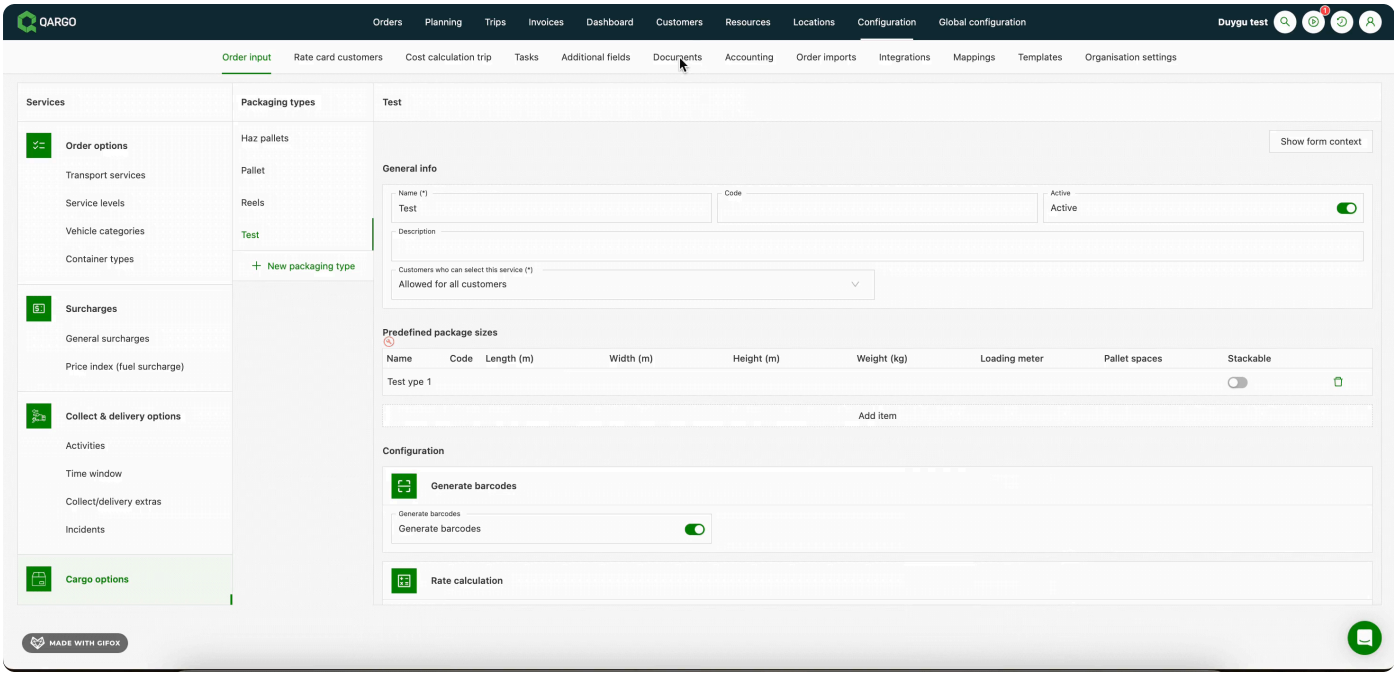
However, these documents might lack reference numbers. In that case, the Qargo document scanning system cannot automatically match the scans to the correct orders, which results in a lot of manual work.

🎉 To solve this issue, Qargo now offers a simple solution: ***a sticker document that can be printed and attached to the customer paperwork***.

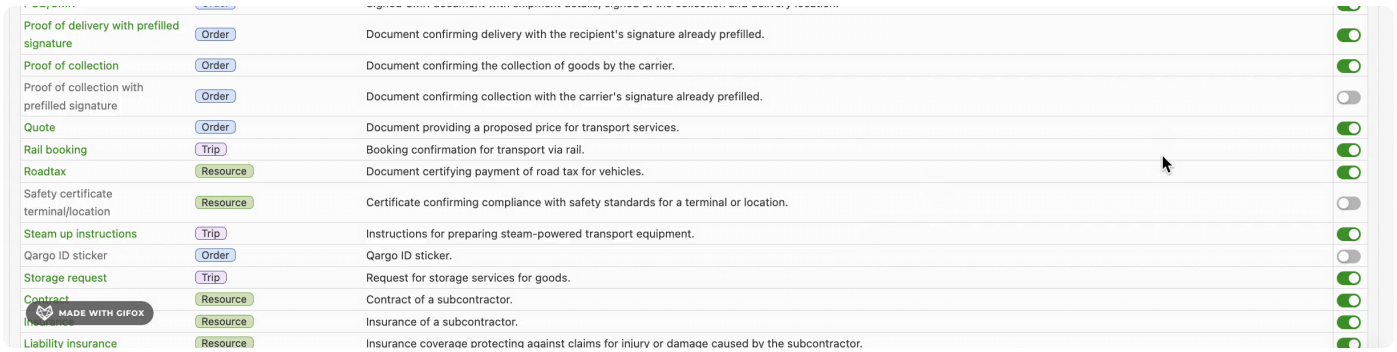
This helps link the scanned documents accurately to the correct orders.

To set it up (a sticker printer is required for this functionality):

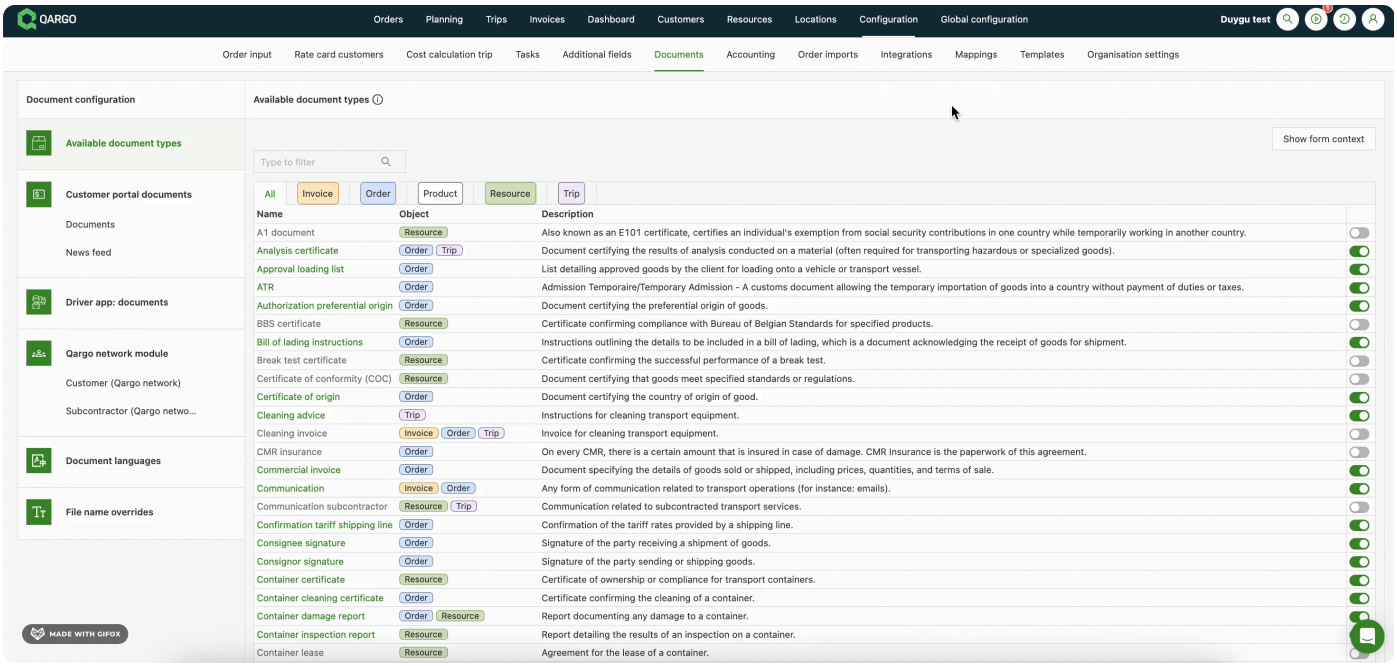
1. Navigate to Configuration > Documents > Available document types

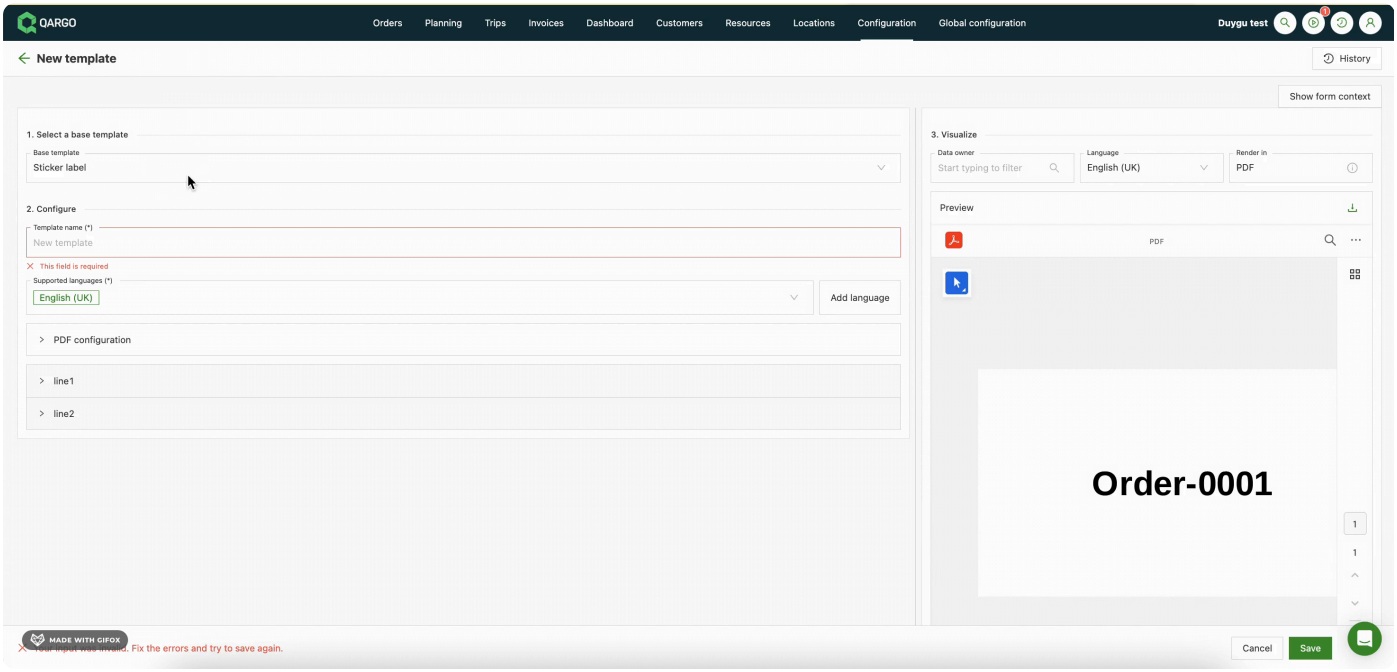


2. Activate the Qargo ID sticker document type in the documents section:

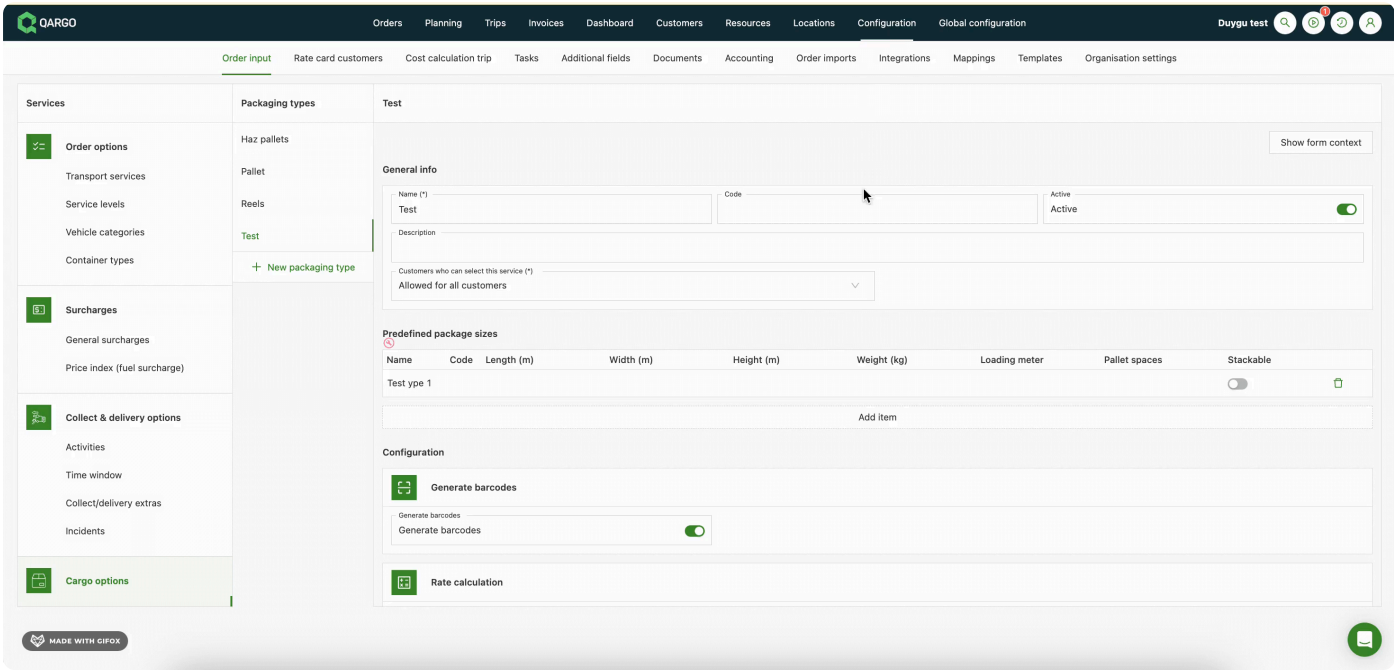


3. Navigate to **Templates** and **add the sticker template**:

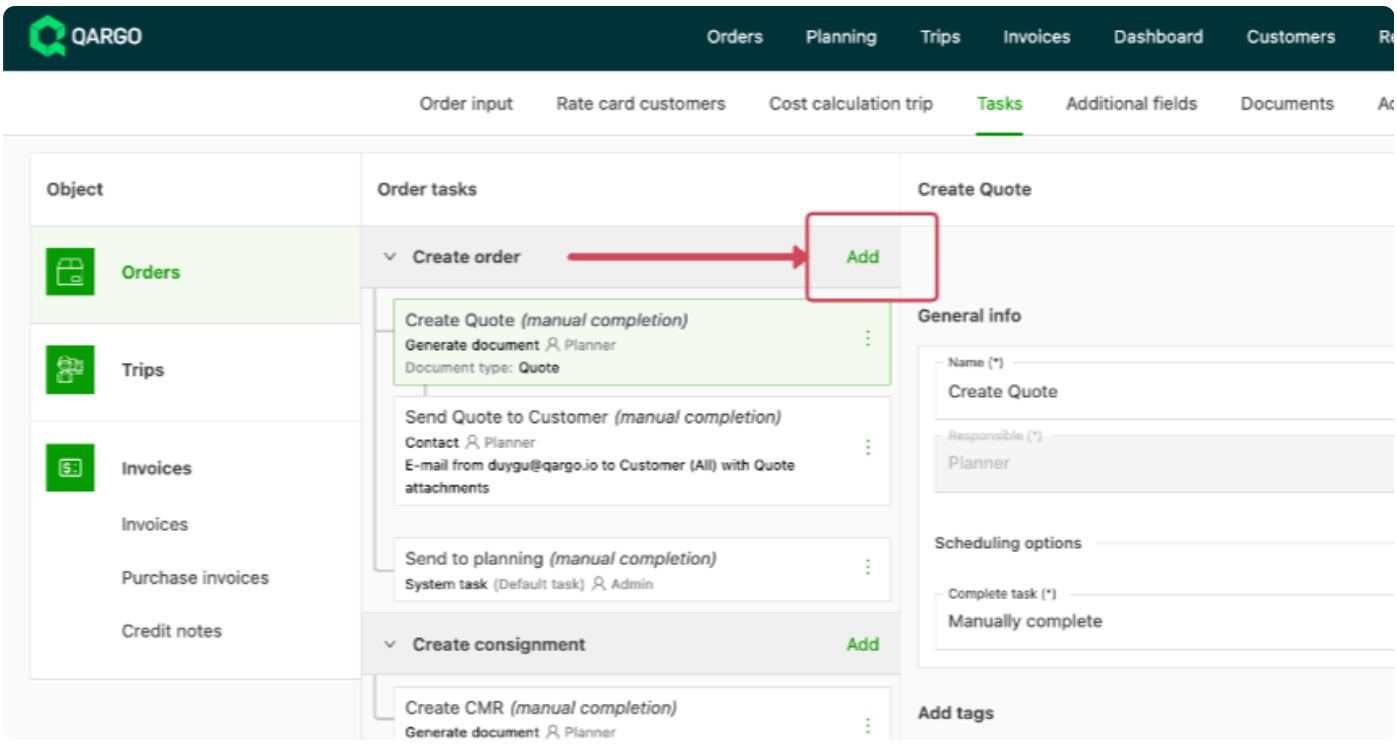


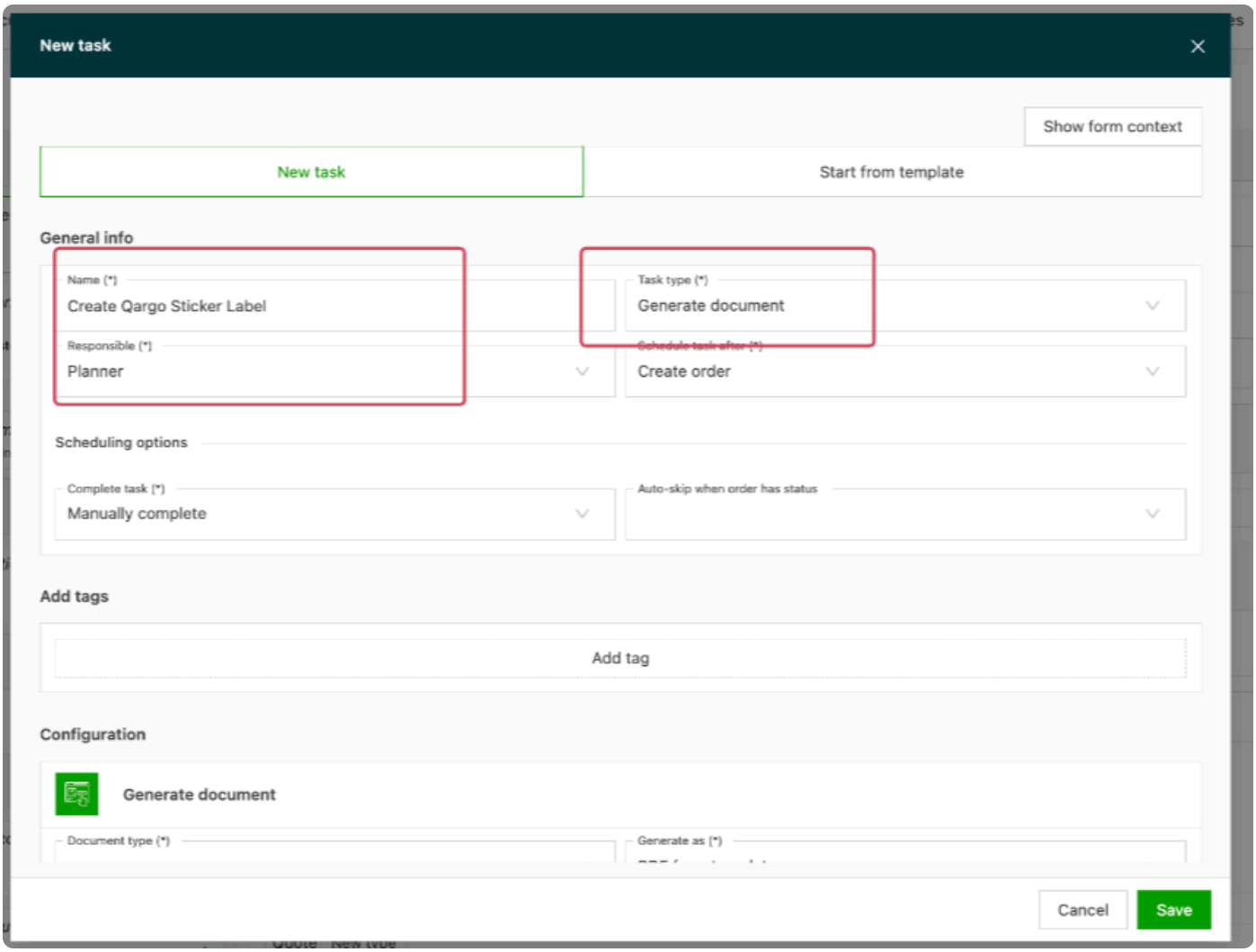


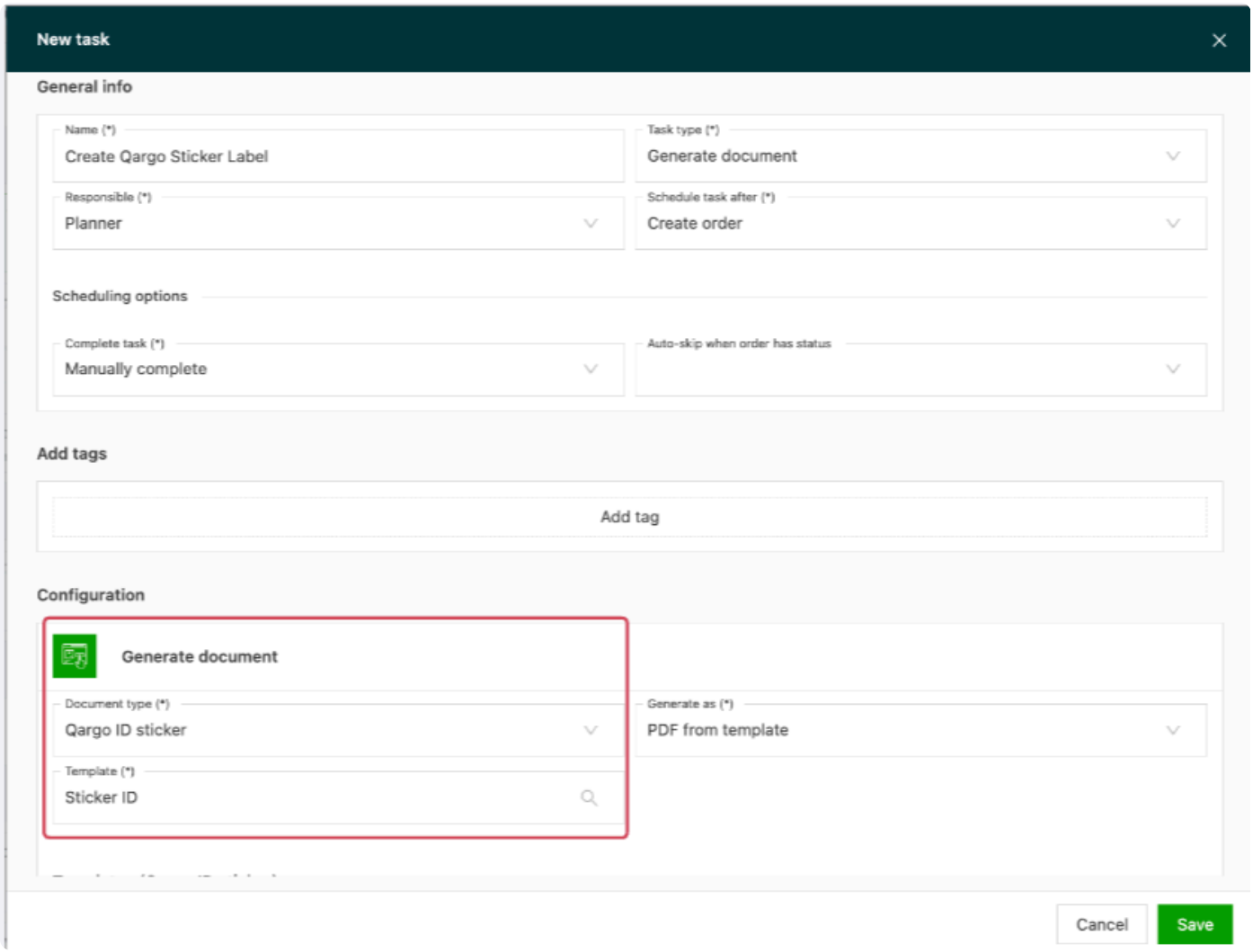
4. Navigate to **Configuration > Tasks:**

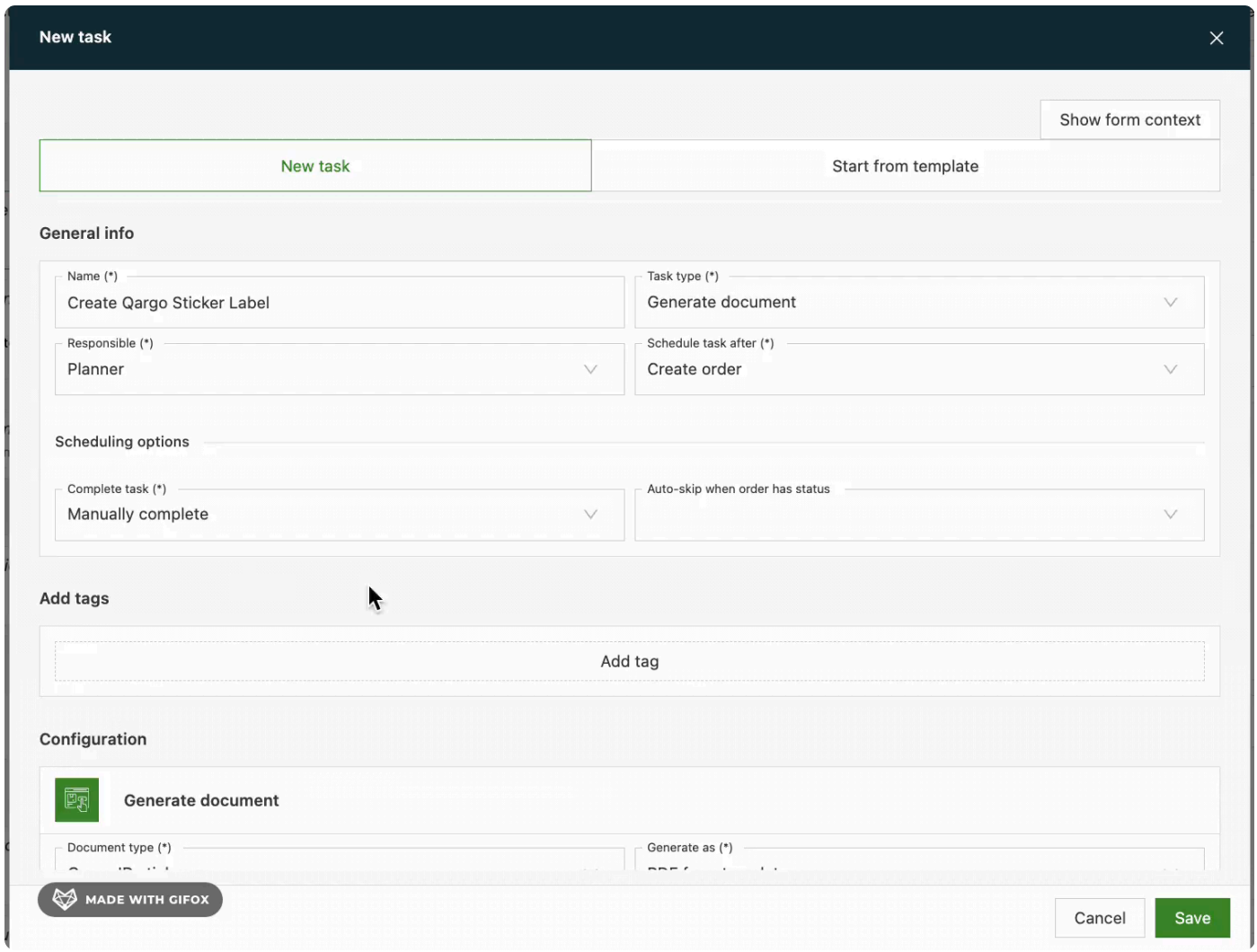


5. Create a **“Generate document”** task at the order level, under **“Create order”**, to generate the sticker document:

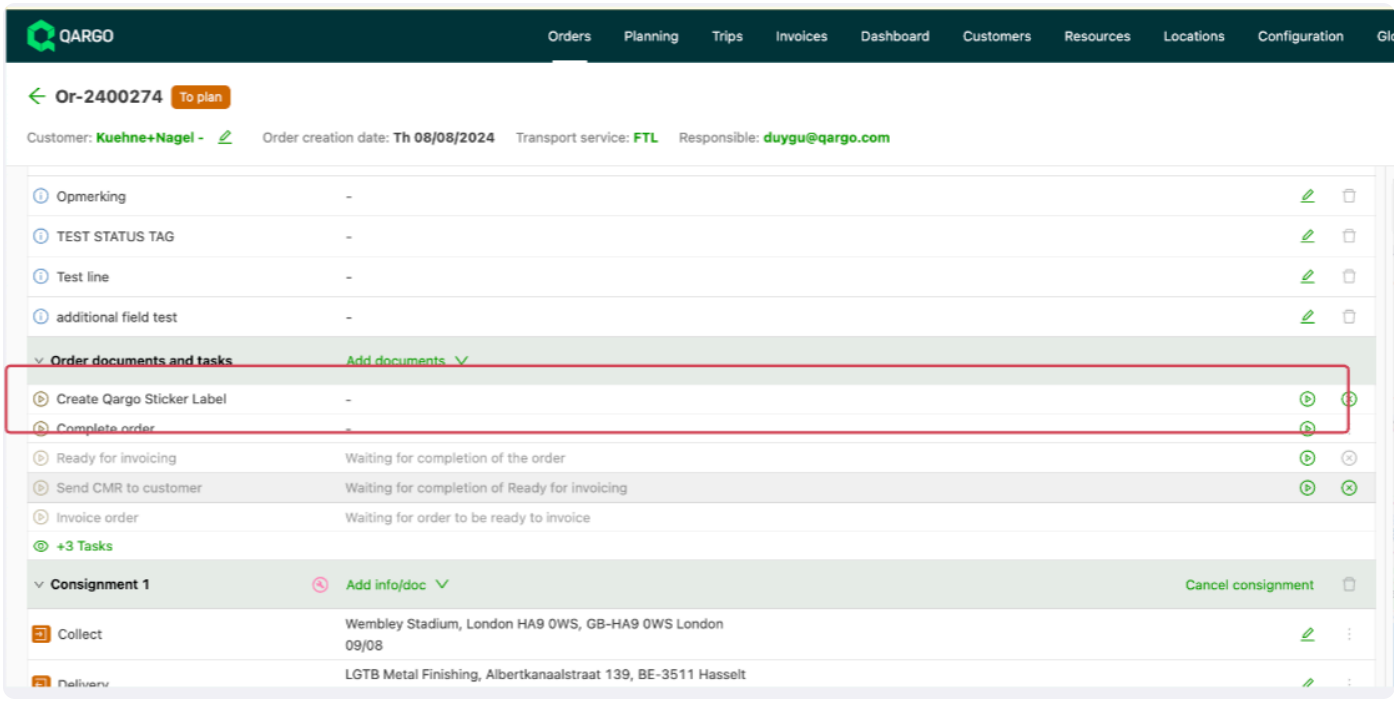

QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Order input
Rate card customers
Cost calculation trip
Tasks
Additional fields
Documents
Object
Order tasks
Create Quote
Orders
Trips
Invoices
Invoices
Purchase invoices
Credit notes
Create order
Add
Create Quote (manual completion)
Generate document Planner
Document type: Quote
Send Quote to Customer (manual completion)
Contact Planner
E-mail from duygu@qargo.io to Customer (All) with Quote attachments
Send to planning (manual completion)
System task (Default task) Admin
Create consignment
Add
Create CMR (manual completion)
Generate document Planner
General info
Name (*)
Create Quote
Responsible (*)
Planner
Scheduling options
Complete task (*)
Manually complete
Add tags


New task
Show form context
New task
Start from template
General info
Name (*)
Create Qargo Sticker Label
Task type (*)
Generate document
Responsible (*)
Planner
Create order
Scheduling options
Complete task (*)
Manually complete
Auto-skip when order has status
Add tags
Add tag
Configuration
Generate document
Document type (*)
Generate as (*)
Cancel
Save

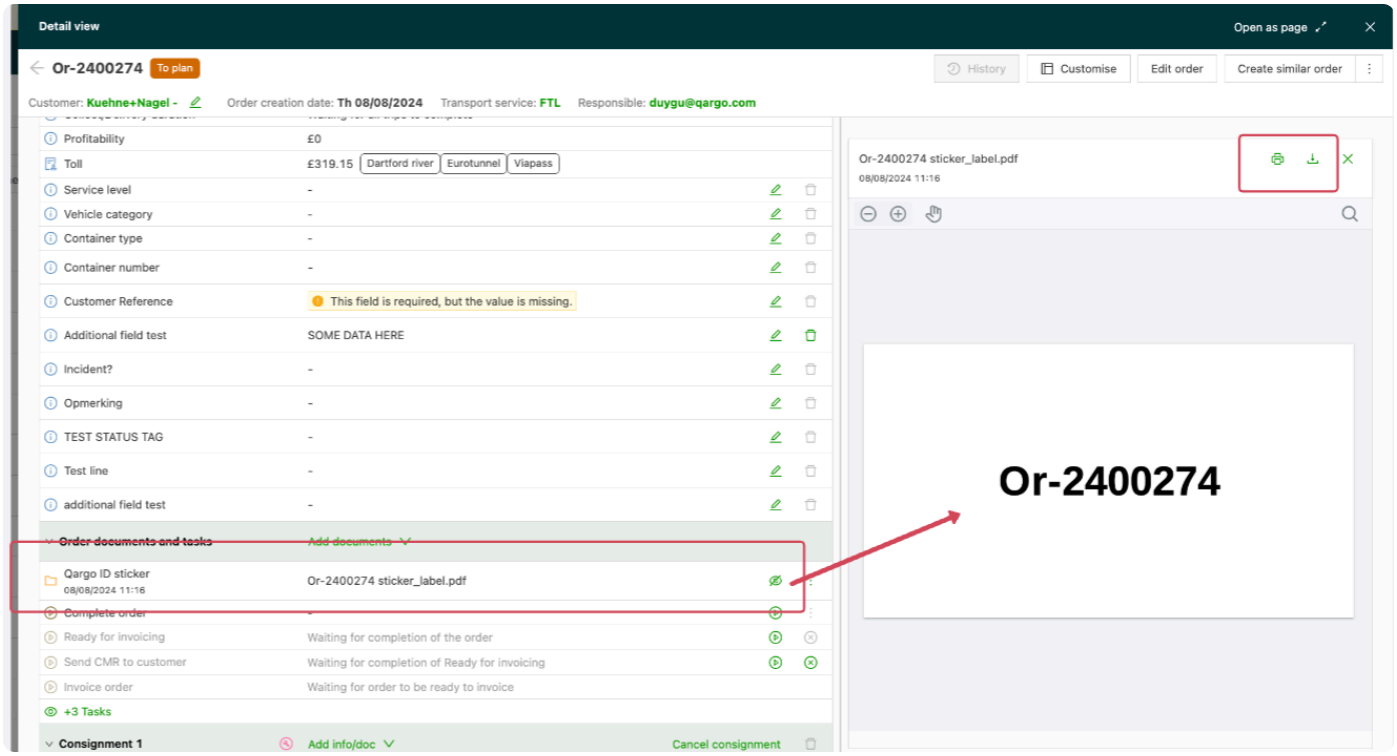

New task
General info
Name (*)
Create Qargo Sticker Label
Task type (*)
Generate document
Responsible (*)
Planner
Schedule task after (*)
Create order
Scheduling options
Complete task (*)
Manually complete
Auto-skip when order has status
Add tags
Add tag
Configuration
Generate document
Document type (*)
Qargo ID sticker
Generate as (*)
PDF from template
Template (*)
Sticker ID
Cancel
Save



Locate the task on the order view ***(only valid for orders created after the task was created):***

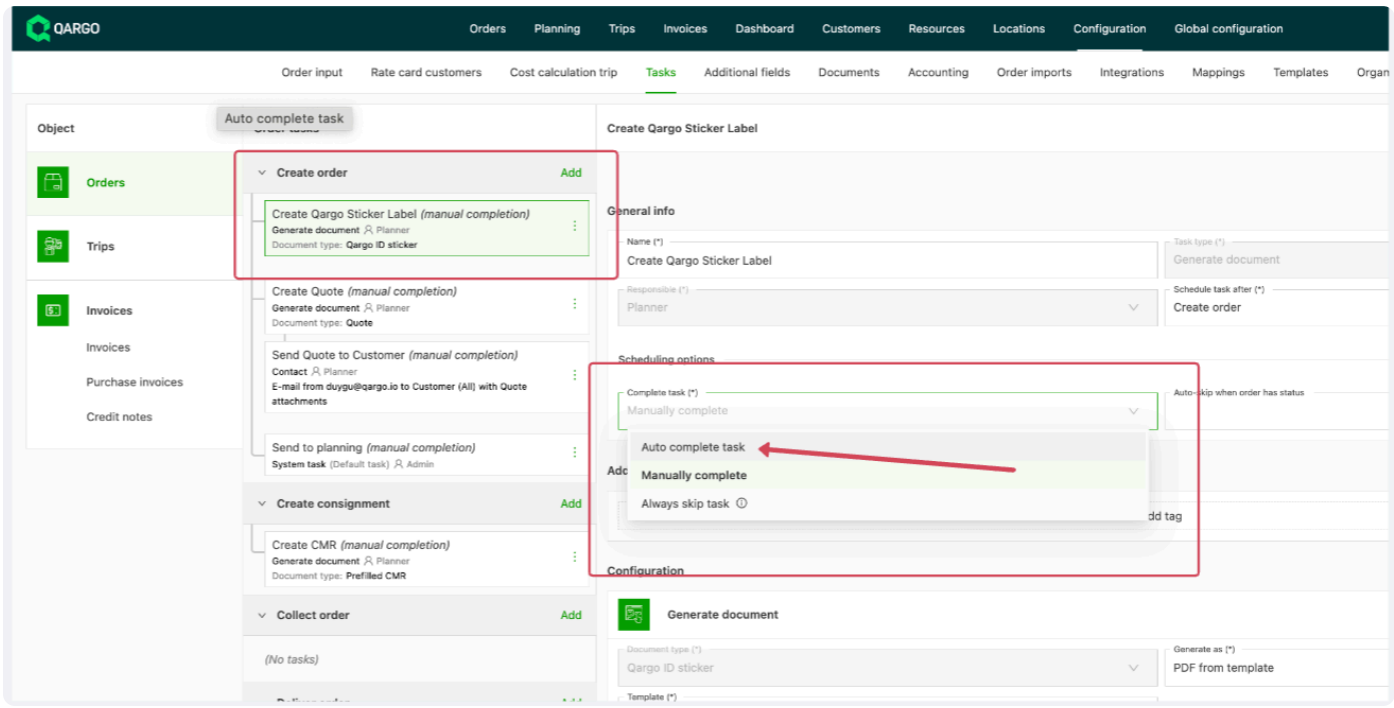


Use the download/print options after the document is generated:



Note: The sticker document can only include order information.

To automate sticker generation for every order, set the task to auto-complete instead of manual completion:


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Order input
Rate card customers
Cost calculation trip
Tasks
Additional fields
Documents
Accounting
Order imports
Integrations
Mappings
Templates
Object
Auto complete task
Orders
Trips
Invoices
Invoices
Purchase invoices
Credit notes
Create order
Add
Create Qargo Sticker Label (manual completion)
Generate document Planner
Document type: Qargo ID sticker
Create Quote (manual completion)
Generate document Planner
Document type: Quote
Send Quote to Customer (manual completion)
Contact Planner
E-mail from duygu@qargo.io to Customer (All) with Quote attachments
Send to planning (manual completion)
System task (Default task) Admin
Create consignment
Add
Create CMR (manual completion)
Generate document Planner
Document type: Prefilled CMR
Collect order
Add
(No tasks)
Create Qargo Sticker Label
General info
Name (*)
Create Qargo Sticker Label
Task type (*)
Generate document
Responsible (*)
Planner
Schedule task after (*)
Create order
Scheduling options
Complete task (*)
Manually complete
Auto-skip when order has status
Auto complete task
Manually complete
Always skip task
Configuration
Generate document
Document type (*)
Qargo ID sticker
Generate as (*)
PDF from template
Template (*)