Planning: Preplanning loads using dummy resources

This article shows how to use the additional planning board to preplan loads using dummy resources.

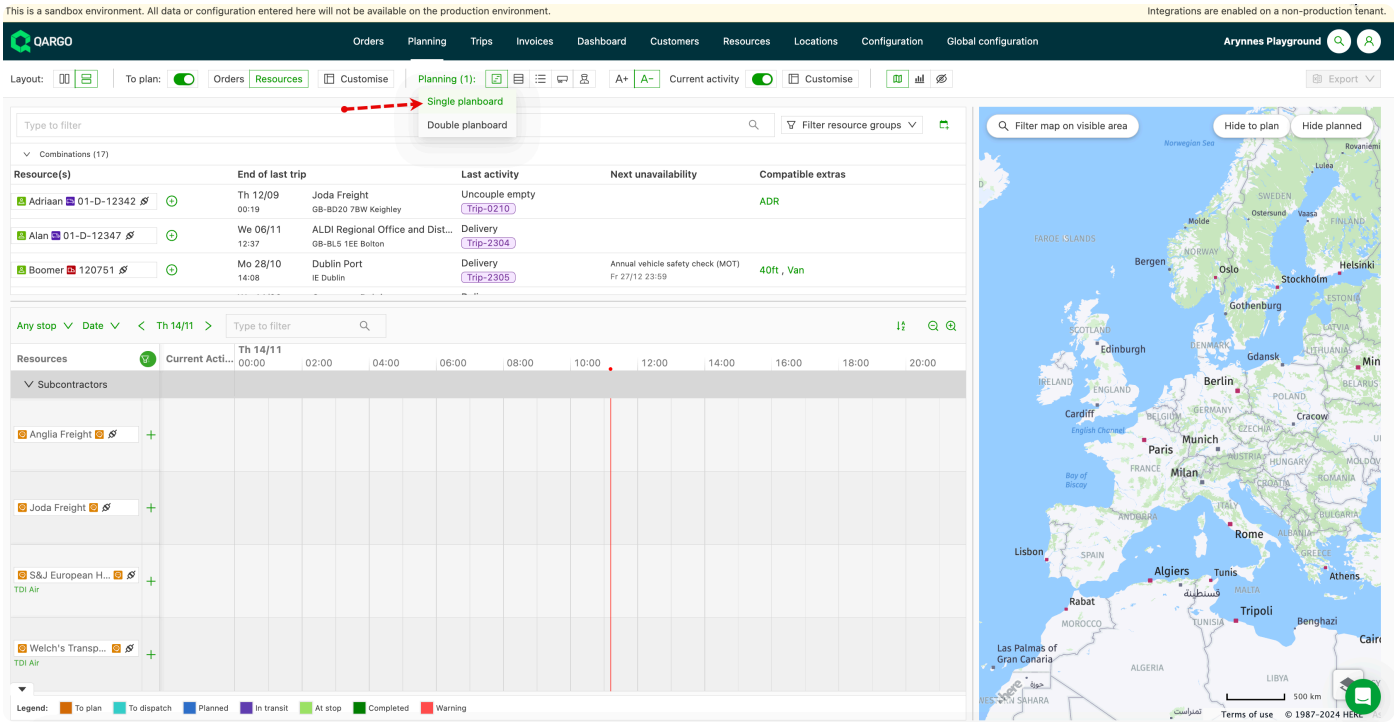
Updated June 18, 2026

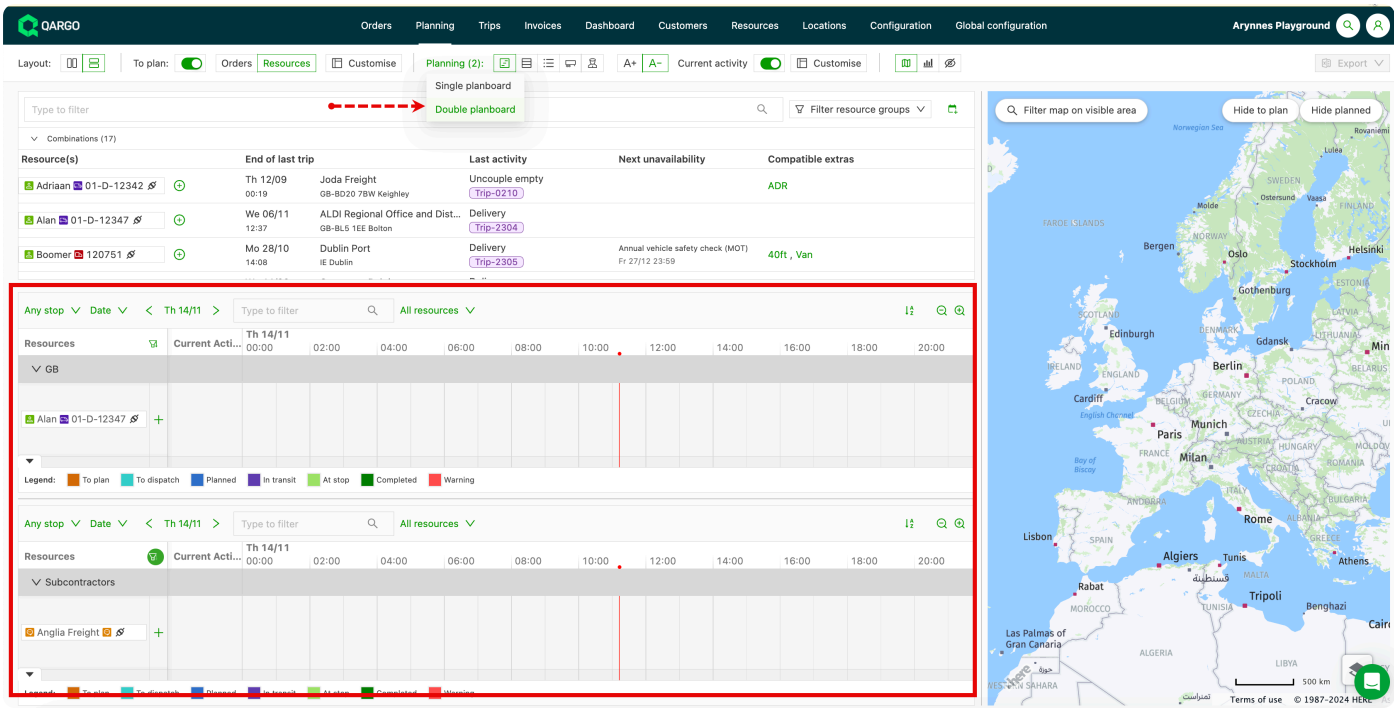
Adding ***dummy resources*** gives more flexibility for preplanning resources. Dummy resources can be used to preplan loads on one of the 2 planning boards.
The top of the page can show 1 or 2 timeline or table views for planning. Additional filters include:

- **All resources**
- **Only dummies**
- **Hide dummies**

Multiple planboard view

On the **Planning** screen, select the **Planning** dropdown. It includes the option to show a **Single** or **Double** planboard.



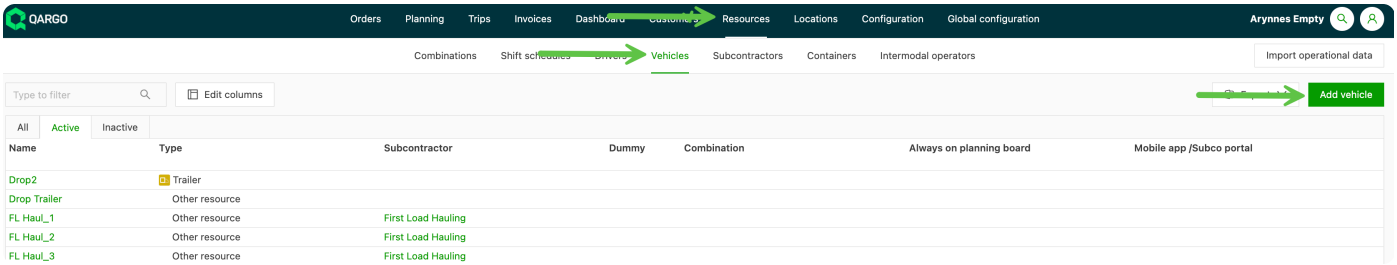


Create dummy resources

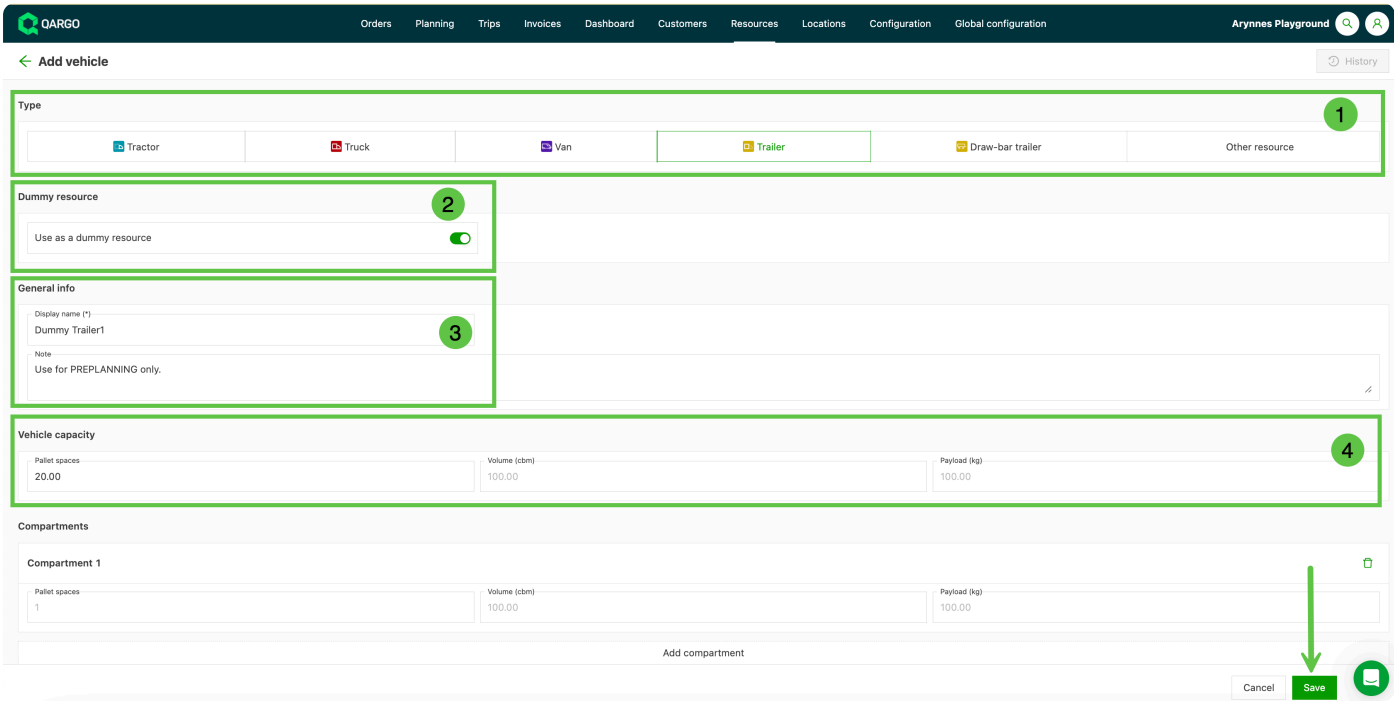
Go to **Resources**. Select **Vehicle** or **Driver** and click **Add**. The option to set a resource as a dummy resource is only available for vehicles and drivers.

> **Caution: a dummy resource cannot be reverted.** Existing resources that are not assigned in a combination can be set as a dummy resource, but this cannot be reverted.

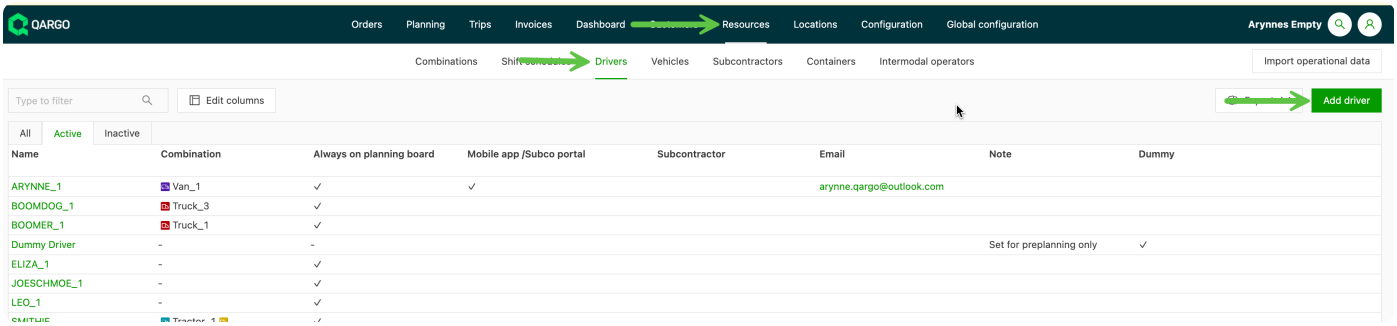
Create a dummy vehicle



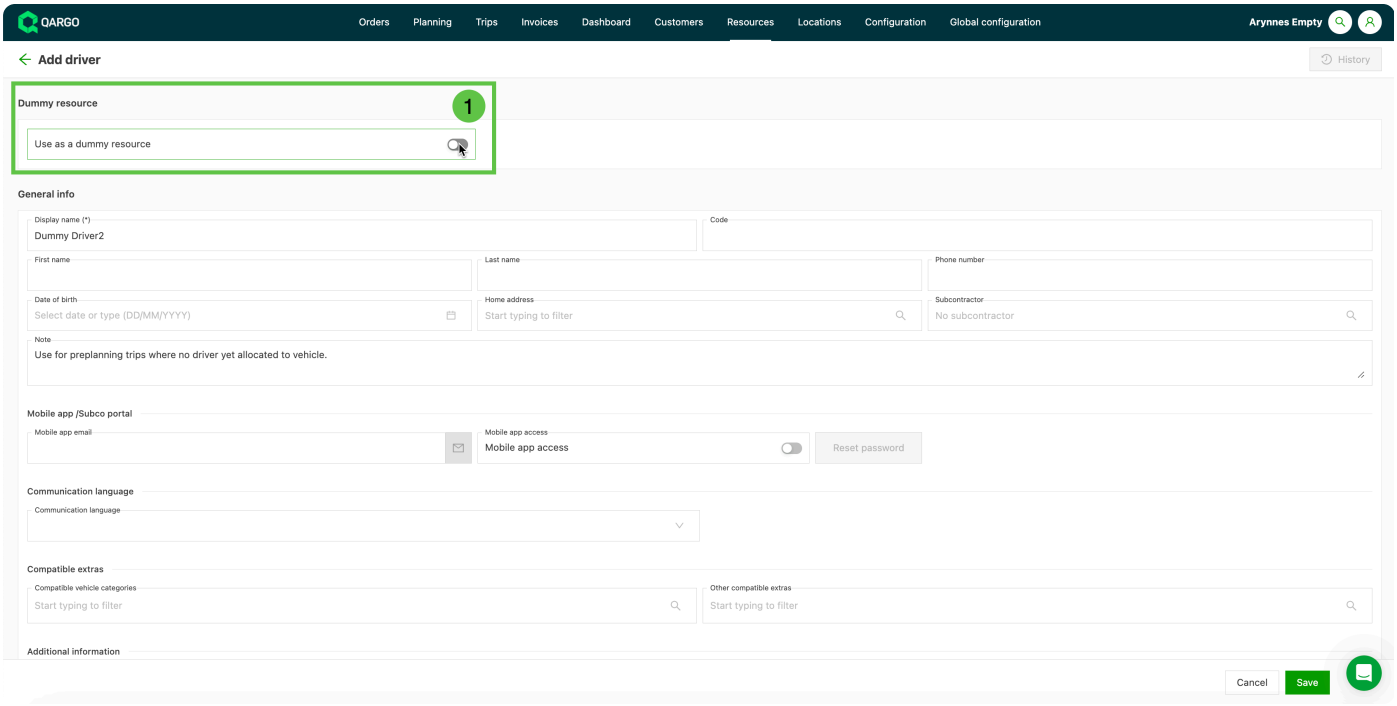
1. Select the vehicle type.
2. Turn on the **Dummy resource** toggle.
3. Complete **General info**, including a name (mandatory) and a note (optional).
4. Complete **Vehicle capacity**. This is used for optimization.

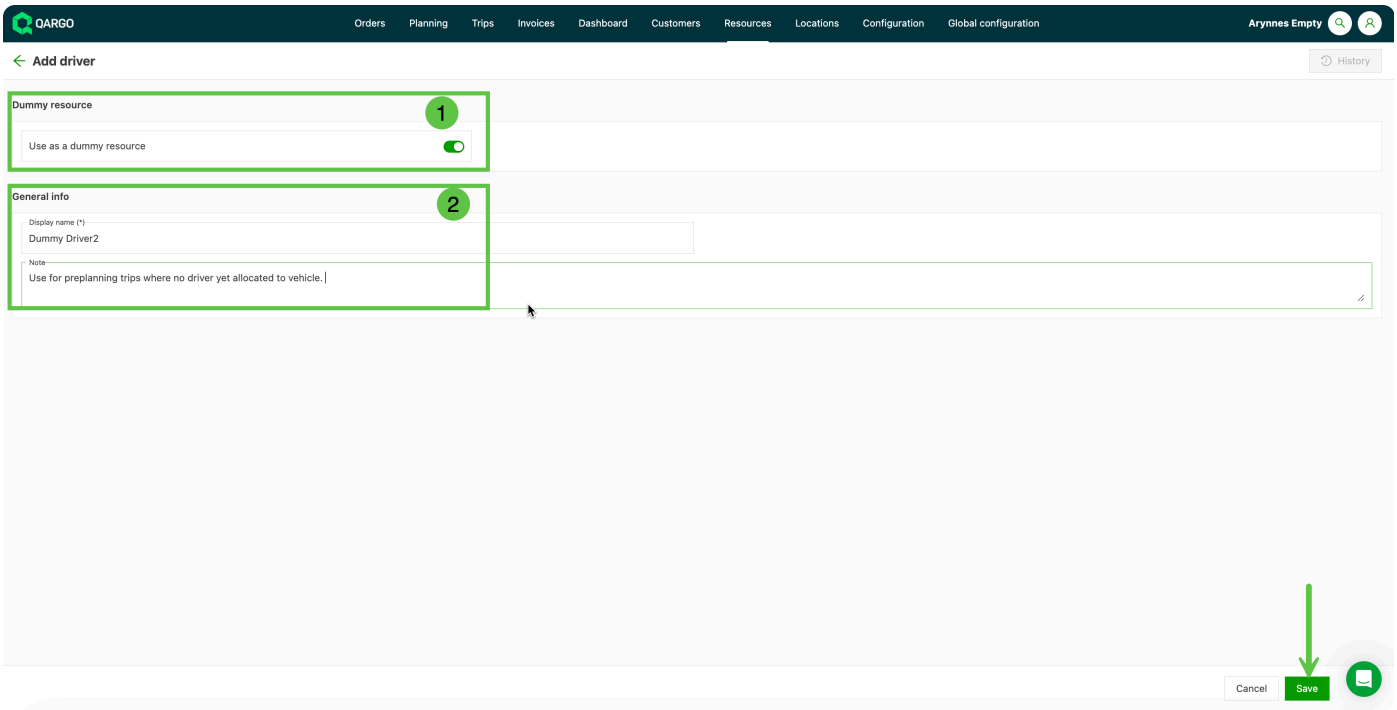


Create a dummy driver

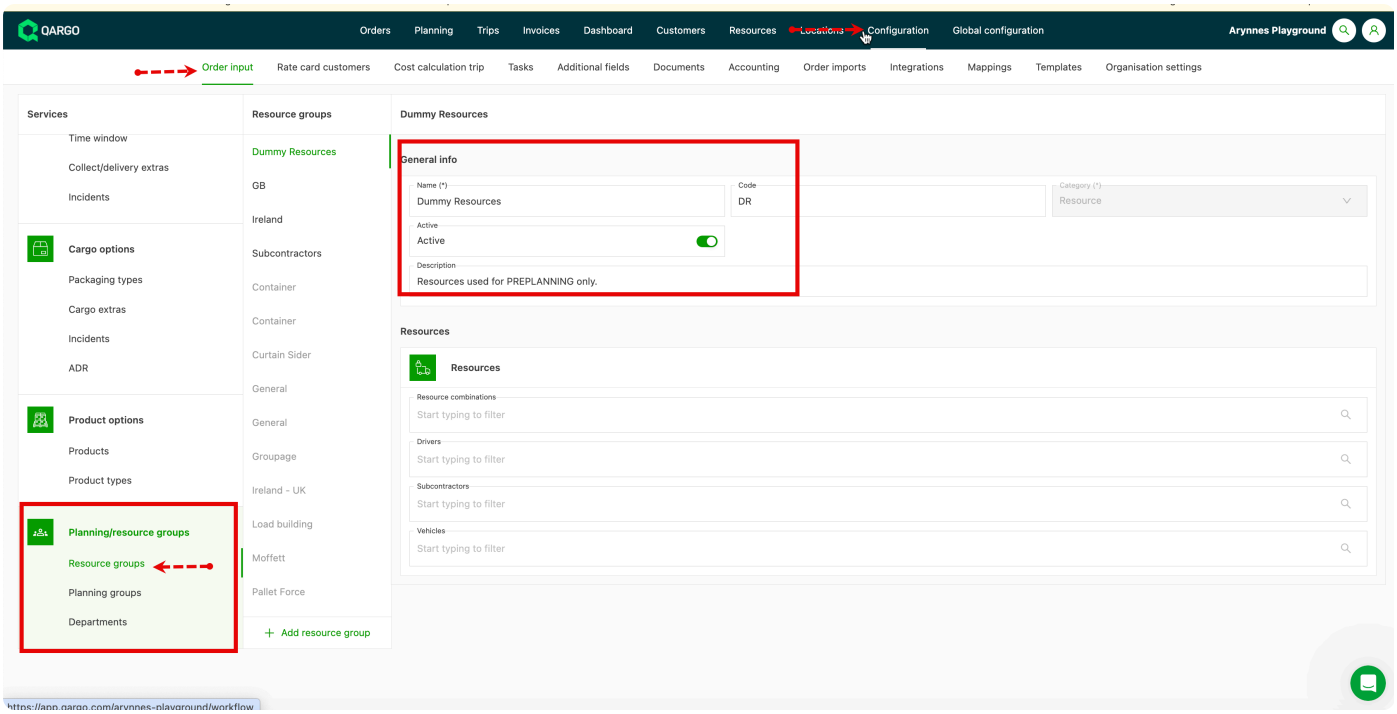


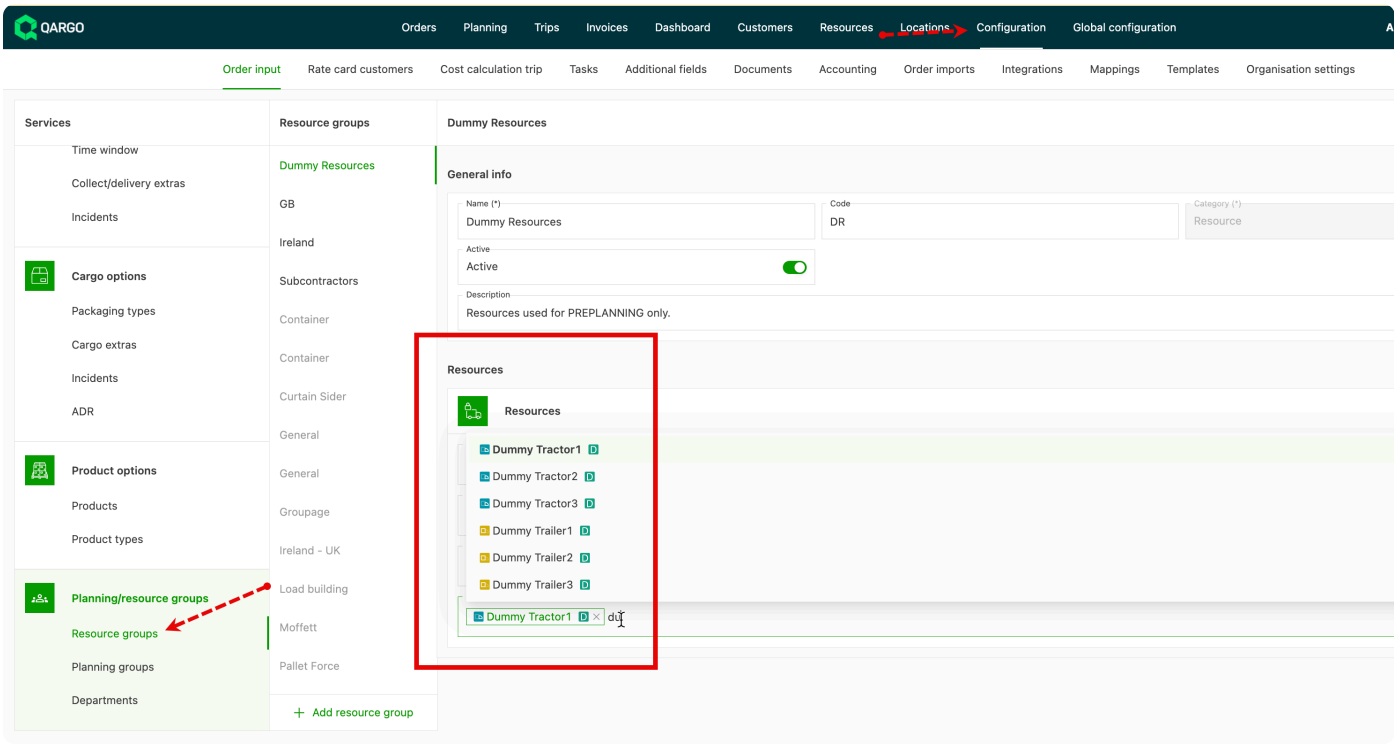
1. Turn on the **Dummy resource** toggle. Once it is enabled, fewer fields are displayed.
2. Enter the **General information**, including the display name (mandatory) and any notes (optional).


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Arynnes Empty
Add driver
History
Dummy resource
1
Use as a dummy resource
General info
Display name (*)
Dummy Driver2
Code
First name
Last name
Phone number
Date of birth
Select date or type (DD/MM/YYYY)
Home address
Start typing to filter
Subcontractor
No subcontractor
Note
Use for preplanning trips where no driver yet allocated to vehicle.
Mobile app /Subco portal
Mobile app email
Mobile app access
Mobile app access
Reset password
Communication language
Communication language
Compatible extras
Compatible vehicle categories
Start typing to filter
Other compatible extras
Start typing to filter
Additional information
Cancel
Save


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Arynnes Empty
Add driver
History
Dummy resource
1
Use as a dummy resource
General info
2
Display name (*)
Dummy Driver2
Note
Use for preplanning trips where no driver yet allocated to vehicle.
Cancel
Save

Set up resource groups (optional)

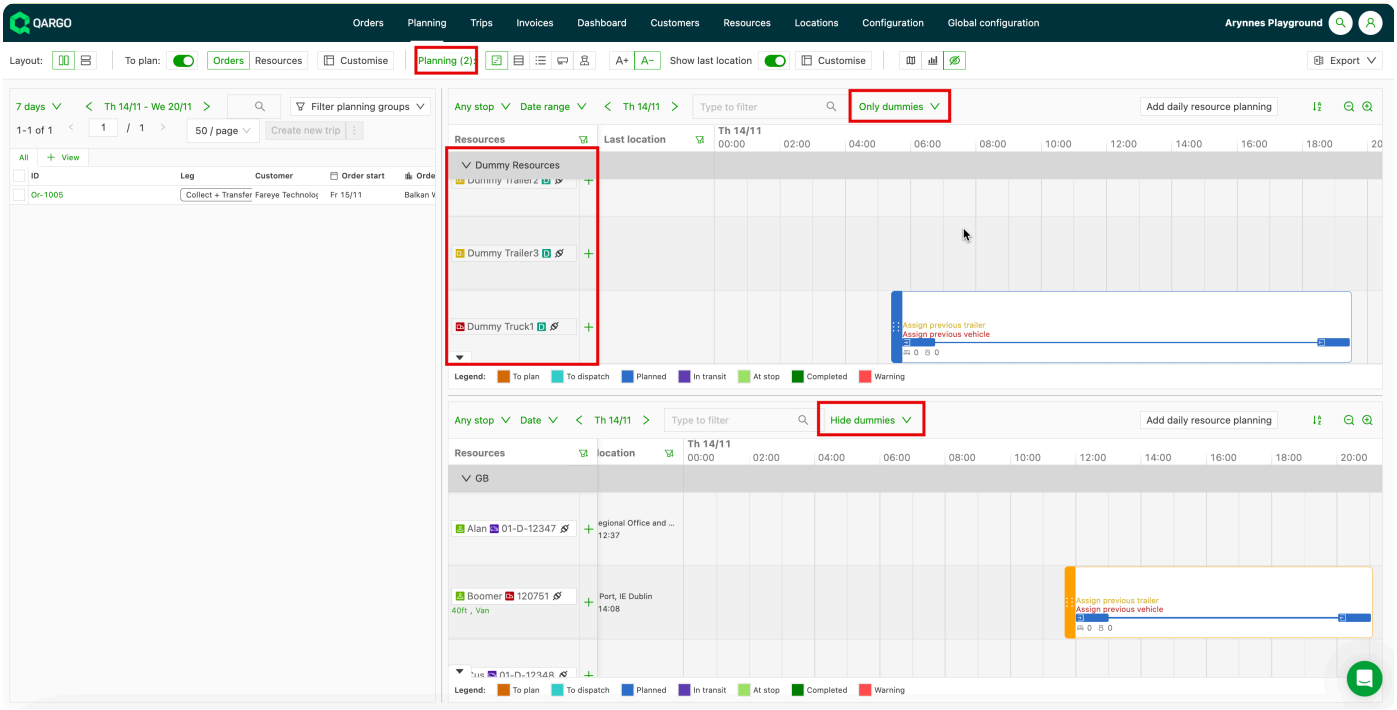




Planboard views

Filtering on dummy resources is available per planboard, and each filter option is independent. This allows each board to filter and show different resources. New filtering options include:

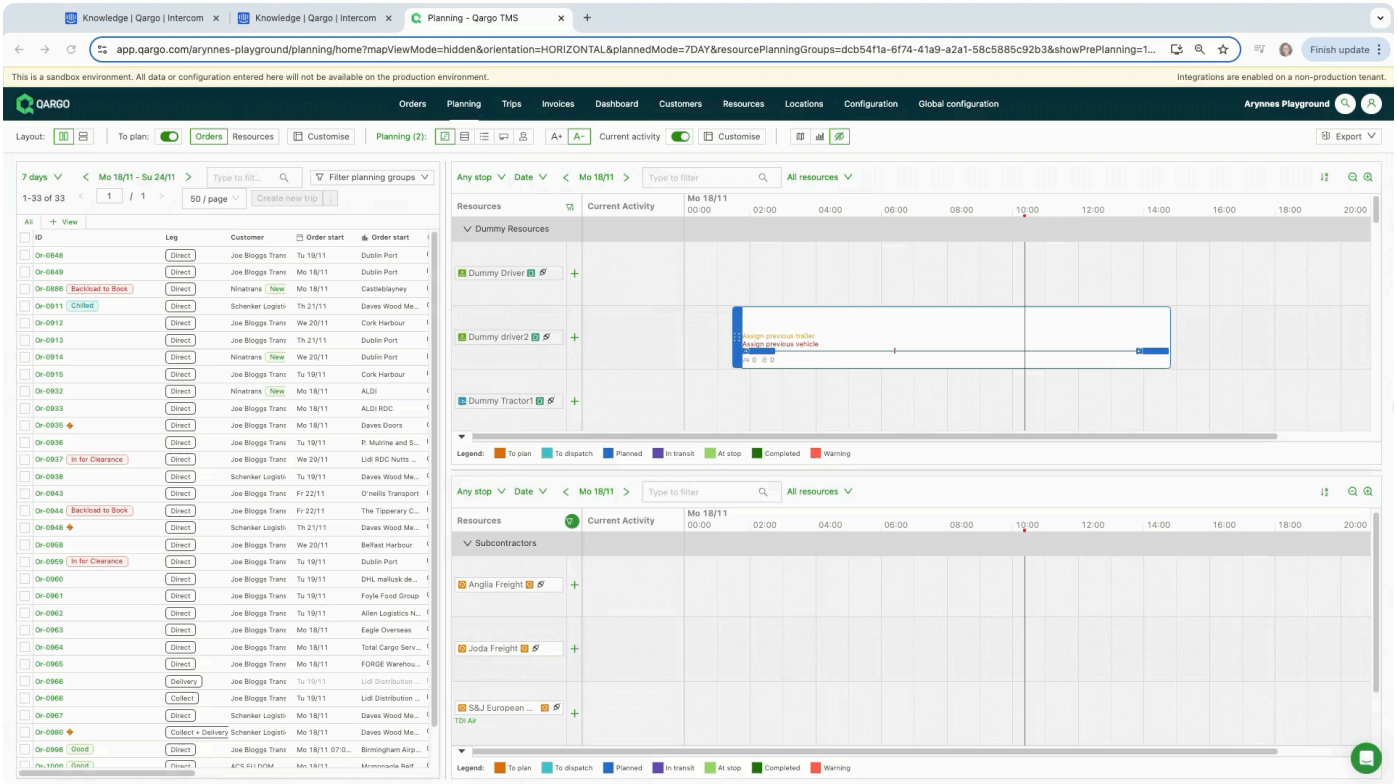
- **All resources**
- **Only dummies**
- **Hide dummies**



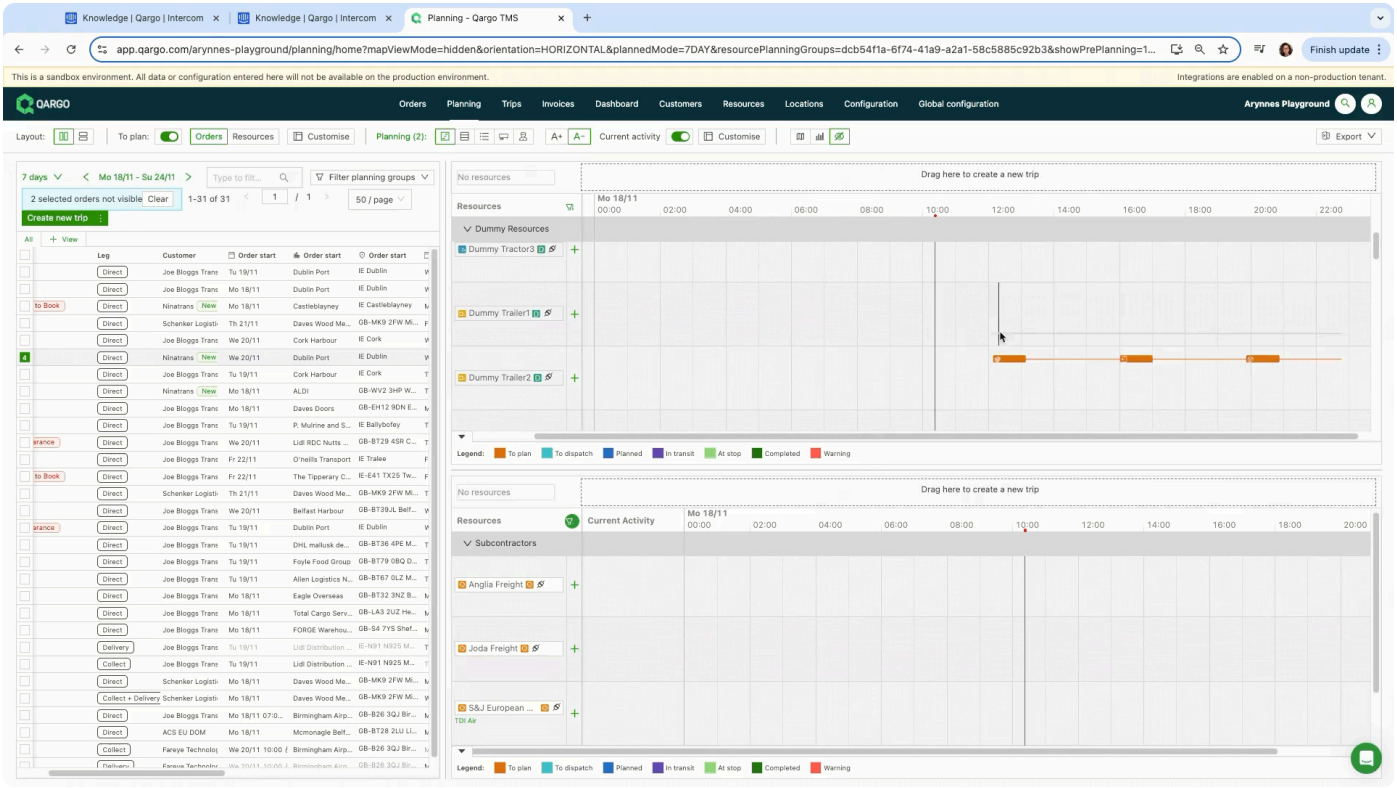
Planning to dummy resources

Some orders will be planned onto the same load before it is known which resource (driver, trailer, etc.) will be assigned. These orders can be preplanned to a dummy resource. Planning to dummy resources works the same way as planning to other resources. Drag and drop orders onto the dummy resource to create a load.

Plan to a dummy driver

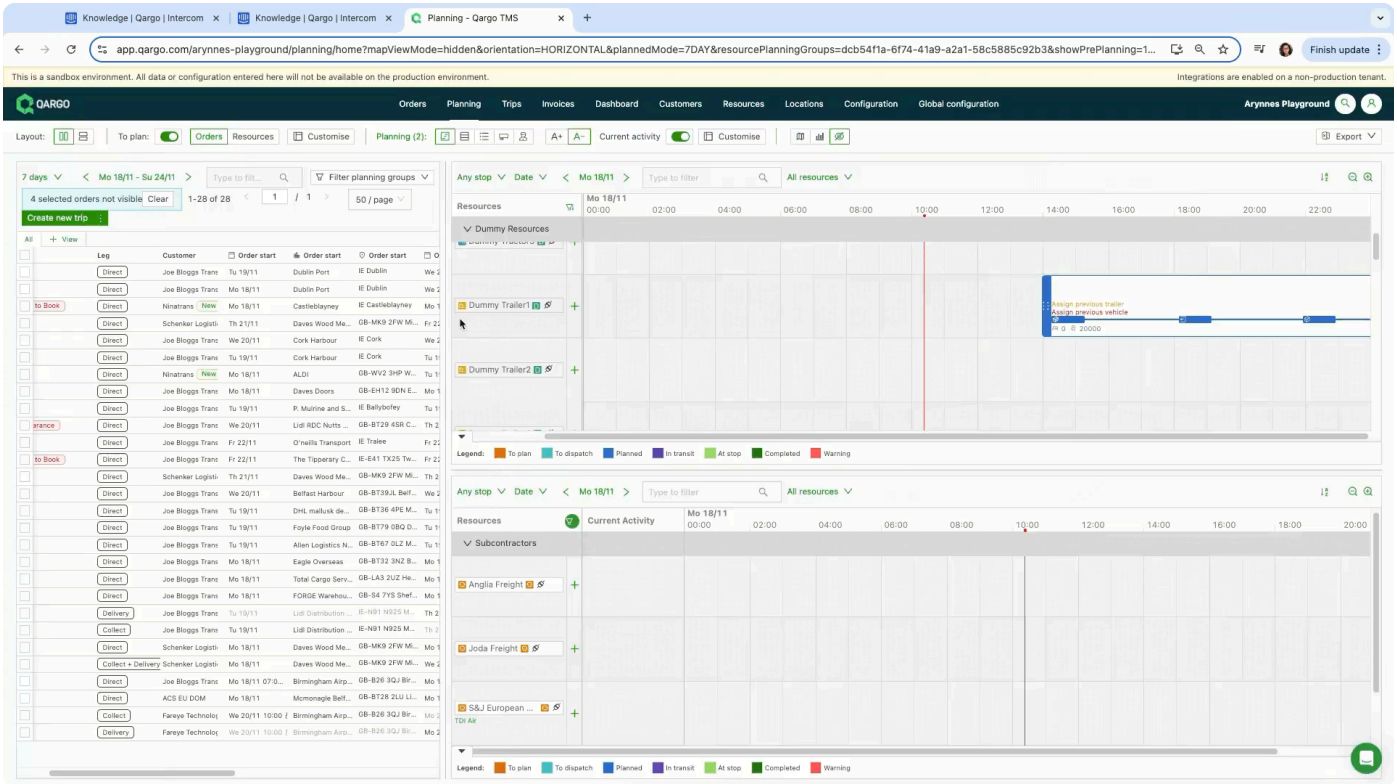


Plan to a dummy trailer



Reassigning loads to a resource

Loads assigned to dummy resources can easily be reassigned to the actual resource that will complete the load. Drag and drop the load onto the resource on the second planning board. The load details transfer to the new resource.



Dummy resources can be treated much the same way as live resources, including assigning costs if required. All vehicle resources can be created as dummy resources, which makes planning quicker and more efficient.

Using the To plan: Loads view

🎥 Check out the feature overview video below

▶ https://watchclueso.com/embed/hyrhtqqa8xhjcul7

Use a single list of every unplanned load on the **Planboard**, with no 7-day limit, so loads waiting for a resource never drop out of view.

- **The To plan: Loads option on the Planboard** is a dedicated view that lists every load still waiting for a real resource in one place. This includes loads parked on a dummy resource and loads with no resource at all.
- **Why use it?**
  - Standard **Planboard** views only show a rolling 7-day window. Any load older than 7 days drops out of sight and can be forgotten. This view removes that limit, so staged loads and loads without a resource stay visible until a resource is assigned.
- **How does it work?**
  - The view reuses the existing **Pre-planning: Table**, limited to dummy-resource loads and loads without a resource. It uses infinite scroll instead of a 7-day cap. Drag loads from the list onto the **Planboard** to assign a real driver or vehicle.

Use cases

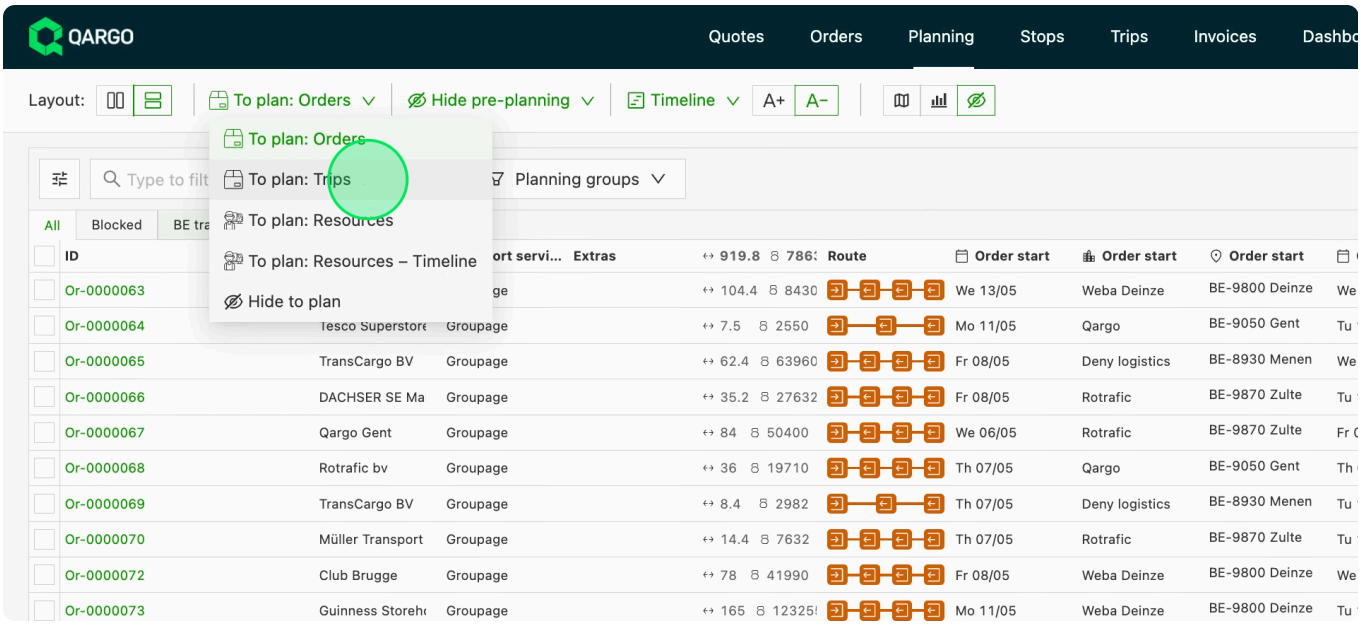
- A planner stages loads during preplanning while drivers are not yet available. Older staged loads no longer disappear after 7 days and get forgotten.
- A load is split, and the new load ends up in **Planned** status without a resource. It now appears in one list instead of only inside the 7-day window.
- A different planner picks up loads that a colleague staged earlier, without needing to know which date to scroll back to.

Terminology

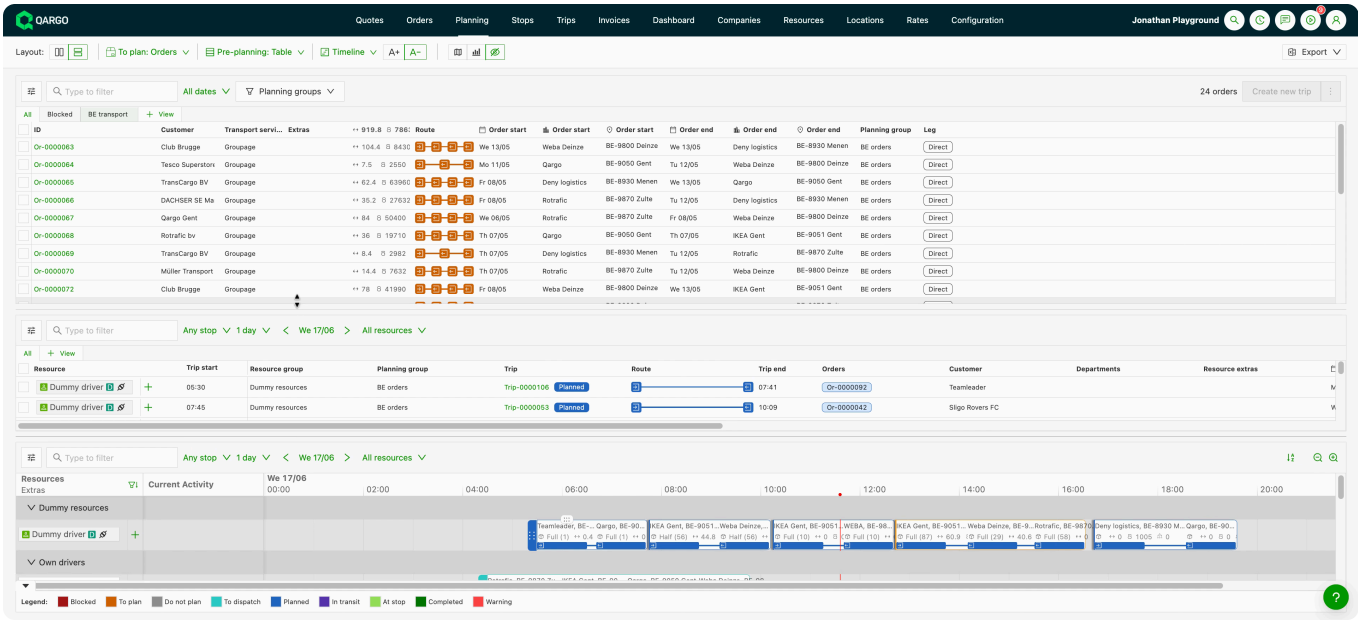
Term	Definition
Planboard	The main planning board where loads and orders are assigned to resources.
To plan dropdown	The control at the top of the **Planboard** that switches the board's to-plan view mode.
To plan: Loads	The new entry that lists all unplanned loads (dummy-resource loads and loads without a resource) in one infinite-scroll list.
Pre-planning	The existing staging area where orders are dragged onto dummy resources to group them.
Dummy resource	A placeholder resource used to group orders during preplanning before a real driver or vehicle is assigned.
Load without a resource	A load with no resource assigned, often left behind by a split that ends up in **Planned** status.

Opening the To plan: Loads view

1. Open the **Planboard** under **Planning**.
2. Open the **To plan** dropdown at the top of the board.
3. Select **To plan: Loads**, shown next to **To plan: Orders**, **To plan: Resources**, **To plan: Resources – Timeline** and **Hide to plan**.



4. View every load still waiting for a real resource (dummy-resource loads and loads without a resource) in a single list. The list scrolls infinitely, with no 7-day cap.



Assigning a real resource

1. Select any date range needed. There is no 7-day limit, so older loads remain listed.
2. Drag a load from the list onto the main **Planboard** below to assign a real driver or vehicle.

3. Reorder columns freely if needed. The **Resource** and **Load start** columns are no longer frozen in this view.

How it relates to preplanning

- **Pre-planning** stages orders onto dummy resources to group them.
- **To plan: Loads** is where those staged loads, and loads without a resource, are picked back up to assign a real resource.
- The two views are mutually exclusive. When **To plan: Loads** is active, the **Pre-planning** control is hidden. When **Pre-planning** is active, the **To plan: Loads** entry is hidden.
- No configuration is required. The new entry appears in the **To plan** dropdown automatically.

Troubleshooting

Issue	Explanation / resolution
The **To plan: Loads** entry is missing from the dropdown	The **Pre-planning** view is currently active. The two are mutually exclusive: close **Pre-planning** and the entry reappears.
A load is not shown on the map	By design, loads in this view are not plotted on the map.
A dummy resource is not listed	Dummy resources with no loads are excluded; only dummy resources that carry loads appear.
Split loads do not show as expected	This view only shows split loads that are still to plan in the list; it does not change how load splitting works.