Planning - Using the combined date & time picker

One field for date and time, 5-minute steps, full keyboard entry, and a User settings toggle to switch back to the previous picker at any time.

Updated November 4, 2026

Summary

What is the combined date and time picker?

- One field for a date and a time.
- One popover holds the calendar and the hour and minute columns.
- Fields that hold only a time get the same picker without the calendar.
- Live on most screens since October 19, 2026.

Why use the combined date and time picker?

- Minute steps of 5 minutes make times such as 08:15 or 16:25 selectable.
- Date and time stay together in one field, which saves clicks.
- Values register as soon as they are entered, without clicking outside the field.

How does it work?

- Dates and times can be typed directly or picked from the popover.
- *Tab* moves from the date to the time, then on to the next field.
- Each user can switch back to the previous picker in **User settings**.

Terminology

Term	Meaning
Combined picker	One field holding the calendar and the hour and minute columns in a single popover.
Time-only picker	The same picker without the calendar, used where only a time is stored.
Tenant timezone	The timezone set for the organization in Qargo.
Location timezone	The timezone of a stop or location. Qargo works it out from the location's coordinates.

Use cases

Delivery slots: book to the minute

Many delivery locations book appointments in 5- or 15-minute slots. Planners pick 16:25 or 08:15 from the minute column, or type any minute, such as 07:37.

Stop times: correct date and time together

Planners change arrival and departure times in **Edit stop times** on the planning board. Date and time sit in one field, so both change in one step.

CMR times: enter with the keyboard only

Planners who copy times from a CMR can work without the mouse. Type the date, press *Tab*, type the time and save with *Ctrl+S*.

Prerequisites

- No setup is needed. The combined picker is on by default for every user.
- A small number of users start with the previous picker. They can switch the combined picker on at any time.
- The setting is personal. Changing it affects only that user, not colleagues in the same organization.

Entering dates and times

Typing: keyboard entry

Typing is the fastest way to fill the field. Separators appear automatically as each part is complete.

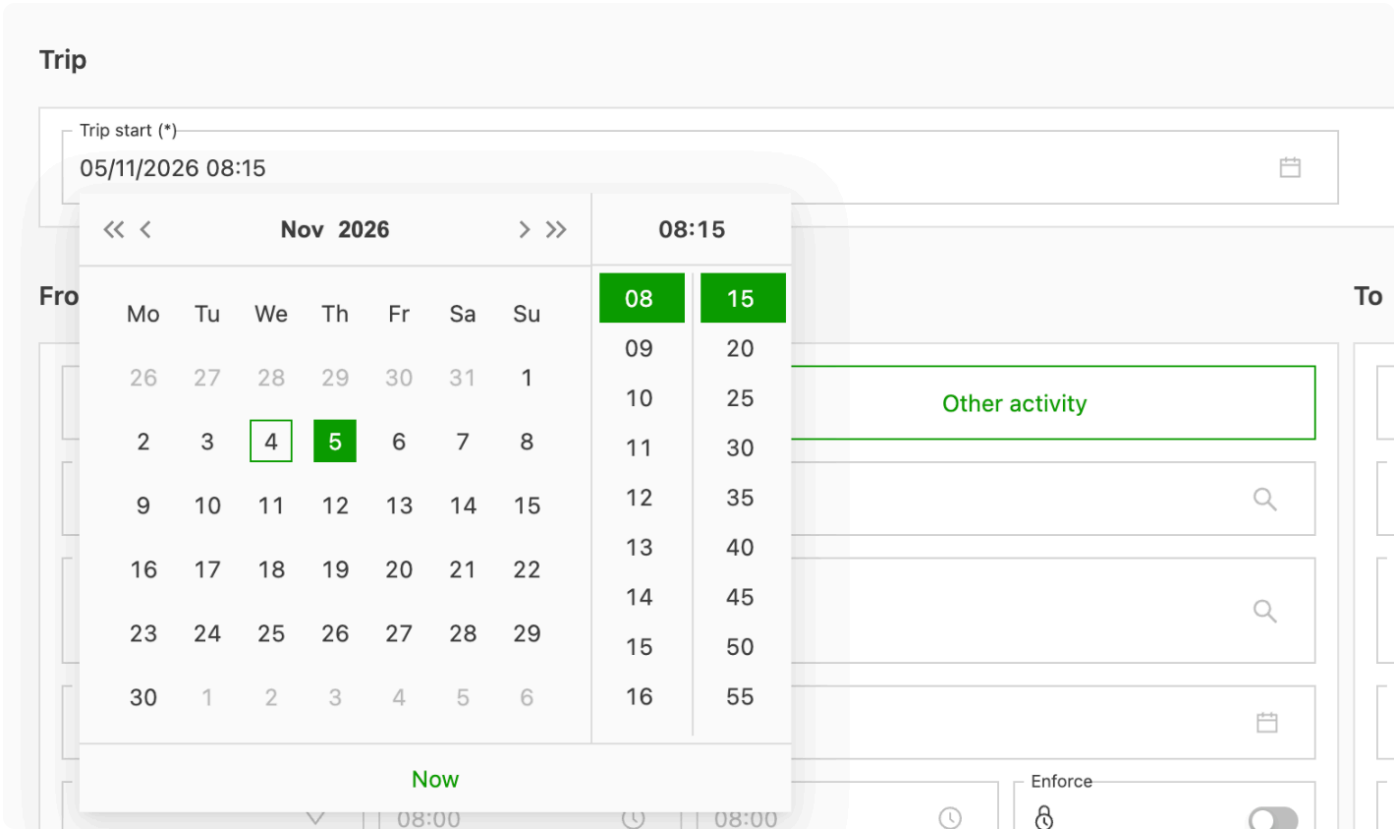
1. **Click** the date and time field. An empty field shows the expected format, for example 01/01/2026 08:00.
2. **Enter** the date. The / separators appear, and the time fills in as 00:00.
3. **Press** *Tab* to move to the time. Hours and minutes form one block.
4. **Enter** the time, for example 0737. The field shows 07:37.
5. **Save** the form with *Ctrl+S* (⌘*+S* on Mac), or with the form's save button.

- *Shift+Tab* moves back to the previous part.
- Fields that mark the end of a day fill in 23:59 instead of 00:00.
- Placeholders follow the user's locale. American English shows the month first.

Popover: pick with the mouse

The popover opens next to the field. The calendar sits on the left, with an hour column and a minute column beside it.

- The minute column moves in 5-minute steps. A typed minute such as 07:37 is kept as entered.
- There is no seconds column. Fields that store seconds, such as **Complete load times**, still accept typed seconds and fill in 00 otherwise.
- The value registers as soon as it is picked.

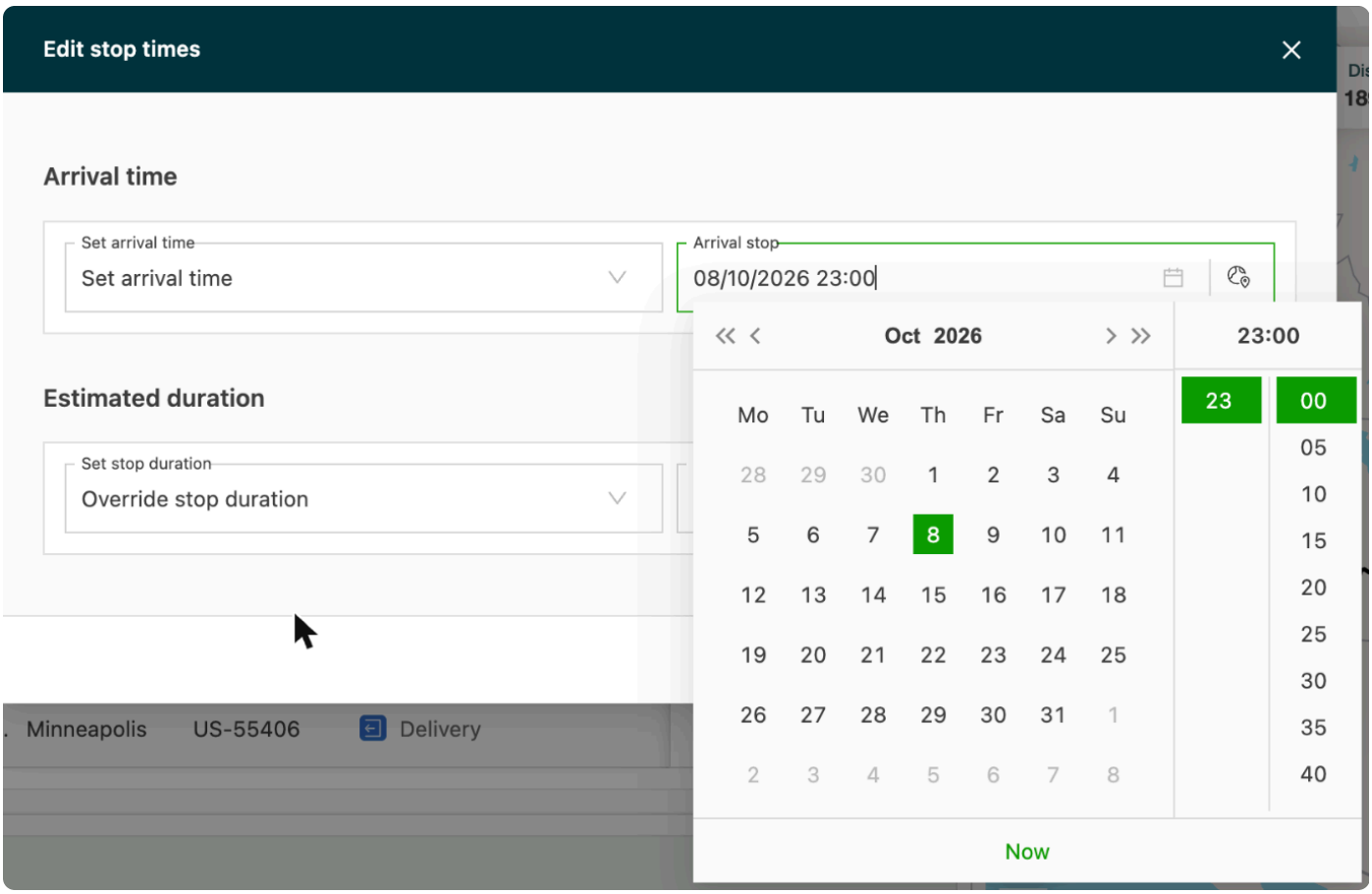


Fields that use the picker

Date and time fields: full picker

These fields get the calendar and the time columns in one popover. Examples:

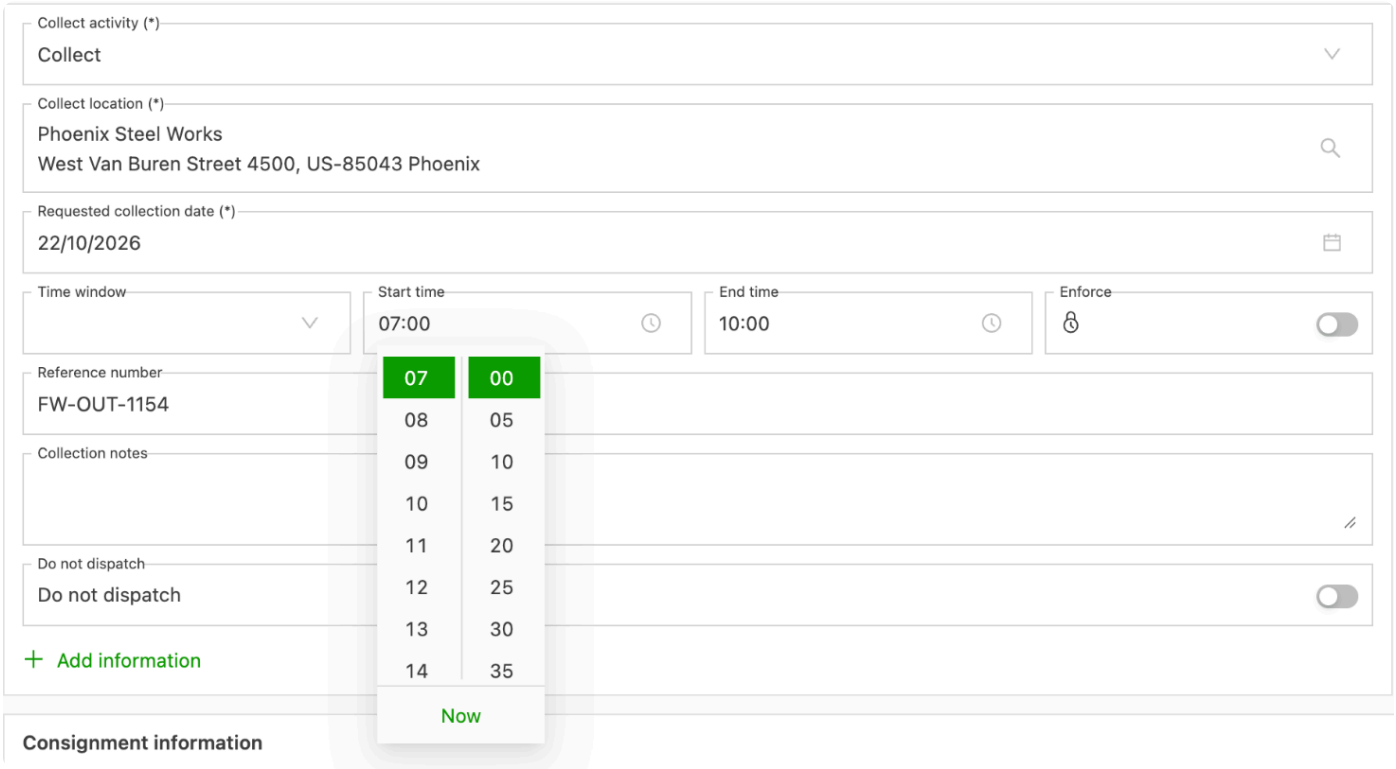
- **Load start** when creating a deadhead or assigning resources
- **Arrival time** and **Departure time** in **Edit stop times**
- Container handling time windows
- Resource unavailabilities
- Task completion times
- The completion modals in the carrier portal



Time-only fields: picker without the calendar

These fields show the hour and minute columns only. Examples:

- **Start time** and **End time** on each order stop
- The default time on a transportation service time window
- **Load start time** on resource assignment rules
- Departure and arrival times on intermodal timetables

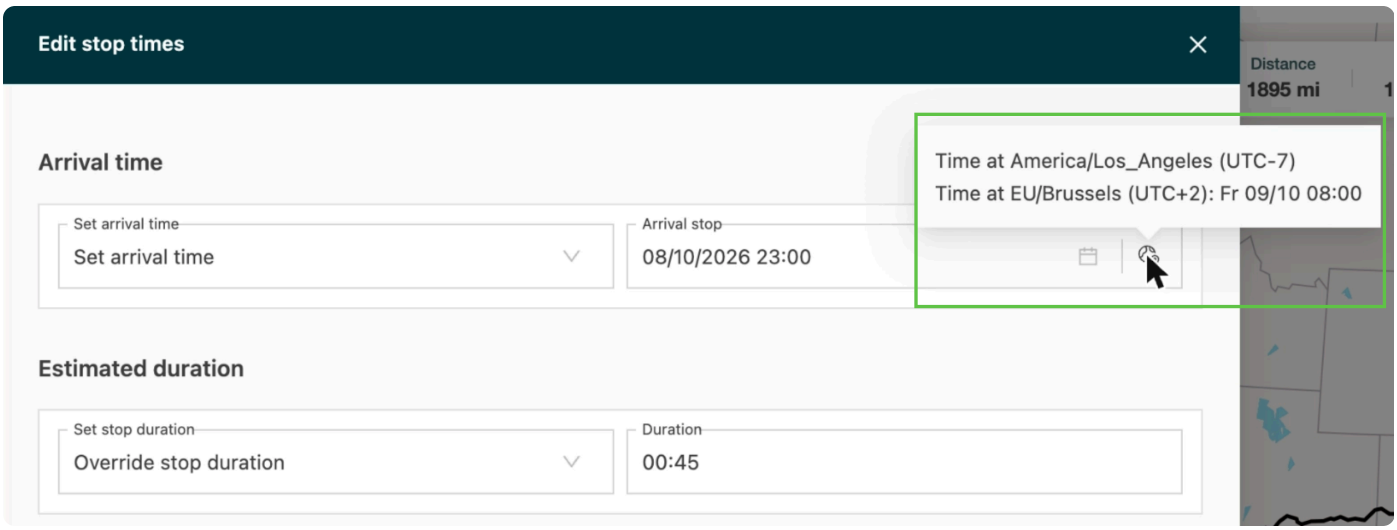


Unchanged fields: previous control

- **Date-only fields** keep their calendar, for example **Requested pickup date** and **Requested delivery date**. The proposed requested date on the planning board also stays date-only.
- **Duration fields**, such as stop duration and rest time, keep their own control. A duration can exceed 24 hours, which a clock time cannot show.
- **The planning board filter Date and Time** is unchanged. It narrows a list rather than setting a value.
- **Cutoff and schedule times** still use the previous control. This covers **Cutoff time** on transportation services and **From** and **To** on resource schedules.

Timezones: stops in another zone

A clock icon appears next to a time when the location's UTC offset differs from the organization's. Hovering over the icon shows the time in both timezones, each with its UTC offset.

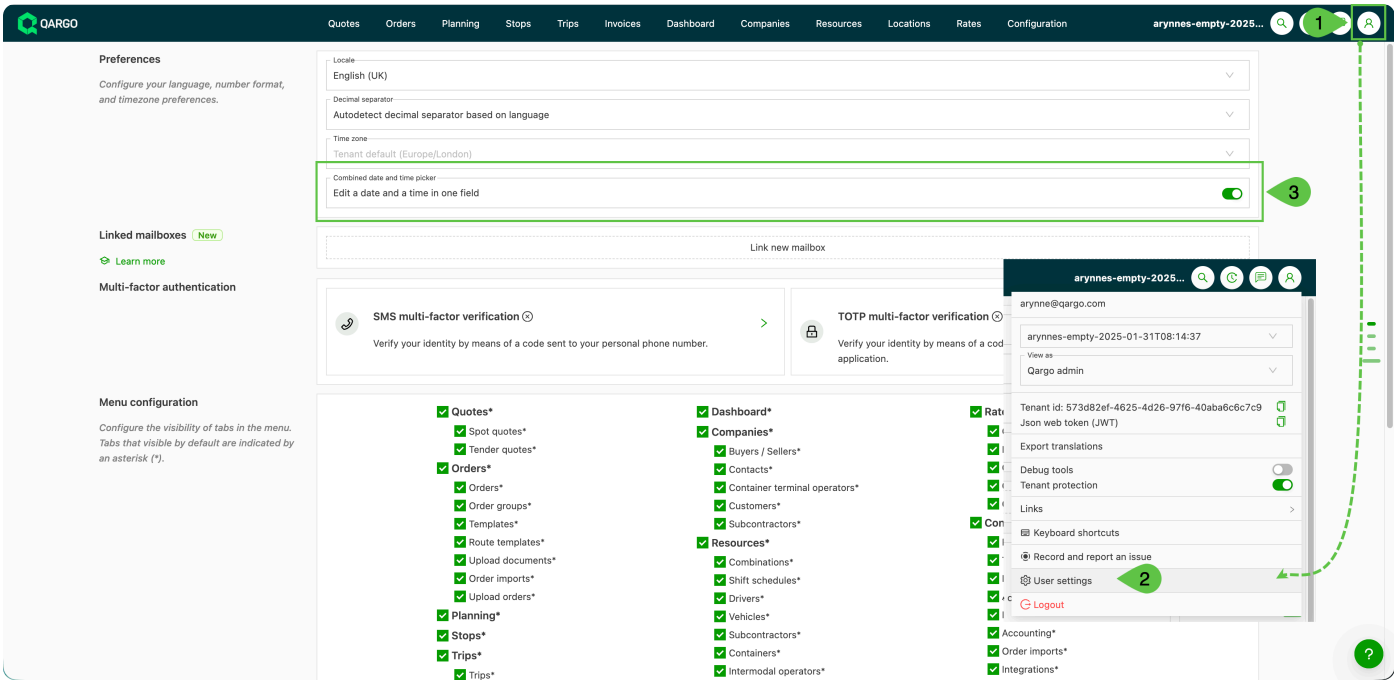


📚 More on timezones in Qargo: read Time zones explained.

Previous picker: switching back

The combined picker can be switched off at any time. The change applies immediately to every screen that uses it.

1. **Click** the **Profile** icon at the top right of the main menu bar.
2. **Select User settings**.
3. **Check** the **Combined date and time picker** toggle under **Preferences**.
   - **On** – one field for date and time (the default)
   - **Off** – the previous separate date and time fields



Troubleshooting

Issue	Likely cause	Resolution
Data entry feels slower with the combined picker	The mouse is used for every part of the value.	Type the date, press Tab and type the time. To go back, switch off **Combined date and time picker** in **User settings**.
Separate date and time boxes still show	The setting is off, or the field still uses the previous control.	Check the setting in **User settings**. **Cutoff time** and resource schedule times still use the previous control.
07:37 is not in the minute column	The column shows 5-minute steps only.	Type the exact minute into the field. Typed minutes are kept as entered.
The time changed to 00:00 after typing a date	A full date fills in the time automatically.	Type the correct time over 00:00.
A date-only field has no time column	Date-only fields keep their calendar on purpose.	No action needed.
A duration field shows its old control	Durations can exceed 24 hours and keep a dedicated control.	No action needed.

Related reading: Time zones explained and FAQ - How does Qargo handle stops management?