Loads - Load templates

A load template stores a fixed sequence of stops for a recurring route. Auto-assign rules copy a template into a new load when no matching load exists yet.

Updated October 20, 2026

What is a load template

A load template stores the stops of a recurring route, for example a daily trunk route between two terminals. An auto-assign rule can copy the template into a new load. This puts the route on the load before orders are added to it.

> Templates are used by rules with the option **Use load template for matching**. For details on how rules match orders to loads, see PLANNING - Auto Assign Resources.

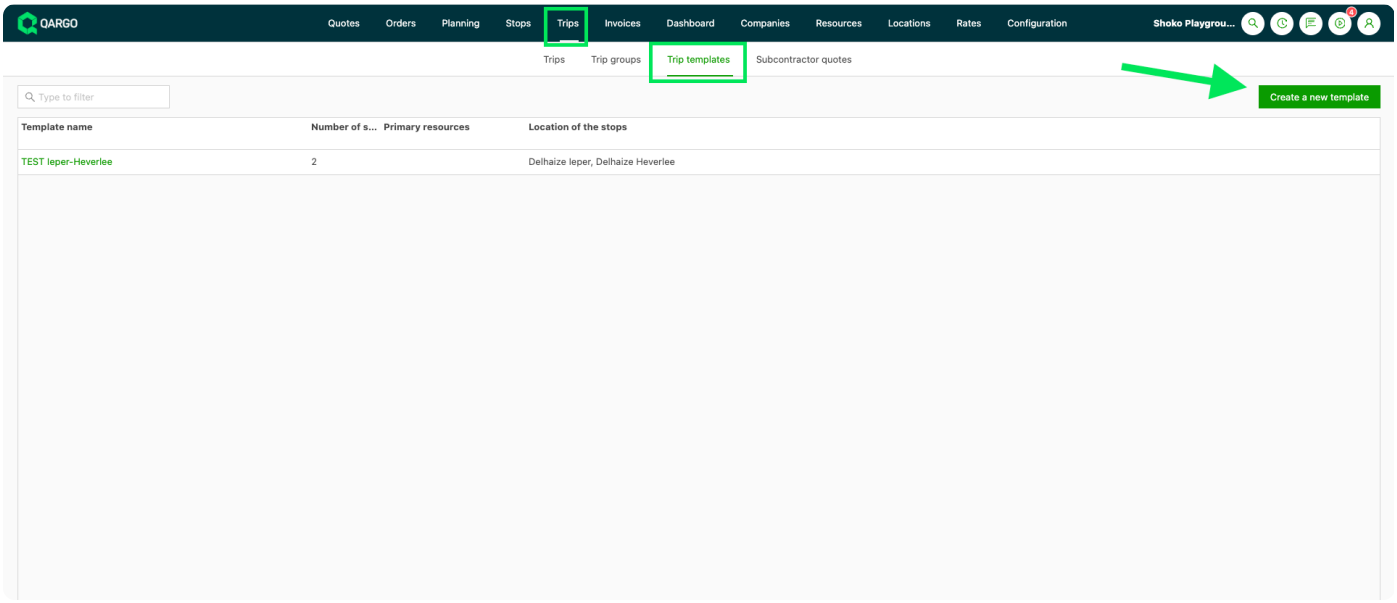
Terminology

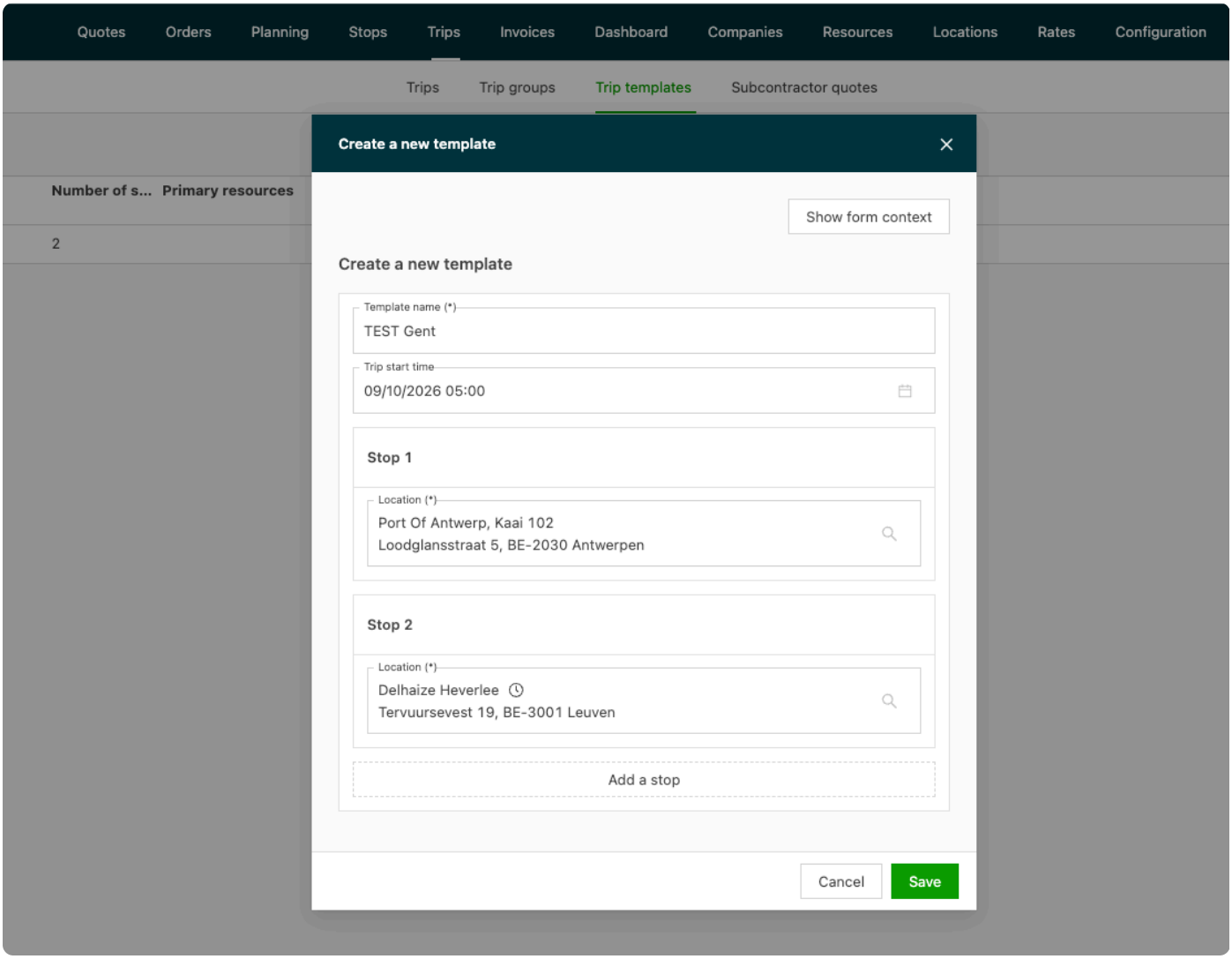
Term	Definition
Load template	A named, fixed sequence of at least two stops for a recurring route.
Placeholder stop	A stop copied from a load template onto a load. It shows the route on the load and is not dispatched to the driver.
Created using this template	A count on the template detail page of the loads that were created from the template.

Create a load template

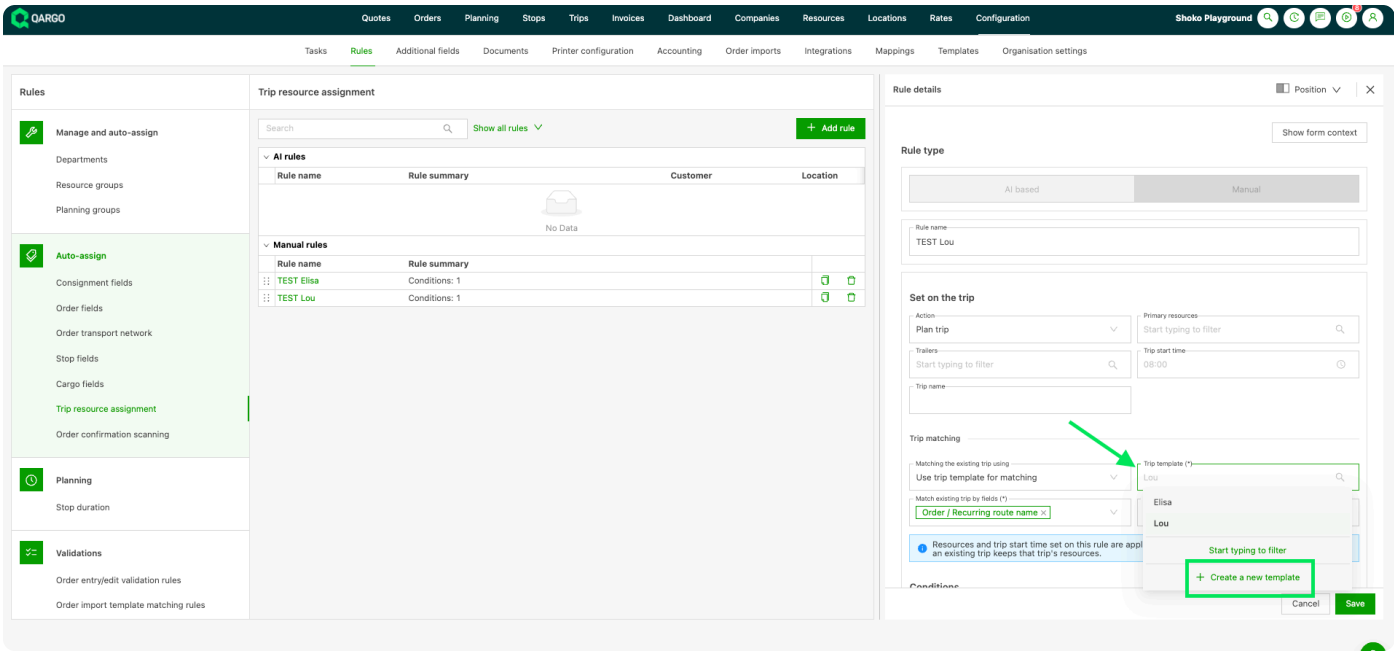
> 🧰 **Super Admins:** Creating or editing a load template requires the load template write permission on the user's role.

1. Navigate to **Loads > Load templates**.
2. Click **Create a new template** at the top right.
3. Enter a **Template name**.
4. Add **at least two stops**. Each stop requires a **Location**, with an optional **Date** and **Time**. **Add a stop** appends the next stop in the order the route calls at them.
5. **Save** the template. The load template detail page opens.


QARGO
Quotes
Orders
Planning
Stops
Trips
Invoices
Dashboard
Companies
Resources
Locations
Rates
Configuration
Shoko Playgrou...
Trips
Trip groups
Trip templates
Subcontractor quotes
Type to filter
Create a new template
Template name
Number of s...
Primary resources
Location of the stops
TEST Ieper-Heverlee
2
Delhaize Ieper, Delhaize Heverlee

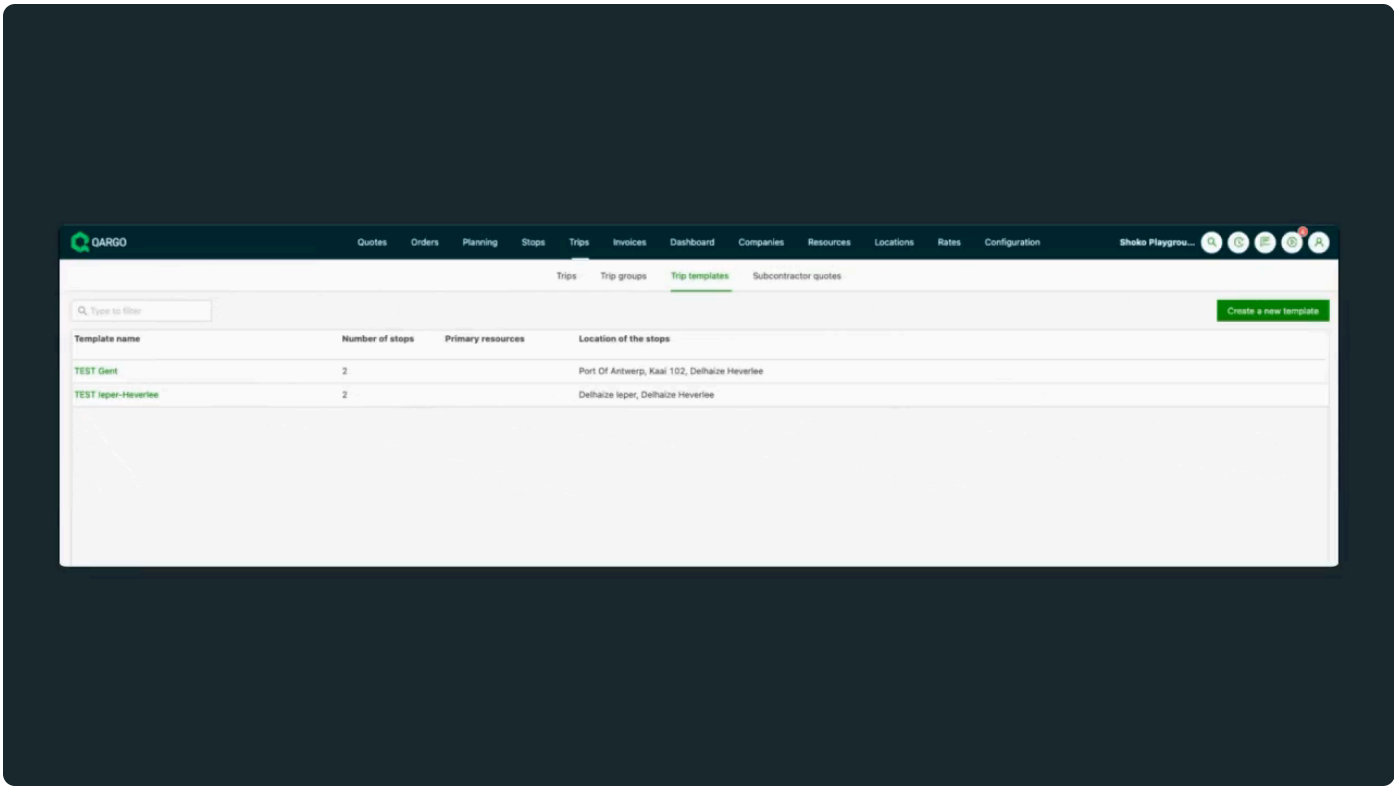

Quotes
Orders
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Companies
Resources
Locations
Rates
Configuration
Trips
Trip groups
Trip templates
Subcontractor quotes
Number of s...
Primary resources
2
Create a new template
Show form context
Create a new template
Template name (*)
TEST Gent
Trip start time
09/10/2026 05:00
Stop 1
Location (*)
Port Of Antwerp, Kaai 102
Loodglansstraat 5, BE-2030 Antwerpen
Stop 2
Location (*)
Delhaize Heverlee
Tervuursevest 19, BE-3001 Leuven
Add a stop
Cancel
Save

A template can also be created from inside a rule: the **Load template** dropdown on the rule ends with **Create a new load template**, which opens the same modal. Saving it selects the new template on the rule (screenshot below).



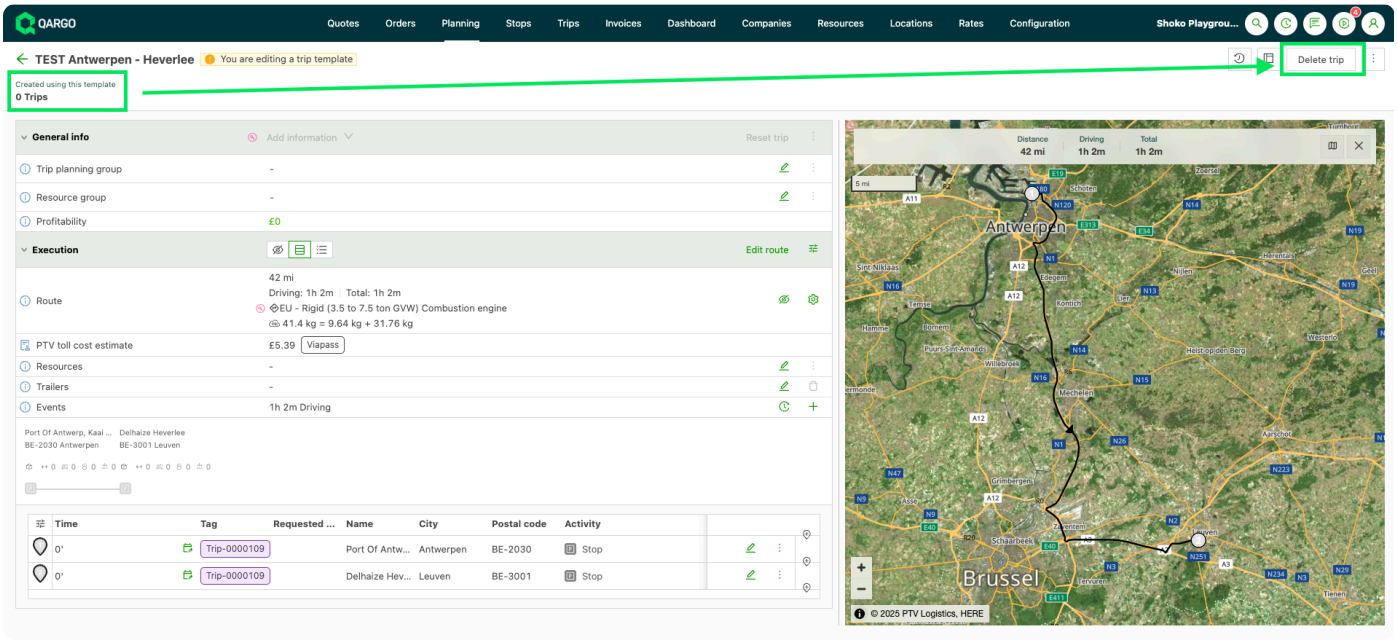
The Load templates list

The **Load templates** list shows **Template name**, **Number of stops**, **Primary resources** and **Location** of the stops. All columns are filterable.



The load template detail page

On the template detail page, **Created using this template** under the template title shows how many loads came from the template. **Delete load** is only enabled while this count is zero.



How a load is built from a template

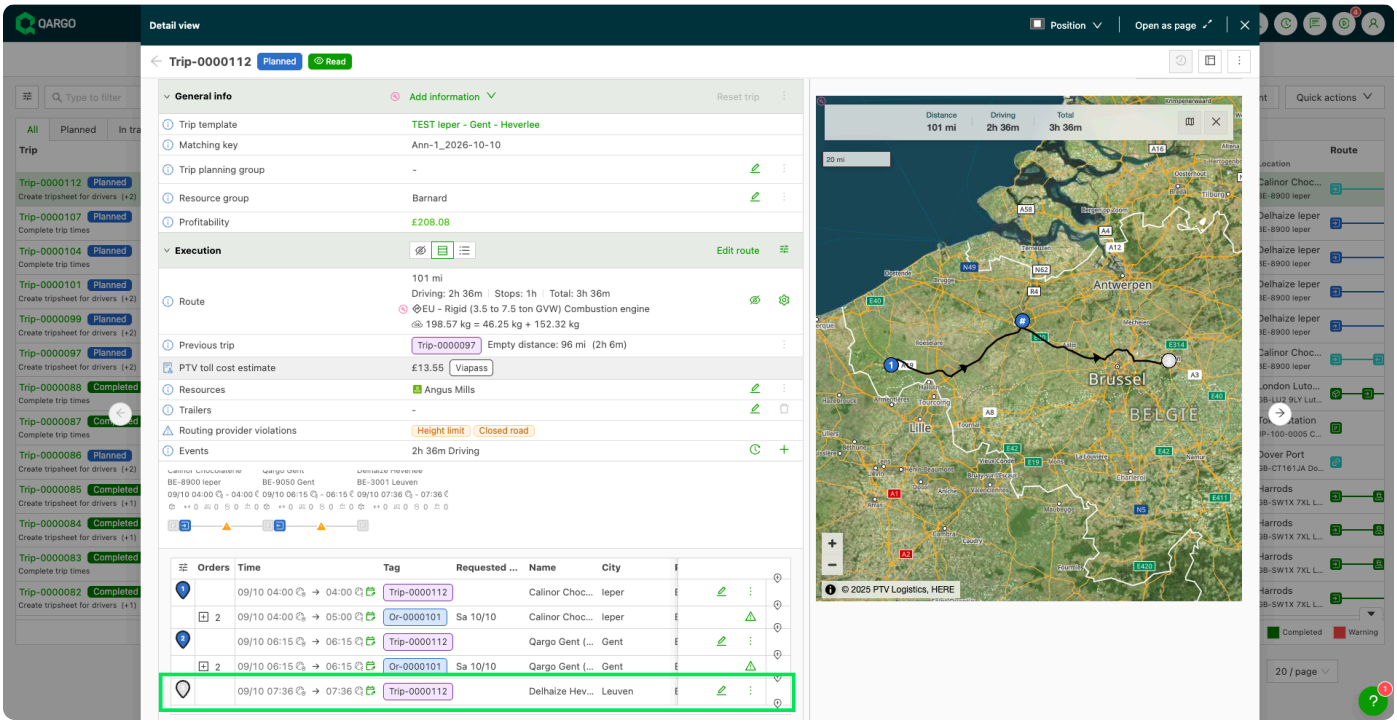
When a rule with **Use load template for matching** finds no matching load for the date, it creates a new load and copies the template onto it. The rule's resources and load start time are set on that new load.

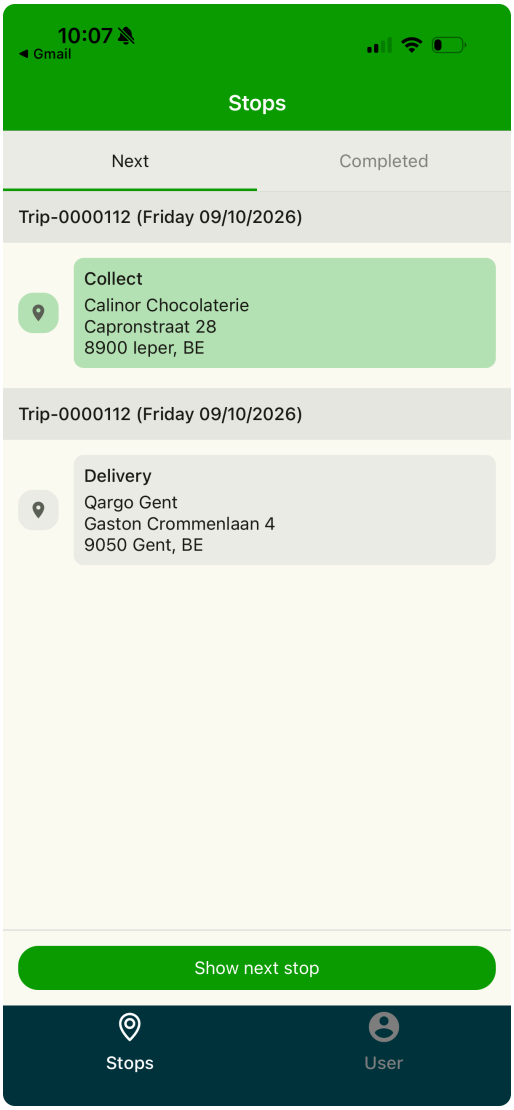
Every template stop is copied onto the load as a placeholder stop. Placeholder stops appear in the stop list with the activity Stop and the load number as a tag. They are not dispatched to the driver. The order's stops are inserted next to them, so the template's route stays visible.

A template stop that no order uses stays on the load as a placeholder stop. For example, a template with three stops keeps its third stop when orders only use two. The stop's menu (three dots) offers **Dispatch activity** to send such a stop to the driver.

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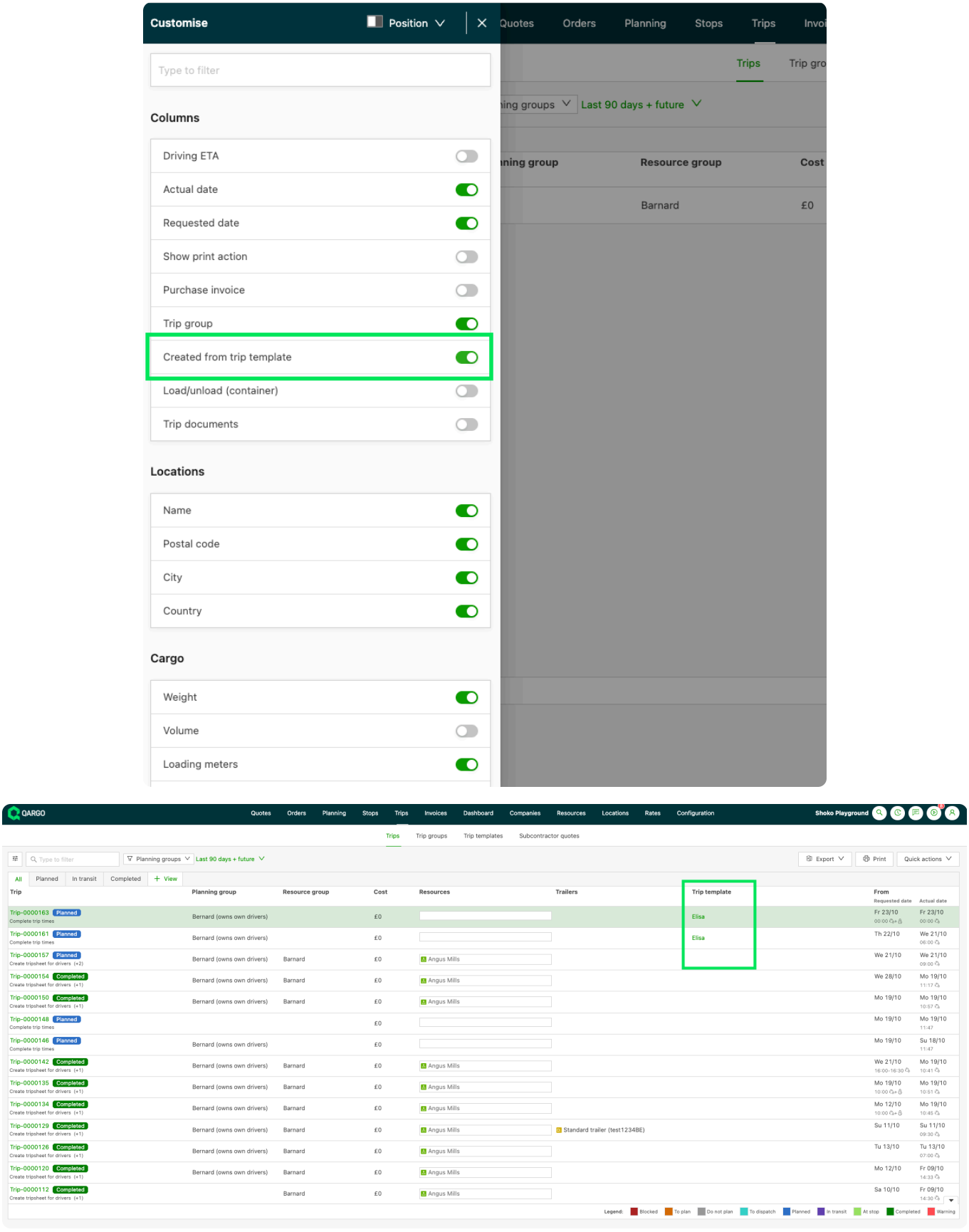
- A load template is **copied in full, and only once, when the load is created.** Later changes to the template do not update loads already built from it.
- Loads are not pre-built on a schedule. A template load only appears once the first matching order for that date arrives.


QARGO
Detail view
Position
Open as page
Trip-0000112
Planned
Read
General info
Add information
Reset trip
Trip template
TEST Ieper - Gent - Heverlee
Matching key
Ann-1_2026-10-10
Trip planning group
Resource group
Barnard
Profitability
£208.08
Execution
Edit route
Route
101 mi
Driving: 2h 36m | Stops: 1h | Total: 3h 36m
EU - Rigid (3.5 to 7.5 ton GVW) Combustion engine
198.57 kg = 46.25 kg + 152.32 kg
Previous trip
Trip-0000097
Empty distance: 96 mi (2h 6m)
PTV toll cost estimate
£13.55
Viapass
Resources
Angus Mills
Trailers
Routing provider violations
Height limit
Closed road
Events
2h 36m Driving
Distance
101 mi
Driving
2h 36m
Total
3h 36m
Antwerpen
Brussel
BELGIE
Lille
© 2025 PTV Logistics, HERE
Orders
Time
Tag
Requested ...
Name
City
09/10 04:00 → 04:00
Trip-0000112
Calinor Choc...
Ieper
09/10 04:00 → 05:00
Or-0000101
Sa 10/10
09/10 06:15 → 06:15
Trip-0000112
Qargo Gent (...
Gent
09/10 06:15 → 06:15
Or-0000101
Sa 10/10
09/10 07:36 → 07:36
Trip-0000112
Delhaize Hev...
Leuven



What planners see on a load

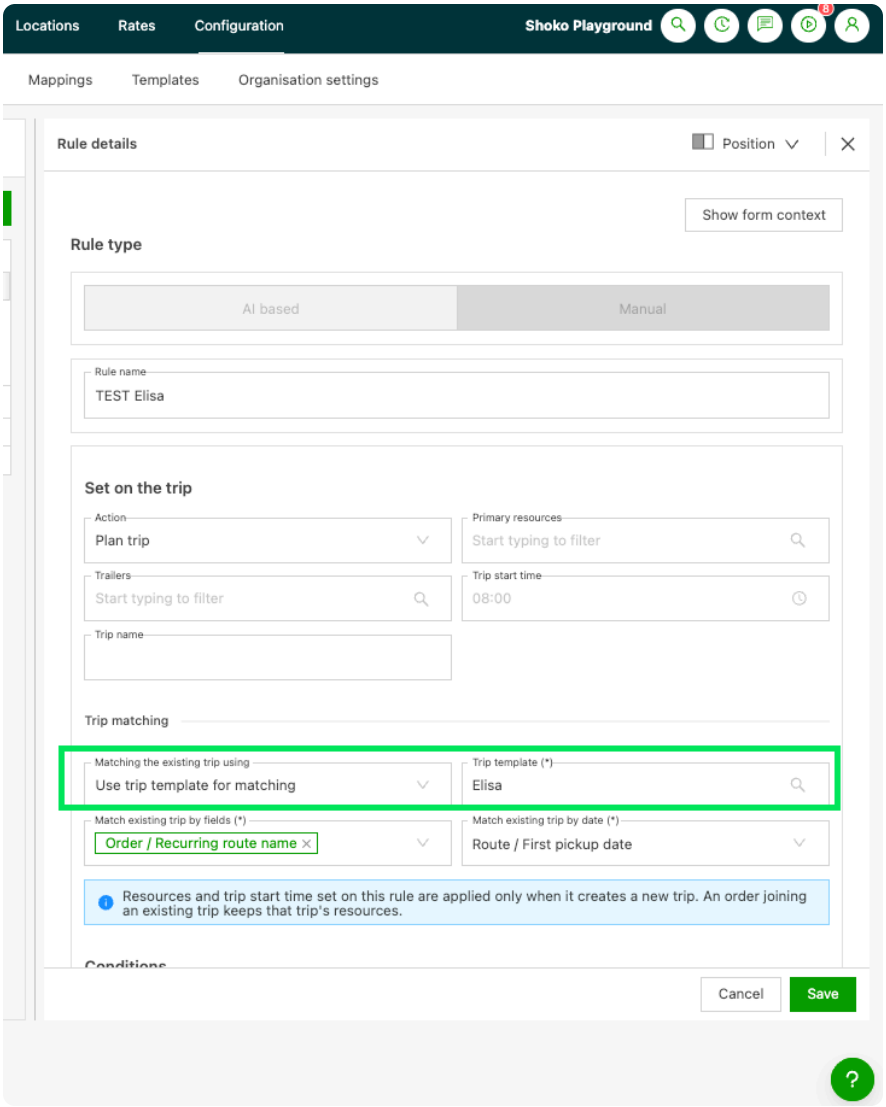
- **Load detail > General info** shows a **Load template** row. Click the name to open the template.
- The Loads list has an optional **Created from load template** column. Switch it on under **Customize > Columns**.



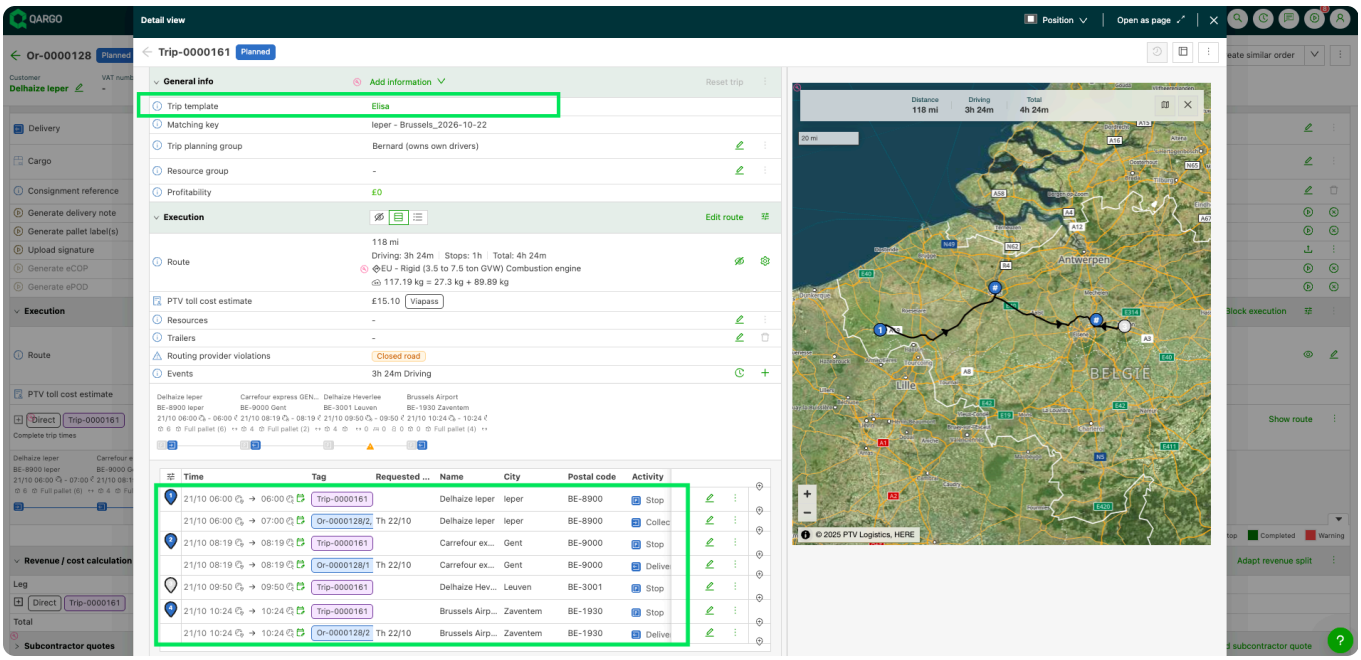
- Unplanning an order from a load created from a template works the same as on any other load.

Example

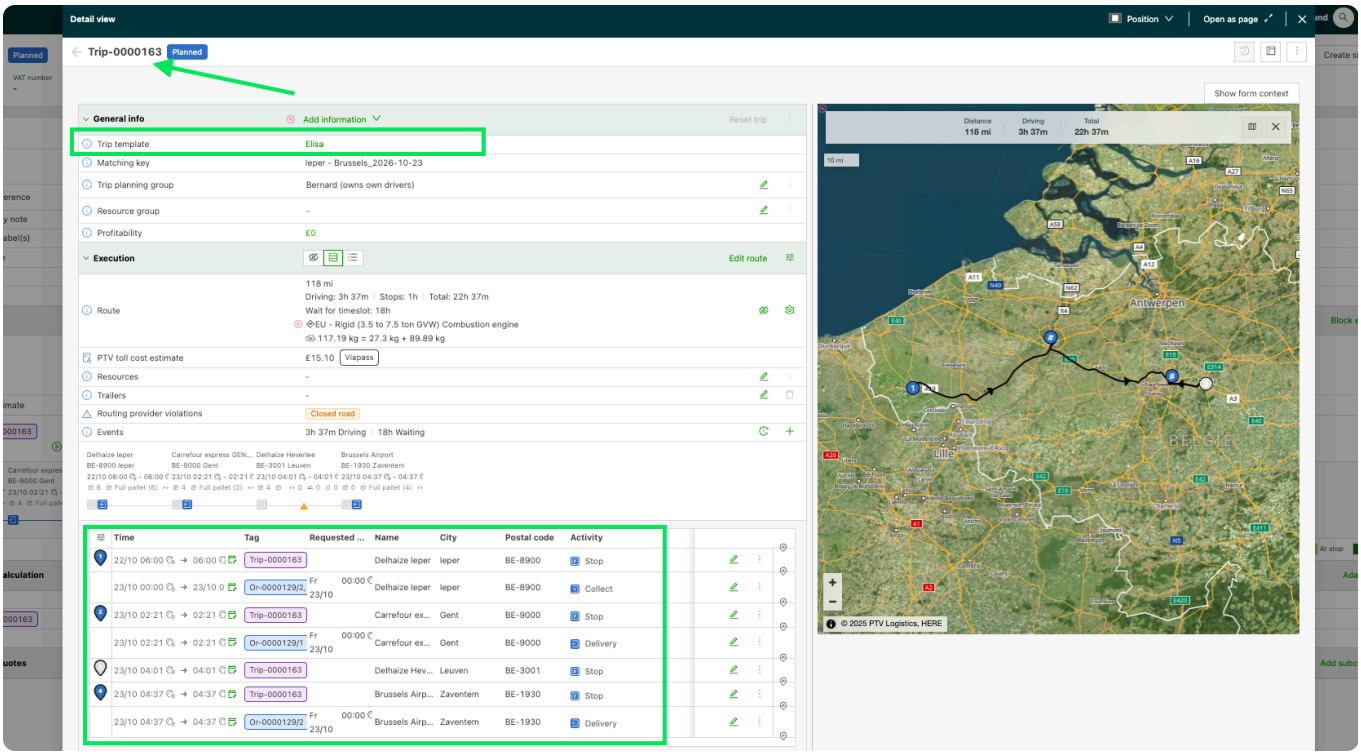
A transportation company runs a regular route between Ieper and Brussels via Gent and Heverlee. The load template “Elisa” holds 4 stops (Ieper, Gent, Heverlee, and Brussels).



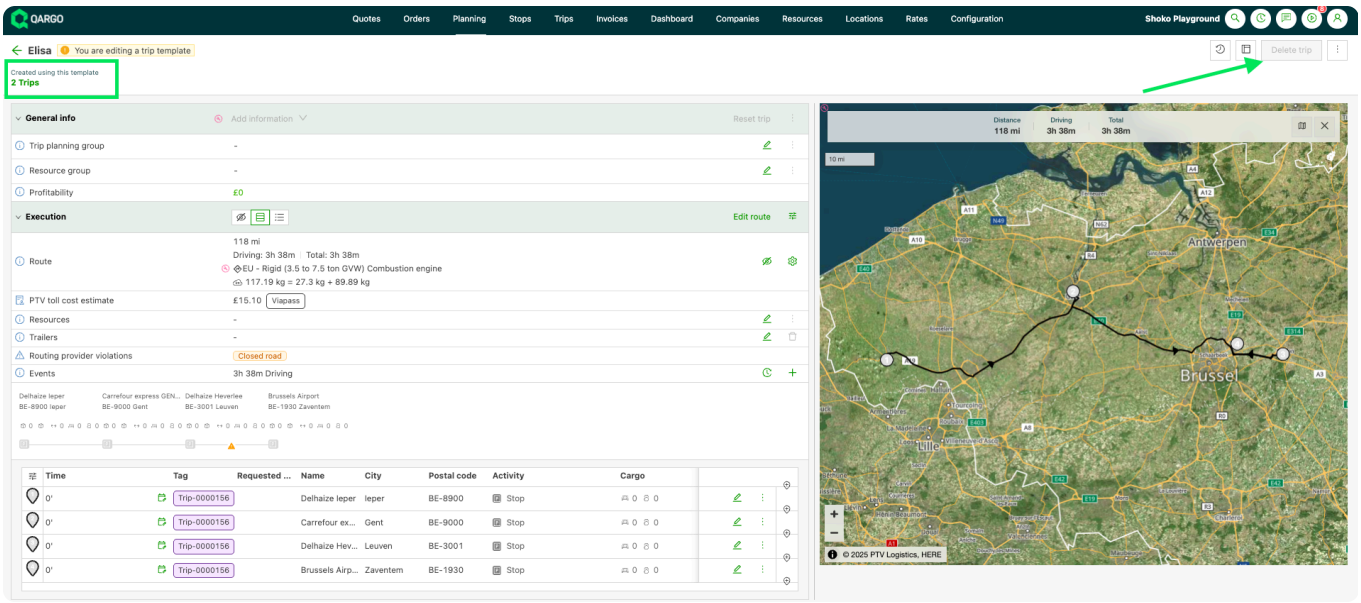
1. A rule with **Use load template for matching** and this template receives the first order for October 22. No load exists for that date, so a load is created from the template. The Ieper, Gent, Heverlee, and Brussels stops are on the load as placeholder stops, and the order’s stops are inserted next to them.
   Or-0000128



2. An order for October 23 creates a separate load from the template, because the date differs.



3. On the template, **Created using this template** now shows 2 loads, and **Delete load** is disabled.



Troubleshooting

Issue	Fix
Delete load is disabled on a load template.	Loads were created from the template. Deleting is available once the count under **Created using this template** is zero.