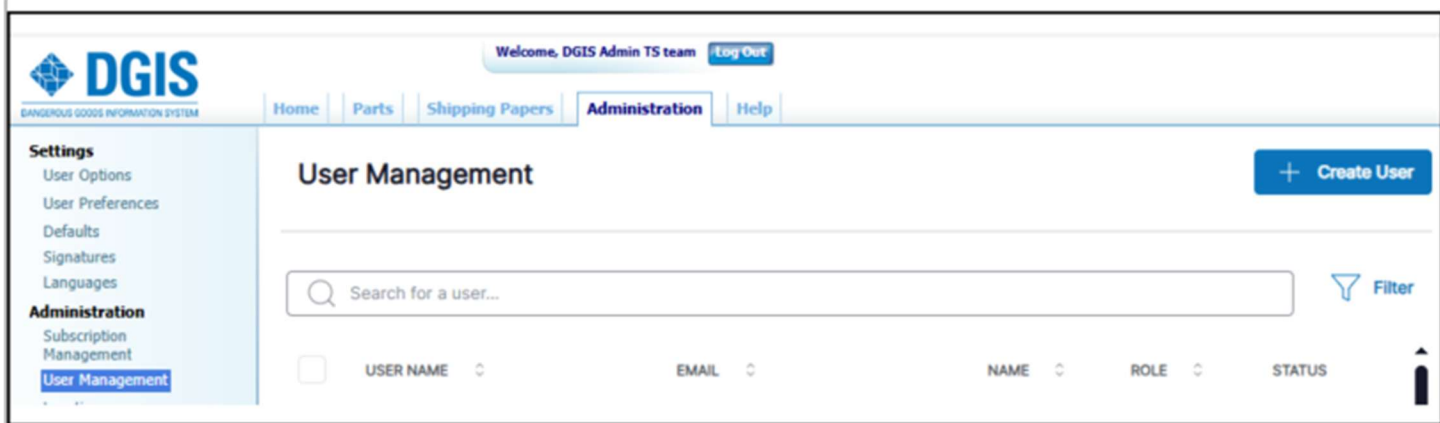Roles (5.2)

A person's DGIS role is displayed on their user-profile page.

To view the DGIS user profile screen:
1. Click the Administration Tab
2. Click User Management
3. Click the 3 vertical dots located at the far right of a user-login and click Edit

The Role choices are User, Manager, and Administrator.

• **User** Role - Permission to create, edit, and delete a shipment.
• **Manager** Role - Permissions of the User role. Also has access to the Location Management screen and   the Parts Management screen.
• **Administrator** Role - Full permissions. Has Permissions of the Manager role as well as access to the API screen, Custom Validations screen, Custom Overrides screen and Reporting screens.

Roles (5.2)

You can have more than one person assigned to the Administrator role, however, a login cannot be assigned to more than one Role.

Below are screenshots of the different subscription roles and what the user in that role sees when they click on the Administration Tab.

ENTERPRISE subscribers

Enterprise

USER Role:
Settings
  User Options
  User Preferences
  Defaults
  Signatures
  Languages

-
    - No access to User Management screen or Subscription Management screen
    - Can view / select parts
    - Has access to Options screen but cannot create an Options Group
    - No access to Locations screen

Enterprise

MANAGER Role:

Settings
  User Options
  User Preferences
  Defaults
  Signatures
  Languages
Administration
  Locations

-
    o No access to User Management screen or Subscription Management screen

    o Can view / select / edit / approve parts

    o Has access to Options screen but cannot create an Options Group

    o Has access to Locations screen and can create a Location

Roles (5.2)

Enterprise
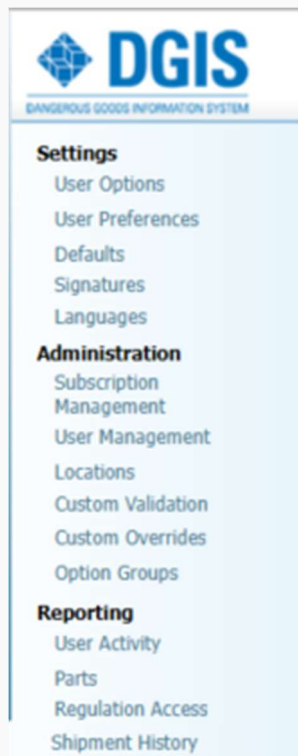
ADMINISTRATOR Role:
Settings
  User Options
  User Preferences
  Defaults
  Signatures
  Languages
Administration
  Subscription Management
  User Management
  Locations
  Custom Validation
  Custom Overrides
  Options Groups
  API (Web service customers)
Reporting
  User Activity
  Parts
  Regulation Access
  Shipment History

-
  - Has access to User Management screen and Subscription Management screen
  - Can view / select / edit / approve parts
  - Has access to Options screen and can create an Options Group
  - Has access to Locations screen and can create a Location

ESSENTIALS subscribers

Essentials

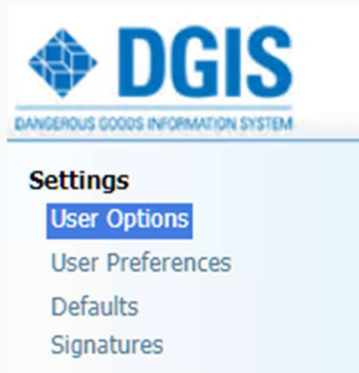**USER** Role and **MANAGER** Role:
Settings
  User Options
  User Preferences
  Defaults
  Signatures

The User role and Manager role have the same permissions. Although there is no difference between the roles, we kept the Manager role active for the sake of continuity.

-
  - No access to User Management screen or Subscription Management screen
  - Has access to Options screen
  - Locations feature not available
  - Parts feature not available
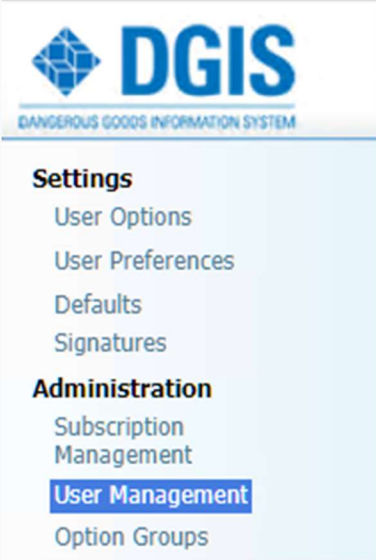
Roles (5.2)

Essentials

ADMINISTRATOR Role:

Settings
  User Options
  User Preferences
  Defaults
  Signatures
Administration
  Subscription Management
  User Management
  Option Groups

-
  - Has access to User Management screen and Subscription Management screen
  - Has access to Options screen
  - Locations feature not available
  - Parts feature not available

Administration Tab > Settings > User Options - Allows a user to set their options in DGIS. However, if an Administrator assigns a user to an Option Group, the user cannot choose their user options.

Administration Tab > Settings > User Preferences - (Previously a part of User Options). User Preferences focuses on printing behavior.

Administration Tab > Settings > Defaults - Certain fields in DGIS can be set to display a default value. Default values cannot be applied to an existing Shipment Template.

Administration Tab > Settings > Signatures - Adds an electronic signature to forms.

Administration Tab > Settings > Languages - Available only to Enterprise subscribers;, a Language can be assigned for certain forms.

Roles (5.2)

Administration Tab > Administration > Subscription Management - An Administrator can view a subscription(s), number of seats, and subscription expiration date.

Administration Tab > Administration > User Management - Allows an Administrator to create or edit a DGIS login, assign a login to a license key, and determine a user's regulatory access.

Administration Tab > Administration > Location Management - Available to Enterprise subscribers. A DGIS Administrator or DGIS Manager are able to create a Location.
Users, Part Numbers (Parent Part only) and Templates (Shipment and Package) can be assigned to a Location.

Administration Tab > Administration > Custom Validation - Available to Enterprise subscribers; allows Administrators to create a custom DGIS Warning message or custom DGIS Error message.

Administration Tab > Administration > Custom Overrides - Available to Enterprise subscribers, allows Administrators to create a custom override that overrides program restrictions.

Administration Tab > Administration > Option Groups - Allows an Administrator to create a custom Option Group.

Administration Tab > Administration > API - Available to Web Service subscribers, allows an Administrator to create their API secured key.

Administration Tab > Reporting > User Activity - Available to Enterprise subscribers; allows an Administrator to create a list of their user's DGIS login activity.

Administration Tab > Reporting > Parts - Available to Enterprise subscribers; allows an Administrator to create a list of their Part numbers.

Administration Tab > Reporting > Regulation Access - Available to Enterprise subscribers; allows an Administrator to create a list of a user's regulatory access.

Administration Tab > Reporting > Shipment History - Available to Enterprise subscribers; allows an Administrator to create a list of past shipment history.

Note: ENTERPRISE subscribers have access to features not available to ESSENTIALS subscribers.
An outline of the two DGIS subscriptions is located here, https://www.labelmaster.com/software/dgis-solutions.

To reach our Software Sales Team for pricing go here, https://www.labelmaster.com/software/contact-us