

User Options and User Groups (5.2)

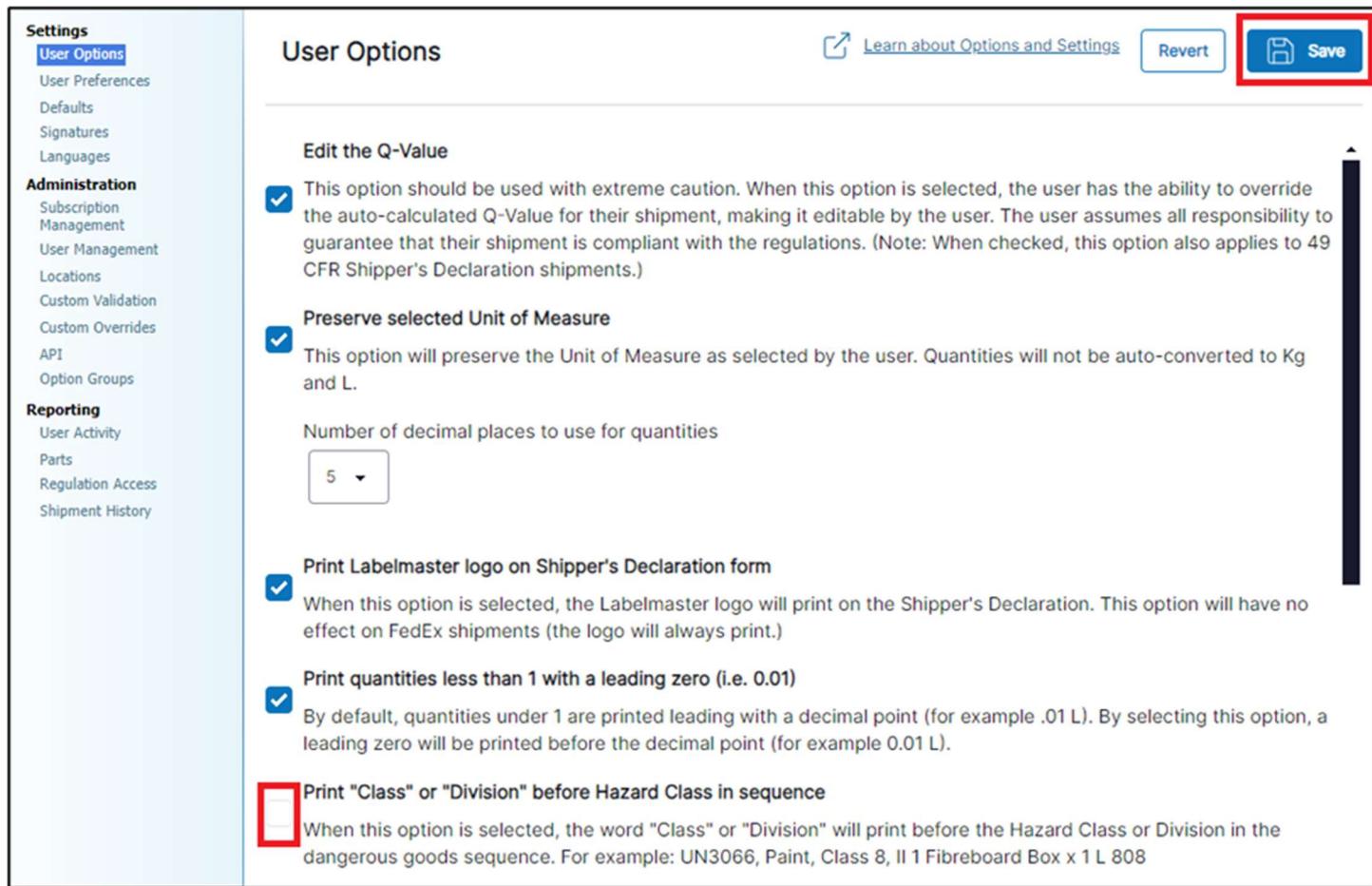
DGIS User Options allows users to enable/disable DGIS functionalities and apply formatting that best suits their needs. Administrators will have additional access to Option Groups, which gives users the ability to apply User Options to a group of users, rather than one user at a time.

Depending on the Regulation Access that you have on your account you will see all available Settings for those regulations. Regulations may or may not include the following: 49CFR, IATA, AFMAN, Maritime, ADR, and TDG. To access User Options, please click on the Administration tab at the top of the page. Click User Options located on the top left-hand side of the page under Settings.

Selecting User Options

To make a selection and enable a setting, click the box next to the setting to check the box, which will enable the setting. To disable a setting, uncheck the box next to the setting. After making the selections, click Save (There are certain settings that will not automatically apply unless you log out and log back in, create a new shipment, or regenerate your report in the report preview window.

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User Options

[Learn about Options and Settings](#) [Revert](#) **Save**

Edit the Q-Value

This option should be used with extreme caution. When this option is selected, the user has the ability to override the auto-calculated Q-Value for their shipment, making it editable by the user. The user assumes all responsibility to guarantee that their shipment is compliant with the regulations. (Note: When checked, this option also applies to 49 CFR Shipper's Declaration shipments.)

Preserve selected Unit of Measure

This option will preserve the Unit of Measure as selected by the user. Quantities will not be auto-converted to Kg and L.

Number of decimal places to use for quantities
5

Print Labelmaster logo on Shipper's Declaration form

When this option is selected, the Labelmaster logo will print on the Shipper's Declaration. This option will have no effect on FedEx shipments (the logo will always print.)

Print quantities less than 1 with a leading zero (i.e. 0.01)

By default, quantities under 1 are printed leading with a decimal point (for example .01 L). By selecting this option, a leading zero will be printed before the decimal point (for example 0.01 L).

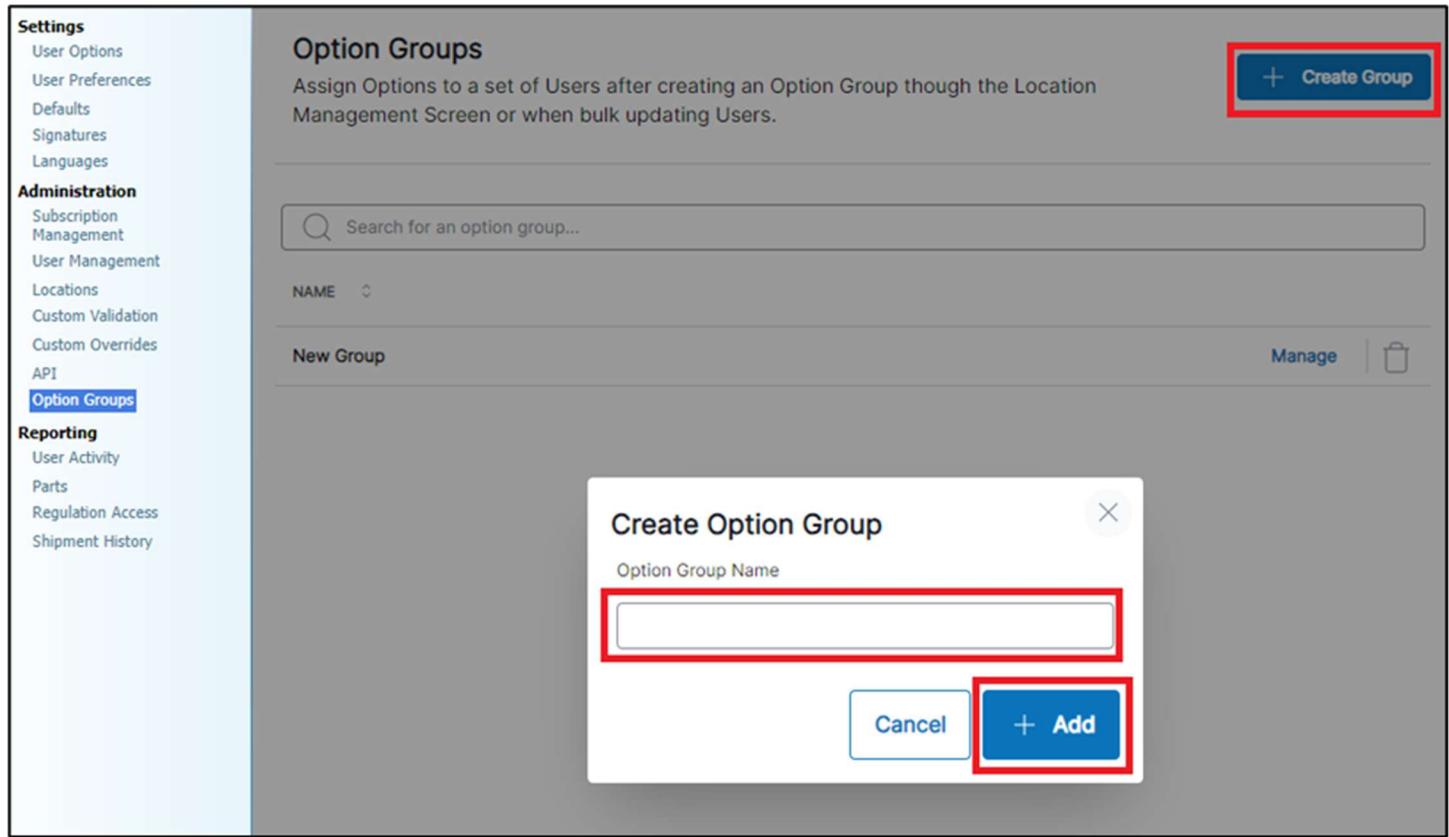
Print "Class" or "Division" before Hazard Class in sequence

When this option is selected, the word "Class" or "Division" will print before the Hazard Class or Division in the dangerous goods sequence. For example: UN3066, Paint, Class 8, II 1 Fibreboard Box x 1 L 808

Creating an Option Group

To create an option group, go to the Option Groups screen, click the Create Group button, and a prompt will appear with a field to enter a name for the Option Group. Click Save to save the Option Group.

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The screenshot shows the 'Option Groups' screen. On the left, a sidebar lists 'Settings' (User Options, User Preferences, Defaults, Signatures, Languages), 'Administration' (Subscription Management, User Management, Locations, Custom Validation, Custom Overrides, API), 'Option Groups' (selected), and 'Reporting' (User Activity, Parts, Regulation Access, Shipment History). The main area is titled 'Option Groups' with a sub-instruction: 'Assign Options to a set of Users after creating an Option Group though the Location Management Screen or when bulk updating Users.' A 'Create Group' button is at the top right. Below is a search bar and a table with columns 'NAME' and 'Manage'. A 'New Group' button is at the bottom left of the table. A modal window titled 'Create Option Group' is open, containing a text input for 'Option Group Name' (which is highlighted with a red box) and two buttons: 'Cancel' and a blue 'Add' button (which is also highlighted with a red box).

Setting Options to an Option Group

- Click the Manage button for the Option Group.
- Select or deselect Options by clicking the checkbox next to the option and click the Save button.
- Assigning an Option Group to Users is done in the User Management screen.
- Assigning an Option Group to a Location is done in the Locations screen.

User Options and User Groups (5.2)

Settings

- User Options
- User Preferences
- Defaults
- Signatures
- Languages

Administration

- Subscription Management
- User Management
- Locations
- Custom Validation
- Custom Overrides
- API

Option Groups

Option Groups

Assign Options to a set of Users after creating an Option Group through the Location Management Screen or when bulk updating Users.

[Create Group](#)

Search for an option group...

NAME ▾

New Group [Manage](#) [Delete](#)

Settings

- User Options
- User Preferences
- Defaults
- Signatures
- Languages

Administration

- Subscription Management
- User Management
- Locations
- Custom Validation
- Custom Overrides
- API

Option Groups

Manage Option Group - New Group

[Cancel](#) [Save](#)

Edit the Q-Value

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Preserve selected Unit of Measure

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Number of decimal places to use for quantities

1 ▾

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Deleting an Option Group

- Click Trash icon for the Option Group
- Click the Delete button to delete the Option Group

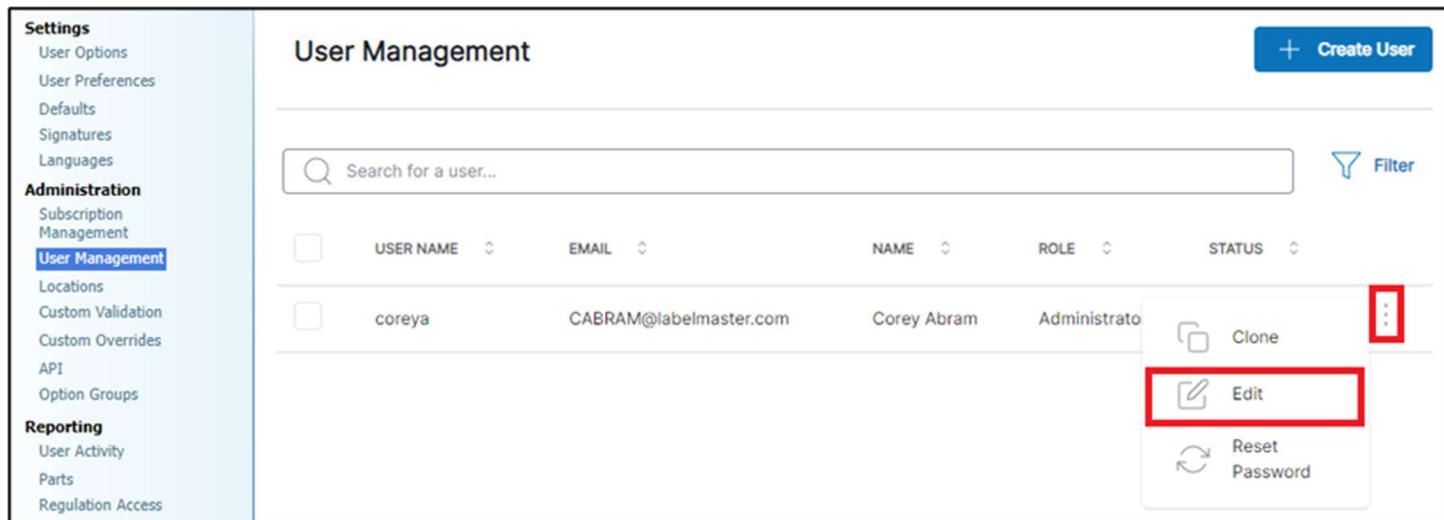
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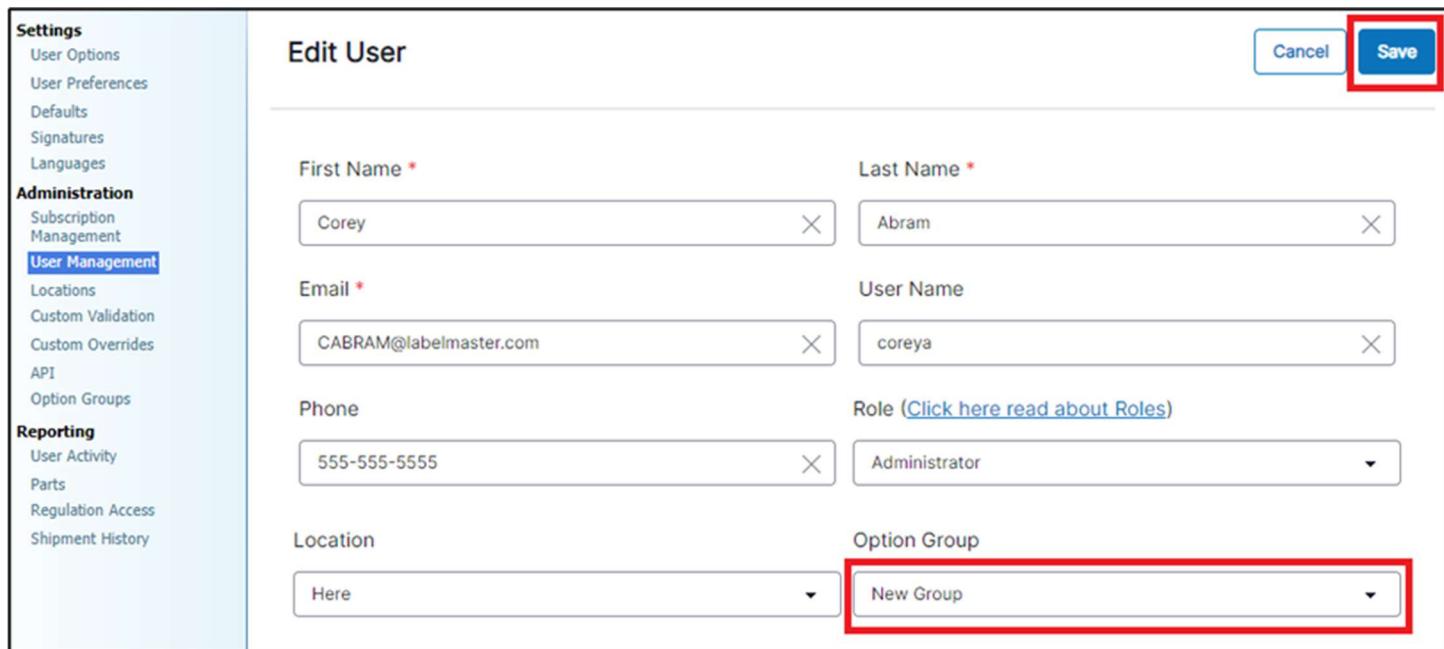
Assigning Option Group to User

- On the User Management screen, click on the three dots and Edit for the user.
- Select from the Option Group dropdown and click Save button at the top of the screen. (The Option Group selected will be applied to the selected user and will override all current User Options for that user.)
- To remove an Option Group for a specific user, set the Option Group to None and click the Save button.

User Options and User Groups (5.2)



The screenshot shows the 'User Management' screen. On the left, a sidebar menu includes 'User Options', 'User Preferences', 'Defaults', 'Signatures', 'Languages', 'Subscription Management', 'User Management' (which is selected and highlighted in blue), 'Locations', 'Custom Validation', 'Custom Overrides', 'API', 'Option Groups', 'User Activity', 'Parts', and 'Regulation Access'. The main area is titled 'User Management' with a 'Create User' button. It features a search bar and a filter icon. A table lists users with columns for 'USER NAME', 'EMAIL', 'NAME', 'ROLE', and 'STATUS'. A user named 'coreya' is listed with the email 'CABRAM@labelmaster.com', name 'Corey Abram', role 'Administrator', and status 'Active'. To the right of this user are 'Clone', 'Edit' (which is highlighted with a red box), 'Reset Password', and 'Delete' buttons. The 'Edit' button is highlighted with a red box.



The screenshot shows the 'Edit User' screen. The sidebar menu is identical to the previous screenshot. The main area is titled 'Edit User' with 'Cancel' and 'Save' buttons (the 'Save' button is highlighted with a red box). The form fields include 'First Name *' (Corey), 'Last Name *' (Abram), 'Email *' (CABRAM@labelmaster.com), 'User Name' (coreya), 'Phone' (555-555-5555), 'Role' (Administrator), 'Location' (Here), and 'Option Group' (New Group, which is highlighted with a red box). The 'Save' button is also highlighted with a red box.

Assigning an Option Group to a Location

- On the Locations screen, click the Manage button for the location.
- Select from the Option Group dropdown and click Save button at the top of the screen. (The selected Option Group will be applied to all users in the assigned location and override all current User Options for each user.)
- To remove a selected Option Group set the Option Group to None and click the Save button.

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Location Management

Learn about locations [Create Location](#)

Search for a location...

NAME	DESCRIPTION	
Here		Manage Delete
New		Manage Delete
There		Manage Delete

Settings
User Options
User Preferences
Defaults
Signatures
Languages
Administration
Subscription Management
User Management
Locations
Custom Validation
Custom Overrides
API
Option Groups
Reporting
User Activity
Parts
Regulation Access
Shipment History

Manage Location

Cancel [Save](#)

Name * X

Option Group ▼

Description

Settings
User Options
User Preferences
Defaults
Signatures
Languages
Administration
Subscription Management
User Management
Locations
Custom Validation
Custom Overrides
API
Option Groups