Defaults (5.2)

## Defaults

Under Administration > Defaults you can enter information for specific fields that will always automatically pre-populate in every shipment.

For instance, if you always use the same "Emergency Contact" you can enter it as a default on this screen, and it will automatically populate the Emergency Contact field every time you begin a shipment.

Though the defaults will appear automatically in every shipment you create, you always have the option to change or edit them in a shipment.

## New "Defaults" look with DGIS 5.2

**If your account has locations**, first you will need to select the location you would like to add "Defaults" to. You can also select "No Location Assigned" if you would like to effect users in your company that do not use a location.

Click "Manage" next to the location your would like to edit.



To add default values, simply enter the information you want to save as a default into the appropriate fields (you can enter defaults for as many or as few fields as you want), and then click the Save button at the top right of the screen. The values you have entered will now appear automatically in any future shipments that you create.

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**Note:** Changing a default value will not change that field in any template, draft, or shipment that already exists.

## Manage Defaults for Company

Cancel | 💾 Save

### Shipper Address                                    + Add Address

### Shipment

| Account Number | Emergency Contact Name |
|---|---|
| 123456789 ✕ | Chemtech ✕ |

| Emergency Contact Number | Signature |
|---|---|
| 123456789 ✕ | |

| Contract | Airport of Destination |
|---|---|
| | Central Wisconsin Airport ✕ |

| Signatory Name | Signatory Title |
|---|---|
| | |

| Airport of Departure | Port / Place of Discharge(Maritime) |
|---|---|
| Type to search... | |

| Port / Place of Loading(Maritime) | Shipper Number |
|---|---|
| | 123456789 ✕ |

| Port / Place of Discharge (ADR) | Port / Place of Loading (ADR) |
|---|---|
| | |

**Please note that Default Values are applied to **the entire company/location**, not the specific user.**

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**Shipment**

The fields included in the shipment section are:

- Account Number

- Emergency Contact Name

- Emergency Contact Number

- Signature

- Contract

- Airport of Destination

- Signatory Name

- Signatory Title

- Airport of Departure

- Port/Place of Discharge (Maritime)

- Port/Place of Loading (Maritime)

- Shipper Number

**Shipper Address**

If you would like to add an Shipper Address as a default, first click "Add Address" in the top right corner of the "Defaults" screen.

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Using the address book, either select an address you have already created by clicking the check box, or create a new address. Then after you have selected an address click "Select" in the bottom left.

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The address will appear in the top section of the "Defaults" screen. Simply click "Save" in the top right hand corner to save your defaults.