

## 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.

The screenshot shows the DGIS 5.2 Administration interface. The left sidebar contains navigation links for Settings, Administration, and Reporting. The 'Defaults' link in the Administration section is highlighted. The main content area is titled 'Default Values' and features a search bar with the placeholder 'Search for a location...'. Below the search bar is a table with two rows. The first row contains the text 'No Location Assigned' and a 'Manage' button. The second row contains the text 'Example Location' and another 'Manage' button. The 'Manage' button for 'No Location Assigned' is highlighted with a red underline.

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.

## Defaults (5.2)

**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
<input type="text" value="123456789"/> <a href="#">X</a>	<input type="text" value="Chemtech"/> <a href="#">X</a>
Emergency Contact Number	Signature
<input type="text" value="123456789"/> <a href="#">X</a>	<input type="text"/> <a href="#">X</a>
Contract	Airport of Destination
<input type="text"/> <a href="#">X</a>	<input type="text" value="Central Wisconsin Airport"/> <a href="#">X</a>
Signatory Name	Signatory Title
<input type="text"/> <a href="#">X</a>	<input type="text"/> <a href="#">X</a>
Airport of Departure	Port / Place of Discharge(Maritime)
<input type="text" value="Type to search..."/> <a href="#">X</a>	<input type="text"/> <a href="#">X</a>
Port / Place of Loading(Maritime)	Shipper Number
<input type="text"/> <a href="#">X</a>	<input type="text" value="123456789"/> <a href="#">X</a>
Port / Place of Discharge (ADR)	Port / Place of Loading (ADR)
<input type="text"/> <a href="#">X</a>	<input type="text"/> <a href="#">X</a>

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

## Defaults (5.2)

### **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.



The screenshot shows a software interface titled "Manage Defaults for Company". At the top right are "Cancel" and "Save" buttons. Below the title is a section labeled "Shipper Address" with a red horizontal line underneath. To the right of this section is a blue "Add Address" button with a plus sign and a small upward arrow. The background is white with a thin black border around the main content area.

## Defaults (5.2)

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.

### Address Book

Search... + Create Address

COMPANY	ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
<input checked="" type="checkbox"/> Test Place	test test test 123	test	te	11111	United \$
<input type="checkbox"/> I made this	I did it	Me	ME	98989	U.S.A.

Select

## Defaults (5.2)

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.

### Manage Defaults for Company

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

---

#### Shipper Address

Test Place  
test test test 123  
test te 11111  
United States

[Change](#) | [Remove](#)

---

#### Shipment

Account Number	Emergency Contact Name
<input type="text" value="123456789"/> <span style="font-size: 2em;">X</span>	<input type="text" value="Chemtech"/> <span style="font-size: 2em;">X</span>
Emergency Contact Number	Signature
<input type="text" value="123456789"/> <span style="font-size: 2em;">X</span>	<input type="text"/>