

### 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 displays the DGIS (Dangerous Goods Information System) interface. At the top, there's a header with the DGIS logo and a 'Welcome, Labelmaster Software' message with a 'Log Out' button. Below the header is a navigation bar with links for Home, Parts, Shipping Papers, Administration (which is highlighted), and Help. On the left side, there's a sidebar menu with categories: Settings (User Options, User Preferences, Defaults, Signatures, Languages), Administration (Subscription Management, User Management, Locations, Custom Validation, Custom Overrides, Option Groups), and Reporting (User Activity, Parts, Regulation Access, Shipment History). The 'Defaults' option under Settings is highlighted. The main content area is titled 'Default Values' and features a search bar with the placeholder text 'Search for a location...'. Below the search bar is a table with two rows. The first row is labeled 'NAME' with a dropdown arrow. The second row is 'No Location Assigned' with a 'Manage' link. The third row is 'Example Location' with a 'Manage' link.

NAME	
No Location Assigned	<a href="#">Manage</a>
Example Location	<a href="#">Manage</a>


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

123456789

×

Emergency Contact Name

Chemtech

×

Emergency Contact Number

123456789

×

Signature

Contract

Airport of Destination

Central Wisconsin Airport

×

Signatory Name

Signatory Title

Airport of Departure

Type to search...

Port / Place of Discharge(Maritime)

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.\*\***

## 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.

Manage Defaults for Company

CancelSave

Shipper Address

+ Add Address

## 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

[+ Create Address](#)

	COMPANY	ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
<input checked="" type="checkbox"/>	Test Place	test test test 123	test	te	11111	United S
<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

CancelSave

#### Shipper Address

Test Place  
test test test 123  
test te 11111  
United States

ChangeRemove

#### Shipment

Account Number	Emergency Contact Name
<div>123456789</div>	<div>Chemtech</div>
Emergency Contact Number	Signature
<div>123456789</div>	<div></div>