

## Signatures (5.2)

Starting with the release of DGIS 5.2, the Signatures screen displays a new user interface but there has been no change in functionality.

- To **ADD** an electronic signature

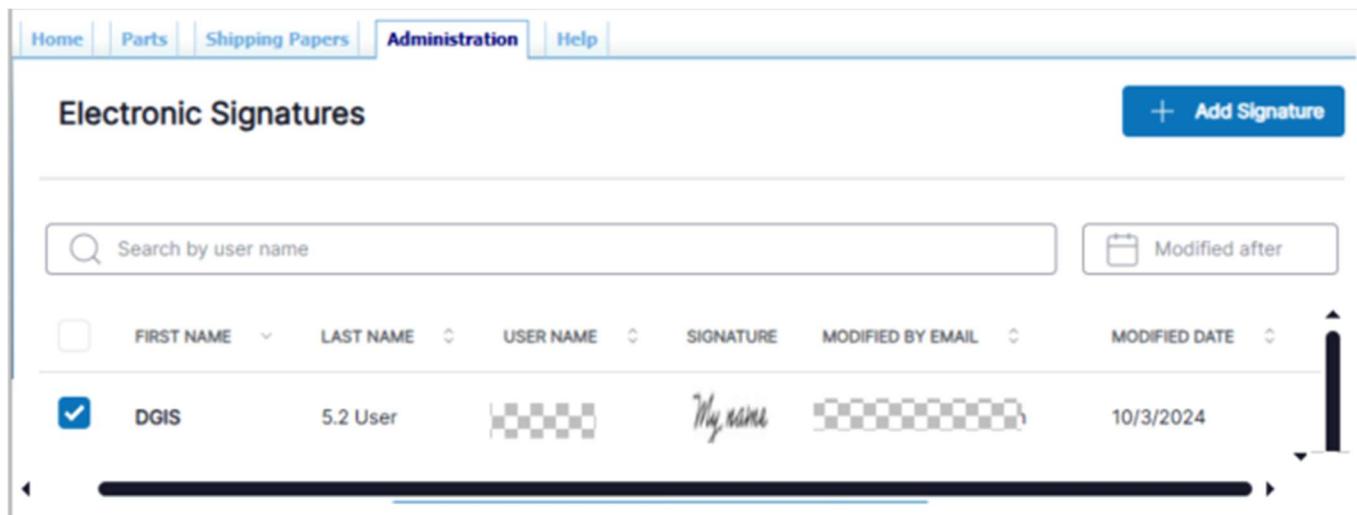
1. Click the Add Signature button.
2. Select a User from the drop-down list.
3. Click inside the 'Choose a File' box.
4. Via the Windows dialog box navigate to and select your 'scanned' signature
5. Click the Add button.

The screenshot shows the DGIS 5.2 Signatures screen. At the top, there is a navigation bar with links for Home, Parts, Shipping Papers, Administration (which is selected and highlighted in blue), and Help. To the right of the navigation bar, it says 'Welcome, DGIS 5.2 User' and 'Log Out'. On the left, there is a sidebar with 'Settings' (User Options, User Preferences, Defaults, Signatures, Languages), 'Administration' (which is also highlighted in blue), and 'Customization'. The main content area is titled 'Electronic Signatures' and features a search bar with 'Search by user name' and a filter for 'Modified after'. A blue button on the right says '+ Add Signature'. Below this, a modal dialog box is open with the title 'Add Signature'. It has a 'User \*' dropdown menu. Below it is a dashed box containing a 'Choose a File' button with an upward arrow icon and the text 'Up to 200KB. Preferred 160x40 px (horizontal)'. At the bottom of the dialog are two buttons: 'Cancel' and a blue 'Add' button with a '+' icon.

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If you have selected a file image that's too large, you'll receive an error message, 'Signature image size cannot exceed 200kB'. You will need to resize your file image. You can use the free Windows pre-loaded PAINT application to resize your file image and try again.

- To **EDIT** an electronic signature
  1. Put a checkmark in the user's checkbox
  2. Scroll to the far right of the screen by using the horizontal scroll bar located at the bottom of the screen
  3. Click the 3 vertical dots and click Edit.



<input type="checkbox"/>	FIRST NAME	LAST NAME	USER NAME	SIGNATURE	MODIFIED BY EMAIL	MODIFIED DATE
<input checked="" type="checkbox"/>	DGIS	5.2 User				10/3/2024

- To **DELETE** an electronic signature.
  1. Put a checkmark in the user's checkbox.
  2. Scroll to the far right of the screen by using the horizontal scroll bar located at the bottom of the screen.
  3. Click the 3 vertical dots and click Delete.

Once you have added an electronic signature, the signature will automatically populate and print on the completed shipping form.

Electronic signatures will print on the following DGIS shipping forms:

FedEx Air + Shipper's Declaration

UPS International + Shipper's Declaration

International Air + Shipper's Declaration

Afman + Shipper's Declaration

49 CFR + Shipper's Declaration

## Signatures (5.2)

49 CFR + Bill of Lading  
Maritime + Multimodal  
Maritime + IMO

Electronic signatures will **not print** on the following DGIS shipping forms:

FedEx Ground + FedEx Laser  
UPS Domestic + UPS Laser  
UPS Canada Crossborder + Crossborder Laser  
TDG + TDG  
ADR + Multimodal  
ADR + CMR  
FedEx Certification  
UPS Domestic Certification