

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 displays the DGIS 5.2 web interface. At the top, a navigation bar includes the DGIS logo, a 'Welcome, DGIS 5.2 User' message with a 'Log Out' button, and tabs for 'Home', 'Parts', 'Shipping Papers', 'Administration' (selected), and 'Help'. A left sidebar lists 'Settings' (User Options, User Preferences, Defaults, Signatures, Languages) and 'Administration' (Subscription). The main content area is titled 'Electronic Signatures' and features a '+ Add Signature' button, a search bar labeled 'Search by user name', and a 'Modified after' filter. Below this, a modal window titled 'Add Signature' is open. It contains a 'User' dropdown menu, a dashed box for file upload labeled 'Choose a File' with a subtext 'Up to 200KB. Preferred 160x40 px (horizontal)', and two buttons at the bottom: 'Cancel' and '+ Add'.

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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.

The screenshot shows a web application interface for managing electronic signatures. At the top, there is a navigation bar with tabs: Home, Parts, Shipping Papers, Administration (selected), and Help. Below the navigation bar, the title 'Electronic Signatures' is displayed on the left, and a blue button with a plus icon and the text 'Add Signature' is on the right. Below the title, there is a search bar with the placeholder text 'Search by user name' and a 'Modified after' filter button. A table lists the signatures with columns: a checkbox, FIRST NAME, LAST NAME, USER NAME, SIGNATURE, MODIFIED BY EMAIL, and MODIFIED DATE. The first row shows a checked checkbox, 'DGIS' as the first name, '5.2 User' as the last name, a placeholder for the user name, a handwritten signature 'My name', a placeholder for the modified by email, and '10/3/2024' as the modified date. A horizontal scroll bar is located at the bottom of the table.

<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

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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