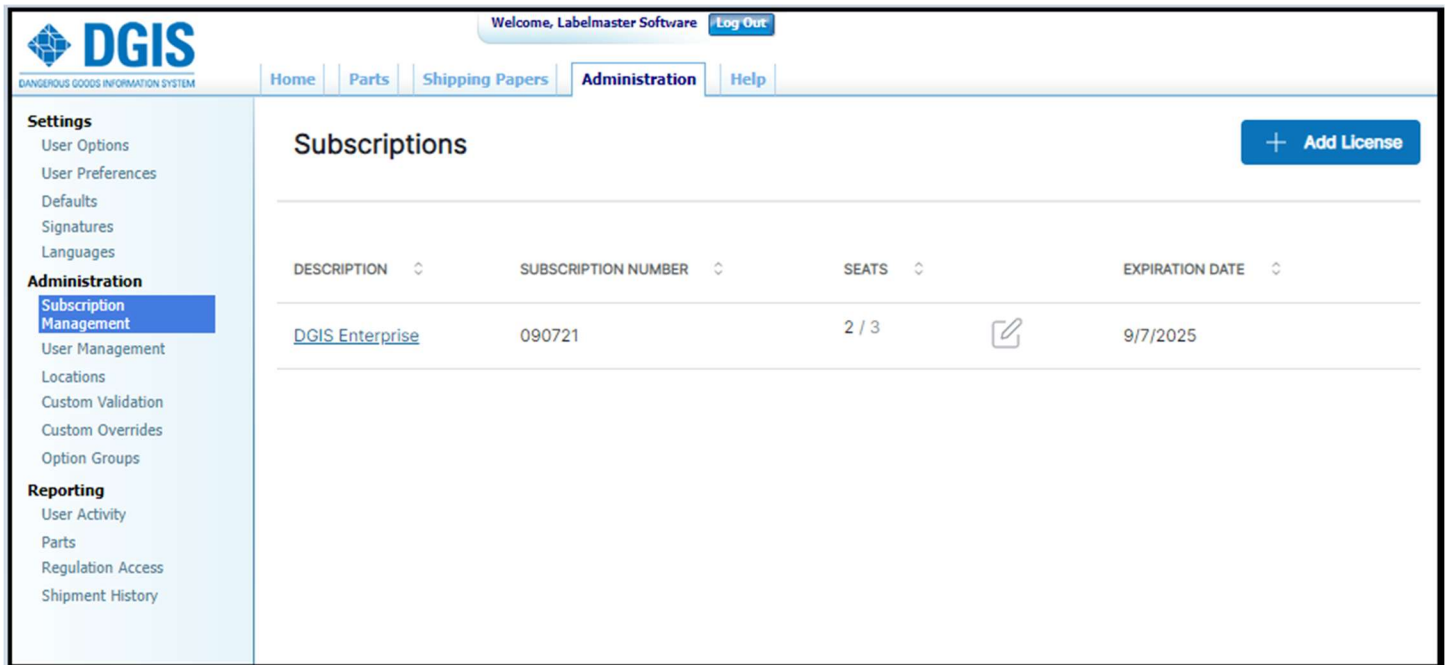


Subscription Management (5.2)

Starting with the release of DGIS 5.2, the Administration tab has been updated in an effort to consolidate administrative functions and make the DGIS experience more pleasant, and efficient. The location screen has been given a new look.

Location Management Layout

The Subscription Management screen will be visible to Administrators and Managers after clicking the Subscription Management link in the left-hand side view in the Administration tab.



The screenshot shows the DGIS (Dangerous Goods Information System) interface. At the top, there is a header with the DGIS logo, the text "Welcome, Labelmaster Software", and a "Log Out" button. Below the header is a navigation bar with tabs: Home, Parts, Shipping Papers, Administration (selected), and Help. On the left side, there is a sidebar menu with categories: Settings (User Options, User Preferences, Defaults, Signatures, Languages), Administration (Subscription Management selected, User Management, Locations, Custom Validation, Custom Overrides, Option Groups), and Reporting (User Activity, Parts, Regulation Access, Shipment History). The main content area is titled "Subscriptions" and features a table with columns: DESCRIPTION, SUBSCRIPTION NUMBER, SEATS, and EXPIRATION DATE. A blue "+ Add License" button is located in the top right corner of the main area. The table contains one row with the following data: DESCRIPTION: [DGIS Enterprise](#), SUBSCRIPTION NUMBER: 090721, SEATS: 2 / 3, and EXPIRATION DATE: 9/7/2025. An edit icon is visible next to the SEATS column.

DESCRIPTION	SUBSCRIPTION NUMBER	SEATS	EXPIRATION DATE
DGIS Enterprise	090721	2 / 3	9/7/2025

Adding Licenses

To add a new License:

1. Click on the Administration tab.
2. Click Subscription Management in the left-hand side view.
3. Click the blue "Add License" action button in the top right.
4. Enter your new license key.
5. Click "Add License"

Subscription Management (5.2)

Add License

License Key

Enter your license key...

Cancel

+ Add License

Editing License Seats

To add users to a License:

1. Click on the Administration tab.
2. Click Subscription Management in the left-hand side view.
3. Click on the "Edit" icon shown below.
4. Click the checkboxes next to each user you would like to assign a seat to.
5. Click "Save".

The screenshot displays the DGIS (Dangerous Goods Information System) Administration interface. The top navigation bar includes 'Home', 'Parts', 'Shipping Papers', 'Administration' (selected), and 'Help'. A 'Welcome, Labelmaster Software' message and a 'Log Out' button are also present. The left sidebar lists various settings and reporting options, with 'Subscription Management' highlighted under the 'Administration' section. The main content area, titled 'Subscriptions', features a table with the following columns: DESCRIPTION, SUBSCRIPTION NUMBER, SEATS, and EXPIRATION DATE. A single entry is visible: 'DGIS Enterprise' with subscription number '090721', '2 / 3' seats, and an expiration date of '9/7/2025'. An edit icon (pencil) is located next to the 'SEATS' column for this entry. A red horizontal line is positioned below the table. In the top right corner of the main area, there is a '+ Add License' button.

DESCRIPTION	SUBSCRIPTION NUMBER	SEATS	EXPIRATION DATE
DGIS Enterprise	090721	2 / 3	9/7/2025

Subscription Management (5.2)

Assign Users

to DGIS Enterprise (090721)


All (2) ▼

☒ SELECTED: 2 / 2

☒ Benjamin Test

☒ Labelmaster Software

Cancel

 Save

Deleting Old Licenses

Expired Licenses will have a "Remove" button that appears on the right side of the screen next to the expired license. Clicking this will prompt the user to confirm if they would like to delete the license.

DGIS Enterprise	TESTTEST	0 / 3		7/1/2023	<div>Remove</div>
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Subscription Management (5.2)

