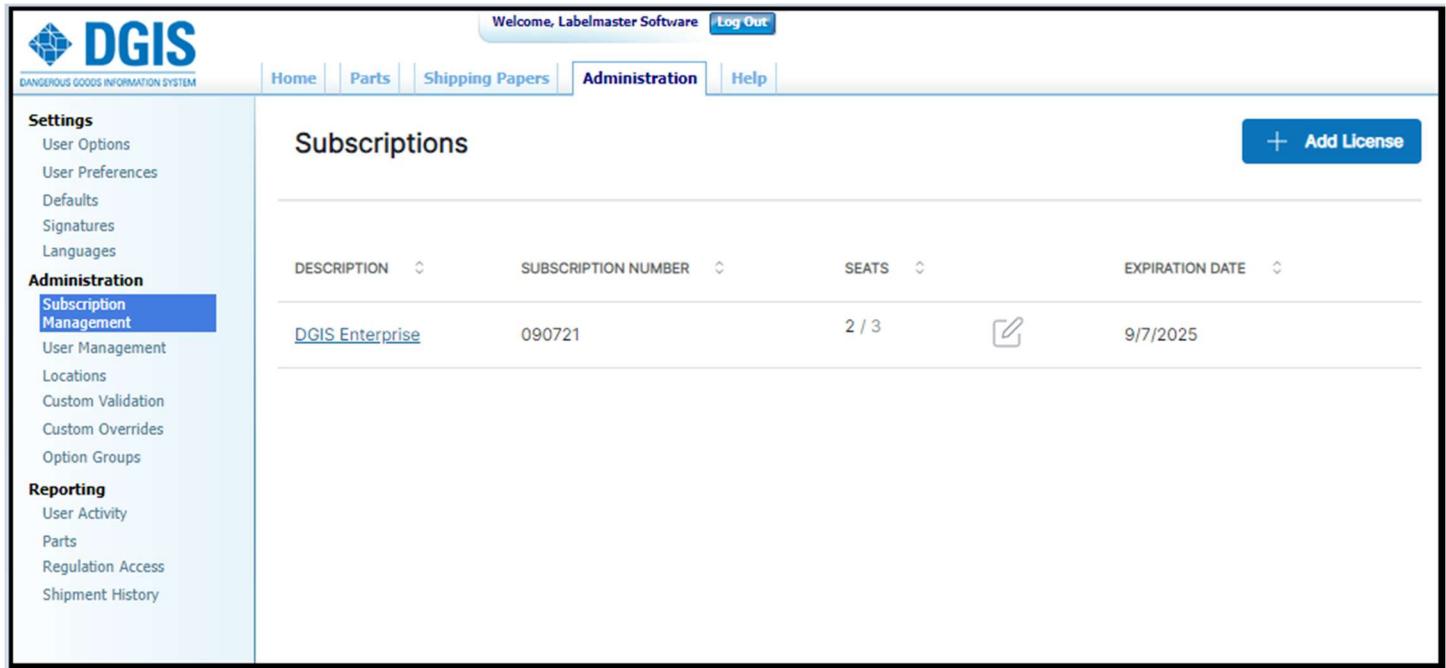


Subscription Management (5.2)

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.



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...

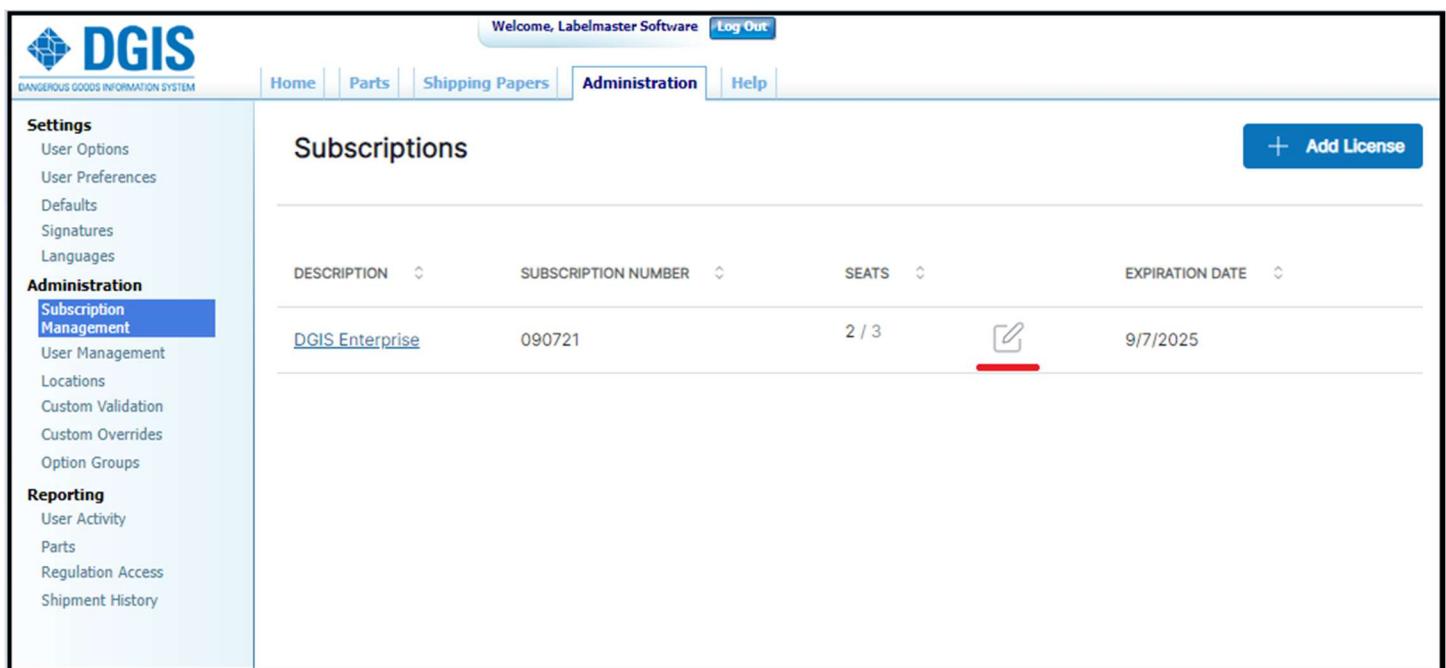
Cancel

+ 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 shows the DGIS (Dangerous Goods Information System) interface. The top navigation bar includes 'Welcome, Labelmaster Software' and 'Log Out'. The main menu on the left has 'Home', 'Parts', 'Shipping Papers', 'Administration' (which is selected and highlighted in blue), and 'Help'. The 'Administration' menu is expanded to show 'Subscription Management' (which is also highlighted in blue), 'User Management', 'Locations', 'Custom Validation', 'Custom Overrides', and 'Option Groups'. The 'Subscription Management' section is titled 'Subscriptions'. It displays a table with the following data:

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

A red box highlights the 'Edit' icon (pencil icon) in the top right corner of the 'Subscriptions' table. The bottom of the interface shows sections for 'Reporting' (User Activity, Parts, Regulation Access, Shipment History) and 'Parts'.

Subscription Management (5.2)

Assign Users

to DGIS Enterprise (090721)

Enter text to filter... 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	Remove
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Subscription Management (5.2)

