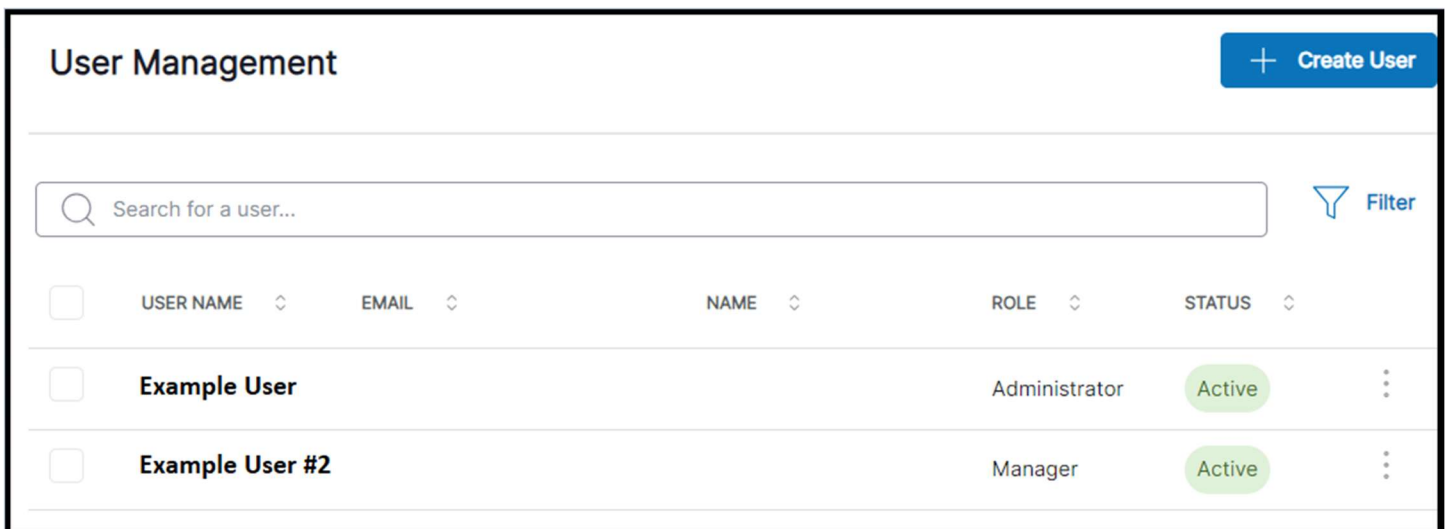


User Management (5.2)

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 user management screen has been given a new look, and organization.

User Management Layout

On the Administration > User Management screen, the Administrator can see a summary of all Users in the company.



The screenshot displays the 'User Management' interface. At the top left is the title 'User Management'. At the top right is a blue button with a plus icon and the text 'Create User'. Below the title is a search bar with a magnifying glass icon and the placeholder text 'Search for a user...'. To the right of the search bar is a blue filter icon and the text 'Filter'. Below these elements is a table with the following columns: 'USER NAME', 'EMAIL', 'NAME', 'ROLE', and 'STATUS'. Each column header has a small downward arrow icon. The table contains two rows of user data. The first row has a checkbox, the name 'Example User', the role 'Administrator', and the status 'Active' (in a green pill). The second row has a checkbox, the name 'Example User #2', the role 'Manager', and the status 'Active' (in a green pill). Each row also has a three-dot menu icon on the far right.

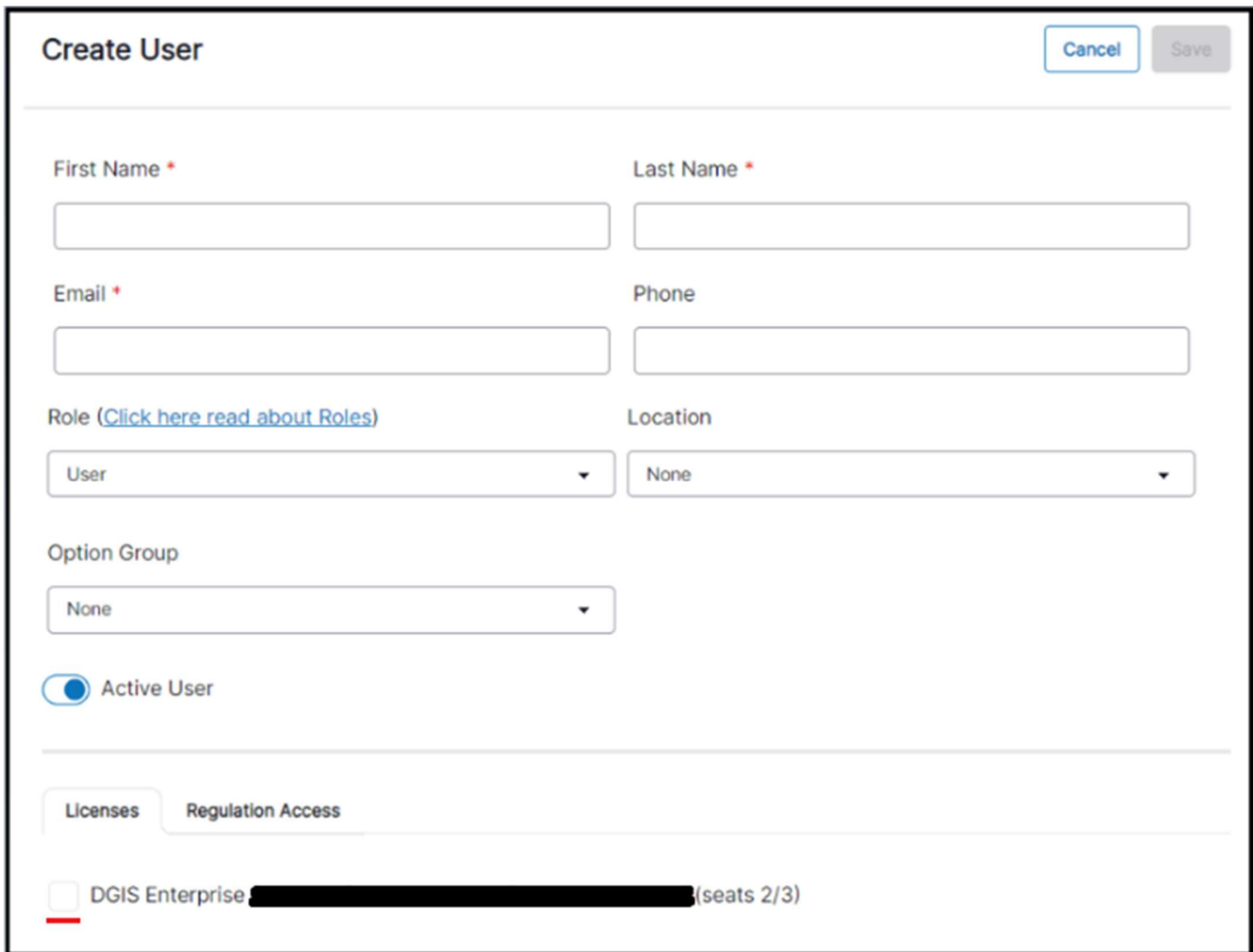
	USER NAME	EMAIL	NAME	ROLE	STATUS	
<input type="checkbox"/>	Example User			Administrator	Active	⋮
<input type="checkbox"/>	Example User #2			Manager	Active	⋮

Creating a new user

1. Click on the "Administration" tab
2. Click on the "User Management" section
3. Click on the "Create User" button.
4. Fill out all applicable fields.
 1. Fields marked with a * are required fields.

*Note: A user cannot be assigned to multiple Roles or multiple Locations.

User Management (5.2)



The image shows a 'Create User' form with the following fields and controls:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Email ***: Text input field.
- Phone**: Text input field.
- Role**: Dropdown menu with the option 'User'. A link '(Click here read about Roles)' is provided.
- Location**: Dropdown menu with the option 'None'.
- Option Group**: Dropdown menu with the option 'None'.
- Active User**: Toggle switch, currently turned on.
- Licenses**: Tabbed section with two tabs: 'Licenses' and 'Regulation Access'. The 'Licenses' tab is active.
- DGIS Enterprise**: A checkbox next to the text 'DGIS Enterprise' and a redacted area, followed by '(seats 2/3)'.

Under the **Licenses** section, mark the appropriate check box. (e.g. if you've purchased a DGIS Enterprise subscription then in the image below you would put a checkmark in the DGIS Enterprise checkbox).

Note: Your screen may look different than the image listed below based on the subscriptions that you've purchased.

Under the **Regulation Access** section, by default, access is enabled for all of the regulatory modes.

To disable a regulatory mode, click the blue slider.

Note: A regulatory mode is disabled when the Expiration date field is no longer visible and the box color changes from blue to grey.

The image below shows that the AFMAN Regulatory Mode has been disabled.

User Management (5.2)

NAME	EXPIRATION DATE
<input checked="" type="checkbox"/> ADR	<input type="text" value="10-02-2024"/>
<input type="checkbox"/> AFMAN 24-604	

You can also set a time restriction on a user's access to a Regulatory mode.

Click on the "Expiration Date" field to type the date, or select it on the calendar.

NAME	EXPIRATION DATE
<input checked="" type="checkbox"/> ADR	<input type="text" value=""/>
<input checked="" type="checkbox"/> AFMAN 24-604	
<input checked="" type="checkbox"/> International Air	
<input checked="" type="checkbox"/> 49 CFR	
<input checked="" type="checkbox"/> Maritime	
<input checked="" type="checkbox"/> TDG	

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Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Clear Today

Click the Save button and this will complete your new user setup.

DGIS will take you back to the User Management screen.

Note: The newly created user will receive an email from notification@labelmaster.com with the Subject line 'DGIS Reset Password'. The user should follow the steps outlined in the email to create their DGIS password.

Related articles of interest:

User Management (5.2)

[Roles](#)

[User Options and User Groups](#)

[User Preferences](#)

[Location Management](#)