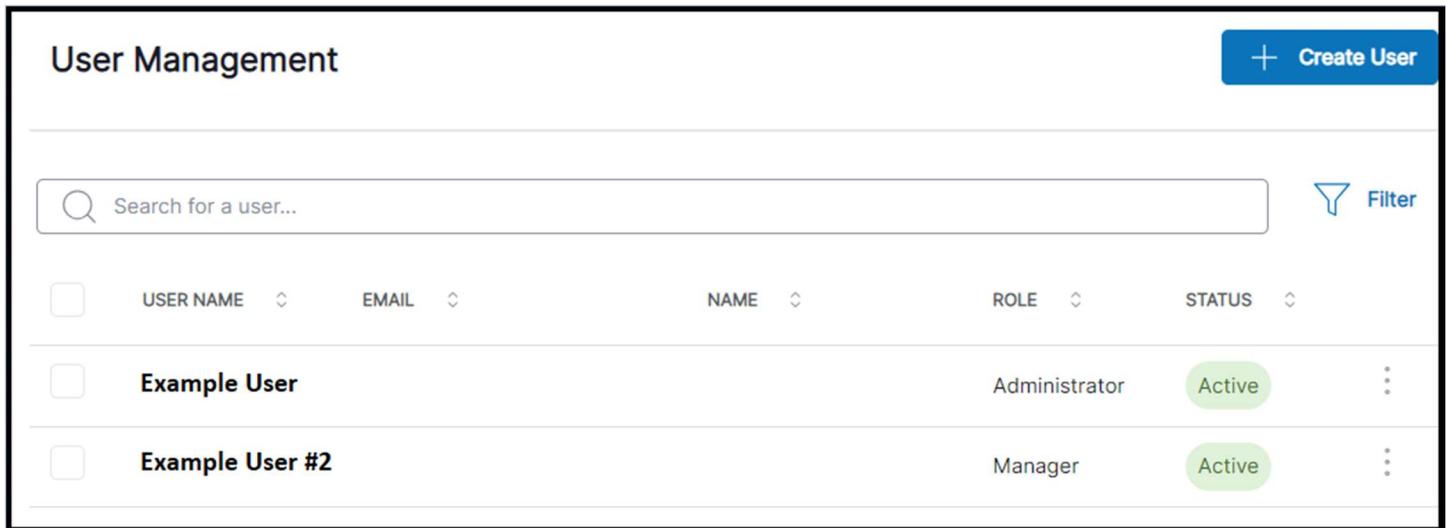


User Management (5.2)

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 shows the User Management interface. At the top, there is a search bar with the placeholder "Search for a user..." and a "Create User" button. Below the search bar is a table with the following columns: USER NAME, EMAIL, NAME, ROLE, and STATUS. The table contains two rows of data:

USER NAME	EMAIL	NAME	ROLE	STATUS
Example User			Administrator	Active
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)

Create User

First Name *

Last Name *

Email *

Phone

Role ([Click here read about Roles](#))

Location

Option Group

Active User

Licenses Regulation Access

DGIS Enterprise XXXXXXXXXX (seats 2/3)

Cancel Save

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	 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.

LICENSES	REGULATION ACCESS
NAME	
EXPIRATION DATE	
<input checked="" type="checkbox"/> ADR <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	
<input checked="" type="checkbox"/> AFMAN 24-604 <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	
<input checked="" type="checkbox"/> International Air <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	
<input checked="" type="checkbox"/> 49 CFR <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	
<input checked="" type="checkbox"/> Maritime <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	
<input checked="" type="checkbox"/> TDG <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-left: 20px;"> <input style="border: 1px solid #ccc; width: 150px; height: 30px; vertical-align: middle;" type="text"/> </div>	

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](#)