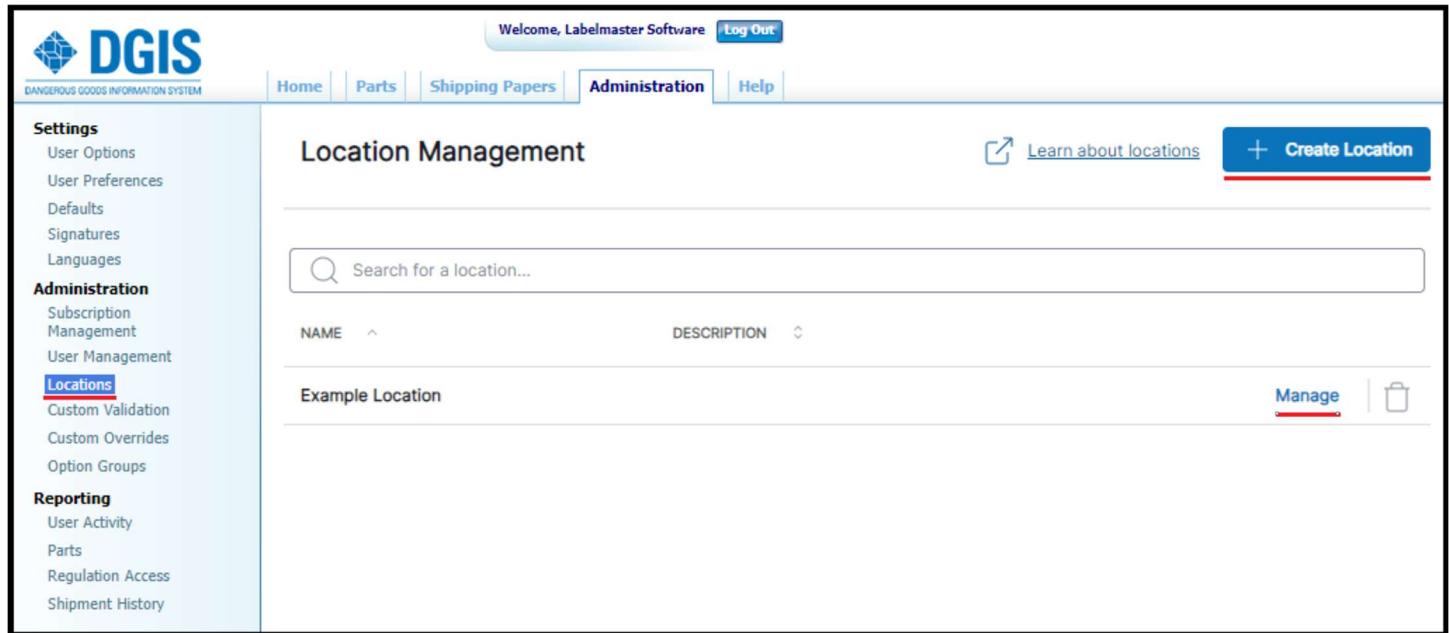


Location Management (5.2)

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, and organization.

Location Management Layout

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



The screenshot shows the DGIS Location Management screen. The left sidebar has a navigation menu with the following items:

- Settings
- Administration
- Locations** (This item is highlighted in blue, indicating it is the active section)
- Reporting

The main content area is titled "Location Management". It features a search bar with the placeholder "Search for a location...". Below the search bar is a table with two columns: "NAME" and "DESCRIPTION". A single row is visible, labeled "Example Location". To the right of this row are two buttons: "Manage" (highlighted in red) and a trash can icon. At the top right of the main area is a "Create Location" button, also highlighted in red. The top navigation bar includes "Welcome, Labelmaster Software", "Log Out", and tabs for "Home", "Parts", "Shipping Papers", "Administration" (which is active), and "Help".

Creating Locations

To create a new Location:

1. Click on the Administration tab.
2. Click Locations in the left-hand side view.
3. Click the "Create Location" button.
4. Enter a Value for the location "Name".
 1. (Optional) Select an "Option Group" to apply to all users in the location.
 2. (Optional) Enter a "Description" for the location.
5. Click the checkbox next to users names to assign them to the location.
 1. (Optional) Click the "Parts" tab to assign parts to the location

Location Management (5.2)

2. (Optional) Click the "Shipping Templates" tab to assign shipping templates to the location.
3. (Optional) Click the "FedEx Meter Numbers" tab to assign your FedEx meter number to the location.
6. Click "Save" at the top to finish creating, and save your location.

If "Parts", "Shipping Templates", or "FedEx Meter Numbers" has more than 500 items, users will need to click the "Load additional items" button at the bottom of the page to assign all items to the location

*Each value entered in the Enter Location name field must be unique. A Location name **cannot** be more than 100 characters*

Manage Location

CancelSave

Name *

 X

Description

Option Group

UsersPartsShipment Templates

(i) A User can only be assigned to a single Location.

All (2)

- SELECTED: 1 / 2
<input type="checkbox"/> Labelmaster Software (benjamink)
<input checked="" type="checkbox"/> Benjamin Test (benjaminTest)

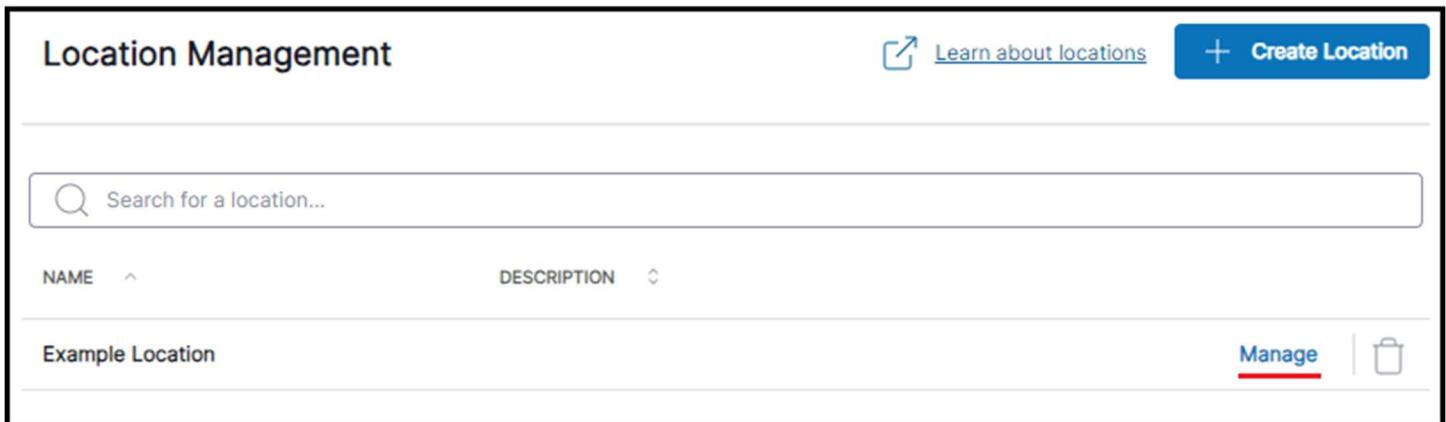
Viewing Locations

To view or edit the information for a location:

1. Click on the Administration tab.
2. Click Locations in the left-hand side view.

Location Management (5.2)

3. Click "Manage" next to the location you would like to view

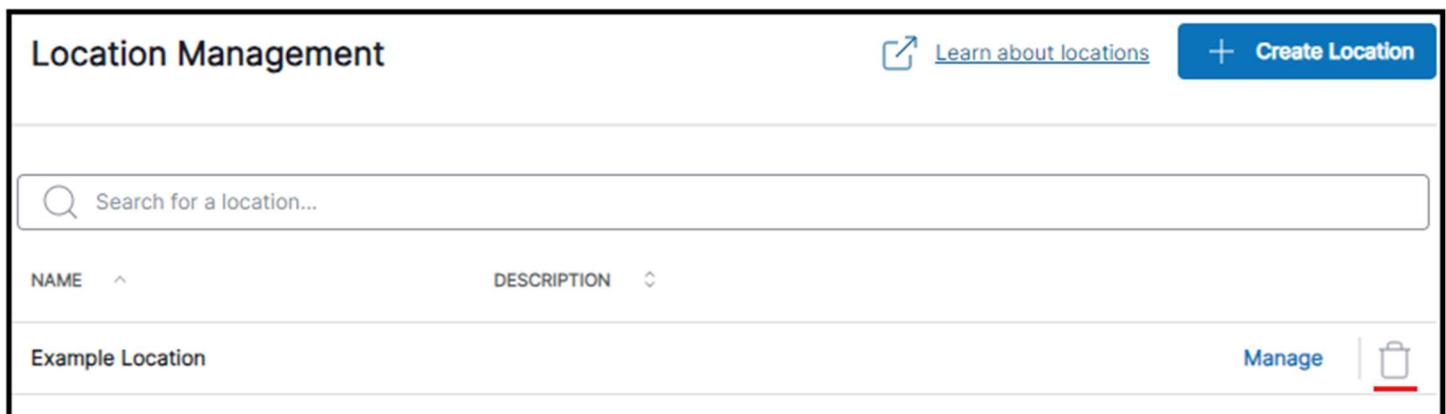


The screenshot shows a 'Location Management' interface. At the top, there is a search bar with the placeholder 'Search for a location...'. Below the search bar, there are two columns: 'NAME' and 'DESCRIPTION'. A single location entry, 'Example Location', is listed. To the right of this entry are three buttons: 'Manage' (which is underlined in red), a standard blue button, and a trashcan icon. The 'Manage' button is the one currently selected.

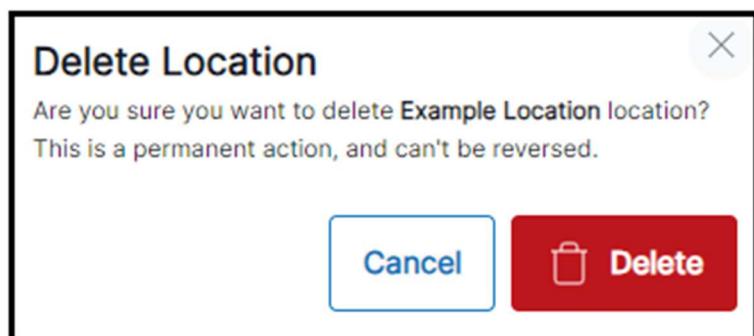
Deleting Locations

To delete an existing location:

1. Click on the Administration tab.
2. Click Locations in the left-hand side view.
3. Click the trashcan icon.
4. Click the "DELETE" button on the confirmation dialog.



The screenshot shows the same 'Location Management' interface as the previous one. The 'Example Location' row is visible. The trashcan icon in the row's action column is highlighted with a red underline, indicating it is the target for deletion.



The screenshot shows a 'Delete Location' dialog box. The text inside the box reads: 'Are you sure you want to delete Example Location location? This is a permanent action, and can't be reversed.' At the bottom of the dialog are two buttons: 'Cancel' (in a blue box) and 'Delete' (in a red box with a trashcan icon).