Reporting (5.2)

Starting with the release of DGIS 5.2, the Reporting screen displays a new user interface but there has been no change in functionality.
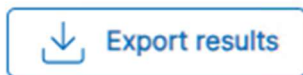
The DGIS Reporting screens allows Administrators to monitor a user's DGIS login activity, their Regulation access, and provides an enhanced, sortable method of viewing part numbers and shipment history.

To access the Reporting feature go to Administration>**Reporting**

The following reporting features are listed.
- User Activity
- Parts
- Regulation Access
- Shipment History

Located in the upper right corner of the screen is a **Export Results** button. This button is visible on all Reporting screens. Clicking the Export Results button will open a Windows Save-As dialog box that allows you to save your results in a csv file format.

Located at the bottom of every screen is the items per page (Drop-down choices are 10, 25, and 50).

<u>USER ACTIVITY screen</u>

The User Activity screen shows user login dates. By default, all users are listed with the most recent login displayed at the top of the list.

When you enter a username in the Search field, you'll be able to view the date that user logged into DGIS. DGIS, by default, goes back one month. (You can go back as far as 60 days)
To edit the time-frame, click the Filter icon and a collapsible menu appears on the right side of the screen.
The Filter section allows you to select a date range and specify a Location (if you have created a Location).

Reporting (5.2)

Filter →|

Time Period ∧

From
To

Locations (3) ∨

Click the Update Results button to re-run query.

Close all | **Update Results**

Column Headers

USERNAME ↕   LOCATION ↕   DATE LOGGED IN ↕

- Username - DGIS username.

- Location - The Location the user is assigned to.

- Date logged in - Date a user has logged into DGIS.

PARTS screen

The Parts screen shows an inventory of Active Parent Part numbers. Child parts are not displayed.

Parts   ↓ Export results

🔍 Search PartNumber, Unid, or PSN   ▽ Filter

PART NUMBER ↕   DESCRIPTION ↕   REGULATION   UNID   PROPER SHIPPING NAME   LOCATIONS

Reporting (5.2)

By default, when you click on Reporting>**Parts,** the screen will display Part numbers in numeric-alpha order. Clicking the arrow to the left of the Part number will expand the section and list all Regulatory modes assigned to the Part number.

If there is no arrow to the left of the Part number, this means there is only one Regulatory mode assigned to the part.

When you enter a Part number in the Search field, DGIS will display part numbers that begin with the part number entered.

Column Headers

- Part number - Name of Part. (Clicking on Part number column header arranges part numbers alphanumerically).

- Description - Description of Part. (Clicking on Description column header arranges the Description alphanumerically).

- Regulation - Regulatory mode assigned to Part.

- UNID - UNID assigned to Part.

- PSN - Proper Shipping Name associated with the UNID that's assigned to the Part.

- Locations - The Location that can view/access the Part.

REGULATION ACCESS screen

The Regulation access screen shows the Regulatory set a username is assigned to. Regulation access determines the shipping form a user has access to.

Regulation access   [⭳ Export results]

[🔍 Search for username...]   ▽ Filter

DGIS, by default, displays users that have have not been given Regulatory access for the past 30 days.

Clear all filters ✕   (End date: 10-07-2024 ✕)   (Start date: 09-07-2024 ✕)   (Access: denied ✕)

When you enter a username in the Search field, you'll be able to view that user's Regulatory access.

USERNAME ⌄	REGULATION ⌄	EXPIRATION DATE ⌄	HAS ACCESS ⌄

Reporting (5.2)

The Filter section allows you to select a date range and as well as select regulatory access records.

Filter →|

Time Period ∧

From   To

[📅]   [📅]

Records ∧

● All records

○ With regulation denial

○ With regulation access

Column Headers

- Username - DGIS username.

- Regulation - Regulatory mode.

- Expiration Date - The Expiration Date listed under the user's profile.

- Has Access - Yes or No.

SHIPMENT HISTORY screen

The Shipment History screen displays Archived shipments.

Shipment history   ⬇ Export results

🔍 Search for consignee...   ▽ Filter

LOCATION ⇕	CONSIGNEE NAME ⇕	SHIPMENT DATE ⇕	REGULATION ⇕	TRANSPORT MODE ⇕

Reporting (5.2)

Column Headers

- Location - The location the user is assigned to. (Clicking on the Column header name arranges alphanumerically).

    - If the user has not been assigned to a Location, the Location will display as "No location"

- Consignee Name - Ship To Name (Tied to Name field on DGIS Shipment screen). (Clicking on the Column header name arranges alphanumerically).

- Shipment Date - The Date the shipment was completed in DGIS (Tied to Shipment Date field on Shipment screen) (Clicking on the Column header name arranges chronologically).

- Regulation - Regulation set used for shipment (Tied to Regulation field on Shipment screen). (Clicking on the Column header name arranges alphanumerically).

- Transport Mode - The shipment's mode of transportation (Tied to Transport Mode field on Shipment screen). (Clicking on the Column header name arranges alphabetically).