

History Management (5.2)

New history management function with DGIS 5.2

Starting with the release of DGIS 5.2, the Shipment History section has been updated to have the capability to "clone" your shipments. This feature will allow users to quickly replicate past shipments.

This feature is only available for Enterprise customers.

History Management Layout

On the Shipping Papers > History screen, the Administrator can see shipments created by all Users in the company.

Welcome, Labelmaster Software [Log Out](#)

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Search for [Select] Find Match for View My Shipments Search Clear

Form Type Regulation Shipment Dates Status
Shipper's Declari: [Select] [Select] All Dates History Only

Actions Print All Report Void

Archived Shipments Page 1 of 2 ☐ Expand All ☐ Select All

Select	Clone	View	Checklist	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Status
<input type="checkbox"/>				9/11/2023		Test Place	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				8/30/2023		I made this	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				8/7/2023		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				1/30/2023		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				1/3/2023		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				12/28/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				12/8/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				10/26/2022		Consignee Address 123412341234	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				9/29/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				9/28/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				9/19/2022		Consignee Address 12341234	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				8/29/2022		Consignee Address 31243214	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				7/11/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				6/29/2022		Consignee Address	Waybill / Package / Shipper's Reference	History
<input type="checkbox"/>				5/11/2022		Consignee Address	Waybill / Package / Shipper's Reference	History

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- **Search Parameters**

- Allows the user to refine their search of past shipments using the following:
 - Form Type.
 - Regulation.
 - Dates.
 - Status.

- **Action Bar**

- Allows the user to manage selected shipments. Users can either
 - Print shipments.
 - Create a report.
 - Void shipments.

- **Archived Shipments**

- A full list of shipments. This list can be filtered using the search parameters.

Cloning Shipments

To clone a shipment in the history queue:

1. Click on the Shipping Papers tab.
2. Click History in the left-hand side view.
3. Click the "Clone" button next to the shipment you would like to remake.

The user will be taken to the shipment screen to continue.

