

## Package Markings

DGIS allows you to print out the addresses and materials to go with your shipments. It is designed for you to print a customized format on labels or use formatted stationary styles to print on labels. It is up to users to have a printer capable of printing labels.

Video url, <https://youtu.be/p2CWTFezDQE>

### Setting up Package Marking Settings

Under Package Marking Settings, you can either customize how your package markings are going to print or choose one of the formatted Avery styles. These styles are based on Avery stationary templates for shipping labels. When choosing one of the Avery styles, you will be able to change the following information:

- Font Size
- Vertical Gutter Width
- Bottom Margin
- Start Printing on Label #

The screenshot shows the 'Package Marking Settings' interface. On the left is a navigation menu with sections: 'Shipment' (Current Shipment, Drafts), 'Manage' (History, Templates, Package Marking Settings), 'Print' (Shipments, Certifications, Package Markings, Shipment Collections), and 'Tools' (Address Book, Advanced Alignment, Report Layout Editor, Integration). The 'Package Marking Settings' page has a 'Label Styles' dropdown menu set to 'Avery 5963'. Below this is a 'Style Name' field with 'Avery 5963'. There are checkboxes for 'Shipper Address' and 'Consignee Address', both checked. The settings are organized into three columns: 'Labels per sheet' (10), 'Left Margin' (0.220), 'Top Margin' (0.450), 'Bottom Margin' (0.000); 'Font Size' (7), 'Columns' (2), 'Gutter Width' (0.000); and 'Vertical Gutter Width' (0.230), 'Label Width' (3.750), 'Label Height' (1.800), 'Start Printing on Label #' (1). An 'Actions' button with the text 'Save and set as the active style' is in the top right.

Labels per sheet	Font Size	Vertical Gutter Width
10	7	0.230
Left Margin	Columns	Label Width
0.220	2	3.750
Top Margin	Gutter Width	Label Height
0.450	0.000	1.800
Bottom Margin	Start Printing on Label #	
0.000	1	

To customize a label style, select the blank space in the Label Styles drop-down and begin making the adjustments that you need. You will be able to adjust the following fields:

- Labels per sheet
- Left Margin
- Top Margin
- Bottom Margin
- Font Size
- Columns
- Gutter Width
- Vertical Gutter
- Label Width
- Label Height
- Start Printing on Label #

## Package Markings

With any style, you have the option of printing the Shipper and Consignee addresses.

The screenshot shows the 'Package Marking Settings' interface. On the left is a sidebar with categories: **Shipment** (Current Shipment, Drafts), **Manage** (History, Templates, **Package Marking Settings**), **Print** (Shipments, Certifications, Package Markings, Shipment Collections), and **Tools** (Address Book, Advanced Alignment, Report Layout Editor, Integration). The main area has a 'Label Styles' dropdown menu. To its right is an 'Actions' button labeled 'Save and set as the active style'. Below the dropdown is a 'Style Name' text field. Under the 'Print' section, there are checkboxes for 'Shipper Address' and 'Consignee Address', both of which are checked. A grid of input fields contains the following values: Labels per sheet (1), Font Size (25), Vertical Gutter Width (0.000), Left Margin (0.500), Columns (1), Label Width (4.000), Top Margin (0.500), Gutter Width (0.500), Label Height (2.000), Bottom Margin (0.000), and Start Printing on Label # (1).

After making all of the adjustments, you will give it a Style Name and click Save and set as the active style.

This screenshot shows the same 'Package Marking Settings' interface but with custom values entered. The 'Label Styles' dropdown now shows 'Custom 116'. The 'Style Name' field contains 'Custom 116'. The 'Shipper Address' and 'Consignee Address' checkboxes remain checked. The grid of input fields now contains: Labels per sheet (3), Font Size (12), Vertical Gutter Width (0.000), Left Margin (0.500), Columns (2), Label Width (4.000), Top Margin (0.500), Gutter Width (0.500), Label Height (2.000), Bottom Margin (0.000), and Start Printing on Label # (1). The 'Save and set as the active style' button is still present.

## Printing the Package Markings

After printing your shipping papers, you can print the package markings that go with them. When clicking Package Markings, you'll see all of the markings for your shipments. Those can be sorted by Form Type, Regulation, and Shipment Dates. You'll also be able to see the setting that you have applied.

## Package Markings

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Current Shipment

Drafts

Manage

History

Templates

Package Marking Settings

Print

Shipments

Certifications

Package Markings

Shipment Collections

Tools

Address Book

Advanced Alignment

Report Layout Editor

Integration

Search for

[Select]

Find Match for

View

My Shipments

Search

Clear

Form Type

Regulation

Shipment Dates

Shipment Collections

Shipper's Dedara

[Select]

All Dates

Actions

Print All

Package Markings (Custom116)

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Expand All

Select All

+

Select

Edit

View

Ship Date

Transport Mode

Consignee Address

Waybill / Package / Shipper's Reference

Delete

12/11/2015

Sci-tron

+

Select

Edit

View

Ship Date

Transport Mode

Consignee Address

Waybill / Package / Shipper's Reference

Delete

11/18/2015

Sci-tron

+

Select

Edit

View

Ship Date

Transport Mode

Consignee Address

Waybill / Package / Shipper's Reference

Delete

11/13/2015

+

Select

Edit

View

Ship Date

Transport Mode

Consignee Address

Waybill / Package / Shipper's Reference

Delete

10/6/2015

Sci-tron

+

Select

Edit

View

Ship Date

Transport Mode

Consignee Address

Waybill / Package / Shipper's Reference

Delete

9/17/2015

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After selecting the marking and clicking Print Selected, you will get a preview of the markings based on the settings you created. You will be able to print from there. If you need to make changes to the Package Marking Settings and reprint, make sure to click No when you're asked if the reports printed correctly after closing the preview.

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Automatic Zoom

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