

Package Markings

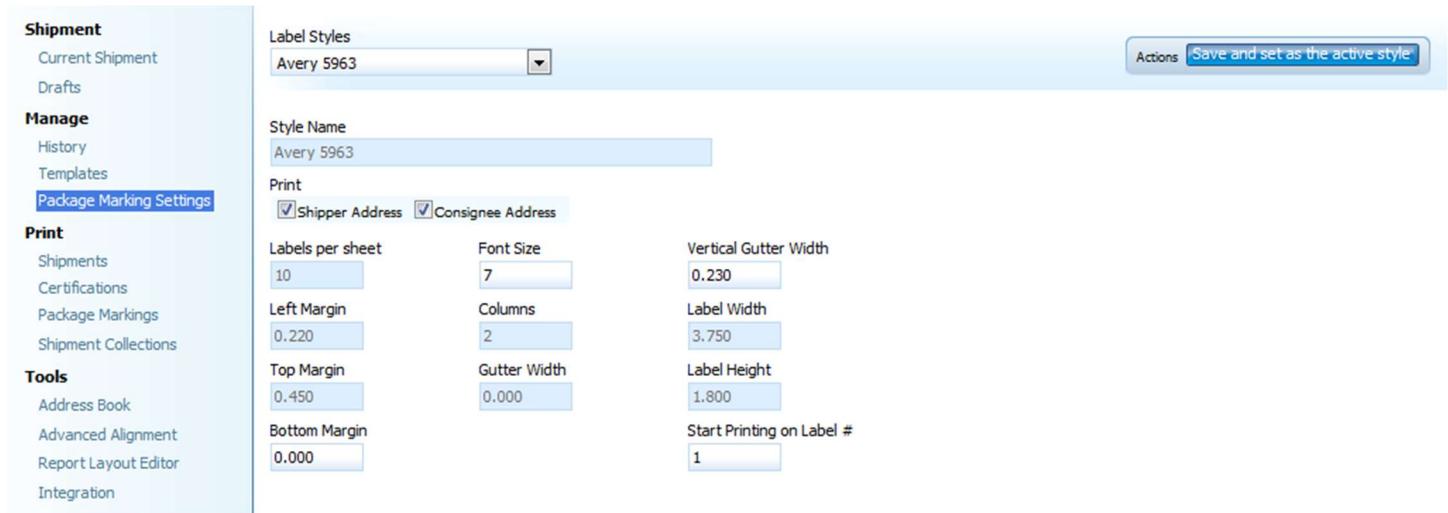
DGIS allows you to print out the addresses and materials to go with your shipments. It is designed for you to print a customized format on labels or use formatted stationary styles to print on labels. It is up to users to have a printer capable of printing labels.

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 #



Shipment
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

Label Styles
Avery 5963

Style Name
Avery 5963

Print
 Shipper Address Consignee Address

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

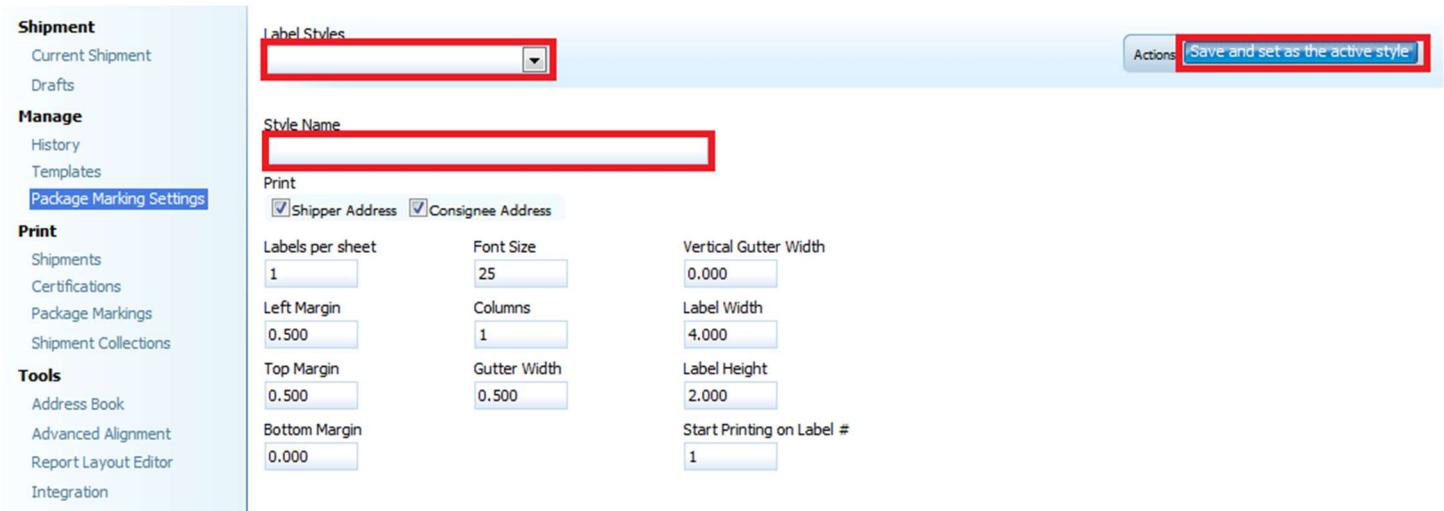
Actions

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 #

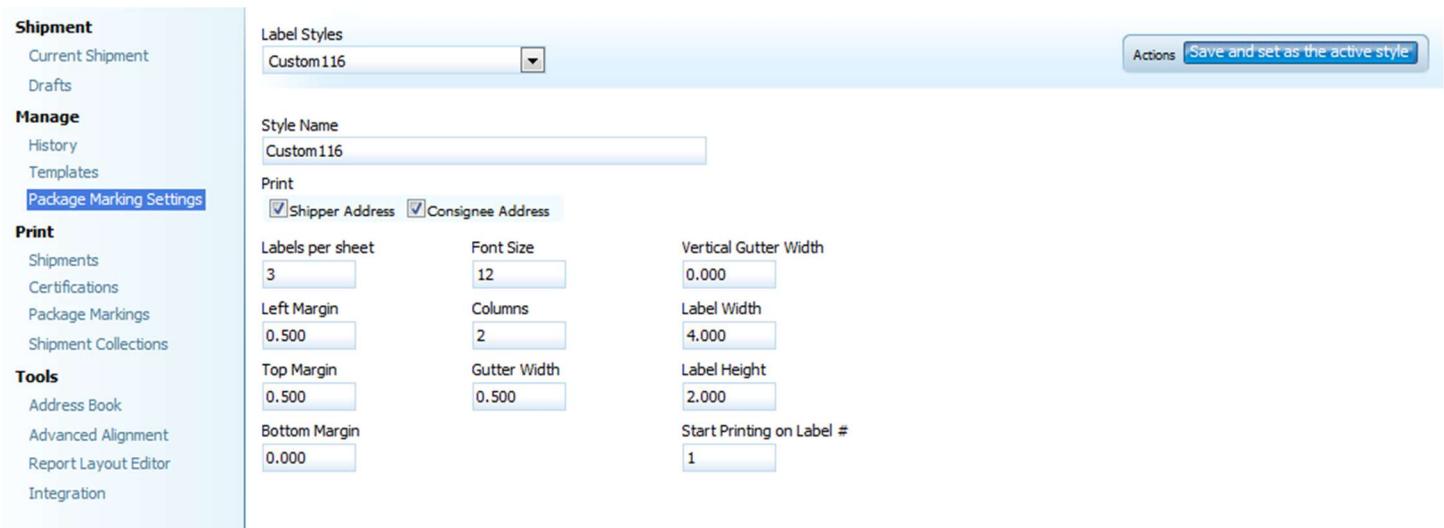
Package Markings

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



The screenshot shows the 'Label Styles' dropdown menu open, with a red box highlighting the dropdown arrow. In the top right corner, there is a 'Save and set as the active style' button, also highlighted with a red box. The 'Style Name' field is empty and highlighted with a red box. The 'Print' section includes checkboxes for 'Shipper Address' and 'Consignee Address', both of which are checked. The 'Labels per sheet' is set to 1, 'Font Size' is 25, and 'Vertical Gutter Width' is 0.000. 'Left Margin' is 0.500, 'Columns' is 1, and 'Label Width' is 4.000. 'Top Margin' is 0.500, 'Gutter Width' is 0.500, and 'Label Height' is 2.000. 'Bottom Margin' is 0.000, and 'Start Printing on Label #' is set to 1.

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



The screenshot shows the 'Label Styles' dropdown menu set to 'Custom116', with a red box highlighting the dropdown arrow. In the top right corner, there is a 'Save and set as the active style' button, also highlighted with a red box. The 'Style Name' field contains the text 'Custom116'. The 'Print' section includes checkboxes for 'Shipper Address' and 'Consignee Address', both of which are checked. The 'Labels per sheet' is set to 3, 'Font Size' is 12, and 'Vertical Gutter Width' is 0.000. 'Left Margin' is 0.500, 'Columns' is 2, and 'Label Width' is 4.000. 'Top Margin' is 0.500, 'Gutter Width' is 0.500, and 'Label Height' is 2.000. 'Bottom Margin' is 0.000, and 'Start Printing on Label #' is set to 1.

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

Shipment
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: My Shipments View: Search Clear Actions Print All

Form Type: Shipper's Declaration Regulation: Shipment Dates: Shipment Collections: Shipper's Declaration [Select] All Dates

Package Markings (Custom116) Page 1 of 4

Select	Edit	View	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
[+]			12/11/2015	✈	Sci-tron		X
[+]			11/18/2015	✈	Sci-tron	Waybill / Package / Shipper's Reference	X
[+]			11/13/2015	✈	Sci-tron	Waybill / Package / Shipper's Reference	X
[+]			10/6/2015	✈	Sci-tron	Waybill / Package / Shipper's Reference	X
[+]			9/17/2015	✈	Sci-tron	Waybill / Package / Shipper's Reference / 7FC02EF2F87B	X

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.

Page: 1 of 1

Corey Abram
123 Main St
Seattle, WA, 98122
U.S.A. 800-578-4955

Sci-tron
123 Main Ave
123456789
City, Wa, 98122
U.S.A.

Corey Abram
123 Main St
Seattle, WA, 98122
U.S.A. 800-578-4955

Sci-tron
123 Main Ave
123456789
City, Wa, 98122
U.S.A.

UN1814, Potassium hydroxide solution, 1 L net

UN1814, Potassium hydroxide solution, 1 L net