

## Shipment Auditing (5.5)

*Shipment Auditing is available to Enterprise customers by request only. For further details, please contact Technical support by email, [techsupport@labelmaster.com](mailto:techsupport@labelmaster.com), or by phone, 1-800-578-4955.*

An Audit is a quality check process associated with a single shipment. It is comprised of a checklist and requires approval by a designated Approver before the shipment can be submitted to the Carrier. A Shipment Auditor is the designated Approver who reviews, approves, and rejects shipments. (A user who wishes to become a Shipment Auditor must ask for their DGIS Admin's permission).

### **The DGIS Admin has the ability to add or remove the Shipment Auditor status for a User.**

#### Assigning a User as a Shipment Auditor

Go to the Administration Tab.

Click Settings under Shipment Auditing.

Click the Assign Shipment Auditors button.

Select a Username.

Click the Assign auditors button.

#### Removing a User as a Shipment Auditor

Go to the Administration Tab

Click Settings under Shipment Auditing

Click the delete icon (trash can) next to their username

To trigger an Audit generation a [Custom Rule](#) must be created.

The Then Statement should have 'Create a Shipment Audit' selected.

\*The Checklist field choices will list the Checklist sections for the Checklist items that you determined should be contained in the Audit Checklist.

The Screenshot below shows an example of the Checklist 'sections' such as Shipper's Declaration for Dangerous Goods (DGD), Air Waybill, Package, and NOTOC (NOTOC stands for "Notification to Captain" or "Notification to Pilot-in-command") that will be listed in the Checklist field.

The screenshot shows a configuration window for a 'Then' statement. The 'Then' dropdown menu is set to 'Create a Shipment Audit'. To the right, the 'Checklist' dropdown menu is open, displaying a list of options: 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)' (which is selected and highlighted), 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)', 'AIR WAYBILL', 'PACKAGE', and 'NOTOC'. Below the 'Then' dropdown, there is a blue plus icon and the text 'Add Action'.

### **Basic Shipment Audit workflow**

#### **The Shipper**

- Completes a shipment (At the Shipment window screen, the Validate Message window shows a new 'Sign and Complete Shipment' button. The signature that's displayed is not the Electronic Signature uploaded by the user but rather a generic signature created by the program.)

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- Fills out the Checklist and submits for review. After submitting the form for review, the Shipper can click on the Shipping Papers Tab where they can continue with a new shipment.

*For the purpose of this article, the Checklist refers to the Shipment Audit Checklist and is not to be confused with the Checklist related to the Checklist icon in the print queue.*



*When Shipment Auditing is enabled the Checklist column is no longer visible in the print queue and is replaced with the Audit column.*



- The shipment is placed in the print queue (Print>Shipments screen) where the shipment is waiting for the Shipment Auditor to review. If the shipper goes to the print queue, they'll see an Audit Column that shows the audit status of the shipment.

Audit status definitions:

In Progress: the audit was created and set as the active audit on a shipment

Submitted: the Shipper responded to the statements and submitted the audit (The user is able to click the Edit icon)

Under Review: a Reviewer has been assigned to the audit

Approved: the assigned Reviewer approved the audit

Rejected: the assigned Reviewer rejected the audit

To view the details of the Audit status, the Shipper will click the Audit status icon. Clicking the browser's back button will return the shipper to the print queue.

Once a shipment is sent to the print queue, if the shipper attempts to edit the shipment prior to the Auditor completing their review, the shipper will receive the following message, 'Editing this shipment will clear its current audit and possibly require submitting a new audit upon completion. Is that okay?'

*Important: If Yes is clicked the shipment is removed from the print queue and moves back to the Shipment screen. The shipment is also removed from the Shipment Auditor's Audit screen and erases any remarks by the Shipment Auditor.*

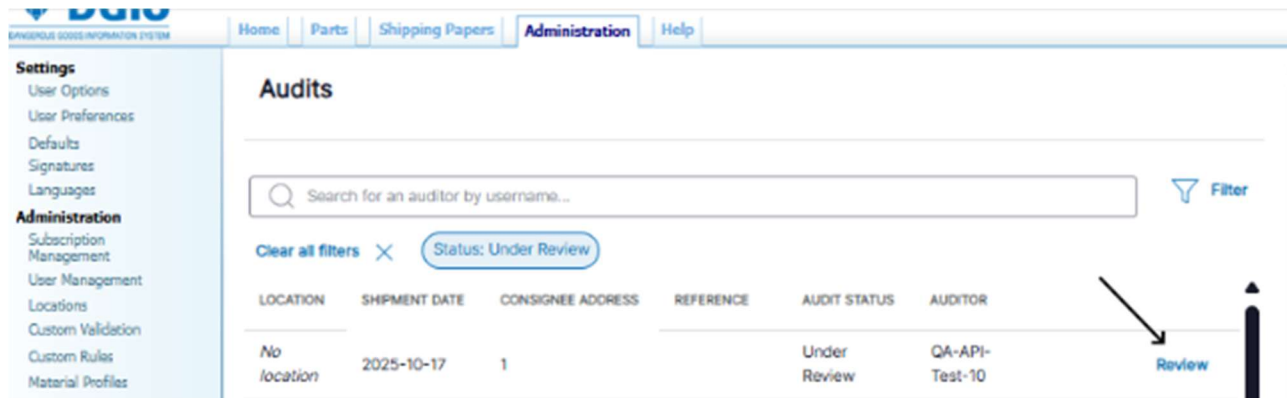
### The Shipment Auditor

To view shipments that need to be audited:

- Click the Administration Tab
- Click Audits under Shipment and Auditing.

When the Auditor clicks Assign to Me they will see their DGIS username listed under the Auditor column and click the Review link to view Shipment details

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The screenshot shows the 'Audits' section of a software interface. On the left is a sidebar with 'Settings' (User Options, User Preferences, Defaults, Signatures, Languages) and 'Administration' (Subscription Management, User Management, Locations, Custom Validation, Custom Rules, Material Profiles). The top navigation bar includes 'Home', 'Parts', 'Shipping Papers', 'Administration' (selected), and 'Help'. The main area is titled 'Audits' and contains a search bar 'Search for an auditor by username...', a 'Filter' button, and a 'Clear all filters' button. A filter pill shows 'Status: Under Review'. Below is a table with columns: LOCATION, SHIPMENT DATE, CONSIGNEE ADDRESS, REFERENCE, AUDIT STATUS, and AUDITOR. The table has one row: 'No location', '2025-10-17', '1', an empty reference, 'Under Review', and 'QA-API-Test-10'. A 'Review' button is at the end of the row, indicated by an arrow.

LOCATION	SHIPMENT DATE	CONSIGNEE ADDRESS	REFERENCE	AUDIT STATUS	AUDITOR
No location	2025-10-17	1		Under Review	QA-API-Test-10

The Auditor is taken to the Audit Details screen.

- If the shipment passes the checklist, then the Auditor approves the shipment and the Shipper can print the Shipment and submit to the Carrier.
- If the shipment does not pass the checklist, then the Auditor rejects the shipment with comments that is sent back to the Shipper. (The Shipper must address the Shipment Auditor's comments and re-submit the shipment for audit review).