

## Searching and Managing Parts

This article shows how to manage and search parts in DGIS. For more information on parts, see: [Building Your Part](#)

### View an Existing Part

To search for an existing part, enter the part number and click on search, it will pull up your part. You can also just enter the beginning of a part number to bring up a list of parts containing those numbers. You can then view a specific part by selecting view.

Labelmaster Software (1-800-578-4955)

Clicking on View will bring you to this screen, which shows all of the information entered for the part:

Part Information														
Part Number							Part Description							
02032014-1							Flammable liquid							

Material Regulations						
Regulation	UNID	Packing Group	Proper Shipping Name (PSN)		Technical Name	Weight
International Air	UN1993	III	Flammable liquid, n.o.s.		Flammable liquid	0
49 CFR	UN1993	III	Flammable liquids, n.o.s.		Flammable liquid	0

*This note is not public*

International Air Dangerous Goods List														
UN	Proper Shipping Name (description)	T	Classification	PG	SP	Excepted Quantities		Limited Quantity		Passenger A/C		Cargo only		Var
						Max Inner	Max/pkg	PI	Max/pkg	PI	Max/pkg	PI	Max/pkg	
(1)	(2)	(3)	(4)	(5)	(6)	(7A)	(7B)	(8A)	(8B)	(9A)	(9B)	(10A)	(10B)	(11)
UN1993	Flammable liquid, n.o.s.	T	3	III	A3	30 mL	1 L	Y344	10 L	355	60 L	366	220 L	

49 CFR Dangerous Goods List														
Symbols	Hazardous materials description and proper shipping name	Hazard Class/Division	Identification Numbers	PG	Label Codes	Special Provisions (172.102)	Packaging (173.***)			Quantity limitations		Vessel Stowage		
							Exceptions	Non-bulk	Bulk	Passenger aircraft/rail	Cargo aircraft only	Location	Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8a)	(8b)	(8c)	(9a)	(9b)	(10a)	(10b)	
G	Flammable liquids, n.o.s.	3	UN1993	III	Flammable Liquid	B1, B52, I83, T4, TP1, TP29	173.150	173.203	173.242	60 L	220 L	A		

Related Documents		
International Passenger	International Cargo	Print Selected
✓	✓	<input type="checkbox"/> <input type="checkbox"/> <a href="#">Labelmaster's ICAO Dangerous Goods Advisor for UN1993</a>
✓		<input type="checkbox"/> <input type="checkbox"/> <a href="#">Sample Shipping Paper for International Air Passenger</a>
✓		<input type="checkbox"/> <input type="checkbox"/> <a href="#">Example</a>

Searching for a part will only show you parts that have been edited and approved. To view parts that are in editing status, waiting to be approved, disabled, or unmapped regulations, click on the appropriate option in the Actions Bar:

Home > Part Search
[Part](#)

Labelmaster Software (1-800-578-4955)

## Searching and Managing Parts

A part gets moved to Unmapped Regulations when the regulations have changed for the material you have selected in the part. To make the part active again, you have to edit the part and reselect the material.

Also note that you can see a list of all active parts by clicking search with nothing entered in the search field.

### Edit an Existing Part

To edit a part that is in edit status, select Edit or New Status from the actions bar shown below. Then select Edit next to the appropriate part.



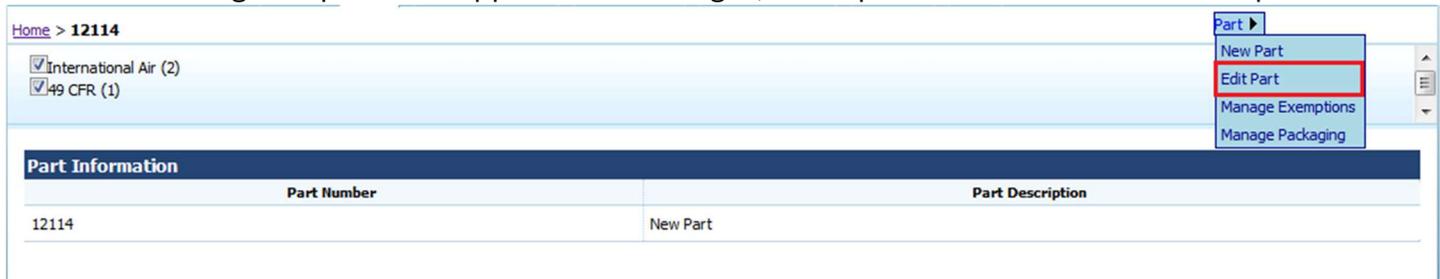
Home > Part Search Part ▾

Labelmaster Software (1-800-578-4955)

**Search Results - (17)**

Part	Part Number	Status	Part Description	Material	Proper Shipping Name (PSN) (Technical Name)
<input type="button" value="Edit"/> <input type="button" value="View"/>	12114	Active	New Part	<i>No materials are associated with this part.</i>	
<input type="button" value="Edit"/> <input type="button" value="View"/>	1234	Active		UN1263	Paint
				UN1263	Paint related material (including paint thinning or reducing compounds)

To edit a part that is active, pull up the part and then select Edit Part from the part drop-down menu. Edit allows you to make changes to the part. Once you have finished making any changes to the part, be sure to click on Editing Complete and Approve Part Changes, or the part cannot be added to a shipment.



Home > 12114 Part ▾

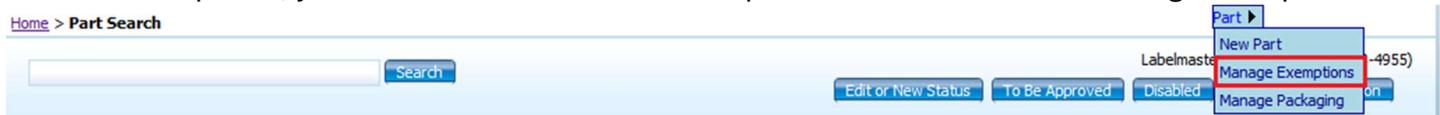
International Air (2)  
 49 CFR (1)

**Part Information**

Part Number	Part Description
12114	New Part

### Manage Exemptions

To enter exemptions, you will need to use the Parts drop-down menu and select Manage Exemptions.



Home > Part Search Part ▾

Labelmaster Software (1-800-578-4955)

The Manage Exemptions screen will list all current exemptions you have entered. You can filter these exemptions by name, as well as edit, view or delete current exemptions. To add a new exemption, click Add Exemption.

## Searching and Managing Parts

Home > Manage Exemptions

Part ▾

Filter by exemption name

Filter

Show products associated with exemptions

Add Exemption

Action	Exemption Name	Exemption Type	Active Date	Expiration Date	File	Include in labeling diagram	Associated Parts
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Download</a>	Exemption 1	EX	1/28/2014	1/27/2015	Exemption 1.txt	Yes	1 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Download</a>	Exemption 15	CFR49 - Domestic	10/28/2015	10/28/2017	The file could not be found on the server	Yes	0 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Download</a>	SP 107	ICAO - International	3/10/2015		The file could not be found on the server	No	0 Part(s)

To add your exemption, enter in the name, exemption type and dates to become active as well as the expiration date. Upload your exemption documents by using the Browse button. You can either specify a location or browse to find the file you want to upload. Once you have entered all exemption information, click Save and your exemption will be available for selection when building a part.

### Document

Exemption Name

Send to labeling diagram

Exemption Type

Active Date

Expiration Date

File

[Save](#) [Cancel](#)

## Manage Packaging

You can enter packaging by going to the Parts drop-down menu and selecting Manage Packaging.

Home > Part Search

Part ▾

Labelmaster

8-4955)

Search

Edit or New Status

To Be Approved

Disabled

New Part  
Manage Exemptions  
Manage Packaging

The Manage Packaging screen will list all current Packaging. You can edit or delete any of the packaging, as well as see any given documents that have been associated with that packaging. The number of parts that include that packaging are listed under Associated Parts. If you check the box next to Show Products associated with packaging, it will list the specific part numbers associated with that packaging.

## Searching and Managing Parts

Home > Manage Packaging Part ▶

Package Items Add Packaging

Show products associated with this packaging

Action	Outer	UN Code	Inner	Documents	Associated Parts
<a href="#">Edit</a> <a href="#">Delete</a>	Steel Drum	1A1	Glass	<a href="#">0 Document(s)</a>	5 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Boxes (4G)	4G	Glass	<a href="#">0 Document(s)</a>	4 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic	<a href="#">1 Document(s)</a>	4 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic bag	<a href="#">0 Document(s)</a>	0 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box (4G)	4G	Fibre	<a href="#">0 Document(s)</a>	1 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box (4G)	4G	Plastic	<a href="#">0 Document(s)</a>	2 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic bag	<a href="#">0 Document(s)</a>	0 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Metal	<a href="#">0 Document(s)</a>	0 Part(s)

You can also add new packaging by clicking Add Packaging.

Home > Manage Packaging Part ▶

Package Items Add Packaging

Show products associated with this packaging

Action	Outer	UN Code	Inner	Documents	Associated Parts
<a href="#">Edit</a> <a href="#">Delete</a>	Steel Drum	1A1	Glass	<a href="#">0 Document(s)</a>	5 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Boxes (4G)	4G	Glass	<a href="#">0 Document(s)</a>	4 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic	<a href="#">1 Document(s)</a>	4 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic bag	<a href="#">0 Document(s)</a>	0 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box (4G)	4G	Fibre	<a href="#">0 Document(s)</a>	1 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box (4G)	4G	Plastic	<a href="#">0 Document(s)</a>	2 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Plastic bag	<a href="#">0 Document(s)</a>	0 Part(s)
<a href="#">Edit</a> <a href="#">Delete</a>	Fibreboard Box	4G	Metal	<a href="#">0 Document(s)</a>	0 Part(s)

Clicking on Add Packaging will bring you to the following screen:

**Packaging**

Outer Packaging

Inner Packaging

Outer Packaging

Inner Packaging

Outer Packaging Style  
 UN  Long Name  Plural

[Save](#) [Cancel](#)

You will be able to select what type of packaging you would like to use by selecting it from the drop-down menu or you can leave it as None. In either case, please note that you can free form type in both the Outer Packaging and Inner Packaging fields. This allows you to edit the packaging displays to fit your needs. Once you have entered your packaging information, click Save and your packaging will be available for selection when editing your part.

## Searching and Managing Parts

### Exporting Parts List

Clicking the search button (leaving the search bar empty will show **all** parts) an "Export" button will appear. Clicking this will download an Excel spreadsheet as a .csv file with all parts currently in the search results.

Home > Part Search Part ▾

Search Labelmaster Software (1-800-578-4955)

Edit or New Status To Be Approved Disabled Unmapped Regulation

**Search Results** Page 0 of 0 Export ⏪ ⏩ ⏴ ⏵

Part		Material		
Part Number	Status	Part Description	UNID	Proper Shipping Name (PSN) (Technical Name)