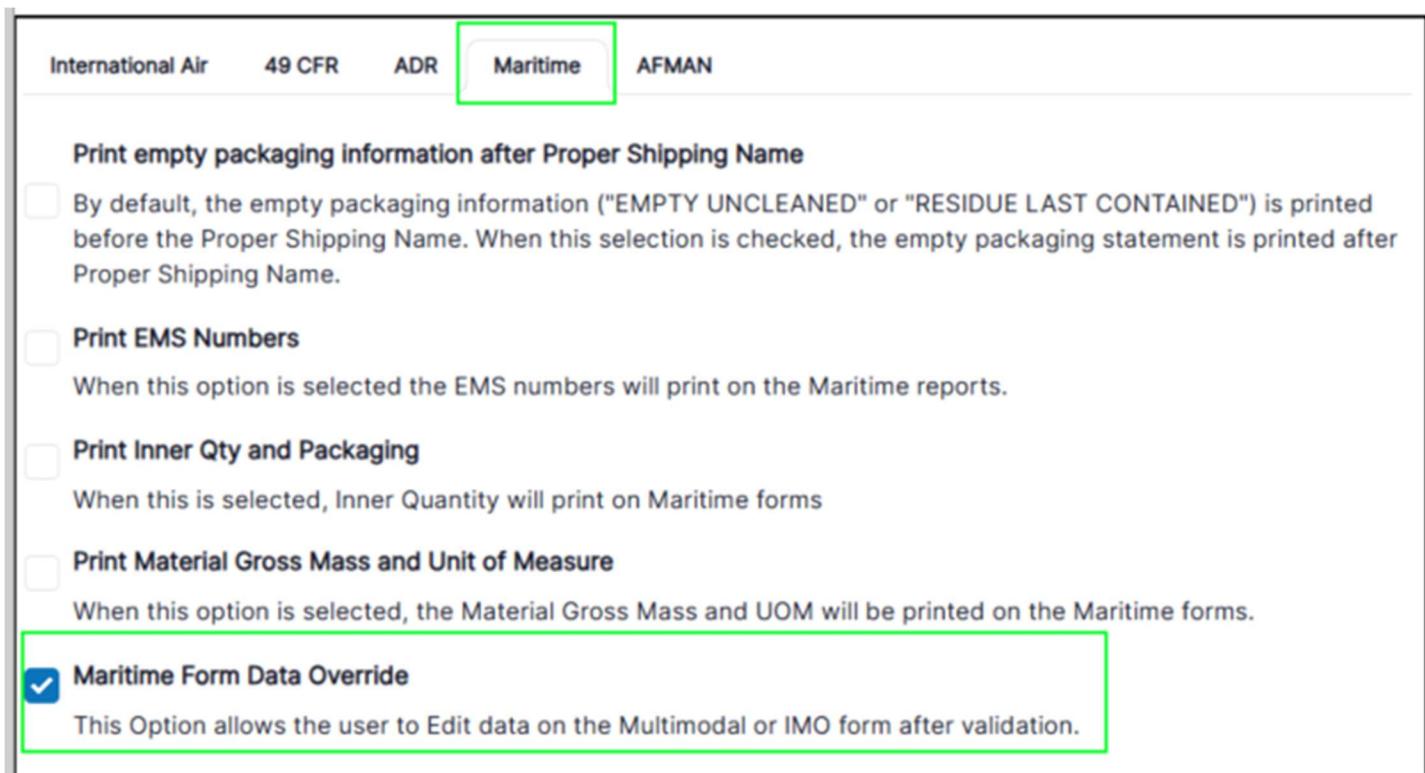**Report Layout Editor (Overrides feature) for Maritime shipments**

The Report Layout Editor Overrides feature allows a user to amend Section 14 of the Maritime shipping form.
The "Maritime + Multimodal" form and the "Maritime + IMO" form are the only forms that have this feature.
To enable this feature:
1. Click the Administration Tab.
2. Click User Options.
3. Click the Maritime tab located at the bottom of the screen.
4. Put a checkmark in the box ' Maritime Form Data Override'.
5. Click Save.

Note: If the checkboxes are grayed out and you are unable perform the above steps, this means that you do not have Admin privileges' or have been placed in an Options Group. Please contact your DGIS Administrator.
The Shipping Papers Tab > **Print > Shipments** screen will display an Overrides icon.
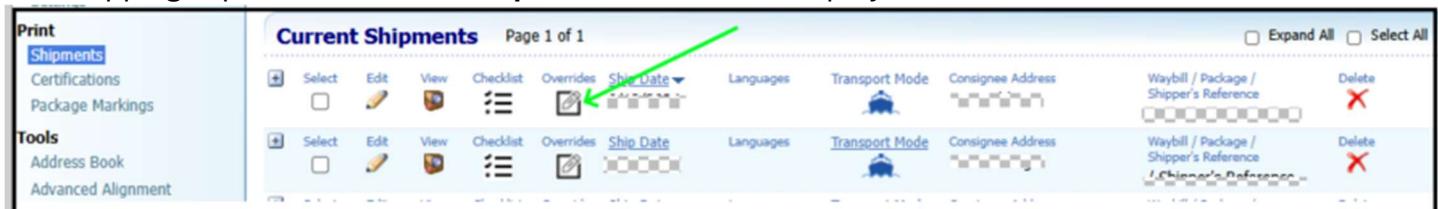
Report Layout Editor (Overrides feature) for Maritime shipments

To use the Overrides feature:
1. Put a checkmark in the Select checkbox.
2. Click the Overrides icon (a new window appears).
3. Click directly inside the 'Shipping Marks', 'Number and kind of packages; description of goods', 'NW (kg)', 'GW' and 'Cube' fields and freeform type your details.
4. Click the Save button.
5. Click the Ok button to confirm the changes.
6. Print the form.

Maritime Form Overrides

⚠ This shipment has already been validated. Any edits made on this screen will not be validated. Please edit with caution.

Shipping Marks	Number and kind of packages; description of goods	Gross mass (kg)	Net mass	Cube (m³)
2 Aluminium Boxes	UN Pc Ir Al	1 kg G	1 L	

Are you sure you want to make these overrides to this Maritime shipment?

OK Cancel

Note: The changes made to the form is applied to the current shipment _only_ and cannot be saved and re-used for other shipments.