

# Using At Your Service & Advanced Search

## Introduction

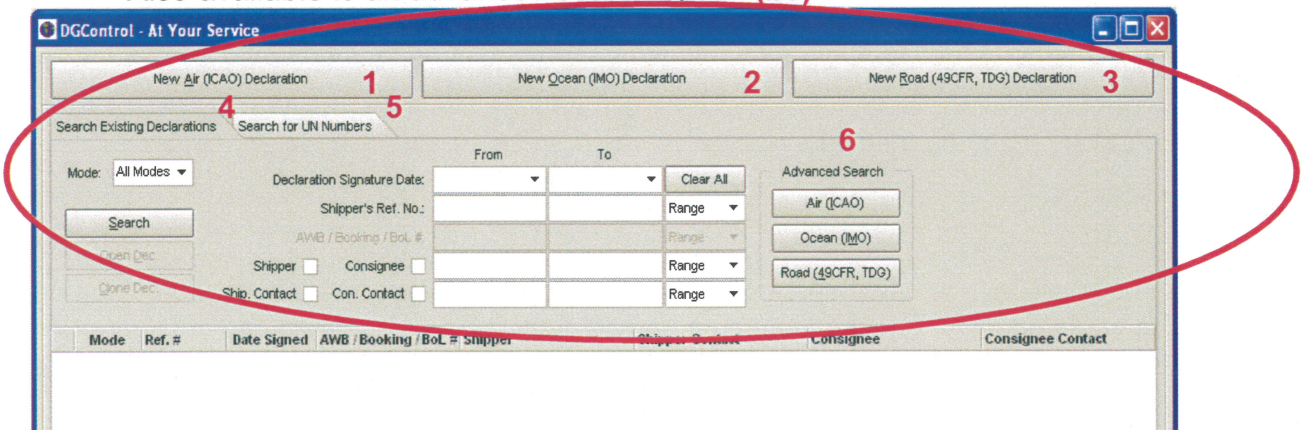
This article will provide an overview and walkthrough of At Your Service and its search functionalities.

## How To

When you open DGC Software you will be at the At You Service screen. At the top of the screen you have option of selecting “New Air (ICAO) Declaration” (#1), “New Ocean (IMO) Declaration” (#2), and “New Road (49CFR, TDG) Declaration” (#3). Select one of the 3 options to begin creating the corresponding DGD.

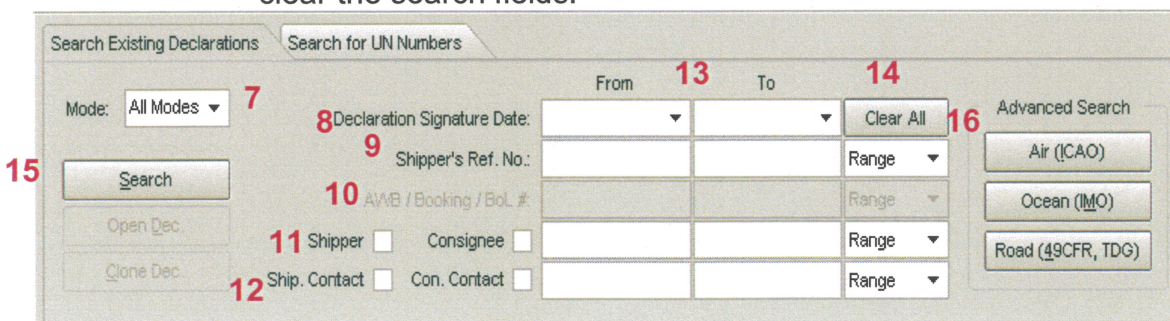
Beneath the DGD options are 2 search tabs. “Search Existing Declarations” (#4) and “Search for UN Numbers” (#5).

Also available is an advanced search option (#6).

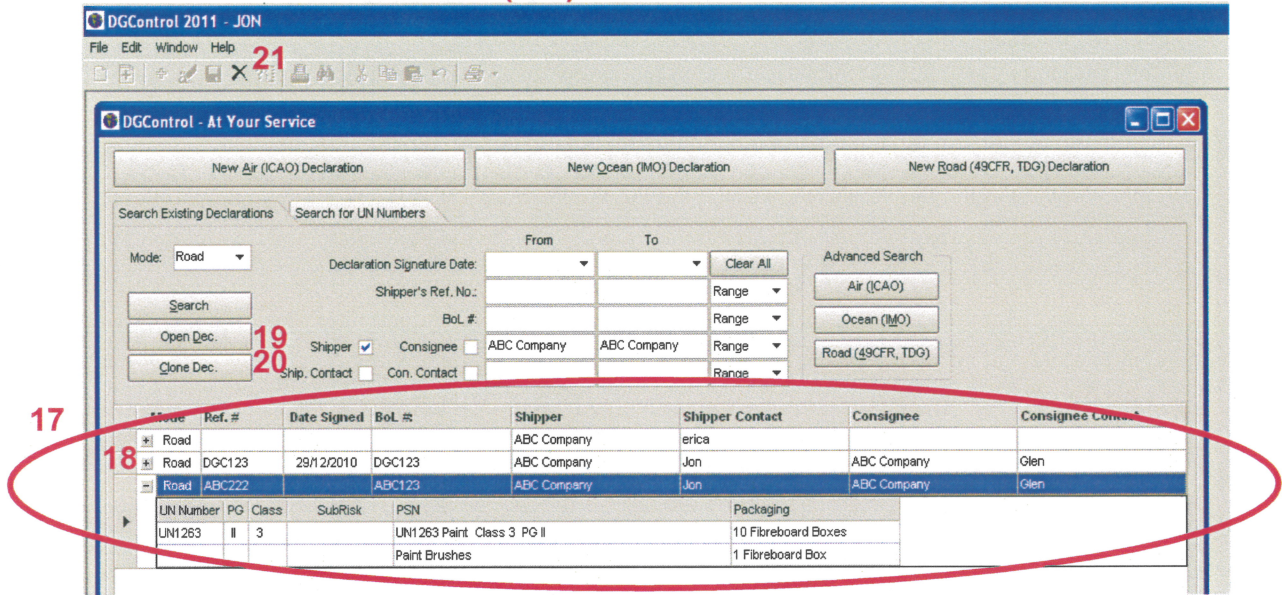


## Using the “Search Existing Declarations” tab.

- Select the mode of transport an existing DGD was created for from the “Mode:” dropdown menu (#7).
- Existing DGD’s can be searched by date signed from the dropdown calendar (#8), shipper’s reference number (#9), AWB#, Booking# or BoL# (#10), shipper or consignee’s address (#11), and shipper or consignee contact name (#12). Searches for multiple DGD’s by calendar date can be done by making use of the “From” and “To” column’s (#13).
- The 3<sup>rd</sup> column (#14) provides search options. Select “Range”, “Contains”, or “Start’s with” to the appropriate field to search by that criteria.
- Click “Search” (#15) to display results. Click “Clear All” (#16) to clear the search fields.

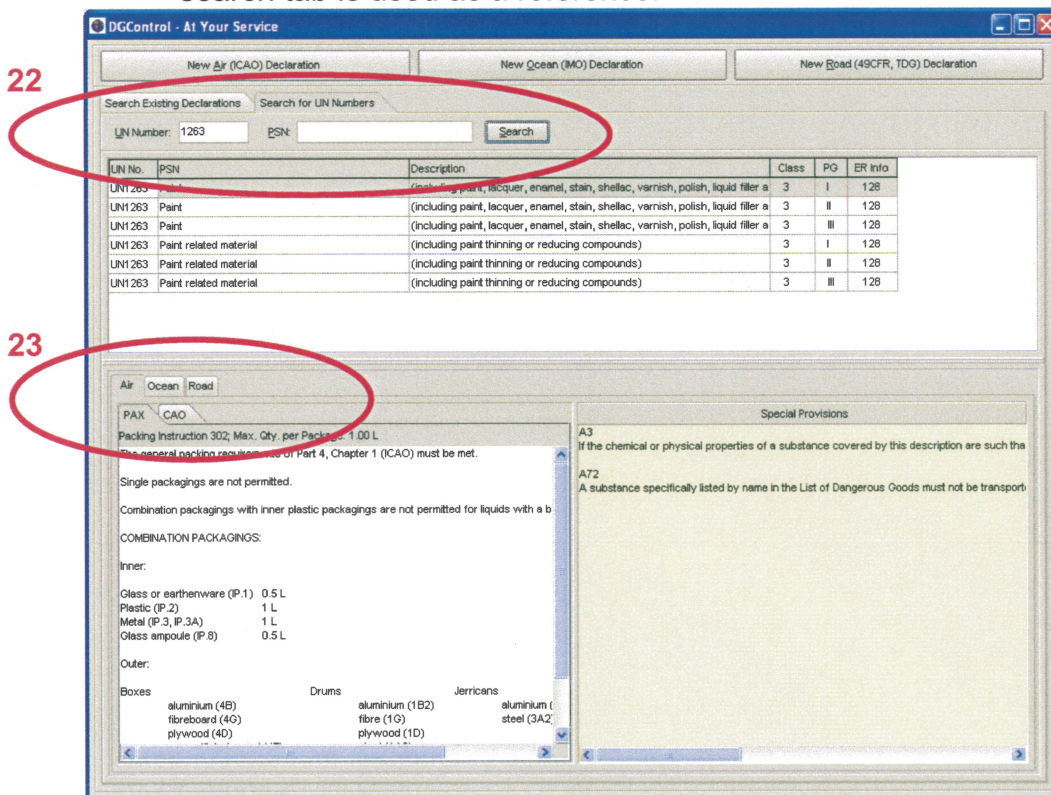


- e. Search results will be displayed below (#17).
- f. A snapshot of a searched DGD's details can be accessed by clicking the 'plus sign' (#18) button next to a selected line. This snapshot can be minimized by clicking the 'negative sign' (#18).
- g. To select an existing DGD click the "Open Dec." button (#19) or double-click the desired line.
- h. To clone an existing DGD click the "Clone Dec." button (#20).  
*This is advised when creating a new DGD that's based on an existing one.*
- i. An existing DGD can be deleted from the database by clicking the 'X' button (#21) above the "At Your Service" window.



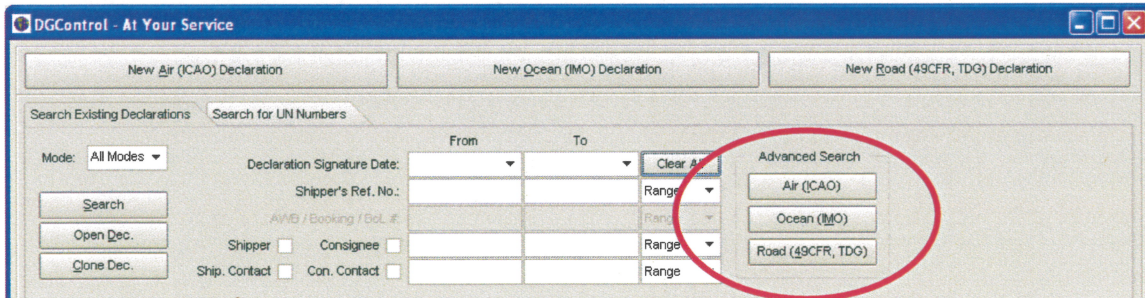
### Using the "Search for UN Numbers" tab.

This tab searches through the DG Regulations by UN # or Proper Shipping Name (#22). Results are broken down by mode of transport (#23). This search tab is used as a reference.



## Using Advanced Search

“Advanced Search” expands the search parameters for existing DGD’s. To use, select the mode of transport the existing DGD was created for from the options below. After selecting a mode of transport you will be taken to the search screen.



“Advanced Search” is also accessible when creating an Air, Ocean or Road DGD by selecting the “Search Decs” tab (#24).

Here you can search for an existing DGD using 1- 4 criteria’s at once.

The search options include “Waybill”, “Customer Ref.”, “Shipper’s Ref No”, “Add. Ref. No.”, “PSN”, “UN Number”, “Class”, “Signer”, “Signed at”, “Consignee Info” and “Shipper Info”.

These search criteria’s are selected by clicking a dropdown arrow (#25) and choosing from the available options.

The results will be shown in the windows below. When an existing DGD is found you will have the option of opening that DGD, starting a new DGD, or cloning the existing DGD (#26). Once an option is selected you will be taken to the appropriate screen.

*Note that if you use the “Search Decs” tab (#24) to do an advanced search and decide to select an existing DGD, clone an existing DGD, or start a new DGD the current DGD you are working on will be replaced with the selection made.*

