

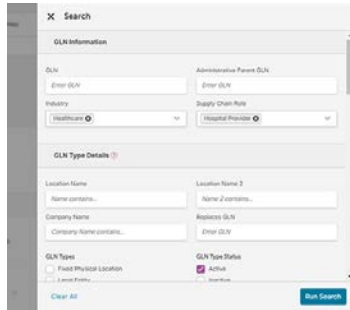


GS1 US Data Hub® | Location View/Use Instructions

GS1 US Data Hub Location View/Use functionality is available to Managed GLN (healthcare) and Location View/Use subscribers. Both Shared and Not Shared GLNs are available to be viewed. If you subscribe to the Export Add-On option, you can export the GLNs you are viewing, or export GLNs within a hierarchy. [Learn more about the Location View/Use subscription.](#)

View Shared GLNs

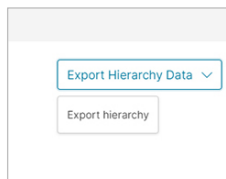
- From GS1 US Data Hub main page, click **Location** on the top Navigation bar, then the **View/Use** link.
- The Search window displays so you can filter GLNs by specific criteria, then click the **Run Search** button.



- GLNs that match your criteria display as "Shared" on the main View/Use screen. You can narrow this search more using the two basic filters, GLN Type or GLN Type Status.
- To export the GLNs you are viewing, click the **Export Locations Data** button, then select the attributes you want to view for these GLNs.



- To export all GLN data within the hierarchy, click the GLN, then select **Export Hierarchy Data** drop-down.



- To access the file, click the Export Center icon at the top right of the screen and download the Excel file. The most recent exported file is listed at the top.

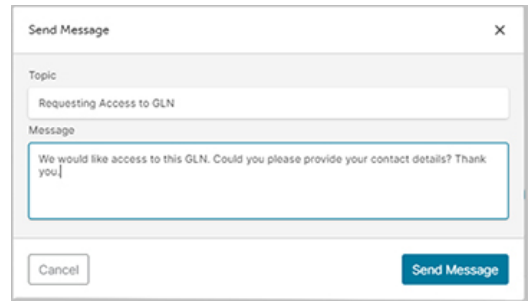


- Open the Excel file or save it to your computer. It's recommended that you change the file name.

View "Not Shared" GLNs

You can view GLNs that are not being shared by Location Create/Manage subscribers, so you can request access:

- Click the **Not Shared** tab. Use the filters to narrow search results, then click **Run Search**. Only "Entity" GLNs (GLNs that identify a company's headquarters) are displayed.
- Click the **REQUEST ACCESS** link. Enter a Topic and Message, then click the Send Message button.



- To view your Access Request(s), click the Message Center, then click the Messages tab.