GS1 US Data Hub
Administration
User Guide

March 29th, 2024

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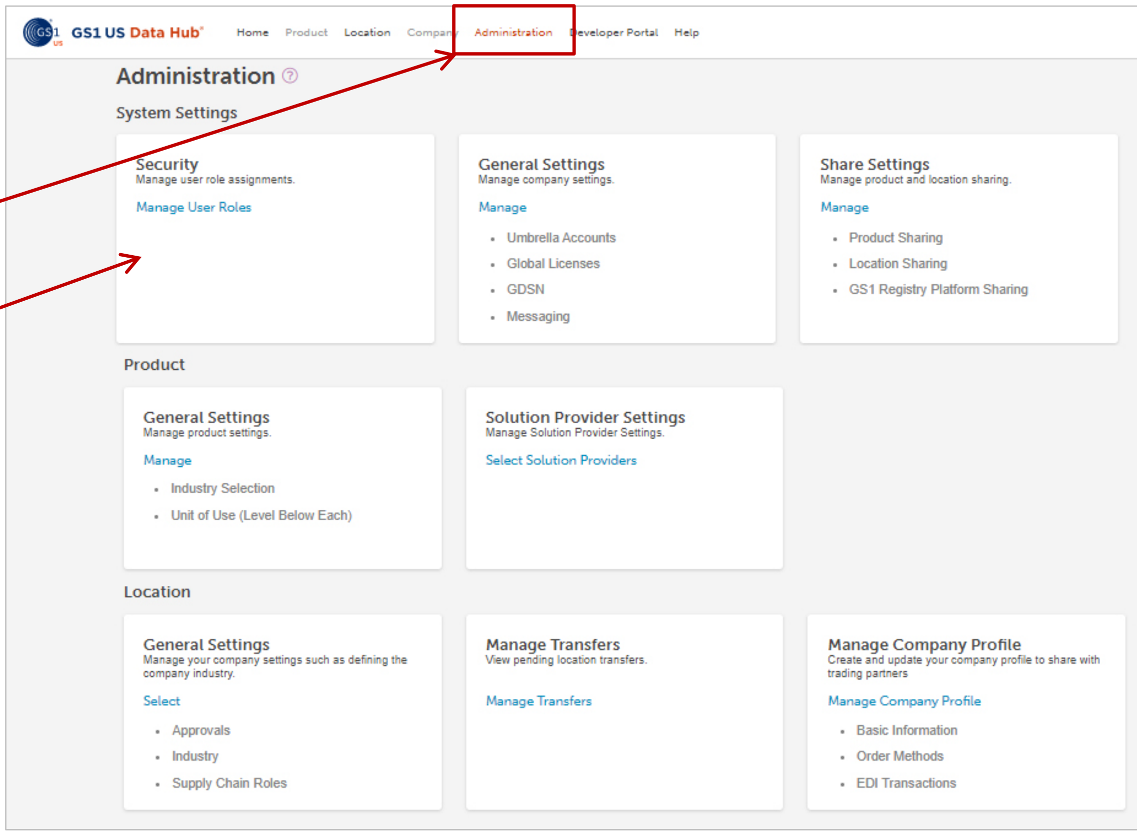
General Overview

The Administration area of GS1 US Data Hub® allows you to manage users and configure security settings, product and location sharing settings, approvals and/or company profiles. Some of the features outlined in this user guide are available based on the administrative roles assigned to an individual, and your company's subscriptions.



START

1. Click **Administration.**

2. **System Settings** – Used to manage user role assignments (Security), company settings (General Settings) and share settings (Share Settings).

   Product – Used to manage product settings (General Settings) and solution provider selection (Solution Provider Settings).

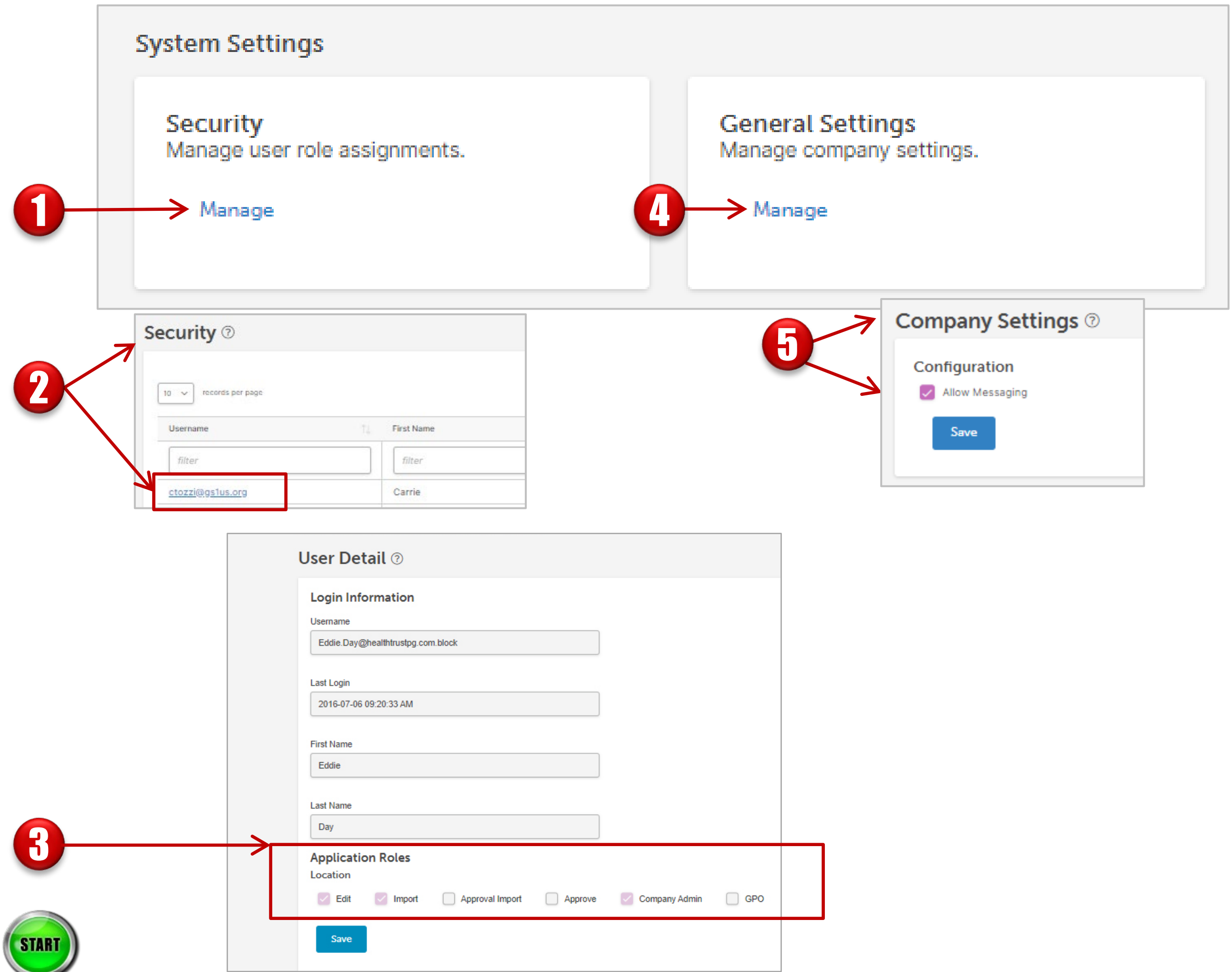
   Location – Used to manage your company settings such as defining the company industry, managing transfers (view pending location transfers), and managing the company profile (create and update your company profile to share with trading partners).

STOP

IMPORTANT: The system will time out when it records 10 minutes of inactivity and any unsaved data on the current screen will be lost.

System Settings

Use System Settings to add/delete/modify user role assignments and manage company settings, such as messaging.



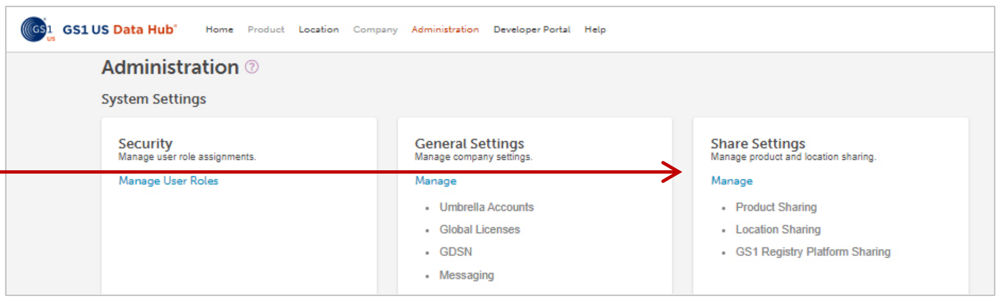
1. Under **Security, Manage user role assignments**, click **Manage.**
2. The Security screen opens. Click the **Username** hyperlink to open the User Detail Page.
3. The User Detail page opens. As the General User Administrator, you can view/change Location roles for the user. Click **Save** when finished.
   Note: Depending on your role, you may not have access to modify these settings.
4. Under **General Settings, Manage company settings**, click **Manage.**
5. Click **Messaging Tab.** (If your company subscribes to the Enterprise Edition, Umbrella Account Administrator tabs also display here) To allow users to receive messages within GS1 US Data Hub, select the **Allow Messaging** box. Click **Save** when finished.

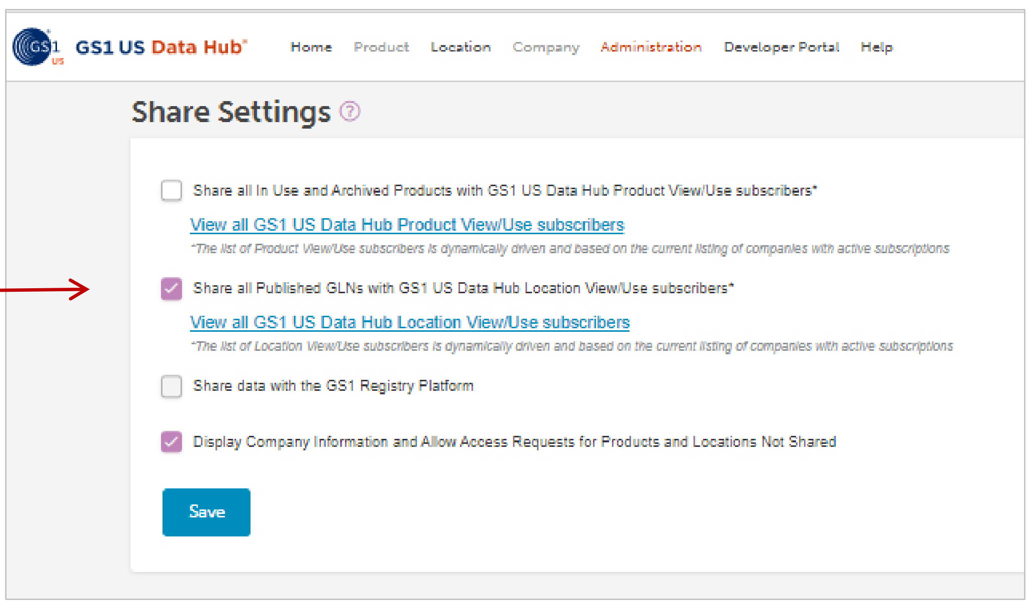
STOP

Share Settings

Use the Share Settings screen to set up how product and locations will be shared with GS1 US Data Hub Product and Location View/Use subscribers. In addition, you can share product data with global users via the GS1 Global Registry.

By default, all your company's products and locations are shared with all available users, but you can change these settings. As you manage individual products and locations, you have the option to share these with specific trading partners.





START

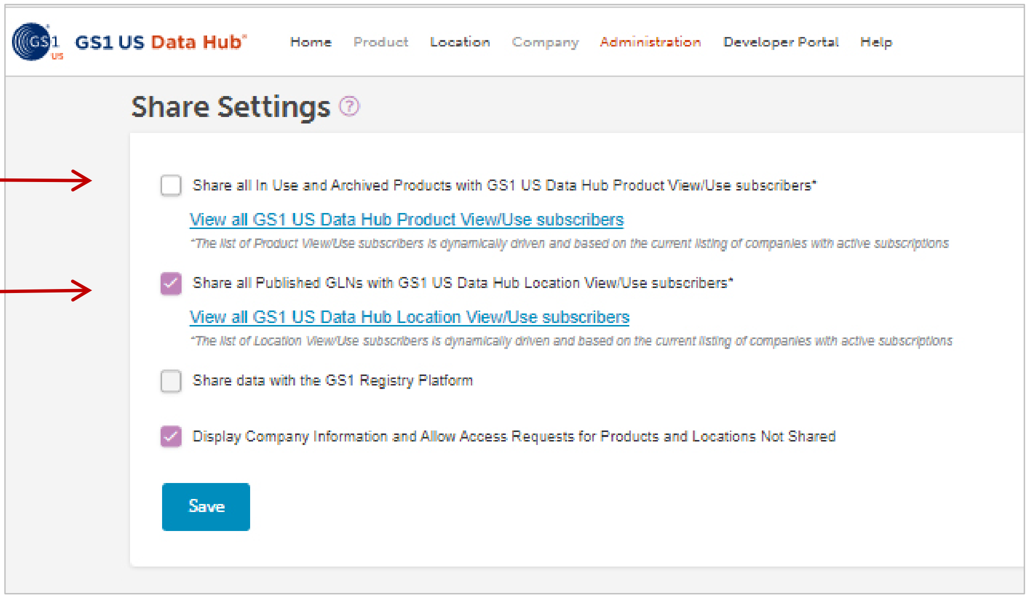
1. From the Administration Screen, click the **Manage** link under **Share Settings**.

2. From this screen you can change both Product sharing settings.

STOP

Share Settings *(Continued)*

Use the Share Settings screen to set up how product and locations will be shared with GS1 US Data Hub Product and Location View/Use subscribers.



START

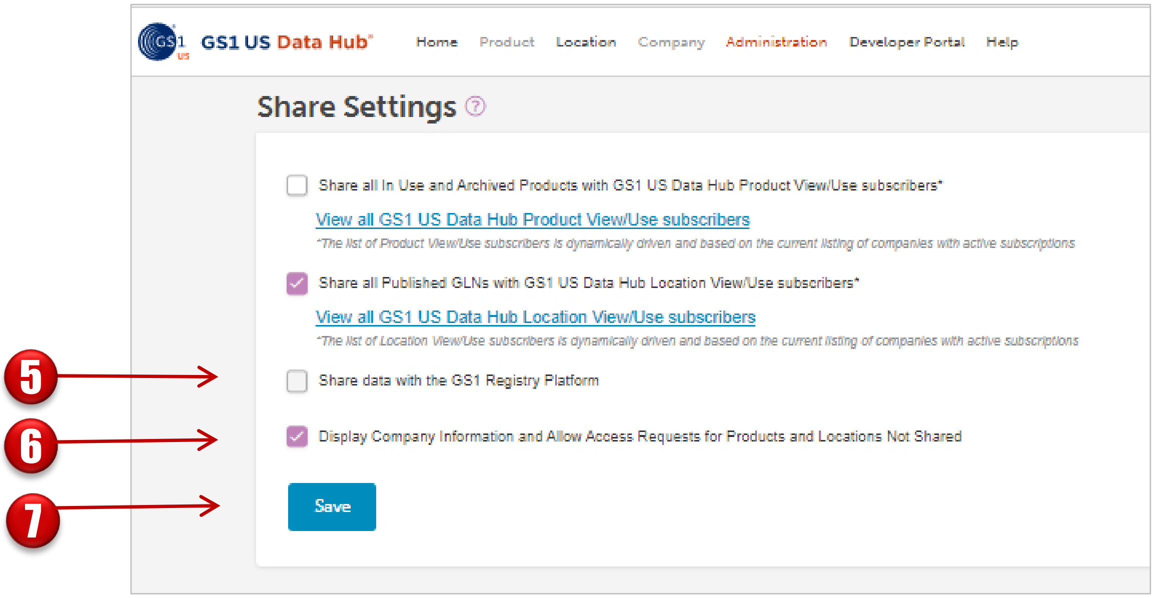
3 **Share all In Use Products with GS1 US Data Hub® Product View/Use subscribers** – by default, this box is checked, which means all of your company's products are shared with GS1 US Data Hub Product View/Use subscribers. Uncheck this box if your company chooses to limit sharing product information with trading partners - or not share at all. If unchecked, "Share Data with the GS1 Registry Platform" is also unchecked, and the "Display Company Information…" option displays.

4 **Share All Published Data with Data Hub Location View/Use Subscribers** – by default, this box is checked, which means all of your company's published locations and parties are shared with GS1 US Data Hub Location View/Use subscribers. Uncheck this box if your company does not want to share all of your company's published GLNs with these subscribers.

CONTINUE

Share Settings *(Continued)*

Use the Share Settings screen to set up how product and locations will be shared with GS1 US Data Hub Product and Location View/Use subscribers.



START

5 **Share Data with the GS1 Registry Platform** – by default, this box is checked, so all of your company's **In Use** and **Archived** products having the "Each" or "Case as Each" packaging level – as well as published GLNs - are shared openly and globally with users. Uncheck this box if your company does not want to share products and GLNs via these global GS1 tools.

6 **Company Information and Allow Access Requests for Products Not Shared** – this only displays if "Share all In Use Products…" is unchecked. Check this box to make your company discoverable to both GS1 US Data Hub Product and Location View/Use subscribers who search for products or locations that are "Not Shared." When you select this option, you can choose to respond to individual Share requests.

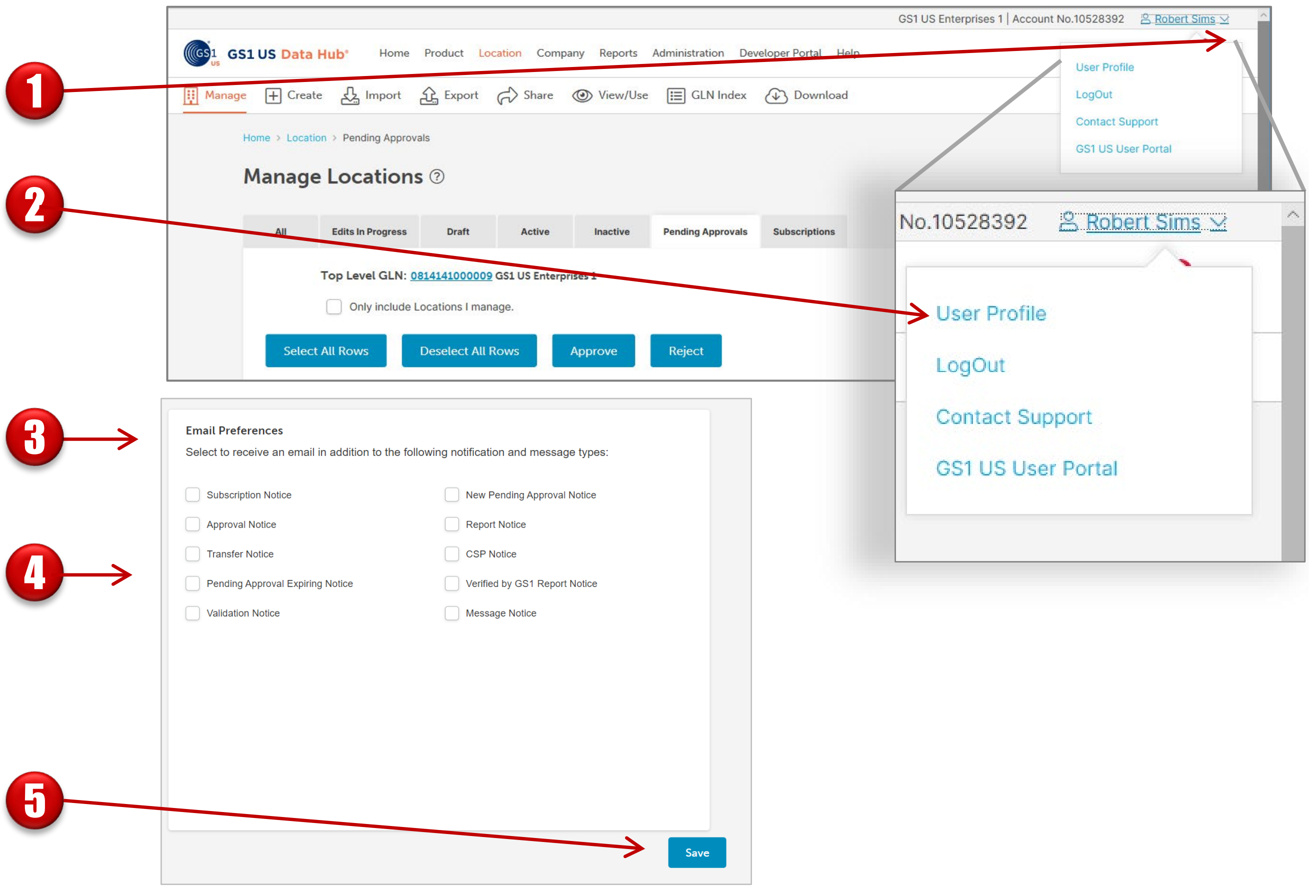
7 Click **Save**. These changes will take effect immediately.

STOP

User Profile Settings

Note: please share this instruction sheet with your users.

Each user may personalize how they will receive email, notifications and messages when using GS1 US Data Hub.



START

1. In the top right-hand corner of any GS1 US Data Hub® page, click the **Down Arrow** located beside the user name.

2. The User window displays. Click **User Profile**.

3. The **User Profile** window displays. Scroll down to the bottom of this window.

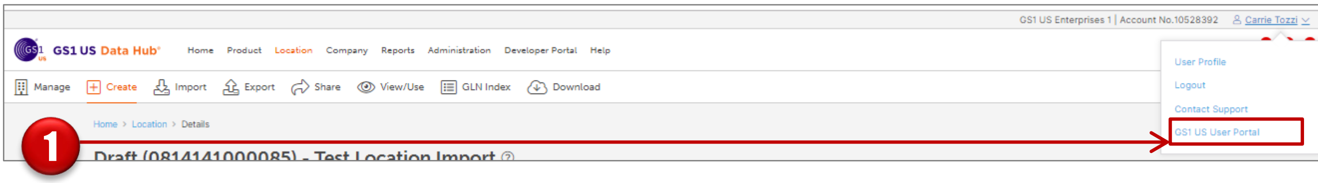
4. In the **Email Preferences** section, select which type of emails you would like to receive. These emails will be in addition to the notifications and messages sent within GS1 US Data Hub.

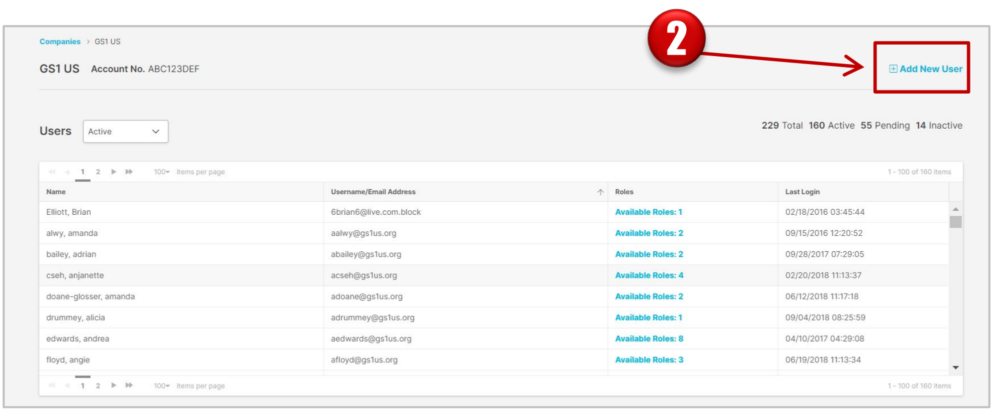
5. Click **Save** to save your changes to your **User Profile** settings.

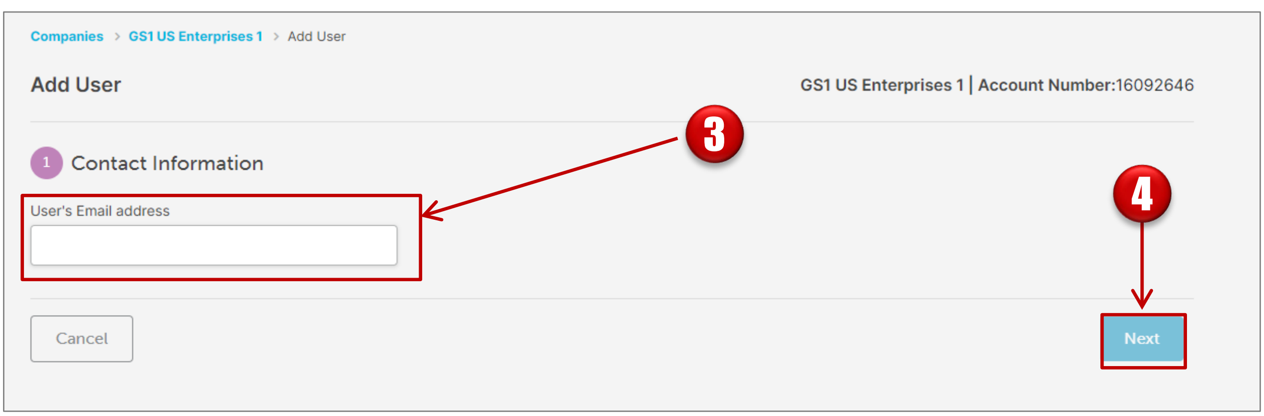
STOP

General User Administrator - Adding Users to Your GS1 US Data Hub Subscription

As an Administrator, add your company users to GS1 US Data Hub via the GS1 US User Portal. Please note that for some roles, such as Product Create/Manage, only a single user is provided with the GS1 Company Prefix – additional roles can be added for an annual fee.





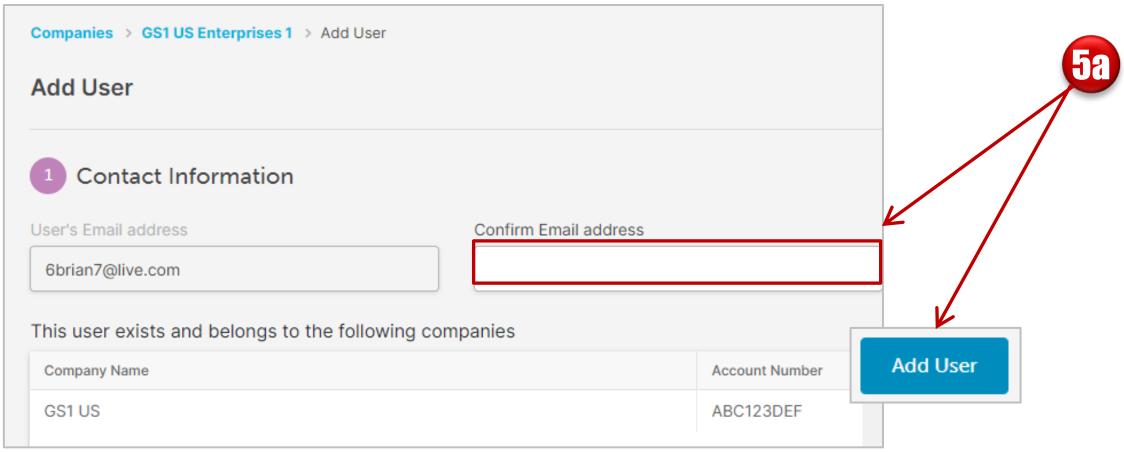


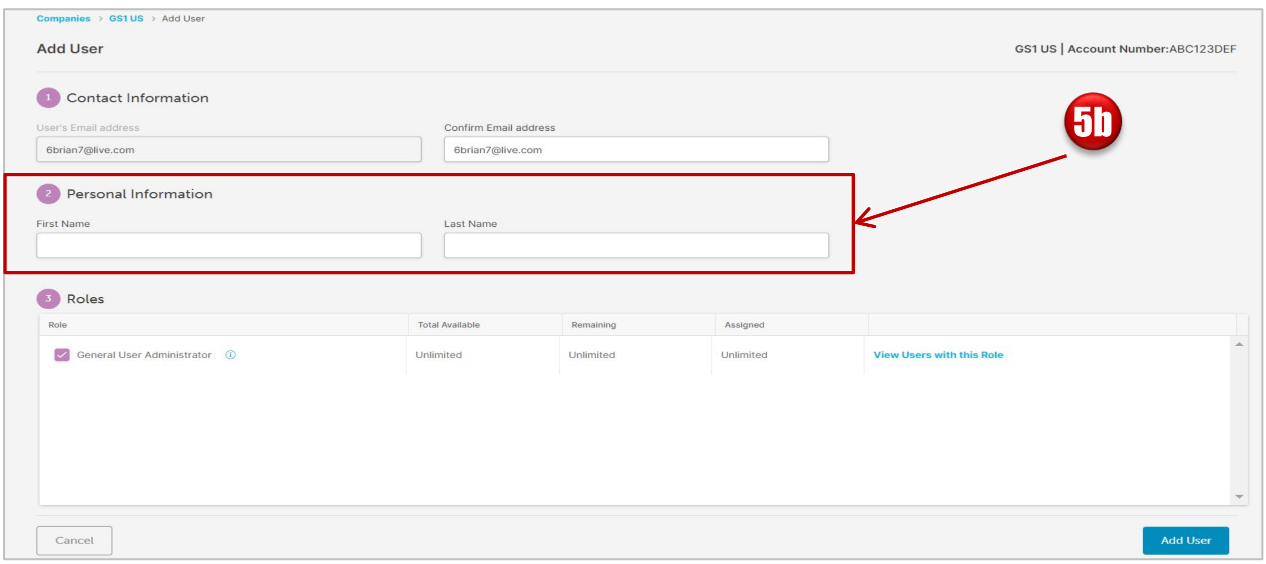
START

1. Click your name to display the drop-down, and select GS1 US User Portal (you can also visit **https://userportal.gs1us.org**).
2. From the home page for your company, click **+ Add New User**.
3. Enter the user's email address. This will perform a check to see if it is already active.
4. Click **Next.**

CONTINUE

General User Administrator - Adding Users to Your GS1 US Data Hub Subscription *(Continued)*



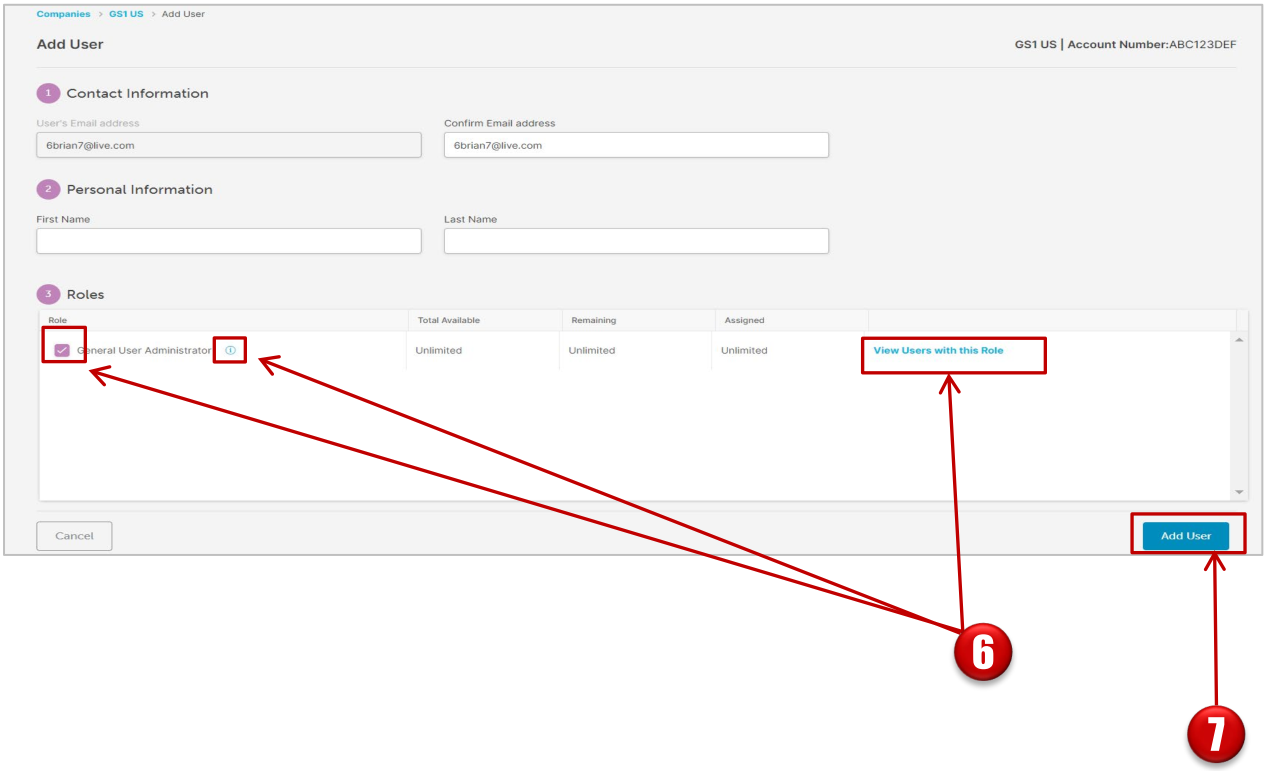


START

5a If the user exists, confirm the email address and click **Add User**.

5b If the user does not exist, enter/confirm the email address and enter the first and last name.

CONTINUE



6 Assign available user roles by checking the box to the left of the desired user role. Unchecking removes an assigned role. Click the ⓘ to view role details.

Optional: Click **View Users with this Role** to view other users that have this role assigned.

<u>Role Columns Defined</u>

- **Total Available:** the maximum number of times a role can be assigned based on your subscription.
- **Remaining:** the number of times that a role can still be assigned in your company.
- **Assigned:** the number of times the role has been assigned in your company.

7 Click **Add User** to save the user details and to send the registration email to the user's email, which allows them to set up their password.

GS1 US User Portal Roles Defined

Administrator Role for myGS1 US

General User Administrator

Allows the user to manage other user accounts primarily to obtain access to myGS1 US. Has access to GS1 US Data Hub using the same credentials established during initial set up. The General User Administrator will then add GS1 US Data Hub users and assign roles. Visit https://www.gs1us.org/tools/gs1-us-data-hub to learn more about GS1 US Data Hub.

myGS1 US User

Allows the user to login to the GS1 US store and access the myGS1 US dashboard to manage licenses, make payments, print certificates, and other functions.

GS1 US Data Hub Roles Administrator Roles

GS1 US Data Hub Product Administrator

Allows the user to assign this role to other product users within their organization, and assign the Product Create/Manage role to others (this requires the Product Create/Manage subscription).

GS1 US Data Hub Location Administrator

Allows the user to assign this role to other location users within their organization, and assign the Location Create/Manage role to others (this requires the Location Create/Manage subscription).

GS1 US Data Hub Company Administrator

This role is required to configure the GS1 US Data Hub | Company environment for your company.

GS1 US Data Hub Umbrella Account Administrator

This role is required to manage Umbrella Accounts as part of the Enterprise Edition, which must be added to your account. This administrator can make GDSN requests to retrieve product data for one or more subsidiaries, as part of the Verified by GS1 program within GS1 US Data Hub.

Additional GS1 US Data Hub User Roles

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

Product / Brand Owner User Roles

Product Create/Manage

Allows the user to create and manage their products. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

Product View/Use

Allows the user the ability to query other GS1 US Data Hub | Product companies' product GTINs and information (with their permission).

Location User Roles

Location Create/Manage

Allows the user to create and manage their locations. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen.

Location View/Use

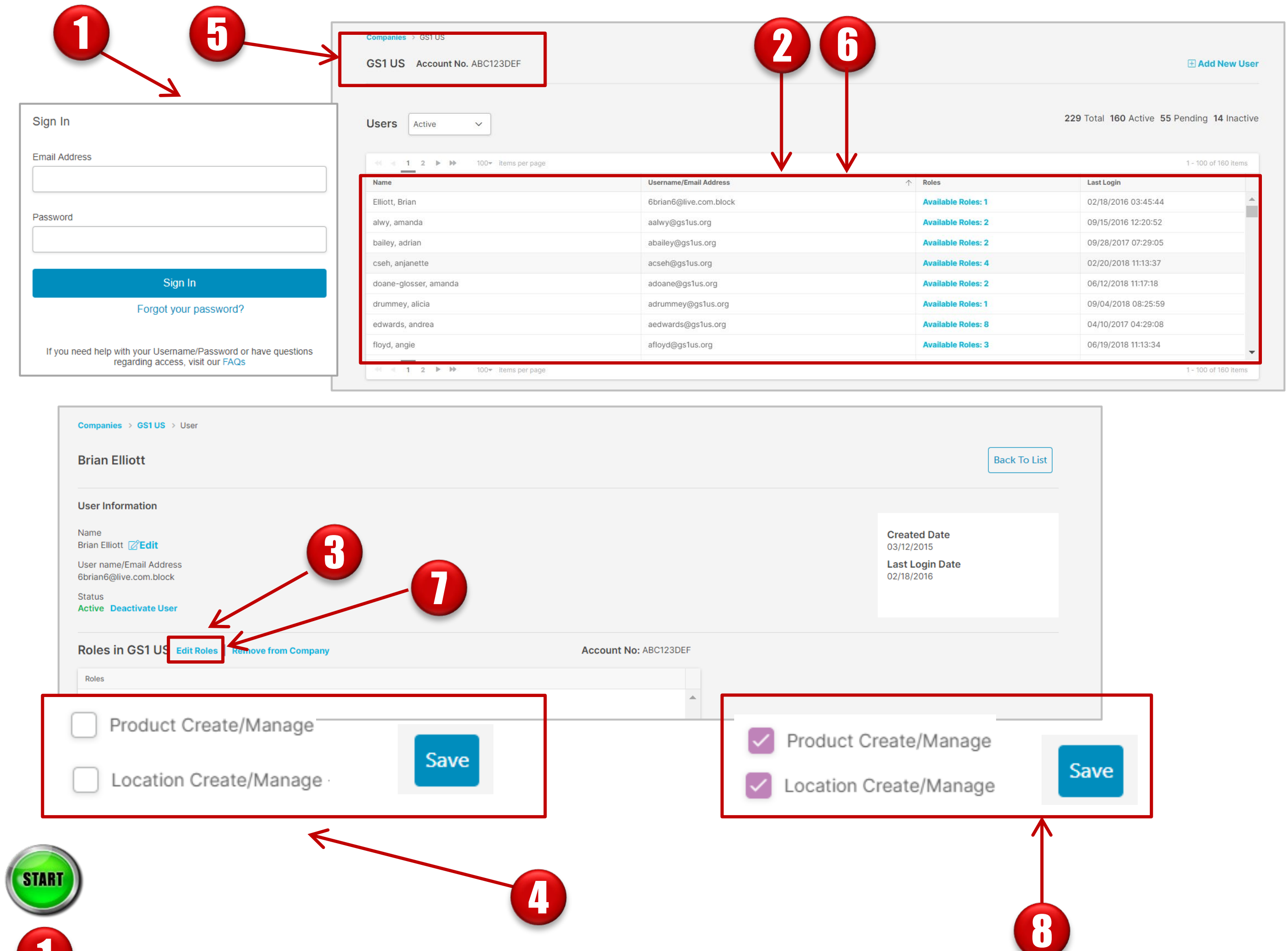
Allows the user the ability to query other GS1 US Data Hub | Location companies' location information (with their permission).

Company User Role

Company View/Use

Allows the user the ability to search our expansive repository for companies that have licensed a GS1 Company Prefix.

General User Administrator - To Reassign Product and/or Location Create/Manage Roles to a New User



1 Login to the GS1 US User Portal.

2 From the User List, select the row of the user you want to remove the Product Create/Manage or Location Create/Manage role from.

3 Select **Edit Roles**.

4 Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.

5 Click your company name in the top left corner of the page.

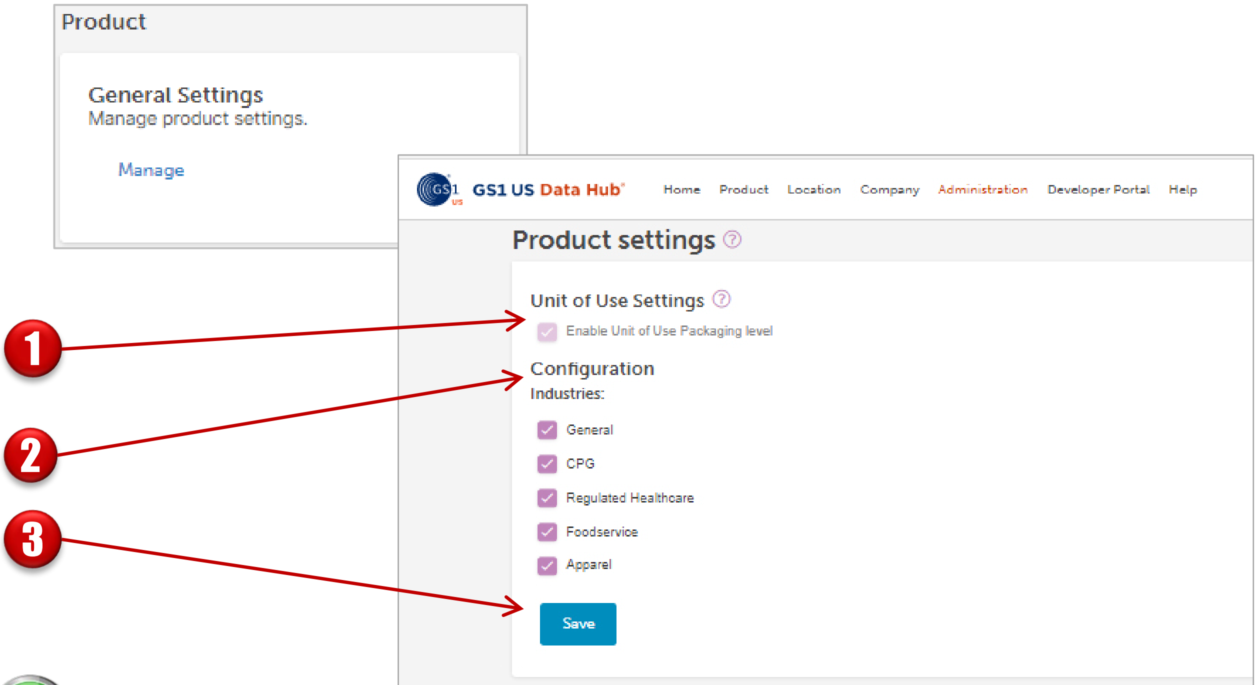
6 Select the row of the user you want to add the Product Create/Manage or Location Create/Manage role to.

7 Select **Edit Roles**.

8 Select the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.

Product - General Settings

Use general settings to set up how product owners will manage product information.



START

1. **Enable Unit of Use Packaging Level** – This feature applies to medical devices. The “Unit of Use” refers to the smallest or lowest-level packaging unit. Typically, the lowest level in the product hierarchy of trade items in GS1 US Data Hub is the “Each" item. While the “Each” item can be purchased, it may contain multiple individual units that cannot be purchased. Unit of Use items, commonly referred to as the “Level Below the Each,” are scanned at the “Healthcare Point of Care." This ensures accurate tracking and management of medical devices throughout their lifecycle, from packaging to patient care.

   Before you enable the Unit of Use Packaging Level, please view the UDI Creation User Guide in the Help Center.

   Note: once you enable the "Unit of Use" setting, and you set the status of a single product with the Unit of Use Packaging Level to **In Use**, you cannot disable this feature. However, if this single item is in the **PreMarket** status and is retracted, you can disable this feature.

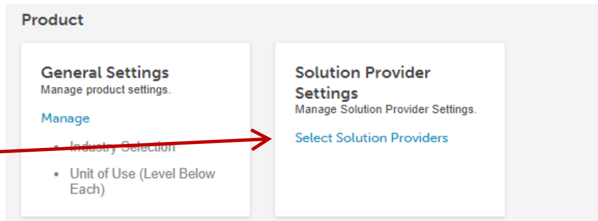
2. **Configuration** - allows you to set company-wide defaults for the industries your products are sold in.

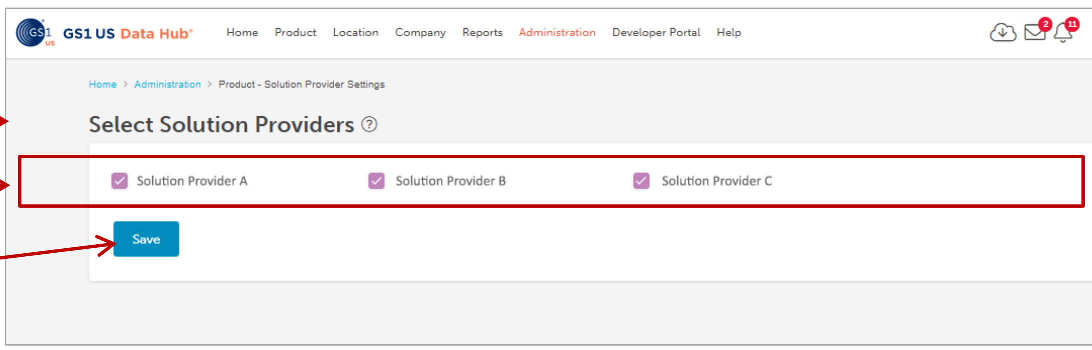
3. Click **Save** when finished.

STOP

Product - Solution Provider Settings

Use this setting to select and assign Solution Providers in which you have engaged to enhance product information.





1 Under **Solution Provider settings,** click **Select Solution Providers.**

A The **Select Solution Providers** settings screen opens to display a list of available companies.

B Select only the Solution Provider with whom you have a contract.

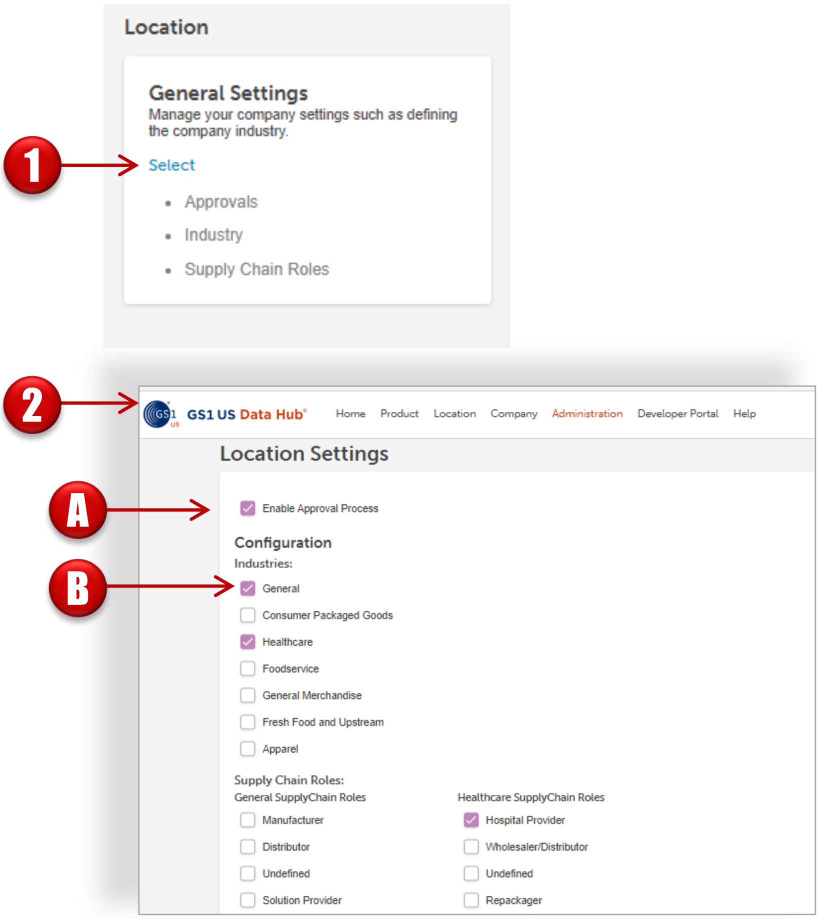
Note: You may elect to add a contact email address to be shared with the Solution Provider. If you opt not to share your email, the Solution Provider will not be able to contact you for information or to ask for clarity on your product.

2 Click **Save** when finished.

TIP: Before selecting a Solution Provider, make sure to establish a relationship with one or more Solution Providers displayed. Share your contact information as well.

Location - General Settings

Use general settings to set up how your company is going to manage Location information.



START

1. Select **Administration >Location >General Settings** >**Select**, to manage your company settings such as defining the Company Industry.

2. The Location Settings screen opens:

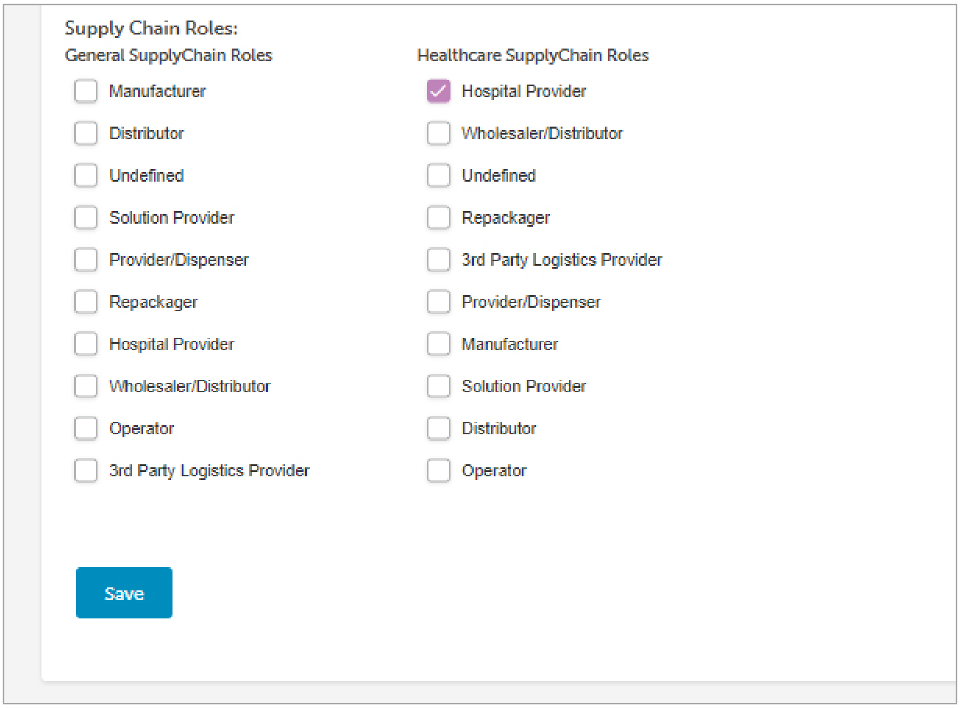
   A. **Enable Approval Process** – Check the box to enable the Location Approval Process workflow, in which users with an "Edit" role can submit a GLN for approval, and users with an "Approve" role can either approve or reject these GLNs. See "Set Up an Approval Process" in this user guide for details.

   B. Enter industries that will be selected when entering GLNs. For example, if "Healthcare" is selected, specific functionality will be enabled for the GLNs that pertain to the healthcare industry.

CONTINUE

Location - General Settings *(Continued)*

Use general settings to set up how your company is going to manage Location information.



START

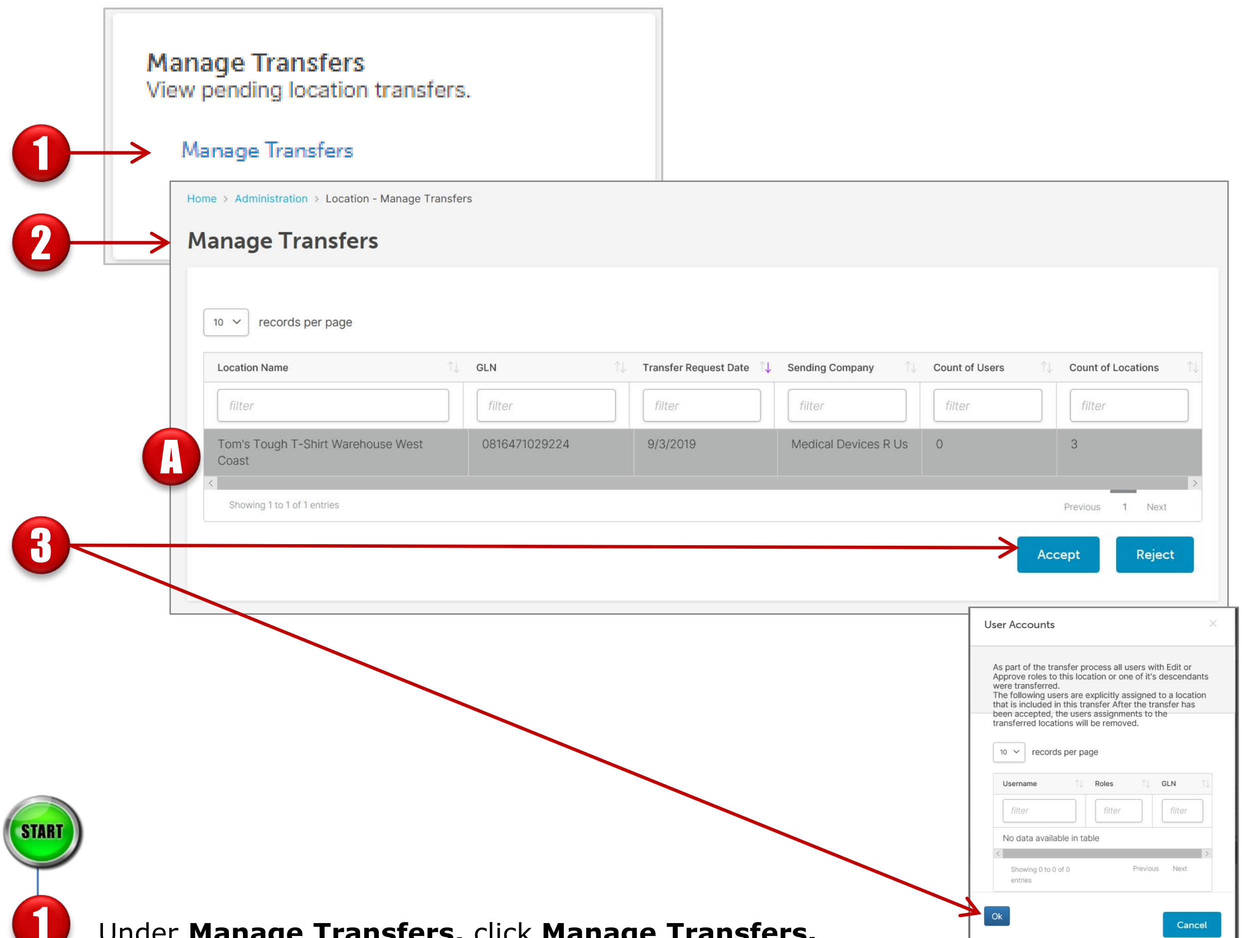
C **Supply Chain Roles** – the Supply Chain Role(s) display based on the Industry you selected. Select the role(s) with which your company is most closely associated.

3 Click **Save** when finished.

STOP

Location – Manage Transfers (through Admin screen)

This feature is for Managed GLN subscribers only. Use Manage Transfers to view and manage pending location transfer requests into your hierarchy. The Manage Transfer process is initiated when a user with the Location Administrator role ("owner") clicks the "Transfer" button at the bottom of a specific Location Detail screen. The Location Administrator can then select the company to which this location will be transferred. The administrator of the selected company will receive a notification about the transfer, and can visit the Manage Transfers page to accept or reject this transfer. This administrator gains "third party view" access to the transferring location and all descendants. Here's how to accept or reject a location transfer request.

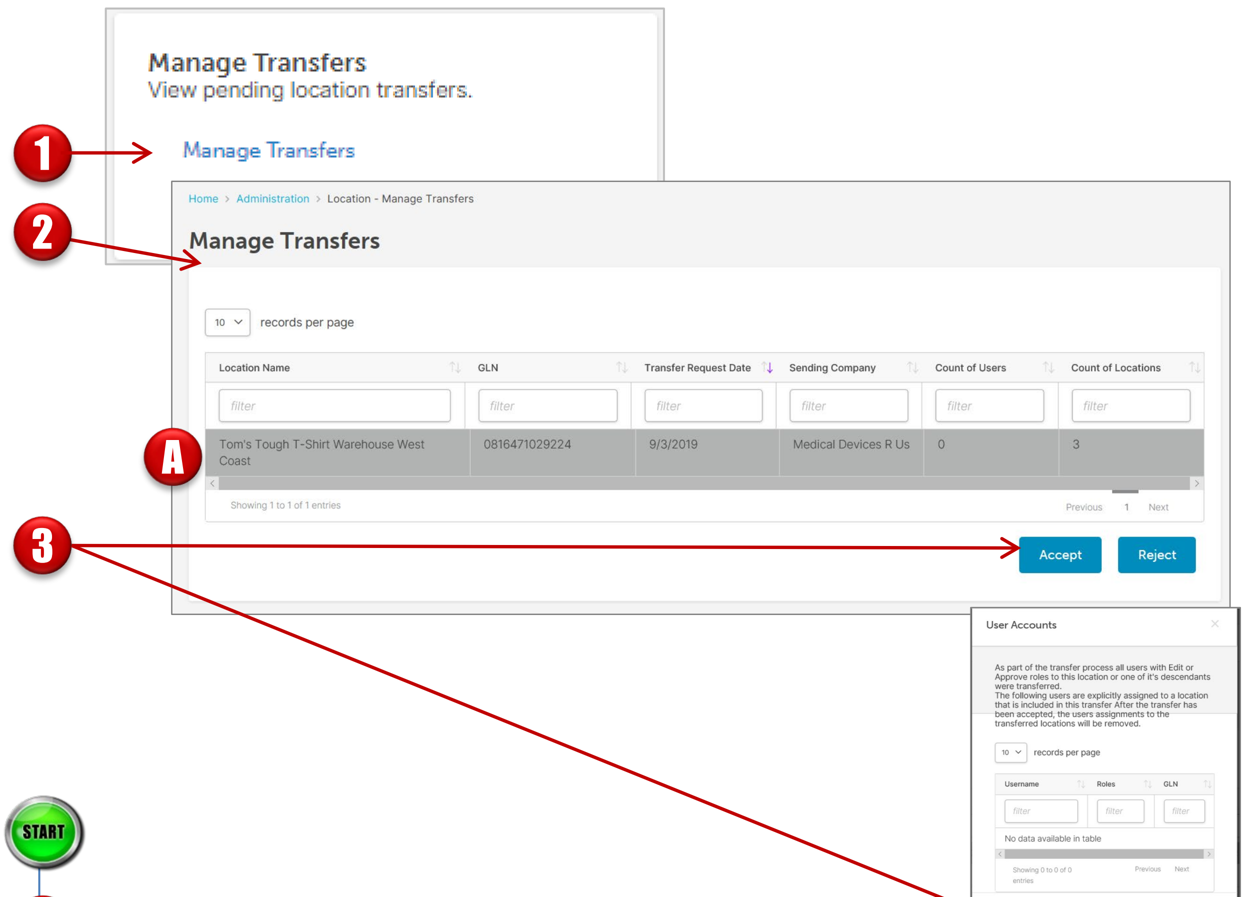


1. Under **Manage Transfers,** click **Manage Transfers.**
2. The Manage Transfer screen opens:
   - A. **Location - Manage Transfers** – view Pending Location Transfers, then click the desired location.
     Note: This function is for administrators use only. Accept or Reject a request to transfer locations to your hierarchy.
3. Click **Accept or Reject** when finished. If you click **Accept** and any users were assigned to the location or descendent locations, a window displays indicating these user assignments will be removed. Click **Ok** to confirm.

STOP

Location – Manage Transfers (through Notifications)

This feature is for Managed GLN subscribers only. Use Manage Transfers to view and manage pending location transfer requests into your hierarchy. The Manage Transfer process is initiated when a Location Administrator ("owner") clicks the "Transfer" button at the bottom of a specific Location Detail screen. The Location Administrator can then select the company to which this location will be transferred. The administrator of the selected company will receive a notification about the transfer, then visit the Manage Transfers page to accept or reject this transfer. This administrator gains "third party view" access to the transferring location and all descendants. Here are the steps to accept or reject a location transfer request.



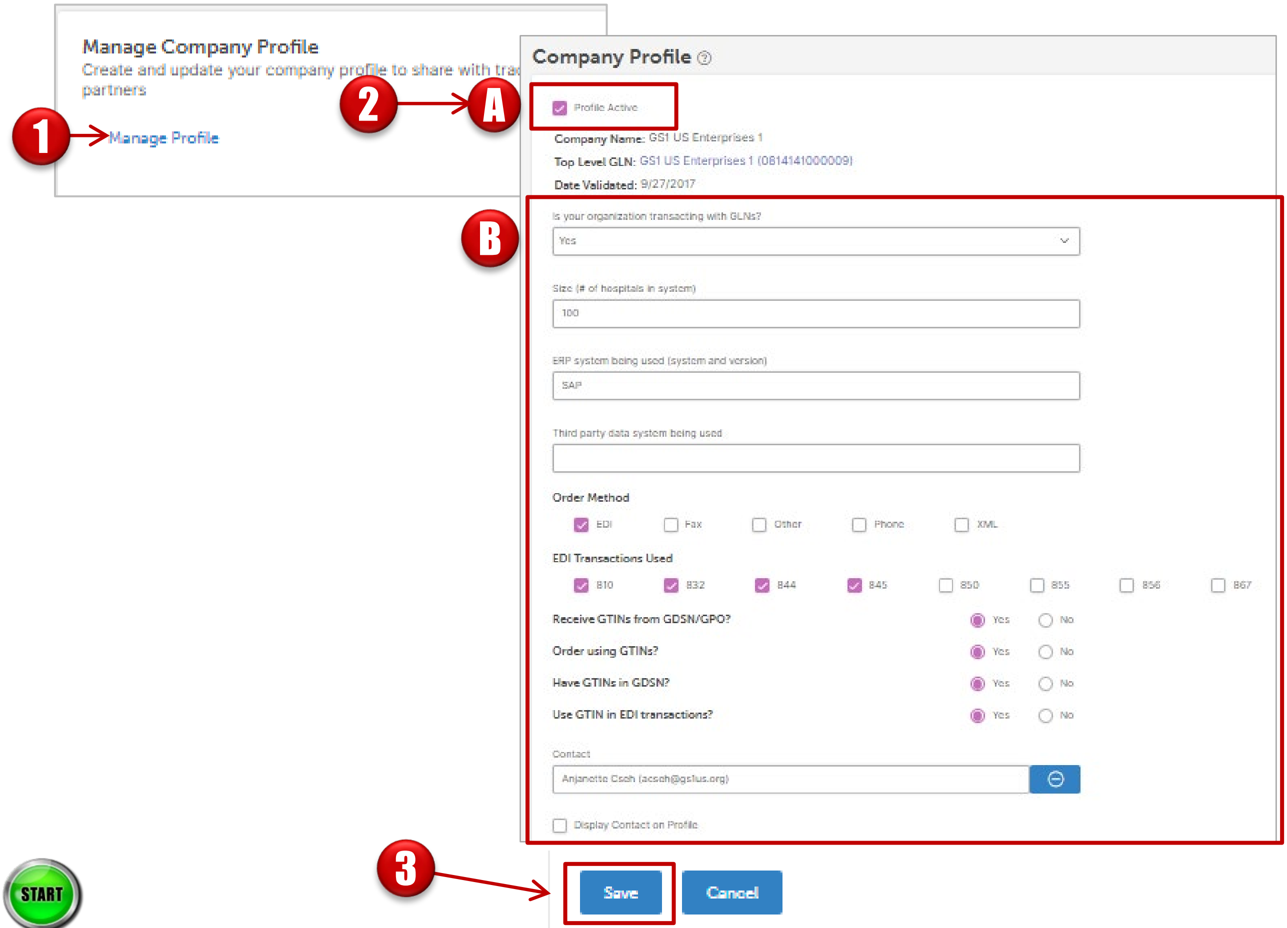
START

1. Under **Manage Transfers,** click **Manage Transfers.**
2. The Manage Transfer screen opens:
   - A. **Location - Manage Transfers** – view Pending Location Transfers, then click the desired location.
     Note: This function is for administrators use only. Accept or Reject a request to transfer locations to your hierarchy.
3. Click **Accept or Reject** when finished. If you click **Accept** and any users were assigned to the location or descendent locations, a window displays indicating these user assignments will be removed. Click **Ok** to confirm.

STOP

Location - Company Profile Settings

Use the Manage Company Profile to create and update the company profile to be shared with trading partners.



1. Under **Manage Company Profile,** click **Manage Profile.**

2. The Company Profile Screen opens - this section is only used by companies in Healthcare. The Top Level location must be validated in order to set up a Company Profile. Company Profile helps other users in Healthcare find out how your company is using GLNs in transactions.

   A. **Profile Active** - select if want to make the Company Profile active so others can find it.

   B. Complete this section by answering the various questions. Enter contact information and add a checkmark if you want this contact information displayed on your profile.

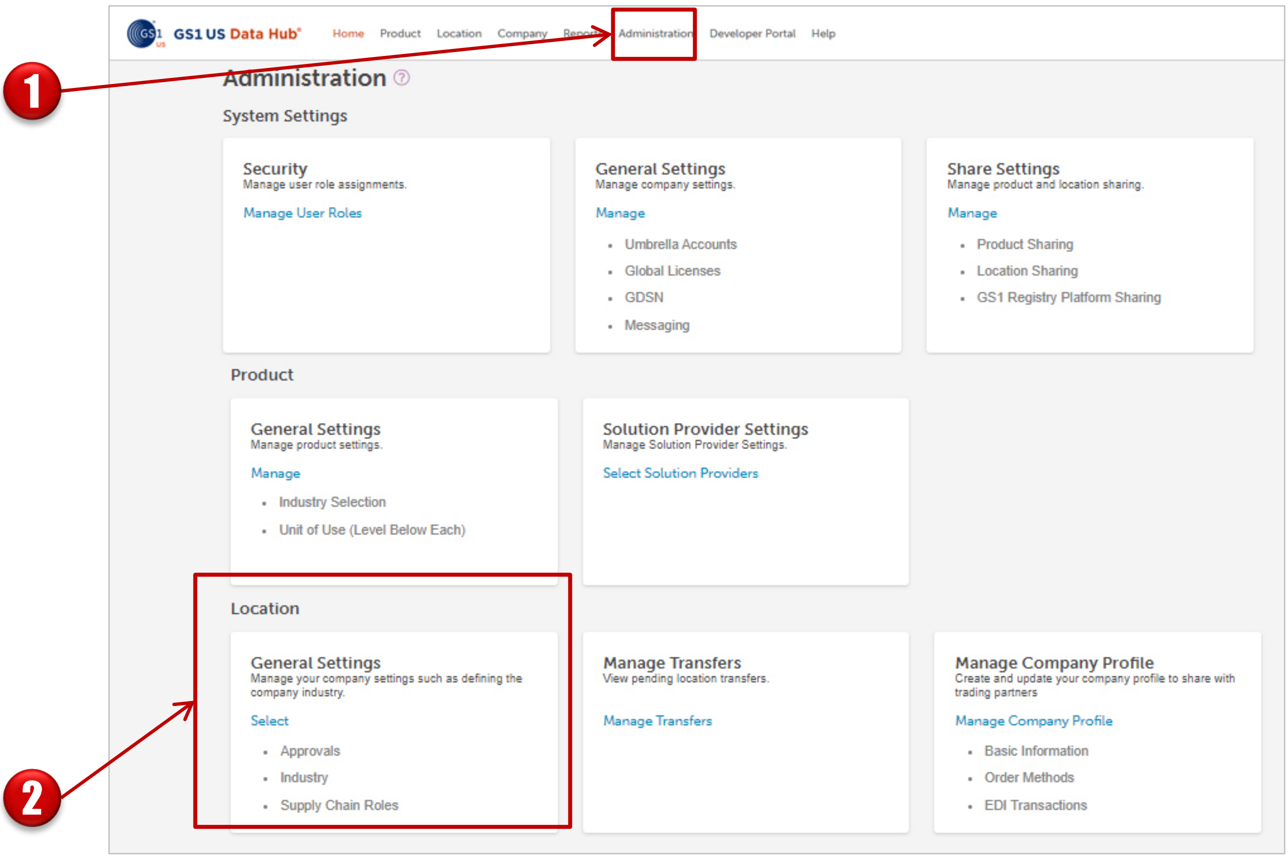
3. Click **Save** when finished. Or **Cancel** the changes.

STOP

TIP: To assign or remove users assigned to a location, see the Location User Guide for Managed GLN Subscribers in the GS1 US Data Hub Help Center.

Set Up an Approval Process

Company Administrators can set up the Location Approval Process. This enables a workflow in which users with the “Approve” role can accept, reject, or cancel requests from users with the “Edit” role. This process includes the creation of new locations, as well as any edits to existing locations. Use these steps to enable the Location Approval Process.



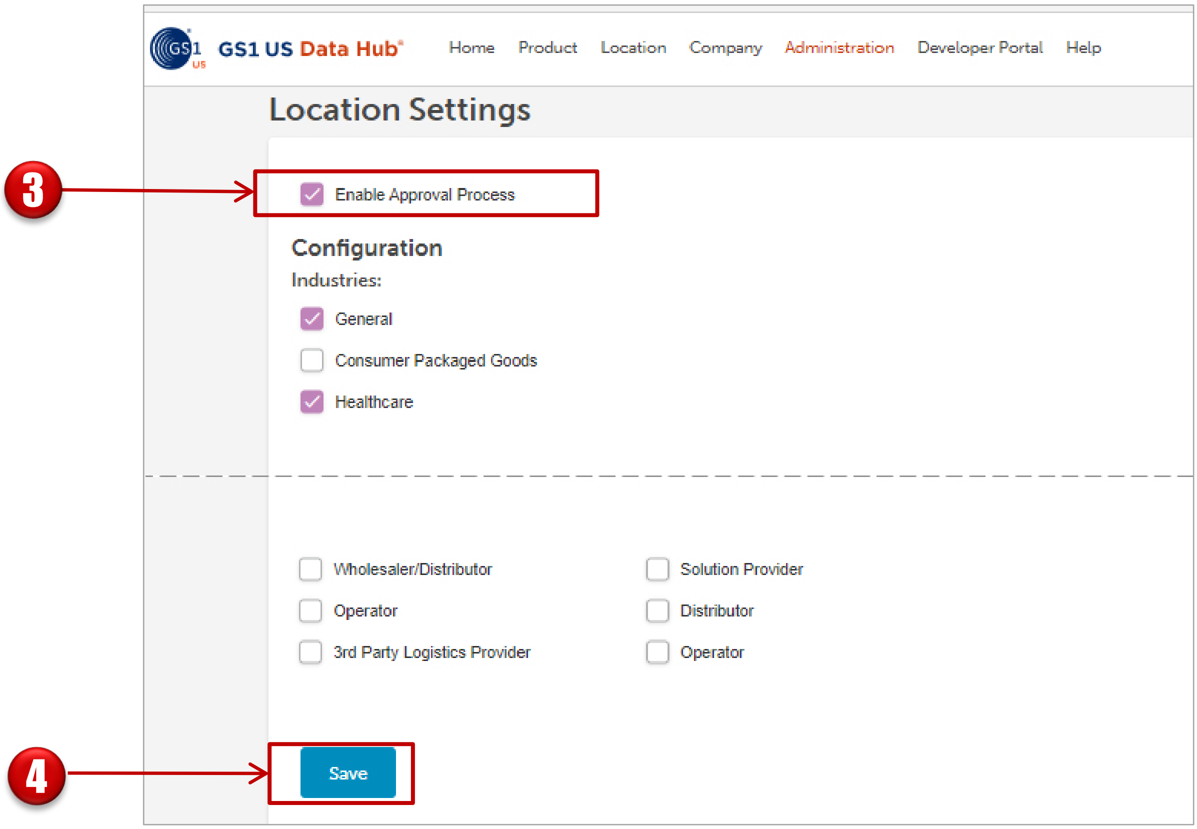
START

1. Administrators only: Click **Administration** on the GS1 US Data Hub home page.

2. Click **Location**> **General Settings**> **Select**.

CONTINUE

Set Up an Approval Process (*Continued*)



START

3 Click the box for **Enable Approval Process**. The "Edits in Progress" tab will now display for users with the Edit roles, and the "Pending Approvals" tab will now display for users with the "Approve" role.

4 Click **Save.** The Location approval process is enabled for your company. You must now visit the **Security** area of Administration and manage user roles for a specific user. You will need to assign either the "Edit" and "Approve" role, so this user can either submit or approve new or updated GLN data.

STOP

Appendix A – Umbrella Account Administrator Overview

Note: A user is assigned the Umbrella Account Administrator role when the Enterprise Edition subscription is added to a member's GS1 US Data Hub account.

The Umbrella Account Administrator can import global GS1 Company Prefixes (prefixes that are licensed from GS1 member organizations other than GS1 US) and GTIN-8s, so products created with these prefixes can be managed within GS1 US Data Hub.

The Umbrella Account Administrator within a parent account company can then import product information from GDSN on behalf of this company, and any subsidiaries.

This product data can then be verified for accuracy by the company.

If your company is already subscribed to the Enterprise Edition, please contact your GS1 US Key Account Manager for details.

For more details, visit the Verified by GS1 page on the GS1 US website.