



# **GS1 US Data Hub**

## Administration User Guide

**March 29<sup>th</sup>, 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.

The screenshot shows the GS1 US Data Hub Administration interface. The top navigation bar includes 'Home', 'Product', 'Location', 'Company', 'Administration', 'Developer Portal', and 'Help'. The 'Administration' menu item is highlighted with a red box and a red arrow labeled '1'. Below the navigation bar, the 'Administration' page is displayed with a question mark icon. The page is organized into sections: 'System Settings', 'Product', and 'Location'. Under 'System Settings', there are three cards: 'Security' (with a red arrow labeled '2' pointing to the 'Manage User Roles' link), 'General Settings', and 'Share Settings'. Under 'Product', there are two cards: 'General Settings' and 'Solution Provider Settings'. Under 'Location', there are three cards: 'General Settings', 'Manage Transfers', and 'Manage Company Profile'.



**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).



**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.

The image shows a sequence of five numbered steps (1-5) illustrating the process of managing user roles and company settings. Step 1 shows the 'System Settings' page with 'Security' and 'General Settings' tabs. Step 2 shows the 'Security' screen with a table of users, where the user 'ctoizzi@gatus.org' is highlighted. Step 3 shows the 'User Detail' page for 'Eddie Day' with 'Application Roles' highlighted. Step 4 shows the 'General Settings' page with 'Company Settings' tab. Step 5 shows the 'Company Settings' configuration page with 'Allow Messaging' checked.



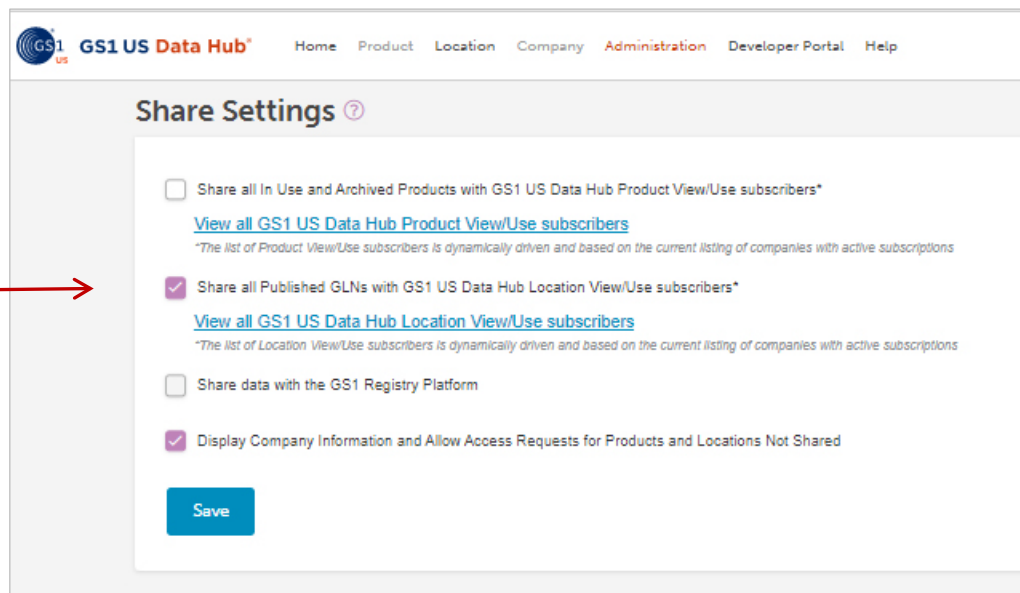
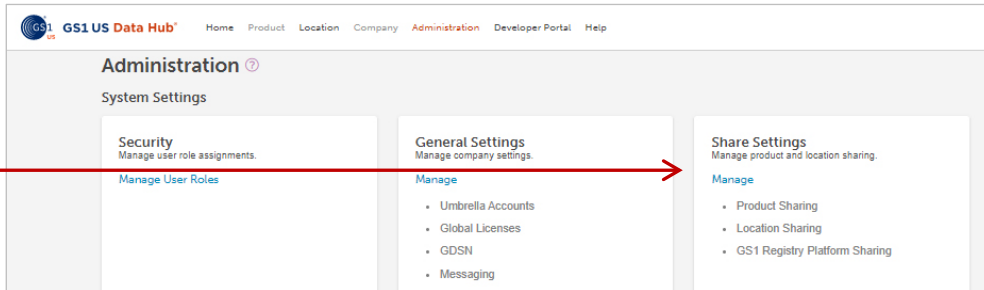
- 1** Under **Security, Manage user role assignments**, click **Manage**.
- 2** The Security screen opens. Click the **Username** hyperlink to open the User Detail Page.
- 3** The User Detail page opens. As the General User Administrator, you can view/change Location roles for the user. Click **Save** 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.



## 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.



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

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



## 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.

3 →

4 →



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.

## 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.



**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.

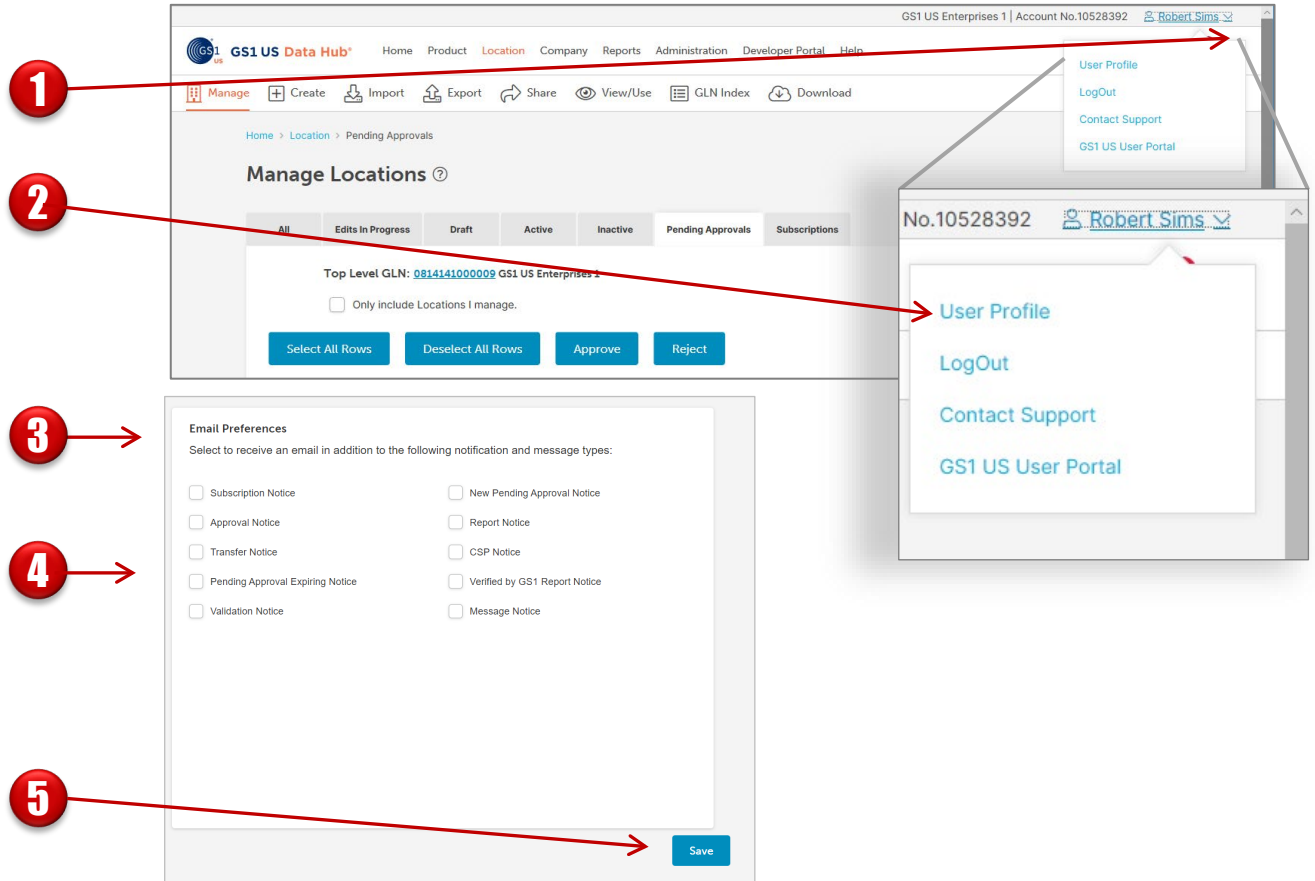
**7** Click **Save**. These changes will take effect immediately.



# 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.



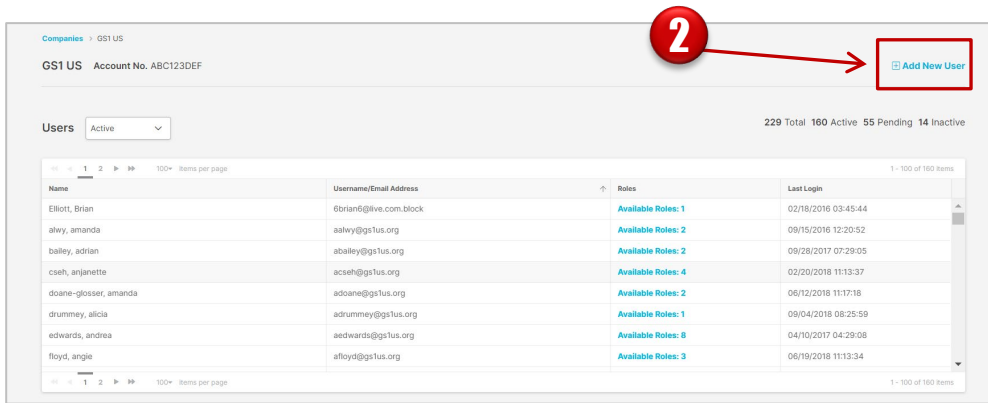
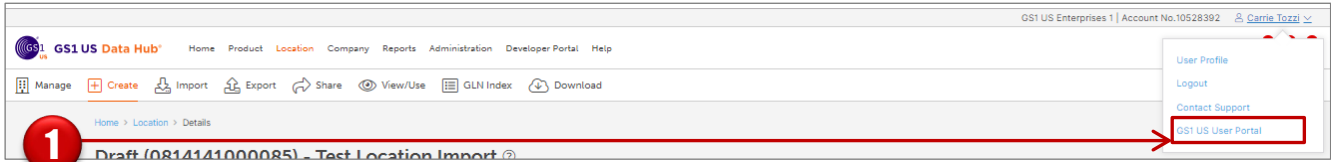
- 1** In the top right-hand corner of any GS1 US Data Hub® page, click the **Down Arrow** located beside the user name.
- 2** The User window displays. Click **User Profile**.
- 3** The **User Profile** window displays. Scroll down to the bottom of this window.
- 4** In the **Email Preferences** section, 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.





# 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.



- 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**.



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

Companies > GS1 US Enterprises 1 > Add User

## Add User

1 Contact Information

User's Email address: 6brian7@live.com

Confirm Email address:

This user exists and belongs to the following companies

Company Name	Account Number
GS1 US	ABC123DEF

Companies > GS1 US > Add User

GS1 US | Account Number:ABC123DEF

## Add User

1 Contact Information

User's Email address: 6brian7@live.com

Confirm Email address: 6brian7@live.com

2 Personal Information

First Name:

Last Name:

3 Roles

Role	Total Available	Remaining	Assigned	
<input checked="" type="checkbox"/> General User Administrator ⓘ	Unlimited	Unlimited	Unlimited	<a href="#">View Users with this Role</a>



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.



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

Companies > GS1 US > Add User

Add User GS1 US | Account Number:ABC123DEF

**1** Contact Information

User's Email address:  Confirm Email address:

**2** Personal Information

First Name:  Last Name:

**3** Roles

Role	Total Available	Remaining	Assigned
<input checked="" type="checkbox"/> General User Administrator <input type="checkbox"/> <span style="float: right;">View Users with this Role</span>	Unlimited	Unlimited	Unlimited



**6**

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

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

### Role Columns Defined

- **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

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### 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

5

2

6

3

7

4

8

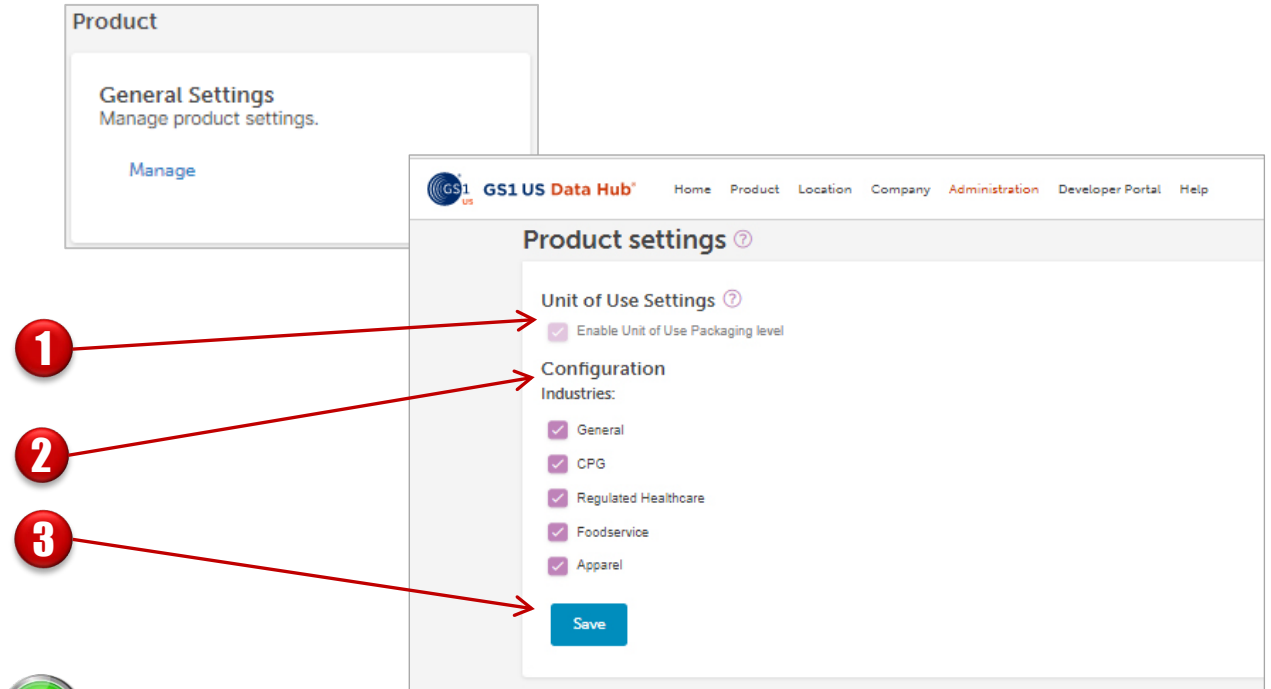


- 1 Login to the [GS1 US User Portal](#).
- 2 From the User List, select the row of the user you want to remove the Product Create/Manage or Location Create/Manage role from.
- 3 Select **Edit Roles**.
- 4 Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save 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.



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.



## Product - Solution Provider Settings

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

1

A

B

2

START

**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.

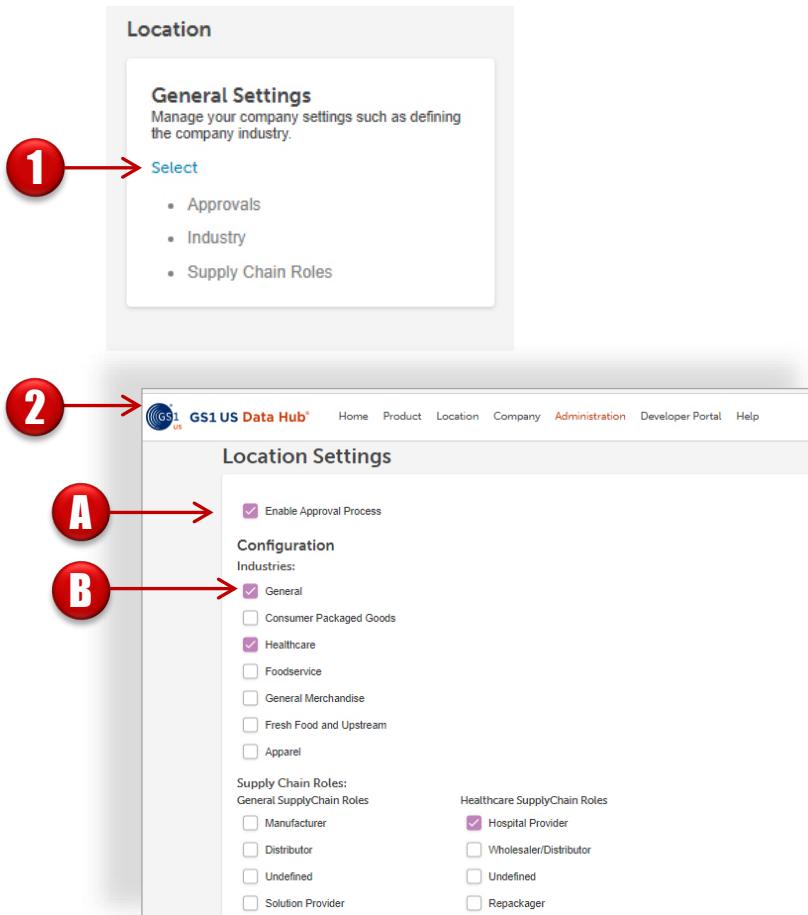
STOP



**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

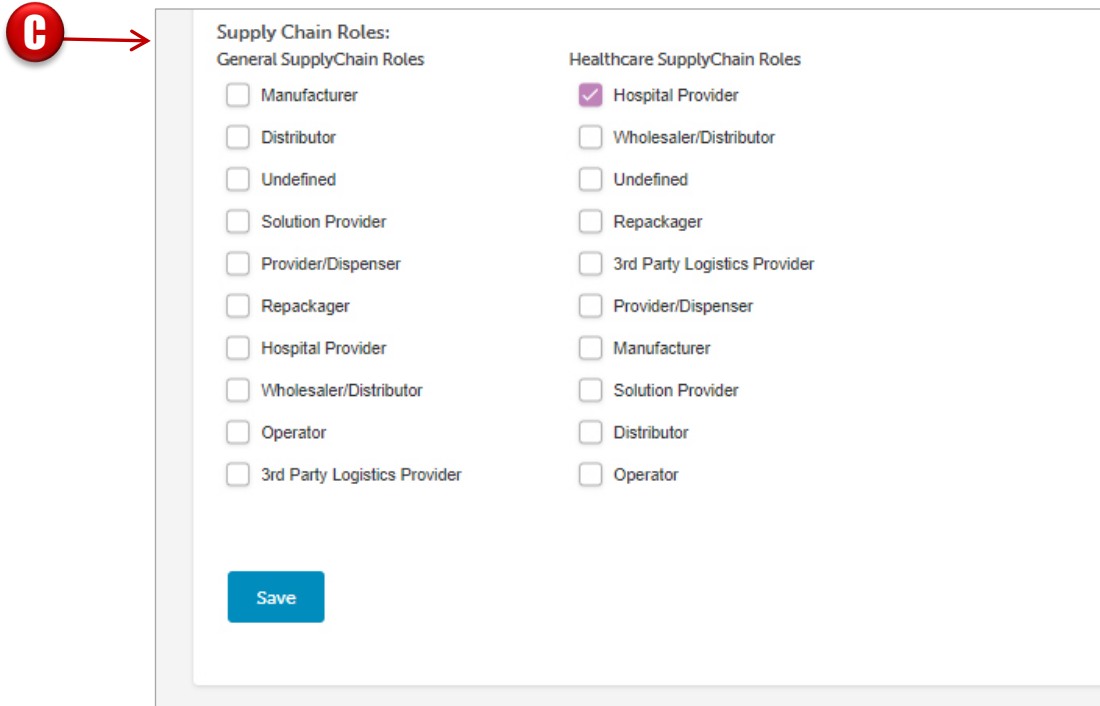
Enter industries that will be selected when entering GLNs. For example, if “Healthcare” is selected, specific functionality will be enabled for the GLNs that pertain to the healthcare industry.

CONTINUE



## Location - General Settings (Continued)

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



**C** →

**Supply Chain Roles:**

General SupplyChain Roles	Healthcare SupplyChain Roles
<input type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Hospital Provider
<input type="checkbox"/> Distributor	<input type="checkbox"/> Wholesaler/Distributor
<input type="checkbox"/> Undefined	<input type="checkbox"/> Undefined
<input type="checkbox"/> Solution Provider	<input type="checkbox"/> Repackager
<input type="checkbox"/> Provider/Dispenser	<input type="checkbox"/> 3rd Party Logistics Provider
<input type="checkbox"/> Repackager	<input type="checkbox"/> Provider/Dispenser
<input type="checkbox"/> Hospital Provider	<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Wholesaler/Distributor	<input type="checkbox"/> Solution Provider
<input type="checkbox"/> Operator	<input type="checkbox"/> Distributor
<input type="checkbox"/> 3rd Party Logistics Provider	<input type="checkbox"/> Operator

**Save**



**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.



## 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.

The screenshot shows the 'Manage Transfers' page. At the top, there is a 'Manage Transfers' button (1) and a 'Manage Transfers' header (2). Below the header is a table with columns: Location Name, GLN, Transfer Request Date, Sending Company, Count of Users, and Count of Locations. A single entry is visible: Tom's Tough T-Shirt Warehouse West Coast, GLN 0816471029224, Transfer Request Date 9/3/2019, Sending Company Medical Devices R Us, Count of Users 0, and Count of Locations 3. At the bottom right of the table are 'Accept' and 'Reject' buttons (3). A modal window titled 'User Accounts' is open, showing a message about user assignments being removed and a table with columns Username, Roles, and GLN. The table is empty, and there are 'Ok' and 'Cancel' buttons at the bottom.



**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.



## 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.

The screenshot shows the 'Manage Transfers' page. At the top, there is a 'Manage Transfers' button (1) and a 'Manage Transfers' header (2). Below the header is a table with columns: Location Name, GLN, Transfer Request Date, Sending Company, Count of Users, and Count of Locations. A single entry is visible: Tom's Tough T-Shirt Warehouse West Coast, GLN 0816471029224, Transfer Request Date 9/3/2019, Sending Company Medical Devices R Us, Count of Users 0, and Count of Locations 3. Below the table are 'Accept' and 'Reject' buttons (3). A modal window titled 'User Accounts' is open, showing a message about user assignments being removed and a table with columns Username, Roles, and GLN. The modal has 'Ok' and 'Cancel' buttons.



**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.



## Location - Company Profile Settings

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

The screenshot shows the 'Manage Company Profile' interface. On the left, a box titled 'Manage Company Profile' contains the text 'Create and update your company profile to share with trading partners' and a 'Manage Profile' link. A red circle with the number '1' points to the 'Manage Profile' link. A red circle with the number '2' points to the 'Company Profile' form. A red circle with the letter 'A' points to the 'Profile Active' checkbox, which is checked. A red circle with the letter 'B' points to the 'is your organization transacting with GLNs?' dropdown menu, which is set to 'Yes'. A red circle with the number '3' points to the 'Save' button. The 'Company Profile' form includes the following fields and options:

- Profile Active:**
- Company Name:** GS1 US Enterprises 1
- Top Level GLN:** GS1 US Enterprises 1 (0814141000009)
- Date Validated:** 9/27/2017
- is your organization transacting with GLNs?** Yes
- Size (# of hospitals in system):** 100
- ERP system being used (system and version):** SAP
- Third party data system being used:**
- Order Method:**  EDI,  Fax,  Other,  Phone,  XML
- EDI Transactions Used:**  810,  832,  844,  845,  850,  855,  856,  867
- Receive GTINs from GDSN/GPO?**  Yes,  No
- Order using GTINs?**  Yes,  No
- Have GTINs in GDSN?**  Yes,  No
- Use GTIN in EDI transactions?**  Yes,  No
- Contact:** Anjanette Cseh (acseh@gslus.org)
- Display Contact on Profile



**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.



**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.

The screenshot shows the GS1 US Data Hub Administration interface. The navigation menu at the top includes Home, Product, Location, Company, Reports, Administration, Developer Portal, and Help. The Administration page is displayed, featuring several settings categories: System Settings (Security, General Settings, Share Settings), Product (General Settings, Solution Provider Settings), and Location (General Settings, Manage Transfers, Manage Company Profile). A red box highlights the 'Administration' menu item, and a red circle with the number '1' points to it. Another red box highlights the 'Location > General Settings > Select' path, and a red circle with the number '2' points to it.



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

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



## Set Up an Approval Process (Continued)

GS1 US Data Hub<sup>®</sup> Home Product Location Company Administration Developer Portal Help

### Location Settings

Enable Approval Process

**Configuration**

Industries:

General  
 Consumer Packaged Goods  
 Healthcare

Wholesaler/Distributor       Solution Provider  
 Operator       Distributor  
 3rd Party Logistics Provider       Operator



**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.



## Appendix A – Umbrella Account Administrator Overview

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**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.