GS1 US Data Hub®
Administration
User Guide

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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 the type of subscription your company has.

Click **Administration**

**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, Manage Transfers (view pending location transfers), and Manage 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.

1. Under Security, Manage user role assignments, click Manage.
   
   The Security screen opens. Click the Username hyperlink to open the User Detail Page.

   The User Detail page opens. As the General User Administrator, you can view/change the Location roles for the user. Click Save when finished. **Note**: Depending on your role, you may not have access to modify these settings.

2. Under General Settings, Manage company settings, click Manage.

   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. Share all In Use and Archived Products with GS1 US Data Hub® Product View/Use subscribers* – by default, this box is checked, which allows product sharing 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, so all of your company’s published GLNs 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 with subscriber companies in GS1 Member Organizations around the world. Uncheck this box if your company does not want to share all products and GLNs with these global users.

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 GS1 US Data Hub Product View/Use subscribers who execute the “Find Products Not Shared” query. 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 types of Emails that you would like to receive. These will be in addition to the notifications and messages sent within GS1 US Data Hub.

5. Click the **OK** button 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 a pull-down menu, 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.
If the user exists, simply confirm the Email address and click **Add User**.

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

**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.

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](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 product create/manage roles to others within their organization if they subscribed to add additional users.

**GS1 US Data Hub Location Administrator**
Allows the user to assign this role to other location users within their organization, and assign location create/manage roles to others in their organization if they subscribed to add additional users.

**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.
Login to the **GS1 US User Portal**.

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

Select **Edit Roles**

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

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

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

Select **Edit Roles**

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.

Enable Unit of Use Packaging Level – Only for companies making medical devices. The lowest hierarchy level of trade items with the GS1 US Data Hub is “Each.”

The “Each” packaging level may contain more than one unit of use. There may be the need to identify levels below the “each” - down to the single unit of unit of use. In the Healthcare industry, there can be a "smaller" or "lower" unit, which will be scanned at the "Healthcare Point of Care", commonly referred to as the "Level Below the Each."

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

Note: after you enable the "Unit of Use" setting, and set the status of a single product with the Unit of Use Packaging Level to PreMarket, this feature cannot be disabled. However, if this single item is retracted and you do not set the status to In Use, you will be able disable this feature.

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

Click Save when finished.
**Product - Solution Provider Settings**

Use this setting to manage selecting/assigning Solution Providers you have engaged to enhance product information.

1. Under **General Settings**, **Manage Solution Provider settings**, click **Manage**.
   - The **Select Solution Providers** settings screen opens to display a list of available companies.
   - 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.

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

The Location Settings screen opens:

Enable Approval Process - select whether your company will use separate roles for editing and approving locations. Select the box to enable this functionality, which will present “Approve” buttons when locations are created.

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.
Location - General Settings (Continued)

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

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.

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.

1. Under Manage Transfers, click Manage Transfers.
2. The Manage Transfer screen opens:
   - 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.

1. Under Manage Transfers, click Manage Transfers.

   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.

2. 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.

Under Manage Company Profile, click Manage Profile.

The Company Profile Screen opens - this section is only used by companies in Healthcare. Your 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.

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

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.

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 your company’s profile to include a separate Approver role related to locations. Approvers can accept, reject, or cancel requests from editors, such as the creation of new locations, edits to existing locations, and changing the status of a location. See the steps below to learn how to add a separate Approver Role.

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

2. Click Location > General Settings > Manage Settings.
Click the box for **Enable Approval Process**. The button “Submit for Approval” will not display for those users with the Location Create/Manage roles, and a user assigned the “Approve” role must approve any create/manage activity before the locations can be made Active.

Click **Save**. The Location approval process is enabled for your company. You must now assign the Approval Role to one or more of your existing users, so they can approve a new Location or an updated Location.
Appendix A – Umbrella Account Administrator Overview

Note: The role of the Umbrella Account Administrator is enabled (meaning certain features are visible in the Administration section) when the Enterprise Edition subscription is added to a member’s GS1 US Data Hub account.

When a user is assigned this role within a parent account company with separately managed subsidiaries, the user can import product information from GDSN on behalf of these subsidiaries. This subsidiary product data can be checked and included as part of the Verified by GS1 program.

The Umbrella Account Administrator can also import global Company Prefixes (prefixes that are licensed from GS1 member organizations other than GS1 US) and GTIN-8s, so products created with these prefixes, as well as any GTIN-8s, can be managed within GS1 US Data Hub. The products that are imported into GS1 US Data Hub from imported global Company Prefixes, as well as GTIN-8s, can be included as part of the Verified by GS1 program.

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.