



The Global Language of Business

ECCnet Item Certification

Designate an Administrator



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Overview

This document describes the procedure that an organization's ECCnet Registry Catalogue Captain (or other authorized person) must take to designate an Administrator to manage their organization's ECCnet Item Certification processes.

The ECCnet Item Certification Administrator manages ECCnet Item Certification processes, including adding Approvers and Reviewers to the service.

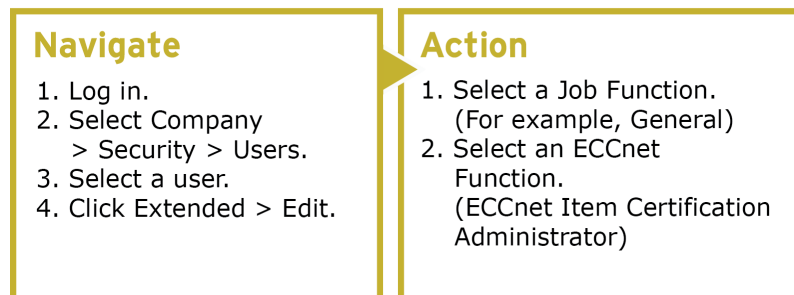
To review the ECCnet Item Certification Get Started Checklist, visit http://www.gs1ca.org/EICS/ECCnet_IC_Checklist.asp

Designate an Administrator

To perform this function, you must already have user credentials for ECCnet ProSYNC.

Depending on which service your company uses, you can designate only one administrator for ECCnet Item Certification - Nutrition and one administrator for ECCnet Item Certification - Pharmaceutical. The same user can be the administrator for both services, provided that your company is subscribed to both services.

Quick Process



Note: To view all the commands described in this process, you must use Microsoft Internet Explorer.

1. To open ECCnet ProSYNC, do the following:
 - a. Go to www.eccnet.profilesys.ca
 - b. Enter your user name, password and company ID.
 - c. Click Login.

The ProSYNC workspace appears, showing a number of tabs across the page.

2. In the ProSYNC workspace, select the Company tab.

The company name appears.

3. Click the company name.
The Company Information page appears.
4. Click Security > Users.
A list of users appears.
5. To add a user, do the following:
 - a. Click Add.
The User Info Update page appears.
 - b. In the Core tab, add values to describe the user.
User Name cannot contain spaces.
Fields with a yellow background are mandatory.
The password must be a minimum of six characters.
 - c. If this user is to be the ECCnet Item Certification Administrator, in Group Name, select Security ADMIN Group.
 - d. Click Add.
 - e. Click Close.
The list of users appears.
 - f. To refresh the list, click Security > Users.
The user name appears in the list.
6. In the list of users, click a user name to select it.
The User Info page appears.
7. Click the Extended tab.
The Extended page appears.
8. At the bottom of the page, click Edit.
The User Extended Info page appears.
9. In Job Functions, select the check box next to the job function name that closely describes this user's job.
10. In ECCnet Functions, select the check box for either ECCnet Item Certification Administrator (Nutrition) or ECCnet Item Certification Administrator (Pharmaceutical), depending on the service that your company subscribes to.
If your company subscribes to ECCnet Item Certification for both Nutrition and Pharmaceutical, and if you want the selected user to be the administrator for both services, you can select both administrator check boxes.
11. To save your changes, click Update.
A success message appears.
12. To close this page, click Close.
The Extended page appears.
13. To return to the list of users, click Security > Users.

The selected user has been designated as ECCnet Item Certification Administrator.

Next Steps

After you have designated someone as the ECCnet Item Certification Administrator, the system sends a notification email.

The designated administrator receives an email from GS1 Canada with a link. The administrator uses this link to begin the subscription process for the service. Part of this process includes reviewing and accepting the service agreement. To complete the subscription process, the administrator receives a welcome email from the system and a second email with a temporary password. After that, the administrator is ready to log into the system and start adding ECCnet Item Certification users and assigning Reviewer and Approver permissions.

For more information on the general ECCnet Item Certification sign-up procedure, go to the [Get Started Checklist](#).

For assistance with designating an Administrator in ECCnet ProSYNC, contact GS1 Canada at 1.800.567.7084 or email ECCnetSupport@gs1ca.org.