



The Global Language of Business

# myGS1 Administrator Guide

*Release 2.0*



## myGS1 Administrator Guide

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## Introduction

This document describes functions to be performed by the myGS1 Company Administrator or Service Administrator.

A Company Administrator can perform the following actions in myGS1:

- Add users to myGS1, or edit users, granting or denying permissions for administration or billing and payments.
- Invite users to subscribe to a service.
- Manage the company profile for changes in website address, postal address, etc.
- Manage other Company Administrators. For example, Product Certification Administrator.
- Manage the company's list of trading partners.

A Service Administrator can manage service-level users, granting or denying access to a service application. A user that is both a Service Administrator and a Company Administrator can add users in myGS1 and manage users for tools and services to which their company holds a subscription.

A Company Administrator can be assigned both Company Administrator and Service Administrator permissions.

## Logging In For the First Time

To log in as Company Administrator or Service Administrator, you must have received an invitation email that contains the URL link where you can set up your administrator login credentials.

Steps:

1. To open the login page, go to <https://www.gs1ca.org/login.asp?>
2. Enter your email address and password.

If you have forgotten your password, click [Forgot Your Password](#) and follow the instructions.

3. Click Login.

You are logged in.

To log out of myGS1, open the My Quick Links drop-down and click Log Out.

## Your Landing Page

After you log into myGS1, your landing page appears.

If you have access to multiple companies or company divisions, you must select a company from the drop-down list.

After you have selected a company or company division, or if you have access to only one company, the myGS1 Home page appears.

In the GS1 Canada banner, there is a drop-down with the title My Quick Links. This drop-down can be useful to you to link to various pages where you can perform actions on users, your company and invoices. Also, use this link to log out of myGS1.

Immediately below the GS1 Canada banner, a number of navigation commands appear in a command bar. Click any of these commands to link to more information about GS1 Canada.

Below the navigation commands, the page appears as two distinct areas:

- myGS1 Home
- Navigation Panel

The chapters that follow describe actions that you can take in these areas.

## Common Administrator Functions

This is a quick list of common functions showing where to find information for each:

- Grant Product Certification Administrator permission.
  - See "User Management" ([page 10](#))
- Add trading partners
  - See "Common Links" ([page 16](#))

## myGS1 Home

The top of the page shows the title "myGS1".

If you have billing and payments permissions in your user role, and if your company has received any recent GS1 Canada invoices, a notification icon appears at the top right of the page.

The links to tools and services that appear on the myGS1 Home page disappear after you navigate to another page. To open this page again, in the navigation panel on the left of the page, click myGS1 Home.

The myGS1 page contains panels that may or may not appear, depending on your role permissions:

- My Tools
- My Billing and Payments
- Trading Partner Requirements
- What do you want to do?

## My Tools

The My Tools panel displays a link to each GS1 Canada tool to which your company is registered. Depending on your user role and permissions, you may or may not have access to all tools and services listed here.

To open the application, click the link.

## My Billing and Payments

Use this link to view GS1 Canada billing or to make a payment on your GS1 Canada account.

## Trading Partner Requirements

In this panel, you can get more information about tools and services that will help you meet the requirements of your trading partners.

In the default view, trading partners are listed by company name.

Where you are not yet meeting these requirements, a red circle with a white "X" appears (✘). To help you decide whether you want to register for a tool within a solution, click Learn More next to the solution name.

## Changing the View

To view your list of trading partners by Industry Managed Solution, click View by Solution. The page title changes to My ECCnet Industry Managed Solutions. The table shows the tools for which you have registered and the trading partners who require you to be registered for tools within each solution.

## Managing Trading Partners

If you find that there is a new or existing business or institution with which you want to make into a trading partner, or for a trading partner with which you no longer want to do business, you can change the trading partners that appear in this panel.

1. Click Edit My Trading Partners.

The Edit My Preferred Trading Partners dialogue box appears.

2. To add a trading partner to your list:

- a. In Available Trading Partners, click a company name to select it.

To select multiple trading partners, press CTRL while you click several company names.

- b. Click Add.

Select company names appear in the Selected Trading Partners list.

3. To add all available company names to the Selected Trading Partners list, click Add All.
4. To remove a trading partner from your list:  
Note: You cannot remove a trading partner if you have done business with them.
  - a. In Selected Trading Partners, click a company name to select it.  
To select multiple trading partners, press CTRL while you while you click several company names.  
Company names that cannot be removed are disabled and you cannot select them.
  - b. Click Remove.  
Selected company names are removed from the Selected Trading Partners list.
5. To remove all company names from the Selected Trading Partners list, click Remove All.
6. Click Save.
7. Close the dialogue box.

Selected trading partners appear in the list.

## **What do you want to do?**

This panel displays links to places where you can receive help on multiple topics.

## **Navigation Panel**

The navigation panel appears on the left side of the page and contains links to multiple actions that you can take.

The links in this panel remain visible while you are performing other actions.

Whether or not all these links appear for you depends on the GS1 Canada tools and services for which you hold a subscription:

- My Profile
- Company Selection
- User Management
- Company Profile
- Common Links

## **My Profile**

The My Profile link appears at the top of the navigation panel. Below the My Profile link is a picture or icon that represents you and a greeting with your name.

To open the My Profile page, click My Profile.

My Profile is available to all GS1 Canada subscribers. This page has several collapsible sections. To collapse a section, click the minus sign (⊖). To expand a section, click the plus sign (⊕):

- Core Information - You can make changes to your own user profile (Job Title, Phone Extension, etc.) and save those changes. You cannot change your own login email address. In Language, you can indicate your user interface language preference.
- Security Profile - You can specify a new password and a password challenge question and response.
- Extended Information - Edit your street address, city, province, etc.
- Access Management - View and edit your company role and permissions. What you can see here depends on your existing permissions. See description below.

### **Access Management**

Use this panel to revise your user role and permissions.

Note: You cannot change your own role for the myGS1 service.

Steps:

1. In the My Profile page, next to a service, click the Edit icon (✎) in the Action column.  
The Roles and Permissions panel appears below the selected user.
2. To change your user role, click the role radio button.  
Permission check boxes for that role are enabled.
3. To grant permissions under a role, select the check box next to that permission.
4. To remove permissions, clear the check box next to that permission.
5. To save changes, click Save.

In the Role column, the revised role name appears. If you added or removed a permission, that change appears in the Functions column.

### **Company Selector**

Your company name appears here after you have logged in. Below the company name, you can view the company status.

If you have access to more than one company, you can choose a different company from the drop-down panel.

## User Management in myGS1

Read this topic if you are a Company Administrator or Service Administrator with permission to manage users.

The User Management link appears above the icon that represents your user role. Your user role name appears below the icon.

To open the User Management page, click User Management.

On the User Management page, to manage users for a service, in Select, choose a GS1 Canada application or a service. All the active users for that service appear in the table below.

Note: Users with locked GS1 Canada accounts will be hidden.

To help find a specific user, you can:

- Search
- Sort the Table

### Search

To filter the table by search criteria, enter a first name, last name or email address and click Search. You can also enter part of a value to filter on a pattern. All users with matching criteria appear in the table.

### Sort the Table

Sort the table by Login Email Address, First Name or Last Name. To sort a column in ascending order, click the column header. To sort the same column in descending order, click the column header a second time.

In the Role column, the revised role name appears. If you added or removed a permission, that change appears in the Functions column.

### Add Users

Note: For detailed steps on how to grant Product Certification Administrator permission, see the *myGS1 Administrator Guide* on the Product Certification Help Resources page for either [Nutritional and eCommerce Products](#) or [Pharmaceutical Products](#).

There are two ways to add users:

- Add Single User
- Add Multiple Users

### **Add Single User**

You can add a single user to myGS1 or to a GS1 Canada tool or service.

Note: You should always add a new user to myGS1 first and then add them to other tools.

To perform these steps, start from the User Management page.

If you are adding a role to an existing user, see "Edit User Role and Permissions" ([page 14](#)).

Steps:

1. In Select, select a GS1 Canada tool or service.  
A list of users for the selected tool or service appears in the table below.
  2. Click Add User.  
The Add User page appears.
  3. Add information about the user.  
Field names that show a red asterisk (\*) are mandatory.
  4. At the bottom of the form, choose at least one job function.
  5. Click Save.  
A success message appears.
  6. To grant this user access to the tool or service selected in step 1, in the success message window click Yes.  
The user is added.  
The User Profile page appears with the user information in multiple panels.
- Note: To open the User Profile page from the User Management page, click the edit icon () next to the login email address.
7. To grant this user a role and permissions, in the Access Management panel, click the expand icon ().  
The table shows existing roles and functions for the user.  
For more information about user roles, permissions and ProSYNC groups, see "Appendix - User Groups and User Roles" ([page 17](#)).
  8. For a GS1 Canada tool or service, in the Role column, click Edit ().  
If this company has multiple locations, the Select a location box appears. Do the following:
    - a. Click a location to select it.  
The OK button is enabled.
    - b. Click OK.  
The User Management page appears. In Select, the name of the tool that you chose appears.

Under the user's login email address, the Roles and Permissions panel appears.

3. For a role with radio buttons, do the following:
  - a. Click an appropriate role radio button.

With radio buttons, you may assign only one role.  
For some tools, a list of permissions appears under the selected role.
  - b. To give this user permissions under a role, select the check box next to that permission.

You can select multiple permissions.
12. For a role with check boxes, to assign a role to this user, select an appropriate role check box.

You can select multiple roles for a single user.
13. In the Roles and Permissions panel click Save.

A message appears telling you that an email will be sent to this user.
14. Click Proceed.

In the User Profile page, in the Access Management table, the revised user role and function appear.
15. In the User Profile page, click Save.

In the User Management page, the added user appears in the table of users for the selected tool or service.

### **Add Multiple Users**

You can add multiple users only to myGS1.

To perform these steps, start from the User Management page.

Steps:

1. In Select, select myGS1.

A list of myGS1 users appears in the table below.
2. Click Add Multiple Users.

The Add Multiple Users dialogue box appears.
3. If you have already added user data to an Excel template, skip ahead to step 9, below.
4. If you have not added multiple users before, to download a user data Excel template, click Download Template.

The file is downloaded to your default Download folder.

5. Open the multiple users file and select the Users worksheet.  
This is where you will input data for each user. Values that are mandatory show a red asterisk (\*) in the column header.
6. After you have finished adding multiple users, save the Excel file.
7. In myGS1, open the User Management page.
8. In Select, select myGS1, as before.
9. Click Add Multiple Users.  
The Add Multiple Users dialogue box appears.
10. Click Select File and navigate to your multiple users Excel file.  
In the Add Multiple Users dialogue box, the file name appears.
11. Click Upload.  
A success message appears informing you that you will receive an email notification with the results of the upload.  
If successful, added users appear in the list of users.

### **Edit User Information**

To perform these steps, start from the User Management page.

Steps:

1. In Select, select a GS1 Canada tool or service.  
A list of users for the selected tool or service appears in the table below.
2. Locate a user.
3. In the Login Email Address column, click the Edit icon ().  
The User Profile page appears, showing profile information in multiple collapsible panels.
4. In the Core Information panel, revise values as required.
5. In the Access Management panel, you can edit roles and permissions, including removing all roles and permissions for this user from a specific tool.  
For more information about roles and permissions, see "Edit User Role and Permissions", below.
6. In the Security Profile panel, you can reset this user's password.
7. In the Extended Information panel, you can revise Street Address, Postal/Billing Address and Job Functions.
8. Click Save.  
A success message appears.  
User information values have been revised.

## Edit User Role and Permissions

To perform these steps, start from the User Management page.

Steps:

1. In Select, select a GS1 Canada tool or service.  
A list of users for the selected tool or service appears in the table below.
2. Locate a user.  
For a user in a company with multiple locations, the words "Assign New Role" appear in a new line below the user name.
3. To manage roles for the selected user in the same location, in the Role column, click the Edit icon (✎).  
To manage roles for the selected user in a different location, in the Role column, click the Edit icon (✎) next to "Assign New Role".  
The Roles and Permissions panel appears below the selected user.
4. For a role with radio buttons, do the following:
  - a. Click an appropriate role radio button.  
With radio buttons, you may assign only one role.  
For some tools, a list of permissions appears under the selected role.
  - b. To give this user permissions under a role, select the check box next to that permission.  
You can select multiple permissions.
5. For a role with check boxes, to assign a role to this user, select an appropriate role check box.  
You can select multiple roles for a single user.
6. To remove permissions for this user, clear the check box next to that permission.
7. To save changes for this user, click Save.

In the Role column, the revised role name appears. If you added or removed a permission, that change appears in the Functions column.

## User Certification

This function can be performed only by the Company Administrator.

The purpose of User Certification is to safeguard access to myGS1 by users who are no longer employees.

If you are an administrator for a company that manages multiple child companies, settings made here are inherited by all child companies.

Steps:

1. In the User Management page, in Select, select myGS1 or select a GS1 service or tool to which your company is subscribed.

A list of users appears in the table below.

2. At the bottom of the table, click User Certification.

The User Certification dialogue box appears.

3. To turn on User Certification, click the slider button.

In the On position, the button is moved to the right and the button colour is green.

4. In Days, select the number of days during which all users will be active and able to use GS1 Canada tools and services.

After that amount of time has passed, each user receives an email that instructs them to re-certify their account.

5. Click Submit.

User Certification applies to all current and future users.

### **Deactivate a User**

Use this function to prevent a user from accessing myGS1. You can deactivate a user only from myGS1.

To perform these steps, start from the User Management page.

Steps:

1. In Select, select myGS1.

A list of myGS1 users appears in the table below.

2. In the Role column, click the Edit icon ().

The Roles and Permissions panel appears.

3. Click Deactivate.

A confirming message appears.

Note: You cannot undo this action.

4. Click Yes.

The user name is deactivated and removed from the list of myGS1 users.

## Company Profile

The link for Company Profile appears above the icon that represents your company. Below the icon, the company street address appears.

To open the Company Profile page, click Company Profile.

The Company Profile page displays two collapsible sections. To collapse a section, click the minus sign (⊖). To expand a section, click the plus sign (⊕):

- Core Information - View and edit information about the company that has been selected. Some fields are read-only. Others are editable.

For more information about what to enter in a field, hover over the question mark icon (?). Fields that require a value show a red asterisk (\*).

- Extended Information - View and edit extended information including organization type, government registration number, industry sector and associations.

After you have finished editing the company profile, click Save.

## Common Links

There are several common links that appear at the bottom of the navigation panel. Links that appear here depend on the type of GS1 Canada tools and services to which you are registered.

- myGS1 Home - View the myGS1 Home page.
- ECCnet Industry Managed Solutions - View the list of GS1 Canada tools and services to which you are registered and link to descriptions of those tools and services. As well, you can link to information about all other ECCnet Industry Managed Solutions.
- Request a Content Capture Service - If you are registered for Item Certification - Nutrition and The Vault or The Vault - eCommerce, use this form to help you submit either products or product content to a service that will help capture the content of product labels.
- ECCnet Technical Documents - Open the Technical Documents page for ECCnet Registry tools and services.
- Helpful Links
  - Your Annual Licence - Download and print your Annual GS1 Canada Licence.
  - Check Digit Calculator - Calculate the correct check digit for multiple GTIN types and SSCC codes.
  - Barcode Generator - An all-in-one tool to efficiently create high-resolution barcode symbols based on your GS1 Global Trade Identification Numbers (GTIN).
  - SmartLabel® Extract - Extract and organize your certified product data in a format ready for integration into SmartLabel® templates – making it faster and

easier to create consumer-facing web pages with the highest level of data quality. 

- GTIN Allocation Assistant - Helps you determine if proposed product or packaging changes require a new GTIN.
- GS1 Canada Learning Zone - Use the Learning Zone to discover how to use GS1 tools, services and standards in your organization through online courses, classroom trainings and more.

## Appendix - User Groups and User Roles

When you are adding or editing a user, you can choose to place the user into a user group (ProSYNC) or recognize this user based on a user role that is appropriate for the selected GS1 Canada application or service.

For more information on adding or editing a user, see "User Management" ([page 10](#)).

### ECCnet Locations

- Administrator - Manages ECCnet Locations users.
- Approver – View and approve draft locations structure.
- Editor – View and edit locations structure information for your own company or organization.
- Viewer – View locations structure information.

### ECCnet/ProSYNC User Groups

Placing a user in an ECCnet/ProSYNC user group affects the types of permissions that can be assigned to this user from the ProSYNC user interface.

- Super User - Manages user information, user groups and company information. Sets user permissions. Can perform product data management (add, edit, etc.) and publish to trading partners.
- Security Admin - Manages user information, user groups and company information. Sets user permissions. Can view product information and cannot edit or publish to trading partners.
- User Group - Can perform product data management and publish to trading partners. Sets user permissions. Manages user groups.
- View Only - Can view company information, user information, user group information and product information. Cannot edit product information or publish to trading partners.

## GTIN Allocation Assistant

- User - Use a computer or a mobile device to:
  - Scan barcodes on physical products and retrieve product information.
  - Get clarity around GTIN allocation rules.
  - View a report on a GTIN allocation decision.

## Incident Reporting

- Administrator - Manages Incident Reporting users.
- Approver – Reviews a completed incident report and either rejects or approves the report. If the incident reporter is not the product supplier, an approved incident report is sent to the supplier. If the incident reporter is the product supplier, the process can continue with the Product Recall Initiator.
- Initiator – Creates the incident report and sends it to the Incident Reporting Approver.
- Receiver – The supplier reviews an approved incident report and confirms or rejects the details. If confirmed, the details of the incident report might be converted to a product recall notification.

In a smaller company, it is possible for a single user to have the Incident Reporting Initiator and Incident Reporting Approver roles assigned to a single individual.

## Item Centre

User roles for Item Centre are unique to the release of Item Centre for which you have registered.

To see a list of user roles, please open your *Item Centre User Guide* and view the chapter on "User Management".

## M2M User

- User - View a list of products by version identifier and point to the most current product, so that data and images can be certified. When you request verification of the current product, the remaining versions are archived.

## Product Certification

- Administrator - Manages Product Certification users.
- Approver - Certifies the product after it has been reviewed by the Reviewer. Upon certification, nutritional image and data is ready to be published to trading partners based on current ECCnet publication and subscription processes. eCommerce

data and images flow to The Vault - eCommerce, where they are accessible to all retailers. No access to user management.

- Reviewer - Reviews all product images and related product information. As well, adds supplemental information. No access to user management.
- Viewer - Views attribute field values and cannot edit, validate or certify products. No access to user management.

## **Recall**

- Administrator – Manages Recall users.
- Approver – Reviews the submitted recall notification, attachments and associated target recipients that has been submitted by the Recall Initiator. Can choose to reject the notification, or approve it and send it live. The Recall Approver cannot create a recall notification.
- Initiator – Completes the recall notification and includes any attachments. This role also identifies target recipients. The Recall Initiator then sends the completed recall notification to the Approver. The Recall Initiator cannot send a recall notification to trading partners.
- Receiver – The targeted recipient of the recall notification. The Receiver will use the information included in the recall notification, including attachments, to carry out the appropriate actions identified in the notification. The Receiver cannot create, approve, or send an original recall notification.
- Viewer – Can view information about notifications and products. Cannot edit notifications, cannot approve or send a notification to trading partners.

## **SmartLabel® Extract**

- Administrator - Manages SmartLabel® Extract users.
- User - As a Canadian brand owner, you can extract certified content for faster, more efficient integration with web pages on your SmartLabel® consumer website.

## **TrueSource™ Dashboard**

- Administrator - Manages TrueSource™ Dashboard users.
- User - View the status of your product content across multiple business processes and trading partner requirements.



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