

Quick Start Guide

publishing



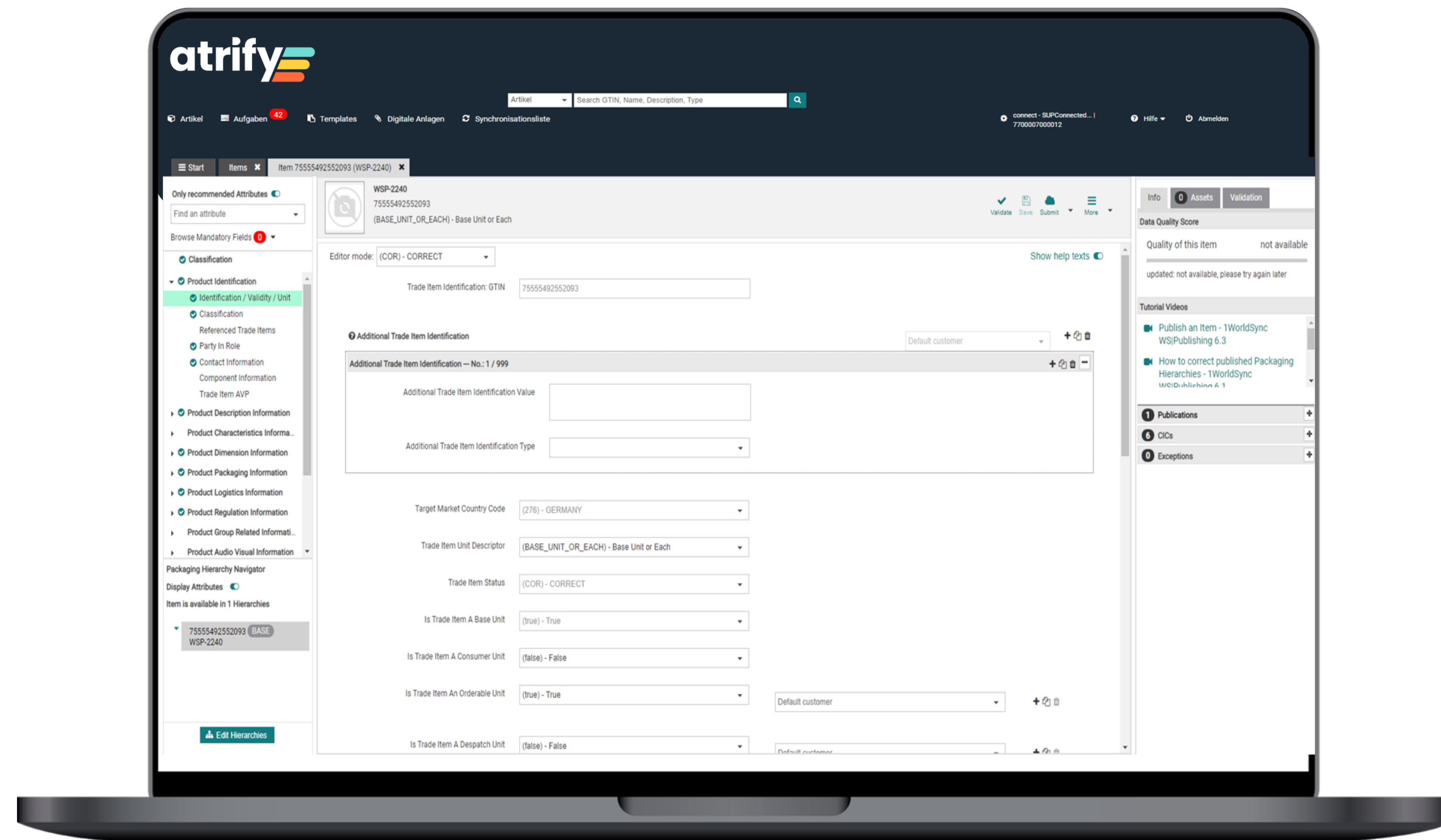
Share your Product content

worldwide

The web-based publishing application is almost indispensable for product manufacturers, brand owners, supply chains and wholesalers. With its user-friendly user interface, it offers a quick introduction to the world of product content exchange.

Capture item master data easily, step by step in the browser.

This may also include digital assets such as product images, safety data sheets, certificates, etc.

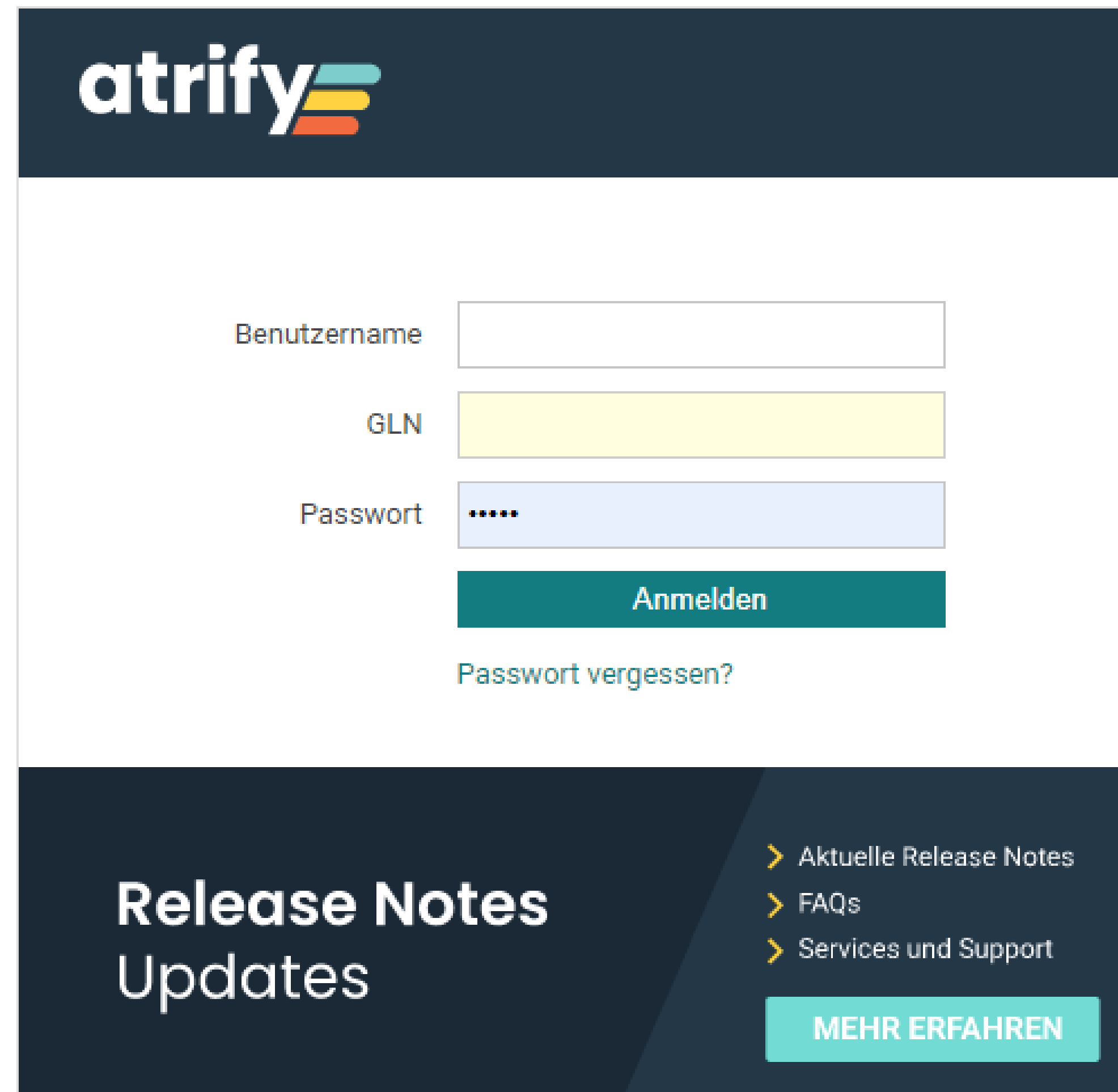


User name

Enter your Login Name. Received via Email from the atrify User Management.

Password

Your machine-generated password. Please change after first login. The password is covered by points and can be changed at any time.



The screenshot shows the atrify login interface. At the top left is the atrify logo. Below it are three input fields: 'Benutzername' (empty), 'GLN' (highlighted in yellow), and 'Passwort' (masked with dots). A teal 'Anmelden' button is positioned below the password field, with a link 'Passwort vergessen?' underneath. At the bottom, a dark blue banner contains the text 'Release Notes Updates' and a teal button labeled 'MEHR ERFAHREN'. To the right of the button are three links: '> Aktuelle Release Notes', '> FAQs', and '> Services und Support'.

GLN

Your GLN (Global Location Number)

Forgotten Password

Fill in the fields, enter your email address and choose "Send password".

Dashboard

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Recent Items

List of recently edited items. You can work on items from here.

Training Videos

Tutorial videos on how to use the platform. These training materials give you clear insights and instructions*.



News

Current Release Notes with a record of changes to the Software-Version.

New-Option

For instant capture of item data, packaging, and digital assets.

Overview Processing Status

Overview of processing status and item status with the number of all items (GTIN's).

Feedback Function

The feedback forms integrated in our application are an easy, direct and fast way to communicate with us and make suggestions for improvement..

* Gain insight into the following topics: User interface, searching for an item, creating a new item, copying items, releasing and publishing items, Excel download and upload, creating and editing digital attachments

Item List

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Search Function

Is displayed as an element of the main navigation and thus enables searches to be started in every module. For example, a part of a GTIN can be entered here. The Search button triggers the search. If there is a match, the corresponding list is opened immediately.

Search Panel

Shows the various selection and search components. You can define search and filter criteria to control the selection of items and thus limit the number of items in the hit list.

The screenshot shows the 'atrify publishing' interface. On the left is a search panel with fields for 'Text Search', 'Advanced Search', and 'Smart Search', along with a 'Search Profiles' section. The main area is a table with columns: 'Additional Trade Item...', 'Brand Name', 'Global Product Classification: GPC...', 'Description Short', 'Trade Item Identific...', 'Target Market Countr...', 'Trade Item Status', 'Trade Item Unit Descr...', 'Trade Item Descriptio...', 'Thumbnail', and 'Last Change'. The table contains several rows of product data, including 'Super apple', 'orange selling company', and 'Fruit Products'. Below the table is a pagination bar showing 'Show results 1-50 of 127' and a 'Download Hit List' button. At the bottom, there are navigation tabs for 'Tutorial Videos', 'Publications', 'Validation Report', 'Item Preview', 'Recipient Feedback (OCs)', and 'Feedback on data pool problems'.

Footer Section

For the preview of a selected item, the validation report, and other information about any actions performed by the user.

Menu Bar

Access to all functional sections. Also the standard functions like language or time zone, change password as well as the logout function are called from here.

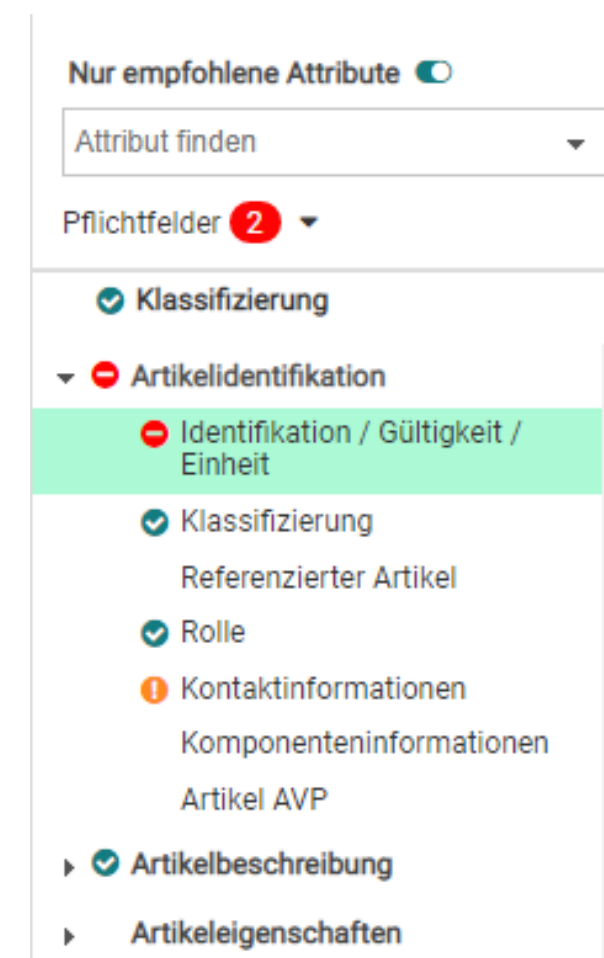
Central View

Item list. Contains the items belonging to your supplier GLN.

Navigation Panel left-hand

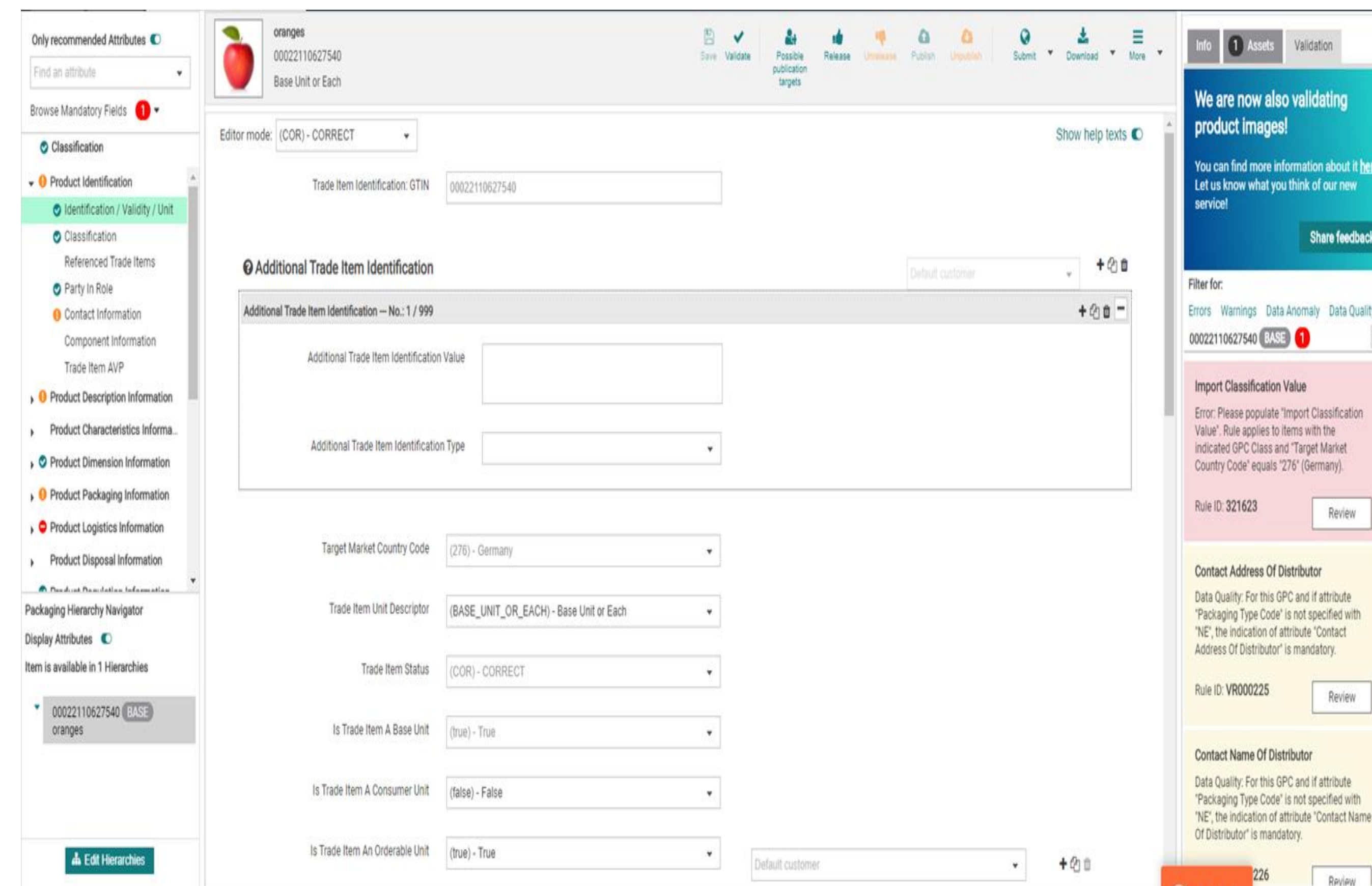
The navigation panel on the left side of the screen represents the main part of the item processing. If you click on the corresponding topic, the capture mask opens on the central screen and the item changes can be carried out. By clicking on the headings you can switch between the groups/attributes.

The navigation panel shows the progress of the work by means of coloured icons. The Mandatory fields option in the navigation panel allows you to move directly to the mandatory fields that still need to be filled in.



Navigation Panel right-hand

The right part of the screen contains more information about the selected item, such as publishing information, recipient feedback, training videos, attached Digital assets and a detailed validation panel with filters for errors, warnings, anomalies and data quality.



Central Navigation Panel

The central form / editor is the main part of the item information section. All data maintenance operations can be performed from here. To open an item, double-click on it in the overview. Mandatory fields to be edited are marked with red dots.

Creating an item



As soon as you have successfully logged-in
to create a new item, You have two options:

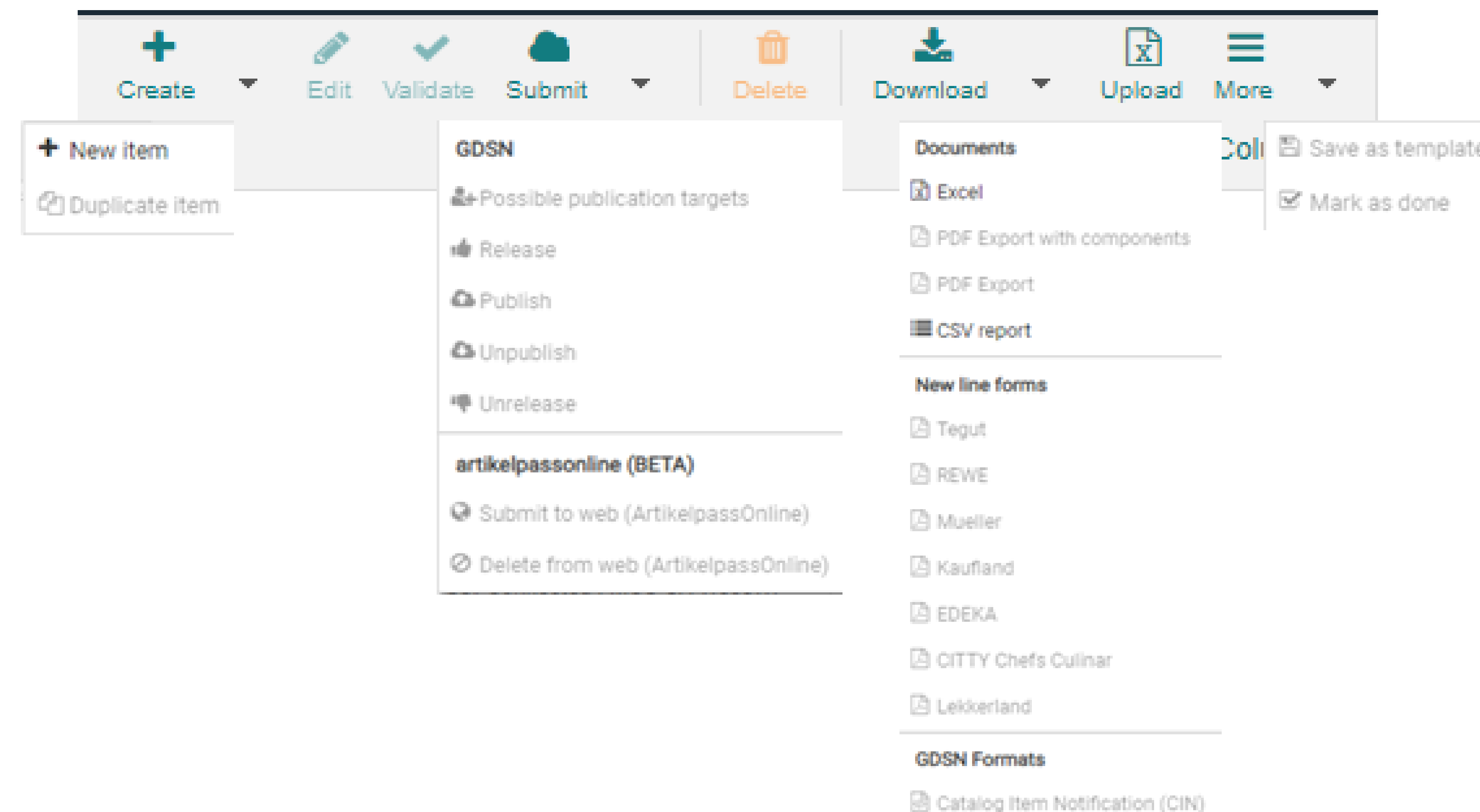
1. Direct on the dashboard

The dashboard shows a '+ New' button in the top right corner, highlighted with a red box and a yellow arrow. Below the header, there is a banner for 'Fehlerfreie Bilder durch Digital Asset Validation.' and a 'Mehr Erfahren' button. The main content area is divided into two sections: 'Recent Items' on the left and 'Item state chart' on the right. The 'Recent Items' section lists three items: 'Apple' (08:39:00), 'oranges' (16:05:00), and 'Apple' (09:48:24). The 'Item state chart' shows 127 items inside the catalog since 202009290804, with 63 tasks to work on. A donut chart shows the distribution of item states: 85% Published (111), 9% Released (12), and 6% Sent (8). A legend indicates: Newly created (?), Released (12), Sent (8), and Published (111).

2. In the item list

The screenshot shows a table of items with columns: Additional Trade Item, Brand Name, Global Product Classification: GPC, Description Short, Trade Item Identific..., Target Market Countr..., Trade Item Status, Trade Item Unit Descr..., Trade Item Descrip..., Thumbnail, and Last Change. The table contains several rows of data, including 'Super apple', 'orange selling company', 'super apple', 'Super apple', and 'Fruit Products'. A '+ New Item' button is highlighted in a red box in the top right corner of the table. Below the table, there is a pagination bar showing 'Show results 1-50 of 127' and a 'Download HL List' button. At the bottom, there are navigation tabs for 'Tutorial Videos', 'Publications', 'Validation Report', 'Item Preview', 'Recipient Feedback (DICs)', and 'Feedback on data pool problems'.

Toolbar Item List



The menu bar of the item list summarizes the following functions:

- Add contains the insertion of a new item and the addition of an item based on an existing entry.
- A selected item can be opened with Edit in the editorWith
- Validate an item is checked for completeness, formatting and consistency.
- Sending bundles the determination of possible data recipients, the release of successfully validated items, sending and publication to the data pool and data recipients; in addition, release and publication can be revoked here. Article Pass online enables individual items to be made available on the web.
- Items that have not been approved and published can be deleted.
- Downloading includes the downloading of selected items in various formats (Excel, pdf and CSV) and the downloading of individual items into defined retailer article passes.
- Excel data can be imported into Publishing
- The drop-down menu More contains the function to save an item as a template for further new items.

System Requirements



Operating System	No restriction
Broad band internet connection	At least 1 MBit DSL
Browser (recommended)	Microsoft Edge Google Chrome
Browser (supported)	Microsoft Edge Mozilla Firefox IE11 (supported until August 2021)
JavaScript enabled	Required
Accept cookies	Required
Accept CSS	Required
Accept popups	Required
Allow images	Required
Screen resolution	Recommended: 1280*1024



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