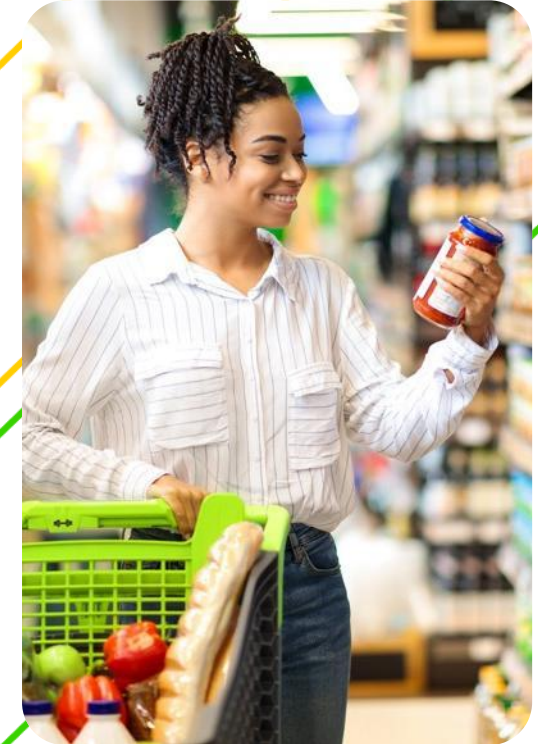
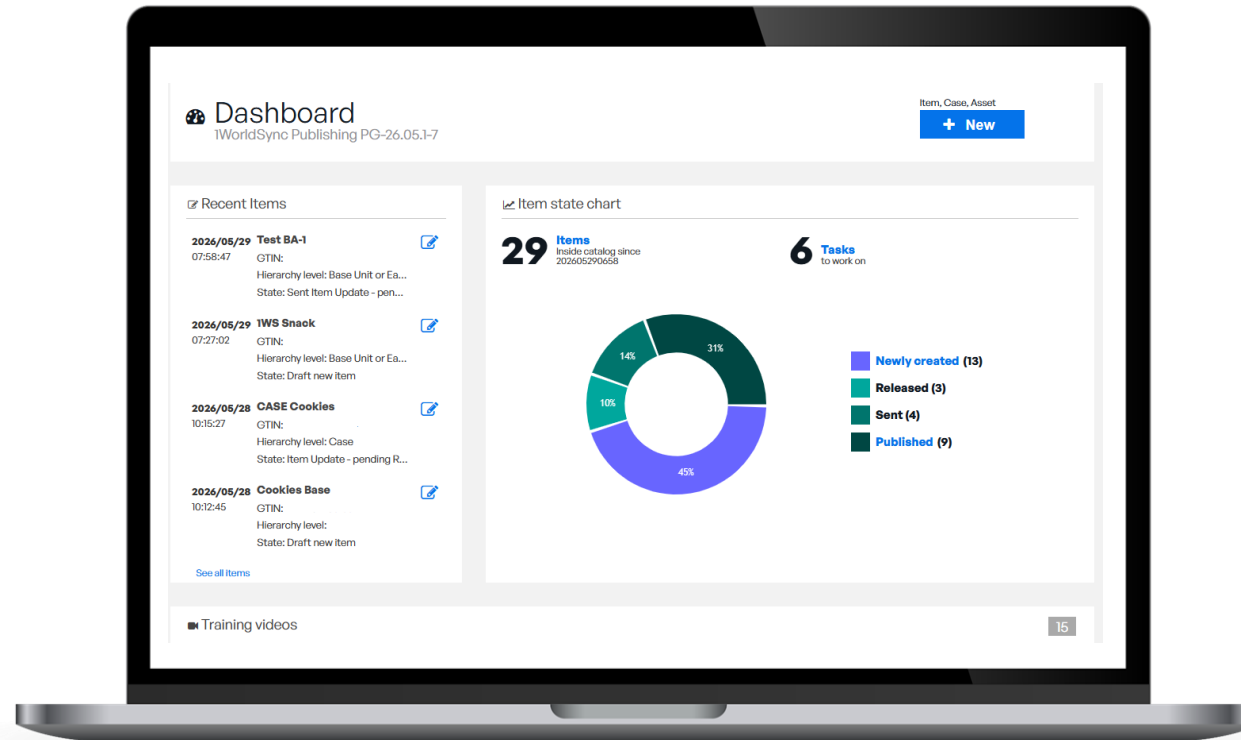


Quick Start Guide Publishing

1WorldSync GmbH, by Syndigo

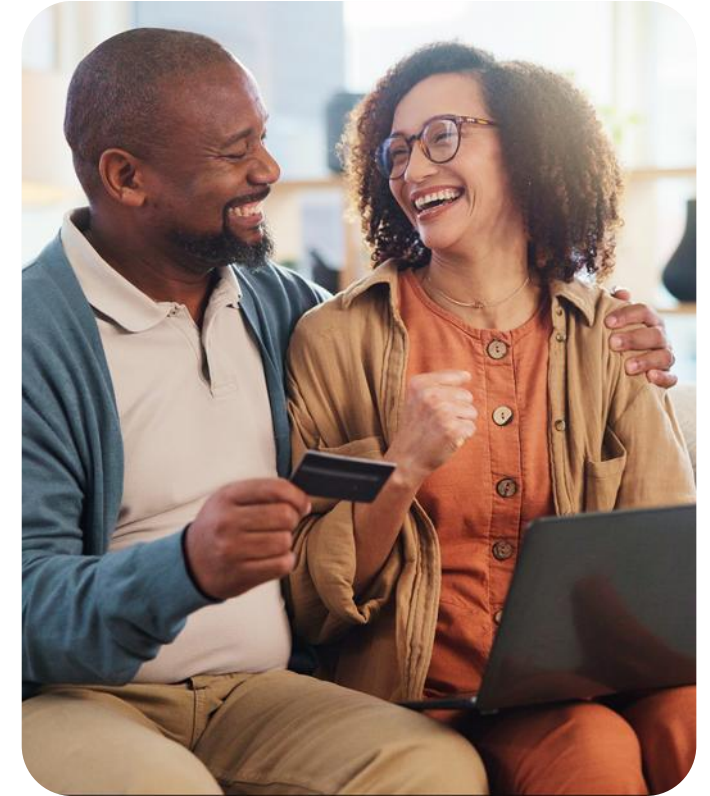
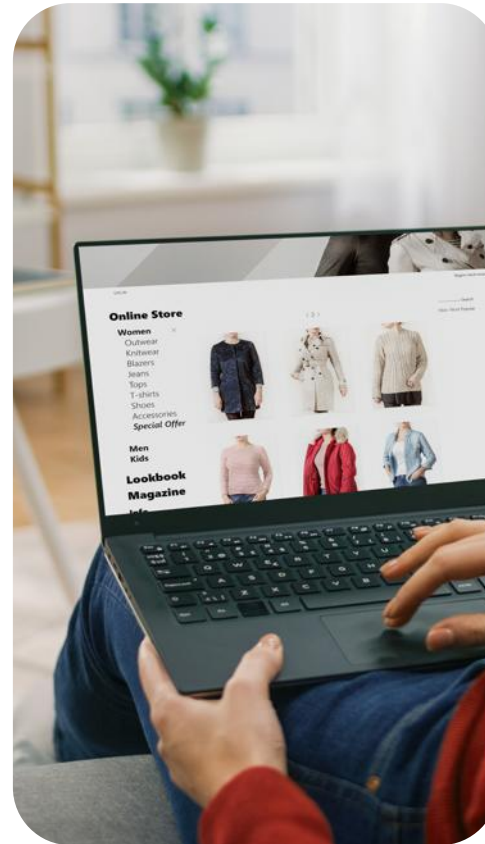




Publishing

Share your Product Content worldwide

The web-based Publishing application is virtually indispensable for product manufacturers, brand owners, supply chains, and wholesalers. The user interface offers small and medium-sized businesses, in particular, a quick introduction to the world of product and item data exchange. Easily enter item master data step by step in your browser. This can also include digital attachments, such as product images, safety data sheets, certificates, etc.



Log In

Publishing

Username

Your username, sent to you by email from the registration office

GLN

Your Company-GLN (Global Location Number)

Password

Your system-generated password. Please change it after logging in for the first time. The password is hidden by dots and can be changed at any time.

Forgot your password?

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



The screenshot shows the Syndigo Publishing login interface. At the top, the "Syndigo Publishing" logo is displayed. Below it are three input fields: "Username", "GLN", and "Password". The "Password" field contains a series of dots. A blue "Login" button is positioned below the fields. A link for "Password forgotten?" is located below the login button. At the bottom of the page, there is a dark blue banner with the text "Release Notes Updates" and a list of links: "Latest Release Notes", "Questions and Answers", and "Services and Support". A "GET UPDATES" button is also present in the banner.

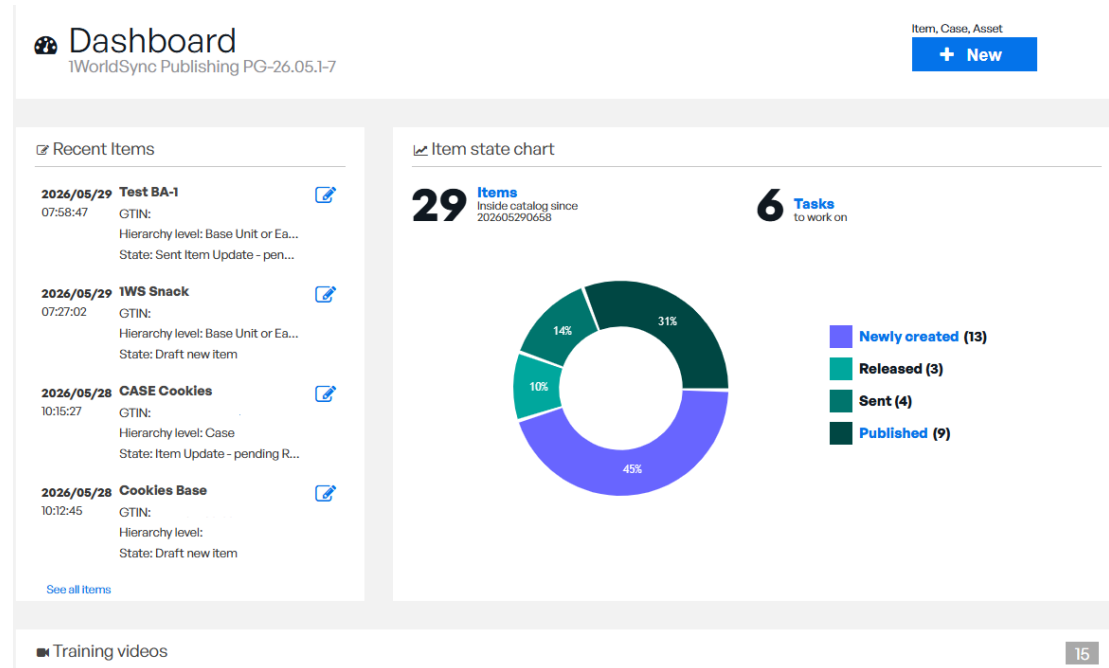
Dashboard

Recent Items

List of recently edited items. Items can be edited from here.

Training Videos

Tutorial videos on how to use the platform. These training materials provide clear insights and step-by-step instructions.



News

Latest Release Notes

New Option

For immediate data entry of product information, packaging, and digital assets

Overview of Item Status

Overview of Processing Status and Item Status, including the total number of items (GTINs).

Feedback

The feedback forms embedded on every page provide a simple, direct, and quick way to communicate with us and share suggestions for improvement.

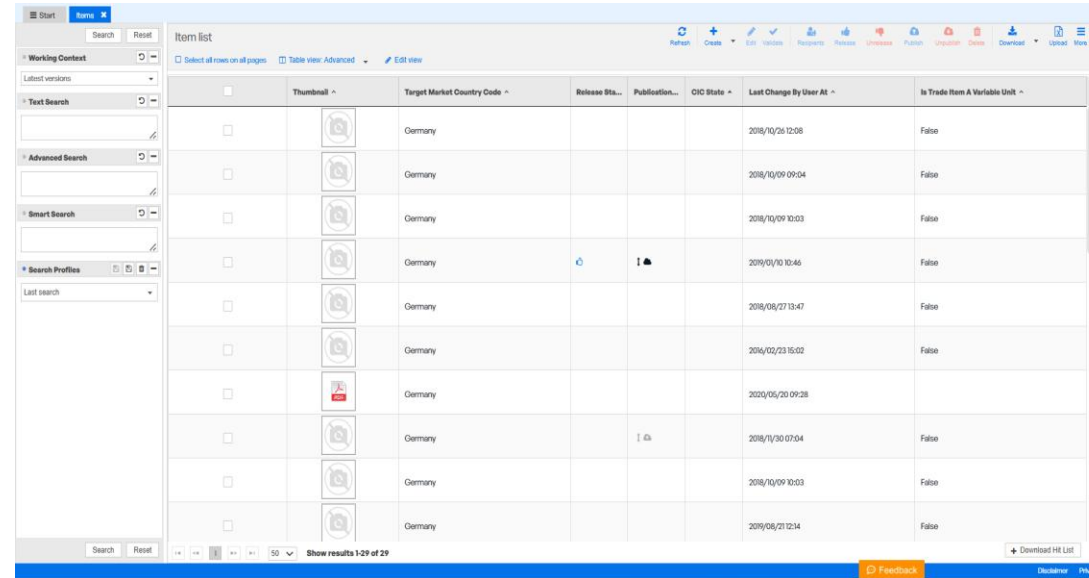
Item List

Search Function

This appears as an item in the main navigation bar, allowing users to perform searches from any module. For example, you can enter part of a GTIN here. Click the Search button to start the search. If a match is found, the corresponding list opens immediately.

Search Section

Shows the various selection and search components. You can specify search and filter criteria to narrow down the selection of items and thus limit the number of items in the results list.



The screenshot shows a web application interface for an 'Item list'. On the left, there is a search section with fields for 'Working Context', 'Text Search', 'Advanced Search', 'Smart Search', and 'Search Profiles'. The main area displays a table with the following columns: 'Thumbnail', 'Target Market Country Code', 'Release Sta...', 'Publication...', 'CID State', 'Last Change By User At', and 'Is Trade Item A Variable Unit'. The table contains 10 rows of data, all for 'Germany'. The bottom of the interface shows 'Show results 1-29 of 29' and a 'Download HT List' button.

Thumbnail	Target Market Country Code	Release Sta...	Publication...	CID State	Last Change By User At	Is Trade Item A Variable Unit
	Germany				2018/10/26 12:08	False
	Germany				2018/10/09 09:04	False
	Germany				2018/10/09 10:03	False
	Germany				2019/01/10 10:46	False
	Germany				2018/08/27 13:47	False
	Germany				2014/02/23 15:02	False
	Germany				2020/06/20 09:28	
	Germany				2018/11/30 07:04	False
	Germany				2018/10/09 10:03	False
	Germany				2019/08/21 12:14	False

Menu Bar

Access to all functional areas. Standard functions such as language and time zone settings, changing your password, and logging out can also be accessed from here.

Central display

Item list. Contains the items associated with your manufacturer's GLN.

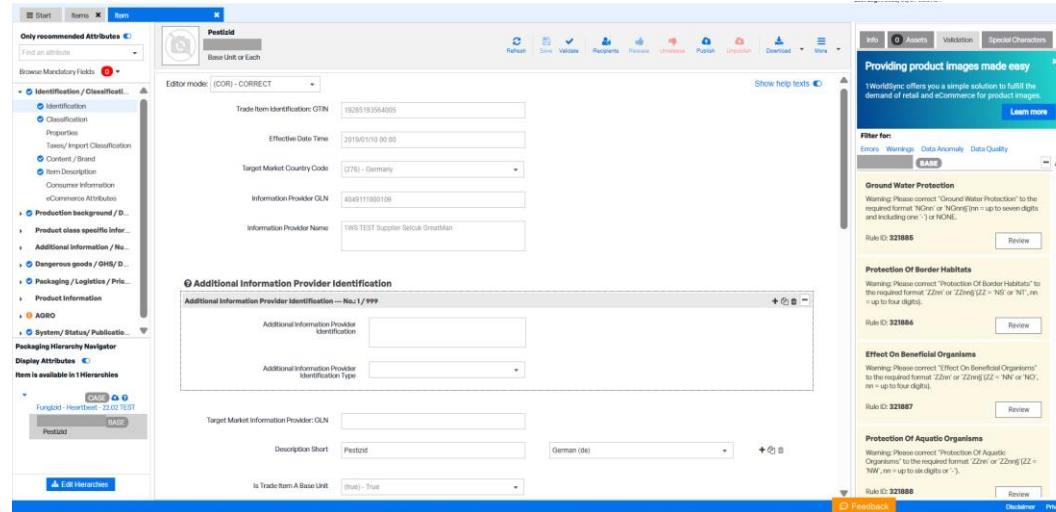
Footer

For a preview of a selected item, the validation report, and recipient feedback, as well as additional information about actions performed by the user.

Item Editor

Left Navigation Panel

The navigation panel on the left side of the screen is the main part of the item editing interface. Clicking on the relevant topic opens the entry form in the central screen, allowing you to make changes to the item. Clicking on the headings lets you switch between groups/attributes. The navigation bar uses colored icons to indicate your progress. The “Required Fields” option in the navigation bar allows you to jump directly to the required fields that still need to be filled out.



Central Navigation Panel

The central form/editor forms the main part of the Product Information section. All data maintenance tasks can be performed from here. To open a product, double-click it in the overview. Required fields that still need to be filled in are marked with red dots.

Right-hand navigation panel

The right-hand side of the screen contains additional information about the selected item, such as publication details, recipient feedback, training videos, attached digital files, and a detailed validation panel with filters for errors, warnings, anomalies, and data quality.

How to create an article

Once you have successfully logged in, you can create a new post. You have two options:

Right on the dashboard or in the Item list

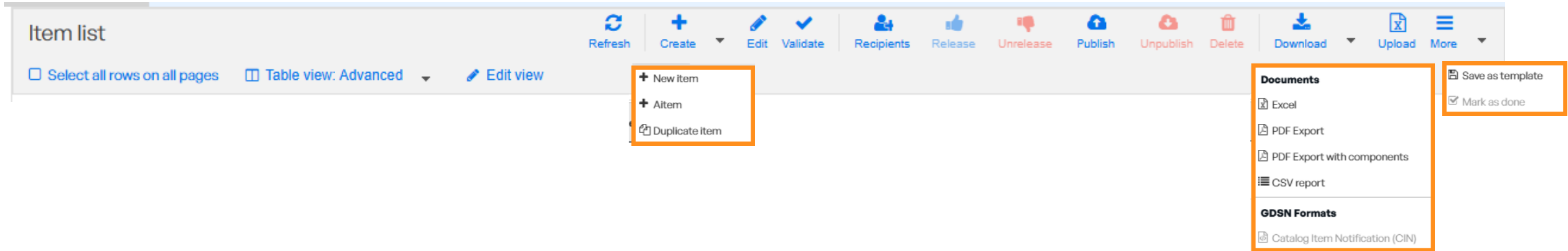
The dashboard shows a top navigation bar with a '+ New' button highlighted in an orange box. Below the navigation bar, there are several sections: 'Recent Items' with a list of items, 'Item state chart' with a donut chart showing the distribution of item states, and '6 Tasks to work on'. The donut chart data is as follows:

State	Count	Percentage
Newly created	13	45%
Released	3	10%
Sent	4	14%
Published	9	31%

The Item list interface shows a table with columns for 'Thumbnail', 'Target Market Country Code', 'Release ...', 'Publicati...', 'CIC Stat...', and 'Last Change'. A '+ New Item' button is highlighted in an orange box in the top right corner of the table. The table contains two rows of data:

Thumbnail	Target Market Country Code	Release ...	Publicati...	CIC Stat...	Last Change	Table Unit
	Germany				2018/10/26 12:08	False
	Germany				2018/10/09 09:04	False

Toolbar Item List



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

- "Add" allows you to insert a new item or add an item based on an existing entry
- A selected item can be opened in the editor using "Edit"
- "Validate" checks an item for completeness, formatting, and consistency
- "Send" bundles the selection of potential data recipients, the release of successfully validated items, the sending, and the publication to the data pool and data recipients; in addition, the release and publication can be revoked here.
- Unreleased and unpublished items can be deleted.
- "Download" includes downloading selected items in various formats (Excel, PDF, and CSV) as well as downloading individual items into defined retailer item passports.
- Excel data can be imported into Publishing
- The "More" drop-down menu includes the function to save an item as a template for additional new items.

System Requirements

Operating System	No restriction
Broadband Internet connection	At least 1 MBit DSL
Browser (recommended)	Microsoft Edge Google Chrome
Browser (supported)	Microsoft Edge Mozilla Firefox
JavaScript enabled	Required
Accept cookies	Required
Accept CSS	Required
Accept Pop-ups	Required
Allow images	Required
Screen resolution	Recommended: 1280*1024

Terms of use, disclaimer

This document (hereinafter "Material") is the sole property of 1WorldSync GmbH by Syndigo. For the purposes of these Terms of Use, 1WorldSync GmbH by Syndigo grants its customers, partners or other interested third parties (hereinafter "Users") the royalty-free, non-exclusive, non-transferable right, unlimited in time and space, to use the Material for their own purposes to the extent set out below. The User is not entitled to modify, reproduce, translate, or use the Material for the purpose of resale, subletting, publication, demonstration, or lecture. The Material may contain proprietary trademarks or logos which the User may not reproduce without the permission of the copyright owner. Any use of the Material within the limits described above must include the credit "@ 1WorldSync GmbH by Syndigo". Insofar as 1WorldSync GmbH by Syndigo is obliged to provide the Material based on a paid contract with the User, the liability regulations laid down in the respective contract shall also apply to the use of the Material. In all other cases, 1WorldSync GmbH by Syndigo provides the Material, despite the greatest possible care in its creation, as a mere courtesy and is only liable for its content in accordance with § 516 et seq. BGB. Insofar as 1WorldSync GmbH by Syndigo is not obliged to provide the Material based on a paid contract with the User, no rights can therefore be derived against 1WorldSync GmbH by Syndigo from the Material. In particular, 1WorldSync GmbH by Syndigo assumes no liability for the correctness, completeness and up-to-dateness of the Material. The User is solely responsible for the selection and use of the content and is aware that the Material is subject to constant further development. The above provisions also apply in favour of 1WorldSync GmbH by Syndigo's legal representatives and agents.

Imprint

1WorldSync GmbH, by Syndigo
Gustav-Heinemann-Ufer 72b, 50968 Köln (Germany)
T +49 221 93373 0 F +49 221 93373 199 info@1worldsync.com
Represented by Karim Iskandar, Alan O'Halloran

Commercial Register: Cologne Local Court HRB 45457
Sales tax ID: Sales tax identification number according to §27a sales tax law: DE22 4602462
Regulatory Affairs: Local Court Cologne