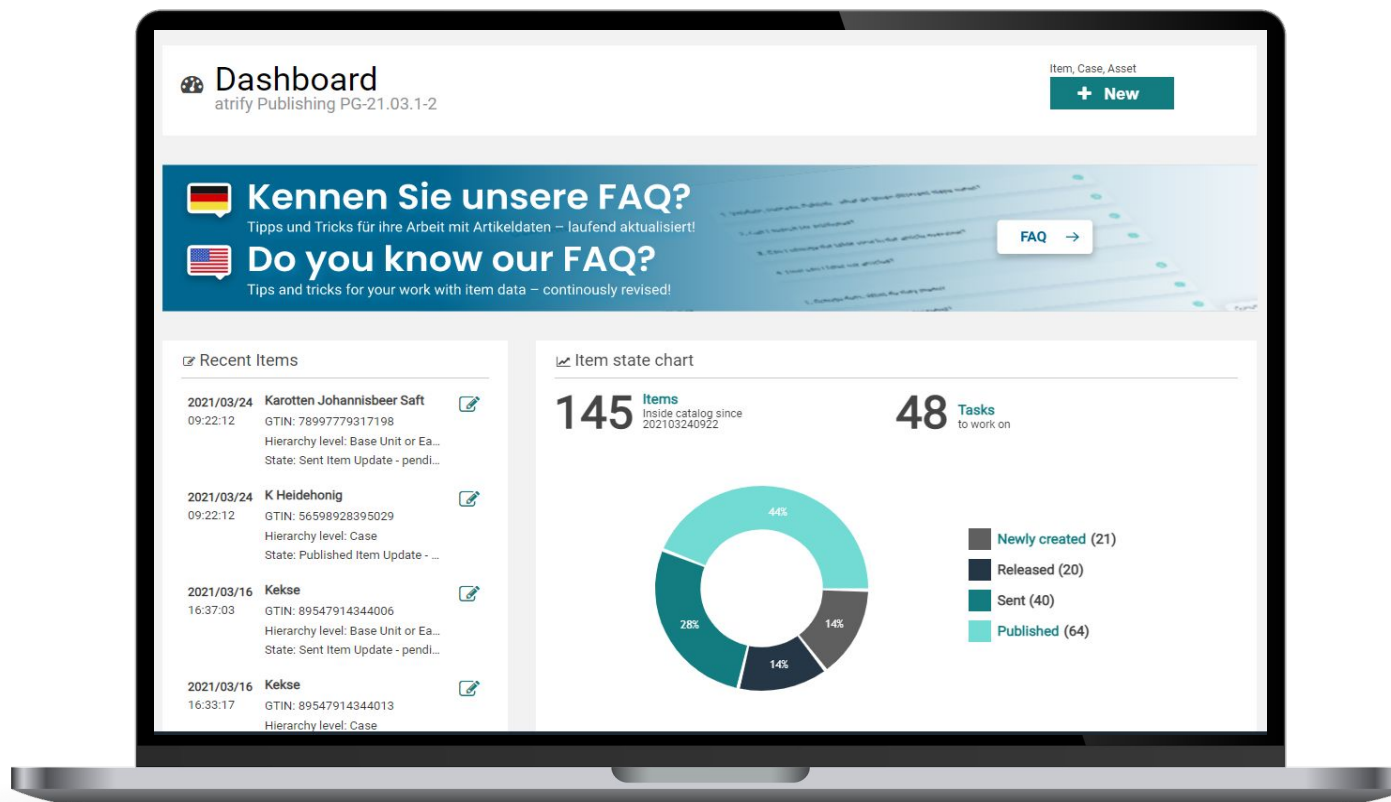# User Guide

atrify publishing

Version 3.0

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Table of Content

Introduction

The following instructions are recommendations for the most important processes for transmitting and maintaining your item master data with the atrify publishing system.

You can access all areas of the tool via the publishing Dashboard (see on the right). To help you reach your goal with as few clicks as possible, you will find a search function, direct access to your most recently edited items and a create button. In addition, you will see a visualization of your entire item status, video tutorials and a news section.

You can perform the following actions with the system:

- Create item master data records
  Link item master data records of basic and packaging items with each other
- Communicate the item master data: Releasing and publishing
- Change item master data / Continuous master data maintenance
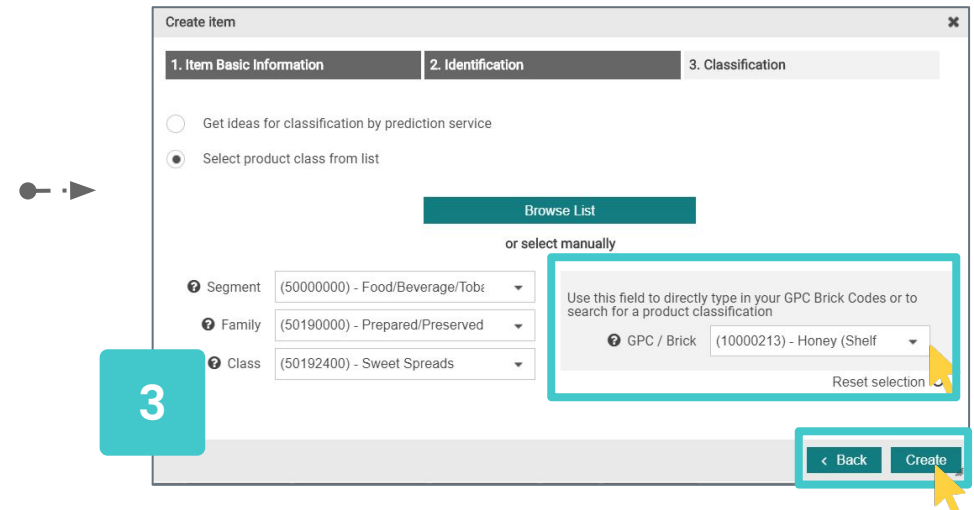- Edit tasks / Respond to feedback from your retail partners

1. Create a Base Item

1

Activate the **New/Create** button on the dashboard or in the item overview area.

2

In the following initial dialog you can enter GTIN, GLN and target market and define whether a base or a packaging unit is created. This information cannot be changed later. On the Identification tab, you maintain the item description.

3

Finally, enter the brick code and confirm with **Create.**

1. Create a Base Item

The item editor opens and you can maintain the attributes. Fill in at least the mandatory system fields (marked with a red dot) and the regulatory fields (for example, according to LMIV).

Save your base item. The item is also validated, i.e. the data runs according to the implemented rules; revise the reclamations.
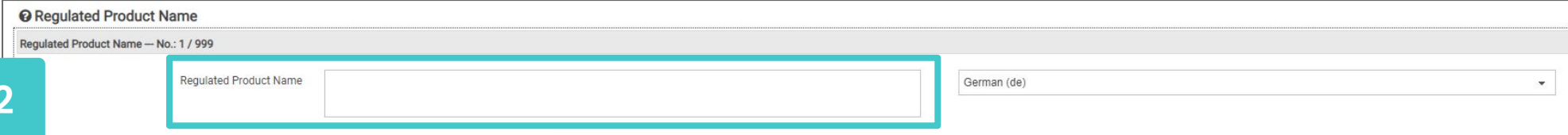
2. Recommendations for your Set of Attributes

Fill in the mandatory system fields. These are marked with red dots. You can navigate to these fields using the mandatory field finder or the structure tree on the left of the screen.

2. Recommendations for your Set of Attributes

2 Fill the regulatory mandatory fields (e.g. LMIV). These are not mandatory system fields, but can be accessed directly using the Attribute Finder.

3 Check your product label and, if applicable, enter further information (e.g. accreditation label).

4 Check - perhaps with your team - all attributes of the mask, whether further attributes apply to your products (e.g. vegan ...)

ATTENTION:
This is just a recommendation!
An explanation of all attributes including examples can be found in the FMCG Compendium in the atrify download area.

3. Create a Packaging item

1
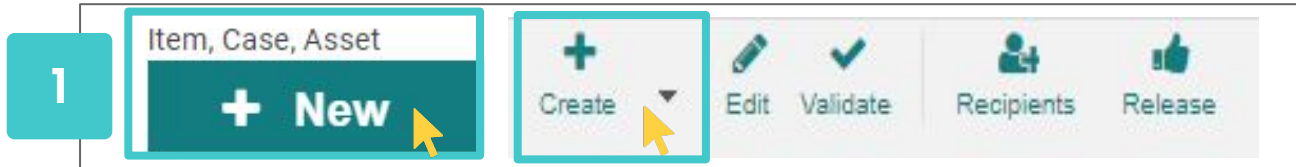
Activate the **New/Create** button on the dashboard or in the item overview. Alternatively, from the base item, you can choose the Edit Hierarchy button (for further procedure, see Link Base and Packaging Items to form a Hierarchy, next side

2
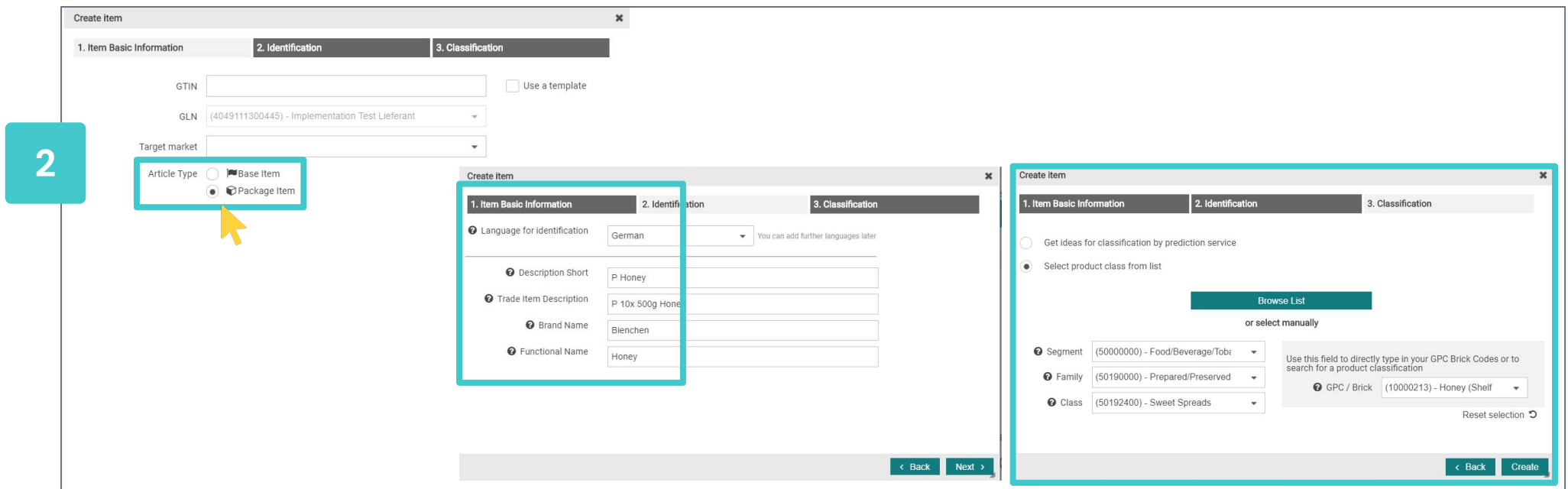
In the initial dialog you can enter GTIN, GLN and target market and decide that a packaging unit is created

3. Create a Packaging item
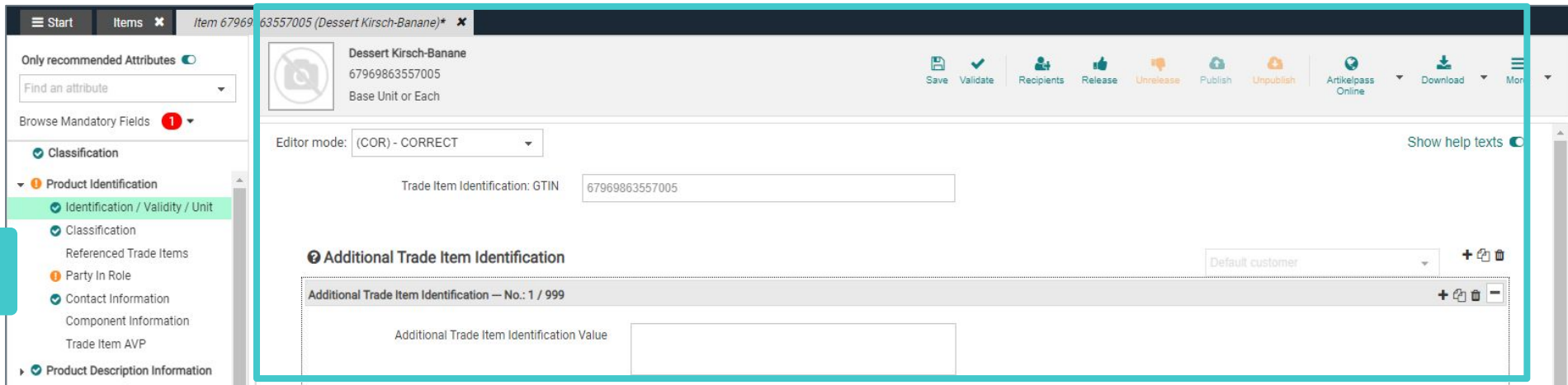
Fill in at least the mandatory system fields.
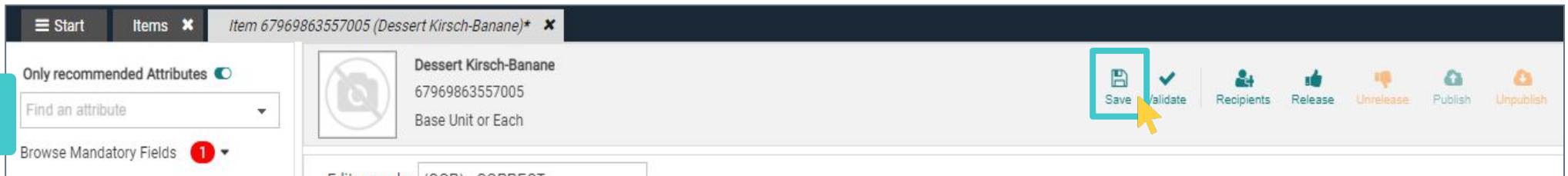
Save the item.

ATTENTION:
The mandatory field labeling of the attribute base unit (value=false) only disappears after the base and packaging items have been linked to form an item hierarchy. Choose the code of the base item as the brick code.

4. Link Base and Packaging Items to form a Hierarchy

1
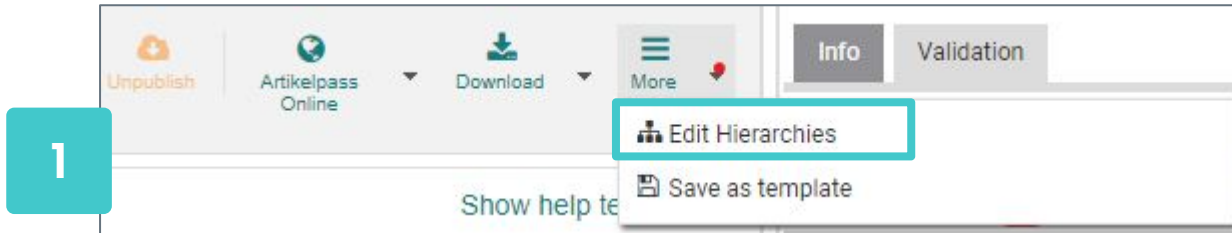
Open the base item and select **Edit Hierarchies**.

2
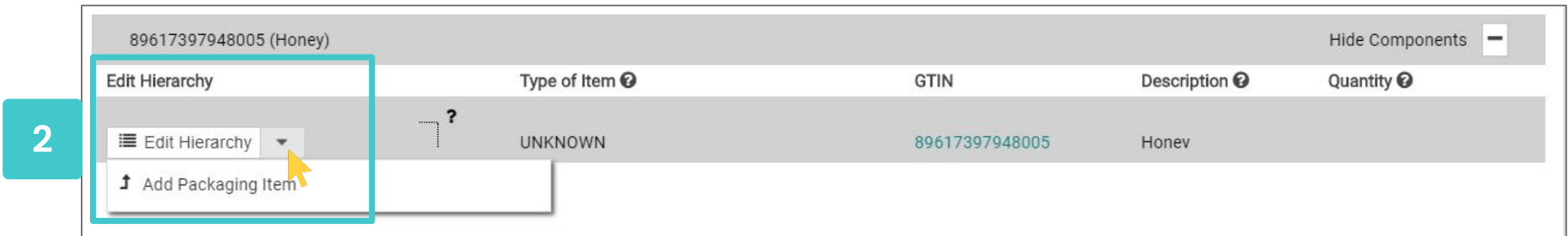
Select in the Drop Down Menu **Add Packaging Item**.

4. Link Base and Packaging Items to form a Hierarchy

ATTENTION:
You can create hierarchies starting from the base or the packaging item. Child = base item; Parents = packaging item, or the next higher packaging level

3

You can then search for the packaging. Click **Add**. Alternatively, you can create a packaging item directly by clicking **Create and Add new item**. Once you have maintained the attributes for the packaging item, click **Insert and Close.**

4

Enter the number of base items and confirm with **OK**.

4. Link Base and Packaging Items to form a Hierarchy

5
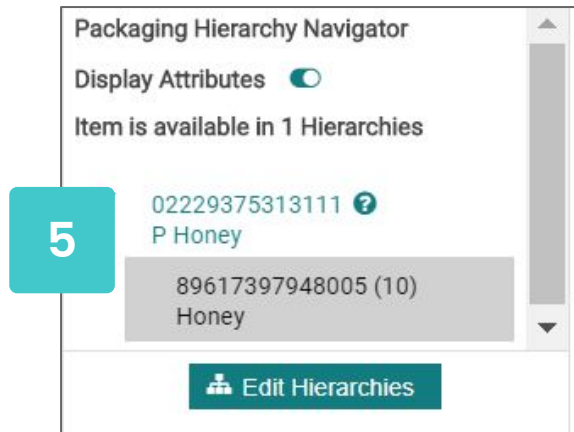
At the bottom on the left of the screen, you will see 10 base items assigned to the packaging unit. If required, you can add further hierarchy levels/ larger packaging units or integrate the base item into additional hierarchies that have not yet been communicated. (not been released or published)

6
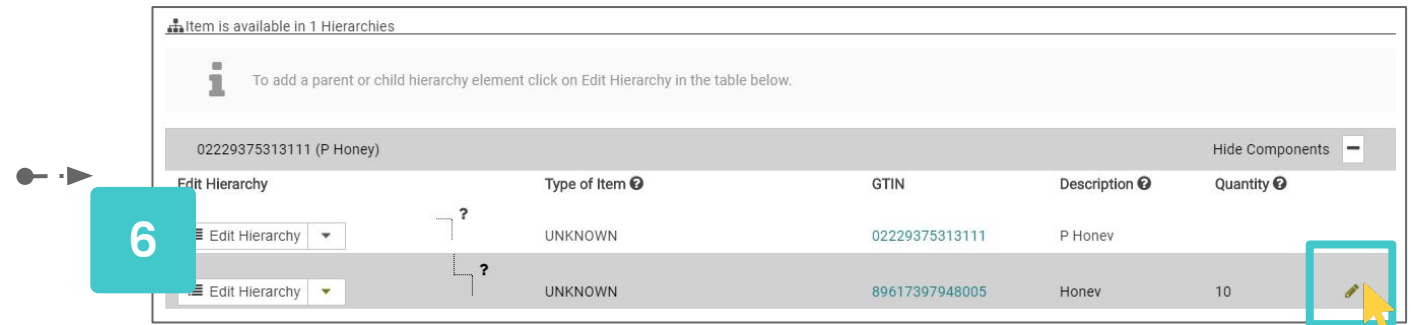
As long as the hierarchy has not yet been transferred, you can modify it. To change a transferred hierarchy, it must be unpublished and unreleased

7
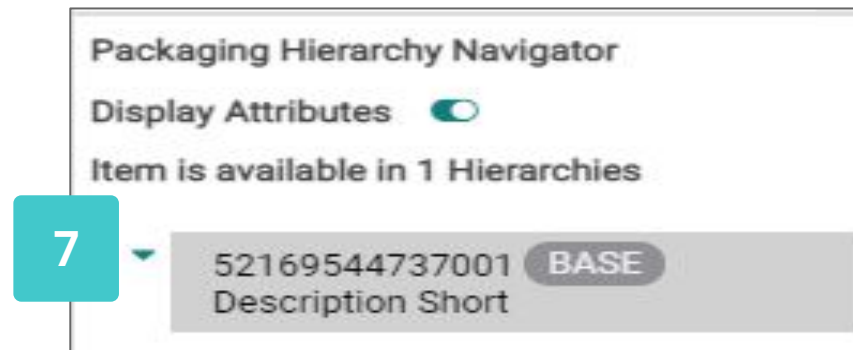
Items can occur in several hierarchies. Even mixed displays can be represented. You will find the corresponding visualization in the bottom left-hand corner.

5. Transmitting a data set: Release and Publish
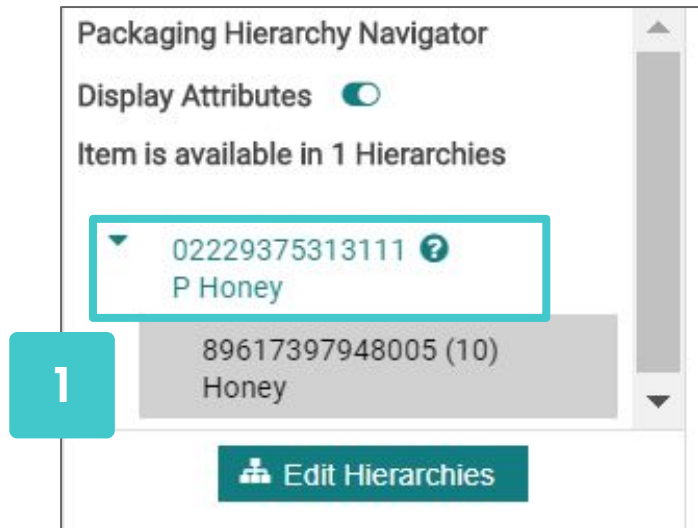
1 After you have linked the base and packaging items, select the largest packaging unit in the bottom left of the **Edit Hierarchy** window. This is the top unit.
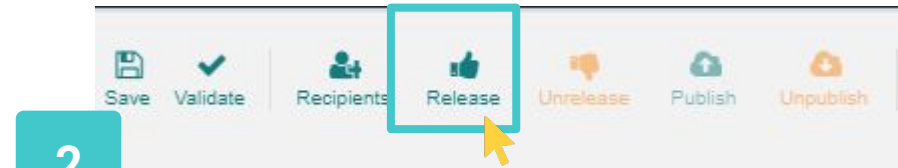
2 Click the **Release** button in the menu bar

3 The **Publish** button can only be activated after release. The button for the release is now grayed out / deactivated again.

5. Transmitting a record: Release and Publish

Select publication targets

	Published	GLN	Name
✓	1 of 1		Target market

+ Add   Q Search   ↺ Reset

Show results 1-1 of 1

Allow re-publication of already published targets
Is Reload

Publish   Cancel

4

Please enter the **recipient GLN** or use the search to select the desired recipient(s).

5 Alternatively, you can also decide to publish to the entire **German target market**. This means that anyone who subscribes/subscribes to your data can receive it

**6** Finally, click **Publish**. This is the first time you have transferred the data set of basic and packaging items to your trading partners via GDSN.

7

Save   Validate   Recipients   Release   Unrelease   Publish   Unpublish

Please do not make any further adjustments to the items until the grey wheel is replaced by a green tick or you have received the CIC feedback messages from your trading partners.
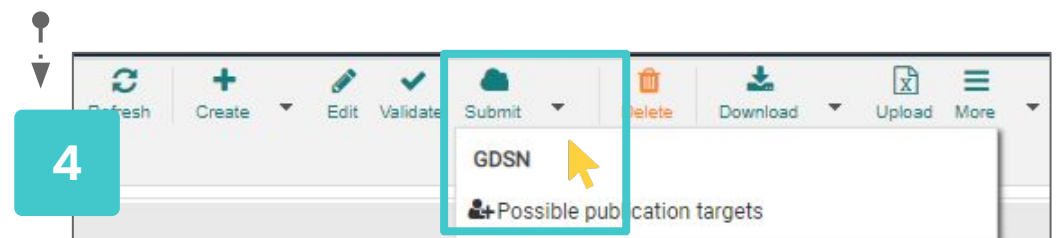
6.1. Modifying a data set
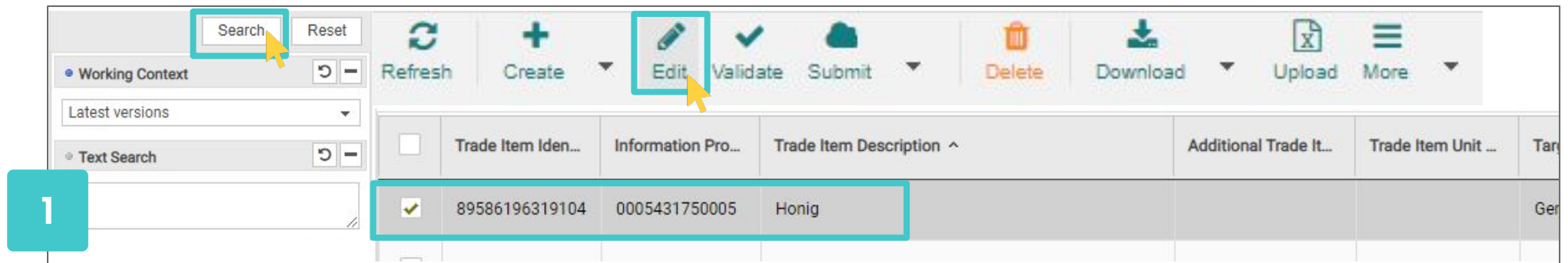
Find the item you want by using the **search**. Open the item either via **Edit** or by **double-clicking.**
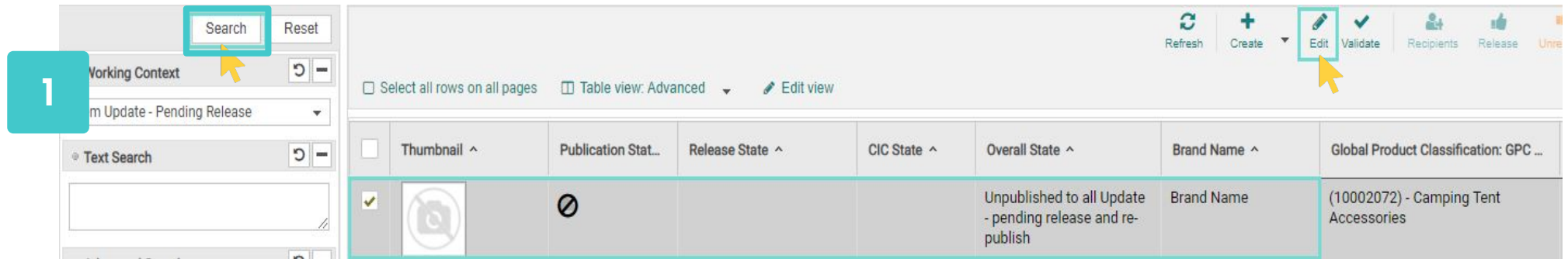

Make the changes and **Save**.

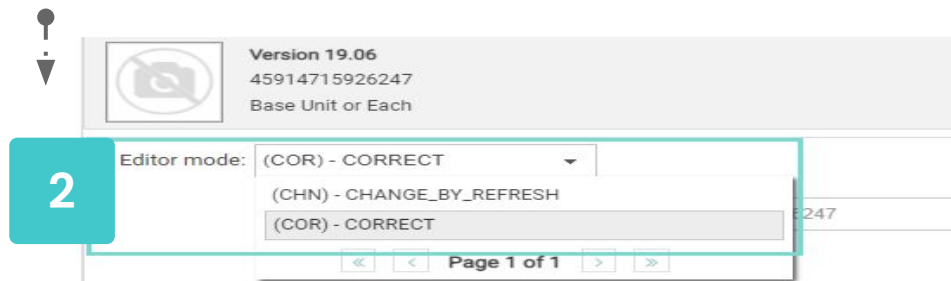**3** The **editor mode** is per default set to COR for correction.

Only after saving the Release button can be activated again.

6.2. Deleting a data record

1

Find the item you want by using the **search**. Open the item either via **Edit** or by **double-clicking**.

2

Discontinue Date = from when the item is no longer available Effective Date = from when the information is valid (usually the current date)

Set the **action mode** from **COR** to **CHN** for change.

3 Enter Discontinue Date and Effective Date in base and packaging item. You can find both attributes easily using the attribute finder: Enter the name and follow the link.

4

On the day of the expiration date please unpublish and unrelease (cancellation of the publication at the published hierarchy level, cancellation of the release from the base item).

7.1. Edit tasks: Background information
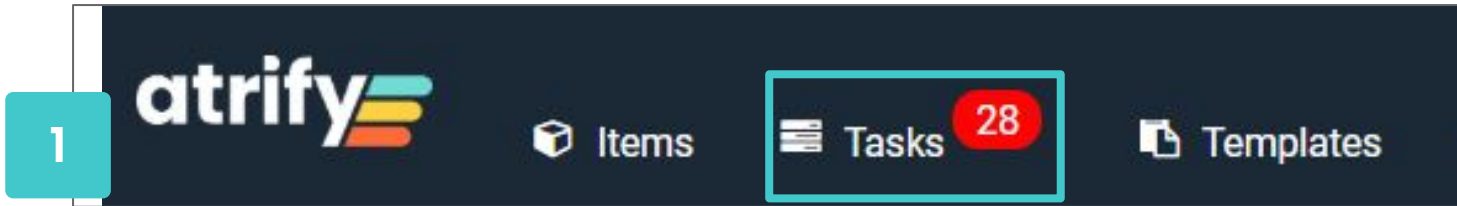
Various tasks

1.Catalogue Item Confirmation (CIC) = feedback of the data recipient

2.to the sent item master data with different statuses:

  ❯ **Synchronised:** Data was received, checked, positively evaluated and fed into the internal receiver systems
  ❯ **Received:** Data was received, not yet checked
  ❯ **Review:** Recipient wishes to revise the data and resend/release again
  ❯ **Reject:** Recipient does not wish any further data delivery

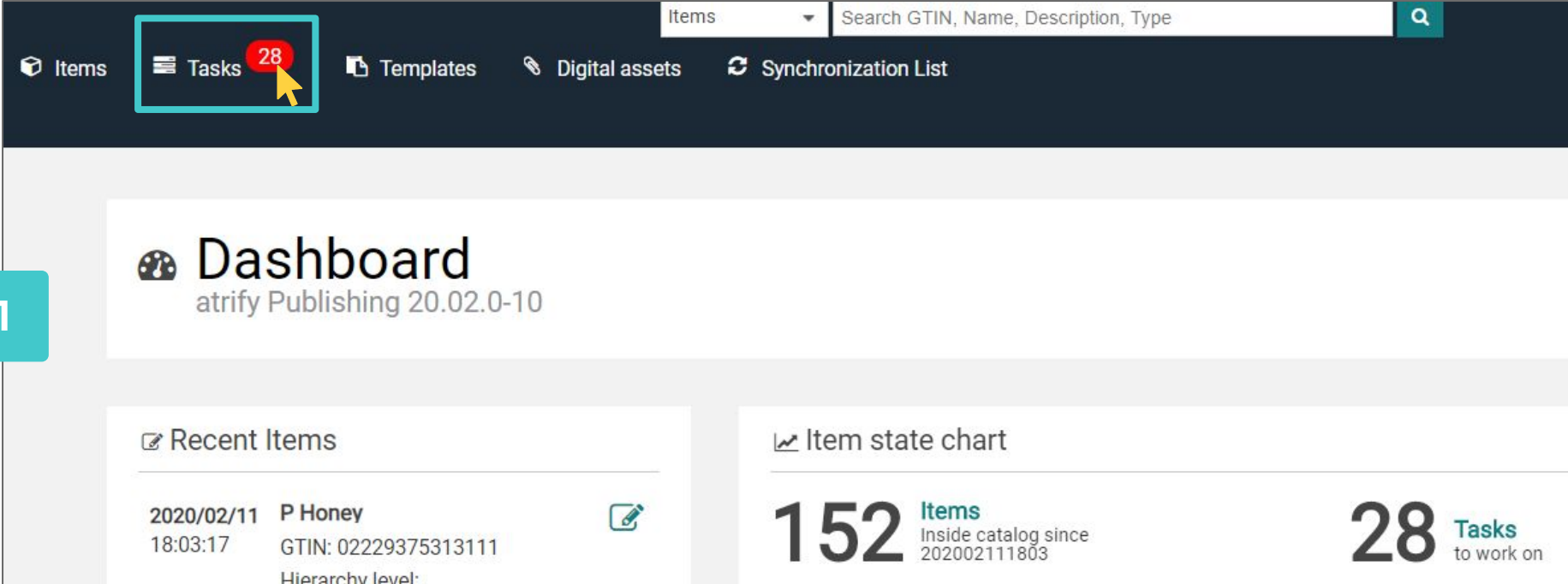**3.Exception** = negative feedback message from the data pool (data transmission to the recipient failed)

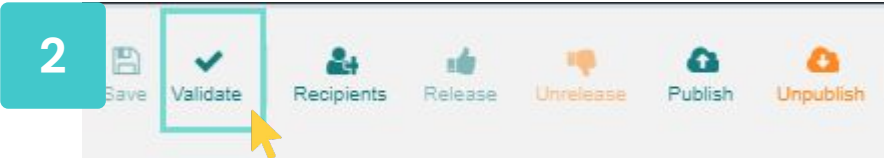| Cumulated CIC status	Comment
✔	1) If no CIC response has been received so far. 2) When no feedback has been received from all recipients and no CIC check and GDSN exception has been received. 3) Or when the item has been released again and there is no open CIC check and GDSN exception.
✔✔	When CICs are received from all recipients and all have RECEIVED status.
✔✔	When CICs are received from all recipients and all have SYNCHRONISED status.
❗	"To do" status: At least one CIC has the status REVIEW and there is no open GDSN exception.
✔✔	When CICs have been received from all recipients and have the status REJECTED.
⊘	Status "To be processed": At least one GDSN exception has been received for this item and is still open.

Symbols of the CIC messages

7.2. Edit tasks

1

Click the **Task** Button (in the navigation bar or on the dashboard).

2

Open the item and click the **Validate** button.

7.3. Edit tasks
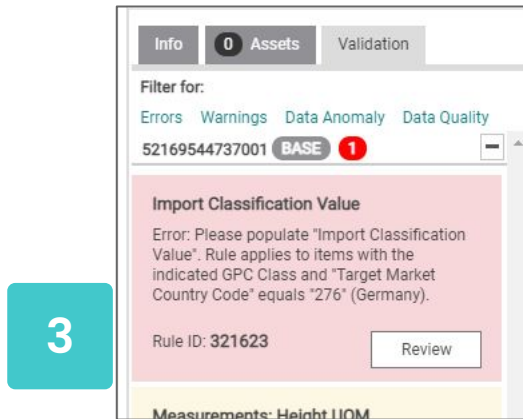
Update the item based on the validation feedback (right hand side). The feedback / validation result is linked to the corresponding attribute and provides details for the correction.

Save the changes you made.

Click the **Release** Button.

Attention:
The CIC always refers to the published item, but the error may also be in the basic item.

8. Definition: Validate, release, publish, warnings

Validate -Check your item

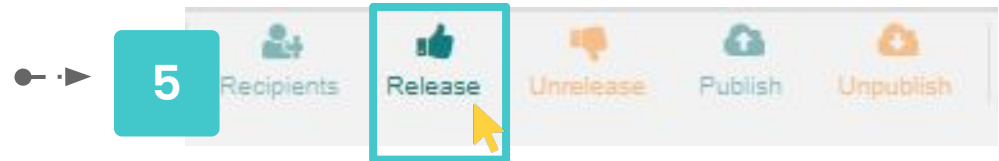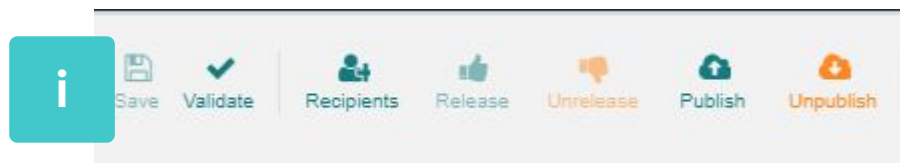When you click on Validate, a validation report appears on the right-hand side of the screen, listing individual attributes and indicating that, for example, data is incomplete or information does not appear correct. This information is linked to the relevant attributes in the mask. The validation is optional, as it is automatically validated each time the data is saved.

Release - Provide

By releasing data, you send it to the data pool. This means that the data is then available in principle and can be made available to recipients. The release is thus the prerequisite for the publication (see below) of the data.

Publish - Address

By publishing, you define who receives your data. When you click on Publish, you can select individual recipients or choose to publish to the entire target market. The recipients will send you a message when they receive the data, which you will find in your CIC overview.

Warnings

Validation rules marked with orange dots are DQG warnings.The dots appear next to allegedly incorrect attributes or as warnings with the addition "DQG" in the validation report. For DQG warnings, see the GS1 Germany Data Quality Gate manual, information at: https://www.gs1-germany.de/gs1-solutions/stammdaten/data-quality-gate/.
The GS1 Germany data quality initiative was set up on behalf of industry and commerce. The task of the DQG is to ensure the practical implementation and compliance with the DQ standard in the provision of data in the GDSN.

9. Delays for certain processes

What waiting times must be attended to?
To avoid errors during data transmission, it is important to observe certain waiting times. This is particularly relevant if, for example, you have to withdraw the publication and release of items in order to edit a hierarchical structure.
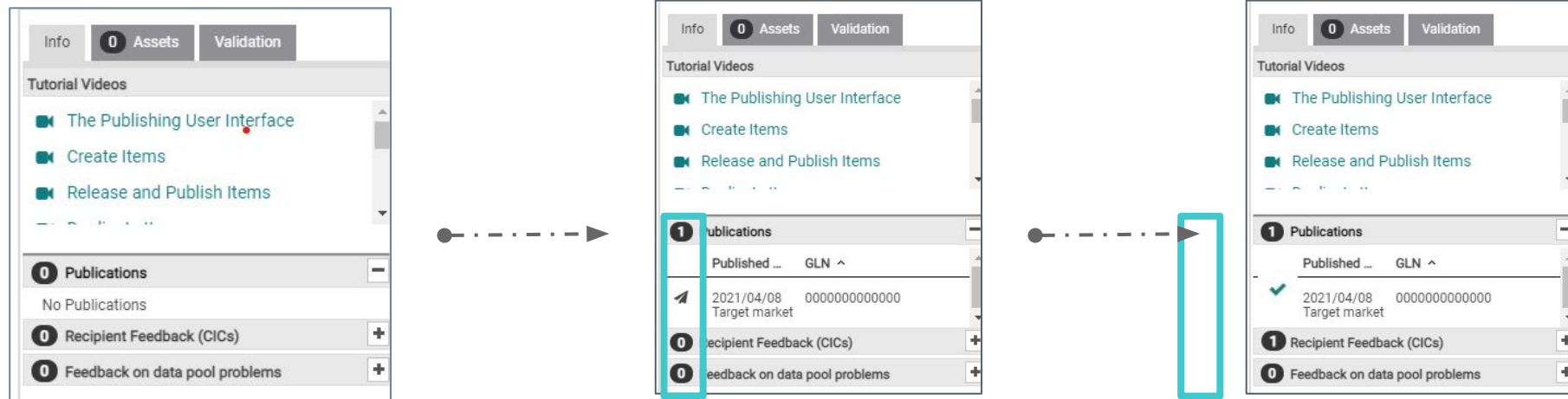
If you click on Unpublish, you have initiated the process of undoing the publication. This turns the green ticks in the publication field into grey cogs. The record is no longer published until the field is empty.

You can then cancel the release and make the required changes.
Even after you have (re)released a data set, you should wait to see if exceptions occur and not publish directly. If no exceptions have occurred after 1-2 hours, you can usually publish the data.