ETRC Quick Start Guide

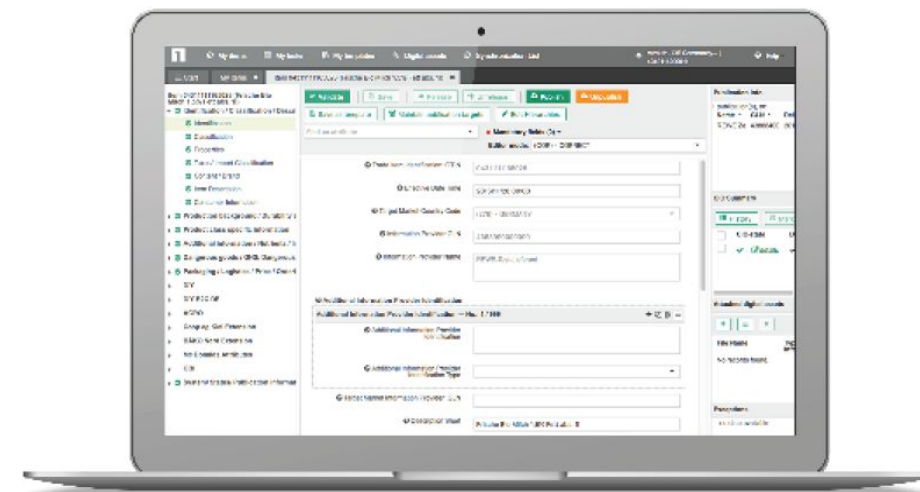1WorldSync Publishing

May 2020

Quick Start Guide ETRC

Publishing

Share your product information with the ETRC for the labelling solution using the GDSN standards

Through the Web-based application *Publishing* you can capture your product data easily and send it to the ETRC GLN.

Please note that it is also possible to send data towards the data pool machine-to-machine via XML, but this Quick Start Guide is focused on the 1WorldSync Publishing User Interface.

For further information regarding our M2M options, please refer to the data pool M2M Guide that is available on the 1WorldSync download center.

Log In
Publishing

URL

Test:
https://de-pool-test.atrify.com
Production::
https://de-pool.atrify.com

User Name

Enter your Login Name.

Received via Email from 1WorldSync Access Management

(**servicedesk@1worldsync.atlassian.net**)

Password

Your machine-generated password. Please change after the first registration. The password is covered by special characters and can be changed anytime
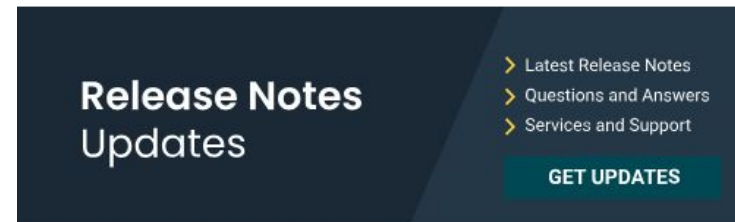
GLN

Enter your 13 digit global location number (GLN)

Forgotten your password

If you have forgotten your password, click on the forgot password link. Fill in the fields requested, enter your Email address and choose "Send password"
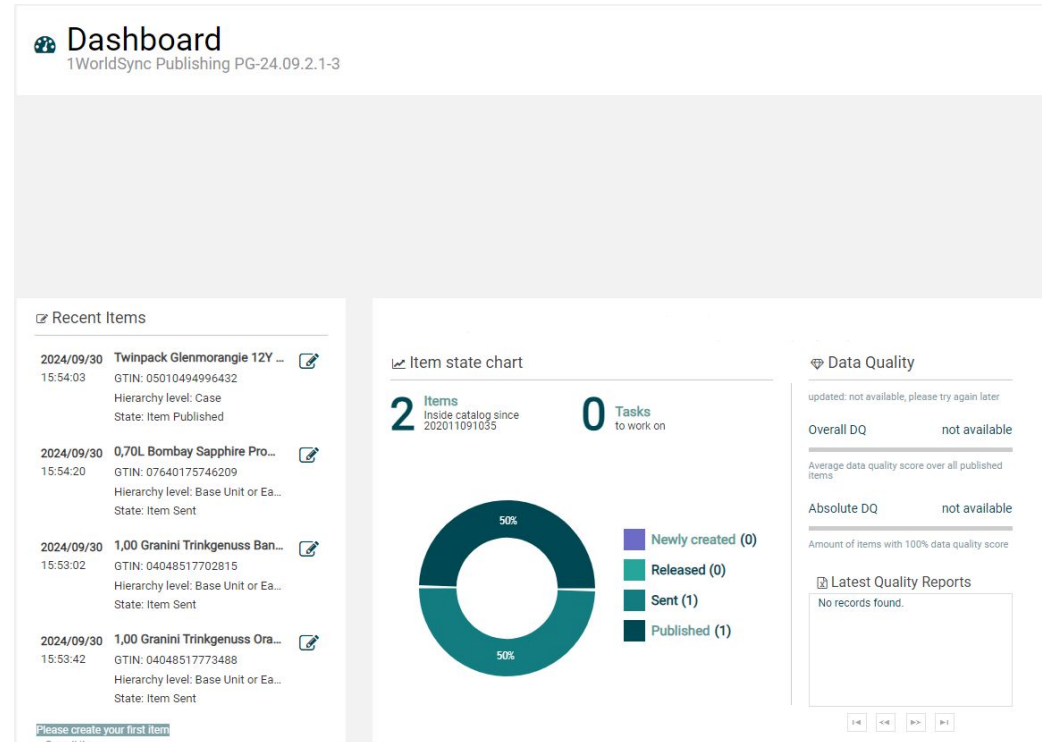
Dashboard

Publishing

Recent Items

List of most recent items.

Items can be edited from here

Training videos

Find here a number of training videos with helpful demonstrations and information.

Create-Option

For the immediate creation of a single item or an Excel upload

Item State Chart

Displays an interactive graphical overview of the item states stored in the data base. From here you can directly access the item list.

News

The latest news from 1WorldSync such as release notes

Item List
Publishing

Search function

The search function is part of the main menu, so searches can be started from anywhere inside the application. There is a text search, an advanced search and an intelligent search

Central Item List

Contains all items that belong to your GLN.

Menu bar

Enables access to all functionalities. The standard functions, i.e. language or time zone setting, password change and the logout function can be accessed from here as well.

Item Editor
Publishing

Left Navigation panel

On the left navigation panel you can see all attribute categories.
Mandatory and optional attributes from the GDSN standard that are part of the ETRC data model are displayed here.

By choosing a GPC Brick Code that corresponds to your item you will only see the data set applicable to your product category.

Right navigation panel

The right-hand area displays additional information to the item such as Publication information, Exceptions, CIC Summary and attached Digital Assets.

Main navigation panel

The Navigation panel is the main part of the supplier item details area. All attributes within data set for your product category are present here.

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Item Creation

Publishing

As soon as you have successfully logged in you can start with item creation. You have two options:

1. Directly on the dashboard

2. In the item list

Item Creation

Publishing

Enter the key information in the wizard. All attributes that appear here will also be on the item view, so you do not need to capture them twice. Your GLN is present per default. Please choose Target Market Global 001 for all items.

Item Creation
Publishing

Please enter here Brand Name and Functional Name and click *Next*.

Item Creation

Publishing

In the field GPC / Brick, you can choose the code that corresponds to your product and then click *Create*.

Item Creation

Publishing

As soon as you have created an item, you will be directed to the item view.

In order to see the specific mandatory attributes and corresponding validations for the ETRC, click on Submit, then select Possible publication targets and enter the GLN for the ETRC. In order to activate the validations please save the item before you continue.

Item Creation
Publishing

All attributes that have a red mark are mandatory attributes that need to be provided in order to create a valid item. Please start by populating the attribute Is Consumer Unit that can be set to either *True* or *False*. If you set the Is Consumer Unit attribute to true, then any validations relevant to the consumer unit level for the ETRC will appear. Save your item during the creation process repeatedly. As soon as you have provided all mandatory attributes, the red dots will turn into green arrows. When the item has been successfully validated, it can be released and published to the ETRC GLN.
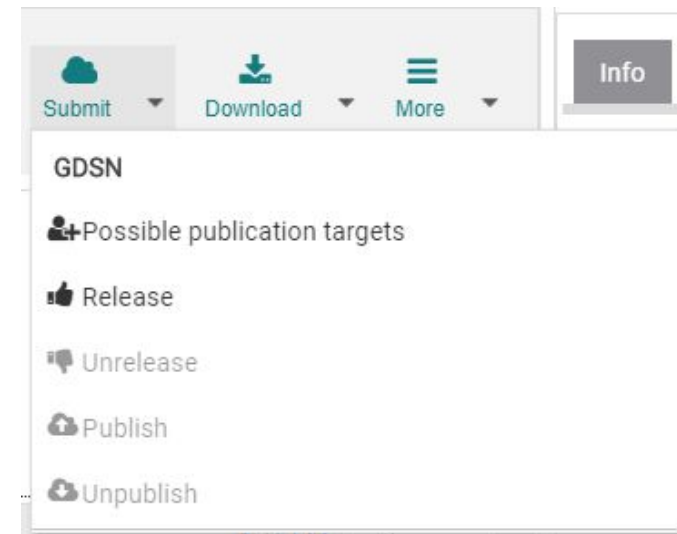
Release and Publish
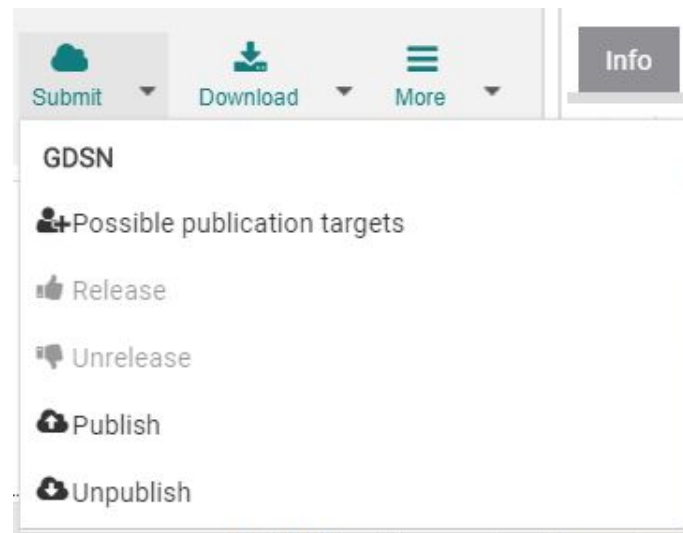
Publishing

1. If the created item is valid you can publish it to the recipient.
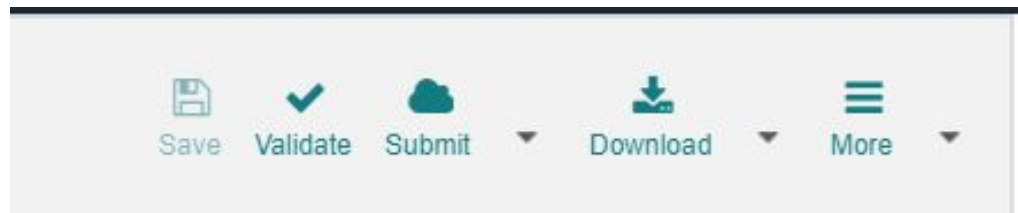
2. First you have to release the item by hitting the *Release* button that you will find in the Submit module.

3. After releasing the item, you can hit Publish and send it to the recipient. You will find the ETRC GLN in the publication target.

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Excel Functionality
Publishing

You have the option to use the Excel functionality in order to modify and upload your items.

We recommend to create an example and download it in excel.

You can add further items and upload the file afterwards.

Consider that the first three columns on every

tab need to be the same as also the order of the GTINs.

In order to download one or more items, you can mark them in the item list and hit Item Download Excel.

When you have finished entering your items in the excel template you can save the file and upload it into Publishing by hitting the *Upload* button.

For further detailed information on the Excel functionality please consult our Publishing manual.

Mobile Website

Mobile Website
Labelling Solution

- **Please make sure that the content you provide is accurate and up to date**

- **After you publish your valid item to the ETRC GLN the content will appear on the mobile website for the consumer to see the information.**

- **In order to view the item item on the mobile website please navigate to the digital
labelling solution**

- **Search for or scan your product**

- **In case you identify any missing information or if you want to correct your data you can go back to the data pool and update your item**