



# ETRC Quick Start Guide

1WorldSync Publishing

May 2020



# Quick Start Guide ETRC

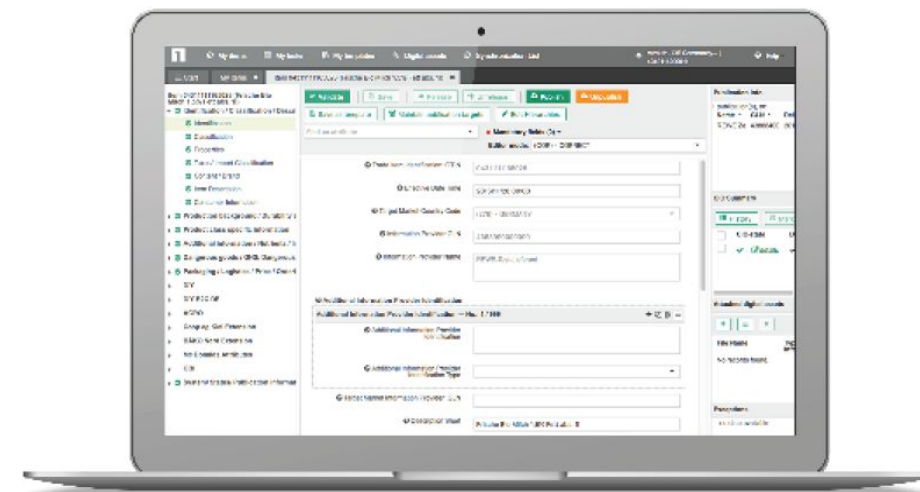
## Publishing

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](mailto: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)

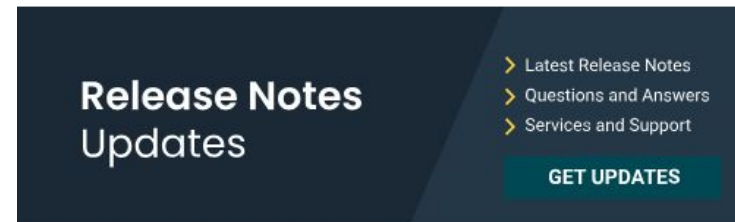


Username

GLN

Password

[Password forgotten?](#)



## 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

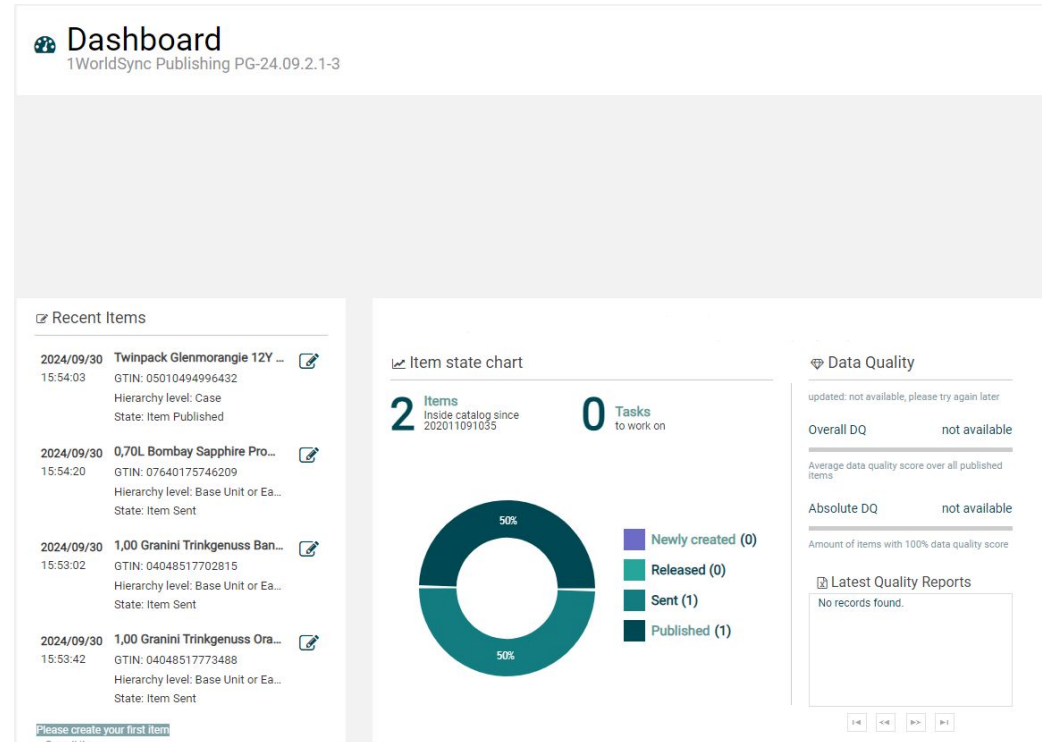
## Recent Items

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.

The screenshot shows a detailed view of the 'Item list' table. The table has columns for 'Thumbnail', 'Trade Item Identification: GTIN', 'Description Short', 'Target Market Country Code', 'Trade Item Unit Descriptor', 'Release St.', 'Publicatio...', 'CIC State...', and 'Last Change By User At'. The table contains 13 rows of data, each representing a different product. The first row is for 'Dennis Link2' with GTIN 04312122228733. The second row is for 'Pallet' with GTIN 0430000009995. The third row is for 'Mixed bag - Cassia' with GTIN 04315793145231. The fourth row is for '1 Mixed bag - Cassia' with GTIN 04358789966618. The fifth row is for 'Clarins Everlast 80031114 MUP' with GTIN 03658738376620. The sixth row is for 'Dior Vernis F735768 NAPO' with GTIN 03343332547124. The seventh row is for 'Sabine Merkmale Spielwaren' with GTIN 0430000004852. The eighth row is for 'Sabine Merkmale Süßwaren' with GTIN 0430000005910. The ninth row is for 'Cassia Süßware' with GTIN 04378989994419. The tenth row is for 'L'Occi AREA52 HDCR' with GTIN 04365465773521. The eleventh row is for 'Mars Mixed bag' with GTIN 04300111100009. The twelfth row is for 'Raf US32 ACC Color' with GTIN 08410113003508. The thirteenth row is for 'Sabine sort. Spielwaren' with GTIN 0430000005965. The table also includes a 'Feedback' button and a 'Download HR List' button at the bottom right.

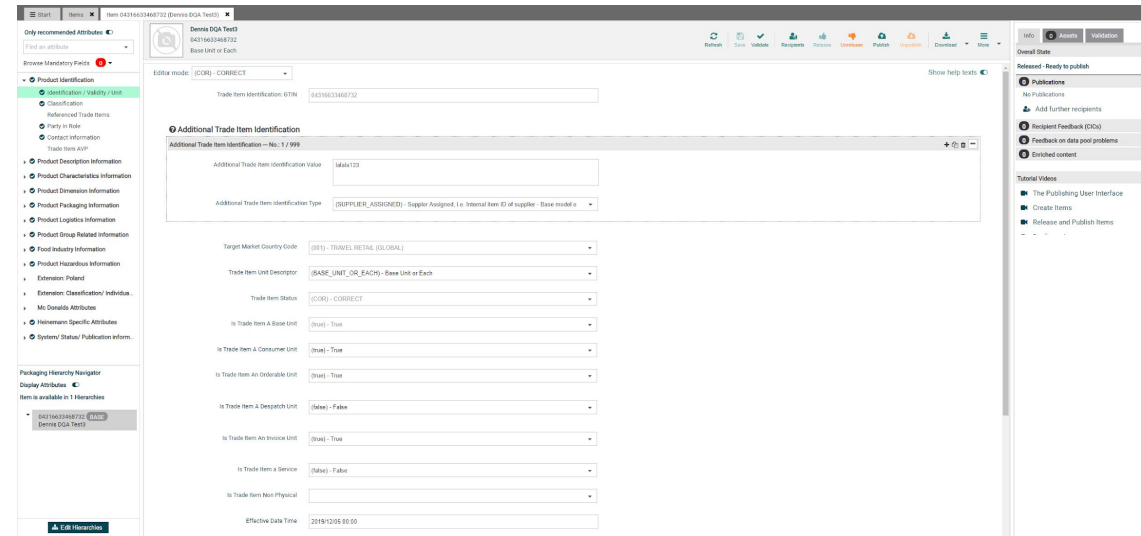
# Item Editor

## 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.



The screenshot shows the 'Item Editor' interface for a 'Dennis DQA Test' item. The main area contains several fields for trade item identification and status, including:

- Trade Item Identification: GTIN (4419633486732)
- Additional Trade Item Identification: Value (M44123) and Type (SUPPLIER\_ASSIGNED)
- Target Market Country Code (091) - TRAVEL RETAIL (GLOBAL)
- Trade Item Unit Descriptor (BASE\_UNIT\_OR\_EACH) - Base Unit or Each
- Trade Item Status (COR) - CORRECT
- Is Trade Item A Base Unit (Yes) - True
- Is Trade Item A Consumer Unit (Yes) - True
- Is Trade Item An Orderable Unit (Yes) - True
- Is Trade Item A Dispatch Unit (No) - False
- Is Trade Item An Invoice Unit (Yes) - True
- Is Trade Item A Service (No) - False
- Is Trade Item Non-Physical (No) - False
- Effective Date Time: 2019/12/05 00:00

### 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.



# 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

Dashboard  
1WorldSync Publishing PG-24.09.2.1-3

Item, Case, Asset  
**+ New**

Recent Items

- 2024/09/27 Food\_atrify\_TestItem  
16:29:37 GTIN: 07583617922017  
Hierarchy level: Base Unit or Ea...  
State: Published Item Update - ...
- 2024/07/19  
14:19:59 GTIN: 09774377491006  
Hierarchy level:  
State: Draft new item
- 2024/07/19 Green Sunglasses  
13:50:02 GTIN: 043177777777773  
Hierarchy level: Base Unit or Ea...  
State: Draft new item
- 2024/07/10 test p  
11:11:14 GTIN: 91891673498148  
Hierarchy level: Case  
State: Draft new item

Item state chart

1372 Items inside catalog since 202409271429

2 Tasks to work on

- Newly created (443)
- Released (706)
- Sent (22)
- Published (201)

## 2. In the item list

+ Create Clone Edit Validate Release Unrelease Publish Unpublish Publication targets Mark as done Delete

Select all rows on all pages

<input type="checkbox"/>	Overall State ^	Publica	Releas	CIC Sta	Trade Item Identification:	Information Provider GLN	Target
<input type="checkbox"/>	Draft new item				01867959875009	4004763145899	TRAV
<input type="checkbox"/>	Sent Item Update - pending Re	↓ ☁			00016251625145	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				00025172515237	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				10002615261521	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				00025142514246	4004763145899	TRAV
<input type="checkbox"/>	Item Published	☁	👍	✓✓	10002435241529	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				00002635261528	4004763145899	TRAV
<input type="checkbox"/>	Item Published	☁	👍	✓✓	10002635261525	4004763145899	TRAV
<input type="checkbox"/>	Item Sent	↓ ☁	👍		00026152615244	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				08472417543005	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				07347235945007	4004763145899	TRAV
<input type="checkbox"/>	Draft new item				06985828263001	4004763145899	TRAV

# 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.

Create item ✕

1. Item Basic Information **2. Identification** 3. Classification

GTIN   Use a template

GLN

Target market

Article Type  Base Item  Package Item

Select Receivers Next >



# Item Creation

## Publishing

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

Create item ✕

**1. Item Basic Information** 2. Identification 3. Classification

? Language for identification  ▼ You can add further languages later

---

? Description Short

? Trade Item Description

? Brand Name

? Functional Name

< Back Next >

# Item Creation

## Publishing

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

Create item ✕

**1. Item Basic Information** | **2. Identification** | 3. Classification

[Browse List](#)

or select manually

? Segment

? Family

? Class

Use this field to directly type in your GPC Brick Codes or to search for a product classification

? GPC / Brick

[Reset selection](#)

[< Back](#) [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.

The screenshot displays the GDSN item creation interface. The top navigation bar includes buttons for Save, Validate, Submit, Download, and More. The 'Submit' button is selected, and a dropdown menu is open, showing options: GDSN, Possible publication targets, Release, Unrelease, Publish, and Unpublish. The 'Possible publication targets' dialog box is open, showing a search bar with a '+ Add' button and a 'Search' button. Below the search bar is a table with three columns: GLN, Name, and a checkbox. The table contains three rows: 4004763236702, 5060777290009 (checked), and 4004763000006. The dialog also includes a 'Reset' button, a pagination control showing '1' of 3 results, and 'Save' and 'Cancel' buttons at the bottom.

<input type="checkbox"/>	GLN	Name
<input type="checkbox"/>	4004763236702	4004763236702
<input checked="" type="checkbox"/>	5060777290009	ETRC European Travel Retail Confederation Ltd
<input type="checkbox"/>	4004763000006	Gebr. Heinemann SE & Co. KG

# Item Creation

## Publishing

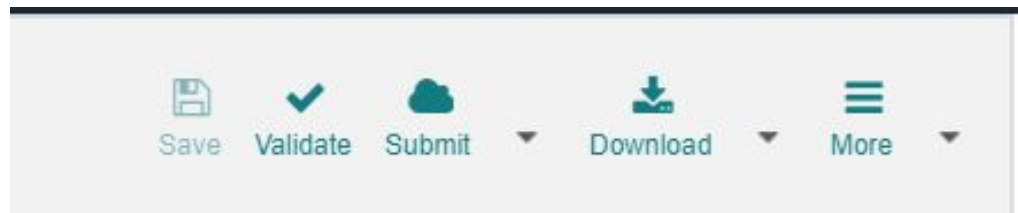
All attributes that have a red mark are mandatory attributes that need to be provided in order to create a valid item. Please start by populating the attribute Is Consumer Unit that can be set to either *True* or *False*. If you set the Is Consumer Unit attribute to true, then any validations relevant 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.

The screenshot displays the World Sync Item Creation interface. The main content area is titled 'Item 00027362537234 (Test)'. The 'Editor mode' is set to '(COR) - CORRECT'. The 'Trade Item Identification' section shows the 'Trade Item Identification: GTIN' as '00027362537234'. Below this, the 'Additional Trade Item Identification' section is active, showing a table with one entry: 'Additional Trade Item Identification Value' is '1234' and 'Additional Trade Item Identification Type' is '(SUPPLIER\_ASSIGNED) - Supplier Assigned, i.e. Internal Item ID of supplier - Base model o'. The 'Target Market Country Code' is '(001) - TRAVEL RETAIL (GLOBAL)'. The 'Target Market Subdivision Code' is empty. The 'Trade Item Unit Descriptor' is '(BASE\_UNIT\_OR\_EACH) - Base Unit or Each'. The 'Trade Item Status' is '(COR) - CORRECT'. The 'Is Trade Item A Base Unit' is '(true) - True'. The 'Is Trade Item A Consumer Unit' is '(true) - True'. The 'Is Trade Item An Orderable Unit' is '(false) - False'. The 'Is Trade Item A Despatch Unit' is '(false) - False'. The 'Is Trade Item An Invoice Unit' is '(false) - False'. The 'Is Trade Item a Service' is '(false) - False'. The 'Is Trade Item Non Physical' is '(false) - False'. The left sidebar shows a list of attributes, with 'Identification / Validity / Unit' selected. The right sidebar shows the 'Overall State' and 'Draft new item' section, with 'Publications' and 'Enriched content' visible.

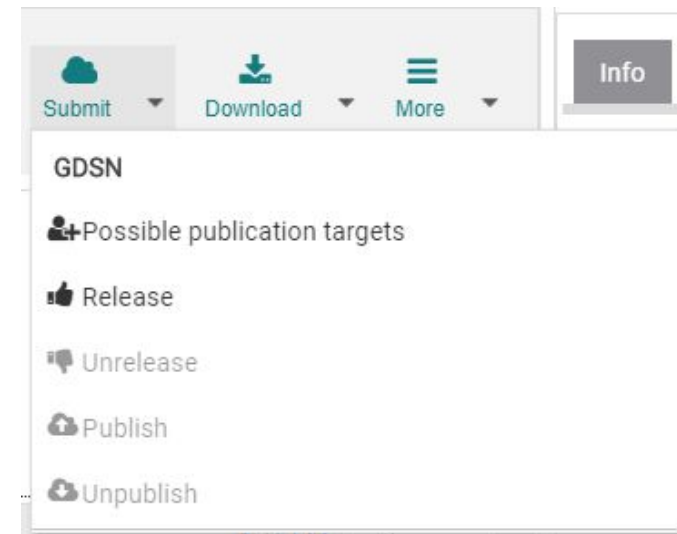
# Release and Publish

## Publishing

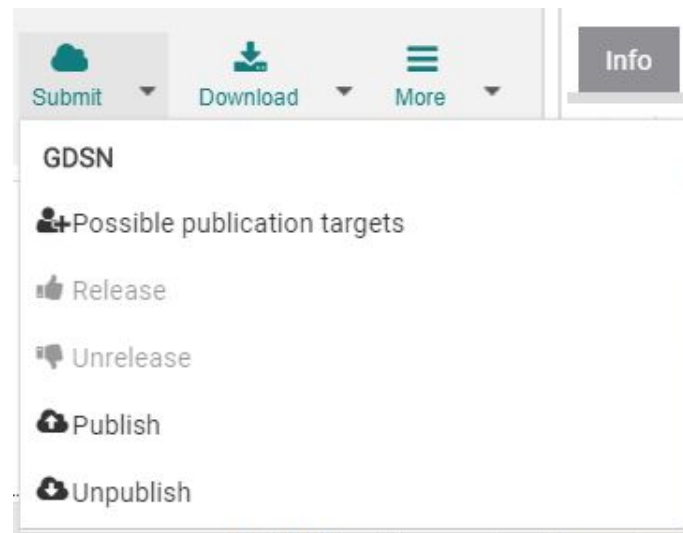
1. If the created item is valid you can publish it to the recipient.



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.



# 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.

Overall State ^	Publica	Releasi	CIC Sta	Trade Item Identification:	Information Provider GLN	Target Market Country Cd	Trade Item Unit Descripto	Trade Item Description ^	Information Provider Name	Trad
<input checked="" type="checkbox"/>				03239341773008	4004763145899	TRAVEL RETAIL (GLOBAL	Pallet	Pallet	Heinemann Test Supplier	ADD
<input type="checkbox"/>				03239341773022	4004763145899	TRAVEL RETAIL (GLOBAL		Test	Heinemann Test Supplier	ADD
<input type="checkbox"/>				01867959875009	4004763145899	TRAVEL RETAIL (GLOBAL	Base Unit or Each	Test Rigo	Heinemann Test Supplier	ADD

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 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**