



The Global Language of Business

Product Certification

Designate an Administrator



Product Certification

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GS1 Canada
1500 Don Mills Road, Suite 800
Toronto, Ontario, M3B 3K4
P 416.510.8039
P 1.800.567.7084
F 416.510.1916
E info@gs1ca.org
www.gs1ca.org

Overview

This document describes the procedure that an organization's myGS1 Administrator (or other authorized person) must take to designate an Administrator to manage their organization's Product Certification processes.

The Product Certification Administrator manages Product Certification processes, including adding Approvers and Reviewers to the service.

To review the Product Certification *Get Started Checklist*, visit the [Nutrition help page](#) or the [Pharmaceutical help page](#).

Designate an Administrator

To perform this function, you must already have administration access to myGS1.

You can designate an administrator for Product Certification - Nutrition and an administrator for Product Certification - Pharmaceutical. The same user can be the administrator for both services, provided that your company is subscribed to both services.

To prepare:

1. Open myGS1 using your email address and password.

Your myGS1 landing page appears.

If you have access to multiple companies or company divisions, to see the myGS1 Home page you must select a company from the drop-down list.

2. In the navigation panel, click User Management.

The User Management page appears.

To designate an administrator by adding a user:

1. In Select, choose ECCnet/ProSYNC.

All users for that service appear in a table.

2. Click Add User.

The Add User page appears.

3. Add information about the user.

Field names that show a red asterisk (*) are mandatory.

4. At the bottom of the form, choose at least one job function.

5. Click Save.

A success message appears.

6. To grant this user access to ECCnet or ProSYNC, in the success message window click Yes.

The user is added.

The User Profile page appears with the user information in multiple panels.

Note: To open the User Profile page from the User Management page, click the edit icon (✎) next to the login email address.

7. To add this user to a ProSYNC group, in the Access Management panel, click the expand icon (⊕).

The table shows existing roles and functions for the user.

8. In ECCnet/ProSYNC, in the Action column click Edit.

The Roles and Permissions panel appears.

9. Click an appropriate role radio button.

Permission check boxes for that role are enabled.

10. Select a check box for the appropriate Product Certification Administrator permission.

You can select multiple permissions.

11. In the Roles and Permissions panel click Save.

A message appears telling you that an email will be sent to this user.

12. Click Proceed.

In the User Profile page, in the Access Management table, the revised user role and function appear.

13. In the User Profile page, click Save.

In the User Management page, the added user appears in the table of users for the selected tool or service.

To designate an administrator by editing a user:

1. In Select, choose ECCnet/ProSYNC.

All users for that service appear in a table.

2. Locate a user.

3. To manage roles for the selected user in the same location, in the Role column, click the Edit icon (✎).

The Roles and Permissions panel appears below the selected user.

4. Follow instructions in steps 9 to 13, above.

The selected user has been designated as Product Certification Administrator.

ECCnet/ProSYNC User Groups

Placing a user in an ECCnet/ProSYNC user group affects the types of permissions that can be assigned to this user from the ProSYNC user interface.

- Super User - Manages user information, user groups and company information. Sets user permissions. Can perform product data management (add, edit, etc.) and publish to trading partners.
- Security Admin - Manages user information, user groups and company information. Sets user permissions. Can view product information and cannot edit or publish to trading partners.
- User Group - Can perform product data management and publish to trading partners. Sets user permissions. Manages user groups.
- View Only - Can view company information, user information, user group information and product information. Cannot edit product information or publish to trading partners.

Next Steps

After you have designated someone as the Product Certification Administrator, the system sends a notification email.

The designated administrator receives an email from GS1 Canada with a link to begin the subscription process for the service. Part of this process includes reviewing and accepting the service agreement. To complete the subscription process, the administrator receives a welcome email from the system and a second email with a temporary password. After that, the administrator is ready to log into the system and complete certification activities as well as manage additional users.

For more information on the general Product Certification sign-up procedure, go to the *Get Started Checklist*, visit the [Nutrition help page](#) or the [Pharmaceutical help page](#).

For assistance with designating an Administrator in ECCnet ProSYNC, contact GS1 Canada at 1.800.567.7084 or email ECCnetSupport@gs1ca.org.