



The Global Language of Business

Product Certification

Pharmaceutical Content User Guide

Version 4.3.10



Product Certification

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Published in Canada 2023-05

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About this Document

This document describes how to review and certify products in the Product Certification tool. It is intended for individuals designated as Reviewers or Approvers in the process. There is also a chapter that describes administrative functions.

Introduction

Developed as part of the ECCnet Next Generation initiative in collaboration with industry and as a result of user feedback, Product Certification is a standardized data excellence tool that consolidates ecommerce, nutritional and pharmaceutical content certification processes within a single tool.

Product Certification enables multiple internal stakeholders and subject matter experts to certify all content in one user interface for multiple business processes, helping to improve data quality.

Product Certification enables brand owners to certify the accuracy and completeness of attribute values in the following product data areas:

- Core product details
- Pharmaceutical identification
- Descriptions for handling, storage conditions, markings, shape, colour and flavour
- Other product information (data that further describes the product, its product classification, measurements and extended description)

System Requirements

Product Certification is optimized for your desktop Internet browser. Supported browsers include Google Chrome and Mozilla Firefox.

Subscribing to Product Certification

To be a Reviewer or Approver subscribed to this tool, your Product Certification Administrator must set you up in the system.

For an overview of the Product Certification subscription process, see the *Product Certification Checklist* in the [Help Library](#).

Load Products into the Tool

If you have products loaded in ECCnet Registry and they do not appear in the Product Certification tool, it is likely because the products do not have an image in the system. Submit these products to GS1 Canada to be captured.

For more information about the Product Certification process, see the *Product Certification Checklist* in the [Help Library](#).

Quick Start

This chapter describes quick start procedures for Reviewers and for Approvers.

Note to Administrators

As the designated Product Certification Administrator, review the *Get Started Checklist* to ensure your organization is registered for this tool and your users are activated in the system. See the *Product Certification Checklist* in the [Help Library](#).

Reviewer Quick Start

To open the Product View page, in Search Products find a product with "Verified" status and click the product. By default, the product view page shows the Core Product view.

Steps:

1. In the Core Product view, review the values in each attribute field to ensure they are complete and accurate.

Data should always match the information shown in the images representing the product packaging and labels.


To help view image details, use the image icons to rotate an image, zoom in or out or view the image in a separate window. To view the whole image in the image area, click the home icon.

2. If you find incorrect data or images, in the button commands bar, click Reject. Follow Reject instructions in step 7.
3. If all content is complete and accurate, click Save.

A success message appears.

The icon to the left of the progress bar indicates that you are certifying pharmaceutical content. A green circle with a check mark appears next to the progress bar on the current view page, indicating that you have reviewed the page contents. As well, the progress bar increases, indicating the amount of work you have done so far on this product.

When the progress bar shows 100%, the product review is complete.

4. To open the list of product views, hover the mouse pointer over Product View choices ()

5. Continue with each of the following views, reviewing every field in each case. In some views, you can add information in editable fields:

- Pharmaceutical Identification
- Pharmaceutical Other
- Product Other

For each view that holds correct data and images, click Save. To save content in all views, click Save All.

6. To finish your review, in Product View choices, click Review and Certify.

The Review and Certify page appears.

7. In the Review and Certify page, you can change product status to Rejected or Reviewed.

Change Product Status to Rejected

If you find incorrect product data or images, do the following:

a. In Change Product Status to, click Rejected.

The Rejection Reason panel appears.

b. In Rejection Reason, choose a reason.

The Reject button is enabled.

c. Optionally, in Rejection Comment, add your comments.

If you choose "Other" in Rejection Reason, this field becomes mandatory.

A rejected product will be fixed faster if you supply all the needed information.

A message from Rejection Comment appears in the Status History view.

d. Click Reject.

A confirming message appears.

The product status appears as "Rejected".

Change Product Status to Reviewed

You are ready to change the product status when the progress bar shows 100%.

a. In Change product status to, click Reviewed.

A message box confirms that the product status will be changed.

b. Click OK.

Current Status shows "Reviewed".

To return to the Search Products page, click Back ().

For a Reviewed product, in the My Product Status page list, the Status appears as "Reviewed". The Approver receives an email notification that the product is available for certification.

Approver Quick Start

To open the Product View page, in Search Result find a product with "Reviewed" status and click the product. The progress bar should show 100% and each Product View page should show a green check mark icon that indicates mandatory values are verified as complete. The icon to the left of the progress bar indicates that you are certifying pharmaceutical content.

By default, the product view page shows the Core Product view.

Steps:


1. In the Core Product view, review the values in each attribute field to ensure they are complete and accurate.

Data should always match the information shown in the images representing the product packaging and labels.

To help view image details, use the image icons to rotate an image, zoom in or out or view the image in a separate window. To view the whole image in the image area, click the home icon.

2. If you find incorrect data or images, under the progress bar, click Reject.

Follow Reject instructions in step 6.

3. To open the list of product views, click Product View choices ()

4. Continue with each of the following views, reviewing every field in each case:

- Pharmaceutical Identification
- Pharmaceutical Other
- Product Other

5. To finish your review, in Product View choices, click Review and Certify.

The Review and Certify page appears.

6. In the Review and Certify page, you can change product status to Rejected or Certified.

Change Product Status to Rejected

If you find incorrect product data or images, do the following:

- a. In Change Product Status to, click Rejected.

The Rejection Reason panel appears.


- b. In Rejection Reason, choose a reason.
The Reject button is enabled.
- c. Optionally, in Rejection Comment, add your comments.
If you choose "Other" in Rejection Reason, this field becomes mandatory.
A rejected product will be fixed faster if you supply all the needed information.
A message from Rejection Comment appears in the Status History view.
- d. Click Reject.
A confirming message appears.
The product status appears as "Verified Rejected".

Change Product Status to Certified

You are ready to change the product status after you have reviewed all values in each view.

By changing the product status to "Certified", you take full responsibility for ensuring the accuracy and completeness of product images and data.

- a. In Change product status to, click Certified.
A message box confirms that the product status will be changed.
- b. Click OK.
A success message appears.
Current Status shows "Certified".

To return to the Search Products page, click Back ()

For a Certified product, in the My Product Status page list, the Status appears as "Certified".

Log In for the First Time

If you have never logged into myGS1 before, or if you have received an Account Updated email, to log in to Product Certification for the first time as a Reviewer or Approver, you must have received a Welcome email from GS1 Canada. This email gives you the instructions to log in for the first time.

To open subsequent sessions of Product Certification, you will use an email address and password.

Steps:

1. To open the login page, go to <https://www.gs1ca.org/login.asp?>.
2. Enter your email address and password.

If you have forgotten your password, click **Forgot Your Password** and follow the instructions.

3. Click **Login**.

After you log into myGS1, your landing page appears.

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

After you have selected a company or company division, or if you have access to only one company, the myGS1 Home page appears.

The My Tools panel displays a link to each GS1 Canada tool to which your company is registered.

To open Product Certification, click the link.


The My Product Status page appears.

To close Product Certification and return to myGS1, in the top right corner of the page, click myGS1.

Product Certification Workspace

After you log in, the My Product Status page appears. For a description of actions that you can take on the My Product Status page, see "Product Management" ([page 11](#)).

The top right corner of the workspace shows the following controls:

- Language – Toggle language between English and French. Note that when you change the language, the user interface resets itself and the My Product Status page appears.
- Certification Type - The icon on this field represents the type of content that you are certifying (for example "Pharmaceutical Content" ()). If you have permission to access only one type of content, this field is disabled.
- Helpful Information – Open the drop-down menu for links to the following:
 - Help Resources
 - Contact Us
- User Information – Open the drop-down menu to verify your company name, Global Location Number (GLN), email address and your user role. For a description of User Settings, see "Profile Management" (below).
- myGS1 - Close Product Certification and return to myGS1.

Profile Management

The following table describes roles that are assigned within your organization.

Role	Description
myGS1 Company Administrator	Designates a user as Product Certification Administrator to manage the Product Certification users.
Product Certification Administrator (Admin)	Manages Product Certification users.
Reviewer	Validates all product images and related product information for products listed in Product Certification tool. Adds Descriptions and Other Product Information.
Approver	Certifies the product after it has been reviewed by the Reviewer. Upon certification, the images and data for a given product are ready to be published to trading partners based on current ECCnet publication rules.
Viewer	Views attribute field values and cannot edit, validate or certify products.

Navigation


A column on the left of the page shows a menu for Product Certification navigation.

To view navigation commands, hover your mouse pointer over each icon. A command menu appears, from which you can select a page, an action or a report.

Navigation commands allow you to jump to an area used for a specific purpose. The next chapters of this user guide describe functions that you can perform in each of the following areas:

- Product Management
- Administrative Reports
- System Functions (available only to the Product Certification Administrator)

Product Management


Navigation commands allow you to jump to an area used for a specific purpose. To open the Product Management menu, hover your mouse pointer over the Product Management icon (). Depending on your user permissions, the following navigation commands might appear in the Product Management group:

- My Product Status
- Search Products

- Archive Products
- View Archived Products

Note: For instructions on how to select a product for review, see "Search Products" ([page 12](#)).

My Product Status

The My Product Status page appears by default after you log in. To open the My Product Status view from another page, hover your mouse pointer over the Product Management icon () and select My Product Status.

The My Product Status page shows the company name (Name of Brand Owner) and the GLN (Global Location Number) associated with your login email address. If you have access to more than one brand owner, those names also appear in the table. Contents of the table are sorted by Name of Brand Owner.


If you have a large list of brand owners, to help find a specific brand owner, use the controls at the top of the table:



- Previous/Next - To view the next page in sequence, click the right arrow (>). To view the previous page, click the left arrow (<).
- Total Number of Items Per Page - To change the number of items per page, select a number. If the number that you select shows more than the page can hold, use the scroll bar on the right edge to scroll up and down the list.
- Filters - To make the list shorter, use filters at the top of Name of Brand Owner and GLN columns. For example, in the GLN column, enter a few numbers of a GLN and the list changes to show all companies with a GLN that match the pattern.

Drill Down

For each brand owner, the table shows the total number of GTINs and a breakdown of products in various states of product certification, for example Rejected, Verified, Reviewed and Certified. In each of these columns, click the value to show the Search Results page with a list of products from the specified brand owner and in the specified certification state.

Search Products

To open the Search Products page, hover your mouse pointer over the Product Management icon () and select Search Products.

The Search Products page contains a Search Products panel and a table that shows all products under your control. To maximize the display of the product table, you can hide the Search Products panel by clicking anywhere on the top of the panel. The right side of the Search Products panel shows an icon that tells you whether you can hide () or show () the panel.

The Search Products panel contains attribute fields that you can use as search criteria. In Product Name, GTIN and GLN fields, you can specify part of the value and search for GTINs that contain that value. You must specify at least three characters to create a search query.


To clear all search criteria values, click Reset.

After you specify values for search criteria, click Search.

Results of the search appear in the product table.

Search Result

After you click Search, the product table shows a list of products that match the specified search criteria.

In the product table, GTINs that are discontinued show the discontinued icon ().

If there is a large number of GTINs in this list, to help find a specific GTIN, use any of the following controls:

- Sort the list - To re-sort the list by a column, click the column header. The arrow in the column header indicates whether the sort order is ascending or descending. To change the sort order, click the column header a second time.
- Previous/Next - To view the next page in sequence, click the right arrow (>). To view the previous page, click the left arrow (<).
- Total Number of Items Per Page - To change the number of items per page, select a number. If the number that you select shows more than the page can hold, use the scroll bar on the right edge to scroll up and down the list.

To hide the Product Search panel and display more search results, click Hide ().

Actions in the Product Table

After you have done a search, you can perform actions on the products that appear in the table. Commands for these actions appear in two places in the table:

- Open Product View - Click anywhere on the product line from the GTIN to the end of the line.
- Select a Product Version – If your product search includes "All Versions", the most current version appears in the list with a light yellow background and alternate versions appear below it with a white background. To differentiate between product versions, view the System Version and Date Updated values.

Product Certification Status

Products listed in the products table show a Product Certification status:

- Verified – Product data and related images have been successfully loaded into Product Certification and are ready for review.
- Reviewed – Product data and related images are ready for Approvers.
- Certified – Products have been certified by Approvers.
- Verified Rejected - Product is rejected by the Approver due to errors that require updates or need further investigation by the Reviewer.
- Rejected – Products rejected by the Reviewer due to errors that require updates to view-only field values or values that need further investigation by GS1 Canada.

Product View

To view details of a product, in a product list, click the product. The Product View page appears. By default, the Core Product view appears.



To return to the previous page, in the Product View navigation bar, click Back ()



Under the page title and on the right side of the page, the progress bar appears.

To view details of the certification progress, click the progress bar. The list that appears shows a green circle with a check mark for each view that has been reviewed and saved. As well, to jump to a specific view, select it in the list.

A reference product description appears under the view page title. This description shows pieces of information:

- Product Name
- GTIN
- System Version Identifier

While you are viewing product details in one view, you can click the right arrow () to view the same view in the next product in the product list or the left arrow () to view the previous product in the list.

If the search results list displays more than one version of a GTIN, you can use the right arrow () or left arrow () to compare Product View details over multiple different versions.

Under the reference product description, there is a command button bar with the following buttons:

- Previous - Open the previous Product View page.
- Save - Approve details on this view.
- Next - Open the next Product View page.
- Save All - Approve details on all views for this product.


When you click Save All, if all mandatory fields do not contain a value, a message appears indicating which view requires action. After you take action, click Save All again.

- Reject - Open the Review and Certify page, which presents you with the option to reject the product. For more information about rejecting a product, see "Review or Certify a Product" ([page 23](#)).
- Cancel - When you add details in a product view (for example, Allergens, Certification Claims or Product Claims), you can clear all un-saved fields with Product Certification input.

Image Viewer



When viewing a packaging level or component, attribute values from the selected level appear in the middle of the view. Check that these values are accurate.

There are four ways to change the view of product packaging levels and components:

- In the Pharmaceutical Identification view, at the top left of the view, the first level (outer packaging) is the default level (). This example of the indicator shows that you are viewing details for the first level and there are four levels in total.

By default, the Component Level is "Outer Packaging", the Component Type value is "Product" and the image panel shows the front-facing image.

To change to a different level, click the double arrow buttons. When you click Next (») or Previous («), the packaging and component level number changes, various attribute values might change and the image changes to show the selected level.

- Use the Image Viewer mode () to view images of the selected packaging level or component and the Image Levels View () to view all images of packaging and components.

In Image Levels View, to view details of an image, click it. The image appears in Image Viewer mode. Use controls at the bottom right of the image to pop the image out into a separate window, zoom in, zoom out or rotate the image.

If there are lots of images for your product, use Image Viewer and Image Levels modes along with the view filter (described below) to reduce the number of image choices.


- In the top right corner of the viewer panel, use the view filter to view images from only the level that you want.

Open the drop down to select a packaging or component level. After you select a level, if you are in Image Viewer mode, the level number indicator changes and the image changes to reflect your choice. If you are in Image Levels mode, you can view thumbnails from only the selected level.

- Image thumbnails appear in two places:
 - In Image Levels mode, thumbnails appear in a hierarchy display.
 - In Image Viewer mode, thumbnails appear across the bottom of the viewer panel. You can see between four and six thumbnails at a time. To view other thumbnails, scroll to the right.

When you click a thumbnail, the view changes to display the selected image.


Viewing Different Levels and Components

Product content is grouped into various views. You can complete the work in these views in any order. Descriptions of view contents appear in the following topics, in the order of the views from top to bottom. To see the view menu, hover your mouse pointer over the Product View icon ():

- Core Product
- Pharmaceutical Identification
- Pharmaceutical Other
- Product Other
- Review and Certify
- Status History

Note: To change views, you can also click the progress bar and select a view from the drop-down list.

Core Product

To open the Core Product view, hover your mouse pointer over the Product View icon () and select Core Product.

The image panel shows all levels of product packaging and pharmaceuticals. To review or approve details, use the view filter in the top right corner and choose various elements.


1. Review the information in all fields.
 - Mandatory fields are marked with a red asterisk (*).
2. As a Reviewer, after you have reviewed the values in all fields in this tab, click Save.

A success message appears.

The icon to the left of the progress bar indicates that you are certifying pharmaceutical content. A green circle with a check mark appears next to the progress bar on the current view page, indicating that you have reviewed the page contents. As well, the progress bar increases, indicating the amount of work you have done so far on this product.

When the progress bar shows 100%, the product review is complete.

Pharmaceutical Identification

To open the Pharmaceutical Identification view, in Core Products view, click Next, or hover your mouse pointer over the Product View icon () and select Pharmaceutical Identification.

At the top of the page, you can see the Drug and Health Product Number and Drug and Health Product Type.

To view details that show the AHFS Classification Codes and Active Ingredients list, in this box click Show.

The Product Packaging: Levels and Components section can show levels of packaging and all components contained within the outer packaging. Components might be medical devices, pharmaceuticals, etc. There might be an image or several images of all packaging levels and components available to view. If this product contains multiple components, you can review each of them separately.

Here is a simple example with four levels of packaging and components:

- The first level is the outer packaging that is a box containing a 30-day supply of medication on six cards.
- The second level is the first inner and is one of the cards that contains five doses of medication in a blister pack.
- The third level is the second inner and is an information peel with dosing instructions. The peel also shows the lot number and expiry date for the medication.
- The fourth level is a single dose of the medication.

When you are viewing an image, the facing type appears in the bottom left corner inside the viewer and the file name appears in the bottom left corner outside the viewer. To quickly understand the level of packaging and what component you are viewing, there is a code applied to the file name of the image. It is a three-digit code and each digit tells you something about the image.

Elements of the code are as follows:

- The first digit describes the packaging hierarchy level.
- The second digit describes the component number within the level.
- The third digit describes the component type. Component types are:
 - 0 = Product
 - 1 = Peel
 - 2 = Accessory
 - 4 = Dosage/Oral solid

The table below gives some examples of how the code is used.

Code	Description
110	First level, first component, product
210	Second level, first component, product
311	Third level, first component, peel
414	Fourth level, first component, dose

The image panel shows all levels of product packaging and pharmaceuticals. To review or approve component details, use the view filter in the top right corner and choose various elements.

Information in this tab is presented with a panel for each unique DIN. Each panel can be used for a specific identifier for each active ingredient.


1. Review the information in all fields.
Mandatory fields are marked with a red asterisk (*).
2. To expand an active ingredient panel, click Show.
To collapse an expanded panel, click Hide.
3. As a Reviewer, after you have reviewed the values in all fields in this tab, click Save.

A success message appears.

The icon to the left of the progress bar indicates that you are certifying pharmaceutical content. A green circle with a check mark appears next to the progress bar on the current view page, indicating that you have reviewed the page contents. As well, the progress bar increases, indicating the amount of work you have done so far on this product.

When the progress bar shows 100%, the product review is complete.

Pharmaceutical Other

To open the Pharmaceutical Other view, in Pharmaceutical Identification view, click Next, or hover your mouse pointer over the Product View icon () and select Pharmaceutical Other.

The Pharmaceutical Other view displays data that further describes the pharmaceutical, its handling, storage conditions, markings, shape, colour and flavour. As well, you can view an image of the product.

The image panel shows all levels of product packaging and pharmaceuticals. To review or approve details, use the view filter in the top right corner and choose various elements.

1. Review the information in all fields.

Mandatory fields are marked with a red asterisk (*).


2. As a Reviewer, after you have reviewed the values in all fields in this tab, click Save.

A success message appears.

The icon to the left of the progress bar indicates that you are certifying pharmaceutical content. A green circle with a check mark appears next to the progress bar on the current view page, indicating that you have reviewed the page contents. As well, the progress bar increases, indicating the amount of work you have done so far on this product.

When the progress bar shows 100%, the product review is complete.

Product Other

To open the Product Other view, in Pharmaceutical Other view, click Next, or hover your mouse pointer over the Product View icon () and select Product Other.

The Product Other view displays data that further describes the product, its product classification, measurements and extended description.

The image panel shows all levels of product packaging and pharmaceuticals. To review or approve details, use the view filter in the top right corner and choose various elements.

To help you read small text or markings in the image, you can zoom the image in or out. Use the zoom in or zoom out icons. To view the whole image in the image area, click the home icon.

To change to another image - for example, to view a different angle of the image - click the image thumbnail in the image browser.

1. Review the information in all fields.

Mandatory fields are marked with a red asterisk (*).


2. As a Reviewer, after you have reviewed the values in all fields in this tab, click Save.

A success message appears.

The icon to the left of the progress bar indicates that you are certifying pharmaceutical content. A green circle with a check mark appears next to the progress bar on the current view page, indicating that you have reviewed the page contents. As well, the progress bar increases, indicating the amount of work you have done so far on this product.

When the progress bar shows 100%, the product review is complete.

Review and Certify

To open the Review and Certify page, hover your mouse pointer over the Product View icon () and select Review and Certify.

The Review and Certify page is for Reviewers to change the product status to "Reviewed", and for Approvers to change the product status to "Certified".

The page shows a panel that allows you to change the product status.

If the progress bar is not at 100%, you cannot change product status for that certification type. Click the progress bar to view a list of product views. Each view should show the green check mark that indicates it has been reviewed and saved.

To close the list of product views, click anywhere outside the list box.


The panel shows the following information:

- Current Status
- Previous Status
- Last Status Change Date
- Last Status Updated By
- Alternate Product Versions - If alternate product versions exist, the number of versions appears beside the button label. To archive alternate versions, click Archive. For more information about this function, see "Archive Products" ([page 21](#)).

Changing Product Status

You can arrive at the Review and Certify page as a Reviewer to change product status to "Reviewed" or as an Approver to change product status to "Certified". For more details about the actions for various user types, see "Reviewers: Complete your Review" ([page 24](#)) or "Approvers: Certify the Product" ([page 25](#)).


Status History

To open the Status History view, hover your mouse pointer over the Product View icon () and select Status History.

The Status History view shows all status changes for the product, including a date and time stamp and user name for each product status change.

Archive Products

There are two ways to open the Archive Products page:




- From the My Product Status page or the Search Products page, hover your mouse pointer over the Product Management icon () and select Archive Products.
- From the Review and Certify page, for a Certified or a Reviewed product with alternate versions of that product, click Archive.

Normally, certified product content is available for your trading partners to see in your catalogue. After you archive a product, product details are no longer shared with your trading partners.

To archive a product, you must be logged in as either Reviewer or Approver.

The Archive Products page appears, showing a list of unarchived products. If you have opened this page from the Review and Certify view, the list shows alternate unarchived versions of the current version of a product.


Steps:

1. To help find products in the list, you can arrange and filter the list in many ways. For help with finding products, see "Search Result" ([page 13](#)).
2. To view an alternate version of a product, do the following:
 - a. To view all versions of a product, in Version Type, select All Versions and click Search.
 - b. In the product table, click the down-arrow () to the left of the GTIN. The list expands to show alternate versions. The most current version of the product shows an up-arrow () and alternate versions show the same GTIN in a list below the current version.
3. To view product details, click the product and view the Product View page. To return to the Archive Products page, in the Product View navigation bar, click Back ().
4. To select multiple products in the product table, select the check box next to each product. Next to the Date field, the number of products selected changes and the Archive button is enabled.
5. Click Archive. A confirming message appears.

Selected products are removed from the product list.

If you opened the Archive Products page from Review and Certify, to return to the Review and Certify page, click Back to Review and Certify.

View Archived Products

To open the View Archived Products page, hover your mouse pointer over the Product Management icon () and select View Archived Products. The Archived Products page shows a list of products.

To find archived products in the list, use Search Products. This panel contains attribute fields that you can use as search criteria. When you click Search, the Search Result panel shows a list of GTINs that match the specified search criteria. To clear all search criteria values, click Reset. To hide this panel, click Hide.

To help find products in the list, you can arrange and filter the list in many ways. For help with finding products, see "Search Result" ([page 13](#)).


Unarchive a Product

You must have the Approver role to restore or "unarchive" a product.

To restore an archived product, open it. In the Core Product view, find the Archived State attribute and change the value to "Unarchived".

The product is restored.

Administrative Reports

As a brand owner, you can open the Administrative Reports menu to generate a report. To open the Administrative Reports menu, hover your mouse pointer over the Administrative Reports icon ()

Product Data

In Administrative Reports, select Product Data. The Product Data Report page appears. You can select groups of data for your report. Data is extracted from the Product Certification tool and placed into an Excel spreadsheet.

Steps:

1. If you have access to multiple companies, in Brand Owner, you can select company names:
 - a. To select a single company, select the check box next to a company name.
The name of the selected company appears in the field.

- b. To select multiple companies, select check boxes next to multiple company names.
The word "Multiple" appears in the field.
 - c. To select all companies, select the check box next to the word "All".
The word "All" appears in the field.
2. In Data, you can select the type of data that will appear in your report:
 - a. To select a single data view, select the check box next to a data view name.
The name of the selected data view appears in the field.
 - b. To select multiple data views, in Data, select check boxes next to multiple data view names.
The word "Multiple" appears in the field.
 - c. If you select all data view names, the word "All" appears in the field.
4. To extract data from only the most recent product versions, in Version select Most Recent Versions.
5. You can choose to include optional data in the report:
 - Archived products
 - Discontinued products
 - Multiple nutrition sets and components
5. Click Extract.
A confirming message appears.
Data is extracted and the report is generated and sent to you by email.

After you receive the email message, you can open and view the report results.

Review or Certify a Product

About the Reviewer and Approver Roles

As a Reviewer, you select products with the status "Verified" and review product images and all related content on core product information, pharmaceutical identification information, other pharmaceutical information and other product information. After you complete your review and if you are satisfied that all data is complete and accurate, you change the status to "Reviewed".


As an Approver, you review and then certify products with the status "Reviewed". After you are satisfied that all details are complete and accurate, you change the

product status to "Certified". After a product is certified, the certified content and images for the product are ready to be published to trading partners.

For help with performing a product review, see "Quick Start" ([page 6](#)).

Reviewers: Complete your Review

As a Reviewer, if you have reviewed content in all product views, and are satisfied that all information is accurate and complete, do the following:


1. In Product View, hover your mouse pointer over the Product View icon () and select Review and Certify.

The Review and Certify page appears.

If the progress bar does not show 100%, the only option available in Change Product Status to is "Rejected".


If the progress bar shows 100%, the buttons enabled in Change Product Status to are "Reviewed" and "Rejected".

2. To change product status to "Rejected", do the following:
 - a. In Change Product Status to, click Rejected.
The Rejection Reason panel appears.
 - b. In Rejection Reason, choose a reason.
The Reject button is enabled.
 - c. Optionally, in Rejection Comment, add your comments.
If you choose "Other" in Rejection Reason, this field becomes mandatory.
A rejected product will be fixed faster if you supply all the needed information.
A message from Rejection Comment appears in the Status History view.
 - d. Click Reject.
A confirming message appears.
The product status appears as "Rejected".
3. To change product status to "Reviewed" and send a message to the Approver, do the following:
 - a. In Change product status to, click Reviewed.
A message box confirms that the product status will be changed.
 - b. Click OK.
A confirming message appears and Current Status appears as Reviewed. A message is sent to the Approver.
As well, the Archive button is enabled. For instructions on this function, see "Archive Products from the Review and Certify View" ([page 26](#)).

To return to the Search Products page, in the Product View navigation bar, click Back ()

Approvers: Certify the Product

As an Approver, if you have reviewed content in all product views, and are satisfied that all information is accurate and complete, do the following:

1. In Product View, hover your mouse pointer over the Product View icon () and select Review and Certify.

The Review and Certify page appears.

If the progress bar does not show 100%, the only option available in Change Product Status to is "Rejected".

If the progress bar shows 100%, the buttons enabled in Change Product Status to are "Certified" and "Rejected".

2. To reject this product, and send a message to the Reviewer, do the following:

- a. In Change Product Status to, click Rejected.

The Rejection Reason panel appears.

- b. In Rejection Reason, choose a reason.

The Reject button is enabled.

- c. Optionally, in Rejection Comment, add your comments.

If you choose "Other" in Rejection Reason, this field becomes mandatory.

A rejected product will be fixed faster if you supply all the needed information.

A message from Rejection Comment appears in the Status History view.

- d. Click Reject.

A confirming message appears.

The product status appears as "Verified Rejected".

The product appears in the Reviewer's work queue.

3. To change product status to "Certified", do the following:

- a. In Change product status to, click Certified.

A message box confirms that the product status will be changed.

- b. Click OK.

A confirming message appears and product status appears as "Certified".

To return to the Search Products page, click Search Products.

Archive Products from the Review and Certify Page

As an Approver, if there are alternate unarchived versions for this product you can archive them conveniently after you have certified the current version.

In the box under Change Product Status to, you can view the current status for this certification type, Change Date and Last Status Update User Name.

In this box, the Archive button label in Alternate Product Versions shows how many alternate versions of the current product exist in the system. In some cases, you want to keep all alternate product versions available. At other times, for example if there are multiple alternate versions, you might want to archive alternate product versions.

To archive alternate product versions, in Alternate Product Versions click Archive. The Archive Products page appears, showing the list of alternate versions of the current product. Here you can archive the product versions that will no longer be used.

For help with archiving products, see "Archive Products" ([page 21](#)).

Frequently Asked Questions About Product Views

Why are certain fields view-only and un-editable?

If you cannot edit a field, it is because of one of the following reasons:


- Your user role does not have data edit permissions.
- The field is a unique identifier of the product (for example, a GTIN or GLN).

To ensure the integrity of content that has been captured on your behalf, you cannot edit product attribute values in Product Certification that are sourced from ECCnet Registry.

System Functions

As an Administrator, you can manage user profiles and grant or revoke access to Product Certification. On the User Management page, you can view and configure profiles for all users associated with your company name.

User Management for Product Certification

To open User Management, you must have administrator permissions. In the navigation bar, hover your mouse over System Functions () and select User Management.

The myGS1 User Management page appears. Users that you add here will have access to myGS1 and, optionally, can be used for other GS1 Canada tools and services.

Instructions for user management appear in the .

Troubleshooting

How do I contact GS1 Canada?

For assistance, please contact GS1 Canada at 1.800.567.7084. For Product Certification support or general GS1 Canada queries, email info@gs1ca.org.

Glossary

Administrator	Person who adds and maintains Reviewers and Approvers for the Product Certification tool.
Approver	Person who certifies product details after they are reviewed. This person has the final say on certification. After certification, data for a product is ready to be published to trading partners.
Brand Owner	Manufacturer or supplier providing information on their products. Also known as "data providers" in ECCnet Registry.
Catalogue Captain	Person who assigns an administrator to oversee the Product Certification tool.
Certification	In the Product Certification process, the validation of product data and images by a Brand Owner prior to distribution of this data to trading partners. In ECCnet Registry, the validation by GS1 Canada of data suppliers, required before they can load data into ECCnet Registry.
Global Location Number (GLN)	Unique 13-character string that identifies locations. In Product Certification, the GLN is used to identify the brand owner.
Global Product Classification (GPC)	Unique eight-digit code used to group products globally by category.
Reviewer	Person who validates all product images and related information on product details for every product listed in the tool.



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