



ECCnet Item Certification Designate an Administrator

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About this Document

This document describes the procedure that an organization's ECCnet Registry Catalogue Captain (or other authorized person) must take to designate an Administrator to manage their organization ECCnet Item Certification processes.

For more information

To review the ECCnet Item Certification Get Started Checklist, visit http://www.gs1ca.org/EICS/ECCnet_IC_Checklist.asp

Designate an Administrator

Important!

- Your organization can only designate one Administrator for ECCnet Item Certification
- The individual performing these steps must already have user credentials for ECCnet ProSYNC.
- You must use Internet Explorer to perform the following steps.

To designate an Administrator:

1. Log in to [ECCnet ProSYNC](#).

ECCnet
Canada's TrueSource® for Trusted Information

ProSYNC®

Login Français

User Name:

Password:

Company ID:

Login

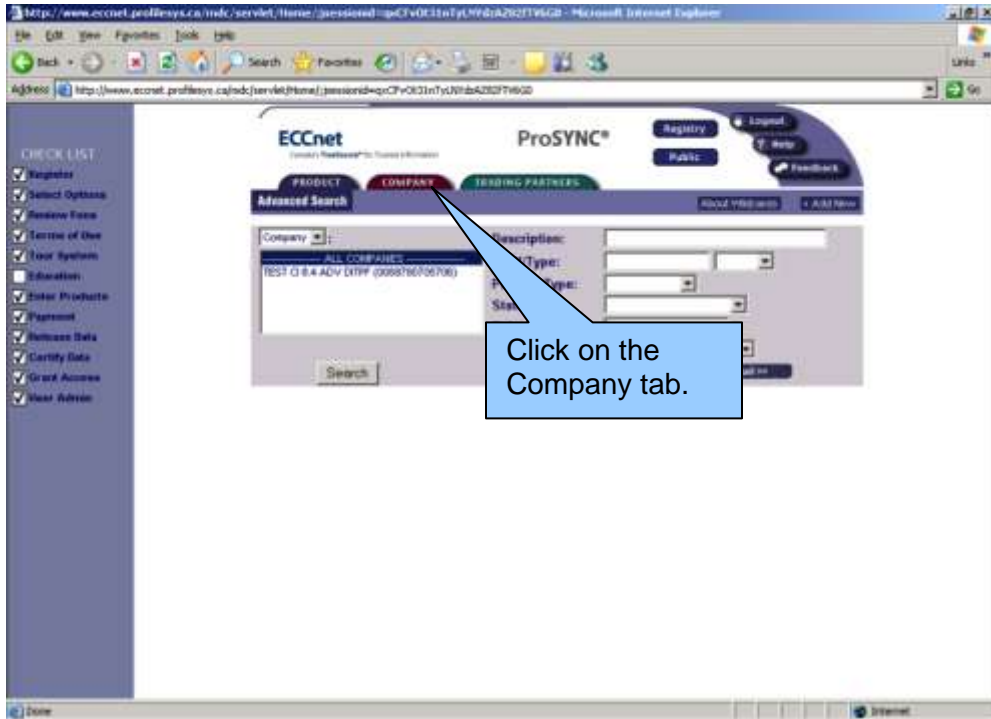
Forgotten your User Name and Password? Contact your ECCnet Administrator.

[Forgot your password? \(ECCnet\)](#)

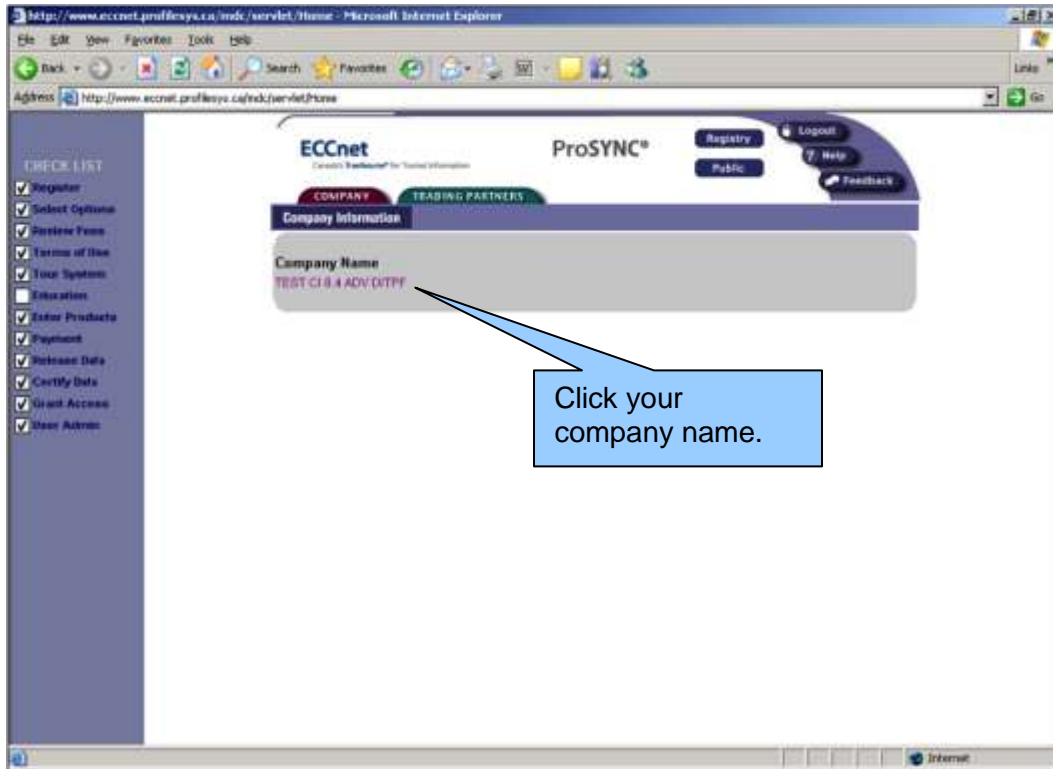
[Terms of Use \(PDF\)](#)

Log in.

2. Click on the “Company” tab.

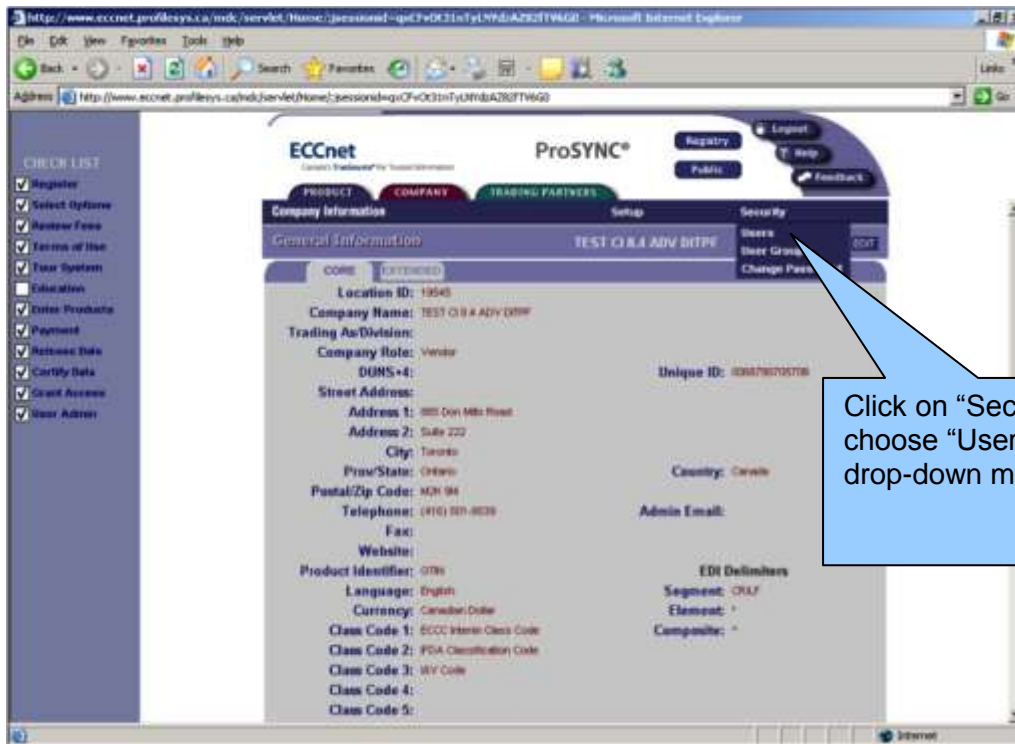


3. Click on the name of your company.

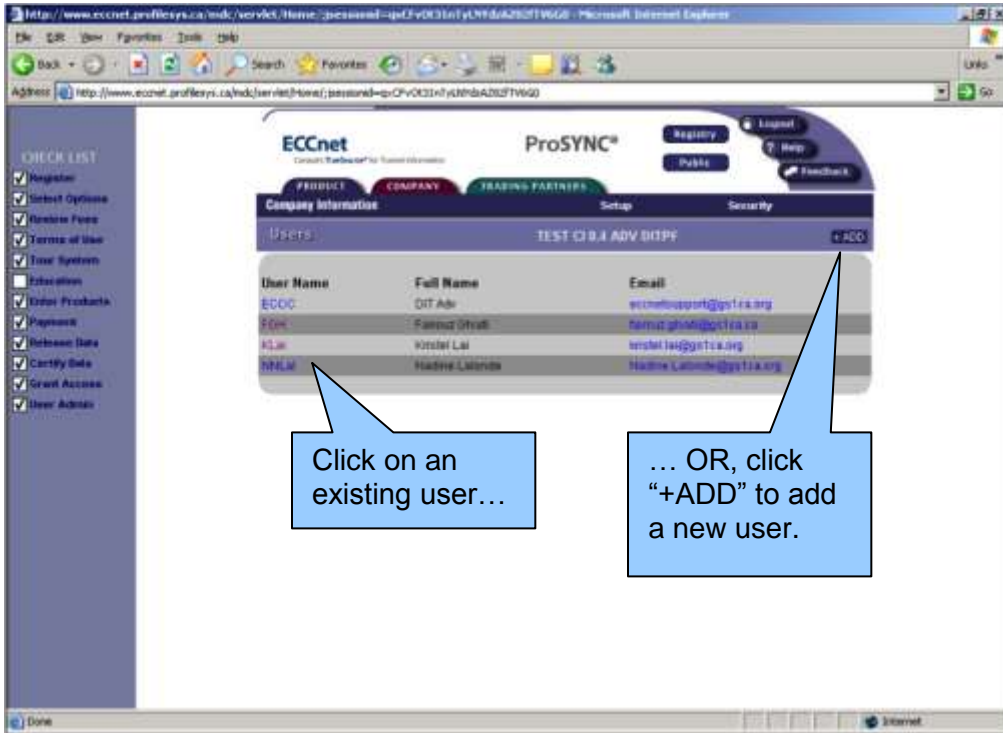


4. Click on the “Security” link, then choose the “Users” option from the drop-down.

Tip: You need to use Internet Explorer to see this menu.



5. You will see a list of all your company's current contacts and users. Choose the user you want to make the Administrator from this list, or click on "+ADD" to create a new user profile.



The screenshot shows the ECCnet ProSYNC user management interface. The page title is "ECCnet ProSYNC" and the user is logged in as "TEST C B I ADV DITPF". The main content area displays a table of users with the following data:

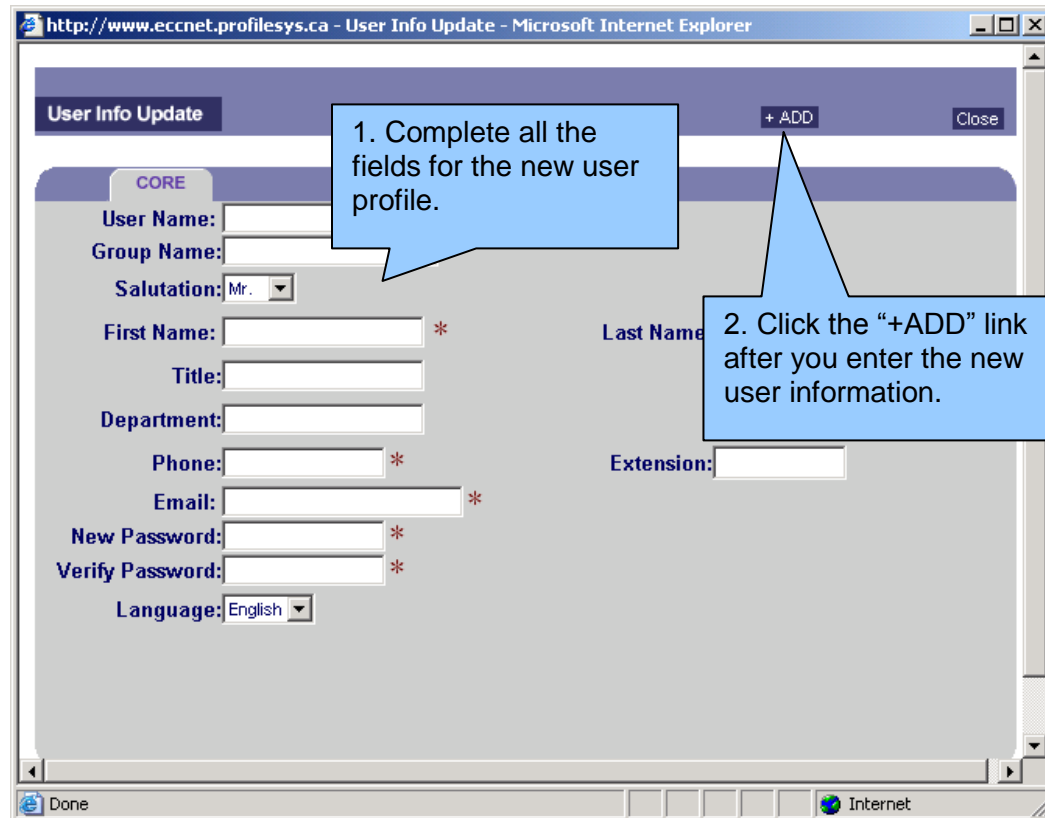
User Name	Full Name	Email
ECOC	DIT Adv	eccnet@gs1.ca.org
FCOC	Fairouz Dhyak	fairouz.dhyak@gs1.ca.org
KLJK	Konrad Lai	konrad.lai@gs1.ca.org
NNLM	Nadine Laroche	Nadine.Laroche@gs1.ca.org

Two callout boxes provide instructions:

- Click on an existing user...
- ... OR, click "+ADD" to add a new user.

Add New Users

If you clicked on the “+ADD” button, complete the required information on the “User Info Update” screen, then click on the “+ADD” button again to save the information.



1. Complete all the fields for the new user profile.

2. Click the “+ADD” link after you enter the new user information.

Notes on adding new users:

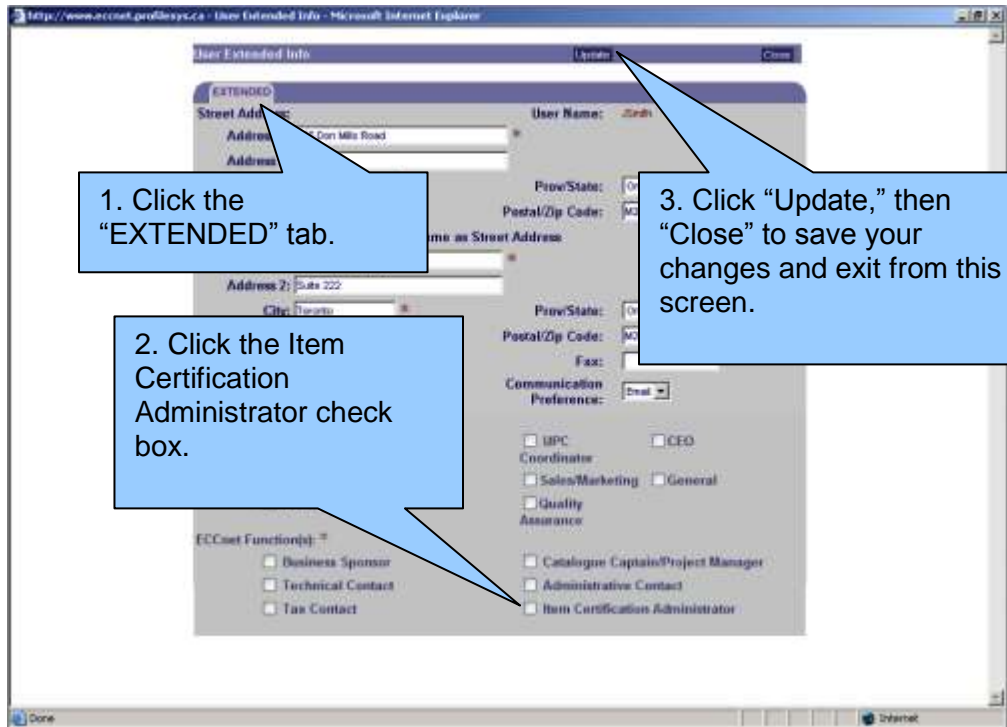
- All fields marked with an asterisk (*) are mandatory and must be completed.
- When creating a new user profile, a group name must be assigned to the user. The default “Super User Group” settings will allow the user to enter/update/delete product information as well as maintain company information.
- The default “View Only Group” settings will only allow the user to search and browse through product information.
- The password should be a minimum of 6 characters.

6. Access the Extended Information screen.

Whether you are adding a new user or existing user, click the EXTENDED tab to access the extended information screen.

Be sure to click the checkbox, “Item Certification Administrator.”

When you are finished updating this screen, click the “Update” button, then “Close.”

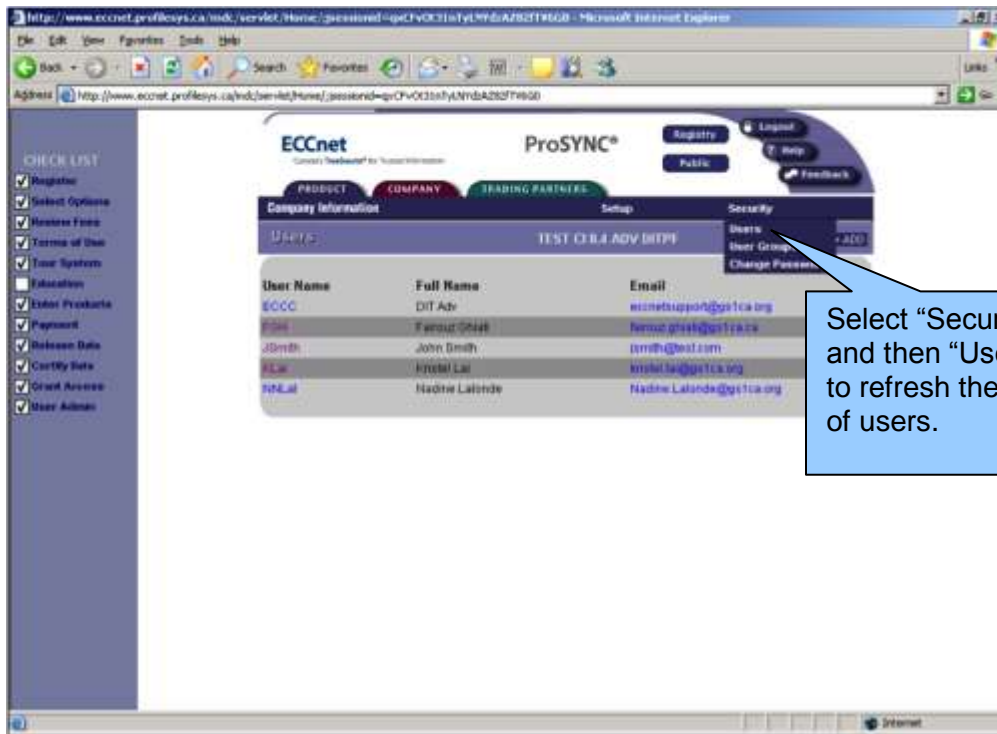


The screenshot shows a web browser window titled "User Extended Info" with a URL of "http://www.eccnet.profiles.ca". The form contains several fields and checkboxes. Three callout boxes provide instructions:

- 1. Click the "EXTENDED" tab.
- 2. Click the Item Certification Administrator check box.
- 3. Click "Update," then "Close" to save your changes and exit from this screen.

The form fields include: Street Address, Address, Address 2, City, Province, Postal/Zip Code, User Name, Province, Postal/Zip Code, Fax, Communication Preference, and ECCnet Function(s). The checkboxes for ECCnet Function(s) are: Business Sponsor, Technical Contact, Tax Contact, Catalogue Captain/Project Manager, Administrative Contact, and Item Certification Administrator.

7. Select the option “Users” from the Security menu to refresh the list of user profiles/contacts for your company.



Next Steps

- ✓ **Notify the designated Administrator.**

Notify the Administrator that they are now designated as the ECCnet Item Certification Administrator.

- ✓ **Wait for an email**

The designated Administrator will receive an email from GS1 with a subscription link, which they can use to accept the Terms of Use and specify the data loading option.

For more information on the general ECCnet Item Certification sign-up procedure, go to the [Get Started Checklist](#).



Troubleshooting

For assistance with designating an Administrator in ECCnet ProSYNC, please contact GS1 Canada at 1.800.567.7084 ext. 3 or email ECCnetSupport@gs1ca.org.