ECCnet Item Certification
Designate an Administrator

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TABLE OF CONTENTS

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.

2. Click on the "Company" tab.

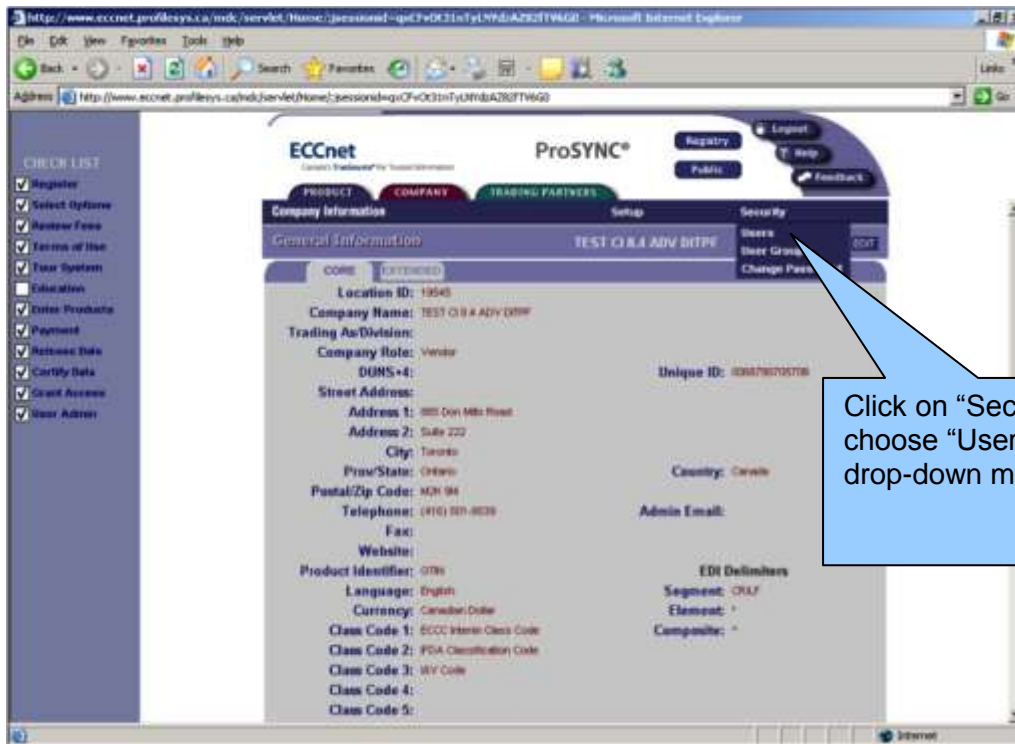Click on the Company tab.
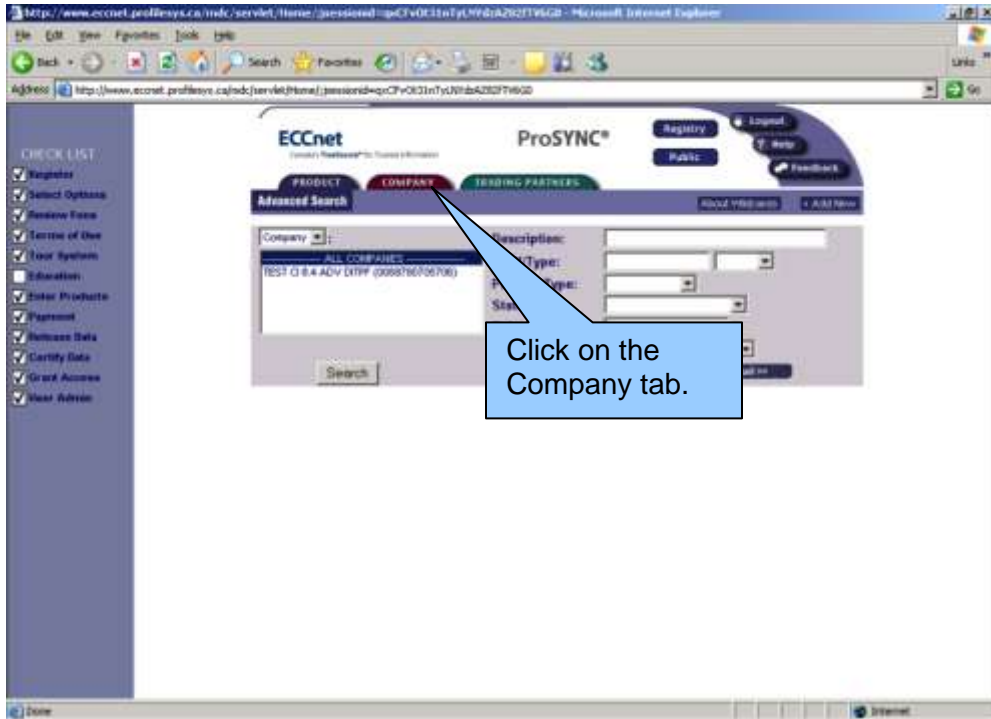
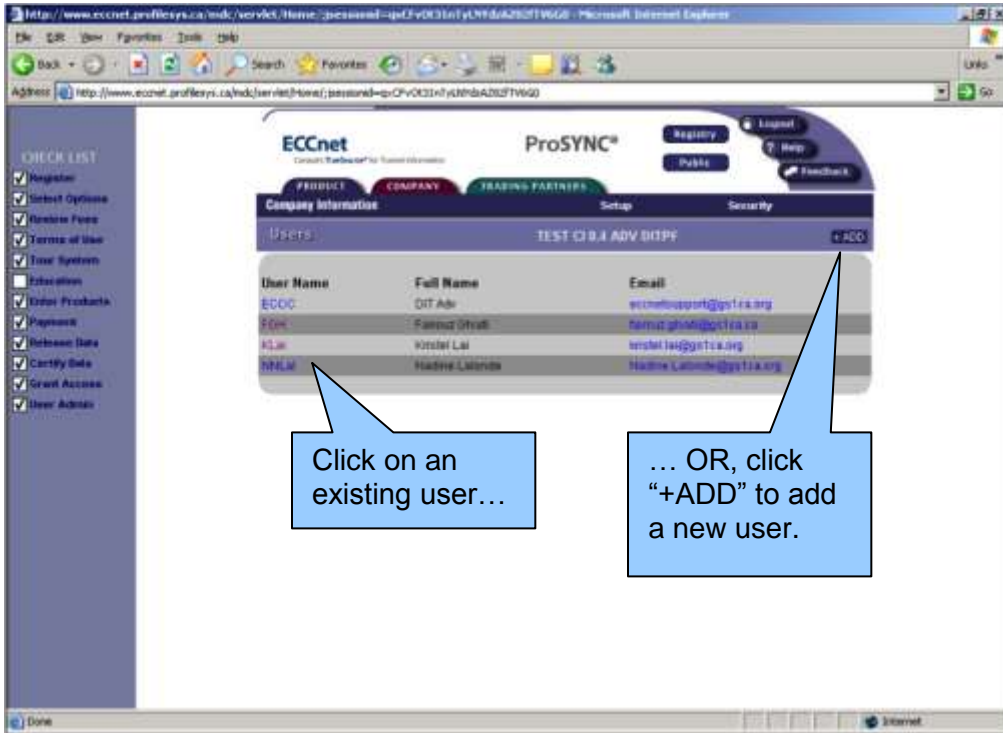3. Click on the name of your company.

Click your company name.
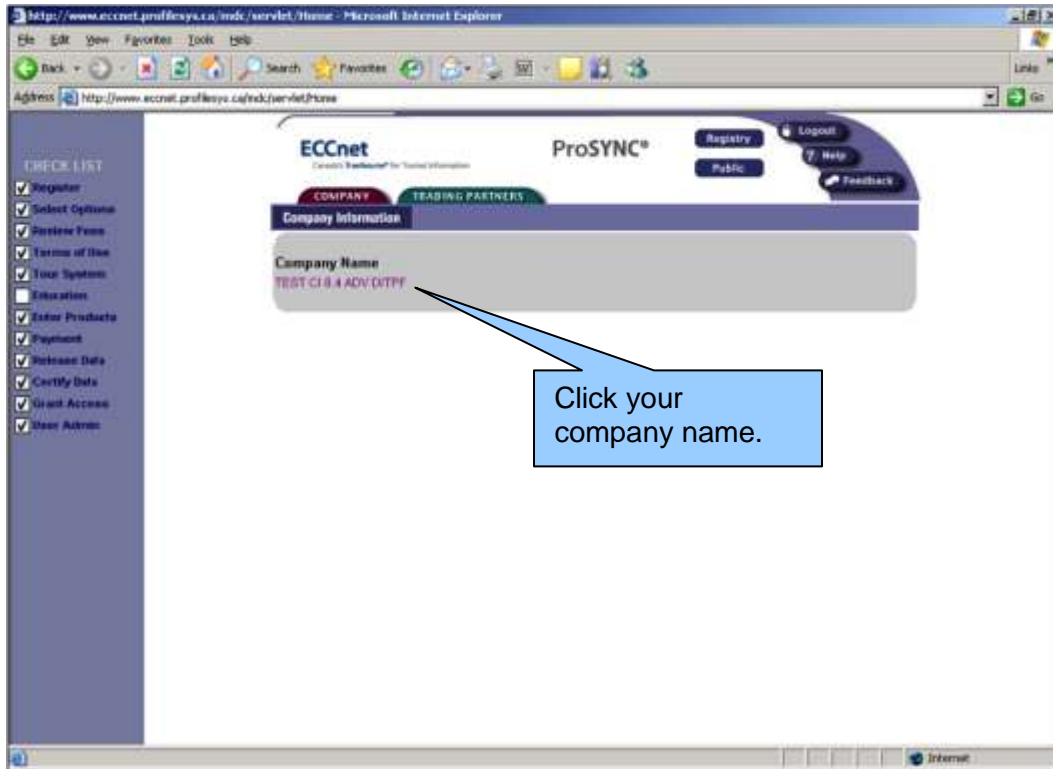
4. Click on the "Security" link, then choose the "Users" option from the drop-down.

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

Click on "Security," then choose "Users" from the drop-down 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.
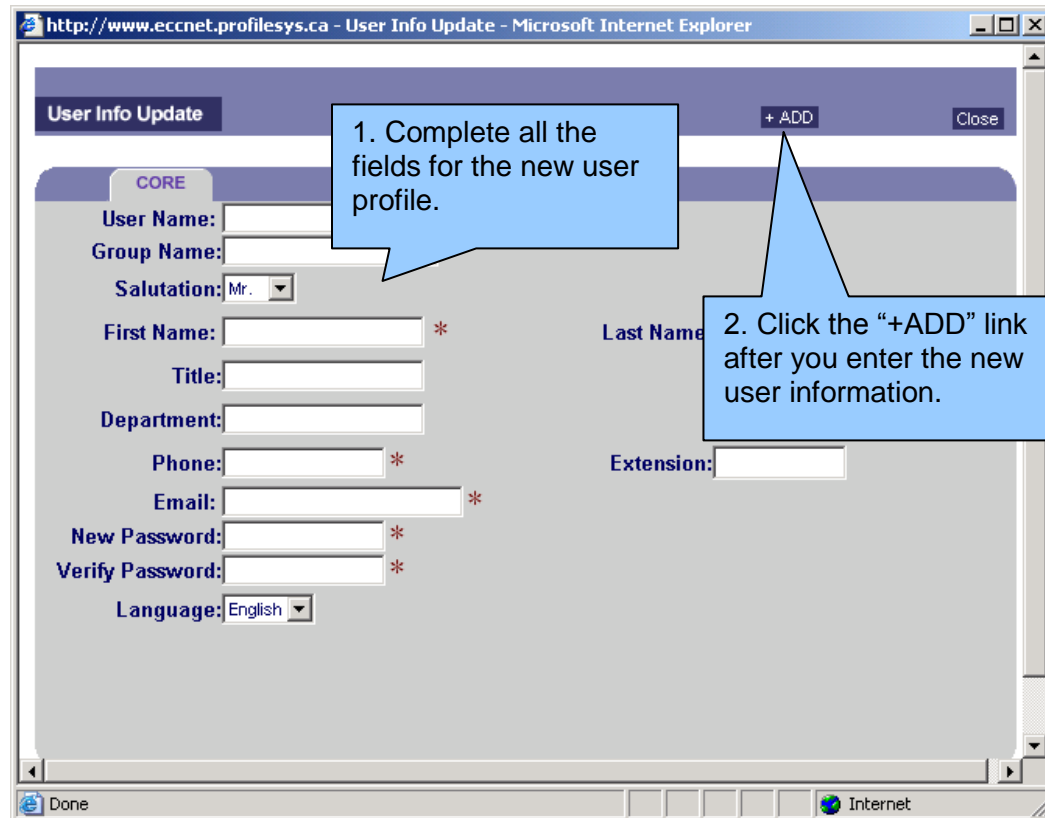
Add New Users

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.
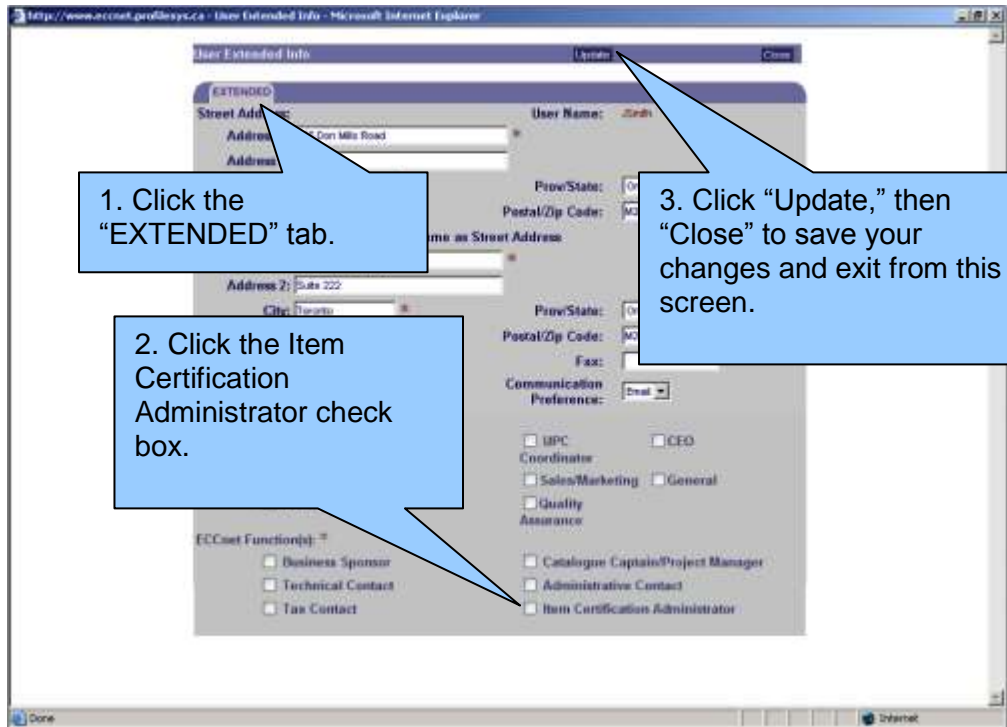

Notes on adding new users:

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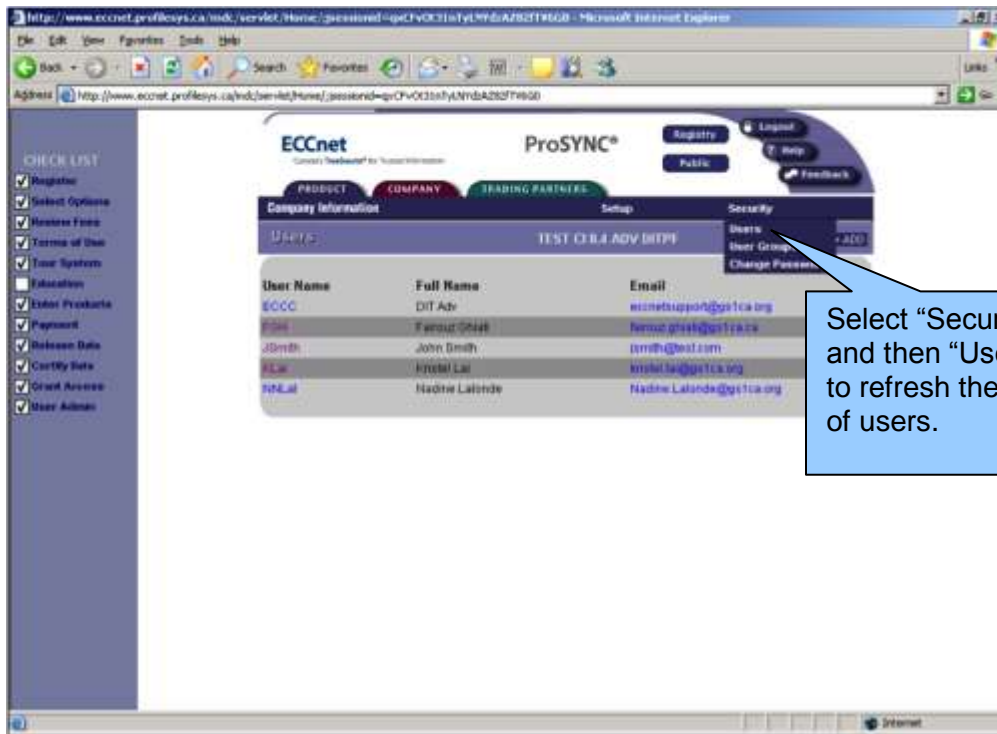
7. Select the option "Users" from the Security menu to refresh the list of user profiles/contacts for your company.

Select "Security" and then "Users" to refresh the list of users.

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.