GS1 Canada

The Global Language of Business

Broker Distributor Administrator Guide

For TrueSource™ Dashboard powered by ECCnet

Version 2.8

Broker Distributor Administrator Guide

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Introduction

TrueSource™ Dashboard is a standardized industry Data Excellence tool that provides visibility to the status of your product content across multiple business processes and trading partner requirements.

This guide describes functions that you can perform using TrueSource™ Dashboard powered by ECCnet.

Topics covered are:

- Log In
- Overview of the Workspace
- Search Products
- Administration
- Sorting and Filtering a Table
- Extracting Report Details

Log In

To log into TrueSource™ Dashboard, you require a valid email address and password. After you successfully subscribe to GS1 Canada and register for TrueSource™ Dashboard, you will receive instructions to complete the registration.

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 the Dashboard tool, click TrueSource™ Dashboard.

The Home page appears.

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Overview of the Broker-Distributor Workspace

The title on this page is: Multiple Trading Partner Analysis by Business Process Management. The title indicates that you are in the Data Recipient view.

What this workspace looks like depends on how your user profile was set up. Use the drop-down Preferred View field to change how you view data in TrueSource™ Dashboard. As a broker or distributor, you can change the view between:

- Data Recipient View
- Data Provider View

Data Recipient View

The Home page for data recipients shows the page title Multiple Trading Partner Analysis by Business Process Management with pie chart reports for business processes across all trading partners.

Data Provider View

The Home page for data providers shows two tabs:

- My TrueSource™ Dashboard, showing a number of tiles with reports for total numbers of products for Industry Managed Solutions. Next to each total number, a chart indicates the number of products with "Completed" or "Certified" status.
- My Trading Partners, showing a series of scoreboard tiles - one for each of your trading partners.

Other Workspace Areas

Besides the Home page, the following areas appear and remain visible while you are in TrueSource™ Dashboard:

- Select a Trading Partner
- Option
- User Information
- Sidebar
- Tabs

Select a Trading Partner

This field appears on the right side of the banner, to the left of Option ( ).

If you have access to a single company, that company name appears in this box.

If you are overseeing two or more companies, for example multiple branches or multiple franchise locations, you can click this box and choose a different company name.

For information about how you can get access to two or more companies, see "User Management" (page 7).

Option

In the upper right corner of the page, click Option ( ) to view a drop-down menu with the following links:

- Contact Us
- Help Menu

User Information

In the upper right corner of the page, click User Information ( ) to view a drop-down menu with the following information:

- Your name
- Login email address
- User permission role

Language Option

To display the user interface in another language, above User Information, click the language name.

myGS1

Click this button to log out of the service and open the myGS1 page.

Sidebar

There is a sidebar on the left side of the page that contains several icons. When you hover your mouse pointer over an icon, a list of link options appears on a slide-out panel.

The icons that appear in the sidebar are:

- Dashboard - Return to the Home page.
- Reports - Select a report from the slide-out panel.

Administration

If you have logged in as an Administrator, you will see the Administration tab. To open the Administration sidebar, click the Administration tab.

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User Management

Administrator functions for adding and modifying a user can be performed in myGS1. If you have TrueSource™ Dashboard open, to close the tool and open myGS1, in the top right corner, click myGS1.

Instructions for user management appear in the *myGS1 Administrator Guide*, which can be found on the Technical Documents page.

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