



The Global Language of Business

Broker Distributor User Guide

For TrueSource™ Dashboard powered by ECCnet

Version 2.8



Broker Distributor User Guide

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Published in Canada 2019-08

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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
- Using TrueSource™ Dashboard
- My TrueSource™ Dashboard
- 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.

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.

When a trading partner is promoted to TrueSource™ Dashboard, your organization is measured on each business process that your trading partner supports. A business process is a collection of data from related key performance indicators that represent the performance of a specific service or business goal.

For a detailed description of how to use these reports, see "Using TrueSource™ Dashboard as a Data Recipient" ([page 10](#)).

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.

For a detailed description of how to use these reports, see "Using TrueSource™ Dashboard as a Data Provider" ([page 16](#)).


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, talk to your company's Administrator for TrueSource™ Dashboard.

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.

Search Bar

At the top of the page, a search bar will help you quickly find a single product or a group of products.

1. To specify an attribute value to search, in All, select an attribute:

- GLN
- GTIN
- Product Description

To search all three attributes, select All.

Note: If you are in the middle of a search and you change the search attribute, all search parameters are reset.

2. In the text box, specify a search pattern.

You can use alphanumeric characters to create a pattern. For example, if you are searching for a GTIN, enter a series of numbers.

To display all products in the system, click in the text box and do not add a pattern.

3. To take advantage of the search filter function, do the following:

- a. In the text box enter a minimum of six digits or six characters.

A search-filter list of products matching the pattern appears below the text box as a drop-down.

For example, if you are searching for product from a specific Global Location Number (GLN), enter a minimum of six digits for that GLN in the text box. The drop-down shows all GLNs that match the pattern along with the company name.

If you are searching GTINs, the six-digit pattern shows a list of all GTINs that match the pattern. The company name and the product name appear along with the GTIN.

- b. Select a matching item from the drop-down list.
- c. The Search Results table shows products that are related to the item that you selected in step (b).

For example, if you are searching for a specific GLN, by clicking one company name in the list, the search results table shows only those product for the selected company.

If you are searching GTINs, when you select a GTIN from the list, the search result table shows only the selected GTIN.

4. Click Search ().

All products that match the search pattern appear in the Search Results table.

Search Results Table

Commands at the top of the search results table can help you view or scan the list of matching products in the list:

- To display more or fewer items on a single page, select the number of items to show.
- If the results list is multiple pages, use the page navigation controls to jump to the next, previous, first or last page.

The search results table shows a line for each GTIN.

To help find a specific product in the search results table, you can change how the table is displayed:

- To sort the table by a column, click the column header.
- To sort the table in reverse order, click the column header a second time.

In the search results table, GTINs are associated with a trading partner name. If a product is associated with multiple trading partners, a plus sign (+) appears to the left of the GTIN. To open a GTIN and view the list of trading partners, click the plus sign.

Export

You can capture a screen shot of the current layout as a picture to either Microsoft Excel or PDF format.

To capture the screen shot, choose the format and click Export.

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.

Using TrueSource™ Dashboard as a Data Recipient

When you log in to TrueSource™ Dashboard, you see business processes for all trading partners, also known as the Home page. To return to the Home page from anywhere in the application, in the sidebar, click Dashboard.

The Home page displays a number of pie charts that show business process engagement scores across all trading partners.

The visuals that appear in this view can include the following, depending on your trading partner relationship:

- **New Item Setup** – Engagement levels for all trading partners showing whether or not their GTINs are in ECCnet Registry. The GTIN Discrepancy button appears here.
- **Pharmaceutical Content** - Engagement levels for all trading partners showing the status of pharmaceutical content certification. Status levels are:
 - **Certified** - Percentage of products that have completed the certification process.
 - **Not Certified** - Percentage of products that are in the certification process and not yet complete.
 - **Missing** - Percentage of products in ECCnet and the brand owner is either not registered for pharmaceutical certification or products have not yet been introduced into the certification process.
- **Planogram Content** – Engagement levels for all trading partners showing whether or not they store a planogram image with GTIN data. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **Marketing Content** – Engagement levels for all trading partners showing whether or not they store a marketing image with GTIN data. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **Nutritional Content** – Engagement levels for all trading partners showing whether or not they store nutrition information with case level GTIN data. The chart also shows the status of products in various stages of image and data capture, including: Certified; Not Certified; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **eCommerce Content** - Showing engagement levels for products suitable for online commerce. All trading partners can see the status of products in various stages of image and data capture: Certified; Validated (awaiting certification); In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **Foodservice Content-Nutrition** - Engagement levels for all trading partners showing whether or not they store nutrition information with item level GTIN data.
- **Foodservice Content-Marketing** – Engagement levels for all trading partners showing whether or not they store marketing information with GTIN data.


- Foodservice Content-Images – Engagement levels for all trading partners showing whether or not they store a Foodservice image with GTIN data. The chart also shows the status of products in various stages of image and data capture, including: Image Available, Image in Progress, Image Scheduled, Image Not Available.
- ECCnet Recall - For data recipients, this chart shows how many of the brand owners they deal with are "Recall Ready". For data providers (brand owners), this is a gauge chart showing to what degree their company is "Recall Ready".

Drilling Down

From the Home page, there are various ways to drill down for more information:

- GTIN Discrepancy - In the New Item Setup pie chart, click GTIN Discrepancy to view details of GTIN Discrepancy Report (GDR) tickets.
- KPI Detail Analysis – Select either a section of a business process pie chart or a graph legend entry to view all trading partners and total numbers of GTINs in that business process for each trading partner. You can drill down to details of GTINs associated with a single trading partner.
- Partner Aggregate Score Analysis - To view Partner Engagement score details for the selected business across all business processes, in the top right corner, next to View All Business Processes, click the percentage score.
- Partner Engagement Score Analysis – For each business process pie chart area, click the Partner Engagement score to view a bar graph that shows a compliance or engagement score for all trading partners. You can drill down to view GTINs for a single trading partner.
- Partner Aggregate Score Analysis – In Search by Trading Partner, choose Trading Partner Aggregate Score Analysis and click OK to display details of all business process reports for all trading partners. You can drill down to view GTIN details for a single trading partner.
- GTIN Analysis by Trading Partner – In Search by Trading Partner, choose a single trading partner and click OK to display business process reports for GTINs listed with that partner. This is also referred to as the "Common View". Both data recipient and data provider see the same pie charts. You can drill down to view individual GTINs.

Trends

Each business process engagement chart has a Trends icon () . A separate Trends link on the right side of the page opens a chart that shows historical partner engagement scores for all business processes combined.

Click Trends to open a column chart with historical partner engagement scores for that business process. In the Trends view, each business process has a unique colour code. In the Trends view for all business processes, you can determine what business process you are viewing by its colour code.

To view the value of a bar, hover the mouse pointer over that bar. While the mouse is hovering, the bar colour changes to emphasize whether the value is below 50% (■), 50 to 75% (■) or 76 to 100% (■).

In the top left corner of any Trends chart, use the drop-down button to show historical scores for three months, six months or one year.

GTIN Discrepancy

From the Home page, in the Master Data Management box, click GTIN Discrepancy. The GTIN Discrepancy (GDR) page appears showing the following:

- A bar chart
- A line chart
- A totals link

Bar Chart

A bar chart shows the number of GTIN Discrepancy Report (GDR) tickets in various states.

- To view details of GDR tickets with a particular status, in the bar graph click the status name or the bar above the name. The table that appears shows all trading partners with GTINs in all states of the GDR process.
- When a number above zero appears in this table, you can click it to view details of each GDR ticket for the selected trading partner and the selected GDR status. This report also shows the problem type and the age of the GDR incident in days.

Line Chart

A line graph in the same chart shows the average age of tickets in each status. To view the average number of days in each category, hover your mouse pointer over a point on the line graph.

Totals Link

To view a table that shows all trading partners and all GDR ticket statuses, at the bottom of the GTIN Discrepancy (GDR) page click the Total GDR Tickets link.

To return to the Home page, in the sidebar, click Dashboard.

Drill Down

In the GTIN Discrepancy bar graph, to view GTIN details for any GTIN Discrepancy Report (GDR) status, click a status name or the bar above the name. The table that appears shows all trading partners with GTINs in all states of the GDR process.

When a number above zero appears in this table, you can click it to view details of each GDR ticket for the selected trading partner and the selected GDR state. This report also shows the problem type and the age of the GDR incident in days.

KPI Detail Analysis

From the Home page, click a section of a business process pie chart. The page that appears shows a table with all trading partners and total number of GTINs in various KPIs (Key Performance Indicators) for the selected business process.

To return to the Home page, in the sidebar, click Dashboard.

Drill Down

In the trading partners table, to view GTIN details from a single trading partner, click the total value for that partner in the selected KPI column. The table that appears shows specific GTINs for the selected trading partner in the selected business process and for the selected KPI.

Partner Aggregate Score Analysis

From the Home page, to view a bar-graph list of trading partners with a business process score total for each trading partner, in the top right corner, next to View All Business Processes, click the percentage score.

In the bar graph view, each bar chart line represents the engagement score that trading partner has received aggregated over all business processes.

To return to the Home page, in the sidebar, click Dashboard.

Drill Down

In the trading partners bar graph page, to view GTIN details for a single trading partner, select the partner name. On the page that appears, the page title shows that you are viewing data from all business processes and displays the trading partner name.

In the drill down page, to view GTIN details for this partner and a specific business process, select the business process name from the drop-down list.

Partner Engagement Score Analysis

From the Home page, choose a business process and click the Partner Engagement score. The page that appears shows a bar-graph list of trading partners with an individual business process score for each.

In the bar graph, each bar chart line represents the engagement score that trading partner has received for the selected business process.

To return to the Home page, in the sidebar, click Dashboard.

Drill Down

In the trading partner bar graph page, to view GTIN details for a single trading partner, select the partner name. The page title that appears shows the name of the selected business process, the selected trading partner name and the name of the selected KPI.

In the drill down page, to view GTIN details for this partner and a different business process, in Select Business Process select the business process name.

GTIN Analysis by Trading Partner

From the Home page, to analyze GTINs in business processes for a single trading partner, in Search by Trading Partner, select the name of a trading partner and click OK.

The view that appears is informally called the “Common View” because both you and your trading partner can open this view together and discuss opportunities around your trading relationship.

The GTIN Analysis page displays pie charts that show business process scores for the selected trading partner. The title that appears above the pie charts shows the trading partner name and the total engagement score for this trading partner.

From this view, you can drill down for information about specific GTINs for the selected trading partner. Do one of the following:

- **GTIN Discrepancy** - In the New Item Setup pie chart, click GTIN Discrepancy to view details of GTIN Discrepancy Report (GDR) tickets for the selected trading partner.
- **KPI Detail Analysis** – Each section of a business process pie chart contains Key Performance Indicator (KPI) data. Select either a graph legend entry or a section of a business process pie chart to view total number of GTINs in that KPI.
- **Partner Engagement Score Analysis** – Choose a business process and click the Partner Engagement score to view GTIN details for the selected business process.
- **All GTIN Analysis** – Click All GTINs to display all GTINs across all business processes. In the All GTINs page, to view GTIN details for this trading partner and a single business process, select a business process from the drop-down list.

To return to the Home page, in the sidebar, click Dashboard.

Sidebar Reports

Hover the mouse pointer over the Report icon to see a list of reports.

Click the report name to view the report.

Descriptions below are examples of some of the reports that are available:

- Trading Partner Management - Showing all trading partners and a breakdown of all GTINs for each partner. Each breakdown shows their assortment of your products that are actively listed.
- Total GTINs Exceptions - Showing a list of GTINs with the publication/subscription process not complete. These GTINs might be missing specific data, as indicated in the report column headers. These products appear in business process pie charts under the "Missing" category. In this table, they are reported across all business processes and all trading partners.
- Summary Score Across BPs - This report shows a list of trading partners with scores for all business processes. Colours in this report help you identify where trading partners are engaging well and areas where there are opportunities for improvement.
- Deleted/Discontinued Report - This report shows a list of GTINs that have been either deleted or discontinued and helps you identify trading partners who still have them listed as active.
- Not Complete/Compliant Report - View GTINs that are either missing values in some required fields or containing values that do not pass ECCnet Registry validations. This report extracts data across all trading partners and all business processes in one report.

Summary

Hover the mouse pointer over the Summary icon to see a list of reports.

Click the report name to view the report.

- Status - For the company that you represent as a logged in user, you can view a status report that includes the company Global Location Number.

Using TrueSource™ Dashboard as a Data Provider

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.

Using My TrueSource™ Dashboard

To view the home page for My TrueSource™ Dashboard, click the My TrueSource™ Dashboard tab.

This vendor-only view enables you to view your level of data completion of your own product content for key business processes, regardless of trading partner engagement.

On the page, multiple business processes appear, depending on your market sector:

- New Item Setup – Showing number of GTINs in various states on ECCnet Registry.
- Pharmaceutical Content - Showing GTINs in various stages of pharmaceutical content certification. Status levels are:
 - Certified - Percentage of products that have completed the certification process.
 - Not Certified - Percentage of products that are in the certification process and not yet complete.
 - Missing - Percentage of products in ECCnet and the brand owner is either not registered for pharmaceutical certification or products have not yet been introduced into the certification process.
- Nutritional Content – Showing number of GTINs that contain nutritional data at the item level. The chart also shows the status of products in various stages of image and data capture, including: Certified; Not Certified; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- eCommerce Content - Showing engagement levels for products suitable for online commerce. All trading partners can see the status of products in various stages of image and data capture: Certified; Validated (awaiting certification); In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- Marketing Content – Showing number of GTINs that contain marketing content as part of the data set. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- Planogram Content – Showing number of GTINs that contain planogram content as part of the data set. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- Foodservice Content - Showing number of GTINs used for Foodservice products at the case level and the number of Foodservice GTINs that are complete around

image and content capture. Click this link to view the status of nutritional, marketing and images content capture.

- Recall - For data providers (brand owners), this is a gauge chart showing to what degree their company is "Recall Ready".

New Item Setup

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > New Item Setup.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows a number of links. To view details of each link, click the number.

- GTINs in ProSYNC Not Loaded to ECCnet
- Trading Partners - Number of trading partners that you are engaged with
- Open GTIN Discrepancies Report - Number of GTIN Discrepancies that are open.
- Certifications - List of certification types that you are subscribed to

The doughnut chart shows products in three configurations:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Products in ECCnet Registry - Showing products that are active or discontinued. To view a report showing GTINs in ProSYNC and not loaded to ECCnet, click "GTINs Missing in ECCnet".
- Product Status - Showing products that are incomplete and completed.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Nutritional Content

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > Nutritional Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of discontinued products with nutritional content.

The doughnut chart shows products in three levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Certification Status - Showing products that are Certified, Awaiting Certification or Rejected.
- Content Capture - Showing products that are scheduled or in progress of content capture.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

eCommerce Content

To open the eCommerce Content page, from the Home page, click My TrueSource™ Dashboard > eCommerce Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of discontinued products with eCommerce content.

The doughnut chart shows products in three levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Certification Status - Showing number of products in various certification stages: Certified; Validated; Rejected.

For more information about certification stages, see the *User Guide* on the Product Certification [Technical Documents page](#).

- Content Capture - Showing products that have been scheduled for content capture and those that are in progress.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Marketing Content

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > Marketing Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of discontinued products with marketing content.

The doughnut chart shows products in three levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.

- Imaging Presence - Showing products that are Completed or products with images older than three years.
- Content Capture - Showing products that are Scheduled or In Progress.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Planogram Content

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > Planogram Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of discontinued products with planogram content.

The doughnut chart shows products in three levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Imaging Presence - Showing products that are Completed or products with images older than three years.
- Content Capture - Showing products that are Scheduled or In Progress.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Foodservice Content

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > Foodservice Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of products either scheduled for or in progress of content capture.

The doughnut chart shows products in two levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Foodservice Case Products - Showing foodservice products that are Complete, Incomplete or Discontinued. Other details in this panel show:
 - Products with complete nutritional data
 - Products with complete marketing data
 - Products with images complete, missing or older than three years

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Pharmaceutical Content

To open the New Item Setup page, from the Home page, click My TrueSource™ Dashboard > Pharmaceutical Content.

From this page, you can extract the data from your screen and view it in either PDF or as a picture in a Microsoft Excel file, suitable to add to a presentation.

The page shows two panels:

- Summary - Showing various charts and links.
- Details - Click on a link in Summary to show details in this panel.

Summary

The right side of the Summary panel shows the number of discontinued products with pharmaceutical content.

The doughnut chart shows products in two levels:

- My Total Products - Showing the total number of products in the system and the number of products available for this business process.
- Certification Status - Showing products that are Certified, Awaiting Certification or Rejected.

As you hover your mouse pointer over a section of the chart, the appropriate link is highlighted and indicates what the chart section represents.

To display data in the Details table, click either a section of the doughnut chart or a number link. The selected link remains highlighted to show what kind of data appears in the Details table.

Details

This panel shows a table. The contents of the table depends on which link you have clicked in the Summary panel.

Using My Trading Partners

To view the home page for My Trading Partners, click the My Trading Partners tab.

The page displays a box for each TrueSource™ Dashboard trading partner that you trade with. Each box shows an aggregate partner engagement score, the total number of GTINs provided by the trading partner and a date that indicates when the trading partner data was last refreshed.

To view details for a trading partner, click the link.

Drilling Down

From the Home page, after you choose a trading partner, a number of pie charts appear showing business process engagement scores. The title that appears above the pie charts shows the trading partner name and the total engagement score for this trading partner.

The view that appears is informally called the “Common View” because both you and your trading partner can open this view together and discuss opportunities around your trading relationship.

To return to the Home page, click the Home navigation link.

The pie charts that appear in this view can include the following, depending on your market sector and your trading partners' business requirements:


- **New Item Setup** – Showing number of GTINs in various states on ECCnet Registry. The GTIN Discrepancy button appears here.
- **Pharmaceutical Content** - Showing GTINs in various stages of pharmaceutical content certification. Status levels are:
 - **Certified** - Percentage of products that have completed the certification process.
 - **Not Certified** - Percentage of products that are in the certification process and not yet complete.
 - **Missing** - Percentage of products in ECCnet and the brand owner is either not registered for pharmaceutical certification or products have not yet been introduced into the certification process.
- **Nutritional Content** – Showing number of GTINs that contain nutritional data at the item level. The chart also shows the status of products in various stages of image and data capture, including: Certified; Not Certified; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **eCommerce Content** - Showing engagement levels for products suitable for online commerce. All trading partners can see the status of products in various stages of image and data capture: Certified; Validated (awaiting certification); In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **Marketing Content** – Showing number of GTINs that contain marketing content as part of the data set. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.
- **Planogram Content** – Showing number of GTINs that contain planogram content as part of the data set. The chart also shows the status of products in various stages of image and data capture, including: Completed; In Progress (products received and in the process of content capture); Scheduled (brand owner has completed scheduling as part of Content Capture Service Request). The chart links to lists of products in these stages.

- Foodservice Content-Nutritional - Showing products with and without case level nutritional data.
- Foodservice Content-Marketing – Showing number of GTINs that contain marketing data and number of GTINs that are missing marketing data.
- Foodservice Content-Images – Showing number of GTINs that contain a Food-service image. The chart also shows the status of product in various stages of image and data capture, including: Image Available; Image in Progress; Image Scheduled; Image Not Available.
- Recall - For data providers (brand owners), this is a gauge chart showing to what degree their company is "Recall Ready".




You can view details of compliance and partner engagement at different levels of detail:

- GTIN Discrepancy - In the New Item Setup pie chart, click GTIN Discrepancy to view details of GTIN Discrepancy Report (GDR) tickets for the selected trading partner.
- KPI Detail Analysis – Each section of a business process pie chart contains Key Performance Indicator (KPI) data. Select either a graph legend entry or a section of a business process pie chart to view total number of GTINs in that KPI.
- Partner Engagement Score Analysis – Choose a business process and click the Partner Engagement score to view GTIN details for the selected business process.
- All GTIN Analysis – Click All GTINs to display all GTINs across all business processes. In the All GTINs page, to view GTIN details for this trading partner and a single business process, select a business process from the drop-down list.

Trends

Each business process engagement chart has a Trends icon () . A separate Trends link on the right side of the page opens a chart that shows historical partner engagement scores for all business processes combined.

Click Trends to open a column chart with historical partner engagement scores for that business process. In the Trends view, each business process has a unique colour code. In the Trends view for all business processes, you can determine what business process you are viewing by its colour code.

To view the value of a bar, hover the mouse pointer over that bar. While the mouse is hovering, the bar colour changes to emphasize whether the value is below 50% () , 50 to 75% () or 76 to 100% () .

In the top left corner of any Trends chart, use the drop-down button to show historical scores for three months, six months or one year.

Sidebar Reports

Hover the mouse pointer over the Report icon to see a list of reports.

Click the report name to view the report.

Descriptions below are examples of some of the reports that are available:

- Trading Partner Management - Showing all trading partners and a breakdown of all GTINs for each partner. Each breakdown shows their assortment of your products that are actively listed.
- Total GTINs Exceptions - Showing a list of GTINs with the publication/subscription process not complete. These GTINs might be missing specific data, as indicated in the report column headers. These products appear in business process pie charts under the "Missing" category. In this table, they are reported across all business processes and all trading partners.
- Summary Score Across BPs - This report shows a list of trading partners with scores for all business processes. Colours in this report help you identify where trading partners are engaging well and areas where there are opportunities for improvement.
- Deleted/Discontinued Report - This report shows a list of GTINs that have been either deleted or discontinued and helps you identify trading partners who still have them listed as active.
- Not Complete/Compliant Report - View GTINs that are either missing values in some required fields or containing values that do not pass ECCnet Registry validations. This report extracts data across all trading partners and all business processes in one report.

Summary

Hover the mouse pointer over the Summary icon to see a list of reports.

Click the report name to view the report.

- Status - For the company that you represent as a logged in user, you can view a status report that includes the company Global Location Number.

Sorting and Filtering a Table

When a table list appears, an arrow icon is displayed in a default column, showing that the table is sorted in ascending order by the values in that column. In some columns, to sort the list by a different column, click the column header. The list is sorted in ascending order by values in the selected column. To reverse the sort order, click the column header a second time.

To help find a GTIN or a trading partner in a list table, you can change the appearance of the list table in the following ways:

- Page Display – Show more or less information and browse through pages.
- Filters – View GTINs or trading partners that match a pattern in the column field.

Page Display

The top of the table contains some page controls to help you find a specific product:

- Total number of items per page. To change the number of items visible on a single page, select a number from the drop-down list.
- Total Records. View the total number of records selected from the Summary panel.
- Page navigation buttons. With multiple pages of records, use the First («), Last (»), Previous (◀) and Next (▶) buttons.

To sort the table contents in descending order by a column header, click the header.

To sort in the opposite order, click the header a second time.

Filters

To display a shorter list or to help find a specific GTIN or trading partner, use one or multiple filter fields that appear at the top of each column.



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