

Data Provider Administrator Guide

The information contained in this document is privileged and confidential and may otherwise be exempt from disclosure under applicable law. It is intended solely for the entity with whom GS1 Canada has contracted for the purposes set forth in such contract. Use of the information in this document is for the designated recipient only and any dissemination, distribution or copying of this material by any entity other than the designated recipient is strictly prohibited without the express written consent of GS1 Canada.

If you obtain access to GS1 Canada information that is not intended for you, please notify GS1 Canada immediately.

Information in this document is subject to change without notice.

Product names mentioned herein may be trademarks and/or registered trademarks of their respective companies.

Published in Canada 2019-08

Copyright © 2019 GS1 Canada. All rights reserved.

GS1 Canada
1500 Don Mills Road, Suite 800
Toronto, Ontario, M3B 3K4
P 416.510.8039
P 1.800.567.7084
F 416.510.1916
E info@gs1ca.org
www.gs1ca.org

Contents

- Introduction 4**
- Log In 4**
- Overview of the Workspace 5**
 - Other Workspace Areas 5
 - Select a Trading Partner 5
 - Option 5
 - User Information 6
 - Language Option 6
 - myGS1 6
 - Sidebar 6
- Administration 6**
 - User Management 6

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.

Overview of the Workspace

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 links, see the *Data Provider User Guide for TrueSource™ Dashboard*.

Other Workspace Areas

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

- Option
- User Information
- myGS1
- Sidebar

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,

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.

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](#).



Toronto Office

1500 Don Mills Road, #800
Toronto, ON M3B 3K4

 +1.416.510.8039

 +1.416.510.1916

 info@gs1ca.org

Helpdesk 1.800.567.7084

Montreal Office

9200 Boulevard du Golf,
Montréal, QC H1J 3A1

 +1.514.355.8929

 +1.514.356.3235

 images@gs1ca.org