User Guide for The Vault

Version 2.3

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Contents

Introduction ▶

The Vault is an initiative to improve integration of content with GS1 Canada GTIN data. This project serves to build a solid foundation for a new digital data and images service platform that is scalable, secure and can grow to meet the future needs of GS1 Canada and its subscribers.

Logging In ▶

Log in to myGS1 (https://www.gs1ca.org/login.asp) with your email address and GS1 Canada password.

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 Vault, click The Vault link.

The Home page for The Vault appears.

Logging Out

To log out of The Vault, in the top right corner, hover your mouse pointer over your user name and select Logout from the context menu.

You are logged out of the tool.

The Vault Home Page

The Vault Home page is a console from which you can perform multiple functions.

The Home page shows two tables:

- Recently Added Products
- Recently Updated Products

To view an image with product details, in either table click an image thumbnail. The product details page appears.

To return to the Home page at any time, click Home.

Links in the Banner

To the right of the GS1 Canada logo and The Vault, there are multiple links:

- GS1 Home Page - Click here to return to the myGS1 Home page.
- Group - Opens the Group Management page. Here you can manage custom product groups by adding, renaming or removing them.

  For more information on this feature, see "Content Grouping" (page 7).

- Help - Opens the Help Library for The Vault.
- Hi YourName - Hover your mouse pointer over this link to see the options for changing user interface language and logging out of The Vault.

Changing Language

To change language for The Vault user interface, in the top right corner, hover your mouse pointer over your user name and click the language name from the context menu.

The language of the user interface changes.

Viewing Images and Product Details

To view an image, along with product details, in a product list that appears in the Home page, in Search Results or in the Selected List, click the image thumbnail.

For help with searching for a product image, see "Search Images" (page 8).

In some cases, a product includes digital assets such as videos and documents. For more information, see "Enhanced Assets" (page 20).

To add the product that you are viewing to the Selected List, click Add to Selected List. If this product has already been added to the Selected List, to remove it, click Remove from list.

For a description of the page selection buttons, read about changing the appearance of a list in "Search Results" (page 11).

After you click the image thumbnail, the product details page appears, showing the following areas:

- Large Thumbnail
- Image Specification
- Product Description
- Content Grouping
- Front Language

Large Thumbnail

If the selected product is assigned to multiple image categories, tabs for those categories appear at the top of the large thumbnail image (for example Planogram and Foodservice). To view images and image specifications for another image category, click the category tab.

To view enhanced assets for a product, click the Enhanced Assets tab. For a description of how to upload enhanced assets, see "Enhanced Assets" (page 20).

If there are multiple images in a category, a series of small thumbnail images appears below the large thumbnail image. A label under the thumbnail image describes what facing is showing (for example "Front"). To scroll to the previous or next image in that category, in the large thumbnail panel, click the left or right arrow. To jump to a specific image, click the small thumbnail image.

Image Specification

Below the large thumbnail, image specifications appear that are relative to the selected image category and the selected product facing. If this product has been assigned to multiple image categories, to view a different set of data, at the top of the large thumbnail, select a different image category tab.

Product Description

To the right of the large thumbnail image, the product description area shows the product GTIN and several data categories.

To view details of a data category, click the down arrow to expand the detail panel. To hide the detail panel, click the up arrow.

To add the product that you are viewing to the Selected List, click Add to Selected List. If this product has already been added to the Selected List, to remove it, click Remove from list.

Content Grouping

Use this feature to help organize your content. You can assign products to groups and manage those groups. Alternatively, you can add identifying tags to individual products and then manage all products with the same tag, as a group.

After assigning products to a group, or tagging products, you can search by the group name or by the tag and quickly display a list with these products in it.

Front Language

If this product is displayed on a planogram, this attribute appears. The front-facing image of the product serves as the identification image.

When a product has a multilingual face, the front image typically shows both English and French.

When a product has a uni-lingual face, typically there is an English face and a French face.

In this drop-down, for products that have a uni-lingual face, you can indicate the default language for the front image.

After you select the language, the product image changes to reflect your choice.

Search Images

You can use the search function to help find the appropriate product image.

There are two types of search:

- Quick Search
- Advanced Search

Quick Search ▶

The Quick Search panel appears on the left side of the page.

To search for a product:

1. In the Quick Search area choose one of four attribute radio buttons:

    ◦ GTIN

    ◦ PLU

    ◦ Description English

    ◦ Description French

2. Specify a search value in the text box.

    When you click Search, the system searches the selected attribute in each product for the value that you specify in the text box.

3. To find images or products based on image category, in Image Categories select a category check box.

    You can select multiple category check boxes.

    When no categories are selected, the search is performed over all categories.

Note: A link to the login page for The Vault - eCommerce Content appears in the Quick Search panel, at the bottom of the Image Categories list.

4. Click Search.

   The Search Results panel shows products that match the search criteria.

At the bottom of the Quick Search panel, data providers have access to additional resources that include:

- Perform Image Inventory - Download image data to help maintain a current image inventory list. See "Product Image Inventory" (page 16).
- Category Captain - Quickly extract images and data from a single product category. See "Category Captain" (page 18).

Advanced Search ▶

To open the Advanced Search panel, at the bottom of the Quick Search panel, click Advanced.

The Advanced Search panel slides out from the left to show more attributes and tools that you can use to refine your search.

To close the Advanced Search panel without performing a search, at the top of the panel, click Close Advanced Search.

Steps:

1. To find multiple GTINs using a list in a text file or a Microsoft Excel file, do one of the following:
   - Click the Drop file box and browse to the file.
     - To download an Excel spreadsheet template to use in the Drop file box, click the Download template link.
   - Drag the file from your file manager window (Windows Explorer or Apple Finder) and drop it in the Drop file box.

2. To find images or products from a named attribute, in Product Criteria do the following:
   a. To search by identification number, in Identification specify a numeric pattern and indicate whether this pattern represents a GTIN or a PLU.

      To specify multiple identification numbers, press Enter after each number pattern.

   b. To search by product name or by product description, specify an alphanumeric pattern in Brand Name, Sub Brand Name, Functional Name or Long Description and indicate whether this pattern is in English or French.

      You can specify values in multiple fields.

3. To find images or products based on the size of product, in Size and Size UOM specify values for the search.

4. To show a list of images, sorted by product, in Display Option select the List by image check box.

   To show a list of products that contain images, in Display Option clear the List by image check box.

5. To find groups of product, in Content Grouping, select a named group or product tag.

6. To find images or products based on image category, in Image Categories select a category check box.

   You can select multiple category check boxes.

   When no categories are selected, the search is performed over all categories.

   Note: A link to the login page for The Vault - eCommerce Content appears in the Quick Search panel, at the bottom of the Image Categories list.

7. To find images or products based on date posted, in the Date posted drop-down fields, specify a date range.

8. To find images or products based on image specifications, in Image Criteria, do the following:
   a. To show images or products with images with a specific facing, in Facing, specify the facing type.
   b. To show images or products with images with a specific planogram state, in Planogram State, specify the state value.
   c. To show images or products with images with a specific Foodservice state, in Foodservice State, specify the state value.

9. To find images or products based on Marketing or Produce states, in State, specify the state value.

10. To find images or products that contain images with a specific angle, in Angle, specify the angle.

11. To find images or products in a specific language, in Language, specify the language name.

    If you leave this field blank, all languages are searched.

12. To clear values in all fields, and start specifying search criteria again, click Clear All.

13. Click Search.

    A message appears to show that the search is underway.

    The Search Results panel shows products that match the search criteria.

After the search results appear, to close the Advanced Search panel, at the top of the panel, click Close Advanced Search.

If you close the Advanced Search panel, your search settings still exist. To view and change the advanced search criteria, in the Quick Search panel click Advanced.

Saved Searches ▶

Before or after you have run a search, you can save search criteria to be quickly used another time.

1. At the bottom of the Advanced Search panel, next to Saved searches, click New.

   A dialogue box appears.

2. Enter a descriptive name for this search.

   Saved search names cannot exceed 100 characters.

3. Click Save.

   Search criteria are saved.

To open a list of saved searches, click Saved searches.

To recall these criteria in the Advanced Search panel, select it from the Saved searches drop-down.

You can manage saved searches that appear in the drop-down list:

- To update a saved search with criteria from the current panel, click Update (💾).

  You cannot undo this action. A success message appears.

- To give a saved search a different name, click Rename (✏️), enter a different name and click Save.

- To delete a saved search, click Delete (🗑️).

  You cannot undo this action. A confirming message appears. Click Yes.

Search Results

The Search Results panel shows the results of the search with the following logic:

- Contains Pattern - All products with a field value that contains the specified search value somewhere in the attribute value. For example, if you specify "250", products with that pattern in the GTIN, PLU or Description appear in the search results.

- Contains Not-in-Sequence - All products with a field value that contains aspects of the specified value, not necessarily in the same sequence. For example, if you specify "apple juice", products that appear in the search results list might be: Apple Cider Juice, Peach Juice with Apple, etc.

You can change the appearance of the Search Results list:

- To change the number of results that appear on a single page, in Results per page, choose a different number.
- To sort the list by product identifier, click the Identification column header. A drop-down list of options appears.

  Select one of the options. The list is sorted according to the selected option.
- To sort the list by a selected column header that is not the identifier, click the column header. The list is sorted in ascending order.

  To sort the list in the opposite order, click the same column header a second time.
- To view another page of search results, use the Next Page ( ) or Previous Page ( ) buttons. As well, there are buttons to jump to the first page or the last page in the sequence.

  This set of buttons shows a few page numbers that you can use to quickly jump to a selected page.

To take action on items in this list, use the Action column at the right side of this table. If you cannot see the Action column, use the slider at the bottom of the visible table and slide to the right. For more information on actions that you can take, see "Selecting Images" below.

Selecting Images ▶

The Search Results panel shows a list of products or a list of images that match the search criteria in either Quick Search or Advanced Search. For information on how to search, see "Search Images" (page 8).

From Search Results, you can add products to or remove products from the Selected List.

The number of selected items appears over the Selected List button. If there are no items selected, no number appears here.

Steps:

1. To view the details of a product, click the image thumbnail in the list.

   The product details page appears.

   For more information on the product details page, see "Viewing Images" (page 6).

   To return to Search Results from the product details page, click Home.

2. If you cannot see the Action column, use the slider at the bottom of the visible table and slide to the right.

3. To add a product to the Selected List, in the Actions column, click the Add icon ( ).

A success message appears. The image, along with all associated enhanced assets, is copied into the Selected List.

The Add icon changes to a Selected icon ( ).

The selected items counter above the Selected List button increases by one.

You can select multiple images or products. The maximum number of products allowed for a single download is 100. You can make multiple requests for images, provided each request contains no more than 100 products.

4. To add all products in Search Results, click Add All Results on This Page to Selected List.

5. To remove a selected product from the Selected list, in the Search Results Actions column click the Selected icon ( ).

   A success message appears.

   The Selected icon changes to an Add icon ( ).
   The number of selected items in the Selected List tab label decreases by one.

To view a list of all selected products, click the Selected List tab in the top left corner of the page.

Downloading Images and Associated Data

This chapter describes downloading for two purposes:

- Downloading Images and Enhanced Assets
- Product Image Inventory (available for data providers only)

Downloading Images and Enhanced Assets

To open the Selected List page, in the top left corner of the page click Selected List.

If you have already selected products for this list, the Selected List page shows a list of the products that you have selected. Each product in the list is identified by a product image and image categories.

For help with selecting images, see "Selecting Images" ().

In the Download Options panel, you can set parameters for all images and enhanced assets.

Steps:

1. To set download options for enhanced assets, in Download Options, do the following:

   a. Select the Enhanced Assets check box.

      The parameters panel appears as a drop-down.

b. Select an asset type. Choices are:
- Images - Select appropriate file format and resolution for images.
- Videos
- Documents

2. To set download options for all selected images, in Download Options do the following:

a. Select an image category.

A panel drops down, showing a list of file formats and other settings that are appropriate for that category.

b. To change the default file format, click the radio button for that format.

c. To change the image resolution for the selected file format, click the field for that format.

A drop-down list shows image resolutions.

d. In the drop-down list, select an image resolution.

The selected resolution appears in the file format field and the file format radio button is selected.

All images in the selected image category will be downloaded in this format and resolution.

e. To set download options for another image category, repeat steps (a) to (d).

For a description of additional settings for Planogram and Produce images, see "Marketing, Planogram and Produce Settings" below.

3. To save the current option settings as the default settings, at the top of the Download Options section, click Save Options.

A success message appears.

4. To download all images in the Selected List page, click Download.

A success message appears.

After you have successfully requested a download, the Selected List is cleared. You can continue to select more images for download.

After some time for processing, images will be made available for you to download. For more information, see "Download Manager" (page 16).

Reviewing Selections Before Downloading

When downloading images, you can download up to 100 images in a single request. You can review the list of selected images to reduce the number in a download.

1. To view details of a selected product, click the product thumbnail image.

The product details page appears.

To return to the Selected List from the product details page, in the top left corner of the page click Selected List.

2. To remove a product from the list, do the following:

    Caution: You cannot undo this action.

    ○ Click Remove from list (🗑).

       A success message appears.
    Product is removed from the list.

3. To remove all items from the Selected List, click Remove all.

    The Selected List is cleared.

Marketing, Planogram and Produce Settings

Besides file format and image resolution, there are different settings available for the Planogram and Produce image categories.

- File naming options

  In Planogram and Produce settings, use the set of check boxes to specify how you want file names to appear. When you select a check box, under File Naming Preview, the revised file name appears.

  Requirements for your planogramming software dictate how these file names should appear.

- Image criteria

  In Marketing and Planogram settings, select the file format type for all images and resolution for that type. (Note: You can select only one file format type.)

  In Planogram settings, do the following:

     In Front Language, indicate whether the front face of the product should appear in English or French.

     In Product Views and Additional Views, select the check box next to the view orientations to include in the download.

Reloading a Previous Download

After you have completed a download, the content of the Selected List is cleared. However, the criteria for a download is saved in the system for five calendar days.

To reload all criteria from a previous download:

1. To open the Selected List page, click Selected List.

2. In Download History, open Reload a previous download.

    A list of downloads appears.

Each previous download is labelled with the date, time and number of products downloaded.

3. Click a download.

Products and Download Options appear in the Selected List. As well, the counter above the Selected List button shows the number of items in the list.

You can perform a download immediately, add or remove products from the list or change download options as you see fit.

After you perform another download, the revised criteria appear in Download history as a new download.

Download Manager

To open the Download Manager, in the top left corner of the page, click Download Manager.

After you start the process of downloading images and Enhanced Assets, the system processes your request and creates a link in the Download Manager from which you can retrieve those items. For more information on how to start the download process, see "Downloading Images and Associated Data" (page 13).

In the Download Manager, your items are ready for you when the Download button appears. To get the most recent status of your request, click Refresh.

If you have requested a large number of items, processing might take a long time. When your items are available to you for download, you will receive an email message with a link to The Vault.

When the Download button appears, you will see a count that shows the number of images contained in the download package. If you have requested a set of images that do not exist, those images are not included. When you download a Product Image Inventory, the file is an Excel spreadsheet and there are no images included. For more information on Product Image Inventory, see "Additional Resources" (page 16).

To download your items, click Download. Your items are downloaded to your default download folder.

Additional Resources

These features are available only to data providers.

Product Image Inventory

This feature is available for data providers only.

As a data provider, to review product content from your catalogue that is available in The Vault, you can download image attributes and product data without the images. Because images are not included, this download does not have the 100 products limit.

This feature is enabled only for data providers.

You can perform this process on everything in your catalogue or on specific product categories.

At the end of this process, the Product Image Inventory is generated as Microsoft Excel file.

Search for Category and Image Type

1. To open the Product Image Inventory page, at the bottom of the Quick Search panel, click Perform Image Inventory.

   The Product Image Inventory page appears.

2. To choose the type of data that you want to extract, in Select Image Type, select the check box next to the type.

   You can select multiple check boxes or all check boxes.

3. To specify product categories by code, in Select Categories, do the following:

   a. In Available Categories, to move all product codes to Selected Categories, click the double right arrow (⏩).

      The double left arrow button (⏪) is enabled.
      All product codes are now selected.

   b. In Selected Categories, to remove all product codes, click the double left arrow (⏪).

      The double left arrow button is disabled.
      No product codes are specified.

   c. To specify a single code, in Available Categories, double-click the code.

      The selected code appears in Selected Categories.

   d. To remove a single code from Selected Categories, double-click the code.

      The code is removed from Selected Categories.

   e. To select a single code, in Available Categories, click a product code once.

      Use SHIFT + click or CTRL + click to select multiple codes.

   f. To move selected codes to Selected Categories, click the right arrow (›).

      Selected codes appear in Selected Categories.

g. To select a single code in Selected Categories, click a product code once.

Use SHIFT + click or CTRL _ click to select multiple codes.

h. To remove selected codes, click the left arrow (‹).

Codes are removed from Selected Categories.

Codes that appear in Selected Categories have been specified for the Product Image Inventory search.

4. Click Search.

The Results box appears.

In the Results box, a summary of products that meet the search criteria appear, grouped by the selected image categories. The number of images and the number of products represented appears in each group.

Note: In this case, the number of products is not restricted to 100.

Download Data

To download the result of your Product Image Inventory, click Download.

A MicroSoft Excel file is downloaded to your default downloads folder.

The Excel spreadsheet contains product data that describes multiple products and details about product images.

Some of the values appear in code format. For example, the Language value can be one of:

- EN - English
- FR - French

The spreadsheet contains worksheets (tabs) with lists of codes and values in English and French.

Category Captain

This feature is available only to data providers and gives you the ability to extract public planogram content for all products while keeping manufacturer information confidential.

With this feature, you can perform a product search using a Category Code filter.

Private Label manufacturer data is protected and you cannot see this information. If you are the manufacturer for a Private Label product, you will see your own Global Location Number (GLN).

In this process, search and download are performed in the same workspace.

Steps:

1. Before starting a Category Captain Search, remove or download any products in the Selected List.

   When the Selected List is cleared, there is no number visible above the Selected List button.

2. To open the Category Captain page from the home page, at the bottom of the Quick Search panel, click Category Captain.

   The Category Captain Search Criteria page appears.

3. To find multiple GTINs using a list in a text file or a Microsoft Excel file, do one of the following:

   ◦ Click the Drop file box and browse to the file.

     • To download an Excel spreadsheet template to use in the Drop file box, click the Download template link.

   ◦ Drag the file from your file manager window (Windows Explorer or Apple Finder) and drop it in the Drop file box.

     The file name appears below the box. You can include only one file per search.

     Note: If you use the Drop file here box, all other search criteria are disabled.

   ◦ In GTIN, type or paste GTINs in the box.

     Note: If you use the GTIN box, Date Posted and Product Categories criteria are disabled.

4. To specify a product category, in Select Categories, do the following:

   ◦ In Available Categories, double-click the code.

     The selected code appears in Selected Categories.

     • To remove a code from Selected Categories, double-click the code.

     The code is removed.

5. To find images or products based on date posted, in Date posted, specify a date range.

   Date posted thresholds also work with a selected Product Category using AND logic.

6. Click Search.

   The Search Results table appears, showing products that meet the search criteria.

   In the top right corner of the page, a notification shows how many products and the total number of Planogram images available in the search results.

7. To download all search results, click Select Download Options.

   The Category Captain Download Options page appears.

8. Select the file format type for all images and resolution for that type. (Note: You can select only one file format type.)

9. Use the set of check boxes to specify how you want file names to appear. When you select a check box, under File Naming Preview, the revised file name appears.

   Requirements for your planogramming software dictate how these file names should appear.

10. In Front Language, indicate whether the front face of the product should appear in English or French.

11. In Product Views and Additional Views, select the check box next to the view orientations to include in the download.

12. Click Download.

A message appears indicating that your request for download is being processed. The system will send you an email after processing is complete.

Enhanced Assets

As a data provider, this feature gives you the ability to organize and store digital content associated with your products, for example:

- beauty shots
- images of plated food
- videos
- advertisements
- recipes
- . . . and more

For each uploaded asset, the Vault generates standards-compliant file names that include the product GTIN. For all enhanced assets, a standards-compliant Global Document Type Identifier (GDTI) is generated by The Vault.
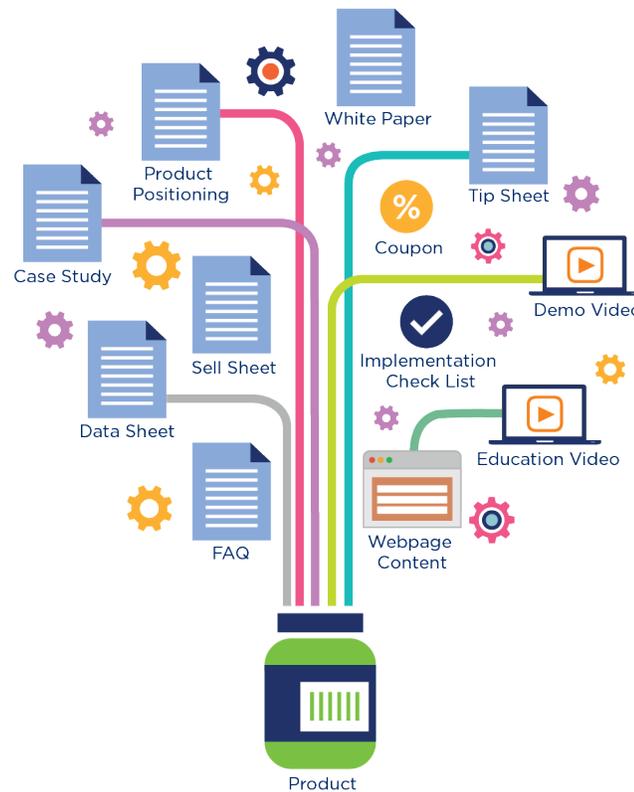
Uploading Enhanced Assets

This feature is for data providers.

To upload an enhanced asset to the system, the associated product GTIN must already be part of your Vault catalogue.

1. From the home page, click Enhanced Assets.

   The Enhanced Assets Upload page appears.

2. In Asset Attributes, indicate the type of asset. It can be one of:

   ◦ Image

   In Image Types, indicate the type. Other attributes associated with the selected image type appear.
   Use the selections to help describe the image as front face, angle, etc.

   ◦ Video

   File types supported: mov, mp4, mkv, wmv

   ◦ Document

   File types supported: csv, doc, docx, pdf, txt, xls, xlsx

3. In Associated GTINs, enter the product GTIN with which the asset is associated.

   You can enter multiple GTINs here.

   The System validates each GTIN, to determine whether it exists in your Vault catalogue under Planogram, Marketing or Foodservice content.

   If a GTIN is not valid, a red "X" appears next to it. In order to proceed, the invalid GTIN must be removed.

4. In Description, describe the asset in English and French.

   This value is optional for images and required for documents and videos.

5. Optionally, indicate the Start Date and End Date as appropriate.

6. In File Language, indicate the appropriate language of the asset.

   After you choose a language, the Add version file check box changes, allowing you to upload the asset in both English and French languages at the same time. If you choose:

   ◦ English, the Add version label changes to allow you to add a French version.

   ◦ French, the Add version label changes to allow you to add an English version.

   ◦ Multilingual, the Add version label is removed.

7. Use the Drop file here box, to either drag and drop the asset file or to search for it.

   After selecting the file, the file name appears below the box.

   If you have any errors in the Upload Asset form, or if the asset file is incorrect, a message appears in the message box.

   If you have no errors, the message box shows that your file is ready to be published.

8. If you have selected a single-language asset file, use the Add version check box to add this asset in both languages at the same time.

   Follow instructions in step 7 to add the alternate language file.

9. Click Publish.

   A message appears asking you to verify that the content is correct.

10. Click Confirm.

A success message appears.

Details of the secondary asset appear in the product page view.

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