



The Global Language of Business

# GS1 Canada eCommerce Content User Guide

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## Overview of GS1 Canada eCommerce Content

GS1 Canada eCommerce Content is a secure storage tool for eCommerce images and data. A vital element of the ECCnet eCommerce Content solution, data providers use eCommerce Content to make eCommerce product images and data available to their trading partners. Data recipients use eCommerce Content to access eCommerce images and data from multiple brand owners in one central location.

### 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 GS1 Canada eCommerce Content, in My Tools, click eCommerce Content.

The Product Catalogue page for eCommerce Content appears.

### Closing eCommerce Content

To close eCommerce Content, in the top right corner, click the user icon () and select Switch to myGS1 from the context menu.

The myGS1 home page appears.

## Workspace Orientation

This chapter describes the layout of the workspace for GS1 Canada eCommerce Content.

The main page shows a product catalogue for eCommerce products.

The GS1 Canada banner appears at the top of the page. The page content appears below the banner.

This banner contains a Search function and a number of navigation buttons:

- Help (🔍) - View support documents.
- User (👤) - This drop-down shows your company name, Global Location Number (GLN), your user ID and your user role. As well, to close eCommerce Content click Switch to myGS1.

Below the GS1 Canada banner, you can see the navigation panel on the left and the product catalogue list on the right.

The Navigation panel contains the following links:

- Product Catalogue
- Lists
- Cart
- Extracts

## Product Catalogue

The Product Catalogue shows a list of ecommerce products in a table format. The top-right corner of the eCommerce Catalogue shows the number of products displayed and the total number of products in the table.

You can select items from the table or open a single product to view the product details. For more information on selecting products, see "Selecting Products" ([page 11](#)). For more information on viewing product details, see "Viewing a Product" ([page 11](#)).

### Actions on the Product Catalogue Page

When you select a product on this page, two action buttons appear:

- Add to My List
- Add to Cart

#### **Add to My List**

After you select one or multiple products in the Product Catalogue, the Add to My List button appears.

**Note:** If there are no lists in your collection, you must make a list before you can add an item to a list. For help, see "Lists" (below).

1. Click Add to My List.

A drop-down appears, showing your collection of lists.

2. Select a list.

The selected products are added to the selected list.

To see the group of products in your list, in the navigation panel, click Lists.

### **Add to Cart**

After you select one or multiple products in the Product Catalogue, the Add to Cart button appears.

1. Click Add To Cart.

A confirming message appears, showing that your selected items have been added.

In the navigation panel, the number next to Cart increases.

2. To view your cart, click Cart.

For help with taking action on items in your cart, see "Cart" ([page 8](#)).

For help with adding items from a list, see "Actions on the Lists Page" ([page 7](#)).

## **Lists**

Use lists when you perform an action multiple times on the same list of products. Use this page to maintain lists for various purposes or to perform actions on items in the list.

To open the Lists page, in the navigation panel, click Lists.

### **Creating a List**

Before you can add products to a list, you must first create a list.

1. Click Create a List.

The Enter List Name box appears.

2. Give the list a descriptive name.
3. Click Save.

The list appears on the Lists page.

To learn how to add items to your Lists, see "Actions on the Product Catalogue Page" ([page 5](#)).

## Actions on the Lists Page

Your lists contain selected products and are a small group of products that you can take actions on.


The Lists page shows your list sets at the top of the page. When you click a list, the list set appears in the table below.

1. To add an item from one list to another list, do the following:
  - a. Select an item in the list.  
You can select multiple items.  
The Add to My List button appears.
  - b. Click Add to My List.  
A drop-down appears, showing your collection of lists.
  - c. Select a list.  
The selected products are added to the selected list.
2. To add a list item to the Cart, do the following:
  - a. Select an item in the list.  
You can select multiple items.  
The Add to Cart button appears.
  - b. Click Add to Cart.  
In the navigation panel, the number next to Cart increases.  
For help with taking action on the contents of your cart, see "Cart" ([page 8](#)).
3. To remove an item from a list, do the following:

Caution: You cannot undo the following action.

Note: When you remove an item from a list, it does not delete the item from the system.

  - a. Select a list.  
Items in that list appear in the table below.
  - b. Select an item in the list.  
The Remove Items button appears.
  - c. Click Remove Items.  
A warning message appears.
  - d. Click Continue.  
A success message appears.  
The item is removed from the list.
4. To rename or delete a list, do the following:

- a. In the list section, in a list, click the three vertical dots (  ).  
A context menu appears.
- b. To rename the list, in the context menu, click Rename and change the list name.  
The list name is changed.
- c. To delete a list, in the context menu, click Delete.  
You cannot undo the following action.
- d. Click Continue.  
The list is removed from the list section.

To add a single item to the cart, see "Actions on the Product Catalogue Page" ([page 5](#)).

## Cart

If you have items in your cart, in the navigation panel, a number appears next to the Cart link.

To open the Cart page, click Cart.


Items that have been loaded into the cart appear in a table list.

On the right side of the page, in the Summary section, the total number of items appears.


### Requesting an Extract

Note 1: Images that have dimensions less than the specified pixel dimensions are downloaded with the highest available dimensions.

Note 2: Image types are packaged for download only if they are available.

1. To make an extract request, add items to your cart and open the Cart page.  
For help with adding items to your cart from the Product Catalogue, see "Actions on the Product Catalogue Page" ([page 5](#)).  
For help with adding items to your cart from a list, see "Actions on the Lists Page" ([page 7](#)).
2. In the Cart page, review items in your cart.
3. Before the extract, to remove an item from the cart, in the Action column, click Remove Item (  ).  
You cannot undo this action and there is no warning.



- The item is removed from the cart.
4. Before the extract, to remove everything from the cart, in the Summary section, click  Clear Cart.  
You cannot undo this action and there is no warning.  
All items are removed from the cart.
  5. In the Summary section, click Proceed To Extract.  
The Cart / Extract page appears showing image and data parameters and image types selected.  
In Image and Data Extract, the parameters that you set apply to all images and all data being downloaded.
  6. Set the following parameters:
    - To download images in a specific format, in Image File Format choose the format.  
You can download images in their original format.
    - To change the pixel dimension, in Dimension in Pixels, choose a size.  
The default dimension is 2400 x 2400 px.
    - To specify how data will appear, in Data File Format, choose a format.  
The default file format is XLS.
    - To choose which images to download, use the check box next to each image.  
By default, all images are selected.  
To skip downloading some images, clear the check box next to that image.  
To skip downloading all images, clear the Select All check box.
  7. At the bottom of the list of images, click Download.  
A success message appears.  
All cart items are extracted and prepared for you to download.  
All products are cleared from your cart.  
In the navigation panel, the number next to Cart disappears.
  8. To check the status of your download, click Check Extract Status.  
The Extracts page appears, showing details of your request.  
For help with the Extracts page, see "Extracts" (below).

## Extracts

After you have requested an extract, to review the status of your request at any time, in the navigation panel, click Extracts.

For help with requesting an extract, see "Requesting an Extract" (above).

The Extracts page shows a table list of files that have been requested from the system. If your request is being processed, the Status column shows "Processing".

When data and images are ready, the Status column shows "Download".

To download your extracted data and images, click Download.

Data and images are downloaded to your default download folder in a ZIP file format.

## Searching for Products

This chapter describes how to use Search to find products.

### Search Filter

The Search filter is in the GS1 Canada banner at the top of the page.

The Search function applies a filter to the product list so that only those products that match the search criteria appear in the list.

If you do not have the Product Catalogue page open, applying a search filter takes you back to the Product Catalogue page to display the search results.

1. To open the search parameters panel, click  Search Filter.

The search parameters panel appears.

2. Fill in values in the various fields to help describe the item or group of items.
3. Click Search.

Products that appear in your ecommerce catalogue match the search criteria.

4. To clear search parameters and display an unfiltered catalogue, do the following:

- a. Click  Search Filter.

The search parameters panel appears.

- b. Manually clear all search parameters.
- c. Click Search.

All products in your catalogue appear in the list.

To view details for a product, in the eCommerce Catalogue, click the Global Item Trade Number (GTIN). For more information, see "Viewing a Product" ([page 11](#)).

Note: If you apply a search filter and then view details for a single product, when you return to the Product Catalogue page, the search filter still applies to the list.

## Viewing a Product

To open product details from the eCommerce Catalogue page, click the Global Trade Item Number.

You can view details of a product before you extract data and images.

### Features of the Product Details Page

To open a product to view details, in the eCommerce Catalogue, click the Global Trade Item Number.

Details of the product show:

- Images
- Data

#### Images

Here you can see images of the product. To enlarge the image, click a small thumbnail image. The enlarged image appears in an overlay.

If there are multiple thumbnail images, you can click the right arrow to see the next image, or left arrow to see the previous image.

In the top right corner of the overlay, there are controls to help you increase or decrease the zoom level and to rotate the image left or right.

To close the image overlay, in the top right corner, click the "x".

#### Data

The product details page shows a subset of the product data stored in the system.

The product name appears at the top along with the data excellence rating and a date stamp that shows when the data was last updated.

Scroll down to view the attributes.

Below the attributes, you can view Nutrition values and the ingredients list, if appropriate.

## Selecting Products

On the eCommerce Catalogue page, you can select a single product or multiple products.

If you have a large number of products, use Search Filter to reduce the number of products on the page. For help with the Search feature, see "Searching for Products" ([page 10](#)).

In the upper right corner of the page, the "Showing" indicator shows how many products appear on the page and how many total products match your search criteria. If there are multiple pages of products, use the right arrow (>) to advance to the next page and the left arrow (<) to go back to the previous page.

1. To select a single product, in the Item column, select the check box next to the product.

After you select a product, the Add To Cart and Add to My List buttons appear. For more information about these buttons, see "Actions on the Product Catalogue Page" ([page 5](#)).

You can select multiple products.

2. To select all products on the current page, select the Select Current Page check box.

A check mark appears in the check box next to all products on the page.

3. To clear the check box on a single product, select the check box a second time.

To indicate that the product has not been selected, the check box is cleared.

4. To clear check boxes when all products have been selected, select the Select Current Page check box a second time.

Note1: If you select a product with one search filter on and then change to another filter that does not show selected products, those products are still selected for action, even though you cannot see them in the list.

Note2: If you select multiple products in the eCommerce Catalogue and then view product details for a single product, when you return to the eCommerce Catalogue, all product selections will be cleared.



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