



# GS1 US Data Hub® | Product Share User Guide

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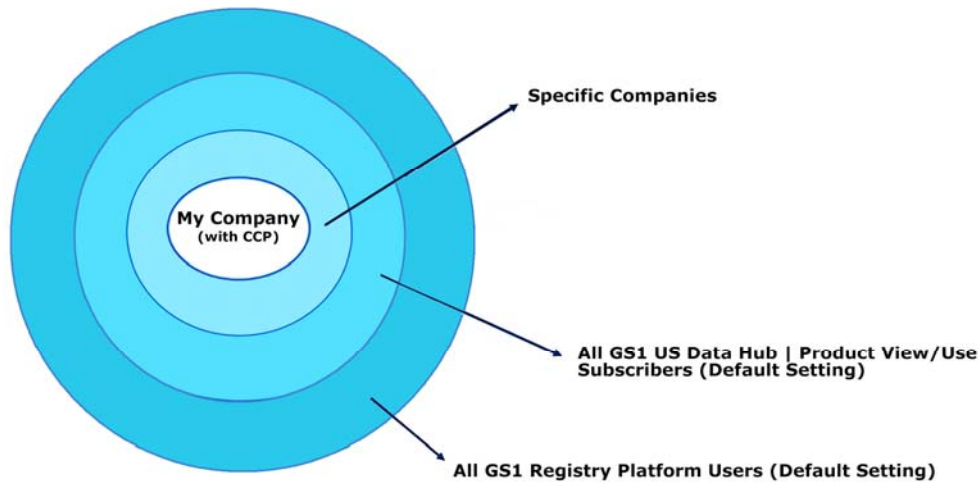
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## GS1 US DATA HUB | PRODUCT Share Overview

**Share** allows Brand Owner verified product data to be visible and available for download by GS1 US Data Hub | Product View/Use subscribers.

**Sharing** all product data for **In Use** items is the default, but these permissions can be changed at any time by the Brand Owner.

**Share** permissions are managed by using Trust Circle(s).



*Example: GS1 US Data Hub | Product Trust Circles*

| Product Trust Circles  | Description   |
|--|---|
| My Company with assigned Certified Content Provider (CCP)    | Brand Owner may choose to work with a Certified Content Provider (CCP) to enhance their product data. See the <b>Brand Owner’s Guide to Managing Enhanced Content</b> in the Help Center for more info.   |
| Specific Companies with GS1 US Product View/Use Subscription | Brand Owner, with default sharing turned off, chooses to share product information with specific trading partner subscribers.   |
| All GS1 US Data Hub Product View/Use Subscribers             | By default, Brand Owner shares product information with a dynamic list of GS1 US Data Hub   Product View/Use subscribers. This list could change regularly.   |
| All GS1 Registry Platform Subscribers                        | By default, Brand Owner shares product information with the GS1 Registry Platform, so that subscriber companies in GS1 Member Organizations around the world can view this data. At this time, only “In Use” products in which the box was checked for “Can this item be purchased by the consumer?” are being shared with the GS1 Registry Platform. If products are not being shared with all View/Use subscribers, they will not be shared with the GS1 Registry Platform. |

## Default Share Settings and What You Need to Know *(continued)*

All **In Use** products are shared automatically with GS1 US | Product View/Use subscribers. As an administrator, you can turn off this feature and allow brand owner(s) to selectively share **In Use** products with specific companies who have GS1 US Product View/Use subscriptions.\* These instructions help you determine the configuration of your default product share settings.

**1**

**2**

**3**

**All Products View/Use subscribers** displays when “Share all In Use Products with GS1 US Data Hub Product View/Use subscribers” has been checked  on the Administration / Product Settings screen.

**Products Shared** displays when “Share all In Use Products with GS1 US Data Hub Product View/Use subscribers” has been unchecked  on the Administration / Product Settings screen.

START

1

Click **Product** > **Share**.

2

On the Administration / Product Settings screen, if “Share all In Use Products with GS1 US Data Hub Product View/Use subscribers” is checked, then “Share all In Use Products with subscribers is on” displays on the Product/Share screen. This means you are currently sharing your product data with **ALL** GS1 US Data Hub | Product View/Use Subscribers. Only the **All Product View/Use Subscribers** tab displays. **Go to step 3.**

3

On the Administration / Product Settings screen, if “Share all In Use Products with GS1 US Data Hub Product View/Use subscribers” is unchecked, “Share all In Use Products with subscribers is off” displays under **Products Shared** on the screen and only products you have chosen to share will display. **Go to step 4.**



\*If the Brand Owner decided to move an Archived item back to **In Use**, all previously designated Shares will be restored.

## Default Share Settings and What You Need to Know *(continued)*

The screenshot shows the 'Products Shared' interface in the GS1 US Data Hub. At the top, there are navigation links: Home, Product, Location, Company, Reports, Administration, Developer Portal, and Help. Below that are icons for Manage, Create, Import, and Share. The main heading is 'Products Shared' with a sub-note: 'Share all In Use Products with subscribers is off.' and a link to 'Manage Settings'. There are two tabs: 'Shared' (selected) and 'All Product View/Use Subscribers'. Below the tabs are buttons for 'Delete' and '+ Add New', which are highlighted with a red box and a red circle containing the number '4'. Below the buttons is a dropdown for '10 records per page'. The main area is a table with columns: Description, GTIN, Shared With, Shared On, and Children Shared. Each column has a filter input. The table contains several rows of product data, with the first row highlighted by a red box and a red circle containing the number '5'.

| Description   | GTIN           | Shared With                               | Shared On | Children Shared |
|---|----------------|---|-----------|-----------------|
| <a href="#">Product Test to remove weight from In Use product</a> | 00814141004847 | Trading Partner List                      | 3/27/2019 | No              |
| <a href="#">sharada test4</a>                                     | 90814141004109 | Specific Companies - Medical Devices R Us | 2/16/2019 | No              |
| <a href="#">sharada test4</a>                                     | 90814141004109 | Specific Companies - Medical Devices R Us | 2/16/2019 | No              |
| <a href="#">Bimalesh Test Case</a>                                | 00814141004328 | Specific Companies - Medical Devices R Us | 2/16/2019 | No              |
| <a href="#">Red swim toys</a>                                     | 00814141003109 | Specific Companies - Ebusinessready       | 6/7/2018  | No              |
| <a href="#">Box of 5 Markers</a>                                  | 00814141002942 | Specific Companies - GS1 US, INC.         | 5/3/2018  | No              |
| <a href="#">TestDS1-0310SC</a>                                    | 00814141002720 | Specific Companies - Medical Devices R Us | 3/10/2018 | Yes             |



**4** Based on your Administration | Product settings, there are 2 tabs you can select:

- **Shared** – these are products you may choose to selectively share (see step 5).
- **All Product View/Use Subscribers** – this is the repository of all companies that subscribe to GS1 US | Product View/Use that you can choose to share with.

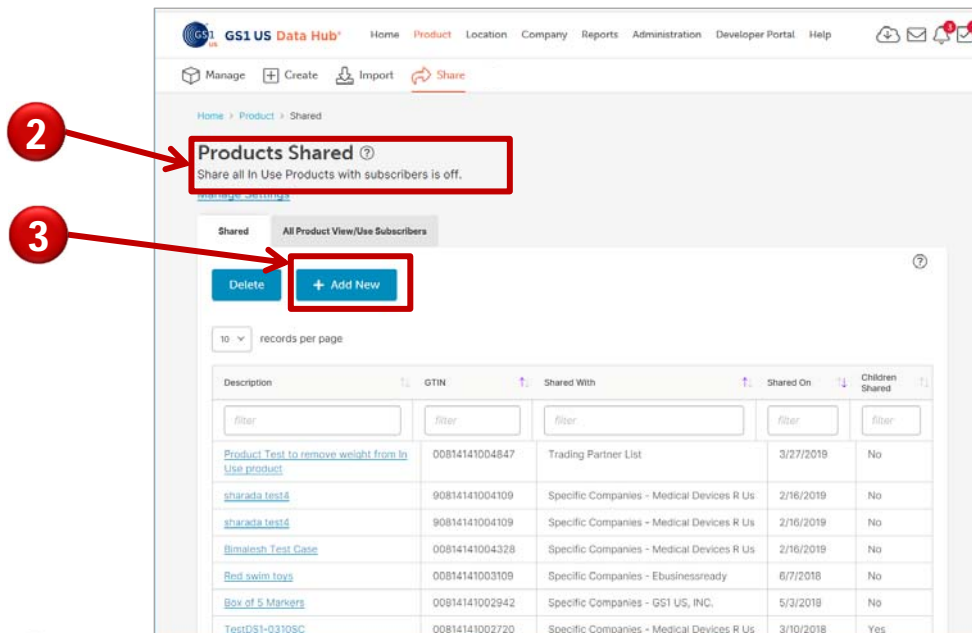
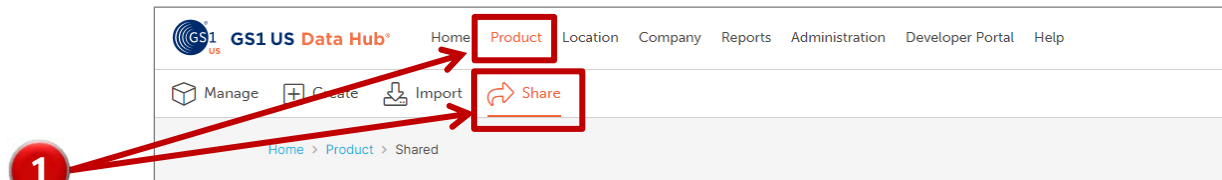
**5** You can use the filter to search if specific companies are on this list.

| Table Heading   | Description  |
|-----------------|--|
| Description     | Product description shared with Specific Companies or trading partners.  |
| GTIN            | Lists the GTIN (Global Trade Item Number) of those products being shared.  |
| Shared With     | Compan(ies) that you allow to see and or download information about this product.  |
| Shared On       | Date the product information was shared.   |
| Children Shared | Indicates whether you have chosen to share the contents of this product. For example, sharing the contents of a case including the individual "eaches" found within. |



## How to Share Your Product Information

To share your product information with select companies and GS1 US Data Hub | Product View/Use subscribers, complete the following:



1 Click **Product** > **Share**.

2 **Products Shared** displays as the title of this section, which lists product(s) that are currently being shared.

**Note:** If "Share all In Use Products with GS1 US Data Hub Product View/Use subscribers" has been checked  on the Administration / Product Settings screen, then the title displayed will be **All Product View/Use subscribers**. You don't need to share individual products when this option has been checked.

3 To share another product, click **+Add New**.



## How to Share Your Product Information *(continued)*

The first screenshot shows the 'Select Products to Share' interface. At the top left, there are 'Share' and 'Cancel' buttons. Below them is a 'records per page' dropdown set to '10'. A table lists products with columns: Brand, Description, OTIN, Industry, Level, Prefix, and Last Modified Date. A filter 'eric' is applied to the Description column, resulting in one row: 'Eric's Famous Cookie' with a description 'Eric's Dark Chocolate Cookie'. A 'Share' button is highlighted with a red box and a red arrow labeled '4'. The 'Share' button in the top left is also highlighted with a red box and a red arrow labeled '5'. A red circle with the number '4' is positioned to the left of the first screenshot, and a red circle with the number '5' is positioned to the right of the first screenshot.

The second screenshot shows the 'Add new Share' dialog box. It has a title 'Add new Share' and a section 'Who are you sharing with?' with two radio buttons: 'Specific Companies' (selected) and 'GS1 US Data Hub Product View/Use subscribers\*'. Below this is a checkbox 'Include all item's contents' which is unchecked. At the bottom are 'Continue' and 'Cancel' buttons. A red box highlights the 'Continue' button, with a red arrow labeled '7' pointing to it. A red circle with the number '6' is positioned to the left of the dialog box.



- 4** Locate the Product(s) to share and select by highlighting each. Click anywhere in the row to highlight **except** on the Description hyperlink. **Hint:** Use at least one filter under a column heading to narrow the display, i.e., three letters or numbers.
- 5** Click **Share**.
- 6** The **Add New Share** screen displays. Select the appropriate radio button under **Who are you sharing with?**
  - Specific Companies
  - GS1 US Data Hub | Product View/Use Subscribers
- 7** Click **Continue**.



## How to Share Your Product Information *(continued)*

The screenshot shows the 'Add new Share' dialog box with the 'Specific Companies' option selected. Below the dialog box, the 'Products Shared' page is visible, showing a table of products shared with subscribers. A red box highlights the table, and a red circle with the number 9 points to it.

| Description  | GTIN           | Shared With  | Shared On | Children Shared |
|--|----------------|--|-----------|-----------------|
| Case of 24 Chocolate Cookies of Brian's Famous Cookies | 10814141009566 | All Subscribers                                      | 6/4/2019  | Yes             |
| Case of 24 Chocolate Cookies of Brian's Famous Cookies | 10814141009566 | Specific Companies - Medical Devices R Us            | 2/5/2019  | Yes             |
| Case of 24 Chocolate Cookies of Brian's Famous Cookies | 10814141009566 | Specific Companies - Amalgamated Hospital Purchasing | 2/5/2019  | Yes             |



**8** The **Add Shares** dialog box opens. Click **Share**. The message “New share(s) added successfully” displays.

**9** Click **Product** > **Share** to view the **Products Shared** page and view the specified products you are sharing with all subscribers.





## Stop Sharing a Product

There may come a time when you want to stop sharing product information with Specific Companies or all GS1 US Data Hub | Product View/Use subscribers. To remove a previously shared product relationship, complete the following steps:

The screenshot shows the GS1 US Data Hub interface. In the top navigation bar, 'Product' is highlighted with a red box. Below it, the 'Share' button is also highlighted with a red box. A red circle with the number '1' and an arrow points to these elements. Below this, the 'Manage Products' section is shown. A table with columns for Status, Brand, Description, GTIN, SKU, Packaging Level, Prefix, and Last Modified Date is displayed. The 'Description' filter is set to 'Dark'. The first row in the table is highlighted, and its 'Description' cell contains a link to 'Eric's Dark Chocolate Cookie Case of 24'. The 'GTIN' cell for this row contains the value '10814141002369', which is highlighted with a red box. A red circle with the number '2' and an arrow points to the 'Description' filter and the highlighted row.

| Status    | Brand                | Description   | GTIN           | SKU | Packaging Level | Prefix    | Last Modified Date |
|-----------|----------------------|---|----------------|-----|-----------------|-----------|--------------------|
| In Use    | Eric's Famous Cookie | <a href="#">Eric's Dark Chocolate Cookie Case of 24</a> | 10814141002369 |     | Case            | 081414100 | 12/20/2018         |
| PreMarket | Eric's Famous Cookie | <a href="#">Eric's Infamous Dark Chocolate Cookie</a>   | 00814141009316 |     | Each            | 081414100 | 12/20/2018         |
| In Use    | Eric's Famous Cookie | <a href="#">Eric's Dark Chocolate Cookie</a>            | 00814141002362 |     | Each            | 081414100 | 12/19/2018         |



1 Click **Product** > **Manage**.

2 Search for the GTIN by using the filter boxes. In this example we are using the GTIN filter to find the case of Eric's Dark Chocolate Cookies. Click the **Description** hyperlink to view sharing permissions.

**Speed Tip!** Display up to 100 products per page or use filtering to narrow your search



## Stop Sharing a Product *(continued)*

Home > Product > Product Detail

### In Use (10814141002369) - Eric's Dark Chocolate Cookie Case of 24

Product Detail Additional Information Hierarchy **Sharing** History Barcode

Product Description: Eric's Dark Chocolate Cookie Case of 24

Product Industry: General

Brand Name: Eric's Famous Cookie

Packaging Level: Case

SKU: Optional

Is this item variable measure?

Can this item be purchased by the consumer?

| GTIN           | Description                                  | Status | Level | Qty |
|----------------|--|--------|-------|-----|
| 00814141002362 | <a href="#">Eric's Dark Chocolate Cookie</a> | In Use | Each  | 24  |

Showing 1 to 1 of 1 entries

Home > Product > Sharing

### In Use (10814141002369) - Eric's Dark Chocolate Cookie Case of 24

Product Detail Additional Information Hierarchy **Sharing** History Barcode

Item Shared With [View Trading Partners](#) [View All Product View/Use subscribers](#)

10 records per page

| Shared With                         | Shared By                           | Shared On                           | Children Shared                     |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="text" value="filter"/> | <input type="text" value="filter"/> | <input type="text" value="filter"/> | <input type="text" value="filter"/> |
| Specific Companies - GS1 US, INC.   | bellio@gs1us.org                    | 12/20/2018                          | Yes                                 |

Showing 1 to 1 of 1 entries

Previous 1 Next

**Delete** + Add New



**3** From the **Product Details** page, **Item Contents** will display the case contents. In this example, Eric's Dark Chocolate Cookie (Each) GTIN 00814141002362 is contained within the Eric's Dark Chocolate Case of 24 GTIN 10814141002369.

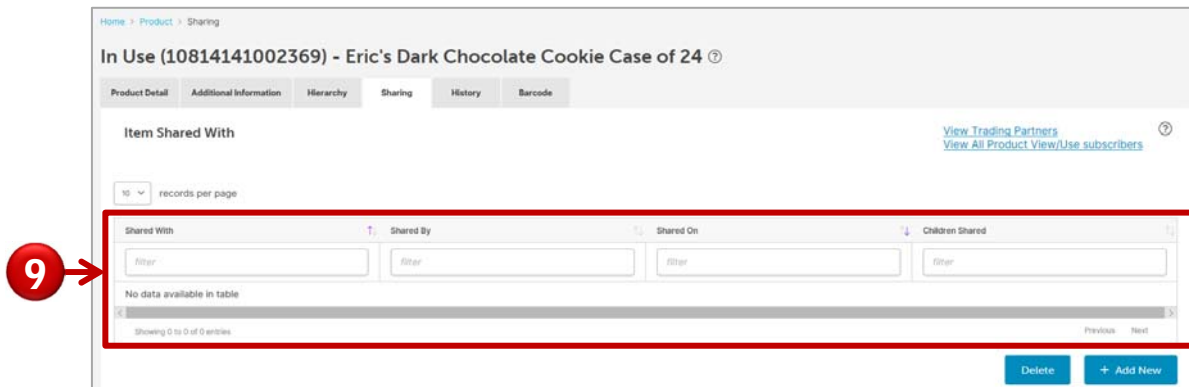
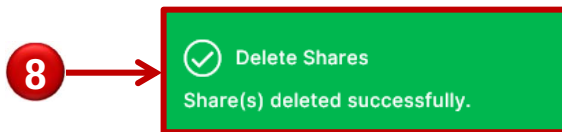
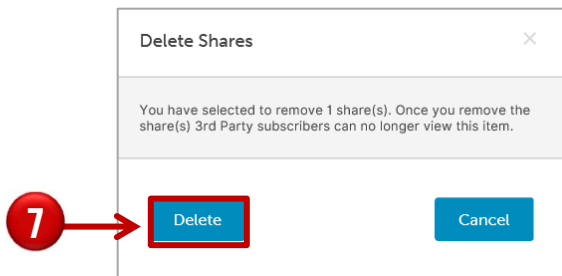
**4** Click the **Sharing** tab to see who your product is currently shared with.

**5** The **Item Shared With** section shows who the product has been shared with, who shared it, when it was shared and if children were shared. In this example, Eric's Dark Chocolate Case of 24 was shared with Specific Companies (GS1 US, INC.) by user bellio@gs1us.org on 12/20/2018 and they shared the contents.

**6** Highlight the company you want to remove. Click **Delete**.



## Stop Sharing a Product *(continued)*



**7** **Delete Shares** dialog box appears to confirm removal of the sharing item with 3<sup>rd</sup> Party Subscribers. Click **Delete**.

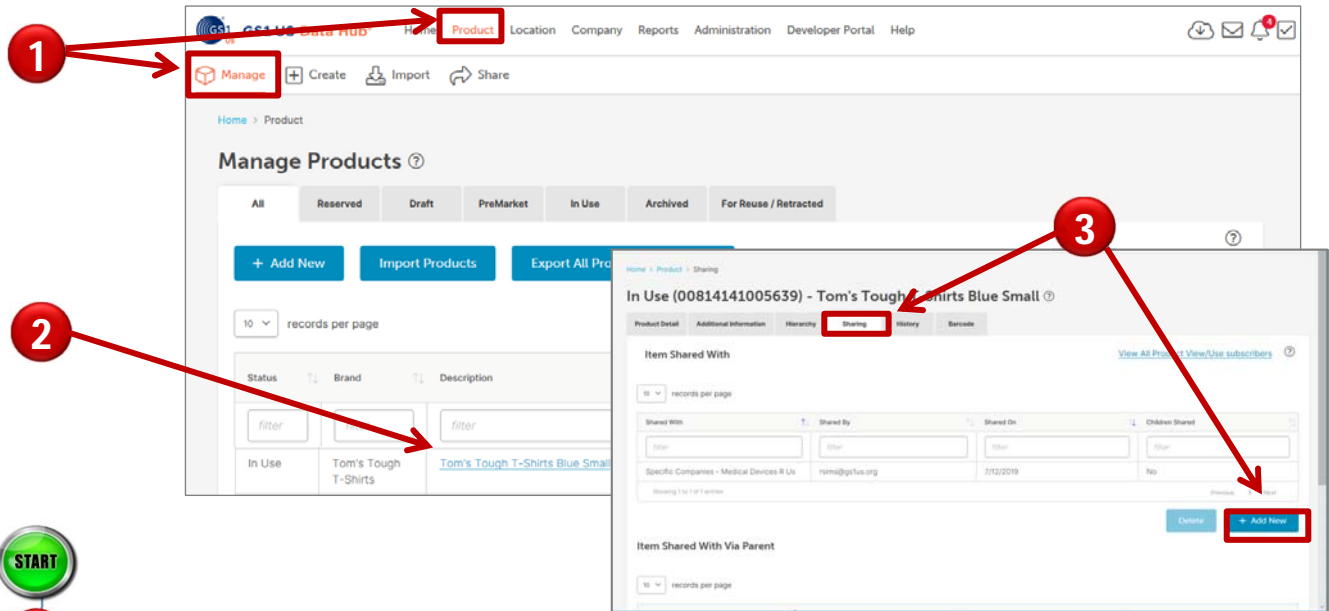
**8** The green **Delete Shares** window in the top right of the screen confirms success.

**9** The **Items Shared With** section displays no data (i.e., the product is not currently being shared with anyone).



## Share from a Specific Product Detail Record

If the default “Share All In Use Products...” box has been unchecked, meaning it has been turned off, brand owners can also use the Sharing tab on each product detail record to enable Product View/Use subscribers to view product information.



- 1 Click **Product** > **Manage**.
- 2 Locate the desired product detail record and click the Description (hyperlink).
- 3 Click the Sharing tab. The Items Shared With screen displays companies that this product has already been shared with. Click the **Add New** button to add another subscriber to view this item. You can select a specific company or share with all GS1 US Data Hub Product View/Use subscribers.

| Table Heading                      | Description  |
|------------------------------------|--|
| <b>Item Shared With</b>            | Refers to the product you are currently managing and can include any level of packaging.   |
| Shared With                        | Compan(ies) that you allow to see and or download information about this product.  |
| Shared By                          | User in your company who shared the product data.  |
| Shared On                          | Date the product information was shared.   |
| Children Shared                    | Indicates whether you have chosen to share the contents of this product. For example, sharing the contents of a case including the individual eaches found within. |
| <b>Item Shared with Via Parent</b> | This product information was previously shared as a child under another higher   |
| Shared With                        | Compan(ies) that you allow to see and or download information about this product.  |
| Shared By                          | User in your company who shared the product data.  |
| Shared On                          | Date the product information was shared.   |
| Parent                             | The product (GTIN) that was the source of the share.   |

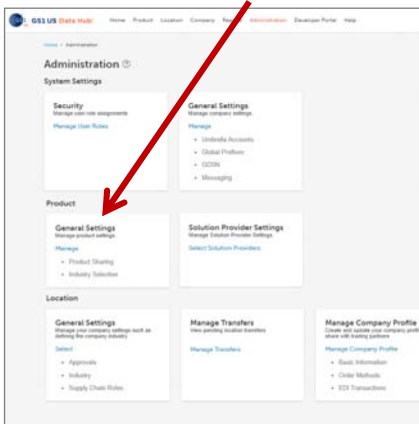


## Restore Selective Share Settings for Your Company

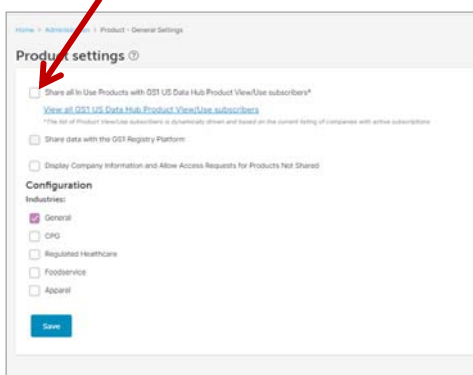
All **In Use** product information is shared by default with all GS1 US | Product View/Use subscribers. The GS1 US Data Hub administrator can perform the following steps to manage the Product Share settings for the entire company. If the administrator restores selective share settings, then product administrators will be able to share individual product information with selected companies.

### How to Restore Selective Share Settings

1. From the menu bar, click **Administration**.
2. Go to **Product-General Settings**.



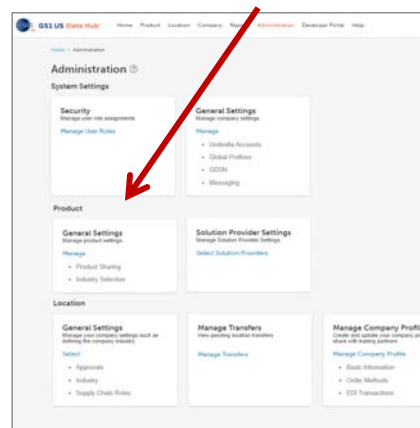
3. Click **Manage**.
4. Uncheck the box to **Share all In Use Products with GS1 US Data Hub View/Use Subscribers**.



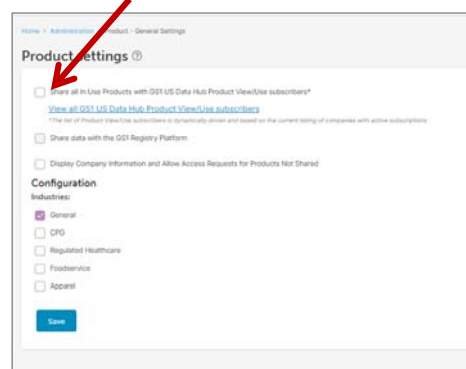
5. Click the **Save** button.

### How to Share With All

1. From the menu bar, click **Administration**.
2. Go to **Product-General Settings**.



3. Click **Manage**.
4. Check the box to **Share all In Use Products with GS1 US Data Hub View/Use Subscribers**.



5. Click the **Save** button.

## Sharing Data with the GS1 Registry Platform

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### What is the GS1 Registry Platform?

The GS1 Registry Platform stores product data provided by local GS1 Member Organizations, so it serves as a centralized global repository for basic product data. This allows subscribers from around the world to search and view product data, which leads to increased transparency and trust in the accuracy of product information.

### What Data is Being Shared?

At this time, only “In Use” products in which the box is checked for “Can this item be purchased by the consumer?” are being shared with the GS1 Registry Platform. This enables members within many global GS1 member organizations to view this data. This is the first stage of a global initiative, as member organizations are continually adding product data.

Also, if a product includes the following attributes, it meets the Verified by GS1 (VBG) program requirements, and will be displayed with the VBG check mark:



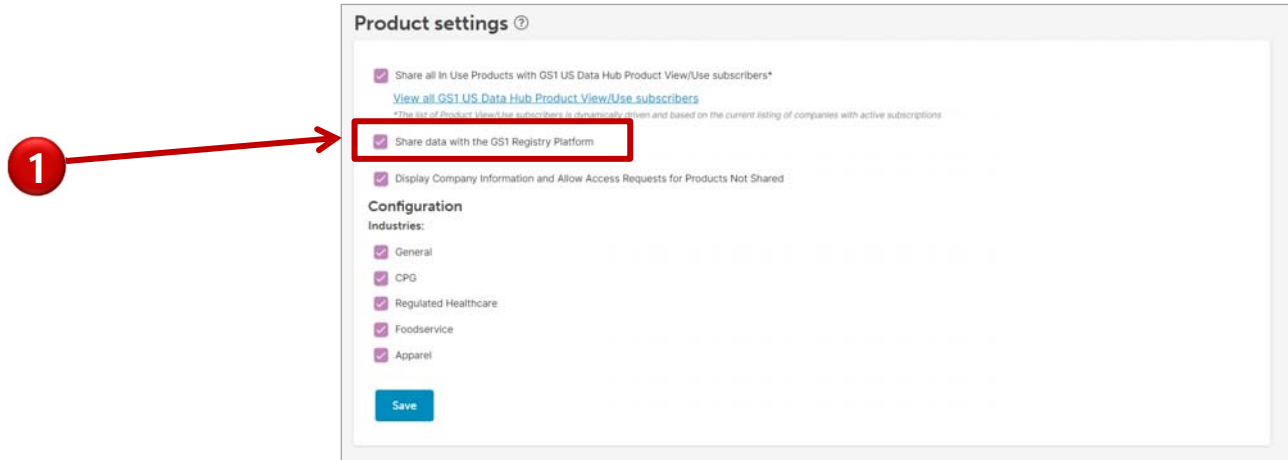
- GTIN
- Brand Name
- Product Description
- Product Image URL
- Global Product Classification (GPC)
- Net content and unit of measure
- Country of Sale Code (Target Market field in GS1 US Data Hub)

Brand owners can enable product sharing with the GS1 Registry Platform, so that subscriber companies in GS1 Member Organizations around the world can view this data. This default option is displayed on the Administrator/Product – General Settings page: “Share data with the GS1 Registry Platform.” At any time, a Product administrator can STOP sharing with the GS1 Registry Platform. See the next page for instructions.

## Sharing Data with the GS1 Registry Platform *(Continued)*

### How Can I Change the Settings?

Brand owners can enable product sharing with the GS1 Registry Platform, so that subscriber companies in GS1 Member Organizations around the world can view this data. This default option is displayed on the Administrator/Product – General Settings page: “Share data with the GS1 Registry Platform.” At any time, a Product administrator can STOP sharing with the GS1 Registry Platform. Follow the step below for instructions.



1

Click **Administration** link, then **General Settings** under Product. If your company is already sharing all In Use products with GS1 US Data Hub Product View/Use subscribers, then by default, the box is checked for “**Share data with the GS1 Registry Platform.**”

The GS1 US Data Hub Product Administrator can uncheck this box to remove the product data from the GS1 Registry Platform. All GTINs associated with this company account will be removed from the GS1 Registry Platform. The product data saved in GS1 US Data Hub will not be changed.

Alternatively, this box will be unchecked automatically if the box for **Share all In Use Products with GS1 US Data Hub View/Use Subscribers** is unchecked.

