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| **Title** | **National Product Catalogue Publisher User Guide Part One** |
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| **Access** | **Restricted Use for NPC Subscribers Only** |

# Document Purpose

The purpose of this document is to provide users a guide on how to use Publisher. The user guide includes simple instructions and screenshots on how to execute various functions.

The document is intended for use by suppliers using Publisher to create/maintain product data in National Product Catalogue.

# Document control

## Document version and change history

| Version | Date | Nature of change / comments | Editors |
|---|---|---|---|
| 2.41 | 14th May 2019 | Updated search section where Text Search and Global Search supports searching by Supplier Assigned Item ID<br>Updated screenshots<br>Updated CIC Summary section | K.Lai |
| 2.40 | 12th Nov 2018 | Smart Search supports **AND** searches | K.Lai |
| 2.30 | 17th May 2018 | Updated $ icon and screenshots and text in Validation section | M.Utkovic/ M.Lee |
| 2.20 | 21st August 2017 | Updated screenshots with new Publisher Interface | K.Lai / A.Đinh |
| 2.10 | 1st June 2017 | New features include:<br>• New global search bar (user guide - Part 1)<br>• Hit list download (user guide – Part 1)<br>• New hierarchy navigation widget (user guide – Part 2)<br>• Reset CIC status (user guide – Part 2) | K.Lai / A.Đinh |
| 2.00 | April 12th 2017 | Updated user guide with new Publisher Interface | K.Lai / A.Đinh |
| 1.00 | n/a | Introducing the Publisher user guide | GS1 Australia |

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## Disclaimer

# Table of contents

# 1.0 INTRODUCTION

This document aims to help you to familiarise yourself with National Product Catalogue Publisher and its functions. National Product Catalogue Publisher is a convenient tool for capturing trade item master data in a user-friendly environment. Trade item master data plays a central role in the entire supply chain between the manufacturer and retailer. With regard to efficient and smooth business processes, it is crucial for data to meet high quality standards and to stay up to date.

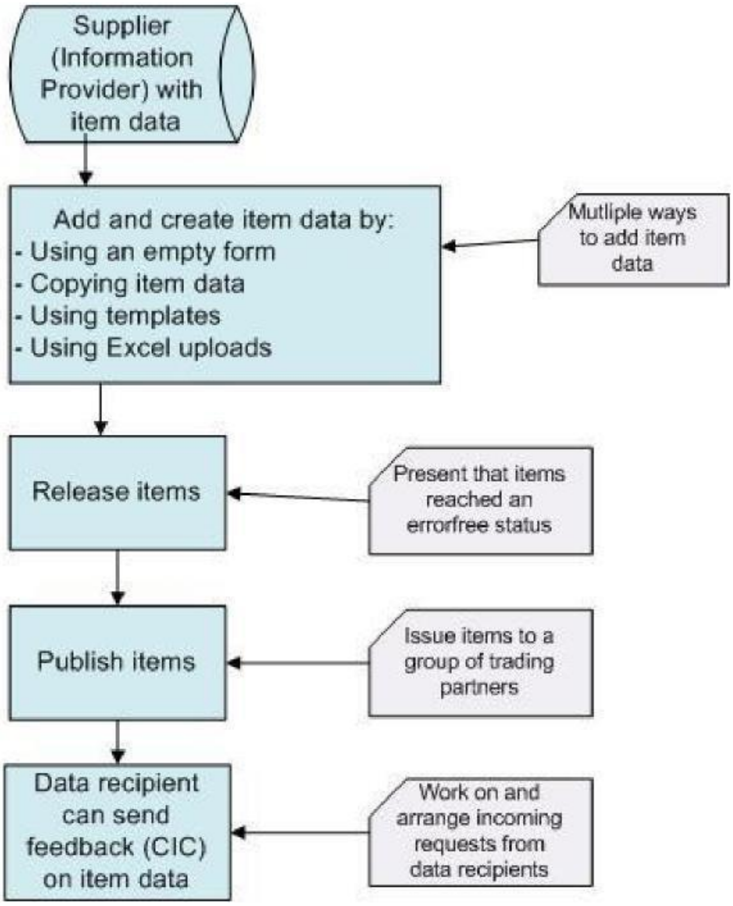
All functionalities and the basics of working with the application are explained in the respective sections of this document. As a supplier, the application allows you to easily create and maintain your complete trade item master date descriptions and publish them in a Global Data Synchronisation Network (GDSN)-compliant data pool.

The chapter GDSN gives a brief overview of the GDSN standards and choreography. You can use National Product Catalogue Publisher without any prior GDSN knowledge but it is highly recommended to familiarise yourself with the basics of the GDSN.

## 1.1 Maintain and Synchronise Trade Items

National Product Catalogue Publisher enables users to maintain item data through the entire workflow of a trade item

- Trade item data records can be added to the system either manually or via data import (Excel interface)
- Items saved in the system can be edited. Every time an item is saved an automatic validation check ensures the validity of the item data.
- Items that have been correctly validated can be released.
- A released item is the precondition for publishing the item. A publication distributes the data to a selected group of data recipients who can then view the item data provided they have subscribed to the respective item data.
- Having received the item data, data recipients return a feedback sending confirmations with different statuses, such as Received, Synchronised or Review. A response with status Review tells the supplier that the data needs further adaption. The retailer can also specify when the data is incomplete.
- These responses for the supplier, i.e. all trade items with a ‘To Do’ status, e.g. a received confirmation with status Review, or perhaps a Global Data Synchronisation Network (GDSN) Exception, can specifically be accessed and managed in the task list module of Publisher.




**National Product Catalogue flow chart**

### 1.1.1 Global Data Synchronisation Network

GDSN (Global Data Synchronization Network) is a standardised network of databases, referred to as data pools, for trade item master data. GDSN is managed by GS1 and GDSN Inc. GDSN allows trading partners to centralise, professionalise, and therefore optimise data exchange.

When using the GDSN, master data updates are performed in only one location (GDSN source data pool) and are automatically published to all customers around the world who have subscribed to this data. Manufacturers and customers who collaborate via GDSN can be sure they are viewing the same data.

Please note that this chapter gives only a very brief introduction to a complex subject. For more detailed information on the GDSN standards and processes, please refer to the Standards section on the GS1 Global website: [http://www.gs1.org/standards](http://www.gs1.org/standards)

**GDSN choreography**

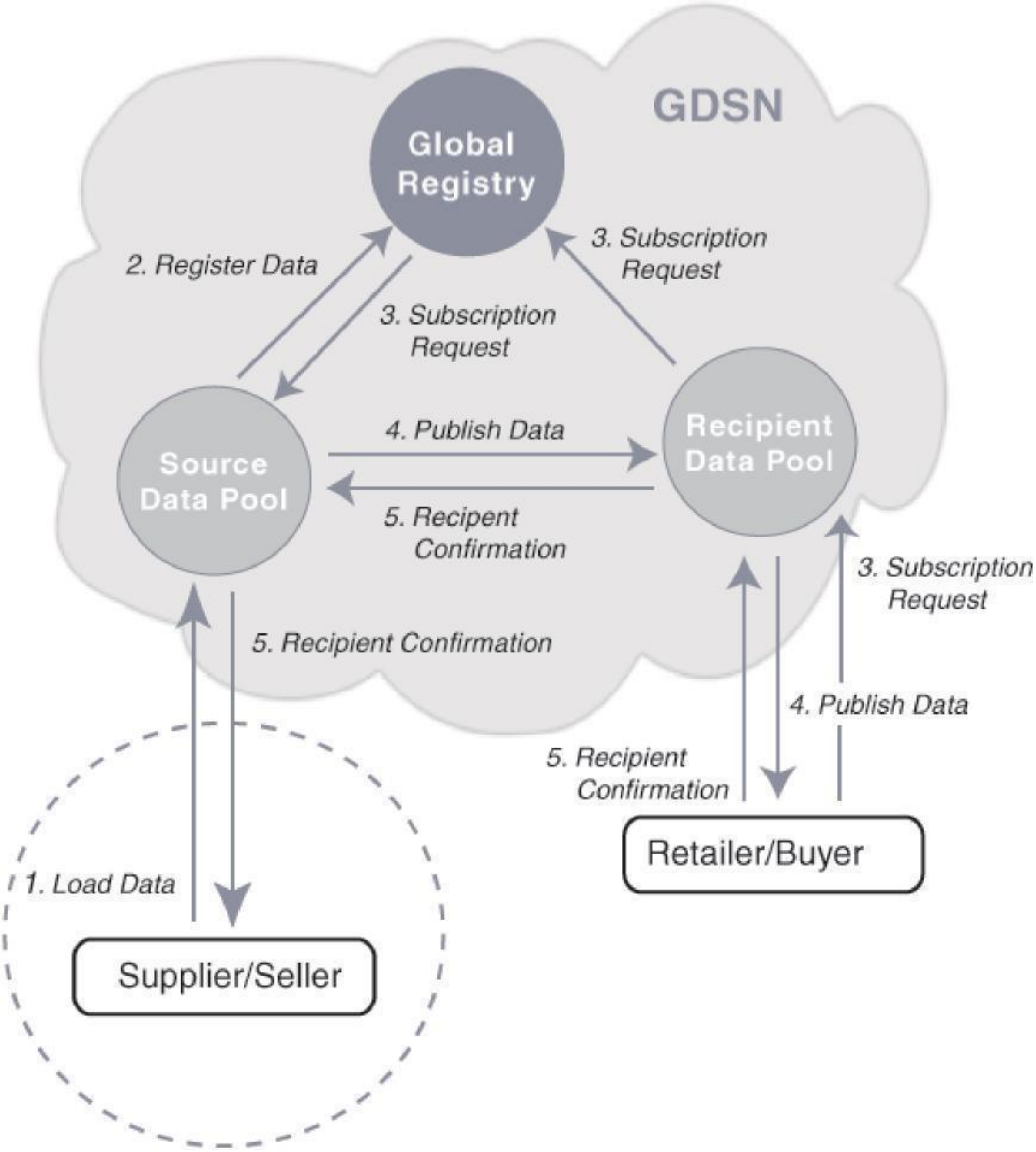
A Supplier creates a trade item ("item") with the required master data ("item data") and sends it to his GDSN Source Data Pool (by publishing it to either an entire target market or to particular receivers; i.e. retailers). The item is registered within the Global Registry from the Source Data Pool and published to receivers (i.e. retailers) who have subscribed to this data.

A Retailer subscribes the item data they want to receive via his GDSN Recipient Data Pool. They can specify data by target market, GPC, information provider and/or GTIN.

Via the Global Registry this subscription is sent to the Source Data Pool that hosts this data. The Source Data Pool then delivers the subscribed data to the Recipient Data Pool by CIN (Catalogue Item Notification) messages.

The Retailer receives item data from there and can now check and synchronise it or ask for a revision by the Supplier. Via the Recipient Data Pool they sends a CIC (Catalogue Item Confirmation) message to the Source Data Pool that is received by the Supplier, who then ensures the necessary steps are taken to correct and/or update the data.

National Product Catalogue Publisher as a GDSN Source Data Pool covers all functions within the dashed circle in the figure below.

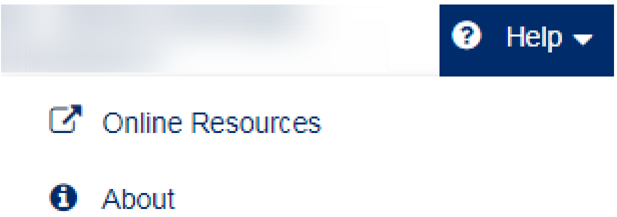



**Global Data Synchronisation Network flow chart**

## 1.2 Online Help Resources

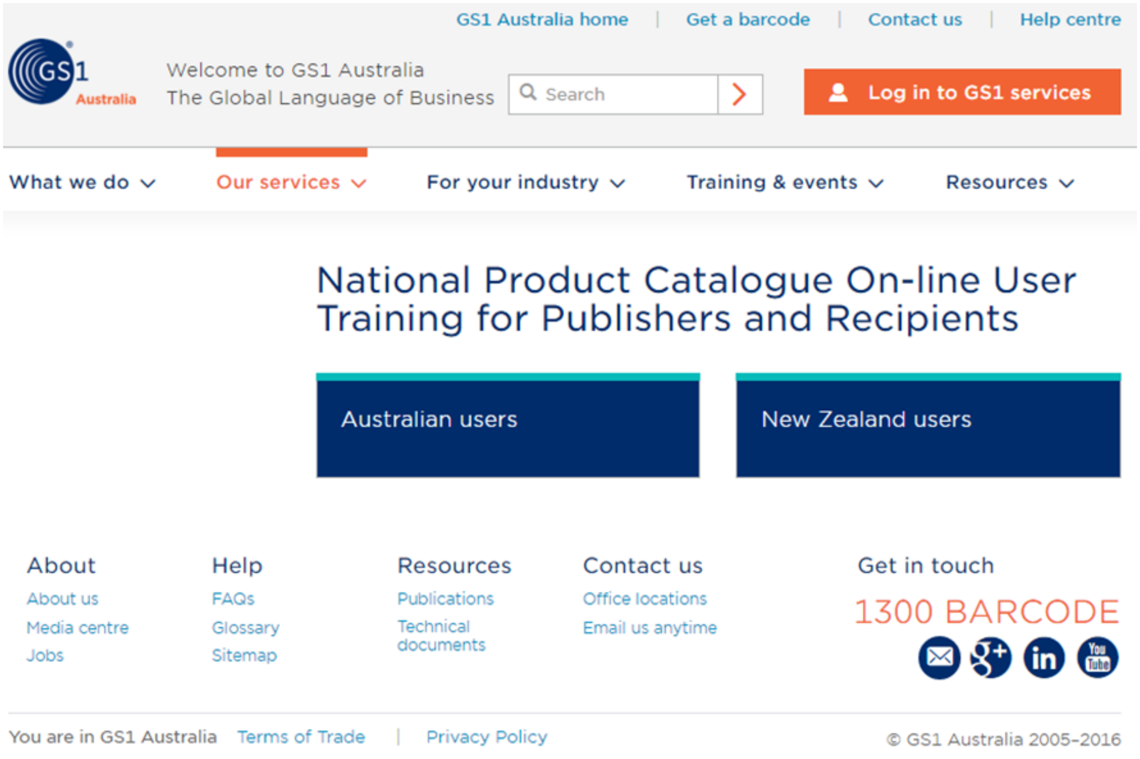
The help documentation describes structure and functionality of the application.

The Online Help Resources can be accessed by clicking on the question mark icon on the right-hand side of the menu bar:




**Help Button**

Click on "Australian users" for Help resources applicable to the Australian market and on "New Zealand users" for Help resources applicable to the New Zealand market:




**National Product Catalogue Training Page**

## 1.3 System requirements

| | |
|---|---|
| Operating system | No restrictions |
| Connectivity | Broadband Internet Access at 1 MBit or higher is highly recommended via LAN, DSL, ISDN, or cable modem. |
| Internet Browser | Latest versions of Mozilla Firefox, Google Chrome and Internet Explorer are supported. Microsoft Edge will soon be supported.<br>Use of non-compatible browsers, or older versions of the compatible browsers, could lead to unexpected results. |
| Javascript | Must be enabled |
| Cookies | Must be accepted |
| CSS | Must be accepted |
| Pop-ups | Must be accepted |
| Images | Must be accepted |
| Screen resolution | 1024 x 768 minimum |

# 2.0 BASIC HANDLING – USER INTERFACE

This chapter explains the basic handling of the National Product Catalogue Publisher user interface.

This refers to the login procedure, to the dashboard homepage with its menu and module structure, and to the screen structure of the item modules.

Also some general control elements and widgets of the user interface, standard functions like language and time zone setting, how to change the password, and the logout function are described here in detail.

## 2.1 Login – Logout

You access the application via your Web browser. Please enter your login data:


**Login window**

*Username*: Enter your username

*GLN*: Enter your Global Location Number (GLN)

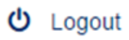
Check box “I agree to the National Product Catalogue terms”

Password: Enter your password

The password is covered by asterisk characters and can be changed anytime. Click Login to start the process.

### Logout

To exit the application, choose Logout from the menu bar.




**Logout function**

### 2.1.1 Reset password

If you cannot remember your login data, the password can be reset.

Click the link "Password forgotten?" in the login screen. You will then be taken to a new screen where you can enter your email address, user name and GLN.

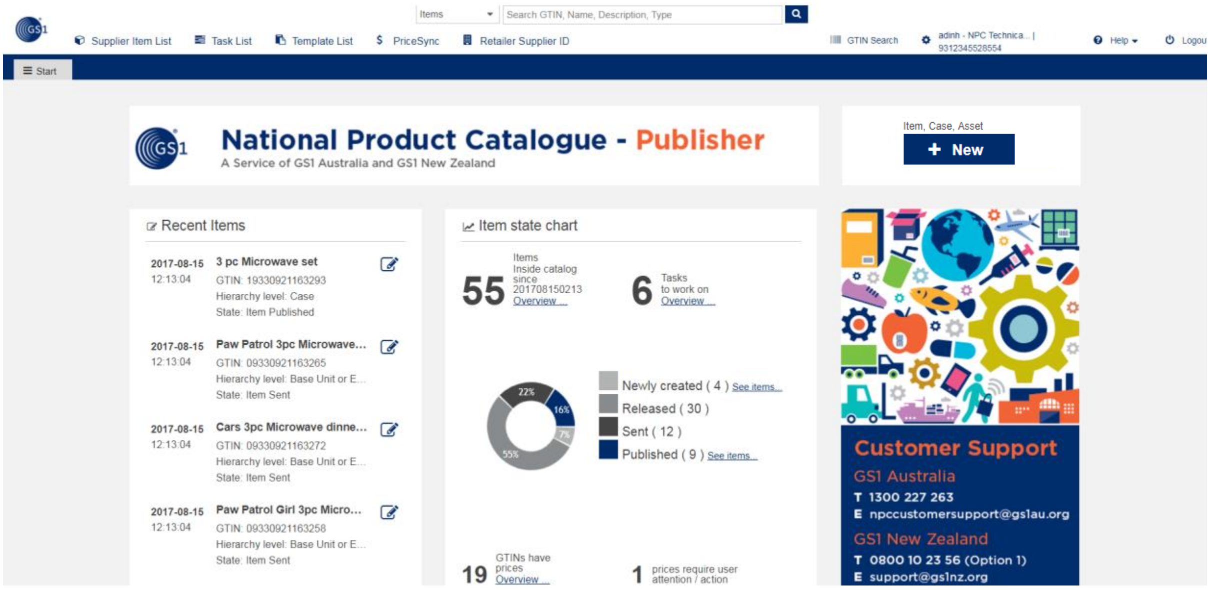
Fill in the details and click reset password. The new password will be sent to the email address entered. Please note that the password must be changed when logging in for the first time.


**Login screen**

## 2.2 Dashboard

### Start Tab

After a successful login the Start tab with the dashboard opens as your point of entry to the system. See screen shot below.




**Dashboard – Item Summary on start page**

The information displayed here provides you with a summary of the current status of your items. This tab is always open.

## 2.3 Menu Structure

From the menu bar you have access to all available functions. The respective menu items will open in a separate tab when clicked.


**Dashboard menu bar**

The standard functions, i.e. language or time zone setting, password change, and the logout function can be accessed from here as well.

The following areas are available for maintaining item data in the application:

**Supplier Item List**: This is the main module of National Product Catalogue Publisher where new items are created or uploaded, and existing items are searched for and maintained (i.e. edited, deleted, validated, released, published, or downloaded etc.). The item list per default presents all items no matter which status they have.

**Task List**: This list is restricted to published items for which a response with a 'To Do' status has been returned, e.g. a Global Data Synchronisation Network (GDSN) exception or a recipient confirmation (CIC = Catalogue Item Conformation) with status Review. This usually means a recipient retailer demands corrections or improvements to the received item data.

**Template List**: This is the area where new item templates can be created and existing templates can be searched for and maintained. Templates contain item data that are common for many items. They are saved under a template name and the content defined as common in the template is then automatically populated when creating an item from a template. The templates listed can also include templates assigned to the Supplier by the Community Admin.

The right-hand section of the menu bar offers the standard functions. They include the language selection function and the Logout. The Info menu provides access to a number of help topics as well as information on the product version. It explains elements and functions and describes typical work processes of the application.

**PriceSync:** This is the main module for prices where new prices are created and existing prices are searched and maintained (i.e. edited, deleted, validated, and released). This presents all prices no matter which status they have.

**Retailer Supplier ID**: Retailer assigned Supplier IDs.

**User Management Module**: Users of various participating companies can work with the same system while keeping their data protected from other users. What a user is able to do in the system is defined by the user himself and by his or her company.

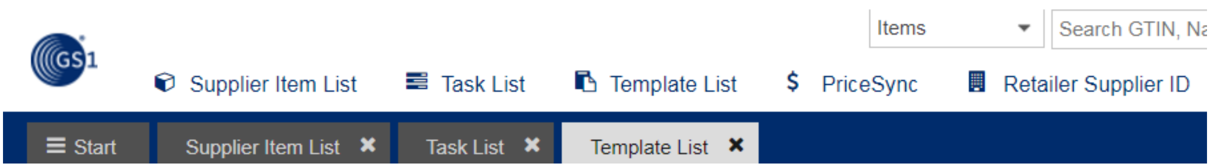
**GTIN Search**: An interface to allow Suppliers to search GTINs within Global Registry.

**Help**: Provides access to the National Product Catalogue Online Resource page.

**Logout**: exiting the application.

### 2.3.1 Screen Structure of Module Area

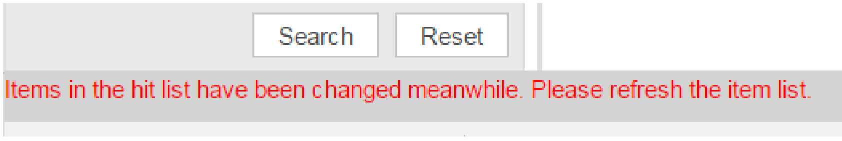
Every function is opened in a separate tab. You can have several tabs open at the same time and switch between them. Several items or templates can be opened at the same as well - each one displayed in its own tab. It is possible to switch between these items and templates.




**Tabs in the module area**

**Status line**

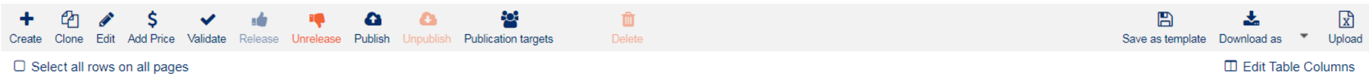
At the bottom of the screen there is a status line that provides information on recent actions, for example a confirmation message after changes to an item are successfully saved.




**Status Line**

## Display of functions

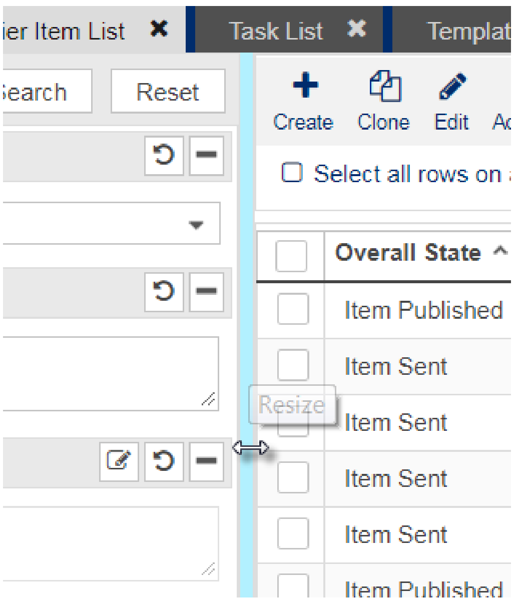
All available options are always visible as buttons on the function bar. Whether an option is active or not depends on the context (selection of items, status of items). Options that are not active are greyed out. See further information in section 'Hit List Function Bar'.




**Function bar above the Hit List**

### 2.3.2 General Control Elements and Widgets

You can change the size of the various areas of this screen. To do so, move the mouse pointer to the dividing line between the areas whose size you want to change. When the mouse pointer changes, click and hold the left mouse button down. Then pull the dividing line in the required direction

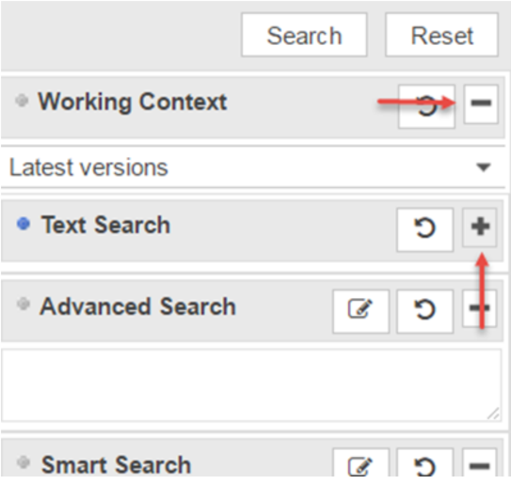



**Dividing line with mouse pointer icon**

## Widgets

The search section to the left of the item hit list contains several widgets (see below), that can be expanded and collapsed by clicking the arrow icon in the title bar.

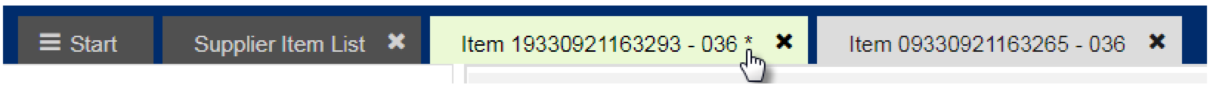
If not needed, you can hide the entire search with all widgets at once by clicking the minimise icon in the function bar. If you click this plus icon again, the area reopens.



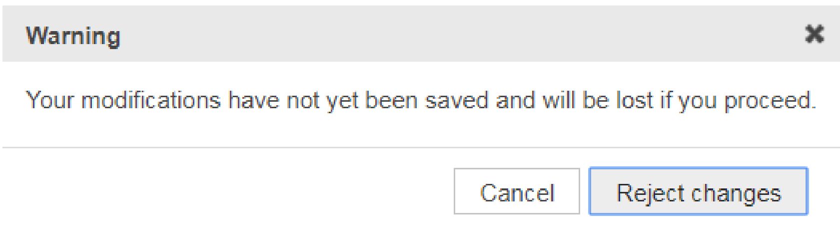

**Arrow icon for expanding/collapsing widgets**

## Edit an Item without saving

An item, which has **not** been saved after modification is marked with an asterisk in front of the tab title, trying to close this item tab leads to a warning message shown below. Selecting 'Reject Changes" will revert the entry back to its original unaltered state.



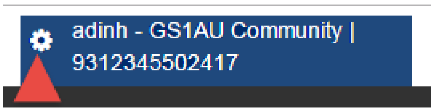

**Unsaved item tab with asterisk in tab title**



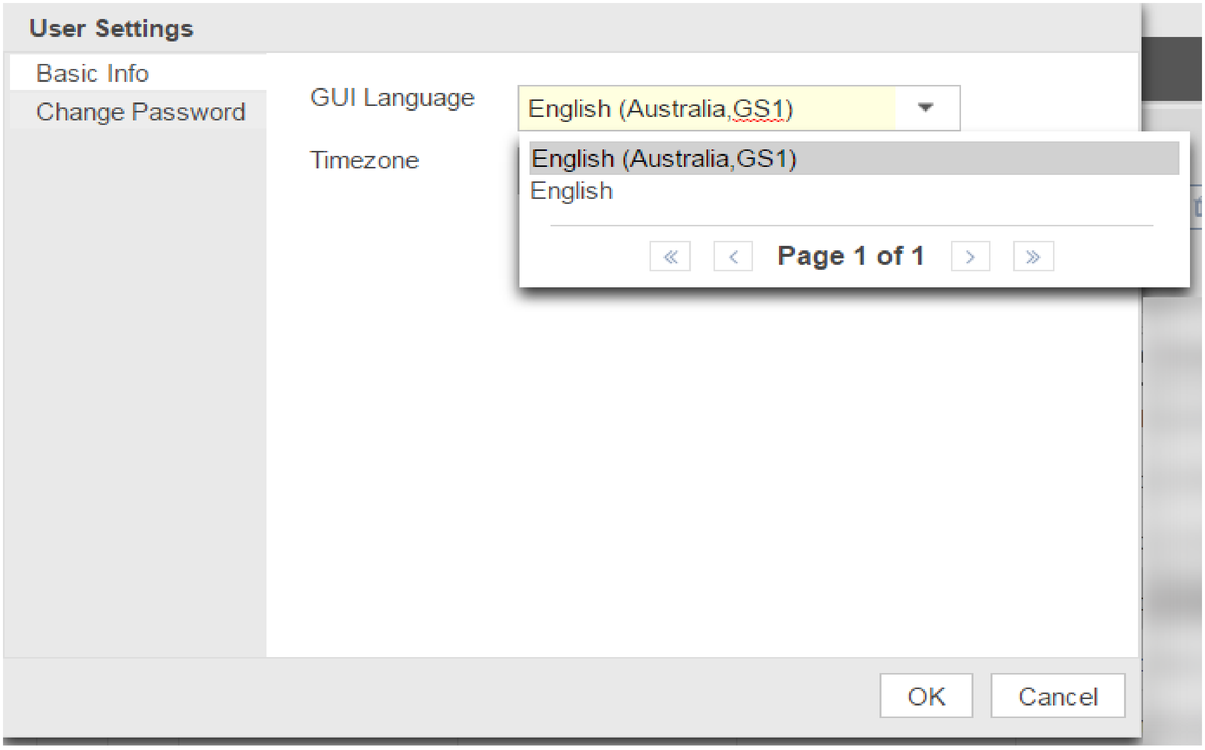

**Warning dialog**

### 2.3.3 Set User Interface (UI) Language

Select the language you wish to switch to from the menu User Settings>Basic Info



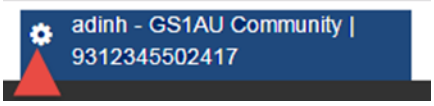

User Settings



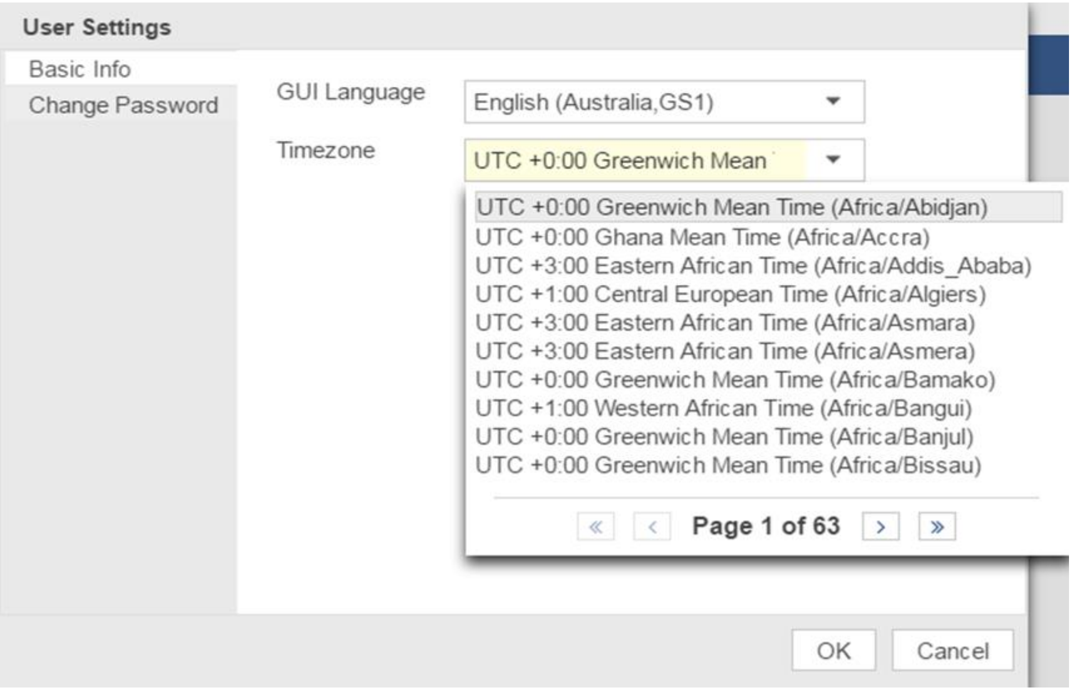

**Drop down for changing the language (example – available languages differ depending on customer requirements)**

### 2.3.4 Set Time Zone

To change the time zone setting, select the User Settings Menu and then Basic Info.




**User Menu**



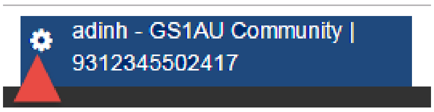

**User Menu – Basic Info**

Then open the drop-down list in the dialog shown below, select your time zone by clicking, and OK or Cancel.

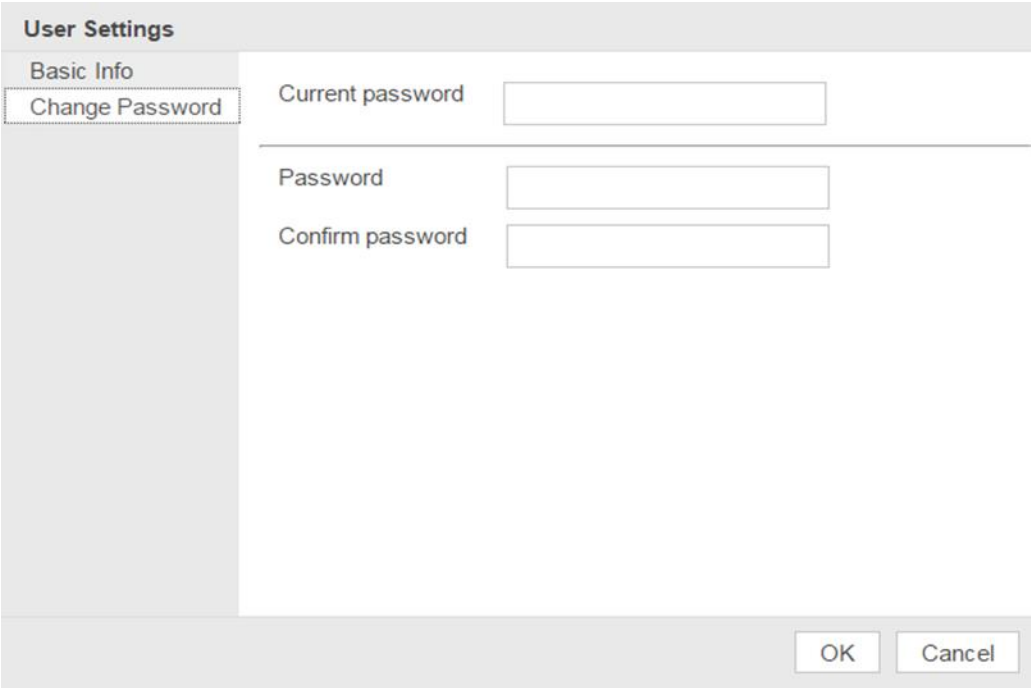
Once the time zone is changed all date and time information in the user interface will automatically be adjusted.

### 2.3.5 Change Password

To change your password, simply access the Change Password option in the User Settings and then Change Password.




**User Menu**




**Change Password dialog**

In the respective fields enter your current password, then enter and confirm the new password. Click Save to save the new password. It will be valid from the next log in. Clicking Cancel closes the dialog without changing the password.

The new password must meet the following requirements:

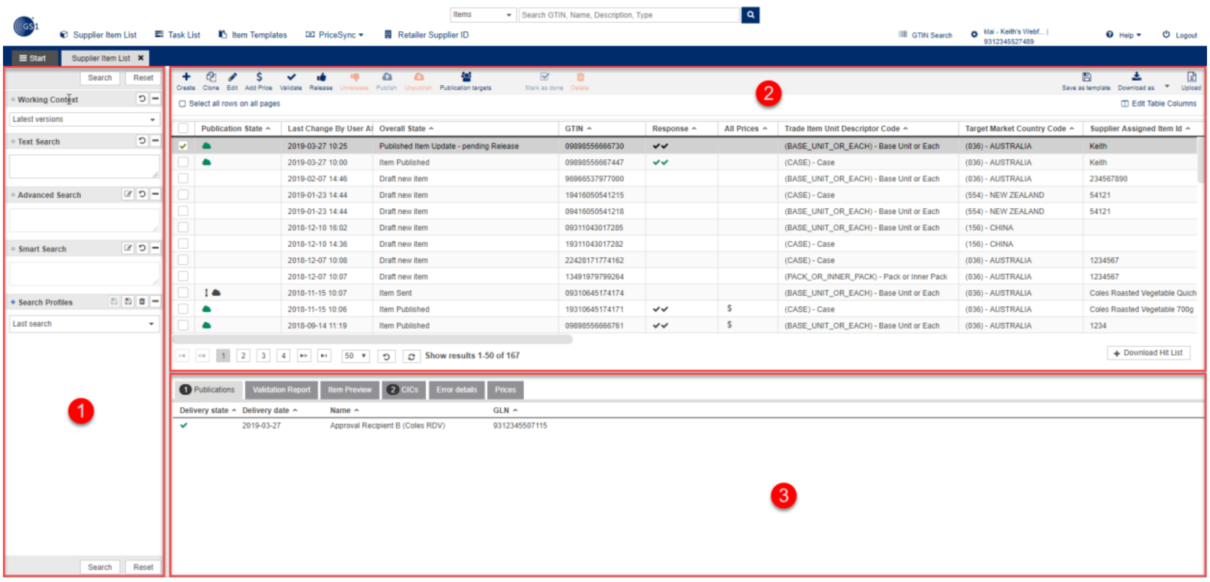
- It must have at least five characters.
- It can contain any alphanumeric characters. Passwords are case sensitive. You can use letters A to Z/a to z and the numbers 0 to 9.
- The following non-alphanumeric characters are allowed: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/
- The new password must be different to the previous password.

# 3.0 SUPPLIER ITEM LIST

When you access the application for the first time, all items are displayed. The latest versions of the items will be shown sorted by the 'Last User Change' option by default. In order to reduce the number of displayed hits, you can carry out a search or use other selection options. Proceed as described in the section 'Selection and Search Components' to do this.

The entry screen of the Supplier Item List consists of three areas:

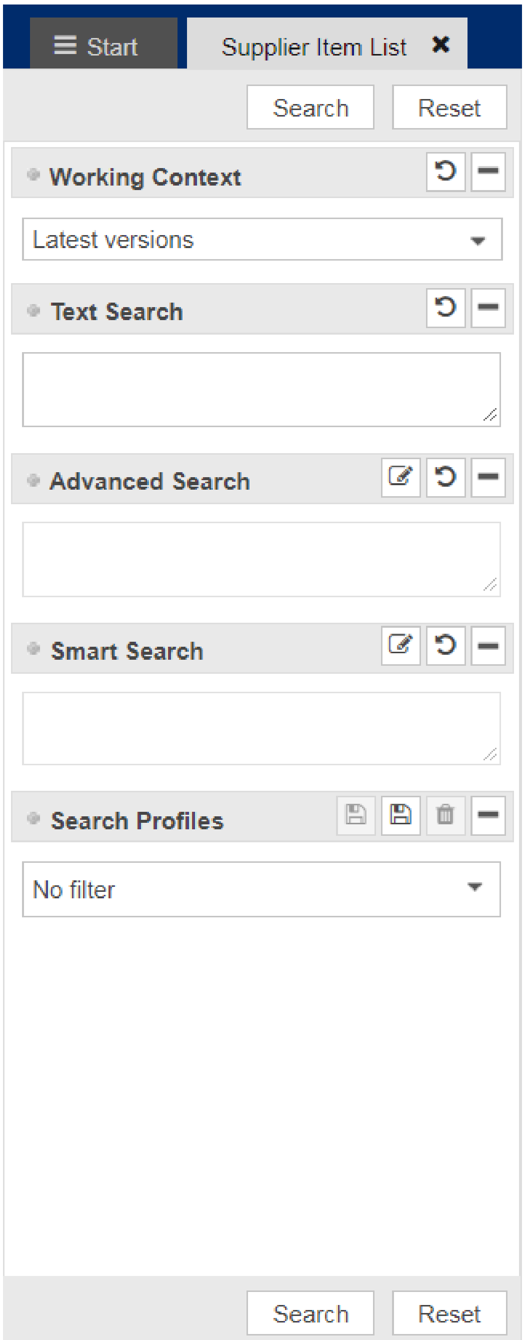
- Area showing the various selection and search components (area 1 in the figure)
- Hit list area, showing the items found and a function bar above the list of items (area 2 in the figure)
- Area for the item preview, validation report, and other information on actions carried out by the user (area 3 in the figure)



**Structure of the Supplier Item List module**

## 3.1 Selection and Search Components

The left-hand area of the module allows you to use search and filter criteria to restrict the number of items. The selected criteria take effect on the items displayed in the hit list and Supplier item details as soon as you click Search.




**Selection and search components area**

This area gives you various options for finding items:

- You can restrict the item search to items with a specific release status.
- You can use the Text Search function. The text search supports searching for the Supplier Assigned Item ID.

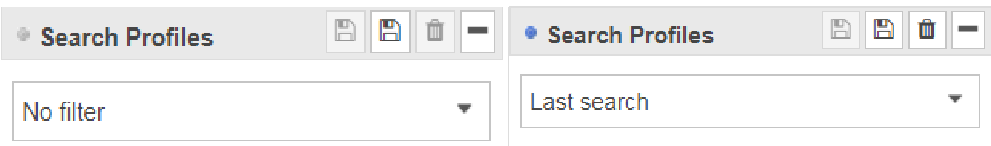
- You can also carry out a structured search in attributes (Advanced Search function)
- You can restrict the item search using status filters in the Smart Search area.
- You can use an existing Search Profile.
- You can find an item starting from the task list.

### Execute a search

Once you have defined all required restrictions and search criteria, click Search in the title bar or footer of the search and selection conditions area or press Enter.

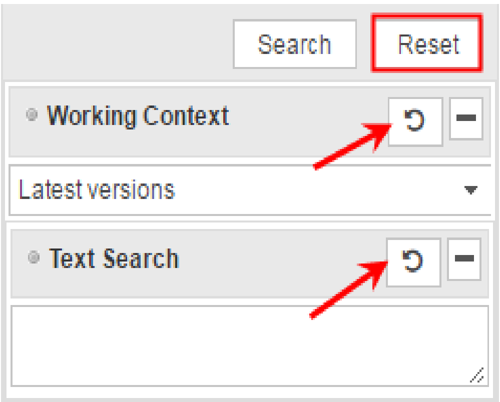
The search is carried out with the selection conditions defined. This means that the results only show items that meet the defined criteria as well as the visibility conditions defined for the application and user.

A blue icon in the title bar indicates whether a search restriction has been defined in a widget. This allows you to see where you have defined search criteria. If no selection conditions have been defined in a widget, the icon is greyed out.




**Widget with/without search restriction**

You can reset the search restrictions made in each widget using the Reset option.




**Reset option**

### Save search profiles

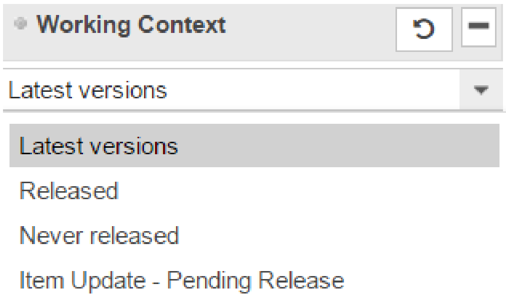
You can also **combine these widgets** to one complex search profile, i.e. you could enter search/filter criteria in two, three or all four widgets, to search for items that match all these filter criteria at once.

**Search profiles** can also be permanently saved and reused any time later. This is the purpose of the fifth widget ***Search Profiles*** at the bottom of the search area. (See respective sub section below.)


Search profile

### 3.1.1 Find Items in a specific Working Context

In National Product Catalogue Publisher you can reduce the number of items that are displayed in the hit list via the release status of items.




Working Context area in the area for the search and selection components

The following possible selections are available in the Working Context widget:

**Latest Versions**: All items belonging to the GLN of the user are displayed. The hit list shows items of the most recent revision regardless of whether this revision is released, published or a working version.

Note: The hit list will be sorted in this Working Context by default. It is recommended to carry out all updates and data maintenance from the 'Latest Versions' Context to ensure only up-to-date items will be displayed for the user.

**Released**: Selecting this working context shows all items belonging to the user's GLN(s), where a released revision exists. The attribute values shown in the list are the released revision attribute values.

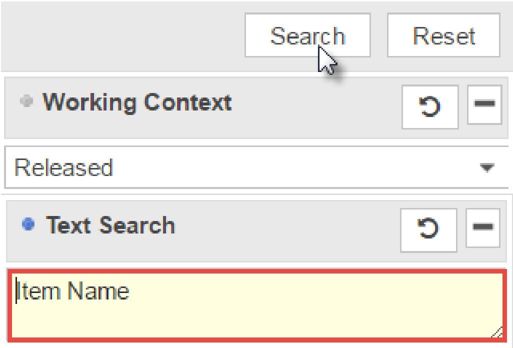
Note: For this working context, an item with 'pending Release' has been released. Only the released version with its attribute values is available in this context.

**Never Released**: All items that belong to the GLN of the user and that do not yet have a released revision are displayed. The hit list shows the attribute values of the working version (most recent version).

**Item Update – Pending Release**: Selecting this working context shows all items belonging to the user's GLN(s), which do have a released version and a (latest) working revision. The attribute values shown in the list are the working (latest) revision attribute values.

### 3.1.2 Find Items with the Text Search function

Within the hit list, you can search for items that you want to edit or copy. To do so, use the search function in the Text Search widget.




**Search and selection components area – Text Search**

In the Text Search input field, enter one or more search terms. Your search terms must consist of alphanumeric characters.

You can restrict the number of items displayed in the hit list by using wildcards and logical operators. The following table gives you an overview of ways in which you can restrict the search. The entered search terms are shown in square brackets ([]) in the examples.

| | |
|---|---|
| **Search for a word** | If you enter a single word as a search term, the system finds all items that contain this word as an attribute value. A search for [shelf] finds all items that contain "wall shelf", "pine wall shelf", and "red wall shelf", for example. |
| **Search for more than one word** | If you enter more than one word (separated by spaces) as search terms, the system finds all items that contain at least one of the words you entered. A search for [pine wall shelf] finds items with the attribute value "wall shelf", "pine", "red wall shelf", and "pine wall shelf", for example. |
| **[*]** | You can use the wildcard [*] when entering search terms. The asterisk represents any string of characters. The search term [b*k] finds "book", "back", "bark", and "buck", for example.<br>You can use a placeholder at the beginning, in the middle and at the end of a search term. [b*k] and [book*] are allowed and [*ook] return results in the search query. |
| **[+]** | The search connector [+] connects search terms using an AND relationship, thus specifying that all entered terms must occur in an attribute value in order for the item in question to be included in the search results. You can use wildcards and search connectors together. The search queries [wall shelf +pine] and [wal* +pine] find all items with the attribute value [pine wall shelf].<br>Note that you cannot use a [+] sign at the start of a search term. The search ignores this type of search term. Search terms restricted using [+] must always relate to a preceding search term. |

- If necessary, define further restrictions for the search.
- Then click Search.
- The search is carried out using the defined search criteria. This means that the results only show items that meet the search criteria and the visibility conditions defined for the user.

### 3.1.3 Find items with the Advanced Search function

In addition to the Text Search function, Publisher allows you to carry out a structured search with advanced search criteria.

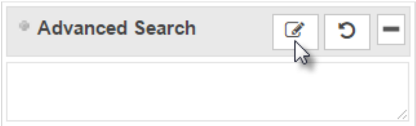
When using the Advanced Search function, you can define which values certain attributes must have for items with those attributes to be included in the hit list. This allows you to form a set of search criteria. You can view the restrictions defined using the Advanced Search if necessary.

You can carry out an ad-hoc structured search or save the selected search criteria as a search profile and make this profile accessible to other users.

### 3.1.4 Define search for an advanced search

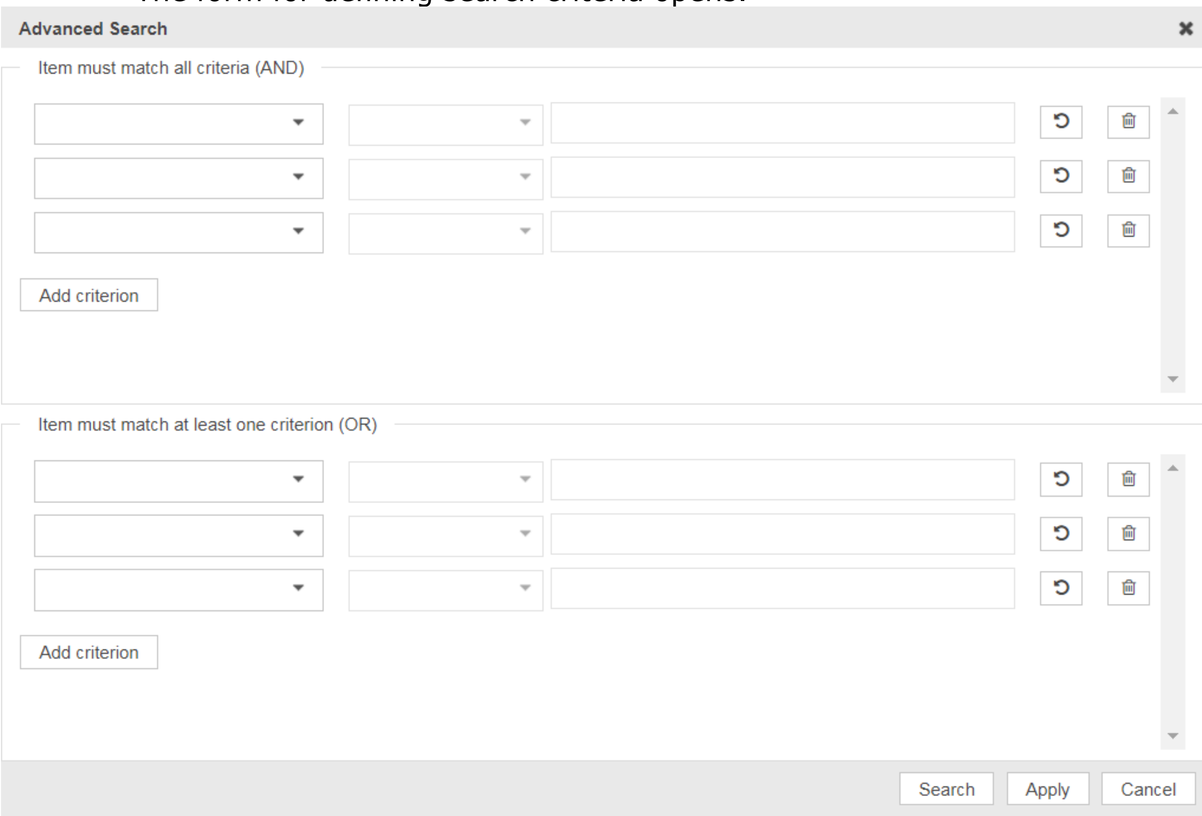
Proceed as follows to define the search criteria for an advanced search:

- In the Advanced Search widget, click the Edit icon.




**Edit option in Advanced Search widget**

- The form for defining search criteria opens.




**Defining search criteria**

Define the search criteria for the attributes. To do so, select the required attribute from the dropdown boxes and then, in the input field, enter the value.

You can restrict the list of attributes shown in the dropdown box by entering the name of the attribute or part of its name as a search term in the search field.

The following are available search keys to use within Advanced Search:

| Search criterion | Description |
|---|---|
| ***Contains*** | The attribute contains the entered value. |
| ***Does Not Contain*** | The attribute can contain no value or any value other than the entered value. |
| ***Equals*** | The attribute value is exactly the entered value. Note that in the case of attributes of the type *Boolean*, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found. |
| ***Does not equal*** | The attribute can have no value or any value other than the entered value. Note that in the case of attributes of the type *Boolean*, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found. |
| ***Greater or equal*** | The attribute contains a value greater than or equal to the entered value. |
| ***Less or equal*** | The attribute contains a value less than or equal to the entered |
| ***Empty*** | The attribute has no value. |
| ***Not Empty*** | The attribute is not empty, i.e. it has a value. |
| ***From-to*** | The attribute value lies within the range defined by the two entered values. If the search criterion "From"-"To" is chosen, two input fields are shown where you can enter the values for the range. In the case of numerical attributes, the comparison is carried out on a numerical basis; in all other cases, the comparison is alphanumeric.<br>Example for an attribute of the type Identifier: A search for "From" = "a" and "To" = "h" (or "A"-"H") finds all values between those that start with "a" and those that start with "h".<br>Example for an attribute of the type GTIN: The search finds all values that are greater than or equal to the entered "From" value and smaller than or equal to the entered "To" value: The search criterion "From" = "10000000" and "To" = "20000000" would find all GTINs from 10000000 to 29999999; the search criterion "From" = "401234500000" and "To" ="4012345999999" would find all GTINs with the stem "4012345", e.g. "4012345000009". |
| ***Begins With*** | The attribute value begins with the entered value. |
| ***Does Not Begin With*** | The attribute has no value or the attribute value does not begin with the entered value. |

| | |
|---|---|
| ***Ends With*** | The attribute value ends with the entered value. |
| ***Does Not End With*** | The attribute has no value or the attribute value does not end with the entered value. |

You can define multiple search criteria for an attribute: To do so, choose the required attribute (e.g. "Product Variant Description") in multiple dropdown boxes and give each one a value (e.g. “red", "green", and "blue"). The hit list then displays all items that have one of these values (e.g. "red", "green", or "blue") for the attribute in question. Make sure that the option Item must match at least one criterion (OR) is selected.

Make sure that you enter the attribute values in the correct format. This depends on the attribute type of the selected attribute:

| **Attribute Type** | **Search Criteria** | **Format** |
|---|---|---|
| Number | Contains, Does Not Contain, Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To, Begins With, Does Not Begin With | Digits with a maximum of one decimal point |
| Date | Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To | YYYY-MM-DD |
| Date-Time | Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To | YYYY-MM-DD hhmm |
| GTIN | Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty,<br>From-To, Begins With, Does Not Begin With, Ends With, Does Not End With | Digits |
| Text | Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, Begins With, Does Not Begin With, Ends With, Does Not End With | Alphanumeric characters |
| Enumeration Type | Equals, Does Not Equal, Empty, Not Empty | Code |

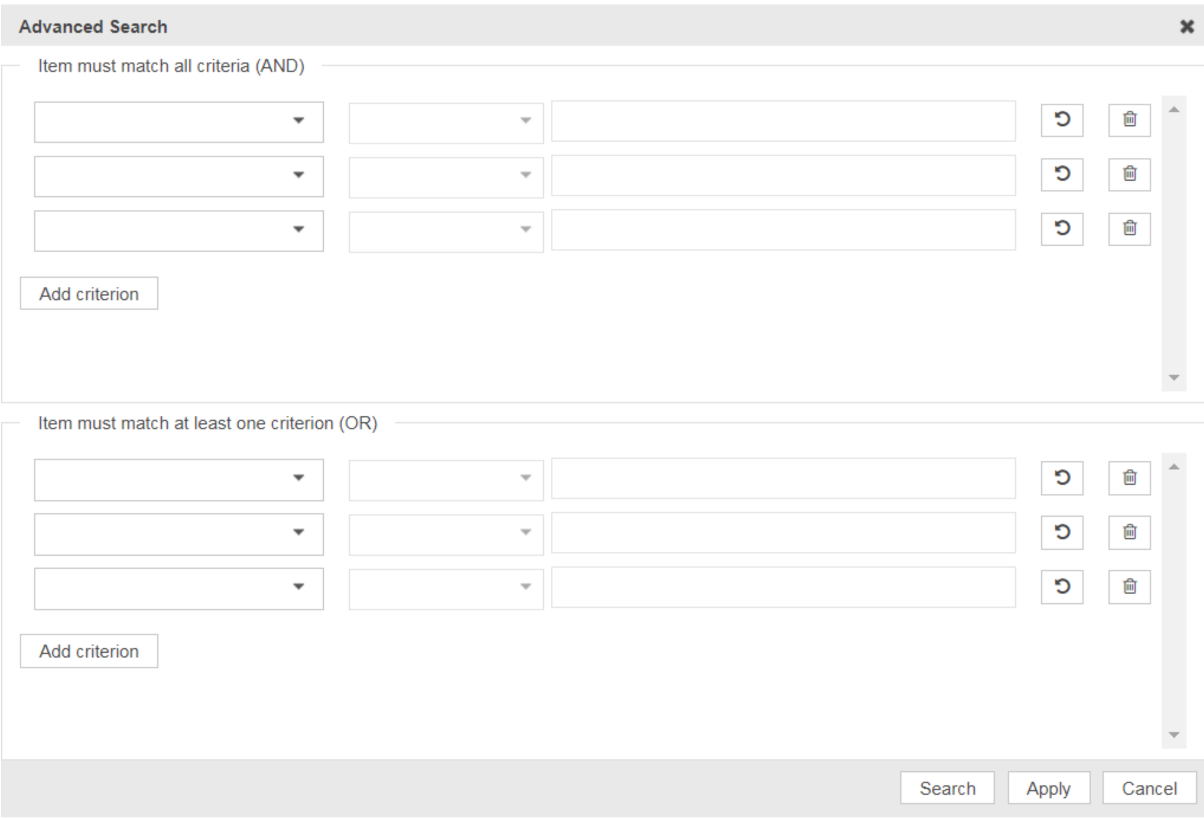
### 3.1.5 Add fruther search criteria and remove search criteria

The number of search criteria in the Advanced Search area can be defined freely:

- You can use the Add criterion option to add further search criteria. Each time you click this option, a new line with selection and input fields is generated; you can use each new line to define search criteria for the attributes.
- You can use the Remove option - provided for each line - to remove existing search criteria.

**Combine search criteria**

Define how you want the specified search criteria for the attributes to be evaluated. You can combine the search criteria with AND or/and OR. The selection applies to all criteria defined in the Advanced Search area.




Combining search criteria

**Exit the advanced search**

You now have the following options for completing the operation.

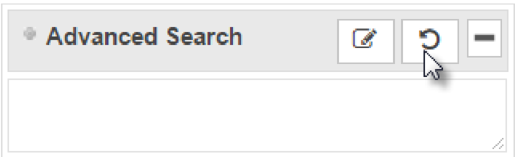
- Click *Search* if you want to use the search criteria to restrict the hit list straight away and immediately obtain a search result.

- Click *Apply* to return to the hit list without executing an immediate search and can add more search criteria using the Quick or Smart search.
- The search criteria you defined are now displayed in the Advanced Search widget on the left side (read-only mode).
- Click *Cancel* to abort the advanced search and immediately get back to the hit list.

**Delete all search criteria for the advanced search**

To delete an advanced search along with all defined search criteria, proceed as follows:

- In the *Advanced Search* widget, click the *Reset* icon.
  The search criteria are deleted and the field with the search criteria is now empty.

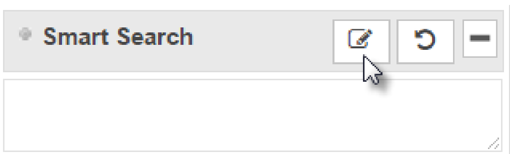



Advanced Search

### 3.1.6 Find Items with the Smart Search function

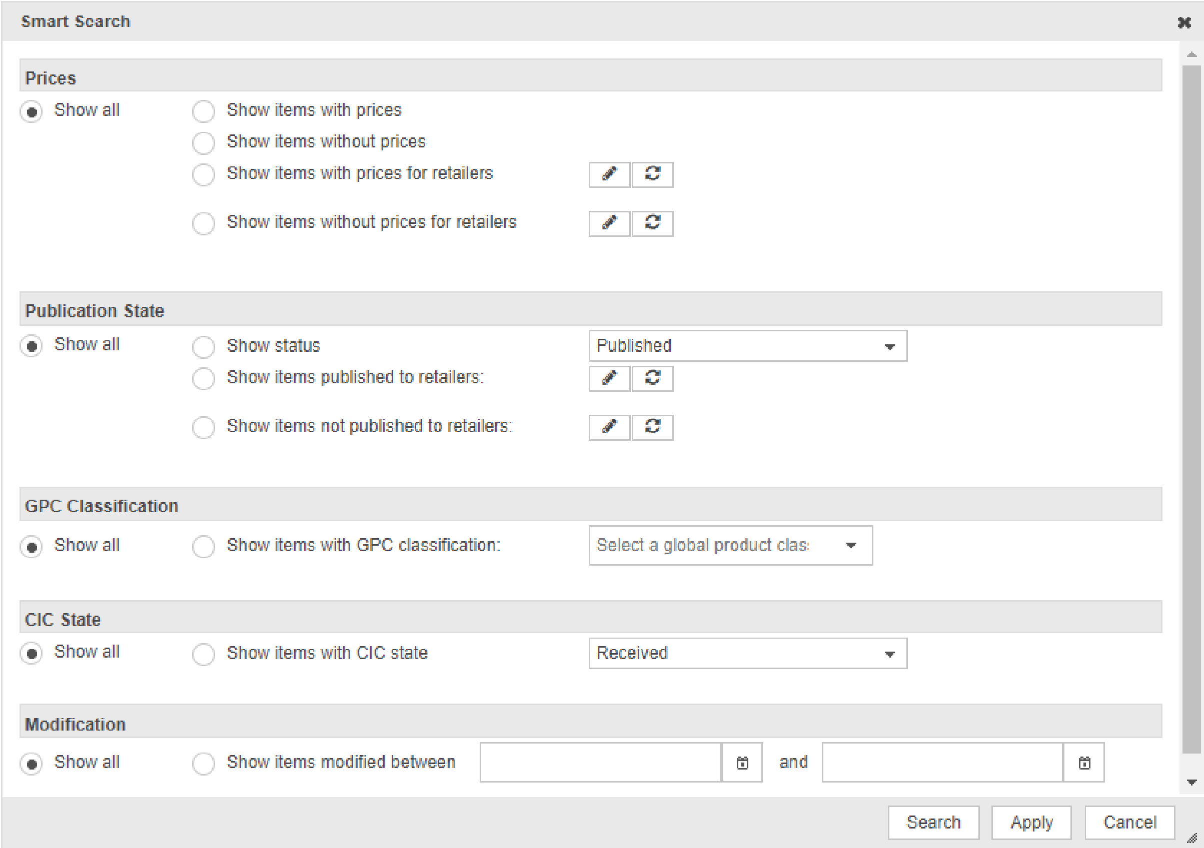
You can restrict the hit list by means of a predefined search (Smart Search function). To define the search criteria for a smart search, proceed as follows.

- In the Smart Search widget, click the Edit icon.




Edit option in Smart Search widget

- The dialog for defining search criteria opens.




## Smart Search

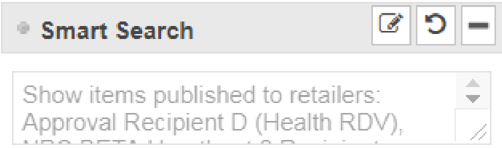
There are the following types of search criteria:

- Display with/without price based on specific retailers
- Display all items with a specific publication status (Published, Sent, Not Sent) based on specific retailers
- Display all items with a specific GPC (Global Product Classification)
- Display all items with a specific CIC status (Received, Synchronised, Review and Rejected).
- Display items modified within a certain time period. Type in the dates or use the calendar function to select the start and end dates of the period. If you do not enter an end date, all items which were changed since the entered start date are displayed.

You now have the following options for completing the operation.

- Use the Apply option to use the defined search criteria to restrict the hit list.
- The search criteria can be combined. E.g. Show items with prices ***AND*** show items with status "Published" ***AND*** CIC state "Received".
- Click Cancel to return to the hit list without saving the changes.

The defined search restrictions are now displayed in the Smart Search widget (read-only mode).



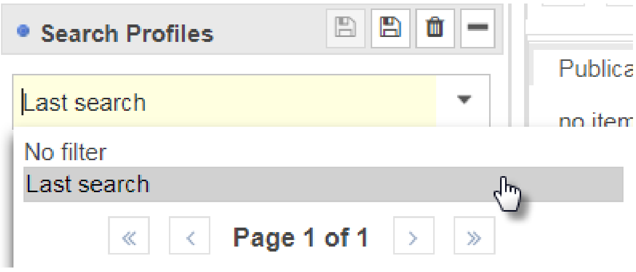

**Results of search restrictions for a Smart Search**

To delete a smart search along with the defined search criteria, proceed as follows:

- In the Smart Search widget, click the Reset icon. The search criteria are deleted and the field with the search criteria is now empty.

### 3.1.7 Find Items with Search Profiles

You can use search profiles to save defined search settings to use them for future searches.




**Search Profiles widget**

#### 3.1.7.1 Create a search profile

To create a new search profile, proceed as follows:

- Define the required search settings in the selection and search components area.
- Click Save in the Search Profiles widget.
- In the dialog box that now opens, enter a name for the new search profile.
- Complete the operation by clicking Save. Click Cancel if you want to return to the hit list without creating a new search profile.

#### 3.1.7.2 Change a search profile

To change an existing search profile, proceed as follows:

- From the dropdown list, select the required search profile.
- Change the search settings or create new search settings for the selected search profile.
- Then either click the Save or the Save as option. This button is only active once you have changed the search settings for the search profile.
- The changes are saved in the search profile you selected previously.

#### 3.1.7.3 Delete a search profile

To delete a search profile, proceed as follows:

- From the dropdown list, select the required search profile.
- Click the Remove button.
- Confirm the safety prompt that now appears. Click Cancel if you want to return to the hit list without deleting the search profile.
- The search profile is deleted from the list.

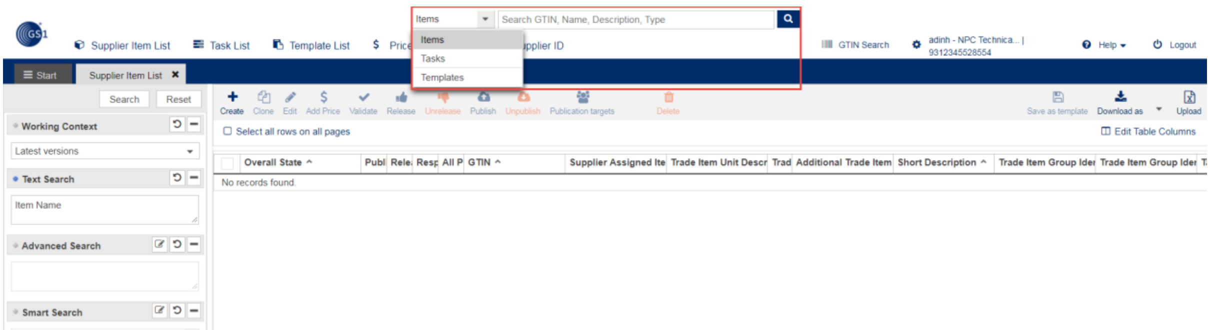
#### 3.1.7.4 Apply an existing Search Profile

To apply an existing search profile, proceed as follows:

- Select the required search profile from the dropdown box of existing search profiles.
- The search settings for this search profile are now loaded. Then execute the search by clicking the Search button.

### 3.1.8 Find items with Global search bar

On the top part of the screen above the menu bar, there is a global search bar. By typing in search terms in this search bar, a search on items, tasks or templates will be opened displaying the search result in the hit list without switching tabs. The global search also supports searching by Supplier Assigned Item ID.



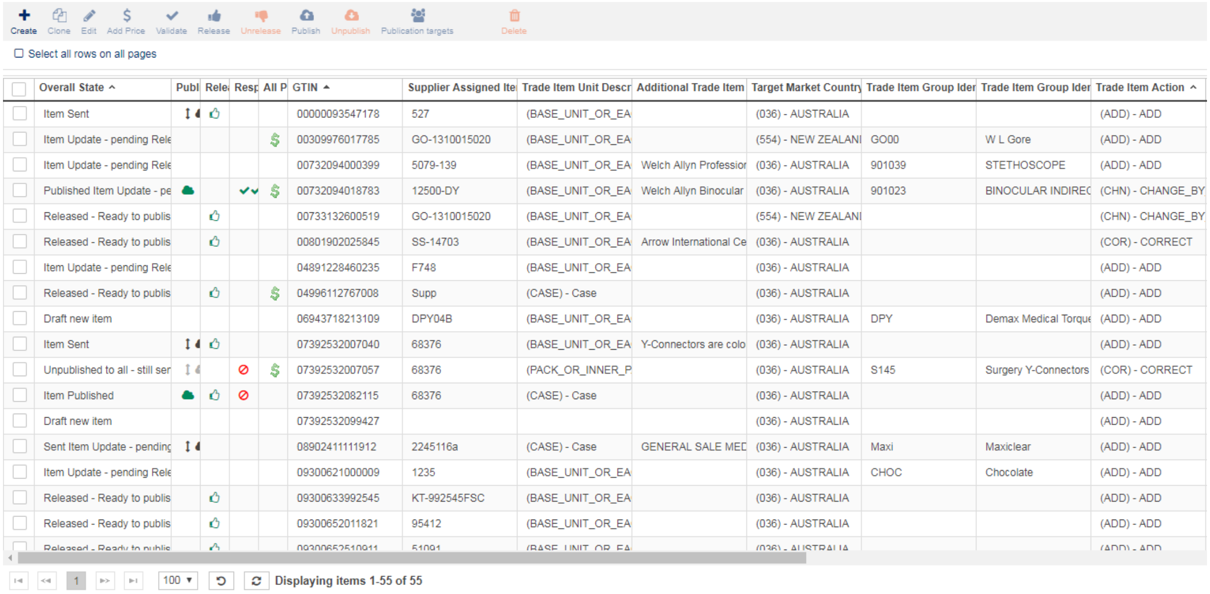

**The Global search bar. Search can be initiated at any page in the application.**

## 3.2 Hit List

### 3.2.1 Structure of the Hit List

The item data belonging to the Supplier GLN is displayed by default providing you with a quick view of key and status information of the selected item.

Many functions such as editing or publishing items can be performed directly by selecting the icons from the function bar. This section describes how to work with the hit list. It deals with the structure of the module, its basic functions, and the control elements used in the various use cases.

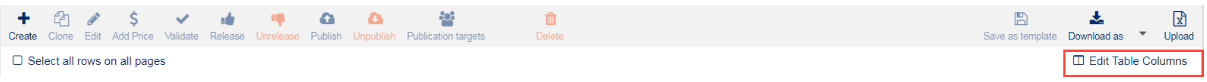



| Overall State | Publ | Rele | Resp | All P | GTIN | Supplier Assigned Ite | Trade Item Unit Descr | Additional Trade Item | Target Market Country | Trade Item Group Ider | Trade Item Group Ider | Trade Item Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Item Sent | | | | | 00000093547178 | 527 | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Item Update - pending Rele | | | | | 00309976017785 | GO-1310015020 | (BASE_UNIT_OR_EA | | (554) - NEW ZEALANI | GO00 | W L Gore | (ADD) - ADD |
| Item Update - pending Rele | | | | | 00732094000399 | 5079-139 | (BASE_UNIT_OR_EA | Welch Allyn Professior | (036) - AUSTRALIA | 901039 | STETHOSCOPE | (ADD) - ADD |
| Published Item Update - pe | | | | | 00732094018783 | 12500-DY | (BASE_UNIT_OR_EA | Welch Allyn Binocular | (036) - AUSTRALIA | 901023 | BINOCULAR INDIREC | (CHN) - CHANGE_BY |
| Released - Ready to publis | | | | | 00733132600519 | GO-1310015020 | (BASE_UNIT_OR_EA | | (554) - NEW ZEALANI | | | (CHN) - CHANGE_BY |
| Released - Ready to publis | | | | | 00801902025845 | SS-14703 | (BASE_UNIT_OR_EA | Arrow International Ce | (036) - AUSTRALIA | | | (COR) - CORRECT |
| Item Update - pending Rele | | | | | 04891228460235 | F748 | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Released - Ready to publis | | | | | 04996112767008 | Supp | (CASE) - Case | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Draft new item | | | | | 06943718213109 | DPY04B | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | DPY | Demax Medical Torque | (ADD) - ADD |
| Item Sent | | | | | 07392532007040 | 68376 | (BASE_UNIT_OR_EA | Y-Connectors are colo | (036) - AUSTRALIA | | | (ADD) - ADD |
| Unpublished to all - still ser | | | | | 07392532007057 | 68376 | (PACK_OR_INNER_P | | (036) - AUSTRALIA | S145 | Surgery Y-Connectors | (COR) - CORRECT |
| Item Published | | | | | 07392532082115 | 68376 | (CASE) - Case | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Draft new item | | | | | 07392532099427 | | | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Sent Item Update - pending | | | | | 08902411111912 | 2245116a | (CASE) - Case | GENERAL SALE MED | (036) - AUSTRALIA | Maxi | Maxiclear | (ADD) - ADD |
| Item Update - pending Rele | | | | | 09300621000009 | 1235 | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | CHOC | Chocolate | (ADD) - ADD |
| Released - Ready to publis | | | | | 09300633992545 | KT-992545FSC | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | | | (ADD) - ADD |
| Released - Ready to publis | | | | | 09300652011821 | 95412 | (BASE_UNIT_OR_EA | | (036) - AUSTRALIA | | | (ADD) - ADD |

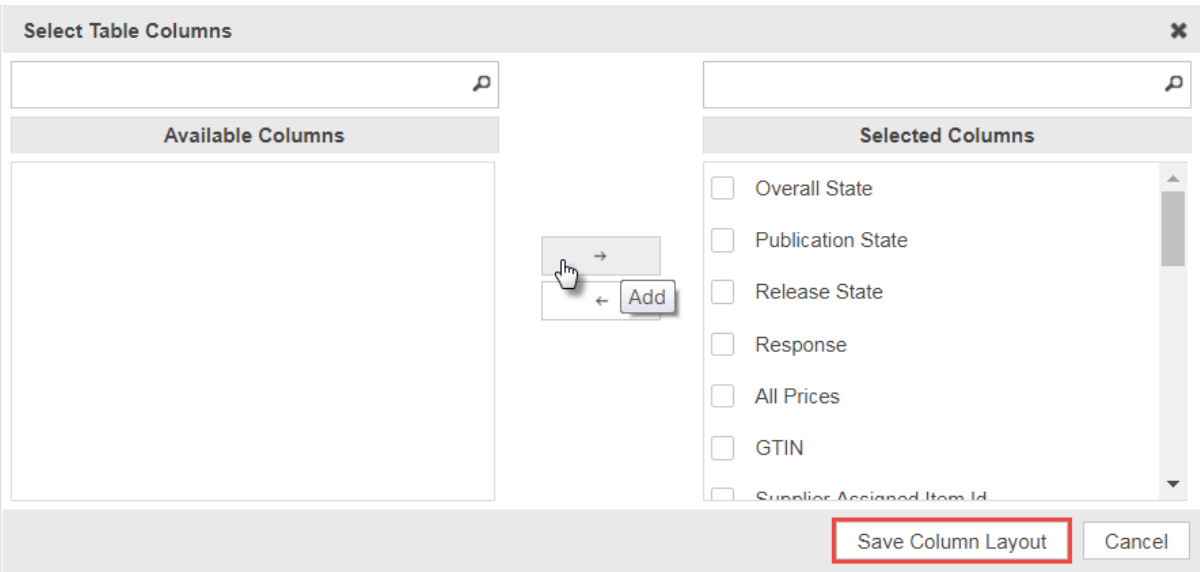
**Hit List**

### 3.2.2 Customise the Hit List

The layout of the hit list can be modified according to the user's preferences in many ways. Use the button *Edit Table Columns* to customise the hit list for an appropriate overview on items. The number and order can be setup individually.




**Customising the Hit List**



### Select Table Columns

By clicking an appropriate button within the Hit List a dialog will appear offering all available columns on the left hand side and the currently displayed ones on the right side.

By moving columns from the left to the right or vice versa and sorting the order, the layer of the Hit List can be configured. The configuration can be amended and saved by each user.

To save the changed settings, choose the option *Save Column Layout*. When the Supplier Item List is reopened, the new settings will be loaded.

**Sorting the Results**

By default, the results are sorted by processing date which means the items that were changed last are always displayed at the top.

You can sort the hit list in ascending or descending order by column. To do so, click the arrow icon in the header of the column you want to use for sorting. A drop-down menu opens, providing the options Sort Ascending and Sort Descending. Alternatively, you can simply click the column header.

**Arranging columns differently**

You can change the position of the columns in the hit list. To do so, click the header of the column whose position you want to change, hold down the mouse button, and pull the column to the desired position in the table. Release the mouse button once the column is in the position you require. Please note that the order the columns are displayed in is also reflected in the columns submenu described above.

### 3.2.3 Download the Hit List

Below the hit list in the lower right corner, a button is available which allows to download the items that appear in the hit list. The format of the download is CSV and contains all columns and values from the hit list.

**Download Hit List**

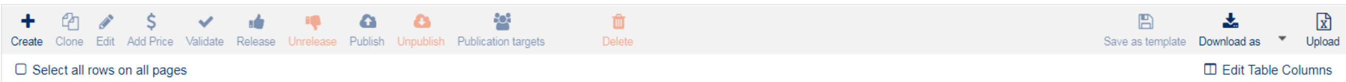
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Overall State | Publication State | Release State | Response | All Prices | GTIN | Supplier Assigned Item Id | Trade Item Unit Descriptor Code | Informatio |
| 2 | Item Published | Published | Released | Synchronized | TRUE | 1E+14 | Hbeat7 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 3 | Draft new item | | | | FALSE | 1.93007E+13 | 12345 | (CASE) - Case | 9.31E+12 |
| 4 | Draft new item | | | | FALSE | 2.93007E+13 | 12345 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 5 | Unpublished to all - still sent Update - pending rele | Sent item update | | Exception | TRUE | 7.39253E+12 | 68376 | (PACK_OR_INNER_PACK) - Pack or Inner Pack | 9.31E+12 |
| 6 | Draft new item | | | | FALSE | 9.30071E+12 | 12345 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 7 | Draft new item | | | | FALSE | 9.4219E+12 | 2428644a | (PACK_OR_INNER_PACK) - Pack or Inner Pack | 9.31E+12 |
| 8 | Draft new item | | | | FALSE | 9.3404E+12 | 2472414a | (PALLET) - Pallet | 9.31E+12 |
| 9 | Sent Item Update - pending Release | Sent | | | TRUE | 9.3404E+12 | 2317095a | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 10 | Published Item Update - pending Release | Published | | No action required | TRUE | 8.90241E+12 | 2245116a | (CASE) - Case | 9.31E+12 |
| 11 | Released - Ready to publish | | Released | | FALSE | 2.93116E+13 | 999999I | (CASE) - Case | 9.31E+12 |
| 12 | Released - Ready to publish | | Released | | FALSE | 7.56774E+11 | 999999I | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 13 | Released - Ready to publish | | Released | | FALSE | 9.31235E+12 | B170505AC | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 14 | Released - Ready to publish | | Released | | FALSE | 9.31235E+12 | B170505AD | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 15 | Released - Ready to publish | | Released | | TRUE | 1.93123E+13 | B170505AC | (CASE) - Case | 9.31E+12 |
| 16 | Released - Ready to publish | | Released | | TRUE | 1.93123E+13 | B170505AD | (CASE) - Case | 9.31E+12 |
| 17 | Released - Ready to publish | | Released | | FALSE | 9.31235E+12 | B170505AA | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 18 | Released - Ready to publish | | Released | | FALSE | 9.31235E+12 | B170505AB | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 19 | Released - Ready to publish | | Released | | TRUE | 1.93123E+13 | B170505AB | (CASE) - Case | 9.31E+12 |
| 20 | Released - Ready to publish | | Released | | TRUE | 1.93123E+13 | B170505AA | (CASE) - Case | 9.31E+12 |
| 21 | Released - Ready to publish | | Released | | FALSE | 1.93354E+13 | 4003 | (CASE) - Case | 9.31E+12 |
| 22 | Released - Ready to publish | | Released | | FALSE | 9.33539E+12 | 4003 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 23 | Draft new item | | | | FALSE | 1.93354E+13 | 4004 | (CASE) - Case | 9.31E+12 |
| 24 | Draft new item | | | | FALSE | 9.33539E+12 | 4004 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 25 | Published Item Update - pending Release | Published | | No action required | TRUE | 1.47594E+13 | | (CASE) - Case | 9.31E+12 |
| 26 | Sent Item Update - pending Release | Sent | | | FALSE | 4.75944E+12 | | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |
| 27 | Draft new item | | | | FALSE | 9.31235E+12 | COOL 3 | (BASE_UNIT_OR_EACH) - Base Unit or Each | 9.31E+12 |

**Excel file downloaded from Publisher Hit List**

*Note: Only maximum of 100 items can be downloaded from the hit list. The maximum the hit list can display per page are 100 items.*

### 3.2.4 Hit List Function Bar

The function bar contains actions that you can carry out on the selected items:




**Function bar**

| Icon | Description and Definition |
|---|---|
| Create | Create: Use this option if you want to add a new item |
| Clone | Clone: Use this function to create a new item on the basis of an existing item. |
| Edit | Edit: You can use this option to make changes to an item. |
| Delete | Delete: Only saved draft items, which have not been released or published can be deleted. |
| Validate | Validate: From the hit list, you can check items for completeness, formatting, and consistency so that you can release them later. |

| | |
|---|---|
| Release | Release: If the current revision of an item has a quality state that is suitable for release, you can use the Release option to release it. To do so, proceed as described in the section 'Release Items'. |
| Unrelease | Unrelease: The release of an item can be revoked with this button. |
| Upload | Upload: You can create items by importing them into the system from an Excel file. |
| Download as | Download: To export the data of one or more items into an Excel or a CIN file use this option. You can also generate an empty Excel file to use as a template when creating items for upload from here. |
| Publication targets | Maintain possible publication targets: Choose this option to select future recipient(s) to publish the items. To be confirmed with the Publish option. |
| Publish | Publish: Choose this option if you want to publish the selected item in the source data pool. |
| Unpublish | Unpublish: The publication of an item can be revoked with the 'Unpublish' button. |
| Save as template | Template: An item can be saved as template, to use it as a basis for other new items. |
| ☐ Select all rows on all pages | Select Rows: Use this button to select all rows or lines on all pages of the hit list at once. |
| Edit Table Columns | Save Column Layout: Use this button to save your current Hit List layout. |

Buttons indicate the function in plain text in addition to the icon. The colours may differ depending on which profile is used. The buttons are grouped according to colour:

Standard buttons: White background with borders

Workflow buttons: Solid background colour

Warning buttons: Background in warning colour, e.g. orange

### 3.2.5 Overall State, Release State, and Publication State

The *Overall State* gives information about the current status of the items. The table should give an overview about the status as well as the matching icons displayed in the Release and Publication state.

| Publication State | Release State | Overall State - Definition |
|---|---|---|
| | | **Draft new Item**<br>A newly created item which has been saved and perhaps edited several times Not released yet. |
| | | **Released - Ready to publish**<br>Newly created item – possibly edited several times– latest version is already released and now ready to be published. |
| | | **Item update – pending release**<br>New item which was already released, but not yet published.  Has been edited again afterwards, and the latest version is not yet released. |
| | | **Item published**<br>Item which was already released and published. No changes took place on this item meanwhile.<br>After publishing the item cannot be unreleased anymore. |
| | | **Published Item Update – pending release**<br>Item which itself was already released and published, but has been edited again. The latest version is not yet released. As soon as this is done, the item is automatically sent to the source pool again. |
| | | **Item sent**<br>Item which was already released, and sent as part of a published hierarchy. No changes took place on this item meanwhile. |
| | | **Sent Item Update – pending release**<br>Item which was already released and sent as part of a published hierarchy, but afterwards has been edited again.<br>The latest version is not yet released. As soon as this version is released, it is automatically sent to the pool again. |
| | | **Unpublished to all**<br>Item which itself was unpublished from all recipients, but has not been edited and is still released. |

| | | |
|---|---|---|
|  | | **Unpublished to all – draft item**<br>Item which itself was unpublished from all recipients and has been unreleased. |
|  |  | **Unpublished to all – still sent**<br>Item which itself was unpublished from all recipients but is still part of another published hierarchy and has not been edited again. |
|  | | **Item unpublished to all – still sent Update – pending release and re-publish**<br>Item which itself was unpublished from all recipients but is still part of another published hierarchy and has been edited again. |

### 3.2.6 CIC State Column

The *CIC State* column displays the cumulated confirmation status of each item, so only the last status will be displayed here. Beside a CIC, GDSN Exception will be displayed here as well.

The table gives an overview of the icons displayed along with the CIC State in the hit list.

| **Cumulated CIC State** | **Comment** |
|---|---|
|  | No CIC feedback received yet.<br>No feedback from recipients and no CIC Review as well as no GS1 RESPONSE<br>Item is released again and there is no open CIC review and no GS1 RESPONSE. |
|  | CICs from recipients have been received and have status RECEIVED. |
|  | CICs from recipients have been received and have status SYNCHRONIZED. |
|  | "To do" state:<br>At least one latest CIC has state REVIEW and there is no open GS1 RESPONSE. |
|  | CICs from all recipients have been received and have the state REJECTED. |

| | |
|---|---|
| ⊘ | "To do" state:<br>At least one GS1 RESPONSE was received for that item and is still open. |

### 3.2.7 Price Column

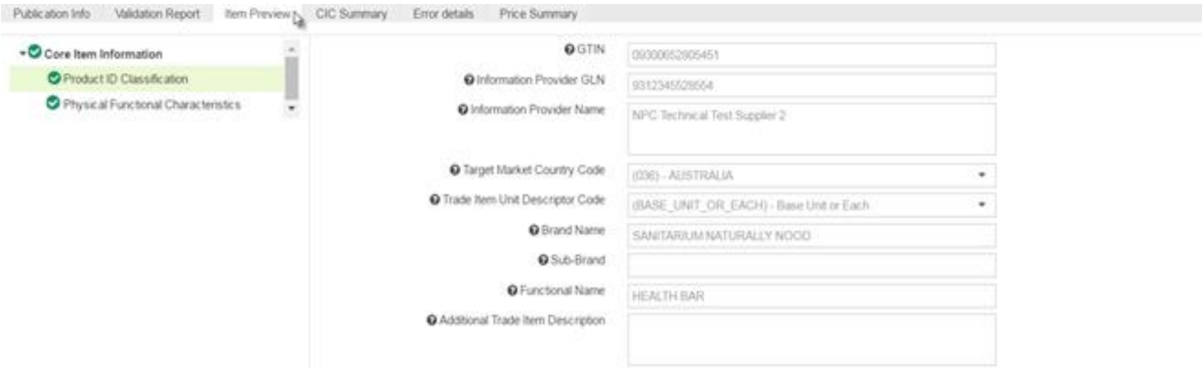
If the selected item has a price, a price icon $ is displayed. You can click on this icon. A new window or new browser tab opens (this depends on your user settings in your browser); it displays the price summary of the Price Sync application. The GTIN, GLN, and target market of the selected item are transmitted to the Price Sync application.

## 3.3 Area for Preview, Validation Report, and further Information

A report area is provided beneath the hit list. You can change the size of this area or you can hide it altogether. This area displays a preview of the item data or the validation report. Various tabs provide further information on the selected item.

### 3.3.1 Item Preview

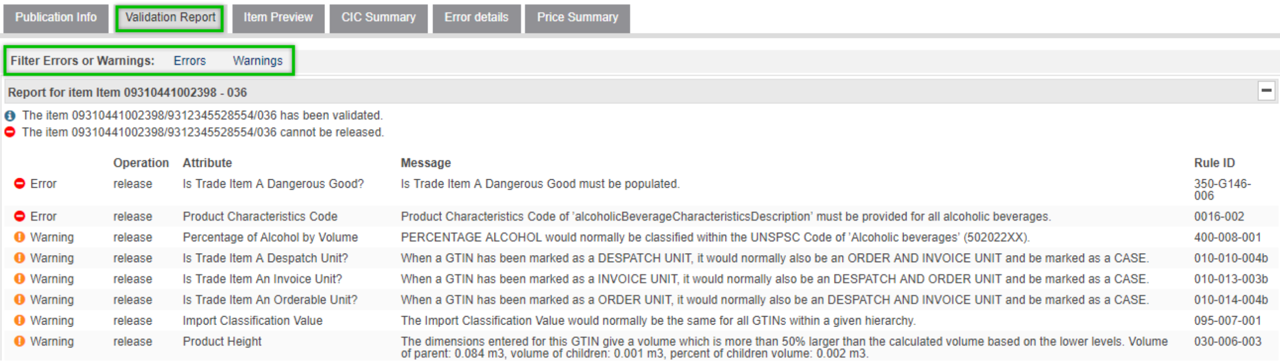
If you select an item from the hit list by clicking it once, a preview of the item data for the item is displayed on the Item Preview tab beneath the list. The preview gives you a quick overview of the item and only displays a limited set of attributes. The item preview is in a read-only mode. No modifications can be carried out here but validation errors will be displayed for the user.




**Item preview**

### 3.3.2 Validation Report

The Validation Report tab beneath the hit list provides the item data check in accordance with the validation rules. Highlight one or more items in the hit list and click on the Validate button. The validation report will not be loaded automatically when you access the tab; it has to be activated by the user. If there are errors or warnings for an item these are listed in the report. Error and warnings can be seen listed all together or these can be filtered by either 'Errors' or 'Warnings'. When highlighting more than one item, the validation report shows the reports for the items one after another.



Publication Info | Validation Report | Item Preview | CIC Summary | Error details | Price Summary

Filter Errors or Warnings: Errors Warnings

Report for item Item 09310441002398 - 036

The item 09310441002398/9312345528554/036 has been validated.
The item 09310441002398/9312345528554/036 cannot be released.

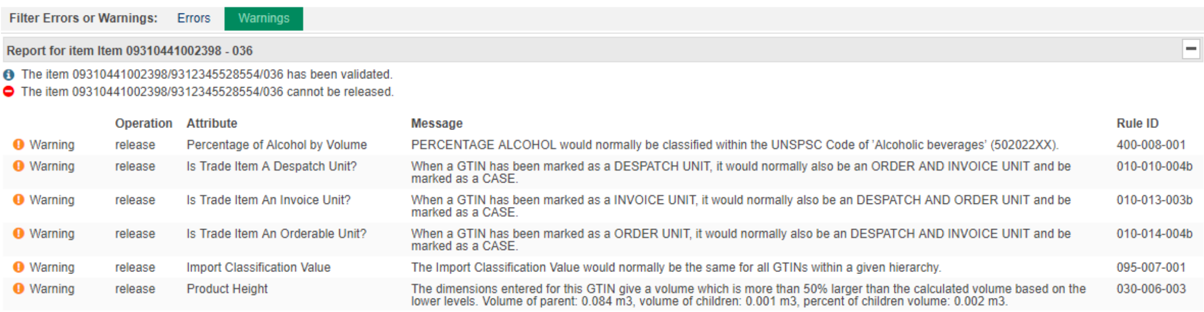
| | Operation | Attribute | Message | Rule ID |
|---|---|---|---|---|
| Error | release | Is Trade Item A Dangerous Good? | Is Trade Item A Dangerous Good must be populated. | 350-G146-006 |
| Error | release | Product Characteristics Code | Product Characteristics Code of 'alcoholicBeverageCharacteristicsDescription' must be provided for all alcoholic beverages. | 0016-002 |
| Warning | release | Percentage of Alcohol by Volume | PERCENTAGE ALCOHOL would normally be classified within the UNSPSC Code of 'Alcoholic beverages' (502022XX). | 400-008-001 |
| Warning | release | Is Trade Item A Despatch Unit? | When a GTIN has been marked as a DESPATCH UNIT, it would normally also be an ORDER AND INVOICE UNIT and be marked as a CASE. | 010-010-004b |
| Warning | release | Is Trade Item An Invoice Unit? | When a GTIN has been marked as a INVOICE UNIT, it would normally also be an DESPATCH AND ORDER UNIT and be marked as a CASE. | 010-013-003b |
| Warning | release | Is Trade Item An Orderable Unit? | When a GTIN has been marked as a ORDER UNIT, it would normally also be an DESPATCH AND INVOICE UNIT and be marked as a CASE. | 010-014-004b |
| Warning | release | Import Classification Value | The Import Classification Value would normally be the same for all GTINs within a given hierarchy. | 095-007-001 |
| Warning | release | Product Height | The dimensions entered for this GTIN give a volume which is more than 50% larger than the calculated volume based on the lower levels. Volume of parent: 0.084 m3, volume of children: 0.001 m3, percent of children volume: 0.002 m3. | 030-006-003 |

Filter Errors or Warnings: Errors Warnings

Report for item Item 09310441002398 - 036

The item 09310441002398/9312345528554/036 has been validated.
The item 09310441002398/9312345528554/036 cannot be released.

| | Operation | Attribute | Message | Rule ID |
|---|---|---|---|---|
| Error | release | Is Trade Item A Dangerous Good? | Is Trade Item A Dangerous Good must be populated. | 350-G146-006 |
| Error | release | Product Characteristics Code | Product Characteristics Code of 'alcoholicBeverageCharacteristicsDescription' must be provided for all alcoholic beverages. | 0016-002 |



Filter Errors or Warnings: Errors Warnings

Report for item Item 09310441002398 - 036

The item 09310441002398/9312345528554/036 has been validated.
The item 09310441002398/9312345528554/036 cannot be released.

| | Operation | Attribute | Message | Rule ID |
|---|---|---|---|---|
| Warning | release | Percentage of Alcohol by Volume | PERCENTAGE ALCOHOL would normally be classified within the UNSPSC Code of 'Alcoholic beverages' (502022XX). | 400-008-001 |
| Warning | release | Is Trade Item A Despatch Unit? | When a GTIN has been marked as a DESPATCH UNIT, it would normally also be an ORDER AND INVOICE UNIT and be marked as a CASE. | 010-010-004b |
| Warning | release | Is Trade Item An Invoice Unit? | When a GTIN has been marked as a INVOICE UNIT, it would normally also be an DESPATCH AND ORDER UNIT and be marked as a CASE. | 010-013-003b |
| Warning | release | Is Trade Item An Orderable Unit? | When a GTIN has been marked as a ORDER UNIT, it would normally also be an DESPATCH AND INVOICE UNIT and be marked as a CASE. | 010-014-004b |
| Warning | release | Import Classification Value | The Import Classification Value would normally be the same for all GTINs within a given hierarchy. | 095-007-001 |
| Warning | release | Product Height | The dimensions entered for this GTIN give a volume which is more than 50% larger than the calculated volume based on the lower levels. Volume of parent: 0.084 m3, volume of children: 0.001 m3, percent of children volume: 0.002 m3. | 030-006-003 |

#### Validation Report

At the top of the Validation Report, a pair of icons indicates the overall validation status.

| | |
|---|---|
| | Item has been Validated<br>and can be Released |
| | Item has been validated<br>but cannot be Released due to validation errors |

Below the header is a list of the Validation Rules which were triggered for the item.

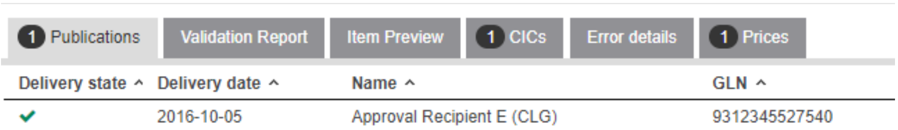
Rules are classified as either Errors or Warnings with the following icons:

| | | |
|---|---|---|
| | *Error* | The item data must be reviewed and corrected before it can be Released. |
| | *Warning* | The item data may need review but can still be Saved and Released. |

To access each Attribute which has failed a Validation Rule and needs to be updated, simply click on the relevant Validation Rule error shown in the Report.

### 3.3.3 Publications

The Publications tab provides the information if and to whom the item has been published as well as the publication date and delivery state.

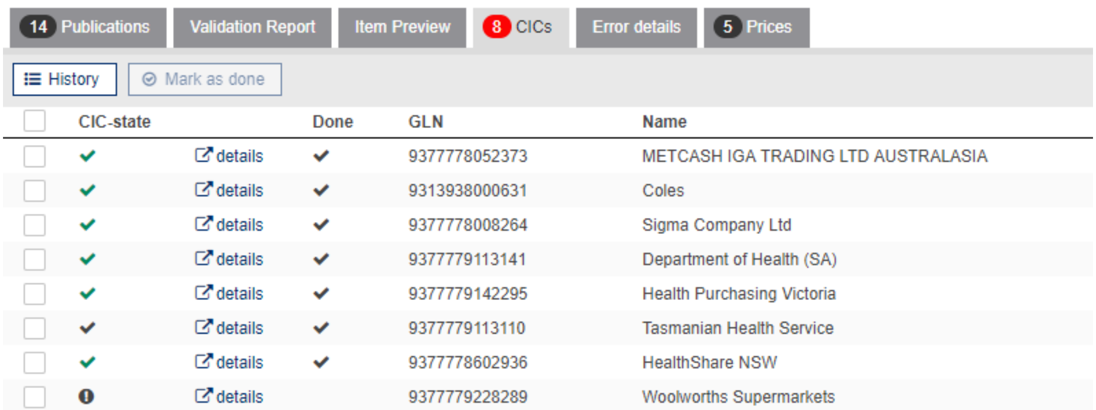



**Publication Info**

Furthermore, you can publish or undo publication. See chapter on publication for more information.

### 3.3.4 CIC Summary

The CIC Summary tab displays the total number of received Catalogue Item Confirmations (CIC) as well as the most recent CIC from each retailer.




**CIC Summary**

In the CIC-state column:

The icon is displayed if at least one current CIC has the status REVIEW.

The icon is displayed if the CIC of this retailer has the status RECEIVED.

The icon is displayed if the CIC of this retailer has the status SYNCHRONISED.

The icon is displayed if the CIC of this retailer has the status REJECTED.

### 3.3.5 Price Summary

If a trade item has price information stored in the system, the Price Summary tab displays an overview of this information like the recipient name, the price value, the currency, and the price type.

Clicking on the recipient name takes you to the Price Sync application hit list. If you wish to access a specific price data then click on the price value. For more information about maintaining prices please refer to the Price Sync chapter.