



Quick Start Guide

July 2022 v.2.2

This guide is an overview of the functions in the National Location Registry.

Contents

- Dashboard
- Adding a Location
- Managing your Locations
- Setting up Auto-Alerts
- Support
- Version Updates
- Appendix

Dashboard

When you log in, you will land on the Dashboard. This is where you can view a summary of your locations.

 [Dashboard](#)

 [My Locations](#) 

 [Search Registry](#)

 [Auto Alerts](#)

Navigation

This section contains all the links to various pages.

Location Information of your organisation

These tiles show the number locations your company has on the National Location Registry.

Location Tips & Tricks

Company's Status Summary

Catalogue last modified: 22/09/2021 - 06:37:05 PM

Last modified by:

Active Locations 

4

Inactive Locations 

0

Total Locations 

4

[+ ADD LOCATION](#)

Add Location

This button will expand options to add locations.

Quick Icons

These icons are links to support, using API, or to view your user profile details.



Information

Clicking this will open a series of informative slides about the Navigation options.

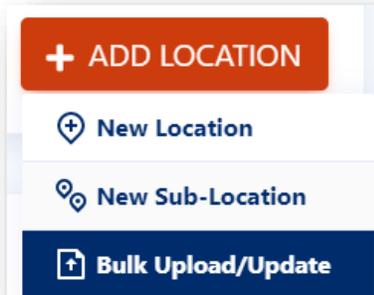
User history

This bar shows the latest updates by users in your organisation.

Adding a Location

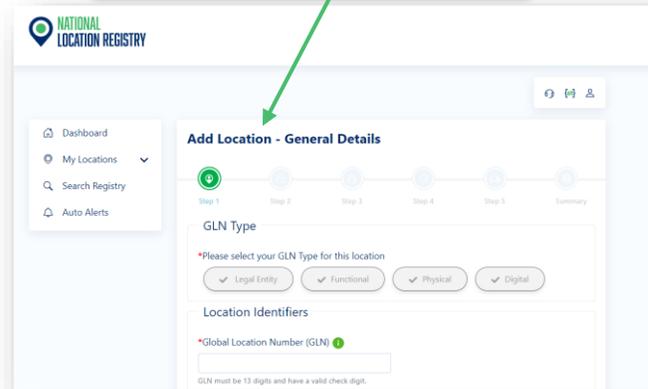
When you have clicked on the "+ Add Location" button, you will see a series of options:

- "New Location" refers to a parent/main location.
- "New Sub-Location" refers to a location that is 'under' a parent location, such as the accounts department. Note that this will require a separate GLN. (See Appendix)
- "Bulk Upload" will direct you to an Excel template where you can input multiple locations, and then upload it to the NLR. (A separate guide is available for this).



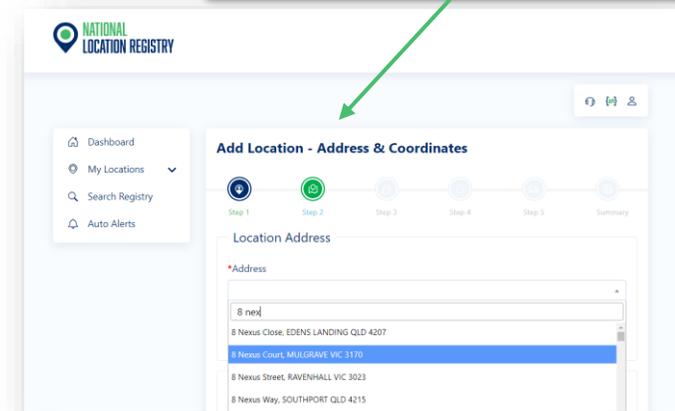
Step 1: General Details

In adding a New Location, this will direct you to this page. (If adding a New Sub-Location, it will prompt for the parent location, and then direct you to this page)



Step 2: Address Details

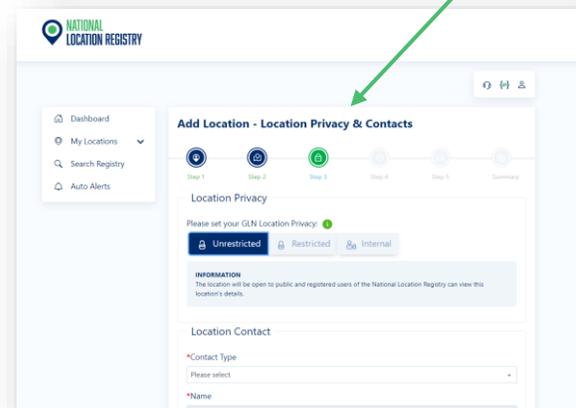
Here is where you would input geographical information. The form has a built-in Google Map feature. (Non-Physical GLNs should use the primary address)



Step 3: Privacy and Contact Details

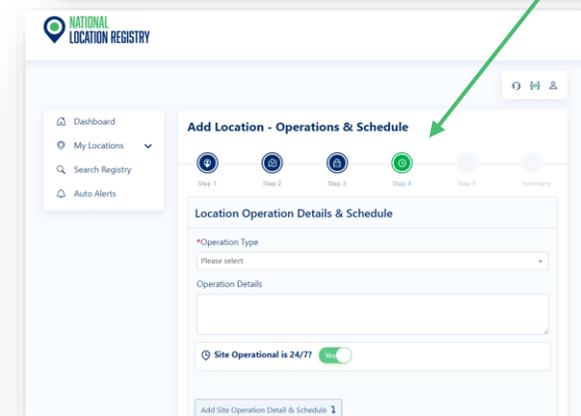
Here is where you will first choose the location visibility

Then, you would provide contact details.



Step 4: Operational details (Healthcare users exempt from this)

Here is where you provide the schedules of the location. You can also add in facilities that are available to drivers.



Powered by

Adding a Location (cont)

Here are some tips to note when adding a location.

Please see the Appendix in this Quick-Start Guide, to view the Location Type and Location Function field restrictions.

Inputting multiples of an attribute

The platform does not act like an ordinary text document; it requires you to click on the 'add' button, and although it may look as though the information has disappeared, it has been placed into a table below it.

Throughout the process of adding a location, there are opportunities to add more than one entry, such as having multiple contact persons, or different trading hours.

This 'add button' allows users to have multiples of an attribute.

Location Operation Details & Schedule

*Operation Type
Please select

Operation Details

Site Operational is 24/7?

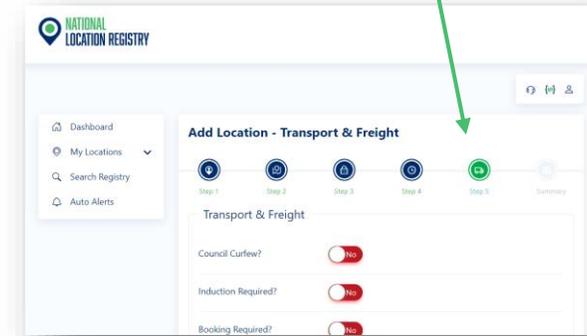
Add Site Operation Detail & Schedule ↓

Search

Operation type	Operation Details	Schedule	Schedule Days	
Trading Hours	Regular Trading hours	09:00 - 17:00	Monday, Tuesday, Wednesday, Thursday, Friday	
Special Operation Type	Week of Christmas	24/7	All Days	

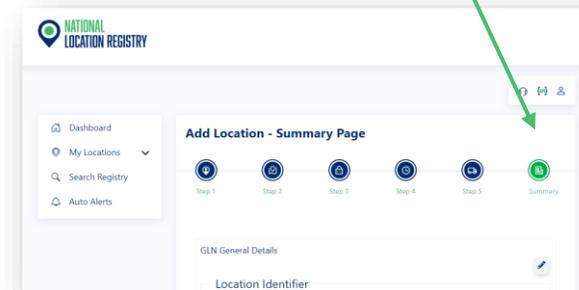
Step 5: Logistical Details

Users who have a subscription to the Transport service of the NLR will see Step 4 and 5.



Summary Page

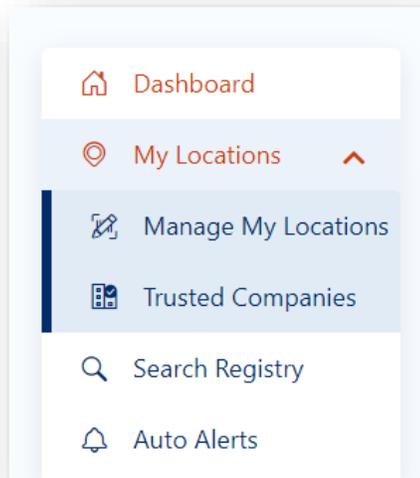
There is a final page when adding a location to check all the details. You can edit from here rather than navigating back in the browser.



Managing your Locations

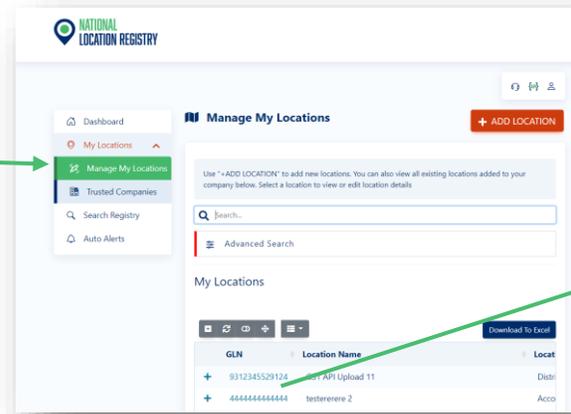
In the 'My Locations' menu item, you can select loaded locations, view them, and edit the information.

'Trusted Companies' displays the list of companies you have allowed to view your *restricted* locations.



'Manage My Locations'

- This page contains all the uploaded locations of your organisation. There is a search function to assist you with this.
- The various icons above the table of your locations can help you navigate the list.
- Clicking on the "+" will expand a quick summary of that location.

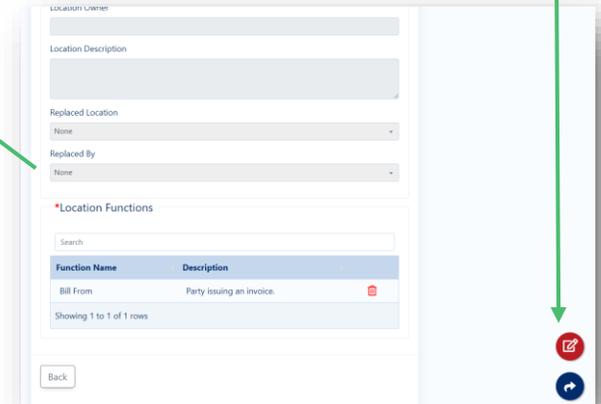
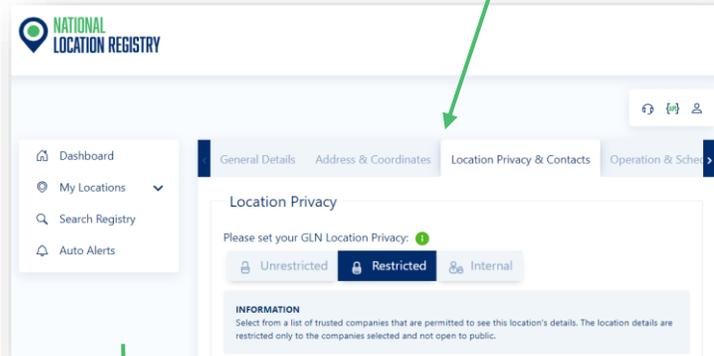


Editing Location Details

Clicking on the GLN of the location will direct you to a page that is in the format when you add a location. To edit, there is a 'sticky'/'floating' edit button, which will enable the pages to be edited.

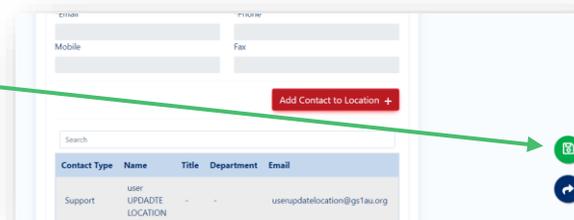
Editing Location Details

Scroll to the top of the page to navigate to different aspects of location details.



Save Changes

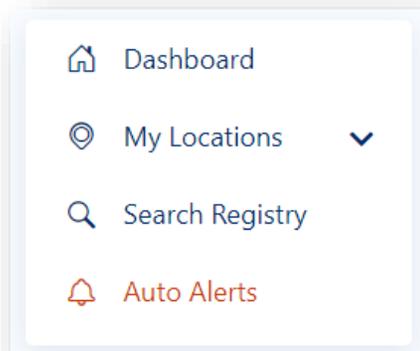
The edit button should now have changed to a save button. You can do this at the end when you have completed all necessary edits.



Setting Up Auto-Alerts

Setting up Auto-Alerts allows users to be notified by email when there are new locations or changes to existing locations on the NLR.

These alerts can be configured to suit user needs.



Here, you can select to be notified when there are changes made by any **Healthcare-only** users on the NLR, or **Transport & Freight-only** users, or both.

Clicking these options will automatically add companies to the list at the bottom of the page.

This table shows a list of the companies that have been included your auto-alert set up. You can remove select companies by clicking the bin icon.

This button will direct you to a page showing what information will be sent out in the next auto-alert email. You can use this to check for updates immediately instead of waiting for the auto-alert email.

Auto Alerts

Set up Auto Alerts to receive email notifications on Location updates from the National Location Registry. Auto Alert can be set up by subscription type or by company name.

By Subscription Type

Healthcare Transport & Freight

INFORMATION

You may activate multiple Location Subscription Types for the Auto Alert.

By Company Name

Search

<input type="checkbox"/>	Company GLN	Company Name
<input type="checkbox"/>	9377779521168	Eucalip Bio Chemical Group Pty Ltd
<input type="checkbox"/>	4446688000998	12 Paws Pty Ltd
<input type="checkbox"/>	937778000107	GS1 Australia
<input type="checkbox"/>	9429000000000	GS1 NEW ZEALAND INCORPORATED
<input type="checkbox"/>	937778033563	GS1 Australia Ltd

Showing 1 to 5 of 9 rows

Add to Auto Alert

Remove All

Search

Showing 1 to 5 of 118 rows

5 rows per page

<input type="checkbox"/>	Company GLN	Company Name	
<input type="checkbox"/>	9377779521007	Zoll Medical Australia Pty Ltd	
<input type="checkbox"/>	9377779521465	Wilson Health Pty Ltd	
<input type="checkbox"/>	9377779520673	William A Cook Australia Pty Ltd	
<input type="checkbox"/>	9377779521151	Western Biomedical Pty Ltd	
<input type="checkbox"/>	9377779521540	Vyair Medical Pty Ltd	

Auto Alerts Activities

Save

Here is a list of all companies subscribed to the NLR. There is a search button to assist you finding particular companies.

Note that this is adding **companies** to the auto-alert, and not just specific locations.

Remember to click the 'Add to Auto Alert' button to place selected companies into the table below. You can do this progressively, instead of selecting all the companies you want in a single action.

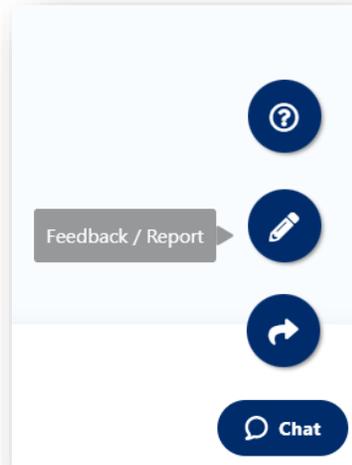
Remember to save, and from this point in time, updates to the subscribed companies will prompt an email notification

Support

This page describes the various avenues of support for the National Location Registry.

nlrsupport@gs1au.org is the inbox for the NLR support team.

There is also Live-chat functionality operating 9am to 5pm Melbourne time.



Quick Icons

This tray of icons is always available in the top-right corner of the User Interface. From left to right:

-Support Icon leads to the support page, where you will find a support number to call, our email, and a link to our NLR documentation, including the Bulk Upload Guide.

-API icon stores the various documentation if your company uses an Application Programming Interface

-Profile icon is where you can check your company and account details. It is also where you would enter in Error Tickets for support purposes.

Feedback Icon

This icon is always available in the bottom-right corner of the User Interface.

Hovering the mouse over this will expand out a support icon, as well as a feedback/bug report icon.

The support icon leads to the same details as mentioned above.

The Feedback Icon will pop out a form to report any technical bugs on the UI.

When viewing a location, there is additional functionality to notify the location owner of any incorrect or outdated information.

Version Update

This page shows what has been updated in the various versions of the Quick Start Guide

Version	Publishing	Detail
1.1	August 2021	Quick Start Guide
2.1	December 2021	<ul style="list-style-type: none">• Support page added and Version Control• added Appendix• changed some visuals to match current version• some text changes for brevity• mentioned Live-Chat functionality• added note about obtaining additional GLNs
2.2	July 2022	<ul style="list-style-type: none">• Updated Location Function list with descriptions• Put in GLN Allocation Rule Textbox into page 9

Appendix

The remaining pages are tables that contain permissible Location Types for corresponding GLN types; and a list of Location Functions.

ATTENTION!

The allocation of multiple GLN types to a single location can create significant problems when the use of the location changes or there is a change to location ownership. GS1 Australia strongly advise to only allocate one GLN type per location and create a new location record for other GLN types.

These tables may help in Step 1 of the process in adding a location.

These are also found in the Bulk Upload Guide

Note:

To obtain additional GLNs, users are required to be members of GS1 to be allocated numbers for use.

If you have only subscribed to services of GS1, such as Recall and the NLR, you will need to apply for a GLN-Only Membership.

If you have barcode numbers from GS1 Australia, you can apply for Additional GLNs under 'Application forms for existing members' or purchased through the MyGS1 Customer Portal.

See <https://www.gs1au.org/resources/application-forms-and-fees/>

DISPLAY VALUE	DESCRIPTION	Legal Entity	Functional	Physical	Digital
Accounts Department	Department that looks after the preparation of financial statements, maintenance of general ledger, payment of bills, preparation of customer bills, payroll, and more.		Y	Y	Y
Aged Care Service	Service or facility providing aged care	Y		Y	
Airport Gate	Entrance to a movable passage like a tunnel or bridge leading to the aircraft		Y	Y	
Ambulance Service	Provides initial patient care and transportation to a medical facility	Y		Y	
Amusement Entertainment Gaming	Provides recreation and entertainment services			Y	
Area Health	A grouping of entities, usually hospitals and associated healthcare service providers, which are defined as an Area Health Service	Y	Y	Y	
Berth	A location for a ship / vessel to stay in a port			Y	
Building Lot Site	A location where a structure is being constructed or repaired.		Y	Y	
Business Services	Generic definition to cover all types of entities from business services, corporate entries, to shared services. This includes internal units, supply services, procurement or contract hubs etc.	Y		Y	

DISPLAY VALUE	DESCRIPTION	L	F	P	D
Clinic	A facility, often associated with a hospital or medical school, that is devoted to the diagnosis and care of outpatients			Y	
Collection Centre	Collection centre			Y	
Consolidating Centre	A facility where small shipments are combined into truckloads bound for a destination.			Y	
Construction Site	A construction site is an area or piece of land on which construction works are being carried out.			Y	
Correction Facility	Provides detention and rehabilitative services to inmates	Y		Y	
Dental Surgery	Provides oral health treatment and support services			Y	
Distribution Centre	One or more specialised buildings, often with refrigeration or air conditioning, which is stocked with products (goods) to be redistributed to buyers such as retailers, wholesalers, or directly to consumers, often abbreviated to DC			Y	
Digital Service	Identifies the GLN as a digital service				Y
E Location	An address used for the routing of electronic messaging between businesses				Y

DISPLAY VALUE	DESCRIPTION	Legal Entity	Functional	Physical	Digital
Early Childhood Education and Centre	Premises used regularly for the education or care of children who are pre-school age or younger			Y	
Education Facility	Public or private education premises where primary, secondary or tertiary education is conducted			Y	
Emergency Department	An area of a hospital especially equipped and staffed for emergency care		Y	Y	
Farm Vineyard Crop			Y	Y	
Feed Lot	An area or building where livestock are fed			Y	
Field	An area of open land, especially one planted with crops or pasture			Y	
Food Business	Business selling food to consumers such as cafes, restaurants, food trucks	Y		Y	
Freight Terminal	An assigned area in which containers are prepared for loading into a truck, train, vessel or aeroplane or are stacked immediately after discharge from a truck, train, vessel or aeroplane.			Y	
Freight Hub	A physical location that is an interchange point at which equipment or goods are exchanged between drivers and/or transport operators			Y	

DISPLAY VALUE	DESCRIPTION	L	F	P	D
Garden Centre	An establishment where plants and gardening equipment are sold			Y	
Government Department Agency			Y	Y	Y
Health Department	An area within a hospital which provides specific treatment or support services (not individually included in the Location Type list)		Y	Y	Y
Head office	The executive or main office of an enterprise	Y		Y	
Hospital	Hospital	Y	Y	Y	Y
Hospital Department	An area within a hospital which provides specific treatment or support services (not individually included in the Location Type list)		Y	Y	Y
Hospital Pharmacy	Pharmacy within or allied/associated with a Hospital		Y	Y	Y
Imaging Diagnostics	Imaging/diagnostics area usually within a hospital or radiology facility		Y	Y	Y
Impress Location	Usually a ward-level location in which stock is held for use on that ward		Y	Y	Y
Intermodal Terminal	Transportation process that involves multiple modes of transportation (i.e. road, rail).			Y	
Library	A building or room containing collections of books, periodicals, and sometimes films and recorded music for use or borrowing by the public or the members of an institution			Y	

DISPLAY VALUE	DESCRIPTION	Legal Entity	Functional	Physical	Digital
Loading Dock	Usually an entry point to a warehouse for goods receipt or despatch			Y	
Main Reception	Main reception of a facility			Y	
Main Office	A location or facility that serves as the administrative centre of an organisation	Y		Y	
Manufacturing Plant Factory	A facility or plant where manufacturing of goods and materials takes place			Y	
Market	A location where groceries are sold			Y	
Mental Health Service	Provides mental health treatment and support services		Y	Y	Y
Nurse Station	Nurse station within a hospital or other healthcare service provider		Y	Y	
Office	A room, set of rooms, or building where the business of a commercial or industrial organization or of a professional person is conducted			Y	
Operating Theatre	A facility usually within a hospital used to perform medical/surgical procedures		Y	Y	Y
Packhouse	A building where packs or bundles of goods are packed for transport and sale		Y	Y	
Pathology	Pathology area within a hospital or independently operated		Y	Y	Y
Personal Services	Business providing personal services such as Beauty Therapy, Tattoo parlours, Hair Salons etc..	Y		Y	

DISPLAY VALUE	DESCRIPTION	L	F	P	D
Petrol Station	An establishment beside a road selling fuel for motor vehicles			Y	
Pharmacy	A shop where medicinal drugs are sold		Y	Y	Y
Picking Bay			Y	Y	
Primary Health Service	A Health Service which provides a first point of consultation for patients. Includes community centres	Y	Y	Y	Y
Processing Facility			Y	Y	
Production Line	An area in a factory in which goods being manufactured is passed through a set linear sequence of mechanical or manual operations		Y	Y	
Rail Station	A location with one or more buildings/platforms where trains stops for people to embark/disembark			Y	
Repacker	An area in a facility that provides repacking of goods		Y	Y	
Residence	A dwelling or an apartment where one lives			Y	
Rest Stop	A rest area with public facilities located next to a large thoroughfare such as a highway, at which drivers can rest, eat, or refuel without exiting onto secondary roads			Y	

DISPLAY VALUE	DESCRIPTION	Legal Entity	Functional	Physical	Digital
Retail Outlet	Business premises or facilities for selling products to Consumers. A retail outlet may take the form of a shop or store which buyers visit to make purchases			Y	
Sales Yard	A location for individuals or companies to sell used goods			Y	
School College University	Institutions for providing primary, secondary or tertiary education	Y	Y	Y	Y
Seaport	A maritime facility comprises one or more wharves where ships may dock to load and discharge passenger and cargo			Y	
Silo	A tall tower or pit used to store grain			Y	
Slaughter House	A facility where animals are slaughtered for meat as food			Y	
Sports and Recreational	A location for individuals to engage in sports and recreational activities for leisure			Y	
Station	An establishment or building where a specified activity or service is based			Y	
Storage Location	A location where material and goods are stored		Y	Y	
Terminal	A terminal is an area or location which serves as a pathway for handling transport process			Y	
Ward	Usually a sub-location within a hospital		Y	Y	

DISPLAY VALUE	DESCRIPTION	L	F	P	D
Warehouse and/or Depot	Inventory storage location which holds bulk stock amounts for onward distribution			Y	
Wharf	A structure built on the shore of a harbor extending into deep water so that vessels may lie alongside.			Y	
Whole of State	Entire state including all entities within the state that fall under the control of a state Health Jurisdiction.	Y			Y

Location Function	Definition
Accepting Party	Party accepting goods, products, services etc.
Bill From	Party issuing an invoice.
Bill To	Party which receives the invoice and pays for the goods
Bill of Lading Recipient	Party to receive Bill of Lading.
Buyer	Party to which Goods or Services are sold
Carrier	A company, which physically transports goods from one place to another.
Consignee	The entity who will receive the physical shipment
Consignor	The entity who will ship the physical shipment.
Consolidator	Organisation consolidating various consignments, payments etc.
Customs	Identification of customs authority relevant to the transaction or shipment.
Customs Broker	Organisation responsible for the preparation of documents and/or electronic submissions, the calculation on behalf of the client of taxes, duties and excises, and facilitating communication between the importer/exporter and governmental authorities.
Delivery Party	Organisation to which goods are delivered.
Despatch Party	Organisation where goods are collected or taken over by the carrier.
Distributor	Party distributing goods, financial payments or documents.
eMessaging Receiver	Party receiving the message.
eMessaging Sender	Party sending the message

Location function	Definition
Equipment Owner	Owner of equipment (container, etc.).
Exporter	a person, country, or company that sends goods or services to another country for sale
Factor	An Organisation that purchases financial receiving instruments e.g. invoices
Freight Forwarder	A Party specialises in arranging storage and shipping of goods on behalf of shippers.
Healthcare Provider	Organisation providing healthcare to patients, consumers, individuals
Importer	A person, country, or company that brings goods or services into a country from abroad for sale
NPC Information Provider	A party providing the information contained in the document using the National Product Catalogue
NPC Information Recipient	A party which is named to be the recipient of all documents using the National Product Catalogue
Insurer	A person or company offering insurance policies for premiums.
Issuer Of invoice	Organisation which issues an invoice.
Logistics Service Provider	An umbrella term for an entity, which provides a combination of many different transport and logistics related services for another entity.

Location Function	Definition
Payee	Organisation, which receives payment.
Payor	Organisation which initiates payment.
Point of Sale	Refers to the retail type checkout where bar code symbols are normally scanned.
Purchase Order Receiver	The organisation that receives the purchase order for the goods or services.
Recall Health Recipient	Organisation/Location/Individual receiving Recall notifications via Recall Health
Recall Health Sponsor	Organisation sending Recall notifications via Recall Health
Recall Recipient	Organisation/Location/Individual receiving Recall notifications via Recall
Recall Sponsor	Organisation sending Recall notifications via Recall
Receiving Location	An area where trucks or rail cars are loaded (shipping) or unloaded (receiving). Used to load or unload trade items for logistics.
Remit To	Organisation to whom funds are directed for payment of a commercial invoice.
Seller	Organisation which sells products or services to a buyer.
Service Provider	An organisation providing services for another organisation (e.g. re-packing supplier's products).
Ship From	Physical location where a shipment of goods originates.
Ship To	Party or organisation which receives goods - may not be same receiver of invoices

Location function	Definition
Storage and Handling	The movement, protection, storage of products throughout manufacturing, warehousing and distribution
Supplier	The party that produces, provides, or furnishes an item or service.
Transportation Carrier	The party undertaking or arranging transport of goods between named points. Can be air, road, rail or sea carrier
Warehouse Keeper	Organisation taking responsibility for goods entered into a warehouse.
Wholesaler	Seller of articles, often in large quantities, to be retailed by others.