GS1 US Data Hub | Product

Share
User Guide

March 29th, 2024

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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 this setting can be changed at any time by the Brand Owner.

**Share** permissions are managed by using Trust Circle(s).
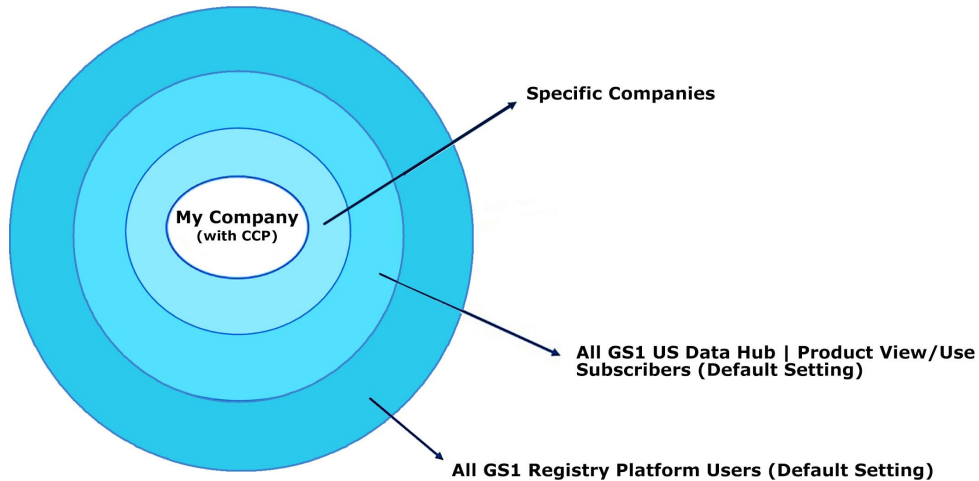
Example: GS1 US Data Hub® | Product Trust Circles

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.
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 ALL GS1 US Data Hub	Product View/Use subscribers. This list could change regularly.
All GS1 Registry Platform Subscribers	By default, products are shared with the GS1 Registry Platform, so any user around the world can view this data via the Verified by GS1 service. At this time, only "Each" and "Case as Each" products with the **In Use** status – in which "Yes" was selected for **Purchasable by Consumer?** - are being shared with the GS1 Registry Platform.

Default Share Settings

All products with the "Each" or "Case as Each" packaging level that have been set to **In Use** are shared automatically with GS1 US | Product View/Use subscribers – even if the GTIN status changes to **Archive** at a later date. As an administrator, you can turn off this setting and allow brand owner(s) to selectively share **In Use** products with GS1 US Product View/Use subscribers.* These instructions help you determine the configuration of your default product share settings.
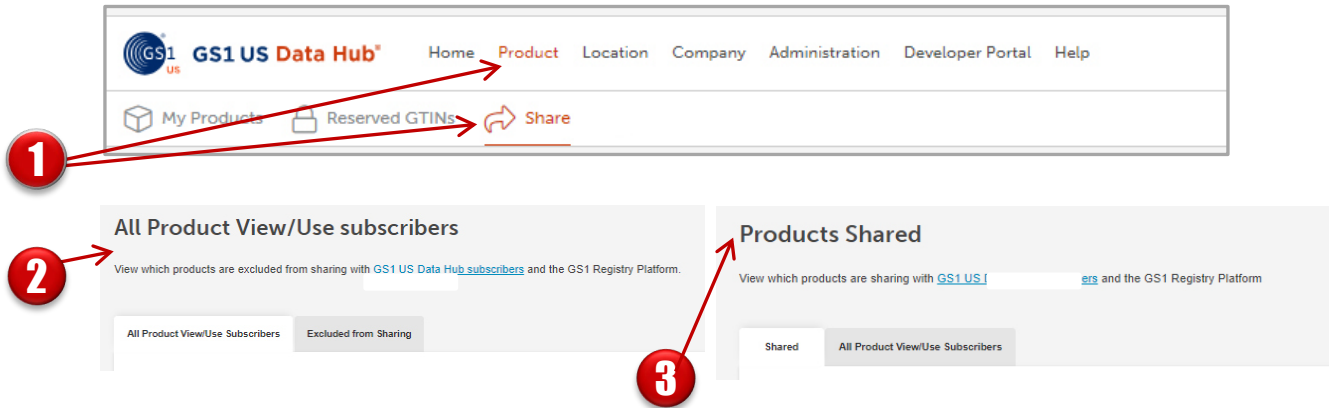
All Product View/Use subscribers displays when *"Share all In Use and Archived Products…"* has been checked on the Administration / Share Settings screen.

Products Shared displays when *"Share all In Use and Archived Products…"* has been unchecked on the Administration / Share Settings screen.

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

2 **All Products View/Use subscribers** displays if the box remains checked for "Share all In Use And Archived Products with GS1 US Data Hub Product View/Use subscribers" on the Administration / Share Settings screen. This means you are currently sharing your product data with **ALL** GS1 US Data Hub | Product View/Use Subscribers. The only action you can take is to exclude products from sharing. See "Exclude Products from Sharing" for more details.

3 **Products Shared** displays if your company has **unchecked** the box for "Share all In Use and Archived Products with GS1 US Data Hub Product View/Use subscribers" on the Administration / Share Settings screen. You can now select specific products to share. **Continue to step 4**.

*If the Brand Owner decides to move an **Archived** item back to **In Use**, all previously designated Shares are restored.

Default Share Settings *(Continued)*

START

4 Based on your Administration | Product settings, if you have unchecked the box for "Share all In Use and Archived Products with GS1 US Data Hub Product View/Use subscribers." then the following tabs are displayed.

- **Shared** – these are products you may choose to selectively share (see step 5).
- **All Product View/Use Subscribers** – this is the list of companies that able to view your product data within GS1 US Data Hub.

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 "Each" item within the case.

STOP

How to Share Your Product Information

If your company has turned off the "Share all In Use Products…" option in the Share Settings section of Administration, you can share specific products with select companies and/or all GS1 US Data Hub | Product View/Use subscribers. Follow these steps:

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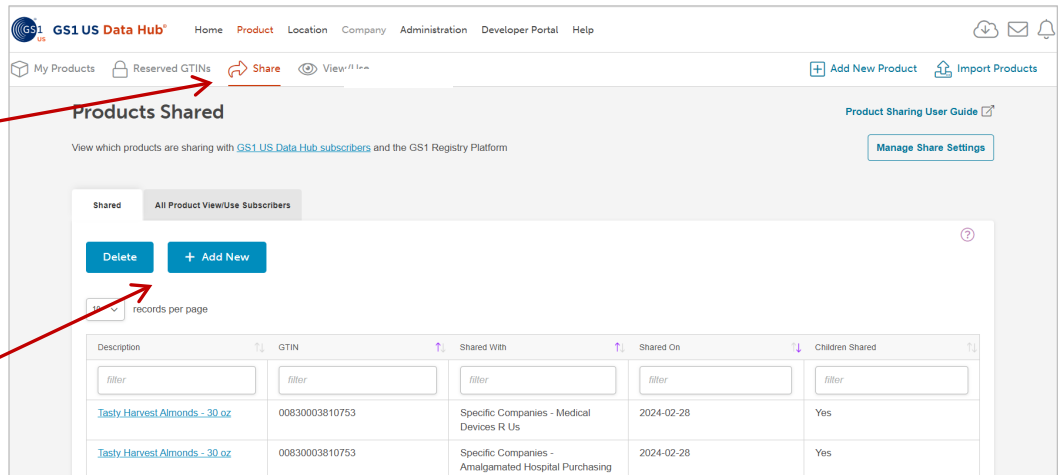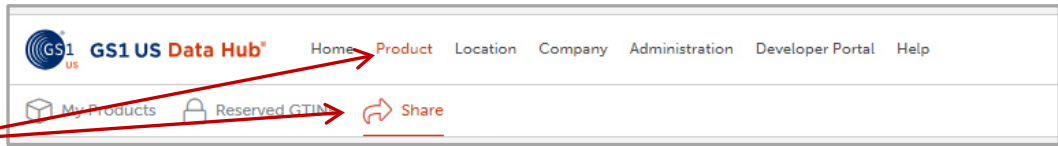
1 Click **Product** > **Share.**

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

Note: If you have checked the box for "Share all In Use Products with GS1 US Data Hub Product View/Use subscribers" on the Administration / Share 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 selected.

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

CONTINUE

How to Share Your Product Information *(Continued)*

START

4 Locate the Product(s) to share and click the row to highlight. Avoid clicking the Description (blue) hyperlink, as this will open the product detail record. You can enter up to three characters to filter the list, under each column heading.

5 Click **Share.**

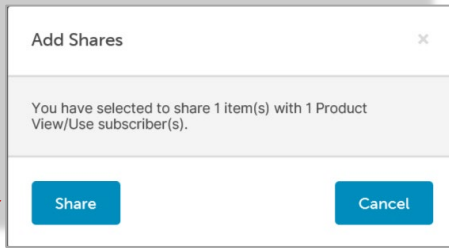**6** The **Add New Share** screen displays. Select the appropriate radio button under **Who are you sharing with?**

- Specific Companies (scroll down and click the company to highlight)
- GS1 US Data Hub | Product View/Use subscribers
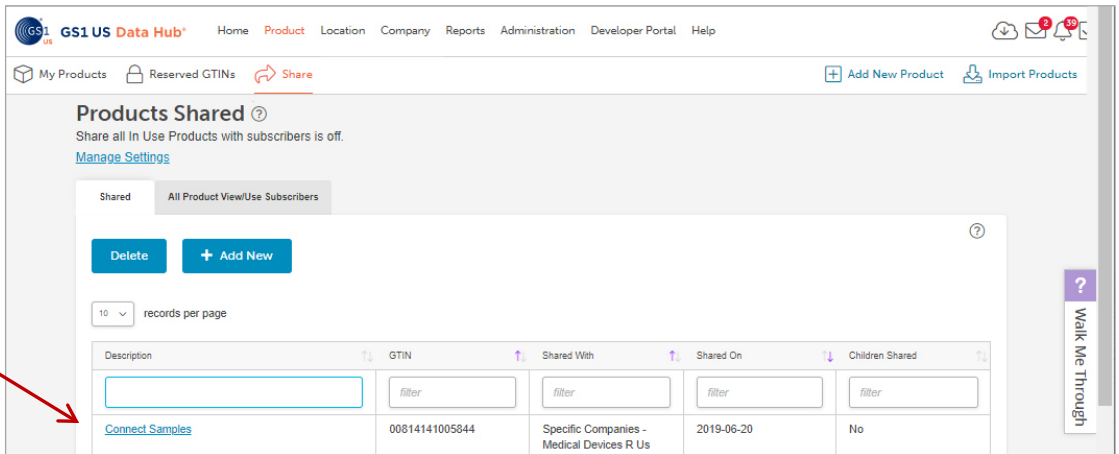
7 Click **Continue.**

CONTINUE

How to Share Your Product Information *(Continued)*

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.

How to Share Your Product Information *(Continued)*

If your company chooses NOT to share products with ALL Product View/Use subscribers, you can share an individual product with specific companies. You can identify which companies to share with directly from the product detail record. Follow these steps:


START

1 Click the product's Product Description to view the Product Detail Record, then click the **View Share Details** link. The product's **Share** page displays.

2 Click the **Add New** button and click specific companies with which you want to share this product. The company's row turns gray. Then click **Continue**. The **Add Shares** window displays.

3 Click the **Share button.** The companies you've selected are listed on the product's Share screen. This screen also lists companies that this product is being shared with because the product's "parent" was shared.

STOP

Exclude Products from Sharing

If the default share setting, "Share all In Use and Archived Products…" is enabled, you can exclude specific GTINs/products from being shared with all GS1 US Data Hub | Product View/Use subscribers. Follow these steps:
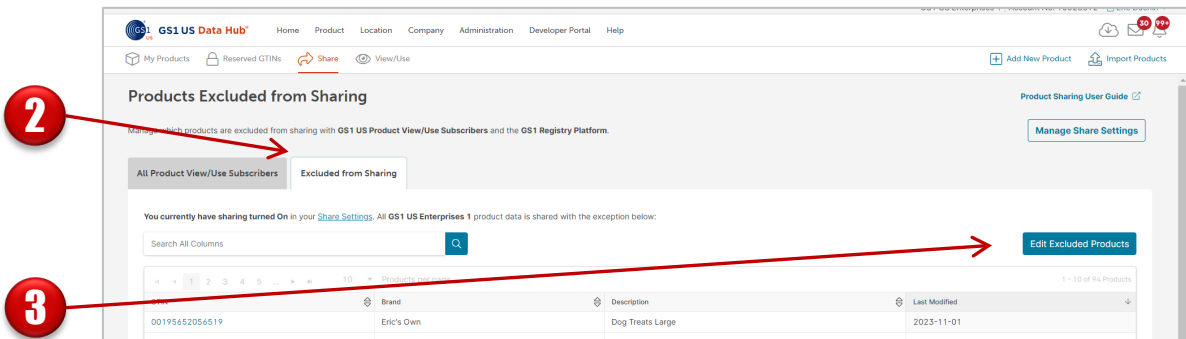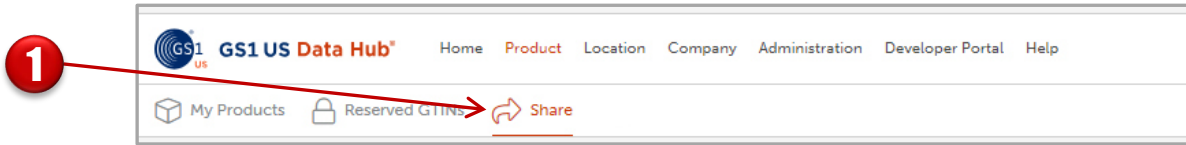
Click Product > Share.

Click the Excluded from Sharing tab. The Products Excluded from Sharing screen displays. If you have already excluded GTINs, they are displayed on this page.

Click the Edit Excluded Products button. The Manage Product Sharing shelf screen displays.

Exclude Products from Sharing *(Continued)*

Click **Download the Template** to download the Exclude spreadsheet. In this spreadsheet, select "Output" in the first column, and enter the GTIN in 14 digits (with two leading zeroes). Repeat these steps for as many GTINs as you want to exclude from sharing, then save the template to your computer.

Drag & drop the file or browse for this file on your computer, then click **Submit**. The file will be uploaded and results will display on the bottom of the screen.

The **# Successful** column displays the number of GTINs that were successfully processed. If you receive an error, a message displays in the File Name for that GTIN. You can open the original file and make the correction, remove any GTINs that were successfully processed, and submit this file again.

Stop Sharing a Product

This feature only applies if you have changed the default setting, "Share all In Use and Archived Products…". After you share an individual product with specific companies or all GS1 US Data Hub | Product View/Use subscribers, you may want to shop sharing this product. To remove a previously shared product relationship, complete the following steps:
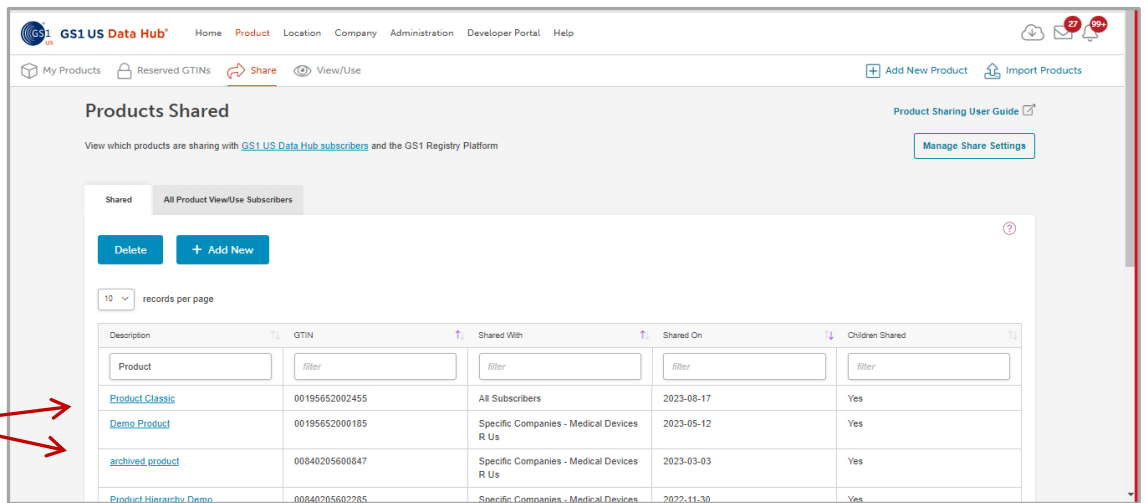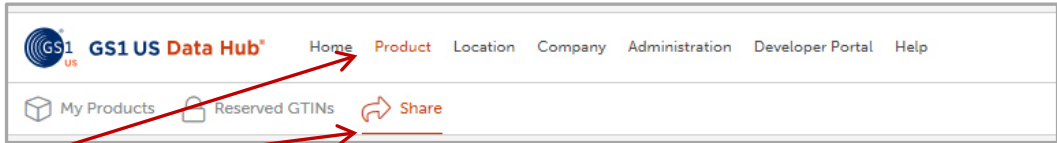
Click **Product** > **Share**.

Search for the GTIN by using the filter boxes. When you have located the product, 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)*

START
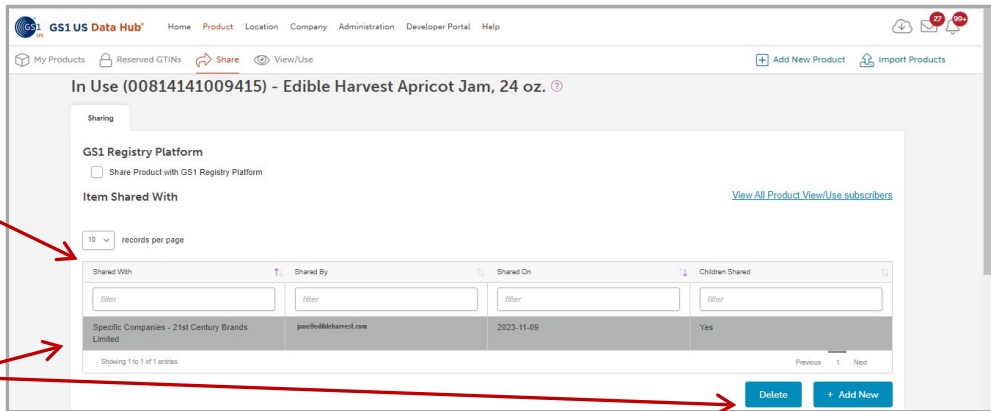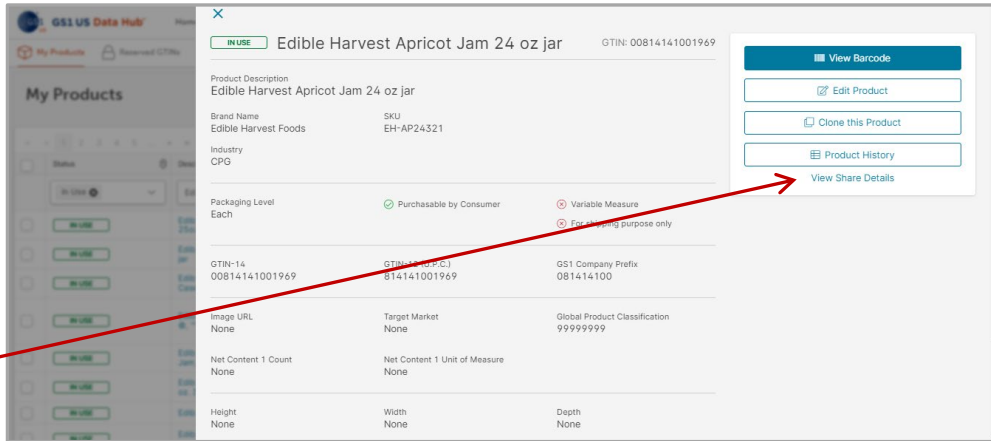
3 From the **Product Details** page, scroll down and click the **View Share Details** link. The Sharing page displays.

4 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.

5 Click the row you want to remove. It is highlighted in gray. Then click **Delete**.

CONTINUE

Stop Sharing a Product *(Continued)*

Delete Shares ✕

You have selected to remove 1 share(s). Once you remove the share(s) 3rd Party subscribers can no longer view this item.

6 → [Delete]   [Cancel]

7 → ✓ **Delete Shares**
Share(s) deleted successfully.

START
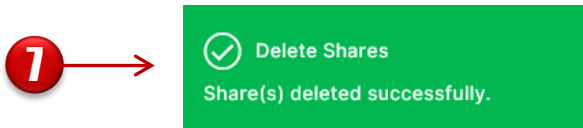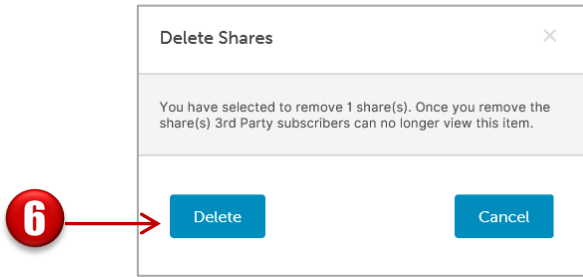
6 The **Delete Shares** dialog box appears to confirm removal of the sharing item with 3rd Party subscribers. Click **Delete**.

7 The green **Delete Shares** window in the top right of the screen confirms success. The **Items Shared With** section displays no data (e.g., the product is not currently being shared with anyone).

STOP

Share from a Specific Product Detail Record

If you have changed the default setting, "Share All In Use and Archived Products…", meaning your company is NOT sharing all products, use the "View Share Details" link on each product detail record to enable specific Product View/Use subscribers to view product information.

1 Click **Product**. From the "My Products" page, locate the desired product detail record and click the "Description" (hyperlink).

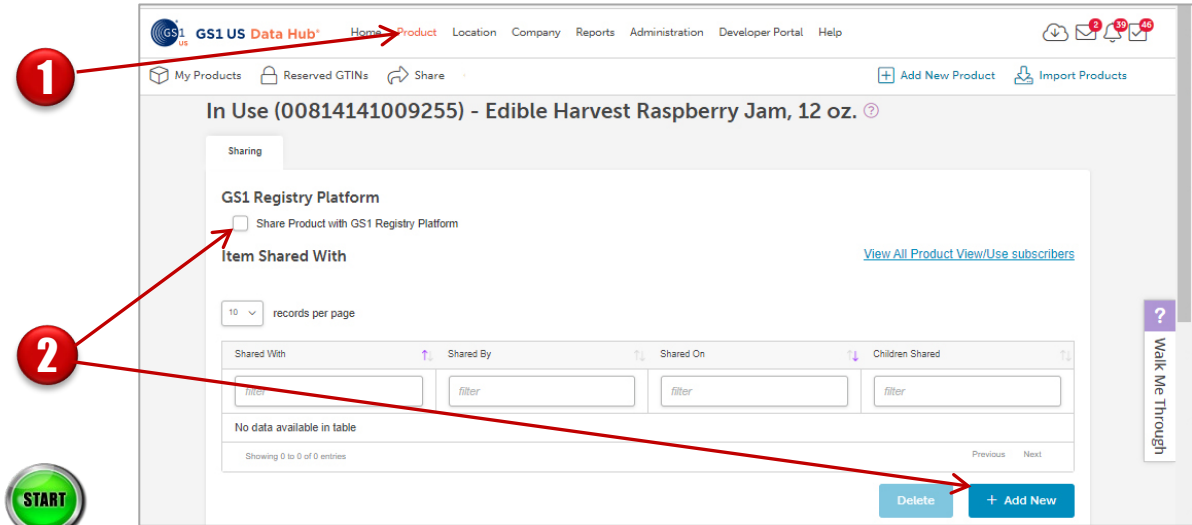**2** Scroll down the product detail record and click the **View Share Details** link. The Items Shared With screen displays companies that this product has already been shared with. Click the **Add New** button to add another subscriber to view this item. You can select a specific company or share with all GS1 US Data Hub Product View/Use subscribers. Or select the box for **Share Product with GS1 Registry Platform**.

Table Heading	Description
Item Shared With	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 and the individual "Each" item within the case.
Item Shared with Via Parent	This product information was previously shared as a child under a parent item.
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 products with the "Each" or "Case as Each" packaging level that have been set to **In Use** are shared automatically with GS1 US | Product View/Use subscribers – even if you change the GTIN status to **Archived** at a later date.

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 Manage Share Settings

1. From the menu bar, click **Administration.**

2. Click **Manage** under **Share Settings.**

3. Want to "restore" Share Settings?

   Check the box for **Share all In Use Products with GS1 US Data Hub View/Use Subscribers.**

4. Want to selectively share product data with the GS1 Registry Platform? This will enable your product data to be viewed by any user around the world via the Verified by GS1 service.

   Check the box for **Share Data with the GS1 Registry Platform.**

5. Click **Save**. Your changes take effect immediately.
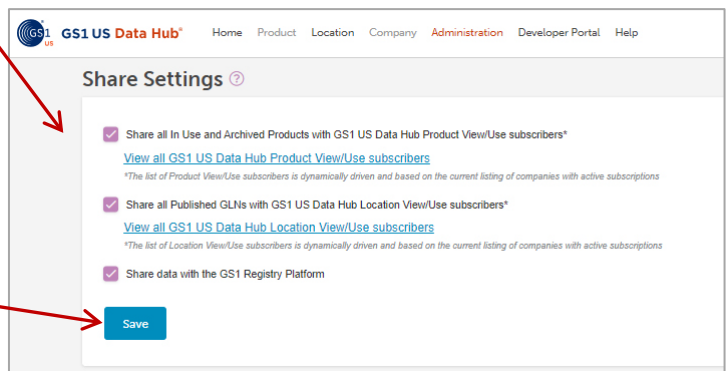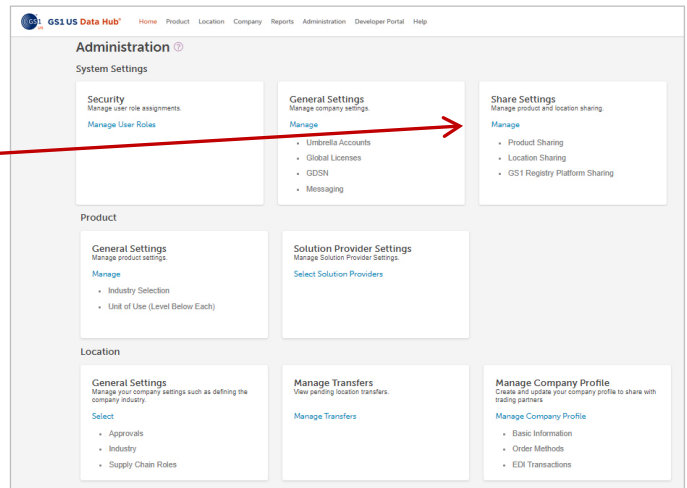
Sharing Data with the GS1 Registry Platform

What is the GS1 Registry Platform?

The GS1 Registry Platform stores product data provided by local GS1 Member Organizations, so this product data can be viewed by any individual openly and globally via the Verified by GS1 service. When you licensed your GS1 Identification Keys to be used for product, location or company identification, these identifiers were automatically registered in this solution.

Verified by GS1 is the trusted source of information for many large retailers and marketplaces who use this service as part of their GTIN or GLN validation process to verify identity, product ownership, location or other GS1 Identification Keys. Licensee information is updated daily from every GS1 Member Organization to the License Registry.

What Data is Being Shared?

By default, the box is checked on the Administration / Share Settings section: "Share data with the GS1 Registry Platform." Once a product is set to **In Use,** and the Packaging Level is "Each" or "Case as Each," and "Yes" is selected for **Purchasable by Consumer?** in GS1 US Data Hub, it is shared with the GS1 Registry Platform – even if the GTIN Status for this product changes later.

Note: At any time, a Product administrator can STOP sharing with the GS1 Registry Platform. See the next page for instructions.

When you share products to the GS1 Registry Platform, any user from around the world can view this product data via the Verified by GS1 service. Also, if a product includes the following six attributes, this message displays for GS1 US Data Hub Product View/Use Subscribers:

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

> ⊘ **This GTIN Record has Complete Verified by GS1 Data**

In addition, the **GTIN Status** displays for each product for Product View/Use subscribers:

Active: product has the **In Use** status in GS1 US Data Hub, as product is shared with trading partners and has a valid license;

Discontinued: product has the **Archived** status in GS1 US Data Hub, as product was removed from the marketplace;

Inactive: this status displays if the GS1 Company Prefix or GS1 US GTIN license is no longer valid.

How Can I Change the Settings?

By default, your products are shared on the GS1 Registry Platform, so that global users can view this data. At any time, you can change this setting by unchecking the box for "Share data with the GS1 Registry Platform." Follow the step below for instructions.
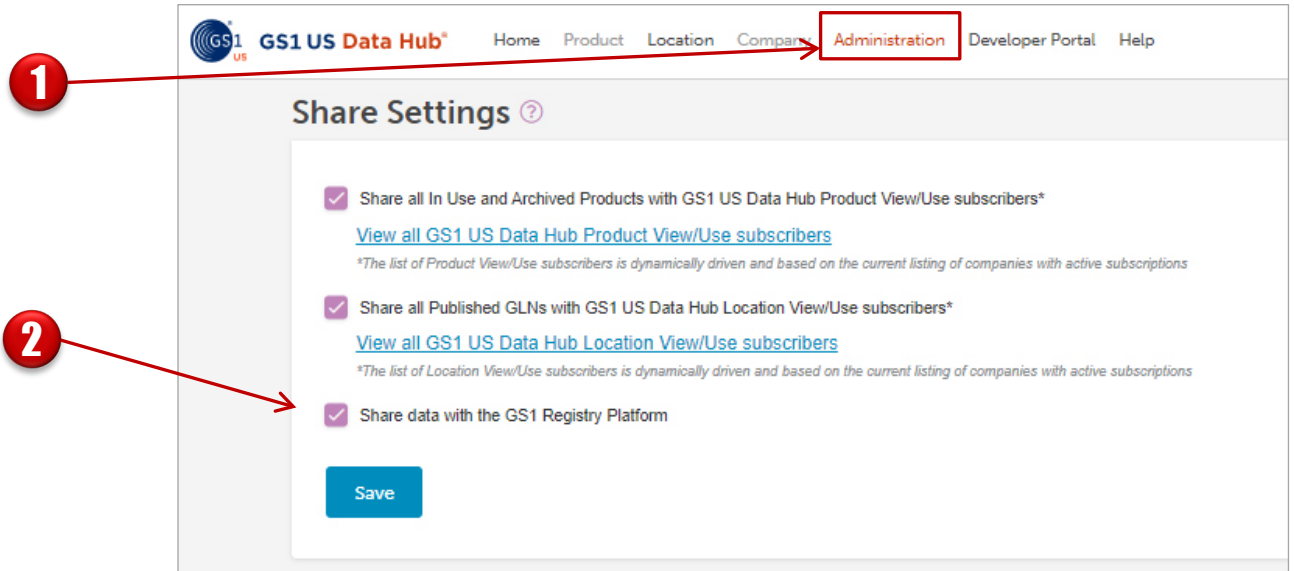
① Click **Administration** link, then **Manage** under **Share Settings.**

② If your company is already sharing all **In Use** and **Archived** products and all Published GLNs with both GS1 US Data Hub Product subscribers, then by default, the box is selected for **Share data with the GS1 Registry Platform.**

The GS1 US Data Hub Product Administrator can uncheck this box to remove product and location 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 both **Share all...** boxes are unselected.

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

Can I Share One Product with the GS1 Registry Platform?
Yes, if you have stopped sharing all products with the GS1 Registry Platform, you have the option to share a single product with users around the world. You must have the **Product Create/Manage** role assigned so you can share a single product with the GS1 Registry Platform:

START
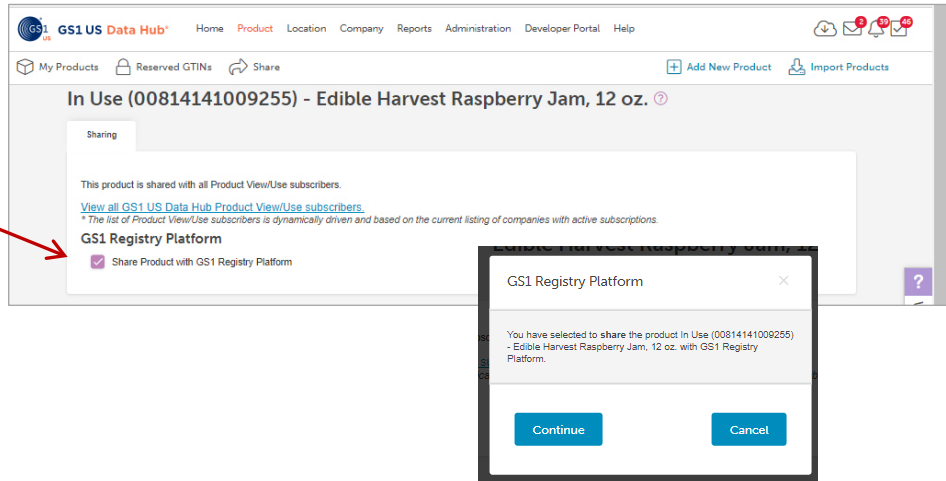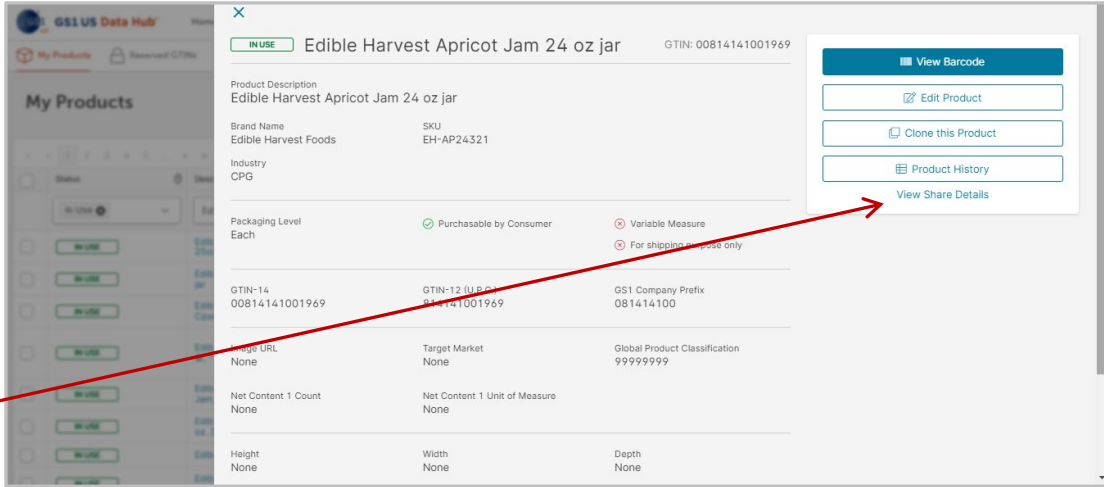
1 From the **My Products** page, click the description link for a specific **In Use** product. The product detail record displays. Click the **View Share Details** link.

2 Select the box for **Share Product with GS1 Registry Platform** to share this product with the GS1 Registry Platform. When the GS1 Registry Platform window displays, click **Continue**.

It takes a few minutes, but the single product will be shared with the GS1 Registry Platform, so that any user can look up this product via the Verified by GS1 service.

STOP