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ABOUT GS1

GS1® is a neutral, not-for-profit, global organization that develops and maintains the most widely-used supply chain standards system in the world. GS1 Standards improve the efficiency, safety, and visibility of supply chains across multiple sectors. With local Member Organizations in over 110 countries, GS1 engages with communities of trading partners, industry organizations, governments, and technology providers to understand and respond to their business needs through the adoption and implementation of global standards. GS1 is driven by over a million user companies, which execute more than six billion transactions daily in 150 countries using GS1 Standards.

ABOUT GS1 US

GS1 US, a member of GS1 global, is a not-for-profit information standards organization that facilitates industry collaboration to improve supply chain visibility and efficiency through the use of GS1 Standards, the most widely used supply chain standards system in the world. Nearly 300,000 businesses in 25 industries rely on GS1 US for trading-partner collaboration that optimizes their supply chains, drives cost performance and revenue growth while also enabling regulatory compliance. They achieve these benefits through solutions based on GS1 global unique numbering and identification systems, barcodes, Electronic Product Code-based RFID, data synchronization, and electronic information exchange. GS1 US also manages the United Nations Standard Products and Services Code® (UNSPSC®).
1 GS1 US ANTITRUST CAUTION

GS1 US is committed to complying fully with anti-trust laws. We ask everyone to refrain from discussions in areas of antitrust such as pricing, deal-making, selling, promoting or other activities which could be viewed as anti-competitive. If anyone believes the discussion is approaching these boundaries, please inform a GS1 US representative. Please remember to make your own business decisions and that all GS1 standards are voluntary and not mandatory.

Please review the complete GS1 US antitrust policy at http://www.gs1us.org/gs1-us-antitrust-compliance-policy

2 GS1 US CODE-OF-CONDUCT

PURPOSE: This Code of Conduct is designed to establish a set of best practices for new members when accessing materials, sending and receiving notifications and messages, and otherwise using the GS1 US Community Room. The community Room provides a forum for users to communicate and collaborate to achieve certain goals and objectives. However, improper use of the Community Room may pose both business and legal risks to members and their employers/companies. Following this Code of Conduct will help mitigate these risks and ensure the Community Room remains an effective tool and resource for all members.

SCOPE: This Code of Conduct applies to all individuals or entities that utilize the GS1 US Community Room.

BEST PRACTICES: Users of the GS1 US Community Room should adhere to the following general principles when using the Community Room:

- All users of the Community Room should exercise good judgment and common sense in determining what is and is not appropriate conduct. You should behave in a way consistent with your employer's/company's policies and procedures, and should honor your confidentiality and other employee obligations.

- All users of the Community Room are responsible for their own conduct, and you may be personally liable for statements you make in the GS1 US Community Room. GS1 US is not liable for any statements made or information distributed in the Community Room by any user, unless such user has made the statement or distributed the information with the express consent and authorization of GS1 US.

- Users are expected to conduct themselves with courtesy and professionalism at all times. You should never post or distribute content to members of the Community Room that is disparaging, defamatory, harassing, threatening, abusive or insulting. User conduct that adversely affects members of the Community Room or the productivity and effectiveness of working groups is prohibited and may result in termination of that user's access to the Community Room.

- You should not publish any personal information in the Community Room unless that information is necessary to the meet the goals and objectives of the working group(s) to which you belong.

- You should not use another person's name, personal information, image or likeness, or make comments about another person, in the Community Room unless you have received that person's express permission.

- Your communications should comply with all applicable local, state, and federal rules and regulations and should not infringe the intellectual property rights, contractual rights, confidentiality rights, personal rights (such as the right to privacy) or other rights of any third party.

- Do not collect the personal information of other Community Room users or engage in commercial activities, including but not limited to, advertising, marketing and promoting goods and services, sending commercial emails or messages, or making product offers or claims, absent the express consent of GS1 US.

- Users should avoid taking unequivocal positions in postings in the Community Room. For example, a user should never indicate that certain actions are “always required” by parties that implement GS1 US guidelines or that a party “must” act in a certain way to be GS1 US compliant.

- Users should be careful not to present their statements as speaking on behalf of their company/employer or any other person or entity, unless they have received express authorization from their company/employer or such other person or entity to do so. When there is a chance it might be implied that you are speaking for or on behalf of your company/employer or another person or entity, make it clear that your statements reflect only your own thoughts and opinions.

- Users should not post or distribute content containing their own or their company's/employer's confidential or proprietary information, or any confidential information they have obtained in the course of their employment. Confidential information means information that is not generally known by or made available to the public, including but not limited to, trade secrets, business plans, internal policies and communications, non-public financial information, customer or potential customer lists,
vendor or license agreements, and proprietary systems and processes. If there is a question about whether information should be shared with or distributed to the members of the Community Room, you should consult your General Counsel.

- If confidential information is distributed in your working group, do not share this information with others outside the working group. If you obtain confidential information as a user of the Community Room generally, do not distribute this information outside of the Community Room.

- If you come across inappropriate messages or information in the Community Room, bring such items to the attention of the Facilitator of the working group where such materials are located.

- GS1 US retains the right to reject or remove information, notifications or messages posted in the GS1 US Community Room at any time and for any reason, or no reason, in its sole discretion.

Any questions regarding this Code of Conduct should be addressed to the Legal Department at GS1 US.
3 GS1 US COMMUNITY ROOM URL

Enter the following URL into your browser to connect to the GS1 US Community Room:

http://community.gs1us.org/join

Save this link to your favorites!

4 GS1 US COMMUNITY ROOM ADMINISTRATOR

Contact the administrator at admin@community.gs1us.org

5 LOG-IN FOR FIRST TIME USERS

- Alert your IT department to add admin@community.gs1us.org to their “Safe Sender List.”
- You will receive a Welcome Email to the GS1 US Community Room from admin@community.gs1us.org

![Welcome Email Example](image)

Figure 1. Example of a GS1 US Community Room Welcome Email

- The Welcome Email contains a link which requires you to personalize your password. (Note: This link expires 7 days after you receive it.) Follow the link (highlighted above) to access the Choose a New Username and Password page shown below.
In this screen, you will choose your new username and password. Note that for convenience a username will have already been created for you and displayed in the Username field. (You can change this if you would like by simply deleting the name displayed and entering your desired username in that field.) Next, enter (and then re-enter) your new password in the fields provided.

When finished, click on the Save button to save the information and advance to the GS1 US Community Room Login screen shown below.

Enter your new username and password in the fields provided, and then click on Login to enter the GS1 US Community Room. (If you ever forget or need to reset your password, you can do it from this screen by clicking the hyperlink under Forgot your Username or Password?)
6 GS1 US WORKSPACE

After logging in, you will enter the GS1 US Workspace (see example below). This is your home page in the GS1 US Community Room. Key areas on this screen are noted with letters in the screen shot below, and are described in the table following. (New Users Bonus: the GS1 US Community Room allows new users (3) views to an electronic version of this document.)

Figure 4. GS1 US Workspace screen

<table>
<thead>
<tr>
<th>KEY TO THE GS1 US WORKSPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workspace Home Icon [A]</strong></td>
</tr>
<tr>
<td><strong>Activity Since Last Login [B]</strong></td>
</tr>
<tr>
<td><strong>Take Action [C]</strong></td>
</tr>
<tr>
<td><strong>Announcements [D]</strong></td>
</tr>
<tr>
<td><strong>User Information [E]</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Table A. Key to the GS1 US Workspace
7 WORKING WITH GROUPS

7.1 VIEW GROUPS

To view groups in the GS1 US Community Room, click on the Groups drop down box [A] on the GS1 US Workspace.

The Groups page will load and present 2 lists of groups: My Groups and All Groups. My Groups lists all of the groups in which you are currently a member [B]. All Groups lists all of the current groups that are available to join [C].
7.2 NAVIGATE TO A GROUP HOME PAGE

From the GS1 US Workspace screen, click on the Groups drop-down box to open the Groups screen. Click on a group’s name to open that group’s home page.

![Example of a Group Home Page](image)

As shown in the screen shot above, group home pages contain the following links:

- **Documents**
- **Roster**
- **Calendar**
- **Comments**
- **Ballots**
- **Action Items**
- **Email**
- **Settings**

Guidance about how to use the various features on group home pages, including these links, is provided throughout the remainder of this document.
7.3 View a Group Roster

To view the roster for a group, navigate to the group’s home page and click on the Roster link [A].

![Figure 8. Group Home Page: Roster link](image)

The current roster for the group will open. (Note that the GS1 US Community Room does not display user email addresses as a courtesy to our members.)

![Figure 9. Group Roster screen](image)

You may export information from the roster. Click on Spreadsheet to export an Excel copy of the roster, or click on VCard to create an address card for your contact file. In addition, you may review various reports for the roster by clicking on Meeting Attendance, Voting Participation or Eligible Voters.
7.4 JOIN A GROUP

To join a group, navigate to the group’s home page. When you click on a group that you have not yet joined, you can view the group’s description and Charter by clicking on the Group Charter link [A].

If you decide the group is a good fit for you, click on the Join Group link under Roster [B]. After clicking the Join Group link, you will be prompted through a couple of steps to request user privileges. The group’s facilitator will respond to your request. [Note: If you do not see a Join Group link, this indicates that the group is a closed group (unavailable to join).]

When you join a group, you will be assigned a role which controls your access. The table below presents each user role with its associated access privileges.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>Add, edit, &amp; delete group documents</th>
<th>Add, edit, &amp; delete group action items</th>
<th>Add, edit, &amp; delete group ballots</th>
<th>Add, edit, &amp; delete group comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITATOR 1 &amp; 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CO-CHAIR</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
</tr>
<tr>
<td>MEMBER</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
</tr>
<tr>
<td>NON-VOTER</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
</tr>
<tr>
<td>OBSERVER</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>STAFF</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
<td>Moderated</td>
</tr>
</tbody>
</table>

Table B. Group User Roles & Access Privileges

Note: Some groups require a subscription fee to join. After you submit your request, a group facilitator will advise you if this is the case.
8 DOCUMENTS

8.1 NAVIGATE TO A GROUP DOCUMENT LIBRARY

To view group documents, navigate to the group’s home page and click on the Documents link [A].

This will open the document library for the group (see the screen shot below). Filter and folder options appear on the left side of this page. You can utilize the Filter option [B] to sort the documents by specified criteria, which can narrow the document list to only a select set. The Filter option allows you to search by Name, as well as filter by States, Submitters, and By Date. You also have the ability to view all the documents at once [C], or you can view the documents within their respective folders [D].

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The document list appears on the right half of the page. You can sort documents by selecting the column headers (e.g., Name, Date, Submitter, etc.) [E]. Sorting by the Date column in descending order will always show you the most recent documents that have been added to the group. Within the document list, you can also hover over a document to expand and view the document details. With these options, you should be able to narrow down your document results list -- even if you don't know the exact name of the document you want to review!

You can also work with each individual document by clicking on its respective Actions button [F]. This will expand to offer you the option of viewing the document's details more closely, or to allow you to view the document as text.

Finally, you can download a folder's documents or show the document descriptions by clicking on the Take Action button [G] while you are in a folder. The key to this function is to be within a folder.

Note: Often, users receive an email link from a group facilitator advising that a document has been uploaded and is available to view. When the user clicks on the link in the email, it takes them directly to the document, and bypasses all of the other document list and search pages.

### 8.2 ADD DOCUMENTS

To add documents, navigate to the group’s home page. Documents can be added to a group document library using either the Quick Add or the Add a Document links [A]. These links prompt you through the steps to upload a document.

**Note:** Only facilitators can post or approve the posting of documents to a group library.
When adding a document, you can specify *Comment Permissions* to define who may add and view comments to the document.

![Comment Permissions](image)

**Figure 14. Comment Permissions**

The *Comment Permissions* section provides drop-lists in which you select who may add [B] and view [C] comments. The options within both drop-lists are presented in the table below.

<table>
<thead>
<tr>
<th><strong>COMMENT PERMISSIONS OPTIONS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMENTS CAN BE ADDED BY...</strong></td>
<td></td>
</tr>
<tr>
<td>● <em>No one</em> – if you prefer that no comments be collected</td>
<td></td>
</tr>
<tr>
<td>● <em>Document viewers</em> – provides complete visibility into comments by group’s users -- <em>best practice when adding a normal document</em></td>
<td></td>
</tr>
<tr>
<td>● <em>Comment managers</em> <em>(Facilitators 1 &amp; 2 and the Co-Chair)</em> – provides more control over who can add / view comments</td>
<td></td>
</tr>
<tr>
<td><strong>COMMENTS CAN BE VIEWED BY...</strong></td>
<td></td>
</tr>
<tr>
<td>● <em>Administrators only (default)</em> – <em>DO NOT CHOOSE</em></td>
<td></td>
</tr>
<tr>
<td>● <em>Document viewers</em> – group’s users</td>
<td></td>
</tr>
<tr>
<td>● <em>Comment managers</em> - Facilitators 1 &amp; 2 and the Co-Chair</td>
<td></td>
</tr>
</tbody>
</table>

Table C. Comment Permission Options

When finished, click on the *Add Document* link [D] to complete the process of adding a document.

*Note: Only facilitators can post or approve the posting of documents.*
8.3 VIEW & REPLY TO COMMENTS

To view and/or reply to comments, click on the *Documents Open for Comment* [A] link on a group home page.

This will open the *Open for Comment* page where you can view all comments entered for any document in your library. You may also be able to comment on documents that are posted there. *(Note: Not all documents are accessible to everyone.)* To add one comment or bulk comments, click on the *Actions* drop-list at the end of the comment row [B] and select *Add a Comment*. Complete the *Add a Comment* screen, noting that the *Subject* and *Comment* fields are mandatory. Per the facilitator’s instructions, other fields may also be required.

There can be many revisions in a document’s lifecycle, each with their own sets of comments. A typical Comments page for a group will show many unrelated comments that reflect all of the documents and revisions in the group. Using the filters at the top, you can narrow it down to just a single document:

- Start with the filter that says *All Documents*.
- From the drop down, select the document you wish to work with.
• Then click **Apply Filter**.

After selecting the document you wish to view, you'll see it still shows all the revisions for that document. If you wish to view the comments for a certain revision, try this:

• Select the filter labeled **All Document Revisions**

• Pick the revision you want from the list. (Remember, revisions are labeled with a number, and the earliest version is always ‘0’.)

• Click **Apply Filter** again.

Expanding on a few more places you can view comments or find details about comments, their related documents, or their workflow throughout your GS1 US Community Room application:

• On a Ballot
  - In the **Referenced Items** section, use the **Action** control to view document details, including related comments.

• On the **Document Details** page
  - Scroll to the bottom of the page. Notice the section that lists all comments for all revisions of this document - each comment shows which revision it relates to.

• Finally, to view the revision number on the **Comment Details** page
  - Either expand the **Document Information** section OR
  - Click the **Document Details** link

*For a complete Guide to Comment Tracker go to:*
9 CALENDARS & EVENTS

9.1 SUBSCRIBE TO GROUP CALENDARS

You can sync your personal calendar (whether it is in Outlook, Google Apps, etc.) with your GS1 US Community Room calendar to create a direct one-way connection from your Workspace to your personal calendar. Future changes to calendar events in Workspace will automatically appear in your personal calendar once this connection is established. This ensures your calendars are always up-to-date, and eliminates the need to import individual calendar files from email messages.

You can subscribe to one Group’s calendar or to all of your Groups’ calendars:

Subscribing to one Group’s calendar:

- Navigate to the group’s home page, and click on the Calendar link to open the group’s calendar.
- From there, click on the Subscribe to iCalendar link.
- This link will open in the default calendar application you have installed on your computer (e.g., Outlook, Google Apps, iCal, etc.) and ask if you’d like to add the feed to your calendar. (Depending on the preference settings you have set in your calendar application, the calendar will automatically refresh with the most recent changes.)
- You’ll need to make sure your calendar subscription updates regularly. You should be able to set the update frequency when you first add the subscription itself, or do a manual refresh upon command (depending on your calendar program of choice).

Subscribing to a Group calendar means you should never have to visit the Group itself to view the web-based calendar and/or stay informed of future meeting events (unless prompted to do so by your Chair).
Subscribing to all of my Groups calendars:

- Navigate to your Workspace page, click on the Groups link, and select Calendar [A].
- This will open your personal My Calendar page. From there, click on the Subscribe to iCalendar link. Select the option to subscribe to all of your Groups’ calendars.

![Image of My Calendar screen: Subscribing to All Groups link](image)

- This link will open in the default calendar application you have installed on your computer (e.g., Outlook, Google Apps, iCal, etc.) and ask if you'd like to add the feed to your calendar. (Depending on the preference settings you have set in your calendar application, the calendar will automatically refresh with the most recent changes.)
- You'll need to make sure your calendar subscription updates regularly. You should be able to set the update frequency when you first add the subscription itself, or do a manual refresh upon command (depending on your calendar program of choice).

9.2 CREATE REMINDERS FOR EVENTS

If you do not subscribe to Group calendars in order to keep your personal calendar up-to-date, you could miss an important meeting. To avoid that, sign-up to receive reminder emails with a summary of upcoming events from Workspace. Follow the steps below to set-up reminders:

- Navigate to the Workspace screen. Click on your name in the upper right hand corner, and select My Participation from the drop-list.
- On the My Participation screen, click on RSS / Calendar from the list of tools, and then click on the Add Weekly Reminder link.
• You will then configure several settings for the reminder email: Reminder Type, Format, Time Zone, and Days. The table below described the options for each of these settings. (Note that you're only able to store one set of reminder settings per user.)

**REMINDER SETTINGS**

<table>
<thead>
<tr>
<th>REMINDER TYPE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong> My Events to receive email reminders about calendar entries in your subscribed groups</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> My Events &amp; Events Shared with Me to also include calendar entries from other groups that share their calendar information with you.</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> No Reminder to disable the reminder feature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMINDER FORMAT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong> Text Email if your mail client does not support html content</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> HTML Email to receive clickable hyperlinks if you have a html-capable mail client</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMINDER TIME ZONE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar events included in the reminder email are displayed in the time zone of your choice, even if they were originally entered with another time zone by the event creator.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMINDER DAYS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong> 7 Days to include events occurring within 1 week of when the reminder is sent</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> 10 Days to include events occurring within 10 days of when the reminder is sent</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> 14 Days to include events occurring within 2 weeks of when the reminder is sent</td>
<td></td>
</tr>
</tbody>
</table>

Table D. Reminder Settings

• When finished, click on Configure Weekly Reminder to save.

• If you ever wish to stop receiving the reminder emails, simply repeat the process and select No Reminder for the Reminder Type option.
10 EMAIL

10.1 NAVIGATE TO A GROUP EMAIL PAGE

Navigate to a group’s home page and click on Email [A].

This will open the group’s email screen. Note that group’s emails are listed in chronological order with the most recent at the top [B].
10.2 VIEW AN EMAIL

To view an email, navigate to the group email page. Emails are listed in the table toward the bottom of the screen. Click on an email in the table [C] to view that email.

![Figure 21. Selecting an Email to View](image)

The selected email will open.

![Figure 22. Group Email Example](image)
10.3 REPLY TO AN EMAIL THREAD

To reply to an email, navigate to the group email page and click on the email to open it. Inside of every email, there is a *Reply to this Message* link [D].

By replying, you are creating a thread. Once sent, it is saved to the *Email* page and can later be pulled up and read like one long email. The buttons shown at the top of email messages [E] are designed to help you sort and find information within threads quickly:

- **List Home** – returns to the *Email* home page
- **Dates** – display all of the activity for the same time period
- **Threads** – display all the threads on the same subject
- **Authors** – display all activity from the respective author
- **Subjects** – display all of the subjects
10.4 SEND AN EMAIL

To send an email, navigate to the group email page and click on Send Email [F].

A Send Email screen will open. Use the drop-down button provided [G] to choose the recipient(s). The drop-down lists everyone on the group roster plus the group's email address. Enter the rest of the email information and message. When finished, click on Send Email [H].

Note: Group facilitators moderate all messages sent to the group's email address.
11 ACTION ITEMS

11.1 NAVIGATE TO ACTION ITEMS

To view the current action items for a group, navigate to the group’s home page and click on the Action Items link [A].

The action item screen will open displaying All Action Items for this Group.

Click on the Actions drop-list [B] at the end of an action item and select the action you would like to take (e.g., view, take action, etc.). These links will open a screen wherein you can take the desired action. (Note that each action item is assigned to an Owner so the actions available to other workgroup members are limited.)
11.2 ADD ACTION ITEMS

Anyone in a group may set up an Action Item and assign it to themselves or anyone else in the group. The Action Item function is a great way to keep track of meeting assignments and may be downloaded into a spreadsheet for project management purposes.

To add action items, navigate to the group’s home page and click on the Add an Action Item link [C].

An empty action item screen will open. Enter the action item information in the fields provided. (Note that the Subject and Comment fields are mandatory.) When finished, click on the Add Action Item button.
12 BALLOTS

When a ballot is set up by the group’s co-chair or facilitator, you are notified on the length of time the ballot will be open, and whether you can vote and then change your mind at a later time. Normally, only a company’s primary contact is eligible to vote. *(NOTE: Primary and alternate voters are denoted on the roster.)*

12.1 NAVIGATE TO BALLOTS

To view the current ballots for a group, navigate to the group’s home page and click on the *Ballots* link [A].

The *Ballots* page will open listing all ballots for the group. On the *Ballots* page, you can check the status of open ballots, closed ballots and shared ballots. You can also check to see which companies participated in ballots and which are eligible to vote, and view archived ballots.
12.2 VOTE ON A BALLOT

To vote on a ballot, navigate to the Ballots page and click on the ballot on which you want to vote [B].

![Image of ballot page]

Note that you can see how many ballots you are eligible to vote on in your group in the top navigation bar below (arrow pointing to left), while you can use the pull-down menu (arrow on upper right) to navigate between ballots.

![Image of ballot details screen]

Figure 32. Selecting a Ballot to Vote

Figure 33. Ballot Details screen
PROPRIETARY STATEMENT

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