

GS1 Key Range Generator

USER'S MANUAL

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1 INTRODUCTION

The site GS1 Code Generator is accessible from the following link: <https://keyranges-gs1.ch/signin>

Through this website, it is possible to generate codes GS1: GTIN13, GTIN14, sGTIN, GLN, GIAI, GRAI.

To access the site you need to be registered. Please contact systemberatung@gs1.ch

When you are registered, you can have one of the following types of users with different privileges:

- **SYSTEM ADMINISTRATOR** → User management, GCP creation and modifications, Company management
- **COMPANY ADMINISTRATOR** → GTINs and GLN code creation and management, range creation and management, company user management
- **NORMAL** → Reservation of codes available from ranges

The following chapters describe the functions accessible to each user.

2 SIGN IN



Sign In

E-Mail test@admin.ch

Password

Show Password

[Sign In](#) [Cancel](#)

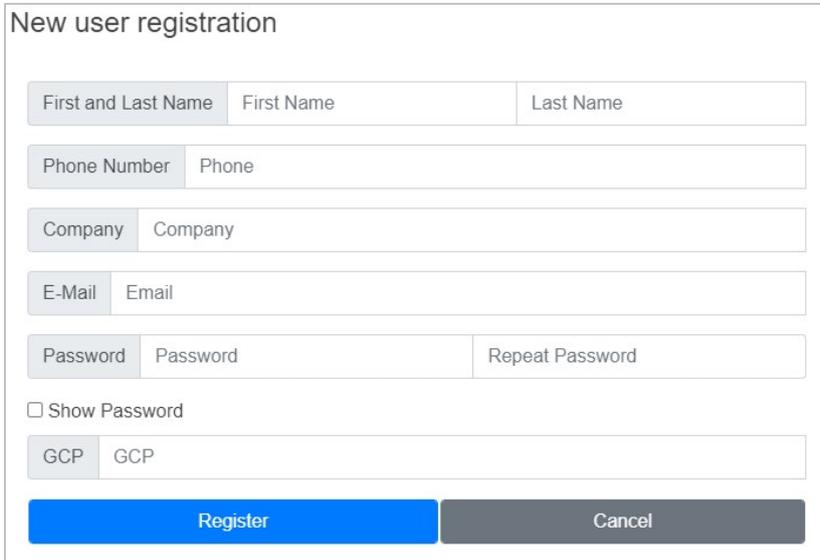
[Forgot Password](#)

When you access the site, the login is displayed as the first page.

You must enter your credentials, if it is the first time you visit the site or don't have an account you can through the **REGISTER** button create one.

If you have forgotten your password, through the [Forgot Password](#) link you can request a new password that will be sent to your e-mail address.

3 REGISTER



New user registration

First and Last Name First Name Last Name

Phone Number Phone

Company Company

E-Mail Email

Password Password Repeat Password

Show Password

GCP GCP

[Register](#) [Cancel](#)

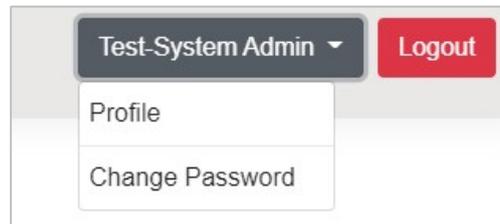
Before registering you should know your GCP, in case of questions contact GS1 Switzerland.

When you register, a user with Admin privileges checks the data entered and confirms the creation of your user. It may take some time to activate your new account.

ALL FIELDS ARE REQUIRED TO BE FILLED IN!

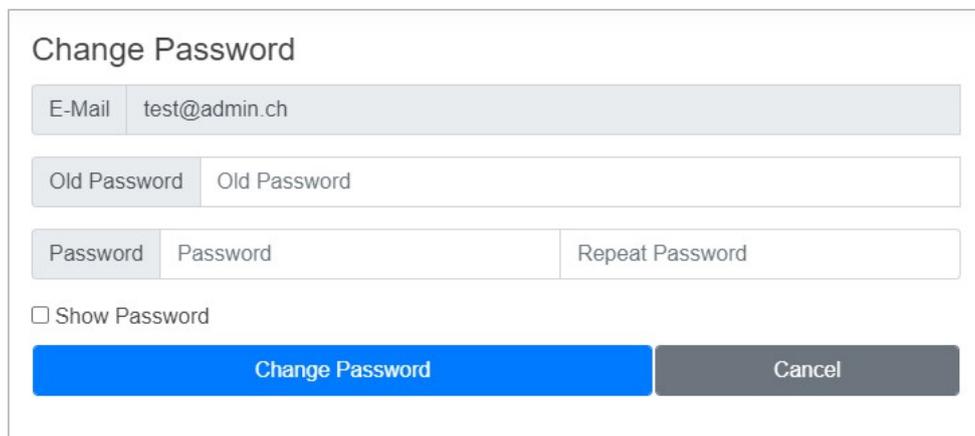
4 PROFILE

After logging in, through the button with your name and surname, you can view your profile.



The following fields can be modified in the profile: First Name, Last Name and Phone Number.

4.1 CHANGE PASSWORD

A screenshot of a "Change Password" form. The form has a title "Change Password" at the top. Below the title, there are four input fields: "E-Mail" with the value "test@admin.ch", "Old Password" with the value "Old Password", "Password" with the value "Password", and "Repeat Password" with the value "Repeat Password". Below the input fields, there is a checkbox labeled "Show Password" which is currently unchecked. At the bottom of the form, there are two buttons: a blue "Change Password" button and a grey "Cancel" button.

From the button with your name located at the top right of the page, you can access the page that allows you to change your password.

5 GENERATED CODES

GS1 IDENTIFICATION KEY GENERATOR

Code List Range List



Code	Description	GS1 Key	Insert Date
090909000000032100000000000000000000	"test ISEA SUPSI"	sGTIN	2021-05-26 07:36:41
090909000000032100000000000000000001	"test ISEA SUPSI"	sGTIN	2021-05-26 07:36:41
090909000000032100000000000000000002	"test ISEA SUPSI"	sGTIN	2021-05-26 07:36:41

All users who access the site, after logging in, can view the list of codes and ranges registered in the system.

To view the codes and ranges it is first necessary to choose the type of GS1 and GCP code, the ranges / codes of these filters will appear in the table. If you want you can filter the results with the search, writing a part of code, or description...

Through the  **DOWNLOAD** button you can export in excel format all the data displayed in the table.

6 ACCOUNT TYPE - SYSTEM ADMINISTRATOR



Generated codes GCP Company User

Test-System Admin

Logout

The **SYSTEM ADMINISTRATOR** user has the privileges to manage all users, companies and GCPs.

6.1 STEP TO ADD NEW COMPANY

Below are the steps when entering a new company with its own GCPs and users.

1. Creating the Company's GCPs – Chapter **6.2.1 New GCP**
2. Create the Company and assign GCPs – Chapter **6.3.2 New Company**
3. Register Company users, at least the Company Administrator – Chapter **0**
- 4.
- 5.

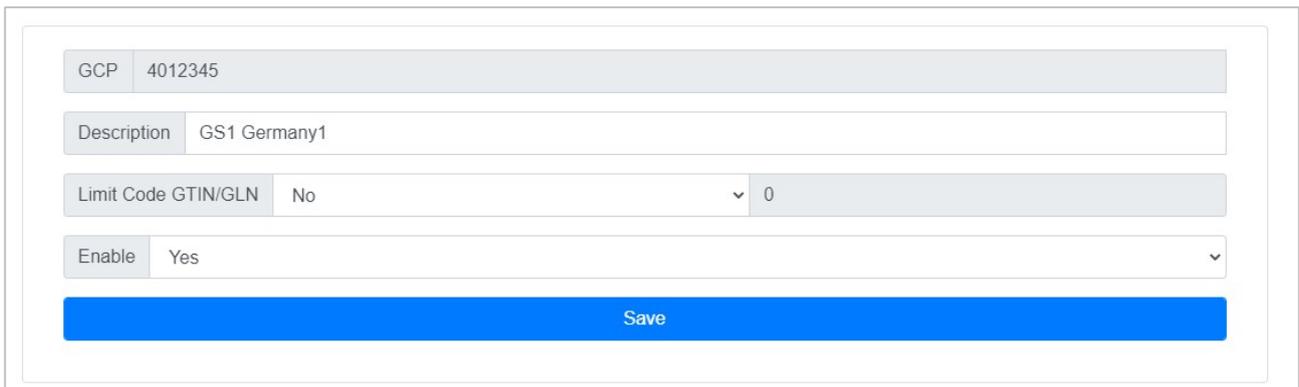
6. New User

6.2 GCP

	GCP	Description	Enable	Limit code GTIN/GLN	Used by Company
<input type="checkbox"/>	4012345	GS1 Germany1	1	0	GS1 The Global Language of Business

When you access the GCP page from the menu, a table is shown containing all the GCPs registered in the system.

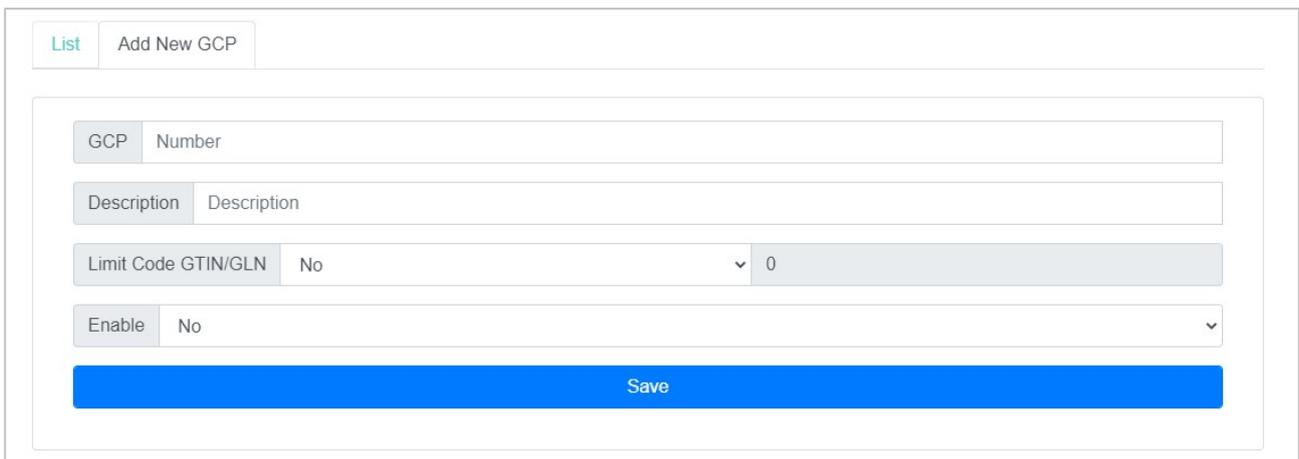
By selecting a GCP from the table you can change the Description, define a limit of GTIN/GLN codes that you can create with the GCP, Enable / Disable the GCP (if it is disabled you cannot generate codes with it).



A screenshot of a web form for editing a GCP. The form contains the following fields: 'GCP' with the value '4012345', 'Description' with the value 'GS1 Germany1', 'Limit Code GTIN/GLN' with a dropdown menu set to 'No' and a value of '0', and 'Enable' with a dropdown menu set to 'Yes'. A blue 'Save' button is located at the bottom of the form.

6.2.1 NEW GCP

From the [Add New GCP link](#), you can create new GCPs.



A screenshot of the 'Add New GCP' form. At the top, there are two tabs: 'List' and 'Add New GCP'. The form contains the following fields: 'GCP' with the value 'Number', 'Description' with the value 'Description', 'Limit Code GTIN/GLN' with a dropdown menu set to 'No' and a value of '0', and 'Enable' with a dropdown menu set to 'No'. A blue 'Save' button is located at the bottom of the form.

ALL FIELDS ARE REQUIRED TO BE FILLED IN!

6.3 COMPANY

6.3.1 COMPANY LIST

COMPANIES			
			Search
	Company	Description	Enable
<input type="checkbox"/>	SUPSI		Yes
<input type="checkbox"/>	GS1 Switzerland		Yes
<input type="checkbox"/>	GS1 The Global Language of Business		Yes

Through this page are visible in a table all the companies registered in the system. By selecting a company, you can change the following fields: Description and GCPs.

<input checked="" type="checkbox"/>	7612345	GCP owned by GS1 Switzerland	
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When you select new GCPs or deselect, automatically all users assigned to the company will have the new GCPs available.

The **DISABLE** button disables all GCPs and Users assigned to the Company, otherwise the Company is disabled you can rehabilitate it.

THE DELETE BUTTON REMOVES FROM THE SYSTEM THE COMPANY AND ALL REGISTERED USERS IN IT, BE CAREFUL!

6.3.2 NEW COMPANY

Company Register

Company

Description

<input type="checkbox"/>	GCP	Description
<input type="checkbox"/>	4012345	GS1 Germany1

From this page, you register new companies, if you want you can already assign GCPs.

THE COMPANY FIELD IS MANDATORY TO FILL IN!

6.4 USER

6.4.1 USER LIST

USERS							
Search							
	Name	Lastname	Company	E-Mail	Phone	Account Type	Enable
<input type="checkbox"/>	Ingrid	Cereda	SUPSI	ingrid.cereda@supsi.ch		Company-Admin	1

From this page all registered users in the system are displayed. By selecting a user, you can change the following fields: Name and Surname, Phone Number, Company, Account Type, reset the password and enable/disable it.

	Name	Lastname	Company	E-Mail	Phone	Account Type	Enable
<input checked="" type="checkbox"/>	Test-System	Admin	GS1 Switzerland	test@admin.ch		System-Admin	1

Showing 6 to 6 of 6 rows

First and Last Name: Test-System Admin

E-Mail: test@admin.ch

Phone Number:

Company: GS1 Switzerland

Account Type: System-Admin

Password: Password Generate Password

Enable: Yes

Update User Delete User

WARNING!

FOR EACH COMPANY THERE IS ONLY ONE COMPANY-ADMIN, IF A USER IS CHANGED FROM ACCOUNT TYPE NORMAL TO COMPANY-ADMIN, THE PREVIOUS COMPANY-ADMIN IS SET AS NORMAL.

IF YOU CHANGE THE COMPANY TO THE USER, THE GCPS OF THE NEW ASSIGNED COMPANY ARE CONFIGURED TO THE USER AUTOMATICALLY.

6.4.2 NEW USER

User Register

First and Last Name	First Name	Last Name
E-Mail	Email	
Phone Number	Phone	
Company	Select Company	
Password	Password	Generate Password
Type	Company-Admin	
Enable	No	

Register **Cancel**

On this page, you create new accounts for the system.

When choosing the company, the user will automatically have assigned the GCPs defined for the company.

The password can be chosen or by pressing the button **GENERATE PASSWORD** is generated at random, be careful to save the password somewhere to deliver it to the new user who can then change it.

ALL FIELDS ARE REQUIRED TO BE FILLED IN!

7 ACCOUNT TYPE - COMPANY ADMINISTRATOR



Generated codes Code ▾ Range ▾ User ▾

Company Admin ▾

Logout

The **COMPANY ADMINISTRATOR** user can manage the users of their company, record ranges of codes, create GTIN/GLN codes and reserve codes.

7.1 RANGE

CREATE RANGES

90909 - ISEA SUPSI ▾

sGTIN ▾

Prefix	GCP	GTIN	AI	Serial	Quantity
0	90909	<input style="width: 100px;" type="text" value="8 digits"/>	21	<input style="width: 150px;" type="text" value="max 20 digits"/>	<input style="width: 50px;" type="text" value="1"/>

Description

In this section, it is possible to create code ranges. Your assigned GCPs is automatically displayed (there can be more than one).

Once the GCP has been chosen, you can choose which type of GS1 code you want to create.

Then you enter the serial number of the first code of the range to be created.

For sGTIN and GIAI range, you can place symbols, list symbols in Chapter **9 Symbols allowed**.

When you press the **CREATE** button, the range is saved in the database.

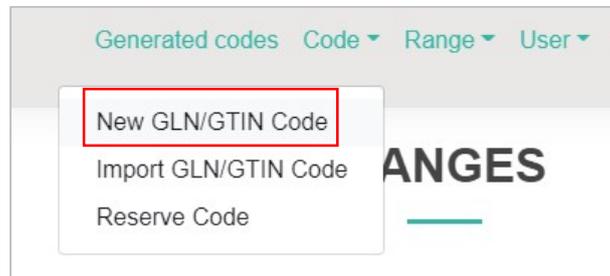
ALL FIELDS ARE REQUIRED TO BE FILLED IN!

FOR sGTIN AND GIAI RANGES, YOU MUST ENTER THE GTIN CODE TO DIAL THE RANGE, SEE CHAPTER 7.2.1 TO REGISTER GTIN/GLN CODES.

IN THE GTIN FIELD, WHEN YOU ENTER A NUMBER AUTOMATICALLY A LIST APPEARS WITH THE GTIN CODES REGISTERED IN THE SYSTEM, CHOOSE THE DESIRED CODE AND AUTOMATICALLY THE RANGE IS SET WITH THAT CODE.

7.2 CODE

7.2.1 GLN/GTIN CODE CREATION



From the CODE drop-down menu, select [New GLN/GTIN Code](#).

CREATE GTIN / GLN CODES

90909 - ISEA SUPSI ▼

GTIN-13 ▼

Prefix	GCP	AI	Serial without control number	Check Digit
0	90909		<input style="width: 60%; border: 1px solid #ccc;" type="text" value="7 digits"/>	<input style="width: 20%; border: 1px solid #ccc;" type="text"/>

Description

Select the GCP, the GS1 code type and fill in the Serial number field, the Check Digit field is written automatically.

ALL FIELDS ARE REQUIRED TO BE FILLED IN!

GTIN / GLN CODES CAN ONLY CONTAIN NUMBERS!

7.2.2 IMPORT GTIN/GLN CODES FROM FILE

IMPORT GTIN / GLN CODES

Choose File

Import

From the CODE drop-down menu, select [Import GLN/GTIN Code](#).

Choose the excel file to import, this file MUST contain the following columns named as follows:

- Kompletter Datenstring ohne AI
- Art
- Remarks

Kompletter Datenstring ohne AI is the column with the code GTIN/GLN, *Art* is the code type (GTIN-13, GTIN-14, GLN) and *Remarks* notes on the code.

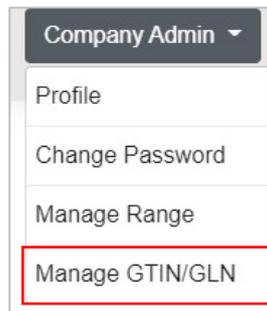
There must be no duplicate codes in the excel file, and codes that are not composed of your Company's GCPs are not imported.

1	Kompletter Datenstring ohne AI	Art	Remarks
2	1300700277017	GTIN-14	27701
3	2300700277014	GTIN-14	27701
4	1300700725211	GTIN-14	72521
5	2300700725218	GTIN-14	72521
6	1300700257019	GTIN-14	25701
7	2300700257016	GTIN-14	25701
8	1300700726119	GTIN-14	72611
9	2300700726116	GTIN-14	72611
10	1300700726010	GTIN-14	72601

Example of excel file

REMARKS COLUMN MAY HAVE EMPTY CELLS

7.2.3 MANAGE GTIN/GLN



From the button with your name located at the top right of the page, you can access the page that allows you to manage the company's saved GTIN/GLN codes.

	Code	Description	GS1 Key	Insert Date
<input type="checkbox"/>	1300700252243	25224	GTIN-14	2021-05-26 08:12:29
<input type="checkbox"/>	1300700252250	25225	GTIN-14	2021-05-26 08:12:29
<input checked="" type="checkbox"/>	1300700252267	25226	GTIN-14	2021-05-26 08:12:29

Showing 631 to 633 of 633 rows 10 rows per page < 1 ... 60 61 62 63 64 >

Code
1300700252267

Description

Update Code Delete Code

On this page through a table, the GTIN/GLN codes of the company are displayed.

By selecting a code, you can change the Description or delete it.

WHEN YOU DELETE A GTIN/GLN CODE, THE RANGES AND COMPOUND CODES FROM IT REMAIN SAVED IN THE SYSTEM.

8 ACCOUNT TYPE - NORMAL



The **NORMAL** type user can only reserve codes, look at Chapter 7.2.4 Reserve Codes GIAI/GRAI/sGTIN.

9 SYMBOLS ALLOWED

}	{	()
*	..	—	^
=	[]	¶
?	¿	!	\$
<	>	@	,
.	;	:	®
\$	°	¬	~
!		€	¥
¢	©	®	≠
£	¼	¾	½
±	«	»	÷
™	¤		