How to use the Batch Query on Logger for Staff website
(October of 2015)

About the Batch Query function

The verification of GTIN, GLN and GCP data are in the focus of every GS1 MO worldwide. The GS1 Logger for Staff system (including the mobile application and administration website) has already become a widely used tool for this purpose – nowadays over 500 colleagues from 75 MOs use the solution in their everyday work. Nevertheless, the best practice for the verification of GTINs, GLNs or any other GS1 ID Keys in a large quantity is to cooperate with trading partners and to control their lists of thousands of GS1 ID Keys. Although this procedures could be difficult and tiresome without effective processes or an efficient tool.

The Batch Query function offers an easy-to-use, fast and effective solution for the above mentioned processes. It realizes the verification and qualification through the GEPIR server of GS1 Hungary by standardized messages just like in the case of user requests initiated on the mobile application but offering the possibility of checking thousands of GTINs, GLNS, and GCPs in bulk.
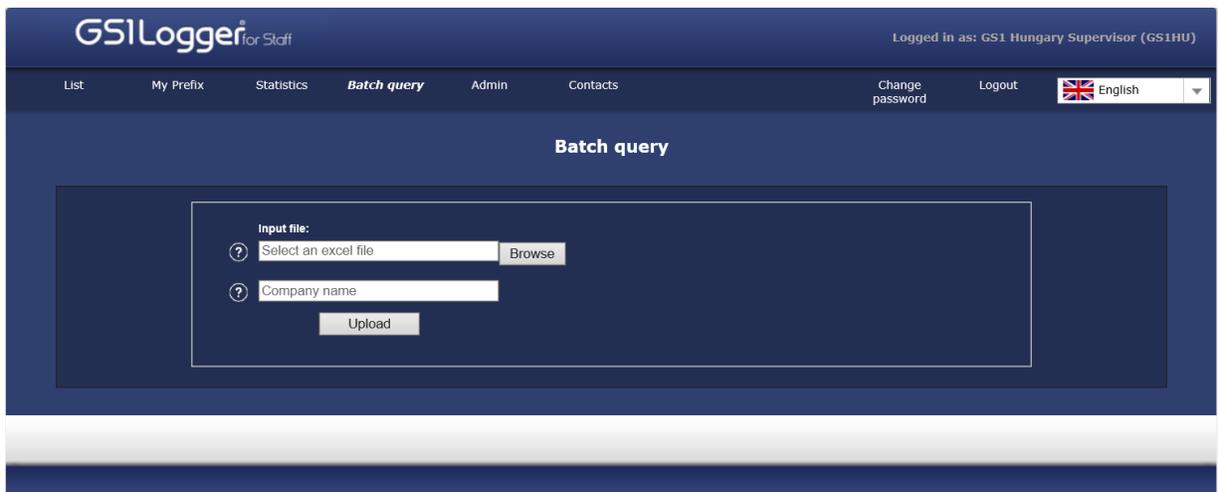
The goals of Batch Query are the following:

- o Verification of GS1 ID Keys in a high amount, even 10,000 or more, in the course of one user request.
- o Optimized, fast and ergonomic batch query function from which the statistics can be shown in a user-friendly way through different diagrams and graphs. Records are stored in the system and can be retrieved any time.

How to use the Batch Query website

After logging in on the http://stafflogger.gs1hu.org website the Batch query function can be found on the top of the page in the Menu.

The list of ID Keys can be uploaded on the Batch query page. Press the **[Browse]** button then select the Excel file which contains the ID Keys to be checked.

File format:

Please upload an Excel file with .xlsx extension (Excel spreadsheet created with Office 2007 or newer). **Please note that the .xls format is not supported!**

The maximum size of the uploaded Excel spreadsheet is 500.000 rows.

File content:

- The uploaded Excel file must contain only one spreadsheet.
- The number of columns in the Excel uploaded is limited: GS1 ID Key + max. 10 columns).

If you have a list that contains the requested ID Keys, but not the GLN of the company which uses that ID Key you can upload a spreadsheet in the following format:

o The first column (column A) contains the name of the GS1 ID Key (e.g. GTIN, GLN, SSCC, GRAI etc.). This column must contain only one type of ID Key (specified in the first row).

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The following columns (2-10) can contain additional data relating to the GS1 ID key (manufacturer, product name etc). These data can also be seen in the outcome Excel, helping the processing.

If you have a list that contains not only the requested ID Keys (e.g. GTINs) but also the GLN of the company which uses that ID Key, then you can upload a spreadsheet in the following format:
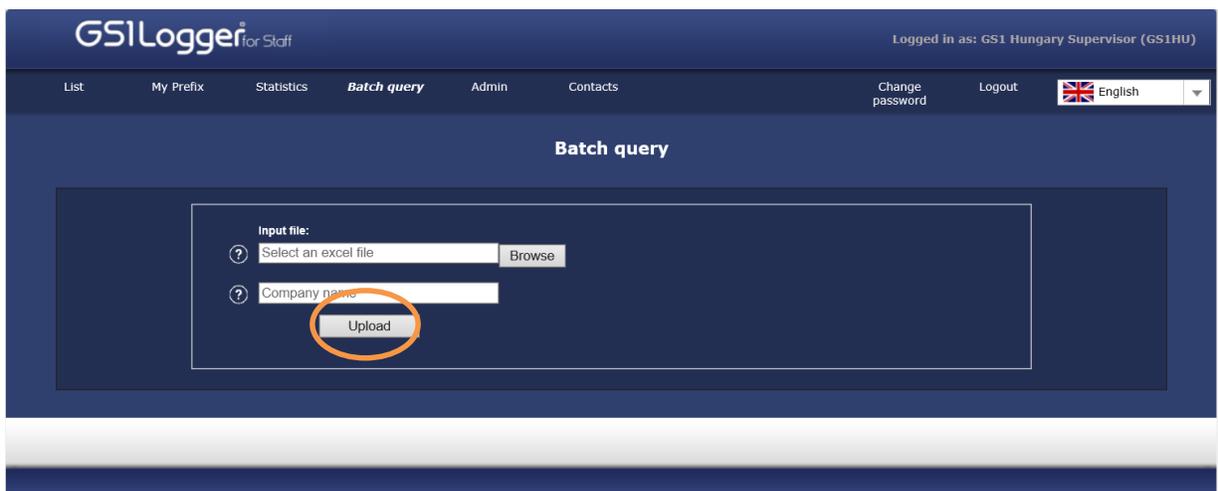
- o **Column A:** in the header (1st row) the name of the GS1 ID Key (e.g. GTIN, GLN, SSCC, GRAI etc.), underneath the ID Keys (one key per cell). The column must contain only one type of ID Key (specified in the first row).
- o **Column B:** in the header (1st row): GLN, underneath the GLNs associated to the ID Key in the Column A (one GLN per cell).

The following columns (3-10) can contain additional data relating to the GS1 ID key (manufacturer, product name etc). These data can also be seen in the outcome Excel, helping the processing.

The selected file can be renamed. Fill in the field of *Company name* with the name of the company that provided the list (optional).
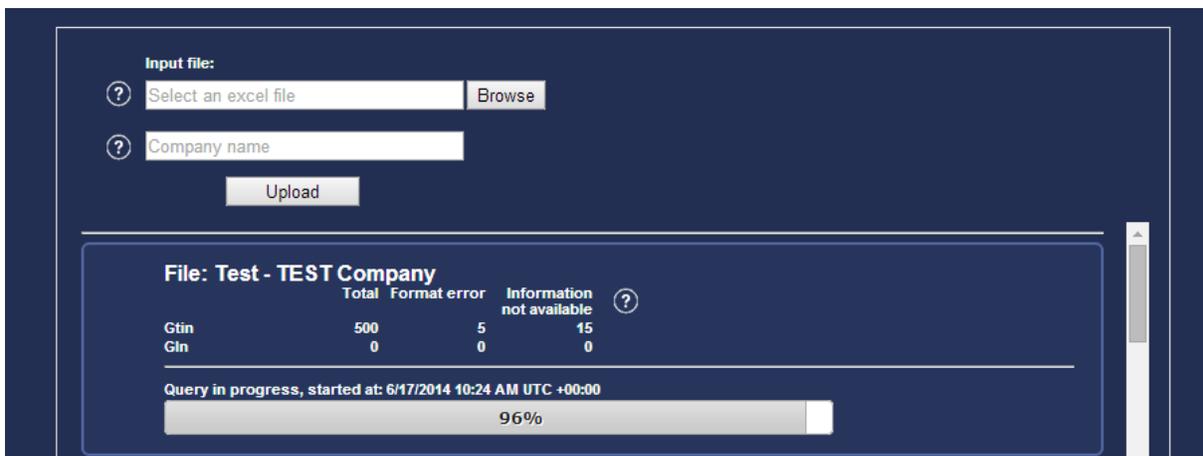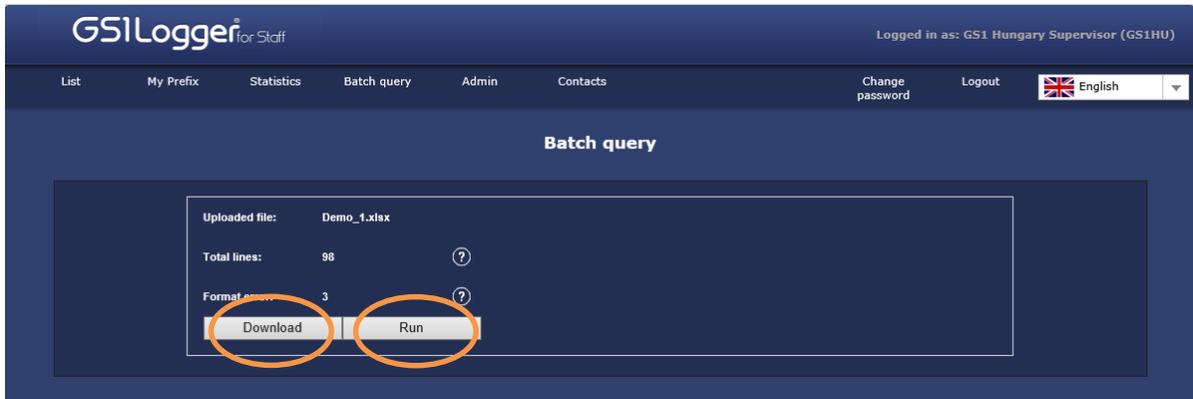
After uploading the file (press **[Upload]** button), the system checks the file and data content format. As a result the following information is shown on the page:

- o Total number of lines in the uploaded file
- o Number of ID Keys that are not in line with the GS1 Standards (e.g. invalid check digit, length or character set)

Press **[Download]** to download the list of ID Keys with the result of format checking (the nonstandard ID Keys are marked in the originally uploaded file).
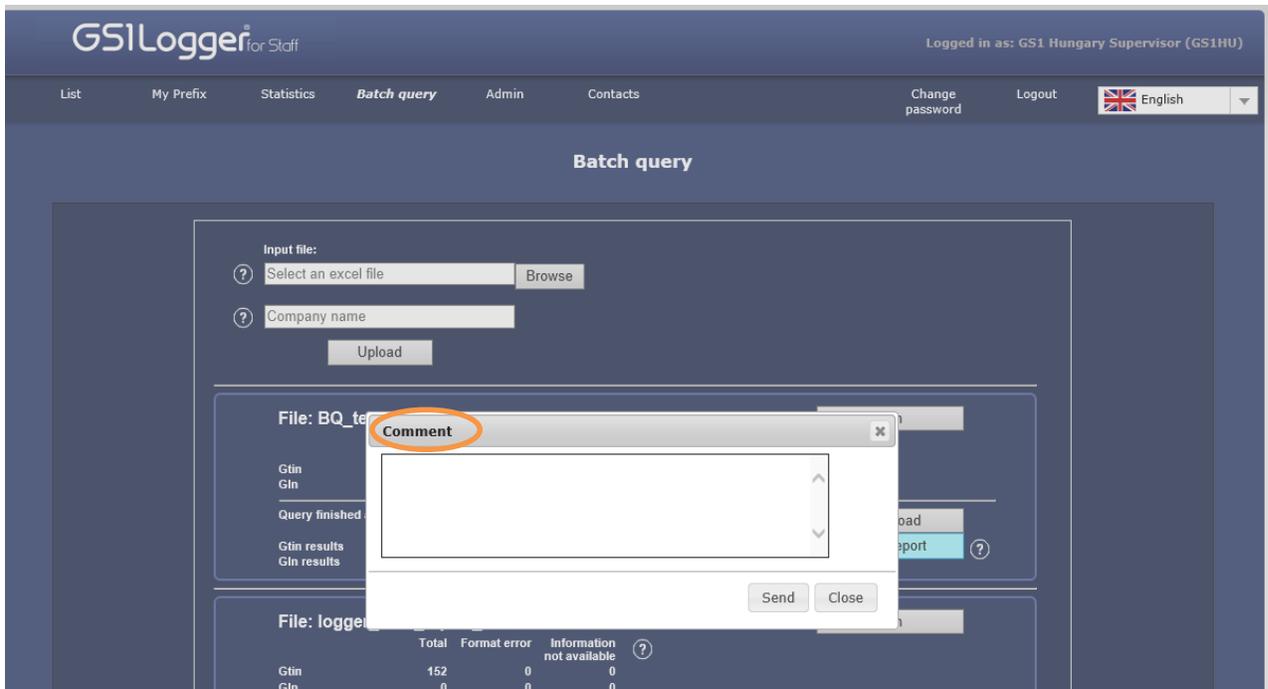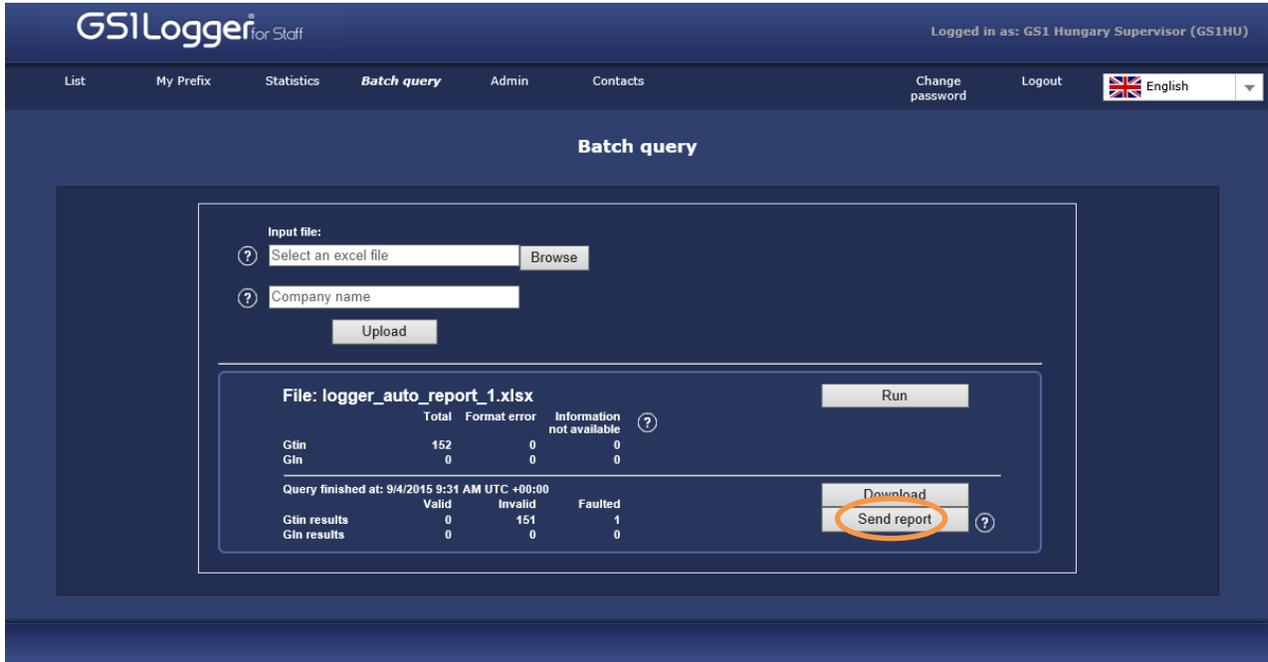
Press **[Run]** to start the query through GEPIR. A progress bar shows the percentage of the processed ID Keys. The process continues on the server, therefore you can close the browser and turn back to this page later on.

When the query is finished, the result is shown in a table and the whole data set (the list of uploaded ID Keys with statuses, party information etc.) can be exported into Excel spreadsheet.

Furthermore, if there are invalid numbers, by pressing the **[Send report]** button you can send a notification to the competent MO(s) to take the necessary next steps. After clicking on this button once, it becomes inactive showing that the report has already been sent. If there aren't any invalid numbers found during the checking, the **[Send report]** button is inactive.

Pressing the **[Send report]** button a Comment window will appear. Add a remark to the notification e-mail in order to help the receiver with the follow-up of reported numbers.

Content of the notification e-mail

Below you will see the email that is sent by the system to the relevant GS1 MO. The report handler will get the link to the list of reported invalid ID Keys.

Subject: Logger for Staff Report – invalid ID Keys

Dear GS1 Logger for Staff Report Administrator,

This is an automatically generated notification e-mail. Please do not reply to this email.

A list of GS1 ID Keys has been uploaded to Logger for Staff platform. After checking this list through GEPIR, the batch query service indicated that the GEPIR status of the following GS1 ID Keys are invalid.

Please see the invalid keys belonging to your country on the following link:

<direct link to the list of reported Id Keys – Excel spreadsheet format>

You received this list of GS1 ID Keys since the GCPs belong to your country.

The list was uploaded by <user name> from <GS1 MO> using the following email address: <email address>.
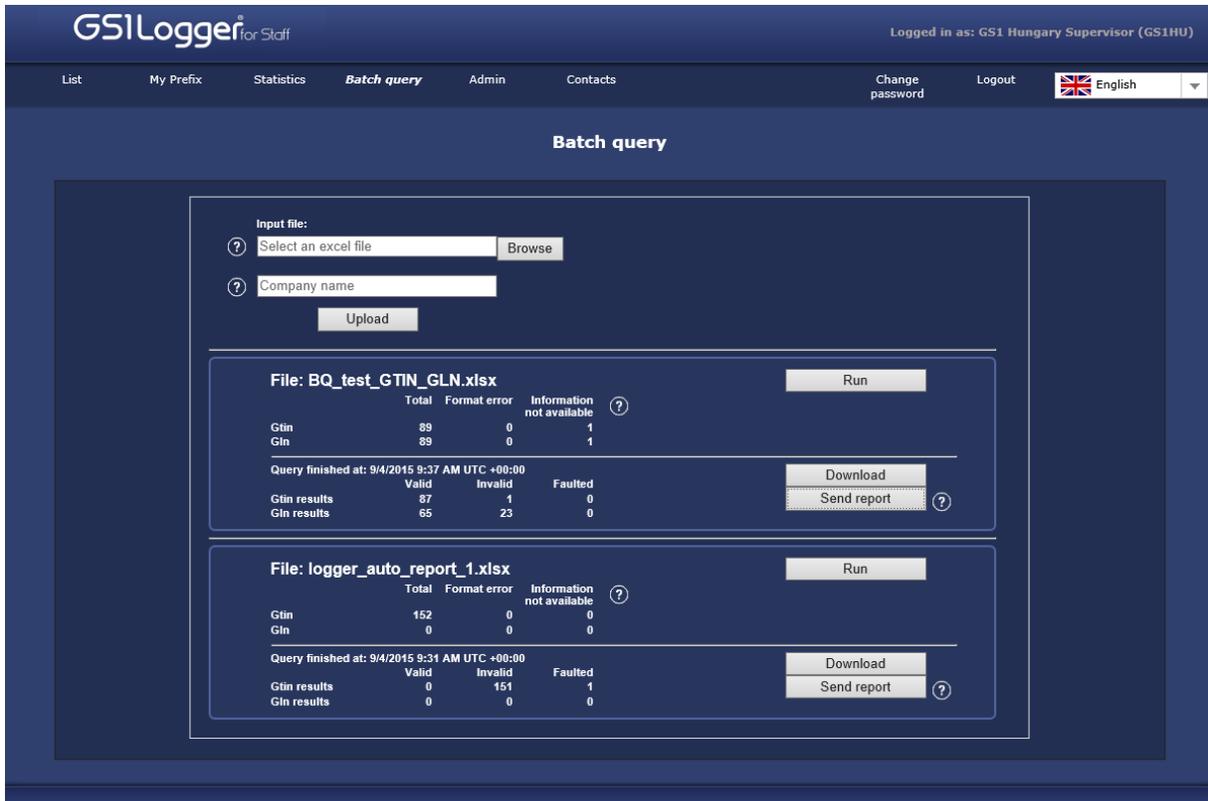
Uploader's comment: < - >

Even if the list of ID Keys may not be enough to explore and identify the reason of their invalid status but you may contact the relevant GS1 MO or company who uploaded the original list and initiated the batch query.

Should you need further information about GS1 Logger for Staff or need assistance, please contact the GS1 Logger for Staff Support at lfs_support@gs1hu.org.

Kind regards,
GS1 Logger for Staff Team

History of queries

All the uploaded files (both via website and web service) and query results are stored on the server, therefore each user can see the history of queries previously initiated.

Queries can be initiated for an uploaded file any time – without re-uploading the list – by pressing the **[Run]** button beside the file name. All the results related to the same file are listed under the filename.

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Click on the ▦ icon to see all the queries related to the selected file.

Should you need further information about GS1 Logger for Staff or need assistance, please contact the GS1 Logger for Staff support at **lfs_support@gs1hu.org**.

Kind regards,

GS1 Logger for Staff Team