GS1 Healthcare Barcode Scanner 4.7

Quick Guide

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Support: hds-support@gs1hu.org

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Table of Contents

1   Introduction

This document is a short guideline on how to use the **GS1 Healthcare Barcode Scanner (HBS)**.

This guide is for the application version 4.6.

Should you have any questions related to the mobile or web application, do not hesitate to contact us at *hds-support@gs1hu.org*.

2   Registration

Registration websites are available on the following URL: *https://hbsa.gs1.org/*

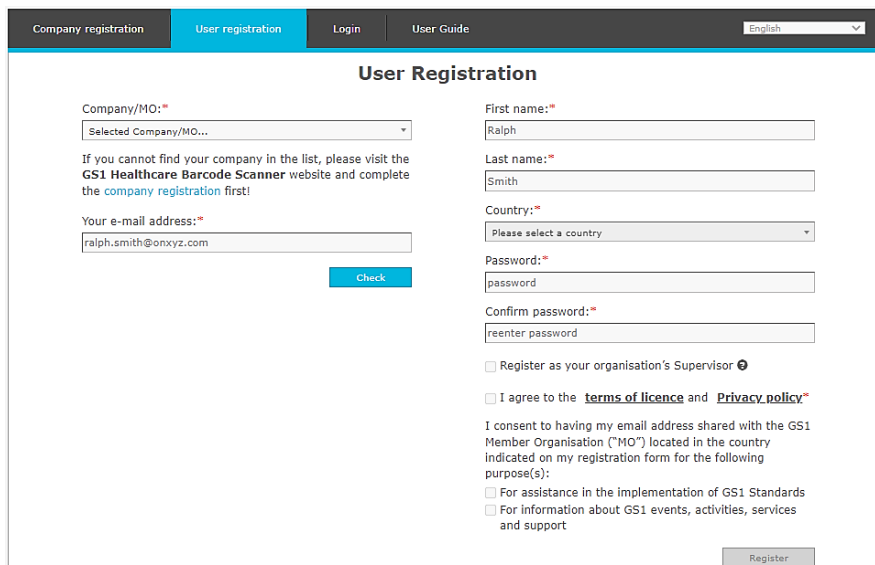Registration process:

1. Fill out the **User registration form** on the **website** and click **Register**.

    a. If you cannot find your company in the **Company/MO** list, go to the **Company registration** page and register your company first.

    b. You must select your country because the reporting function of the app is based on this piece of information.

    c. If you wish to be your company's Supervisor, you can select this option during your registration process.

    > The Supervisor is responsible for creating surveys in the app and assigning users to these surveys. If you elect to be the Supervisor for your Organization and one already exists, you will be advised at the completion of your registration.

2. After completing the **User registration form**, an email will be sent to your account. Click on the activation link received from HBSA Support.

3. The HBS system administrator will review your data. You will receive a notification mail when your registration is completed.

4. Once you receive the notification email about the approval of your registration, you can log into the mobile application and website.

If you wish to identify the supervisor from your company, please check the **Contacts** menu on the website (available after login) to see the details of this person. If there is no supervisor at your company, please contact *hds-support@gs1hu.org* and we will work with you to have a supervisor nominated.

3   General overview of the system

The **GS1 Healthcare Barcode Scanner** is a system composed of three main components.

1. Mobile application with the following main functions:

    - Barcode scanning (or entering barcode content manually)

    - Checking encoding of barcodes and 2D codes against the rules of _GS1 General Specifications_

    - Creating records by adding extra information to the scanned barcode (e.g. scan time, scan location, product category, images, comments etc.)

    - Grouping records into surveys

    - Uploading records to the cloud-based server (therefore making them available on the HBS website)

    - Retrieving the history of the uploaded records

    - GS1 Digital Link: accessing one or more pieces of digital information about items via scanning barcodes

2. Cloud-based server to store the uploaded records and manages user rights. It is connected both to the mobile application and website.

3. Website with the following main functions:

    - Company and user registration

    - Retrieving the history of the uploaded records, applying filters

    - Survey management

    - Retrieving statistical information based on uploaded records

    - Export images into .zip file

    - Export records into CSV (Excel)

4 Mobile application

The mobile application is available on iOS and Android. This can be downloaded from **AppStore** or **Google Play**.

Note: Because of the specialties (e.g. UI design principles) of the Android and iOS operation systems, the screens of HBS application running on these two platforms slightly differ. For this reason, we are presenting the usage of the application on Android and iOS platforms in separate subchapters.
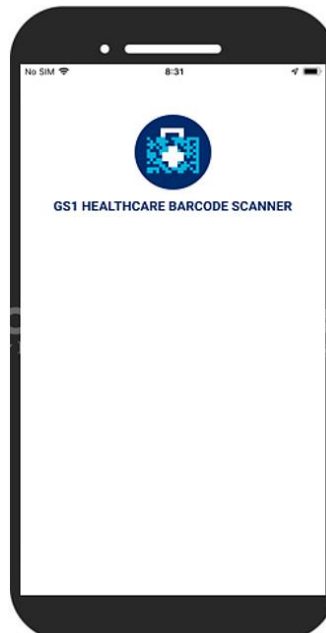
4.1 HBS on iOS

4.1.1 Login

Use **GS1 Healthcare Barcode Scanner** with your own account: login name (email address) and private password, then click the **Sign in** button.

> **Note**: At first login, a disclaimer appears that must be accepted in order to use the application: 'To verify the physical parameters of your GS1 barcode, for example x-dimension, height, print quality, please contact your local *GS1 Member Organisation*.'

> **Note**: To stay logged in select the 'slider button' on the right of the screen.
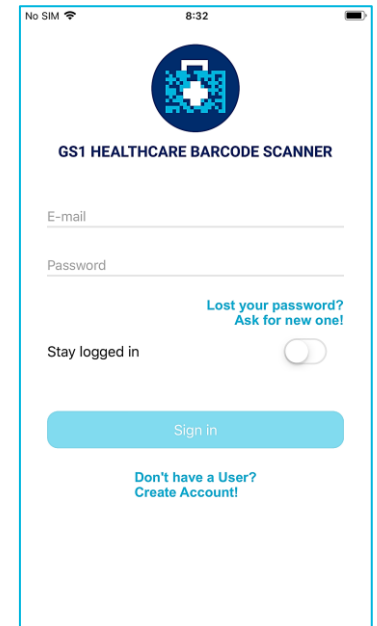
4.1.1.1 Forgotten password

If you have forgotten your password, you can recover it using the **Lost your password**? function on the **Login** screen.

4.1.2 Mode selector

After login there is a mode selector for the application. You can choose the following modes:
- **Check mode**
- **Survey mode**
- **Demo survey mode**
- **Digital link mode**

In **Check mode** you can scan and check the encoding of barcodes against the GS1 General Specifications one by one then upload them to the HBS server.

In **Survey mode** you can group together records which are scanned at a specific site. There are 3 other values which you can set to each scan:
- Packaging level (mandatory)
- Product category (mandatory)
- Internal code (optional)

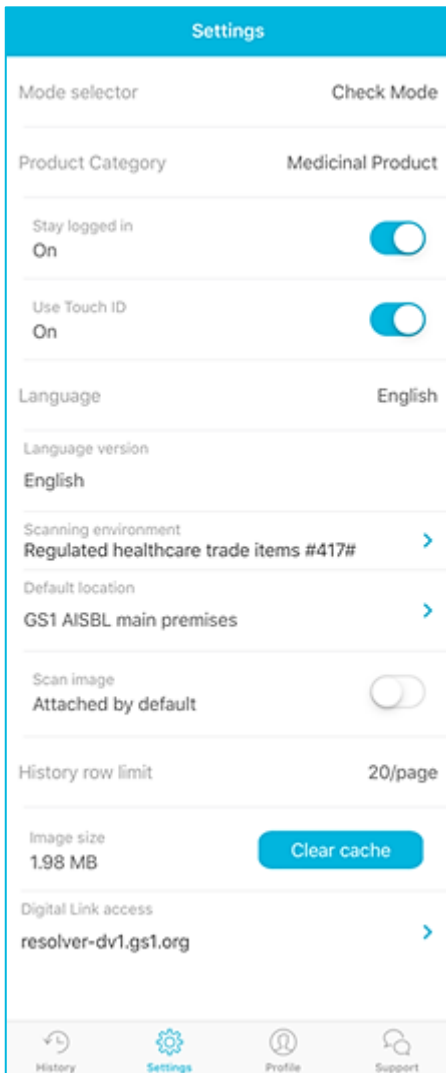For more information on how to set up a survey, please see *section 4.3*

In **Survey demo mode** all the features of the **Survey mode** are available except the **Upload** function. In this mode you can try the Survey mode without uploading the survey records to the website.

In **Digital Link mode** you can scan a GS1 barcode (e.g., attached to a pharmaceutical or medical device) and access one or more pieces of digital information about that item. (The user connects, via a *Digital link* resolver, to the target digital content.)
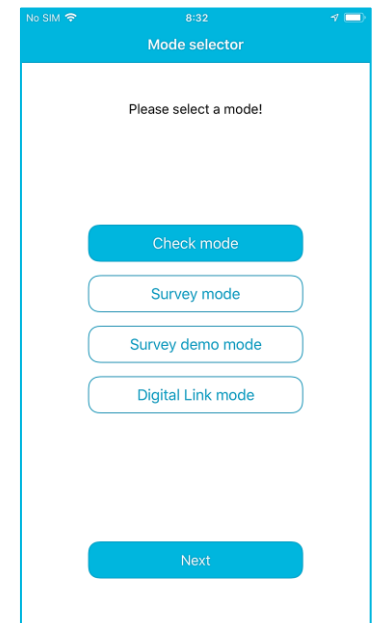
4.1.3　Settings

Before you start scanning barcodes, please carefully check the **Settings** and make any necessary changes.

Settings	
Mode selector	Check Mode
Product Category	Medicinal Product
Stay logged in — On	⬤
Use Touch ID — On	⬤
Language	English
Language version	English
Scanning environment	Regulated healthcare trade items #417# ❯
Default location	GS1 AISBL main premises ❯
Scan image — Attached by default	◯
History row limit	20/page
Image size — 1.98 MB	Clear cache
Digital Link access	resolver-dv1.gs1.org ❯

History　Settings　Profile　Support

Choose from the list the **Check Mode, Survey Mode**, **Survey Demo Mode** or **Digital Link Mode**.

You can choose product category here from the dropdown list. This is then set as the default for all products scanned, unless changed.

Select **On** and you do not have to log in each time you launch the application.

Select **On** to use the **Touch ID** for authentication and login.

Choose your **Language** from the drop-down list.

You can find a list of **Scanning environments**.

Set your **Default location**.

Select **On** and the app automatically takes an image of the barcode you are scanning.

Choose between 20, 40 or 80 rows per page.

All the photos you attach to the records are cached on the mobile device. You can clear the cache with this button.

Choose a Digital Link resolver.

Note: **Scanning environments** are based on the GS1 General Specifications. The default value of scanning environment set in the application is Regulated healthcare trade items.

4.1.4 Create new records – Manual input and scan

In order to create a new record, choose ➕ on the **History** screen, then click on the barcode in the centre of the **New record** screen.

You can add one or more barcodes to the record manually (by clicking the **Enter code** button) or via scanning (by clicking the **Scan** button) on the bottom of the screen. This is an important function in survey mode when there are multiple barcodes on a product.
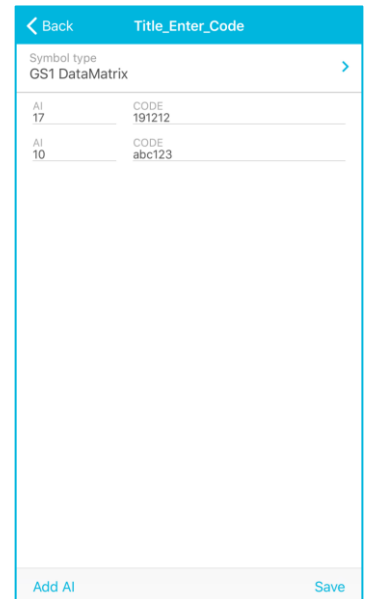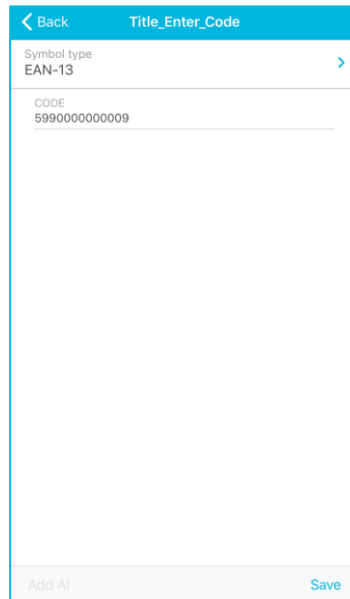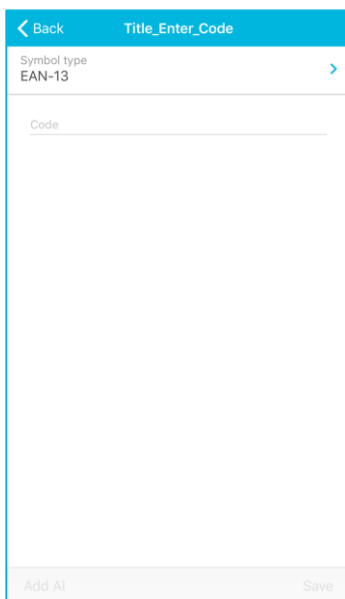
> **Note**: In order to ensure proper quality and data collection practices, when encountering an unexpected scan result it is advisable to re-scan the symbol in question when practical.

To finish a record, select **Save**.
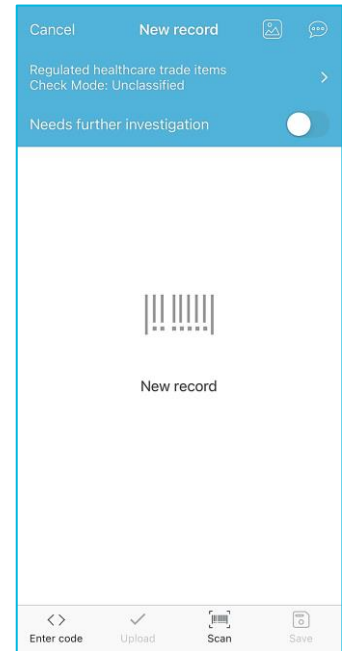
Manual input is used if the barcode won't scan. In case of manual input, first you must select the symbol type, then type in the data content. If you need to enter multiple data elements (Ais), the process is the following:

1. Select AI (Application Identifier), if applicable (e.g. there is no need to enter an AI in case of EAN/UCC symbols).
2. Click into the **Code** field on the right of the selected AI.
3. Enter code for the AI.
4. Click the **Add AI** button at the bottom of the screen.
5. Select the next AI.
6. In case you entered all the necessary data elements (Ais + data), click the **Save** button.

You can delete the entered barcode by using the swipe left function.


You can change the following settings on the **New record** screen:
- In **Check mode**: scanning environment and product category can be modified.
- In **Survey mode** and **Demo mode**: scanning environment, product category and packaging level can be modified.

Check the flag **Needs further investigation** to indicate that you would like to remember to investigate this record further.

> **Note**: An additional feature is the possibility to send a report about a barcode. After pressing the **Send Report** button an email (containing your contact email address for more information) will be sent to the relevant GS1 member Organisation based on the registered country of the user who initiates the report.

> **Note**: Changes made in the New Record screen apply the settings above only to the current record. For a permanent setting changes, see the Settings menu.
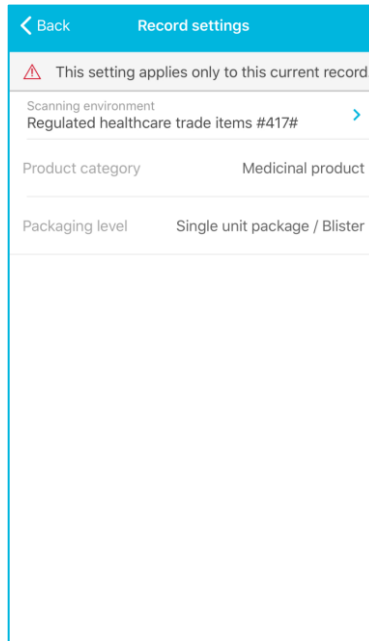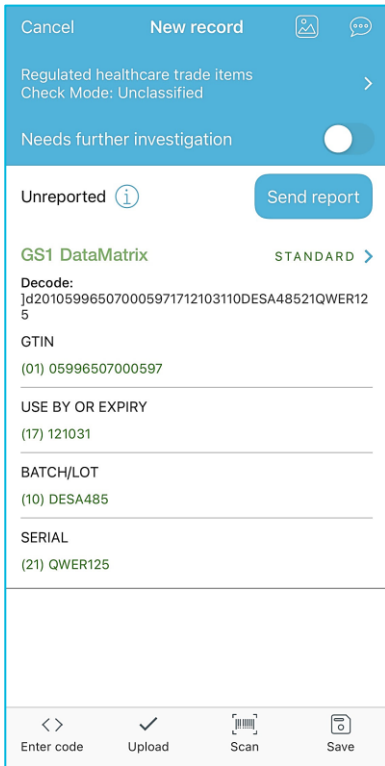
You can add a maximum of three photos and one comment to each record by clicking on the icons at the top right corner of the **New record** screen.
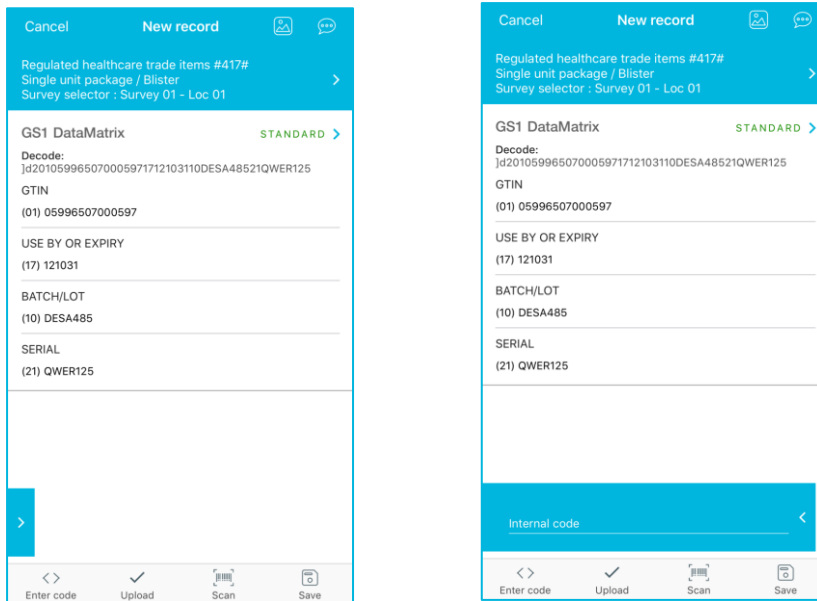
In **Survey mode** you can add an internal code to the record by clicking on the arrow at the bottom left corner of the screen.

You can save the record on the device for future batch upload (click **Save** button) or you can upload it immediately by clicking **Upload** button. You can cancel the current record by clicking **Cancel** button.

> **Note**: To record a product with no barcode, go to the new record screen, add a comment or a maximum of 3 photos and **Save** or **Upload** your record.

Cancel   **New record**

Regulated healthcare trade items
Check Mode: Unclassified   >

Needs further investigation

Unreported ⓘ   Send report

GS1 DataMatrix   STANDARD >

Decode:
]d2010599650700059717121031 10DESA48521QWER12
5

GTIN
(01) 05996507000597

USE BY OR EXPIRY
(17) 121031

BATCH/LOT
(10) DESA485

SERIAL
(21) QWER125

<>   ✓   ▥   ▣
Enter code   Upload   Scan   Save

If there are any issues that you wish to advise regarding the record, press the **Send report** button, and an email (containing your contact email address for more information) will be sent to the relevant GS1 Member Organisation in your country (selected in the registration process).

4.1.5 History

The **History** screen is the main screen of the application. This is displayed after a successful scan, and from this menu creating a new record or adjusting settings can be initiated.

Click here to filter the list of records.

If the record is reported to the relevant MO, the report icon changes to blue. Otherwise, it is grey.

If the record has GS1 Licence info, the GS1 Licence status icon is displayed. If the status is valid, the icon changes to green. If the status is invalid, the icon changes to red. If the status is faulted, the icon changes to yellow. Otherwise, it is grey.

If the record has a comment, the comment icon changes to blue. Otherwise, it is grey.

If an image is attached to the record, the camera icon changes to blue. Otherwise, it is grey.

Shows if the record was made in **Normal** or in **Survey** mode.

The **History** function is a chronological list of earlier created records. Here the user can also apply filters that help in narrowing of the list.

You can switch between the list of uploaded records and the list of the records waiting for upload at the top of the **History** screen.

The records waiting for upload are editable – you can delete them (swipe left) or you can click on the record and you will be moved to the **New record** screen to make any edits.

The records already uploaded to the server cannot be edited, but you can add new photos and comments.

> **Note:** Batch uploads – Due to connection speeds, it may require multiple attempts to upload all scans when transferring large numbers of records.

> **Note**: Licence statuses result from data retrieved from the GS1 Registry Platform through the Verified by GS1 APIs.

> **Note**: Each user can query up to 500 GS1 ID Keys daily from the GS1 Registry Platform. GS1 ID keys scanned after reaching the daily limit are stored and automatically retrieved from the GS1 Registry Platform the next day.
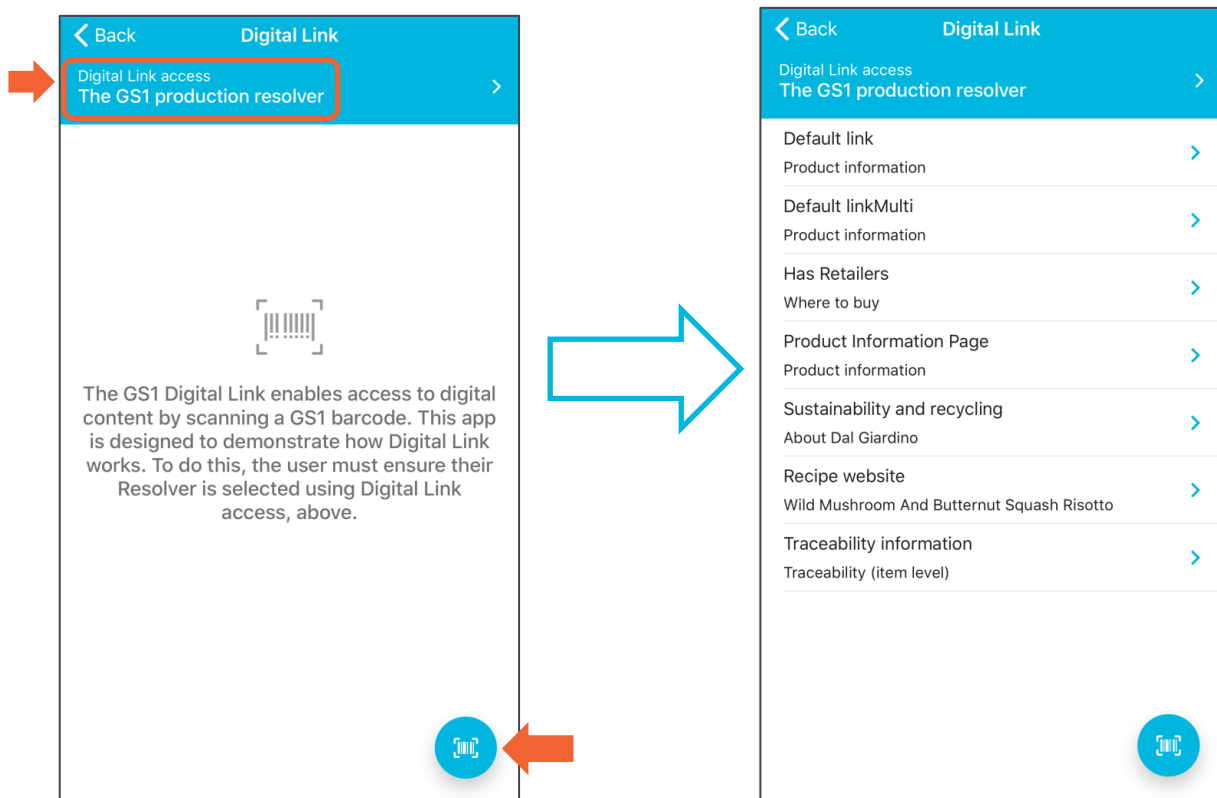
> **Note**: Please see Annex 1. for the meaning of Licence statuses.

4.1.6 Digital Link mode

The GS1 Digital Link enables access to digital content by scanning a GS1 barcode. The Digital Link mode is designed to demonstrate how Digital Link works. In **Digital Link mode** you can scan a GS1 barcode (e.g., attached to a pharmaceutical or medical device) and access one or more pieces of digital information about that item.

As a first step, select the Resolver through which the item information is to be accessed. Use the **Digital Link access** settings. To learn more about how to connect to a Digital Link Resolver see the following URL: *https://www.gs1.org/standards/gs1-resolver-service*

In order to get information about an item, scan a GS1 barcode (e.g. GS1 Data Matrix) by tapping on the **Scan** button. If information is available on the Resolver server, the app will display the list of URLs where the different types of item information (e.g. product data, traceability information, related documents etc.) are available.

4.2 HBS on Android

4.2.1 Login

Use **GS1 Healthcare Barcode Scanner** with your own account: login name (email address) and private password, then click the **Sign In** button.

> **Note**: At first login, a disclaimer appears that must be accepted in order to use the application: 'To verify the physical parameters of your GS1 barcode, for example x-dimension, height, print quality, please contact your local GS1 Member Organisation.'

> **Note**: To stay logged in select the 'slider button' on the right of the screen.

4.2.1.1 Forgotten password

If you have forgotten your password, you can recover it using the **Forgot password**? function on the Login screen.
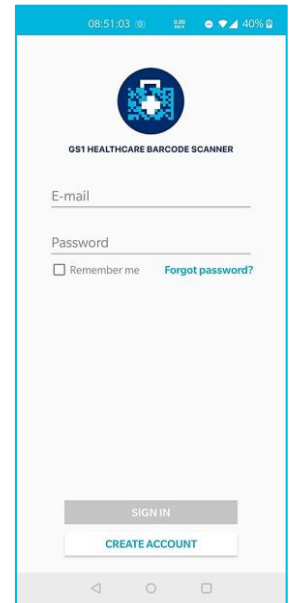
4.2.2 Mode selector

After login there is a mode selector for the application. You can choose the following modes:
- **Check mode**
- **Survey mode**
- **Survey demo mode**
- **Digital link mode**

In **Check mode** you can scan and check the encoding of barcodes against the GS1 General Specification one by one then upload them to the HBS server.

In **Survey mode** you can group together records which are scanned at a specific site. There are 3 other values which you can set to each scan:
- Packaging level (mandatory)
- Product category (mandatory)
- Internal code (optional)

For more information on how to set up a survey, please see *section 5.3.*

In **Survey demo mode** all the features of the **Survey mode** are available except the **Upload** function. In this mode, you can try the **Survey mode** without uploading the survey records to the website.

In **Digital link mode** you can scan a GS1 barcode (e.g. attached to a pharmaceutical or medical device) and access one or more pieces of digital information about that item. (The user connects, via the Digital link resolver, to the nominated digital content.)

4.2.3   Settings

Before you start scanning barcodes, please carefully check the **Settings** and make any necessary changes.

Settings	
Mode selector **Check Mode** ▾	Choose from the list the **Check Mode, Survey Mode**, **Survey Demo Mode** or **Digital Link Mode**.
Product category **Medicinal Product** ▾	You can choose product category here from the dropdown list. This is then set as the default for all products scanned, unless changed.
Stay logged in **On**	Select **On** and you do not have to log in each time you launch the application.
Language **English** ▾	Choose your **Language** from the drop-down list.
Language version **English (3/19/2019)**	
Scanning environment Environment.GenericLogisticDistribution Healthcare item Regulated healthcare trade items #417# ⚙	See a list of **Scanning environments**.
Default location **Brussels** 📍	Set your **Default location**.
Scan image **Off**	Select **On** and the app automatically takes an image of the barcode you are scanning.
History row limit **20 / page** ▾	Choose between 20, 40 or 80 rows per page.
Digital Link access **Any base URL** ⚙	Choose a Digital Link resolver URL.
History Settings Profile Support	

Note: **Scanning environments** are based on the GS1 General Specifications. The default value of scanning environment set in the application is **Regulated healthcare trade items**.

4.2.4 Create new records – Manual input and Scan

In order to create a new record, choose ➕ on the **History** screen, then click **Scan** button on the **New record** screen.

You can add one or more barcodes to the record manually (by clicking the **Enter** button) or via scanning (by clicking the **Scan** button). This is an important function in **Survey mode** when there are multiple barcodes on a product.

> **Note**: In order to ensure proper quality and data collection practices, when encountering an unexpected scan result it is advisable to re-scan the symbol in question when practical.

To finish a record, select **Save**.
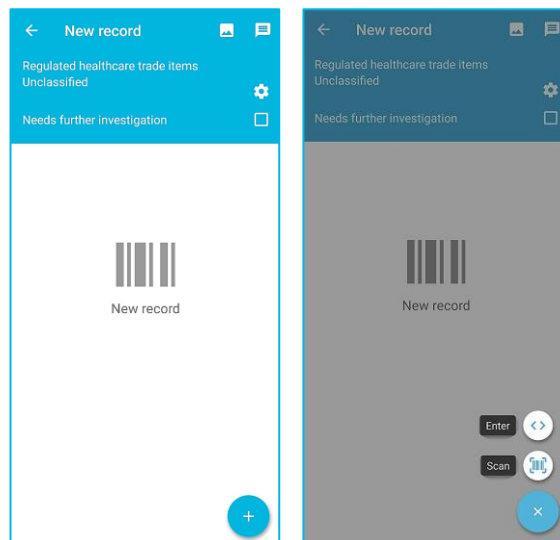
Manual input is used if the barcode won't scan. In case of manual input, first you must select the symbol type, then type in the data content.

If you need to enter multiple data elements (Ais) the process is the following:

1. Select AI (Application Identifier), if applicable (e.g. there is no need to enter an AI in case of EAN/UCC symbols).
2. Tap into the **Code** field on the right of the selected AI.
3. Enter code for the AI.
4. Click the ➕ button at the bottom of the screen.
5. Select the next AI.

In case you entered all the necessary data elements (Ais + data), click the ← button at the top left corner of the screen.

You can delete the entered barcode by using the swipe left function.

You can change the following settings on the **New record** screen:
- In **Check mode**: scanning environment and product category can be modified.
- In **Survey mode** and **Demo mode**: scanning environment, product category and packaging level can be modified.

Check the flag **Needs further investigation** to indicate that you would like to remember to investigate this record further.

> **Note**: An additional feature is the possibility to send a report about a barcode. After pressing the **Send Report** button an email (containing your contact email address for more information) will be sent to the relevant GS1 member Organisation based on the registered country of the user who initiates the report

> **Note**: Changes made in the **New Record** screen apply settings above only to the current record. For a permanent setting changes, see the **Settings** menu.

You can add a maximum of three photos and one comment to each record by clicking on the icons at the top right corner of the **New record** screen.

In **Survey mode** you can add an internal code to the record by tapping on the **Internal code** icon.
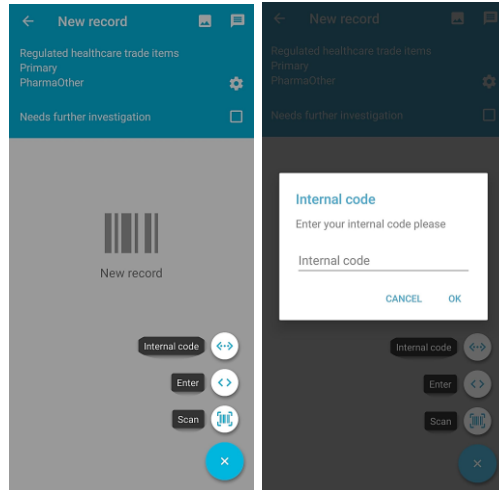
You can save the record on the device for future batch upload (click **Save** button) or you can upload it immediately by clicking the **Upload** button.

Note: To record a product with no barcode, go to the new record screen, add a comment or a maximum of 3 photos and **Save** or **Upload** your record.

Add maximum three photos to the record.

Add a maximum of one comment to each record.

Switch the flag if further investigation is needed.

Save the record for future (batch) upload.

Upload the record immediately to the server.

Add further barcodes to the record manually.

Add further barcodes to the record by scanning.
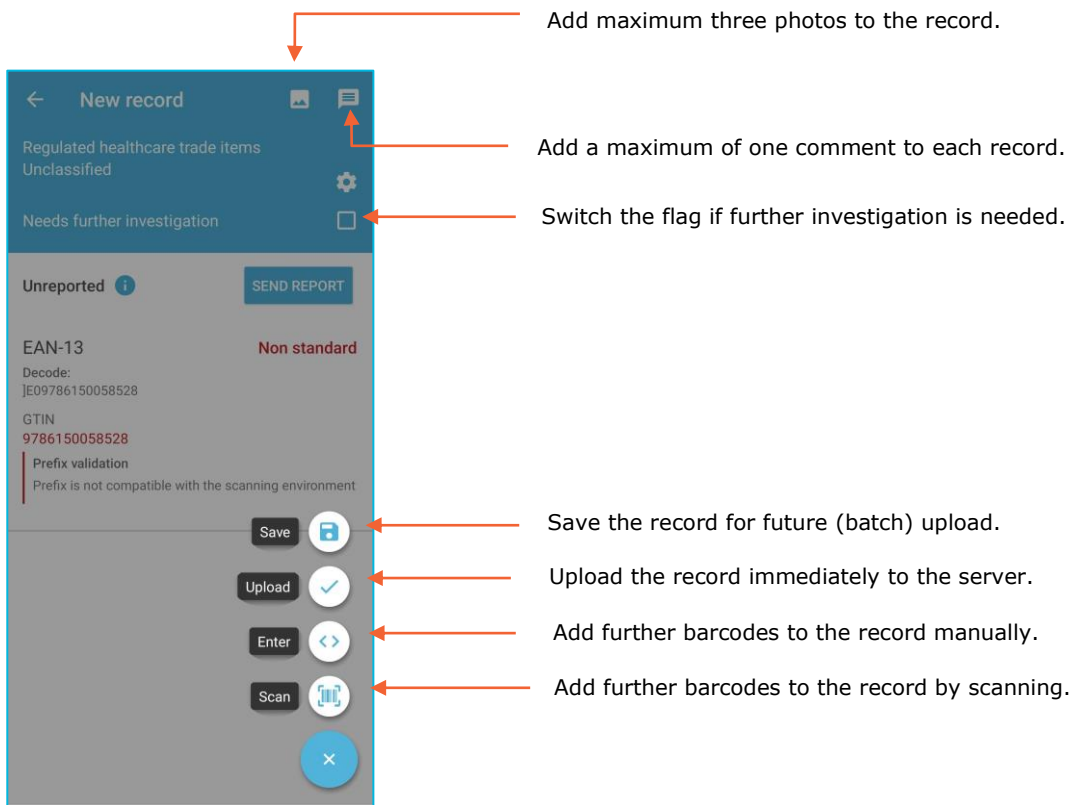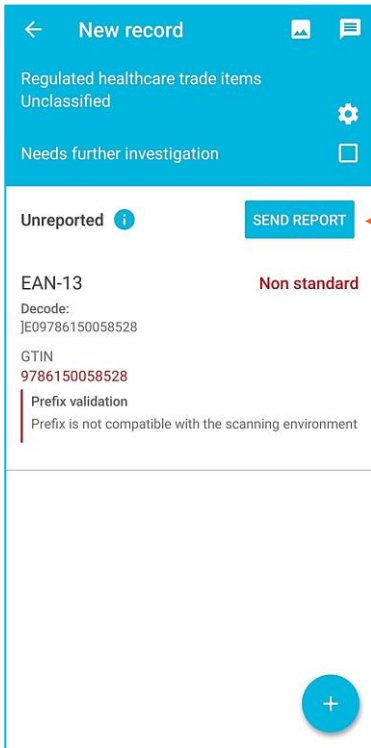
If there are any issues that you wish to advise regarding the record, press the **Send report** button, and an email (containing your contact email address for more information) will be sent to the relevant GS1 Member Organisation in your country (selected in the registration process).

4.2.5 History

The **History** screen is the main screen of the application. This is displayed after a successful scan, and from this menu creating a new record or adjusting settings can be initiated.

Click here to filter the list of records.

If the record is reported to the relevant MO, the report icon changes to blue. Otherwise, it is grey.

If the record has GS1 Licence info, the GS1 Licence status icon is displayed. If the status is valid, the icon changes to green. If the status is invalid, the icon changes to red. If the status is faulted, the icon changes to yellow. Otherwise, it is grey.

If any image is attached to the record, the camera icon changes to blue. Otherwise, it is grey.

Shows if the record was made in **Normal mode** or in **Survey mode**.

If the record has a comment, the icon changes to blue. Otherwise, it is grey.

The **History** function is a chronological list of earlier created records. Here the user can also apply filters that help in narrowing of the list.

You can switch between the list of uploaded records and the list of the records waiting for upload at the top of the **History** screen.

The records waiting for upload are editable – you can delete them (swipe left) or you can click on the record and you will be moved to the **New record** screen to make any edits.

> **Note:** Batch uploads - Due to connection speeds, it may require multiple attempts to upload all scans when transferring large numbers of records.

Note: Licence statuses result from data retrieved from the GS1 Registry Platform through the Verified by GS1 APIs.

Note: Each user can query up to 500 GS1 ID Keys daily from the GS1 Registry Platform. GS1 ID keys scanned after reaching the daily limit are stored and automatically retrieved from the GS1 Registry Platform the next day.

Note: Please see Annex 1. for the meaning of GS1 Licence statuses.

4.2.6   Digital Link mode

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As a first step, select the Resolver through which the item information is to be accessed. Use the **Digital Link access** settings. To learn more about how to connect to a Digital Link Resolver see the following URL: *https://www.gs1.org/standards/gs1-resolver-service*

In order to get information about an item, scan a GS1 barcode (e.g. GS1 Data Matrix) by tapping on the **Scan** button. If information is available on the Resolver server, the app will display the list of URLs where the different types of item information (e.g. product data, traceability information, related documents etc.) are available.

5   The GS1 Healthcare Barcode Scanner website
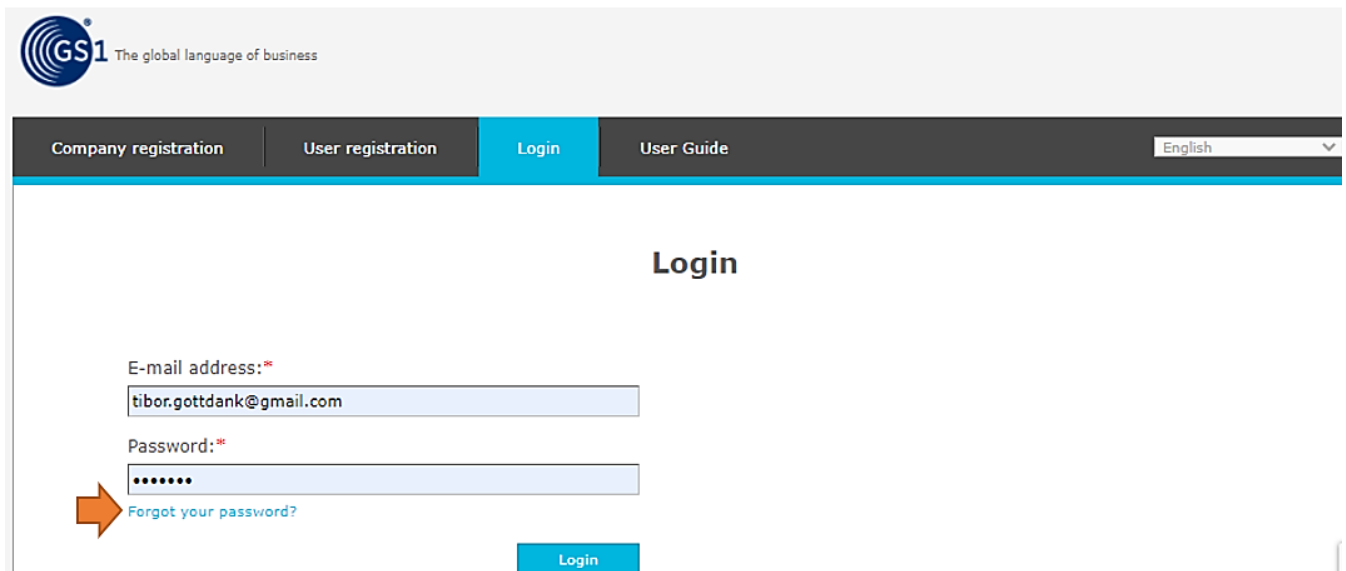
HBS users can view the history of their uploaded record, record details, check result details (validation against GS1 General Specifications), record images and comments on the **GS1 Healthcare Barcode Scanner** website. In addition, company supervisors can create and manage surveys on the website.

The website is accessible on the following URL: *https://hbsa.gs1.org/*

5.1   Login, Forgotten password

You can sign into the **GS1 Healthcare Barcode Scanner** website with your own login name and password. If you have forgotten your password, you can use the **Forgot your password?** link to ask a new password.

> **Note**: At first login, a disclaimer appears that must be accepted in order to use the application: 'To verify the physical parameters of your GS1 barcode, for example x-dimension, height, print quality, please contact your local GS1 Member Organisation.'

5.2 List and Record details

Records from history cannot be modified on the **List** page, but the records created out of **Survey** mode can be deleted within 48 hours after creation. You can also use dynamic filtering and other functions like record details, gallery and record delete.

It is possible to export the images related to the list of records (**Export images**) or export the list of records as CSV (**Export list as CSV**).

5.2.1 Record details

The **Record details** view can be accessed from **Record history** by clicking on **More Details**. It shows all available information organised into groups:

- **GS1Lib details**
- **GS1 Licence details**
- **Scanning Location**
- **Commenting**
- **Attached Images**

Record filtering can be performed in **Basic** or **Advanced** mode.

5.3   Survey

The app is used in **Survey mode** to conduct surveys, scan hundreds of barcodes, add pictures and send the information to the administration website where records are available for further statistics and analysis.

> Note: The **Survey** menu is only available for Supervisor users.

In order to create a survey, the Supervisor needs to provide survey data via the **Add new survey** function. After creating a survey, the supervisor can add users to the given survey by the **Edit** function.

In **Survey details** window, the Supervisor can set survey name, survey description and clear date. Supervisor can also add new user not only from own company but from other companies by adding user email address.

> **Note:** The deadline for deleting records is the closing date of the survey set by the Supervisor. Other records, created out of Survey mode, can be deleted within 48 hours after creation.

Only those users who are in the list of **Survey users** can participate in a survey.
The company Supervisor can add users to the **Survey users** list:

- from the list of **Company users** (by selecting one or more user(s) then clicking on the '**down arrow'**)
- from outside of the organization (by typing in the e-mail address of the user in the field **Add user by email address**, then clicking on the **Add user** button). The e-mail address must be registered in the HBSA system – only registered users can be added to a survey.

Note: The Supervisor of Survey can see all the records of a given Survey on the GS1 Healthcare Barcode Scanner webiste - even those of users that belong to other companies but participate in the Survey.

5.3.1   Considerations for a survey

1. Naming your Survey location (in the survey location field). Ensure the name is structured to include both Business Name (e.g., The Royal Adelaide Hospital) and location in the business (e.g., Catheter Laboratory 1). When the data is extracted into Excel, location names will be able to be used for filtering and sorting.

2. Criteria per location when conducting a survey. Ensure:
   - More than 25 different suppliers should be surveyed
   - To ensure statistical relevance, more than 100 samples per packaging level should be surveyed
   - Where locations are of limited size (e.g., ward storage, medical imaging storage, etc) it is recommended to scan all products in that location
   - In an environment where not all items can be surveyed (e.g., warehouses) items should be sampled from a minimum of 10 aisles, and a minimum of 3 shelves per row

3. Ensure that analysis is undertaken on statistically relevant samples, i.e., more than 100 items per category as defined by the user as relevant to the survey (e.g., pack size, product type, location, etc)

   Note: These are a few basic general suggestions to consider when planning and carrying out your survey and should not be assumed to be all encompassing on the subject. There may be guidelines for surveys, studies and / or statistical significance of collected data within your organisation that might augment or supersede these suggestions.

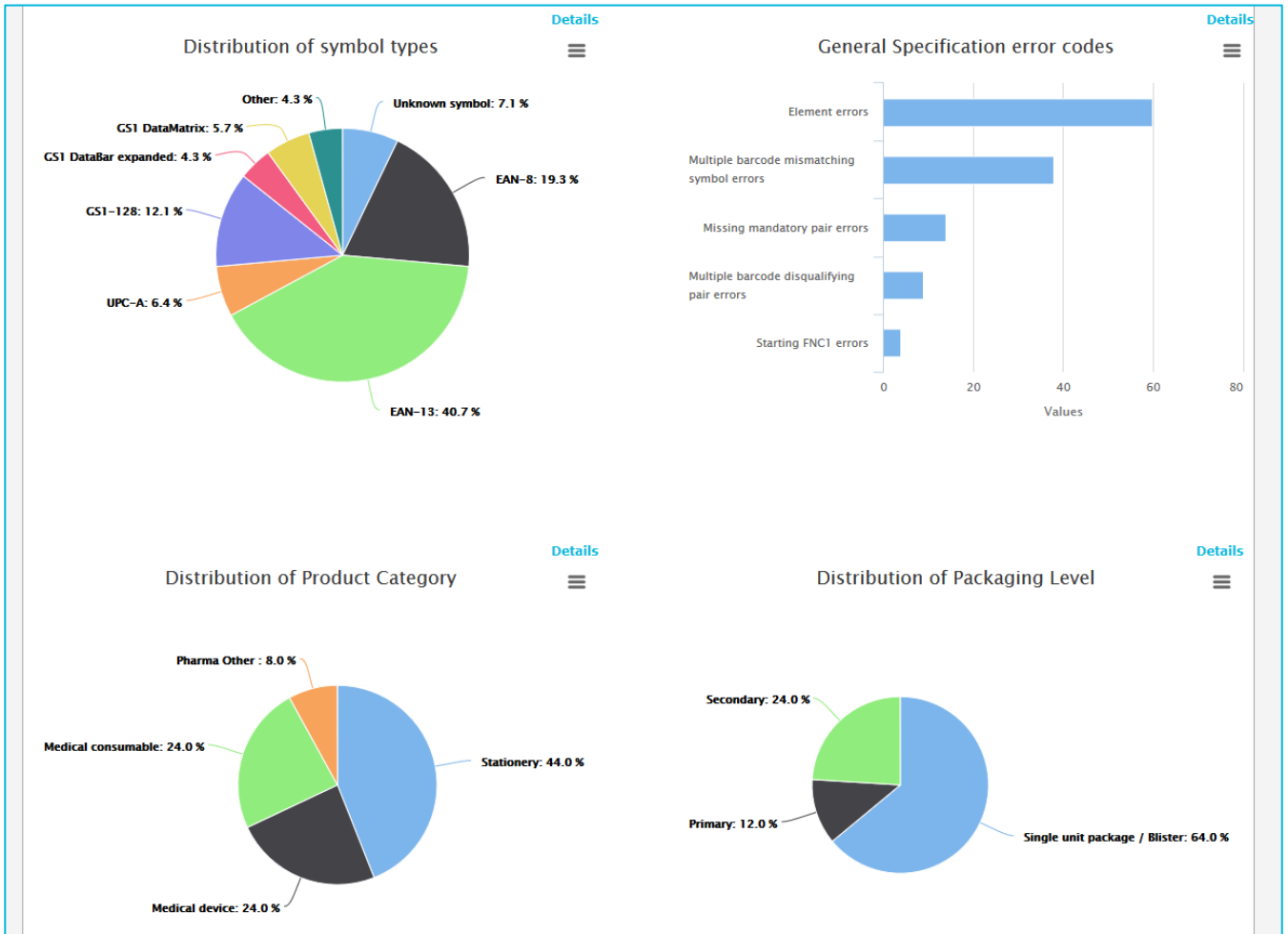## 5.4 Statistics

5.4.1 Dashboard

After selecting the **Statistics** menu, a dashboard page will appear.
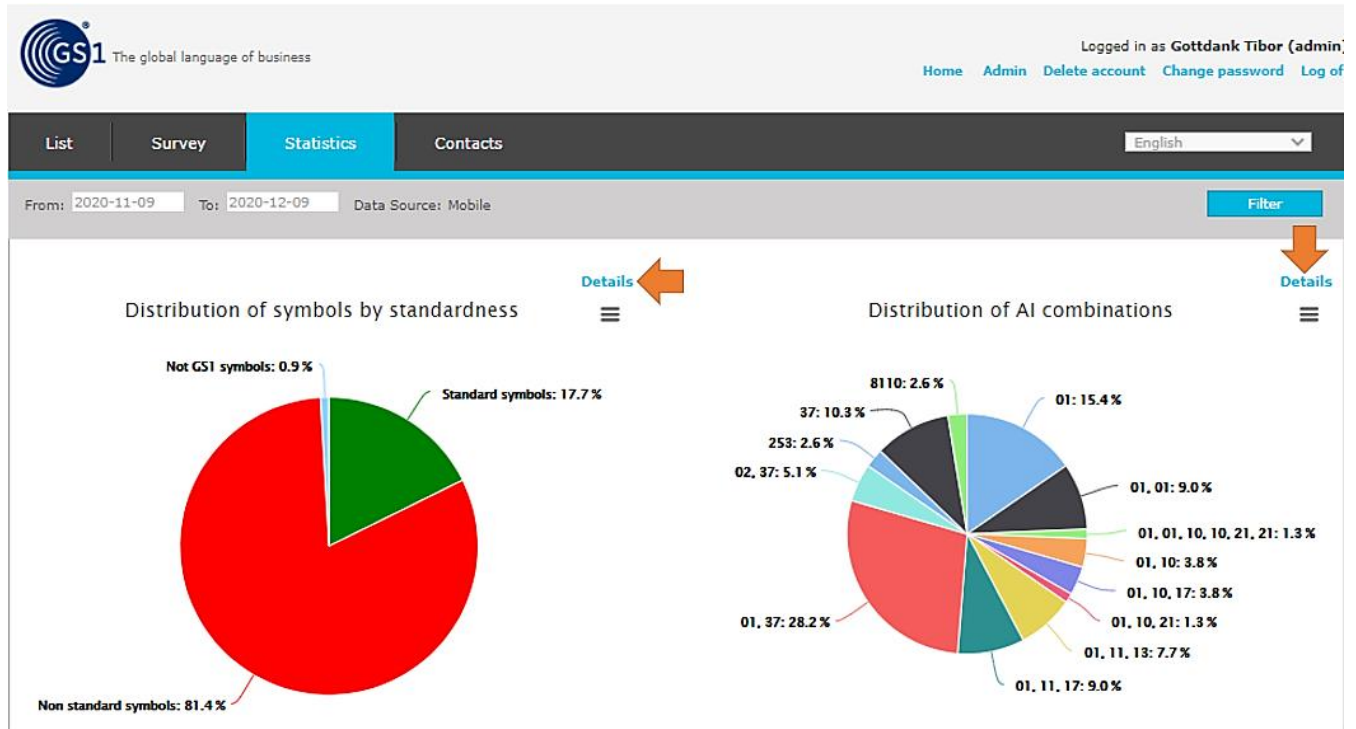
The **Statistics** dashboard contains six different types of charts that show statistical data based on records from the current month. The period of time can also be set on the dashboard.

> **Note**: The period selected in history view (**List** menu) has no effect on the **Statistics**.

Click on the **Details** button to go to the sub-page of the chosen statistics and to get more detailed statistical information. On subpages, the data is shown according to the period previously set on the dashboard.

Distribution of symbol types

Details

- Other: 4.3 %
- Unknown symbol: 7.1 %
- GS1 DataMatrix: 5.7 %
- GS1 DataBar expanded: 4.3 %
- EAN-8: 19.3 %
- GS1-128: 12.1 %
- UPC-A: 6.4 %
- EAN-13: 40.7 %

General Specification error codes

Details

- Element errors
- Multiple barcode mismatching symbol errors
- Missing mandatory pair errors
- Multiple barcode disqualifying pair errors
- Starting FNC1 errors

Values: 0, 20, 40, 60, 80

Distribution of Product Category

Details

- Pharma Other : 8.0 %
- Medical consumable: 24.0 %
- Stationery: 44.0 %
- Medical device: 24.0 %

Distribution of Packaging Level

Details

- Secondary: 24.0 %
- Primary: 12.0 %
- Single unit package / Blister: 64.0 %

5.5 Administration

The **Administration** page is available only for Supervisors. On this page, you can edit the user's data of your company/MO (see the two screenshots below).

You can select your MO on the **Member organisations** page and then you can perform two main administrative functions:

- **Editing company data (Companies** page): If for some reason the information related to a company should be changed, it is necessary to make these changes on the company datasheet.

- **Editing user data (Users** page): On the user list, users of a specific company can be seen, user data can be edited, and users can be activated/deactivated.

*Should you need further information about GS1 Healthcare Barcode Scanner or need assistance, please contact the HBS support at **hds-support@gs1hu.org.***

Kind regards,

GS1 Healthcare Barcode Scanner Team

6 Annex 1. GS1 Licence statuses

If the GS1 ID Key is a GTIN:
- Valid: if gtinRecordStatus is OK or DISCONTINUED
- Invalid or Inactive: if gtinRecordStatus is INACTIVE or gs1Licence[] is null
- Faulted: validationErrors[] is not null
- Not Applicable: there is no ID Key

If the GS1 ID Key is a GLN:
- Valid: if glnRecordStatus is OK or DISCONTINUED
- Invalid or Inactive: if glnRecordStatus is INACTIVE or gs1Licence[] is null
- Faulted: validationErrors[] is not null
- Not Applicable: there is no ID Key

If the GS1 ID Key is other than GTIN and GLN:
- Valid: if keyRecordStatus is OK
- Invalid or Inactive: if glnRecordStatus is INACTIVE
- Faulted: validationErrors[] is not null
- Not Applicable: there is no ID Key

For more information contact your local GS1 Member Organisation.

If the scanned bar code does not contain any GS1 ID Key, then the GS1 Licence status is set to 'Not applicable'.