LABELINSIGHT

How to Export a GMA Report from Label Insight

1. In the Verify tab, click the Export dropdown and select GMA Report (Fig. 1).
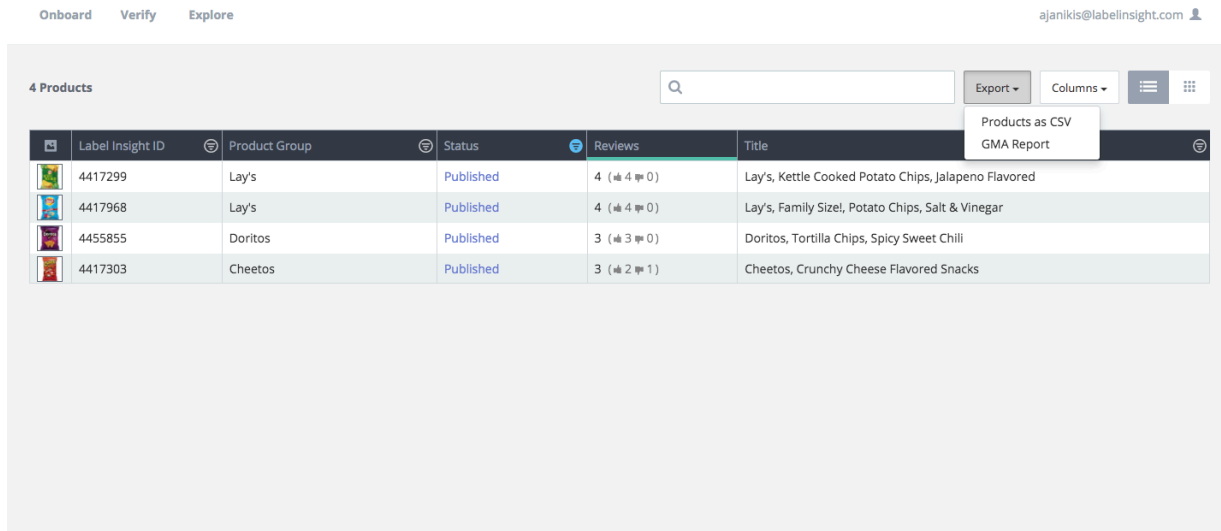

Fig. 1

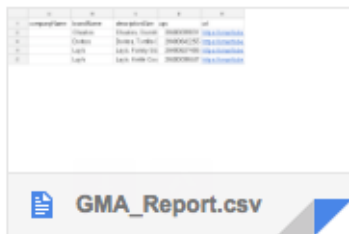   a. This file will be emailed to the user logged in (Fig. 2).

Fig. 2

2. Download the file sent to the user.

3. Open a new workbook (Fig. 3).

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a. The user will need to open a new workbook to keep the leading zeros on the UPC, as this file is a CSV.
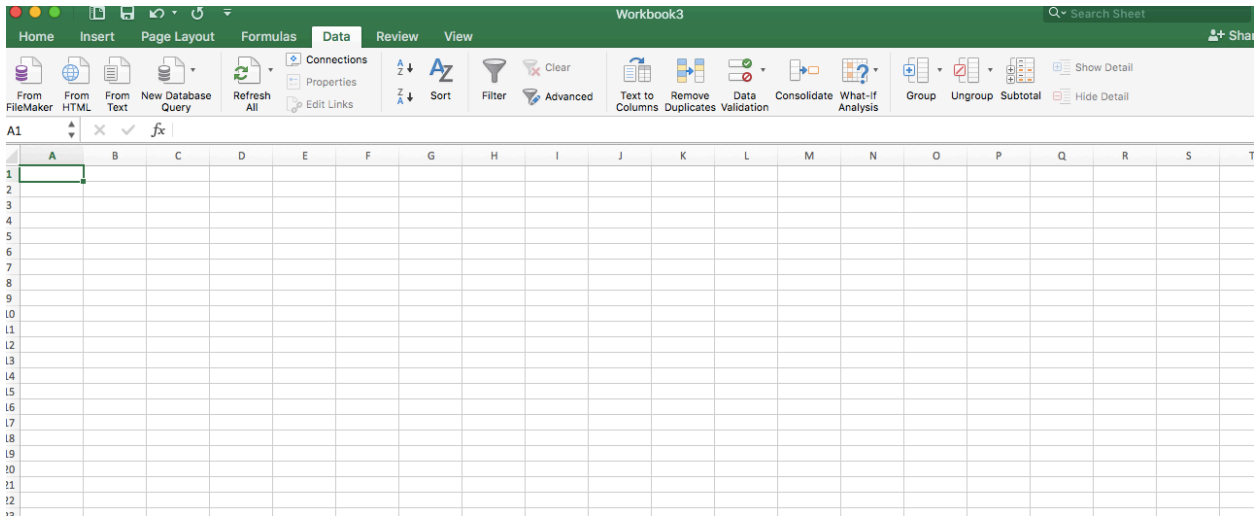

Fig. 3

4. Select the File tab, and within the File tab select Import (Fig. 4).
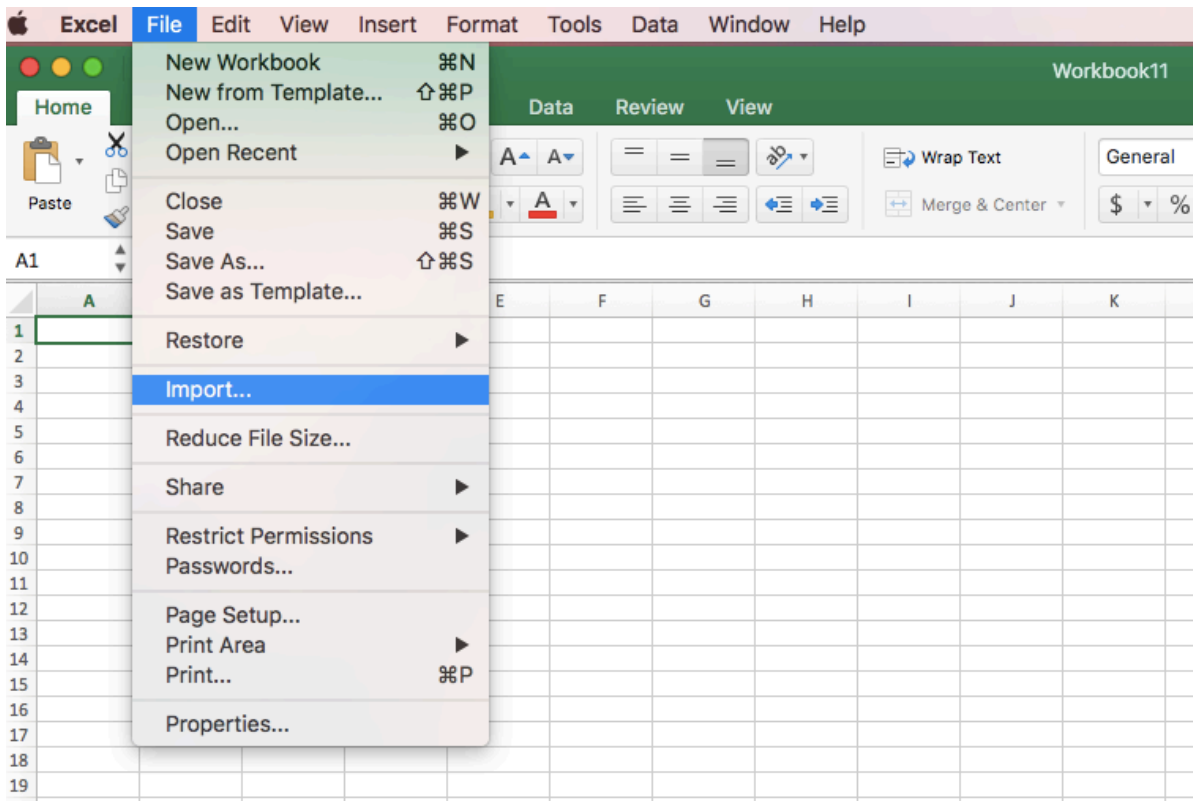

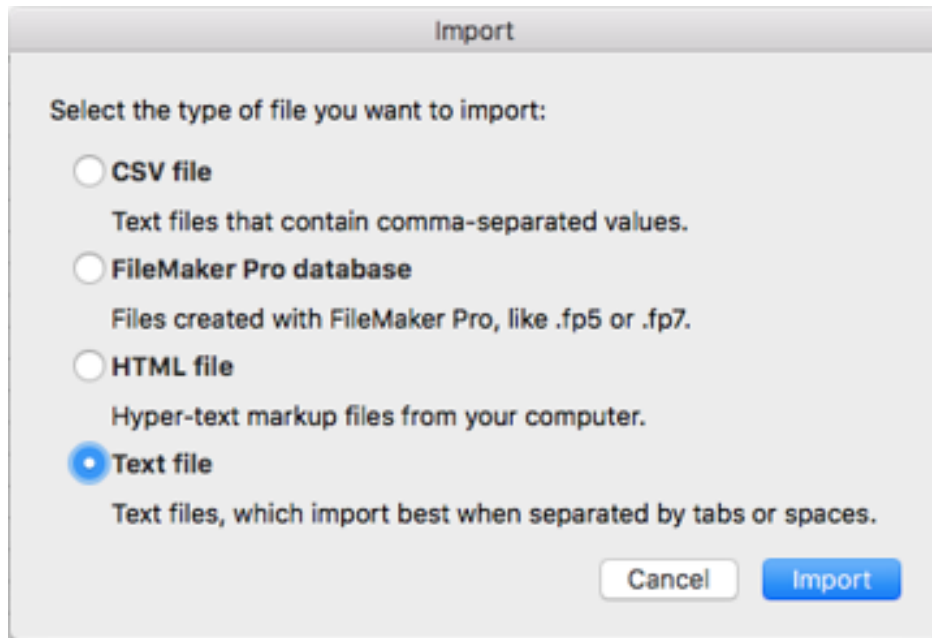Fig. 4

5. Select Text File, and then Import (Fig. 5).

Fig. 5

6. Choose the GMA Report that was downloaded.

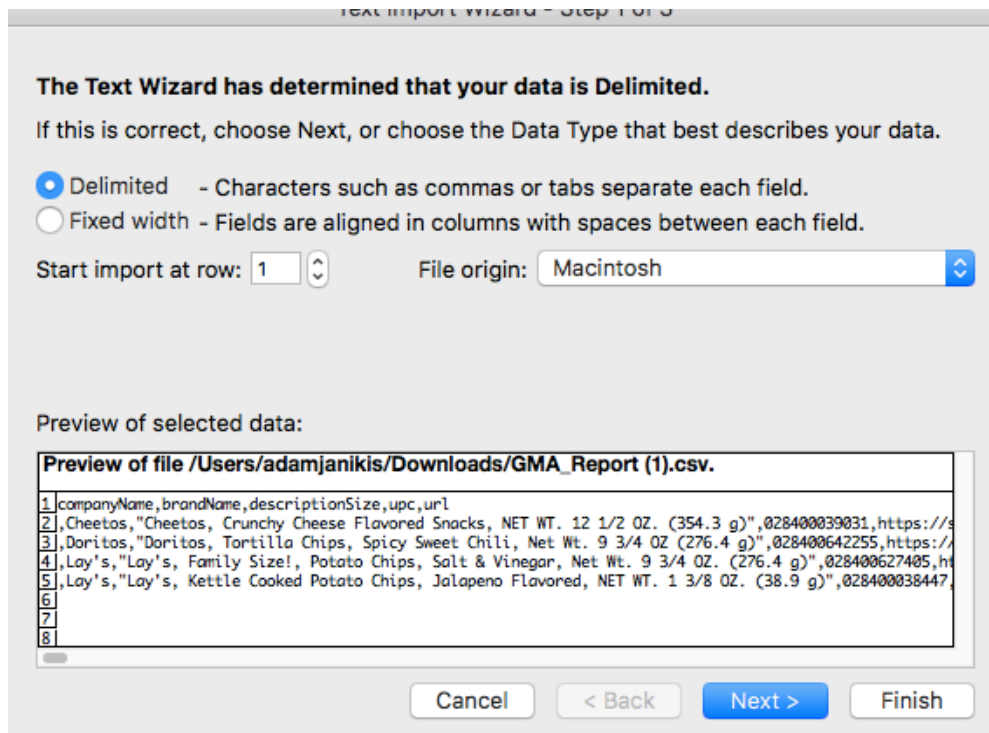7. Select Delimited, and then Next (Fig. 6).

Fig. 6

8. Select Tab and Comma, and then Next (Fig. 7).

Fig. 7

9. Select the UPC column within the table, select Text, and select Finish (Fig. 8).

Fig. 8

10. In the URL column, the user must remove the 's' in 'https' for Masking.
    a. Do a replace on 'https' with 'http'.
11. In the URL column, the user must replace 'labelinsight.com' for 'culinarytoursfoods'.
    *Note: the user will need to replace 'labelinisight.com' with the brand they wish to publish.

12. When the report is done, send this to Matt and Julie from the GMA.
    JSavoie@gmaonline.org
    MAllan@gmaonline.org

- Customer are required to share their GMA export with their QR code provider. For any customers who utilize Scanbuy as their QR code provider, please send an export version to nicholas.ponesse@scanbuy.com

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