



# Ginner User Manual

JULY, 2024

Implemented by  
ELEVATE Ltd.



AN LRQA COMPANY

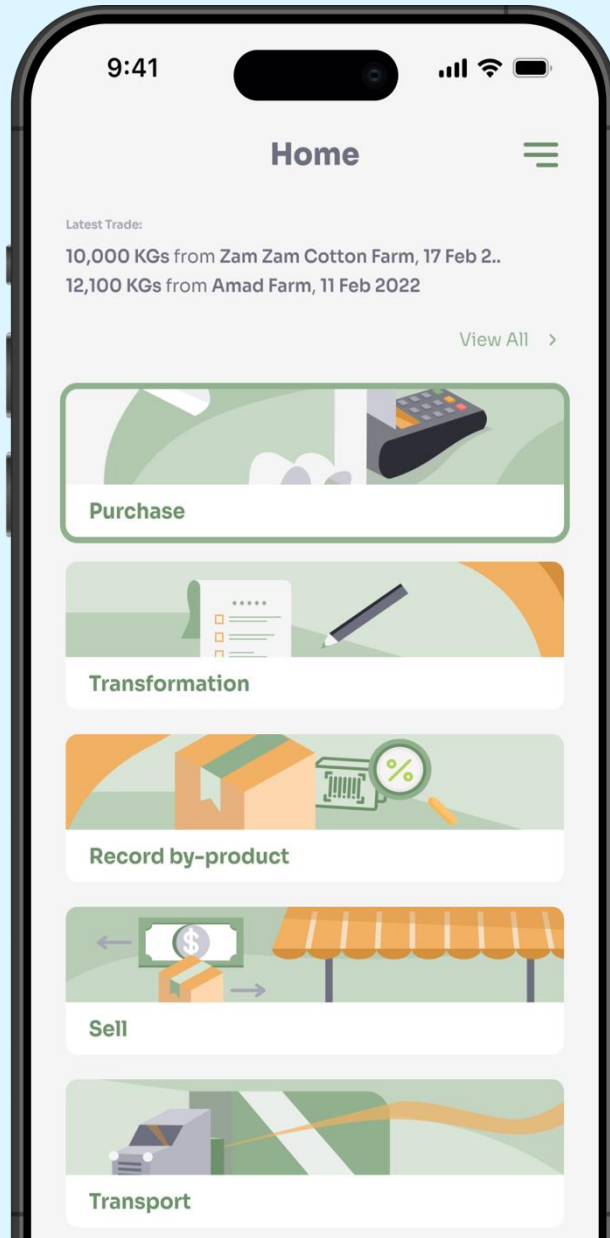
Funded by the Bureau of International Labor Affairs,  
USDOL IL358082075K



**GlobalTrace**

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# Introduction to the platform

+ Application can be accessed from the below URL

<https://globaltrace.uat.dgnx.io/>

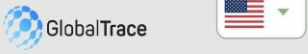
+ Mobile application can be downloaded from Google Play Store and the App Store

**AppStore Download:**

[AppStore Link]

**Play Store Download:**

[Play Store Link]




**Welcome!**  
Make an account here..

Password ⓘ

Confirm Password

Sign up

Subject: Mohamed Shamsudeen  
invite you to join Global Trace  
Supply Chain

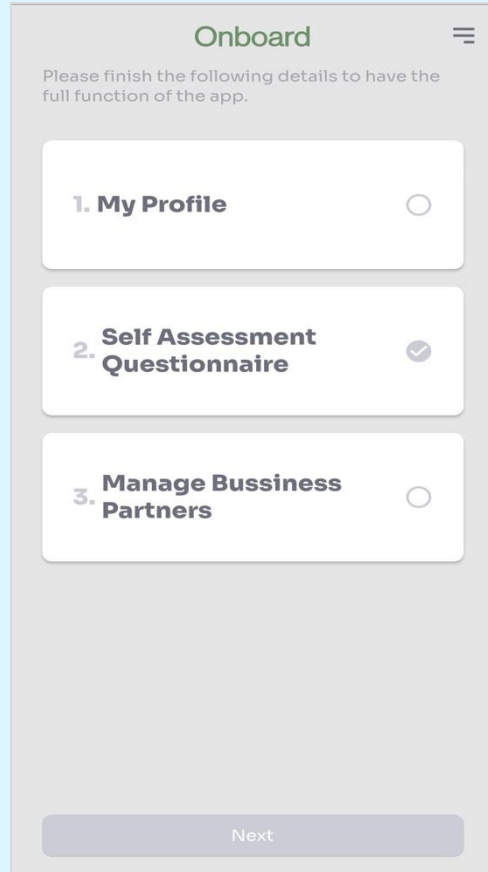


Hi Mohamed Sultan,

You have been invited to join Global Trace Supply Chain by Mohamed Shamsudeen (shams.abubacker@diginex.com)

Click [here](#) to verify your email and get started.

Have a great day!



**Onboard**

Please finish the following details to have the full function of the app.

1. My Profile
2. Self Assessment Questionnaire
3. Manage Bussiness Partners

Next

# Creating your Account

- + On receipt of the invitation from GT, please click the link
- + Setup password
- + Follow the guidelines on how to create a strong password
- + On successful sign-up, you will begin process of onboarding
  - Complete Profile
  - Self Assessment Questionnaire
  - Manage Business Partners
- + Each process must be complete to access GT functionality

# Onboarding: My Profile

- + First/Last Name - auto-populated from the GT's invitation request, but can be updated
- + Business Registration Number – government assigned business registration number
- + OSH ID – unique identifier assigned by the Open Supply Hub
  - Add existing OSH ID, or register for a new ID
- + Certification – Select your cotton certification
- + Goods – Select goods that your facility produces
- + Chain of Custody – Product Segregation

←

My Profile

Contact

First Name

Mohamed

Last Name

Maqbool

Phone (including country code) (Optional)

Email

globaltrace-ginner@gmail.one

Open Supply Hub ID

OS ID

PK2020191DC4AN6

✓

Didn't have one? [Click here to create.](#)

Business Name

Al-Karam Towel Industries (Pvt.) Ltd.

Address

D-7, D-11, 10, D-18,40 Scheme 33, S.I.T.E, Super H

Country

Pakistan

▼

Province/State

Sindh

▼

District

▼

Next

←

My Profile

Open Supply Hub ID

OS ID

PK2020191DC4AN6

✓

Didn't have one? [Click here to create.](#)

Business Name

Al-Karam Towel Industries (Pvt.) Ltd.

Address

D-7, D-11, 10, D-18,40 Scheme 33, S.I.T.E, Super H

Country

Pakistan

▼

Province/State

Sindh

▼

District

Jamshoro

▼

Certification And Custody Model

Certification

GRS

▼

Goods

Cotton

▼

Next

**Self Assessment Questionnaire**

←

**Product**

1. What are the finished products you produce?

☐ Finished fabric (textile)

☐ Yarn & threads

☒ Fabric (knitting)

☒ Fabric (weaving)

☐ Fabric (non-woven)

☐ Baled cotton

Next >


**Self Assessment Questionnaire**

←

**Labor**

26. Please mention some employee well being programs conducted at this facility

KK



The following questions are incomplete

**Product**  
Question 18

**Labor**  
Question 13, 22, 23

OK

< Back

# Onboarding: Self Assessment Questionnaire

- + Complete Self Assessment Questionnaire (SAQ)
  - Product Information
  - Labor risk Information
- + Save draft and continue later
- + On submission, automatic validation that each step is complete

# Onboarding: Add Business Partners

- + Business partner can be added in 2 ways – creating new or choosing existing from database
- + Search for business partners already registered on system
- + Add new business partner (spinner) to invite to the platform
- + Add new broker, by providing basic information

Register Processing Facility

Facility Name (Business Registration Number)  
Azgard Nine Limited

Facility Contact

First Name  
Azgard

Last Name  
Gul

Email  
gtp-spinner@gmail.one

Phone (including country code) (Optional)  
+852 9716 5254

Facility Information

Business Name  
Azgard Nine Limited

Type  
Spinner

Business Registration Number (Optional)  
EK002

OS ID  
PK0018000704V558

Add

Register Broker

Broker Contact

First Name  
Heesa

Last Name  
Enterprises

Email  
heesa.maqbool@gmail.one

Phone (Optional)

Broker Information

Business Name  
Hessa Cotton Mills

Business Registration Number (Optional)

Country  
Pakistan

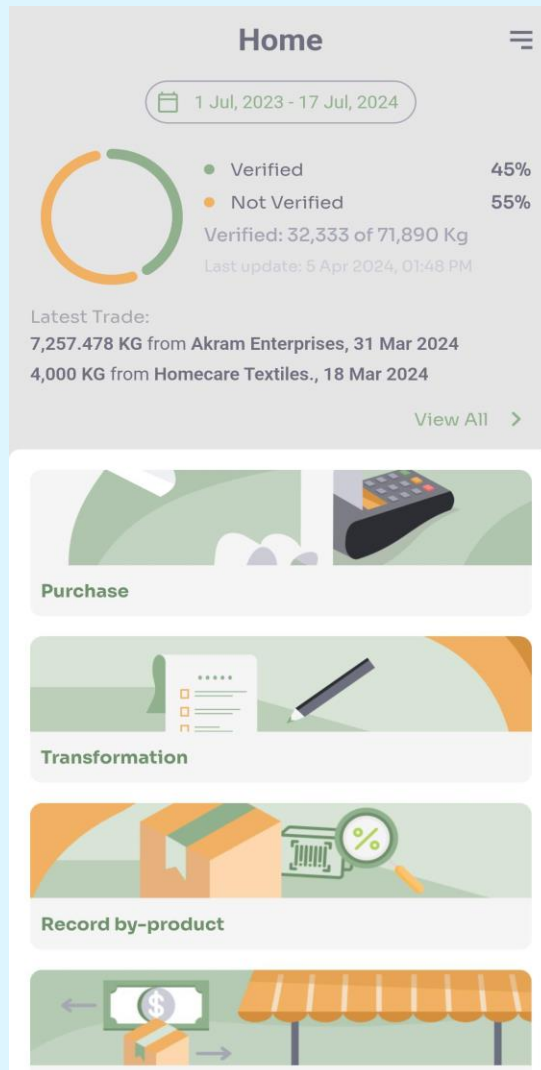
Province/State  
Azad Kashmir

District  
Kotli District

Add

# Home Screen

- + Tool tips for self help on first login
- + Displays all functions that ginner can perform
- + For mass balance, verified / not verified ratio displayed
- + Latest Trade shows most recent purchase / sale transactions
- + View All for an overview of all transactions logged by ginner





# Product Activities - Purchase

- + Record purchase of seed cotton from business partner
  - + Trash, moisture content
  - + Purchase Order number (or receipt) and attachment
  - + Date / time of purchase
  - + Optional: Certification, Grade, Price are optional fields
- + Attachment can be uploaded from device or you can take a photo using the camera app
  - + Evidence of purchase

←

Purchase

1 Product

5,000 KG

Edit

Seller

Mitho Lakhan-010

Total Price (Optional)

Currency

PKR

Purchase Order Number

AL4668

Date/time

17/07/2024 15:33

images (1).jpeg

+ Upload Another

Save

←

Add Products Manually

Trash Content

Medium

Moisture Level

2.5%

Cotton Certification (Optional)

Fairtrade Organic

Grade (Optional)

Seed Cotton Grade 1

Total Weight

25,000

Unit

Kg

Add

# Product Activities - Transformation

- + Assign product ID to output product(lint cotton) by scanning the administrator provided QR code
  - + Trash, moisture content
  - + Cotton certification, Lint grade
  - + Optional: DNA Identifier
- + Attachment can be uploaded from device or you can take a photo using the camera app
  - + Evidence of product transformation

**Add Output Product** ×

Product ID  
466118205

Trash Content  
Medium

Moisture Level  
2.5%

Cotton Certification  
myBMP

Lint Grade  
Lint Cotton Grade 2

Total Weight  
40,000

Unit  
Kg

images (2).jpeg ×

+ Upload Another

DNA Identifier (Optional)

Add Output Product

Done



The screenshot shows a mobile application interface titled "Record by-product". At the top left is a back arrow icon. Below the title, there are three input fields: "Total Weight" with the value "25,000", "Unit" with a dropdown menu showing "KG", and "Date/time" with the value "17/07/2024 15:44" and a calendar icon. Below these fields is a section for attachments, showing a file named "images (4).jpeg" with a close icon. Below the attachment list is a link that says "+ Upload Another". At the bottom of the screen is a green "Save" button.

# Product Activities – By-product

- + Record weight of by-product generated during transformation
- + Date of creation of by-product
- + Attachment can be uploaded from device or you can take a photo using the camera app
  - + Evidence of creation of by-product

The screenshot shows a mobile application interface for recording a sale. At the top, there is a back arrow and the title 'Sell'. Below this, a summary bar shows '1 Product' and '20,000 KG' with an 'Edit' button. The form contains several input fields: 'Purchaser' (Azgard Nine Limited), 'Total Price (Optional)' (500,000), 'Currency' (PKR), 'Date/time' (17/07/2024 15:47), 'Invoice Number' (IL4668), and 'Packing List Number' (PL4668). There are two image upload sections. The first section shows a preview of 'screenshot\_invoiceberry\_invoice\_template\_1.png' with an 'Upload Another' button. The second section shows a preview of 'image1-20.png' with an 'Upload Another' button. At the bottom, there is a large green 'Save' button.

← Sell

1 Product 20,000 KG Edit

Purchaser  
Azgard Nine Limited

Total Price (Optional)  
500,000

Currency  
PKR

Date/time  
17/07/2024 15:47

Invoice Number  
IL4668

screenshot\_invoiceberry\_invoice\_template\_1.png

+ Upload Another

Packing List Number  
PL4668

image1-20.png

+ Upload Another

Save

# Product Activities - Sale

- + Record sale of output product(pressed lots) to business partner(Spinner)
  - Date / time of sale
  - Invoice number and attachment
  - Packing List number and attachment
  - Optional: Price
- + Attachment can be uploaded from device or you can take a photo using the camera app
  - + Evidence of product sale

← **Transport**

1 Product 20,000 KG Edit

Transporter  
Kallada Travels

Total Weight  
20,000

Unit  
KG

Date/time  
17/07/2024 15:52

Packing List Number  
PL4668

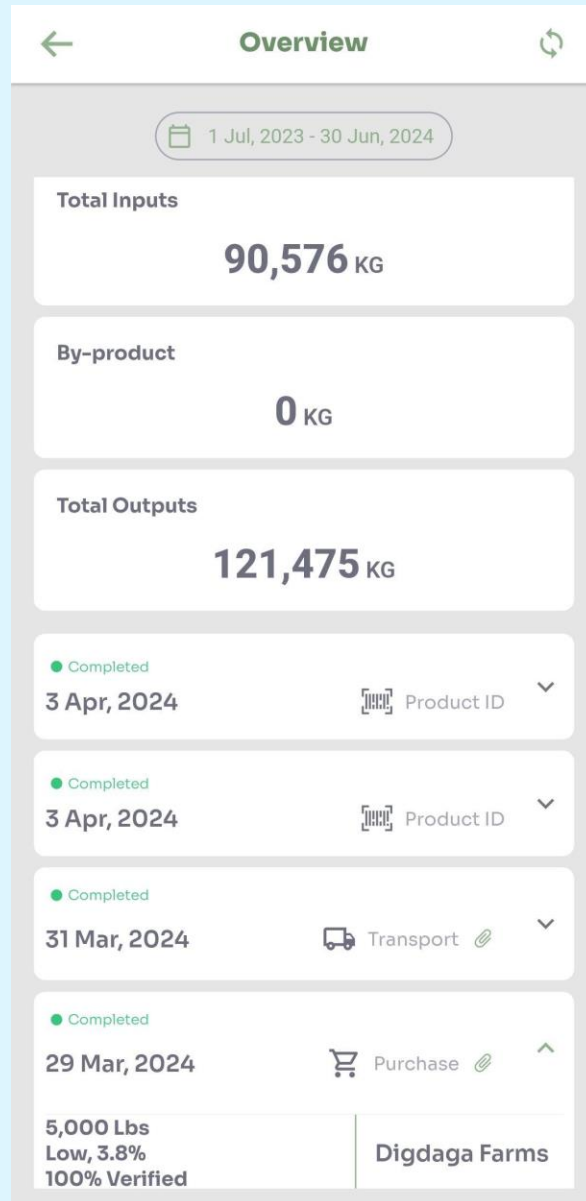
image1-20.png

+ Upload Another

Save

# Product Activities - Transport

- + Record transportation of sold products to business partner
  - Transporter: Firm transporting the lot
  - Total weight
  - Date / time of shipment
  - Packing List number and attachment
- + Attachment can be uploaded from device or you can take a photo using the camera app
  - + Evidence of product transportation



## View History

- + History of all operations performed by ginner
- + Display total quantity of input products purchased from business partners and output products sold to business partners; total quantity of by-products recorded during transformation
- + When transactions are performed offline, status displayed here
  - Completed, pending, failed
  - To retry all pending, select refresh button
- + Click on individual record to view or download attachments

<div> <div>←</div> <div>CAP</div> </div>	
Organization: Interloop Ltd HD 2	
Status	Updated risk assessment
● In progress	
Target completion date	Last Activity
31/07/2024	19/07/2024
Organization: Interloop Ltd HD 2	
Status	Updated risk assessment
● New	
Target completion date	Last Activity
24/06/2024	08/07/2024
Organization: Interloop Ltd HD 2	
Status	Updated risk assessment
● Resolved	■ Low
Target completion date	Last Activity
18/06/2024	19/06/2024

## Corrective Action Plan

X

---

**Freedom of Association**

In progress

Union operations

Worker unions and associations are not allowed in the workplace

---

19/07/2024 CAP Corrective Action Plan assigned by Takreer Enterprises

08/07/2024 SAQ Does the facility recognise any trade unions? No

Actions

Please allow trade union recognition. Having a trade union will benefit both employers and

Target completion date

31/07/2024 00:00

QR code.png

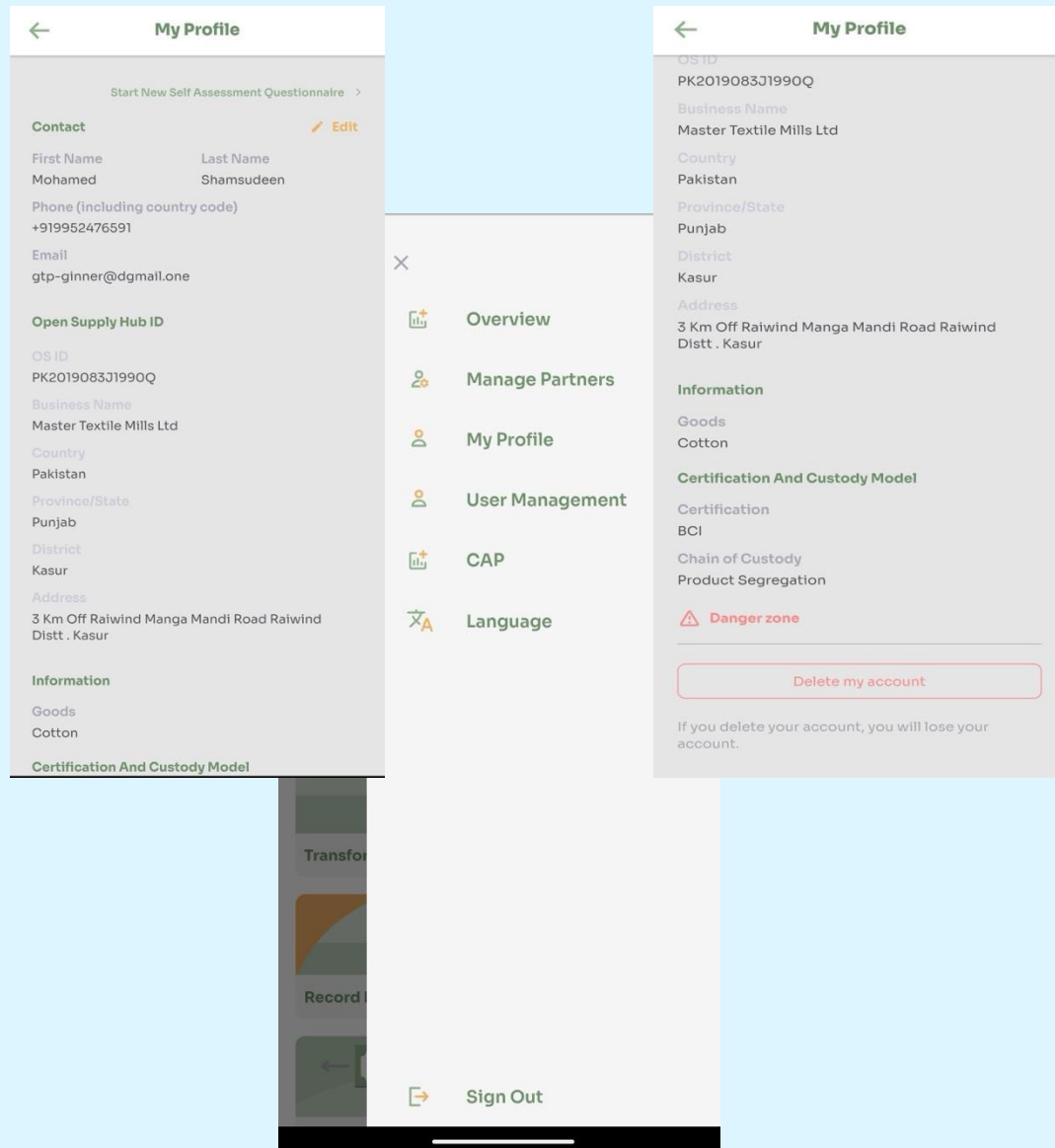
K I am hiring an external consultant to fix the trade union leader

📎 ➡️

Mark as resolved

# Side menu – Corrective Action Plan


- + **View all CAP records with their status and target completion date**
- + **Click on CAP record to view detailed information on actions, comments and target completion date**
- + **After the CAP resolution, new risk level is assigned**




# Side Menu: Edit Profile, Manage Partners, Delete own account


- + Enables ginner to edit details set during onboarding
- + User can delete their own account: if the account is deleted, all data will be lost




 **User Management**


**Name:** Surabhi Basal  
**Email:** gtp-ginner3@dgmail.one  
**Last Activity:** 24/06/2024  
**Type:** Standard **Status:** Active


 Edit


 Remove

**Name:** Mohamed Shams  
**Email:** gtp-ginner2@dgmail.one  
**Last Activity:** 19/06/2024  
**Type:** Admin **Status:** Deactivated

 Edit

 Remove



**Edit user** 

First Name  
Surabhi


Last Name  
Basal

Email  
gtp-ginner3@dgmail.one

Select account type  
Standard

Active

Deactivated



# Side Menu: User Management

- + Organization admin can invite multiple users as Standard/Admin
- + Can deactivate and delete users

Subject: Resetting your password  
for Global Trace



Hi Mohamed Shamsudeen,

We received a request to reset your  
password for Global Trace.

[Reset password](#)

If you did not request a password  
reset, no further action is required.

Have a great day!



## Reset Password

Create your new password

New password ⓘ

Confirm password

[Reset Password](#)

# Forgot Password

- + If you forget your password, use 'Forgot Password' link on login page
- + Email sent to registered address
- + Click on link in email to reset your password

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THANK YOU

Implemented by  
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USDOL IL358082075K