GlobalTrace

Administrator User Manual

JULY, 2024

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Global Trace (GT)

Some background information for the project here

Creating your account

+ You will receive an invitation in your mailbox to create an account

+ Click on the link in the email, and set a password

+ Follow the guidelines on how to create a strong password

+ After setting a password, login with your new account.

Administrator Functionality

+ User Management
+ Farm Management
+ Incident Reports

+ QR Code Management
+ DNA Test
+ Settings

User Management: Overview

+ **List of users with: type of account, name of business (or name of individual user when farm monitor or administrator), email address, status of account, last activity**

+ **When user is invited but has not accepted, can resend invitation**

+ **Click on View to view supplier risk assessment**

Account Type ⌄	Name ⌄	Email	Status ⌄	Last Activity ⌄			
Final Product Assembly	Cotton Web (Pvt) Ltd	globaltrace-finishedgood@dgmail.one	Active	12/08/2024	⊙ View	✎ Edit	🗑 Remove
Farm Monitor	Tata Sons	globaltrace-monitor@dgmail.one	Active	12/08/2024		✎ Edit	🗑 Remove
Spinner	Indus Home Limited	test.spinner@dgmail.one	Active	08/08/2024	⊙ View	✎ Edit	🗑 Remove
Auditor	Reeds Pakistan	test.auditor@dgmail.one	Active	09/08/2024		✎ Edit	🗑 Remove

if 'Remove' selected, a warning is displayed

🗑

Do you really want to remove this user?

Note: This action cannot be undone

Yes, delete   Cancel

User Management: Inviting Users

+ **For admin, auditor and farm monitor accounts, require basic contact details: name, email**

+ **For brand, require: brand name, contact name, email**

+ **For supplier(ginner/spinner/fabric mill), require: business name, contact name, email**

+ **Email invite sent to user**

Farm Management

+ List of existing farm groups, with 'View' and 'Remove' functions

+ When 'View' is selected, details farm risk assessment are displayed

+ Download current risk assessment as .xlsx

+ Update risk assessment

Farm Management: Add new farm group

+ **Download farm group template and perform offline baseline assessment**
  - See farm group definition for details on creating farm groups by inputting basic information – Farm Group ID, name, location; selecting a sample

+ **Upload farm group risk assessment**

+ **System will validate input**

Incident Reports

+ View list of all incidents created by administrators and community risk requests received from farm monitor
+ Select to view detailed information of the grievance

Incident Reports – Create new

- **Admins receive incident report from external mechanisms**
- **Create new report on GTP**
  - Facility Name – Business name
  - Report priority – select priority between 1 to 5
  - Location – Pulled based on facility
  - Forced/Child labor indicators
  - Assignee – Farm Monitor/Auditor who can provide a response to the grievance
  - Reason for follow up – High/Medium/Low/Annual
  - Message – Detailed notes of the issue

QR Code Management

+ **View all batches of QR codes**

+ **Status options**
  - Encoded- created but not used
  - Active – assigned to a product(bale)
  - Dispensed – assigned to a product(bale) and bale converted into another product

+ Download QR codes of each batch

+ Create batches to QR codes

+ Delete individual batches of QR codes from history

DNA Test

+ DNA tests are used to verify to origin of cotton product

+ Displays DNA test records with test date, product supplier, product ID, status and attachment

+ Remove DNA test records

Test date ⇕	Product Supplier ⇕	Product ID	Results ⇕	Attachment	
11/08/2024	MAHEEN TEXTILE MILLS (PVT) LTD	JP2787	Passed	Nike.jpg	🗑 Remove
11/08/2024	Homecare Textiles	506817739	Failed	Nike.jpg	🗑 Remove
06/08/2024	Azgard Nine Limited	OP2787	Passed	Nike.jpg	🗑 Remove

🗑

Do you really want to remove this DNA test result?

Note: This action cannot be undone

Yes, delete   Cancel

Create DNA test

+ Input product information such as product supplier and product ID to be traced

+ System shows inline error if there are no product ID registered to the supplier

+ Select test date and list of DNA identifiers

+ System will validate results with input data and displays results

ELEVATE

AN **LRQA** COMPANY

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THANK YOU