

Administrator User Manual

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Implemented by ELEVATE Ltd.



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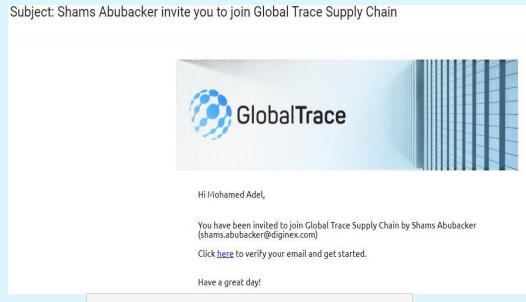
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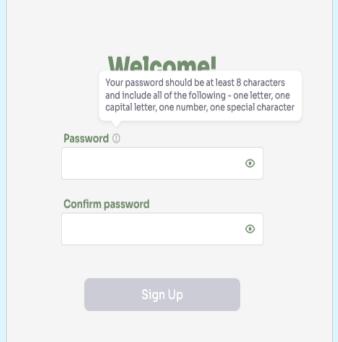
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Global Trace (GT)

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 + QR Code Management

+ DNA Test + Farm Management

+ Incident Reports + Settings



User Management

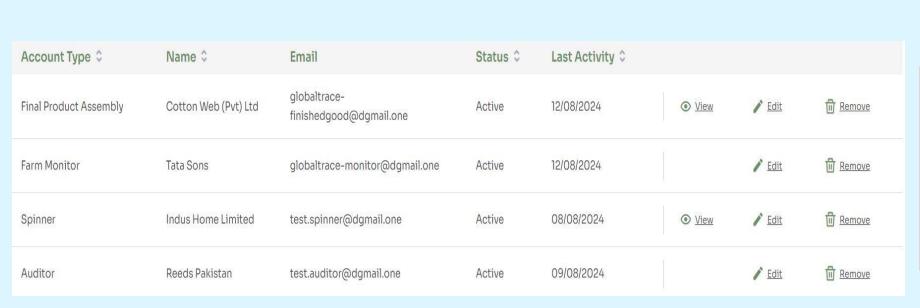
Incident Reports

QR Code Management

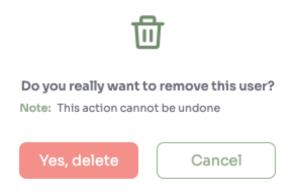
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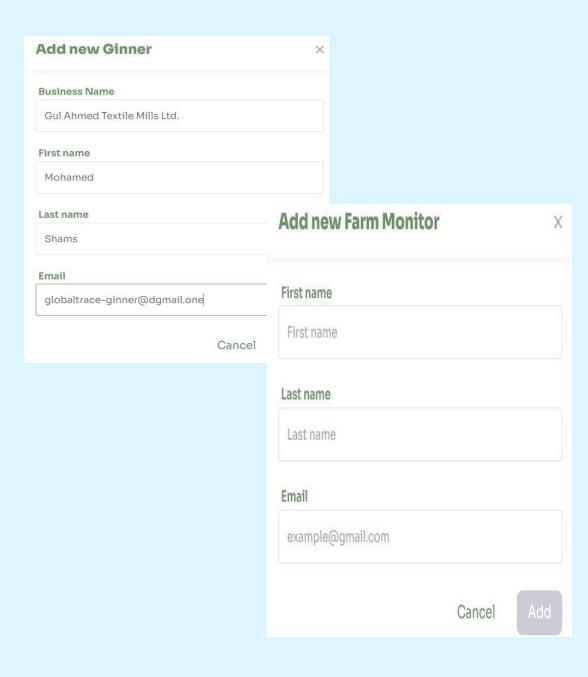
User Management: Overview

- + 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



if 'Remove' selected, a warning is displayed



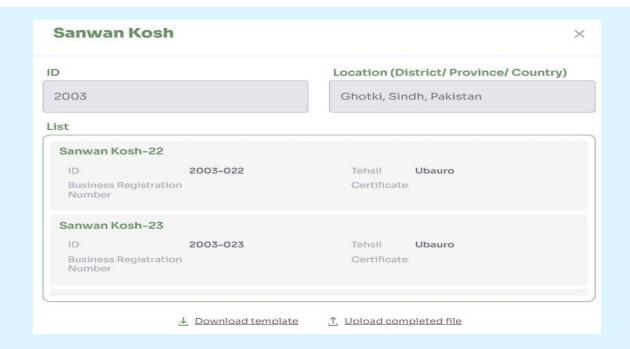


User Management: Inviting Users

- + 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

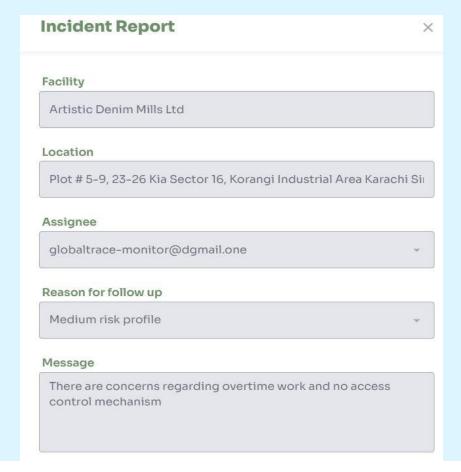
Farm Management

- + 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

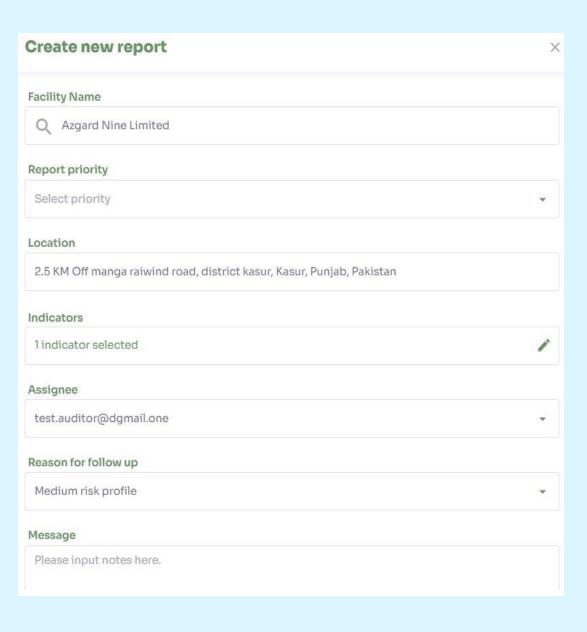
- + Download farm group template and perform offline baseline assessment
 - See farm group definition for details on creating farm groups by inputting basic information – Farm Group ID, name, location; selecting a sample
- + Upload farm group risk assessment
- + System will validate input



Source	Facility \$	Date 🗘	Assignee	
Admin	Artistic Denim Mills Ltd	12/08/2024	globaltrace-monitor@dgmail.one	
Admin	Azgard Nine Limited	12/08/2024	globaltrace-monitor@dgmail.one	
Admin	Adeel Cloth	08/08/2024	test.auditor@dgmail.one	● <u>View</u>

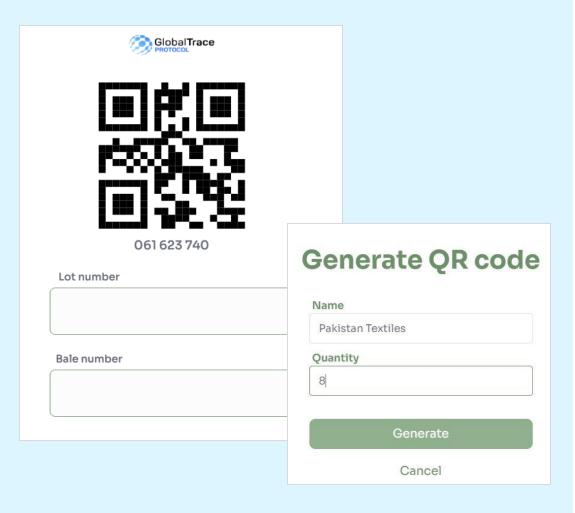
Incident Reports

- + 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

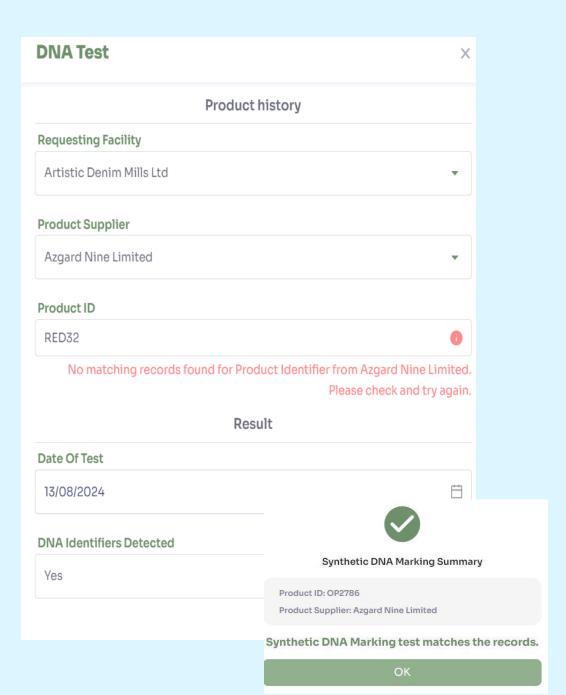
- + View all batches of QR codes
- + Status options
 - Encoded- created but not used
 - Active assigned to a product(bale)
 - Dispensed assigned to a product(bale) and bale converted into another product
- + Download QR codes of each batch
- + Create batches to QR codes
- Delete individual batches of 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 0	Product Supplier 🗘	Product ID	Results 0	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
				₩ .	





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

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THANK YOU

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