



Auditor User Manual

JULY 2024

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

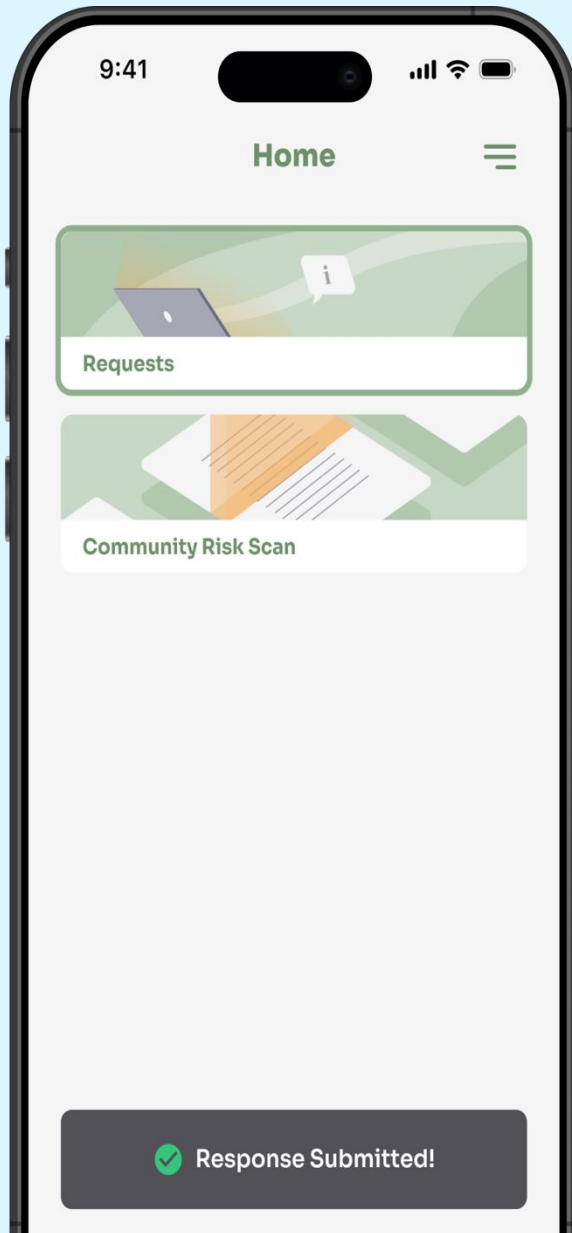
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GlobalTrace

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GlobalTrace

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]

Subject: Shams Abubacker invite you to join Global Trace Supply Chain



Hi Mohamed Adel,

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

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

Have a great day!

Welcome!

Your password should be at least 8 characters
and include all of the following - one letter, one
capital letter, one number, one special character


Password ⓘ

Confirm password

Sign Up

Creating your Account

- + On receipt of the invitation from GT, please click the link
- + Set your password
- + Follow the guidelines on how to create a strong password
- + On successful sign-up, you will land on the onboarding screen

 **My Profile**

Contact

First Name
Mohamed

Last Name
Shams

Phone (including country code) *(Optional)*

Email
globaltrace-monitor@dgmail.one

Organization Details

Name
Reeds Pakistan

Business Registration Number
PK2021738A

Country
Pakistan

Province/State
Gilgit-Baltistan

District
Ghanche

Street Address
23, Jansan Street

Save

Complete Onboarding(Profile)

- + First/Last Name auto-populated from the GTP's invitation request, but can be updated
- + Business Name – Legal name of entity
- + Address of this entity
- + Optional: Phone number

Home Screen


+ Requests

- Reactively respond to incident for information about a specific area or event

+ Community risk scan

- Proactive assessment performed by CSO, allowing to report any issue they have identified




[Requests](#)
[My Profile](#)
[Logout](#)
English

Add community risk scan

Facility	Status	Last updated	Indicator/ Sub-indicator
Bony Tekstil Isletmeleri A.S.	Response sent	23/07/2024	<div>Collective bargaining</div> <div>Collective bargaining agreements not in effect in the enterprise</div>
Interloop Ltd HD 2	Response sent	22/07/2024	<div>Child labor</div> <div>Persons under the age of 18 (children) performing hazardous tasks per national law and in compliance with ILO 182 hazardous tasks list</div> <div>Collective bargaining</div> <div>Collective bargaining agreements not in effect in the enterprise</div>

← Interloop Ltd HD 2

Submission

06/12/2023 13:43

Status

Response sent

Indicator/ Sub-indicator

Child labor

Child working during school hours

Abusive working and living conditions

Forced overtime

Notes

I physically visited the facility and conducted through investigation and found that we several cases of child being employed in this facility(school going age) and no labor union representative in place

Submission

06/12/2023 13:38

Submit Further Information

Requests

- + Summary of all incident requests assigned to the labor partners
- + Each message show communication thread between grievance unit and user
 - Request summary
 - Date assigned
 - Status – New/Viewed/Response sent
 - New – Unread incident report
 - Viewed – View the incident request with detailed information
 - Response sent – Read & responded by the labor partner

Respond to request

Date/ time
23/07/2024 00:00

Report priority
2

2 indicators selected

Notes
Case currently under investigation

Report Number
AL4668

Media (7).jfif

Remove all

← Respond to request

Indicator
Choose indicators

Sub indicator
Sub indicator

Severity
Severity

Add

Indicator	Sub indicator	Severity	
Abuse of vulnerability	Gender or gender identity	HIGH	×
Chemicals and hazardous material	No action to assess, monitor, prevent, and limit workers' exposure to chemicals and hazardous substances	HIGH	×

Cancel Done

Respond to Request

- + Provide response to assigned incident
 - Date / time of response
 - Report priority
 - Forced/Child labor indicators
 - Severity of response
 - Notes – record your observation
- + Optional: Report Number
- + Optional: Attachment can be uploaded from device or you can take a photo using the camera app

Community Risk Scan

Facility Name

Artistic Denim Mills Ltd

Location

Plot # 5-9, 23-26 Kia Sector 16, Korangi Industrial Area Karachi Sindh 74900, Sindh, Pakistan

Date/ time

23/07/2024 00:00

Priority

2

1 indicator selected

Notes

There have been incidents of child labor being employed by the facility!

Report Number

Report Number

Cancel
Submit

Indicators

Indicator

Choose indicators

Sub indicator

Sub indicator

Severity

Severity

Add

Indicator	Sub indicator	Severity
Abusive working and living conditions	Bonded labor	MEDIUM

Community Risk Scan

+ Proactively submits incident reports

- Facility
- Location – Facility address
- Date / time of submission
- Report priority
- Forced/Child labor indicators
- Severity of response
- Notes – record your observation

+ Optional: Report Number

+ Optional: Attachment can be uploaded from device or you can take a photo using the camera app

My Profile - Edit Profile, Delete own account

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

My Profile

User Management

My Profile

Edit Profile

Contact

First name

Saqlain

Last name

Musthaq

Phone (including country code)

+947732601791

Email

shams-auditor1@dgmail.one

Password

••••••••

Organization Details

Name

Reeds Pakistan

Business Registration Number

PK002

Address

23, Aberdeen Street, Ghanche, Gilgit-Baltistan, Pakistan

⚠ Danger zone

Delete my account

If you delete your account, you will lose your account.

My Profile: User Management

+ Organization admin can invite multiple users as Standard/Admin

+ Can deactivate and delete users

My Profile

User Management

User Management

+ Add new user

Type ▾	Name ▾	Email	Status ▾	Last Activity ▾	
Standard	Mohamed Aaqib	globaltrace-monitor1@dgmail.one	Active	23/07/2024	<div><div>Edit</div><div>Remove</div></div>

Edit user

✕

First name

Mohamed

Last name

Aaqib

Email

globaltrace-monitor1@dgmail.one

Account Type

Standard ▾

Deactivate User

Cancel

Save changes

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

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