



Administrator User Manual

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Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

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GlobalTrace

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Global Trace (GT)

Some background information for the project here

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

- + 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



GlobalTrace

User Management

Farm Management











Incident Reports

QR Code Management

DNA Test

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

Add new Ginner

×

Business Name

GuI Ahmed Textile Mills Ltd.

First name

Mohamed

Last name

Shams

Email

globaltrace-ginner@gmail.ond

Cancel

Add new Farm Monitor

×

First name

First name

Last name

Last name

Email

example@gmail.com

Cancel

Add

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

Sanwan Kosh ×

ID
2003

Location (District/ Province/ Country)
Ghotki, Sindh, Pakistan

List

Sanwan Kosh-22			
ID	2003-022	Tehsil	Ubauro
Business Registration Number		Certificate	
Sanwan Kosh-23			
ID	2003-023	Tehsil	Ubauro
Business Registration Number		Certificate	

Download template Upload completed file

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 Report

Facility

Artistic Denim Mills Ltd

Location

Plot # 5-9, 23-26 Kia Sector 16, Korangi Industrial Area Karachi Sii

Assignee

globaltrace-monitor@dgmail.one

Reason for follow up

Medium risk profile

Message

There are concerns regarding overtime work and no access control mechanism

Source	Facility ↕	Date ↕	Assignee	
Admin	Artistic Denim Mills Ltd	12/08/2024	globaltrace-monitor@dgmail.one	View
Admin	Azgard Nine Limited	12/08/2024	globaltrace-monitor@dgmail.one	View
Admin	Adeel Cloth	08/08/2024	test.auditor@dgmail.one	View

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

Create new report ✕

Facility Name

Report priority

Location

Indicators

Assignee

Reason for follow up

Message

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



061 623 740

Lot number

Bale number

Generate QR code

Name

Pakistan Textiles

Quantity

8

Generate

Cancel

View history

Generate QR code




Date created	Name	Creator	Quantity	Status			
19/07/2022	Dawood QRs	Admin USDol	7	Encoded 6	Active 1	Dispensed 0	Download
08/07/2022	Shams Testing	Admin USDol	5	Encoded 4	Active 0	Dispensed 1	Download
07/07/2022	Lara Batch	Admin USDol	5	Encoded 5	Active 0	Dispensed 0	Download

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

DNA Test

×

Product history

Requesting Facility

Artistic Denim Mills Ltd

Product Supplier

Azgard Nine Limited

Product ID

RED32

No matching records found for Product Identifier from Azgard Nine Limited.
Please check and try again.

Result

Date Of Test

13/08/2024

DNA Identifiers Detected

Yes

✓

Synthetic DNA Marking Summary

Product ID: OP2786

Product Supplier: Azgard Nine Limited

Synthetic DNA Marking test matches the records.

OK

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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