



# Farm Monitor User Manual

JULY 2024

Implemented by  
ELEVATE Ltd.



AN LRQA COMPANY

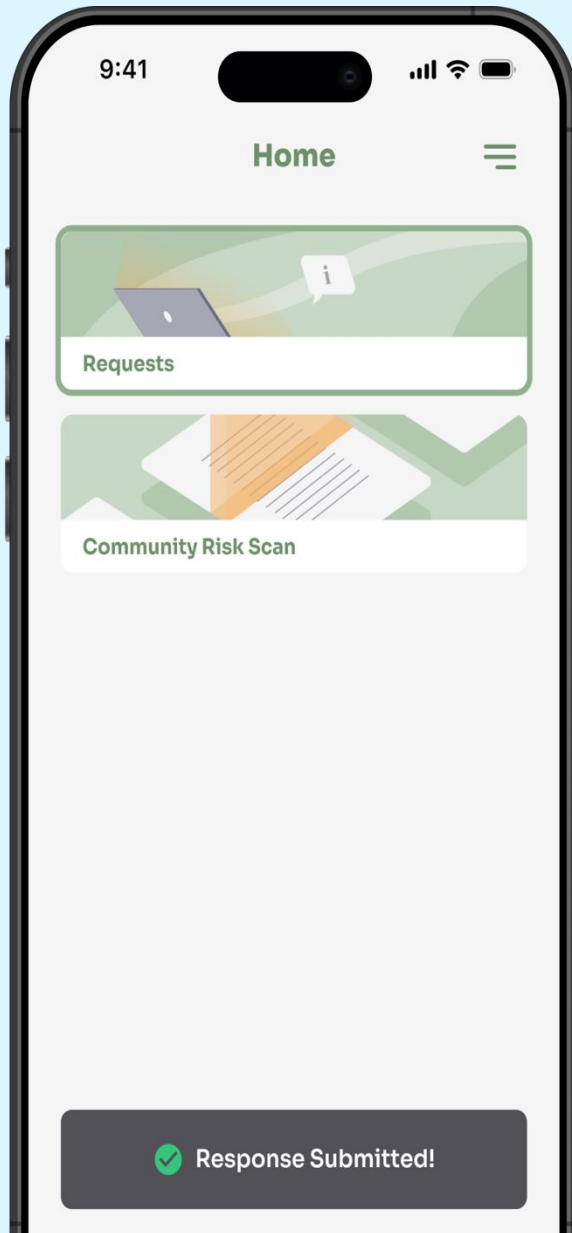
Funded by the Bureau of International Labor Affairs,  
USDOL IL358082075K



**GlobalTrace**

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- + Forgot Password



GlobalTrace

## Introduction to the platform

+ Application can be accessed from the below URL

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

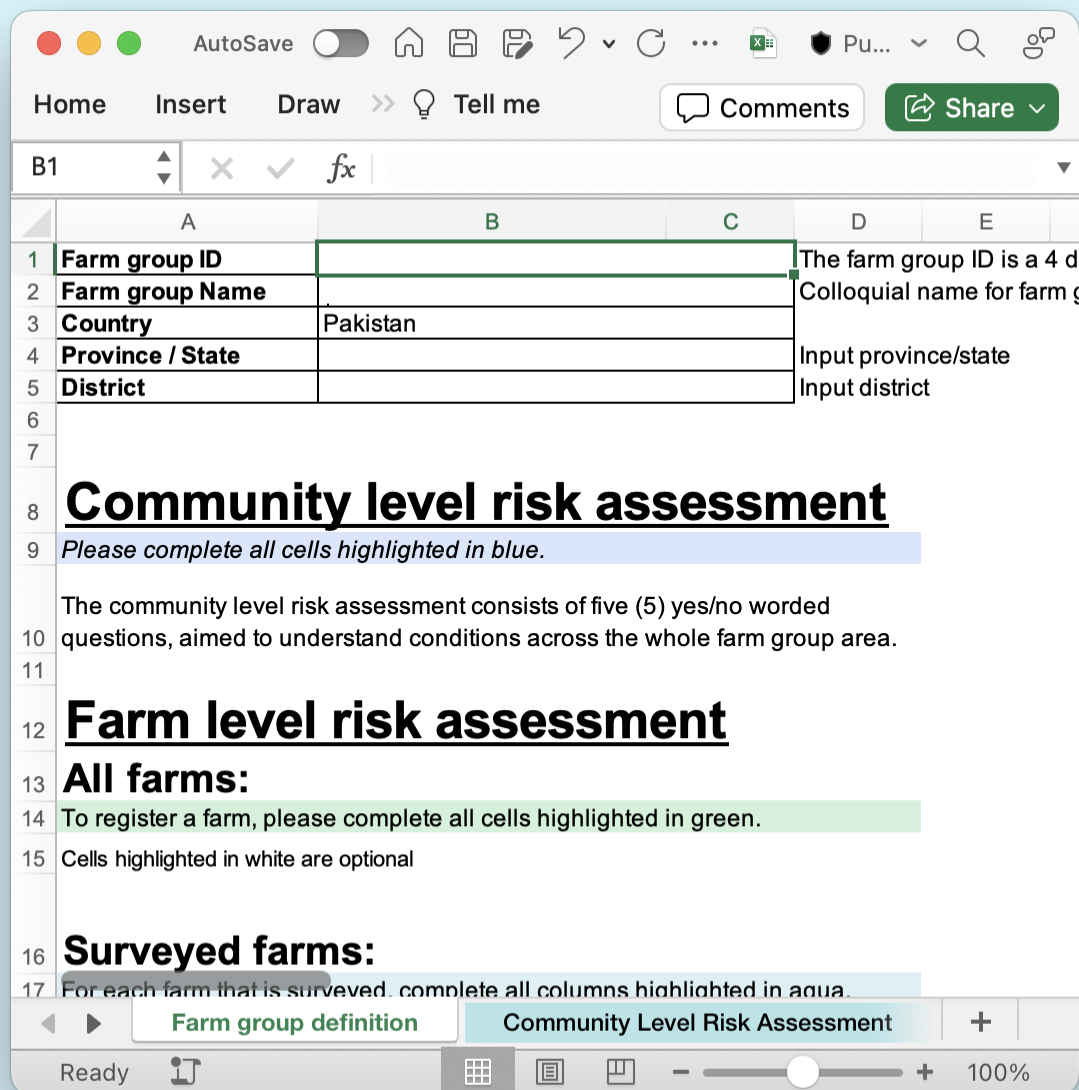
+ Mobile application can be downloaded from Google Play Store and the App Store

**AppStore Download:**

[AppStore Link]

**Play Store Download:**

[Play Store Link]



The screenshot shows an Excel spreadsheet with the following content:

	A	B	C	D	E
1	<b>Farm group ID</b>			The farm group ID is a 4 d	
2	<b>Farm group Name</b>			Colloquial name for farm g	
3	<b>Country</b>	Pakistan			
4	<b>Province / State</b>			Input province/state	
5	<b>District</b>			Input district	
6					
7					
8	<b><u>Community level risk assessment</u></b>				
9	Please complete all cells highlighted in blue.				
10	The community level risk assessment consists of five (5) yes/no worded questions, aimed to understand conditions across the whole farm group area.				
11					
12	<b><u>Farm level risk assessment</u></b>				
13	<b>All farms:</b>				
14	To register a farm, please complete all cells highlighted in green.				
15	Cells highlighted in white are optional				
16	<b>Surveyed farms:</b>				
17	For each farm that is surveyed, complete all columns highlighted in aqua.				

The spreadsheet has two tabs: 'Farm group definition' and 'Community Level Risk Assessment'. The status bar at the bottom shows 'Ready' and '100%' zoom.



# Farm Group Assessment

+ Excel file will be provided by Global Trace

+ Farm group definition

+ Community Level Risk Assessment

- Identify factors that are common across a community
- Access to schooling & feeding programs
- Availability of casual adult labor force
- Network connectivity in community
- OSH Incidents reported at local clinics



## Facility Assessment

- + One line per farm
- + Use dropdowns (where provided)
- + Conditions averaged across farm group
- + When completed, return to Global Trace team to upload

AutoSave Farm group upload template Public

Home Insert Draw Page Layout Formulas Data Review View Automate >> Tell me Comments Share

H6

	A	B	C	D	E	F	G	H	I	J	
				Business Registration Number	Contact first name	Contact last name	Contact phone number	Certification	Certification expiry date(Enter in dd/mm/yyyy)	What is the approximate facility size (acres)?	What is the male work manageme
1	ID	Farm Name	Tehsil								
2	001	Farm 1	Badin	PK1234	John	Doe	614123123	No Certification		Between 10-50 acres	
3	002	Farm 2	Badin	PK1235	Jane	Smith	614234234	No Certification		More than 50 acres	
4	003	Farm 3	Badin	PK1236	Frank	Brown	614345345	Better Cotton Initiative (BCI)	1/1/2025	Between 10-50 acres	
5	004	Farm 4	Badin	PK1237	Fiona	Craig	614456456	Better Cotton Initiative (BCI)	1/1/2025	Between 10-50 acres	
6	005	Farm 5	Badin	PK1238	Henry	White	614567567				
7	006							ABRAPA			
8	007							BASF e3			
9	008							Better Cotton Initiative (BCI)			
10	009							Cleaner Cotton			
11	010							Cotton made in Africa (CmiA)			
12	011							Fairtrade			
13	012							Fairtrade Organic			
14	013							Field to Market			
15	014							ISCC			
16	015							myBMP			
17	016							Organic Cotton			
18	017							Recycled Cotton			

Farm group definition Community Level Risk Assessment Facility Level Risk Assessment +

Ready Accessibility: Investigate - 130%

## Welcome!

Make an account here..

Password ⓘ

Confirm Password

Sign up



# GlobalTrace

Hi Hannah Tee,


You have been invited to join Global Trace Supply C  
Shamsudeen (shams-ginner@gmail.one)

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

Have a great day!

## 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 ▼

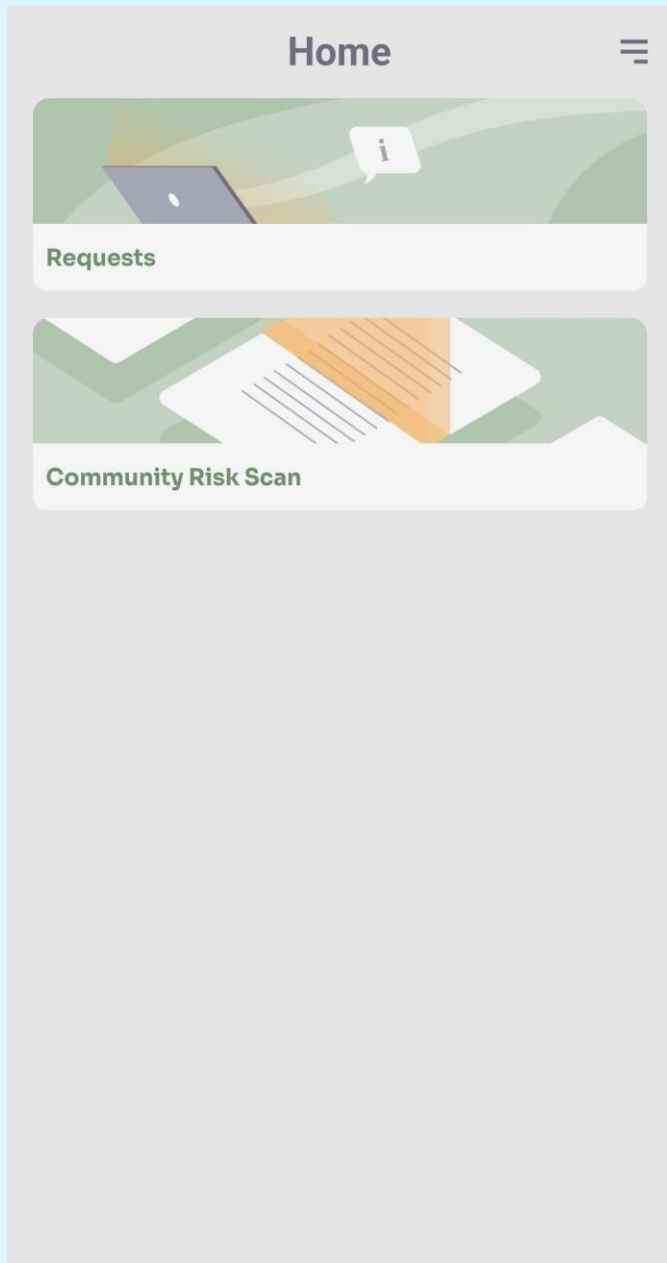
District  
Ghanche ▼

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

- + Displays tool-tips during first login
- + 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

25/06/2024

Bony Tekstil Isletmeleri A.S.

Viewed

Collective bargaining

Collective bargaining agreements not in effect in the enterprise

24/06/2024

Adeel Cloth

Viewed

Debt bondage

Forced to work for indeterminate period in order to repay outstanding debt or wage advances

29/02/2024

Mitho Lakhan-003

Response sent

Collective bargaining

Employer does not consult with worker organizations where legally required

21/12/2023

Azgard Nine Limited

Response sent

Abuse of vulnerability

Minority groups

Chemicals and hazardous material

Inadequate communication and implementation of OSH policies and procedures

←

Bony Tekstil Isletmeleri A.S.

Submission

25/06/2024 08:27

Status

Viewed

Indicator/Sub-indicator

Collective bargaining

Collective bargaining agreements not in effect in the enterprise

Location

14, Iskander Street, Turkiye

Notes

Please visit this facility and file a detailed investigative report on the union operations and chemical storage process

Respond to request

# 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
    - Response sent – Read & responded by the labor partner

Respond to request

Date/time

23/07/2024 10:43

Report priority

3

2 indicators added

Notes

I personally conducted investigation and found that facility not following emission norms and other standards.

Report Number

AU7786

null-20240720-WA0000.jpg

+ Upload Another

Submit

Indicators

Indicators

Audit

Sub-Indicator

Missing audit

Severity

High

Add

Indicators

Child labor

Sub-Indicator

Children working alongside family member(s)


Severity

Medium

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

Afroze Textile Industries (Pvt) Ltd




Location

H47F+P7F, Kayaipattinam, India

 [Use my current location](#)


Date/time

23/07/2024 11:03




Report priority

3



1 indicator added





Notes

Bonded labour reported. Please visit this facility and submit detailed analysis

Report Number

LM3478

 IMG-20240719-WA0042.jpg



Submit

# Community Risk Scan

## + Proactively submits incident reports

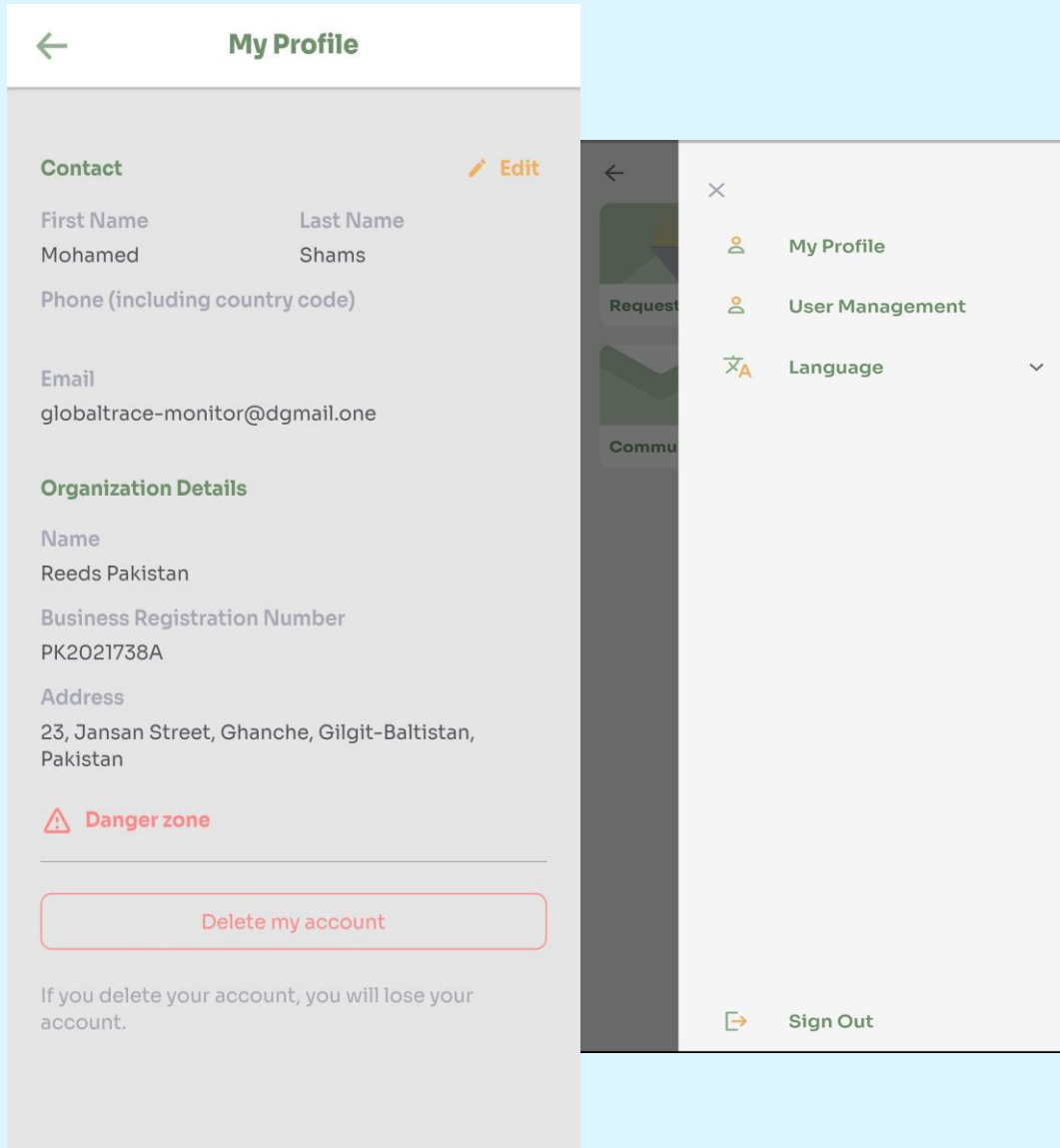
- Facility
- Location – Facility address, or current GPS location
- Date / time of submission
- Report priority
- Forced/Child labor indicators
- Severity of response
- Notes – record your observation

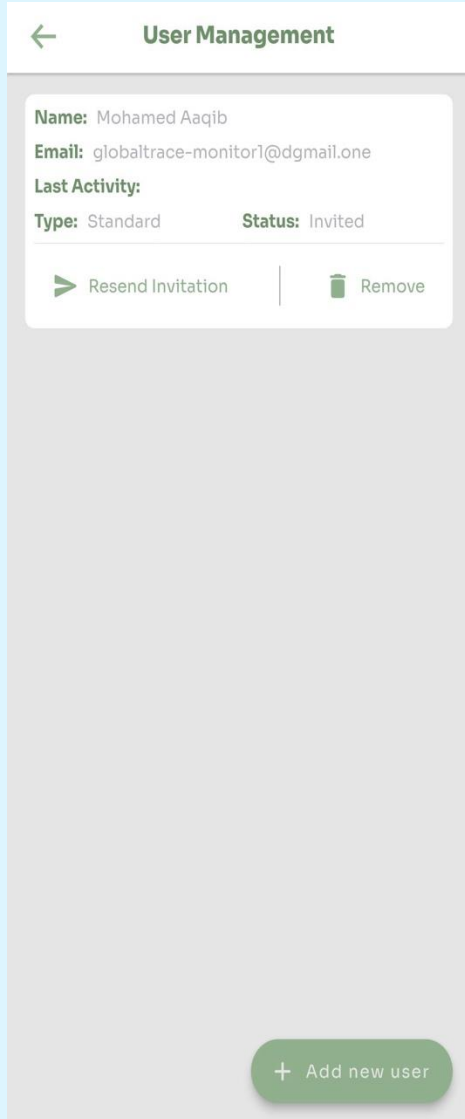
## + Optional: Report Number

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

# Side Menu – Edit Profile, Delete own account, Log out

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





# Side Menu: User Management

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



## Reset password

Create your new password

New password ⓘ

Confirm password

Reset password

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!

# 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

Funding is provided by the United States (U.S.) Department of Labor (DOL) under cooperative agreement number IL-35808-20-75-K. One hundred percent of the total costs of the project or program is financed with USG federal funds, for a total of \$4 million dollars.

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THANK YOU

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