

# GDT Quick Start Guide

From the GOSQAS Collaboration

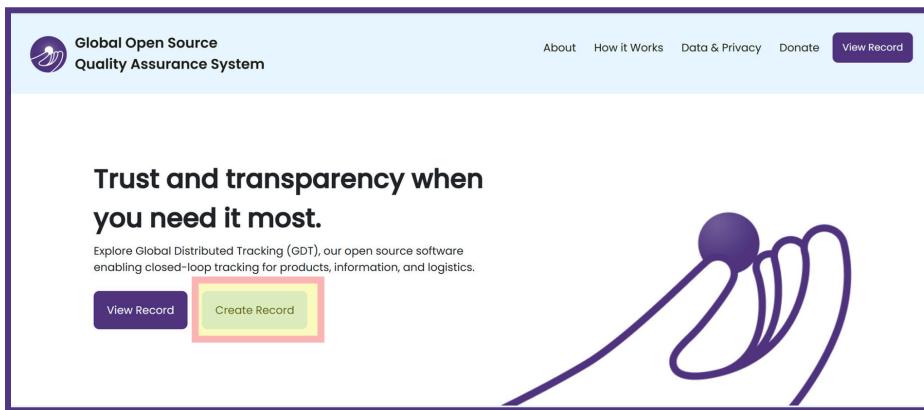
## Contents

Creating a Record	1
Creating A Group Record	6

# Creating a Record

## 1. Access the GDT Platform

Navigate to [gosgas.org](https://gosgas.org) using your web browser. Click on "Create Record"



## 2. Input Shipment details

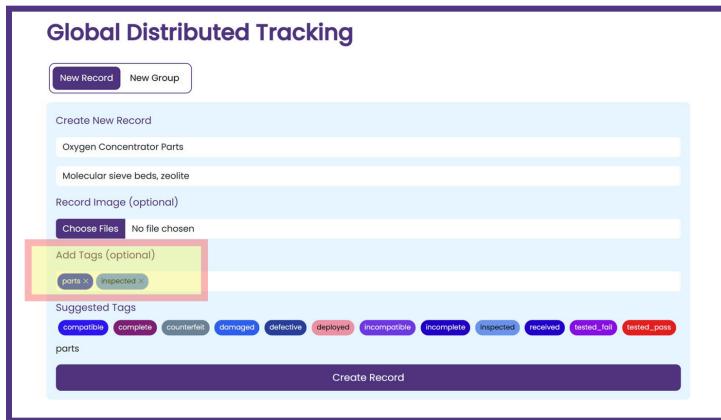
Enter a record title: Choose a concise and descriptive title for your shipment.

Provide a description: Include relevant details about the shipment. E.g. contents, purpose, origin.

A screenshot of the 'Create New Record' form. The title 'Global Distributed Tracking' is at the top. Below it are two buttons: 'New Record' (dark blue) and 'New Group' (light blue). The 'Create New Record' section contains a text input field with the placeholder 'Oxygen Concentrator Parts' and another field below it with 'Molecular sieve beds, zeolite'. A red box highlights this area. Below this is a 'Record Image (optional)' section with a 'Choose Files' button and a note 'No file chosen'. Next is an 'Add Tags (optional)' section with a 'Record Tag' input field and a 'Suggested Tags' list containing: compatible, complete, counterfeit, damaged, defective, deployed, incompatible, incomplete, inspected, received, tested\_for, tested\_pass. At the bottom is a large dark blue 'Create Record' button.

## Step 3. Add tags (Optional)

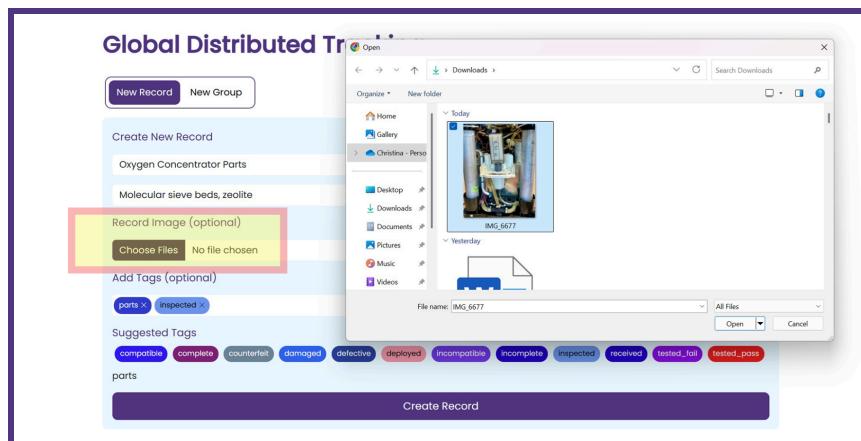
Add informative tags to describe the stage or status of the shipment. You may manually enter custom tags or choose existing tags within GDT.



## 4. Upload Documentation (Optional)

Add supporting files: Upload any relevant documentation such as:

- Photos of the shipment or its contents
- Testing or quality assurance documents
- Shipment manifest



## 5. Create the Record

Click on “Create Record”. A unique record key and QR code will be automatically generated for your shipment.

The screenshot shows the 'Global Distributed Tracking' interface. At the top, there are 'New Record' and 'New Group' buttons. Below them is a 'Create New Record' section with fields for 'Oxygen Concentrator Parts' and 'Molecular sieve beds, zeolite'. There is also a 'Record Image (optional)' field containing 'IMG\_6677.jpg' and an 'Add Tags (optional)' section with a dropdown showing 'parts > Inspected >' and a list of suggested tags: compatible, complete, counterfeit, damaged, defective, deployed, incompatible, incomplete, inspected, received, tested\_for, tested\_pass. A large yellow rectangular box highlights the 'Create Record' button at the bottom.

After creating the record, you will be taken to the asset page. From here, you can access the asset history record.

The screenshot shows the 'Asset History Records' page for 'Oxygen Concentrator Parts'. It displays a record key 'FLY4fkFUuxxFRBLgxiLvy4' and the description 'Molecular sieve beds, zeolite'. Below this are three buttons: 'View History Records' (purple), 'Download QR Code' (light blue), and 'Share Record Link' (light blue). A large QR code is centered on the page. At the bottom, there is a light blue button labeled 'Download Provenance as CSV'.

## 6. Save the Record Information

Download and Save the QR Code. This QR code enables anyone with a smartphone to view or add to the shipment history without needing to log in.

Asset History Records

### Oxygen Concentrator Parts

Record Key:  
6RADMemnqk4FrpScBioUbT  
Molecular sieve beds, zeolite

PriorityNotices:  
None.



Download QR Code

Share Record Link ▾

1. Created Record:  
Oxygen Concentrator Parts

Mon Jul 21 2025 12:56:01 GMT-0700 (Pacific Daylight Time)

Molecular sieve beds, zeolite

inspected parts



Download File

## Secure Your Record Key!

**Important: GDT does not store your record key.**

Store your record key securely by either taking a screenshot, copying and pasting the key into a document, or recording it in a spreadsheet or tracking system.

## 7. Attach the QR Code to the Shipment

Print the QR code, then affix it to the shipment packaging (ie, external box).

## 8. Collaborate Along the Shipment Route

Instruct all participants involved in the shipment process to:

- Scan the QR code
- Add entries (updates, status changes, etc.) to the record.

\*This process promotes trust and transparency throughout the supply chain



## 9. Monitor the Shipment Record

Anyone who scans the QR code will be able to:

- View the shipment's history from origin to final delivery
- Contribute updates as needed

The screenshot shows a digital interface titled "Aid Shipment" under "Asset History Records". The interface displays a list of historical events:

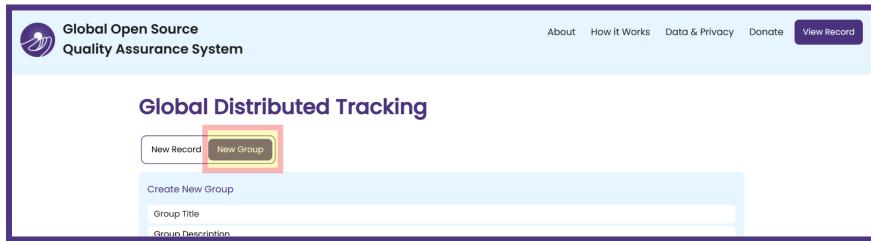
- Record Key: BBzuDVc|YsIJQ|ApmaJ9vu  
Distributor Shipped
- Priority Notices: None.
- Thu Mar 20 2025 18:26:09 GMT-0400 (Eastern Daylight Time)  
Aid Repaired and Tested  
tested\_pass
- Thu Mar 20 2025 18:25:26 GMT-0400 (Eastern Daylight Time)  
Aid Inspected and Damaged  
damaged inspected
- Thu Mar 20 2025 18:24:49 GMT-0400 (Eastern Daylight Time)  
Aid Compatible

# Creating A Group Record

A group record should be created for items that are part of a group (e.g., a lot or batch) and share standard manufacturing processes, documentation, or quality assurance workflows. A group record captures these attributes that apply across all items within the group and allows for a unified provenance.

## 1. Access the GDT Platform

Navigate to [gosqas.org](https://gosqas.org) using your web browser. Click on “New Group.”



## 2. Enter Group Details

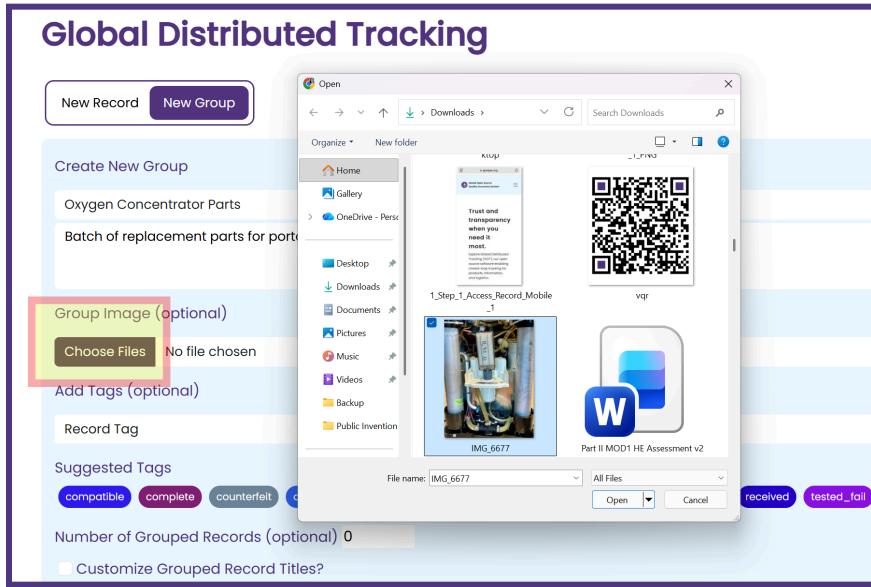
Record Title: Choose a clear and descriptive title for the group (e.g., *Oxygen Concentrator Parts*).

Description: Provide relevant details (e.g., *Batch of replacement parts for portable oxygen concentrator*).

A screenshot of the 'Create New Group' form. The 'Group Title' field is filled with 'Oxygen Concentrator Parts' and the 'Description' field is filled with 'Batch of replacement parts for portable oxygen concentrator'. Both of these fields are highlighted with a red box. Below the description field, there are sections for 'Group Image (optional)', 'Choose Files' (with 'No file chosen'), 'Add Tags (optional)', 'Record Tag', and 'Suggested Tags' (which include options like compatible, complete, counterfeit, damaged, defective, deployed, incompatible, incomplete, inspected, received, tested fail, and tested pass). There are also small icons for location and camera in the top right corner of the form area.

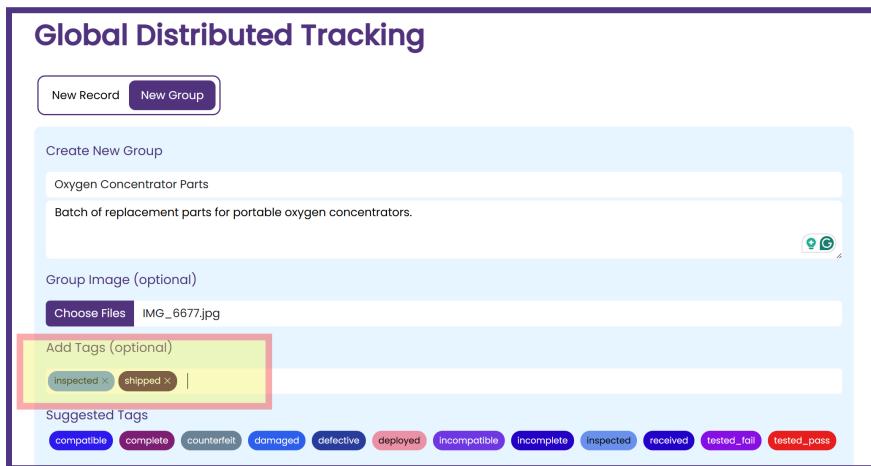
### 3. Upload Group Image (Optional)

Add a photo of the grouped items or any supporting documentation.



### 4. Add Tags (Optional)

Select from suggested tags, such as 'tested\_pass', 'complete', or enter custom tags to describe the group status.



## 5. Optional Customizations

Group Size: Specify the Number of Grouped Records (e.g., 3). Note, there is a limit of 500. You may name these records individually.

The screenshot shows a user interface for creating a group. At the top, there are fields for 'Group Image (optional)' (with a file chosen: 'IMG\_6677.jpg') and 'Add Tags (optional)' (with 'inspected' and 'shipped' selected). Below these are 'Suggested Tags' (compatible, complete, counterfeit, damaged, defective, deployed, incompatible, incomplete, inspected, received, tested\_fail, tested\_pass). A red box highlights the 'Number of Grouped Records (optional)' field set to '3'. Underneath are three input fields for device names: 'Device #1 Name: Molecular sieve bed', 'Device #2 Name: Filter', and 'Device #3 Name: Valve'. Below these are three checkboxes: 'Create Reporting Key?', 'Annotate all Children?', and 'I'm open to providing feedback on my experience with GDT'. A large purple 'Create Group' button is at the bottom.

Additional Options:

- Annotate all Children: Applies the existing tags to each record in that group.
- Create Reporting Key: Captures only the original creation record from the group. It does not update if the record is later annotated or recalled.
- I'm Open to Providing Feedback: Option to enter email address for UX research.

## 6. Create the Group

Click "Create Group." A Group Record Key and QR Code will be automatically generated.

This screenshot is identical to the one above, showing the 'Create Group' interface with the 'Create Group' button highlighted in yellow.

## 7. Save Group Record Information

Download and securely store the Group Record Key and QR Code, as well as all children keys associated with the group.

Asset History Records

### Oxygen Concentrator Parts

Group Record Key: VzGY4uKgRvqQwBEdZjUX6z  
Batch of replacement parts for portable oxygen concentrators.

[View History Records](#) [Download QR Code](#) [Share Record Link ▾](#)



Child Keys

[AFDsWhgJnlpownrhfUD2h5](#)  
[QQpcBz6HAGLpPnyNi9H4pf](#)  
[HuRtDIPhLR64fb5tBYXxF](#)

[Download Children Keys as CSV](#)

[Download Provenance as CSV](#)

## 8. Share and Collaborate

Print and attach the QR Code to the grouped items.

Share the record link with collaborators.

Anyone with the QR Code can add updates or view group history.