



**GlobalTrace**

# Administrator User Manual

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Implemented by  
ELEVATE Ltd.



AN LRQA COMPANY

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# Table of contents

- + **Background on the GTP**
- + **Creating your account**
- + **Administrator Functionality**
- + **User Management: Overview**
- + **User Management: Inviting Users**
- + **Farm Management**
- + **Farm Management: Add new farm group**
- + **Incident Reports**
- + **Incident Reports: Create new**
- + **QR Code Management**
- + **DNA Test**
- + **DNA Test: Create Synthetic and Isotopic DNA**
- + **Forgot Password**



**GlobalTrace**

## **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
- + View Farm Group
- + Incident Reports
- + QR Code Management
- + DNA Test
- + Settings



GlobalTrace

User Management

View Farm Group

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 ↕			
Global Trace API	Mohamed Shams	gtp-apiuser@dgmail.one	Active	05/02/2025		 Edit	 Remove
Ginner	Saqlain Ginners	gtp-ginningunit@dgmail.one	Active	05/02/2025	 View	 Edit	 Remove
Spinner	Adam Nine Limited	shams-spinner@dgmail.one	Active	24/01/2025	 View	 Edit	 Remove
Ginner	Major Textile Mills Ltd	shams-ginner@dgmail.one	Active	11/02/2025	 View	 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@dgmail.one

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

# View Farm Group

- + List of existing farm groups, with overall risk, 'View' and 'Remove' functions
- + When 'View' is selected, details farm risk assessment are displayed
- + Download current risk assessment as .xlsx
- + Update risk assessment

ID	Name	Farm Group Risk	Location	
1234	Dhakil	<div style="width: 50%; background-color: #ffc107;"></div>	Rahim Yar Khan, Punjab, Pakistan	<a href="#">View Farm Group</a> <a href="#">Remove</a>

### Dhakil

ID: 1234 Location (District/ Province/ Country): Rahim Yar Khan, Punjab, Pakistan

List

**Dhakil-004**

ID: 1234-004 Tehsil:

Business Registration Number: Certificate

[View Farm Assessment](#)

**Dhakil-003**

ID: 1234-003 Tehsil:

Business Registration Number: Certificate

# View Farm Group: Add new farm group

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

# Incident Reports

- + View list of all incidents along with their overall risk.
- + These incidents include those created by administrators and community risk requests received from farm monitors.
- + Select to view detailed information of the incident report

### Incident Report

**Facility**  
Ad Li Cloth

**Location**  
Hafiz Jamal Road Multan Punjab 60000, Multan, Punjab, Pakistan

**Follow Up Actions**  
gtp-monitor@dgmail.one

**Reason for follow up**  
Medium risk profile

**Message**  
Please send show cause notice for this facility for failing to conduct an annual audit

Last updated	Source	Facility	Follow Up Actions	Overall risk
02/01/2025	Shakoor Mustaqim REEDS Pakistan	Azgard Nine Limited	Assigned to Nick Jonas (Deloitte Consulting)	 <a href="#">View</a>
02/01/2025	Shams Abubacker	Adeel Cloth	Assigned to Shakoor Mustaqim (REEDS Pakistan)	 <a href="#">View</a>
03/01/2025	Shams Abubacker	Abdul Ghani Shar	-	 <a href="#">View</a>

# Incident Reports – Create new

### Create new report ✕

**Facility Name**  
Azgard Nine Limited

**Report priority**  
Select priority

**Location**  
2.5 KM Off manga raiwind road, district kasur, Kasur, Punjab, Pakistan

**Indicators**  
1 indicator selected

**Assignee**  
test.auditor@gmail.one

**Reason for follow up**  
Medium risk profile

**Message**  
Please input notes here.

- + 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 /Hotline operators 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

# 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

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

# 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

**Synthetic DNA Marking** ×

Product history

**Requesting Facility**  
Azgard Nine Limited ▼

**Product Supplier**  
Home Care Textile ▼

**Product ID**  
SP2786 i

No matching records found for Product Identifier from Home Care Textile. Please check and try again.

Result

**Date Of Test**  
05/01/2025 📅

**DNA Identifiers Detected**  
Yes ✔

**Synthetic DNA Marking Summary**

Product ID: 839131921

Product Supplier: Home Care Textile

DNA Identifier: DNA001

**Synthetic DNA Marking test matches the records.**

# Create Synthetic 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

## Isotopic DNA Test



### Product history

#### Product Supplier

Artistic Denim Mills Ltd

#### Product ID

SP2786



### Result

#### Date Of Test

06/01/2025



#### Country

Pakistan



Media (1).jpg



### Isotopic DNA Test Summary

Product ID: SP2786

Product Supplier: Artistic Denim Mills Ltd

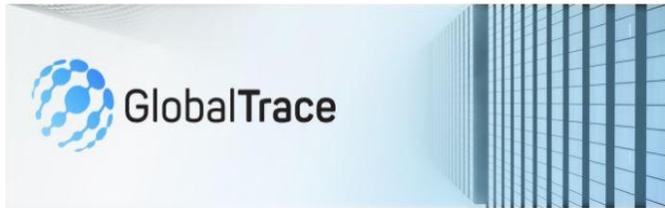
Country: Pakistan

**Isotopic DNA test matches the records.**

# Create Isotopic 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 countries
- + System will validate results with input data and displays results

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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