



GlobalTrace

Auditor User Manual

JANUARY 2025

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

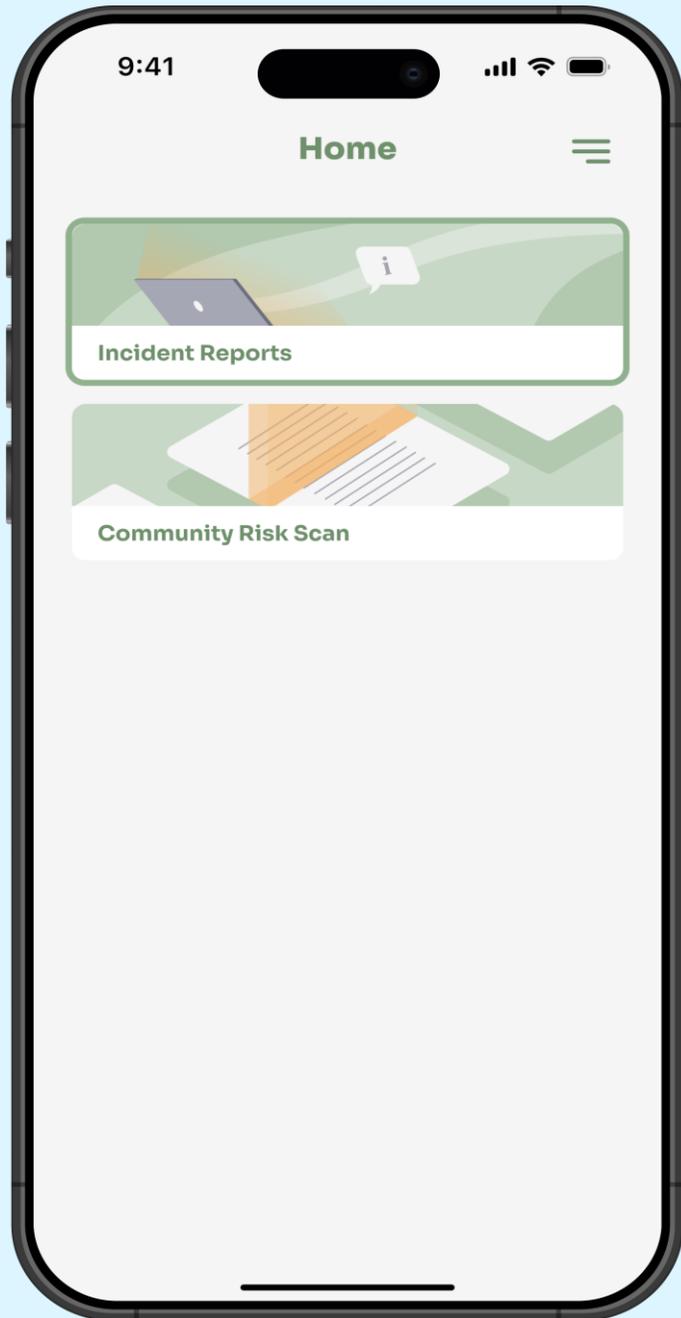
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GlobalTrace

Table of contents

- + Introduction to the platform**
- + Creating your account and completing onboarding (Profile)**
- + Home Screen**
- + Incident Reports**
- + Respond to incident**
- + Community Risk Scan**
- + My Profile – Edit Profile, User Management, Delete own account**
- + 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]

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

+ Incident Reports

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

+ Create Incident Report

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



Facility	Status	Last updated	Indicator/ Sub-indicator
Ad Li Cloth	Response sent	16/01/2025	<ul style="list-style-type: none"> Abusive working and living conditions Accommodation does not comply with health, safety, and occupation requirements
Azar Nine Limited	Response sent	02/01/2025	<ul style="list-style-type: none"> Hazardous conditions Exposure of children to extreme environmental conditions

Incident Reports

- + 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 – Access detailed information about the incident report
 - Response sent – Read & responded by the labor partner

← **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

Respond to incident ✕

Date/ time
05/02/2025 00:00 📅

Report priority
2 ▼

2 indicators selected ✎

Notes
I have investigated this facility and I found many issues with labor contract

← Respond to incident ✕

Indicator
Choose indicators ▼

Sub indicator
Sub indicator ▼

Severity
Severity ▼

Add

Category	Indicator	Sub indicator	Severity	
Labor	Abuse of vulnerability	Internal migrants	■■■■	✕
Labor	Abuse of vulnerability	Gender or gender identity	■■	✕

Cancel **Done**

Respond to incidents

+ 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

Location

Date/ time

Priority

1 indicator selected ✎

Notes

Report Number

Cancel Submit

← Respond to incident ✕

Indicator

Sub indicator

Severity

Add

Category	Indicator	Sub indicator	Severity	
Labor	Abuse of vulnerability	Internal migrants	■■■■	✕
Labor	Abuse of vulnerability	Gender or gender identity	■■	✕

Cancel Done

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
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⚠ Danger zone

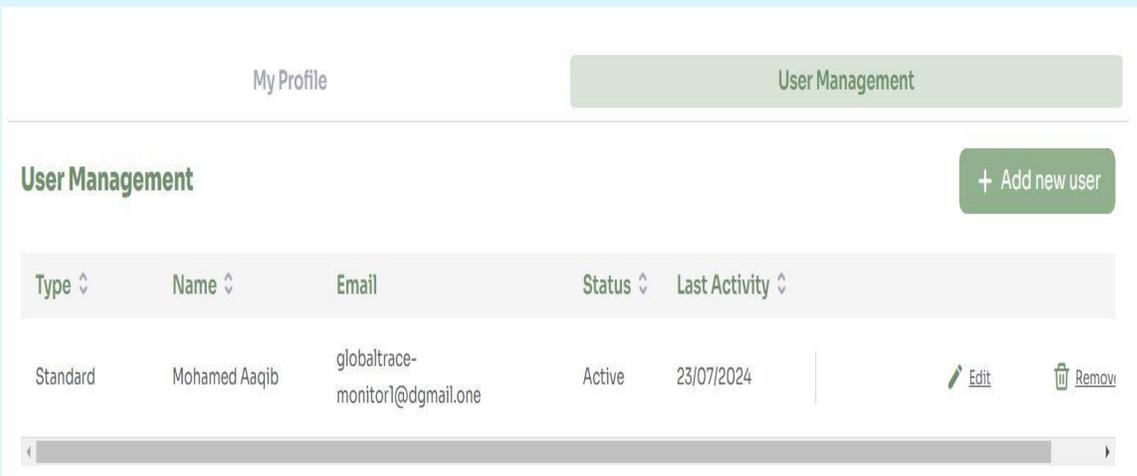
Delete my account

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

My Profile: User Management

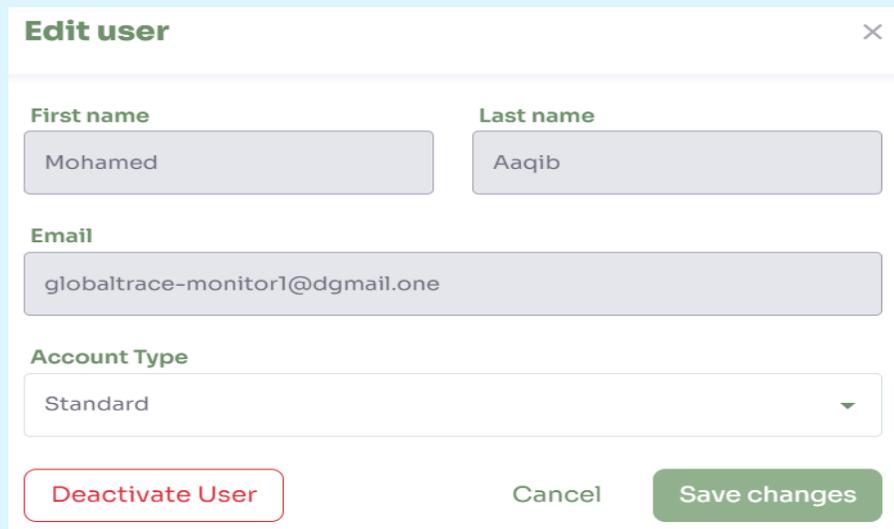
+ Organization admin can invite multiple users as Standard/Admin

+ Can deactivate and delete users



The screenshot shows the 'User Management' section of a profile page. At the top, there are two tabs: 'My Profile' and 'User Management'. Below the 'User Management' tab, there is a '+ Add new user' button. A table lists users with columns for Type, Name, Email, Status, and Last Activity. The first user listed is Mohamed Aaqib, with email globaltrace-monitor1@dgmail.one, status Active, and last activity on 23/07/2024. There are 'Edit' and 'Remove' icons for each user.

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



The 'Edit user' modal form contains the following fields and buttons:

- First name:** Mohamed
- Last name:** Aaqib
- Email:** globaltrace-monitor1@dgmail.one
- Account Type:** Standard (dropdown menu)
- Buttons:** Deactivate User (red outline), Cancel, Save changes (green)

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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