



Farm Monitor User Manual

JANUARY 2025

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

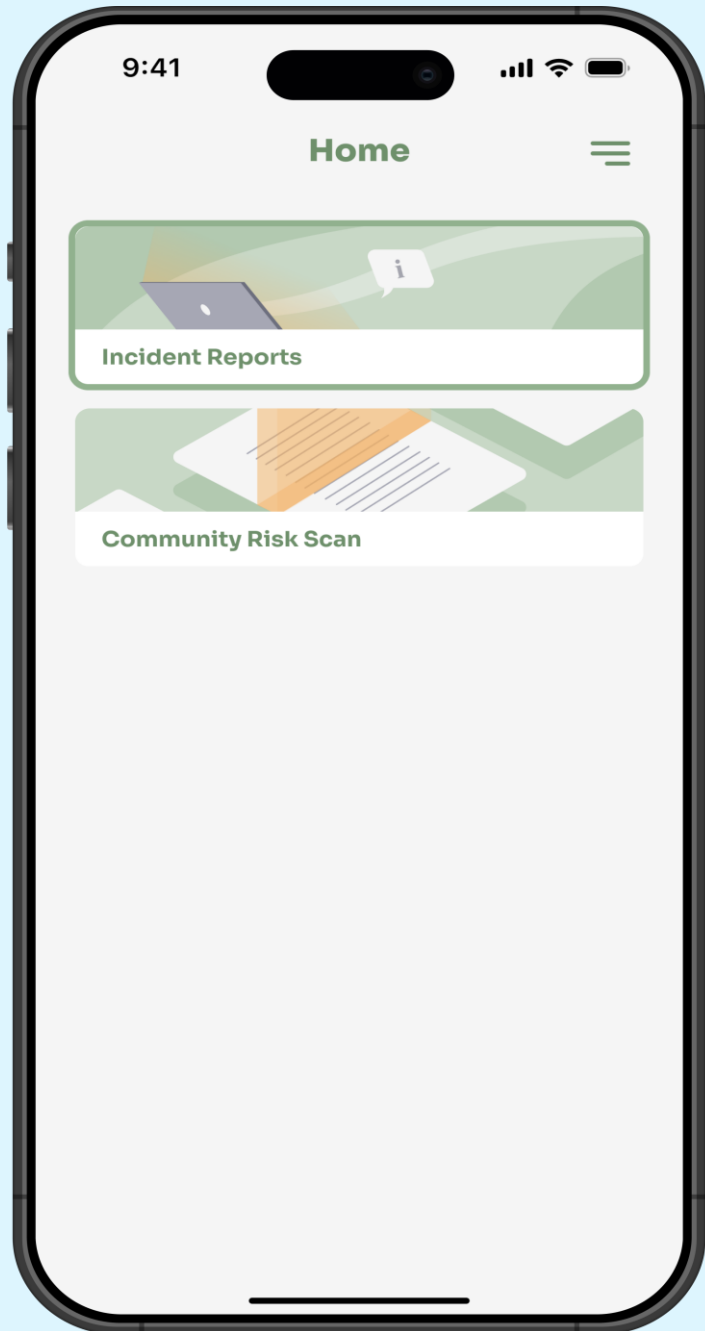
Funded by the Bureau of International Labor Affairs,
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GlobalTrace

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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]

A	B	C	D	E
Facility group ID			The facility group ID is	
Facility group Name			Colloquial name for fac	
Country	Pakistan			
Province / State			Input province/state	
District			Input district	

Community level risk assessment

Please complete all cells highlighted in blue.

The community level risk assessment consists of seven (7) yes/no worded questions and one (1) categorical question, aimed to understand conditions across the whole farm group area.

Farm level risk assessment

All facilities:

To register a facility, please complete all cells highlighted in green.

Cells highlighted in white are optional

Surveyed facilities:

For each facility that is surveyed, complete all columns highlighted in aqua.

< > Site definition Community Level Risk Assessment Facility Level Risk Assessment



GlobalTrace

Farm Group Assessment

- + Excel file will be provided by Global Trace
- + Site 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

A	B	C	D	E	F	G	H	I	J
ID	Facility Name	Address	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)?
001	Farm-001	Rahim Yar Khan		Shahid	Iqbal	0307-3757165			Less than 10 acres
002	Farm-002	Rahim Yar Khan		Muhammad	Akmal Naaz	0300-7822966			Between 10-50 acres
003	Farm-003	Rahim Yar Khan		Gull	Shair	0321-6713094			More than 50 acres
004	Farm-004	Rahim Yar Khan		Muhammad	Naeem Akht	0303-6107082			Less than 10 acres
005	Farm-005	Rahim Yar Khan		Muhammad	Akram	0301-3947035			Between 10-50 acres
006	Farm-006	Rahim Yar Khan		Ghulam	Abbas	0300-6708865			Between 10-50 acres
007	Farm-007	Rahim Yar Khan		Muhammad	Saeed	0306-0268940			Between 10-50 acres
008	Farm-008	Rahim Yar Khan		Asghar	Ali Anjum	0321-6713085			Between 10-50 acres
009	Farm-009	Rahim Yar Khan		Naseem	Akhtar	0304-5096919			Less than 10 acres
010	Farm-010	Rahim Yar Khan		Sadam	Hussain Akb	0306-9027482			Between 10-50 acres
011									
012									
013									
014									

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 ▼

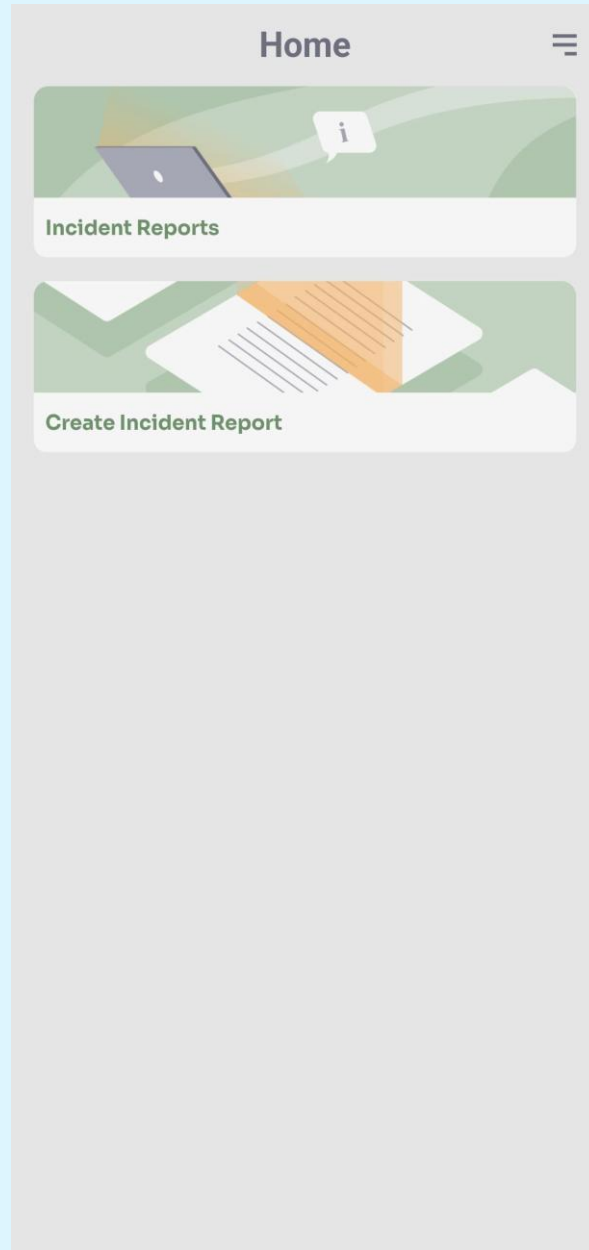
District
Ghanche ▼

Street Address
23, Jansan Street

Save

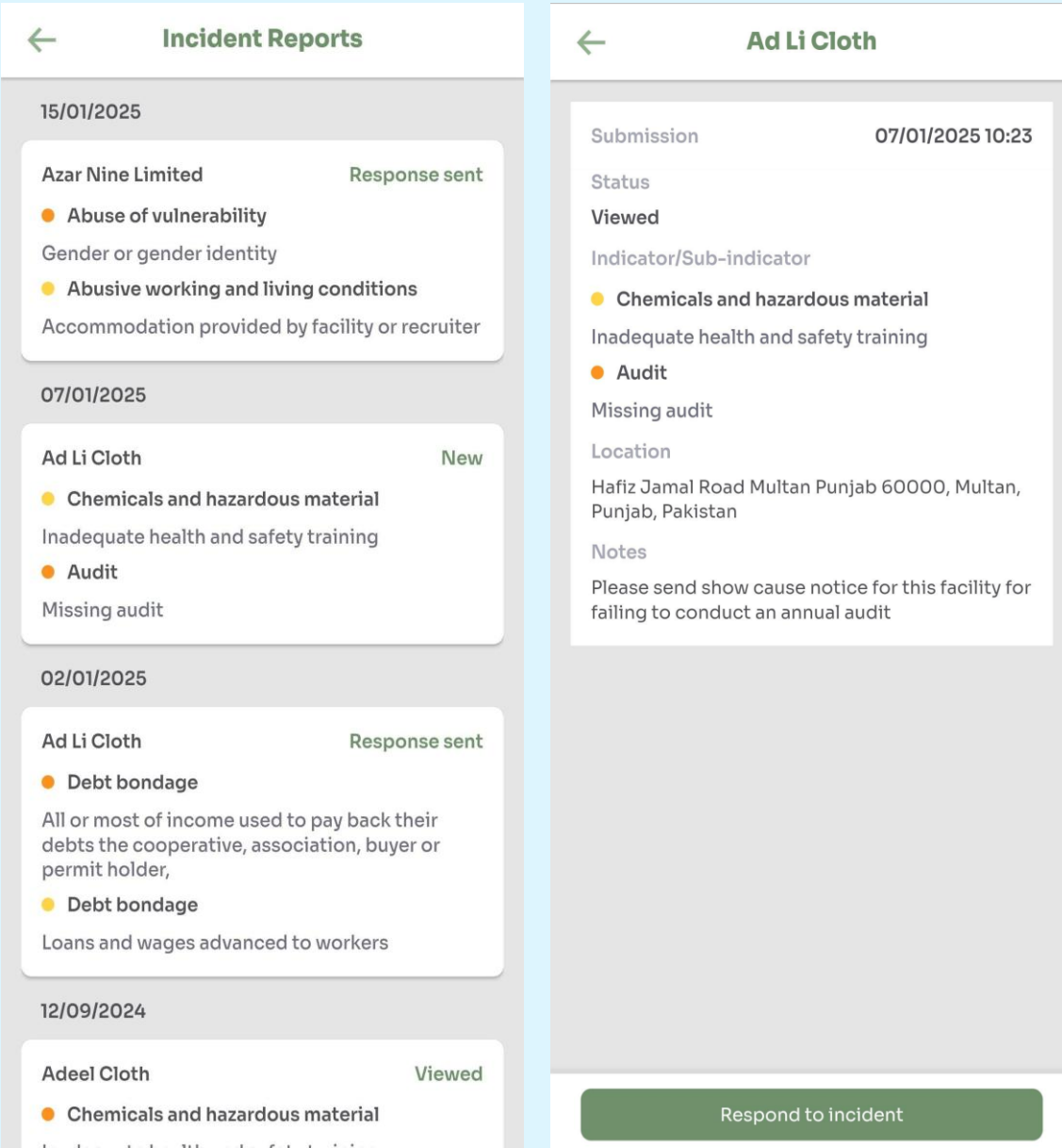
Complete Onboarding(Profile)

- + 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
- + 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



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

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 incident

- + 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

The screenshot shows a mobile application interface for creating an incident report. At the top, there is a back arrow and the title 'Create Incident Report'. The form consists of several input fields: 'Facility Name' with the value 'Bombay Dyeing FACTORY', 'Location' with the value 'VILLAGE MATEELA DERA MUHAMMAD, Skardi' and a 'Use my current location' option, 'Date/time' with the value '10/02/2025 10:47', 'Report priority' with the value '3', a section for '2 indicators added', a 'Notes' field with the text 'Workers don't have any sufficient training for handling chemicals', and a 'Report Number' field with the value 'RJ7721'. At the bottom, there is an 'Upload File' button and a 'Submit' button.

← Create Incident Report

Facility Name
Bombay Dyeing FACTORY

Location
VILLAGE MATEELA DERA MUHAMMAD, Skardi
Use my current location

Date/time
10/02/2025 10:47

Report priority
3

2 indicators added

Notes
Workers don't have any sufficient training for handling chemicals

Report Number
RJ7721

Upload File

Submit

Create Incident Report

+ Proactively submits incident reports

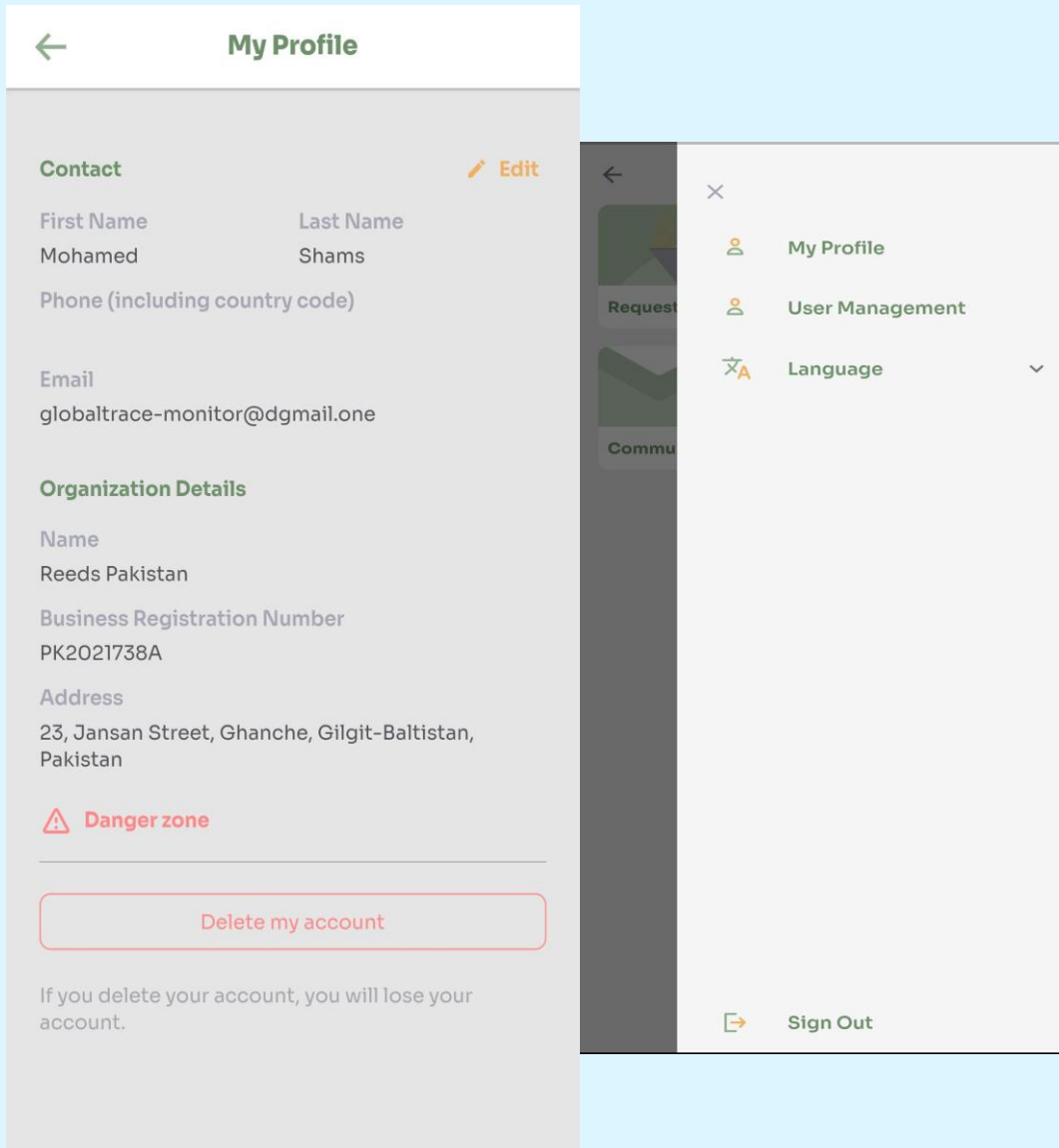
- Facility
- Location – Facility address, or current GPS location
- Date / time of submission
- Report priority
- Forced/Child labor indicators
- Severity of response
- Notes – record your observation

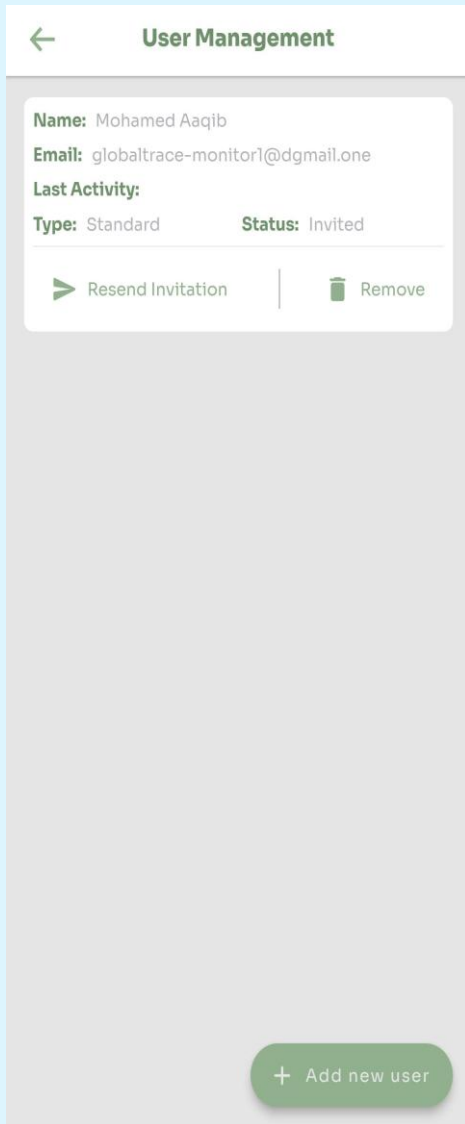
+ Optional: Report Number

+ 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

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THANK YOU

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