GlobalTrace

Ginner User Manual

JANUARY 2025

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GlobalTrace

Introduction to the platform

+ **Application can be accessed from the below URL**

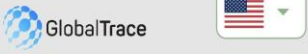https://globaltrace.uat.dgnx.io/

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

AppStore Download:

[AppStore Link]

Play Store Download:

[Play Store Link]
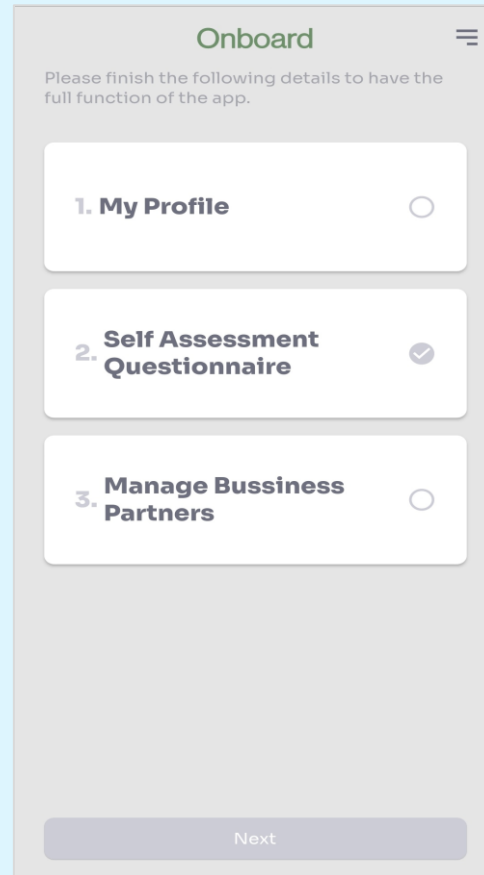
Creating your Account

+ On receipt of the invitation from GT, please click the link

+ Setup password

+ Follow the guidelines on how to create a strong password

+ On successful sign-up, you will begin process of onboarding
  - Complete Profile
  - Self Assessment Questionnaire
  - Manage Business Partners

+ Each process must be complete to access GT functionality

Onboarding: My Profile

+ First/Last Name - auto-populated from the GT's invitation request, but can be updated

+ OSH ID – unique identifier assigned by the Open Supply Hub
  • Add existing OSH ID, or register for a new ID

+ Certification – Select your cotton certification

+ Goods – Select goods that your facility produces

+ Chain of Custody – Product Segregation

Onboarding: Self Assessment Questionnaire

+ **Complete Self Assessment Questionnaire (SAQ)**
    - Product Information
    - Labor risk Information

+ **Save draft and continue later**

+ **On submission, automatic validation that each step is complete**

Onboarding: Add Business Partners

+ Business partner can be added in 2 ways – creating new or choosing existing from database

+ Search for business partners already registered on system

+ Add new business partner (spinner) to invite to the platform

+ Add new broker, by providing basic information

Home Screen

+ Tool tips for self help on first login

+ Displays all functions that ginner can perform

+ For mass balance, verified / not verified ratio displayed

+ Latest Trade shows most recent purchase / sale transactions

+ View All for an overview of all transactions logged by ginner
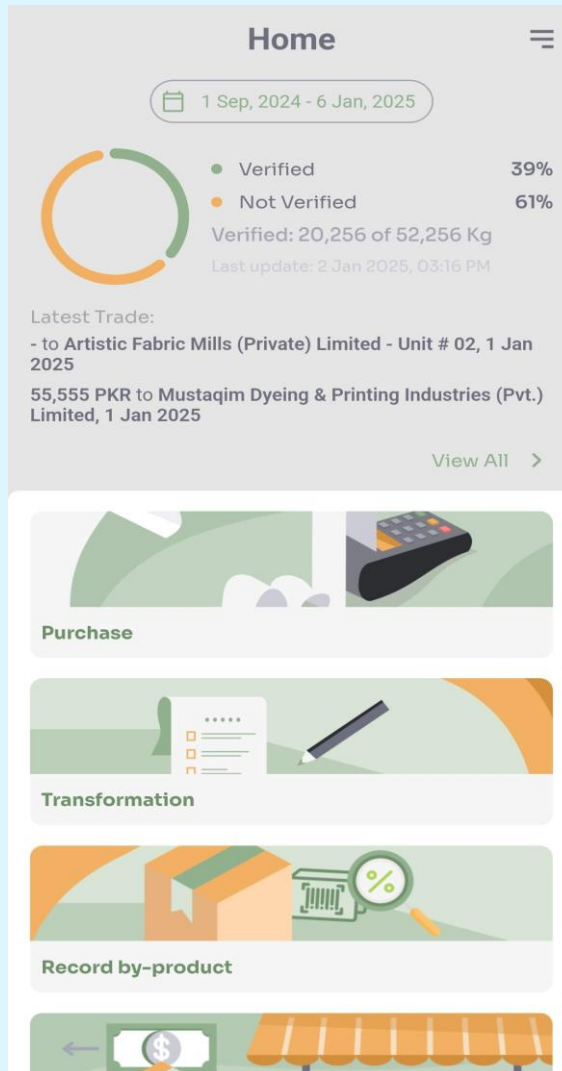
Product Activities - Purchase

+ **Record purchase of seed cotton from business partner**
  + Trash, moisture content
  + Purchase Order number (or receipt) and attachment
  + Date / time of purchase
  + Optional: Certification, Grade, Price are optional fields
+ **Attachment can be uploaded from device or you can take a photo using the camera app**
  + Evidence of purchase

Product Activities - Transformation

+ **Assign product ID to output product(lint cotton) by scanning the administrator provided QR code**
  + Trash, moisture content
  + Cotton certification, Lint grade
  + Optional: DNA Identifier

+ **Attachment can be uploaded from device or you can take a photo using the camera app**
  + Evidence of product transformation

Product Activities – By-product

+ Record weight of by-product generated during transformation

+ Date of creation of by-product

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

  + Evidence of creation of by-product

Product Activities - Sale

+ **Record sale of output product(pressed lots) to business partner(Spinner)**
  - Date / time of sale
  - Invoice number and attachment
  - Packing List number and attachment
  - Optional: Price

+ **Attachment can be uploaded from device or you can take a photo using the camera app**
  + Evidence of product sale

Product Activities - Transport

+ **Record transportation of sold products to business partner**
  - Transporter: Firm transporting the lot
  - Total weight
  - Date / time of shipment
  - Packing List number and attachment

+ **Attachment can be uploaded from device or you can take a photo using the camera app**
  + Evidence of product transportation

View History

+ History of all operations performed by ginner

+ Display total quantity of input products purchased from business partners and output products sold to business partners; total quantity of by-products recorded during transformation

+ When transactions are performed offline, status displayed here
  - Completed, pending, failed
  - To retry all pending, select refresh button

+ Click on individual record to view or download attachments

Side menu – Improvement Plans

+ View all IP records with their status and target completion date

+ Click on IP record to view detailed information on actions, comments and target completion date

+ After the IP resolution, new risk level is assigned
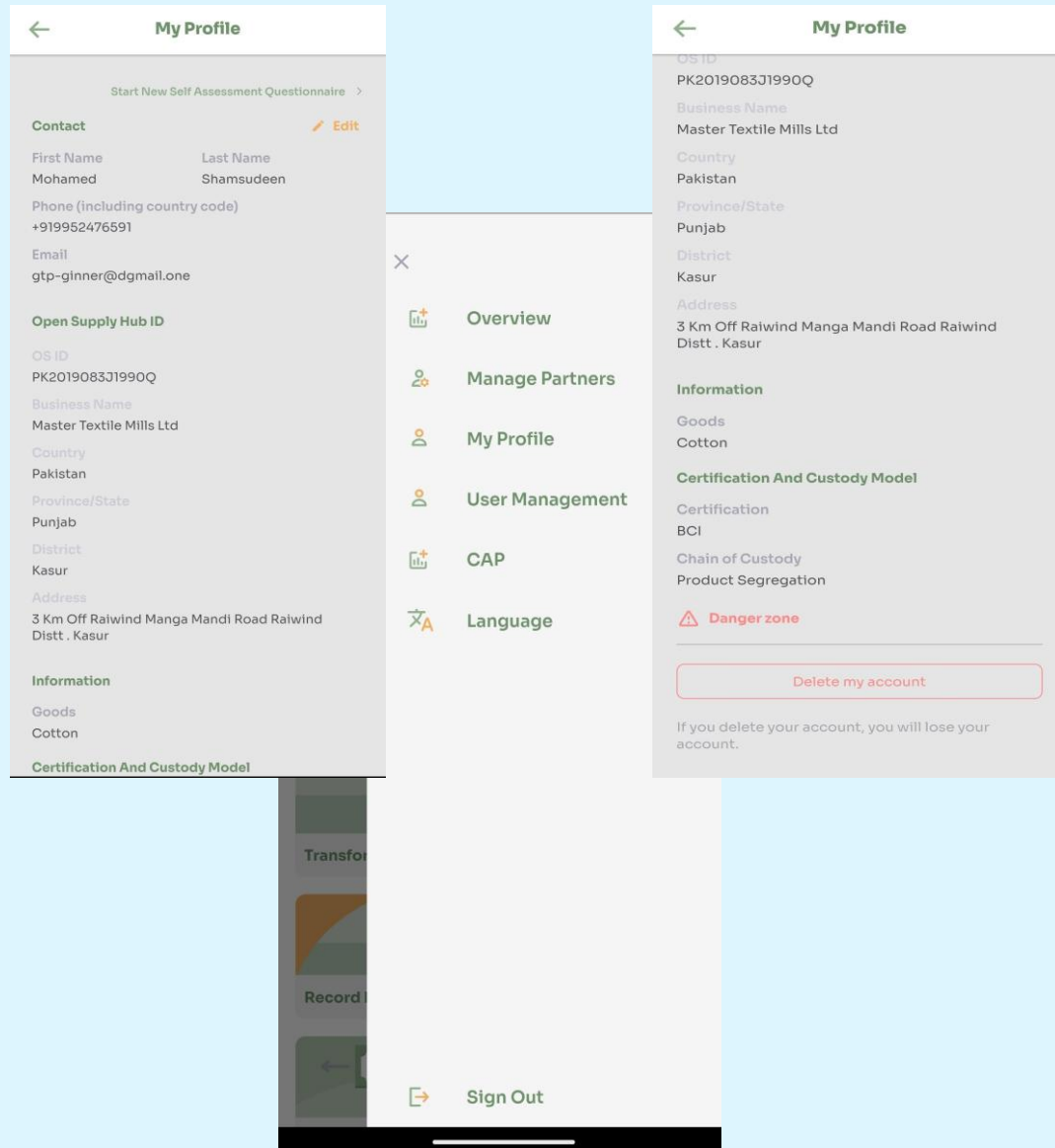
Side Menu: Edit Profile, Manage Partners, Delete own account

+ Enables ginner 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**

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

ELEVATE

AN **LRQA** COMPANY

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THANK YOU