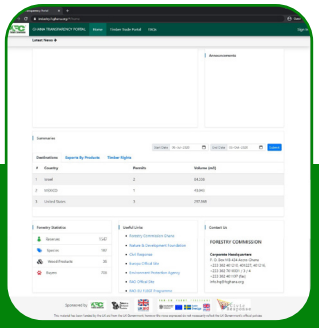
USER GUIDE



Timber industry portal to the

GHANA WOOD TRACKING SYSTEM

UKaid from the British people

Nature & Development Foundation

Forestry Commission

PREPARED FOR PRIVATE SECTOR ENTERPRISES IN THE TIMBER SECTOR OF GHANA

BY

NATURE & DEVELOPMENT FOUNDATION (NDF) IN COLLABORATION WITH THE GHANA FORESTRY COMMISSION WITH FUNDING FROM UKAID.

CONTENTS

INTRODUCTION 2

LOGIN 4

NAVIGATION BAR 5
Administrator Navigation Bar 5
Industry User Navigation Bar 5

HOMEPAGE 6
Summaries 7
Forest Statistics 8

TIMBER TRADE PORTAL 10
Contractor Details 11

INDUSTRY PORTAL 12
Edit Company Data 13
GWTS Data 14
- TIF 15
- LMCC 16
- Process Sheets 17
- Export Permits 18
- TVD Audits 19
- DOTIC 20

Input/Output Declaration 21
Log Remanufacture 22
Documents 23
Change Password 23

INTRODUCTION

INDUSTRY PORTAL TO THE GWTS

Nature & Development Foundation (NDF) in collaboration with the Ghana Forestry Commission and with Funding from Ukaid, through the project, "Building Capacities of Small-Medium Forest Enterprises (SMFEs) In Ghana and Liberia to Supply and Trade in Legal Timber" developed this Portal to make the operation of the wood tracking system more transparent for the private sector. The development of the portal is also intended facilitate private sector uptake of the operation of the timber legality assurance system in view of FLEGT Licenses.

This web-based portal support Private Sector Enterprise (PSE) to interface with the Ghana Wood Tracking System (GWTS). Specifically, this industry portal generally supports:

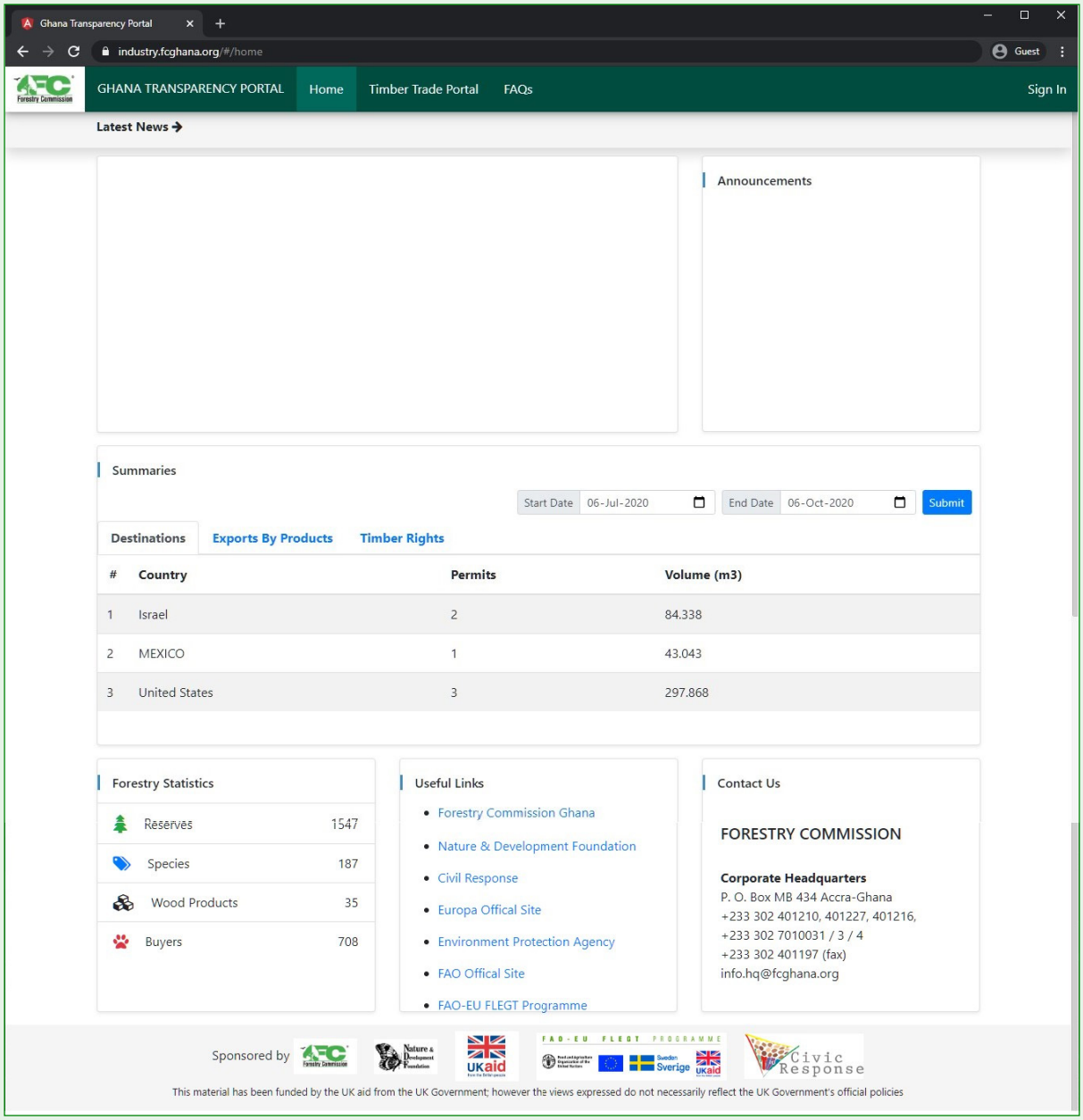
i. PSE viewing their data live on the GWTS over the internet. E.g.
   a) Stock survey data.
   b) Harvesting information from TIF, LIF, and LMCC
   c) Wood processing data such as input/output and inspection certificates.
   d) Wood sales data such as Export Permits and FLEGT licenses.
   e) Legality compliance information from TVD and TIDD audits.

ii. PSE entry of specific company information (e.g. legality documents) required of the private sector for registration such as (scan and uploaded):
   a) Five (5) year operational plans for productive forest reserves
   b) Income tax certificate
   c) Business registration documents
   d) SSNIT Social Security and National Insurance Trust
   e) Health and safety certificates

EXPECTED OUTCOMES

NDF envisages that, with usage of this portal,

i. The operation of the legality assurance system adds value to businesses
ii. There is a reduction in transaction time and cost for businesses
iii. There is transparency in the management of forest information


Ghana Transparency Portal
industry.fcghana.org/#/home
Guest
GHANA TRANSPARENCY PORTAL
Home
Timber Trade Portal
FAQs
Sign In
Latest News
Announcements
Summaries
Start Date 06-Jul-2020
End Date 06-Oct-2020
Submit
Destinations
Exports By Products
Timber Rights
Country Permits Volume (m3)
1 Israel 2 84.338
2 MEXICO 1 43.043
3 United States 3 297.868
Forestry Statistics
Reserves 1547
Species 187
Wood Products 35
Buyers 708
Useful Links
Forestry Commission Ghana
Nature & Development Foundation
Civil Response
Europa Offical Site
Environment Protection Agency
FAO Offical Site
FAO-EU FLEGT Programme
Contact Us
FORESTRY COMMISSION
Corporate Headquarters
P. O. Box MB 434 Accra-Ghana
+233 302 401210, 401227, 401216,
+233 302 7010031 / 3 / 4
+233 302 401197 (fax)
info.hq@fcghana.org
Sponsored by
UKaid
FAO-EU FLEGT PROGRAMME
Sweden Sverige
Civic Response
This material has been funded by the UK aid from the UK Government; however the views expressed do not necessarily reflect the UK Government's official policies

1 LOGIN

Industry Users can reach the portal through the following links:

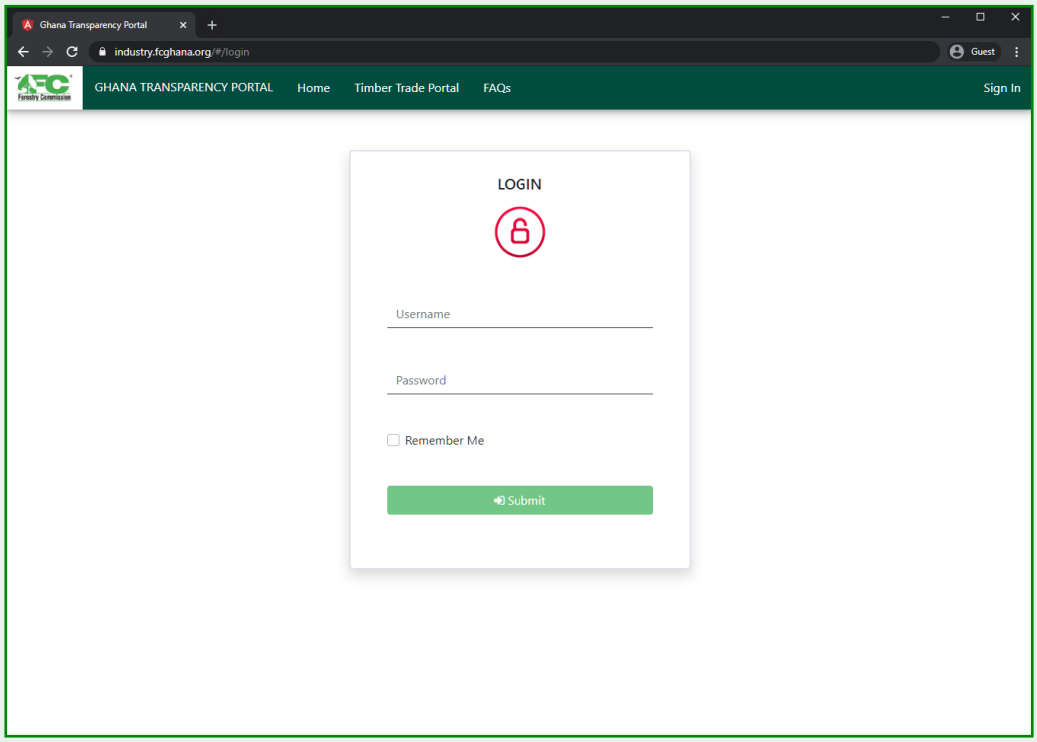
https://www.industry.fcghana.org/

https://ghanatimbertransparency.info/#/timber-trade-portal/

Authorized users, registered in the system will be able to login using their provided username and password.

To login to the portal:

1. Enter your username in the input field provided.
2. Enter your password in the input field provided.
3. Click on the Submit button to login to the portal.

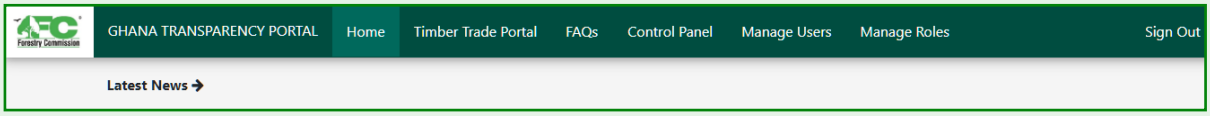


2 NAVIGATION BAR

Industry Users and System Administrators are presented with user specific accessibility and user roles.

ADMINISTRATOR NAVIGATION BAR

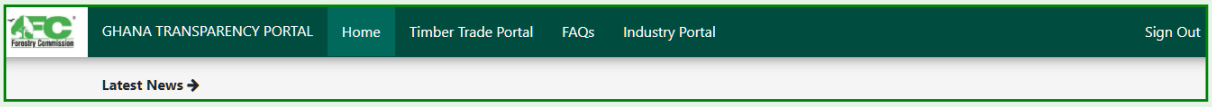
The navigation bar displays the following options for a system administrator user.



1. Homepage
2. Timber Trade Portal
3. FAQs
4. Control Panel
5. Manage Users

INDUSTRY USER NAVIGATION BAR

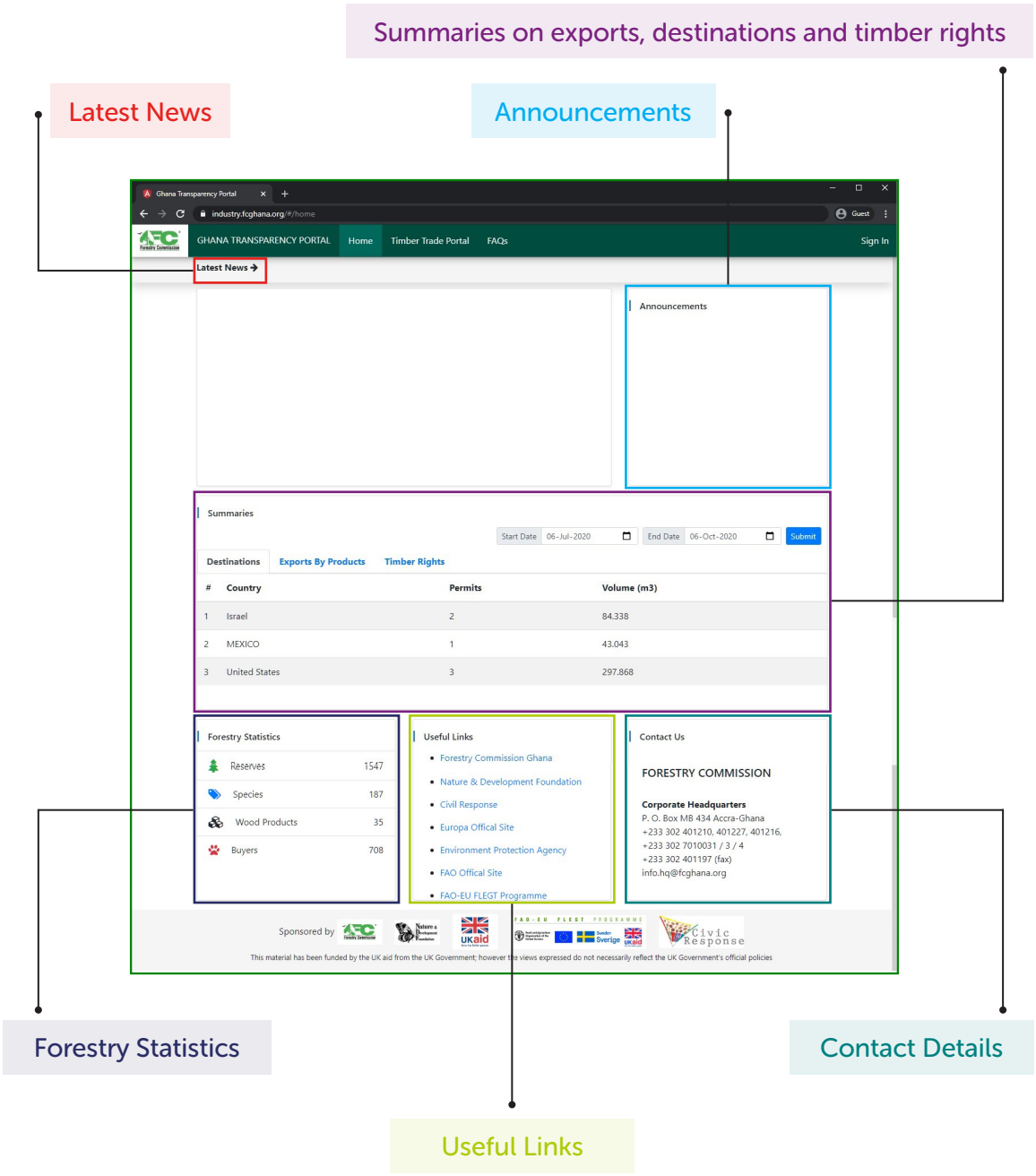
The navigation bar displays the following options for an industry user.



1. Homepage
2. Timber Trade Portal
3. FAQs
4. Control Panel
5. Manage Users

3 HOMEPAGE

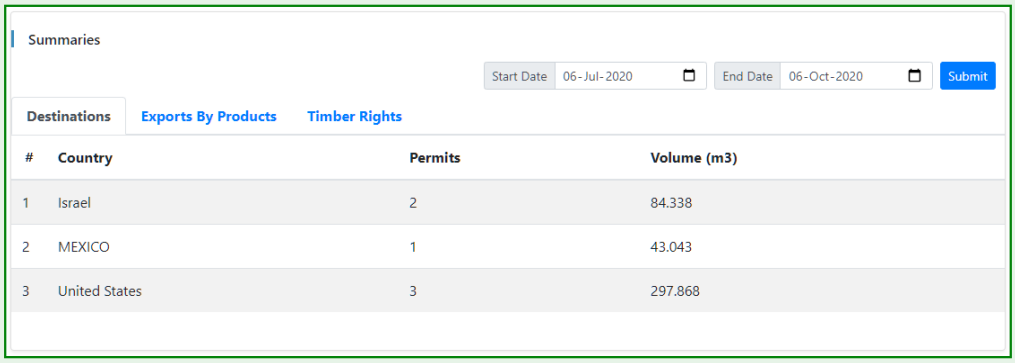
The homepage of the Ghana Transparency Portal provides information and details for logged in users.



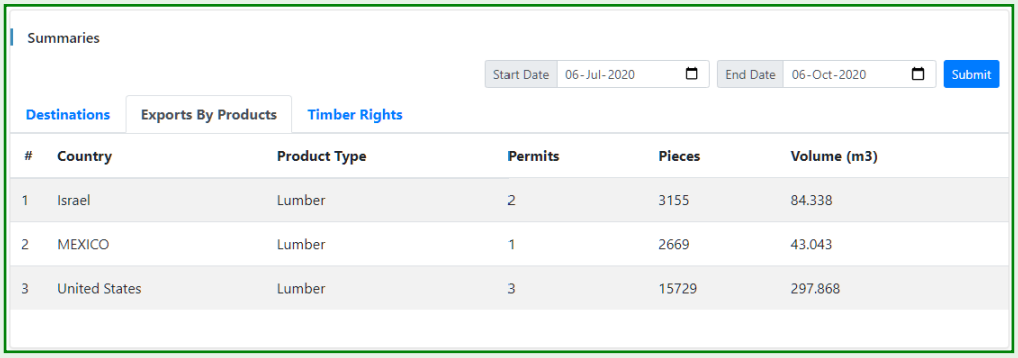
SUMMARIES

The summaries on the homepage displays data summaries on trading destinations, exports by products and timber rights.

- Destinations Summaries shows summaries on current timber trading destinations, the current trading permits for the destination and the Volume (m^3) of products.



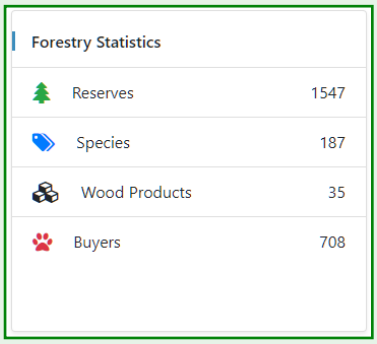
- Exports by Products shows a data on exports to other countries, product types exported, permits, product pieces and volume (m^3).



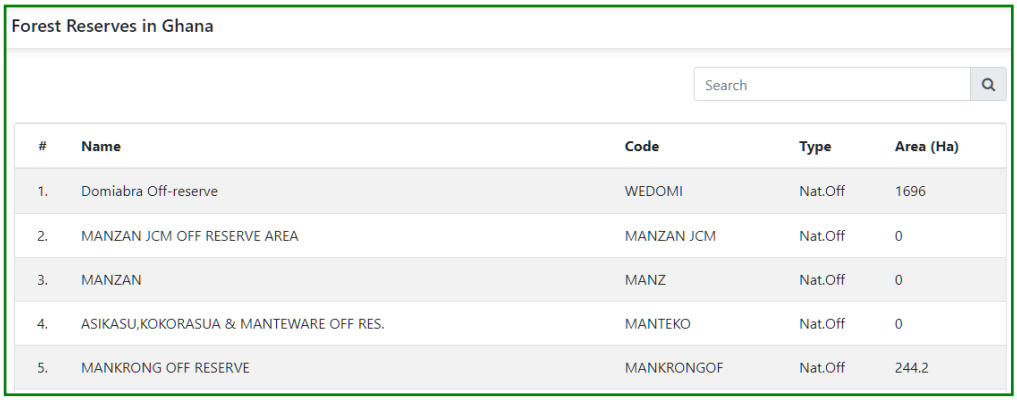
- Timber Rights shows summaries on legal timber trading rights, number of permits, contractors, forests, compartments and total area (Ha).

FOREST STATISTICS

The Forest Statistics displays a list that provides details on forest reserves, species, wood products and industry buyers. Users can click on any of these options to open the list view.

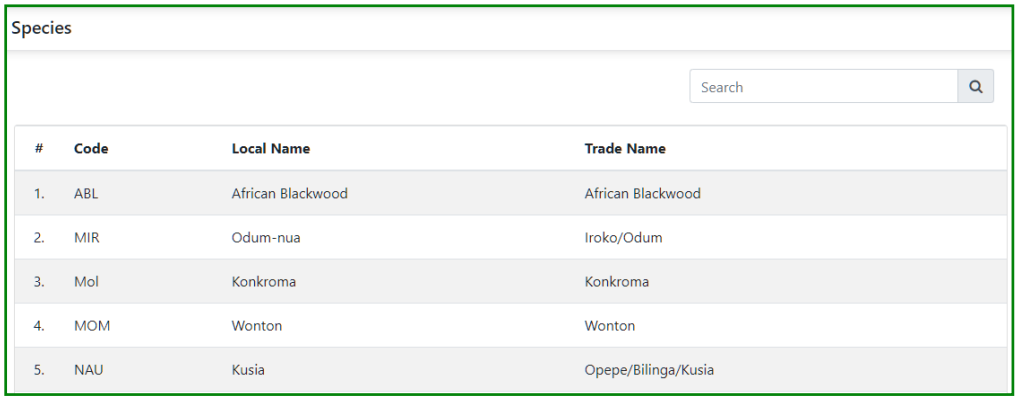


- Forest Reserves



#	Name	Code	Type	Area (Ha)
1.	Domiabra Off-reserve	WEDOMI	Nat.Off	1696
2.	MANZAN JCM OFF RESERVE AREA	MANZAN JCM	Nat.Off	0
3.	MANZAN	MANZ	Nat.Off	0
4.	ASIKASU,KOKORASUA & MANTEWARE OFF RES.	MANTEKO	Nat.Off	0
5.	MANKRONG OFF RESERVE	MANKRONGOF	Nat.Off	244.2

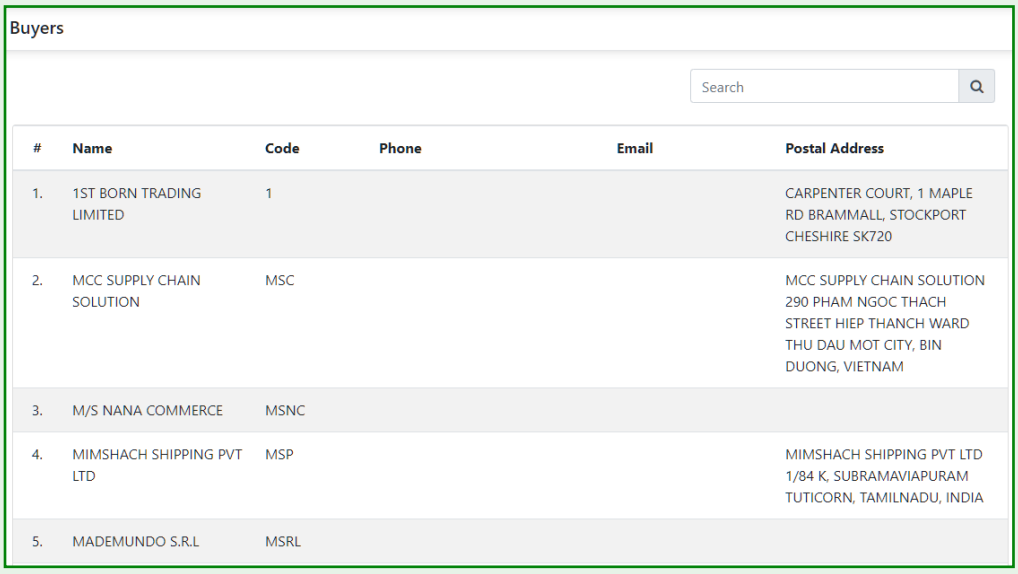
- Species



#	Code	Local Name	Trade Name
1.	ABL	African Blackwood	African Blackwood
2.	MIR	Odum-nua	Iroko/Odum
3.	Mol	Konkroma	Konkroma
4.	MOM	Wonton	Wonton
5.	NAU	Kusia	Opepe/Bilinga/Kusia

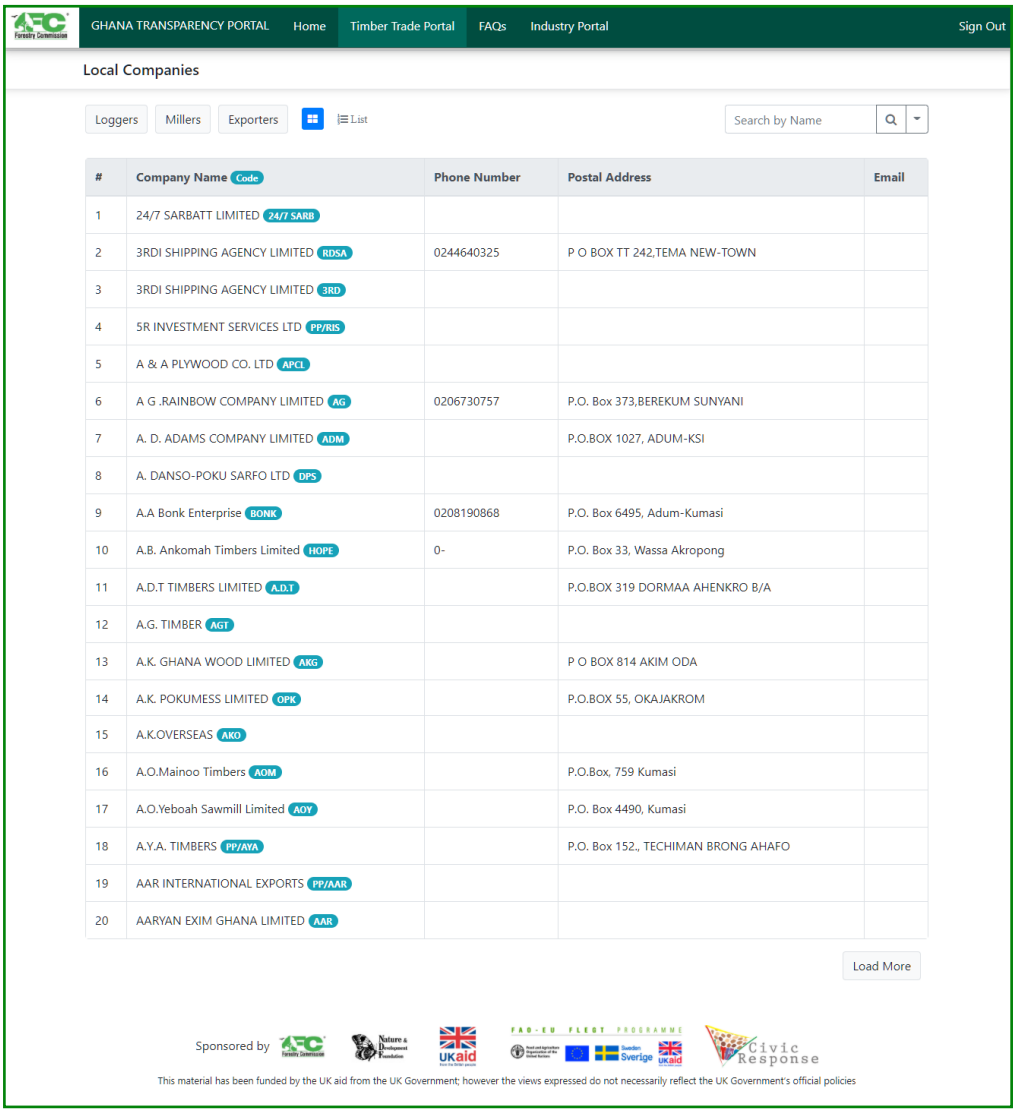
- Wood Products

- Buyers

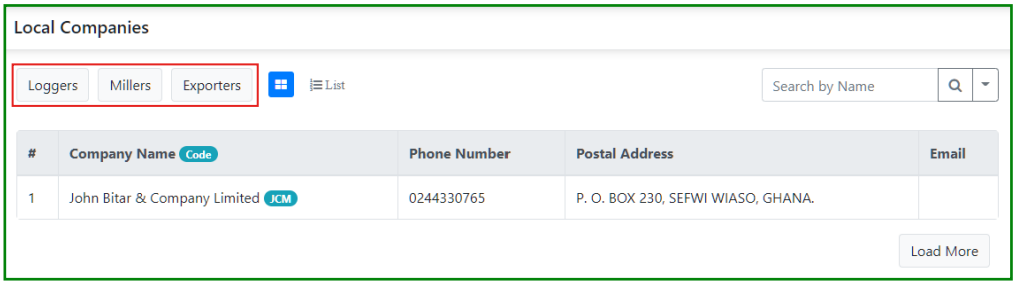


4 TIMBER TRADE PORTAL

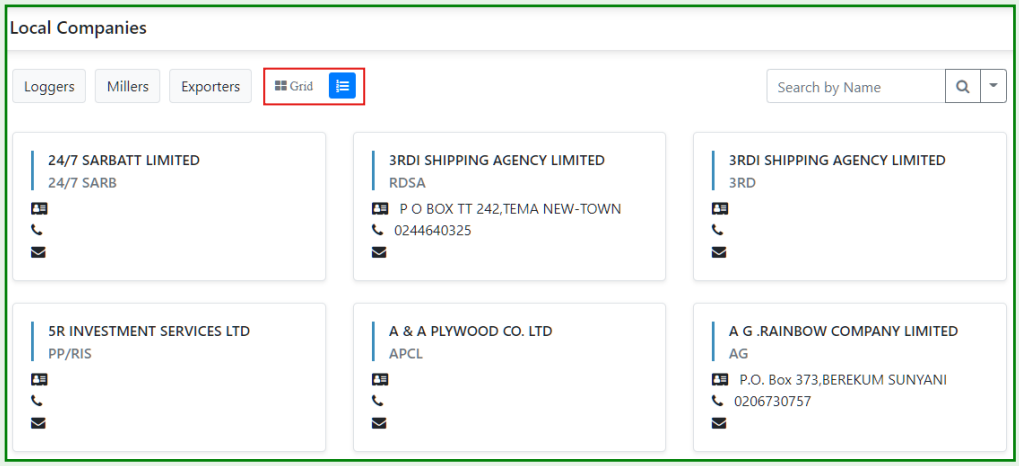
The Timber Trade Portal is the second option on the navigation bar. The view displays a list of all legally local companies in the timber industry.



- User can click on Loggers, Millers or Exporters button, to toggle the type of users displayed.

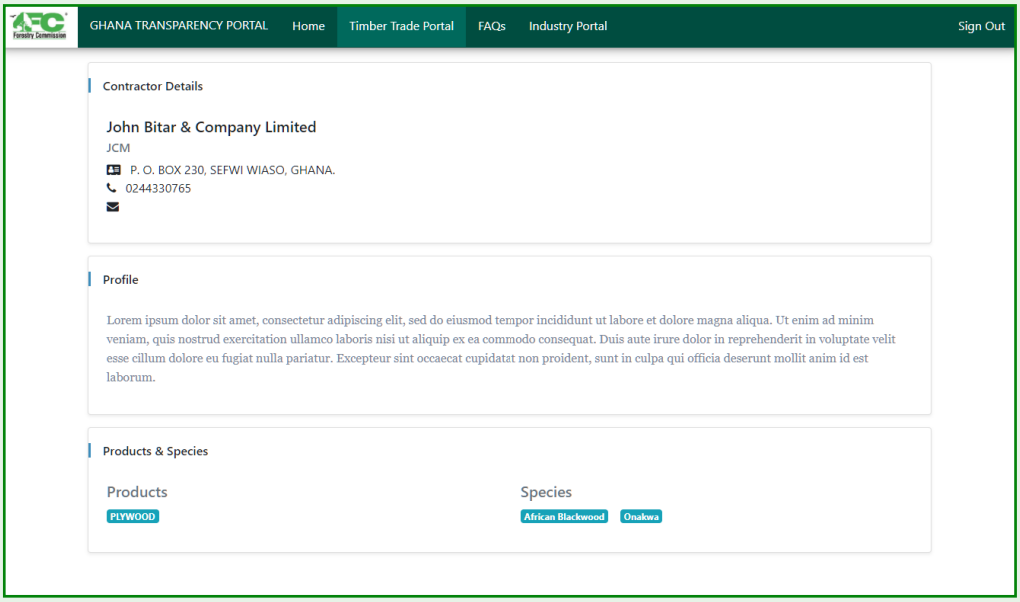


- Users can click on either Grid button or List button to toggle between the two views



CONTRACTOR DETAILS

- Users can click on any contractor in the list to open the contractor details.

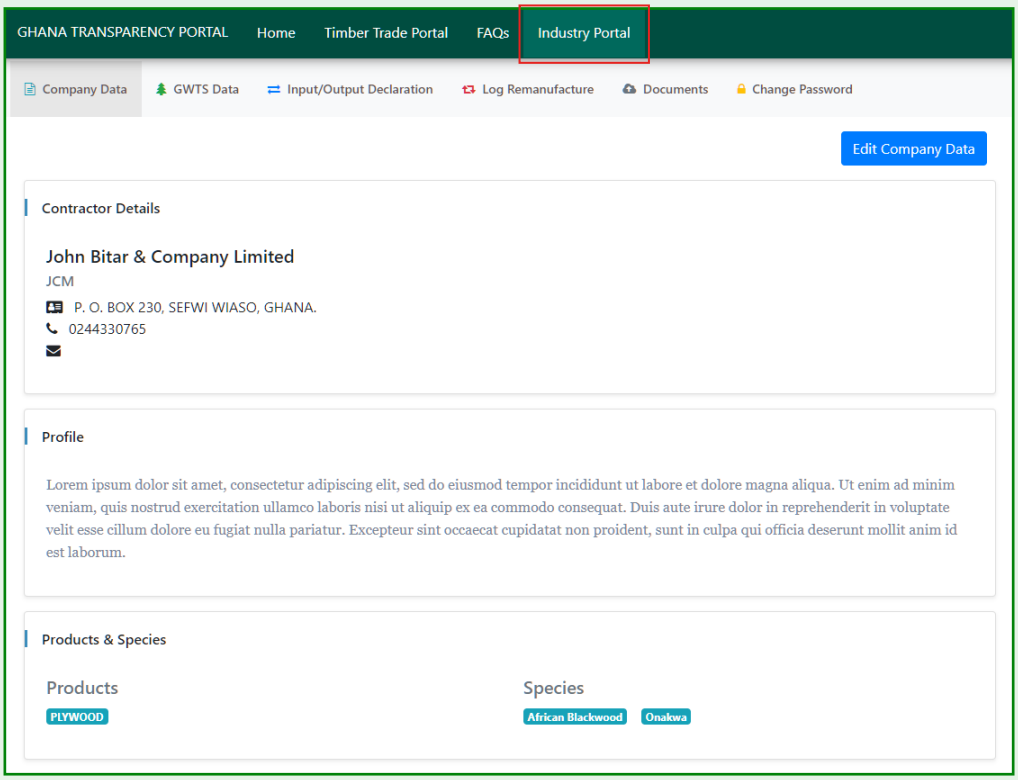


5 INDUSTRY PORTAL

The Industry Portal option on the navigation bar displays a view for industry users to manage their details and data in the Ghana Wood Tracking System.

The industry portal view provides users with a submenu which consist of the following options:

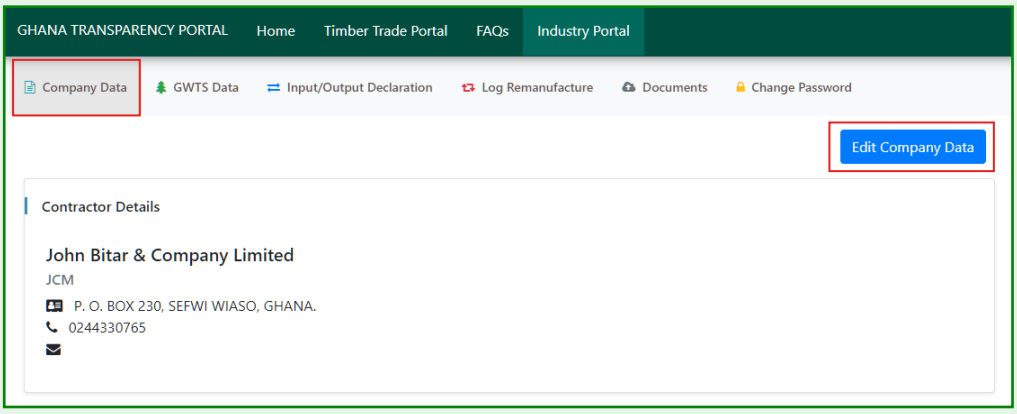
- Company Data
- GWTS Data
- Input/Output Declaration
- Log Remanufacture
- Documents
- Change Password



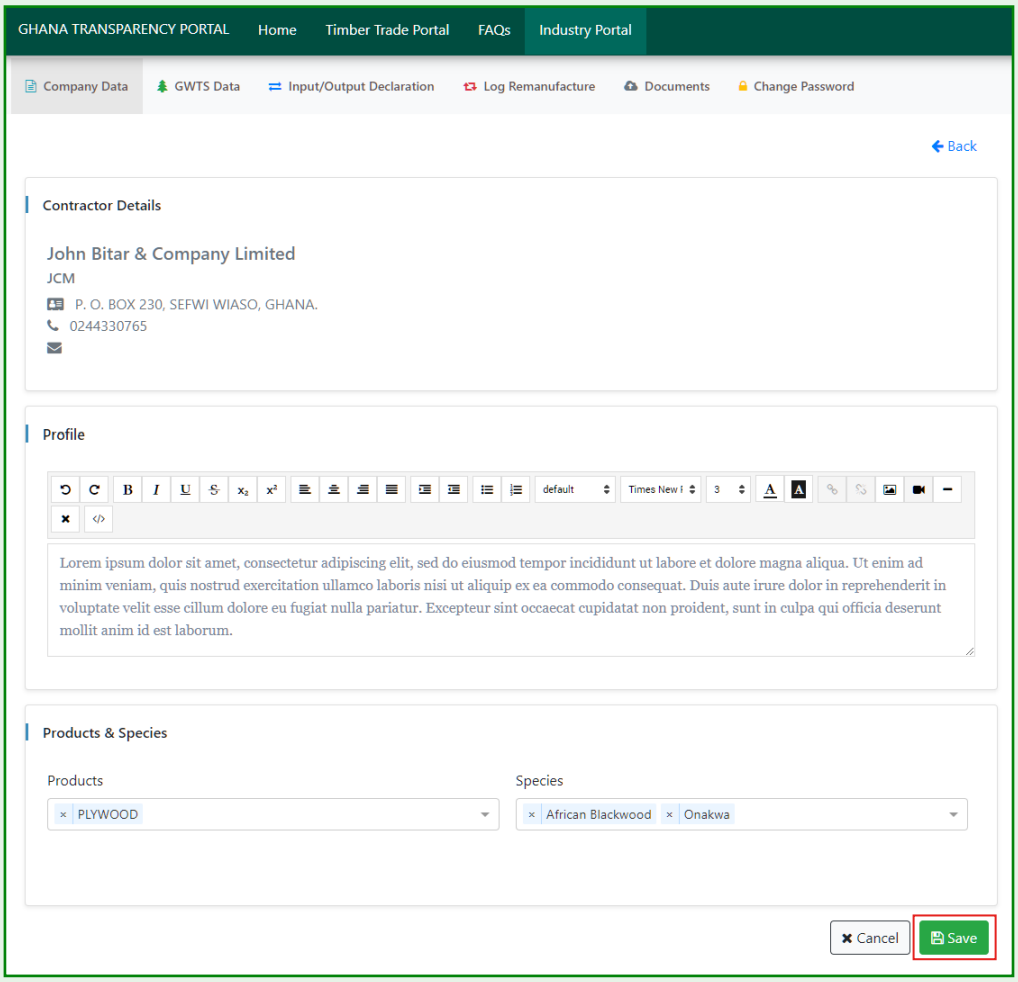
EDIT COMPANY DATA

The Contractor Data submenu option, provides industry portal users with the means to update or edit their company information such as their Profile and Products or Species.

- Users can click on the Edit Company Data button to open the edit view.



- Enter any necessary information and click on the save button update the details

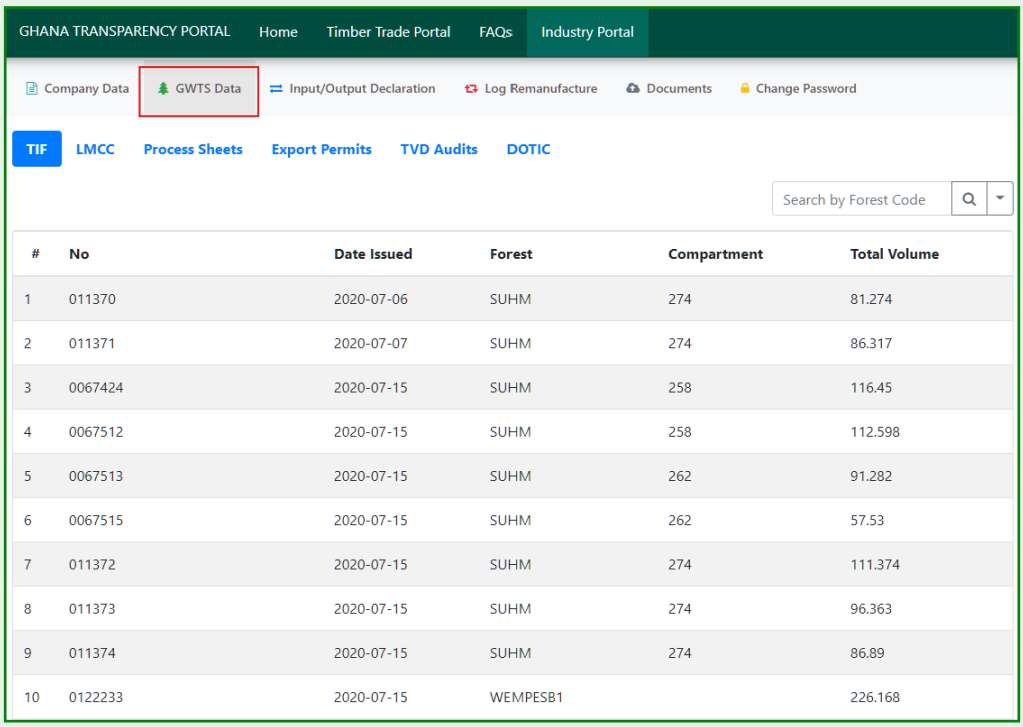


GWTS DATA

The GWTS Data option is the second submenu option which displays a view for industry users to view details of their GWTS data.

The data available to the user consist of the following options:

- TIF
- LMCC
- Process Sheets
- Export Permits
- TVD Audits
- DOTIC

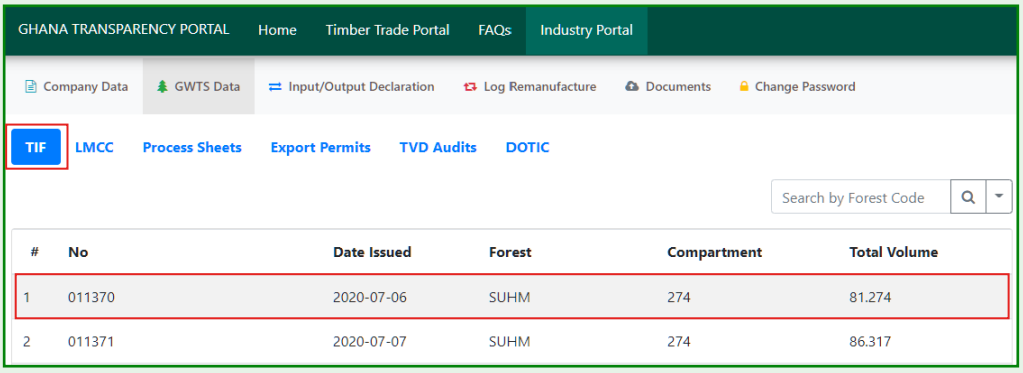


#	No	Date Issued	Forest	Compartment	Total Volume
1	011370	2020-07-06	SUHM	274	81.274
2	011371	2020-07-07	SUHM	274	86.317
3	0067424	2020-07-15	SUHM	258	116.45
4	0067512	2020-07-15	SUHM	258	112.598
5	0067513	2020-07-15	SUHM	262	91.282
6	0067515	2020-07-15	SUHM	262	57.53
7	011372	2020-07-15	SUHM	274	111.374
8	011373	2020-07-15	SUHM	274	96.363
9	011374	2020-07-15	SUHM	274	86.89
10	0122233	2020-07-15	WEMPESB1		226.168

TIF

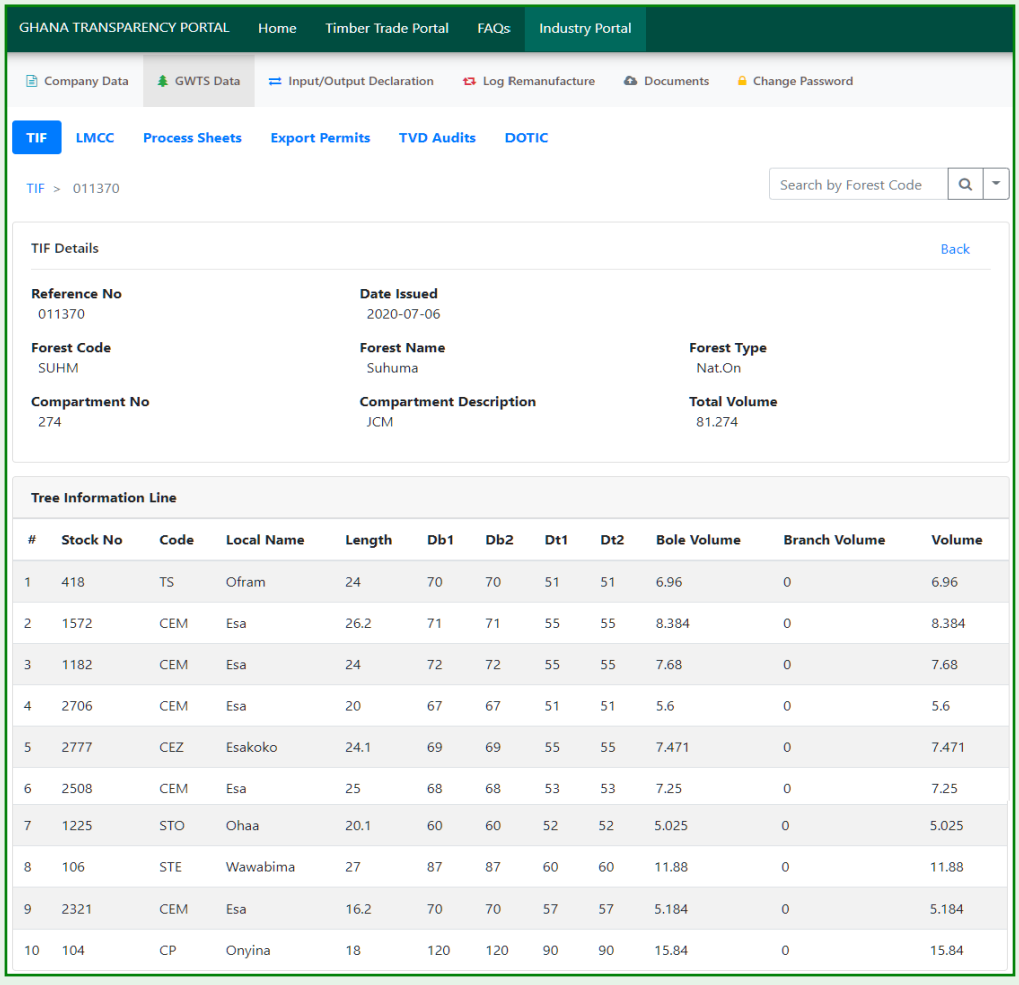
The TIF view provides industry portal users with the means to view the details of the company TIFs.

- Users can click on a TIF from the list to view its details.



#	No	Date Issued	Forest	Compartment	Total Volume
1	011370	2020-07-06	SUHM	274	81.274
2	011371	2020-07-07	SUHM	274	86.317

- Below is a view of the TIF details.



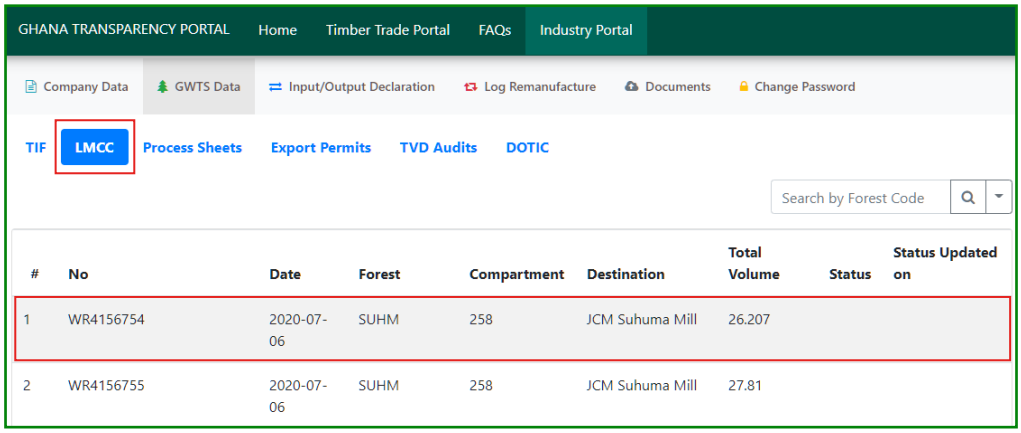
Tree Information Line

#	Stock No	Code	Local Name	Length	Db1	Db2	Dt1	Dt2	Bole Volume	Branch Volume	Volume
1	418	TS	Ofram	24	70	70	51	51	6.96	0	6.96
2	1572	CEM	Esa	26.2	71	71	55	55	8.384	0	8.384
3	1182	CEM	Esa	24	72	72	55	55	7.68	0	7.68
4	2706	CEM	Esa	20	67	67	51	51	5.6	0	5.6
5	2777	CEZ	Esakoko	24.1	69	69	55	55	7.471	0	7.471
6	2508	CEM	Esa	25	68	68	53	53	7.25	0	7.25
7	1225	STO	Ohaa	20.1	60	60	52	52	5.025	0	5.025
8	106	STE	Wawabima	27	87	87	60	60	11.88	0	11.88
9	2321	CEM	Esa	16.2	70	70	57	57	5.184	0	5.184
10	104	CP	Onyina	18	120	120	90	90	15.84	0	15.84

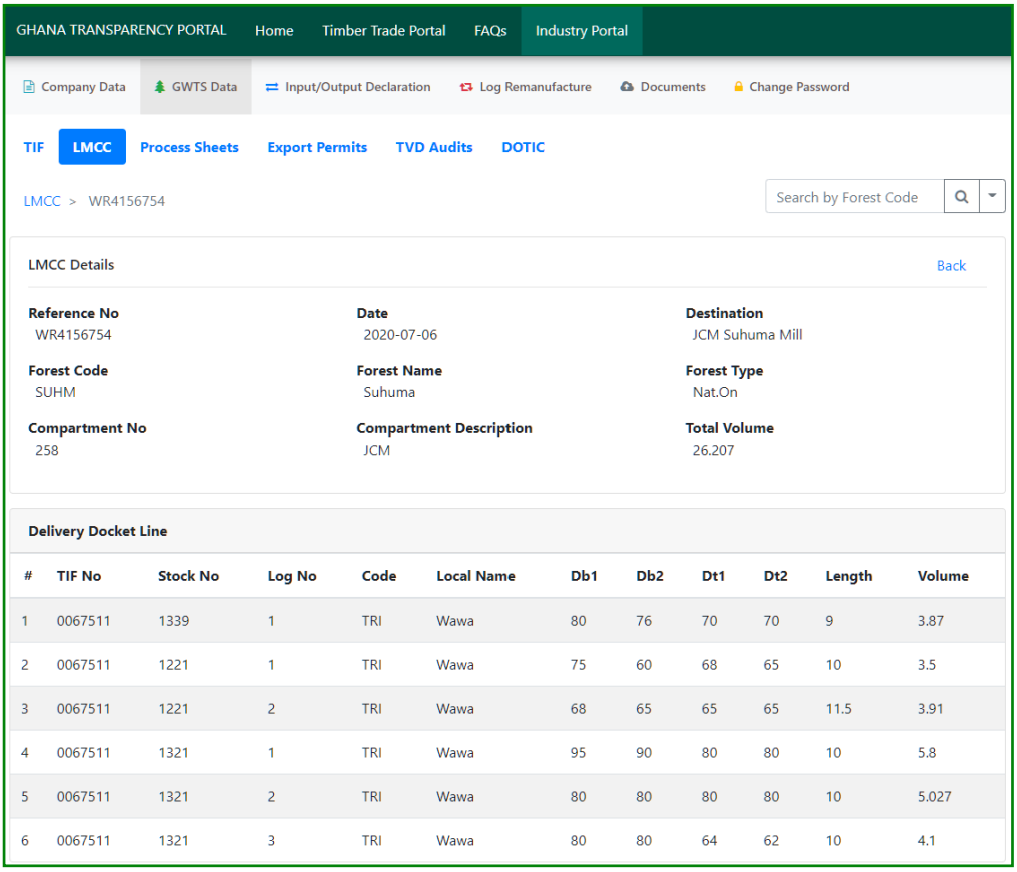
LMCC

The LMCC view provides industry portal users with the means to view the details of the company LMCCs.

- Users can click on an LMCC from the list to view its details.



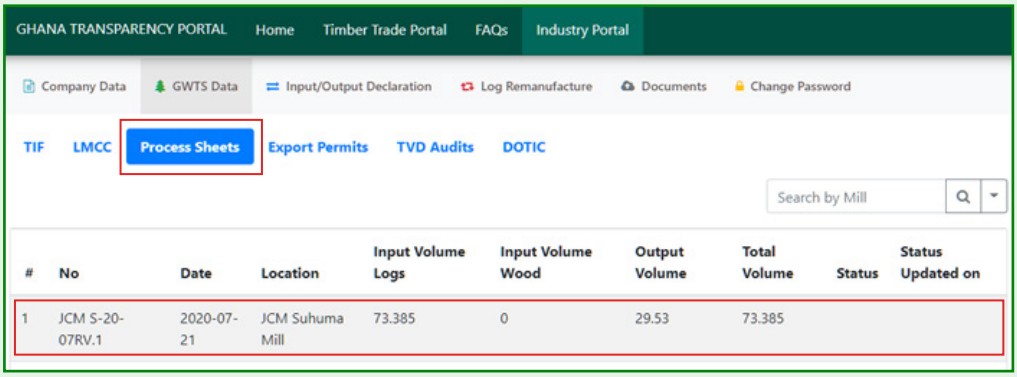
- Below is a view of the LMCC details.



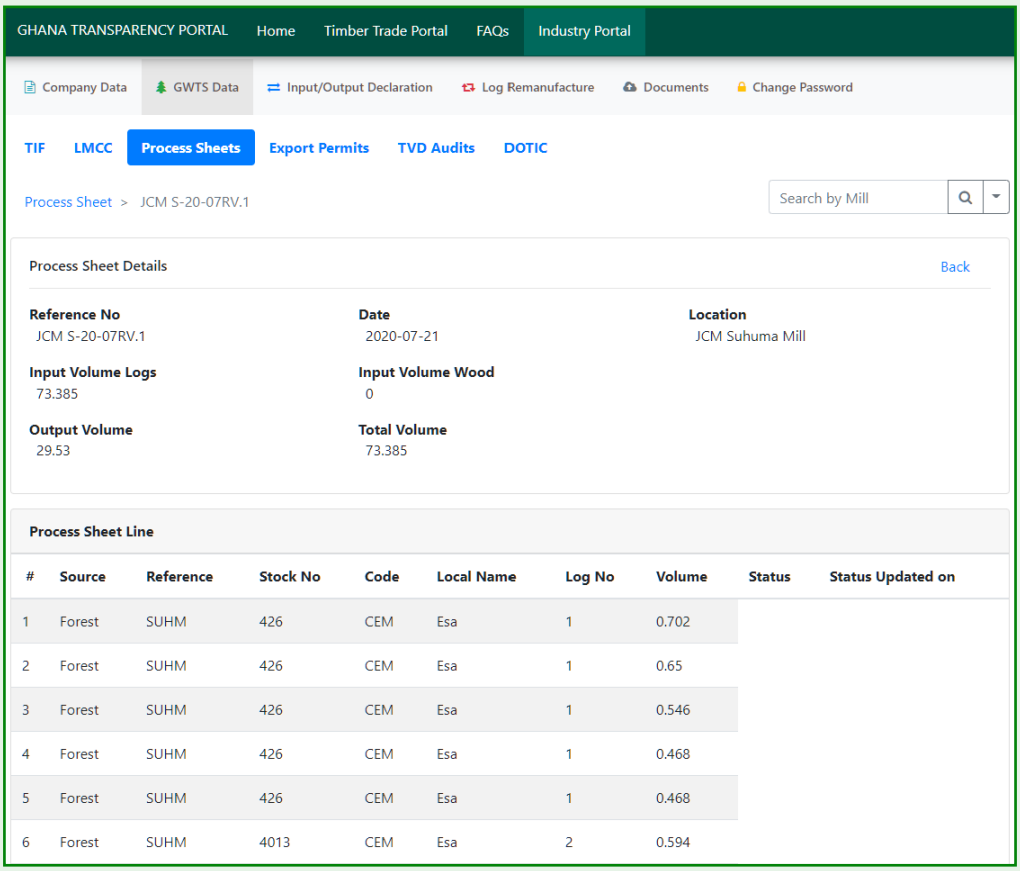
PROCESS SHEETS

The Process Sheets view provides industry portal users with the means to view the details of the company Process Sheets.

- Users can click on a Process Sheet from the list to view its details.



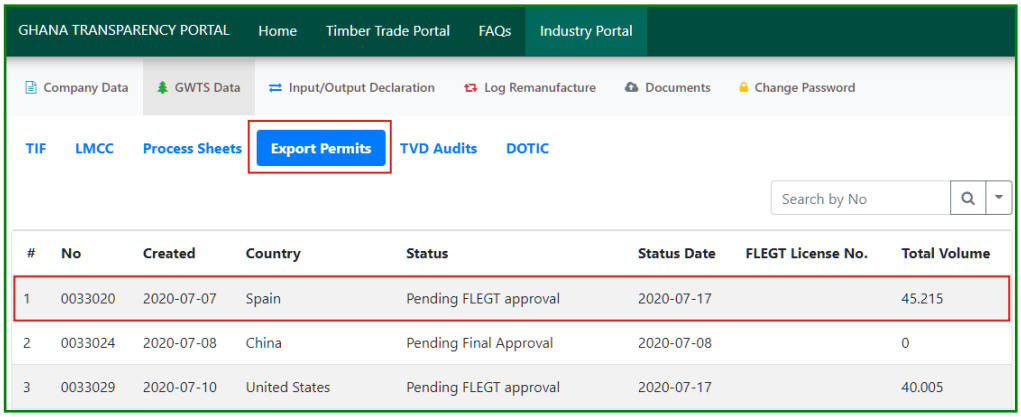
- Below is a view of the Process Sheets details.



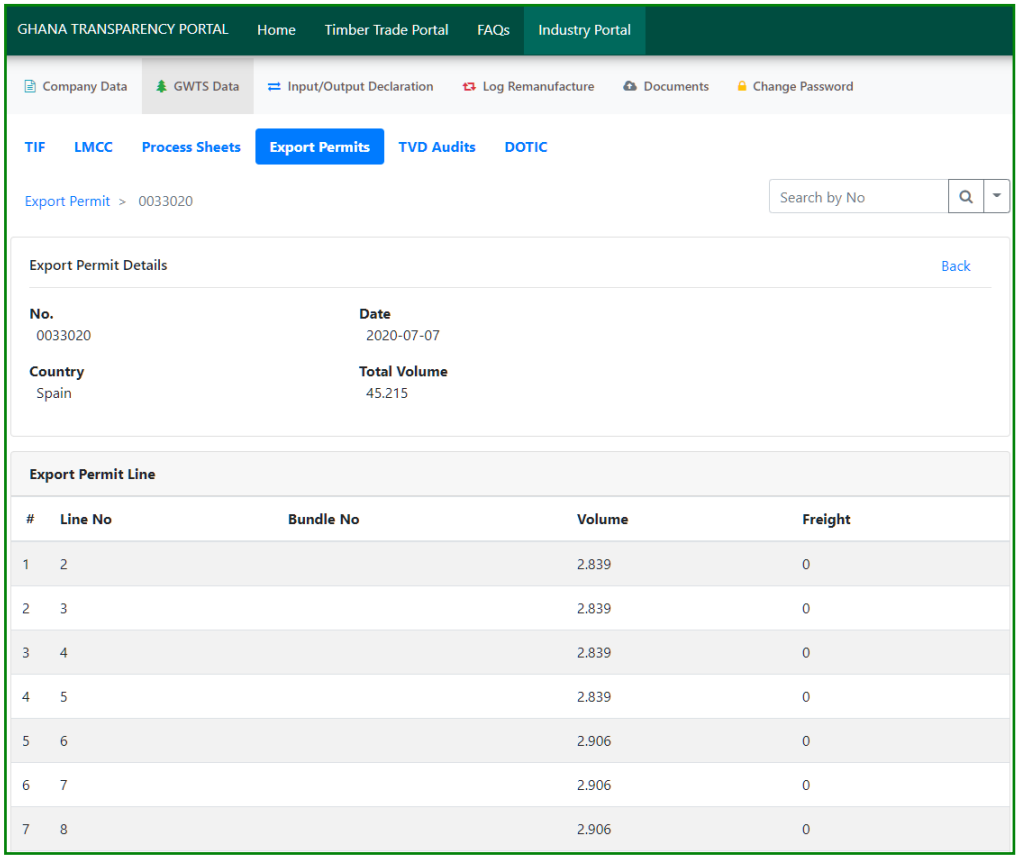
EXPORT PERMITS

The Export Permits view provides industry portal users with the means to view the details of the company export permits.

- Users can click on an Export Permit from the list to view its details.



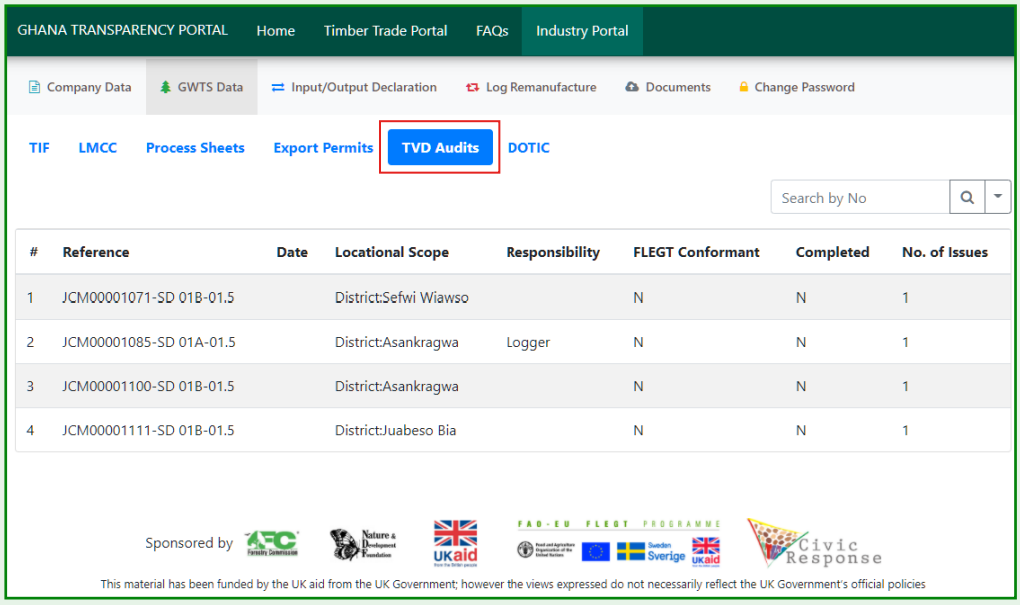
- Below is a view of the Export Permit details.



TVD AUDITS

The TVD Audits view provides industry portal users with the means to view the details of the company TVD audits.

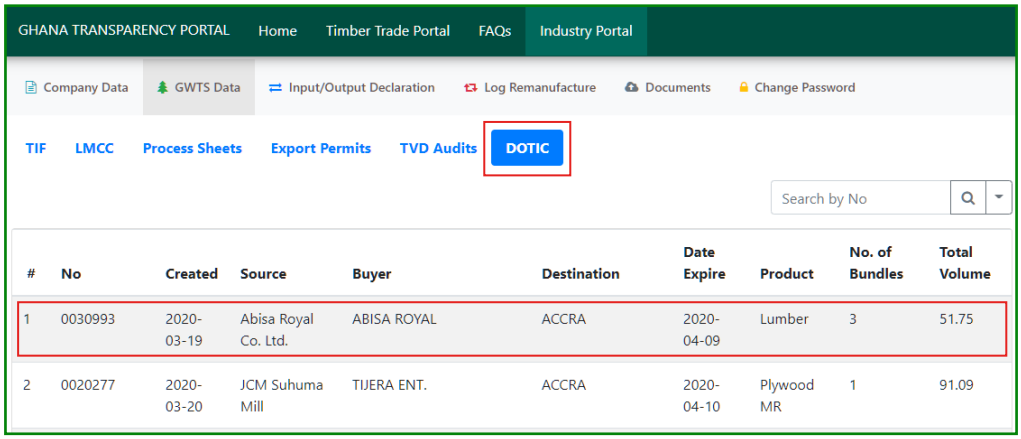
- Below is a view of the TVD Audits view.



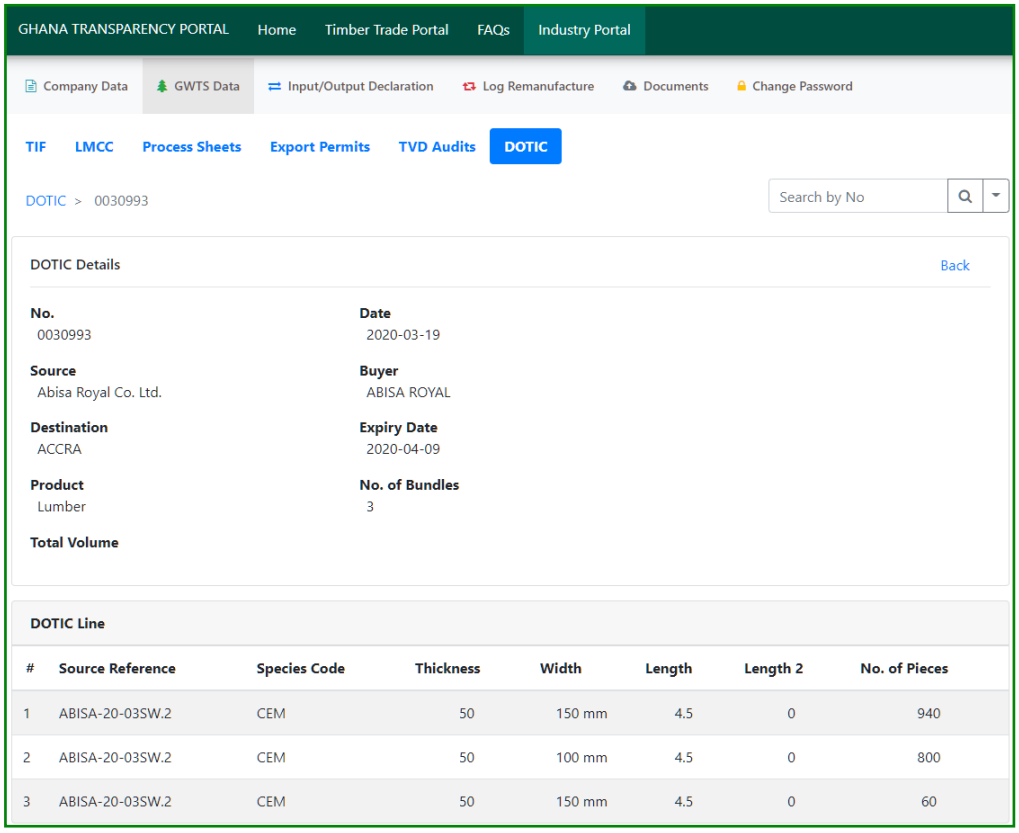
DOTIC

The DOTIC view provides industry portal users with the means to view the details of the company DOTIC.

- Users can click on a DOTIC from the list to view its details.



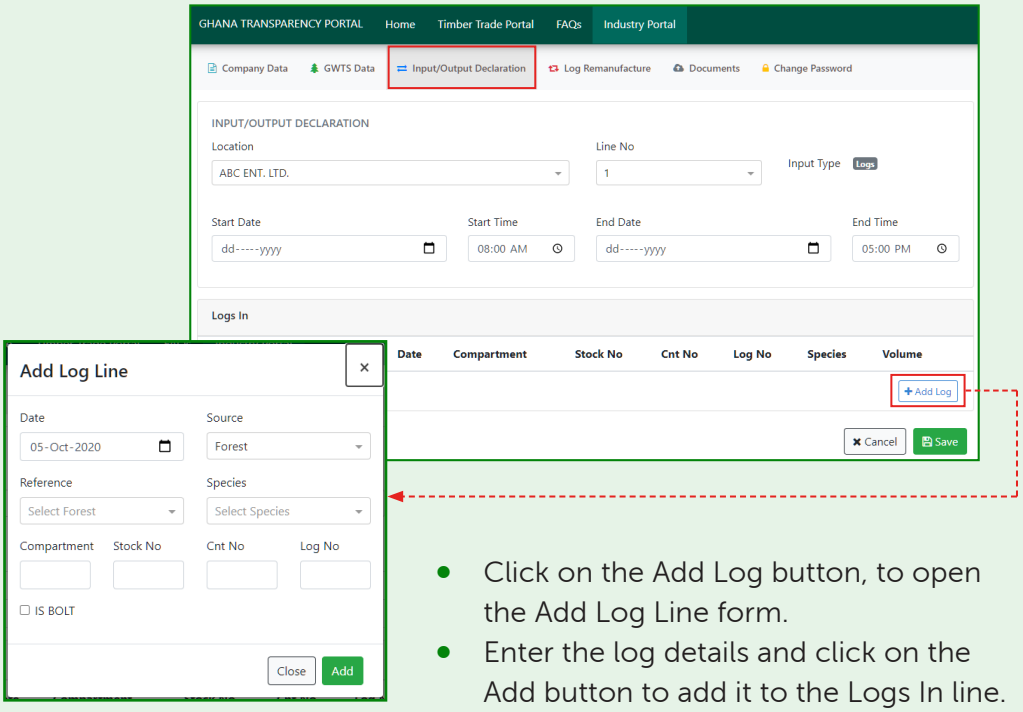
- Below is a view of the DOTIC details.



INPUT/OUTPUT DECLARATION

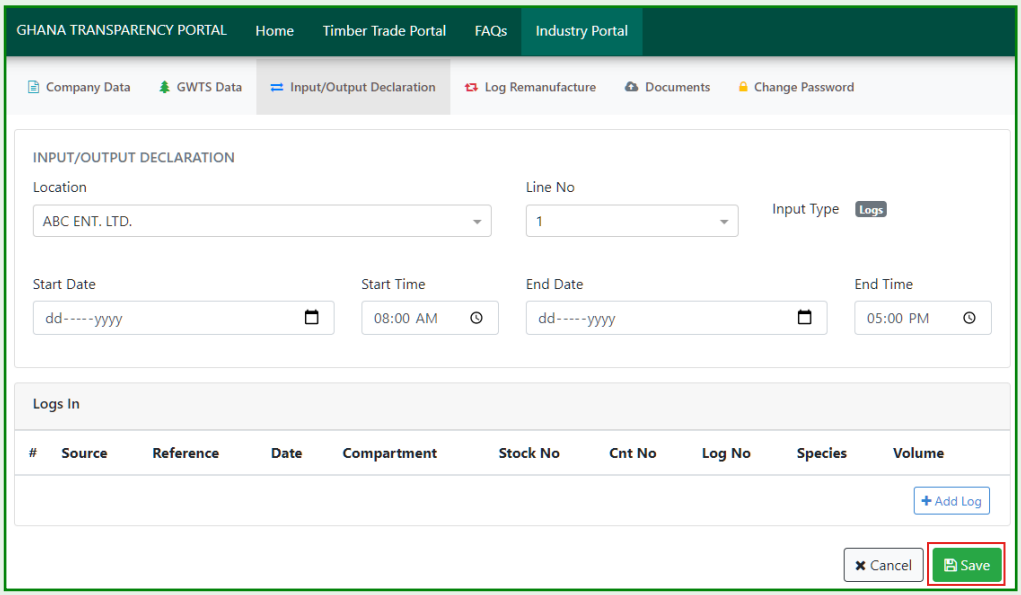
The Input/Output Declaration submenu option, provides industry portal users with the means to declare their company Input/Output details.

- Enter the details of the Input/Output Declaration in the form displayed below.



- Click on the Add Log button, to open the Add Log Line form.
- Enter the log details and click on the Add button to add it to the Logs In line.

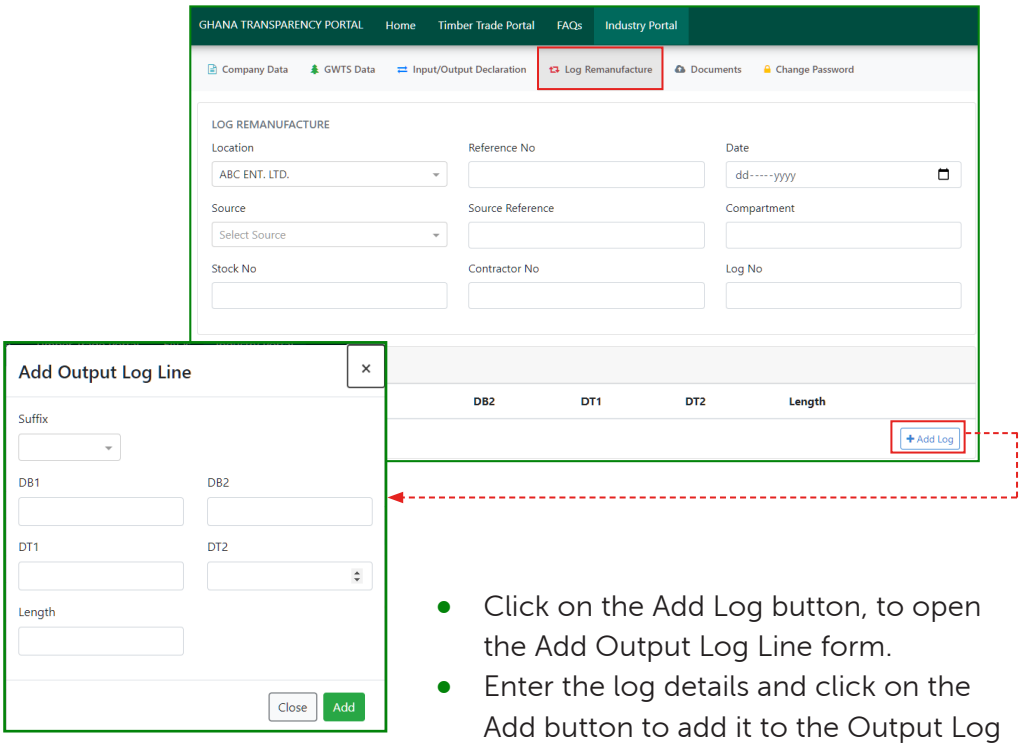
- Click on the Save button, to save the details of the Input/Output declaration.



LOG REMANUFACTURE

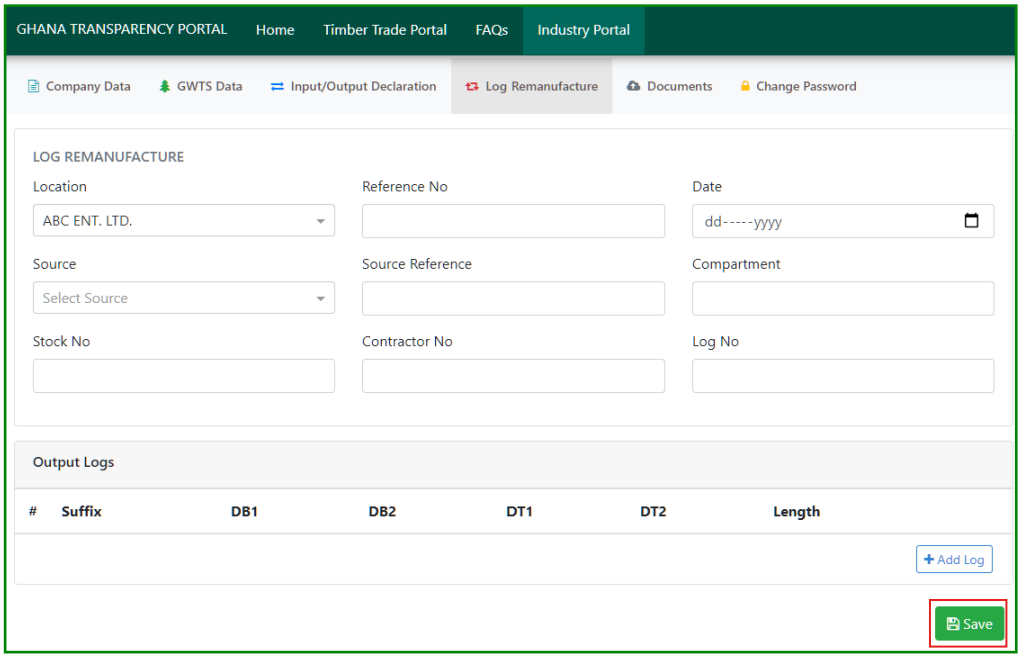
The Log Remanufacture submenu option, provides industry portal users with the means to declare their company log remanufacture details.

- Enter the details of the Log Remanufacture in the form displayed below.



- Click on the Add Log button, to open the Add Output Log Line form.
- Enter the log details and click on the Add button to add it to the Output Log line.

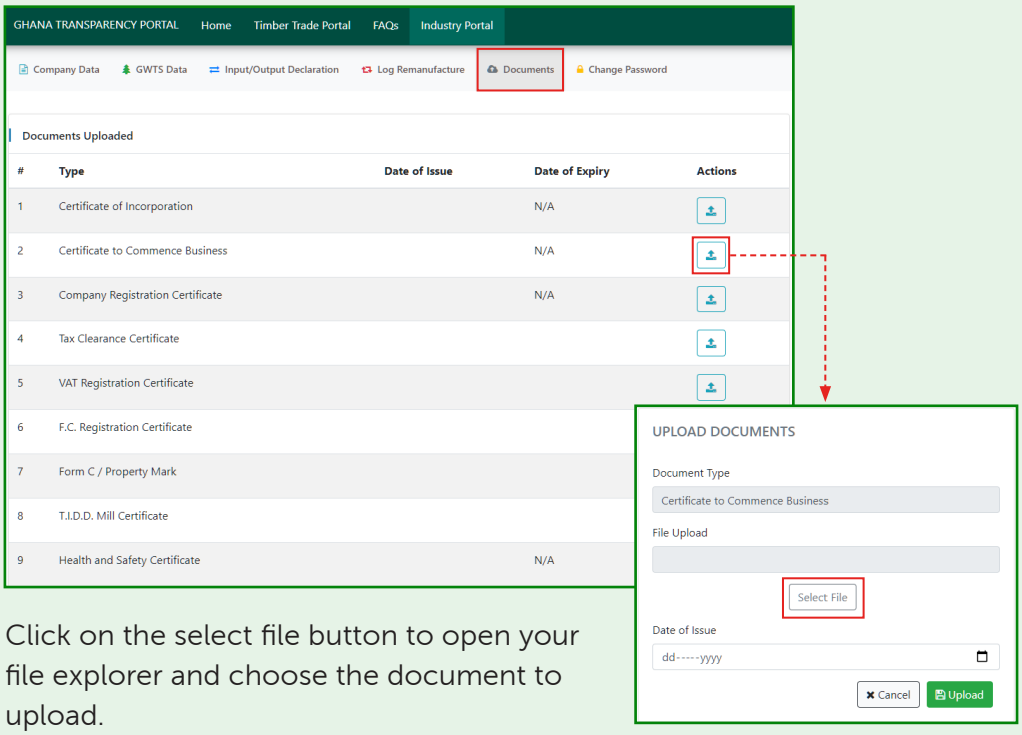
- Click on the Save button, to save the details of the Log Remanufacture.



DOCUMENTS

The Documents submenu option, provides industry portal users with the means to upload company documentation required to trade in the timber industry.

- Users can click on the upload button to open the document upload view.

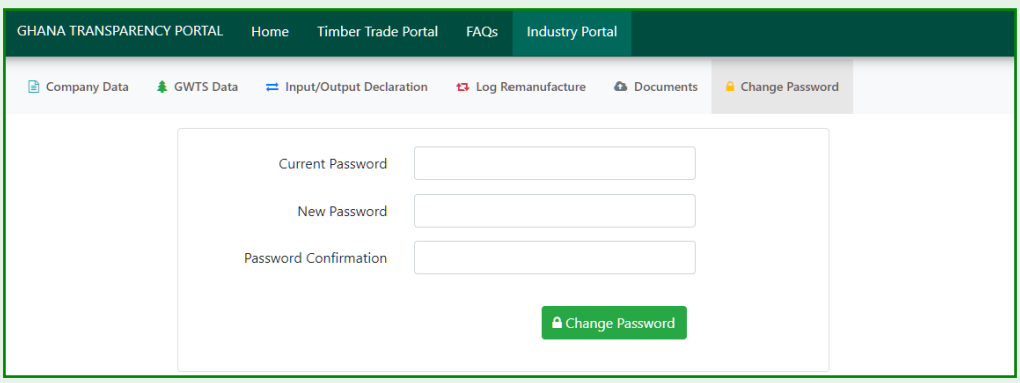


- Click on the select file button to open your file explorer and choose the document to upload.
- Enter the Date of Issue and click on the upload button to upload the document.

CHANGE PASSWORD

The Change Password view provides industry portal users with the means to change the password of the company industry portal account.

- Enter the Current Password in the input field provided
- Enter the New Password in the input field provided
- Enter the Password Confirmation in the input field provided
- Click on the Change Password button to update the current user password.



NOTES

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