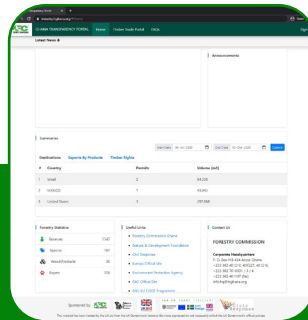


USER GUIDE



Timber industry portal to the **GHANA WOOD TRACKING SYSTEM**



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.



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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

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 Official Site
- Environment Protection Agency
- FAO Official Site
- FAO-EU FLEGT Programme

Contact Us

FORESTRY COMMISSION

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P. O. Box MB 434 Accra-Ghana
+233 302 401210, 401227, 401216,
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info.hq@fcghana.org

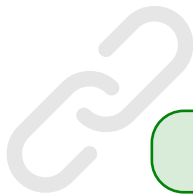
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1 LOGIN

Industry Users can reach the portal through the following links:



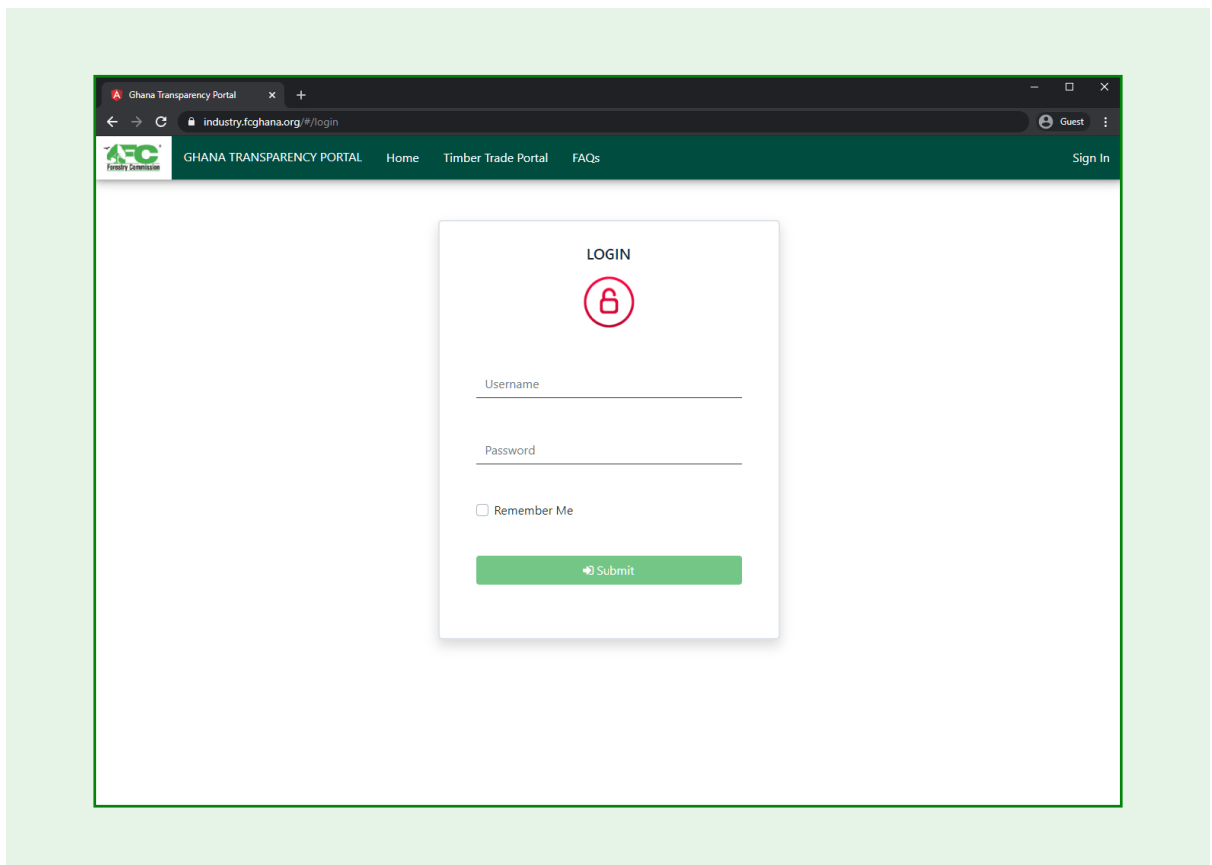
<https://www.industry.fcghana.org/>

<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.



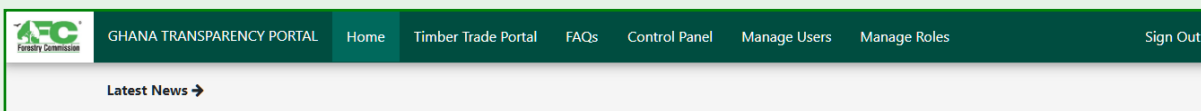
2

NAVIGATION BAR

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

ADMINISTRATOR NAVIGATION BAR

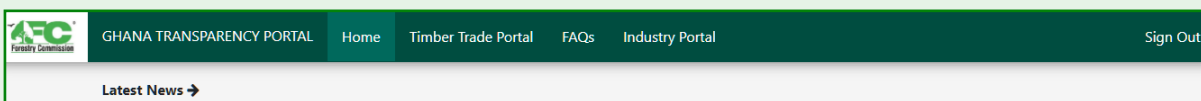
The navigation bar displays the following options for a system administrator user.



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 on exports, destinations and timber rights

Latest News

Announcements

The screenshot shows the Ghana Transparency Portal homepage. The navigation bar includes 'GHANA TRANSPARENCY PORTAL', 'Home', 'Timber Trade Portal', 'FAQs', and 'Sign In'. The main content area features several sections:

- Latest News**: A section for the most recent news items.
- Announcements**: A section for official announcements.
- Summaries**: A section with filters for 'Start Date' (06-Jul-2020) and 'End Date' (06-Oct-2020), and tabs for 'Destinations', 'Exports By Products', and 'Timber Rights'. Below this is a table:

#	Country	Permits	Volume (m3)
1	Israel	2	84,338
2	MEXICO	1	43,043
3	United States	3	297,868

- Forestry Statistics**: A table showing: Reserves (1547), Species (187), Wood Products (35), and Buyers (708).
- Useful Links**: A list of links including Forestry Commission Ghana, Nature & Development Foundation, Civil Response, Europa Official Site, Environment Protection Agency, FAO Official Site, and FAO-EU FLEGT Programme.
- Contact Us**: Contact information for the Forestry Commission, including corporate headquarters address and phone numbers.

The footer contains logos for sponsors: AFD, Nature & Environment, UKaid, FARMER FOREST PROGRAMME, and Civic Response. A disclaimer states: '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.'

Forestry Statistics

Contact Details

Useful Links

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 (m³) of products.

#	Country	Permits	Volume (m3)
1	Israel	2	84.338
2	MEXICO	1	43.043
3	United States	3	297.868

- Exports by Products shows a data on exports to other countries, product types exported, permits, product pieces and volume (m³).





#	Country	Product Type	Permits	Pieces	Volume (m3)
1	Israel	Lumber	2	3155	84.338
2	MEXICO	Lumber	1	2669	43.043
3	United States	Lumber	3	15729	297.868

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

#	Type	Number	Contractors	Forests	Compartments	Total Area (Ha)
1	TUC Natural On Reserve	389	139	105	1333	774372.77
2	TUC Natural Off Reserve	217	133	213	0	801324.91
3	TUC Plantation On Reserve	50	39	28	0	12303.09

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.

Forestry Statistics		
	Reserves	1547
	Species	187
	Wood Products	35
	Buyers	708

- Forest Reserves

Forest Reserves in Ghana				
#	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

Wood Products	
<input type="text" value="Search"/> <input type="button" value="Q"/>	
#	Name
1.	BENCH COMPONENT
2.	PLYWOOD
3.	PLYWOOD C/CC
4.	PLYWOOD CC/CC
5.	Plywood MR

- Buyers

Buyers					
<input type="text" value="Search"/> <input type="button" value="Q"/>					
#	Name	Code	Phone	Email	Postal Address
1.	1ST BORN TRADING LIMITED	1			CARPENTER COURT, 1 MAPLE RD BRAMMALL, STOCKPORT CHESHIRE SK720
2.	MCC SUPPLY CHAIN SOLUTION	MSC			MCC SUPPLY CHAIN SOLUTION 290 PHAM NGOC THACH STREET HIEP THANCH WARD THU DAU MOT CITY, BIN DUONG, VIETNAM
3.	M/S NANA COMMERCE	MSNC			
4.	MIMSHACH SHIPPING PVT LTD	MSP			MIMSHACH SHIPPING PVT LTD 1/84 K, SUBRAMAVIAPURAM TUTICORN, TAMILNADU, INDIA
5.	MADEMUNDO S.RL	MSRL			

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.

The screenshot shows the Timber Trade Portal interface. At the top, there is a navigation bar with 'GHANA TRANSPARENCY PORTAL', 'Home', 'Timber Trade Portal', 'FAQs', 'Industry Portal', and 'Sign Out'. Below the navigation bar, the page title is 'Local Companies'. There are buttons for 'Loggers', 'Millers', and 'Exporters', and a search box labeled 'Search by Name'. A table lists 20 companies with the following columns: #, Company Name (with a code), Phone Number, Postal Address, and Email. The table is followed by a 'Load More' button. At the bottom, there are logos for sponsors: AFC, Nature & Environment Foundation, UKaid, F&B - EU FLEET PROGRAMME, and Civic Response. A disclaimer states: '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'.

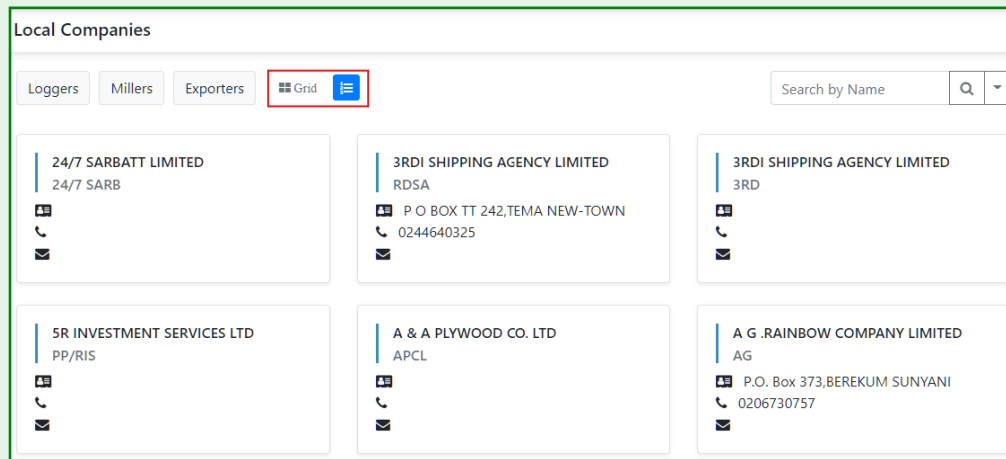
#	Company Name <small>Code</small>	Phone Number	Postal Address	Email
1	24/7 SARBATT LIMITED <small>24/7 SARB</small>			
2	3RDI SHIPPING AGENCY LIMITED <small>RDSA</small>	0244640325	P O BOX TT 242,TEMA NEW-TOWN	
3	3RDI SHIPPING AGENCY LIMITED <small>3RD</small>			
4	5R INVESTMENT SERVICES LTD <small>PP/RIS</small>			
5	A & A PLYWOOD CO. LTD <small>APCL</small>			
6	A.G.RAINBOW COMPANY LIMITED <small>AG</small>	0206730757	P.O. Box 373,BEREKUM SUNYANI	
7	A. D. ADAMS COMPANY LIMITED <small>ADM</small>		P.O.BOX 1027, ADUM-KSI	
8	A. DANSO-POKU SARFO LTD <small>OPS</small>			
9	A.A Bonk Enterprise <small>BONK</small>	0208190868	P.O. Box 6495, Adum-Kumasi	
10	A.B. Ankomah Timbers Limited <small>HOPF</small>	0-	P.O. Box 33, Wassa Akropong	
11	A.D.T TIMBERS LIMITED <small>A.D.T</small>		P.O.BOX 319 DORMAA AHENKRO B/A	
12	A.G. TIMBER <small>AGT</small>			
13	A.K. GHANA WOOD LIMITED <small>AKG</small>		P O BOX 814 AKIM ODA	
14	A.K. POKUMESS LIMITED <small>OPK</small>		P.O.BOX 55, OKAJAKROM	
15	A.K.OVERSEAS <small>AKO</small>			
16	A.O.Mainoo Timbers <small>ADM</small>		P.O.Box, 759 Kumasi	
17	A.O.Yeboah Sawmill Limited <small>ADY</small>		P.O. Box 4490, Kumasi	
18	A.Y.A. TIMBERS <small>PP/YA</small>		P.O. Box 152., TECHIMAN BRONG AHAFO	
19	AAR INTERNATIONAL EXPORTS <small>PP/AAR</small>			
20	AARYAN EXIM GHANA LIMITED <small>AAR</small>			

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

This is a close-up of the 'Local Companies' section. The 'Loggers' button is highlighted with a red box. The table below shows the first entry: John Bitar & Company Limited with code JCM, phone number 0244330765, and postal address P. O. BOX 230, SEFWI WIASO, GHANA.

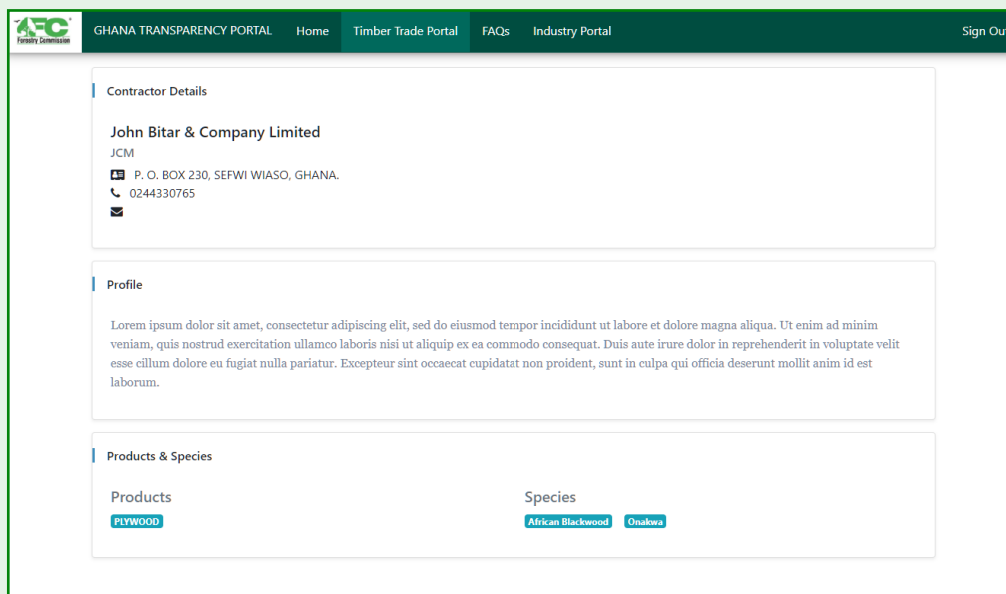
#	Company Name <small>Code</small>	Phone Number	Postal Address	Email
1	John Bitar & Company Limited <small>JCM</small>	0244330765	P. O. BOX 230, SEFWI WIASO, GHANA.	

- 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:

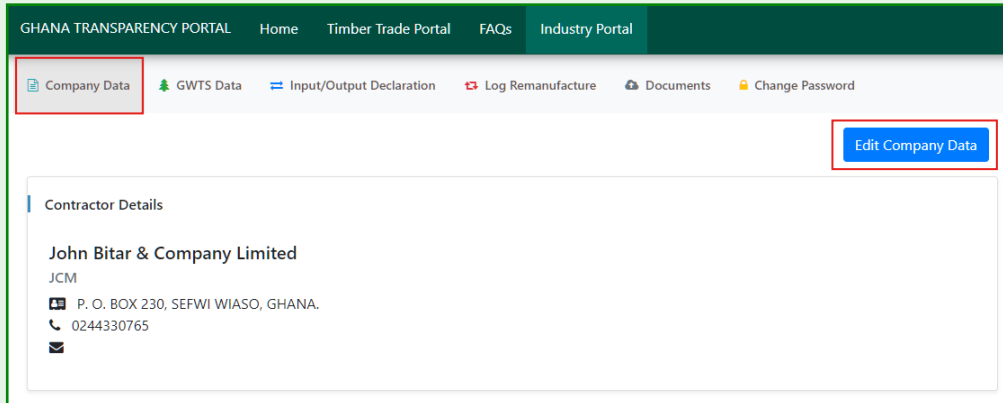
- Company Data
- GWTS Data
- Input/Output Declaration
- Log Remanufacture
- Documents
- Change Password

The screenshot displays the 'Industry Portal' interface within the Ghana Transparency Portal. The main navigation bar includes 'Home', 'Timber Trade Portal', 'FAQs', and 'Industry Portal' (highlighted with a red box). Below this, a submenu lists 'Company Data', 'GWTS Data', 'Input/Output Declaration', 'Log Remanufacture', 'Documents', and 'Change Password'. The 'Company Data' option is selected, leading to a page with an 'Edit Company Data' button. The page content is organized into three sections: 'Contractor Details' for 'John Bitar & Company Limited' (JCM), 'Profile' with a placeholder text, and 'Products & Species' which lists 'PLYWOOD' under Products and 'African Blackwood' and 'Onakwa' under Species.

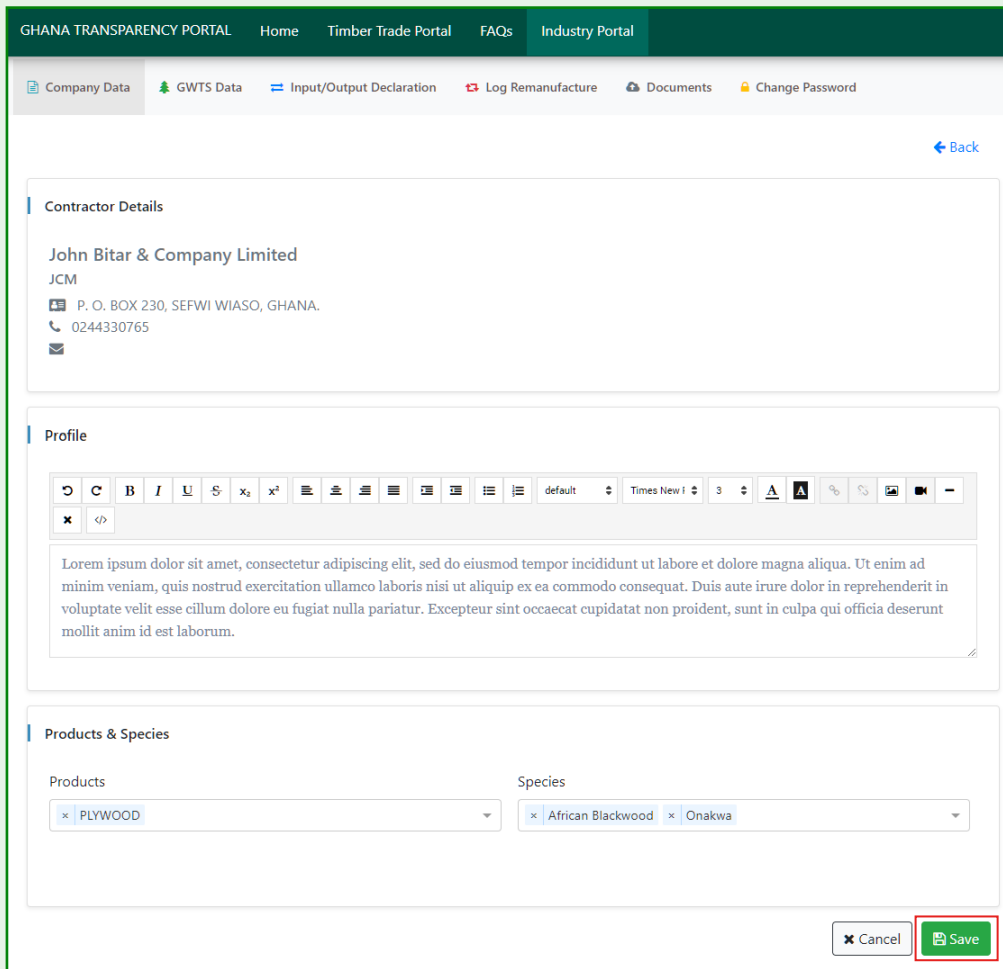
EDIT COMPANY DATA

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.

TIF > 011370

TIF Details [Back](#)

Reference No 011370	Date Issued 2020-07-06		
Forest Code SUHM	Forest Name Suhuma	Forest Type Nat.On	
Compartment No 274	Compartment Description JCM	Total Volume 81.274	

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.

#	No	Date	Forest	Compartment	Destination	Total Volume	Status Updated on
1	WR4156754	2020-07-06	SUHM	258	JCM Suhuma Mill	26.207	
2	WR4156755	2020-07-06	SUHM	258	JCM Suhuma Mill	27.81	

- Below is a view of the LMCC details.

LMCC Details

Reference No WR4156754	Date 2020-07-06	Destination JCM Suhuma Mill
Forest Code SUHM	Forest Name Suhuma	Forest Type Nat.On
Compartment No 258	Compartment Description JCM	Total Volume 26.207

Delivery Docket Line

#	TIF No	Stock No	Log No	Code	Local Name	Db1	Db2	Dt1	Dt2	Length	Volume
1	0067511	1339	1	TRI	Wawa	80	76	70	70	9	3.87
2	0067511	1221	1	TRI	Wawa	75	60	68	65	10	3.5
3	0067511	1221	2	TRI	Wawa	68	65	65	65	11.5	3.91
4	0067511	1321	1	TRI	Wawa	95	90	80	80	10	5.8
5	0067511	1321	2	TRI	Wawa	80	80	80	80	10	5.027
6	0067511	1321	3	TRI	Wawa	80	80	64	62	10	4.1

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.

#	No	Date	Location	Input Volume Logs	Input Volume Wood	Output Volume	Total Volume	Status	Status Updated on
1	JCM S-20-07RV.1	2020-07-21	JCM Suhuma Mill	73.385	0	29.53	73.385		

- Below is a view of the Process Sheets details.

Process Sheet > JCM S-20-07RV.1

Process Sheet Details [Back](#)

Reference No JCM S-20-07RV.1	Date 2020-07-21	Location JCM Suhuma Mill
Input Volume Logs 73.385	Input Volume Wood 0	
Output Volume 29.53	Total Volume 73.385	

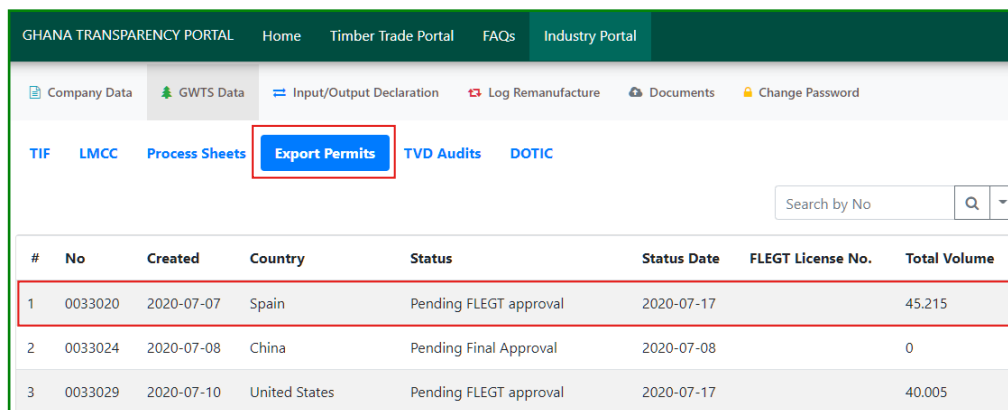
Process Sheet Line

#	Source	Reference	Stock No	Code	Local Name	Log No	Volume	Status	Status Updated on
1	Forest	SUHM	426	CEM	Esa	1	0.702		
2	Forest	SUHM	426	CEM	Esa	1	0.65		
3	Forest	SUHM	426	CEM	Esa	1	0.546		
4	Forest	SUHM	426	CEM	Esa	1	0.468		
5	Forest	SUHM	426	CEM	Esa	1	0.468		
6	Forest	SUHM	4013	CEM	Esa	2	0.594		

EXPORT PERMITS

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

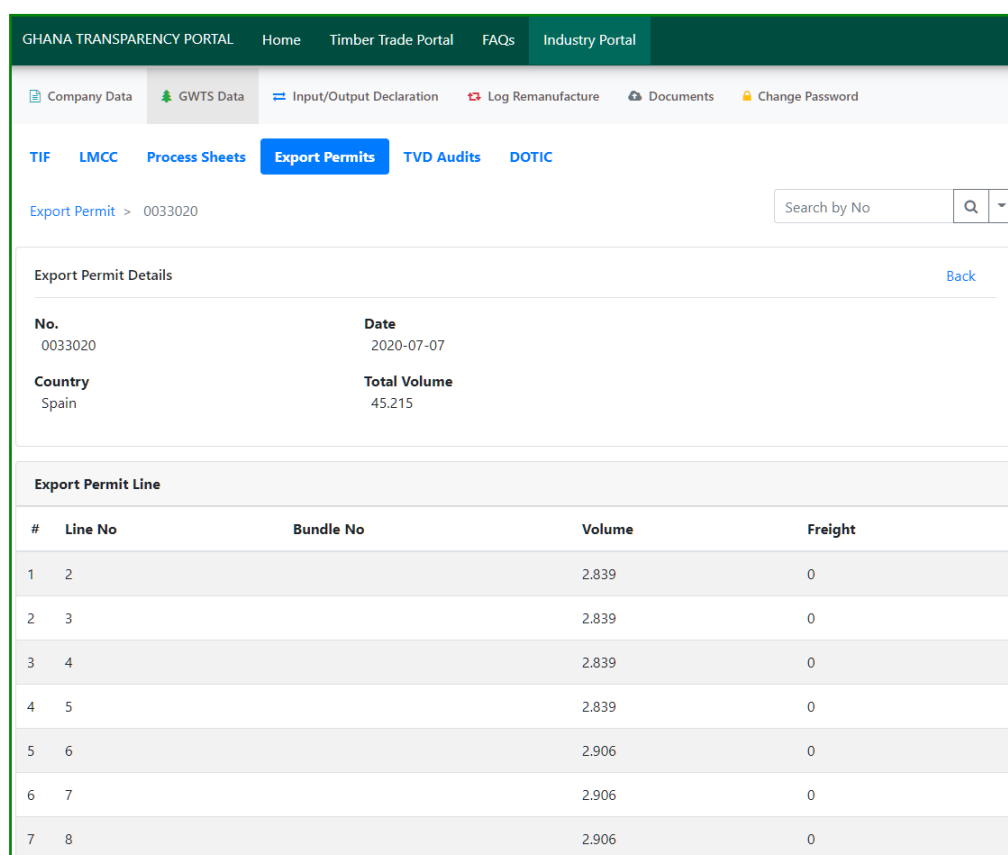
- Users can click on an Export Permit from the list to view its details.



The screenshot shows the 'GHANA TRANSPARENCY PORTAL' with the 'Industry Portal' tab selected. The 'Export Permits' menu item is highlighted with a red box. Below the navigation bar is a search box labeled 'Search by No' and a table with the following data:

#	No	Created	Country	Status	Status Date	FLEGT License No.	Total Volume
1	0033020	2020-07-07	Spain	Pending FLEGT approval	2020-07-17		45.215
2	0033024	2020-07-08	China	Pending Final Approval	2020-07-08		0
3	0033029	2020-07-10	United States	Pending FLEGT approval	2020-07-17		40.005

- Below is a view of the Export Permit details.



The screenshot shows the 'Export Permit > 0033020' details page. The 'Export Permits' menu item is highlighted. The page displays the following details:

Export Permit Details [Back](#)

No. 0033020	Date 2020-07-07
Country Spain	Total Volume 45.215

Export Permit Line

#	Line No	Bundle No	Volume	Freight
1	2		2.839	0
2	3		2.839	0
3	4		2.839	0
4	5		2.839	0
5	6		2.906	0
6	7		2.906	0
7	8		2.906	0

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.

GHANA TRANSPARENCY PORTAL Home Timber Trade Portal FAQs Industry Portal

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

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

Search by No

#	Reference	Date	Locational Scope	Responsibility	FLEGT Conformant	Completed	No. of Issues
1	JCM00001071-SD 01B-01.5		District:Sefwi Wiawso		N	N	1
2	JCM00001085-SD 01A-01.5		District:Asankragwa	Logger	N	N	1
3	JCM00001100-SD 01B-01.5		District:Asankragwa		N	N	1
4	JCM00001111-SD 01B-01.5		District:Juabeso Bia		N	N	1

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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.

#	No	Created	Source	Buyer	Destination	Date Expire	Product	No. of Bundles	Total Volume
1	0030993	2020-03-19	Abisa Royal Co. Ltd.	ABISA ROYAL	ACCRA	2020-04-09	Lumber	3	51.75
2	0020277	2020-03-20	JCM Suhuma Mill	TIJERA ENT.	ACCRA	2020-04-10	Plywood MR	1	91.09

- Below is a view of the DOTIC details.

DOTIC > 0030993

DOTIC Details [Back](#)

No. 0030993	Date 2020-03-19
Source Abisa Royal Co. Ltd.	Buyer ABISA ROYAL
Destination ACCRA	Expiry Date 2020-04-09
Product Lumber	No. of Bundles 3
Total Volume	

DOTIC Line

#	Source Reference	Species Code	Thickness	Width	Length	Length 2	No. of Pieces
1	ABISA-20-03SW.2	CEM	50	150 mm	4.5	0	940
2	ABISA-20-03SW.2	CEM	50	100 mm	4.5	0	800
3	ABISA-20-03SW.2	CEM	50	150 mm	4.5	0	60

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.

The screenshot displays the 'GHANA TRANSPARENCY PORTAL' interface. The 'Industry Portal' menu is active, and the 'Input/Output Declaration' option is highlighted. The main form contains fields for Location (ABC ENT. LTD.), Line No (1), Input Type (Logs), Start Date, Start Time (08:00 AM), End Date, and End Time (05:00 PM). Below the form is a 'Logs In' table with columns: #, Source, Reference, Date, Compartment, Stock No, Cnt No, Log No, Species, and Volume. A '+ Add Log' button is located at the bottom right of the table. A modal window titled 'Add Log Line' is open, showing fields for Date (05-Oct-2020), Source (Forest), Reference (Select Forest), Species (Select Species), Compartment, Stock No, Cnt No, Log No, and an 'IS BOLT' checkbox. The modal has 'Close' and 'Add' buttons. A red dashed box highlights the '+ Add Log' button in the table and the 'Add' button in the modal.

- 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.

This screenshot shows the same 'INPUT/OUTPUT DECLARATION' form as above. The '+ Add Log' button in the 'Logs In' table is now disabled. The 'Save' button at the bottom right of the form is highlighted with a red box.

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.

The screenshot shows the 'LOG REMANUFACTURE' form in the GHANA TRANSPARENCY PORTAL. The form includes fields for Location (ABC ENT. LTD.), Reference No, Date (dd-....-yyyy), Source (Select Source), Source Reference, Compartment, Stock No, Contractor No, and Log No. Below the form is a table with columns for DB2, DT1, DT2, and Length. A red dashed box highlights the '+ Add Log' button in the table. A modal window titled 'Add Output Log Line' is open, showing fields for Suffix, DB1, DB2, DT1, DT2, and Length, with 'Close' and 'Add' buttons.

- 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.

The screenshot shows the 'LOG REMANUFACTURE' form with the 'Output Logs' table. The table has columns for #, Suffix, DB1, DB2, DT1, DT2, and Length. A red dashed box highlights the 'Save' button at the bottom right of the form.

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.

The screenshot shows the 'GHANA TRANSPARENCY PORTAL' interface. The 'Industry Portal' submenu is active, and the 'Documents' option is highlighted. Below the navigation bar, there is a table titled 'Documents Uploaded' with columns for '#', 'Type', 'Date of Issue', 'Date of Expiry', and 'Actions'. The table lists nine document types, each with an upload icon in the 'Actions' column. A red dashed arrow points from the upload icon for 'Certificate to Commence Business' to a modal window titled 'UPLOAD DOCUMENTS'. This modal window contains a 'Document Type' dropdown menu set to 'Certificate to Commence Business', a 'File Upload' section with a 'Select File' button, and a 'Date of Issue' input field with a date format 'dd-....yyyy'. At the bottom of the modal are 'Cancel' and 'Upload' buttons.

- 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.

The screenshot shows the 'GHANA TRANSPARENCY PORTAL' interface with the 'Change Password' option highlighted in the 'Industry Portal' submenu. The main content area displays a form with three input fields: 'Current Password', 'New Password', and 'Password Confirmation'. Below the form is a green 'Change Password' button.

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