Version 1.0

Entity User Manual

An initiative of

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https://www.trusteae.org
Introduction
trusteaDBMS is a web-based application for various stakeholders of trustea. In the current version trustea have tried to compile data entered from all levels of stakeholders to a single master database along with activities of all stakeholders.

Objective of Application
The objective of this application is to create a platform where audits both internal and external be managed based on their schedules and relevant stakeholders be notified via the system of any overdue audits and risk pool. This will be a multi user model which will have a user hierarchy where the various users can access data as per privilege given to them and system admin from trustea have the supreme rights to control the system.

Coverage
1. Code Director (CD), trustea
2. Code Manager (CM), trustea
3. Operation Officers (OO), trustea
4. Certification Body (CB) – 8 CBs
5. Commercial Partner (CP) – HUL, TGBL, GTPL
6. Implementation Partner (IP) – TRA, AFPRO, Tata Trust
7. Entity (EN)

How to register
If any Bought Leaf factory / Estate / Estate cum Bought Leaf Factory want to be a trustea certified entity, they have to apply for new membership request. To do this, they have to click on the “Become a Member” Slide sidebar menu at the right side of trustea official web portal.
After clicking on this, new registration form will be displayed. Please fill it and submit.

After submission entity will get a mail from trustea with activation link. Please click on the link to activate the account.

After that entity can login from the URL: https://entity.trusteadbms.org. Login ID and password will be the same as mentioned during registration.
Existing Entities

For existing entities, trustea will provide the username and password for log in to the system. Operation Officer will circulate the credentials.

Dashboard

After login to the application user will get dashboard with menus at left panel and Current and Archive Certificates details at the right panel.
IP Support Requirement

If any entity wants support from trustea empaneled Implementation Partner [IP] before certification or Renewal of Certification etc. they can apply from this application. Click on the appropriate menu in the left panel, fill up the form and submit it. The application will go to the trustea secretariat for approval and providing IP for handhold support.

After submission user will get the status table from where they can see whether trustea has approved his/her request or not along with the appointed IP name.
No Objection Certificate [NoC]
To show the NoC submitted by IP for logged in entity, user need to click on the NoC menu at the left panel. After click, right panel will show data regarding the NoC. User can view the NoC file from this portion and also can download it.

Monthly Self Declaration
Entity need to put data regarding monthly own and bought leaf production and sale details from this application. Click on the menu named “Monthly Self Declaration” at the left panel. The right panel will show the list of data entered regarding production and sale till now.
To make entry of Monthly Self Declaration, user need to click on the button named “+Add Monthly Self Declaration” after click on the NoC menu at the left panel. A form will appear where user need to put the requisite data and submit.

Change Password

To change password, click on the Settings > Change Password and change the current password with new password and confirm the new password.
Entity Profile

Entity can see their registered profile from the "Entity Login Profile Management" section:

Login from Global login page

Entity also can access the login page from the global login URL – [https://login.trusteadbms.org](https://login.trusteadbms.org)

Click on the Entity button to get the login page for Entity
For any issue and query please mail to dutta@trustea.org or support@trustea.org