



**Version 1.0**

# **Entity User Manual**

**An initiative of**



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<https://www.trustea.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

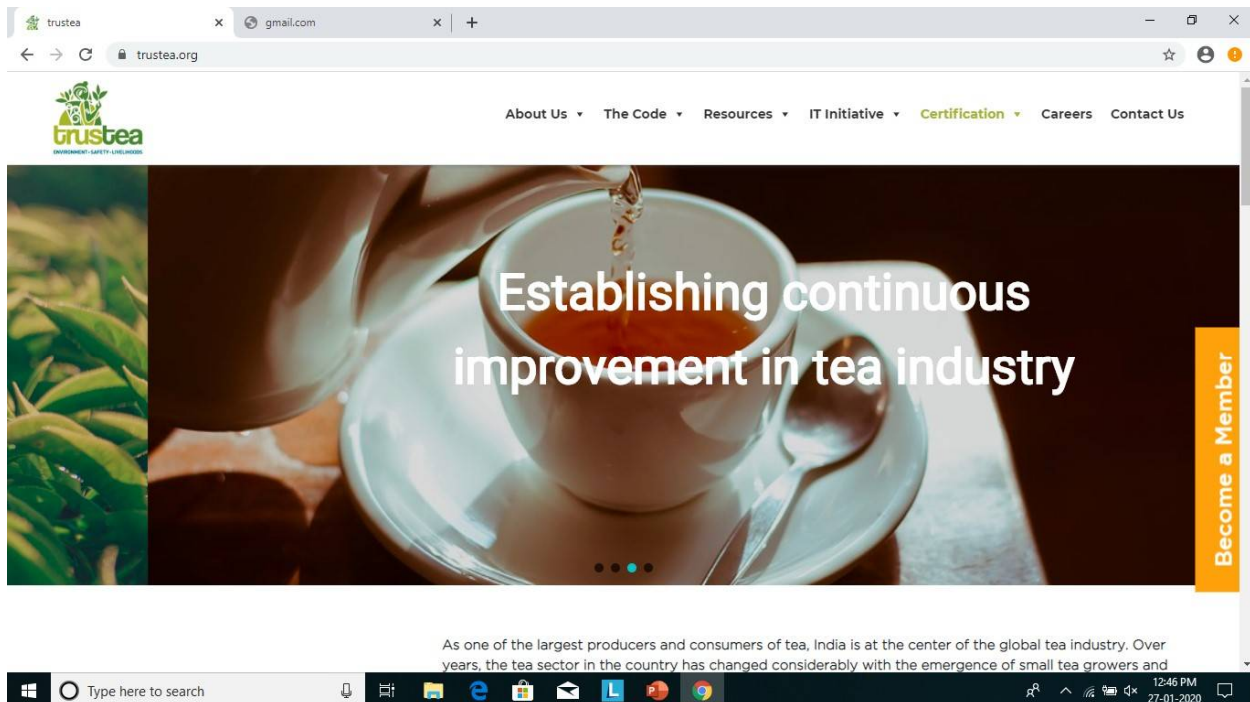
The objective of this application is to create a platform where audits both internal and external be managed based on their schedules and relevant stakeholders be notified via the system of any overdue audits and risk pool. This will be a multi user model which will have a user hierarchy where the various 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.



The screenshot shows a web browser displaying the trustea.org website. The browser's address bar shows 'trustea.org'. The website's navigation menu includes 'About Us', 'The Code', 'Resources', 'IT Initiative', 'Certification', 'Careers', and 'Contact Us'. The main banner features a close-up image of a white teacup being filled with tea from a white teapot. Overlaid on the image is the text 'Establishing continuous improvement in tea industry'. On the right side of the banner, there is a vertical orange button labeled 'Become a Member'. Below the banner, a paragraph of text reads: 'As one of the largest producers and consumers of tea, India is at the center of the global tea industry. Over years, the tea sector in the country has changed considerably with the emergence of small tea growers and...'. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

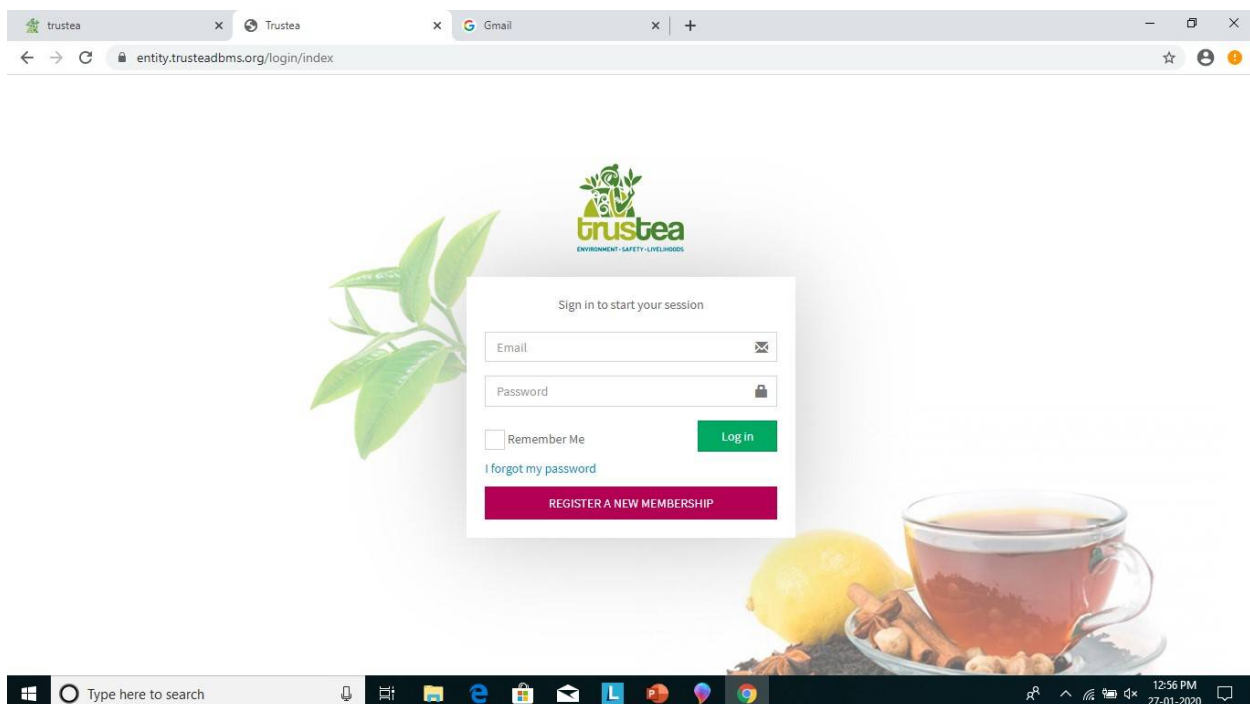
After clicking on this, new registration form will be displayed. Please fill it and submit.

The registration form consists of the following fields and elements:

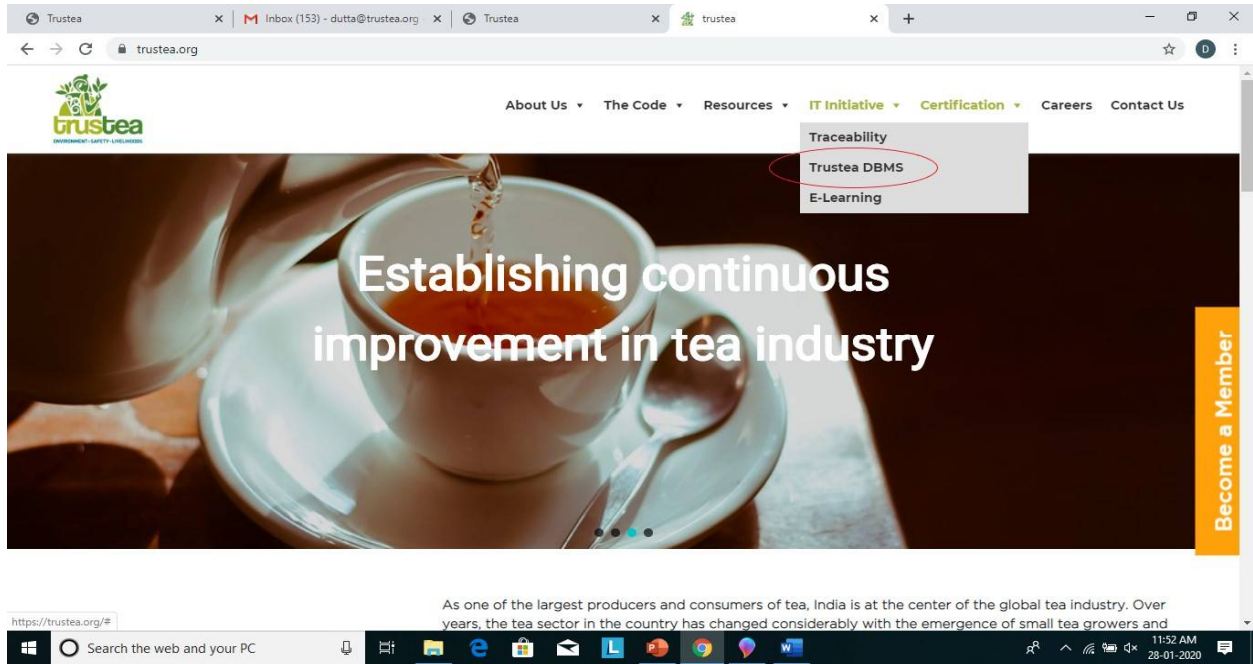
- Entity Name
- Select Profile Type (dropdown)
- Proposed Vol. of tea to be produced per year (text)
- Contact person (HO) (text)
- Address (HO) (text)
- Email (text)
- Landline no.(HO) (text)
- Mobile no. (HO) (text)
- Location (text)
- Select Region (dropdown)
- Select State (dropdown)
- District (text)
- Password (text)
- Retype password (text)
- I agree to the terms
- Register (button)
- [I already have a membership](#) (link)

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.



or from IT Initiative menu of trustea official portal.

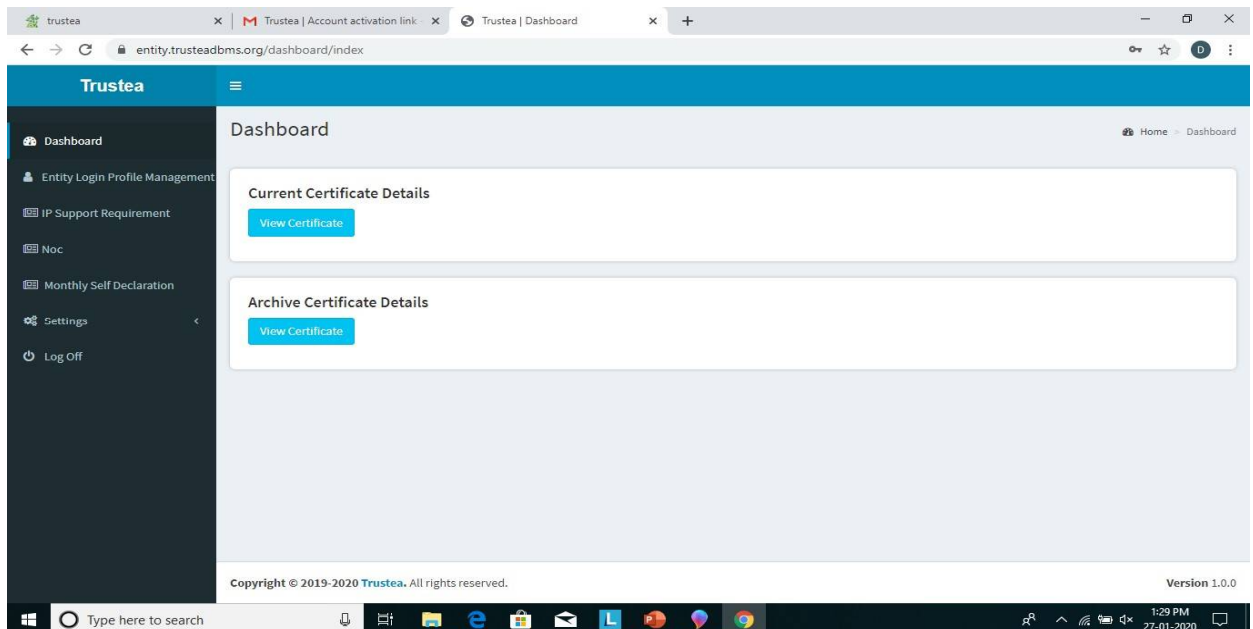


## Existing Entities

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.



# Activities

## IP Support Requirement

If any entity want 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.

The screenshot shows a web browser window with the URL `entity.trusteadbms.org/partnersupport/index`. The page title is "Trustea" and the breadcrumb is "Home > IP Support". The form contains the following fields:

- Request Date:** A text input field with a placeholder "dd-mm-yyyy".
- IP Support Require:** A dropdown menu with "Select" as the current selection.
- Remarks (if any):** A text area with a placeholder "Remarks".
- Submit:** A blue button.

At the bottom of the page, there is a copyright notice: "Copyright © 2019-2020 Trustea. All rights reserved." and the version number "Version 1.0.0".

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.

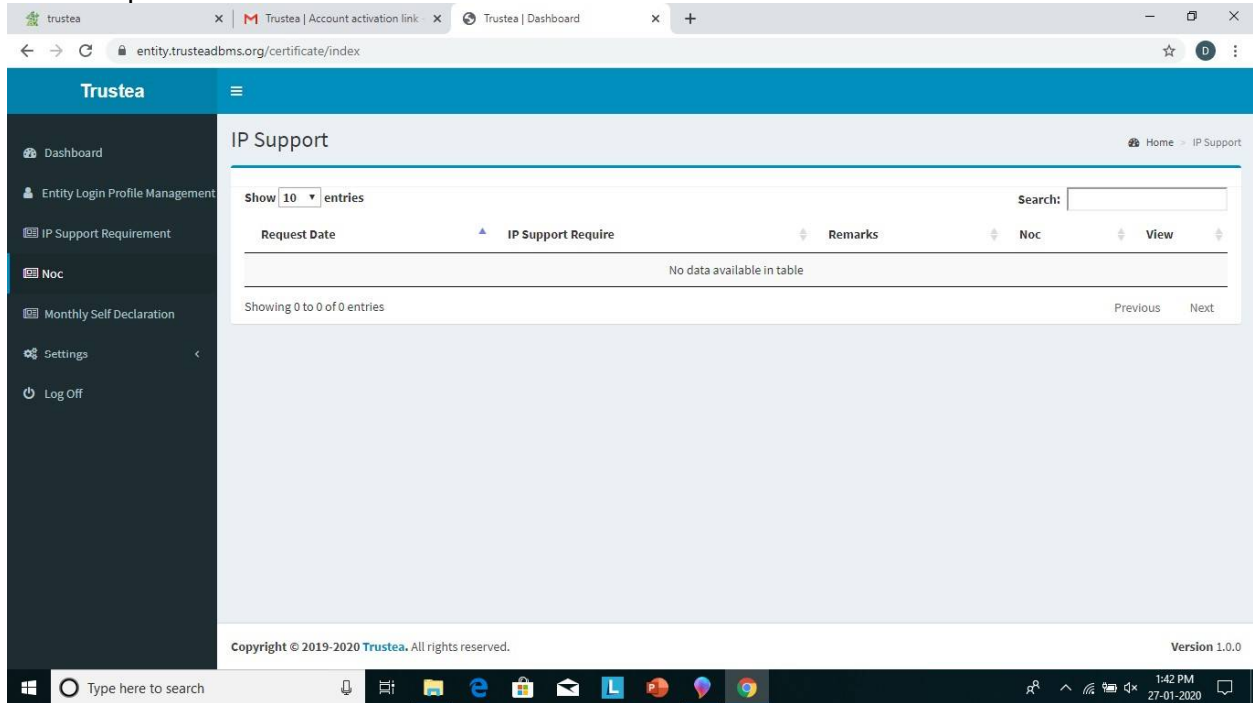
The screenshot shows a web browser window with the URL `entity.trusteadbms.org/certificate/index`. The page title is "Trustea" and the breadcrumb is "Home > IP Support". The table displays the status of submitted requests:

Request Date	IP Support Require	Remarks	Noc	View
No data available in table				

Below the table, it says "Showing 0 to 0 of 0 entries". There are "Previous" and "Next" navigation links. At the bottom of the page, there is a copyright notice: "Copyright © 2019-2020 Trustea. All rights reserved." and the version number "Version 1.0.0".

## No Objection Certificate [NoC]

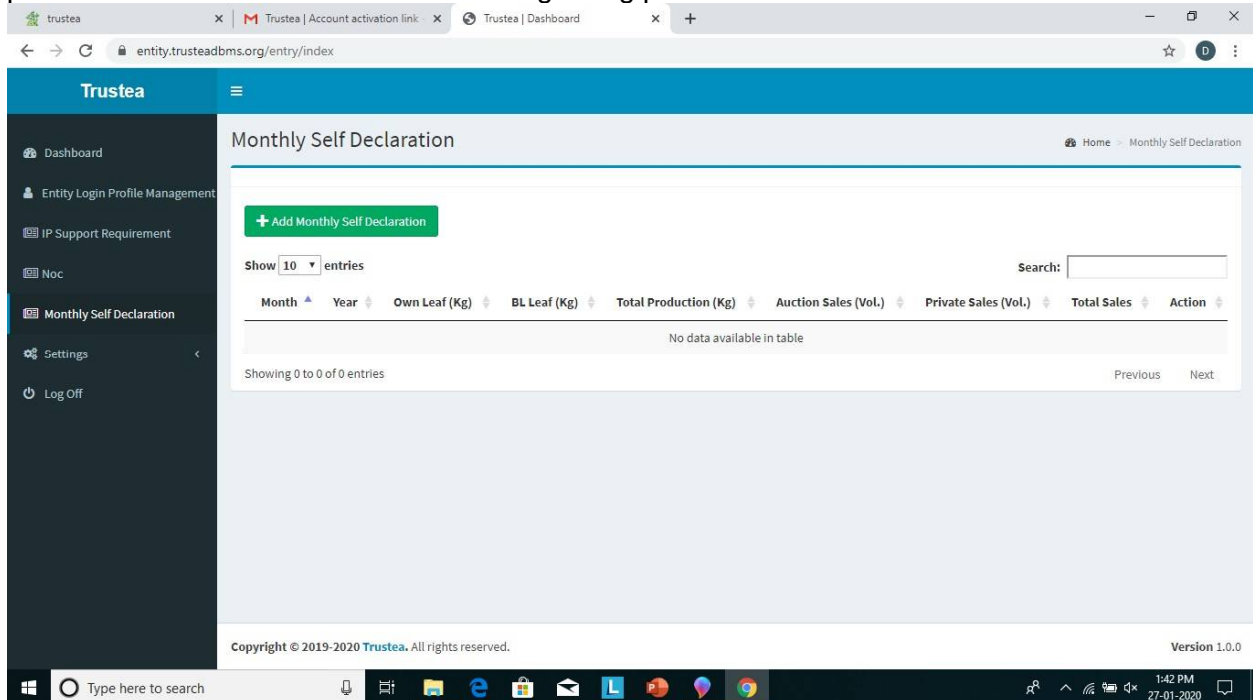
To show the NoC submitted by IP for logged in entity, user need to click on the NoC menu at the left panel. After click, right panel will show data regarding the NoC. User can view the NoC file from this portion and also can download it.



The screenshot shows the Trustea application interface. The left sidebar contains a navigation menu with options: Dashboard, Entity Login Profile Management, IP Support Requirement, **Noc**, Monthly Self Declaration, Settings, and Log Off. The main content area is titled 'IP Support' and features a search bar and a table. The table has columns: Request Date, IP Support Require, Remarks, Noc, and View. Below the table, it states 'Showing 0 to 0 of 0 entries' and 'No data available in table'. The footer of the application shows 'Copyright © 2019-2020 Trustea. All rights reserved.' and 'Version 1.0.0'. The Windows taskbar at the bottom shows the search bar and various application icons.

## 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.



The screenshot shows the Trustea application interface. The left sidebar contains a navigation menu with options: Dashboard, Entity Login Profile Management, IP Support Requirement, Noc, **Monthly Self Declaration**, Settings, and Log Off. The main content area is titled 'Monthly Self Declaration' and features a green button labeled '+ Add Monthly Self Declaration', a search bar, and a table. The table has columns: Month, Year, Own Leaf (Kg), BL Leaf (Kg), Total Production (Kg), Auction Sales (Vol.), Private Sales (Vol.), Total Sales, and Action. Below the table, it states 'Showing 0 to 0 of 0 entries' and 'No data available in table'. The footer of the application shows 'Copyright © 2019-2020 Trustea. All rights reserved.' and 'Version 1.0.0'. The Windows taskbar at the bottom shows the search bar and various application icons.

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.

The screenshot shows a web browser window with the URL `entity.trusteadbms.org/entry/add`. The page title is "Monthly Self Declaration". On the left, a dark sidebar contains a menu with items: Dashboard, Entity Login Profile Management, IP Support Requirement, Noc, Monthly Self Declaration (highlighted), Settings, and Log Off. The main content area is titled "Add Monthly Self Declaration" and contains the following form fields:

- Month: Select Month (dropdown)
- Year: Select Year (dropdown)
- Production from Own Leaf (Kg): Production from Own Leaf (Kg) (text input)
- Production from BL Leaf (Kg): Production from BL Leaf (Kg) (text input)
- Total Production (Kg): Total Production (Kg) (text input)
- Auction Sales (Vol.): Auction Sales (Vol.) (text input)
- Private Sales (Vol.): Private Sales (Vol.) (text input)
- Total Sales: Total Sales (text input)

At the bottom of the form is a blue "Add" button. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 1:43 PM on 27-01-2020.

## Change Password

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

The screenshot shows a web browser window with the URL `entity.trusteadbms.org/user/ChangePassword`. The page title is "Change Password". The left sidebar menu is the same as in the previous screenshot, with "Settings" expanded and "Change Password" highlighted. The main content area is titled "Change Password" and contains the following form fields:

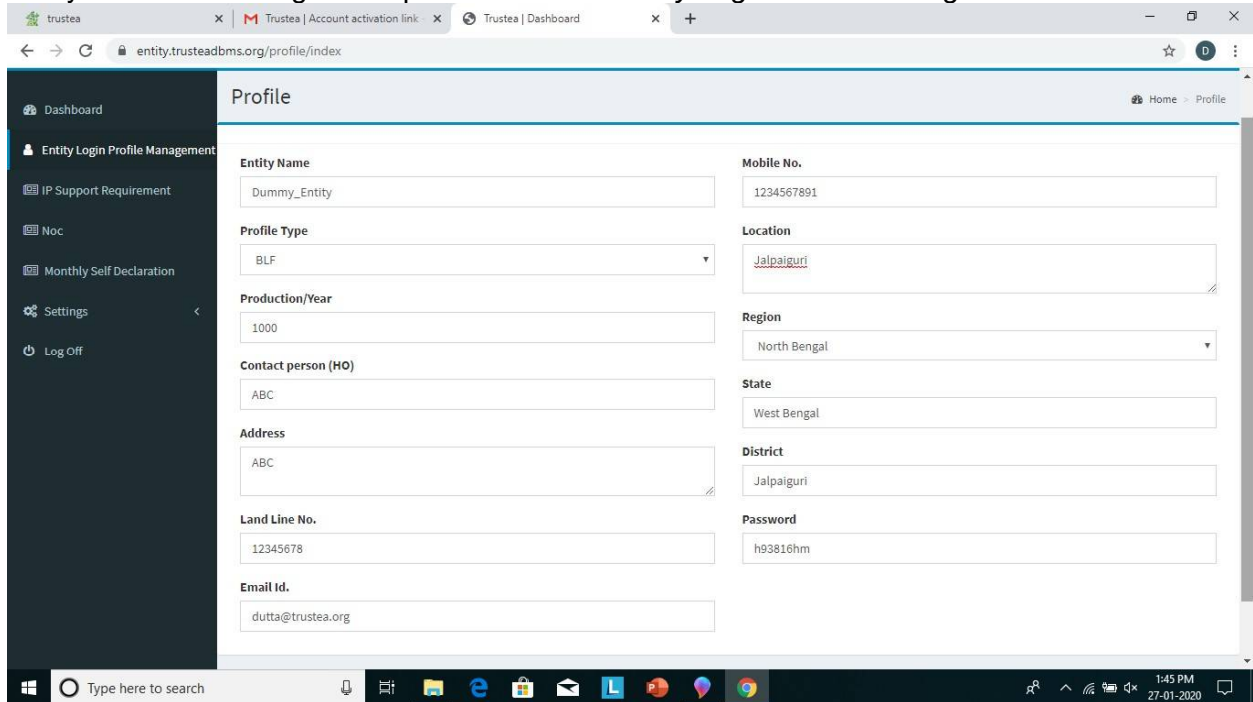
- Set new password
- Enter Current Password: (text input)
- New password (min. 6 characters): (text input)
- Repeat new password: (text input)

At the bottom of the form is a blue "Submit new password" button. The footer of the page contains the text "Copyright © 2019-2020 Trustea. All rights reserved." and "Version 1.0.0". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 1:44 PM on 27-01-2020.



## Entity Profile

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

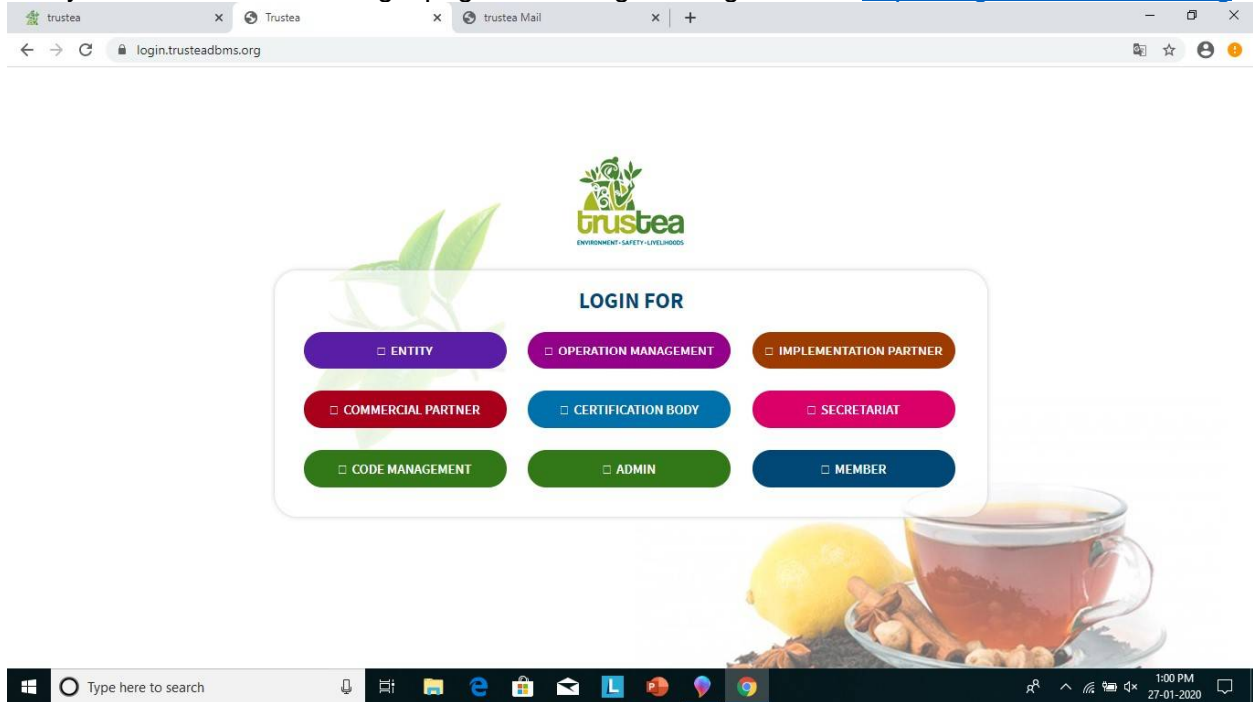


The screenshot shows a web browser window with the URL `entity.trusteadbms.org/profile/index`. The page title is "Profile". On the left, there is a dark sidebar menu with the following items: Dashboard, Entity Login Profile Management (selected), IP Support Requirement, Noc, Monthly Self Declaration, Settings, and Log Off. The main content area contains a form with the following fields:

<b>Entity Name</b>	Dummy_Entity	<b>Mobile No.</b>	1234567891
<b>Profile Type</b>	BLF	<b>Location</b>	Jalpaiguri
<b>Production/Year</b>	1000	<b>Region</b>	North Bengal
<b>Contact person (HO)</b>	ABC	<b>State</b>	West Bengal
<b>Address</b>	ABC	<b>District</b>	Jalpaiguri
<b>Land Line No.</b>	12345678	<b>Password</b>	h93816hm
<b>Email Id.</b>	dutta@trustea.org		

## Login from Global login page

Entity also can access the login page from the global login URL – <https://login.trusteadbms.org>



The screenshot shows a web browser window with the URL `login.trusteadbms.org`. The page features the Trustea logo at the top center, with the tagline "ENVIRONMENT · SAFETY · LIVELIHOODS". Below the logo is a "LOGIN FOR" section with a grid of buttons for different roles:

- ENTITY
- OPERATION MANAGEMENT
- IMPLEMENTATION PARTNER
- COMMERCIAL PARTNER
- CERTIFICATION BODY
- SECRETARIAT
- CODE MANAGEMENT
- ADMIN
- MEMBER

The background of the page includes a cup of tea and some spices.

Click on the **Entity** button to get the login page for Entity



**- End of Document -**

**For any issue and query please mail to  
dutta@trustea.org or support@trustea.org**