

DOMESTIC WOOD TRACKING SYSTEM

USER GUIDE

Tracing and accounting for legal timber distribution by artisanal millers, timber products distributors and traders on the domestic market of Ghana

by

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CHAPTER 1 - INTRODUCTION

What is Voluntary Partnership Agreement (VPA)?

The VPA is a bilateral agreement between the European Union (EU) and wood exporting countries. The initiative aims to improve forest governance and ensure that the wood imported to the EU has complied with the legal requirements of the partner country. It is part of the EU action plan to eliminate illegal timber from its market.

Why did Ghana enter into the VPA with the EU?

- Europe is Ghana's most valued market as it continues to offer one of the highest per cubic meter price values for Ghana's timber exports.
- Ghana reorganization of European markets becoming increasingly concern with the legal source of imported timber.
- Complementing the efforts of individual players in the timber industry towards forest certification.
- Legality is a step towards sustainability.
- Ghana's intention of promoting investment in the forest sector of Ghana to ensure future viability of the timber product industry.

What are the components of the Ghana's Legality Assurance System (GhLAS)?

- The definition of legality (Legality standards)
- Verification of Compliance to the Standard
- The Chain of Custody (CoC) to be able to established wood traceability system, from forest to the point of export, a Wood tracking system (WTS) is being developed

and it will be used primarily to exercise the control interventions already known to actors in the system.

- The Licensing System
- > The Independent Monitor.

What are the critical control points of the GhLAS?

- i. Source of Timber (all sources identified in Ghana)
- ii. Timber Rights Allocation
- iii. Stock Enumeration/Assessment
- iv. Tree Felling & Log Production
- v. Log Transport & Inspections
- vi. Post-Harvest Audit
- vii. Log Arrival at Processing Plant
- viii. Log processing
- ix. Processed Wood (wood products)
- x. Export of Processed Wood Bundles/Sale of Wood Products on Domestic Market

What are the sources of wood under the GhLAS?

- → TUC/Permit
- \rightarrow Plantation
- → Imports
- → Salvage Permits
- \rightarrow Confiscated or Abandoned logs.

The Combined Output of the GWTS and the Field Audit is to generate system reports that can be picked online by TIDD (the Licensing Authority) to issue **FLEGT or** DoTIC and other **Legality Licenses** for all market destinations (EU, other Export Destinations and Domestic).

The L.I. 2254

An L.I 2254 was passed with the following objectives:

- a) Regulate the identification of land suitable for the grant of timber rights
- b) Regulate the terms and conditions for small and large scale timber rights
- c) Regulate other sources of timber
- d) Provide for a legality licensing scheme which include the DoTIC

Regulation of the Domestic Market under the L.I 2254: Mingling of timber

Regulation 54

- (1) A person shall not mingle a timber product for which a license has not been obtained with a timber product for which a license has been obtained for the purpose of export from Ghana or for sale on the domestic market.
- (2) A person who contravenes sub regulation (1) commits an offence and is liable on summary conviction to
 - (a) a fine of not less than two hundred and fifty penalty units and not more than one thousand penalty units or to a term of imprisonment of not more than two years or to both

(b) A fine of not less than one thousand penalty units for a second or continued offence under these Regulations.

Regulation 62

- A person shall not transfer or move timber from a forest area unless that person has obtained for the transfer or movement of the timber, a timber conveyance certificate.
- (2) A conveyance certificate shall not be issued for lumber produced by chain saw.

Prohibition of use of chainsaw to convert timber into lumber for sale

Regulation 70

A person shall not use a chainsaw whether registered or unregistered, to convert timber into lumber or other forest products for sale, exchange or any other commercial

Purpose.

 \succ A person shall not sell a timber product to which sub regulation (1) applies.

The Domestic Wood Tracking System Mobile App

As part of efforts to reform and regulate the domestic market by the Timber Industry Development Division (TIDD) through tracking the flow of timber to prevent mixing of legal timber and illegal timber (chainsaw timber) which is prohibited under Subregulation (1) of Regulation 70 of LI 2254, a Stock and the Domestic Wood Tracking Management System has been developed by TIDD to monitor and account for legal timber products received and distributed. This system (the App) which was developed with support from the Kumasi Wood Cluster Association (KWC) and funded by the FAO EU FLEGT Programme is made of a Web-client and a Mobile-based App. This user Guide is a step-by-step guide to both the web-client and the mobile App.

CHAPTER 2 - STARTING THE WEB CLIENT

To launch the Web application, you need to enter the Uniform Resource Locator (URL) address of the App. The address is <u>http://timber.makedudev.com/</u>. When the application is launched, you will be required to enter a username and a password. Please note that these credentials are case sensitive. After entering the username and password, please tick the checkbox with the label "**I am not a robot**" and then click on the **Login** button as shown in figure 1.



Figure 1: Webclient Interface

After successfully launching the app, you will see the Timber Industry Development Division **DASHBOARD** shown as below (figure 2). On the left hand side of the Dashboard, are the Menu Items with the first one being the DashBoard followed by Vendor Management, DoTIC Management, etc in that order.



The DASHBOARD displays reports on Vendors, products in volume, product inflows and outflows and their reports, the best performing products by their volume, and buyers' history. The '*start period month*' and the '*end period month*' date fields are for filtering the reports on the dashboard.





Forestry Commission	Timber Industry Developme	ent Division (TIDD)	Administrator ~
Dashboard	2021 Best Perform	ing Products By Volume	
Ø Vendor Management	1.0	Product volume	
🗅 Dotic Management	0.9		
🖞 Waybill Management	0.7		
Product Management	0.6 Eg 0.5		
🔟 Institutions	0.4		
II TIDD Stations	0.2		
🗠 Reports	0.1	Lumber	
User Management		Product	

Figure 4: Dashboard 3

Forestry Commis	Sion Timber Industry De	velopment Division (TIDD)	Administrator ~
Dashboar	rd Durge und		
Ø Vendor M	anagement	DATE	
🗀 Dotic Mar	nagement Ben Danso	10/05/2021	View
🖞 Waybill Ma	Maxwell Doe	10/05/2021	View
Product	Management kofi	07/05/2021	View
Institution	ns Theodore	07/05/2021	View
🔲 TIDD Stat	ions Kwabena	05/05/2021	View
🗠 Reports			
😫 User Man	agement		

Figure 5: Dashboard 4

CHAPTER 3 - VENDOR MANAGEMENT

A click on the Vendor Management menu reveals the **Vendor List** and **Add New Vendor** items as shown below. Click on the Vendor list to display the Vendor list form. On the top right of this form is the Green **ADD NEW VENDOR** button. This button is use to add a new vendor to the list. The form also has the Import button. The form displays the list of vendors in the system as shown in Fig 6 with action buttons on each of the vendor for editing, profile viewing, activity and deactivate. **The Search test field enables one to search for a Vendor.**

Forestry Commission	Timber Industry Development Division (TIDD)	Administrator ~
🖵 Dashboard	VENDOR MANAGEMENT	
Ø Vendor Management	VENDOR LIST	ADD NEW VENDOR
A Vendor list		
+ Add new vendor	Choose file Browse Import Dowload Vendor Tem;	late File Download
🗀 Dotic Management		
🖞 Waybill Management	Search:	Show 10 - entries
🗿 Product Management		
Institutions	TIDD REGISTRATION COMPANY	s [‡] Action [‡]
🗓 TIDD Stations	00183689 Nii K Enterprise Nii Kpakpo Active	Profile Activity Edit

Figure 6: Vendor Management

F	a commission	Timber Industry Develo	opment Division (TID	D)			0	Admin	istrator ~	^
								Dead	ctivate	
Ţ	Dashboard	90112345	Akua Ataa Ent	Akua Ataa	Active	Pro	file	Activity	Edit	
0	Vendor Management							Dead	ctivate	
	A Vendor list	3392932	MD Timber Company Limited	Samuel Doe	Active	Pro	file	Activity Dead	Edit	
	+ Add new vendor	3392932	MD Timber Company	Regina	Active	Pro	file	Activity	Edit	
	Dotic Management		Limited					Dea	ctivate	
Ĉ	Waybill Management	212214	Resuken Ventures	Resuken	Active	Pro	file	Activity Dear	Edit ctivate	
<u> </u>	Product Management									
Ħ	Institutions	Showing 1 to 10 of 38 entr	ies		Previous 1	2	3	4	Next	
▦	TIDD Stations									~

Figure 7: Vendor List

Adding a New Vendor

To add a new vendor, click on the **ADD NEW VENDOR** button on the top corner of the Vendor List form or **Click on the Add New Vendor** menu in the menu items to launch the form. Fill the details on that form as per the examples in each text field (Fig. 8). When done, click the Green **Add New Vendor** button on the bottom right to store the vendor, which will appear on the vendor list (Figure 9).

F	restry Commission	Timber Industry Development Division (TIDD)		Administrator ~	Î
۲ ۵	Dashboard Vendor Management	VENDOR MANAGEMENT			
Ů	Waybill Management	ADD VENDOR FORM	Contact person name		
<u> </u>	Product Management	Eg. 17430461	eg. Guy Hawkins		
<u>III</u>	Institutions	Company pamo	Company registration number		
□	TIDD Stations	Eg. Abbeam Co Timber	Eg.GH187HY87J88		
~	Reports	Destal Address	Digital Address		
	User Management	Eg. P.O BOX 2345	Eg. GT-034-8901		v

Figure 8: Adding New Vendor 1

Forestry Commission	Timber Industry Development Division	n (TIDD)	Administrator ~
	Postal Address	Digital Address	
Dashboard	Eg. P.O BOX 2345	Eg. GT-034-8901	
Ø Vendor Management	Phone	Location	
🗅 Dotic Management	Eg. 023456789	Eg. Ablekuma	
🗂 Waybill Management	Email address	Renewal Date	
💁 Product Management	Eg. GuyHawkins@gmail.com	mm / dd / yyyy	
囲 Institutions	Status	TIDD Station	
II TIDD Stations	Select Status	 Select TIDD Station 	.
Reports			Add new vendor
User Management			

Figure 9: Adding New Vendor 2

CHAPTER 4 - DOTIC MANAGEMENT

This form displays the Domestic Timber Inspection Certificate (DoTIC) list, DoTIC Audits. New DoTIC are also uploaded into the system from this menu as shown in figure 10 and figure 11.

When the DoTIC Management form is launched (open), it displays the list of DoTIC in the system as shown in Figure 11 below. Click on the **Green view** button to display the details of a DoTIC. This DoTIC can be printed after showing the details.

Forestry Commission	î	Timber Industr	ry Development Divisi	on (TIDD)		Administrator ~
 Dashboard Vendor Management 		DOTIC MA	ANAGEMENT			ADD NEW DOTIC
 Dotic Management Dotic list Dotic audits 		Search:				Show 10 v entries
+ Add new dotic		DOCTIC NO	DATE UPLOADED	PRODUCT	COMPANY	ACTION
🖞 Waybill Management		29140	2021-05-04	Lumber	Jathy Wood Venture MD Timber Company Limited	View
noduct Management		29141	2021-05-11	Lumber	Disenoplus	View
Institutions	U	34450	2021-05-04	Lumber	New Jerusalem Ventures	View

Figure 10: DoTIC Management

F	orestry Commission	Timber Indu	ustry Development Div	vision (TIDD)		, Administrator ~
		34450	2021-05-04	Lumber	New Jerusalem Ventures	View
Ţ	Dashboard	41309	2021-05-06	Lumber	Non-Vendor	View
0	Vendor Management	41363	2021-05-10	Lumber	Non-Vendor	View
	Dotic Management	41368	2021-05-10	Lumber	Yaw Gyamfi Ltd	View
	Dotic list	41760	2021-05-04	Lumber	John Addo Enterprise	View
	Dotic audits	41777	2021-05-04	Lumber	Jack Joe Enterprise	View
	+ Add new dotic	41800	2021-05-04	Lumber	Nyame Ay3 bi Enterprise	View
Ĉ	Waybill Management					
<u>6</u>	Product Management	Showing 1 to	o 10 of 16 entries		Previo	us 1 2 Next
⊞	Institutions					

Figure 11: DoTIC List

DoTIC Audits

Forestry Commission	^	Timber Industry Deve	lopment Division (TIDD)			Administrator ~
 Dashboard Vendor Management 		DOTIC MANAG	GEMENT			
 Dotic Management Dotic list Dotic audits 		Search:			Sho	w 10 ~ entries
+ Add new dotic		DOTIC FIELD NO. CHANGED	VALUE CHANGED	VALUE CHANGED TO	CHANGED BY ●	DATE CHANGED
Product Management		29143 Remarks	GRADES/KNOTS, STAINS, SURFACE CHECKS.	GRADES/KNOTS, STAINS, SURFACE CHECKS.	Administrator	01/Apr/2021
M manarons	Ų	29143 Vendor	Non-Vendor	Brekke Inc	Administrator	01/Apr/2021

Figure 12: Displays the DoTIC audits

The DoTIC audit form enables regulatory agencies to audit DoTICs that are in the system using the parameters provided in the form as shown in Figure (12).

Adding a new DOTIC

Fo	restry Commission	Timber Industry Development E	Division (TIDD)	0	Administrator ~	^
₽ @	Dashboard Vendor Management	DOTIC LIST ADD NEW DOTIC	т			
	Dotic Management	Dotic Upload Select file	Browse Import			
Ů	Waybill Management		_			
<u> أ</u>	Product Management					
	Institutions					
	TIDD Stations					
2	Reports					
	User Management	v				~

Figure 13: Add New DOTIC

To add a new DoTIC, ensure that an approved DoTIC has been saved in a PDF file format exported from the Ghana Wood Tracking System (GWTS). In future, an Application Programming Interface (API) will be developed to interface with the GWTS so that all DoTICs could be uploaded directly into the TIDD-DWMM/ Waybill Management System. Please refer to **Annex 1** on how to save a DoTIC in a PDF format.

To upload a DoTIC from a file, click on the **Browse** button or the Select file text box, a dialogue box will open to enable you select the file for upload as shown in Fig 13.

Forestry Commission	Timber Industry Deve	elopment Division (TIDD)	Administrator ~
🖵 Dashboard	DOTIC MANAG	GEMENT	
Ø Vendor Manac	ement DOTIC LIST ADD I	NEW DOTIC	
🗅 Dotic Manage	ment Dotic Upload Akua A DoTIC.pdf	Browse Import	
🖞 Waybill Manag	ement		
ත්ර Product Mana	igement		
Institutions			
囲 TIDD Stations			
🗠 Reports			
User Managen	ent		

Figure 14: Add New DoTIC 2

After clicking on the open button in the Dialogue box, the file name will be saved in the Add New DoTIC form as shown in Fig. 14. Click on the **Import** button to upload the file into the system.

Fo	restry Commission	Ť	imber Industry Development Div	vision (TIDD)		Administrator ~	
₽ @	Dashboard Vendor Management	C ,	DOTIC MANAGEMENT	-			
	Dotic Management		DOTIC DETAILS				
Ċ	Waybill Management	-	D.O.C.T.I.C number	Approved by	Product		
<u>م</u>	Product Management		0047552	Eric Abbeyquaye	Lumber		
	Institutions		Company name Maxwell Owusu Timbers Limited	Buyer's name 2010 ENT	Destination ACCRA		
	TIDD Stations		From	Container/Truck			
2	Reports		Maxwell Owusu Timbers Limited	GY2279-DANWUSU			
2	User Management	v	Remarks WANE.	Approved On 5/3/2021 18:02:37			

Figure 15: Imported File

Forestry Commission	Timber Industry I	Development Di	vision (TIDD)		(Administrator
🖵 Dashboard	1		2		3	
Ø Vendor Management	Species TRI	Total width 57300	Species TRI	Total width 20000	Species CEM	Total width 22900
🗅 Dotic Management	Dimension	Volume(m3)	Dimension	Volume(m3)	Dimension	Volume(m3)
🖻 Dotic list	(mm) 25.00x30	6.446	(mm) 50.00x10	4.500	(mm) 50.00x10	5.153
Dotic audits	0x4.500		0x4.500		0x4.500	
+ Add new dotic	Number of	Grade	Number of	Grade	Number of	Grade
🖞 Waybill Management	191	п	200	н	229	п
Product Management						
Institutions	Edit					Submit
r.makedudev.com						Subint

Figure 16: Imported DoTIC Form

A form as shown in FIG 16 will appear showing the details of the DoTIC to be uploaded. Please note that at this point the DoTIC is not yet assigned to a Vendor so you should not submit it.

To assign an imported DoTIC to a vendor, click on the **Edit** button on the left hand bottom of the View Imported DoTIC form (Arrowed) to display the **Edit Extracted DoTIC form** (Fig 17)

Fo	T T	imber Industry Development Division (TIDD)		Administrator ~
₽ @	Dashboard C Vendor Management	DOTIC MANAGEMENT		
Û	Dotic Management Waybill Management	DOTIC FORM		
<u>ē</u>	Product Management	D.O.C.T.I.C number	Approved by	
	Institutions	0047552	Eric Abbeyquaye	
	TIDD Stations	Product	Vendor	
1	Reports	Lumber	Non-Vendor	*
	User Management	Buyer name	From	

Figure 17: Edit Extracted DoTIC form



Figure 18: Selecting a Vendor

Click on the Drop-down arrow of the Vendor to select the name of the vendor and the DoTIC is to be assigned (FIG. 18). Then click on the Green **Submit** button on the bottom right of the form (Fig. 19).

Forestry Commission	Timber Industry Devel	lopment Di	vision (TIDD)			Administrator ~
🖵 Dashboard	200	121	20000	(4)	4.500	141
Ø Vendor Management	Species			Grade		
🗅 Dotic Management	СЕМ			Ш		
Dotic list	Thickness		Width		Length	
Dotic audits	50.00	(4)	100	141	4.500	141
+ Add new dotic	Number of pieces		Total Width		Volume	
🖞 Waybill Management	229		22900	147	5.153	
Product Management						_
Institutions						Submit

Figure 19: Click on Submit

Forestry Commission	Timber Industry Development Division (TIDD Obtic stored success	ully $ imes$
 Dashboard Wendor Management 	DOTIC MANAGEMENT	ADD NEW DOTIC
Dotic Management	Search:	Show 10 - entries
A Product Management	DOCTIC NO 🔺 DATE UPLOADED 🔅 PRODUCT 🔅 COMPANY	¢ ACTION ¢
Institutions	17137 2021-05-04 Lumber Jathy Wood Venture	View
IIDD Stations	29140 2021-05-05 Lumber MD Timber Company Li	nited View
العام Reports الم	29141 2021-05-11 Lumber Disenoplus	View
Ilsor Managomont	24450 2021 05-04 Lumber New Jeruselem Venture	-

Figure 20: DoTIC Stored Successfully

After successfully uploading an assigned DoTIC, a pop-up message" *DoTIC stored successfully* will pop up at the top right side of the form as shown in Fig. 20

CHAPTER 5 - DOMESTIC WOOD TRACKING SYSTEM MANAGEMENT

This Domestic wood tracking system management menu displays the Sales of wood products sold by vendors to clients. **Please note, these transactions are performed on the mobile app and they are managed over here.** This Domestic wood tracking system management form gives an idea of sales made and the domestic wood tracking systems that has been issued (Figure 21). To view the details of a domestic wood tracking system, click on the Green View Button on each displayed domestic wood tracking system to get the details as shown in Figure 22

Fo	restry Commission	Timber Industry Deve	elopment Division (TIDI))		Admi	inistrator ~
Ţ	Dashboard	AYBILL MAN	AGEMENT				
0	Vendor Management						
	Dotic Management	Search:			S	show 10	 entries
۵	Waybill Management						
<u>4</u>	Product Management	BUYER NAME	DATE ISSUED	DESTINATION	USE	ACTI	ION 🕴
Ш	Institutions	Abena	2021-05-05 03:10:17	Tema	Other		View
ш	Institutions	Ben Danso	2021-05-10 11:19:33	Accra	Other		View
▥	TIDD Stations	faustina	2021-05-04 01:10:58	accra	Retail		View
2	Reports	kofi	2021-05-04 01:17:15	adum	Other		View
	User Management	Kwabena	2021-05-05 01:49:15	Accra	Retail		View

Figure 21: Domestic wood tracking system Management Interface

Forestry Commission	Timber Industry Developr	nent Division (TIDD)	Administra	^ ator ~
 Dashboard Wendor Management 	WAYBILL MANA	SEMENT VAYBILL		
🗅 Dotic Management	WAYBILL DETAILS			
🖞 Waybill Management	Buyer name Ben Danso	Telephone 0248875561	Date 10/05/2021	
Institutions	Address. Ahodwo close	Driver's Name Isaac Kofi	Use Type Other	
III TIDD Stations	Company Name	Market Location	TIDD Registration No.	
🗠 Reports	Yaw Gyamfi Ltd	Danyame	707070	
User Management	Date of Issue 10/05/2021	Vehicle Reg No. GR 24	Destination Accra	

Figure 22: View Domestic wood tracking system Interface 1

Forestry Commission	Timber Indus	try Devel	opment Div	ision (TIDE)			0	Administrator
🖵 Dashboard	Company Nan Yaw Gyamfi	i Ltd		Market Locat Danyame	ion		TIDD Registr 707070	ation No.	
Ø Vendor Management	Date of Issue 10/05/202	1		Vehicle Reg N GR 24	lo.		Destination Accra		
🗅 Dotic Management									
ී Waybill Management									
Product Management	Product	Species	Thickness (mm)	Width (mm)	Length (m)	No. of Pieces	Total Width	Volume (m ³)	Grade
Institutions	Lumber	Wawa	24.89	299.97	4.5	58	17398.49	N/A	Ш
] TIDD Stations	Print waybill								
Z Reports	Print wayour								
B User Management									

Figure 23: View Domestic wood tracking system Interface 2

The waybill can be printed by clicking on the Green Print Waybill button.

CHAPTER 6 - PRODUCT MANAGEMENT

The product management menu displays two forms, the product and species. The first form displayed is the PRODUCT Form as shown in Fig. 24.

Forestry Commission	 Timber Industry Development Division (TIDD) 	Administrator ~
🖵 Dashboard	PRODUCT MANAGEMENT	
Vendor Management	ADD NEW PRODUCT	
Dotic Management Waybill Management	Product name Metric Type Eq. Veneer Metric type	e v
Product Management		Add new product
Institutions	Search	
변 TIDD Stations 굔 Reports	Jean.	Show 10 - entries
User Management	PRODUCT NAME METRIC TYPE	OPTIONS

Figure 24: Product Management Interface 1

Forestry Commission	Timber Industry Developm	ent Division (TIDD)	0	Administrator ~
Dashboard	PRODUCT NAME	METRIC TYPE	OPTIONS	
Vendor Management	Flush Doors	Pieces		Edit
Dotic Management	Frames	Pieces		Edit
Waybill Management	Furniture	Pieces		Edit
A Product Management	Lumber	Volume		Edit
Product Management	Panel Doors	Pieces		Edit
Institutions	Plywood	Volume		Edit
] TIDD Stations	T & G	Volume		Edit
Reports				
User Management	Showing 1 to 7 of 7 entries		Previous	1 Next

Figure 25: Product Management Interface 2

This form (Figure 24) is where new wood products are added but only the Administrator can perform this function. All wood products registered in the system are display here. The Green Product **Edit** button (figure 25) will be available depending on one's privilege settings.

A click on the small block arrow (Δ) on the left side of the **METRIC TYPE** changes the unit measure of quantity from metric volume of pieces or vice versa. The **Search** test field is used to search wood products that are in the system.

Adding a New Wood Product

To add a new wood product, type the product name at the Product name text box and select the metric type from the dropdown menu after that, click on the green **Add new product** button to store the product (figure 24). A pop-up message "product stored successfully" will be displayed at the top right of the form once the product is added. Please note, the **Add New product** button will be available depending on your privileges settings.

Species Tab

The Species form is the second menu item under the Product Management. The functionalities are just the same as on the Product form (Fig. 24)

Forestry Commission		^	Timber Industry Development Division (TIDD)		Administrator ~	Î
•	Dashboard Vendor Management		SPECIES MAN	AGEMENT		
С С 4	Dotic Management Waybill Management Product Management		ADD NEW SPECIES	Short code	Botanical name	ĺ
	Product\$pecies		Eg. Aldızla	Eg. ALA	E.g. Aldızıa adıantnırdıa	
	Institutions TIDD Stations		Search:		Show 10 - entries	

Figure 26: Species Management Interface 1

Forestry Commission	Timber Industry D	evelopment Division (T	IDD)	Administrator ~
🖵 Dashboard	Search:			Show 10 ~ entries
Ø Vendor Management				
Dotic Management	TRADE NAME	SHORT CODE	BOTANICAL NAME	OPTIONS
	Abesebuo	IRG		Edit Delete
🗂 Waybill Management	Adasema	csu	Chrysophyllum subnudum	Edit Delete
or Product Management	Afam	PAR	Parimari excelsia	Edit Delete
III Product	Afam	PAE	Parinari excelsa	Edit Delete
Species	Afena	STR	Strombosia glaucescens	Edit Delete
🗓 Institutions	African Flower Tree	MEA	Meliatia Alugantus	Edit Delete
II TIDD Stations	Afromosia	PER	Pericopsis elata	Edit Delete

Figure 27: Species Management Interface 2

The Species form (Figure 26) is where new species are added but only the Administrator can perform this function. All species registered in the system are displayed here also. The Green **Edit** and the Red **Delete** buttons will be available depending on one's privilege settings.

A click on the small block arrow (Δ) on the right side of the **TRADE NAME**, **SHORTCODE**, **BOTANICAL NAME and OPTIONS** changes the species arrangements. There is also **Search** test field use to search species and other species parameters that are in the system.

Adding a New Species

To add a new species, type the species name, Short code and the Botanical name, click on the **Add Species** (coloured Green) to store the species. A pop-up message "Species stored successfully" will be displayed at the top right of the form once the species is added. Please note, the **Add New Species** button will be available depending on your privileges settings.

CHAPTER 7 - INSTITUTION MANAGEMENT

A click on the Institutions menu displays the institution management form (Fig. 28). It gives the list of stakeholder institutions. There is a Search Text Field for searching for registered institutions in the system. Depending on one's privilege settings, an institution can be edited by clicking on the Green **Edit** button or deleted by clicking on the Red **Delete** button.

Forestry Commission	Timber Industry Development Division (TIDD)	Administrator ~
🖵 Dashboard	INSTITUTION MANAGEMENT	
Ø Vendor Management	INSTITUTION	
🗅 Dotic Management	ADD NEW INSTITUTION	
📋 Waybill Management	Institution name	
වී Product Management	Eg. Forestry Group	
Institutions		Add institution
II TIDD Stations		
본 Reports	Search:	Show 10 ~ entries
User Management	•	

Figure 28: Institutions Interface 1

Fo	restry Commission	Timber Industry Development Division (TIDD)	Administrator ~
		INSTITUTION NAME	OPTIONS ¢
Ţ	Dashboard	Altenwerth, Botsford and Franeckis	Edit Delete
0	Vendor Management	Bewsys Limited	Edit Delete
	Dotic Management	Buckridge PLC	Edit Delete
Ľ	Waybill Management	Christiansen-Ondricks	Edit Delete
<u>4</u>	Product Management	Dare-Bins	Edit Delete
囲	Institutions	Ferry, Fritsch and Hill	Edit Delete
III	TIDD Stations	Gerlach Inc	Edit Delete
		Greenfiled	Edit Delete
~	Reports		
	User Management	Heidenreich, Kemmer and Bednar	Edit Delete

Figure 29: Institutions Interface 2

Adding an Institution

To add an institution, type the name of the institution on the Institution name Text field and then click on the Green **Add Institution** button (Figure 28) to store or register the institution in the system.

CHAPTER 8 - TIDD STATION MANAGEMENT

This menu is to be managed by TIDD Area Offices. Since every DoTIC is issued in an Area Office, it is important to have the Officer enter it into the System (Database) for easy management and tracking of DoTIC

Forestry Commission	Timber Industry Develops	ment Division (TIDD)	8	Administrator ~
 Dashboard Vendor Management 	TIDD STATION M	IANAGEMENT		
🗅 Dotic Management	ADD NEW TIDD STATION			
📋 🛛 Waybill Management	Code	TIDD Station name	Region	
<u> </u>	Eg. TIDD ASSIN	Eg. Assin Fosu	Select region	~
Institutions			Add TID	D Station
TIDD Stations				
🗠 Reports	Search:		Show 1	0 - entries
User Management	v			

Figure 30: TIDD Station Interface 1

Fo	restry Commission	Timber Industr	y Development Division (1	(IDD)	6	Administrator ~
		Search:			Sho	w 10 - entries
Q	Dashboard					
0	Vendor Management	CODE	NAME	REGION		ACTIONS 🔅
	Dotic Management	TIDD Accra	Accra	Greater Accra		Edit Delete
۵	Waybill Management	TIDD Asank	Asankragwa	Western		Edit Delete
বুঁট	Product Management	TIDD ASSIN	Assin Fosu	Central		Edit Delete
	Institutions	TIDD Awaso	Awaso	Western		Edit Delete
	TIDD Stations	TIDD Bolga	Bolgatanga	Upper East		Edit Delete
~	Reports	TIDD HarTa	Takoradi Harbour	Western		Edit Delete
e t	Usor Management	TIDD HarTe	Tema Habour	Greater Accra		Edit Delete

Figure 31: TIDD Station Interface 2

A click on the TIDD Stations menu in the menu item list on the left sides displays TIDD Station Management form as shown in Figure (31). It displays a list of all the TIDD Area offices in the system. Depending on one's privilege settings, an Area office can be edited by clicking on the Green **Edit** button or deleted by clicking on the Red **Delete** button. There is a **Search** Text Field for searching for TIDD Area offices in the system.

Adding a new Area Office

An Administrator can only perform the function. To add a new Area office, enter **the Office code, TIDD Station name** and the **Region** which the station falls in.

CHAPTER 9 - REPORT MANAGEMENT

A click on the Reports menu displays the Reports Management form. This form has two sets of reports. A pre-designed report (Figure 32) and Report Generation form (Figure 33)

Fo	restry Commission	Timber Industry Development Division (TIDD)	Administrator ~
Ţ	Dashboard	REPORT MANAGEMENT	
@	Vendor Management	REPORTS	
Û	Dotic Management	Domestic Market Intake of Wood Products	Domestic Sales of Wood Products by
	Waybill Management	by Registered Vendors	Registered Vendors
0 00	Product Management	Moving Species for Lumber Supplied to Registered Vendors	Moving Species for Lumber Sold on the Domestic Market by Registered Vendors
	TIDD Stations	DOTICS Covering Domestic Market Intake of	Trends of Supply of Wood Products to
	Reports	Wood Products by Registered Vendors	Domestic Vendors
2	User Management	Trends of Sales of Wood Products by	Data on Distribution of Timber Sunnlied

Figure 32: Report Management Interface

Forestry Commission	Timber Industry Development Division (TIDD)	Administrator ~
🖵 Dashboard	REPORT GENERATION FORM	
Ø Vendor Management	Market Intake of Wood Products by Registered Ve*	
🗅 Dotic Management		
🖞 Waybill Management	Filtered By Add Filter	
Product Management ک		
団 Institutions	View Grouped By Raw Data *	
II TIDD Stations		
IA Reports	Generate Report	
User Management	v.	

Figure 33: Report Generation Form Interface

There are nine canned reports in the system (figure 32). To display any of these reports, click on the tab of the report you would like to view.

There is a Report Generation Form that users could use to generate customize reports. To do so, enter the parameters of the report in the text fields and then click on the Green **Generate Report** button (Figure 33).

CHAPTER 10 - USER MANAGEMENT

The User Management menu is used by the Administrators to create users, assign user roles and privileges setting. There are four items under this menu namely User list, Role list, Add New user and Add New Role.

A click on the User Management menu displays these items. The default form of the menu is the User list as shown in Figure 33. This is a list of all users of the system. There is a **Search** field for searching a user. On the User list is also a Green button **ADD NEW USER** for adding new users.

Adding a New User

Two options are available; you can add a new user by either clicking the **ADD NEW USER** button on the User list form (Figure 34) or by clicking the **Add new user** menu item from the menu list. A click on any of these will display the ADD NEW USER form (Figure 36). Fill the details in the form following the examples provided in the text field and then click on the Green Add New User button on the bottom right to store it. Once saved, a pop-up message "*user saved successfully*" will appear at the top–right corner of the form.

Ĺ	Waybill Management	Timber Industry Development Division (TIDD)		0	Administrator ~	-
<u> 1</u> 0	Product Management					
	Institutions	USER MANAGEMENT		400	NEWLISER	
<u>[]]</u>	TIDD Stations	USER LIST		ADD	NEW USER	
2	Reports					
	User Management	Search:		Show	10 - entries	
	요 User list					
	요 Role list					
	+ Add new user	NAME • EMAIL ÷		POSTION \$	PHONE NUM	1
	+ Add new role	Administrator admin@bewsys.com	Buckridge PLC	Supervisor	0244328488	
		Kwabena Adu-Darkwa kwabenaadudarkwa@gmail.com	Kertzmann, Okuneva and Fahey	HOD	0248376169	
	~	Kwabena ∆du-Darkwa i k adudarkwa@omail.com	חחוד	нор	+23324837616	

Figure 34: User List Interface

Ċ	Waybill Management	Timber Industry De	imber Industry Development Division (TIDD)				Administrator	r~
<u>4</u> 6	Product Management	ROLE MANA	GEMENT			-		_
▣	Institutions	ROLELIST					ADD NEW ROLE	
	TIDD Stations	NOLL LIGT						
2	Reports							
	User Management	ROLE NAME	ROLE PERMISSIO	ONS				
	요 User list	TIDD	View Dimensions	View Dimension	Add Dimension	View	Edit Delete	
	A Role list		Edit Dimension	Delete Dimension				
	+ Add new user							
	+ Add new role	TIDD Agent	View Dimensions	View Dimension	Delete Dimension	View	Edit Delete	
		Super Admin	View Dimensions	View Dimension	Add Dimension	View	Edit Delete	
timber.ma	kedudev.com/roles# 🗸 🗸							

Figure 35: Role List Interface

A click on the Role list item in the menus displays the Role list form. It gives information on the Role Name and Role Permissions (Fig 35). There are three action buttons on the side of the Role permissions; the Green **View** button, the Mauve **Edit** button and the Red **Delete** button. A click on the View button displays all the permissions under a Role name. To edit any of the permissions, click on the Edit button to display the role permissions. To delete any role, click on the Delete button. Since the delete process is irreversible, a dialogue box will appear for you to confirm or cancel the deletion. Please note, only Administrators are permitted to perform any of these processes enumerated above. The User Management form is only visible to Administrators of the System.

Forestry Commission	Timber Industry Development Divis	sion (TIDD)	Administrator ~
	USER MANAGEMENT		
Dashboard	USER LIST ADD NEW USER		
Ø Vendor Management	USER FORM		
🗅 Dotic Management	Fullname	Email	
🖞 Waybill Management	Eg. John Ackin	eg. john@gmail.com	
💁 Product Management	Institution	Position	
Institutions	Select Institution	✓ eg. HOD	
II TIDD Stations	Phone number	Role	
Reports	Eg. 0245361178	Select role	u.
User Management	,		Add new user

Figure 36: Add New User

Forestry Commission	Timber Industry Development Division (TIDD)	Administrator ~
 Dashboard Vendor Management 	ROLE LIST ADD NEW ROLE	
🗅 Dotic Management	ROLE FORM	
🖞 Waybill Management	User role	
💁 Product Management	Eg. Product Auditor	
Institutions	SELECT ROLE PERMISSIONS	
II TIDD Stations	□ View Dimensions □ View Dimension □ Add Dimension □ Edit Dimensio	n
🗠 Reports	□ Delete Dimension □ View Dotics □ View Dotic □ Print Dotic □ Add	Dotic
User Management	☐ Edit Dotic ☐ Delete Dotic ☐ View Institutions ☐ View Institution ☐	Add Institution

Figure 37: Add New Role 1

User Management	Timber Industry Development Division (TIDD)
	□ View Species □ View a Species □ Add Species □ Edit Species □ Delete Species
	□ View Users □ View User □ Add User □ Edit User □ View Vendors □ View Vendor
	□ View Vendor Activity □ Add Vendor □ Edit Vendor □ Renew Vendor □ View Waybills
	□ View Waybill □ Print Waybill □ Delete Role □ View TIDD Stations □ Add TIDD Station
	Edit TIDD Stations Delete TIDD Stations View TIDD Station
	□ View Dashboard Overview □ View Inflow, Outflow Graph □ View Best Performing Products
	□ View Dashboard Recent Orders □ Filter Dashboard □ Deactivate User
	Deactivate Vendor Import Dotic View Dotic Audits
	Add new role

Figure 38: Add New Role 2

Adding a New Role

Two options are available; you can assign a new role by either clicking the **ADD NEW ROLE** button on the Role list form (Fig 38) or by clicking the **Add new role** menu item from the menu list. A click on any of these will display the ADD NEW ROLE form (Figure 37). Enter the User role in the form following the example provided in the text field, then select the Role permissions applicable to this Role name and click on the Green **Add New Role** button on the bottom right to store it. Once saved, a pop-up message "*role saved successfully*" will appear at the top–right corner of the form.

CHAPTER 11 – DOMESTIC WOOD TRACKING MANAGEMENT SYSTEM MOBILE APP

Introduction

The Mobile App of the TIDD-DWMM is the platform the vendors will use to transact the business. A vendor registered with TIDD may access a DoTIC issued to him or her from the Mobile App account. It provides the vendor easy access to his/her DoTICs to prove the legitimacy of wood products/ stocks and show them as evidence when demanded by authorized regulators. The Vendor will not have access to the Web Client but only the Mobile App. The mobile app can be found on Google Play store. However, you can still install with the apk which is shared below. Only Registered Vendors can access the mobile App since the passcode could only be received once a vendor has been successfully registered in the TIDD Domestic Wood Tracking Management System. (Mobile App apk:

https://drive.google.com/file/d/1UMKQU5s6JeU9QuruPoUE_eQYgAuKGHGR/view? usp=sharing)



Figure 40: Image 1 (Device screen)

Login

TIDD Number

Eg. 0029141

PIN

Log In

Figure 39: Image 2 (Login Screen)

To install the mobile app (available to Android devices only), Go to Google Play store and search for the TIDD-DWMM App.

Click on install and follow the steps to get it installed.

Once it is done, a white Icon with the FC logo and having TIDD as inscription below it as shown in Image 1 (Cycled Red) will appear on your mobile screen.

Click on the App to access it. You will need to enter a **TIDD number** that is, the Vendor's TIDD Registration number assigned to the vendor E.g 00183689 and the **Pin**, the four-digit code the Vendor received through text message when he/she was registered in the web client (Figure 40 (Image 2)).

After successfully logging in, the first page that will be displayed is the Dash Board; the Home screen having **Overview** as its heading (Image 3). It displays the opening and Closing stocks over a period.



The dashboard icons

There are four icons for managing stock; Balance, Sales, Inflows and Outflows. There is a Date field, which is for filtering information (reports). Information on Inflows and Outflows are display on the Dash Board. The bottom of the Dash Board are the Home, Stock, Sales and Profile Icons.

Figure 41: Image 3 (Home Screen)

÷	
Overview	APR - MAY
Inflows	
530 pieces	See all \rightarrow
Outflows	
178 pieces	See all \rightarrow
Product bala	ance
L Lumber	530

Figure 42: Image 4 (Product Balance)

To check product balance in detail, look for the balance icon, click on the icon to display product balance (Image 4).

Sales	Go to returned items
Initiate ne	ew sale
New sale	• +
Activity	See all →
L Lumber Sale 3 days ago	11:19
L Lumber Sale 3 days ago	10:49
<u>م</u>	\$
Home Stocks	Sales Profile
111 0	

Figure 44: Image 5 (Sales)

Figure 43: Image 6

Sales Icon

This icon is used to manage the sales of wood products by a vendor.

Selling of Wood Product

To sell wood product,

- click on the New sale icon (Image 5) to display the initiate new sales screen (Image 6).
- ► Enter the buyer details as demonstrated in the text field (Image 6)

Select the use type; Government, Retail or Others

Click on the Product Specification tab (+ New species) as shown in Image 7 to display the Add Products text fields as shown in Image 8 following the examples in the text fields.

When filling the product details, the user can select the products, dimensions and Grade from the drop-down list. The list displays the **products, dimensions and Grade** available to the Vendor.

Also, note that the **quantity** a buyer can purchase depends on the available stock in the system.

> When all is done, click on the "correct sign" ($\sqrt{}$) on the top right of the Product

Specification dialogue box (Image 8) to return to the Initiate Sales screen (Image 6)

Click on the Green **Issue Waybill** button at the bottom. A pop-up message "Waybill issued successfully" will appear when the process is completed. You will be directed to send the Waybill to the electronic platform of your choice. (WhatsApp, Twitter, Telegram, Bluetooth, etc)

Select use type	Eg. 035 8975 1902
	Buyer's address
• Government O Retail	Destination
0.011	Destination
O Other	Market location
	Market location Driver's name
L Now species	× Add species ✓
T New species	Eg. STO
	Choose dimension in
	Choose dimension
lssue wavhill	Eg. 50 X 150 X 4.5
	Grade
	Grade Y
	Eg. 312
	III O <

Figure 46: Image 7(New Species)

Figure 45: Image 8



Figure 47: Image 9 (Inflows)

Figure 48: Image 10

Managing Inflows – This icon is used to manage stocks received. The stocks are specified on the DoTIC. A click on the Inflows Icon displays the Inflows screen as shown in Image 9.

The default screen in Today's inflows. To see previous inflows, click on the **Old inflows** icon.

The Search field enables the vendor to search by Date for all stocks received.

Managing Outflows- – This icon is use to manage sales. A click on the Outflows icon on the dashboard displays the Outflows screen as shown in Image 10. It gives information of sales. The default screen in Today's outflows. To see previous sales, click on the Old outflows icon. The waybill can be printed from here by clicking on the Green Print Waybill icon.

The **Search** field enables the vendor to search by **Date** all sales performed using the Domestic Wood Tracking Management System.

		• • • • • • • • • • • • • • • • • • •		
Overview	APR - MAY			
Products currently in stock		D	etails	
530 pieces	See all \rightarrow		TRI Wawa 400 pieces av	allable
Outflows 1 244 Pieces	nflows 530 Pieces		Grade Dimensions(imperial) Dimensions(metric) Volume (m3) 1	II 0.98 X 11.81 X 14.76 4.5 X 300.0 X 25.0 70.82928800000002
Available Stock			TRI Wawa 400 pieces av Grade Dimensions(imperial) Dimensions(metric) Volume (m3)	railable II 0.98 X 3.94 X 14.76 4.5 X 100.0 X 25.0 56.991312
TRI Wawa 400 pieces availa	ble >			
TRI Wawa 130 pieces availab	le >			
Home Stocks	Sales Profile			
III O	<		III	0 <
		<u> </u>	10 1	10

Figure 50: Image 11 (Stocks)

Figure 49: Image 12

Stocks Available- A click on the stock icon on the bottom of the Dash Board displays the Product Currently in stock screen. To view the wood product details, click on the product name icon (Image 11). For example, In Image 11, there are two wawa products available so a click on any of them will give the product details as shown in Image 12.

		8	Sign out
9	Name Yaw Gymafi		
C	Phone number 0249720536		
	Email yawgyamfi@yaho	oo.com	
\odot	Company Yaw Gyamfi Ltd		
0	Postal address P.O.Box 14 Kuma	si	
1	Digital address AR-24-1234		
		Change pin	Edit
Â	Ar	¢	0
Home	Stocks	Sales	Profile
	111	0	<

Figure 51: Image 13 (Profile)

Profile Icon: A click on the Profile icon on the extreme bottom right gives information about the Vendor. (Image 13)

Profile Management.

A click on the **Change pin** button allows the Vendor to change his/her Pin.

A click on the **Edit** button allows the Vendor to make changes to his/her Profile.

> Sign out- To log out from the Way Bill Management system, click on the Red sign out button on the extreme top right. Please note that it is always important to log out if the application is not in use.

ANNEX 1

This is a step by step process of saving an approved DoTIC from Ghana Wood Tracking system (GWTS)

Step 1

In the Mill processing menu items of the GWTS, Click on DoTIC and search for the DoTIC you

would like to upload or save and open the form as shown below (Exhibit 1).

[1] Menu Fo	restry Comm	ission Gh	ana - [DoT	IC : File Acc	ess (No	e in List: 12110	0)] Mill Processing	Validation	Financial	Reports	Documents	Interfaces	Help
	e Access (I	No in List	12110	Imported	Danade	Recovered		Jundation	Thiancia	Reports	Documenta	incruces	Псь
Done.rn		NO IN LISE	. 12110)										
No	Date	Туре		Total Volume	•		^						
00	2/1/2021	DoTIC		23.424	1								
0046	11/19/2020	DoTIC		85.973	3								
0048195	1/7/2021	DoTIC		22.428	3								
0041363	10/8/2020	DoTIC		19.013	3								
0053224	4/9/2021	DoTIC		93.049	3								
0020232	6/26/2020	DoTIC		86.089	9								
0025344	2/19/2021	DoTIC		35.722	2								
0029752	5/26/2020	DoTIC		38.702	2								
0035667	6/25/2020	DoTIC		0.000)								
0041093	9/15/2020	DoTIC		20.250	0								
0041308	9/29/2020	DoTIC		6.750)								
0041309	9/30/2020	DoTIC		41.625	5								
0041363	10/8/2020	DoTIC		3.375	5								
0041368	10/9/2020	DoTIC		14.963	3								
0041454	12/17/2020	DoTIC		7.875	5		~						
	N	lo Mill-Mill	004709 Product Ins All DoTICs	9 pections	•								
Pick	Add <u>D</u> isp	lay E	E <u>x</u> it	< ► H :	earch	R <u>e</u> store <u>R</u> e	port						
	Forestry Com	mission											

Figure 52: Exhibit 1

After searching and displaying the DoTIC, click on the **Format Print** button on the bottom right on the DoTIC: Enquire/Change form (Exhibit 2). A dialogue box "Process Document Print" will appear (Exhibit 3), click on the **Approve Print** button. The DoTIC will be approved with your username, approval date and the Print version appearing. Check the **Export box** and click on **Print**.

DoTIC : Enquire/Change DoTIC Reference No No. 0041093	Date 9/15/2	020				V Loc	al Sale					×	
xpiry/Reissue Replaces		Expires 9/	8/2020		Reissue	Repla	ced By						
Petails Processor MAGPV C	Office TIDD KUMAS		w	/holesale Buyer	Buyer				Local Buy Name DANV	er VUSU 2010 Ef	4T		
Product Lumber			De	estination									
ntainer/Truck. GB675-12				Drving	Air Dried	- Moi	isture Conten	nt %	0 to	0			1
Seal No			To	otal Units		600					Maria	la.	
Inspector KASORE RICHARD			Tota	al Volume	2	0.250	Used	-0.1	000		Certifica	ate	
Bemarks STAINS							No of Ruma	das	3				
roduct Volume Formula Volume = (thickne:	ss * total width * le	ngth)/100 Thick	1000 (widt ness is in m	h in mm) m		Length is in	mt	Jes					
roduct Volume Formula Volume = (thicknes acce Source Reference	<mark>ss * total width * le</mark> Bundle No Code	ngth)/100 Thick Thickness	1000 (widt ness is in m Vidth	<mark>h in mm)</mark> m Unit	Length	Length is in 1 Length2 No	mt Pieces Tota	al Width T	otal Length	Area	Volume Gra	de	
roduct Volume Formula Volume = (thicknei rce Source Reference Mill MAGB0-20-08SW.1	ss * total width * le Bundle No Code BBU	ngth)/100 Thick Thickness 25.00	1000 (widt ness is in m Vidth 300	h in mm) m Unit	Length 4.500	Length is in 1 Length2 No 0.000	mt Pieces Tota 340	al Width T 102000	otal Length	Area 0.00	Volume Gra 11.475 II	de	
roduct Volume Formula Volume = (thickner Kill MAGB0-20-08SW.1 Mill MAGB0-20-08SW.1	ss * total width * le Bundle No Code BBU CP	ngth)/100 Thick Thickness 25.00 25.00	1000 (widt ness is in m Vidth 300	<mark>h in mm)</mark> m Unit mm mm	Length 4.500 4.500	Length is in 1 Length2 No 0.000 0.000	mt Pieces Tota 340 220	al Width T 102000 66000	otal Length 0.000 0.000	Area 0.00 0.00	Volume Gra 11.475 II 7.425 II	de	
roduct Volume Formula Volume - [thickner ace Source Reference s Mil MAGB0-20-085W.1 s Mil MAGB0-20-085W.1 s Mil MAGB0-20-085W.1	Bundle No Code BBU CP PYC	ngth)/100 Thick Thickness 25.00 25.00 25.00	1000 (widt ness is in m Vidth (300) 300)	h in mm) m Unit mm mm mm	Length 4.500 4.500 4.500	Length is in 1 Length2 No 0.000 0.000 0.000	mt Pieces Tot 340 220 40	al Width T 102000 66000 12000	otal Length 0.000 0.000 0.000	Area 0.00 0.00 0.00	Volume Gra 11.475 II 7.425 II 1.350 II	de	
roduct Volume Formula Volume = (thickner s Mil MAGB0-20085W.1 s Mil MAGB0-20085W.1 s Mil MAGB0-20085W.1	ss * total width * le Bundle No Code BBU CP PYC	ngth)/100 Thick 25.00 25.00 25.00	1000 (widt ness is in m Vidth (300) 300)	h in mm) m Unit mm mm mm	Length 4.500 4.500 4.500	Length is in 1 Length2 No 0.000 0.000 0.000	mt Pieces Tota 340 220 40	al Width T 102000 66000 12000	otal Length 0.000 0.000 0.000	Area 0.00 0.00 0.00	Volume Gra 11.475 II 7.425 II 1.350 II	de	

Figure 53: Exhibit 2

DoTIC : Enquire/Change				23	
No 0041363	Date 10/8/2020	🗹 Local S	ale		
Expiry/Reissue Replaces	Expires 10/1	1/2020 Reissue Replaced	By		
Details Processor MOW Diffice T Location Maxwell Owuru Timbers Limit Product Lumber Type Sown ontainer/Truck, GB 666-12 Seal No. Inspector KASORE RICHARD Respector COUND KNICKS	IDD KUMAS ed	Wholesale Buyer Buyer Destination Drying Air Dried V Moisture Total Units 100 Total Vokune 3.375 Us	Add ACCRA	ENT Validate Certificate	
Product Volume Formula Volume = (thickness * tol	tal width * length)/10000	No 100 (width in mm) tests in mm Length is in mi	of bundles		
Product Volume Formula Volume = (thickness * tol succe Source Reference Bundle is Mill MAXWE-20-025W-3 1	tal width * length)/10000 Thickne No Code Thickness/W AUB # Process Doc	No 100 (width in mm) 105 is in mm Length is in mt 10th Unit Length Length2 No Piec cument Print	ers Total Width Total Length Area	Volume Grade	
Product Volume Formula Volume = [thickness * tol surce Source Reference Bundle nis Mill MAXWE-20-02SW.3 1	kal width * length)/10000 Thickne AUE AUE AUE AUE AUE ADProcess Dor Appr Appr Prin	No 100 (width in mm) 100 (widt	es Total Width Total Length Area	Volume(Grade	

Figure 54: Exhibit 3

Step 2

On the Export dialogue form as shown in Exhibit 4, there are three file types displayed, Tab Separated Test, Excel File and PDF. Since, the Domestic Wood Tracking Management System accepts only files saved in PDF, click on the PDF tab to access the location where you want to save the file. (Exhibit 5)

DoTIC Reference No No 0041363	Date 10/8/202	0		Local Sale		23	
Expiny/Reissue Replaces Processor MOW Di Location Mawell Owusu Timber Product Lumber Type Saven ontainer/Truck, GB 686-12 Seal No Inspector KASORE RICHARD Remarks SOUND KNOTS Product Volume Camula Volume ~ (Hickness	ice TIDD KUMAS Limited	Excel	Tab Separated Text	Excel File Open After Save Clipboard	PDF Copy To (Clipboard	
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Figure 55: Exhibit 4

Step 3

Browse to the location you want to save the file. Name the file and click on the save button on the bottom right as shown in Exhibit 5

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Figure 56: Exhibit 5