ACKNOWLEDGEMENTS

The Civil Society-led Independent Forest Monitoring (CSIFM) Project has been implemented under the auspices of the FAO-EU FLEGT Programme with funding from the European Union, the Swedish International Cooperation Agency and the United Kingdom Department for International Development. Civic Response would like to thank them for funding this project and supporting the FLEGT VPA processes in Ghana.

We acknowledge the collaboration with the Forestry Commission in implementing the CSIFM Project and its contribution to improving the governance systems. Civic Response also worked with a number of local NGO partners in the districts who supported our work with the communities and we are most grateful to them and to the communities who made themselves available to be used for this project. We believe the project has been beneficial to both our local partners and the communities.

Special thanks to FAO for a very supportive working relationship and contributing to improved forest governance in Ghana.

FAO – EU FLEGT PROGRAMME

DISCLAIMER

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4.0 CONTROL PANEL
1.0 INTRODUCTION

The Ghana Timber Transparency Portal is a web application which is linked to the Ghana Wood Tracking System (GWTS). This public portal is the gateway to the GWTS and forest management in Ghana. The portal is to make information easily accessible to the international community as well as local CSOs and non-state actors.

This is part of the Civil Society – led Independent Forest Monitoring (CSIFM–Ghana) project being implemented by Civic Response through the FAO FLEGT Programme with funding from the European Union, Swedish International Cooperation Agency and the United Kingdom Department for International Development.

2.0 GENERAL INFORMATION

The portal was designed to provide information for both passive and active monitoring of the issuance of credible, transparent, and acceptable FLEGT licence through improvement in access to timely, accurate, and relevant information.

2.1 SYSTEM OVERVIEW

The Ghana Timber Transparency Portal has the following functionalities:

1. Home
2. Due Diligence
3. Reports
4. Issue Tracker

The Ghana Timber Transparency Portal allows input of data through different channels:

1. Control Panel
   a. Announcements
   b. Notice
   c. Reports
   d. FAQ’s
   e. Latest News
   f. Purpose
   g. Respondents

2. Manage Users
   a. Configure Roles
   b. Manage Users

2.2 CONTACT

Requests for access to, inquiries on the use of the software, and comments on the design and functionalities of the application should be sent to the dedicated mail service address dev@axoninfosystems.com
3.0 GETTING STARTED

3.1 USER ACCESS, ROLES AND PRIVILEGES

Access to the public portal will be provided by the service provider (Axon Information Systems), upon request; however, the accounts of the other users (administrators) will be created either by the members of the Forestry Commission of Ghana or Civic Response.

The international community as well as local CSOs and non-state actors can access the public portal through the universal resource locator (URL).

3.2 HOW TO ACCESS/LOG OUT/CREATE INPUTS

3.2.1 HOW TO ACCESS THE GHANA TIMBER TRANSPARENCY PORTAL

Open any internet browser (i.e. Google Chrome, Mozilla Firefox, etc.) and type in the URL glap.apphb.com on the browser’s address bar. (figure 1)

![Ghana Timber Transparency Portal web page](image1)

**Figure 1.** Using Google Chrome browser

Press the 'Enter Key' and the Ghana Timber Transparency Portal web page appears.

To access the Ghana Timber Transparency Portal (GTTP) web application, click on Sign In on the top right hand side of the screen. (figure 2, number 1) and the log in page will be displayed.

![Ghana Legality Assurance Portal web page](image2)

**Figure 2.** Ghana Timber Transparency Portal web page

The much awaited public portal to provide information from that Ghana Wood Tracking System is being developed by Axon Information Systems, a member of the AMGG consortium, which developed the GWTS.

The forestry commission is now using the electronic wood tracking system for its operations. The system after 2 years of development has today been fully handed over to the Forestry Commission.

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Licence</th>
<th>Contractor</th>
<th>Destination</th>
<th>Product</th>
<th>Volume (m3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 16, 2017</td>
<td>10017</td>
<td>John Bitar &amp; Company Limited</td>
<td>GUNNER T. STORM</td>
<td>BARCELONA, Spain</td>
<td>Dowell</td>
</tr>
<tr>
<td>Oct 27, 2017</td>
<td>10016</td>
<td>John Bitar &amp; Company Limited</td>
<td>TOTAL WOOD S.A.L.</td>
<td>ROTTERDAM, HOLLAND</td>
<td>Mouldings</td>
</tr>
</tbody>
</table>
To log in, enter the username and password and click on the “Sign in” button.

![Login Form]

**Figure 3.** Log-in page of the Ghana Timber Transparency Portal Web Application

Below is the navigation bar of the web page and application. (figure 4 and 5)

**Figure 4.** Navigation bar for web page users who are the international community as well as local CSOs and non-state actors

**Figure 5.** Navigation bar for the web application which will be managed by members of the Forestry Commission and Civic Response

### 3.2.2 HOME

The Homepage is the first page that appears to the web page and application users. It contains many useful information to the international community as well as local CSOs and non-state actors. Information displayed on this page are a combination of information from the Ghana Wood Tracking System and inputs by the administrators of the system. Information displayed on this page from the Ghana Wood Tracking System are as follows:

1. **Summaries**
   a. FLEGT Issued
   b. Destinations
   c. Exports By Product
   d. Timber Rights

2. **Forestry Statistics**
   a. Reserves
   b. Species
   c. Wood Products
   d. Number of Exporters
   e. Buyers

Information displayed on this page which are inputs by the system administrators are as follows:

1. Latest News
2. Announcements
3. Sliding Image Banner
On this page, web page users may also input information by either requesting for information or reporting an issue found under contact us.

There are also available on display useful links for the international community as well as local CSOs and non-state actors.

### 3.2.3 SUMMARIES

Summaries provide a brief history of FLEGT related activities within the GWTS. (figure 6, 7, 8, 9)

#### Figure 6.
Displays all issued FLEGT with detailed parameters

#### Figure 7.
Displays destinations with cumulative volumes and FLEGT licences which have received export

#### Figure 8.
Displays cumulative export by products

#### Figure 9.
Displays information of timber rights by type
By clicking any of the types of timber rights found in figure 9, a list of certificates associated to the type in question will be displayed on a new page. (Figure 10)

### 3.2.3 FORESTRY STATISTICS

Informs the web page users as to the number of reserves, species, wood products, exporters, and buyers that are recorded in the Ghana Wood Tracking System. (figure 11)

<table>
<thead>
<tr>
<th>#</th>
<th>Number</th>
<th>Contractor</th>
<th>Awarded</th>
<th>Expiry</th>
<th>Forest Area</th>
<th>Location</th>
<th>Area (Ha)</th>
<th>SRA Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AB68OS UFRA YUM 1</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bosumkese</td>
<td>Bechem, Brong Ahafo</td>
<td>10,864.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TA10MANFRAT</td>
<td>TRANSPORT TIMBERS</td>
<td>Aug 19, 2011</td>
<td>Aug 19, 2021</td>
<td>MANKRANSO FOREST RESERVE</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AB4MPAMFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 27, 2041</td>
<td>Mpameso Forest Reserve</td>
<td>Dorma Ahenkro, Brong Ahafo</td>
<td>31,882.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AB6AMAMFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Mpameso Forest Reserve</td>
<td>Dorma Ahenkro, Brong Ahafo</td>
<td>4,352.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AB6APS8FRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Aparapi Shelterbelt</td>
<td>Bechem, Brong Ahafo</td>
<td>1,881.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AB68OS UFRA YUM 2</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bosumkese</td>
<td>Bechem, Brong Ahafo</td>
<td>3,840.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>AB9AYUMFRAYUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Ayum</td>
<td>Goaso, Brong Ahafo</td>
<td>11,290.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>AB9BIATFRAYUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bia Tano</td>
<td>Goaso, Brong Ahafo</td>
<td>7,451.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>AB9BISFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bia Shelterbelt</td>
<td>Goaso, Brong Ahafo</td>
<td>2,920.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>AB9BONKFRAYUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bonkoni</td>
<td>Goaso, Brong Ahafo</td>
<td>6,699.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>AC1OPMAFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Opon Mansi</td>
<td>Dunkwa, Central</td>
<td>8,293.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>AC1OPMAFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Opon Mansi</td>
<td>Dunkwa, Central</td>
<td>2,201.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>AW1BIAFRA YUM</td>
<td>Ayum Forest Products Limited</td>
<td>Jun 27, 2001</td>
<td>Jun 26, 2041</td>
<td>Bia North Tributaries</td>
<td>Juabeso Bia, Western</td>
<td>25,088.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>BCNCOMPT115</td>
<td>BOISON CONSTRUCTION LTD</td>
<td>Jan 1, 2015</td>
<td>Dec 31, 2020</td>
<td>Sui River</td>
<td>Sefwi Wiawso, Western</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>BOBR</td>
<td>Carpo Sawmill Limited</td>
<td>Sep 1, 2012</td>
<td>Dec 31, 2017</td>
<td>Bobiri</td>
<td>Juaso, Ashanti</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>KAKACOM</td>
<td>Affukaah Kwaku Timbers</td>
<td>Mar 17, 2000</td>
<td>Mar 17, 2020</td>
<td>Sui River</td>
<td>Sefwi Wiawso, Western</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 10.** List of active TUC Natural on Reserve and its related parameters

**Figure 11.** Displays number of reserves, species, wood products, exporters, and buyers
Click on any of the displayed forestry statistics to get detailed information of your selection. E.g. by clicking on forest reserves, a list of all forest reserves in the country with their associated name, code, type, land owners, and area (Ha) will be displayed in a new page. (figure 12)

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Code</th>
<th>Type</th>
<th>Land Owner</th>
<th>Area (Ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Domiabra Off-reserve</td>
<td>WEDOMI</td>
<td>Nat.Off</td>
<td>Sefwi Wiawso Stool</td>
<td>1696.00</td>
</tr>
<tr>
<td>2</td>
<td>Sisiasi Off-reserve</td>
<td>1234</td>
<td>Nat.0n</td>
<td>Abaaam Stool Land</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Sisiasi Off-reserve</td>
<td>1234S</td>
<td>Nat.Off</td>
<td>Manso Amenfi Stool Land Manso Nkwanta Stool Land</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>KWAMANG (KWABENA DAPAA NO.2) OFR</td>
<td>ASKWMAMOFR</td>
<td>Nat.Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>AKUTUASE-NYNAMPONSEA OFR</td>
<td>AAKNYDR</td>
<td>Nat.Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>HWANYANSO NORTH WEST OFR</td>
<td>AHHWYS</td>
<td>Nat.Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>7</td>
<td>ANWIAFUTIU</td>
<td>ASANWR</td>
<td>Nat.Off</td>
<td>Nkawie Panin &amp; Nyinahin</td>
<td>345.00</td>
</tr>
<tr>
<td>8</td>
<td>DAMPONG OFR</td>
<td>ADAMOFR</td>
<td>Nat. Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>9</td>
<td>GROMESA OFR</td>
<td>AGROMOFR</td>
<td>Nat. Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>10</td>
<td>AMUDUREASE OFR</td>
<td>AGAMUDOFR</td>
<td>Nat. Off</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>11</td>
<td>AAA</td>
<td>Nat.Off</td>
<td></td>
<td>Debiso Stool Land</td>
<td>0.00</td>
</tr>
<tr>
<td>12</td>
<td>A.A. Bonk Company Limited</td>
<td>AABONKOFRO1</td>
<td>Nat. Off</td>
<td>Ayomso</td>
<td>0.00</td>
</tr>
<tr>
<td>13</td>
<td>Adwoa Afriyie Off Forest Reserve</td>
<td>AACLOFR</td>
<td>Nat. Off</td>
<td>Ayomso</td>
<td>2,300.00</td>
</tr>
<tr>
<td>14</td>
<td>Abu Abdul Fatwawu Outside Forest Reserve</td>
<td>AAGOAYA</td>
<td>Nat. Off</td>
<td>Mim Stool Land</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Figure 12.** Detailed list of forest reserves and their associated parameters

### 3.2.4 USEFUL LINKS

These are links related to FLEGT, Industry, Forestry Commission, related operations and organisations. By clicking on any one of the provided links user will be redirected to the links page/domain. (figure 13)

**Useful Links**

- Forestry Commission Ghana
- Civic Response
- Europa Offical Site
- Environmental Protection Agency
- FAO Official Site
- FAO-EU FLEGT Programme

**Figure 13.** Displayed is a list of useful links that may interest web users
3.2.5 ANNOUNCEMENT

Notices, declarations, publications, of various information will be shared here by the management / administrators of the web application for the web users.

<table>
<thead>
<tr>
<th>Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ghana Legality Assurance Portal</strong></td>
</tr>
<tr>
<td>The much awaited public portal to provide information from that Ghana Wood Tracking System is being developed by Axon Information Systems, a member of the AMGG consortium, which developed the GWTS.</td>
</tr>
<tr>
<td><strong>GWTS Gone Live</strong></td>
</tr>
<tr>
<td>The forestry commission is now using the electronic wood tracking system for its operations. The system after 2 years of development has today been fully handed over to the Forestry Commission.</td>
</tr>
</tbody>
</table>

*Figure 14.* Notices of various useful information will be shared here by the administrators of the system

3.2.6 CONTACT US

There are two main media in which administrators of the system can be contacted, that is by clicking Request for Information or Report an Issue button. (figure 15)

<table>
<thead>
<tr>
<th>Contact Us</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Request for Information" /></td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td><img src="image" alt="Report an Issue" /></td>
</tr>
</tbody>
</table>

*Figure 15.* Contact Us view

3.2.6.1 REQUEST INFORMATION

Click on the Request for Information button on Contact Us (figure 15) to display a request form (figure 16). Once form is displayed, enter the necessary information in the text fields provided. Upon completion of this task click on the send request button (figure 16, number 2) to send request.
3.2.6.2 REPORT AN ISSUE

Click on the Report an Issue button on Contact Us (figure 15) to display a request form (figure 17). Once form is displayed, enter the necessary information in the text fields provided. Upon completion of this task click on the send request button (figure 17, number 3) to send request.

![Request Form](image)

**Figure 16.** Request Form

![Issue Report Form](image)

**Figure 17.** Issue report form

**3.2.6.2 REPORT AN ISSUE**

Click on the Report an Issue button on Contact Us (figure 15) to display a request form (figure 17). Once form is displayed, enter the necessary information in the text fields provided. Upon completion of this task click on the send request button (figure 17, number 3) to send request.

**Figure 16.** Request Form

**Figure 17.** Issue report form

**3.2.6.2 REPORT AN ISSUE**

Click on the Report an Issue button on Contact Us (figure 15) to display a request form (figure 17). Once form is displayed, enter the necessary information in the text fields provided. Upon completion of this task click on the send request button (figure 17, number 3) to send request.

**Figure 16.** Request Form

**Figure 17.** Issue report form

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**Figure 16.** Request Form

**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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**Figure 17.** Issue report form

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Click on the Report an Issue button on Contact Us (figure 15) to display a request form (figure 17). Once form is displayed, enter the necessary information in the text fields provided. Upon completion of this task click on the send request button (figure 17, number 3) to send request.

**Figure 16.** Request Form

**Figure 17.** Issue report form
3.3 ISSUE TRACKER

3.3.1 ISSUE TRACKER BOARD (TICKETS)

Reported issues by web page users can be viewed in this segment only if the issue has been verified by the web application user/administrator.

All reported issues are listed on this page. By selecting or clicking on an issue the status of the issue will be displayed (verified, pending, solved, and closed). Figure 19

A field for comments has been provided for a chat/thread interaction between the issue reporter, administrator, and other users of the community. Figure 20

When a report is tagged as closed no comments can be added to that particular reported issue.

Tickets can be filtered based on five specific parameters, either selection of singular, couple or all parameters. Parameters have been numbered in Figure 19 from numbers 1 – 5.

1. Enter ticket number in the provided text box to narrow search to the exact ticket number in question.
2. Tickets can be filtered or narrowed down by priority type (low, high, critical). Click on the dropdown button to select a priority.
3. Tickets can be filtered or narrowed down by status. Click on the dropdown button to select status.
4. Tickets can be filtered or narrowed down based on region.
5. Tickets can be filtered or narrowed down based on district. A region must be selected before one can have the opportunity to select a district.
6. Once desired search parameters have been selected/entered by user click on the search button for retrieval of desired information.
3.3.2 ISSUE TRACKER WEB APPLICATION USER / ADMINISTRATOR

On the issue tracker list view (figure 19), a web application user who has signed into the system selects a raised issue by a web page user. There are a few steps to this as explained below:

1. Administrator selects a reported issue, views the issue and verifies issue. Figure 21
2. Once issue has been verified by administrator comments can be added by administrator. Figure 22
3. Verified issues will also be made available to web page users for view and comment posting.
4. Issues queried by administrator can be marked as solved, thereafter closed.
5. These status updates by the administrator are made available to the web page users to view.
6. A closed issue cannot be commented on. Figure 23
3.4 DUE DILIGENCE
3.4.1 DUE DILIGENCE

This is a comprehensive appraisal of business undertaken by a prospective buyer or, especially to establish its assets and liabilities and evaluate its commercial potential.

All information provided on this view is extracted from the GWTS which is live, current, and sensitive information of contractors and their activities.

On the navigation bar click on due diligence to open the due diligence module view. Figure 24

**STEPS**

1. On due diligence view search by entering the company name, code, or property mark. Press enter button on your keyboard to search and view results. Figure 24
2. In the search results list name of company in question will appear with summary details and parameters. Figure 25
3. Click on name of company to view detailed company information (Contractor Details & Timber Rights). Figure 26
4. Click on any of the listed timber rights to draw down further information and have access to live data on ongoing activities within. Figure 27
### Figure 24

#### Search Results

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Code</th>
<th>Mark</th>
<th>Date Registered</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Bitar &amp; Company Limited</td>
<td>JCM</td>
<td>JCM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Figure 25

#### Contractor Details

**John Bitar & Company Limited**

- **Code:** JMC
- **Property Mark:** JMC
- **Expires On:** –
- **Phone:** 03120 -46321/2
- **Email:**
- **Physical Address:** P. O. Box 406, Sekondi - Takoradi

### Figure 26

#### Timber Right: TUC Natural On Reserve

**Oboyow**

- **Code:** LESOBOYFRJCM
- **Description:** Lease Holding
- **District:** Oda
- **Region:** Eastern
- **Date Awarded:** Wednesday, November 11, 1998
- **Date Of Expiry:** Wednesday, November 10, 2038

#### Harvesting Operations [Yield Summary]

<table>
<thead>
<tr>
<th>Compart</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Wawa: 3, Esia: 3, Penkwa: 1, Esia: 2, Denyao: 1, Kyenkyen: 1</td>
</tr>
</tbody>
</table>
3.5 REPORT & FAQ's

3.5.1 REPORT

On the navigation bar click on report to open the due diligence module view. Figure 28

In the report module view click on download button to download report. Figure 28 – 1

Reports will be uploaded by the web application user (administrator) to be made available for the web page users to access and download.

![Reports](image)

Figure 28.

3.5.2 FAQ's

On the navigation bar click on FAQ's to open the FAQ module view. Figure 29

![Frequently Asked Questions](image)

Figure 29.

4.0 CONTROL PANEL

This is a module in the system which allows the web application user (administrator) to view and manipulate basic system settings and controls such as adding the following:

1. Announcement
2. Notice
3. Reports
4. FAQ's
5. Latest News
6. Purpose
7. Respondents – This is a list of request recipients with their email addresses. Respondents receive email(s) of request information made by the web page users.
There is a unique process of performing this action that cuts across all seven (7) controls. Once a control is selected:

- On the control list view, click on the blue button on the top left to add an input under the selected control
- Once the above has been created, click on the save button to save input.

These inputs that are created in the control panels would reflect in the main web page. An example of these control panel activities are provided below from figures 30 – 32

**Figure 30.** List of announcements are listed in the view above. Click on the blue button on the top left corner to create a new announcement

**Figure 31.** Enter the title and notes of the announcement in the text field provided on the left. Select check box if announcement is active to show on homepage. If checkbox is not selected and marked announcement will not appear on the home page. Click on the green button on the button left corner to save announcement.

**Figure 32.** To edit or delete an announcement click on an announcement on the list view. Click on the red delete button to delete an announcement. If an announcement was edited click on the green save button for changes to be saved and take effect.