

INATrace ADMIN GUIDE



FOR REGIONAL AND SYSTEM ADMINS



INATrace

The Traceability Tool for Sustainable Supply Chains

Admin Guide 2025



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Chapter 1.

Introduction

About this guide

- This Admin guide helps you with the first steps on how to set up INATrace after you successfully installed the system. If you need help installing the system, please refer to the existing GitHub documentation (<https://github.com/INATrace>) and to the INATrace Wiki (<https://inatrace-docs.github.io>)
- In order to set up INATrace, you need to configure the different parts of INATrace chronologically as shown in chapter 2 (system level, value chain level, company level, product level). In case one of these parts is not configured correctly, company users will not be able to use the system.
- After completing these steps, you can onboard new users and link them to their respective companies (chapter 3).
- You can also assist the companies in uploading Farmer lists as shown in chapter 4.
- This guide is NOT a user guide and also does NOT include information on how to set up individual company configurations. Separate user guides are available for this.

Roles and permissions

	System Admin	Regional Admin	Company Admin	Company User
Can add elements on system level	Yes	Yes	No	No
Can edit / delete elements on system level	Yes	No	No	No
Can add elements on value chain level	Yes	Yes	No	No
Can edit / delete elements on a value chain level	Yes	No	No	No
Can create new companies	Yes	Yes	No	No
Can create new products	Yes	Yes	Yes	No
Can link companies to an existing product	Yes	Only companies they created or are part of	No	No
Can activate new users	Yes	Yes	No	No
Can add users to a company	Yes	Only users they activated / only companies they created or are part of	No	No

Chapter 2.

System configurations

This part of the system can only be fully modified by a system admin. In case you are a regional admin and have specific functions unavailable, please contact your system admin or support contact to request the necessary additions or edits.

2.1 Adding elements on system level

To add a new element on a system level or to edit it, navigate to the system settings as shown below. You can add / edit semi-products, measuring unit types, processing evidence types, processing evidence fields and products here. Note: You will need to add the elements you added also on a value chain level in a second step in order for the users to be able to access those in their company configuration.

The screenshot shows the 'System' settings page in the INATRACE 2.0 Admin Guide. The left sidebar has a 'Settings' icon highlighted with a green box and a green arrow [1]. The main content area shows a 'Semi-products' list with a table and a 'Types' tab [3]. A green arrow [2] points to the 'Settings' icon in the sidebar. A green box highlights the '+ Add' button in the top right of the semi-products list [3a]. A green box highlights the 'Edit' and 'Delete' buttons for the last row in the semi-products table [3a]. A green arrow [3a] points to the 'Edit' button for the last row. The bottom section shows a 'Facility types' list with a table and a '+ Add' button.

Semi-products
List of semi-products
Showing 65/10

Name	Description	Buyable	SKU	SKU end customer	Actions
Macadamia Waste	After sorting, damaged macadamia nuts are kept to be sold at a very low cost.				Edit Delete
Deshelled Cashew	After steaming the shell of the cashew to soften it, the shell of the raw cashew nut is removed with a specialized knife	✓			Edit Delete
Raw Cashew	Raw cashew after drying	✓			Edit Delete
Peeled Cashew Kernels	Peeled Kernels	✓			Edit Delete
Graded Cashew Kernels	.	✓			Edit Delete
Steamed Cashew	Steamed Cashew Kernels	✓			Edit Delete
Caja C6 FairTrade	Caja con 6 piñas FairTrade				Edit Delete
25 kg Packaged Cashew Kernels	Cashew Bags 25 kg	✓			Edit Delete
Pineapple	Piña recién cosechada Puede llegar en cajas de 10 unidades o en bines de X unidades	✓			Edit Delete
Dried fermented cocoa beans	Dried fermented cocoa beans at the cooperative.				Edit Delete

Facility types
List of facility types
Showing 10/14

Id	Label	Actions
WASHING_STATION	Pre-processing Facility	Edit Delete
DRYING_BED	Drying bed	Edit Delete

Pay attention when adding the semi-products, to check the correct boxes as shown below. Also note that this section is only for semi-products (raw materials or semi-processed goods). Final products (packaged and branded products for end-customers) are added in the “products” section of the system by company users.

Buyable = raw material or semi-product buyable directly from farmers. Semi-product will only be available in the companies' 'delivery' menu if this is ticked

SKU = Stock-keeping unit at company level

SKU = Stock-keeping unit at end-buyer

Facility types

List of facility types
Showing 10/14

Actions

Id	Label	Actions
WASHING_STATION	Pre-processing Facility	Edit Delete
DRYING_BED	Drying bed	Edit Delete

2.2 Adding elements on value chain level

To add a new element on a value chain level or to edit it, navigate to the value chain settings as shown below. You can add / edit semi-products, facility types, measuring unit types, processing evidence types and processing evidence fields for each value chain individually here. Note: all elements need to be added beforehand on a system level. Otherwise they will not be available on a value chain level.

System

Companies

Users

Settings

Value chains

List of value chains
Showing 8/8

Show enabled

Name	Description	Status	Actions
Beeswax	This value chain covers the production of beeswax from raw honey to a refined and purified end-product.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Café R. Dominicana	Cadena de suministro de café de la República Dominicana.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Cashew	This is an example for a cashew value chain	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Cocoa	This is a generic cocoa value chain	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Coffee Honduras	This is the value chain setting for single origin coffee from Honduras.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Coffee Rwanda	This is the value chain setting for single origin coffee from Rwanda.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Macadamia Rwanda	This is the value chain setting of Macadamia Nuts from Rwanda.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>
Piña Costa Rica	Piña producida en Costa Rica, con venta a compradores en todo el mundo.	ENABLED	<input type="button" value="Edit"/> <input type="button" value="Enable"/> <input type="button" value="Disable"/> <input type="button" value="Delete"/>

[1]

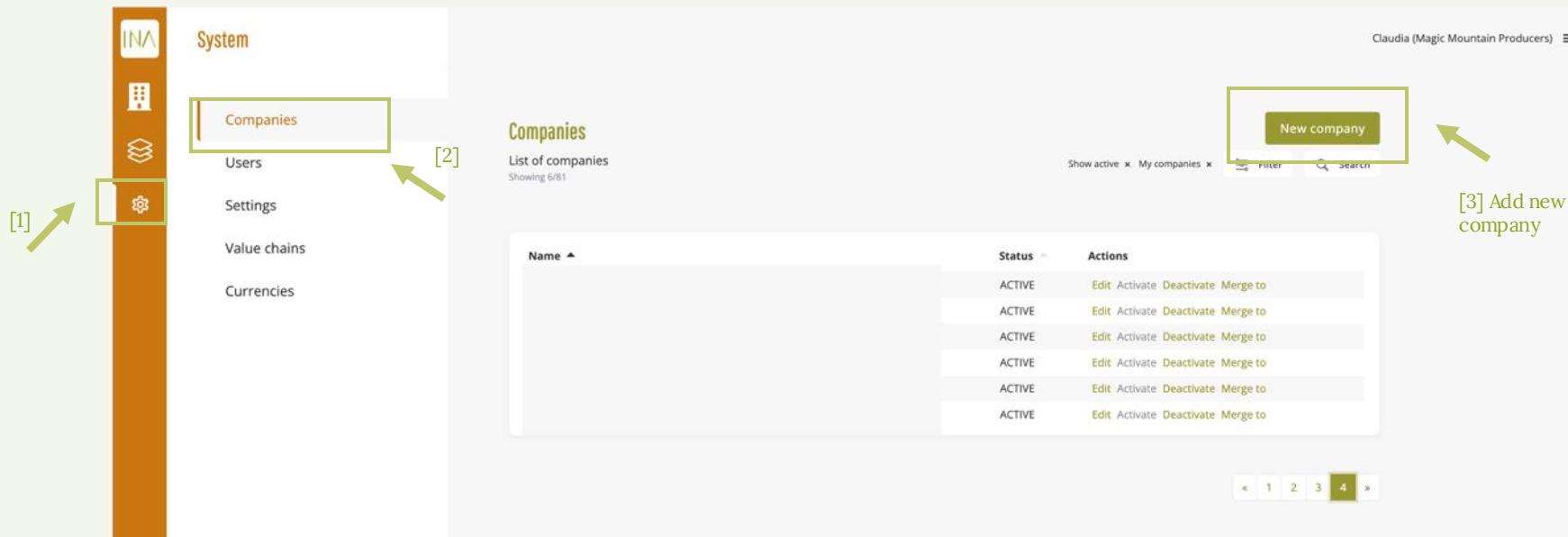
[2]

[3a] Add new value chain

[3b] Edit existing value chain

2.3 Adding companies

To **add / create a new company** in the system, navigate to the company settings as shown below and click 'new company'. You will need to provide basic information about the company you are adding. The company admin can later on edit and complete the their company profile.



System

Companies

Users

Settings

Value chains

Currencies

Companies

List of companies

Showing 6/81

Name

Status

Actions

ACTIVE Edit Activate Deactivate Merge to

1 2 3 4

Claudia (Magic Mountain Producers) ≡

New company

[1]

[2]

[3] Add new company

2.4 Adding products and linking companies (stakeholders)

To add a new product in the system follow the steps shown below. Note, that adding a product is a required step to link companies that are part of the same supply chain (meaning they exchange (semi-)products). This allows them to access selected traceability information along the supply chain by using the "order" functionality in the system which allows sharing data related to a specific batch along the supply chain. Furthermore, a company that is not linked to any product, will not be able to use essential system functions like adding deliveries.

INA

Claudia (Magic Mountain Producers) ≡

Products

List of products
Showing 4/4

New product

Filter Search

[1]

[2]

Product Image	Product Name
	Beyco test beans
	Test HND
	Test RW
	The Best Coffee

After completing and saving the “Product setting” section, navigate under the products menu to the “Stakeholders” submenu and add all companies related to this product which you wish to connect. You need to create the companies in the system beforehand. Note that “producers” refers to producer organizations who buy from farmers or collectors (intermediaries), it does not mean farmers. Farmers and collectors are added by the producer organizations within their company profile. You will not see them in this section.

INATrace

https://test.inatrace.org/en/product-labels/9/stakeholders/value-chain

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Product

Value chain

Exporters

Export Pros

Producers

Magic Mountain Producers

Associations

+ Add exporter

+ Add producer

+ Add association

Product settings

QR labels

Knowledge blog

Stakeholders [1]

Final products

Archive product

[2]

In the lower part of the page, you will also be able to define one or several “Product admins”. These are the companies that can edit the product settings, create QR labels for QR codes, and add final products. Mostly this role is taken over by the brand owner. This is only relevant if the respective stakeholders plan to use QR Codes. Additionally, you can upload data sharing agreements that have been agreed on by the stakeholders.

The screenshot shows the INATRACE 2.0 Admin Guide interface. On the left, a vertical sidebar lists navigation options: INA (selected), Product settings, QR labels, Knowledge blog, Stakeholders (selected), Final products, and Archive product. The main content area is titled 'Product' and shows the 'Value chain' section. It lists 'Product admins' (Magic Mountain Producers, CORWA, Export Pros) and a 'Data sharing agreements' section. The 'Data sharing agreements' section includes a 'Data sharing agreements' table with an 'Add new' button and a 'Back' and 'Save' button at the bottom.

Value chain

Claudia (Magic Mountain Producers) ≡

Product admins

+ Add product admin

Magic Mountain Producers ... CORWA ... Export Pros ...

Data sharing agreements

Add new

Add new +

Back Save

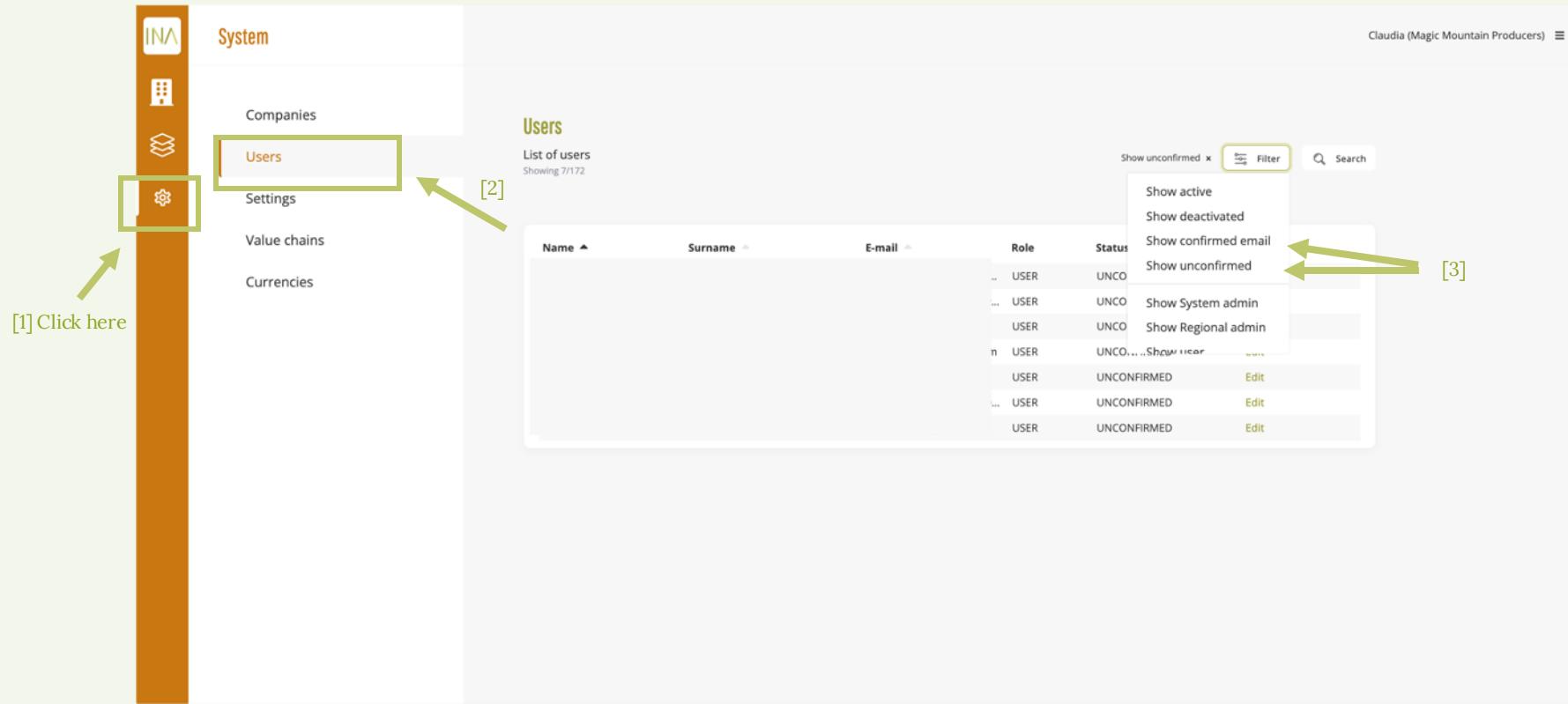


Chapter 3.

Onboarding new users

3.1 Activate a new user

In order to activate a new user, navigate to the “system” settings as shown below. Click on “users” in the sub menu and filter for “Show confirmed email” and “Show unconfirmed” to find the new user who has registered on the platform beforehand.



In case the user is found under “unconfirmed email” you can confirm the email for them after checking that the email address is correct by clicking on “edit” and following the step shown below. If the user showed up under “confirmed email”, you can skip this step.

The screenshot shows the INATRACE 2.0 Admin Guide interface. The left sidebar has a vertical orange bar with icons for INA, Companies, Users (highlighted with a yellow box), Settings, Value chains, and Currencies. The main content area has a header "Edit user profile" and tabs for "Basic information" and "User language". Under "User language", "EN" is selected. The "Basic information" tab shows buttons for "Reset password" and "Confirm user email" with a green arrow [1] pointing to it. The "User companies" section shows "No companies". At the bottom right are "Go back" and "Save" buttons with a green arrow [2] pointing to the "Save" button.

INA

System

Companies

Users

Settings

Value chains

Currencies

Edit user profile

Basic information

User language

Selected: EN

Available: DE, RW, ES

Reset password

Confirm user email [1]

User companies

No companies

Go back

Save [2]

Next: Filter for “Show confirmed email” and click “activate” for the user you would like to activate. Afterwards, you will have to “add” the new user to their company profile as shown in the next chapter.

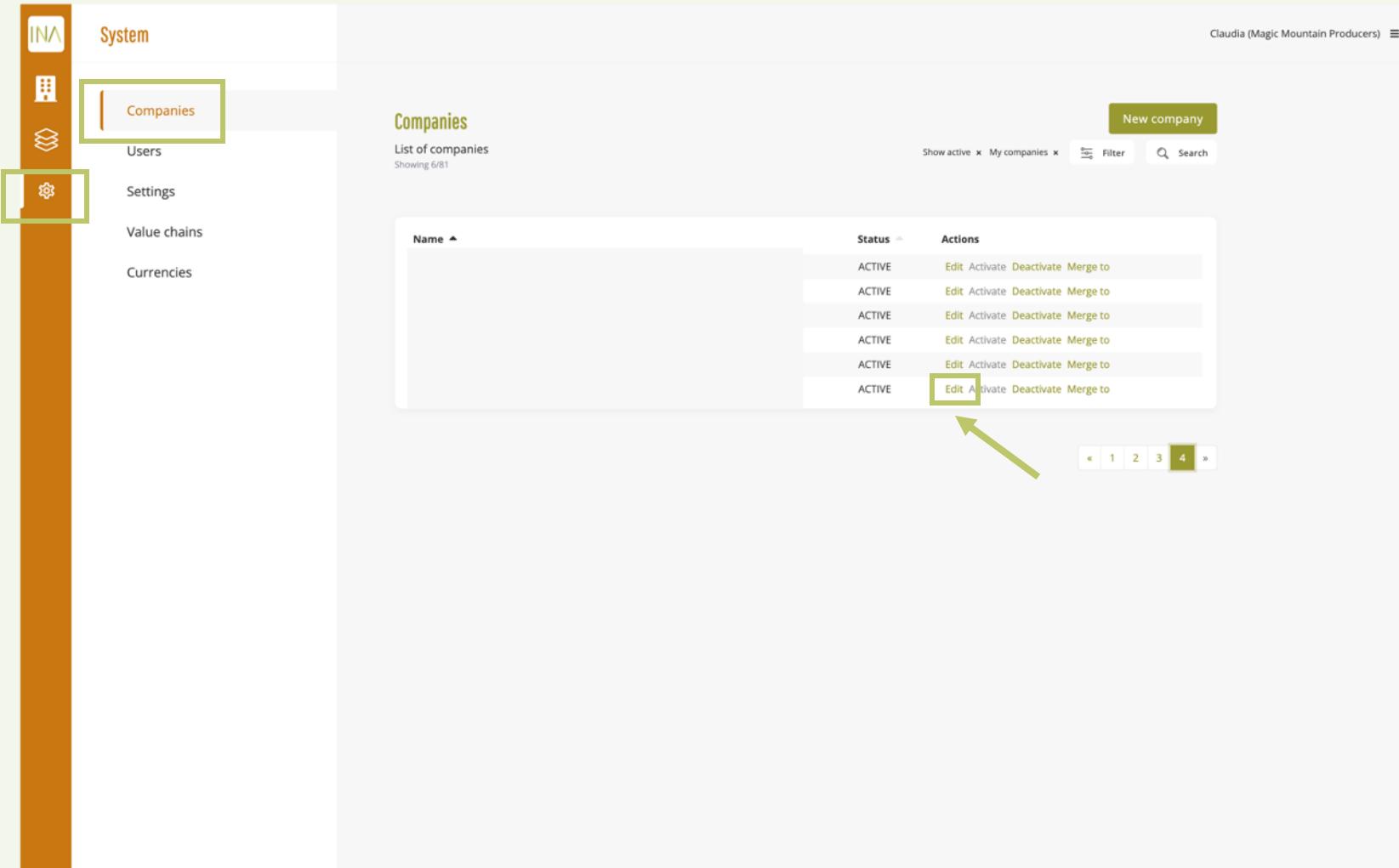


The screenshot shows the INATRACE 2.0 Admin Guide interface. On the left, there is a vertical orange sidebar with icons for INA, System, Companies, Users (which is selected and highlighted in orange), Settings, Value chains, and Currencies. The main content area is titled 'Users' and shows a table of users. The table has columns for Name, Surname, E-mail, Role, Status, and Actions. There are three rows, each with a status of 'CONFIRMED_EMAIL'. The 'Actions' column for the third row contains three buttons: 'Edit', 'Activate' (which is highlighted with a green box and has a green arrow pointing to it), and 'Deactivate'. The top right of the screen shows the user 'Claudia (Magic Mountain Producers)' and a filter bar with the text 'Show confirmed_email'.

Name	Surname	E-mail	Role	Status	Actions
				CONFIRMED_EMAIL	Edit Activate Deactivate
				CONFIRMED_EMAIL	Edit Activate Deactivate
				CONFIRMED_EMAIL	Edit Activate Deactivate

3.2 Add a new user to a company

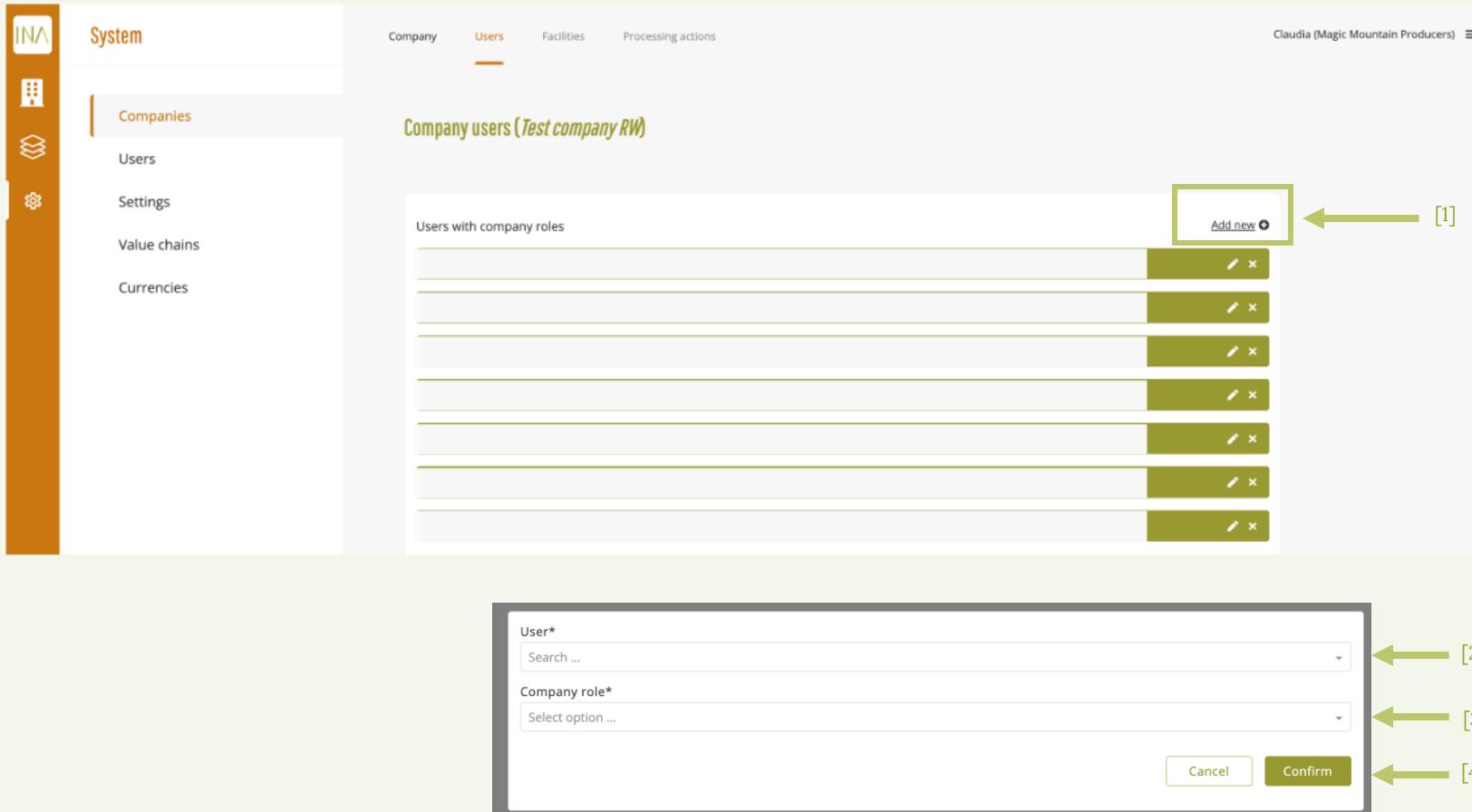
Within the system menu, navigate to “companies”, find the company you want to add the user to and click “Edit”.



The screenshot shows the INATRACE 2.0 Admin Guide interface. The left sidebar is titled 'System' and contains the following menu items: INA, Companies (highlighted with a green box), Users, Settings, Value chains, and Currencies. The main content area is titled 'Companies' and shows a list of companies. The table has columns for 'Name' (sorted by name), 'Status' (all ACTIVE), and 'Actions'. The 'Actions' column contains links for 'Edit', 'Activate', 'Deactivate', and 'Merge to'. The 'Edit' link in the fourth row is highlighted with a green box. A green arrow points from this highlighted 'Edit' link to the 'Edit' link in the 'Actions' column of the table. The top right corner shows the user 'Claudia (Magic Mountain Producers)' and a filter/search bar.

Name	Status	Actions
	ACTIVE	Edit Activate Deactivate Merge to
	ACTIVE	Edit Activate Deactivate Merge to
	ACTIVE	Edit Activate Deactivate Merge to
	ACTIVE	Edit Activate Deactivate Merge to
	ACTIVE	Edit Activate Deactivate Merge to
	ACTIVE	Edit Activate Deactivate Merge to

Click “Add new” and select the user by start typing their name in the field “User”. Once selected, you need to choose a role for this user. Select “company user” for a person without rights to edit the company configuration and “company admin” for a person who holds these right. Click “Save”.



The screenshot shows the INATRACE 2.0 Admin Guide interface. The left sidebar has an orange header with the INATRACE logo and a vertical list of icons: INATRACE (selected), Companies (highlighted in orange), Users, Settings, Value chains, and Currencies. The main content area has a header "System" with tabs: Company, **Users** (highlighted in orange), Facilities, and Processing actions. The sub-header "Companies" is selected. The main content is titled "Company users (Test company RW)". A table lists "Users with company roles" with 8 rows. The first row has an "Add new" button highlighted with a green box and labeled [1]. Below the table is a modal dialog with the following fields:

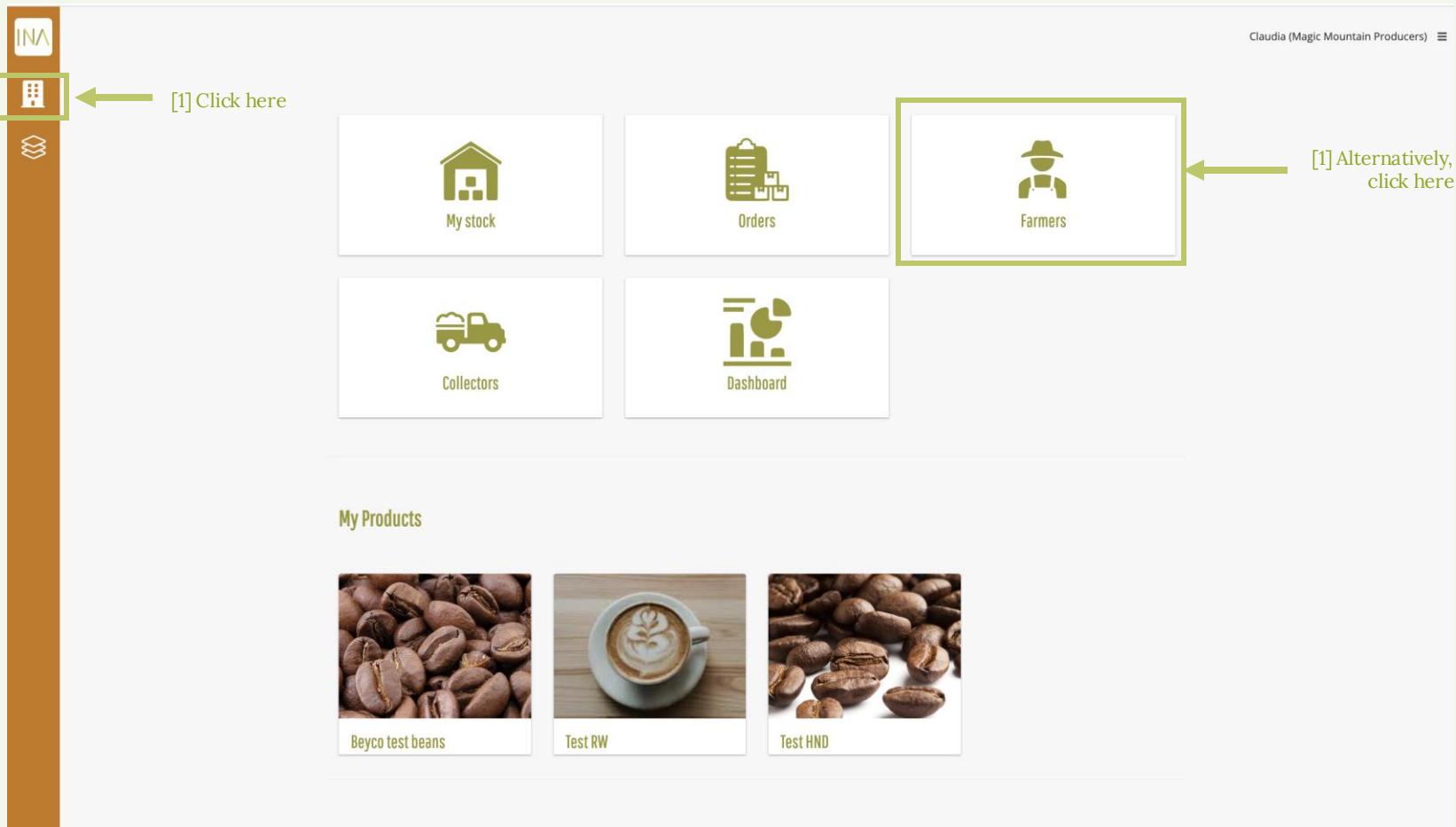
- User* (Search input field) [2]
- Company role* (Select option dropdown) [3]
- Cancel button
- Confirm button [4]

Chapter 4.

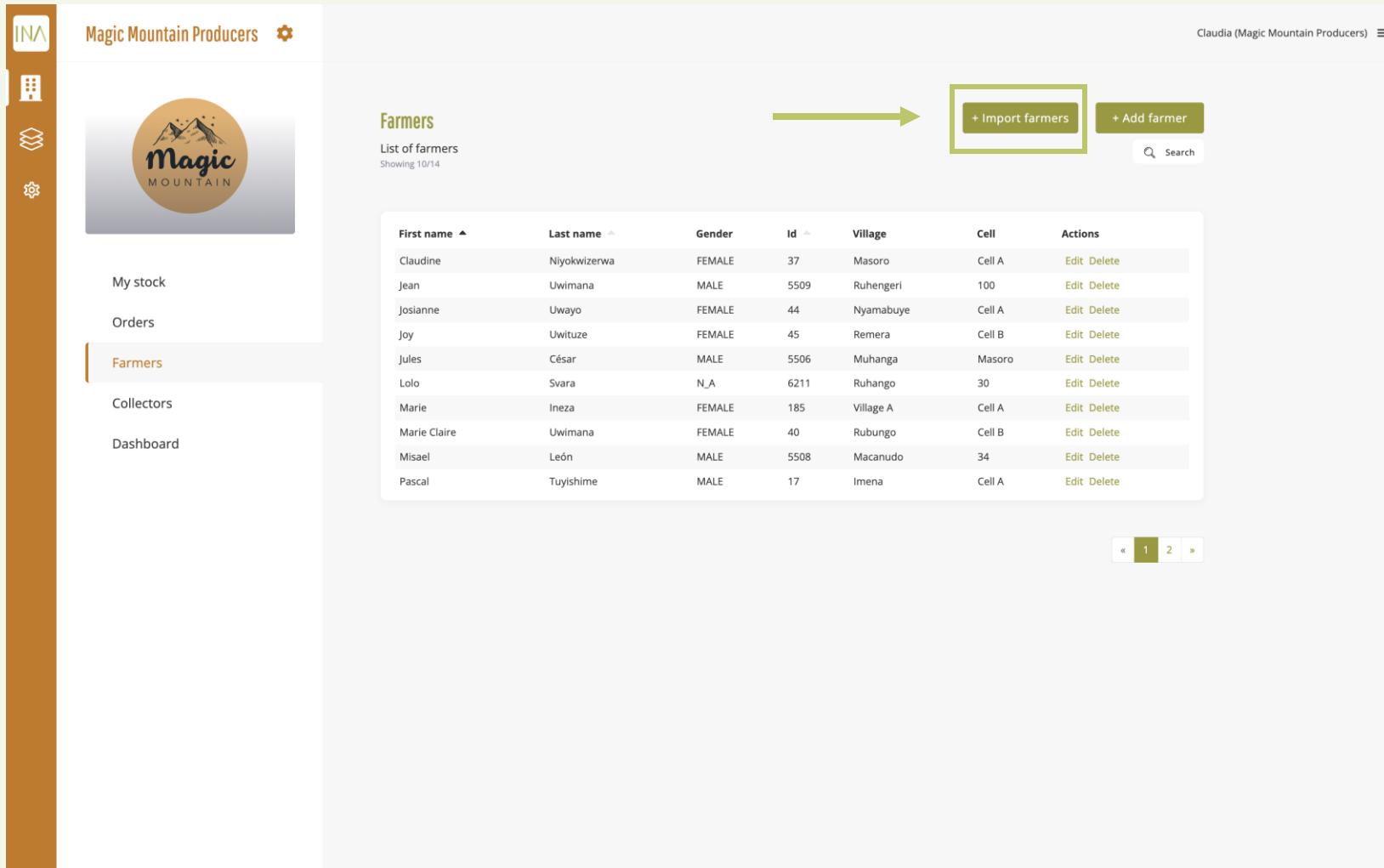
Farmer profiles

4.1 Upload an Excel file with farmer profiles

To upload a file with farmer profiles, you need the company's permission to access their company profile. To access the farmers' section of the company, click on the "Company" icon as shown on the screenshot below and select "Farmers" from the submenu. You can also go directly to "Farmers" tile as shown below.



Next: click on "import farmers".

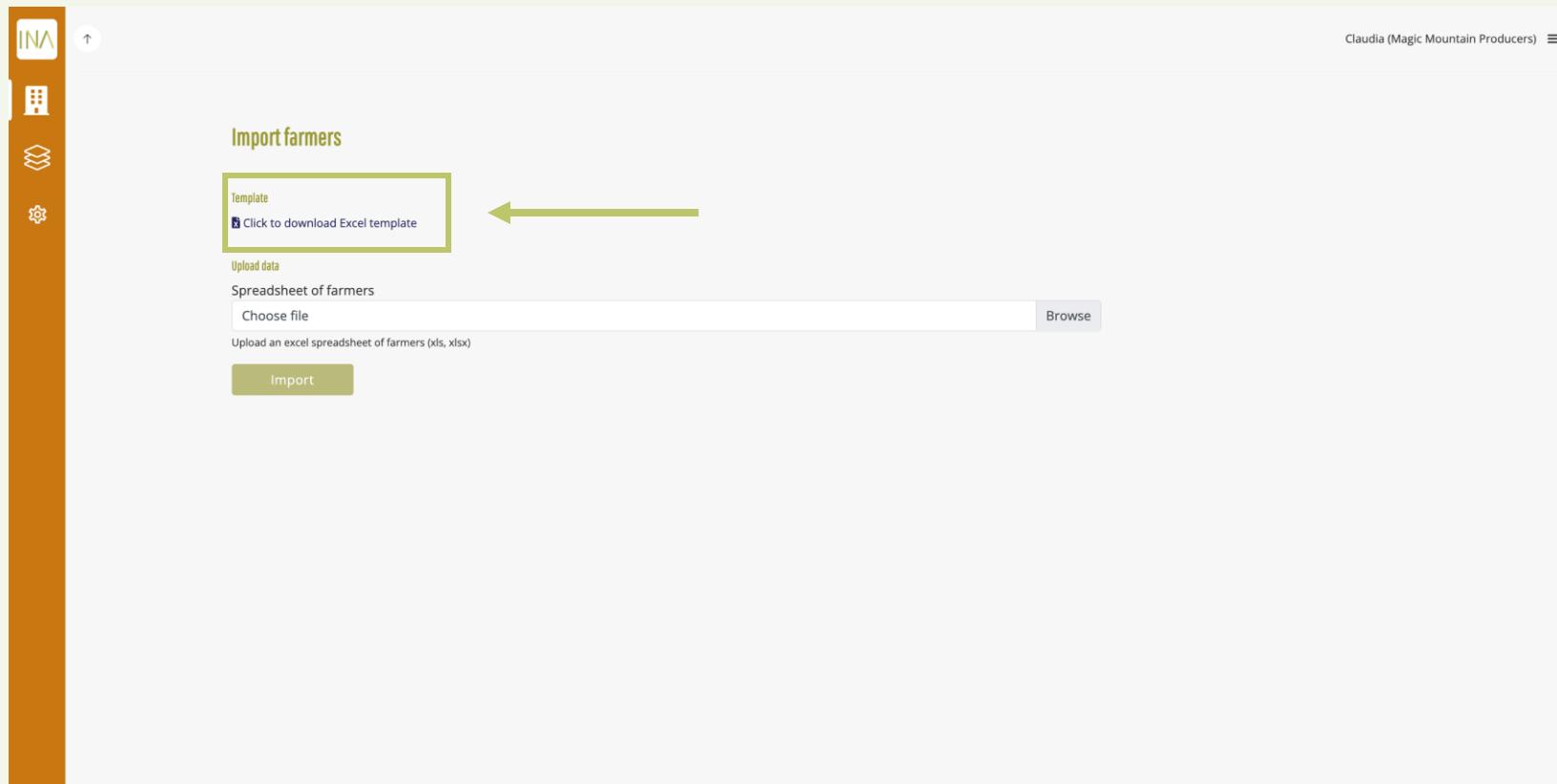


The screenshot shows the INATRACE 2.0 platform interface. On the left is a vertical sidebar with icons for INA, My stock, Orders, Farmers (which is selected and highlighted in orange), Collectors, and Dashboard. The main content area has a header 'Magic Mountain Producers' with a gear icon. Below the header is a logo for 'Magic MOUNTAIN'. The main title 'Farmers' is displayed, with a subtitle 'List of farmers' and 'Showing 10/14'. To the right of the table are buttons for '+ Import farmers' (highlighted with a green box and arrow) and '+ Add farmer'. A search bar is also present. The table lists 10 farmers with columns for First name, Last name, Gender, Id, Village, Cell, and Actions (Edit, Delete). The data is as follows:

First name	Last name	Gender	Id	Village	Cell	Actions
Claudine	Niyokwizerwa	FEMALE	37	Masoro	Cell A	Edit Delete
Jean	Uwimana	MALE	5509	Ruhengeri	100	Edit Delete
Josianne	Uwayo	FEMALE	44	Nyamabuye	Cell A	Edit Delete
Joy	Uwituze	FEMALE	45	Remera	Cell B	Edit Delete
Jules	César	MALE	5506	Muhanga	Masoro	Edit Delete
Lolo	Svara	N_A	6211	Ruhango	30	Edit Delete
Marie	Ineza	FEMALE	185	Village A	Cell A	Edit Delete
Marie Claire	Uwimana	FEMALE	40	Rubungo	Cell B	Edit Delete
Misael	León	MALE	5508	Macanudo	34	Edit Delete
Pascal	Tuyishime	MALE	17	Imena	Cell A	Edit Delete

Page navigation buttons are at the bottom right: «, 1, 2, ».

You will find the Excel template in the upper part of the interface. The template will be available for download in the users' language. If you wish to download the template in another language, you need to change the system language in your user profile first. Make sure to always use the newest template available, otherwise the system will reject it when uploading the filled file.



Import farmers

Template

Click to download Excel template

Upload data

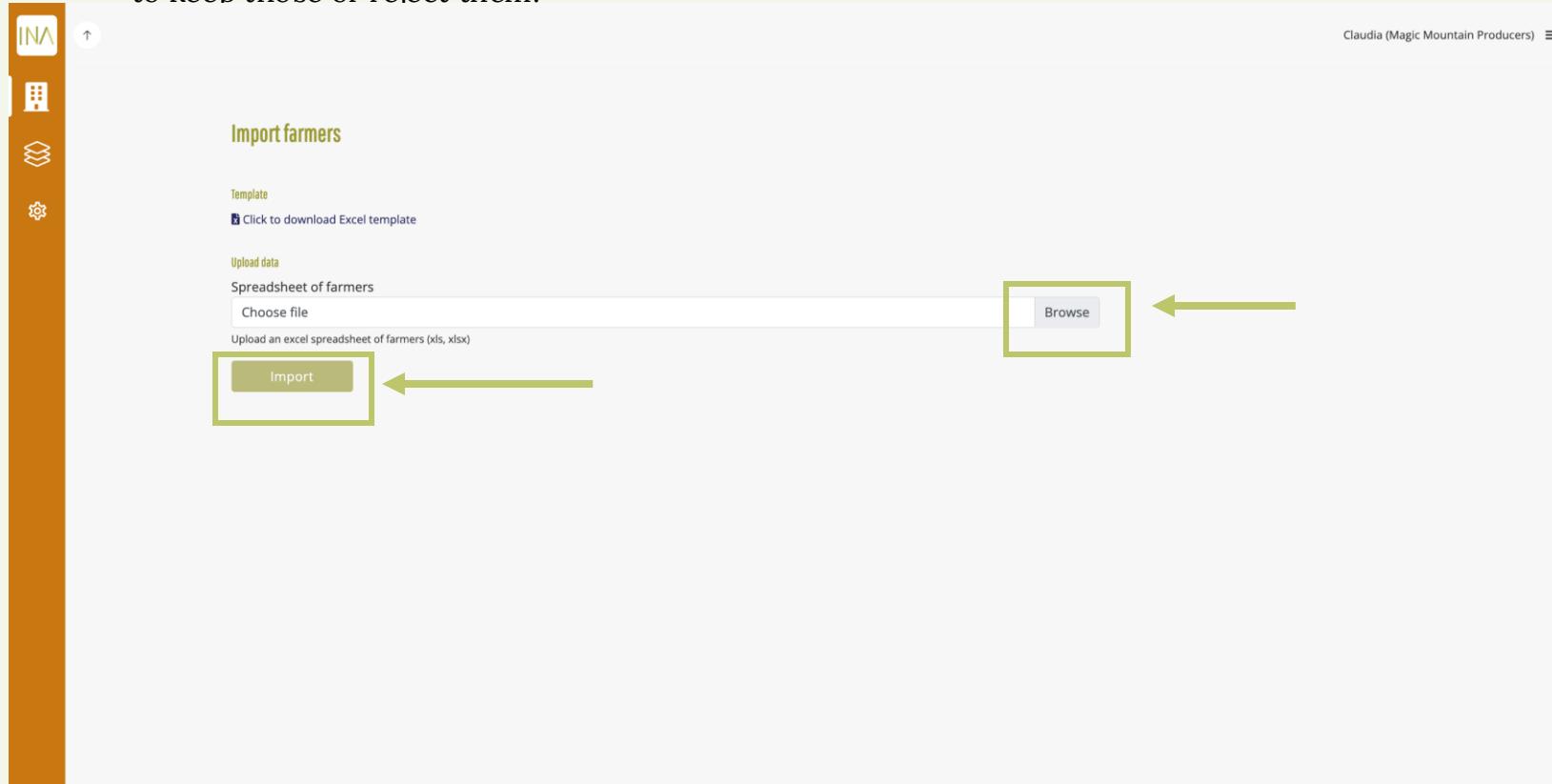
Spreadsheet of farmers

Choose file

Browse

Import

Before uploading any file to the system, please check the data in the Excel sheet very carefully. You will not be able to undo this. You can also upload the file in the test system first and conduct checks in case you are uploading a big file. “Browse” for your file and click “Import”. Only click on import once, to ensure it is not added twice. The system will check for duplicates. You will be able to keep those or reject them.



In case the file gets rejected by the system, check for the following common causes:

1. The template used was not up-to-date. Always download the newest version under “All stock” > “Farmers” > “Import farmers”.
2. The template was modified. Adding or deleting columns or rows or modifying the format otherwise will make the system rejecting the file when uploading.
3. Your data entries are not in line with the allowed values of a specific column (e.g. if only “Y” and “N” are allowed, you cannot type in “Yes”).
4. You have a formula in one or several cells. All data entries need to be converted to “value”.
5. You added a space in one or several data cell at the beginning of the cell or you have entered a space (by clicking the spacebar) instead of leaving it empty in a column that is meant for numbers or dates.
6. Dates entered are non-existing or format for date was altered



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On behalf of



Federal Ministry
for Economic Cooperation
and Development