

# GDT Quick Start Guide

From the GOSQAS Collaboration

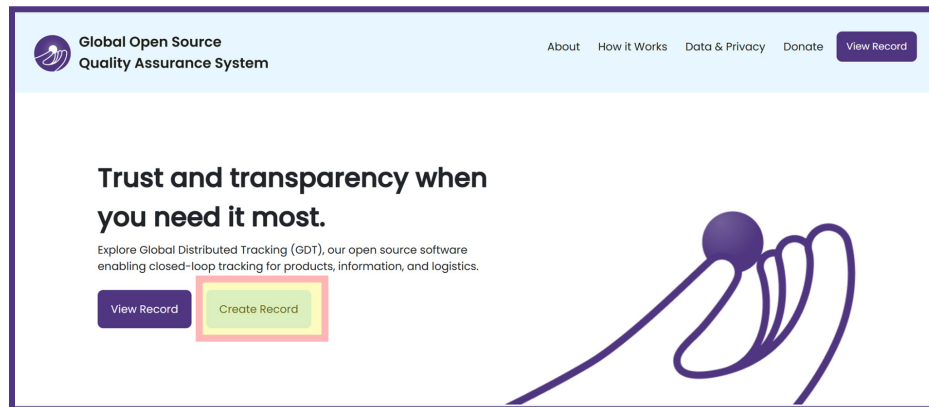
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# Creating a Record

## 1. Access the GDT Platform

Navigate to [gosqas.org](https://gosqas.org) using your web browser. Click on “Create Record”



## 2. Input Shipment details

Enter a record title: Choose a concise and descriptive title for your shipment.

Provide a description: Include relevant details about the shipment. E.g. contents, purpose, origin.

The screenshot shows the "Global Distributed Tracking" form for creating a new record. At the top, there are two buttons: "New Record" and "New Group". Below this, the "Create New Record" section is highlighted with a red rectangular box. It contains two text input fields: the first is labeled "Record Title" and contains the text "Oxygen Concentrator Parts"; the second is labeled "Record Description" and contains the text "Molecular sieve beds, zeolite". Below these fields is a section for "Record Image (optional)" with a "Choose Files" button and a "No file chosen" label. This is followed by an "Add Tags (optional)" section with a "Record Tag" input field. Below the input field is a "Suggested Tags" section with a row of colored buttons: "compatible", "complete", "counterfeit", "damaged", "defective", "deployed", "incompatible", "incomplete", "inspected", "received", "tested\_fail", and "tested\_pass". At the bottom of the form is a large "Create Record" button.

### Step 3. Add tags (Optional)

Add informative tags to describe the stage or status of the shipment. You may manually enter custom tags or choose existing tags within GDT.

**Global Distributed Tracking**

New Record New Group

Create New Record

Oxygen Concentrator Parts

Molecular sieve beds, zeolite

Record Image (optional)

Choose Files No file chosen

Add Tags (optional)

parts inspected

Suggested Tags

compatible complete counterfeit damaged defective deployed incompatible incomplete inspected received tested\_fail tested\_pass

parts

Create Record

### 4. Upload Documentation (Optional)

Add supporting files: Upload any relevant documentation such as:

- Photos of the shipment or its contents
- Testing or quality assurance documents
- Shipment manifest

**Global Distributed Tracking**

New Record New Group

Create New Record

Oxygen Concentrator Parts

Molecular sieve beds, zeolite

Record Image (optional)

Choose Files No file chosen

Add Tags (optional)

parts inspected

Suggested Tags

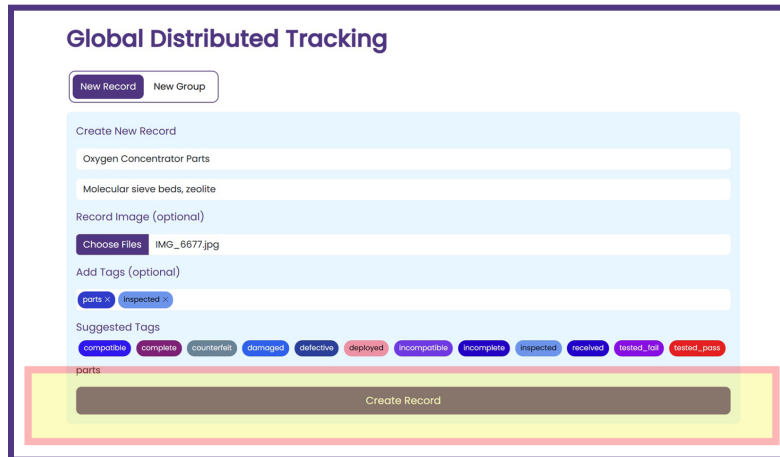
compatible complete counterfeit damaged defective deployed incompatible incomplete inspected received tested\_fail tested\_pass

parts

Create Record

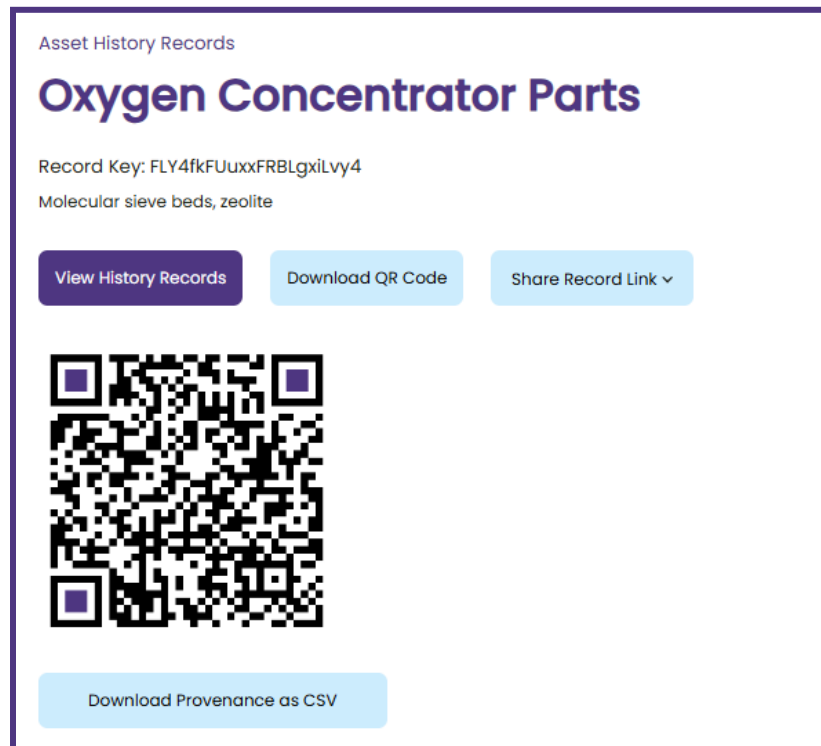
## 5. Create the Record

Click on “Create Record”. A unique record key and QR code will be automatically generated for your shipment.



The screenshot shows the 'Global Distributed Tracking' interface. At the top, there are two buttons: 'New Record' (highlighted with a red box) and 'New Group'. Below these is the 'Create New Record' section, which includes a text input field containing 'Oxygen Concentrator Parts', another field with 'Molecular sieve beds, zeolite', and an optional 'Record Image' field with a 'Choose Files' button and the filename 'IMG\_6677.jpg'. There is also an 'Add Tags (optional)' section with a dropdown menu currently showing 'parts' and 'inspected'. Below this is a 'Suggested Tags' section with a horizontal row of colored buttons: 'counterfeit', 'damaged', 'defective', 'deployed', 'incompatible', 'incomplete', 'inspected', 'received', 'tested\_fail', and 'tested\_pass'. A red box highlights the 'parts' tag. At the bottom of the form, a large brown 'Create Record' button is highlighted with a red box.

After creating the record, you will be taken to the asset page. From here, you can access the asset history record.



The screenshot shows the 'Asset History Records' page. The title 'Oxygen Concentrator Parts' is prominently displayed. Below the title, the 'Record Key' is 'FLY4fkFUuxxFRBLgxilVvy4' and the description is 'Molecular sieve beds, zeolite'. There are three buttons: 'View History Records' (highlighted with a red box), 'Download QR Code', and 'Share Record Link'. Below these buttons is a large QR code. At the bottom, there is a button labeled 'Download Provenance as CSV'.

## 6. Save the Record Information

Download and Save the QR Code. This QR code enables anyone with a smartphone to view or add to the shipment history without needing to log in.

Asset History Records

### Oxygen Concentrator Parts

Record Key:  
6RADMemnqk4FrpScBioUbT  
Molecular sieve beds, zeolite

PriorityNotices:  
None.



Download QR Code

Share Record Link ▾

- Created Record:  
Oxygen Concentrator Parts

Mon Jul 21 2025 12:56:01 GMT-0700 (Pacific Daylight Time)

Molecular sieve beds, zeolite

inspected parts



Download File

## Secure Your Record Key!

**Important: GDT does not store your record key.**

Store your record key securely by either taking a screenshot, copying and pasting the key into a document, or recording it in a spreadsheet or tracking system.

## 7. Attach the QR Code to the Shipment

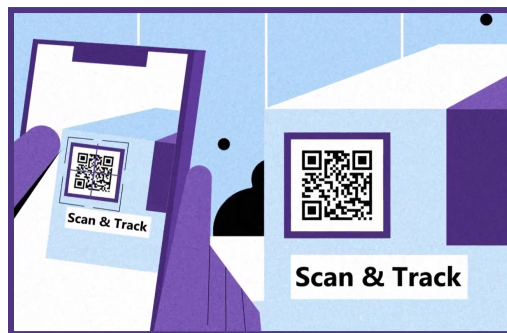
Print the QR code, then affix it to the shipment packaging (ie, external box).

## 8. Collaborate Along the Shipment Route

Instruct all participants involved in the shipment process to:

- Scan the QR code
- Add entries (updates, status changes, etc.) to the record.

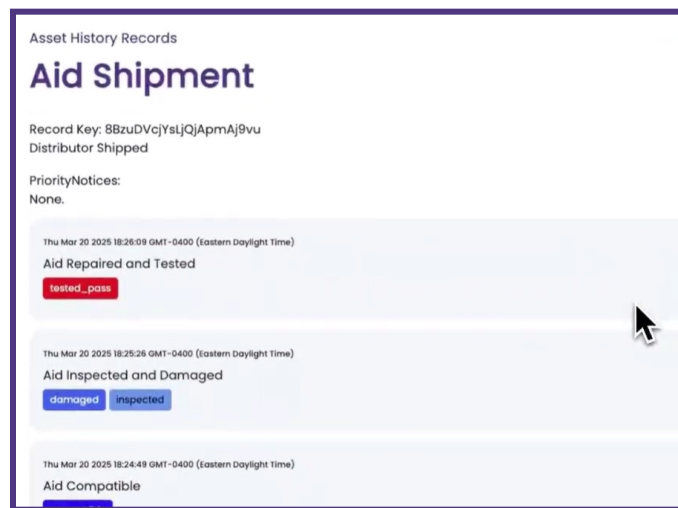
\*This process promotes trust and transparency throughout the supply chain



## 9. Monitor the Shipment Record

Anyone who scans the QR code will be able to:

- View the shipment's history from origin to final delivery
- Contribute updates as needed

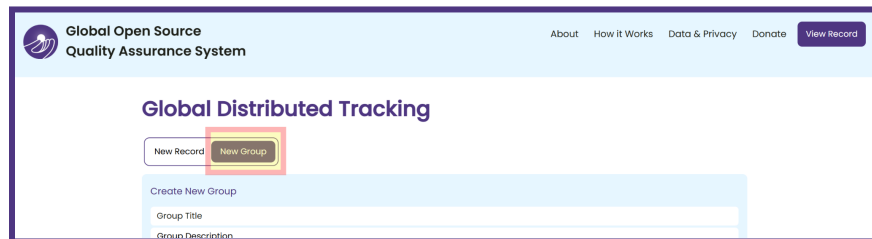


# Creating A Group Record

A group record should be created for items that are part of a group (e.g., a lot or batch) and share standard manufacturing processes, documentation, or quality assurance workflows. A group record captures these attributes that apply across all items within the group and allows for a unified provenance.

## 1. Access the GDT Platform

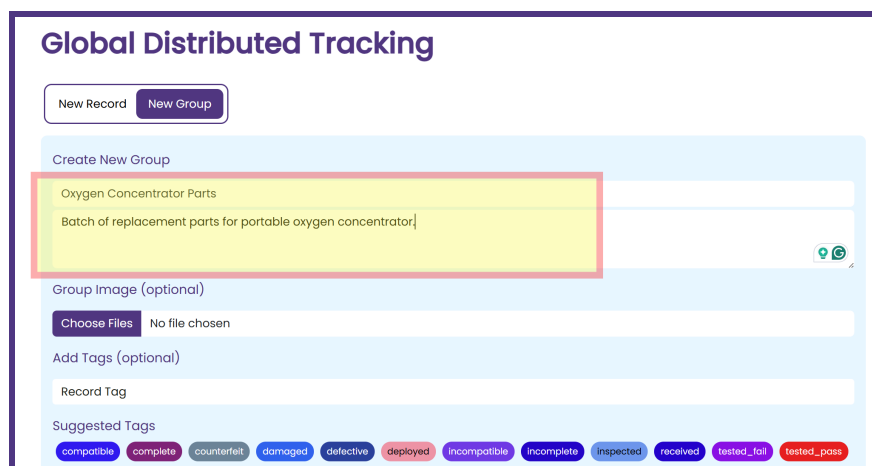
Navigate to [gosqas.org](https://gosqas.org) using your web browser. Click on “New Group.”



## 2. Enter Group Details

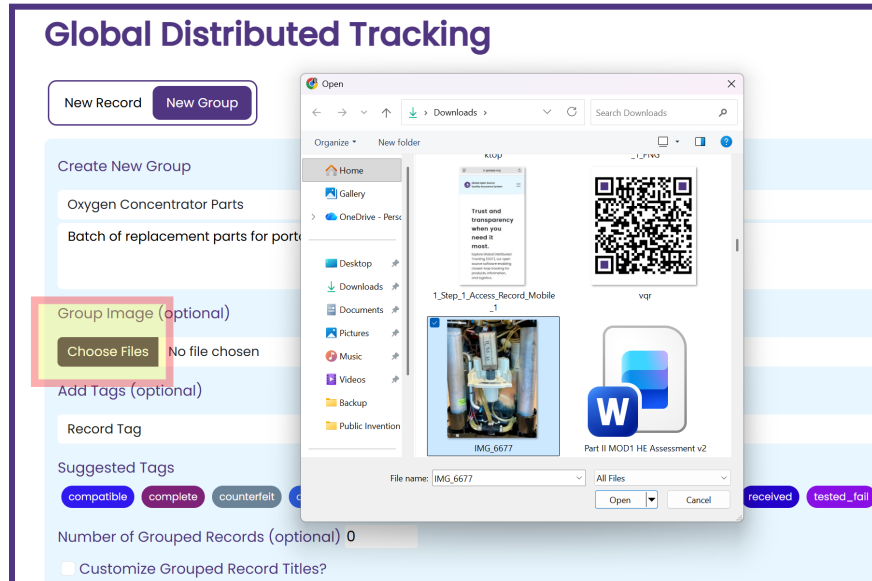
**Record Title:** Choose a clear and descriptive title for the group (e.g., *Oxygen Concentrator Parts*).

**Description:** Provide relevant details (e.g., *Batch of replacement parts for portable oxygen concentrator*).



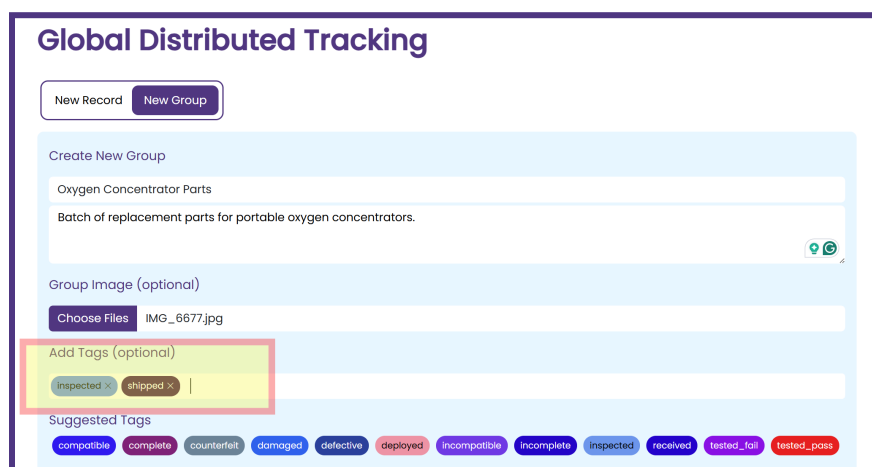
### 3. Upload Group Image (Optional)

Add a photo of the grouped items or any supporting documentation.



### 4. Add Tags (Optional)

Select from suggested tags, such as 'tested\_pass', 'complete', or enter custom tags to describe the group status.



## 5. Optional Customizations

Group Size: Specify the Number of Grouped Records (e.g., 3). Note, there is a limit of 500. You may name these records individually.

The screenshot shows a web form for creating a group. It includes sections for 'Group Image (optional)' with a 'Choose Files' button and 'IMG\_6677.jpg' text, 'Add Tags (optional)' with 'inspected' and 'shipped' tags, and 'Suggested Tags' with a row of colored buttons: compatible, complete, counterfeit, damaged, defective, deployed, incompatible, incomplete, inspected, received, tested\_fail, and tested\_pass. Below these is a section for 'Number of Grouped Records (optional)' set to 3. This section contains a checked checkbox for 'Customize Grouped Record Titles?' and three input fields for 'Device #1 Name: Molecular sieve bed', 'Device #2 Name: Filter', and 'Device #3 Name: Valve'. There are also three unchecked checkboxes: 'Create Reporting Key?', 'Annotate all Children?', and 'I'm open to providing feedback on my experience with GDT'. A 'Create Group' button is at the bottom.

Additional Options:

- Annotate all Children: Applies the existing tags to each record in that group.
- Create Reporting Key: Captures only the original creation record from the group. It does not update if the record is later annotated or recalled.
- I'm Open to Providing Feedback: Option to enter email address for UX research.

## 6. Create the Group

Click "Create Group." A Group Record Key and QR Code will be automatically generated.

This screenshot is identical to the one above, showing the 'Create Group' form. In this version, the 'Create Group' button at the bottom is highlighted with a red and yellow border, indicating it is the next step in the process.

## 7. Save Group Record Information

Download and securely store the Group Record Key and QR Code, as well as all children keys associated with the group.

Asset History Records

### Oxygen Concentrator Parts

Group Record Key: VzGY4uKgRvqQwBEdZjUX6z  
Batch of replacement parts for portable oxygen concentrators.

View History RecordsDownload QR CodeShare Record Link ▾



Child Keys

[AFDsWHgJnLpownrHfuD2h5](#)  
[QQpcBz6HAGlpPnyNi9H4pf](#)  
[HuRtDlPhLR64fb5itBYXxf](#)

Download Children Keys as CSV  
Download Provenance as CSV

## 8. Share and Collaborate

Print and attach the QR Code to the grouped items.

Share the record link with collaborators.

Anyone with the QR Code can add updates or view group history.