

Compare your Footprint – User Guide

Step 1 – Add your organisation

- From the left-hand toolbar, select *Organisations*, and *Add an Organisation*.
- Decide if you need to set this organisation as your parent organisation if you have other companies that sit underneath it.
- Fill in all key information, including the year(s) for which you would like to analyse.
- *Reporting Currency*: Options are currently £, \$ and €, but there will be more available as organisations request them. Contact us at hello@compareyourfootprint.com if you would like a currency added.

Your currency will convert into \$ for your results - based on the exchange rate at that time. This is because US dollars are used as a standard currency for international reporting.

- *Reporting year end*: Your reporting year end helps you to understand your reporting period. This way your carbon results will align with your financial year. Alternatively, you might decide that you want to review results for each calendar year.
- Click *Add organisation*

Add a new organisation ×

Organisation name *

Industry *

Reporting currency *

Reporting year end (day) * Reporting year end (month) *

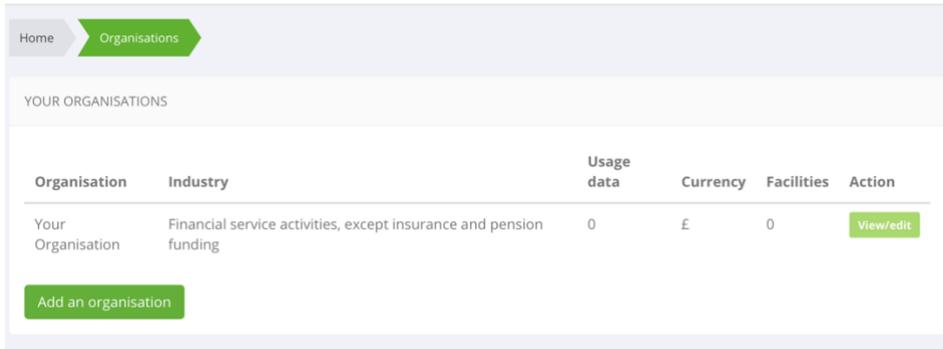
Country of registration *

Parent organisation (if applicable) ⓘ



Step 1 – Add your organisation cont'd

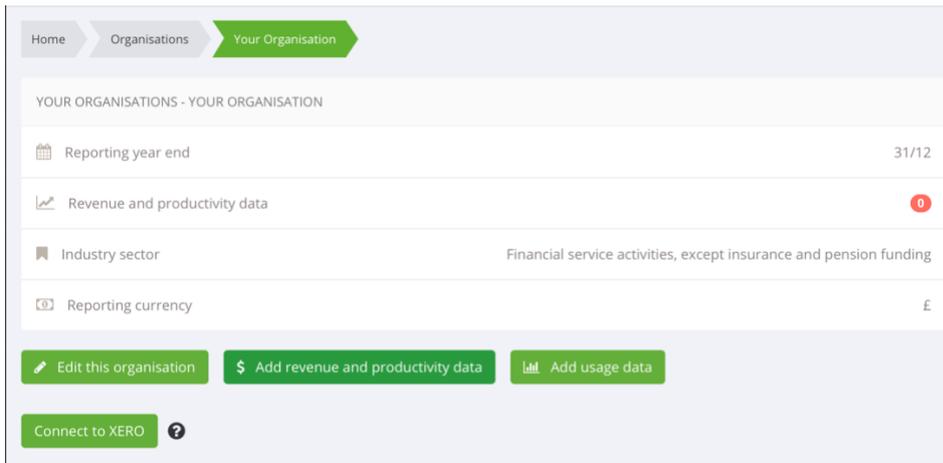
- To add the remaining information, click *View/edit* button



Organisation	Industry	Usage data	Currency	Facilities	Action
Your Organisation	Financial service activities, except insurance and pension funding	0	£	0	View/edit

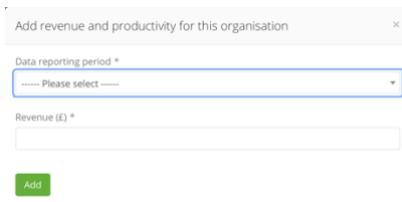
[Add an organisation](#)

- Click on *Add revenue and productivity data*



[Edit this organisation](#) [Add revenue and productivity data](#) [Add usage data](#)

[Connect to XERO](#) ?



Add revenue and productivity for this organisation

Data reporting period *
Please select

Revenue (£) *
[Input field]

[Add](#)

- Select from the dropdown your *Data reporting period* and add the latest annual *Revenue*. If you are adding more than one organisation, then each should have this information entered for it.



Step 2 – Add facilities

- Once an organisation(s) has been added, select *Facilities* from the left-hand toolbar and *Add a facility*.
- Here you can enter specific information about any buildings and/or services that your organisation incorporates – each needs to be entered separately.
- The pop up box allows you to enter a name for the chosen facility, what type of facility it is, and you will also need to enter a post code and size in square metres (this may be an estimate if you are unsure about the specific details for these fields). You are also able to indicate that a facility is a primary facility (e.g. head office).

Add a new facility ×

Facility name *

Facility Type *

Primary facility? ?

Post code / ZIP *

Area in metres squared *

Organisation *

- If your Facility Type is not listed, please contact at hello@compareyourfootprint.com
- Include the area of the facility in metres square (m²) to allow this tool to normalise the data. Normalising data gives you kWh per m² coverage. This means that we can benchmark the data against others in your industry.
- Link the organisation back to the one you have added in Step 1.
- Again, this may be edited later if required.



Step 2 – Add facilities cont'd

- To edit or add key *Metrics* to your Facility – *click View/edit*

YOUR FACILITIES					
Facility	Organisation	Primary	Post code	Metrics	
Your Facility	Your Organisation	Yes	RG1 6JB	View/edit	
Add a facility					

- To add key *Metrics* to your Facility click *Add metrics*

Home	Facilities	Your Facility
YOUR FACILITIES - YOUR FACILITY		
	Organisation	Your Organisation
	Facility type	General office
	Postcode / ZIP	RG1 6JB
	Area in metres squared	500
	Facility metrics	0
Edit this facility Add metrics		



Add metrics for this facility x

m2

FTE

Revenue

Data reporting period *
----- Please select ----- v

Add facility metrics

- Include the size of the facility in square metres (*m2*)
- *Full-Time Equivalent* (FTE) is a unit that indicates the workload of an employed person. Information on how to calculate this figure can be found [here](#).
- Add in *Revenue* specific for that Facility – if you only have one facility then this will be the same as for your organisation.
- Select your *Data reporting period*

- Once you have added the Metrics, return to *Organisations* in the left-hand panel, click *View/edit* and select *Add Revenue and Productivity Data* again. Here you will now be able to add in the number of *Employees* working within your organisation.

Add revenue and productivity for this organisation x

Data reporting period *
----- Please select ----- v

Revenue (£) *

employee

Add

Step 3 – Add usage data

Once relevant facilities have been added, you will now need to add specific usage data. This can be done in three ways, and you may use a combination of more than one.

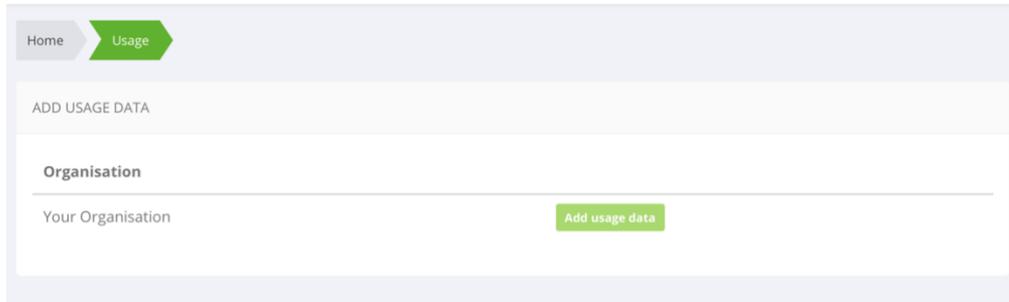
1. Manually entering each usage data
2. Using our templates uploading data via Excel
3. Connecting to Xero online accounting software to pull in data on related payments and expenses.

Review our [Usage Data Guide](#), which will help you to gather and input your data.

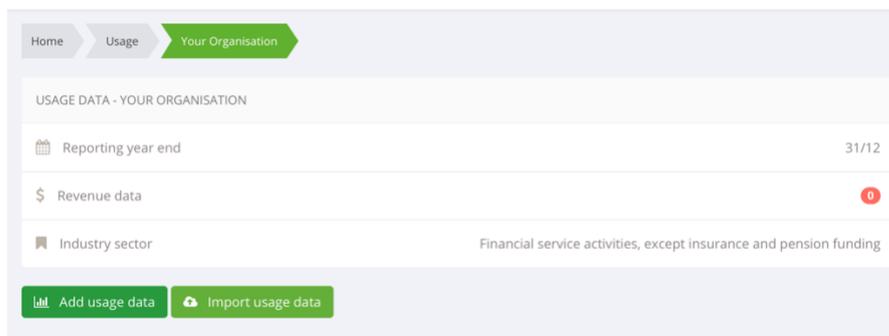


1. How to manually enter usage data

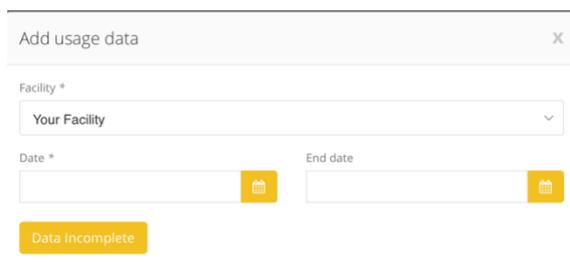
- Select *Usage data* from the left-hand toolbar
- Click on *Add usage data* from selected Organisation



- Click on *Add usage data* again



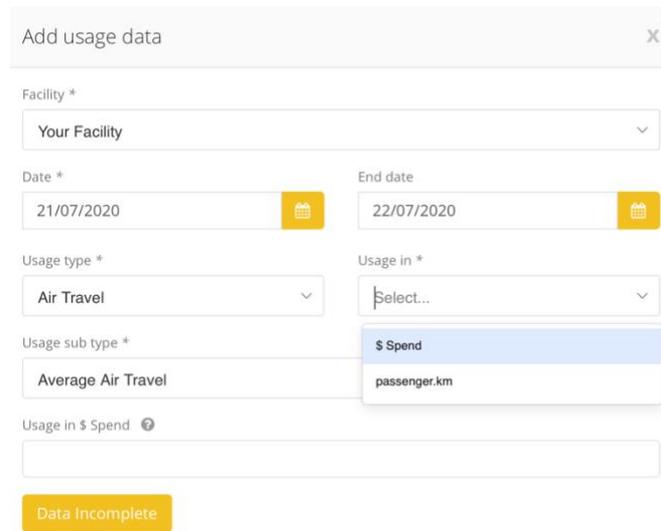
- This step allows you to select specific facilities which you have added in the previous step, and all Scope 1-3 usage that is associated with this, from travel, to waste. No need to worry about sorting your usage data into Scope 1-3 as we will do this for you. Each type of usage data will need to be added separately.



- You will need to select the Facility with which it is associated, and then ensure that the start and end dates correspond exactly to the reporting year which was selected in Step 1.



- The usage type must then be carefully selected, based on the activity involved. The sub- type will allow you to be more specific with the information.
- The final box requires a quantifiable amount for this specific usage type (e.g. passenger per km for air travel; or kWh for gas and electricity).
- As shown below you can change the usage to \$spend or the relevant metric.



Add usage data

Facility *
Your Facility

Date * 21/07/2020 End date 22/07/2020

Usage type * Air Travel Usage in * Select...

Usage sub type * Average Air Travel Usage in * \$ Spend passenger.km

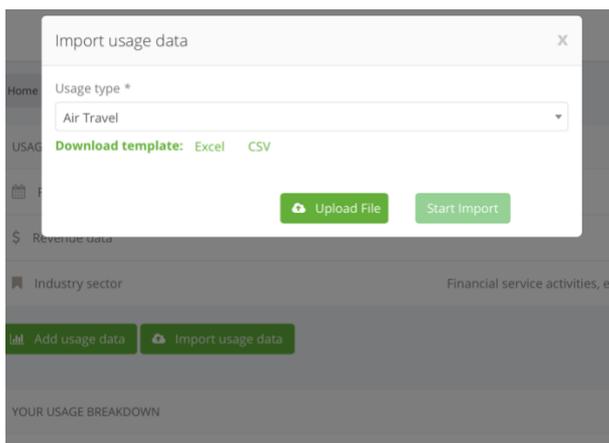
Usage in \$ Spend

Data incomplete

- If you are unable to find the usage metric you are looking for contact hello@compareyourfootprint.com.

2. How to import usage data from Excel templates

- Click on *Import usage data*



Import usage data

Usage type *
Air Travel

Download template: Excel CSV

Upload File Start Import

Add usage data Import usage data

YOUR USAGE BREAKDOWN

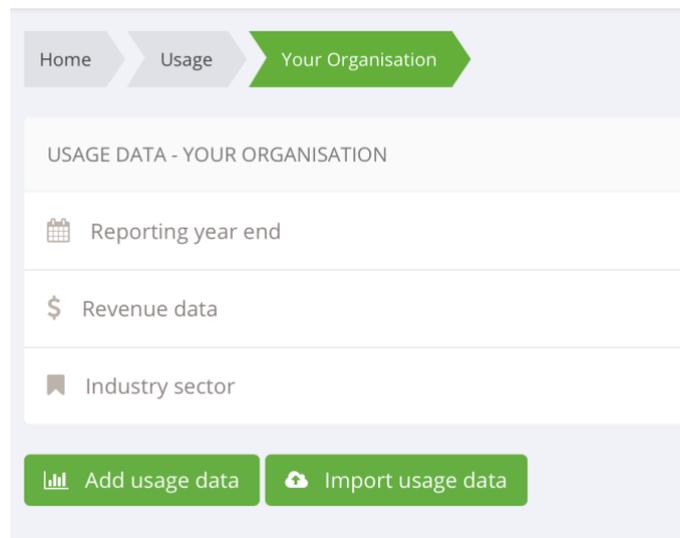


- Download a template for electricity, gas, paper use, travel (air, rail or road) or water consumption

	A	B	C	D	E
1	Post Code	Electricity category	Data start date	Data end c kWh	
2		Electricity: UK grid			-
3					
4					
5					
6					
7					
8					
9					
10					
11					

Navigation: Instructions | **Data** | DropDownLists | +

- Follow the instructions in the downloaded template to populate the template with your usage data. Each Template has a worksheet titled "Instructions" with guidance for adding your data.
- Click *Import Usage Data* and *Upload file* to select the populated template



Home > Usage > Your Organisation

USAGE DATA - YOUR ORGANISATION

- Reporting year end
- Revenue data
- Industry sector

[Add usage data](#)
[Import usage data](#)

- Click *Start Import* and the data will be uploaded and will appear on your *Usage* section



Step 3 – Connect Xero (if applicable or desirable)

- If you use Xero for your online accounting, you can connect it to Compare Your Footprint. This will enable you to sync related payments and expenses that can be converted into a carbon measurement.
- To connect Xero go to *Organisations* and click *view/edit* on your chosen organisation. Scroll down and click on *Connect to Xero*.
- Watch this [video tutorial](#) to help you to connect your Xero account with Compare Your Footprint. If you need guidance on how to map your categories, contact hello@compareyourfootprint.com

Step 5 – Reports

- This is the final step of the process, where you will be provided with a breakdown of your emissions.
- Compare your Footprint utilises up to date yearly conversion factors from the GHG Protocol to calculate this.
- Select *Reports* from the left-hand toolbar and create a new report.



The screenshot shows a web form titled "Create a new benchmarking report" with a close button (x) in the top right corner. The form contains the following fields:

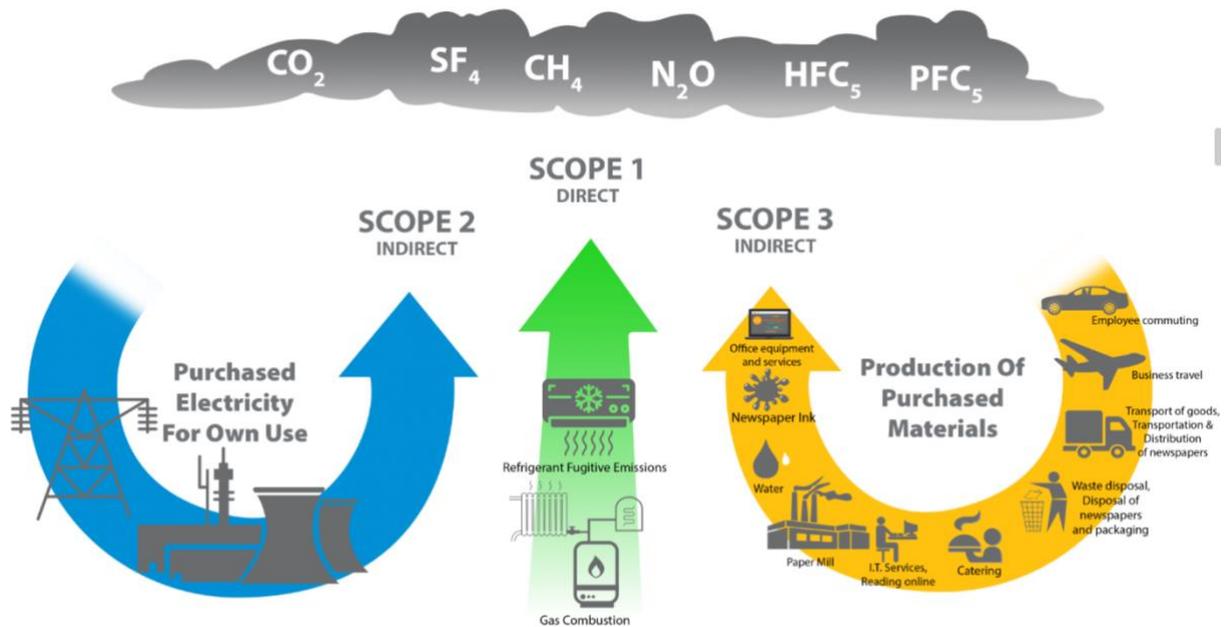
- Report name ***: A text input field.
- For your reference. E.g. "Acme Corporation 2015"**: A text input field.
- Organisation ***: A dropdown menu with "Test 2" selected.
- Data reporting period ***: A dropdown menu with "----- Please select -----" selected.
- Create report**: A green button.
- Please select -----**: A grey button.

- Enter a title for the report, and select the *organisation*, ensuring again that the dates selected match up to the dates initially entered in earlier steps.
- The software will then populate emissions broken down by three Scopes by the Greenhouse Gas (GHG) Protocol in order to better understand the source (see below diagram), and by the usage data that has been entered. This then makes it easy to visualise where most of your organisation's emissions come from.





Compare your FOOTPRINT



- Click on  to view the online report. You will then have the option to download the report as an Excel or PDF. The report shows your emissions and compares them with the previous year's emissions if you have entered usage data for the previous year.
- Additionally, you can click to view a *Consumption report* yearly or monthly. This is helpful if you want to report for SECR (Streamlined Energy and Carbon Reporting) and if you want to see the **actual** usage.
- The report also benchmarks your emissions against others within the same industry.

Need more help?

Contact libertyb@compareyourfootprint.com

