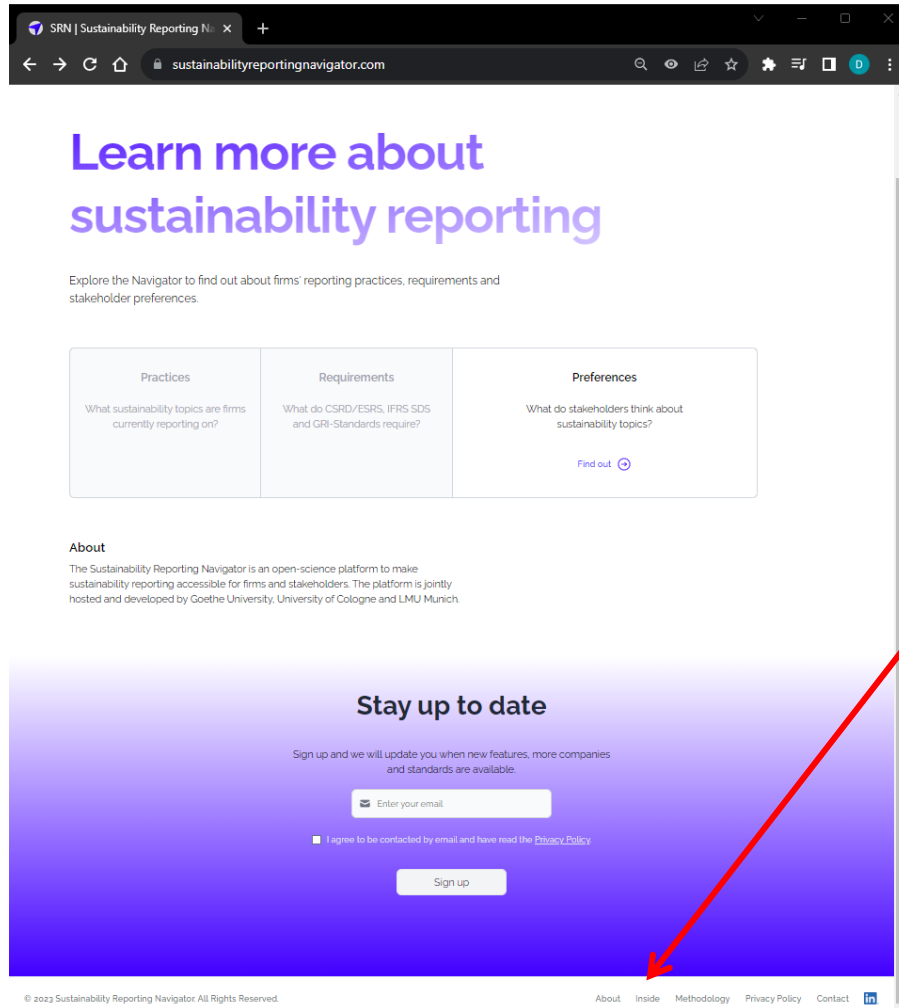


SRN Getting Started

Part One: Registration



To register for the SRN, visit the [SRN-Inside area](https://sustainabilityreportingnavigator.com/inside)



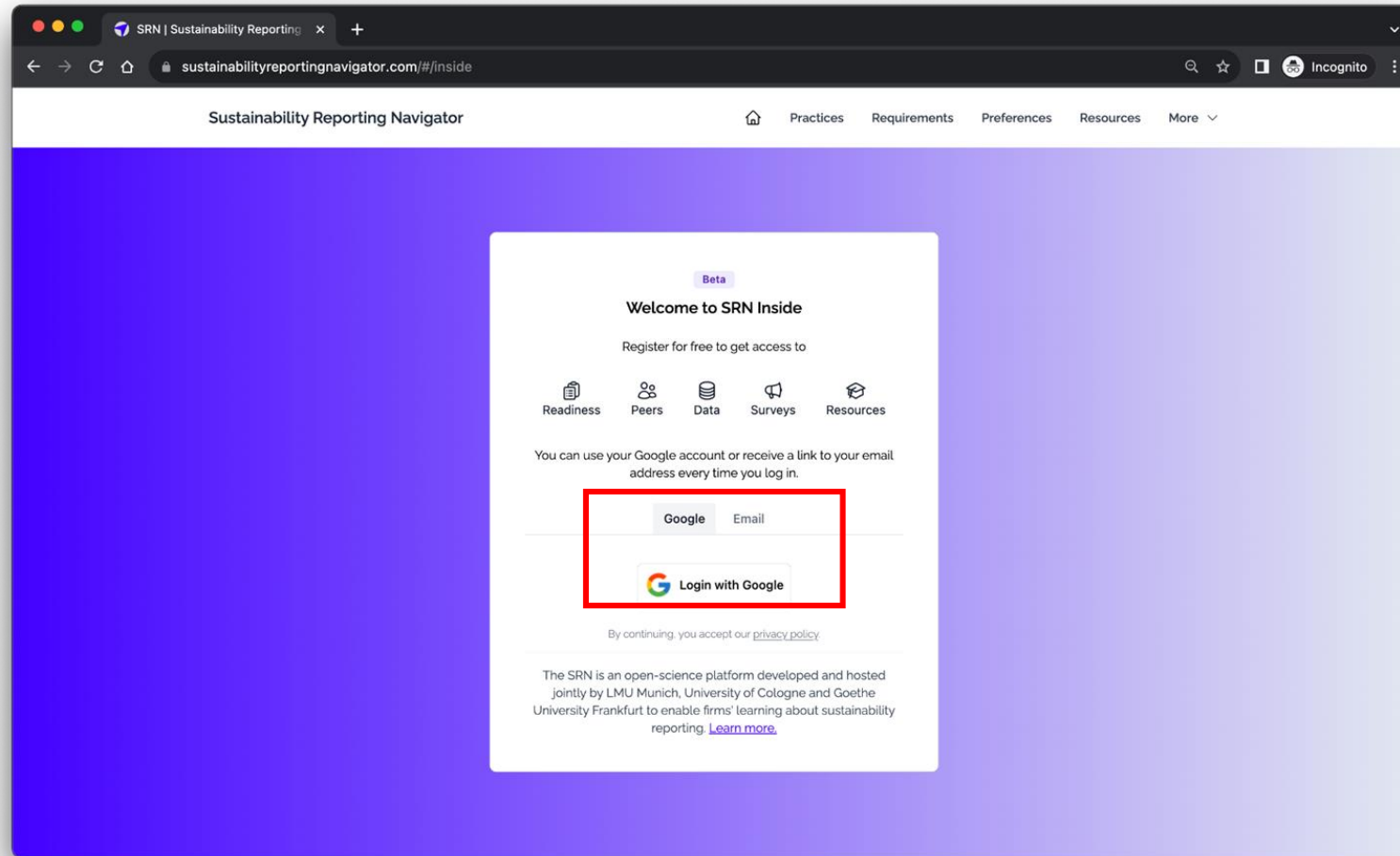
You can navigate to SRN Inside by looking at the bottom footer of the homepage and click “Inside”



<https://sustainabilityreportingnavigator.com/>



Choose your preferred sign-in option



You can login either

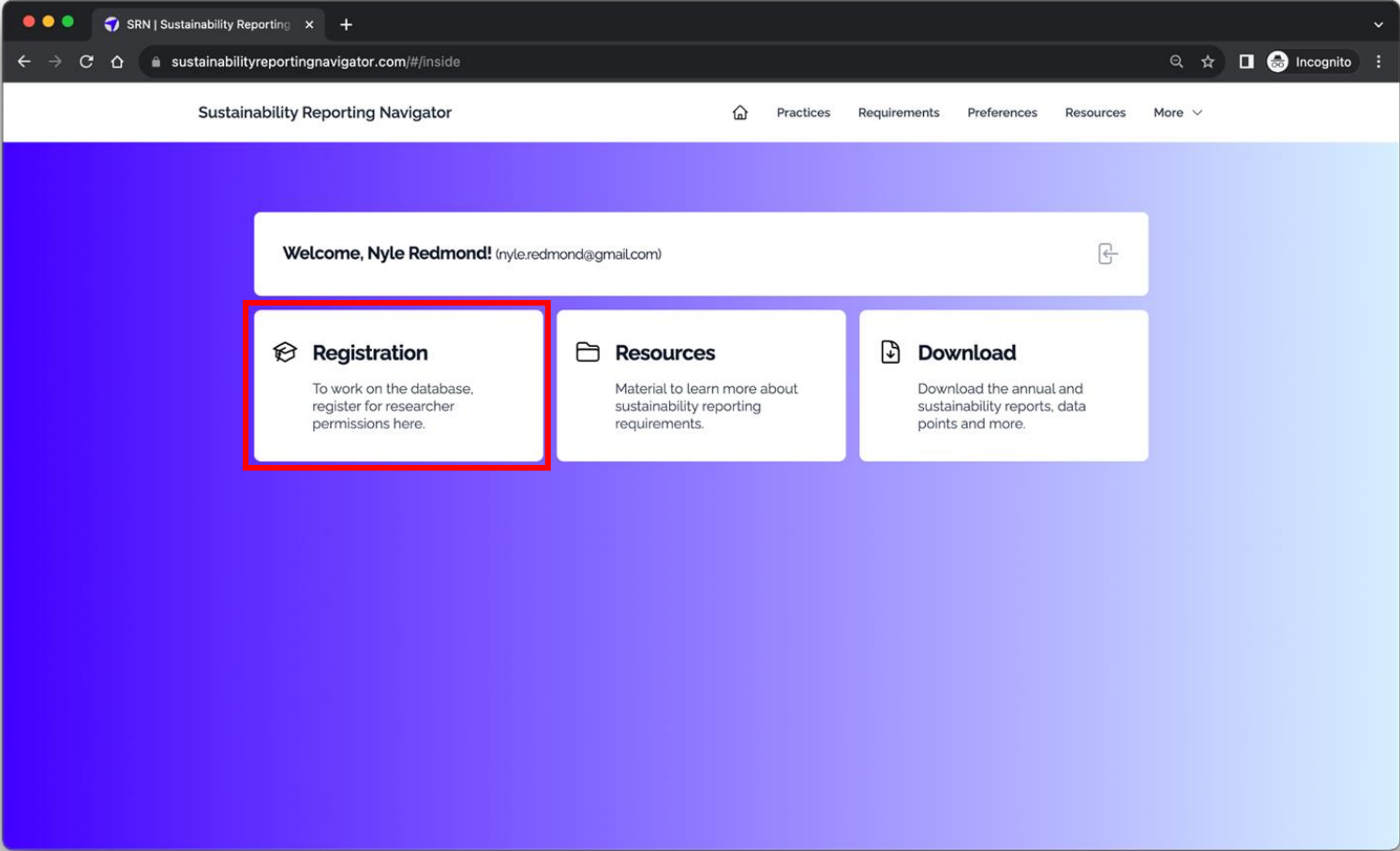
1. via Google Mail (recommended)
2. Or via a one-time sign-in link (for every session, you need to request a new link)

For Option 2:
Enter your email and click on “Send me a sign-in link”

You will receive a link to your email that brings you to SRN Inside. (also check your spam folder)



Register for researcher permissions



Answer all questions...

The screenshot shows a web browser window with the URL `sustainabilityreportingnavigator.com/#/inside`. A modal window titled "Researcher registration" is open. It contains the following sections:

- Researcher registration**
This data is stored securely, will not be used in the grading process or made available to your supervisors or the university. Read more about our privacy policy below.
- Which organization are you affiliated with?**
Radio buttons for: LMU, University of Oldenburg, Goethe University, University of Cologne, and Other.
- What is the purpose of your research?**
Radio buttons for: Seminar thesis, Bachelor's thesis, Master's thesis, Doctoral thesis, and Other.
- 1. How familiar are you with sustainability reporting (leaving aside your thesis)?**
A horizontal slider with labels: Not at all familiar, Moderatly familiar, and Extremely familiar.
- 2. How often are you working with companies' (financial or sustainability) reports?**
A horizontal slider with labels: Never, Sometimes, and Very often.
- 3. How familiar are you with investing in stocks?**

A red arrow points downwards from the "Other" radio button in the first section to the "Very often" label in the second slider.

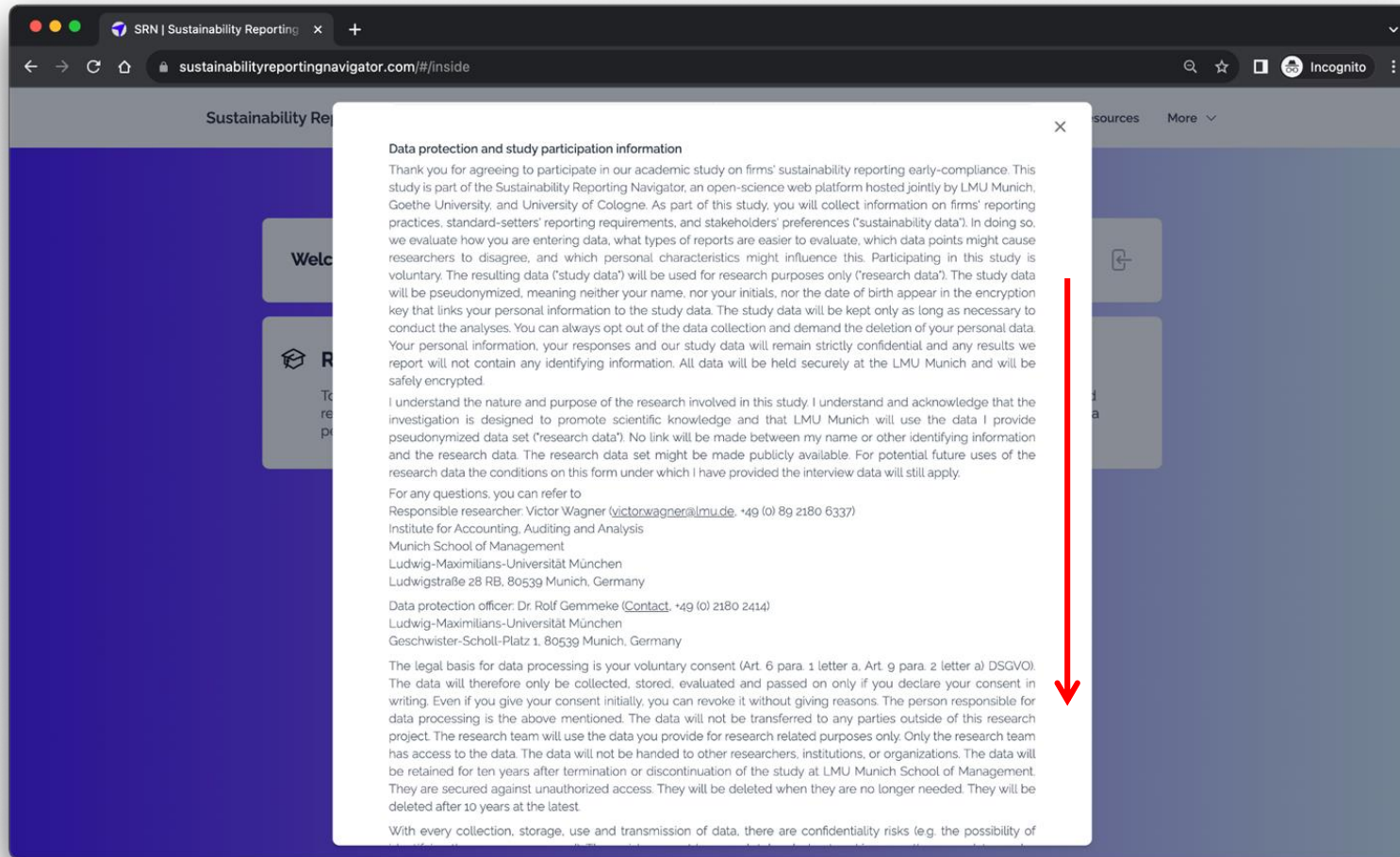
Enter the name of your affiliated organization (e.g., LMU, Oldenburg, Goethe, Cologne etc.) and the purpose of your research (Seminar thesis, Bachelor thesis etc.).

Then fill out all background questions before registering.

This gives us a better overview how we can improve the data entry system.



...read the data protection and study participation information...



... indicate your supervisor and click „Submit“

Munich School of Management
Ludwig-Maximilians-Universität München
Ludwigstraße 28 RB, 80539 Munich, Germany

Data protection officer: Dr. Rolf Gemmeke (Contact: +49 (0) 2180 2414)
Ludwig-Maximilians-Universität München
Geschwister-Scholt-Platz 1, 80539 Munich, Germany

The legal basis for data processing is your voluntary consent (Art. 6 para 1 letter a, Art. 9 para 2 letter a) DSGVO). The data will therefore only be collected, stored, evaluated and passed on only if you declare your consent in writing. Even if you give your consent initially, you can revoke it without giving reasons. The person responsible for data processing is the above mentioned. The data will not be transferred to any parties outside of this research project. The research team will use the data you provide for research related purposes only. Only the research team has access to the data. The data will not be handed to other researchers, institutions, or organizations. The data will be retained for ten years after termination or discontinuation of the study at LMU Munich School of Management. They are secured against unauthorized access. They will be deleted when they are no longer needed. They will be deleted after 10 years at the latest.

With every collection, storage, use and transmission of data, there are confidentiality risks (e.g. the possibility of identifying the person concerned). These risks cannot be completely ruled out and increase the more data can be linked together. The initiator of the study assures you to do everything possible according to the state of the art to protect your privacy and will only pass on data to bodies that can demonstrate a suitable data protection concept. Medical risks are not associated with data processing. Within the framework of the legal requirements, you are generally entitled to confirmation as to whether personal data relating to you is being processed by the research team, information about this data and the circumstances of the processing, correction, insofar as this data is incorrect, deletion, insofar as there is no justification for the processing and no obligation to retention; (anymore) exists, restriction of processing in special cases determined by law, and transfer of your personal data - insofar as you have provided it - to you or a third party in a structured, common and machine-readable format.

In addition, you have the right to revoke your consent at any time to the research team, with the consequence that the processing of your personal data, in accordance with your revocation declaration, becomes inadmissible for the future. However, this does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

I have read the data protection and participation information and accept the conditions.

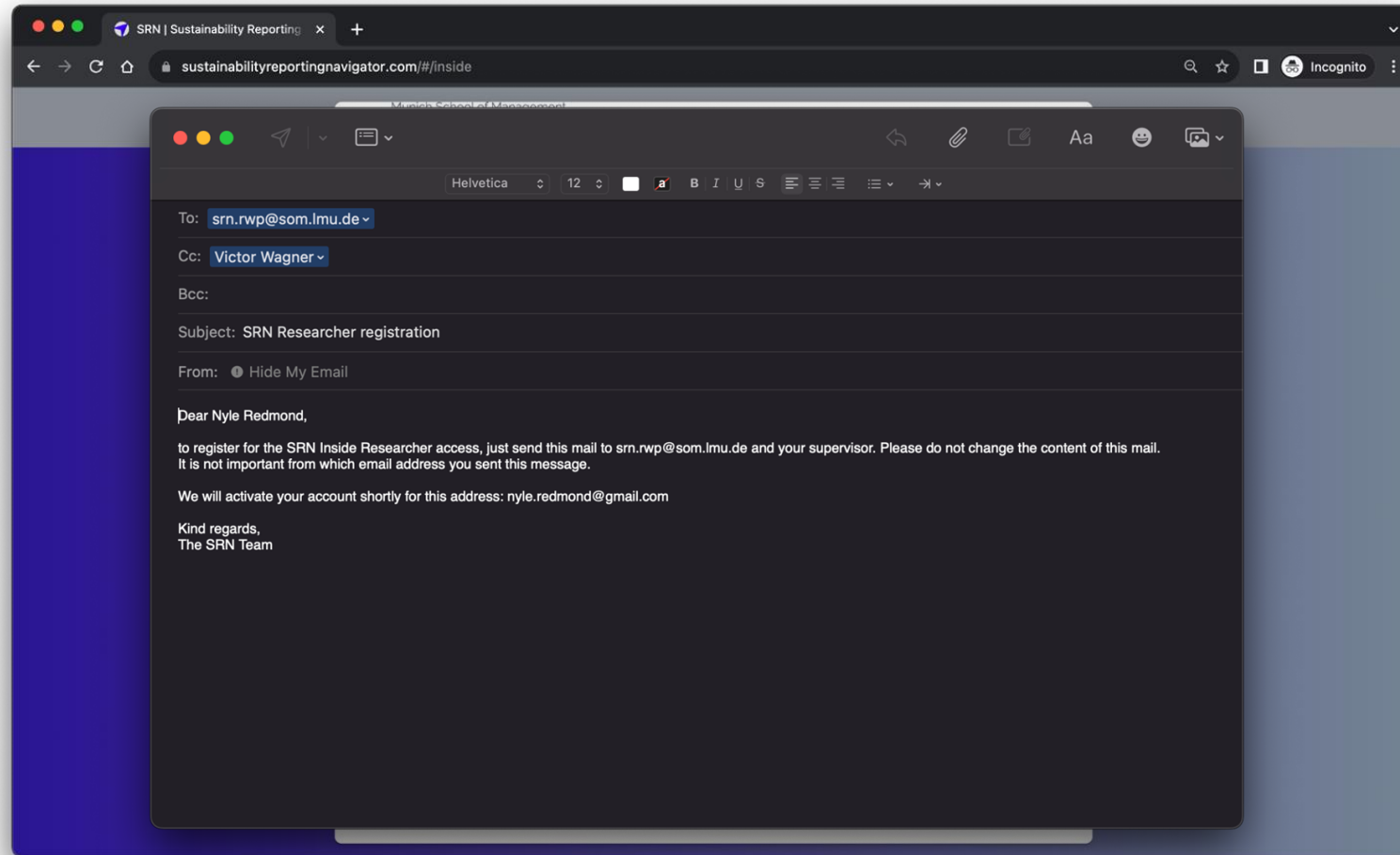
This registration will be approved by Victor Wagner

Submit

Don't forget the checkbox.



Now, your email program will open



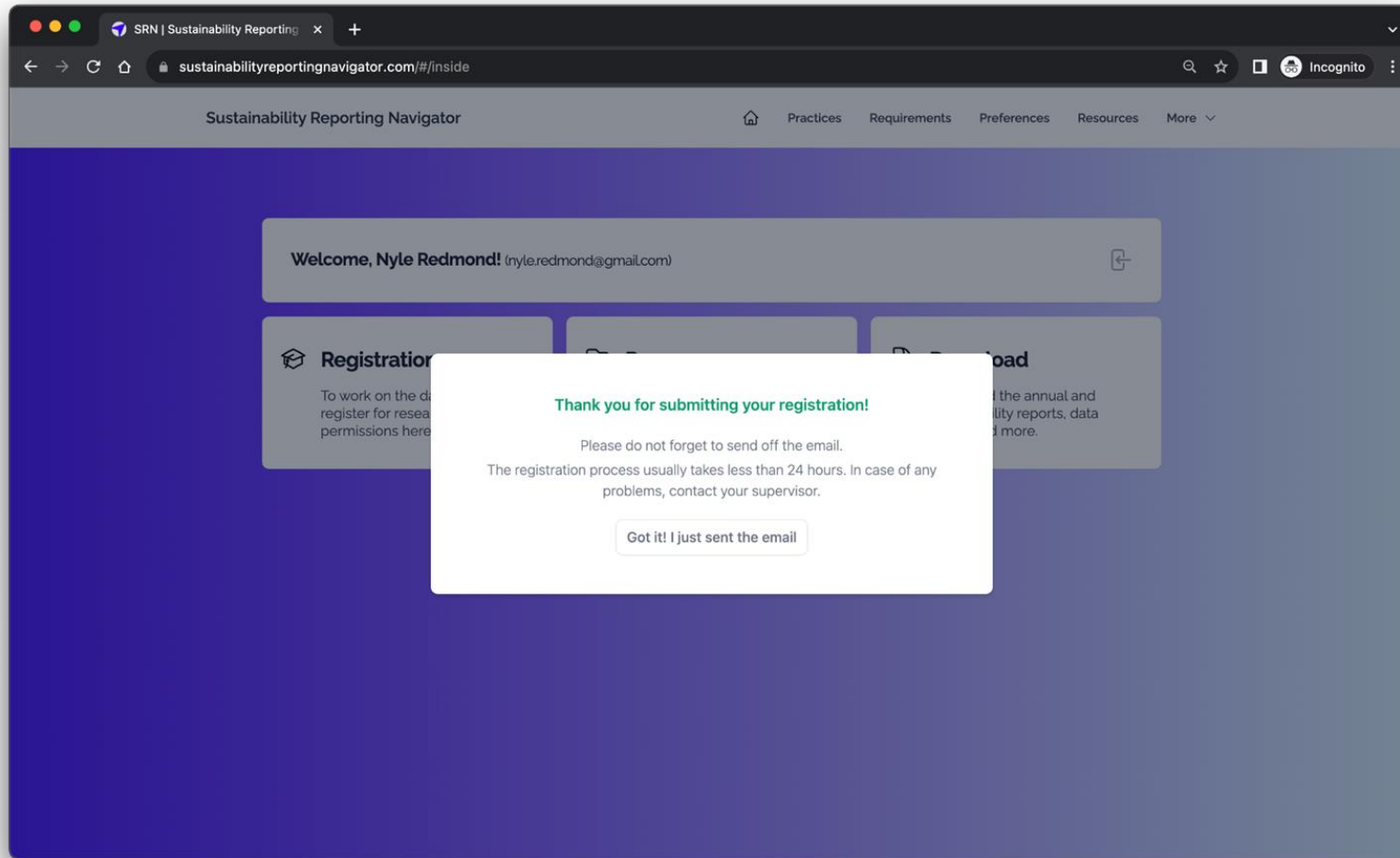
Then send the mail to the specified recipients, i.e. the SRN email at LMU and your supervisor.

It is irrelevant, from which mail address you send this mail.

Don't change the content of the email.



Just in case, there is another reminder

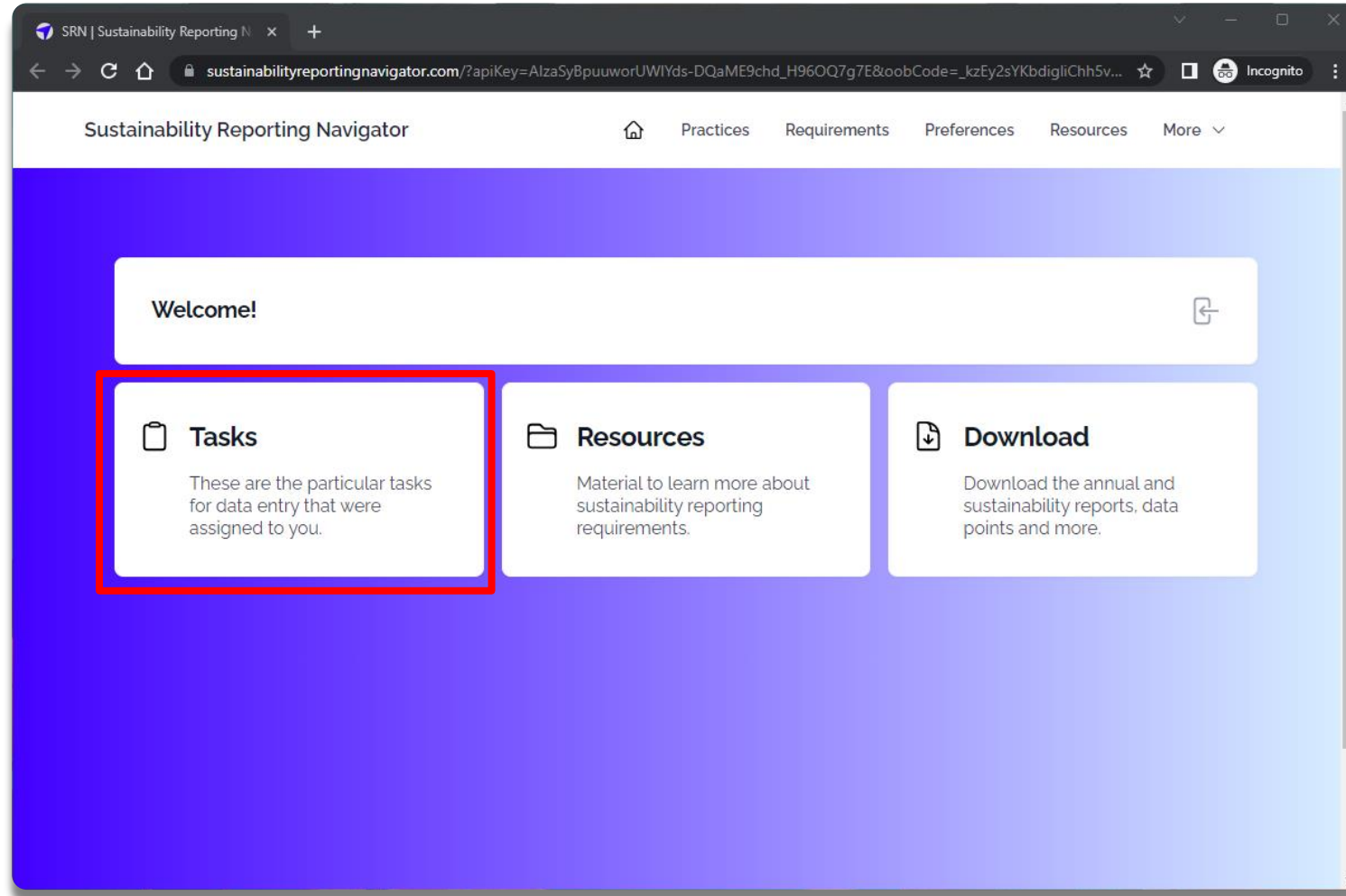


SRN Analyst Manual

Part Two: Data entry



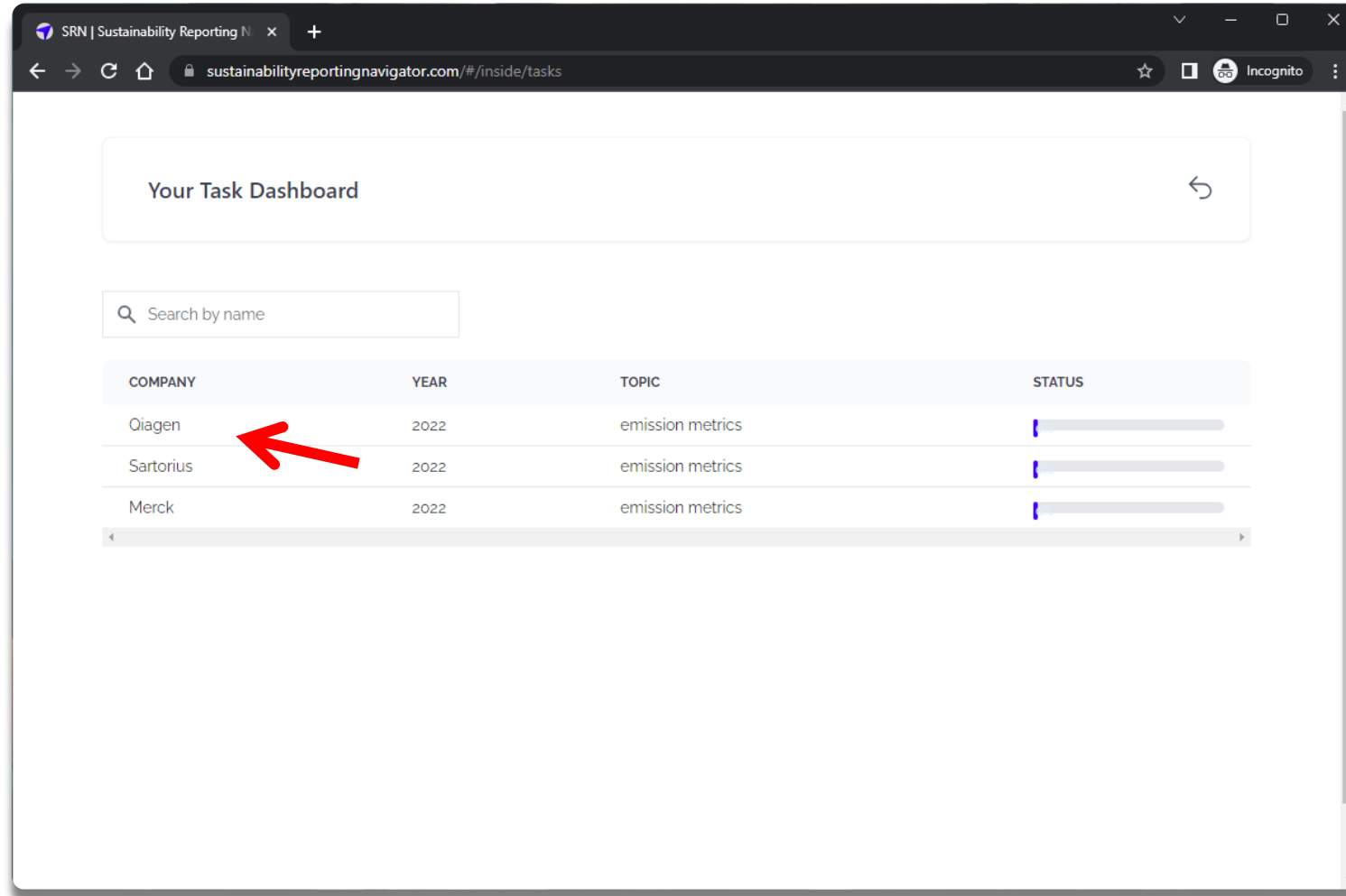
Once registered, you'll find a new menu item „Tasks“



We will notify you by email or in class that you are registered.



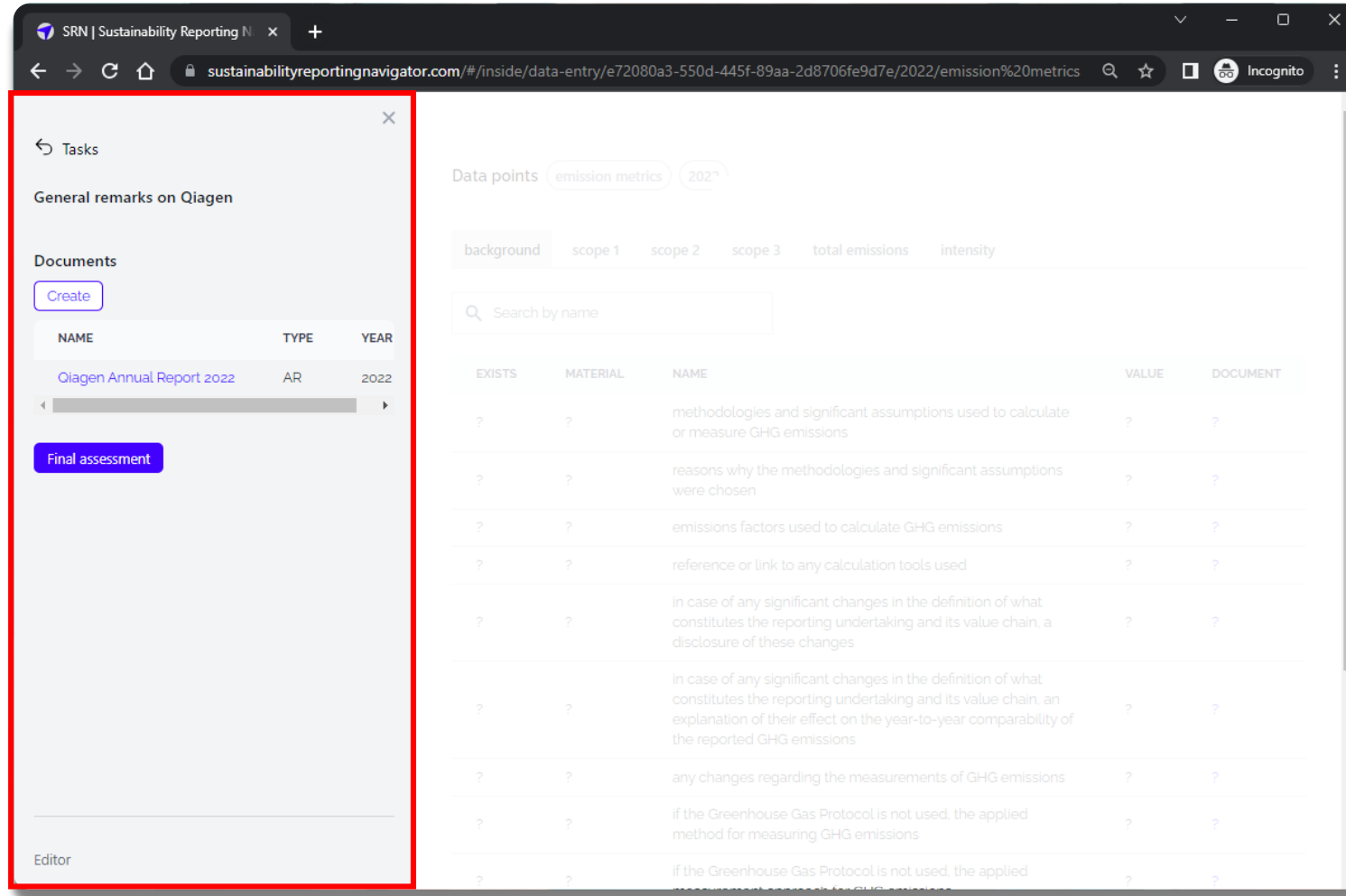
The dashboard shows your assigned tasks



Click on any company-year-topic combination (i.e., a task) that is assigned to you to start the data entry.



The data entry platform consists of two parts

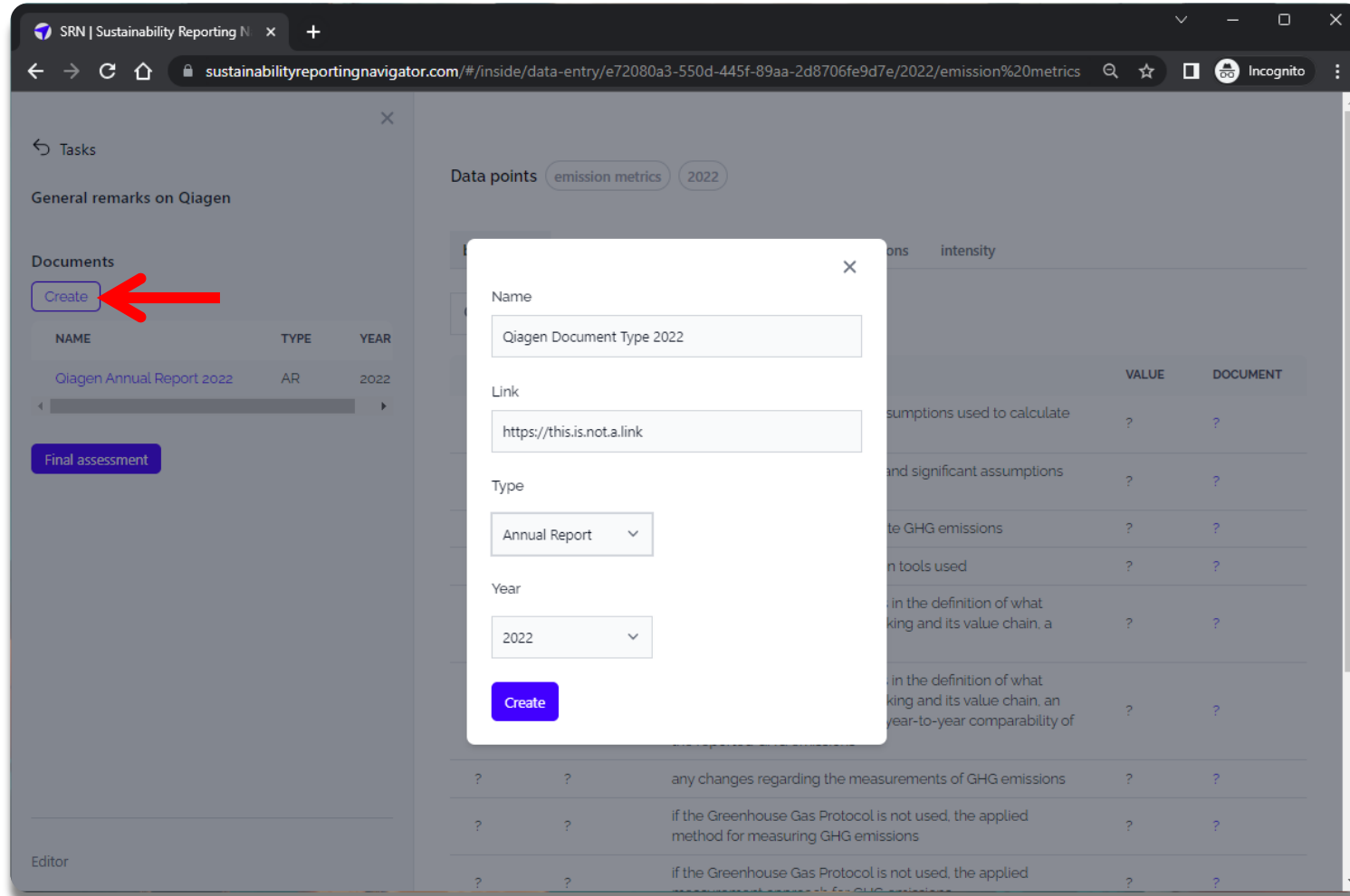


(1) On the left sidebar, you'll find general remarks about the company.

In addition, you'll find the documents already stored in our database.



If there are documents missing, just add them



We source our data from the annual and sustainability reports.

If a report is missing, look it up on the company's website, click on the Create button and fill in the required items.



If all required documents are set, you can start

The screenshot shows the Sustainability Reporting Navigator interface. At the top, there are tabs for 'emission metrics' and '2022'. Below this, there are sub-tabs for 'background', 'scope 1', 'scope 2', 'scope 3', 'total emissions', and 'intensity'. A search bar labeled 'Search by name' is present. Below the search bar is a table with the following columns: 'EXISTS', 'MATERIAL', 'NAME', 'VALUE', and 'DOCUMENT'. The table contains 11 rows of data points related to GHG emissions. A red arrow points to the 'background' tab, and another red arrow points to the first row of the table.

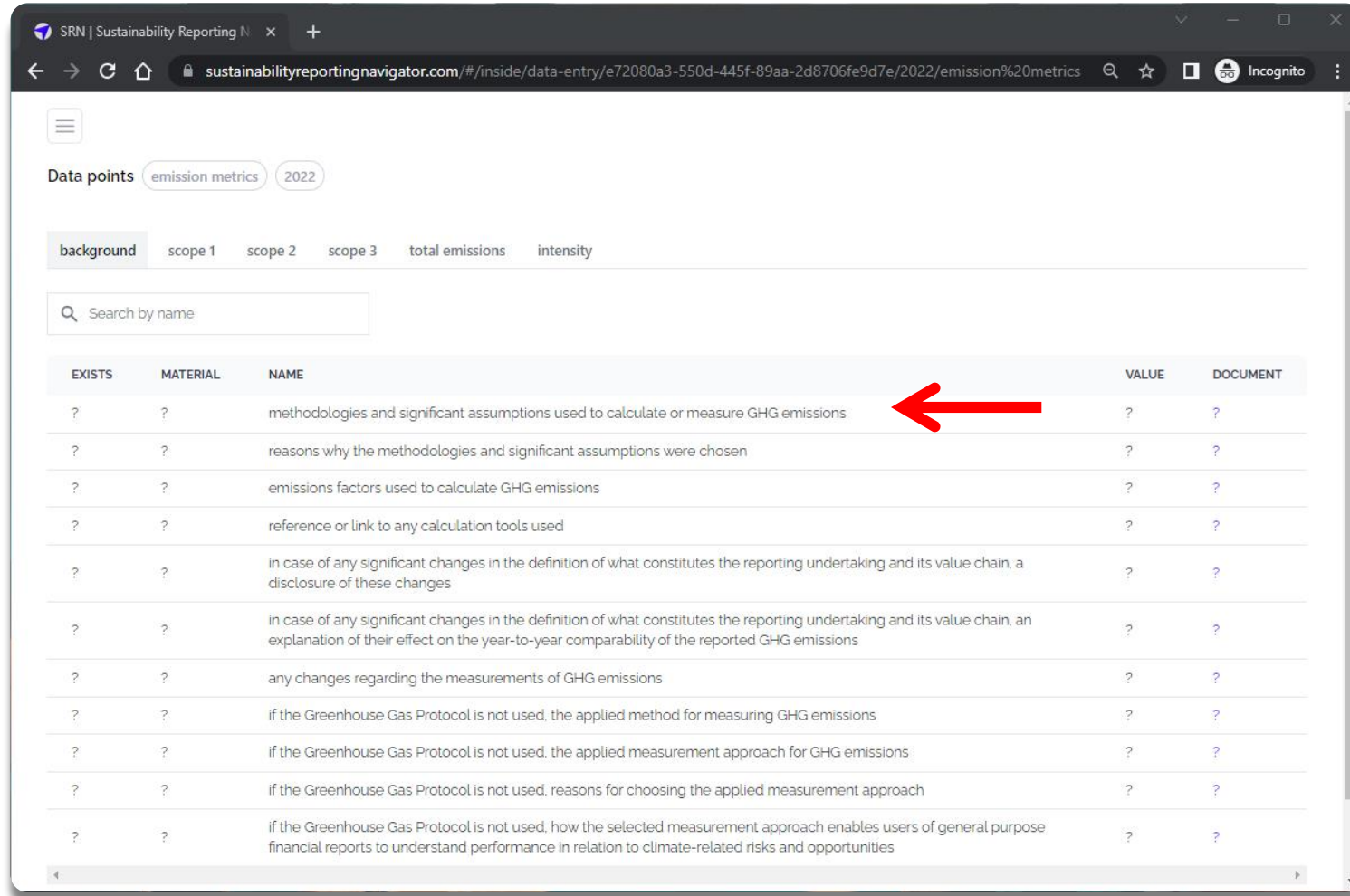
EXISTS	MATERIAL	NAME	VALUE	DOCUMENT
?	?	methodologies and significant assumptions used to calculate or measure GHG emissions	?	?
?	?	reasons why the methodologies and significant assumptions were chosen	?	?
?	?	emissions factors used to calculate GHG emissions	?	?
?	?	reference or link to any calculation tools used	?	?
?	?	in case of any significant changes in the definition of what constitutes the reporting undertaking and its value chain, a disclosure of these changes	?	?
?	?	in case of any significant changes in the definition of what constitutes the reporting undertaking and its value chain, an explanation of their effect on the year-to-year comparability of the reported GHG emissions	?	?
?	?	any changes regarding the measurements of GHG emissions	?	?
?	?	if the Greenhouse Gas Protocol is not used, the applied method for measuring GHG emissions	?	?
?	?	if the Greenhouse Gas Protocol is not used, the applied measurement approach for GHG emissions	?	?
?	?	if the Greenhouse Gas Protocol is not used, reasons for choosing the applied measurement approach	?	?
?	?	if the Greenhouse Gas Protocol is not used, how the selected measurement approach enables users of general purpose financial reports to understand performance in relation to climate-related risks and opportunities	?	?

(2) Work through the different subtopics (i.e., the tabs) and fill in the required data points for each.

To do so, carefully analyze the company's reports.



If you've found an item, click on the data point...

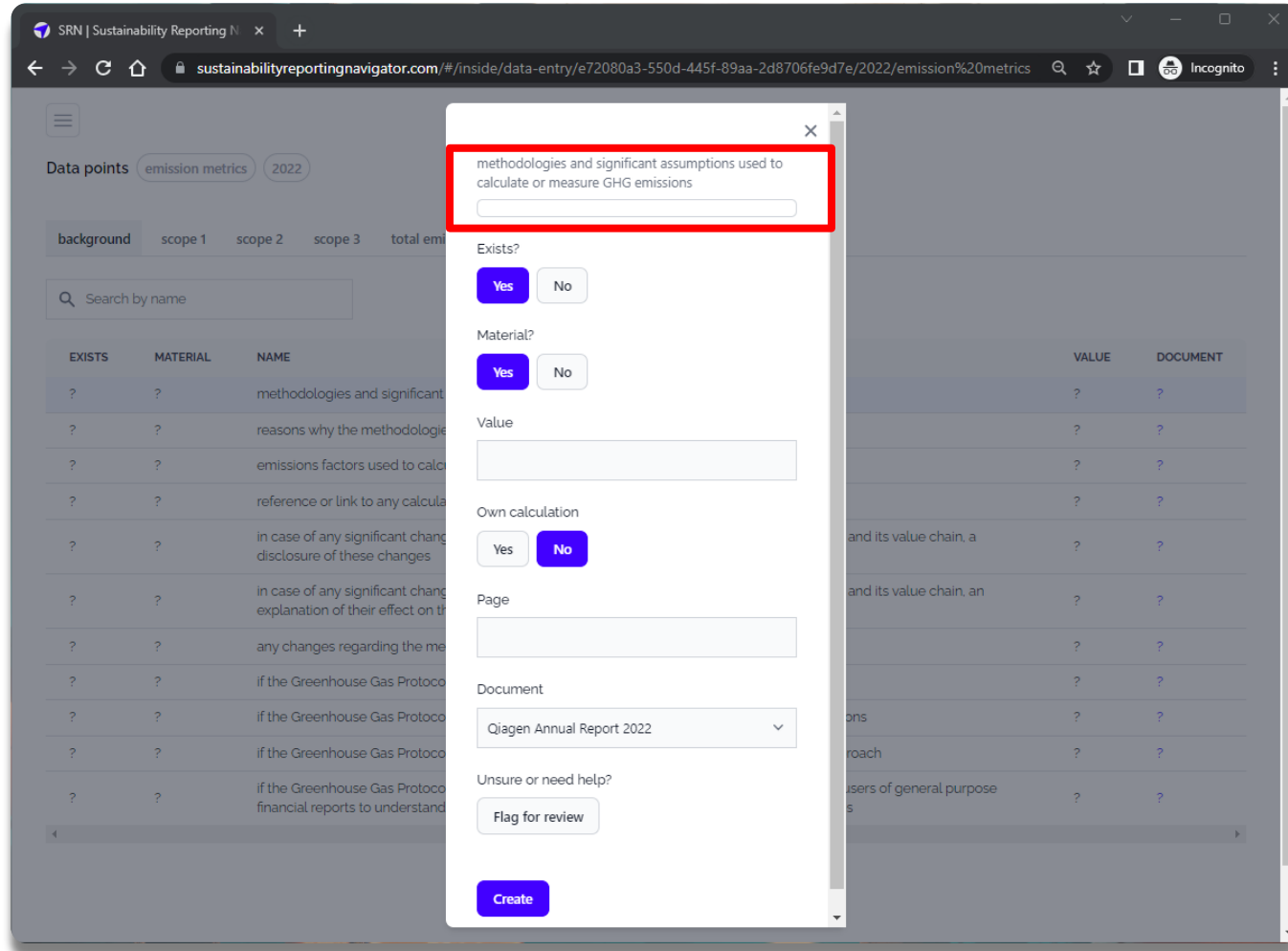


The pop-up shows different fields that are required

- **exists:** “yes” if you’ve found it, “no” if not
- **own calculation:** if you had to calculate the value by yourself



... and enter the relevant information...



- **value:** e.g., the value Scope 1 emissions (in the specified unit)
- **page:** the page in the PDF reader (not on the PDF itself) of that information

Note: At the top you may find more detailed instructions about the data point.



...you can indicate if the item is not material...

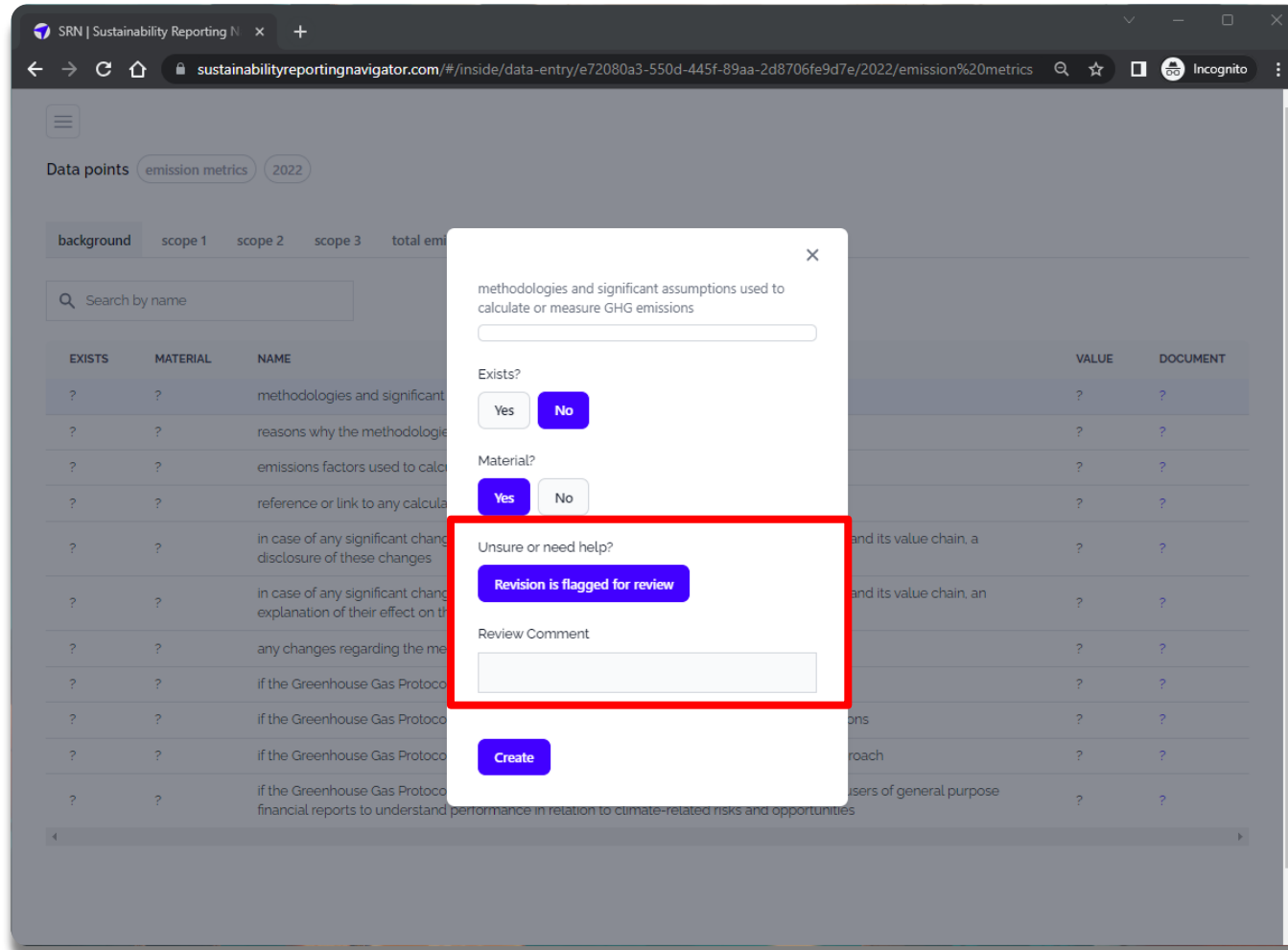
The screenshot shows a web browser window with the URL `sustainabilityreportingnavigator.com/#/inside/data-entry/e72080a3-550d-445f-89aa-2d8706fe9d7e/2022/emission%20metrics`. The page displays a table of data points for the year 2022, with columns for 'EXISTS', 'MATERIAL', and 'NAME'. A modal form is open over the table, allowing the user to create a new entry. The form includes a text input for 'methodologies and significant assumptions used to calculate or measure GHG emissions', two 'Yes/No' radio buttons for 'Exists?' and 'Material?', a 'Value' input field, a radio button for 'Own calculation', a 'Page' input field, a 'Document' dropdown menu (currently showing 'Qiagen Annual Report 2022'), and a 'Flag for review' button. A 'Create' button is at the bottom of the modal.

EXISTS	MATERIAL	NAME	VALUE	DOCUMENT
?	?	methodologies and significant	?	?
?	?	reasons why the methodologie	?	?
?	?	emissions factors used to calco	?	?
?	?	reference or link to any calcula	?	?
?	?	in case of any significant chang	?	?
?	?	in case of any significant chang	?	?
?	?	any changes regarding the me	?	?
?	?	if the Greenhouse Gas Protoco	?	?
?	?	if the Greenhouse Gas Protoco	?	?
?	?	if the Greenhouse Gas Protoco	?	?
?	?	if the Greenhouse Gas Protoco	?	?

- **material:** if the company writes “upstream Scope 3 is not material to us”, then you can flag the corresponding item(s). They won’t count for the readiness.



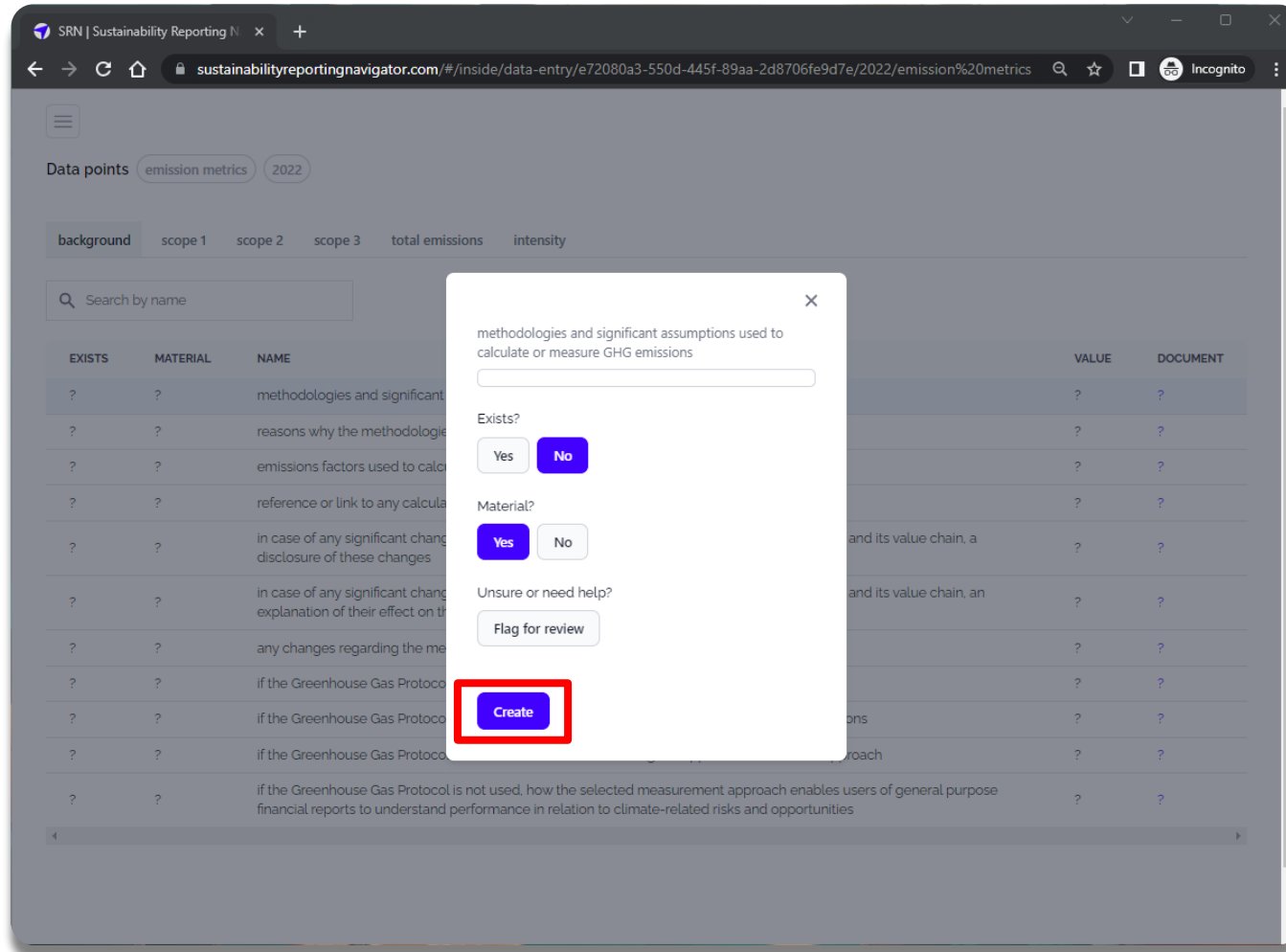
... or if you want us to review you choice...



- **flag for review:** if you are in any way unsure about the data point, just flag it and add a comment for us to review.



After this, you can create it



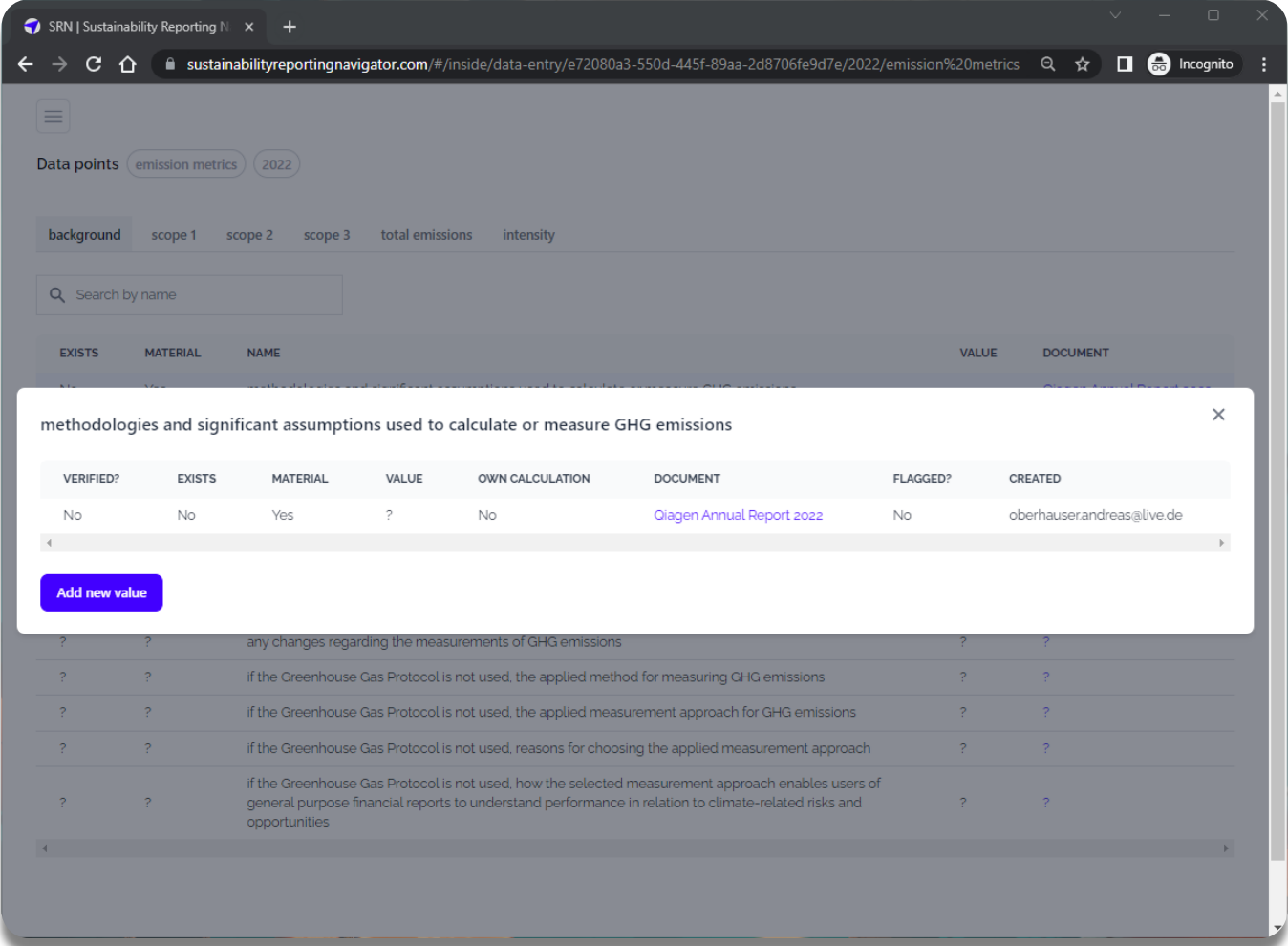
To create the data Point now, just click on the “Create” button.



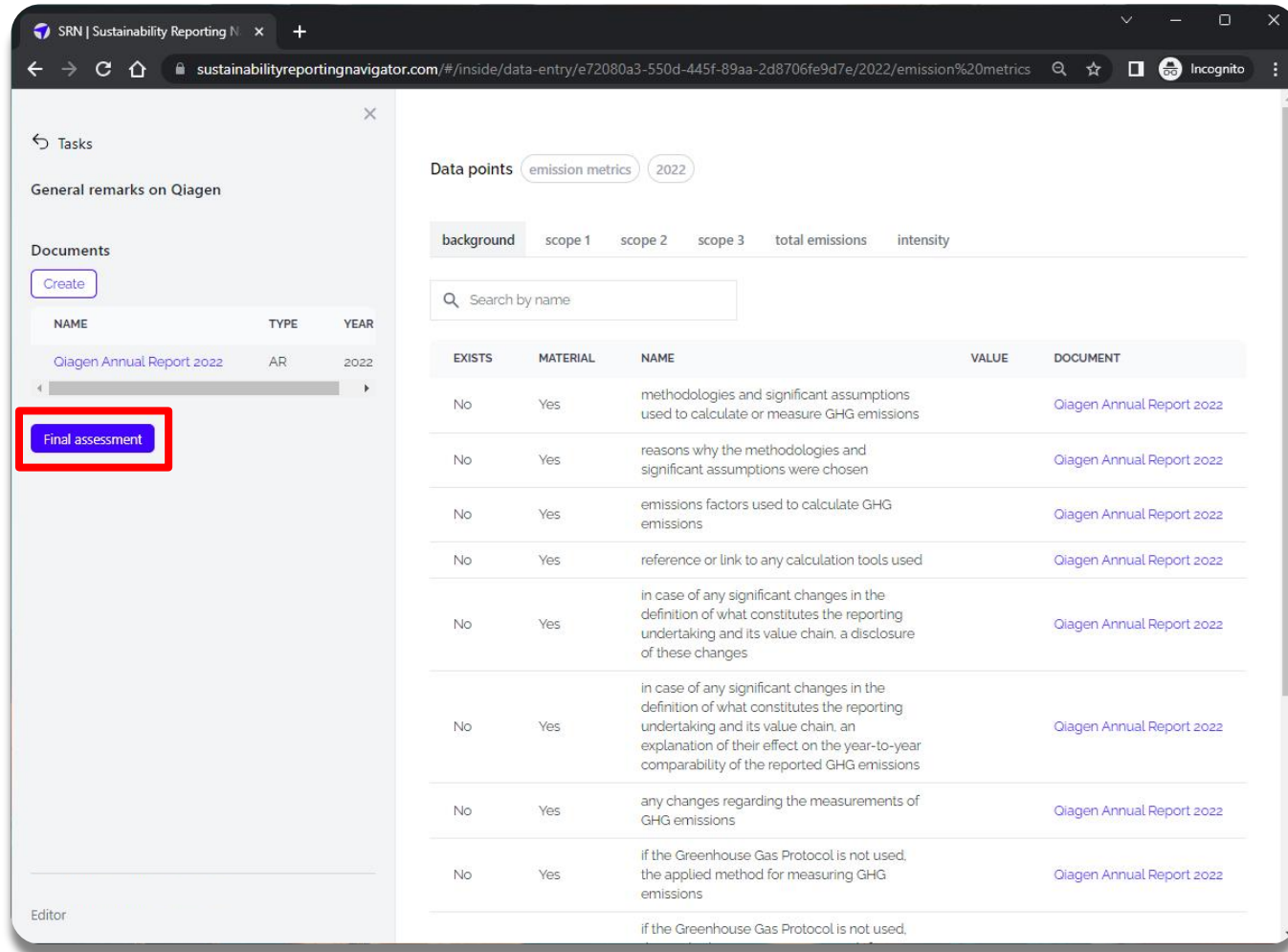
Now, you can view the item

Now you can see the item you created with all its attributes.

Repeat this process for all the subtopics and items.



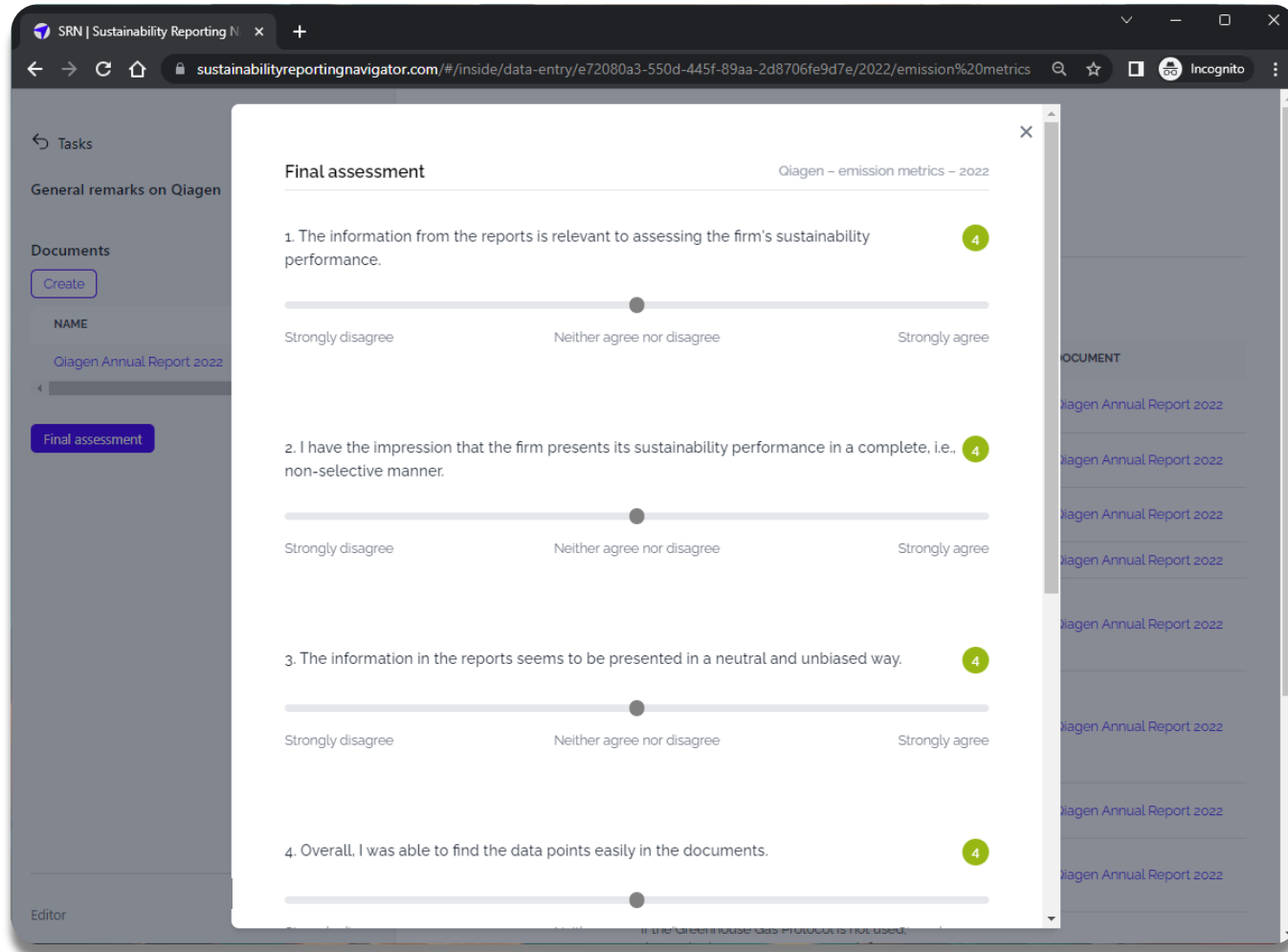
If you have finished all data points, finish the survey



After creating data points for all the items, you can click on the button that shows “Final assessment”.



If you have finished all data points, finish the survey

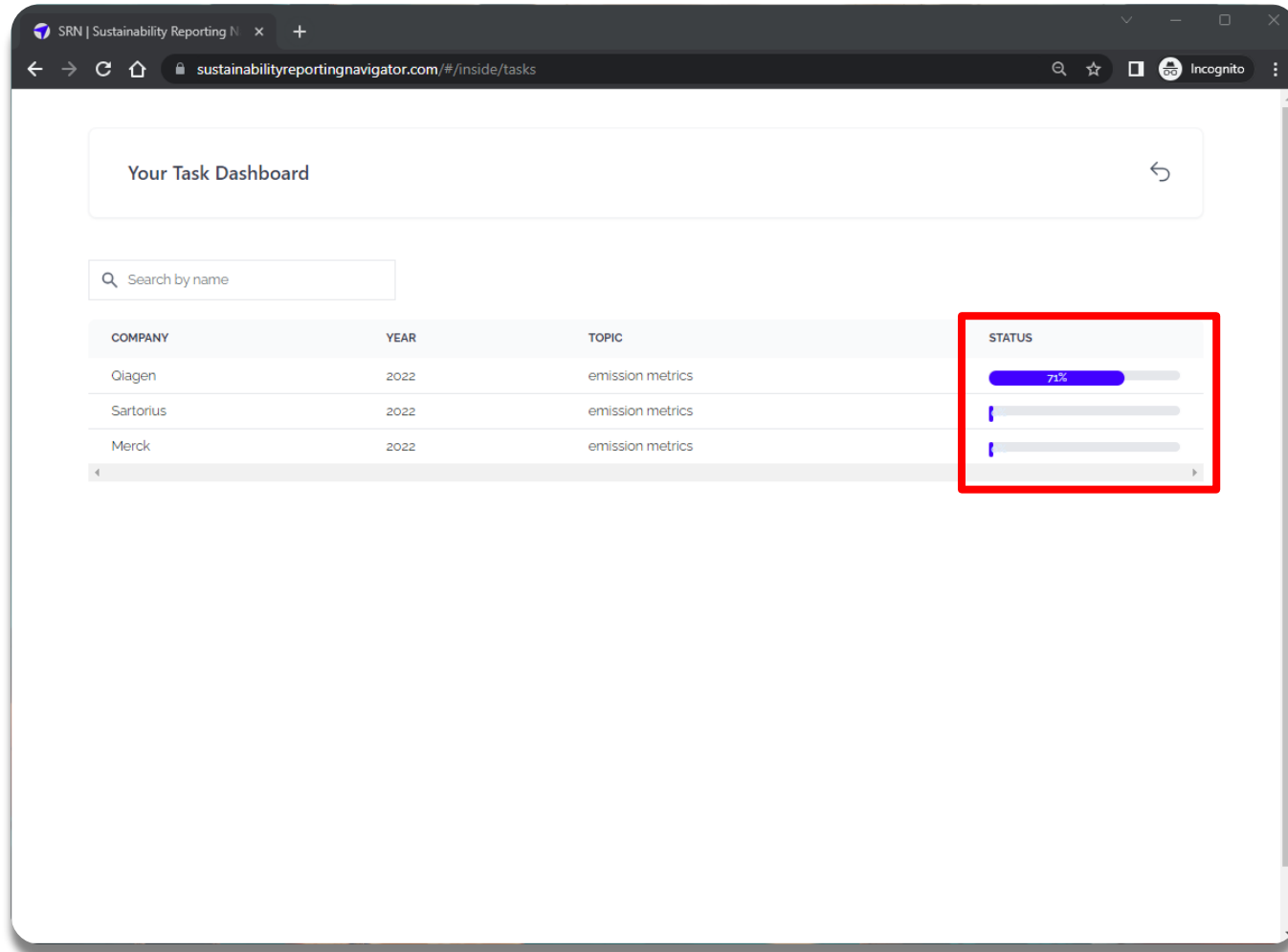


It consists of six questions relating to the sustainability performance and presentation.

Please answer them on a scale from 1 to 7 and then click “Finish assessment”.



Your task shows your status

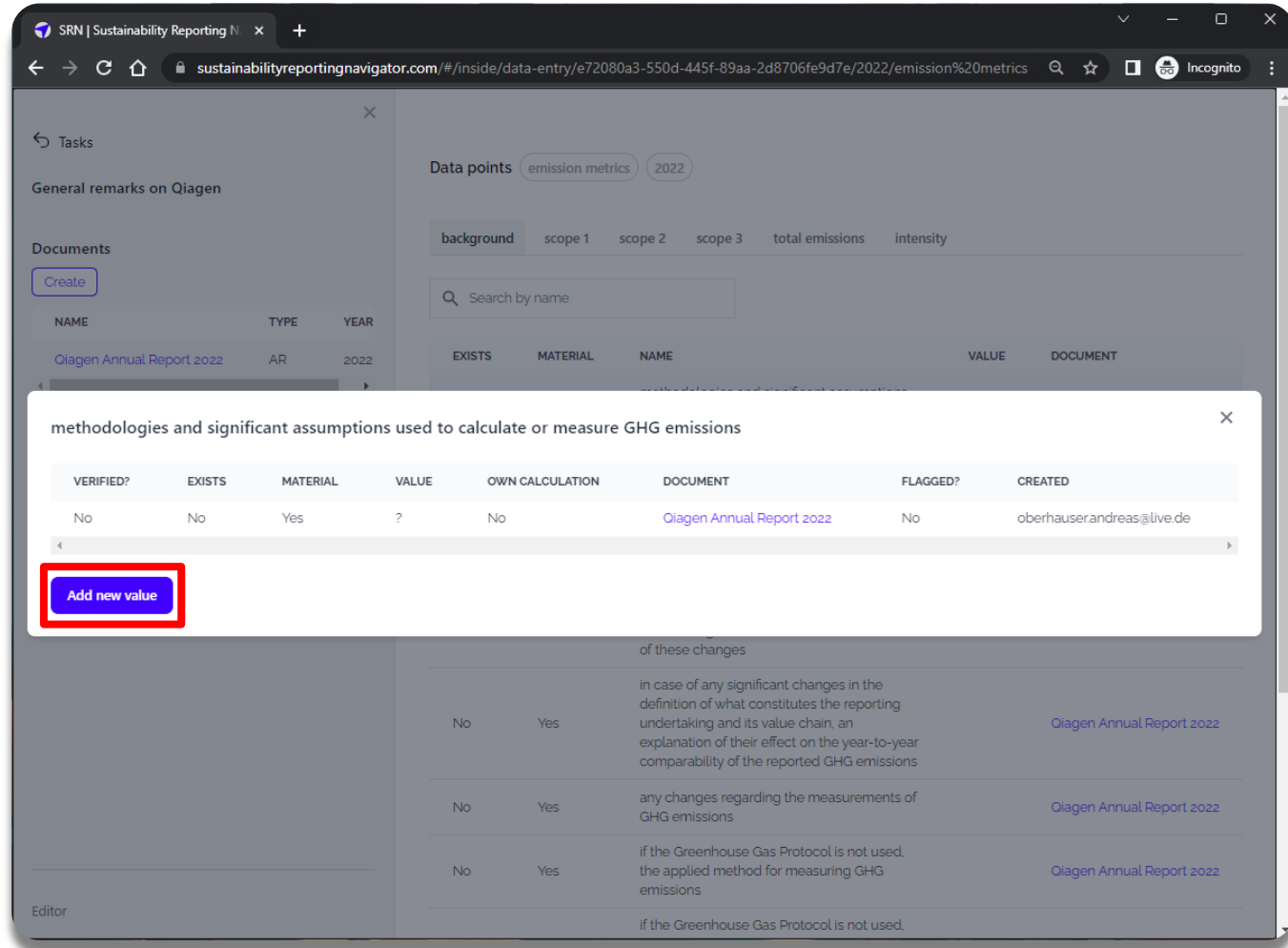


When going back to your Dashboard, you can now see which tasks are finished and which ones still need data collection.

Once a task is completed, it shows 100%.



I made a mistake, what do I do now?



After identifying a mistake in your data collection, you can click on the button “Add new value” and enter the data with the correction.



Do's and Don'ts

- The company reports about emissions from page 23 to 25. **You reference it as “23-25” in the *page* field.**
 - **Please use the exact page of the information.**
- The pages in the annual report start only after the title images. Therefore, the pages in the printed PDF (e.g., bottom right) differ from the pages in your PDF reader. **You use the printed PDF pages.**
 - **Please use the pages from the PDF reader.** Why? We'll link the information in the front end of the SRN to its exact page. And this targets the reader directly.
- The company' emissions amount to 2,789.89 tCOeq. **You insert 2,789.89 or 2.789,89 in the *value* field.**
 - **Please insert the values without thousand decimal separator in this way: 2789.89.** This is better for the extraction of values in our programming.
- The company does not report on scope 1 emissions. **You click “Yes” for the “Exists”-Question and then insert “/”, “n.a.” or similar wordings in the *value* field.**
 - **Please click “No” for the “Exists”-Question if the item is not reported in the company's filings.**

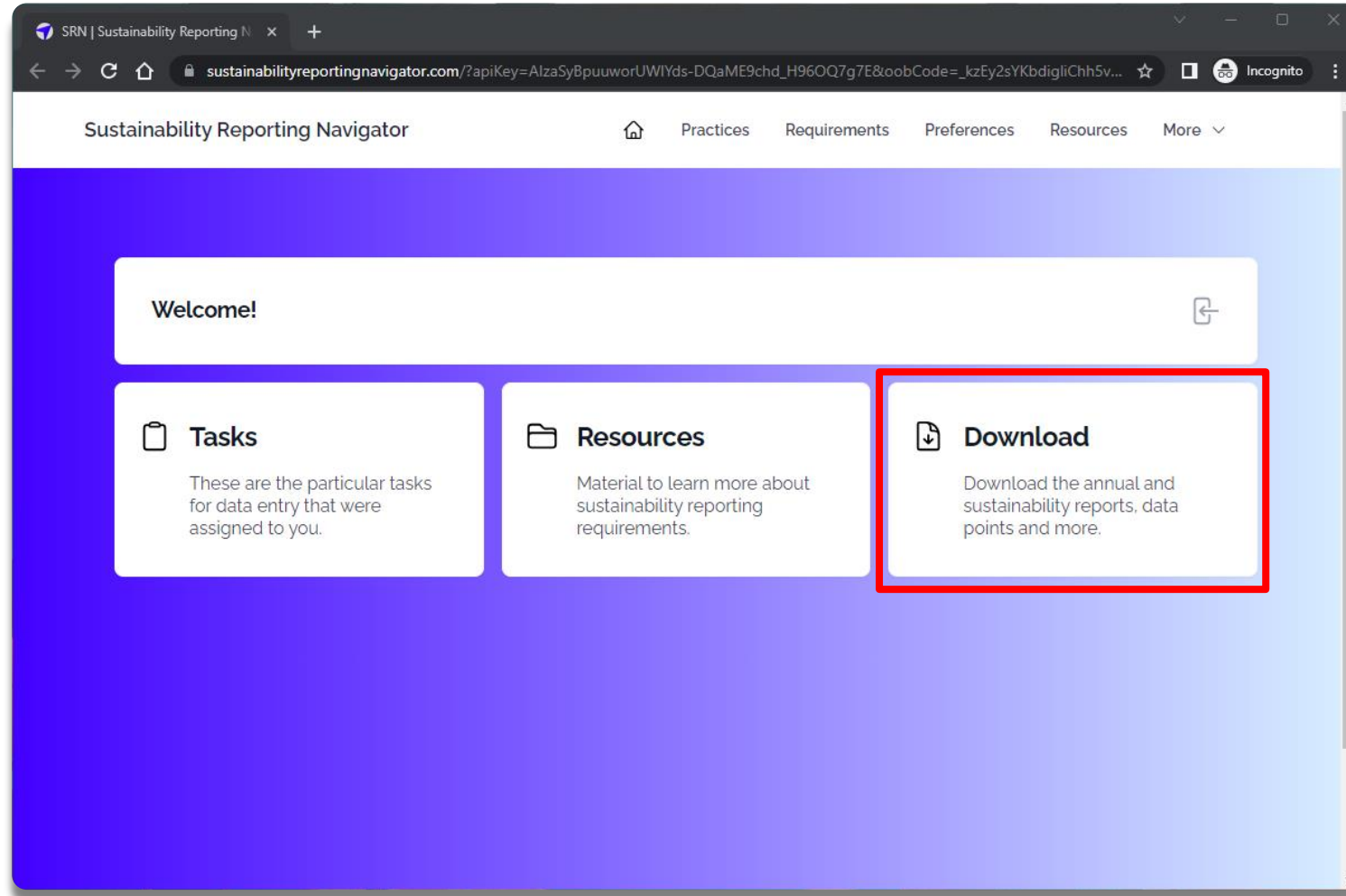


SRN Analyst Manual

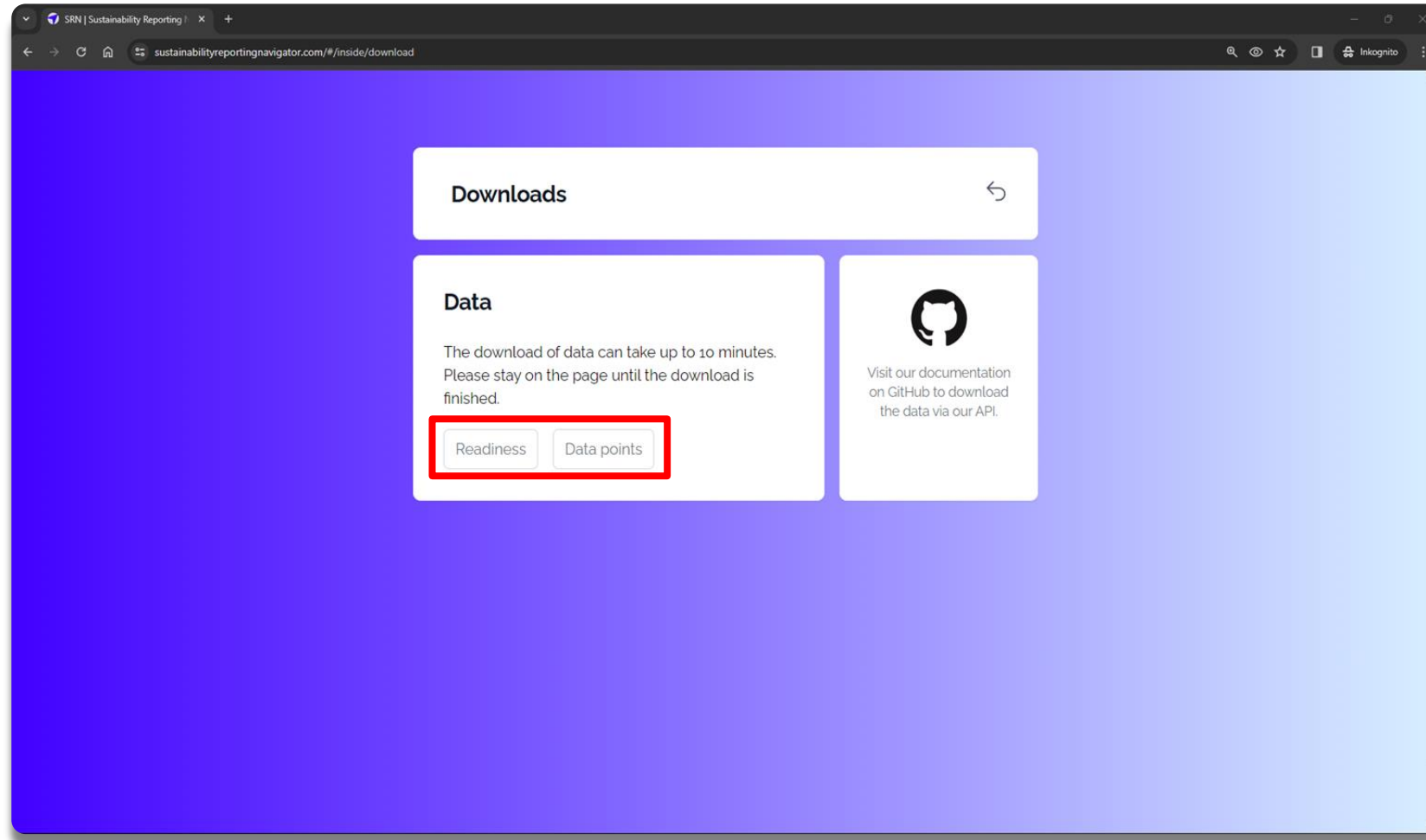
Part Three: Download Data



To download your data click on the „Download“ menu item...



You can download the readiness scores and data points of your collected companies



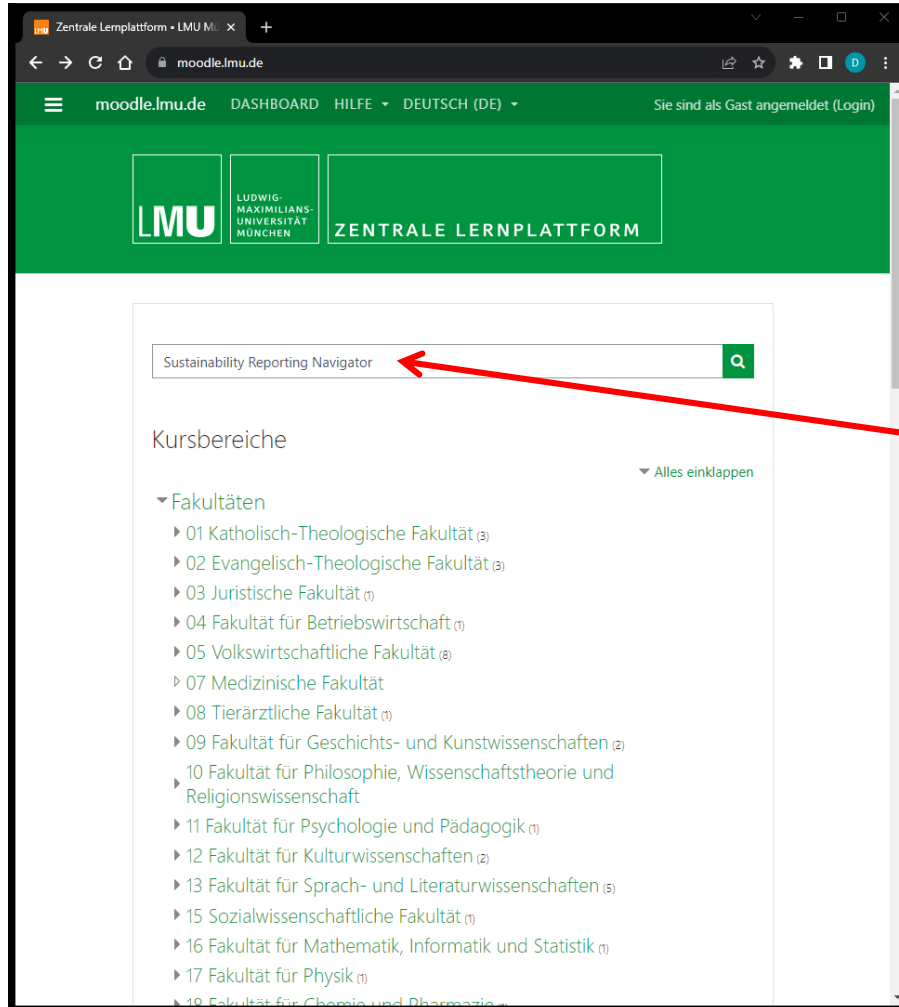
! This may take a while.
Please be patient !



SRN Analyst Manual

Moodle Forum

Moodle Forum (1/8)



To clarify questions,
a [Moodle forum](#)
exists.

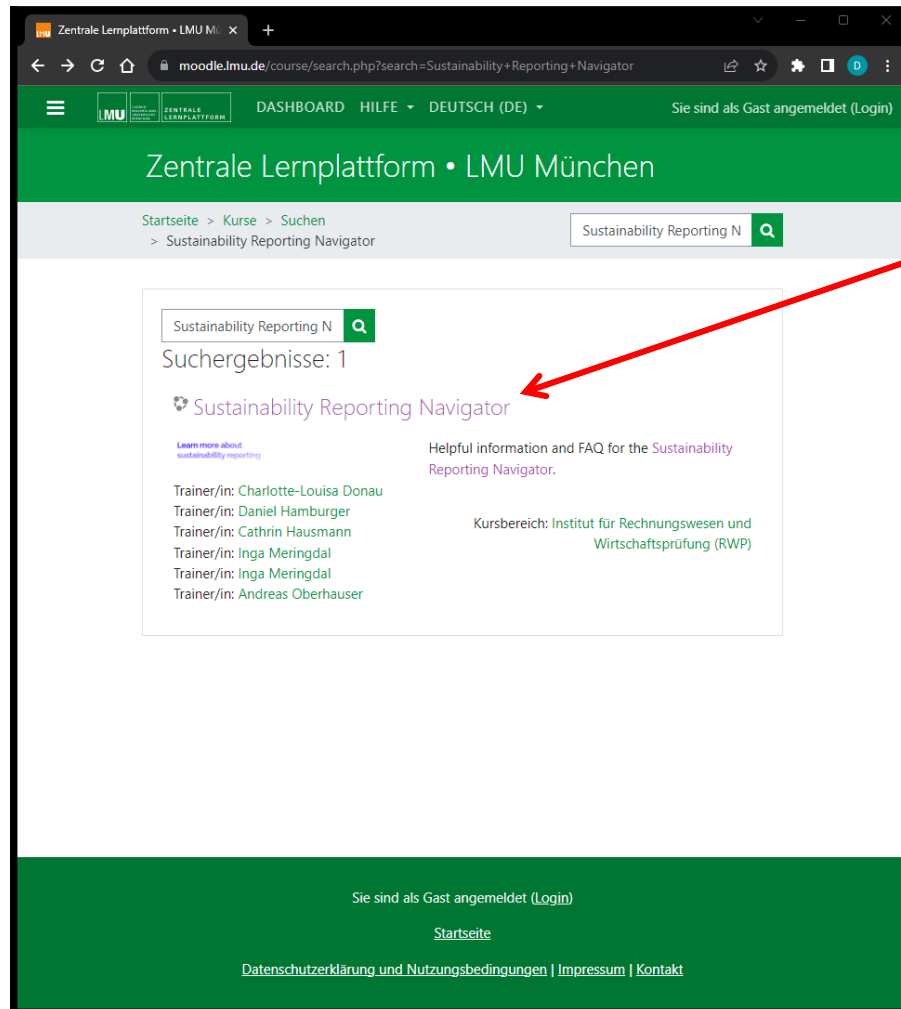
Head over to
"moodle.lmu.de"

and

search for
"Sustainability
Reporting Navigator"



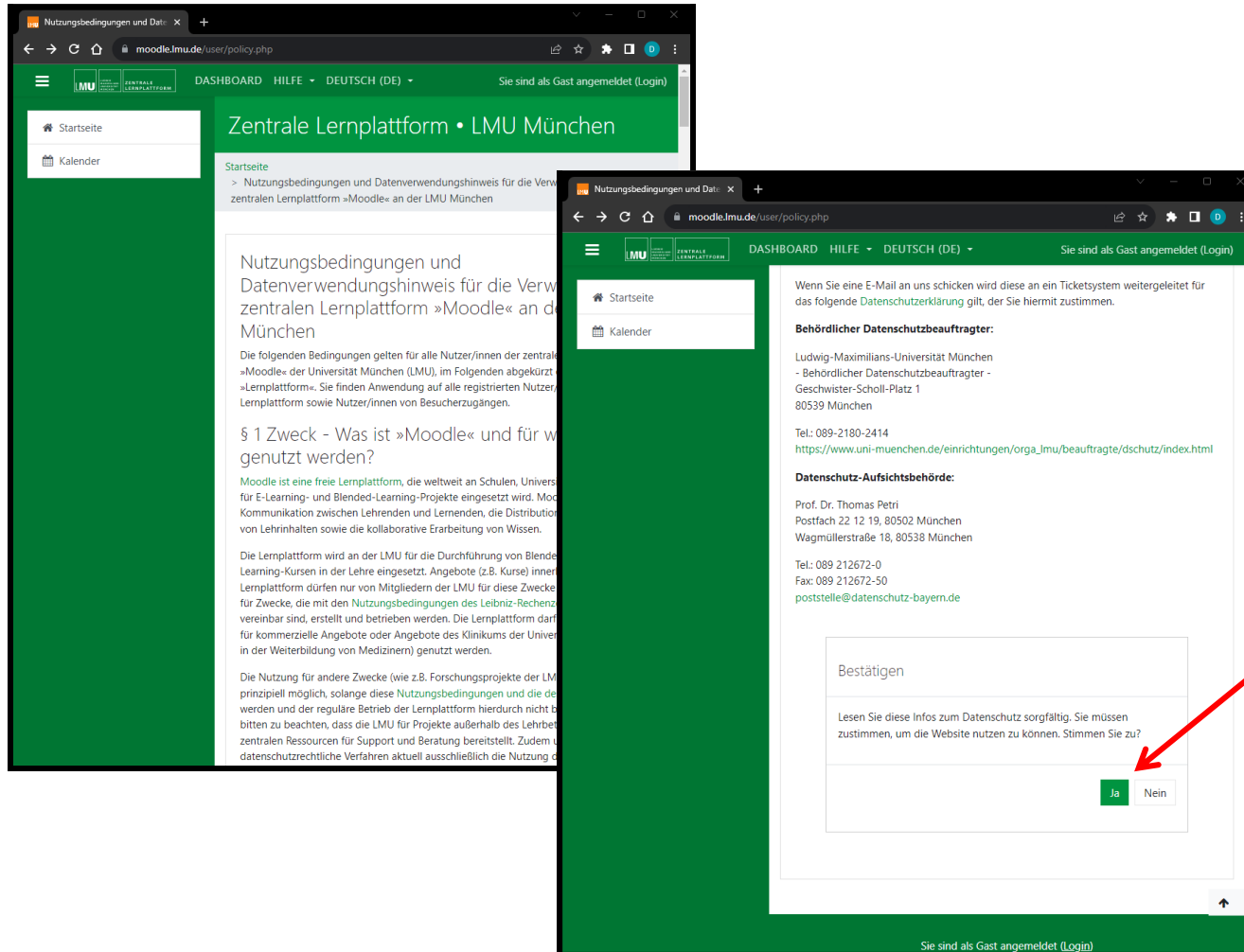
Moodle Forum (2/8)



Click on the course



Moodle Forum (3/8)



You may be asked to accept the terms of use.

Click "Ja" / "Yes"



Moodle Forum (4/8)

SRN

moodle.lmu.de/enrol/index.php?id=28443

DASHBOARD HILFE DEUTSCH (DE) Sie sind als Gast angemeldet (Login)

Sustainability Reporting Navigator

Startseite > Kurse > ... > Institut für Rechnungswesen und Wirtschaftsprüfung (RWP) > SRN > Einschreibeoptionen

Einschreibeoptionen

Sustainability Reporting Navigator

[Learn more about sustainability reporting](#) Helpful information and FAQ for the Sustainability Reporting Navigator.

Trainer/in: Charlotte-Louisa Donau
Trainer/in: Daniel Hamburger
Trainer/in: Cathrin Hausmann
Trainer/in: Inga Meringdal
Trainer/in: Inga Meringdal
Trainer/in: Andreas Oberhauser

▼ **Selbsteinschreibung (Teilnehmer/in)**

Gäste können auf diesen Kurs nicht zugreifen. Melden Sie sich bitte an.

[Weiter](#)

Sie sind als Gast angemeldet (Login)

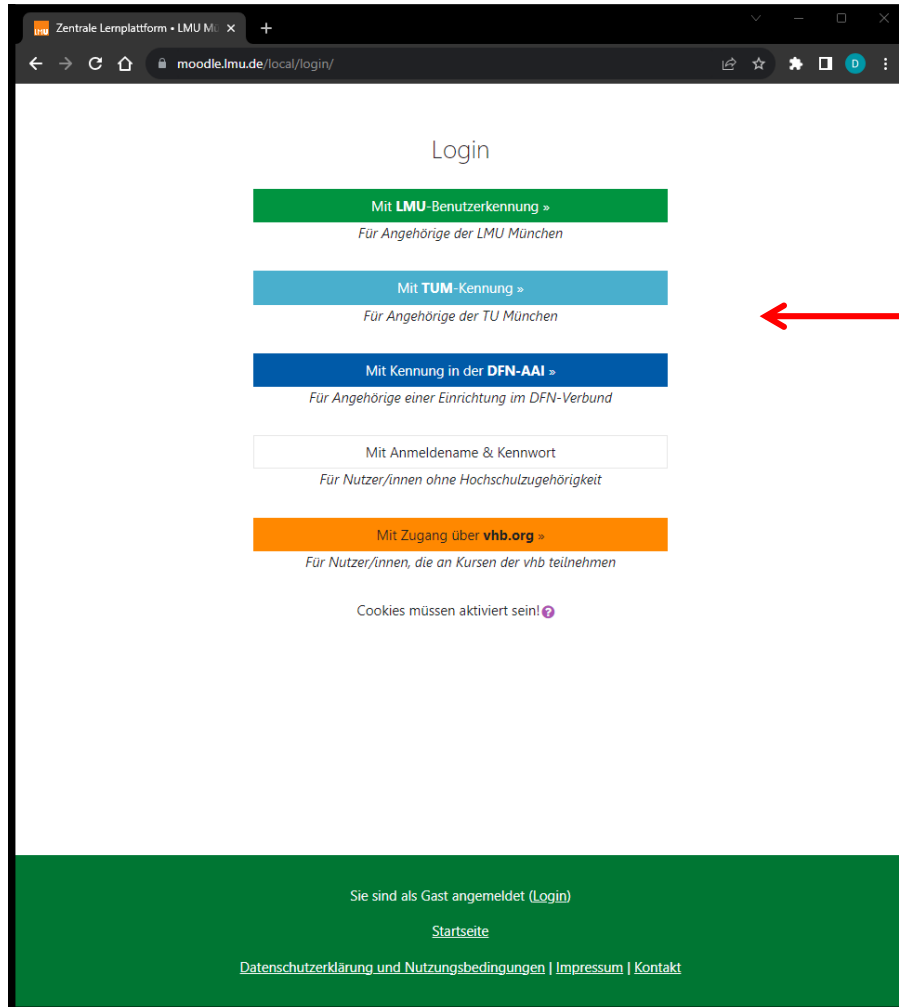
SRN

[Datenschutzerklärung und Nutzungsbedingungen](#) | [Impressum](#) | [Kontakt](#)

Click here



Moodle Forum (5/8)



Log in via the website of your university

Note: for Goethe-University Frankfurt or University Cologne use “DFN-AAI”



Moodle Forum (6/8)

The screenshot shows a Moodle forum page titled "Sustainability Reporting Navigator". The page is in German and is part of a course for the "Institut für Rechnungswesen und Wirtschaftsprüfung (RWP)". The forum post is titled "Einschreibeoptionen" and contains the following text:

Sustainability Reporting Navigator

Helpful information and FAQ for the Sustainability Reporting Navigator.

Trainer/in: Charlotte-Louisa Donau
Trainer/in: Daniel Hamburger
Trainer/in: Cathrin Hausmann
Trainer/in: Inga Meringdal
Trainer/in: Inga Meringdal
Trainer/in: Andreas Oberhauser

Selbsteinschreibung (Teilnehmer/in)

Einschreibeschlüsse

Einschreiben

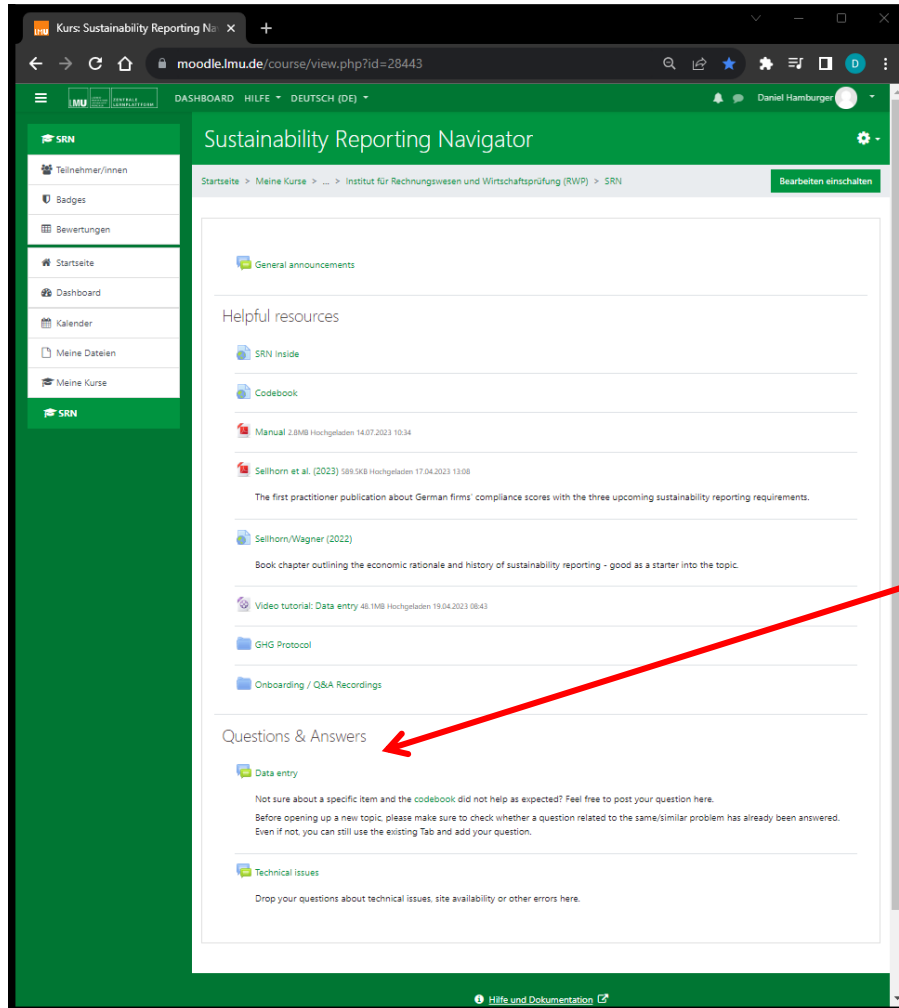
At the bottom of the page, it says "Sie sind angemeldet als Daniel Hamburger (Logout)" and "SRN".

Insert the key
"navigate" here

And click here



Moodle Forum (7/8)



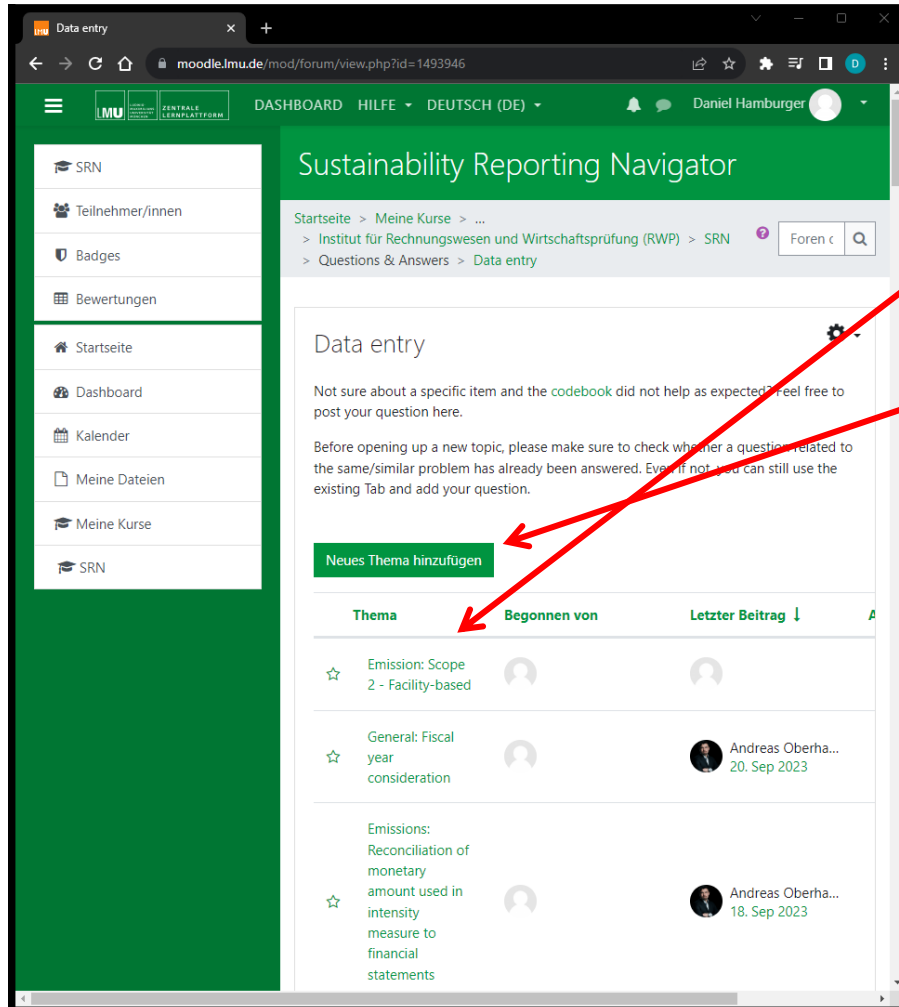
Once you logged in you have access to several forums and further learning materials.

If you have questions, select the corresponding forum:

- Data entry
- Technical Issues



Moodle Forum (8/8)



Please check the forum for existing questions and answers.

If you have any further questions, you can add a new topic.

