SRN Getting Started

Part One: Registration

To register for the SRN, visit the SRN-Inside area
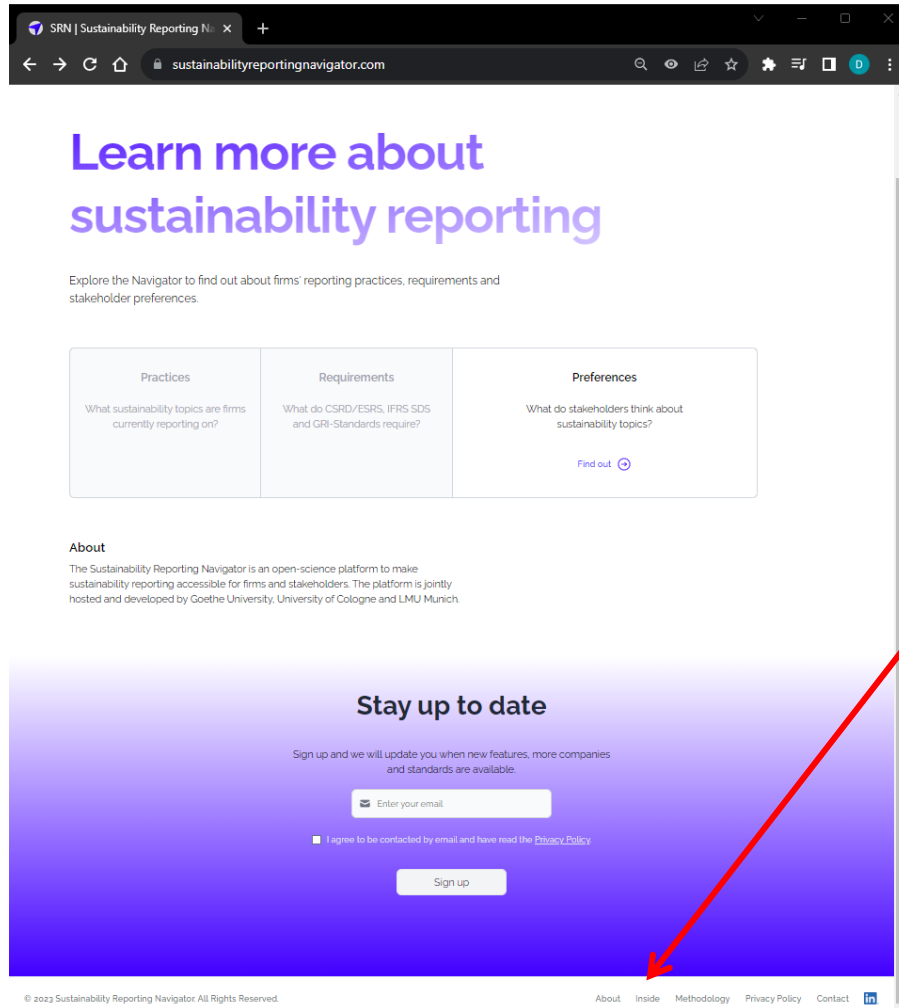
You can navigate to SRN Inside by looking at the bottom footer of the homepage and click "Inside"

https://sustainabilityreportingnavigator.com/

Choose your preferred sign-in option
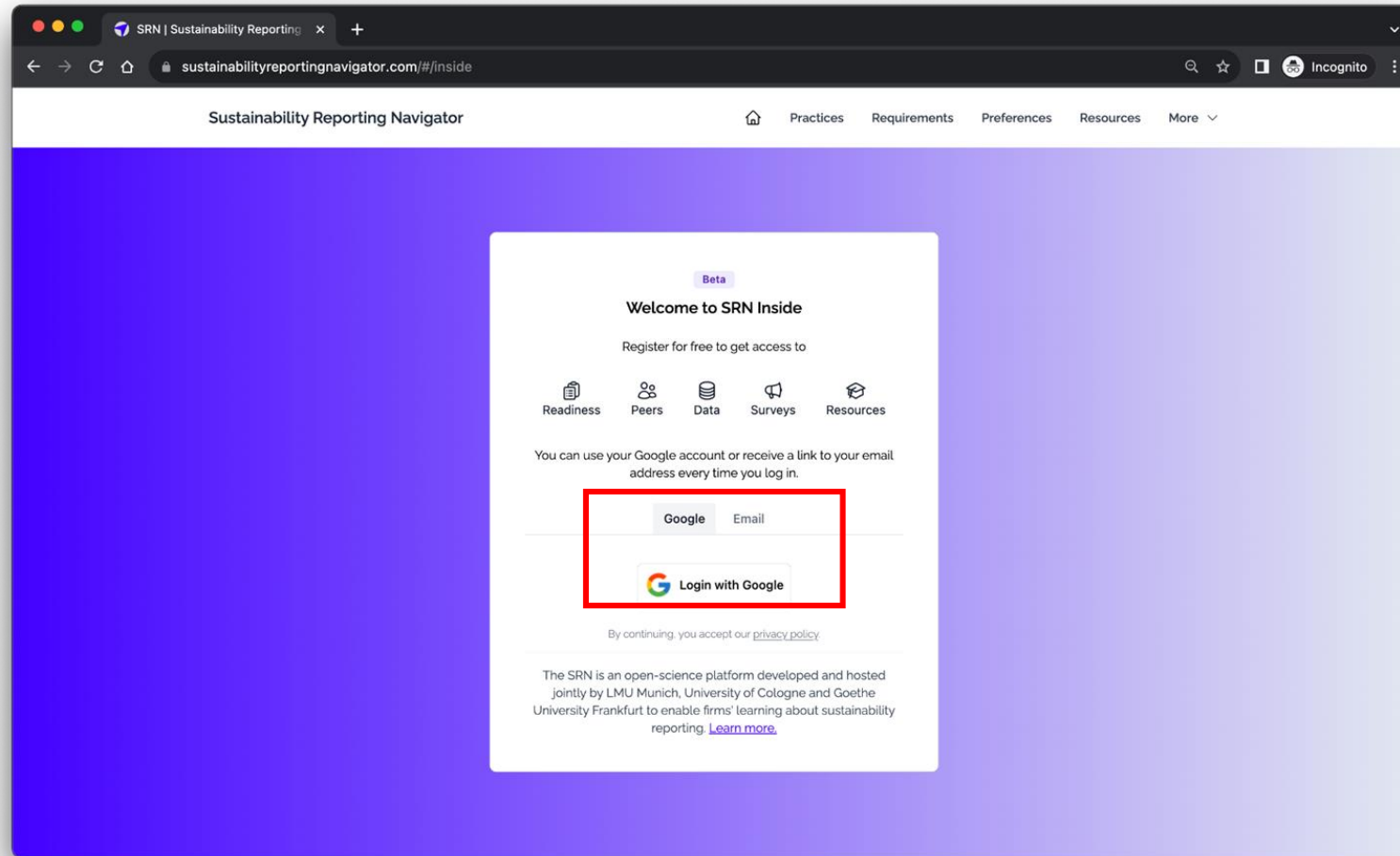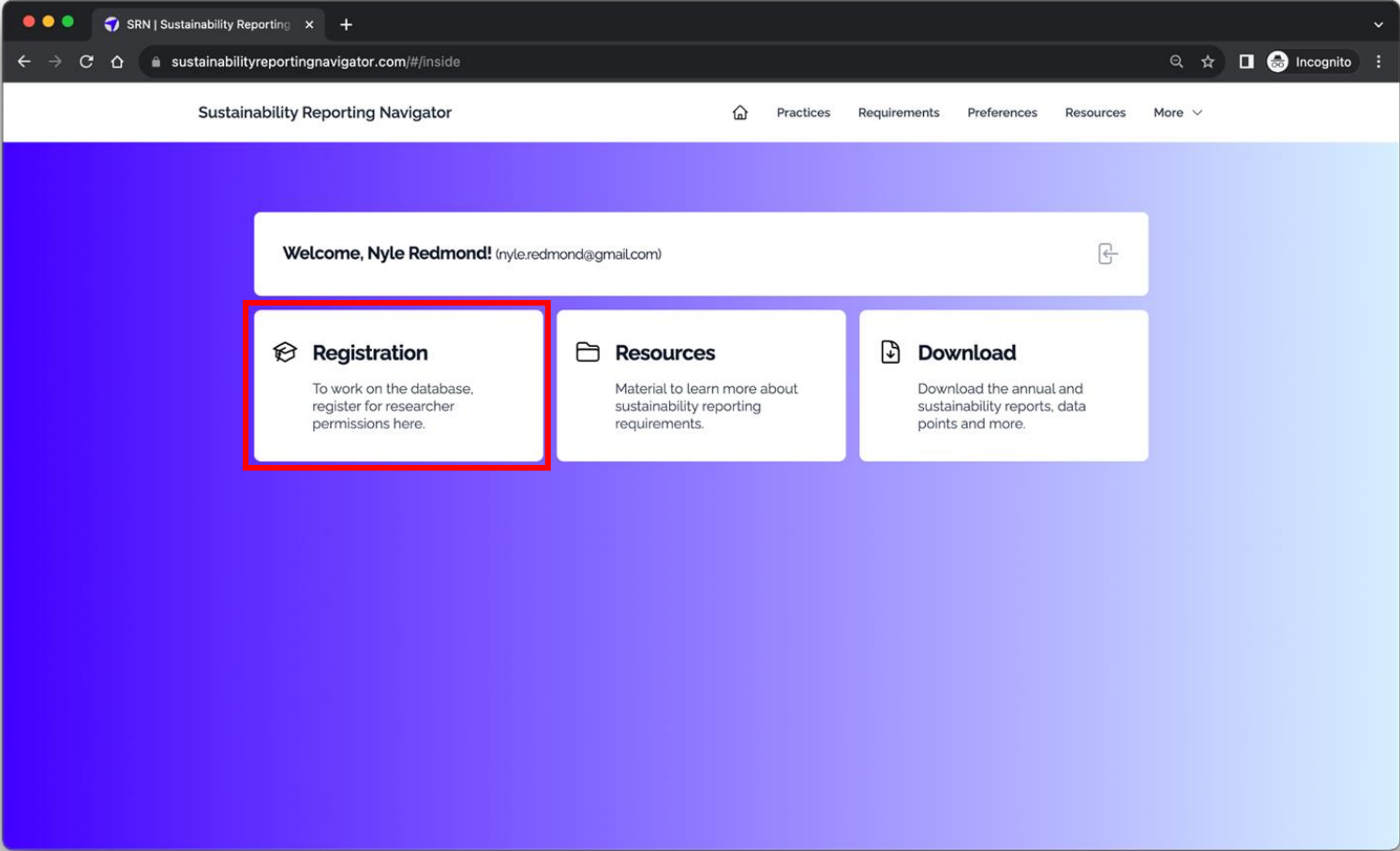

You can login either

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
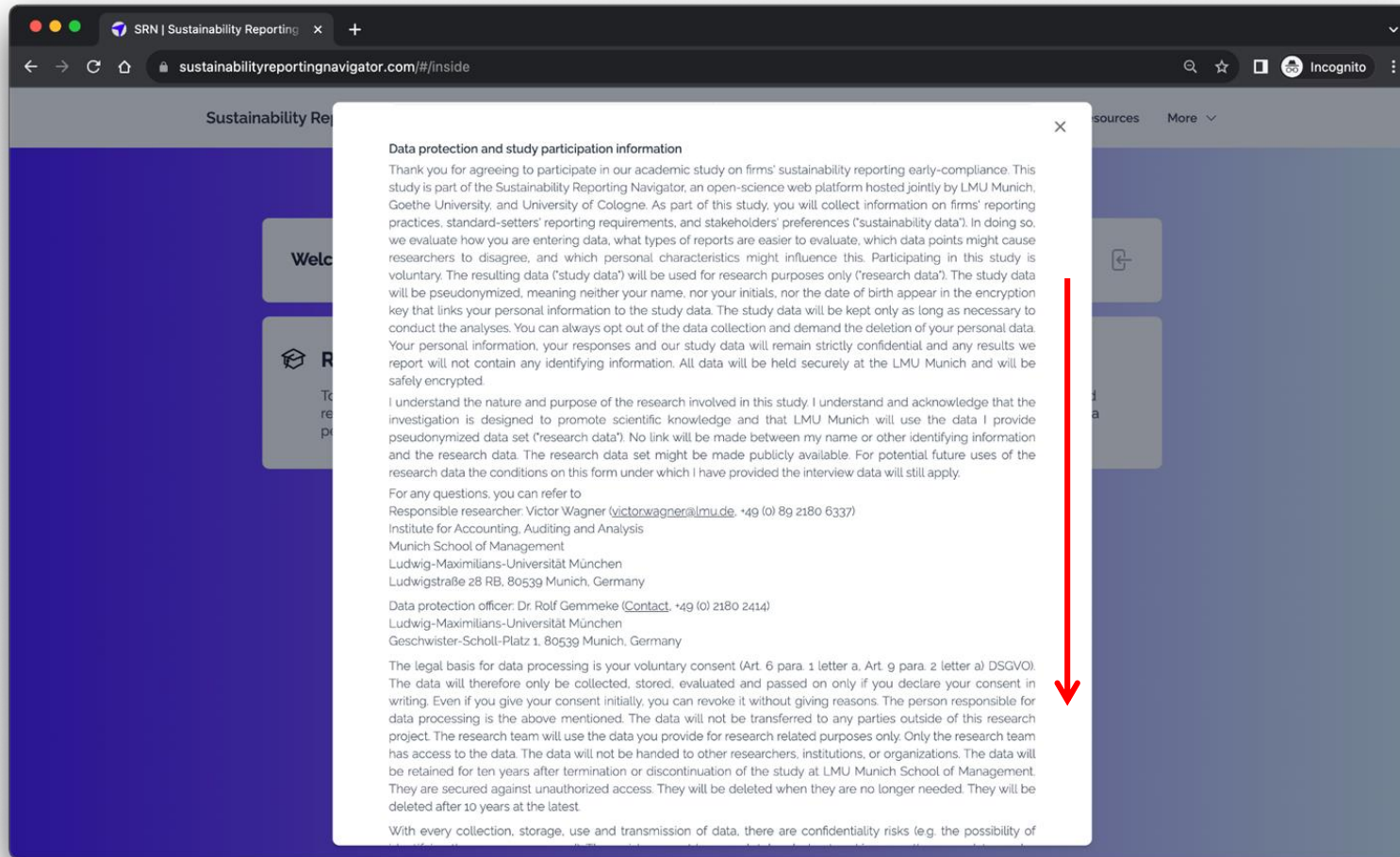
Answer all questions...

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"

Don't forget the checkbox.

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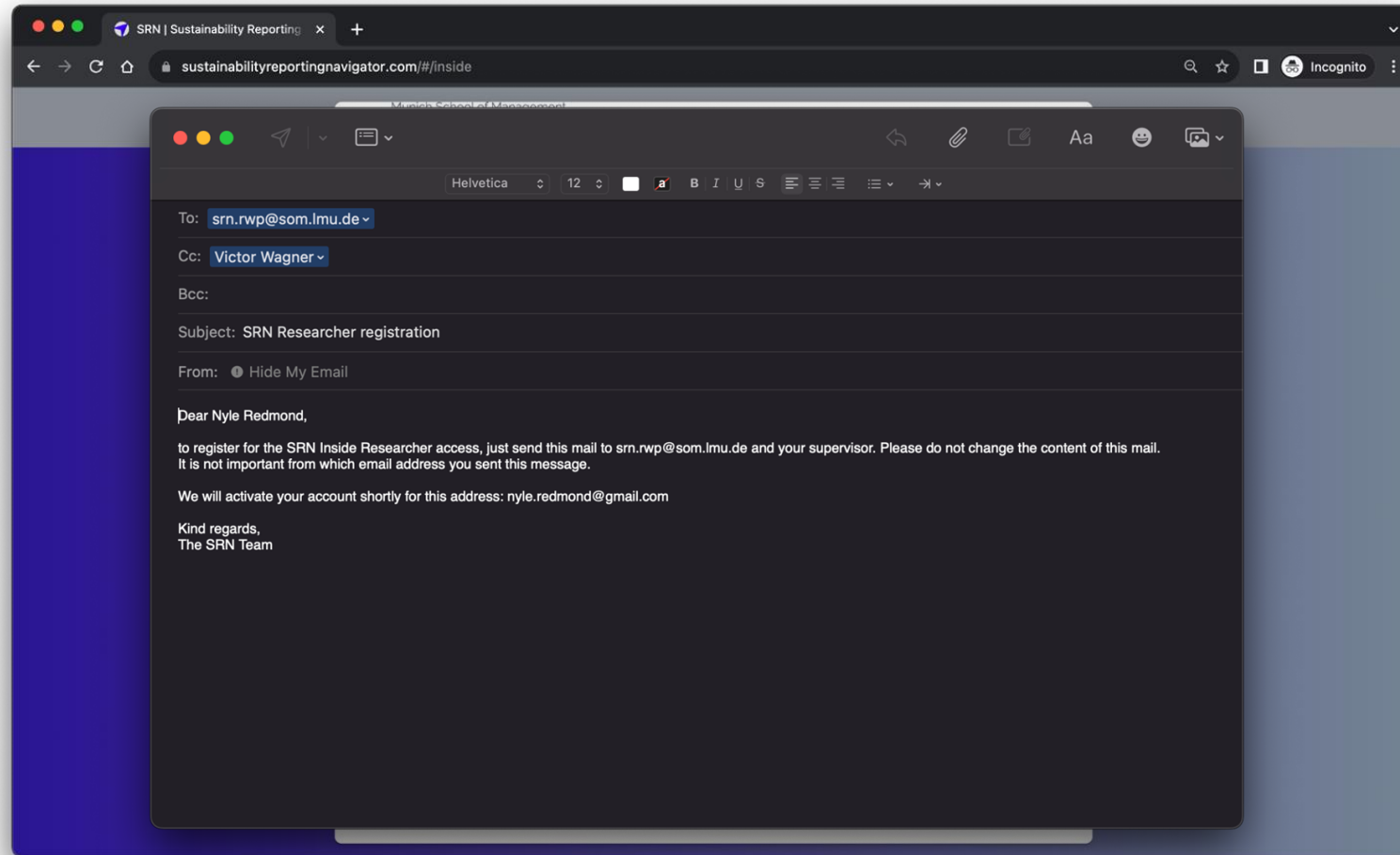
Then send the mail
to the specified
recipients, i.e. the SRN
email at LMU and your
supervisor.

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
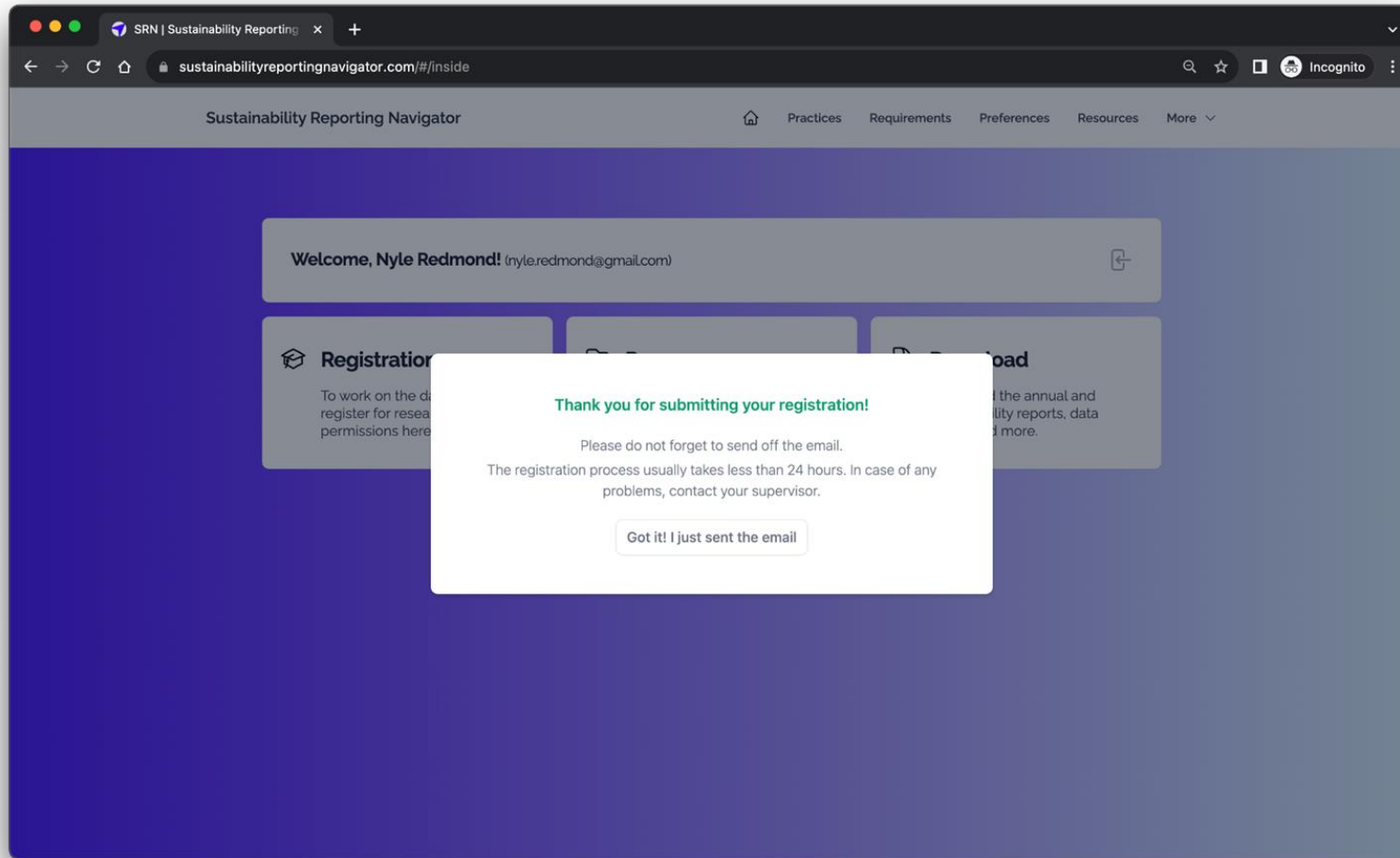
SRN Analyst Manual
Part Two: Data entry

Once registered, you'll find a new menu item „Tasks"
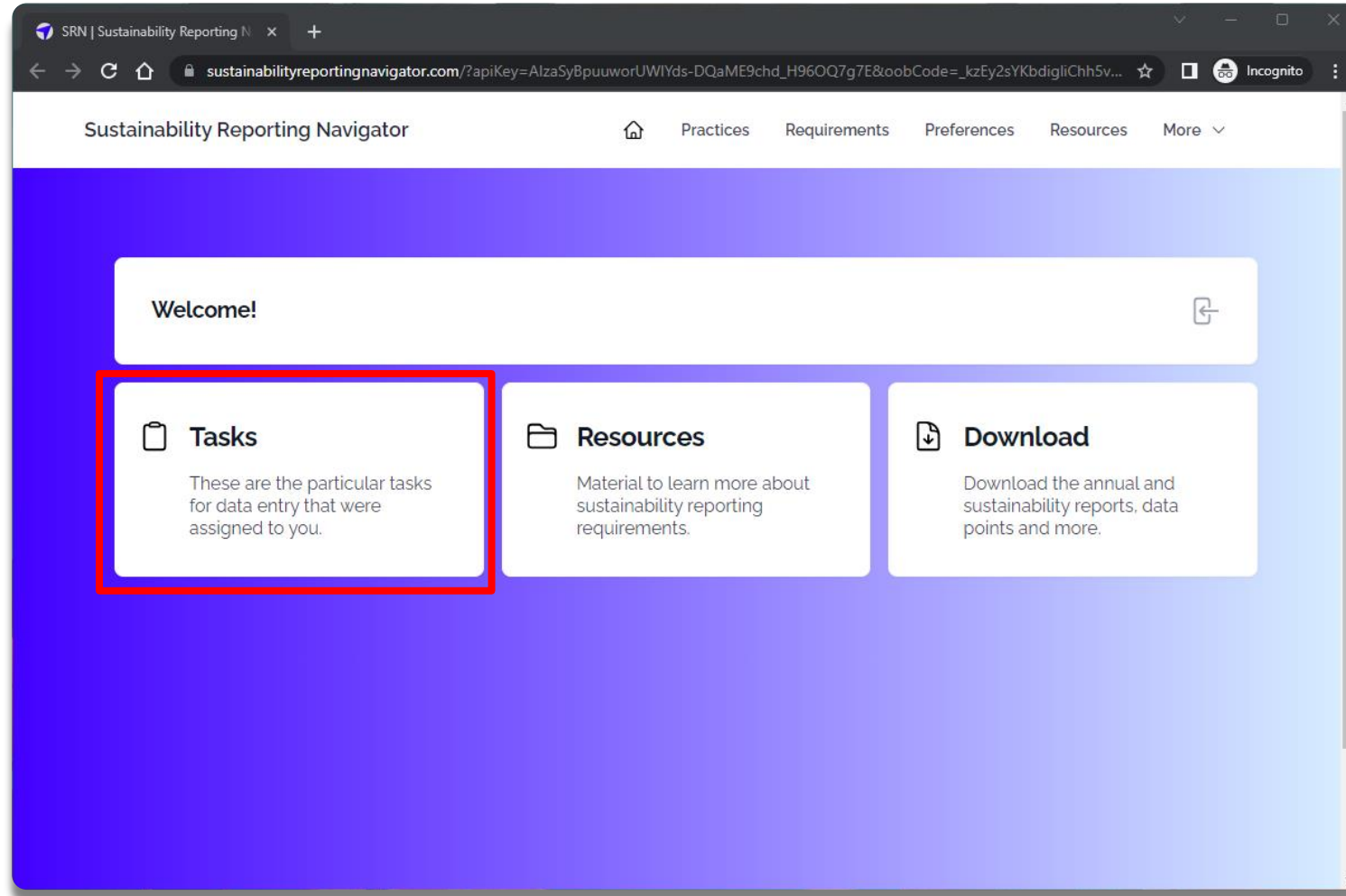
We will notify you by email or in class that you are registered.

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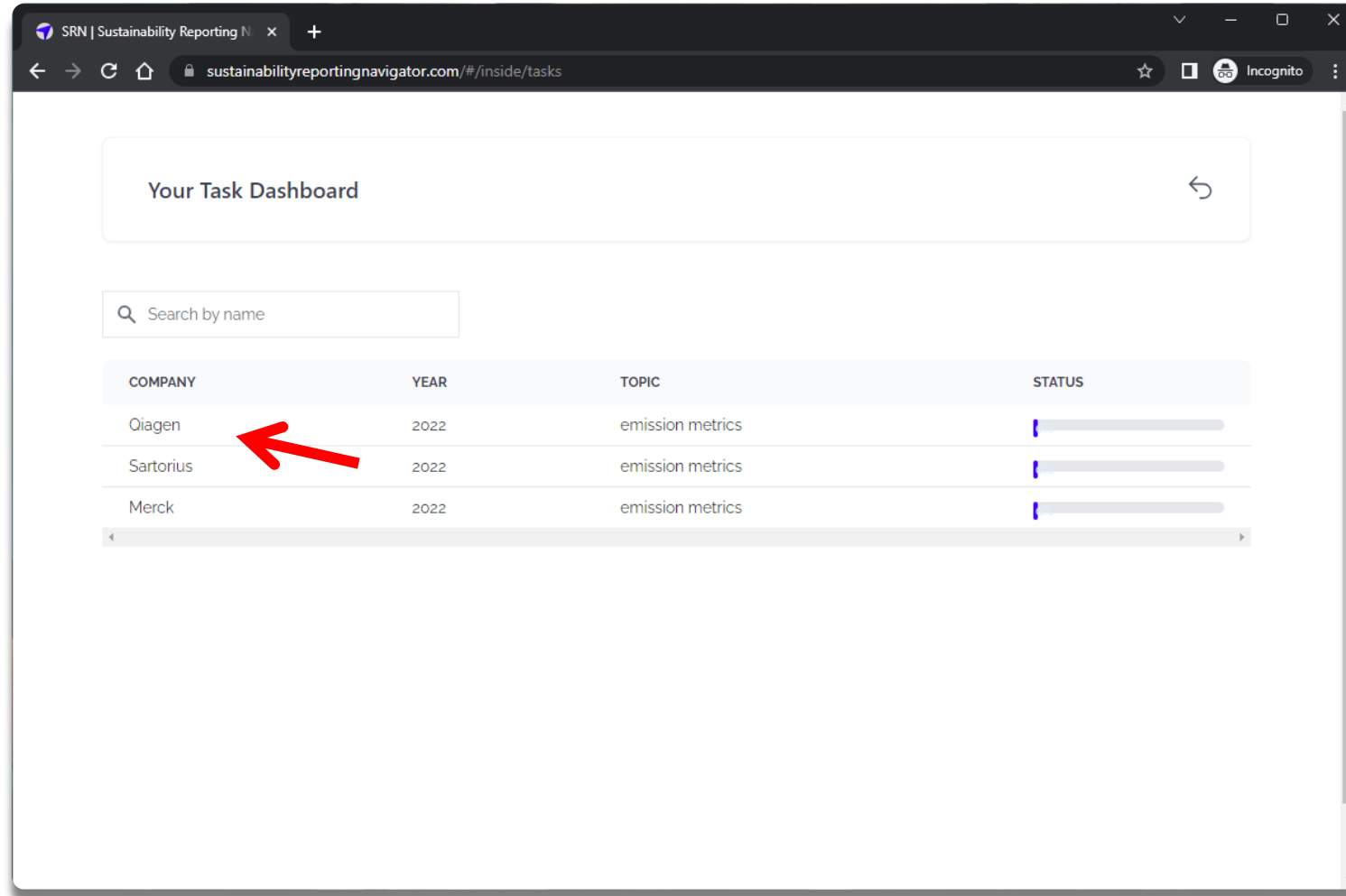
Click on any company-year-topic combination (i.e., a task) that is assigned to you to start the data entry.

The data entry platform consists of two parts
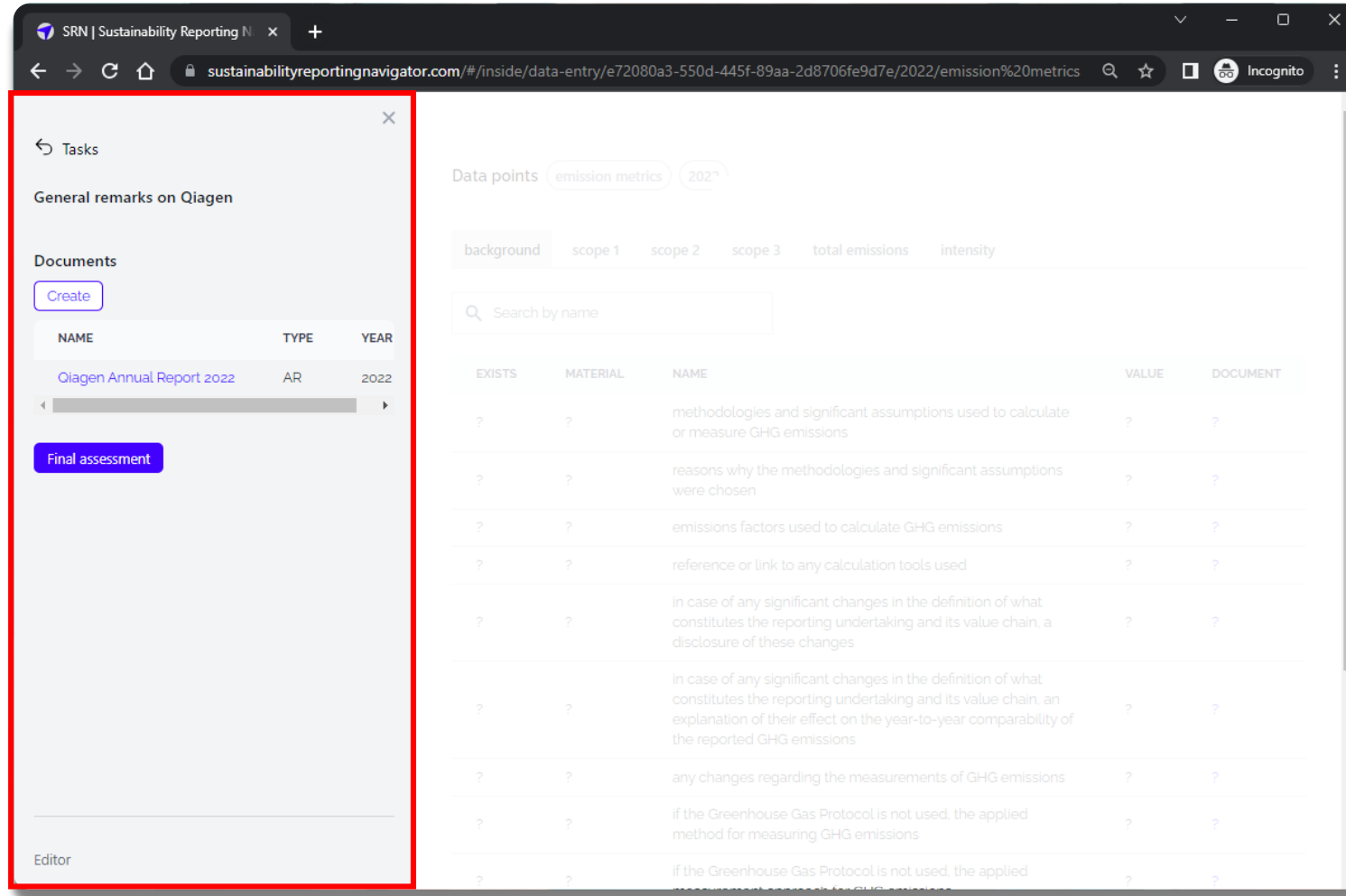
(1) On the left sidebar, you'll might find general remarks about the company.

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

If there are documents missing, just add them
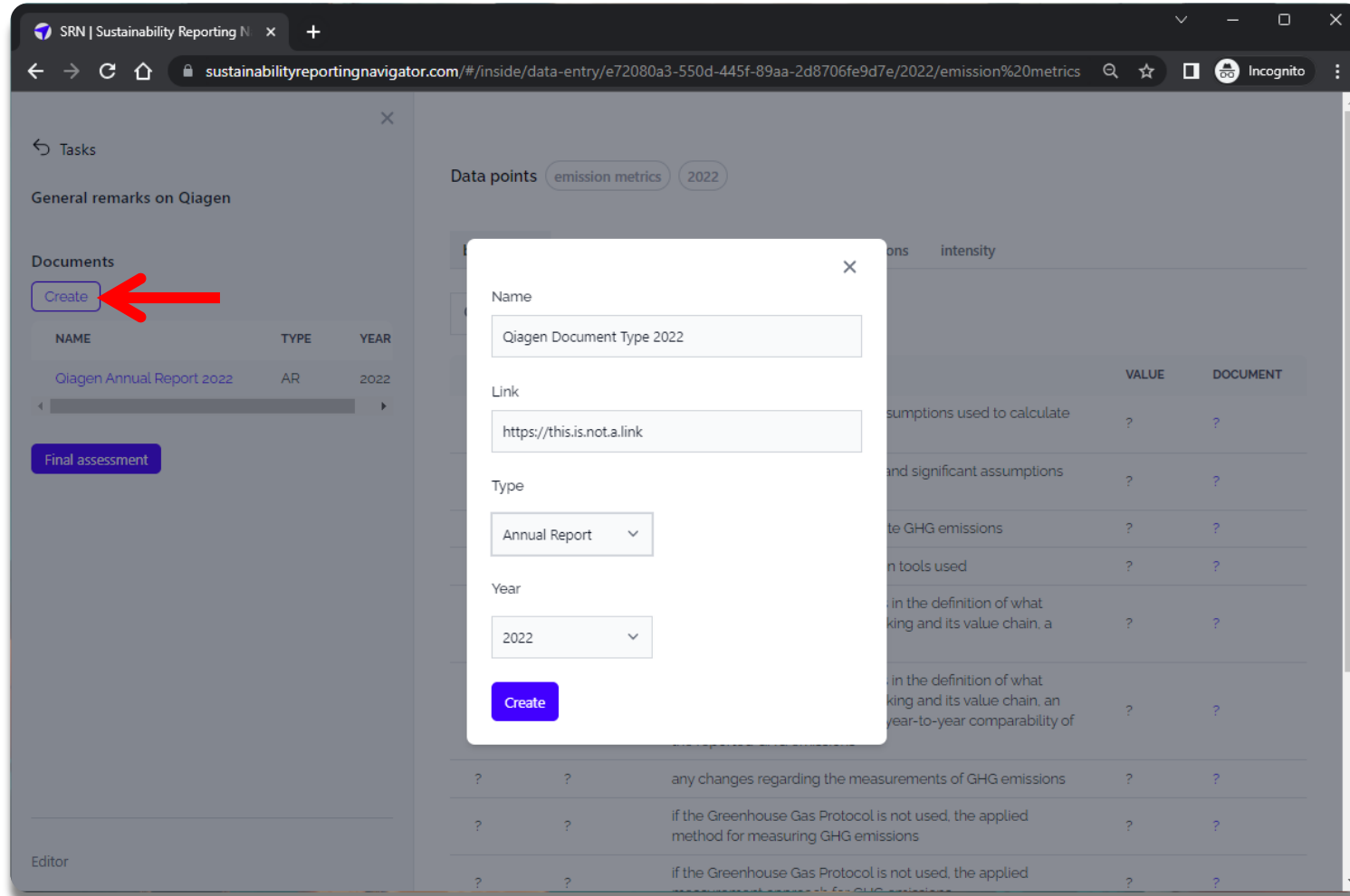
We source our data from the annual and sustainability reports.

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

(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...
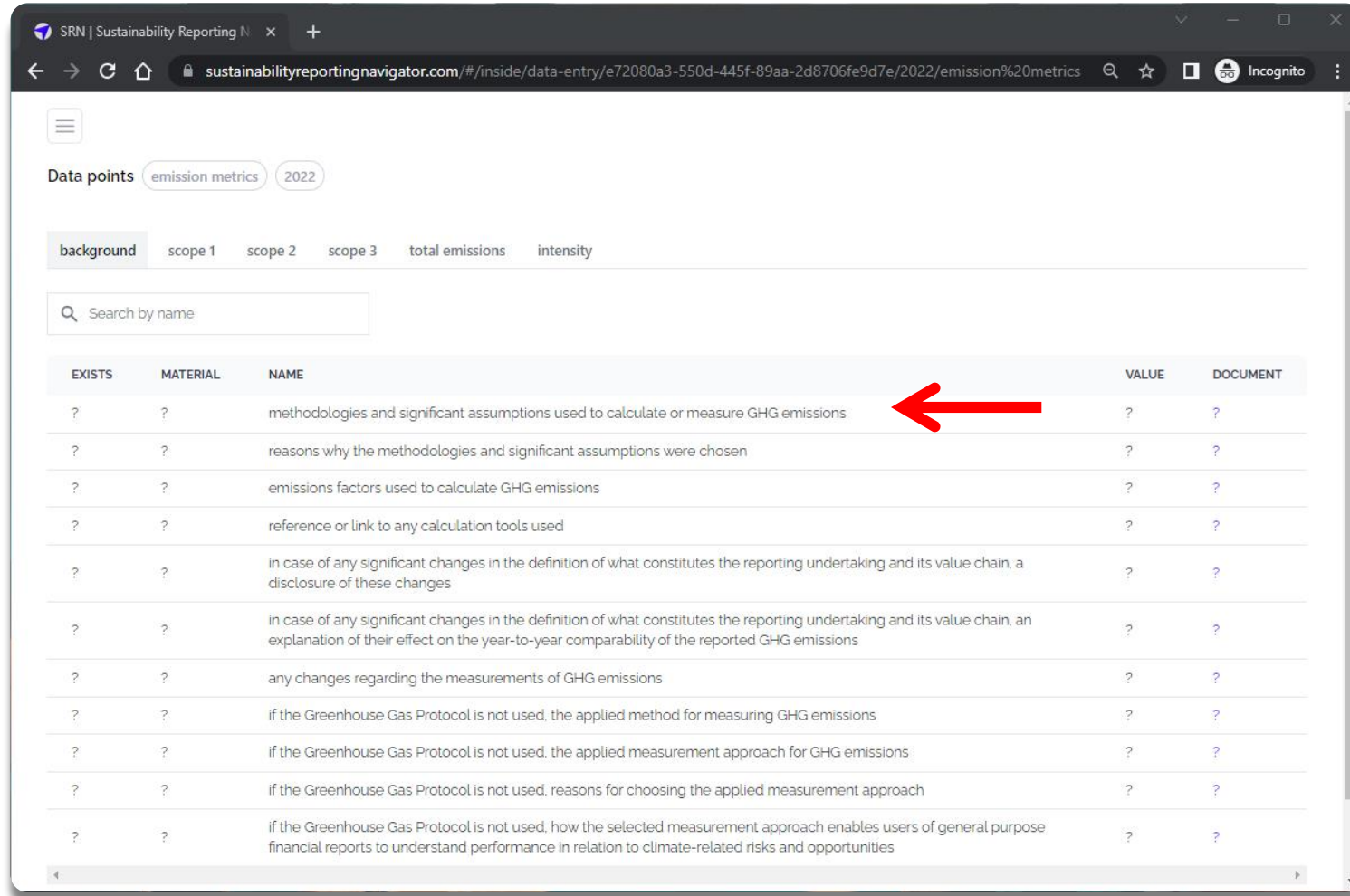
The pop-up shows different fields that are required

- **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…
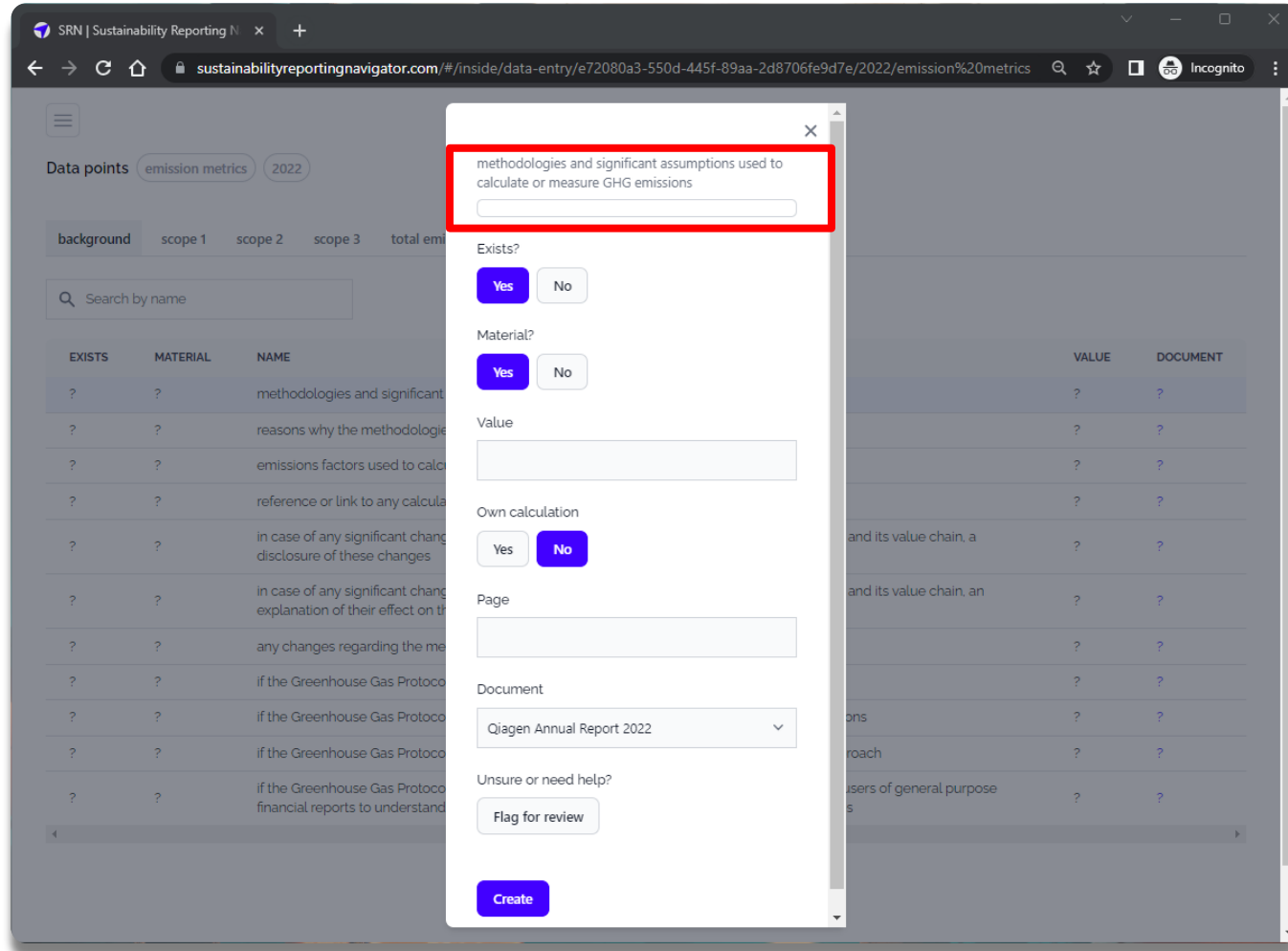
- **value:** e.g., the value Scope 1 emissions (in the specified unit)

- **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...

- **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.

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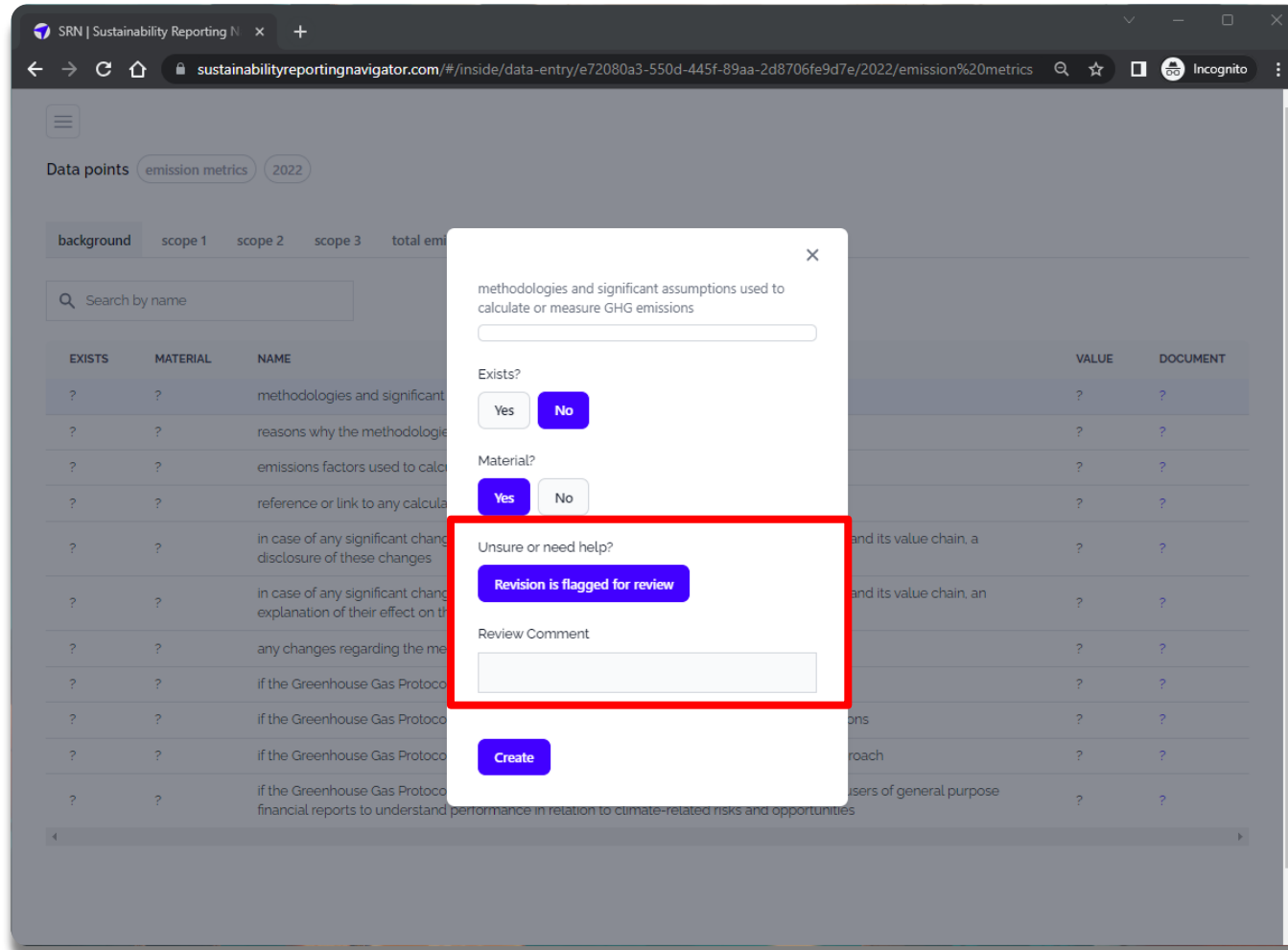
- **flag for review:** if you are in any way unsure about the data point, just flag it and add a comment for us to review.

After this, you can create it
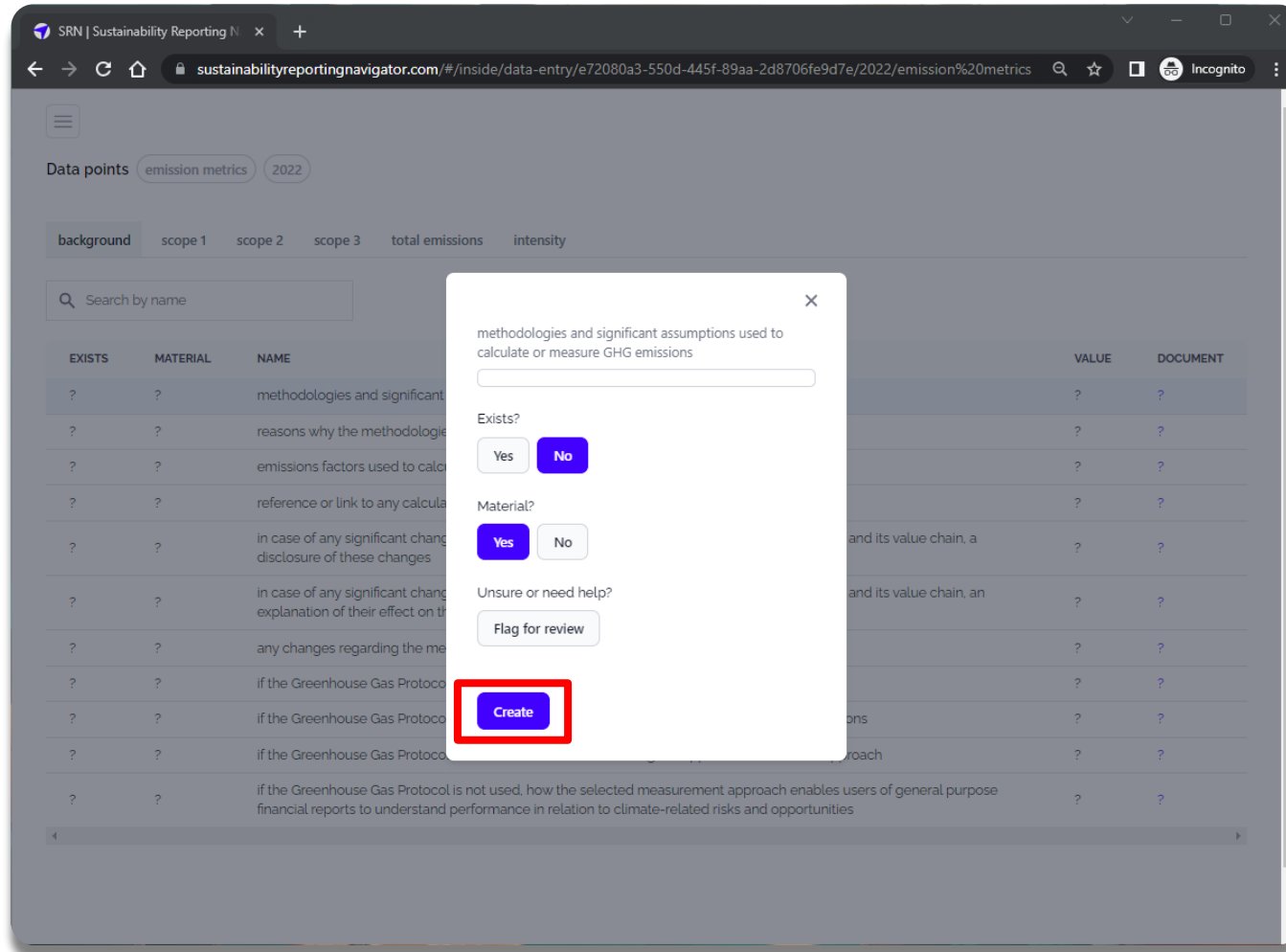
To create the data Point now, just click on the "Create" button.

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.
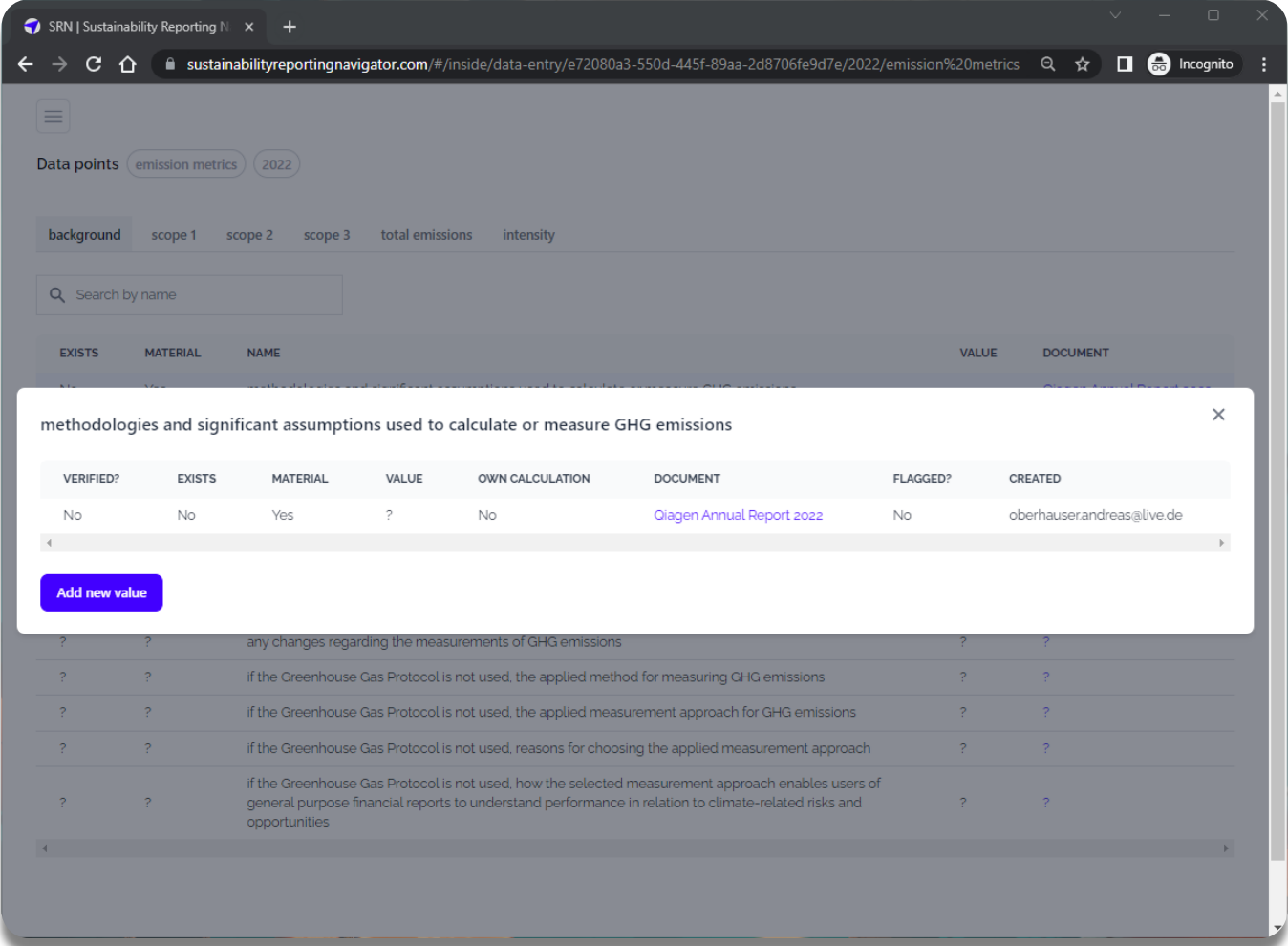
If you have finished all data points, finish the survey
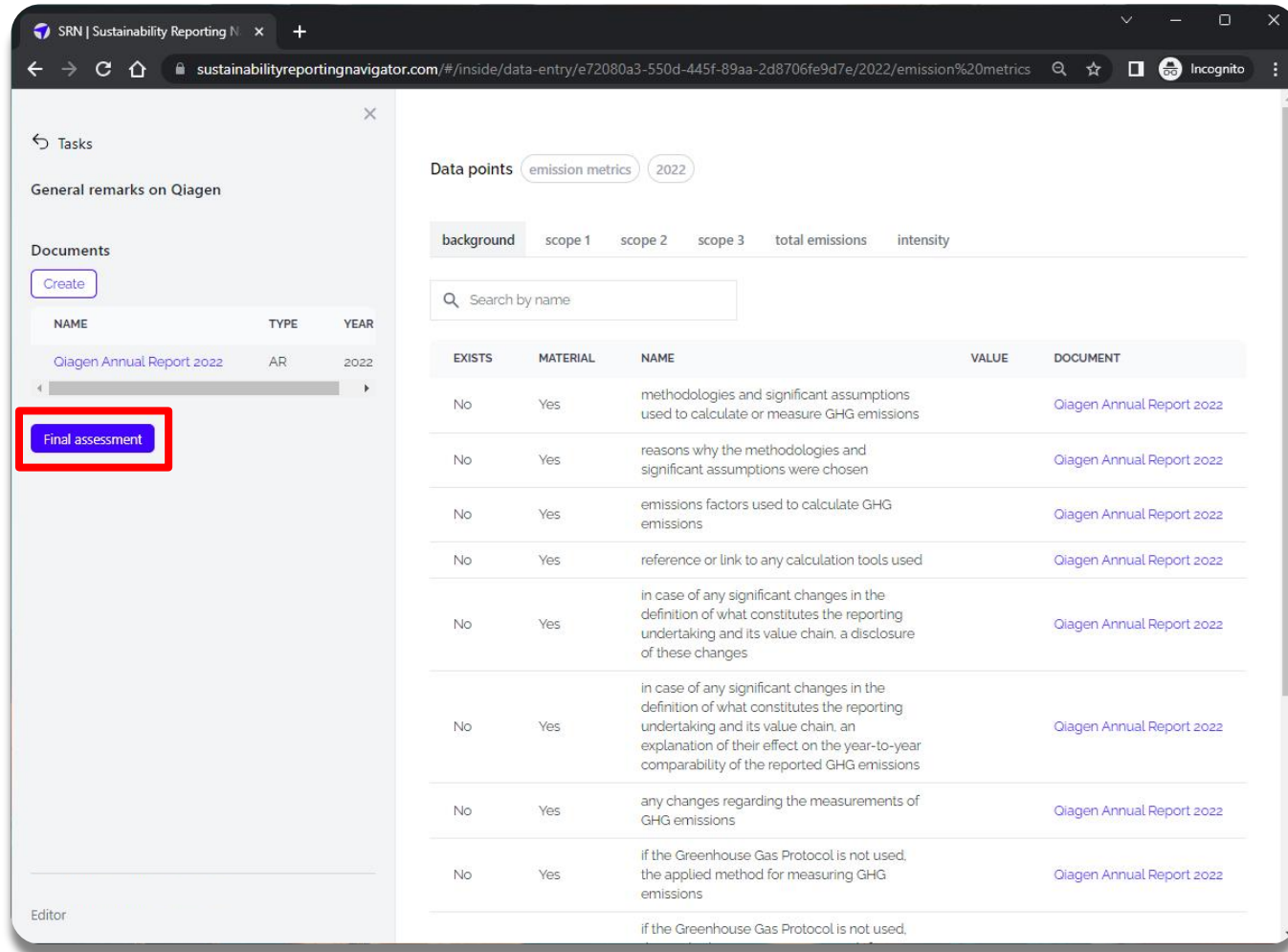
After creating data points for all the items, you can click on the button that shows "Final assessment".

If you have finished all data points, finish the survey
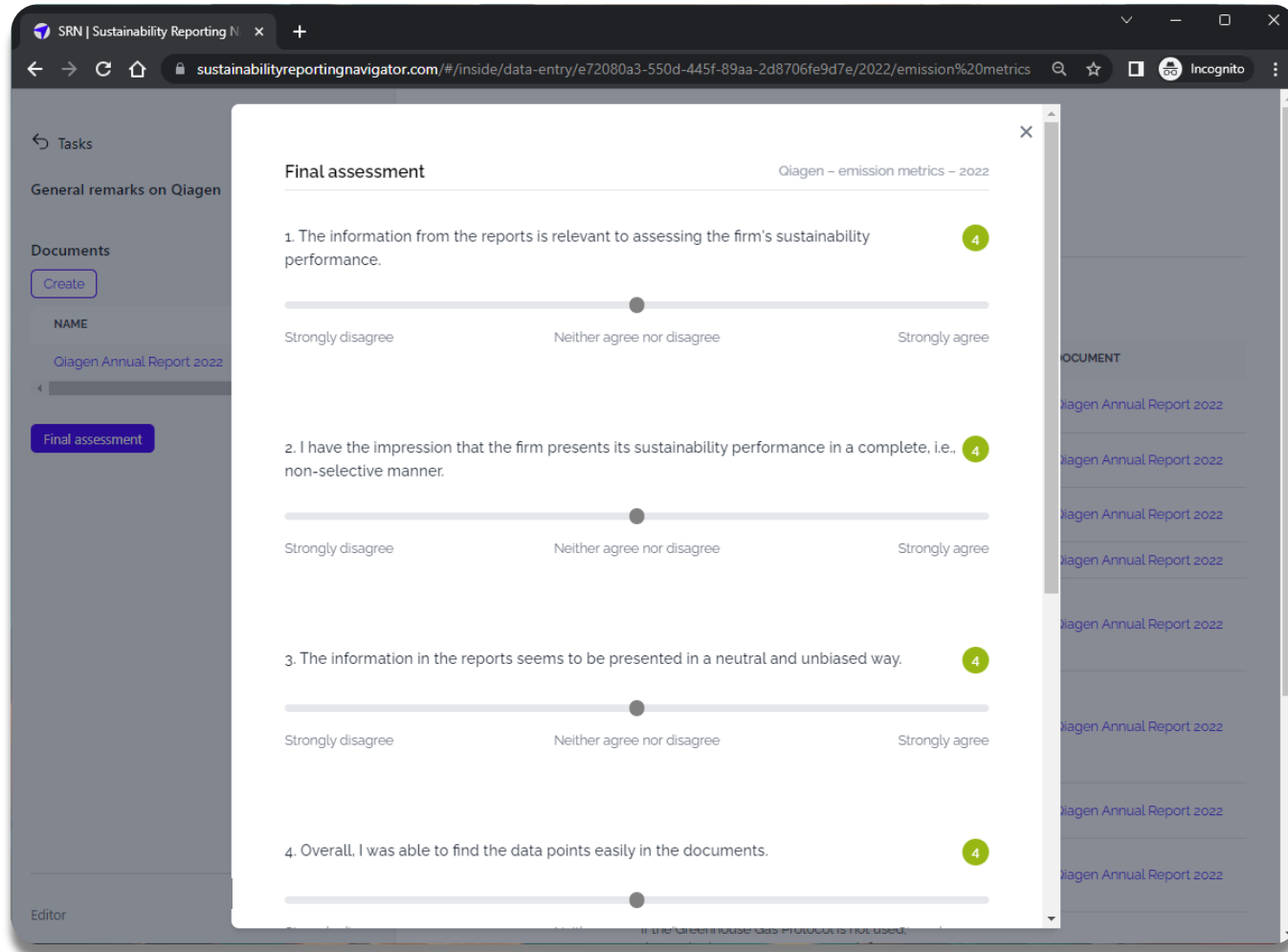
It consists of six questions relating to the sustainability performance and presentation.

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

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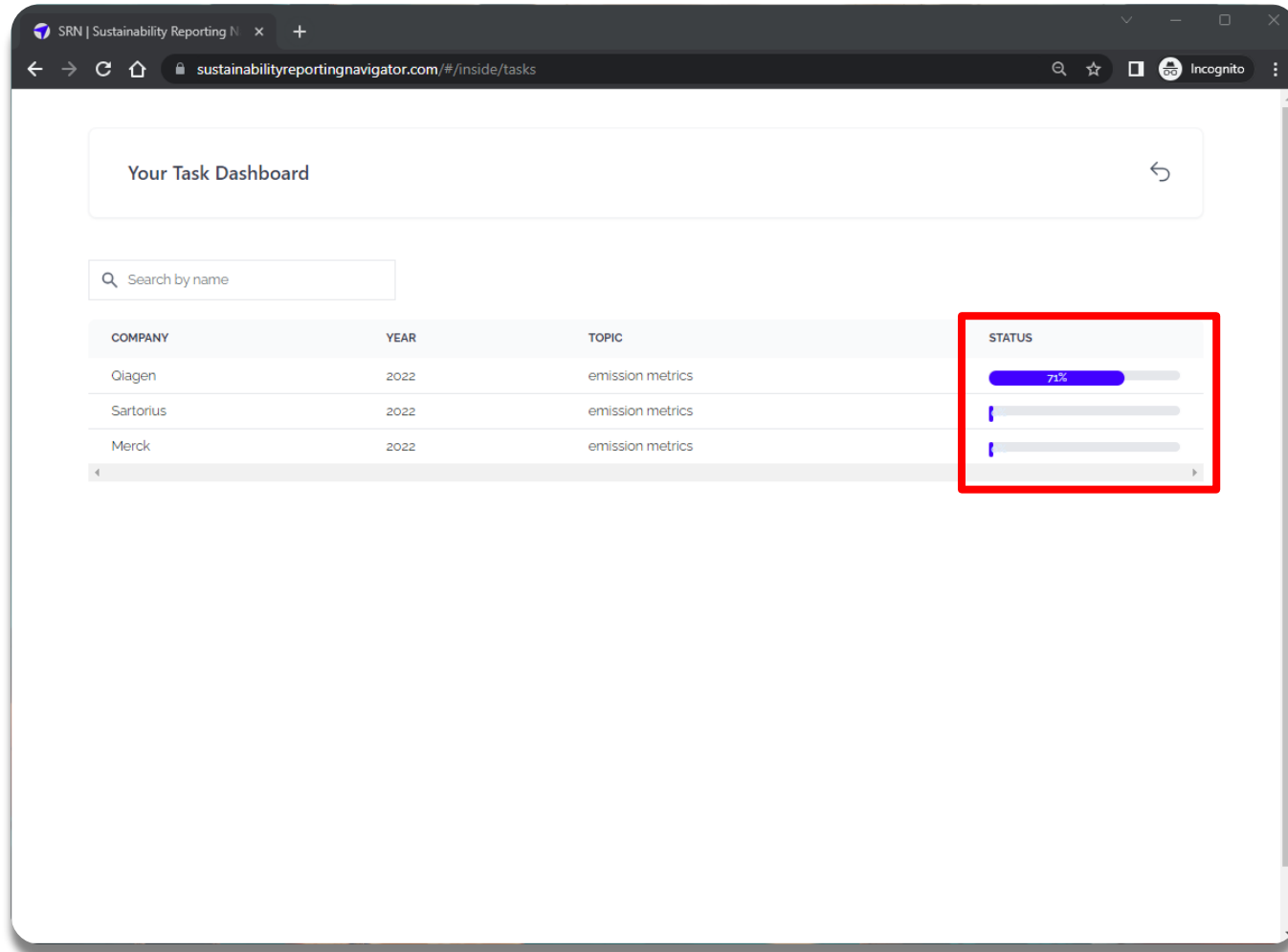
When going back to your Dashboard, you can now see which tasks are finished and which ones still need data collection.

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.
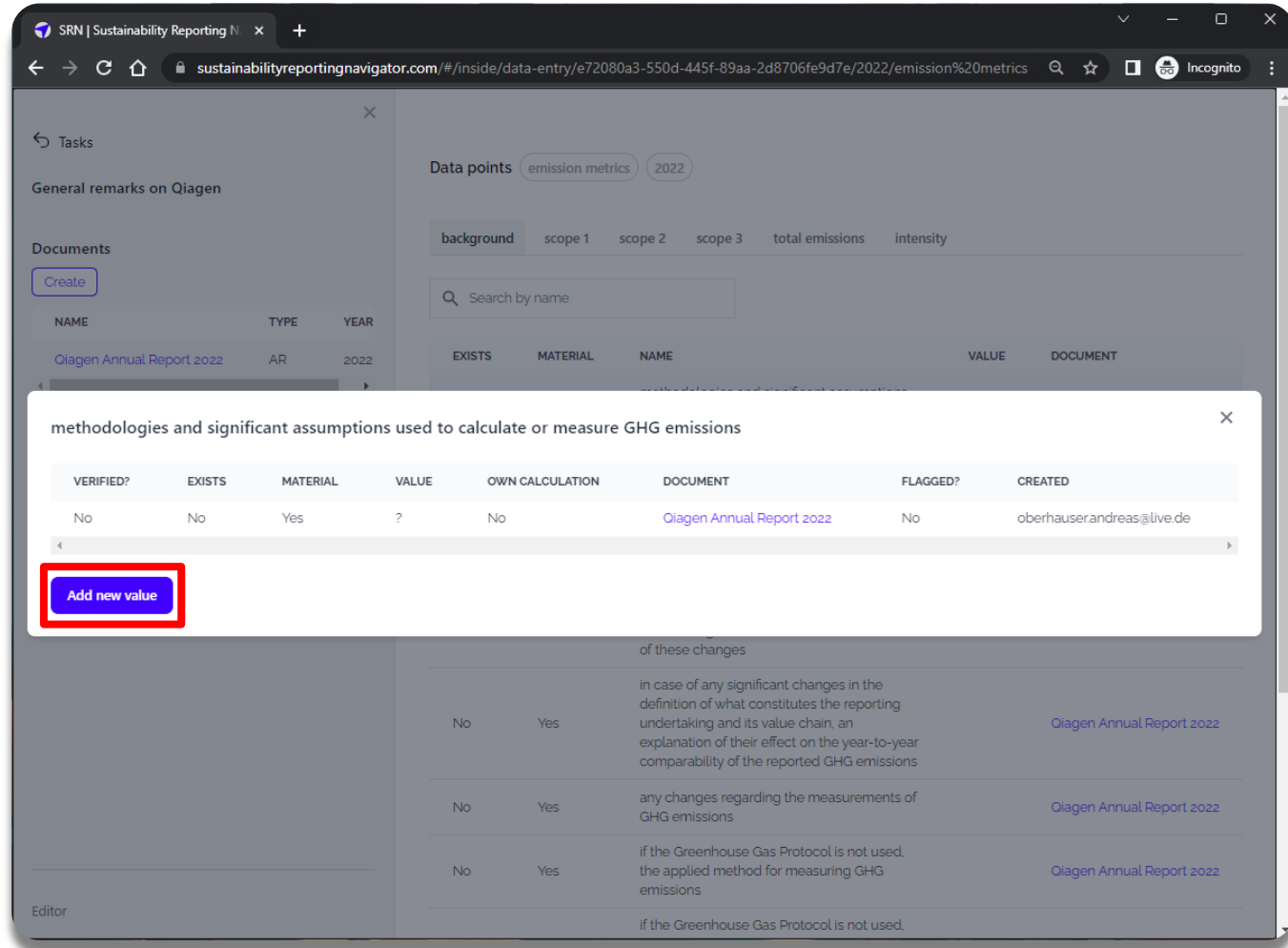 - Please use the pages from the PDF reader. Why? We'll link the information in the front end of the SRN to its exact page. And this targets the reader directly.

- 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.
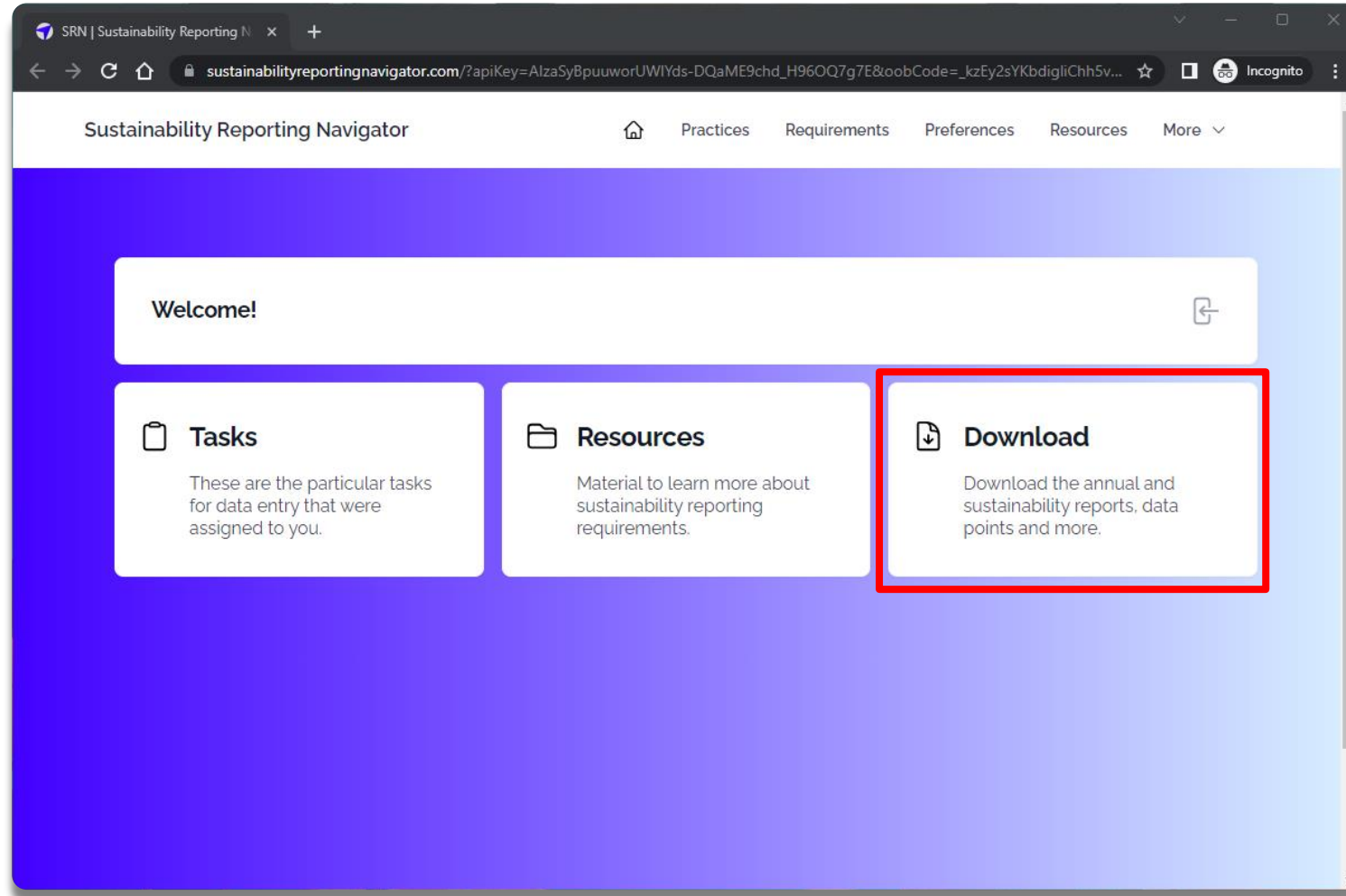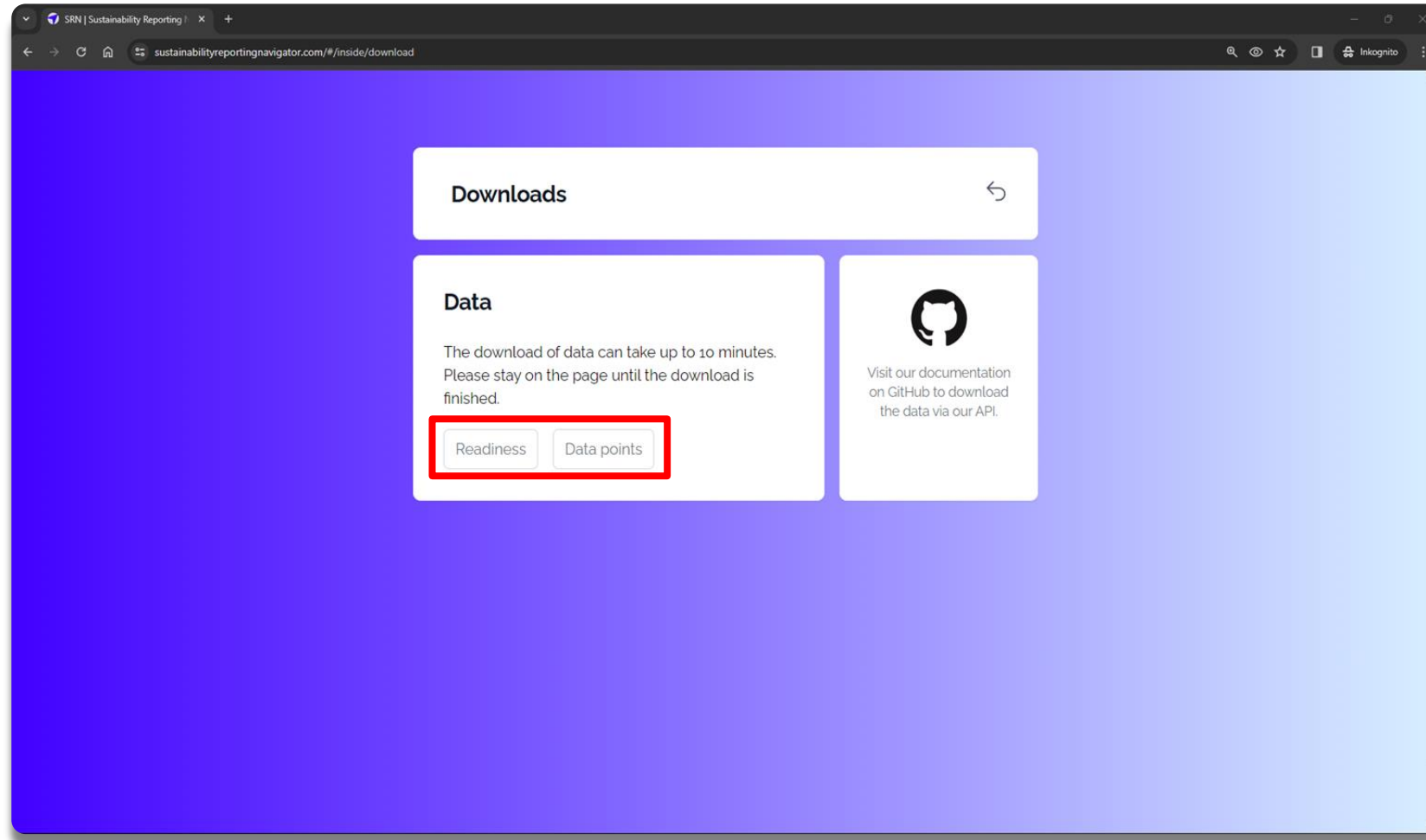
SRN Analyst Manual
Part Three: Download Data

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

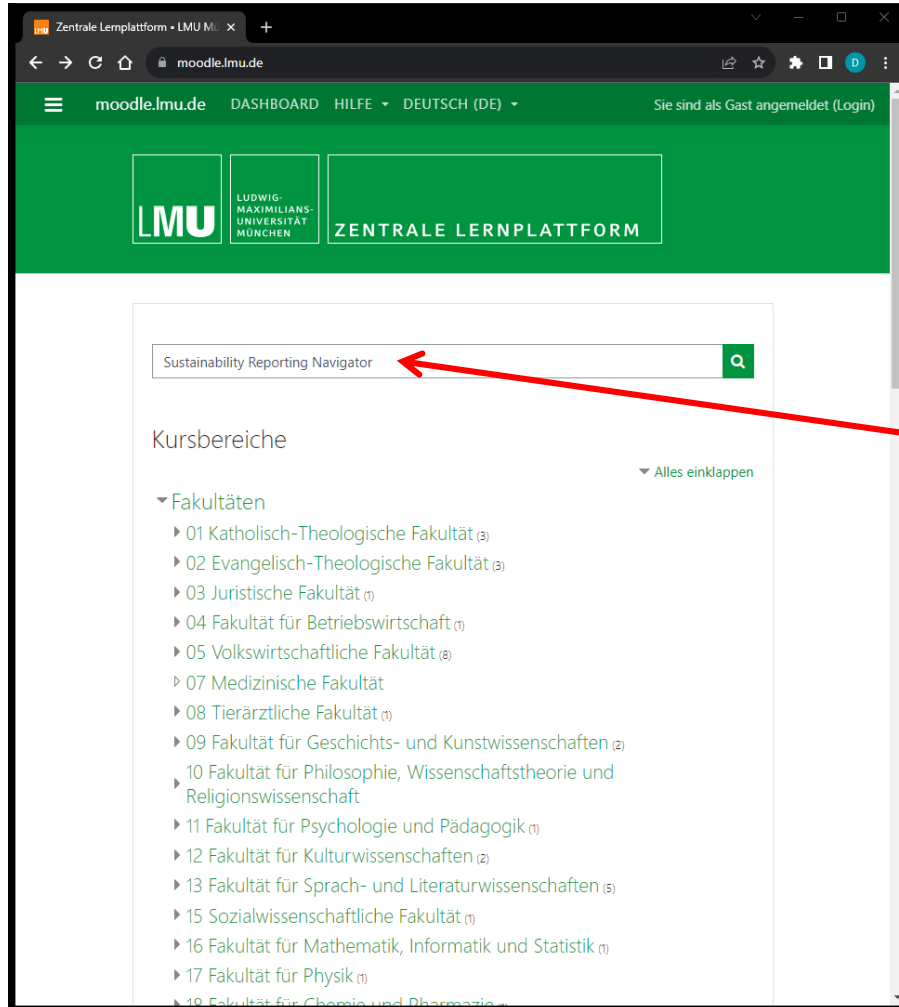# You can download the readiness scores and data points of your collected companies

! This may take a while.
Please be patient !

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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"
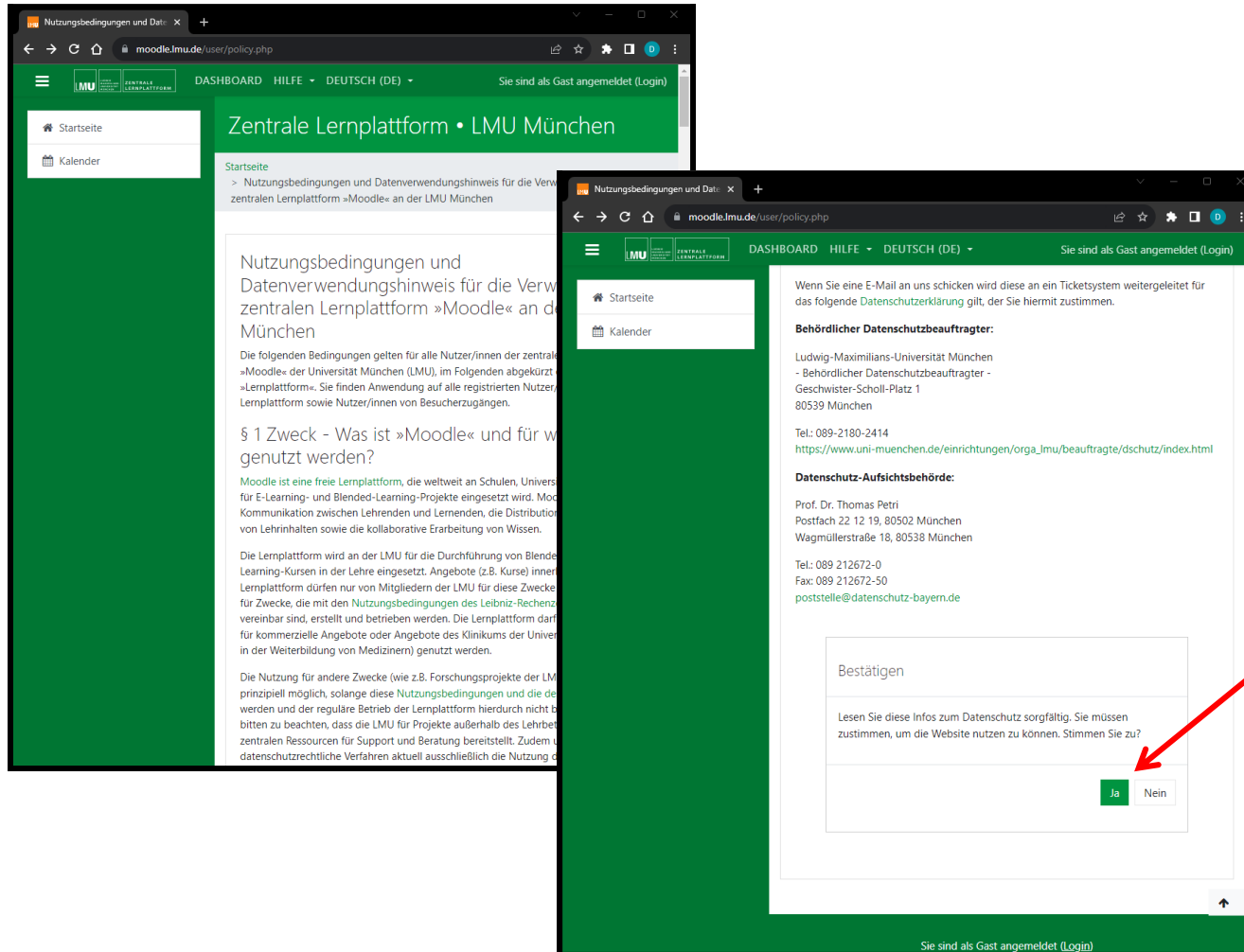
© Sustainability Reporting Navigator.
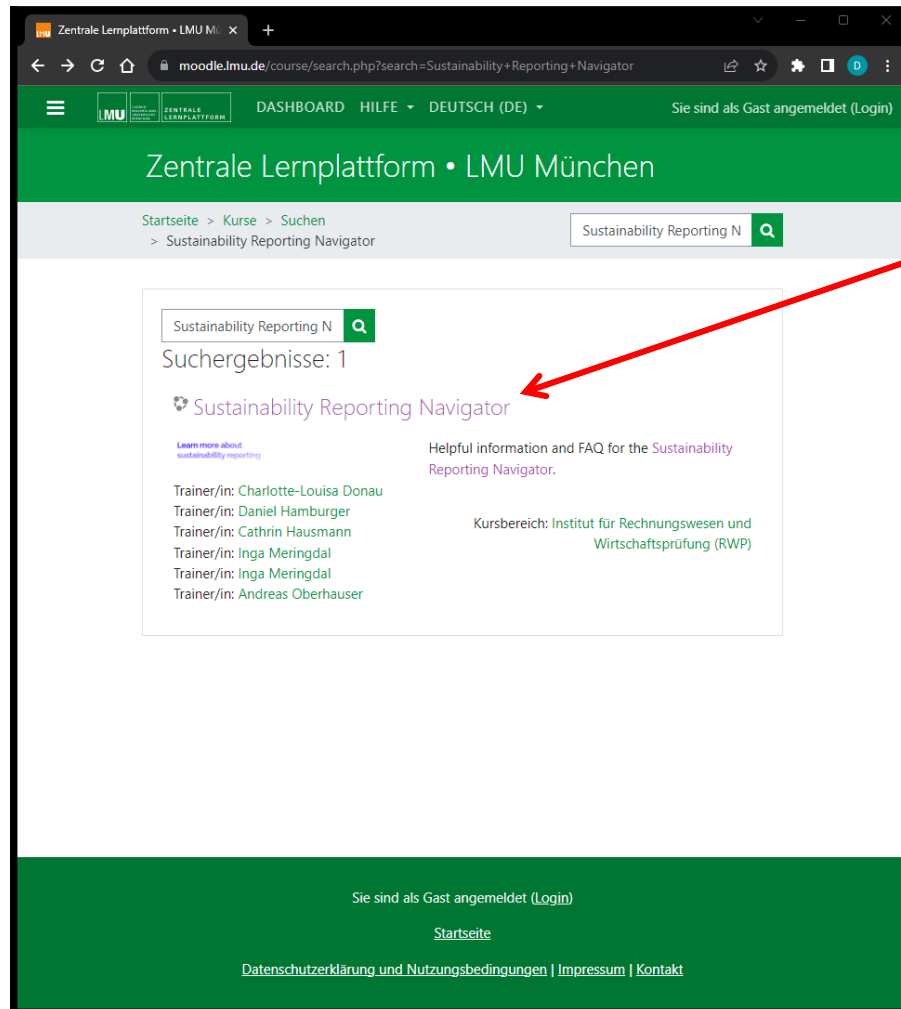
Moodle Forum (2/8)

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)

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"

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Moodle Forum (6/8)

Insert the key **"navigate"** here

And click here

Moodle Forum (7/8)
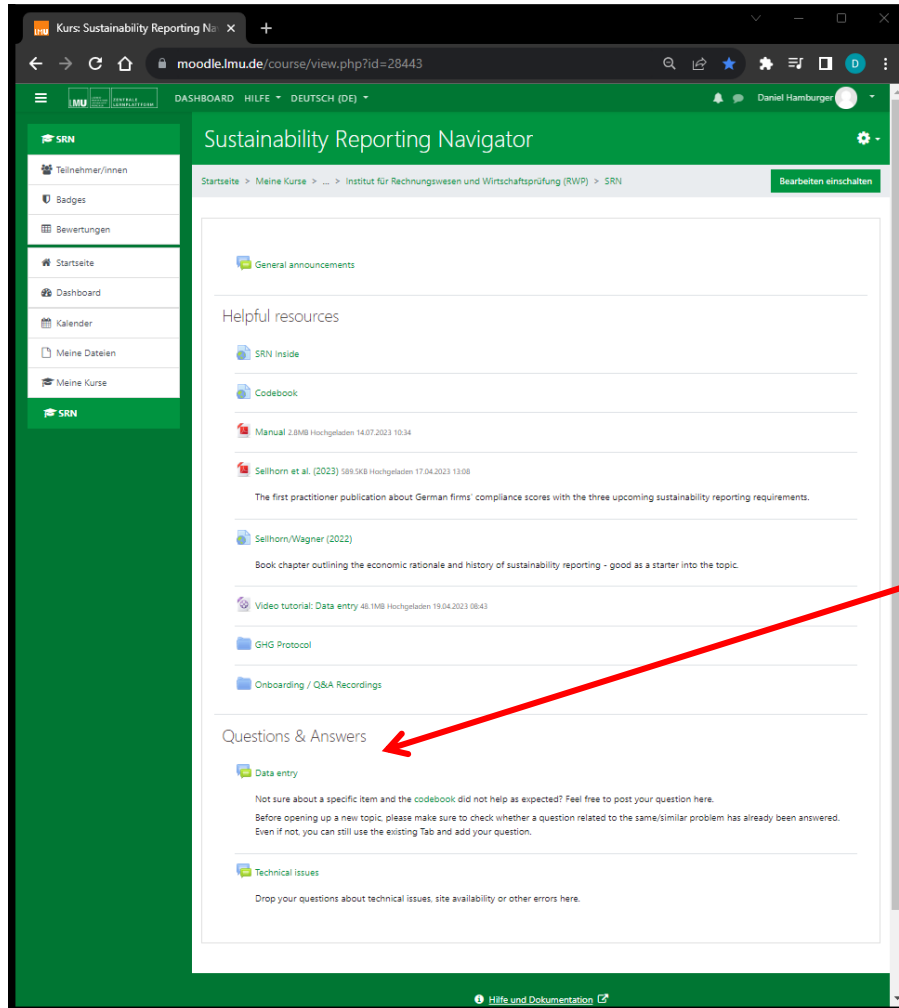
Once you logged in you have access to several forums and further learning materials.
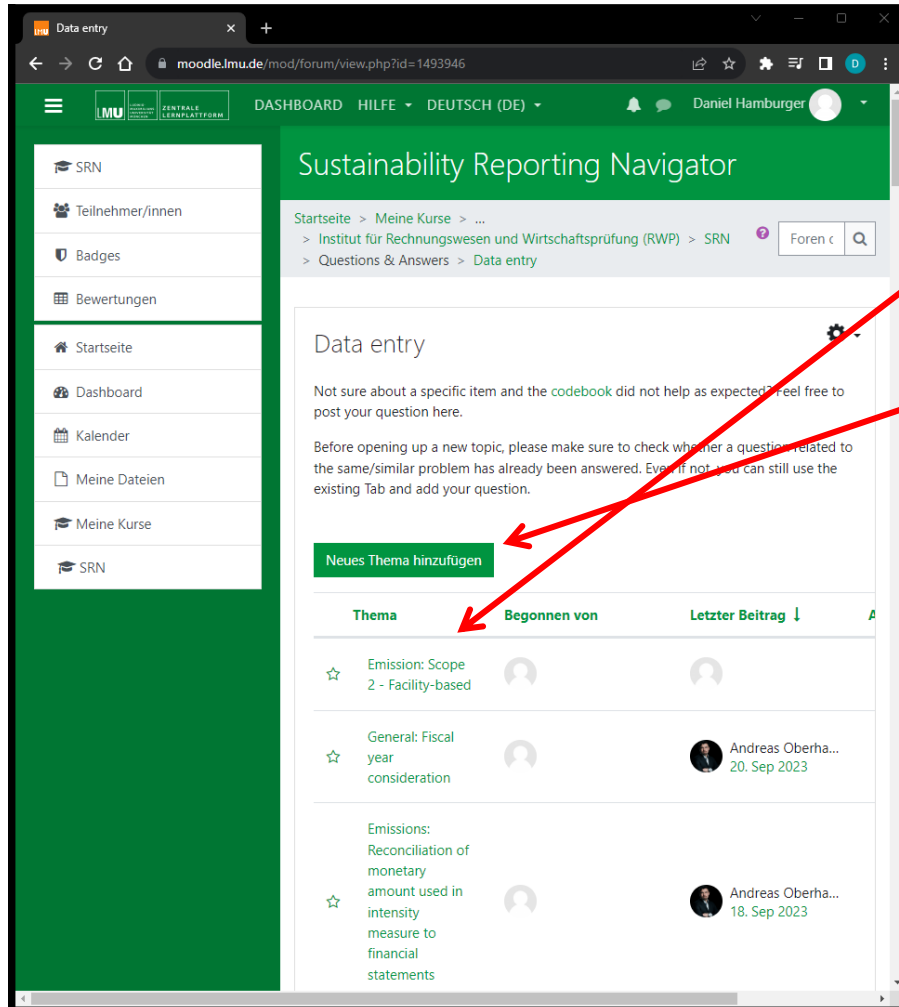
If you have questions, select the corresponding forum:

- Data entry

- Technical Issues

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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.