GETTING STARTED

From account setup to your first inventory

Use this guide to set up your company, enter an electricity bill, and prepare an emissions report your team can review.

Open Climetrics360 >

Have these ready

Your work email, company legal name, reporting year, first site and electricity supplier. For your first activity, have one bill showing the quantity, unit and service dates.

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Create and verify your account

Setting up a new company? Start on the Climetrics360 homepage. Joining a company that already uses the workspace? Follow the invitation instructions below.

01

Request your verification email

Choose **Sign up**. Enter **Your full name** and **Work email**, then choose **Send verification link**. Use the inbox you want associated with your account.

02

Open the link and choose a password

The public signup link expires after one hour. Open it, check the email address shown, and enter your password twice. Use at least 12 characters. Accept the terms if prompted, then choose **Verify & create account**.

03

Continue to company setup

Verification creates your account and opens the setup process for a new company. If you leave, choose **Sign in** on the homepage and use the same email and password. If already signed in, choose **Continue account setup**.

> **Joining an existing company?**
>
> Open the administrator's invitation from the invited inbox. New users set a password. If you already have an account, choose **Confirm email address** when prompted and sign in with your usual password. An invitation with a workspace assignment takes you into that organization.

If the message hasn't arrived

Check spam and the email address on the confirmation screen. After one minute, choose **Resend verification email**. For an expired company invitation, ask the platform administrator to resend it.

Set up your company

The setup wizard creates your first organization, site and reporting year. Completed steps are saved, so you can sign in later and pick up where you left off.

01 Your organization

Enter the **Organization / legal name** and **Country**. Select your **Industry** and **Organization size**. Choose **Save & continue**.

02 Define your starting point

Choose the **Reporting year** covered by your records. Give your first site a recognizable name. Enter its location and two-letter facility country code (for example, AE or GB). For a UAE site, also choose the emirate.

> **What belongs in the site fields?**
>
> Use the electricity supplier shown on the site's bill, or select **Not yet confirmed**. Enter the region or electricity system. Under **Operations under your control at this site**, describe what your company runs, such as a leased office with company-managed cooling. State the inventory's purpose and select any likely sources. Choose **Save & continue**.

03 Review and create the workspace

Check the company, site, year, operations and supplier on the review screen. Choose **Back** to correct an entry. Confirm you are authorized to create the workspace, then choose **Create my workspace**.

What you'll see next

Your customer inventory starts blank. You are its owner. Check the organization and reporting period at the top of the workspace before entering records.

Manage sites and people

Choose the right organization and reporting period at the top of the workspace. On a small screen, open the menu to see the workspace sections.

Update your company and reporting years

As an owner, open **Organization**. Choose **Edit organization** to update the profile. Choose **Add reporting year** to start another inventory with its own year and reporting purpose.

Add or update a site

Under **Organization**, find **Sites**. Choose **+ Add site** or **Edit** beside a site. Record its name, region, operations under your control and supplier details. Save before using the site on an activity.

Give a teammate access

For an existing verified account, open **Team & access**, choose **+ Add member**, enter the exact account email, select a role and save. Tell the person they can sign in. For someone new, ask the platform administrator to send an invitation assigned to this organization.

Workspace role	What the person can do
Owner	Manage people and sites, enter data and issue customer reports.
Contributor	Enter activities, assess scope and submit a draft for review.
Reviewer	Inspect records, export reports and request corrections.
Viewer	Read the workspace and export reports.

To change someone's role, use **Edit access**. Keep at least one owner assigned.

Assess scope and find factors

A scope assessment records what your inventory covers. An emission factor converts a measured activity, such as kWh of electricity, into emissions.

01 Record what your company needs to count

Open **Scope assessment**. Review direct sources (Scope 1), purchased energy (Scope 2) and each of the 15 value-chain categories (Scope 3). Add a reason or describe missing sources, then choose **Save assessment**.

> **Example of a coverage decision**
>
> If your company purchased electricity and has bill records, select **Included in calculations** for Scope 2. If business travel took place but the records are missing, select **Relevant · not quantified** for that category and record what you still need to collect.

02 Look up a factor for your activity

Open **Emission factors** and search by activity, region, year or unit. Open **Source** to inspect the factor's origin and version. Check the reporting year, geography, activity, unit and what the factor covers.

03 Check the recommendation on your record

In **Activity ledger**, choose **Add activity**, then set the source, site, unit and period. The form shows the match and explains its choice. If several methods apply, add the fuel, material or activity detail to narrow the match.

When you cannot find a match

Check the site's country, region and supplier under **Organization**. If the year or method is missing, ask the platform administrator to review and activate the appropriate publication. Use the approved version for your reporting year.

Enter an electricity bill

This example uses a fictional Dubai office bill. For your own entry, use the service dates, quantity and supplier on your bill.

Open the activity form

Select reporting year 2025. Open **Activity ledger** and choose **Add activity**. This site uses country AE, emirate Dubai and supplier DEWA, with its 2025 factor active.

Activity form field	Example entry
Activity source / Site	Purchased electricity / Dubai office
Unique activity reference	DXB-ELEC-2025-12
Activity quantity / unit	10000 / kWh (energy consumed on the bill)
Period start / end	1 December 2025 / 31 December 2025
Evidence reference	Example invoice DEC25-014

Check the calculation preview

Open **Factor source and method** to check the location-based factor. The 10,000 kWh on the bill equals 10 MWh. The result is in tonnes of carbon dioxide equivalent (tCO2e).

10 MWh × 0.3833 tCO2e/MWh = 3.833 tCO2e

Save and check the record

Choose **Save activity**, then **Details** on the ledger row. Check the result and invoice reference. Leave the market-based factor empty for this example. For partial contract coverage, split covered and uncovered quantities.

Review and export a report

Use Reports & review to move a draft through a customer review. Check the selected organization, year and revision before each decision.

01 Prepare and submit

An owner or contributor checks the ledger, evidence references, estimates and coverage decisions. With at least one activity saved, choose **Submit for review**. Describe what is ready and highlight any gaps, then choose **Submit**.

02 Review the records

The owner or reviewer checks the quantities, factors and assumptions. To return the inventory to draft, choose **Request corrections**, explain what needs attention, and choose **Return for correction**.

03 Issue when the assessment is complete

Assess every scope and all 15 Scope 3 categories. An included category needs a matching record. Document known gaps. The owner chooses **Issue customer report**, records approval and limitations, and confirms **Issue report**. This locks the revision. For later changes, the owner chooses **Create a revision**.

What you need	Where to get it
Readable report	**Reports & review** / **Print / save PDF**. Select your browser's PDF destination.
Data for analysis	**Reports & review** / **Activity CSV** or **Excel report**. The factor register also offers a CSV export.
Issued snapshot	After issue, use **Download issued snapshot JSON** for the stored revision and decision.

The issue decision records your company's approval. Independent assurance is a separate engagement.

Build an improvement plan

Once you have a baseline inventory, use Improvement plan to connect a reduction target with actions, accountable people and annual progress.

01

Choose the baseline

As an owner, open **Improvement plan** and choose **Create plan**. Select the baseline year and revision. An issued inventory for a completed year gives you a fixed reference. Select a consistent Scope 2 basis. A market-based plan requires market results for every baseline energy record.

02

Record the targets and their basis

Enter the submission and target years and the applicable reduction percentages for Scope 1 + 2 and Scope 3. Use the outputs of your reviewed SBTi target-setting method. Record the method, tool version, reviewer, company boundary and any exclusions.

03

Assign actions and track delivery

Choose **Add action**. Give it a responsible person, workstream, dates and status. If you enter expected annual savings, explain the calculation and any overlap with other actions. The owner reviews quantified estimates before they count toward the plan's projected reduction.

04

Review each reporting year

Use an eligible issued inventory for the annual comparison. Check actual emissions against the baseline and target, explain the variance and record the next action. Keep forecast savings separate from emissions measured in the ledger.

What the plan status tells your team

Draft plan, **In delivery** and **Archived** track your team's work. Formal target submission and validation take place separately through SBTi.

Troubleshoot common issues

Your organization owner manages workspace access. The platform administrator handles invitations and factor publications.

My verification link expired or never arrived.

Check the inbox and spam folder for the address you entered. For public signup, request a fresh link and open the latest email. For an organization invitation, ask the administrator to resend it to the address you will use to sign in.

I forgot my password or was taken back to setup.

Choose **Sign in**, then **Lost your password?** to request a reset. If signing in takes you to the setup wizard, finish its saved steps. If you expected an existing company, ask its owner to check your membership before creating another one.

I see the wrong company or cannot edit.

Check the organization and reporting period at the top. Ask the owner to verify your role in **Team & access**. Contributors and owners edit drafts. An inventory under review can be returned for corrections. An issued inventory needs a new revision.

The activity form cannot find a suitable factor.

Check the source, unit, year and site supplier. Give the platform administrator the site, activity, unit, year and any publication you expect. Ask them to check whether an applicable factor has been approved and activated.

The owner cannot issue the report.

Confirm the inventory is under review. In **Scope assessment**, decide every scope area and category. Check for included areas without activities or areas marked not relevant that contain activities. Save corrections in draft and resubmit.

> **When you ask for help**
>
> Include the organization, reporting year, revision, screen name and exact message. Keep passwords and email verification links private.