CSI User Guides - Sites - V1

How to add a Site?

From Dashboard go and click on "Add Site"

You will then be directed to the "Add Site" page.
Fill out all the fields that have an asterisk.

| Client

CLIENT (?)

CLIENT AGENT / MANAGEMENT (?)

PRINCIPAL CONTRACTOR (?)

PERSON IN CHARGE AT SITE WORKS (?)

PROJECT MANAGER (?)

TELEPHONE (?)

EMAIL (?)

The email address must be unique

WEBSITE (?)

FACEBOOK (?)

TWITTER (?)

Url addresses must have a valid format (i.e.:
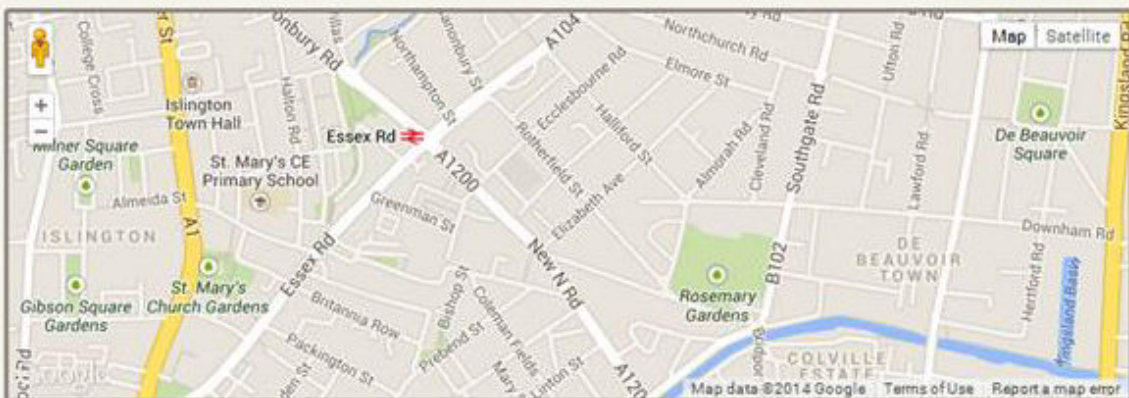*http://www.yoursite.com)*

DESCRIPTION [IN ENGLISH] (?)

TRANSLATIONS

☐ IS PUBLIC? (?)

| Locations

LOCATION * (?)

Enter a location

SAVE

All the items can be edited at later date if they for some reason change.
Once all fields are completed click on "Save".

You have now added a new Site to the CSI tool and will be redirected to the "Site" page.

"Site" page

You are now ready to add "Meters" to the tool to measure, monitor, set targets and report on your site carbon emissions

If you have any queries please contact us via www.siteimpacts.com and we will be happy to help.