

HOW TO INPUT AND TRACK EMISSIONS DATA

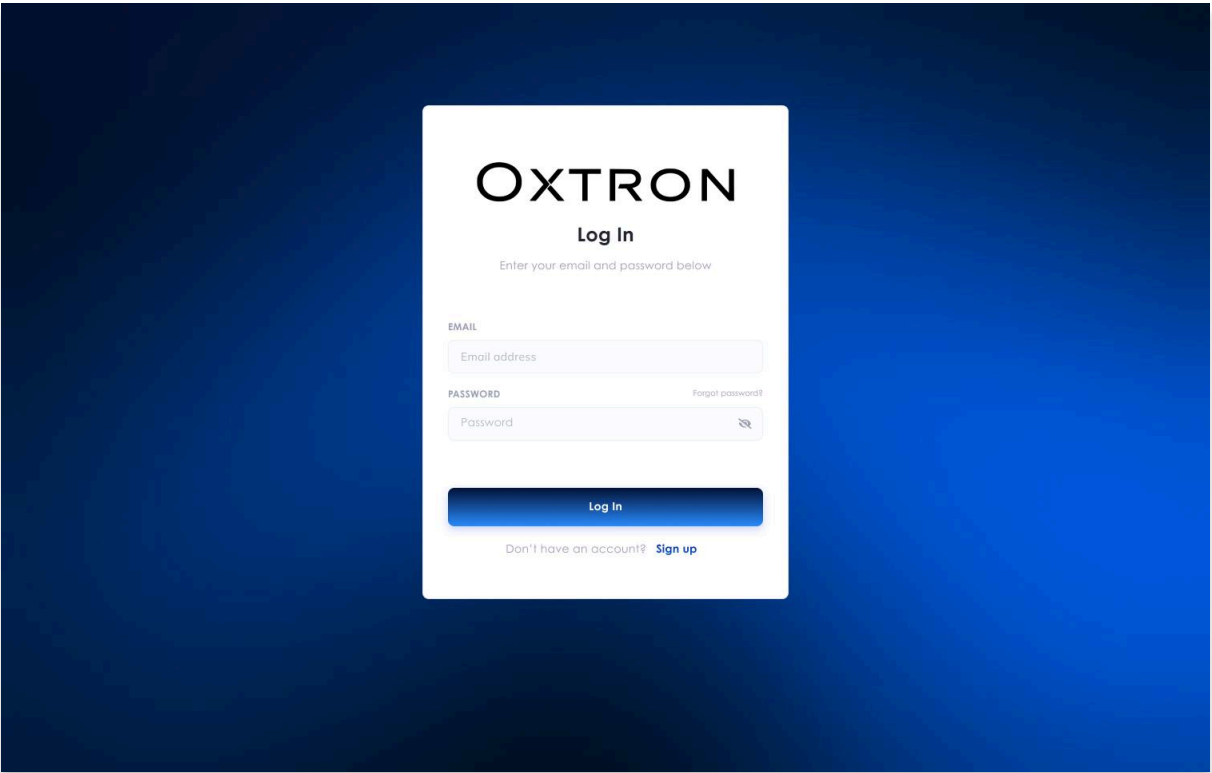
Welcome to Oxtron's Emissions Platform, your all-in-one tool for accurate emissions measurement, monitoring, and reporting throughout the value chain. This guide will walk you through the process of inputting and tracking emissions data, ensuring accuracy and compliance with best practices. Let's get started.

1. GETTING STARTED

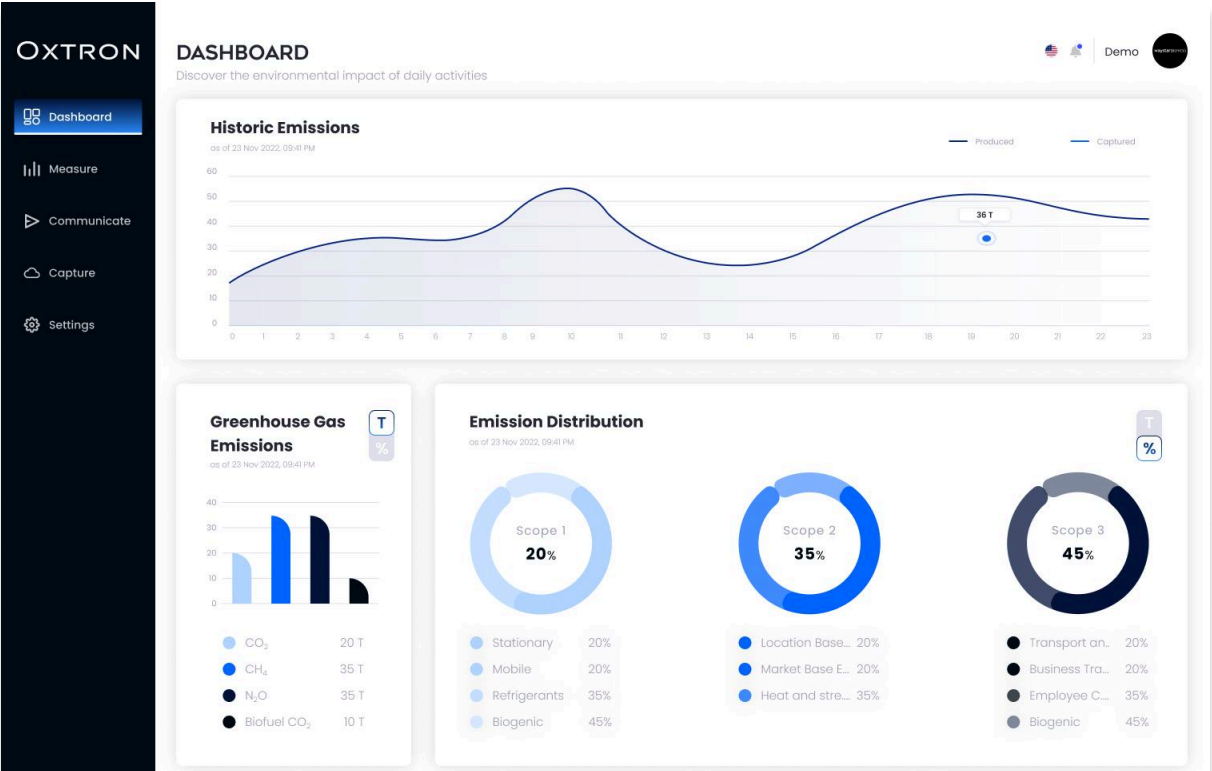
- Before you begin inputting data, ensure that you have gathered all relevant emissions data from your operations, including Scope 1, Scope 2, and Scope 3 emissions (if applicable). This includes direct emissions from your facilities, energy consumption, and emissions from your supply chain and other indirect sources.

2. NAVIGATING TO THE EMISSIONS DATA ENTRY SECTION

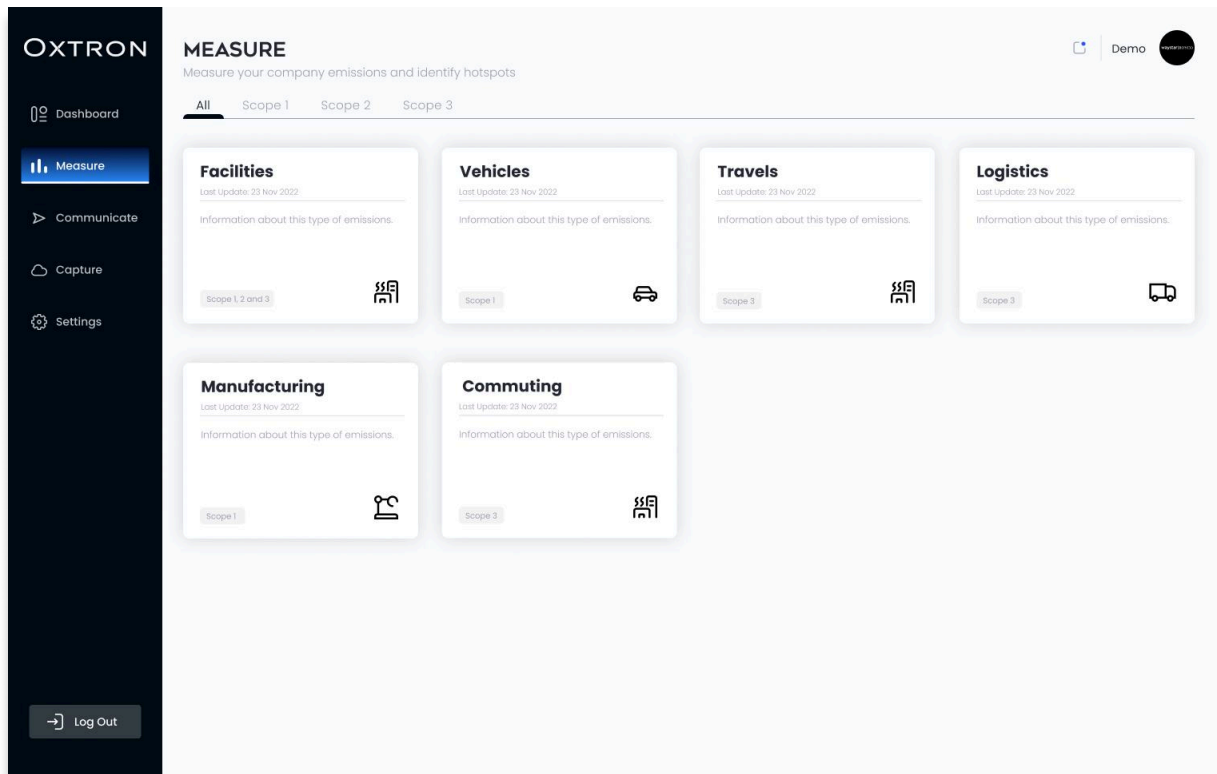
- Log into your Oxtron account.



- On the dashboard, locate and click on the "Measure" tab from the main navigation menu.

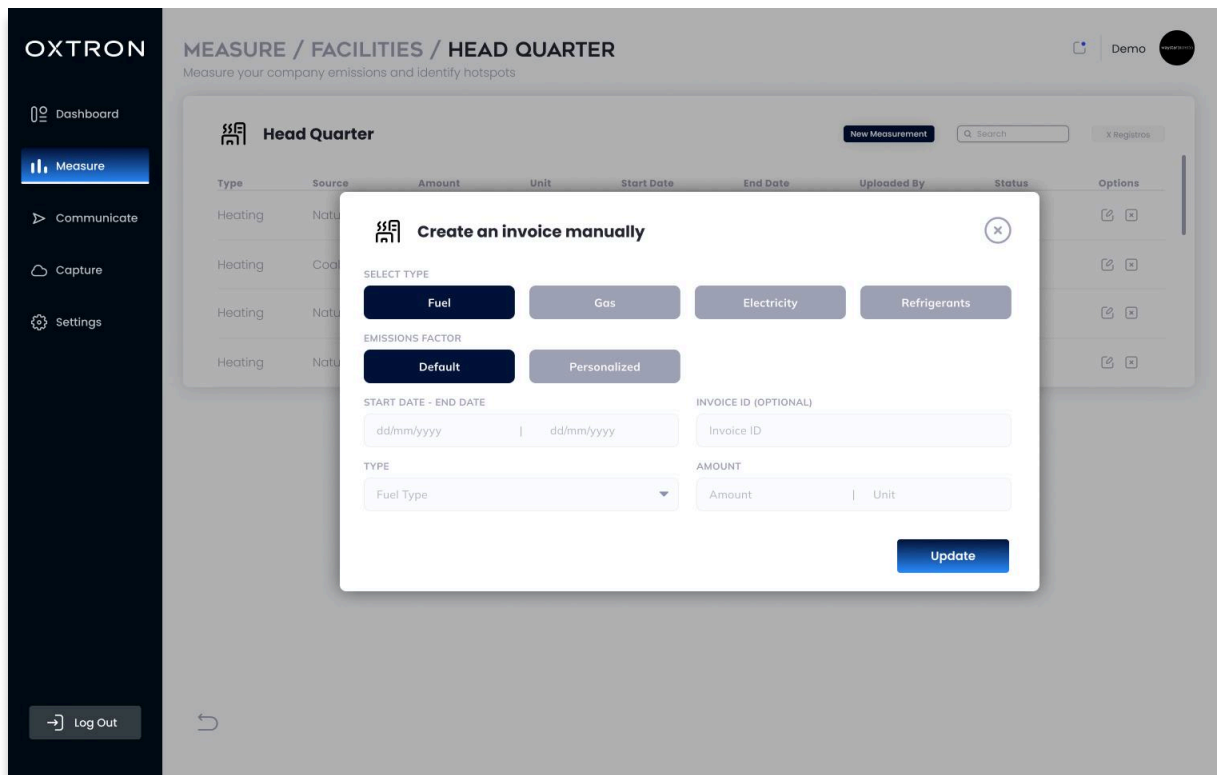


- Choose Emissions Category: Select whether the data you’re entering falls under Facilities, Vehicles, Travels, Logistics, Manufacturing or Commuting to start entering your information.



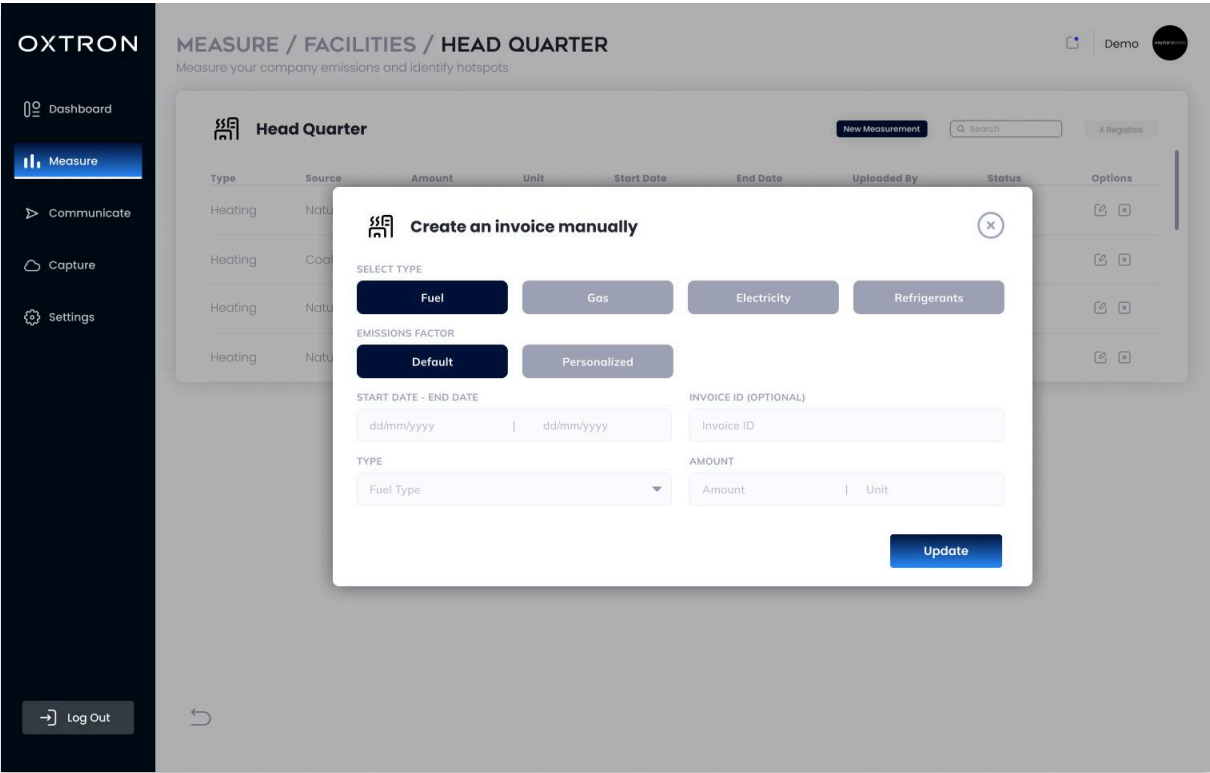
3. INPUTTING EMISSIONS DATA

- Select Time Period: Choose the relevant time period for the emissions data you’re inputting (e.g., monthly, quarterly, or yearly).
- Enter Emissions Figures: Input the amount of materials (e.g. fuel, electricity, gas, miles traveled, refrigerant, etc.) consumed during the period of time chosen . You can enter data manually or upload it in bulk using our CSV template.



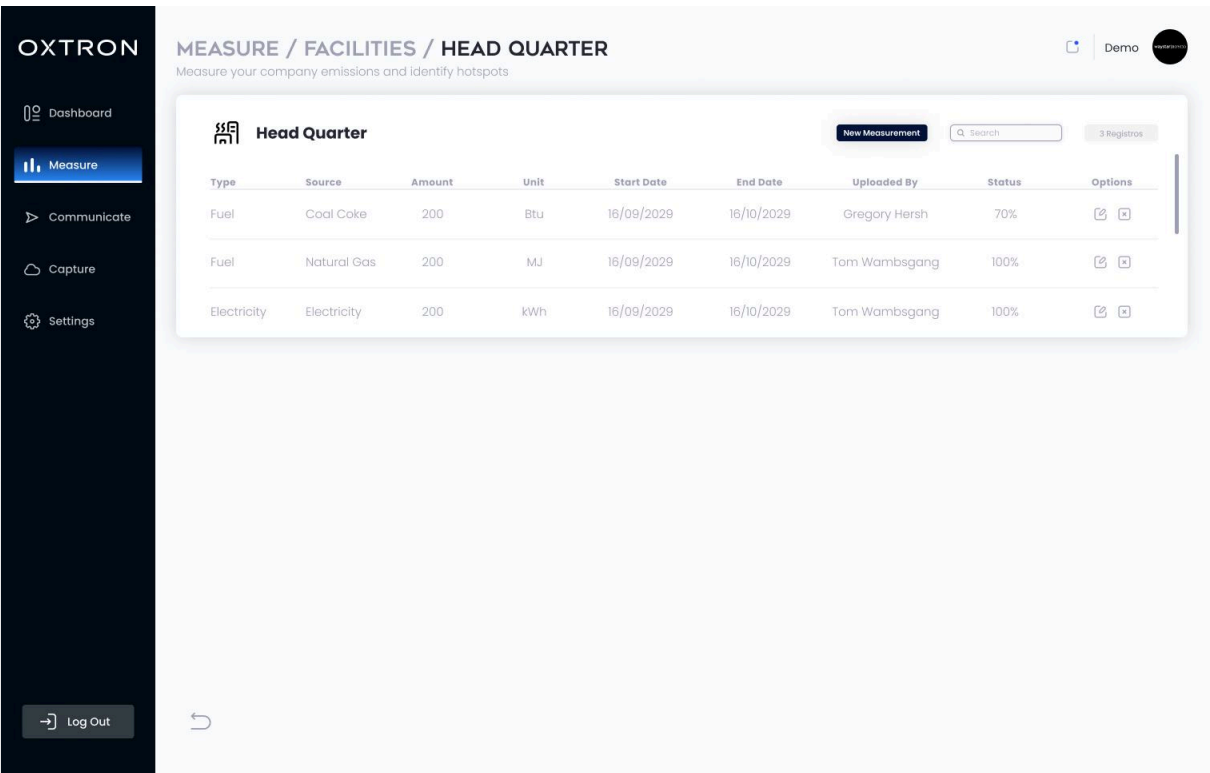
4. VALIDATING DATA ACCURACY

- **Manual Review:** Conduct a manual review of your input data to ensure all entries are correct. This might include cross-referencing with utility bills, transportation logs, and other source data.
- **Correction Prompts:** If the system flags discrepancies or missing information, you'll be prompted to correct them before proceeding.



5. TRACKING AND MONITORING EMISSIONS

- **Emissions Dashboard:** After entering your data, navigate to the "Historic" section. Here, you'll find real-time visualizations of your emissions data, including total emissions, emissions by category, and trends over time.
- **Notifications:** Enable alerts and notifications to stay informed about significant changes in your emissions patterns, such as unexpected increases.

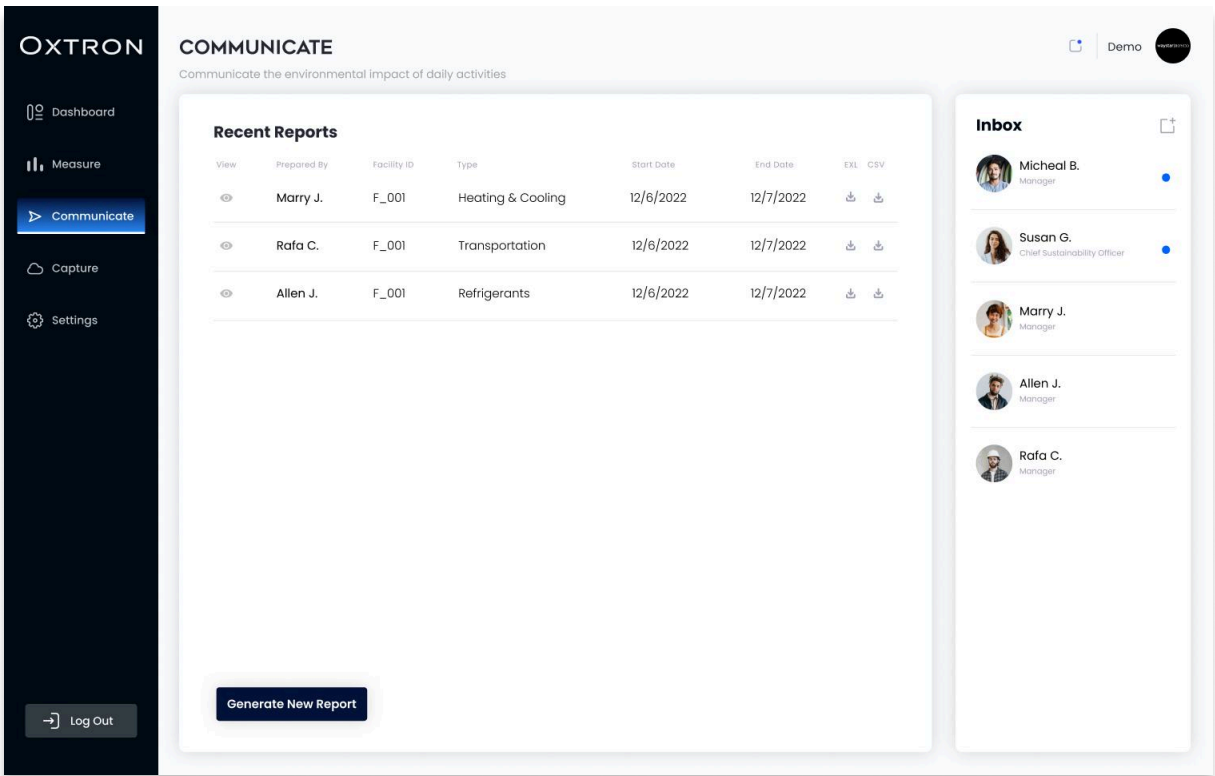


6. BEST PRACTICES FOR DATA INPUT AND TRACKING

- **Consistency:** Ensure that you’re consistently using the same units and methods for data entry to maintain accuracy over time.
- **Documentation:** Keep detailed records of your data sources and any assumptions or calculations used during data entry. This will be essential for audits and verifications.
- **Regular Updates:** Regularly update your emissions data to reflect the most current information. Monthly or quarterly updates are recommended to keep your tracking accurate.
- **Cross-Check with Other Systems:** If your organization uses other management systems (e.g., energy management software), cross-check the data to ensure alignment.
- **Review Historical Data:** Periodically review historical data to identify trends and anomalies that may require corrective action.

7. GENERATING REPORTS

- **Custom Reports:** Generate detailed emissions reports tailored to your needs—whether for internal reviews, regulatory compliance, or stakeholder communication.
- **Export Options:** Reports can be exported in various formats (e.g., PDF, CSV) for easy sharing and archiving.



Accurate emissions data input and tracking are crucial for effective environmental management and sustainability reporting. By following the steps outlined in this guide, you can ensure that your data is precise, validated, and ready for reporting.

For further assistance, please consult our help center or reach out to our support team.

CONTACT

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