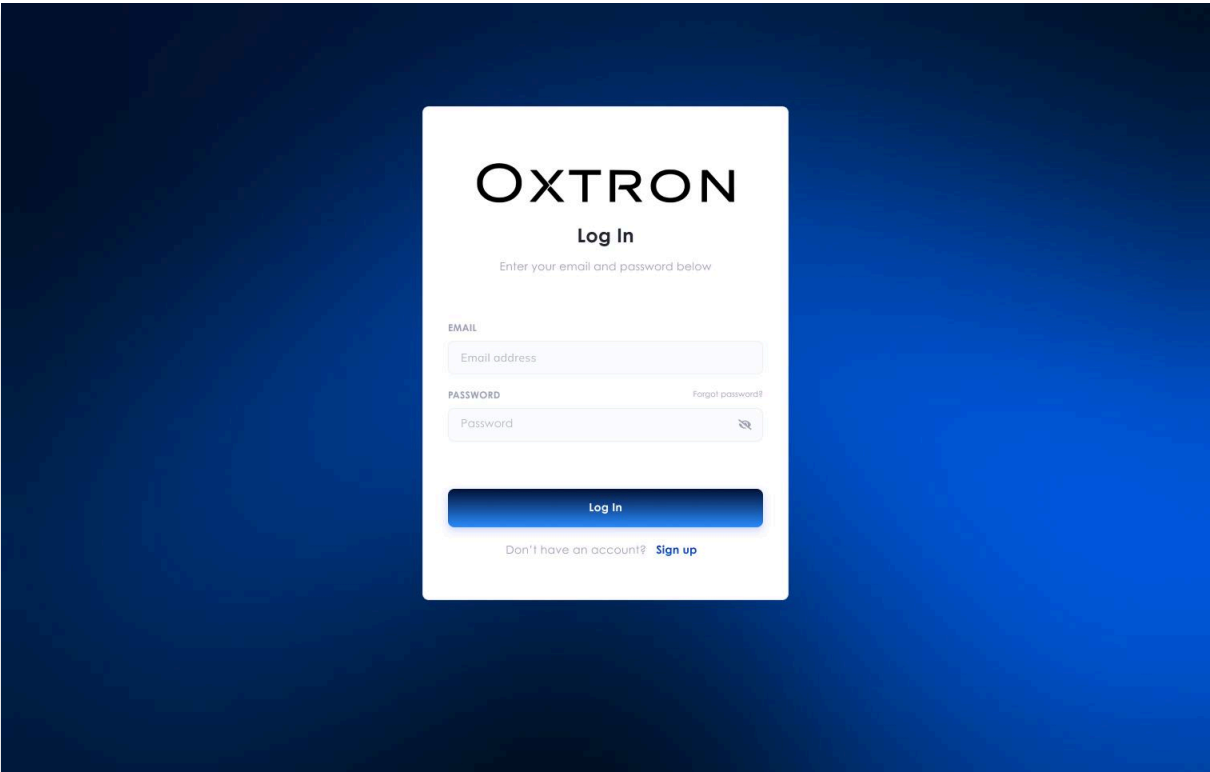# OXTRON
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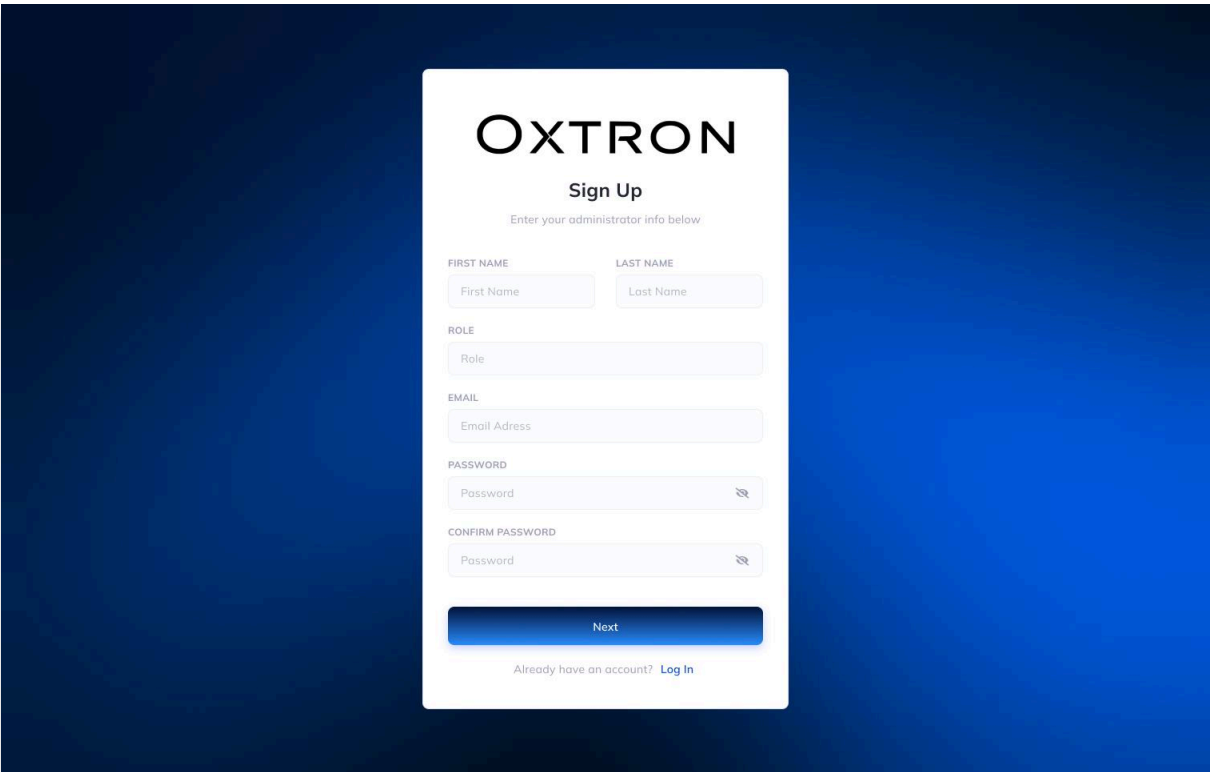
SETTING UP YOUR ACCOUNT

Welcome to Oxtron's Emissions Platform! Setting up your account correctly is the first step towards efficiently managing and tracking your company's emissions. This guide will take you through the process of setting up your account, entering company information, configuring settings, and personalizing your dashboard.

1. ACCOUNT REGISTRATION AND LOGIN

- **Sign Up**: If you're new to the platform, click on "Sign Up" on the homepage. Enter your email address and create a secure password.
- **Email Verification**: After registering, you'll receive a verification email. Click the link in the email to verify your account.


- **Login**: Once verified, return to the platform and log in using your credentials.

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2. ENTERING COMPANY INFORMATION

- Company Profile: After logging in, you'll be prompted to enter your company's basic information, including:
- Company Name
- Industry
- Headquarters Location
- Number of Facilities/Operational Sites
- Contact Information: Add key contacts within your organization (e.g., Sustainability Manager, Operations Director) who will be responsible for managing the account.
- Company Logo: Upload your company's logo to personalize your profile.

3. CONFIGURING SETTINGS

- **Time Zone & Language Preferences**: Set your preferred time zone and language for accurate tracking and reporting.
- **Measurement Units**: Choose the units (e.g., metric tons, kilograms) that your company uses for emissions tracking.
- **Emission Categories**: Customize the emission categories you will track, such as Scope 1, Scope 2, and Scope 3 emissions. You can add or modify categories as needed.
- **Data Permissions**: Set up permissions for different users within your organization. For example, you can grant some users read-only access while others have full editing rights.

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4. PERSONALIZING YOUR DASHBOARD

- Dashboard Widgets: Get to know your dashboard by using widgets that provide real-time insights into your emissions data. Available widgets include:
- Emissions Overview: Displays total emissions for the selected period.
- Emissions by Scope: Breaks down emissions by Scope 1, Scope 2, and Scope 3.
- Trends: Shows emissions trends over time.
- Goal Tracking: Monitors progress towards your emissions reduction goals.
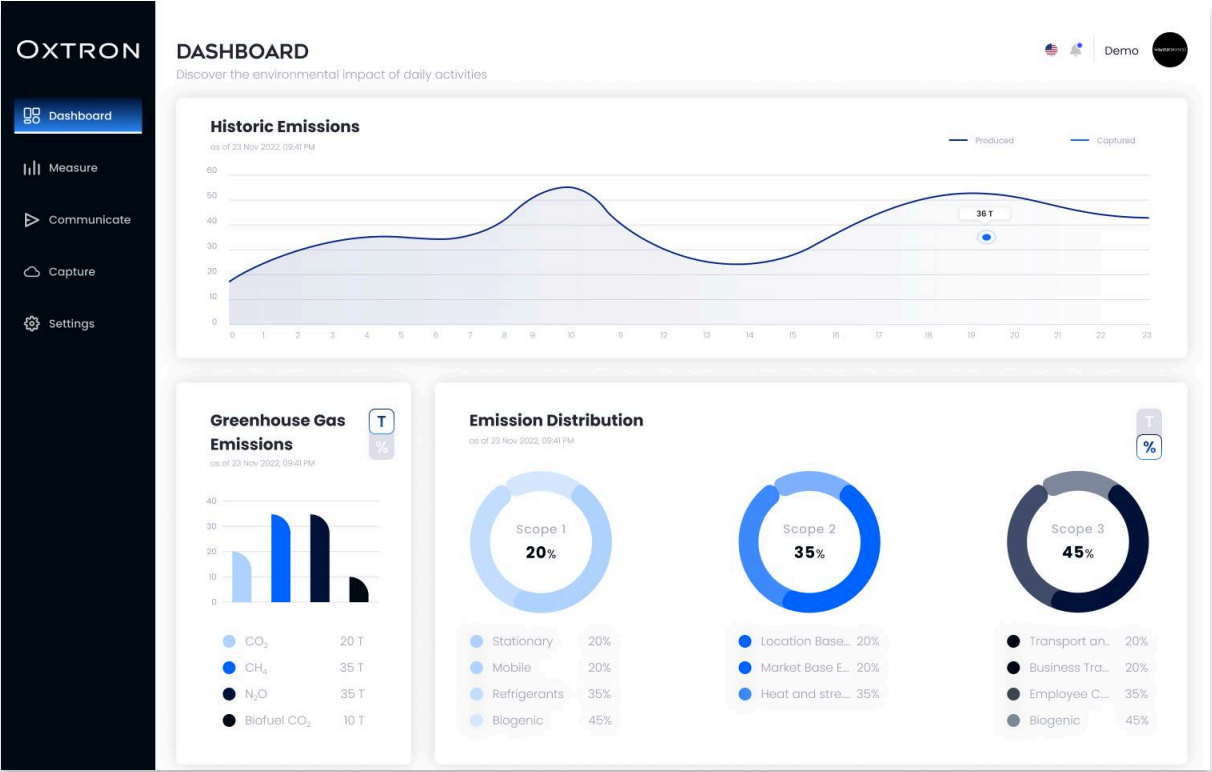
- Review Settings: Before finalizing your setup, review all settings and inputs to ensure everything is correct.
- Save Changes: Click Save" to confirm your settings. Your account is now fully set up and ready to use!

5. GETTING STARTED WITH DATA INPUT

- Start Inputting Data: Once your account is set up, you can begin entering your emissions data. Refer to the "How to Input and Track Emissions Data" guide for detailed instructions.
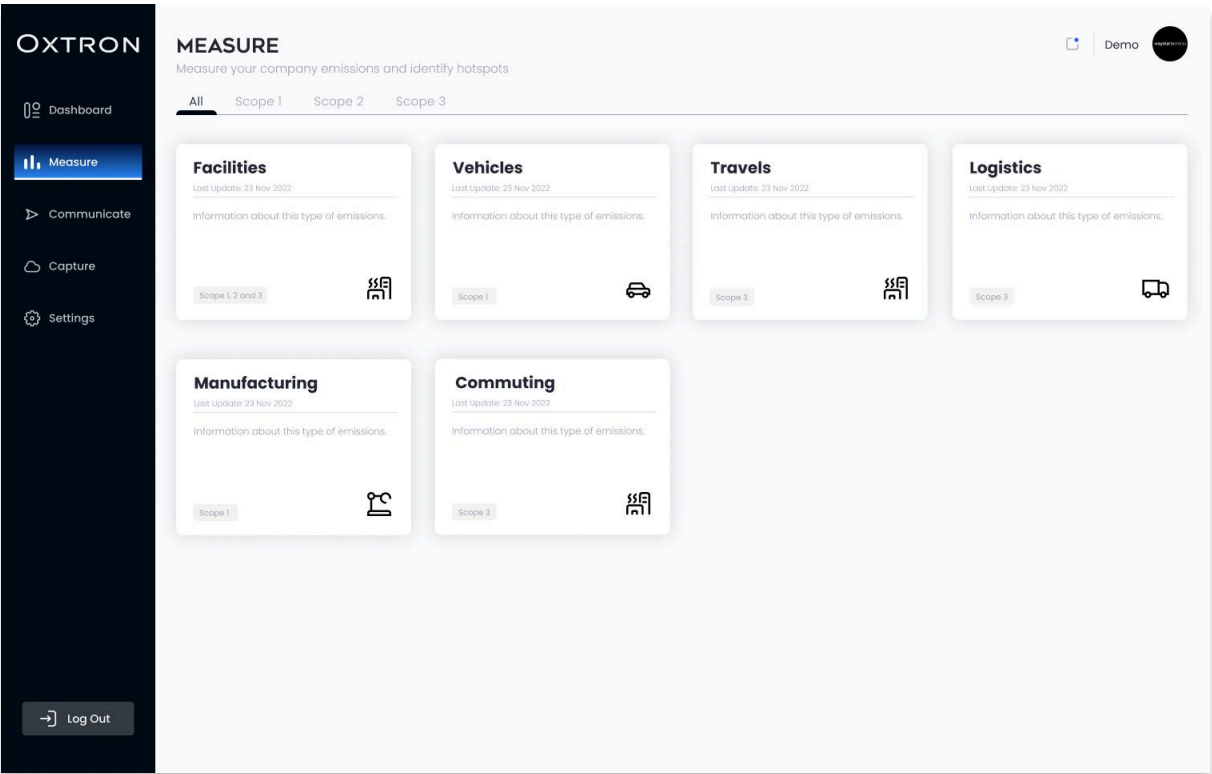
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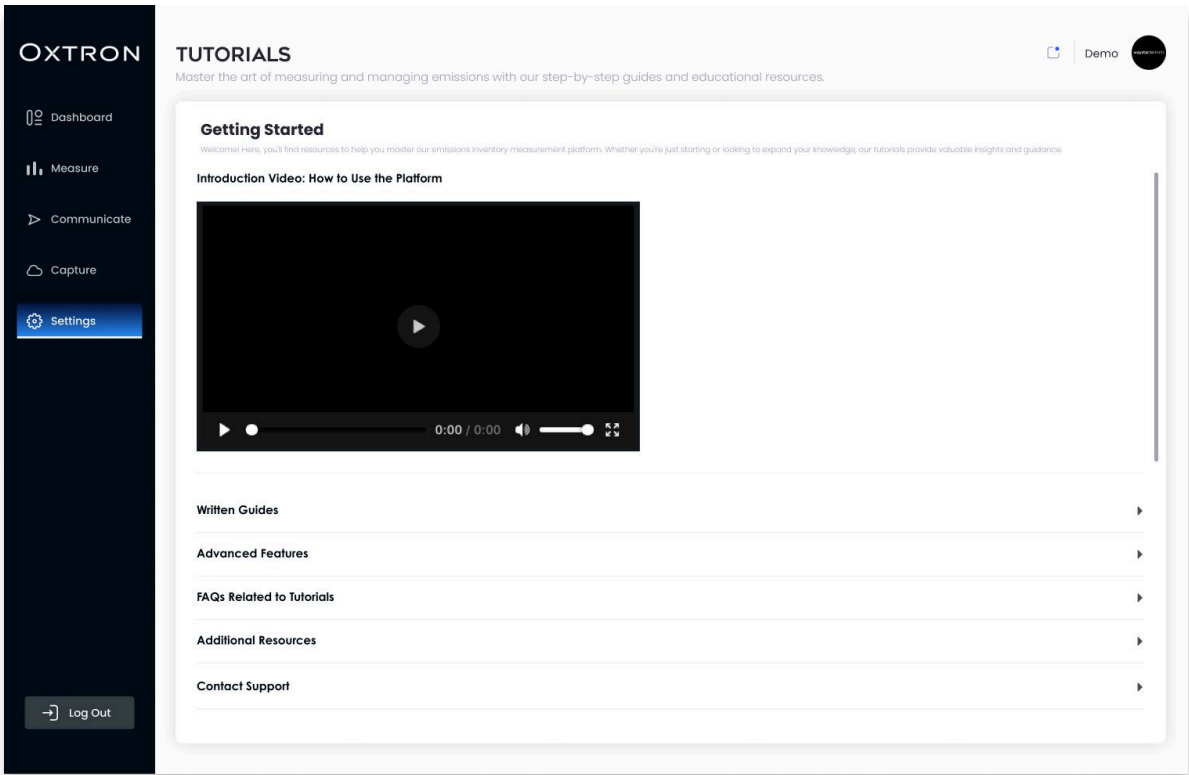
By following this step-by-step guide, you'll have your account set up and ready to manage your emissions data in no time. Proper setup ensures smooth operation and accurate data tracking. For any further questions or assistance, feel free to reach out to our support team.

CONTACT

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