Ashford Decarbonization Portal

V 1.0

Initial Author

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Version 1.0

Conventions

Icon/ Term	Name	Description
	**Note**	Provides important information regarding the topic discussed.
	**Warning**	Provides warning messages against any specific action performed.
	**Tip**	Provides recommendations, tip for the topic / action discussed.
	**Link**	Provides URL, Hyperlinks, or path of a particular page / reference.
	**Configure**	Provides information for configuring a particular setup, module etc.
	**Settings**	Provides information regarding a particular setting / option.
	**Mail**	Provides mailing information (mailing address) relevant to a particular action, step or process.
	**Attachment**	Provides additional information and examples relevant to a particular topic, action, step, or process.
	**Contact**	Provides contact details of a particular actor or group
	**Not to**	Provides information of the not to do list.
Text in **Bold**	Bold	Topic headings, important terms have been marked Bold.

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1 Dashboard

1.1 Introduction

Module Name

Dashboard

1.2 Purpose

Dashboard is used to view and analyze total devices carbon footprint generated by organizations. To get the carbon emission year wise, quarter wise, Item Type wise provided different filters in dashboard.

1.3 Scope

This document model explains how to analyze devices carbon footprint generated by organizations based on different filters like year wise, quarter wise, Item Type wise etc.

1.4 Dashboard

Navigate to Dashboard using the following path:

NAVIGATION: ***login → Dashboard***

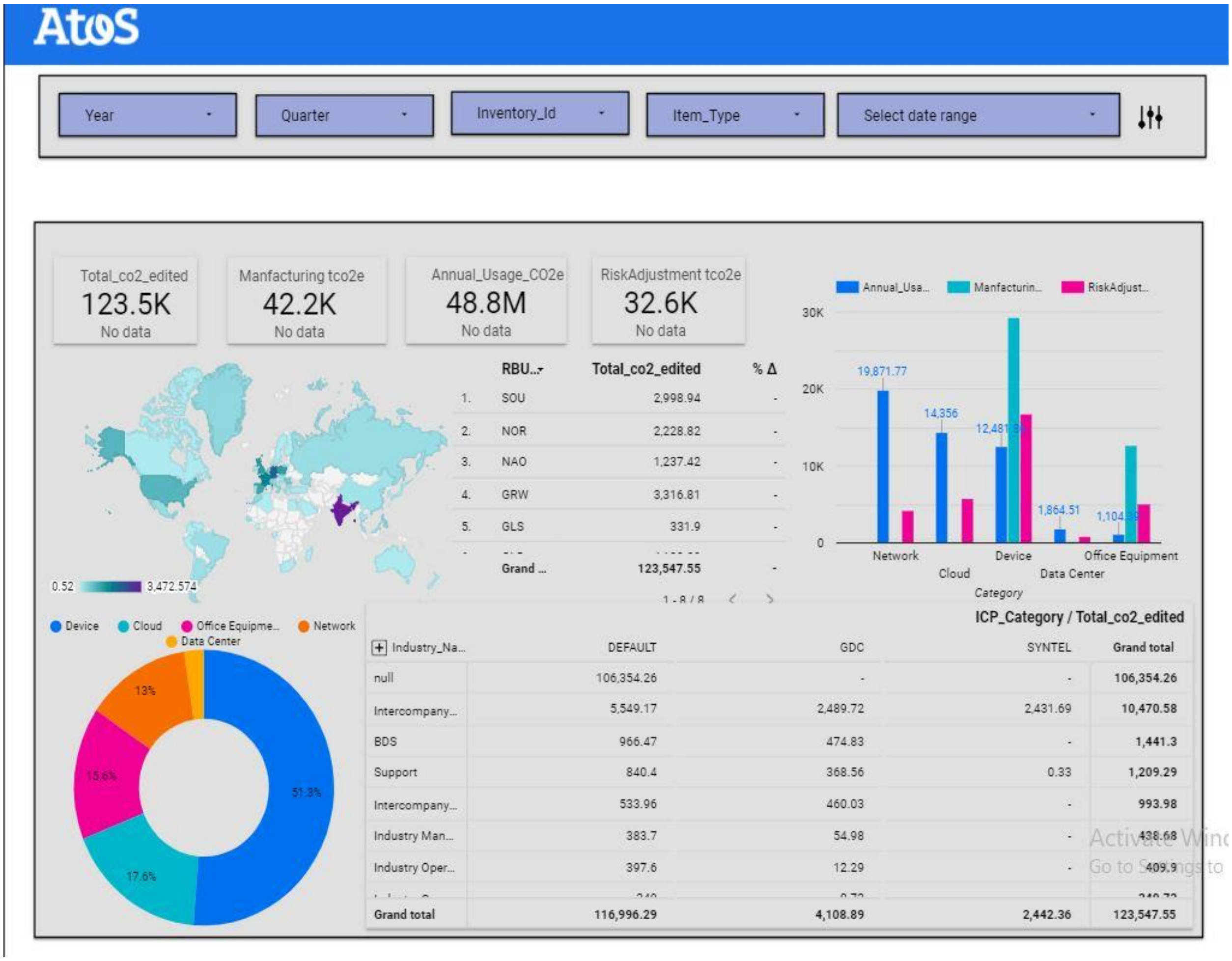


Figure 1 – Dashboard

Here

- **Total_co2_edited** specifies Total carbon footprint
- **Manufacturing tco2e** specifies carbon footprint generated during the provisioning of the devices like manufacturing, transport logistics, end of life efforts etc.
- **Annual_Usage_CO2e** specifies carbon footprint of the energy used in operating the devices
- **RiskAdjustment tco2e** specifies adjustment factor of the organization

1.5 Analyzing carbon footprint

Navigate to Dashboard using the following path:

NAVIGATION: ***login ➔ Dashboard***

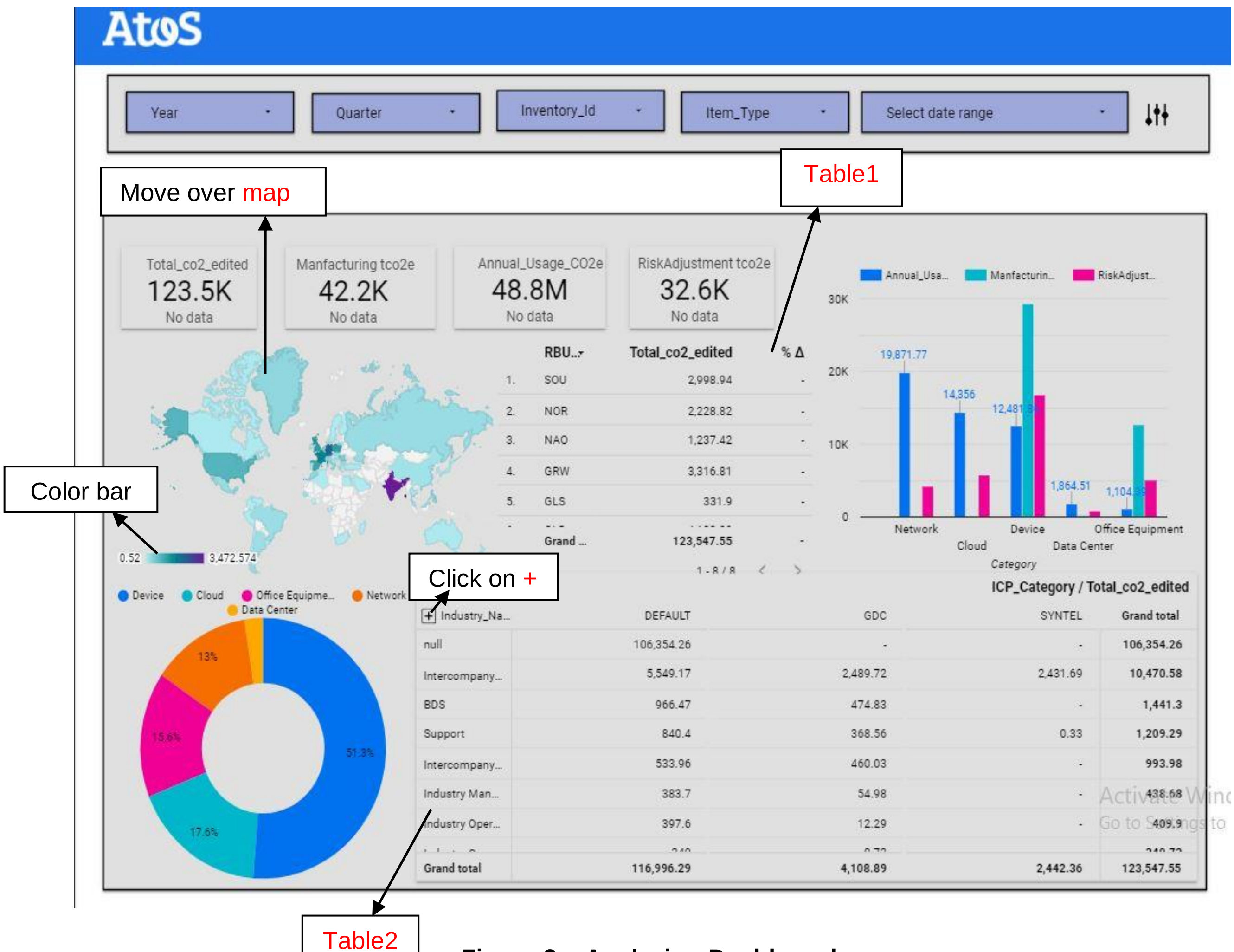


Figure 2 – Analyzing Dashboard

Here

- **Bar graph** shows **Annual_Usage_CO2e, Manufacturing tco2e, RiskAdjustment tco2e** of different items of the organization by indicating different colors.

- **Pie chart** shows percentage of carbon footprint by different items by indicating different colors

- **Table1** shows analysis of total carbon footprint by **Regional Business Unit(RBU)** of organization that may be increased or decreased

- **Table2** shows analysis of total carbon footprint of different industries in the organization

- Move over cursor on the **map** to find total carbon footprint of the organization at country level. The color bar indicates level of total carbon footprint of the organization at country level if the color is light then carbon footprint is low and increases the thickness of the color based on the total carbon footprint.

- Click on **+** to expand Industry names of the organization

1.6 Analyzing carbon footprint using filters

Navigate to Dashboard using the following path:

NAVIGATION: ***login → Dashboard***

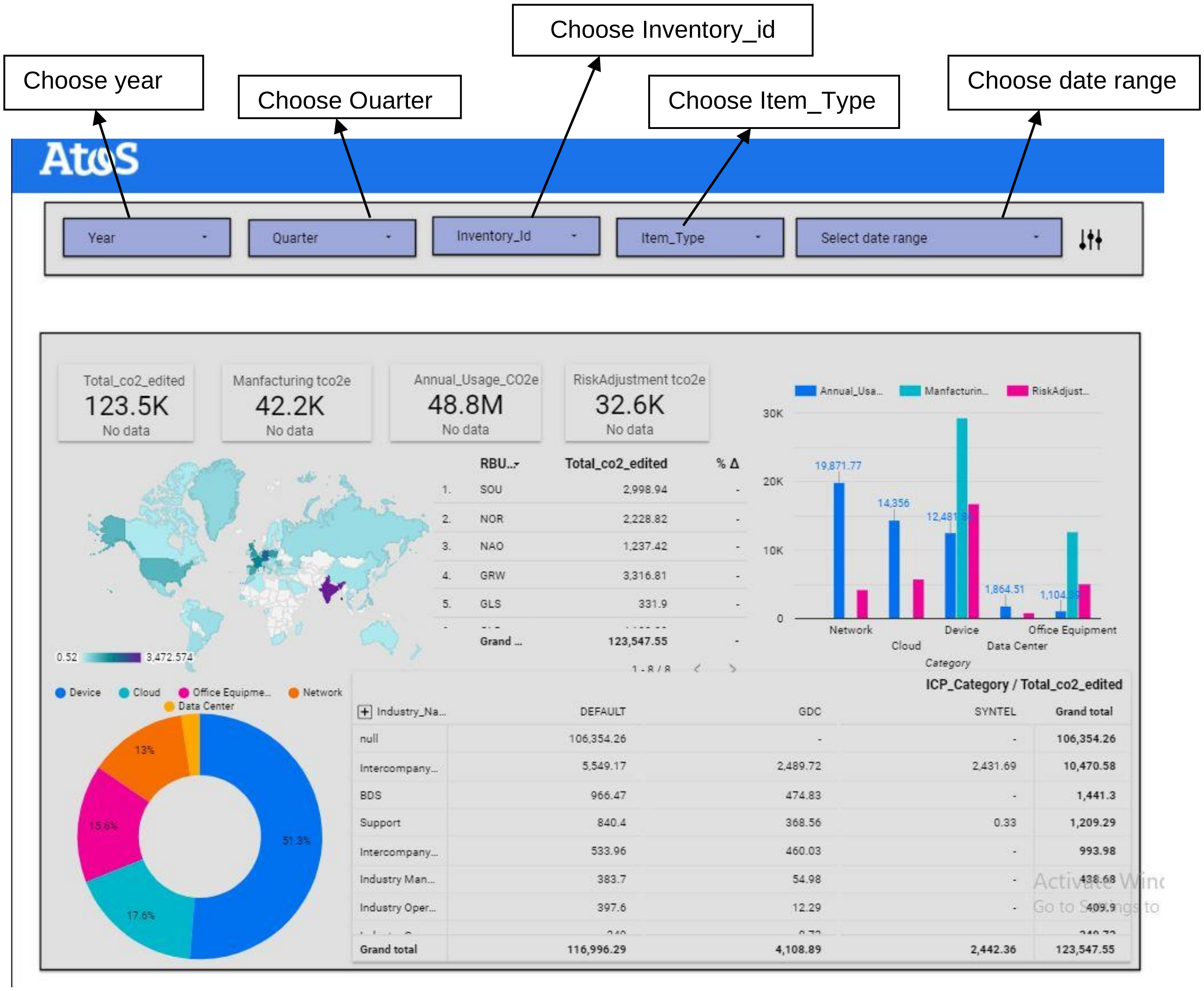


Figure 3 – Analyzing Dashboard using filters

➢ Choose the particular **year** to view the carbon footprint of the organization for that year.

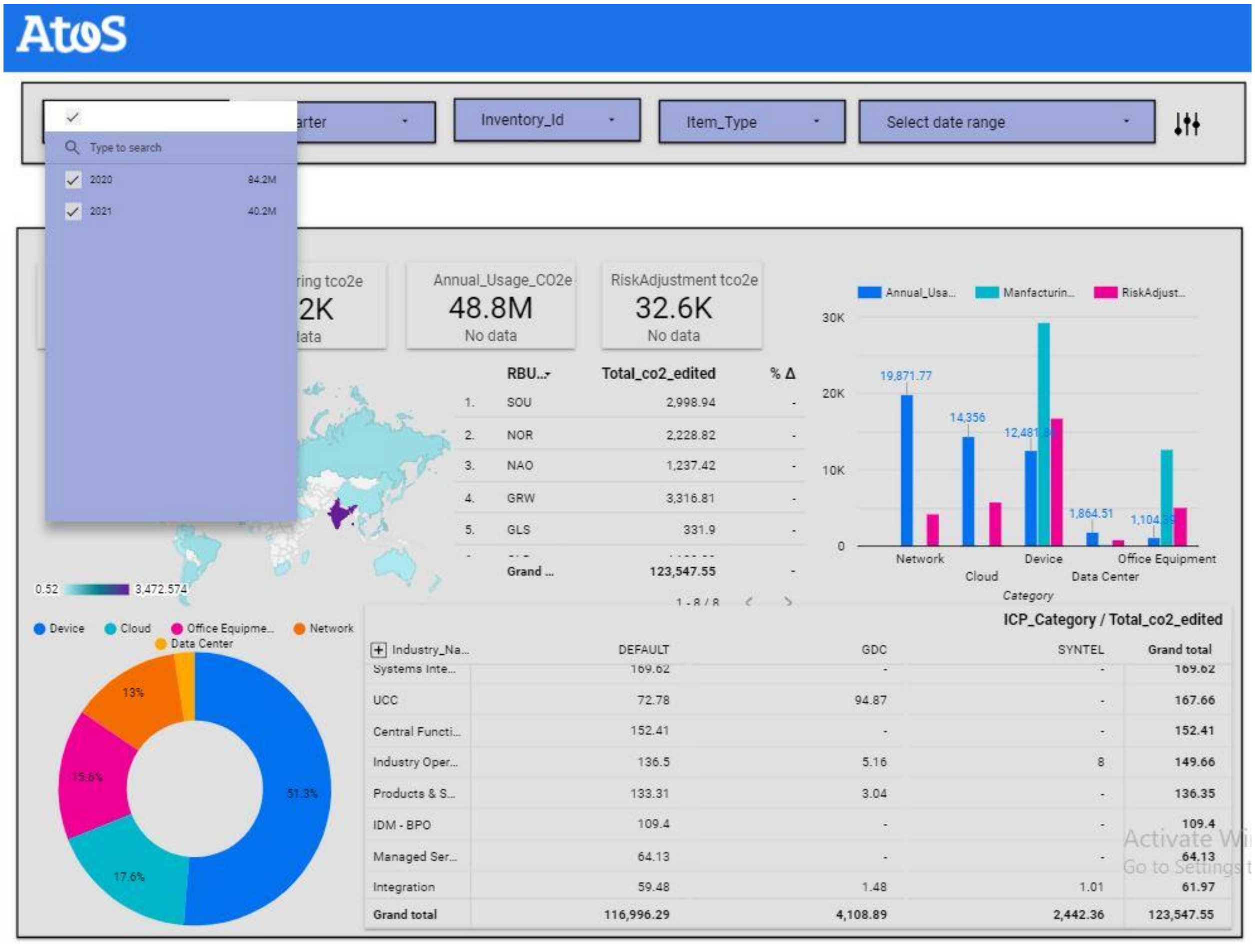


Figure 4 – Analyzing Dashboard using year filter

➢ Choose the particular **year** and **Quarter** to view the carbon footprint of the organization for selected quarter of that year.

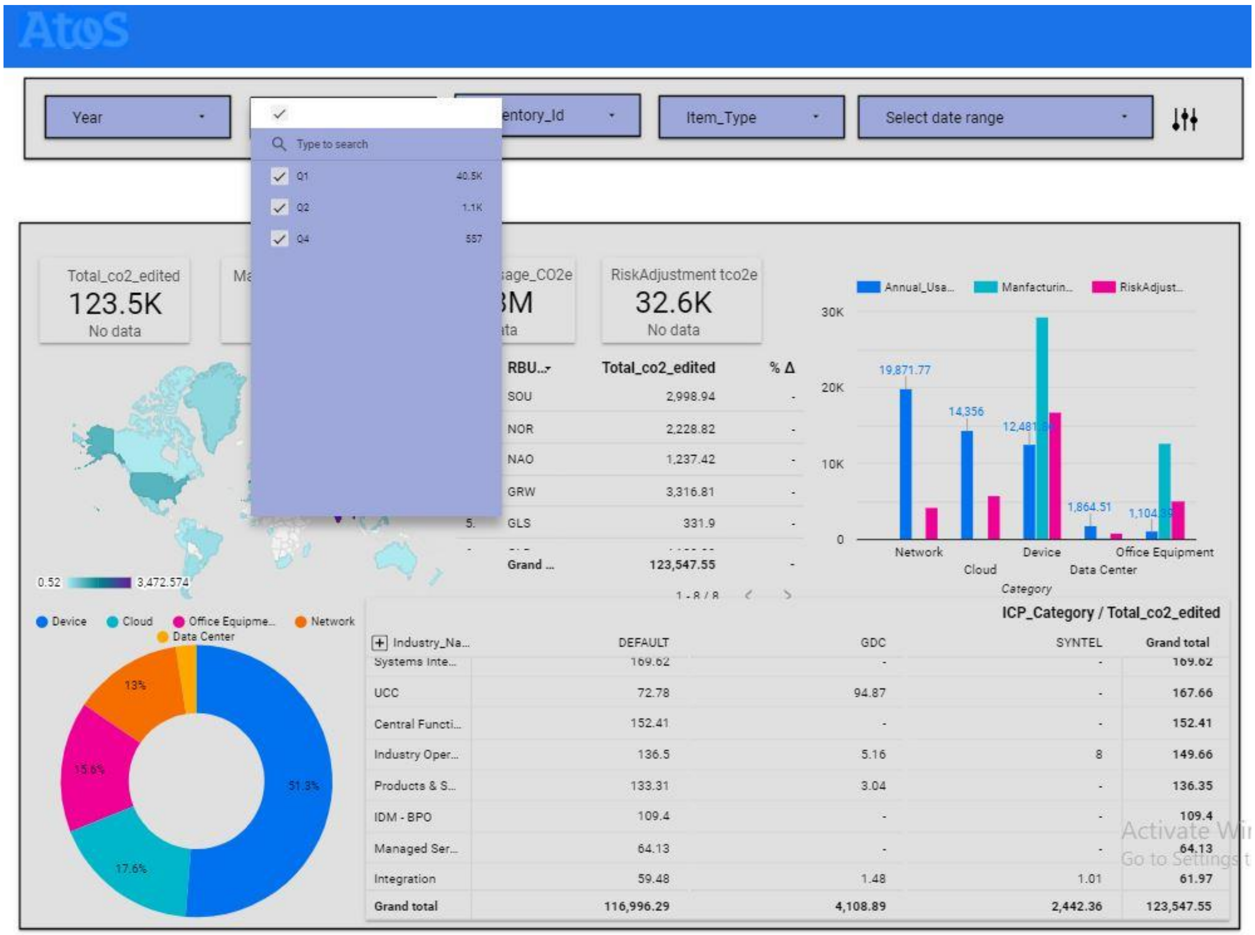


Figure 5 – Analyzing Dashboard using Quarter filter

➢ Choose particular **year, Quarter** and **Inventory_Id** to view the carbon footprint of the organization quarter wise and year wise of that particular Inventory_Id.

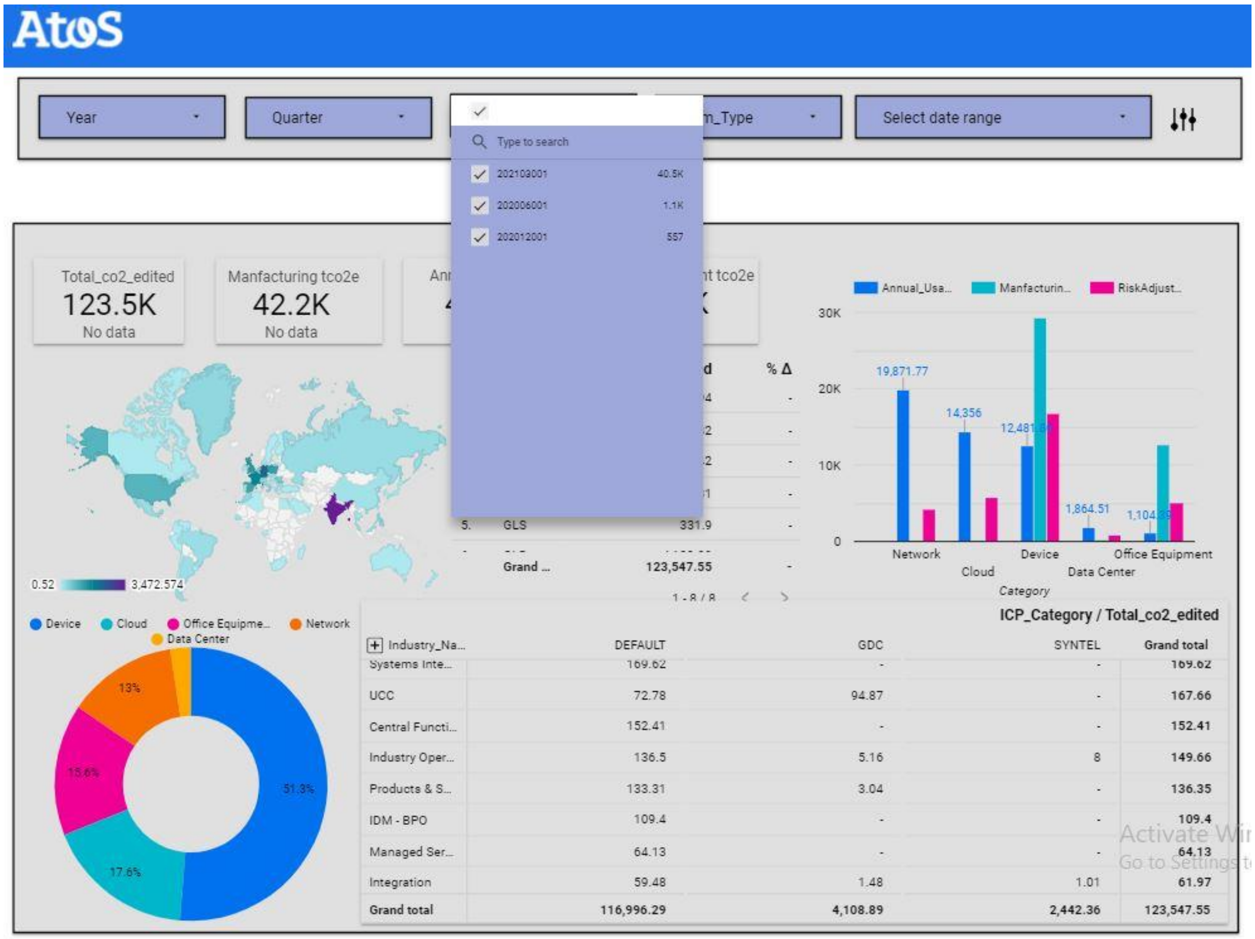


Figure 6 – Analyzing Dashboard using Inventory_Id filter

➢ Choose particular **year, Quarter, Inventory_Id** and **Item_Type** to view the carbon footprint of the organization quarter wise, year wise of that Inventory_Id for specific items.

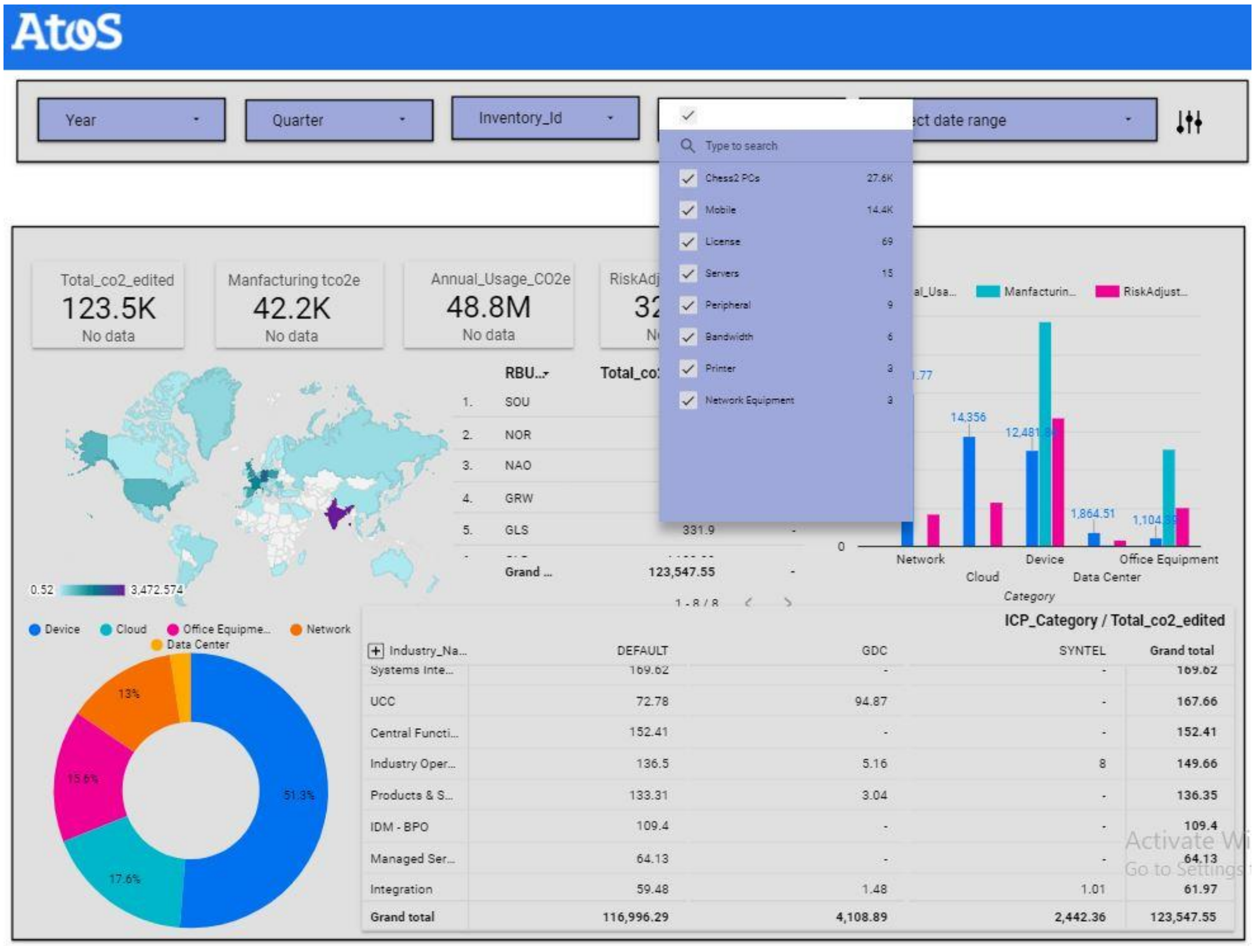


Figure 7 – Analyzing Dashboard using Item_Type filter

➢ Choose particular **date range** to view the carbon footprint of the organization for that particular date range

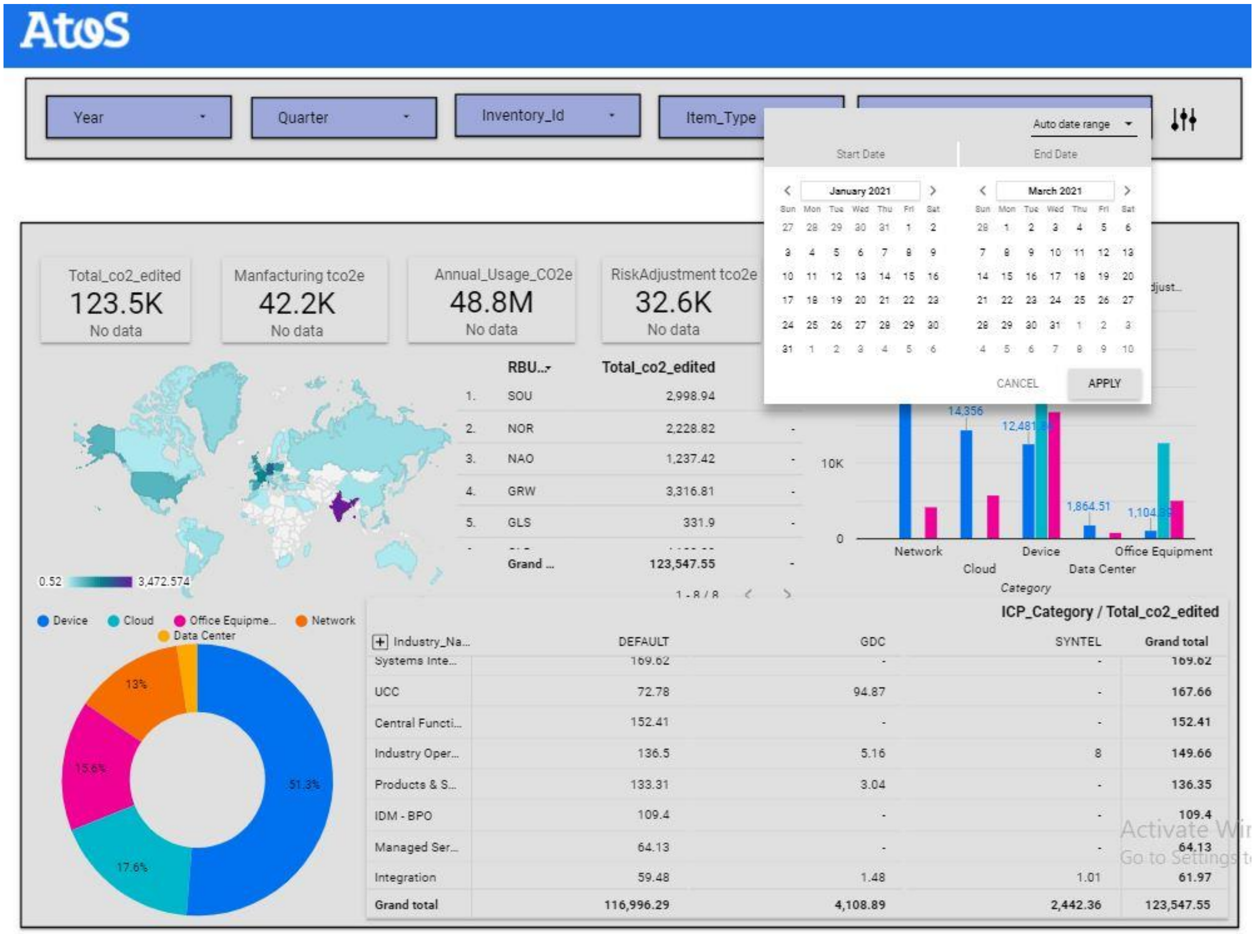


Figure 8 – Analyzing Dashboard using date range filter

➢ After selecting the date range Click on Apply to view the report

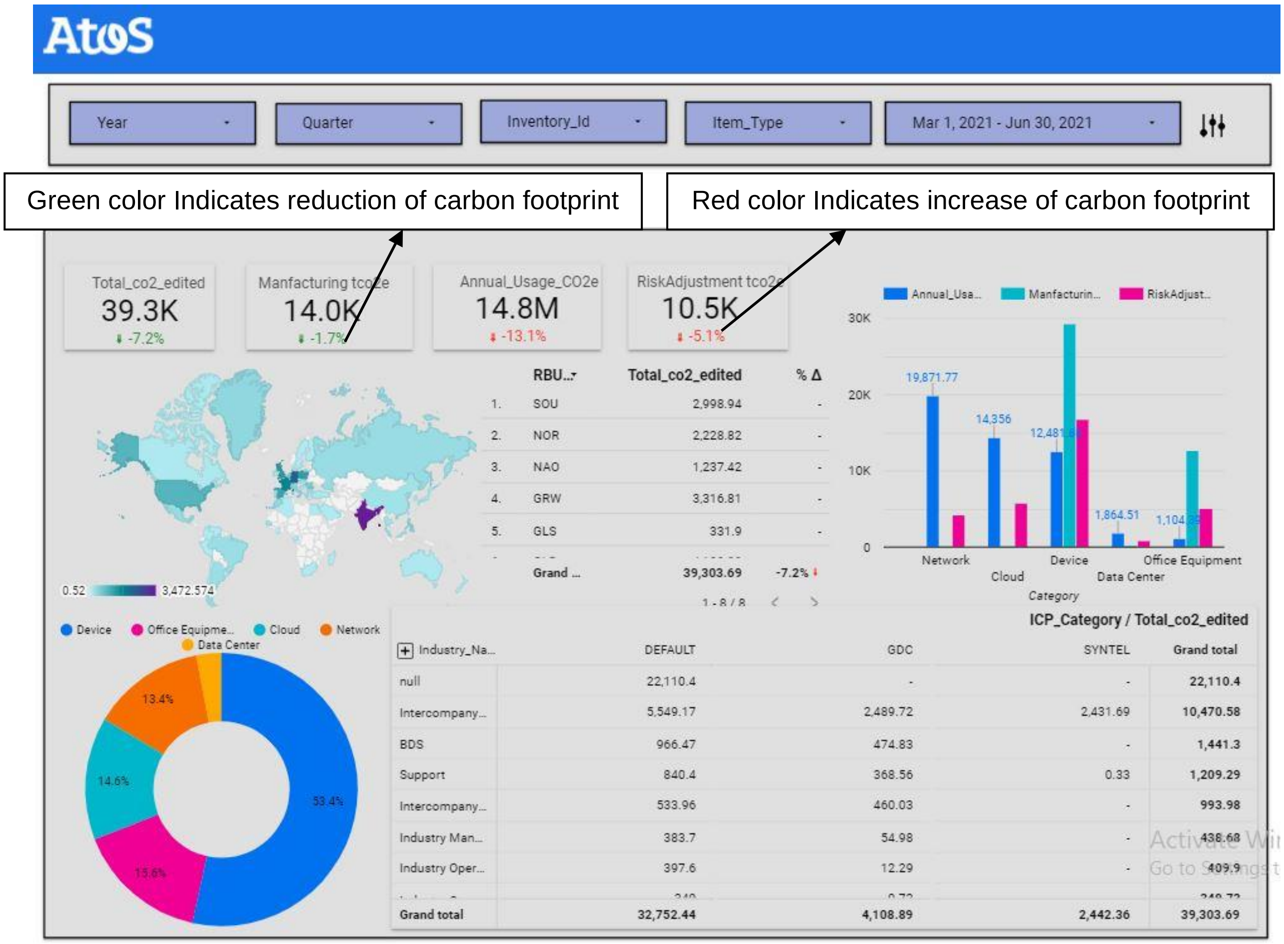
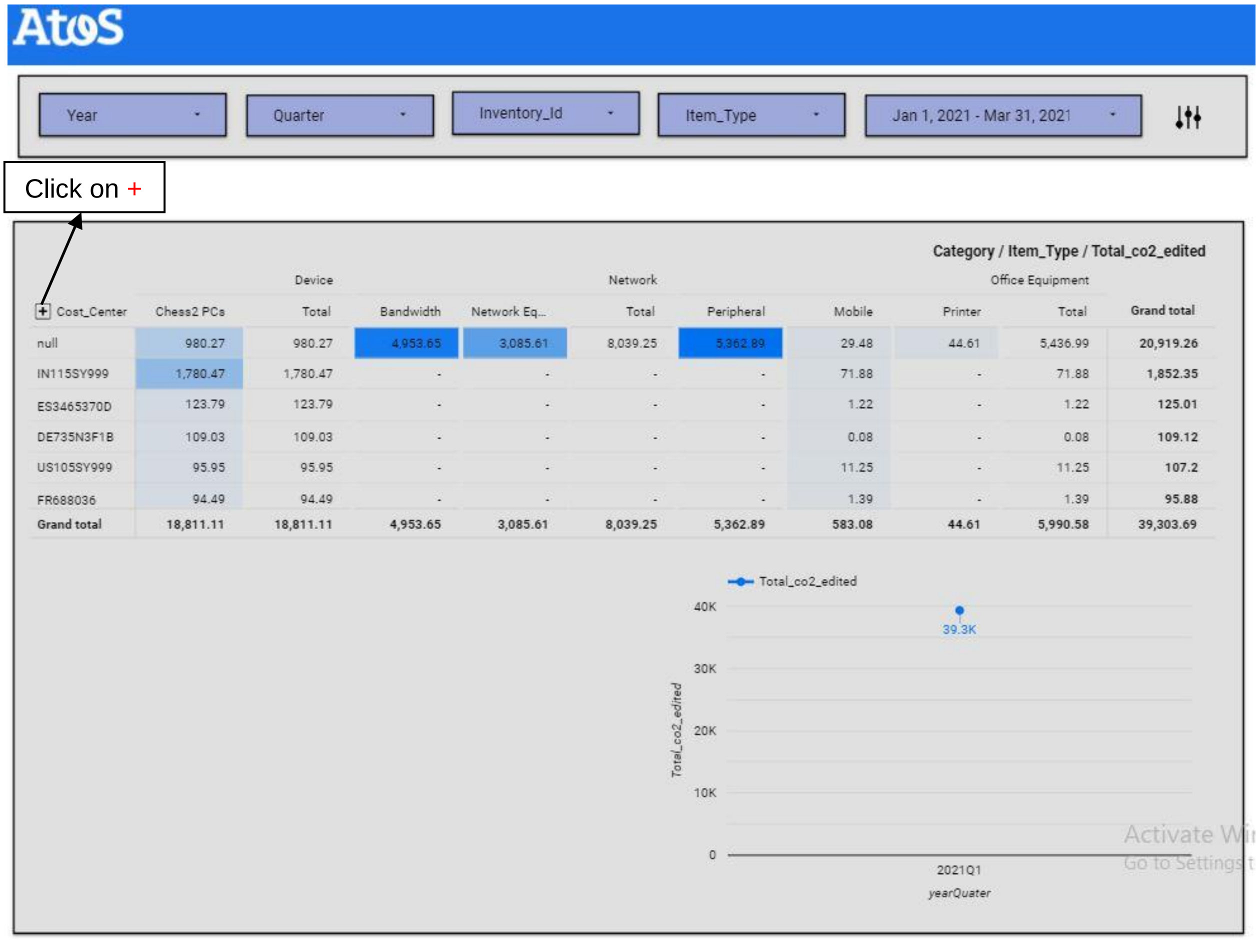


Figure 9 – Report

Here

- Green color indicates reduction of carbon footprint of the organization for chosen date period
- Red color indicates increase of carbon footprint of the organization for chosen date period



	Device		Network				Office Equipment			
Cost_Center	Chess2 PCs	Total	Bandwidth	Network Eq...	Total	Peripheral	Mobile	Printer	Total	Grand total
null	980.27	980.27	4,953.65	3,085.61	8,039.25	5,362.89	29.48	44.61	5,436.99	**20,919.26**
IN115SY999	1,780.47	1,780.47	-	-	-	-	71.88	-	71.88	**1,852.35**
ES3465370D	123.79	123.79	-	-	-	-	1.22	-	1.22	**125.01**
DE735N3F1B	109.03	109.03	-	-	-	-	0.08	-	0.08	**109.12**
US105SY999	95.95	95.95	-	-	-	-	11.25	-	11.25	**107.2**
FR688036	94.49	94.49	-	-	-	-	1.39	-	1.39	**95.88**
Grand total	**18,811.11**	**18,811.11**	**4,953.65**	**3,085.61**	**8,039.25**	**5,362.89**	**583.08**	**44.61**	**5,990.58**	**39,303.69**

Figure 10 – Report1

Here

- In table showing carbon footprint of different cost center based on the different item types
- Graph shows carbon footprint for the particular quarter of that year
- Click on + to expand the Cost_Center names

2 Admin

2.1 Introduction

Module Name

Admin page

2.2 Purpose

Admin page is used to **add user** and assign particular **role** to the user.

- To **add user** enter the following details
  - DAS Id
  - First Name
  - Last Name
  - Email
  - New Role

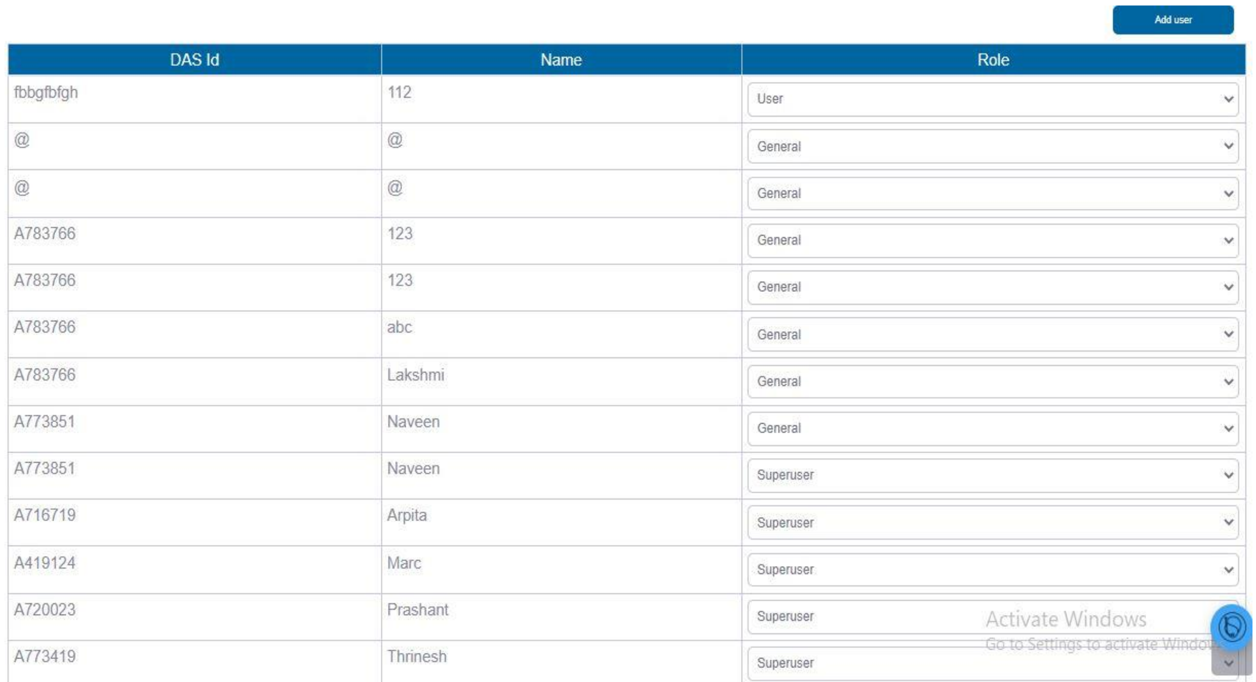
2.3 Scope

This document module explains how to **Add user** and assign **role** to the user. Based on the role user can access the particular page.

2.4 Admin page

Navigate to Admin page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ Admin***



DAS Id	Name	Role
fbbgfbfgh	112	User
@	@	General
@	@	General
A783766	123	General
A783766	123	General
A783766	abc	General
A783766	Lakshmi	General
A773851	Naveen	General
A773851	Naveen	Superuser
A716719	Arpita	Superuser
A419124	Marc	Superuser
A720023	Prashant	Superuser
A773419	Thrinesh	Superuser

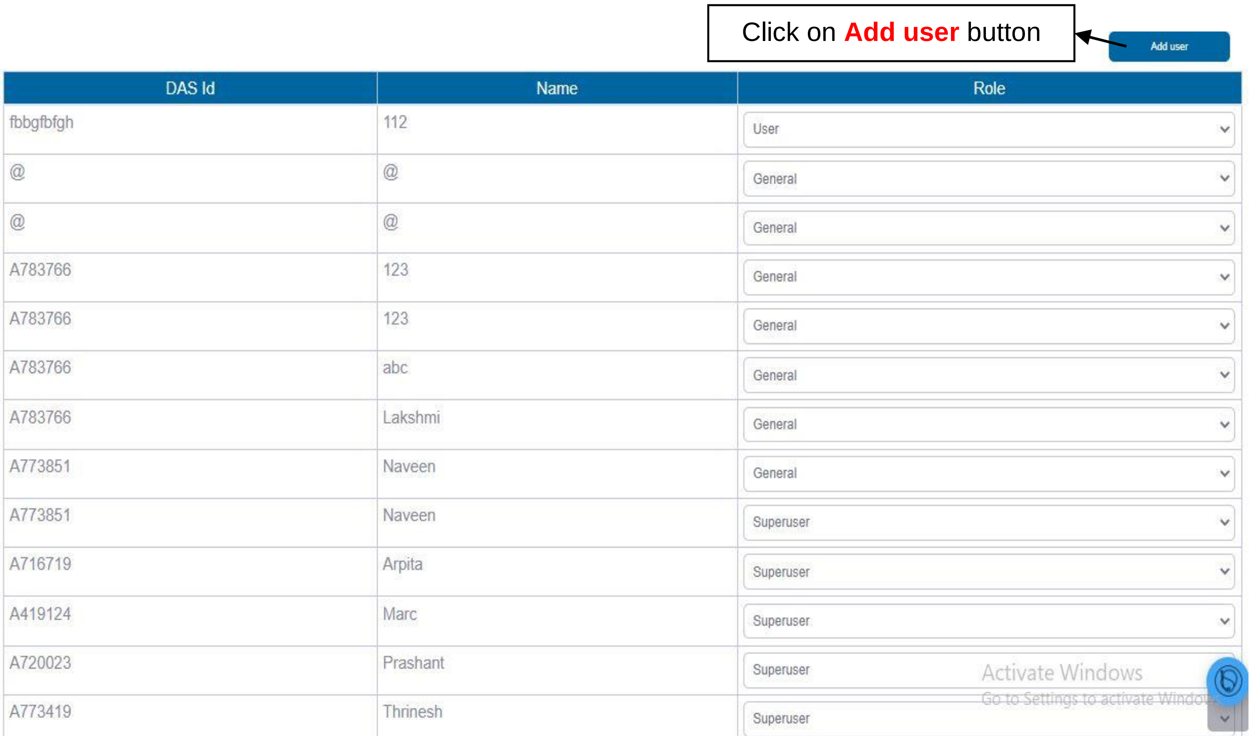
Figure 11 – Admin page

2.5 Assigning role to the User

Navigate to Admin page using the following path:

NAVIGATION: ***login → Dashboard → Admin***

Click on **Add user** button to assign role the user



DAS Id	Name	Role
fbbgfbfgh	112	User
@	@	General
@	@	General
A783766	123	General
A783766	123	General
A783766	abc	General
A783766	Lakshmi	General
A773851	Naveen	General
A773851	Naveen	Superuser
A716719	Arpita	Superuser
A419124	Marc	Superuser
A720023	Prashant	Superuser
A773419	Thrinesh	Superuser

Figure 12 – Adding user

After clicking on **Add** button the Add user form will open

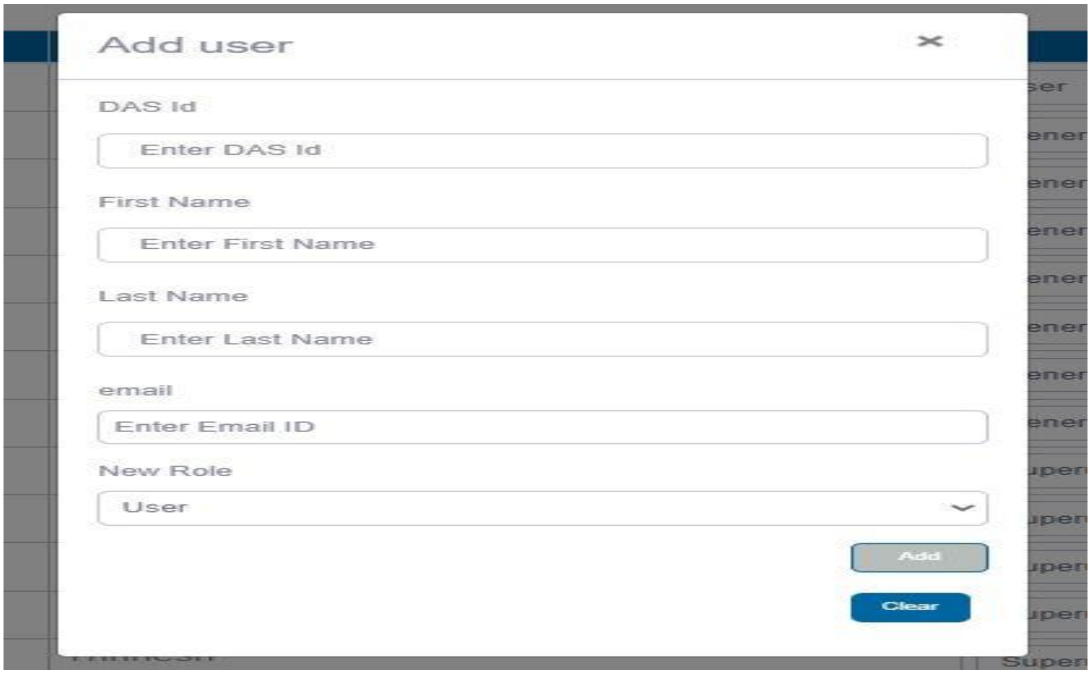


Figure 13 – Add user Form

Validations:

- **DAS Id** should accept only letters and numbers
- **First Name** should accept only letters and numbers
- **Last Name** should accept only letters and numbers
- **email** should accept only email format
- Choose **New Role**

Enter valid inputs and click on **Add** button to save the **User role** or click on **clear** button to clear the details

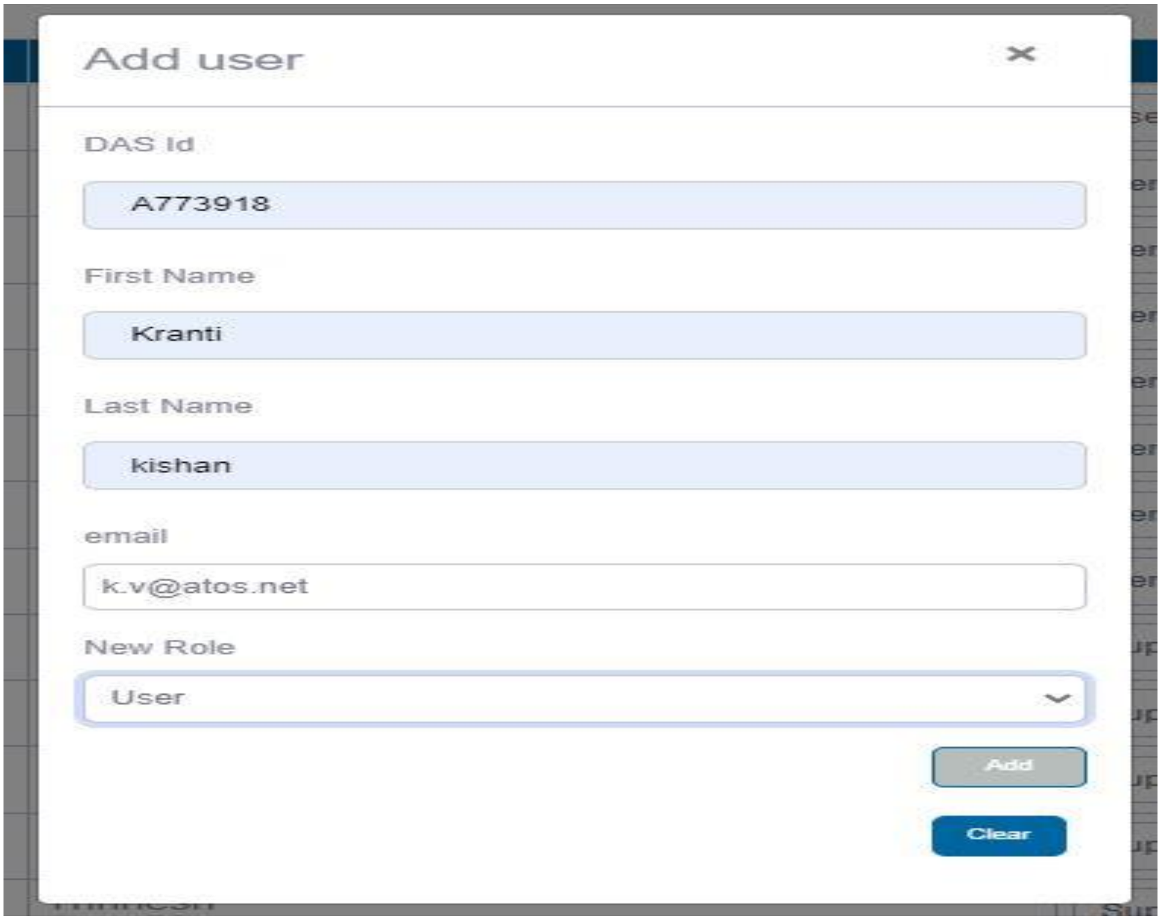


Figure 14 – Add user Form with valid data

There will be restriction on access of pages based on the New Role chosen

- If **User** role chosen then user has access of **Supplier page only**
- If **General** role chosen then user has access of **Initiative page** and **ICP page only**
- If **Admin** role chosen then user has access of **Admin page only**
- If **Superuser** role chosen then user has access of **all pages**

3 Initiative

3.1 Introduction

Module Name

Initiative page

3.2 Purpose

Initiative page is used to search for particular Initiative details through Initiative ID, add new Initiative and to view CO2e Reduction.

- To Search for particular Initiative we have to enter that Initiative ID which displays
  - Business Unit Id
  - Business Unit name
  - Business Unit Lead
  - Initiative Name
  - Start Date
  - End Date

- To add New Initiative we have to add the following details
  - Initiative Id
  - Initiative Name
  - Business Unit Name
  - Group Name
  - Type
  - Owner
  - Potential Impact
  - Status
  - Category
  - Action Plan
  - Working Hypptheses
  - Start Date
  - End Date
  - Required Investment
  - Spend
  - Location
  - Cost center
  - RBU
  - Country

- CO2e Reduction Shows following for particular year
  - Initiative Id
  - Reduction Id
  - Reduction month
  - Reduction Year

- Reduction Category
- Reduction Amount
- Start Date
- End Date

3.3 Scope

This document module explains how to search for particular Initiative Details through Initiative ID, add New Initiatives and to view CO2e Reduction for particular year.

3.4 Initiative page

Navigate to Initiative page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ Initiative***

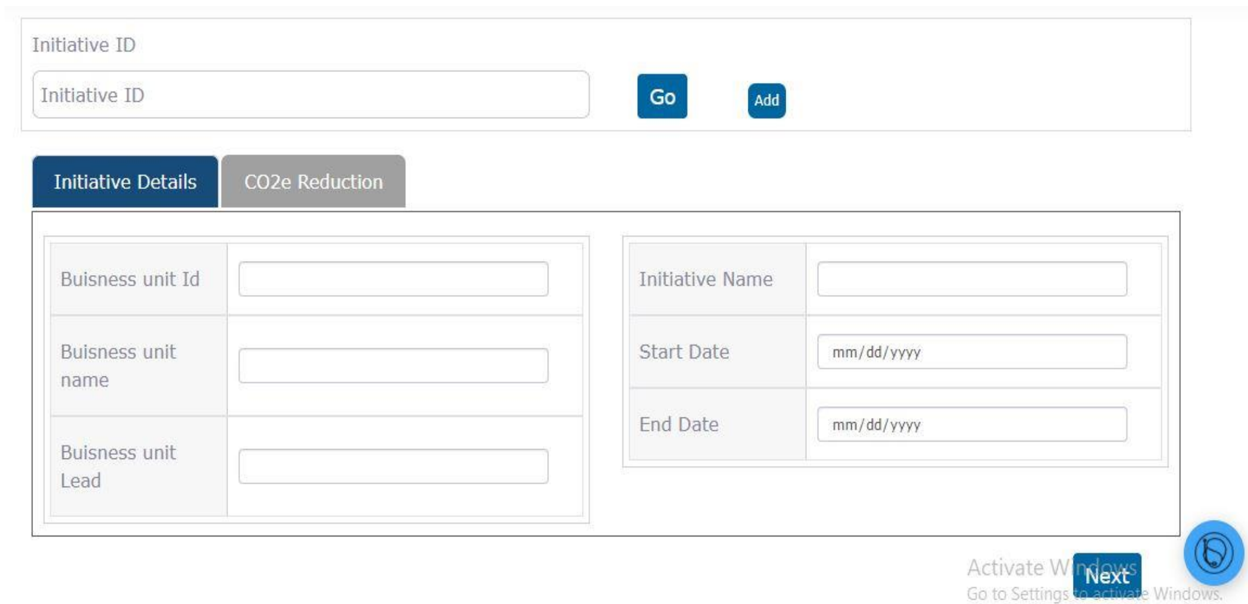


Figure 15 – Initiative page

3.5 Searching Initiative Details through Initiative ID

Page used to search for particular Initiative Details through Initiative ID

Navigate to Initiative page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ Initiative***

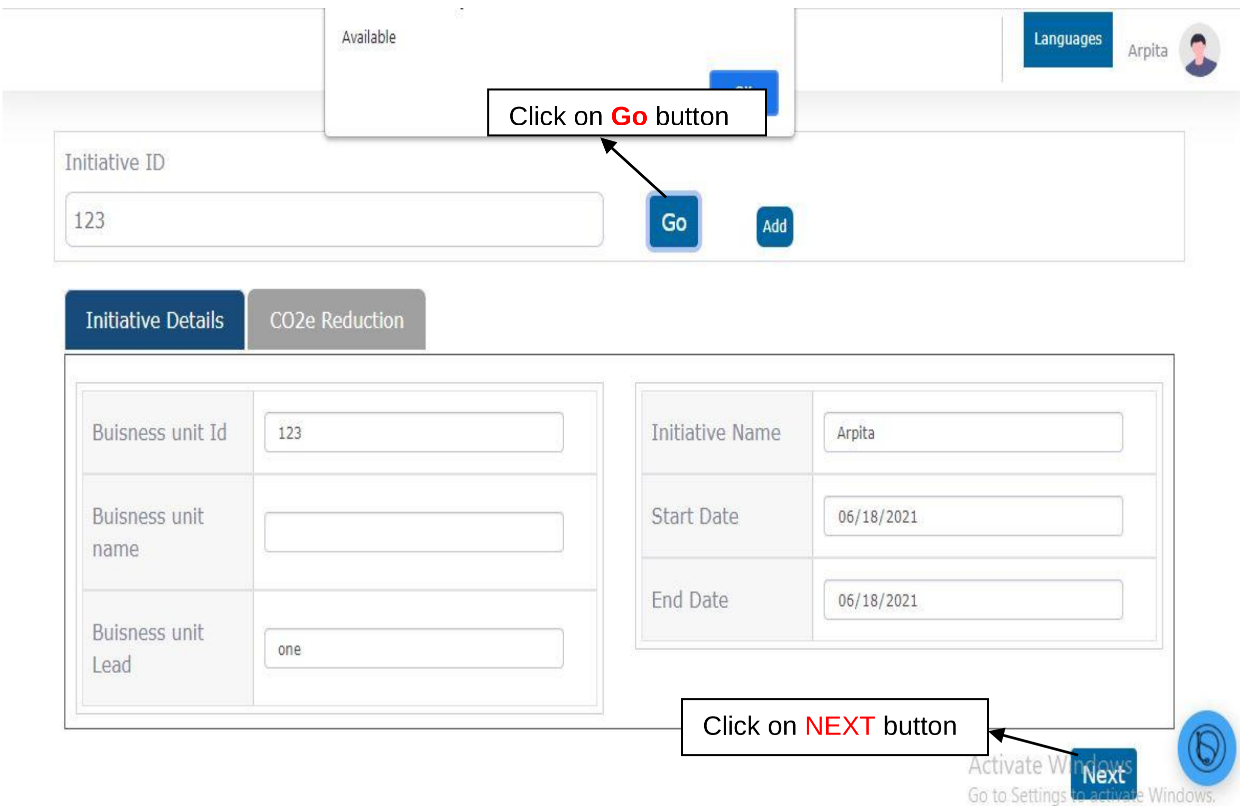


Figure 16 – Searching Initiative Details through Initiative ID

- Enter correct Initiative Id and click on **Go** to view the particular Initiative Details otherwise pop up message 'Not Available, Please try again with valid Initiator Id'
- Click on **Next** to view the CO2e Reduction details

3.6 Adding New Initiative

To add New Initiative details Navigate to Initiative page using the following path:

NAVIGATION: ***login → Dashboard → Initiative***

Click on **Add** button to add the New Initiative

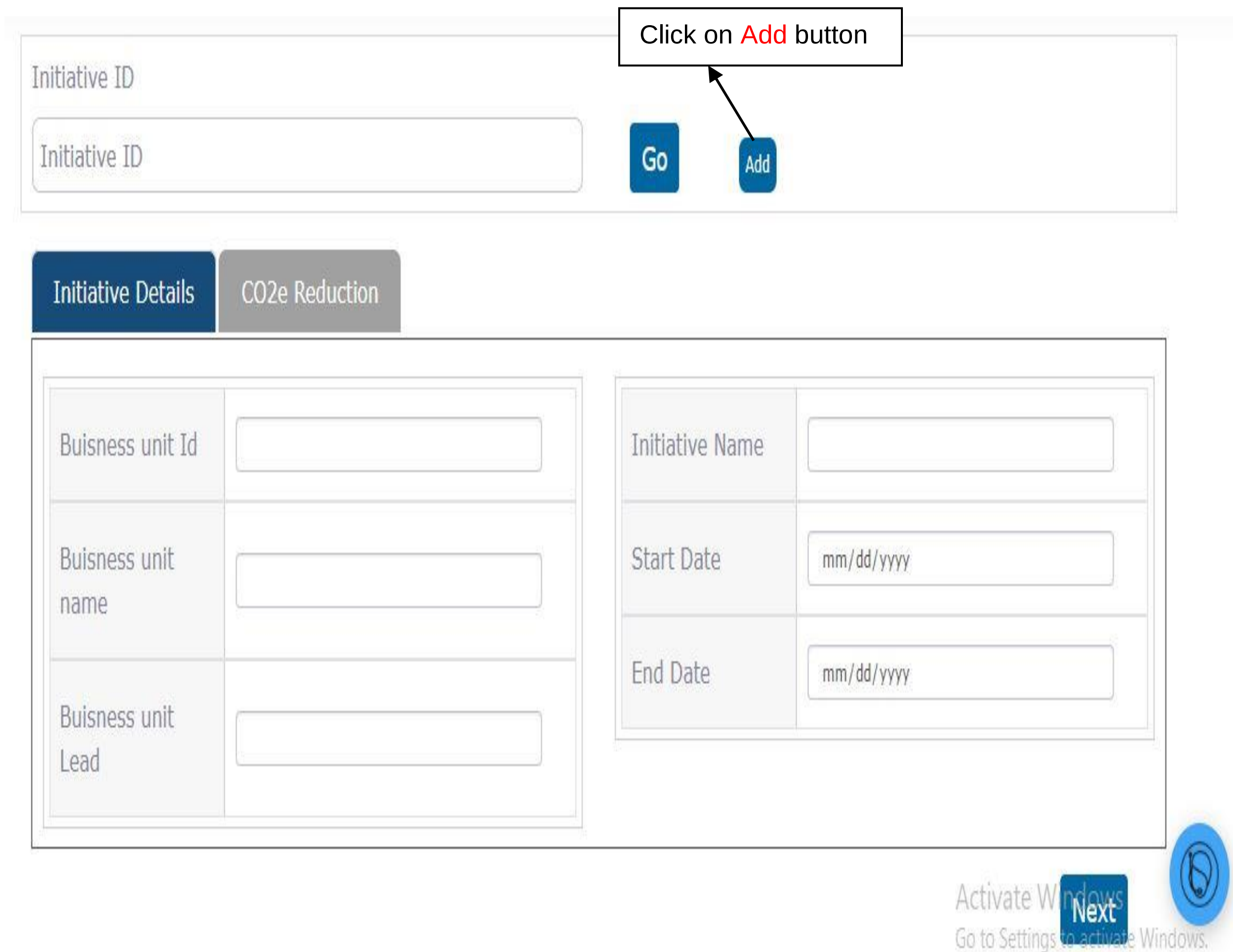


Figure 17 – Adding New Initiative

After clicking on **Add** button the form will open to enter New Initiative details

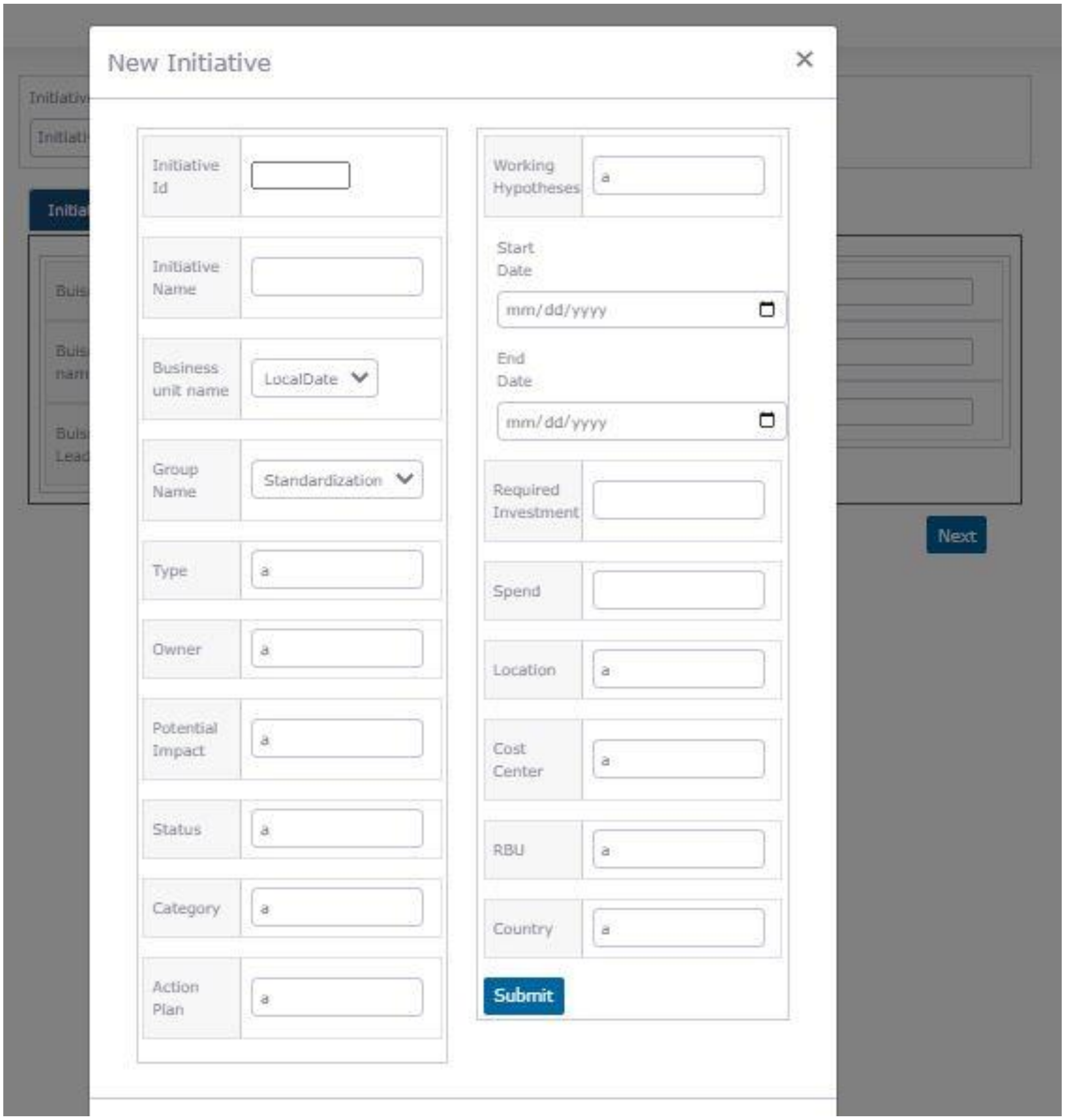


Figure 18 – New Initiative Form

Validations:

- **Initiative** should accept only letters and numbers
- **Initiative Name** should accept only letters and numbers
- Choose appropriate **Business unit name**
- Choose appropriate **Group Name**

- **Type** should accept only letters and numbers
- **Owner** should accept only letters and numbers
- **Potential Impact** should accept only letters and numbers
- **Status** should accept only letters and numbers
- **Category** should accept only letters and numbers
- **Action plan** should accept only letters and numbers
- **Working Hypotheses** should contain only letters and numbers
- **Start Date** should be in date format
- **End Date** should be in date format
- **Required Investment** should accept only numbers(integer)
- **Spend** should accept only numbers(integer)
- **Location** should contain only letters and numbers
- **Cost Center** should contain only letters and numbers
- **RBU** should contain only letters and numbers
- **Country** should contain only letters and numbers

Enter valid inputs and click on **Submit** button to save the New Initiative

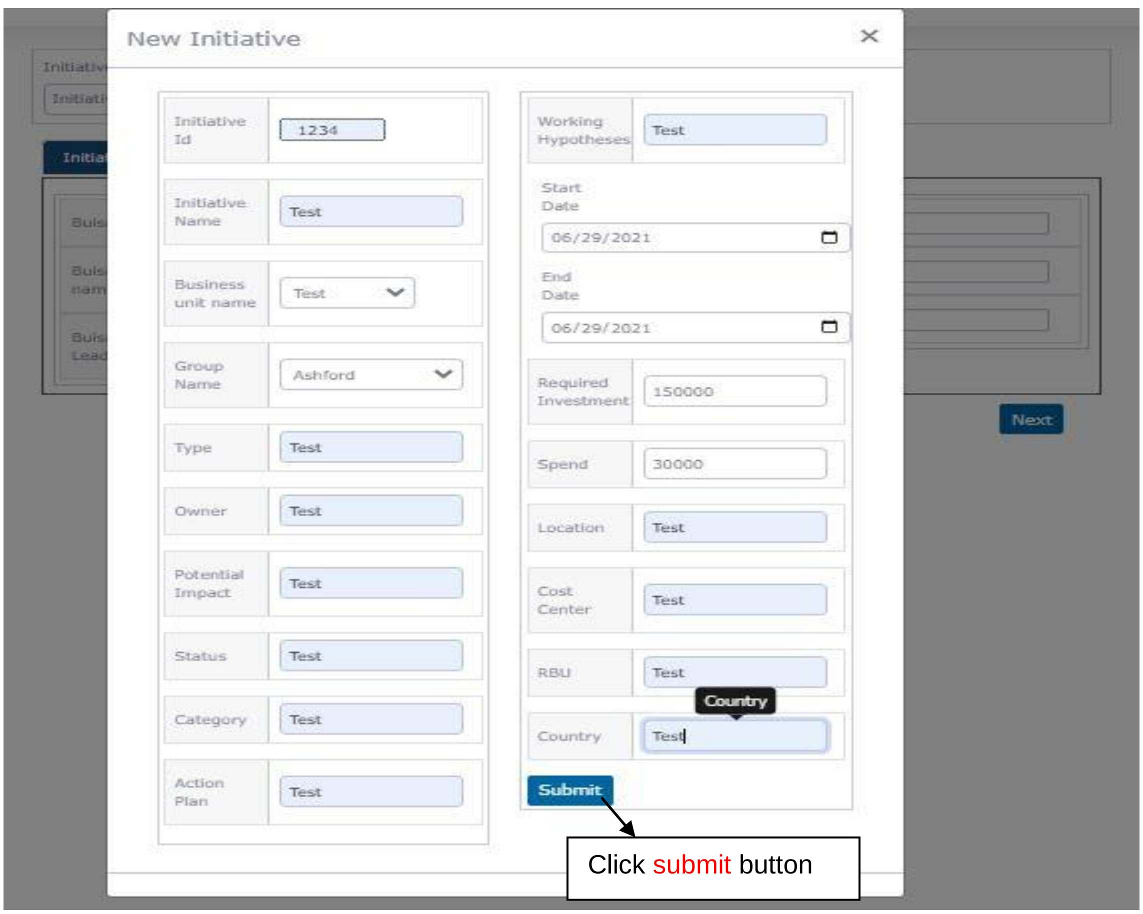


Figure 19 – New Initiative Form with valid data

4 ICP

4.1 Introduction

Module Name

ICP page

4.2 Purpose

ICP page is used to calculate Internal Carbon Pricing. Here differentiating areas A & C. **Area A** is the elements under direct control and **Area C** is project related carbon footprint. The carbon pricing is then charged out to the relevant business units.

- In **Part A** we have to enter following details
  - RBU
  - Year
  - Quarter
  - Source
  - tCO2e

- In **Part C** we have to enter following details
  - Type
  - Project Name
  - Country
  - PM (or) ER (or) Count
  - RBU
  - Industry
  - Client Ex
  - Date

4.3 Scope

This document module explains Internal Carbon Pricing calculation based on different Areas like A & C.

4.4 ICP page

Navigate to ICP page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ ICP***

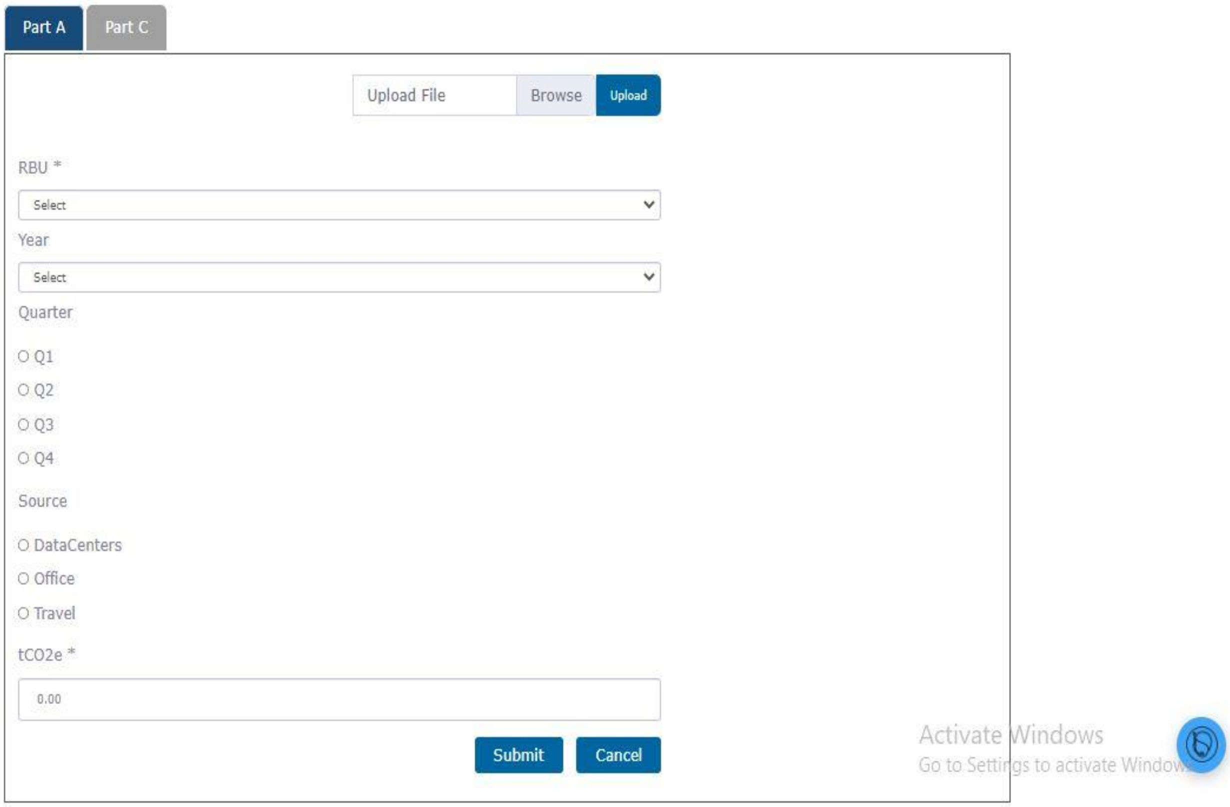


Figure 20 – ICP page

4.5 Part A

Navigate to Part A page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ ICP***

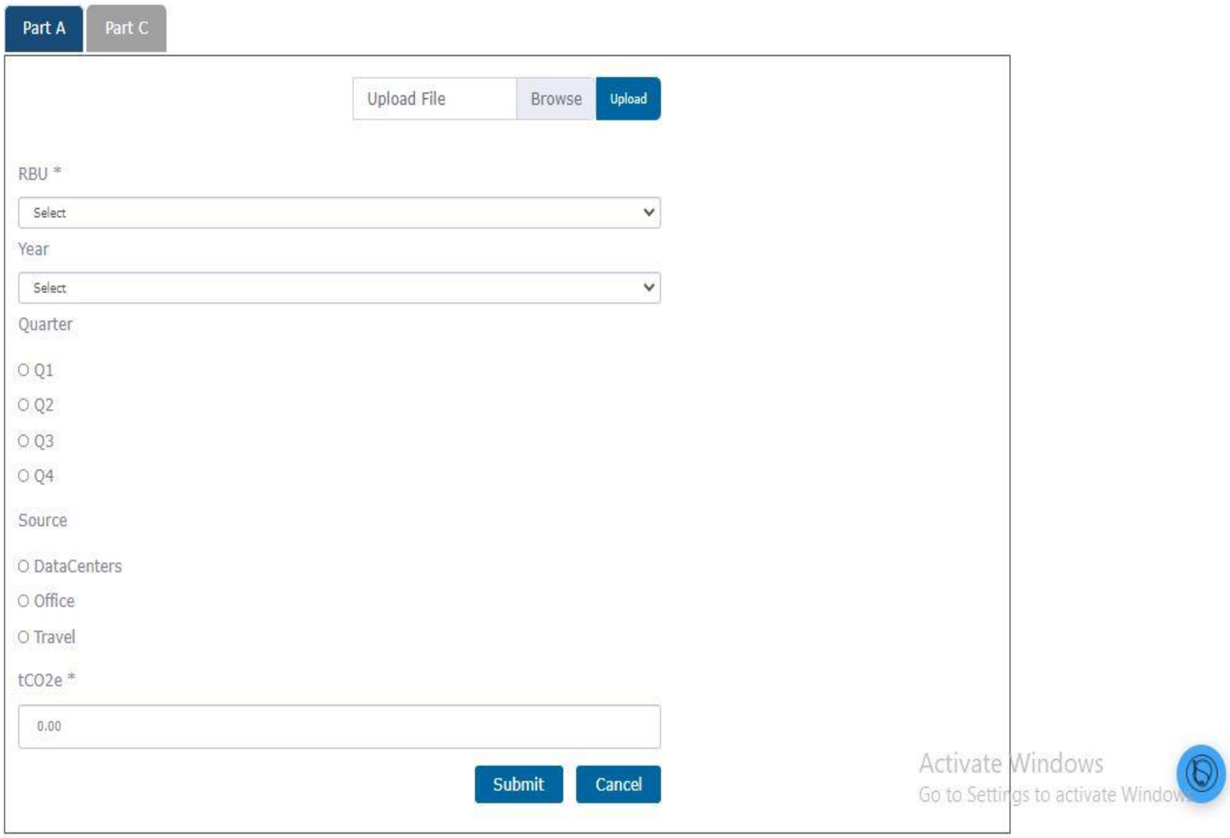


Figure 21 – ICP Part A

Enter the following details in Part A for calculating carbon pricing

- Choose **RBU** (Regional Business Unit) specifies Region of Business Unit
- Choose which **Year** to calculate carbon pricing
- Choose which **Quarter** to calculate carbon pricing
- Choose **Source** which specifies carbon footprint from different sources based on AIT
- Enter **tCO2e(Total Carbon emission).** Total Co2 emissions per year reflect the carbon footprint associated with all licenses in a year.
- Click on Upload button and choose .txt file which contains carbon footprint details

Click on **Submit** button to save the details

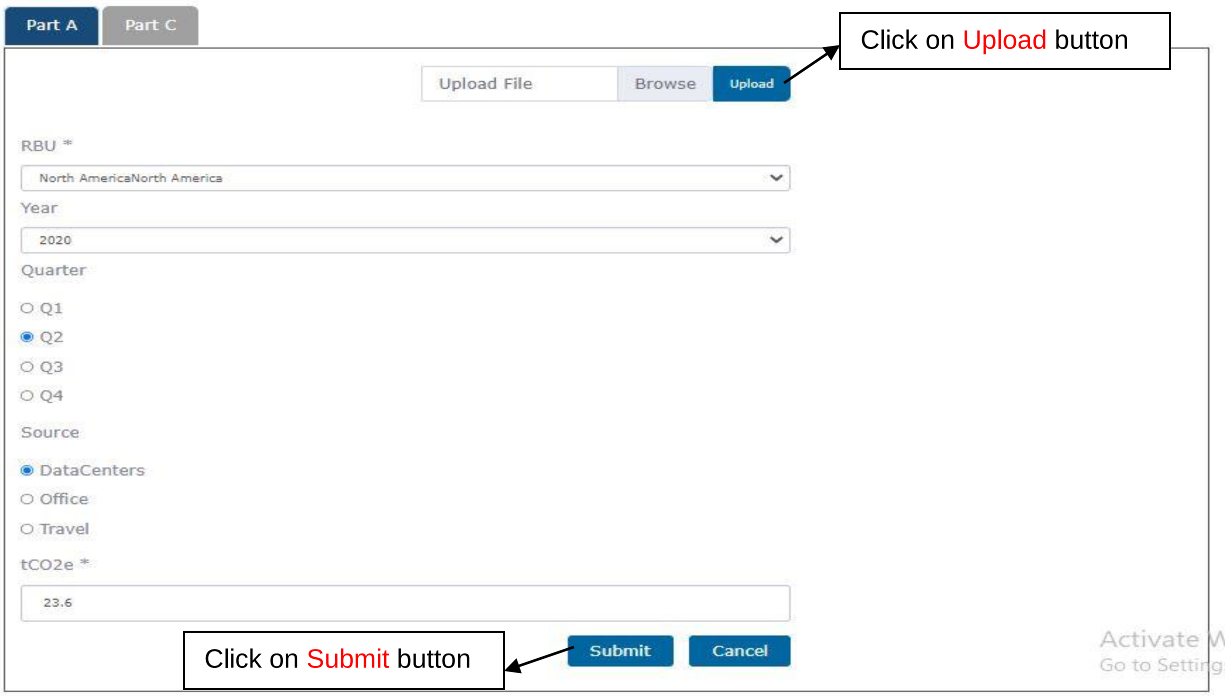


Figure 22 – ICP Part A with valid data

Validations:

- **tCO2e(Total Carbon emission)** accepts only floating number

4.6 Part C

Navigate to part C page using the following path:

NAVIGATION: ***login → Dashboard → ICP →Part C***

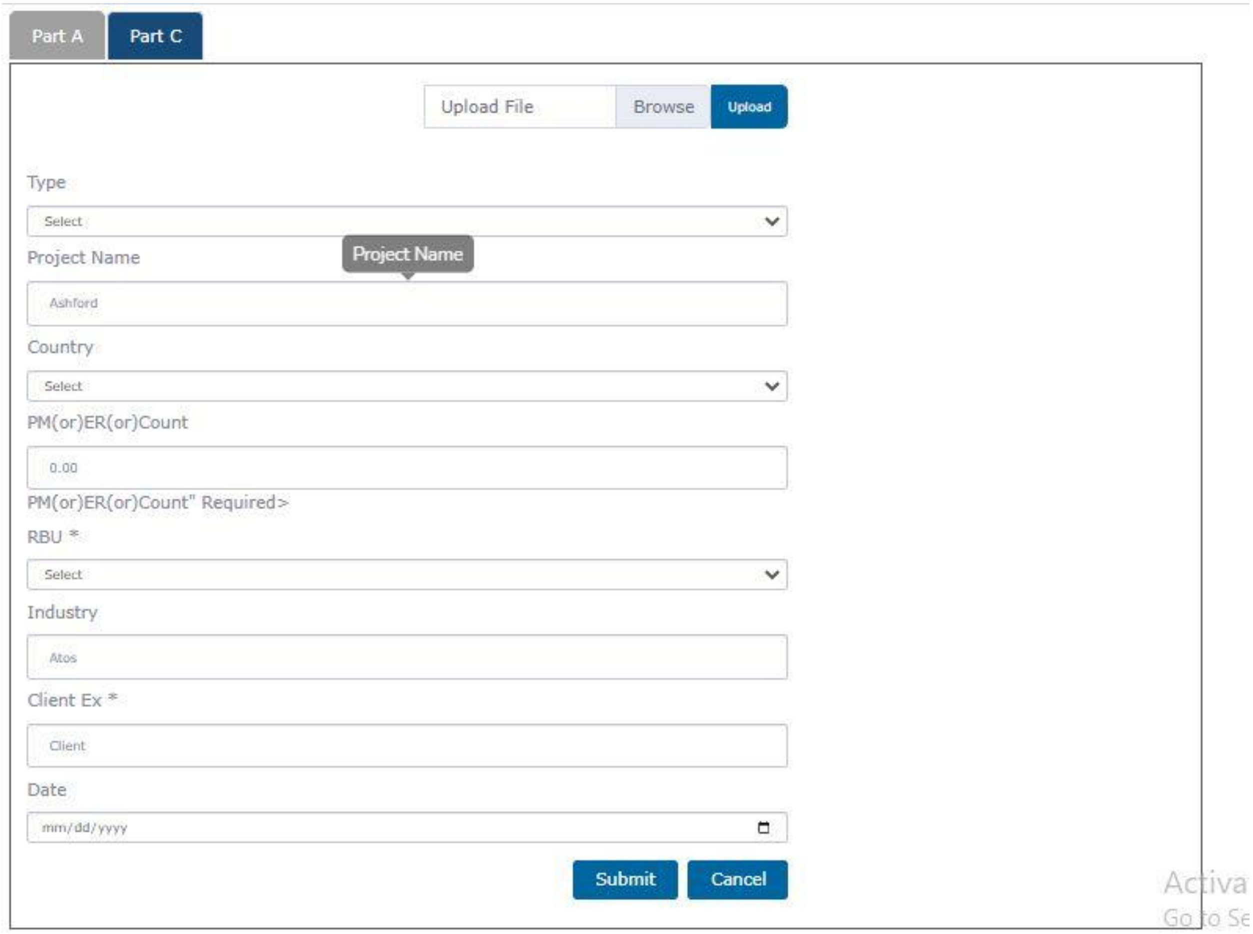


Figure 23 – ICP Part C

- Enter the following details in Part A for calculating carbon pricing
  - Choose **Type** which specifies type of the Project
  - Enter the **Project Name**
  - Choose **Country**
  - Enter **PM(or)ER(or)Count** which specifies Count of Carbon emission
  - Choose **RBU** (Regional Business Unit) specifies Region of Business Unit
  - Enter the **Industry** name
  - Enter **Client** name
  - Choose proper **Date** from which to calculate Carbon emission
  - Click on Upload button and choose .txt file which contains carbon footprint details
- Click on **Submit** button to save the details

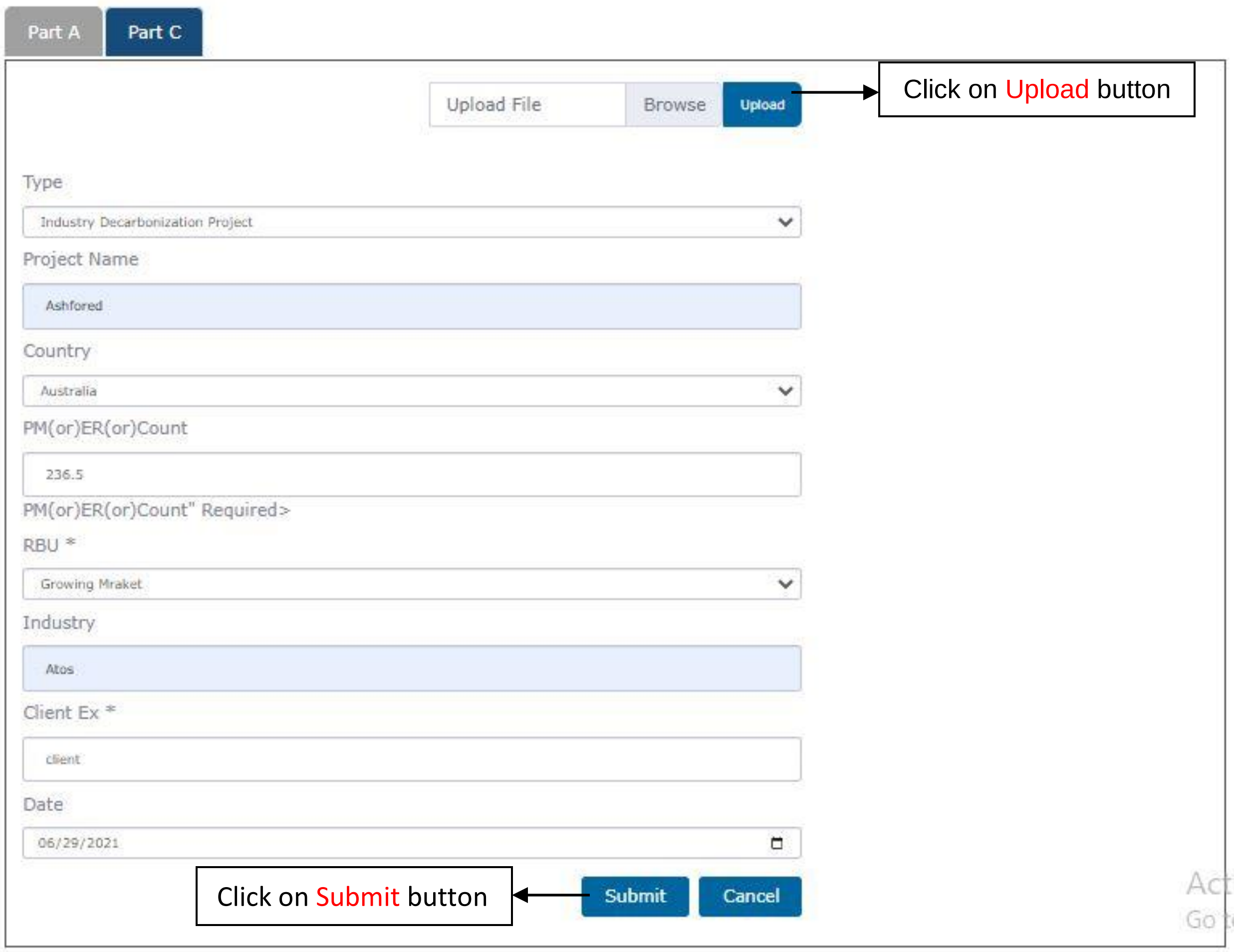


Figure 24 – ICP Part C with Valid data

Validations:

- **Project Name** should accept only letters and numbers
- **PM(or)ER(or)Count** should accept only floating point number
- **Industry** should accept only letters and numbers
- **Client Ex** should accept only letters and numbers

5 Supplier

5.1 Introduction

Module Name

Supplier page

5.2 Purpose

The purpose is to provide an ABC score for suppliers, based on various certification and Start to get information from supplier to confirm if the rating is supported by their documentation. Currently this is in excel.

- To view the score of Supplier enter the following details
    - Vendor ID
    - Vendor Name
    - Status
- To add the supplier details we have to enter the following details
    - Vendor Group Id
    - Vendor Name
    - Vendor Description
    - Status
    - Managed
    - Team Details
    - CPO
    - SPOC

5.3 Scope

This document module explains how to view the score of Supplier and how to add new Supplier Details based on various certification.

5.4 Supplier page

Navigate to Supplier page using the following path:

NAVIGATION: ***login → Dashboard → Supplier***

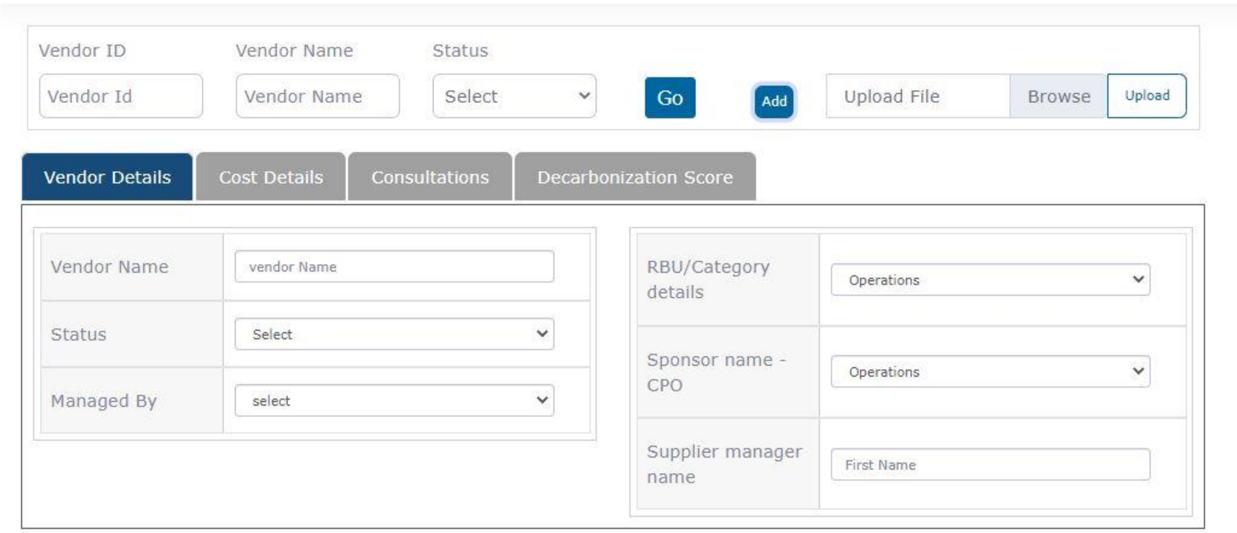


Figure 25 – Supplier Page

5.5 Viewing score of Supplier

Navigate to Supplier page using the following path:

NAVIGATION: ***login → Dashboard → Supplier***

- To view the score of Supplier enter the following details in supplier page
  - Enter **Vendor ID**
  - Enter **Vendor Name**
  - Choose **Status**
  - Click on **Upload** button to upload excel file with necessary details
- Click on **Go** button to view the various details and score of supplier.

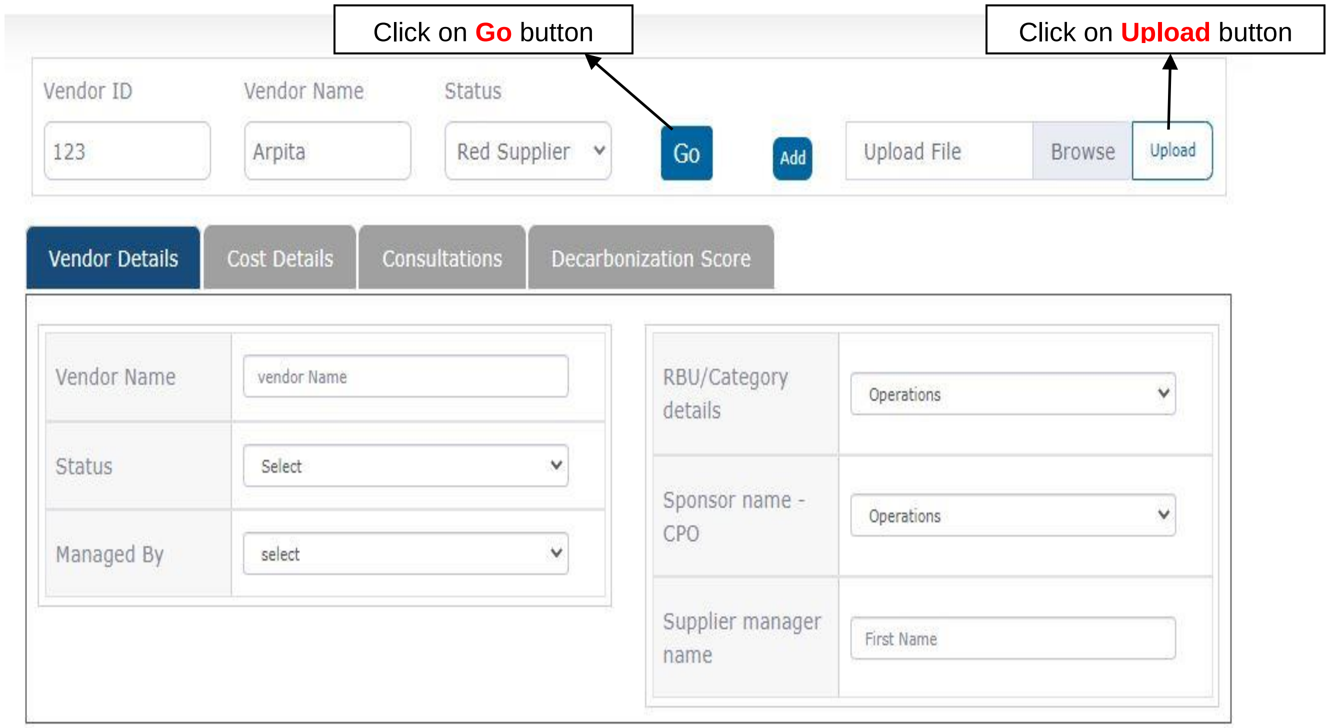


Figure 26 – Vendor Details in Supplier page

Validations:

- **Vendor ID** should accept only letters and numbers
- **Vendor Name** should accept only letters and numbers

To view Cost Details click on **Cost Details** tab

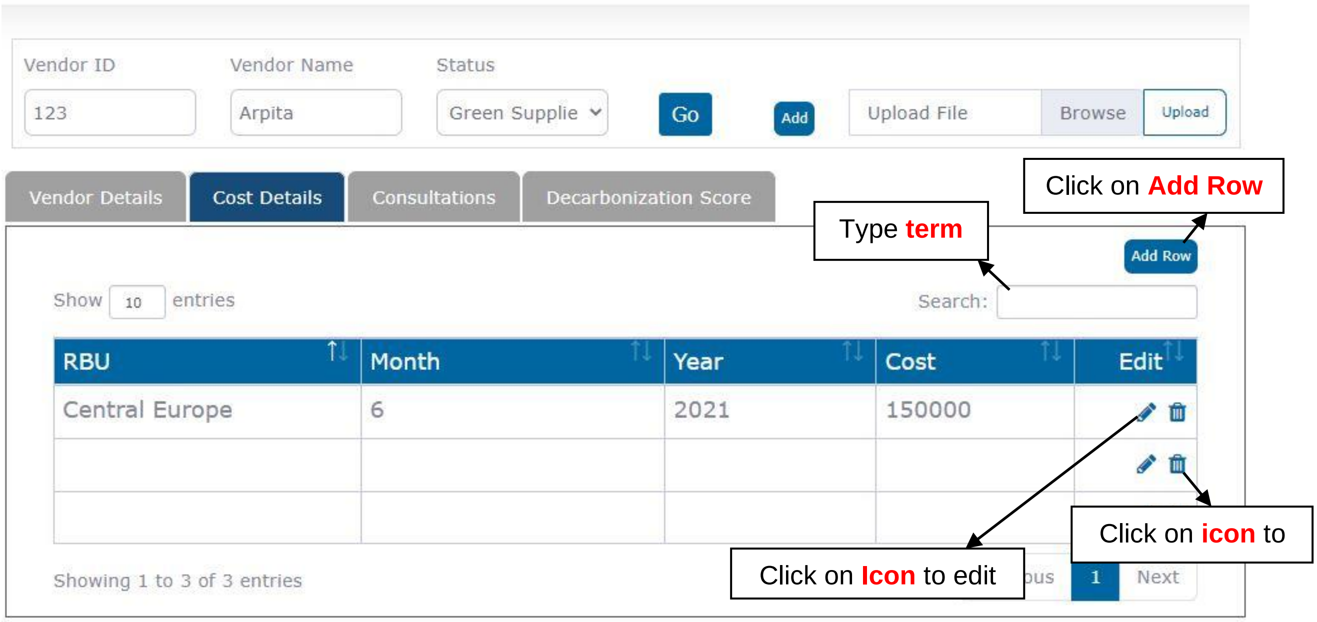


Figure 27 – Cost Details in Supplier page

Here RBU specifies Region, cost specifies the amount for the month of the specified year

- Click on **Add Row** button to add new row of Cost Details
- Type **related term** to search and retrieve details
- Click on **icon** to edit the details
- Click on **icon** to delete the details
- Click on **icon** save the details

To view Consultations details click on **Consultations** tab

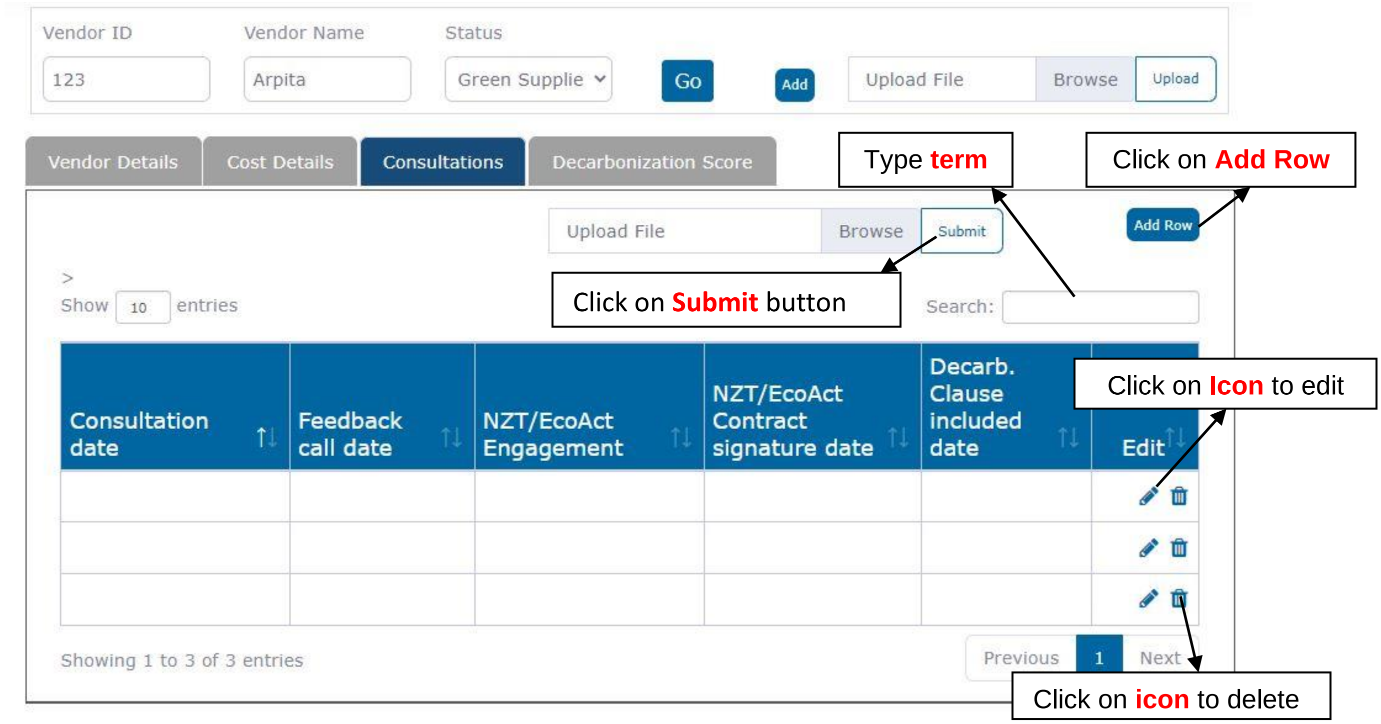


Figure 28 – Consultations in Supplier page

- **Consultation date** specifies date of Consultation
- **Feedback call date** specifies date of Feedback
- **NZT/EcoAct Engagement** specifies date of engagement
- **NZT/EcoAct Contract signature date** specifies date of contract
- **Decarb Clause included date** specifies date of inclusion
- Click on **Add Row** button to add new row of Consultations details
- Type **related term** to search and retrieve details
- Click on **icon** to edit the details
- Click on **icon** to delete the details
- Click on **icon** save the details

To view Decarbonization Score details click on **Decarbonization Score** tab

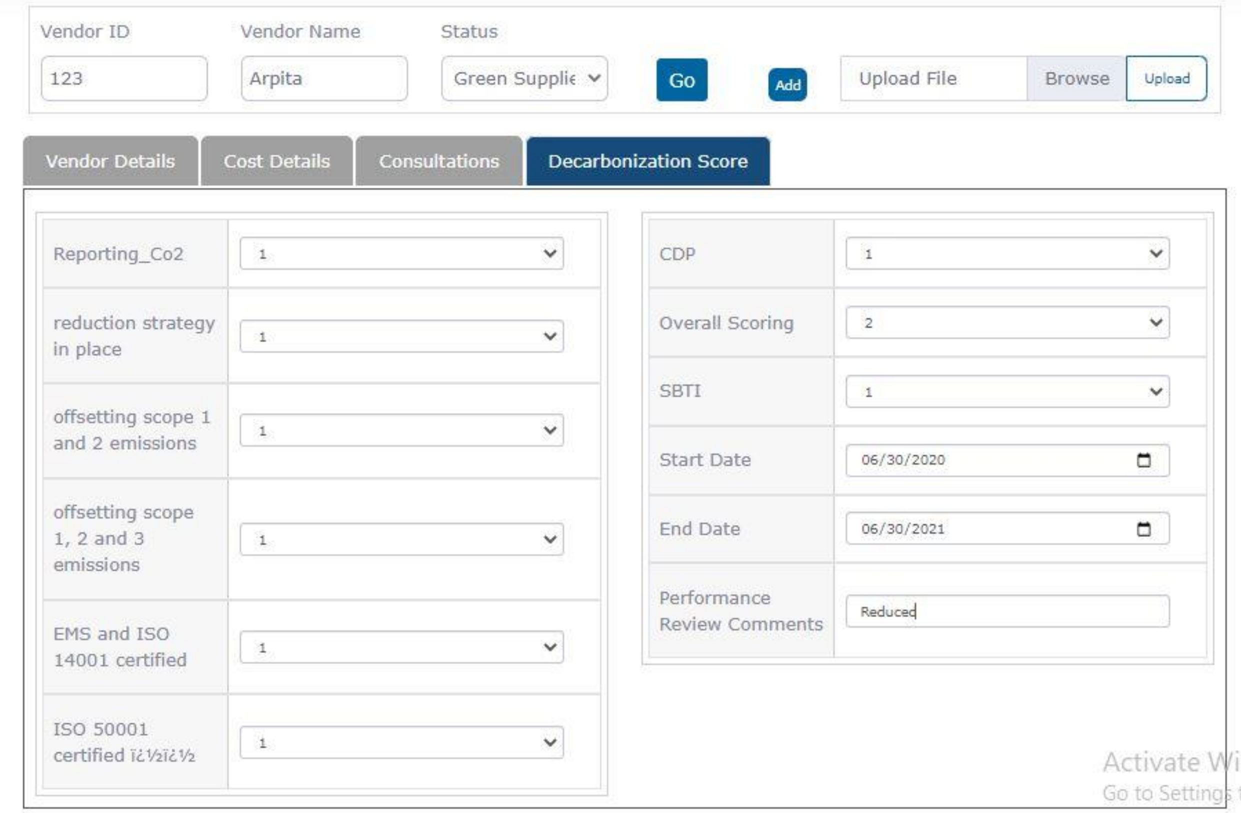


Figure 29 – Decarbonization Score in Supplier page

5.6 Adding Supplier Details

Navigate to Supplier page using the following path:

NAVIGATION: ***login ➔ Dashboard ➔ Supplier***

Click on **Add** button to add Supplier Details

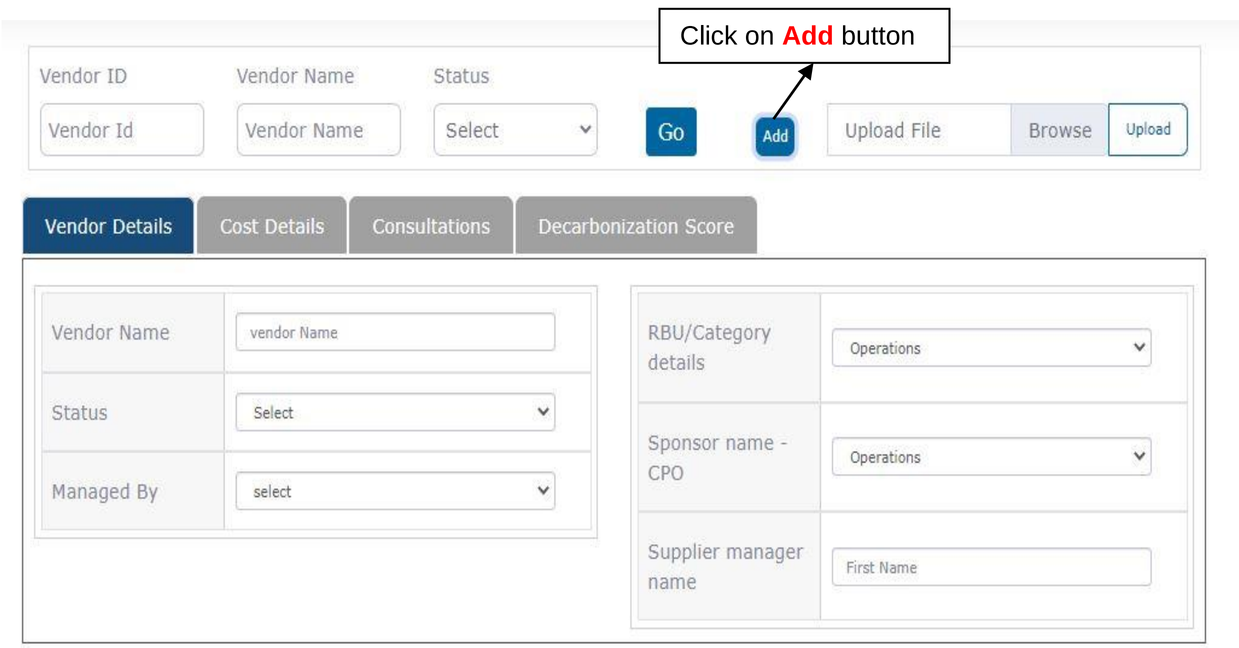


Figure 30 – Adding Supplier Details

After clicking on **Add** button the form will open to enter Supplier details

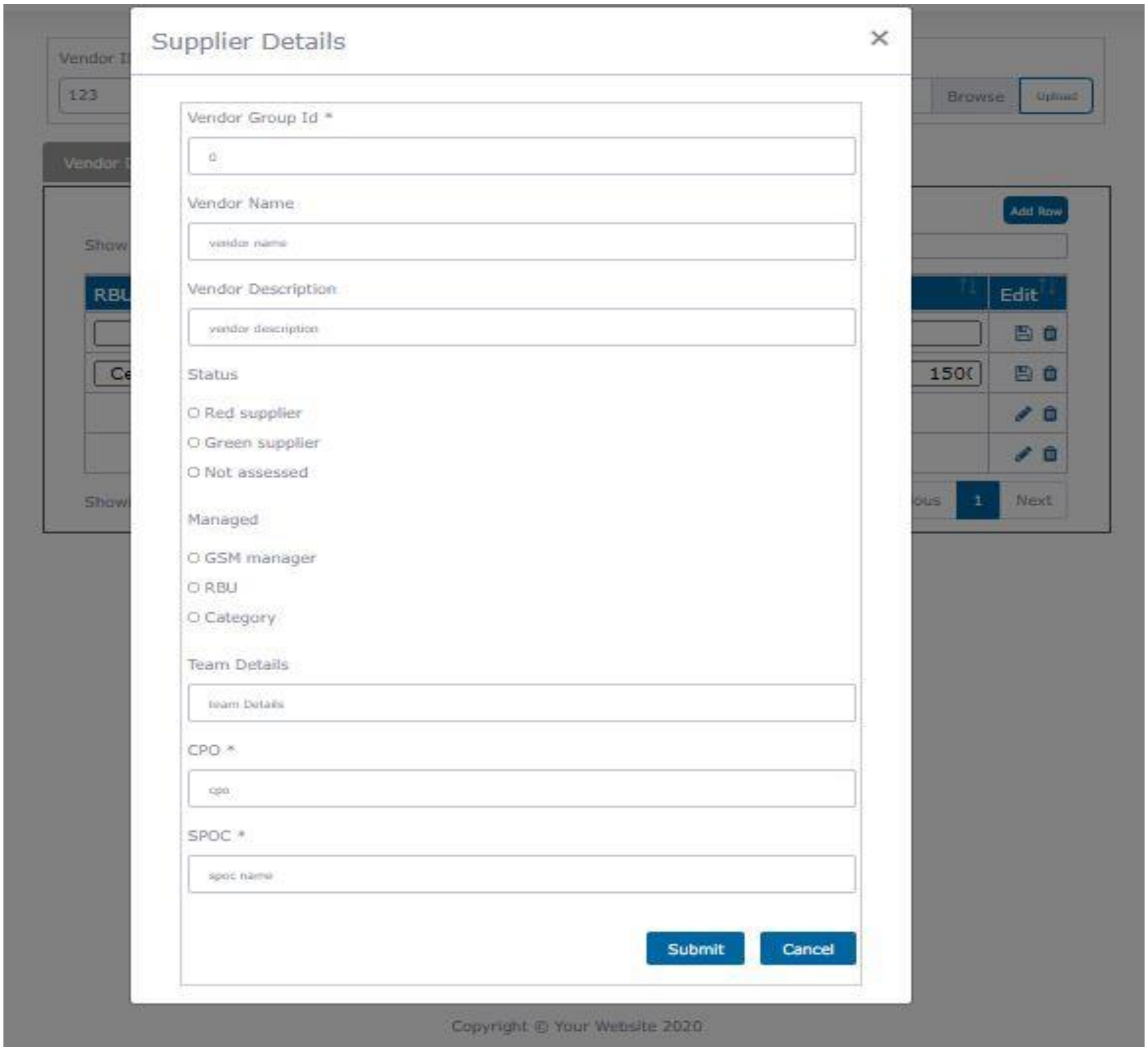


Figure 31 – Supplier Details Form

Validations:

- **Vendor Group Id** should accept only letters and numbers
- **Vendor Name** should accept only letters and numbers
- **Vendor Description** should accept only letters and numbers
- Choose **Status**

- Choose **Managed**
- **Team Details** should accept only letters and numbers
- **CPO** should accept only letters and numbers
- **SPOC** should accept only letters and numbers

Enter valid inputs and click on **Submit** button to save the Supplier Details

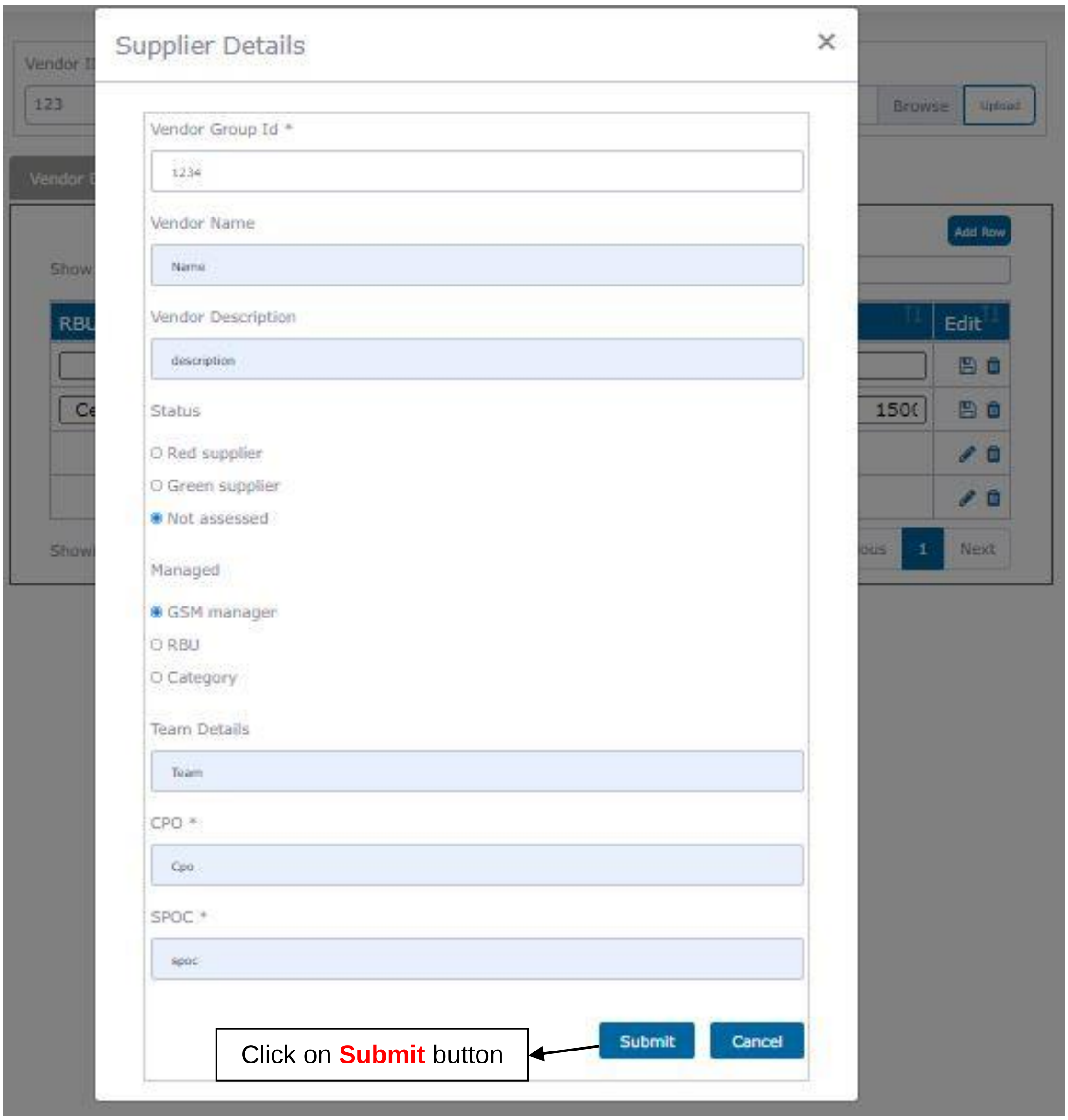


Figure 32 – Supplier Details Form with valid data