Sustainability Disclosure Database

Managing your GRI Data

Contents

This document provides detailed information on how to connect with your organization and become one of the two designated contacts who can manage GRI data on behalf of your organization. For information on how to register yourself with GRI, please find more information here.

For any questions or comments, please contact GRI's Database Team.

Managing your core organization and report data

Being made one of the two designated contacts to manage data

Two designated contacts from your organization can be provided rights in order to manage your organization's data. Send an email to GRI to request to be made one of these two contacts for your organization. Already one of the two designated contacts.

Once established as one of the two designated contacts from your organization (which will be confirmed via email by GRI), you can manage your organization's core information and report details on the GRI website. Changes to the relevant core details on the GRI website will also reflect in the Sustainability Disclosure Database,

Managing core organization data

1)   Visit your MyGRI page (login required)

2)   Click the 'Edit Details' button next to your organization listing

3) You can change any of the core address and organization details in the subsequent form that opens.

   You are also able to modify who the two designated contacts (first and second contact) for your organization are – the drop-down list options reflect all GRI website users currently connected with your organization. If the person you wish to set as first or second contact is not shown, s/he should first follow the above steps.

4) For more detailed information related to the organization fields as well as guidance on completing them, please refer to the Data Legend.

Managing/ Adding additional data to your Report and Organization Profile Pages in the Sustainability Disclosure Database

In addition to being able to manage core organization and report details via the GRI website, the two designated contacts from your organization can also manage/ add additional information in the Sustainability Disclosure Database. There are editable fields on your Organization and Report Profile Pages, and in the Reporting Examples section of your Organization profile page. The Data Legend has more details on these editable fields.

Logging into the Database

1) Visit the Sustainability Disclosure Database at http://database.globalreporting.org

2) Clicking the 'Login' button in the top-right corner of the banner, will take you to the below page. In order to login, please click the green button "Go to login page"

3) By clicking the button, you will be re-directed to a login page. If you are already logged into the GRI website, you will not need to provide username/password details again. Otherwise, you will be asked to enter your GRI username/password in order to proceed.

NB: The first time you log into the Database, you will be required to accept the 'Terms and Conditions' before being able to edit any information.

4) Once logged into the Database, an 'Account' panel will open for you and display all organizations with a profile in the Database for which you are one of the designated contacts. You can always open and close this panel by clicking the 'Account' link in the top banner (replaces 'Login').

Managing your Organization Profile Page

1) Click on the linked organization name for which you would like to manage/ add data (if you are a designated contact for more than one organization, you will have editing rights for these other organizations as well).

2) Once on your Organization Profile page, you are able to add/edit additional information by clicking on the "Edit" button from the right side of the profile page. The editable fields include:
   a. Logo
   b. Description
   c. Employees
   d. Turnover (USD)
   e. Stock listing code
   f. Contact information (5 fields)
   g. Twitter account connection
   h. News RSS feed
   i. Risks
   j. Opportunities

3) For more detailed information related to these fields as well as guidance on completing them, please refer to the Data Legend.

4) All other fields not directly editable in the Database can be managed by following the instructions under Step 4 – Managing core organization data.

Managing your Report Profile Page(s)

1) From your Organization Profile Page, you can also access all of your Report Profile Pages via the reports carousel. Alternatively, use the Database Search function to locate one of your reports directly; since you are already logged in, you will have immediate editing rights on each Report Profile Page once accessed.

2) Once on a Report Profile page, you are able to add/edit additional information by clicking the "Edit" button from the left side of the page, under "*Access the report*" section. The editable fields include:
   a. Reporting period (scope beginning date and Scope ending date)
   b. Number of pages
   c. Periodicity (reporting cycle)
   d. Report language
   e. AA1000

3) For more detailed information related to these fields as well as guidance on completing them, please refer to the Data Legend.

4) All other fields not directly editable in the Database can be managed by following the instructions under Step 4 – Managing core report data.

Stay in touch

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