

Reporting of GPC Compliant Inventories is now easier thanks to the one-click reporting connection between ClearPath and the carbonn Climate Registry (cCR). This guide walks you through the steps in using the reporting button.

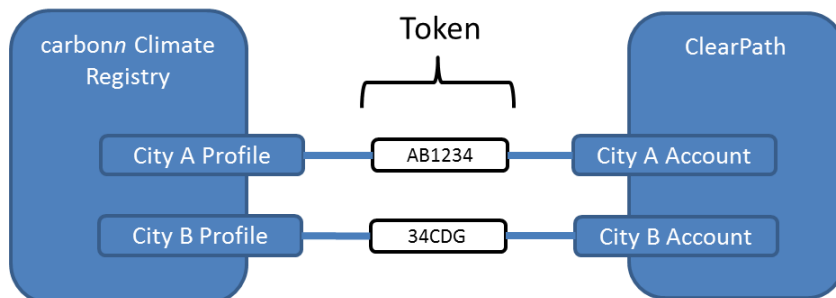
Background

With the implementation of the Global Protocol for Community-Scale Emissions Inventories (GPC) reporting framework in both the cCR and ClearPath, it is now possible to sync the two databases and transfer inventory summary data from ClearPath to cCR. Note that the ability to transfer data in this way is based on having a consistent reporting format from the GPC. Standardized reporting from the GPC currently only specifies a format for final results of the inventory, which also defines the level of aggregation that both platforms can be made to share data. As such, the one-click reporting function shares the data contained in the ClearPath GPC Summary Report, which matches the format of Table 4.3 of the GPC and the bulk of the “Performance GPC” Tab of the cCR Offline Reporting workbook. Information such as city profile data, associated inventory context information, detailed activity data, and other reporting requirements that are not captured by ClearPath are not transferred in this way. As standardization of this kind of data increases by both practitioners and resources such as the cCR and ClearPath, automated reporting of data beyond the inventory summary data will continue to advance.

Connecting Accounts & Data Transfer

In order to be sure that data from ClearPath populates in the correct city profile on the cCR, the accounts must first be linked. This linking is done with a shared token that is uniquely generated for each city that is registered in the cCR platform. When ClearPath submits data to cCR, this token is also sent to cCR so the data is matched to the correct city profile.

Figure 1 Account Linking Diagram

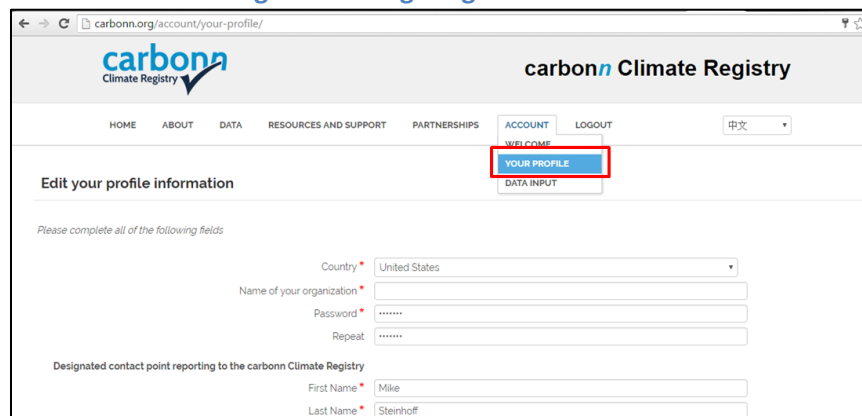


Before accounts can be connected, a city must first be registered with both cCR and ClearPath. Tokens are generated first by cCR, which then must be copied and entered into ClearPath by the user. This ensures that an individual associated with both accounts makes the connection correctly.

The following steps will guide you through the account linking and data submission process

1. To obtain your token from cCR, log into the registry and click the “Your Profile” section under the “Account” tab.

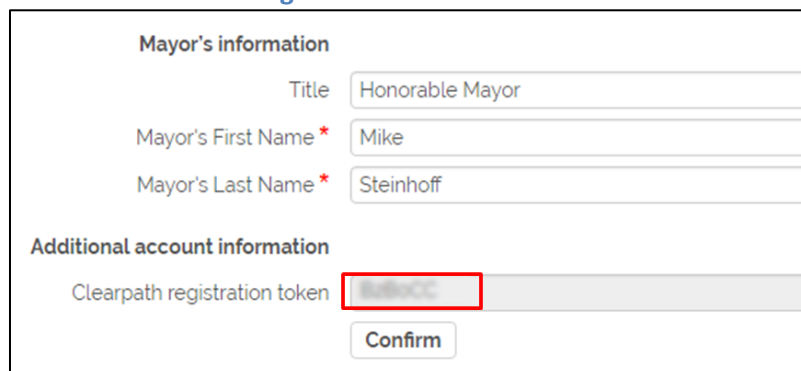
Figure 2. Navigating to cCR Profile



The screenshot shows the 'carbonn Climate Registry' website. The navigation bar includes links for HOME, ABOUT, DATA, RESOURCES AND SUPPORT, PARTNERSHIPS, ACCOUNT, and LOGOUT. The 'ACCOUNT' tab is active, and a sub-menu is open showing 'WELCOME', 'YOUR PROFILE' (highlighted with a red box), and 'DATA INPUT'. The 'Edit your profile information' section contains several form fields: Country (dropdown menu set to 'United States'), Name of your organization, Password (with a strength indicator), Repeat, Designated contact point reporting to the carbonn Climate Registry (First Name: 'Mike', Last Name: 'Steinhoff').

2. At the very bottom of the profile, there is a read-only field called “ClearPath Registration Token”. Copy the value in the field.

Figure 3. Token Location



The screenshot shows the 'Mayor's information' section of the profile. It includes fields for Title (set to 'Honorable Mayor'), Mayor's First Name (set to 'Mike'), and Mayor's Last Name (set to 'Steinhoff'). Below this is the 'Additional account information' section, which contains a 'Clearpath registration token' field. The token value is displayed in a read-only field and is highlighted with a red box. A 'Confirm' button is located below the token field.

3. Next, log in to ClearPath. If you have access to multiple accounts, make sure that you are working within the account that you are attempting to connect.

4. Navigate to the Inventories tab and click “edit parameters” for any of the inventory records you have created. Within the edit parameters, you will now see a field for the carbonn account token. Paste the token value copied from carbonn into the field and click the save button. At this point it is good practice to ensure you have copied the value exactly as it appears in your carbonn profile, including capitalization of letters.
5. After the save is complete, you will notice the button labeled “Publish Data to Carbonn” is enabled on the inventory parameters dialog for all of your inventories and you can now send your data to the cCR.

Figure 4. ClearPath Inventory Parameters Dialog Box

Edit Inventory

* Name
Test Video Inventory

* Year
2012

Status
In Progress

☐ Official Inventory for Selected Year

Note: selecting this as the official inventory will affect multi-year inventory reports.

* Global Warming Potential
IPCC 4th Assessment

carbonn Climate Registry (cCR) Account Token
Ab1234

A cCR token is required to send your inventory data to the registry. [Login](#) to your cCR account to obtain your token. If you have not established a cCR account, please [register here](#).

Save **Recalculate Outputs** **Clone** **Publish data to carbonn**

After you click to publish your data, you will see either a success or failure message appear on the screen. A success message indicates that cCR has received the data and that no errors occurred in transfer. Before any data is made public, staff at cCR must approve the transaction. You will receive a message by email from cCR when the process is complete and you can then check the registry to confirm. If you receive a failure message, please contact clearpath@iclei.org for assistance.

Recommendations

Note again that the only data that is currently transferred are the contents of the GPC Summary Report. Additional elements will need to be submitted directly to carbonn for the purpose of compliance with various campaigns, such as the Compact of Mayors. When reporting for those purposes it is

recommended that you submit inventory data to cCR first and after it has been accepted, use the other reporting mechanisms to fill in gaps in any data that is required beyond the GPC Summary.

Submission of data through this mechanism does not include a quality control check beyond ensuring that the data arrives in cCR in the proper format to be published. Be sure to check your data thoroughly before submitting it to avoid omissions and other erroneous information being published.

The carbonn Climate Registry only maintains a single inventory for each calendar year. If you submit data for a year that already exists in the Registry, the previous values will be overwritten. This can be used to your advantage when an update to previously reported data is needed, but care should be taken to avoid overwriting previously submitted good data with an incomplete inventory record created in ClearPath.