

Import Demo - Factbook

In this video we'll walk through the consumption of information and centralization of data and the factbook. To begin, we'll highlight the journey starting from our Wdata assets which can be accessed by clicking on the cube that says Wdata which brings us to the Wdata interface and will be open in a new tab. And specifically for this video, we will at a very high level, highlight the key pieces that make up the aggregation and ultimate centralization of data and information that we will leverage from the factbook for reporting purposes. The data collection table that lives within the tables folder, is the initial central location from where in previous videos we saw content that was captured across the employment information under governance and also emissions information is captured and centralized in this table. That then makes it easier and ready for consumption downstream. First at the factbook and later at report output. This data table, we can actually see a quick preview but actually has more information even by clicking this quick preview, this is just to highlight the types of information that's available in the data collection table that centralizes the different points that would be used in an ESG reporting process. From there, both the list query and the primary query aggregate that information but also allow it to be consumable by framework, that are supported out of the box as well as the categories, if, for example some of that information would be employee level data or emissions level data or any other category that is being captured in the data collection process. What's key to highlight about the queries is these are then connections that we are able to leverage in the factbook spreadsheet as I navigate here to the ESG Factbook, what we'll notice is the anchoring of the date as it relates to the year is set at the data collection stage. So if the data collection files that are being done for reporting process in this sample for year 2020 then that year gets carried over as well to the factbook and that ensures that the reporting cycle is consistent with the data that's being captured for that annual year. What will look to highlight here is there are two queries or two connections that come into the factbook. The specific core functionality of the queries is not important at this stage. For purposes of using the factbook we just need to be aware that one of those incoming connections is that after mentioned this query which allows to structure the content by topics, section and disclosure level as well as tags that were used during the data collection process, and this then is generated and aggregated in a consumable format that match those tags with the values that were captured at the data collection level. After the users and data providers have inputted their data. We would refresh these incoming connections into the fact book, they will take a look at the latest data in the data table and return those values and outputs as they correspond to the year that you'd be reporting. So we would be able to also just select what year we would like to return if there is for example a year that is not being reported on. We can also de-select that year or if there's another year that we would like to add for example for next year in 2022 then we would select that year as well and these connections are indeed those queries that we had highlighted in the Wdata view. From here, if we navigate to our emission section of the performance tables we'll highlight that here, we have a central location where we are not only viewing the data level by scope but also allows us to

make selections on what we would like to highlight in this view that's leveraged by the dynamic formulas. So if I wanted to take a total business travel view scope three I would make this election my data validation. We would see that both the description would update as well as the values, not only for 2020 but the rolling years that preceded. This highlighted orange band is an unpublished link. If I follow these source links to their destination this will take us to an example section of an integrated annual report. This is where Workiva's link functionality allows us to have a single source of truth for the data and as we see here in this table the values are those that are the same as those that we saw in our factbook and we'll just toggle these here side by side and we'll see both the titles and the numbers. Now we do notice here that rail was one of the previous line items, but if I did want to take a look at the total business travel that I've just selected by publishing these links, selecting the publish button, I will see total business travel update as well as the numbers corresponding to it, but furthermore, this chart is also running off of the links that have been previously established, so if I take a look at the chart data, I will see that these values correspond to their designations across scope one, scope two and scope three and the historical rolling period for those years. To wrap up what we'll take a look at the fact book level and I will undock these windows and close the chart level data is the breakout flexibility that we have by framework. If I select my GRI section and head over to emissions, I'll notice that I have the ability to select the same layer of dropdowns that is generated by the list query to report on those scope one or scope two emissions at that disclosure level. So if I select here my PFCs, It will return that description but also the values that were captured for both the current cycle which in this case would be 2020 as well as the prior cycle from the aforementioned year. This level of granularity is also visible if we toggle to our employee level of data where if I were to select my employee information and potentially here do a European team, I would get that return for the GRI code, the description that was associated with the data collection, as well as a response captured for that year. This information can also be captured and set up or manipulated in a way that is applicable to how the team would be reporting. As we see here on the performance table example of employment level data, we have the similar structure of columns off to the left that outline the reporting factors where here we have a gender breakdown which was captured at the data collection level as well as the headcount by location. If I were to copy down the different locations and levels I would also be able to select if, for example I wanted to specify one of the country's, then I would have country level data to highlight as well. If I just wanted to keep the APAC And Europe breakout by removing that selection. I would see also my rolling period up until the data that's available in the data collection table. And with that we've done a general walkthrough of the functionality and centralization of the ESG Factbook.