

# HOW TO INTEGRATE COGO

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Carbon Footprint  
Measurement Tool

 Wānaka

 Queenstown  
NEW ZEALAND

# READY TO GET STARTED

THANK YOU FOR CHOOSING TO MEASURE YOUR BUSINESS'S CARBON FOOTPRINT WITH COGO

If you have not already gained access to the sign-up link, please click the button below.

[GAIN ACCESS TO THE TOOL](#)

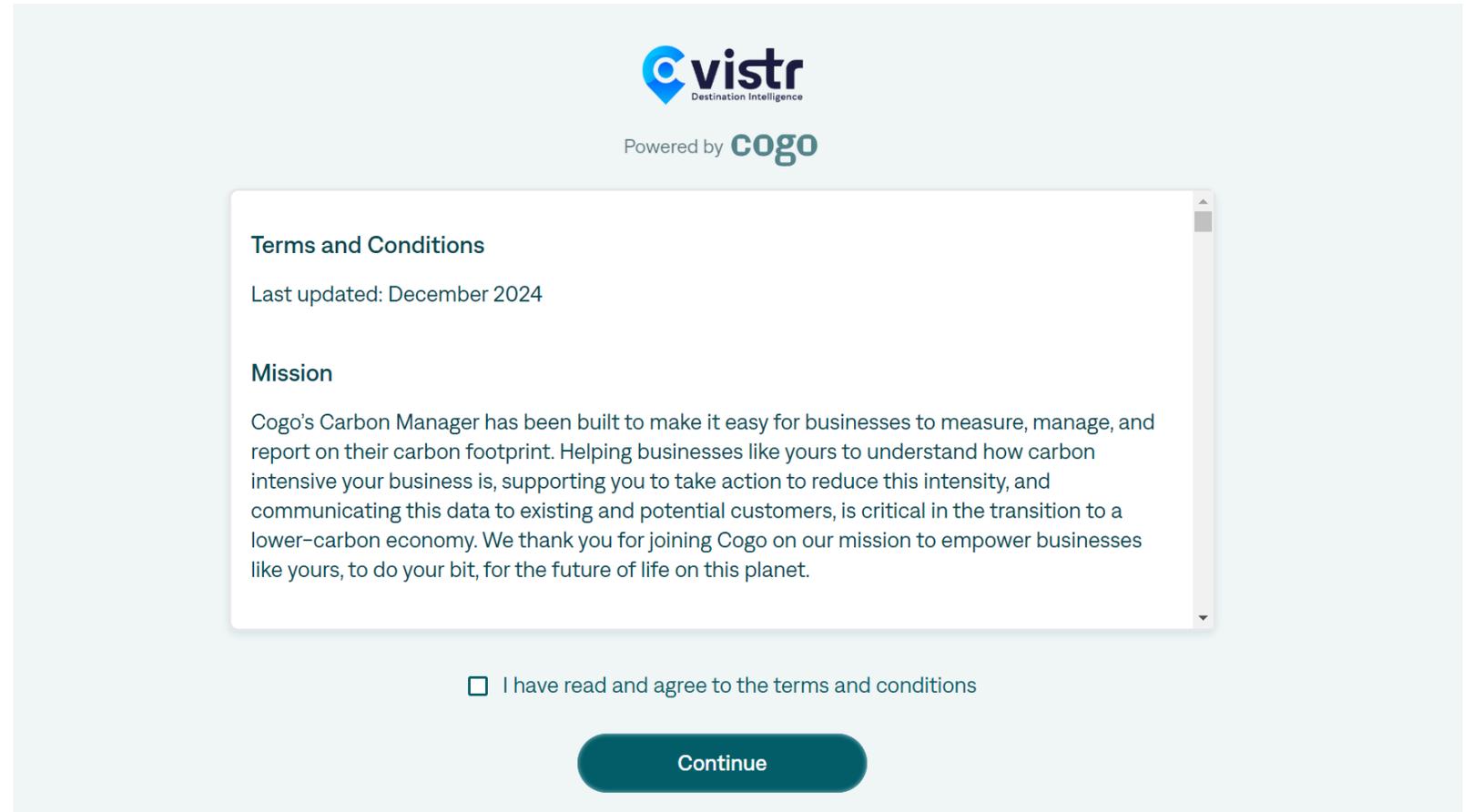
- Integrating Cogo requires your organisation's Xero or MYOB account manager access so make sure you have your account details on hand.
- Allow approximately 90 minutes to 2 hours to complete the process. You don't need to complete it all at once.
- If you get stuck, this [recording](#) runs through the integration of the tool, or see our [FAQs](#).
- If you have any questions or run into any issues email [Aimee \(Member Services\)](#) or phone 03 441 0700.



# SIGNING UP

After access to the sign-up link, you will be directed to Cogo's Terms & Conditions.

After reading and agreeing to these, please click continue.



The screenshot shows a sign-up interface for Cogo. At the top center, there is the logo for 'vistr Destination Intelligence' and the text 'Powered by cogo'. Below this is a white modal box with a scroll bar on the right. The modal contains the following text:

**Terms and Conditions**  
Last updated: December 2024

**Mission**

Cogo's Carbon Manager has been built to make it easy for businesses to measure, manage, and report on their carbon footprint. Helping businesses like yours to understand how carbon intensive your business is, supporting you to take action to reduce this intensity, and communicating this data to existing and potential customers, is critical in the transition to a lower-carbon economy. We thank you for joining Cogo on our mission to empower businesses like yours, to do your bit, for the future of life on this planet.

Below the modal, there is a checkbox with the text 'I have read and agree to the terms and conditions'. At the bottom center, there is a dark teal rounded button labeled 'Continue'.

# SIGNING UP

Next, please select your accounting software.



Select a provider to connect your organisation's spend



# SIGNING UP

Login to Xero or MYOB with your administrator login.

Complete the multi-factor authentication process if you have it set up already, or click 'not now'.

1 Intro — 2 Choose an app — 3 Set up app — 4 Add a backup

## Protect your Xero account in 5 minutes



Multi-factor authentication is required to make sure your account is secure, even if your password is stolen.

[Set up multi-factor authentication](#)

[Not now](#)

[Learn more about multi-factor authentication](#) [↗](#)

# GRANT ACCESS

Select your organisation from the dropdown box if it is not selected already.





**Cogo** wants access to:

---

Select an organisation ▾

**Organisation data**

 **No organisation selected**  
View your reports, organisation settings, and business transactions

**User account information**

 **Aimee Riach**  
View your name, email, and user profile.

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By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's [Terms of use](#) and the application provider's [terms of use](#) and [privacy policy](#).

You can disconnect at any time by going to [Connected apps](#) in your Xero settings.

**Allow access**

You can then select 'allow access'.



# BUSINESS DETAILS

Check your business details are correct.

Select region as Otago and the Subregion as Queenstown-Lakes.

Select the sector of your organisation and the subsector.

Lastly select the number of employees in the business.

Last name

Test

Organisation name

Demo Company (NZ)

Region

Otago / Ōtākou

Subregion

Queenstown-Lakes

Sector

Please select a sector

Subsector

Please select a subsector

Number of employees

Please select an employee range

FTE including independent contractors

Continue

## SECTORS AND SUBSECTORS

The sector and subsectors lists in the dropdown boxes are aligned to ANZIC codes.

If you are unsure about which sector and subsector your business belongs to, visit the [Business Industry Classification Codes website](#) to search for your industry.

# CATEGORISE SUPPLIERS

You will be redirected to start calculating your businesses carbon footprint.

In this section your businesses top 5 suppliers will ask you to categorise them.

This initial step populates the dashboard with preliminary data, giving you a starting overview. You will have the opportunity to categorise all your transactions later.

Everything you buy has a carbon footprint. With more information about your purchases, we can give you a better estimate.

Let's start with **five** suppliers you spend the most with.

**DIISR - Small Business Services**  
Annual spend **\$6,964.40**

Category  
Select category

Subcategory  
Select subcategory

Calculate emissions

Next supplier

1 2 3 4 5

Not sure how to categorise this?  
[Skip for now](#)

Take some time to familiarise yourself with the categories and subcategories so they accurately reflect the supplier.

If you are unsure of what category to select, choose the most similar available category.

You can change categories later in the dashboard.

Select calculate emissions. The emissions tonnage for the supplier will appear. Then select next supplier.

# DASHBOARD TAB

That's it! You have now reached the home screen of your business's dashboard.

This next section will navigate through the dashboard.



**vistr**  
Destination Intelligence

**Carbon Manager**

Demo Company (NZ)  
Aimee Test

- Dashboard
- Suppliers
- Activity data
- Actions
- Reports
- Public profile

### Dashboard

#### 12 month carbon footprint

**9.22 t carbon**

Low Industry average 1.6 t High

You 7.6 t above

[How did we calculate that?](#)

#### CATEGORY BREAKDOWN

746 t	0.81 t	0.54 t	0.17 t	0.1 t
-------	--------	--------	--------	-------

Select a bar above to show the category breakdown

**!** Your public profile is currently unpublished

[Publish now](#)

**!** Excellent! You've categorised all your spend

That's \$23,437.08 and 20 suppliers. Improve your footprint accuracy by entering details from your receipts or invoices.

You've entered 14% of recommended activity data

[Enter details](#)

# DASHBOARD TAB

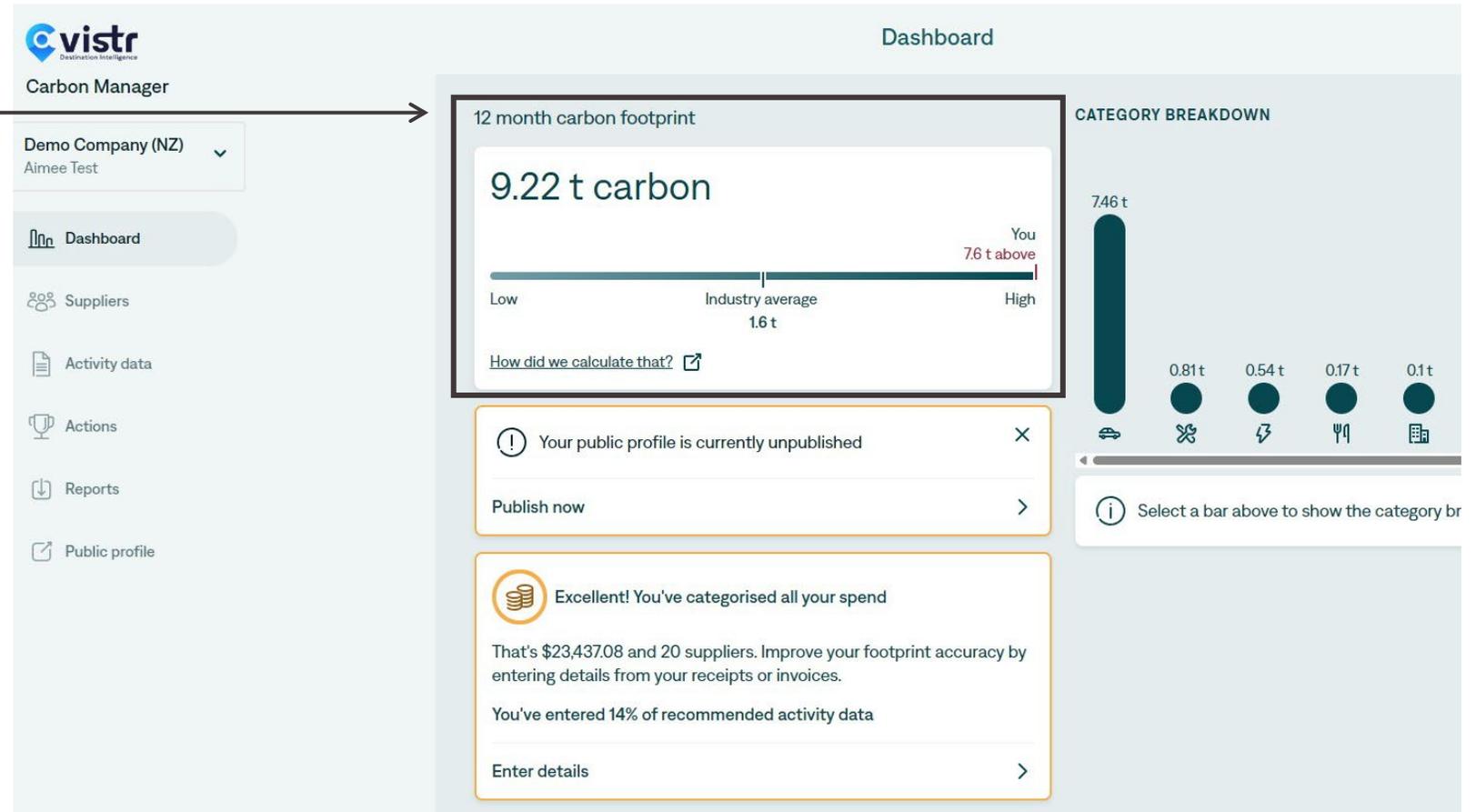
## 12 MONTH CARBON FOOTPRINT

This section on the dashboard displays the tonnes of carbon produced by your business in the last 12 months.

The industry average represents the average footprint of an organisation working within your sector and at your scale.

Every business is unique and comparing your footprint estimate to this industry average figure is of limited value beyond providing some context.

Businesses should aim for year-on-year reductions rather than targeting the industry average.



# DASHBOARD TAB

## PUBLIC PROFILE

Public profile is an optional feature where businesses can choose to create a high-level summary that can be shared via a digital link to key stakeholders in your business. This does not include any business expenses or a carbon footprint breakdown.

By selecting publish now, this will not publish your profile immediately. You can read information on the page and decide if a public profile is right for your business. Once published you can un-published at any time.

Please find a public profile example [here](#).

The screenshot shows the Vistr Carbon Manager Dashboard for 'Demo Company (NZ) Aimee Test'. The dashboard displays a 12-month carbon footprint of 9.22 t, which is 7.6 t above the industry average of 1.6 t. A category breakdown shows 746 t for the largest category, with other categories at 0.81 t, 0.54 t, 0.17 t, and 0.1 t. A notification box states: 'Your public profile is currently unpublished' with a 'Publish now' button. Below this is a success message: 'Excellent! You've categorised all your spend' with details about \$23,437.08 and 20 suppliers, and a note that 14% of recommended activity data has been entered.

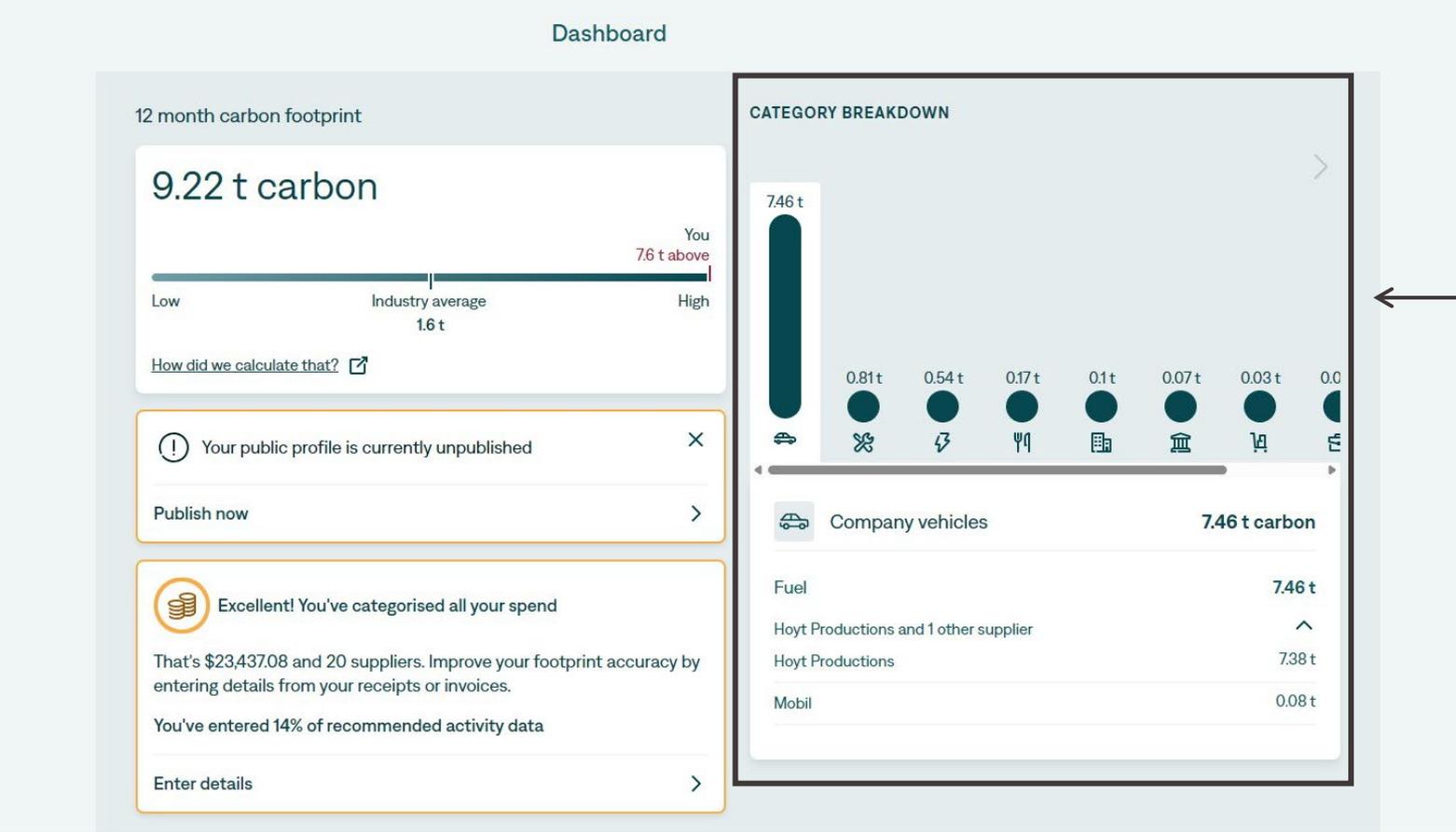
Low	Industry average	High
	1.6 t	

746 t	0.81 t	0.54 t	0.17 t	0.1 t
-------	--------	--------	--------	-------

Notification: Your public profile is currently unpublished. Publish now.

Success: Excellent! You've categorised all your spend. That's \$23,437.08 and 20 suppliers. Improve your footprint accuracy by entering details from your receipts or invoices. You've entered 14% of recommended activity data. Enter details.

# DASHBOARD TAB



## CATEGORY BREAKDOWN

Select a column to reveal the category breakdown of suppliers attributed to that category and their respective carbon output.

↔ The categories are ranked from highest carbon emitted to lowest.

If you see a supplier listed under the wrong category, you can change this in the supplier section next.

# DASHBOARD TAB

## CATEGORISE SUPPLIERS

As you have just categorised your top five suppliers. Most of the remaining suppliers would have been automatically categorised by Cogo. However, there may be some suppliers remaining to be categorised to produce the most accurate carbon footprint estimate.



**vistr**  
Destination Intelligence

Carbon Manager

Demo Company (NZ)  
Aimee Test

Dashboard

Suppliers

Activity data

Actions

Reports

Public profile

### Dashboard

12 month carbon footprint

**9.22 t carbon**

Low Industry average 1.6 t High

You 7.6 t above

How did we calculate that?

### CATEGORY BREAKDOWN

746 t

0.81 t 0.54 t 0.17 t 0.1 t

Select a bar above to show the category br

! Your public profile is currently unpublished

Publish now

Excellent! You've categorised all your spend

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You've entered 14% of recommended activity data

Enter details

# SUPPLIERS TAB

## UNCATEGORISED

At the top of the suppliers list will be the uncategorised suppliers, highlighted in red.

These must be categorised to produce a more accurate carbon footprint estimate.

Select the supplier to categorise it.

Note: Non-goods and services like IRD tax payments will often show zero emissions.

**vistr**  
Carbon Manager

Demo Company (NZ)  
Aimee Test

Search by supplier

SUPPLIER	DEFAULT CATEGORY	AMOUNT	FOOTPRINT
24 Locks	Uncategorised	\$70	0.0 t CO2e
PowerDirect	Auto-categorised Utilities, software and waste > Electricity	\$1,237	0.45 t CO2e
PC Complete	Auto-categorised Equipment > IT and electronics	\$3,364	0.29 t CO2e
Mobil	Auto-categorised Company vehicles > Fuel	\$68	0.08 t CO2e
Melrose Parking	Auto-categorised Travel > Parking	\$297	0.02 t CO2e
Woolworths Market	Auto-categorised Consumables and supplies > Office supplies	\$99	0.01 t CO2e
Office Supplies Company	Auto-categorised Consumables and supplies > Office supplies	\$71	0.01 t CO2e
Xero	Auto-categorised Utilities, software and waste > Software and data hosting	\$113	0.01 t CO2e
Net Connect	Auto-categorised Professional services > Publishing and media	\$92	0.01 t CO2e
MCO Cleaning Services	Auto-categorised Professional services > Other	\$119	0.01 t CO2e
Brunswick Petals	Auto-categorised Consumables and supplies > Office supplies	\$50	0.01 t CO2e
Swanston Security	Auto-categorised Professional services > Security	\$94	0.01 t CO2e
Berry Brew	Auto-categorised Employees > Entertainment and sport	\$38	0.0 t CO2e
Ridgeway Bank	Auto-categorised Banking, tax and insurance > Bank charges and fees	\$30	0.0 t CO2e

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# SUPPLIERS TAB

The screenshot shows the Vistr Carbon Manager interface. On the left is a navigation sidebar with options like Dashboard, Suppliers, Activity data, Actions, Reports, and Public profile. The main content area is titled '24 Locks' and shows a transaction for \$69.50 with a footprint of 0.0 t CO2e, currently categorized as 'Uncategorised'. Below this is an 'Edit default category' section with a search box and a list of categories. The 'All categories' section is a grid of category options, each with a right-pointing chevron. An arrow points from the 'Consumables and supplies' category to the text on the right. At the bottom, an 'All transactions' table lists the transaction details.

**24 Locks**  
\$69.50  
0.0 t CO2e  
Uncategorised

**Edit default category**  
Choosing a new default category below will update all past and future transactions.

Search categories

Recently used categories

- Premises and facilities > Cleaning
- Food and drink > Catering services
- Banking, tax and insurance > Mortgages

All categories

- Banking, tax and insurance >
- Company vehicles >
- Consumables and supplies >
- Donations and fees >
- Employees >
- Equipment >
- Food and drink >
- Premises and facilities >
- Professional services >
- Transport and distribution >
- Travel >
- Utilities, software and waste >

**All transactions**

DATE	DESCRIPTION	AMOUNT	FOOTPRIN
27 Feb 2025	Emergency locksmith - front office door (24 Locks)	\$69.50	0.0 t CO2

## UNCATEGORISED

Follow the same supplier categorisation process you did at the start, browse through the categories and sub-categories to find the best fit. There is a search box above to help find categories.

# SUPPLIERS TAB

**vistr**  
Destination Intelligence

Carbon Manager

Demo Company (NZ)  
Aimee Test

Dashboard

Suppliers

Activity data

Actions

Reports

Public profile

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### Suppliers

Search by supplier

<input type="checkbox"/>	SUPPLIER	DEFAULT CATEGORY	AMOUNT	FOOTPRINT
<input type="checkbox"/>	PowerDirect	<b>✓ Confirm</b> Utilities, software and waste > Electricity	\$1,237	0.45 t CO2e
<input type="checkbox"/>	PC Complete	<b>Auto-categorised</b> Equipment > IT and electronics	\$3,364	0.29 t CO2e
<input type="checkbox"/>	Mobil	<b>Auto-categorised</b> Company vehicles > Fuel	\$68	0.08 t CO2e
<input type="checkbox"/>	Melrose Parking	<b>Auto-categorised</b> Travel > Parking	\$297	0.02 t CO2e
<input type="checkbox"/>	Woolworths Market	<b>Auto-categorised</b> Consumables and supplies > Office supplies	\$99	0.01 t CO2e
<input type="checkbox"/>	Office Supplies Company	<b>Auto-categorised</b> Consumables and supplies > Office supplies	\$71	0.01 t CO2e
<input type="checkbox"/>	Xero	<b>Auto-categorised</b> Utilities, software and waste > Software and data hosting	\$113	0.01 t CO2e
<input type="checkbox"/>	Net Connect	<b>Auto-categorised</b> Professional services > Publishing and media	\$92	0.01 t CO2e
<input type="checkbox"/>	MCO Cleaning Services	<b>Auto-categorised</b> Professional services > Other	\$119	0.01 t CO2e
<input type="checkbox"/>	Brunswick Petals	<b>Auto-categorised</b> Consumables and supplies > Office supplies	\$50	0.01 t CO2e
<input type="checkbox"/>	Swanston Security	<b>Auto-categorised</b> Professional services > Security	\$94	0.01 t CO2e
<input type="checkbox"/>	Berry Brew	<b>Auto-categorised</b> Employees > Entertainment and sport	\$38	0.0 t CO2e
<input type="checkbox"/>	Ridgeway Bank	<b>Auto-categorised</b> Banking, tax and insurance > Bank charges and fees	\$30	0.0 t CO2e
<input type="checkbox"/>	Espresso 31	<b>Auto-categorised</b> Employees > Entertainment and sport	\$16	0.0 t CO2e

## AUTO CATEGORISED SUPPLIERS

The remaining suppliers on the list highlighted in black have been auto-categorised.

This label indicates the suppliers that Cogo has automatically categorised.

Go through the list and select confirm if you agree with Cogo's categorisation. Select the supplier to change the category if required.

# ACTIVITY DATA TAB

## MISSING ACTIVITY DATA

The next tab lists suppliers that are missing activity data. Cogo suggests this extra step of adding activity data for scope 1 and scope 2 suppliers to increase the accuracy of your business's carbon footprint estimate.

Select a row to add activity data.



**vistr**  
Carbon Manager

Demo Company (NZ)  
Aimee Test

Dashboard  
Suppliers  
**Activity data**  
Actions  
Reports  
Public profile

Activity data

Add activity data (for example, kWh of electricity used) from your invoices and receipts to these transactions to improve your footprint estimate.

2 / 14 transactions enriched with activity data.

Search by description or supplier

Only show transactions missing data

Hoyt Productions	01 Mar 2025	Ref: 08-4123, Invoice: 08-4123 (Hoyt Productions)	Company vehicles > Fuel	Missing data
Mobil	22 Jan 2025	Petrol in company car (Mobil)	Company vehicles > Fuel	Missing data
PowerDirect	14 Jan 2025	Ref: FP089876, Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	03 Dec 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	01 Nov 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	02 Oct 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	01 Sep 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	02 Aug 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	03 Jul 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	01 Jun 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	30 Apr 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data
	02 Apr 2024	Invoice: RPT445-1 (PowerDirect)	Utilities, software and waste > Electricity	Missing data

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# ACTIVITY DATA TAB

**PowerDirect**  
View all transactions

14 Jan 2025 • \$119.08 • Ref: FP089876, Invoice: RPT445-1 (PowerDirect)

Utilities, software and waste > Electricity

0.44 t CO2e [Add activity data to improve estimate](#)

**Add activity data** ?

Electricity

kWh

Enter 0 if electricity is not included in this purchase.

[Save changes](#) [Cancel](#)

## ADD ACTIVITY DATA

Now you can input the correct data based on receipts, invoices, or data that can be retrieved from a supplier portal if available.

If you do not know the correct number, do not enter zero into this field, leave it blank otherwise zero kWh will be indicated as used which will produce inaccuracies in the carbon footprint estimate.

Navigate back to your dashboard, to check if the total tonnes of carbon changed with the new more accurate activity data.

# RECOMMENDED ACTIONS

The next tab down is Recommended Actions. This area can also be accessed from the tile of your dashboard.

The screenshot displays the Vistr Carbon Manager interface. On the left is a navigation sidebar with the following items: Dashboard (selected), Suppliers, Activity data, Actions (highlighted with a black box), Reports, and Public profile. A double-headed arrow points from the text on the left to the 'Actions' menu item. A single-headed arrow points from the 'Actions' menu item to a 'RECOMMENDED ACTION' tile in the main content area. This tile is also highlighted with a black box and contains the following information: an airplane icon, the text 'Fly less', three tags labeled 'Easy', 'High Impact', and 'Cost Saver', and a 'Commit to action' button with a right-pointing arrow. Below this is a 'REDUCTION TARGET' section with an information icon, the text 'Organisations like yours are committing to limit global warming to 1.5 degrees in line with the Paris Agreement', and a 'Set a reduction target for Demo Company (NZ)' button with a right-pointing arrow. At the top of the main content area, there are two notification tiles: one with a warning icon stating 'Your public profile is currently unpublished' and a 'Publish now' button, and another with an information icon stating 'Select a bar above to show the category breakdown'. The bottom of the sidebar features the text 'Powered by cogo'.

# ACTIONS TAB

It is important to understand that industry actions could be different to the unique situation of our district (i.e., access to renewable energy).

To find out more on district specific actions follow this [link](#) or contact [Micaela McLeod](#) (Sustainability Manager) to work together in forming actions for your business.

The screenshot shows a user interface titled "Actions". On the left, under the heading "TO DO", there is a list of actions:

- Fly less** (Cost Saver, Easy, High Impact)
- Install rooftop solar power** (High Impact)
- Switch your fleet to electric vehicles** (High Impact)
- Provide low-carbon food options** (Cost Saver, Easy)
- Upgrade to more efficient equipment** (High Impact)
- Improve building energy efficiency**

The right side of the interface shows a detailed view for the "Fly less" action. It includes a description: "Virtual meeting technology can often replace the need for air travel and significantly reduce your carbon footprint. Virtual meetings are low-cost and require no travel time. Digital tools for collaboration, and sharing ideas and information have improved considerably and there are several meeting platform options." Below this is a "Commit to action" button. Underneath, it says "Here are the steps you could take to achieve this action:" followed by a list of steps:

- Identify opportunities for remote meetings
- Find the right meeting platform
- Get set up for remote meetings
- Plan your meetings to be productive

An arrow points to the first step, "Identify opportunities for remote meetings". At the bottom, there is a "Did you know?" section with text about aviation emissions in New Zealand.

The list of actions will be prioritised to suit your business carbon footprint and relevance to your industry.

Actions are broken down into achievable steps. To track progress, select the commit to action button.

# ACTIONS TAB

The screenshot shows the 'Actions' tab interface. On the left, there are two sections: 'IN PROGRESS' and 'TO DO'. The 'IN PROGRESS' section is highlighted with a red box and contains the 'Fly less' action, which has a 'Cost Saver' tag and a 'High Impact' tag. The 'TO DO' section contains five other actions: 'Install rooftop solar power' (High Impact), 'Switch your fleet to electric vehicles' (High Impact), 'Provide low-carbon food options' (Cost Saver, Easy), 'Upgrade to more efficient equipment' (High Impact), and 'Improve building energy efficiency'. On the right, a detailed view of the 'Fly less' action is shown. It includes a description: 'Virtual meeting technology can often replace the need for air travel and significantly reduce your carbon footprint. Virtual meetings are low-cost and require no travel time. Digital tools for collaboration, and sharing ideas and information have improved considerably and there are several meeting platform options.' Below the description is a list of sub-actions with checkboxes: 'Commit to fly less' (checked), 'Identify opportunities for remote meetings' (unchecked), 'Find the right meeting platform' (checked), 'Get set up for remote meetings' (unchecked), and 'Plan your meetings to be productive' (unchecked). At the bottom of the detailed view is a 'Did you know?' section with a green background, stating: 'Aviation emissions in New Zealand totalled 4.9Mt in 2019. That's 12% of our emissions and nearly as much as the electricity sector. Aviation emissions per capita in New Zealand are among the highest in the world.'

## COMMIT TO ACTIONS

The 'in progress' section will list the actions selected the via the 'commit to action' button.

The semicircle around the icon indicates how many of the below recommended steps have been completed.

Use the arrow to display more details on how the recommendation can be completed.

Use the tick box to indicate you are one step closer to completing your action.

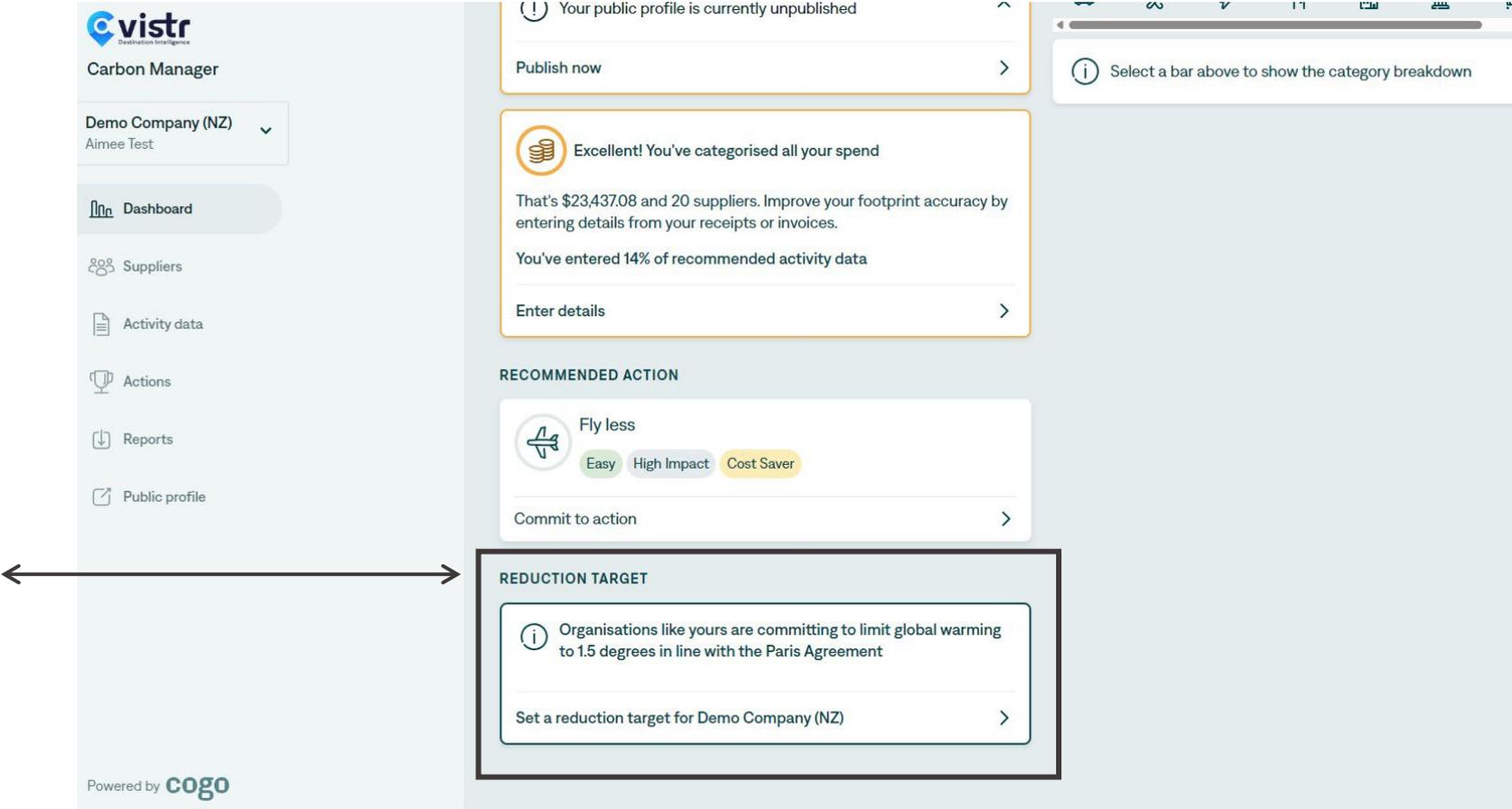
# DASHBOARD TAB

## REDUCTION TARGET

Returning to the dashboard now the last tile is Reduction Target.

This is an optional feature which acts as an internal pledge for your business to set a target in line with the Paris Agreement.

It will also display on your public profile if this is something you choose to do.



# REDUCTION TARGET

Setting a carbon reduction target helps businesses move from measurement to meaningful action, driving cost savings, efficiency, and resilience.

It builds trust with customers, future-proofs against regulations, and aligns with global best business practice.

A clear target provides a benchmark for tracking progress, celebrating achievements, and demonstrating sustainability leadership.

The screenshot displays the Vistr Carbon Manager interface. On the left is a navigation sidebar with the Vistr logo and 'Carbon Manager' title. Below it, a dropdown menu shows 'Demo Company (NZ)' and 'Aimee Test'. The sidebar contains menu items: Dashboard, Suppliers, Activity data, Actions, Reports, and Public profile. At the bottom of the sidebar, it says 'Powered by cogo'. The main content area is titled 'Reduction Target' and features a 'Back' button. The text explains the 2015 Paris Agreement and recommends a 50% emissions reduction by 2030. A link 'Learn more about setting targets' is provided. Below this, a line chart shows recommended annual carbon budgets from 2025 to 2030, with values: 8.40 t (2025), 7.45 t (2026), 6.61 t (2027), 5.86 t (2028), 5.20 t (2029), and 4.61 t (2030). A 'Commit to target' button is at the bottom.

Year	Carbon Budget (t)
2025	8.40
2026	7.45
2027	6.61
2028	5.86
2029	5.20
2030	4.61

# REPORTS TAB

Reports produces a summary of your carbon footprint without financial figures.

This enables you to share this condensed reading material with staff members, business partners or anyone you wish to communicate your carbon footprint with.

The screenshot shows the Vistr Carbon Manager interface. On the left is a navigation sidebar with the Vistr logo and 'Carbon Manager' title. Below the title is a dropdown menu for 'Demo Company (NZ)' with 'Aimee Test' selected. The sidebar contains several menu items: 'Dashboard', 'Suppliers', 'Activity data', 'Actions', 'Reports' (which is highlighted with a black border and a grey indicator bar), and 'Public profile'. The main content area is titled 'Reports' and contains a form to generate a report. The form includes a heading 'Generate a report of your carbon footprint and climate actions from the last 12 months', a sub-heading 'Tell us about Demo Company (NZ)', a text input field containing a sample paragraph about 'Madame Fashions', a character count '0/500 characters', a checkbox labeled 'Include carbon intensity and company revenue information' (which is unchecked), and a 'Download report' button with a download icon.

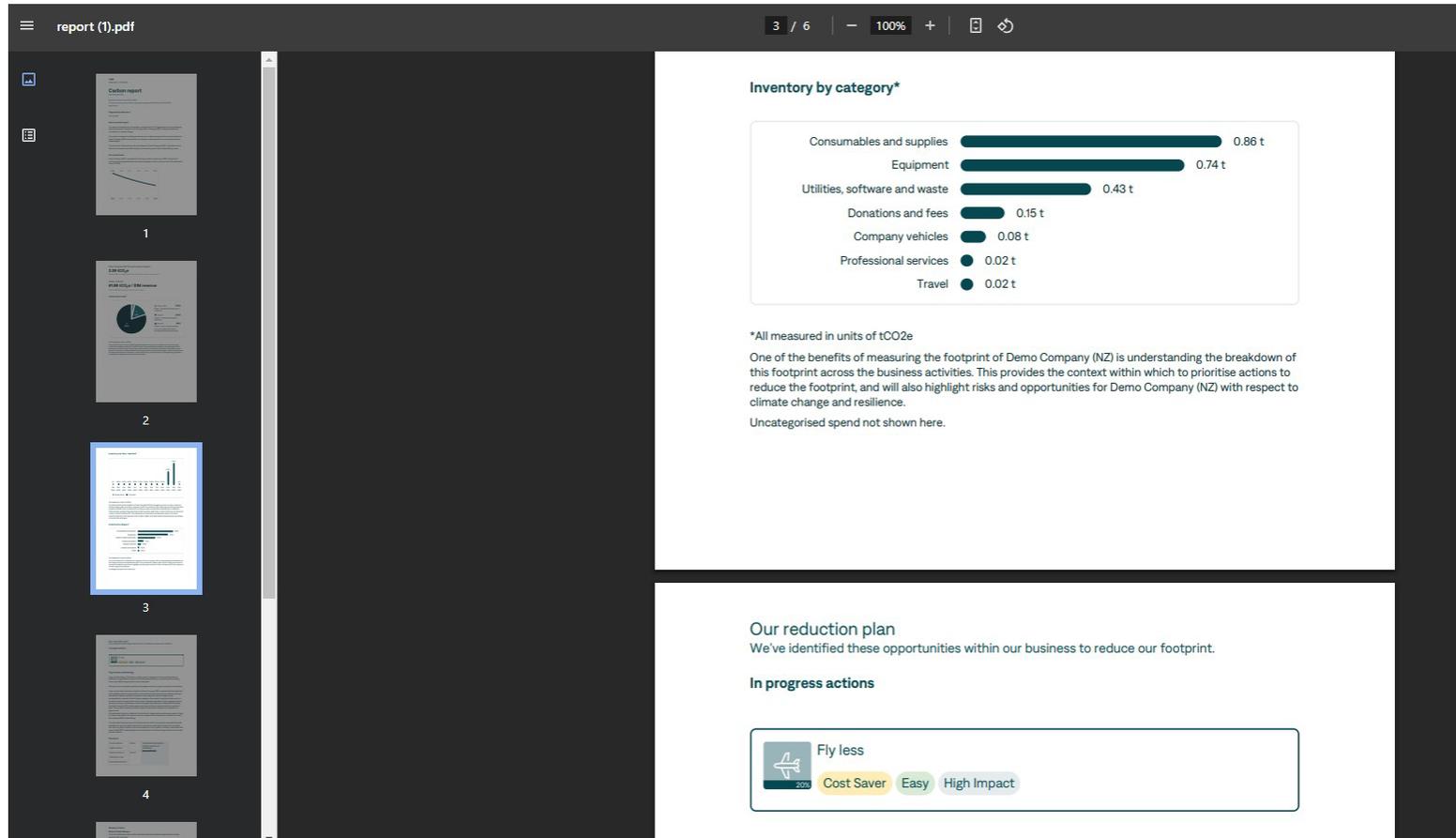
You can choose to include the carbon intensity which helps to understand carbon increases/decreases against revenue.

Note: Your business's 12-month revenue will be displayed on the report if you select this option.

# REPORTS

The report contains a breakdown of emissions by scope 1, 2 and 3, how the footprint has changed over time and the tCO2e by category.

It reports on the in-progress and completed actions of the business as well as the reduction target if chosen to commit to.



The report explains what each graph shows, provides background of Cogo's methodology, exclusions and a glossary.

By outlining critical data, carbon footprint and key methodology, the report can be used for a certification audit. Contact [Micaela](#) for more information.

# SETTINGS TAB

Lastly, the dropdown arrow from your company title will allow you to log out and access settings.

In settings you can update your information, access Cogo's help center and manage users.

To invite another user, input their email address and they will have access to view the dashboard and categorise suppliers.

Please keep in mind as Cogo pulls through all business expenses, replicated in your accounting software. Any user your invite will need to be authorised to view the financial data.

The screenshot displays the Vistr Carbon Manager interface. On the left, a sidebar contains the Vistr logo and 'Carbon Manager' title. Below this, a dropdown menu is open, showing 'Demo Company (NZ)' with a dropdown arrow, 'Aimee Test', 'Settings >', 'Switch organisation >', and 'Log out' with an external link icon. The main content area is titled 'Settings' and features a 'MANAGE INVITES' section with a '+ Invite new user' button. Below this, there are links for 'Your info', 'Organisation info', 'Accounting data', 'Manage users', 'Invite management', and 'Support'. The 'Invite management' link is highlighted with a light blue background.

# YOU'RE DONE

**YOU HAVE NOW SUCCESSFULLY INTEGRATED COGO!  
BELOW ARE SOME TIPS TO GET THE MOST OUT OF THE TOOL**

- The Cogo tool will update every 24 hours with your latest business expenses. Be sure to check back in monthly with your dashboard to see how emissions change over time.
- Destination Queenstown and Lake Wānaka Tourism is running monthly member capability events on carbon reduction and Cogo tool support. Check the [member events calendar](#) for opportunities to learn more about the tool, carbon reduction strategies, or to learn from other businesses.
- If you have time, check out the reduction documents within the [member hub](#) that are bespoke to the region.
- If you would like to unpack your business's recommended actions and how they can be specifically shaped to your business and this district, book a 1:1 [timeslot here](#) with Micaela.
- Please feel free to contact [Micaela](#), if you have any concerns, questions or queries

