

Positive Carbon - How to Setup Reports (E-mail)

Follow the steps below to set up a daily, weekly or monthly report to your email.

1

Navigate to <https://web.positivecarbon.com/overview> and login using your email address and password.

2

Click "Settings"

The screenshot shows the Positive Carbon dashboard interface. On the left is a navigation sidebar with the following items: Home, Feed, Insights, and Settings. The 'Settings' item is highlighted with an orange circle. The main content area features a blue 'Manual entry' button at the top. Below it is the 'Focus Areas' section for 'Lauren McKenna - Product'. This section contains two summary cards: 'Total Surplus' showing 996kg (down 22kg) and 'Total Environmental' showing 2,963kg (up 113kg), both for the period of 24th Oct - 31st Oct. Each card includes a bar chart with orange bars representing daily data points.

3 Click "Reports"

The screenshot shows the Positive Carbon dashboard. On the left is a navigation menu with the following items: Home, Feed, Insights, and Settings. The 'Reports' tab is highlighted in the top navigation bar. The main content area displays a user profile for Lauren McKenna, including a profile picture with the initials 'LM', a 'User' button, and contact information: 851949142 and Positive Carbon: Product. A 'Site' card on the right shows 'Positive Carbon'.

4 To set up a daily report, click here and 'Click Save Schedule Report' when it opens.

The screenshot shows the 'Reports' page. At the top, there are tabs for 'Reports' and 'Profile'. A blue 'Manual entry' button is visible. Below it is the 'Schedule Report' section, which contains two options: 'Schedule Daily Report' and 'Schedule Weekly Report'. The 'Schedule Daily Report' option is highlighted with a green plus sign and an orange circle. Below this is the 'Generated Reports' section, which is currently empty. The table has the following columns: Frequency, Site, Date ↓, and User.

Frequency	Site	Date ↓	User
No rows			

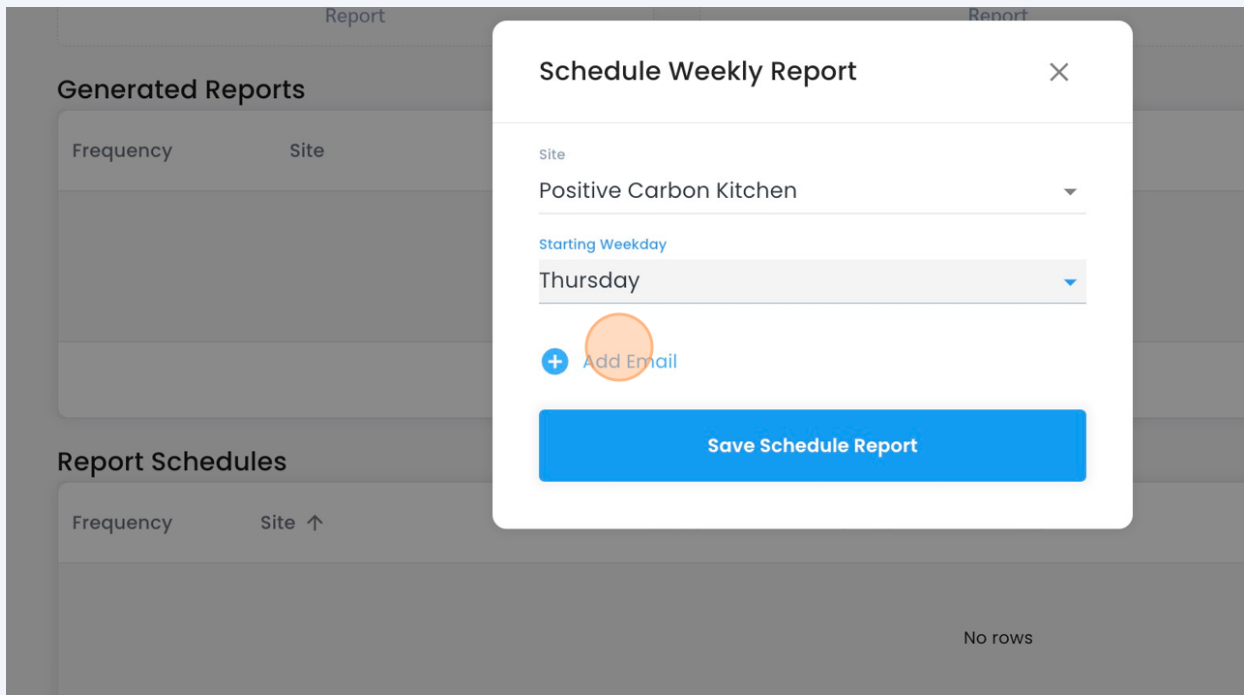
5 For weekly report, click here.

Screenshot of a report scheduling interface. It shows two buttons: "Schedule Weekly Report" and "Schedule Monthly Report". The "Schedule Weekly Report" button has a green plus icon and an orange circle highlighting it. Below the buttons is a table with columns "Date", "User", and "CC Emails". The table is currently empty, showing "No rows".

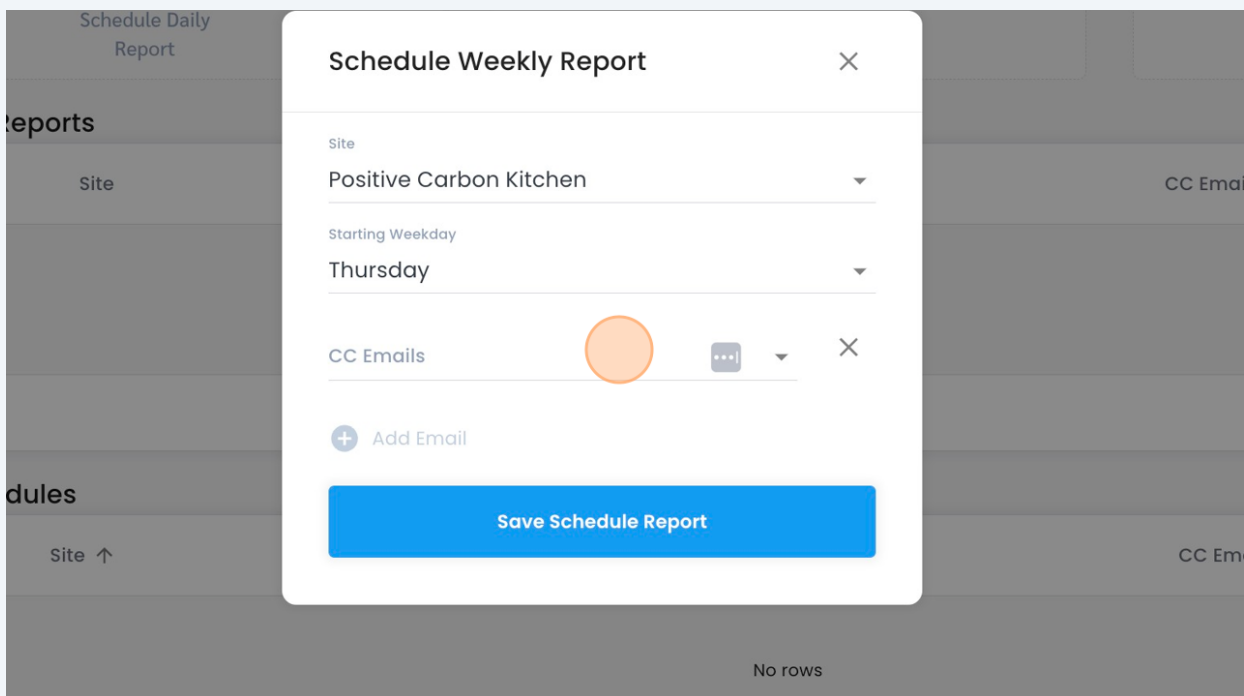
6 Click to select whichever day you would like your report delivered on.

Screenshot of a dropdown menu for selecting a starting weekday. The menu is open, showing options from Monday to Sunday. The "Thursday" option is highlighted with an orange circle.

7 Click "Add Email" to CC others in the report.

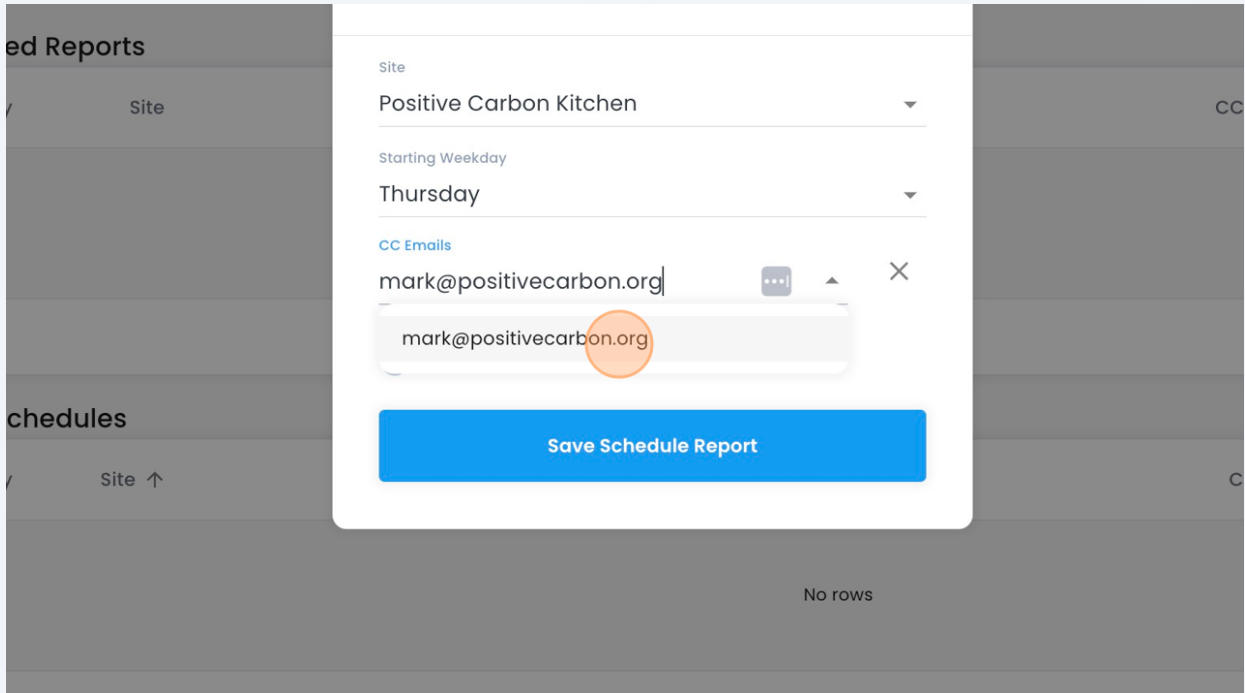


8 Click the "CC Emails" field.

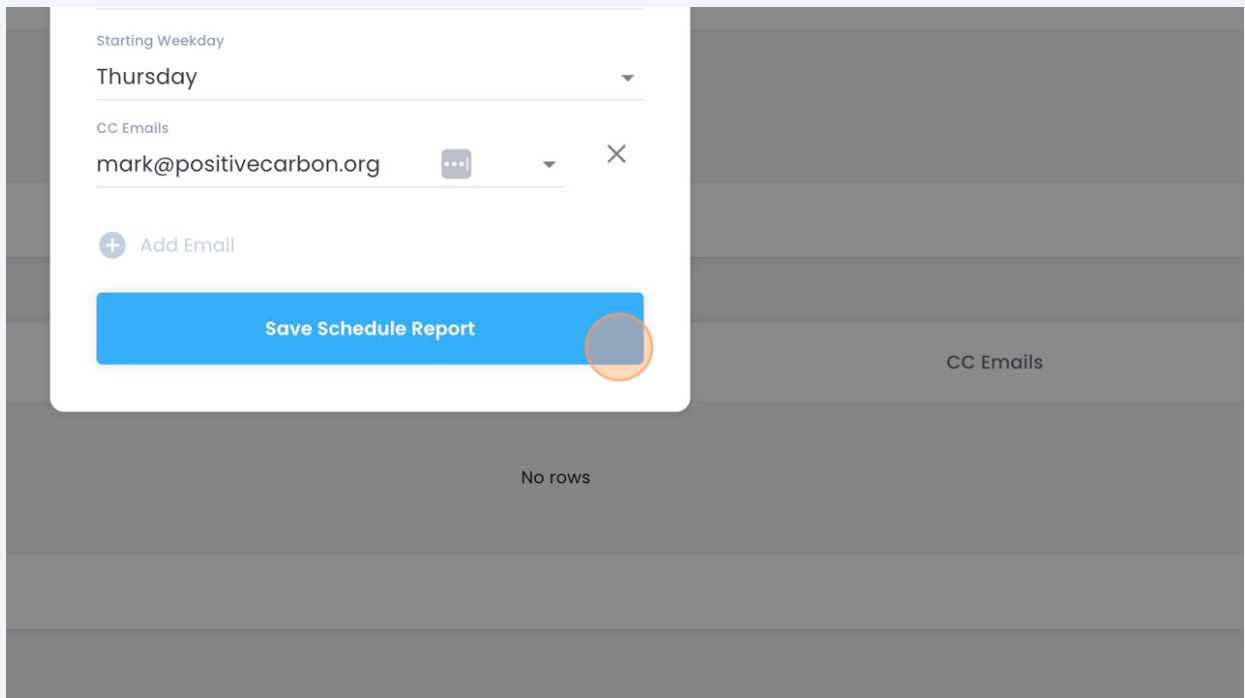


9 Type in their email address.

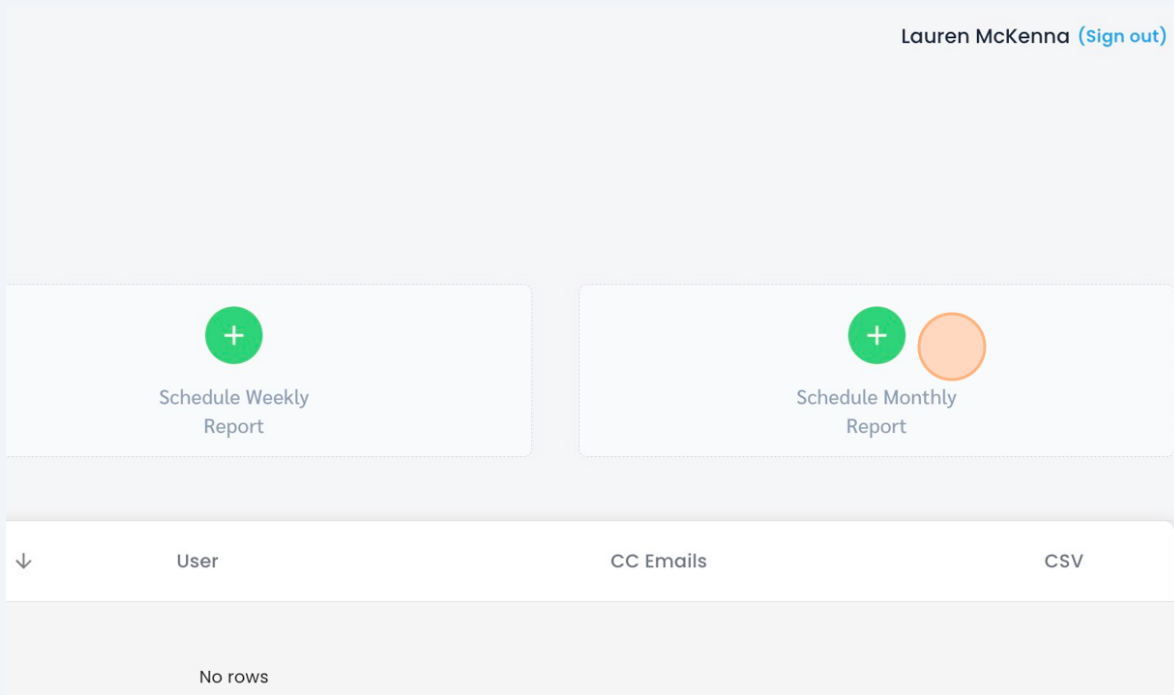
10 Click it when it appears in the dropdown list.



11 Click "Save Schedule Report"

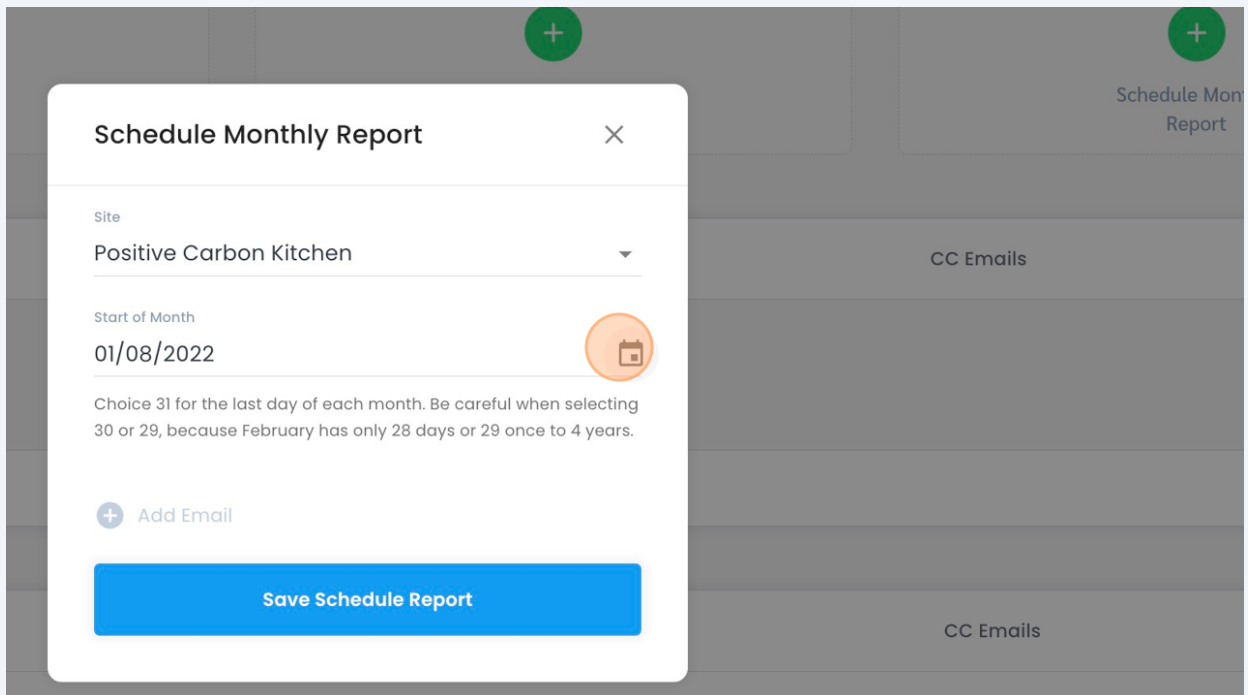


12 To set up a monthly report, click here.



13

Click this icon to select which day of the month you would like your report to be delivered on.



14

Select which day and then press 'Save Schedule Report'.

