

# Enistic platform guide for ESOS

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## Introduction

This document explains how to input data for ESOS phase 3 into the Enistic Platform. ESOS is an energy assessment and energy saving scheme and is established by the Energy Savings Opportunity Scheme Regulations 2014 (ESOS Regulations). The scheme applies to large undertakings and groups containing large undertakings in the UK. An undertaking, as defined in the Companies Act 2006, is:

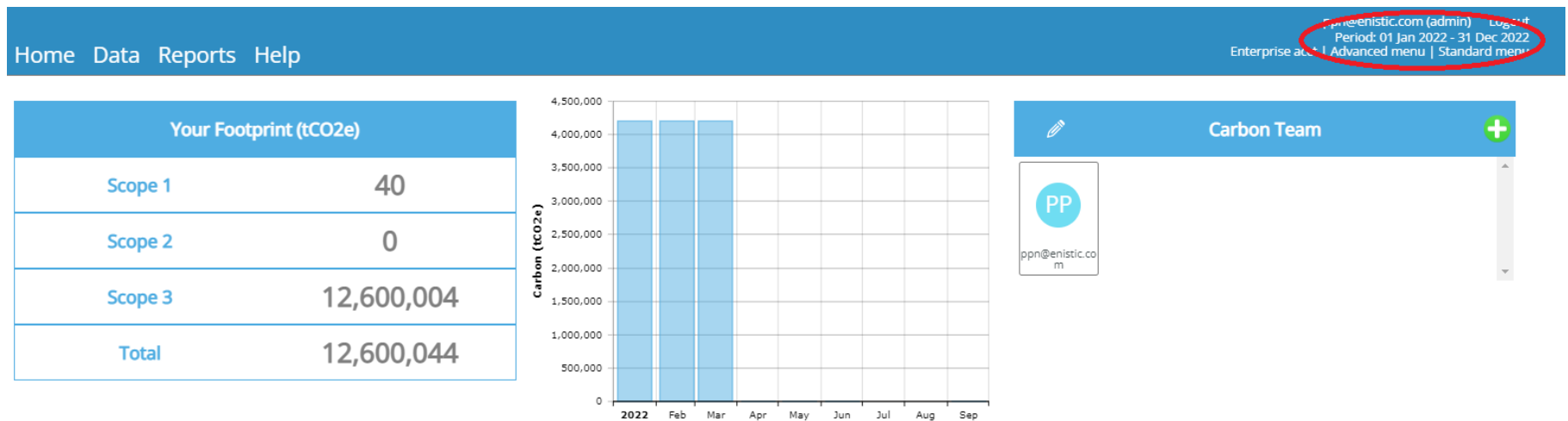
- a corporate body or partnership
- an unincorporated association carrying on a trade or business, with or without a view to profit

If you have any queries after reviewing this document, please contact your trainer or the help page on the Enistic website.

## How to set the scoping period

Ensure the correct scoping period is set.

- On the **home page** click on **Advanced menu | Standard menu** (in the top right corner).



- This page will appear.

## Audit period

The system will focus on this date range when displaying reports and some pages in the system.

### Standard

Rolling 12 months (updates every month, includes complete months only)

### Predefined

Past 12 months (fixed, does not auto update, includes complete months only)

1 Jan 2018 - 31 Dec 2018 (ESOS Phase 2)

1 Jan 2022 - 31 Dec 2022 (ESOS Phase 3)

1 Jan 2020 - 31 Dec 2020 (Calendar 2020)

1 Jan 2021 - 31 Dec 2021 (Calendar 2021)

1 Apr 2019 - 31 Mar 2020 (Financial 2019/20)

1 Apr 2020 - 31 Mar 2021 (Financial 2020/21)

1 Apr 2021 - 31 Mar 2022 (Financial 2021/22)

### Custom

Custom date

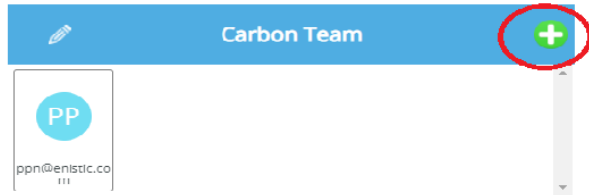
01 Jan 22  31 Dec 22 

Save

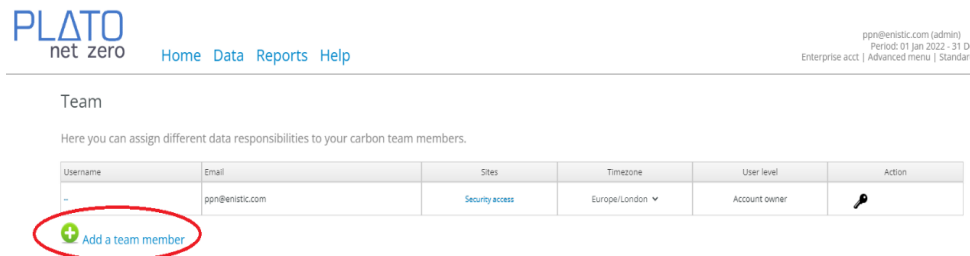
- Select the desired scoping period. (The scoping period is the timeframe your inputting data for).
- Click SAVE.

## How to add a carbon team member

- On the **home page** click on the plus sign.



- This page will appear. Click on 'Add a team member'.



- Fill out the email address, password, and password again.
- Ensure the user type is **admin**, this will allow for the new member to **input data** while standard only allows a member to **view data**.
- Click SAVE.

A screenshot of the "Team Member Detail" form. The form includes a circular image placeholder, a "Choose file" button, and an "UPLOAD" button. Below these is a note: "NB The ideal image size is a JPG, GIF or PNG 100x100 pixels." The form fields are: Username, Email address (highlighted with a red box), Full Name, Phone Number, Job title, Password (highlighted with a red box), Password again (highlighted with a red box), and User type (set to "Admin" and highlighted with a red box). At the bottom, there is a "Save changes" button (highlighted with a red box).

## How to check information and add new sites

- From the **home page** click on the pencil.



### If you have previous sites.

- A list of sites from your previous reports will appear.

Group / Site Name	Audit Performed	Postcode	Description	Notes	Type	Estate size (sqft)	Energy kWh	Action
Home								
Austria Transport							0	
Site 4			General Office Offices	Leased or rented In scope		10,000	1,000	
site 5			General Office Offices	Leased or rented In scope	General Office - Offices	15,000	0	
Site 6			Clinic Dentists surgery	Leased or rented In scope	Clinic 1	155,000	0	
Spain Transport							0	


- Check the information for your existing sites is correct.
- IF** the information needs changing click on the name of the site.
- Change the information in the pink boxes so it is now correct.

Site name	Address 1
Site Type	Address 2
Tenure	Postcode
Size (sqft)	
Description	

## How to add a new site

- Click on 'add new site' (bottom left of the page).
- Name the site and click okay.


Group / Site Name	Audit Performed
Home	
Site 4	
site 5	
Transport- company c...	
Transport-Fuel Cards	
William davis demo	

 Add new site

### Create New Site


Please provide the name of your new site below. This action will recalculate the site explorer (this may take up to a minute).

Cancel OK

- The new site will appear on the screen.
- Click on the site name and fill in the pink boxes (shown on the previous page).
- **IF** the information inputted does not appear on the screen, then click  this will refresh the page (top right of the table).

## How to delete sites

- Click the bin in the red circle.

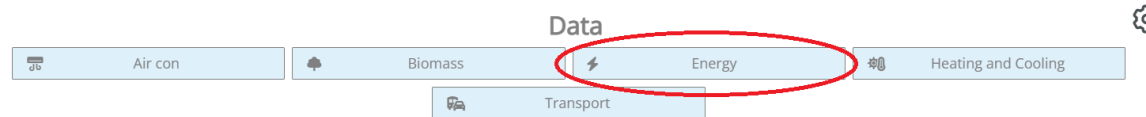
Site 4			General Office Offices	Leased or rented In scope		10,000	1,000	
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## How to input energy data – Scope 1&2

- Click the **Data** button (on the menu at the top of the screen).
- This screen will appear and click the Energy module.

Your Footprint	Carbon Intensity	Scope 1 and Transport	Scope 2	Scope 3
683	0	0	204	479
tCO2e	kgCO2e per sqft	tCO2e	tCO2e	tCO2e



- At the bottom left of the page click on  **Add New Energy Source**
- Select the appropriate site you want to input data for and click OK.

### Select site

- The unique identifier can either be the MPAN/MPRN number **or** if this isn't available to you, please enter the name of the site - energy type – a number unique to that site and energy type (shown in the picture below).

### Unique identifier

MPAN/MPRN or other unique identifier

- Input the type of energy from the drop down and click OK. Ensure the units of your energy type are correct.

## Type of energy supply

What s the type of energy used?

OK Cancel

- The new energy source will appear.

Show totals | Show all | Show coverage | Filter

[View or add energy bills](#)

	Site	Supply Type	Mpan	Primary Unit	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
1		site 5	Electricity kWh	Site5-Electricity-1	kWh	0	0	0	0	0	0	0	0	0	0	0	0
Total					0	0	0	0	0	0	0	0	0	0	0	0	0

## How to input data


- On the right side of the screen click on 'View or add energy bills'

Time

Show totals | Show all | Show coverage | Filter

View or add energy bills

	Site	Supply Type	Mpan	Primary Unit	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
1	<input checked="" type="checkbox"/>	Site 4	Wood pellets (kg)	as123	kWh	1,000											1,000
2	<input checked="" type="checkbox"/>	Site 4	Diesel Red (litres)	asq	kWh					0							0
3	<input checked="" type="checkbox"/>	tennerrife bar	Ethane (kg)	sure	kWh	56,000						14,070					70,070
<b>Total</b>						57,000	0	0	0	0	0	14,070	0	0	0	0	71,070

 Add New Energy Source Download as CSV

- Click on 'Add a bill'.

### Energy bills

Add a bill Upload a CSV

Show all

MPAN / MPRN	Start	End	Amount	Unit	Source file	Delete Bill
asq	Reprocess	01 Jun 2022	30 Jun 2022	1	Diesel Red (litres)	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	21 Apr 2022	21 Apr 2022	0	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	28 Feb 2018	29 Mar 2018	2,112	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	30 Nov 2018	31 Dec 2018	3,264	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	31 Oct 2018	30 Nov 2018	3,621	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	28 Sep 2018	31 Oct 2018	3,665	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	31 Aug 2018	28 Sep 2018	2,972	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	31 Jul 2018	31 Aug 2018	3,143	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	29 Jun 2018	31 Jul 2018	3,293	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	31 May 2018	29 Jun 2018	2,181	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	30 Apr 2018	31 May 2018	2,260	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>
	Reprocess	29 Mar 2018	30 Apr 2018	2,286	Electricity kWh	Delete and zero <span style="float: right;">Just delete</span>

Assign a scan to selected bill(s)

- Fill in the table with the information from your bill.

## Energy bills

Add a bill | Upload a CSV

Add a Bill

#	Site	MPAN/MPRN	Start	End	Amount	Units
1	Select ...	Select ...	1 Sep 22	1 Sep 22	0	Burning oil (kWh) <span style="float: right;">✖</span>

+ Add additional bill Go

## Check

- The bill is for the correct SITE.
  - The MPAN/MPRN is UNIQUE.
  - The START and END data are correct.
  - The AMOUNT is correct.
  - The correct UNIT have been selected.
- Click '**Back to energy data**' to view the data inputted.
  - Do this for all your bills.
  - A graph will appear showing the trend the data will automatically save and update.

## How to delete energy data

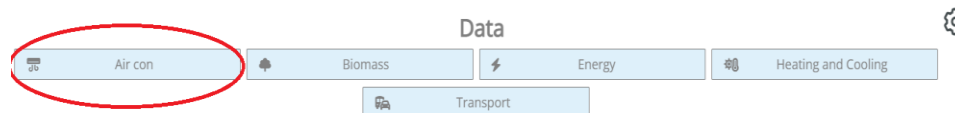
- Click on '**View or add energy bills**'.
- Find the data you wish to delete (you may need to click '**show all**') and click '**Delete and zero**'.
- This will delete the selected bill.

## How to input refrigerant gas – Scope 1

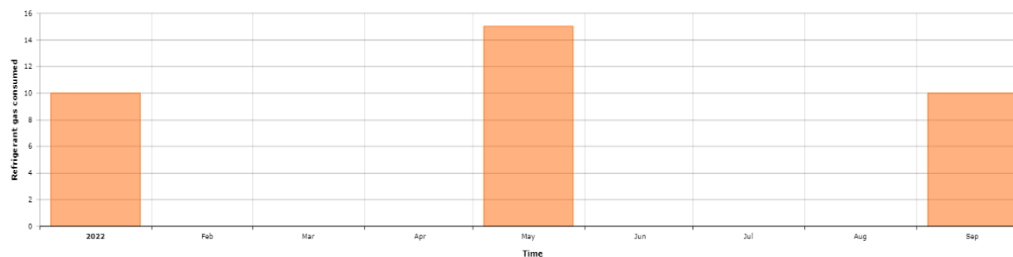
The information that must be input is the amount that the air condition/industrial coolers are refilled. This information can be found on the annual service document and is measured in Kg.

In addition, on the service document, the name of the gas should be there. If this is the case, please inform Enistic and we can set up specific modules to calculate the carbon emissions more accurately. Having a particular module is not essential but does provide more accurate data.

- Click on **data** (on the menu at the top of the screen).
- Click on the air-con module.



- Input the data in Kg into appropriate months.
- A graph will appear showing the trend the data will automatically save and update.



Please enter the number of kg of air con refrigerant you added to the system to replace previously escaped gas

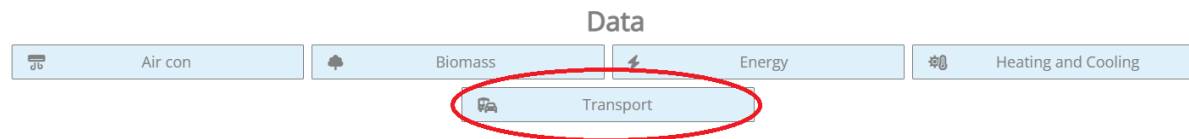
Site	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
1 Site 4	10				15				10				35

## How to input transport – Scope 1 & 3

Company vehicles used for business purposes are scope 1 emissions.

Private vehicles used for business purposes are scope 3 emissions.

- Click the **data** button (on the menu at the top of the screen).
- Click the transport module.



## Do you have previous data?

- Are the vehicles all the same as the ones previously used ?
  - Have any vehicles been discontinued?
  - Have any vehicles been added?
  - Does every vehicle have unique vehicle ID?
- To add data to pre-existing vehicles, click '**View/edit data**'.

## Transport summary

This area encompasses both (a) Company car fuel use, for example purchased on a fuel card, and (b) payments made to staff on expenses for travel carried out on company business.

View:

[View/Edit data](#)

[+ Upload transport spreadsheet](#)

Class	Type	Number of records	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	TOTAL	
Site 4	Medium car 1.4-2.0 litre petrol	1	10	12	0	285	0	0	0	0	0	0	0	0	307	
Site 4	Medium car 1.7-2.0 litre diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site 4	Small car up to 1.4 litre petrol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site 4	Small car up to 1.7 litre diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Austria Transport	Medium car 1.7-2.0 litre diesel	1	3,378	3,244	2,486	2,815	2,723	3,070	0	0	0	0	0	0	17,716	
<b>TOTAL</b>			<b>3,388</b>	<b>3,256</b>	<b>2,486</b>	<b>3,100</b>	<b>2,723</b>	<b>3,070</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,023</b>	


- Check that the appropriate units have been selected View:  (top right of the table).
- Input the data into the appropriate months.

## How to add new transport vehicles

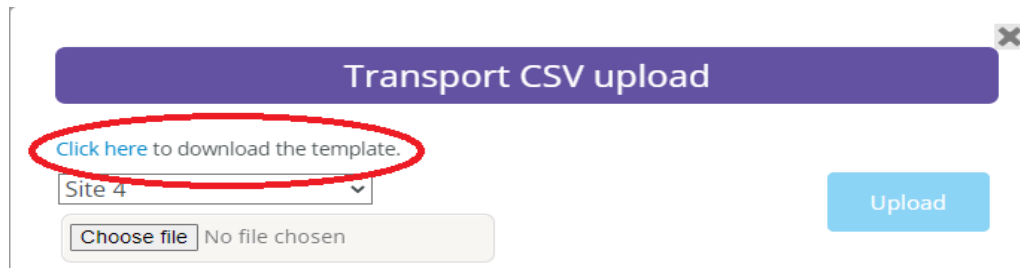
- Return to the sites page (see page 8).
- Add a new site.
- Name the site either Transport- company vehicles, private vehicles for business travel, or fuel cards and click okay.

### Create New Site

Please provide the name of your new site below. This action will recalculate the site explorer (this may take up to a minute).

- **DO NOT** input any data into the pink boxes.
- Return to the transport module (follow the steps above).
- Click the  [Upload transport spreadsheet](#) (top right of the screen).

- Click the 'Click here' in the red circle below.



Transport CSV upload

[Click here to download the template.](#)

Site 4

Choose file No file chosen

Upload

- A transport template will be downloaded and open in an excel spreadsheet.
- At the top of the spreadsheet input the correct scoping period.

<b>Starting year</b>	<b>2022</b>	a number between 2013-2030
<b>Starting month</b>	<b>1</b>	a number in range 1 – 12

- Scroll down and input the following data into the grey table.
- Vehicle Type – copy it from the blue list provided above and use paste special (values)
- Data Type – copy it from the yellow list provided above and paste special (values)



Possible vehicle types	Possible data types				
Small car up to 1.4 litre petrol	litres				
Medium car 1.4-2.0 litre petrol	gallons				
Large car over 2.0 litre petrol	kilometers				
Small car up to 1.7 litre diesel	miles				
Medium car 1.7-2.0 litre diesel	pounds				
Large car over 2.0 litre diesel	expenses				
Small Van up to 1.4 litre petrol					
Medium Van 1.4-2.0 litre petrol					
Large Van over 2.0 litre petrol					
Small Van up to 1.4 litre diesel					
Medium Van 1.4-2.0 litre diesel					
Large Van over 2.0 litre diesel					
Lorry 2 axles up to 7.5 tonnes					
Lorry 2 axles above 7.5 tonnes					
Lorry 3 axles					
Lorry 4 axles and above					
Bus - old style					
Bus - Standard style					
Bus - Modern style					
Bus - Modern low energy style					
Modern transit style VAN					
Small modern VAN					
Medium car 1.6 - 2.0 litre LPG					
Eurotunnel Class 9 Train					
Electric car					
Hybrid car					
Locomotive (shunting)					
Locomotive					
Ferry					
Tug boat (Small)					
Tug boat (Medium)					
Tug boat (Large)					
Other					
Profiled					
Grey fleet					
Electric train					
Motorbike					

Possible fuel types
petrol
diesel
LPG

**SAVE THIS SPREADSHEET AS .CSV BEFORE UPLOADING!**

- Input a vehicle id this must be unique to the vehicle. It can either be the license plate or name of vehicle type. See example below.
- Input the data into the correct months.

Vehicle type	Data type	Vehicle Id	Engine Size*	Fuel Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Electric car	miles	ABC123			10	10	10	10	10
Medium car 1.4-2.0 litre petrol	miles	Fuel card 1			500	600	700	800	900

- Delete the example line (47)

Vehicle type	Data type	Vehicle Id	Engine Size*	Fuel Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Electric car	▼iles	ABC123			10	10	10	10	10

- **SAVE AS CSV FILE.**
- Return to the Enistic Platform.
- Select the correct transport site, file and click upload.

Transport CSV upload

[Click here to download the template.](#)

Transport - fuel cards

Choose file No file chosen

Upload

The best practice is to create separate excel spreadsheets for each vehicle type (company vehicles, private vehicles for business travel, and fuel cards). If this is the case, then transport sites must also be created for each vehicle type.

The vehicle ID **must be unique** across all excel spreadsheets. It can either be the license plate or name of vehicle type.

- The data will automatically save and update.

## Additional Help

If you need any additional help, please contact us.

01865 598 776

[kay.chattwood@enistic.com](mailto:kay.chattwood@enistic.com)

[platonetzero.com/support/](https://platonetzero.com/support/)

Or chat with us on the platform!