

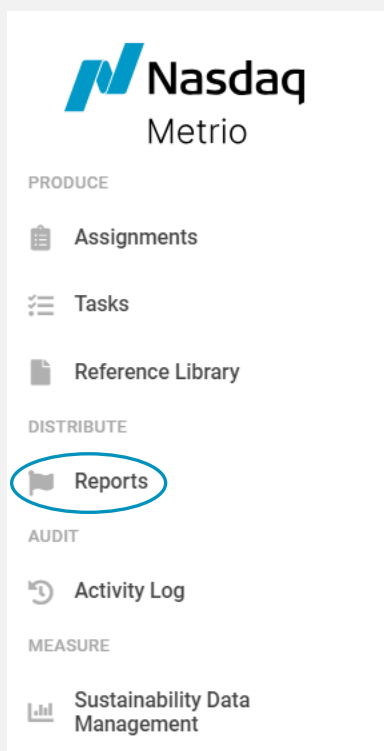
Publishing Reports

Nasdaq Metrio Framework & Disclosure Management (FDM) simplifies the process of ESG data capture, engagement, oversight, and disclosure.

FDM access and visibility is based on user roles. Customer Administrators are the only users with permissions to publish reports.

Getting Started

Click Reports in the left-hand navigation pane.



Reports are created from the Frameworks tab of the Reporting page. This page displays all the frameworks that your company has access to. Here, you can create a Standard Report or Content Index.

Reporting

Frameworks

Published

C CDP Climate Change 199 Categories and Data Requests GENERATE REPORT ▾	C CDP Supply Chain - Climate 22 Categories and Data Requests GENERATE REPORT ▾	C CSRD (European Sustainability Reporting Standards) 151 Categories and Data Requests GENERATE REPORT ▾	E ESG Metrics for First-Time Reporters 18 Categories and Data Requests GENERATE REPORT ▾
G GRI Revised Universal and Topic Standards 184 Categories and Data Requests GENERATE REPORT ▾	I IFRS Sustainability Disclosure Standard (ISSB S1 & S2) 44 Categories and Data Requests GENERATE REPORT ▾	M MSCI 43 Categories and Data Requests GENERATE REPORT ▾	N Nasdaq Board Diversity Matrix 2 Categories and Data Requests GENERATE REPORT ▾

Click **Generate Report** under the desired framework, then **select** *Standard Report* or *[Framework Name] Index*.

S

Sustainability Accounting Standards
Board (SASB)
79 Categories and Data Requests

GENERATE REPORT ▾

Standard Report

SASB Index

On the next page, customize your output options by **clicking** the  icon on each dropdown.

Sustainability Accounting Standards Board (SASB) Output

Output Details

Select the categories and data requests you would like to output

Output Attributes

Refine the details you would like to include in your report

Output Formatting

Adjust your styles and pick the type of export

Sustainability Accounting Standards Board (SASB) Output

Output Details

Select the categories and data requests you would like to output

Search for categories and data requests.



Search...

Select the checkboxes to choose which categories and data requests you would like to include in your report.

- ☒ GHG Emissions
 - ☒ RT-CH-110a.1 - Gross Scope 1 Emissions
 - ☒ RT-CH-110a.2 - Scope 1 Emissions, Targets, and Performance
- ☒ Air Quality
 - ☒ RT-CH-120a.1 - Air Emissions
- ☒ Energy Management
 - ☒ CG-EC-130a.1 - Energy Use by Source
 - ☒ RT-CH-130a.1 - Energy Use by Source
 - ☒ CG-EC-130a.2 - Water Use and Sources - Energy Management
 - ☒ CG-EC-130a.3 - Environmental Discussion
- ☒ Water & Wastewater Management

All data requests are selected by default. **Click** to deselect all data requests if you wish to make your selections manually. **Click** again to select all.

DESELECT ALL

Click to filter by assignee and their corresponding role for each data request.

Output Attributes – Standard Report

Output Attributes

Refine the details you would like to include in your report

SELECT ALL

Click to select all display options. Click again to deselect all.

Display Assignees

☐ Approvers
 ☐ Contributors
 ☐ Owners

Display Status

☐ Status

References and Notes

☐ Display Framework #
 ☐ Display References
 ☐ Display Guidance and Requirements
 ☐ Display Instructional Notes

Categories

☐ Display Related Disclosures
 ☐ Display ESG Topics

NEXT

Output Attributes – Content Index

Output Attributes

Refine the details you would like to include in your report

Introductory Text

Input your company's introductory text.

Company Logo

Drop files here or click to manually select them from your document repository.

Upload a file to display your company's logo on your Content Index.

☐ Characters to publish for each data point

0

Select the checkbox to limit the number of characters displayed for each data point and input the desired limit.

☐ Display Related Disclosures

Select the checkbox to display Related Disclosures in your index.

NEXT

Output Formatting

Adjust your styles and pick the type of export

Export Type

☐ HTML file
 ☐ Microsoft Word Export
 ☐ Microsoft Excel Export
 ☐ PDF Export

PUBLISH

Click Publish. This will automatically take you to the Published tab of the Reporting page. Once your report is available, a message will display indicating that your report was generated successfully.

Reporting

Frameworks

Published

G

GRI Revised Universal and Topic Standards
Released 01/23/2024

Standard Report Word

C

CDP Climate Change
Released 01/18/2024

Standard Report PDF

C

CDP Climate Change
Released 01/18/2024

Standard Report Excel

C

CDP Climate Change
Released 01/18/2024

Standard Report Word

C

CDP Climate Change
Released 01/18/2024

Standard Report HTML file Live

S

Sustainalytics
Released 01/17/2024

Standard Report HTML file Live

S

Sustainability Accounting Standards Board (SASB)
Released 01/17/2024

Standard Report PDF

S

Sustainability Accounting Standards Board (SASB)
Released 01/17/2024

Standard Report Excel

SUCCESS

Your report is ready. Check out the Reports > Published.

Reports are sorted chronologically, displaying your most recently published at the top.

S

Sustainability Accounting Standards Board (SASB)
Released 01/17/2024

Standard Report PDF

S

Sustainability Accounting Standards Board (SASB)
Released 01/17/2024

Standard Report Excel

C

CDP Supply Chain - Climate
Released 01/04/2024

Standard Report HTML file Live

S

Sustainability Accounting Standards Board (SASB)
Released 01/04/2024

SASB Index HTML file Paused

Report type: Standard Report vs Content Index

File type: Click to open your report.

Click to display your options.

Click to download your report.

Download Edit

Click to edit your output options.

Click and paste the URL into your browser search bar to access the public link to your report.

Take web page live Take web page down Edit Copy URL

HTML files are live by default. Click Take web page down to remove access. The status will then display as "Paused". Click Take web page live to restore access.

Click the file type to open a preview of your report in a separate browser tab. This URL is an internal link that leads to the FDM login page. If your report is not live, this page will be unavailable.

Need Help?

Nasdaq Metrio Support: 802.251.0500 | NasdaqMetrioSupport@nasdaq.com