

# **Analytics Tool Guidance**

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# Introduction

## What is the Analytics Tool?

The Higg Analytics Tool is an online tool that offers a dashboard approach to understanding the performance of your supplier base through harnessing Higg module data. The analytics dashboard summarizes results, progress and content from Higg modules. Currently the Analytics Tool is only available for Higg FEM and for Advanced/Custom Adoption brand accounts.

## Purpose

The Analytics Tool is intended to accelerate your ability in understanding the environmental management practices of your supply chain, as well as the environmental and social “footprint” of your supply chain, through a real-time dashboard connected to Higg data.

## How does the tool help analyze Higg FEM data?

Customize views through selecting a number of criteria including country, tier of supplier, processing types and numerous other attributes. Widgets offer a focus on specific analysis like country distribution, total water consumption data, level achievement and critical operational issues.

## Who can access this tool?

Only accounts that are engaged in advanced or custom adoption services are eligible to have this tool enabled for their accounts. This subscription is priced separately from your SAC membership or your SME access fee. If you would like more information on advanced analytics for your account, please contact [cs@higg.com](mailto:cs@higg.com).

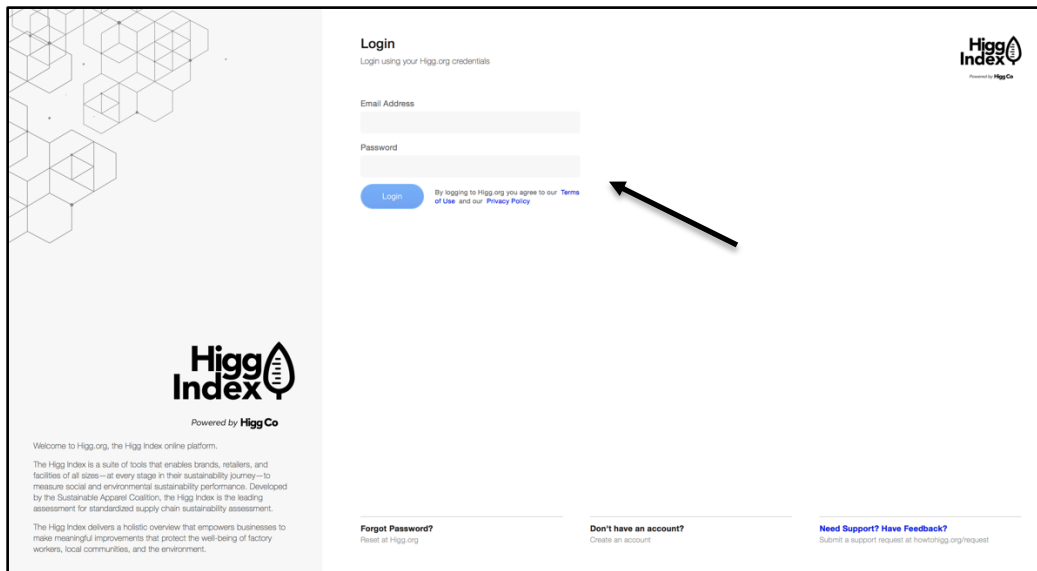
# Features and Functionality

The advanced analytics dashboard includes the following features:

- Single dashboard layout with a fixed set of widgets that display module data; module data widgets currently include:
  - Module distribution by country (i.e. 80 modules in China, 20 in India, etc.)
  - Module distribution by verification status (i.e. 301 Self-assessment, 50 Verified)
  - Section scores - average score by section ((i.e. Avg Air Score, Avg Chemicals Score etc.)
  - Total Consumption - GHG Emissions (CO<sub>2</sub>e), Energy (GJ), Water (m<sup>3</sup>), Waste (MT)
  - Level Achievement - number of modules by section (i.e. Air level 1 = 200 modules, Air level 2 = 35, Air level 3 = 32)
  - Risk Areas - number of modules by risk indicator (i.e. Facility does not track any of its energy use = 20 modules)
- Multiple data filters that cascade down to control the data presented within one or more widgets, thereby customizing dashboard view.
- Save selected attributes as views:
  - Save a Default View
  - Save a New View
- Data export features:
  - Save each data widget as an image
  - Export each data widget into a set of CSV files (summary and details)

# Accessing the Analytics Tool

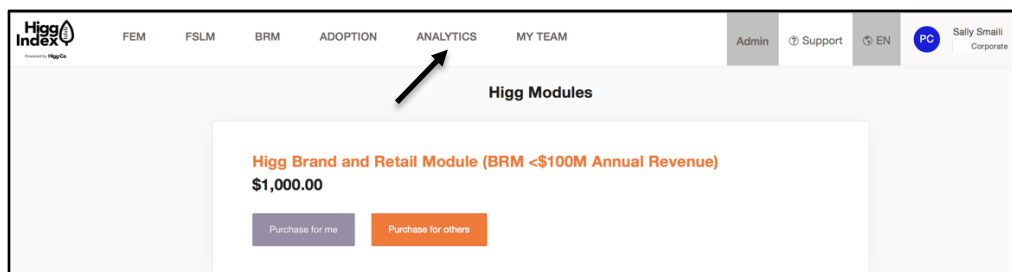
- We provide training on the Analytics Tool to Advanced/Custom account brands. If you have any questions, please contact your customer success team members for information on the Analytics Tool training.
- Once the tool has been activated for your account, go to Higg.org and enter your login\* credentials.



The screenshot shows the Higg Index login page. On the left is a decorative graphic of hexagons. The main content area has a 'Login' heading and a sub-heading 'Login using your Higg.org credentials'. Below this are input fields for 'Email Address' and 'Password', followed by a blue 'Login' button. The button text includes 'By logging to Higg.org you agree to our [Terms of Use](#) and our [Privacy Policy](#)'. A black arrow points to the 'Terms of Use' link. At the bottom, there are links for 'Forgot Password?', 'Don't have an account?', and 'Need Support? Have Feedback?'. The Higg Index logo and 'Powered by Higg Co' are at the bottom left.

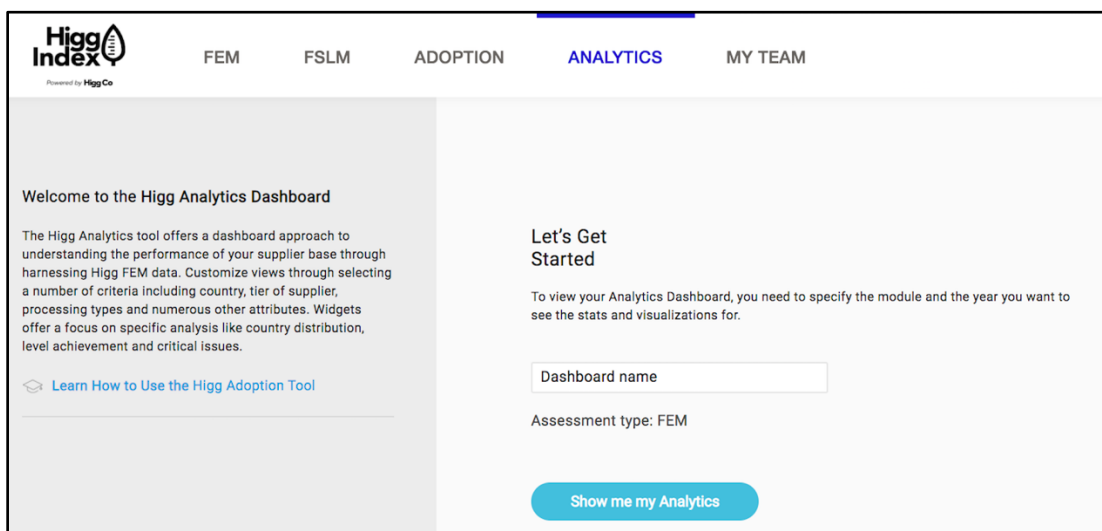
*\*If you do not yet have a login/password yet, please use the link at the bottom of the page to register and create an account. For account registration guidance, click [here](#).*

- Once you have successfully logged in, you will now see the Analytics Tool in your top navigation bar. Clicking on it will take you to the Analytics Tool landing page.



## Home Page

- Upon first access to the analytics home page, you will enter your dashboard name and click the “Show me my Analytics” button to see the Analytics board. The assessment type is defaulted as FEM for now.

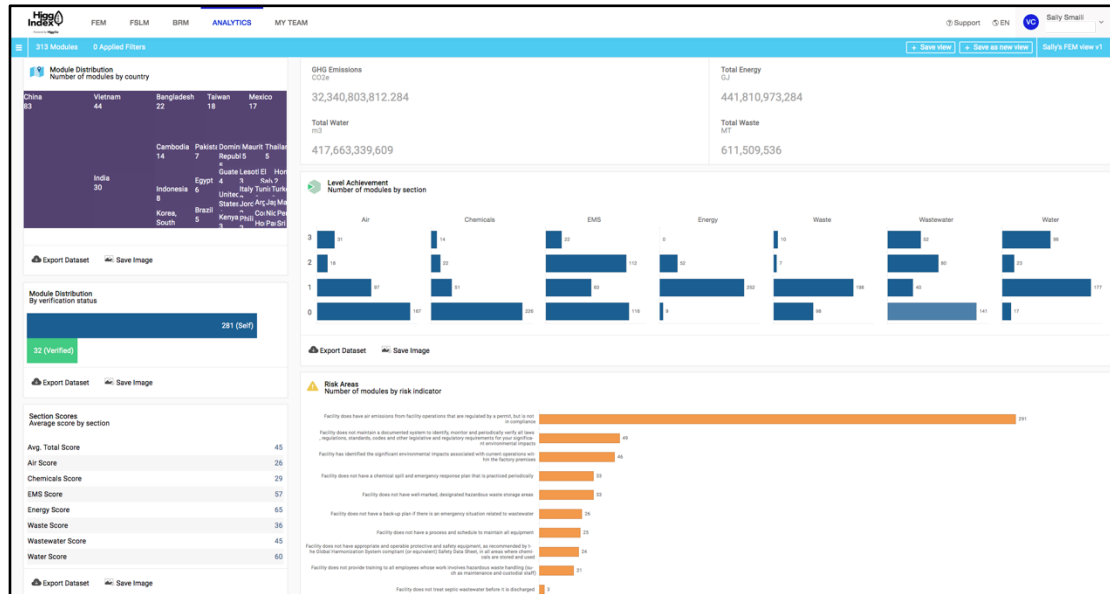


The screenshot shows the Higg Index Analytics Dashboard. At the top, there is a navigation bar with the Higg Index logo on the left and five tabs: FEM, FSLM, ADOPTION, ANALYTICS (which is highlighted in blue), and MY TEAM. Below the navigation bar, the page is divided into two main sections. The left section is titled "Welcome to the Higg Analytics Dashboard" and contains a paragraph explaining the tool's purpose: "The Higg Analytics tool offers a dashboard approach to understanding the performance of your supplier base through harnessing Higg FEM data. Customize views through selecting a number of criteria including country, tier of supplier, processing types and numerous other attributes. Widgets offer a focus on specific analysis like country distribution, level achievement and critical issues." Below this text is a link that says "Learn How to Use the Higg Adoption Tool" with a small icon. The right section is titled "Let's Get Started" and contains a paragraph: "To view your Analytics Dashboard, you need to specify the module and the year you want to see the stats and visualizations for." Below this text is a text input field labeled "Dashboard name" and a label "Assessment type: FEM". At the bottom of the right section is a blue button that says "Show me my Analytics".

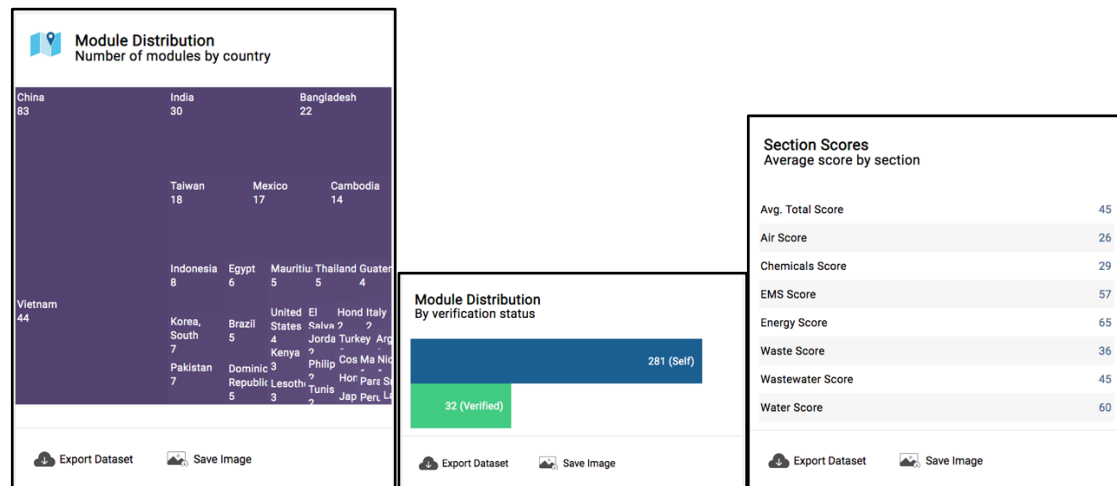
## Navigate the Analytics Dashboard

- Understand your Analytics dashboard when you first access: the total number of modules (including FEM and vFEM since 2017) in your Analytics dashboard are the total number of modules shared with your account. You can refer to the data on the screenshot below. (i.e. total 313 modules on this Analytics dashboard)
- The Analytics dashboard includes 5 widgets that produce a different view of your Higg data:
  - Module Distribution by Country: number of modules by countries. The board will show the top few countries with the most modules. (i.e. total 83 modules from China)
  - Module Distribution by Verification Status: numbers of modules for FEM and vFEM. (i.e. total 281 FEM modules and 32 vFEM modules)
  - Total Consumption: GHG emission, total energy, total water and total waste.
  - Modules average score: FEM and vFEM total average score and section average score. You will be able to see the number of FEM and vFEM. (i.e. the average score of FEM and vFEM is 45).
  - Level Achievement: number of modules by each section and level. If the number of modules in a level of a section is 0, it means that no modules have achieved that level in that widget. (i.e. no modules have achieved level 3 in Energy section)

- All Risk: number of modules by risk indicator. The risk indicators are referred by industry requirements and verifiers' experience. (i.e. the top 1 risk is not compliance with air emission and total 291 modules have this risk)
- You can click “Save Image” to save this widget as an image format. This function is applicable for each widget except the Total Consumption widget.
- You can click “Export Dataset” to export this widget into a set of CSV files (summary and details).



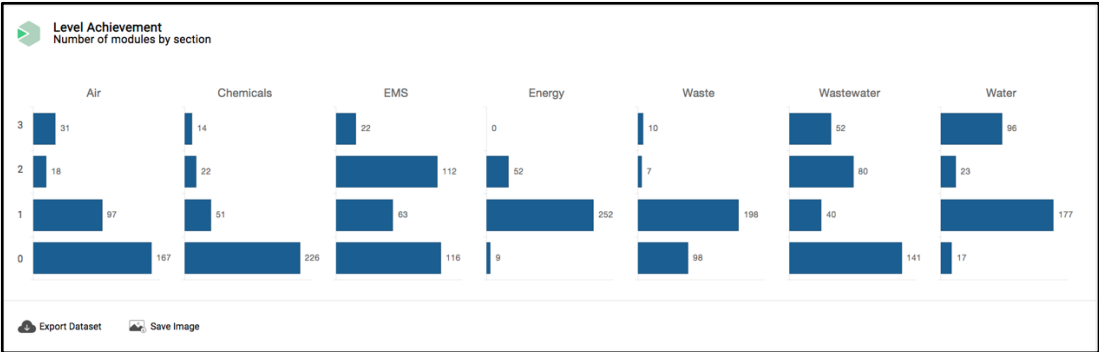
Modules Distribution and Section Scores (Can save image and export dataset)



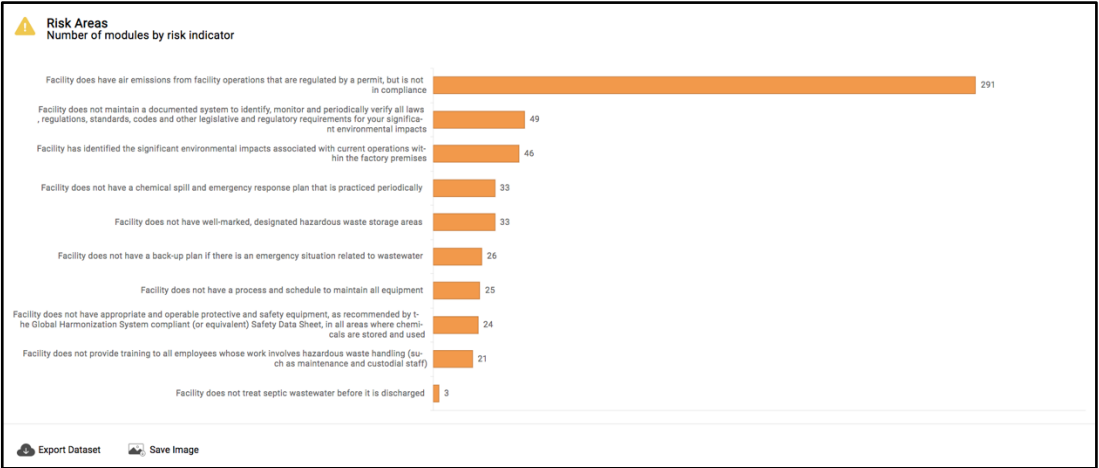
Total Consumption

<b>GHG Emissions</b> CO2e 32,340,803,812.284	<b>Total Energy</b> GJ 441,810,973,284
<b>Total Water</b> m3 417,663,339,609	<b>Total Waste</b> MT 611,509,536

Level Achievement (Can save image and export dataset)



All Risk (Can save image and export dataset)

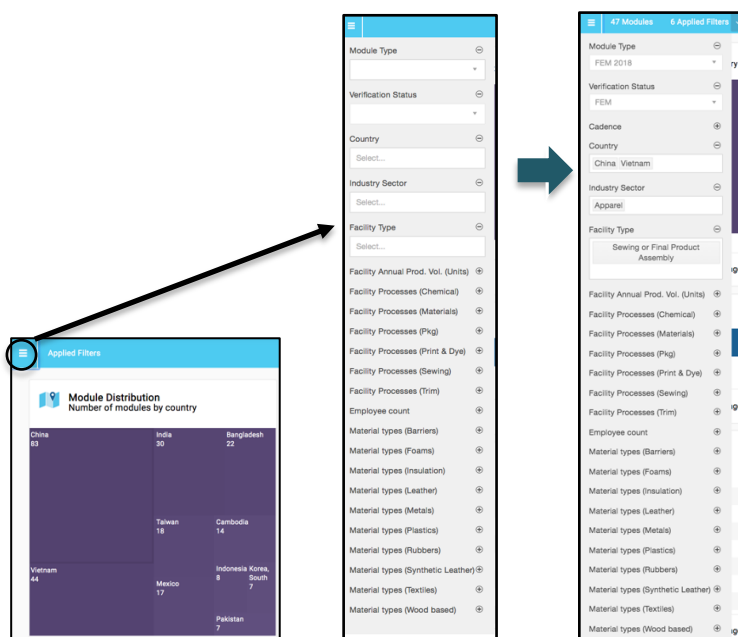




# Create Your Own Analytics View

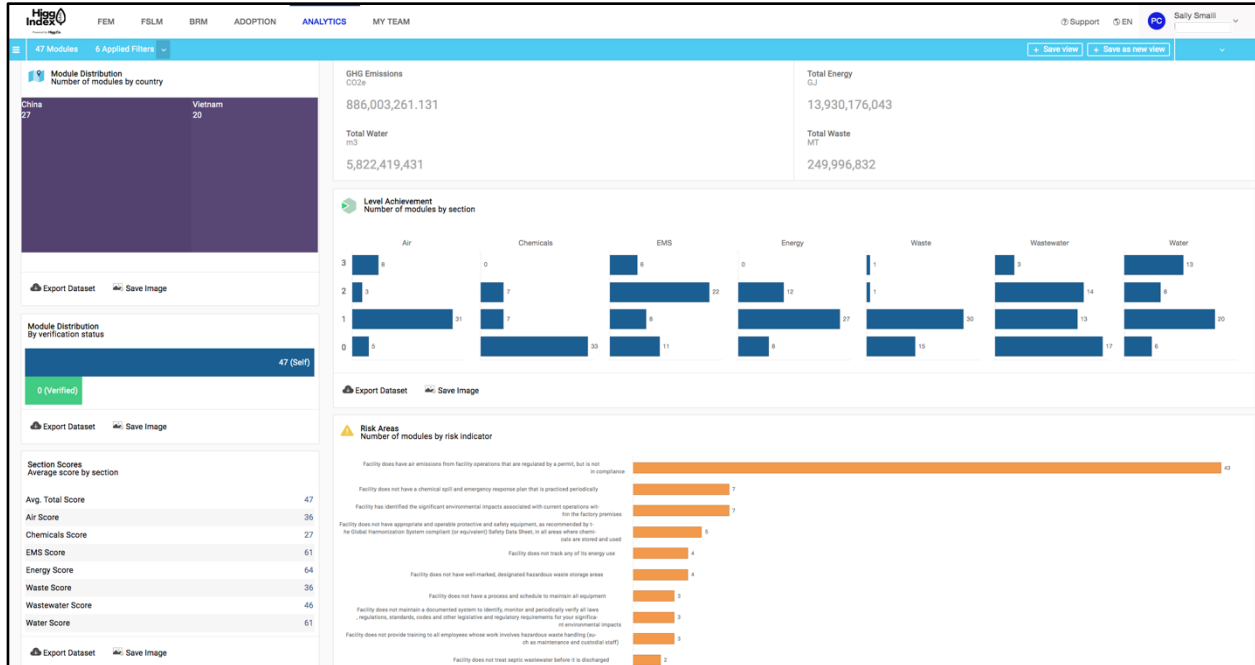
## Attributes Selection Bar

- Click the square button next to “Applied Filters” at the top left side on the blue bar, a attributes selection bar will be populated. There are single selection attributes and multiple selection attributes. Once the attributes are selected, you will see them appear in the top blue bar. The more attributes you select, the smaller number of modules you will get. Your selected attributes will be saved in this navigation bar if you access next time.
  - Single selection attributes:
    - Module type: FEM 2017, FEM 2018, FEM 2019. Choose one and the total number of modules will be shown as that module type.
    - Verification status: FEM or vFEM. Choose one and the module status will be shown.
  - Multiple selection attributes: the information in the Analytics database is populated by the facilities from the Site Information & Permit section of FEM.
    - Country: choose one or multiple, the total number of modules will reflect the selected country(s).
    - Industry sector: choose one or multiple, the total number of modules will reflect the selected industry.
    - Facility type: choose one or multiple, the total number of modules will get reflect the selected facility type.
    - Facility process: choose one or multiple, the total number of modules will reflect the selected facility process.
    - Facility annual product volume (Unit): choose one or multiple, the total number of modules will reflect that product volume unit.
    - Employee count: choose one or multiple, the total number of modules will reflect the selected range of employee count.
    - Material type: choose one or multiple, the total number of modules will get reflect the selected material type.



\*Example: please refer to the screenshot below.

- Selected attributes: FEM 2018 self-assessment modules, sewing and final product assembling type, in Apparel industry, in China and Vietnam
- Result highlights:
  - Total numbers of module: Total 47 FEM 2018 modules in China and Vietnam
  - Level achievement: No modules have achieved the level 3 in energy section
  - Section Score: Total modules average total score is 47
  - All Risk: the top 1 risk is not compliance with air emission and total 41 modules have this risk.

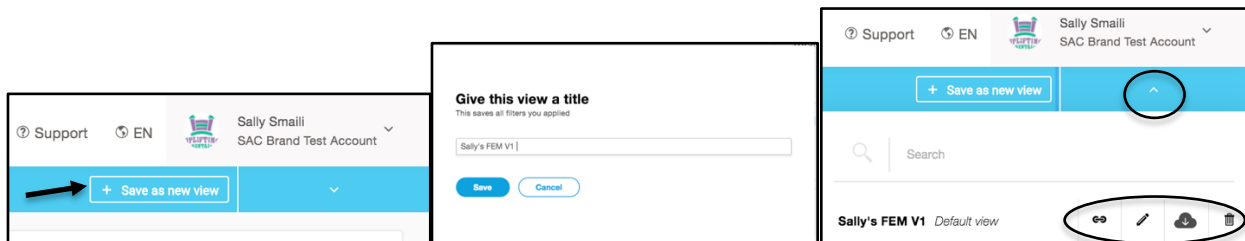


# Save Your Analytics Dashboard View

## Save Your Default Dashboard View

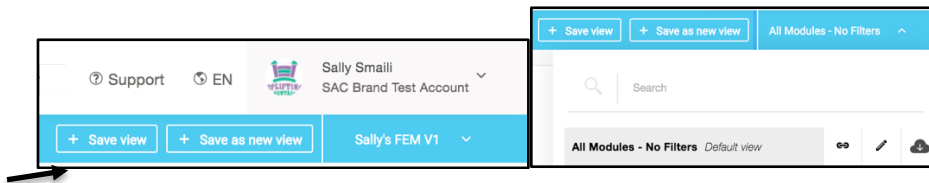
Save your default view:

- Once you choose the attribute(s) on the navigation bar, you will see “Save a new view” button on the right side of the top blue bar. Click this button to save the selected attribute(s) as the default view. The default view is the 1<sup>st</sup> view saved.
  - You can share the link of this default view with your team members by clicking the sharing icon.
  - You can rename your default view by clicking the pen icon.
  - You can export the default view to a CSV file by clicking the downloading icon.
  - You can delete the default view before you access to it by clicking the trash bin icon.

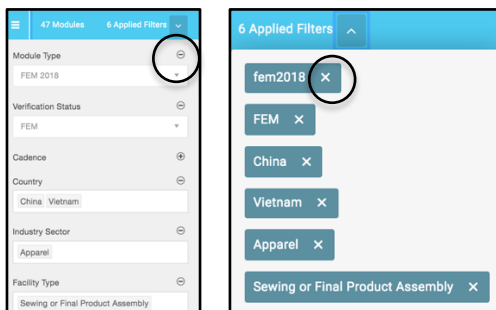


## Save all modules as the default view:

- After you access to the “default view” you saved, if you want to make any changes, click “Save view” button on the top blue bar to save the updated default view. At this stage, you are not able to delete the default view.
  - If you want to save all shared modules (including FEM and vFEM since 2017) as the default view, you can clear all selected attributes on that navigation bar and click “Save view” button. Then you can rename the view as “All modules”.

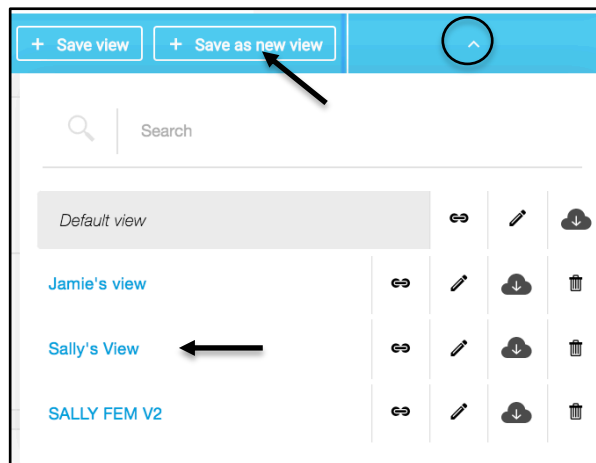


Clear the selected attributes:



## Save Your Analytics Dashboard As New View

- If you want to create multiple views of module data, you can re-select the attributes and save the view as another new view by clicking “Save as new view” on the top right side of the blue bar.
  - To find your saved new view, you can click the arrow icon to populate the dropdown list on the top right corner of the blue bar.
  - You can share the link of this saved new view with your team members
  - You can rename your saved new view
  - You can export the saved new view to a CSV file
  - You can delete the saved new view
  - You can access account other users’ saved Analytics dashboard views.



## FAQ's

- 1. I am an advanced adoption account, but I don't see the Analytics Tool in my account.**

The analytics tool needs to be enabled in your account. Contact your customer success team members to get access to the tool.

- 2. Can I export the underlying data from individual widgets?**

Yes, you can export to a set of CSV files for individual widgets. The CSV files include summary file and details file.

- 3. What is the role-based permissions for the Analytics Tool?**

There are currently no role-based restrictions on viewing, editing and deleting views. Views created by one user are available to view and edit by all other account users, regardless of role.

- 4. How current is the data displayed in the Analytics Tool?**

The data displayed in the Analytics Tool is real time and reflects current platform data.

- 5. How many saved views can we create?**

Accounts are allowed an unlimited number of views.

## Conclusion

The Analytics Tool is designed to help you and your team establish a point of reference across several social and environmental impact areas from which future measurements may be made, to ultimately drive improvements over time. More features will be updated for this tool in the future.