

Water Risk Filter

USER GUIDE

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Table of contents

About the Water Risk Filter	1
Site structure.....	1
Home page	3
Logging in and registering.....	4
Quick View	6
Interpreting the results.....	6
Adding a new facility.....	7
Adding multiple new facilities at the same time	9
Editing a facility.....	10
Full Assessment	11
Questionnaire	11
Sending a link to the questionnaire to another user	12
Portfolio Results.....	13
Facility Results.....	13
Adjusting weightings.....	15
Reports	16
Maps	18
Viewing country reports	19
Mitigation	21
Mitigation.....	21
Case Studies	23
Knowledge Base	25
Admin Panel	26
Modules	26
Adding a user login	27
Assigning permissions to a user login	27
Editing a user login.....	28
Deleting a user login	28
Facilities.....	28

About the Water Risk Filter

The Water Risk Filter is an online application for corporate officers, facility managers, and investors to analyze the impact of their business activity on the water supply, understand potential risk exposures, and obtain ideas for mitigating risk in a proactive way.

To use the Water Risk Filter, browse to www.waterriskfilter.panda.org. We recommend that you use Internet Explorer 7 or higher, Mozilla Firefox 9 or higher, the latest version of the Google Chrome, or Safari 5 browser with pop-ups enabled.

TIP To send an email to WWF with regard to this site, click the Feedback button on the right side of the browser window.

Site structure

The Water Risk Filter contains five main areas. Access these areas using the navigation bar near the top the pages of the site.



- **Home.** This page provides general information about the tool as well as links to the user guide a video tutorial, the FAQs, and more information on water stewardship.
- **Quick View.** This area of the site enables you to assess a facility's basin-related and company-related risks based on GPS location and industry. Depending on the assessment score, the site might suggest a full assessment for a more detailed company-specific risk report.
- **Full Assessment.** This area of the site contains a tailored questionnaire for calculating a facility's specific basin-related and facility-related water risk. You can present results with different details and populate reports.
- **Maps.** This area of the site enables you to choose from various map overlays, such as water scarcity, biodiversity, and climate change. You may also access a complete list of country profiles to give you a more thorough understanding of water issues in places of key interest.

- **Mitigation.** This area of the site provides information concerning response to risk. While risk scores are not prescriptive about the specific actions that you should take, the Mitigation section structures your response along the steps of stewardship and the three risk categories of the Water Risk Filter. You can also access a full set of references and support materials for each step as well as links to relevant case studies based on publicly available examples. These case studies enable you to explore how other companies have begun to tackle water issues.
- **Knowledge Base.** This area of the site provides access to supporting information. Learn about water stewardship initiatives, browse a list of key publications, and access a complete country profile database.

Home page

The home page of the Water Risk Filter provides an overview of the site and links to site resources.



Click the buttons in the navigation bar to go to the various areas of the site. The Mitigation button appears against a different colored background to call your attention to this important site feature.

NOTE If you are a portfolio-level or facility-level user, you can access the Admin Panel by clicking the link of your login name near the top of the page, toward the right.

- **To switch between English and Spanish versions of the site,** click the EN and SP links near the top of the page.

- **To read a news story about water risk**, click one of the links under the Water Risk News section, or click the name of this section to go to the Water Risk News page of the Knowledge Base.
- **To find answers to frequently asked questions**, hover over the questions under the FAQs section.

Logging in and registering

Your login for the Water Risk Filter site determines your level of access to the site's features. There are three different access levels:

- **Portfolio.** Portfolio-level logins are for those who require a broad understanding of a company's water risk across multiple facilities. Portfolio-level users can administer the logins of facility-level users of the same company.
- **Facility.** Facility-level logins are for managers who are responsible for one or more facilities but who do not necessarily need to assess the water risk for the company as a whole.
- **Guest.** Guest logins provide limited access for those who want to learn more about the site and its features.

When you arrive at the home page for the first time, the site provides you with Guest privileges. To obtain a login for portfolio-level access, click the Register button in the Log In section.

LOG IN

Login

.....

[Log in](#) [Register](#) [Forgot?](#)

The site displays the Registration dialog box.

REGISTRATION

Company logo  [Add Logo](#)

Company name

Contact name

Email

Phone

Login

Password

Confirm Password

Country:

Address

Description of business

WWF may not share or use the provided data and resulting risk assessment scores other than indicated below:

- WWF may use the provided information in an anonymous way for benchmarking purposes
- WWF may use the provided information in an anonymous way to bring stakeholders in the same region / river basin together
- WWF may use the name of the company for promotional purposes.

Fill in the information in this form, and click Save. You may then use your user name and password to log into the site and create facility-level logins for other users in your company. For more information, please refer to the Admin Panel section of this guide.

Quick View

The Quick View area provides a high level assessment of the water risk for your company by facility.

- **To view the pre-assessment for a facility,** click the name of the facility in the list on the left side of the browser window.
- **To sort the list of facilities alphabetically, by country, or by industry,** click A-Z, Country, or Industry at the top of the list.
- **To add a facility,** click the Add button.
- **To edit a facility,** click the Edit button.
- **To delete a facility,** click the Delete button.

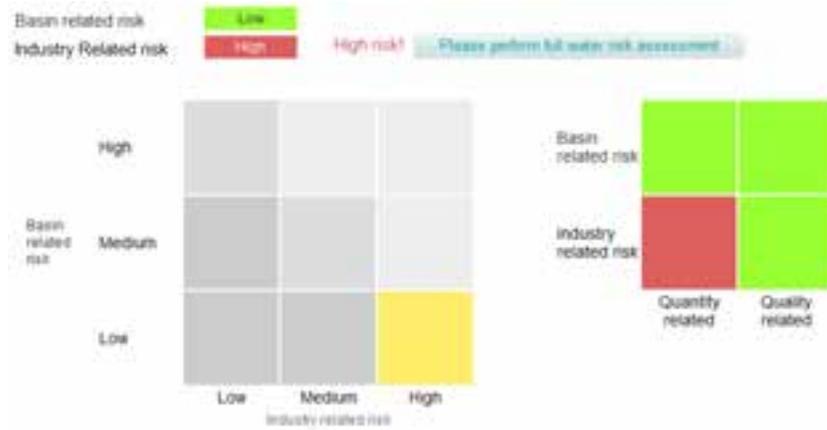
Interpreting the results

The top two matrices in the results provide the assessment for the selected facility:

- The results for basin-related risk come from a detailed assessment of 19 risk indicators related to the GPS position of the facility. To see these indicators, go to **[TK]**.
- The results for industry-related risk are a high-level assessment based on industry-typical indicators for water withdrawal and consumption, pollution, and reputational risk.

The top left matrix provides a high-level risk indication for basin- and company-related risk. If one of these risks is high, the site displays a warning and suggests that you perform the full assessment.

The top right matrix provides more insight into what is driving the risk levels and whether there are quantity- or quality-related issues with regard to water.



The matrix at the bottom shows the assessment for all assessed facilities of the company as a whole.

Quick View results of all assessment facilities for CampCo



Adding a new facility

To add a new facility, click the Add New Facility button at the bottom of the facility list. The site displays the New Facility dialog box.

In the search field, type the name of the city or region, and click Search. The map places a marker at this location. If you need to fine-tune the placement of the facility, zoom in by dragging the Zoom slider, and drag the position of the marker.

NOTE Providing accurate location information is essential to assessing the facility's risk. The tool links the GPS position of the provided location to the different underlying databases.

4. Click OK. The Select Location dialog box closes.
5. Click Save. The site adds the facility to your company profile.

Adding multiple new facilities at the same time

From the New Facility dialog box, you can add a number of new facilities at the same time. To do so, click the Adding Multiple Facilities button at the bottom of the dialog box. The Adding Multiple Facilities dialog box appears.

Name	Industry	Location
CampCoUSA	Selected 0	Select on map
CampCoEurope	Selected 0	Select on map
CampCoAsia	Selected 0	Select on map
	Selected 0	Select on map

Adding new facility Save Cancel

Then follow these steps:

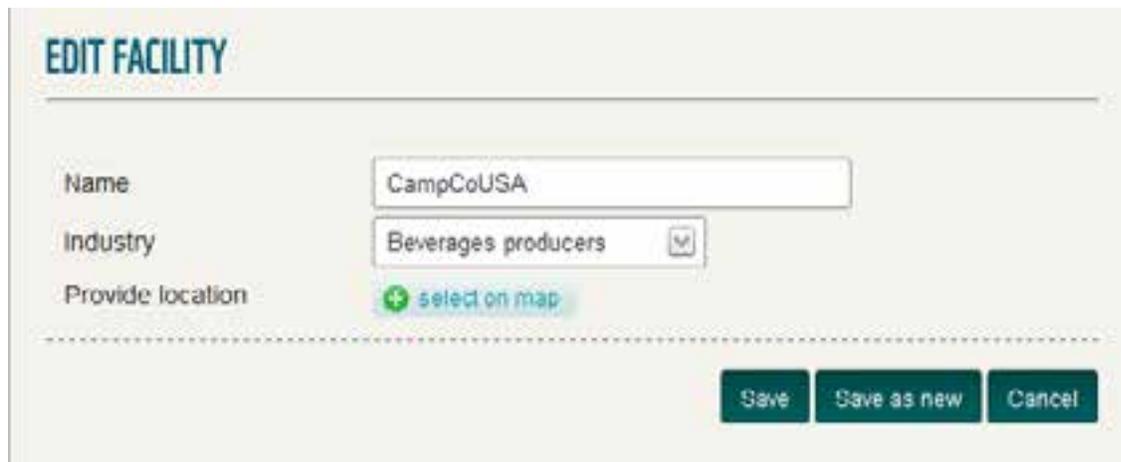
1. Type the name of a facility in the Name field. The site automatically opens a new row of fields.
2. Choose the industry for the facility from the Industry drop-down menu.
3. Set the location for the facility by clicking its Select On Map link.
4. Repeat Steps 1–3 for each facility that you want to add. When you are finished, click Save.

From the Adding Multiple Facilities dialog box, you can also perform the following actions:

- **To delete a facility**, click its Delete icon to the right of its row of fields.
- **To revert to the dialog box for single-facility entry**, click the Adding One Facility button.

Editing a facility

To edit a facility, click its Edit button. The site displays the Edit Facility dialog box.



The screenshot shows the 'EDIT FACILITY' dialog box. It features a title bar with the text 'EDIT FACILITY' in blue. Below the title bar, there are three input fields: 'Name' with a text box containing 'CampCoUSA', 'Industry' with a dropdown menu showing 'Beverages producers', and 'Provide location' with a green plus icon and the text 'select on map'. At the bottom right, there are three buttons: 'Save', 'Save as new', and 'Cancel'.

Edit the definition of the facility as you require, and click Save.

Full Assessment

The Full Assessment area of the site provides a more in-depth look at your company's water risk by facility.

- **To view the assessment for a facility**, click the name of the facility in the list on the left side of the browser window.
- **To sort the list of facilities alphabetically, by country, or by industry**, click A-Z, Country, or Industry at the top of the list.
- **To edit a facility**, click the Edit button.
- **To delete a facility**, click the Delete button.

The Full Assessment area has four tabs: Questionnaire, Portfolio Results, Facility Results, and Reports. Each tab gives you different tools for assessing your risk. Depending on the access level of your login, you might not be able to use all four.

Questionnaire

Use the questionnaire to determine the specific water risk for the selected facility. Each facility has its own questionnaire; the answers from one facility do not affect the water risk for other facilities, although a high-risk facility does affect the risk level of the company as a whole.



Answer the questions on the questionnaire, and click the Save And Show Results button. The site takes you to the Portfolio Results tab.

TIP You may return to the questionnaire at any time to modify your answers. When you are finished, click Save And Show Results to save your changes.

Sending a link to the questionnaire to another user

The site enables you to send a link to the questionnaire to another user in your company. You might use this feature when the other person is better able to answer facility-specific questions.

To send the link in an email, click the envelope icon to the right of the row of tabs. The Send dialog box appears.

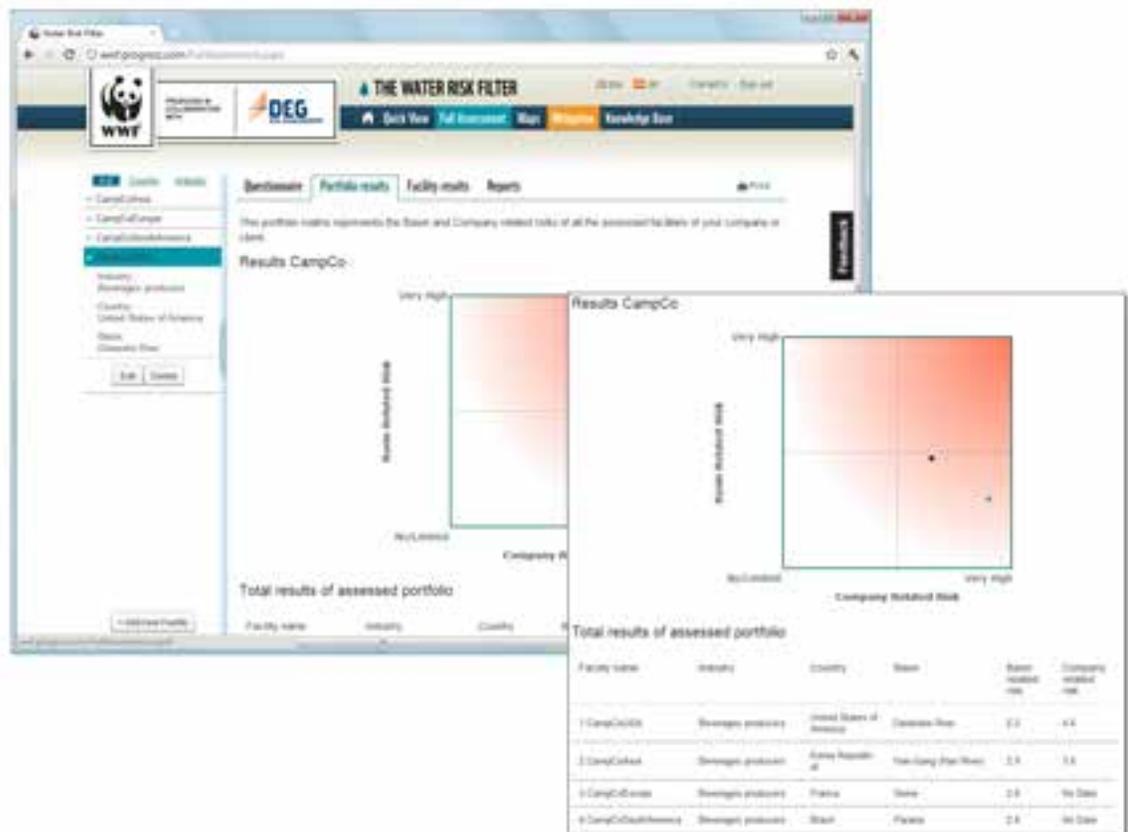


- To choose the user who should fill out the questionnaire, select this user's radio button.
- To send the link to the questionnaire to the selected user, click Send.

- To delete a user, click this user's Delete icon.
- To edit a user, click this user's Edit icon.
- To add a new user, click Add User.

Portfolio Results

The Portfolio Results tab shows a matrix of all basin and company risks for all the assessed facilities of your company.



The table below the matrix provides risk scores for each facility individually.

Facility Results

The Facility Results tab shows aggregated risk scores for the selected facility as a heat map.



Below the heat map, you find detailed results broken down by basin-related risk and company-related risk. Basin-related risk results come from the Quick View calculations, based on the 19 indicators linked to the GPS position of the facility location that you provided. Company-related risk results come from the answers to the facility-specific questionnaires.

The screenshot shows the 'Basin related risk' section of the Water Risk Filter website. It displays a table with 19 indicators, each with a score and a description. The indicators are color-coded based on their risk level: red for high risk, orange for medium risk, and green for low risk.

Indicator	Score	Description
Physical Risk	1.8	Physical Risk
Regulatory Risk	2.0	Regulatory Risk
Reputation Risk	2.0	Reputation Risk
Water Use Efficiency	2.4	Water Use Efficiency
Water Use Conservation	2.7	Water Use Conservation
Supplier's water risk	1.4	Supplier's water risk
Regulatory Risk	2.0	Regulatory Risk
Reputation Risk	2.0	Reputation Risk
Task (Company level) Risk	2.2	Task (Company level) Risk

- **To get more information about a particular risk**, hover over its Information icon.
- **To edit your answer for any company-related risk**, click its Edit icon, and choose a new answer from the choices that appear. The site makes the change and marks the Edit icon to help you remember that you modified this answer. Please note that basin-related risks are not editable.

Company related risk

No	Score	Risk	Indicator	Answer
1	1 No or very limited risk	Physical Risk: Scarcity (Quantity)	Importance of having sufficient amounts of clean freshwater available for the production/operational site's operations	Not important at all
2	5 Very high risk		Problems the company has/had withdrawing/obtaining the required amount of water for its operations	Yes, regularly
2a			If yes, please explain:	The water company keeps shutting off our service for lack of payment.

Not important at all
 Not overly important
 Neutral
 Important
 Very important / Vital for operations

Adjusting weightings

The site weights the various risk factors to determine your facility's overall water risk. If you have better knowledge of the local situation and wish to adjust these weightings for a more accurate assessment, click the Tailor Weightings button at the top of the detailed list. The Weightings dialog box appears.

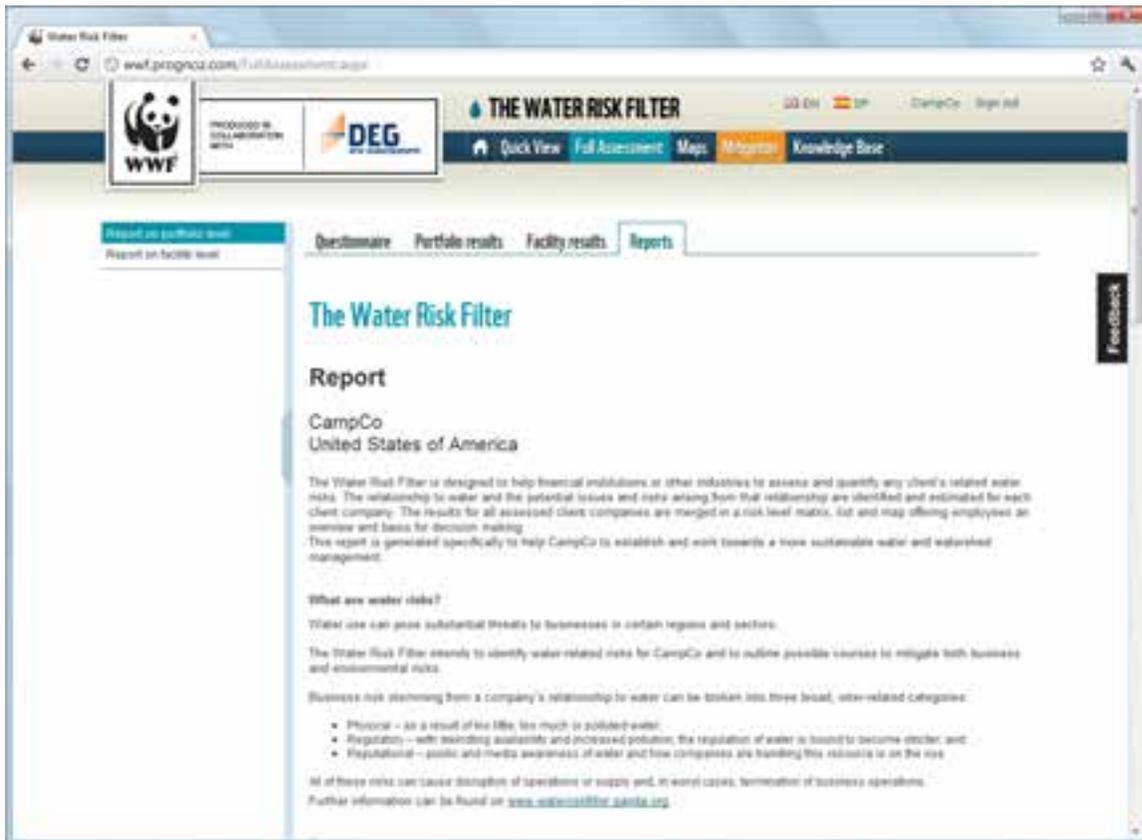
WEIGHTINGS

Risk	Level 1 weightings	Level 2 weightings	Level 3 weightings
Company related risk questionnaire total	+2 = 100.0%		
Physical Risk	41.7 %	58.3 %	
Scarcity (Quantity)		33.3 %	66.7 %
Importance of having sufficient amounts of clean freshwater available for the production/operational site's operations			41.7 %
Problems the company has/had withdrawing/obtaining the required amount of water for its operations			25.0 %
Total amount of freshwater withdrawn either directly from a water source or through the municipal supply (m3/year)			16.7 %
Percentage of the total amount of withdrawn water that is recycled or reused (more than once). Maximum answer for this indicator is 100%			16.7 %
Pollution (Quality)		33.3 %	66.7 %
Typical level of water pollution caused by this industry			33.3 %
Requirement of treatment: purification of the water the company withdraws before use in operations			41.7 %
Percentage of the withdrawn freshwater that is discharged with some level of pollution			16.7 %
Quality measurements of the water the company withdraws and discharges by the company itself or an external company			16.7 %
Physical risk of equipment		33.3 %	66.7 %

Type new values in the fields as you require, and then click OK to save your changes. The site displays a warning if the sum of the weightings does not equal 100 percent for each level. To revert to the model's recommended weightings, click Reset.

Reports

The Reports tab provides links to reports about the water risk for your client, company or facility. Much of the information in these reports comes from the questionnaire, the portfolio results, and the facility results.



The Water Risk Filter produces three automatically generated reports covering all relevant items of the risk assessment:

- **Portfolio-level report.** This report contains high-level risk results for all the assessed facilities of your company or client and provides insight on the exposure to water risk on a portfolio level. The report represents risk scores in a matrix and a list, and it plots the facilities on detailed water-scarcity and pollution maps.
- **Facility-level report.** This report contains all the information of a specific facility's risk assessment, including the heat map and all underlying individual risk indicators. It also plots the company on water-scarcity and

pollution maps and generates examples of mitigation responses based on the facility's three highest risks.

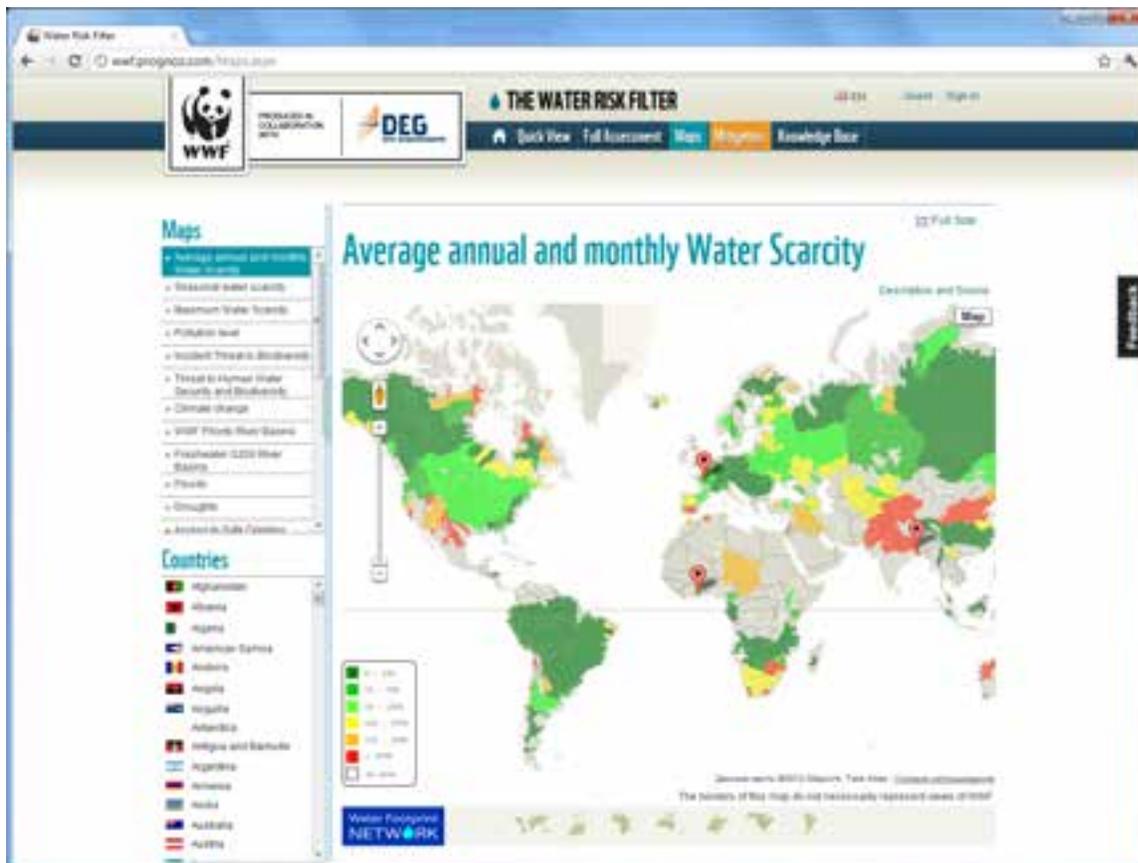
- **CDP report.** We are working together with the Carbon Disclosure Project (CDP) to ensure that you have a head start in filling in the next CDP questionnaire for water. We provide all the information that is available for your company on a portfolio level in the same structure as the CDP Water Initiative questionnaire. The site supplies this report in Word format, so that you can copy and paste your answer into the CDP questionnaire, which gives you the opportunity to amend your answers.

These reports contain interactive features, including maps and selectable facilities. The precise set of features depends upon which report you choose.

- **To view a report,** click its title in the list on the left. For the facility-level report, please select the relevant facility from the list that appears.

Maps

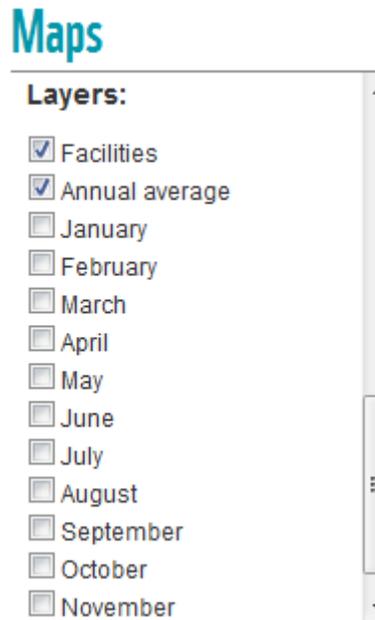
The Maps section enables you to view various maps concerning water-risk-related issues. Some of the maps are Google maps, while others are Flash maps; these two map types provide slightly different features.



- **To view a map**, click its name in the Maps list.
- **To adjust the view of the map**, click the region of the world that you want to see in the bar along the bottom of the map. If you are currently viewing a Google map, you can also pan and zoom.
- **To get more information about a highlighted region**, either click the region (for a Google map) or hover over the region with the mouse pointer (for a Flash map).
- **To get more information about a facility on a Google map**, click one of the red map pins. The site takes you to the Facility Results tab of the Full Assessment area for the selected facility.

- **To view the map at full size**, click the Full Size link above the map.

Some maps feature interactive overlays or *layers*. Scroll to the bottom of the Maps list; if the currently selected map provides layers, they appear here.



Check the checkboxes of the layers that you wish to show on the map, and uncheck the checkboxes of the layers that you wish to hide.

Viewing country reports

You can also view specific country reports from the Maps section.



Most of the country profiles contain expandable sections of text. To expandFor most of the country profiles, you can op

- **To view a country report**, click the name of the country under the Countries list.
- **To expand a section of text**, click the section's + button. These sections contain descriptions of the physical, geopolitical, regulatory, and religious or cultural aspect of water in the country.
- **To show the description and source of a quantitative indicator**, hover over the indicator with the mouse pointer.
- **To compare the country's score for a quantitative indictor with that of other countries of the world**, click the indicator.
- **To return to the most recent map**, click the Back To Map button at the top of the report.

Mitigation

The Mitigation area of the site offers valuable suggestions for reducing the water risk for your company or facility. You can also read case studies about how other companies have managed and mitigated their risks.

This area has two tabs: Mitigation and Case Studies.

Mitigation

The Mitigation tab presents a matrix of risk factors and types of risk.



To view information at any intersection of the matrix, simply roll the mouse over the corresponding card.



To view the mitigation information on a separate page, click the card.



Click the Quick View control to review your current location in the matrix. While this control is open, you can move to another location by clicking it.

Return to the original view of the matrix by clicking Back.

- **To propose a mitigation response of your own for any intersection on the matrix**, click the Propose A Mitigation Response link. The site launches your default email program if necessary and opens and addresses a new email. Write your suggestion, and send the email. WWF will follow up with you, and we may consider your suggestion in future versions of the site.

Case Studies

The Case Studies tab provides links to a number of detailed reports concerning the mitigation actions that various companies have implemented to reduce water risk.

The screenshot shows the 'Water Risk Filter' website interface. The top navigation bar includes the WWF logo, 'PRODUCED IN COLLABORATION WITH DEG', and the title 'THE WATER RISK FILTER'. Below the navigation bar, there are tabs for 'Quick View', 'Full Assessment', 'Maps', 'Mitigation', and 'Knowledge Base'. The 'Mitigation' tab is active, and the 'Case Studies' sub-tab is selected. On the left side, there is a search and filter section with an 'Apply Filter' button, a search input field, and dropdown menus for 'Company' and 'Industry'. Below this is a 'Risk type' section with a grid of colored squares and a world map. The main content area displays a case study titled 'Intel in Chandler, Arizona'. The case study details include:

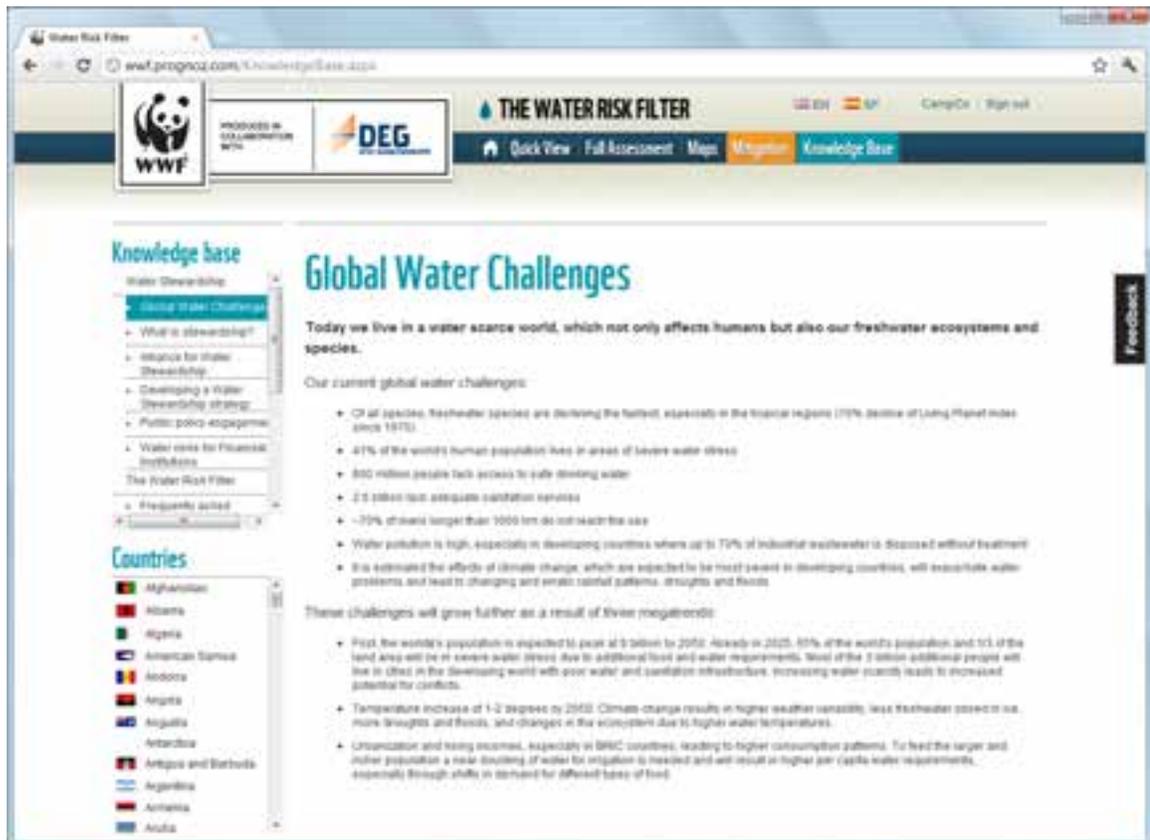
- Location:** United States (US)
- Sector:** Manufacturing of industrial goods, household goods, home construction, personal leisure goods, parts + suppliers
- Company/Organization:** INTEL Corporation
- Aim:** Ensure a reliable water source and positive stakeholder perceptions of a new facility
- Brief description:** The company had great limitations due to insufficient water resources for the manufacturing operations planned in addition to the eternal clean-water collection and reuse for cooling and brooders. Intel had to build a reverse-osmosis plant for the treatment of additional wastewater streams to obtain "social license to operate". In accordance with the City of Chandler (local authorities) the R.O. plant (funded and built by INTEL) will treat 1.15 million-gallons per day and will re-inject them in the aquifer, that is actually part of the potable water supply-system of the city.
- Since:** 2007
- Learned lessons:** Committing to being part of the community through the inclusion of local water concerns as part of the company responsibilities has resulted in a win-win situation for both Intel and Chandler community.

- **To view a case study**, click its name in the list.
- **To search the list**, type a search term in the search field, and press ENTER.
- **To filter the list by category or industry**, check the appropriate dimension, choose an option from its drop-down menu, and click Apply Filter.

- **To filter the list by risk type**, click the desired intersection or intersections on the matrix, and click Apply Filter.
- **To filter the list by country**, click the map. The site opens the Filter By Country dialog box. Click the desired country or countries, and click OK to close the dialog box.
- **To export the case study**, click an icon next to Export To. Your browser downloads the case study in the corresponding format.
- **To open a print-ready version of the case study**, click the Print link.
- **To propose a case study of your own**, click the Propose Your Own Case Study link. The site launches your default email program if necessary and opens and addresses a new email message. Write your case study, and send the email. WWF will follow up with you, and we may consider your case study in future versions of the site.
- **To return to the list of case studies**, click the Back button at the top of the case study.

Knowledge Base

The Knowledge Base area of the site provides links to a number of different statistics and resources about water risk and stewardship.



- **To view an article**, click its name in the Knowledge Base list.
- **To view a country report**, click a country name under the Countries list. The site takes you to the corresponding country report in the Maps section.

Admin Panel

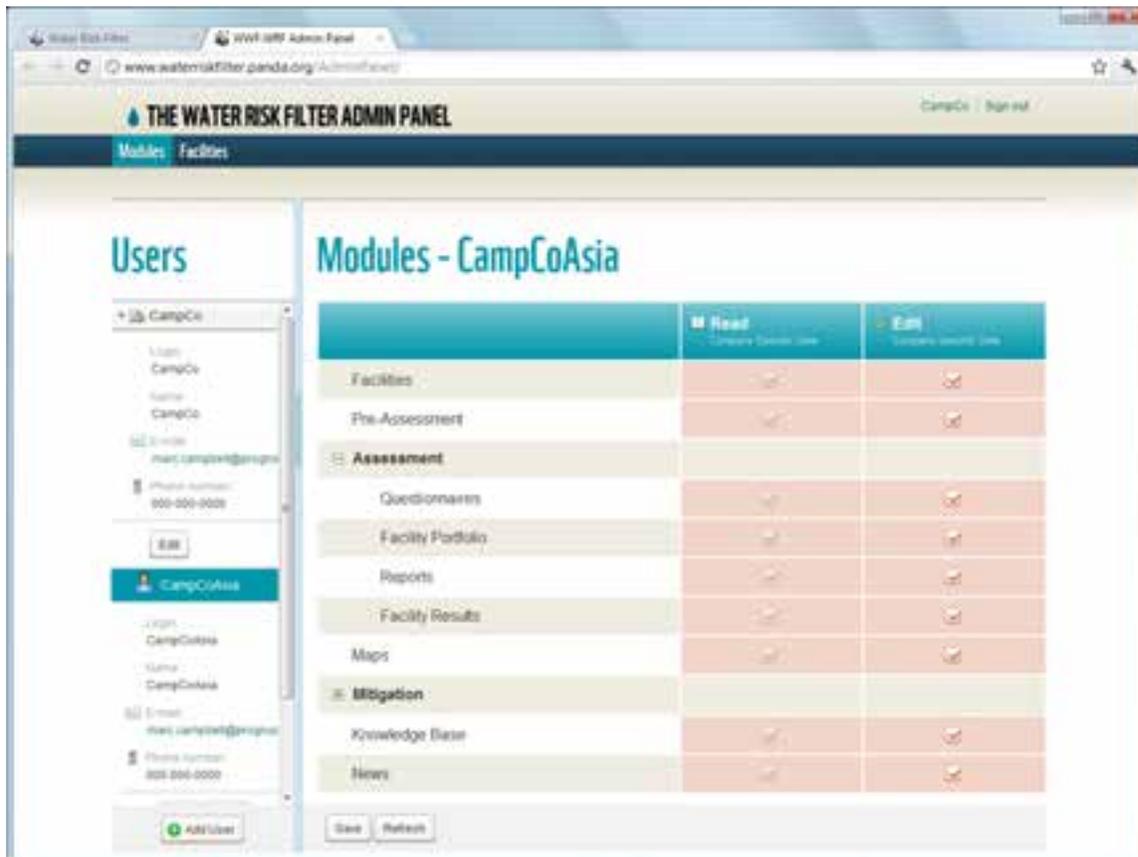
The Admin Panel enables a portfolio-level user to create new facility-level users and administer their logins. Facility-level users may review the information in the Admin Panel but not edit it.

- **To open the Admin Panel**, go to the home page, and click the name of your login at the top right of the browser window. The Admin Panel opens in a new browser window or tab.

The Admin Panel has two tabs: Modules and Facilities. Access these tabs by clicking their names in the navigation bar.

Modules

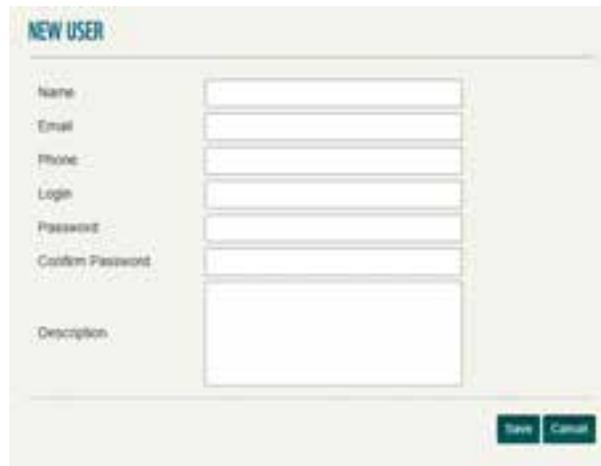
The Modules tab enables you to create users and assign privileges to their accounts.



Adding a user login

To add a user login, follow these steps:

1. Click the Add User button at the bottom of the Users list. The site displays the New User dialog box:

The image shows a 'NEW USER' dialog box with a light green background. On the left side, there are labels for 'Name', 'Email', 'Phone', 'Login', 'Password', 'Confirm Password', and 'Description'. To the right of these labels are corresponding input fields: five single-line text boxes for Name, Email, Phone, Login, and Password; a single-line text box for Confirm Password; and a larger multi-line text area for Description. At the bottom right of the dialog box, there are two buttons: 'Save' and 'Cancel'.

2. Fill in the requested information for this user login. Note that you control the login name and password.
3. Click Save. The New User dialog box closes, and the site adds the user login to your company.

Assigning permissions to a user login

To assign permissions to a user login, follow these steps:

1. From the Users list, click the desired user login. The site displays the permissions for this login in the table. You can expand the list of permissions under Assessment and Mitigation by clicking their + buttons.
2. Check the checkboxes for those permissions that you want to grant in the corresponding *modules* or areas of the site. (Please note that an Edit permission automatically grants Read permission also.) You may also uncheck a permission that you previously granted to revoke this particular permission.
3. Click Save.

NOTE You cannot edit the permissions for your profile-level login.

Editing a user login

To edit a user login, select the desired login in the Users list, and then click the Edit button under the login's details. The site opens the Edit User dialog box; the fields on this dialog box change depending on whether you are editing a portfolio-level login or a facility-level login.

Change the values in the fields as you require, and click OK.

Deleting a user login

To delete a user login, select the desired login in the Users list, and then click the Delete button under the login's details. The site displays a confirmation message; click OK to delete or Cancel to cancel.

Facilities

The Facilities tab enables you to assign the facilities in your company to specific facility-level users.



To do so, follow these steps:

1. In the list of users, select the desired user. The table shows those facilities for which this user is currently responsible.
2. Check a facility's checkbox to assign the facility to this user, or uncheck its checkbox to remove the facility from this user.
3. Click Save.

Please note that your portfolio-level login always has access to all the facilities in your company; you cannot remove facilities from this type of login.

NOTE The Facilities tab also enables you to add, edit, and delete user logins. The procedures here are the same as they are in the Modules tab.