



SAMESG® Software – ESG Manager User Journey Guide

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Overview

As an ESG Manager in the SAMESG® software, you have full control over system configurations, data uploads, report generation, emission calculations, and monitoring user approvals.

This guide provides a detailed user journey with step-by-step instructions to navigate through the system effectively.

S.I. No.	User Rights
1.	View the dashboard
2.	Data integration-> Data upload
3.	Assessment-> Emission Calculations
4.	Reports: MIS-Scope 1, MIS- Gender and Remuneration
5.	Dynamic Report

Step 1: Login to SAMESG®

- Navigate to the SAMESG® login page using your browser
- Enter your **ESG Manager username and password**
- Click on the **Login** button

The screenshot shows the login interface for SAMESG ESG. It includes a header with the logo and navigation links, a main content area with a sign-in form, and a footer with informational text and a world map.

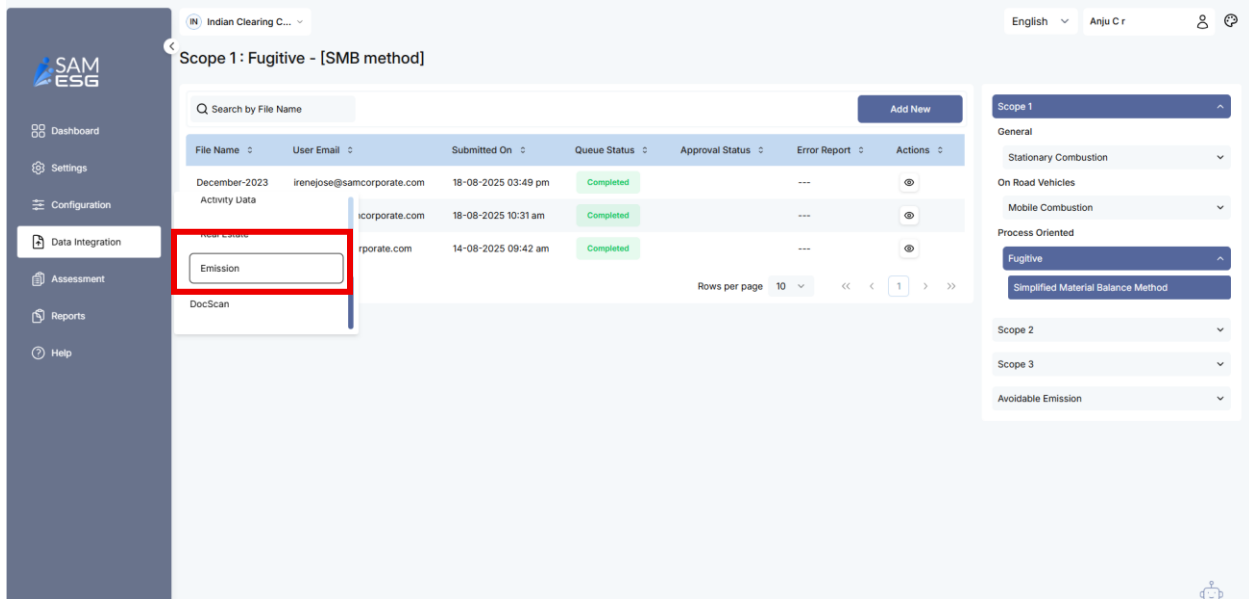
Once logged in, you will be directed to the main dashboard where multiple options such as

Configuration, Report, Assessment, and Upload Data will be available through the side menu.

Step 2: Upload Data

Although data upload is primarily the responsibility of Data Uploaders, ESG Manager user also have the option to upload data directly if required.

- Go to the **Upload Data** section.
- Please use the dropdown to select the appropriate entity where the data upload is required.
- Follow the same process outlined in the Data Uploader guide.



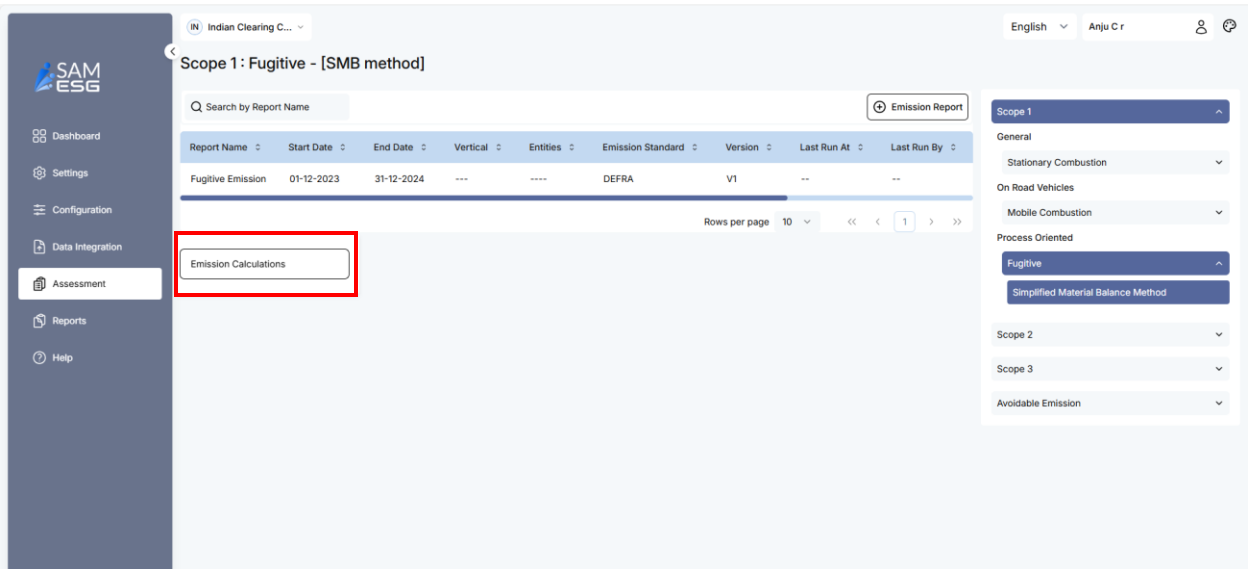
The screenshot shows the SAM ESG interface. On the left, the 'Data Integration' menu is highlighted. A dropdown menu is open, showing 'Emission' selected. The main area displays a table of uploaded data for 'Scope 1: Fugitive - [SMB method]'. The table has columns for File Name, User Email, Submitted On, Queue Status, Approval Status, Error Report, and Actions. The data rows show activity data for December-2023, submitted on 18-08-2025, with a 'Completed' status.

File Name	User Email	Submitted On	Queue Status	Approval Status	Error Report	Actions
December-2023 Activity Data	irenejose@samcorporate.com	18-08-2025 03:49 pm	Completed		---	
	icorporate.com	18-08-2025 10:31 am	Completed		---	
	rporate.com	14-08-2025 09:42 am	Completed		---	

Step 3: Perform Emission Calculation

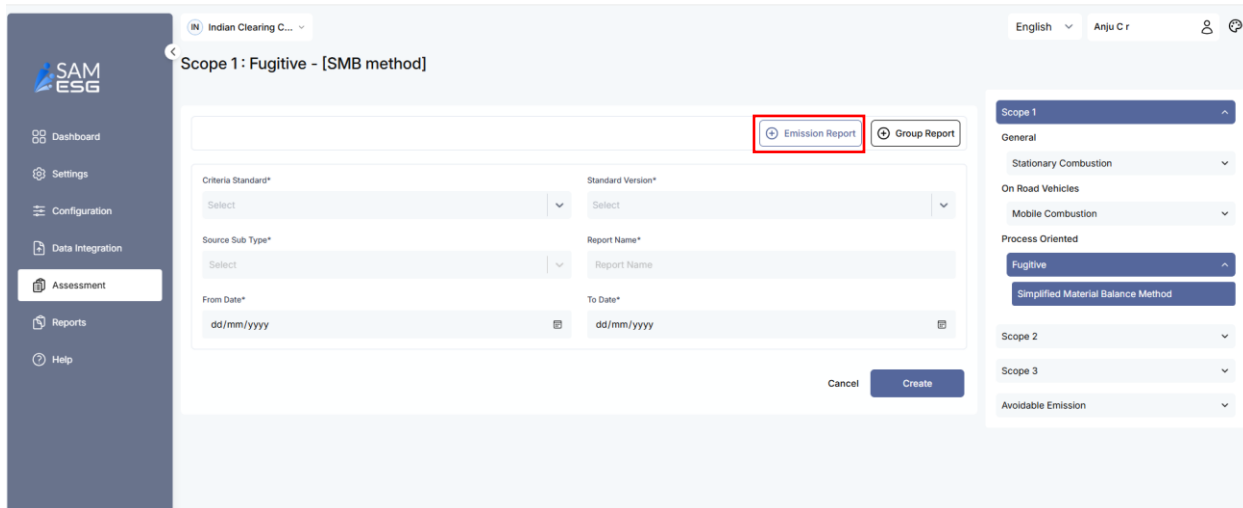
Accessing Emission Calculation:

- Go to the **Assessment** tab
- Select **Emission Calculation**
- Please use the dropdown to select the appropriate entity where the emission calculation is required.

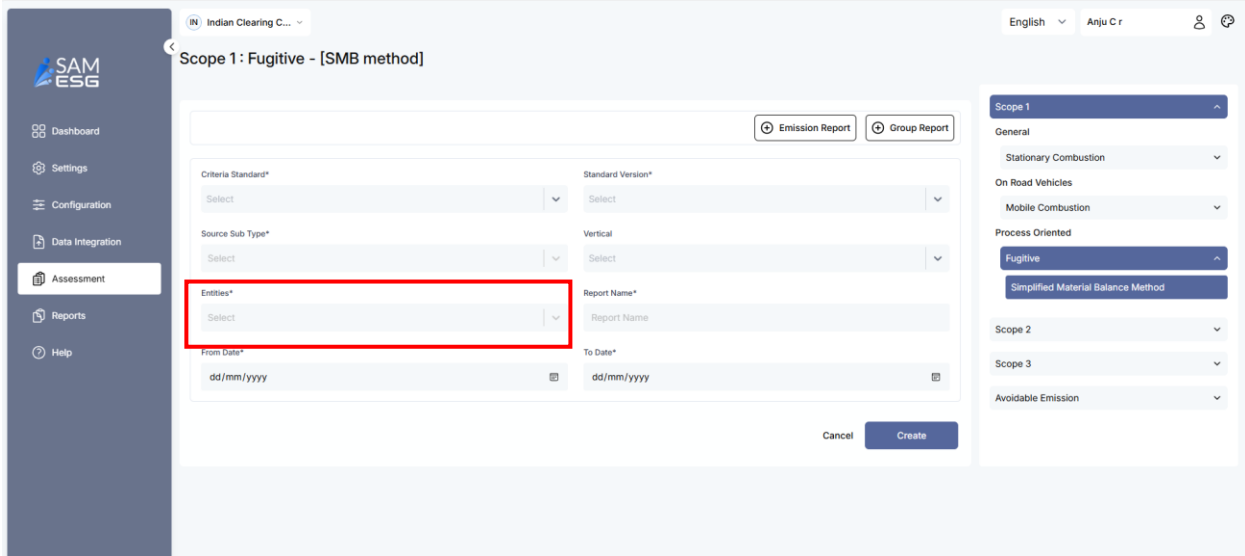


Creating an Emission Report:

- Click **Emission Report** to generate emission report for a single entity.
- Fill in the following:
 - **From Date** and **To Date** for the data period.
 - **Emission Criteria** (e.g., Fuel).
 - Based on the scope selected, the appropriate Configuration Standard will auto-populate
 - **Emission Source Sub Type**
 - **Report Name**
- Click **Create**.



- For combined emission calculations across multiple entities, select **Group Report**
- **Choose** the required entities from the dropdown.



Indian Clearing C... English Anju C r

Scope 1: Fugitive - [SMB method]

Emission Report Group Report

Criteria Standard* Standard Version*

Source Sub Type* Vertical

Entities* Report Name*

From Date* To Date*

dd/mm/yyyy dd/mm/yyyy

Cancel Create

Scope 1

General

Stationary Combustion

On Road Vehicles

Mobile Combustion

Process Oriented

Fugitive

Simplified Material Balance Method

Scope 2

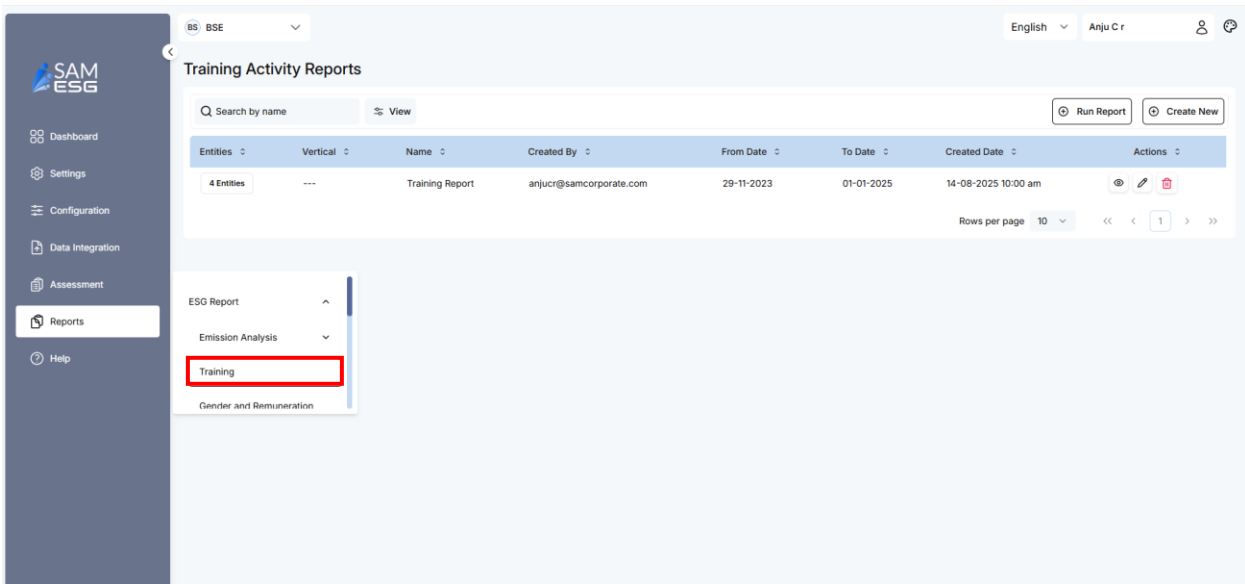
Scope 3

Avoidable Emission

Step 4 : Create Reports

Generating Reports:

- Click on the **Report** section from the side menu
- click **Create New** to begin generating a ESG report



BSE English Anju C r

Training Activity Reports

Q Search by name View Run Report Create New

Entities	Vertical	Name	Created By	From Date	To Date	Created Date	Actions
4 Entities	---	Training Report	anjucr@samcorporate.com	29-11-2023	01-01-2025	14-08-2025 10:00 am	👁️ ✎️ 🗑️

Rows per page 10 << < 1 > >>

ESG Report

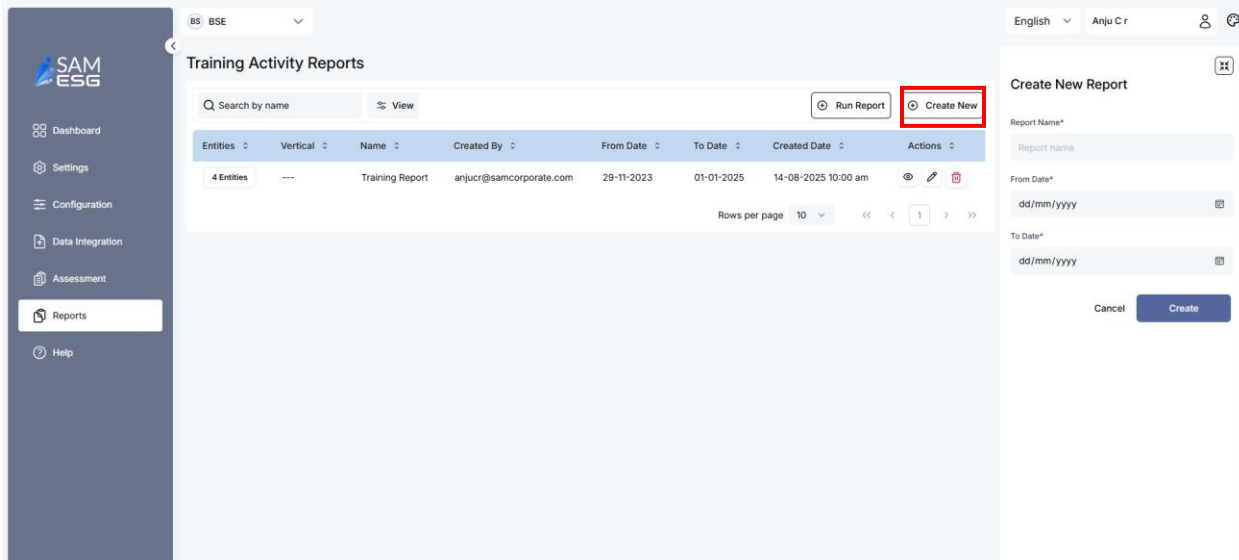
Emission Analysis

Training

Gender and Remuneration

Setting Parameters:

- Fill in mandatory fields such as Report Name, and Time frame.
- Click **Create New Report** to finalize

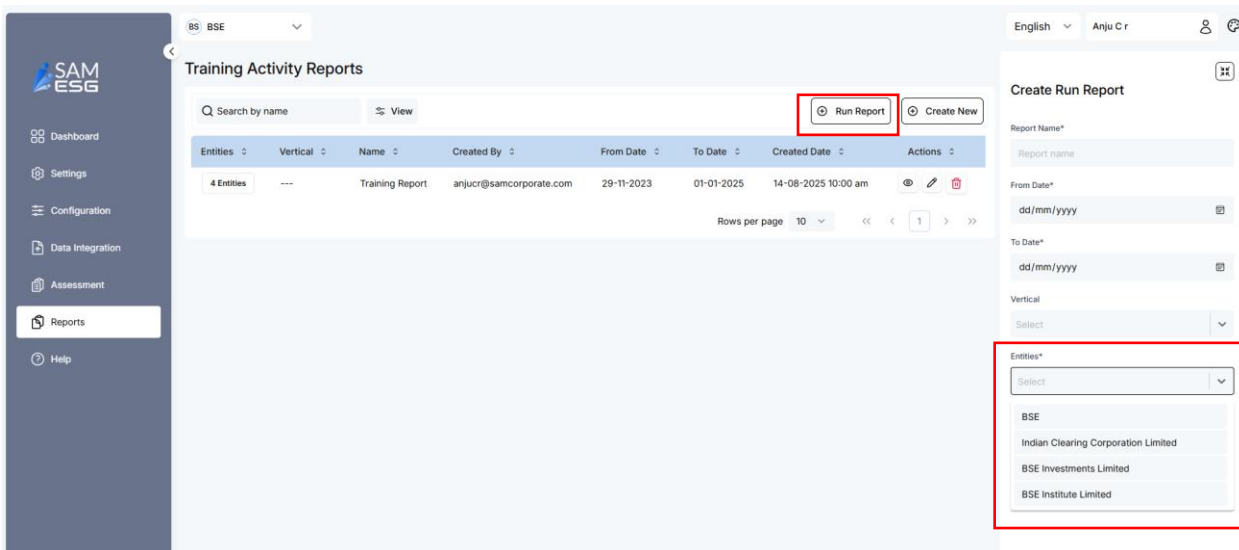


The screenshot shows the 'Training Activity Reports' page. A modal titled 'Create New Report' is open on the right side. The modal contains the following fields:

- Report Name*
- Report name
- From Date* (format: dd/mm/yyyy)
- To Date* (format: dd/mm/yyyy)
- Buttons: Cancel, Create

The 'Create New' button in the main interface is highlighted with a red box.

- To create a report at the group level, click on 'Run Report' and select the entities from the dropdown to combine their values.



The screenshot shows the 'Training Activity Reports' page. A modal titled 'Create Run Report' is open on the right side. The modal contains the following fields:

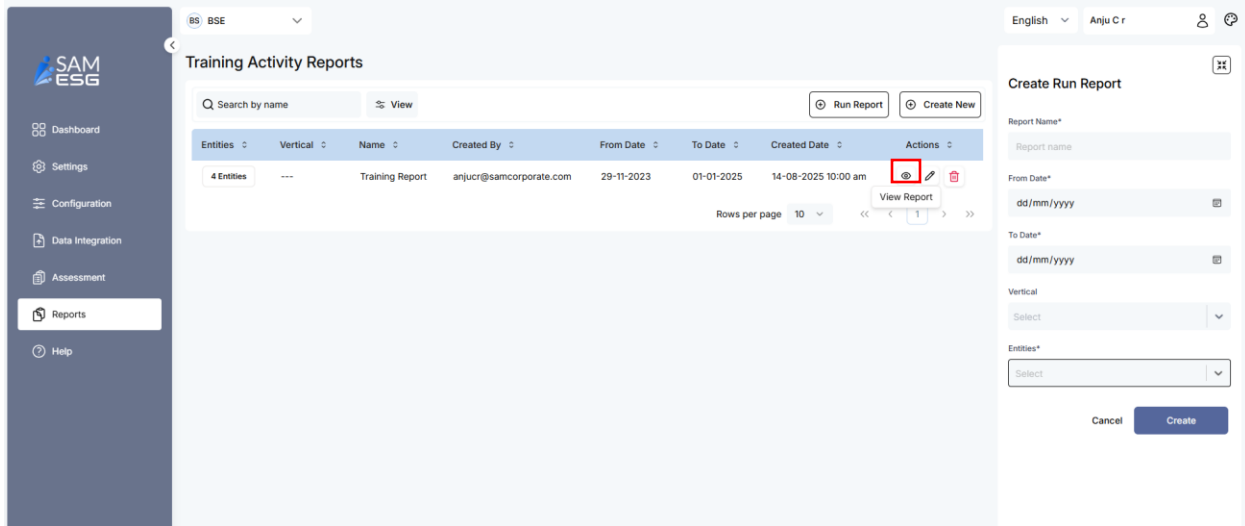
- Report Name*
- Report name
- From Date* (format: dd/mm/yyyy)
- To Date* (format: dd/mm/yyyy)
- Vertical (dropdown)
- Entities* (dropdown menu open, showing options: BSE, Indian Clearing Corporation Limited, BSE Investments Limited, BSE Institute Limited)

The 'Run Report' button in the main interface is highlighted with a red box, and the 'Entities' dropdown menu is also highlighted with a red box.

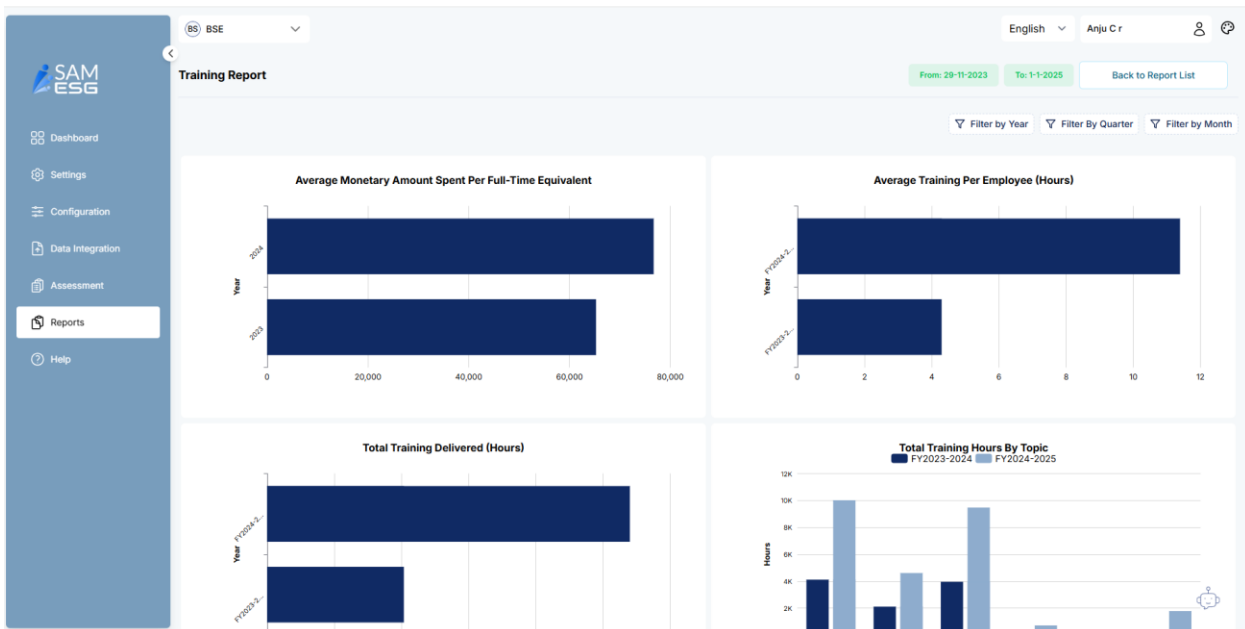
Step 5: View Reports

Accessing Report List:

- Navigate back to the **Report** section.
- Click the **eye icon** next to the report you wish to view.

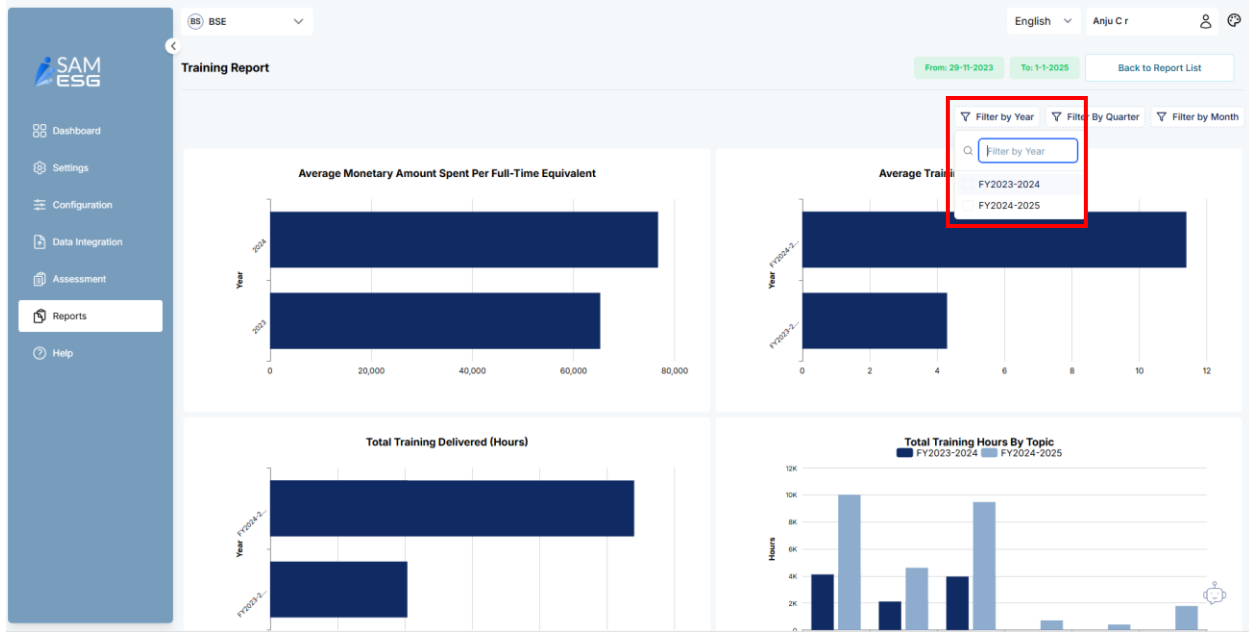


The screenshot shows the 'Training Activity Reports' page in the SAM ESG system. A table lists reports with columns for Entities, Vertical, Name, Created By, From Date, To Date, and Created Date. The 'View Report' button for the selected report is highlighted with a red box. A 'Create Run Report' dialog is open on the right side of the screen.

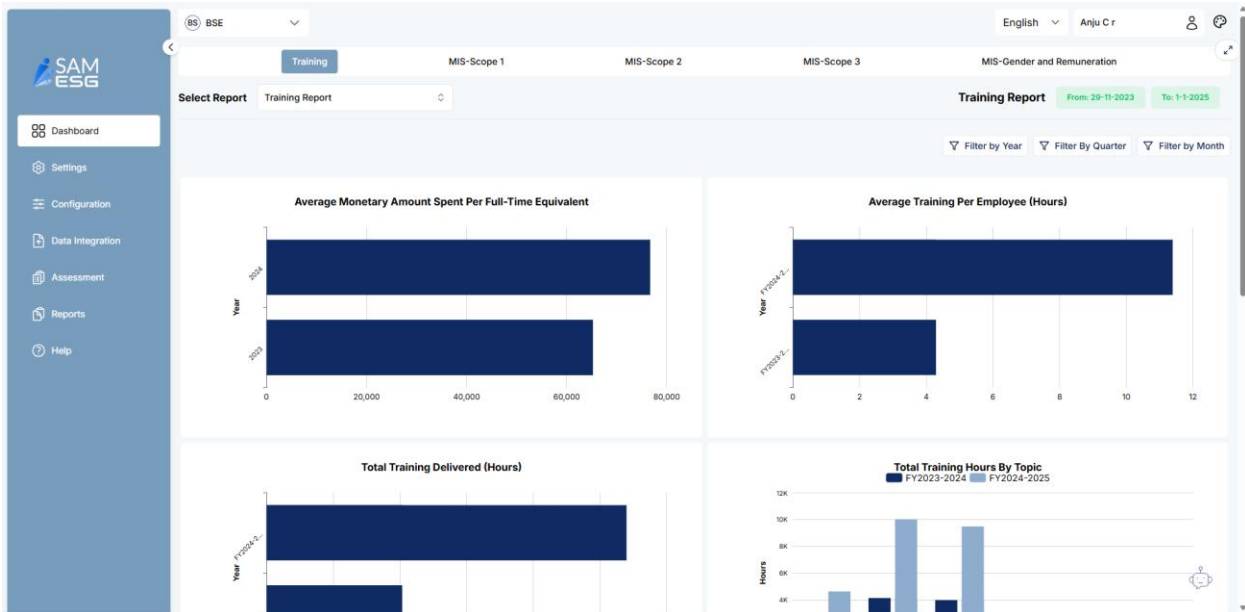


Filtering and Review:

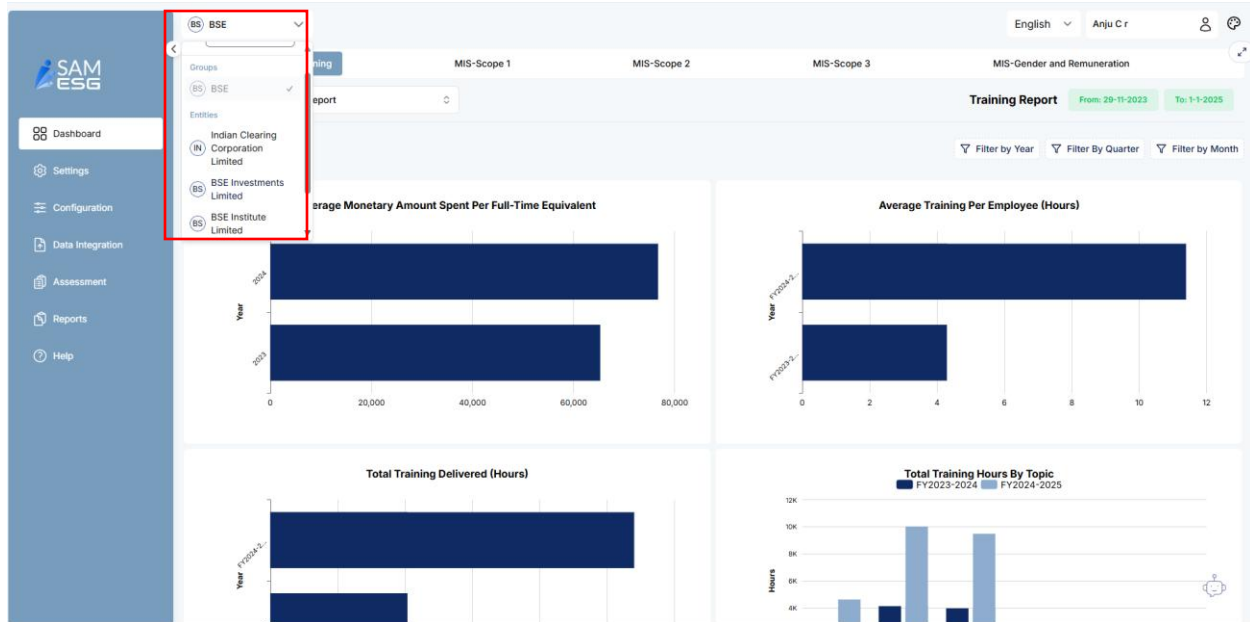
- Use filters (e.g., Year, Quarter, Month) to refine the report view
- Export or print reports as required



- For a **Dashboard view**, access **Dashboard** from the side menu
- There is option to filter the reports in the dashboard as shown in the below screenshot



- Reports can be viewed at both group and entity levels by selecting the appropriate option from the dropdown

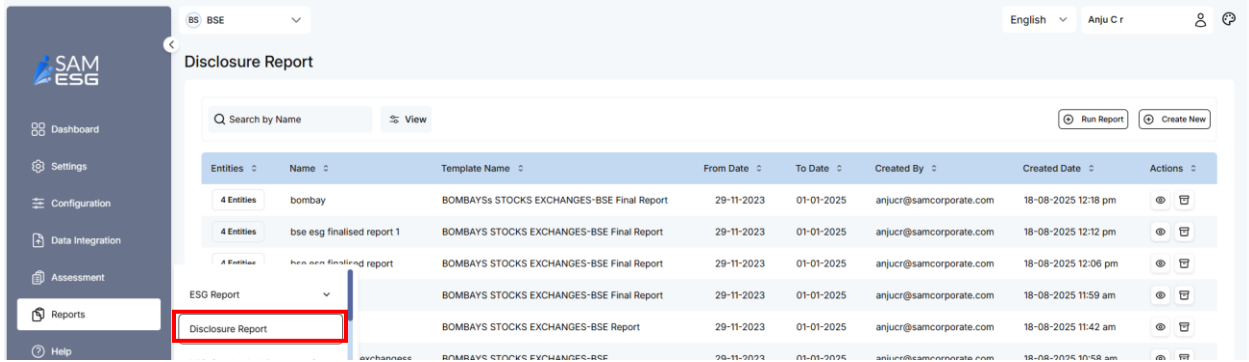


Step 6: Dynamic Report

- A group-level dynamic report can be created, which will automatically pull dynamic values from the BSE environment.

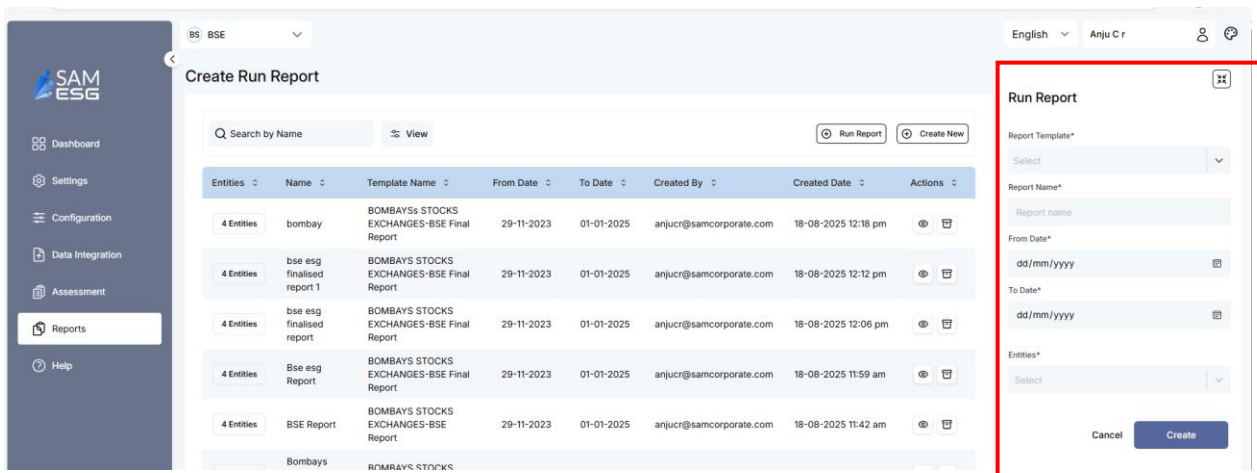
Accessing dynamic Report:

- Navigate to the **Reports** section
- Click on **Disclosure Report**



Creating dynamic Report:

- To create a report at the group level, click on **Run Report**.
- Enter the **Report name**, select the required template from the dropdown, and specify the start and end dates.
- Choose the group and its associated entities from the entities dropdown.



Create Run Report

Search by Name View

Entities	Name	Template Name	From Date	To Date	Created By	Created Date	Actions
4 Entities	bombay	BOMBAYSs STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:18 pm	
4 Entities	bse esg finalised report 1	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:12 pm	
4 Entities	bse esg finalised report	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:06 pm	
4 Entities	Bse esg Report	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 11:59 am	
4 Entities	BSE Report	BOMBAYS STOCKS EXCHANGES-BSE Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 11:42 am	
4 Entities	Bombays stock exchanges	BOMBAYS STOCKS EXCHANGES-BSE	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 10:58 am	
4 Entities	Bombay stocks exchanges	BOMBAY STOCKS XCHANGES	29-11-2023	01-01-2025	anjucr@samcorporate.com	17-08-2025 06:33 pm	
4 Entities	Stck exchange	BOMBAY STOCK XCHANGE	29-11-2023	01-01-2025	anjucr@samcorporate.com	17-08-2025 06:10 pm	
4 Entities	Stock Exchange	BOMBAY STOCK EXCHANGE	29-11-2023	01-01-2025	anjucr@samcorporate.com	17-08-2025 06:00 pm	

Run Report

Report Template*

BOMBAYSs STOCKS EXCHANGES-BSE Final Report
 From Date*

 To Date*

 Entities*

- To view the report, click on the eye icon next to it.

Disclosure Report

Search by Name View

Entities	Name	Template Name	From Date	To Date	Created By	Created Date	Actions
4 Entities	bombay	BOMBAYSs STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:18 pm	<input type="button" value="View Report"/>
4 Entities	bse esg finalised report 1	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:12 pm	
4 Entities	bse esg finalised report	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 12:06 pm	
4 Entities	Bse esg Report	BOMBAYS STOCKS EXCHANGES-BSE Final Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 11:59 am	
4 Entities	BSE Report	BOMBAYS STOCKS EXCHANGES-BSE Report	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 11:42 am	
4 Entities	Bombays stock exchanges	BOMBAYS STOCKS EXCHANGES-BSE	29-11-2023	01-01-2025	anjucr@samcorporate.com	18-08-2025 10:58 am	
4 Entities	Bombay stocks exchanges	BOMBAY STOCKS XCHANGES	29-11-2023	01-01-2025	anjucr@samcorporate.com	17-08-2025 06:33 pm	

Bombay stock new Report

From: 29-11-2023 To: 1-1-2025

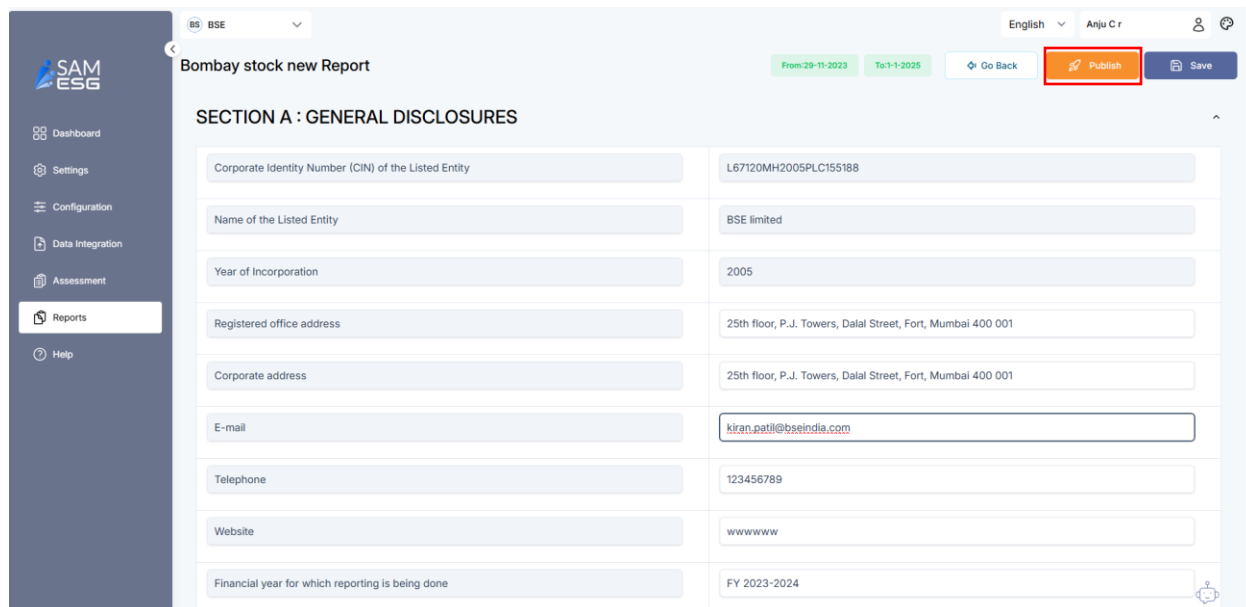
SECTION A : GENERAL DISCLOSURES

SECTION B :MANAGEMENT AND PROCESS DISCLOSURES

SECTION C: PRINCIPLE 3: BUSINESSES SHOULD RESPECT AND PROMOTE THE WELL-BEING OF ALL EMPLOYEES, INCLUDING THOSE IN THEIR VALUE CHAINS.

SECTION C: PRINCIPLE 6: BUSINESSES SHOULD RESPECT AND MAKE EFFORTS TO PROTECT AND RESTORE THE ENVIRONMENT

- Click on a section to view its contents.
- To publish the report, click on **Publish**. After publishing, use the **Export PDF** option to download it as a PDF.



Bombay stock new Report

From: 29-11-2023 To: 1-1-2025 [Go Back] **Publish** [Save]

SECTION A : GENERAL DISCLOSURES

Corporate Identity Number (CIN) of the Listed Entity	L67120MH2005PLC155188
Name of the Listed Entity	BSE limited
Year of Incorporation	2005
Registered office address	25th floor, P.J. Towers, Dalal Street, Fort, Mumbai 400 001
Corporate address	25th floor, P.J. Towers, Dalal Street, Fort, Mumbai 400 001
E-mail	kiran.patil@bseindia.com
Telephone	123456789
Website	www
Financial year for which reporting is being done	FY 2023-2024



Bombay stock new Report

From: 29-11-2023 To: 1-1-2025 [Go Back] **Export PDF**

Select All Sections

- SECTION A : GENERAL DISCLOSURES
- SECTION B : MANAGEMENT AND PROCESS DISCLOSURES
- SECTION C: PRINCIPLE 3: BUSINESSES SHOULD RESPECT AND PROMOTE THE WELL-BEING OF ALL EMPLOYEES, INCLUDING THOSE IN THEIR VALUE CHAINS.
- SECTION C: PRINCIPLE 6: BUSINESSES SHOULD RESPECT AND MAKE EFFORTS TO PROTECT AND RESTORE THE ENVIRONMENT

- To create a dynamic report at the entity level, navigate to the required entity and click on **Create New**

MIS Reports:

Kindly note there are MIS reports available in the dashboard, To access the MIS reports you have to login to the following credentials:

Email: samesgcare@samcorporate.com

Password: \$@mE\$g_2025!

Summary

As a ESG Manager, your role is central to managing workflows and maintaining data integrity in the SAMESG® software. This guide ensures that each administrative action is performed accurately and efficiently while highlighting when approvals or reports are pending or complete.
