WikiRate

Researching on WikiRate Guidance

For this assignment, you will **research at least one company across one year**, extracting data according to a set of metrics and adding the data points to WikiRate.org. The data added to WikiRate will be available for all in an open data format.

List of metrics and companies to choose from
- Metrics and Companies Sheet

Step 1: Create a WikiRate account

To **sign up** for a WikiRate account, go to wikirate.org and click on the **Join** button on the top right corner of the homepage. Enter a **username, email address,** and **password**, then click **submit**.

Note: You will receive a **verification email.** Click the verification link in the email to complete the signup process. Please beware that this email might get filtered into your Spam so check this folder if you seem to be missing this email. If any other troubles arise, please contact us.

Step 2: Join your Research Group

Research Groups bring WikiRate contributors together to work on one or more Projects and track progress.

Click on the Join Group button to add yourself to the group. Here you will also find a link to the Project page where you will conduct company research.

Step 3: Start researching your Company

You will research **one or more** companies on your assigned Project Page (the link is in the correspondent Tab here). Once you are on the Project page, find the **company** you want to the list on the right hand side.

Click the **Research** button to the right of your company to begin, as in this example below.

Tip: To search the list more quickly, you can use the Company Name filter.

Step 4: Start Researching

In the first tab "Question" you will see the first metric listed that you will research. Read the question and check the **Methodology** section (at the bottom of the Question page) to make sure you understand what the question is asking and what you will be searching for within the company report:

Learn the methodology

How to find answers for this question.

View methodology

Once you understand this, choose the **Year** you want to research and complete the selection by clicking the "**Select Year**" button.

You will see that some answers have already been researched for certain years. If that is the case, you can either research a different year, or check that the answer submitted to the year you are researching is correct.

Step 5: Finding and citing a source

In the **Sources** tab, you can view the sources that are already uploaded onto WikiRate:
If you do not see a source, **remove the Report type filter or/and the year filter.**
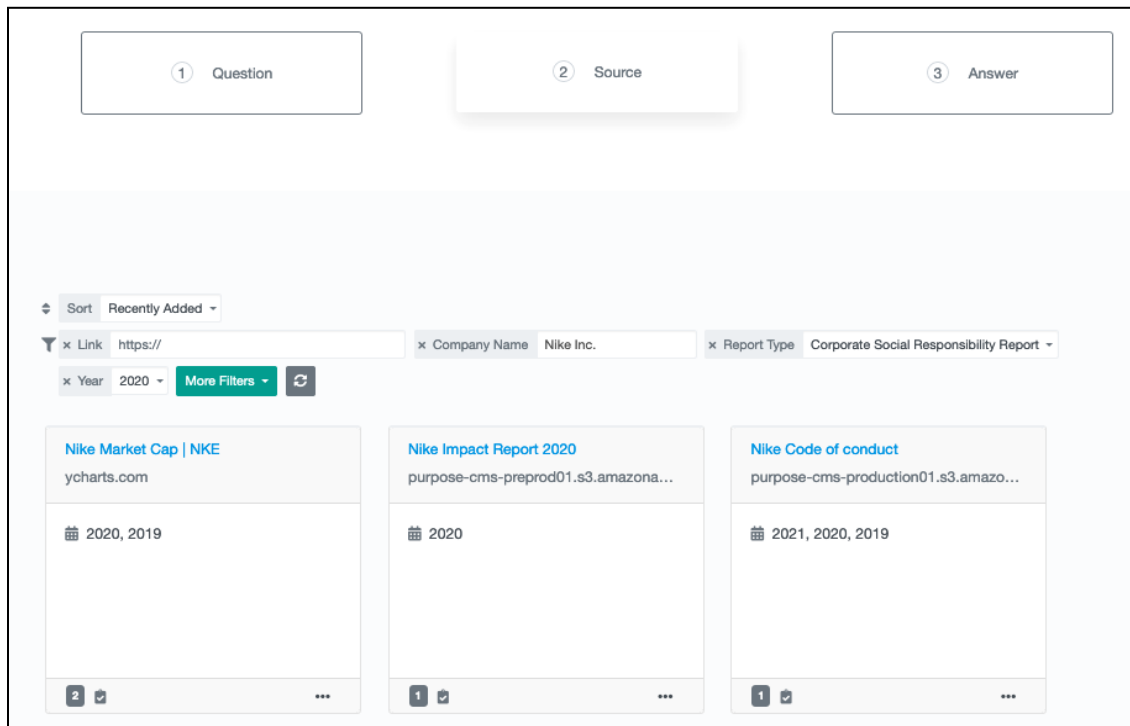
View a source by clicking on its name (in blue). It will open in an overlay,

Tip: Even if the source is open, you can move back the tab Question (to read again the Metric question or the Methodology section).

Search the document **(Ctrl+F)** for keywords to find the answer you are looking for.

If you find the answer within a report, **Select the Source** to link it to your answer. Close the document by clicking the **X** at the right corner of your screen.
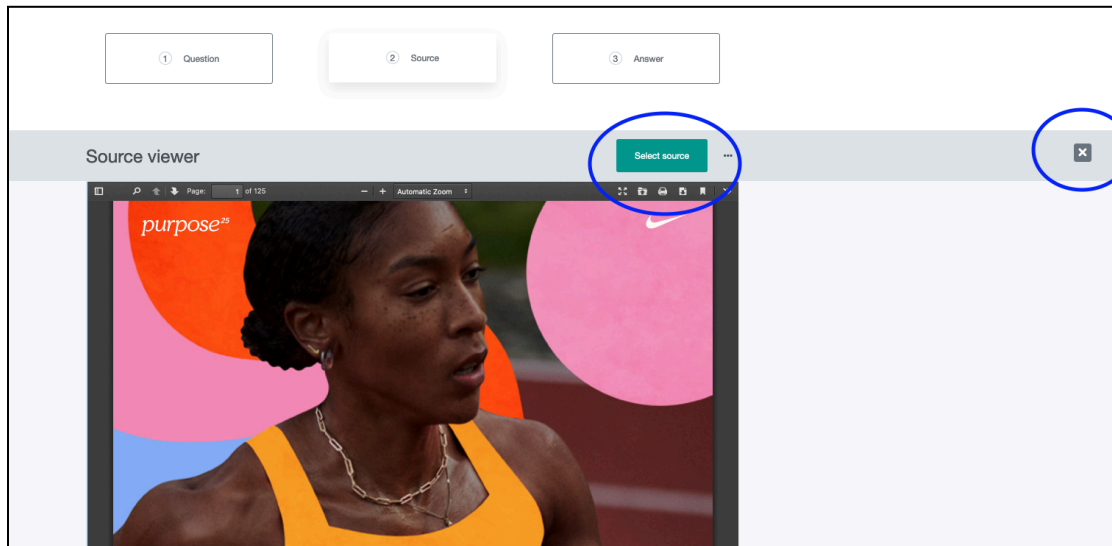
Image: First page of the Nike Impact Report 2020

Uploading a source. If the latest or relevant document is not on WikiRate yet, search the web or the company official homepage and look for the report you need. If the document you find is useful for your research, add it to WikiRate by clicking on the **Add New Source button** at the bottom of the Source Tab.

A source can be added to WikiRate as a **URL** or by **uploading a file** from your computer. Enter a Title (e.g. MyCompany Annual Report 2020), a Report type (e.g.Annual Report), and submit.

Step 6: Answer the question

After you select the Source, you will be directed to the **Answer** tab.Here you will:

- Input your research findings. Make sure the value is in the correct **unit of measurement** (e.g. US dollars, metric tones, etc.), and **year**, then enter the value in the answer box.
  - If you cannot find the relevant value select the **Unknown** as your answer option.
- Add **comments** to your answer detailing the page number where you found your answer, add relevant excerpts from the source, and any relevant explanations for why you choose that answer. If you did any conversions or calculations, please explain how you did so in the comments.
- Click the **Submit** button.
- Go back to the **Question** tab (at the top of the page) and click the **arrow (>)** to move onto the next Metric Question.
- Continue until you have added all the Metric answers for your Company within the research Project.

Additional Guidance

Editing an Answer: you can edit the values (or the year) if you have added any data incorrectly or found a better answer. Just go to the **Question** tab, and select the value and the year that you want to change. After selecting the year, you will be taken to the Answer tab, click the **Edit** button to correct the value, or the year. Add a comment justifying why your

answer is the correct value and on which page you found the correct answer. Note: You may need to refresh the page to see newly added answers from the Question tab.

Technical Issues: write to info@wikirate.org describing any issues you have on the platform. It is best to include a screenshot of the issue and a URL link to the problem-page, so that the tech team can recreate the problems you are experiencing and solve them as soon as possible.