

CLEER Tool: Quick Start Guide





Register and Log in to your Account

Register a new account and log in using your email address and password.



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Join or Create a Group

Join or create a new Group. Add Members to expand your Group. For USAID members, your Group is most often your Operating Unit. Join Group

+ Create Group

Summary Information		
Name		
Description		
Organization		
Add Owners and Contributors		
Add Owners and Contributors	S (Losengloiser usp. X)	

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Join or Create a Project

Create Projects within your Group, provide reporting information, and add Contributors who can add Actions and data. For USAID users, a project is an Implementing Mechanism.

Join Project

+ Create Project

/	Add a Project			Help	leve and Return to Summar	
/	*indicates required field					
	Summary Information					
	Project Name * O		0			
	Project ID O					
	Project Number * 0					
	Value 0	\$	USD			
	Start Date * 9	mm/dd/yyyy				
	End Date * •	mm\dd\yyyy				
	Currency (if applicable)		,			
	Description					
/						

4

Add an Action

Add Actions under your IM, provide energy and technology data, and estimate GHG reductions for annual reporting. For non-USAID users, an "Action" is an individual clean energy project.

+ Add Action



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Report your Annual Data

Generate, download, and share reports of GHG reductions for annual reporting.

+ Create Report



This guide is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the sole responsibility of the ICF and do not necessarily reflect the views of USAID or the United States Government.