

Carbon Footprint Reports

Once your **Carbon Footprint** is marked as **'Complete'** follow these steps to create a report:

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| <p>Step 1</p> | <p>Click 'Reports'. This button can be found at the top of your page on the toolkit.</p> <p><i>Only productions with completed carbon footprints will sit in the reports section.</i></p> |
| <p>Step 2</p> | <p>Select the type of report you require:</p> <p>The STANDARD REPORT is a PDF report summary of your carbon footprint that is automatically generated when a production's footprint has been submitted and marked as Complete in the toolkit by an albert assessor, and it will give a detailed breakdown of your emissions and a breakdown by sections.</p> <p><i>Here you can see a breakdown of your production's emissions, use it to celebrate your successes and learn how to reduce your impact for your next production. You can also download your report and send it to your broadcaster as proof of completion of the carbon footprint.</i></p> <p>The CUSTOM REPORT function can be used to:</p> <p><i>Download summary and raw data and/or combine & compare your emissions across multiple productions. You can also search and select specific Production titles. This data can be accessed either as a PDF or csv file.</i></p> <p>Once you have pressed 'create new report', fill in the report details. The reports initially shown in this tab will be previous reports that have been configured and created by you or another admin from your organisation.</p> |
| <p>Step 3</p> | <p>The CUSTOM REPORT function can be used to download summary and raw data and/or combine & compare your emissions across multiple productions.</p> <p>Click the button in the top right labelled 'Create New Report' to configure the report and select COMBINED PRODUCTIONS as the Report Type.</p> |
| <p>Step 4</p> | <p>For custom combined reports, the toolkit will allow you to filter by genre, production method, pre-production and post-production date, country, production company and broadcaster, or you can search for the titles of the productions you would like data for, if you select "Choose productions".</p> |
| <p>Step 5</p> | <p>For standard reports, these will generate automatically when the carbon footprint is approved by an albert member, and it will give a detailed breakdown of your emissions and a breakdown by sections.</p> |