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The footprint workflow

Pre production

USER creates a draft footprint and **DOWNLOADS** it when all the entries are entered

If the **AUDITORS REJECT** the footprint, it will be returned with comments to the **USER** who can make any amends needed before resubmitting

If the final footprint is **APPROVED** by the auditor then the user and reviewer get a conformation email

1 user inputs information to the draft footprint

2 user finalises each entry and submits final footprint

auditor rejects

3 auditor approves or rejects the footprint

auditor approves

4 confirmation email This is what broadcasters will want to see to release final payment

Production and post production

Auditors will do a final check of the footprint. They are sense checking the data to make sure there's no abnormal data in there.

HINTS & TIPS

- In **pre-production** you <u>must</u> complete a Draft Carbon Footprint in order to gain certification. Once completed save as PDF.
  - *It helps you learn how the system works.*
  - *Generates a predicted offsetting cost that you can input into your budget.*
  - *Highlights high carbon areas you can look to reduce.*
  - *Helps to provide learnings as you can compare your draft against your actual at the end.*
- **In order to gain certification, you must complete both the Carbon Action Plan and Carbon Footprint.**

CARBON FOOTPRINT STATUS

Status	Meaning	Timeline
NOT STARTED	Carbon Footprint has been created but not started.	Create the carbon footprint on the toolkit in pre-production. Input the data throughout production, with the aim to submit the footprint at the end of post-production.
IN PROGRESS	Data has been entered into the Carbon Footprint but not all entries are finalised	When you start filling out the footprint, you can save your entries as either drafts or make them finalised. Save your entries as drafts if you expect to make edits, you can finalise these at any point during production.

READY TO SUBMIT	All entries have been finalised	You have filled in all the sections on the footprint, all entries saved as drafts can now be finalised. Once you have gone through and finalised each entry, the submit button will appear.
SUBMITTED FOR AUDIT	Carbon Footprint has been submitted for audit	Submit your footprint at the end of production, the earliest we can accept a submission is one month before your post production end date.
AMENDMENTS REQUIRED	Carbon Footprint has been sent back to you, it requires clarification	We have audited your footprint and noticed errors in your entries. The amendments you need to make will always be written in the notifications bar. Resubmit the footprint once you have made the necessary changes. Do not reply to the comments without resubmitting the footprint as do not get notified when this happens.
COMPLETE	Carbon Footprint has been approved	We have audited your footprint and approved it. You can now offset your footprint & generate your footprint report.