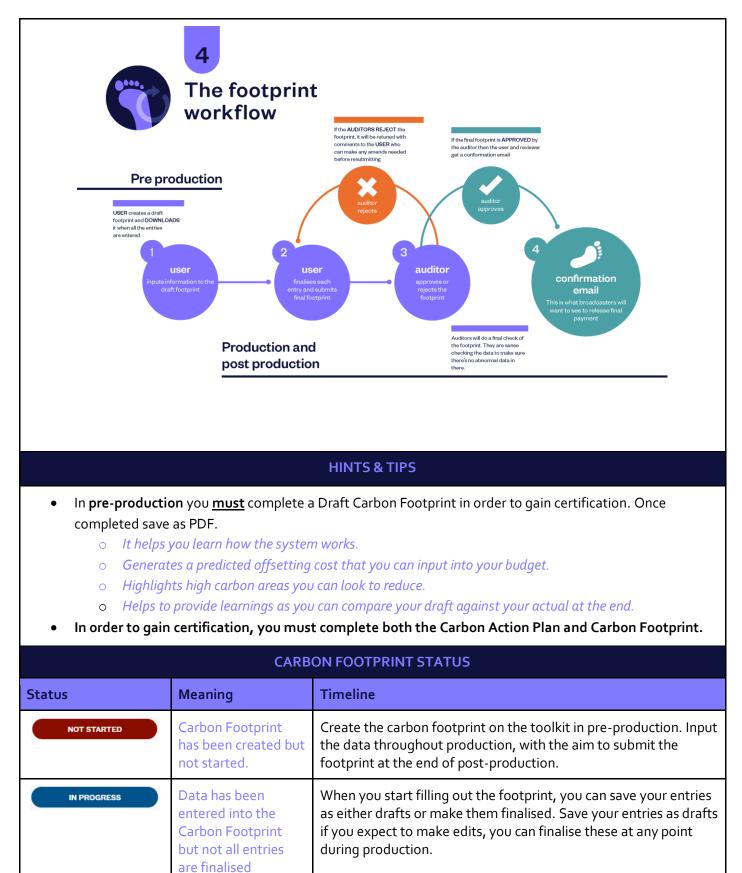
## ALBERT TOOLKIT Carbon Footprint Status and Workflow





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.