

CARBON ACTION PLAN REPORTING

Please note you will only be able to generate your report once your Carbon Action Plan status is 'complete'.

Step 1	Click 'Reports'. This button can be found at the top of your page on the toolkit, <i>Only productions with completed Carbon Action Plans will sit in the reports section.</i>
Step 3	Select the type of report you require: The STANDARD REPORT is a summary of your Carbon Action Plan. <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 action Plan.</i> The CUSTOM REPORT function can be used to combine your emissions across multiple productions. Once you have pressed 'create new report', fill in the report details.
Step 4	For custom Carbon Action Plan reports, it will allow you to filter by genre, production method, pre-production and post-production date, country, production company and broadcaster, or you can filter by the titles of the productions you would like data for, if you select "choose productions".
Step 5	You can then download the questions list which has all the Carbon Action Plan questions on it