

## Carbon Footprint Reports

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

<b>Step 1</b>	Click 'Reports'. This button can be found at the top of your page on the toolkit, <i>Only productions with completed carbon footprints will sit in the reports section.</i>
<b>Step 3</b>	<p>Select the type of report you require:</p> <p>The <b>STANDARD REPORT</b> is a summary of your carbon footprint. <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 <b>CUSTOM REPORT</b> function can be used to: <i>Combine your emissions across multiple productions.</i></p> <p>Once you have pressed 'create new report', fill in the report details.</p>
<b>Step 4</b>	For custom, combined 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".
<b>Step 5</b>	The standard report generates 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.
<b>Step 6</b>	You can download the PDF of the report, and also can download your emissions data in an excel spreadsheet, or download your consumption data.