

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	<p>Click 'Reports'. This button can be found at the top of your page on the toolkit. Note: this section is only available if you are logged in with an Admin level account for your organisation.</p> <p>Only productions with completed Carbon Action Plans will sit in the Reports section.</p>
Step 2	<p>Select the type of report you require:</p> <p>The STANDARD REPORT area shows PDF reports that are automatically generated when a production's footprint has been submitted and marked as Complete in the toolkit. If completed, it will contain your Carbon Action Plan score. <i>Productions can also download this report and send it to your broadcaster as proof of completion of the Carbon Action Plan</i>, but the standard emissions report is primarily a breakdown of emissions from the carbon footprint. For more detail on the Carbon Action Plan, navigate to the CUSTOM REPORT tab.</p> <p>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>
Step 3	<p>The CUSTOM REPORT function can be used to download raw data and/or combine & compare your emissions and Carbon Action Plan performance across multiple productions. Click the button in the top right labelled 'Create New Report' to configure the report and select CARBON ACTION PLAN as the Report Type.</p>
Step 4	<p>For custom Carbon Action Plan 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>
Step 5	<p>After the custom report has been generated, it will be accessible on the CUSTOM REPORT page. Click the link to see the selection criteria and the Carbon Action Plan report which can be downloaded as a PDF. You can also download the following exports:</p> <ul style="list-style-type: none"> - PDF Summary of Carbon Action Plan scores and responses from your selected productions. - Questions list which shows all the Carbon Action Plan questions which are required for certification - Climate Content Report which shows all the questions, responses and evidence from the editorial section