Compare your Footprint – User Guide

Step 1 – Add your organisation

- From the left-hand toolbar, select *Organisations*, and *Add an Organisation.*
- Fill in all key information, including the year(s) for which you would like to analyse.
- Any information can always be edited later.

Step 2 – Add facilities

- Once an organisation has been added, select *Facilities* from the left-hand toolbar and *Add a facility.*
- This platform is to enter specific information about any buildings and/or services that your organisation incorporates – each needs to be entered separately.
- The pop up box allows you to enter a name for the chosen facility, what type of facility it is, and you will also need to enter a post code and size in square metres (this may be an estimate if you are unsure about the specific details for these fields).
- Link the organisation back to the one you have added in Step 1.
- Again, this may be edited later if required.

Step 3 – Add usage data

- Once relevant facilities have been added, you will now need to add specific usage data – select *Usage data* from the left-hand toolbar to do this.
- This step allows you to select specific facilities which you have added in the previous step, and all Scope 1-3 usage that is associated with this, from travel, to waste. Each component will need to be added separately.
- You will need to select the facility with which it is associated with, and then ensure that the start and end dates correspond exactly to the reporting year which was selected in Step 1.

Either enter usage data manually

- The usage type must then be carefully selected, based on the activity involved. The sub type will allow you to be more specific with the information.

- The final box requires a quantifiable amount for this specific usage type (e.g. passenger.km for air travel; or kWh for gas and electricity).
- Once all relevant usage data has been entered into the system, you may then move on to the final step.

Or import usage data from Excel
- Download a template for electricity, gas, paper use, travel (air, rail or road) or water consumption
- Follow the instructions in the downloaded template to populate the template with your usage data
- Click 'Import Data' and then select the file to be imported
- Click 'Start Import' and the data will be uploaded and consolidated and will appear on the Usage page of CYF

Step 4 – Reports

- This is the final step of the process, where you will be provided with a breakdown of your emissions.
- Compare your Footprint utilises conversion factors from the GHG protocol to calculate this.
- Select *Reports* from the left-hand toolbar, and create a new report.
- All that needs to be done here is for a title to be entered, and to select the Organisation, ensuring again that the dates selected match up to the dates initially entered in Step 1 and Step 3.
- The software will then populate emissions by Scope, and by the usage data that has been entered, making it easy to visualise where most of your organisation's emissions come from.
- Click on 'HTML' or 'pdf' or 'Excel' depending on the type of report you'd like to see (you can do all three)
- The report shows your emissions, and compares them with the previous year's emissions if you have entered usage data for the previous year.
- The report also benchmarks your emissions against others within the same industry