

Global Footprint Tool User Guide V1.0

This guide provides step-by-step instructions for creating and managing footprint calculation jobs using the Global Footprint Tool.

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1. Creating an Account

To access the tool, first create an account:

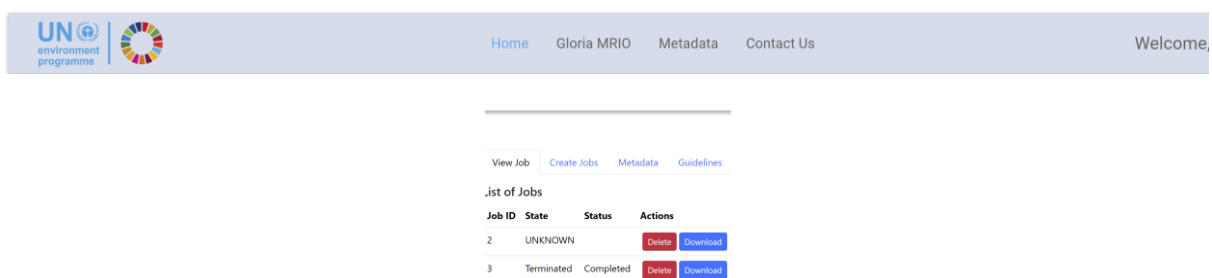
- **Step 1:** Go to the Global Footprint Tool page
- **Step 2:** Click **Footprint Calculator** button on the top right side of the screen
- **Step 3:** Click **Register**
- **Step 4:** Complete the sign-up form with the required details:
 - **First Name**
 - **Last Name**
 - **Institution**
 - **Country**
 - **Email Address**
 - **Username**
 - **Password**
- **Step 5:** Click **SUBMIT** to submit your registration details.
- **Step 6:** After your information is verified, you'll receive a confirmation email.

2. Logging In

Once your account is verified and the confirmation email is received, please proceed to login using the following steps:

- **Step 1:** Go back to the Global Footprint Tool page.
- **Step 2:** Click **Footprint Calculator** button on the right side of the screen.
- **Step 3:** In the pop-up window, click login (you will be redirected to login form).
- **Step 4:** Enter your credentials provided in your confirmation email

You will be redirected to Home page of the Global Footprint Tool and to the View jobs tab in the footprint calculator



The screenshot shows the top navigation bar with the UN Environment Programme logo and links for Home, Gloria MRIO, Metadata, and Contact Us. A 'Welcome' message is visible on the right. Below the navigation bar, there are tabs for 'View Job', 'Create Jobs', 'Metadata', and 'Guidelines'. The 'View Job' tab is active, displaying a table of jobs. The table has columns for Job ID, State, Status, and Actions. Two jobs are listed: Job ID 2 with State UNKNOWN and Job ID 3 with State Terminated and Status Completed. Each job has 'Delete' and 'Download' buttons in the Actions column.

Job ID	State	Status	Actions
2	UNKNOWN		Delete Download
3	Terminated	Completed	Delete Download

3. Viewing and Managing Jobs

You can monitor the status and manage your footprint calculation jobs:

- **Step 1:** Go to the **View Jobs** tab.

- **Step 2:** In the list of jobs, you'll see each job's:
 - **Job ID:** A unique identifier.
 - **State:**
 - **Unknown:** calculating job is in unknown state
 - **Progressing:** calculating job is in process
 - **Terminated:** The job has been completed
 - **Status:** Shows the current processing phase.
 - **Actions:**
 - **Delete:** Remove the job from the list
 - **Download:** Download the calculated Footprints in a zip file format
- **Step 3:** Open the Zip file and extract calculated footprints, the zip file will include the input_template filled with your national data, one excel file per footprint (e.g. ISO_ENERGY_results) with the calculated footprint in the **MF sheet**.

Note: the footprint tool will autofill the remaining of the output files including the sheets of RME exports and RME imports.

4. Creating a Job

After logging in, you can create a new footprint calculation job:

- **Step 1:** Go to the **Create Jobs** tab.
- **Step 2:** Download and open the **Excel template** provided in this tab (input_template)
- **Step 3:** fill in the template with your country data
- **Step 4:** Save your completed template, then return to the Create Jobs tab.
- **Step 5:** Upload your template by selecting it, then click once **Create Job** to submit, it may take few seconds before receiving a confirmation that the file was uploaded successfully and to click on View Jobs to see the status of the job of the currently uploaded file.

Note: the input_template excel file includes instructions on how to fill the data and where for the calculation of different footprints. To calculate Material Footprint, you can fill in the data in Mat worksheet and the Config worksheet for the country name and the period data coverage.

5. Using Metadata

The **Metadata** section provides detailed information on the various footprints calculation. This can help you understand the metrics and methods behind your footprint calculations.

For Assistance For supporting questions or comments, please refer to the **Guidelines** tab on the Footprint calculator page or contact us at unep-ewad-sdgs@un.org.
