User manual

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1. Create your profile as a consultant

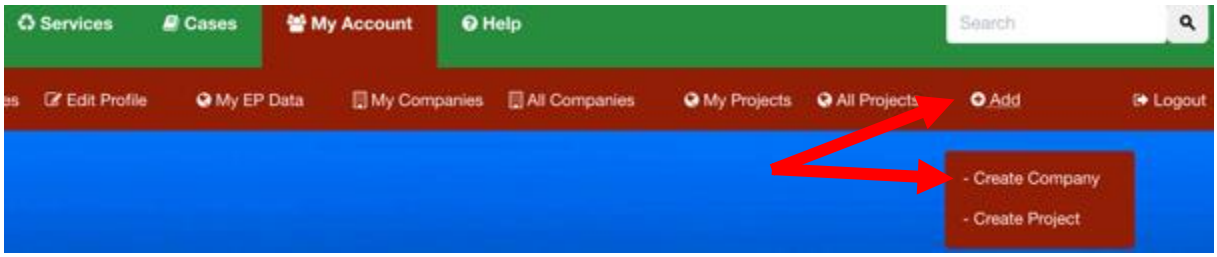
In the first step, you need to create a profile. This will allow you to use the tool: create and manage a project, create companies and use all the functions.
There are two kind of profiles: supervisor and consultant. Only consultant profiles can be created. When you create a profile, the administrator will need to approve your request.
Follow these steps to proceed:

- Use the name of your organization in your name e.g. *SofiesClaude*
- Enter all fields and upload a photo

2. Create company profiles

In this step, you need to enter a profile for each company that you wish to assess in your project. Once your companies will be filed under a project (step 3) you will be able to under technical information such as flow types and quantities.
Company profiles can be edited later, but all fields must be entered.
Other users will see the companies that you enter. Flows information however are confidential (step 4).
You can create as many company profiles as you need
Follow these steps to proceed:

- Click on *+Add* > *Create Company*



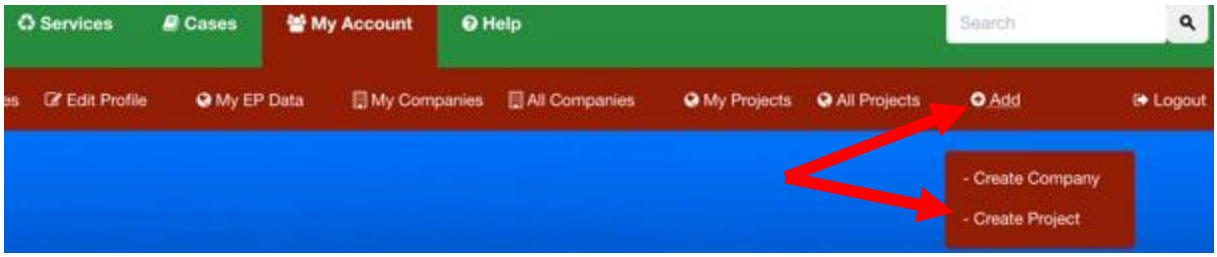
- Enter all fields, select the location of the company on the map and upload a photo.
- Select a Level 4 Nace code for the company. This is the company's activity sector.

You can find all your companies under the tab My Account > My Companies

3. Create a project

The IS identification can only give results for companies that are filed under the same project. This is why the creation of a project is a necessary step to allow for IS identification.
You will be able to edit your project later.
Projects are also a way to sort your companies, so that you can always come back at any project and edit the companies, add flows, or start new computations.
Follow these steps to proceed:

- Click on *+Add* > *Create Project*



- Use the name of your organization in the project name e.g. *SofiesProject*
- Enter all the fields, including the coordinates of the project.
- Select *Create Project*

4. Define products, flows, processes for your companies

Once you have created your project, you can edit the companies flows, so to feed the database and allow the tool to search for matching flows.
To ensure the good functioning of the tool, be thorough and enter as much information as you have. The tool solely uses this data for computation, so the quality of the data you enter in this step will directly influence your results when using the IS and environmental impact functions.
All the data that you enter under your companies are confidential and will not be shared with other users.
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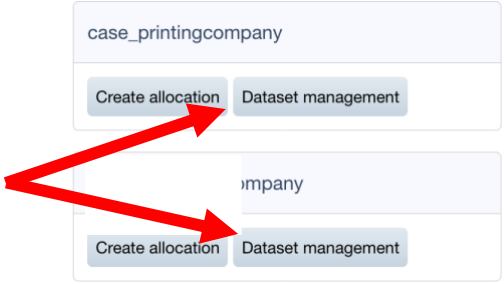
- Select your project under My Projects > Click on Services > Identification of CP measures
- Select Dataset *management*

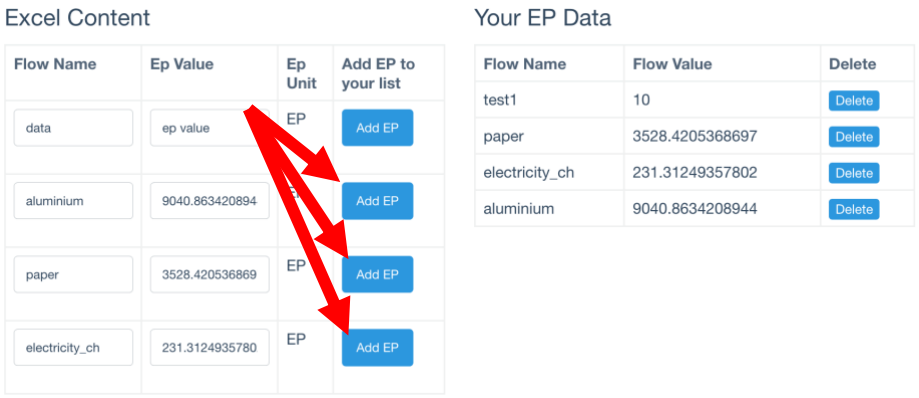


- Click on *My EP Data*

- Click on *Upload Excel* : your excel sheet must have the following format, it is even better if you delete the first row (data, ep value).

	A	B
1	data	ep value
2	aluminium	9040,86342
3	paper	3528,42054
4	electricity_ch	231,312494
5		
6		

- Add excel content to your EP data



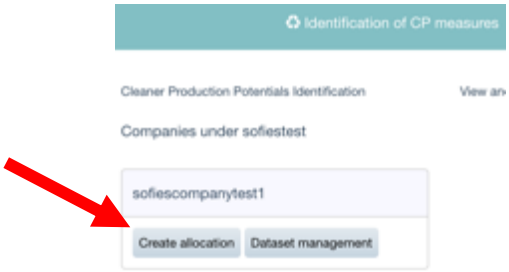
- Select your company under *My Projects* > Select a project > Select a project company
- Select *Edit Company Data*

- Add **Flows** (at least *name*, *type*, *quantity*, *cost*). Flows are the energy, water and materials that are used within the processes in order to make the product(s).
- **Add Components** (at least *name, connected flow*). Components are the materials that compose a flow. Adding components to a flow is useful for the evaluation of a potential industrial symbiosis.
- **Add Process** (at least *name, used flows*). Select your process form the list and enter the necessary flows. You can enter more than one input and output per process.
- **Add Product** (at least *name*). Products are the final outcome of the companies, i.e. what they sell to their clients as their main mission. Adding products can be useful for the creation of key performance indicator for the Identification of Cleaner Production potential.

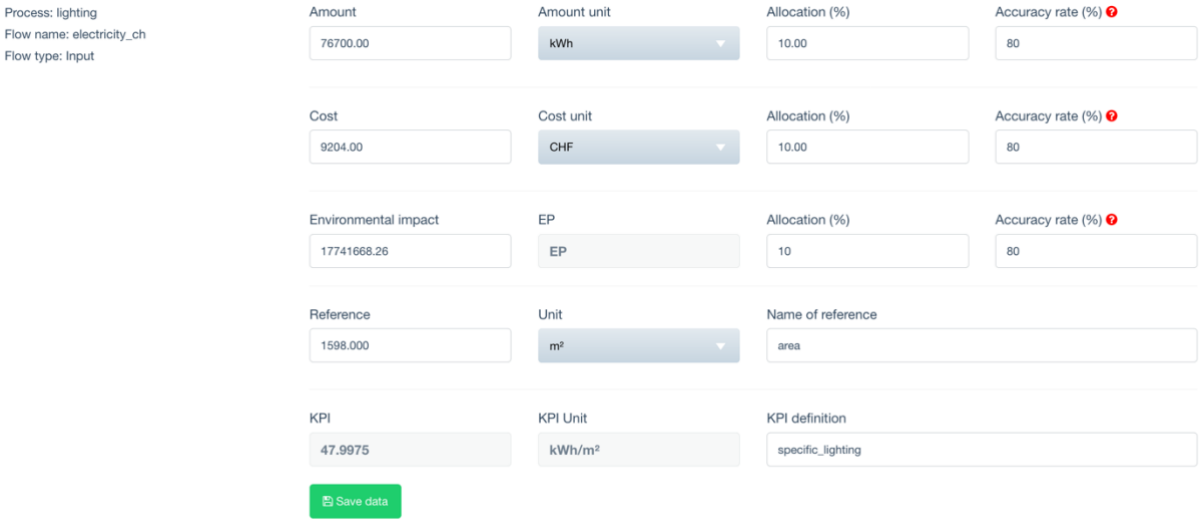
Note: you can have more than one company

5. Identification of Cleaner Production potential

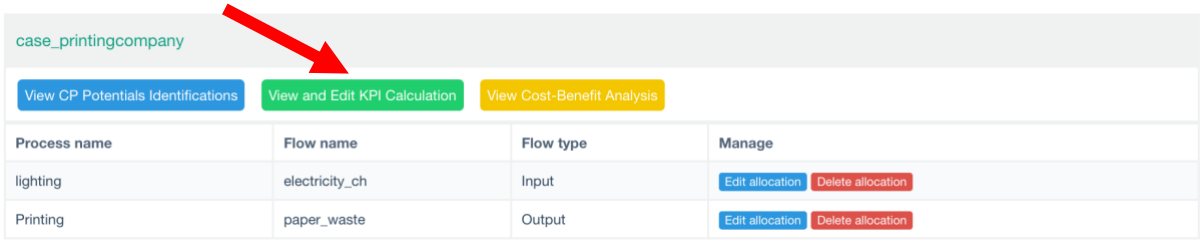
- Open your project. Processes must have been defined.
- Select *Identification of CP measures* > *Create allocation*



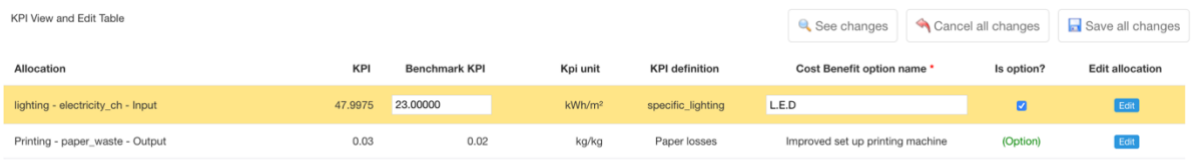
- Enter the fields (the allocation means how much do you need from a flow to execute a process, for example 10% of the electricity is used to light the area)



- **Note:** you can always change your company data under *Dataset management*
- Edit a cleaner solution with clicking on *View and Edit KPI Calculation*



- Enter the fields Benchmark KPI (target) and Cost Benefit option name

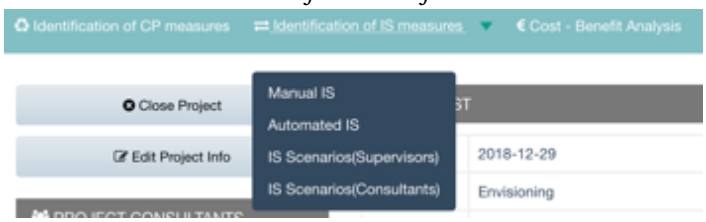


- Once you have created all allocations you wanted to, you can view the results with clicking on *View CP Potentials Identifications*, *View and Edit KPI Calculation*, and *View Cost-Benefit Analysis*.

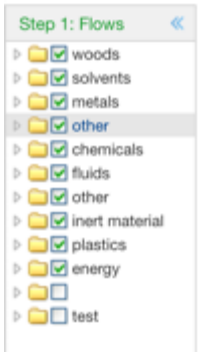
6. Identification of Industrial Symbiosis potential

In this step, you will be able to identify symbiosis potentials thanks to the identification of matching flows. You can either manually enter the matching flows or have the tool calculate them automatically.

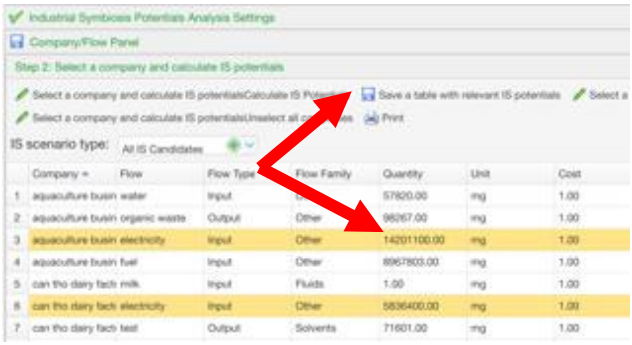
- Select *Identification of IS measures*



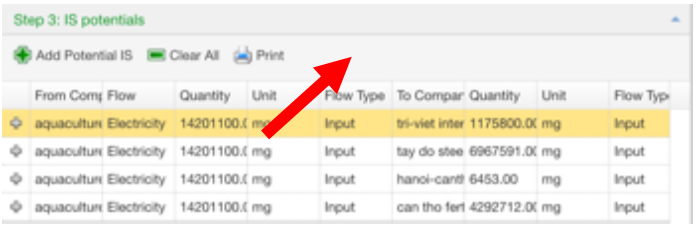
- You can either launch an identification manually (*Manual IS*) or automatically (*Automated IS*)
- Automated IS:
  - Follow the steps
    - Step 1: Select the relevant flows you need for your IS



    - Step 2: Select one or more companies and calculate IS potentials: click on the relevant rows and then click on *Select a company and calculate IS potentials*

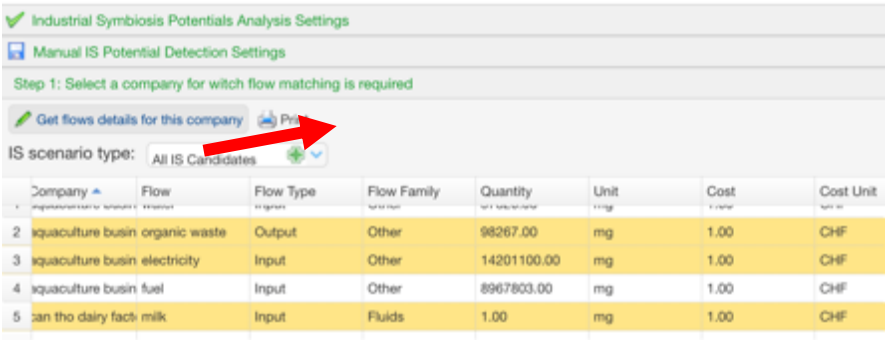


    - Step 3: Select one or more potential IS that are relevant for you click for each one on *Add potential IS*

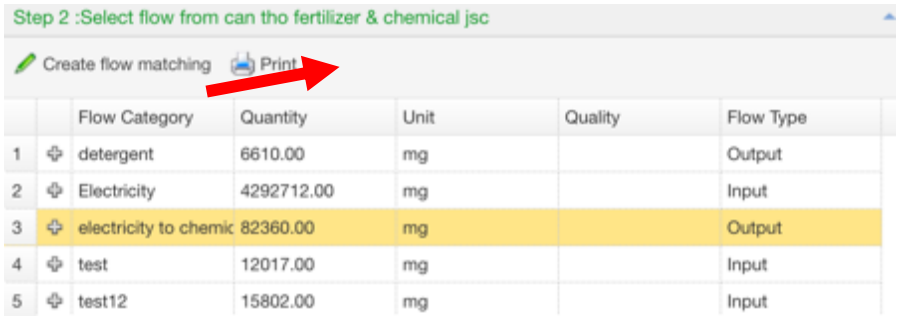


- Step 4: Save a table with relevant IS potentials. You can select which scenario type is relevant for you (either *All IS Candidates*, or *Input* or *Output Mutualisation*, or *Input & Output Mutualisation*) and you have to give a status to your scenario.

- Manual IS:
  - Follow the steps:
    - Step 1: Select one company for witch flow matching is required: click on the relevant rows and then click on *Get flows details for this company*.



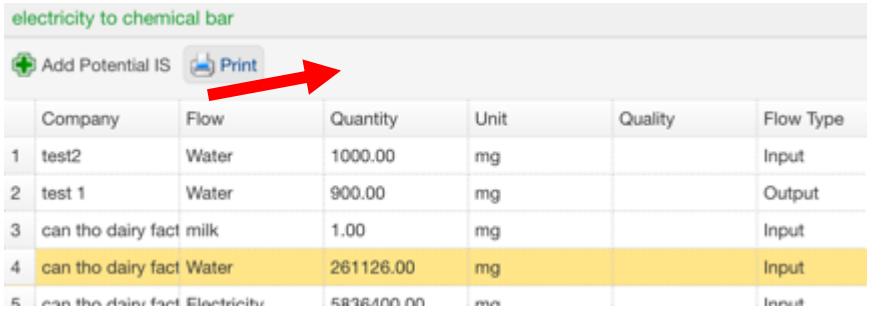
- Step 2: Select flow from the company and click on *create flow matching*


Step 2 :Select flow from can tho fertilizer & chemical jsc

Create flow matching | Print

		Flow Category	Quantity	Unit	Quality	Flow Type
1		detergent	6610.00	mg		Output
2		Electricity	4292712.00	mg		Input
3		electricity to chemic	82360.00	mg		Output
4		test	12017.00	mg		Input
5		test12	15802.00	mg		Input

- Step 3: Select the IS potentials that are relevant for you and click on *Add potential IS*


electricity to chemical bar

Add Potential IS | Print

	Company	Flow	Quantity	Unit	Quality	Flow Type
1	test2	Water	1000.00	mg		Input
2	test 1	Water	900.00	mg		Output
3	can tho dairy fact	milk	1.00	mg		Input
4	can tho dairy fact	Water	261126.00	mg		Input
5	can tho dairy fact	Electricity	5836400.00	mg		Input

- Step 4: this step is the same as for the Automated IS

7. Cost-Benefit Analysis

The cost-benefit analysis shows you the marginal cost of implementing a cleaner production measure/ or an industrial symbiosis measure and the ecological benefit of this measure.

- Under *Services*, select *€ Cost-Benefit Analysis*
- For the CP measures and the IS Potentials you identified, fill all the fields that doesn't fill automatically and click on *Save*
- At the bottom of the page, you will find a table and a graph with the *Marginal Cost* and the *Ecological Benefit*

Cost - Benefit Analysis Summary Table

Option and Process Name	Marginal Cost	Ecological Benefit
Improved set up printing machine Printing - paper_waste - Output	0.92	35280
L.E.D lighting - electricity_ch - Input	-9.49	8489
aluminium input IS potential from/to test_metalsheetcompany	-1.56	60017

Cost - Benefit Analysis Graph