



IPCC Workshop on the Inventory Software Hands-on exercise: Getting Started

Baku, Azerbaijan - 5 September 2024

IPCC TFI-TSU

ipcc
INTERGOVERNMENTAL PANEL ON climate change



Download the IPCC Inventory Software

- Where to find the official software
- How to get the latest version
- Choosing the installation file
- Installation process



Download the IPCC Inventory Software (1/5)

- The IPCC Inventory Software can be downloaded **exclusively** from the Task Force on National Greenhouse Gas Inventories website: <https://www.ipcc-nggip.iges.or.jp/software/index.html>
- The IPCC TFI TSU ensures that the **latest version** of the software is always available for download.
- The *Software* has **two different installation files**, depending on the operating system: one for **32-bit systems** and another for **64-bit systems**.
 - To ensure **compatibility** between the *Software* and the operating system.
 - Although there are two different installation files, the **Software version that is installed is the same**.
 - Therefore, users with the same *Software* version, whether on 32-bit or 64-bit systems, can work on the same database without any issues.



Download the IPCC Inventory Software (2/5)

When you visit the website to download the installation file, you are faced with an initial question:

“Which file should I download?”

Inventory Software

New Version 2.93 – IPCC Inventory Software

This is the new version 2.93 of the IPCC Inventory Software released on 14 August, 2024.

- [Ver. 2.93 IPCC Inventory Software - 64bit](#)
- [Ver. 2.93 IPCC Inventory Software - 32bit](#)

To find out which installation file to download, it is necessary to understand which versions of Windows operating system and MS Office (if any) are installed. These three steps should be followed:

Step 1 – Determine which **version of Windows OS** is installed on your computer.

Step 2 – Determine which **version of MS Office** is installed on your computer, if any.

Step 3 – Use the **“IPCC Inventory Software Setup Type Decision Chart”** to find out which installation file to download.

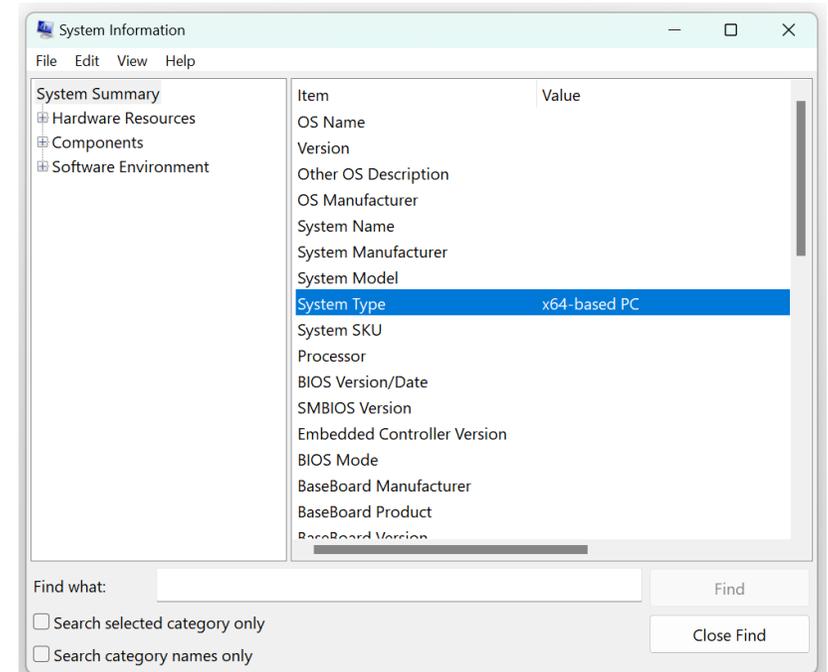
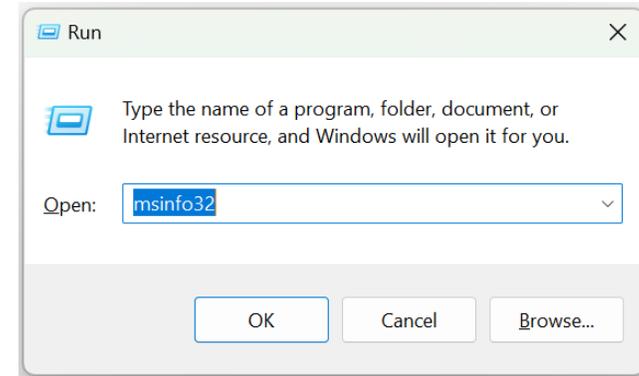
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Step 1 – Determine version of Windows OS

To check whether you have a 32-bit or 64-bit version of Windows installed, follow these steps:

1. Press  Win + R to open the Run dialog window.
2. Type msinfo32 and press Enter.
3. Look for the "System Type" entry:
 - If it shows x64-based PC, your Windows is a 64-bit version.
 - If it shows x86-based PC, your Windows is a 32-bit version.

For windows 10 and 11 this information can also be found under Settings>System>About.



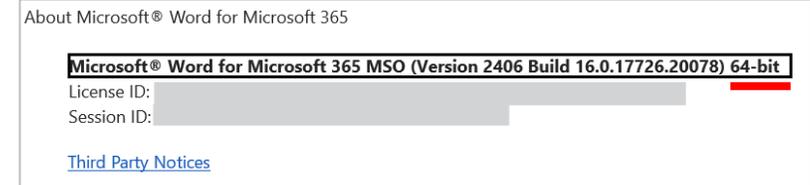
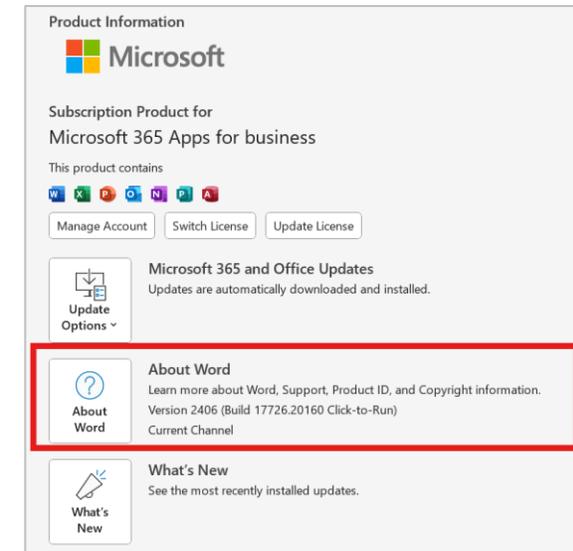
Download the IPCC Inventory Software (4/5)

Step 2 – Determine version of MS Office

To check whether you have a 32-bit or 64-bit version of MS Office installed, follow these steps:

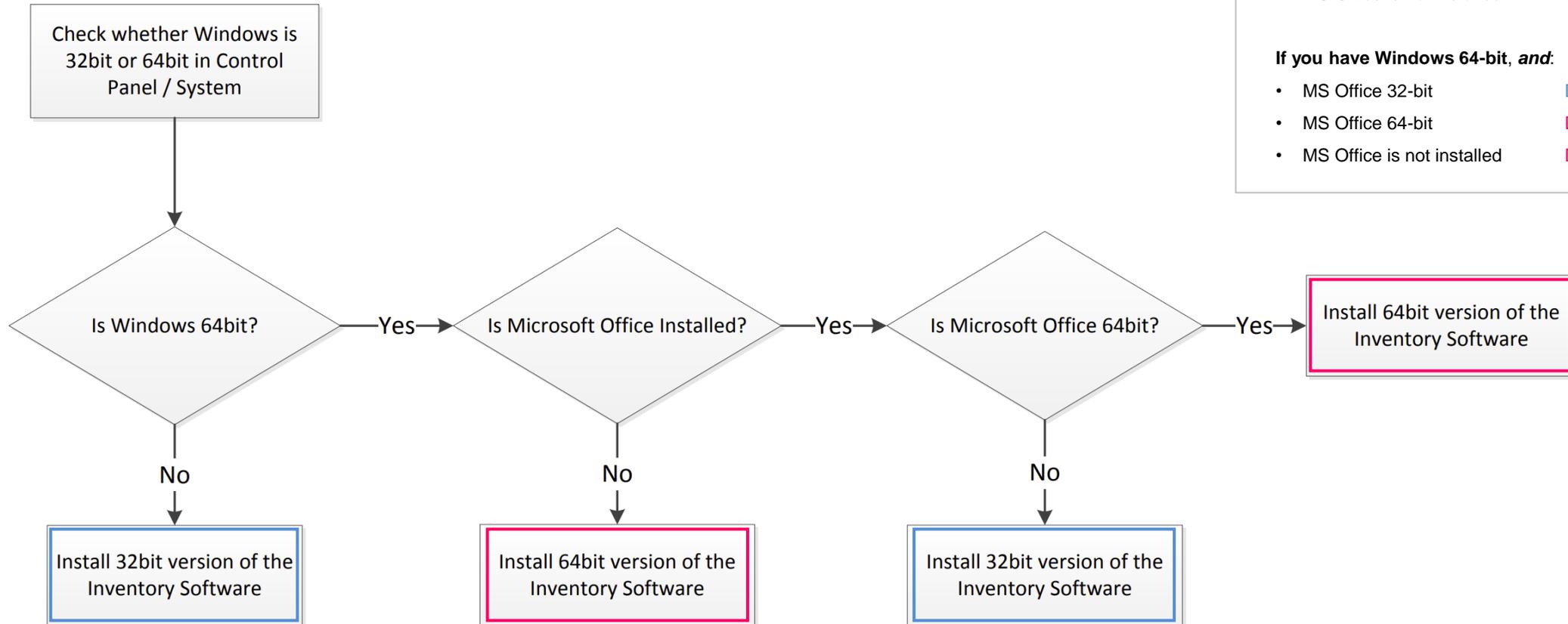
1. Open any Office application: such as Word, Excel, or PowerPoint.
2. Click on File in the top-left corner.
3. Click on Account. If you don't see Account, click Help.
4. Click on About [Application Name].
5. In the About window, you will see the version information, including whether it is 32-bit or 64-bit.

Steps suitable for Office 2013, Office 2016, Office 2019, Office 2021, and Microsoft 365.



Download the IPCC Inventory Software (5/5)

Step 3 – Use the IPCC Inventory Software Setup Type Decision Chart



In summary

If you have Windows 32-bit, and:

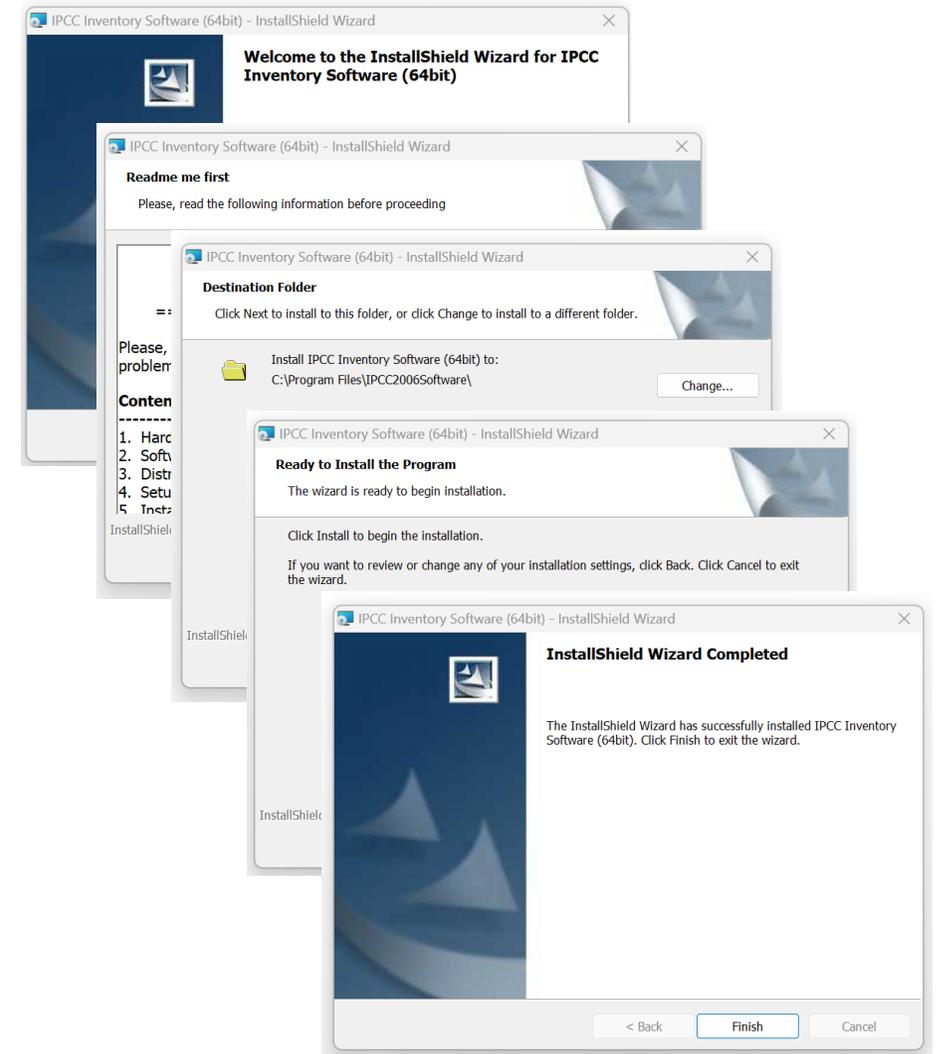
- MS Office 32-bit [Download the 32-bit version](#)
- MS Office is not installed [Download the 32-bit version](#)

If you have Windows 64-bit, and:

- MS Office 32-bit [Download the 32-bit version](#)
- MS Office 64-bit [Download the 64-bit version](#)
- MS Office is not installed [Download the 64-bit version](#)

Installing the IPCC Inventory Software

- The IPCC Inventory Software installation file is an executable that opens an **InstallShield Wizard**.
- Follow the usual installation steps by clicking 'Next' and 'Install.'
- Be sure to read the provided information before proceeding and choose the location where the *Software* will be installed.
- Please note that **administrative permissions are required to install the *Software***. If you do not have these permissions, contact your institution's IT department.
- It is also important to note that the *Software* **only runs on the Windows operating system**.



First Run

- **Opening a new database**
- **Setting a Superuser**
- **Choose Country/Territory**
- **Create a new Inventory Year**

First Run – New Database, New Superuser

The first run of the *Software* requires setting the **Superuser** of the first **Database** that is going to be opened. The **Superuser**:

- ✓ has full control over the application.
- ✓ is responsible for defining additional users.

Nevertheless, you can also open databases set up by others, for which you are not the Superuser.



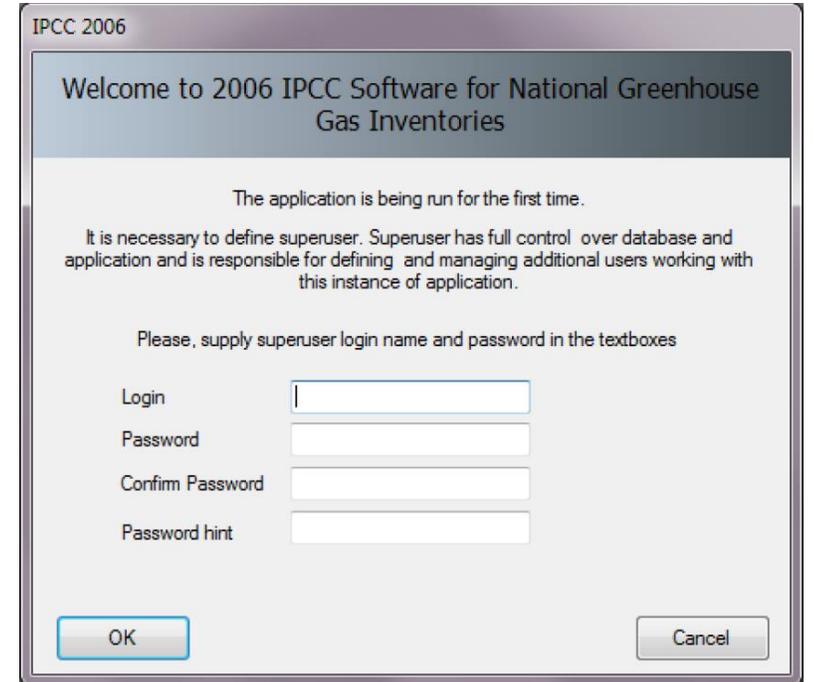
When setting up an NGHGI that is to be compiled by more than one expert, the first step for using the *Software* is to identify the **Superuser**, usually the NGHGI head. The **Superuser** is the one that shall open and set up the NGHGI database with their app and then share it with other users.

First Run – Set Superuser login and password

On the **first run**, the application displays its welcome window, where you can enter the Superuser's **login** (username) and **password** for the database that the application will set up.

Important!

- When setting YOUR Password always set YOUR Password Hint too. It is also highly recommended you **take note of your password and store it in a safe place**. The *Software* does not have a mechanism to restore your password if you lose or forget your password, this means that you may no longer access your database.
- *The Password applies to the database, not to the Software. The Software can manage different databases with different passwords.*



IPCC 2006

Welcome to 2006 IPCC Software for National Greenhouse Gas Inventories

The application is being run for the first time.

It is necessary to define superuser. Superuser has full control over database and application and is responsible for defining and managing additional users working with this instance of application.

Please, supply superuser login name and password in the textboxes

Login

Password

Confirm Password

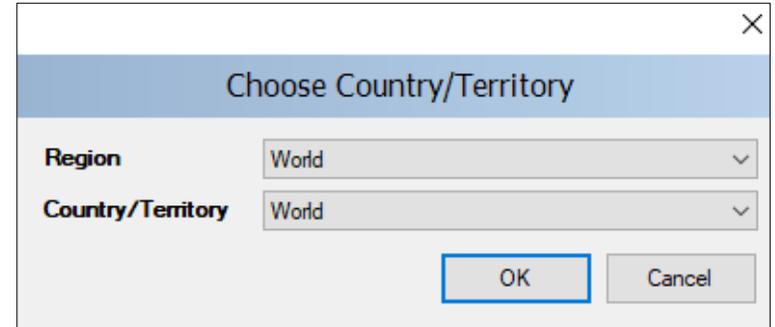
Password hint

OK Cancel

First Run – Choose Country/Territory

In this step it is necessary to choose the desired Region and Country/Territory.

The country is relevant where the default EFs and other parameters are country-specific and will ensure that the proper defaults are pre-populated (e.g. for AFOLU and Waste worksheets).



Choose Country/Territory

Region World

Country/Territory World

OK Cancel



Notes:

- When you export and import XML files into the *Software*, the country codes must match.
- This country list is based on the UN list, which is available at <http://unstats.un.org/unsd/methods/m49/> (Geographic Regions).
- The country selection applies to the database, not to the *Software*. The *Software* can manage different databases of different countries

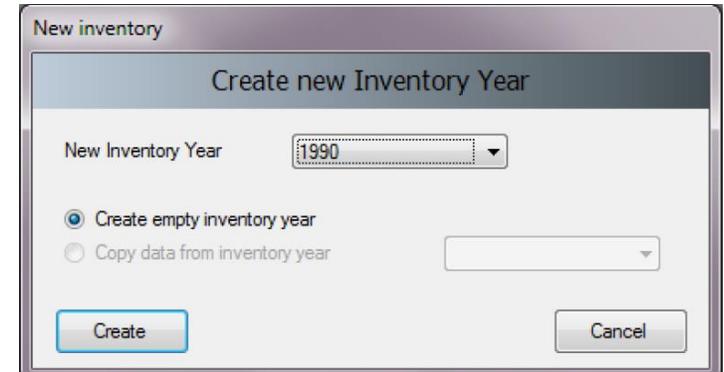
First Run – Create new Inventory Year

In this step it is necessary to create the initial **Inventory Year**.

In this initial step, you will “Create empty inventory year” and select a year from the drop down.

When you create future inventory years, you will also have the option to create the inventory year and copy data from a previous inventory year.

After creating the Inventory Year, **the Software is successfully initialized and prepared for use** or for further addition/refining of user settings.



Notes:

- It is recommended to start with the first year in your time series and build future inventory years on the previous year(s). When building the land representation, you **MUST** start with the first year of the time series. For further information, see the Land Representation Guidebook.
- The Inventory Year selection applies to the database, not to the *Software*, when opening a new database a different year can be selected.

Preparing the database for the Baku Workshop

- Creating a new database
- Database settings
- Creating a new Inventory year



Creating a new Database

- Initializing a new database
- Finding the database folder
- Blank database replication
- Opening the database for the first time



Initializing a new database (1/5)

The IPCC Inventory Software enables users to work with multiple databases.

- Once a user completes the *Software* First Run, a database with specific settings and established access credentials for a superuser will have been created. However, if the user wishes, **other databases with different settings** can be produced.
- For each new database, a Superuser Login and Password must be set. The Superuser Login and Password can be different for each new database.

When **creating a new database**, please consider the following:

- The database must have a **valid structure** for the IPCC Inventory Software.
- Therefore, the process should begin with a **blank version of the IPCC Inventory Software database**.
- A blank database is one that has never been opened, allowing it to be initialized with a new login and password.

The next slides will guide you through the steps to create a new database for the IPCC Inventory Software.

Finding the IPCC Software Data Folder (2/5)

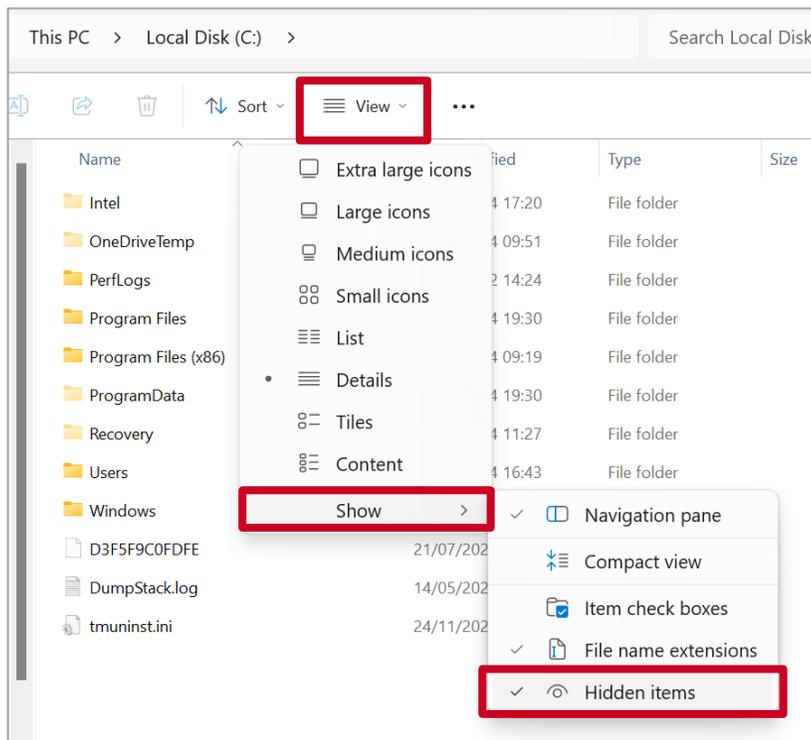
View hidden folders on Windows

Step 1a: Open File Explorer

- Press **Windows + E** or click the **File Explorer icon**.

Step 2a: Adjust the Scale

- Click the View Tab & Check the box for "**Hidden items**"



Step 1b: Open File Explorer

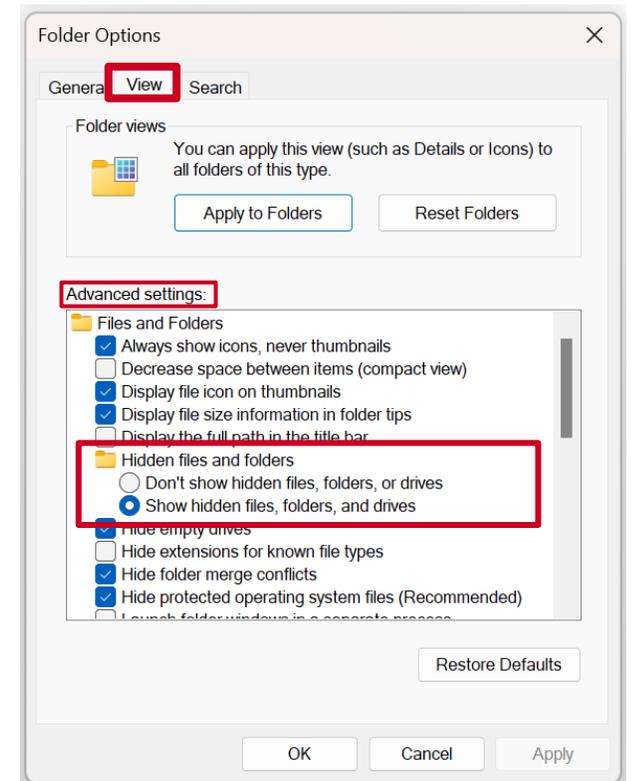
- Press **Windows + E** or click the **File Explorer icon**.

Step 2b: Access Folder Options

- In the View tab, click "**Options**" on the right side, then select "*Change folder and search options.*"

Step 3b. Show Hidden Folders

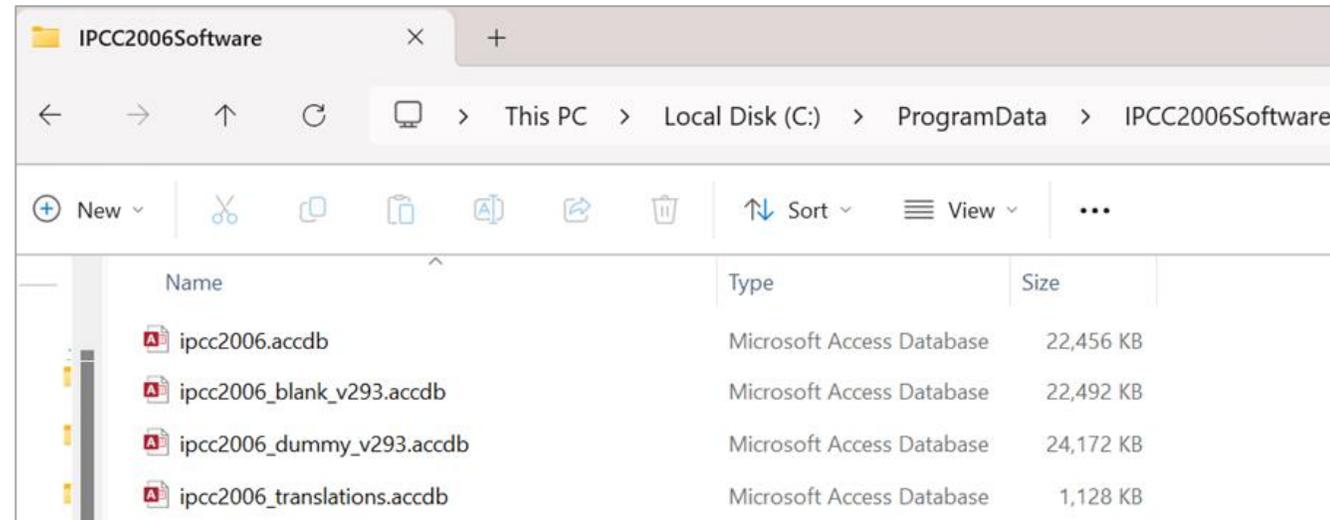
- In the View tab, under "**Advanced settings**," find "Hidden files and folders."
- Select "**Show hidden files, folders, and drives.**"
- Click "**Apply**" and "OK."



Initializing a new database (3/5)

When IPCC Inventory Software is installed on a computer, a folder containing 3 databases is also created:

- **ipcc2006** - will be used during the "First Run"
- **ipcc2006_blank** - blank database
- **ipcc2006_dummy** - database with dummy data pre-filled

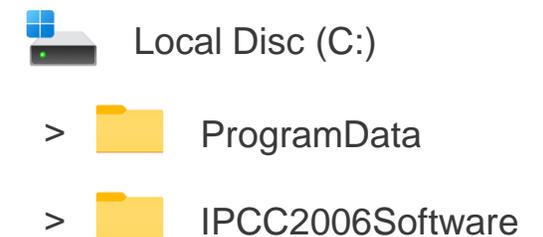


The **ipcc2006_blank_vxxx.accdb file** contains a blank database with a valid structure, that has never been opened, allowing it to be initialized with a new login and password.

As soon as a blank database is opened and a superuser is defined, it ceases to be a blank database and **can no longer be used to start a new database.**

For this reason, **a copy of the blank database** must be used to ensure that the user **can always initialize a new database.**

Predictable location



Creating a new database

Create a new database to be used in the hands-on exercise in Baku Workshop

1. Make a copy of a **blank database** to serve as starting point for a new database.

For those who need a blank database, “**ipcc2006_hands_on_blank.accdb**” can be downloaded from TFI EDG @ <https://www.ipcc-nggip.iges.or.jp/forumtree/login/> - Using the following Login: **software** and Password: **workshop**

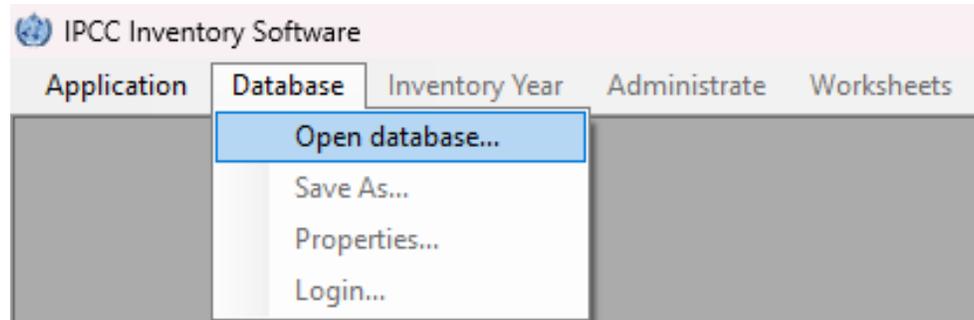
Initializing a new database (4/5)

Making a copy of the Blank Database

1. Open the folder @ <C:\ProgramData\IPCC2006Software>.
2. The folder contains a blank* database, as **ipcc2006_blank_v293.acbdb**.
3. Make a copy and preferably save it in the same folder and renaming:
 - 3.1 – You can select the file and copy it using Ctrl+C, then pasting using Ctrl+V, or
 - 3.2 – You can “right-click” on the file and select Copy, and then right-click” on the folder and select Paste.
 - 3.3 – Rename the copied file as **IPCC_Exercise.acbdb**

Initializing a new database (5/5)

Opening a database for the first time

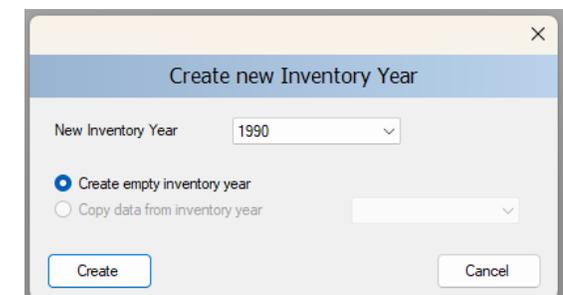
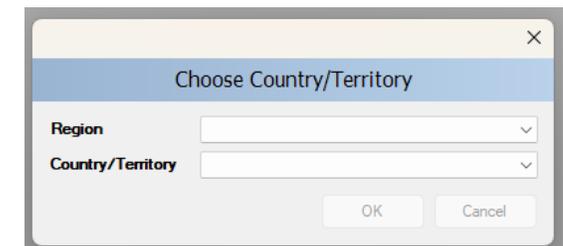
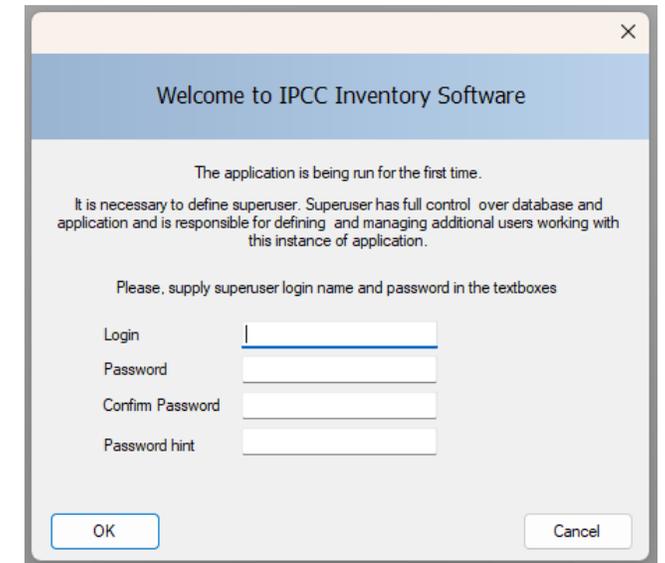


When a new database is opened for the first time in the IPCC Inventory Software, it is necessary to:

- Superuser login: **IPCC**; Superuser Password: **Exercise**
- Region: **World**; Country/Territory: **World**
- New Inventory Year: **2015**



Similar precautions and actions as taken during the 'First Run' apply.



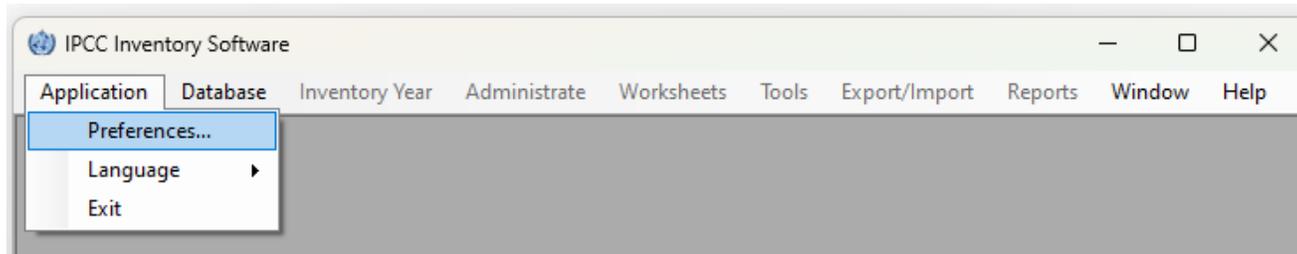
Exercise Database settings

- Preferences setting
- Creating the new inventory year

Database settings - Preferences

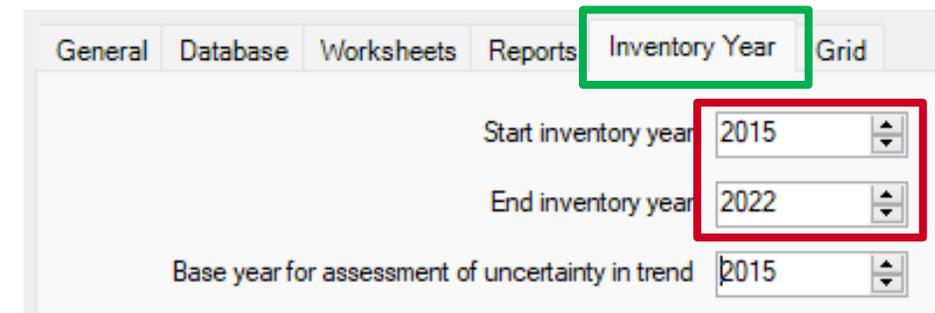
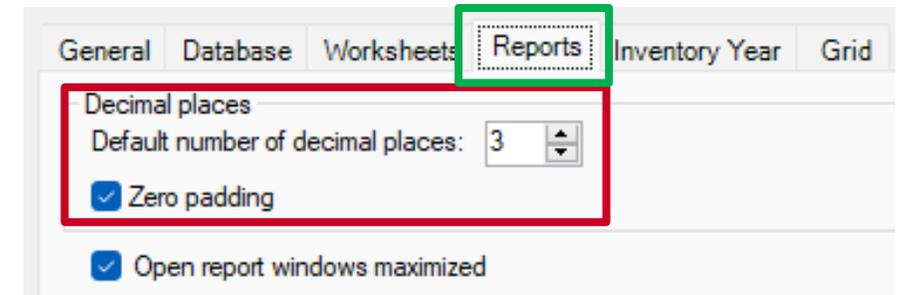
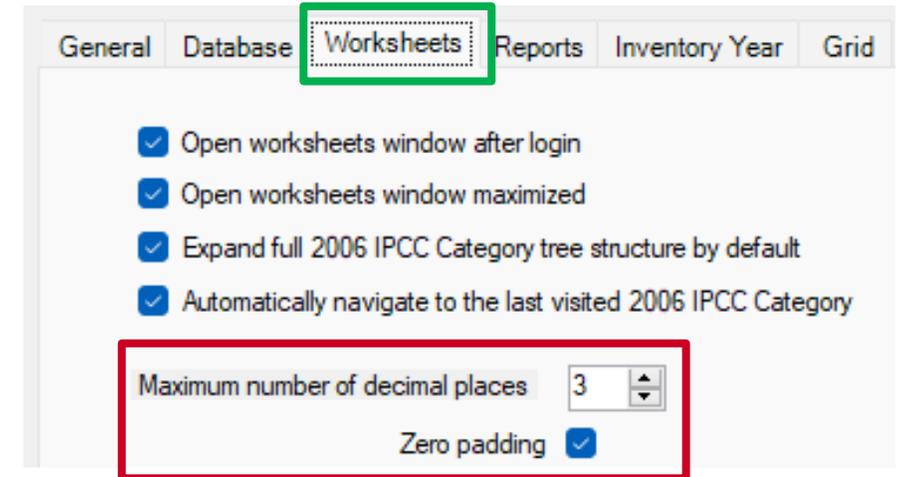
On the Application Tab

Select Preferences to open Application Preferences



On the **Application preferences** windows go to:

- Worksheets Tab and select **3 decimal places with Zero padding**.
- Reports Tab and select **3 decimal places with Zero padding**.
- Inventory Year and select:
 - **2015 as start inventory year** and
 - **2022 as end inventory year**.



Database settings – New Inventory Year

CREATE A NEW INVENTORY YEAR

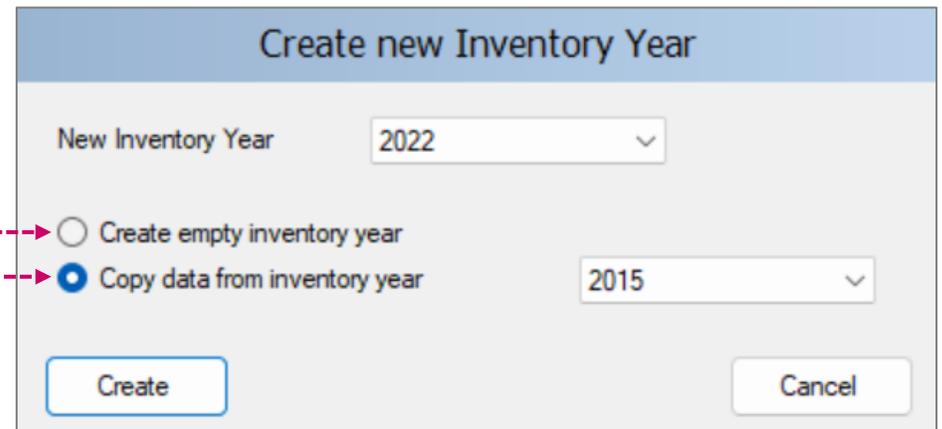
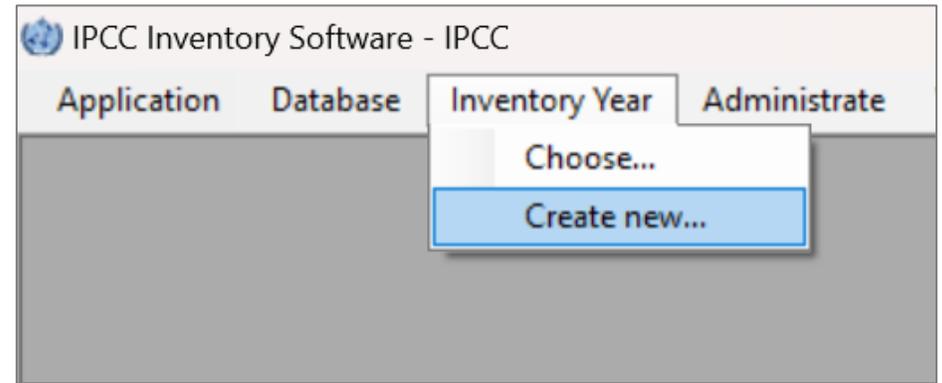
I. Select the year

Choose a year from the "New Inventory Year" list.

II. Choose a Creation Mode

Create empty Inventory Year: This option creates a completely new inventory year with **no pre-existing data**.

Copy data from Inventory Year: This option creates a new inventory year by **copying all data** from a selected existing year.



THANK YOU

FOR YOUR ATTENTION

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