

# IPCC Workshop on the Inventory Software Hands-on exercise: Getting Started Baku, Azerbaijan - 5 September 2024







## **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: <u>https://www.ipcc-nggip.iges.or.jp/software/index.html</u>
- 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 32bit 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)**

INTERGOVERNMENTAL PANEL ON Climate change

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.

## **Download the IPCC Inventory Software (3/5)**

#### **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  $\blacksquare$  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.



💷 Run	×
1	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	msinfo32 ~
	OK Cancel <u>B</u> rowse

Network System Information			-		×
File Edit View Help					
System Summary Hardware Resources Components Software Environment	Item         OS Name         Version         Other OS Description         OS Manufacturer         System Name         System Manufacturer         System Model         System Type         System SKU         Processor         BIOS Version/Date         SMBIOS Version         Embedded Controller Version         BIOS Mode         BaseBoard Manufacturer         BaseBoard Product         Broced Version	Value x64-based PC			
Find what:				Find	
Search selected category only			Cle	ose Find	
Search category names only					

## **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.

Product Info	rmation
M	icrosoft
Subscription	Product for
Microsoft	365 Apps for business
This product cor	ntains
Manage Accou	Image: Switch License       Update License         Microsoft 365 and Office Updates         Updates are automatically downloaded and installed.
(?) About Word	About Word Learn more about Word, Support, Product ID, and Copyright information. Version 2406 (Build 17726.20160 Click-to-Run) Current Channel
What's New	What's New See the most recently installed updates.

ut Microsoft®	Word for Microsoft 365			
Microsoft®	Word for Microsoft 365 M	SO (Version 240	6 Build 16.0.177	26.20078) 64-bit
License ID:				
Session ID:				



## **Download the IPCC Inventory Software (5/5)**



JN 🕀

WMO

INTERGOVERNMENTAL PANEL ON Climate change

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

## 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.



INTERGOVERNMENTAL PANEL ON Climate chane



## First Run

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

## First Run – New Database, New Superuser

IPUU 🐼 I INTERGOVERNMENTAL PANEL ON Climate change

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

- $\checkmark$  has full control over the application.
- $\checkmark$  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 <u>login</u> (username) and <u>password</u> 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.

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

IPC(





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 prepopulated (e.g. for AFOLU and Waste worksheets).

	>
C	hoose 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 <a href="http://unstats.un.org/unsd/methods/m49/">http://unstats.un.org/unsd/methods/m49/</a> (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.

New inventory	
Create new Inver	ntory Year
New Inventory Year	
<ul> <li>Create empty inventory year</li> <li>Copy data from inventory year</li> </ul>	
Create	Cancel

INTERGOVERNMENTAL PANEL ON Climate chant

#### **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 <u>never been opened</u>, 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)

INTERGOVERNMENTAL PANEL ON Climate change



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"

Tł	nis PC > Local Disk (	C:) >						Search Loc	al Disk
<u>A</u> ])	🖻 🗊 🔁 S	Sort ~	🗮 View ~						
	Name		Extra lar	ge icons	fied		Туре		Size
L	📒 Intel		Large icc	ons	4 17:20	C	File fol	der	
L	OneDriveTemp	₽	Medium	icons	4 09:5	1	File fol	der	
L	PerfLogs	00	Small icc	ons	2 14:24	4	File fol	ile folder	
L	📁 Program Files	==	List Details		4 19:30	D	File fol	le folder	
L	Program Files (x86)	. =			4 09:19 File 4 19:30 File 4 11:27 File		File fol	der	
L	ProgramData	• =					File fol	der	
	Recovery	8-	Tiles				File fol	lder	
L	Users	00	Content		4 16:43	3	File fol	der	
L	Windows		Show	>	~		Navigati	on pane	
L	D3F5F9C0FDFE			21/07/202		*≣	Compact	t view	
L	DumpStack.log			14/05/202			Itom cho	ck boyoc	
	🔬 tmuninst.ini			24/11/202			item che	CK DOXES	
					~	Ľ	File nam	e extensions	-
-					$\checkmark$	$\bigcirc$	Hidden i	tems	

#### 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."

Folder Options		×					
Genera View	Search						
Folder views							
	all folders of this type.						
	Apply to Folders Reset Folders						
Advanced set	tings:						
Files and Always Decret Displa	Folders s show icons, never thumbnails ase space between items (compact view) y file icon on thumbnails y file size information in folder tips y the full path in the title bar						
Hidder Do Sh	n files and folders n't show hidden files, folders, or drives ow hidden files, folders, and drives						
Hide e	Amply drives extensions for known file types older merge conflicts protected operating system files (Recommended)						
	Restore Defaults						
	OK Cancel Apply	/					

## 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.

-	IPCC2006	Software	8	×	+						
←	$\rightarrow$	$\uparrow$	C	Q	> Th	is PC	> Loca	al Disk (C:) >	ProgramD	ata > I	IPCC2006Software
<b>(+)</b>	New ~	8	0	[î]		Ċ	Ŵ	<b>↑↓</b> Sort ~	Uiew		
_	N	lame		^				Туре		Size	
		ipcc2006	.accdb					Microsoft Acces	ss Database	22,456 K	B
		ipcc2006	_blank_v2	93.accdb				Microsoft Acces	ss Database	22,492 K	(B
1		ipcc2006	_dummy_	v29 <mark>3.acc</mark>	db			Microsoft Acces	ss Database	24,172 K	B
		ipcc2006	_translatic	ns.accdb				Microsoft Acces	ss Database	1,128 K	B

#### Predictable location



## **Creating a new database**

Create a new database to be used in the hands-on exercise in Baku Workshop INTERGOVERNMENTAL PANEL ON CLIMATE CHANE

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 @ <u>https://www.ipcc-nggip.iges.or.jp/forumtree/login/</u> - 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 @ <u>C:\ProgramData\IPCC2006Software</u>.
- 2. The folder contains a blank\* database, as **ipcc2006\_blank\_v293.accdb**.
- 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.

INTERGOVERNMENTAL PANEL ON Climate cha

3.3 – Rename the copied file as **IPCC\_Exercise.accdb** 

## **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



	×
Welcom	e to IPCC Inventory Software
The a It is necessary to define : application and is responsit	oplication is being run for the first time. superuser. Superuser has full control over database and le for defining and managing additional users working with this instance of application.
Please, supply sup	peruser login name and password in the textboxes
Login	<u> </u>
Password	
Confirm Password	
Password hint	
ок	Cancel



Cancel

Create



## **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.

General Database Worksheets Reports Inventory Year Grid
Open worksheets window after login
<ul> <li>Expand full 2006 IPCC Category tree structure by default</li> </ul>
Automatically navigate to the last visited 2006 IPCC Category
Maximum number of decimal places 3 🚖 Zero padding 🗹
General Database Worksheets Reports Inventory Year Grid
Default number of decimal places: 3
Open report windows maximized
General Database Worksheets Reports Inventory Year Grid
Start inventory year 2015
End inventory year 2022
Base year for assessment of uncertainty in trend 2015

INTERGOVERNMENTAL PANEL ON CLIMATE CHA

## **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.

# IPCC Inventory Software - IPCC Application Database Inventory Year Administrate Choose... Create new...

Create new Inventory Year			
New Inventory Year	2022	~	
> ○ Create empty inventory year> ○ Copy data from inventory year		2015	~
Create			Cancel

INTERGOVERNMENTAL PANEL ON CLIMATE CHANES



## **THANK YOU** FOR YOUR ATTENTION

## **STAY IN TOUCH**

🔳 ipcc-nggip.iges.or.jp

🖂 nggip-tsu@iges.or.jp

## **STAY** CONNECTED

- X ipcc\_ch
- in ipcc
- O @ipcc
- **f** ipcc