

Getting started with SimaPro Share

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About SimaPro

SimaPro was developed by PRé with the goal of making sustainability a fact-based endeavor. PRé has been a leading voice in sustainability metrics and life cycle thinking development for nearly 30 years, pioneering the field of environmental and social impact assessment. We develop tools that help you create value and drive sustainable change.



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1 Introduction

SimaPro Share is an interactive, web-based platform that makes your LCA results accessible for all your relevant stakeholders. It enables efficient, fact-based decision-making and stimulates supply chain involvement and real-time collaboration.



To use Share, you start with creating a model in SimaPro Flow or uploading a model you have built in SimaPro desktop. This model is then expanded on in Share, where you can build various scenario projects and make them accessible to other users. Both Expert and Business users can build scenarios and analyze their impact to investigate and understand the impact of their decisions.

This guide is meant to help you, the Expert user, with creating your first Share project.

Please note that while working with SimaPro Share, you will be using a component of SimaPro Flow, which is currently in [beta](#). That means that it is still being tested and is not fully supported. We welcome your feedback to make it better!

For additional support, please visit our SimaPro Help Center at support.simapro.com, or contact us on the online platform by going to *Support* in the left-side menu and click *Contact support*.

2 Preparing your SimaPro project

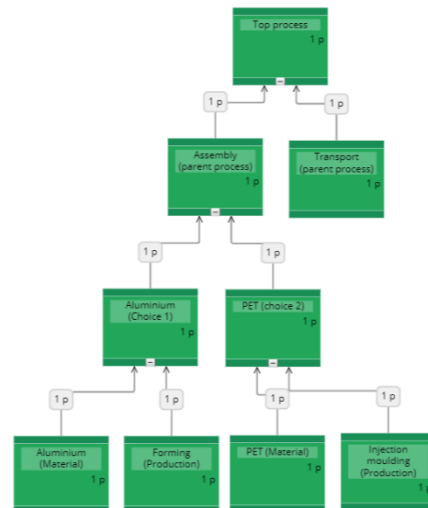
As mentioned in the introduction, in order to use SimaPro Share, you start with uploading the model you have built in SimaPro desktop or create a new model in SimaPro Flow. This model is then expanded on in the online extension, where you can build various Share projects and make them accessible to other non-LCA-expert users, also called Business users.

For optimal use of Share, there are some general guidelines that should be taken into consideration when building your SimaPro model, as explained in the following section. Section 2.2 then explains how to export your SimaPro desktop project to Share.

2.1 Guidelines and tips for your SimaPro model

Before giving tips on how to build your SimaPro model, it is good to understand what Share does. Essentially, Share compares different scenarios by replacing certain processes with other processes. Additionally, Share can change the value of parameters. With these two functions, it is allowing the user to build scenarios. Things to keep in mind:

1. Only one process is replaced at a time. So, if you replace the material process, the production process will remain the same. See image.
2. One process will be replaced with one alternative process. A process cannot be replaced with multiple others. For example, if you have several material choices and you want the user to select several of these choices, then you need to create one process for each of the materials you want to change.
3. Make sure that when you create a Share project (i.e. click 'create Share scenario' in the calculation tab), the baseline parameters and processes are all correct and will not change. This is important because the baseline parameters and processes are not dynamic. So, if you change something in your Flow project after creating all the hotspots, the change will reflect in the calculation in Share, however, not in the numbers of new scenarios.



To maximize the value of Share, it is good to keep these tips in mind when building your SimaPro model:

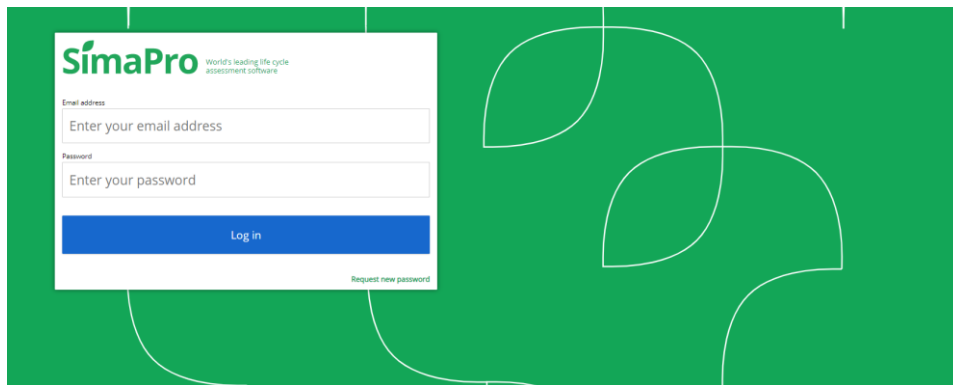
- When you have a calculated amount in your model, create a parameter for it. In that way the amount can be adapted in Share.
- To switch both material and processing at the same time, create a parent process that includes both the processing and the material. See figure. Create such a parent/choice process for all desired material choices you want to make available in Share. This ensures that both the material, e.g. glass, and the matching processing, e.g. glass lamination, can be adapted at the same time.

- To allow the user to create scenarios with multiple materials choices, add dummy processes to the top processes. For example, you have a component consisting of three materials, but you want to allow the user the possibility to make this component from five materials, then add two dummy processes to the assembly (top process) of the component.

2.2 Creating a new SimaPro Flow model

If you would like to create your LCA model from scratch follow these steps:

- Go to <https://apps.simapro.com/> and *log in*.




- Click on the green +.
- Then, select *Flow model*.
- Change the details of your project, such as Name, Comment, Author etc.
- Click *Save details*.
- Go to the *Library* tab and select the libraries you want to use.
- Go back to projects and click on the project you just created.


Now, that the project has been set up, you need to build the model, for that you can have a look at the [Flow Getting Started guide](#), or import you model from SimaPro 9.



Tips when having multiple Expert users in a company

Tip 1:  You can lock a project that you have been working on, so that it is not possible to do changes in the project. This is permanent until you, as the project author/owner, unlock it.

To do this: Go to the Privacy and Ownership tab > tick Lock project

Tip 2:  You can do the same with hiding a project, so other users do not see the project. This is permanent until you, as the project author/owner, unhide it.

To do this: Go to the Privacy and Ownership tab > tick Hide project

2.3 Importing an existing SimaPro model

2.3.1 Exporting projects to platform

When exporting a project that is only comprised of processes (does not include product stages), please follow the steps below:

1. Open SimaPro desktop and find the project you want to export.
2. From the process list, select any process and go to *File > Export to Platform*.
3. That will show the export settings shown below:

4. Click *OK*.
5. Enter the file name and select where you want to save the file and click *Save*.

Things to keep in mind

Import file size should be under 500 MB

Model should contain less than 750 processes

This export setting will not include libraries, but when you upload your model it will be automatically link to ecoinvent if we can find a match.

At the moment, product stages related to disassembly, disposal scenarios and reuse are not supported on the online platform. They will be imported but will not be correctly linked in your model and will require manual rework.

If you have a project with product stages and you want to import that to the online platform, please [contact support](#).

Now that you have your SimaPro model ready in CSV format, you can upload it to the SimaPro Platform and create your Share project. This is explained in the following sections.

2.3.2 Import your SimaPro model in the online platform

1. Log into the platform.
2. Click on the green +.
3. Then, select *Flow model*.
4. Change the details of your project, such as Name, Comment, Author etc.
5. Click *Save details*.
6. Go to the *Library* tab and select the libraries you use.
7. Then, go back to projects and click on the project you just created.
8. Drag and drop the .CSV file anywhere in the project
9. Wait for the loading to finish. It is recommended to read through and download the report before clicking *Continue*.
10. Your project will now open in Flow.

SimaPro Flow still in Beta

Please note that while working with SimaPro Share, you will be using a component of SimaPro Flow, which is currently in [beta](#) version. That means that it is still being tested and is not fully supported yet. We welcome your feedback to make it better!

3 Creating a new SimaPro Share project

3.1 Setting up the calculation and calculate results

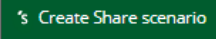
Once you successfully uploaded your model, go to the *Calculation* page:

The screenshot shows the 'Calculation' page setup interface. At the top, there are tabs for 'Setup', 'Impact assessment', 'Damage assessment', 'Normalization', 'Weighting', 'Single score', 'Substances', and 'Processes'. The 'Setup' tab is active. Below the tabs, there are several input fields:

- Top Process:** A dropdown menu with a list icon on the left, a search box containing 'Top process x', and a refresh icon on the right.
- Product:** A dropdown menu with a cube icon on the left, a search box containing 'Top process x', and a refresh icon on the right.
- Amount:** A text input field containing the value '1'.
- Unit:** A dropdown menu with a pencil icon on the left and a refresh icon on the right.
- Method:** A dropdown menu with a circle containing 'M' on the left, a search box containing 'Select a method', and a refresh icon on the right.
- Normalization set:** A dropdown menu with a double-headed vertical arrow icon on the left, a search box containing 'Select a method first', and a refresh icon on the right.
- Weighting set:** A dropdown menu with a double-headed vertical arrow icon on the left, a search box containing 'Select a method first', and a refresh icon on the right.

To define the calculation setup:

1. Select the *Top Process* (the top process or assembly you are investigating), *Product* will normally be automatically selected.
2. Define the *Amount* and *Unit*.
3. Select one of the impact assessment methods available.

4. Select the *Normalization* and *Weighting* sets (if available in the chosen method).
5. Click *Calculate*.
6. You will be directed to the *Impact Assessment* tab where you can see the impact of the model you have created.
7. Click 
8. Enter a name for your Share project and click *Confirm*.

Your Share project has now been created in Share and you can see the impact of your model (as you did in Flow), which is considered as the 'baseline' scenario. As an Expert user, you can now further expand on your project and determine which changes other users can make to create their own scenarios. This is explained in the following chapters.

4 Building your SimaPro Share project

Share projects consist of two tabs: Overall results and Project scenarios.

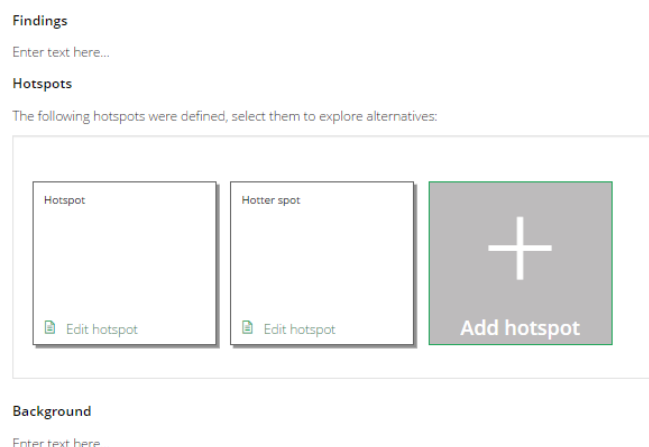
- Under the *Overall results* tab, you can add general project information, findings, instructions, and you can create hotspots.
- Under the *Product scenarios* tab, you can build scenarios, analyze and compare their environmental impact. We will describe how to create all those elements in this chapter.

Practical example

Hotspots are usually the object of study. For example, your client is a procurement manager and are wondering which types of materials they should use for their new jeans. Then you, as an Expert, can make an LCA model which considers all the parts of a jean and add it to Share. In Share, the procurement manager could see the effect of the choices which are made. In this case, the material type is the hotspot.

4.1 Adding project information

Under the tab *Overall results*, there are three text sections (by default called: Findings, Hotspots and Background) where you can add background information about the project or instructions to the Business users.



All section headings and content can be edited by the Expert user and will be seen by the Business users you assign to your project (*Note! The Business user can only view and not edit this text*).

4.2 Adding hotspots

From the *Overall results* tab, you can also create and view hotspots. Hotspots are the primary variables you wish to investigate - for example, the main contributors to environmental impacts or types of materials.

When creating a hotspot, you define what changes users are allowed to make to create various scenarios. Possible changes are:

- A. Replacing a process with another process (input process)
- B. Adapting the value of a parameter

In the next step you need to define the hotspots, the choices available to the user and the alternatives. A *hotspot* could be the material(s) your product is made of. You may want to give users a possibility to determine whether the product is made of one or two materials – in that case you must define two *choices*. For each choice, you then set a number of *alternatives* the user can choose from: for example, wood, glass, or PP.

The screenshot illustrates the configuration of a hotspot in SimaPro Share. On the left, a table lists scenarios with columns for 'Scenario name and description', 'Hotspot name', 'Choices', and 'Alternatives'. The first scenario is 'Steel Frame 8 kg' with a description 'Road bike with a standard steel frame of 8 kg'. The 'Hotspot name' is '8 kg steel frame', and the 'Choices' are 'Frame type and weight' and 'Transport mode'. The 'Transport mode' choice has one alternative, 'Transport by truck'. A green 'Calculate scenario' button is at the bottom of the table.

A modal window titled 'Frame type and weight' is open, asking 'Which material is used for the frame and what is the weight?'. It features a dropdown menu with the following options: 'kg steel frame' (selected and highlighted in green), 'kg aluminium frame', 'kg carbon frame', 'kg titanium frame', and 'kg steel frame'. The modal also includes 'Cancel' and 'Save' buttons.

20-20-20 Rule

These projects can become quite complex when adding more hotspots, choices, and alternatives; therefore, for a fast and well-functioning Share project it is recommended to keep the number to 20 hotspots, 20 choices, and 20 alternatives.

To create a hotspot:

1. From the Overall results tab, click + *Add hotspot*.
2. Add a name and description for the hotspot and press enter.


3. Click *Add new choice*. Give the choice a name and describe the question (as guidance to the Business user).
4. Select whether you want to vary an *input process* or a *parameter value*.

Input types that can be varied


Input process: Change the input of a process to another material/ process. For example, replace European Electricity by US Electricity, or replace oak wood by pine wood.

Parameter value: Change the value of a parameter in your SimaPro model. For example, allow users to choose the value of the parameter *delivery_distance_km* or *user_large_truck*, that you had defined in your SimaPro model.

If you choose to vary an input process:

1. Click *Parent process* and select the process to which you want the changes to be applied (i.e. the parent process).
2. Click *Input to vary* and specify which process you want to replace.
3. The default amount shown is based on the value you added in your Flow model. This cannot be edited in Share.
4. You now need to add alternatives to the choice. Click *Add new alternative* and give the alternative a name.
5. Select *Alternative process* and specify the process you want the user to be able to replace the default with. If you want to add a process from a library, you will need to tick the box *Show library processes* at the bottom of the window.
6. If desired, change the default amount.
7. Select the checkbox *Make amount editable by Business user* if you wish the user to be able to adapt the amount of material. If selected, set the minimum and maximum values the user can enter.
8. All entries are saved automatically; click *Back* to save and return to the *Overall results* tab.
9. Repeat the steps above to add as many alternatives, choices and hotspots as you wish.
10. To delete a choice or an alternative, drag it from  and drop it in the *Trash*.

If you choose to vary a parameter value:

1. Select the *Parameter to vary* from the list of available parameters
2. The default amount shown is based on the value you added in your SimaPro model.
3. Select the checkbox *Make amount editable by Business user* and set the minimum a maximum value the user can enter.
4. All entries are saved automatically; click *Back* to save and return to the *Overall results* tab.
5. Repeat the steps above to add as many alternatives, choices and hotspots as you wish.
6. To delete a choice or an alternative, drag it from  and drop it in the *Trash*.

4.3 Building scenarios

After you have created hotspots, go to the tab *Product scenarios*. There you will see that there is already one scenario created for you. This is the baseline scenario, which contains the default amounts, as you had defined in your SimaPro model (these cannot be edited). You can edit the name and description of the baseline scenario, by clicking the name and description.

As an Expert user, you can build as many additional scenarios as you wish for your Business users. When you build a scenario, you basically vary the choices and alternatives you had defined for every hotspot. To build a scenario:

1. Click + *Add new scenario*.
2. You can edit the name and description of the scenario.
3. The scenario still contains the default values of the baseline scenario. You can edit these by clicking the grey boxes. Click *Save*.
4. Note! The grey boxes become a darker shade, indicating that the value selected differs from the baseline scenario.
5. Repeat the steps above to build more scenarios.

After setting up the hotspots, the Expert user can share the project with Business users. This is further explained in the following sections, but it is good to keep in mind the differences between these roles:

Expert users:

- Can add scenarios before and after publishing the project (scenarios created by the Expert user are visible to all assigned users)
- Can view all scenarios made by Business users
- Can delete scenarios made by Business users

Business users:

- Can build their own scenarios after the project has been published
- Can only view scenarios created by themselves and by the Expert user

4.4 Viewing impact assessment results

At any point while working with your scenarios, you can calculate the impact of one scenario to see the details or compare two or more scenarios. The impact of the baseline scenario is already shown and has been calculated based on the settings you had selected earlier in Flow.

There are several interpretation options:

- *Graph with a single scenario* allows insight into the hotspots and can be filtered per impact category (if defined in the calculation settings). Make sure to select only one scenario.

Baseline	Scenario 1
Default values for hotspots. <input checked="" type="checkbox"/>	Enter description <input type="checkbox"/>
Hotspot +	Hotspot +
Hotter spot +	Hotter spot +
<input checked="" type="checkbox"/> Calculation up to date	<input checked="" type="checkbox"/> Calculation up to date

- *Process contribution* allows insight into the processes that contribute the most to the impact. This option is only possible when you are analyzing one single scenario.
- *Graph with multiple scenarios* allows the comparison of two or more scenarios. You can select as many scenarios as you want, by selecting the checkboxes.

Baseline	Scenario 1
Default values for hotspots. <input checked="" type="checkbox"/>	Enter description <input checked="" type="checkbox"/>
Hotspot +	Hotspot +
Hotter spot +	Hotter spot +
<input checked="" type="checkbox"/> Calculation up to date	<input checked="" type="checkbox"/> Calculation up to date

You can download a copy of the chart as an image by selecting [Download chart](#) . You can also export the results and scenario information to Excel (as .csv) by clicking [Download scenarios](#) .

4.5 Calculation settings

If you wish to modify the settings of the calculation you had defined initially, you can do so by clicking at the bottom of the chart, [Adjust settings](#) . Available options are:

- Changing the LCIA method.
- Changing the Normalization and Weighting sets, if available in the LCIA method selected.
- Selecting which information to display between Characterization, Normalization and Weighting (depending on what's available for the LCIA method selected), and the level of cut-off.
- Limiting (or not) the indicators visible, and hiding (or not) the baseline scenario.

5 Assigning users and publishing your project

Now that your project has been setup, you can share it with other users. Both Business and Expert users can then build their own scenarios, interpret and download results. To make your scenario project accessible to others, you need to assign users and publish your project.

5.1 Adding users and creating your invite

To add users and create an email invite:

1. Click *Manage users* and then + *New user* to create a new Business user. You can add a user regardless of them having an account already or not, and from any organization.
2. Click *Edit email template* to review the default invite that is sent to users.
3. Make your changes and click *Save*. Information in capital letters and in between two pair of brackets (e.g. [[PROJECTNAME]]) are automatically generated and adapted to the context of the recipient.

It is recommended to click *Send test mail* to receive an email preview of what the respondent will see.

Inviting more users

One user license allows you to share your scenario project with one Business user. If you would like to collaborate with more Business users, you can purchase additional user bundles. Please contact us for more information.

5.2 Publishing your project

It is important to mention that once your scenario project is published, you cannot make changes to everything anymore, please try this before finishing the whole project, since you might have to start again to make certain changes. That is why a copy of your published project remains in the *Draft* section. You can make any changes in the draft and re-publish the project. The published project will then be updated to the newer version.

To publish the project:

1. Click *Publish project*.
2. Several checks will be carried out to ensure that the project is complete. If any warning messages appear, you need to make the necessary changes in your project before you try to publish it again.
3. Once all checks have been successfully validated, an email will be sent out to all assigned users to access your project.

Your Share scenario project will now be shown as 'Published' in the projects overview.

Good luck and enjoy the SimaPro online platform!

For additional support, please visit the [SimaPro Help Center](#).