



CO<sub>2</sub> CALCULATOR

# INSTRUCTION *MANUAL* 7

Archiving a Production

1. To archive a project, **OPEN** the project you have completed.

2. Click on the **THREE DOTS** at the top right.

3. Click on **ARCHIVE PROJECT**.

The screenshot shows the FIS CO2 Calculator dashboard. At the top, it displays 'Organisation: FIS', 'Productions: 5', and 'Emissions: 15.53 tonnes CO2'. A 'Generate Report' button is in the top right. Below this, the 'Productions' section shows a total of 7 productions with 62.04 tonnes CO2-eq. A search bar and several filter buttons (Project manager, Department, Category, Sharing, Shared with, Type, Status) are present. The first production card is highlighted with a blue border and a yellow arrow pointing to it from a circle labeled '1'. This card is for 'FIS CO2-calculator' (Sports) with a budget/estimate of 0.0 tonnes CO2-eq, managed by Mads Astrup Rønning, and started on 01.10.2024. It also shows 0 activities and 0 drafts. A second card for 'My next FIS event' (Sports) with 0.0 tonnes CO2-eq is visible below it.

The screenshot shows the details page for the 'FIS CO2-calculator' project. The total emissions are 0.12 tonnes CO2-eq. The 'Activities' section shows 2 activities with 120.0 kg CO2-eq. A 'Send Bundle' card is visible, showing '2 Activities + 0 Drafts' with 120.0 Kg CO2-eq, sent to 'brita@greenproducers.club' and marked as 'Submitted'. On the right side, a 'Generate Report' button is followed by a three-dot menu icon, which has a yellow arrow pointing to it from a circle labeled '2'. The menu is open, showing options: 'Edit production', 'Manage users', 'Make a copy', 'Share production', 'Import from Template', 'Create Template from Production', and 'Archive Production'. The 'Archive Production' option is highlighted with a dashed box and a yellow arrow pointing to it from a circle labeled '3'. The left sidebar shows 'Bundles' (All bundles: 120.0, Not grouped bundles) and 'Groups' (Event: 120.0, LOC Office Operations: 120).

**4.** You can easily identify archived projects, as a grey bar will appear at the top of the page indicating "ARCHIVED," along with a watermark on the project on your main page.

If you need to make changes to a project after archiving it:

**5.** Click on the **THREE DOTS** at the top right.

**6.** Click on **UNARCHIVE PRODUCTION**.

A box will appear explaining the consequences:

*«Unarchiving this production will recalculate emissions following the latest research data (also impacting production and organisation emissions, statistics and reports) and allow changes to bundles and activities.»*

Make the changes and archive the project again.

We recommend that **ALL OUR MEMBERS** archive completed projects to keep their main page organized and make navigation easier.

The screenshot shows the FIS CO2-calculator interface. At the top, a grey bar with the word "ARCHIVED" is repeated across the page. The main header shows "FIS CO2-calculator" and "Budget / Estimate". A large number "0.12" represents tonnes CO2-eq. Below this, there are sections for "Bundles" and "Groups". The "Activities" section shows a total of 2 activities for 120.0 kg CO2-eq. A "Send Bundle" section shows a bundle sent to "brita@greenproducers.club" with a status of "Submitted". On the right, a "Generate Report" button is visible, and a three-dot menu is open, showing options like "Edit production", "Manage users", "Make a copy", "Share production", and "Unarchive Production". A yellow warning box at the top right explains that emissions are frozen. A blue circle with the number "4" points to the "ARCHIVED" bar, a blue circle with "5" points to the three-dot menu, and a blue circle with "6" points to the "Unarchive Production" option.

The dialog box is titled "Unarchive 'FIS CO2-calculator' production?". It contains the following text: "Unarchiving this production will recalculate emissions following the latest research data (also impacting production and organisation emissions, statistics and reports) and allow changes to bundles and activities. To proceed with unarchiving, check the box." Below this text is a checkbox that is checked, with the label "I understand the consequences and want to unarchive." At the bottom right, there are two buttons: "Cancel" and "Unarchive Production".