



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 8

Creating Reports

There are several ways to create reports in GPT, whether for your entire organization, for a single project, or multiple projects.

You can also create reports for a specific category such as transport or energy, or for a specific period such as a year, a month, or a quarter.

The possibilities are nearly endless!

To break it down in an organized way, there are **THREE WAYS** to create a report:

- 1.** Either a completely blank report where you add the content yourself.
- 2.** Or you can create a report for your organization as a whole.
- 3.** And, of course, you can create a report for a single project.

ENTIRE ORGANISATION
ONE PROJECT
MULTIPLE PROJECTS
CATEGORIES
TIME PERIOD

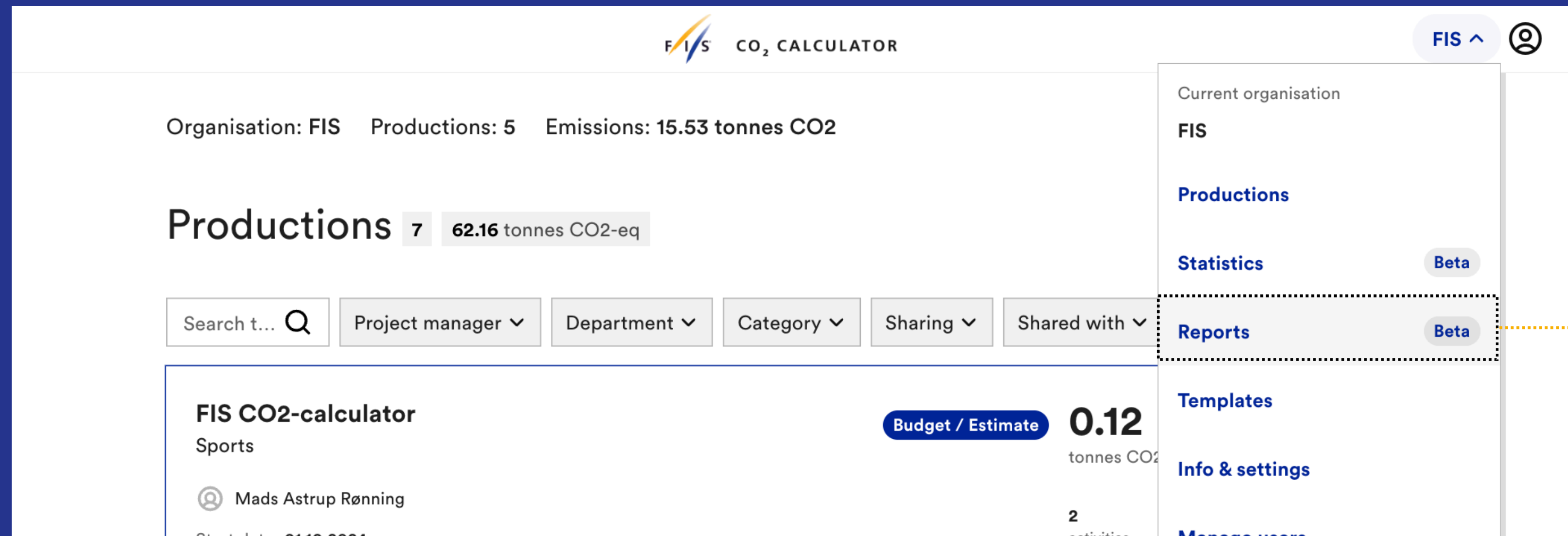
- 1. FROM SCRATCH**
- 2. ORGANISATION**
- 3. SINGLE PROJECT**

First and foremost, to access all the reports created in your organization:

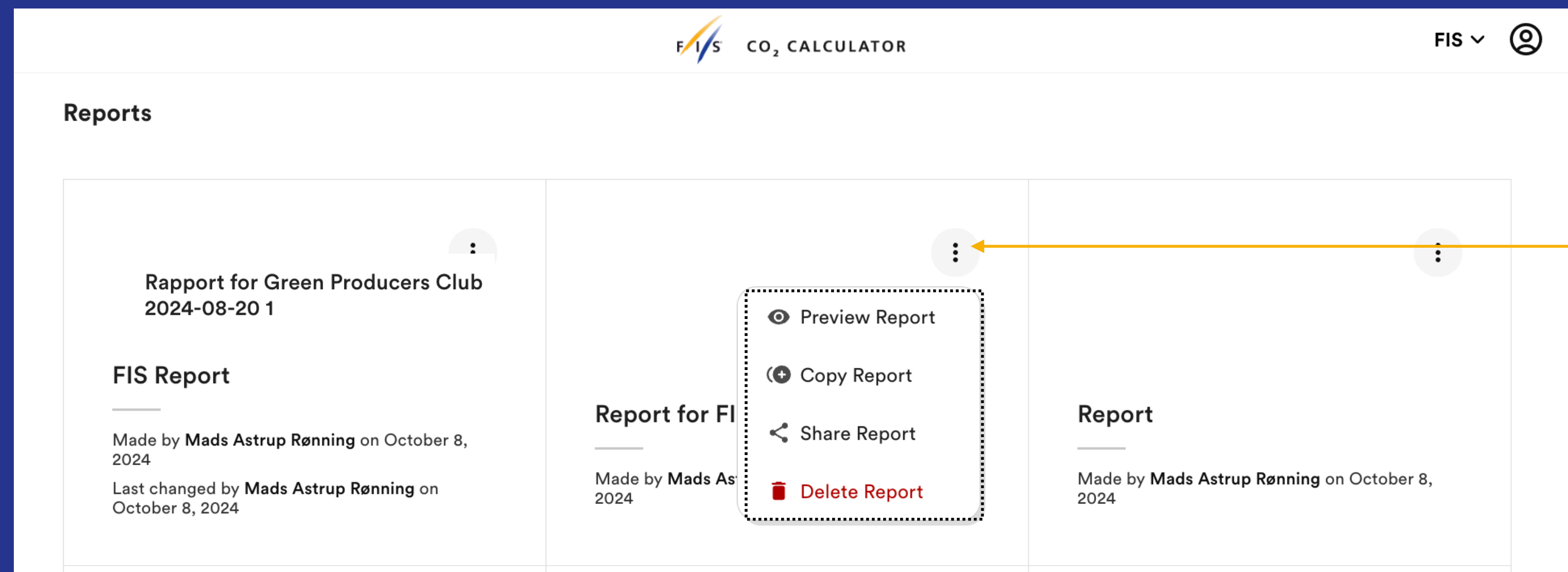
1. Click on your **MENU** and select **REPORTS**.

2. Here, you can click on the three dots next to an existing report to **PREVIEW, COPY, SHARE, or DELETE** it.

You can also click on the report itself to edit it if desired.



The screenshot shows the FIS CO2 Calculator interface. At the top, it displays 'Organisation: FIS', 'Productions: 5', and 'Emissions: 15.53 tonnes CO2'. Below this, the 'Productions' section shows '7' items and '62.16 tonnes CO2-eq'. A search bar and several filter buttons (Project manager, Department, Category, Sharing, Shared with) are visible. A navigation menu is open on the right, listing 'Current organisation', 'FIS', 'Productions', 'Statistics', 'Reports', 'Templates', 'Info & settings', and 'Manage users'. The 'Reports' option is highlighted with a dashed box and a 'Beta' badge. A blue circle with the number '1' is positioned to the right of the menu, with a dashed line pointing to the 'Reports' option.



The screenshot shows the 'Reports' page in the FIS CO2 Calculator. It displays a list of reports. The first report is 'Rapport for Green Producers Club 2024-08-20 1'. The second report is 'FIS Report', which is expanded to show details: 'Made by Mads Astrup Rønning on October 8, 2024' and 'Last changed by Mads Astrup Rønning on October 8, 2024'. The third report is 'Report for FI...', also expanded to show 'Made by Mads As...' and '2024'. A context menu is open over the second report, listing 'Preview Report', 'Copy Report', 'Share Report', and 'Delete Report'. A blue circle with the number '2' is positioned to the right of the menu, with a dashed line pointing to the 'Delete Report' option.

1. FROM SCRATCH

To create a **NEW, COMPLETELY BLANK** report that is not based on a project or your organization:

3. Inside the *Reports* section, click on **NEW REPORT** at the bottom right.

4. After clicking **NEW REPORT**, add a title for the report and click **SAVE**.

5. You can click on **ADD CONTENT BLOCK** to include either data, text, or scopes.

This will be explained in more detail later in the PDF.

The image illustrates the process of creating a report from scratch in three stages:

- Step 1:** A grid of reports is shown. The reports are titled "Report for Test 20240910 2024-09-11 1", "Report for FIS 2024-09-11 2", and "Report for FIS 2024-09-11 1". A blue button labeled "New Report" is located at the bottom right of the grid, indicated by a blue circle with the number 3.
- Step 2:** A dialog box titled "Report title" is open. It contains a text input field labeled "Title *". Below the field are "Cancel" and "Save" buttons. A blue circle with the number 4 points to the right side of the dialog box.
- Step 3:** A "New Report Created!" message is displayed. Below the message is a list of actions: "Add and modify widgets with emission statistics", "Describe the report and compare details", and "Share the report with colleagues and the partners". A blue button labeled "Add Content block" is shown, with a blue circle containing the number 5 pointing to it. To the right, a "Content block" dialog box is open, showing a "Title *" field and a "Content type *" dropdown menu with options for "Text", "Data", and "Scopes".

2. ORGANISATION

To create a report for the **ENTIRE ORGANIZATION**:

6. Click on **GENERATE REPORT** at the top right when you are on your *main page*.

7. Compared to the blank report we just created, this one includes **MORE DATA BLOCKS, SCOPES,** and **TEXT BLOCKS.**

This encompasses all the data your organization has recorded in the FIS CO2 Calculator.

The screenshot shows the FIS CO2 Calculator interface. At the top, it displays 'Organisation: FIS', 'Productions: 5', and 'Emissions: 15.53 tonnes CO2'. A 'Generate Report' button is highlighted with a yellow arrow and a circled '6'. Below this, the 'Productions' section shows '7' items with a total of '62.16 tonnes CO2-eq'. A filter bar includes options for 'Search t...', 'Project manager', 'Department', 'Category', 'Sharing', 'Shared with', 'Type', and 'Status'. A detailed view for 'FIS CO2-calculator' (Sports) is shown, with a 'Budget / Estimate' of '0.12 tonnes CO2-eq', '2 activities', and '0 drafts'. The user 'Mads Astrup Rønning' and 'Start date: 01.10.2024' are also visible.

The screenshot shows the report editor for 'Report for FIS 2024-10-09 1'. On the left, a sidebar contains 'Add Content block' and a list of content blocks: 'Climate accounting in FIS ...', 'Organisation information', 'Total emissions based on t...', 'Total emissions based on t...', 'Total emissions per Year', 'Total emissions per Activit...', 'Total emissions per Produc...', and 'Total emissions per Depart...'. The main editor area is titled 'Climate accounting in FIS CO2 Calculator' and contains the following text:

FIS CO2 Calculator is a climate tool designed to calculate greenhouse gas emissions in a life cycle perspective, and includes both direct and indirect emissions throughout the value chain of the system being assessed.

HOW WE CALCULATE

In accordance with the Greenhouse Gas Protocol (GHG protocol), the tool categorizes emissions according to Scope 1, 2 and 3, and simplifies and streamlines the quantification and reporting process while ensuring that the climate accounting is based on established frameworks and regulations. This promotes transparency and accountability in the work with climate accounting.

The GHG protocol is a globally recognized standard for reporting greenhouse gas emissions and is used by governments, cities and organisations worldwide. It is also a relevant framework due to the development of the upcoming sustainability reporting requirements for organisations and industries, such as CSRD and the EU taxonomy, which require climate accounts to be prepared according to the GHG protocol.

The GHG protocol has defined three scopes to include both direct and indirect GHG emissions:

3. SINGLE 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 visible. Below this, the 'Productions' section shows '7' items with a total of '62.04 tonnes CO2-eq'. A search bar and several filter dropdowns (Project manager, Department, Category, Sharing, Shared with, Type, Status) are present. The main project card for 'FIS CO2-calculator' is highlighted, showing it is in 'Budget / Estimate' mode with a value of '0.0 tonnes CO2-eq'. It also lists the manager 'Mads Astrup Rønning' and a start date of '01.10.2024'. A yellow arrow points to the '0.0' value.

To create a report for a **SINGLE PROJECT**:

8. Open the project for which you want to create a report.

9. Click **GENERATE REPORT** while you are inside the project.

The screenshot shows the project details page for 'FIS CO2-calculator'. The total emissions are '0.12 tonnes CO2-eq'. The 'Activities' section shows '2' activities with a total of '120.0 kg CO2-eq'. On the left, there are sections for 'Bundles' and 'Groups'. The 'Groups' section is expanded to show 'Food & Beverage' with a value of '120'. The 'Send Bundle' section shows '2 Activities + 0 Drafts' with a total of '120.0 Kg CO2-eq' and a status of 'Submitted'. A yellow arrow points to the 'Generate Report' button.

We will now teach you how to customize the report.

CUSTOMIZE THE REPORT

1. Click on the **PENCIL ICON** to edit the title of the report.
2. Click on the **THREE DOTS** to either **COPY**, **SHARE**, or **DELETE** the report.
3. Click on **PREVIEW** at the top right to see how the report will look when shared.
4. Click on **ADD CONTENT BLOCK** on the left side to add a new content block, which can be text, scopes, or data.
5. You can easily **REARRANGE THE BLOCKS** by clicking and holding, then dragging them up or down.
6. Click on the **PENCIL ICON** to edit the title of the block.
7. Click on the **THREE DOTS** on the right side to copy or delete a block.
8. Click **EDIT** to modify the text or data content within the block.

The screenshot displays the FIS CO2 Calculator interface. At the top, there is a header with the FIS logo and 'CO2 CALCULATOR'. Below the header, the report title 'Report for FIS 2024-10-09 1' is shown with a pencil icon for editing. On the right side of the header, there are three options: 'Copy Report', 'Share Report', and 'Delete Report'. A 'Preview' button and a 'Save All Changes' button are also present.

On the left side, there is a sidebar with an 'Add Content block' button and a list of content blocks. The selected block is 'Total emissions per Activity Category'. A 'Content block' modal is open, showing options for 'Text', 'Data', and 'Scopes'. A hand icon indicates that the blocks can be rearranged by dragging.

The main content area features a donut chart titled 'Total emissions per Activity Category'. The chart shows a single segment representing 99.33%. A pencil icon is next to the title, and a three-dot menu on the right offers 'Copy Block' and 'Delete Block' options.

Numbered callouts (1-8) point to specific UI elements: 1 points to the pencil icon in the report title; 2, 3, and 4 point to the report management options; 5 points to the 'Add Content block' button; 6 points to the pencil icon in the block title; 7 points to the block management options; and 8 points to the 'Edit' button in the block management options.

Content block [X]

Title *

Content type *

- Text
- Data
- Scopes

[lock]

Add / Edit DATA BLOCK:

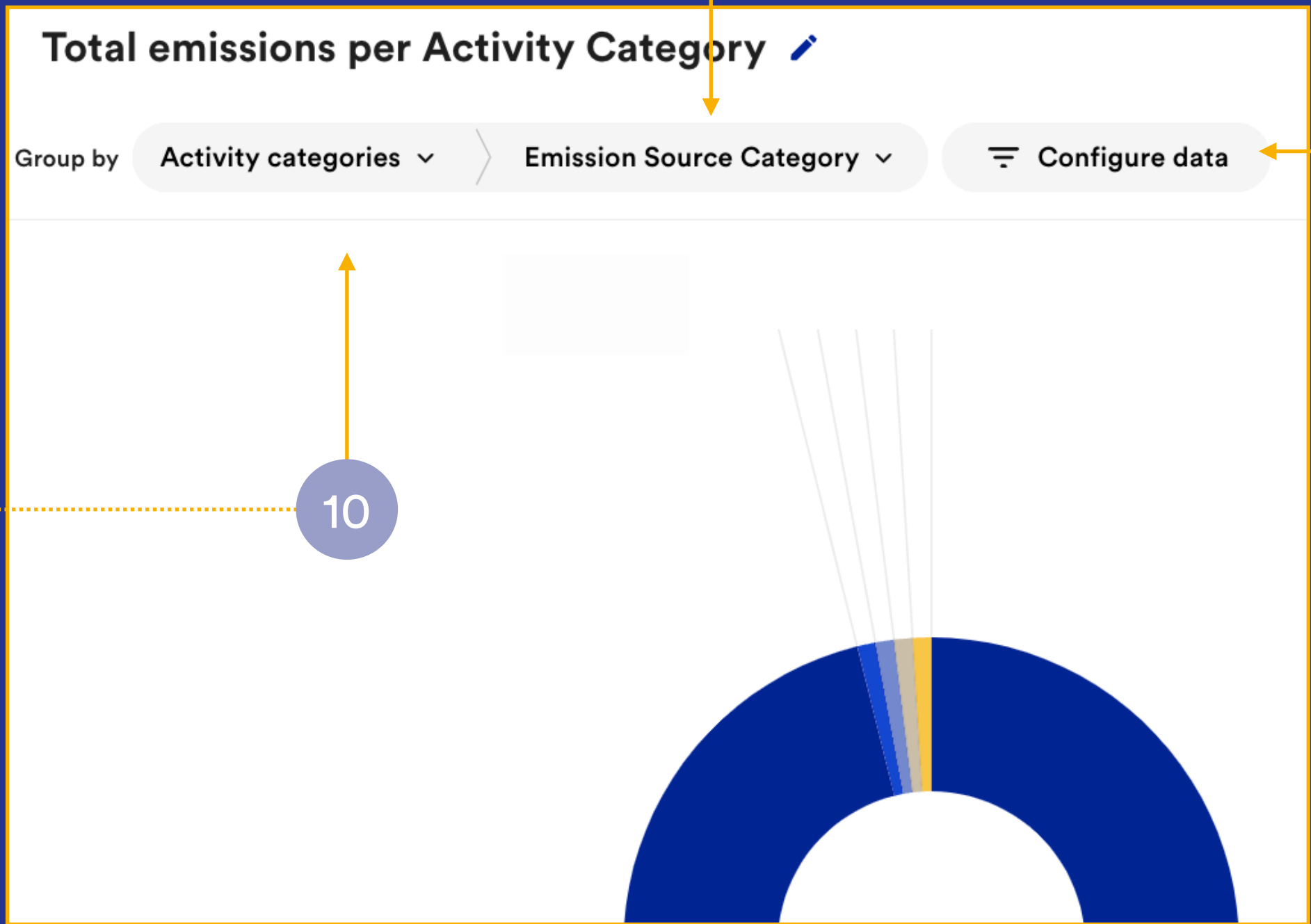
- 9.** Add a data block or select an existing data block, then click **EDIT**.
- 10.** Click here under **GROUPS AS** to **FILTER** by categories.
- 11.** Click here to choose between **CATEGORY** or **SCOPES**.
- 12.** Click here to **CONFIGURE DATA**: This allows you to select additional filters to refine the data displayed.

Total emissions per Activity Category [edit] [9]

Emission Source Category

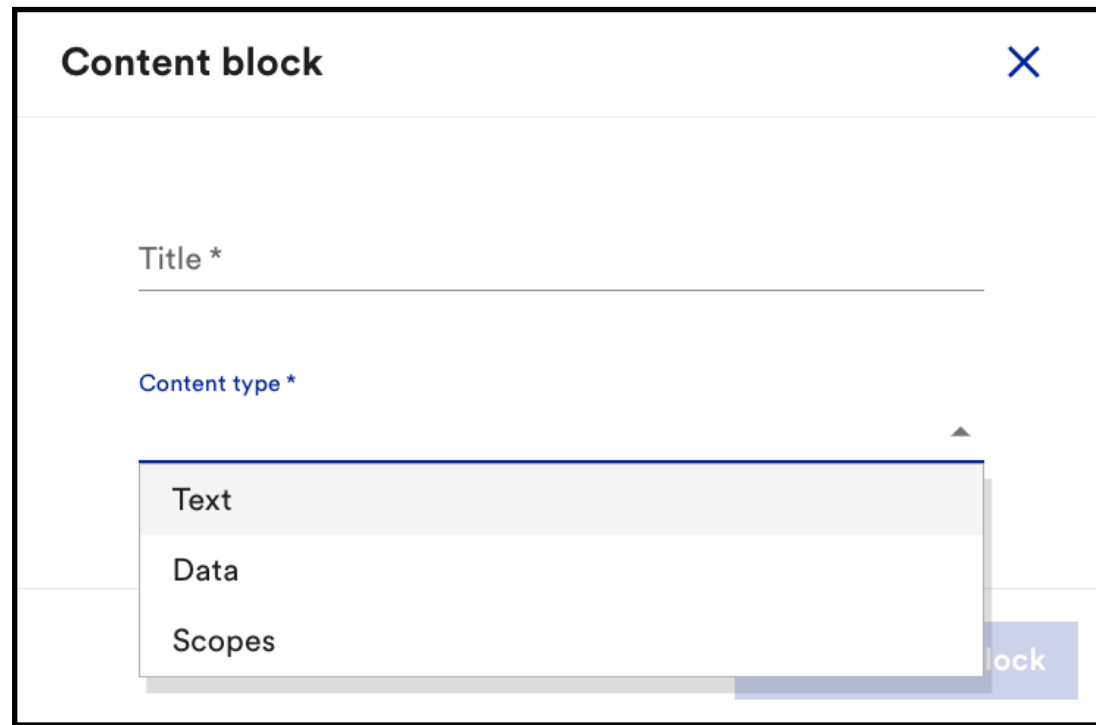
Scopes

- Activity categories**
- Emission Source Category
 - Emission Source
 - Productions
 - Production categories
 - Production type
 - Production status
 - Sharing status
 - Scopes
 - Departments
 - Years
 - Quarters
 - Months



Filters

- Production categories
 - Select Production categories
- Productions
 - Select Productions
- Activity categories
 - Select Activity categories
- Production type
 - Show all
 - Production
 - Budget / Estimate
- Production status
 - Show all
 - Ongoing
 - Archived



Add / Edit TEXT BLOCK:

23. Add a text block or select an existing text block, then click **EDIT**.

Enter the text you want and edit the title.

24. There are many editing options available, which you can find at the top of the menu:

25. Three different types of headings.

26. **Bold**, *italic*, underline, and ~~strikethrough~~.

27. Add a link.

28. Bullets, numbering, and quotes.

23 Organisation information Edit

24 Organisation information Save

Normal B I A [link icon] [list icon] [quote icon]

25 Heading 1
Heading 2
Heading 3

Normal text
26 Bold text
Italics text
Underscore text
Strikethrough text
<https://www.fis-ski.com/>

27 • text
1. text

28 | quote

SHARE the report:

29. To see what the report will look like, click on **PREVIEW**.

30. Click on the three dots next to **PREVIEW** and select **SHARE REPORT**. When you click “share report,” a small window will appear.

31. Enable sharing by clicking the button at the **BOTTOM LEFT**.

32. Then, **COPY** the URL and share it.

