



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 5

Send Bundle

1. On an existing bundle click either the **THREE DOT MENU** and select **SEND BUNDLE**

2. Or click **EDIT** and click **SEND BUNDLE**

The screenshot shows the 'FIS CO2-calculator' interface in the 'Budget / Estimate' mode. The main heading is 'Activities' with a 'Sort by' dropdown. A search bar and filters for 'Categories', 'Tags', and 'Status' are present. On the left, there are sections for 'Bundles', 'Groups', and 'Categories'. The 'Send Bundle' bundle is selected, showing '0.0 Kg CO2-eq.' and '0 Activities + 0 Drafts'. A context menu is open over this bundle, with options: 'Make a copy', 'Delete', 'Publish All', 'Make All Drafts', and 'Send Bundle'. A 'New activity' button is located at the bottom right. The interface is branded with 'FIS CO2 CALCULATOR' and 'Made by Green Producers Tool'.

The screenshot shows the 'Send Bundle' screen. At the top, there is a title field with the placeholder text 'Add a title for your activity/ies here'. Below the title field, there is a 'Send Bundle' button. Underneath, it says 'There are no groups yet' with an 'Add Groups' link. At the bottom, there is a large '+ Add Activity' button. The interface is branded with 'FIS CO2 CALCULATOR'.

3. Fill in the recipients **E-MAIL** (they do not need to be a member, it can be **ANYONE**)

4. Enter **INSTRUCTIONS** for the recipient, you can write anything you would like them to know!

5. Click **SEND**

6. You will now get a **RECEIPT** of who has received the bundle

Send "Send Bundle" ✕

Enter Name or Email

Cancel Send

Send "Send Bundle" ✕

Enter Name or Email

✉ brita@greenproducers.club ✕

Describe what needs to be filled in

Enter any instructions for the recipient.
You can include anything you'd like them to know, such as a personalized message or specific directions. If the bundle already has information in its info box, that text will automatically appear here.

Cancel Send

Send "Send Bundle" ✕

Sent to

From: 👤 Mads Astrup Rønning

To: ✉ brita@greenproducers.club Sent 🗑️

Organisation: FIS

Sent on date: 09.10.2024

Done

7. This is the **E-MAIL** the recipient will receive.

They will receive an **email** with your organization's name and the production title in the subject line.

The body of the email will include instructions to contact GPT support if they have any questions, along with a **blue button** they can click to access and fill in the data.

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FIS CO2 Calculator

16:52

FIS, "FIS CO2-calculator": Invitation to Register Activities for Calculating...

[Detaljer](#)

Til: Brita Synnøve Holt Vistnes,

Svar til: support@greenproducerstool.com



Hello brita@greenproducers.club,

Mads Astrup Rønning from FIS has invited you to register activities for calculating CO2 emissions in the FIS CO2 Calculator for the FIS CO2-calculator production. If you have any questions, contact Mads Astrup Rønning at support@greenproducerstool.com.

Click the button below and fill in the required activities data:

[Fill in the data](#)

Privacy notice: Your email address was provided by the sender and is stored for activities identification. You may request to delete it anytime at support@greenproducerstool.com.

All the best,

Green Producers team on behalf of **FIS CO2 Calculator**

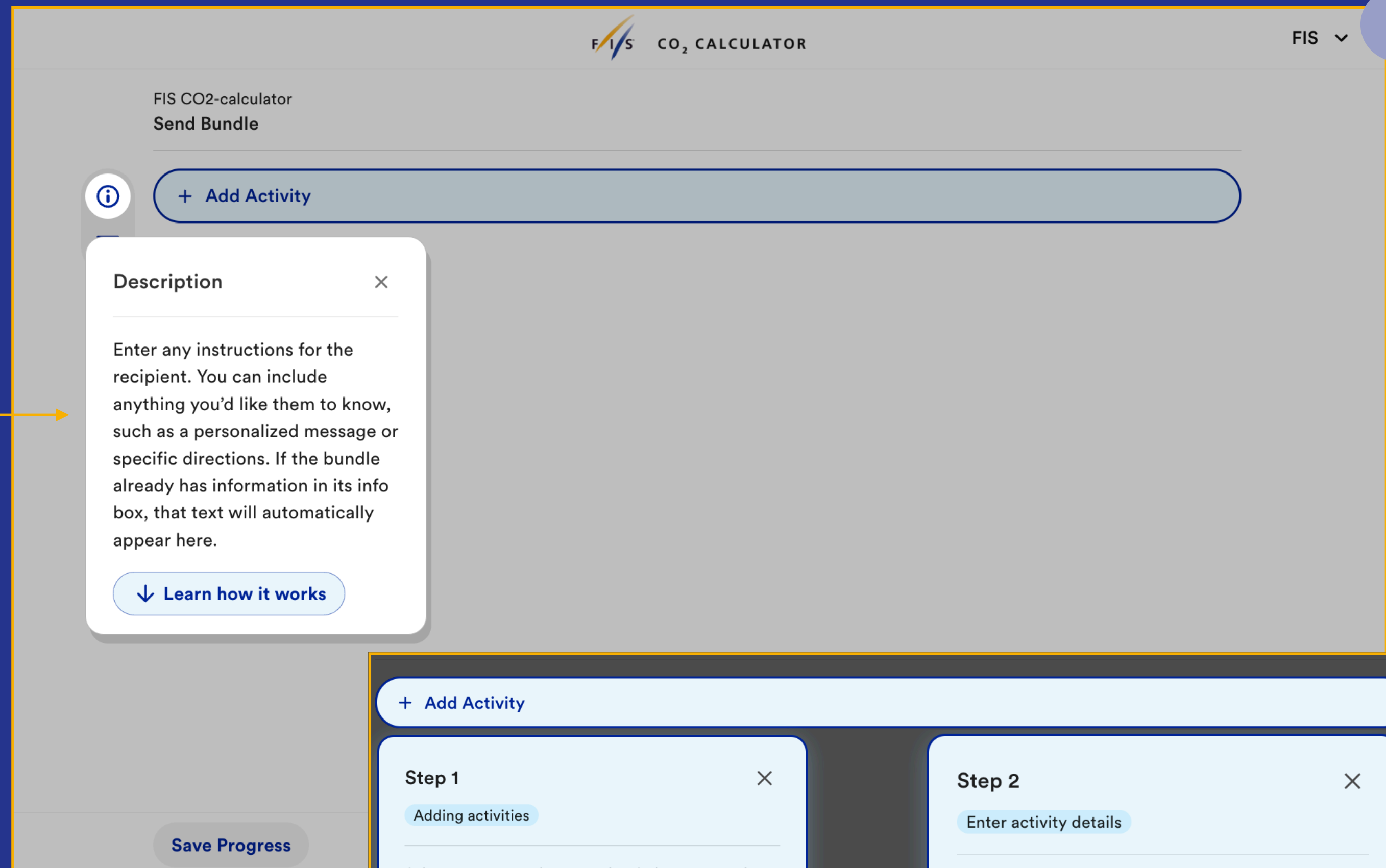
*The button will be active for 30 days.

8. When they click the button in the e-mail, they will be taken to a new browser window.

9. Here you can see the **INSTRUCTIONS** you wrote.

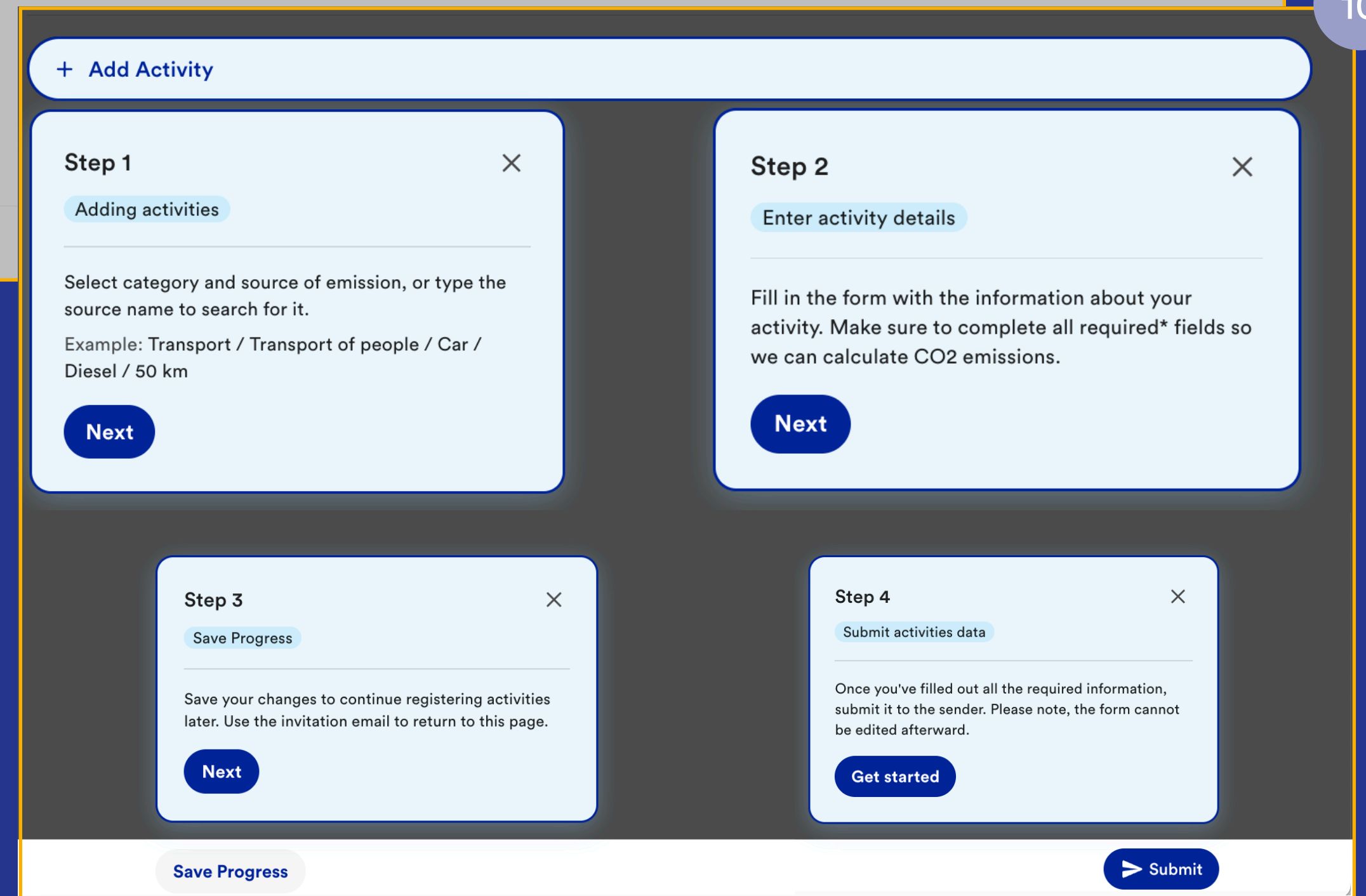
10. When they click **LEARN HOW IT WORKS** they will need to click their way through a **TUTORIAL**.

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11. Once they have logged all their **ACTIVITIES** and clicked **SUBMIT**, this window will appear.

FIS CO₂ CALCULATOR FIS

FIS CO₂-calculator
Send Bundle

+ Add Activity

French hotdog	100.0 Kg CO ₂ -eq.
x 100 servings	
Rented drinking glasses	20.0 Kg CO ₂ -eq.
Drinking glass (glass), 0,3 x 20 kg x 1 days	

Total Emissions
120.00 Kg CO₂-eq.

Food & Beverage / Meals

Meal type *
French hotdog

Number of meals *
100

Description

Tags

Make a Draft

Draft activities are excluded from the emission totals. This status should be used for activities that are not yet finalized.

Save Progress Submit

Confirm Submission

Please confirm that all relevant activities have been accurately reported. The sender may ask for documentation on the registered activities. Once submitted, the form cannot be edited.

I confirm all the data is accurately reported.

Cancel Submit

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12. Once they have clicked the final submit button this confirmation will appear.

They will **NO LONGER** have access to the bundle or the project.

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Submitted!

Thank you! The form has been submitted. Should you have any questions or want to make any changes, please contact the sender.

13. This is how the bundle will appear in your project once the task is done.

You can see if it has been submitted and by who

PS: You can still edit this bundle if needed.

The screenshot shows the FIS CO2-calculator interface. At the top, it says "FIS CO2 CALCULATOR" and "FIS" with a user icon. Below that, there's a navigation bar with "← FIS CO2-calculator" and a "Budget / Estimate" tab. A "Generate Report" button is on the right. The main content area shows a total of "0.12 tonnes CO2-eq." and "Activities 2". There's a "Sort by" dropdown. Below this, there are filters for "Select", "Search activities", "Categories", "Tags", "Status", and "Sent".

On the left, there are two sections: "Bundles" and "Groups". Under "Bundles", there's "All bundles" (120.0 Kg CO2-eq.) and "Not grouped bundles". Under "Groups", there's "Event" (0.0 Kg CO2-eq.).

The main activity list shows a "Send Bundle" section with "2 Activities + 0 Drafts" and "120.0 Kg CO2-eq.". It's "Submitted" to "brita@greenproducers.club". The activities listed are:

- Rented drinking glasses: Drinking glass (glass), 0,3 x 20 kg x 1 days, 20.0 kg CO2-eq.
- French hotdog: x 100 servings, 100.0 kg CO2-eq.

At the bottom, it says "Created by Mads Astrup Rønning on October 9, 2024".

This is a close-up of the "Send Bundle" section from the screenshot above. It shows:

- A blue upward arrow icon in a circle.
- The text "Send Bundle" in large bold font.
- The text "2 Activities + 0 Drafts" below it.
- A blue pill-shaped button with a user icon and the text "Sent to brita@greenproducers.club".
- A green checkmark icon followed by the text "Submitted".