



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 2

Manage users

ORGANISATIONAL LEVEL



PRODUCTION LEVEL

There are two ways to organize users:
either for your entire organization or for just a single project.

ORGANISATIONAL LEVEL

LOG IN to your account.

1. Select the **MENU** at the top right by clicking on your organisation's name

2. Click **MANAGE USERS**.

The screenshot shows the FIS CO₂ Calculator interface. At the top right, the user's organisation name 'FIS' is displayed next to a dropdown arrow. A circular callout '1' points to this area. The dropdown menu is open, showing options: 'Current organisation FIS', 'Productions', 'Statistics (Beta)', 'Reports (Beta)', 'Templates', 'Info & settings', and 'Manage users'. A circular callout '2' points to the 'Manage users' option. Below the menu, the main content area displays 'Productions 7 62.04 tonnes CO₂-eq'. There are three production cards: 'FIS CO₂-calculator' (Sports, Budget / Estimate 0.0 tonnes CO₂-eq, 0 activities, 0 drafts, Start date: 01.10.2024), 'My next FIS event' (Sports, 0.0 tonnes CO₂-eq, 0 activities, 0 drafts, Start date: 24.09.2024), and 'NSA Event' (0.0 tonnes CO₂-eq). A 'New production' button is visible next to the NSA Event card. The footer includes 'Made by Green Producers Tool'.

2
Manage users

On this page, you can see all the current users within your company's profile.

3. ORGANISATION ADMINS at the top are users who have access to everything. They can view and modify all projects.

4. CUSTOMISED PERMISSIONS can be found at the bottom. These are users with restricted access.

This may be either access to just one project, or they may only be able to add and modify their own activities.

5. To invite a new user, click the **INVITE USER** button at the bottom right.

3

4

5

← Manage organisation users

Organisation admins

Search by Admins

Name	Email	Phone Number
Susanna Sieff	susanna.sieff@fis-ski.com	00393477724735
Brita Vistnes	brita@greenproducers.club	48401697
Olga Vasiuk	olga@innocode.no	0673012373
Sasha D.	oleksandra.dembitska@innocode.no	

Custom permissions

Search by Custom Users

Name	Email	Phone Number
O V	olga+new101@innocode.no	

Invite user

Made by Green Producers Tool

6. Enter the **EMAIL ADDRESS** of the user you wish to send the invitation to.

Choose between:

7. ORGANISATION ADMIN

Users who have access to everything. They can view and modify all projects.

or

8. CUSTOM PERMISSIONS

*Users with restricted access
(please go to the next page for more information)*

9. Click **INVITE USER** and they will receive an email with more information.

F I S CO₂ CALCULATOR

← Invite new user

Email *

User Role

Organisation admin
Manages everything in this organisation

Custom permissions
Custom permissions per production

Invite user

6

9

7

8

For **CUSTOM PERMISSIONS**, there are several options:

8. You can grant them permission to create **NEW PROJECTS** or not.

9. You can grant the user permission to **VIEW, CREATE, and USE THE TEMPLATES** your organisation has created.

As you scroll down, you can see all your projects.

If you want the user, for example a *freelancer* or a *supplier*, to only have access to the projects they are working on, **this is where you select which ones.**

10. Click **ASSIGN** on the right side of the project you want to invite them to.

You will now have three options:

11. PROJECT MANAGER makes the user the manager of this project.

12. ACTIVITY COORDINATOR gives the user access to add/edit/delete all activities in this project, but will not be listed as PM in the system.

13. The **FREELANCER** has limited access and can only edit/delete their own activities (*this is also appropriate access for a supplier*).

Customise the access, click **INVITE USER**, and they will receive an email with more information.

The screenshot shows the 'User Role' configuration page. At the top, there are two radio button options: 'Organisation admin' (unselected) and 'Custom permissions' (selected). Below this, there are three main sections: 'Creates New Productions', 'Organisation Templates', and 'Access to Production'. The 'Creates New Productions' section has a 'No' toggle. The 'Organisation Templates' section has a 'Yes' toggle. The 'Access to Production' section contains a search bar and a table with columns 'Production' and 'Permission'. The table lists 'Instructional video', 'FIS CO2-calculator', and 'My next FIS event', each with an 'Assign' dropdown menu. A fourth row for 'NSA' is partially visible. Numbered callouts 8 through 13 point to specific elements: 8 points to the 'No' toggle, 9 points to the 'Yes' toggle, 10 points to the 'Assign' dropdown for 'Instructional video', 11 points to the 'Productions manager' option in the dropdown, 12 points to the 'Activities manager' option, and 13 points to the 'Freelancer' option.

User Role

Organisation admin
Manages everything in this organisation

Custom permissions
Custom permissions per production

Creates New Productions
The User is able to create new productions No

Organisation Templates
With this permission, the user can view, create, and use templates within the FIS organisation. Yes

Access to Production

Search by production

Production	Permission
Instructional video	Assign <input type="button" value="v"/>
FIS CO2-calculator	
My next FIS event	
NSA	Assign <input type="button" value="v"/>

Productions manager
Manages this Production

Activities manager
Manage activities in the Production

Freelancer
Manage only own activities

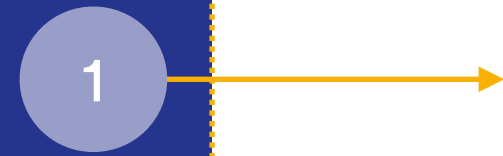
PRODUCTION LEVEL

You can organize members on a project level in two different ways.

Either within the portal for your **ENTIRE ORGANIZATION** (see the previous slides) or directly within the **SPECIFIC PROJECT**.

This guide will show you how to do it **WITHIN A PROJECT**:

1. Open the **PROJECT** you want to invite the user into.
2. Click on the **MENU** in the top right corner.
3. Select **MANAGE USERS**.



FIS CO2 CALCULATOR FIS

Organisation: FIS Productions: 5 Emissions: 15.53 tonnes CO2 [Generate Report](#)

Productions 7 62.04 tonnes CO2-eq New at top

Search t... Q Project manager Department Category Sharing Shared with Type Status

FIS CO2-calculator Budget / Estimate 0.0 tonnes CO2-eq.
Sports
Mads Astrup Rønning
Start date: 01.10.2024
0 activities 0 drafts

My next FIS event 0.0 tonnes CO2-eq.
Sports



FIS CO2 CALCULATOR FIS

← FIS CO2-calculator Budget / Estimate [Generate Report](#) ⋮

0.0 tonnes CO2-eq. Activities 0

Bundles Kg CO2-eq.
All bundles 0.0
Not grouped bundles

Groups Kg CO2-eq.
Event 0.0

Categories Kg CO2-eq.
Transport 0.0% 0.0

Select Search activities Q Categories

You have no activities yet
Create one by using the button "New Activity" or import from template

- Edit production
- Manage users
- Make a copy
- Share production
- Import from Template
- Create Template from Production
- Archive Production

Here, you can see which users are assigned to this project.

You will not see all members of your organization; this page is specific to the project.

Here, you can see the three access levels, and you can remove or add members as needed.

3. PRODUCTION MANAGERS are the leaders of this project.

4. ACTIVITY MANAGERS have access to add, edit, or delete all activities within this project.

5. FREELANCERS have limited access and can only edit/delete their own activities (this is also a suitable level of access for a vendor).

6. To invite a person to the project, click on **INVITE USER** at the bottom right.

FIS CO₂ CALCULATOR

FIS CO₂-calculator

← Manage production users

3 → Production managers

Search

Name Email Phone Number

No users found

4 → Activity managers

Search

Name Email Phone Number

No users found

5 → Freelancers

Search

Name Email Phone Number

No users found

6 → Invite user

Made by Green Producers Tool

7. Enter the **EMAIL ADDRESS** of the user you want to send the invitation to.

8. Select the **USER ROLE** you want them to have.

9. Click on **INVITE USER**, and they will receive an email with more information.

Note: Remember to remove members you have invited when they are no longer working on the project (except for the **Production Manager**).

FIS CO₂ CALCULATOR

FIS CO₂-calculator

← Invite new user

Email *

User Role

Productions manager
Manages users and activities here, creates new productions

Activities manager
Manages activities inside this production

Freelancer
Manages only own activities inside this production

Invite user