



CO<sub>2</sub> CALCULATOR

# INSTRUCTION *MANUAL* 9

Industry Standard Template

The purpose of the industry standard template covers two very important reasons:

**1. THE FIRST REASON** is to measure in the same way as other organizations in your industry. If everyone measures in the same way, we can collect comparable and accurate data.

**2. THE SECOND REASON** is to simplify the process even further for our members. The framework has been put in place to save you time when adding your activities.

By using the template as a standard, you not only help yourself but also contribute to the entire industry by establishing realistic benchmarks.

This setup provides a better understanding of where and how emissions occur in your project.

# Uniform Measurement

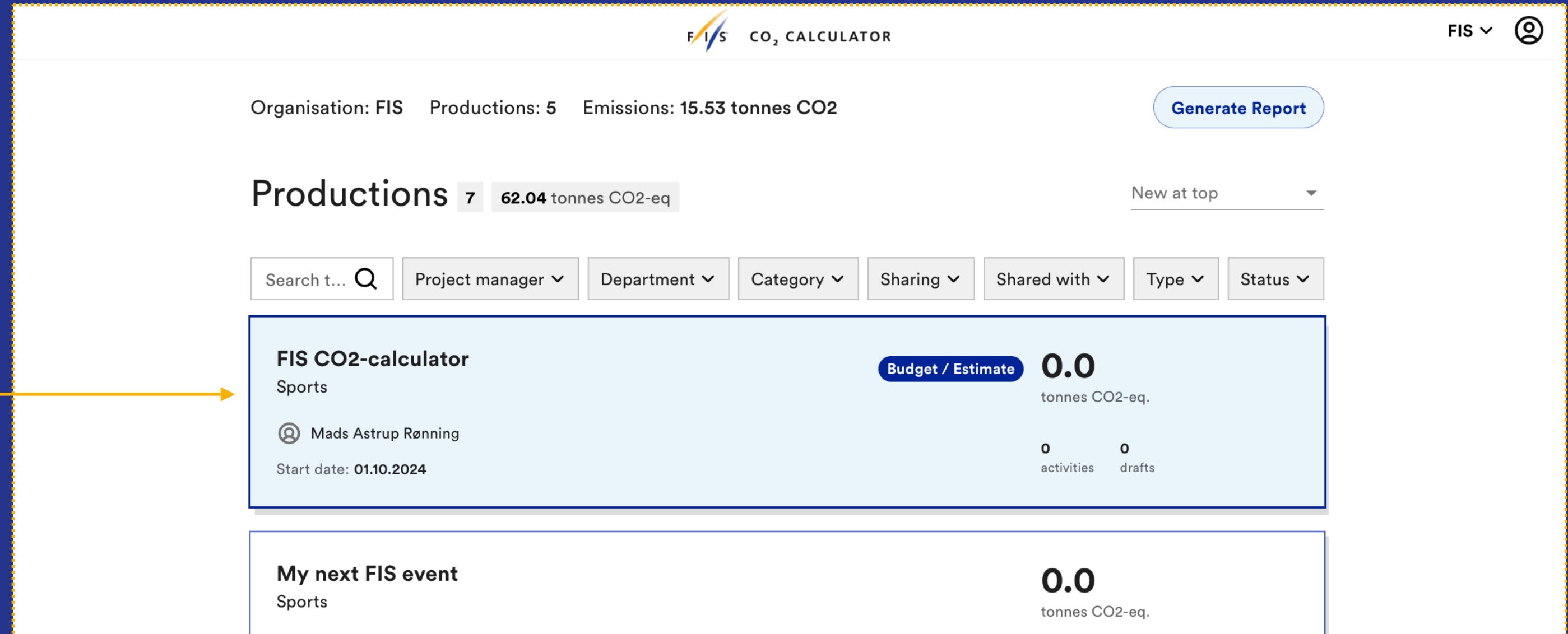
# Simplicity

1. Open your new and empty project.

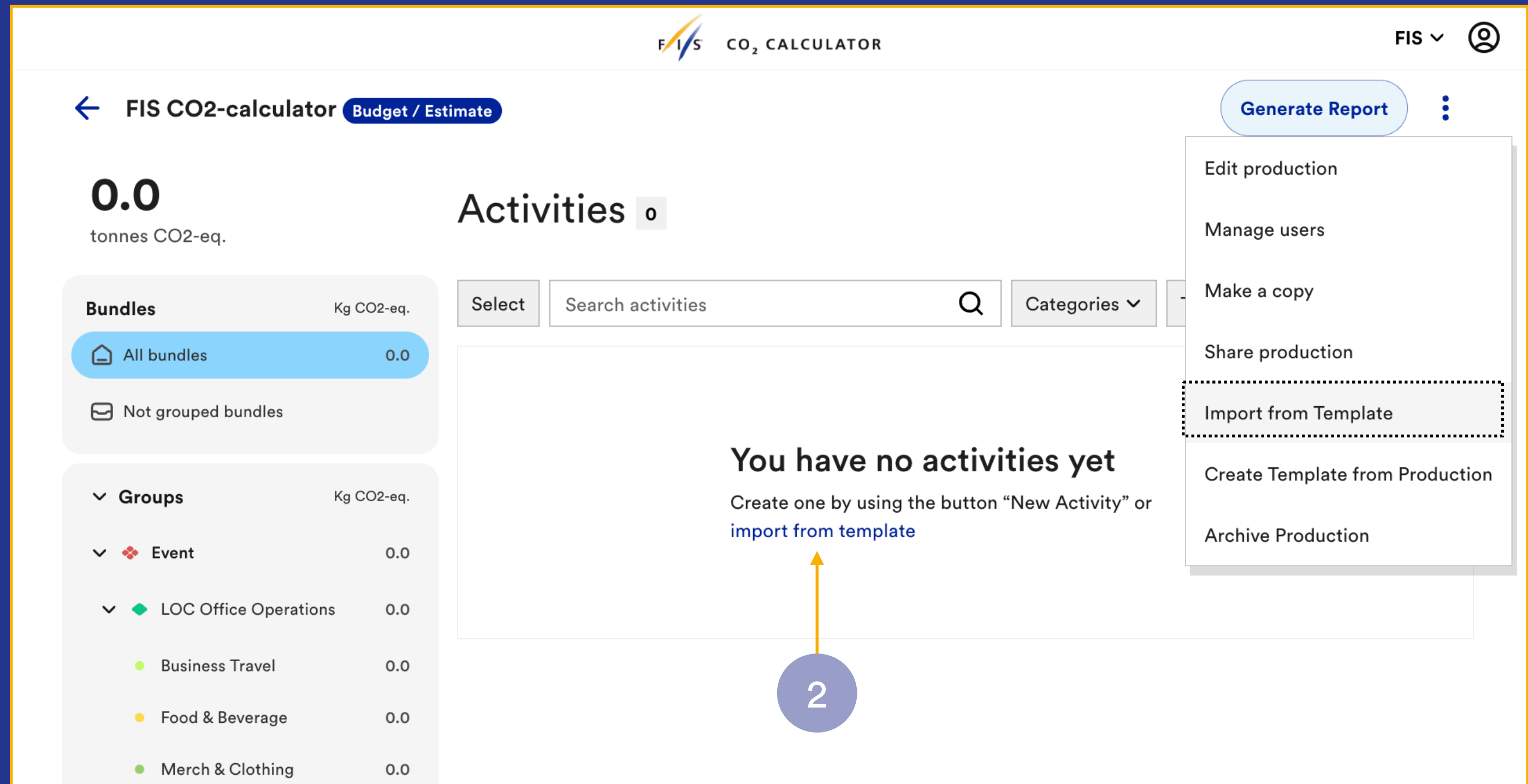
Importing a template is very simple:

2. You can either click here in the middle where it says **IMPORT FROM TEMPLATE**.

3. Or you can go to the menu at the top right and click on **IMPORT FROM TEMPLATE**.



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 dropdowns (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 blue circle with the number '1'. The card for 'FIS CO2-calculator' shows a 'Budget / Estimate' of '0.0 tonnes CO2-eq.', the user 'Mads Astrup Rønning', and a 'Start date: 01.10.2024'. Below it, another card for 'My next FIS event' also shows '0.0 tonnes CO2-eq.'.



The screenshot shows the 'Activities' page for the 'FIS CO2-calculator' production. The page title is 'Activities 0' and the total is '0.0 tonnes CO2-eq.'. On the left, there are sections for 'Bundles' (All bundles: 0.0, Not grouped bundles) and 'Groups' (Event: 0.0, LOC Office Operations: 0.0, Business Travel: 0.0, Food & Beverage: 0.0, Merch & Clothing: 0.0). The main area contains a 'Select' button, a search bar for activities, and a 'Categories' dropdown. A large message states 'You have no activities yet' with instructions to 'Create one by using the button "New Activity" or import from template'. A yellow arrow points from a blue circle with the number '2' to the 'import from template' link. On the right, a dropdown menu is open, showing options like 'Edit production', 'Manage users', 'Make a copy', 'Share production', 'Import from Template' (highlighted with a dashed border and a yellow arrow from a blue circle with the number '3'), 'Create Template from Production', and 'Archive Production'. A 'Generate Report' button and a three-dot menu icon are at the top right.

**4.** Select the FIS LOC Industry Standard Template.

**5.** Then click on **IMPORT ACTIVITIES**.

Import Activities

Choose template to add activities to "Instructional video"

Search

Industry Standard templates

FIS LOC template 98 activities

Cancel Import Activities

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7. We click **IMPORT**, and quite quickly, you'll see that your project now has a long list of bundles.

This may look quite disorganized and perhaps a bit overwhelming! This is simply because you can see all the bundles from the template.

8. To fix this, use the **PHASES** and **GROUPS** on the left side to navigate to the correct phase of your project.

As you click through the phases, you'll see that all the bundles have been placed in the correct locations.

These bundles represent the largest emission factors within each phase and group, acting as a kind of minimum requirement for what you should complete.

The project is now like a checklist; you can work through all the phases chronologically.

**Note:** This is an industry-standard template, based on the most common phases for a project in your industry.

We understand that not every project is the same.

Therefore, there may be phases as well as bundles that are not relevant to your project. That's perfectly fine—just leave them **EMPTY**, or you can **DELETE** the bundles if you prefer.

9. Click **EDIT** on the right side of the bundle to add activities.

The screenshot shows the 'CO<sub>2</sub> CALCULATOR' interface for 'The Norwegian ski federation'. The main area displays a list of activities under the heading 'Activities 98'. Each activity row includes a dropdown arrow, the activity name, '0 Activities + 0 Drafts', '0.0 Kg CO<sub>2</sub>-eq.', and an 'Edit' button. A 'New activity' button is at the bottom right. On the left, there are sections for 'Bundles' (All bundles: 0.0, Not grouped bundles), 'Groups' (Event: 0.0), and 'Categories' (Transport, Food & Beverage, Accommodation, Arena, all at 0.0%). A notification banner at the bottom left says 'Activities from template/s added to production'. A yellow arrow points from a circle with the number '7' to the 'Edit' button of the 'Paper & Cardboard' activity.

This screenshot shows a detailed view of a bundle. On the left, a 'Groups' section is highlighted with a dashed box, containing 'Event', 'LOC Office Operations', and 'Business Travel' (which is selected and highlighted in blue). Below this, a list of categories is shown: Employee Commuting, Food & Beverage, Accommodation, and Merch & Clothing, all with '0.0' values. On the right, a list of activities is shown: 'Business Travels July', 'Business Travels August', 'Business Travels September', and 'Business Travels October', each with '0 Activities + 0 Drafts' and '0.0 Kg CO<sub>2</sub>-eq.'. A yellow arrow points from a circle with the number '8' to the 'Business Travel' group. Another yellow arrow points from a circle with the number '9' to the 'Edit' button of the 'Business Travels October' activity.

**10.** You can change **THE TITLE** of the bundle if you want, but remember to keep the activities within this bundle in the same category as before you changed the name.

*For example, if we change the title to "Transport - Meetings Office Oslo," we would still keep the activities within the transport category.*

**11.** Click on the **INFORMATION BUTTON** to get guidance on what to record in the bundle.

**12.** This text is also **EDITABLE** if you wish to adjust the information, for example, if you want to be more specific for others who will also be recording activities in this project.

The screenshot displays the F1/S CO<sub>2</sub> CALCULATOR interface. At the top, the user is logged in as 'The Norwegian ski federation'. The main header shows the bundle title 'Office Paper - Main office' and the category 'LOC Office Operations / Merch & Clothing'. A 'Send Bundle' button is visible in the top right. Below the header is a large light blue button labeled '+ Add Activity'. An information popup is open, showing a 'Description' field with the text: 'Register the total amount of Office Paper, or similar in this bundle. You may change the name of the bundle to something more fitting in case you don't have Office Paper. You do that by clicking Office Paper in the heading and simply change the text.' An 'Edit description' button is at the bottom of the popup. To the right of the popup, a message states 'Some details are missing to calculate the value' with an 'Add Multiplier' button. At the bottom of the screen, there are 'Save and Close' and 'Add More Activities' buttons. Numbered callouts 10, 11, and 12 point to the title, the information button, and the 'Edit description' button respectively.

We will now show you how to create *your own customized version* of the industry-standard template according to your own project routines.

By doing this, you can save a custom template for future use, and it will be available to your entire organization.

1. Download the **INDUSTRY-STANDARD TEMPLATE** into a new and empty project.

# CUSTOMIZED INDUSTRY STANDARD TEMPLATE

Make your customizations after downloading the template.

**2.** Copy or delete bundles in the phases and groups by clicking on the **THREE DOTS** on the right side of each bundle.

**3.** Add new bundles to the phases and groups by clicking on **NEW ACTIVITY**.

**4.** Click **EDIT** to give the bundles new titles.

**5.** And/or add additional information in the **INFO BOXES**.

The screenshot shows the 'Activities' page in the CO2 Calculator. The page is titled 'Instructional video' and 'Activities 1 0.0 kg CO2-eq'. The user is logged in as 'The Norwegian ski federation'. The page displays a list of bundles under the 'Merch & Clothing' group, each with 0.0 kg CO2-eq. The bundles are: 'Purchases - Main office' (0 Activities + 0 Drafts), 'Pins' (0 Activities + 0 Drafts), 'Office Paper - Main office' (0 Activities + 1 Drafts), 'Merch 3' (0 Activities + 0 Drafts), and 'Merch 4' (0 Activities + 0 Drafts). Each bundle has a three-dot menu with options: 'Edit', 'Make a copy', 'Delete', 'Publish All', 'Make All Drafts', and 'Send Bundle'. A 'New activity' button is located at the bottom right of the bundle list. The page also includes a search bar, filters for Template, Categories, Tags, and Status, and a 'Generate Report' button.

The screenshot shows the 'Office Paper - Main office' activity edit page. The page is titled 'Office Paper - Main office' and has a 'Send Bundle' button. Below the title is a '+ Add Activity' button. The page also shows a warning message: 'Some details are missing to calculate the value'. The user is logged in as 'The Norwegian ski federation'. The page also includes a back arrow and a 'Send Bundle' button.

The screenshot shows a button labeled 'Edit description' in a light blue box. The button is located below the warning message in the activity edit page.

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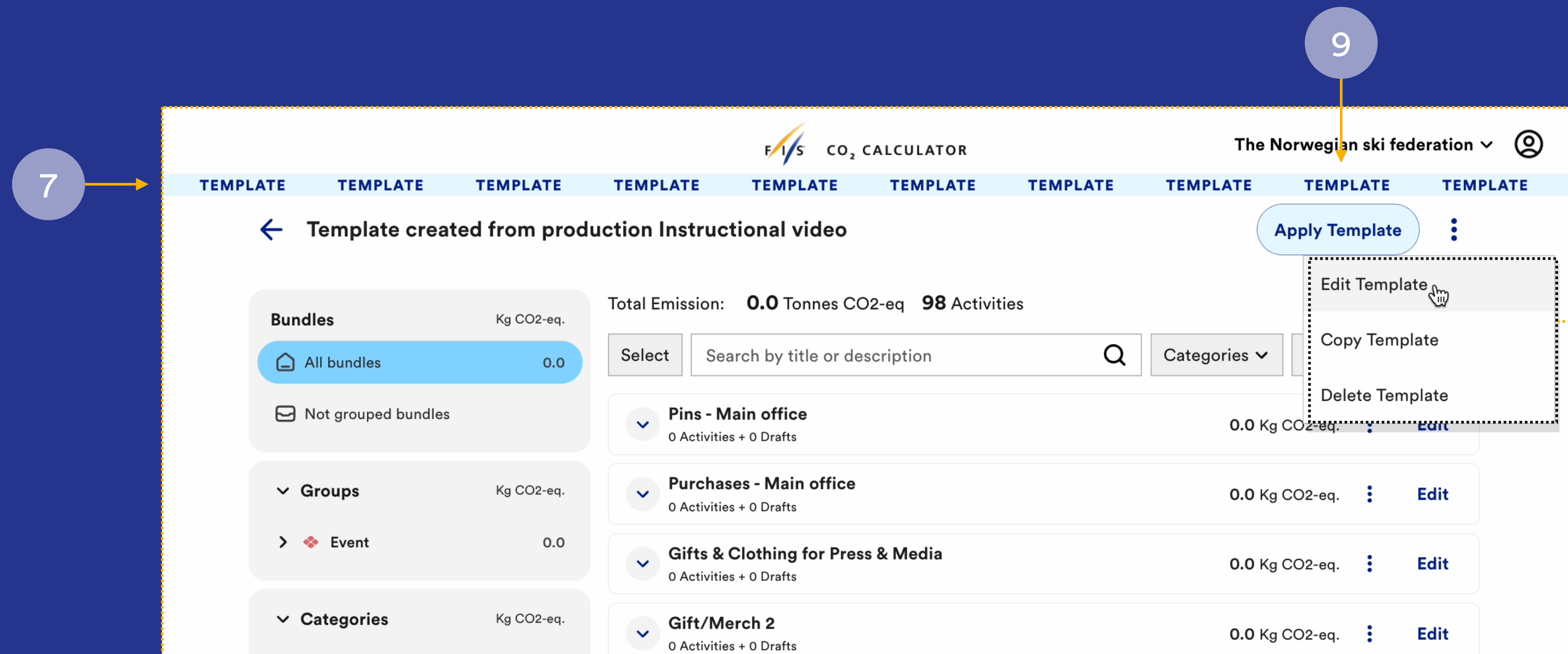
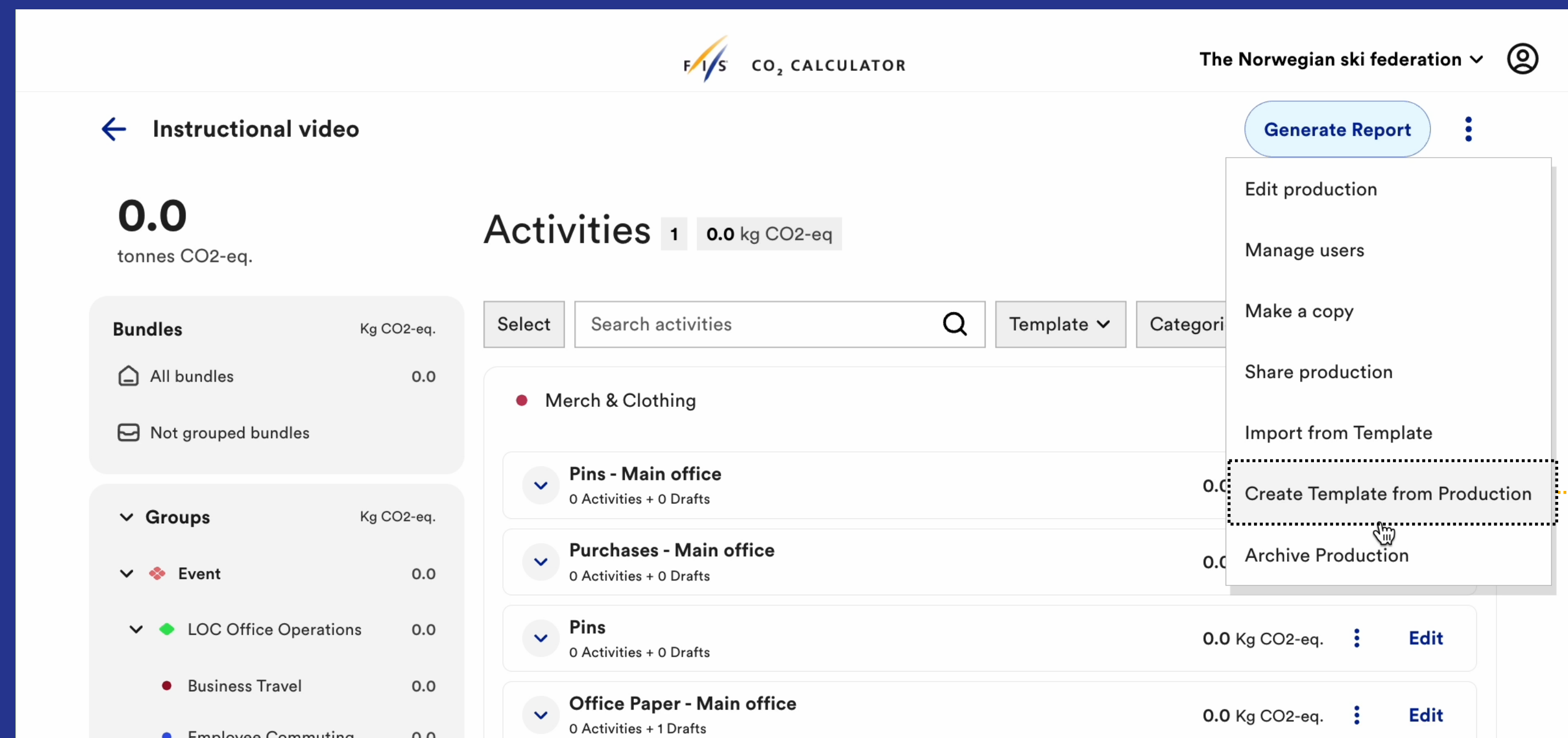
**6.** When you are satisfied with the project, click on the **THREE DOTS** at the top right and then select **CREATE A TEMPLATE FROM PRODUCTION**.

Once you've done this, the template you just created will open.

**7.** You can see the **BAR AT THE TOP** indicating that the project is now a template; you are now inside the **TEMPLATE** itself and no longer in the project.

**8.** At this point, you can **EDIT** (title and content), **COPY OR DELETE** by clicking on the **THREE DOTS** at the top right.

**9.** To use this template, either click on **ADD TEMPLATE HERE** or follow the instructions at the beginning of this PDF.



All your templates are available under **TEMPLATES**.

**9.** Click on your organization's name.

**10.** Then click on **TEMPLATES**.

