Instructions manual

Events

Index

Before starting

In this section, you will learn how to create your account.

Before starting

Create an account

1

Access the **link** to register.

Check your inbox; you should have received an email with a registration link. Click on the link, and you will be redirected to the registration page. If you haven't received anything, please contact our team.

2

Creat your account.

Enter your email address and choose a password.

3

Enter the **verification code.**

We will send a verification code to your email. Enter the code on the registration page.

4

Access the dashboard.

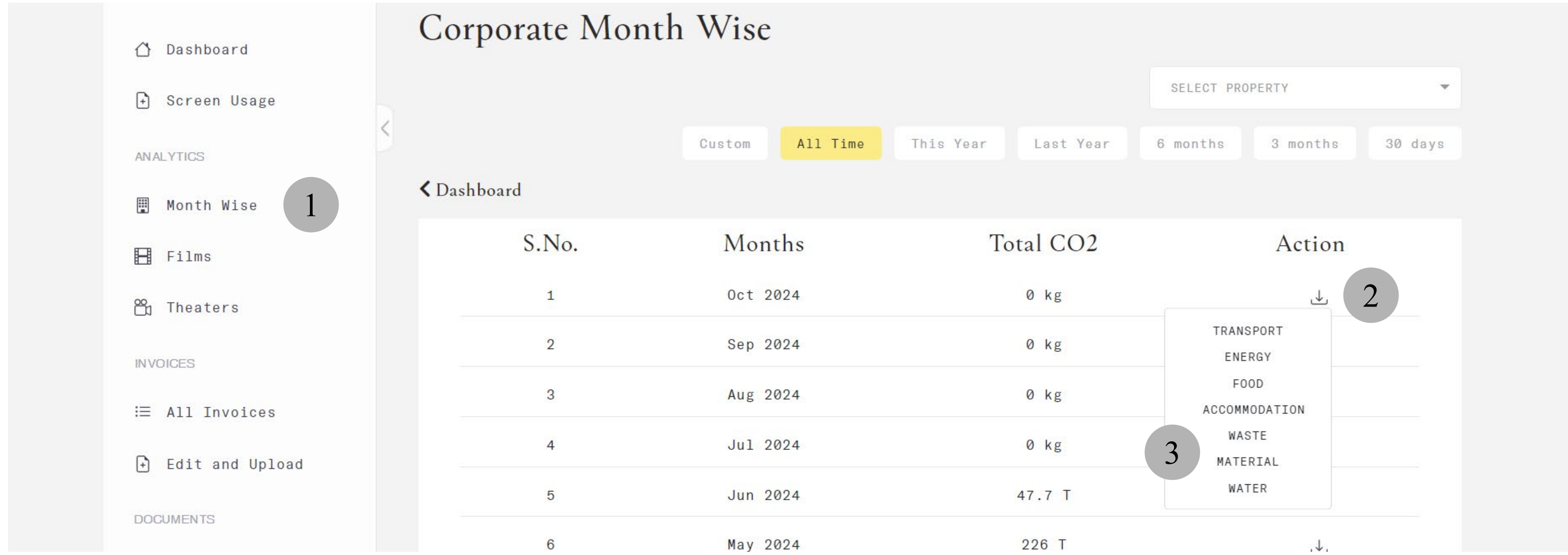
Once we have verified your account, you will be able to access and use the dashboard.

Dashboard

In this section, you will learn how to create projects and perform measurements in the dashboard.

Dashboard

Download monthly reports



1

Click ‘**Month Wise**’.

Click ‘**Month Wise**’ in the side menu.

2

Click ‘**descargar**’.

In the ‘**Action**’ column of the table, click the ‘**download’ icon**.

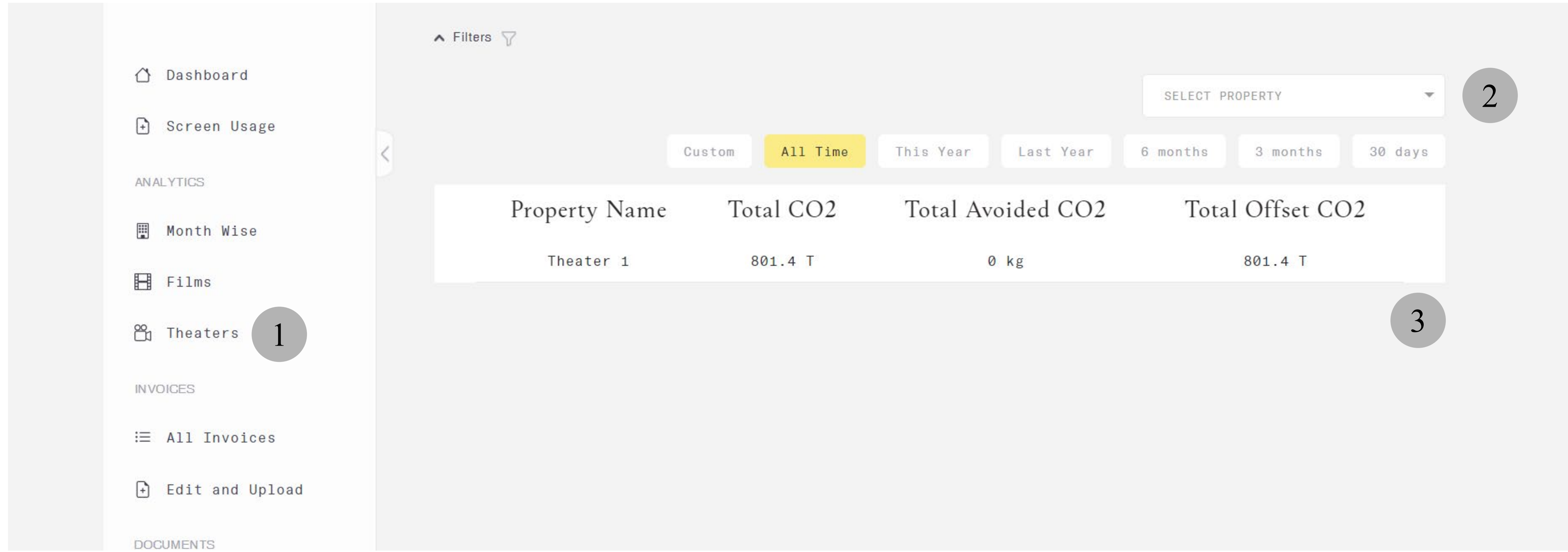
3

Select the category from the dropdown menu

When you press the button, a menu with categories will drop down. Select the one you want to download. **The download will start automatically.**

Dashboard

View data by cinema



1

Click **'Theaters'**.

Click '**Theaters**' in the side menu.

2

Filter.

You can filter by property or time range in the '**Filters' section**.

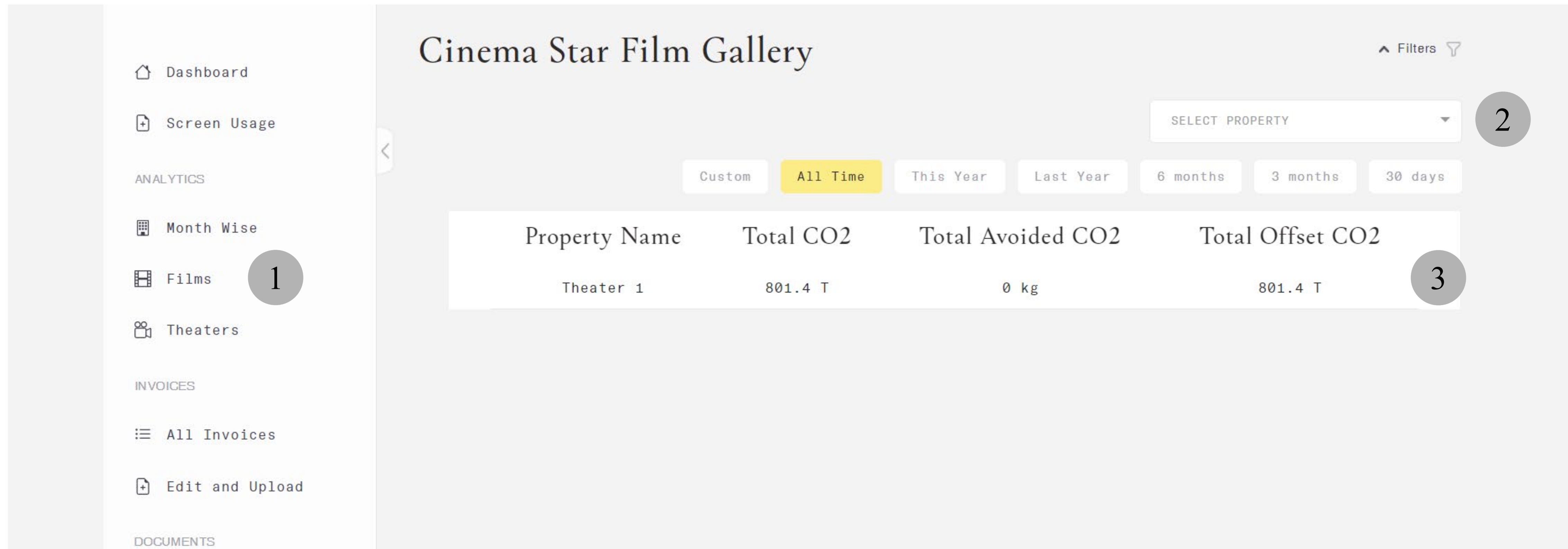
3

View your cinema's data

In the table, we show you the specific data separated by cinemas.

Dashboard

View data by cinema



1

Click ‘**Films**’.

Click ‘**Films**’ in the side menu.

2

Filter.

You can filter by property or time range in the ‘**Filters’ section**.

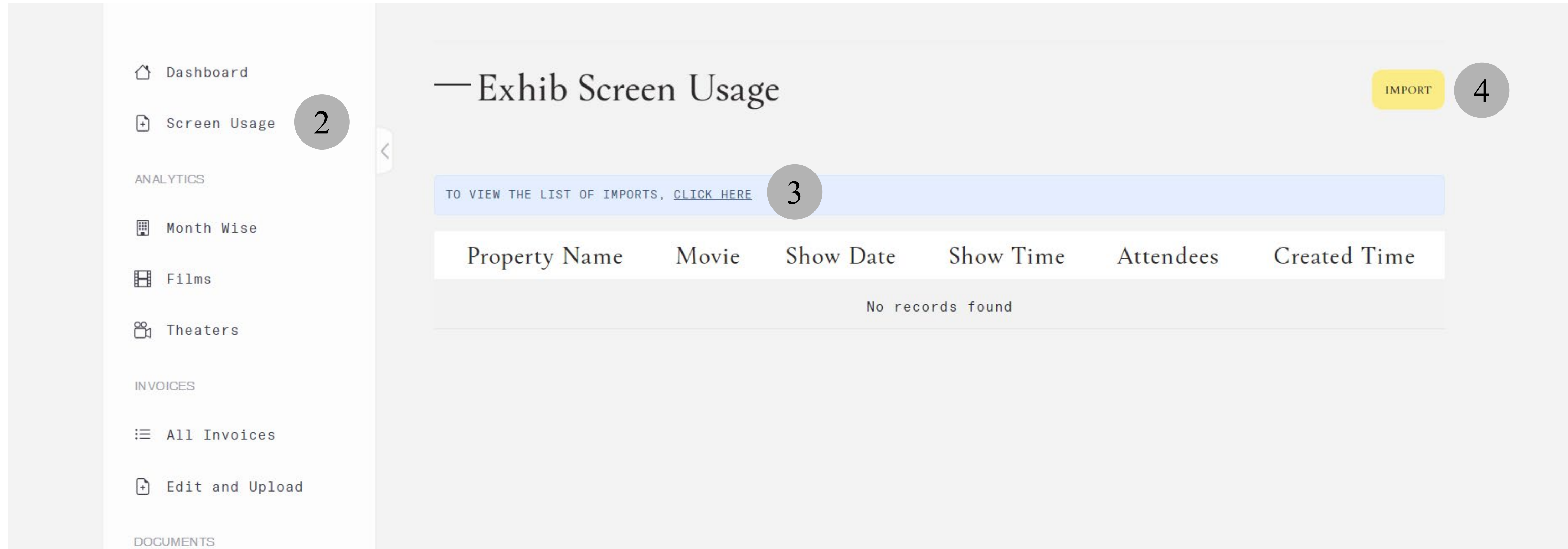
3

View your film’s data

In the table, we show you the specific data separated by films.

Dashboard

Manage your screen data



1

Prepare the docs.

To carry out the measurements, it is necessary to provide **CSV files** with the monthly data on the projections that have taken place in your cinemas.

2

Click **‘Screen Usage’**.

Click ‘**Screen Usage**’ in the side menu.

3

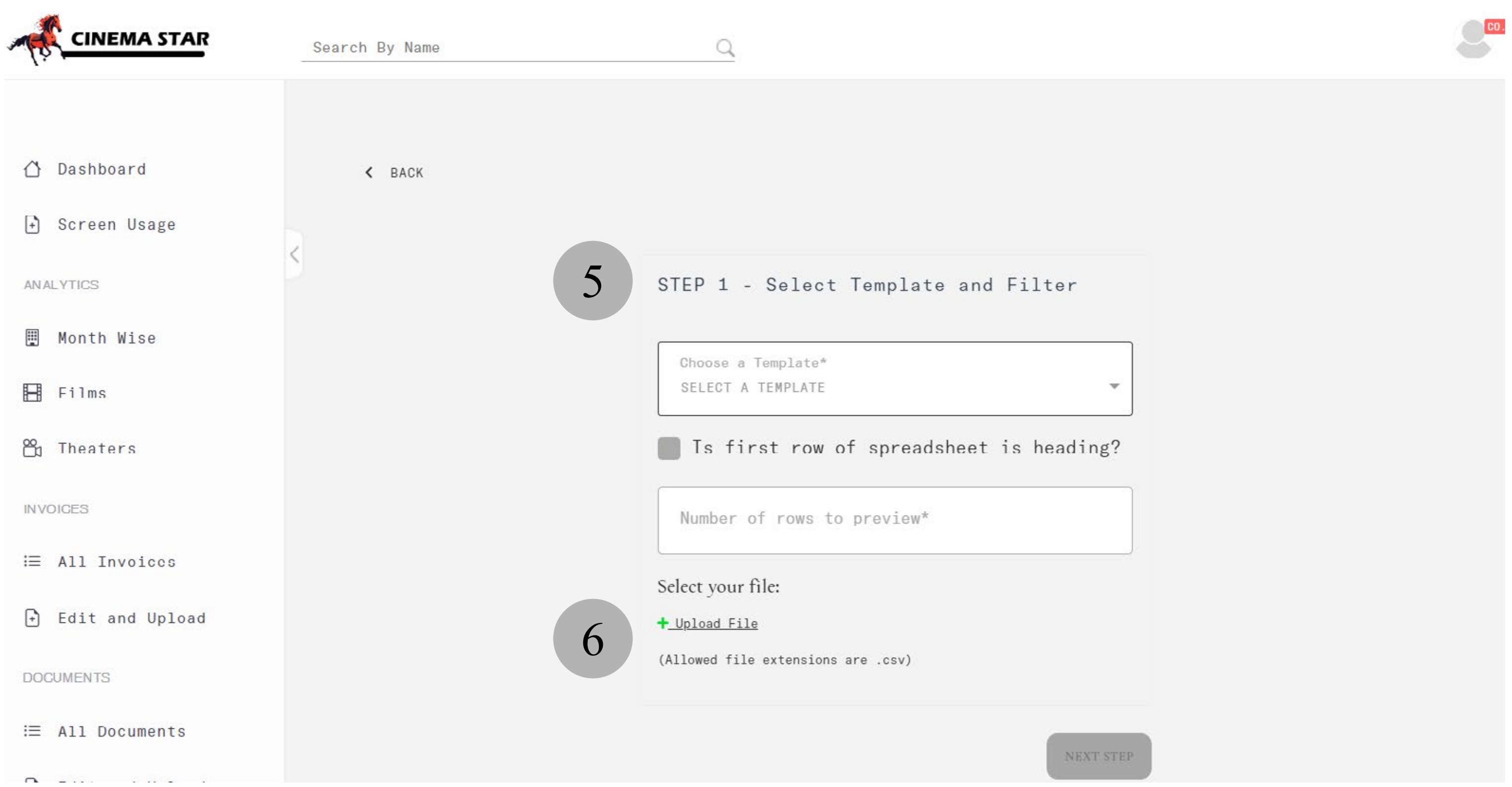
Check your data.

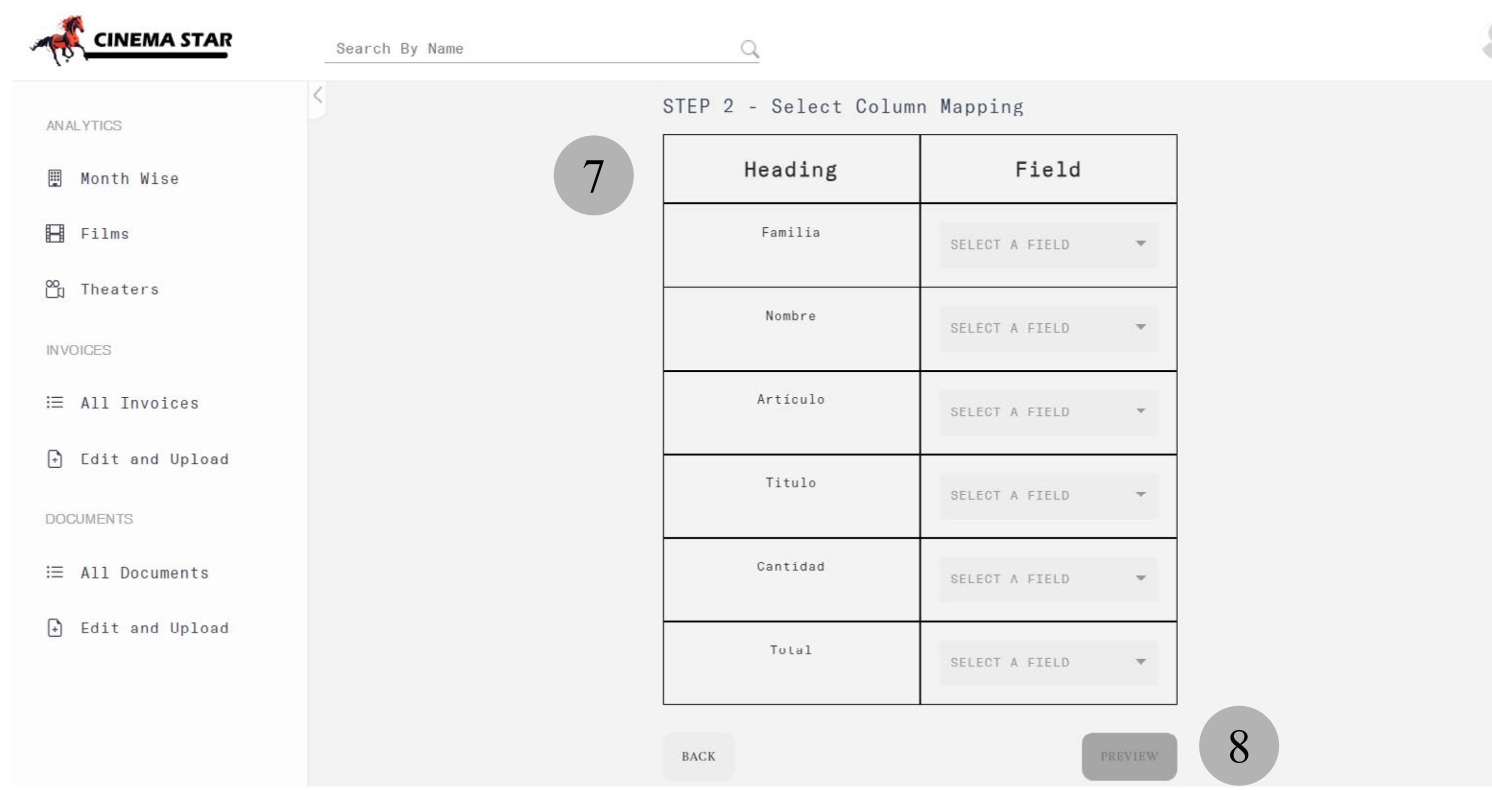
Locate the **blue box** on the table visible on the screen. Click on the **‘Click here’** link to be redirected to a page that displays all your uploaded files along with their extracted data.

4

Upload the docs.

To upload new documentation, click the ‘**Import**’ button.





*These steps are only required for users with the **Basic plan.***

5

Fill the **form**.

Complete the form by selecting the category ‘**Exhibition screen using data**’. Check the box if your Excel file starts with a row of titles and indicate the total number of rows it contains.

6

Upload your fuke.

Upload your .csv file in ‘**Upload File**’ and click the ‘**Next step**’ button to continue.

7

Select the categories.

Match the titles in your Excel file (if you have them) with the required fields.

8

Create a **new entry**.

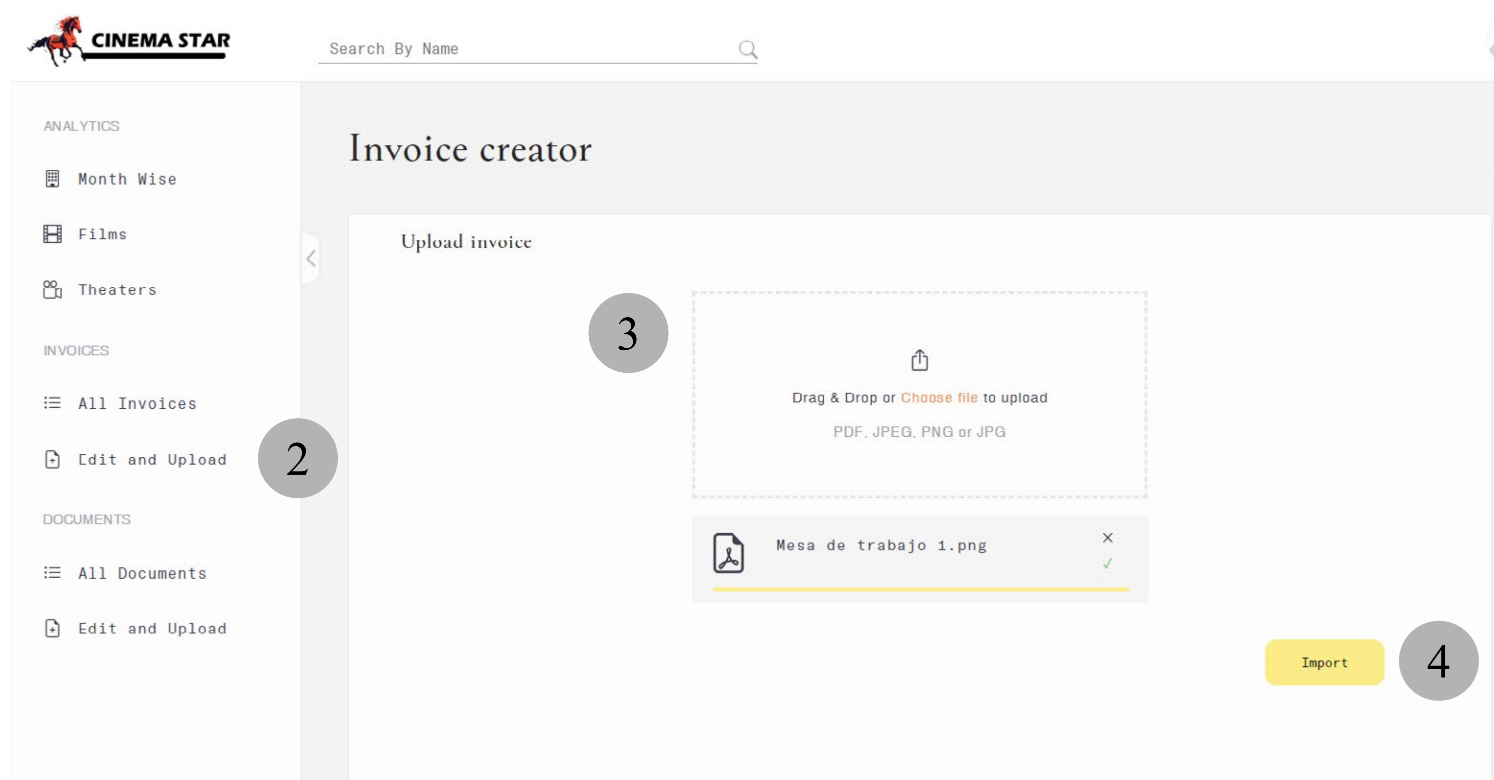
When you click on ‘**Preview**’, you will see a preview of the data collected from your file. Review it and click on ‘**Import**’ to have it automatically updated in the dashboard.

File management

In this section, you will learn how to upload and download files depending on the task you want to perform.

File management

Upload invoices



We need you to import the following invoices:

* **Energy:** electricity, natural gas, propane or butane, fuel for generators...

Accommodation: hotels, apartments, short-term rentals...

Water: bottled water, water coolers, and tap water.

Food: catering, company meals, or supermarket purchases.

Transport: plane or train tickets, refueled fuel, vehicle rentals...

Materials: rental or purchase of materials managed by all departments.

1

Prepare the docs.

To carry out the measurements, it is necessary to provide invoices for the following categories: **energy, accommodation, water, food, transportation, and materials*.**

2

Click '**Edit and Upload**'.

Click '**Edit and Upload**' in the '**Invoices**' section in the side menu.

3

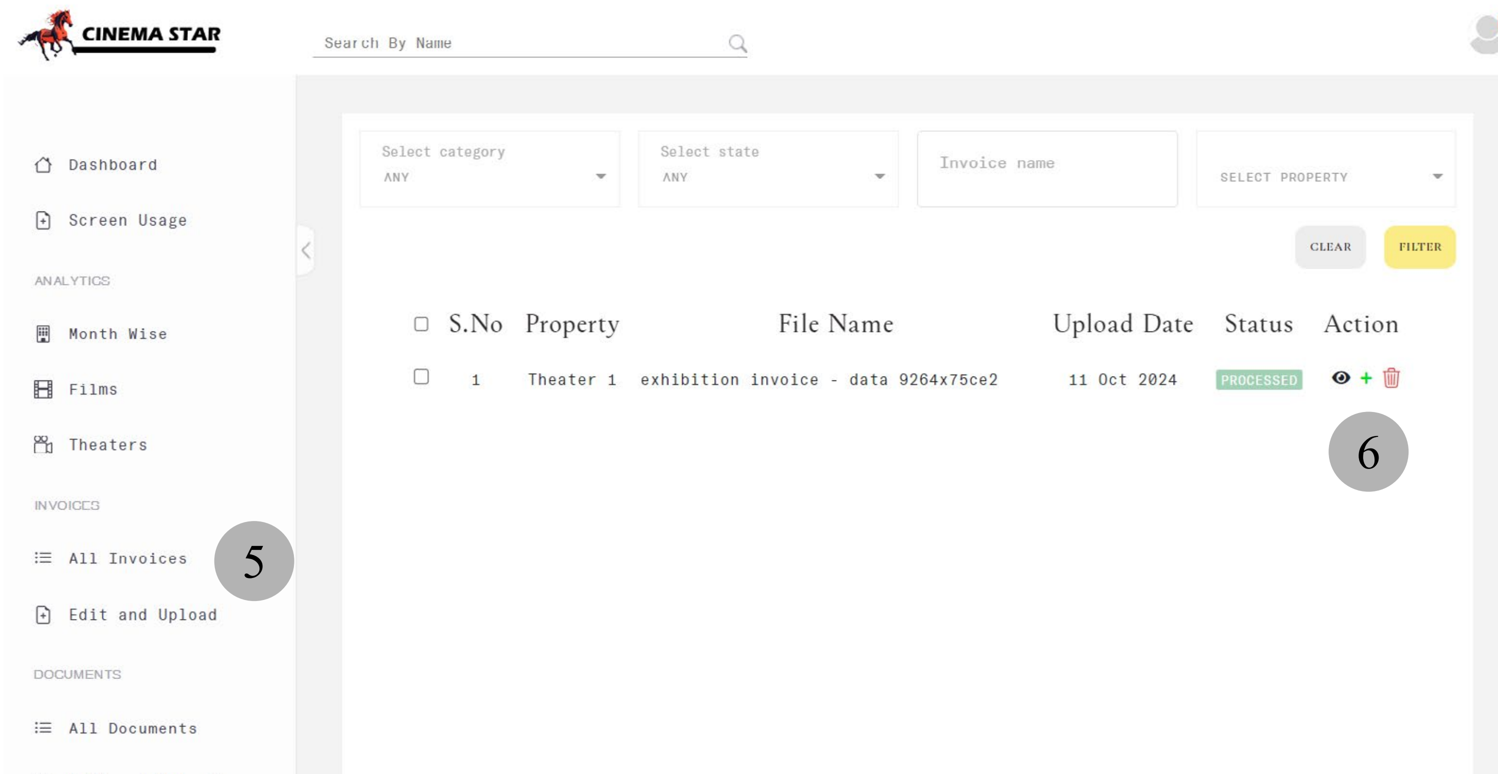
Upload the files.

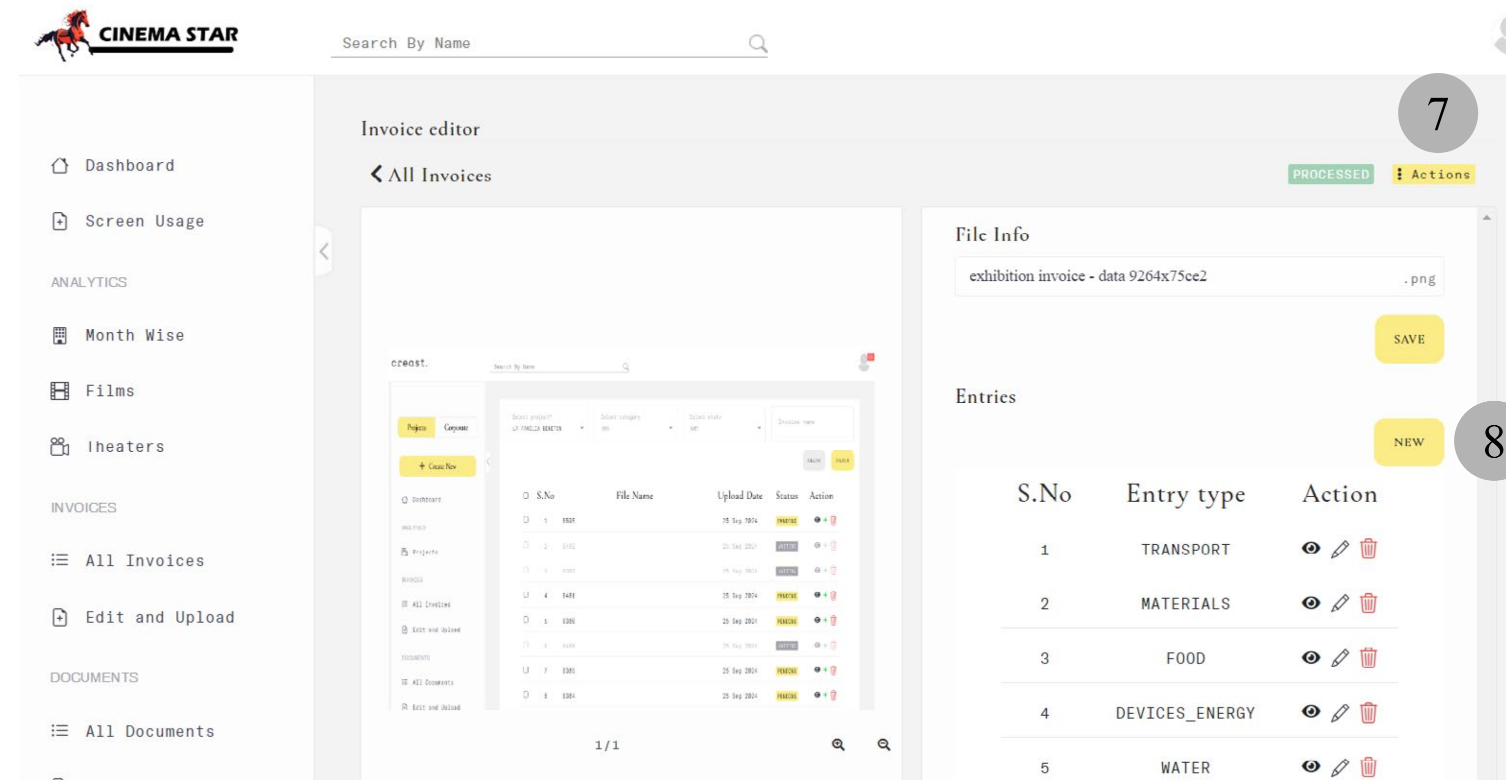
Select the project to which you want to add invoices. Drag or search for the **documents** on your computer to upload them.

4

Import the files.

Wait a few minutes until our platform processes the documents, then click the '**Import**' button to upload the invoices to the platform.





*These steps are only required for users with the **Basic plan.***

5

Click **All Invoices**.

Go to the ‘**All Invoices**’ section in the side menu **(you will be automatically redirected to this section if you just uploaded files).** You will find a table with information about the documents

6

Click **‘+’**.

“In this table, you can see all the imported files, along with their import date and current status (processed, pending, under review, or discarded). Locate the ‘**Action**’column and click the ‘**+**’ icon to access more information about the file’s processing.

7

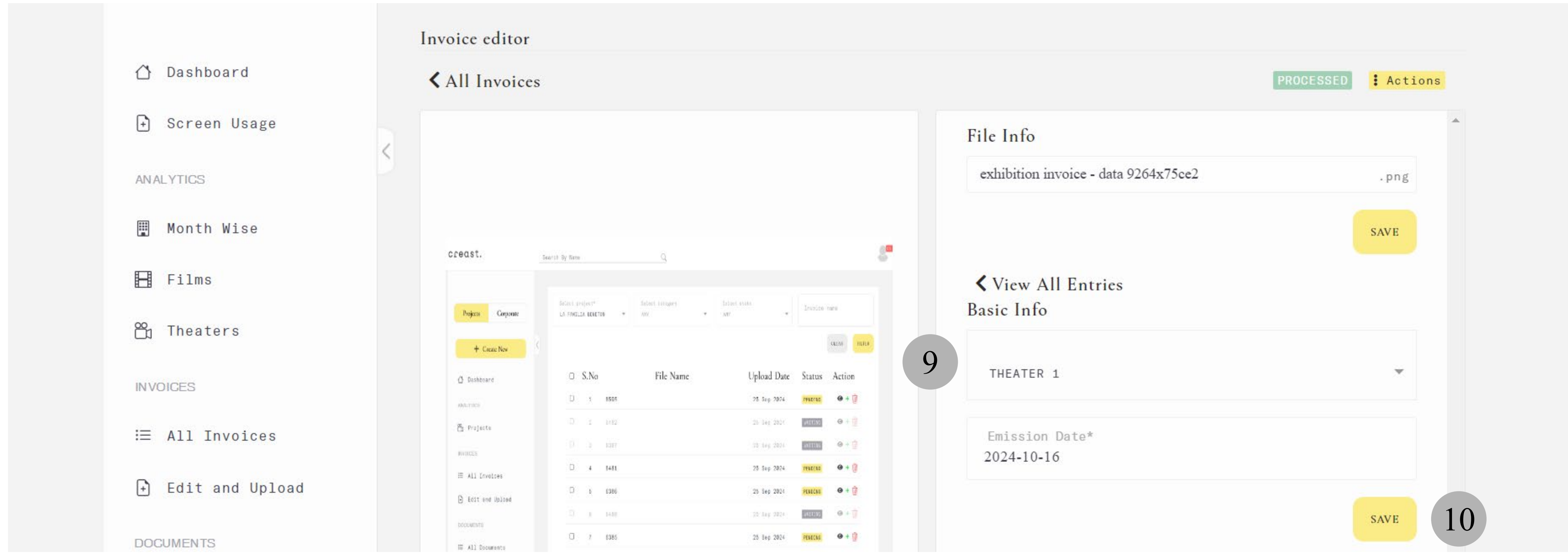
Edit the file state.

Select the **‘Actions’** button to edit the **document’s status or delete** it from the platform. You can also rename the file in ‘**File info**’. **Remember, for the invoice data to be processed, you must mark it as ‘Processed.’**

8

Create a **new entry**.

Find the **‘Entries’** ection and click the ‘**New**’ button to create a new entry.



*These steps are only required for users with the **Basic plan.***

9

Fill the **form**.

Fill in the form with the required information according to the chosen category. **The more specific the data, the more accurate the measurement will be.**

10

Save the **entry**.

Once you have entered all the data, click the ‘**Save**’ button to save it.

11

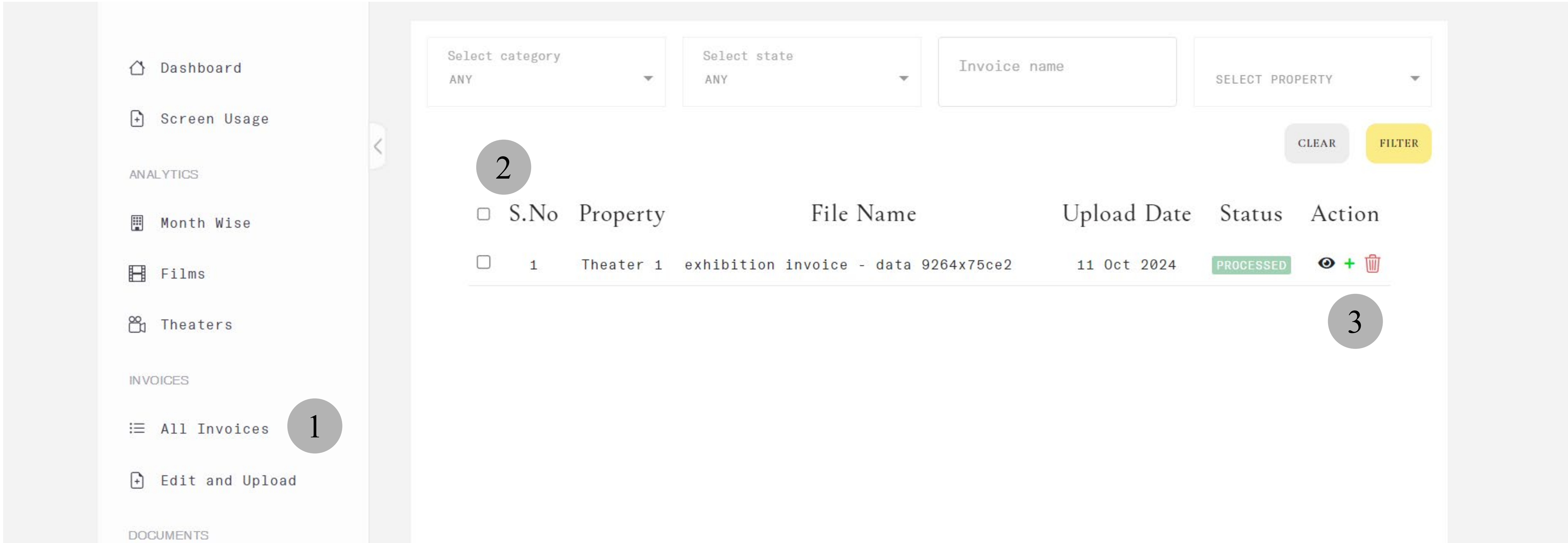
Add **more entries**.

If you need to add more entries to the same document, simply **simply repeat steps 8 to 10** as many times as needed.

The data you enter through these entries will be processed automatically and reflected in the Dashboard in real-time as you save each entry, allowing you to continuously monitor the evolution of the carbon footprint on the dashboard.

File management

View invoices



1

Click '**All Invoices**'.

Go to the '**All Invoices**' in the side menu **(you will be automatically redirected to this section if you just uploaded files)**. There, you will find a table with information about the documents.

2

Check your **files**.

In this table, you can see all the **imported files**, along with their import date and **current status** (processed, pending, under review, or discarded).

3

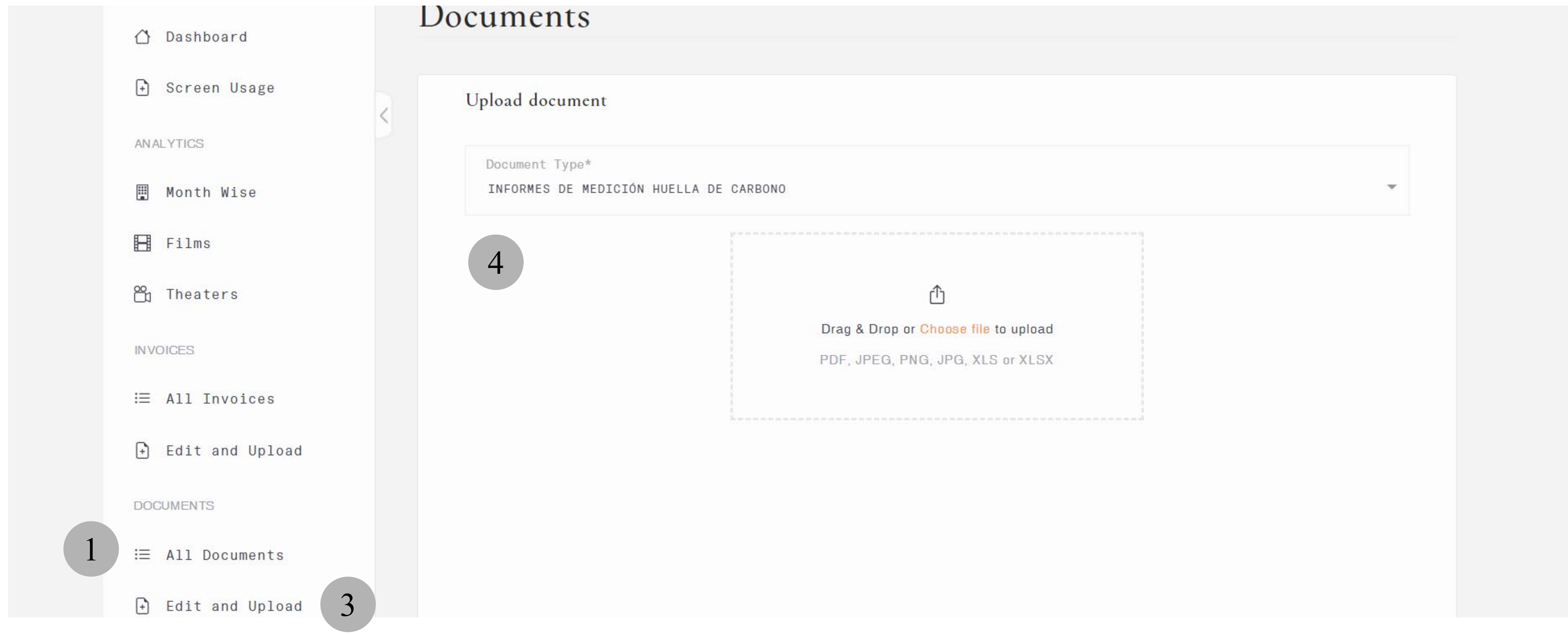
Edit your files.

In this table, there is a column called '**Action**' ith three icons. Click the '**eye**' icon to view the document, the green '**+**' icon to edit it, and the '**trash**' icon to delete it.

File management

Excel form

The information that is not automatically processed from the invoices, but is essential for the CO2 calculation, is obtained through an Excel file that you need to fill out.



1

Download the excel.

Download the file named ‘**CO2form_event.xls**’. You will find it in the ‘**All Documents**’ section in the side menu. Follow the instructions provided in the document.

2

Fill the excel.

Fill out the Excel document with your data and save it as ‘**CO2form_event_EventName.xls**’.

3

Click **‘Edit and Upload’**.

Go to ‘**Edit and Upload**’ in the ‘Documents’ section.

4

Upload the modified **Excel**.

Select the project to which you want to add the data and look for the ‘**measurement documents**’ option. Drag or search for the completed Excel file on your computer and click ‘**Import**’.

File management

Work habits survey

1

Review the results

Review the results of the ‘**work habits survey**’.

2

Enter the results.

Enter the results in ‘**Manage people data**’.

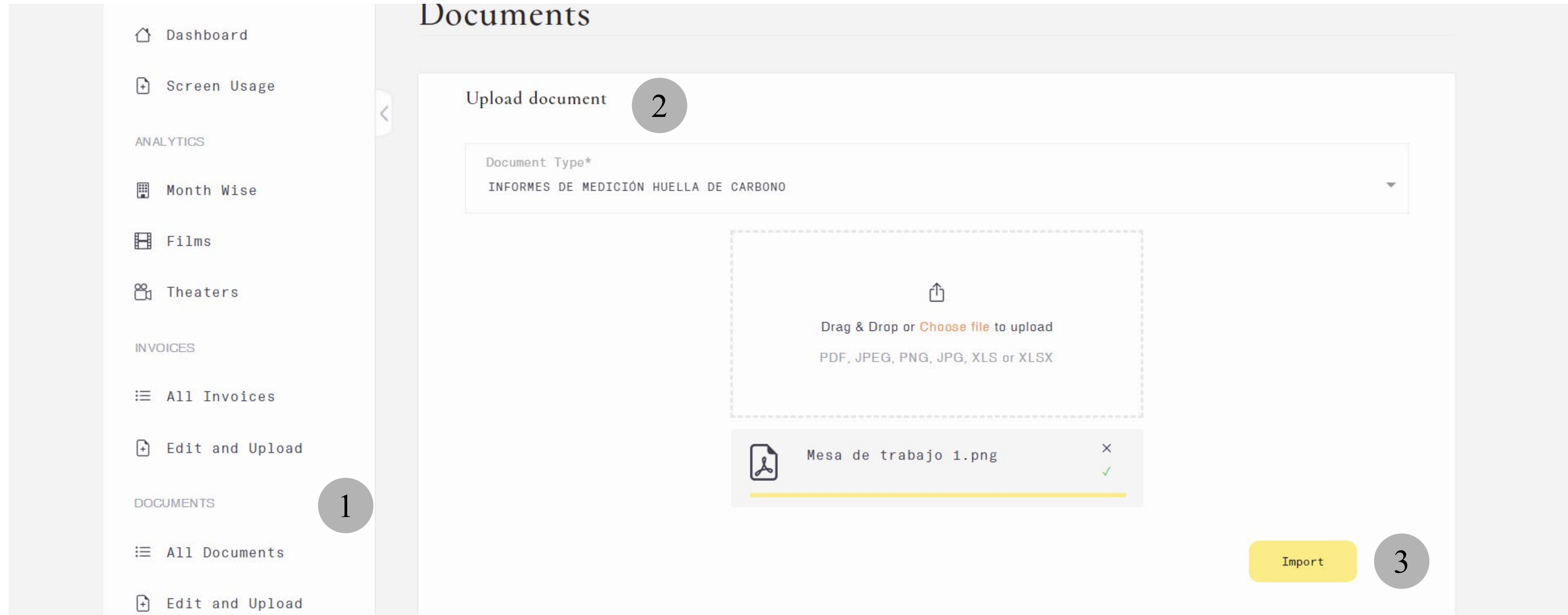
3

Save the **results.**

Click the ‘Save’ button, and the data will be updated. **(This section is under development).**

File management

Upload documents



If you need to add additional documentation, use this section.

1

Click ‘**Edit and Upload**’.

Click ‘**Edit and Upload**’ in the ‘**Documents**’ section of the side menu.

2

Upload the documents.

Drag and drop or browse for the **documents** on your computer to add them. They will automatically be placed in the corresponding month and year.

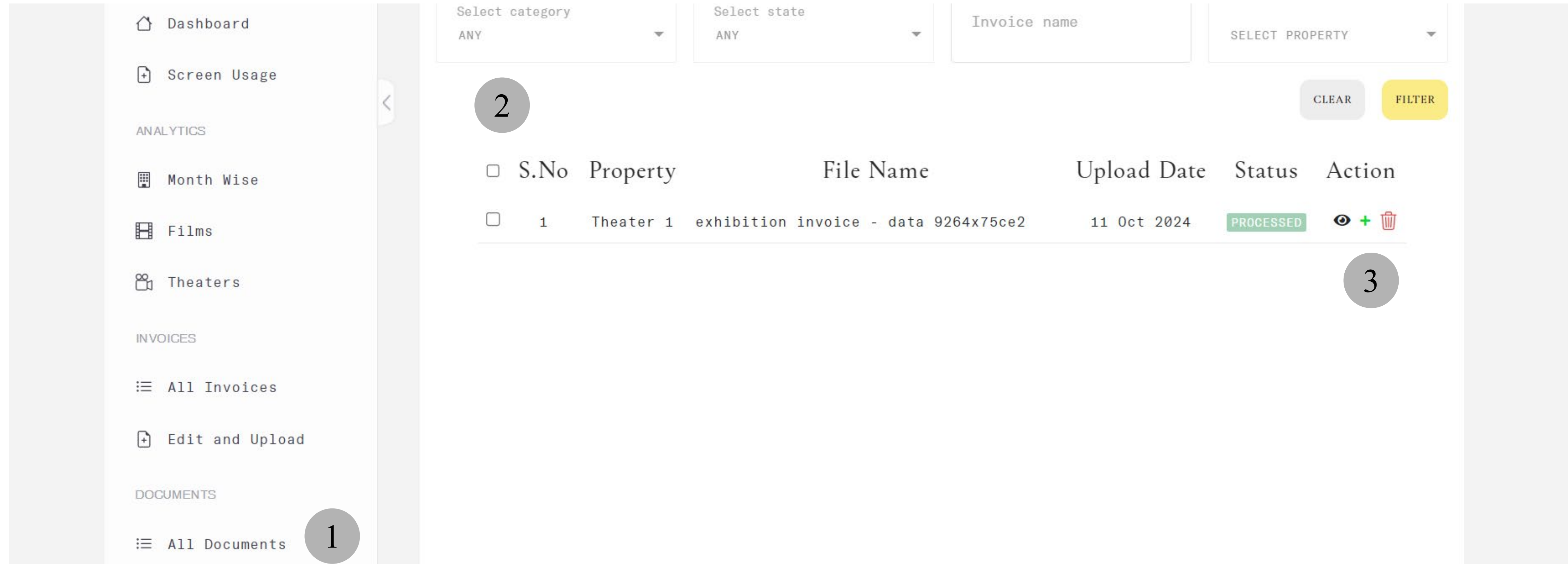
3

Import the documents.

Wait a few minutes until our platform has processed the documents, then click the ‘**Import**’ button to upload the invoices to the platform.

File management

View the documents



1

Click **All Documents**.

Click ‘**All Documents**’ in the side menu **(you will be automatically redirected to this section if you have just uploaded files)**. You will find a table with information about the documents.

2

Review your **documents**.

In this table, you can view all the **imported files**, along with their import date and **document type**.

3

Edit your files.

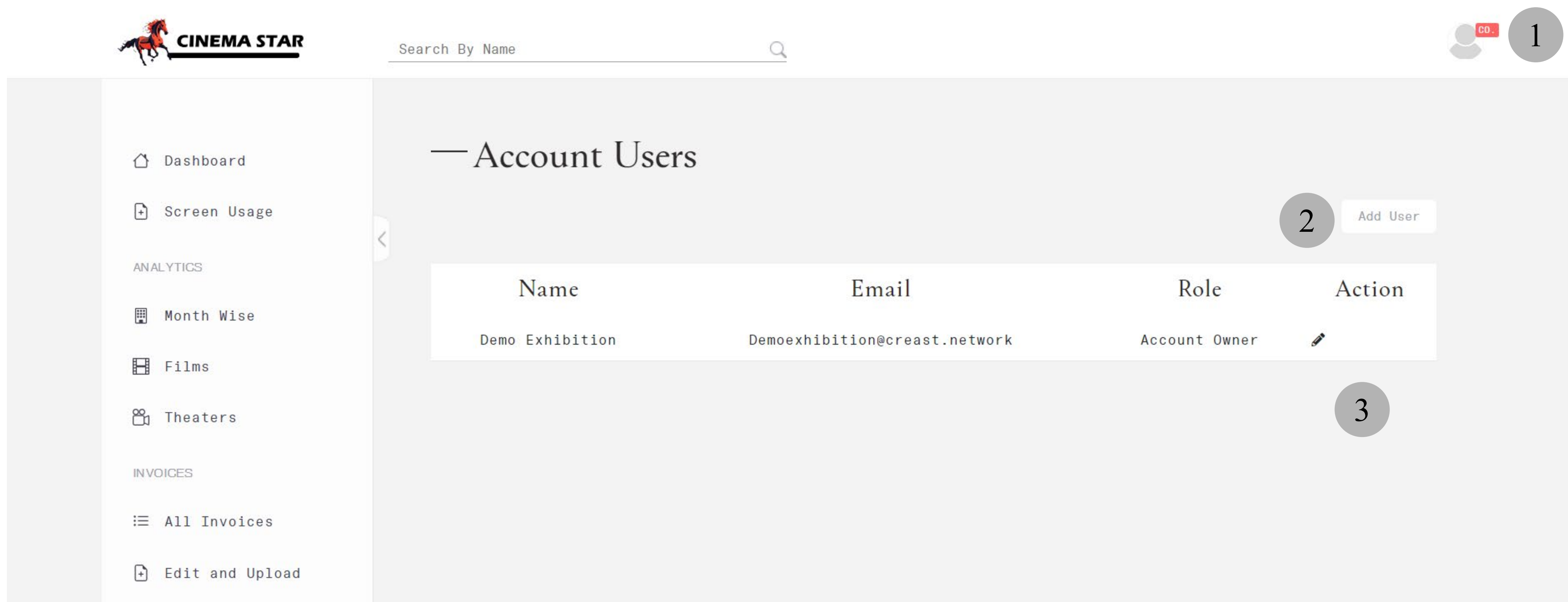
In this table, there is a column called ‘**Action**’ ith three icons. Click the ‘**eye**’ icon to view the document, the green ‘**+**’ icon to edit it, and the ‘**trash**’ icon to delete it.

Your account

In this section, you will learn how to set up your account, manage users, and access contact options.

Your account

Users



1

Click ‘**Manage users & access**’

Click on your **profile picture,** located in the top right bar. In the dropdown menu, click ‘**Manage users & access**’.

2

Add a new user

Find the ‘**Add user**’ button above the user table. Fill out the form with the new user’s information, who will need to follow the steps in the ‘‘**Create an account**’ section.

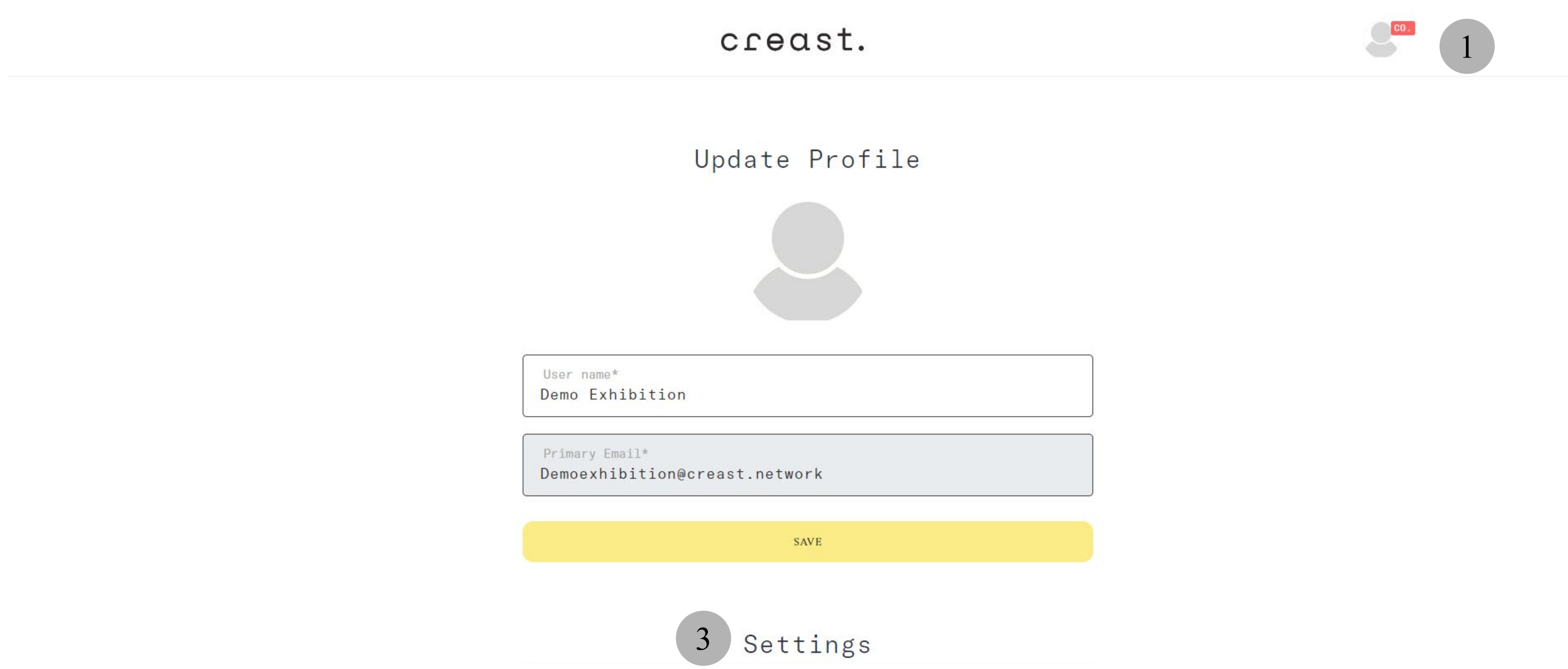
3

Edit or **delete** an user.

In the user table, locate the ‘**Action**’column, which contains three buttons: the **pencil** icon to **edit** the user’s information, the **user with shield** icon to modify the user type, and the **trash** to delete the user.

Your account

Profile



1

Access ‘**Your account settings**’

Click on your **profile picture,** located in the top right bar. In the dropdown menu, click ‘**Your account settings**’.

2

Edit your profile info

Click on your **profile picture** to update it. You can **modify** your username and email address by editing the corresponding fields and clicking ‘**Save**’.

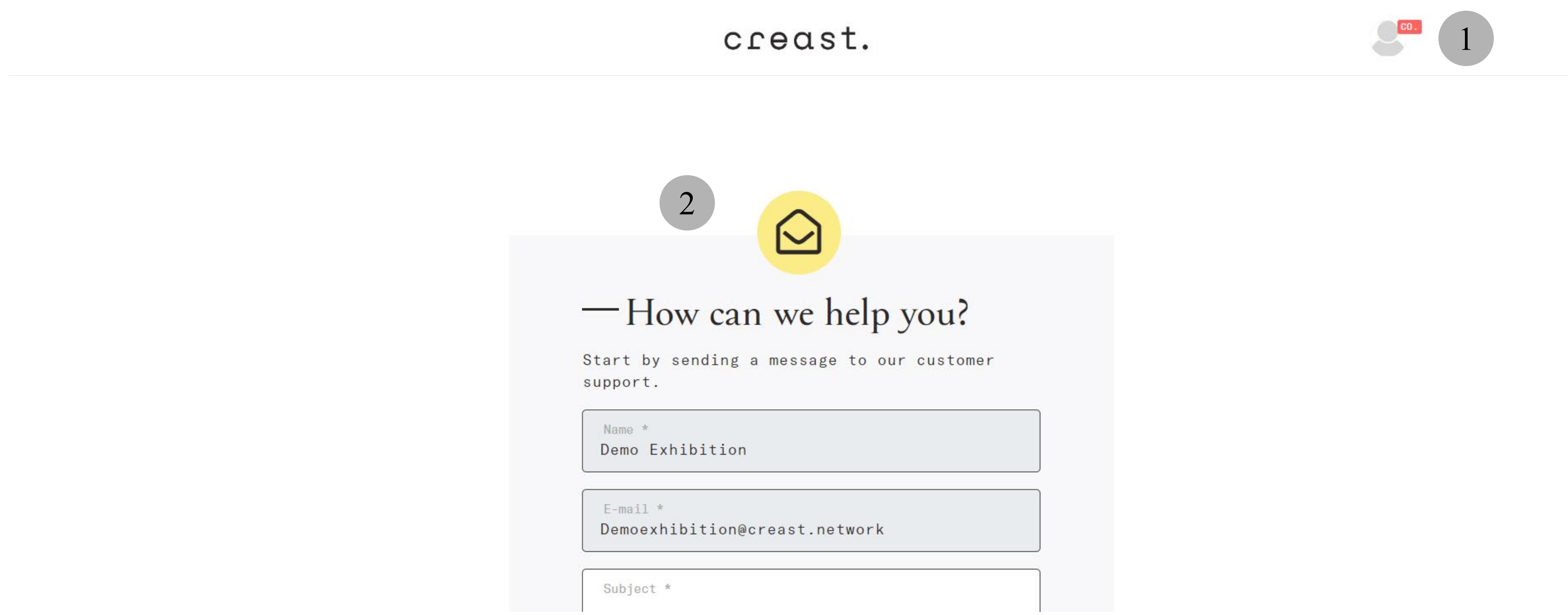
3

Change your password

To update your password, click on ‘**Change password**’. Then, you will need to enter your previous password and the new one.

Your account

Support



1

Click ‘**Contact support**’

Click on your **profile picture,** located in the top right bar. In the dropdown menu, click ‘**Contact support**’.

2

Fill the contact form

Fill in the ‘**subject**’ and ‘**details**’ sections and explain your issue. Click the ‘**Send message**’ at the bottom of the form.

3

Wait for us to contact you back

Please wait for us to contact you **via email**. We will get in touch with you as soon as possible.

exhibicion@creast.network