Instructions manual

Advertisement production

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Before starting

In this section, you will learn how to create your account and explore the different usage modes of the dashboard.

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.

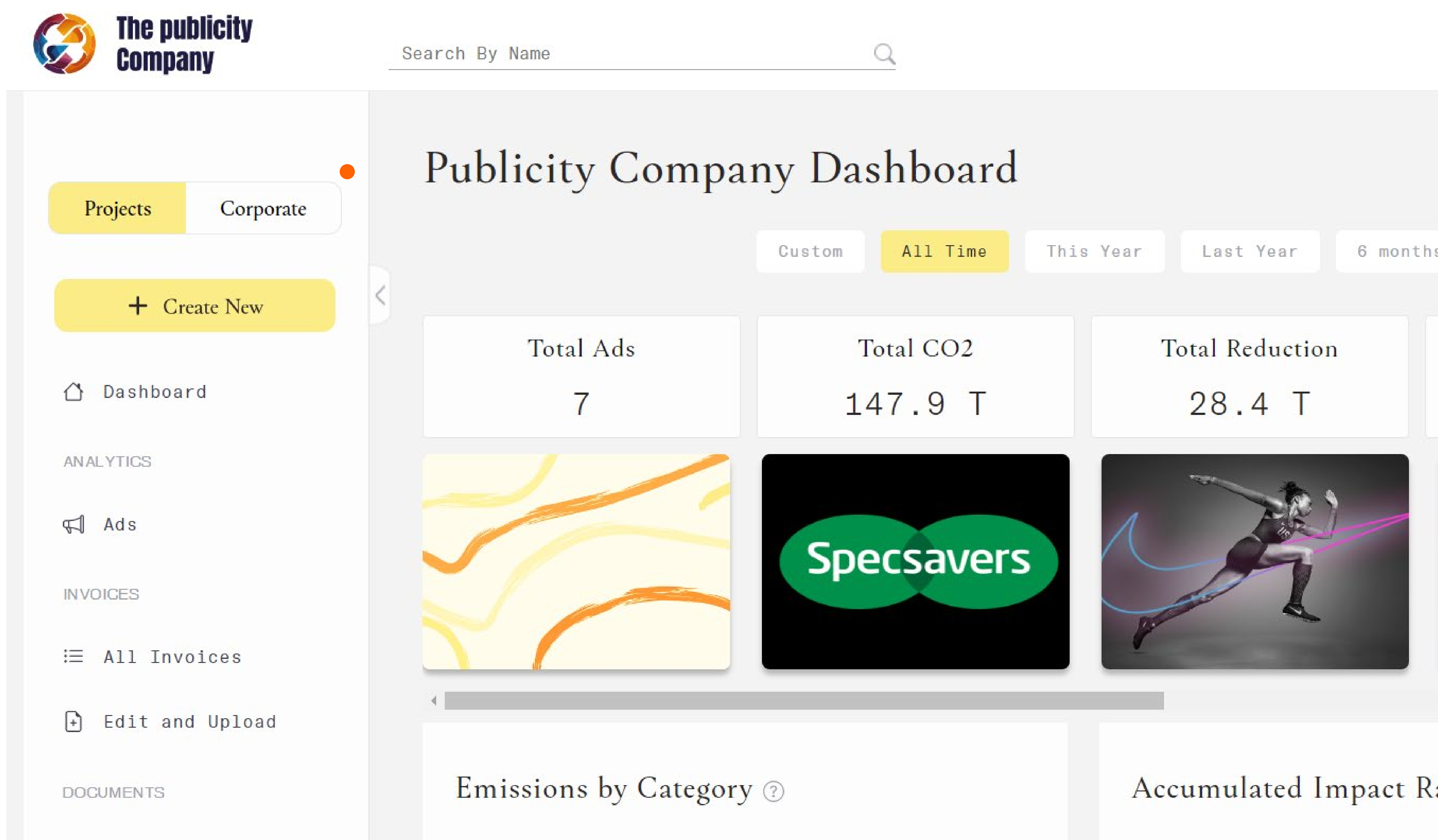
4

Access the dashboard.

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

Before starting

Usage modes



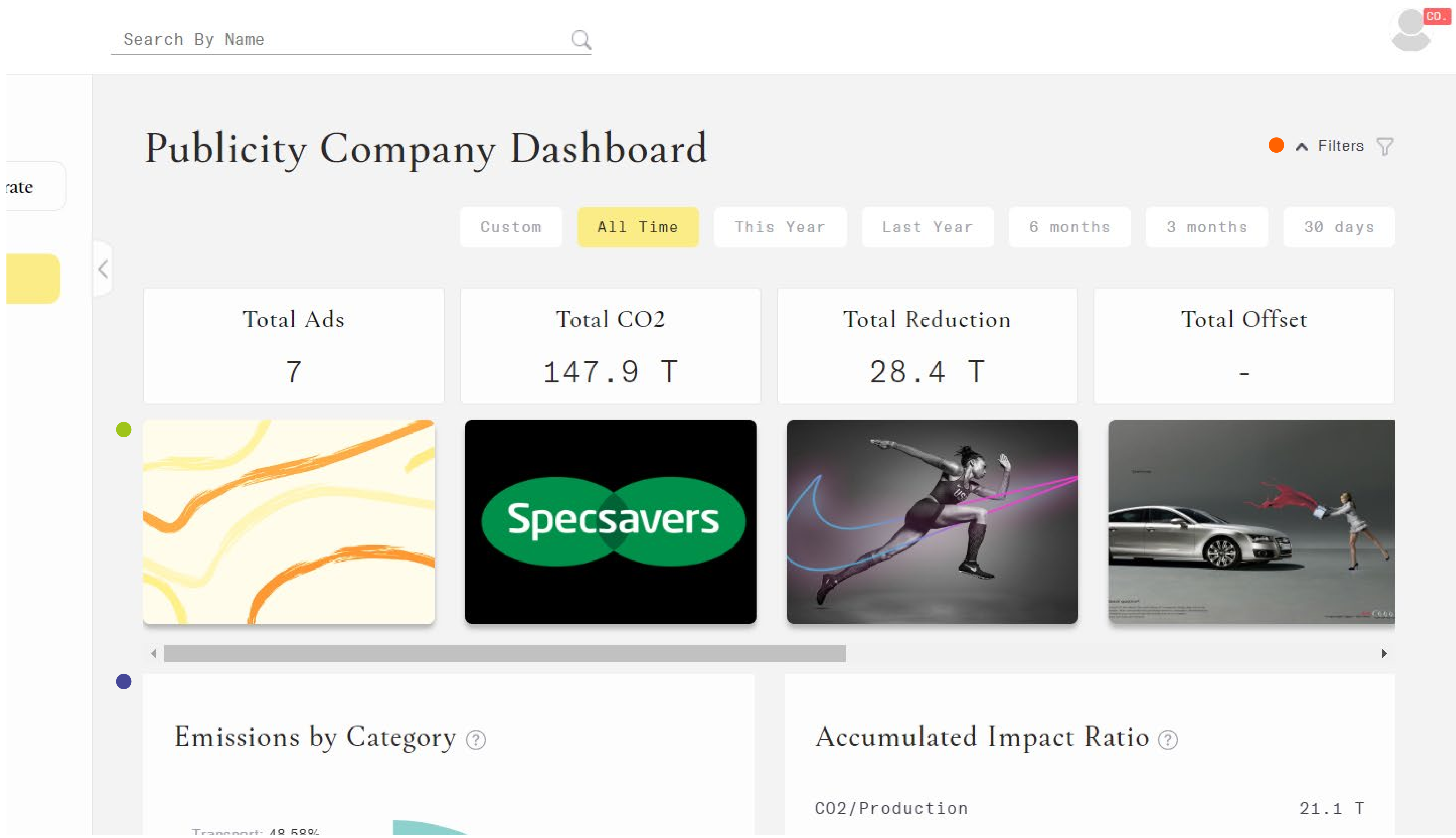
Our tool offers two distinct usage modes: **Corporate** y **Project**.

You can access both modes through the side menu of the platform.

- A toggle switch allows you to alternate between Corporate and Project modes.

Before starting

Project mode

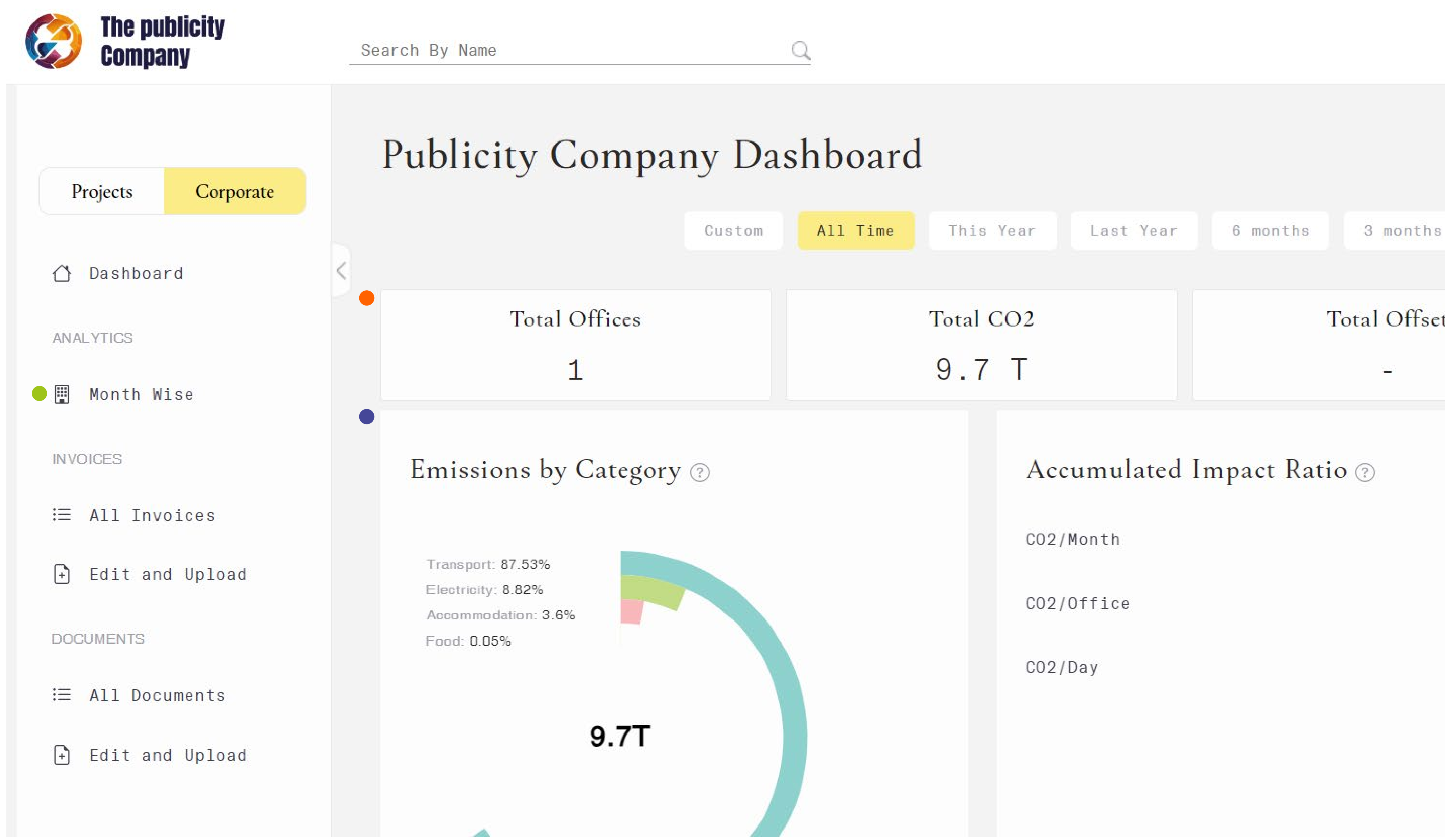


The '**Project**' tab is designed to manage and measure the carbon footprint of **individual projects or productions**. This section is especially useful when you need a **detailed and specific analysis** of the environmental impact of each production.

- Divide the measurements by production or by date.
- Breakdown of the carbon footprint into categories.
- Analyze in detail the impact of each individual production.

Before starting

Corporate mode



The '**Corporate**' tab aggregates the measurements at the company's global level. Use it to get a comprehensive view of your organization's **overall environmental impact.**

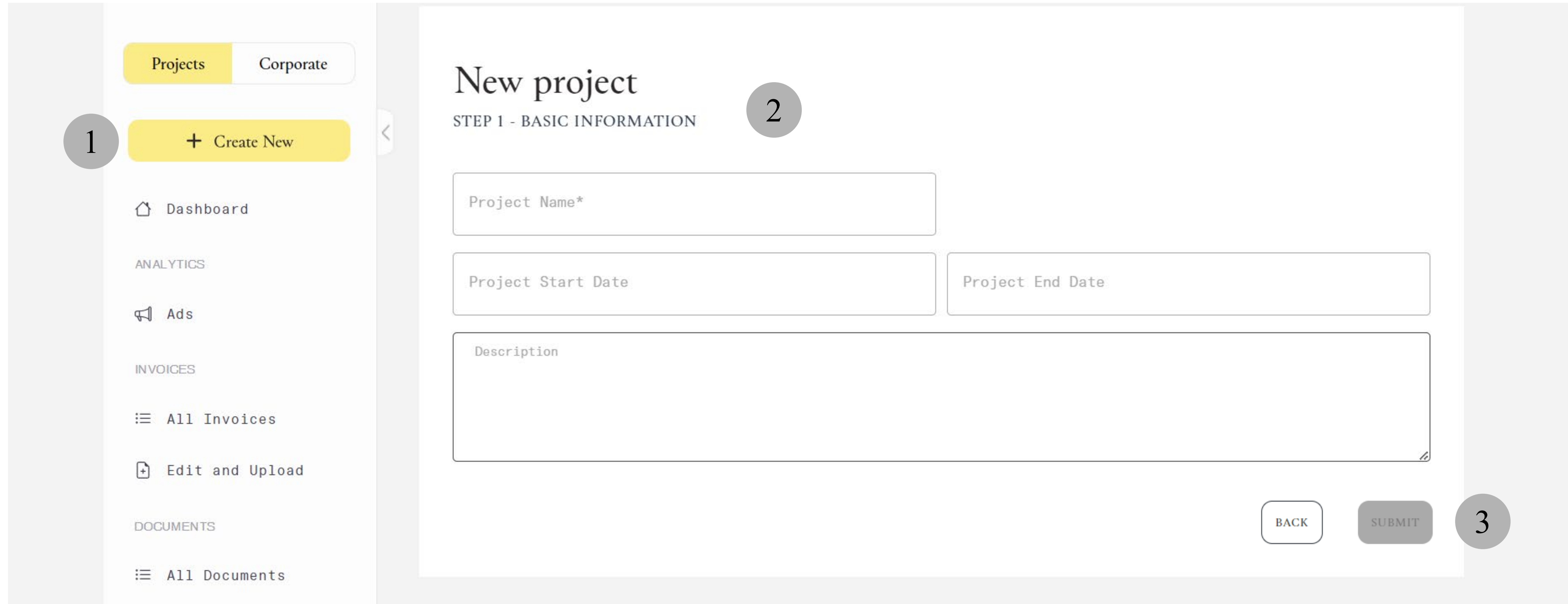
- General information about your company.
- Breakdown of the carbon footprint into categories.
- Analyze the monthly carbon footprint to track its evolution.

Project Dashboard

In this section, you will learn how to create projects and measurements in the dashboard. Make sure you are on the ‘Project’ tab.

Project Dashboard

Create a project



1

Click ‘**Create New**’

Click ‘Create New’ in the **side menu**.

2

Fill the **form**.

Fill in the fields on all three pages of the form. Remember, you must complete at least the ones marked with an * to create the project.

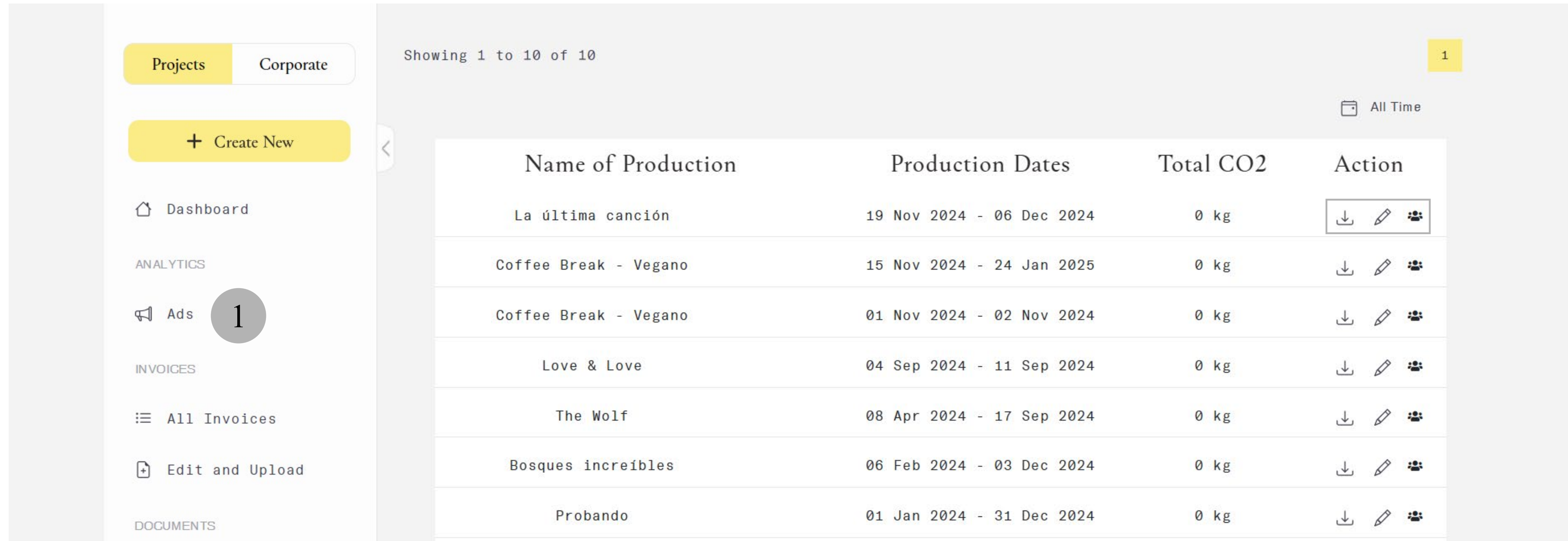
3

Click ‘**Submit**’.

Click the ‘Submit’ button, and your project will be created immediately and ready to be used in the dashboard.

Dashboard

Perform actions to your projects



1

Click ‘**Productions**’.

Click ‘**Productions**’ in the side menu.

Download files.

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

Edit the project.

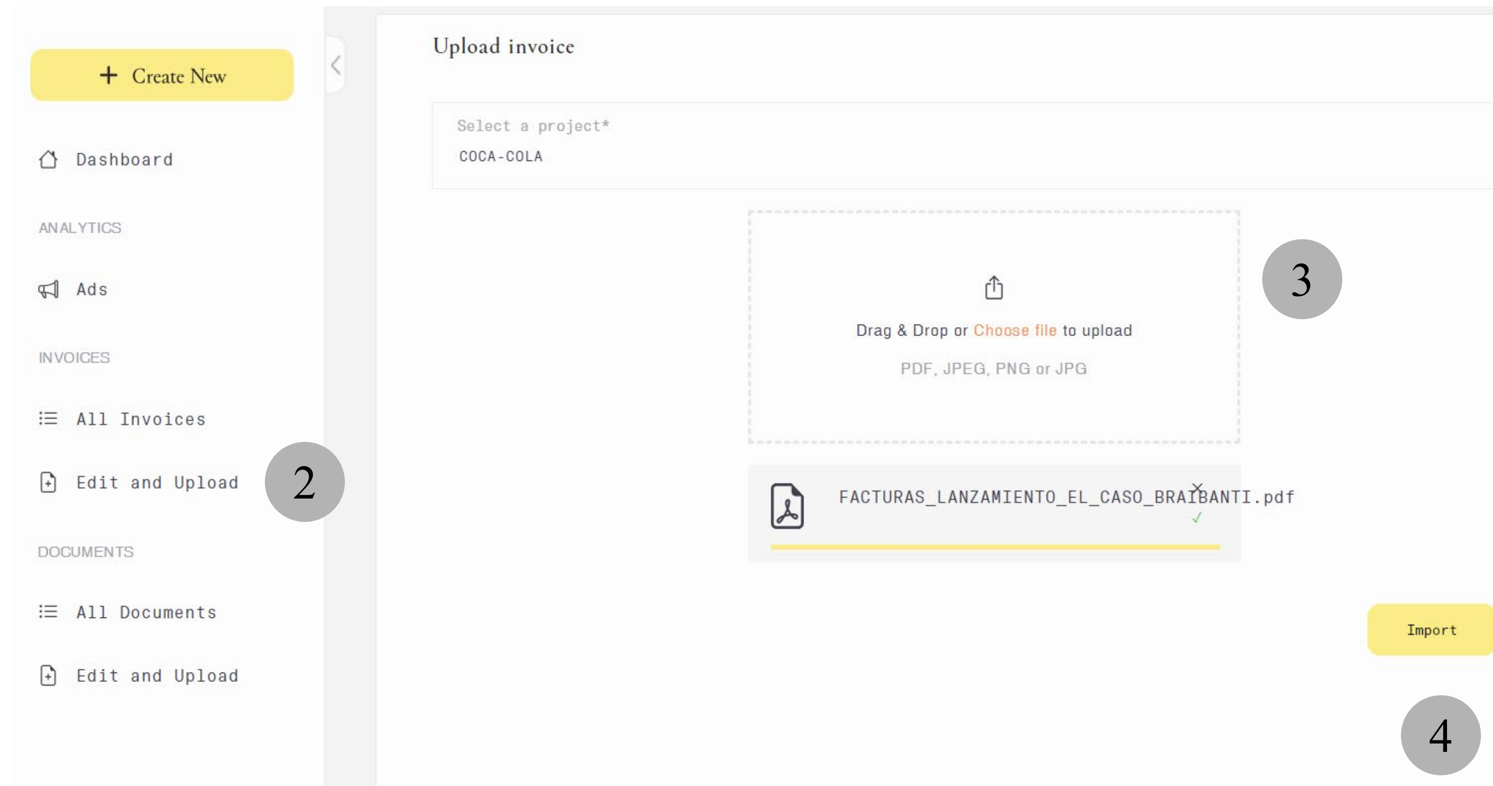
In the ‘**Action**’ column of the table, click the ‘**edit**’ **icon**.

Edit information about your employees.

In the ‘**Action**’ column of the table, click the ‘**team**’ **icon**. Here you can enter information about the project team. This data will help us analyze aspects related to gender equality.

Project Dashboard

Carbon footprint measurement in projects



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

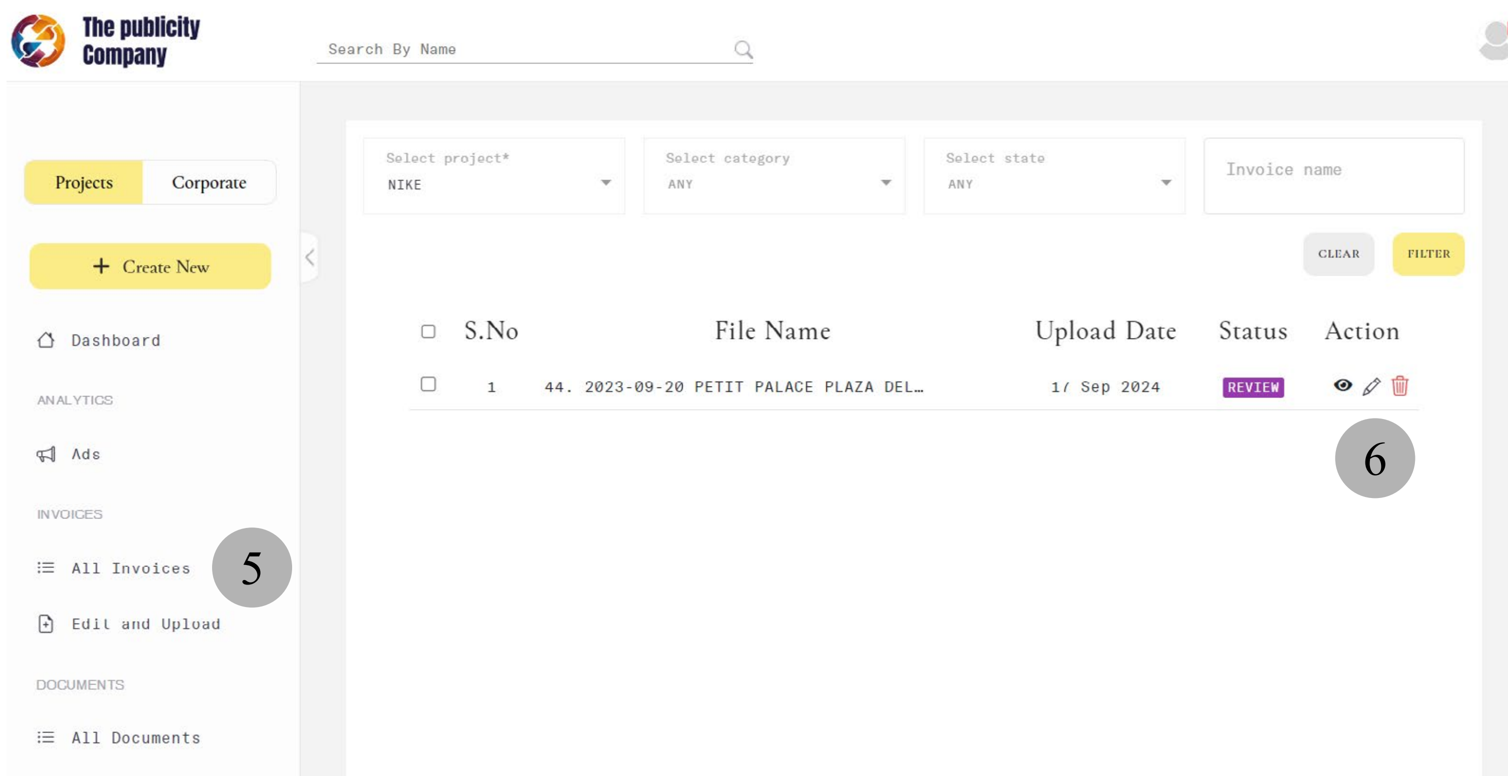
Upload the files.

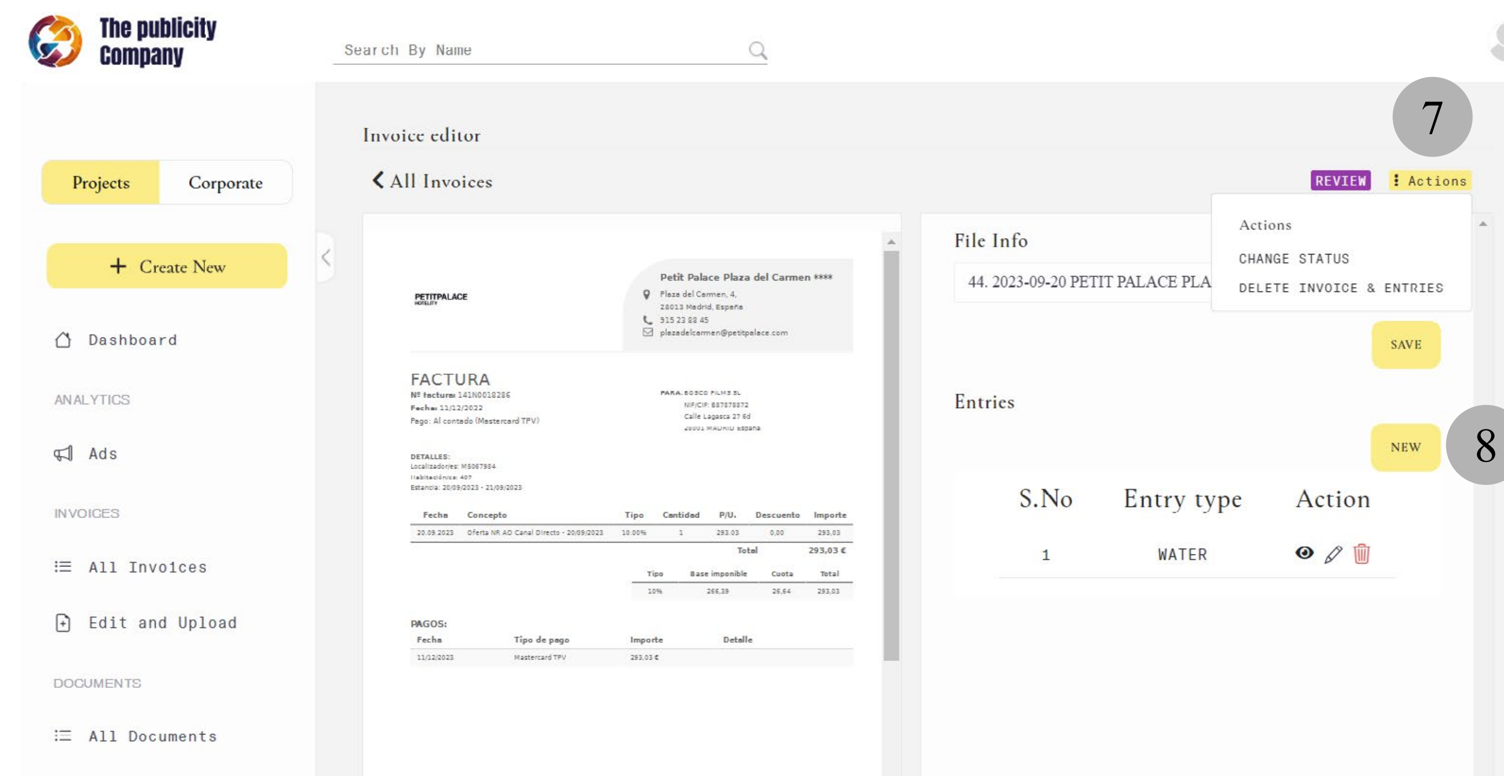
Select the project to which you want to add invoices. Drag or search for the **documents** on your computer to upload them.

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.





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

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

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

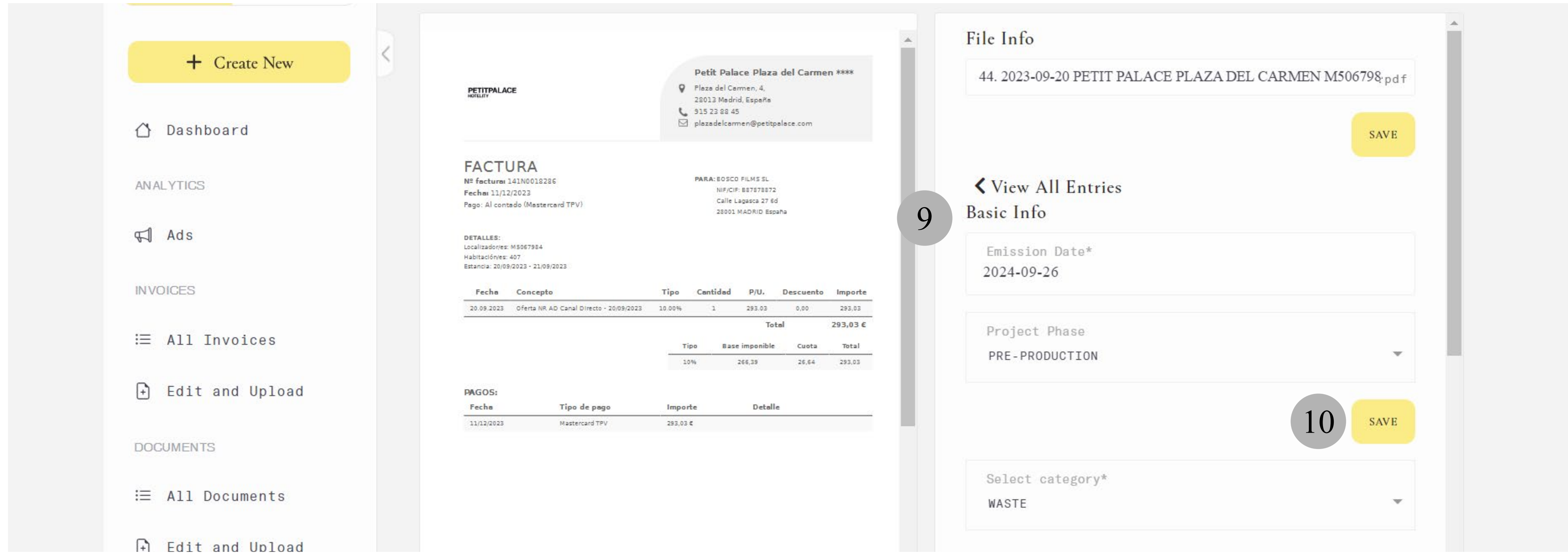
Edit the file state.

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**.

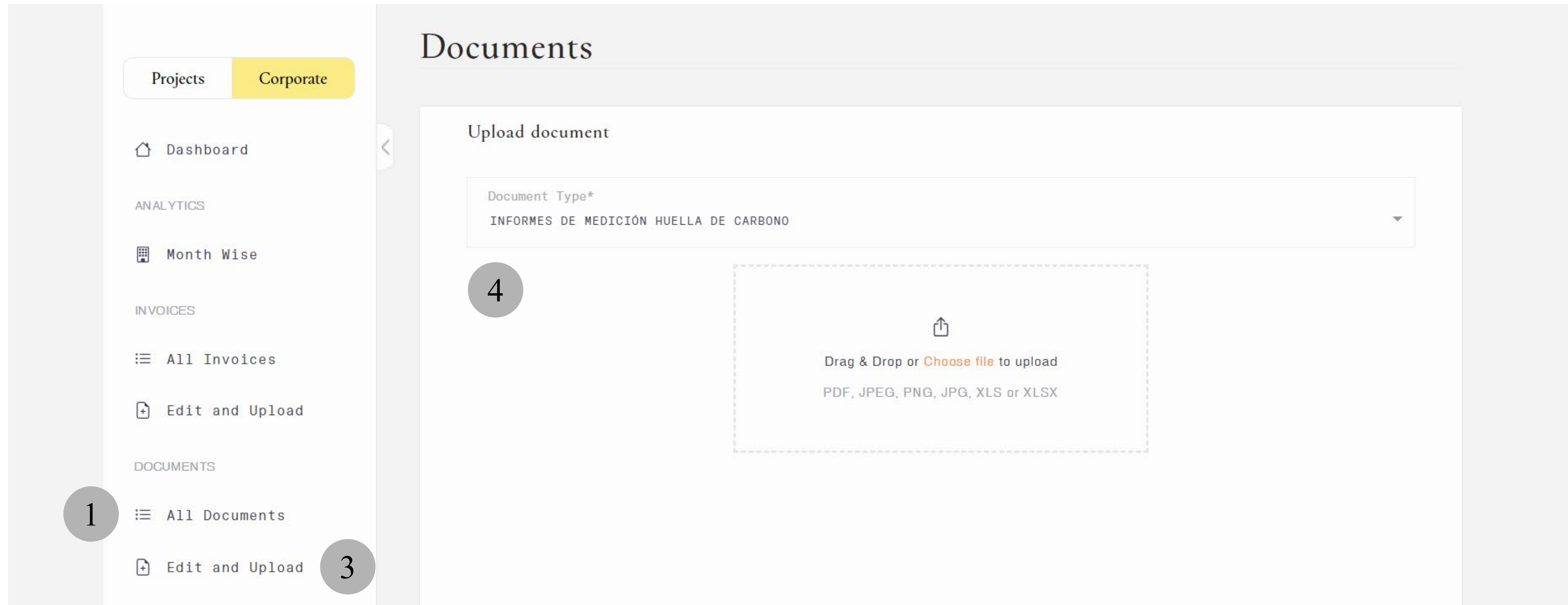
If you need to add more entries to the same document, simply **simply repeat steps 8 to 10** as many times as needed.

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.

Project Dashboard

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_filmproduction.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_filmproduction_ProductionName.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**'.

Corporate Dashboard

In this section, you will learn how to perform global measurements. Make sure you are on the ‘Corporate’ tab.

Corporate dashboard

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**’.

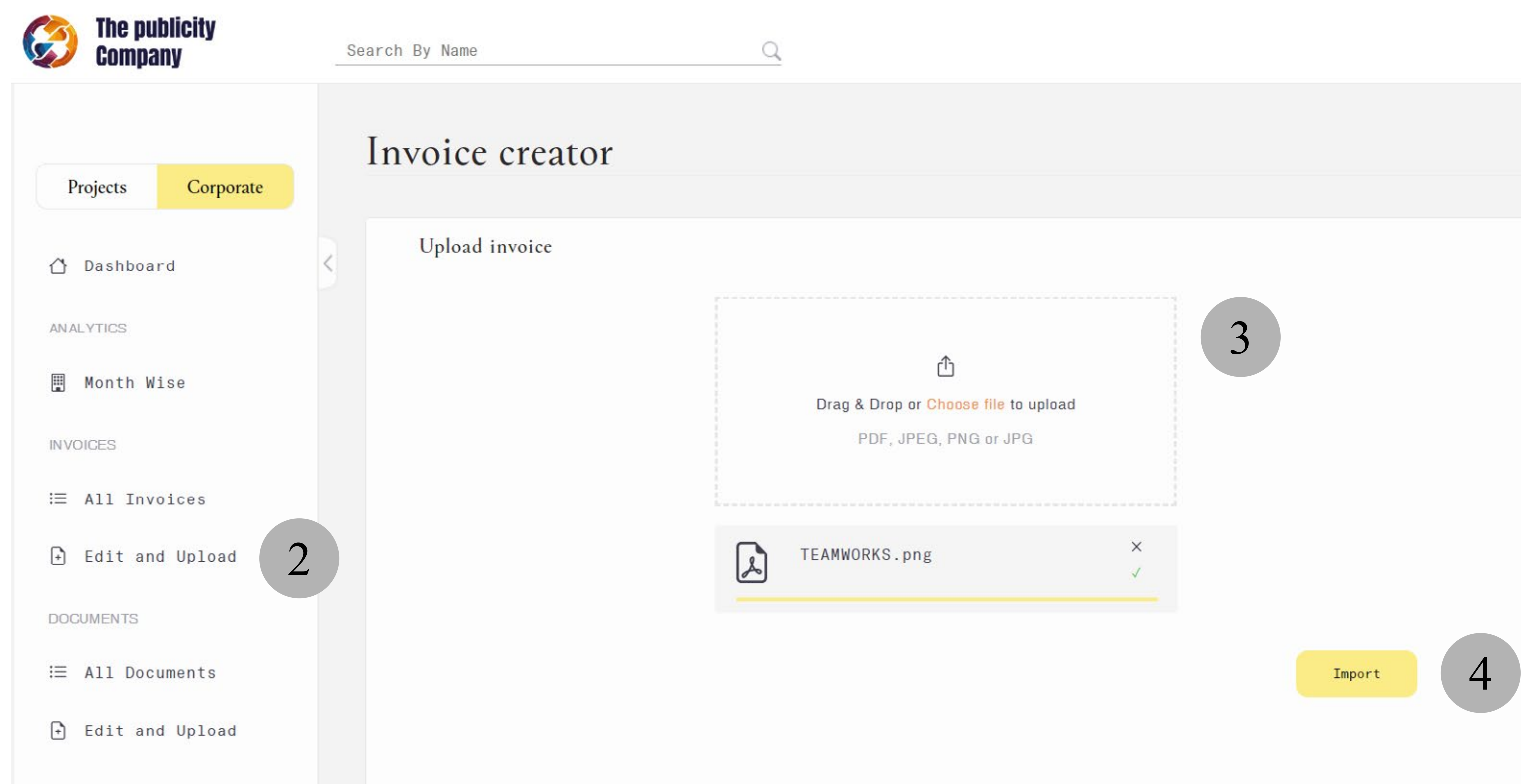
3

Save the **results.**

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

Corporate dashboard

Upload invoices



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Prepare the docs.

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Click **'Edit and Upload'**.

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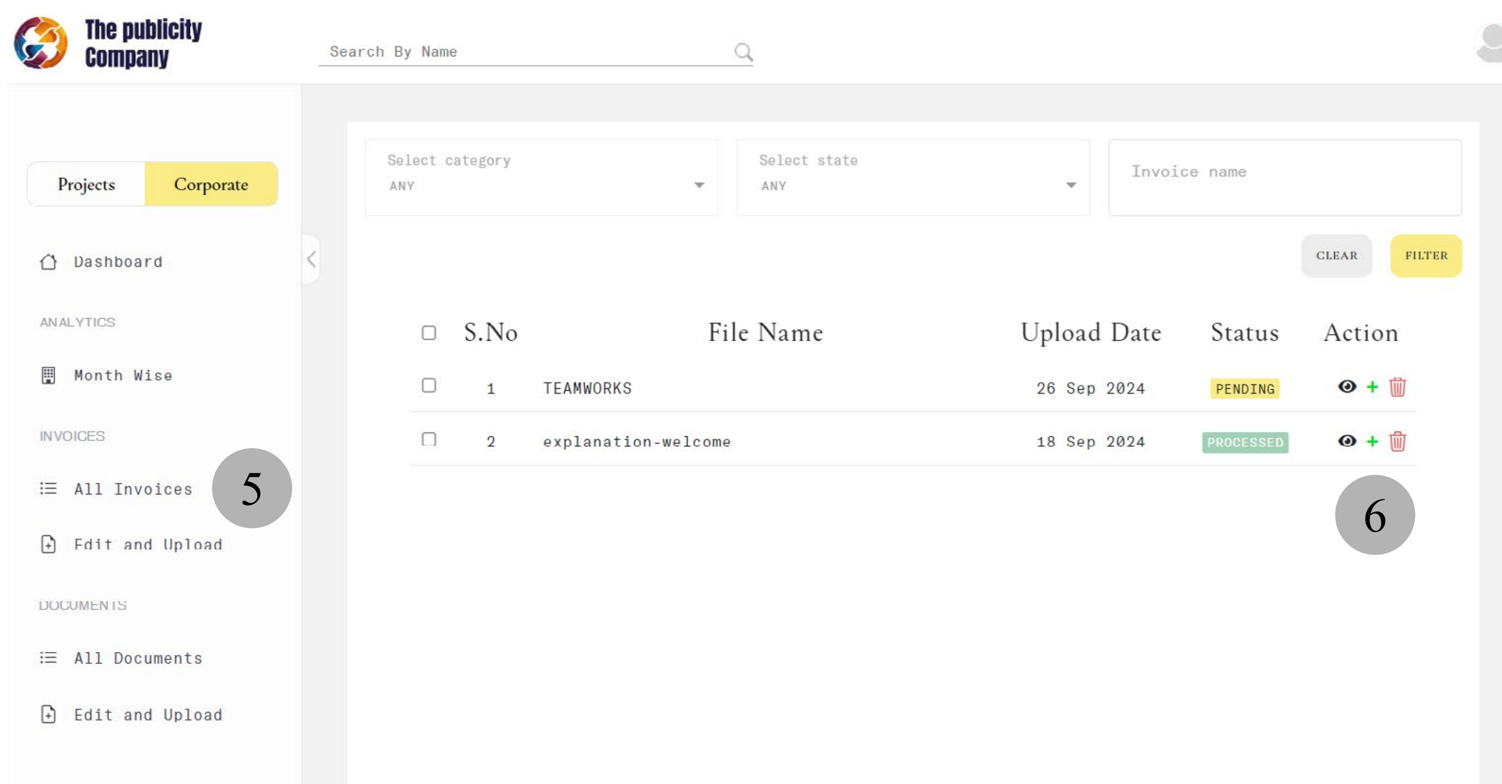

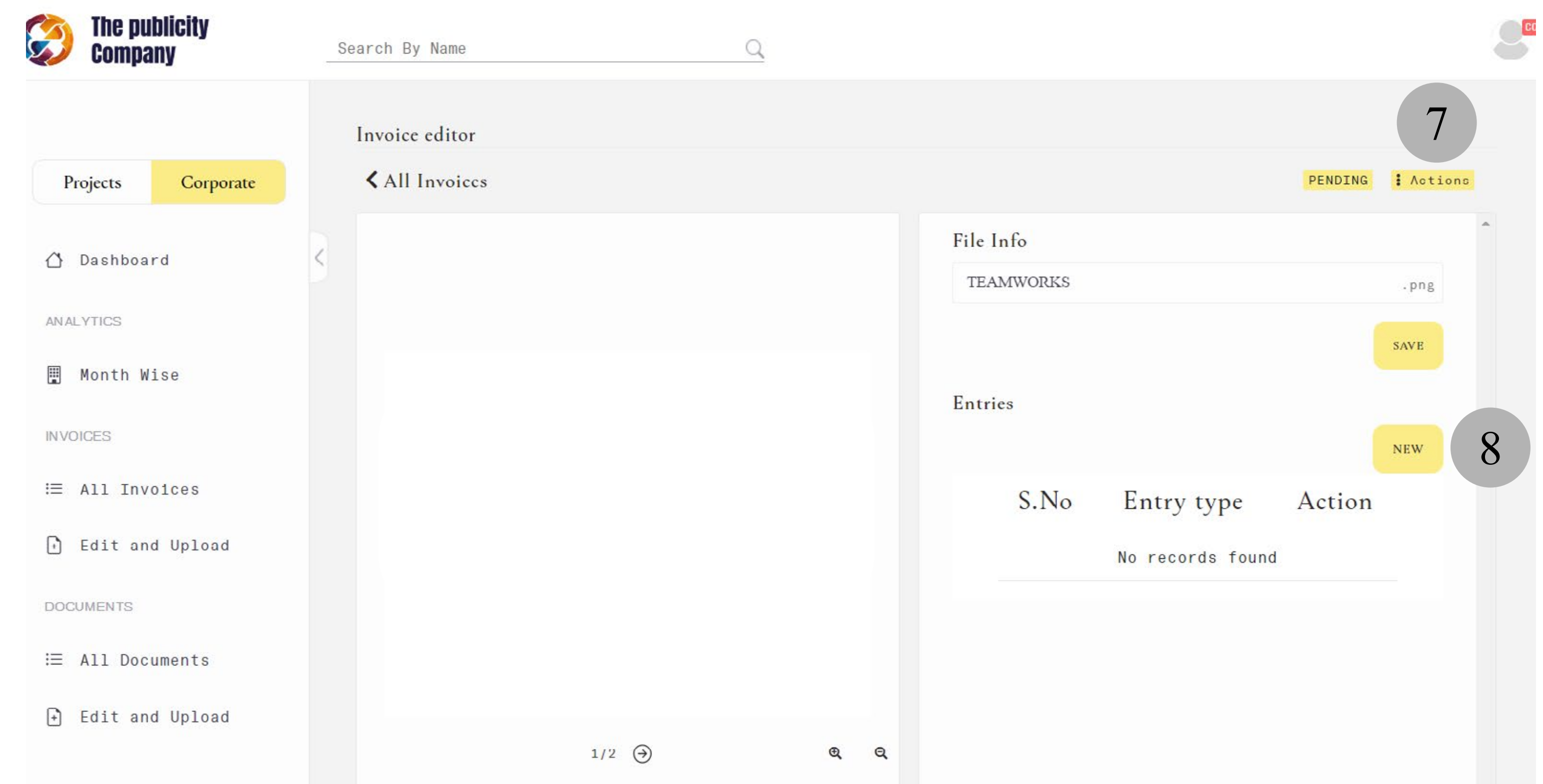

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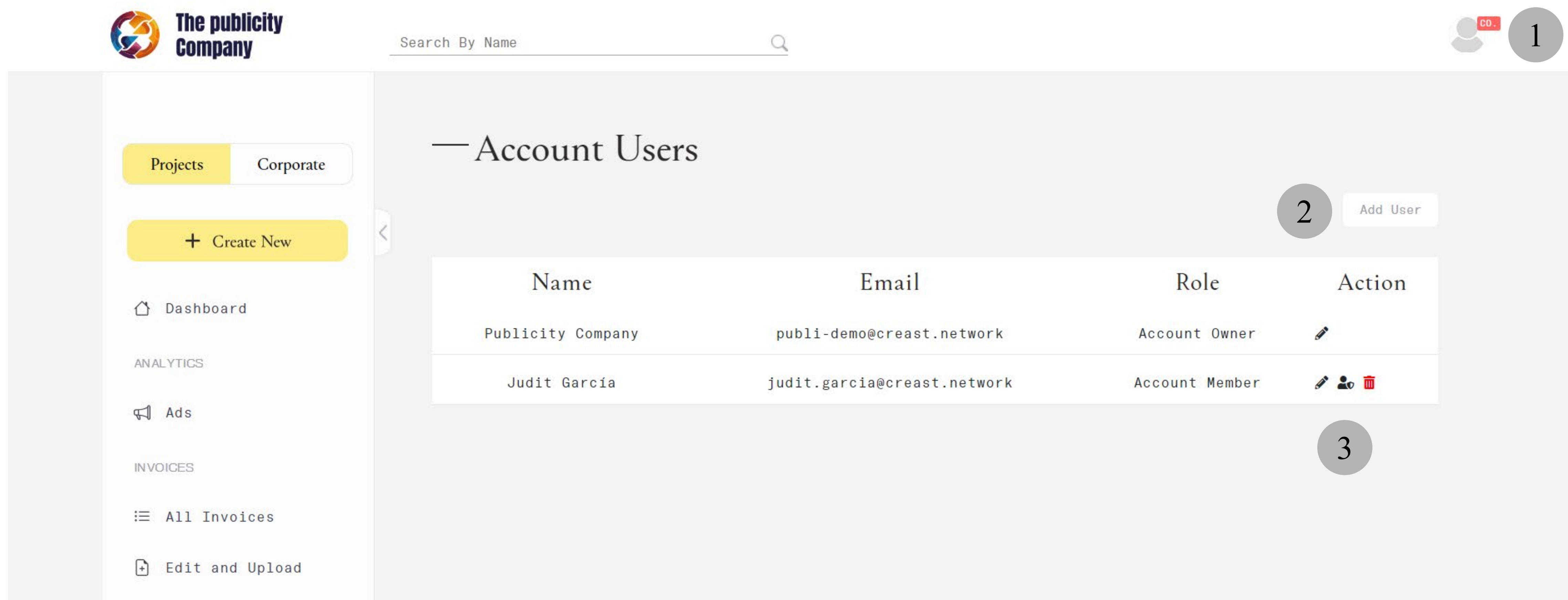
Your account

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.

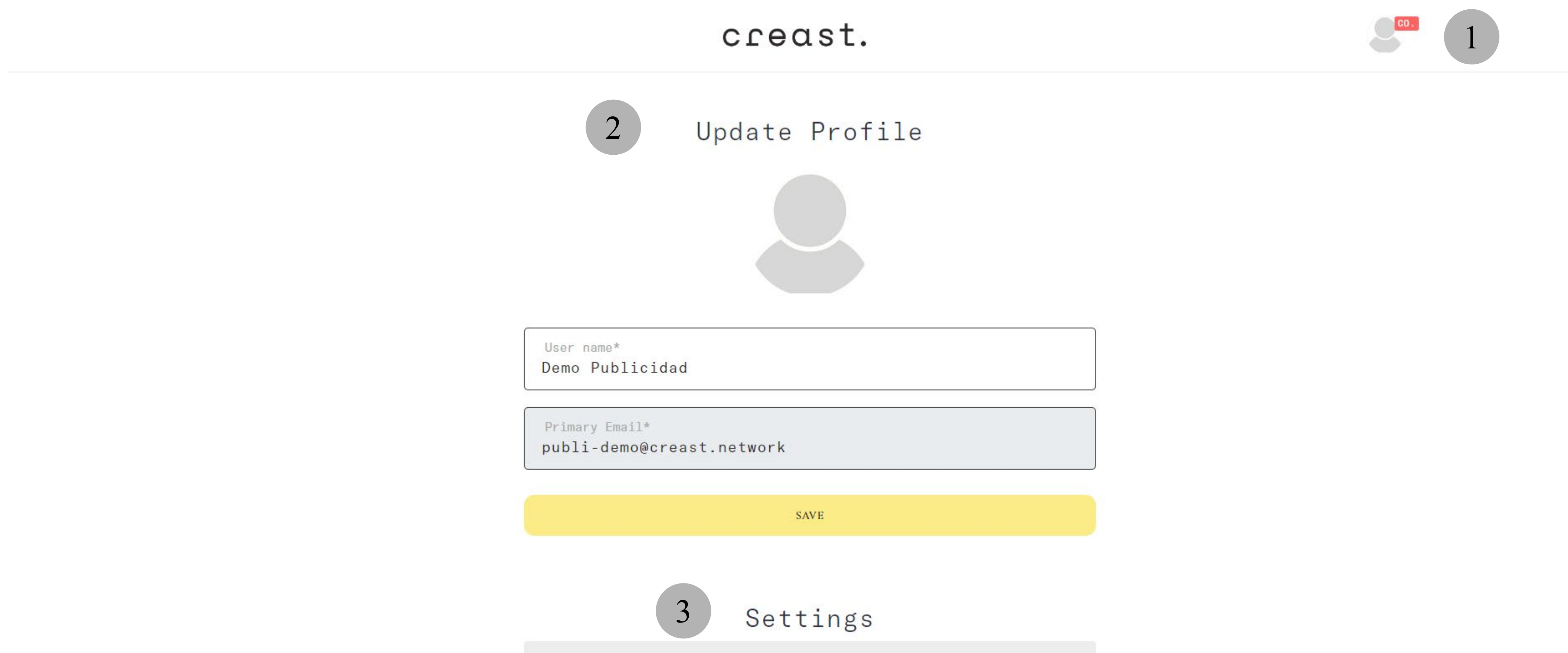
3

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.

publicidad@creast.network