

# Instructions manual

Hotels

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# Index

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# Before starting

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

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Before starting

# Create an account

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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

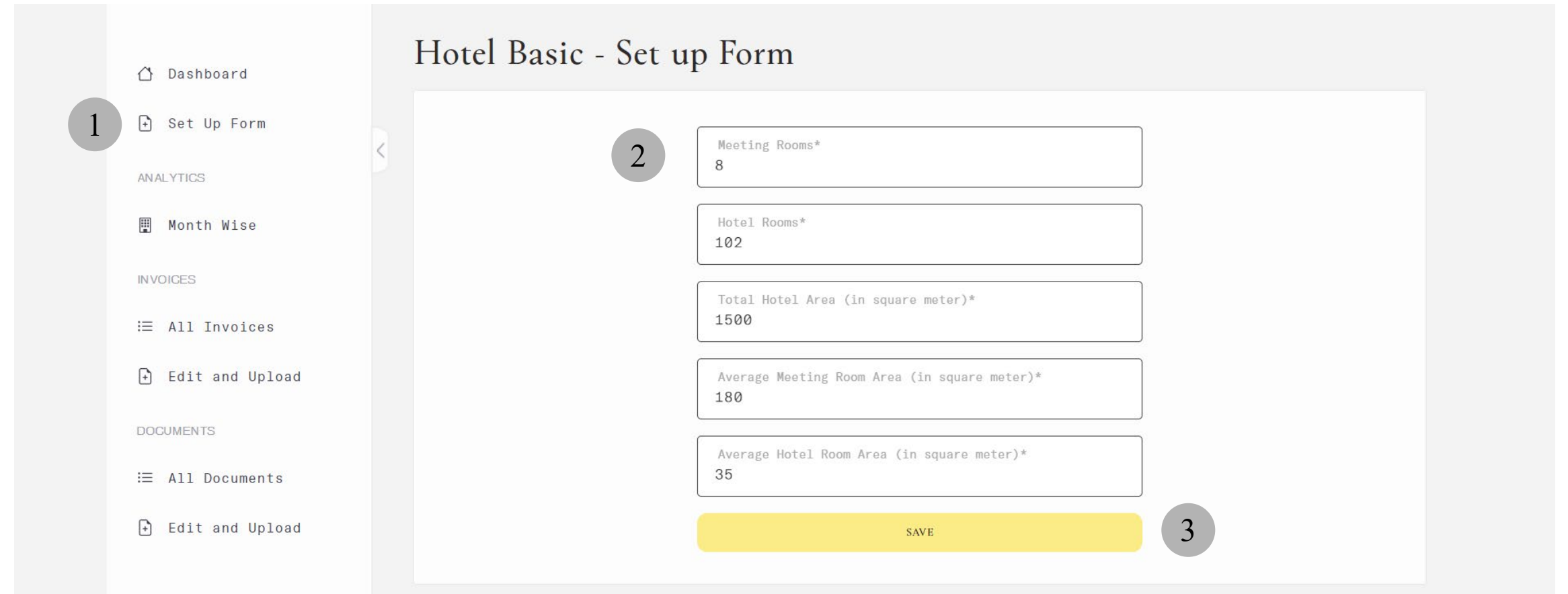
In this section, you will learn how to create projects and perform measurements in the dashboard.

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Dashboard

# Enter the hotel data.

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**1**  
Click **'Set Up Forms'**

Click 'Set Up forms' in the side menu.

**2**  
Fill the **form**.

Fill in the fields of the form.  
Remember, you must complete all fields to ensure the measurement data is accurate.

**3**  
Click **'Save'**.

Click the 'save' button and the hotel data will be automatically updated in the dashboard.  
You can update this data at any time you wish.

## Dashboard

# Download monthly reports.

The screenshot shows the 'Corporate Month Wise' dashboard. On the left is a sidebar menu with 'Month Wise' highlighted (1). The main area has a table with columns: S.No., Months, Total CO2, and Action. The table lists data for months from Oct 2024 to Apr 2024. A dropdown menu is open under the 'Action' column for the row with '2.1 T' (2), showing categories: TRANSPORT, ENERGY, FOOD, ACCOMMODATION, WASTE, MATERIAL, and WATER (3).

S.No.	Months	Total CO2	Action
1	Oct 2024	0 kg	↓ (2)
2	Sep 2024	5 T	↓ (3)
3	Aug 2024	0 kg	↓
4	Jul 2024	0 kg	↓
5	Jun 2024	0 kg	↓
6	May 2024	2.1 T	↓
7	Apr 2024	23.3 T	↓

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.**

# File management

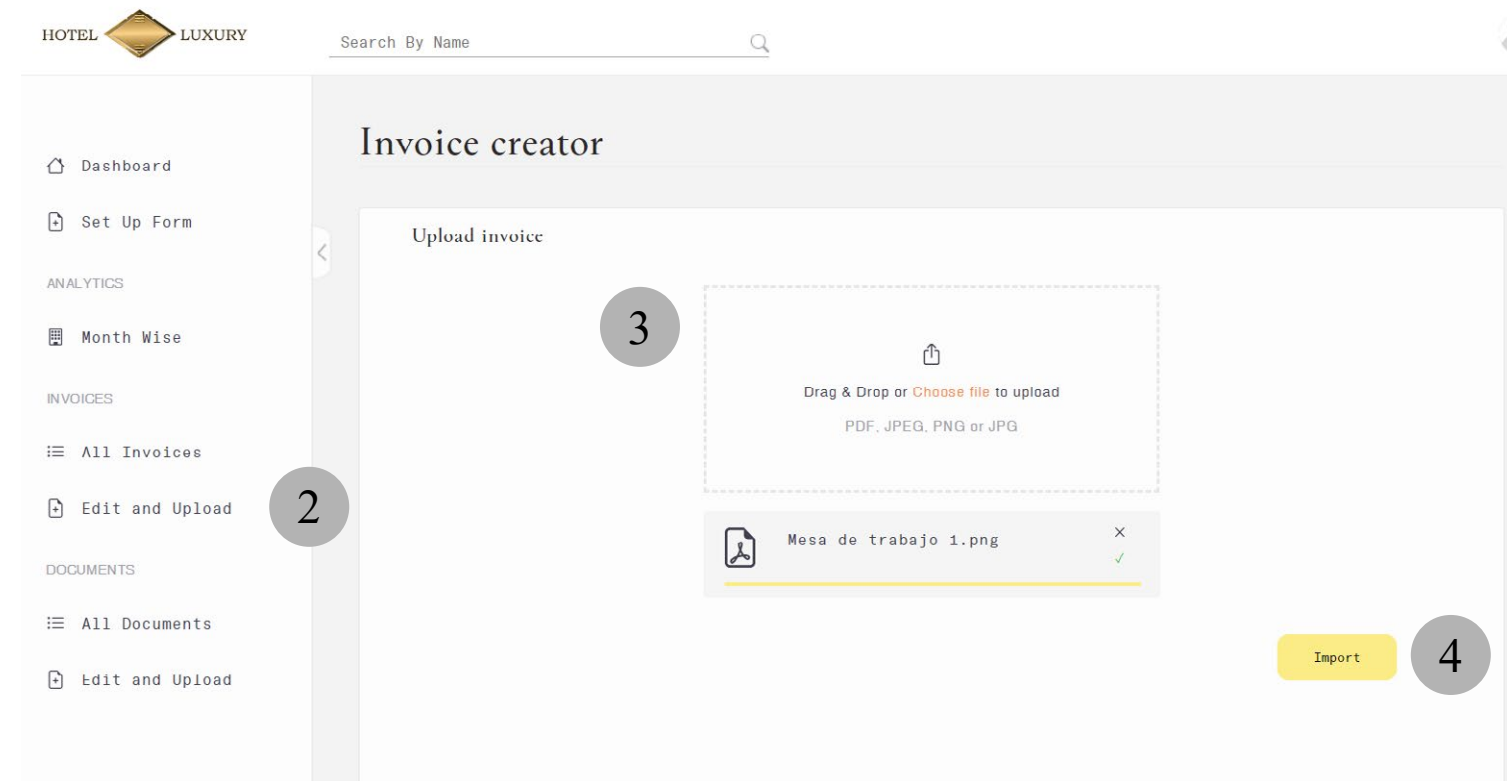
In this section, you will learn how to upload and download files depending on the task you want to perform.

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## 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

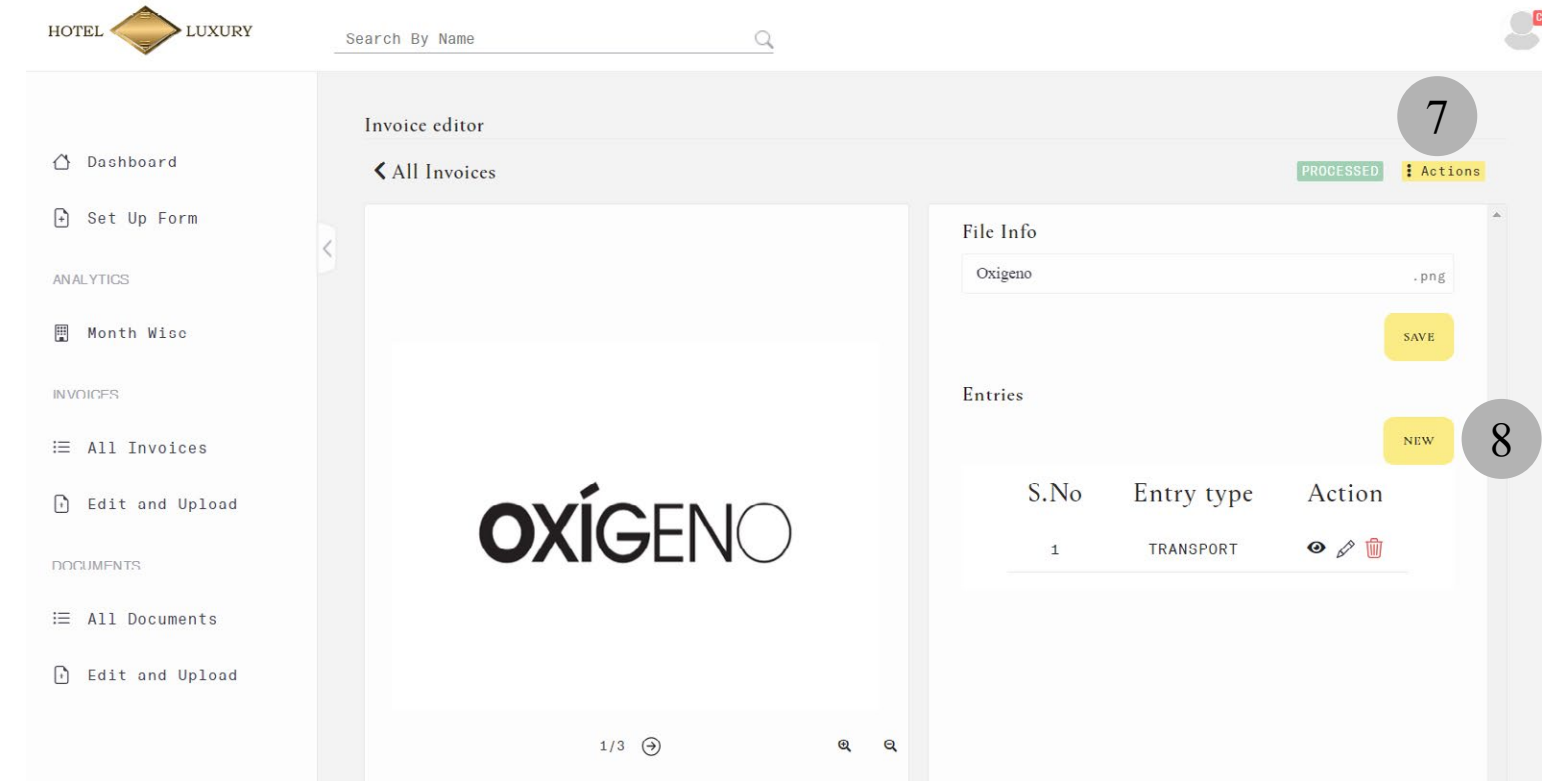
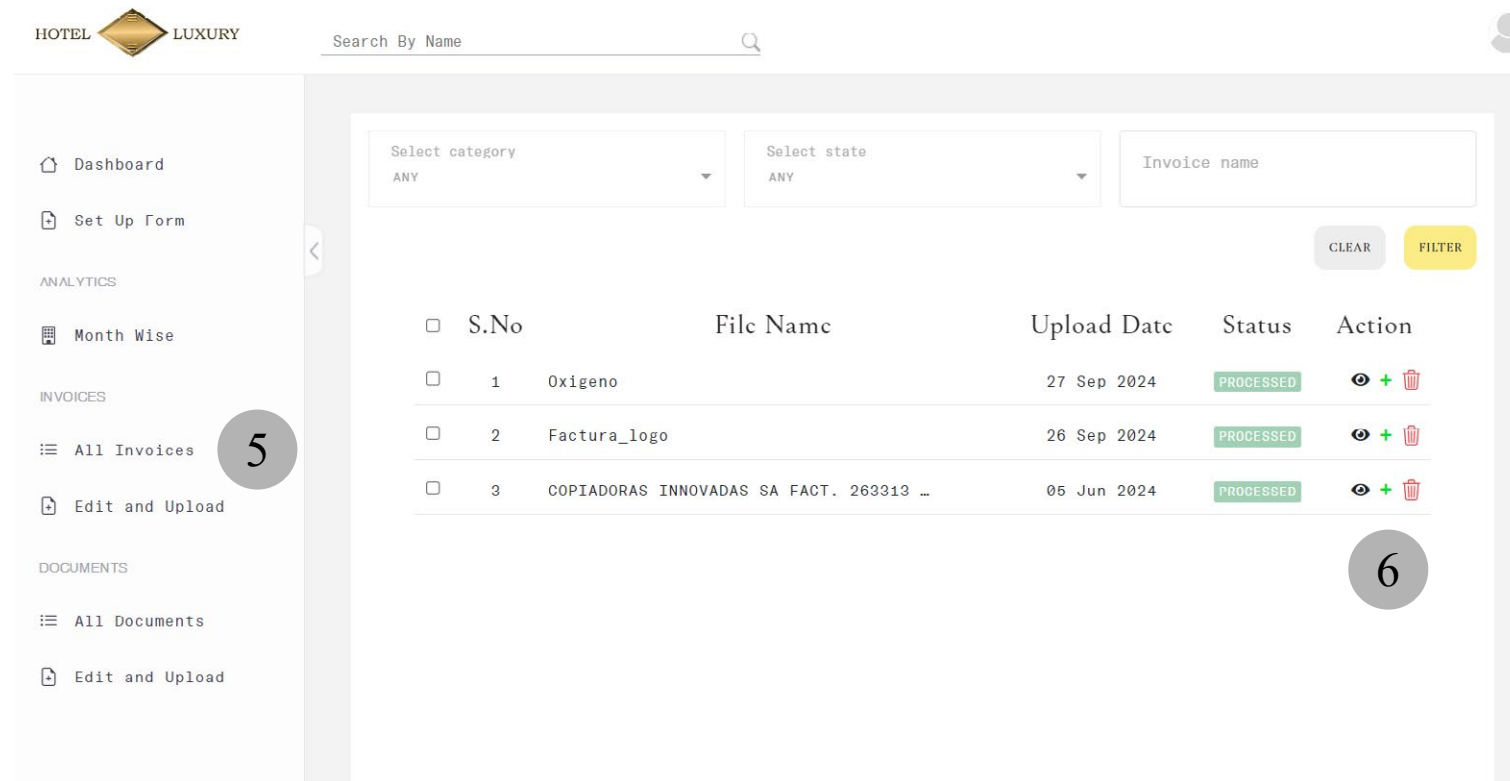
### Upload the files.

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

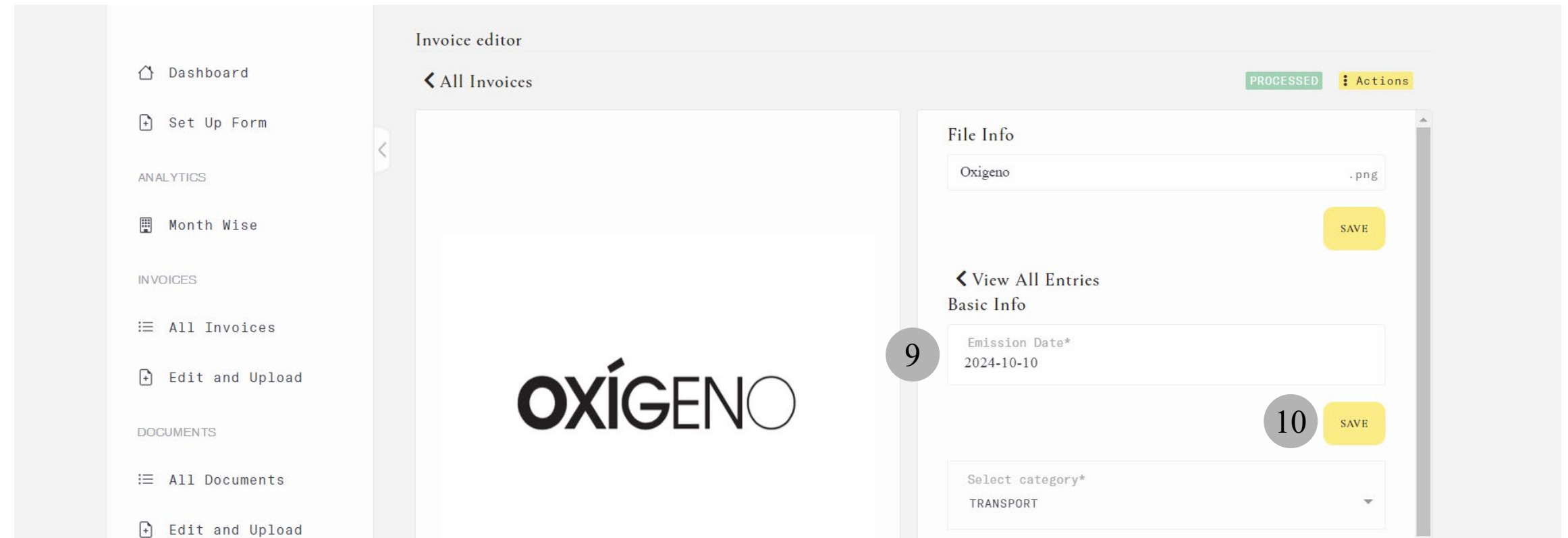
### Edit the file state.

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**' action 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

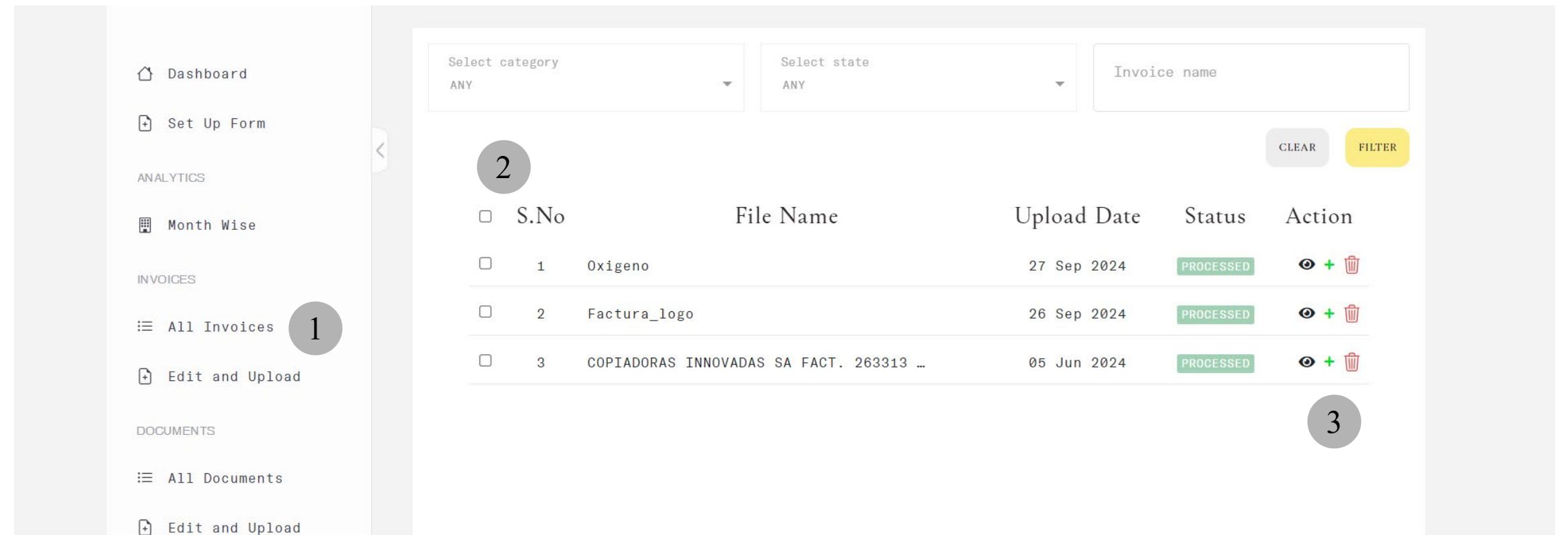
### Add **more entries**.

If you need to add more entries to the same document, simply **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

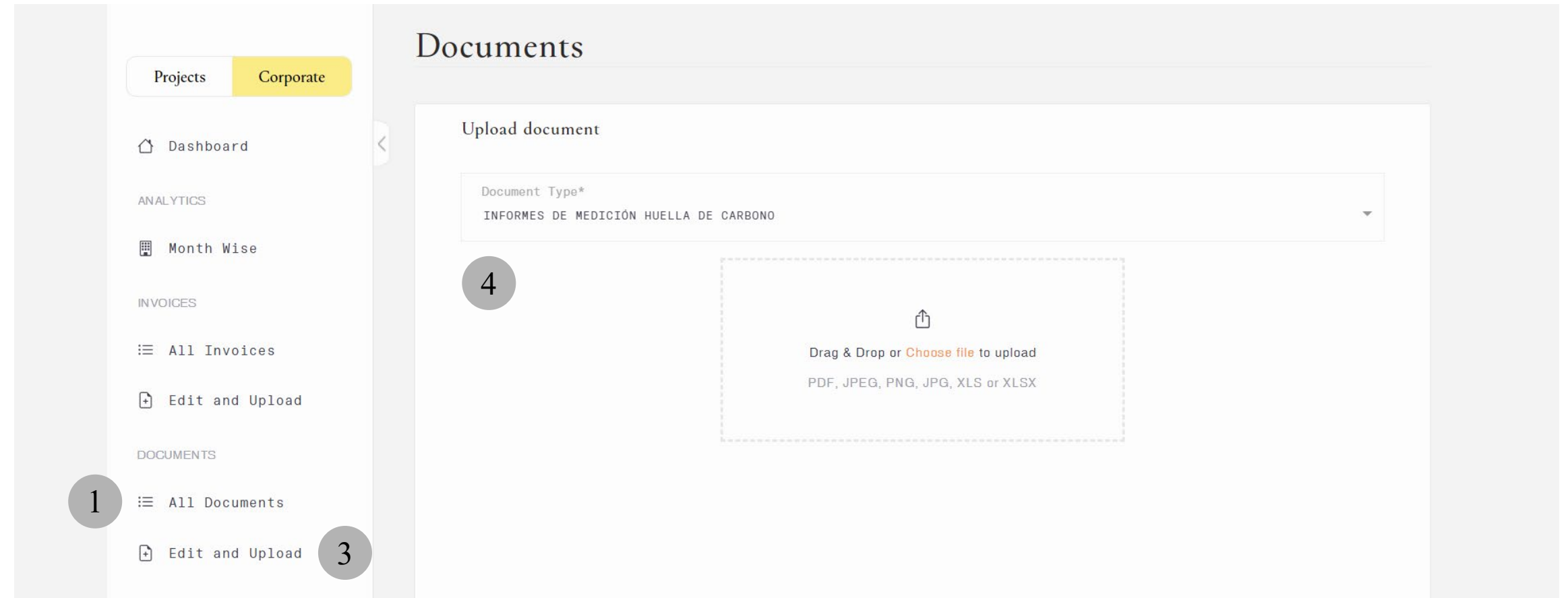
**Edit** your files.

In this table, there is a column called **'Action'** with 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

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1

## **Review** the results

Review the results of the '**work habits survey**'.

2

## **Enter** the results.

Enter the results in '**Manage people data**'.

3

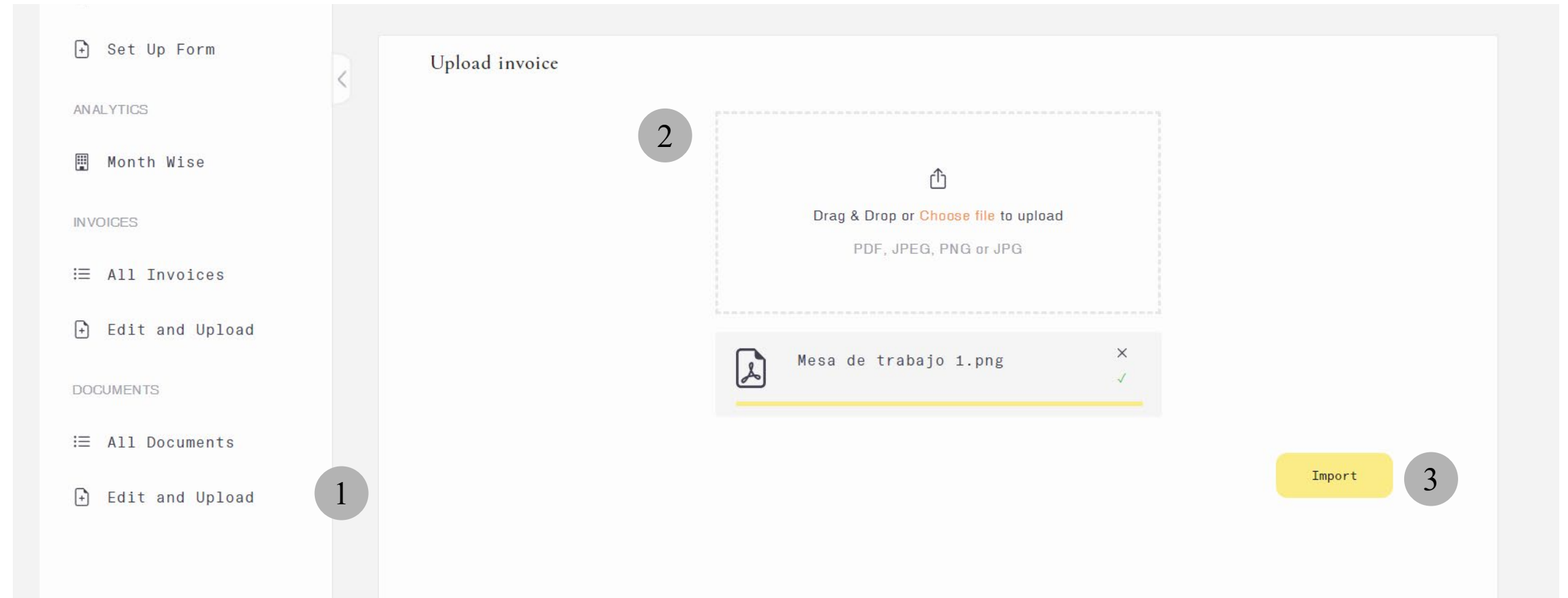
## Save the **results**.

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.

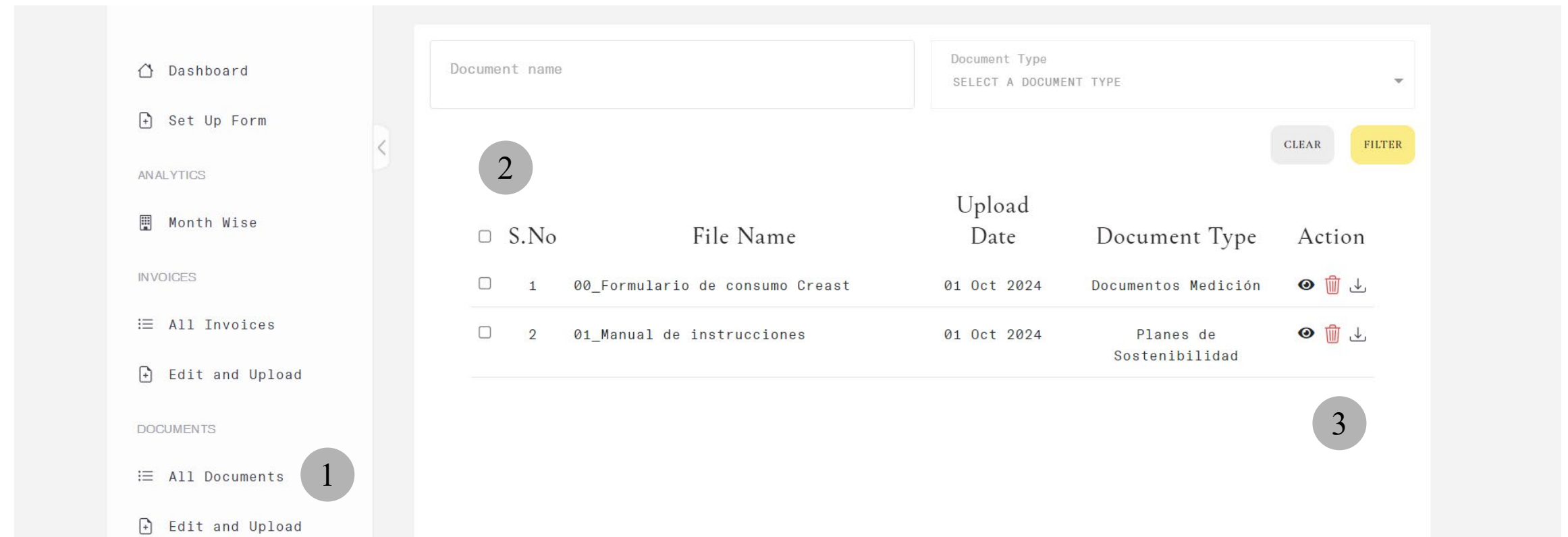
3

**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**' with 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.

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# Your account Users

HOTEL LUXURY

Search By Name

Account Users

Name	Email	Role	Action
a	DEMO-HOTEL@CREAST.NETWORK	Account Owner	

1

2 Add User

3

**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**

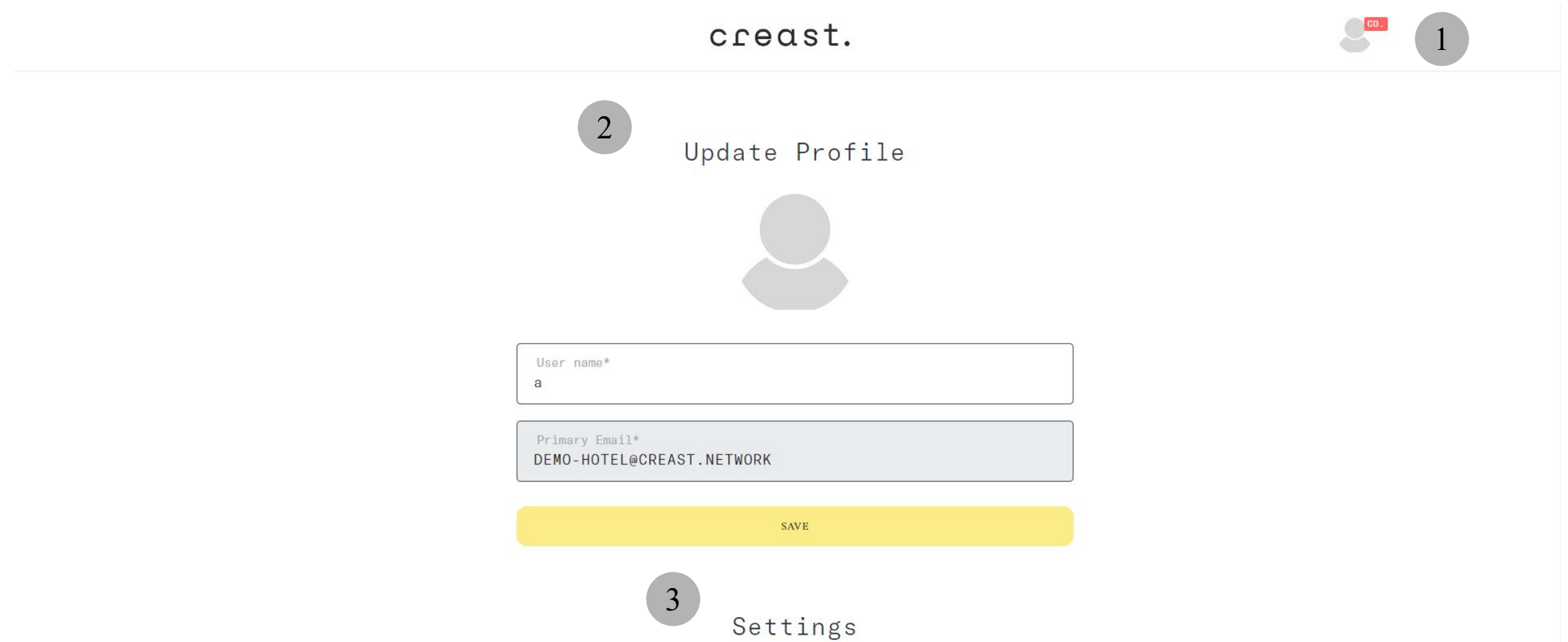
**Edit** or **delete** an user.

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

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### 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

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creast.



2 

— How can we help you?

Start by sending a message to our customer support.

Name \*  
Publicity Company

E-mail \*  
publi-demo@creast.network

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.

✉ [hoteles@creast.network](mailto:hoteles@creast.network)

