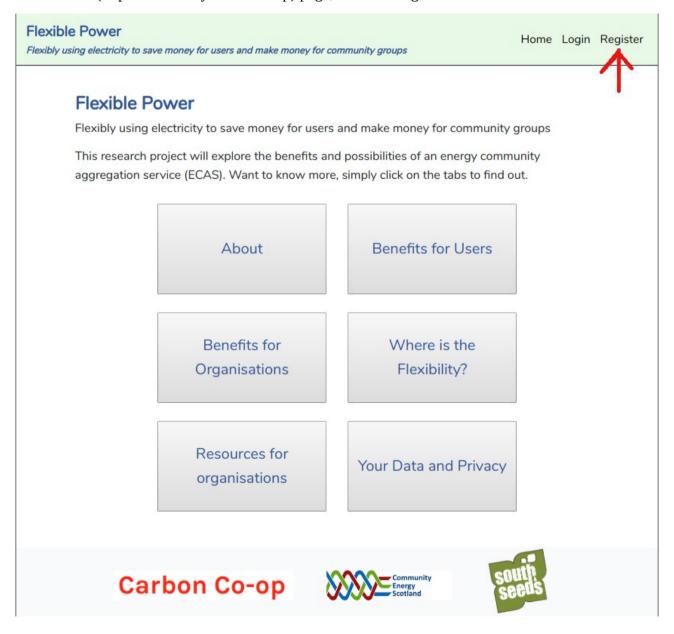
Flexibility Assessment Tool

Organisation - User Manual

Register a organisation

In the home (https://flexibility.carbon.coop) page, click on Register

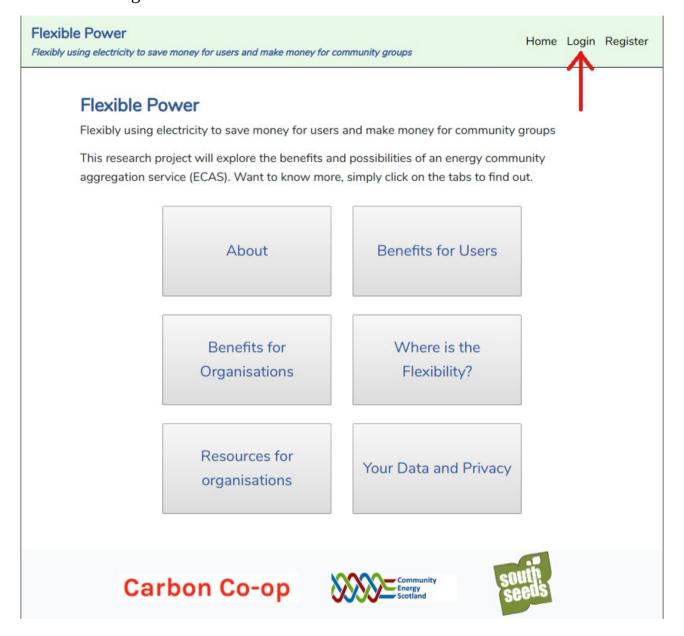


In the Register page input the data of your organisation. Once you click "Register" the Organisation will be created and the Contact person will be its administrator.

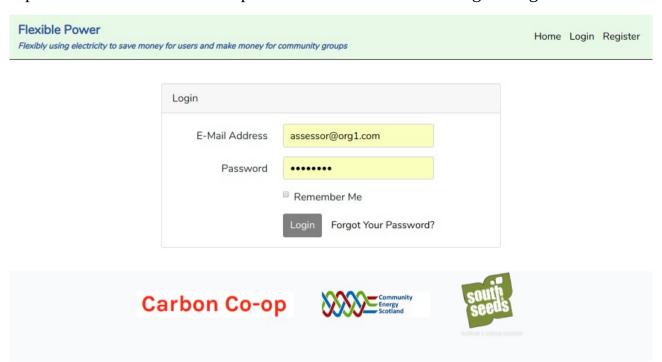
exibly using electricity to save money for users	s and make money for community grou	ps	Home Login Registe
	ter an interest in acting as a Co		
your	area, please fill in the form belo e treated in accordance with ou	w. All information you provide	
	Name of		
Orgai	organisation* nisation email*		
	Telephone*		
Pos	tcode zone(s)*		
	Address1*		
	Address 2 Postcode*		
	City/town*		
Con	tact person ⊘ *		
	Contact person email *		
	Password*	•	
Confi	irm Password*	•	
	Register		

Login

Click on the login link:



Input the details of the contact person as defined when creating the organisation:



Organisation Dashboard

Once logged in the Administrator Dashboard is shown. From it an Administrator can add Energy Officers to the organisation, list and access all the assessments that belong to any user of the organisation, see aggregated data from the assessments and manage the organisation details.

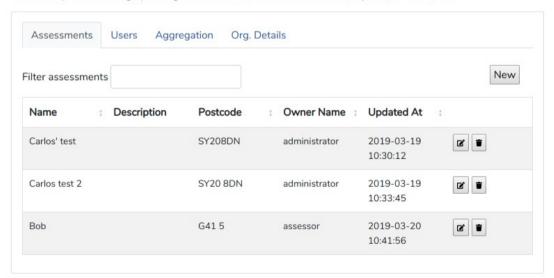
Assessments tab

List/edit all the assessments of the Organisation



Your organisation's dashboard

From here you can manage your organisation users, access assessments, reports, statistics, etc.



Carbon Co-op



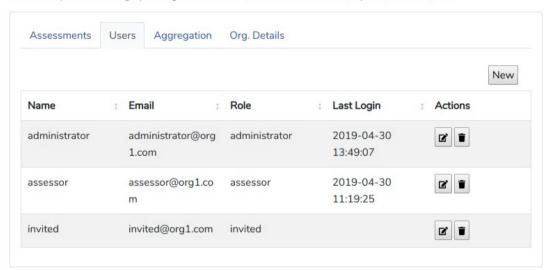


Users tab

Create, edit and delete Energy Officers

Your organisation's dashboard

From here you can manage your organisation users, access assessments, reports, statistics, etc.



Carbon Co-op



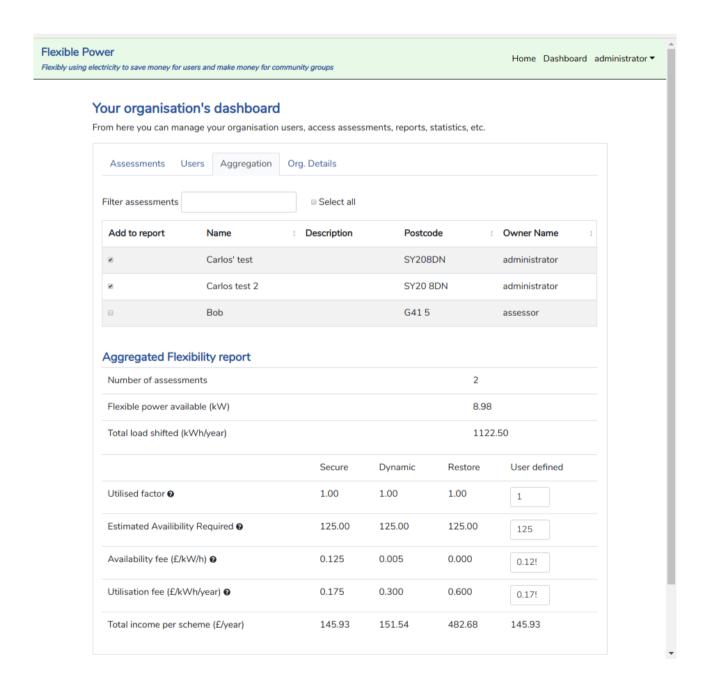


Aggregation tab

Filter assessments by the content of any field: name, description, postcode or owner.

Select the the assessments you want to aggregate by ticking the checkboxes next to them. The aggregated data will be automatically generated in a report.

By default the calculations are done for the 3 schemes that the model allows but also an Administrator can create their own scheme by defining the different coefficients that the model use.



Organisation details tab

Browse and edit the Organisation's details

Flexible Power
Flexibly using electricity to save money for users and make money for community groups

Home Dashboard administrator ▼

Your organisation's dashboard

From here you can manage your organisation users, access assessments, reports, statistics, etc.

