

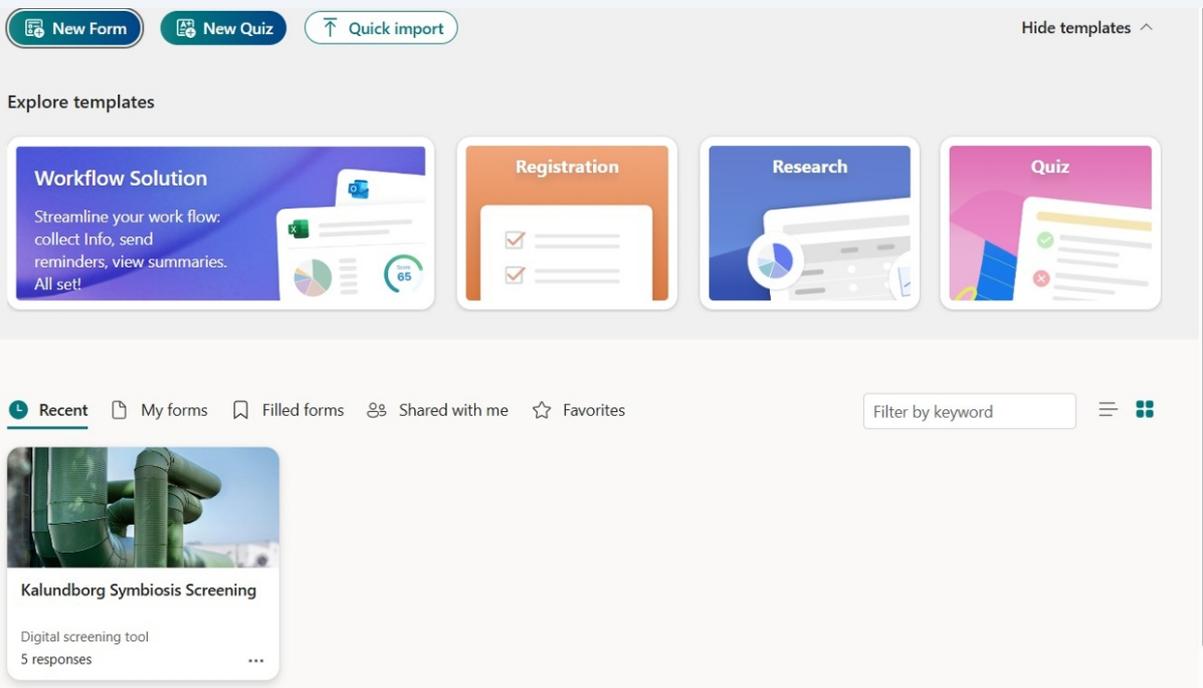
Screening Tool User Guide – Share Form and Report

Collect responses using the form:

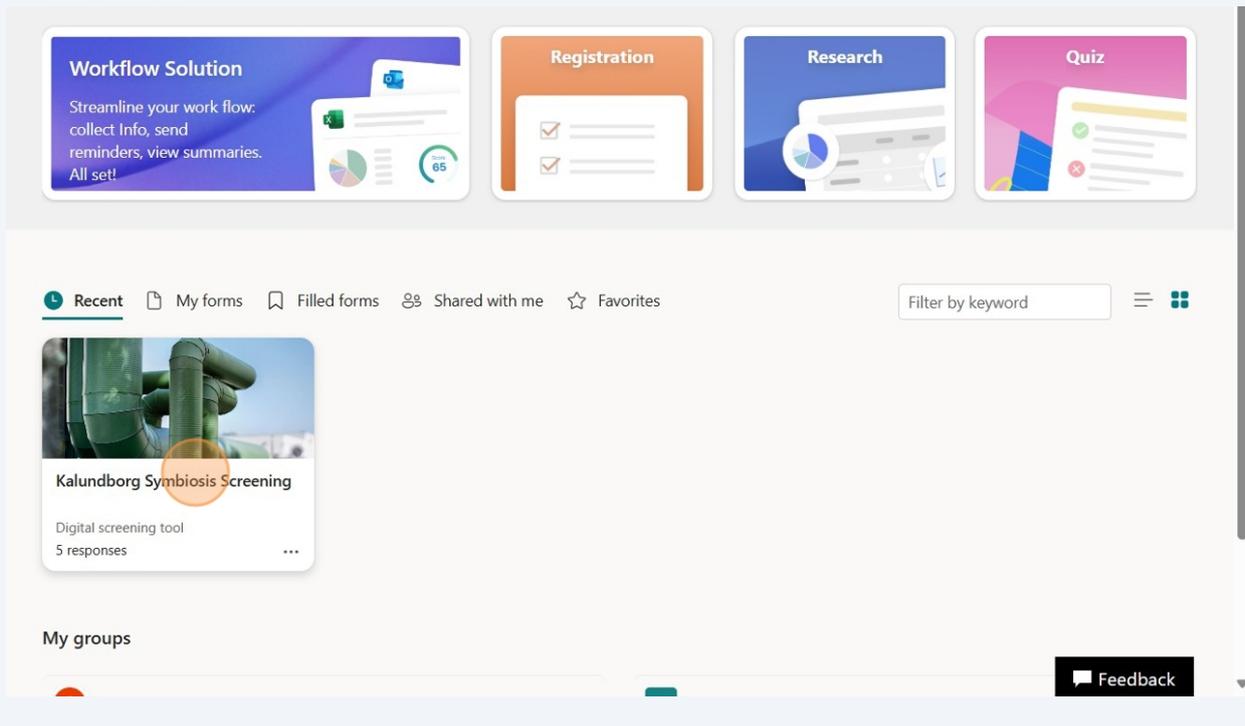
1

Navigate to

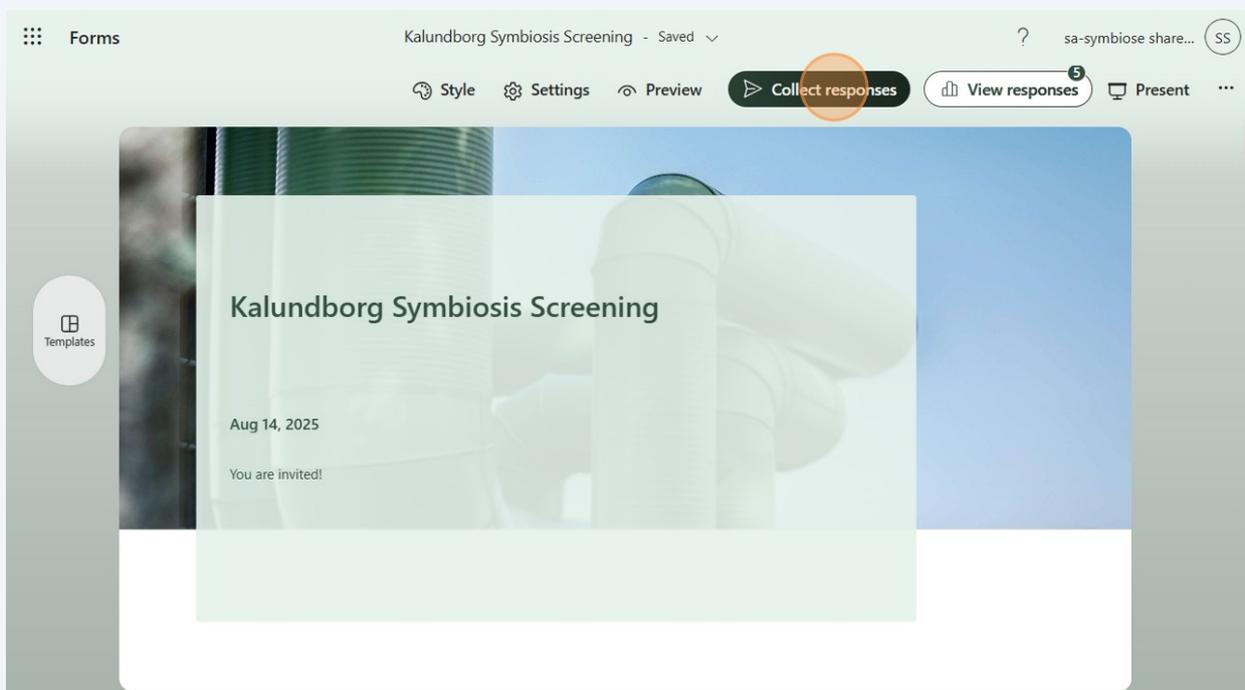
<https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?origin=Marketing>



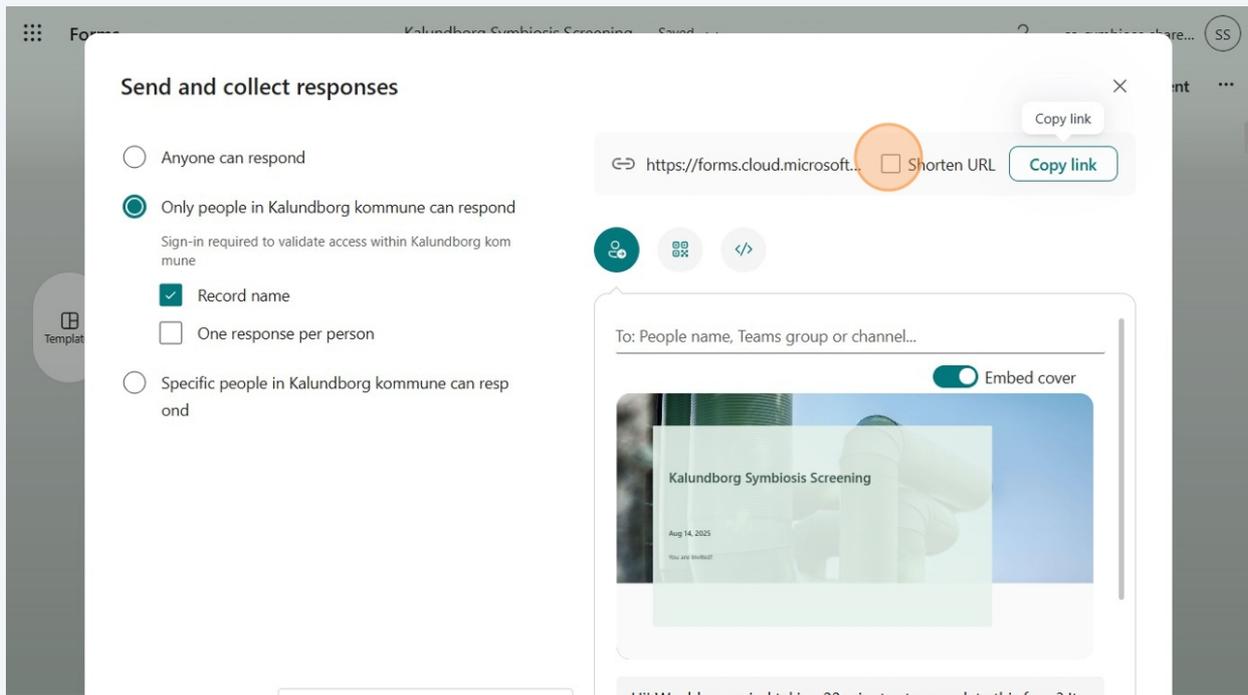
2 Click "Kalundborg Symbiosis Screening"



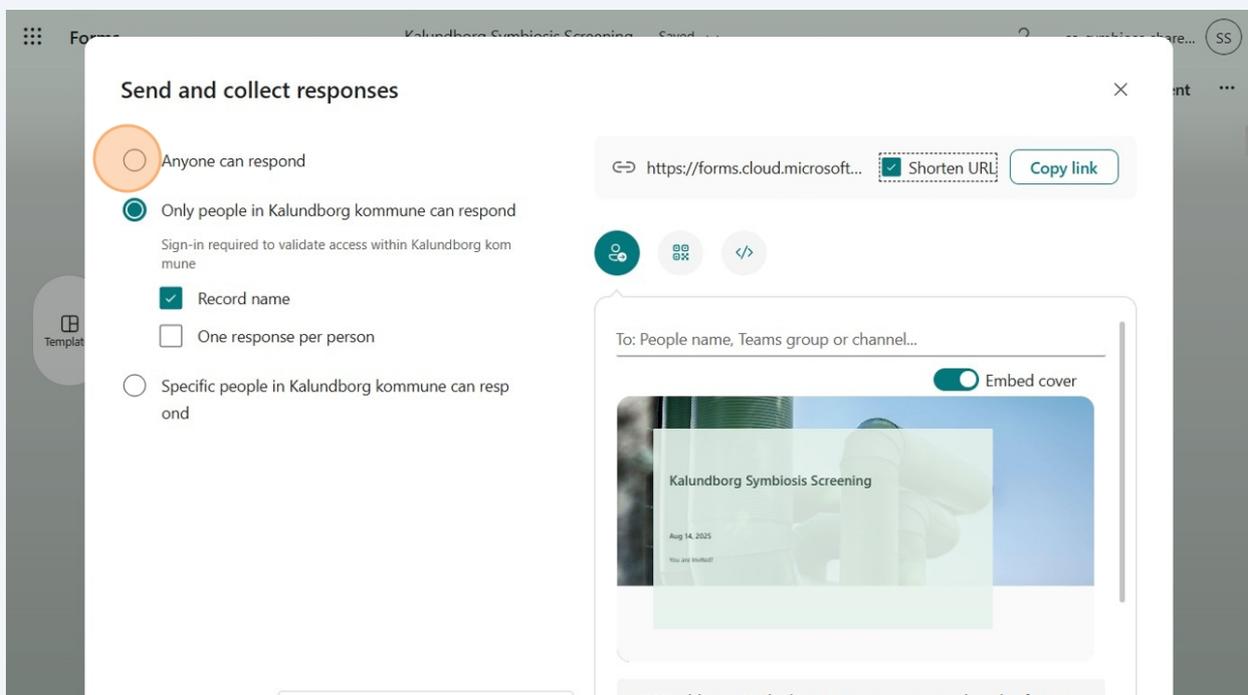
3 Click "Collect responses"



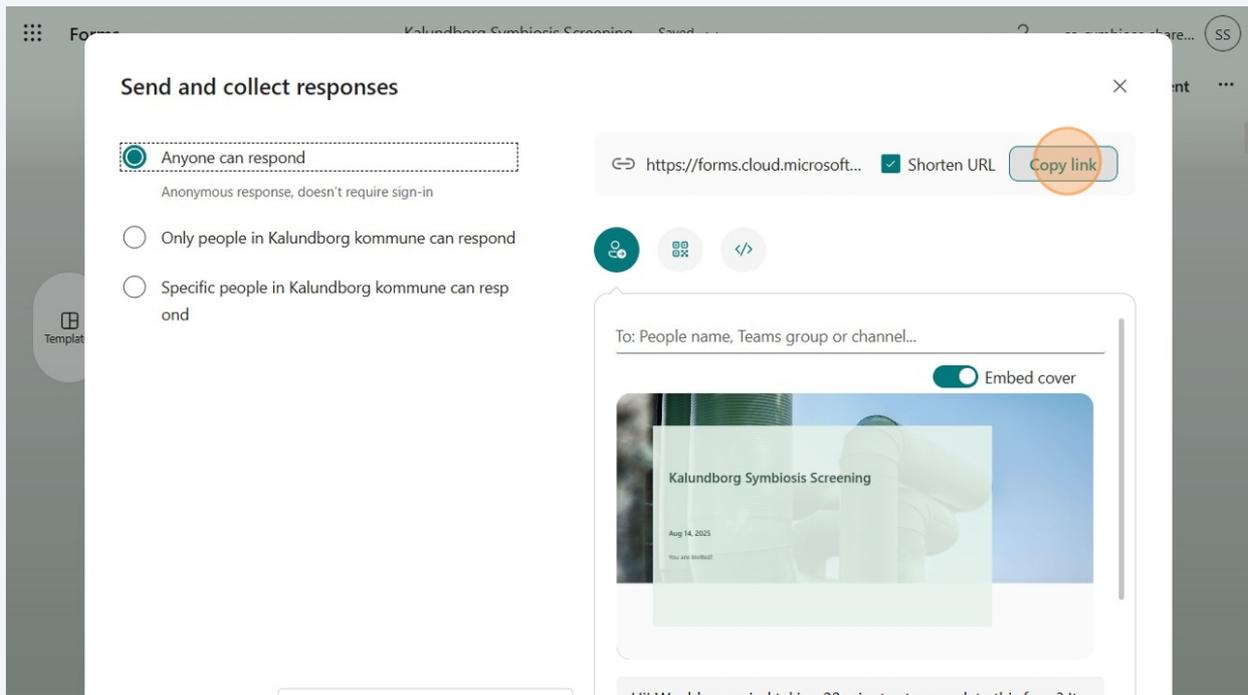
4 Click here to get a shorter URL to share.



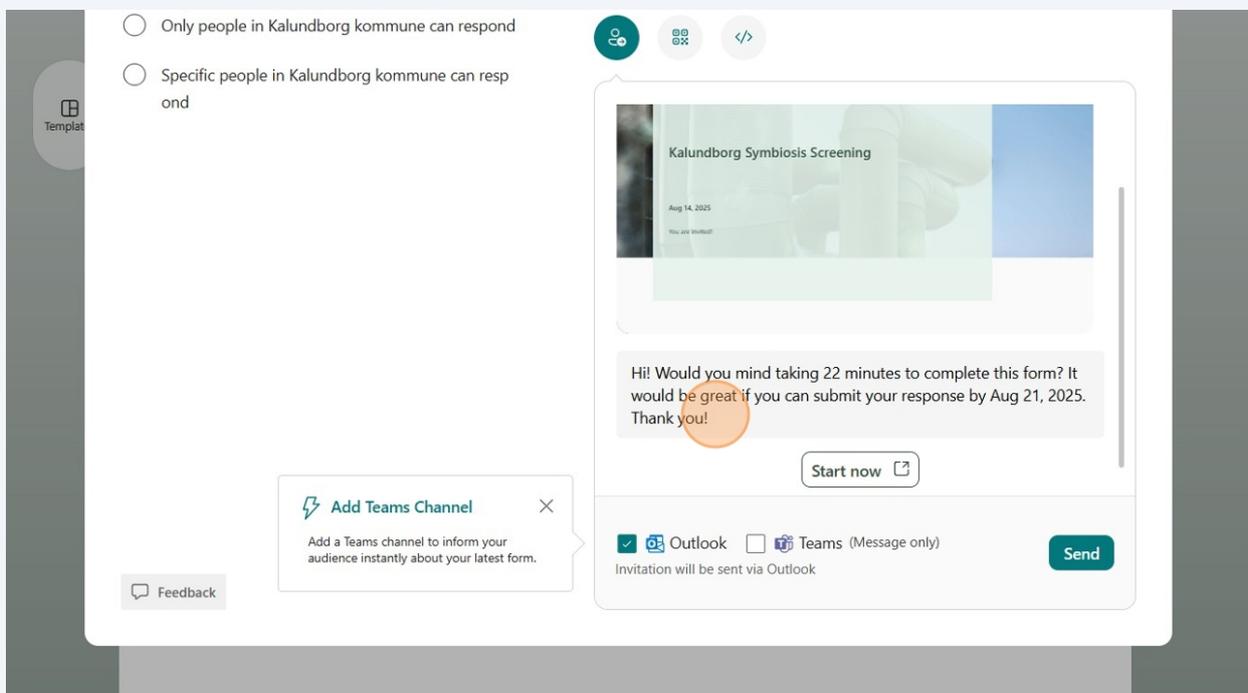
5 Click the "Anyone can respond" field.



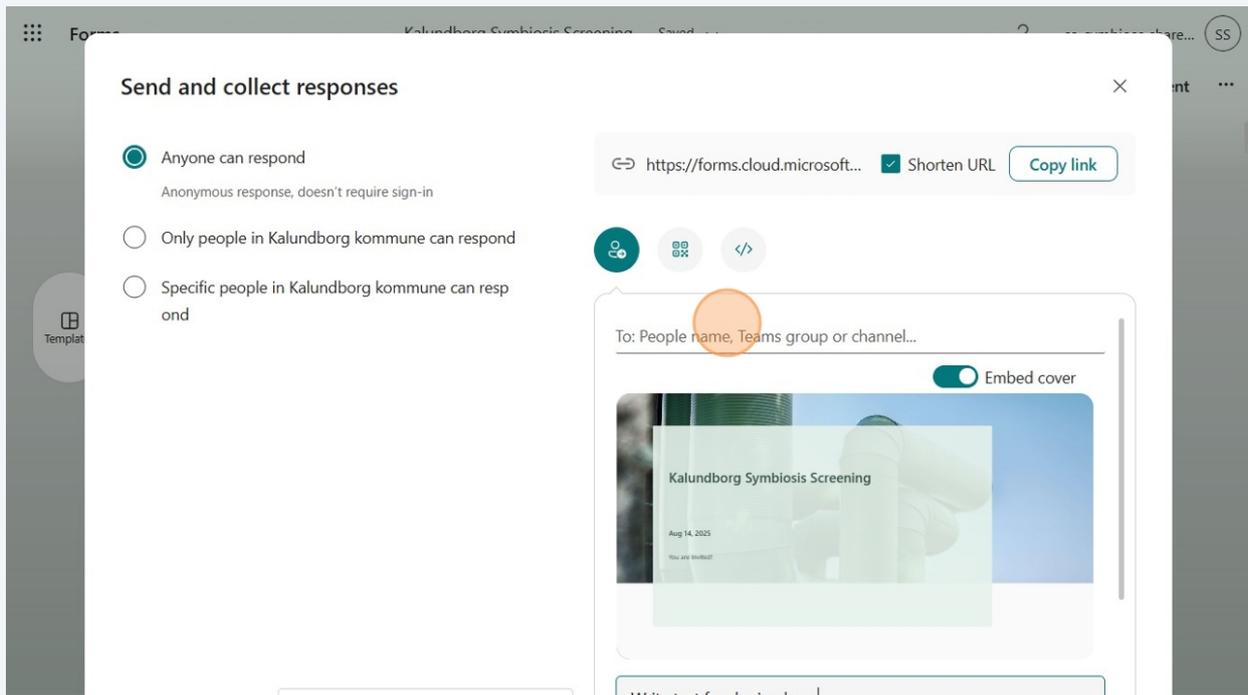
6 Select 'Copy link' and share the link with respondent.



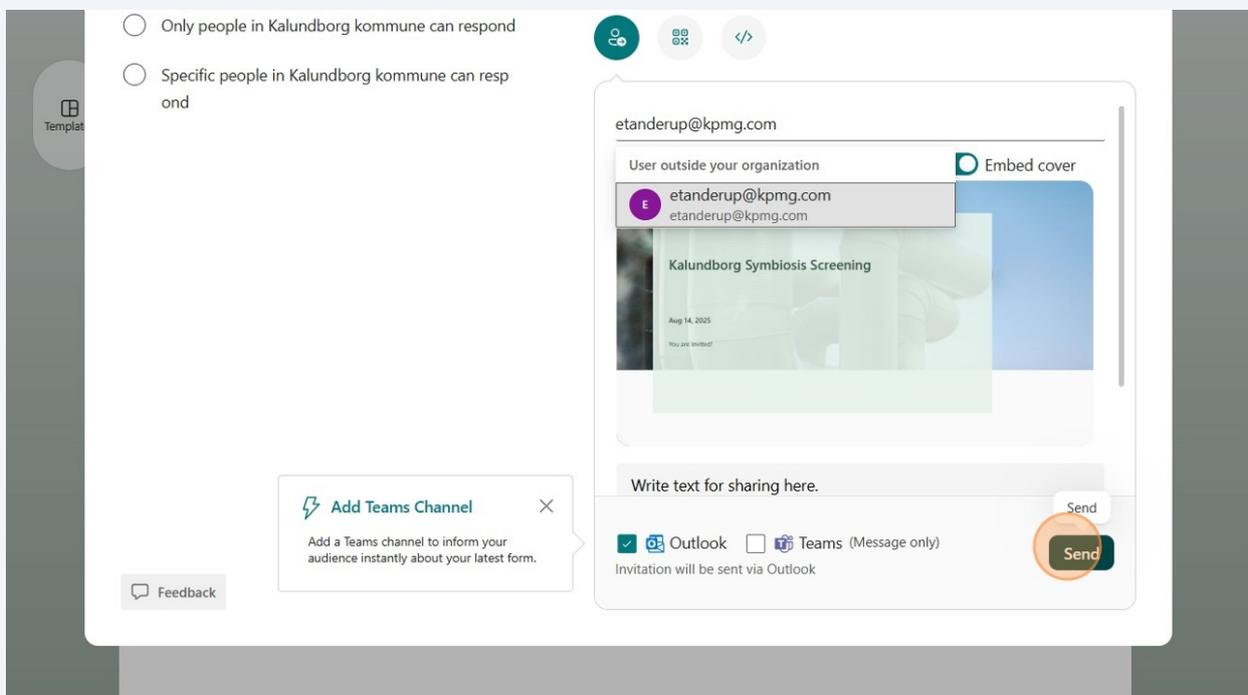
7 To send an email directly from forms click the "Add an invitation message" field to write a custom message.



8 Click the "To:" field and insert email.

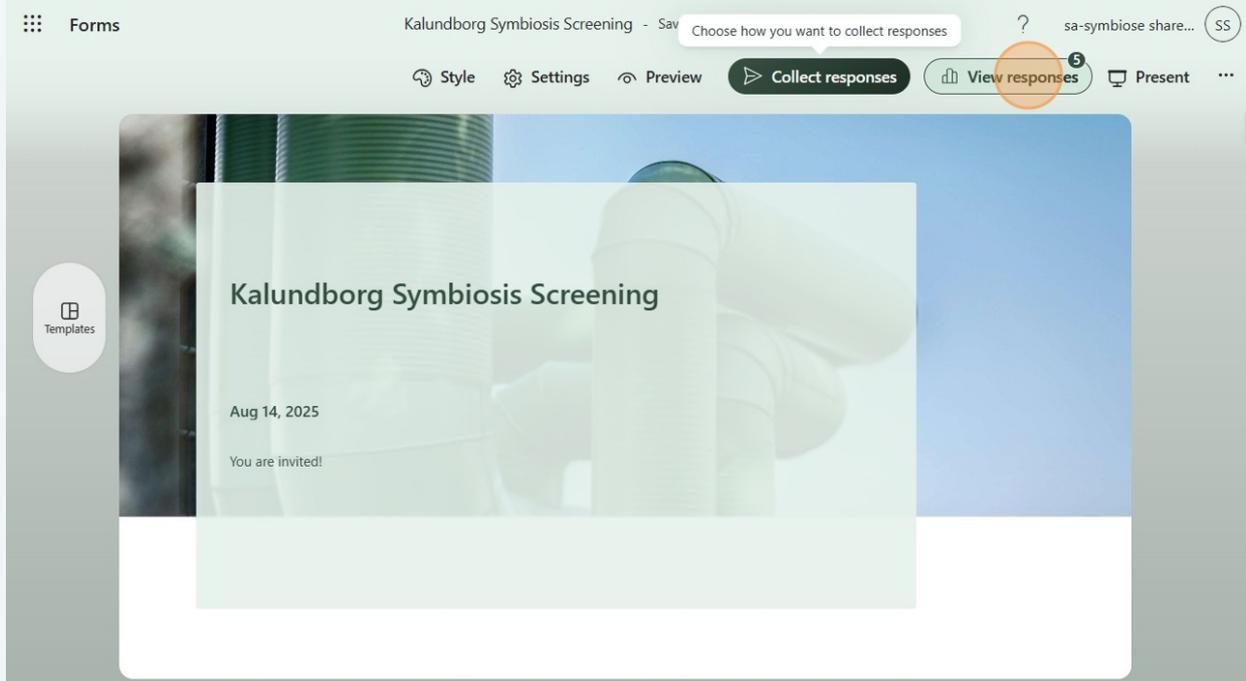


9 Click "Send" to share form.

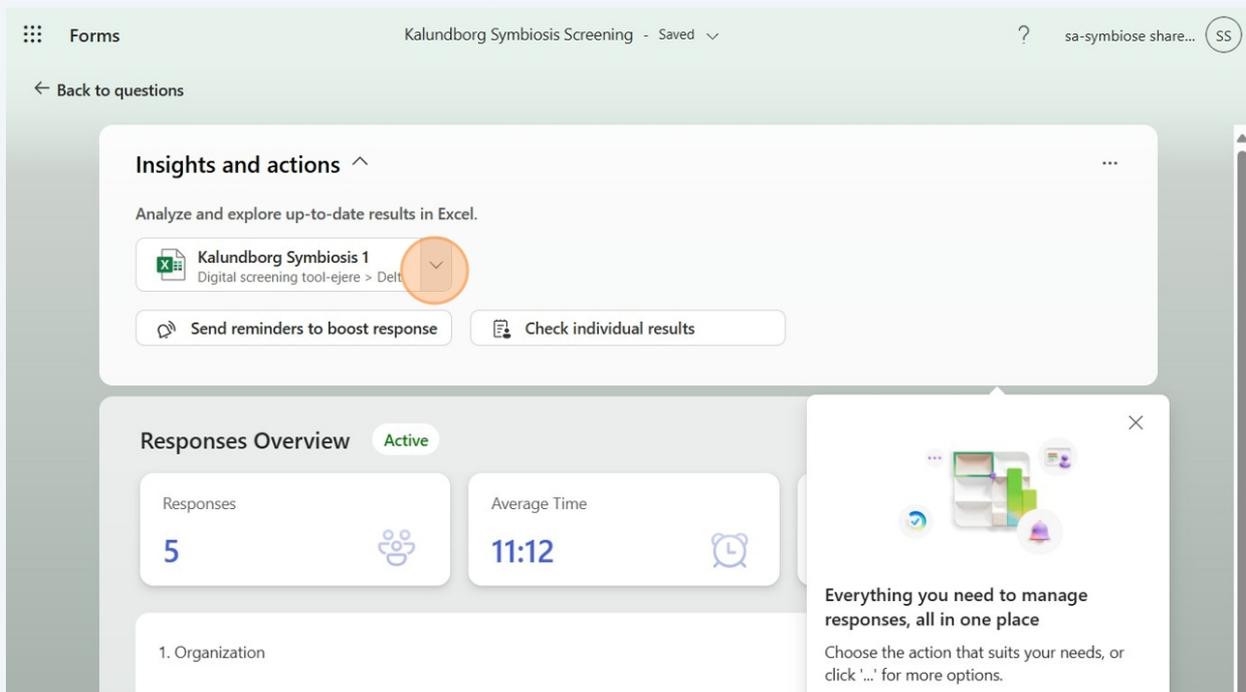


See responses:

10 To see responses, click "View responses"



11 Sharepoint xl file with stored responses can be accessed directly here.

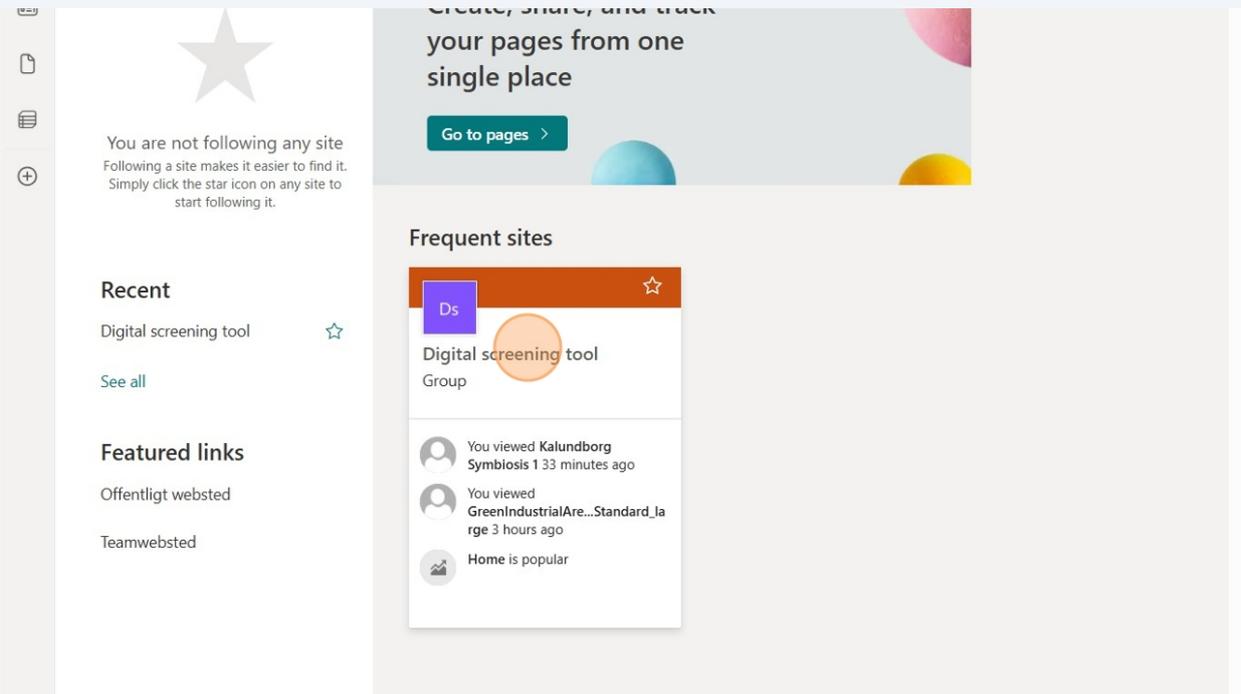


Add a company logo to a response:

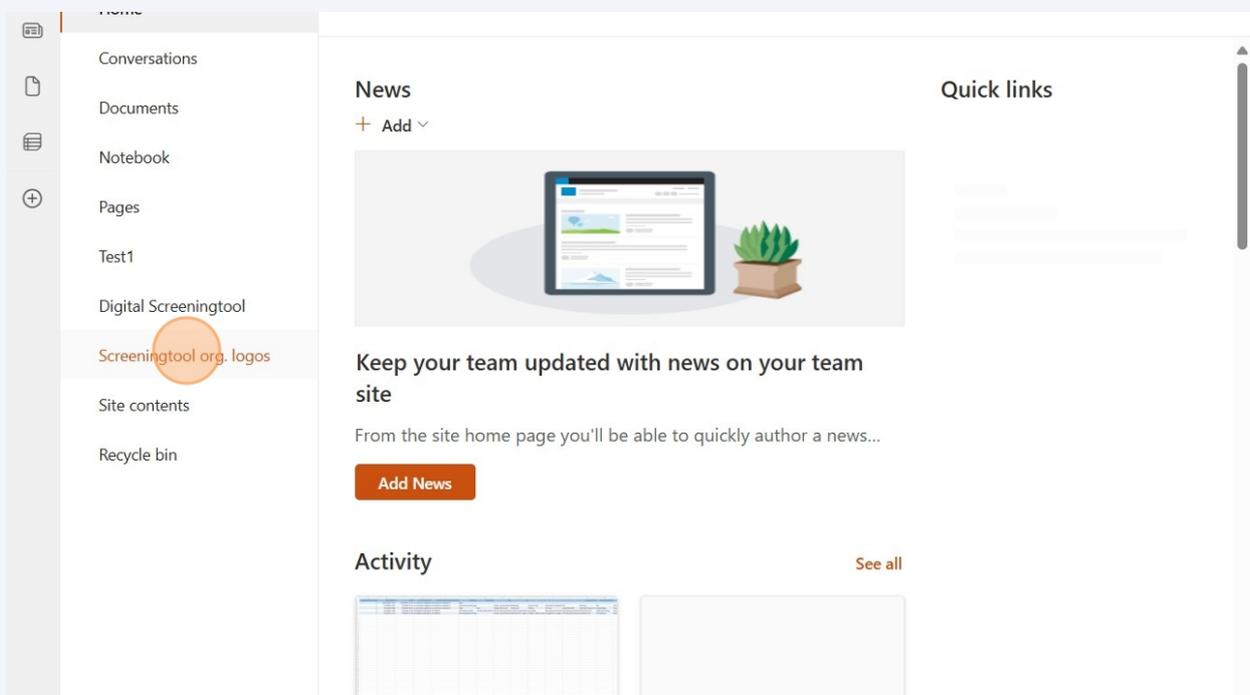
12 Navigate to Sharepoint

The screenshot shows the Microsoft Forms interface. At the top, the title bar reads "Forms" and "Kalundborg Symbiosis Screening - Saved". A search bar contains "Find Microsoft 365 apps". A dropdown menu is open, displaying various Microsoft 365 applications. The "SharePoint" icon is highlighted with a white border. Below the main menu, there are sections for "Document", "Workbook", "Presentation", "Survey", and "Create more". In the background, a form titled "1. Organization" is visible, and a notification card on the right says "Everything you need to manage responses, all in one place".

13 Go to the site "Digital screening tool"



14 Go to the list "Screeningtool org. logos"



15 Click "Edit in grid view"

The screenshot shows the SharePoint interface for a site named 'Digital screening tool'. The top navigation bar includes the 'KALUNDBORG KOMMUNE' logo, the 'SharePoint' title, a search bar, and a user profile 'sa-symbiose share...'. The left sidebar shows a navigation menu with 'Screeningtool org. logos' selected. The main content area displays a list of logos in a gallery view. The 'Edit in grid view' button is highlighted with a red circle. Other buttons visible include 'Add new item', 'Undo', 'Share', 'Copy link', and 'Details'.

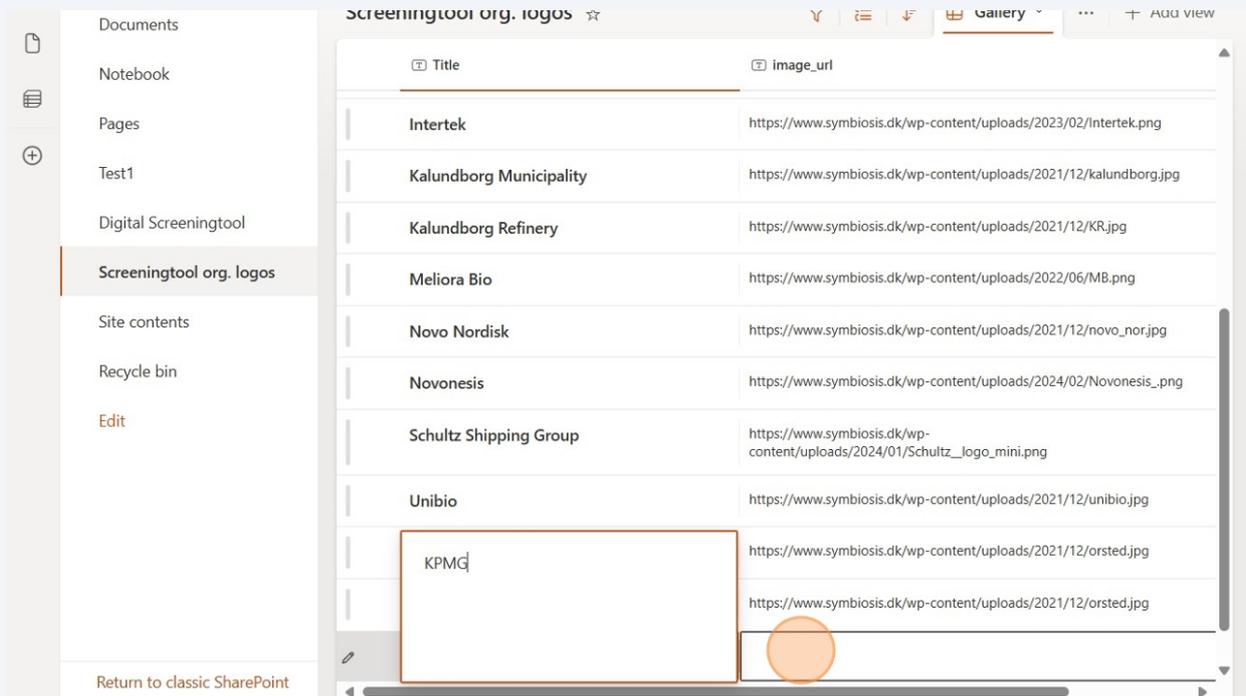
16 Add a new item

The screenshot shows the same SharePoint interface as in step 15, but now in 'Grid view'. The list of logos is displayed in a table format. The 'Add new item' button is highlighted with a red circle. The table contains the following data:

Title	image_url
Intertek	https://www.symbiosis.dk/wp-content/uploads/2023/02/Intertek.png
Kalundborg Municipality	https://www.symbiosis.dk/wp-content/uploads/2021/12/kalundborg.jpg
Kalundborg Refinery	https://www.symbiosis.dk/wp-content/uploads/2021/12/KR.jpg
Meliora Bio	https://www.symbiosis.dk/wp-content/uploads/2022/06/MB.png
Novo Nordisk	https://www.symbiosis.dk/wp-content/uploads/2021/12/novo_nor.jpg
Novonesis	https://www.symbiosis.dk/wp-content/uploads/2024/02/Novonesis.png
Schultz Shipping Group	https://www.symbiosis.dk/wp-content/uploads/2024/01/Schultz_logo_mini.png
Unibio	https://www.symbiosis.dk/wp-content/uploads/2021/12/unibio.jpg
Ørsted	https://www.symbiosis.dk/wp-content/uploads/2021/12/orsted.jpg
Org2	https://www.symbiosis.dk/wp-content/uploads/2021/12/orsted.jpg

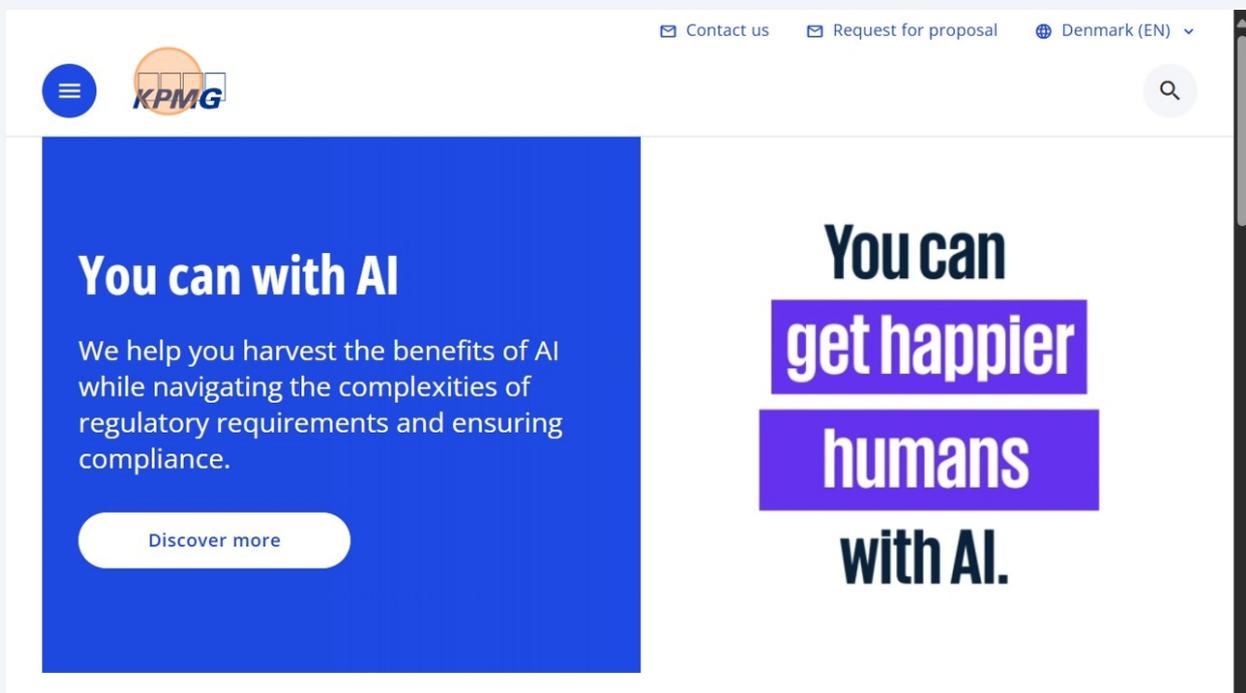
17

Add the organization name (This must match the response in the 'Organization' question in th form)



18

Find a fitting logo on the organization website. Right-click the logo image and select 'copy image link'.



19 Insert the image url in the sharepoint list

The screenshot shows a SharePoint list with the following data:

Title	image_url
Kalundborg Municipality	https://www.symbiosis.dk/wp-content/uploads/2021/12/kalundborg.jpg
Kalundborg Refinery	https://www.symbiosis.dk/wp-content/uploads/2021/12/KR.jpg
Meliora Bio	https://www.symbiosis.dk/wp-content/uploads/2022/06/MB.png
Novo Nordisk	https://www.symbiosis.dk/wp-content/uploads/2021/12/novo_nor.jpg
Novonosis	https://www.symbiosis.dk/wp-content/uploads/2024/02/Novonosis.png
Schultz Shipping Group	https://www.symbiosis.dk/wp-content/uploads/2024/01/Schultz_logo_mini.png
Unibio	https://www.symbiosis.dk/wp-content/uploads/2021/12/unibio.jpg
Ørsted	https://www.symbiosis.dk/wp-content/uploads/2021/12/orsted.jpg
Org2	https://www.symbiosis.dk/wp-content/uploads/2021/12/orsted.jpg
KPMG	https://kpmg.com/content/experience-fragments/kpmgpublic/dk/en/site/header/master/_cr_content/root/header_...

Update BI report and see responses:

20 Go to app.powerbi.com and select 'Workspaces'

The screenshot shows the Power BI Workspaces page with the following table of recent workspaces:

Name	Type	Opened	Location	Endorsement	Sensitivity
SymbiosisReport	Report	36 minutes ago	Kalundborg Symbi...	—	—
Kalundborg Symbiosis	Workspace	44 minutes ago	Workspaces	—	—
My workspace	Workspace	4 hours ago	Workspaces	—	—

21 Click "Kalundborg Symbiosis"

The screenshot shows the Power BI Home interface. On the left, the 'Workspaces' pane is open, displaying a search bar and a list of workspaces. The workspace 'Kalundborg Symbiosis' is highlighted with an orange circle. Below the list, there are three preview cards for reports: 'Kalundborg Symbiosis', 'Explore basic Power BI concepts', and 'Explore the 100 most useful'. At the bottom, a table lists 'My apps' with columns for Type, Opened, Location, Endorsement, and Sensitivity.

Type	Opened	Location	Endorsement	Sensitivity
Report	36 minutes ago	Kalundborg Sympi...	—	—
Workspace	44 minutes ago	Workspaces	—	—
Workspace	4 hours ago	Workspaces	—	—

22 Click here to refresh the data in the BI report.

The screenshot shows the 'Choose from predefined task flows or add a task to build one' screen in Power BI. It features a table of task flows. The second row, 'SymbiosisReport', has a 'Refresh now' button highlighted with an orange circle. The table columns include Name, Type, Task, Owner, Refreshed, Next refresh, Endorsemen, Sensitivity, and Included in app.

Name	Type	Task	Owner	Refreshed	Next refresh	Endorsemen	Sensitivity	Included in app
SymbiosisReport	Report	—	Kalundbor...	8/14/2025, 12:...	—	—	—	No
SymbiosisReport	Semantic ...	—	Kalundbor...	8/14/2025, 1...	N/A	—	—	

23

Click the menu icon.



Choose from predesigned task flows or add a task to build one

Select from one of Microsoft's predesigned task flows or add a task to start building one yourself.

Select a predesigned task flow Add a task

Import a task flow

	Name	Type	Task	Owner	Refreshed	Next refresh	Endorsemen	Sensitivity	Included in app
	SymbiosisReport	Report	—	Kalundbor...	8/14/2025, 12:...	—	—	—	No
	SymbiosisReport	Semantic ...	—	Kalundbor...	8/14/2025...	N/A	—	—	

24

Click "Refresh history" to see status on refresh.



Choose from predesigned task flows or add a task to build one

Select from one of Microsoft's predesigned task flows or add a task to start building one yourself.

Select a predesigned task flow Add a task

Import a task flow

	Name	Type	Task	Owner	Refreshed	Next refresh	Endorsemen	Sensitivity	Included in app
	SymbiosisReport	Report	—	Kalundbor...	8/14/2025, 12:...	—	—	—	No
	SymbiosisReport	Semantic ...	—	Kalundbor...	8/14/2025...	N/A	—	—	

- Security
- Rename
- Open data model
- Settings
- Refresh history
- Download this file
- Manage permissions

25 Wait for it to finish.

Kalundborg Symbiosis

Create app Manage access Workspace settings

+ New item New folder Import Migrate

Filter by keyword Filter

Refresh history

Scheduled OneDrive Direct Lake OneLake Integration

Details	Type	Start	End	Status	Message
Show	On demand	8/14/2025, 2:17:27 PM		In progress	
Show	On demand	7/4/2025, 2:09:54 PM	7/4/2025, 2:10:06 PM	Failed	There was an error when processing the data in the dataset.
Show	On demand	6/30/2025, 12:18:21 PM	6/30/2025, 12:18:33 PM	Completed	

Close

26 Click "SymbiosisReport" to access the refreshed report.

Choose from predesigned task flows or add a task to build one

Select from one of Microsoft's predesigned task flows or add a task to start building one yourself.

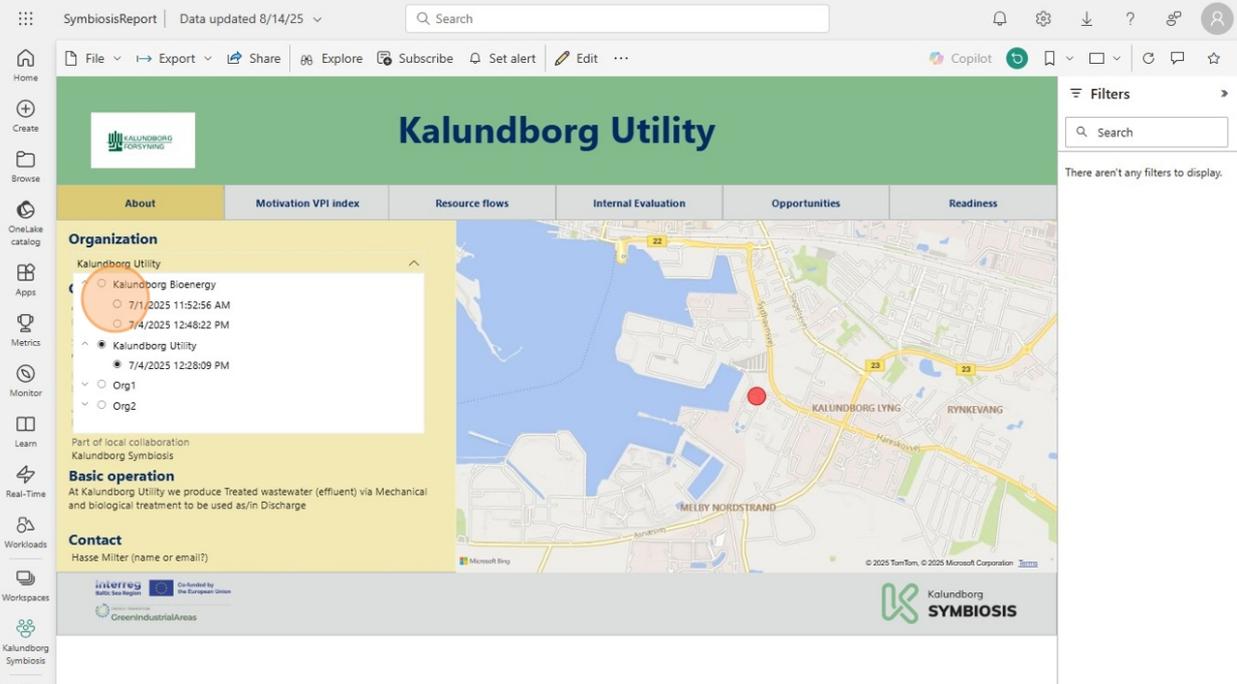
Select a predesigned task flow Add a task

Import a task flow

Name	Type	Task	Owner	Refreshed	Next refresh	Endorsemen	Sensitivity	Included in app
SymbiosisReport	Report	—	Kalundbor...	8/14/2025, 2:1...	—	—	—	No
SymbiosisReport	Semantic ...	—	Kalundbor...	8/14/2025, 2:...	N/A	—	—	

27

Select a response organization and time in the drop down menu. View the responses by navigating the buttons in the report.



Export report to PDF:

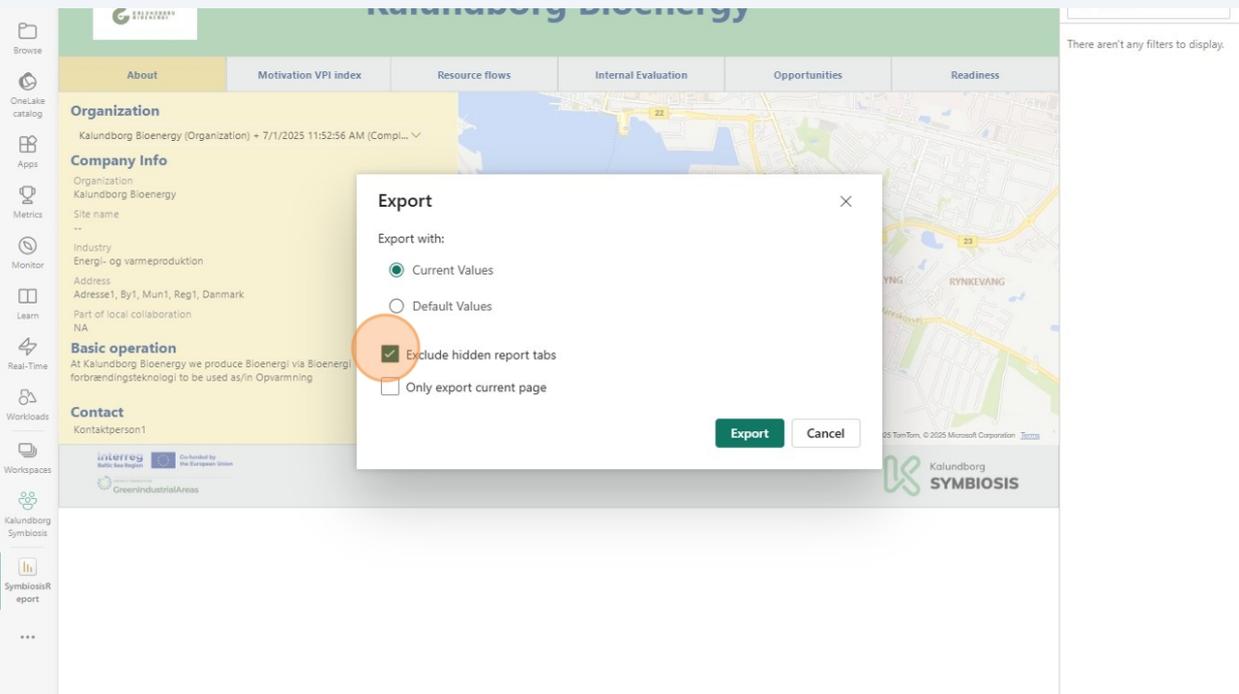
28 Click Export.

The screenshot shows the SymbiosisReport interface for Kalundborg Bioenergy. The top navigation bar includes a search bar, a 'Data updated 8/14/25' indicator, and a menu with options: File, Export (circled in orange), Share, Explore, Subscribe, Set alert, and Edit. The main content area is divided into several sections: Organization, Company Info, Basic operation, and Contact. A map of the Kalundborg area is visible on the right side. The bottom right corner features the Kalundborg SYMBIOSIS logo.

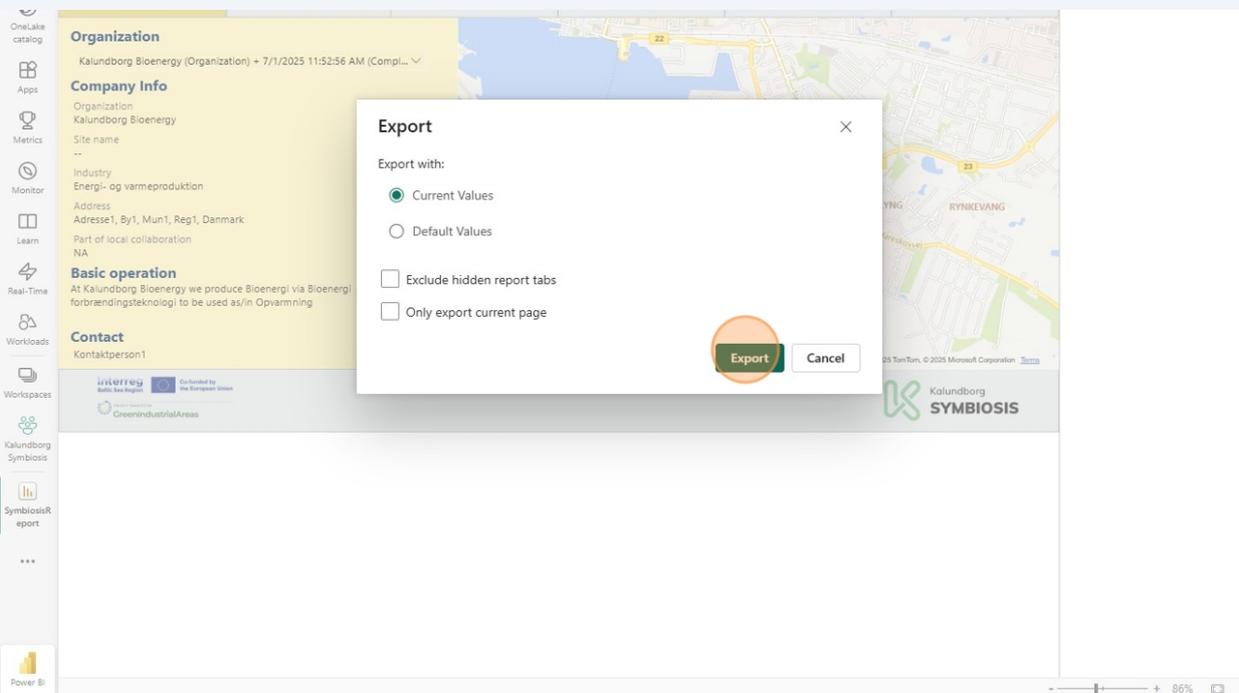
29 Click "PDF"

The screenshot shows the SymbiosisReport interface for Kalundborg Bioenergy. The 'Export' dropdown menu is open, showing options: Analyze in Excel, PowerPoint, and PDF (circled in orange). The rest of the interface is identical to the previous screenshot, showing the main content area with Organization, Company Info, Basic operation, and Contact sections, and the Kalundborg SYMBIOSIS logo at the bottom right.

30 Unselect 'Enable hidden report tabs'



31 Click "Export" and wait for the export to finish.



32

If the response contains more resources than can fit on one page, scroll down to see the last resources.

Kalundborg Utility

Your report SymbiosisReport is being exported to a PDF file. This might take a few minutes.

Filters on this page: Category is (All)

Type	Resource
Other, commercial non-renewable material	chemicals
Other, commercial non-renewable material	Hydrogen peroxide
Other, commercial non-renewable material	metals
Other, commercial non-renewable material	pallets
Other, commercial renewable material	paper
Other, commercial non-renewable material	plastic
Other, internal material reuse	Activated sludge
Other, commercial non-renewable material	Big bags
Other, commercial renewable material	cardboard
Other, shared water	Effluent via Kalundborg Heatpump to produce district heating
Other, Commercial Non-Renewable Energy	Electricity from grid (partly non-renewable)
Other, lost water	Evaporation from open basins
Other, commercial non-renewable material	Fluoculents
Other, shared energy	Heat in wastewater
Commercial renewable material	Option 1
Commercial water	Option 1
Commercial non-renewable energy	Option 1
Internal energy reuse	Option 1
Lost energy	Option 1
Lost material	Option 1
Lost water	Option 1
Shared energy	Option 1
Shared material	Option 1
Shared water	Option 1

Flow diagram labels: Resource, Byproduct, Internal reuse, Product, Waste.

Legend: Byproduct (in), Byproduct (out), Internal reuse, Product, Resource, Waste.

Kalundborg SYMBIOSIS

33

Click export again.

SymbiosisReport | Date updated 8/14/25

File | Export | Share | Explore | Subscribe | Set alert | Edit

Kalundborg Utility

Export to PDF in progress
Your report SymbiosisReport is being exported to a PDF file. This might take a few minutes.

Filters on this visual: Resource is (All), Type is (All)

Filters on this page: Category is (All)

Type	Resource
Other, Commercial Non-Renewable Energy	to produce district heating
Other, commercial non-renewable material	Electricity from grid (partly non-renewable)
Other, lost water	Evaporation from open basins
Other, commercial non-renewable material	Fluoculents
Other, shared energy	Heat in wastewater
Commercial renewable material	Option 1
Commercial water	Option 1
Commercial non-renewable energy	Option 1
Internal energy reuse	Option 1
Lost energy	Option 1
Lost material	Option 1
Lost water	Option 1
Shared energy	Option 1
Shared material	Option 1
Shared water	Option 1
Other, lost material	Sludge (quality B and C)
Other, shared energy	sludge as fertilizer (quality A)
Product	Treated wastewater (effluent)
Other, commercial water	Treated wastewater (effluent) - as a service
Other, shared water	Untreated surface water
Shared water	Wastewater
Other, lost energy	Wastewater heat loss from open basins
Other, shared material	Wastewater incl carbon and minerals for biological process

Flow diagram labels: Resource, Byproduct, Internal reuse, Product, Waste.

Legend: Byproduct (in), Byproduct (out), Internal reuse, Product, Resource, Waste.

Kalundborg SYMBIOSIS

34 Click "PDF"

The screenshot shows the SymbiosisReport application interface. The top navigation bar includes 'File', 'Export', 'Share', 'Explore', 'Subscribe', 'Set alert', and 'Edit'. The main content area is titled 'Kalundborg Utility' and features a 'Resource flows' tab. A table on the left lists various resource types and their sources. A central diagram illustrates the flow of resources, byproducts, and waste. An 'Export' menu is open, with 'PDF' highlighted. A notification box in the top right corner states: 'PDF file is ready for download. The report SymbiosisReport was exported to a PDF file and is available for you to download.'

Type	Resource
Other, Commercial Non-Renewable Energy	to produce district heating
Other, lost water	Electricity from grid (partly non-renewable)
Other, commercial non-renewable material	Evaporation from open basins
Other, shared energy	Fluoculents
Commercial renewable material	Heat in wastewater
Commercial water	Option 1
Commercial non-renewable energy	Option 1
Commercial non-renewable material	Option 1
Internal energy reuse	Option 1
Lost energy	Option 1
Lost material	Option 1
Lost water	Option 1
Shared energy	Option 1
Shared material	Option 1
Shared water	Option 1
Other, lost material	Sludge (quality B and C)
Other, shared energy	sludge as fertiliser (quality A)
Product	Treated wastewater (effluent)
Other, commercial water	Treated wastewater (effluent) - as a service
Other, shared water	Untreated surface water
Shared water	Wastewater
Other, lost energy	Wastewater heat loss from open basins
Other, shared material	Wastewater incl carbon and minerals for biological process

35 Select 'Only export current page'

The screenshot shows the SymbiosisReport application interface with the 'Export' dialog box open. The dialog box has the following options: 'Export with:' (Current Values selected), 'Default Values', 'Exclude hidden report tabs' (checked), and 'Only export current page' (checked). The 'Export' button is highlighted. The background shows the same 'Resource flows' tab and diagram as in the previous screenshot.

36

Click "Export" and wait for export to finish. Then add the one-page PDF to the main report before sharing.

The screenshot displays a software interface with an 'Export' dialog box in the foreground. The dialog box contains the following options:

- Export with:
 - Current Values
 - Default Values
- Exclude hidden report tabs
- Only export current page

The 'Export' button is highlighted with a red circle. The background interface shows a table with the following columns: Type and Resource. The table lists various resource types and their descriptions. A sidebar on the left contains navigation icons for OneLake catalog, Apps, Metrics, Monitor, Learn, Real-Time, Workloads, Workspaces, Kalundborg Symbiosis, SymbiosisR report, and Power BI. The top right corner of the interface shows filters for 'is (All)' and 'Type is (All)'. The bottom right corner shows a zoom level of 86%.