

Guidelines

BASTA Logbook

BASTAonline AB
Version 9
2024-06-01



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Welcome to the BASTA Logbook

The BASTA logbook is a digital tool available to e.g. property owners, property managers, contractors, and architects to document the articles used in new buildings, reconstructions, as well as during the maintenance of premises, buildings, and facilities.

The BASTA logbook is connected to BASTA's article database which contain environmentally evaluated articles regarding chemical content. The database provides the users with practical guidelines regarding the selection of safe and quality-assured articles. The articles in the BASTA article database meets different grades regarding the chemical composition, read more about the BASTA system at [BASTAonline](#).

The logbook enables:

- A systematic approach to the selection of articles
- A quality ensured control of articles to achieve non-toxic construction
- A meeting of the system requirements in the environmental certifications of buildings e.g. Miljöbyggnad, BREEAM-SE and LEED.

The logbook enables the user to:

- Administer articles connected to a project (logbook)
- Secure that an article meets the requirements of selected grade, e.g. the BASTA or BETA
- Get overall project (logbook) information through the insight feature
- Gain insight into the article distribution between grades in a project (logbook)
- Upload and save relevant product- and project documentation
- Create and manage deviations regarding article choice
- Check if an article has been used in multiple projects (logbooks) through the database search engine.

Set-up of the BASTA Logbook

The BASTA logbook consists of three levels: organization/user, workspace, and project (logbook). The logbook is administered in BASTAOnline which can be reached through the BASTA website.

Organization/user

The organization/user is the customer towards BASTAOnline AB and is responsible for payment of the service.

Workspace

A workspace is a common space for a business to manage all projects (logbooks) and users. The workspace is connected to an organization/user. A workspace can "own" one or more projects (logbooks).

There are three kinds of workspaces:

- Organization Plus Workspace
- Organization Workspace
- Educational Workspace
- Personal Workspace

Organization Plus Workspace

In "Organization Plus Workspace ", an organization can collect, administer and overview all its projects (logbooks) and its articles. The workspace can have up to 50 journals at a fixed price that are billed once a year. The workspace can have unlimited members and articles.

Organization Workspace

In the "Organization Workspace ", an organization can collect, administer and overview all its projects (logbooks) and its articles. Fee is paid per logbook and for 12 months at a time. The workspace can have an unlimited number of projects (journals), members, and articles.

The user who creates the workspace will automatically be assigned the role "Super Admin" and will be able to invite more users to the workspace, as well as assign different roles to these users, for more information about the different roles see further below.

Educational Workspace

The "Educational Workspace" is aimed at schools and students wishing to use the BASTA logbook for an educational purpose.

Personal Workspace

The "Personal Workspace" is aimed at private users who within the workspace can create two projects (logbooks) with two users for each project (logbook). The purpose behind the workspace is to give a private user the means to document private projects, e.g. a house or extension. For a more advanced building log (including deviation management) a "Business Workspace" is required.

Project (logbook)

A project (logbook) is used to document the built-in articles in a building, as well as document and manage potential deviations from set requirements.

The BASTAOnline Logbook

Below you will find a description of the different logbook functions at BASTAOnline.

User account BASTAOnline

You need to create a user account to log into BASTAOnline and use the BASTA logbook. Click on "LOG IN" on the BASTA website and choose "register".

My projects

The logbook tools are located under "Logbook" in the left menu.

An overview of all the projects where your user is added as a member can be found under "My projects", regardless of which workspace the project (logbook) belongs to.

My Projects

Projects Articles Insights

Projects
Projects you are participating in

För att kunna skapa egna projekt måste ett faktureringskonto skapas, det gör du enkelt här [Skapa konto](#)

Project no.	Name	Type	Project Manager	Article Count	Created	Last modified	Status	Action
	TEST BASTA-Charlotte Workspace Admin	New construction	Charlotte Stjernqvist for Charlotte TEST	1	2022-09-01	2022-09-01	In Progress	...
Test	Test Workspace Admin	New construction	Gonzalo Medina for Construct IT Test	0	2019-06-19	2019-06-19	In Progress	...
	test Workspace Admin	New construction	for BASTAonline AB	0	2018-10-30	2018-10-30	In Progress	...

Page 1 of 1 10 rows

On this page you will find three tabs:

- **Projects** – An overview of the projects (logbooks) where you are a member, including project information. Which workspace the project (logbook) belongs to is displayed in the column "Project Manager"
- **Articles** – An overview of all the articles added to the projects (logbooks) where you are a member. A quick search can be conducted here to determine whether a specific article has been used in any of the projects (logbooks) where you are a member
- **Insights** – An overview of statistics and trends of the projects where you are a member.

Workspace

You will find your workspace profile by clicking on "Business Workspace" in the left menu, under "Logbook".

The screenshot shows the BASTAonline AB workspace profile page. The left navigation menu includes: Dashboard, Supplier, Logbook, My Projects (with 'Business Workspace BASTAonline AB' highlighted), Manage workspaces, Help & Support, My account, Admin (Admin console), and More from Basta (Services, BastaOnline.se). The main content area is titled 'WORKSPACE BASTAonline AB' and features a navigation bar with tabs: Profile, Plan & Billing, Settings, Members, Projects, Articles, and Insights. Below this is the 'Workspace Profile' section, which includes 'Organization details' with the following form fields: Organization name (Workspace name) [BASTAonline AB], Organization number [556719-5697], Address [Box 21060], Postal code [100 31], City [Stockholm], Phone [08-598 563 00], and Homepage [http://www.bastaonline.se].

On the workspace page you will find the following tabs:

- **Profile** – Manage the organizational details including the workspace name
- **Plan & Billing** – Manage payment plans and billing information
- **Settings** – Manage settings for how users can join the workspace and who should receive billing reminders
- **Members** – This is where workspace members are managed. You can invite new members as well as manage existing ones by clicking on "Action" (the pen to the right of each user)
- **Projects** – Here you can see all the workspace projects (logbooks). They can be opened by clicking on the green text in the "Name" column. In the "Manage" column, you can choose to create a copy of the project (the logbook), transfer ownership to another workspace or delete the project (the logbook) by clicking on the three dots.
- **Articles** - An overview of all the articles in the projects (logbooks) connected to the workspace. A quick search can be conducted here to determine whether a specific article has been used in any of the projects (logbooks) connected to the workspace
- **Insights** - An overview of statistics and trends of the projects belonging to the workspace.

Member roles in a workspace

Members of a workspace can be assigned one of the following roles:

Super Admin

This role gives the user complete administrative rights to the workspace, the role allows the user to:

- Create and remove projects (logbooks) on the workspace
- See and join any open projects (logbooks) on the workspace
- Administer the workspace members
- Administer the workspace profile
- Administer the workspace payment plans and billing information
- Transfer projects (logbooks) to another workspace

Admin

This role allows the user to:

- Create projects (logbooks) on the workspace
- See and join any open projects (logbooks) on the workspace
- Administer the workspace members
- Administer the workspace profile

Member

This role allows the user to:

- See and join any open projects (logbooks) on the workspace

Manage workspaces

Select which workspace you wish to manage if your user is a member of more than one workspace. Click on "Manage workspaces" in the left menu to select the preferred workspace – then click on "Business Workspace" again.

Help & support

Here you will find help and support regarding the BASTA logbook.

Project (Logbook)

A project (logbook) is used to document which articles are being used in a construction project. Articles can be added by all the project's members and categorized by a preferred structure, project deviations are managed and insights about the project can be visualized. A project (logbook) is created within a workspace and on the project overview you will find information about which workspace it belongs to.

In a project (logbook) you will find the following tabs:

The screenshot shows the 'Testprojekt' workspace in progress. The navigation bar includes 'Articles', 'Project details', 'Members', 'Export', 'Settings', and 'Insights'. The 'Articles' tab is active, displaying a list of project articles. On the left, a sidebar shows a folder structure: 'Pending deviations', 'Approved deviations', 'Unapproved deviations', and 'Project 10' (expanded to show 'Badrum 1', 'Hall 1', 'Källare 2', 'Kök 3', 'Sovrum 2', and 'Ventilation'). A legend explains symbols for BASTA, BETA, DECLARED, and ELECTRONICS. The main article list has columns for Article, Supplier, Added, and Grade. Three articles are listed, all from 'Svenska Fönster AB', including 'Etrusche Listello Decoro Pflüg' and 'Intakt Fast/ÖB-KD 3 g'.

Articles

Under the tab "Articles" you will find an overview of all the articles added to the project (logbook).

Structure

The folders in the logbook are displayed in the left menu (if some of the folders are hidden in your project (logbook) it is because they are empty):

- **Pending deviations** – Shows added article deviations that have not yet been managed, for more information regarding deviations see further below
- **Approved deviations** – Shows added and approved article deviations
- **Unapproved deviations** – Shows added and not approved deviations
- **Archived articles** – Shows articles no longer in the project (logbook) that have been archived

- **Uncategorized articles** – Shows articles added to the project (logbook) that have not been placed in a specific "Project"-folder
- **Project** – The users can set up their own preferred structure to organize their added articles within this folder, e.g. by floors or rooms. New folders can be added by clicking on "New folder". To create a sub-folder open the folder meant to contain the sub-folder and add the new folder the same way. It is possible to change the name of, move, copy, or remove a folder if you select the folder and then click on "More" (top right corner).

Under "Project" all added articles in the project (logbook) can be seen to the right, depending on which folder that is selected. Initially all the added articles are shown.

The screenshot shows the BASTAonline AB interface. On the left, there is a navigation menu under 'Articles' with sub-items: Pending deviations (0), Approved deviations (0), Unapproved deviations (0), and Project 10. Under Project 10, there are folders for Badrum 1, Hall 1, Källare 2, Kök 3, Sovrum 2, and Ventilation 0. Below the menu is a legend for symbols: BASTA (green), BETA (yellow), DECLARED (blue), and ELECTRONICS (purple). The main content area is titled 'Project' and contains a table of articles. The table has columns for Article, Supplier, Added, and Grade. The first article is 'Etrusche Listello Decoro Pittig' from supplier 'Kakeldax i Sverige ...' added on 2023-05-22. The second and third articles are 'Intakt Fast/ÖB-KD 3 gl' from 'Svenska Fönster AB' added on 2023-05-22. The fourth article is also 'Intakt Fast/ÖB-KD 3 gl' from 'Svenska Fönster AB' added on 2023-05-22. The fifth article is 'Intakt Fast/ÖB-KD 3 gl' from 'Svenska Fönster AB' added on 2023-05-22.

Add new articles

A new view will open when selecting "Add article", in this view it is possible to search for an article in the BASTA database as well as choosing the desired article. It is also possible to use the available filters in the left menu to find articles based on e.g. supplier or product name.

If you cannot find the desired article among the registered articles in the BASTA database, it is possible to add an unregistered article by searching in connected databases or by adding the article manually.

- "Search in CCBUILD database" – if you click here you get access to [CCBuilds](#) database of reusable products from the CCBUILD marketplace. Through an login you can also access an organizations internal marketplace.
- "Search Finfo database" – if you click here you get access to FINFOs database and can search for articles there and add them to the logbook, the basic information about the article is included, if further information is required you will then have to do a manual input.
- "Add unregistered article" – if you click here, you can add an article manually. For more information we refer to the section "Add unregistered article" further down in this document.

Add article

[← Go back](#)

[Search CCBuid database](#)

[Search Finfo database](#)

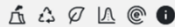
[Add unregistered article](#)

Reset

8985 resultat

Construction AB x

Read more about what the symbols mean [↗](#)



SUPPLIER

Find filter

Shows 1 of 1

Construction AB 8985

GRADE

Shows 4 of 4

BASTA 8971

ELECTRONICS 8

DECLARED → BASTA 5

BETA → BASTA 1

Article	Supplier
VINYLGOLV 43C0814 200 TRAFIC C OMPACT 43 BK04 Plastic flooring BSAB SKIKT AV BELÄGGNINGS- OCH BEKLÄDNADSVAROR I HUS Article No 153706	Construction AB
VINYLGOLV 43C0808 200 SARLON T RAFIC COMPACT 43 BK04 Plastic flooring BSAB SKIKT AV BELÄGGNINGS- OCH BEKLÄDNADSVAROR I HUS Article No 153711	Construction AB
VINYLGOLV 43C0817 200 SARLON T RAFIC COMPACT 43 BK04 Plastic flooring BSAB SKIKT AV BELÄGGNINGS- OCH BEKLÄDNADSVAROR I HUS Article No 153713	Construction AB
GOLVMATTA 200099 FLOTEX 200 AR TLINE GOLD	Construction AB

When adding an article to a project (logbook) a copy of the article is created with the information available in the moment the article was added to the project (logbook). When you have chosen an article to be added to the project (logbook) a new view appears.

Search tips

You can search for parts of words using an asterix (*).

- Example: paint* gives a hit on paint removal, paint products, etc.
- *color gives a hit on Wall and ceiling paint, paint, etc.

Article information

The top section of the new view describes the article.

Add: TKFX-A2-Pol 4x20 VVS Tråskruv



Article details ^

BK04	05108 Exterior wood screws
BSAB	ZS DIVERSE TÄTNINGAR, KOMPLETTERINGAR, INFÄSTNINGAR O D I HUS
GRADE	BASTA
DOES NOT FULFILL CRITERION	—
COMPANY	Arvid Nilsson AB
BRAND NAME	Arvid Nilsson
SPECIFICATION	VVS Tråskruv TKFX 4x20 Rostfri A2
DESCRIPTION	—
GTIN	07319001797707
RSK	—
E-NUMBER	1532587
LCA DOCUMENTATION	—
CIRCULARITY	0
RENEWABILITY	—
LINK	Read more at BASTAonline.se

Company information v

Technical information v

Add deviation

Add deviation

In this section it is possible to add a deviation. Deviations is a tool for marking articles that does not meet the organization's set criteria. Deviations must be approved by a user of the project (logbook) with the role of project manager. Added deviations are shown in the folder structure described above.

If a user clicks on "Add deviation" the following view appears:

Deviation

Title ?	Deviation ?
<input type="text"/>	<input type="text"/>
Reason ?	Justification ?
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Has attached document	
<input type="button" value="Save deviation"/>	<input type="button" value="Cancel"/>

- **Title** – Name the deviation
- **Deviation** – Describe the deviation
Example: The organization requires all added articles to meet the grade BASTA, but I need to add an article that only meet the BETA

- **Reason** – Reason why the article should be handled as a deviation
Example: There is no articles in this category that meet the grade BASTA
- **Justification** – Justify why the Project Admin should approve this deviation
Example: There is no available articles that fulfil the grade BASTA in the required category, and we need this kind of product for the next step of the project, therefore we need this deviation to be approved
- **Has attached document** – highlights that a document has been uploaded under “Document” in the bottom of the article view

Manage deviations:

- **Add new deviations** – All members of a project (logbook) with the role of Project Member or Project Admin can create a new deviation
- **Approve deviations** – Only the members of a project (logbook) with the role of Project Admin can approve deviations
- **Remove deviations** - Only the members of a project (logbook) with the role of Project Admin can remove deviations

Project details

Information about placement in construction, amount, total weight etc. can be added in this section. It is also in this section you can choose which folder the article should be placed into, more information about this is available earlier in this document.

Project details

Add to folder

 Project

This project doesn't contain any folders

Status

Active

Placement in construction

Characters remaining :255

Floor

Characters remaining :50

Room

Characters remaining :50

Component

Characters remaining :50

Amount

Total amount

Choose unit...

Total weight (kg)

For statistical purposes please estimate the weight in kilograms (kg).

Other

Notes

Characters remaining :255

Documents

The last section handles documents, this is where previously uploaded documents can be found as well as the option to add further documents if needed.

Documents

Attachments

Choose File

Filename	Type
 Hernia PVP Variant SE.pdf	SDB
 30860470_Hernia-PVP-Variant_1L_P0269.jpg	PP
 8374934.pdf	SDB
 8374933.pdf	PB

Add unregistered article

If you cannot find a desired article in the BASTA database (registered articles) there is two available ways to manually input an unregistered article instead:

1. Conduct a search in the FINFO database "Search Finfo database". Basic information about the article is included when adding an article through the FINFO database
2. Add the article manually "Add unregistered article". When choosing this option all the article information must be put in manually and all required fields must be filled out.

Under the section "Requirements" it is possible to state whether the article is approved by another certification system or has an ecolabel. The information declared in this section will also be visible in the logbook's overview.

On the right there is a screenshot of the information requested when an unregistered article is added.

Add unregistered article

Add deviation

Article name * (Required field)	Supplier * (Required field)
<input type="text" value="Roofing paint"/>	<input type="text" value="Test-Paint"/>
<small>Characters remaining: 37</small>	<small>Characters remaining: 40</small>
Article No	GTIN
<input type="text" value="123456"/>	<input type="text" value="1234567891011"/>
<small>Characters remaining: 44</small>	<small>Characters remaining: 0</small>
Description	
<input type="text" value="Roofing paint for outdoor use"/>	
Group code	
Group code (BK04) * (Required field)	
<input type="text" value="03403"/>	
<input checked="" type="checkbox"/> 03403 Roofing paint, outdoors <input type="checkbox"/>	
BSAB	
<input type="text" value="Search"/>	
Requirements	
The article fulfills the following requirements:	
<input type="checkbox"/> Byggsvarubedomningen	<input type="text" value="Rating"/>
<input type="checkbox"/> Sunda Hus	<input type="text" value="Rating"/>
<input type="checkbox"/> Svanen	<input type="text" value="Rating"/>
<input type="checkbox"/> Other, specify below	<input type="text" value="Rating"/>
Specify	
<input type="text"/>	
<small>Characters remaining: 50</small>	

Project details

This section includes basic information about the project. By changing the project status in this section it is possible to archive the project (logbook). When a project (logbook) is archived, it is locked down and it is no longer possible to adjust any of the included articles.

From this view it is possible to choose whether the FINFO database should be accessible when searching for new articles and/or information from eBVD (digital product declarations) can be accessed.

[Articles](#) [Project details](#) [Members](#) [Export](#) [Settings](#) [Insights](#)

Project details

Project status

In Progress

Project name

Stockholmsprojektet 2

Project no.

01259632

Building

Trastvägen

Property name

1:725

Object

Project type

New construction

Description

Attachments

Choose File

Addons

Byggardeklaration - eBVD 0 SEK per year (included)
Access to digital building product declaration eBVD

eBVD

Finfo 0 SEK per year
Access to articles and documentation from Finfo

FINFO
Information in control

CCBuild 0 SEK per year
Access to articles and documentation from CCBuild






Members

This section contains the current members, the possibility to invite new members, see status on project invites that has been made, and perform actions (click on the pen icon in the column "Action"). Actions available are "Change role" and "Remove member".

[Articles](#) [Project details](#) [Members](#) [Export](#) [Settings](#) [Insights](#)

Members

Invite member

Name	Role	Organization	Status	Action
Paulina Rode-Kemlo paulina.rodekemlo@ivl.se	Project Member	Basta	● Pending	
Charlotte Stjernqvist Charlotte.Stjernqvist@ivl.se	Project Admin		● Confirmed	
Pehr Hård pehr.hard@ivl.se	Project Admin		● Pending	

Previous

Page 1 of 1

20 rows

Next

Member roles within a project (logbook)

A user can have one of the following roles in a project (logbook):

Project Admin

This role gives the user complete administrative rights to the project (logbook), the role allows the user to:

- View, modify, and remove articles
- Administer project members and project details
- Manage deviations

Project member

This role allows the user to:

- View, modify, and remove articles

Project Guest

This role allows the user to:

- Only view articles

Invite new project members

Only users with a Project Admin role can invite new members to the project (logbook).

Export

It is possible to create exports of the project (logbook) in this section. There are several different versions of exports.

Excel format

There are three different versions:

- One that exports all articles including the information that has been added to the article, for example weight, place in the building, deviations and more
- One that exports all articles in a format that simplifies the import to [Byggsektorns miljöberäkningsverktyg](#) (BM). The columns are adapted and labeled to include information from the logbook has to BM for further data processing
- One that exports all articles in a format that simplifies the import to PRODIKTs climate calculation tool. The columns are adapted and labeled to include information from the logbook has to PRODIKT for further data processing

Website (HTML format)

This is a more advanced export format. An export is started by clicking on "Create new export". The user then gets to choose which parts of the project (logbook) that are to be exported. The user can export project information an documentation, article information and documentation, members, insights and more. The exports (zip-files) will be automatically deleted from the project (logbook) after 30 days.

PROJECT

Test XX

WORKSPACE: BASTAonline AB

In Progress

[Articles](#) [Project details](#) [Members](#) [Export](#) [Settings](#) [Insights](#)

Export

The contents of the log book can be exported in two formats:

Excel format

Download a list of articles that can be processed in Microsoft Excel

[Export - Excel](#)

Download a list of articles that can be imported into the Construction sector's environmental calculation tool (BM)

[Export - BM Excel](#)

Download a list of articles that can be imported into PRODIKT

[Export - ProdiKT Excel](#)

Website (HTML format)

For the documents to work; you need to extract the zip-file. Exports will be automatically deleted after 30 days.

[Create new export](#)

Name	Created	Status	Action
Basta export - Test XX - 2024-03-26_11-47-18.zip <small>Contains: Members, Articles, Archived articles, Project documents, Articles documents</small>	2024-03-26	Completed	...
Basta export - Test XX - 2024-01-11_18-06-06.zip <small>Contains: Members, Articles, Archived articles, Project documents, Articles documents</small>	2024-01-11	Completed	...
Basta export - Test XX - 2022-08-11_09-22-34.zip <small>Contains: Members, Articles, Articles documents</small>	2022-08-11	Completed	...

Settings

This section manages settings regarding invitations of new members. There are three available options:

- **Invitation only** – New members must be invited
- **Discoverable and open to any user in the organization** - Discoverable projects are visible and can be joined by any workspace member
- **Discoverable, but open only after Project Manager's approval** - Discoverable projects are visible and can be joined by any workspace member but must be approved by a project manager.

PROJECT

TEST BASTA-Charlotte

WORKSPACE: BASTAonline AB

● In Progress

[Articles](#) [Project details](#) [Members](#) [Export](#) [Settings](#) [Insights](#)

Settings

Signup mode

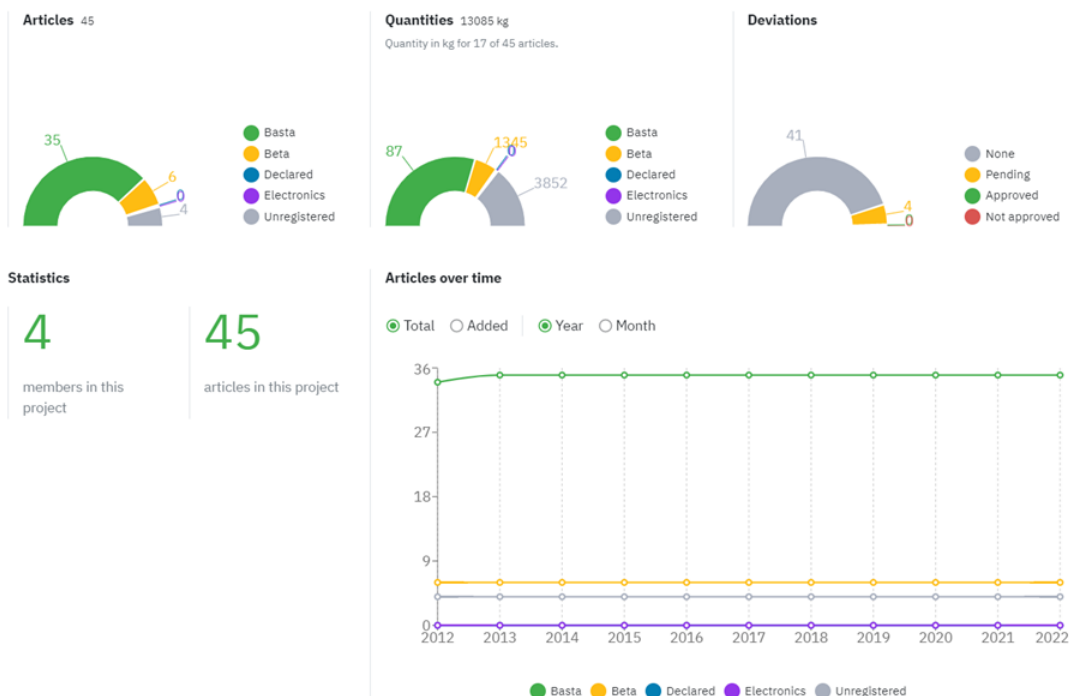
Invitation Only
New members must be invited.

Discoverable and open to any user in the organization
Discoverable projects are visible and can be joined by any Workspace member.

Discoverable, but open only after Project Manager's approval
Discoverable projects are visible and can be joined by any Workspace member but must be approved by a Project Manager.

Insights

Project members can in this section view insights (statistics) about articles in the project (logbook). The distribution between articles that fulfil the grades BASTA, BETA, DECLARED etc., quantities of articles, deviations and so forth.



Project (logbook) status

The project (logbook) can have one of the following statuses:

- **In progress** – The status that the project (logbook) automatically gets when it is created. The members of a project (logbook) with this status can modify articles and documentation, depending on their role in the project (logbook)
- **Archived** – The members of an archived project (logbook) can no longer modify anything within the project (logbook)
- **Suspended** – If the workspace that the project (logbook) belongs to have been archived, all the projects (logbooks) attached to the workspace will be suspended. The members of a suspended project (logbook) will no longer have access to the project (logbook).

Manage deviations

If a deviation is added to an article an e-mail, containing the information that a deviation is waiting to be managed will be sent out to members of the project (logbook) with the role of Project Admin. For more information on how to add a deviation please see the section "Add deviation" further up in this document. Not yet managed deviations can also be seen in the folder "Pending deviations" in the "Articles"-section.

Open the concerned article and scroll down to the section "Deviation" to manage the deviation. This section also shows who the deviation was added by, and any information provided, as well as an opportunity to leave a comment about why the deviation is approved or not approved.

Deviation

Added by Charlotte Stjernqvist PENDING

Title ⓘ

Test11

Deviation ⓘ

No documentation about chemical content

Reason ⓘ

Not possible to get information from the supplier

Justification ⓘ

Only available choice

Has attached document

Comment ⓘ

- **Delete deviation** – If a deviation is deleted it will be removed from the article, this cannot be regretted
- **Approved** – If a deviation is approved the article will appear in the folder "Approved deviations"
- **Not approved** – If a deviation is not approved the article will appear in the folder "Unapproved deviations".

Transfer a project (logbook)

It is possible to transfer project ownership from one workspace to another. This can be relevant if e.g. a building has been sold.

Conditions for the transfer of a project (logbook)

The following requirements must be met to perform a project (logbook) transfer:

1. The user who initiates the transfer of the project (logbook) must have the role of Super Admin on the workspace to which the project (logbook) belongs
2. The user who receives the transferred project (logbook) must have the role of Super Admin on the workspace to which the project (logbook) is being transferred.

Initiate the transfer of a project (logbook)

To start the transfer of a project (logbook) the following steps will have to be performed:

1. Go to the section "Projects" in the workspace
2. Click on the three dots in the column "Action" by the project (logbook) that is to be transferred
3. Add the E-mail to the user that is to receive the project (logbook) and then click on "Transfer ownership".

WORKSPACE

BASTAonline AB

[Profile](#) [Plan & Billing](#) [Settings](#) [Members](#) [Projects](#) [Articles](#) [Insights](#)

Projects

Projects belonging to this workspace.

Project no.	Name	Type	Project Admin	Article Count	Created	Last Modified	Status	Action
	TEST BASTA-Charlotte Workspace Admin	Other	Charlotte Stjernqvist for BASTAonline AB	2	2022-08-31	2022-09-14	In Progress	...
	Test XX Workspace Admin	New construction	Pehr Hård for BASTAonline AB	0	2022-06-17	2022-08-11	In Progress	...
5489494	Testprojekt - Möte - 2022-05 Workspace Admin	New construction	Pehr Hård for BASTAonline AB	11	2022-05-23	2022-08-29	In Progress	...

The first step of the transfer is now complete. The receiving user will now have to confirm the transfer. After a user has initiated a transfer the status of the transfer can be seen by opening the section "My projects". The project (logbook) will appear under the new headline "Sent transfer request". From this view it is possible to cancel the transfer by clicking on the three dots in the column "Action" and then choose "Cancel transfer".

Sent transfer request

Project no.	Name	To	E-mail	Sent	Status	Action
	Copy of TEST BASTA- Charlotte	Pehr Hård	pehr.hard@ivl.se	2022-09-14	Pending	...

Page 1 of 1 20 rows

Approve the transfer of a project (logbook)

To approve the transfer of a project (logbook) the following steps will have to be performed:

1. The receiving user goes to the section "My projects" in the left menu
2. The transferred project (logbook) will appear under the headline "Transfer request", the receiving user can open the transfer by clicking on the three dots in the column "Action" and then choose "Open transfer".

The screenshot shows the 'My Projects' dashboard. On the left is a navigation menu with 'My Projects' highlighted. The main content area is titled 'My Projects' and has tabs for 'Projects', 'Articles', and 'Insights'. Below this is a 'Transfer request' section with a table. The table has columns: Project no., Name, From, E-mail, Received, Status, and Action. One row is visible with the following data: Project no. (blank), Name 'Test inbjudan', From 'Charlotte Stjernqvist', E-mail 'Charlotte.Stjernqvist@vl.se', Received '2022-09-14', Status 'Pending', and Action containing 'Open transfer' and 'Decline' buttons. Below the table is a pagination control showing 'Page 1 of 1' and '20 rows'.

3. A new window now opens where information regarding the project (logbook) is displayed. If you are a member of more than one workspace you can choose which of your workspaces the project (logbook) should be transferred to. In the bottom right corner you can approve or decline the transfer of the project (logbook).

Transfer request

From Charlotte Stjernqvist Charlotte.Stjernqvist@vl.se

Project name	Project no.
Test inbjudan	
Building	Property name
Object	Project type
	New construction
Number of articles	Project status
1	In Progress
Description	
Documentation	

You have more than one workspace

Please select workspace

BASTAonline AB

By accepting, the ownership of this project will be transferred to your workspace.
Notice that this may affect the billing fees of your workspace.

Cancel

Decline

Accept

When these steps have been performed the project (logbook) will be transferred to the receiving user's workspace.

N.B.! The existing members of the project (logbook) and their project roles will remain after the completed transfer of the project (logbook) to the new workspace. When the transfer is completed the administrators of the new workspace can remove or replace the project's (logbook's) members and roles.

How is the Logbook service priced?

The cost for using the logbook is based on:

- Which kind of workspace you have selected for your projects (logbooks)
- The number of projects (logbooks) in your workspace
- The projects (logbooks) statuses

For workspace "Organization Plus" a fixed annual fee is paid, but for "Organization" you pay per logbook and year. Please see the BASTA webpage for further details, [Logbook service | BASTA \(bastaonline.se\)](https://bastaonline.se).