Toolkit user guide

About

This guide should take you through the key aspects of the toolkit and help you get the most from it.

We are constantly evaluating and developing the toolkit based on the feedback we receive from teams and organisations, so do feedback your thoughts throughout the year and we will consider them within future edits and developments.

If you have any further suggestions and ideas please contact the Green Impact Programme Manager on charlotte.bonner@nus.org.uk.

nus
green impact

Contents

1. Signing up and logging in

When you first arrive at your organisation's toolkit, register yourself if you are new to the programme.

Click on the register link to sign up for the first time.

Once you have registered, you simply click Login each time you arrive.

1. Signing up and logging in

You can fill out your details, and either add yourself to an existing team if you are joining a department to take part, or create a new team yourself.

Be sure to add as accurate a number as possible when it asks you how many people are in your team, how many people your team covers and where it is based.

This really helps us to monitor the reach of the programme and know where to find you if we need to!

2. Welcome to your team

You can see who else is in your team in the 'members' section on the front page of your workbook.

The main body of text on the front page will talk you through how the programme will run at your organisation –

the scoring system, submission deadline and anything else important for the year ahead.

3. Amending your profile

If you need to change any of your log in details after signing up to the toolkit, you can access this by clicking the profile button.

3. Amending your profile

Your Profile - University of Manchester

First name	example
Last name	example
Email	examplemanchester@nus.org.ui
Preferred language	English
Telephone number	07854864540
Location/Building	example
Password	
Password Re-type	
Team	example

Team Details:

Team name	example
Department covered by team	example
Location covered by team	example
Number of people on team	0
Number of people working in area covered by team	0

Update Profile

Here you can change your personal details, password or number of staff covered in your teams.

If required, you can also change which team you are part of by picking the team you want to move to from the drop down menu.

If the old team is no longer in use by any team members, please inform your Project Officer who will be able to delete the group.
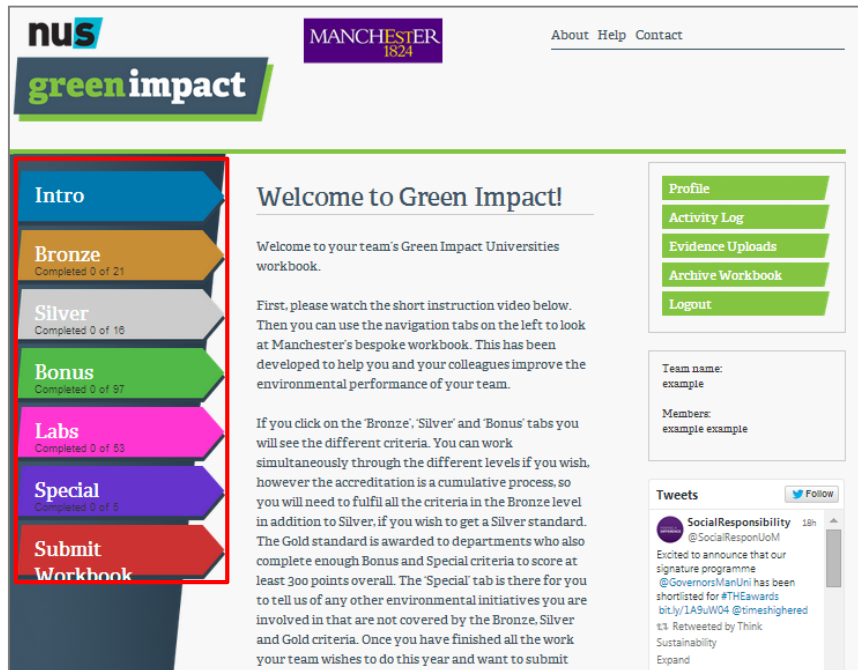
4. Your scoring system

You can see how each award level is calculated on the **Welcome to Green Impact** page after logging in.

This will also explain how any additional tabs, such as Labs or Catering are scored and whether you and your team need to work on them or not.

5. The toolkit tabs

The majority of organisations have a combination of Bronze, Silver, Bonus and/or Gold tabs (but yours may be labelled differently). These are where your tasks for each level are located, each level being slightly more challenging to push you further in your greening actions!

Click on each tab to start working on your awards.

Some organisations have additional tabs for specialist departments or areas of their buildings. You will be able to see these in the list of tabs down the left hand side if your organisation is taking part in these. Read the instructions on the **Welcome to Green Impact** page after you log in to see which ones are relevant to you.

6. Your Green Impact criteria

We have broken down each award level into clear themes within the toolkit. We hope this will make it easier for you to see what is included in each award, and look less daunting than one big long list.

You can see how many actions you have completed and what your score is at the top of each page.

By clicking on **Show All** you can expand each theme to show you the criteria within it.

6. Completing Green Impact actions

Each action comprises 4 sections:

1. The action itself – this should be a clear outline of what action you can take in your department to make an impact but is open for you to complete as you wish within your team.
2. Further Information – this will let you know why the action is important, where you access further resources and may give guidance on the type of activity you can take to complete it.
3. How you will be audited – simple outline of what evidence you need to collect.
4. Comments/evidence – your space to record progress to date, coordinate with your team members and upload final pieces of evidence.

B004	Criteria	Further Information	How you will be audited	Comments/Evidence	Total Points	5	○ ● ●

B004 - Waste & Recycling

During the festive season the team have encouraged colleagues to send Christmas E-cards and / or cards from charity outlets.

Not Done | N/A | Done

6. Completing Green Impact actions

When you are ready to say you have done a task, simply click on the button to the right of the criteria.

If you click **done** a pop-up box will appear and ask if you have completed this task as a result of Green Impact. Please select Yes or No accordingly as this helps us see what tasks you and your team were doing already, and which ones green Impact inspired you to complete.

If you can't complete any action for reasons out of your control, you can select 'Not Applicable' and still get the award. Auditors may need evidence of why this is not applicable to you.

Just make sure, as with any edits you make in the workbook, you click **save changes** before leaving the page!
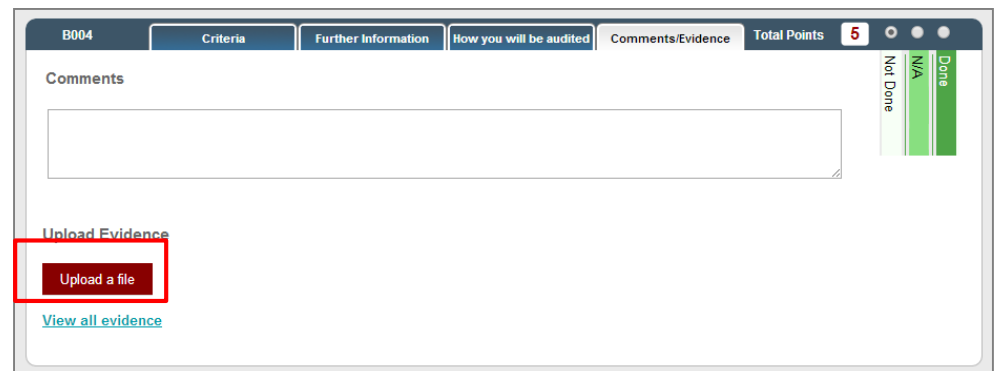
7. Uploading evidence

When you have completed an action, you can upload evidence to submit with your workbook.

Click on the red 'upload a file' button in the action you have evidence for, and then attach your file. It will accept most types of file (Excel, PowerPoint, Word, PDF) up to a maximum size of 4MB.

(Please note that for successful upload, **file names cannot have any full stops in the title**).

You do not have to store your evidence in this way, but it is advisable to make your filing and submission a lot easier. Look in the 'How you will be audited' section and ask your local GI lead for any specific details of how they would like you to evidence your action. It will also make the audit quicker.

7. Uploading evidence

By clicking on the 'view all evidence' hyperlink within each action, you will be able to see what evidence has been logged in your toolkit, download it or delete it.

Here you can download what is on the toolkit or remove any files or bits of evidence you no longer want to be included.

8. Leaving comments

You can also leave comments in the final tab for each action. You can give your team information about what action you have taken, or provide more details for the auditors on why you have done something in a particular way.

To edit or delete your own comments, click on 'activity log' on the main welcome page.

You will then be presented with a list of all the comments that have been inputted. Click on the action reference you want to edit to see the comment. You can then edit or delete your own comment – **remember to click update!**

NB: You can only amend your own comments

Task	Date	▼ User	Comment	Status
B003	05/09/2014 10:24:10	example example	I have created a battery drop off point box but need someone to make it look more appealing for me!	Not Done
B001	05/09/2014 10:07:21	example example		Done (Green Impact)
B004	05/09/2014 10:07:11	example example	Evidence uploaded: 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls	Not Done

9. Using last year's submission

If your team took part in previous years, you can transfer evidence and actions to this years workbook.

Click on the 'Archive Workbook' button on the front page of the workbook.

This archive toolkit will be un-editable but will allow you to select individual actions and evidence to migrate over to your new toolkit.

9. Using last year's submission

The Archive workbook will appear as a pop up tab, so you can move between your current and archive workbook easily.

The most recent past year will appear first. You can see this from the title below the dropdown box. If you have taken part for more than one year, you can select an older year's toolkit by selecting the date here.

This will open a second pop up toolkit.

9. Using last year's submission

The toolkit actions should appear grey – this indicates you are in the archive workbook and it is un-editable.

Open the action you would like to transfer evidence/action from.

You can choose whether to migrate 'comments and status' (i.e. any comments you made and whether the criterion was 'Done', 'Not Applicable' or Not Done), or just migrate 'evidence' (i.e. uploaded documents) to your new toolkit.

Click the green text to choose which activity you want to migrate.

9. Using last year's submission

Select which action in your current workbook you would like to copy the evidence and action to, and click 'migrate'.

NB: Action reference numbers may vary between years, so the action reference last year may be different from the action reference this year.

You can flick between the archive pop-up toolkit and current toolkit to ensure you are transferring data to the correct action.

You can now edit, delete and change the action in the current toolkit as with any evidence or action you would complete.

NB: you cannot edit or change any evidence, comments or actions within the archive workbook.

10. Your achievement report

You can track your progress, see what the rest of your programme and what all other participating organisations are achieving through Green Impact by clicking on this button on your toolkit homepage.

Your Team – this will show you how you are getting on so far this year and what award you gained last year.

Your Programme – this will show you what everyone working on your toolkit is achieving so you can see what impact you are collectively having

International Picture – this will show how many people are taking part, how many actions have been taken and how many organisations are all making an impact across the UK and world!

10. Your achievement report

Be aware that some of the data on your achievement report will be updated overnight so will only be correct first thing in the morning each day. This is due to more complex calculations being required to gather this data and show it to you through the report.
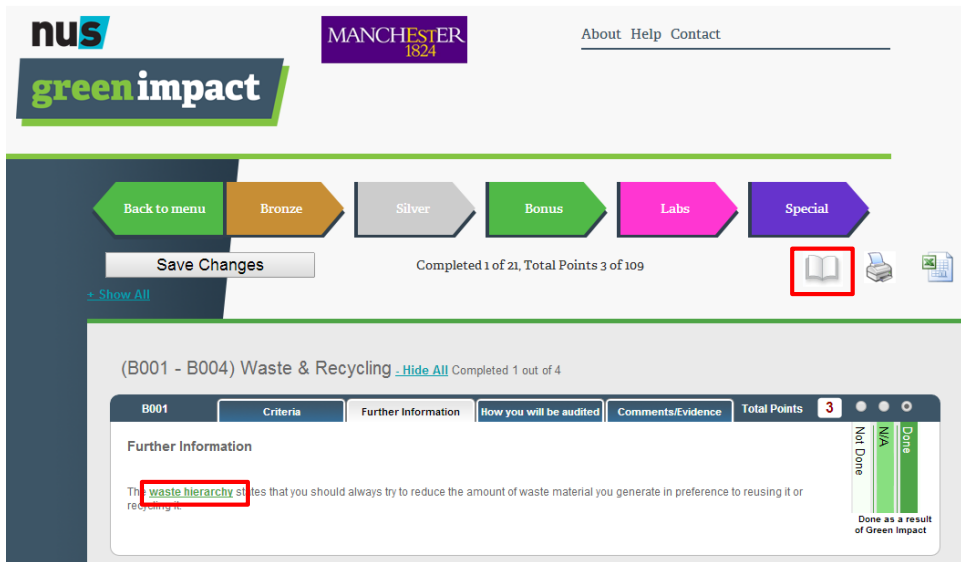
Those highlighted here will be updated overnight. The rest will be live data.

NB: not all of these tiles may be visible to you and your organisation – they are chosen by your programme administrator to best fit the needs of your programme. When tiles are not displayed, a grey tile will appear in it's place.

11. Using the glossary

The glossary is a list to explain terms you may not be familiar with, or give further explanation as to why they are important. You can access our full glossary by clicking the book icon on every page.

Within many actions you may also find hyperlinked words. Simply click on the word and it will open the glossary in a separate window so you can find out more about the term.

12. Downloading and printing the toolkit

To help you use the toolkit with those who maybe don't have computer access, or to enable you to use a hard copy of the toolkit to plan with your team, you can print and export it.

These icons let you print the toolkit, or export each award type to an excel document.

Obviously we would encourage you not to print lots of copies, so hopefully the excel function will help you use the toolkit without needing to print. The excel function also shows you the comments and actions completed, so is a live representation of your work at the point of download.

12. Sharing good practice and resources

If you have some great evidence or photos you think others across the country could benefit from seeing, or if you would like to see what others have produced we have an area just for you!

Head to

http://sustainability.unioncloud.org/green-impact/programmes/universities-and-colleges/green-impact-team-resource-bank

and you can email through your examples or click to download those added from others.

13. Submitting your toolkit

When you are happy that you and your team have completed as many actions as you can, uploaded all of the right evidence and edited your comments to be suitable for your auditors to use, you are ready to submit your toolkit.

Simply click on the 'submit toolkit' button and you will be asked for any final comments before your toolkit gets sent to the Green Impact team at NUS.

You can then get excited for your awards ceremony!