SOS-UK toolkit user guide
January 2023

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 us on toolkit@sos-uk.org.

Please note that this guide is for our new toolkit platform released in 2023. If you are using a previous version of the toolkit, the previous [user guide can be found here](#).
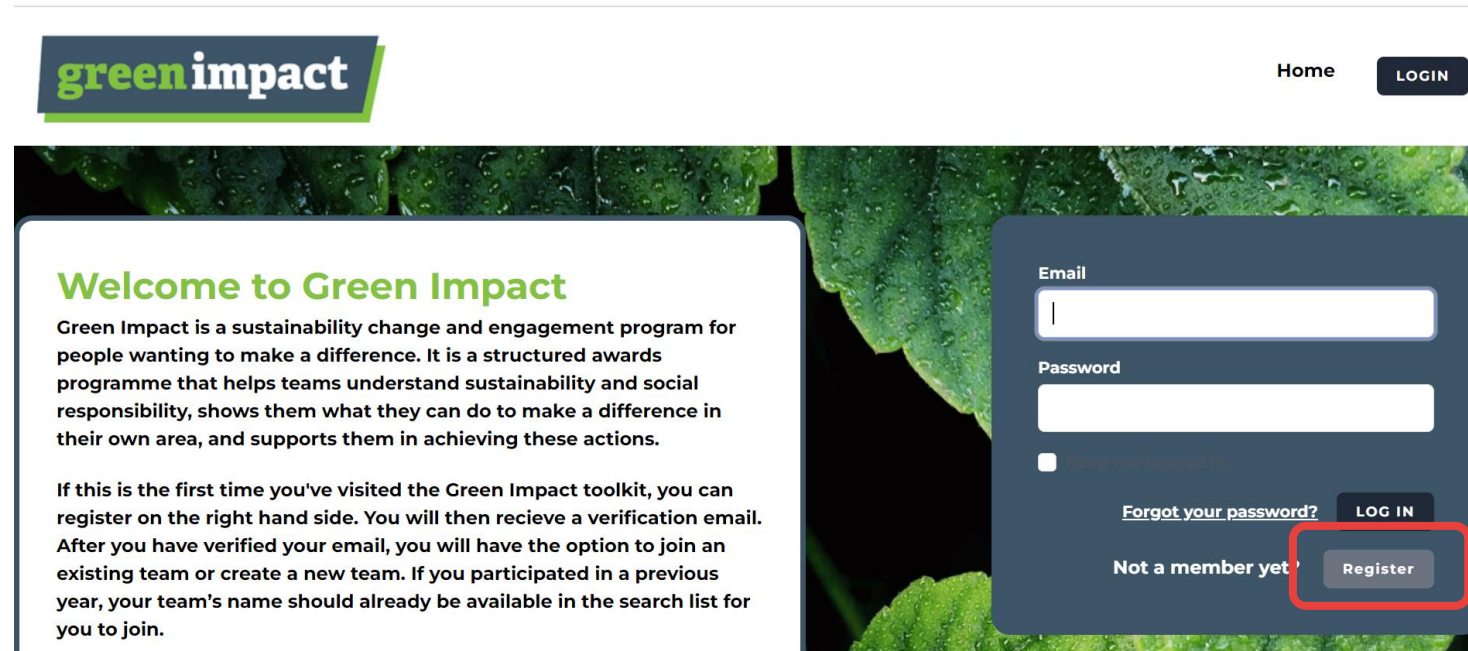
Contents

Registering and logging in

You will be provided with a link to your organisation's bespoke toolkit.

When you first arrive at your toolkit, register yourself if you are new to the programme, by clicking on the register button underneath the log-in box.

Once you have registered, use the log-in box to log-in each time.

greenimpact

Home   LOGIN

Welcome to Green Impact

Green Impact is a sustainability change and engagement program for people wanting to make a difference. It is a structured awards programme that helps teams understand sustainability and social responsibility, shows them what they can do to make a difference in their own area, and supports them in achieving these actions.

If this is the first time you've visited the Green Impact toolkit, you can register on the right hand side. You will then recieve a verification email. After you have verified your email, you will have the option to join an existing team or create a new team. If you participated in a previous year, your team's name should already be available in the search list for you to join.
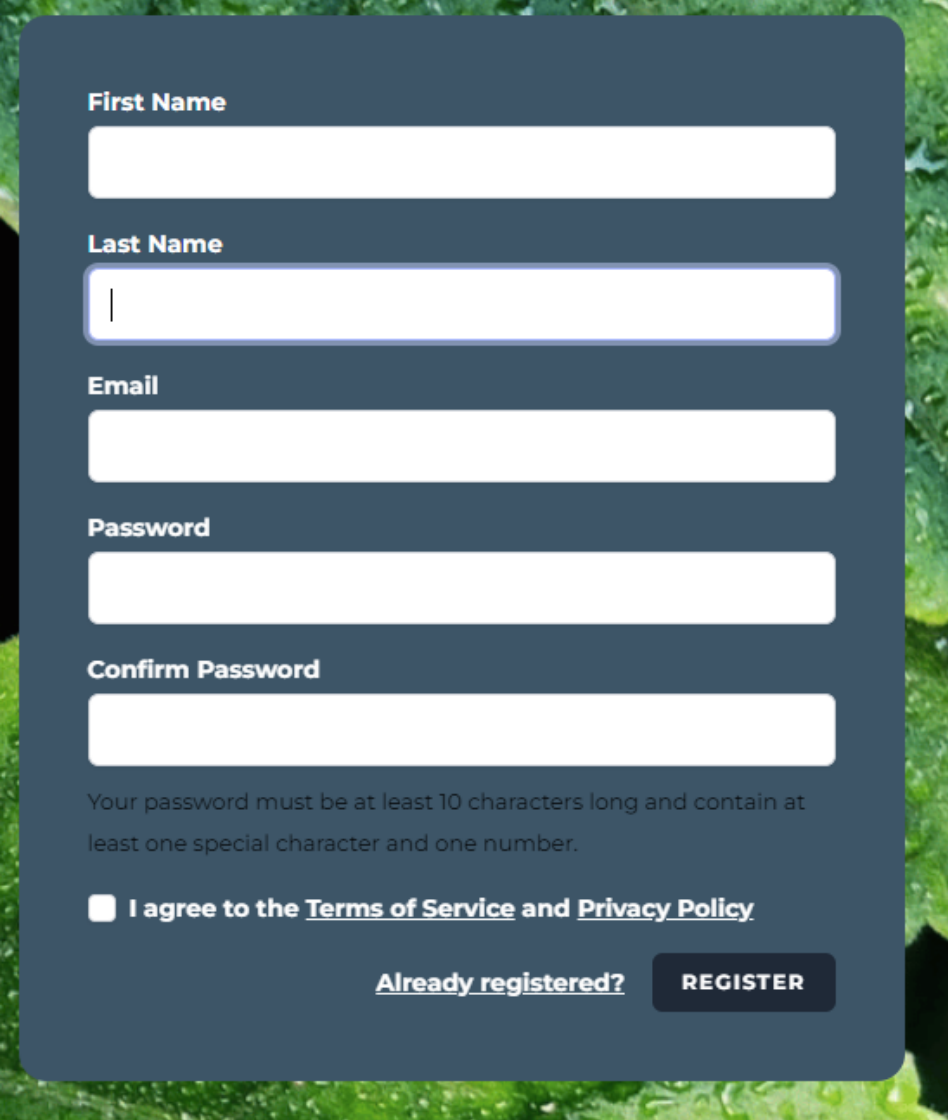
Email

Password

Forgot your password?   LOG IN

Not a member yet ?   Register

SOS

Registering and logging in

You can fill out your personal details on the registration page.

Make sure your email address is accurate, as you will need to verify it in the next stage. We recommend using a work/study email address rather than a personal email. For some programmes, you may need to enter an email address with a specific domain (such as @ac.uk), which will be outlined on the registration page.

Your password must be at least 10 characters and contain at least one special character and one number. We strongly suggest using a unique, secure password.

First Name

Last Name

Email

Password

Confirm Password

Your password must be at least 10 characters long and contain at least one special character and one number.

☐ I agree to the **Terms of Service** and **Privacy Policy**

Already registered? **REGISTER**

SOS

Registering and logging in: verifying your email

You will receive a verification email to the email address you registered with.

Click the 'verify email address' button to activate your account. If you do not receive an email, you can request another is sent to you on the toolkit login page.
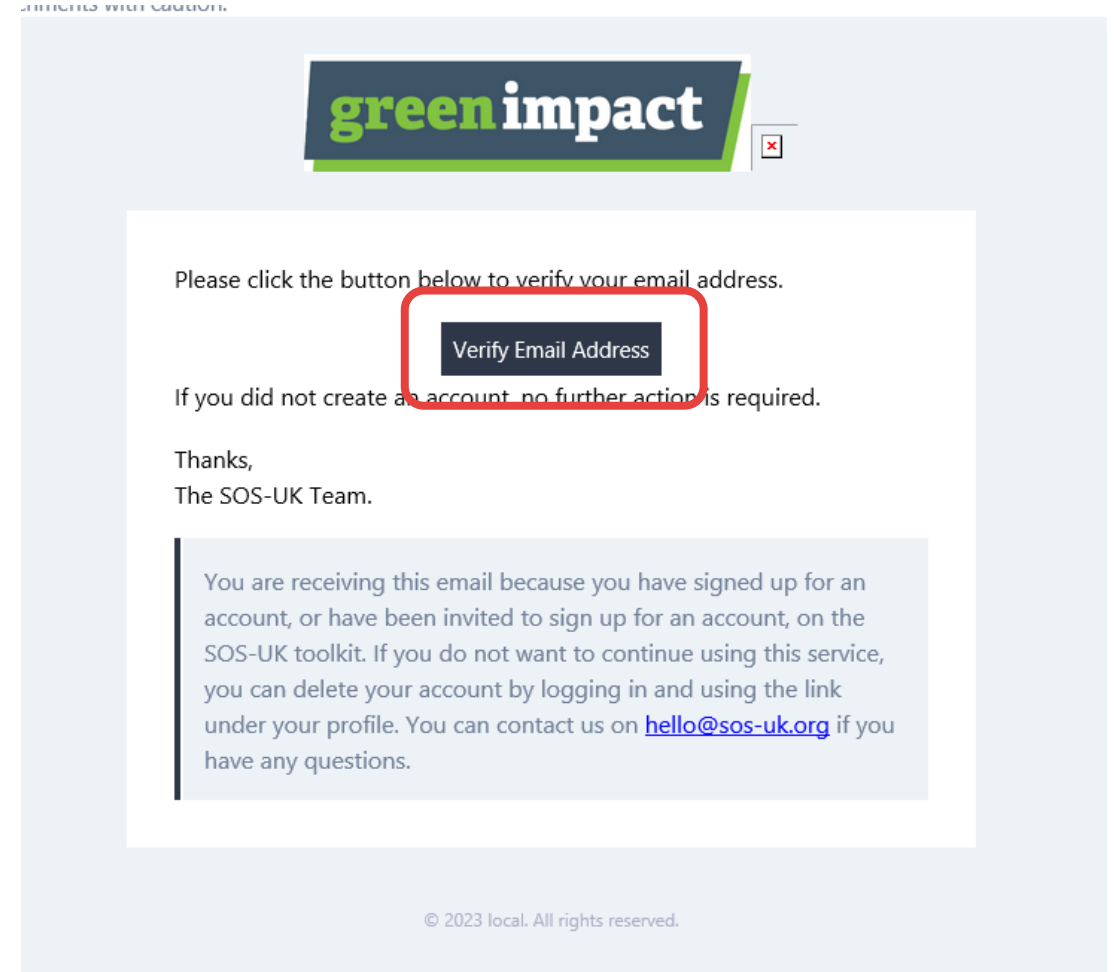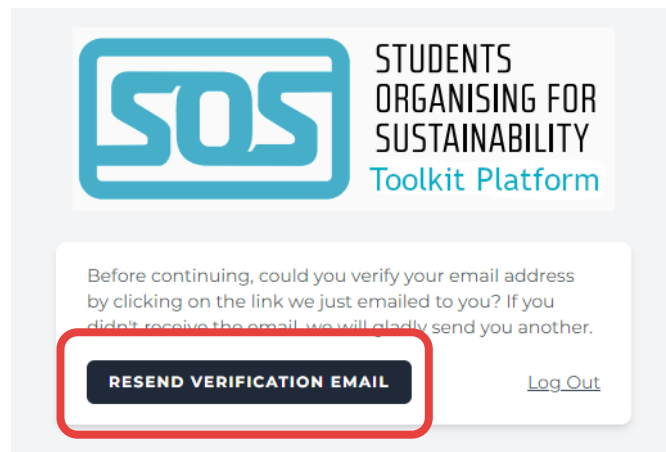
Joining a team

Once you have verified your account, you can log in and will be invited to:

1. Answer any additional profile questions set by your organisation. Be sure to answer these as accurately as possible - this really helps us to monitor the reach of the programme.

2. Either add yourself to an existing team if your team already exists or create a brand-new team if your team is taking part for the first time. Make sure to double check the list to make sure your team doesn't already exist, before creating a new one.

Additional Profile Information

If you have just registered, once you have filled out the required questions below, you can join a team and toolkit by heading to the Toolkit in the menu.

Please answer the following additional questions

Please note that '*****' indicates the field is required.

Role

Are you a student? *****

SAVE

Join or create a Team

Already know the team you want to join? Search for them below.
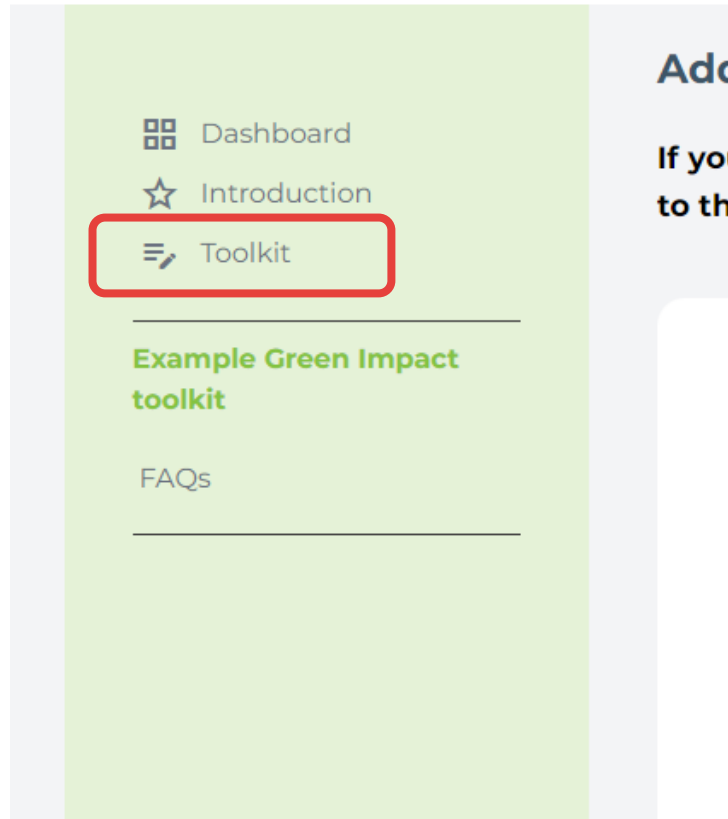
Search teams | JOIN TEAM

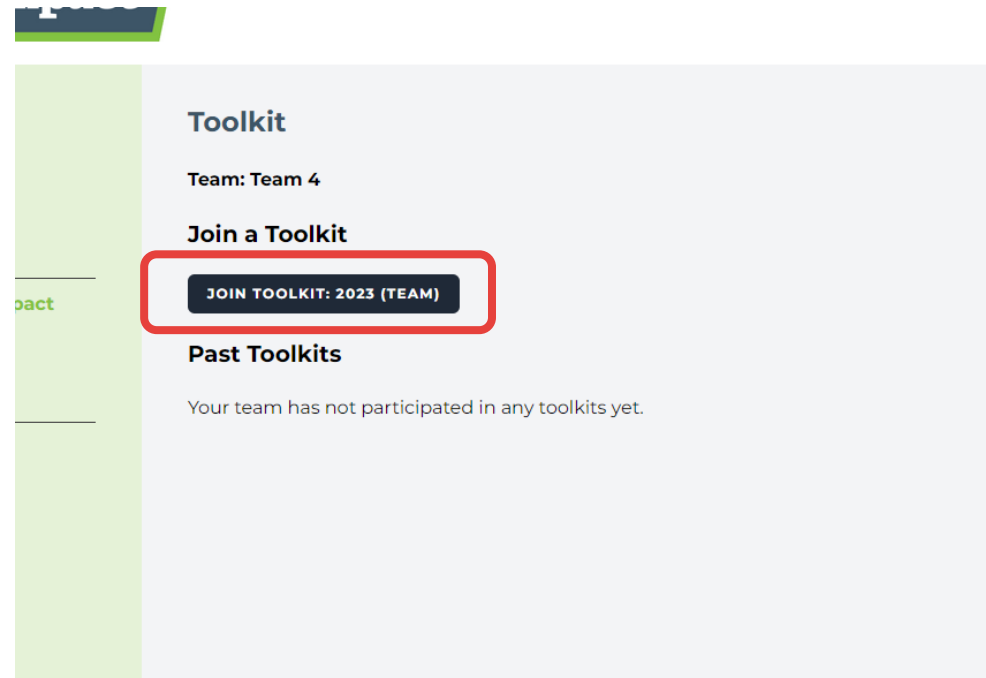If your team doesn't already exist, you can create a brand new team

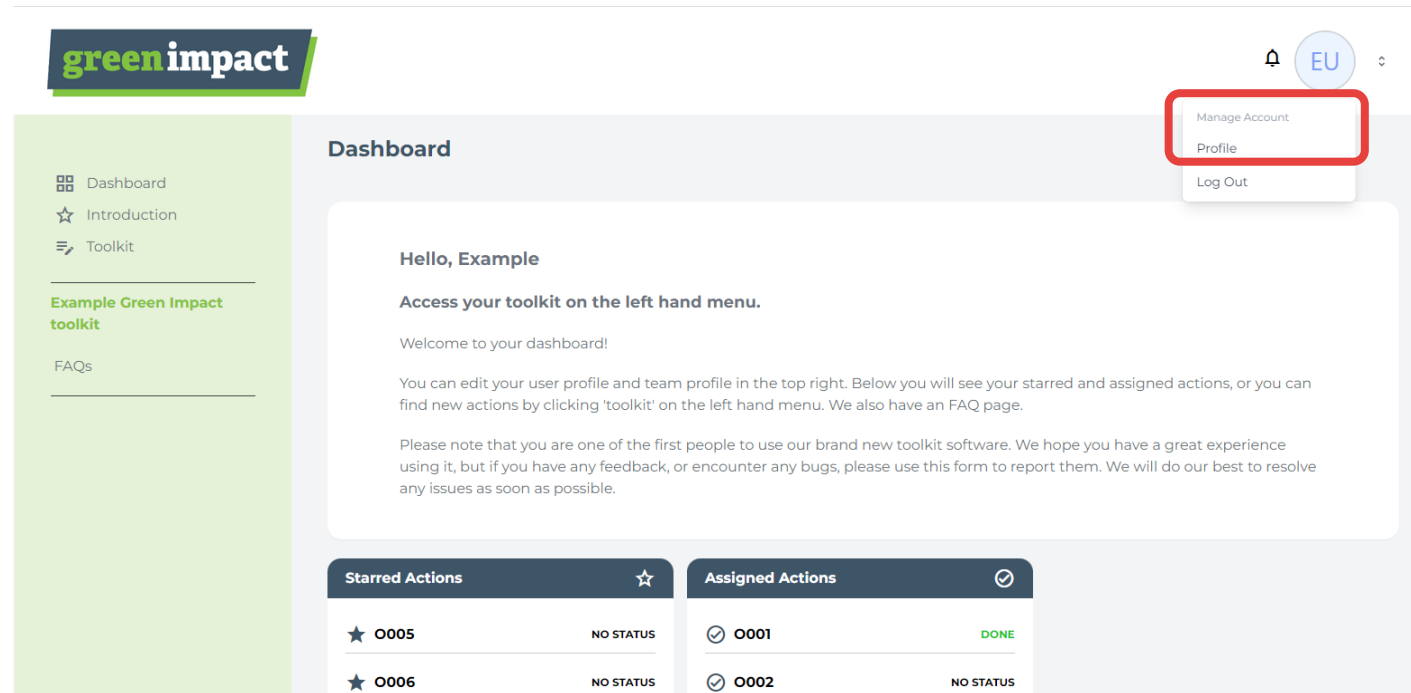Team name | CREATE

Joining your toolkit

Head to 'Toolkit' on the left-hand menu to join the current toolkit.

Amending your user profile

If you need to change any of your profile details after registration, you can access your profile by clicking your avatar in the top right of the screen.

Here you can change your personal details, password, enable two factor authentication, log out of other browser sessions, and delete your account. You can also set a profile photo.
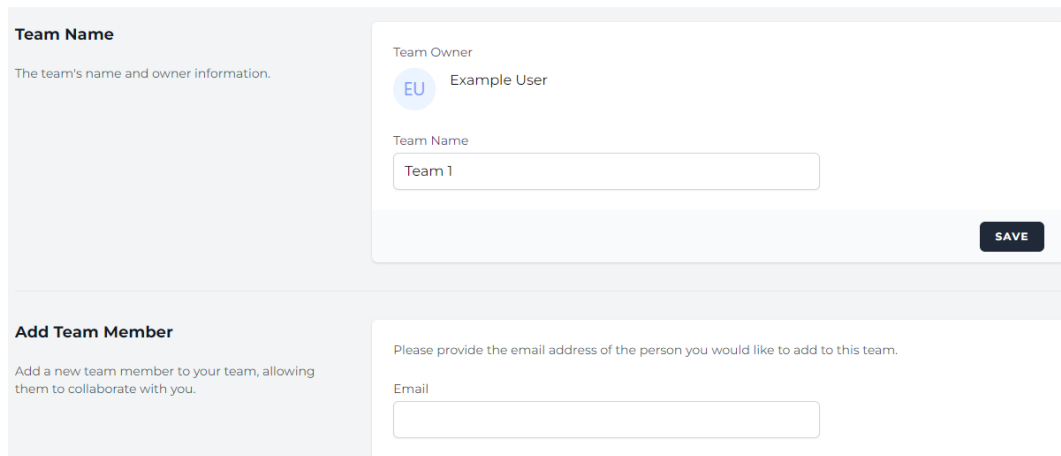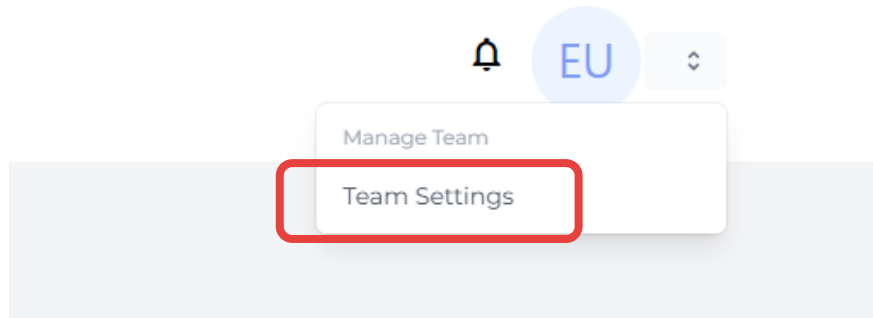
Amending your team's profile

Access your team's profile in the top right, by clicking 'team settings'.
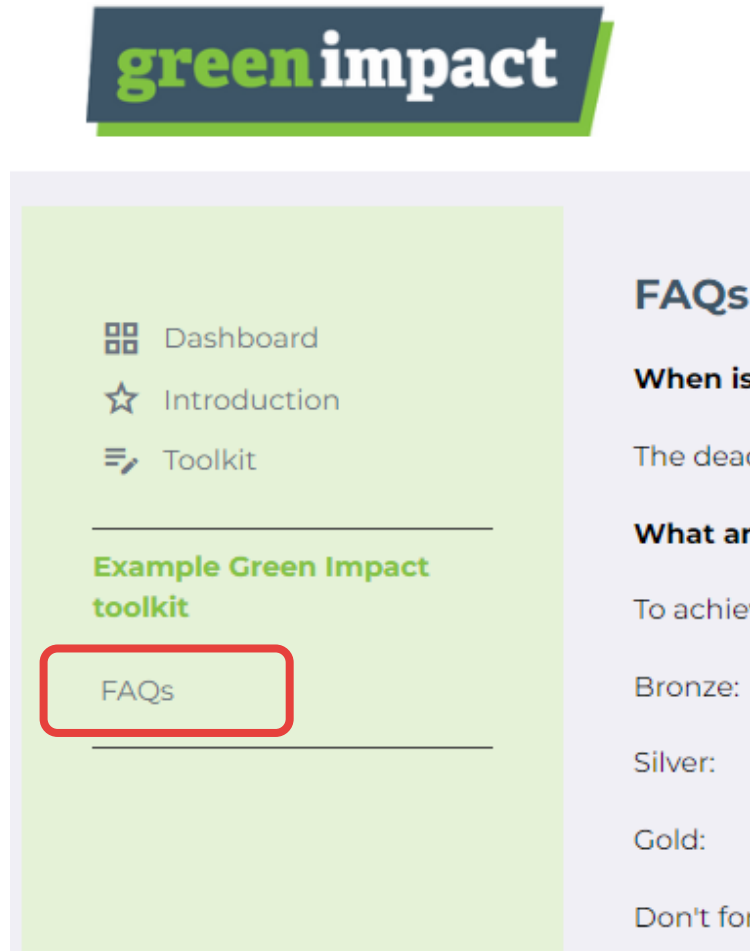
On the team profile you can:

- Rename your team

- Invite new team members to join your team using their email address

- View team members and remove any inactive team members

If your team is no longer active, you will need to contact your SOS-UK project manager, or toolkit@sos-uk.org so we can de-activate it.

How your programme works

You can find information on how your programme works on the 'dashboard' page. There may also be an FAQs or help page available, with information on which actions you need to complete to get your award.

This is also where other relevant information will be, e.g., Green Impact dates to remember and commonly asked questions.

Your toolkit

Each toolkit comprises of many different actions to explore and take.

Not all actions will necessarily be relevant to your team, and you probably won't be expected to complete all of the possible actions.

Check the homepage or help page to read more about what actions you need to complete to get your award, as this varies from programme to programme.

Your toolkit

Each toolkit is different and organised in a different way, but there will always be some kind of filtering of actions available – by 'Area', 'Theme', 'Award Level' or 'SDG'.

Your programme may use some or all of these filters, but as a guideline:

- 'Area' will split actions by relevance for specialised teams, so you may expect to see things like 'General', 'Office', 'Catering';

- 'Theme' will categorise actions by topics such as 'Energy', 'Water', 'Communication';

- 'SDG' will show actions that support the selected <u>UN Sustainable Development Goal;</u>

- 'Award Level' will show actions for specific award levels such as 'Bronze', 'Silver', 'Gold'.

Additionally, there is an option to star actions and filter by that. You can also sort actions.
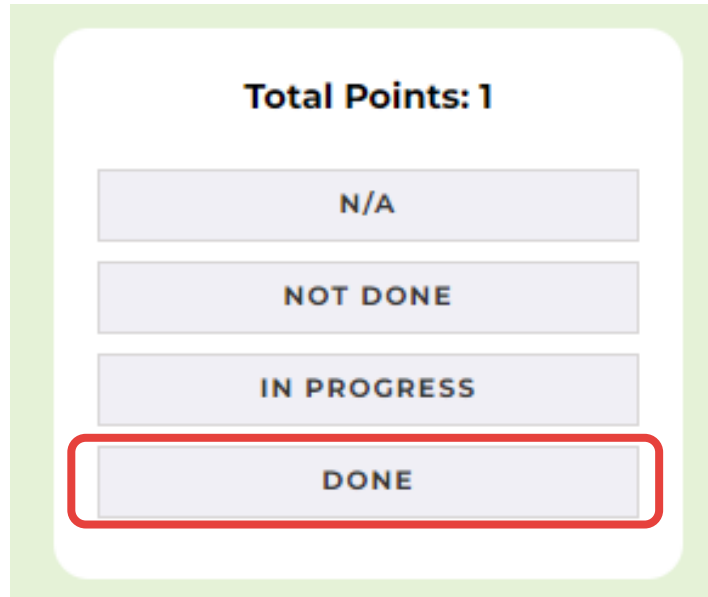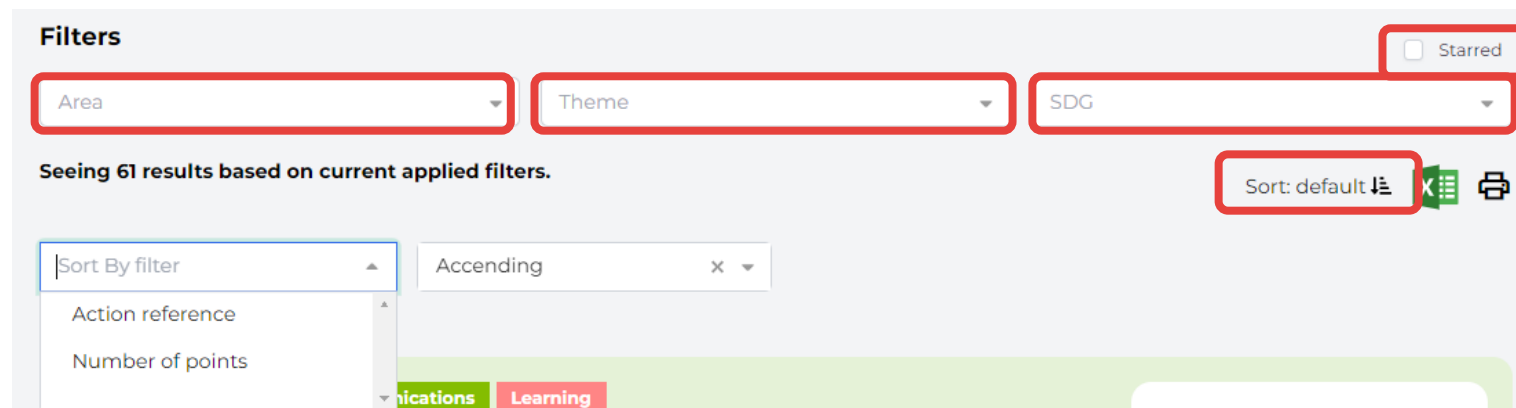
Completing actions

Each action comprises 4 sections:

1. Criteria – this should be a clear outline of what action you can take in your team 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.

Completing actions

Total Points: 1

N/A

NOT DONE

IN PROGRESS

DONE

When you have completed an action, simply click on the 'Done' button to the right of the criteria. You can also mark an action as 'In Progress' if you have started, but not completed it.

If you can't complete any action for reasons out of your control, you can select N/A (Not Applicable), although not all actions will have a N/A option. Auditors may request evidence of why this is not applicable to your team.
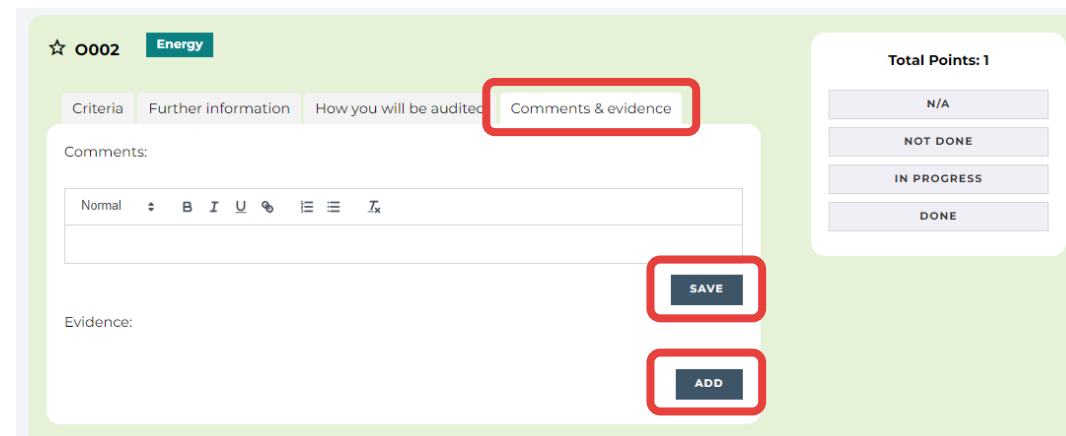
Changes automatically save.

SOS

Uploading evidence and leaving comments

You should upload evidence to demonstrate how you have completed actions, which will support your audit process.

Under the 'Comments & evidence' section, click on the 'Add' button and attach your file. It will accept most file types (Excel, PowerPoint, Word, PDF, JPEG) up to a maximum size of 4MB. Please upload image files directly (do not paste them into Word unless there is a specific reason for you to do so).

You do not need to upload lots of evidence for each action – a simple screenshot or photo is usually sufficient but check the 'how you will be audited' section for guidance.

Uploading evidence and leaving comments

You should also leave comments in the final tab for each action. This provides information for your auditor on how you have approached the action.

You can delete your comments if they are no longer relevant.

Evidence uploaded for each action will be presented as a list of files which you can see in the tab. You will be able to download the files by clicking on the hyperlinks and delete them if you no longer want them to be included.

Starring and assigning actions

New feature

You can star actions for easy access – just click the star next to each action reference. These will then appear on your dashboard.

To assign an action to yourself or a team member, click the edit button at the bottom of the action. You will be able to select from all registered users in your team. Assigned actions will appear on each user's personal dashboard.

Your dashboard

This feature is coming soon (February 2023)

You will soon be able to view your team's progress towards your award on your dashboard, as well as see how other teams around you are doing.

Printing or exporting your 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.
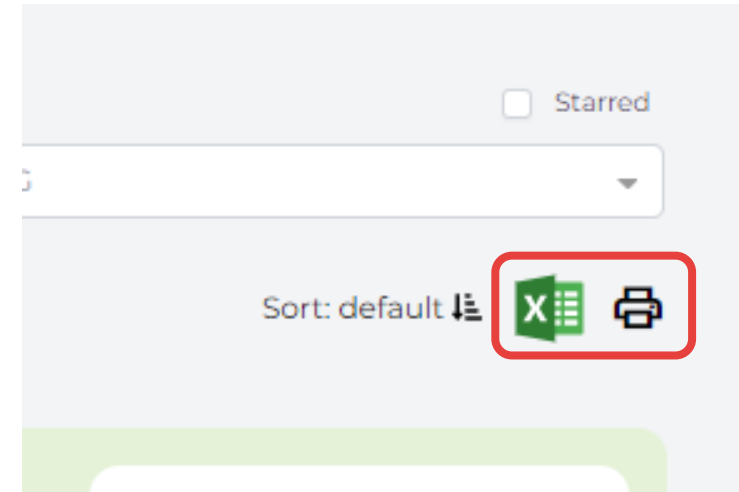
We would naturally encourage you not to print the toolkit unnecessarily, so hopefully the excel function will help you use the toolkit without needing to print. The excel function also shows you the comments and actions completed, so is a live representation of your work at the point of download.

Submitting your toolkit

When you are happy that you and your team have completed as many actions as you can, uploaded sufficient evidence, and provided relevant comments for your auditor, you are ready to submit your toolkit!

Simply click on the black 'submit toolkit' button at the top of the toolkit page and your toolkit will be sent to us for review. We will then be in touch regarding next steps with your award!