

SOS-UK toolkit user guide

February 2023



STUDENTS
ORGANISING FOR
SUSTAINABILITY
UNITED KINGDOM

*All content © SOS-UK 2023. If you
require this document in Welsh, or in
another format, please let us know
by contacting hello@sos-uk.org*

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

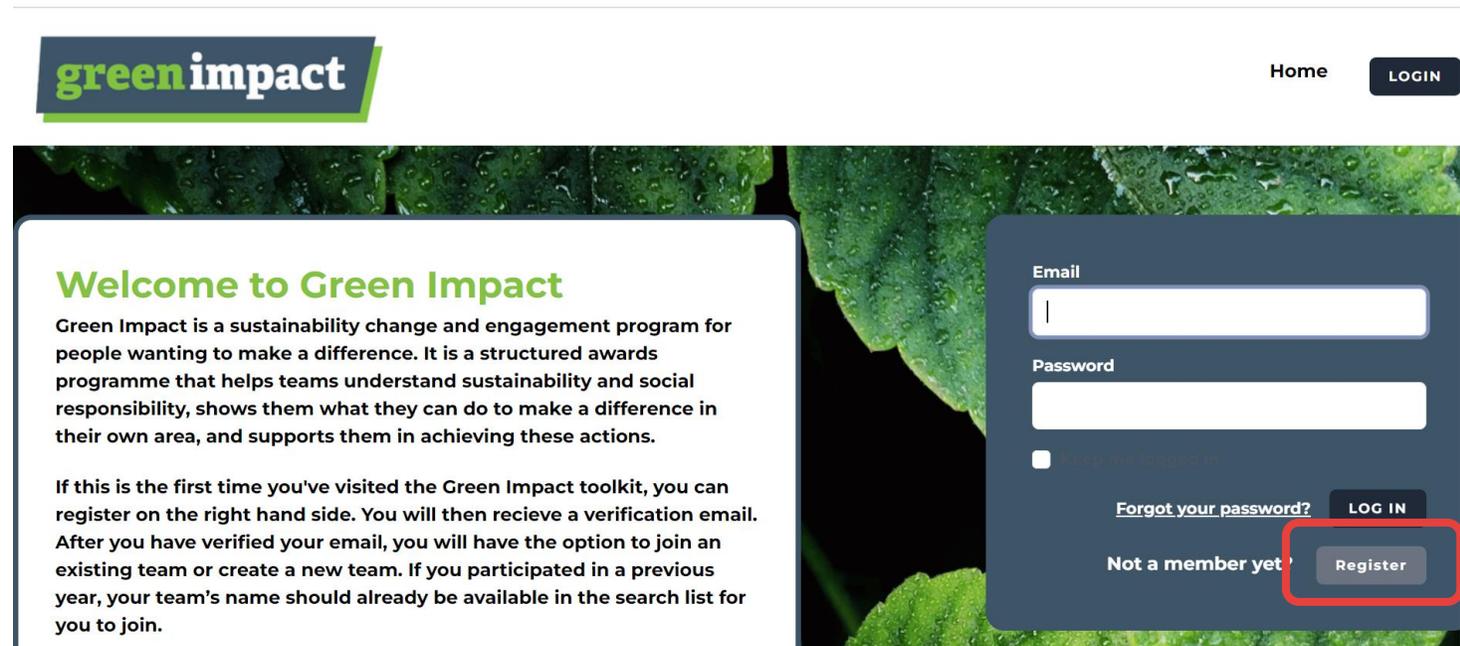
4-6	Registering and logging in
7	Joining a team
8	Joining your programme
9	Amending your user profile
10	Amending your team's profile
11	How your programme works
12-13	Your toolkit
14-15	Completing actions
16-17	Uploading evidence and leaving comments
18	Starring and assigning actions
19-20	Your dashboard
21	Printing and exporting your toolkit
22	Submitting your toolkit

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.



The screenshot shows the Green Impact toolkit interface. At the top left is the 'green impact' logo. At the top right are links for 'Home' and 'LOGIN'. The main content area features a 'Welcome to Green Impact' section with a description of the program and instructions for new users. On the right side, there is a login and registration form with fields for 'Email' and 'Password', a 'LOG IN' button, and a 'Register' button highlighted with a red box. Below the 'Register' button is a link for 'Not a member yet?'. The background of the page is a close-up image of green leaves.

green impact

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 receive 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

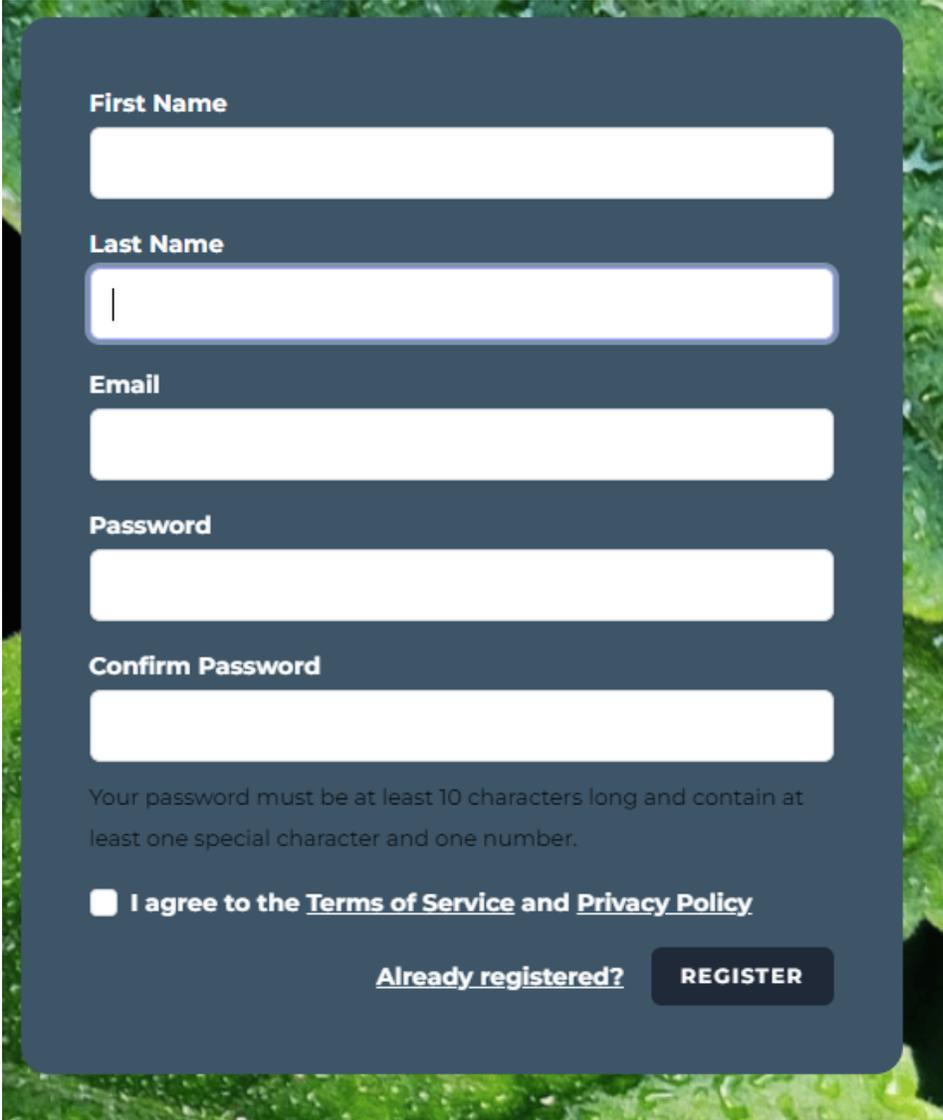
Not a member yet? **Register**

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.

A screenshot of a registration form on a dark blue background. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field is a text requirement: 'Your password must be at least 10 characters long and contain at least one special character and one number.' At the bottom, there is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy' and a 'REGISTER' button. A link for 'Already registered?' is also present.

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](#)

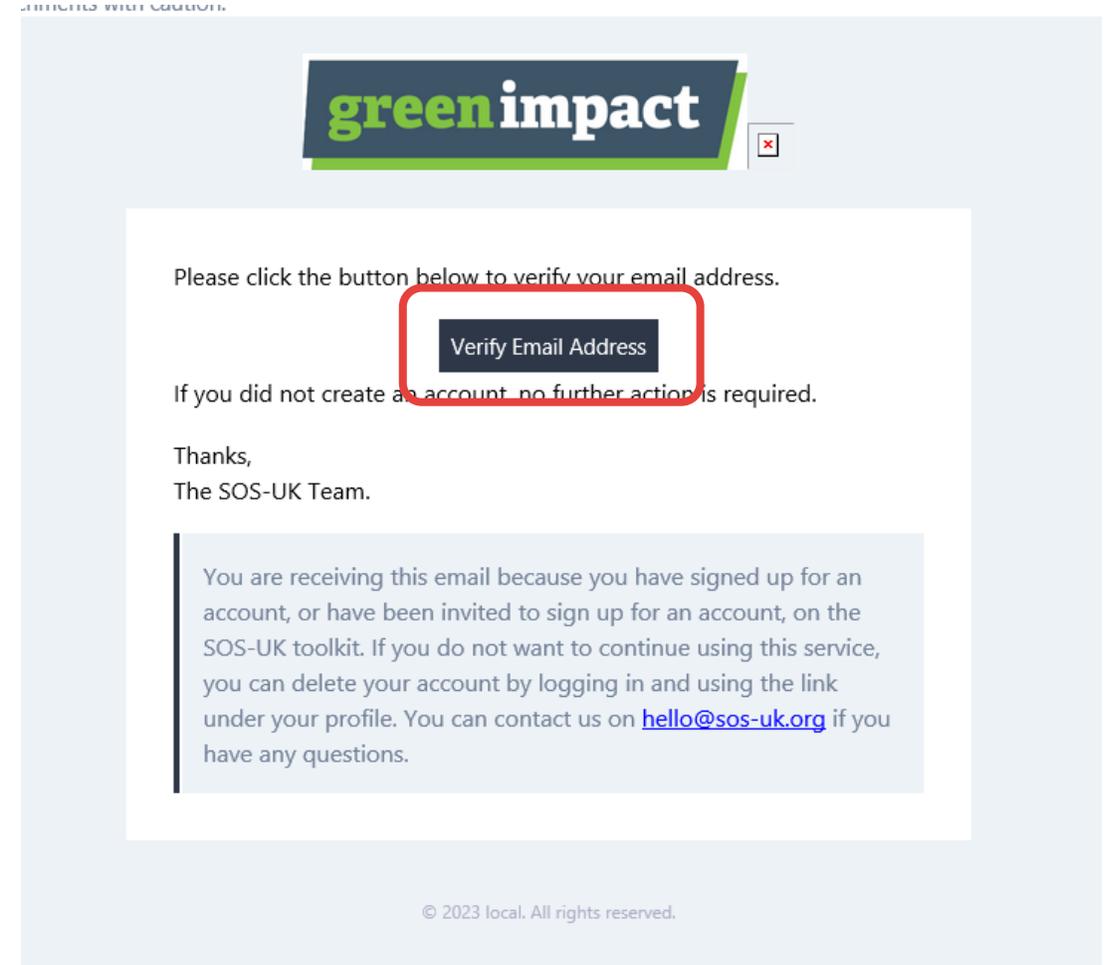
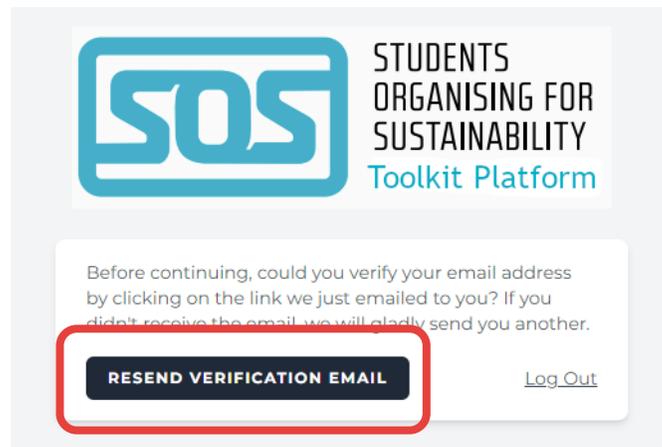
[Already registered?](#) **REGISTER**

Registering and logging in: verifying your email

New feature

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

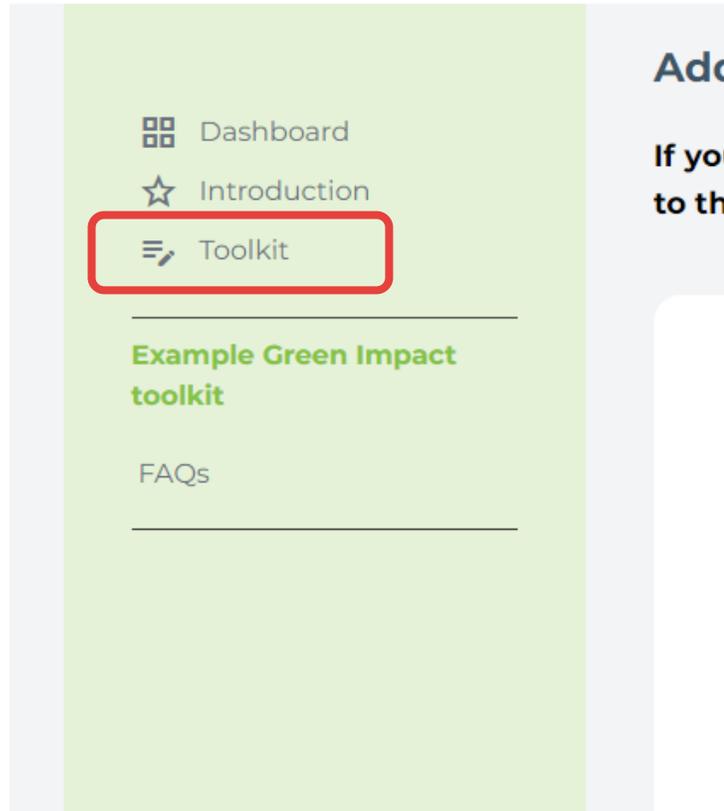
JOIN TEAM

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

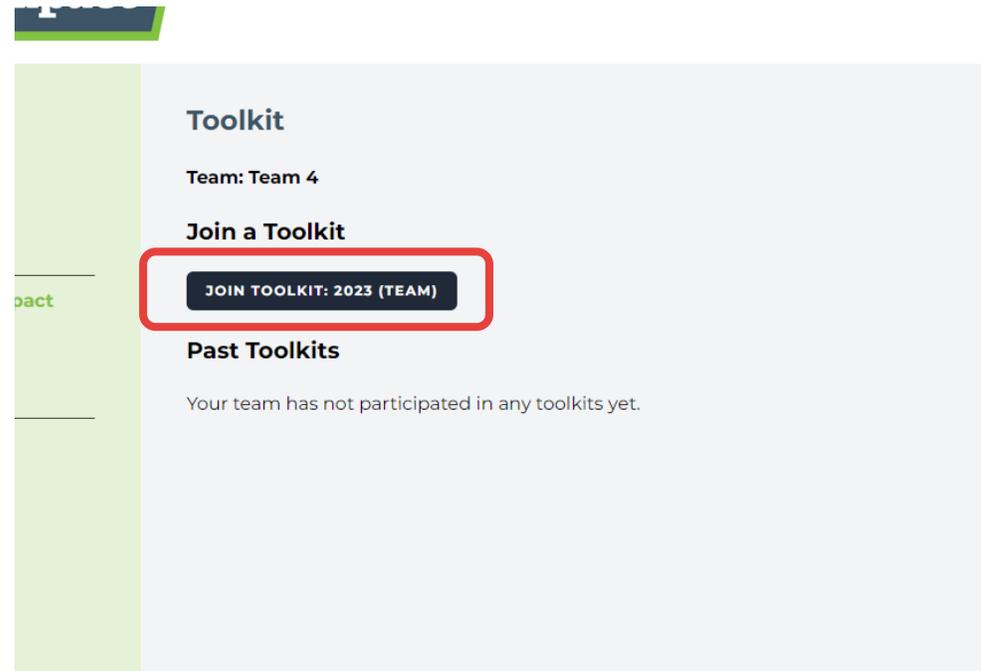
Team name

CREATE

Joining your toolkit



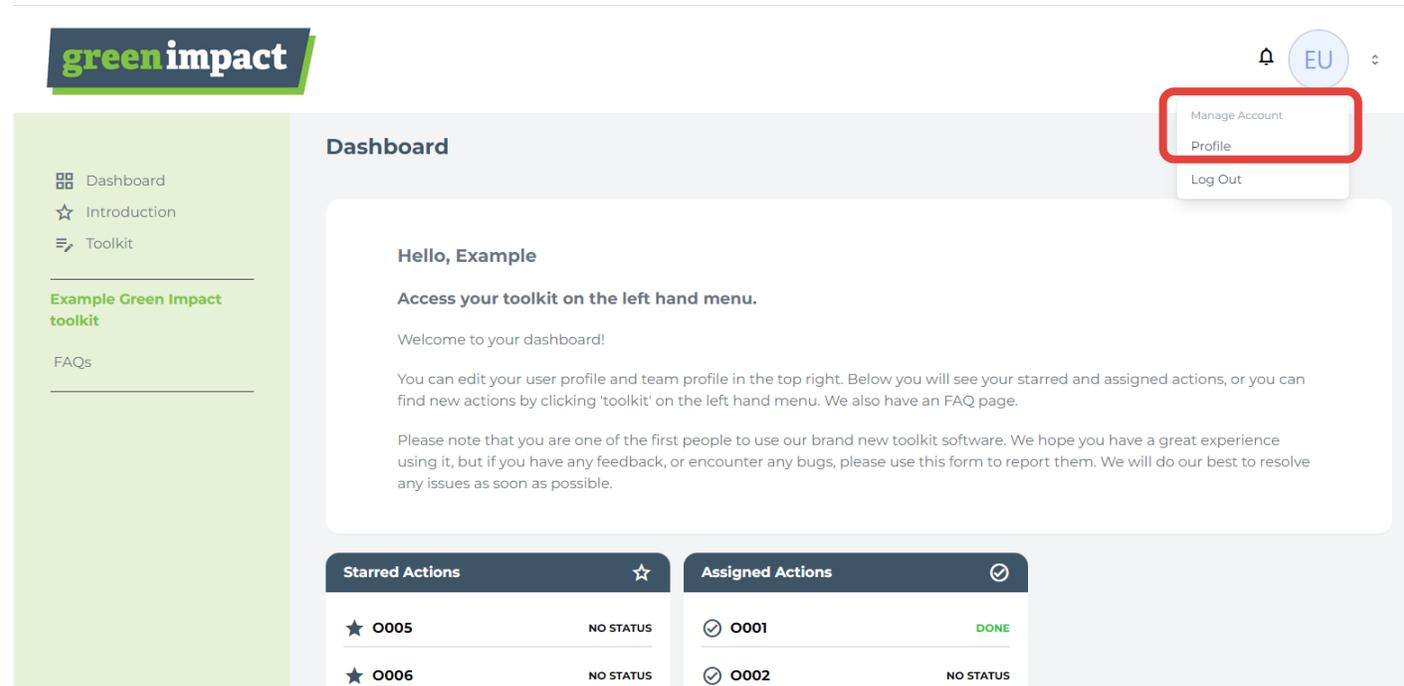
Head to 'Toolkit' on the left-hand menu to join the current toolkit.



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.



The screenshot shows the Green Impact dashboard interface. At the top left is the 'green impact' logo. A left-hand navigation menu includes 'Dashboard', 'Introduction', and 'Toolkit'. The main content area is titled 'Dashboard' and contains a welcome message for 'Example' and instructions on how to use the toolkit. Below the main content are two sections: 'Starred Actions' and 'Assigned Actions'. The 'Assigned Actions' section shows two items: 'O001' with a 'DONE' status and 'O002' with a 'NO STATUS'.

green impact

Dashboard

- Dashboard
- Introduction
- Toolkit

Example Green Impact toolkit

FAQs

Dashboard

Hello, Example

Access your toolkit on the left hand menu.

Welcome to your dashboard!

You can edit your user profile and team profile in the top right. Below you will see your starred and assigned actions, or you can find new actions by clicking 'toolkit' on the left hand menu. We also have an FAQ page.

Please note that you are one of the first people to use our brand new toolkit software. We hope you have a great experience using it, but if you have any feedback, or encounter any bugs, please use this form to report them. We will do our best to resolve any issues as soon as possible.

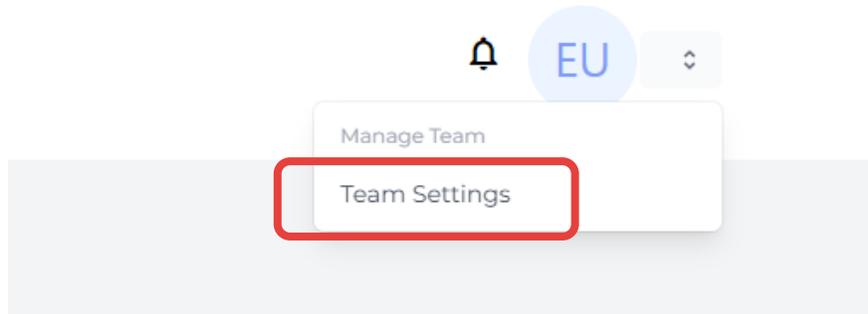
Starred Actions	
★ O005	NO STATUS
★ O006	NO STATUS

Assigned Actions	
✔ O001	DONE
✔ O002	NO STATUS

Manage Account
Profile
Log Out

Amending your team's profile

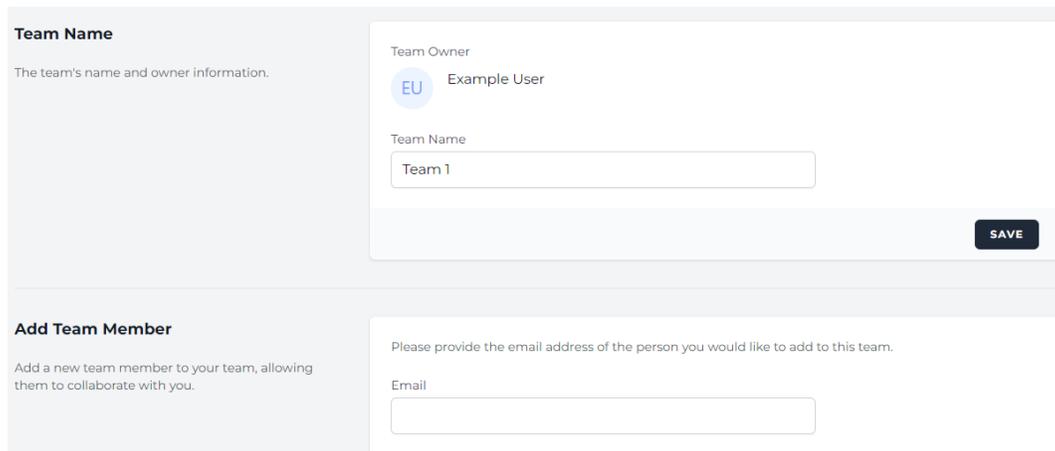
New feature



Access your team's profile in the top right, by clicking 'team settings'.

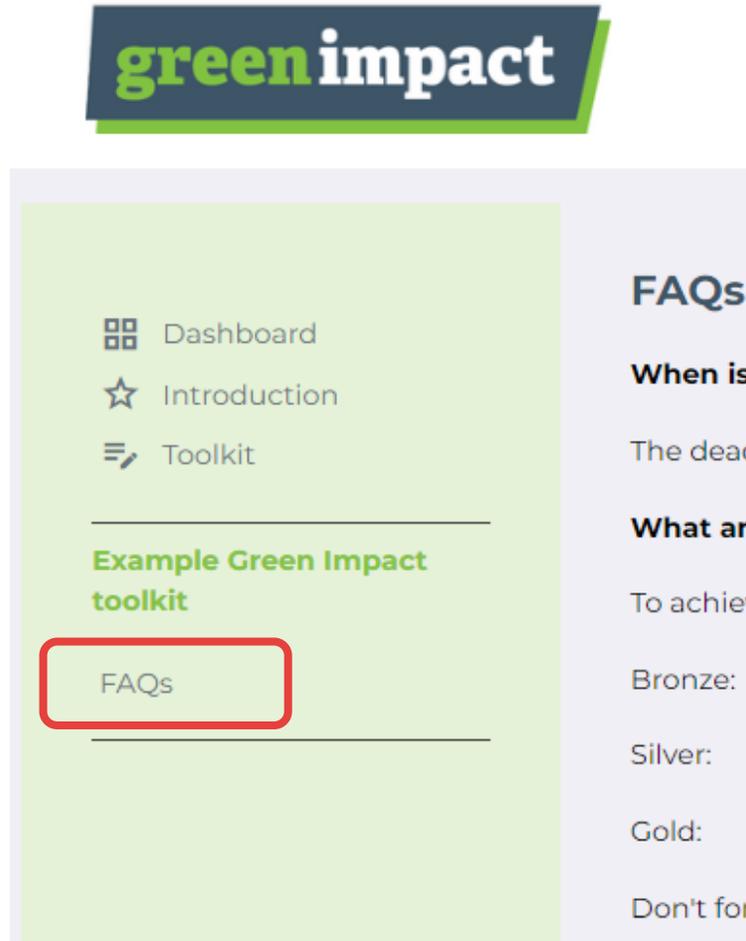
On the team profile you can:

- Rename your team
- Invite new team members to join your team using their email address
- View team members and remove any inactive team members

A screenshot of the team profile settings page. The page is divided into two main sections. The top section is titled 'Team Name' and has a subtitle 'The team's name and owner information.' It contains a 'Team Owner' field with a blue circular icon containing 'EU' and the text 'Example User'. Below that is a 'Team Name' input field with the text 'Team 1' inside. A 'SAVE' button is located at the bottom right of this section. The bottom section is titled 'Add Team Member' and has a subtitle 'Add a new team member to your team, allowing them to collaborate with you.' It contains a text prompt 'Please provide the email address of the person you would like to add to this team.' and an 'Email' input field.

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

The screenshot displays a 'Toolkit' interface for 'Team 1'. At the top right is a 'SUBMIT TOOLKIT' button. Below the team name, there are 'Filters' for 'Area', 'Theme', and 'SDG', along with a 'Starred' checkbox. A status message indicates 'Seeing 61 results based on current applied filters.' and a 'Sort: default' option with icons for list, grid, and print views.

Two toolkit items are shown:

- Item 0001:** Categorized under 'Communications' and 'Learning'. The criteria state: 'Environmental issues, including Green Impact participation, are regularly raised at staff meetings.' It features a '17 PARTNERSHIPS FOR THE GOALS' icon. The progress indicator shows 'Total Points: 1' with a 'DONE' button selected.
- Item 0002:** Categorized under 'Energy'. The criteria state: 'The team has energy-awareness stickers and posters in place in the majority of offices and communal facilities encouraging staff to switch off lights and/or equipment when not needed, including desk lamps and all chargers and docking stations.' It features a '13 CLIMATE ACTION' icon. The progress indicator shows 'Total Points: 1' with a 'NOT DONE' button selected.

Both items are assigned to 'Example User'.

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.

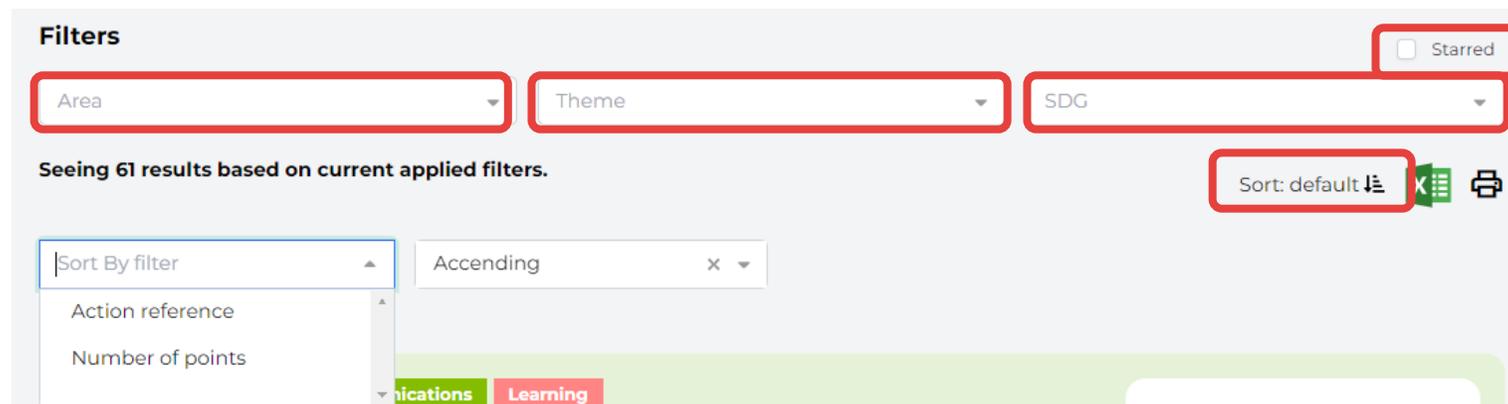
Your toolkit

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 UN Sustainable Development Goal;
- '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.



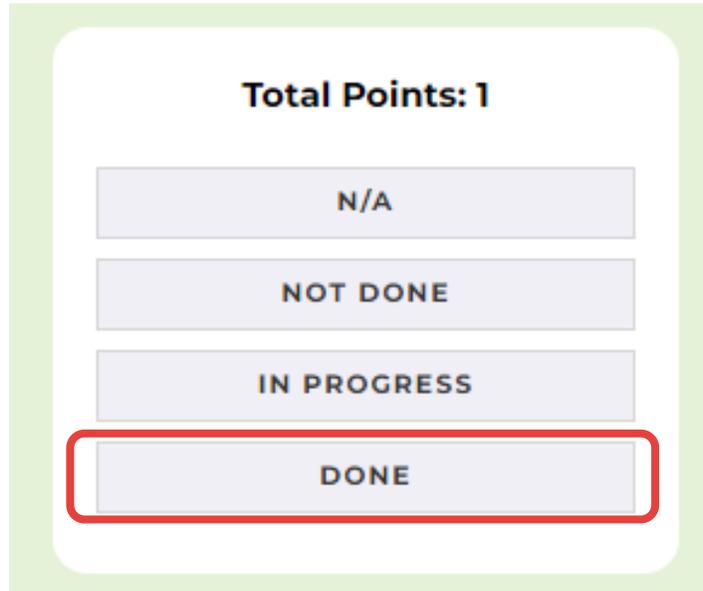
Completing actions

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.

The screenshot shows a user interface for completing an action. At the top left, there is a star icon followed by the ID '0003'. Below this are two tabs: 'General' and 'Energy', with 'Energy' being the active tab. A progress bar consists of four segments: 'Criteria', 'Further information', 'How you will be audited', and 'Comments & evidence'. The 'Criteria' segment is highlighted with a red border. Below the progress bar, a text box contains the following text: 'The team has provided information on at least five energy saving opportunities to all team staff within the last 12 months.' On the right side, there is a 'Total Points: 1' label above a vertical menu with four options: 'N/A', 'NOT DONE', 'IN PROGRESS', and 'DONE'.

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.

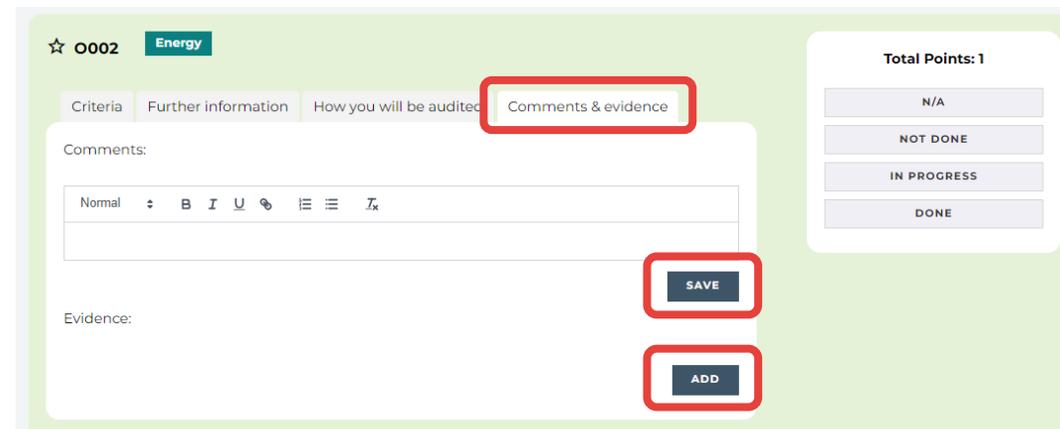
Changes automatically save.

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.



☆ 0002 Energy

Criteria Further information How you will be audited **Comments & evidence**

Comments:

Normal B I U    

Evidence:

SAVE

ADD

Total Points: 1

N/A

NOT DONE

IN PROGRESS

DONE

Uploading evidence and leaving comments

The screenshot shows a software interface for managing evidence and comments. At the top left, there is a star icon, the number '0002', and a green 'Energy' tag. Below this are four tabs: 'Criteria', 'Further information', 'How you will be audited', and 'Comments & evidence'. The 'Comments & evidence' tab is active. On the right side, there is a 'Total Points: 1' section with four buttons: 'N/A', 'NOT DONE', 'IN PROGRESS' (highlighted in dark blue), and 'DONE'. The main content area is divided into two sections: 'Comments:' and 'Evidence:'. The 'Comments:' section contains a comment box with a red border, a red 'x' icon, a blue 'EU' profile picture, the text 'Test comment 1', and a timestamp 'comment added by Example User - 20/01/2023 13:42'. Below the comment box is a rich text editor with a toolbar and a 'SAVE' button. The 'Evidence:' section contains a list of two files, each with a red 'x' icon, a file icon, a filename, a size, and a timestamp. The first file is 'Example file 1.docx (11.6 KB)' uploaded by 'Example User' on '01/20/2023 01:39'. The second file is 'Example file 2.xlsx (8.2 KB)' uploaded by 'Example User' on '01/20/2023 01:39'. Below the list is an 'ADD' button. At the bottom left, there is an 'Assigned to:' field with 'Example User' and a dropdown menu icon.

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.

☆ C001 General Communications Learning

Criteria Further information How you will be audited Comments & evidence

Environmental issues, including Green Impact participation, are regularly raised at staff meetings.

17 PARTNERSHIPS FOR THE GOALS

Assigned to: Example User

Total Points: 1

N/A

NOT DONE

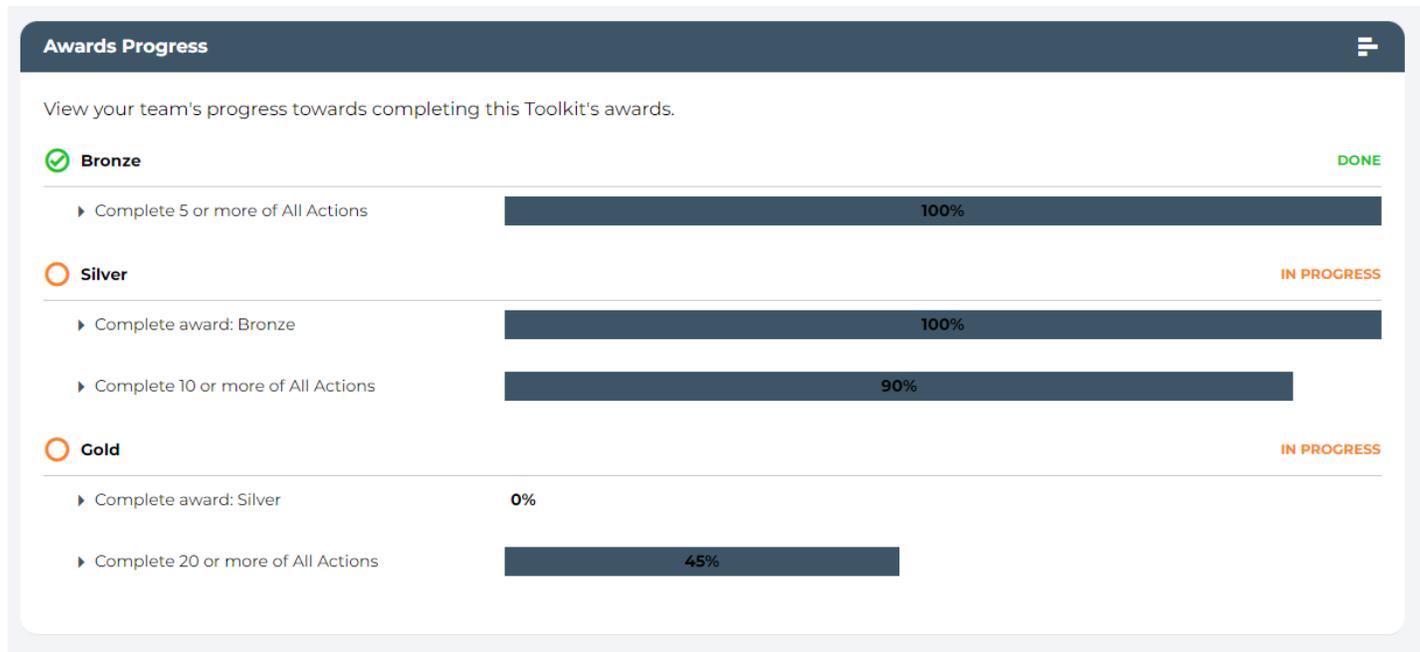
IN PROGRESS

DONE

Your dashboard

New feature

On your dashboard, you will be able to view your team's progress towards your award. You will see the different available awards, and the criteria you need to meet each one. A green tick will appear next to awards for which you have fulfilled all the necessary criteria. The exact scoring will vary from programme to programme.



Don't forget that your final award is subject to an audit after you have submitted your toolkit. Therefore, the information on your dashboard is for **your guidance only** and may change based on the auditor's decision.

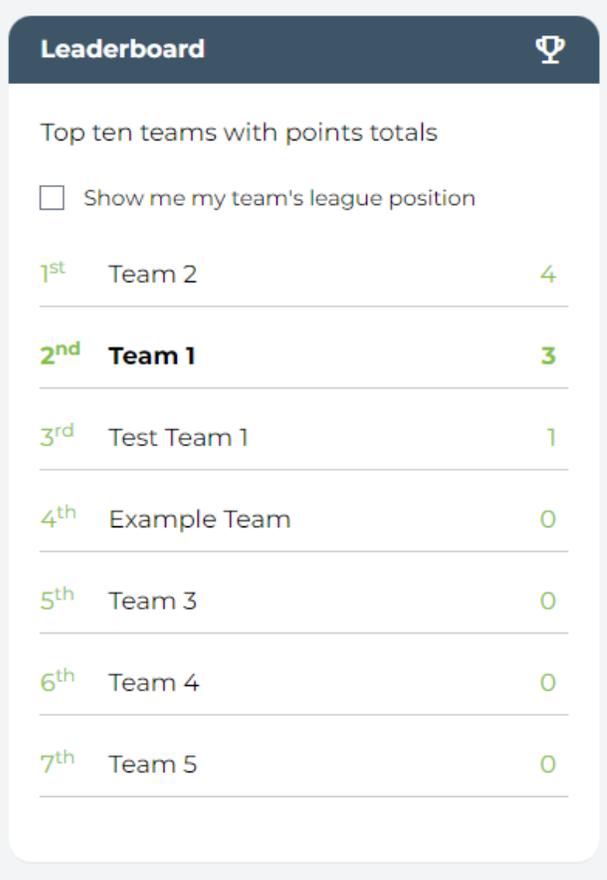
Your dashboard - leaderboard

New feature

You will also see your programme's leaderboard on your dashboard. This will show the top ten teams who have completed the most points or actions so far.

If your team is not already in the top 10, you can click 'show me my team's league position' to display your own team.

Don't worry if you aren't at the top: each team is different and the aim isn't to be 1st, but to make the biggest impact you are able to!

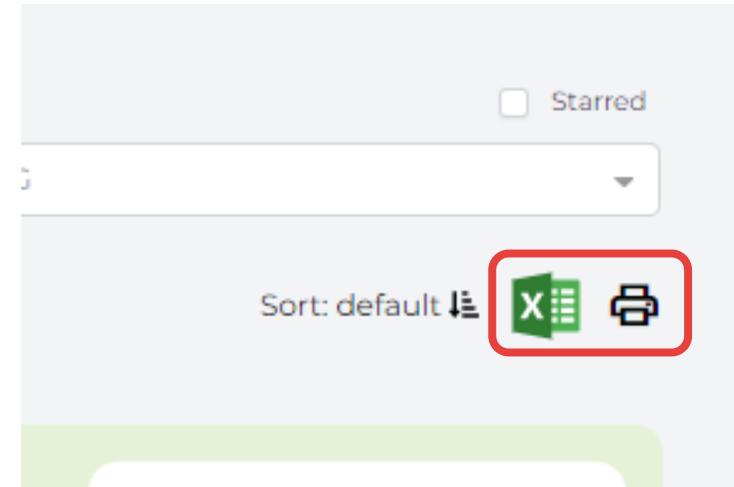


Leaderboard 		
Top ten teams with points totals		
<input type="checkbox"/>	Show me my team's league position	
1 st	Team 2	4
2 nd	Team 1	3
3 rd	Test Team 1	1
4 th	Example Team	0
5 th	Team 3	0
6 th	Team 4	0
7 th	Team 5	0

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!

