



greenimpact

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 queries about this document, please contact Rhiannon Chamberlain, ACTS General Manager, on r.chamberlain@acts.asn.au or +61 (0)404 178 088.

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Have any questions?

If you have any queries, please contact
Rhiannon Chamberlain, ACTS General
Manager, on r.chamberlain@acts.asn.au

or

greenimpact.acts.asn.au

green.impact@acts.asn.au

#GreenImpact

Signing up and logging in



The screenshot shows the ACTS Green Impact website. At the top, there are logos for ACTS green impact and ACTS INC, along with navigation links for About, Help, and Contact. On the left, a vertical sidebar contains buttons for Intro, Bronze, Silver, Gold, Special, and Submit. The main content area features a 'Welcome to Green Impact!' heading, a description of the program, and a link to learn more. A video player is also present. On the right, there is a green button with 'Login', 'Register' (highlighted with a red box), and 'Lost Password' links. Below this is a 'Tweets by @ACTS_Inc' section showing a tweet about a student volunteer organization.

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

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

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

Signing up and logging in

Registration

Please note you are asked to register as an individual rather than as a team so please register yourself to the workbook by entering you details below. You will be aligned to the team or organisation you choose from the 'Organisation' dropdown menu. If your team or organisation isn't listed in the 'Organisation' dropdown menu, that means you are the first person from your team or organisation to register for the programme, therefore, please also enter your organisation's details.

First name*

Last name*

Email*

Preferred language

Telephone number*

Location/Building*

Password*

Password Re-type*

Organisation

New Organisation Details (if required):

Team Name*

Number of people*

Team Primary Contact (Name)*

Team Primary Contact (e-mail)*

Number of people working in area

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 program and know where to find you if we need to!

Welcome to your team

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

The main body of text on the front page will talk you through how the program will run at your organisation – the scoring system, submission deadline and anything else important for the year ahead.

The screenshot shows the front page of the ACTS Green Impact toolkit. At the top, there are logos for ACTS green impact and ACTS inc, along with navigation links for 'About', 'Help', and 'Contact'. On the left, a vertical navigation bar contains buttons for 'Intro', 'Bronze' (Completed 2 of 23), 'Silver' (Completed 0 of 15), 'Gold' (Completed 0 of 18), 'Special' (Completed 0 of 3), and 'Submit'. The main content area is titled 'Welcome to Green Impact!' and contains a welcome message, instructions to watch a video and use the workbook, and a list of criteria for each award level. On the right, there is a sidebar with links for 'Achievement Report', 'Profile', 'Activity Log', 'Evidence Uploads', and 'Logout'. Below these links, a red box highlights the 'Organisation name' field, which contains the text 'Trial', 'Members: Va'ina Clearwater', and 'Test Account'. At the bottom right, there is a section for 'Tweets by @ACTS_inc' featuring a tweet from ACTS about Australia's largest uni student volunteer organisation.

ACTS green impact

ACTS inc

About Help Contact

Intro

Bronze
Completed 2 of 23

Silver
Completed 0 of 15

Gold
Completed 0 of 18

Special
Completed 0 of 3

Submit

Welcome to Green Impact!

Welcome to your team's Green Impact toolkit!

Firstly, please watch the short instruction video below. Then you can use the navigation tabs on the left to look at ACTS's workbook. This has been developed to help you and your colleagues improve the environmental performance of your department.

If you click on the 'Bronze', 'Silver' and 'Gold' tabs you will see the different criteria. You can work simultaneously through the different levels if you wish; however, the accreditation is a cumulative process. For example, you will need to fulfil all the criteria in the Bronze level in addition to Silver, if you wish to get a Silver standard. You can also submit nomination for the 'Special' Awards to recognise outstanding achievements from your team!

To gain the various award levels you will need to

Achievement Report

Profile

Activity Log

Evidence Uploads

Logout

Organisation name:
Trial
Members:
Va'ina Clearwater
Test Account

Tweets by @ACTS_inc

ACTS @ACTS_inc
Australia's largest uni student
volunteer organisation goes global
electrek.co/2018/03/28/bmw... via

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.

ACTS green impact

ACTS INC

About Help Contact

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Tweets by @ACTS_Inc

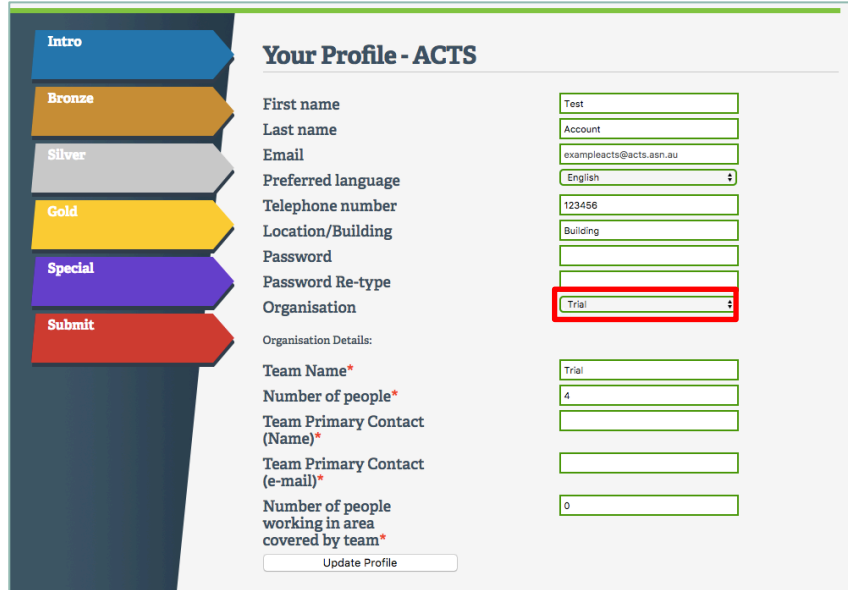
ACTS @ACTS_Inc
Australia's largest uni student volunteer organisation goes global
electrek.co/2018/03/28/bmw... via

Amending your 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.



Intro

Bronze

Silver

Gold

Special

Submit

Your Profile - ACTS

First name:

Last name:

Email:

Preferred language:

Telephone number:

Location/Building:

Password:

Password Re-type:

Organisation:

Organisation Details:

Team Name*:

Number of people*:

Team Primary Contact (Name)*:

Team Primary Contact (e-mail)*:

Number of people working in area covered by team*:

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.

The screenshot shows the ACTS Green Impact dashboard. On the left is a navigation sidebar with tabs for Intro, Bronze, Silver, Gold, Special, and Submit. The main content area is titled 'Welcome to Green Impact!' and contains two paragraphs of text. A red rectangular box highlights the first paragraph, which instructs users to watch a short instruction video and use the navigation tabs. The second paragraph explains the cumulative nature of the accreditation process. On the right side of the dashboard, there are links for Achievement Report, Profile, Activity Log, Evidence Uploads, and Logout. Below these links, the organisation name is listed as 'Trial' with members 'Valina Clearwater' and 'Test Account'. At the bottom right, there is a section for tweets by @ACTS_Inc, featuring a tweet about ACTS being Australia's largest uni student volunteer organisation.

ACTS green impact

About Help Contact

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Achievement Report

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Evidence Uploads

Logout

Organisation name:
Trial
Members:
Valina Clearwater
Test Account

Tweets by @ACTS_Inc

ACTS
@ACTS_Inc

Australia's largest uni student
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The toolkit's tabs

ACTS green impact

About Help Contact

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Tweets by @ACTS_inc

ACTS
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Australia's largest uni student
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electrek.co/2018/03/28/bmw... via

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.

Your Green Impact criteria

The screenshot displays the ACTS green impact toolkit interface. At the top, the ACTS green impact logo is on the left, and 'About Help Contact' links are on the right. Below the logo, a progress bar shows five award levels: Back to menu (green), Bronze (orange), Silver (grey), Gold (yellow), and Special (purple). A 'Save Changes' button is located below the progress bar. A red box highlights the text 'Completed 2 of 23, Total Points 10 of 115'. Below the progress bar, a list of criteria is shown, each with a red box around the 'Show All' link:

- (B001 - B024) Recycling & Reuse [Show All](#) Completed 2 out of 8
- (B002 - B022) Engagement [Show All](#) Completed 0 out of 7
- (B004 - B004) Health and Wellbeing [Show All](#) Completed 0 out of 1
- (B010 - B013) Energy [Show All](#) Completed 0 out of 4

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.

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.

B007	Criteria	Further Information	How you will be audited	Comments/Evidence	Total Points
B007 - Recycling & Reuse The department/area has a scheme in place to collect and reuse waste paper that has been printed on one side only, rather than sending it for recycling.					5
					Not Done
					N/A
					Done

Completing Green Impact actions

The screenshot displays the ACTS green impact web application interface. At the top, there are logos for ACTS green impact and ACTS INC, along with navigation links for About, Help, and Contact. Below the logos, a progress bar shows the team's status: Trial, Bronze, Silver, Gold, and Special. The current status is Trial, and the progress is 0 of 23, Total Points 0 of 115. A 'Save Changes' button is visible. The main content area shows a list of criteria, with the first one being 'B001 - Recycling & Reuse'. A red box highlights the 'Done' button next to this criterion. A pop-up question box is overlaid on the screen, asking 'Are you doing this as a result of Green Impact?' with 'No' and 'Yes' buttons.

ACTS green impact

ACTS INC

About Help Contact

Team: Trial

Back to menu Bronze Silver Gold Special

Save Changes

Completed 0 of 23, Total Points 0 of 115

(B001 - B024) Recycling & Reuse - Hide All Completed 0 out of 8

B001 Criteria Further information How you will be audited Comments/Evidence Total Points 5

B001 - Recycling & Reuse

The department/area recycles mobile phones and staff in the area have been reminded where they can recycle mobile phones on campus.

B005 Criteria

B005 - Recycling & Reuse

The department/area recycles batteries (AAA)

Question

Are you doing this as a result of Green Impact?

No Yes

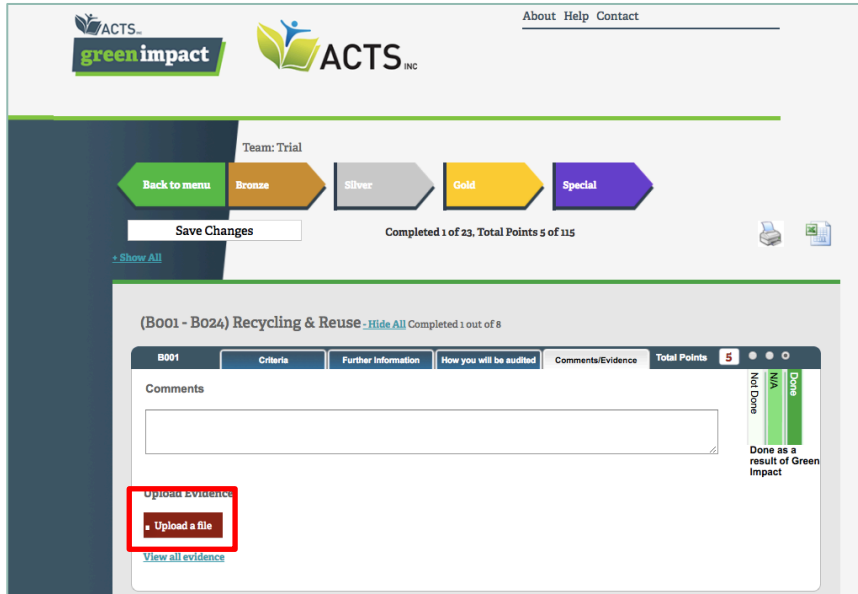
When you are ready to say you have done a task, simply click on the button to the right of the criteria.

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!

Uploading evidence



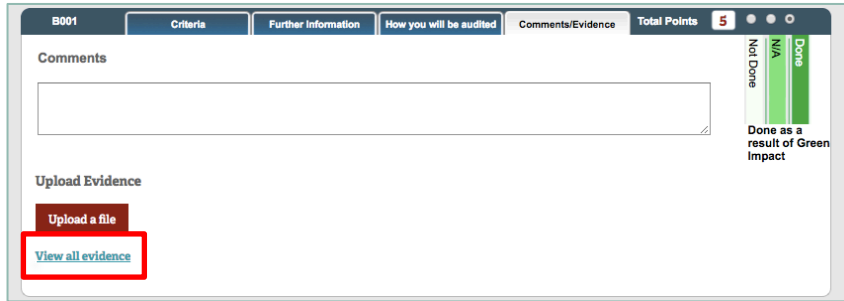
When you have completed an action, you can upload evidence to submit with your workbook.

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**).

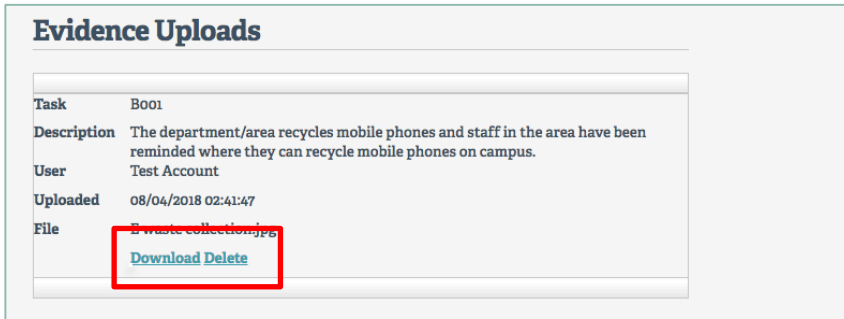
You do not have to store your evidence in this way, but it is advisable to make your filing and submission a lot easier. Look in the 'How you will be audited' section and ask your local GI lead for any specific details of how they would like you to evidence your action. It will also make the audit quicker.

Uploading evidence



The screenshot shows a software interface with a top navigation bar containing tabs: 'B001', 'Criteria', 'Further information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The 'Comments/Evidence' tab is active. Below the tabs, there is a 'Comments' section with a text input field. To the right of the input field is a vertical progress bar with three segments: 'Not Done' (grey), 'N/A' (green), and 'Done' (green). Below the progress bar is the text 'Done as a result of Green Impact'. In the 'Upload Evidence' section, there are two buttons: 'Upload a file' and 'View all evidence'. The 'View all evidence' button is highlighted with a red box.

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.



The screenshot shows the 'Evidence Uploads' section. It contains a table with the following data:

Task	B001
Description	The department/area recycles mobile phones and staff in the area have been reminded where they can recycle mobile phones on campus.
User	Test Account
Uploaded	08/04/2018 02:41:47
File	E-waste collection.jpg

Below the 'File' row, there are two links: 'Download' and 'Delete'. These links are highlighted with a red box.

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

Leaving comments

(B001 - B024) Recycling & Reuse [Hide All](#) Completed 2 out of 8

B001 Criteria Further Information How you will be audited **Comments/Evidence** Total Points **5**

Comments

Test Account - Evidence uploaded: E waste collection.jpg [Edit](#)

Test Account - This is the section that you can leave notes or comments in. They can be reminders for your team or notes for your auditors. [Edit](#)

Another comment being added..

Upload Evidence

[Upload a file](#)

- E waste collection.jpg

[View all evidence](#)

Not Done N/A Done
Done as a result of Green Impact

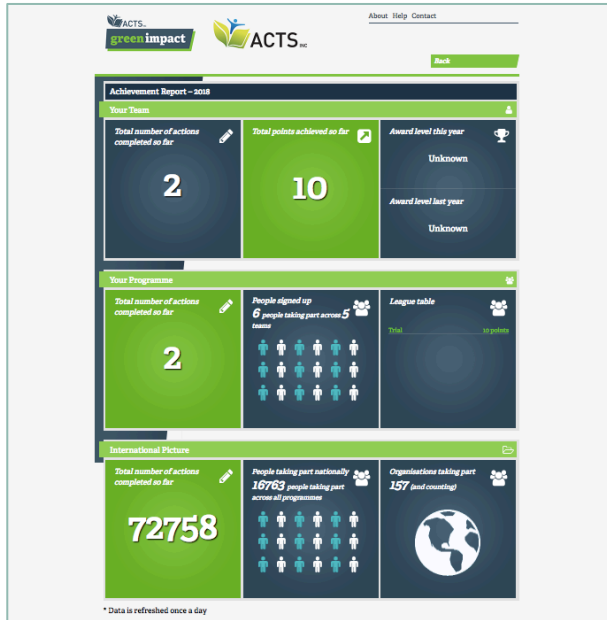
You can also leave comments in the final tab for each action. You can give your team information about what action you have taken, or provide more details for the auditors on why you have done something in a particular way.

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

Your achievement report



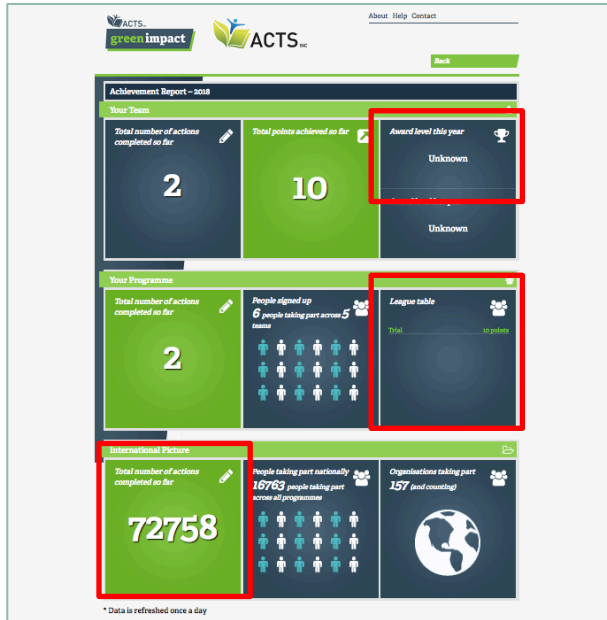
You can track your progress, see what the rest of your program and what all other participating organisations are achieving through Green Impact by clicking on this button on your toolkit homepage.

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

Your Program – 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!

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 program administrator to best fit the needs of your program. When tiles are not displayed, a grey tile will appear in its place.

Using the glossary

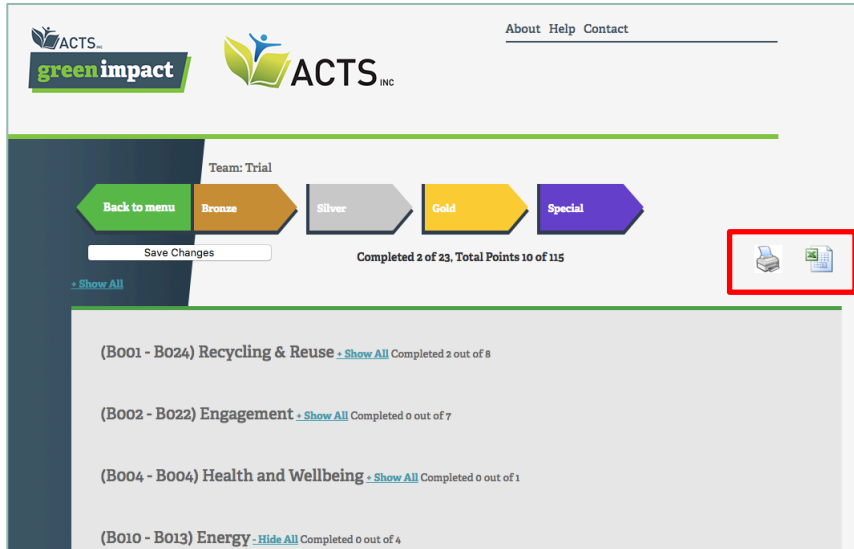
Glossary

00 electricity tariff	An electricity supply profile type for individual sites that have a maximum demand of 100kW or more at any one time during three months in the last 12-months. If you are on an 00 tariff, your meter data will be recorded and sent off automatically every 30 minutes, and this 30-minute consumption data will be available to you via a website upon request from your electricity supplier. To find out your profile number, look at the rectangular code box on any of your electricity bills - profile types range from 00 to 08. The profile number is the top left number to the right of the letter.
30-minute consumption data	Electricity meter data that is automatically recorded and sent off every 30-minutes. Any organisation with an 00 electricity tariff can view their 30-minute consumption data online upon request from their electricity supplier.
5 A Day	The Government's healthy eating campaign - www.nhs.uk/LiveWell/5ADAY
5 minute volunteering	Volunteer opportunities that are quick to do. A good example of a sustainability 5 minute volunteering project would be taking part in a planting initiative.
Acid Rain	Rain that has mixed with a range of industrial pollutants to become more acidic than is natural. During the 1980s, acid rain was a serious problem in Scandinavia, where whole forests and aquatic ecosystems were effectively destroyed.
Alcohol Impact	Alcohol Impact is NUS's behaviour change programme that embeds social norms of responsible drinking on our campuses, changing attitudes towards alcohol, and building healthier, safer, more productive student communities. You can find out more here (http://alcoholimpact.nus.org.uk/about) .
An Inconvenient Truth	An Inconvenient Truth is an American documentary film about global warming presented by former United States Vice President Al Gore. The film was released on DVD on 21 November 2006. www.climatecrisis.net
Aqua Stewardship Council (ASC)	The Aquaculture Stewardship Council (ASC) manages standards for responsible aquaculture. Products bearing the ASC label come from fish farms that have met these standards. The on-pack label demonstrates to consumers that their seafood comes from farms that limit their impacts on the environment and the community. For more information, visit https://www.asc-aqua.org .
audio-conferencing	A conference call is a telephone call in which the calling party wishes to have more than one called party listen into the call. You can use conference calls daily to meet with remote parties, both internally and outside of your organisation. Conference calling is viewed as a primary means of cutting travel costs and impacts and allowing workers to be more productive by not having to go out-of-office for meetings.
Available supply capacity	Available supply capacity is the amount of electricity you reserve, so you are guaranteed supply during your periods of maximum demand . It typically costs around 61 per month per KW reserved. Not all energy supply contracts have an available

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.

Downloading and printing the toolkit

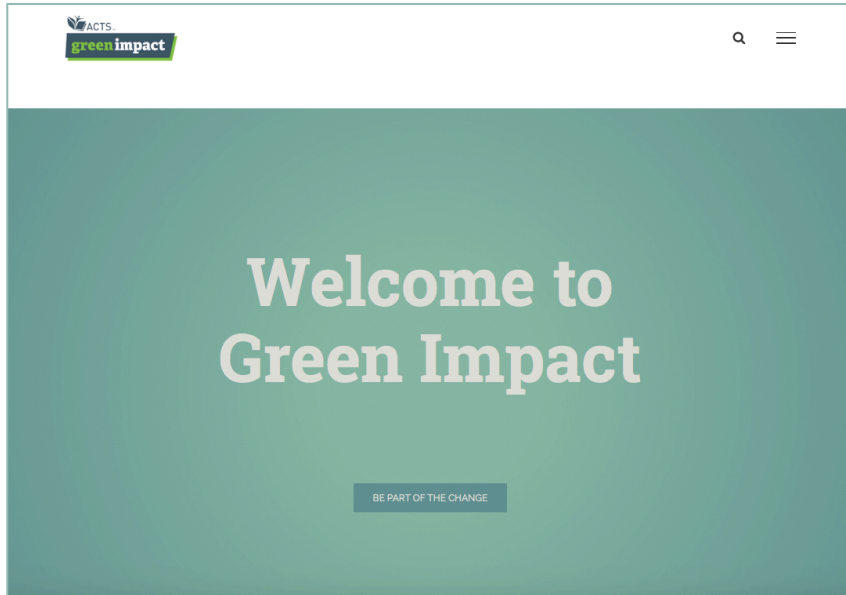


To help you use the toolkit with those who maybe don't have computer access, or to enable you to use a hard copy of the toolkit to plan with your team, you can print and export it.

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.

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 the resource section at:
greenimpact.acts.asn.au

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

Submitting your toolkit



The screenshot shows the ACTS Green Impact toolkit submission interface. At the top, there are logos for ACTS green impact and ACTS INC, along with navigation links for About, Help, and Contact. On the left, a vertical navigation menu features colored arrows for Intro (blue), Bronze (orange, Completed 2 of 23), Silver (grey, Completed 0 of 15), Gold (yellow, Completed 0 of 18), Special (purple), and Submit (red, highlighted with a red box). The main content area is titled 'Welcome to Green Impact!' and contains a welcome message, instructions to watch a video, and details about the accreditation process. On the right, there are buttons for Achievement Report, Profile, Activity Log, Evidence Uploads, and Logout. Below these are fields for Organisation name, Trial, Members, Valina Clearwater, and Test Account. At the bottom right, there is a section for Tweets by @ACTS_Inc, featuring a tweet from ACTS (@ACTS_Inc) about Australia's largest uni student volunteer organisation.

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ACTS INC

About Help Contact

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Tweets by @ACTS_Inc

ACTS
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Australia's largest uni student
volunteer organisation goes global
electrek.co/2018/03/28/bmw... via

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 ACTS.

You can then get excited for your awards ceremony!