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# 1. Signing up and logging in

The screenshot shows the NUS Green Impact website. At the top left is the NUS logo and 'green impact' branding. At the top right is the University of Manchester logo and navigation links for 'About', 'Help', and 'Contact'. A vertical sidebar on the left contains navigation buttons for 'Intro', 'Bronze', 'Silver', 'Bonus', 'Labs', 'Special', and 'Submit Workbook'. The main content area features a 'Welcome to Green Impact!' heading, a paragraph of introductory text, and a video player titled 'Green Impact Introduction Video'. Below the video, there is a support message. On the right side, there is a login/register section with buttons for 'Login', 'Register', and 'Lost Password'. The 'Register' button is highlighted with a red rectangle. Below this is a 'Tweets' section displaying several tweets related to sustainability and the university.

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

**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 you choose from the 'Team' dropdown menu. If your team isn't listed in the 'Team' dropdown menu, that means you are the first person from your team to register for the Green Impact programme, therefore, please also enter your team's details.

First name\*

Last name\*

Email\*

Preferred language

Telephone number\*

Location/Building\*

Password\*

Password Re-type\*

Team

New Team Details (if required):

Team name\*

Department covered by team\*

Location covered by team\*

Number of people on team

Number of people working in area covered by team

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!

**nus**

**green impact**

## 2. Welcome to your team

The screenshot shows the NUS Green Impact Manchester 1824 website. The header includes the NUS logo, the Manchester 1824 logo, and navigation links for 'About', 'Help', and 'Contact'. The main content area is titled 'Welcome to Green Impact!' and contains a welcome message, an instruction to watch a video, and a list of navigation tabs: 'Intro', 'Bronze' (Completed 0 of 21), 'Silver' (Completed 0 of 18), 'Bonus' (Completed 0 of 97), and 'Labs' (Completed 0 of 53). A sidebar on the right contains a menu with 'Profile', 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below the menu, a red box highlights the 'Team name: example' and 'Members: example example' fields.

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

The screenshot shows the Green Impact Universities dashboard. At the top left is the 'nus green impact' logo. To its right is the 'MANCHESTER 1824' logo. Further right are links for 'About', 'Help', and 'Contact'. On the left side, there is a vertical navigation menu with five tabs: 'Intro' (blue), 'Bronze' (orange, 'Completed 0 of 21'), 'Silver' (grey, 'Completed 0 of 18'), 'Bonus' (green, 'Completed 0 of 37'), and 'Labs' (pink, 'Completed 0 of 53'). The main content area is titled 'Welcome to Green Impact!' and contains three paragraphs of introductory text. On the right side, there is a vertical menu of buttons: 'Profile' (highlighted with a red border), 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below this menu, there are two text input fields: 'Team name: example' and 'Members: example example'.

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

**Intro**  
**Bronze**  
**Silver**  
**Bonus**  
**Labs**  
**Special**  
**Submit Workbook**

### Your Profile - University of Manchester

First name	<input type="text" value="example"/>
Last name	<input type="text" value="example"/>
Email	<input type="text" value="examplemanchester@nus.org.uk"/>
Preferred language	<input type="text" value="English"/>
Telephone number	<input type="text" value="07954804540"/>
Location/Building	<input type="text" value="example"/>
Password	<input type="password"/>
Password Re-type	<input type="password"/>
Team	<input type="text" value="example"/>
Team Details:	
Team name	<input type="text" value="example"/>
Department covered by team	<input type="text" value="example"/>
Location covered by team	<input type="text" value="example"/>
Number of people on team	<input type="text" value="0"/>
Number of people working in area covered by team	<input type="text" value="0"/>

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.

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# 4. Your scoring system

**nus** MANCHESTER 1824 About Help Contact

**green impact**

**Intro**

**Bronze**  
Completed 0 of 21

**Silver**  
Completed 0 of 16

**Bonus**  
Completed 0 of 97

**Labs**  
Completed 0 of 63

**Special**  
Completed 0 of 8

**Submit Workbook**

## Welcome to Green Impact!

Welcome to your team's Green Impact Universities workbook.

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

If you click on the 'Bronze', 'Silver' and 'Bonus' 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, so you will need to fulfil all the criteria in the Bronze level in addition to Silver, if you wish to get a Silver standard. The Gold standard is awarded to departments who also complete enough Bonus and Special criteria to score at least 300 points overall. The 'Special' tab is there for you to tell us of any other environmental initiatives you are involved in that are not covered by the Bronze, Silver and Gold criteria. Once you have finished all the work your team wishes to do this year and want to submit

**Profile**

**Activity Log**

**Evidence Uploads**

**Archive Workbook**

**Logout**

Team name:  
example

Members:  
example example

**Tweets** Follow

**SocialResponsibility** @SocialResponUoM 15h  
Excited to announce that our signature programme @GovernorsManUni has been shortlisted for #THEawards bit.ly/1A9uW04 @timeshighered 13 Retweeted by Think Sustainability Expand

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.

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# 5. The toolkit tabs

Most organisations have different tabs, which are either divided by award level or by specialist departments. These are where your tasks are located. Click on the tab most relevant to you to start working on your award.

The screenshot shows the NUS Green Impact website interface. At the top left is the NUS logo and 'green impact' branding. To the right is the 'MANCHESTER 1824' logo and navigation links for 'About', 'Help', and 'Contact'. A vertical navigation menu on the left contains several tabs: 'Intro' (blue), 'Bronze' (orange, 'Completed 0 of 21'), 'Silver' (grey, 'Completed 0 of 16'), 'Bonus' (green, 'Completed 0 of 97'), 'Labs' (pink, 'Completed 0 of 53'), 'Special' (purple, 'Completed 0 of 3'), and 'Submit Workbook' (red). The main content area features a 'Welcome to Green Impact!' heading, a welcome message, and instructions on how to use the navigation tabs. On the right side, there is a 'Profile' section with links for 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below this is a 'Team name' field with 'example' and a 'Members' field with 'example example'. At the bottom right, there is a 'Tweets' section showing a tweet from @SocialResponUoM.

Read the instructions on the **Welcome to Green Impact** page and the **Help page** after you log in to see which ones are relevant to you.





# 6. Your Green Impact criteria

The screenshot displays the NUS Green Impact dashboard. At the top left is the 'nus green impact' logo, and at the top right is the 'MANCHESTER 1824' logo with navigation links for 'About', 'Help', and 'Contact'. Below the logos is a progress bar with five award levels: 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special'. A 'Save Changes' button is located below the progress bar. A red box highlights the text 'Completed 0 of 21, Total Points 0 of 109'. Below this, a list of criteria themes is shown, each with a '+ Show All' link and completion status:

- (B001 - B004) Waste & Recycling [+ Show All](#) Completed 0 out of 4
- (B005 - B009) Energy [+ Show All](#) Completed 0 out of 5
- (B010 - B011) Travel [+ Show All](#) Completed 0 out of 2
- (B012 - B014) Procurement [+ Show All](#) Completed 0 out of 3
- (B015 - B021) Greening teams, action plans and communications [+ Show All](#) Completed 0 out of 7

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	Not Done	N/A	Done
B004 - Waste & Recycling									
During the festive season the team have encouraged colleagues to send Christmas E-cards and / or cards from charity outlets.									

# 6. Completing Green Impact actions

The screenshot shows the NUS Green Impact website interface. At the top, there are logos for 'nus green impact' and 'MANCHESTER 1824'. A progress bar indicates 'Completed 0 of 21. Total Points 0 of 109'. Below the progress bar, there are buttons for 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special'. A 'Save Changes' button is also visible. The main content area displays a list of criteria, with the first two items, B001 and B002, highlighted. Each item has a 'Done' button next to it, which is highlighted with a red box. A pop-up box titled 'Question' is overlaid on the B002 item, asking 'Are you doing this as a result of green impact?' with 'No' and 'Yes' buttons, also highlighted with a red box.

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!

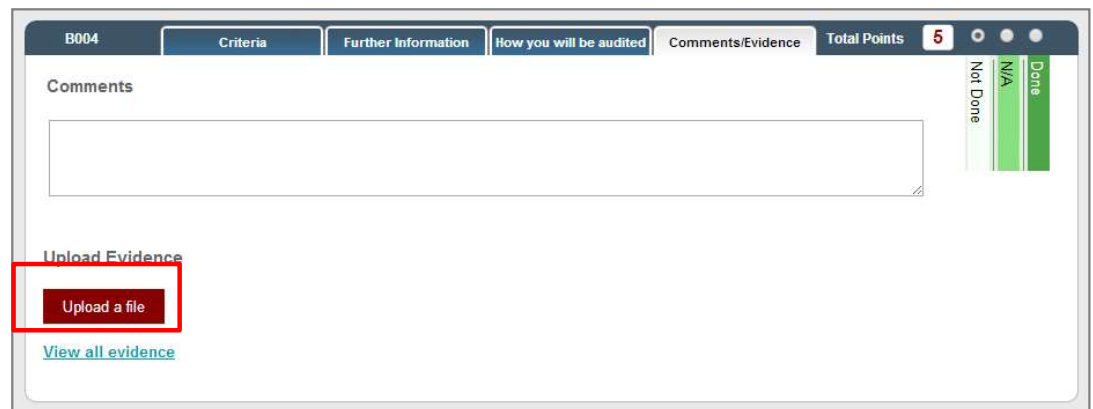
# 7. Uploading evidence

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.



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# 7. Uploading evidence

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

Comments

example example - Evidence uploaded: 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls [Edit](#)

Upload Evidence

[Upload a file](#)

- 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls

[View all 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.

## Evidence Uploads

Task	B004
Description	During the festive season the team have encouraged colleagues to send Christmas E-cards and / or cards from charity outlets.
User	example example
Uploaded	05/09/2014 10:07:11
File	20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls

[Download Delete](#)

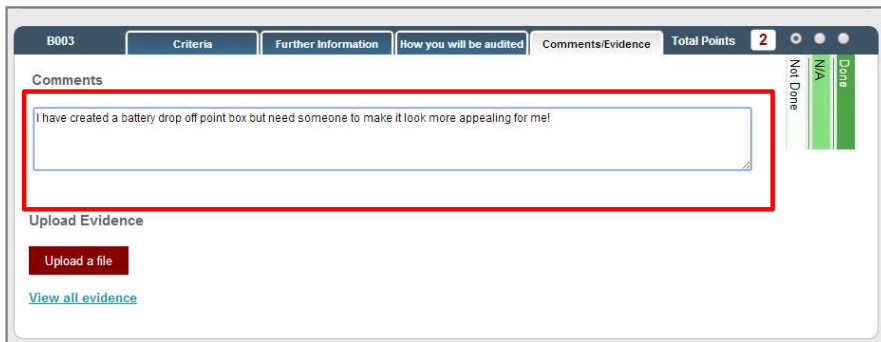
Here you can download what is on the toolkit or remove any files or bits of evidence you no longer want to be included.

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

# 9. Using last year's submission

The screenshot shows the 'nus green impact' website for Manchester 1824. On the left is a navigation menu with tabs for Intro, Bronze (Completed 0 of 21), Silver (Completed 0 of 16), Bonus (Completed 0 of 97), Labs (Completed 0 of 53), Special (Unstarted 0 of 0), and Submit Workbook. The main content area is titled 'Welcome to Green Impact!' and contains instructions for users. On the right, there is a user profile section with buttons for Profile, Activity Log, Evidence Uploads, Archive Workbook (highlighted with a red box), and Logout. Below this is a form for team name and members, and a tweets section showing a tweet from SocialResponsibility.

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 screenshot shows the NUS Green Impact website interface. At the top left is the 'nus green impact' logo. To the right is the 'MANCHESTER 1824' logo and navigation links for 'About', 'Help', and 'Contact'. Below the logos is a 'Workbook Archive' section with a dropdown menu set to '2011' and a 'Go' button. A red box highlights the '2011' selection. Below this, text reads: 'Workbook Archive: University of Manchester - 2012. This is a 'Read Only' version of your workbook - you cannot edit any of the information, but you can migrate comments, status and evidence from this workbook to your current workbook from the comments tab.' A progress bar shows 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special' stages. Below the progress bar, it says 'Completed 0 of 21, Total Points 0 of 107'. At the bottom, there are three categories: '(B001 - B004) Waste + Show All Completed 0 out of 4', '(B005 - B010) Energy + Show All Completed 0 out of 6', and '(B011 - B012) Travel + Show All Completed 0 out of 2'.

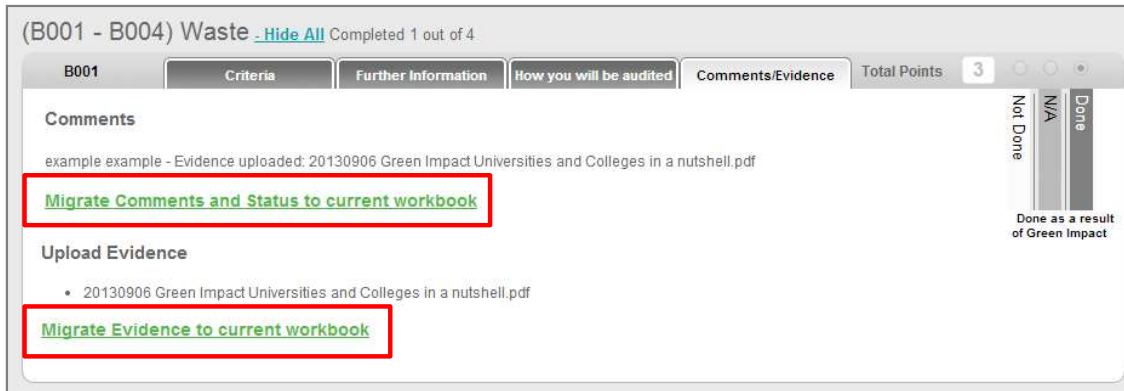
The Archive workbook will appear as a pop up tab, so you can move between your current and archive workbook easily.

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



(B001 - B004) Waste - [Hide All](#) Completed 1 out of 4

B001 Criteria Further Information How you will be audited Comments/Evidence Total Points 3

Comments

example example - Evidence uploaded: 20130906 Green Impact Universities and Colleges in a nutshell.pdf

[Migrate Comments and Status to current workbook](#)

Upload Evidence

- 20130906 Green Impact Universities and Colleges in a nutshell.pdf

[Migrate Evidence to current workbook](#)

Not Done N/A Done

Done as a result of Green Impact

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.

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## 9. Using last year's submission

B009  
B010  
B011  
B012  
B013  
B014  
B015  
B016  
B001

B001 te Evidence

Who B014 in the current  
wor B015 o you want to  
mig B016 e evidence to?  
Ref B001

Migration can't be un-done

Cancel Migrate

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.**

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# 10. Downloading and printing the toolkit

The screenshot shows the NUS Green Impact website interface. At the top left is the NUS logo and 'green impact' branding. To the right is the 'MANCHESTER 1824' logo and navigation links for 'About', 'Help', and 'Contact'. Below this is a progress bar with five colored arrows: 'Back to menu' (green), 'Bronze' (orange), 'Silver' (grey), 'Bonus' (green), 'Labs' (pink), and 'Special' (purple). A 'Save Changes' button is located below the 'Back to menu' arrow. To the right of the progress bar, it says 'Completed 1 of 21, Total Points 3 of 109'. Below this are three icons: a book icon, a printer icon, and an export icon, all of which are highlighted with red boxes. Below the progress bar is a section for '(B001 - B004) Waste & Recycling' with a '- Hide All' link and 'Completed 1 out of 4'. Below this is a table with columns: 'B001', 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The 'Total Points' column shows a value of '3'. Below the table is a 'Further Information' section with text about the waste hierarchy. To the right of the table is a vertical progress indicator with three bars: 'Not Done' (grey), 'N/A' (green), and 'Done' (green). Below the 'Done' bar is the text 'Done as a result of Green Impact'.

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 tab type to an excel document.

Please note – if you decide to use an offline version to plan your actions, you still need to then **upload any comments and evidence to the online toolkit** for it to be visible on the system for audits.

# 11. Submitting your toolkit

The screenshot shows the 'Green Impact' website for the University of Manchester. The navigation menu on the left includes: Intro, Bronze (Completed 0 of 21), Silver (Completed 0 of 16), Bonus (Completed 0 of 97), Labs (Completed 0 of 53), Special, and Submit Workbook (highlighted with a red box). The main content area displays a 'Welcome to Green Impact!' message and instructions for using the navigation tabs. A sidebar on the right contains links for Profile, Activity Log, Evidence Uploads, Archive Workbook, and Logout, along with a form for Team name and Members, and a Twitter feed.

At the end of the Green Impact year, 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 SOS-UK.

You can then get excited for your awards ceremony!

