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.
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

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.
Amending your profile

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

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.

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.
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!
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

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.
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.
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 it’s place.
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.
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

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!