



## Sustainability Awards Online Platform User Guide 2020 (for Office and Labs teams)

### How to use this guide

We recommend that new users read this guide before logging on to the Sustainability Awards platform for the first time. The platform can be found at <https://sustainability.ed.ac.uk/awards/login/>. If you have further questions or issues then do not hesitate to get in touch at [rachael.barton@ed.ac.uk](mailto:rachael.barton@ed.ac.uk).

### Your account

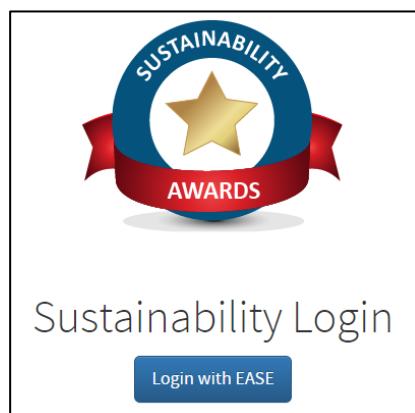
Shortly after joining the Office and/or Lab Awards, the Team Main Contact will receive an automated email from the SRS Department containing a link to the online platform and a password. You can login using these details or your EASE login.

Entering an incorrect password will take you to the following page:

The screenshot shows a login form for 'cerebro 2.2'. At the top, there is a logo consisting of a black circle with a white 'C' shape inside. Below the logo, the text 'cerebro 2.2' is written. Underneath the logo, an error message 'Invalid email or password.' is displayed. Below the message are two input fields: one for 'Email address' and one for 'Password'. To the left of the 'Password' field is a link 'Forgot your password?'. To the right of the 'Email address' field is a blue 'Login' button. The background of the page is light green.

If this happens, simply navigate back to <https://sustainability.ed.ac.uk/awards/login/> and try again. Your account will be locked for 15 minutes if an incorrect password is entered more than 3 times.

Once logged in, you can add team members. These team members will not receive an automated email with log in details but instead should be directed to login with their EASE details as shown:



## Setting up your team

Log on, and select the *Sustainability Awards* option to go to your homepage (If you previously expressed an interest in the Sustainable Campus Fund, then a *Sustainable Campus Fund* option may also appear here). You can return to the homepage at any time by clicking the *Sustainability Awards* button on the top left hand corner of the screen.

Start by completing the actions in *Your Checklist* on the left hand side of the screen. These actions are:

- *Tell us about your department*

1. Enter your team name **as it should appear on your Awards trophy**
2. Estimate how many staff members (including post docs) in your department will receive information and communications regarding the Sustainability Awards this year
3. Estimate how many students (undergrad and postgrad, including PhDs) in your department will receive information and communications regarding the Sustainability Awards this year
4. Select your location
5. Select your college or group
6. Click *Submit*

- *Add team members*

1. In the box, enter the University email addresses of any colleagues who are part of your Awards team or should have access to the platform
2. Click *Add*
3. These team members will not receive an automated email with log in details but instead should be directed to login with their EASE details.
4. Repeat this until all of your team members appear on the page
5. Specify a lead contact for your team
6. **Please review this list annually to ensure it is up to date.** You can remove any colleagues who are no longer involved in your team

- *Select your category & level*

1. Choose your Awards category(ies) and the level(s) you are working towards
2. Click *Submit*
3. *Offices* and/or *Labs* boxes will now appear on your homepage

## Difference

Teams participating in the Office Awards will see up to two additional actions in the checklist, depending on their level:

- *Register your Sustainability Champions*
  1. Enter the University email addresses of your department's Sustainability Champion(s) and Active Travel Champion(s) (note that teams are not required to have an Active Travel Champion).
  2. Click *Submit*
  3. **Please review this list annually to ensure it is up to date.** You can remove any colleagues who are no longer involved
- *Choose at least 12 silver criteria*
  1. Teams that are working towards a silver Office Award should select at least 12 silver criteria to complete as part of their submission.
  2. The checklist links to the full list of silver criteria
  3. Click *Choose This* to select a criterion
  4. You can change your selection at any time by clicking *I Changed My Mind*

You can edit this information at any time by selecting the relevant action from *Your Checklist*, or by clicking on the *Settings* button in the top left-hand menu.

## Viewing criteria

To view criteria, select the *Offices* or *Labs* option from the homepage. This will take you to a list of themes (for example, Travel, Health & Wellbeing, and Energy for Offices; or Cold Storage, Lighting and Chemicals & Gases for Labs).

Click on a theme to see the required criteria. Criteria will be organised into two tabs called *To Complete* and *Completed*. To begin with, all criteria will be listed under the *To Complete* tab.

## Difference

Office Awards teams working towards silver level will also see a third *Optional* tab, containing a number of silver criteria. To achieve silver level, teams should complete at least 12 of these silver criteria spread across at least 4 themes. Use the *Choose This* button to pick a criteria to complete. It will be moved to the *To Complete* tab. You can change your selection at any time by clicking *I Changed My Mind*.

Click on the + symbol to expand the criteria and see more information about what to do, how you will be assessed and further information / resources.

Click *Show Evidence and Comments* within the expanded criteria to view your evidence and comments from previous years.

## Submitting evidence

Click on the blue *Complete* button to **upload a file, write a comment or opt to discuss the criteria in your audit**. Do this for all criteria by the Awards deadline.

- Uploading new evidence
  1. You can drag and drop files directly into the box, or select a file from your computer.  
Unfortunately, **there is a problem with outlook emails**. They are not a format supported by the platform. Therefore, please either save the email as a .txt file, take a screenshot or copy the email into a word document before uploading it as evidence
  2. Add free text comments in the box entitled *Any Comments?*
  3. Click the blue *Upload* button
  4. Your files or comments will now appear under the *Show Evidence and Comments* section
  5. The criteria will move to the *Completed* tab
  6. You can upload further evidence there, or move the criteria back to the *To Complete* tab
- Writing a comment as evidence
  1. Add a free text comment in the box entitled *Any Comments?*
  2. Click the blue *Upload* button
  3. Your comments will appear under the *Show Evidence and Comments* section of the criteria
  4. The criteria will move to the *Completed* tab
  5. You can upload further evidence there, or move the criteria back to the *To Complete* tab
- Discussing in audit
  1. *Discuss in Audit* can be used in cases where it will be easier to show the auditor your evidence in person
  2. In the *Any Comments?* box, briefly tell us why you are opting to discuss this criteria in the audit
  3. Click the blue *Upload* button.
  4. Your comments will appear under the *Show Evidence and Comments* section of the criteria
  5. The criteria will move to the *Completed* tab
  6. You can upload further evidence, or move the criteria back to the *To Complete* tab
- For certain criteria, returning teams will also have the option to reuse evidence from a previous year
  1. Your previous uploaded evidence files will be displayed (N.B: it is not possible to transfer comments from previous years – if you wish to reuse a comment then please copy and paste it into the box manually)
  2. Select all of the files you wish to use by ticking the small grey box next to the file name
  3. You can download and open the files before deciding which ones to transfer, to remind you of their content
  4. Click the blue *Upload* button
  5. Your transferred files or comments will appear under the *Show Evidence and Comments* section of the criteria, with “*(transferred from a previous year)*” at the end of the file name
  6. The criteria will move to the *Completed* tab
  7. You can upload further evidence there, or move the criteria back to the *To Complete* tab
  8. You can also add new files or comments (for example, “we have transferred all of last year’s evidence across as we undertook the same activities this year. In addition we also did X, Y, Z.”)
- As mentioned, you can continue to add more files or comments after a criteria has moved to the *Completed* tab. You can also move the criteria back to the *To Complete* tab at any time if you wish (for example, to remind you to add further evidence).
  1. Open the *Completed* tab
  2. Click on the blue *Options* button on the criterion you wish to move
  3. Select *Mark as “To Complete”*

## Tracking your progress

### Difference

Labs teams can track their progress by observing the statement in the Labs Awards homepage, which will say something like “To complete **Silver** you will need to complete **23 out of 25 criteria**. So far, you have completed **14**.”

Offices teams can track their progress by observing the blue progress bars beneath each theme, and on the homepage.

## Completing your submission

Repeat the steps above until you have added all the evidence (i.e. files and comments) you wish to provide for each criteria, or opted to *Discuss in Audit*.

Once you have done this, and all criteria have moved to the *Completed* tab, **you have completed your submission!** You do not need to hit a final *Submit* button or notify SRS.

**We would ask that you do not make any changes after the Awards deadline. The auditors will be looking at your evidence before the onsite audit and wouldn't want to miss anything.**

### Difference

Labs teams should bear in mind, for Silver and Gold you are only required to submit evidence for the level you are applying for, not the lower level(s) too. However, during the audit the auditors will undertake spot checks to ensure that your day-to-day practices are compliant with the lower levels too, so you should familiarise yourself with those levels via the Lab Awards documents found here

<https://www.ed.ac.uk/sustainability/staff/be-part-of-the-sustainability-awards/enter-the-lab-awards>

Office teams should complete criteria as follows:

- Bronze level; complete all bronze criteria
- Silver level; complete all bronze criteria and at least 12 silver criteria
- Gold level (project); complete all 6 gold project criteria
- Gold level (refreshing bronze and silver); complete all bronze criteria and at least 12 silver criteria

## The audits

When it comes time to audit your application for the award, your auditors will be given read-only access to your online platform account. This will allow them to read your comments and files prior to the site visit.

## Resources

Click the *Resources* box on the homepage to access a variety of materials including posters, email signatures, templates and printable criteria.

## Known glitches

We are aware of a few glitches with the platform and are working to fix them.

- Some Labs-only teams may find the *Choose 12 Silver Criteria* action appearing in their checklist. If your team is only involved in the Lab Awards then this action is due to a glitch and can be disregarded
- Checklist items occasionally duplicate or go missing. Please let us know if you notice this happening

If you come across any other glitches then please do flag them up.

## Points to remember

- By the Awards deadline, please upload evidence to the online platform (in the form of files or comments) for all criteria, or be prepared to provide evidence in the audit.
- Returning teams should be aware that auditors can only view files and comments submitted this year. If you want to make use of previous years' evidence, then you must transfer it over using the function on the platform.
- Please remember that the more thorough and up-to-date your evidence is, the easier it will be for auditors to credit you for your efforts. Upload as much evidence as needed to demonstrate compliance. It's best to assume that your auditors know nothing about your department. Short comments that explain your actions and provide some context are really helpful.
- Teams often underestimate the amount of time it takes to gather evidence and upload it to the platform. We recommend starting this well in advance of the deadline.