Sustainable Concrete Toolbox Manual

August 2017

Contents

1 Introduction

This manual explains the functions of the Sustainable Concrete Toolbox, a tool to apply for CSC certification. It describes the following subjects: creating a user account; explanation of the assessment tool, the quickscan and the ambition tool; adding projects; assigning experts; adding assessments; filling out an assessment; registering an assessment; viewing assessment scores; judging an assessment and printing reports.

To be certified a project has to go through the stages mentioned below.

1. You as a user are known to the tool, in other words: you have a CSC user account. If this is not yet the case, you can register in the tool.
2. Enter the project you want certified in the tool.
3. Open the project in the tool and assign an assessment to it. You can do this under “projects”, but it’s also possible to do this in the assessment overview.
4. Assign external experts to your project if necessary.
5. Start filling out the assessment.
6. Chose an assessor and assign him or her to the assessment of your project.
7. The assessor will make sure that the assessment of your project is judged and sumitted to CSC.

When using the tool be aware of these facts:

- A project is the property of the organisation that is being assessed.
- An expert has full access to all the projects belonging to his or her own organisation.
- An organisation can own more than one project at the same time.
- An assessment is assigned to just one project.
- A project can however have more than one assessment (for example one for “design” and one for “completion”).
- There can be only one assessor per assessment.
- There can be more than one expert assigned to a project.

Before you start!
It is highly recommended to use at least Internet Explorer 9, or higher. Older versions do not always display the screen pages correctly. In addition to this the older versions are less safe. Other browsers like FireFox, Chrome, Opera or Safari are better. These browsers give the best user experience for the tool.

2 Creating a user account

To be able to login to the Toolbox you have to register first. This can be done to click on “sign in” on the website and then select “register as user” or click “here”. Via the button “language” on top of the screen you can change the language of the tool.

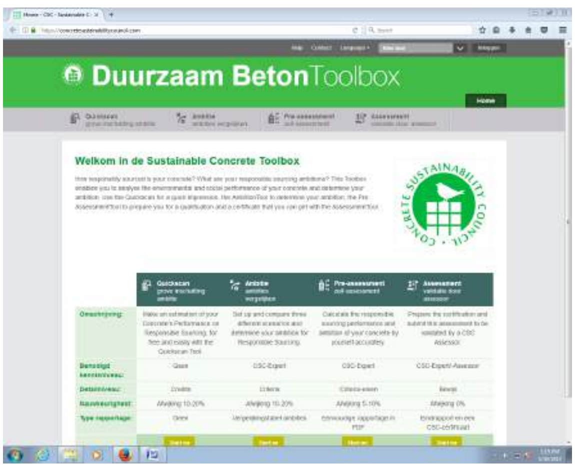

Figure 1: The Sustainable Concrete Toolbox homepage.

Fill in all the data as fully as possible for a correct registration. Use your company email address, so the registration can be linked to your company. Does your company not yet feature in the online list with registered businesses? Add it via “new organisation”. You may choose your own user name and password. When a user name or email adress is already taken, the tool will give an error message. You will have to choose another name or have your account altered via helpdesk@concretesustainabilitycouncil.com.

After registering the tool will send a verification email to the email address you submitted. Answer this email so CSC can confirm your application. When CSC approves your aplication you will receive a confirmation email. Afterwards you can log in to the tool.

2.1 Forgot password

If you lost your login data, or forgot your password, you can select “forgot password”.

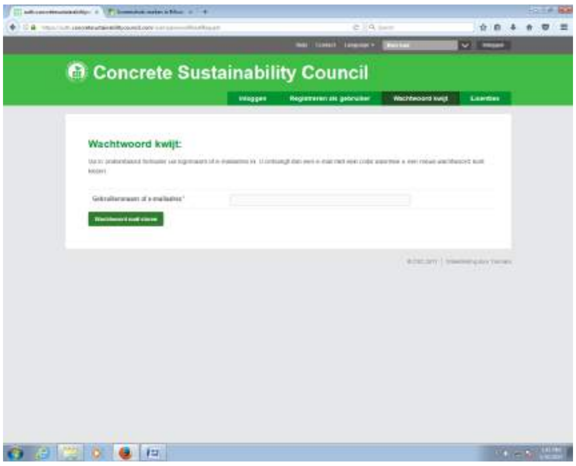

Figure 2: Resetting your password.

The tool will ask for your user name, or for the email address you registered with. Click on “send password by e-mail” to have a new password send to your email address. It’s recommended to immediately afterwards create a new personal password via “my settings”.

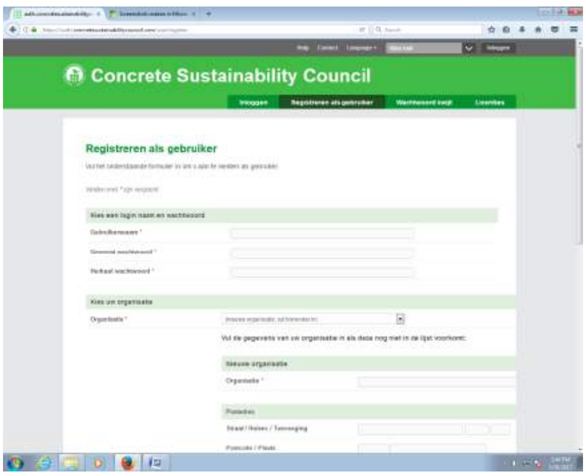

Figure 3: My settings.

3 Application

The dashboard is the heart of the Sustainable Concrete Toolbox.

3.1 Dashboard

On the homepage (https://concretesustainabilitycouncil.com/) you will find the Toolbox's dashboard. This immediately provides you with four options:

- Quickscan – make a broad scan of your ambitions.
- Ambition – compare up to three different levels of ambition.
- Pre-assessment – see for yourself where an assessment will take you.
- Assessment – have an external assessor validate your assessment.

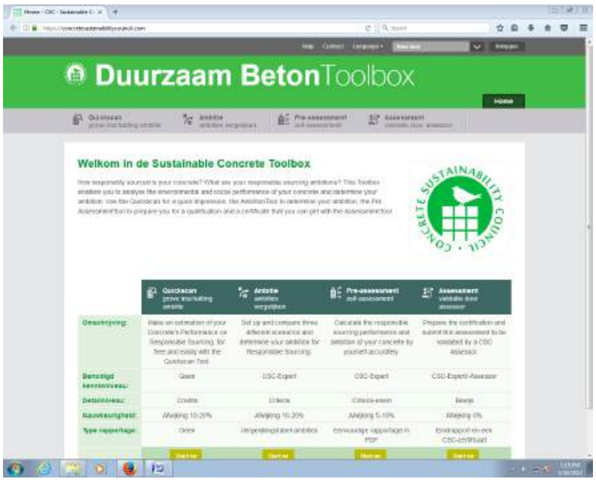

Figure 4: The Sustainable Concrete Toolbox dashboard.

In the upper right corner you can sign into the tool via "sign in".

3.2 Quickscan

By using the Quickscan you can – without consequences – appraise the ambitions of your concrete project for a certification under CSC. In less then twenty minutes you get a clear picture of the possibilities for certification, expressed in the scores "Bronze", "Silver", "Gold" and "Platinum". Results can vary by a maximum of 20 percent. After selecting "Quickscan" first you enter the name of your project. Then you select the scheme (the crediting system) you want to execute via the dropdown menu under "scheme". By clicking "create" you start the Quickscan.

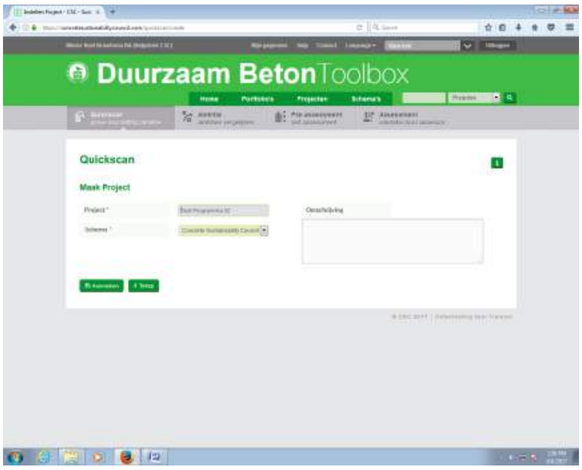

Figure 5; Opening page of the Quickscan.

You go through the scheme credit by credit. Selecting the option(s) that describe the situation of your project best.

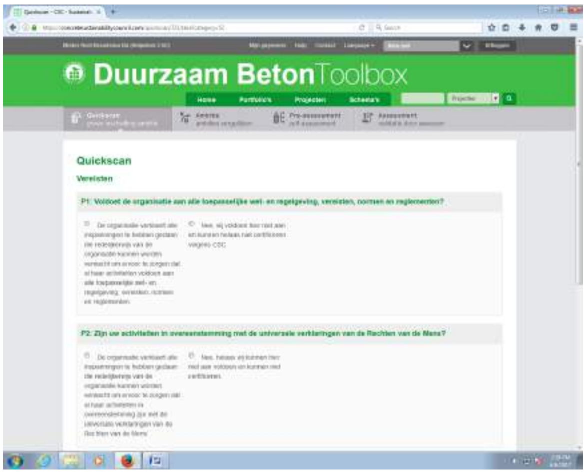

Figure 6: Filling out the Quickscan.

The score is updated automatically after every answer you give. This is represented by the graph you see at the bottom of your screen. It shows you the effect individual credits have on the overall picture. When you have filled out all the credits in a category you can move to the next one by clicking “next category” and continue the Quickscan.

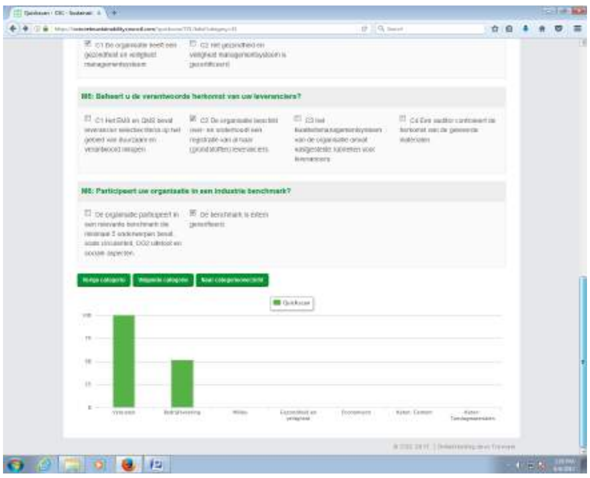

Figure 7: Graph of the scores.

When you're done filling out the Quickscan you select "to category overview". This gives you an overview of your score and of the potential CSC score. To change something in your Quickscan you select "edit project details", or click directly on the category you want to change. By selecting "quick scan report" the tool generates a report on your Quickscan in PDF. Lastly you can turn your Quickscan into a pre-assessment by selecting "create pre-assessment".

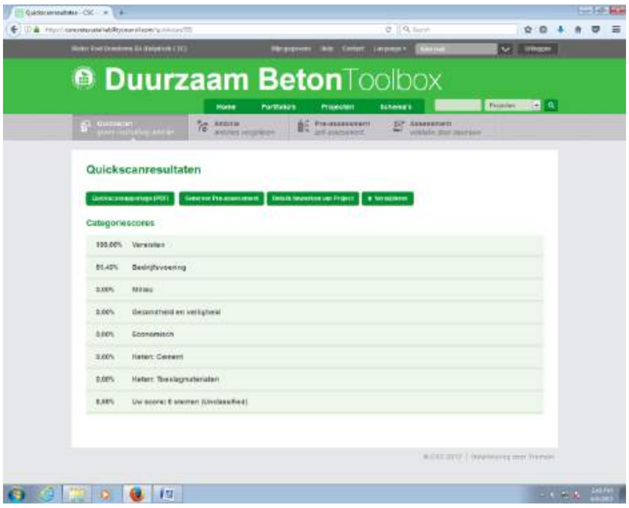

Figure 8: Quickscan results.

3.3 Ambition

Use the Ambition tool to compare three different sustainability scenarios within your project. This gives you a better understanding of the way in which different category scores influence the overall score. Using this as a basis you can determine how ambitious you want your project to be. Furthermore, you can compare your own scores with those of already certified projects. Start a new project via "create project". Generating comparisons is done by copying your project data and then changing elements of it. It is also possible to save your data as a pre-assessment. This part of the tool is especially developed for use by CSC experts. After selecting "Ambition" in the dashboard, you start comparing by entering the name of your project and selecting the scheme you want to follow and how many scenarios you want to compare. Simply click "create" to start.

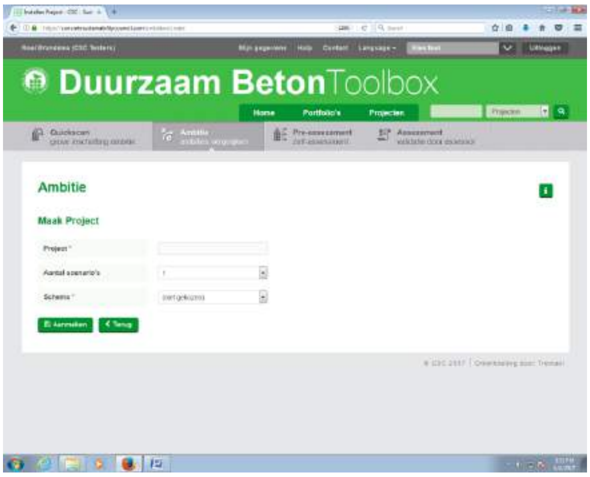

Figure 9: First page of the Ambition tool.

Select which credits you want to achieve per category. Your scenario's score will be updated immediately. The score is also represented in the graph on the bottom of your screen. This gives you the effect of every individual credit on the score per category and on the overall score. Ticking the box of a credit will grant that credit the maximum amount of points. When you click the text of the credit itself the tool will give you a pop-up screen with extra information about the credit. In this screen, you can also select how many points you yourself want to assign to the credit.

Within each scenario you can choose to copy the scenario to another one. This saves you time and effort in comparing the different scenarios. When you're done comparing you can save your scenario with "save scenario". Saved scenarios are retrievable from the project list. It is also possible to download your scenario as a PDF.

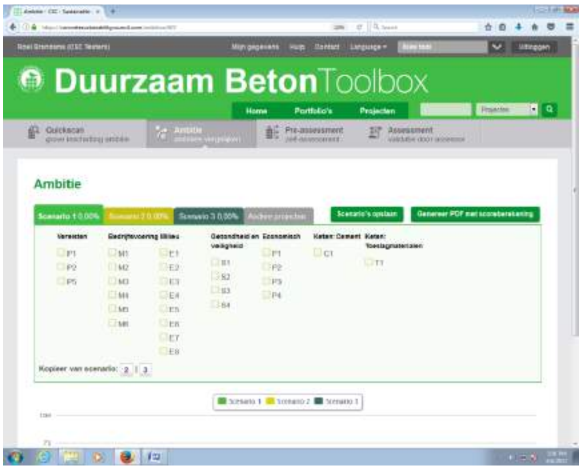

Figure 10; Filling out the Ambition tool.

3.4 Pre-assessment

Calculate thouroughly the sustainability scores and ambitions of your concrete project. The results aren't official, but you can use the scores to define your ambitions internally. When your company decides to apply for CSC certification, the pre-assessment can be turned into an official assessment by assigning an external assessor to the project.

3.5 Assessment

In preparation of validation by a CSC assessor a CSC expert can pre-register an assessment. The required evidence can also be uploaded beforehand. The CSC assessor has to submit the validated final assessment report to one of the licensed certification bodies. Following a quality check and confirmation your project will then receive the coveted CSC certificate.

3.6 Search

You can search the toolbox from any page by entering a query in the slot in the top right corner of the green title bar. You can narrow down your search by selecting "projects", "assessments", or "portfolios". After pressing "enter" the tool will search all elements that contain your query. So if you query for "a", all elements that contain this letter will show up in your results.

3.7 Tables and lists

Tables and lists can be sorted by column by clicking on the title of the column. The selection will alternate between ascending and descending.

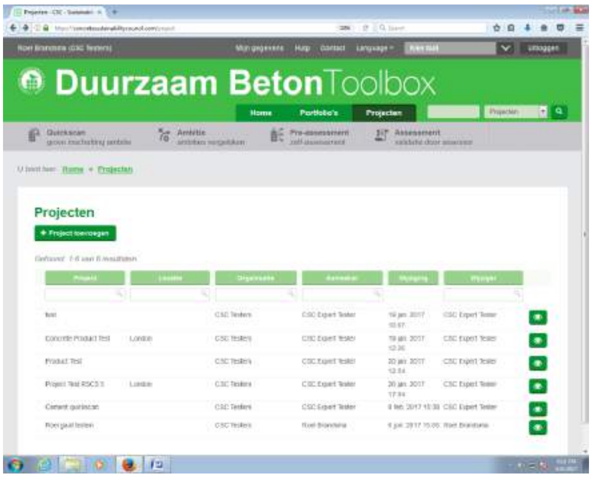

Figure 11: Project overview.

Status pictograms

Both the list of categories and the list of credits will show the status of a credit or category. Status of each credit or category is indicated by a visual representation (tick or x).

4 Adding a project

The tool enables the adding of several projects. To each project you can assign assessments. To do this you select a project in “projects” (next to “home”) and click “add project”.

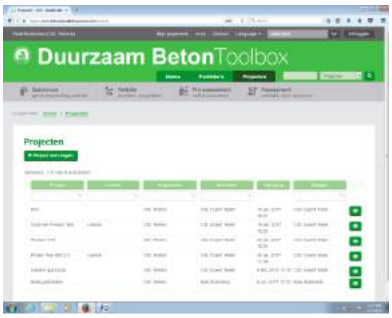

Figure 12: adding a project.

You then enter the next screen.

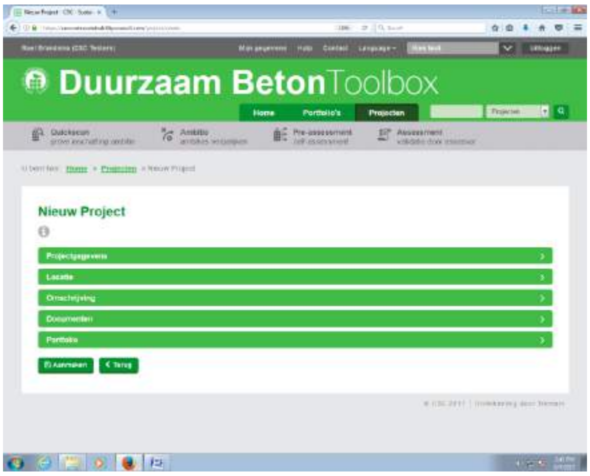

Figure 13: A project's input fields.

Here you can enter all the project data the tool needs. You can also add extra details, for example images and timetables. Only the data slots marked "*" are mandatory and have to be filled out four you to be able to continue in the tool. Your projects can be fitted with a unique project number and you can search for your projects in Google maps and add their geolocation to the project data. When your project is certified, this location wil be used to feature the project on the CSC world map that shows all certified projects in the world.

4.1 Viewing a project

When you open your project all project data become visible. Figure 14 shows an example.

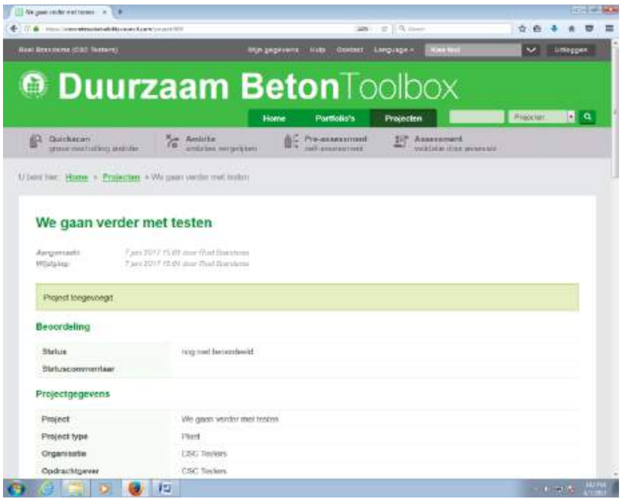

Figure 14: Project overview.

On the bottom of this screen you find the extra options "edit", "delete", "assign experts". "upload evidence" and, when you're an assessor, "assess project". The project overview also gives you versioning and an overview of all the assessments linked to your project. It also enables you to add a new assessment.

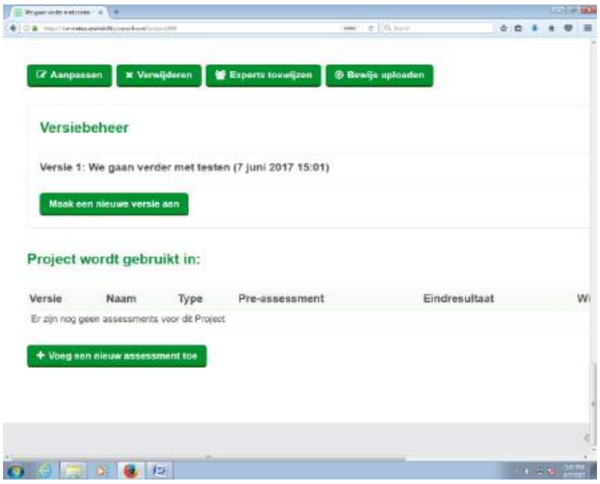

Figure 15; Options and data for every project.

4.2 New version of a project

Over time your project can develop in a way that the properties you entered in the tool are no longer valid. When this happens, you can create a new version of your project with "create a new version". To this new version you can also link new assessments. This way you build a project history that can be accessed at any time. The version with the latest date is the current version of your project.

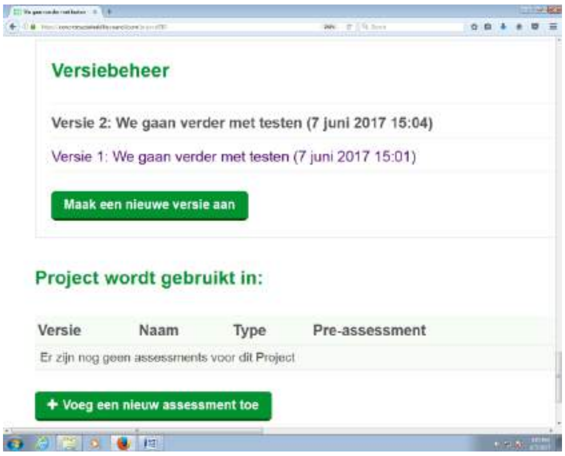

Figure 16: Adding a new version of your project.

4.3 Assigning experts to your project

With "assign experts" you can give users of external organisations access to your project. An assigned expert can find your project in the tool and edit it. Every expert has access to all the projects and assessments of their own organisation. You'll find the button "assign experts" under "users with access" in the project overview.

Figure 17: selecting experts from other organisations.

Every assigned expert can edit the project and the linked assessments. He or she can also register an assessment with CSC. By clicking the "+" following the name of the expert you add that expert to your project's list of assigned experts. By clicking "-" you can delete the assigned expert.

4.4 Adding an assessment

To add an assessment, you click on "assessment" in the menu bar and select "new assessment".

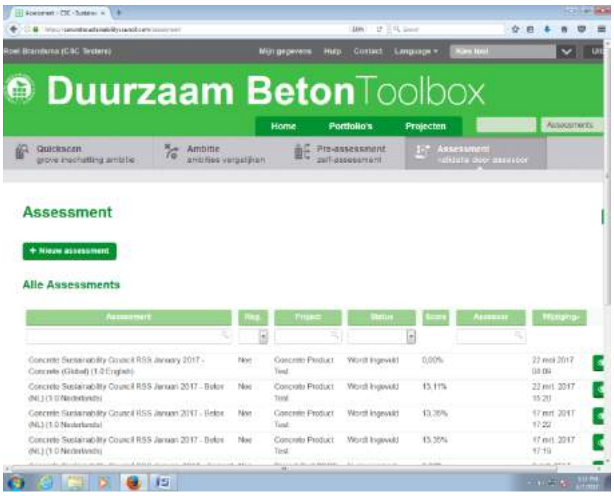

Figure 18: Adding an assessment.

You can also start a new assessment from the project overview page. Select "add a new assessment" on the bottom of the screen. A new assessment will then be added to your current project. CSC advises you to use this method.

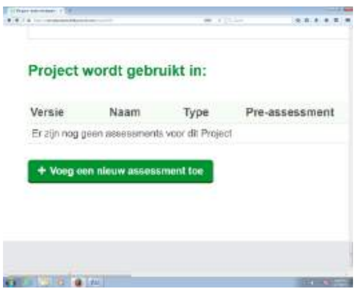

Figure 19: Adding an assessment directly to your project.

Selecting “add a new assessment” will give you the screen below.

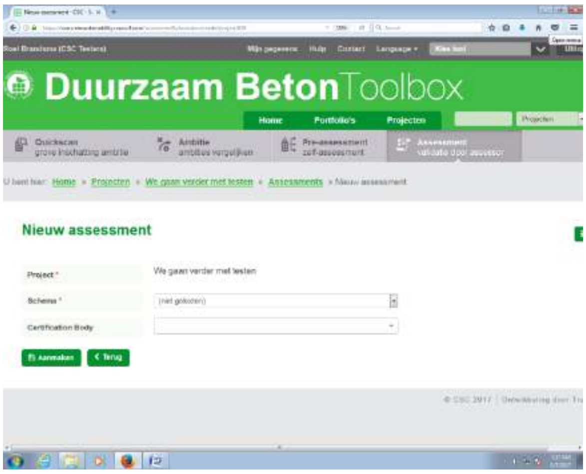

Figure 20: Adding an assessment.

When you add an assessment via the project overview page, the project data will already be filled out in the new screen. When you add an assessment via the homepage, the tool will ask you to first select the project you want assessed. Also, in the project overview page you can immediately select a scheme and link an assessor to your project.

5 Filling out an assessment

When opening an assessment the assessment data become visible. On the left of the screen you find all the categories. By clicking the category you can fill out the credits for this category.

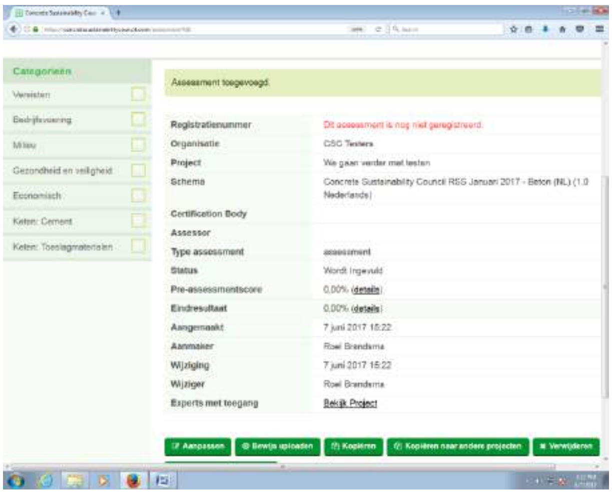

Figure 21: Assessment overview.

When selecting a category the tool shows you the applicable credits. You enter a screen like figure 22.

Figure 22: Example of a credit list.

By clicking on a credit in the list a screen opens in which you can fill out the credit.

5.1 Filling out a credit

When opening a credit, the formulation and the underlying requirements become visible. The screen (figure 23) contains many elements. First of all, the credit title, the maximum achievable score and the credit goal. These elements are always represented. Clicking on a credit opens a credit specific screen. Here you can fill out the requirements. For the first requirement, you can enter for which function of your project the requirement has to be met. To support your evidence, you have to also write a justification.

You can also view extra information about the credit. Things like definitions, further requirements, references, or a validation by an assessor. In the page, these extra things are normally closed, to make the page more readable. You can always save your progress by clicking “save”. The button “next credit” takes you to the next credit in the list. It also automatically saves the active credit. By clicking the button “last credit” you can go back a credit. For ease of use these buttons are placed both on top and on the bottom of the page.

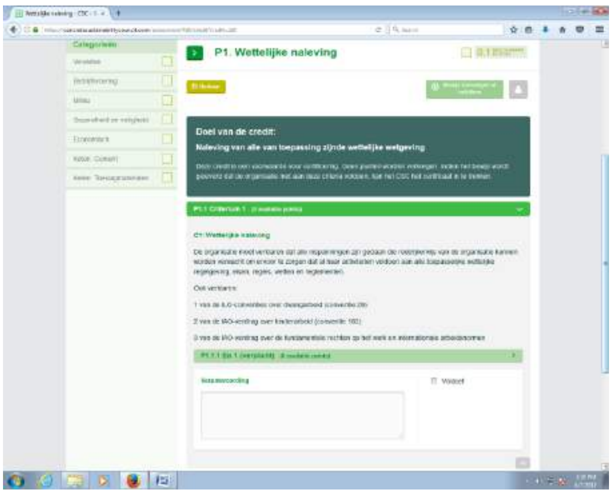

Figure 23: Filling out a credit requirement.

In the credit page you can compare the active credit with older versions of that credit and both upload and download evidence. You can consult an external expert by clicking “invite someone to check this credit”. The button “add evidence” is also present at every credit page.

Be aware: the tool’s server times out at 24 minutes. When you don’t save your assessment within this time you will lose all your entered data. So save your progress frequently!

5.2 Consulting an external expert

When clicking the button “invite someone to check this credit” (the little grey icon in right upper corner) …

Figure 24: Invite an external expert.

You enter the next screen to invite an external expert.

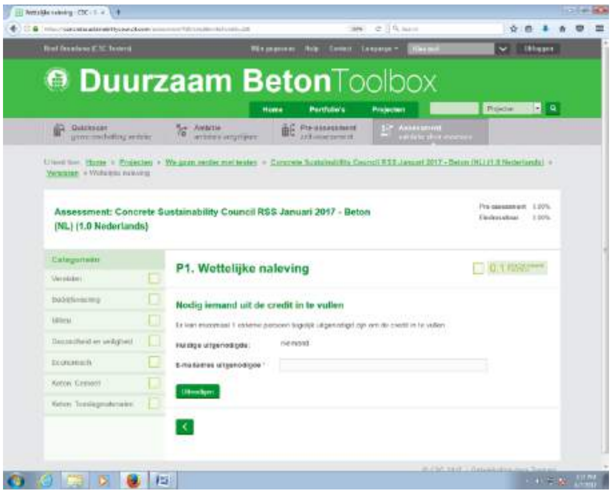

Figure 25: Invite or delete an external expert.

By filling out an email address and clicking “invite” you send an invitiation via email to the intended expert or assessor which contains a link with the credit. The external expert or assessor can than only edit this specific credit. He or she doesn’t get access to the rest of the project or assessment. He or she does however see all the evidence. So be carefull to link external experts when the evidence contains confidential information. Severing the link between the expert and the credit is possible by deleting the expert on the same page.

5.3 Uploading, linking and deleting evidence

On every credit page you can add evidence by clicking “add or view evidence” (see also 5.1). In the next screen you select “browse”. A pop-up screen appears. By clicking “upload” you can select the documents you want from your own workspace and add them to the credit page (up to a maximum of 50MB). When the upload is completed the document will be added to the category map selected by you. You can sort the documents via “settings”. By selecting documents with your cursor and then clicking “select” you link the documents to the credit. If you hold the control-key (Windows), or command-key (Mac) while selecting documents, you can select more then one document at the same time.

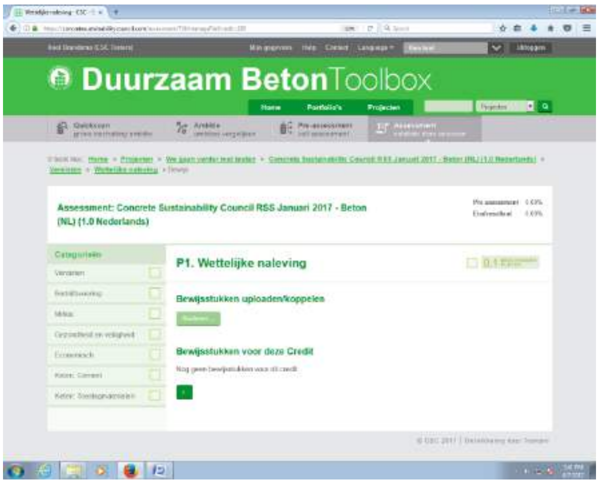

Figure 26: Adding or viewing evidence.

Take care that when you submit evidence you give it a descriptive name. This makes things easier for the assessor. The already submitted documents are visible in the list of "evidence for this credit". You can delete a piece of evidence permanently by clicking the "delete"-button at the end of the file. To completely remove the document from the tool, open the pop-up screen and select "delete" by clicking the file with the right mouse button. Completely removing a document is only possible when it isn't linked to a credit.

5.4 Comparing credits

The option of comparing a credit with a credit that was submitted earlier appears after there is an assessment submitted to CSC at least once.

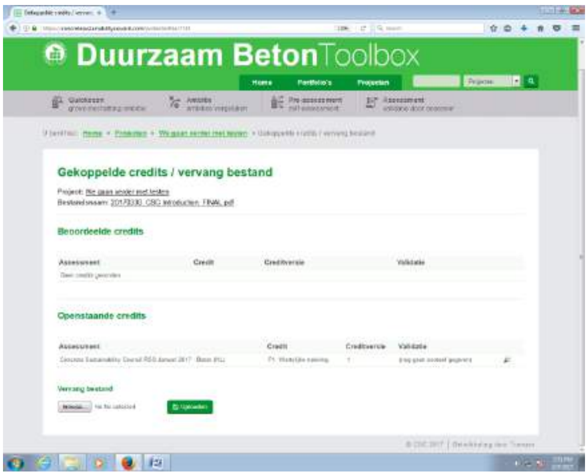

Figure 27: Comparing a credit with an earlier version.

You have to select the older version you want to compare your credit to yourself. The more times an assessment was checked by an assessor the more versions there are to compare your current version to. The different versions give a good view of earlier validations and of the credits that where disapproved by the assessor. The credit formulations are no longer visible, but the submitted elements are. Everything entered in the older version will be copied to the newer version.

The assessor will tell you in his or her validation which credits don't meet requirements. Behind their name in the credit list he or she will post a remark in parentheses. This simplifies overviewing the rejected credits for the expert. He or she doesn't have to search the validation text anymore. You can fill out a new validation immediately, but the old one remains visible, so you don't have to switch between different screens to review what you entered in the earlier version.

6 Registering an assessment

In the assessment overview you can find if your assessment has been registered or not. Above the overview you see either "this assessment is not yet registered", or your registration number and registration date.

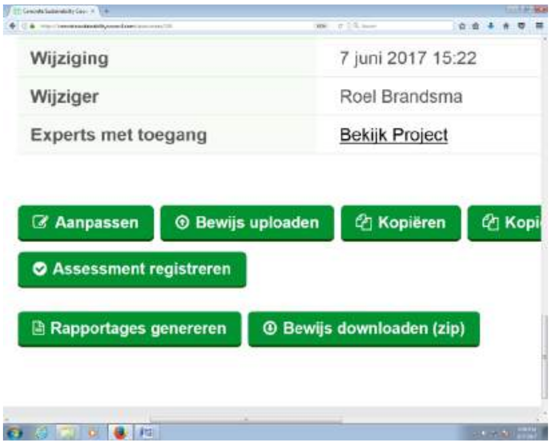

Figure 28: Register an assessment.

Below the overview you find the button "register assessment". Clicking this opens a page with terms and conditions. By clicking "agree" you agree with these terms and conditions.

6.1 Registration data and billing

Make sure that all data in the registration screen (figure 29) are filled out as completely as possible. This gives you the best registration with CSC and the best possible settlement of the billing. Some slots are already filled out and in some you can make your own alterations. For example, the organisation that owns the project might not always be the same as the party that ordered the assessment. Therefore, you can change the name of the ordering party in the assigned slot.

In the billing form you fill out the adress to which the bill has to be send. You can add an order number if you so desire. Some project data are shown, so you can check if you are registering the correct project. The form also contains your future registration number. You confirm your registration by clicking "register this project with CSC".

Note that the moment of registration decides the assessment scheme that will be used. It is impossible to register an assessment against a scheme that's no longer current. When you have a pre-assessment under an older scheme you will first have to copy it to the current one.

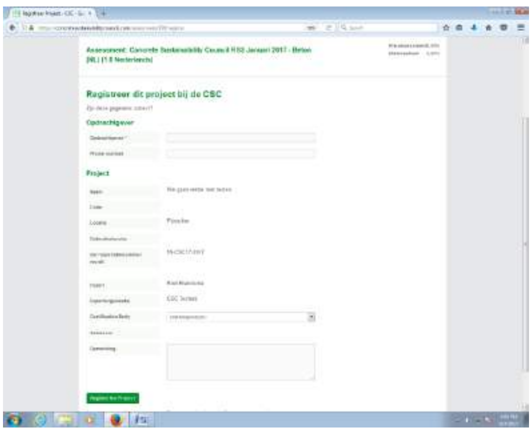

Figure 29: Registration data overview.

After submitting the registration form you return to the assessment overview page. It will show that a message has been sent to you and to the CSC. The status of the assessment has changed and the registration number has become visible. Your assessment has been definitively registered.

7 Judging an assessment

When signed in as assessor and linking to an assessment, this assessment will appear in your list of assessments. By selecting the assessment, you can open it. To judge a credit, you open the credit screen and approve or disapprove the credit under “validation” in the title bar. When you save the credit afterwards you also save your assessment and validation. So, don’t forget to fill out the validation.

[screen]

Figure 30: Validation in the assessor’s credit screen.

The elements that the expert filled out can’t be changed by an assessor. But you can see which elements the expert filled out and the accompanying validations.

7.1 Approving a credit

Approving a credit means you approve of the whole credit. It is not possible to approve of one element and disapprove of another.

7.2 Disapproving a credit

[screen]

Figure 31: Disapproving a credit by the assessor.

When dissaproving a credit you can mark the requirement that according to you is not proven enough. This feedback will be relayed back to the expert, so it’s immediately clear what should be improved. Information about the how and why of the dissapprovement is shown above the credit.

[screen]

Figure 32: Marking the disapproved element.

As soon as there are one or more disapproved credits in a category, the category overview will show a red “x” behind the category. As all credits are approved the category overview will show a green tick behind the category. A grey tick means that some credits have been filled out, but are not yet assessed.

7.3 Submitting an assessment

As soon as all the credits are assessed, you can submit your assessment to CSC. After submitting your assessment, it is no longer possible to make changes to it.

[screen]

Figure 33: Submitting an assessment to CSC.

Don’t forget that as an assessor you also have to submit your assessment réport to CSC. This report and the assessment you just submitted are separate things.

8 Reporting

The tool enables you to create, submit and print reports. This is done from the assessment overview page. Click on “create report” to create a report on your project.

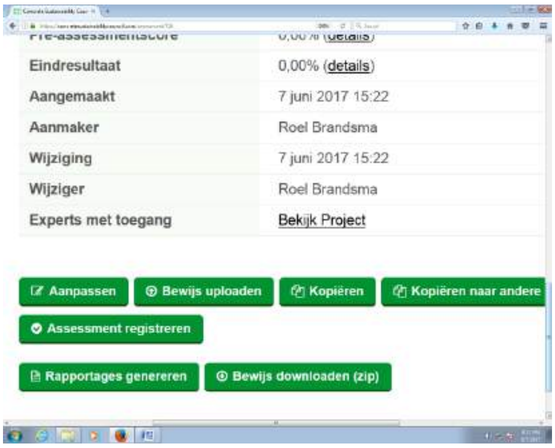

Figure 34; Creating reports.

8.1 Report by the expert

Experts can create expert reports. When an expert selects “create report” he is presented with the following options:

- Print introduction
- Print project data
- Print credit validations

An expert can also add an accompanying text to the report.

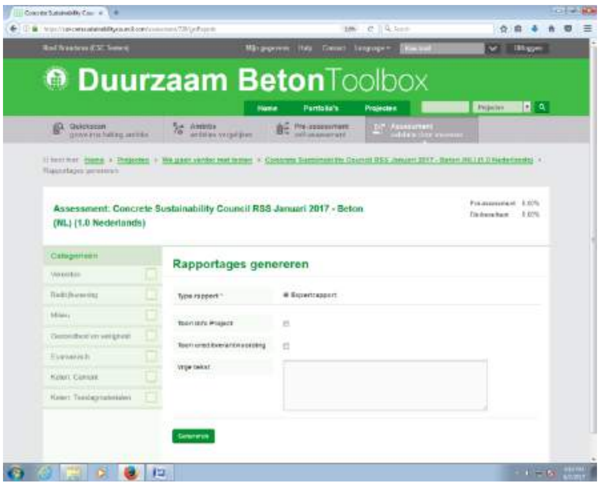

Figure 35: Creating an expert report.

8.2 Report by the assessor

Assessors can create assessor reports. They can also add accompanying text to the report.

[screen]

Figure 36: Creating an assessor report.

You create your report by clicking “create”. The report will appear in your browser as a download.

9 An assessment’s scorecard

A project’s total score is continually updated while the assessment is under way. Several scores are viewable. So be aware of the potential difference between a pre-assessment’s score and the final score. The pre-assessment score is the score of all credits filled out by the expert combined. The final score is the score of all the credits approved of by the assessor combined. This will always be lower or similar to the pre-assessment score. It is also the score that will feature on the certificate. The final validation is shown also. The score per category is the amount of achieved points per category in regard to the maximal amount of achievable points in that category.

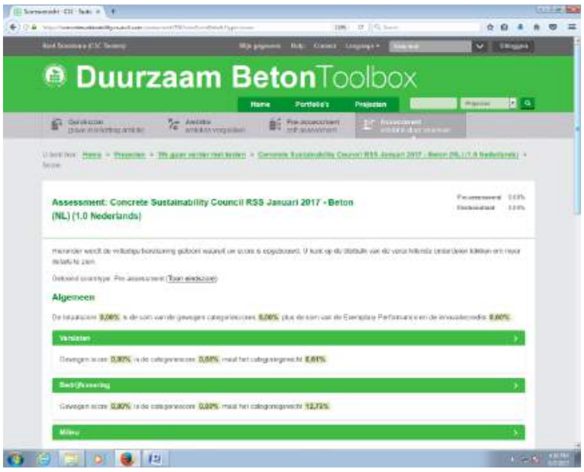

Figure 37: Scorecard in the assessment tool.

9.1 Scorecard

The assessment tool shows you how your final score was constructed. You find the scorecard via the assessment overview. By clicking “details” behind the pre-assessment score and the final score you are taken to the scorecard. Here you can select to view the pre-assessment score, or the final score. You can view the score element by element until you reach the level of requirements.

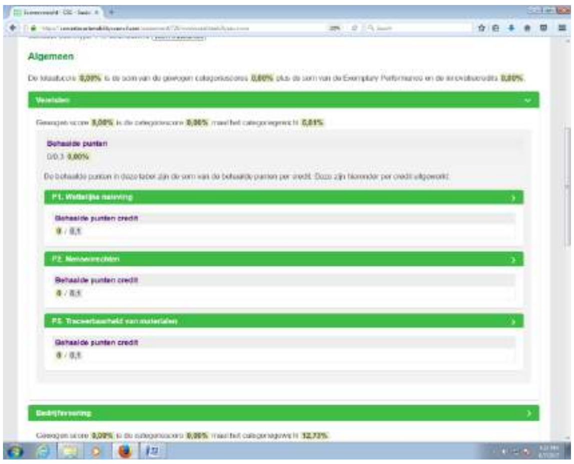

Figure 38: Reviewing your scores.

The scorecard shows you where you acquired the points that make up your score. By opening a credit, you immediately find how many points you achieved. You can also view the requirements that made you scores possible.

10 Tips and Tricks

Using the assessment tool the correct way will save you a lot of work. Below you find a few tips to use the tool correctly and efficiently. Correctly applied they can save hours of work.

10.1 Session time

Session time is set at 24 minutes. You have to perform an action within these 24 minutes, or the session will time out and you will be automatically logged off. After every action, you have again 24 minutes to perform the next one. Take care to save your progress in the tool before you take a break (for example to get a cup of coffee or tea), or you run the risk of loosing your progress.

10.2 File size

There's a limit to the amount of data you can upload. It's set at 50MB per document and per upload. The tool's server space is not meant to be used as a data server for your project, it's only meant to contain the evidence that's necessary to correctly perform assessments. Large documents like PDF's can be reduced in MB by saving them at lower dots per inch (dpi) rates (94dpi in stead of 300dpi for example). This can be done by opening the PDF and then selecting "save as" with a lower dpi rate.