

# Energy Toolkit (ET) – Accessing and navigating the system

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## 1. Accessing the system

URL: <https://eft.parishreturns.info>

**THE CHURCH OF ENGLAND**  
Online Parish Returns System

# Energy Toolkit

### Diocesan Users

Please visit <https://parishreturns.churchofengland.org> first and login there using your existing credentials. After logging in there will be a green button on the home screen which will take you into the Diocesan area of the EFT.

Login 1

### All Other Users

If you do not yet have an account your Diocesan contact will need to provide you with a one off password which will give you access to record data for your school. You will need to use this password once only at registration and during registration you will be asked to create a separate username and password to login to the system henceforth.

Login 2

Register 2

**Diocesan/Admin users:** should first log in by visiting the homepage of the ET <https://eft.parishreturns.info> and clicking the Diocesan Users login button (1) to log in using your existing Online Parish Returns System credentials.

**School /Cathedral/ Other Building Users:** Should visit the Energy Toolkit homepage <https://eft.parishreturns.info>. They will not have existing login credentials with the Online Parish Returns System and will need to register using the All Other Users buttons (2) on this screen.

In order to link their account to their school/cathedral/any other building you will need to a one-off building password. These can be retrieved by a Diocesan/Admin user, and instruction on how to do this are featured in this guide.

## 2. Navigating the system (diocesan users)

### 2.1 Diocesan Dashboard

The screenshot displays the Diocese Dashboard interface. At the top, a purple navigation bar includes the Church of England logo and the text 'THE CHURCH OF ENGLAND Online Parish Returns System'. Navigation links are provided for 'Diocese Dashboard' (1), 'Import/Export' (2), and 'Account' (3). A 'Logout' button is located on the right. Below the navigation bar, a light blue bar indicates the user is 'Logged in as: Tom Wood' and the 'Diocese: Test Diocese'. The main content area is titled 'Diocese Dashboard' and contains six panels, each representing a different building type. Each panel shows the number of buildings and entries, along with a progress percentage indicator.

Building Type	Number of buildings	Number of entries	Progress %
Schools	19	3	16%
Housing	19	19	100%
Diocesan Offices	20	1	5%
Other Buildings	20	1	5%
Churches	55	8	15%
Diocesan Work-Related Travel	1	8	100%

This is the first screen Diocese users will see after accessing the Energy Toolkit. Each panel represents a particular type of building and has a summary of progress to date. The button in each takes you to the list of buildings for their category. In the main purple navigation bar present on all screens, you have the following links:

- 1) Always takes you back to this screen
- 2) Takes you to a screen with a function to import data in bulk into the Energy Toolkit from a CSV file as well as the ability to export all data currently held in the Energy Toolkit
- 3) Edit account details
- 4) Takes you to the lists of schools/housing/offices etc

## 2.2 Buildings List

The screenshot shows an 'Admin' section with three buttons: 'Export Schools List' (1), 'Add a School' (2), and 'Import/Export Data' (7). Below is a search bar (5) labeled 'Search by name...'. The main table has columns: 'Name', 'Town', 'Progress' (4), 'Rating SQM' (5), and 'Rating PH' (5). The first row is 'Ada Lovelace Church of England High School' (3), which is highlighted. The 'Progress' column shows '0%' for all rows. The 'Rating' columns show '0%' for all rows. The 'Name' column is sortable (indicated by an upward arrow). The 'Town' column is also sortable (indicated by a double-headed arrow). The 'Progress' column is sortable (indicated by a double-headed arrow). The 'Rating SQM' and 'Rating PH' columns are sortable (indicated by double-headed arrows). The 'Name' column has a yellow callout 3 pointing to the school name. The 'Progress' column has a yellow callout 4 pointing to the '0%' value. The 'Rating SQM' column has a yellow callout 5 pointing to the '0%' value. The 'Rating PH' column has a yellow callout 5 pointing to the '0%' value. The first row has a yellow callout 6 pointing to the action buttons.

Name	Town	Progress	Rating SQM	Rating PH
Ada Lovelace Church of England High School	London	0%	0%	0%
All Saints CofE Primary School	London	0%	0%	0%
All Saints' CofE Primary School N20	London	0%	0%	0%
All Saints' CofE Primary School NW2	London	0%	0%	0%
All Souls CofE Primary School	London	0%	0%	0%

This screen lists all building within a specific category for the Diocese. The columns are all sortable and the table can be searched by name

- 1) Exports a CSV file containing details of all buildings in this category. In particular, it contains the passwords that would need to be given out to school users so they can register.
- 2) Allows users to create additional schools/houses/etc if any are missing
- 3) Clicking the name of the school/house/etc takes you to the "Building Dashboard"
- 4) Progress shows the % of required fields completed to date.
- 5) Rating columns show various relative measures of performance of the building, such as banded ratings for emissions per square meter or per person
- 6) Of the four buttons, the first takes you directly into the data entry screen, the second takes you into the "Manage Building" screen, the third reveals the password for that building, and the fourth deletes the building from the Energy Toolkit.
- 7) Navigate to the screen to bulk import and export data for this building type using a csv file

## 2.3 Retrieving a building password

Admin 1

Export Schools List
Add a school
Import/Export Data

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**Total Energy Usage & Emissions**

Gross KWh	254,698.2
Net KWh	250,581.0
Gross CO2	60.8
Net CO2	60.1

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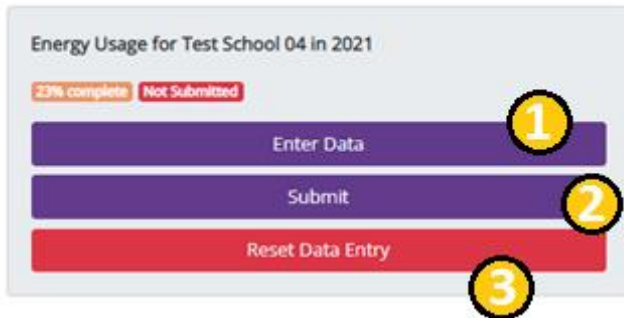
Name	Town / Postcode	Progress	Rating SQM	#Ppl Rating	
Test School 02	Cambridge	100%	A	A++	<span style="background-color: #4a4a8a; color: white; padding: 2px 5px;">🔑</span> <span style="background-color: #4a4a8a; color: white; padding: 2px 5px;">⚙️</span> <span style="background-color: #4a4a8a; color: white; padding: 2px 5px;">←</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px;">🗑️</span>

There are two ways to retrieve a building password:

- 1) Navigate to the buildings list page for the type of building you want to retrieve a password for. Use the export Schools/Houses/etc list button to export a csv containing details of all buildings in this category, including their building passwords.
- 2) Find the individual school/house/etc in the buildings list page, and then click the key icon next to the building you want to reveal the password for

## 2.4 Building Dashboard

Each building (school/house/office etc) has its own building dashboard page. This page leads into the data entry screen and doubles up as a results summary page.



### School Details

Name	Test School 04
Category	School
Diocese	Test Diocese
Town	Manchester
Post Code	
Notes	

### Results

Enter your data to see results for this School.

Gross CO2 emissions (Tonnes)	-
Net CO2 emissions (Tonnes)	-
CO2 emissions (kg) per m <sup>2</sup>	-
Number of pupils	177
CO2 emissions (kg) per pupil	-

### Emissions per m<sup>2</sup> rating

### Emissions per pupil rating

- 1) Takes you to the data entry page
- 2) Marks any data recorded against the building as final. This prevents other users from editing the data that you have entered for the building without first manually “unsubmitting” the data
- 3) Erases any user entered data against the building

## 2.5 Manage School/Office/Other Building Screen

This is accessible from the gear icon on the building list screen.

Diocese Dashboard / Schools List

Admin

[Export Schools List](#)
[Add a school](#)
[Import/Export Data](#)

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**Total Energy Usage & Emissions**

Gross KWh	254,698.2
Net KWh	250,581.0
Gross CO2	60.8
Net CO2	60.1

Name	Town / Postcode	Progress	Rating SQM	#Ppl Rating	
Test School 02	Cambridge	100%	A	A++	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">1</span> <span style="font-size: 0.8em; vertical-align: middle;"> </span>

Clicking the icon will take you through to the Manage School/Office etc page:

### School Details

Name	Test School 03
Category	School
Diocese	Test Diocese
Town	Oxford
Local Authority	
Establishment Type	
Phase	
Number of Pupils	106
Password	kve4ALnG

1

[Edit Details](#)

[Reset Password](#)

2

3

### Users

There are no registered users with access to this School

- 1) It is possible to edit any of the building details from here
- 2) Clicking this will generate a new one off password for the building. This would mean that any users who had been given the previous password to register and hadn't yet done so would need to be supplied with the new password. Users who have already registered would not be affected.
- 3) Lists all users who have registered and have access to enter data for the building

### 3. Navigating the system (all other users)

The vast majority of non-diocesan users will only need to enter data for one building (school/cathedral/etc). On logging in, users with an account linked to a single building will be taken directly to the dashboard for that building.

### School Details

Name	Test School 02
Category	School
Diocese	Test Diocese

- 1) Always takes you back to this screen
- 2) Edit account details
- 3) Takes you to the data entry page
- 4) Marks any data recorded against the building as final. This prevents other users from editing the data that you have entered for the building without first manually “unsubmitting” the data
- 5) Erases any user entered data against the building



### 3.1 Adding additional buildings to your account

Non-diocesan users who need to enter data for more than one building are able to add additional buildings to their account. To add additional buildings, navigate to the “edit account details” page (1), and then click “Add Buildings to your Account” (2). You may add as many buildings to your account as you need to, and can add more than one type of building (e.g. schools and houses). You will need the relevant building password for each building you wish to add to your account.

THE CHURCH OF ENGLAND  
Online Parish Returns System

Building Dashboard Account **1** Logout

Logged in as: Thomas Wood

## Profile

Username  
tom.wood.test  
Required. 150 characters or fewer. Letters, digits and @/./+/\_ only.

First name  
Thomas

Last name  
Wood

Email address  
Email address

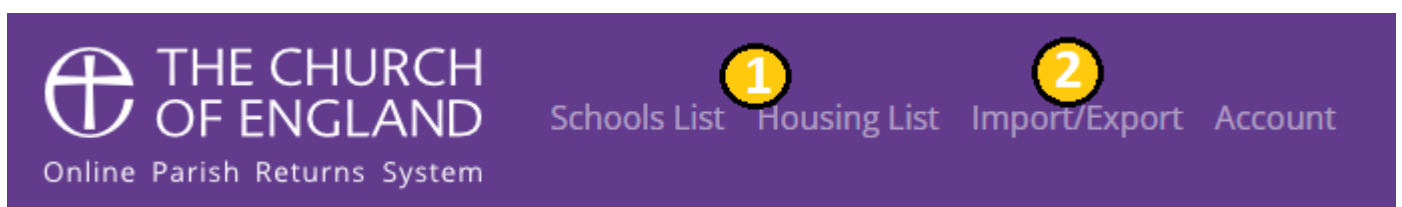
Update Details Change Password

### Your Buildings

Test School 02

Add Buildings to your Account **2**

Adding more than one building to your account will change the menu options in the top tab that are available to you:



- 1) Takes you to the relevant lists by category of all schools/houses/etc linked to your account. The building dashboards for the schools/houses/etc linked to your account are accessible by these lists.
- 2) Takes you to a screen with a function to import data in bulk into the Energy Toolkit from a CSV file as well as the ability to export all data currently held in the Energy Toolkit