User Manual
Power SROI

04-01-2023

Introduction

Power SROI is a cutting-edge Social Return on Investment (SROI) tool designed to streamline the measurement of social impact from skilling and apprenticeship programmes, as well as volunteering initiatives.

Key features of Power SROI:

- **Comprehensive Metrics:** Tailored metrics for skilling, apprenticeship, and volunteering programs ensure a thorough assessment of your organisation's social impact.

- **User-Friendly Interface:** Easy navigation for organisations of all sizes, making impact measurement accessible without extensive expertise.

- **Customizable Reporting (aligned with the UK Social Value Model Act 2020)**: Generate visually appealing reports showcasing tangible outcomes, aligning with the UK Social Value Model Act 2020.

- **Ease of Monitoring & Evaluation**: Continuously monitor program progress and impact at different intervals within the reporting year.
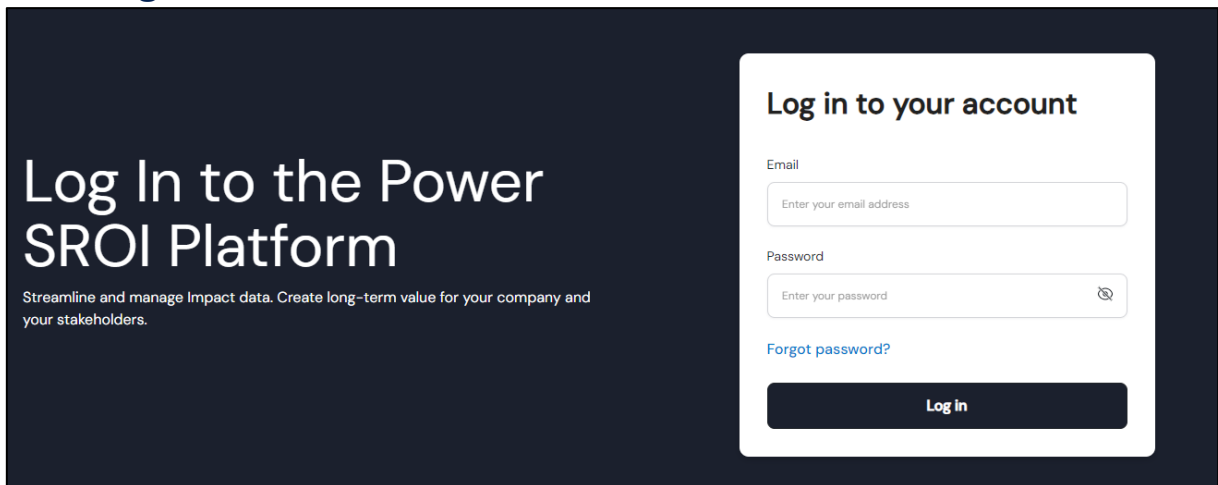
We believe Power SROI will be a valuable asset, empowering your organisation to measure, analyse, and communicate impact more efficiently.

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Getting Started:

User Registration:

The user may access the Power SROI App by clicking on the provided link.
https://powersroi.staging.azure.in.gistimpact.org/login
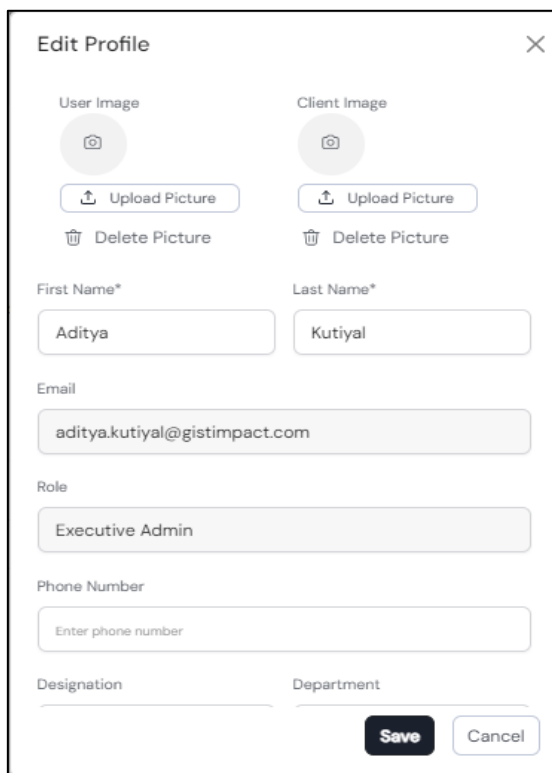
The welcome screen displays a link to log in along with credentials like Username and One-time password. It will also display information like Organisation name and account type.

1. Upon request, the user will be sent a message containing their login credentials to their email.

2. Upon the initial login, the user will be prompted to change their password. Once the password is successfully updated, the screen will automatically refresh to the login page.
3. The User will reach log-In page like this. Upon entering the correct mail-id and password, it'll take you to an edit profile screen
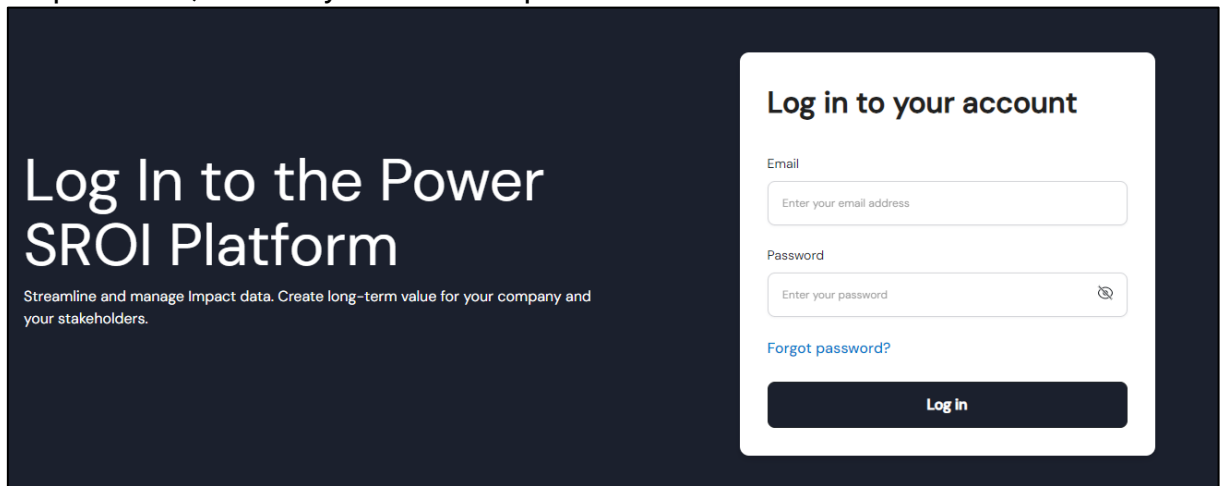
Edit Profile:

This clickable button is placed right next to the Username. Once clicked, it opens the Edit Profile modal (refer to the design) which allows the user to -

- View existing user images.
- Upload a new image from the local system.
- Delete existing image.
- Edit First and Last Name - Both fields are mandatory and should contain at least one alphabet. Symbols and special characters are not allowed.
- Email - View only i.e., the user cannot change this field, which is greyed out.
- Role - View only i.e., the user cannot change this field, which is greyed out.
- Designation - Optional Field - Only alphabets and numeric digits are allowed.

- Address- Optional Field - No validation.

- Save button (Black box, white text) - to save the information. Once clicked, this information is passed to the User table for the required User GUID. Once

clicked, the edit profile modal closes and the user returns to the Profile Management section with the information updated. This information is also shown to the user by showing a green box on the bottom right of the screen (refer to design) with the text - 'Profile details have been updated'.

- Cancel button (transparent box, black text) - to the right of the Save button.
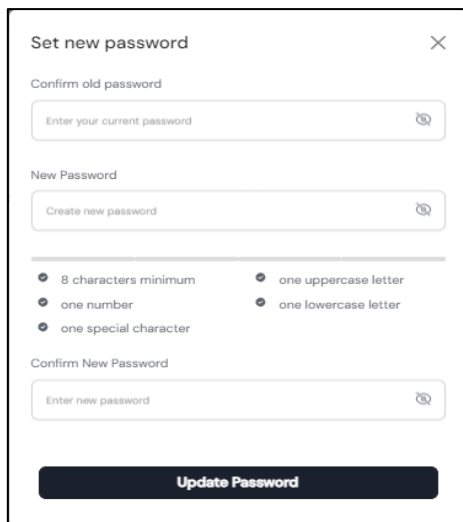
Profile Management for Executive Admin
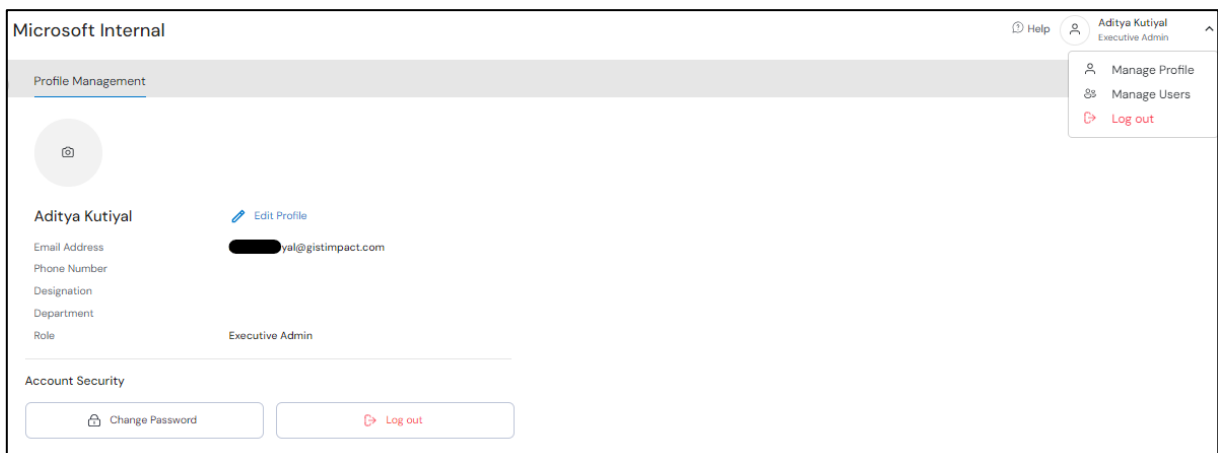
Upon clicking 'Manage Profile' you'll see a screen with information about the Executive admin like profile image, name, email address, phone number, designation, department and role.

Account Security:

This section has two options to either change the password or log out of the account.
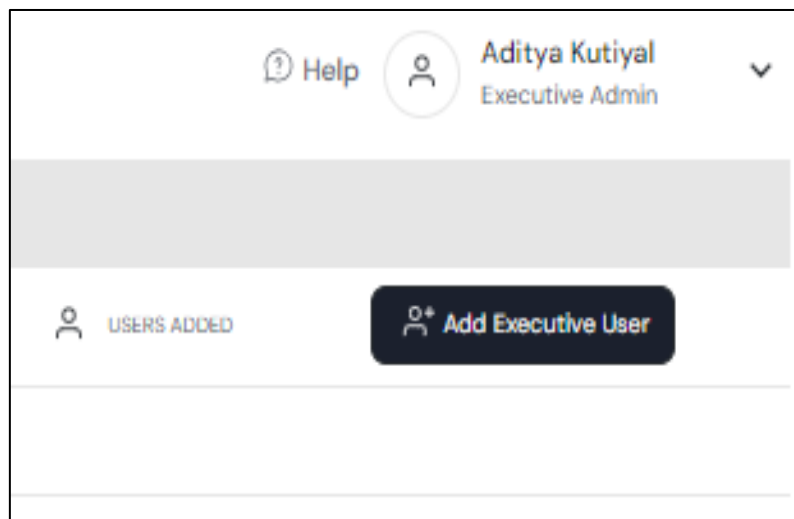
Password Modification and Logout:

You can choose to alter your password at this point. Put in your old password in the first section. Add a new password below. The password should consist of at least 8 characters with at least one uppercase letter, one number, one lowercase letter, and one special character. Once again put in the new password. Click on update password. Once the password is updated, the user returns to the Profile Management section.
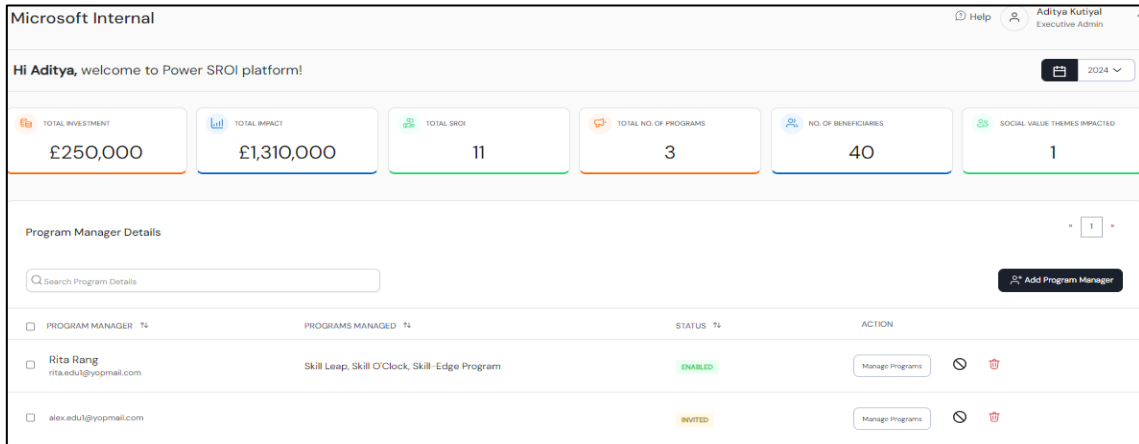
Add Executive User:

In the manage user section, you can add more executive users who will be able to view the dashboard as an Executive Admin.
In this section you will find profile details like -

- User Name
- Email Details
- Phone Number
- Designation
- Role - Executive User/ Program Manager/ Admin
- Address

My Dashboard

The dashboard of Executive Admin would be presented with a screen of quantified data of investments, impacts, SROI, the total number of programs, no. of beneficiaries and social value themes impacted.

In the program manager details, you can see the list of program managers to whom the User has sent an invite to add the program. Here you will find sections with information on the person, all programs managed by the program manager and their status i.e. if they are enabled to add programs in the program manager dashboard.

Manage Programs:

In this section, the Executive Admin can choose and filter the programs.
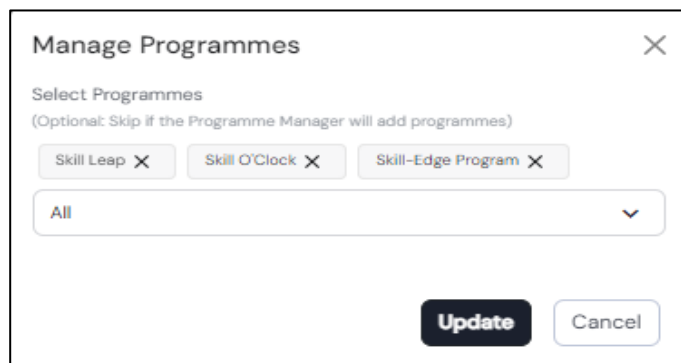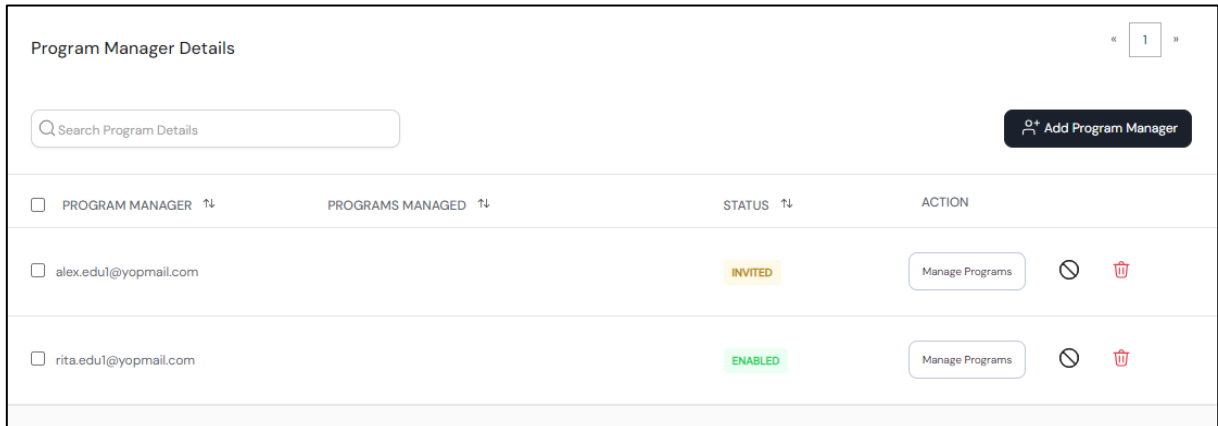

Disable User:

An executive admin can disable/deactivate associated with the program managers by clicking on ⃠ sign. This will prompt the user to a new screen with a message if they want to deactivate the account.

Delete User:

To delete, the user can click on the red bin logo in the action column. This will remove their profile from here.

Add Program Managers:

Step 1

The user can add program managers of multiple programs by sending them invites. These invites are reflected as shown above with their status.

Enabled means the added program manager has signed up and logged in to the platform.
Invited means the request is successfully sent to the respective mail ID associated with the added program manager.

Step 2
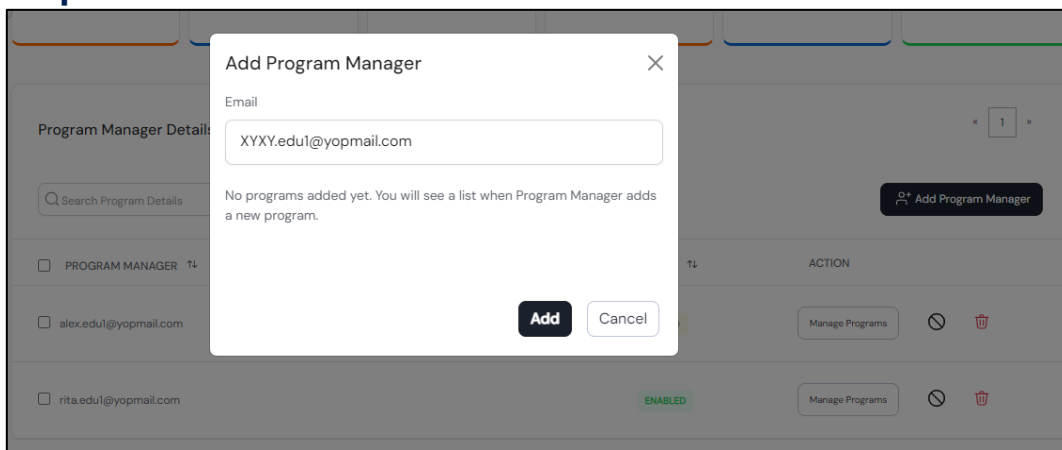
Upon clicking Add Program Manager user is given an option to add the mail ID. Upon clicking add the invite is shown in the program manager details section.

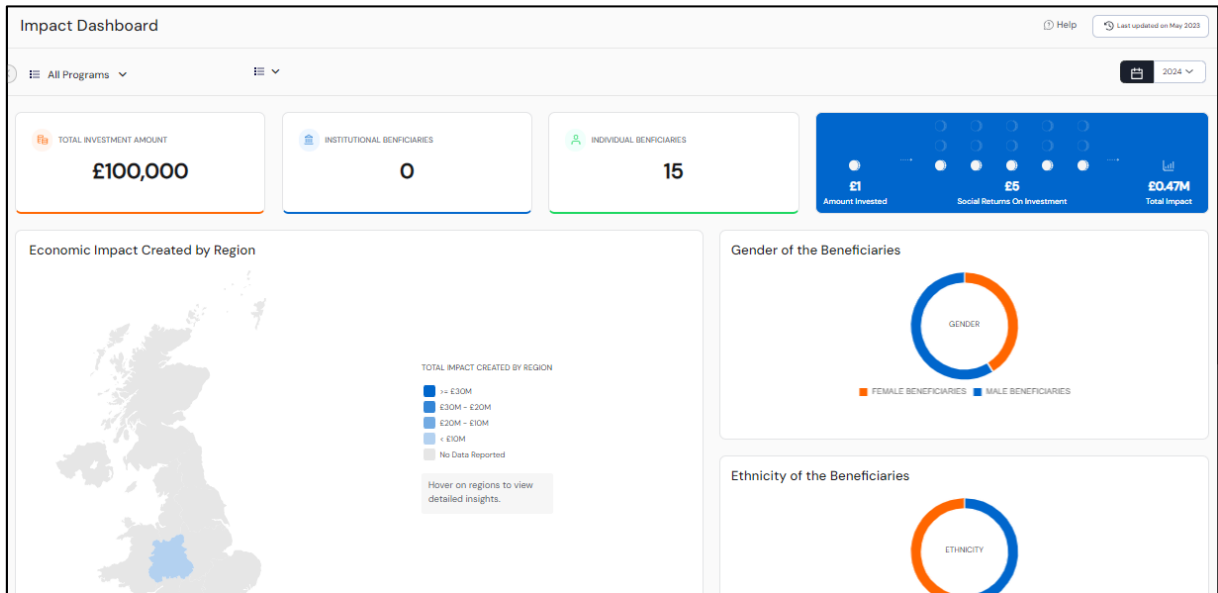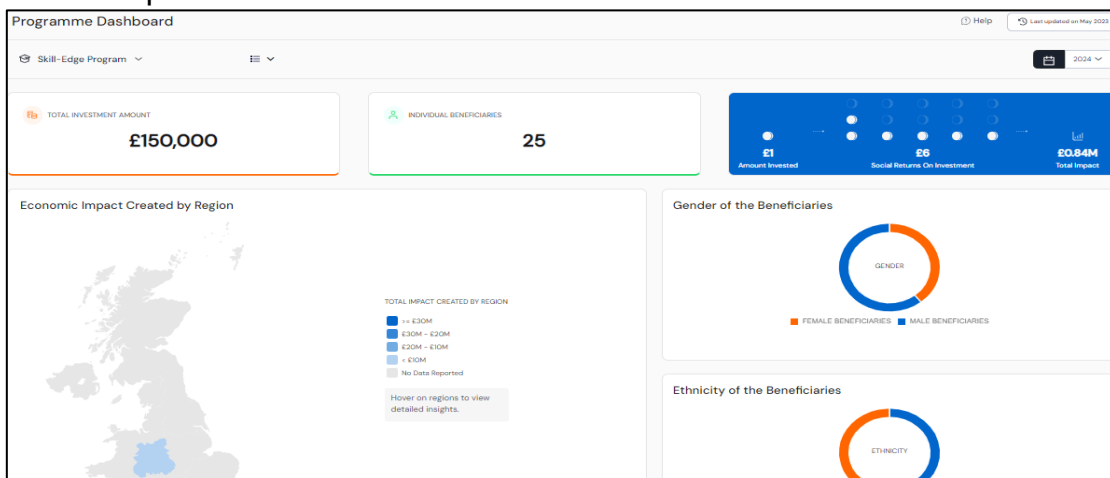## Impact Dashboard

It shows a consolidated and quantified view of the total investment, institutional and individual beneficiaries. It also shows the amount invested, SROI and total impact created. The dashboard has a visual representation of the economic impact created by the region. With those areas of the map being highlighted where the activity/intervention took place. You can hover over the map to see the total impact generated in any of those regions. The dashboard also displays the beneficiaries' gender wise count and ethnic representation.

Below, you have impact generated in terms of capital, hovering over the ring will display the valuation of the total impact created.

The programme screen would show a consolidated chart of all programs and the total impact generated by them. Hovering over a program bar would display the impact.

Programme Dashboard

This section helps you pick and choose any particular programme and display its related impact valuations.

Program Dashboard

In the programme dashboard, you can see the total investment amount, individual beneficiaries, the amount invested, Social Returns On Investment and Total Impact. The dashboard has a visual representation of the economic impact created by the region, with those areas of the map being highlighted where the activity/intervention took place. The user can hover over the map to see the total impact generated in any of those regions. The dashboard also displays the beneficiaries' gender wise count and ethnic representation.
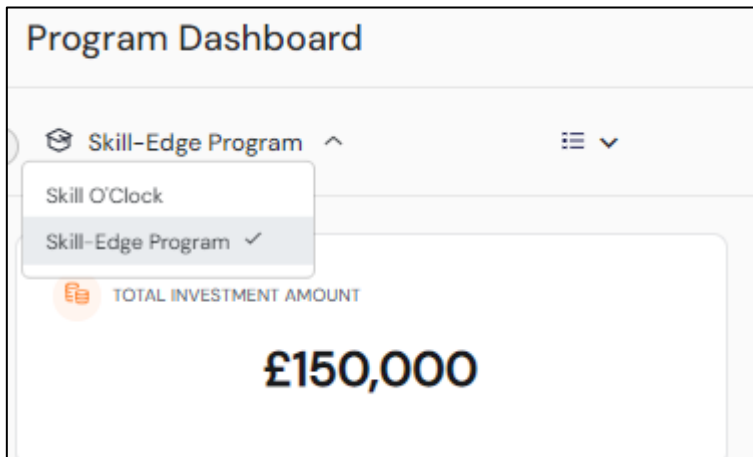
Next to that, you can see the deprivation index of participants. It displays values across the deprivation index and impact/amount invested.

At the bottom, we have economic impact visualisation where the X-axis represents the impact generated in Euros and the Y-axis represents the apprenticeship program. Hovering over the blue dot would show the amount of impact generated by a particular program/sub-category.

Social Value Theme Dashboard

In the Social Value Theme Dashboard, you can see the total investment amount, institutional beneficiaries, individual beneficiaries, the amount invested, Social Returns on Investment and total Impact.

The outcome dashboard below would show the social value theme and model award criteria with names of all the programs and the number of beneficiaries associated with them.
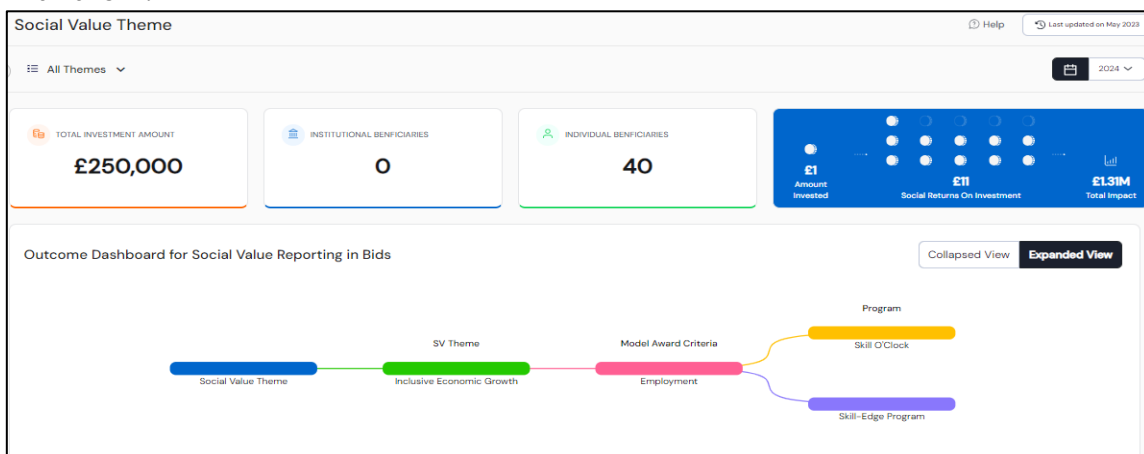
This is followed by the Impact Dashboard which has three programs which show the impact generated from each program.
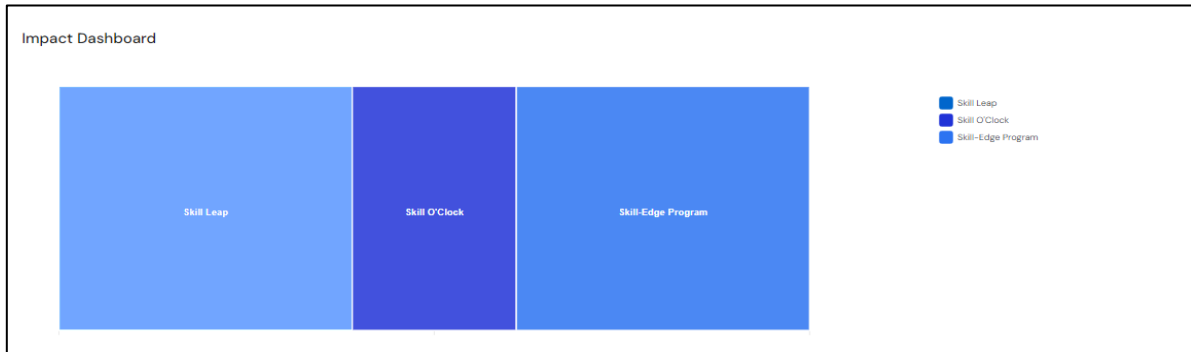
Below, the user has the total impact created by the region with the visual representation of the economic impact created by the region and beneficiary, with those areas of the map being highlighted where the activity/intervention took place. User can hover over the map to see the total impact generated in any of those regions.

Here the user can cohort-wise impact and upon clicking beneficiaries, the user can find the total number of beneficiaries by hovering over the region.
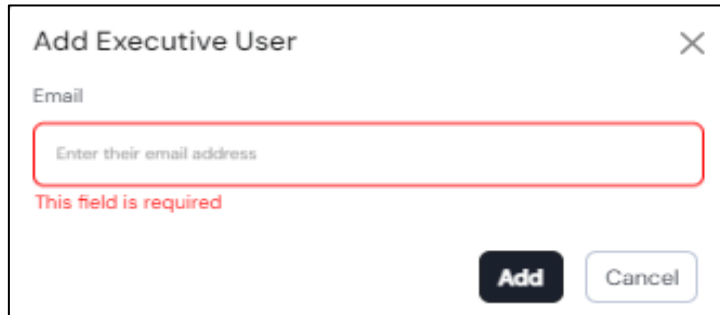
SDG Dashboard

This section helps map and visualise the Impacts across SDG by programme type.
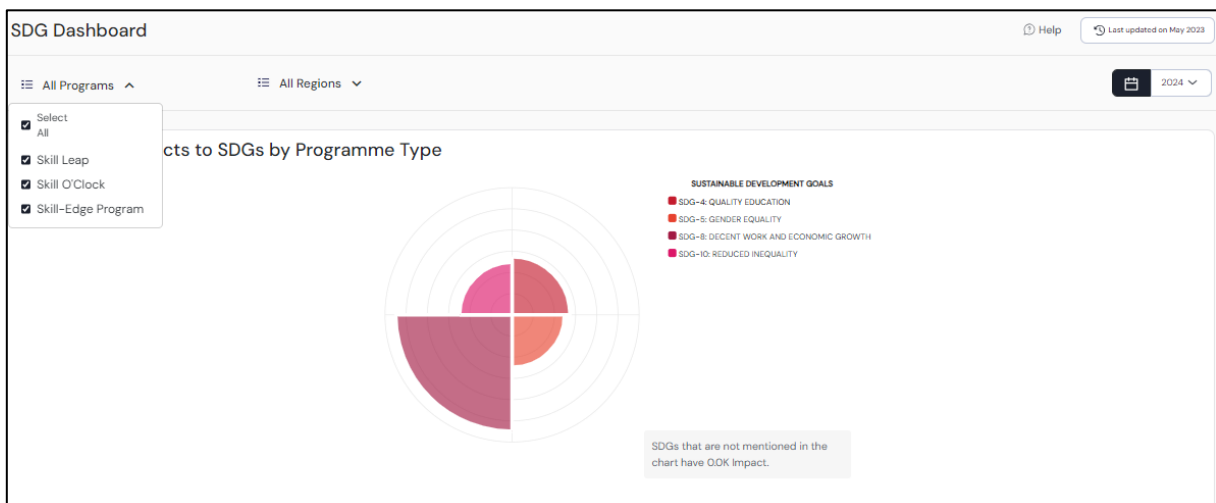
Here you can select multiple programs and multiple regions to see the impact across Sustainable Development Goals. Hovering over the SDG graph would show the amount of impact created in an SDG. SDGs that are not mentioned in the chart have zero impact.

User Management:

In this section, you can add the executive user by adding an e-mail id. Adding an email address would send a mail invite and the invited user will then be able to log in through the link.
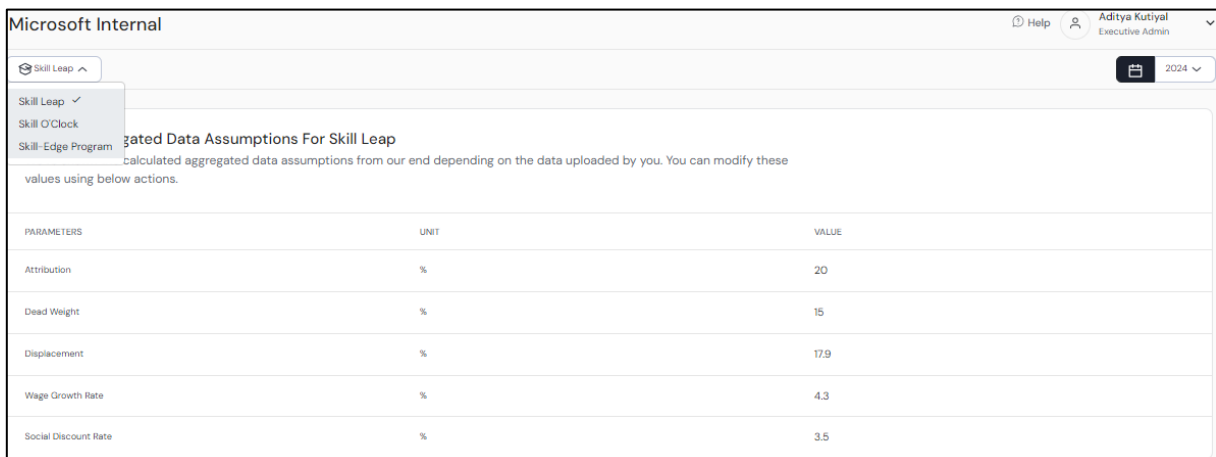
Add Executive User ✕

Email

Enter their email address

This field is required

Add   Cancel

Data Dictionary:

List of terms and their definition to understand the glossary used, it acts as a type of brief dictionary.

Data Assumption:

Here you can pick and choose any program and review their data assumptions. Here it shows the calculated aggregated data assumptions on the data uploaded.
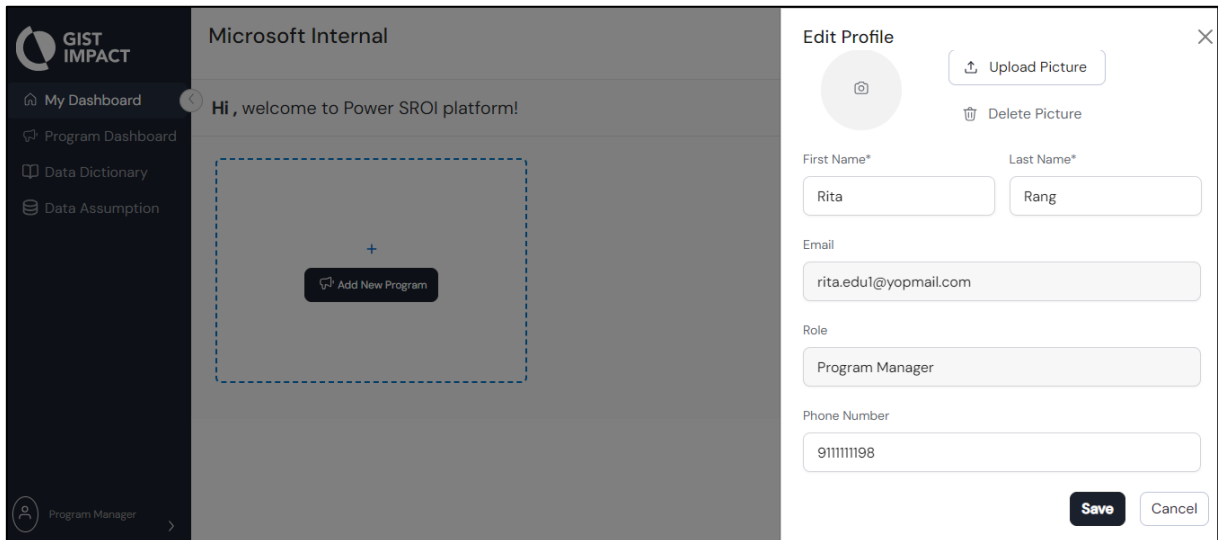
Microsoft Internal

Skill Leap ∧

Skill Leap ✓
Skill O'Clock
Skill-Edge Program

gated Data Assumptions For Skill Leap

calculated aggregated data assumptions from our end depending on the data uploaded by you. You can modify these values using below actions.

PARAMETERS	UNIT	VALUE
Attribution	%	20
Dead Weight	%	15
Displacement	%	17.9
Wage Growth Rate	%	4.3
Social Discount Rate	%	3.5

Setting up an account for the Program Manager

After the Executive admin sends a request, the user will receive a message in their mail with log-in credentials.
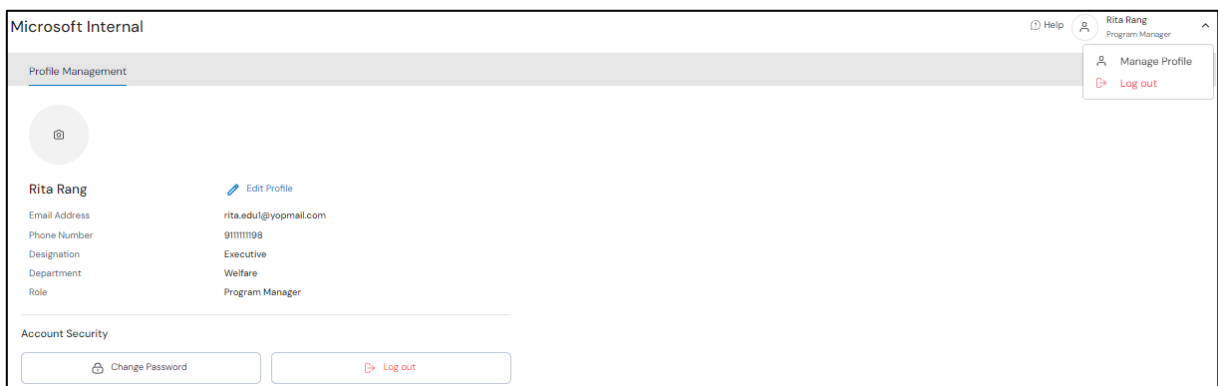
The first time the user logs in they are asked to change their password, once done the screen automatically refreshes to the log-in page.

Once logged in, the program will prompt you to fill in details like name, mailing address, phone number etc.
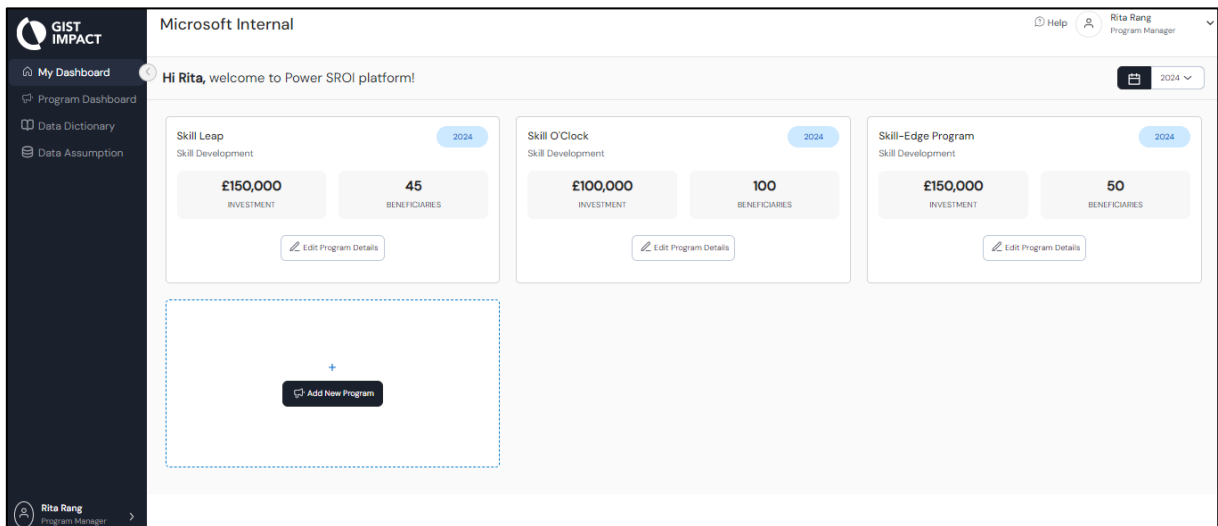

After clicking save, the program manager can upload the program details.

Profile Management for Program Manager

The manager profile would display details of email address, phone number, designation, department, and role. Few of

My Dashboard for Program Manager

A program manager dashboard would look like this. The main screen would display the list of individual program dashboards. A small calendar icon on the left lets you choose the year of intervention.

Add New Program for Program Manager:

Click on Add program, it will take you to this dialogue box. Fill in all necessary details like Program type, Program Name and reporting year. Add all details.
Once the program is visible on the screen, click on edit program details.

Add Program Details:

Enter details like Program name (will be pre-filled), total beneficiaries, and total investment amount along with reporting year. Click Next.

Choose Data Type:

Choose data type between beneficiary and cohort level data according to the file you'll be uploading to generate the dashboard report.

Upload beneficiary-level data:

Ensure that data is put in the correct format. Don't forget to mention the correct date along with the requested data. Click the next button on the screen. It should show the message 'Validations ran successfully' at the right bottom for moving ahead correctly.

Review Beneficiary Level Data:

This section would show files uploaded by the user for the selected program, They can download the files & review input data.
Click next once done.

Review Aggregated Data Assumption:

The aggregated data assumptions related to Attribution, Dead Weight, Displacement, Wage Growth Rate, Social Discount Rate etc are editable as per the program. Once done click the next button.
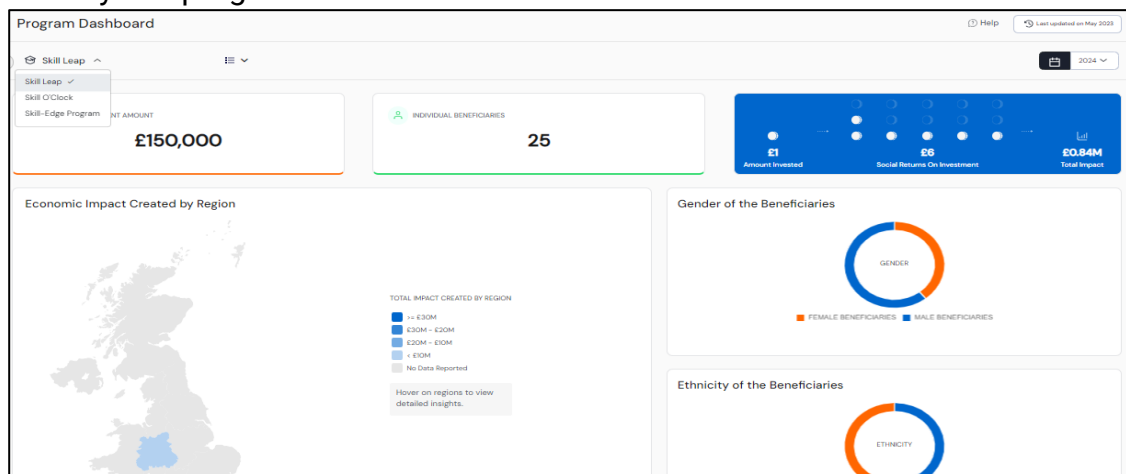

Generate report:

Click on generate report to download the report. Once done, it'll take you back to My Dashboard Screen

Program Dashboard

This section would display a particular program-related valuation in depth. It would show the total investment amount, and individual beneficiaries, along with the amount invested, SROI and total impact in £.

It also displays graphic information on Economic Impact Created by Region, gender and ethnicity composition, Deprivation Index of Participants and Economic Impact created by 'the program.'
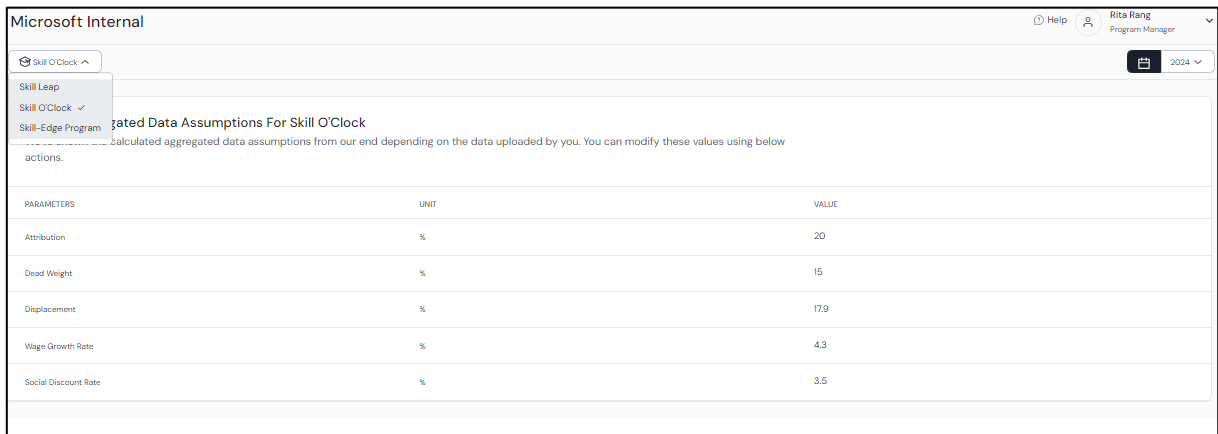
Data Dictionary:

List of terms and their meaning to understand the glossary used, type of a brief dictionary.

Data Assumption:

Here you can review aggregated data assumptions for a program.