greenstar

Green Building Council Australia

Green Star Online

Introduction to the platform

Building a sustainable future

80 Ann Street, QLD
Mirvac, targeting a 6 Star Green Star Buildings v1 rating

Initial launch

Green Star Online is currently only available for Green Star Buildings. To assist with the transition, the platform can be trialled by all Green Star users. Guidance on how to trial and use Green Star Online will be outlined here.

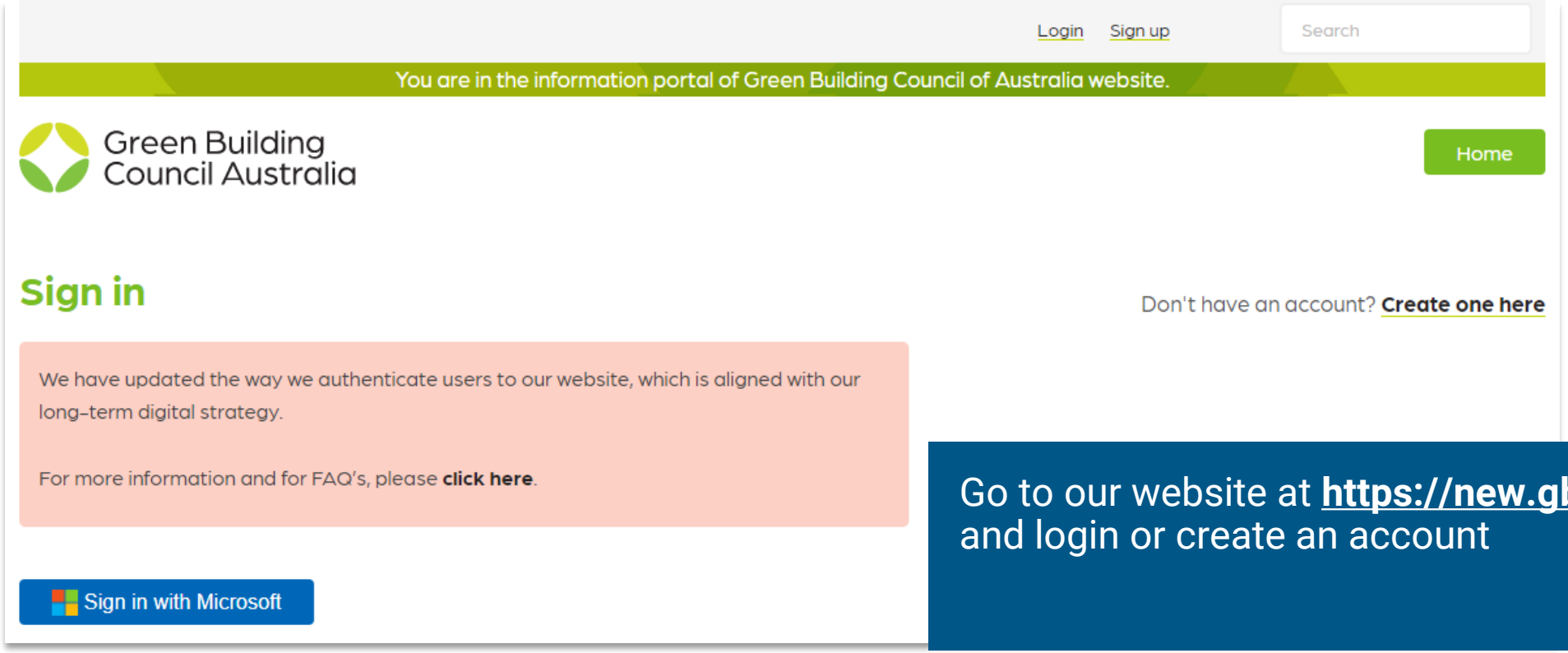
Contents

- Where to start
- Demo project
- Green Star Online

Where to start

What is the platform and how to access it

GBCA Account

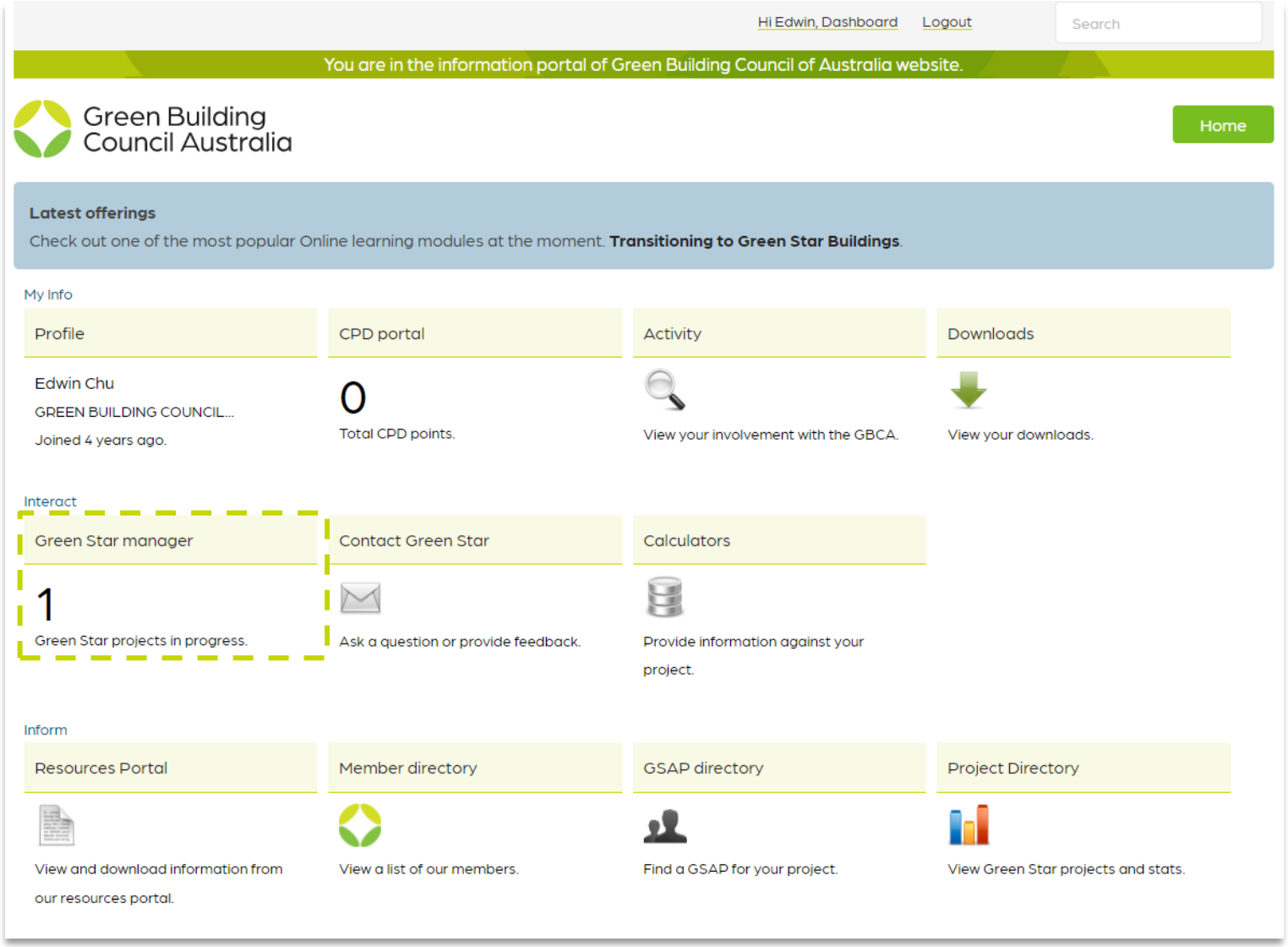


Go to our website at **https://new.gbca.org.au/** and login or create an account

Click here to read more about the **changes to the GBCA login process**

GBCA Dashboard

Open the Green Star manager from the Dashboard at *https://www.gbca.org.au/greenstar-manager/projects/*



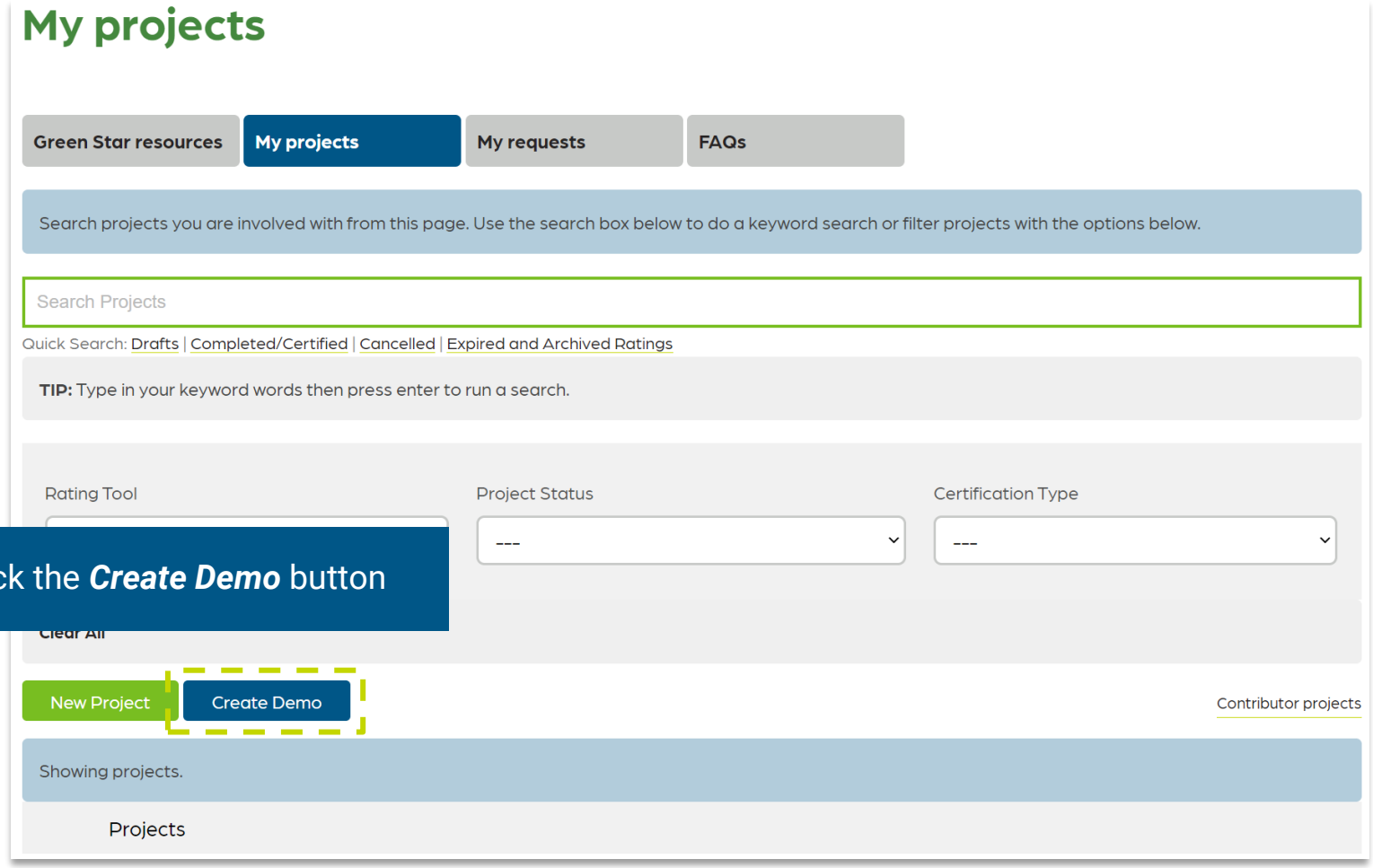
Demo project

Creating a project to trial Green Star Online

Registered for Green Star Buildings projects

If you already have a project registered under Green Star Buildings and do not need a demo project to trial other features, you can skip this section.

Create a demo project



Click the ***Create Demo*** button

Demo projects

A demo project is not an officially registered project. It will prefill details to quickly register a temporary project and is solely intended for the trialing of Green Star Online. It can later be converted into a live project which will then go through the regular process of registering a project to obtain a Green Star certification.

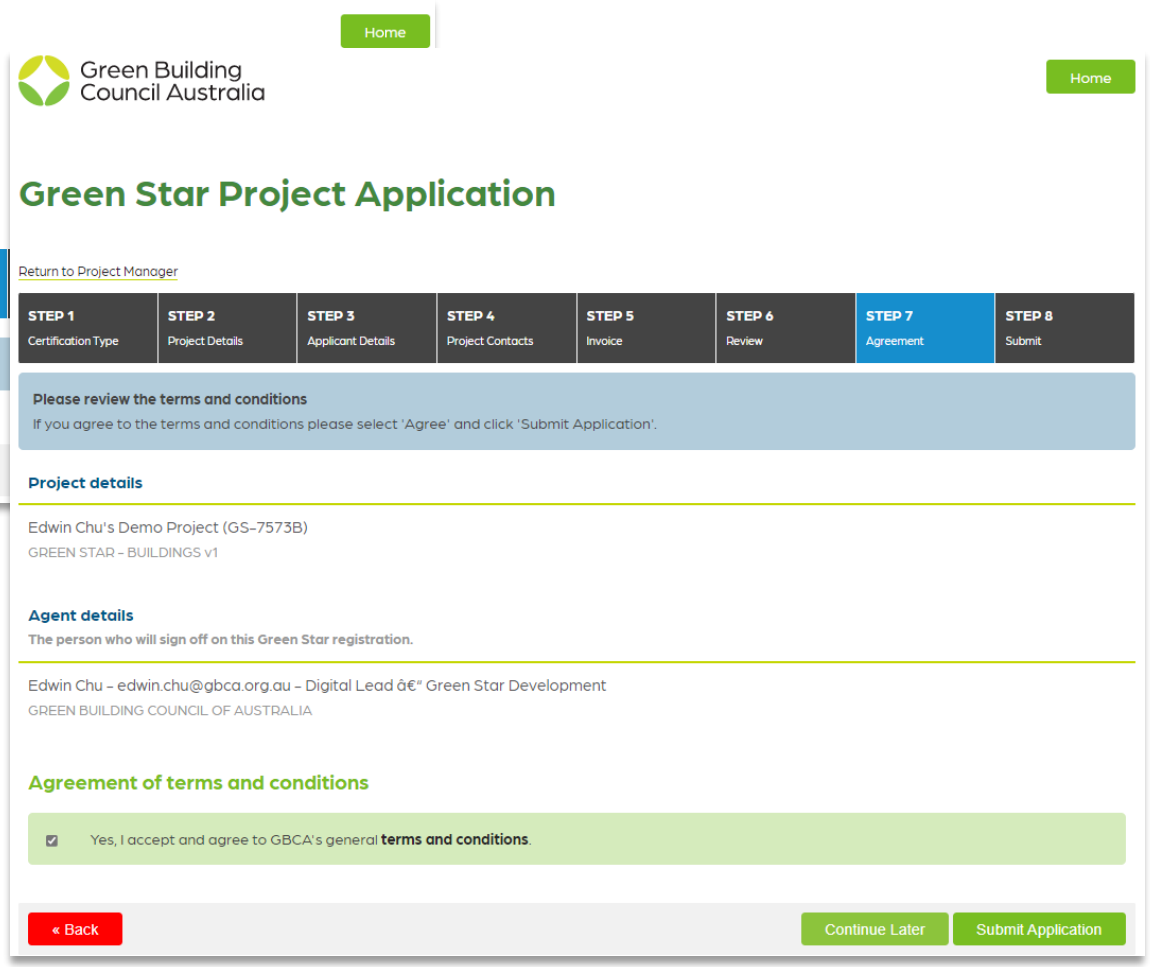
More info

Steps for the registration process is found at https://new.gbca.org.au/green-star/certification-process/registration/

Register the demo project

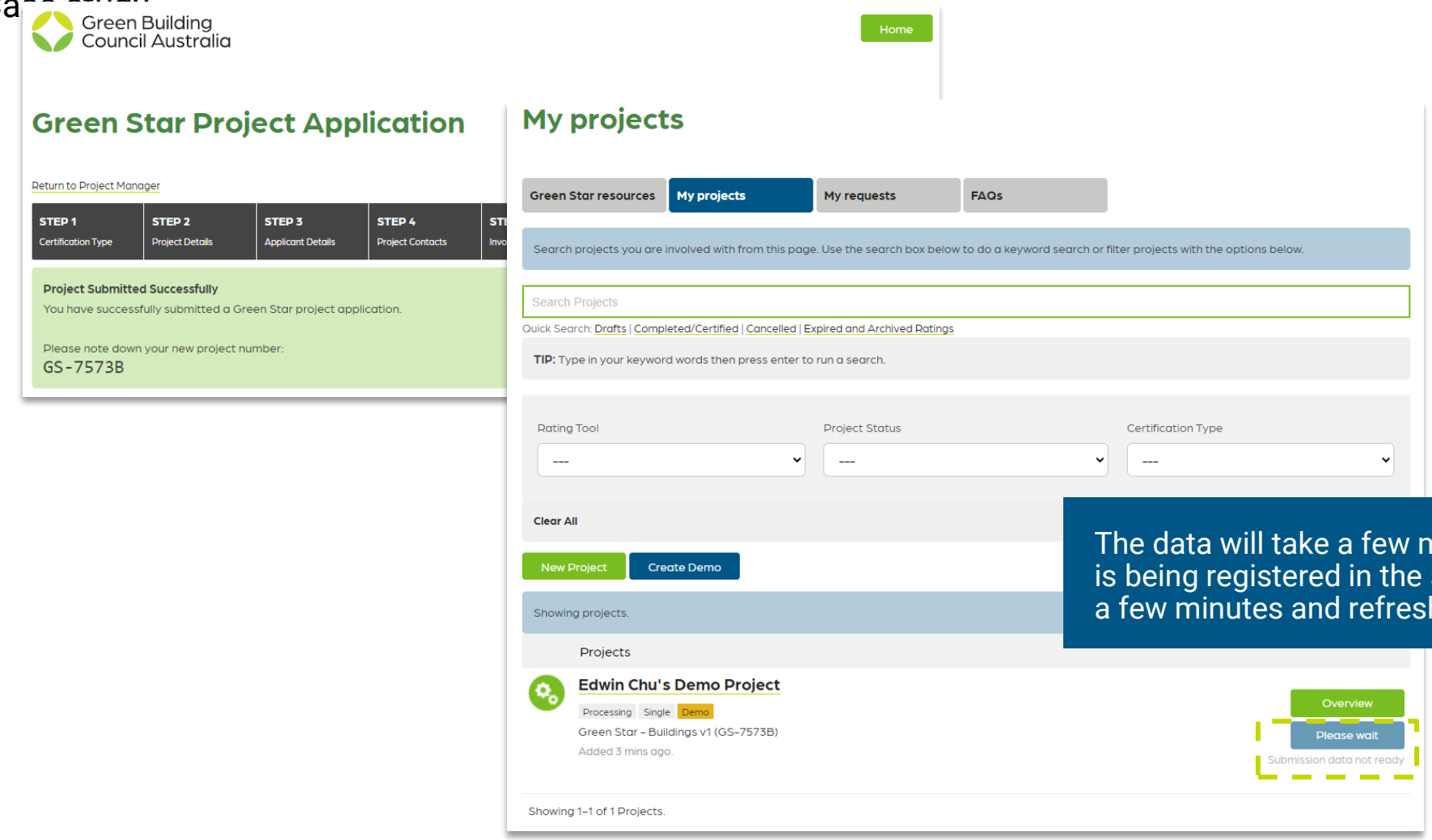
Provide an address for the demo project in Step 2

Continue through the steps to register the project by clicking next. All other fields are prefilled and no information is required.



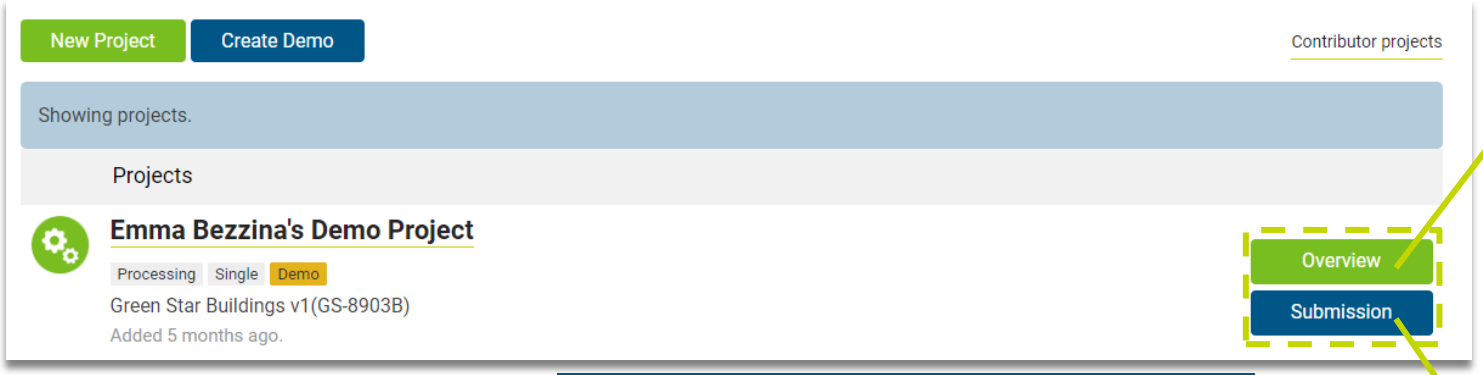
Loading the project data

Case study



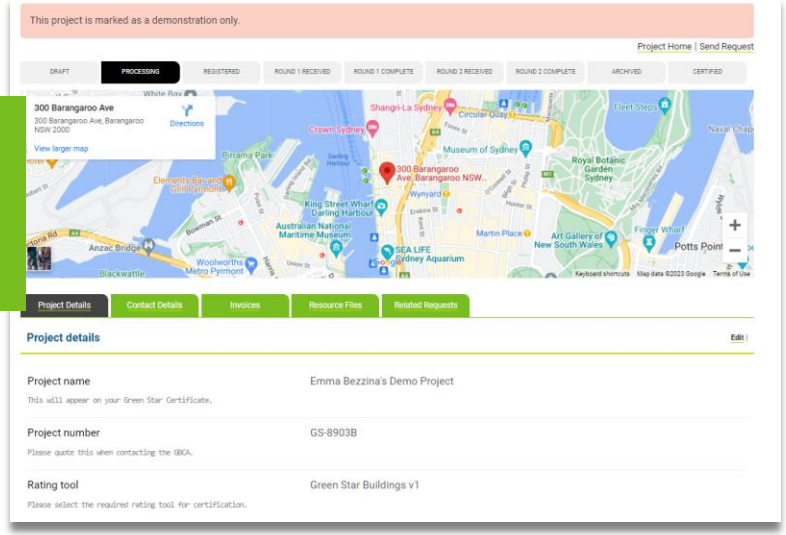
The data will take a few minutes to load while it is being registered in the system. Come back in a few minutes and refresh the page

Registered demo project

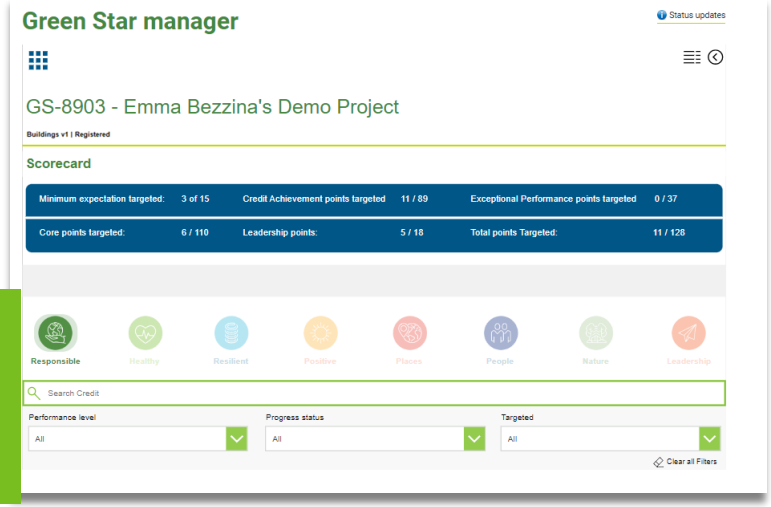


Overview

View project details or when ready, convert to a live project.



Once the *Submission* button appears, the demo project is ready

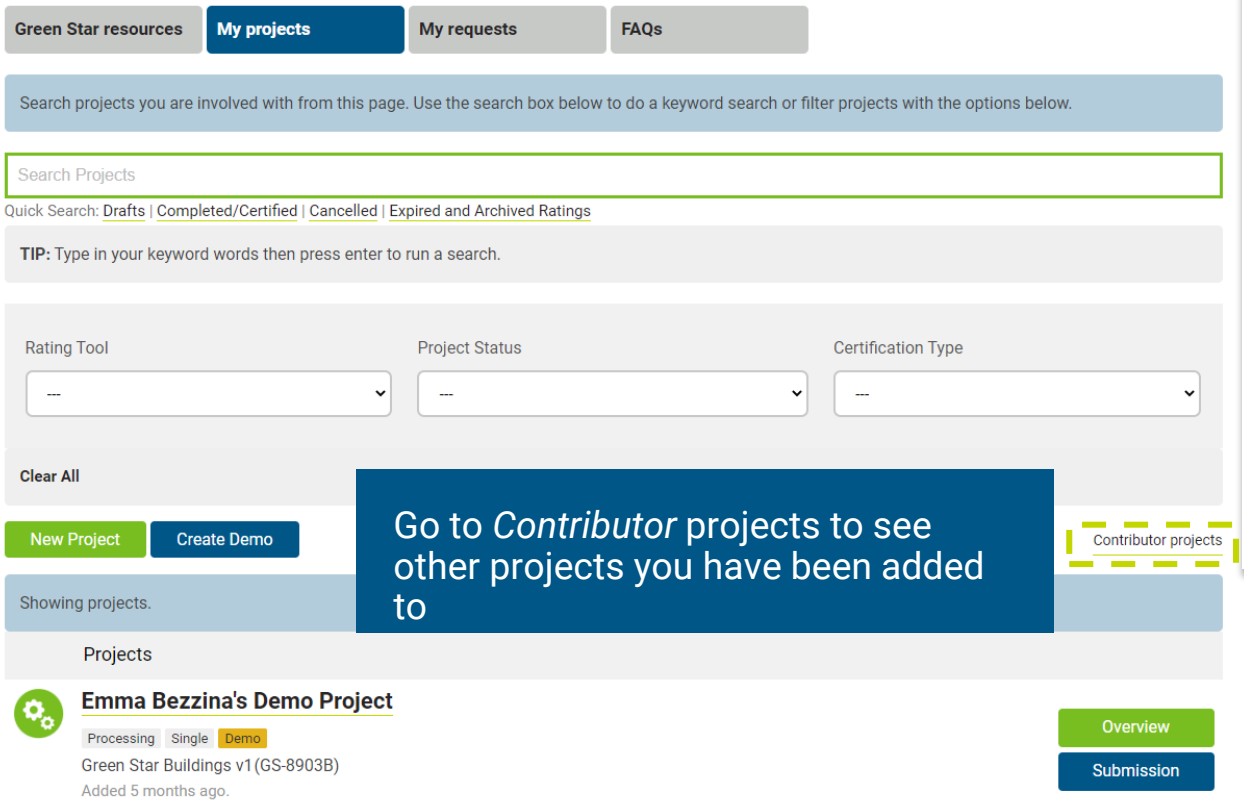


Submission

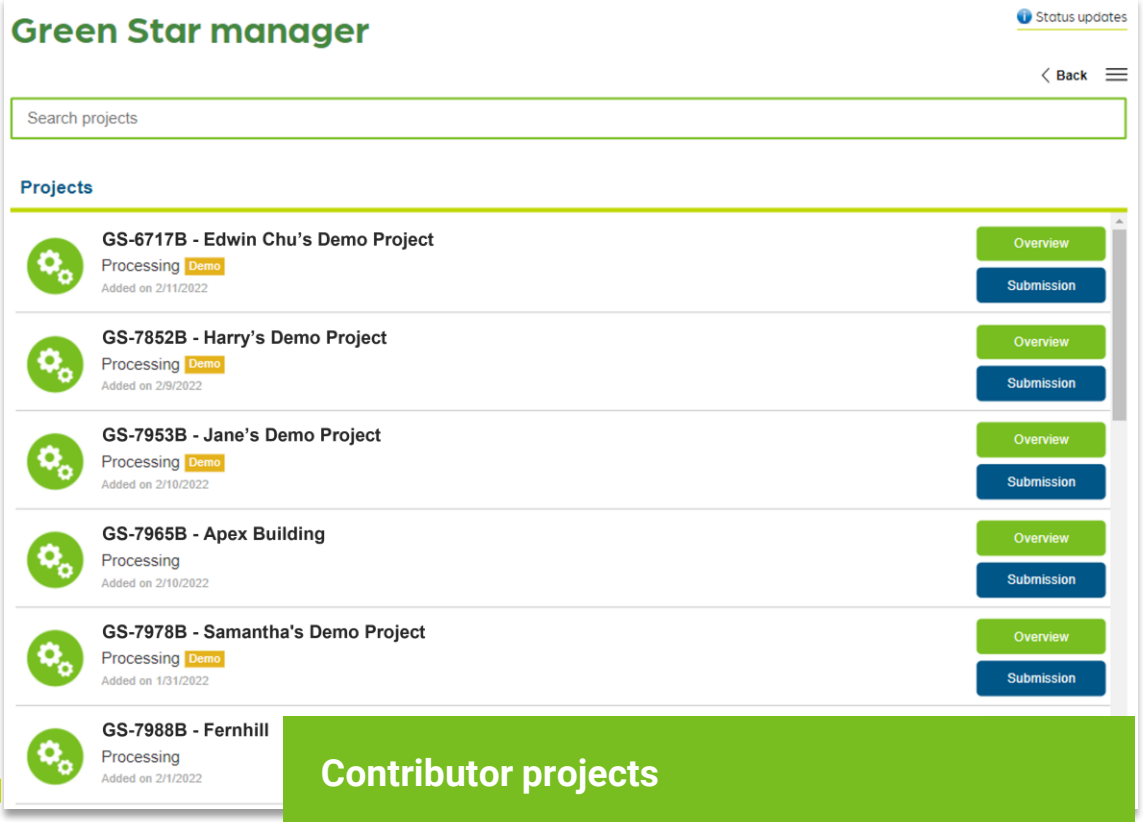
Access to the demo projects submission in Green Star Online

Contributor projects

My projects



Go to *Contributor* projects to see other projects you have been added to



Contributor projects

Users that have been added to a project through Green Star Online will only be able to access it through this section. If users are one of the 3 ~~project contacts~~ Green Star Leads, it will appear in the initial *My projects* list.

Green Star Online

Overview of the app’s components and features

Navigating the app

The app contains the following:

Overview
View the project details (read only)

Submission
Complete the scorecard, submission forms, and calculators

Project contacts
Add or remove people working on the project

Project dashboard
PowerBI reporting on the project's scores and contacts

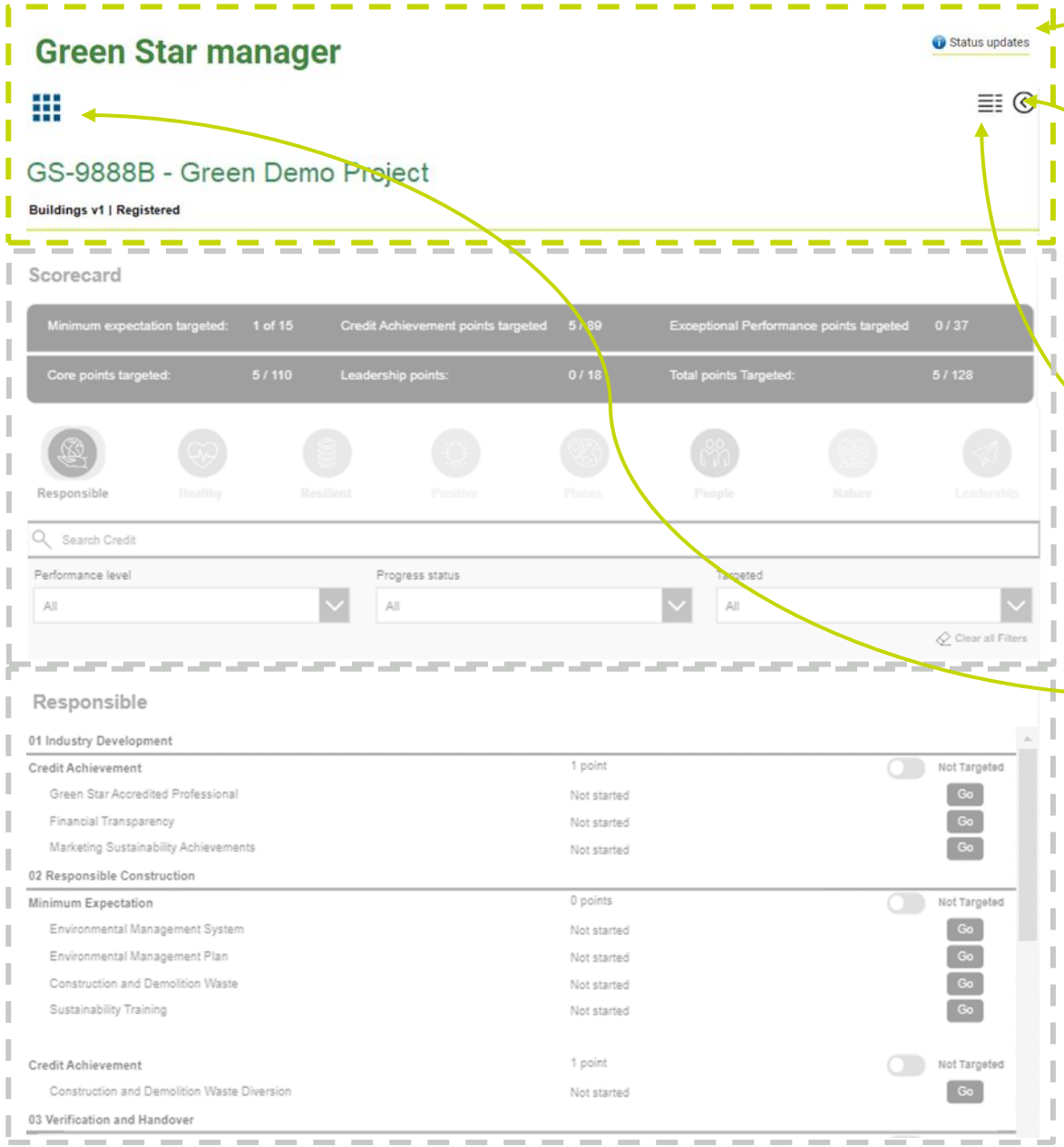
Documents
Manage all the files attached as evidence in the submission forms

Using the app

Navigation header

Scorecard summary

List of credits



Status updates

View current issues in the platform and how it affects your experience

Back button

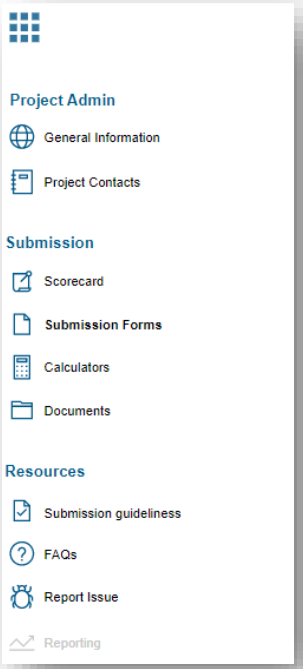
Use the back button within the app to go back to previous screens. The Green Star Online app is integrated within the page and using the browser back button will exit the app entirely

Project List

Click here to view your list of projects,

Menu

Click for quick access to the Project Admin, Submission and Resources (including reporting issues and calculators)

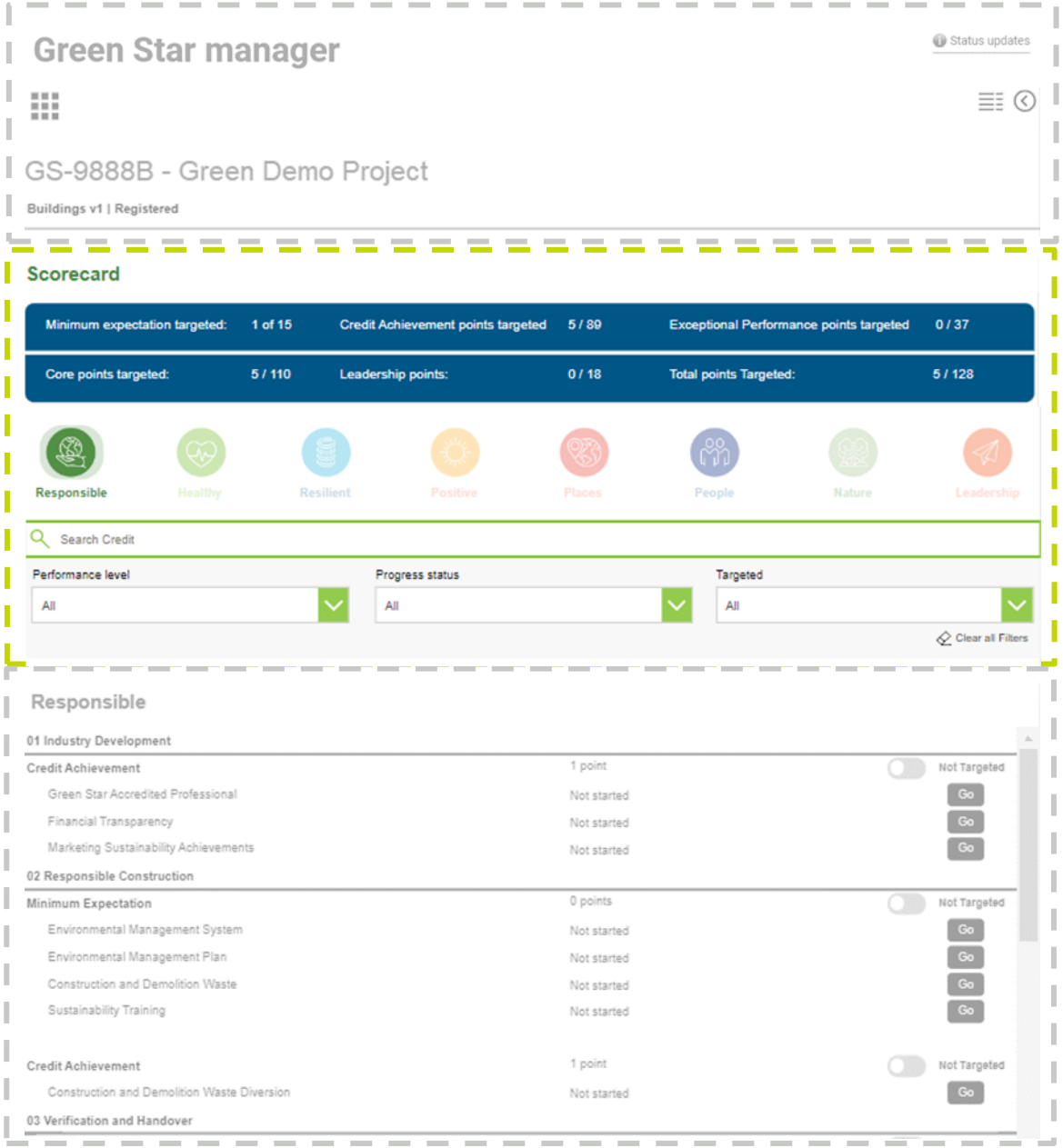


Using the app

Navigation header

Scorecard summary

List of credits



Categories

Select the different categories available in the rating tool to navigate the scorecard and view credits

Points summary

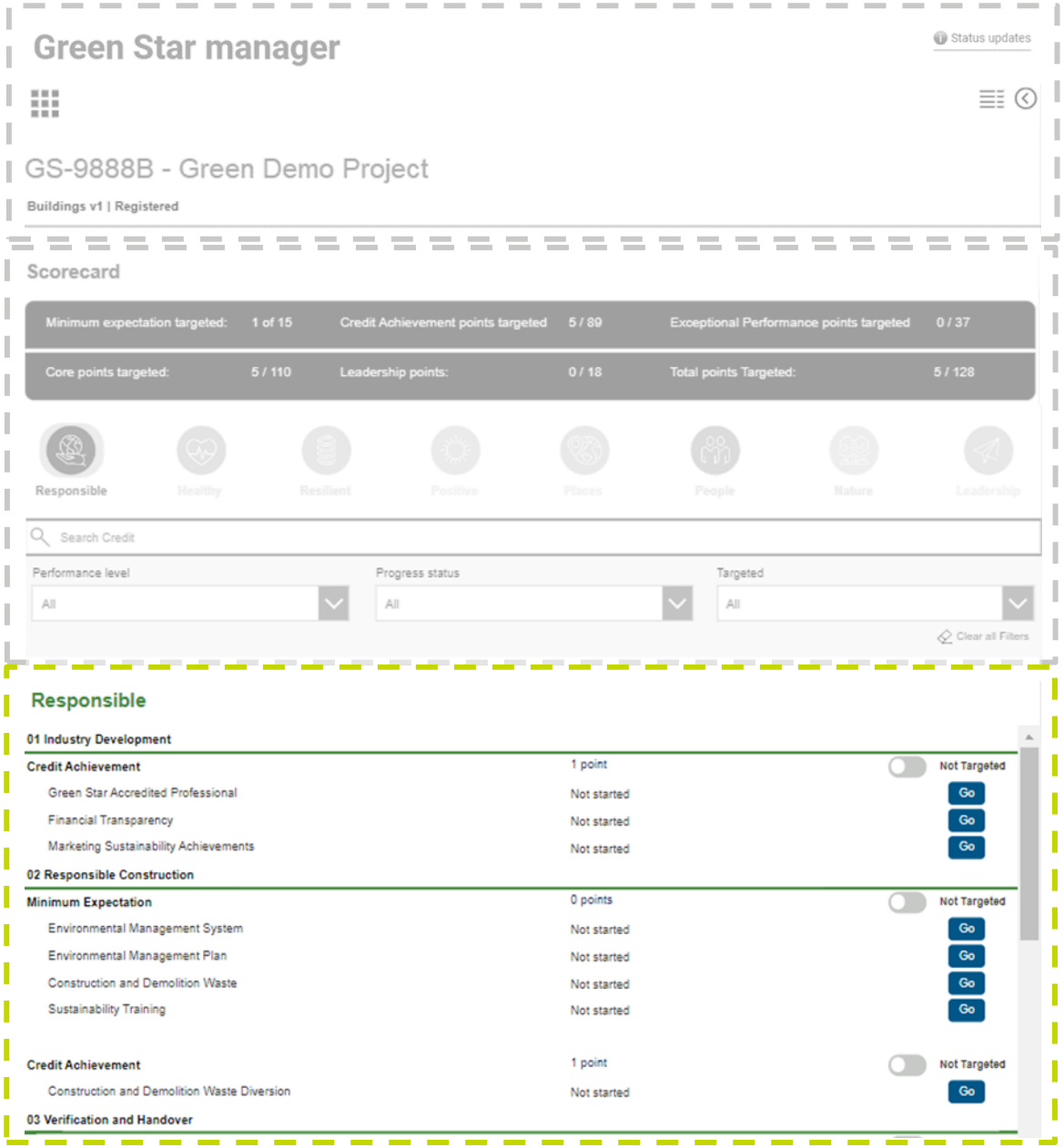
A summary of points and performance levels targeted is provided for the entire project and the category currently selected

Using the app

Navigation header

Scorecard summary

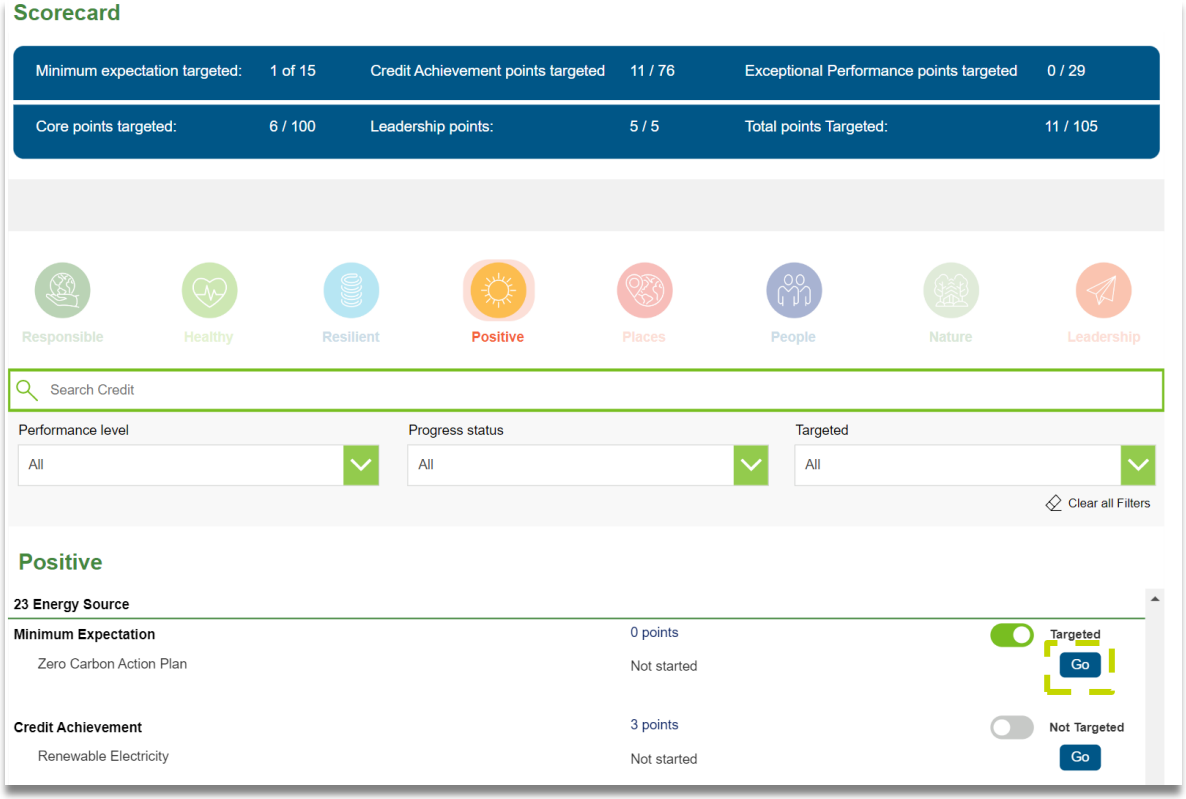
List of credits



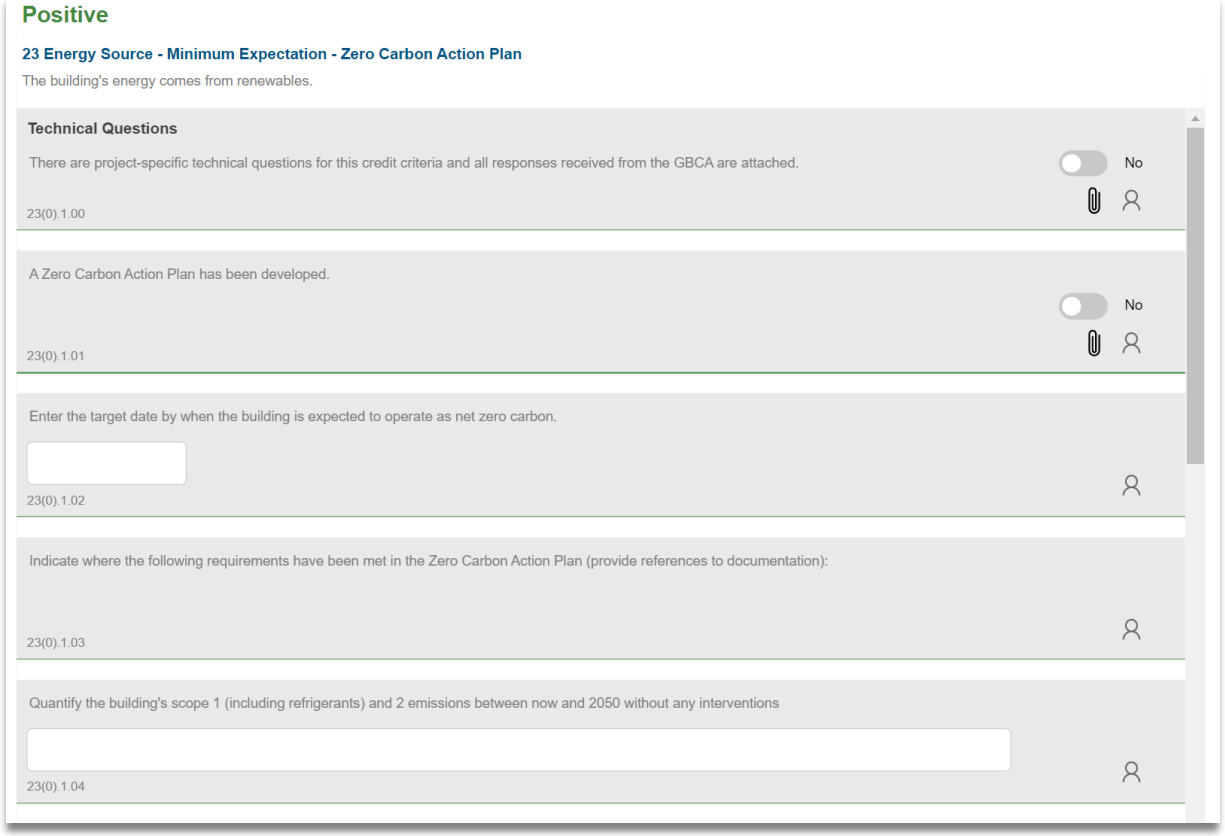
Credits in the category

- Scroll through the list of credits available in currently selected category
- Select the performance levels being targeted by the project
- Refer to Submission Guidelines for how to target credits with pathways e.g. Acoustic Comfort and Energy Use

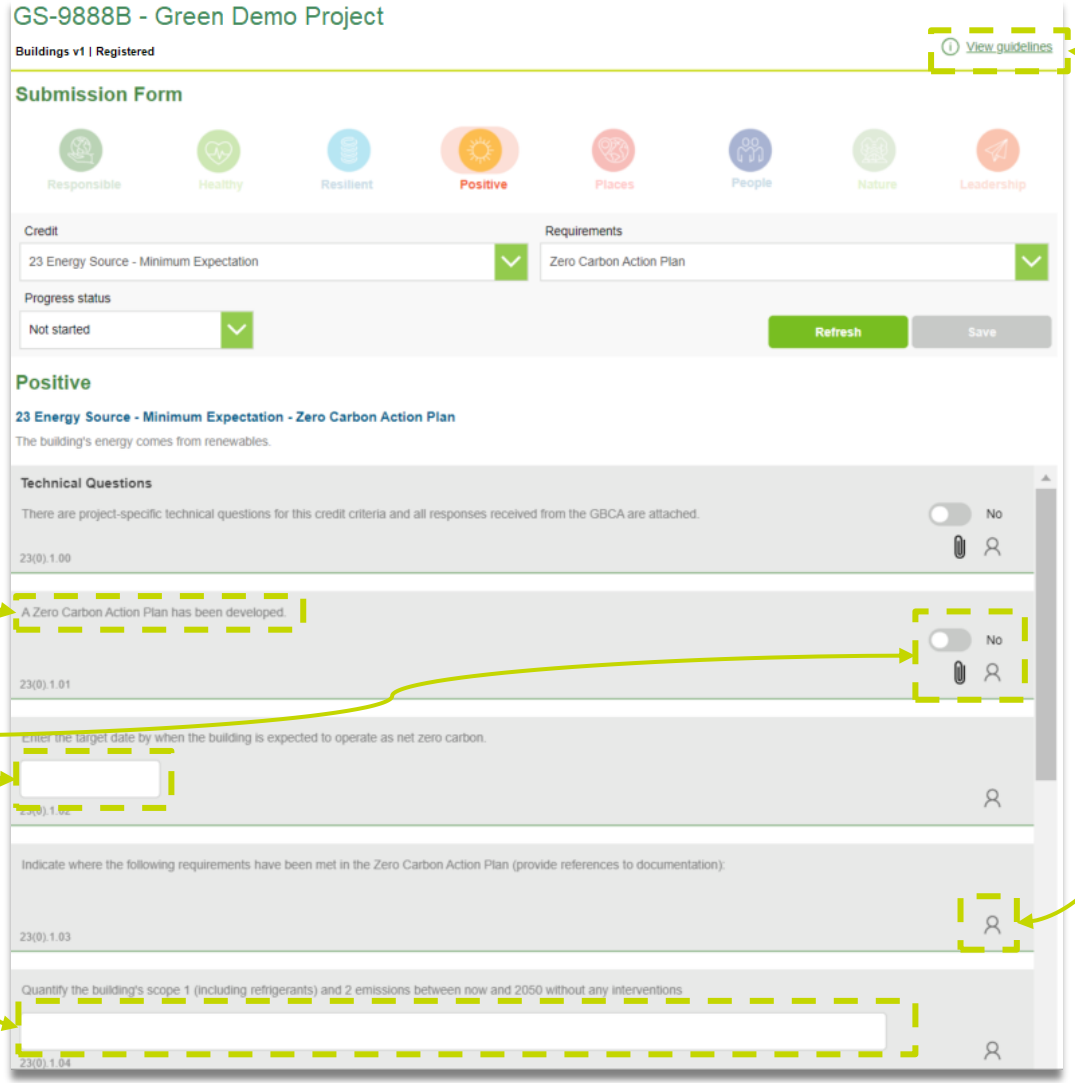
Opening a submission form



Click ***Go*** to open the requirement's submission form



Completing a submission form



Question / statement asked

A list of questions or statements are provided for the project team to answer or verify.

Response

Each question can have multiple different response types such as a yes/no toggle, attachment, short, long, or numerical answer, and document references.

Credit requirements

An extract from the submission guidelines for the credit can be downloaded here

Assignment of work

Users may be added to the project and tagged here to specific questions in the submission forms. The Project Contact section allows for bulk assignment of contacts to submission form questions

The calculators

Calculators are found in the following credits:

Responsible Products
All performance levels –
Good Practice Products and Best Practice Products

- Responsible Structure
- Responsible Envelope
- Responsible Systems
- Responsible Finishes

Coming soon

Movement and Place
Credit Achievement –
Reducing Private Vehicle Use and Encouraging Walkability

Upfront Carbon Emissions
All performance levels –
Reducing Upfront Carbon Emissions

Life Cycle Impacts calculator can also be found in this credit. See submission guidelines for guidance on pathways available.

Energy Use
All performance levels –
Reducing Energy Use

Life Cycle Impacts
Credit Achievement –
Life Cycle Assessment

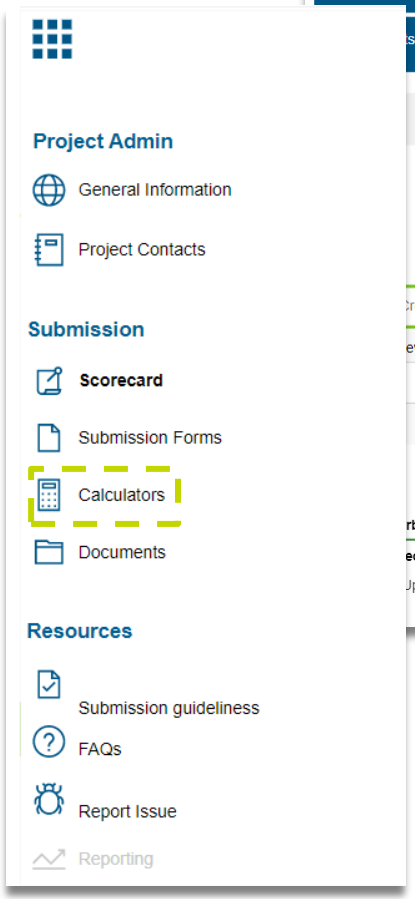
Water Use
All performance levels –
Reducing Water Use

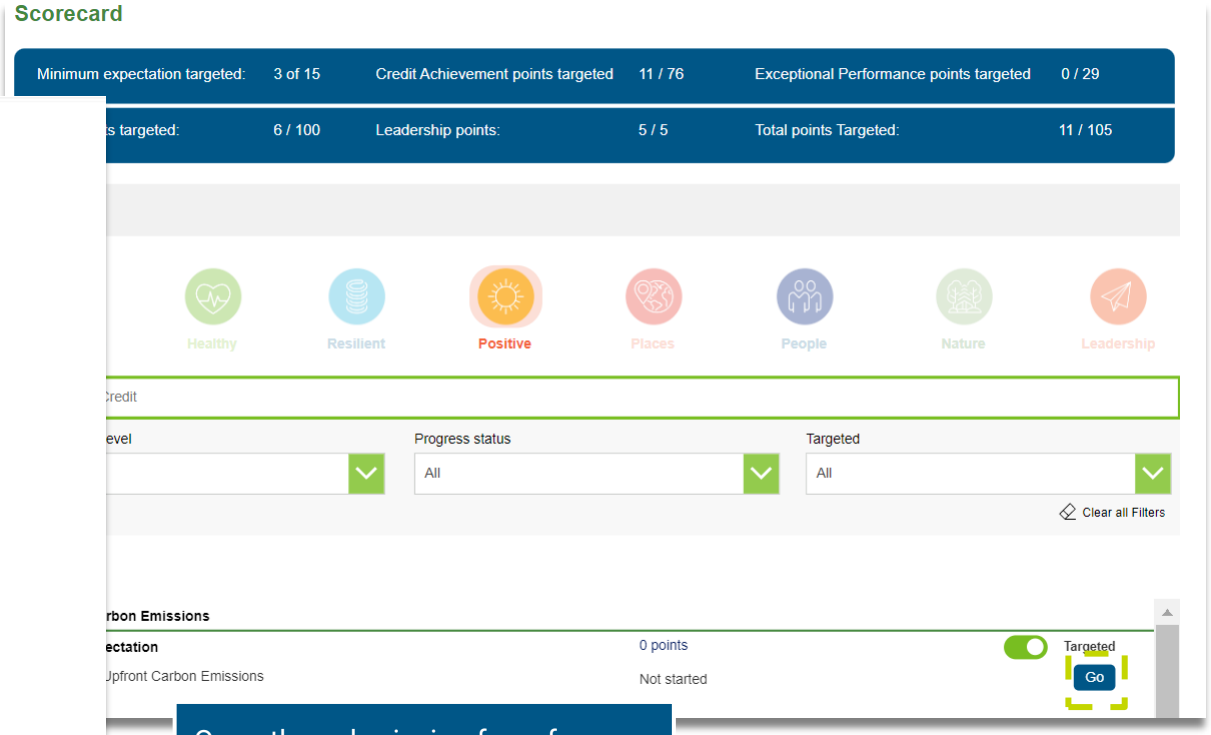
Coming soon

For the latest information on Calculators check out our FAQ's

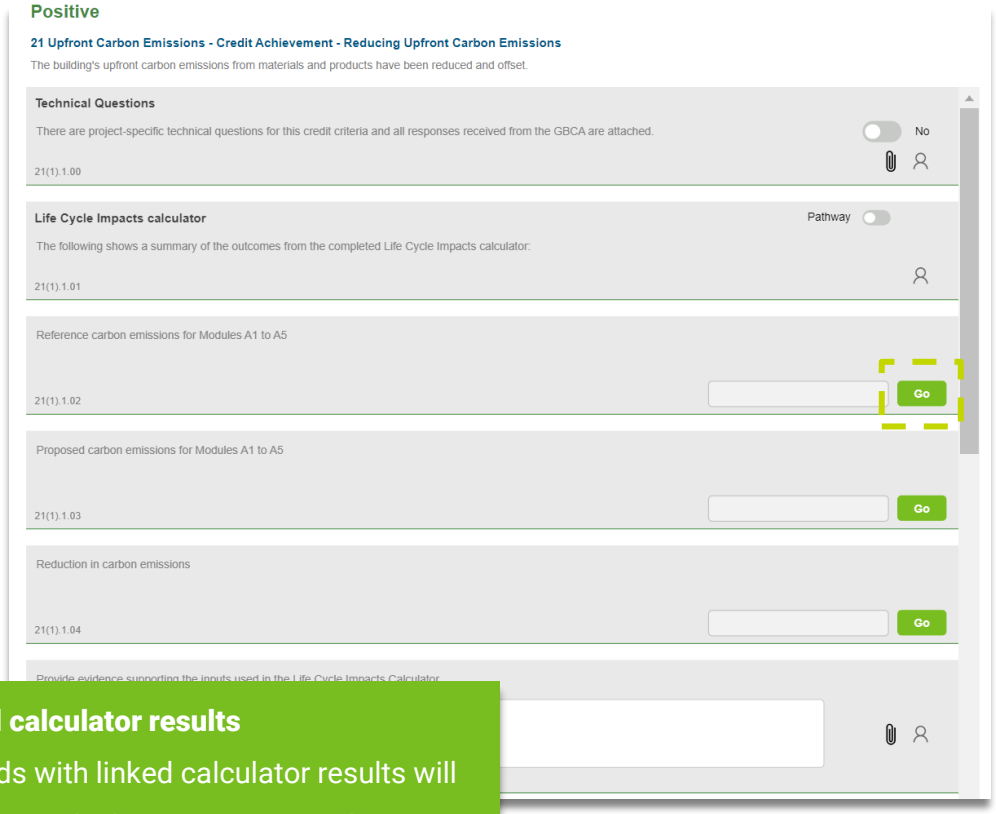
- FAQ-274

Finding a calculator





Open the submission form for a requirement that has a calculator



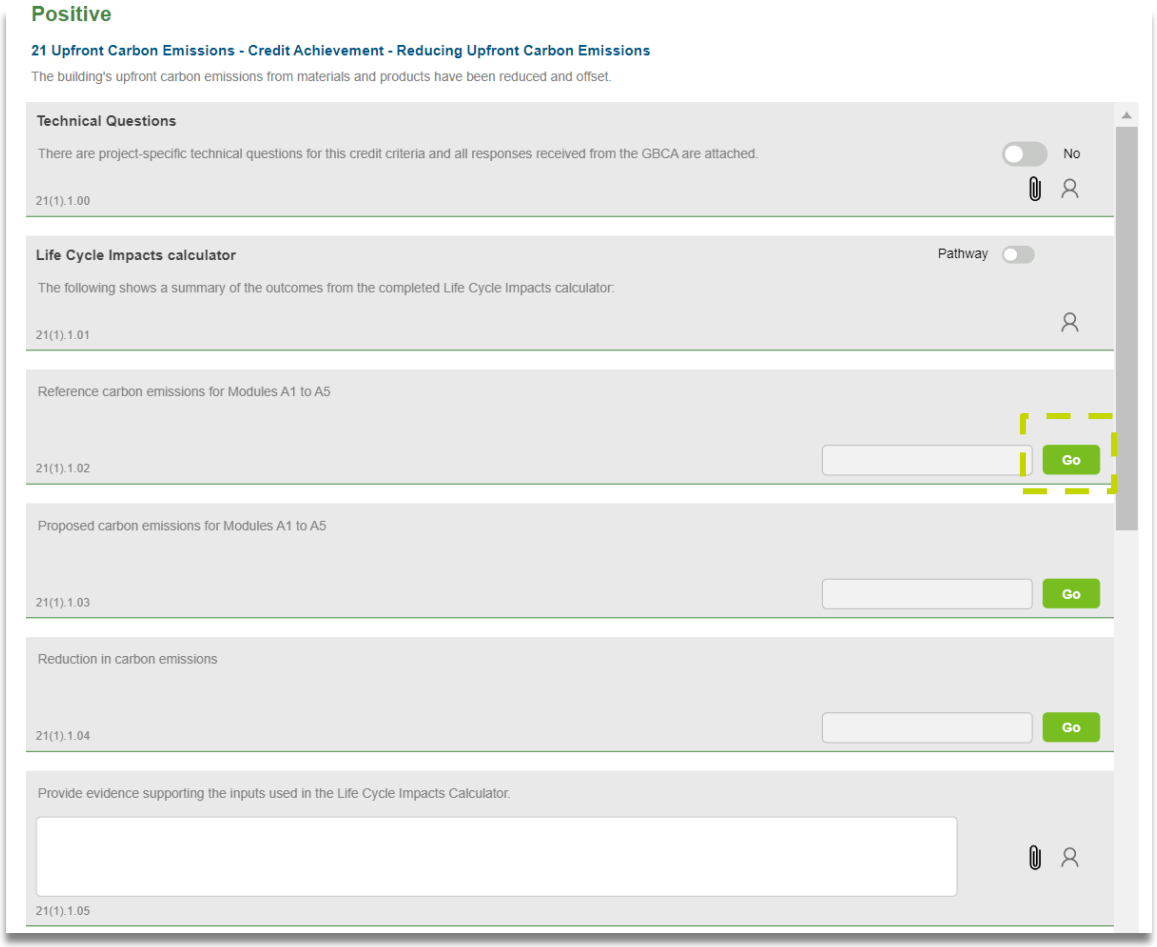
Accessing calculators

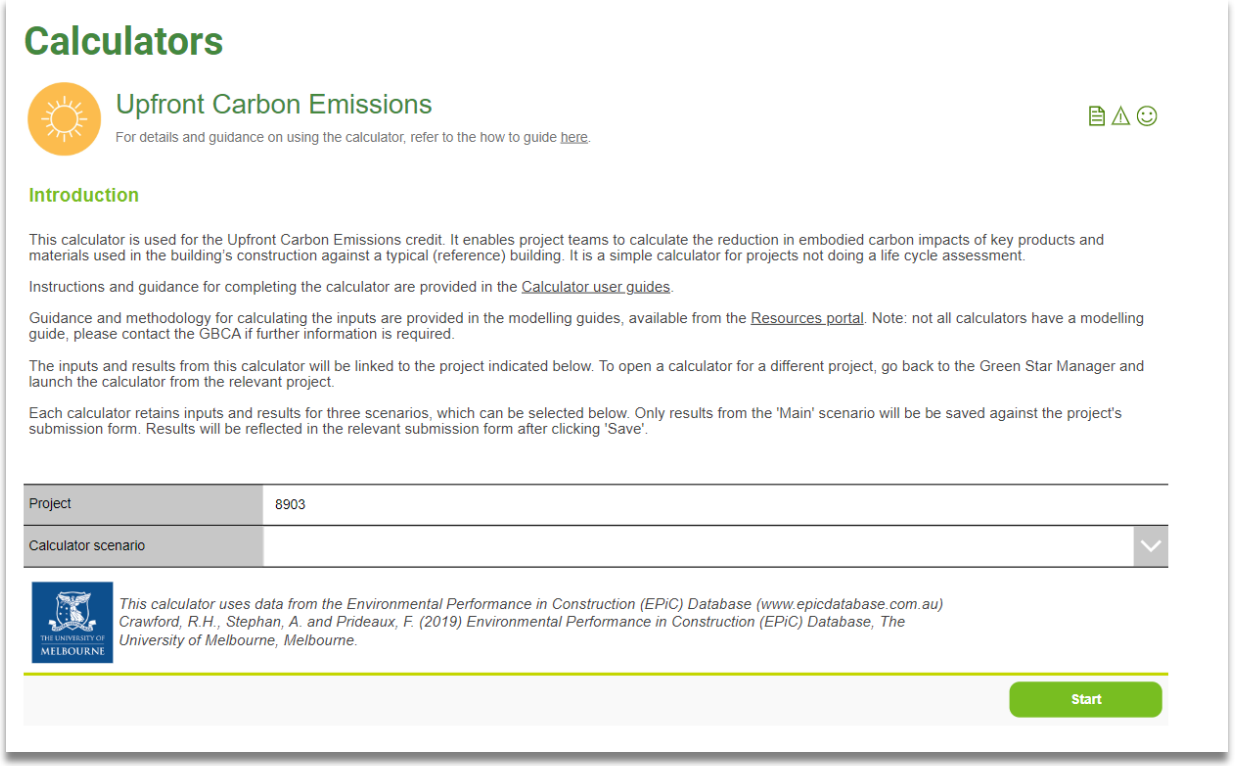
For the best user experience, calculators can be accessed directly via the Calculators page in the menu

Linked calculator results

- Fields with linked calculator results will have a calculator icon next to them
- After inputs have been entered and saved, results from the calculator will be saved into the submission form

Opening a calculator





Click the **Go button** to open the calculator (opens in a new tab)

Using a calculator

Calculators

Upfront Carbon Emissions

For details and guidance on using the calculator, refer to the how to guide here.

Introduction

This calculator is used for the Upfront Carbon Emissions credit. It enables project teams to calculate the reduction in embodied carbon impacts of key products and materials used in the building's construction against a typical (reference) building. It is a simple calculator for projects not doing a life cycle assessment.

Instructions and guidance for completing the calculator are provided in the Calculator user guides.

Guidance and methodology for calculating the inputs are provided in the modelling guides, available from the Resources portal. Note: not all calculators have a modelling guide, please contact the GBCA if further information is required.

The inputs and results from this calculator will be linked to the project indicated below. To open a calculator for a different project, go back to the Green Star Manager and launch the calculator from the relevant project.

Each calculator retains inputs and results for three scenarios, which can be selected below. Only results from the 'Main' scenario will be be saved against the project's submission form. Results will be reflected in the relevant submission form after clicking 'Save'.

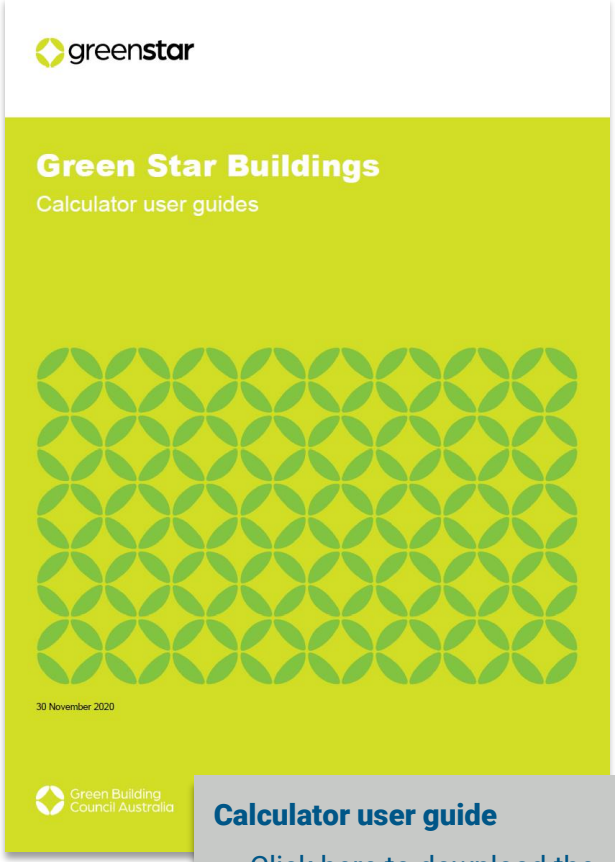
Project	8903
Calculator scenario	

This calculator uses data from the Environmental Performance in Construction (EPiC) Database (www.epicdatabase.com.au) Crawford, R.H., Stephan, A. and Prideaux, F. (2019) Environmental Performance in Construction (EPiC) Database, The University of Melbourne, Melbourne.

Start

Calculator scenario

- 3 scenarios are provided, a main scenario and 2 test scenarios
- Inputs for all scenarios are saved in the calculator
- Only results for the main scenario are saved to the submission forms

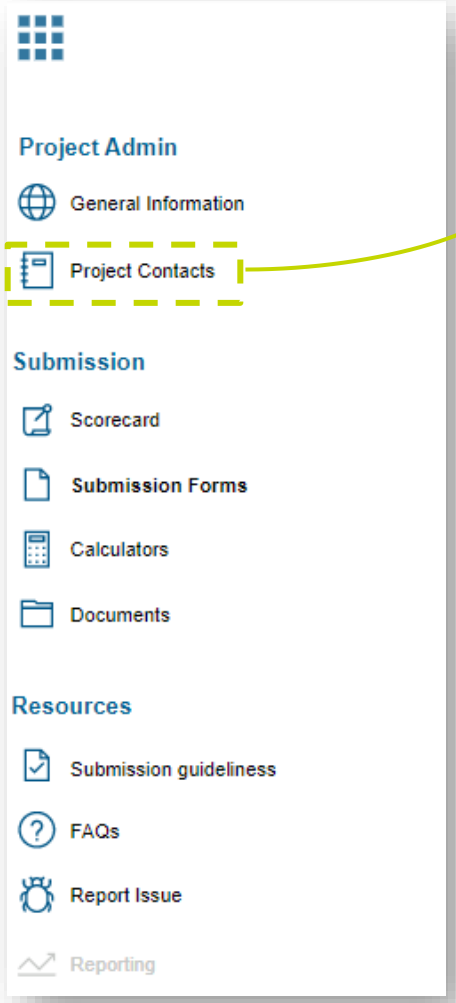


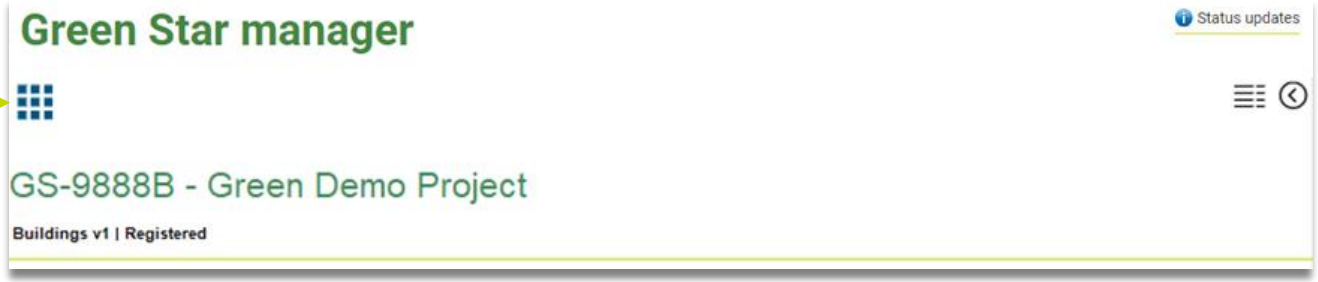
Calculator user guide

- Click here to download the instructions for each calculator
- Download from the Green Star Resources

Project contacts

A list of project contacts can be found in the project admin





There are three types of project contacts

- Applicant Contact: Representative from the Applicant Company who is authorised by the Applicant Company to instruct GBCA on matters relating to the project
- Green Star Lead: Representative(s) from the project team (formerly known as Project Contacts) who are authorised by the Applicant Company to instruct GBCA on matters related to the project, such as technical questions, and submissions
- Contributor: Representative(s) from the project team who are authorised by the Applicant Company or Green Star Lead, that assist the project team compiling submissions and supporting evidence in relation to achieving Green Star Certification.

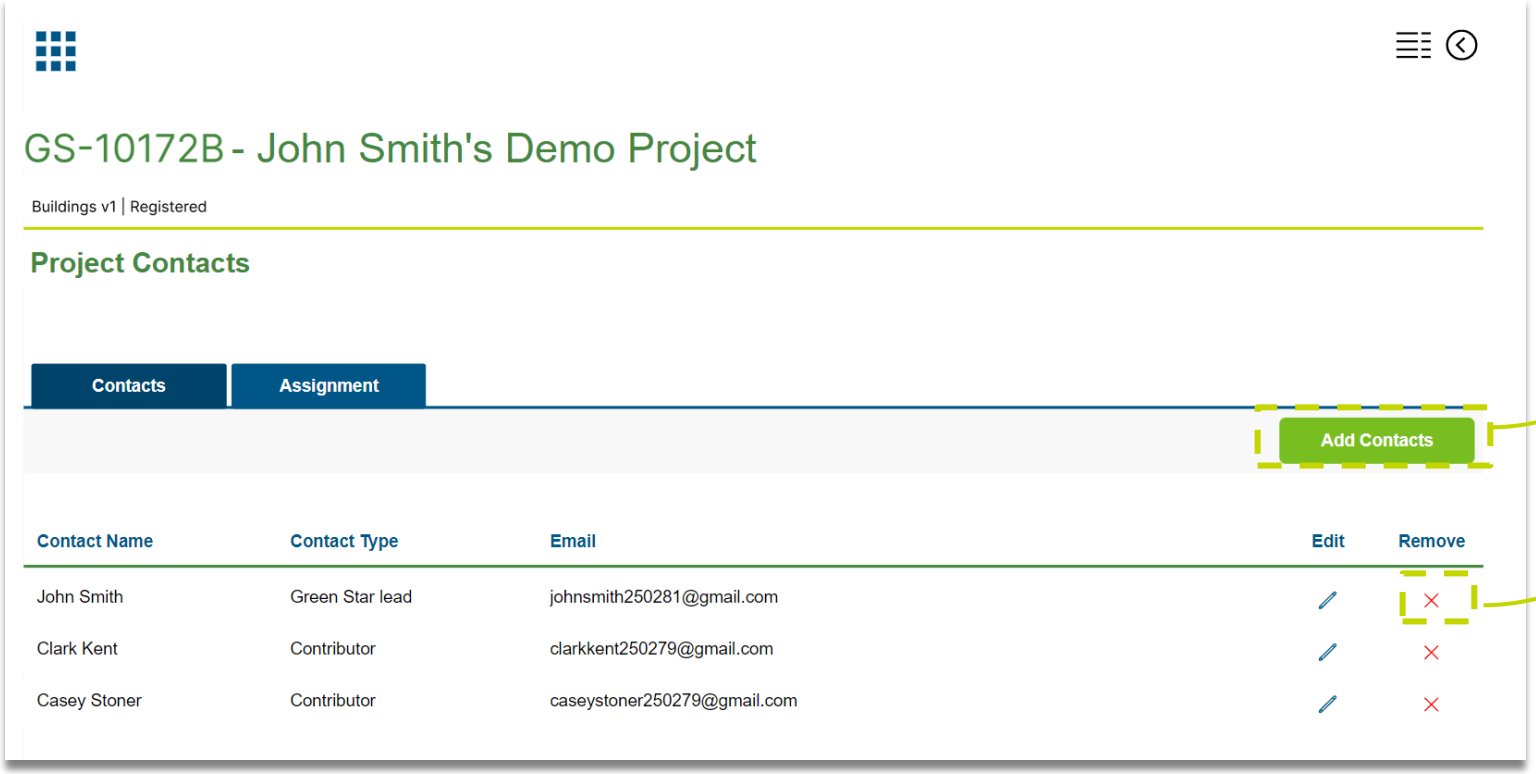
NOTE: Each project is confidential and the Applicant contact and Green Star Leads are the only representatives with whom GBCA can communicatewith directly regarding the project.

For note:

A cap of 3 Green Star Leads will be introduced in the coming months

Updating project contacts

Applicants and Green Star Leads can add and remove contacts from the project



Add a contact

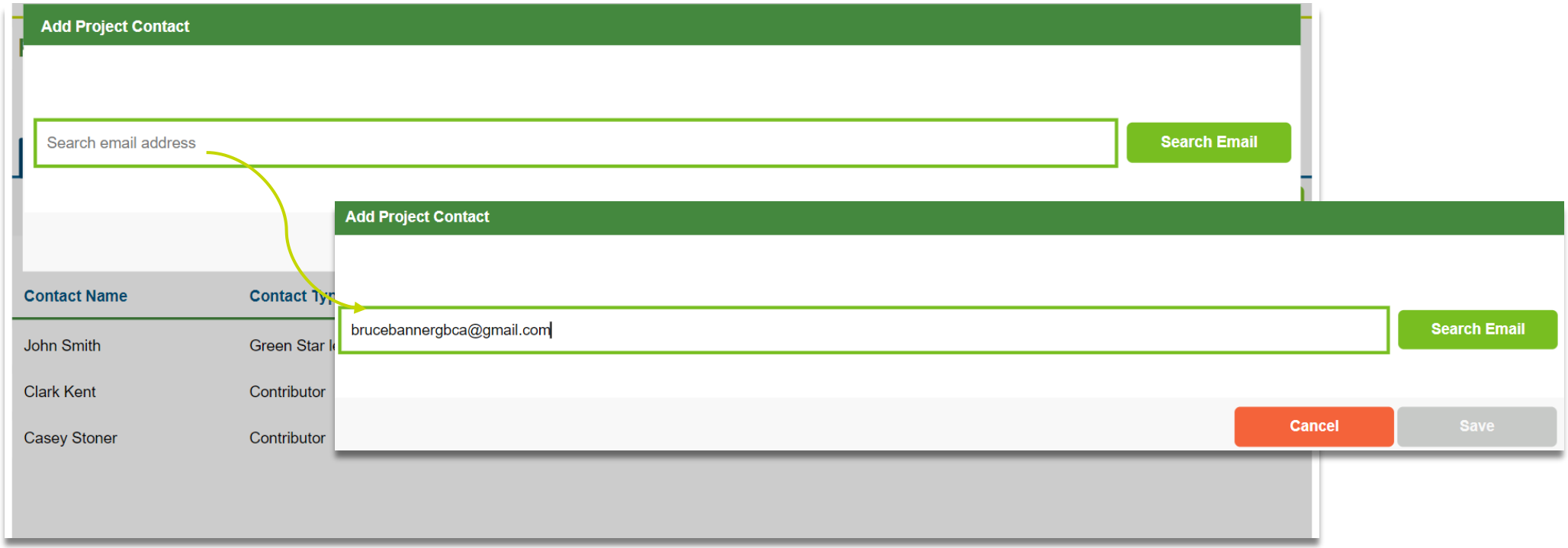
Remove a contact

For note:

The applicant contact can only be updated by the GBCA. If there is a change in the Applicant Contact please submit an “Update my project records” request

Updating project contacts

Applicants and Green Star Leads can add and remove contacts from the project



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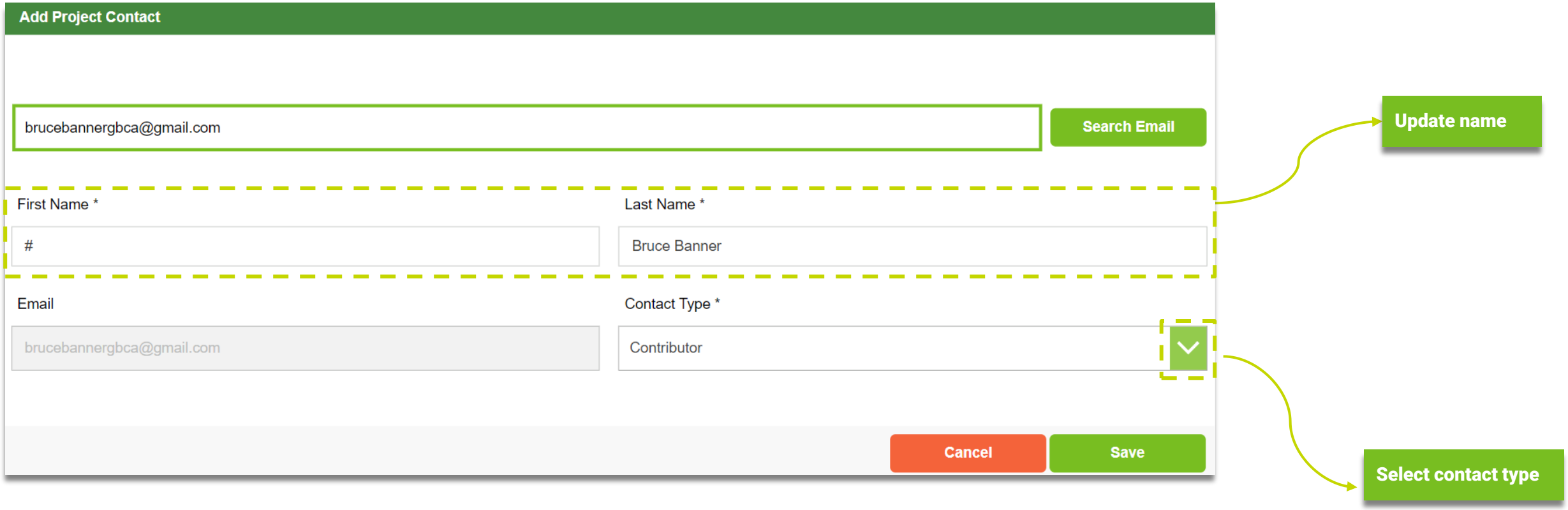
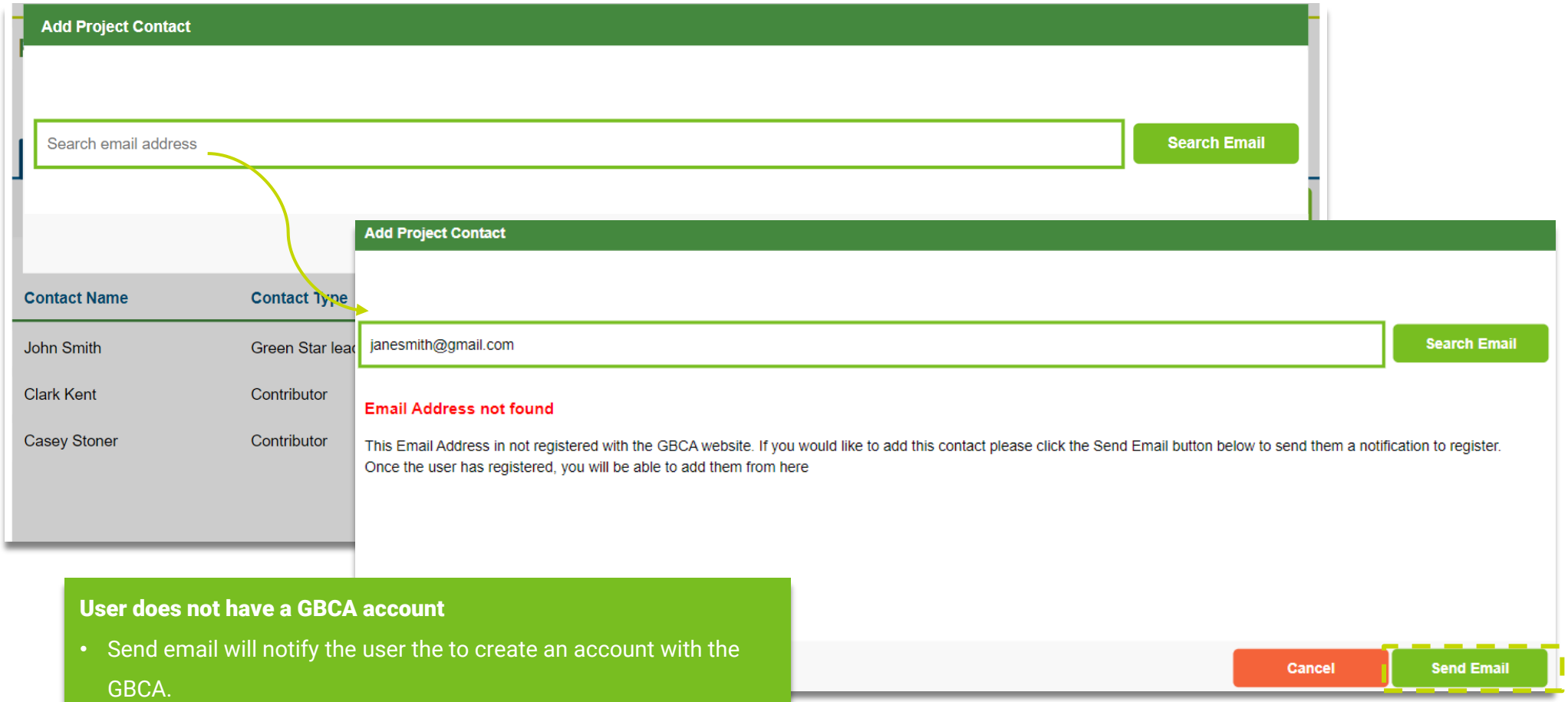


Updating project contacts

Applicants and Green Star Leads can add and remove contacts from the project



User does not have a GBCA account

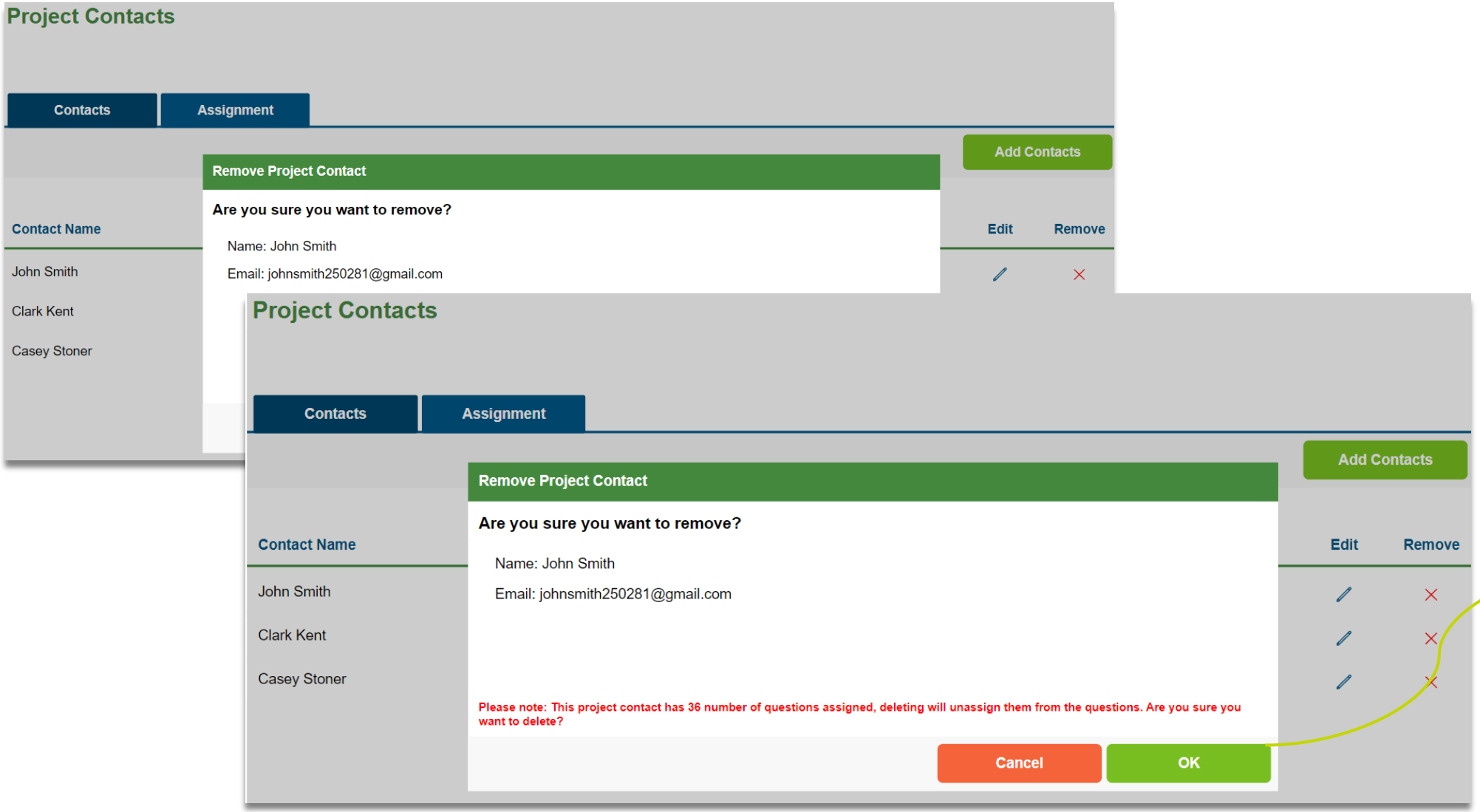
- Send email will notify the user the to create an account with the GBCA.
- When the user creates the account and launches the platform, they will appear

Check out our FAQ's

- FAQ-280

Updating project contacts

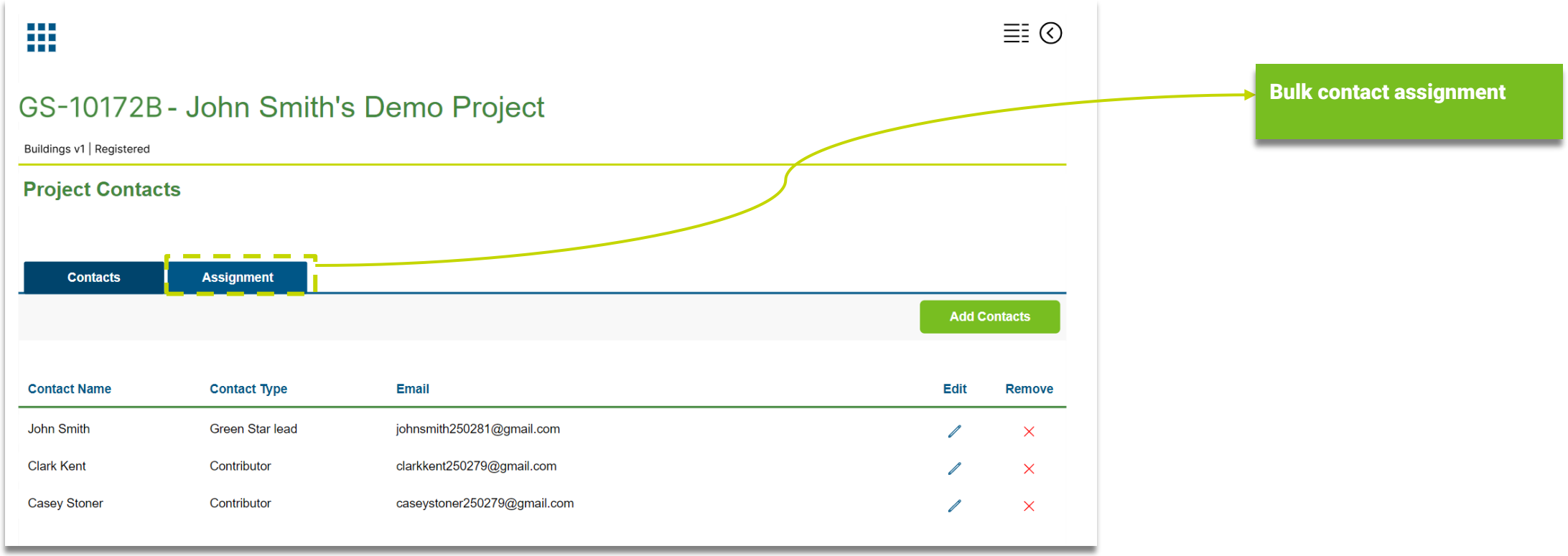
Applicants and Green Star Leads can add and remove contacts from the project



Save changes

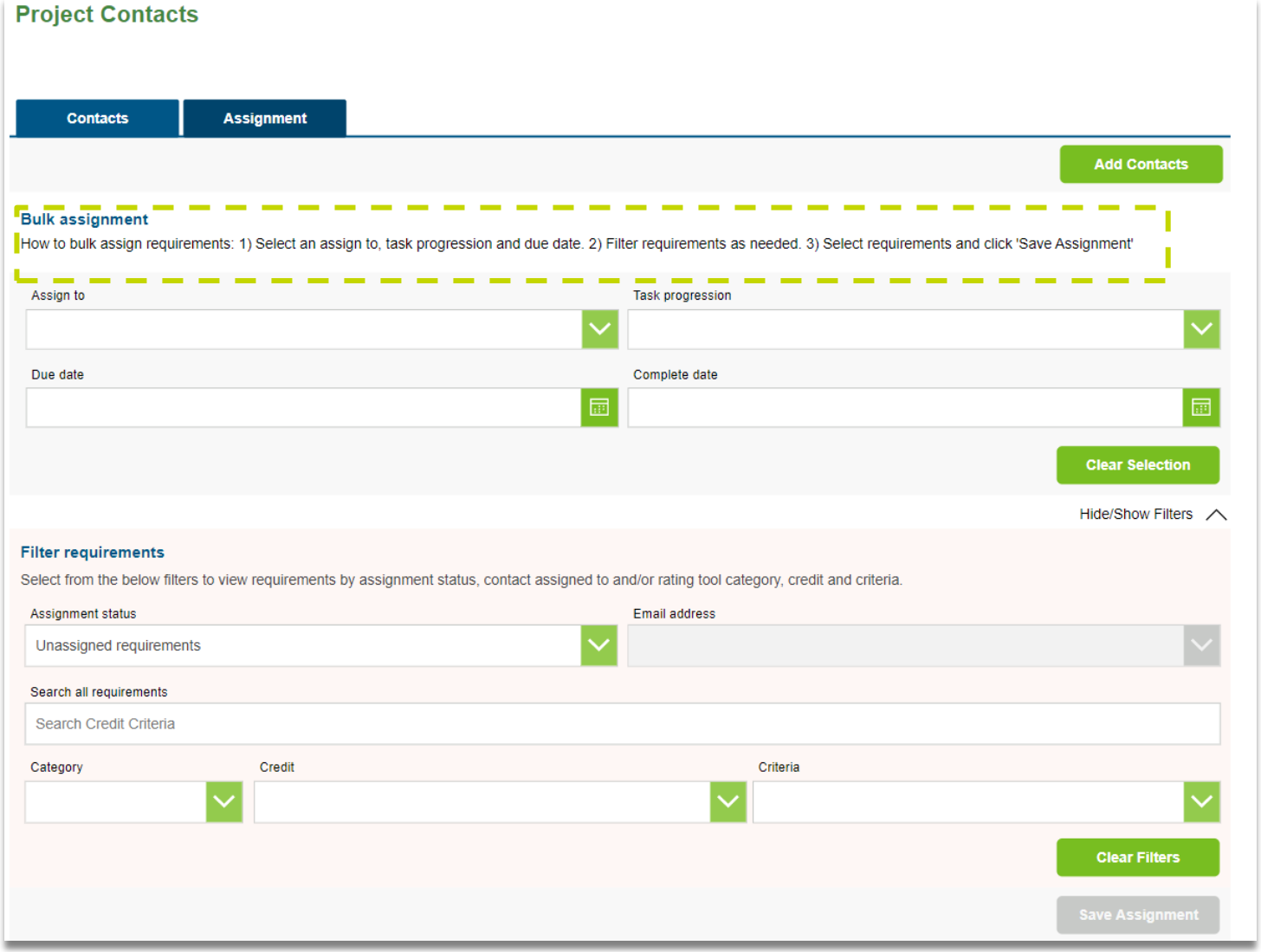
Updating project contacts

Applicants and Green Star Leads can add and remove contacts from the project



Contact Assignment

Applicants and Green Star Leads can assign specific credit requirements to contacts listed on the project



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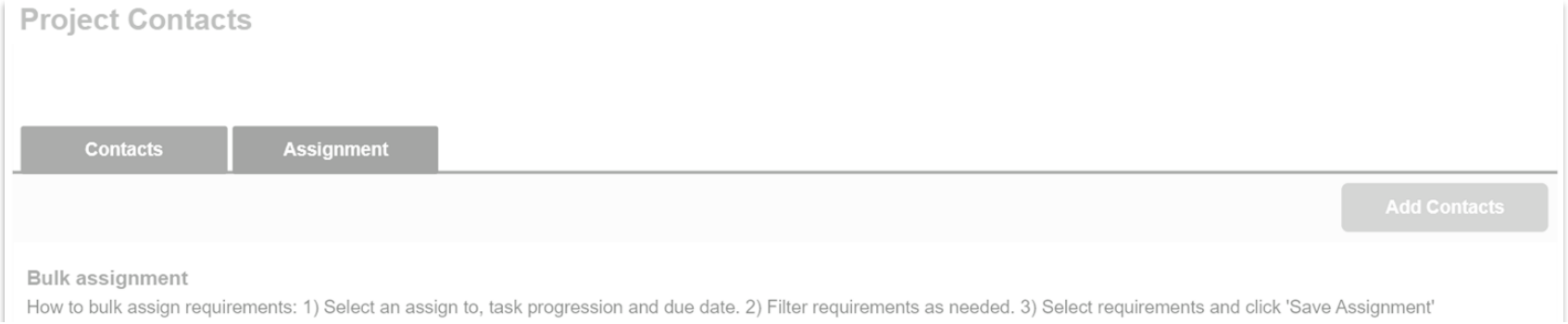

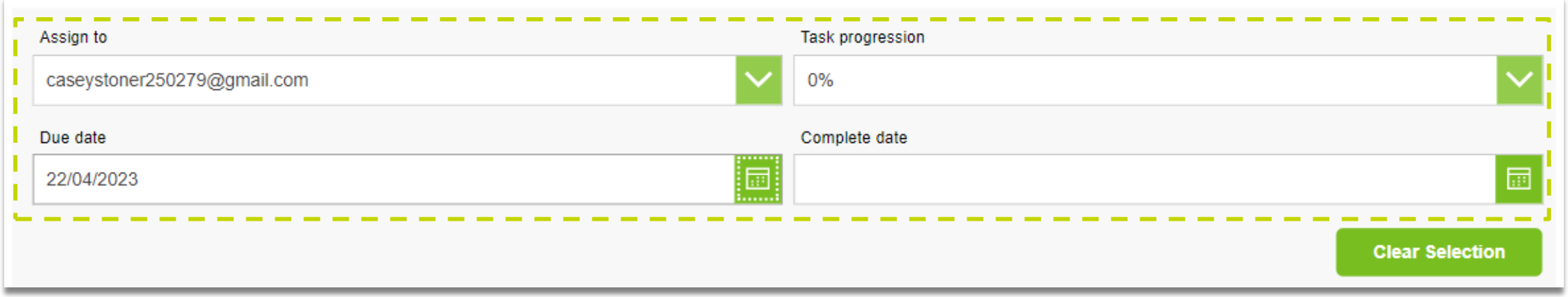

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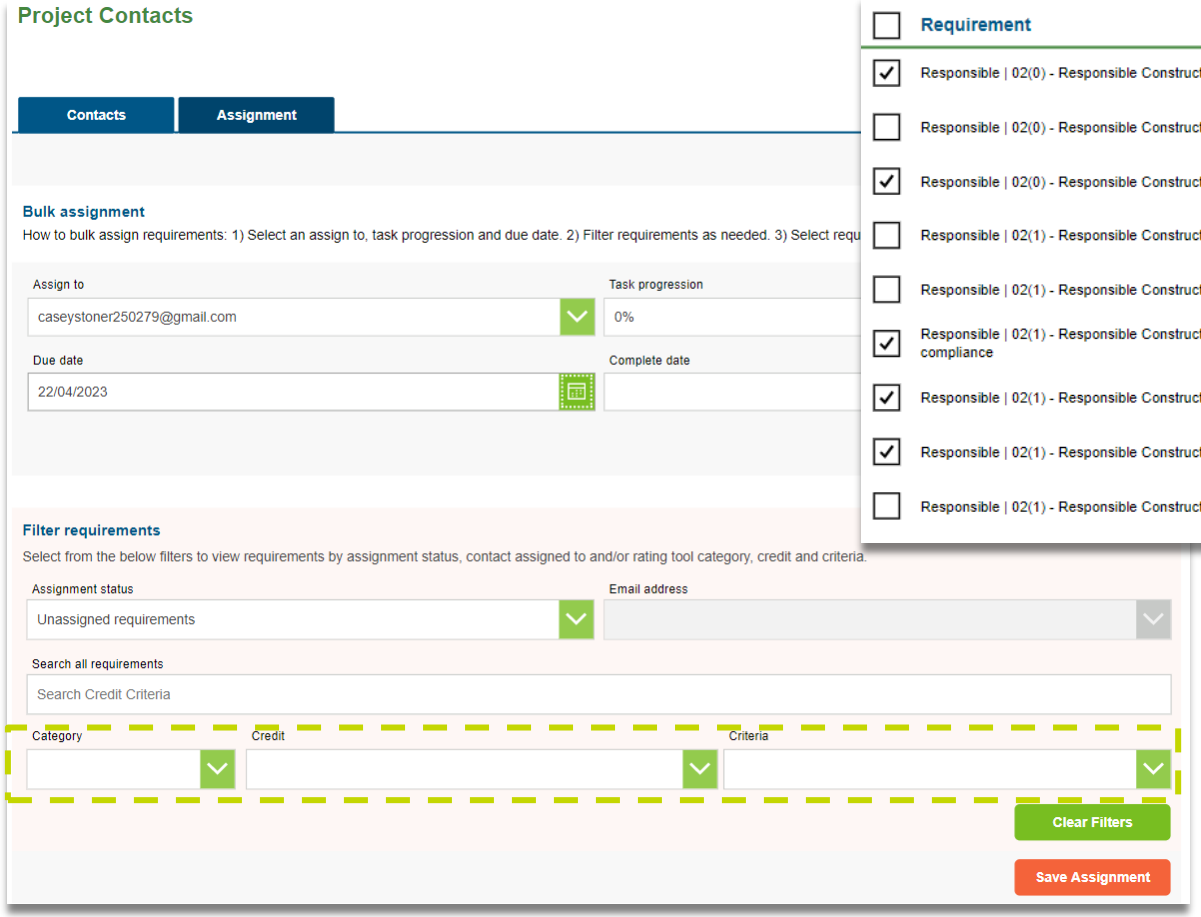
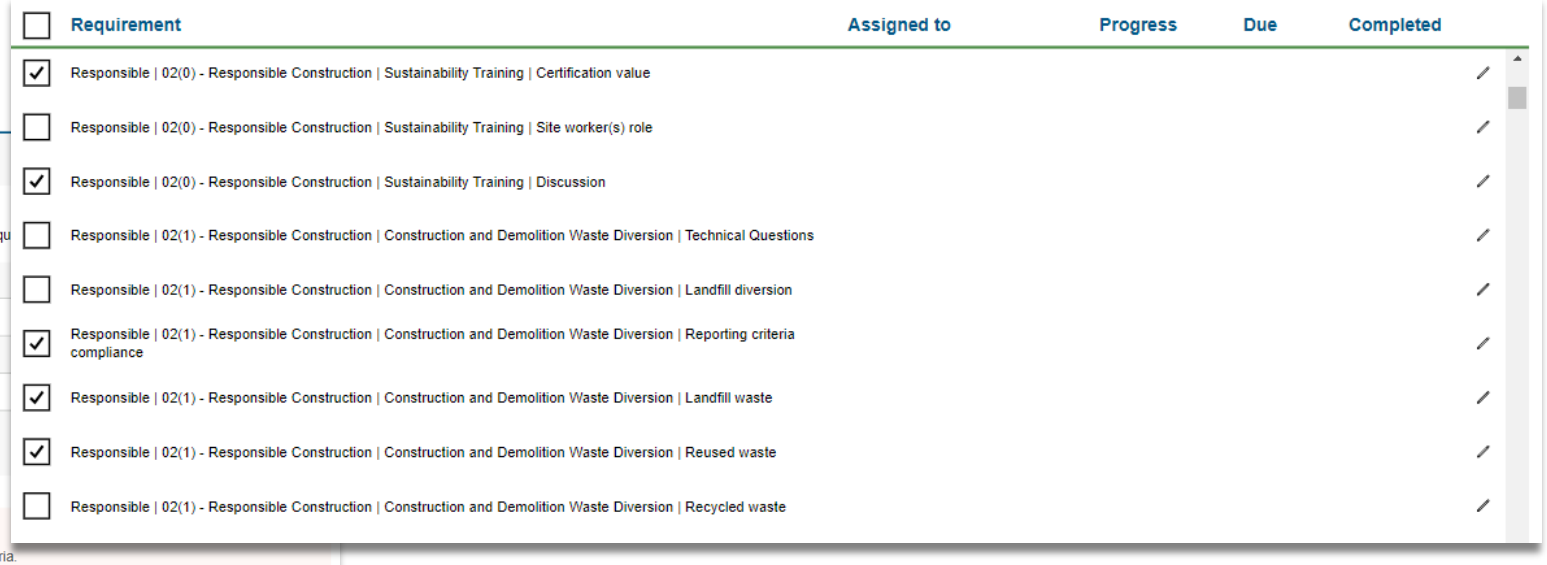




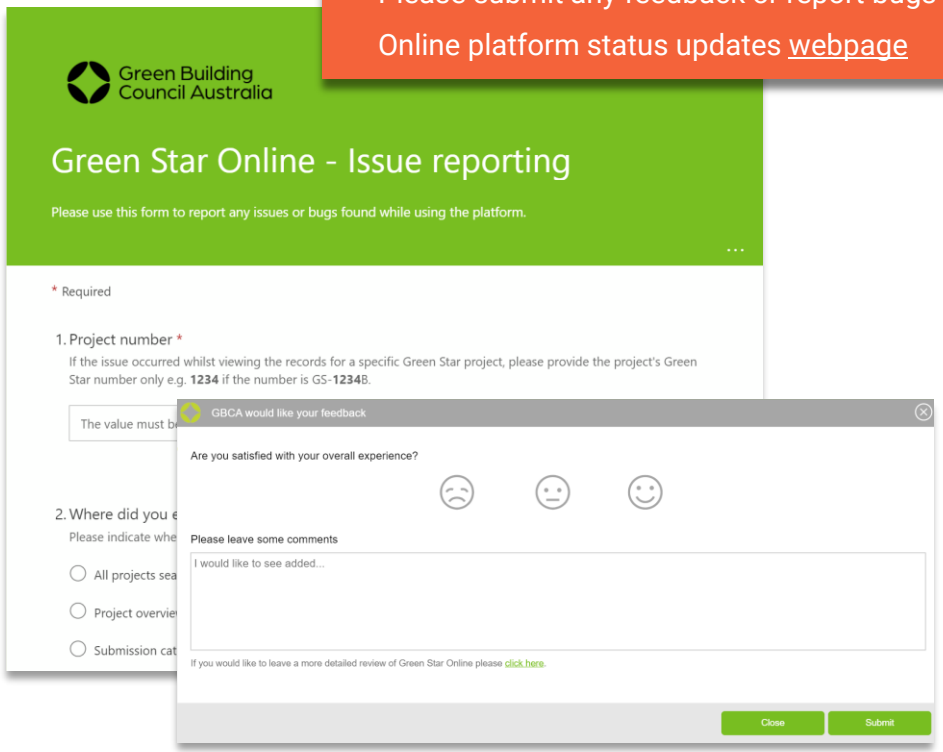
Bulk assigning requirements to project contacts

- Filter the requirements
- Tick the requirements that you would like to assign to the contact
- Click **Save Assignment**.

Questions & feedback

Bugs & feedback

- Please submit any feedback or report bugs through the Green Star manager app
- Please submit any feedback or report bugs through the Green Star Online platform status updates webpage



Green Star

- For questions related to projects, please submit a request through the Green Star Manager
- Check out the Green Star FAQs

greenstar

Green Building Council Australia

Thank you

Have a question? Contact us

- https://www.gbca.org.au/greenstar-manager/faqs/
- https://www.gbca.org.au/greenstar-manager/requests/
- https://www.gbca.org.au/greenstar-manager/resources/

Building a sustainable future