



LeafTe Ltd

Independent CSR Consultants

SOCIAL RESPONSIBILITY IN TOBACCO PRODUCTION (SRTP)

ONLINE SYSTEM **QUICK START** SUPPLIER USER GUIDE



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QUICK START - System Requirements

Operating System:

Windows 2000 or Windows XP SP2 or higher

Internet Browser:

Internet Explorer 7 or higher

Firefox 2.0 or higher

Safari 3 or higher

Google Chrome 3.5 or higher.

Screen Resolution 800x600 or higher

Broadband Internet connection 512kB or greater

It is also strongly advised that any PC's that access the Internet are protected by Anti-Virus software and a Firewall solution.

Please Note: This Quick Start Guide is a very brief guide to using the System, the full User Guide contains detailed instructions on how to use every aspect of the System.

If you have any problems when using the system please contact Wendy Clayton (wendy@leaftc.com) for advice.

QUICK START - Logging In

Once you have received your Username and Password, please use the link below to access the Supplier Login Page:

<https://www.leaftc.co.uk/supplier>

The link will take you to the following screen:



From here you can:

— Select your preferred language (English, French or Spanish)

— Enter your Username (this is case sensitive)

— Enter your Password (this is case sensitive)

When you have logged into the system the following screen will be displayed. This is known as the “Home Page” (see next page for example).

Please note that the deadline for this year’s returns is 30th November 2011.

Details

Supplier's Name:
DEMO COMPANY
 Contact Name:
Mr A N Other
 Contact email:
wendy@leaftc.com

- » [Manage Contact](#)
- » [Change Password](#)

Data

- » [2011 - Current](#)
- » [2010](#)
- » [2009](#)
- » [5 Year Summary](#)
- » [Trend Graph - Percentage Scores](#)

Due date 30 Nov 2011 - 126 days to go!

Please complete all the sections below, then click "complete submission"

Supplier		
Information	<input type="text" value="0% Complete"/>	Edit 
Information (part 2)	<input type="text" value="0% Complete"/>	Edit 
Declaration	<input type="text" value="0% Complete"/>	Edit 
A Policy		
1 Policy	<input type="text" value="0% Complete"/>	Edit 
B Processing		
1 Working Environment	<input type="text" value="0% Complete"/>	Edit 
2 Impact on Community	<input type="text" value="0% Complete"/>	Edit 
3 Factory Safety	<input type="text" value="0% Complete"/>	Edit 
4 Fire Prevention & Evacuation	<input type="text" value="0% Complete"/>	Edit 
5 Medical Facilities, First Aid & Community Support	<input type="text" value="0% Complete"/>	Edit 
6 Site Security	<input type="text" value="0% Complete"/>	Edit 
7 Vehicles, Drivers & Environmental Impact of Transport	<input type="text" value="0% Complete"/>	Edit 
8 In Factory NTRM	<input type="text" value="0% Complete"/>	Edit 
C Agronomy		
1 Seed Selection and Variety Performance	<input type="text" value="0% Complete"/>	Edit 
2 Integrated Pest Management	<input type="text" value="0% Complete"/>	Edit 
3 Safety & Application	<input type="text" value="0% Complete"/>	Edit 
4 Soil Conservation	<input type="text" value="0% Complete"/>	Edit 
5 Water Conservation and Pollution Prevention	<input type="text" value="0% Complete"/>	Edit 
6 Agrobiodiversity	<input type="text" value="0% Complete"/>	Edit 
7 Farmer Training	<input type="text" value="0% Complete"/>	Edit 
D Post Harvest Management		
1 Curing: Energy Conservation & Source Management	<input type="text" value="0% Complete"/>	Edit 
2 Barn Construction & Source Management	<input type="text" value="0% Complete"/>	Edit 
3 On Farm NTRM	<input type="text" value="0% Complete"/>	Edit 
E Social Development		
1 Children on Farms	<input type="text" value="0% Complete"/>	Edit 
2 Farmers Margins	<input type="text" value="0% Complete"/>	Edit 
3 Equal Opportunities	<input type="text" value="0% Complete"/>	Edit 
F Climate Change		
1 Carbon / Climate Change Measures	<input type="text" value="0% Complete"/>	Edit 
Comments		
General Comments		Edit 

- » [Print Questionnaire](#)
- » [View Summary](#)
- » [View Road Map Levels](#)
- » [View Action Plan](#)
- » [View Summary Graph - Current Year Percentage Scores](#)

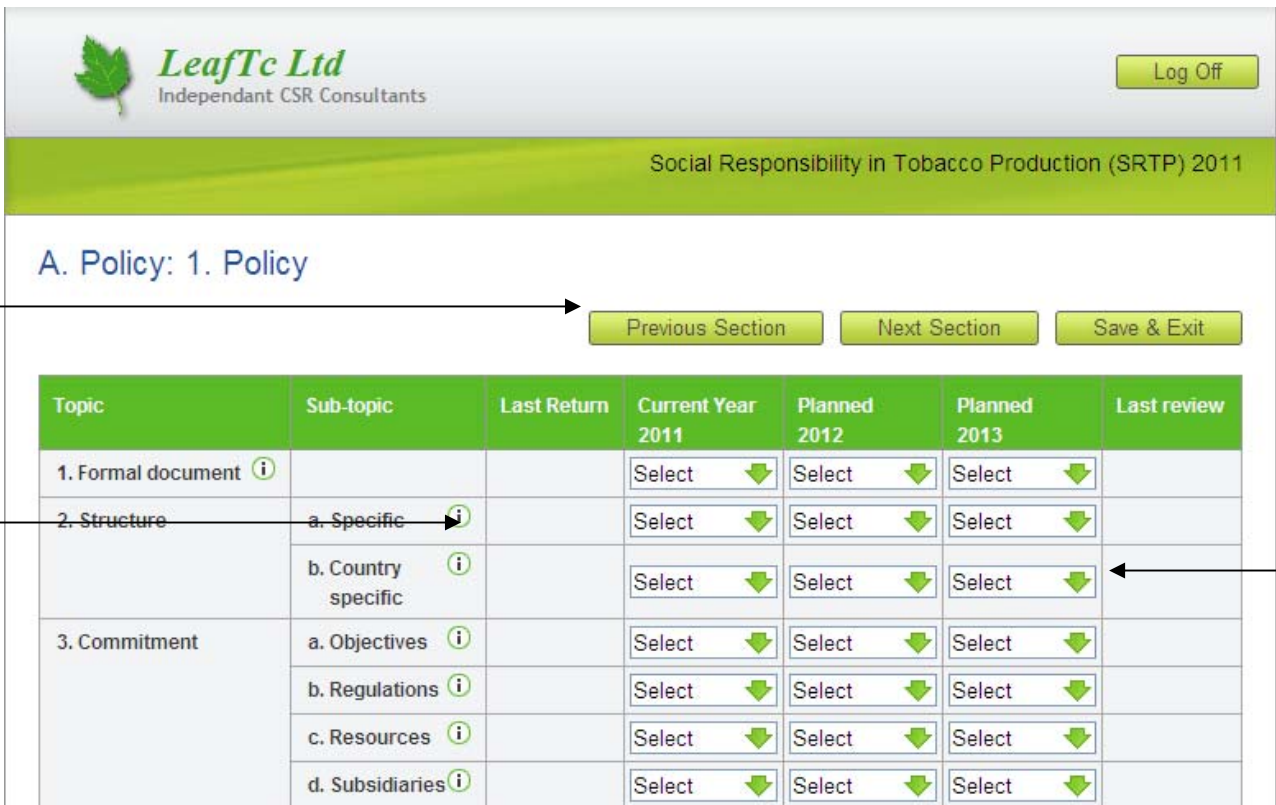
[Complete Submission](#)

QUICK START - Entering Data

Click the icon marked “Edit” to enter data into each section, ie Policy is shown below:



This will take you into the main data entry screen.



Topic	Sub-topic	Last Return	Current Year 2011	Planned 2012	Planned 2013	Last review
1. Formal document			Select	Select	Select	
2. Structure	a. Specific		Select	Select	Select	
	b. Country specific		Select	Select	Select	
3. Commitment	a. Objectives		Select	Select	Select	
	b. Regulations		Select	Select	Select	
	c. Resources		Select	Select	Select	
	d. Subsidiaries		Select	Select	Select	

Click on the “information” icons to view guidance notes related to each question.

Click on the green arrow and select the appropriate score from the drop down menus and complete for all 3 years (Current (this year), Planned (next year) and Planned (2 years ahead)).

Use the navigation buttons to move through the Questionnaire.

If you click “Select” by mistake or select the wrong score, simply click in a blank area of the form and the drop-down scores will be hidden again.

“Save & Exit” will take you back to the “Home Page” – it will NOT log you out of the system.



Please Note: The system will save data in real time, therefore as soon as you enter a score it will be saved. If you are logged out of the system for any reason the data that has been entered up to that point **WILL** be saved.

If you are in the system but are inactive for a period of 4 hours the system will automatically log you out but your data up to that point **WILL** be saved.

QUICK START – Guidance Notes

Information (i) and detailed Guidance notes (?) are available to view by clicking on the relevant symbols wherever they are shown, eg



The screenshot shows the SRTP online system interface. At the top, there is a header with the LeafTc Ltd logo and 'Independent CSR Consultants' text, and a 'Log Off' button. Below this is a green banner with the text 'Social Responsibility in Tobacco Production (SRTP) 2011'. The main content area displays 'B. Processing: 1. Working Environment' with a question mark icon. Below this are three buttons: 'Previous Section', 'Next Section', and 'Save & Exit'. A table with the following structure is shown:

Topic	Sub-topic	Last Return	Current Year 2011	Planned 2012	Planned 2013	Last review
1. Noise (Working Environment)	(i)		Select ↓	Select ↓	Select ↓	
2. Dust	(?)		Select ↓	Select ↓	Select ↓	

This will take you to the appropriate guidance notes.

Guidance notes can be printed by either:

Holding the left mouse button and dragging to select the text
 Clicking the right mouse button and selecting “print”

Or

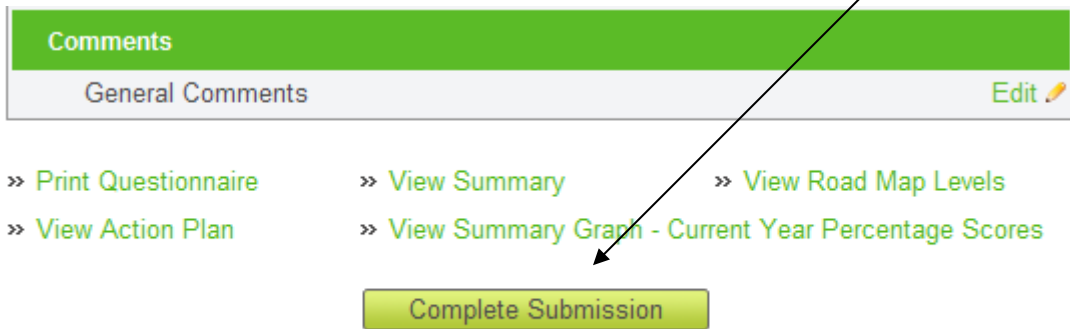
Holding the left mouse button and dragging to select the text
 Clicking the right mouse button and selecting “copy”
 Opening a Word document
 Clicking the right mouse button and selecting “paste”
 Print the Word document as normal

QUICK START - Completing Your Submission

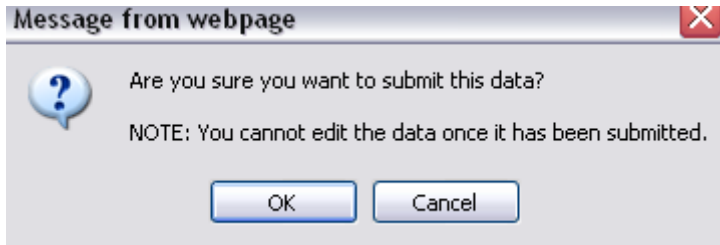
- You can only complete the submission of your Questionnaire when **ALL** questions in **ALL** sections (excluding the Comments section) have been answered.

When you are ready to complete your submission, go to the “Home Page”.

At the bottom of the screen you will see a button marked “Complete Submission”.



If all questions have been answered the system will issue the following message:



If you wish to continue click “OK”, otherwise click “Cancel”.

By clicking “OK” to continue you will then submit your data.