VERTIGO VENTURES (VV) FAQ

GENERAL QUESTIONS

1. **HOW DO I GET VV ACCOUNT?**
You can sign up here. [https://kent.vimpacttracker.com/account/signup](https://kent.vimpacttracker.com/account/signup)
Once you sign up, an email will be triggered to the REF Excellence Team who will approve your request and assign you to your Unit of Assessment in VV

2. **WHAT EMAIL LOGIN DETAILS SHOULD I USE?**
Keep your created login details for gathering evidence via Outlook plugin, otherwise use your University of Kent login credentials

3. **HOW TO LINK MY UNIVERSITY OF KENT LOGIN CREDENTIALS TO VV ACCOUNT?**
- Once in VV, go to Profile (at the top ribbon)
- Scroll down and click on link your account to Organisation Account.

4. **CAN I ASSIGN SOMEONE ELSE TO MY CASE STUDY, EVEN FROM OUTSIDE THE UNIVERSITY?**
Yes, we can create a guess account for people outside University of Kent. VV users can then be invited to your case study:

- Click on People (left-hand ribbon)
- Invite People who are linked to your impact case study

IMPACT CASE STUDY QUESTIONS

5. **HOW DO I CREATE A CASE STUDY IN VV?**
We advise to start with a Storyboard **BUT** in order for the storyboard option to appear on the left-hand ribbon, you need to create a Project first.

- Click on My Projects
- Click on the blue button, New project
- Add Project Name (which will be your case study name)
- Scroll down and press Save

6. **WHAT NEXT?**
You will now see on the left-hand ribbon, ‘Impact’ section. Expand on it and click on Storyboard.

- Complete “The summary of the impact”, this the field summarises your impact (all the strands of your impact). This field is exported into REF2021 template in Section B, 1 “Summary of the impact”.
- Complete “Period of Impact” – this field outline the time of when the impact has occurred. This section now appears will appear in the REF2021 export, in Section A
- Add a new Storyboard
  - Select REF type (note the storyboard will not print to REF 2021 template unless the type is REF)
  - Add the name of the story board, this will be shown as a heading of your impact strand in the template
Once you select REF type, the title of the below field will change from Summary to “Notes”. This field is not exported in the REF2021 template, it is there for notes or your reference.

- Complete “REF Impact Narrative”. This section will be exported into REF2021 template, in Section B, 4 “Details of the impact”

- Press Save

Once you create a new storyboard, you will notice that Stakeholders, Activities and Indicators will appear.

7. WHAT ABOUT EVIDENCE?

Collected and saved evidence can be linked to Stakeholders, Activities and Indicators. Evidence will export in the REF2021 in section B, 5 “Sources to corroborate the impact”

8. HOW CAN I COLLECT EVIDENCE?

Evidence is to be either manually created or imported into Project Evidence Vault. See Add ons section below.

9. I ADDED ALL MY ACTIVITIES AND THEIR DESCRIPTIONS IN VV, BUT THEY DO NOT EXPORT INTO REF2021 TEMPLATE?

This is true, at the moment only the evidence linked to activities, indicators or stakeholder is exported in the REF2021 template, section B, 5, “Sources to corroborate the impact”.

10. I ADDED ALL THE EVIDENCE BUT WOULD LIKE TO SORT IT FIRST SO THAT IT EXPORTS IN PARTICULAR ORDER

At the moment, you can only sort the order of your storyboards. VV promised to deliver sorting mechanism for evidence in Q4 2019.

11. I WISH TO CREATE DIFFERENT HEADING FOR MY EVIDENCE. IS THIS POSSIBLE IN VV?

No, not at the moment, but a request has been submitted to VV.

12. I WOULD LIKE TO ADD AN IMAGE OR A TABLE IN VV, IS THIS POSSIBLE?

No, not at the moment, but a request has been submitted to VV.

13. IT WOULD BE NICE TO ADD A HEADING AND A LITTLE SUMMARY FOR ALL MY STORYBOARDS, WHICH WOULD PRINT JUST ABOVE MY FIRST HEADING IN SECTION B, 4 “DETAILS OF THE IMPACT”.

There is no currently a field in VV that would allowed us to do this, but a request has been submitted to VV.

ADD ONS

14. HOW TO ADD OUTLOOK PLUGIN IN MY OUTLOOK 2016?

- Open Outlook
- Click on File
- Click on Manage Add ins (above name)
- Select Add from URL
- Copy and Paste this URL - https://outlook.vvimpacttracker.com/assets/manifest/vvit-outlook-addin-manifest-v1.0.xml
- Close and Re-open Outlook. The VV icon should be now visible to you.
15. HOW TO INSTALL CHROME CLIPPER

- Go to https://chrome.google.com/webstore/category/extensions
- Type in VV-Impact Tracker on the Search box
- Click +Add to Chrome
- Click on the Clipper icon
- Select your Region
- Follow instructions found at this link: Quick Start

16. WHAT IS AN ACTIVITY?

Pathway to impact what leads to the impact as an example, workshop is an activity but the Impact is what comes out of that.

17. WHO CAN HELP ME WITH VV?

Please email REF2021@kent.ac.uk with your request

If you wish to see how fields in VV are mapped in the REF2021 template, click here.