

Training Dashboard <u>Trained Exception</u> <u>Report</u> <u>YPT Aging Report</u> Trained Leader Rpt

Add Training

Search Training View Training

# my.Scouting Tools



Training Manager

*my*.Scouting Tools is best experienced using Firefox 14 or greater, Google Chrome 21 or greater, Apple Safari 6 or greater, and Internet Explorer 9.0 or greater.



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Trained Exception Report YPT Aging Report

Trained Leader Rpt

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 A new "Trained Leaders Report" is available and an icon placed on the Trained Leaders dashboard for printing. This report lists those who are not position-trained, along with additional training needed to be position-trained in the position(s) they currently hold. The report also lists those who are position-trained.

The Training Manager provides a dashboard view of position-trained leader status and youth protection training status by organization level. Key 3 will be able to add and search training, print member's training certificate(s), print Trained Leaders report and YPT Aging report. Upon login, select Home at the top, then Training Manager from the drop-down list.



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Upon selection of the Training Manager tool, the system will display a dashboard designed to give you a quick look at the "Trained Leaders" and "Youth Protection Training" status for your organization. If you have a role in a district, you will see the status for the entire district by default, or you can drill down and select a view of just the district staff (non-unit registrants), or select a view for a specific unit within the district.





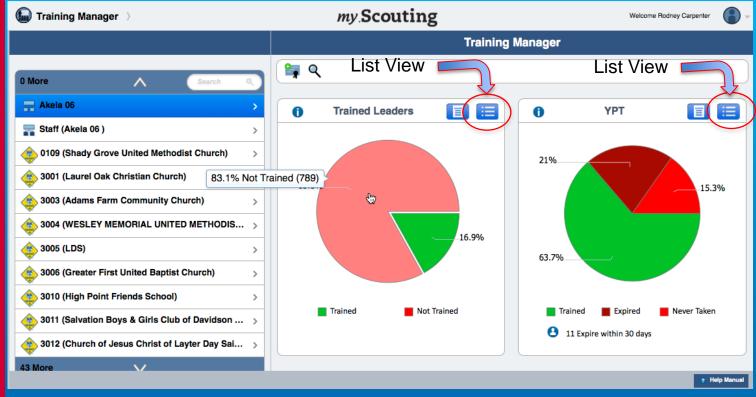
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Hovering over the pie charts displays the count and percentage of registered adults in leadership positions that are position-trained or not, or those that are YPT trained or not, in the selected organization. You can also click the List View icon in the upper right corner in either frame for additional status details as shown on the following page.





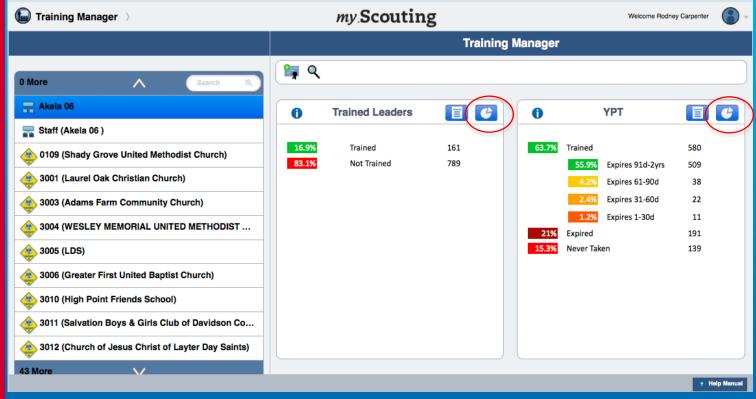
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Details are categorized by color. To return to the pie chart dashboard view, select the pie chart icon in the right corner in either frame.

**IMPORTANT:** The Trained Leaders dashboard counts the number of <u>leader trained positions</u>, not adults. The YPT dashboard does not count adults registered in IH, PS and AP positions.



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Trained Exception Report

YPT Aging Report

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View Training



To generate and view an "exception" report that lists only those members who are not position-trained, and those whose YPT have expired or never taken simply click in the red areas on the pie charts. If you have a role in the district, you can generate an exception report for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district.





Trained Exception Report YPT Aging Report

Trained Leader Rpt

Add Training

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## LEADERS NOT TRAINED REPORT

| Council:  | Old North State Council - 070                    | Date Generated: | 01/10/2014 05:05:14 CST |  |
|-----------|--|-----------------|-------------------------|--|
| District: | Akela - 06                                       | Generated by:   | Rodney Carpenter        |  |
| Unit:     | Pack 0109 Shady Grove United Methodist<br>Church |                 |                         |  |
| Count Sum | nmary:   |                 |                         |  |
| Position  | ns Not Trained: 5                                |                 |                         |  |
|           | TRAIN  | ING INCOMPLETE  |                         |  |

| Name                   | Position                    | Additional Training Needed              |
|------------------------|-----------------------------|---|
| Ryan Scott Ash         | Tiger Cub Den Leader        | C41 Tiger Cub Den Ldr Position Spec Tng |
| Ashley Gossett Pilcher | Asst. Den Leader            | C42 Cub Scout Den Ldr/Asst Pos Spec Tng |
| Gregory Ray Ray        | Chartered Organization Rep. | D72 Training the Chartered Org Rep      |
| Lori Markle Reader     | Asst. Den Leader            | C42 Cub Scout Den Ldr/Asst Pos Spec Tng |
| Donna Carol Rogers     | Committee Member            | C60 Pack Committee Member Pos Spec Tng  |

--END OF REPORT--

A PDF document will download generating an exception report. In this example, a Leaders Not Trained Report lists members in the selected unit who are not position-trained along with the courses needed to be position-trained.



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The YPT Aging Report is now on the YPT dashboard for quicker view. If you have a role in the district, you can view status for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district. To view the YPT status for each member in the selected organization, select the YPT Aging Report icon.



Trained Exception Report

YPT Aging Report

Trained Leader Rpt

Add Training

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View Training



## YOUTH PROTECTION TRAINING AGING REPORT

Adult Members

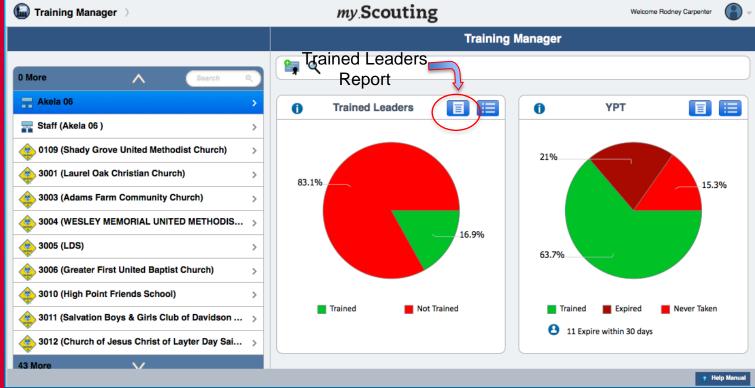
| Council:          |              |   | Date Generated:      | 11/12/2013 09:35:   | :54 CST         |
|-------------------|--------------|---|----------------------|---------------------|-----------------|
| District:         |              |   | Generated by: Rodney |                     |                 |
| Unit:             | Pack 3001 La | urel Oak Christian Church   |                      |                     |                 |
|                   |              | cent training submitted):<br>ted in the next scheduled update <sup>**</sup> |                      |                     |                 |
| Nev               | er Taken: 2  | Expired: 0  |                      | Expires 1-30d: 1    |                 |
| Expires 31-60d: 0 |              | Expires 61-90d: 0   |                      | Expires 91d-2yrs: 3 |                 |
| Tota              | I: 6         |   |                      |                     |                 |
|                   | Name         | Course  | Status               | Last Completion     | Expiration Date |
| Brent             | -            |   | Never Taken          |                     |                 |
| Jason             |              |   | Never Taken          |                     |                 |
| Jennifer          |              | Youth Protection Training   | Expires 1-30d        | 11/16/2011          | 11/16/2013      |
| Allen             |              | Youth Protection Training   | Expires 91d-2yrs     | 03/29/2012          | 03/29/2014      |
| Jeremy            |              | Youth Protection Training   | Expires 91d-2yrs     | 09/26/2012          | 09/26/2014      |
| Wilbur            |              | Youth Protection Training   | Expires 91d-2yrs     | 04/05/2013          | 04/05/2015      |

A PDF document will download generating an aging report listing each member's YPT status that you may save or print for your records. **NOTE:** Report reflects recent training submitted. Dashboard data will be reflected in the next scheduled update. Also, the most recent completed YPT training is counted regardless if its Y01, Y02, or Y03 as YPT is credited across programs for the purpose of being trained to be registered.





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You are also able to view each member's trained leader status in the organization by selecting the Trained Leaders Report icon on the Trained Leaders dashboard. If you have a role in the district, you can view status for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district.



Trained Exception Report

YPT Aging Report

Trained Leader Rpt

Add Training

Search Training

**View Training** 



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### TRAINED LEADERS REPORT

| Council:                  |                   |                             | Date ( | Generated:                              | 01/10/2014 05:29:27 CST       |
|---------------------------|-------------------|-----------------------------|--------|---|-------------------------------|
| District:                 |                   |                             | Gener  | ated by:                                | Rodney Carpenter              |
| Unit:                     |                   |                             |        |   |                               |
| Count Sun                 | nmary:            |                             |        |   |                               |
| Positio                   | ns Not Trained: 6 |                             |        |   |                               |
| Positio                   | ns Trained: 1     |                             |        |   |                               |
|                           |                   | TRAINING                    |        | PLETE                                   |                               |
|                           | Name              | Position                    |        | Ade                                     | ditional Training Needed      |
| Allen Brown               |                   | Chartered Organization Rep. |        | D72 Training the Chartered Org Rep      |                               |
|                           |                   | Committee Member            |        | C60 Pack Committee Member Pos Spec Tng  |                               |
| Brent Allen MacFarland Jr |                   | Committee Member            |        | C60 Pack Con                            | nmittee Member Pos Spec Tng   |
|                           |                   |                             |        |   | Y01 Youth Protection Training |
| Jennifer Ly               | nn Nelson         | Webelos Leader              |        | C61 Webelos Leader/Asst Pos Spec Tng    |                               |
| Jeremy Ala                | an Nelson         | Committee Chairman          | I      | C60 Pack Con                            | nmittee Member Pos Spec Tng   |
| Jason Stuart Terry        |                   | Den Leader                  |        | C42 Cub Scout Den Ldr/Asst Pos Spec Tng |                               |
|                           |                   |                             |        |   | Y01 Youth Protection Training |
|                           |                   | TRAININ                     |        | LETE                                    |                               |
| Name                      |                   | Position                    |        |   |                               |
| Wilbur L Linton Jr        |                   | Cubmaster                   |        |   |                               |

--END OF REPORT--

Selecting continue to the PDF download generates a Trained Leaders Report. The report lists names and position titles who are not position-trained under Training Incomplete, along with the additional training courses needed to become position-trained. Members who are position-trained will appear under Training Complete section. <u>Remember, *positions* are counted, not adults.</u>



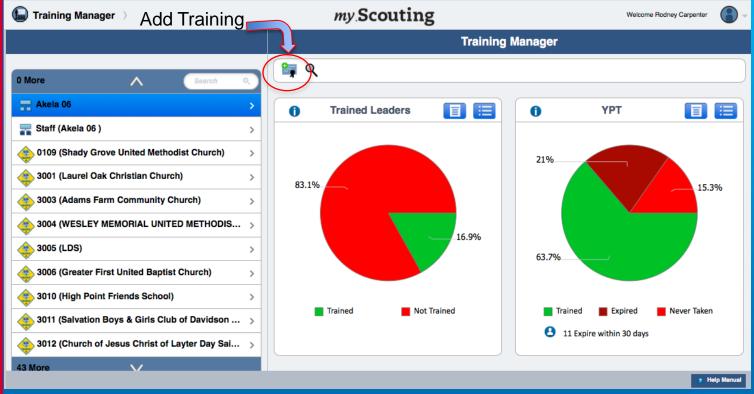
Trained Exception Report YPT Aging Report

Trained Leader Rpt

Add Training

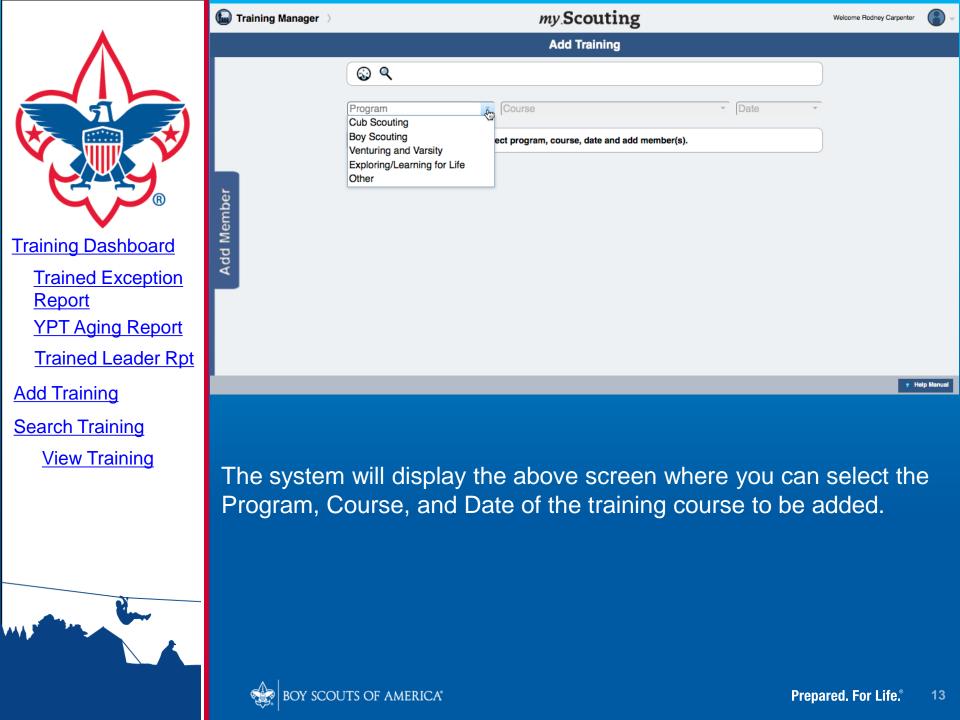
Search Training

**View Training** 



Back on the Training Dashboard, a navigation bar located at the top displays an Add Training icon and a Search Training icon. To add a training record to a member or group of members in the selected organization, select the Add Training icon.





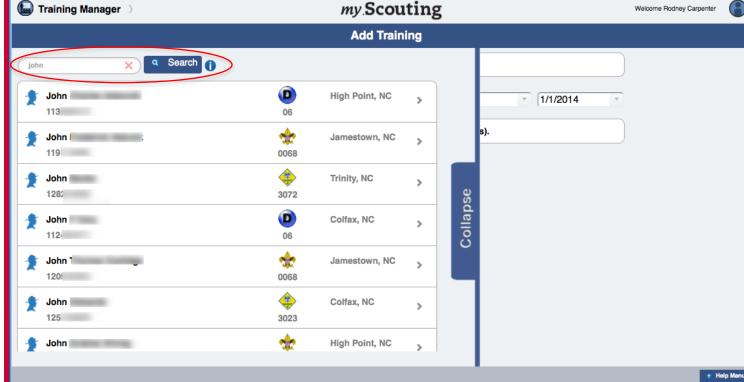


- Trained Exception Report
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Add Training

Search Training

View Training



Once a Program, Course, and Date is entered, the system will slide the Add Member bar to enter search criteria information. You may enter a member ID or a member's name and then click Search. To search multiple names or member IDs, separate by comma. After completing a search, member details will display that are within the selected BSA organization structure. If you have a role in the district, it will search the entire district.

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- Trained Exception Report
- YPT Aging Report
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Add Training

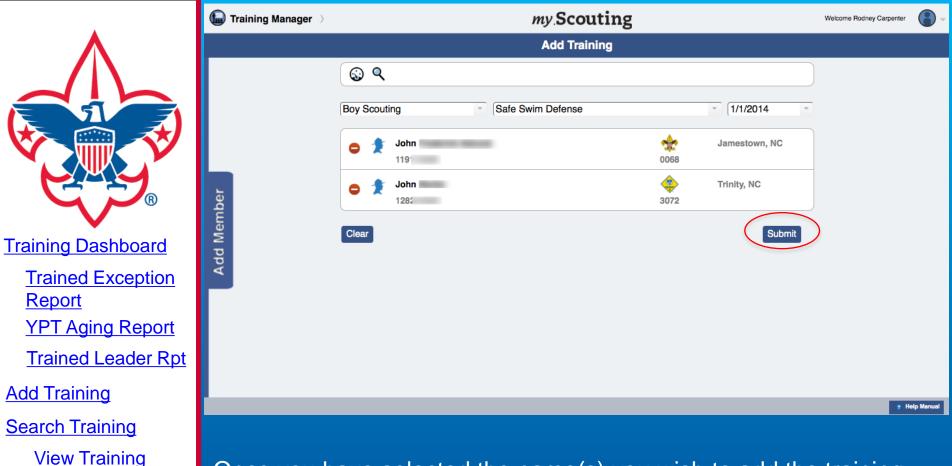
- Search Training
  - View Training



Clicking on a name will move it to the Add Member screen. To move back and forth between the search list and Add Member screens, move your pointer past the blue Collapse bar near the center of the screen.

**REMINDER:** You will not have the ability to update your own record. Another Key 3 administrator will have the authority to update.





Once you have selected the name(s) you wish to add the training, review the list and then click Submit. If you wish to remove a name from the list before submitting, select the minus symbol next to their names.



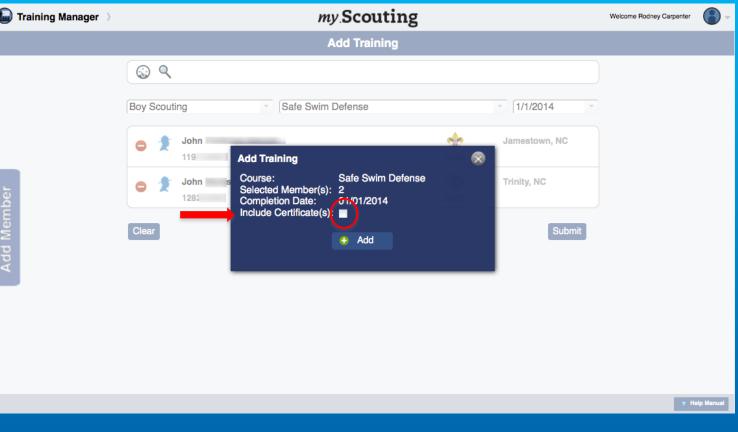
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View Training



A dialogue box will appear confirming the course to be added, the number of selected member(s), and the date the course was taken. If you'd like to print the training certificate(s), click in the box next to Include Certificate(s) and then click Add.

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**Trained Exception** Report

**YPT Aging Report** 

Trained Leader Rpt

Add Training

Search Training

**View Training** 



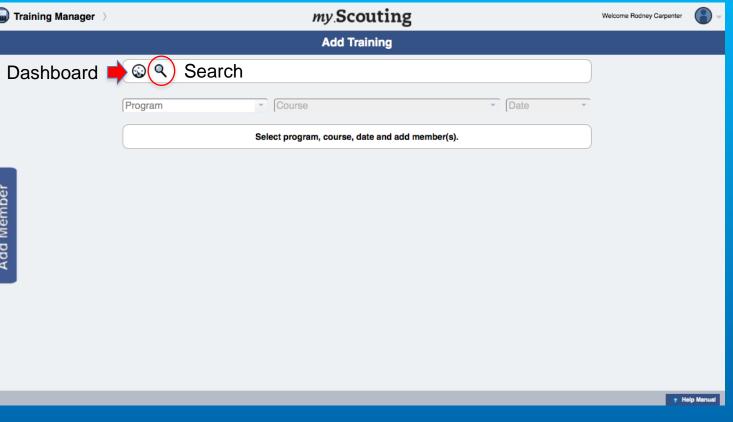
# TRAINING REPORT

| Program:         | Boy Scouting      | Date Generated: | 01/14/2014 02:10:10 CST |
|------------------|-------------------|-----------------|-------------------------|
| Course:          | Safe Swim Defense | Generated by:   | Rodney                  |
| Completion Date: | 01/01/2014        | Action:         | Add Training            |

| Name | Member ID | Organization | City,State    |
|------|-----------|--------------|---------------|
| John | 119       | Troop 0068   | Jamestown, NC |
| John | 1282      | Pack 3072    | Trinity, NC   |

--END OF REPORT--

A PDF Training Report will then download summarizing the details of the course addition applied to each member that you may print or keep for your records. If you selected to include the training certificate, a separate PDF document will be generated that you may print.



The system will then return back to the Add Training screen. You may continue to add training for other members, or return to the dashboard home page by selecting the Training Dashboard icon in the navigation bar. Do not use the browser's back button or you will be taken out of *my*.Scouting Tools. There is also a Search Training icon that performs the same function as one on the dashboard screen which will be explained on the next page.

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Add Membe

**Training Dashboard** 

Report

Add Training

Search Training

View Training

**Trained Exception** 

**YPT Aging Report** 

Trained Leader Rpt



Trained Exception Report YPT Aging Report

Trained Leader Rpt

Add Training

Search Training

View Training

| Dashboard   | my Scouting                        | Welcome Rodney Carpenter |
|---|------------------------------------|--------------------------|
|   | Search Ti                          | aining                   |
| Akela 06  | 💿 💎 🖪 🔶 Action                     | ✓                        |
| 0 More Search C   | Search Q                           |                          |
| 0109 (Shady Grove United Methodist Church)                | Carol<br>Merit Badge Counselor     | Akela 06                 |
| 3001 (Laurel Oak Christian Church)                        | Jeanneen<br>Merit Badge Counselor  | Akela 06                 |
| 3004 (WESLEY MEMORIAL UNITED METHODIS >                   | John                               |                          |
| 3005 (LDS)     3006 (Greater First United Baptist Church) | Merit Badge Counselor              | Akela 06                 |
| 3010 (High Point Friends School)                          | Morris<br>District Member-at-Large | D Akela 06               |
| 3011 (Salvation Boys & Girls Club of Davidson >           | Merit Badge Counselor              | D Akela 06               |
| 3012 (Church of Jesus Christ of Layter Day Sai >          | Douglas<br>Merit Badge Counselor   | D Akela 06               |
| 45 More V   | Gary                               |                          |
|   |                                    | 😗 Help Manual            |

Selecting the Search Training icon displays member roster list in the selected organization. You may also perform a search and view another unit's roster details. **NOTE**: The Dashboard icon navigates back to the dashboard landing page. The Filter and View Training icons perform an action while in Search Training.



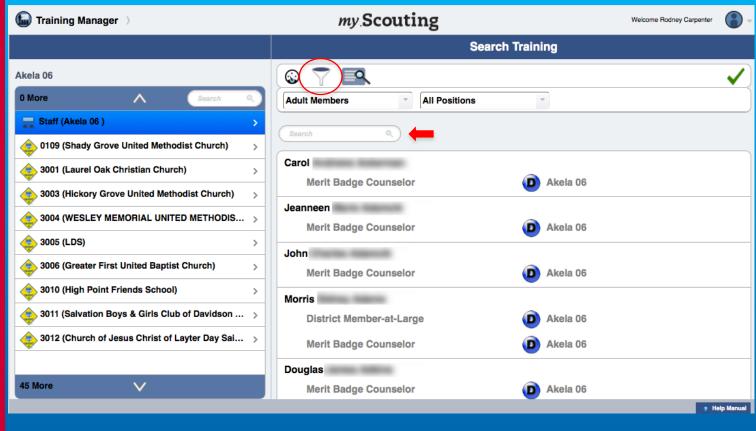
Trained Exception Report YPT Aging Report

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View Training



To filter members in the selected organization, click the Filter icon. A menu bar appears where you can filter by Member Type or Position. You can also search by member's name (first, middle, last).





Trained ExceptionReportYPT Aging Report

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Search Training

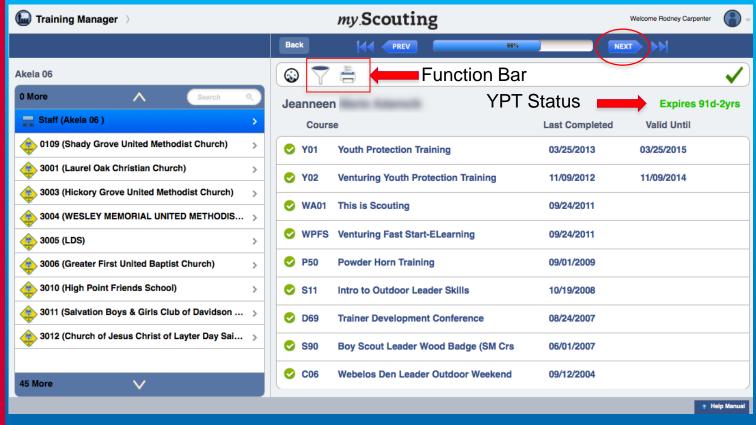
**View Training** 

| Wanager >  | my Scouting                                       | Welcome Rodney Carpenter |
|--|---|--------------------------|
|  | Search Training                                   |                          |
| Akela 06   | 💿 🕆 🔁 🔁 View Training                             |                          |
| 0 More A Search Q                                  | Adult Members All Positions                       |                          |
| Staff (Akela 06 )                                  | (Search Q)  |                          |
| 0109 (Shady Grove United Methodist Church) >       |   |                          |
| 💠 3001 (Laurel Oak Christian Church) >             | Carol   | √                        |
| 💠 3003 (Hickory Grove United Methodist Church) >   | Merit Badge Counselor D Akela                     | 06                       |
|  | Jeanneen<br>Merit Badge Counselor                 | √                        |
| 🔶 3005 (LDS) >                                     |   |                          |
| 3006 (Greater First United Baptist Church)         | John<br>Merit Batge Counselor (D) Akala           | 06                       |
| solo (High Point Friends School)                   | Morris  |                          |
| 🔷 3011 (Salvation Boys & Girls Club of Davidson >  | District Member-at-Large District Member-at-Large | 06                       |
| 💠 3012 (Church of Jesus Christ of Layter Day Sai > | Merit Badge Counselor                             | 06                       |
|  | Douglas   |                          |
| 45 More 🗸  | Merit Badge Counselor (D) Akela                   | 06                       |
|  |   | 🔋 Help Manual            |

To view details of a member's training history record, select member(s) from the list first, then select the View Training icon to the right of the Filter icon. To select all in the list, click the green checkmark at the top right of the bar.



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Upon selection, the above screen displays showing selected member's current training history, including course name, date of last completion, and expiration date for those courses that expire. A green circle with a checkmark next to the course name indicates course is current. The member's YPT status is also displayed. A new function bar appears with action icons to filter or print. If multiple members are selected, use the NEXT button at the top to navigate to the next selected member.





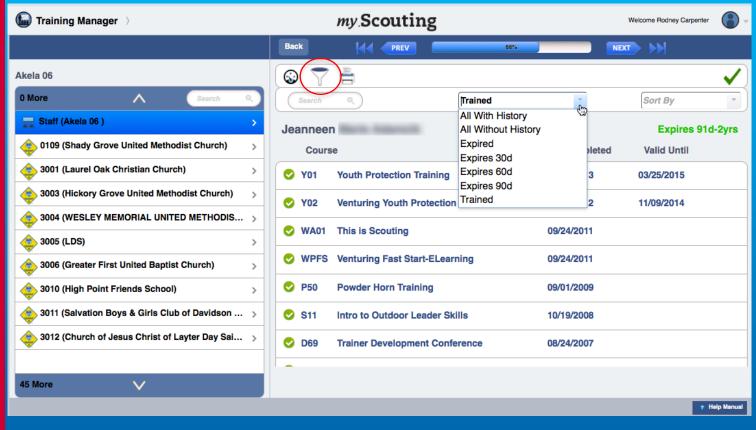
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To filter member's training courses, select the Filter icon on the function bar. A new menu bar appears where you can perform a search; filter courses by trained, all with history, all without history, expired at 30-60-90 day parameters; and sort by course code, course name or last completed. After making your selections the courses will be filtered and appear below the member's name.





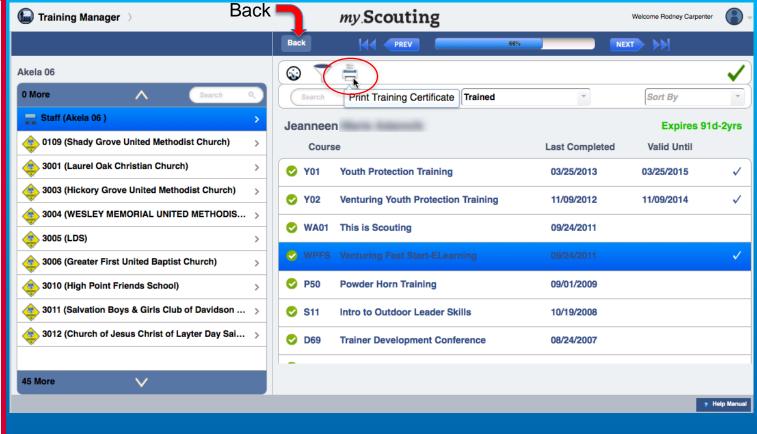
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You can also print certificate(s) of a completed course. To do so, select the course(s), with ability to Select All, and then click on the Print icon. A PDF training certificate will download that you can save or print for your records. To return to the Search Training screen, select the Back button above the dashboard icon. Do not use the browser's back button or you will be taken out of *my*.Scouting Tools.





Trained Exception Report YPT Aging Report

Trained Leader Rpt

Add Training

Search Training

View Training

| 🖢 Training Manager 〉                               | my.Scouting                                       | Welcome Rodney Carpenter |
|--|---|--------------------------|
|  | Search Training                                   |                          |
| Akela 06 Dashboard 🔿                               | I I I I I I I I I I I I I I I I I I I             | ✓)                       |
| 0 More A Search Q                                  | (Search Q)  |                          |
| Staff (Akela 06 )                                  |   |                          |
| 0109 (Shady Grove United Methodist Church) >       | Carol Merit Badge Counselor Akela 06              |                          |
| 🔹 3001 (Laurel Oak Christian Church)               |   |                          |
| 3003 (Hickory Grove United Methodist Church)       | Jeanneen<br>Merit Badge Counselor (D) Akela 06    |                          |
| SO04 (WESLEY MEMORIAL UNITED METHODIS >            | John  |                          |
| 🤹 3005 (LDS) >                                     | Merit Badge Counselor D Akela 06                  |                          |
| 3006 (Greater First United Baptist Church) >       | Morris  |                          |
| 🐟 3010 (High Point Friends School)                 | District Member-at-Large District Member-at-Large |                          |
| 💠 3011 (Salvation Boys & Girls Club of Davidson >  | Merit Badge Counselor (D) Akela 06                |                          |
| 💠 3012 (Church of Jesus Christ of Layter Day Sai > | Douglas   |                          |
|  | Merit Badge Counselor (D) Akela 06                |                          |
| 45 More V  | Gary  |                          |
|  |   | 🔋 Help Manual            |

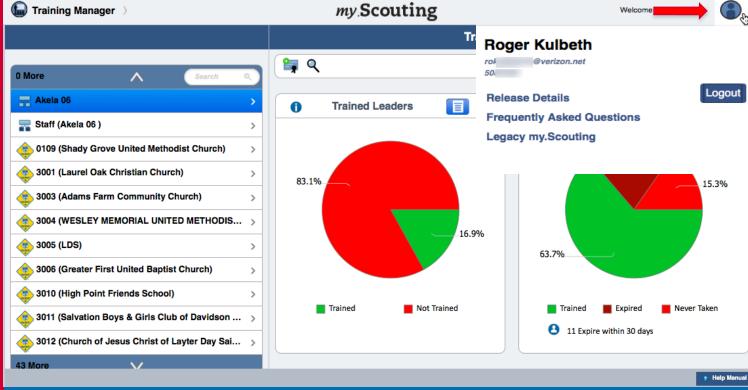
Remember, you can return to the Training dashboard landing page at any time whenever you see the Training Dashboard icon.







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To log out of *my*.Scouting at any time, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and to the Legacy myScouting website.





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Trained Leader Rpt

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For questions or concerns regarding the Training Manager tool, please contact the BSA National Support Center at: myscouting@scouting.org.

