



Looker Tutorial

Service Unit Manager Access

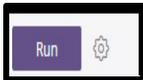
Thanks for respecting the sensitivity of the information by not sharing your log-in information or downloading full reports and sharing them with others without local council authorization.



Click on the Looker icon (top-left) to return to HOME page at any time.

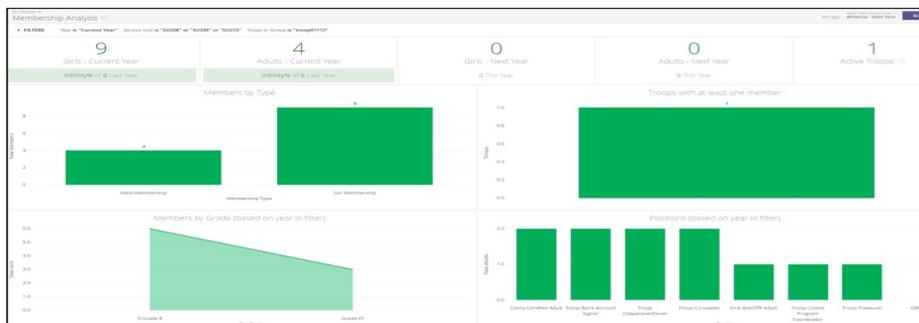
Full Roster:

- Choose "Full Roster" on Home Page/Dashboard.
- Filter by Current Year, Service Unit or Troop.

- Click "Run" (top-right)  to see filters applied.

Membership Analysis:

- Choose "Membership Analysis" on Home Page.
- Filter by Current Year, Service Unit or Troop.
- Click "Run" (top-right) to see filters applied.



AVAILABLE REPORTS

- **FULL ROSTER:** See the full roster of your assigned service unit; filter the roster by membership year, troop number or service unit.
- **MEMBERSHIP ANALYSIS:** Compare details regarding membership types (troop leader, girl, etc.) and number of troops in your area to last year.
- **NEW IN THE LAST TWO WEEKS:** A roster showing only new members in the designated time period. Filter by membership year, service unit or troop.
- **TROOP DETAILS:** See troop rosters and information; filtering from last year or by service unit.

New in the Last Two Weeks:

- Choose "New in the Last Two Weeks" on Home Page/Dashboard.
- Filters are the same as the Full Roster.
- Click "Run" (top-right) to see filters applied.

Troop Details:

- Choose "Troop Details" on the Home Page.
- Filters are the same as the Full Roster (except for the year selection.)
- Filter by Year, or Troop/Group.
- Click "Run" (top-right) to see filters applied.

Sidebar:

The Sidebar on the Home Page will bring you to the same 4 Dashboards that the tiles would.