How to Access Scout

Scout can be accessed through the DoE staff portal. Click on the Scout icon to access the Scout Intranet, click Reports, then Access your Scout reports to launch Scout.

Basic Functionality

Search

To search for specific apps, enter keywords into the Search field.

Tabs

Use the tabs on the bottom of the report to navigate through the pages.

Cross-highlighting

Cross-highlighting is a way to view data subsets, enabling easy comparison across all charts in the report.

You can clear cross-highlighting by clicking on the blank area of the chart.

Select the app to view the available reports.

Click Apps to access your apps.
BASIC FUNCTIONALITY

Slicers
Slicers allow you to create more focused reports by selecting specific values within a category.

Sort data
Click on the ellipsis (…) icon to select and apply different sorting options from the drop-down menu. These may vary depending on the type of chart.

Show data
Click on the ellipsis (…) icon and select the Show data feature to display a table.

Focus mode
Enlarge individual charts within a report by using the Focus mode icon.

FURTHER OPTIONAL TRAINING
- face-to-face workshops
- web streaming sessions
- online learning
- training queries

SCOUT USER SUPPORT
- login / access issues
- interpreting reports
- new report requests
- queries on ‘how to’
- data inaccuracy
- system related issues

email the Scout User Support Team - scout.support@det.nsw.edu.au
phone the Scout User Support Team - 1300 790 844 (Mon-Fri 9:00 AM - 5:00 PM)