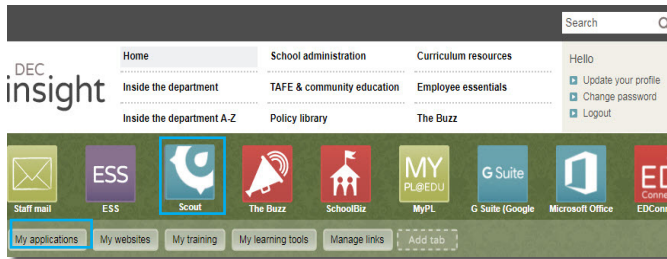


HOW TO ACCESS SCOUT

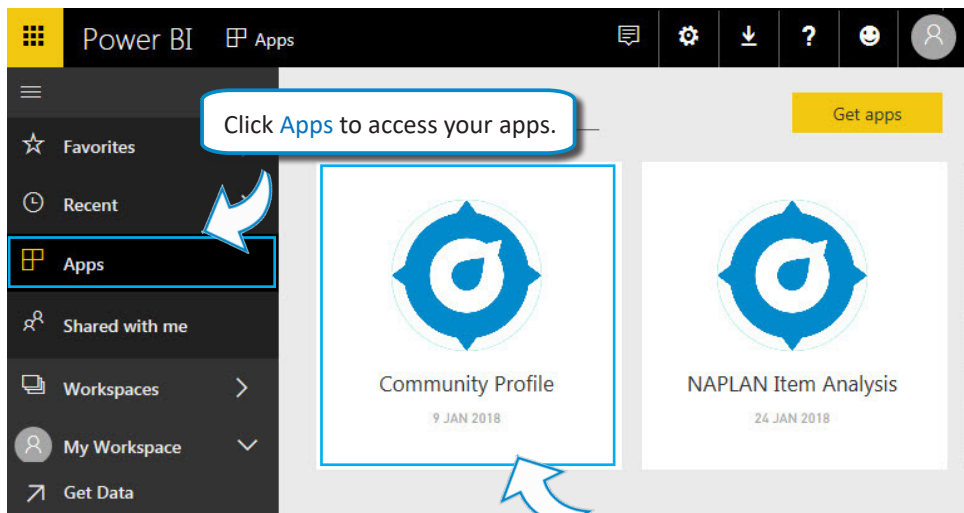
Scout can be accessed through the DoE staff portal. Click on the Scout icon to access the Scout Intranet, click [Reports](#), then [Access your Scout reports](#) to launch Scout.



You can quickly add the Scout icon by selecting 'Add to my essentials' from the list within My applications. ✓

HOW TO VIEW SCOUT REPORTS

Each time you sign into Scout, the [Recent](#) screen will be shown by default. Click [Apps](#) to access the apps that have been shared with you.



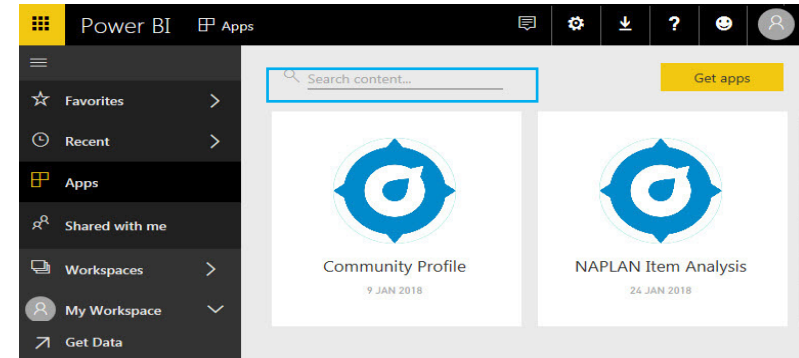
Click [Apps](#) to access your apps.

Select the app to view the available reports.

BASIC FUNCTIONALITY

Search

To search for specific apps, enter keywords into the [Search](#) field.



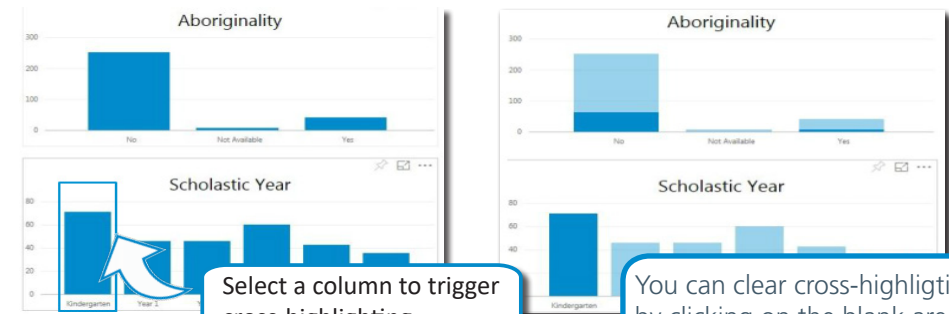
Tabs

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.



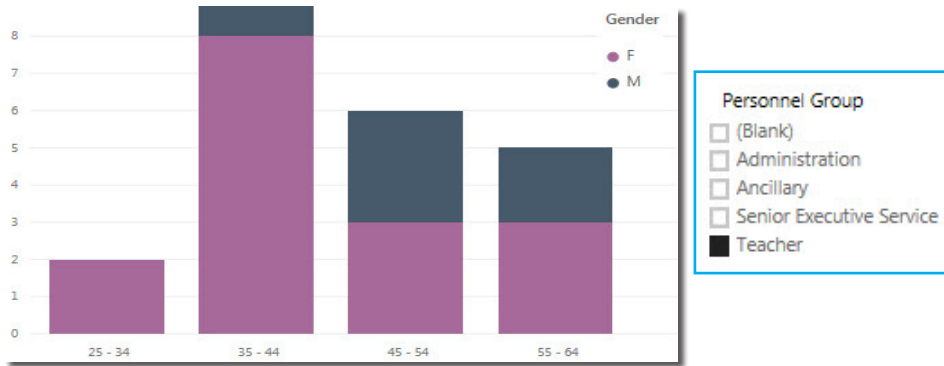
Select a column to trigger cross-highlighting.

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

BASIC FUNCTIONALITY

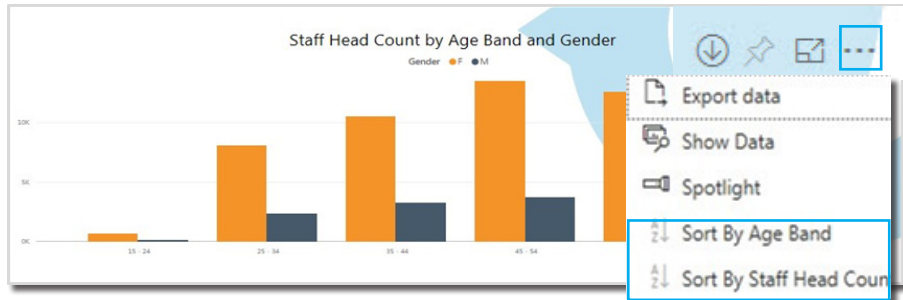
Slicers

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



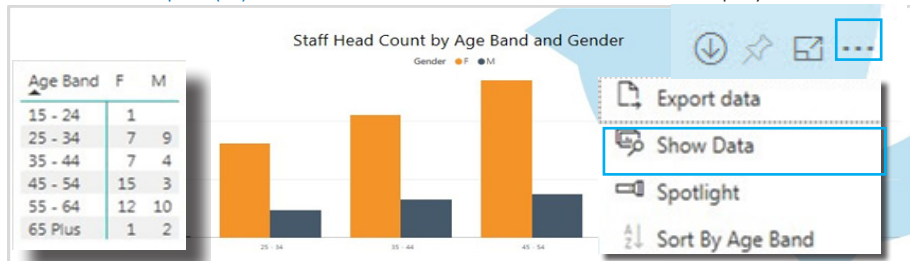
Sort data

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

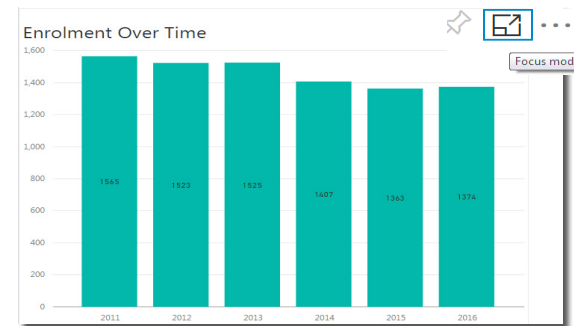
Click on the ellipsis (...) icon and select the Show data feature to display a table.



BASIC FUNCTIONALITY

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

@ email the Scout Training Team scout@det.nsw.edu.au

☎ phone the Scout Training Team - 1300 790 844 (Mon-Fri 9:00 AM- 5:00 PM)

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)