

Purpose:

The following quick reference guide will explain, with the help of screen-grabs directly from Looker, how to navigate the “Troop Details” report. This is helpful in providing a list of all active troops in the Service Unit, along with each troop’s details.

Objective:

#1: To log in to Looker to utilize the “Troop Details” report to obtain a list of the Service Unit’s troops and each one’s details.

#2: To use this list to confirm with Troop Leaders that the information listed is correct for the Troop’s entry in the online catalog.

Objective #1

Step 1: Logging In

- To login, simply use the following link: girlscouts.looker.com/login
- If you have not yet made an account, enter your primary email address as listed in your Salesforce record and select “Forgot your password?” (See image below). Looker will send an email to the email address you entered. Follow the link in the email to set up your password and activate your account.

Looker

Log In

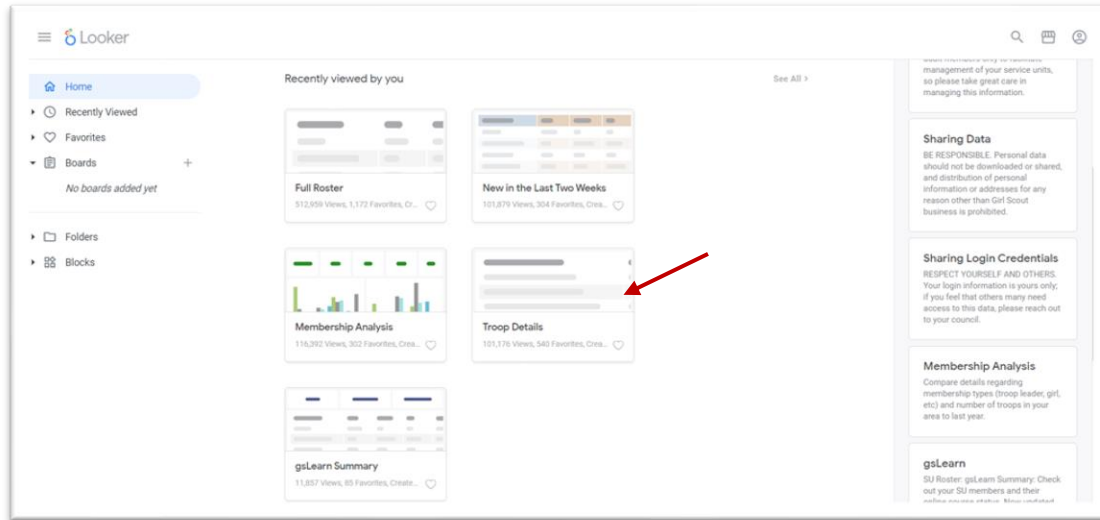
Email

Password

Stay logged in. This is a trusted computer.
You will be logged out automatically after a short while unless you indicate that this is a trusted computer.

[Forgot your password?](#)

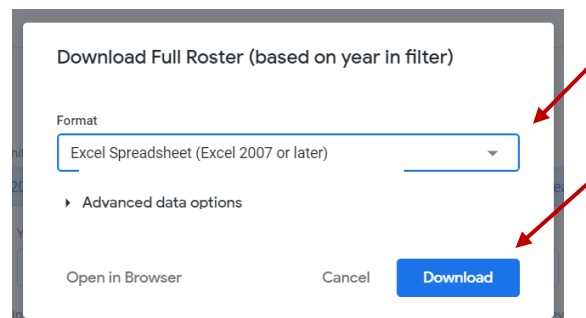
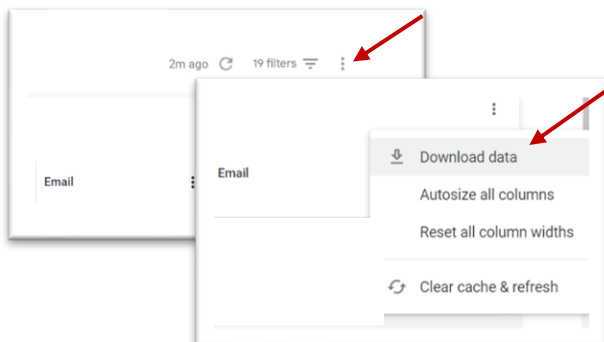
Step 2: Click on the “Troop Details” dashboard.



Step 3: Your data should automatically default to your Service Unit and will look like the image below. The Service Unit and Troop will be listed, and each Troop’s row will contain its specific details, including the meeting frequency, time and date, and program grade level of the troop. You can scroll to the right of this report for additional columns and details.

Troop Details									
	Service Unit	Troop/Group	Troop Type	Program Grade Level	Troop Grade	Meeting Frequency	Meeting Days	Meeting Start Time	Meeting End
1	SU030_Jefferson_County	Troop08607	Troop	Multi-Level	K,1,2,3,4,5	Bi-weekly	Sun	03:00 PM	04:15 PM
2	SU030_Jefferson_County	Troop08646	Troop	Multi-Level	8,9,10	Monthly	Fri	05:00 PM	07:00 PM
3	SU030_Jefferson_County	Troop08601_NEW2023	Troop	Daisy	K,1	Bi-weekly	Thurs	06:00 PM	07:30 PM
4	SU030_Jefferson_County	Troop08865_NEW2023	Troop	Multi-Level	K,1,2,3,4	Bi-weekly	TBD		
5	SU030_Jefferson_County	Troop08626	Troop	Multi-Level	K,1,2,3,5,6	Weekly	Wed	05:30 PM	06:30 PM
6	SU030_Jefferson_County	Troop08602	Troop	Multi-Level	K,1,2,3,4	Monthly	Thurs	06:00 PM	07:00 PM
7	SU030_Jefferson_County	Troop08861	Troop	Multi-Level	4,5,6		TBD		
8	SU030_Jefferson_County	Troop08653	Troop	Multi-Level	K,1,2,3,4,5,6	Monthly	Wed	02:00 PM	04:00 PM
9	SU030_Jefferson_County	Troop08604	Troop	Multi-Level	3,5,7,8	Bi-weekly	Fri	06:30 PM	07:30 PM
10	SU030_Jefferson_County	Troop08872	Troop	Multi-Level	1,2,4,5,7,8	Bi-weekly	Wed	06:00 PM	

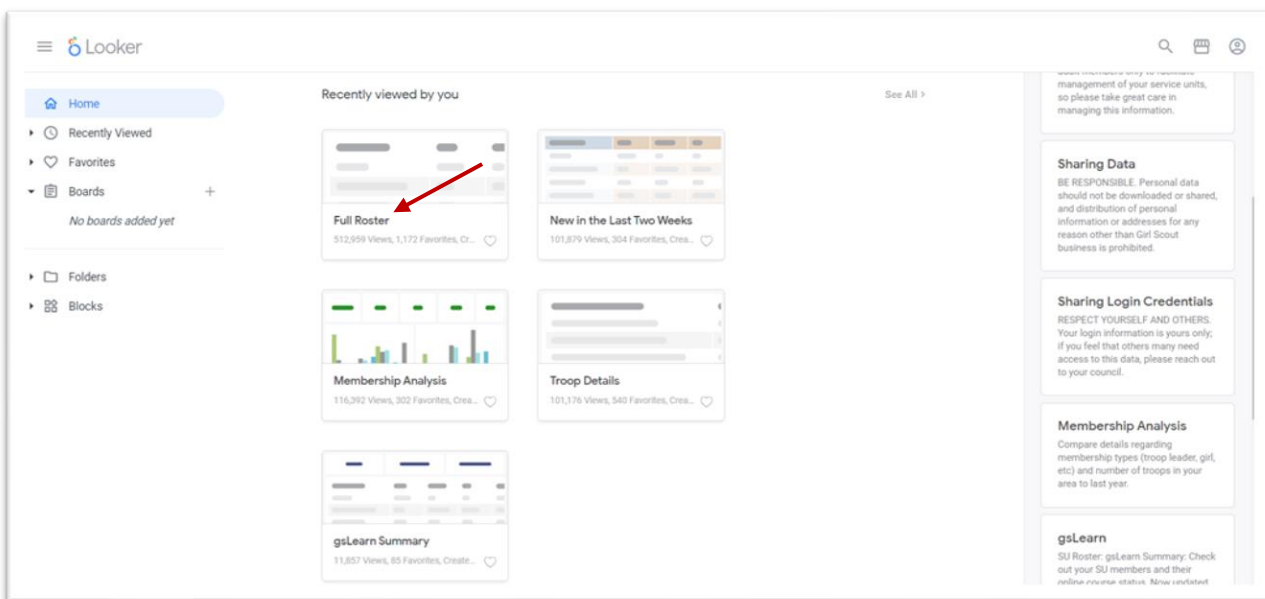
Step 4: If you wish to download a copy of this information (ideally to share a service unit meeting), simply click the 3 vertical dots (ellipsis) at the upper right-hand side of the results, click “Download data,” select your preferred file format, and click “Download.”



Objective #2

If you want to email a list of Troop Leaders to confirm their Troop's data, you may find it helpful to generate a list of Troop Leaders in your Service Unit using the "Full Roster" report. Do remember, however, you cannot share confidential member information such as contact information and residence with others; do not email all leaders copies that contain any of this information!

Step 1: Go to the "Full Roster" report after saving your "Troop Details" report file.

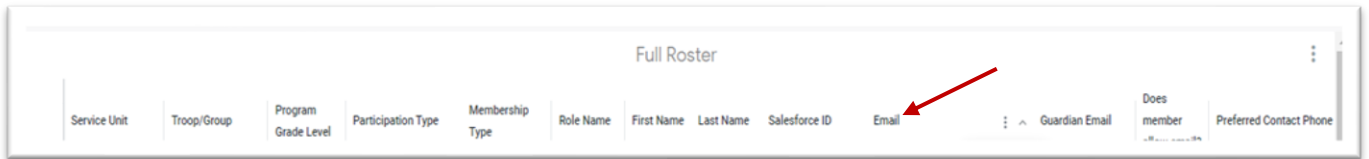


Step 2: Use the filter options to select the Role Name as "is Troop Leader." Then click the "Update" button.

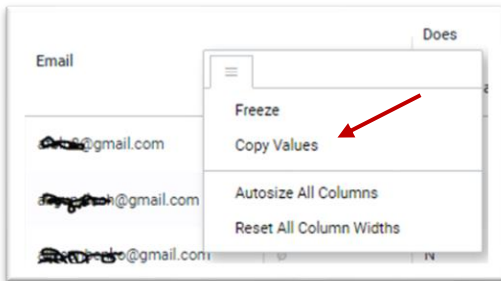
 A screenshot of the "SU Roster: Full Roster" filter interface. The title is "SU ROSTER: Full Roster" with a heart icon and a share icon. Below the title are several filter fields:

- Council Code: is 416
- Year *: is Current Year
- Service Unit: [empty]
- Troop or Group: is any value
- Role Name: is Troop Leader
- Role Active Flag: is any value
- Background check status: is any value
- Background check expiration: is any time
- Youth Grade: is any value
- Youth School: is any value
- Does member allow email?: is any value
- First Name: is any value
- Last Name: is any value
- Email: is any value
- Guardian Email: is any value
- Troop Sub-Type: is any value
- Is Membership New?: is any value
- Is Member Renewed for Next Year?: is any value
- Participation Type: is any value
- Troop Program Grade Level: is any value
- Is Awaiting Placement? (Yes / No): is any value

Step 3: Once the results have loaded, click the 3 vertical dots (ellipsis) to view the column options for the “Email” field. They will appear as soon as your cursor hovers over the space around the word “Email.”



Step 4: Choose “Copy Values.”



Step 5: Open a new email window in your email account. Then, right-click to paste the email addresses into the BCC field to send an email as a blind carbon copy. The benefit to BCC is that it protects private information for those not wanting their email addresses shared publicly and helps reduce the risk of welcoming viral dangers to the computers of others. Remember to never BCC more than 50 people on one email.

