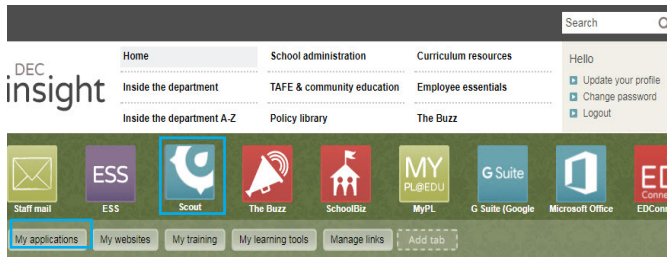


HOW TO ACCESS SCOUT

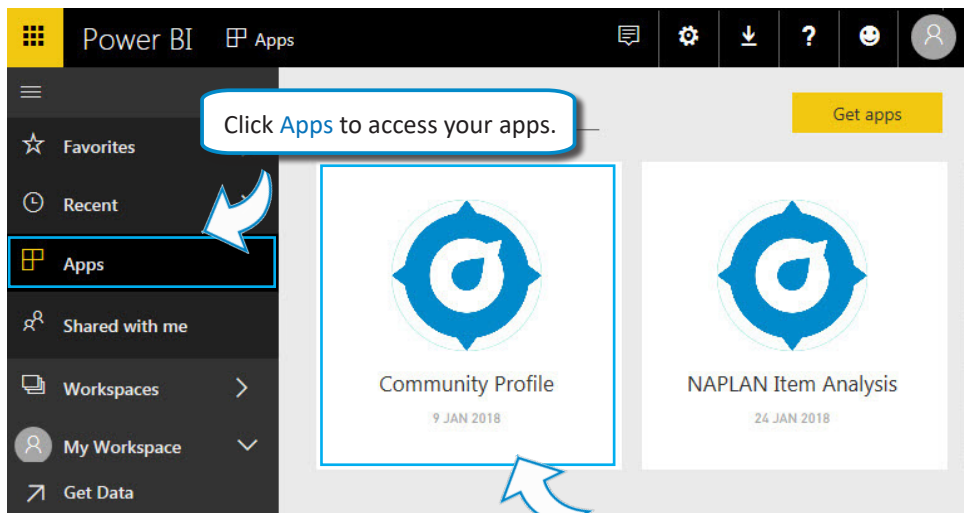
Scout can be accessed through the DoE staff portal. Click on the Scout icon to access the Scout Intranet, click [Reports](#), then [Access your Scout reports](#) to launch Scout.



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.

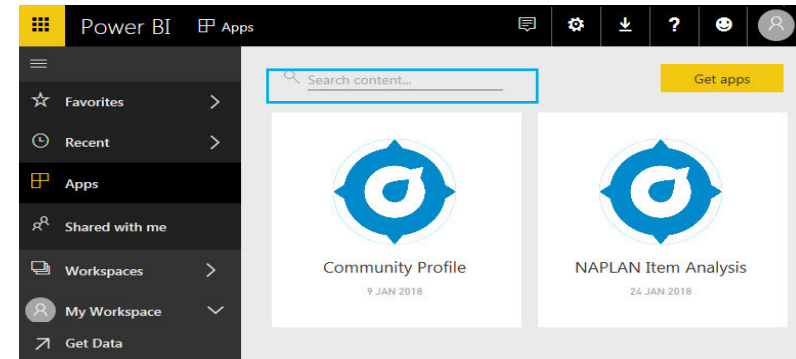


Select the app to view the available reports.

BASIC FUNCTIONALITY

Search

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



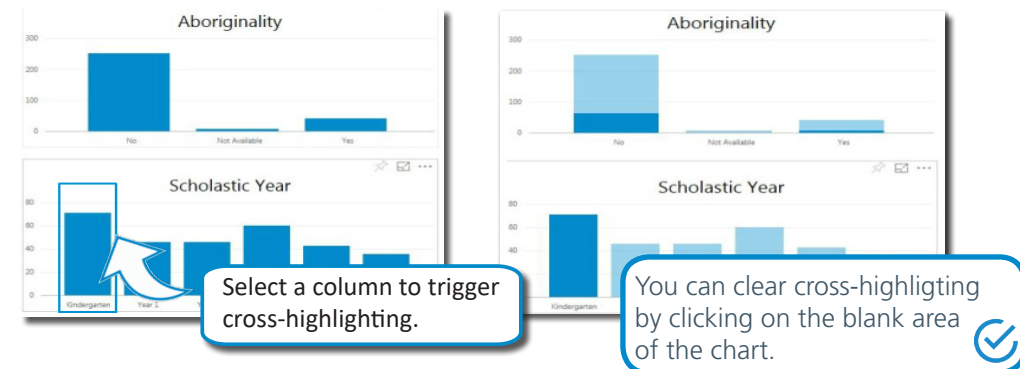
Tabs

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



Cross-highlighting

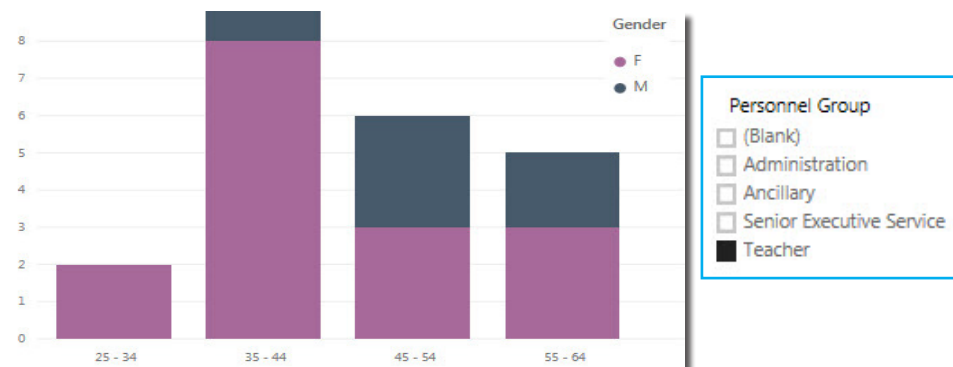
Cross-highlighting is a way to view data subsets, enabling easy comparison across all charts in the report.



BASIC FUNCTIONALITY

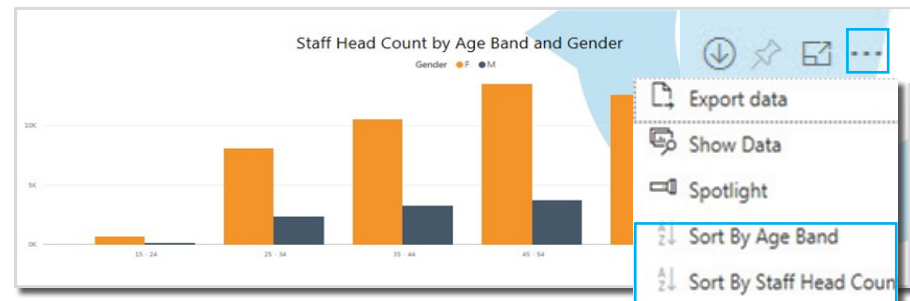
Slicers

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



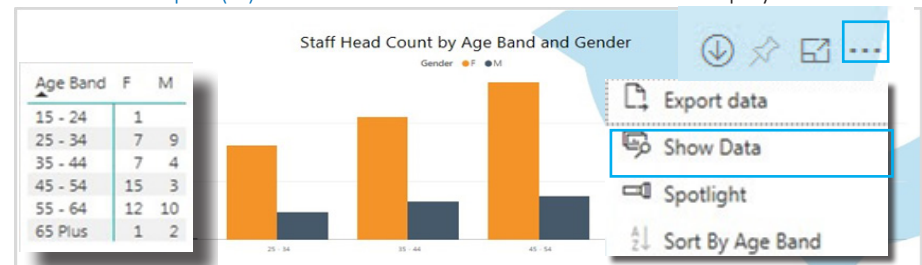
Sort data

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

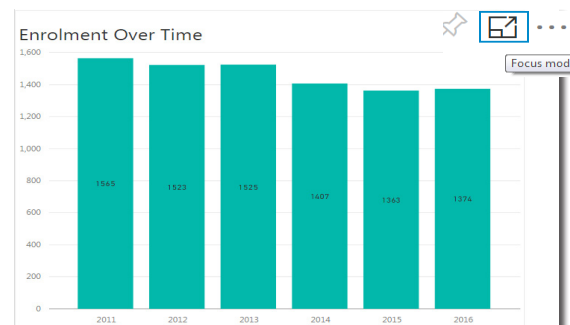
Click on the ellipsis (...) icon and select the Show data feature to display a table.



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)