Unit Visit Tracking System 2.0
(ready for usage in all councils)

with

Enhancements

Launched on July 15, 2010
Unit Visit Tracking System 2.0

• **NEW!** Unit Visit Tracking 2.0 (UVTS) has a new look, better navigation, and improved features completing the enhancements made since UVTS was launched December 1, 2008.

• **NEW!** All commissioners may make reports on unit visit contacts and have these reports reviewed by commissioners using the Web-based, self-managed system of Unit Visit Tracking.

• **NEW!** Administrative commissioners may add comments to reports entered by other commissioners based on their assigned council or district organization structure.

• **NEW!** The Export Visits Summary displays all units in the selected organization and totals the number of unit visit reports entered for each unit.
Unit Visit Tracking 2.0 is available through MyScouting for commissioners to electronically submit unit visit reports.
MyScouting accessed from www.scouting.org provides applications such as E-Learning, Tour Permits, and UVTS 2.0. Each user profile will record the member ID and council that determines the menu items that will be available.
Unit Visit Tracking System 2.0

The home page displays navigation tabs and current entries.
Unit Visit Tracking System 2.0

Navigation is accomplished with four tabs:

- **Home** - Display Focus and Visits
- **Visits** - Display Visits/Add Visit
- **Focus** - Display Focus/Add Focus
- **Help** - User Help for system

The home page displays five personal Focus entries in date order beginning with most recent.

The home page displays five visit reports in date order beginning with the most recent report.

Most recent entries.
Unit Visit Tracking System 2.0

**Visits** page lists unit visit reports.

Reports are available for viewing based upon how the commissioner is registered in the council.

Use **Add Visit** to enter new visit reports.
Print Preview PDF provides a summary of visit reports entered for units.

When Print Preview is selected the report is created as a PDF that may be saved unless printing is required.

If visits are filtered first, the PDF report will display these visits.
Export Visits List provides a reporting function for Unit Visit Tracking.

The export file shows all data columns or the user may select fewer columns to export.

Commissioners in council and district positions will see all reports within their organization level.

The Export Type makes available the Excel File (.xls) or the CSV File (.csv) formats for multiple browser use.
Export Visits allows customization by selecting the columns to include.

<table>
<thead>
<tr>
<th>District</th>
<th>District No Visit Date</th>
<th>Visit Type</th>
<th>Description</th>
<th>UnitType/No</th>
<th>Attend-Adult</th>
<th>Attend-Youth</th>
<th>Qual-Planning</th>
<th>Qual-Program</th>
<th>Qual-Leadership</th>
<th>Qual-Tone</th>
<th>Qual-Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best</td>
<td>10 11/28/2008</td>
<td>Unit Meeting</td>
<td>Court of Honor</td>
<td>Troop 0001</td>
<td>18 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/26/2008</td>
<td>Unit Activity</td>
<td>Troop Dinner and Court of Honor</td>
<td>Troop 0002</td>
<td>22 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/22/2008</td>
<td>Unit Activity</td>
<td>Trap Shooting activity</td>
<td>Troop 0003</td>
<td>7 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/20/2008</td>
<td>Unit Meeting</td>
<td>Pack Meeting</td>
<td>Pack 0001</td>
<td>25 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/18/2008 Leader Meeting</td>
<td>Charter Review Meeting</td>
<td>Crew 0001</td>
<td>12 Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/14/2008 Leader Meeting</td>
<td>Plan Court of Honor</td>
<td>Troop 0002</td>
<td>12 Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/14/2008</td>
<td>Unit Meeting</td>
<td>Crew meeting</td>
<td>Crew 0002</td>
<td>18 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 11/11/2008 Unit Meeting</td>
<td>Weekly meeting</td>
<td>Troop 0001</td>
<td>6 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best</td>
<td>10 10/10/2008 Unit Activity</td>
<td>Camporee</td>
<td>Troop 0001</td>
<td>16 Yes Yes Yes Yes Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quality indicators** will display when selected for export.

✓ Five Indicators:

**Planning:** Did the observed program reflect prior planning and preparation?

**Program:** Was it appropriate to the advancement and program objectives?

**Leadership:** Was adult (and age-appropriate youth) leadership present?

**Tone:** Did the Scouts enjoy and be engaged with the program activity?

**Attendance:** Was attendance at activity at or near number of enrolled youth?
**Filter** allows search for visit reports.

Commissioners will be able to search for specific unit reports by district, by unit, and by date range. All reports will be viewed based on role selection.

Sort by order for reports is based on charter date, months’ tenure, expire date, and charter status.
Visit Management is used to make a new unit visit report or edit an existing report.

The information on Region, Area, Council, and District may be auto-filled for the commissioner. The unit will be selected by the commissioner using the pick list or by using Search.

If a saved report is being edited the unit is also auto-filled.
Based on the BSA organization level to which the commissioner is registered, **Search Units** provides the search by

- **Unit Type**,  
- **Unit Type and Number**,  
- **Number only**,  
- **Chartered organization name (Unit Charter)**. 

### Search Units

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Unit Number</th>
<th>Unit Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop</td>
<td>0033</td>
<td>Woodbury Presbyterian Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0039</td>
<td>Veterans Of Foreign Wars Post 10139</td>
</tr>
<tr>
<td>Troop</td>
<td>0058</td>
<td>St Lukes Lutheran Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0079</td>
<td>St Stephen Presbyterian Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0079</td>
<td>LDS University Park Orlando</td>
</tr>
<tr>
<td>Troop</td>
<td>0081</td>
<td>LDS Goldenrod Orlando</td>
</tr>
<tr>
<td>Troop</td>
<td>0111</td>
<td>St Isaac Jogues Catholic Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0131</td>
<td>LDS Oviedo Orlando</td>
</tr>
<tr>
<td>Troop</td>
<td>0173</td>
<td>St Maximilian Kolbe Catholic Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0179</td>
<td>LDS Waterford Lakes Hunters Creek</td>
</tr>
<tr>
<td>Troop</td>
<td>0202</td>
<td>Vista Community Church</td>
</tr>
<tr>
<td>Troop</td>
<td>0219</td>
<td>United Global Outreach Inc</td>
</tr>
</tbody>
</table>
Unit Visit Tracking System 2.0

Quality Indicators are confirmed by selecting appropriate radio buttons.

Quality Indicators will display on the report summary and are included in the export file report for the unit visit.

Indicators may be edited once saved.

If “None” is selected the Indicators fields will remain empty.
Visit Comments for each unit visit may be made. Category for comment is selected and comment is entered and saved.

Report Comments can be edited or removed later. Up to 255 characters allowed for each comment entry.

Comments are added, edited, and removed by the commissioner entering the report.
Administrative comments may be entered by administrative commissioners.

Only authors may edit/delete comments.

All comments made may be viewed in a separate Comment listing for each unit.

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Comment Regarding</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/25/2010</td>
<td>Administrative</td>
<td>Pack leaders showed great enthusiasm for upcoming series of Roundtable meetings.</td>
<td></td>
</tr>
<tr>
<td>05/25/2010</td>
<td>Administrative</td>
<td>Assistant Council Commissioner Eager Beaver attended along with Assistant District Commissioner.</td>
<td></td>
</tr>
<tr>
<td>05/25/2010</td>
<td>Unit</td>
<td>Pack has made significant progress in attracting and enrolling new youth members and parents in leader positions and as Scout Parents.</td>
<td></td>
</tr>
<tr>
<td>05/25/2010</td>
<td>Visit</td>
<td>Pack conducted a well-organized and fun filled outdoor activity day for youth and parents alike. Ended the activity in early evening with an impressive ceremony, including presentation of ranks and awards.</td>
<td></td>
</tr>
</tbody>
</table>
The **Export Visits Summary** is available in two Export Type formats: CSV File (.csv) and Excel File (.xls). This feature will accommodate persons using multiple browsers where different file formats are utilized.

This new feature is added to both export reports. Click the Export icon to begin.
Unit Visit Tracking System 2.0

The Export Visits Summary includes the following data fields:

- Region
- Area
- Council
- District
- Unit Type and Number
- Current Expiration Date
- Months of Unit Tenure
- Original Charter Date
- Charter Status
- Number Visit Reports

<table>
<thead>
<tr>
<th>#</th>
<th>District</th>
<th>District Number</th>
<th>Unit Type and Number</th>
<th>Current Expiration Date</th>
<th>Months of Unit Tenure</th>
<th>Original Charter Date</th>
<th>Charter Status</th>
<th>Number Visit Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1234</td>
<td>12/31/2010</td>
<td>115</td>
<td>6/6/2000</td>
<td>R</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1235</td>
<td>12/31/2010</td>
<td>203</td>
<td>2/1/1992</td>
<td>R</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1236</td>
<td>12/31/2010</td>
<td>151</td>
<td>6/1/1996</td>
<td>R</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1237</td>
<td>12/31/2010</td>
<td>156</td>
<td>1/1/1996</td>
<td>R</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1238</td>
<td>12/31/2010</td>
<td>61</td>
<td>12/16/2004</td>
<td>R</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1239</td>
<td>12/31/2010</td>
<td>8</td>
<td>5/21/2009</td>
<td>R</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Little Econ</td>
<td>1</td>
<td>Crew 1240</td>
<td>12/31/2010</td>
<td>135</td>
<td>10/1/1997</td>
<td>R</td>
<td>2</td>
</tr>
</tbody>
</table>
**Unit Visit Tracking System 2.0**

**Focus** tab displays all personal Focus notes made by the user.

This allows a memo for the user on important steps that need to be taken to provide service to units, districts, and councils.

Each Focus may later be edited or removed.
Summary:

- The commissioner must be registered in ScoutNET by the local council.
- Commissioner creates MyScouting account and enters member ID for account profile.
- Unit Visit Tracking System 2.0 has major new enhancements to improve usability.
Flexible entry of unit visit reports and comments:

- Commissioners may add new unit visit reports to any unit within their organizational structure based on registered position.

- Administrative commissioners may add administrative comments to visit reports within their organizational structure.

- Commissioners may view all comments entered for any visit report within their organizational structure from the Comments link.

Only the original visit or comment author may edit or delete entries.
Unit Visit Tracking System 2.0

Versatile methods to filter, search, and sort visit reports:

- Visits display additional unit data including expiration date, charter date, renewal status, and months’ unit tenure.

- Visits has new filter search by commissioner name and new sort order by expiration date, charter date, renewal status, and months’ unit tenure.

- Search allows the commissioner to find units by type, unit type and number, unit number, or chartered organization name.

The filter and sort utility assists in customizing how reports are viewed.
Unit Visit Tracking System 2.0

Power in reporting tools:

- The Export Visits List is expanded with additional data fields and the administrative comment. The files export in two format types.

- The PDF format is improved and expanded with more information in the summary format. The report may be previewed and saved.

- The Export Visits Summary provides a listing of all units within the organizational structure and number of visit reports for each unit.

The reporting tools track unit visits and vital statistics on unit health.
Where do I go for help or support and troubleshooting with MyScouting?

E-mail myscouting@scouting.org with your logon e-mail address and contact information. Please include your council name and headquarters city.

Where do I get support to use the updated UVTS 2.0?

Call the UVTS 2.0 Hotline for Commissioners only:

Hours
Monday through Saturday: 8:00 am – 10:00 pm

Phone #: 972-672-4389