



Online Reporting System Troop Leader's Manual

Introduction

The Girl Scouts of Central Maryland Online Reporting System is designed to streamline the request and submission of a variety of required reports.

This manual was created for troop leaders, who are responsible for completing troop reports.

For assistance with this application, please contact your service unit manager, membership specialist, or:

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Login Screen

You will need to log in to access the application. You can access the login screen from any computer with an internet connection. Simply point your browser to www.gscm.org/reporting.



The screenshot shows the login interface for the Girl Scouts of Central Maryland Online Reporting System. At the top left is the organization's logo. Below it, there are two input fields: one for 'email' and one for 'password'. To the right of the password field is a 'Login' button with a magnifying glass icon. Below the input fields is a link that says 'Lost your password?'.

Returning Users

Returning users should enter their email address and password, then click [Login](#).

First Time Users

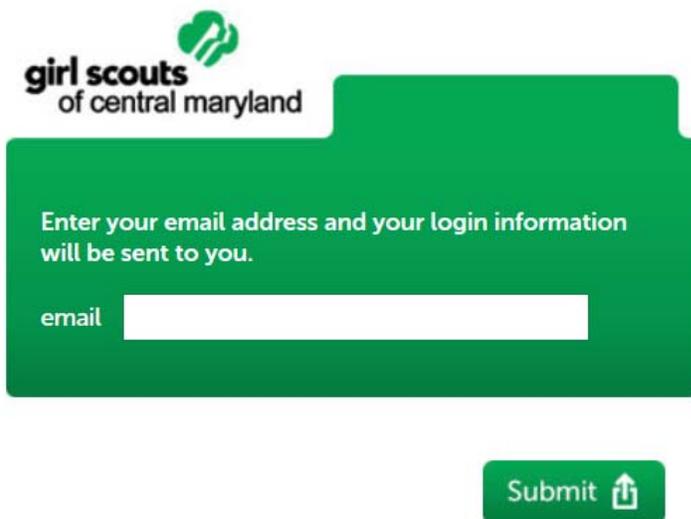
First time users should enter their email address and click [Login](#). (Leave the password field blank). The system will send you an automated email with instructions on how to set your password.



To access the system, you must use the email address GSCM has on file. If you need to update your email address in order to access the system or are unable to login for any reason, contact your service unit manager.

Lost Password

If you forgot your password, click [Lost your password?](#) Then enter your email address. The system will send you an automated email with instructions on how to reset your password.



The screenshot shows a green form with the Girl Scouts of Central Maryland logo in the top left corner. The text inside the form reads: "Enter your email address and your login information will be sent to you." Below this text is a white input field labeled "email". At the bottom right of the form is a green "Submit" button with an upward-pointing arrow icon.

Your Account

To change your account information, first log in, then click [change details](#) above the main menu. On this screen, you can modify your name, email and password.

Logout

When you're finished with your session, please remember to logout by clicking **logout** above the main menu. This is particularly important if you are accessing the site via a shared or public computer.

Reports

On login, Troop Leaders are directed to the Reports screen. On this screen, you will see a list of all the reports that are currently configured in the system, as well as their status.

Click on the report name to access reports that have been assigned to you.

Your Service Units/Your Troops

In this section, you will see a list of reports that have been assigned to you.

Report Form

Click on the report to modify your responses.

Most report forms are divided into multiple pages. Each time you click the next or previous button, your responses are saved. All totals are automatically calculated for you.

Most fields are self explanatory. If you enter a value that is not in the correct format, the application will display a helpful instruction.

Some fields require that you upload a file from your computer. In this case, simply click the **Browse** button and locate the file on your computer. When you click the **Next** button, the file will be uploaded to the server.

You may quit the application at any time. All saved responses will still be there when you come back.

Once you've completed the report, you will have the opportunity to **Preview** your submission. From this screen, you may submit the report for review or return to the form to modify your responses. To submit the report for review, click the **Submit** button.

Once you submit your report for review, your service unit manager is automatically notified by email.

Report Approval

Troop reports are intended to be reviewed and approved by the appropriate service unit manager. In the event that the troop leader submitting the report is also the service unit manager, the membership specialist is tasked with reviewing and approving the report.

Service Unit reports are intended to be reviewed and approved by the appropriate membership specialist. In the event that the service unit manager submitting the report is also the membership specialist, the report owner is tasked with reviewing and approving the report.

Once your service unit manager or membership specialist reviews your report, she may contact you with questions. You will be notified of any messages by email. When your service unit manager or membership specialist approves your report, you will be notified by email.

Messages

If you have any questions or concerns about a report, you may send a message to your service unit manager, membership specialist, or the report owner.

To send a message, first view the report, then complete the form in the **Send a Message** section. Message recipients are automatically notified by email that a message is waiting.

You may not send a message once a report has been approved.

Troops

Troop Leaders can view their own troops by clicking on **Troops** in the main menu.

- Use the search form to find a troop by number
- Use the next and previous links to navigate search results
- Click on the troop name to view more details

Troop Details

The troop details page includes:

General Information

Click to edit the service unit number or program level.

Bank Info

Banking information for this troop. Fields include bank name, branch, treasurer, routing number, account number, and signer information. Click on any field to modify. This information is used to populate reports where appropriate, and any updates made to bank info in a report are reflected here.

There is also a link in this section that will allow you to generate a bank authorization letter for the troop.

Reports

A list of reports that have been requested from or submitted by the troop, with submission status. Once a report has been submitted, you may click to view.

Messages

Troop Leaders may view and respond to messages by clicking [Messages](#) in the main menu.

Messages are presented in date order, with the most recent messages at the top. All messages are related to reports, therefore, you will need to view the report in order to reply. Just click [Reply to this message](#) to do so.

You may not reply to system messages or messages related to a report that has been approved.

System Security

At GSCM, we take security very seriously. To prevent exposure, all data is encrypted for transmission using the same technologies used by U.S. banks. In addition, bank account and routing numbers are encrypted on the server.

It is your responsibility to keep your login information safe. Each user should have her own credentials. **Do not, under any circumstances, provide your password to a third party.**