

## Navigating through the 4 Basic Looker Dashboards (for Volunteers)

Always click on the  on the top left hand side of any screen to return to Looker's HOME page.

### HOME page:

### A. Full Roster page:

Service Unit	Troop/Group	Membership Type	Position	First Name	Last Name	Email	Does member allow email?	Phone Number	Address Line 1	City	State Name (Abbr.)	Zip Code	Name (School)	Girl Grade	Position Active Date	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does member allow photograph?
1 SU209	Troop01640	Adult Membership	Troop Chaperone/Driver	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Chapel Hill	NC	27516	Not Applicable	Adult	2018-08-30	Eligible	2022-08-29	[REDACTED]	[REDACTED]	Y
2 SU209	Troop00693	Adult Membership	Troop Co-Leader	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Rougemont	NC	27572	Not Applicable	Adult	2018-08-28	Eligible	2022-07-28	[REDACTED]	[REDACTED]	Y
3 SU209	Troop01892	Adult Membership	Troop Chaperone/Driver	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Durham	NC	27705	Not Applicable	Adult	2018-08-28	Eligible	2020-09-07	[REDACTED]	[REDACTED]	N
4 SU209	Troop01892	Girl Membership	GIRL	[REDACTED]	[REDACTED]	[REDACTED]	Y	[REDACTED]	[REDACTED]	Durham	NC	27705	School Not Found	Grade 02	2018-08-28	NOT APPLICABLE	∅	[REDACTED]	[REDACTED]	Y

**Full Roster** page Filters:

1. Filter on Year (Last Year, Current Year or Next Year)

The screenshot shows the 'Full Roster' page with a 'FILTERS' section. The 'Year' filter is selected and its dropdown menu is open, showing options for 'Current Year', 'Last Year', and 'Next Year'. The 'Current Year' option is highlighted in blue. The 'Service Unit' and 'Troop or Group' filters are also visible but not selected.

2. Filter on Service Unit (one or more depending on roles held)

The screenshot shows the 'Full Roster' page with the 'Service Unit' filter selected and highlighted with a green border. The dropdown menu is open, showing three selected service units: 'SU208', 'SU209', and 'SU215'. The 'Year' filter is also visible and set to 'Current Year'. The 'Troop or Group' filter is empty.

3. Filter on Troop or Group:

SU Roster ▾  
Full Roster ♥

▼ FILTERS

Year is equal to ▾ Current Year ▾ ×

Service Unit is equal to ▾ SU208 × SU209 × SU215 ×

Troop or Group is equal to ▾

- Troop00517
- Troop00572
- Troop00608
- Troop00643
- Troop00693
- Troop00700
- Troop00711
- Troop00714

Service Unit	Troop/Group	Membership Type
1 SU209	Troop01640	Adult Membership
1 SU209	Troop00502	Adult

4. Click RUN to see Filters get applied:

SU Roster ▾  
Full Roster ♥

Each Tile's Time Zone ▾ just now · America - New York

Run ⚙️

▼ FILTERS

Year is equal to ▾ Current Year ▾ ×

Service Unit is equal to ▾ SU208 × SU209 × SU215 × +

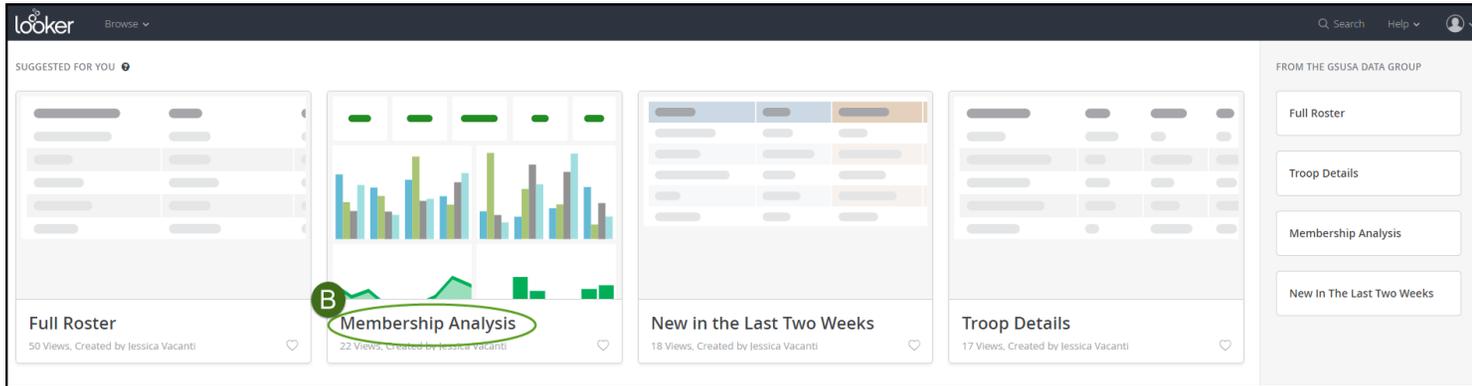
Troop or Group is equal to ▾ Troop01112 × ▾ +

Full Roster (based on year in filter)

Service Unit	Troop/Group	Membership Type	Position	First Name	Last Name	Email	Does member allow email?	Phone Number	Address Line 1	City	State Name (Abbr.)	Zip Code	Name (School)	Girl Grade	Position Active Date ▾	Status	Expiration Date	Preferred Contact First Name	Preferred Contact Last Name	Does member allow photograph?
SU209	Troop01112	Adult Membership	Camp Certified Adult	████	████	████████████████	Y	████	████████	Durham	NC	27713	Not Applicable	Adult	2018-08-08	Eligible	2021-03-09	Jennifer	Hemmerlein	Y
SU209	Troop01112	Girl Membership	GIRL	████	████	████████████████	Y	████	████████	Durham	NC	27713	████████	Grade 01	2017-11-07	NOT APPLICABLE	∅	Sarah	Ray	Y

After selecting Filter values, Click Run.

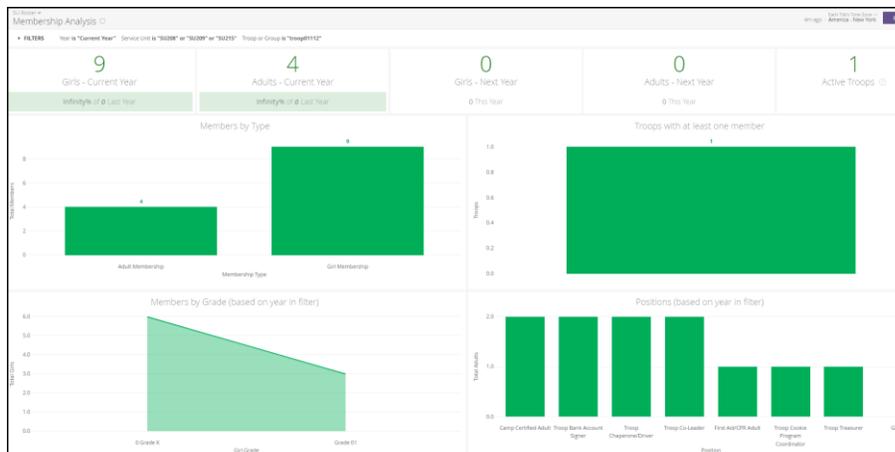
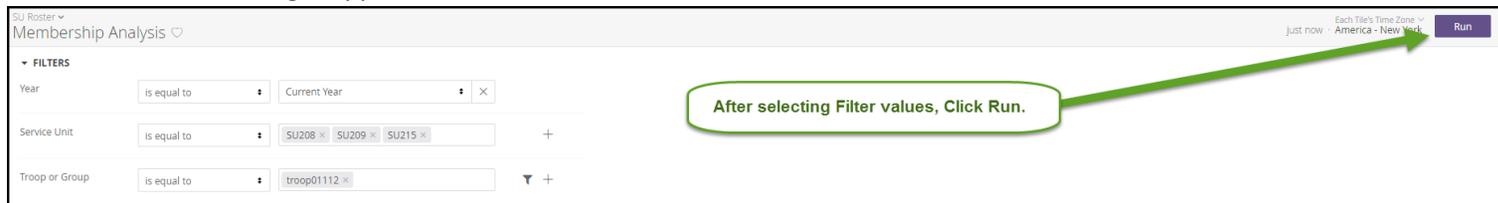
## HOME page:



## B. Membership Analysis page:

Filters are the same as the Filters on the Full Roster Dashboard:

1. Filter on Year (Last Year, Current Year or Next Year)
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click RUN to see Filters get applied



## HOME page:

### C. New in the Last Two Weeks page:

Filters are the same as the Filters on the Full Roster Dashboard:

1. Filter on Year (Last Year, Current Year or Next Year)
2. Filter on Service Unit (one or more depending on roles held)
3. Filter on Troop or Group
4. Click RUN to see Filters get applied

After selecting Filter values, Click Run.

Service Unit	Troop/Group	Position	Member Type	First Name	Last Name	City	Girl Grade	Name (School)	Position Active Date	Email	Does member allow email?
1. SU209	Troop01640	Troop Chaperone/Driver	Adult			Chapel Hill	Adult	Not Applicable	2018-08-30		Y
2. SU209	Troop00693	Troop Co-Leader	Adult			Rougemont	Adult	Not Applicable	2018-08-28		Y
3. SU209	Troop01892	GIRL	Girl			Durham	Grade 02		2018-08-28		Y
4. SU209	Troop01892	Troop Chaperone/Driver	Adult			Durham	Adult	Not Applicable	2018-08-28		Y
5. SU209	Troop01141	GIRL	Girl			Cary	Grade 05		2018-08-25		Y
6. SU209	Troop00693	GIRL	Girl			Durham	Grade 01		2018-08-22		Y
7. SU209	Troop00693	Troop Chaperone/Driver	Adult			Durham	Adult	Not Applicable	2018-08-22		Y
8. SU208	Durham 11 SU208 Team	SU Roster Test - 208	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
9. SU208	Troop02014	GIRL	Girl			Durham	Grade 01		2018-08-21		N
10. SU209	Durham 11 SU209 Team	SU Roster Test - 209	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
11. SU215	Durham 11 SU215 Team	SU Roster Test - 215	Adult			Durham	Adult	Not Applicable	2018-08-21		Y
12. SU215	Troop00711	GIRL	Girl			Durham	Grade 10		2018-08-21		Y

## HOME page:

The screenshot shows the Looker HOME page with a top navigation bar containing the Looker logo, a 'Browse' dropdown, a search bar, and a 'Help' dropdown. Below the navigation bar, there are four suggested views: 'Full Roster' (50 Views, Created by Jessica Vacanti), 'Membership Analysis' (22 Views, Created by Jessica Vacanti), 'New in the Last Two Weeks' (18 Views, Created by Jessica Vacanti), and 'Troop Details' (17 Views, Created by Jessica Vacanti). The 'Troop Details' view is circled in green with a 'D' in a green circle. To the right of these views is a sidebar titled 'FROM THE GSUSA DATA GROUP' with buttons for 'Full Roster', 'Troop Details', 'Membership Analysis', and 'New In The Last Two Weeks'.

## D. Troop Details page:

Filters are the same as the Filters on the Full Roster Dashboard (except for the year selection):

1. Filter on Service Unit (one or more depending on roles held)
2. Filter on Troop or Group
3. Click RUN to see Filters get applied

The screenshot shows the 'Troop Details' page in Looker. At the top, there is a 'Run' button with a green arrow pointing to it from a callout box that says 'After selecting Filter values, Click Run.' Below the 'Run' button, there are two filter sections: 'Service Unit' with a dropdown menu set to 'is equal to' and a list of selected values 'SU208', 'SU209', and 'SU215'; and 'Troop or Group' with a dropdown menu set to 'is equal to' and an empty input field. Below the filters is a table titled 'Troop Details' with the following columns: Service Unit, Troop/Group, Participation Type, GS Community Year, Program Grade Level, Meeting Days, Meeting Start Time, Meeting End Time, Meeting Location, Meeting Notes, Girls Assigned, Girls Pending, Desired # of Girls, Girl Openings Remaining, Volunteers Needed to Start, and Display Catalog. The table contains three rows of data.

Service Unit	Troop/Group	Participation Type	GS Community Year	Program Grade Level	Meeting Days	Meeting Start Time	Meeting End Time	Meeting Location	Meeting Notes	Girls Assigned	Girls Pending	Desired # of Girls	Girl Openings Remaining	Volunteers Needed to Start	Display Catalog
1 SU208	Troop00700	Troop	2019	Cadette	Thurs	6:15 PM	7:45 PM	[REDACTED]	[REDACTED]	12	0	16	4	3	N
2 SU208	Troop01127	Troop	2019	Cadette	Fri	6:00 PM	8:00 PM	[REDACTED]	[REDACTED]	1	0	12	11	1	N
3 SU208	Troop00810	Troop	2019	Senior	Thurs	6:15 PM	7:45 PM	[REDACTED]	[REDACTED]	11	0	15	4	2	N

E. **Sidebar** of the HOME page. Each section will bring you to the same 4 Dashboards that the tiles will bring you to.

The screenshot displays the Looker interface. At the top left is the 'looker' logo and a 'Browse' dropdown. At the top right are search and help icons. Below the header, a 'SUGGESTED FOR YOU' section contains four dashboard tiles:

- Full Roster**: 50 Views, Created by Jessica Vacanti
- Membership Analysis**: 22 Views, Created by Jessica Vacanti
- New in the Last Two Weeks**: 18 Views, Created by Jessica Vacanti
- Troop Details**: 17 Views, Created by Jessica Vacanti

A green callout bubble with the letter 'E' points to these four tiles, containing the text: "These will bring you to the same 4 Dashboards that the tiles bring you to." To the right of the tiles is a sidebar titled "FROM THE GSUSA DATA GROUP" which contains a list of four items: "Full Roster", "Troop Details", "Membership Analysis", and "New In The Last Two Weeks". A green box highlights this sidebar menu.