How to Use the T618 Advancement Tracking Tool

Overview:

This document describes how to use the Troop 618 web tool for tracking Scouts' advancement progress towards each rank.

The information can be viewed read only by Scouts, their parents, the Scoutmasters and the Troop Advancement Coordinator.

Using a special login and password the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader (ASPL) can enter or change data in the system, using information collected by his Patrol Leaders (PLs) or Assistant Patrol Leaders (APLs). The information than can then be used in the Patrol Leaders Council (PLC) meetings to plan Troop activities which will help the Scouts to advance in rank.

The intended use is as follows:

1) The SPL or ASPL will periodically print out paper sheets and hand them to the PLs or APLs in a Troop meeting.

2) In that meeting the PLs or APLs will check the handbooks of the Scouts in their patrol, and check off on the paper sheets the requirements which are recorded in the handbooks as being completed.

3) At the end of the meeting the PLs or APLs will return the paper sheets to the SPL or ASPL

4) After the meeting, the SPL or ASPL will login to the system and update it using the information from the paper sheets.

5) At the next PLC, the Scouts will use this information to plan the next months' activities.

To view current data (read only; no password required):

In your favorite web browser enter this URL in the navigation bar:

bstroop618.org/CGI_tools/advancement.cgi

The screen that comes up will display the Troop data which is presently entered for all ranks:

The following query strings can be used to see the data for just one rank at a time:

- ?scout   for progress towards the Scout rank
- ?tender   for progress towards the Tenderfoot rank
- ?second   for progress towards the Second Class rank
- ?first   for progress towards the First Class rank
- ?star   for progress towards the Star rank
- ?life   for progress towards the Life rank
- ?eagle   for progress towards the Eagle rank
- ?badges   for a list of Merit Badges earned by the Scouts

So, for example, to see only the requirements completed towards the Tenderfoot rank, you can enter this URL in the browser:

bstroop618.org/CGI_tools/advancement.cgi?tender

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To add or change data (password required):
In your favorite web browser enter this URL in the navigation bar:
      bstroop618.org/CGI_tools/advancement.cgi?update
The screen that comes up will offer you a list of ranks to choose from

Click on any of the ranks, and a screen will come up where you can enter the SPL password provided by the Troop web administrator.

You can also use one of the following query strings to skip the selection screen and jump directly to a given rank (the password step will still be required, though):

- ?update:scout   to update progress towards the Scout rank
- ?update:tender   to update progress towards the Tenderfoot rank
- ?update:second   to update progress towards the Second Class rank
- ? update:first   to update progress towards the First Class rank
- ? update:star   to update progress towards the Star rank
- ? update:life   to update progress towards the Life rank
- ? update:eagle   to update progress towards the Eagle rank
- ? update:badges   to update list of Merit Badges earned by the Scouts

So, for example, to enter data for the Tenderfoot rank, you can enter this URL in the browser:
      http://www.bstroop618.org/CGI_tools/advancement.cgi?update:tender

New Data Entry:

After entering the correct password, a data entry form will come up:

Annotations in the image:
- The name(s) of Scouts already entered may be edited here
- Use these check boxes to record the rank requirements completed by each Scout
- The name of one new Scout working on this rank may be entered here in this field
- After making changes use one of these buttons to Submit, Reset, or Cancel the data entry

Badges:

The forms for the Star, Life and Eagle ranks include fields where the Merit Badges earned towards these ranks can be typed in.

Important Note:

Be careful in selecting the **Submit**, **Reset**, or **Cancel** button. There is no Undo or Back function.

Submit will cause all changes in the current session to be saved to the database, and then go to a screen with an option to make more edits to this rank, or to select another rank to edit.

Reset will undo all changes made in the current session but leave the editing window open.

Cancel will undo all changes made in the current session and go to a screen with an option to make more edits to this rank, or to select another rank to edit.

Next Screen:
After selecting either the **Submit** or the **Cancel** button, this screen will come up:

🌿 **Troop 618 Advancement Information** 🌿

Requirements completed towards the Scout Badge:
(This information was last updated on Sun, Sep 15, 2019 at 17:59:19)

Scout	1a OathEtc.	1b Spirit	1c SignEtc.	1d 1stClassBadge	1e OutdoorCode	1f PledgeOfAlleg.
Clark Kent					X	X
Maxwell Q Smart			X	X		
Bruce Wayne	X	X				

Scout	2a ScoutLeader	2b ScoutAdvance	2c ScoutRanks	2d MeritBadges	3a PatrolMethod	3b PatrolSpirit
Clark Kent						
Maxwell Q Smart						
Bruce Wayne						

Scout	4a Knots	4b Whip&Fuse	5 KnifeSafety	6 Parent&CyberChip	7 SMConf
Clark Kent					
Maxwell Q Smart					
Bruce Wayne					

[Enter More Data for scout]

[Enter Data for tender]

[Enter Data for second]

[Enter Data for first]

[Enter Data for star]

It will display the data for the most recently edited rank category, and below will be options to edit that category again, or to edit a different rank category.

On reason why the same rank category may need to be edited more that once is if more than one Scout needs to be added to that rank, as there is only room to add one name per editing session in the form on the preceding page.