

Using Application Manager

Log in to my.scouting.org

Select menu.

Select your unit name in drop down list.

Select Application Manager

Your unit's Application Manager dashboard defaults to the My Actions tab.

In My Actions you will see...

A breakdown of the applications that were either completed or closed over the last 30 days.

The number of new applications received in the last 30 days.

A clock showing the age of the application in the system. The system defaults to the oldest submission being shown first.

Under **In Progress Applications** you will see how many applications fall into each phase of the timer.

In the Youth and Adult tabs you will see a list of the different statuses that the applications can be in depending on the actions you have taken. Next to each of the statuses, you'll see the number of applications in that status.

Clicking on a status title will display the unit's applications that are in that status.

To see the details of the record just click on the applicant's name.

If it is a record that you can act upon, you will see the action buttons.

To close the record, click the X in the upper right-hand corner. You will return to the Application Manager Dashboard.

Click the Back button on the blue header bar to return to the list of statuses.

To search for a specific applicant, use the Search All feature.

Again, if you have a record that you can act upon, you will see the action buttons when you open it.

If it is not one of your actionable items, you can still review and leave notes.