UNIT MANAGEMENT SOFTWARE

PROCEDURE No. 110

Loading ScoutNet data into PackMaster

Purpose: This procedure is written for the Pack who is loading the ScoutNet Pack data, from the LOD diskette, into the new PackMaster program for the first time. It is the initial load of data files after the PackMaster program has been installed on to the PC.

NOTE: This procedure may create duplicate Scout information data if any Scout info was manually input into PackMaster prior to executing this procedure.

Scope: Northern New Jersey Council will build the LOD diskette and give it to the unit. The LOD diskette will have on it the names, address, etc. of each Scout and Adult as it was recorded into ScoutNet. ScoutNet is the council information database. This procedure is not intended to replace the PackMaster Manual.

Material Needed:

1. Your PC, not a Mac
2. PackMaster Program Disk
3. PackMaster Manual
4. ScoutNet LOD diskette

Procedure:

1. Install the PackMaster program using the procedures outlined in the PackMaster Manual Section No. 1.

   Start the PackMaster program. You should have an opening main screen that looks like:

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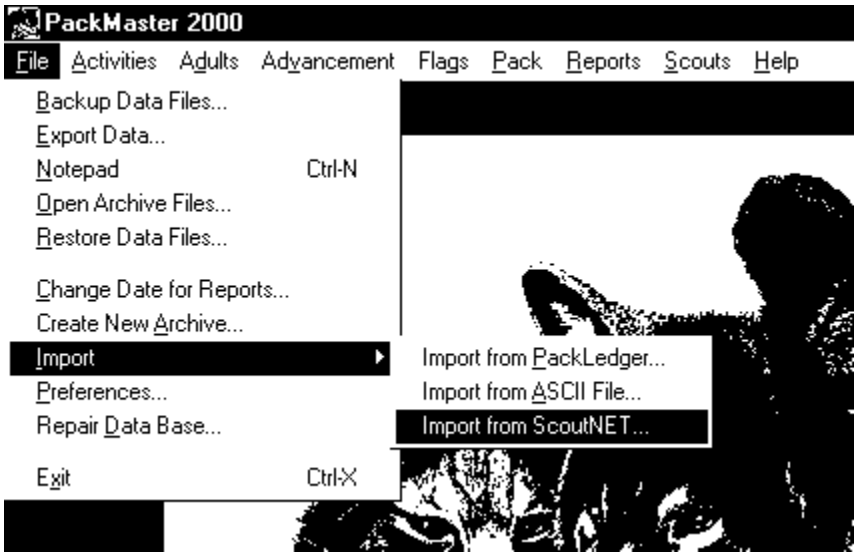
2. Select File, Import , Import from ScoutNet.



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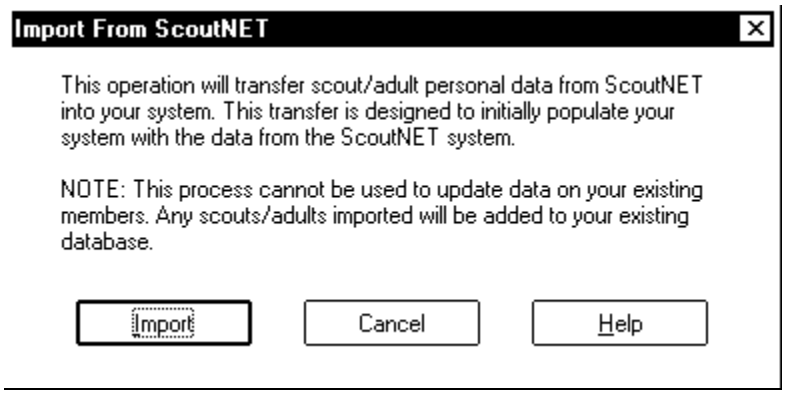
3. When the "Import from Scout Net" screen comes up select your unit type, and click **Import.**



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Insert the " ScoutNet LOD diskette" into the A drive.

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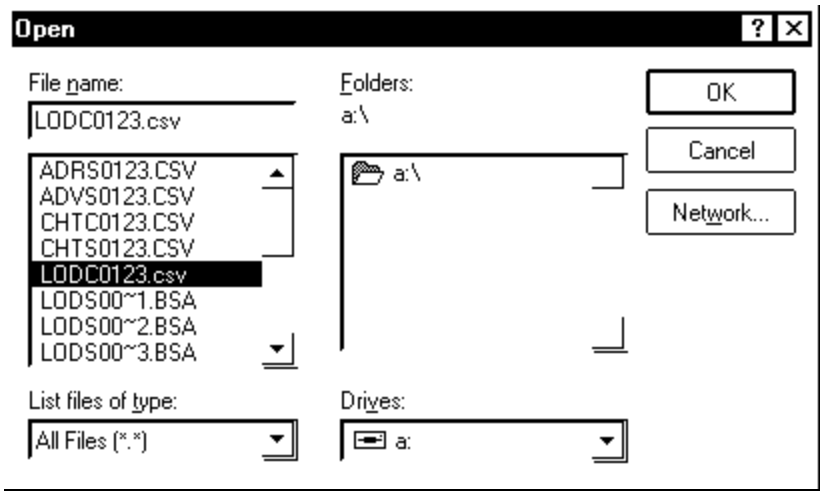

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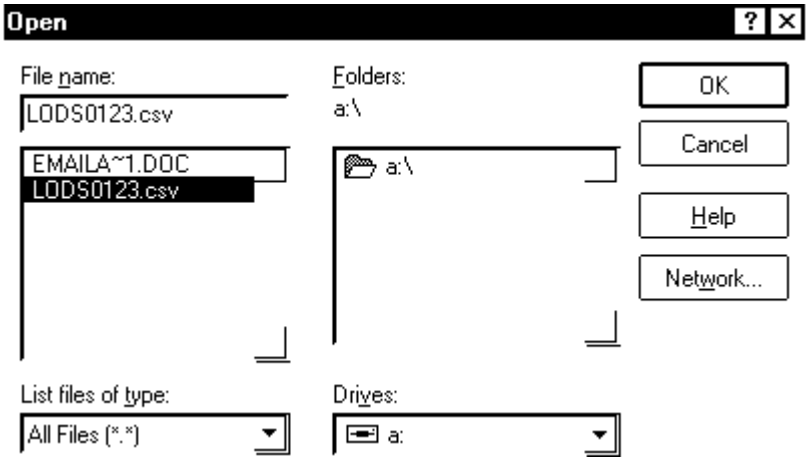
4. In the drive box select "a"

Highlight the file name "LODSxxxx.csv" xxxx = your Pack number, and click OK.



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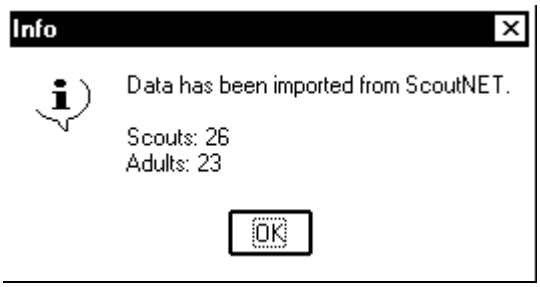
5. The file will be imported into PackMaster and the next active window that you see will tell you how many Scouts and Adults have been imported into PackMaster. The numbers may not be the same as your Pack has in their records, because the Northern New Jersey Council records may not have been updated since your last re-charter date. **Click OK**



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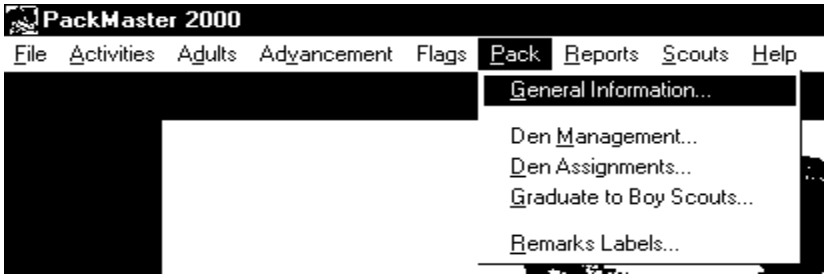
NOTE: Do not go through this procedure a second time or you will end up with duplicate entries in your PackMaster.

6. Now check that your Pack info has been imported. While on the main Screen click **Unit** on the pull down bar and select **General Info…** The general Pack information will appear on the screen as shown on the next page.



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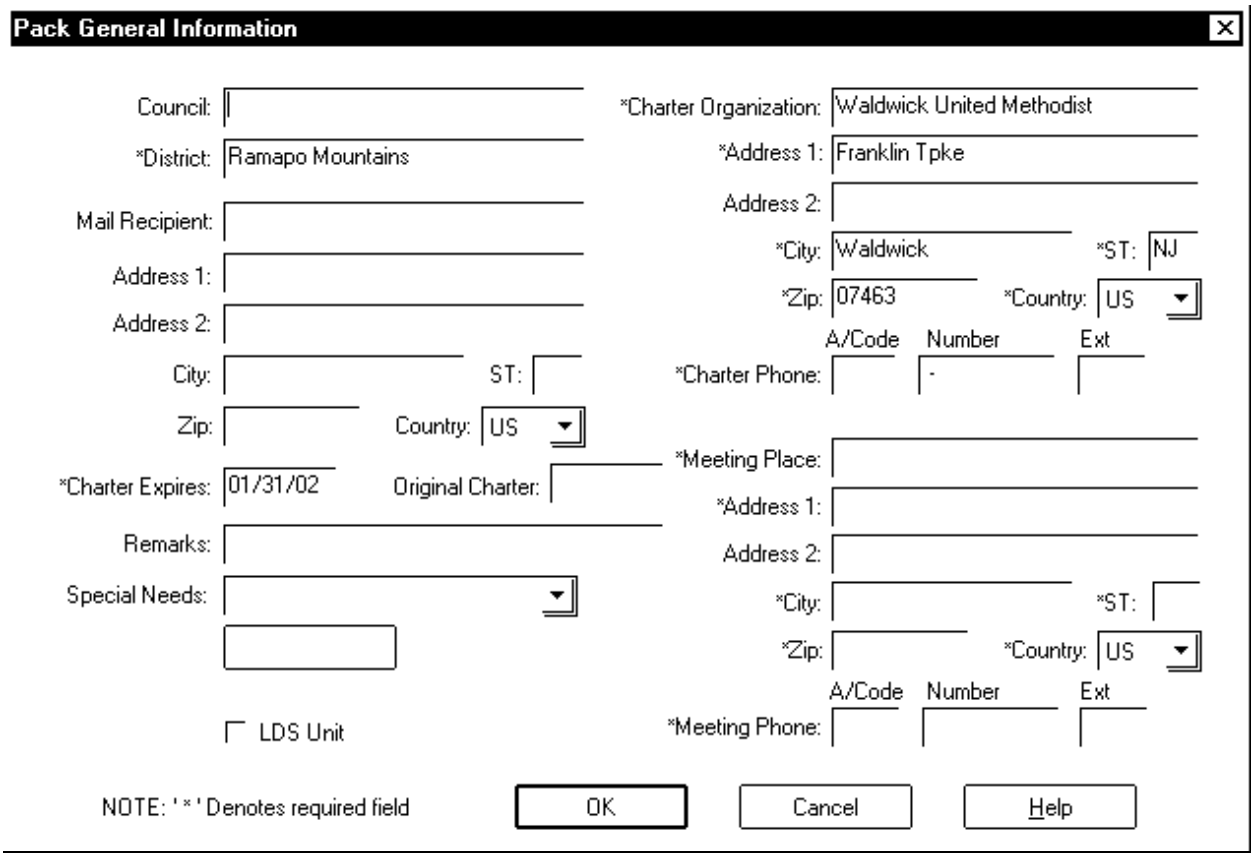

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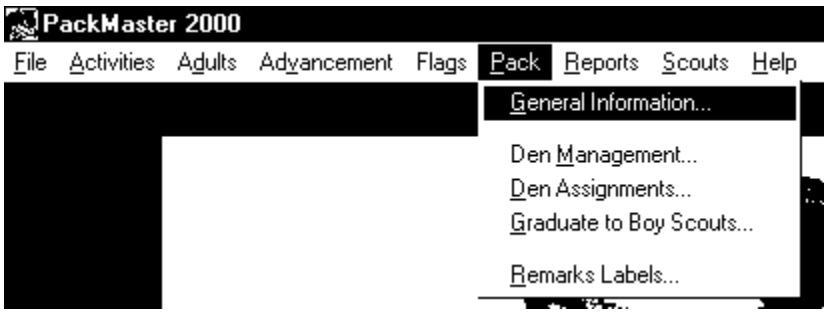
Add any known info to complete the form.

7. Next check your individual Scout info. Click **Pack** on the pull down bar and select **General Information** You should see a list of your Scouts.



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8. With this import of the Northern New Jersey Council ScoutNet info you have just saved yourself a lot of time typing. You now have the task of updating the info and adding those Scouts that were not part of the NNJC ScoutNet data. When you have updated as much info as possible try creating an Advancement Report using Procedure No. 110.

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