

# TOUR PERMITS | FREQUENTLY ASKED QUESTIONS

February 23, 2009

**Q: Are training records entered for tours checked against existing ScoutNET training records?**

A: No. Training records are not checked against the ScoutNET database.

**Q: Do Explorer posts have access to tour permits?**

A: Yes. The terminology changes appropriately, e.g., outing permit.

**Q: Where is the help located for MyScouting?**

A: On the login page there is a help file and a video.

**Q: If a volunteer needs assistance with a MyScouting login, how do you contact the National Service Desk?**

A: Use the e-mail address [myscouting@netbsa.org](mailto:myscouting@netbsa.org) to contact a National Service Desk representative. E-mails are answered on the following business day.

**Q: The Warning that Hazardous Weather training was needed did not disappear when the training was entered.**

A: The warning is not functioning properly and will be corrected so that it does not display when it should not.

**Q: The Training section in Tour Permits states that training is valid for two years from the date completed. Will Tour Permits send an alert when required training is about to expire?**

A: No warning is built into the system.

**Q: When I return a tour permit can I include comments in the e-mail notification?**

A: Yes, you can enter comments in the Message (editable) box in the Send Reset E-mail window.

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**Q: Are accumulated tour permits purged after a period of time?**

A: Tour permits are archived. For the unit, the permits are purged but only after a period of months. However, a unit can repurpose a tour permit instead of creating a new one by renaming it and revising other information.

**Q: Can you direct a tour permit to a DE so we only see those permits for our district?**

A: You can have the DE serve as an administrator. Tour permits administrators have access to all submitted applications, and a DE can search for and work on permits from a specific district.

**Q: Is training available so council's can see this product themselves?**

A: There is not a tutorial comparable to the Internet Rechartering tutorial. However, a PowerPoint presentation, tour permits-instructions, and help are available. In addition, we are developing a video.

**Q: I created an online tour permit. Can my Scoutmaster get on and view or finish the permit?**

A: The Scoutmaster can view but cannot finish the tour permit begun by an assistant leader. The permit can only be submitted by the person who created it. Others can view, but cannot take action. Because no physical signature is required, this restriction ties the originator to the tour permit.

**Q: Can all leaders in a unit have access to the vehicle and training information that has been entered in the Tour Permit system for their unit?**

A: Yes, all unit leaders have access to the vehicle and training information that another leader has built.

**Q: If everybody in the unit has access to the person information we enter in Tour Permits, can everyone view this information, such as a driver's license number?**

A: In read-only mode, you cannot view personal information. However, those who have rights to create and submit tour permits can view this information. On the printable application, the driver's license information is masked and does not appear on the application.

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**Q: Do units have to save any tour permits paperwork?**

A: You can search and approve tour permits. Click Print. Then click Save as... to save an electronic copy of the tour permit. There is no need to create and save hard copies.

**Q: What do I need to print to take on the tour?**

A: Print the actual tour permit for the outing. Permanent records can be kept electronically.

**Q: Where can I find the unit ID number?**

A: The unit ID number is displayed and requested in Tour Permits administration only. It is not used by the unit when creating a tour permit application.