This video is intended to give Administrative Commissioners an overview of the updated version of Commissioner Tools. Commissioner Tools provides a new look and feel to all who use commissioner tools. New features include easier navigation, and a completely redesigned report section with customizable date ranges. The focus of this video will be on the Commissioner Administration function, Commissioner profiles and reports. Please view Unit commissioner, Unit Service plan and roundtable videos to learn about assessments, service plans and documenting roundtables.
Administrative commissioners have unique functionality in Commissioner Tools. The biggest difference is the **administration tab** that you see in the left column of your dashboard when you log in to Commissioner Tools; unit commissioners do not have this functionality. As a reminder, roundtable commissioners are a type of administrative commissioner. This tab has a dropdown list so that you can choose to assign one or more units to a commissioner or assign one or more commissioners to a unit.
When the Administration tab is selected, the dropdown window shows **Unit Admin** and **Commissioner Admin**. Selecting Unit Admin produces a list of all the units in the selected district.
Selecting the Unit Admin tab gives you a few options when deciding which units need commissioners assigned to them. Select the Show All Units button and you get choices as to which units you would like to see. The pulldown bar in the upper right corner provides the option to; view all units in the district, a list of units in the district that DO NOT have a commissioner assigned, or a list of units in the district that DO have commissioners assigned. The far-right column on the page shows you how many commissioners are assigned to any given unit (Note: you can assign more than one commissioner to a unit.)
The important feature here is that you can select one or more units to assign to a commissioner.
Once you select the unit(s) you wish to assign to a commissioner, the “Assign To” button at the top of the page becomes active.
Select the “Assign To” button and a list of the units you wish to assign appears as does a dropdown list of commissioners to whom you can assign the units. Select the commissioner you wish to assign these units.
Selecting the Assign button produces a confirmation screen. It also allows you to ‘Assign to Me’ or unassign a commissioner if an error was made.
Previously, we assigned several units to a commissioner using unit administration, now we will assign a commissioner to a unit through commissioner administration. The process works similarly to the previous example. Select one or more commissioners from the list that you wish to assign a unit to, then select the Assign To button at the top.
Clicking the assign to button causes this window to appear with pulldown boxes. The first field allows you to select the program type for the unit, Pack, Troop, Crew, Ship.
After selecting the type of unit, you select the unit.
Select the specific unit you wish to assign to the commissioner.
You have chosen a program type and you have chosen a specific unit, now click the assign button and the commissioner is now assigned to that unit. After selecting the assign button, you are returned to Commissioner Administration window.
Another important feature of this window is that you can view the profile of each of your commissioners by clicking on their name.
The profile page gives you a snapshot for each commissioner. It can show you all the registered positions the commissioner holds, it provides a list of units to which the commissioner is assigned, and it provides a history of the contacts the commissioner has made, including: Completed, In Progress, and Scheduled. The final data field provides a view in the form of a graph the number and types of assessments the commissioner has completed during the last four months.
Commissioner tools provides a Profile tab for each commissioner which gives them a snapshot of themselves as a commissioner. The profile tab is available to all commissioners so they can see how they are performing. Note that in the Profile view you can see an ‘SP’ icon next to each Detailed Assessment with a Unit Service Plan.
If you experience any problem with commissioner tools, Try and solve the problem at the lowest level possible. Be sure you are using a supported browser. When calling member care, there may be wait, or you may need to leave a message.

If you use JIRA, set an account. Use your email as your username.