**Awards Assistant**

The Awards Assistant is an Excel program that take the output from the Compass Awards Report and formats it so that it is easy to identify those adults where a Good Service Award could be considered.

The highlighting of an individual does not mean that they necessarily should get a Good Service Award.

Please note that the information in the report is only as good as the data recorded in Compass or as contained in the Compass Awards Report. Please read the Known Issues file located in the same folders as this introduction and the program.

## **Process**

More details may be found in the Help file located in the same folder as this introduction.

* Generate an Awards Report in Compass and download it as a CSV file.
* Store the downloaded file as personal information.
* Download the latest Awards Assistant program.
* Open the program in a local version of Excel ensuring Macros are enabled.
* Click the Start button to start the program.
* Select the CSV file of the Awards Report.
* Select any options required.
* Click OK to commence running the program.
* The program will generate an Excel file, which will be left open and unsaved on completion.
* If the generated report is required for later then it should be saved as personal information.
* The program may now be closed.

## **Highlighting Rules**

These rules do not exactly match the guidance given by the Awards Board, however, they reflect the closest the program can get with the data in the Compass Awards Report.

* Chief Scout Commendation – hold an adult role and received a 5 Year Chief Scout’s Service Award.
* Award for Merit – hold an adult role and received a 10 Year Chief Scout’s Service Award at least two years ago.
* Bar to the Award for Merit – hold an adult role and it is at least five years since receiving the Award for Merit.
* Silver Acorn – hold an adult role and received a 20 Year Chief Scout’s Service Award.
* Bar to the Silver Acorn – hold an adult role and it is at least five years since receiving the Silver Acorn
* Silver Wolf – hold an adult role for at least thirty years.
* Only the first row for an adult will show existing awards and be highlighted dark blue to show potential awards. However, all roles will be highlighted light blue.
* An adult will not be highlighted if it is less than five years since the previous Award for Good Service.
* An adult will not be highlighted if they hold a role that requires a Wood Badge and it is overdue.
* A potential Award is not highlighted if the adult has previously received the Award or a higher level one and the information is recorded in Compass.

## **Notes**

Length of Service is determined by the Chief Scout’s Long Service Awards recorded in Compass and appearing in the Compass Awards Report.

Where a Wood Badge is overdue this will always be highlighted. Please use the Compliance Assistant and Training Assistant to better understand the training requirements.

**Version history notes**

**Awards Assistant v2045**

This is the latest version of the Awards Assistant.

If you have any issues please contact data-insights@scouts.org.uk

Changes v2045

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Update to May 2021 POR

Improvements to handling of the input CSV file particularly on Apple systems

Option to include all roles including those that don't count towards service e.g. Occasional Helper

Addition of 'What's New' and 'Help'

Other minor bug fixes and code improvements.

Changes v2044

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Usage of September 2020 POR

Other minor changes to support this.

Changes v2043

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Only minor changes and comment that this is January 2020 POR

Changes v2041

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Correction to logic to ensure Award for Merit not highlighted within 5 years of

Chief Scout Commendation.

Other internal changes.

Changes v2040

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The first production version.

Tested on an Apple MacBook Pro with macOS Sierra version 10.12.6 and Excel version 16.

Added a Summary sheet to show numbers of Good Service Awards by Length of Service.

Other internal information changes.