

POPCORN SYSTEM

UNIT LEADERS

1. Log into Popcorn System at Scouting.Trails-End.com
2. *New: Each user will be emailed a Username and instructions to reset their password
3. If you were not a user last year – contact Michelle to set up a new user account. Michelle.Ferguson@scouting.org or 761-6000

Unit Functions:

- Place a Unit Order – Take Order
 - Manage Scouts
 - Place Scout Orders
- Edit Unit Order
- Track Scout Sales



POPCORN SYSTEM

UNIT LEADERS

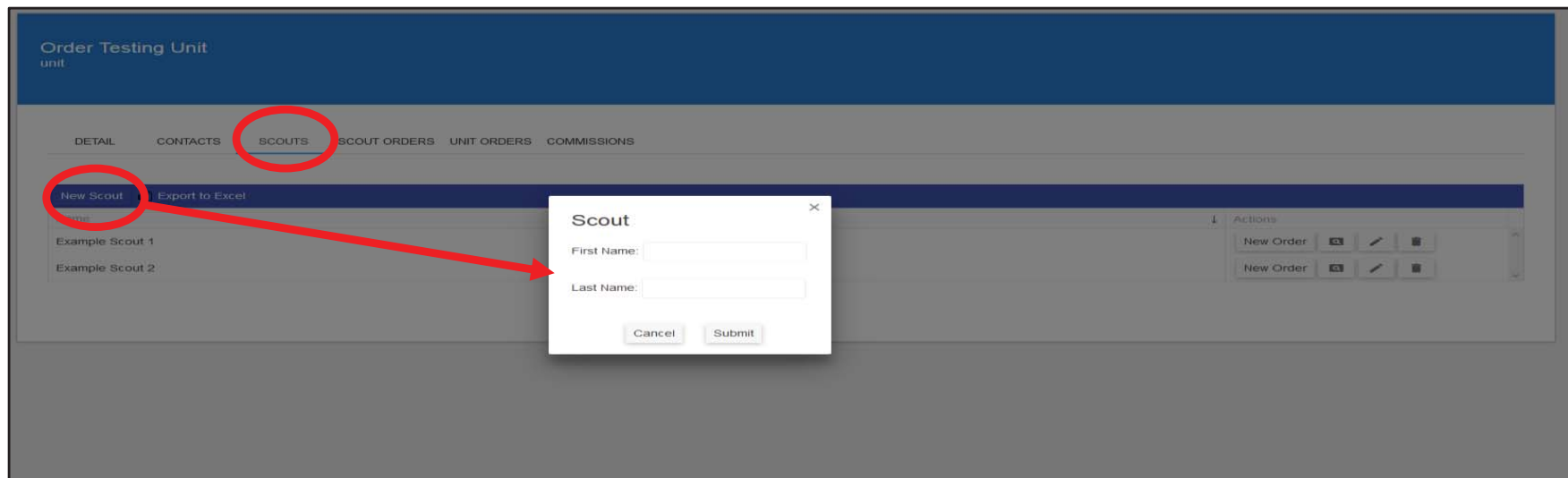
Placing a Unit Order



POPCORN SYSTEM

SCOUT MANAGEMENT

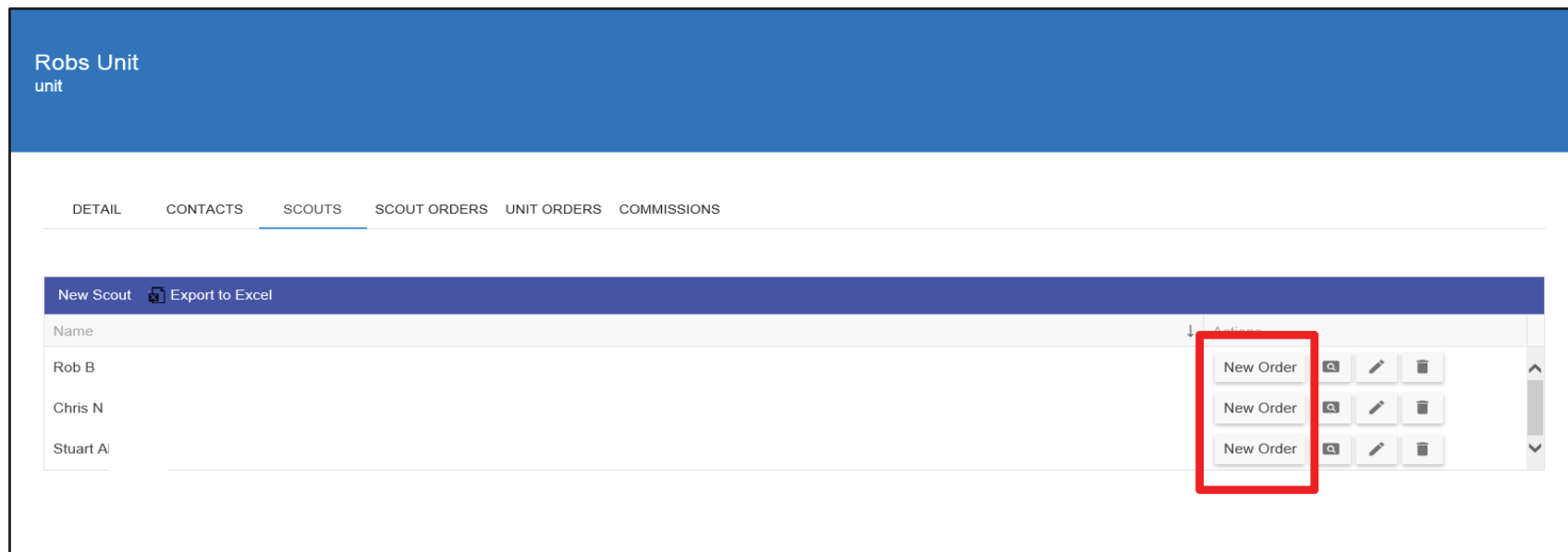
1. Click on the Scouts tab
2. Scouts with registered online selling accounts affiliated with your unit will already be in the Scout list
3. To create a new Scout, click the New Scout button, and enter the Scout's first and last name
4. Use the edit and delete buttons to maintain your Scout list



POPCORN SYSTEM

ENTER SCOUT ORDERS

1. Click the New Order button next to the Scout you want to open the New Scout Order screen



The screenshot displays the 'Robs Unit' interface. At the top, there is a blue header with 'Robs Unit' and 'unit' below it. Below the header is a navigation bar with tabs: 'DETAIL', 'CONTACTS', 'SCOUTS', 'SCOUT ORDERS', 'UNIT ORDERS', and 'COMMISSIONS'. The 'SCOUTS' tab is currently selected. Below the navigation bar is a table with a blue header row containing 'New Scout' and 'Export to Excel'. The table has a 'Name' column and a 'New Order' column. The rows are: 'Rob B', 'Chris N', and 'Stuart A'. The 'New Order' buttons for each row are highlighted with a red box.

Name	New Order
Rob B	New Order
Chris N	New Order
Stuart A	New Order



POPCORN SYSTEM

ENTER SCOUT ORDERS

2. Using the dropdown menus, select a campaign and a delivery (order) to display the Scout ordering form
3. Enter the quantity of containers sold of each item by the Scout
4. Click Save

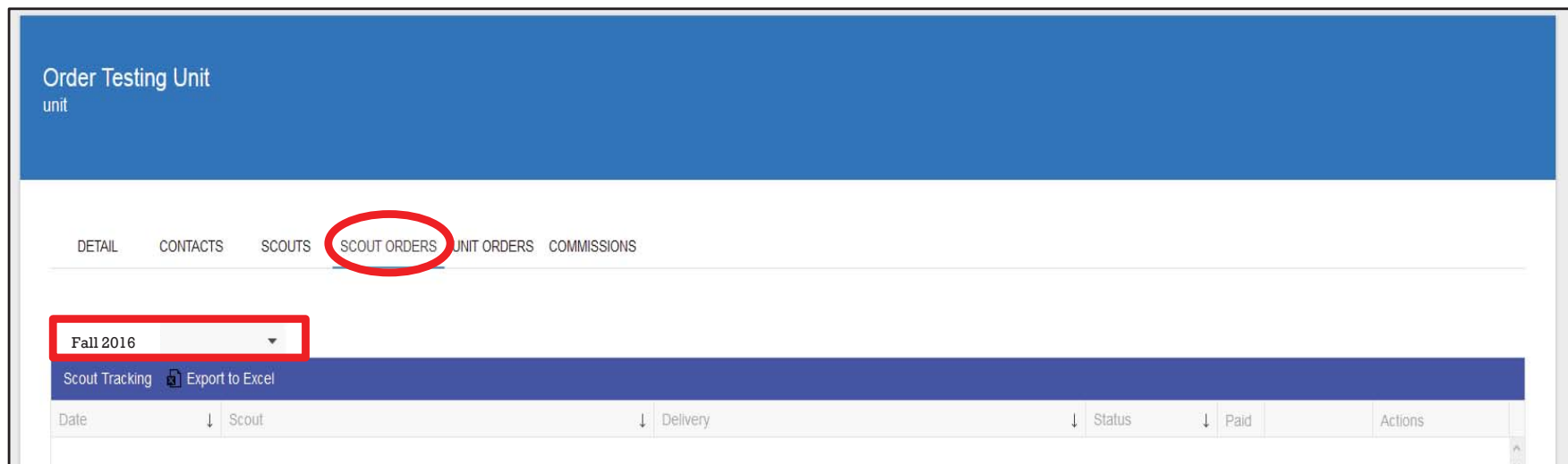
Product	QTY Interval	Total QTY
White Chocolatey Pretzels Bag	12:1	1
\$50 Military Donation	1:1	1
Chocolate Lover's Collection Tin	1:1	1
Sweet & Savory Collection Box	1:1	1
10pk Unbelievable Butter Microwave	6:1	0
18pk Butter Light Microwave	6:1	0
Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	0
Jalapeno Cheddar	12:1	0
White Cheddar Cheese	12:1	0
Total:		4



POPCORN SYSTEM

VIEW SCOUT ORDERS

1. To view Scout Orders, click the Scout Orders tab
2. From the dropdown menu, select the campaign for which you want to view Scout Orders
3. All saved Scout Orders will be listed



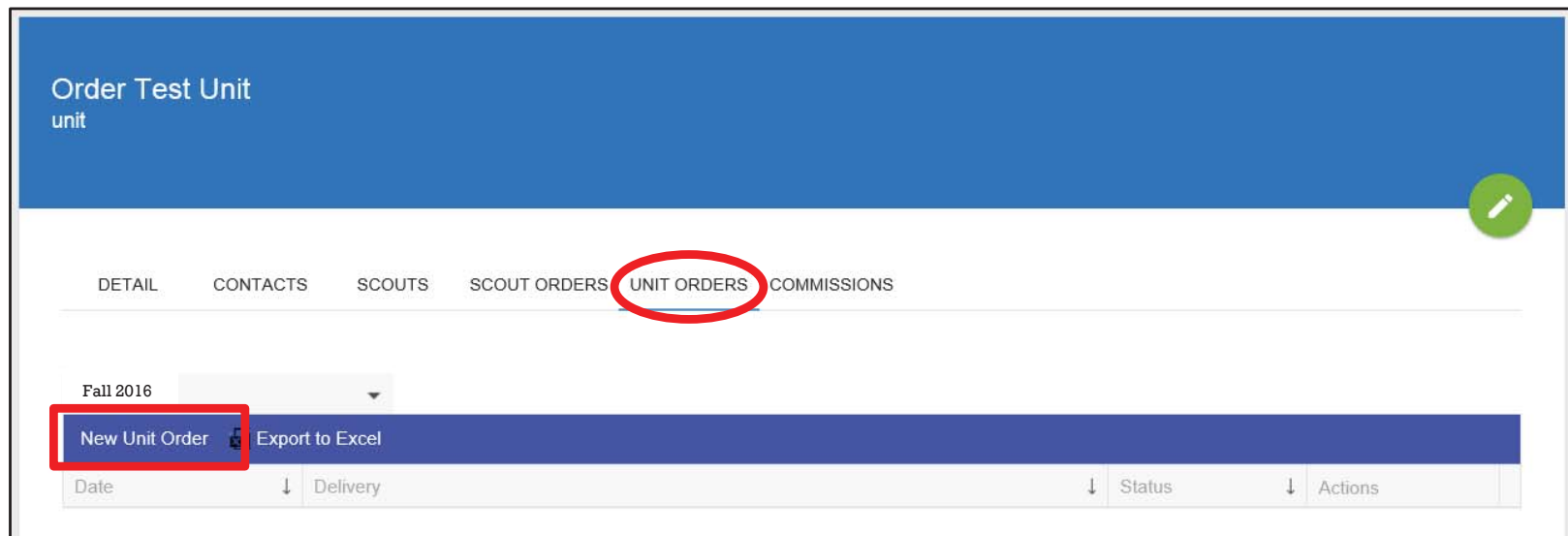
The screenshot displays the 'Order Testing Unit' interface. At the top, there is a blue header with the text 'Order Testing Unit' and 'unit' below it. Below the header is a navigation bar with several tabs: 'DETAIL', 'CONTACTS', 'SCOUTS', 'SCOUT ORDERS', 'UNIT ORDERS', and 'COMMISSIONS'. The 'SCOUT ORDERS' tab is highlighted with a red circle. Below the navigation bar is a dropdown menu with 'Fall 2016' selected, also highlighted with a red rectangle. Below the dropdown menu is a blue bar with 'Scout Tracking' and 'Export to Excel' options. At the bottom, there is a table with columns: 'Date', 'Scout', 'Delivery', 'Status', 'Paid', and 'Actions'. Each column has a downward arrow indicating it is sortable.



POPCORN SYSTEM

PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

1. Once you have saved all of your Scouts' orders, click the Unit Orders tab
2. Click the New Unit Order Button to open the Unit Ordering Screen



The screenshot displays the 'Order Test Unit' interface. At the top, there is a blue header with the text 'Order Test Unit' and 'unit'. Below the header, a navigation bar contains several tabs: 'DETAIL', 'CONTACTS', 'SCOUTS', 'SCOUT ORDERS', 'UNIT ORDERS', and 'COMMISSIONS'. The 'UNIT ORDERS' tab is highlighted with a red circle. Below the navigation bar, there is a dropdown menu showing 'Fall 2016'. Below the dropdown, there is a blue bar with two buttons: 'New Unit Order' and 'Export to Excel'. The 'New Unit Order' button is highlighted with a red box. Below the blue bar, there is a table with columns: 'Date', 'Delivery', 'Status', and 'Actions'. The 'Date' and 'Delivery' columns have a downward arrow next to them. The 'Status' and 'Actions' columns also have a downward arrow next to them.



POPCORN SYSTEM

PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

- Using the dropdown menus, select the campaign and the delivery (order) to display the ordering fields.

Select Campaign Choose Delivery... Save Submit

Product	QTY Interval	Order Adj(+ or -)	Council Order
			Total: <input type="text" value="0"/>










Save



POPCORN SYSTEM

PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

4. The total need column will aggregate the quantity of all your Scout Orders
5. Enter a positive or negative integer in the Order Adj to adjust the order to your Council (reduce order quantity for on hand inventory)
6. Click Save to save the amounts, or Submit to send the order to your Council for approval

Product	Total Need	QTY Interval	Order Adj(+ or -)	Council Order	Surplus/Shortage
 White Chocolatey Pretzels Bag	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 \$50 Military Donation	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Chocolate Lover's Collection Tin	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Sweet & Savory Collection Box	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 18pk Unbelievable Butter Microwave	cs: 0 ct: 0	6:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 18pk Butter Light Microwave	cs: 0 ct: 0	6:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Jalapeno Cheddar	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 White Cheddar Cheese	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Total: 0					

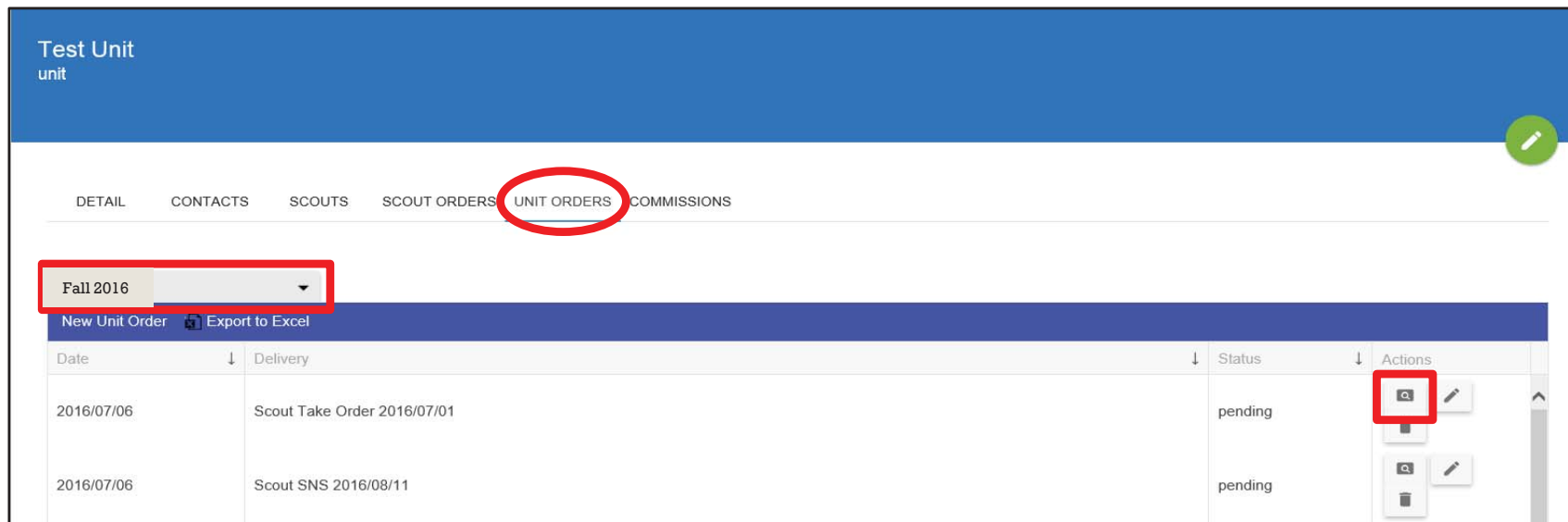
CS: Case CT: Container QTY Interval: Containers per Case







POPCORN SYSTEM

EDIT A UNIT ORDER

1. Click the Unit Orders tab
2. Using the dropdown menu, select a campaign to display your created Unit Orders
3. Click the magnifying glass next to the unit order you wish to edit



The screenshot displays the 'Test Unit' interface. At the top, there is a blue header with the text 'Test Unit' and 'unit'. Below the header, a navigation bar contains several tabs: 'DETAIL', 'CONTACTS', 'SCOUTS', 'SCOUT ORDERS', 'UNIT ORDERS', and 'COMMISSIONS'. The 'UNIT ORDERS' tab is highlighted with a red circle. Below the navigation bar, there is a dropdown menu showing 'Fall 2016', which is also highlighted with a red box. Below the dropdown menu, there is a table with columns for 'Date', 'Delivery', 'Status', and 'Actions'. The table contains two rows of data. The first row has a date of '2016/07/06' and a delivery of 'Scout Take Order 2016/07/01', with a status of 'pending'. The second row has a date of '2016/07/06' and a delivery of 'Scout SNS 2016/08/11', with a status of 'pending'. In the 'Actions' column for the first row, a magnifying glass icon is highlighted with a red box. There are also 'New Unit Order' and 'Export to Excel' buttons above the table.

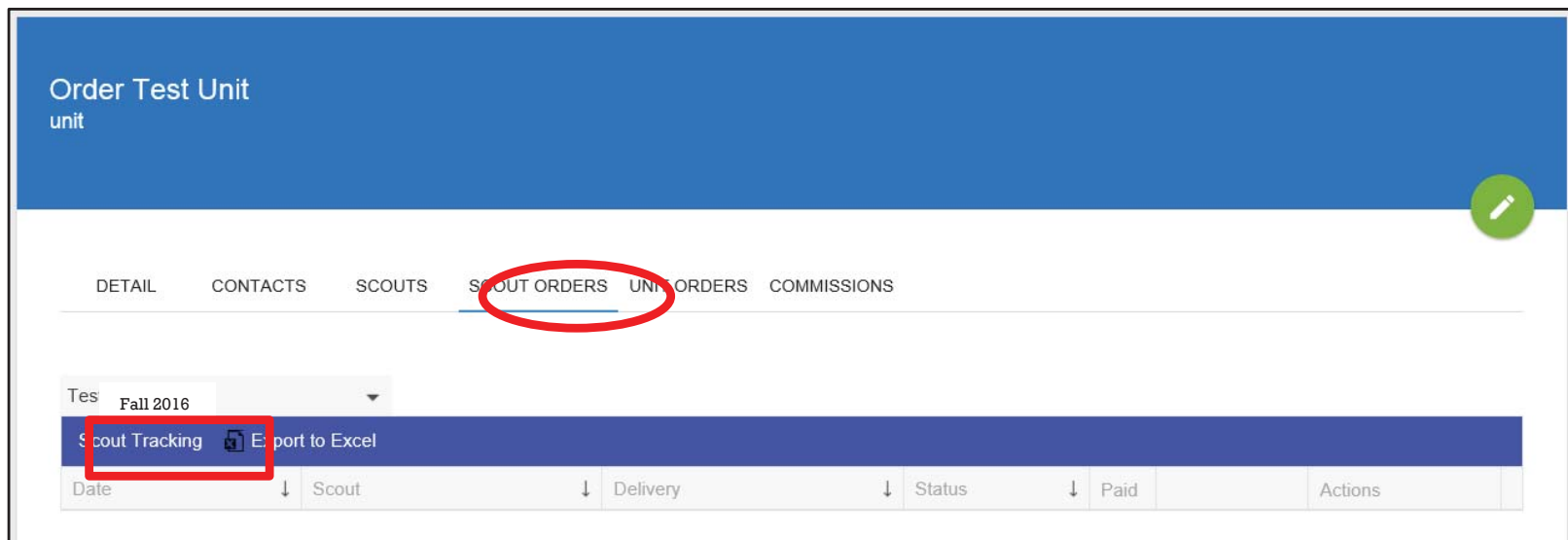
Date	Delivery	Status	Actions
2016/07/06	Scout Take Order 2016/07/01	pending	 
2016/07/06	Scout SNS 2016/08/11	pending	 



POPCORN SYSTEM

SCOUT SALES TRACKING

1. Click the Scout Orders tab
2. Click the Scout Tracking button to open the Scout Sales Tracking page



The screenshot displays the Scout Sales Tracking interface. At the top, there is a blue header with the text "Order Test Unit" and "unit". Below the header is a navigation menu with tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "SCOUT ORDERS" tab is highlighted with a red circle. Below the navigation menu is a dropdown menu for "Test" with "Fall 2016" selected. Below the dropdown menu is a blue bar with "Scout Tracking" and "Export to Excel" buttons. The "Scout Tracking" button is highlighted with a red box. Below the blue bar is a table with columns: "Date", "Scout", "Delivery", "Status", "Paid", and "Actions".



POPCORN SYSTEM

SCOUT SALES TRACKING

- Using the dropdown menu, select a campaign
- Orders that do not require Scout Orders will have editable boxes to type in a sales dollar amount
- Orders that require Scout Orders are hyperlinked to enter or edit Scout Orders. Once a Scout order is saved, retail dollar amount of the Scout order will be displayed
- The retail amount of a Scout's online sales will be displayed (for registered Scouts only)
- The Total column will display the total retail value of a Scouts total sales over all orders

Scout Name	Show N Sell - Case Order Date: 2016/08/16	Take Order - Container Order Date: 2016/08/16	Online Total	Total
Example Scout 1	0	Enter Order		0
Example Scout 2	0	Enter Order		0
	0	0		

