



# **2015 SERVICE UNIT MANUAL**

**Web Address**

**[www.ashdonfarmsnute.com](http://www.ashdonfarmsnute.com)**

**NOTE: If you are unable to open PDF reports,  
Adobe Reader can be downloaded for free  
at the top of the Reports page.**

# Login Page

## Login Name / Password / Campaign

Please use the Login Name and Password assigned to you by your Council, click on the 2015-2016 Product Sale Campaign and click “Sign-in”.

## Mini Site

Click on the Mini Site Icon to access girl activities, clip art, goal poster and much more.

## Nutritional Information

Click on the Nutritional Information link to view all nutritional, ingredient, allergen, gluten and kosher information.

Welcome to the Ashdon Farms Nut-E Online Ordering System! Please login below.

ASHDON FARMS

**Account Login**

Login Name:

Password:

Campaign: 

- 2015-2016 Product Sale
- 2014-2015 Product Sale
- 2013-2014 Product Sale
- 2013 Spring Product Sale

Sign-In

Reach New Heights... COMING SOON!

[2015-16 Nutritionals](#)

If you have questions about your Login and Password please contact your local Girl Scout council for assistance.


Thank you

# System Navigation & Help

## General Navigation

The system features Icons with images that will make finding information easier.

## Help Icons

Throughout the system you will find Help Icons 

When you click on these icons a box will open with additional instructions.

# Home Icon



This is the page Service Units will see when you log into the system. If your Council has posted a message you will see that on the left. Status boxes will be on the right.

## Service Unit/Troop Order Status

This container will show whether the Service Unit and its Troops have been locked from Nut/Candy orders, Recognition orders or Bank Deposits.

## Service Unit Sales

This container will recap the Service Units total Nut/Candy and Magazine sales in Units, Dollars and Per Girl Average.

## Service Unit - Troop Information

This container will recap the total number of Troops, Orders Submitted, Girls Registered, Girls Selling and % of Girls Participating.

## Council Information

This container will show the Council's information for the Service Unit to contact if necessary.

Welcome Demo SU, Demo SU ! You are logged in for the 2015-2016 Product Sale  
Log Out

ASHDON FARMS™

Home Service Units Troops Girl Orders Transfers Bank Deposits Reports Council Products Email

1 Demo Council : 1 Demo SU

### Service Unit Message

From Council: **Welcome to the 2015-2016 Product Sale!**

Please make sure to check this message board when you log into the system. It will contain important information from your Council and can change at any time.

### Service Unit/Troop Order Status

	Nuts/Candy	Recognitions	Bank Deposit
Troops	Open	Open	Open
Service Units	Open	Open	Open

### Service Unit Sales

	Nuts/Candy	QSP
Total Units	371	15
Total \$	2,408.00	205.11
PGA	185.50	7.50

### Service Unit - Troop Information

	Total #
Total Troops	20
Orders Submitted	0
Girls Registered	13
Girls Selling	2
% of Girls Participating	15


### Council Information

Name	1 Demo Council
Manager	Vicki Marker
Address	1234 Main St Waukesha, WI 53188
Phone	262-555-5555
Email	vmarker@alschutzman.com

# Service Unit Icon



## Service Unit Detail Page

To access the Service Unit Detail Page just click the Service Unit icon . This page will already be in “edit” mode so you can make changes and just click “Save”. The containers to the right of the general information act independently so you can just add or change information and save separately.

### Message Center

The Message Center button is located at the top of the left container. This is where you can post a message to your Troops. A message box will appear on their Home page when they log into the system. You can change or update the message at any time.

**FYI - An Email feature is available to Service Units (see page 15).**

### Council Bank Accounts

This is a read only container that is filled in by the Council .

### Service Unit Users

All SU Users should use the login and password given to you by the council.

### Delivery Agent

This is a read only container that is filled in by the Council and will contain the name of Delivery Agent assigned to the Service Unit.



1 Demo Council : 1 Demo  
SU

Service Unit Edit		Message Center		Save	Cancel
Council:	1 Demo Council	Is A Cupboard:	<input checked="" type="checkbox"/>		
Service Unit:	1 Demo SU	Region:	South		
Description:		Delivery Date:			
Recognitions ship to SU Manager Address		Use manager address for DS			
Manager First Name:	Susan	Delivery Station:	Test 2011		
Manager Last Name:	Brown	DS Description:	Residence		
Address 1:	123 Magazine Rd.	DS Address:	123 Magazine Rd.		
Address 2:		DS City:	Anytown		
City:	Anytown	DS State:	Nebraska		
State:	Nebraska	DS Zipcode 1:	42423		
Zipcode 1:	42423	DS Zipcode 2:			
Zipcode 2:		DS Primary Contact:			
Day Phone:	555-555-5555	DS Primary Phone:			
Evening Phone:		DS Secondary Contact:			
Extra Phone:		DS Secondary Phone:			
Fax:					
Email:	myemail@email.com				

Council Bank Accounts	
Bank Name	
Central Bank	
GSWCF	
Umpqua	
wells fargo	

Service Unit Users		Add
User Name		
Demo SU, Demo SU		

Delivery Agent	
Delivery Agent:	10 Demo Delivery Agent 1
Address 1:	1234 Wisconsin Ave
Address 2:	
City, State Zip:	Milwaukee, WI - 53127
Contact:	John
Phone:	555-5555
Fax:	

# Troop Icon



## Troop Detail Page



To access Troop Detail Pages just click the Troop icon . You will see a list of all Troops for the Service Unit. Just click the pencil icon next to the Troop you want to select or click “Add Troop” in the upper right corner of the container to add a new Troop to the system. The detail page will already be in “edit” mode so you can make changes and just click “Save”. The containers to the right of the general information act independently so you can just add or change information and save separately.

### NOTE:

**Required Fields** – Please fill in all required contact information highlighted in yellow.

**Troop Level** –Please verify that the **correct** Troop Level is selected.

**Proceeds Plan** – If the Council is offering an increased proceeds option “without recognitions” than this option must be selected **PRIOR** to entering girl orders. Girls would still earn patches.

### Council Bank Accounts

This is a read only container that is filled in by the Council.

### Troop Bank Accounts

Troops need to enter their individual Troop Bank Account information in this box. Only Troops will be able to access their account number and routing number information. Councils will be able to view this information on the Troop EFT report.

### Troop Users

All troop Users must use the login and password given to them by the council. When adding new troops there must be a “User” listed or the troop will not be able to access Nut-e.

1 Demo Council : 1 Demo  
SU : 333

Troop Edit	
Council:	1 Demo Council
Service Unit:	1 Demo SU
Number:	333
Description:	Test 123
<b>Product Manager</b>	
PM First Name:	Susan
PM Last Name:	Johnson
PM Address 1:	1234 Main St
PM Address 2:	
PM City:	Someplace
PM State:	Wisconsin
PM Zipcode 1:	53188
PM Zipcode2:	
PM Day Phone:	414-555-5555
PM Night Phone:	
PM Extra Phone:	
PM Fax:	
PM Email:	myemail@test.com
Level:	Cadette
Proceeds Plan:	<input checked="" type="radio"/> With Recognitions <input type="radio"/> Without Recognitions
Use Product Manager's Name and Address	
<b>Troop Leader</b>	
Leader First Name:	Susan
Leader Last Name:	Smith
Address 1:	1234 Main St
Address 2:	
City:	Anytown
State:	Wisconsin
Zipcode 1:	53188
Zipcode 2:	
Day Phone:	414-555-5555
Evening Phone:	
Extra Phone:	
Fax:	
Email:	myname@email.com

Council Bank Accounts	
Bank Name	
Central Bank	
GSWCF	
Umpqua	
wells fargo	

Troop Bank Account	
Bank Account Name:	Test Troop Bank

Troop Users	
User Name	
Demo Troop, Demo Troop	
test3, test3	

# Troop Drop Box Items

## Troop Order Status

To view the status of each Troops Order (Open or Submitted) just click the “Troop Order Status” drop box under the Troop icon. Service Units can change the status of a Troops Nut/Candy order until the Service Unit is locked by the Council. Once the Council Submits their Nut/Candy order to Ashdon Farms no changes can be made to the Troop Order Status – all will be considered “Submitted”.

1 Demo Council : 1 Demo SU

**Troop Order Status**


Council: 1 Demo Council Service Unit: 1 Demo SU Status: **Select Status**

Number	Status	Troop Leader	Address	City	State	Day Phone	Night Phone
<input type="checkbox"/> 3	Open	TestUser	1235 Any Street	Houston	TX	555.123.4568	
<input type="checkbox"/> 49	Open	ScoutTest	123 Nut lane	Nuttown	NE	402/123/4567	
<input type="checkbox"/> 208	Open	ClintK	25145 S Bonner St	Boise	ID	1231231234	
<input type="checkbox"/> 333	Open	SusanSmith	1234 Main St	Anytown	WI	414-555-5555	
<input type="checkbox"/> 826	Open						
<input type="checkbox"/> 827	Open						
<input type="checkbox"/> 828	Open						
<input type="checkbox"/> 829	Open						
<input type="checkbox"/> 2435	Open	MelissaSmith	5914 N Divison	Spokane	WA	509-747-8091	
<input type="checkbox"/> 2968	Open						
<input type="checkbox"/> 4442	Open	TravisSammons	265 Beaver St	Waltham	MA	7813734310	
<input type="checkbox"/> 23000	Open	MaryCashew					
<input type="checkbox"/> 23456	Open						
<input type="checkbox"/> 40437	Open	NeomaVoogt	921 I St	Washougal	WA	(360) 335-0154	
<input type="checkbox"/> 45555	Open	test 2su2	1234 test st	vancouver	WA	360-555-1234	
<input type="checkbox"/> 45764	Open	ElizabethBuckwalter	123 benton	Portland	OR	5039981043	5039981043
<input type="checkbox"/> 99999	Open						
<input type="checkbox"/> 123442	Open	JanetDoe					
<input type="checkbox"/> 456789	Open	BrownieLeader	1234 Product Way	Portland	OR	5551234567	5551234567
<input type="checkbox"/> 600100	Open						

# Girl Orders Icon

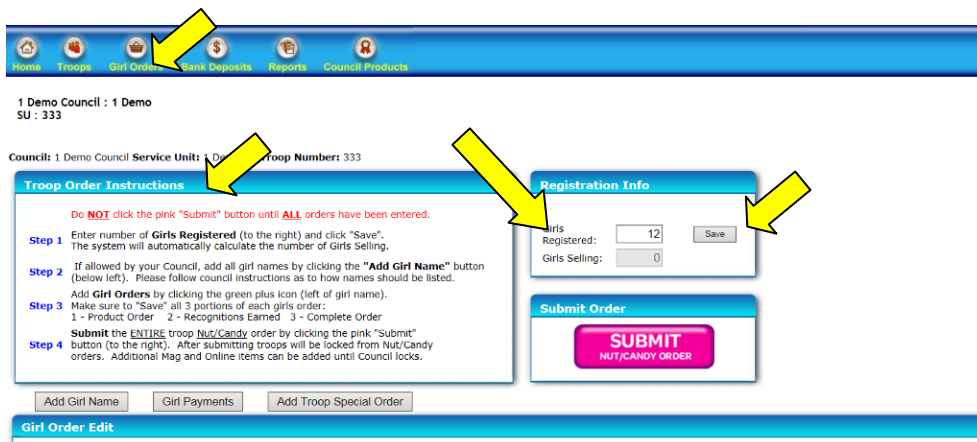


## Girl Orders Page

To access the Girl Orders Page just click the Girl Orders icon . To enter girl orders just follow the 4 Step process.

### Step 1 - Enter Girls Registered

Enter the number of Girls Registered for the troop in the top right container and click “Save”. Before the Troop can submit their order this field must be filled in with a number equal to or greater than the number of Girls Selling. The system will automatically calculate the number of Girls Selling by adding up girls that have 1 or more items sold (any Magazine and/or Nut/Candy items).



1 Demo Council : 1 Demo  
SU : 333

Council: 1 Demo Council Service Units: 1 Demo Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name). Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Step 4** Submit the **ENTIRE** troop Nut/Candy order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

Buttons: Add Girl Name, Girl Payments, Add Troop Special Order

**Registration Info**

Girls Registered: 12 Save

Girls Selling: 0

**Submit Order**

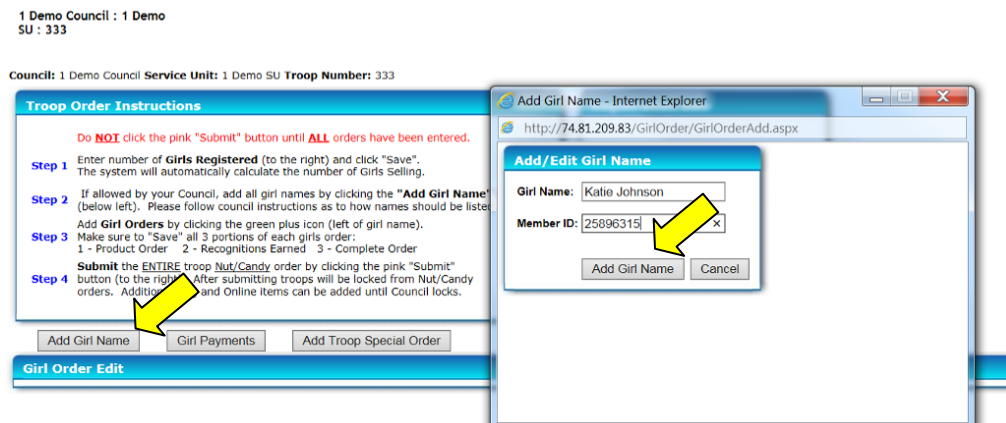
**SUBMIT**  
NUT/CANDY ORDER

**Girl Order Edit**

### Step 2 - Enter Girl Names

Enter Girls' Names.

Click the “Add Girl Name” button on the left. Type in the girl’s name. Click “Add Girl Name”. You can continue to add girls until all girls in that troop are listed. Troops can add, edit or delete girls until they submit their order or until the Council locks them out. Service Units can add, edit or delete until the Council locks them out.



1 Demo Council : 1 Demo  
SU : 333

Council: 1 Demo Council Service Units: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name). Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Step 4** Submit the **ENTIRE** troop Nut/Candy order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

Buttons: Add Girl Name, Girl Payments, Add Troop Special Order

**Girl Order Edit**

**Add Girl Name - Internet Explorer**

http://74.81.209.83/GirlOrder/GirlOrderAdd.aspx

**Add/Edit Girl Name**


Girl Name: Katie Johnson

Member ID: 25896315

Buttons: Add Girl Name, Cancel



### Step 3 - Add Girl Orders

Click the green add order button  next to girl name.

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

**Do NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name).

**Step 4** Make sure to "Save" all 3 portions of each girl's order:  
1 - Product Order    2 - Recognitions Earned    3 - Complete Order

**Submit the ENTIRE** troop Nut/Candy order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:

Girls Selling:

**Submit Order**

Girl Name	Girl Member ID	Paper Mag Subs	Paper Mag Subs \$	Online Mag Subs	Online Mag Subs \$	Booklet (Total # Sent)	Emails (Total # Sent)	Online Nuts	Online Nuts \$	Pretzels Choc Cov	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Ovals	Butter Toasted Peanuts	Cranberry Salsa Mix	Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nuts \$	Total Sales	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe	Rhinestone Headphones
Kate Johnson	25096315	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0
Mary Smith	25096459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0
Susie Thompson	25096644	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0
<b>Girl Totals</b>		0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0

Enter all necessary Magazine and Nut/Candy quantities and click "Save". Recognitions will automatically calculate.

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333 Girl Name: Kate Johnson

Girl Name	Paper Mag Subs	Magazine Dollars Sold	Online Mag Subs	Online Mag Subs Dollars Sold	Booklet	Emails (Total # Sent)	Online Nuts	Online Nuts Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Ovals	Butter Toasted Peanuts	Cranberry Salsa Mix	Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nuts Dollars	Total Sales	
Kate Johnson	2	25.86	4	89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	0	\$0.00	\$0.00

**Recognitions Earned**

Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined	\$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	Re Spontacular Patch	Tie Dye Bracelet	Backpack Hanging Light	Select Choice	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe	Select Choice	Bucket Tote	Goal Achiever Patch	Custom Patch (Shipped to Girl)	Share Patch
N/A	N/A	N/A	N/A	N/A	Choice of 1: <input checked="" type="radio"/> (default) 3D Pop Up Boutique <input type="radio"/> Large Plush Giraffe	N/A	N/A	N/A	N/A	N/A	Choice of 1: <input type="radio"/> (default) Rhinestone Headphones <input checked="" type="radio"/> Large Plush Giraffe	N/A	N/A	N/A	N/A

NEW

### Recognition Choices

Recognition choices will default to the first "choice" until a different selection has been made. Also, both "Earned" as well as "Unearned" recognition choices can be selected at any time during the order entry process.

Verify recognitions and select earned choices (and unearned if you want). Click "Save".

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333 Girl Name: Katie Johnson


Girl Name	Paper Mag Subs	Magazine Dollars Sold	Online Mag Subs	Online Mag Subs Dollars Sold	Booklet	Emails (Total # Sent)	Online Nuts	Online Nuts Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Ovals	Butter Toasted Peanuts	Cranberry Salsa Mix	Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nuts Dollars	Total Sales	
Katie Johnson	2	25.86	4	89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.4

**Recognitions Earned**

Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined	\$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	Re Spontacular Patch	Tie Dye Bracelet	Backpack Hanging Light	(Optional) Unearned - Select Choice	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe	Earned - Select Choice	Bucket Tote	Goal Achiever Patch	Custom Patch (Shipped to Girl)	Share Patch
1	1	1	1	N/A	Choice of 1: <input checked="" type="radio"/> (default) 3D Pop Up Boutique <input type="radio"/> Large Plush Giraffe	1	1	1	1	1	Choice of 1: <input type="radio"/> (default) Rhinestone Headphones <input checked="" type="radio"/> Large Plush Giraffe	1	1	N/A	1



Click “Yes” to save the girls entire order. **If you do not click this button her order will not be saved.**


 Did you like to save this girl's order?

Council Number: 333 Girl Name: Katie Johnson


Product Order		Girl Name	Paper Mag Subs	Magazine Dollars Sold	Online Mag Subs	Online Dollars Sold	Booklet	Emails (Total # Sent)	Online Nuts	Online Nut Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Owls	Butter Toasted Peanuts	Cranberry Nut Mix	Salsa Mix	Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut Dollars	Total Sales
Katie Jol	2		25.86	4		89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41

Recognitions Earned		Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined, \$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	De Spotaclur Patch	Tie Dye Bracelet	Backpack Hanging Light												
1	1	1	1	N/A												

(Optional) Unearned - Select Choice  
 Choice of 1:  
☐ (default) 3D Pop Up Boutique  
☐ Large Plush Giraffe  
 Earned - Select Choice  
 Choice of 1:  
☐ (default) Rhinestone Headphones  
☒ Large Plush Giraffe

## Step 4 - Submit Nut/Candy Order

After **ALL** girl orders have been entered, click the pink “**Submit Nut/Candy Order**” button. Troops can still edit the magazine items until the Council submits their Recognition Order.



1 Demo Council : 1 Demo SU : 333

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed. Add **Girl Orders** by clicking the green plus icon (left of girl name).

**Step 3** Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order, 2 - Recognitions Earned, 3 - Complete Order.

**Step 4** Submit the **ENTIRE** troop Nut/Candy order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:

Girls Selling:

**Submit Order**

Girl Name	Girl Member ID	Paper Mag Subs	Paper Mag Subs	Online Mag Subs	Online Mag Subs	Emails (Total # Sent)	Online Nuts	Online Nut Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Owls	Butter Toasted Peanuts	Cranberry Nut Mix	Salsa Mix	Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut \$	Total Sales	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe
Katie Johnson	25896315	2	25.86	4	89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1
Mary Smith	25896459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0
Susie Thompson	25896641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0
<b>Girl Totals</b>		2	\$25.86	4	\$89.25	1	12	20	\$65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1

# NEW\*\*\*Troop Special Order

The Troop Special Order is used to enter quantities for the Troop that are not associated with individual girl orders. If the troop wants to order Booth sales product then that order is entered on this line.

Click the “Add Troop Special Order” button.

1 Demo Council : 1 Demo SU : 333

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name). Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Step 4** **Submit the ENTIRE troop Nut/Candy order** by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:  Save

Girls Selling:

**Submit Order**

**SUBMIT**  
NUT/CANDY ORDER

[Add Girl Name](#) [Girl Payments](#) [Add Troop Special Order](#)

Girl Name	Girl ID	Paper Mag	Paper Sub	Online Mag	Online Sub	Booklet	Emails (Total # Sent)	Online Nuts	Online Nuts \$	Pretzels	Dark Choc	Black Choc	Almonds	English	Whole	Deluxe	Mint	Peanut	Dulce	Butter	Cranberry	Salsa	Fruit	Thank	Total	Total	Total	Reach	Sneaker	Nail	Photo	Small	
Katie Johnson	25896315	2	\$25.86	4	\$89.25	1	12	20	\$65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	1
Mary Smith	25896459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Sue Thompson	25896641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Girl Totals		2	\$25.86	4	\$89.25	1	12	20	\$65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	1

Enter quantities for any necessary items and click “Save”.

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Special Order** [Save](#) [Cancel](#)

Girl Identifier	Paper Mag	Magazine Sub	Online Mag	Online Sub	Booklet	Emails (Total # Sent)	Online Nuts	Online Nuts \$	Pretzels	Dark Choc	Black Choc	Almonds	English	Whole	Deluxe	Mint	Peanut	Dulce	Butter	Cranberry	Salsa	Fruit	Thank	Total	Total	Total	Reach	Sneaker	Nail	Photo	Small
Troop 333	0	0.00	0	0.00	0	0	0	0.00	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0	0	\$0.00	0	0	0	0

Items will appear in the yellow Troop Special row and will be included in the Totals.

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name). Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Step 4** **Submit the ENTIRE troop Nut/Candy order** by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:  Save

Girls Selling:

**Submit Order**

**SUBMIT**  
NUT/CANDY ORDER

[Add Girl Name](#) [Girl Payments](#)

Girl Name	Girl ID	Paper Mag	Paper Sub	Online Mag	Online Sub	Booklet	Emails (Total # Sent)	Online Nuts	Online Nuts \$	Pretzels	Dark Choc	Black Choc	Almonds	English	Whole	Deluxe	Mint	Peanut	Dulce	Butter	Cranberry	Salsa	Fruit	Thank	Total	Total	Total	Reach	Sneaker	Nail	Photo	Small	
Katie Johnson	25896315	2	\$25.86	4	\$89.25	1	12	20	\$65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	1
Mary Smith	25896459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Sue Thompson	25896641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Girl Totals		2	\$25.86	4	\$89.25	1	12	20	\$65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	1
Troop Special		0	\$0.00	0	\$0.00	0	0	0	\$0.00	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0	75	\$485.00	\$485.00	0	0	0	0	0
Totals		2	\$25.86	4	\$89.25	1	12	20	\$65.30	13	16	20	13	14	21	20	17	14	10	14	11	10	12	10	5	220	\$1,447.00	\$1,627.41	1	1	1	1	1

# Transfer Product within Troop

After the Council has submitted their Nut/Candy order to Ashdon Farms product can be transferred between girls if necessary.

There will be a “**Girl Activity Log**” button under the instruction container. This log will track all initial girl orders and any transfers into or out of each girls order.

Click the yellow “**Transfer Product within Troop**” button.

1 Demo Council : 1 Demo SU : 333

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

**Do NOT** click the pink “Submit” button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click “Save”. The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the “Add Girl Name” button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name). Make sure to “Save” all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Step 4** Submit the **ENTIRE** troop Nut/Candy order by clicking the pink “Submit” button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until 6:00pm.

**Registration Info**

Girls Registered:  Save

Girls Selling:  Save

**Submit Order**

NUT/CANDY ORDER SUBMITTED

Add Girl Name    Girl Payments    **Girl Activity Log**    Add Troop Special Order

**Girl Order Edit**    **Transfer Product within Troop**

Girl Name	Member ID	Paper Mag Subs	Paper Mag Subs	Online Mag Subs	Online Mag Subs	Booklet # Sent	Emails (Total)	Online Nuts	Online Nuts	Pretzels	Mint	Dark Choc	Black Forrest	Almonds	English	Whole	Deluxe	Mint	Peanut	Dulce	Butter	Cranberry	Salsa	Fruit	Thank You	Total Paper	Total Paper	Total Sales	Reach New	Sneaker	Hall	Photo	Small	Photo	
Katie Johnson	5896315	2	\$25.00	4	\$89.25	1	12	20	\$65.30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0	0
Mary Smith	5896455	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0	
Sarah Thompson	5896641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0	
<b>Girl Totals</b>		<b>2</b>	<b>\$25.00</b>	<b>4</b>	<b>\$89.25</b>	<b>1</b>	<b>12</b>	<b>20</b>	<b>\$65.30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,142.41</b>	<b>\$1,142.41</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	

Select Transfer Type. In this example we are transferring from Troop Special to Girl. So click “Troop Special to Girl” and then select Mary Smith from the drop box. Enter transfer quantities in the middle row and click “Save”.

**Transfer Product within Troop 333**

Service Unit: 1 Demo SU  
Troop: 333

Transfer Type: ☒ Troop Special to Girl ☐ Girl to Troop Special ☐ Girl to Girl

From: Troop Special To:

**Product Order**    Save    Cancel

Girl Name	Paper Mag Subs	Paper Mag Subs	Online Mag Subs	Online Mag Subs	Booklet # Sent	Emails (Total)	Online Nuts	Online Nuts	Pretzels	Mint	Dark Choc	Black Forrest	Almonds	English	Whole	Deluxe	Mint	Peanut	Dulce	Butter	Cranberry	Salsa	Fruit	Thank You	Total Paper	Total Paper	Total Sales	Reach New	Sneaker	Hall	Photo	Small	Photo
From : Troop Special	0	0	0	0	0	0	0	0	0	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0	75	0	0	0	0
To : Mary Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments: Add 2 units of each item to Mary's order

**Recognitions Earned for Mary Smith**

Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined	\$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	Be Spotacular Patch	Tie Dye Bracelet	Backpack Hanging Light	Reach New Heights Patch	Choice of 1: N/A	Sneaker Key Ring	Hall Art Pens	Photo Booth Props	Small Plush Giraffe	Choice of 1: N/A	Bucket Tote	Goal Achiever Patch	Custom Patch (Shipped to Girl)	Share Patch
N/A	N/A	N/A	N/A	N/A	N/A	3D Pop Up Boutique	N/A	N/A	N/A	N/A	Rhinestone Headphones	N/A	N/A	N/A	N/A

## NOTE:

Please note there is a “Comment” row when making transfers. All comments will appear on the Girl Activity Log for future reference.

If you select the Girl to Girl option it will give you a message that you have to transfer to the Troop Special first and then into a different girl. This is because recognitions have to recalculate so direct girl to girl transfers would not properly calculate.

The system will recalculate any changes to recognitions. Click **“Save”** for Recognitions Earned (even if there are no changes).

**Transfer Product within Troop 333** Cancel  
 Service Unit: 1 Demo SU  
 Troop: 333  
 Transfer Type: ☒ Troop Special to Girl ☐ Girl to Troop Special ☐ Girl to Girl  
 From: Troop Special To: Mary Smith

**Product Order**  

Girl Name	Paper Mag Subs	Magazine Dollars Sold	Online Mag Subs	Online Dollars Sold	Booklet Emails (Total # Sent)	Online Nuts	Online Nut Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Owls	Butter Toasted Peanuts	Cranberry Nut Mix	Salvia Mix	Fruit Slices	"Thank You" Nuts	Total Nuts	Total Dollars	Total Sales
From : Troop Special	0	0	0	0	0	0	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	45	291	291
To : Mary Smith	0	0	0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0
	0	0	0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	30	194	194

**Comment:** Add 2 units of each item to Mary's order

**Recognitions Earned for Mary Smith** Save Cancel  

Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined	\$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	Be Spectacular Patch	Tie Dye Bracelet	Backpack Hanging Light	Choice of 1: N/A <input type="radio"/> 3D Pop Up Boutique <input type="radio"/> Large Plush Giraffe	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe	Choice of 1: N/A <input type="radio"/> Rhinestone Headphones <input type="radio"/> Large Plush Giraffe	Bucket Tote	Goal Achiever Patch	Custom Patch (Shipped to Girl)	Share Patch
N/A	N/A	N/A	N/A	N/A	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Click **“Yes”** to complete the transfer.

**Transfer Product within Troop 333** Cancel  
 Service Unit: 1 Demo SU  
 Troop: 333  
 Transfer Type: ☒ Troop Special to Girl ☐ Girl to Troop Special ☐ Girl to Girl  
 From: Troop Special To: Mary Smith

**Product Order**  

Girl Name	Paper Mag Subs	Magazine Dollars Sold	Online Mag Subs	Online Dollars Sold	Booklet Emails (Total # Sent)	Online Nuts	Online Nut Dollars Sold	Pretzels Choc Cov	Mint Treasures	Dark Choc Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguins	Peanut Butter Bears	Dulce de Leche Owls	Butter Toasted Peanuts	Cranberry Nut Mix	Salvia Mix	Fruit Slices	"Thank You" Nuts	Total Nuts	Total Dollars	Total Sales
From : Troop Special	0	0	0	0	0	0	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	45	291	291
To : Mary Smith	0	0	0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0
	0	0	0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	30	194	194

**Comment:** Add 2 units of each item to Mary's order

**Recognitions Earned for Mary Smith** Save Cancel  

Booklet	12 Emails	2 Mags	5 Mags	8 Mags	10 Mags (Choice)	5 Nuts	10 Nuts	25 Nuts	50 Nuts	75 Nuts	100 Nuts (Choice)	\$500 Combined	\$500 Combined	\$250 Online	5 Thank You Items
2015-2015 Patch	Online Patch	Be Spectacular Patch	Tie Dye Bracelet	Backpack Hanging Light	Choice of 1: N/A <input type="radio"/> 3D Pop Up Boutique <input type="radio"/> Large Plush Giraffe	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Small Plush Giraffe	Choice of 1: N/A <input type="radio"/> Rhinestone Headphones <input type="radio"/> Large Plush Giraffe	Bucket Tote	Goal Achiever Patch	Custom Patch (Shipped to Girl)	Share Patch
N/A	N/A	N/A	N/A	N/A	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## NOTE:

After the Council submits their Recognition order to Ashdon Farms, all girl orders lock and no transfers can be made into or out of a girls order at the Troop level.

# Girl Payments

Troops have the ability to track individual Girl Payments in the system. These payments will appear on the G2 report.

Click the “Girl Payments” button.

Council: 1 Demo Council : 1 Demo SU : 333

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name).

**Step 4** Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Submit** the **ENTIRE** troop **Nut/Candy** order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:  Save

Girls Selling:

**Submit Order**

**SUBMIT**  
NUT/CANDY ORDER

Add Girl Name Girl Payments

Girl Name	Girl Member ID	Paper Mag Subs	Paper Mag Subs	Online Mag Subs	Online Mag Subs	Booklets	Online (Total)	Online Nuts	Online Choc Cov	Pretzels	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Pistat Penguins	Peanut Butter Bears	Dulce de Leche Ovals	Butter Toasted Peanuts	Cranberry Nut Mix	Salsa Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut \$	Total Sales	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Sr Prop	
Katie Johnson	25096315	2	2525.66	4	889.25	1	12	20	965.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	
Mary Smith	25096459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Susie Thompson	25096641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Girl Totals		2	2525.66	4	889.25	1	12	20	965.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	
Troop Special		0	\$0.00	0	\$0.00	0	0	0	\$0.00	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0	75	\$485.00	\$485.00	0	0	0	0	
Totals		2	2525.66	4	889.25	1	12	20	965.30	13	16	20	13	14	21	20	17	14	10	14	11	10	12	10	5	220	\$1,447.00	\$1,627.41	1	1	1	1	

Click “Add Payment”, enter the Amount Paid and Date Paid then click “Update”. Multiple payments can be entered per girl.

Council: 1 Demo Council : 1 Demo SU : 333

Council: 1 Demo Council Service Unit: 1 Demo SU Troop Number: 333

**Troop Order Instructions**

Do **NOT** click the pink "Submit" button until **ALL** orders have been entered.

**Step 1** Enter number of **Girls Registered** (to the right) and click "Save". The system will automatically calculate the number of Girls Selling.

**Step 2** If allowed by your Council, add all girl names by clicking the "Add Girl Name" button (below left). Please follow council instructions as to how names should be listed.

**Step 3** Add **Girl Orders** by clicking the green plus icon (left of girl name).

**Step 4** Make sure to "Save" all 3 portions of each girls order:  
1 - Product Order 2 - Recognitions Earned 3 - Complete Order

**Submit** the **ENTIRE** troop **Nut/Candy** order by clicking the pink "Submit" button (to the right). After submitting troops will be locked from Nut/Candy orders. Additional Mag and Online items can be added until Council locks.

**Registration Info**

Girls Registered:  Save

Girls Selling:

**Submit Order**

**SUBMIT**  
NUT/CANDY ORDER

Add Girl Name Girl Payments

Girl Name	Girl Member ID	Paper Mag Subs	Paper Mag Subs	Online Mag Subs	Online Mag Subs	Booklets	Online (Total)	Online Nuts	Online Choc Cov	Pretzels	Mint Treasures	Dark Choc Caramel Caps	Black Forrest Trail Mix	Almonds Choc Cov	English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Pistat Penguins	Peanut Butter Bears	Dulce de Leche Ovals	Butter Toasted Peanuts	Cranberry Nut Mix	Salsa Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut \$	Total Sales	Reach New Heights Patch	Sneaker Key Ring	Nail Art Pens	Photo Booth Props	Sr Prop	
Katie Johnson	25096315	2	2525.66	4	889.25	1	12	20	965.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	
Mary Smith	25096459	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Susie Thompson	25096641	0	\$0.00	0	\$0.00	0	0	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	
Girl Totals		2	2525.66	4	889.25	1	12	20	965.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	145	\$962.00	\$1,142.41	1	1	1	1	
Troop Special		0	\$0.00	0	\$0.00	0	0	0	\$0.00	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0	75	\$485.00	\$485.00	0	0	0	0	
Totals		2	2525.66	4	889.25	1	12	20	965.30	13	16	20	13	14	21	20	17	14	10	14	11	10	12	10	5	220	\$1,447.00	\$1,627.41	1	1	1	1	

**Girl Payments - Internet Explorer**

http://74.81.209.83/GirlOrder/GirlPayments.aspx

Update	Cancel	Girl Name	Amount Due	Amount Paid	Date Paid	Balance Due
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	Katie Johnson	967.86	967.86	10/10/15	967.86
<input type="button" value="Add Payment"/>	<input type="button" value="Add Payment"/>	Mary Smith	0.00	0.00		0.00
<input type="button" value="Add Payment"/>	<input type="button" value="Add Payment"/>	Susie Thompson	0.00	0.00		0.00

# Bank Deposits Icon






To view Bank Deposits just click the Bank Deposit icon . Council will enter the drafts as a deposit after they have been cleared through Finance Department.

Service Units will be able to view deposits on this page. Just select a Troop from the drop box. A “Bank Summary” on the right will recap the Troops Total Sales, Troop Proceeds, Monies Due Council, Total Deposits and Balance Due.

# Reports Icon



To view/print reports just click the Reports icon .

When the page opens all reports listed will be at the Service Unit level. To view Troop level reports just select a Troop from the drop box. To see Service Unit level reports again, just select "All Troops" at the top of the drop box. Some reports are available in both PDF  and Excel  formats. Just click the icon you wish to view.


**NOTE:** If you are unable to open PDF reports, Adobe Reader can be downloaded for free at the top of the Reports page.



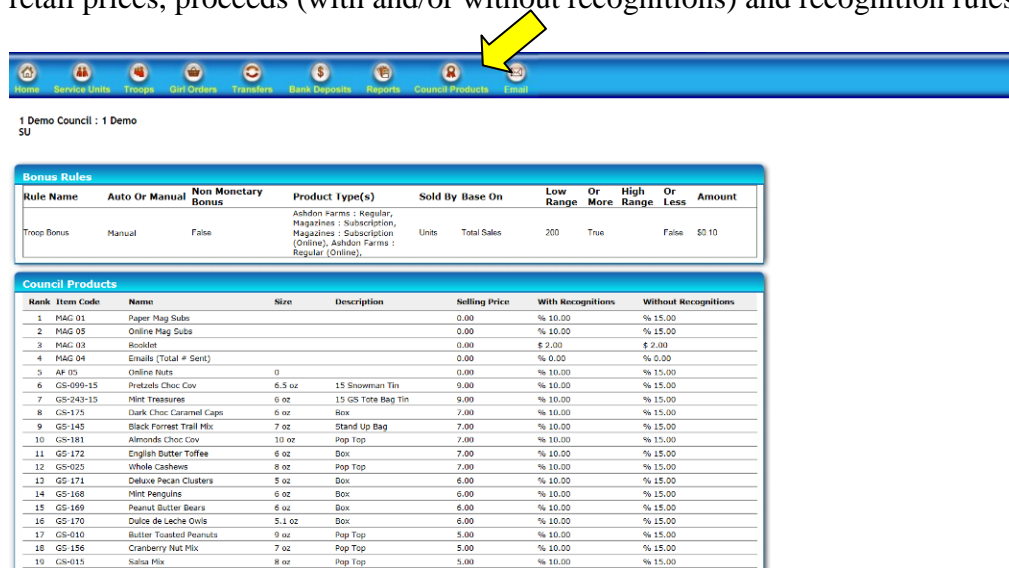
The screenshot shows the Reports page interface. At the top, there is a navigation bar with icons for Home, Service Units, Troops, Girl Orders, Transfers, Bank Deposits, Reports, Council Products, and Email. A yellow arrow points to the Reports icon. Below the navigation bar, there is a section for "Report Selection Options" with a dropdown menu for "Troops" set to "All Troops". To the right of this section, there are icons for PDF and Excel reports. Below the options, there are several categories of reports: Service Unit Reports, Girl Reports, Troop Reports, Banking Reports, Activity Logs, and Manuals. Each category has a list of specific reports with PDF and Excel icons next to them.

# Council Products Icon



To view the list of nut/candy and incentive items your Council is carrying just click the Council Products icon .

This page will list all Magazine, Nut/Candy and Recognition items. It will also list the retail prices, proceeds (with and/or without recognitions) and recognition rules.



The screenshot shows the Council Products page. At the top, there is a navigation bar with icons for Home, Service Units, Troops, Girl Orders, Transfers, Bank Deposits, Reports, Council Products, and Email. A yellow arrow points to the Council Products icon. Below the navigation bar, there is a section for "Bonus Rules" with a table listing rules. Below this, there is a section for "Council Products" with a table listing items.

Rule Name	Auto Or Manual	Non Monetary Bonus	Product Type(s)	Sold By Base On	Low Range	Or More	High Range	Or Less	Amount
Troop Bonus	Manual	False	Adhdon Farms : Regular, Magazines : Subscription (Online), Adhdon Farms : Regular (Online).	Units Total Sales	200	True		False	\$0.10

Rank	Item Code	Name	Size	Description	Selling Price	With Recognitions	Without Recognitions
1	MAG-01	Paper Mag Subs			0.00	% 10.00	% 15.00
2	MAG-05	Online Mag Subs			0.00	% 10.00	% 15.00
3	MAG-03	Booklet			0.00	\$ 2.00	\$ 2.00
4	MAG-04	Emails (Total # Sent)			0.00	% 0.00	% 0.00
5	AS-03	Online News			0.00	% 10.00	% 15.00
6	GS-099-15	Pretzels Choc Cov	6.5 oz	15 Snowman Tin	9.00	% 10.00	% 15.00
7	GS-243-15	Mint Treasures	6 oz	15 GS Tote Bag Tin	9.00	% 10.00	% 15.00
8	CS-175	Dark Choc Caramel Caps	6 oz	Box	7.00	% 10.00	% 15.00
9	GS-145	Black Forest Trail Mix	7 oz	Stand Up Bag	7.00	% 10.00	% 15.00
10	CS-181	Almonds Choc Cov	10 oz	Pop Top	7.00	% 10.00	% 15.00
11	GS-172	English Butter Toffee	6 oz	Box	7.00	% 10.00	% 15.00
12	GS-025	Whole Cashews	8 oz	Pop Top	7.00	% 10.00	% 15.00
13	GS-171	Deluxe Pecan Clusters	5 oz	Box	6.00	% 10.00	% 15.00
14	GS-168	Mint Penguins	6 oz	Box	6.00	% 10.00	% 15.00
15	GS-169	Peanut Butter Bears	6 oz	Box	6.00	% 10.00	% 15.00
16	GS-170	Dulce de Leche Owls	5.1 oz	Box	6.00	% 10.00	% 15.00
17	GS-010	Butter Toasted Peanuts	9 oz	Pop Top	5.00	% 10.00	% 15.00
18	GS-156	Cranberry Nut Mix	7 oz	Pop Top	5.00	% 10.00	% 15.00
19	CS-015	Salsa Mix	8 oz	Pop Top	5.00	% 10.00	% 15.00



# Email Icon



The Email feature will allow Service Units to send emails to their Troops. The system will default to selecting all Troops but you can simply click the “Clear” button if you want start fresh and only select specific Troops to send an email to.

Make sure to fill in the “From” field to receive a copy of the email you are sending.

**NOTE: Any Troop with no email listed on their detail page will be highlighted in pink.**

The screenshot shows the 'Email' feature interface. At the top is a navigation bar with icons for Home, Service Units, Troops, Girl Orders, Transfers, Bank Deposits, Reports, Council Products, and Email. Below this, it shows '1 Demo Council' and '1 Demo SU'. A blue box contains 'EMAIL INSTRUCTIONS' for Council Users and Service Unit Users. The main form has fields for 'From (Optional):', 'Subject:', and 'Attachments:'. A red error message is below the 'From' field. There is a 'Send Email' button and a 'View Sent Emails Status' link. A list of troops is shown on the right, with 'All Selected' checked and Troop 221, Troop 223, and Troop 333 also checked. A text editor is at the bottom left.

1 Demo Council :  
1 Demo SU

**EMAIL INSTRUCTIONS**

**Council Users** - The system will default to all Service Units selected. If you wish to include all Troops for those Service Units just check the "Include Troops for Selected Service Units" box above the container on the right. If you wish to email only specific Service Units just uncheck the "All Selected" button at the top of the container on the right and start fresh.

**Service Unit Users** - The system will default to all Troops selected. If you wish to email only specific Troops just uncheck the "All Selected" button at the top of the right container and start fresh.

From (Optional):

Please enter a valid email address in this field to receive a copy of the email.

Subject:

Attachments:  No file chosen

[Add additional attachment](#)

[View Sent Emails Status](#)

☒ All Selected  
☒ Troop 221  
☒ Troop 223  
☒ Troop 333