

2015 SERVICE UNIT MANUAL

Web Address 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.

MULTING Welcome to the Ashdon Farms Nut-E	Online Ordering System! Please login below.	ASHDON FARMS
Account Login Login Name: Password: 2015-2016 Product Sale 2014-2015 Product Sale 2013-2014 Product Sale 2013 Spring Product Sale	COMING	SOOM
Sign-In	2015-16 Nutrit If you have questions about your Le contact your local Girl Scout co	ogin and Password please
	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.

1 Demo Council : 1 5U		Transfers	Bank Deposits	Reports	Council Proc	ducts Email				
0	1 Demo									
Service Unit M						Service Unit	/Troop Or	der Statue		
From Council:	Welcome to the 2015	-2016 Product	Sale!					ecognitions Ba	ank Deposit	
				ou log into i	the l	Troops	Open	Open	Open	
	Please make sure to ch system. It will contain					Service Units	Open	Open	Open	
	can change at any time									
						Service Unit	Sales	Nut 10		
						Total Units		Nuts/Candy 371	QSP 15	
						Total \$		2,408.00	205.11	
						PGA		185.50	7.50	
						Service Unit	- Troop I	nformation		
						Total Troops			Total # 20	
						Orders Submitt	ed		0	
						Girls Registered	d		13	
						Girls Selling % of Girls Partie	cipating		2	
					l	/o or onis Parti	orpanng		10	
					1	Council Info	rmation			
					1		Demo Counc	il		
							icki Marker			
							234 Main St /aukesha, WI	53188		
							aukesna, Wi 62-555-5555	00100		
								hutzman.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.

	ut (2.0	Welcome D	emo SU, Dem	o SU ! You are logg Log Ou		2015-2016 Product	Sale	ASHDON FARMS	
Home	Service Units	Troops	Girl Orders	C Transfers	8 Bank Deposits	Reports	8 Council Products	Email		

1 Demo Council : 1 Demo

Service Unit Ed	lit	? Message Cent	er Save	Cancel Council Bank Accounts	
Council: Service Unit: Description:	1 Demo Council 1 Demo SU	Is A Cupboard: ? Region Delivery Date:	South V	Bank Name Central Bank GSWCF Umpqua wells fargo	_
Recognitions ship	to SU Manager Address	Use mana	ger address for DS	weits laigo	_
Manager First Name:	Susan	Delivery Station:	Test 2011	Service Unit Users	Add
Manager Last Name:	Brown	DS Description:	Residence	User Name	
Address 1:	123 Magazine Rd.			V 🖉 🖉 Demo SU, Demo SU	
Address 2:		DS Address:	123 Magazine Rd.		
City:	Anytown	DS City:	Anytown	Delivery Agent	
State:	Nebraska 🗸	DS State:	Nebraska 🗸	Delivery Agent: 10 Demo Delivery Agent 1	
Zipcode 1:	42423	DS Zipcode 1:	42423	Address 1: 1234 Wisconsin Ave	
Zipcode 2:		DS Zipcode 2:		Address 2:	
Day Phone:	555-555-5555	DS Primary Contact:		City, State Zip: Milwaukee, WI - 53127 Contact: John	
Evening Phone:		DS Primary Phone:		Phone: 555-5555	
Extra Phone:		DS Secondary Contact:		Fax:	
Fax:		DS Secondary Phone:			
Email:	myemail@email.com	- Phone:			

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 <u>correct</u> Troop Level is selected.

Proceeds Plan – If the Council is offering an increased proceeds option "without recognitions" than this option must be selected **<u>PRIOR</u>** 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.



Troop Edit			Save
Council: Service Unit:	1 Demo Council 1 Demo SU	Level:	Cadette
Number:	333	Proceeds Plan:	With Recognitions
Description:	Test 123	?	O Without Recognition
roduct Manager			anager's Name and Address
I First Name:	Susan	Troop Leader	-
Last Name:	Johnson	Leader First Name	
Address 1:	1234 Main St	Leader Last Name	
Address 2:	,	Address 1:	1234 Main St
ity:	Someplace	Address 2:	
itate:	Wisconsin 🗸	City:	Anytown
Zipcode 1:	53188	- State:	Wisconsin V
Zipcode2:	1	Zipcode 1:	53188
Day Phone:	414-555-5555	Zipcode 2:	
Night Phone:		Day Phone:	414-555-5555
Extra Phone:		Evening Phone:	
Fax:		Extra Phone:	
Email:	musmail@test.com	Fax:	
a cmain:	myemail@test.com	Email:	myname@email.com

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".





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).



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.



Step 3 - Add Girl Orders

Click the green add order button ^O next to girl name.

			T click the													istratio		·															
	Step	The sy If allo (below Add G Make: 1 - Pro Subm buttor orders	number of stem will a wed by yo r left). Ple int Orders sure to "Sa soluct Orde it the ENIL (to the rig . Addition	Girls automa ase fol by clicase fol ave" al cr 2 - IRE tro ght). / aal Mag	Regist atically uncil, ac llow cou cking th I 3 port - Recogn pop Nut After su g and Or	tered (t calcula dd all g uncil in he gree tions of pnitions t/Candy ubmittir inline it	(to the r ate the girl nam sstructic en plus f each <u>c</u> s Earned ¥ order ng troo tems ca	right) an number nes by cli ons as to icon (lef girls orde girls orde d 3 - Co by clicki ps will be an be ado	d click of Girl cking how t of gi ar: omplet ing the e lock ded un	r "Save" Is Sellin the "Ac names : rl name te Orde e pink " ed from til Cour	: ig. id Gir should :). r Submi Nut/O ncil loc	1 Name I be liste it" Candy	" button xd.		Girls	stered: Selling: mit Orc	SUB	12 0 MIT DY ORDE	Save														
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0		Girl Name Kati Johnso	Girl Member 1D 2589631 2589645	Paper Mag Subs	Paper Mag Subs S 0 s0.00 0 s0.00	Online Mag Subs 0	Subs	Booklet S		Online Nuts 0		Cov 0		Choc Carame		t Almonds Choc	Butter	Whole	Deluxe Pecan Clusters 0	Mint Penguins C	Peanut Butter	Leche	Butter Toasted	Cranberry Nut Mix 0		u" P	Nuts P	aper lut \$ \$0.00	Total	Heights I Patch I 0	Art Bo	oth Plus	nll h Rhinesto ffe Headpho 0

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

Produ	ict Orde	r Sa	/e	Cancel																		Save	9	Cancel		
Girl Name		Magazine Dollars Solo		Online Dollars Sold		Emails (Total # Sent)		Online Nut Dollars Sold		Mint Treasur					Cashews	Deluxe Pecan Clusters	Mint Penguin	Peanut s Butter Bears	Duice de Leche Owis		Cranberr Nut Mix		Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut Dollar
Katie	0 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 50
Booklet	121	Imalis 2 Ma	gs	5 Mags	8 Mags	•	10 Mags	s (Choice)	5 N	uts	10	Nuts	25 Nuts	50 Nu	its	75 Nuts	10	0 Nuts (C	hoice)		500 ombined	\$500 (Combined	. \$250 Uni	ine	
2015-2	015 Onli	ne BeS	potacular	Tie Dye	Backpa	, ick Hangir	-	s (Choice)	Rea	ch New I	leights Sn	eaker Key	Nail Art	Photo	Booth	Small Plu		0 Nuts (C	hoice)	ċ	ombined	Goal A		Custom F		
		ne BeS h Patc	potacular	-	-		ng	t Choice		ch New I		aaker Key g			Booth		sh	0 Nuts (C Select Ch		c B		Goal A				Ite
2015-2 Patch	015 Onli Pate	ne BeS h Patc	potacular	Tie Dye Bracelet	Backpa Light		ng Select		Rea Pab	ch New I	Heights Sno Rin	aaker Key g	Nail Art Pens	Photo Props	Booth	Small Plu Giraffe	ish		olce	c B	ombined ucket Tote	Goal A Patch		Custom (to Girl)		Ite pped SF
2015-2 Patch	015 Onli Pate	ne BeS h Patc	potacular	Tie Dye Bracelet	Backpa Light		Select	t Choice e of 1: efault) 3D Pop	Rea Pab	ch New I	Heights Sno Rin	aaker Key g	Nail Art Pens	Photo Props	Booth	Small Plu Giraffe	sh	Select Ch	olce 1: It) Rhinesl	e 	ombined ucket Tote	Goal A Patch		Custom (to Girl)		Ite pped SF



Recognition Choices

Recognition choices will <u>default</u> 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".

Name		lars Sold		Online Dollars Sold	Booklet	Emails (Total # Sent)		Dollars Sold	Pretzels Choc Cov	Mint Treasure		Black Forrest Trail Mix			Whole Cashews		Mint Penguins	s Butter			Cranberry Nut Mix		Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut Dollars	
Katie Jol	2 2	5.86	4	89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	14	5 \$962.0	0\$1,142
Recogr	itions Ea	rned	Save	Can	cel																	Save		Cancel			
Booklet	12 Em	ails 2 Mag	s	5 Mags	8 Mags		10 Mag	oice)	5 1	luts	10) Nuts	25 Nuts	50 Nu	its	75 Nuts	10	0 Nuts	ice)		500 ombined	\$500 C	ombined.	\$250 Onli	ine	5 Th Item	iank You 15
2015-201 Patch	.5 Online Patch	Be Sp Patch	otacular	Tie Dye Bracelet	Backpa Light	ck Hangir	ig .	\checkmark		ach New H tch	leights Sr Ri	neaker Key ng	Nail Art Pens	Photo Props		Small Plu Giraffe	ush			в	ucket Tote	Goal Ao Patch		Custom P (Shipped		Shar	re Patch
1	1	1		1	N/A		(Opti Unea Choic	rned - Select	1		1		1	1		1		Earned - S	Select Cho	ice 1	l .	1		N/A		1	
								e of 1: efault) 3D Poj										Choice of O (defaul Headphone	lt) Rhinesto	ne							

Click "Yes" to save the girls entire order. <u>If you do not click this button her order will</u> <u>not be saved.</u>

2	Yes		this girl's	No	pp Num	ber: 333	Girl Nam	ie: Katie Joh	nson																		
Product	Order																										
Name M		llars Sold		Online Dollars Sold	Booklet	Emails (Total # Sent)		Online Nut Dollars Sold		Mint Treasure		Black Forrest I Trail Mix	Choc	s English Butter Toffee	Whole Cashews	Deluxe Pecan Clusters	Mint Penguin	Peanut s Butter Bears	Duice de Leche Owis		Cranberr Nut Mix		Fruit Slices	"Thank You" Nuts	Total Paper Nuts	Total Paper Nut Dollar	
Katie Jol 2	2 2	5.86	4	89.25	1	12	20	65.30	8	11	15	8	9	16	15	12	9	5	9	6	5	7	5	5	14	5 \$962.	00\$1,
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		<mark>rned</mark> iils 2 Maç	js	5 Mags	8 Mags	1	10 Mag	s (Choice)	5	Nuts	10) Nuts	25 Nu	ts 50 N	luts	75 Nuts	1	00 Nuts (6	Thoice)		500 combined	\$500	Combined	l. \$250 On	line	5 Ti Iter	
Recognit Booklet 2015-2015 Patch	12 Ema	iils 2 Maç	otacular	5 Mags Tie Dye Bracelet	Backpa	i ick Hangli	-	s (Choice)	Re		leights Sr) Nuts neaker Key			o Booth	75 Nuts Small Plu Giraffe		00 Nuts (0	Choice)	ċ		Goal	Achiever	. \$250 On Custom (Shipped	Patch	Iter	hank ' ns
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Booklet 2015-2015	12 Ema Online	iils 2 Maç Be Sp	otacular	Tie Dye	Backpa Light		ng (Opti Unea Choid Choid	onal) rned - Selec	Re Pa	ach New I	leights Sr	neaker Key	Nail A	rt Phot	o Booth	Small Plu	Jsh		Select C f 1: ult) Rhine:	c hoice	ombined	Goal	Achiever	Custom (Shipped	Patch	Iter	ns

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.

Dem	o Council	1 Demo	SU : 3	33																									
	1 Demo Co			10.000	emo Sl	Troop	Number:	333	-				teoistra	ion Info	6														
					button		LL orders h	ave heer	entere	d		1					1	\wedge	>										
Step	Enter n	umber of	Girls F	tegiste	red (to	the righ	nt) and click mber of Gir	k "Save".					Birls Registered:		12	Save		/ /											
tep							by clicking as to how			ame" b	itton	(Siris Selling	6	1			/											
tep							as to how in (left of g			listed.						. /	/ /												
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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.

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	Council : 1		: 33	3	mo SL			Counc		lucts																						
roop	o Order In	structio	ons											Regis	tration	Info																
Step	If allowed	hber of Gir m will auto d by your 0 t). Please Drders by t 0 "Save" to Crder he ENTIRE the right) dditional M	Is Re matic follow clickir all 3 2 - Re troop Afte lag ar	gister ally ca l, add counc ig the portior cognit <u>Nut/C</u> r subn	ed (to loulate all girl instr green is of e lons E andy o nitting ne iter	the rig the nu names ructions plus ici ach girl arned order by troops ns can	ht) and imber o s by clid s as to f on (left ls order 3 - Cor y clickin will be	click "S f Girls S king the how nat of girl i " " mplete g the p locked ad until	Save". Selling mes sh name) Order ink "S from f Counc	ubmit"	lame" t e listed. Idy	outton		Girls Registe Girls Se Subm	it Orde	12 Fr SUBN 7/CANDY	1	Save														
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*	Mary Smith 25	896459	0 1	0.00	0	\$0.00	0	0	0	\$0.00	0		0	0 0	0	0 0				0 0	0	0	0	0	o	0	0 \$0.	00 \$0.C	0 (0	0	0
	Susle Thompson 25	896641	0 1	0.00	٥	\$0.00	0	٥	0	\$0.00	0		0	0 0		0 0				0	0	٥	٥	٥	0	0	0 s0.	00 \$0.0	0 0	0	0	0

Enter quantities for any necessary items and click "Save".

	Special	Order	Save	Cancel	\sim																			
				Cancel	1																			
Girl Identifier		Magazine Dollars Sold		Online Boo Dollars Sold		Online # Nuts	Online Nut Dollars Solo	d Choc Cov 15	Treasure 15 GS	Carame	Forrest I Trail Mo	Almonds Choc Cov Pop p Top	Butter Toffee	Cashews Pop Top	Pecan	Penguins Box	Butter	Owls Box P	Foasted	Nut Mix	Mix Pop	Slices Pop Top	You*	Total Paper Nul Dollars
	S 0	0.00		0.00 0			0.00		Tin	g caps at	Bag	-	-	-	-		-		-		-		You" Nuts) \$0.0

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

Troo	op Order Instruc	tions								Regis	tration	Info																
1	If allowed by you	Girls Regis utomatically in Council, a se follow co by clicking t ve" all 3 por 2 - Reco <u>RE</u> troop <u>Nu</u> ht). After s	ered (to calculat dd all gir uncil insl ne green ions of e nitions E <u>c/Candy</u> ibmitting	the right the nur names plus ico ach girls arned order by troops	nt) and click mber of Girl by clicking as to how r n (left of gi s order: 3 - Complet clicking the will be lock	"Save". s Selling. he "Add ames sho I name). e Order pink "Sul d from No	Girl Na uld be l bmit" ut/Candy	ime" butte listed.	on	Girls Registr Girls S Subrr	it Order	12 1 UBM CANDY		iave														
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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	Registration Info
Do NOT click the pink "Submit" button until ALL orders have been entered. Step Their number of Girls Registered (to the right) and dick "Sive", to submit or Girls Selling. Step Their system will automatically calculate the number of Girls Selling. Step Their system will automatically calculate the number of Girls Selling. Step Their system will automaticate scalar system and the system set of the number of Girls Selling. Step Their system of automaticate scalar system and the system set of the number of Girls Selling.	Girls 12 Bare Girls Selling:
(below left). Hease follow council instructions as to how names should be listed. Add Girl Orders by clicking the green plus toon (left of girl name). Step 3 Makes use to 'Sawe' all 3 portions of each girls order: 1 - Product Order 2 - Recognitions Earned 3 - Complete Order submit the ENTER thron Nutr/Candy order by clicking the unit." Submit"	Submit Order
Suppit the Willier Group Burgham order by clicking the pink: Suppit Step 4 button (to the right). After submitting troops will be clicked from Nut/Carty orders. Additional Mag and Online Items can be added until Guucility	SUBMITTED
Add Girl Name Girl Payments Girl Activity Log Add Troop Special C	der
Girl Order Edit Transfer Product within Troop	
Girl Paper Paper Online Online (Total Pretzels CC Nember Mag Mag Mag Mag # Online Online Online Online Online Online Online Online Concerning Mint CC Girl Neme ID Subs Subs Subs Subs Stavis S	ic Forrest Almonds English Deluxe Peanut de Butter "Thank Total Total Total New Sneaker Nail Photo Small amel Trail Choc Butter Whole Pecan Mint Butter Leche Toasted Cranberry Salss Fruit You" Paper Paper Total Heights Key Art Booth Plush Rhi
Katle 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 5 145 \$962.00 \$1,142.41 1 1 1 1 1
O Mary 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 0 0 0 0
Susie 25896641 0 \$0.00 0 \$0.00 0 0 \$0.00 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 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

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**".

<mark>}</mark>	Service Troop: Transfe From:	Unit: r Type	1 De 333 : •	rno S Troop op Sp	U Spec ecial		Girl To: M	⊂ Gir lary Sm		'roop V	Specia	al C	Girl to	o Girl		Ca	ncel																	
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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).

Troop	: fer Type	333 e: •	rno SU Troop S op Spec		to Girl (To: Ma				al O Girl	to Girl																		
	Name	Paper	Dollars	Mag		ins	(То		line Online ts Nut Dollar	Choc C		Dark Choo es Caramel Caps	Black Forrest Trail Mi	Almonds Choc Cov X		Whole Cashews	Deluxe Pecan Clusters	Mint Penguins		Duice de Leche Owis	Butter Toaster Peanuts			Fruit Slices	"Thank You" Nut		Total Nut Dollars	
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3ookle	t	12 Em	nails 2	Mags		5 Mags		8 Mags		10 Mags	(Choice)	5 Nuts		10 Nuts	25 Nuts	50 N	its	75 Nuts	100	Nuts (Cho	ice)	\$500 Combined	\$500 C	ombined.	\$250 Onli	ne	5 Tha Items	ink You i
2015-2 Patch		Online Patch		r Spota itch		Tie Dye Bracele		Backpai Light	k Hanging			Reach New I Patch	Heights	Sneaker Key Ring	Nail Art Pens	Phote Prope		Small Plus Giraffe	h			Bucket Tote	Goal Ar Patch	chiever	Custom Pa to Girl)	atch (Ship	ped Share	Patch
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Click "**Yes**" to complete the transfer.

Troop:	t: 1 Demo 333 pe: ® Troc Troop S	op Special to Girl	Girl to Troo Mary Smith	p Special O Girl t	o Girl																	
roduct O	rder																					
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15-2015 tch	Online Patch	Be Spotacular Patch		Backpack Hanging Light		Patch	Heights	Sneaker Key Ring	Nail Art Pens	Photo Props		Small Plus Giraffe				ucket Tote	Goal Ac Patch		Custom Pat to Girl)	ch (Shippe	d Share	Patc
/A	N/A	N/A	N/A	N/A	Choice of 1: N/A 3D Pop Up Boutique	1		1	1	N/A		N/A	0	nice of 1: N Rhinestone		N/A	N/A		N/A		N/A	

NOTE:

After the Council submits their Recognition order to Ashdon Farms, <u>all girl orders lock</u> 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.

De NoT click the prix "Submit" butten until ALL orders have been entered. Inter number of Gins Registered (to the right) and click "Save". States 1 The system will automatically clickate the number of Gins Selling. States 2 The system will automatically clickate the number of Gins Selling. States 1 Palewood by your Council Instructions to charge the "Add clif Name" butten due to "Save" all 3 points of each grins and 3 - Complete Order Selling. States 2 Add clif Orders try clicking the green plus icon (lifet of qrin name). States 2 Add clif Orders try clicking the green plus icon (lifet of qrin name). States 1 Frequenci Council Automatics and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Council Instructions and the states 1 States 1 Frequenci Co		p Order	r Instruc	tions											Regist	tration	Info																	
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Click "**Add Payment**", enter the Amount Paid and Date Paid then click "**Update**". Multiple payments can be entered per girl.

Troop	Order Instru	ctions									Re	gistra	tion Inf	0															
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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.



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.

					/	
3 a ome Service U	nits Troops Girl Orders Trans		S (E) Deposits Reports	R Council Products Ema		
Demo Council : J Bonus Rules	: 1 Demo					
Rule Name	Auto Or Manual Non Monetar Bonus	y Prod	uct Type(s)	Sold By Base On	Low Or Range More	High Or Amount
Troop Bonus	Manual False	Magaz Magaz (Onlin	n Farms : Regular, tines : Subscription, tines : Subscription e), Ashdon Farms : ar (Online),	Units Total Sales	200 True	False \$0.10
Council Produ	ucts					
Rank Item Code	e 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 AF 05	Online Nuts	0		0.00	96 10.00	% 15.00
6 GS-099-15		6.5 oz	15 Snowman Tin	9.00	96 10.00	% 15.00
7 G5-243-15		6 oz	15 GS Tote Bag Tin	9.00	% 10.00	% 15.00
8 GS-175	Dark Choc Caramel Caps	6 oz	Box	7.00	% 10.00	% 15.00
9 GS-145	Black Forrest Trail Mix	7 oz	Stand Up Bag	7.00	% 10.00	% 15.00
10 GS-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	Рор Тор	7.00	% 10.00	% 15.00
13 GS-171	Deluxe Pecan Clusters	5 oz	Box	6.00	% 10.00	% 15.00
14 G5-168	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	Duice de Leche Owis	5.1 oz	Box	6.00	% 10.00	% 15.00
17 GS-010	Butter Toasted Peanuts	9 oz	Рор Тор	5.00	% 10.00	% 15.00
18 GS-156	Cranberry Nut Mix	7 02	Рор Тор	5.00	% 10.00	% 15.00
19 GS-015	Salsa Mix	8 oz	Pop Top	5.00	% 10.00	% 15.00
	The Contract of Co	40 C	A #		~	



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.

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Selec	ted Service Unit	s" box above t	he container	on the right	If you wish to	email only s	ecific Service	Jnits just und	heck the "/	All Selected" t	outton at the to	op of th
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	container and st	art fresh.										
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