

2015 Fall Product Program
TNOS/eNuts+ Guide
Service Unit



2015 Fall Product Program
October 2—November 8

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WELCOME

Dear Service Unit Fall Product Chair,

Your product sales manager will add you as a user to Trophy Nut Ordering System/eNuts+ (or **TNOS/eNuts+** for short). You will receive an email with a link to set up your user account. From the troop fall product chair list you provide your product sales manager, troop fall product chairs will be imported; you will be able to add any additional troop users after October 2. *(Note: girls registered as of September 21 will be uploaded into TNOS/eNuts+ by the product sale department the morning of October 2).*

For both TNOS/eNuts+ and QSP Online, the troop fall product chair will send an email to each parent in their troop that includes the links to each website. Girls/parents will follow the links to set up personalized avatars, import or enter email contacts, and participate in the online portions of the Fall Product Program. Girls whose membership registration occurred after September 21 were not part of our girl upload; they can be added by the parent as part of the girl account set up process (see the troop manual for more information).

This guide will take you through what you as a service unit fall product chair will see and do in both TNOS and eNuts+.



TNOS/eNuts+ - eNuts+

Log In/Password Creation

Once you have been added to the TNOS/eNuts+ system by your product sales manager (PSM), you will receive an email from Girl Scouts of Greater Los Angeles like the one at right. It contains a link to eNuts+ where you will create a password, and after logged in, create your avatar and be able to monitor your nut and candy sales throughout the Fall Product Program.

eNuts+ is where your troop fall product chairs (TFPCs) will manage their troop's nut and chocolate sales and where you as service unit fall product chair (SUFPC) will monitor certain aspects of the sale; other aspects will be managed through TNOS.

Upon clicking the link in the email, you will see the **Set Your Password** screen as shown below. Enter your email address and create a password. Bookmark the page – www.gsnutsandchocolates.com/admin – as you will use the same link to log in to eNuts+/TNOS each time (as the two systems are linked, you will only need one login*).

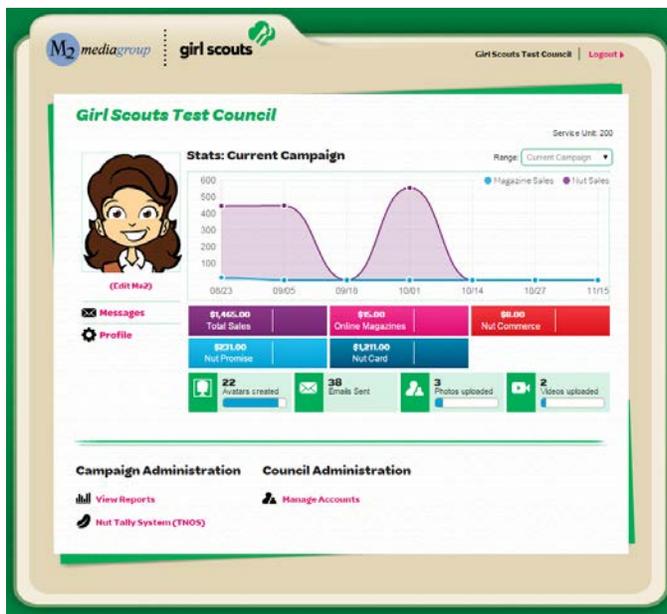


Once you have created your password, you are ready to log in. Enter your email address and your newly created password.



*as a parent, you will set up a separate account, but other than setting up your Girl Scout's avatar and sending emails, you will be able to manage her sales as the troop fall product chair.

Next you'll be asked to update your user profile. Selecting a gender is asked because you – yes YOU! – will be able to create your own avatar. The fun is not just for the girls and troops. And, if your service unit reaches the service unit goal (\$1.00 in sales!), then you will be sent a patch that features your avatar. And so, naturally, your shipping information is also required. That patch will be sent to you directly. When you are finished, click **Update**.



Dashboard

The **Dashboard** is what you will see first each time you log in. It is from the dashboard you'll be able to get to TNOS. Before we discuss TNOS, let's explore this dashboard a bit.

Just like your troop fall product chairs and the girls in their troops, you will be able to create your own personalized avatar! You see the **Edit Me2** link on the left side of the screen, beneath a default avatar image; that's where you'll go to create your avatar (we'll cover how to do that on page 6).

Below that is an email link labelled **Messages**. From here you can send an email to all the participating troops in your service unit. It

doesn't not let you select particular recipients, so use it when you need to send a message to all of the troops – like a deadline reminder (there is a similar feature in TNOS that we'll cover on page 13).

Below Messages is **Profile**. Need to change something about your profile? Your name, your address, your password. That's where you'll make the change. Don't change your gender as it will delete any avatar you have created. The form is the same as what you completed when creating your account.

On the upper right part of your Dashboard, you see your service unit, a drop down to select "current campaign" (default), "last month" or "last week," depending on how you want to filter the data that shows on the middle portion of the Dashboard, your stats.

What are those statistics? **Total Sales**, **Nut Commerce**, **Nut Promise**, and **Nut Card**. Online Magazines won't show until the end of the sale, since that information will get imported from QSP.

Nut Commerce refers to those online orders that the customer requested to have shipped to them directly. **Nut Promise** refers to online orders for which the customer requested girl delivery. Finally, **Nut Card** means orders that were entered from girls' nut order cards. Now, we recommend

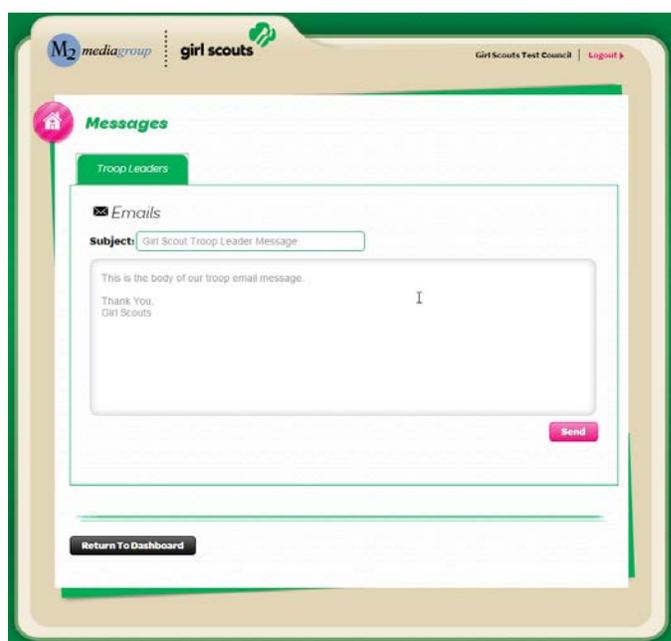
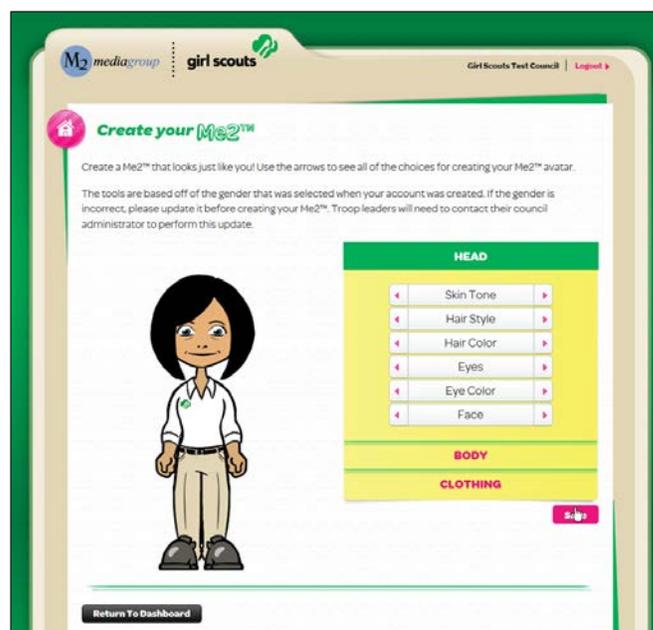
that troops enter their orders as Initial Booth Order in TNOS, not as individual girl orders in eNuts+, but some may choose to. We'll talk about this more on page 8.

If you look under **Campaign Administration**, you see two links. **View Reports** (covered on page 8) and **Nut Tally System (TNOS)** (covered on page 10). While not shown in this example, you will have a third called **Paper Order Entry** (covered on page 8).

And lastly, **Council Administration**, where you see one option – **Manage Accounts**. Need to add another user to the service unit, such as the rewards chair, delivery chair, or the service unit manager? You can – we'll cover how on page 7, but know here that each person you add will have their own userid (their email address) and password. Further, you can add troop leaders. The troop will have to exist in TNOS/eNuts+, so you'll need to let your PSM know you have a new troop to add, but otherwise, for an existing troop, you can add additional users. Or delete users, if the need arises where the person who was the TFPC steps down and someone else steps in.

Setting Up Your Avatar

Setting up your avatar is easy and fun! Click on the **Edit Me2** link on your Dashboard to open a page where you can set all sorts of options for your avatar – skin tone, hair style and color, eye shape, eye color, etc. Scroll left or right through each option and when your avatar is finished, click Save. (You can go back and edit at any time). Our sample screen shot is for a female SUFPC, but if you're a male, you will see a male with male-appropriate options.



Messages

As we said on page 6, you can send a general email to all the troops in your service unit.

Enter a subject – it is a good idea to include reference to the Fall Product Program in that subject header, so your troops know immediately that is an important message. A single word “hello” or “deadlines” might get missed, but “2015 Fall Product Program – deadlines” will be more noticeable. And will make it easy to organize correspondence.

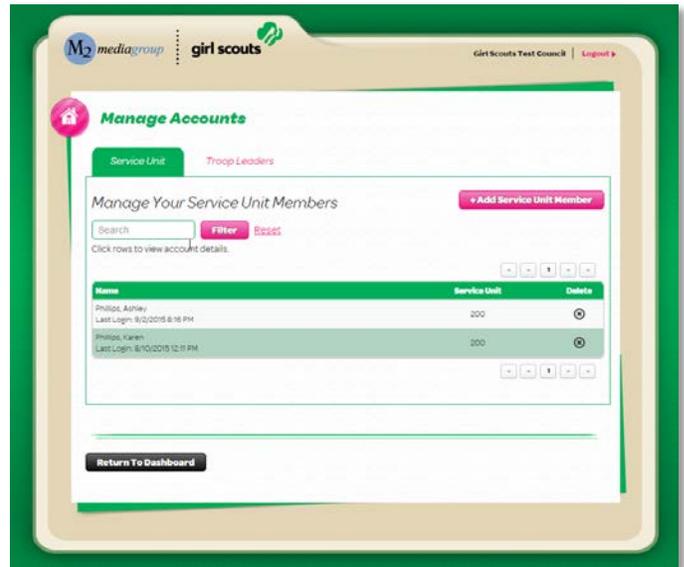
Next enter the text of your message. Be clear and concise. For longer messages and those that require attachments, you will need to use your regular email program.

Once you are ready to send it, click **Send**.

Manage Accounts

As mentioned on page 6, you will probably need to add troop fall chairs who were not part of our September 30 upload, or add other users to the service unit. Either is easy to do. Click **Manage Accounts** on the Dashboard to open this screen (at right).

You will be able to see all users you've added to your service unit (**Service Unit** tab, default), and, by clicking the **Troop Leaders** tab, view, manage and add troop users. To add a service unit user, click **+Add Service Unit Member**; to add a troop fall chair, select the tab and click **+Add Troop Leader**.



Each will open a form to add the email address of the user, and, then a form to add basic info, including gender (so their avatar is correct). The forms/screens are below – adding a service unit user is on the left; adding a troop user is on the right.

Add Member [Close]

Please enter the email of the user you'd like to add below.

E-mail

Cancel **Next**

Add Troop Leader [Close]

Please enter the email of the user you'd like to add below.

E-mail

Cancel **Next**

Add Service Unit Member [Close]

First Name

Last Name

Gender
Choose [v]

E-mail

Service Unit
Choose... [v]

Close **+ Add**

Add Troop Leader [Close]

First Name

Last Name

Gender
Choose [v]

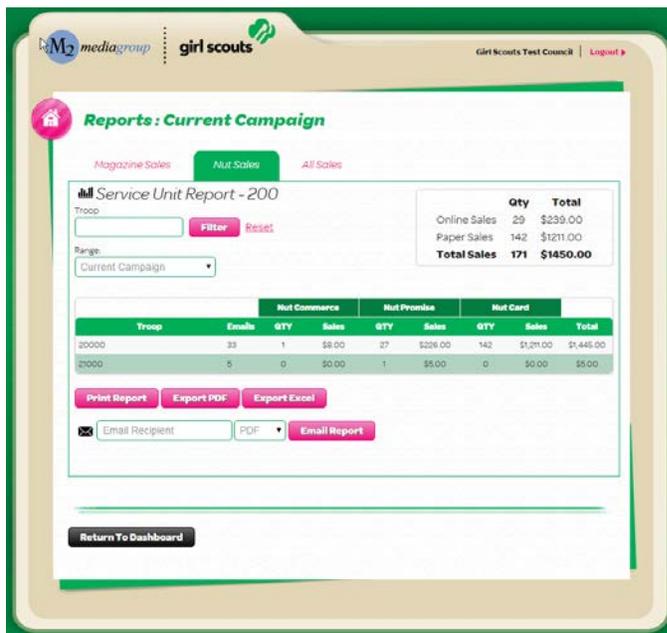
E-mail

Role
Choose [v]

Troop

20000
21000

When adding a service e unit user, you will include the service unit. When adding a troop user, you will select the troop from the drop down (as displayed above) – and if the user has more than one troop, you can select another troop. Then, for either, click **+Add**. An email will then go out to the user so they can set up their account.



View Reports

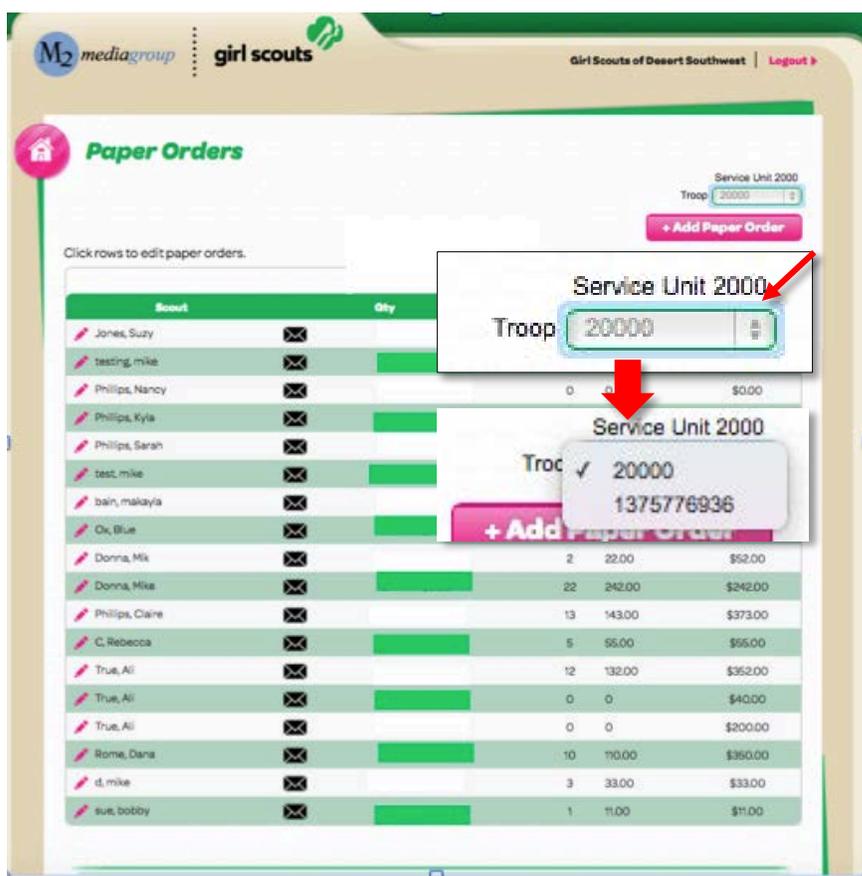
There are two reports you can see in the eNuts+ portion of TNOS/eNuts+ - Magazine Sales and Nut Sales. We'll focus on the **Nut Sales** report, as you won't see magazine sales data until the end of the sale, but both reports are structured basically the same way.

On the **Nut Sales** report, you will see each of your troops and their total **Nut Commerce**, **Nut Promise** and **Nut Card** sales. If you have a large number of troops, you can enter a troop number to filter down to that troop.

You can print, export as PDF or Excel and you can email the report.

Paper Orders Entry

Paper Orders Entry refers to order card orders. Although ideally your troops have entered their initial orders as **Initial Booth Orders**, some may choose not to and instead will enter them per girl. This is ok; they just need to know that entering them per girl will mean there can be no changes (which includes not being able to rebalance product among girls for rewards, or transfer product to another troop). Entered as Initial Booth Order leaves the can unassigned until they allocate to girls at the end of the sale. We cover paper order entries so you know what you will see and how to make adjustments (prior to your deadline and the product being sent to Trophy). We will also cover the Initial Booth Order entry in TNOS in the next section (on page 10).



When you click **Paper Orders Entry**, you will see initially the girls in the first troop in your list. To select a different troop, click on the drop down; a list of all your troops will display, in numeric order. Select the troop and the girls in that troop will display. To edit an order, click on the girl's name and the screen on the next page will display.

View Paper Order [X]

Scout Info
Troop: 1375776936
Participant: Jones, Michelle (99992313)

Nut Orders
You have until **10/2/2015** to edit or enter orders from your paper nut order card. Please indicate the totals by product below.

Product	Price	Qty	Total
A Whole Cashews	\$11.00	<input type="text" value="10"/>	\$110.00
B Chocolate Covered Raisins	\$11.00	<input type="text" value="6"/>	\$66.00
C Pistachios	\$11.00	<input type="text" value="7"/>	\$77.00
D Honey Roasted Peanuts	\$11.00	<input type="text" value="8"/>	\$88.00

Here you will be able to add or remove product from a girl's Initial Order (only during the Initial Order period, remember; once the order is sent off to Trophy, the order can't be changed).

Just as a troop can, you can also zero out the order. There are rare circumstances when you would need to do so -- suppose the parent entered the order, even though the troop is going to order as Initial Booth Order. But, the troop has been locked out from making changes. You could zero this order out, and add the product to the Initial Booth Order (if it hadn't already been). Or the troop or parent entered what was a "promise" order (which doesn't need to be entered) and the troop noticed after they were locked out... you could go in and adjust or zero out the entry.

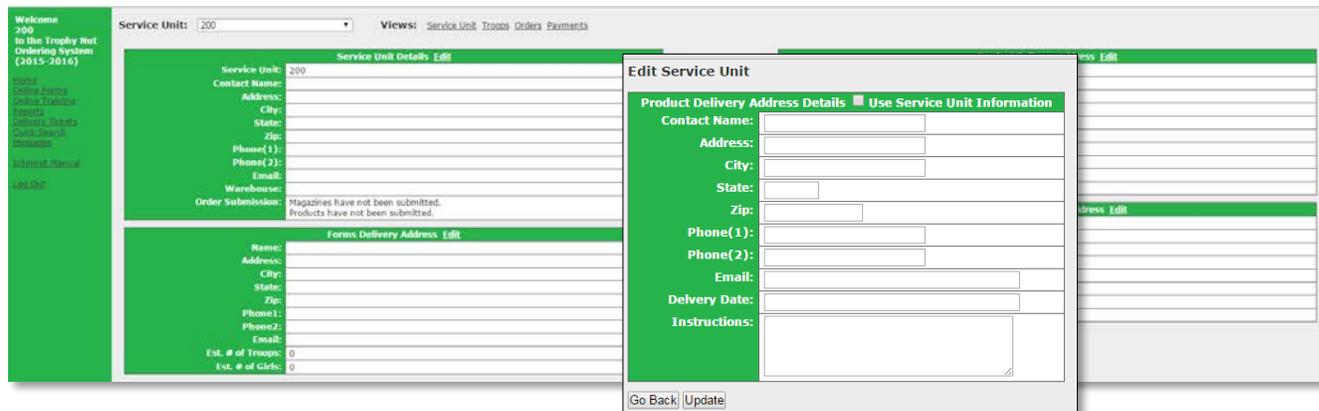
After making whatever changes you need to make, click **Update** to save the order.

TNOS/eNuts+ - TNOS

The last link we mentioned when discussing the eNuts+ Dashboard was **Nut Tally System (TNOS)**. You will be in TNOS more than you will be in eNuts+, so we cover that in this section all by itself.

Add/Update Contact Information

Clicking on **Nut Tally System (TNOS)** from your eNuts+ Dashboard will launch TNOS in a second browser window (tab). You don't need to log in again, it just opens to your **Home** page. You can move back and forth between the two by clicking on the tabs in your browser (usually at the top).

The screenshot shows the TNOS web application interface. At the top, there is a navigation bar with a 'Views' menu containing links for 'Service Unit', 'Troops', 'Orders', and 'Payments'. The main content area is divided into several sections. On the left, there is a sidebar with a green background containing navigation links like 'Home', 'Online Troops', 'Online Training', 'Magazine', 'Online Orders', 'Order Search', 'Database', 'Internet Manual', and 'Log Out'. The central part of the screen displays the 'Service Unit Details: Edit' form for Service Unit 200. This form includes fields for Contact Name, Address, City, State, Zip, Phone(1), Phone(2), and Email. Below these fields, there are checkboxes for 'Magazines have not been submitted.' and 'Products have not been submitted.'. To the right of the main form is a smaller 'Edit Service Unit' form with a green header. It has a checkbox for 'Use Service Unit Information' and fields for Contact Name, Address, City, State, Zip, Phone(1), Phone(2), Email, Delivery Date, and Instructions. At the bottom of this smaller form are 'Go Back' and 'Update' buttons.

When you first access TNOS, you will want to make sure your contact information is correct. As shown on the screenshot above, your information may be blank, so you will need to enter the missing information. Click **Edit**, in the **Service Unit Details** section and enter data in the fields as applicable and then click **Update**.

Next you may want to update the **Product Delivery Address** information, if your product sales manager has asked you to. Just as with Service Unit Details, click **Edit** then **Update** when finished. The **Recognition Delivery Address** works the same way. For both, if the address is the same as what you put in Service Unit Details you can click the check box next to Use Service Unit Information (as shown above). (Forms Delivery Address would have been completed by your Product Sales Manager, so you can disregard that section.)

Views – Service Unit, Troops, Orders, Payments

Let's explore a bit more of the **Home** page. There are, across the top of your Home page (and all pages), four links in the **Views** menu – **Service Unit, Troops, Orders and Payments**.

Views: [Service Unit](#) [Troops](#) [Orders](#) [Payments](#)

Service Unit takes you back to your Home page.

Troop takes you to where you can view the troops in your service unit.

Orders takes you to a view of each girl's order, an overview of items not applied (Initial Booth Order, product transferred to/from another troop), troops' Initial Booth orders, troops' eNuts+ orders. We will cover this more on page 12.

Payments takes you to where you can view payments recorded by your troops and council-entered ACH debits. See page 18 of the *TNOS & QSP Troop Manual* for how payments are entered.

Editing A Troop

While you cannot add or delete troops, you can edit their contact information, if you need to. From the **Views** menu, click **Troops**, you will then see a screen like that shown to the left, which by default displays the first troop numerically. You can use the drop down to select the troop you need to make changes for.

Once selected, click Edit next to the troop number and update any information you need to. Then click **Update** (see screen at right). You may want to include how many girls the troop has *registered* if this field is blank.

If a troop has not entered their banking information, you will be able to enter it for them. See page 10 of the *Troop TNOS/eNuts+ & QSP Guide*.

Entering The Initial Order/Service Unit Roundup

Orders is important, as it is where we recommend troops enter their Initial Order -- and where you will enter your "round up" -- using the Initial Booth Order option. As we mentioned, a troop entering their initial order as Initial Booth Order gives them flexibility with their product.

We recommend first reading the **Reports** section (page 15), as we describe how to run the **Products Ordered By Service Unit** report that you will use to determine what your "round up" order needs to be. With that data in hand, you will take the following steps to place that order.

Click **Orders** as shown in the **Views** menu. A summary page will display, which is discussed more on pages 11 and 12. To add your Initial Booth Order, select your "round up" troop from the dropdown list (99xxx, where xxx would be the three digits of your service unit cod; e.g., 99200). Click **Add**, to open the order entry form, as shown on the next page.

Order ID	Troop	Date of Order	Girl	Total Units	Nut & Candy Dollars	Nut & Candy Proceeds	Web Mag. Units	Web Mag. Dollars Sold	Web Mag. Proceeds	Total Due Troop	Total Due Council
M1033259	20000	8/14/2015	Ali Coyne	0	\$0.00	\$0.00	1	\$15.00	\$3.00	\$0.00	\$-3.00
I1033542	20000	8/19/2015	Ali Coyne	26	\$197.00	\$39.40	0	\$0.00	\$0.00	\$197.00	\$157.60
C1035036	20000	8/27/2015	Ali Coyne	5	\$50.00	\$10.00	0	\$0.00	\$0.00	\$50.00	\$40.00
C1040102	20000	9/22/2015	Ali Coyne	3	\$30.00	\$6.00	0	\$0.00	\$0.00	\$30.00	\$24.00
M1040086	20000	9/23/2015	Amy Jones	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

Select the **Initial Booth Order** radio button. Enter how many cans of each variety you need. Once you have entered your order, click **Add**. How easy is that!? Your troops will do the same thing for their initial order. Or, if they missed their deadline and you are entering their initial order, you would do it same way, having selected their troop from the drop down list, naturally.

It's important to mention here that troops will take the same action when allocating (assigning) product to their girls – whether it is from their initial order or from product transferred to them by another troop (including “round up” product you have transferred to them). They would click the **Assign Booth/Cupboard Orders to Girls** option instead. We cover this in the *Troop TNOS/eNuts+ & QSP Guide* on page 15.

Orders/Reviewing Initial Orders

Since we have been talking about orders, let's revisit the **Orders** screen again, as shown below.

Orders

You can see that the Orders screen is segmented into four sections. The top section, which is not labeled, is a summary of all the orders placed by each girl in the service unit. For this sample we have filtered it down to just one troop – and you can do that, especially if you are looking to see the data for a particular troop. If you have a large service unit, the default view can be rather long. **OrderIDs** prefaced with an “I” are initial orders (order card orders entered through eNuts+), OrderIDs prefaced with an “P” are “promise” orders (online orders that the customer has requested girl delivery) and orders with an “M” are magazine orders. You won't see magazine orders until the end of the sale. Not shown here, but one other type of order you will see is prefaced with a “C” – these are allocations. To view details of any order, you can click on the OrderID (see next page).

The next section is **Overview of Units Not Applied** – these are the units (cans/boxes/tins) that have not yet been assigned (allocated) to a girl. It shows the different ways the product was acquired by the troop (**Initial Booth Inventory**, **Total Units Received**) and what product they relinquished (**Total Units Transferred**).

Service Unit: 200 Views: Service Ur

Troop Order Add

Order Information	Value
Type	<input type="radio"/> Initial Order <input checked="" type="radio"/> Initial Booth Order (Extras for your Troop) <input type="radio"/> Assign Booth / Cupboard Orders to Girls
Troop Number	20000

Products

Description	Retail Cost	Units Ordered
Mint Trefoils - 2015 GS Tin - GS23581	\$10.00	0
Pecan Supremes - Snowman Tin - GS23395	\$10.00	0
Fruit Snack Pack - GS31700	\$10.00	0
Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777	\$10.00	0
Salsa Mix Extra Value Jar - GS43337	\$10.00	0
Whole Cashews - GS44206	\$8.00	0
Chocolate Covered Almonds- GS44227	\$8.00	0
Sea Salt & Pepper Cashews - GS44207	\$8.00	0
Dark Chocolate Covered Cashews-GS44344	\$8.00	0
Cranberry Trail Mix- GS44104	\$6.00	0
Double Dipped Chocolate Peanuts -GS44086	\$6.00	0
Chocolate Covered Raisins- GS44195	\$6.00	0
Fruit Slices - GS44184	\$6.00	0
Pecan Supremes- GS12295	\$5.00	0
Peanut Butter Monkey- GS12271	\$5.00	0
Dark Chocolate Sea Salt Caramels GS12272	\$5.00	0
Dulce Daisies- GS12279	\$5.00	0
Care to Share Product	\$5.00	0
Total Products Ordered		0

Go Back Add

Service Unit: 200 Views: Service Unit Troops Orders Payments

Troop: 21000 Add

Order ID	Troop	Date of Order	Girl	Total Units	Nut & Candy Dollars	Nut & Candy Proceeds	Web Mag. Units	Web Mag. Dollars Sold	Web Mag. Proceeds	Total Due Troop	Total Due Council
M1033263	21000	8/14/2015	Alicia Cole	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1033262	21000	8/14/2015	Avery Phillips	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
P1033266	21000	8/14/2015	Avery Phillips	1	\$5.00	\$1.50	0	\$0.00	\$0.00	\$5.00	\$3.50
M1035030	21000	8/27/2015	Suzy Doe	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
1041404	21000	9/25/2015	Suzy Doe	5	\$25.00	\$7.50	0	\$0.00	\$0.00	\$25.00	\$17.50
Totals				6	\$30.00	\$9.00	0	\$0.00	\$0.00	\$30.00	\$21.00

Overview of Units Not Applied

Troop (click for details)	Total Cupboard Inventory	Initial Booth Inventory	Total Units Received	Total Units Applied	Total Units Transferred	Total Units Not Applied	Nut & Candy Dollars	Nut & Candy Proceeds	Total Due
20000	53	61	0	52	0	62	\$494.00	\$98.80	\$395.20
21000	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

Initial Booth Orders

Order ID	Troop	Date of Order	Total Units
1034880	20000	8/26/2015	50
1034912	20000	8/26/2015	9
1037929	20000	9/18/2015	2

Online Nuts and Candy Orders

Order ID	Troop	Girl	Date of Order	Total Units	Total Sales	Total Proceeds
Totals				0	\$0.00	\$0.00

Service Unit: 200 Views: Service Unit Troops Orders Payments

Troop Order Update

Order Information	Value	Magazine Information	Value
Order ID	1041404	# Web Mag. Subscriptions Sold	0
Date of Order	9/25/2015 7:56:00 AM	Web Mag. Dollars Sold	0.00
Type	Initial Order		
Troop Number	21000		
Girl	Suzy Doe Add		
Age Group	Other		

Products

Description	Retail Cost	Initial Units Ordered	Grand Total
Mint Trefolls - 2015 GS Tin - GS23581	\$10.00	0	0
Pecan Supremes - Snowman Tin - GS23395	\$10.00	0	0
Fruit Snack Pack - GS31700	\$10.00	0	0
Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777	\$10.00	0	0
Salsa Mix Extra Value Jar - GS43337	\$10.00	0	0
Whole Cashews - GS44206	\$8.00	0	0
Chocolate Covered Almonds- GS44227	\$8.00	0	0
Sea Salt & Pepper Cashews - GS44207	\$8.00	0	0
Dark Chocolate Covered Cashews-GS44344	\$8.00	0	0
Cranberry Trail Mix- GS44104	\$6.00	0	0
Double Dipped Chocolate Peanuts -GS44086	\$6.00	0	0
Chocolate Covered Raisins- GS44195	\$6.00	0	0
Fruit Slices - GS44184	\$6.00	0	0
Pecan Supremes- GS12295	\$5.00	0	0
Peanut Butter Monkey- GS12271	\$5.00	0	0
Dark Chocolate Sea Salt Caramels GS12272	\$5.00	0	0
Dulce Daisies- GS12279	\$5.00	5	5
Care to Share Product	\$5.00	0	0
Total Products Ordered		5	5

Go Back

Initial Booth Orders is the next section. You should see only one row per troop – troops should *not* be making an entry here per girl. This is a *lump-sum* entry only.

Lastly, you will see any online orders (those the shipping option selected) in the **Online Nut and Candy Orders** section.

At left is what you would see if you clicked on a girl order (initial, promise, or allocation). You can't edit from here, only from eNuts+, and in that, only initial orders. And after the initial order period has ended and your reviewing deadline has past, you won't be able to edit the initial order in eNuts+ either.

You will need to review what your troops have entered to make sure they've not entered more product than they intended, didn't enter anything at all, or just to confirm that everything they intended to order is correct. You can check them here or by

running the **Products Ordered By Service Unit** report (see page 15).

To check via the **Orders** screen: If they followed our recommendation, you're only checking the **Initial Booth Orders** section, but don't overlook the summary either. The troop should have checked to make sure their order didn't include promises. Those are automatically assigned to the girl and automatically added to a troop's initial order. An **Initial Booth Order** should only contain a grand total of all girls' order card orders plus any extras the troop may order for walkabouts and "lemonade stands." Make sure your troops don't go overboard, however, on that extra product.

Navigating TNOS

Welcome
200
to the Trophy Nut
Ordering System
(2015-2016)

[Home](#)
[Delivery Sites](#)
[Online Forms](#)
[Online Training](#)
[Reports](#)
[Delivery Tickets](#)
[Quick Search](#)
[Messages](#)

[Internet Manual](#)
[Log Out](#)

We want to give you a quick overview of the links along the left side of your Dashboard and other pages; they are important to getting to other parts of TNOS, especially **Delivery Sites** (page 14 and Appendix A), **Reports** (page 15) and **Delivery Tickets** (page 14).

Delivery Sites – add a Delivery location and schedule (*if your PSM permits*).

Online Forms –GSGLA has posted forms you will need throughout the sale (many of these are also posted at our council website in our Fall Product Program section).

Online Training – Any training components we share with troops will be posted here (and on our website).

Reports – Access a variety reports to help you manage your sale. We will cover these on page 15.

Delivery Tickets – you can print a delivery ticket for the whole SU (your initial delivery), by troop and by troop by girl.

Quick Search – search for a troop, girl or order within your SU.

Messages – you can send a message to council and to troops in your Service Unit. *However, if you have an urgent question, we recommend using regular email, especially when contacting your Product Sales Manager or Council.*

Delivery Sites

Adding delivery sites is covered in Appendix A because not every product sales manager will permit their service unit fall product chairs to add locations; some may permit only the creation of the schedule and the assigning of troops (although the service unit fall chair can permit troops to select their own time slot).

Delivery Tickets

You can print different types of Delivery Tickets for products, for recognitions and, if you want, blank tickets you can fill out by hand. You may want to run the **By Troop** delivery ticket to have your troops sign on delivery day (though some use the circle sheets, others have made up their own. It's optional, but running it from the system avoids errors because it pulls the data exactly how it was stored/ordered.

Cases Ordered	Units Ordered	Variety	Cases Rec'd	Units Rec'd	Cases Short	Units Short
3	1	Mint Trefolls - 2015 GS Tin - GS23581				
1	0	Pecan Supremes - Snowman Tin - GS23395				
2	6	Fruit Snack Pack - GS31700				
0	10	Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777				
1	5	Salsa Mix Extra Value Jar - GS43337				
2	5	Whole Cashews - GS44206				
1	4	Chocolate Covered Almonds- GS44227				
1	6	Sea Salt & Pepper Cashews - GS44207				
0	10	Dark Chocolate Covered Cashews-GS44344				
0	7	Cranberry Trail Mix- GS44104				
0	2	Double Dipped Chocolate Peanuts -GS44066				
0	3	Chocolate Covered Raisins- GS44195				
0	3	Fruit Slices - GS44184				
0	1	Pecan Supremes- GS12295				
0	2	Peanut Butter Monkey- GS12271				
0	3	Dark Chocolate Sea Salt Caramels GS12272				
0	4	Dulce Daisies- GS12279				
0	1	Care to Share Product				
Totals: 11	73					

Messages

When you select **Messages**, you will see a screen similar to that below. Any messages sent to or by you will be displayed. Click on MessageID to open the message. Messages with multiple responses will be grouped and be listed as Show Details.

Message ID	From	To	Subject	Date
562605			RE: Fall Product Incentives movie tickets	02/12/2015 12:56 AM
554580			Unable to locate account	12/17/2014 10:17 PM
553020			payment	12/08/2014 08:15 PM
Show Details			RE: Following-up to my 11/21 question?	12/08/2014 06:54 PM
553017			RE: Payment	12/08/2014 06:40 PM
552870			Following-up to my 11/21 question?	12/08/2014 04:48 PM

To send a message, click **Compose**; that will open the screen shown at right. If you are sending a message to or including the Council, you would select the Council from the drop down (only Greater Los Angeles will display). If you are sending it to a troop or troops, select the troop(s) or All from the Troops dropdown. Include a subject, and then type the body of your message. When finished, click **Send**.

Reports

By clicking the **Reports** link, you will see a page with two columns – Service Unit and Troop – each showing list of reports that you can run within TNOS. The Troop reports are also available to the Troop. We covered several of the troop reports in the troop guide, but we'll touch upon a few here that you will want to access.



Troop Reports

Products Ordered By Troop

Troop	Girl	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts GS44831	Peanut Butter Monkey- GS12271	Dark Chocolate Sea Salt Caramels GS12272	Cranberry Trail Mix- GS44104	Dark Chocolate Covered Cashews- GS44344	Select Mix Nuts (With Peanuts)- GS44261	Chocolate Covered Raisins- GS44195	Chocolate Covered Almonds- GS44227	Whole Cashews - GS44206	Peppermint Bark - Whimsical Snowflake Tin - GS21775	Per Supp -4 Per Tin GS21775
Service Unit: 426 - Mountain View																
99991	Lucy Monniker	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0
99991	Unassigned Products	0	72	21	18	24	39	54	33	48	33	36	29	31	12	
Troop 99991 Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Service Unit Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Grand Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	

The **Products Ordered by Troop** report will give you a breakdown of what each troop has ordered, by girl, along with a total. This is the report you will want to use when determining whether you will need to make any adjustments to the order if something looks off.

There are reporting options available: **Initial Order, Initial Booth, Cupboard, Unassigned, Assigned** and **Combined**. In this example we selected **Combined**, as this will also give us the **Unassigned Products** (Initial Booth Order) so we can see exactly what the troop has ordered, especially if they only entered the Initial Booth Order. This report will only show the nut product, not magazines, since they are not a deliverable product like the nuts. And only eNuts+ "promise" orders will be included here, not those where the customer requested direct shipping.

Once you have selected which data you would like to view, click **Run Report**. Once run and displayed (as above), you can select either **Download Report** or **Printable Report**. The downloaded version can be saved and opened/edited in Excel. If you make changes to the report (resize a column, color code it, etc.), you will need to save it as an Excel file (.xls or .xlsx) as the "native format" will not preserve any design/layout alterations.

To return to **Reports**, click the **Go Back** button, or click Reports again from the menu.

Proceeds – NEW!

A new report available is the **Proceeds** report. Click **Run Report** and data like that shown below will display. You will not be able to select all troops, so they must be run one at a time.

Service Unit	Troop #	Girl	Cases: Units	Nut Promise Proceeds	Nut & Candy Proceeds	Online Ordering Proceeds	Web Magazine Proceeds	Combined Proceeds
200	20000	Ali Coyne	34	\$0.00	\$55.40	\$0.00	\$3.00	\$58.40
	20000	Amy Jones	8	\$0.00	\$16.00	\$0.00	\$0.00	\$16.00
	20000	Bobbette Wilke	1	\$0.00	\$2.00	\$0.00	\$0.00	\$2.00
	20000	Chrissy Spatola	55	\$45.20	\$40.40	\$0.00	\$0.00	\$85.60
	20000	Suzy Finaltest	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Suzy Smith	1	\$0.00	\$2.00	\$0.00	\$0.00	\$2.00
	20000	Troop [Booth]	7	\$0.00	\$12.40	\$0.00	\$0.00	\$12.40
	20000	Unassigned	81	\$0.00	\$132.00	\$0.00	\$0.00	\$132.00
Troop 20000 Totals:			258	\$45.20	\$390.20	\$0.00	\$3.00	\$438.40

There are columns to show **Nut Promise Proceeds** (online orders, girl delivery), **Nut & Candy Proceeds** (nut order card orders/allocations), **Online Ordering Proceeds** (online orders, shipped), **Web Magazine Proceeds** (online magazines sold through QSP; data will appear after the end of the sale), and **Combined Proceeds**. The bottom line total is... on the bottom line, so you and your troops can see at a glance what their proceeds are. Great for when completing the January *Troop Finance Report*.

Balance Due

Service Unit	Troop #	Girl	Cases: Units	Nut & Candy Dollars	E-Nuts Plus Dollars	Nut & Candy Proceeds	E-Nuts Plus Proceeds	Web Magazine Dollars	Web Magazine Proceeds	Total Due Council	Total Due Troop	Payments	Amount Outstanding
426 - Mountain View										\$2,329.00	\$0.00	\$0.00	\$2,329.00
Council Payments for Troop 99991 Totals:										\$2,329.00	\$0.00	\$0.00	\$2,329.00
Troop 99991 Totals:			504	\$3,108.00	\$0.00	\$777.00	\$0.00	\$10.00	\$2.00	\$2,329.00	\$3,108.00	\$0.00	\$3,108.00

The **Balance Due** report will show you for each troop their sales, proceeds, how much of what they sold is due to council, how much is due the troop from the girls, and how much they owe in total. Options include selecting **Troops** instead of **Service Unit**, which will allow you to run the report for a single troop, which then includes each girl's order and the initial booth (unassigned products). With Service Unit selected and **Summary**, you will get a simplified report with **Total Due, Payments** and **Amount Outstanding**.

As the troop records **Payments** (see page 18 of the *TNOS/enUts+ & QSP Troop Manual*), you will see that reflected in the **Payments** column and the **Amount Outstanding** will update accordingly.

As with other reports, you can choose **Download Report** or **Printable Report**. You can also **Download Raw Data Report**, which will give you the data for each troop in a single row in an Excel format.

Magazine Summary

Service Unit	# Web Magazines Sold	Web Mag Dollars	Magazine Proceeds
426 - Mountain View	2	\$10.00	\$2.00
Totals	2	\$10.00	\$2.00

As the counterpart to the **Products Ordered by Troop** report, there is the **Magazine Summary**. Here you will see a summary of what your troops sold via QSP's Online Program (here Web Magazines), the dollars, and then total proceeds.

Important Tip: Council will be uploading this information after the end of the sale. Troops should run this report and compare the *Girl Online Sales Report* they received from each of their girls (and/or themselves; see the *Troop TNOS/eNuts+ & QSP Guide* for more information).

Should you want more detail, you can choose the **Troops** option and run a report for each troop, which breaks the data down by girl.

Troop Information

Troop #	# Reg.	Contact	Phone #	Cell #	Email Address	Street	City	State	Zip
6034	7						Whittier	CA	90602
6064	0						Whittier	CA	
6074	12						Whittier	CA	90605
6134	11						Whittier	CA	90605
6144	8						Whittier	CA	90602

While you probably keep a roster of your troop fall product chairs, you can run this report to get an at-a-glance view of who the primary users are for each troop. It will not show you any additional users the troop fall chairs have added (or that you may have added on their behalf).

Troop ACH

Troop #	Contact	Name on Account	Account Number Last Four	Last Updated Date	ACH Active
6034					No
6064					No
6074					No
6134					No
6144					No

It's important that the troops have entered their ACH information. But who wants to check it troop by troop? We don't, so we know you don't. This report will allow you to make a quick check of which troops have entered their ACH information. We did not "roll it over" from the previous season, so each troop needs to enter their data fresh.

You will only see the last 4 digits of their account number, so there is data security. You can choose to view **ALL** troops, only those who have data (**Yes**) or those who do not (**No**). The default is No.

You will also be able to view the last time the data was updated. That may happen if we, in our proofing of the data, notice something amiss and rekey data. Or in the event a troop changes bank accounts mid-stream (that should be strongly discouraged unless it's the result of their account being compromised or their bank ceases to exist; otherwise, they should wait and change it after their fall debit clears and before the ACH form for cookies has been collected).

Recognitions (Rewards) Earned by Troop

Troop	Girl	Participation Patch	Rainbow Sparkle Headbands (set of 6)	Monkey Pins (set of 4)	Monkey Business Beanie	Monkey-Medium GS7114	25+ Rocker	50+ Rocker	75+ Rocker	100+ Rocker	Gift of Caring Patch	Online Rocker	eNuts+ Rocker	Total
426 - Mountain View														
99991	Lucy Monniker	1		0	0	0	1	0	0	0	0	0	0	3
Troop 99991 Totals		1	1	0	0	0	1	0	0	0	0	0	0	3
Service Unit Totals		1	1	0	0	0	1	0	0	0	0	0	0	3
GRAND TOTALS		1	1	0	0	0	1	0	0	0	0	0	0	3

When it comes time to distribute rewards (recognitions) to your troops, you can run this report to know what each troop receives so they can distribute it to their girls. It is, as you can see above, listed down to the girl. But, as you can click **Download Report** to get an Excel editable version of the data, you can filter the report down to just troop totals if you would like.

Complete reward data will appear after the magazine data has been uploaded after the sale.

Online Nut and Candy Sales & Emails

This report relates to the orders girls received online through Trophy Nut's online ordering site, eNuts+ (though you will see it as Online Nut and Candy Sales) – only those that were shipped directly by Trophy Nut Company. Promises do not appear here, but do on **Products Ordered By Troop**. This screen shot shows a sample of the council's view from 2013, but a service unit will see similar data restricted to their service unit; you can also filter the data to look at individual troops.

Girls who send 12+ emails will automatically earn the eNuts+ charm and that will be reflected on the **Recognitions Earned by Troop** report covered above.

Service Unit	Troop	Girl	Total Units	Gross Sales	Troop Proceeds	Emails Sent
Central Peninsula	207	Elle Gifford	0	\$0.00	\$0.00	1
Central Peninsula	227	Sarah Hughes	4	\$48.95	\$4.00	11
Central Peninsula	227	Briley Morton	0	\$0.00	\$0.00	95
Central Peninsula	299	Gracie Bras	0	\$0.00	\$0.00	6
Central Peninsula	501	Jordyn Flynn	0	\$0.00	\$0.00	7
Central Peninsula	623	Lara Suschia	0	\$0.00	\$0.00	1
Craig	4197	Isabella Johnson	3	\$30.00	\$3.00	10
Eagle River	240	Aurora Powell	4	\$28.00	\$4.00	3
Eagle River	240	Emma Seeley	1	\$10.00	\$1.00	7
Eagle River	240	Savannah Valler	0	\$0.00	\$0.00	5
Eagle River	631	Olivia Beller	0	\$0.00	\$0.00	6
Eagle River	690	Elle Jones	0	\$0.00	\$0.00	16
Eagle River	690	Coral Mercer	0	\$0.00	\$0.00	3
Eagle River		Kellier	0	\$0.00	\$0.00	

Final Report

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Welcome
426 - Mountain View to the Trophy Nut Ordering System (2014-2015)

TROPHY NUT
 Greater Los Angeles
 426 - Mountain View
FINAL REPORT BY SERVICE UNIT
 Show: Service Units Troops
 426 - Mountain View

8/27/2014

This report may take a long time to complete if you run this for all service units.

Year	Service Unit: 426 - Mountain View	Product	Units Sold	Percent/Item	Retail	Gross Sales	Troop Proceeds
2014	Butter Toffee Peanuts - GS44111		96	19.05%	\$5.00	\$480.00	\$120.00
	Dark Chocolate Sea Salt Caramels GS12272		54	10.71%	\$5.00	\$270.00	\$67.50
	Dark Chocolate Covered Cashews-GS44344		48	9.52%	\$7.00	\$336.00	\$84.00
	Peanut Butter Monkey- GS12271		39	7.74%	\$5.00	\$195.00	\$48.75
	Chocolate Covered Raisins- GS44195		36	7.14%	\$7.00	\$252.00	\$63.00
	Cranberry Trail Mix- GS44104		33	6.55%	\$7.00	\$231.00	\$57.75
	Select Mix Nuts (With Peanuts) - GS44261		33	6.55%	\$7.00	\$231.00	\$57.75
	Whole Cashews - GS44206		31	6.15%	\$7.00	\$217.00	\$54.25
	Chocolate Covered Almonds- GS44227		29	5.75%	\$7.00	\$203.00	\$50.75
	Tomato Basil Peanuts GS44831		24	4.76%	\$5.00	\$120.00	\$30.00
	Spicy Cajun Mix - GS44221		21	4.17%	\$5.00	\$105.00	\$26.25
	Fruit Slices - GS44184		18	3.57%	\$5.00	\$90.00	\$22.50
	Mint Trefoils - 2014 GS Tin - GS23281		16	3.17%	\$9.00	\$144.00	\$36.00
	Pecan Supremes - 4 Penguin Tin - GS21295		14	2.78%	\$9.00	\$126.00	\$31.50
	Peppermint Bark - Whimsical SnowflakeTin - GS21775		12	2.38%	\$9.00	\$108.00	\$27.00
	Totals:		504			\$3,108.00	\$777.00
	Average Units per Girl Selling:		504				
	E-Nuts Plus		0			\$0.00	\$0.00
	Magazine Product						
	Web Magazine Subscriptions		2			\$10.00	\$2.00
	Totals:		2			\$10.00	\$2.00
	Average Units per Girl Selling:		2				
	Grand Total Sales:					\$3,118.00	
	Total Nuts Due:					\$2,331.00	
	Total Magazines Due:					(\$2.00)	
	Total Due Council:					\$2,329.00	
	Amount Paid Council (This is taken from Council Payments, not Girl):					\$0.00	
	Amount Due Council:					\$2,329.00	
	Girls Registered: 149						
	Girls Selling: 1						
	Percent of Girls Participating: 0.67%						
	# of Troops with Orders: 1						

Report execution time in seconds: 0.78

When all is said and done, orders placed have been delivered, all payments received and recorded, magazine data uploaded, and your ACH debit has cleared, here is the report to run to encapsulate your sale. It will show you, by variety, how many units sold, percent of total, gross sales, proceeds, etc. As with other reports, you can also select **Troop** and run this for a single troop.

TROPHY NUT
 Show: Service Units Troops
 Include: Unit Summaries

200 Sales Report
 200

9/26/2015

This report may take a long time to complete if you run this for all service units.

Service Unit	Troop Number	Girl Name	Nut & Candy	Web Magazines
200	20000	All Coyne	34	1
200	20000	Amy Jones	8	0
200	20000	Bobbette Wilke	1	0
200	20000	Chrissy Spatola	55	0
200	20000	Claire Phillips	0	0
200	20000	Elizabeth Frederick	0	0
200	20000	ER fred	0	0
200	20000	ER Freder	43	0
200	20000	First Last	0	0
200	20000	Isabella Bowen	4	0
200	20000	Isabella Bowen	4	0
200	20000	Julia Cole	0	0
200	20000	Má donna	10	0
200	20000	Michelle Jones	0	0
200	20000	Nana Sollow	0	0
200	20000	Sally Phillips	1	0
200	20000	Steph Sollow	0	0
200	20000	Steph Sollow	0	0
200	20000	Steph A Sollow	0	0
200	20000	Suzie Smith	9	0
200	20000	Suzy Finaltest	0	0
200	20000	Suzy Smith	1	0
200	20000	Chrissy Spatola	7	0
200	20000	Unassigned	81	0
Troop 20000 Totals:			258	1
200	21000	Alicia Cole	0	0
200	21000	Avery Phillips	1	0
200	21000	Suzy Doe	5	0
Troop 21000 Totals:			6	0
Service Unit 200 Totals:			264	1

Sales Report – NEW!!

Another new report is the **Sales Report**. If the **Final Report** gave you everything, the Sales Report distills it down to the basics – how many units of nut and candy products were sold and how many magazine subscriptions were sold. Since magazines count as two units, the data you will see will have doubled the actual number of orders. That is, if Suzy Smith sold 3 subscriptions, it would show her (and elsewhere) as 6 subscriptions.

There are some options that you have to filter the report. The default setting is **Service Units** and **Unit Summaries**, but if you switch to **Troop** you can run the report for a single troop. If you have Service Unit selected and uncheck or the Unit Summaries option, then you will get a report that doesn't give you a totals row after each troop, it's just a continuous list of each troop with each girl.

Service Unit Reports

PGA/Age Group

Welcome 426 - Mountain View to the Trophy Nut Ordering System (2013-2014) 8/27/2014

TROPHY NUT

Report By: Units Dollars
 Show Girls: Selling Registered
 Include: Products Magazines Web Magazines E-Nuts Plus

426 - Mountain View PER-GIRL SELLING AVERAGE

This report may take a long time to complete if you run this for all service units.

426 - Mountain View Run Report Download Report Printable Report

Service Unit	Troop	Participation %	Girls Registered	Girls Selling	Units Sold	Per Girl Average
426 - Mountain View	6034	100%	7	7	132	19
	6064	-	0	9	183	20
	6074	83%	12	10	180	18
	6134	55%	11	6	199	33
	6144	75%	8	6	200	33
	6214	-	0	7	137	20
	6224	110%	10	11	231	21
	6744	-	0	6	35	6
	6874	80%	10	8	226	28
	6904	0%	9	0	0	-
	6974	100%	4	4	432	108
	11744	50%	6	3	83	28
	11784	100%	6	6	210	35
	11894	47%	30	14	510	36
	11914	100%	7	7	397	57
	11954	100%	4	4	171	43
	15144	83%	12	10	211	21
	15254	50%	12	6	198	33
	99991	0%	1	0	0	-
Totals (19 Troops):		83%	149	124	3,735	30

Age Group	Girls Selling	Units Sold
	0	7
Ambassador	7	38
Brownie	33	1,263
Cadette	31	1,165
Daisy	10	166
Junior	36	920
Senior	7	176
Totals:	124	3,735

Go Back

At the end of the program, you can run the **PGA/Age Group** report to see what your PGA is for the service unit. Selecting different options will yield different data. *Note: if you are determining total units, be sure to check Products, Web Magazines and E-Nuts Plus.* This is also why it is very important that the number of Girls Registered is entered by you or the troop at the start of the program (and updated throughout as more girls are added to the troop).

Products By Service Unit

Welcome 426 - Mountain View to the Trophy Nut Ordering System (2014-2015) 8/27/2014

TROPHY NUT

Display: Service Units Service Units & Troops
 Show Orders: Initial Initial Booth Cupboard Unassigned Assigned Combined

Only Service Units/Troops with totals greater than 0 are shown.

Run Report Download Report Download Raw Data Report Printable Report

Service Unit	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts - GS44831	Peanut Butter Monkey - GS12271	Dark Chocolate Sea Salt Caramels - GS12272	Cranberry Trail Mix - GS44104	Dark Chocolate Covered Cashews - GS44344	Select Mix Nuts (With Peanuts) - GS44261	Chocolate Covered Raisins - GS44195	Chocolate Covered Almonds - GS44227	Whole Cashews - GS44206	Peppermint Bark - Whimsical Snowflake Tin - GS21775	Pecan Supreme - 4 Penguin Tin - GS21995
426 - Mountain View	0	96	21	18	24	39	54	33	48	33	36	29	31	12	14
Totals	0	96	21	18	24	39	54	33	48	33	36	29	31	12	14

Welcome 426 - Mountain View to the Trophy Nut Ordering System (2014-2015) 8/27/2014

TROPHY NUT

Display: Service Units Service Units & Troops
 Show Orders: Initial Initial Booth Cupboard Unassigned Assigned Combined

Only Service Units/Troops with totals greater than 0 are shown.

Run Report Download Report Download Raw Data Report Printable Report

Service Unit	Cupboard Name	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts - GS44831	Peanut Butter Monkey - GS12271	Dark Chocolate Sea Salt Caramels - GS12272	Cranberry Trail Mix - GS44104	Dark Chocolate Covered Cashews - GS44344	Select Mix Nuts (With Peanuts) - GS44261	Chocolate Covered Raisins - GS44195	Chocolate Covered Almonds - GS44227	Whole Cashews - GS44206	Peppermint Bark - Whimsical Snowflake Tin - GS21775	Pecan Supreme - 4 Penguin Tin - GS21995
426 - Mountain View		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Troop 99991		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Service Unit Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	

Just as there was a **Products By Troop** report, as a service unit fall product chair, you also have the **Products By Service Unit** report (see previous page). This provides you with the same information as the Troop report, with various options. By default, it will summarize your entire service unit order, by variety (top example). But, you could select **Service Units & Troops** and get the data by **Troop** (bottom example).

Recognitions (Rewards) By Service Unit

Need to know how many of each recognition item you should expect for the service unit? This report will give you a summary.

Service Unit	Participation Patch	Rainbow Sparkle Headbands (set of 6)	Monkey Pins (set of 4)	Monkey Business Beanie	Monkey-Medium GS7114	25+ Rocker	50+ Rocker	75+ Rocker	100+ Rocker	Gift of Caring Patch	Online Rocker	eNuts+ Rocker	Total
426 - Mountain View	1	1	0	0	0	1	0	0	0	0	0	0	3
GRAND TOTALS	1	1	0	0	0	1	0	0	0	0	0	0	3

Transactions – Troop to Troop Transfers

Now that you have your "round up" product, having picked it up at delivery, what do you do with it? Hopefully, one or more of your troops needs more product to fill a late-received order. And that's where transactions – troop to troop transfers - comes in. The actions here work for whether you are transferring "round up" product to a troop, or you are entering a transfer of product from troop A to troop B.

Select **Orders** from the **Views** menu -- here you see four sections. We described these on preceding pages, but let's focus on that middle section.

Troop (click for details)	Total Cupboard Inventory	Initial Booth Inventory	Total Units Received	Total Units Applied	Total Units Transferred	Total Units Not Applied	Nut & Candy Dollars	Nut & Candy Proceeds	Total Due
6034	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6064	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6074	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6134	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6144	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6214	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6224	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6744	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6874	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6904	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6974	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
11744	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
11784	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
11894	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
11914	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
11954	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
15144	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
15254	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
99991	0	480	0	0	0	480	\$2,988.00	\$747.00	\$2,241.00

Overview of Units Not Applied summarizes the various types of activities your troops have engaged in – in our case, it would show their initial booth inventory (their initial order) and cans/boxes/tins transferred to or from another troop, including from the service unit "round up" troop, and what they have remaining to be allocated.

So, while our example only shows one troop with product (and for our purposes, this is the service unit's round up), we shall pretend there are orders from nearly all the troops. Let's say that troop 6034 needs more product. We'd select 99991 from the table by clicking on the troop number. Their **Product Availability** data will show, but we're more interested in the link **Add** at the moment.

The screenshot shows a web application interface. On the left is a green sidebar with a 'Log Out' link. The main content area has a table of products with columns for product name and quantity. Below this is a section titled 'Orders Placed by Girl' containing a table with columns for 'Girl', 'Gift of Caring', 'Butter Toffee Peanuts', 'Spicy Cajun Mix', 'Fruit Slices', 'Tomato Basil Peanuts', 'Peanut Butter Monkey', 'Dark Chocolate Sea Salt Caramels', 'Cranberry Trail Mix', 'Dark Chocolate Covered Cashews', 'Select Mix Nuts (With Peanuts)', 'Chocolate Covered Raisins', and 'Chocolate Covered Almonds'. A 'Totals' row is at the bottom of this table. Below the table is a 'Transfer Unassigned Units Orders Add' button with a red arrow pointing to it, and a 'Go Back' button.

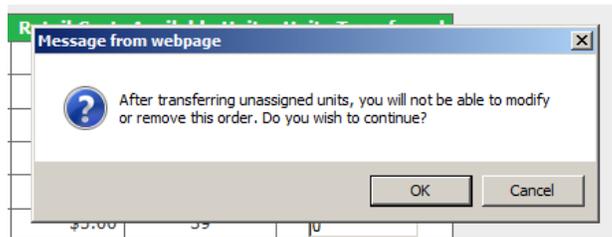
Let's pause a moment as the **Product Availability** information isn't unimportant -- you can see at a glance whether the troop from whom product is being transferred has enough available (unassigned/unallocated) items to transfer. If the product being transferred is Butter Toffee Peanuts and none are available, the transfer cannot go through -- they are trying to transfer assigned product, which cannot be done. It would have to be unassigned from the/a girl first. And, if that troop entered initial orders per girl, then product *can't* be unallocated. As we've said, there is no flexibility when the initial order is entered per girl. If this was from an allocation (product assigned from the initial booth order), that entry *can be* edited, it returns to unassigned, and then the product is available to transfer.

Having clicked **Add**, as we did above, the form at right displays. Choose **Troop** as the **Transfer To** option. Leave the **Source Service Unit** as is. Since you are transferring from your "troop" to another, leave the **Source Troop Number** as is (we will cover other Troop to Troop transfers shortly). Select the **Destination Service Unit**, which in most cases will be your own service unit. Then select the **Destination Troop Number**. In our example, we'd select 6034.

The screenshot shows the 'Transfer Unassigned Units Order Add' form. At the top, there's a 'Service Unit' dropdown set to '426 - Mountain View' and 'Views' links for 'Service Unit', 'Troops', 'Orders', and 'Payments'. The form has several dropdown menus: 'Transfer To' (radio buttons for 'Troop' and 'Cupboard'), 'Source Service Unit' (set to '426 - Mountain View'), 'Source Troop Number' (set to '99991'), 'Destination Service Unit' (set to '--select one--'), and 'Destination Troop Number' (set to '--select one--'). Below these is a 'Products' table with columns for 'Description', 'Retail Cost', 'Available Units', and 'Units Transferred'. The table lists various products like 'Gift of Caring', 'Butter Toffee Peanuts', 'Spicy Cajun Mix', etc. At the bottom, there are 'Go Back' and 'Transfer' buttons with a red arrow pointing to the 'Transfer' button.

Next, enter the number of units/items being transferred in the **Units Transferred** column. What you enter *cannot* exceed the **Available Units** total.

Once you have completed your entry, click **Transfer**. You will receive a message that advises you that, once you complete the transfer, you cannot change it. Click **OK** if you are sure everything was entered correctly.



If you have to undo an incorrect transfer, you will have to select the troop that *received* the product and enter a troop to troop transfer that moves the product back to the original source. (If we had erred, we would have to make a transfer from 6034 back to 99991).

Transfer Unassigned Units Orders [Add](#)

Troop to Troop

Order ID	Date of Order	Total Units Transferred	Service Unit	Troop
1009830	11/11/2014	4 ←	421 - Covina	99421
1009836	11/11/2014	4 ←	421 - Covina	99421
1011045	11/13/2014	2 ←	421 - Covina	99421
1016201	11/18/2014	1 ←	421 - Covina	99421
1016236	11/18/2014	6 ←	421 - Covina	99421
1016243	11/18/2014	1 →	421 - Covina	99421
1023772	11/22/2014	4 →	409 - River Trails	4174

[Go Back](#)

If you are transferring product between your troops, it works exactly the same way. All you would need to change is the Source Troop Number to the troop that is transferring *out* the product.

To view transfers made, you would go to **Orders**, scroll to **Overview Of Units Not Applied**, click on the troop and you will see at the bottom of the data a section like that at the left. In this example from last year, we can see this troop received several units from the service unit's "round up" (99421), and transferred a few units to another troop

in another service unit... Troops will see this same information and be able to ensure their transfers were made.

Note: Do not use the option labeled Cupboard (your product sales manager will use that option when any remaining "round up" product is transferred from your "round up troop" to council).

If you are transferring product between a troop in your service unit to a troop in another service unit, then you need to contact your product sales manager, as service units cannot enter transfers between service units.

APPENDIX A – CREATING AND ASSIGNING DELIVERY TIMES

Depending on the choice made by you and your product sales manager, you may be able to add a delivery site and/or create a schedule for troops to pick up their Initial Order. If you choose to, you can let your troops select their own time slots, or select for them.

If you have told your troops that their pick up times will be assigned by you, make sure your troops adhere to your rules. Similarly, if the product sales manager assigns pick up times, you *must* adhere to those rules.

However, if you are allowed to create your location and set up the pick up schedule, this section will go through the steps.

Adding A Location

If you are permitted by your product sales manager to add your own location information, first select **Delivery Sites** from the navigation menu. It will display a screen like that shown below. You will see a list of all the locations in the Council. To edit the information for your location, click **Edit** in the last column. If your location is **not** listed, click **Add Delivery Site**.

Number	Name	Address	City	State	Zip	Phone (1)	Delivery Date	Delivery Times	
651	Acton/Agua Dulce			CA					Edit Delete
508	Alamitos-Marina SU	3333 East Willow Street Dock A	Long Beach	CA	90806				Edit Delete
401	Alhambra/Rosemead SU: Lot 2-Station 2- Andy's Transfer & Storage	3464 N. Verdugo Rd	Glendale	CA	91208				Edit Delete
500	Angel	4551 Glencoe St	Marina Del Rey	CA	90292	626-677-2250			Edit Delete
601	Burbank SU: Sarah Smith Residence			CA					Edit Delete
427	Campo Verde SU - Beyea Residence			CA					Edit Delete
406	Canon Trails/Rio Hondo SU-Anna Madrid Residence			CA					Edit Delete
616	Canyon Star SU - Diane Heggen			CA					Edit Delete

In **option A**, you will see the form at the right. Edit any of the information that needs to be updated – address, contact phone numbers, and, if known, the date of the delivery (you can also come back to this when you know that date), warehouse sourcing your delivery (and delivery can also mean pick up for those areas where you are having troops pick up from you right at the warehouse). Once all data is up-to-date, click **Update**.

In **option B**, a subform will open -- not much different from option A, except it will be blank. Enter the details and click **Add** to save the location. If you don't know the date of your delivery (or pick up), you can return to this form at any time.

Incidentally, this information is what shows up in TNOS when a troop selects a delivery location (if applicable). The same data is entered for **Delivery Location** on your **Home** screen, and that prints

on the delivery ticket provided to your delivery agent, so this information is entered in two different places.

Creating The Schedule

With the list of locations displayed, you will see in the **Delivery Times** column a green icon in each row. Click the icon that corresponds to your delivery location and it will open the panel as at right. Here you have **two options**:

1. **Option 1 (red)**: You can enter each start time individually by selecting the hour, minute, AM or PM, and then clicking **Add**
 - a. Helpful if you need to add just a single time slot to an existing schedule, or if your schedule has varying intervals.
2. **Option 2 (gold)**: You can add multiple delivery times at once by entering a start time, end time, interval (in minutes from the list), then click **Add**.
 - a. The max number of minutes is 15 minutes but... there's a way around that -- you can set up the schedule, and then *delete* times you don't need, if you want a greater range than 15 minutes.

When done, you will see a schedule that looks like that at left.

If the schedule is done to your satisfaction, click **Close**.

You need only do Option 1 or Option 2, though if your needs require it, you can mix the options to create a schedule. And, if you are set up to handle 2 troops per time slot, well, you can do either option more than once.

Assigning Troops To The Schedule

If you opt to assign your troops to your schedule rather than let them self-select, you will need to go to each troop (from the **Views** menu select **Troops**, as shown on the next page). Next to each troop number, select **Edit** (as we did when editing the troop). You will see two fields –

Delivery Site and **Delivery Time**. For Delivery Site, although you will see every location entered, you need to make sure you select the location(s) you (or your PSM) entered for your service unit. Then in Delivery Time you will see the available slots. Once a location and time have been selected, click Update to save the data.

Note: you must select a delivery location before you can place an order, so if you are entering for your troops, assign them to a time ahead of the initial order period. If troops self-select, remind them to put in their Initial Booth Order first, then select a time.

Service Unit: 427 - Campo Verde

Views: [Service Unit](#) [Troops](#) [Orders](#) [Payments](#)

Edit Troop

Troop Number:	99427
Contact:	Desiree Beyea
Street:	
City:	
State:	
Zip:	
Phone:	
Cell Phone:	
Email:	
# Girls Registered:	0
Delivery Site:	Campo Verde SU - Beyea Residence
Delivery Time:	--select one--
Order Submission:	--select one--
Has Access:	9:00 AM not been submitted. 9:15 AM t been submitted. 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM
User Id:	hing.cc
Password:	
Password:	d Only Access
	be a valid email address between 6 - 50 characters and Passwords must be between 6 - 15 characters

[Go Back](#) [Update](#)

APPENDIX B – UNITS TO CASES

This table will give you how many units (cans, boxes, or tins) are in a case, up to 20 cases. If you need to figure out more than 20 cases worth of product, just keep adding 12 to the number of units and then increment the cases by one (e.g. 252 = 21).

Units (can/bx/tin)	Cases
12	1
24	2
36	3
48	4
60	5
72	6
84	7
96	8
108	9
120	10
132	11
144	12
156	13
168	14
180	15
192	16
204	17
216	18
228	19
240	20

If you choose to take your Products By Troop report and divide the number of units by 12, which will give you the number of whole cases plus a fraction that represents the number of additional cans, this table will help you translate that fraction to how many units it is. Let's say the number of total units is 37: $37/12 = 3.08$. Taking that .08, we see it equals 1 unit. So your round up would be 11 more units. (or you can adjust a troop's order down by 1 unit, but *be very careful* about doing this because there is no margin, there being no cupboard, and many products go fast).

Fraction	Units (can/bx/tin)
.08	1
.16	2
.25	3
.33	4
.42	5
.50	6
.58	7
.66	8
.75	9
.83	10
.92	11