

# 2015 Fall Product Program TNOS/eNuts+ & QSP Guide Troop

2015 Fall Product Program October 2—November 8

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## WELCOME

Dear Troop Fall Product Chair,

This guide will take you through what you as a troop fall product chair will see and do in both **Trophy Nut Ordering System/eNuts+** (or **TNOS/eNuts+** for short) and **QSP**, as well as the parent/girl experience.

You will receive an email from Girl Scouts of Greater Los Angeles that will ask you to create a password to gain access to TNOS/eNuts+ by following the link contained within. Service unit fall product chairs provided to the product sales managers the email addresses for all troop fall product chairs who had submitted their *Troop Fall Product Chair Agreement* and *ACH Debit Authorization* along with a voided check (or copy of a check). All troop fall product chairs were then imported into TNOS/eNuts+ on September 30.

Girls registered as of September 21 were uploaded into TNOS/eNuts+ by the product sale department the morning of October 2.

For both TNOS/eNuts+ and QSP Online, you will send an email to each parent so that their Girl Scout can set up her personalized avatar, import or enter her email address contacts, and participate in the online portions of the Fall Product Program. If her Girl Scout was registered after girls were uploaded to the system, the parent will add her name as part of the account set up process.

Important Tip: Parents should make sure they search for their Girl Scout's name as she was registered in eBiz. For example, if the girl's name is Kathryn, she is registered in eBiz as Kathryn, but goes by Katie, the parent should look for Kathryn before deciding her Girl Scout is not listed and adding her (as Katie or Kathryn). This is true for both eNuts+ and QSP, but she will be adding her to each system.



## Log In/Password Creation

Once you have been added to the TNOS/eNuts+ system, 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, add a troop video, and be able to monitor your nut and candy sales throughout the Fall Product Program.

Some functions you are used to are still in TNOS (Trophy Nut Ordering System), but the majority of your time and activity will be in eNuts+. Bookmark the page as you will use the same link to log in to TNOS/eNuts+ each time (as the two systems are linked, you will only need one login\*).

Logout



Upon clicking the link in the email, the

following screen will appear where you

Manage Your Campaign Email troop@m2mediagroup.c

will create your password.

Once you have created your password, you will be presented with the **login screen**. Enter your email address and your newly created password.

M2 mediagroup girl scouts

Set Your Password

Confirm New Password

inter a secure password to c

After logging in, you will be asked to **complete your profile**. Your address is needed so, if your troop reaches the nut/candy sales goal, you can be directly sent *your own* personalized avatar patch!

\*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.

M2 mediagroup girl scouts	Girt Scouts Test Council   Logo
Update Profile	
First Name Last Name Sally Smith	
Gender Femate	
"Changing the gender-uil delete the field" is also associated with the account, and it will have to be re- Email Frequency Week/	-(neeled.**
Shipping Information	
Address 1	
Address 2	
City State Zip	



When you first log in, you will see the **Welcome to Your Campaign** screen with quick links to creating your avatar (covered on page 7), uploading a video (covered on page 7), entering your paper orders (orders from the order card) (page 8), and viewing reports (page 7).

## Dashboard

Once you are logged in, you will see the **Dashboard** below, through which you will manage your troop. This Dashboard provides a snapshot of participation and sales for the entire troop. If you manage more than one troop, you will be able to select the troop you want to view. Yes, that means that even if you have more than one troop, you will have a single login!

Let's explore this Dashboard a bit. At the upper left is a link labeled **Edit Me2 --** just like your girls, you will be able to create your own personalized avatar! We'll show you how that works on page 7. You can also edit your **Profile** (name, gender, email frequency, and shipping address). There are statistics regarding your troop's sales – **Total Sales**, **Nut Commerce** (shipped online orders), **Nut Promises** (girl delivery online orders) - as well as the progress indicators about how many girls have created their avatar, how



many emails have been sent, etc. (Magazine sales will appear after the end of the sale, as we'll upload that data from QSP).

**Campaign Media -** you can upload a troop video! Just note, a video that a girl in your troop uploads to *her* storefront will supersede the troop video. We cover this on page 7.

**Campaign Administration** – there are two options: **View Reports** and **Paper Order Entry** (order card orders) (*we won't have the Physical Rewards link*). We cover View Reports on page 7 and Paper Order Entry on page 8. Regarding entering orders, however; we <u>strongly</u> recommend you enter your order card orders as <u>Initial Booth Order</u> in TNOS, as covered on page 12).

**Council Administration** – this is where you will manage users. Do you want to add another user? A co-TFPC? Your troop leader, maybe? Now you can! Just go to **Manage Accounts** (covered on page 9).

The Nut Tally System (TNOS) link is how you get to TNOS.

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## Setting Up Your Avatar

Setting up your avatar is easy and fun! Click on the **Edit Me2** link on your Dashboard; that opens 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).





## Uploading a Video

Uploading a video is easy. Click the **Campaign Video** link on your Dashboard. Click **Browse** to search your computer for your video file. When it is finished uploading, click **Save**. On your Dashboard you find also a link **Video Instructions**; this will give you safety and other tips as well as a sample script.

## **View Reports**

There are a few reports you can view in eNuts+ - Nut Sales and Troop Info.

Nut Sales - gives you a breakdown of what each girl has sold by category – Nut Commerce, Nut Promise and Nut Card, as well as how many emails she sent. You can Print, Export or Email the report.

**Troop Info** - gives you a snapshot of your girls; are they registered (in eNuts+, not membership), have they created their avatar,



etc. Plus, you can directly email the parent from here to let them know, for example, if their Girl Scout hasn't completed one of the items.

Paper Orders				Troop 20000
lick rows to edit paper orders.			6	dd Paper Ord
			Nut Sales	
Coyne, Al	8	18	131.00	\$131.00
🖋 Sollow, Steph		4	29.00	\$29.00
Return To Darbhoard				

## **Paper Order Entry**

**Paper Order Entry** refers to the orders taken on the order card. We recommend that you do not enter orders per girl (nor have your parents enter for their Girl Scout), but instead enter the order as a single cumulative item as Initial Booth Order in TNOS – see page 12 for how to this and why we make this suggestion.

View Paper Order × Scout Info Troop: 20000 Participant: Coyne, Ali (6655) **Nut Orders** The cut off date for entering orders was 8/18/2015. Please contact your council with any changes. Product Price Qtv Total A Mint Trefoils \$10.00 \$10.00 \$10.00 B Pecan Supremes \$10.00 c Fruit Snack Pack \$10.00 \$10.00 D Sweet-n-Crunchy Trail Mix \$10.00 \$10.00 Cancel Update



If you choose to enter (or have your parents enter) orders per girl, it is here you will want to go – and you'll see a screen like the one to the left. If you or your parents have made an entry, it will show here.

To view a girl's order, click on her name. From here you can review the order, or if you are following our recommendation and need to remove something your parents have entered, you can zero out the entry and click Update to save the change. You won't be able to delete the entry, but you can make it a zero order. Be sure, of course, that you record the info so you can include it in your Initial Booth Order. (You will not be able to make changes until after the parent/girl deadline as printed in your *Troop Guide*.)

Important Tip: If you asked your girls' parents to make the entries, you should still ask them to send you a copy of the order card so that you can confirm the entries (the troop is responsible for what they order, so you want to make sure it's accurate).

Important Tip: Orders that were taken through eNuts+ with the "girl delivery" option selected ("promises"), will already be assigned to the girls – they cannot be changed. They will automatically be included in your initial order, so you don't need to do anything with them but distribute them at

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Add Paper Order	×
ScoutInfo	
Troop: 56334	
Troop Roster	
Choose One	

delivery. You will want to make sure parents have not included these with the order they enter or provide you.

Note: The Add Paper Order link will not become active until after October 16, the deadline for girls/parents to add

#### orders.

Once your deadline passes, you will no longer be able to edit orders, so be sure you make all adjustments before you are locked out.

To add an order, click on **Add Paper Order**. It will open a panel where you select the girl from the list of girls registered to your troop. Then enter the amount of each item and click Update.

If a girl's name does not appear, you can add her at this point by clicking **Add Scout**. It means, however, that the girl has not set up her "storefront" in eNuts+ and so you will want to send the link to the parent so the girl can set up her "storefront" (create her avatar, send emails, etc.) and participate in the online portion of the nut/candy sale. Once the girl is added, you'll add her order and click **Update**.

#### **Manage Accounts**

Manage Accounts is where you will add any additional troop users. You can designate them as Product Sales or Troop Leader (their access will be the same). They will receive an email from the system just as you did and will set up their password, update their profile and be able to create their avatar.

Click the **+Add Troop Leader** button.

As shown below, you get a screen asking you to enter the email address of the volunteer you are adding.

Please enter the email of the use	ryou'd like to add below.	
Cancel	Add Troop Leader	
	First Name Last Name Gender Choose E-mail Zynwut@more.com Role Choose Troop Choose Closs 4Add	



After clicking **Next**, you will then add the *name, gender* (for the avatar, remember), *role* (product sales or troop leader), and the *troop number* (or numbers, if you and s/he manage more than one troop; just click the corresponding troop numbers from the list). Then click **+Add**. The user will be added and an email will be sent to the user. If s/he doesn't receive the email, you can come back to Manage Accounts and select the user to see what email address you entered.

## Nut Tally System (TNOS)

The last item we'll cover on the dashboard is **Nut Tally System (TNOS).** This link launches TNOS in another browser window/tab and opens to your TNOS dashboard. That's right, you don't have to log in separately! Just note, you cannot get to TNOS from outside eNuts+, so you'll always be logging into eNuts+ even if you want to do something in TNOS.

## **Add/Update Contact Information**

The first action you will want to take the first time you launch TNOS is to add your contact info by clicking **Edit** next your troop number (as shown below) and completing applicable fields. When done, click **Update** to save your entries. Troops should take this opportunity to enter how many girls are registered with their troop.



## Setting Up Banking (ACH) Information

Next you will set up your banking information. We strongly recommend you set it up right away so you are ready for when GSGLA debits your account in November.

Troop 99427 ACH Setup	
Enter Information	Delete
First Name on Account (or "Troop"):	Troop
Last Name on Account (or "Troop #"):	99427
Routing Number:	
Account Number:	
Go Back	Save



You will see a section on your Home page (dashboard) labeled **ACH Account**. Click on the **ACH Account Setup** button, which will launch the data entry field shown at left. Enter "Troop" in the Troop field and enter your troop number in the "Troop #" field. Next enter your routing number and your account number. A \$1.00 charge will be

debited from your account as your info is being confirmed as valid. You will be credited this \$1.00 automatically.

Important Tip: Note the ACH Debit date listed in your <u>Troop Guide</u>. Make sure you have deposited <u>all</u> monies collected <u>at least</u> 3 days <u>before</u> that date. Notify your SU Fall Product Chair if there are any funds that remain uncollected before the debit date so any debit adjustments can be made.

## Views – 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 except reports), three links in the Views menu.

Service Unit: 200	Views: <u>Troops</u> Orders Payments
Troop: 20000 ♥ Edit	Girls
Contact: Dana Phillips	Girl Name Recognition

**Troops** - takes you back to your Home page.

**Orders** - takes you to a view of all your girls' orders, an overview of items not applied (such as Initial Booth, product transferred to you from another troop), your Initial Booth orders, and your Troop's Enuts+ Orders. We will cover this more on page 12.

**Payments** - takes you to where you can enter payments received from the girls. It also shows a summary of your sales, proceeds from all sales, and the entries council enters when your ACH debit is processed. We will cover this more on page 19.

## **Entering the Initial Order**

The Orders link is important, as it is where we recommend you enter your Initial Order – using the Initial Booth

Service Unit: 200	~	Vie
Troop: 20000 🗸 Add		
Order ID Troop Date of Order Girl	Tot	al Unit

Order option. This is the method that gives you the most flexibility with your product.

Why do you need flexibility? Once an initial order is assigned to a girl (as happens when the initial order is entered per girl), and the order has been sent by council to Trophy Nut Company, it *cannot* be changed - product cannot be transferred to another girl or transferred to another troop.

By entering them as Initial Booth Order in TNOS, you won't assign them to a girl until you allocate them later (however, if you choose to enter them per girl, we cover how to on page 8; you should review this page anyway as there are some caveats you need to keep in mind).

To enter the Initial Booth Order, first calculate how many units of each of the 15 varieties

(plus Gift of Caring) you will need to order by tallying each girl's individual totals. You *do not* need to order in full cases and *do not include online orders*).

Numbers in hand, click **Orders** as shown in the **Views** menu. A summary page will display, which is discussed more on page 13. To add your Initial Booth Order, click **Add**.

Select the Initial Booth Order radio button.

Welcome Troop 99427 to the Trophy Nut Ordering System (2014-2015)	Service Unit: 427 - Campo Verde	Views:	Troops Orders Payments
(2014-2015)	Order Information Value		
Troop: 99427 💌	Type CInitial Order Initial Booth Order (Extras for Assign Booth / Cupboard Orde	your Troop) rs to Girls	
Home Product Availability Online Forms	Troop Number 99427		
Online Training Reports Delivery Tickets	Products		
Quick Search	Description	Retail Cost	Units Ordered 🍃
Messages	Gift of Caring	\$5.00	0
Internet Manual	Butter Toffee Peanuts - GS44111	\$5.00	0
Log Out	Spicy Cajun Mix - GS44221	\$5.00	0
	Fruit Slices - GS44184	\$5.00	0
and the second	and a state of the		0
<b>I</b>		m A	
		<u>~~~~~</u>	
	Pecan Supremes - 4 Penguin Tin - GS21295	\$9.00	0
	Mint Trefoils - 2014 GS Tin - GS23281	\$9.00	0
	Total Produ	icts Ordered	0
	Go Back Add -		

Enter how many cans of each variety you need (including GOC). Once you have entered your order, click **Add**.

How easy is that? (Don't worry, you will be able to allocate to girls later so girls will still get credit; be sure to keep their individual orders handy (online orders are already allocated)).

#### Orders

If you select Orders from the Views menu, you will see the summary shown below. There are four sections to this page.

**Order Summary** (though not labeled as such) - this shows you a summary of your girls' "Promise" orders (Order ID prefaced with a P) and, if you entered per girl (versus Initial Booth Order), your girls' order card orders (Order ID prefaced with an "I"). You can click on any order to show details of that order. You will *not* be able to edit the order and only initial orders (entered per girl) can be edited in eNuts+ (until the deadline date, as printed in your *Troop Guide*).

**Overview of Units Not Applied** - any product your troop has in inventory that can be allocated to a girl or transferred to another troop (talk to your SU Fall Product Chair about Troop to Troop Transfers). Any product ordered as part of your Initial Booth Order will show here (until you assign/allocate it), any product received from another troop or additional product you received from your SU Fall Product Chair (from her "round up" extras). The inset below shows a sample of troop to troop transfers entered by your SUFPC.

**Initial Booth Orders** - what your initial order is (if you followed our recommendation). You should have only ONE entry here – *do not enter an Initial Booth Order for each girl*. Refer back to page 12 for how to enter your Initial Booth Order.

And lastly, though not shown here, **Online Nuts and Candy Sales** is where you will see those eNuts+ orders that the customer requested be shipped directly to them. You cannot edit these orders; to view them, return to eNuts+.

Service Unit	200		Views	Troops Orde	rs Payments							
Troop: 200	00 🗸 <u>Add</u>											
Order ID Tr	oop Date of C	order Girl	Total Units	Nut & Candy Dollars	Nut & Candy Proceeds	Web Mag Unit	. W s Dol	Veb Mag. lars Sold	Web Mag. Proceeds	Total Due Troop	Total Due Council	
M1033259 20	0000 8/14/20	15 Ali Coyne	0	\$0.00	\$0.00		1	\$15.00	\$3.00	\$0.00	\$-3.00	
<u>I1033542</u> 20	0000 8/19/20	15 Ali Coyne	18	\$131.00	\$26.20	(	0	\$0.00	\$0.00	\$131.00	\$104.80	
P1033267 20	0000 8/14/20	15 Chrissy Spatola	17	\$126.00	\$25.20	(	D	\$0.00	\$0.00	\$0.00	\$-25.20	
P1033268 20	0000 8/14/20	15 Chrissy Spatola	10	\$100.00	\$20.00	(	0	\$0.00	\$0.00	\$0.00	\$-20.00	
M1033269 20	0000 8/15/20	15 Chrissy Spatola	0	\$0.00	\$0.00		0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>C1034697</u> 20	0000 8/25/20	15 Chrissy Spatola	17	\$126.00	\$25.20	(	0	\$0.00	\$0.00	\$126.00	\$100.80	
<u>M1033264</u> 20	0000 8/14/20	15 Claire Phillips	0	\$0.00	\$0.00	(	0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>M1034269</u> 20	0000 8/23/20	15 Elizabeth Freder	ck 0	\$0.00	\$0.00		0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>M1033270</u> 20	0000 8/15/20	15 Isabella Bowen	0	\$0.00	\$0.00		0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>M1033261</u> 20	0000 8/14/20	15 Julia Cole	0	\$0.00	\$0.00	(	0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>M1034268</u> 20	0000 8/23/20	15 Nana Sollow	0	\$0.00	\$0.00	(	0	\$0.00	\$0.00	\$0.00	\$0.00	
<u>M1033811</u> 20	0000 8/19/20	15 Sally Phillips	0	\$0.00	\$0.00	Turn	-6			the Orden		
<u>M1033953</u> 20	0000 8/20/20	15 Steph Sollow	0	\$0.00	\$0.00	Tran	sier	Unassi	gnea on	its orders	s <u>Add</u>	
<u>I1033957</u> 20	0000 8/20/20	15 Steph Sollow	4	\$29.00	\$5.80	Troop	to Tr	TOOD				
<u>M1034341</u> 20	0000 8/23/20	15 Steph Sollow	0	\$0.00	\$0.00							
<u>I1034262</u> 20	0000 8/23/20	15 Suzy Smith	0	\$0.00	\$0.00	Orde	r ID	Date of	Order T	otal Units	Service Unit	Troop
	Totals		66	\$512.00	\$102.40				11	ansferred		1
Overview of	Units Not A	nnlied				1009	<u>830</u>	11/11/	2014	4 🗲	421 - Covina	99421
	onits not A	ppned				1009	9 <u>836</u>	11/11/	2014	4 ←	421 - Covina	99421
Troop	Total Cu	pboard Initial Booth	Total Units T	otal Units To	tal Units Tot	al <u>1011</u>	045	11/13/	2014	2 🔶	421 - Covina	99421
(click for det	ails) Inven	tory Inventory	Received	Applied Tra	insferred Not	AL 1016	5201	11/18/	2014	1 ←	421 - Covina	99421
20000	53	0	U	1/	U	1016	5236	11/18/	2014	6 🔶	421 - Covina	99421
Initial Boot	Orders					1016	<u>5243</u>	11/18/	2014	$1 \rightarrow$	421 - Covina	99421
Order ID Tr	on Date of O	rder Total Units				1023	3772	11/22/	2014	4 →	409 - River Trails	4174
order 10 m	Jop Date of O	ruci Total Ollits				De De						
Go Back												

## **TNOS Dashboard and Navigational Links**

Each time you access TNOS from eNuts+, you will be taken to your Home page (or Dashboard), as seen below.

0 <b>0p:</b> 20000 ▼ <u>Edi</u> Contact:	t	Cirla	
Contact:		GINS	
	Dana Phillips	Girl Name	Recognition
Street:		Ali Coyne	No
State:		Bobbette Wilke	No
Zip:		Cherie Mathis	No
Phone:		Chrissy Spatola	No
Cell Phone:		Claire Phillips	No
Email:		Elizabeth Frederick	No
# Girls Registered:		Isabella Bowen	No
cognition Opt Out:		Isabella Bowen	No
Apply Profit Bonus:	OYes ●No	Julia Cole	No
Order Submission:	Magazines have not been submitted.	Nana Sollow	No
	Products have not been submitted.	Sally Phillips	No
oon Cunhoard Or	ders	Steph Sollow	No
op capboard of		Steph Sollow	No
		Suzy Smith	No
		ACH Account Your ACH account h	as not been set (
			ACH Account Your ACH account h

Service Unit: 200 V	vie Fro
Edit Girl	Pa
First Name Steph	opt
Last Name Sollow	ent
GSUSA ID 999977477	
Emails Sent 1	
Order Summary	Service Unit: 2
Payment Summary	Edit Girl
Choose Recognitions	Last Name Steph GSUSA 1D 9999
Earned Recognitions	Emails Sent 1
Go Back	Order Summary Add

Click on **Order Summary** to expand the view, showing you orders assigned to the selected girl -- initial order (if applicable), promise orders, and her online orders (shipped). You cannot make changes to orders, but From your **Home** page you can select each girl and view her **Order Summary** and view **Payments** you've entered. Each of these options also gives you the ability to **Add** an entry, as applicable.

Service Un	nit: 200		~	Views:	Troops Orders	Payments		
Edit Girl								
First Name	Steph							
Last Name	Sollow							
GSUSA II	999977477							
Emails Sen	t (1							
Order Sum	many							
Add								
Order ID	Date of Order	Total Units	Nut & Candy Dollars	Nut & Cand Proceed	y Web Mag. s Dollars Sold	Web Mag. Proceeds	Total Due Troop	Total Due Council
M1033953	08/20/2015	0	\$0.00	\$0.0	\$0.00	\$0.00	\$0.00	\$0.00
11033957	08/20/2015	4	\$29.00	\$5.8	\$0.00	\$0.00	\$29.00	\$23.20
		4	\$29.00	\$5.8	0 <b>\$0.00</b>	\$0.00	\$29.00	\$23.20
No Online	Nuts and Cand	y orders fou	nd.					
Daymont S	ummany							
royment of	annan y							
Choose Rec	cognitions							
Earned Rec	ognitions							
Contreal rect	and the second							

select an Order ID to view the details. It is from here you will enter allocations (or you can click the girl's name from the Home page).

The **Payment Summary** (see Entering Payments, page 19) section will expand when clicked to show you any payments you've entered for this girl.

Earned Recognitions will expand when clicked to show what Rewards the girl has earned.

To return to your dashboard, just click the Go Back button.

Welcome Troop 20000 to the Trophy Nut Ordering System (2015-2016)

#### Troop: 20000 ✓

Home Product Availability Online Forms Online Training Reports Delivery Tickets Quick Search Messages Internet Manual Also on the Home page (Dashboard), are, along the left hand side, navigational links to take you to other features of TNOS.

#### <u>Home</u>

Home will take you back to your TNOS dashboard.

#### Product Availability

**Product Availability** gives you a table of each variety you have available – unassigned to a girl. You should see items only in the Initial Booth Units column (if you followed our recommendation), Total Units Transferred In

(Troop to Troop Transfers TO your troop),

Assigned Units (anything you allocated to a girl from previously unassigned product), Total Units Transferred Out (Troop to Troop Transfers FROM your troop) and Available Units (which shows how much of each product item you have left to allocate to girls). Orders Placed by Girl shows what you have allocated to each girl.

	Product		Cupboard Units	Initial Booth Units	Total Units Transferred In	Assigned Units	Total Units Transferred Out	Available Units	
Mint Trefoils - 20	015 GS Tin - GS	23581	3	0	0	1	0	2	
Pecan Supremes	s - Snowman Tir	n - GS23395	3	0	0	1	0	2	
Fruit Snack Pack	- GS31700		3	0	0	1	0	2	
Sweet-n-Crunch	y Trail Mix Mult	-Pack - GS31777	3	0	0	1	0	2	
Salsa Mix Extra	Value Jar - GS4	3337	3	0	0	1	0	2	
Whole Cashews	- GS44206		3	0	0	1	0	2	
Chocolate Cover	ed Almonds- G	544227	3	0	0	1	0	2	
Sea Salt & Pepp	er Cashews - G	544207	3	0	0	1	0	2	
Dark Chocolate	Covered Cashev	vs-GS44344	3	0	0	1	0	2	
Cranberry Trail I	Mix- GS44104		3	0	0	1	0	2	
Double Dipped C	Chocolate Peanu	ts -GS44086	3	0	0	1	0	2	
Chocolate Cover	ed Raisins- GS4	4195	3	0	0	1	0	2	
Fruit Slices - GS	44184		3	0	0	1	0	2	
Pecan Supremes	- GS12295		3	0	0	1	0	2	
Peanut Butter M	onkey- GS1227	1	3	0	0	1	0	2	
Dark Chocolate :	Sea Salt Caram	els GS12272	3	0	0	1	0	2	
Dulce de Leche-	GS12279		3	0	0	1	0	2	
Care to Share Pr	roduct		2	0	0	0	0	2	
Orders Placed Girl	d by Girl Mint Trefoils 2015 GS Tin - GS23581	Pecan Supremes - Snowman Tin - GS23395	Fruit Snack Pack - GS31700	Sweet-n- Crunchy Trail Mix Multi- Pack - GS31777	Salsa Mix Extra Value Jar GS43337	Whole Cashews GS44206	Chocolate Covered Almonds G544227	Sea Salt & Pepper Cashews - GS44207	0000
Chrissy Spatola	1	1	1	1	1	1	1	1	
Totals	1	1						4	-

Service Unit
200 🗸
* Indicates that a Service Unit must be selected.
Products
<u>By Troop</u> *
<ul> <li>By Troop Including Financials and Payments *</li> </ul>
→ • <u>By Troop By Girl</u> *
Recognitions
• <u>By Troop</u>
• <u>By Girl</u>
Blank Tickets
• <u>Receipt</u>
<u>Products</u>
<u>Recognitions</u>

#### **Online Forms**

In this section we will post this guide, as well as a variety of forms you might need as a Troop Fall Product Chair. These items are also posted in Fall Central at GSGLA's website – www.girlscoutsla.org.

#### **Delivery Tickets**

As a troop, you can print a variety of **Delivery Tickets**. Probably the most useful of these is the per-girl Delivery Ticket, as it will give you a prepopulated receipt the parents can sign when they pick up their daughter's order. However, you can also print a blank receipt and handwrite totals or use receipts from the receipt book you received at training.

#### Quick Search

**Quick Search** lets you search for a specific girl or order (if you know the Order ID) in your troop.

#### <u>Messages</u>

Here you can send out messages to the product sales department (Council), your SUFPC (SU) or to other troops in your service unit. Use this feature wisely. If you have an urgent question for your SUFPC, it's probably best to contact her directly so you can be sure she receives your message. But you may want to use this feature to contact all the other troops to see if they have extra of an item you need, or they need an item of which you have extra.

#### Log Out

This might seem obvious and not worth mentioning, but you need to know that that logging out of TNOS does not log you out of eNuts+. You will need to log out of both if you are finished working in the system.

Note: we did not cover **Reports** above because we do so on page 17. We did not cover Internet Manual as that links to a version of the TNOS manual (prepared by Trophy Nut Company) that is *out of date* as of this writing -- what you are holding in your hands now (or

reading on your computer) is customized to us by us.

## **Entering Girl Allocations**

Product ordered as Initial Booth Order or transferred to the troop from another troop must be allocated (or assigned) to girls. You can do this by clicking on the girl's name from your Home page, as we saw on page 13, or you can go to **Orders** from the **Views** menu and click on **Add**.

In either case, it will open a screen that will permit you to allocate product to girls.

Select Assign Booth / Cupboard Orders to Girls. A drop down will appear below it, select Additional (Note: if the product was sold on a walkabout and you are assigning product to girls as you might a booth sale, choose Booth). Select the girl's name from the drop down (her age group should appear automatically), and then enter the units. You cannot allocate more than what shows in the Available Units column.

Service Unit: 2	00	•	Views: Troops	Orders Payments
Troop Order Add	d			
Order Information	ı Value			
Туре	Initial Order Initial Booth Order (Extra Assign Booth / Cupboard Additional	s for your Tro Orders to Gir ayment.)	pop) Is	
Troop Number	20000 🔻			
Girl	select one 🔻 A	dd		
Age Group	select one V			
Products				+
D	escription	Retail Cost	Available Units	Units Ordered
Mint Trefoils - 2015	GS Tin - GS23581	\$10.00	0	0
Pecan Supremes - S	nowman Tin - GS23395	\$10.00	0	0
Fruit Snack Pack - G	S31700	\$10.00	9	0
Sweet-n-Crunchy Tr	ail Mix Multi-Pack - GS31777	\$10.00	9	0
Salsa Mix Extra Valu	e Jar - GS43337	\$10.00	7	0
Whole Cashews - GS	544206	\$8.00	7	0
Chocolate Covered A	lmonds- GS44227	\$8.00	0	0
Sea Salt & Pepper Ca	ashews - GS44207	\$8.00	7	0
Dark Chocolate Cove	ered Cashews-GS44344	\$8.00	7	0
Cranberry Trail Mix-	GS44104	\$6.00	7	0
Double Dipped Choco	olate Peanuts -GS44086	\$6.00	2	0
Chocolate Covered R	aisins- GS44195	\$6.00	0	0
Fruit Slices - GS441	84	\$6.00	2	0
Pecan Supremes- G	512295	\$5.00	2	0
Peanut Butter Monk	ey- GS12271	\$5.00	2	0
Dark Chocolate Sea	Salt Caramels GS12272	\$5.00	2	0
Dulce Daisies- GS12	279	\$5.00	0	0
Care to Share Produ	ct	\$5.00	2	0
		Total P	roducts Ordered	0
Go Back Add				

When done, click Add.

## Reports

While there are some reports in eNuts+, there are even more reports in TNOS! While we won't cover all of them here (you can see the complete list at right), we will cover the most important reports you'll need at different points of the sale and those that are new this year.

- Products Ordered by Troop
- <u>Troop to Troop Transfers</u>
- Proceeds
- Balance Due
- Magazine Summary
- Payment Details
- <u>Recognitions Earned by Troop</u>
- <u>Recognitions Earned But Not Chosen by Troop</u>
- Final Report
- Booths by Troop
- Sales Report

#### Products Ordered By Troop

The **Products Ordered By Troop** report will give you an overview of each of your girl's orders -- initial orders (order card orders), promise orders and allocated product only; the online orders where the customer has requested the items be shipped directly won't appear here.

TROPHY NUT				Printable Report	Download Report Downlo	ad Raw Data Repo		
Service Unit	Troop 🖉	Girl	Cases: Units	Nut Promise Proceeds	Nut & Candy Proceeds	Online Ordering Proceeds	Web Magazine Proceeds	Combine Proceed
200	20000	All Coyne	18	\$0.00	\$26.20	\$0.00	\$3.00	\$29.
	20000	Chrissy Spatola	44	\$45.20	\$25.20	\$0.00	\$0.00	\$70
	20000	Claire Phillips	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	20000	Elizabeth Frederick	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
	20000	Isabella Bowen	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
	20000	Julia Cole	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	20000	Nana Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
	20000	Sally Phillips	0	\$0.00	\$0.00	\$0.00	\$9.00	\$0.
	20000	Steph Sollow	4	\$0.00	\$5.80	\$0.00	\$0.00	\$5.
	20000	Steph Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.
	20000	Suzy Smith	0	\$0.00	\$0.00	\$0.00	\$9.00	\$0
	20000	Unassigned	36	\$0.00	\$52.40	\$0.00	\$0.00	\$52.
		Troop 20000 Totals:	102	\$45.20	\$109.60	\$0.00	\$3.00	\$157.

To run the report:

- 1. Select report options if you select **Combined** for example, you will get initial orders (if applicable) and allocated/assigned orders.
- 2. Select Both, TNOS Orders (only) or Promise Orders (only)
- 3. Click Run Report
- 4. Optionally, if you want to sort or filter or otherwise edit the report in Excel, click **Download Report**; if you want to print it, click **Printable Report**.

TROPHY Show: ® Trocos O Girls Show: ® Initial O Initial Booth O Cupboard O Unassigned O Assigned O Combined	Troop 20000 PRODUCTS BY TROOPS 20000 V Run Report	S/25/2015     Download Report Printable Report
Fitter For: W Both C INUS Orders Promise Orders	Only Troops with totals greater than 0 are shown	
(So Back		

#### Proceeds - NEW!

Troops have asked us "is there a report that gives me my total proceeds?" Until this season, there was not. Now you can view at a glance each proceed category – nuts and magazines – as well as a grand total. Now, magazine totals won't be included in your data until the end of the program, as we'll be importing that from QSP, but you will have a complete picture at the end of the sale.

Click **Run Report**, and data like that shown on the next page will display:

	рнү										PRO	Troop 2000 DUCTS BY TR	0 ROOPS							8,	25/2015
Show:	Troops O Girls		-	-	-						200	00 🗸 🛛 Run F	Report					Down	oad Report	Printa	ble Report
Show:	O Initial O Initial Boo	oth O Cupbi	oard 🔾 Unassi	igned O Ass	igned   Cor	nbined		Ont	v Troops with	totals greate	than 0 are s	hown									
								011	7 110025 1110	r totals greater	than to are a										
Troop	Girl	Mint Trefoils - 2015 GS Tin - GS23581	Pecan Supremes - Snowman Tin - GS23395	Fruit Snack Pack - GS31700	Sweet-n- Crunchy Trail Mix Multi- Pack - GS31777	Salsa Mix Extra Value Jar - GS43337	Whole Cashews - GS44206	Chocolate Covered Almonds- GS44227	Sea Salt & Pepper Cashews - GS44207	Dark Chocolate Covered Cashews- GS44344	Cranberry Trail Mix- G544104	Double Dipped Chocolate Peanuts -GS44086	Chocolate Covered Raisins- GS44195	Fruit Slices - GS44184	Pecan Supremes- GS12295	Peanut Butter Monkey- GS12271	Dark Chocolate Sea Salt Caramels GS12272	Dulce de Leche- G512279	Care to Share Product	Total	Total Gross \$
Servic	e Unit: 200																				
20000	Ali Coyne	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	\$131.00
20000	Chrissy Spatola	2	2	12	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	44	\$352.00
20000	Claire Phillips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Elizabeth Frederick	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Isabella Bowen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Julia Cole	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Nana Sollow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Sally Phillips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Steph Sollow	1	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	- 4	\$29.00
20000	Suzy Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
20000	Unassigned Products	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	36	\$262.00
Tro	op 20000 Totals	6	5	15	5	5	6	5	5	5	6	5	5	5	6	5	5	5	3	102	\$774.00
Se	vice Unit Totals	6	5	15	5	5	6	5	5	5	6	5	5	5	6	5	5	5	3	102	\$774.00
Grand	Totals	6	5	15	5	5	6	5	5	5	6	5	5	5	6	5	5	5	3	102	\$774.00
Go Back																					

#### Balance Due

The **Balance Due** report shows not only balances due from your girls but the balance due to council. As you record payments from girls, you will see those in the Payments column, and at the bottom, you will see the ACH debit recorded as a payment against Total Due Council. (We cover entering girl payments on page 19).

TROPHY						в	Troop 2000	IO TROOP					8/27/20	115			
		20000 V Run Report										Prin	table Report	Download Report Download Raw Data Report			
Nervice Unit	Troop #	Girl	Cases: Units	Nut Promise Dollars	Nut Promise Proceeds	Nut & Candy Dollars	Nut & Candy Proceeds	Online Ordering Dollars	Online Ordering Proceeds	Web Magazine Dollars	Web Magazine Proceeds	Combined Proceeds	Total Due Council	Total Due Troop	Payments	Amour Outstandin	
200	20000	All Coyne	18	\$0.00	\$0.00	\$131.00	\$26.20	\$0.00	\$0.00	\$15.00	\$3.00	\$29.20	\$101.80	\$131.00	\$0.00	\$131.0	
	20000	Chrissy Spatola	44	\$226.00	\$45.20	\$126.00	\$25.20	\$0.00	\$0.00	\$0.00	\$0.00	\$70.40	\$55.60	\$126.00	\$0.00	\$126.0	
	20000	Claire Phillips	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00	\$0.00	\$0.00	\$0.0	
	20000	Elizabeth Frederick	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	ER fred	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	26000	First Last	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Isabella Bowen	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Julia Cole	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Nana Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Sally Phillips	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Steph Sollow	4	\$0.00	\$0.00	\$29.00	\$5.80	\$0.00	\$0.00	\$0.00	\$0.00	\$5.80	\$23.20	\$29.00	\$0.00	\$29.0	
	20000	Steph Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Suzie Smith	9	\$0.00	\$0.00	\$90.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$72.00	\$90.00	\$0.00	\$90.0	
	20000	Suzy Smith	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
	20000	Unassigned	86	\$0.00	\$0.00	\$702.00	\$140.40	\$0.00	\$0.00	\$0.00	\$0.00	\$140.40	\$561.60	\$702.00	\$0.00	\$702.0	
									Cound	il Payments	for Troop 20	1000 Totals:	\$814.20	\$0.00	\$0.00	\$814.2	
	-	Troop 20000 Totals:	161	\$226.00	\$45.20	\$1,078.00	\$215.60	\$0.00	\$0.00	\$15.00	\$3.00	\$263.80	\$814.20	\$1,078.00	\$0.00	\$1,078.0	

#### Final Report

A report you will want to run at the end the sale (and useful for completing your Troop Finance Reports) is the Final Report. Here is almost everything you will want to know about your sale. What nuts/candies your girls sold by variety (order card and promises only) and what percentage of your sales each accounts for; how many eNuts+ sales (total count), magazines, and more.

TROPHY		Troop 20000 FINAL REPORT BY TROOP				Described Deposit	Enothin Drove
		(1000 V) Hannaper				ACCELLINE LODIES	E. C. San Stranger
Yea/	Product		Units Sold	Percent/Item	Retail	Gross Sales	Troop Preced
2015	Troop Number: 20000				- day	and the second	
R	Fnult Snack Pack - GS31700		22	13.65%	\$10.00	\$220,00	\$44.0
	Mint Trefolis - 2015 GS Tin - GS23581		14	8,70%	\$10.00	\$140.00	\$29.0
- 1	Pecan Supremes - Snowman Tin - GS20395		12	7,45%	\$10.00	\$120.00	\$24.0
	Sweet-n-Crunchy Trail Mix Multi-Pack - G531777		12	7.45%	\$10.00	\$120.00	\$24.0
	Cranberry Trail Mic- 6544104		- 11	6.63%	\$5.00	\$58.00	\$13.2
1	Whole Casheirs - GS44235		23	0.83%	\$8.00	\$88.00	\$17.0
-	Chocolate Covered Almonds- 0544227		10	6.21%	\$8.00	\$80.00	\$16.00
-	Dark Chocolate Covered Cashews-GS44344		10	6.21%	\$8.00	\$80.00	\$16.0
-	Salsa Mix Extra Value Jar - GS43037		10.	6.21%	\$10.00	\$109.00	\$20.00
	Sea Salt & Pepper Cashevis - G544207		10	6.21%	\$8.00	\$00.00	\$16.00
	Pecan Supremes- 0512295		5	3.73%	\$5.00	\$30.00	\$5.0
-	Chocolate Covered Ralsins- G544195		5	3.11%	\$5.02	\$39.00	\$0.0
	Dark Chocolate Sea Salt Caramels (IS12272		5.	3.11%	\$5.00	\$25,00	\$5.0
	Double Dipped Checolate Peanute -GS44086		5	3.13%	\$5.00	\$20.00	\$5.0
	Duke de Ledhe- G512279		5	2.13%	\$5.00	\$25,00	\$5.0
	Fruit Slices - 0544104		5	2.11%	\$5.00	\$30.00	\$6.00
-	Pearsz: Butter Honkey- G512271		5	3.13%	\$5.00	\$25.00	\$5.0
	Care to share Product			3.80%	\$5.00	\$15.00	\$3.0
	Totals:		151			\$1,364.00	\$260.80
	Average Units per Girl Selling:		11.5				
1	E Nuts Plus		0		i i	\$0.00	\$0.00
1	Magazine Froduct						
-	Web Hagazine Subscriptions		1			\$15.00	\$3.00
	Totals:		1			\$15.00	\$3.00
1	Average Units per Girl Selling:		0.07		1.4		
-	Grand Total Sales:		1,319.00				
	Total Nots Due:		\$1.043.20				
-	Total Magazines Due:		(\$3.00)				
-	Total Due Council:		\$1,040.20				
	Amount Paid Council (This is taken from Council Payments, not Girl):		\$0.00				
	Amount Due Council.		\$1,040.20				
- 1	Girls Registered: 0 Girls Selling: 14						

#### Sales Report – NEW!

As shown below, another new report is Sales Report which gives you a quick-glance look at how many total nut/candy items each girl in your troop sold and how many magazine subscriptions (available at the end of the sale).

TROPHY		Troop 20000 Sales Report		8/27/20
Show: Troops Include: I Unit Summaries		20000 V Run Report	Do	wnload Printable Report
		i nus report may take a long time to complete if you run this for a	n service unics.	2000-00-00-00-00-00-00-00-00-00-00-00-00
Service Unit	Troop Number	Girl Name	Nut & Candy	Web Magazin
200	20000	Ali Coyne	18	
200	20000	Chrissy Spatola	44	
200	20000	Claire Phillips	0	
200	20000	Elizabeth Frederick	0	
200	20000	ER fred	0	
200	20000	First Last	0	
200	20000	Isabella Bowen	0	
200	20000	Julia Cole	0	
200	20000	Nana Sollow	0	
200	20000	Sally Phillips	0	
200	20000	Steph Sollow	4	
200	20000	Steph Sollow	0	
200	20000	Suzie Smith	9	
200	20000	Suzy Smith	0	
200	20000	Unassigned	86	
	and the second s			

## **Entering Payments**

Once girls have begun delivering, collecting payment, and turning that payment in to the troop, you can begin to record those payments. You can do so in two ways - but both get you to the same place.

<u>Method 1:</u> From your Home screen, select the girl's name from your list of girls. Click on the Payment Summary bar to expand it. Click Add to take you to the Payment entry screen.

#### Important Tip: At no time should a parent be giving you a single check for all her daughter's customers' orders.

Use the default option of Girl Payment; Council Payment will be used exclusively by Council to record your ACH Debit and any related payment entries.

After entering the required data, click Add.

Method 2: From your Home screen, click the Payment link under Views. This will take you to

the Troop Payments page (which also shows you an at-aglance summary of your sales). To record a payment, click Add, which opens the Troop Payments page as shown in Method 1.

# Troop: 99991 . Add Troop Payments 99991 Stephanie Sollow appears in hold, then it signifies that she still owes the Troop money. Put your cursor over her name to find out how m op Totals

#### Edit Girl



Troop Payment Add								
Type of Payment	Girl Payment 💌							
Тгоор	99991 -							
Girl	Lucy Monniker							
Date	8/15/2014							
Check or Deposit Slip #								
Payor or Bank								
Memo								
Total Paid								
Go Back Add								

#### Important Tip: If you see a girl's name in BOLD in Troop Payments, it means she still owes money. You can put your mouse over her name to see how much she still owes.

The Troop Totals section will give you a summary of your totals -- sales dollars and proceeds. Remember, monies due to council for online magazine and nut sales will be deducted from the Total Due To Council as our share is routed to us via Trophy Nut and QSP, respectively. To get your total proceeds, you can run the **Proceeds** report (see page 17).

## Gift of Caring

Gift of Caring, as explained in the *Troop Fall Product Guide*, is virtual product. For a set amount of \$5 per "can," the customer is making a donation that GSGLA will later deliver to its partners. Being accurate with your Gift of Caring entries is as important as any other product being ordered. Record any sales with your Initial Booth Order or as part of the initial order you enter per girl (see pages 12 and 8, correspondingly). You won't be able to enter it later.

This year, Gift of Caring is, for "in-person" orders (order card, promises), an *Initial Order only item*. That means, the cut off for accepting any "in-person" Gift of Caring orders is October 16 (the end of the initial order period). As there is no way to record any Gift of Caring items sold after the initial order period, you should not accept any "late" donations.

Customers CAN still order Gift of Caring *online* (shipping option), but the caveat is that they will only be able to do so if ordering other nut or candy product at the same time. They will not be able to solely "order" a Gift of Caring item.

#### **Rewards/Recognitions**

Rewards (Recognitions) for girls are automatically calculated based on a girl's units (nuts and magazines). So it is imperative you record her order card sales accurately – whether as a pergirl initial order entry or as allocations at the end of the sale (recommended, see page 12). All other orders (Promises, Online Orders, and Magazines) will flow into TNOS automatically.

To get a report of what your girls have earned, go to Reports and select Recognitions Ordered By Troop, as shown below.

TIN	ROPHY	ż								REG	Troop 2	10000 45 BY TRO	OP									10/	2/2015		
											200 • R	lun Report								Do	wnload Rep	ort		Printable R	eport
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20000	Isabella Bowen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20000	Claire Phillips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20000	Chrissy Spatela	0	0	0	0	0	0	1	1	0	9	1	1	1	0	1	0	0	0	0	0	0	0	0	0
20000	Isabella Bowen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20000	Cherie Mathis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20000	Bobbette Wilke	0	0	0	0	0	0	0	0	0	0	0	0.	0	0	0	0	0	0	0	0	0	0	0	0

## **TNOS/eNuts+ - Girl/Parents**

As we mentioned at the outset, your girls will be using the eNuts+ part of TNOS/eNuts+. It is here each girl will set up her "campaign" – her "storefront" – by creating her avatar, uploading a video, sending her emails, and managing her sale.

You should have received a flier at training that you gave to each girl. On it was the web address to be used to create an account and log in – <u>www.gsnutsandchocolates.com/gsgla</u>. You should also send to your parents an email with this link. We provide sample messaging in your *Troop Fall Product Guide*.

## Log In/Password Creation



Once they click **Register**, the parent will enter her first and last name, her email address, and create a password. She and her Girl Scout should read the Safety Pledge and then check the box acknowledging that they have read and agree to it.



Once the girl/parent follows or enters the web address in their browser, they will be taken to a login page. If they were in eNuts+ last year, their existing user ID and password are still valid. If they are brand new, they can register.

We will follow the steps for a new user.

M mediagroup girl scouts	C Girl Scouts Test Coursel
Thank you for supporting Girl Scouts!	GET Started! Parent or Guardian's Fret Name
Croate a Mag <sup>20</sup> avair For participating Your Mag <sup>20</sup> can agrir rewards tool	Parent or Guardian's Email Confirm Email Password Password
Your participation helps Girl Scouts inspire today's girls to become tomarrow's leadersl	Confirm Password By kighing up, I centry that I on over Isyes of aga There read and agree to the <u>GUUGA Internet</u> <u>Safety Pladge</u> Safety Pladge

## Setting Up the Girl Scout's Profile

Next they will set up the **Girl's Profile** (troop number, name, setting a goal, etc.). There is a video she can watch that will go over the steps and covers the 5 Skills (Goal Setting, Decision Making, Money Management, People Skills and Business Ethics). Their answers to the goal-related questions will be part of her email message to her potential customers.

As they enter the troop number it will offer suggestions (enter a 1, for example, and all the troops that begin with a 1 will display... enter next a 2 and troops that begin with a 12 will display and so forth). If she *does not* see her troop number, or she *does not* know her troop number, she will check the box below the field. (Council will later link her to her troop).

Important Tip: It is important to make sure the girls and parents in your troop know the troop



number. Both QSP Online and TNOS/eNuts+ do not use the leading zeros in troop numbers, so if you are troop 01234, your girls/parents will enter just 1234.

If the girl/parent know the troop number and the troop number is in the system (appears in the drop down), but she *doesn't* see her name, it means she was not a registered Girl Scout as of September 21 (and if she hasn't registered,

she needs to in order to participate). She can add her name where indicated.

Once finished, click Next.

The following screen will appear, giving the girl/parent the chance to confirm what has been entered. In other parts of the system, they will get other "Before You Proceed" messages to confirm actions and/or data entered. If a change needs to be made, click

Before You Proceed	×
Please make sure your name and troop number are correct:	
Suzy Finaltest Troop 20000	
Also, did you review your personalized paragraph that friends and family will see? Make sure it explains the importance of what you are doing.	
Click "Proceed" to continue or "Go Back" to review it.	
Go Back Proceed	



After clicking **Next**, this **Congratulations** message appears. Different actions a girl takes in setting up her storefront and later managing her sale will earn her virtual rewards that will display in her "room." We cover these actions on the succeeding pages, but after earning each, a message like this displays.

**Go Back** to return to the previous action. Click **Proceed** to go to the next action.

## **Creating the Me2 Avatar**

That next step is setting up the girl's **Me2 Avatar**. Adjust skin tone, hair style, hair color, eyes and more. The girl should customize so her avatar represents her. It will appear in the emails she sends to her potential customers and will appear on her storefront. When done, click **Next** (she can go back later and change things, if she wishes).



## **Designing the Personalized Storefront**

Basics Create Me2 <sup>n</sup> Personalize Pr	romote Launch	
RESIGN YOUR Devery	and Chanafuant"	
Beeren your Personall	teu storerront	
Suzy's Photo Friends and family will love seeing your picture favorite photo.	while they shop! Upload a	Sell \$300.00 to earn your own personalized patch!
Add a sailie and de	corate it!	
Privacy: a photo will	only be seen by friends I. You will have a chance	2015
to preview, change a	nd delete it prior to	S V
sending emails. Add	itional Privacy Rules.	Ž S
Suzy's Video		Į į
Who better to tell your friends and family		
about your campaign than you?	Need Help?	00
Upload a Video	created instructions on	dense sente
Printer and the set is a set of the set	how to upload a video and	
and family you email. You will have a chance	a series or the real local	
to preview, change and delete it prior to sension emply. Additioned are		
and the second sec		
Previous		Skip this step Next

The storefront is what the customer will see when they click on the email she sends out (next step). Here she can **Upload A Selfie** and decorate it a bit (add stars, for example), or leave the avatar image and decorate that a bit. Or not, and just leave the picture or avatar otherwise unadorned.

Just as the troop could, the girl can **Upload A Video**. This video would supersede what the troop has uploaded, so be sure your parents/girls know if you intend all girls in the troop to use the troop video or if each girl is to use her own.

Completion of these tasks will earn the girl a "virtual reward." And you can see at the right side of the image what the girl's avatar patch will look like (one "reward" is a medal – bronze, silver, gold and platinum – which her avatar will wear and will be included on her patch, if earned (for the highest level she reaches).

## Promote the Campaign

Next, the girl needs to **Promote Her Campaign**. Here she will import or manually add the email addresses of those family and friends she wishes "ask." Addresses can be imported from Yahoo, Gmail, Outlook and Outlook.com (Hotmail), and AOL.

Once the girl has entered/imported her contacts, she is ready to launch her campaign. *Remember 12+ valid emails earns her the eNuts+ charm!* 



eNuts+, she won't see the magazine option; it is not linked to QSP).

Once she has everything set up, she'll see a screen like that at right. She can view (and order from) her storefront (*she won't see the middle section; that relates to magazines*),

From here a parent can set up the storefront for another daughter (**Register Another Participant**), **Manage The Campaign** (which we'll show on the next page) or view her **Me2 Awards** (page 26).

Basics Create	He2** Personaliz	Promote	Launch	)	
PROMOT	TE Your Co	mpaian			
Send emails to your fri	ends and family to tell	them about your c	ampaign and	invite them to shop onlin	e at your personalized store
to help you reach your	goal.				
Import Your Cont	M			-	
Vahon	Gmail	Dutlock com	And	Outlook	
Or Add Emails Inc	lividually				
First Name	Last Name	Greetin; What is this	<b>1</b> 2	Email	Delete
		ie Grandm	a		
	Add 12 more e	mails and laur	nch your co	impaign to earn a r	eward!
*	Please note that er	mails can take up t	o 90 minutes	to deliver.	
5000	Please include em confidentiality and	ail addresses only I will not be used fo	for adults ove or any purpose	r the age of 18. Names w e other than this campai	ll be treated with strict gn
Contraction of the second				Preview	unch Your Campaign

She will be able to **Preview** the email that her customers will receive before she launches.

When she is ready, she should click **Launch Your Campaign**.

She will also be able to **share** her storefront with her friends and family via Facebook, Twitter and Google Plus. *(Because we are not selling magazines through*)



## Managing the Campaign

This is the girl's dashboard. On each subsequent login, this is the page she will see and it is from here that she can track her sales, send/resend emails, view her room and more.

You can view the top tier of icons as the business part of her Campaign, the second tier (Fun Stuff) as ... well, the fun stuff, and then the third tier is where the parent will make changes, add other girls. If she has a second daughter, she can go through the set up process, but needing only one log in to help both with their online campaigns.

#### Update Girl Scout Details

One of the first things she should do is click the link labeled **Update Girl Scout Details** under her avatar image or selfie picture. Here she can update information she entered when she set up her account – maybe she wants to change what being a

Suzy's CAM	Paign	•••••
	<b>\$0</b> of \$300 Goal	Upload Photo     Upload a Video!
00	100% 📩 150% 📩	
	View Your Personalized Store	
Change Photo	Duration: 08/10/2015 to 09/30/2015 Catalog Code: WUCMT37C What is this?	
Update Girl Scout Details		8 Level Status Progress
Add Another Girl Scout		Brozze Silver Gold Plathum
		Promote Patch Emails Sent
Suzy's Campaign		
		Personalized Patch
Manage Paper Suz Orders (Vie	ry's E-mails Suzy's Sales Personalized ew & Send) Reports Sales Flyer	Lesso More About The
		Personalized Patch
Fun Stuff		Top Sellers in Your
		Council
	<b>I</b>	Chrissy S.
Surv's Su	zy's Me2" Suzy's Me2"	ALC.
and a set	Awards	Se viic.
Campaign Video		
Campaign Video		Top Sellers In Your Troop
Campaign Video Parent or Guardian's	Information	Top Sellers In Your Troop
Campaign Video Parent or Guardian's	Information	Top Sellers In Your Troop
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Compaign Video Parent or Guardian's Shareon Social	Information	Top Sellers In Your Troop Chrissy S.
Campaign Video Parent or Guardian's Share on Social Media	Information Cour Girl Souts Add Another Participant	Top Sellers In Your Troop Chrissy S. Sui C. Suzie S. Isabella B.
Campaign Video Parent or Guardian's Stare on Social Media	Information Cour Cirl Souts Souts Add Another Participant Update Profile	Top Sellers In Your Troop Chrissy S. Suzie S. Suzie S. Isabella B. Sabella B.

Girl Scout means to her, what they plan to do with their proceeds. She can also click the **Change Photo** link to update her picture, or add a picture if she hadn't earlier.

	's Details	
Campaign Information		
Trace # 20000		
Gridosurs Frankame	Carl Roburts Last Harrise	
(they	(Frame)	
to had along the barry to the barry man	the top your	
1 can finite other people	(B)	
Before in the goal that you set.		
8000.00		
What does your Sin' Scout team p	ion to do with the money earned from your product sale?	
Artist Harach Is make		
<b>Campaign Options</b>		
C. landmandalumata	unitians of the augporter purchases.	
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Shipping Address Prove action (c) actions (C) and (C) actions (C)	an the parameter parts, you hold these you parts in the mail	

The most important element however is for the parent to **enter a mailing address** so the avatar patch, if the girl earns it, can be directly sent to her. Yes, that's right, it's not coming to you, but to the parent directly (or to you if you ARE the parent).

#### [Girl's] Campaign



In this section, which will include the girl's name -as our sample says Suzy, if she's Kathryn, it will say Kathryn's Campaign. There are four links here – **Manage Paper Orders, Emails** (here labeled Suzy's Emails), **Sales Reports**.

#### Emails (View & Send)

We'll start with **Emails**. Here she can see the progress of her emails as well as add more customers. Has the customer received the email or did it bounce? (We hope it was received.) Did they receive it, but not open it? All that can be seen by the girl. Click **+Add Contacts** to add more recipients.

					+Add	Contacts
first Name	Last Name	Greeting What is this?	Email	Resend	Status	Del
tephie	Sollow		ssollows@girlsc	c	0	
Opened Ot	Didn'topen 😑 S	ent 🌘 Delivered	🔵 Purchased 🔴 Bo	bunced	<u>w</u>	Update /hat is this?

Reports Suzy-Finaltest Girl Scouts Test Council Troopy/Group: 20000			Total Sale	Qty Total s 0 \$0.00
Number of Emails Sent: 1	Nut Promise	All Sales	Campaig	n Stats
Sales Report	Product Name	Price	Quantity	Total
Print Report Downloa	No supporter sales curre	Oy exist.		
Email Recipient	Email			

#### Sales Report

Click on **Sales Report** and the girl can view a report of her sales. The report can be printed, downloaded and/or emailed. She can see Nut Commerce (online, shipped sales), Nut Promises (online, girl delivery sales) and All Sales.

She should visit here often to see how her sale is going.

#### Fun Stuff

In this section she can add or update her Campaign Video, update/change her Me2 Avatar, or enter her room (Me2 Awards). We've shown how to upload a video on page 7; it works the same for the girls. And we've covered creating the avatar on page 22; how a girl makes changes to her avatar works the same. What we haven't seen yet is the girl's "room" with all her virtual rewards, so we'll do that on the next page...





#### Me2 Awards

Click on the Me2 Awards link, and the girl will see her "room" (which will look similar to the sample shown here). There are places she can click on to see how she can earn that virtual reward (add a video, for example, if she didn't). Plus, in the upper left is a "troop photo" showing her the

> avatars of each girl in her troop. She can open it to see it larger and at the end of the sale, print out a "troop picture."

Further notes: Depending on how orders are entered -



#### on what you as troop do, she will or will not see Top Sellers in Your Troop. If you and all troops follow our recommendation, she won't.

best way is to do it as single line item at the troop level as Initial Booth

Order - she will or will not see Top Sellers in Your Council and, depending

#### Parent or Guardian's Information

Here the parent/ guardian can share on social media that their Girl Scout is selling nuts and



candy - if they hadn't before. They also can add another participant, update their profile (basically, change their password, if they need or wish to). And view their Girl Scout's Accounts, which is how they'll switch from girl to girl.

Along the right side of the dashboard (as

shown at right) is where the girl can see a snapshot of her progress - has she earned that bronze, silver, gold or platinum medal? Has she reached the emails sent goal? (Remember 12+ valid emails earns the charm). Has she reached the sales requirement to earn the avatar patch?





One button we didn't mention was Manage Paper Orders. IF you are having your girls/parents enter

their order card orders, they would click Manage Paper Orders, which is the first button on the top row of image links (and show at left). This will open a data-entry form just like you saw (see page 8).

# QSP

QSP has an online ordering website that is entirely separate from TNOS. The following pages will show you what girls/parents will see when setting up their accounts. Girls who participated in the QSP portion last season will be able to use their existing login.

## **Registering/Logging In**

Participants register or login at <u>girlscouts.qspgao.com/greaterla</u> for online magazines. In order for you to receive a copy directly of the *Girl Online Sales Report*, you need to select either option 2 (if you have a daughter in the troop) or 3 (if you don't), as highlighted to the right. By default,



the parent will receive the report automatically, which they need to forward to you. Selecting option 2 or 3 guarantees that you will receive *Girl Online Sales Report* for each girl in your troop, regardless of whether the parent forwards it to you.

Important Tip: Be sure your parents know the *exact troop number* so that they enter it correctly. This will ensure that *all* participating girls are linked to the troop and that *all* girls' reports come to you. In QSP, troop numbers will not have the preceeding zeros – so 01234 would be 1234.

28



Parents will also need to confirm they are in the correct council – yes, sometimes they get to the wrong place. So they will see the screen at right that will confirm they are where they should be. The URL should get them to right place, but....

Once they click **Yes**, then they will receive the message shown to the left. It will include a

unique code the parent should make note of because the girl will use this on her Spread The Word business cards – that is how customers will make sure their orders link to her account.

## **Compose Message**

Girls personalize their welcome page by customizing the message that their supporters will see. They can personalize the subject header, enter their sales goal and explain what they are earning money for, add a link to a video they've recorded (can be the same one they use in



APQSP girl scouts	Log Out Home   My Info
Thank You Parents & Girl Scouts Stephanie's Present Online ID: 230980201 (art Scouts of Greater Los Angeles	Switch Girl Scent
Compose Manage Contacts Cast Share O Suppo	ne: My rters T Creation**
<b>Email Friends and Family</b>	
TPP Think of friends and family who have supported you in the past. Review past sales	Chings
If your council is participating in the online nut store option, a link to the nut store will be addressibility includes with each simal teach. If you want to purchain hut be online not teach	
Import Using Your Address Book:	
💽 💽 📴	
Add Contacts Individually	
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eNuts+), and choose a picture for their profile. Once they have finished customizing, they'll click Save and Continue to get to the next step.

## Manage Contacts/Send Emails

Emails that girls entered last year will be available to them from the previous year. They can, of course, add more email addresses. Girls will also have access to a Review Past Sales report with customer purchases from last year, if applicable.

Import from Gmail, Yahoo! Mail, Outlook.com or import from a spreadsheet (as a .csv file), and/or manually enter addresses. Remember, 12+ valid emails sent will earn the girl the Online charm.

Recipients of the email will be directed to her welcome message (and a message from the council), from which they can simply click a "Shop Now" link, make their selection and pay with credit card.

Girls can also customize reminder messages -

**Reminder Messages** 

there are 3 reminders that are sent to the customer. Reminders are

sent if, after they receive the first email, they have not clicked on the link in the email to order. (If they do so from a reminder, no further reminders will be sent). They can also opt to receive email notifications or not whenever one of their supporters makes a purchase.

And finally, they can Preview the email to see what it will look like to the customer. When they are ready, they click Send Emails Now. (Note, emails sent to the parent's



email used to set up the account will not count towards the 12 emails, though the parent can click on the link in the email she/he receives to order from her Girl Scout's storefront).

## Text And Share – NEW!

While being able to post to Facebook and Twitter were available last season, new to this season is the added feature of being able to text the shopping link to potential customers. It's just another way to reach



those family and friends - though girls should make sure potential customers are ok with receiving a text, since some phone plans charged per text.

The link that appears in the post/text will link directly to the girl's storefront, which ensures she will get credit for any purchases the customer makes.

## **Welcome My Supporters**

Here is where girls will customize their storefront create a personalized welcome message; upload a profile image, add a background image, add her video.

All these the customer will see when they reach her Welcome Page. They'll also be able to see the council's goal, council sales to date, the Girl Scout's goal and her sales to date. And, ultimately, a link to take them into her "shop."





When she is finished customizing, she clicks Save.

## My Creation<sub>TM</sub>

Her last step is probably the must fun – creating her giraffe avatar (or giraffatar, if you will). Oh so many options to customize her giraffe, we can't show them all here – but she can change everything from head to accessories, to eye color, to what kind of smile her giraffatar has... change the background color... As we said, so many options.

> When she's done, she saves her creation. Remember, if the girl earns \$175 or more in magazine sales, she will receive a patch of her giraffe avatar! It will have her name, the program year, too – truly a personal patch for her.

## **Managing Sales**

We'll cover a couple of things in this section, as all three are contained within the header of each page, as shown below.



#### Add Girl Scout

Does the parent/guardian have more than one Girl Scout? Well, she/he can help each girl with a single login. Clicking Add Girl Scout will permit her/him and the other Girl Scout to set up her storefront just as we've gone through on the preceding pages.

#### Switch Girl Scout

Having set up the second (or more) account, one can switch between them by clicking Switch Girl Scout and selecting the girl from the list of girls tied to the account.

#### Track Your Sales

Click on the Track Your Sales to access various reports. If you selected that you are the Troop Leader, you will see the Troop Online Sales Report – other parents will not have that link. Otherwise, all parents/girls will be able to run a report regarding Emails Sent, their Girl's Online Sales Report (more meaningful at the end of the sale – and this is the same report that will be automatically sent), and Past Online Sales Report.



#### Shop Now

One last link we'll mention is the Shop Now button, which also appears at the top of every page – the girl/parent can shop from the girl's own storefront. They should at least take a look so they know what their customers are seeing.



#### Home

On the upper right of every screen are two links. The one on the left is **Home**. Click that to get to the girl's "home" page or dashboard (shown at left). From there she can **Send More Emails**, **Text and Share**, adjust her **Welcome Supporters** page, go to **Track My Sales** and the green button -below the orange squares -- view/update her **MyCreationTM avatar** (giraffe avatar).

## My Info

The My Info link is more for parents than for the girls. It is where they can make adjustments to their contact information, change their password, and other details (see next page).

## **Girl's Online Sales Report**

We finish up talking about QSP's Online Program with the *Girl's Online Sales Report*, as shown below.

Parents will receive via email (the Monday after the sale ends) the *Girl's Online Sales Report* (which, as we indicated on page 30, can also be accessed from within QSP). This they should forward to the troop fall product chair so girls to receive credit for orders generated online. Of course, as we

hank You Pc ephanie's Personal Online	ID: 23BMRQC   Girl Scouts of Greater Los Ange	Nes Track Your Sales
	Edit My Info	
Parent Info		
Parent's First Name *	Parent's Last Name =	
Stephanie	Sollow	
Parent's Email / Login *		
sol		
Confirm Parent's Email / Login	-	
solicionalization		
Password *		
•••••		6
Confirm Password *		
Parent's Mobile Number		8
I am the Troop Leader of th	nis Girl Scout's Troop	
Girl Scout Info		
Girl Scout's First Name *	Girl Scout's Last Name *	
Stephanie	Sollow	
Troop Number *		
999999		
Please notify me whenever one	of my supporters makes a purchase by:	
[ fmail		
mease note that the sending of	r emails after a purchase may be delayed up to one hour.	
* "Your information will be trea	ated with strict confidentiality. #d for any purpose other than this campaign.	
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mentioned earlier, if you indicate that you are the troop fall product chair, you will also receive this report via email.

		GIRL'S ONL	INE SALES REPORT		
Page 1 of 2				Prede	et 11/20/1207:55P
GRU'S NAME TROOP ONUME ID ORDER DATES	805/E BEASO 150 2258/382 10/13/12-11	n /18/12	GIRL SCOLITS MONTANA & WY BRINE STEPIAN 2303 GRAND AV INUE BILLINGS, MI 59802	CMINE	
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		0111	NE MAGAZINES		
MATCHED BY	08908.8	GROLE DATE	SUFFORTER	1005	SALE AMOUNT
2280482	56636174	80/27/12 ID:52AM	AND MEA BENSON	2	50
2286482	56686215	\$2/27/12 05 30 PM	EATE DADGNENBAUGH		\$7.00
JOS IE BENSON	57032792	\$2/31/12 07.54AM	MCKMELER	1	29:00
2280482	57365302	11/03/12 09:36 PM	BRITANNY CANACE	2	61.00
JOSIE BENSON	57370299	11/04/12 02 d 1 PM	MOSAN BOLL	2	1.59.00
228KN K2	57565138	11/07/12 05 22 PM	TIFFANT BEIL	1	18.00
228KN K2	57565119	11/07/12 05 26 PM	TIFFANT BEIL	1	17.00
2280482	59929399	11/14/12 01:18 PM	MOGAN BOLL	1	22:00
229KN K2	63375771	11/15/12 08:04 PM	MEGAN BELL	1	20.00

What you will do with this report is confirm the magazine data that council has imported. You are making sure that girls you have reports for are reflected in TNOS (which you can do by selecting each girl and looking at Order Summary – see page 12). You will also run the *Recognitions Earned By Troop* report to confirm girls who sent 12+ emails are receiving the Online Charm. If you find any discrepancies, contact your Service Unit Fall Product Chair.

# Appendix A – Selecting A Delivery Time

Depending on the choice made by your service unit fall chair and the product sales manager, you may be able to select for yourself a delivery time. Your SU Fall Chair and/or the product sales manager will have arranged for and entered the delivery location(s). If you do need to make a selection, you will need to do so *before* you enter any Initial Booth Order (whether it is your entire order or extras for walkabouts and "lemonade stands."

If your Service Unit has told you that times will be assigned by the SU Fall Chair, you *must* adhere to their rules about time selection. Similarly, if the product sales manager assigns pick up times, you *must* adhere to those rules.

However, if you are allowed to select your own pick up time, this section will go through the steps.

From your Home screen, click Edit (as we did to add or edit contact info of this manual). You will see two fields – Delivery Site and Delivery Time. For Delivery Site, your SU Fall Chair will have provided to you the location from which troops will pick up their Initial Order.

Service Unit: 426 - Mountain View	Views: Troops Orders Payments				
Edit Troop					
Troop Number:	99991				
Contact:	Do Not Delete - though it is not a real troop				
Street:					
City:					
State:					
Zip:					
Phone:					
Cell Phone:					
Email:	faketroop@fakeemail.zip				
# Girls Registered:					
Delivery Site:	select one				
Delivery Time:	select one ×				
Order Submission:	Magazines have not been submitted. Products have not been submitted.				
Has Access:	€Yes CNo				
User Id:	faketroop@fakeemail.zi				
Password:	imafake				
	*User IDs must be a valid email address between 6 - 50 characters and Passwords must be between 6 - 15 characters				
Update Go Back					

Although you will see every possible location in the system, you must carefully select the location for YOUR Service Unit. In *most* cases, the Service Unit name will precede the location name – in our example, it would say "Mt. View SU – [Location]" (as shown on the next page). Once you select the location, the available time slots will appear in the Delivery Time drop down. Once you have made your selections, click Update to save.

If you need to change your selection, you can return to this page to select a different available time. But keep in mind that once orders have been submitted to Trophy Nut Company, there can be no changes.

it Troop  Troop Number 99991  Context: Do Not Delete - though it is not a real troop Street: Context: Do Not Delete - though it is not a real troop Street: City:	ervice Unit: 426 - Mountain View	Views: Troops Orders Payments
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