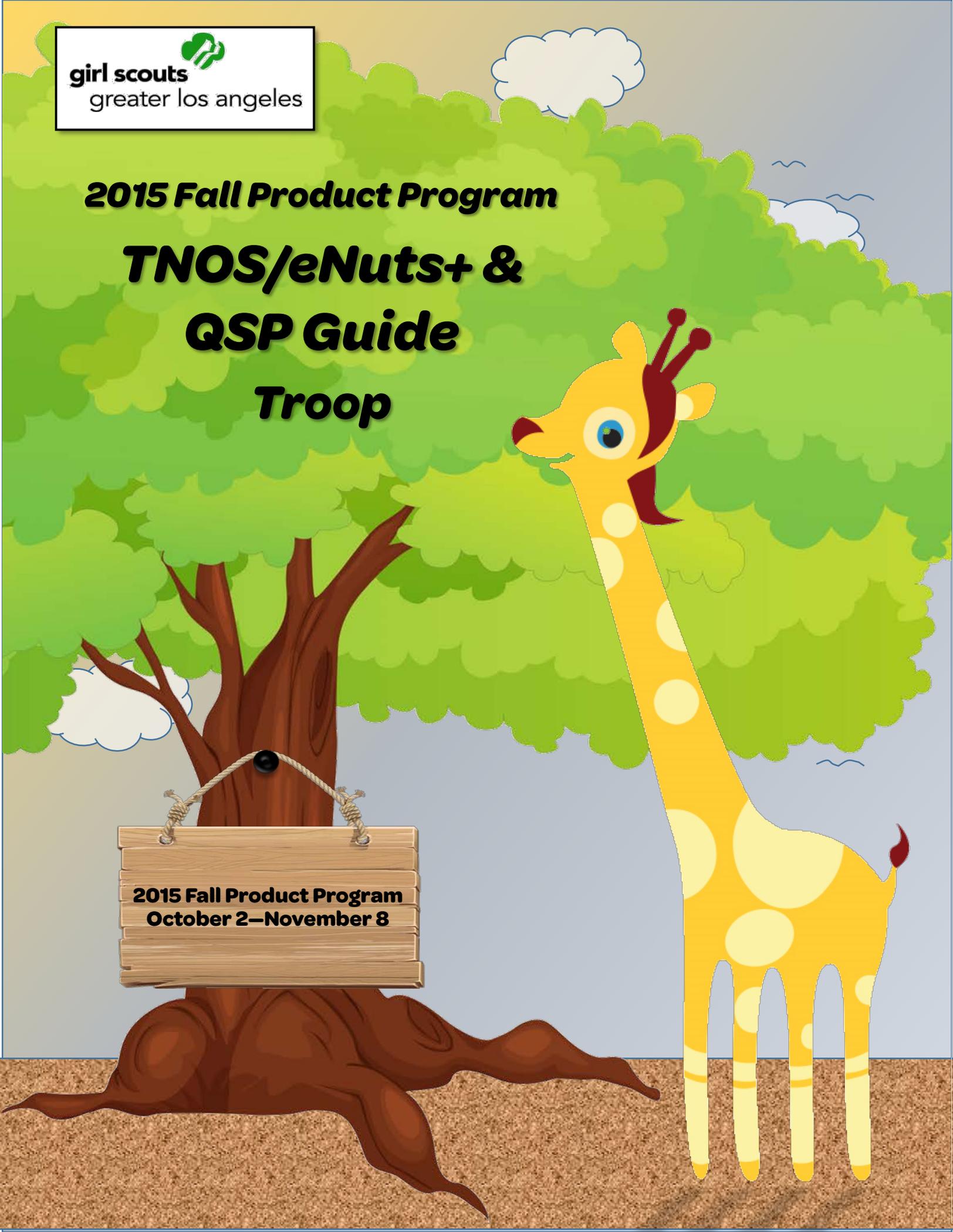


2015 Fall Product Program

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.

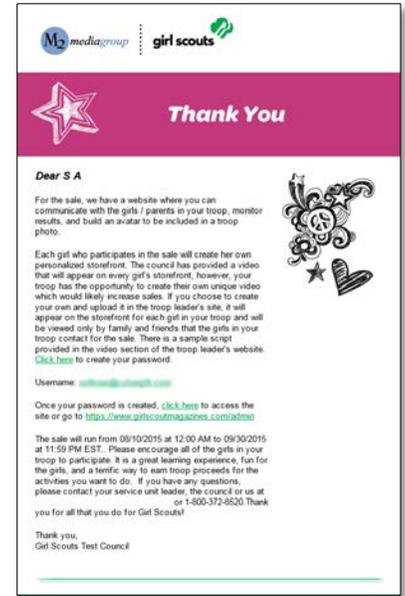


TNOS/eNuts+ - eNuts+

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*).



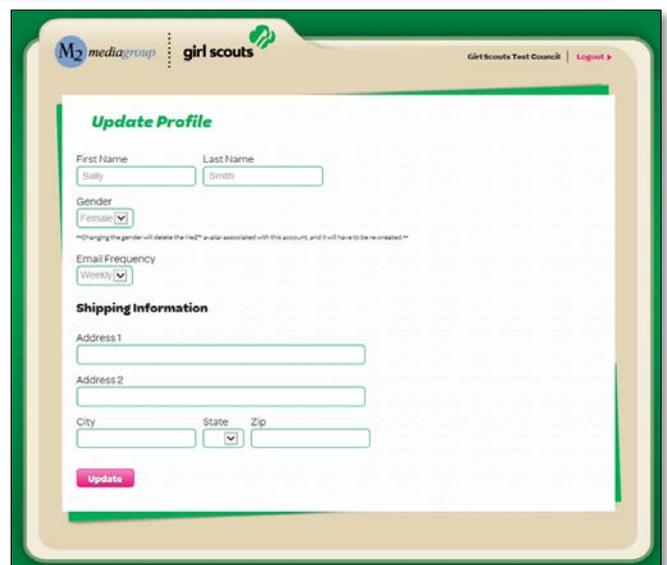
Upon clicking the link in the email, the following screen will appear where you will create your password.

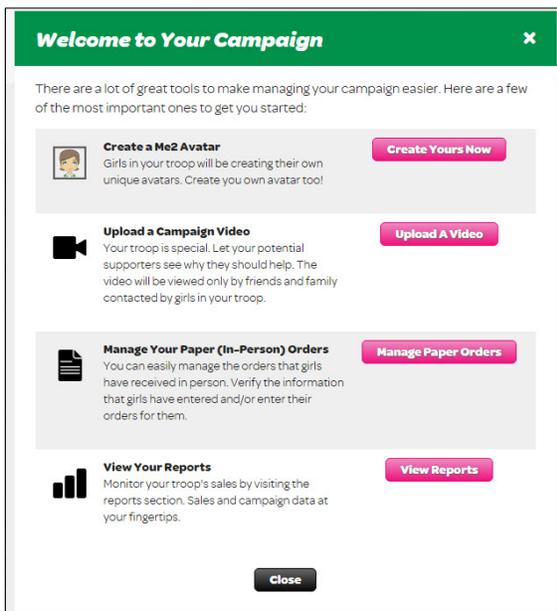
Once you have created your password, you will be presented with the **login screen**. Enter your email address and your newly created password.



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.





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.

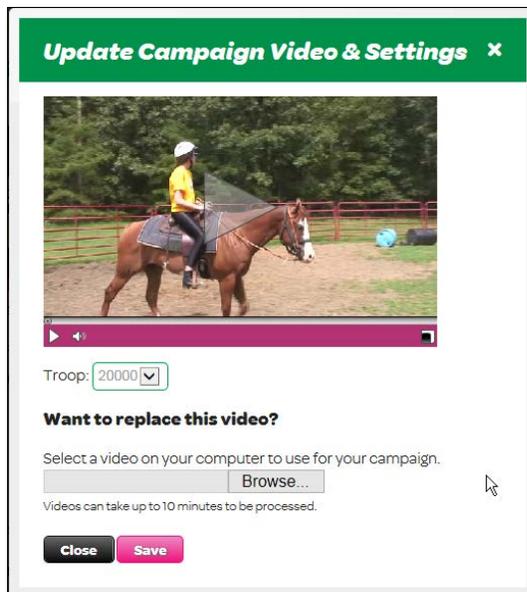
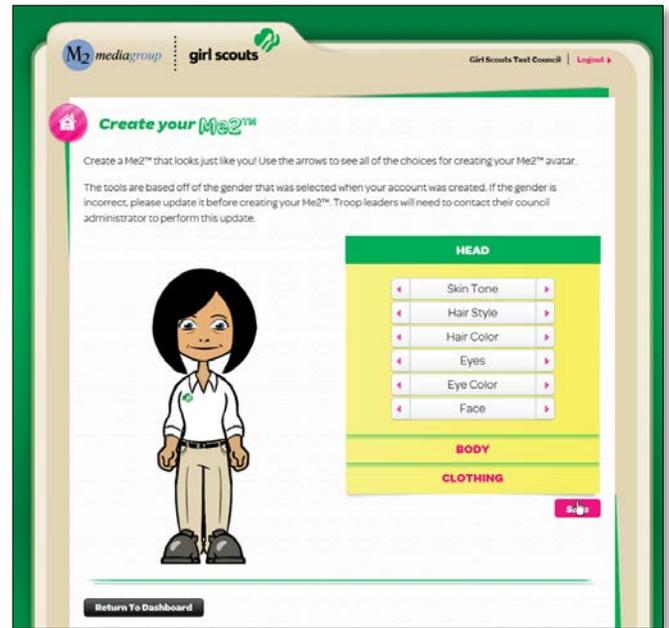
Campaign Administration – there are two options: **View Reports** and **Paper Order Entry** (order card orders) (*we won't have the Physical Rewards link*). We cover View Reports on page 7 and Paper Order Entry on page 8. Regarding entering orders, however; we strongly recommend you enter your order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

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

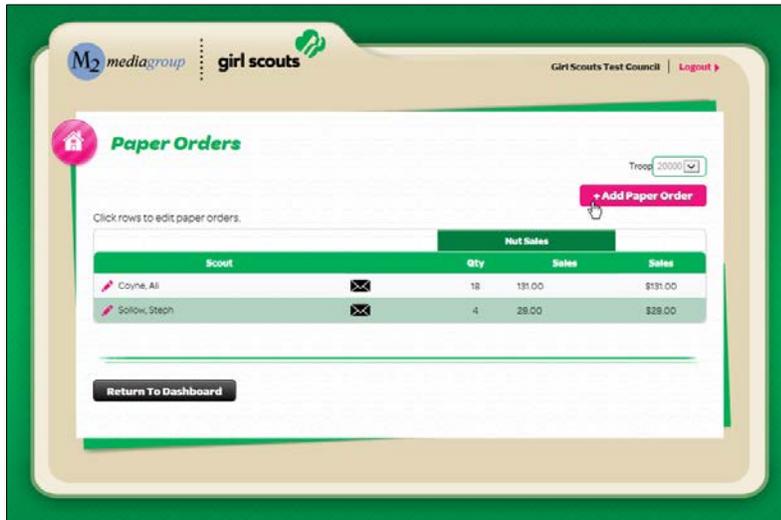
There are a few reports you can view in eNuts+ - Nut Sales and Troop Info.

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.

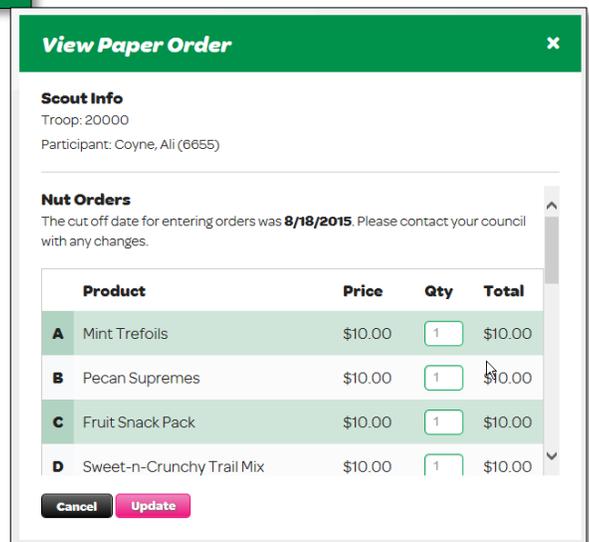


Paper Order Entry

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.

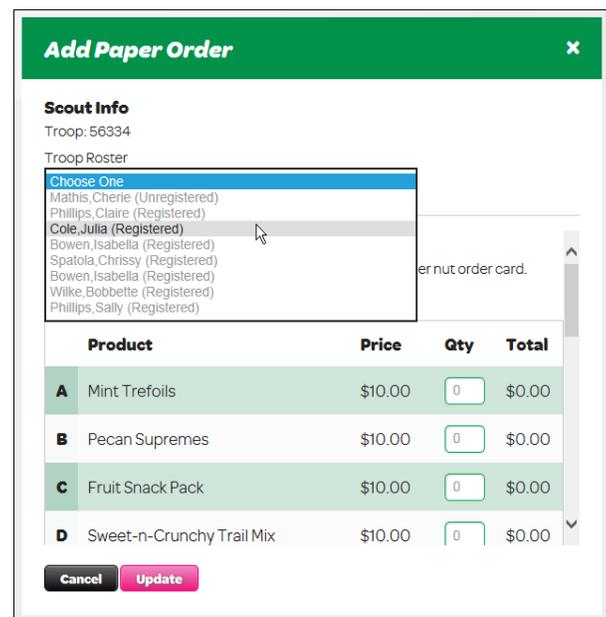
If you choose to enter (or have your parents enter) orders per girl, it is here you will want to go – and you'll see a screen like the one to the left. If you or your parents have made an entry, it will show here.

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





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.

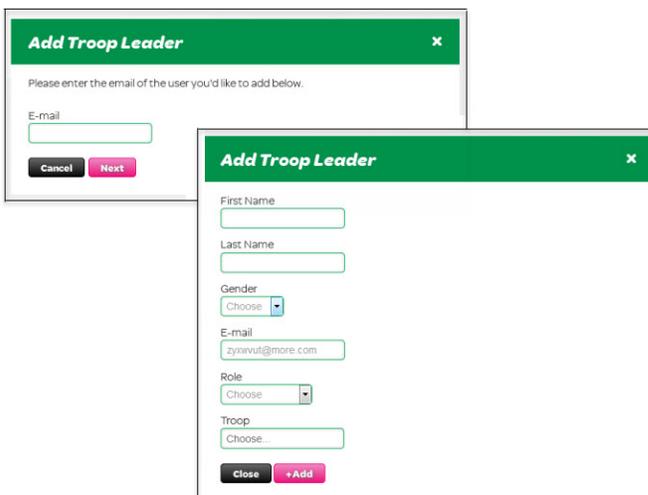
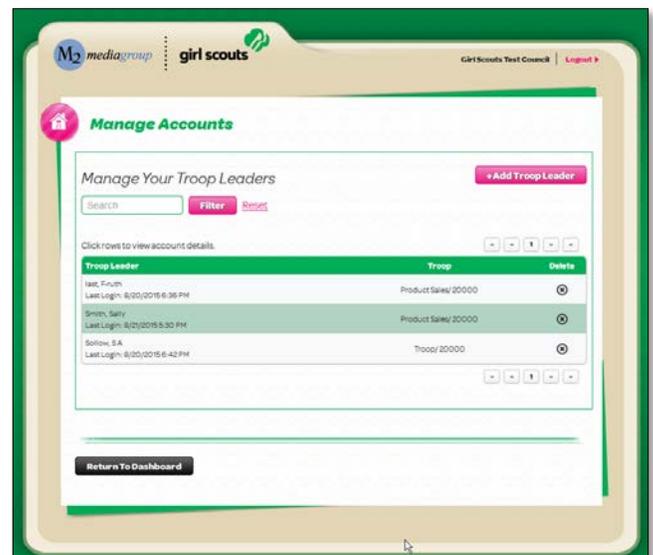
If a girl's name does not appear, you can add her at this point by clicking **Add Scout**. It means, however, that the girl has not set up her "storefront" in eNuts+ and so you will want to send the link to the parent so the girl can set up her "storefront" (create her avatar, send emails, etc.) and 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.



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.

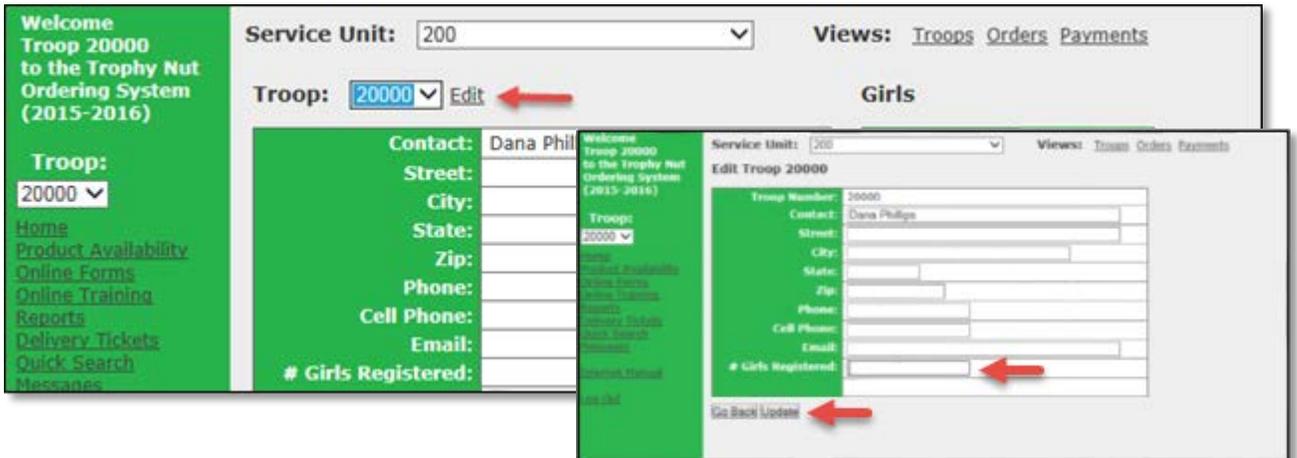
Nut Tally System (TNOS)

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.

TNOS/eNuts+ - TNOS

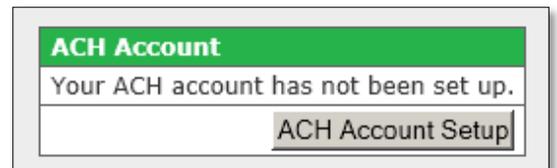
Add/Update Contact Information

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"):	<input type="text" value="Troop"/>
Last Name on Account (or "Troop #"):	<input type="text" value="99427"/>
Routing Number:	<input type="text"/>
Account Number:	<input type="text"/>
<input type="button" value="Go Back"/>	<input type="button" value="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 Troop Guide. Make sure you have deposited all monies collected at least 3 days before 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.



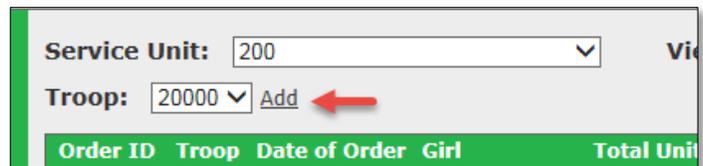
Troops - takes you back to your Home page.

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



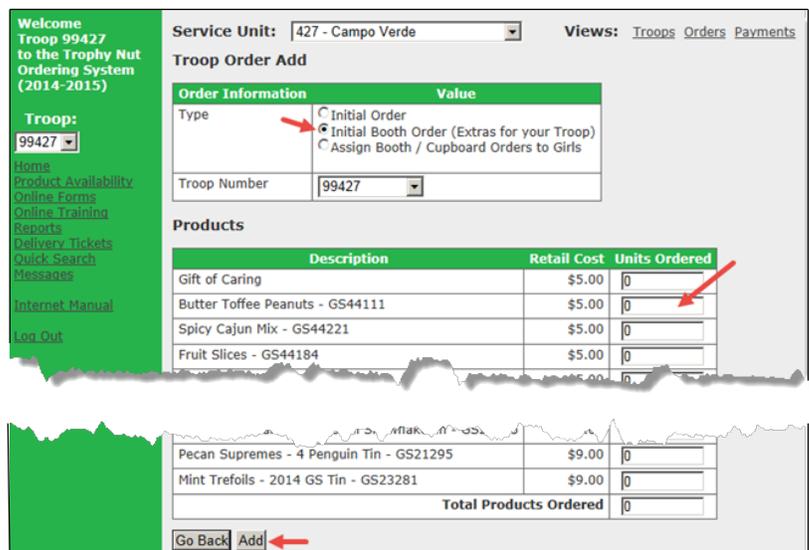
Why do you need flexibility? Once an initial order is assigned to a girl (as happens when the initial order is entered per girl), and the order has been sent by council to Trophy Nut Company, it *cannot* be changed - product cannot be transferred to another girl or transferred to another troop.

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.



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

Troop: [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
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	18	\$131.00	\$26.20	0	\$0.00	\$0.00	\$131.00	\$104.80
P1033267	20000	8/14/2015	Chrissy Spatola	17	\$126.00	\$25.20	0	\$0.00	\$0.00	\$0.00	\$-25.20
P1033268	20000	8/14/2015	Chrissy Spatola	10	\$100.00	\$20.00	0	\$0.00	\$0.00	\$0.00	\$-20.00
M1033269	20000	8/15/2015	Chrissy Spatola	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
C1034697	20000	8/25/2015	Chrissy Spatola	17	\$126.00	\$25.20	0	\$0.00	\$0.00	\$126.00	\$100.80
M1033264	20000	8/14/2015	Claire Phillips	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1034269	20000	8/23/2015	Elizabeth Frederick	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1033270	20000	8/15/2015	Isabella Bowen	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1033261	20000	8/14/2015	Julia Cole	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1034268	20000	8/23/2015	Nana Sollow	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1033811	20000	8/19/2015	Sally Phillips	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
M1033953	20000	8/20/2015	Steph Sollow	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
I1033957	20000	8/20/2015	Steph Sollow	4	\$29.00	\$5.80	0	\$0.00	\$0.00	\$0.00	\$0.00
M1034341	20000	8/23/2015	Steph Sollow	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
I1034262	20000	8/23/2015	Suzy Smith	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00
Totals				66	\$512.00	\$102.40					

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 Not Applied
20000	53	0	0	17	0	36

Initial Booth Orders

Order ID	Troop	Date of Order	Total Units

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](#)

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.

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

Troop: 20000

Service Unit: 200 Views: Troops Orders Payments

Troop: 20000 Edit

Girls

Girl Name	Recognition Opt Out
Ali Coyne	No
Bobbette Wilke	No
Cherie Mathis	No
Chrissy Spatola	No
Claire Phillips	No
Elizabeth Frederick	No
Isabella Bowen	No
Isabella Bowen	No
Julia Cole	No
Nana Sollow	No
Sally Phillips	No
Steph Sollow	No
Steph Sollow	No
Suzy Smith	No

ACH Account
Your ACH account has not been set up.
[ACH Account Setup](#)

Service Unit: 200 Views: Troops Orders Payments

Edit Girl

First Name: Steph
Last Name: Sollow
GSUSA ID: 999977477
Emails Sent: 1

Order Summary
Payment Summary
Choose Recognitions
Earned Recognitions

[Go Back](#)

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 Unit: 200 Views: Troops Orders Payments

Edit Girl

First Name: Steph
Last Name: Sollow
GSUSA ID: 999977477
Emails Sent: 1

Order Summary

Order ID	Date of Order	Total Units	Nut & Candy Dollars	Nut & Candy Proceeds	Web Mag. Dollars Sold	Web Mag. Proceeds	Total Due Troop	Total Due Council
M1033953	08/20/2015	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I1033957	08/20/2015	4	\$29.00	\$5.80	\$0.00	\$0.00	\$29.00	\$23.20
		4	\$29.00	\$5.80	\$0.00	\$0.00	\$29.00	\$23.20

No Online Nuts and Candy orders found.

Payment Summary
Choose Recognitions
Earned Recognitions

[Go Back](#)

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 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](#)
[Log Out](#)

Also on the Home page (Dashboard), are, along the left hand side, navigational links to take you to other features of TNOS.

Home

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.

Current Product Availability									
Product	Cupboard Units	Initial Booth Units	Total Units Transferred In	Assigned Units	Total Units Transferred Out	Available Units			
Mint Trefolds - 2015 GS Tin - GS23581	3	0	0	1	0	2			
Pecan Supremes - Snowman Tin - GS23395	3	0	0	1	0	2			
Fruit Snack Pack - GS31700	3	0	0	1	0	2			
Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777	3	0	0	1	0	2			
Salsa Mix Extra Value Jar - GS43337	3	0	0	1	0	2			
Whole Cashews - GS44206	3	0	0	1	0	2			
Chocolate Covered Almonds- GS44227	3	0	0	1	0	2			
Sea Salt & Pepper Cashews - GS44207	3	0	0	1	0	2			
Dark Chocolate Covered Cashews-GS44344	3	0	0	1	0	2			
Cranberry Trail Mix- GS44104	3	0	0	1	0	2			
Double Dipped Chocolate Peanuts - GS44086	3	0	0	1	0	2			
Chocolate Covered Raisins- GS44195	3	0	0	1	0	2			
Fruit Slices - GS44184	3	0	0	1	0	2			
Pecan Supremes- GS12295	3	0	0	1	0	2			
Peanut Butter Monkey- GS12271	3	0	0	1	0	2			
Dark Chocolate Sea Salt Caramels GS12272	3	0	0	1	0	2			
Dulce de Leche- GS12279	3	0	0	1	0	2			
Care to Share Product	2	0	0	0	0	2			

Orders Placed by Girl									
Girl	Mint Trefolds - 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
Chrissy Spatola	1	1	1	1	1	1	1	1	1
Totals	1	1	1	1	1	1	1	1	1

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 pre-populated 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.

Service Unit

200 ▾

* Indicates that a Service Unit must be selected.

Products

- [By Troop](#) *
- [By Troop Including Financials and Payments](#) *
- [By Troop By Girl](#) *

Recognitions

- [By Troop](#)
- [By Girl](#)

Blank Tickets

- [Receipt](#)
- [Products](#)
- [Recognitions](#)

Quick Search

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

Messages

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 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.

When done, click **Add**.

Service Unit: 200 Views: Troops Orders Payments

Troop Order Add

Order Information	Value
Type	<input type="radio"/> Initial Order <input type="radio"/> Initial Booth Order (Extras for your Troop) <input checked="" type="radio"/> Assign Booth / Cupboard Orders to Girls Additional <input type="button" value="v"/> (Girl has responsibility for payment.)
Troop Number	20000
Girl	--select one-- <input type="button" value="Add"/>
Age Group	--select one--

Products

Description	Retail Cost	Available Units	Units Ordered
Mint Trefoils - 2015 GS Tin - GS23581	\$10.00	0	0
Pecan Supremes - Snowman Tin - GS23395	\$10.00	0	0
Fruit Snack Pack - GS31700	\$10.00	9	0
Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777	\$10.00	9	0
Salsa Mix Extra Value Jar - GS43337	\$10.00	7	0
Whole Cashews - GS44206	\$8.00	7	0
Chocolate Covered Almonds- GS44227	\$8.00	0	0
Sea Salt & Pepper Cashews - GS44207	\$8.00	7	0
Dark Chocolate Covered Cashews-GS44344	\$8.00	7	0
Cranberry Trail Mix- GS44104	\$6.00	7	0
Double Dipped Chocolate Peanuts -GS44086	\$6.00	2	0
Chocolate Covered Raisins- GS44195	\$6.00	0	0
Fruit Slices - GS44184	\$6.00	2	0
Pecan Supremes- GS12295	\$5.00	2	0
Peanut Butter Monkey- GS12271	\$5.00	2	0
Dark Chocolate Sea Salt Caramels GS12272	\$5.00	2	0
Dulce Daisies- GS12279	\$5.00	0	0
Care to Share Product	\$5.00	2	0
Total Products Ordered			0

Go Back 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](#)
- [Troop to Troop Transfers](#)
- [Proceeds](#)
- [Balance Due](#)
- [Magazine Summary](#)
- [Payment Details](#)
- [Recognitions Earned by Troop](#)
- [Recognitions Earned But Not Chosen by Troop](#)
- [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.

Service Unit	Troop #	Girl	Cases Units	Nut Promise Proceeds	Nut & Candy Proceeds	Online Ordering Proceeds	Web Magazine Proceeds	Combined Proceeds
200	20000	Alli Coyne	18	\$0.00	\$26.20	\$0.00	\$3.00	\$29.20
	20000	Christy Spatola	44	\$45.20	\$25.20	\$0.00	\$0.00	\$70.40
	20000	Claire Phillips	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Elizabeth Frederick	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Isabella Bowen	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Julia Cole	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Nana Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Sally Phillips	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Steph Sollow	4	\$0.00	\$5.80	\$0.00	\$0.00	\$5.80
	20000	Steph Sollow	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Suzy Smith	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20000	Unassigned	36	\$0.00	\$52.40	\$0.00	\$0.00	\$52.40
Troop 20000 Totals:			102	\$45.20	\$109.60	\$0.00	\$3.00	\$157.80

Report execution time in seconds: 0.2184

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 NUT

Troop 20000 PRODUCTS BY TROOPS

8/25/2015

Show: Troops Girls

Show: Initial Initial Booth Cupboard Unassigned Assigned Combined

Filter For: Both TNOS Orders Promise Orders

20000 Run Report Download Report Printable Report

Only Troops with totals greater than 0 are shown

Go 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:

TROPHY NUT		Troop 20000 PRODUCTS BY TROOPS														8/25/2015					
Show: <input checked="" type="radio"/> Troops <input type="radio"/> Girls		20000 Run Report														Download Report Printable Report					
Show: <input type="radio"/> Initial <input type="radio"/> Initial Booth <input type="radio"/> Cupboard <input type="radio"/> Unassigned <input type="radio"/> Assigned <input checked="" type="radio"/> Combined		Only Troops with totals greater than 0 are shown																			
Troop	Girl	Mint Truffles - 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 - GS44104	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 - GS12279	Care to Share Product	Total	Total Gross \$
Service Unit: 200																					
20000	All Coyne	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	\$131.00
20000	Christy Spatola	2	2	12	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	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	Suzie 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
Troop 20000 Totals		6	5	15	5	5	6	5	5	5	6	5	5	5	6	5	5	5	3	102	\$774.00
Service 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		0	5	15	5	5	6	5	5	5	6	5	5	5	6	5	5	5	3	102	\$774.00

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 NUT		Troop 20000 BALANCE DUE BY TROOP														8/27/2015	
Show: <input checked="" type="radio"/> Troops <input type="radio"/> Girls		20000 Run Report														Printable Report Download Report Download Raw Data Report	
Service Unit	Troop #	Girl	Cases/Units	Nut Promise Dollars	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	Amount Outstanding		
200																	
20000	All Coyne	18	\$0.00	\$131.00	\$26.20	\$0.00	\$0.00	\$0.00	\$15.00	\$3.00	\$29.20	\$101.80	\$131.00	\$0.00	\$131.00		
20000	Christy 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	\$126.00		
20000	Claire 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	\$0.00		
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	\$0.00		
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	\$0.00		
20000	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	\$0.00		
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	\$0.00		
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	\$0.00		
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	\$0.00		
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	\$0.00		
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	\$29.00		
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	\$0.00		
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	\$90.00		
20000	Suzie 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	\$0.00		
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	\$702.00		
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	\$1,078.00		
Council Payments for Troop 20000 Totals:												\$814.20	\$0.00	\$814.20			

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 NUT		Girl Booths Total Council Troop 20000 FINAL REPORT BY TROOP					8/27/2015	
Show: <input checked="" type="radio"/> Troops <input type="radio"/> Girls		20000 Run Report					Download Report Printable Report	
Year	Troop Number	Product	Units Sold	Percent/Case	Retail	Gross Sales	Troop Proceeds	
2015	20000	Fruit Snack Pack - GS31700	27	13.65%	\$70.00	\$270.00	\$44.00	
		Mint Truffles - 2015 GS Tin - GS23581	14	8.76%	\$50.00	\$140.00	\$28.00	
		Pecan Supremes - Snowman Tin - GS23395	12	7.41%	\$50.00	\$120.00	\$24.00	
		Sweet-n-Crunchy Trail Mix Multi-Pack - GS31777	12	7.41%	\$19.00	\$120.00	\$24.00	
		Cranberry Trail Mix - GS44104	11	6.87%	\$5.00	\$55.00	\$11.00	
		Whole Cashews - GS44206	11	6.87%	\$8.00	\$88.00	\$17.60	
		Chocolate Covered Almonds - GS44227	10	6.21%	\$8.00	\$80.00	\$16.00	
		Dark Chocolate Covered Cashews - GS44344	10	6.21%	\$8.00	\$80.00	\$16.00	
		Salsa Mix Extra Value Jar - GS43337	10	6.21%	\$10.00	\$100.00	\$20.00	
		Sea Salt & Pepper Cashews - GS44207	10	6.21%	\$8.00	\$80.00	\$16.00	
		Pecan Supremes - GS12295	5	3.11%	\$5.00	\$25.00	\$5.00	
		Chocolate Covered Raisins - GS44195	5	3.11%	\$5.00	\$25.00	\$5.00	
		Dark Chocolate Sea Salt Caramels - GS12272	5	3.11%	\$5.00	\$25.00	\$5.00	
		Double Dipped Chocolate Peanuts - GS44086	5	3.11%	\$5.00	\$25.00	\$5.00	
		Dulce de Leche - GS12279	5	3.11%	\$5.00	\$25.00	\$5.00	
		Fruit Slices - GS44184	5	3.11%	\$5.00	\$25.00	\$5.00	
		Peanut Butter Monkey - GS12271	5	3.11%	\$5.00	\$25.00	\$5.00	
		Care to Share Product	3	1.86%	\$5.00	\$15.00	\$3.00	
		Total:	161			\$1,364.00	\$266.80	
		Average Units per Girl Selling:	11.5					
		E-Boys Plus	0			\$0.00	\$0.00	
		Magazine Product						
		Web Magazine Subscriptions	1			\$15.00	\$3.00	
		Total:	1			\$15.00	\$3.00	
		Average Units per Girl Selling:	0.07					
		Grand Total Sales:				\$1,379.00		
		Total Units Due:				\$1,293.20		
		Total Magazines Due:				\$15.00		
		Total Due Council:				\$1,308.20		
		Amount Paid Council (This is taken from Council Payments, not Girl):				\$0.00		
		Amount Due Council:				\$1,308.20		
		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).

Service Unit	Troop Number	Girl Name	Nut & Candy	Web Magazines
200	20000	All Coyne	18	1
200	20000	Chrissy Spatola	44	0
200	20000	Claire Phillips	0	0
200	20000	Elizabeth Frederick	0	0
200	20000	ER fred	0	0
200	20000	First Last	0	0
200	20000	Isabella Bowen	0	0
200	20000	Julia Cole	0	0
200	20000	Nana Sollow	0	0
200	20000	Sally Phillips	0	0
200	20000	Steph Sollow	4	0
200	20000	Steph Sollow	0	0
200	20000	Suzie Smith	9	0
200	20000	Suzie Smith	0	0
200	20000	Unassigned	86	0
Troop 20000 Totals:			161	1

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.

Method 1: 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-a-glance summary of your sales). To record a payment, click Add, which opens the Troop Payments page as shown in Method 1.

Edit Girl

Girl Name:

GSUSA ID:

Emails Sent:

Order Summary

Payment Summary

[Add](#)

No payments found.

Choose Recognitions

Earned Recognitions

Troop Payment Add

Type of Payment:

Troop:

Girl:

Date:

Check or Deposit Slip #:

Payor or Bank:

Memo:

Total Paid:

Troop: [Add](#)

Troop Payments

Payment ID	Payment Type	Troop	Girl	Date of Payment	Check/Dep. Slip #	Payor/Bank	Memo	Payment
342208	Girl	99991	Stephanie Sollow	8/8/2013				\$1.00
Total Girl Payments								\$1.00

Note: If a girl's name appears in bold, then it signifies that she still owes the Troop money. Put your cursor over her name to find out how much.

Troop Totals

Total Nut Dollars:	\$89.00
Nut & Candy Proceeds:	\$22.25
Regular Mag. Dollars:	\$20.00
Web Mag. Dollars:	\$0.00
Regular Mag. Proceeds:	\$4.00
Web Mag. Proceeds:	\$0.00
Address Book Proceeds:	\$0.00
E-Nutz Plus Proceeds:	\$0.00
Total Due to Troop:	\$109.00
Total Paid to Troop:	\$1.00
Troop Balance:	\$108.00
Total Due to Council:	\$82.75
Total Paid to Council:	\$0.00
Council Balance:	\$82.75

! 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 per-girl 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.

TROPHY NUT		Troop 20000 RECOGNITIONS BY TROOP																		10/2/2015						
		200 ▾ Run Report																		Download Report		Printable Report				
Troop	Girl	Care to Share Patch GS5032	Personalized Patch	Branch Out Patch GS5029	Drawing for iPad Mini	Do GR8 Things Patch GS5031	Super Seller Magazine Patch GS5030	Stand Tall Patch GS5027	Super Seller Nuts Patch GS5028	Rainbow Lip Gloss Key Chain GS5008	Best Friend Jelly Bracelets GS5009	Small Giraffe 10 inch Plush GS5010	Goal Getter Patch GS5034	Drops Mini Flashlight GS5000	Theme Cap GS5003	Tutti Fruiti Gel Pens GS5002	\$10 MagNuts Bucks	Youth Sm T-Shirt GS5014	Youth Md T-Shirt GS5015	Youth Lg T-Shirt GS5016	Adult Med T-Shirt GS5017	Adult Lg T-Shirt GS5018	Adult XL T-Shirt GS5019	Adult 2XL T-Shirt GS5020	\$1 MagNuts Buckle GS5001	
2000																										
20000	All Coyne	0	0	1	0	0	0	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
20000	Julia Cole	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	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	0
20000	Chrissy Spatola	0	0	0	0	0	0	1	1	0	0	1	1	1	0	1	0	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	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	0
20000	Bobette Wisse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TNOS/eNuts+ - Girl/Parents

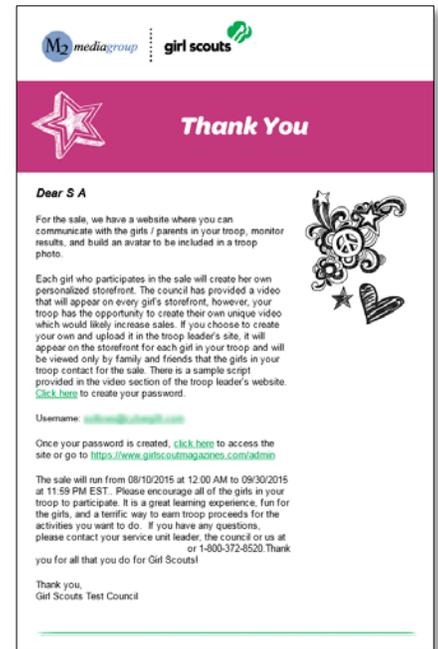
As we mentioned at the outset, your girls will be using the eNuts+ part of TNOS/eNuts+. It is here each girl will set up her “campaign” – her “storefront” – by creating her avatar, uploading a video, sending her emails, and managing her sale.

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 – www.gsnutsandchocolates.com/gsgla. 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

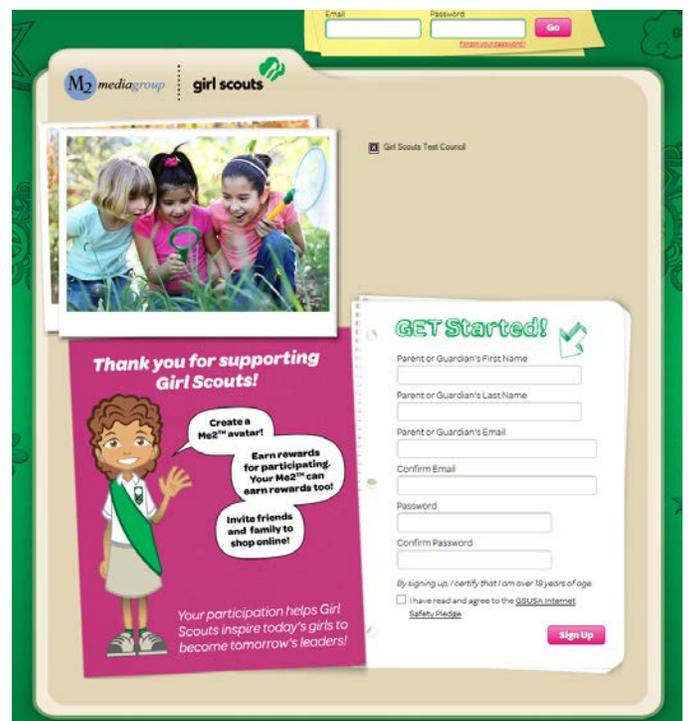


Once they click **Register**, the parent will enter her first and last name, her email address, and create a password. She and her Girl Scout should read the Safety Pledge and then check the box acknowledging that they have read and agree to it.



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.



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

M2 mediagroup girl scouts Log out

Basics Create Me2™ Personalize Promote Launch

SET UP the Girl Scout's Profile

Setting up your personalized storefront is easy. Get started by watching the video and then complete the questions below. Once finished, you will have an opportunity to set up any additional Girl Scouts.

1 Enter Troop or Group #

 I don't know/see my Troop or Group #

2 Please enter your Girl Scout's first and last name below.
Girl Scout's First Name

Girl Scout's Last Name

3 What does being a Girl Scout mean to you?
Choose One
It is important to set goals. The amount shown below will earn you the personalized patch but you can increase it if you need additional money to achieve your goals.
\$300.00
What does your Girl Scout team plan to do with the money earned from your product sale?

Preview: The copy below will appear on your personalized storefront for friends and family to see. Please review carefully and make small changes to your answers if necessary for the copy to read correctly.

Being in Girl Scouts, [What does being a Girl Scout mean to you?]. We do fun activities and help the community while learning important skills that will help us forever. I am trying to sell \$300.00 to help Girl Scouts, and so that our troop can [What does your group plan to do with the money earned?]. Will you please help by shopping in my online store? Thank you.

Next

Before You Proceed

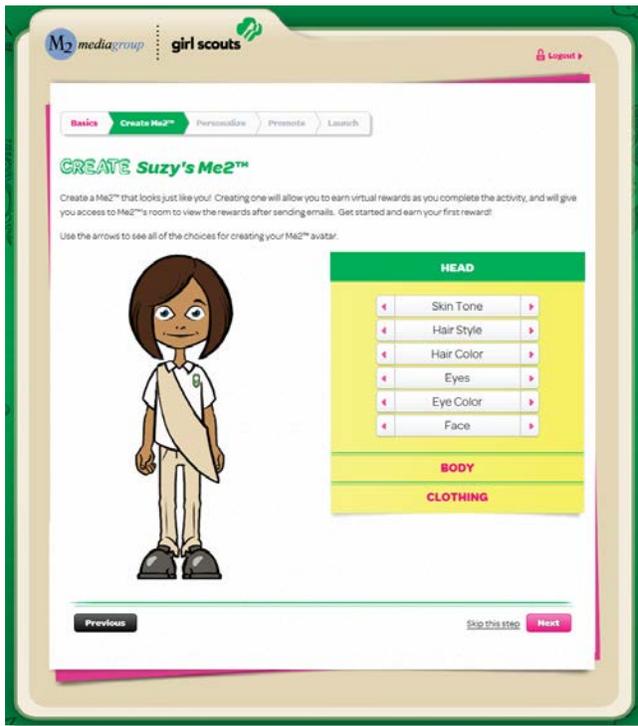
Please make sure your name and troop number are correct:

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

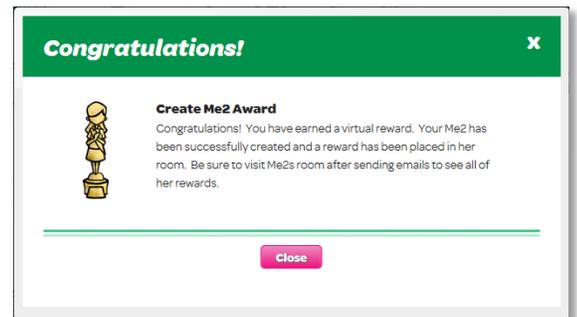


Go Back to return to the previous action. Click **Proceed** to go to the next action.

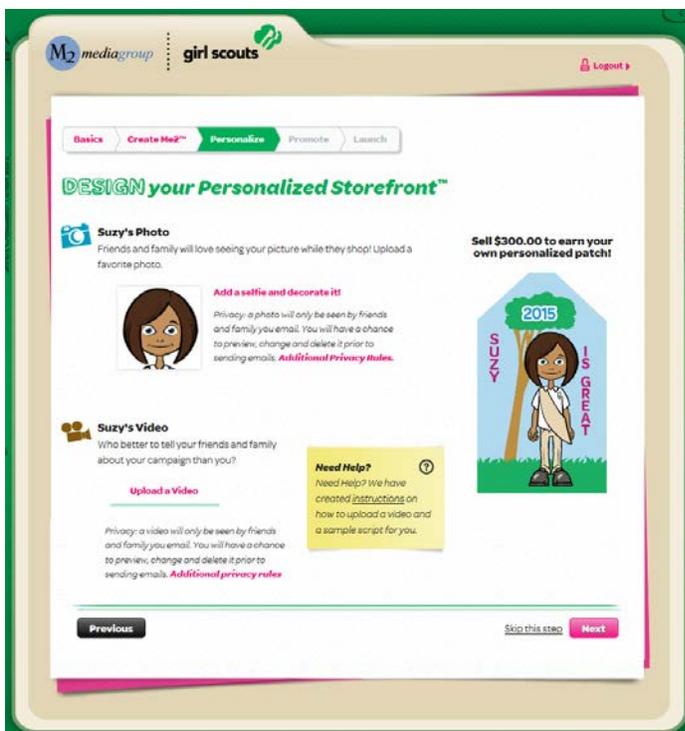
Creating the Me2 Avatar

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).

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.



Designing the Personalized Storefront



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.

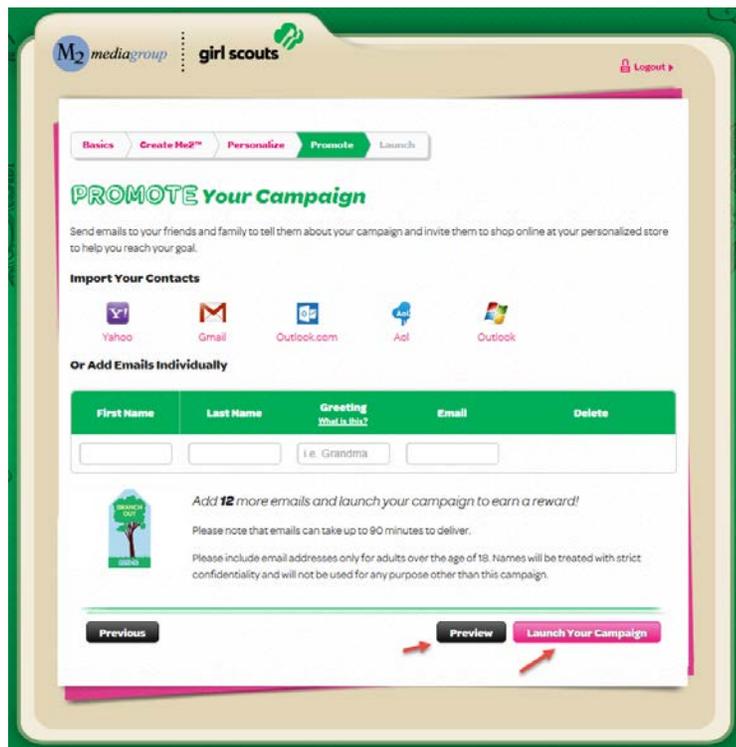
Completion of these tasks will earn the girl a "virtual reward." And you can see at the right side of the image what the girl's avatar patch will look like (one "reward" is

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.

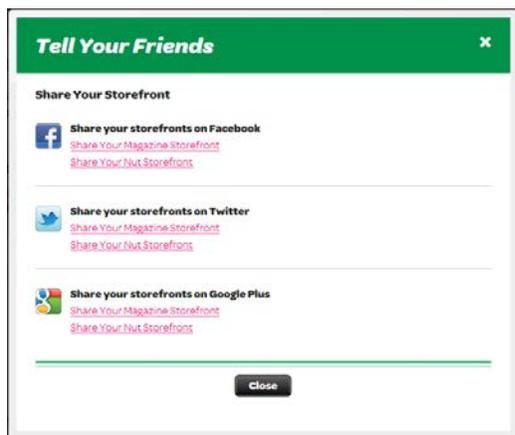
Once the girl has entered/imported her contacts, she is ready to launch her campaign. *Remember 12+ valid emails earns her the eNuts+ charm!*



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**.

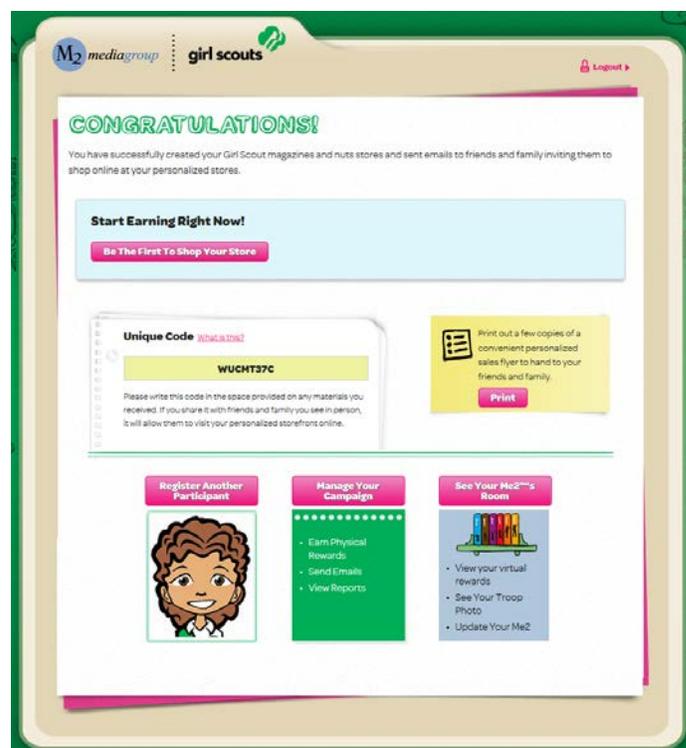
She will also be able to **share** her storefront with her friends and family via Facebook, Twitter and Google Plus. *(Because we are not selling magazines through*



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).



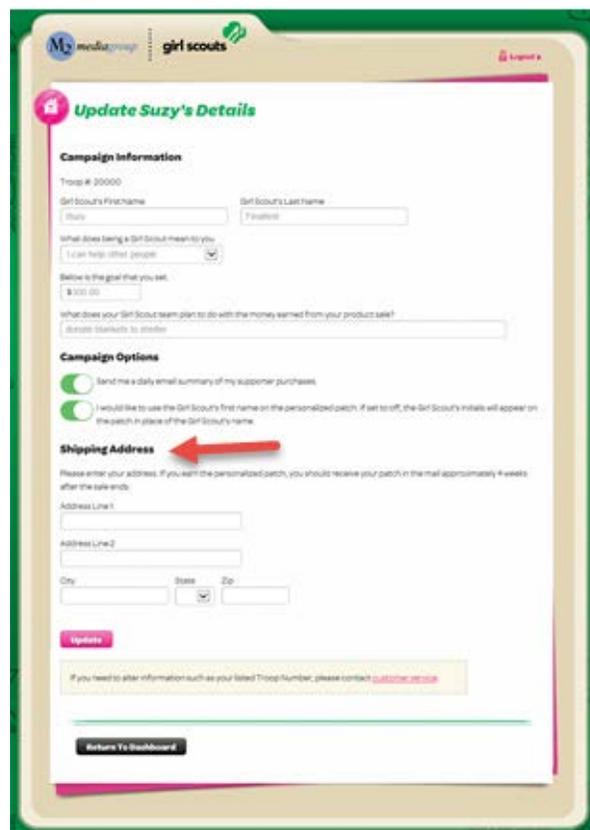
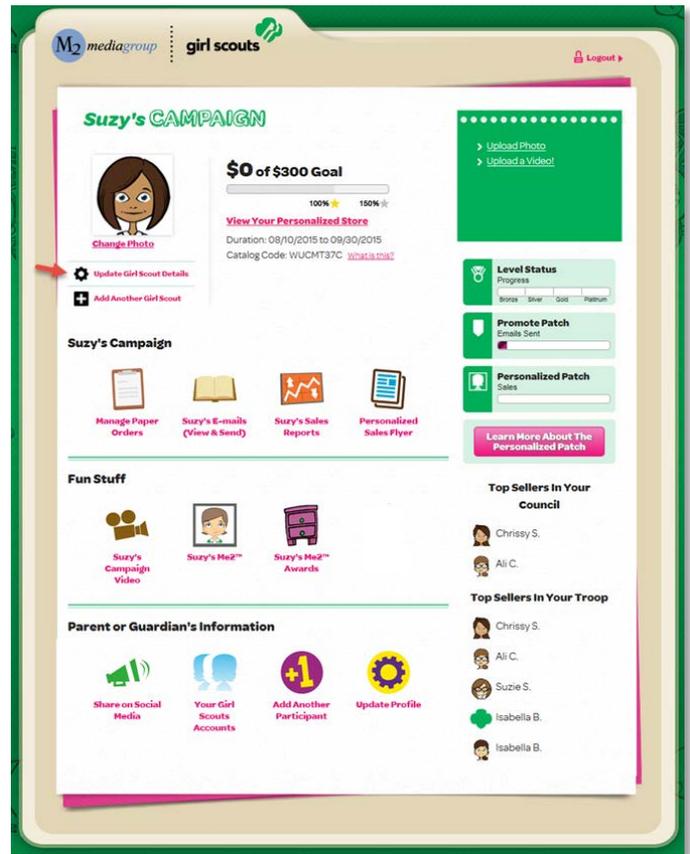
Managing the Campaign

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 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.



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).

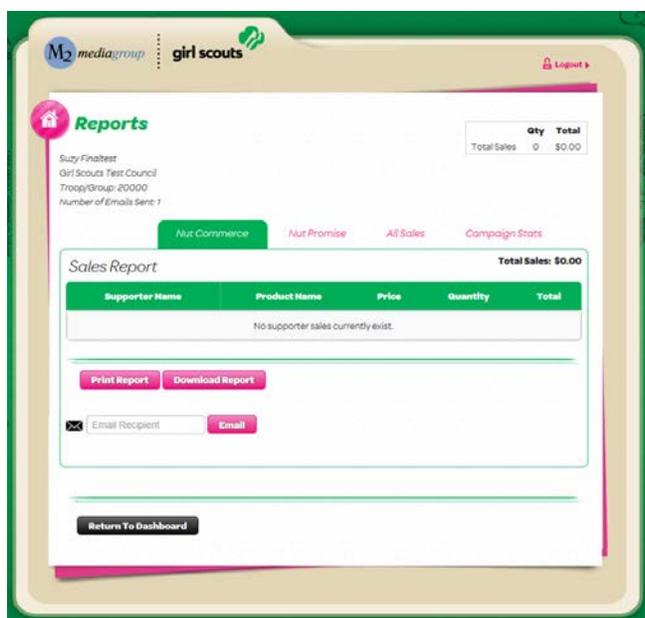
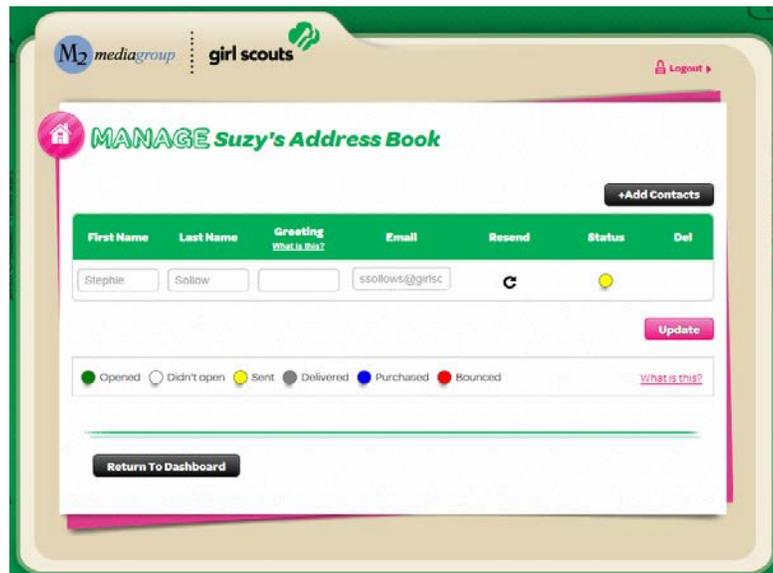
[Girl's] Campaign



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.



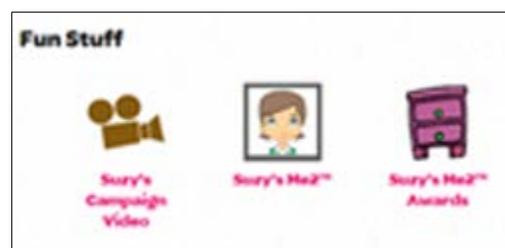
Sales Report

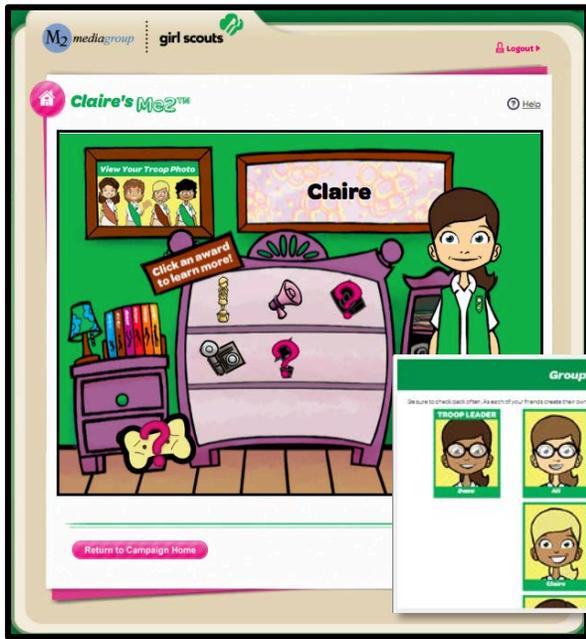
Click on **Sales Report** and the girl can view a report of her sales. The report can be printed, downloaded and/or emailed. She can see Nut Commerce (online, shipped sales), Nut Promises (online, girl delivery sales) and All Sales.

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 –

remember, we mentioned the

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 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.



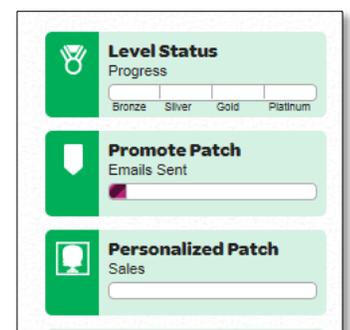
Parent or Guardian’s Information

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?



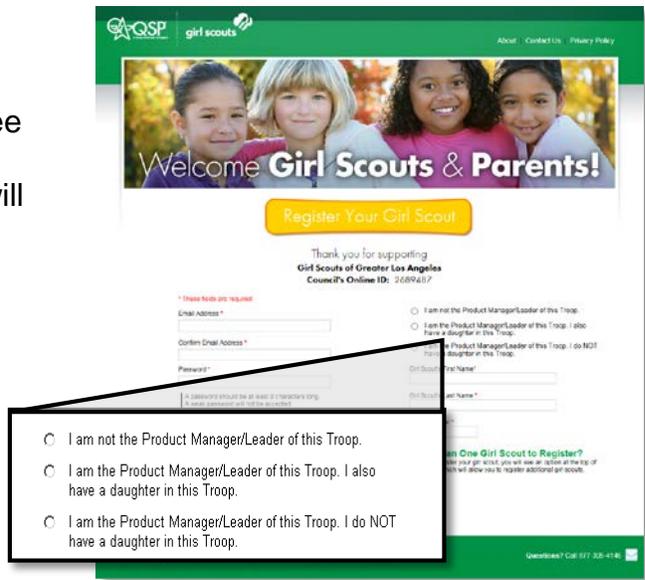
One button we didn’t mention was Manage Paper Orders. IF you are having your girls/parents enter their order card orders, they would click Manage Paper Orders, which is the first button on the top row of image links (and show at left). This will open a data-entry form just like you saw (see page 8).

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 girlscouts.qspgao.com/greaterla 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 preceding zeros – so 01234 would be 1234.



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....



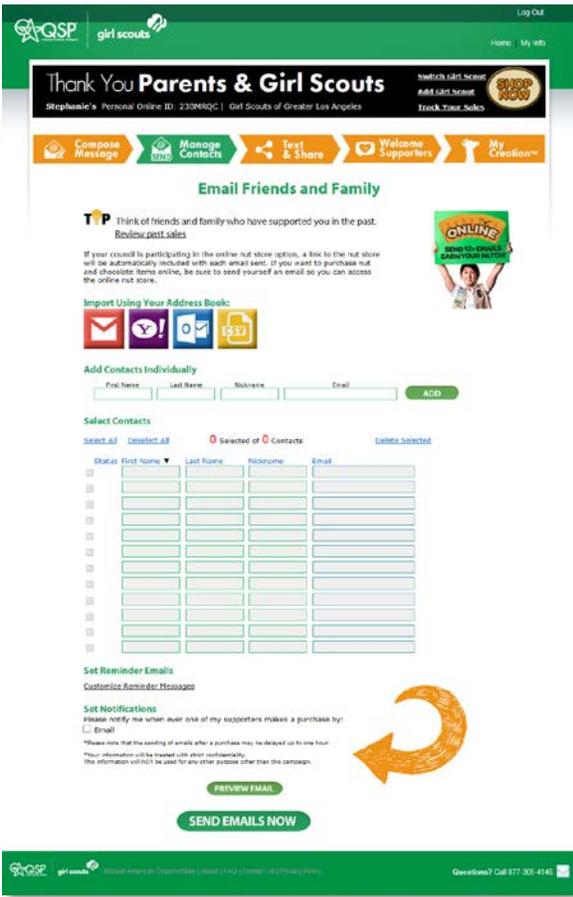
Once they click **Yes**, then they will receive the message shown to the left. It will include a

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





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.

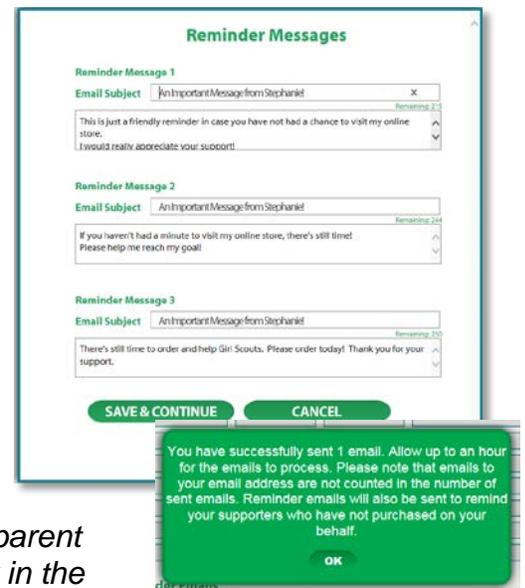
Recipients of the email will be directed to her welcome message (and a message from the council), from which they can simply click a "Shop Now" link, make their selection and pay with credit card.

Girls can also customize reminder messages - 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

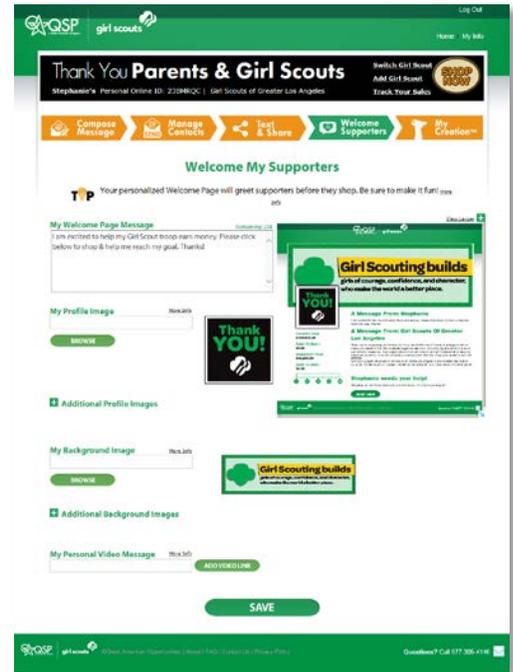
those family and friends - though girls should make sure potential customers are ok with receiving a text, since some phone plans charged per text.

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."

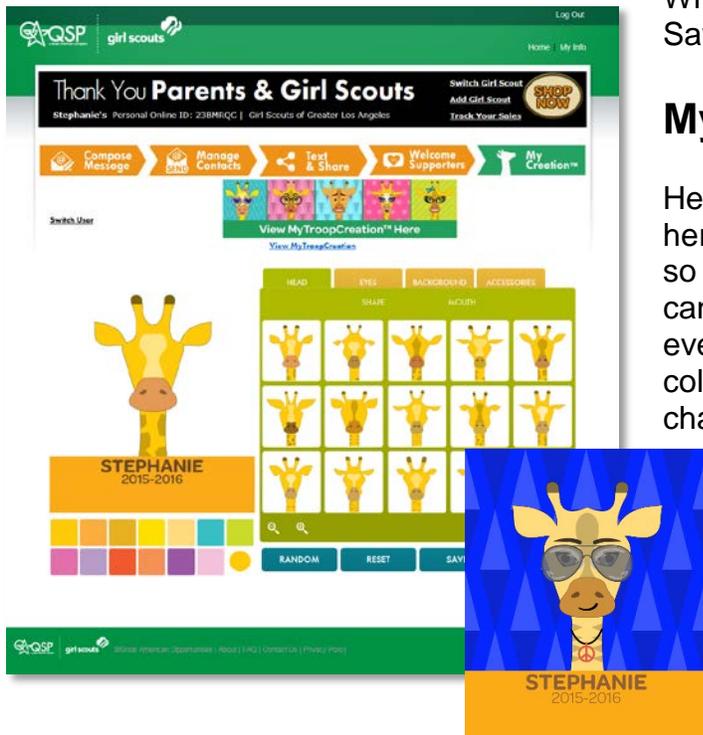


When she is finished customizing, she clicks Save.

My Creation™

Her last step is probably the most 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 **MyCreation™ 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 mentioned earlier, if you indicate that you are the troop fall product chair, you will also receive this report via email.

QSP
A Girl Scout Service Unit

GIRL'S ONLINE SALES REPORT

Page 1 of 2 Printed: 11/20/12 02:13 PM

GIRL'S NAME	JOSE BENSON	GIRL SCOUTS MONTANA & WYOMING
TROOP	135	BENNE STEPHAN
ORDER ID	128362	2357 GRAND AVENUE
ORDER DATES	10/15/12 - 11/15/12	BILLINGS, MT 59102
EMAILS SENT	4	GIRL EARNED ONLINE PATCH NO

ONLINE MAGAZINES					
MAILED BY	ORDER #	ORDER DATE	SUPPORTER	# ITEMS	SALE AMOUNT
228W42	3686274	10/27/12 02:12 AM	ANDREA BENSON	2	27.00
228W42	3686253	10/27/12 02:20 PM	KATE DASHENBARGER	3	57.00
JOSE BENSON	3732792	10/28/12 07:14 AM	WETA WELER	1	29.00
228W42	3732322	11/03/12 09:24 PM	BRYANNEY GARACK	2	64.00
JOSE BENSON	3737029	11/04/12 02:43 PM	MEGAN BELL	3	118.00
228W42	3754518	11/07/12 02:22 PM	TERRAY BELL	1	18.00
228W42	3754519	11/07/12 02:24 PM	TERRAY BELL	1	17.00
228W42	3892989	11/07/12 02:18 PM	MEGAN BELL	1	22.00
228W42	4037071	11/07/12 06:04 PM	MEGAN BELL	1	36.00

NET PROMISE TOTAL 7 129.00

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:	1
Delivery Site:	--select one--
Delivery Time:	--select one--
Order Submission:	Magazines have not been submitted. Products have not been submitted.
Has Access:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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.

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:	1
Delivery Site:	Mt. View SU-Frias Residence 13957 Flomar Drive Whittier, CA 90605
Delivery Time:	La Canada SU- Lot 1-Station 2- Andy's Transfer & Storage 3464 N. Verdugo Rd. Glendale, CA 91208
Order Submission:	Lachen SU 3333 East Willow Street Dock E Long Beach, CA 90806
Has Access:	Lakewood SU 3333 East Willow Street Dock C Long Beach, CA 90806
User Id:	Las Caballeras SU-Harmon Residence 21511 Carriso Road Diamond Bar, CA 91765
Password:	Las Colinas SU-Velasquez Residence 17336 Jessica Lane Chino Hills, CA 91709
	Lomita SU- Kiwanis Club 24822 Narbonne Avenue Lomita, CA 90717
	Manhattan Beach SU- Residence 1638 9th Street Manhattan Beach, CA 90266
	Marina SU- Family Friendly Chiropractic 616 B Venice Blvd Venice, CA 90291
	Matza Residence 13320 Lull St North Hollywood, CA 91605
	Mission Camellias SU- Lot 2-Station 2- Andy's Transfer & Storage 3464 N. Verdugo Rd Glendale, CA 91208
	Mission Valley-Bekins 20525 Nordhoff St #58 Chatsworth, CA 91311
	Monrovia/Duarte SU- Lot 2-Station 2-Andy's Transfer & Storage 3464 N. Verdugo Rd. Glendale, CA 91208
	Montclair Cupboard 9525 Monte Vista Ave Montclair, CA 91763
	Montclair Journey Girls 9525 Monte Vista Ave. Montclair, CA 91763
	Mouchet Residence 3947 Sourdough Rd Acton, CA 93510
	Mt. View SU-Frias Residence 13957 Flomar Drive Whittier, CA 90605
	N Redondo SU- Redondo Beach Program Center 2228 Farrell Ave Redondo Beach, CA 90278
	N Torrance SU-residence 3111 W. 168th St Torrance, CA 90504
	New Holly SU- Residence 24230 Park St Torrance, CA 90505
	Northeast Hills SU- Alvarez Residence 2742 Rock Glen Ave Los Angeles, CA 90041
	NRSU-Otto Residence 24282 Reyes Adobe Way Valencia, CA 91354
	Ontario/Montclair SU-Corel Residence 2911 Merion Street Ontario, CA 91761
	Paige Residence 7901 Beckett Street Sunland, CA 91040
	Pali/Mali SU- Residence 16945 W. Sunset Blvd Pacific Palisades, CA 90272
	Peninsula SU- Williams Residence 5503 Shoreview Drive Rancho Palos Verdes, CA 90275
	Pomona SU-Lexington School 550 W. Lexington Ave. Pomona, CA 91766
	PV Hills SU- Yoshiyama Residence 4042 Rousseau Lane Palos Verdes Peninsula, CA 90274
	Rancho Calabasas - Allen's Residence 22756 Sparrow Dell Calabasas, CA 91302
	Rancho Foothill SU-Golden Eagle Moving 1450 N Benson Upland, CA 91786
	RDE SU 3333 East Willow Street Dock D Long Beach, CA 90806

Update Go Back

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:	1
Delivery Site:	Mt. View SU-Frias Residence 13957 Flomar Drive Whittier, CA 90605
Delivery Time:	--select one--
Order Submission:	--select one-- not been submitted.
Has Access:	9:00 AM not been submitted.
User Id:	9:15 AM
Password:	9:30 AM
	9:45 AM
	10:00 AM
	10:15 AM
	10:30 AM
	10:45 AM
	11:00 AM
	11:15 AM
	11:30 AM
	11:45 AM
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	2:30 PM
	2:45 PM
	3:00 PM

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