girl scouts
greater los angeles

2016 Fall Product Program
M2OS Guide
Service Unit

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WELCOME

Dear Service Unit Fall Product Chair,

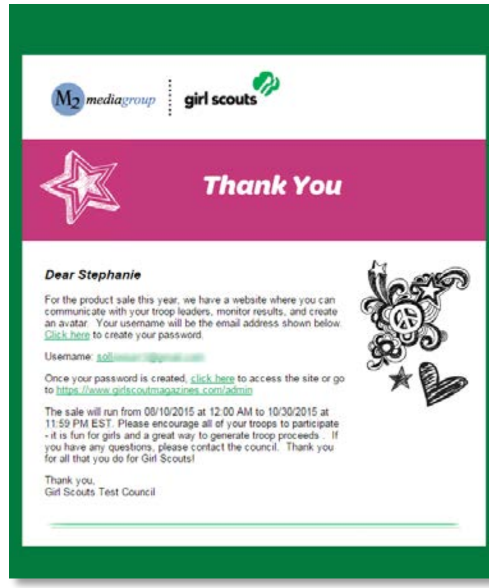
Your product sales manager will add you as a user to the M2 Ordering System (or **M2OS** for short). You will receive an email with a link to set up your user account. *Troop Fall Product Chair Agreements* (an eForm) should be submitted by September 23. Only those troop fall product chairs who have submitted their form on time will be imported into M2OS. You will be able to manually add any *additional* troop users after September 30. *(Note: girls registered as of September 23 will be uploaded into M2OS by the product sale department the morning of September 30)*.

The troop fall product chair will send an email to each parent in their troop that includes the link to M2OS. Girls/parents will follow the link to set up the girls' personalized avatars, import or enter email contacts, and participate in the online portion of the Fall Product Program. Girls whose membership registration occured after September 23 were not part of our girl upload; they can be added by the parent as part of the girl account set up process (see the troop manual for more information).

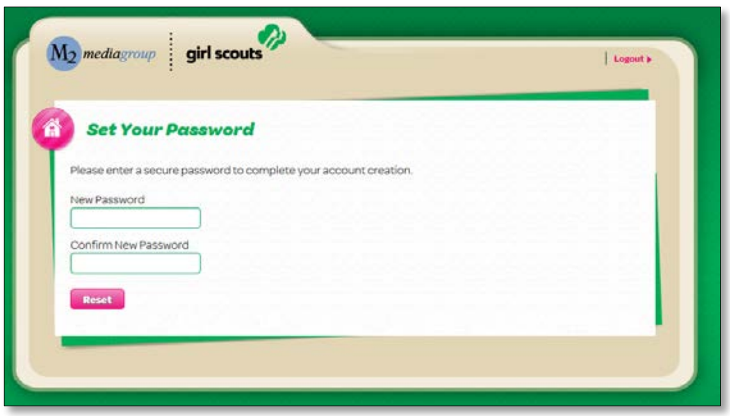
This guide will take you through what you as a service unit fall product chair will see and do in M2OS (which includes functions in the Trophy Nut Ordering System (TNOS)). The term eNuts+ is no longer in use – it has been replaced by M2OS.

Log In/Password Creation

Once you have been added to the M2OS system by your product sales manager (PSM), you will receive an email from Girl Scouts of Greater Los Angeles like the one at right. It contains a link to M2OS where you will create a password, and after logged in, create your avatar and be able to monitor your nut, candy, and magazine sales throughout the Fall Product Program.

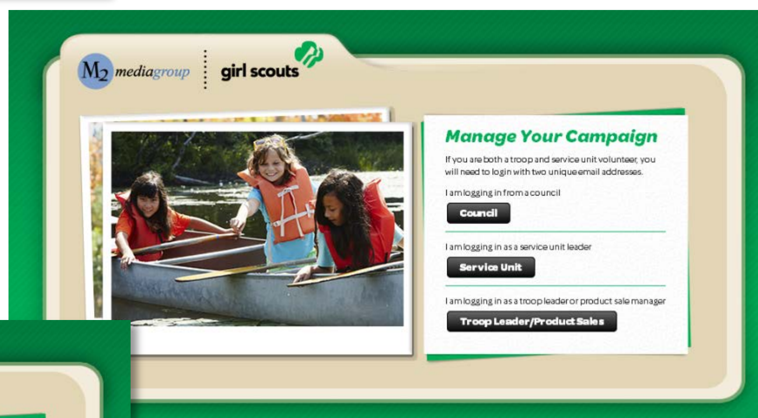


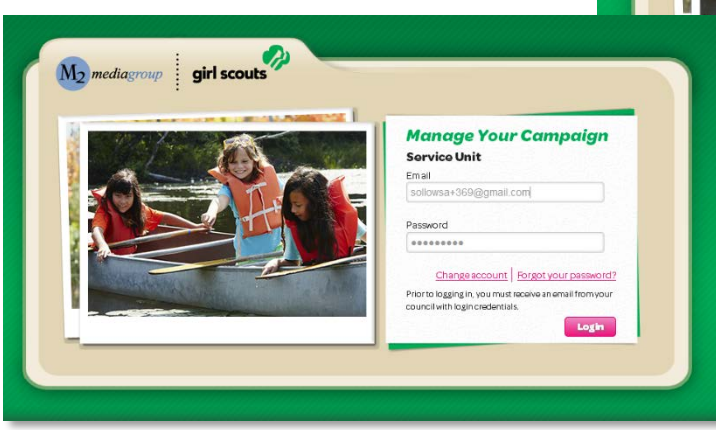
M2OS is where your troop fall product chairs (TFPCs) will manage their troop's nut, candy, and magazine sales and where you as service unit fall product chair (SUFPC) will monitor certain aspects of the sale; other aspects will be managed through TNOS (accessible right from M2OS).



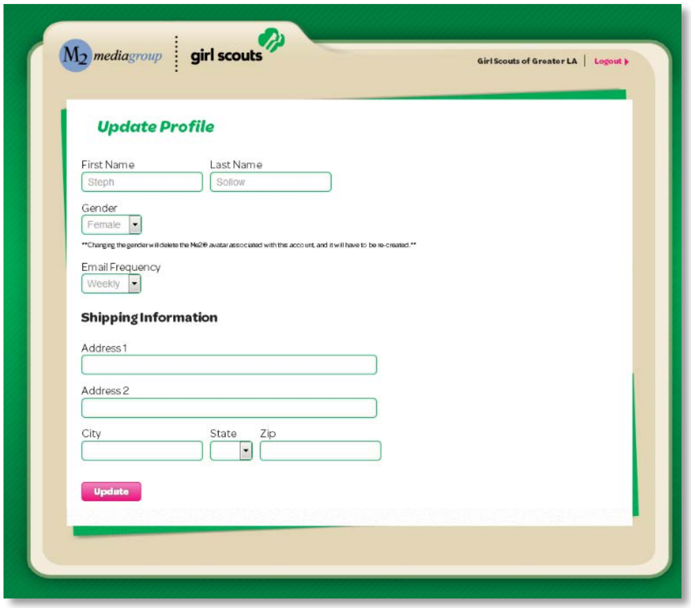
Upon clicking the link in the email, you will see the **Set Your Password** screen as shown at left. Enter your email address and create a password. Bookmark the page – www.gsnutsandmags.com/gsgla - as you will use the same link to log in to M2OS each time (as the two systems are linked, you will only need one login*).

Once you have created your password, you are ready to log in. Select the button that applies to your role – in this case, Service Unit. Then enter your email address and your newly created password.





*this season, if you are both a SU Fall Product Chair AND a Troop Fall Product Chair, you will need a different userid (email address) for *each* role. If you are also a parent/guardian of a Girl Scout, you can use the same userid/password as either your SUFPC or TFPC role.

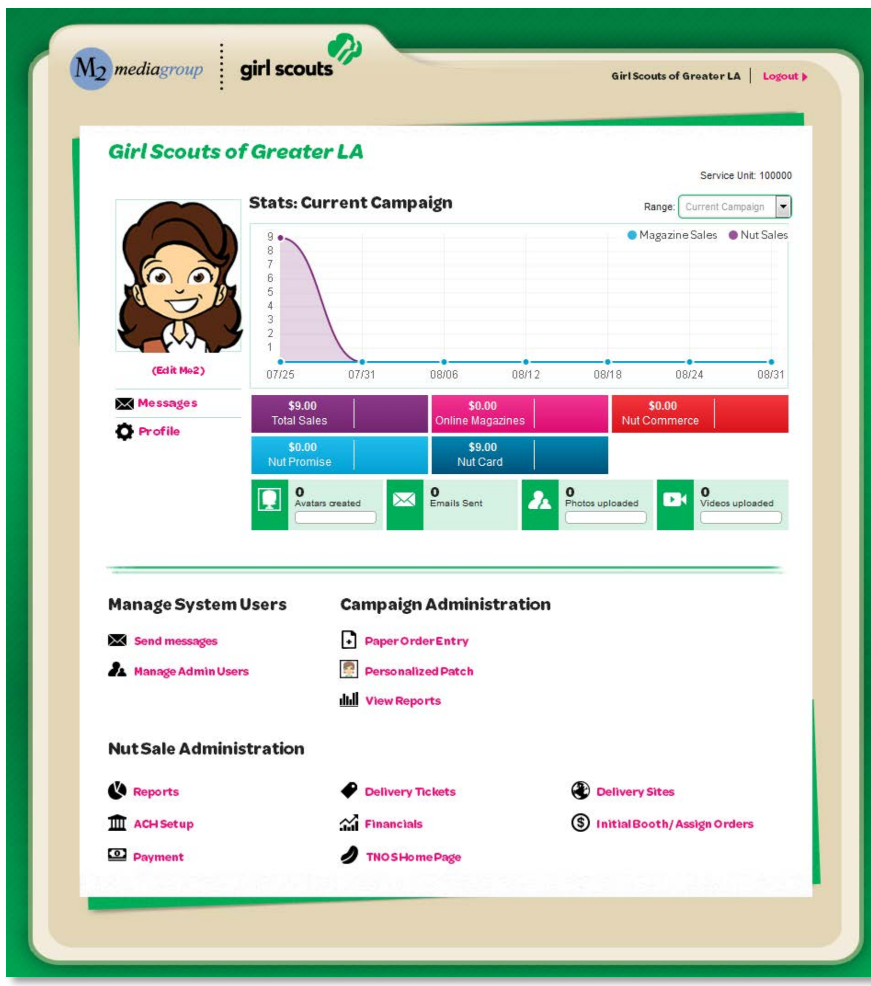


Next you'll be asked to update your user profile. Selecting a gender is asked because you – yes YOU! – will be able to create your *own* avatar. The fun is not just for the girls and troops. When you are finished, click **Update.**

Dashboard

The **Dashboard** is what you will see first each time you log in. It is from the dashboard you'll be able to get to TNOS for mostly reporting purposes.

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

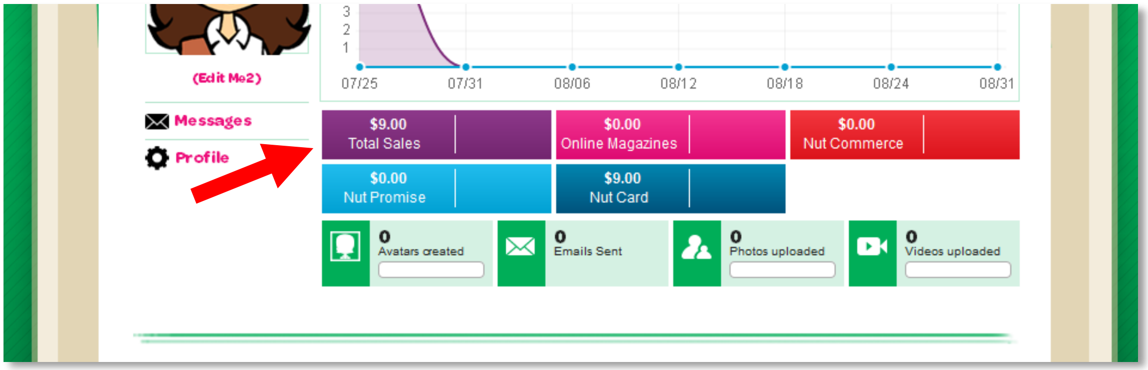


Below that is an email link labelled **Messages**. From here you can send an email to all the participating troops in your service unit. It doesn't let you select particular recipients, so use it when you need to send a message to all of the troops – like a deadline reminder.

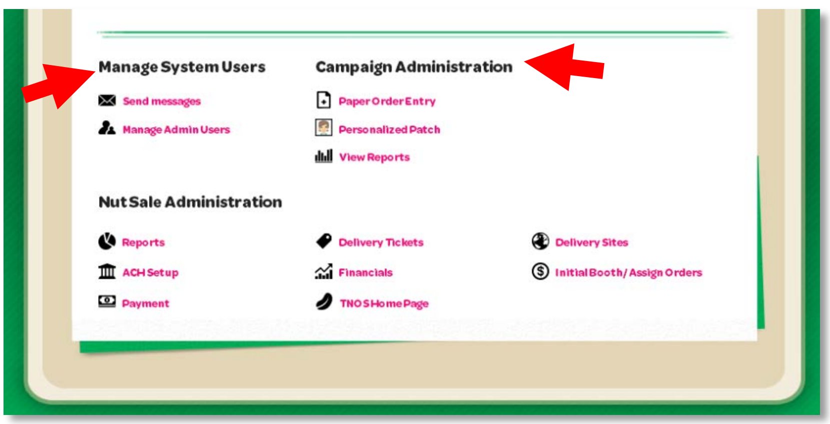
Below Messages is **Profile**. Need to change something about your profile? Your name, your address, your password. That's where you'll make the change. Don't change your gender as it will delete any avatar you have created. The form is the same as what you completed when creating your account.

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

What are those statistics? Total Sales, **Online Magazines**, Nut Commerce, Nut Promise, and Nut Card.



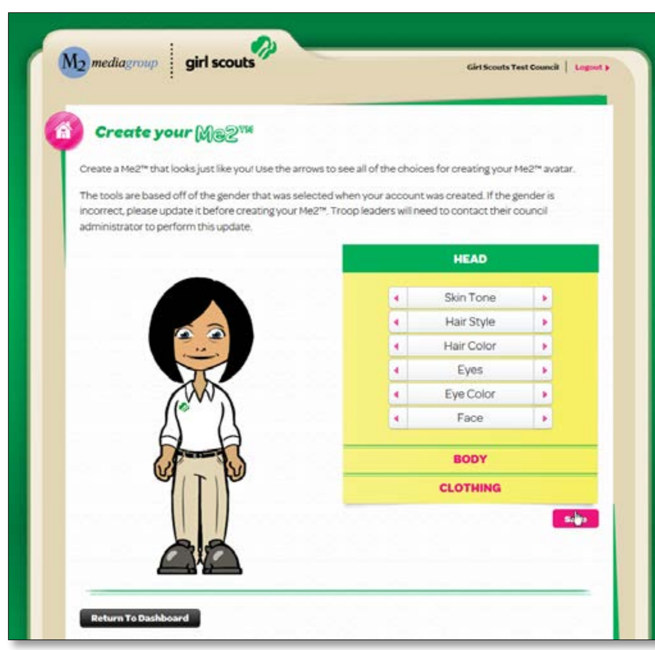
Nut Commerce refers to those online orders that the customer requested to have shipped to them directly. **Nut Promise** refers to online orders for which the customer requested girl delivery. **Nut Card** means orders that were entered from girls' nut order cards. Finally, **Online Magazines** means magazine orders customers placed (that are mailed directly by the publisher). We recommend that troops enter their nut card orders as individual girl orders in M2OS… and to save time, have their parents do the data entry! All the troop chair and you need do then is review it. We'll talk about this more on page 9.



If you look under **Campaign Administration**, you see three links. **Paper Order Entry** (covered on page 9) **Personalized Patch** (covered on page 9) and **View Reports** (covered on page 9).

And lastly, **Manage System Users**, where you see two options – **Send Messages** (like the Messages link mentioned above and detailed below) and **Manage Admin Users.**

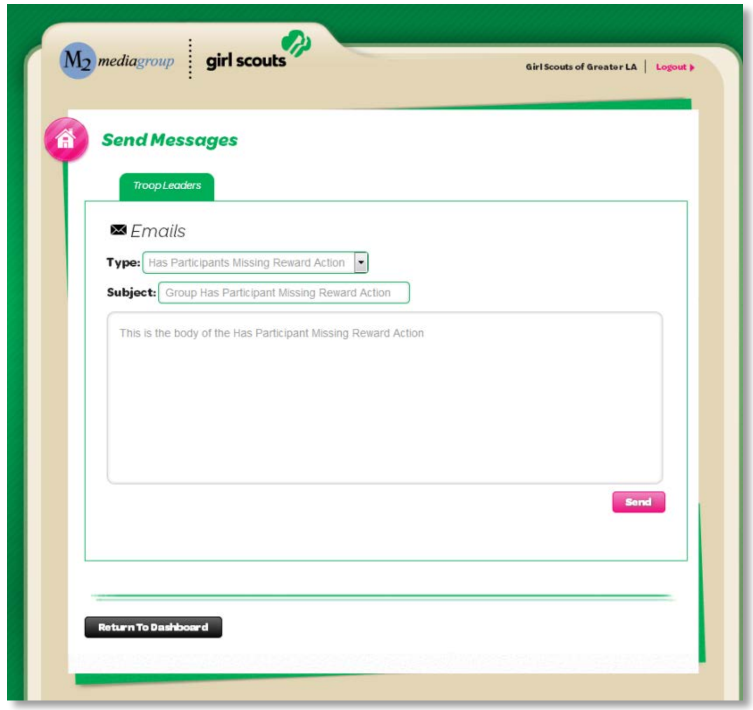
Need to add another user to the service unit, such as the rewards chair, delivery chair, or the service unit manager? You can – we'll cover how on page 7, but know here that each person you add will have their own userid (their email address) and password. Further, you can add troop leaders. The troop will have to exist in M2OS, so you'll need to let your PSM know you have a new troop to add, but otherwise, for an existing troop, you can add additional users. Or delete users, if the need arises where the person who was the TFPC steps down and someone else steps in.



Setting Up Your Avatar

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

Messages



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

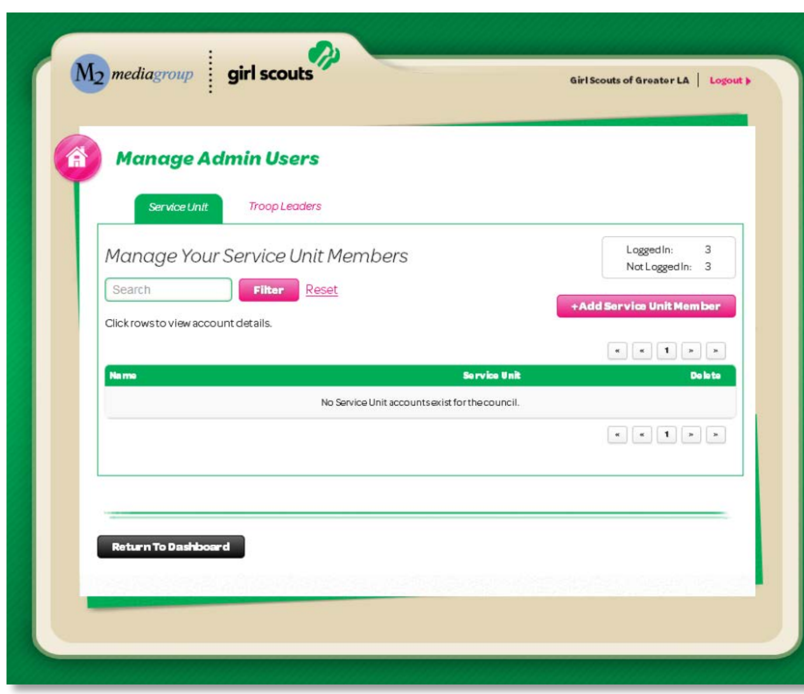
Chose from one of the options as applicable to your topic -- need to communicate with troops who have not logged in yet, choose that topic and customize the message as needed.

Or you can send a generic message. Be sure to enter a subject that is meaningful to the recipients so they know it is something they need to read – it is a good idea to include reference to the Fall Product Program in that subject header. A single word "hello" or "deadlines" might get missed, but "2016 Fall Product Program – deadlines" will be more noticeable. And will make it easy to organize correspondence.

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

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

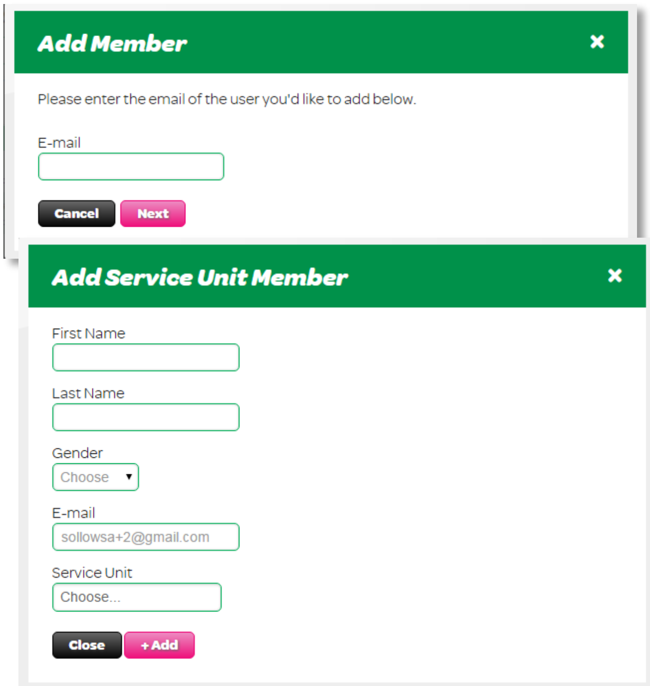
Manage Admin Users

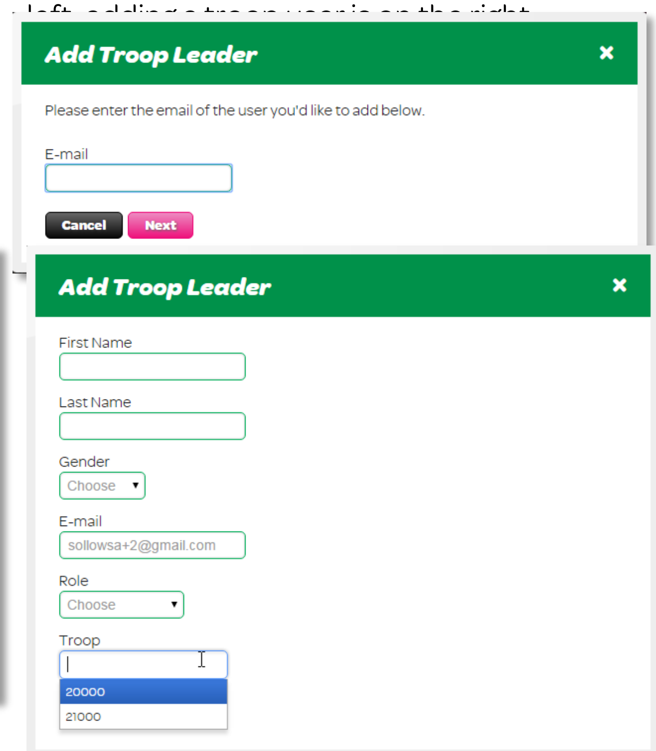


As mentioned on page 6, you will probably need to add troop fall chairs who were not part of our September upload, or add other users to the service unit. Either is easy to do. Click **Manage Admin Users** on the Dashboard to open this screen (at right).

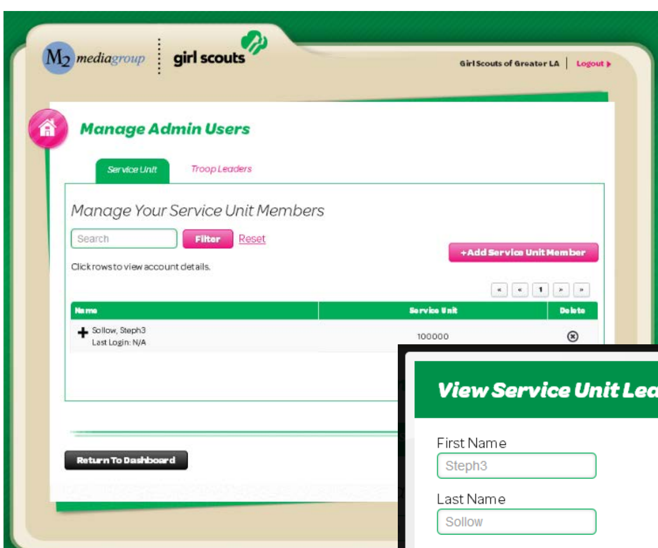
You will be able to see all users you've added to your service unit (**Service Unit** tab, default), and, by clicking the **Troop Leaders** tab, view, manage and add troop users. To add a service unit user, click **+Add Service Unit Member**; to add a troop fall chair, select the tab and click **+Add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

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

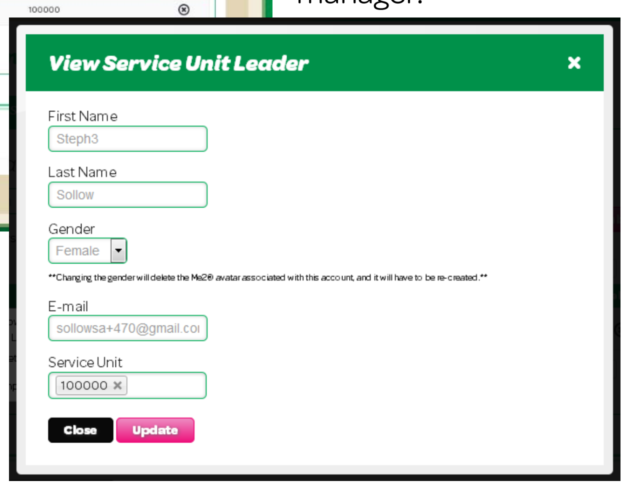




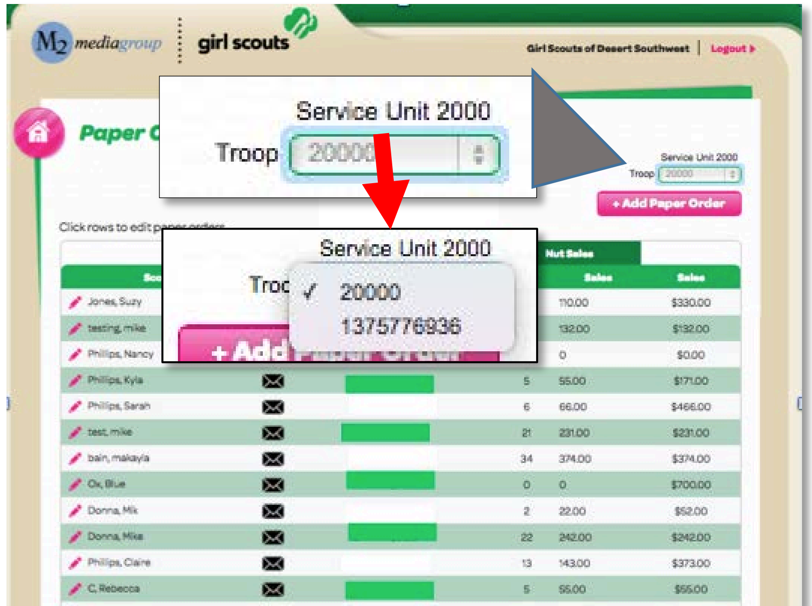
When adding a service unit user, you will include the service unit. When adding a troop user, you will select the troop from the drop down (as displayed above) – and if the user has more than one troop, you can select another troop. Then, for either, click **+Add**. An email will then go out to the user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



For all users, you can see when they last logged in (date and time – which is Eastern, not Pacific) and, if you need to, select the user to view what email they have used for their log in, especially if they are having issues. If the address is correct, and deleting and re-adding them does not resolve the issue, contact your council product sales manager.



Paper Orders Entry



Paper Orders Entry refers to order card orders only. Ideally your troops have entered their girls' order card orders per girl level (or had each parent enter the order for her/his Girl Scout), but it may be necessary for you to enter orders for stragglers who missed the troop deadline.

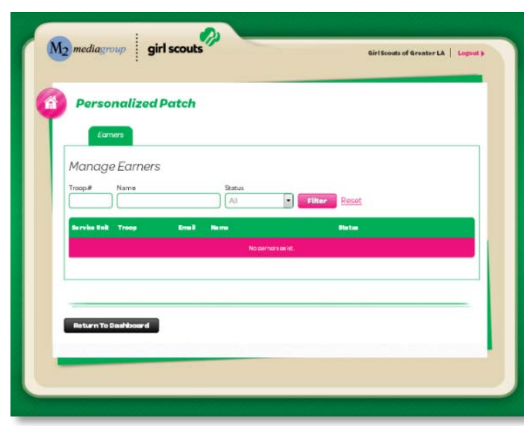
When you click **Paper Orders Entry**, you will see initially the girls in the first troop in your list (troops are listed numerically). To select a different troop, click on the drop down and select the troop. The girls in that troop will display. To edit an order, click on the girl's name and the screen at right will display.

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

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

You may have a circumstance that means you need to zero the order out – for example, if the troop opted to order everything in a single line item as Initial Booth Order in TNOS instead of per girl and the parent also entered individually for her Girl Scout (and the troop has been locked out from making changes). You could zero this order out, and add the product to the Initial Booth Order (if it hadn't already been). Or the troop or parent entered what was a "promise" order (which doesn't need to be entered) and the troop noticed after they were locked out... you could go in an adjust or zero out the entry.

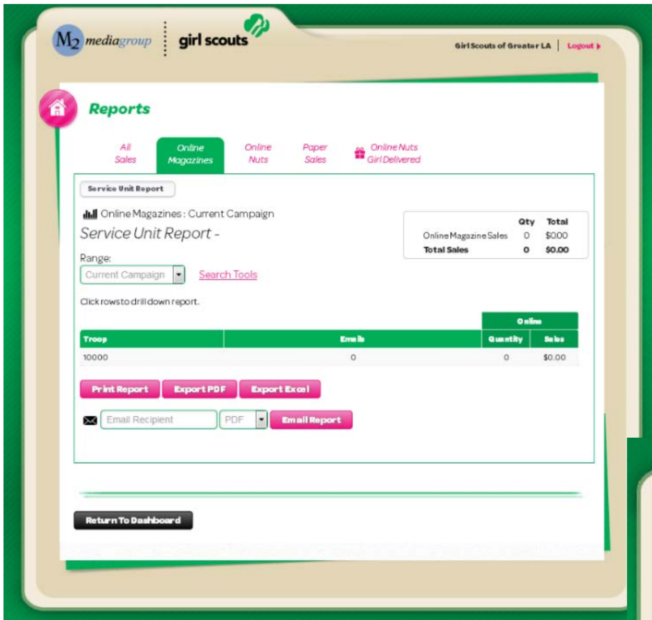
Personalized Patch



Here is where you can see who has earned the personalized patch (avatar patch) and what the status is. Remember, these patches will be directly mailed to the participant (except in rare cases when they will be mailed to the troop fall chair).

View Reports

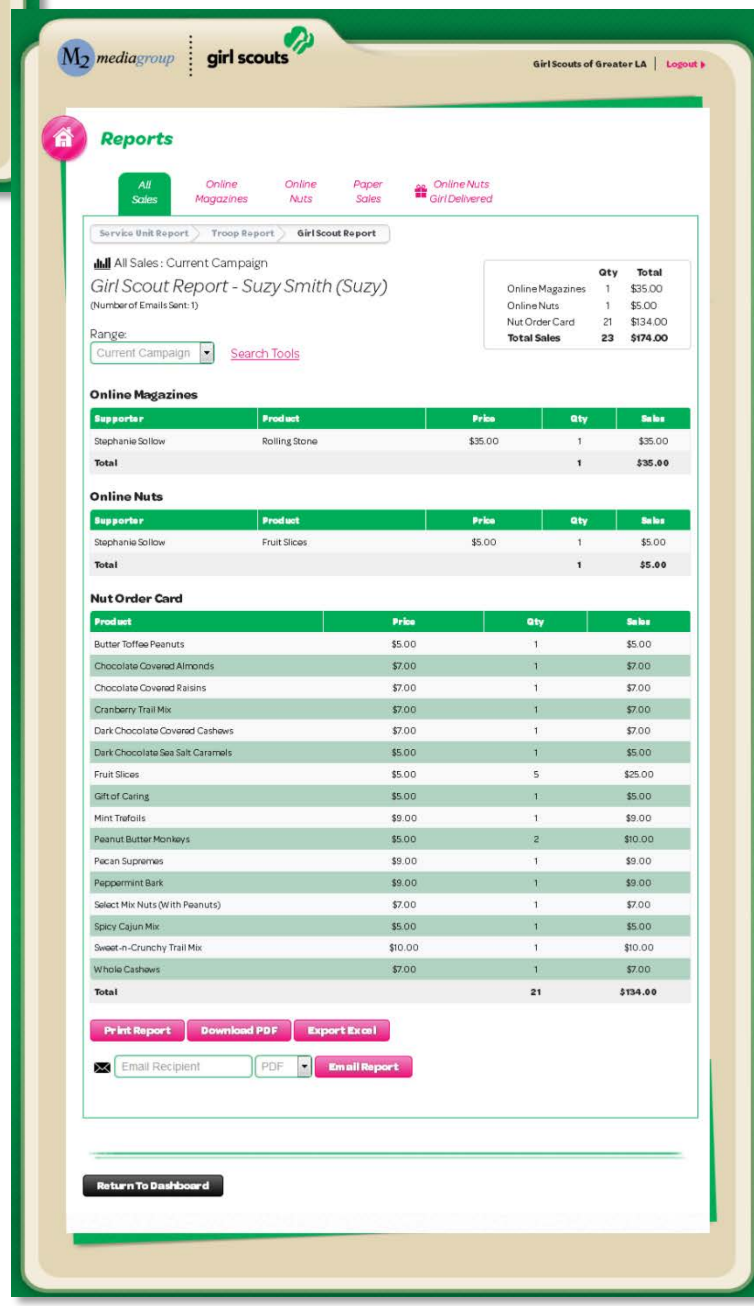
Sales reports can be found here in **View Reports**, and for those who like to "slice and dice" data, you have some options for doing that. View **All Sales** to see an overview of each of your troops' sales (magazines and nuts). Click on a troop to see the overall orders of the girls in that troop. Click on a girl to see each of her orders (by category). If you click on the **Online Magazine** tab, you follow these same steps to drill down just magazine data; similarly, if you click **Online Nuts**, you can drill down just through that data. You will find the same is true for the **Paper Sales** tab.



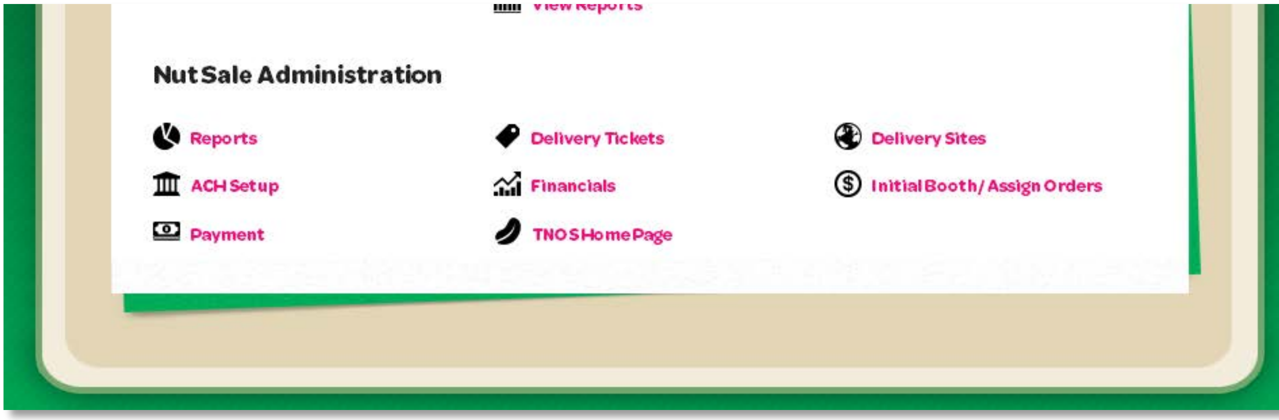
Lastly, there is the **Online Nuts Girl Delivered** tab which also allows you to drill down to the girl level. And, guess what! Your troops have this same report. And even cooler yet, so do the girls/parents! They will be able to see exactly who ordered online, asked for girl delivery, and what they ordered. Of course, they'll have all the same reporting views as described above. (The report will be emailed to the parent, too!).

At right you can see a detailed report for just a single girl's orders – Online Magazines at the top, then Online Nuts, and Nut Order Card – if she had any Promise orders (online, girl delivery), they would show as well. While too small to see here, below the girl's name it indicates how many emails she sent (that count applies automatically to any email-based reward, so once she sends the required number, that reward is shown as earned (see the *Troop MSOS Guide* for more on this).

For each of these reports, you can print, export as PDF or Excel, and you can email the report.

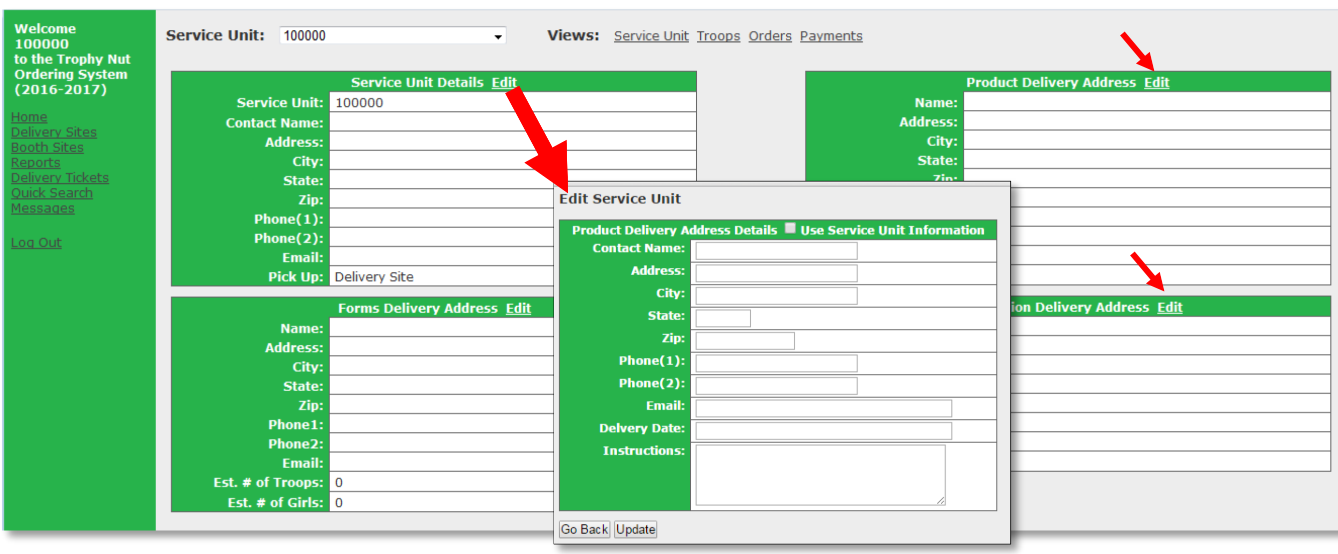


Let's look again at the M2OS dashboard and specifically at the bottom section labelled **Nut Sale Administration**. Here is where you will find shortcuts to tasks in TNOS. We'll start with the **TNOS Home Page** and run through them in the order that you'll use them.



Add/Update Contact Information

The first link you should click on is **TNOS Home Page**; this will launch TNOS in a second browser window (tab). You don't need to log in again, it just opens to your **Home** page. You can move back and forth between the two by clicking on the tabs in your browser (usually at the top).



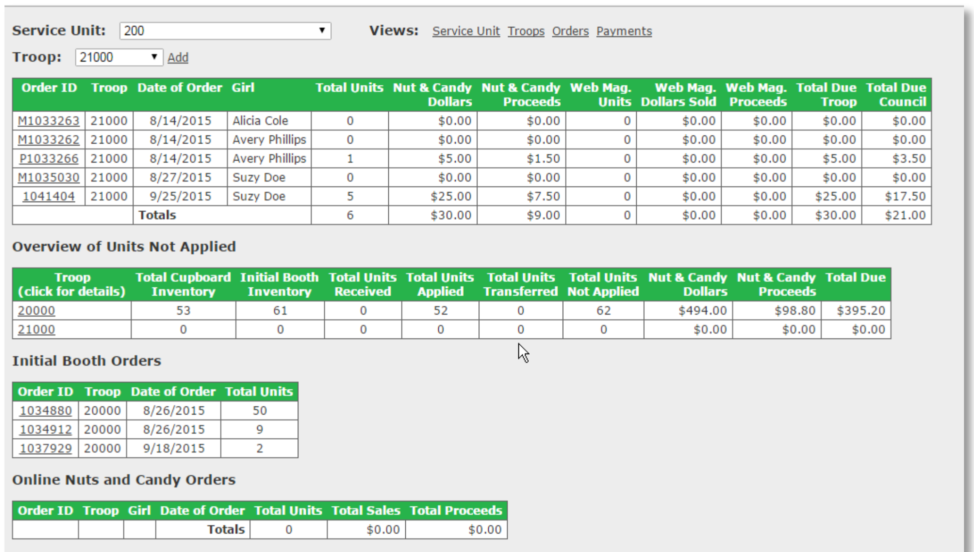
When you first access TNOS, you will want to make sure your contact information is correct. As shown on the screenshot above (top left section). Your information *may* be blank, so you will need to enter the missing information. Click **Edit**, in the **Service Unit Details** section and enter data in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

Next you may want to update the **Product Delivery Address** information (top right), if your product sales manager has asked you to. Just as with Service Unit Details, click **Edit** then **Update** when finished. The **Recognition Delivery Address** works the same way. For both, if the address is the same as what you put in Service Unit Details, you can click the check box next to Use Service Unit

Information. (Forms Delivery Address would have been completed by your Product Sales Manager, so you can disregard that section.)

Initial Booth/Assign Orders

At the start of the sale you will want to check here as orders placed as Initial Booth Order in TNOS will not show in M2OS until they are allocated to a girl. If the troop is ordering extra for a walkabout or a "lemonade stand," that allocation wouldn't come until the end of the sale. In making sure each participating troop has placed an order at the beginning, you will want to check here to get the complete picture (some troops may enter their entire order here, not individually in M2OS by girl).



Service Unit: 200 Views: Service Unit Troops Orders Payments

Troop: 21000 Add

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

Overview of Units Not Applied

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

Initial Booth Orders

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

Online Nuts and Candy Orders

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

You are looking at the section of the above screen that says **Initial Booth Orders**. Each troop that has entered an order will have a line item. Check to make sure the Total Units doesn't seem to be too much. Large orders may indicate they entered their entire order as Initial Booth Order, which if accurate is ok (though no longer recommended). If there are several entries, it implies they entered an Initial Booth Order entry for each girl. They should either remove all these orders and enter them for each girl in M2OS, or consolidate them into one single order. (Or you can if their deadline has passed.) Furthermore, you will be able to enter orders for troops who either chose not to enter per girl in M2OS, or did not enter their order at all (missed the deadline). You can enter either per girl in M2OS (recommended; see Paper Orders Entry on page 9) or as an Initial Booth Order here (see page 12).

You will want to return to this page at the end of the sale to see which troops have not allocated their non-assigned product to a girl. This information shows in the **Overview of Units Not Applied** section. If the troop's deadline has passed, you will be able to make those allocations for them. We'll cover that specifically shortly.

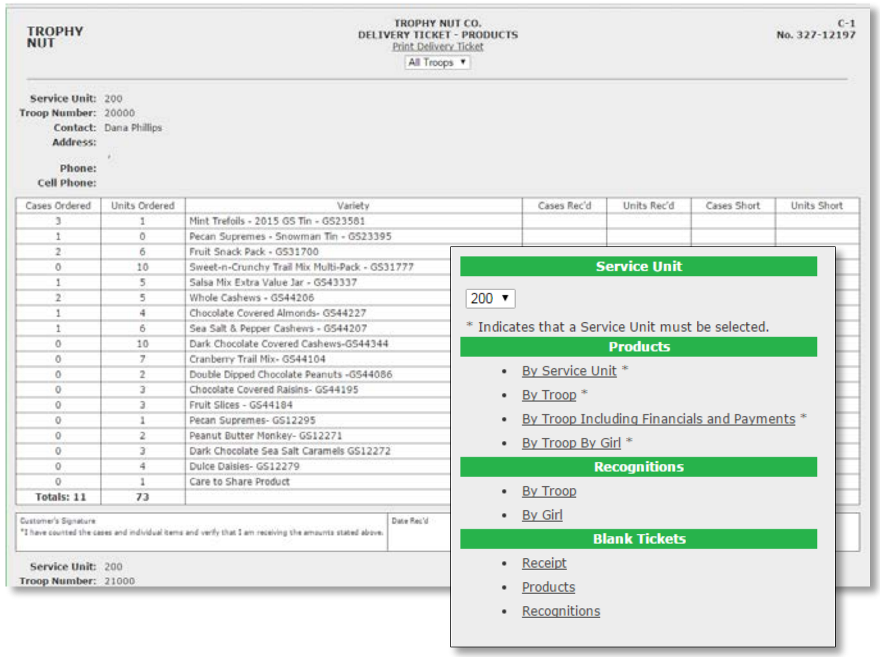
One last note on this page, you can view here (though more easily in M2OS – see View Reports on page 9) all the ordering activity by each of your troops (or select a troop from the drop down to filter). In the top section, order IDs that begin with a "P" are Promises; order IDs that begin with an "I" are Paper Order Entries (that is, from the order card); those that begin with an "M" are Magazines and those that begin with a "C" are allocations (product assigned from the Initial Booth Order). At the bottom is where you will see any online orders that were shipped to the customer.

Delivery Sites

The link from your M2OS dashboard to Delivery Sites will take you to the page where you can, yes, enter the information about your delivery site. However, *adding* delivery sites is covered in Appendix A because not every product sales manager will permit their service unit fall product chairs to add locations; some may permit only the creation of the schedule and the assigning of troops (although the service unit fall chair can permit troops to select their own time slot).

Delivery Tickets

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



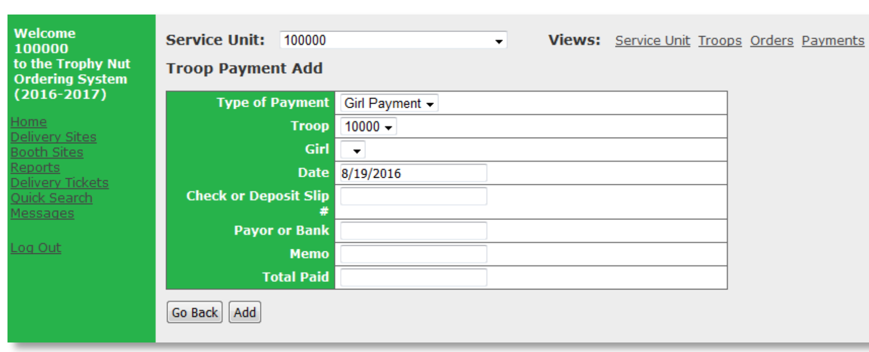
ACH Setup

ACH Setup is a link you may not need to make use of as a service unit fall product chair, as you do not necessarily have your troops' banking information, unless you ask them to provide it to you. To determine who has and who has not entered their information, however, we will run a report (see page 17). However, if for some reason a troop is unable to enter their own data and provides you the information to enter, you can select this link and enter the information on their behalf.

Financials

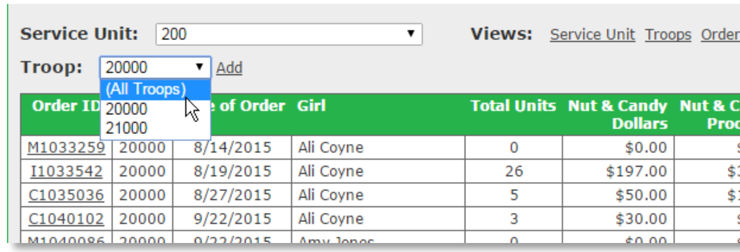
Financals takes you to the Orders page we viewed earlier when we were talking about the Initial Booth Order on page 12. You can see each girl's orders (whether a "promise," "order card order," "magazine" or, at the bottom of the data screen, "online").

Payment



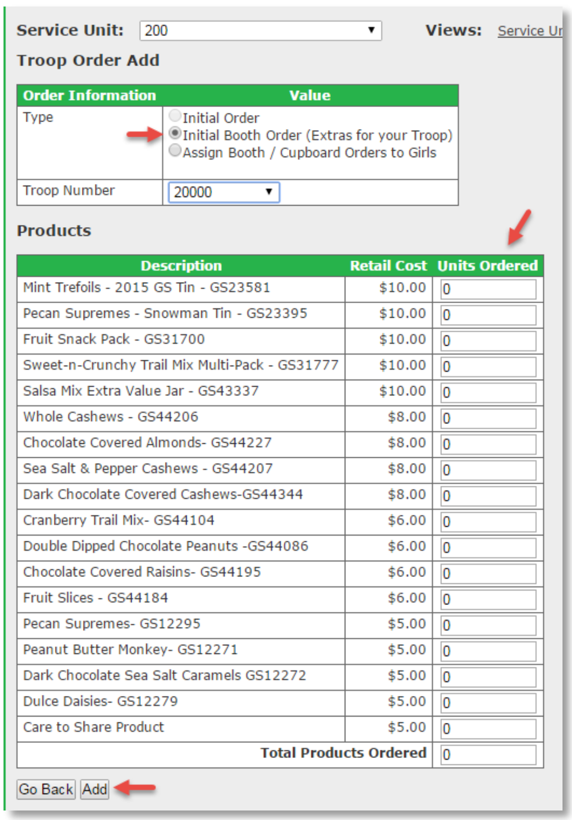
While troops should be entering Girl Payments as they are received, there may be an occasion where you need to enter a payment on behalf of a troop. Click Payments from your M2OS dashboard. *As of this writing, it takes you to the Add Payment form, where you can enter the payment. We have asked if the link could instead go to the payment summary, from which you would click Add on that page to get to this data entry screen. The summary will show you all of your* *troops, all of the payments they entered, and, once applicable, ACH debits council has made. You can view this info by clicking the Payments link in the Views menu in TNOS (located in the upper right of all TNOS pages).*

Entering The Initial Booth Order



Order ID	Troop	Date of Order	Girl	Total Units	Nut & Candy Dollars	Nut & Ca Proc
M1033259	20000	8/14/2015	Ali Coyne	0	$0.00	$
I1033542	20000	8/19/2015	Ali Coyne	26	$197.00	$3
C1035036	20000	8/27/2015	Ali Coyne	5	$50.00	$1
C1040102	20000	9/22/2015	Ali Coyne	3	$30.00	$

So... a troop has not entered their order for one or more reasons and now you need to enter that data. Ideally, you would have received from the troop each girl's order card orders and you are entering them in M2OS (see page 9). However, if they wanted to order everything as a single line item (or forgot to order extra for their walkabout or lemonade stand, you can enter it for them).



Order Information	Value
Type	Initial Order Initial Booth Order (Extras for your Troop) Assign Booth / Cupboard Orders to Girls
Troop Number	20000

Products

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

Click **Initial Booth/Assign Orders** from the M2OS dashboard. That takes you to the **Orders** page in TNOS (if you are already in TNOS, click **Orders** from the **Views** menu at the top).

A summary page will display, which is discussed more on page 12. To add the Initial Booth Order, select the troop from the dropdown list. Click **Add**, to open the order entry form, as shown below left.

Select the **Initial Booth Order** radio button. Enter how many cans of each variety are needed. Once you have entered the order, click **Add**.

It's important to mention here that troops will take the same action when allocating (assigning) product to their girls – whether it is from their initial order or from product transferred to them by another troop (including "round up" product you have transferred to them). They would click the **Assign Booth/Cupboard Orders to Girls** option instead. We cover this in the *Troop M2OS Guide* on page 14.

Transactions – Troop to Troop Transfers

Now that you have your "round up" product, having picked it up at delivery, what do you do with it? Hopefully, one or more of your troops needs more product to fill a late-received order. And that's where transactions – troop to troop transfers - comes in. The actions here work for whether you are transferring "round up" product to a troop, or you are entering a transfer of product from troop A to troop B. *Remember, if product is assigned to a girl (paper order entry, promise, or online) it **cannot** be transferred; if it was Initial Booth Order product assigned to a girl, it can be unassigned and reassigned or transferred.*

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

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

Reports
Delivery Tickets
Quick Search
Messages

Internet Manual

Log Out

Overview of Units Not Applied

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

While our example only shows one troop with product (and for our purposes, this is the service unit's round up), we shall pretend there are orders from nearly all the troops. Let's say that troop 6034 needs more product. We'd select 99991 from the table by clicking on the troop number. Their **Product Availability** data will show. This information is important -- you can see at a glance whether the troop from whom product is being transferred has enough available (unassigned/unallocated) items to transfer.

Log Out

Cranberry Trail Mix- GS44104	0	33	0	0	0	33
Dark Chocolate Covered Cashews-GS44344	0	48	0	0	0	48
Select Mix Nuts (With Peanuts) - GS44261	0	33	0	0	0	33
Chocolate Covered Raisins- GS44195	0	36	0	0	0	36
Chocolate Covered Almonds- GS44227	0	29	0	0	0	29
Whole Cashews - GS44206	0	31	0	0	0	31
Peppermint Bark - Whimsical SnowflakeTin - GS21775	0	12	0	0	0	12
Pecan Supremes - 4 Penguin Tin - GS21295	0	14	0	0	0	14
Mint Trefoils - 2014 GS Tin - GS23281	0	16	0	0	0	16

Orders Placed by Girl

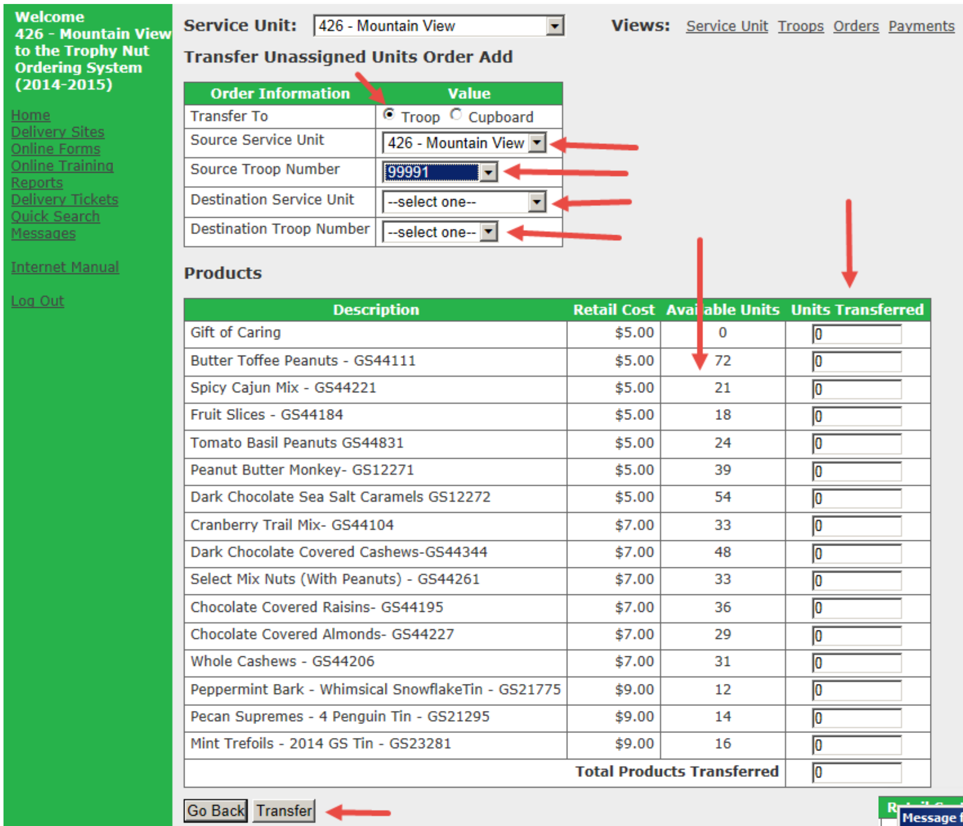
Girl	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts GS44831	Peanut Butter Monkey- GS12271	Dark Chocolate Sea Salt Caramels GS12272	Cranberry Trail Mix- GS44104	Dark Chocolate Covered Cashews- GS44344	Select Mix Nuts (With Peanuts) - GS44261	Chocolate Covered Raisins- GS44195	Chocol Cover Almon GS442
Totals												

Transfer Unassigned Units Orders Add

Go Back

If the product being transferred is Butter Toffee Peanuts and none are available, the transfer cannot go through – they are trying to transfer assigned product, which cannot be done. It would have to be unassigned from the/a girl first and *only* product that was assigned from an initial booth order entry can be unassigned. Orders that were entered as Paper Order entries (order card) or Promises (online, girl delivery) <u>*cannot*</u> be unassigned. If this was from an allocation (product assigned from the initial booth order), that entry *can be* edited, it returns to unassigned, and then the product is available to transfer.

At the bottom of the page, you see the link Transfer Unassigned Units Orders. Click **Add** and the form on the next page displays. Choose **Troop** as the **Transfer To** option. Leave the **Source**

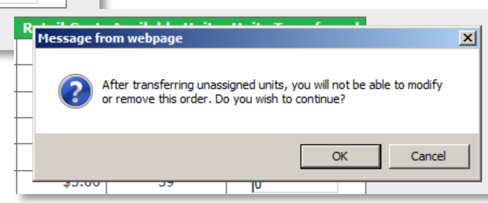


Order Information	Value
Transfer To	Troop Cupboard
Source Service Unit	426 - Mountain View
Source Troop Number	99991
Destination Service Unit	--select one--
Destination Troop Number	--select one--

Description	Retail Cost	Available Units	Units Transferred
Gift of Caring	$5.00	0	0
Butter Toffee Peanuts - GS44111	$5.00	72	0
Spicy Cajun Mix - GS44221	$5.00	21	0
Fruit Slices - GS44184	$5.00	18	0
Tomato Basil Peanuts GS44831	$5.00	24	0
Peanut Butter Monkey- GS12271	$5.00	39	0
Dark Chocolate Sea Salt Caramels GS12272	$5.00	54	0
Cranberry Trail Mix- GS44104	$7.00	33	0
Dark Chocolate Covered Cashews-GS44344	$7.00	48	0
Select Mix Nuts (With Peanuts) - GS44261	$7.00	33	0
Chocolate Covered Raisins- GS44195	$7.00	36	0
Chocolate Covered Almonds- GS44227	$7.00	29	0
Whole Cashews - GS44206	$7.00	31	0
Peppermint Bark - Whimsical SnowflakeTin - GS21775	$9.00	12	0
Pecan Supremes - 4 Penguin Tin - GS21295	$9.00	14	0
Mint Trefoils - 2014 GS Tin - GS23281	$9.00	16	0
		Total Products Transferred	0

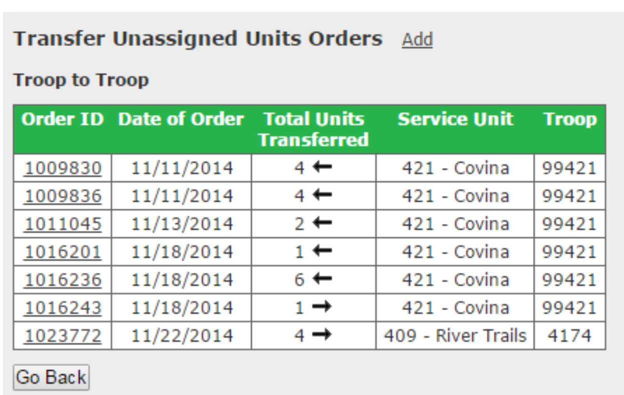
Service Unit as is. If you are transferring from your "troop" (round up) to another, leave the **Source Troop Number** as is otherwise select the source troop from the list. Select the **Destination Service Unit**, which in most cases will be your own service unit*. Then select the **Destination Troop Number**. In our example, we'd select 6034.

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



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

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



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

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

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

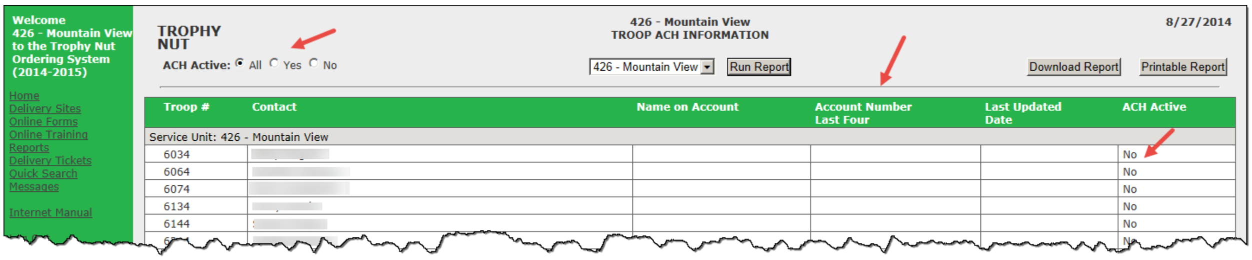
**If you are transferring product between a troop in your service unit to a troop in another service unit, then you need to contact your product sales manager, as service units cannot enter transfers between service units.*

Reports

In addition to the Reports available in M2OS, there are some reports you will need to run from TNOS – we'll cover a few of those available. One of the first you will run is **Troop ACH Information**, as this will tell you who has or has not entered their ACH information.

Troop Reports

Troop ACH Information



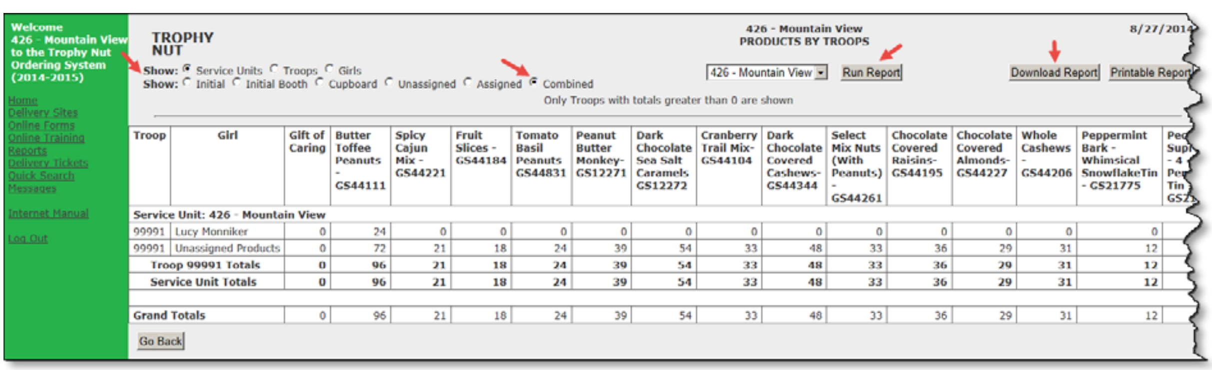
Troop #	Contact	Name on Account	Account Number Last Four	Last Updated Date	ACH Active
Service Unit: 426 - Mountain View					
6034					No
6064					No
6074					No
6134					No
6144					No

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

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

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

Products Ordered By Troop



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

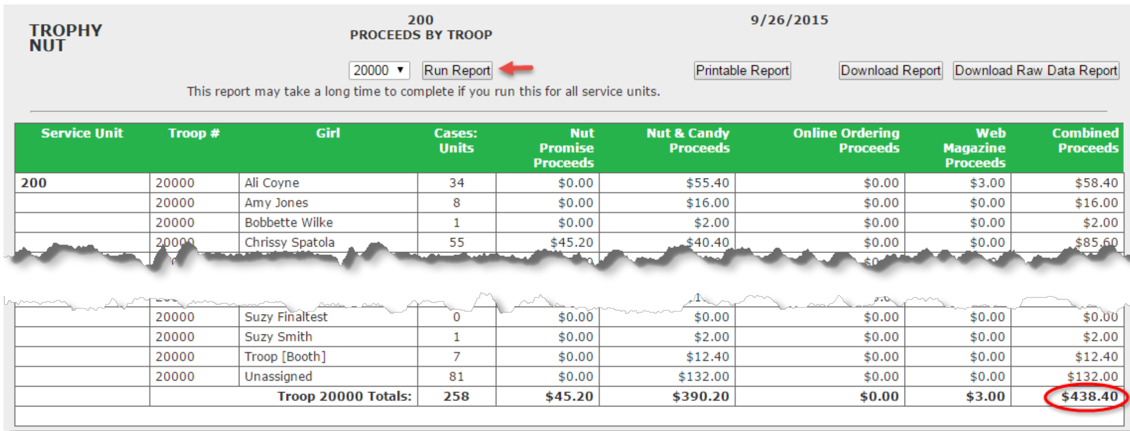
The **Products Ordered by Troop** report will give you a breakdown of what each troop has ordered, by girl, along with a total. This is the report you will want to use when determining whether you will need to make any adjustments to the order if something looks off.

There are reporting options available: **Initial Order**, **Initial Booth**, **Cupboard**, **Unassigned**, **Assigned** and **Combined**. In this example we selected Combined, as this will also give us the **Unassigned Products** (Initial Booth Order) so we can see exactly what the troop has ordered, especially if they only entered the Initial Booth Order. This report will only show the nut product, not magazines, since they are not a deliverable product like the nuts. And only M2OS "promise" orders will be included here, not those where the customer requested direct shipping.

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

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

Proceeds



TROPHY NUT

200
PROCEEDS BY TROOP

9/26/2015

20000 Run Report Printable Report Download Report Download Raw Data Report

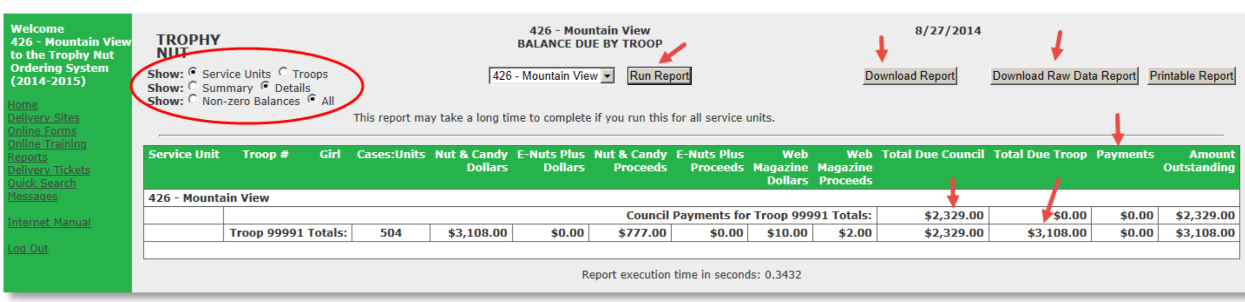
This report may take a long time to complete if you run this for all service units.

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

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

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

Balance Due



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

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TROPHY NUT

Show: Service Units Troops
Show: Summary Details
Show: Non-zero Balances All

426 - Mountain View
BALANCE DUE BY TROOP

8/27/2014

426 - Mountain View Run Report Download Report Download Raw Data Report Printable Report

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

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

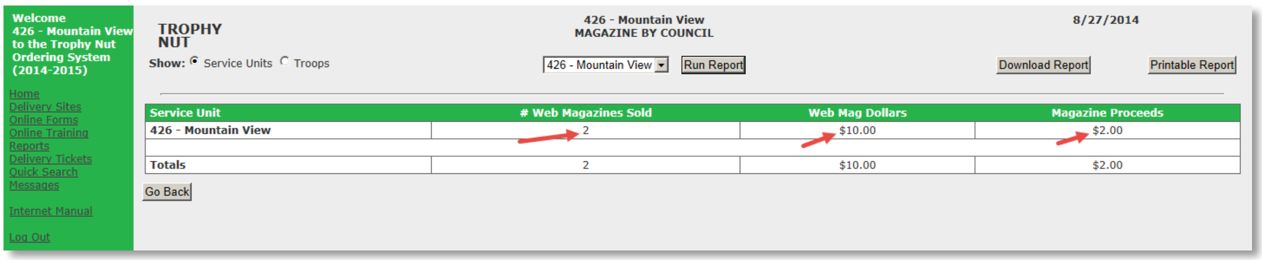
Report execution time in seconds: 0.3432

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

As the troop records **Payments** (see page 13 of the *Troop M2OS Guide*), you will see that reflected in the **Payments** column and the **Amount Outstanding** will update accordingly.

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

Magazine Summary

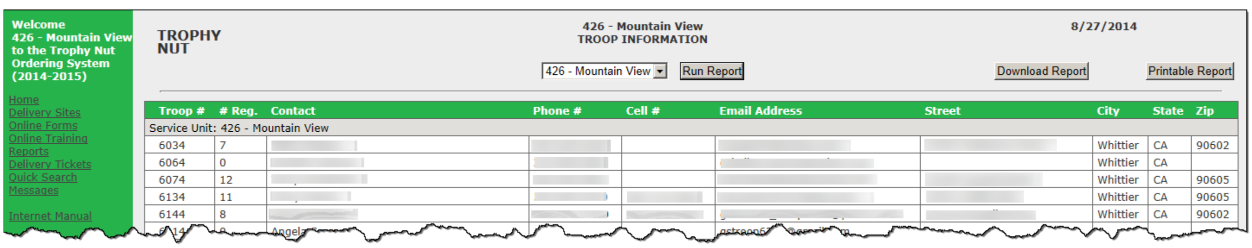


Service Unit	# Web Magazines Sold	Web Mag Dollars	Magazine Proceeds
426 - Mountain View	2	$10.00	$2.00
Totals	2	$10.00	$2.00

As the counterpart to the **Products Ordered by Troop** report, there is the **Magazine Summary**. Here you will see a summary of what your troops sold online, the dollars, and then total proceeds. (The report in M2OS will give you more detail down to what magazines were sold!).

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

Troop Information

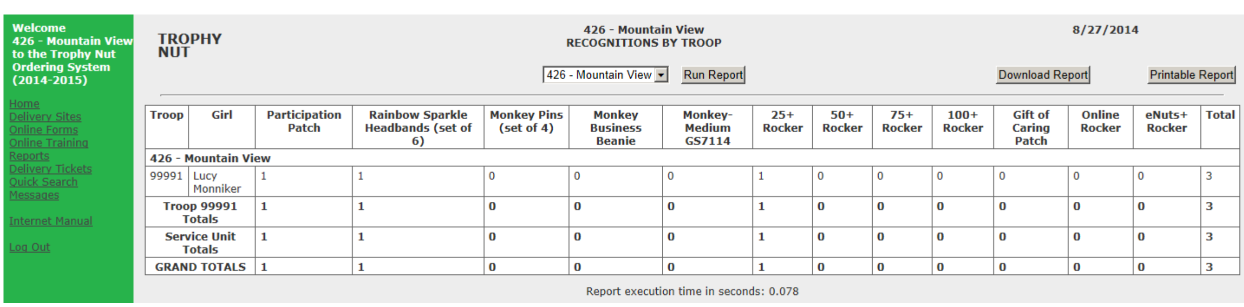


Troop #	# Reg.	Contact	Phone #	Cell #	Email Address	Street	City	State	Zip
Service Unit: 426 - Mountain View									
6034	7						Whittier	CA	90602
6064	0						Whittier	CA	
6074	12						Whittier	CA	90605
6134	11						Whittier	CA	90605
6144	8						Whittier	CA	90602

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

Recognitions (Rewards) Earned by Troop

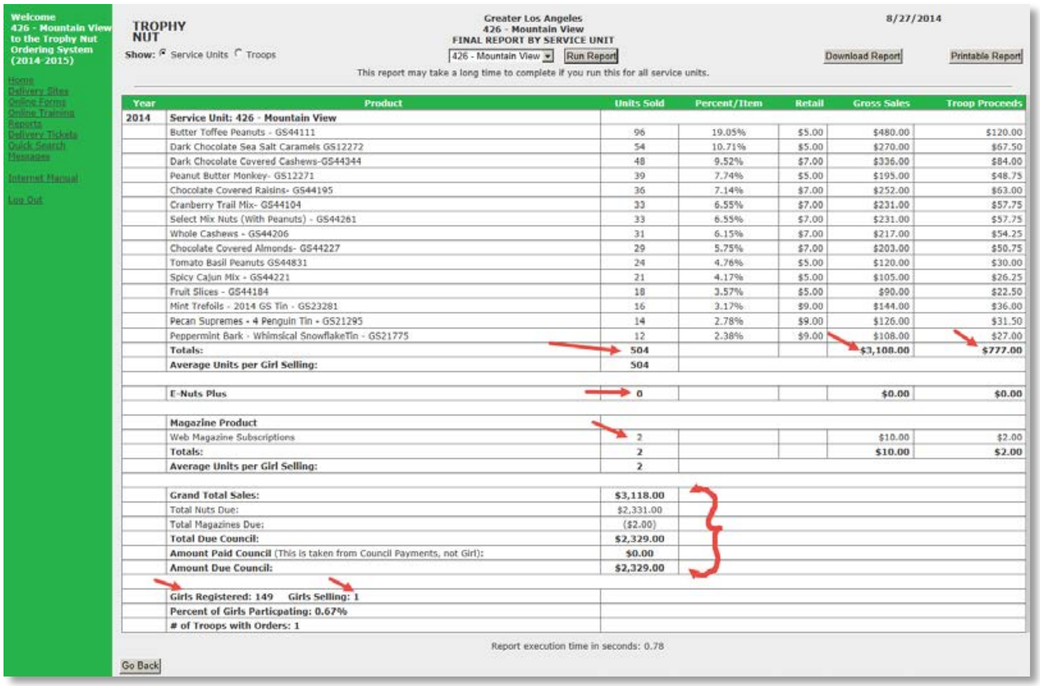
When it comes time to distribute rewards (recognitions) to your troops, you can run this report to know what each troop receives so they can distribute it to their girls. It is, as you can see above, listed down to the girl. But, as you can click **Download Report** to get an Excel editable version of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



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

Final Report

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



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

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TROPHY NUT

Greater Los Angeles
426 - Mountain View
FINAL REPORT BY SERVICE UNIT

8/27/2014

Show: Service Units Troops

426 - Mountain View | Run Report | Download Report | Printable Report

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

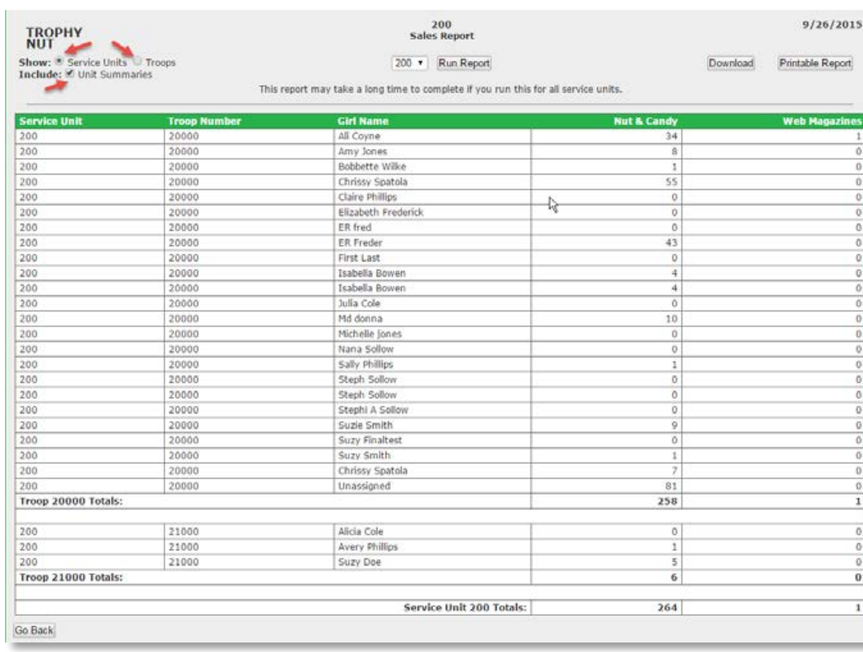
Year	Product	Units Sold	Percent/Item	Retail	Gross Sales	Troop Proceeds
2014	Service Unit: 426 - Mountain View					
	Butter Toffee Peanuts - GS44111	96	19.05%	$5.00	$480.00	$120.00
	Dark Chocolate Sea Salt Caramels GS12272	54	10.71%	$5.00	$270.00	$67.50
	Dark Chocolate Covered Cashews-GS44344	48	9.52%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

Report execution time in seconds: 0.78

Go Back

Sales Report

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



TROPHY NUT

200
Sales Report

9/26/2015

Show: Service Units Troops
Include: Unit Summaries

200 | Run Report | Download | Printable Report

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

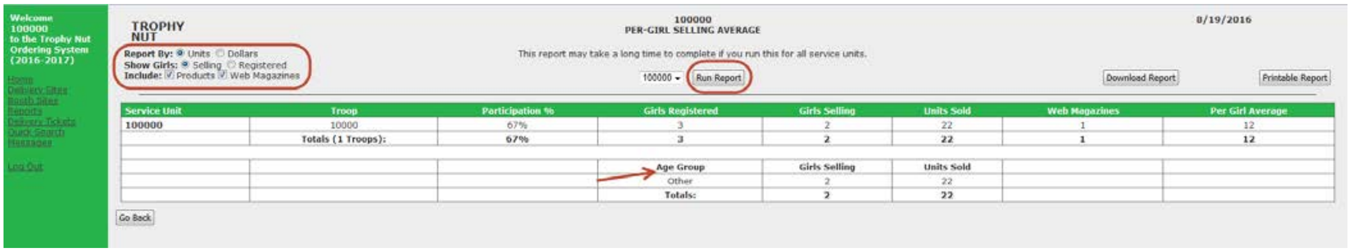
Service Unit	Troop Number	Girl Name	Nut & Candy	Web Magazines
200	20000	Ali Coyne	34	1
200	20000	Amy Jones	8	0
200	20000	Bobbette Wilke	1	0
200	20000	Chrissy Spatola	55	0
200	20000	Claire Phillips	0	0
200	20000	Elizabeth Frederick	0	0
200	20000	ER fred	0	0
200	20000	ER Freder	43	0
200	20000	First Last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

Go Back

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

Service Unit Reports

PGA/Age Group


Welcome 100000 to the Trophy Nut Ordering System (2016-2017)
Home
Delivery Sites
Booth Sites
Reports
Delivery Tickets
Quick Search
Messages
Log Out

TROPHY NUT

100000
PER-GIRL SELLING AVERAGE

8/19/2016

Report By: Units Dollars
Show Girls: Selling Registered
Include: Products Web Magazines

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

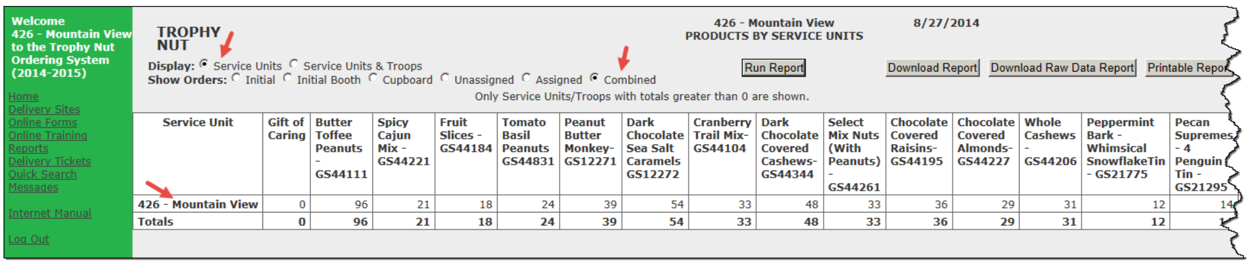
100000 Run Report Download Report Printable Report

Service Unit	Troop	Participation %	Girls Registered	Girls Selling	Units Sold	Web Magazines	Per Girl Average
100000	10000	67%	3	2	22	1	12
	Totals (1 Troops):	67%	3	2	22	1	12
			Age Group	Girls Selling	Units Sold		
			Other	2	22		
			Totals:	2	22		

Go Back

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

Products By Service Unit


Welcome 426 - Mountain View to the Trophy Nut Ordering System (2014-2015)
Home
Delivery Sites
Online Forms
Online Training
Reports
Delivery Tickets
Quick Search
Messages
Internet Manual
Log Out

TROPHY NUT

426 - Mountain View
PRODUCTS BY SERVICE UNITS

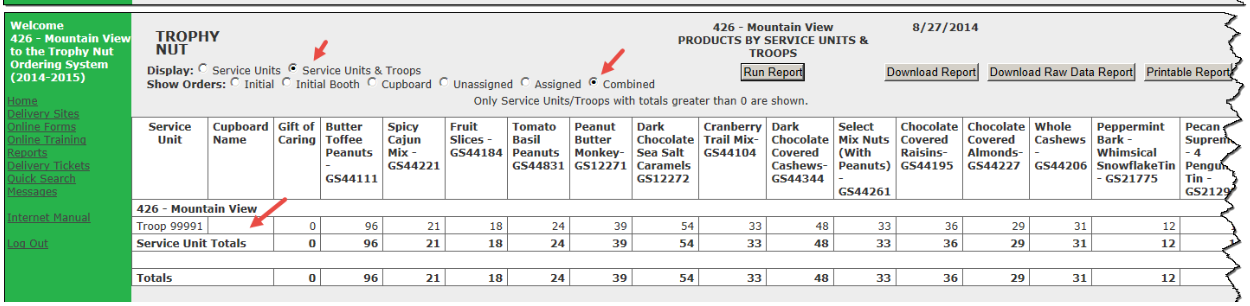
8/27/2014

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

Run Report Download Report Download Raw Data Report Printable Report

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

Service Unit	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts GS44831	Peanut Butter Monkey- GS12271	Dark Chocolate Sea Salt Caramels GS12272	Cranberry Trail Mix- GS44104	Dark Chocolate Covered Cashews- GS44344	Select Mix Nuts (With Peanuts) - GS44261	Chocolate Covered Raisins- GS44195	Chocolate Covered Almonds- GS44227	Whole Cashews - GS44206	Peppermint Bark - Whimsical SnowflakeTin - GS21775	Pecan Supremes - 4 Penguin Tin - GS21295
426 - Mountain View	0	96	21	18	24	39	54	33	48	33	36	29	31	12	14
Totals	0	96	21	18	24	39	54	33	48	33	36	29	31	12	1


Welcome 426 - Mountain View to the Trophy Nut Ordering System (2014-2015)
Home
Delivery Sites
Online Forms
Online Training
Reports
Delivery Tickets
Quick Search
Messages
Internet Manual
Log Out

TROPHY NUT

426 - Mountain View
PRODUCTS BY SERVICE UNITS & TROOPS

8/27/2014

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

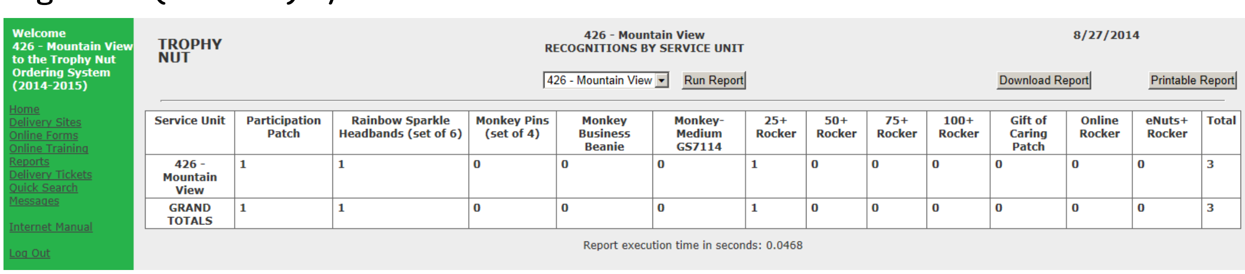
Run Report Download Report Download Raw Data Report Printable Report

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

Service Unit	Cupboard Name	Gift of Caring	Butter Toffee Peanuts - GS44111	Spicy Cajun Mix - GS44221	Fruit Slices - GS44184	Tomato Basil Peanuts GS44831	Peanut Butter Monkey- GS12271	Dark Chocolate Sea Salt Caramels GS12272	Cranberry Trail Mix- GS44104	Dark Chocolate Covered Cashews- GS44344	Select Mix Nuts (With Peanuts) - GS44261	Chocolate Covered Raisins- GS44195	Chocolate Covered Almonds- GS44227	Whole Cashews - GS44206	Peppermint Bark - Whimsical SnowflakeTin - GS21775	Pecan Suprem - 4 Pengu Tin - GS2129
426 - Mountain View																
Troop 99991		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Service Unit Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	
Totals		0	96	21	18	24	39	54	33	48	33	36	29	31	12	

Just as there was a Products By Troop report (see page 17), as a service unit fall product chair, you also have the **Products By Service Unit** report. This provides you with the same information as the Troop report, with various options. By default, it will summarize your entire service unit order, by variety (top example). But, you could select **Service Units & Troops** and get the data by **Troop** (bottom example).

Recognitions (Rewards) By Service Unit


Welcome 426 - Mountain View to the Trophy Nut Ordering System (2014-2015)
Home
Delivery Sites
Online Forms
Online Training
Reports
Delivery Tickets
Quick Search
Messages
Internet Manual
Log Out

TROPHY NUT

426 - Mountain View
RECOGNITIONS BY SERVICE UNIT

8/27/2014

426 - Mountain View Run Report Download Report Printable Report

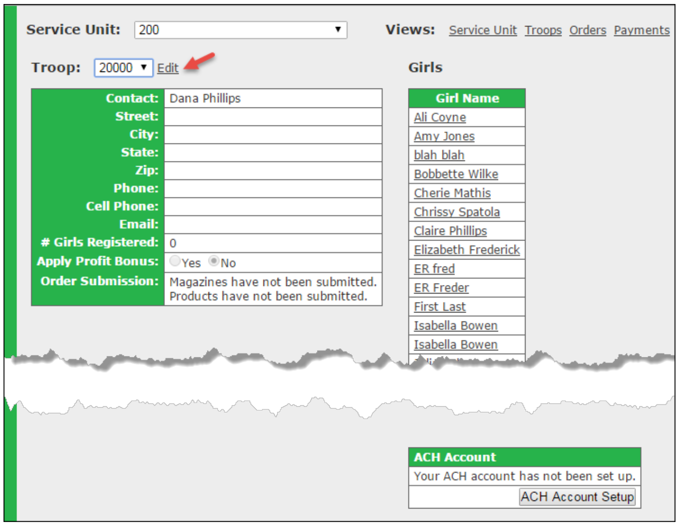
Service Unit	Participation Patch	Rainbow Sparkle Headbands (set of 6)	Monkey Pins (set of 4)	Monkey Business Beanie	Monkey-Medium GS7114	25+ Rocker	50+ Rocker	75+ Rocker	100+ Rocker	Gift of Caring Patch	Online Rocker	eNuts+ Rocker	Total
426 - Mountain View	1	1	0	0	0	1	0	0	0	0	0	0	3
GRAND TOTALS	1	1	0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

Report execution time in seconds: 0.0468

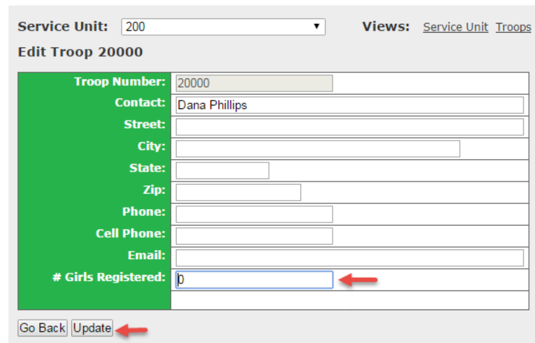
Need to know how many of each recognition item you should expect for the service unit? This report will give you a summary.

Editing A Troop

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



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



If a troop has not entered their banking information, you will be able to enter it for them. See page 13 of the *Troop M2OS Guide*.

APPENDIX A – CREATING AND ASSIGNING DELIVERY TIMES

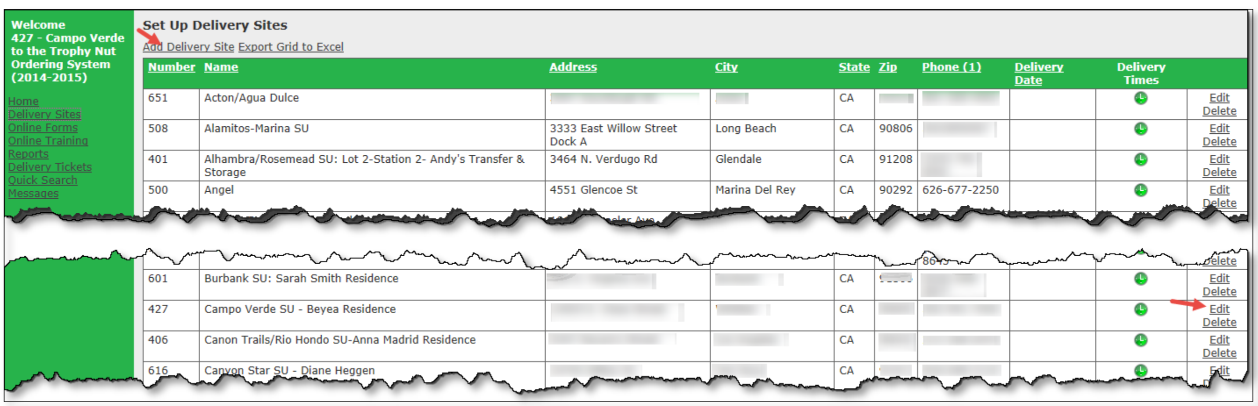
Depending on the choice made by you and your product sales manager, you may be able to add a delivery site and/or create a schedule for troops to pick up their Initial Order. If you choose to, you can let your troops select their own time slots, or select for them.

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

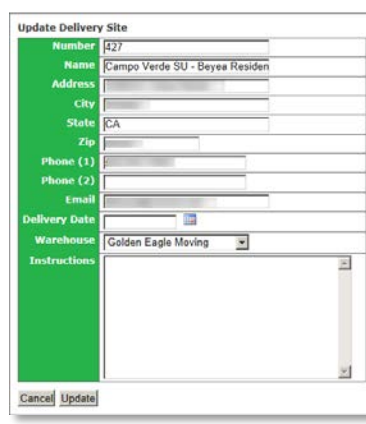
However, if you are allowed to create your location and set up the pick up schedule, this section will go through the steps.

Adding A Location

If you are permitted by your product sales manager to add your own location information, first select **Delivery Sites** from the M2OS dashboard or the TNOS navigation menu. It will display a screen like that shown below. You will see a list of all the locations in the Council. To edit the information for *your* location, click **Edit** in the last column. If your location is **not** listed, click **Add Delivery Site.**



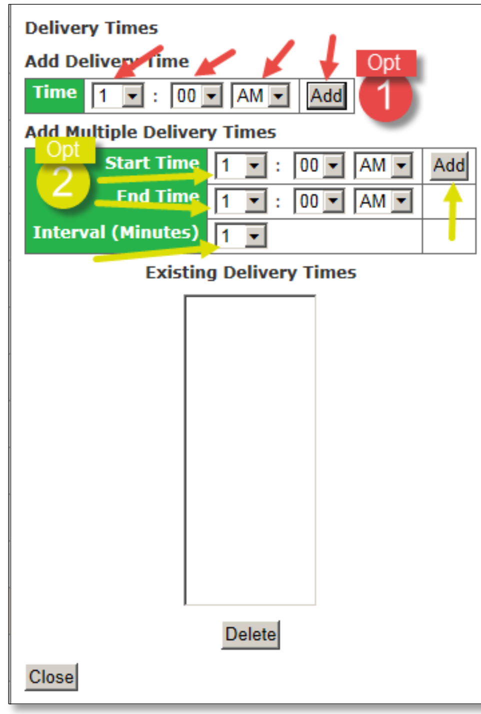
In **option A**, you will see the form at the right. Edit any of the information that needs to be updated – address, contact phone numbers, and, if known, the date of the delivery (you can also come back to this when you know that date), warehouse sourcing your delivery (and delivery can also mean pick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



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

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

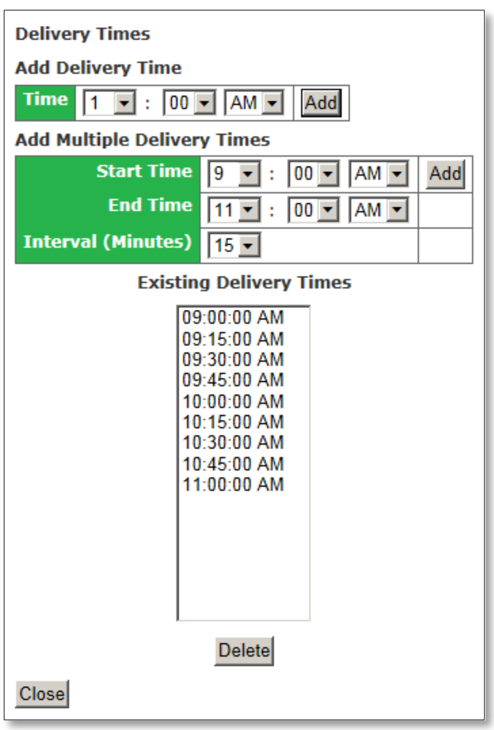
Creating The Schedule



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

1. Option 1 (red): You can enter each start time individually by selecting the hour, minute, AM or PM, and then clicking **Add**
   a. Helpful if you need to add just a single time slot to an existing schedule, or if your schedule has varying intervals.

2. Option 2 (gold): You can add multiple delivery times at once by entering a start time, end time, interval (in minutes from the list), then click **Add**.
   a. The max number of minutes is 15 minutes but... there's a way around that -- you can set up the schedule, and then *delete* times you don't need, if you want a greater range than 15 minutes.



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

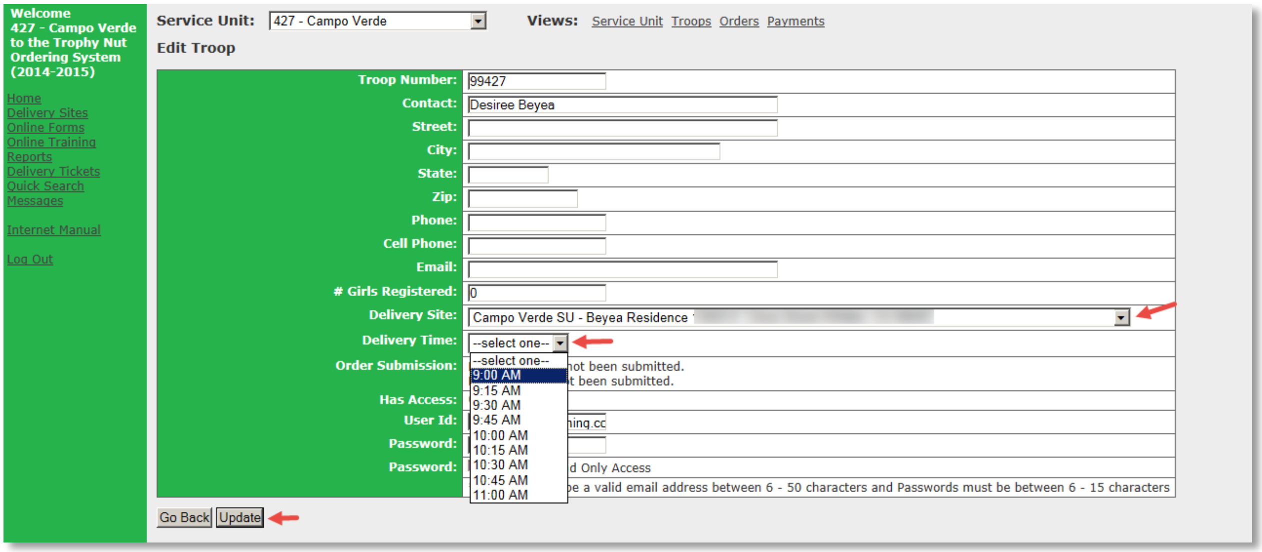
If the schedule is done to your satisfaction, click **Close**.

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

Assigning Troops To The Schedule

If you opt to assign your troops to your schedule rather than let them self-select, you will need to go to each troop (from the **Views** menu select **Troops**, as shown on the next page). Next to each troop number, select **Edit** (as we did when editing the troop). You will see two fields – **Delivery Site** and **Delivery Time**. For Delivery Site, although you will see every location entered, you need to make sure you select the location(s) you (or your PSM) entered for your service unit. Then in Delivery Time you will see the available slots. Once a location and time have been selected, click Update to save the data.

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


Welcome
427 - Campo Verde
to the Trophy Nut
Ordering System
(2014-2015)
Home
Delivery Sites
Online Forms
Online Training
Reports
Delivery Tickets
Quick Search
Messages
Internet Manual
Log Out
Service Unit: 427 - Campo Verde
Views: Service Unit Troops Orders Payments
Edit Troop
Troop Number: 99427
Contact: Desiree Beyea
Street:
City:
State:
Zip:
Phone:
Cell Phone:
Email:
Girls Registered: 0
Delivery Site: Campo Verde SU - Beyea Residence
Delivery Time: --select one--
--select one--
9:00 AM
9:15 AM
9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM
10:45 AM
11:00 AM
Order Submission:
not been submitted.
t been submitted.
Has Access:
User Id:
ning.cc
Password:
Password:
d Only Access
be a valid email address between 6 - 50 characters and Passwords must be between 6 - 15 characters
Go Back
Update