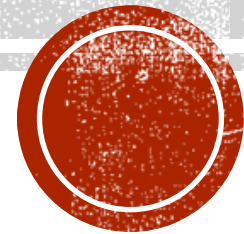


# POPCORN SYSTEM



# POPCORN SYSTEM

## UNIT LEADERS



1. Log into Popcorn System at [Scouting.Trails-End.com](https://Scouting.Trails-End.com)
2. \*New: Each user will be emailed a Username and instructions to reset their password

### **Unit Functions:**

- Place Unit Order – Show N Sell
- Place a Unit Order – Take Order
  - Manage Scouts
  - Place Scout Orders
- Edit Unit Order
- Track Scout Sales



# POPCORN SYSTEM

UNIT LEADERS



## Placing a Unit Order

## No Scout Orders (Show and Sell)



# POPCORN SYSTEM



## PLACING A UNIT ORDER – NO SCOUT ORDERS (SHOW AND SELL)

1. Click the Unit Orders tab
2. Click the New Unit Order button to open the ordering screen

A screenshot of the MyScout Adventures web interface. The top navigation bar is blue and contains the text "Order Testing Unit" and "unit". Below this is a horizontal menu with tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "UNIT ORDERS" tab is circled in red. Below the tabs is a dropdown menu showing "Fall 2016". Below the dropdown is a blue bar containing two buttons: "New Unit Order" and "Export to Excel". The "New Unit Order" button is circled in red. Below the blue bar is a table header with columns: "Date", "Delivery", "Status", and "Actions".



# POPCORN SYSTEM



## PLACING A UNIT ORDER – NO SCOUT ORDERS (SHOW AND SELL)

3. To populate the ordering fields, select the appropriate Selling Campaign and Order (Delivery) from the dropdown menus

New Unit Order

Fall 2016 Show N Sell - Case

Save Submit

Product	QTY Interval	Order Adj(+ or -) CASE	Council Order
			CASE Total: 0

Save









# POPCORN SYSTEM



## PLACING A UNIT ORDER – NO SCOUT ORDERS (SHOW AND SELL)

- Using the Order Adj (Order Adjustment) column, enter the quantity of cases (or cases & containers in some cases) next to each product. The Council Order field will reflect the final order quantity placed to your Council for order.
- Click Save to save the amounts, or Submit to send the order to your Council for approval

Product	QTY Interval	Order Adj(+ or -)	Council Order
 \$50 Military Donation	1:1	5	cs: 5
 18pk Unbelievable Butter Microwave	6:1	4	cs: 4
 18pk Butter Light Microwave	6:1	10	cs: 10
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	7	cs: 7
 Jalapeno Cheddar	12:1	6	cs: 6
 White Cheddar Cheese	12:1	11	cs: 11
Total: 43			

CS: Case CT: Container QTY Interval: Containers per Case



# POPCORN SYSTEM

UNIT LEADERS



## Placing a Unit Order Scout Orders (Take Order)



# POPCORN SYSTEM

## PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)



For the Take Order, some Councils may require unit leaders to enter the amount of each product sold for each selling Scout in their unit. Scouts can be entered into the Trail's End system two ways:

1. Scouts register an account at Trails-End.com and choose your unit to support.
2. Unit Leader creates a new Scout for the Scouts that do not have a registered account.





# POPCORN SYSTEM

## SCOUT MANAGEMENT



1. Click on the Scouts tab
2. Scouts with registered online selling accounts affiliated with your unit will already be in the Scout list
3. To create a new Scout, click the New Scout button, and enter the Scout's first and last name
4. Use the edit and delete buttons to maintain your Scout list

A screenshot of a web application interface for Scout Management. The top navigation bar is dark blue with the text "Order Testing Unit" and "unit" below it. Below the navigation bar is a horizontal menu with tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "SCOUTS" tab is highlighted with a red circle. Below the menu is a table with a "New Scout" button and an "Export to Excel" button. The "New Scout" button is also circled in red, and a red arrow points from it to a modal form titled "Scout". The modal form has two input fields: "First Name:" and "Last Name:". At the bottom of the modal are "Cancel" and "Submit" buttons. The background of the interface is a light gray color.



# POPCORN SYSTEM

## ENTER SCOUT ORDERS



1. Click the New Order button next to the Scout you want to open the New Scout Order screen

A screenshot of the MyScout Adventures web application interface. The top navigation bar is blue and contains the text "Robs Unit unit". Below this is a horizontal menu with tabs: "DETAIL", "CONTACTS", "SCOUTS" (which is selected and underlined), "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". Below the menu is a table with a blue header bar containing "New Scout" and "Export to Excel". The table has two columns: "Name" and "Actions". The "Name" column lists three scouts: "Rob B", "Chris N", and "Stuart A". The "Actions" column for each scout contains three buttons: "New Order", a search icon, and a trash icon. The "New Order" button for the first scout, "Rob B", is highlighted with a red rectangular box.



# POPCORN SYSTEM

## ENTER SCOUT ORDERS



2. Using the dropdown menus, select a campaign and a delivery (order) to display the Scout ordering form
3. Enter the quantity of containers sold of each item by the Scout
4. Click Save

Select Campaign Choose Delivery...

Product	QTY Interval	Total QTY
White Chocolatey Pretzels Bag	12:1	1
\$50 Military Donation	1:1	1
Chocolate Lover's Collection Tin	1:1	1
Sweet & Savory Collection Box	1:1	1
18pk Unbelievable Butter Microwave	6:1	0
18pk Butter Light Microwave	6:1	0
Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	0
Jalapeno Cheddar	12:1	0
White Cheddar Cheese	12:1	0
Total:		4



# POPCORN SYSTEM

## VIEW SCOUT ORDERS



1. To view Scout Orders, click the Scout Orders tab
2. From the dropdown menu, select the campaign for which you want to view Scout Orders
3. All saved Scout Orders will be listed

A screenshot of a web application interface. At the top, there is a blue header with the text "Order Testing Unit" and "unit" below it. Below the header is a navigation bar with several tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "SCOUT ORDERS" tab is highlighted with a red circle. Below the navigation bar is a dropdown menu showing "Fall 2016" with a downward arrow, which is also highlighted with a red box. Below the dropdown menu is a blue bar with the text "Scout Tracking" and an "Export to Excel" button. Below this bar is a table with columns: "Date", "Scout", "Delivery", "Status", "Paid", and "Actions". Each column has a downward arrow indicating it is sortable. The table is currently empty.



# POPCORN SYSTEM



## PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

1. Once you have saved all of your Scouts' orders, click the Unit Orders tab
2. Click the New Unit Order Button to open the Unit Ordering Screen

A screenshot of the MyScout Adventures web interface. The top navigation bar is blue and contains the text "Order Test Unit" and "unit". Below this is a horizontal menu with tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "UNIT ORDERS" tab is circled in red. Below the tabs is a dropdown menu for "Fall 2016". Below the dropdown is a blue action bar with two buttons: "New Unit Order" and "Export to Excel". The "New Unit Order" button is circled in red. Below the action bar is a table header with columns: "Date", "Delivery", "Status", and "Actions".



# POPCORN SYSTEM



## PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

- Using the dropdown menus, select the campaign and the delivery (order) to display the ordering fields.

Select Campaign ▼ Choose Delivery... ▼ Save Submit

Product	QTY Interval	Order Adj(+ or -)	Council Order
			Total: <input type="text" value="0"/>

Save



# POPCORN SYSTEM



## PLACING A UNIT ORDER – SCOUT ORDERS (TAKE ORDER)

4. The total need column will aggregate the quantity of all your Scout Orders
5. Enter a positive or negative integer in the Order Adj to adjust the order to your Council (reduce order quantity for on hand inventory)
6. Click Save to save the amounts, or Submit to send the order to your Council for approval

Product	Total Need	QTY Interval	Order Adj(+ or -)	Council Order	Surplus/Shortage
White Chocolatey Pretzels Bag	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
\$50 Military Donation	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Chocolate Lover's Collection Tin	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Sweet & Savory Collection Box	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
18pk Unbelievable Butter Microwave	cs: 0 ct: 0	6:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
18pk Butter Light Microwave	cs: 0 ct: 0	6:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Jalapeno Cheddar	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
White Cheddar Cheese	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0

Total: 0

Save Submit

CS: Case CT: Container QTY Interval: Containers per Case







# POPCORN SYSTEM

## EDIT A UNIT ORDER



1. Click the Unit Orders tab
2. Using the dropdown menu, select a campaign to display your created Unit Orders
3. Click the magnifying glass next to the unit order you wish to edit

The screenshot shows the MyScout Adventures interface for a "Test Unit". The "UNIT ORDERS" tab is selected and circled in red. A dropdown menu for "Fall 2016" is also circled in red. Below the dropdown, there are buttons for "New Unit Order" and "Export to Excel". A table displays unit orders with columns for Date, Delivery, Status, and Actions. The "Actions" column for the first row contains a magnifying glass icon, which is circled in red.

Date	Delivery	Status	Actions
2016/07/06	Scout Take Order 2016/07/01	pending	 
2016/07/06	Scout SNS 2016/08/11	pending	 





# POPCORN SYSTEM

## SCOUT SALES TRACKING



1. Click the Scout Orders tab
2. Click the Scout Tracking button to open the Scout Sales Tracking page

A screenshot of a web application interface. At the top, there is a blue header bar with the text "Order Test Unit" and "unit" below it. Below the header is a navigation menu with tabs: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", and "COMMISSIONS". The "SCOUT ORDERS" tab is circled in red. Below the navigation menu is a dropdown menu showing "Fall 2016". Below the dropdown is a blue bar with two buttons: "Scout Tracking" and "Export to Excel". The "Scout Tracking" button is circled in red. Below the blue bar is a table header with columns: "Date", "Scout", "Delivery", "Status", "Paid", and "Actions". Each column has a downward arrow next to it. In the bottom right corner of the page, there is a small red circular icon.

# POPCORN SYSTEM

## SCOUT SALES TRACKING



- Using the dropdown menu, select a campaign
- Orders that do not require Scout Orders will have editable boxes to type in a sales dollar amount
- Orders that require Scout Orders are hyperlinked to enter or edit Scout Orders. Once a Scout order is saved, retail dollar amount of the Scout order will be displayed
- The retail amount of a Scout's online sales will be displayed (for registered Scouts only)
- The Total column will display the total retail value of a Scouts total sales over all orders

Fall 2016 ▼

Scout Name	Show N Sell - Case Order Date: 2016/08/16	Take Order - Container Order Date: 2016/08/16	Online Total	Total
Example Scout 1	0	<a href="#">Enter Order</a>		0
Example Scout 2	0	<a href="#">Enter Order</a>		0
	0	0		

