

Placing a Unit Order – Take Order (Scout Orders Required)

1. Click the **Scout Tracking** button.



2. On the Scout Tracking page, double check to make sure that the current campaign is set (This automatically defaults to the current year).



3. If your Council requires Scout orders, the order column will have a hyperlink called Enter Order. Click **Enter Order** next to each Scout to begin placing Scout Orders.

The screenshot shows a table with the following data:

Scout Name	Show N Sell	Take Order Paper
Alex Wittenbaum	0	Enter Order
John Andrews	0	Enter Order
Johnny Appleseed	0	Enter Order
Nathan Smith	0	Enter Order
	0	0

- Double check to make sure that the current campaign is set (This automatically defaults to the current year) and select the **correct order** from the Choose Delivery dropdown menu to populate the Scout ordering screen.

New Scout Order

Alex Wittenbaum

Fall 2017 ▼
Choose Delivery... ▼
Save

Product	QTY Interval Containers:	Total QTY Total: 0
	0	

Save

- Enter the quantity sold in containers of each product by the Scout, and then click the **Save** button. The quantities entered for all Scouts will aggregate in your unit popcorn order in the Total Need column.

New Scout Order

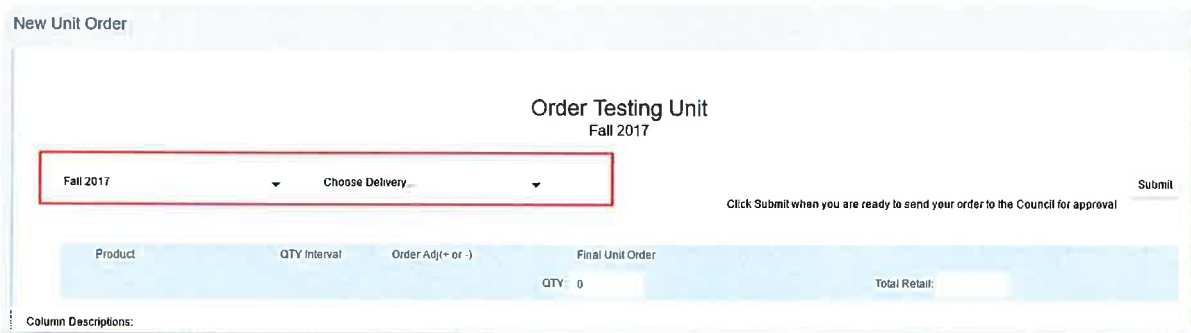
Save

Product	QTY Interval	Total QTY	
White Chocolatey Pretzels Bag	12:1	2	⊕ ⊖
\$50 Military Donation	1:1	1	⊕ ⊖
Chocolate Lover's Collection Tin	1:1	1	⊕ ⊖
18pk Kettle Corn Microwave	1:1	1	⊕ ⊖
18pk Unbelievable Butter Microwave	6:1	1	⊕ ⊖
White Cheddar Cheese	6:1	1	⊕ ⊖
Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	1	⊕ ⊖
Jalapeno Cheddar	12:1	1	⊕ ⊖

- Once you have entered Scout Orders for all of your Scouts, click the **Order Popcorn** button.



7. From the dropdown menus, double check to make sure that the current campaign is set (This automatically defaults to the current year) and select the appropriate order to populate the product ordering rows.



8. Once the product rows populate, you are ready to enter your unit Take Order. The **Total Need** column is the aggregate of all of your Scout Orders. Use the Order Adj to enter/adjust the unit order to the Council (CS = Case, CT = Container). The Council Order column reflects the final quantity of the order submitted to your Council, and the Surplus/Shortage column shows if your order to the Council is more or less than the Scout need.

**You may have inventory leftover from a previous order. If you plan to use leftover inventory to fulfill your Scouts Orders, negatively adjust the order quantity so that you do not over order.*

9. Click **Submit** to send your order to your Council for approval, or click **Save** to save the quantities in your order to be submitted at a later time.

Product	Total Need	QTY Interval	Order Adj(+ or -)	Final Unit Order	Surplus/Shortage
White Chocolatey Pretzels Bag	cs: 8 ct: 5	12:1	cs: 0 ct: 0	cs: 8 ct: 6	ct: 1
\$50 Military Donation	cs: 101 ct: 0	1:1	cs: 0 ct: 0	cs: 102 ct: 0	ct: 1
Chocolate Lover's Collection Tin	cs: 101 ct: 0	1:1	cs: 0 ct: 0	cs: 102 ct: 0	ct: 1
18pk Kettle Corn Microwave	cs: 101 ct: 0	1:1	cs: 0 ct: 0	cs: 102 ct: 0	ct: 1
18pk Unbelievable Butter Microwave	cs: 16 ct: 5	6:1	cs: 0 ct: 0	cs: 17 ct: 0	ct: 1
White Cheddar Cheese	cs: 16 ct: 5	6:1	cs: 0 ct: 0	cs: 17 ct: 0	ct: 1
Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 8 ct: 5	12:1	cs: 0 ct: 0	cs: 8 ct: 6	ct: 1

- To return to a saved unit order, or to check on your order's approval status, click the **Popcorn Orders** tab.
- Double check to make sure that the current campaign is set (This automatically defaults to the current year).

Order Testing Unit
unit

Order Popcorn

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Fall 2017

[New Unit Order](#)

Date	Delivery	Status	Actions
2017/06/02	Take Order 2017/07/20	CREATED	Invoice

12. Click the **magnifying glass** to go back to the order you wish to edit and submit.
13. Click the **Invoice** button to view your popcorn invoice (only orders in APPROVED status will generate an invoice).

