

2015 TROOP MANUAL

Web Address www.ashdonfarmsnute.com

NOTE: If you are unable to open PDF reports, Adobe Reader can be downloaded for free at the top of the Reports page.

Login Page

Login Name / Password / Campaign

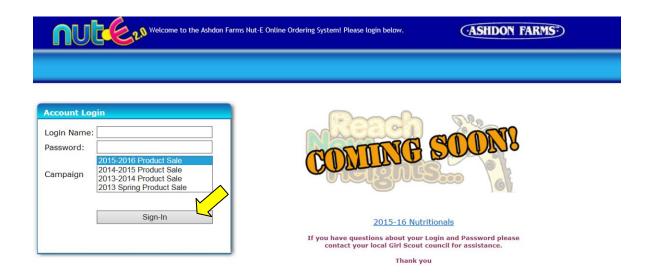
Please use the Login Name and Password assigned to you by your Council, click on the 2015-2016 Product Sale Campaign and click "**Sign-in**".

Mini Site

Click on the Mini Site Icon to access girl activities, clip art, goal poster and much more.

Nutritional Information

Click on the Nutritional Information link to view all nutritional, ingredient, allergen, gluten and kosher information.



System Navigation & Help

General Navigation

The system features Icons with images that will make finding information easier.

Help Icons

Throughout the system you will find Help Icons [2]

When you click on these icons a box will open with additional instructions.



This is the page Troop users will see when you log into the system. If your Council or Service Unit has posted a message you will see that on the left. Status boxes will be on the right.

Troop Order Status

This container will show whether the Troop has been locked from Nut/Candy orders, Recognition orders or Bank Deposits.

Troop Sales

This container will recap the Troops total Nut/Candy and Magazine sales in Units, Dollars and Per Girl Average.

Troop Information

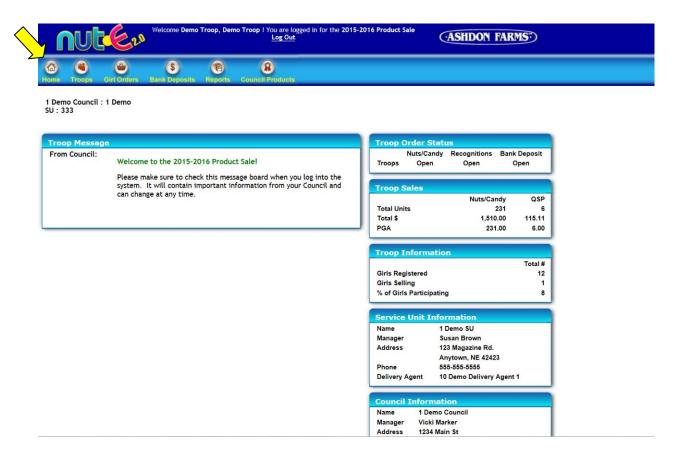
This container will recap the total number of Girls Registered, Girls Selling and % of Girls Participating.

Service Unit Information

This container will show the Service Unit Managers information for the Troop to contact if necessary.

Council Information

This container will show the Council information for the Troop to contact if necessary.





Troop Detail Page

To access the Troop Detail Page just click the Troop icon . This page will already be in "edit" mode so you can make changes and just click "Save". The containers to the right of the general information act independently so you can just add or change information and save separately.

NOTE:

Required Fields – Please fill in all required contact information highlighted in yellow.

Troop Level – Please verify that the **correct** Troop Level is selected.

Proceeds Plan – If the Council is offering an increased proceed option "without recognitions" than this option must be selected **PRIOR** to entering girl orders. Girls would still earn patches.

Council Bank Accounts

This is a read only container that is filled in by the Council.

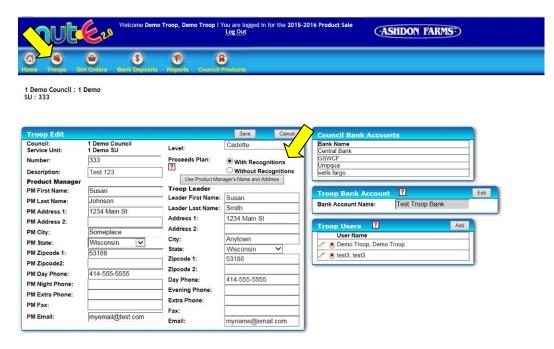
Troop Bank Accounts

If your Council has asked Troops to enter their individual Troop Bank Account information this is where you would enter it. Only Troops will be able to access their account number and routing number information. Councils will be able to view this information on the Troop EFT report.

Councils will be able to lock Troops from adding Troop Banks to the system.

Troop Users

To add Troop level users, click the "Add" button in the upper right corner of the container. Enter the first name, last name, login (must be unique to ALL users throughout our entire system) and password (can be the same for everyone but must be at least 5 characters long). To edit or delete users click the pencil or delete icon next to the user name in the list.





Girl Orders Page

To access the Girl Orders Page just click the Girl Orders icon . To enter girl orders just follow the 4 Step process.

Step 1 - Enter Girls Registered

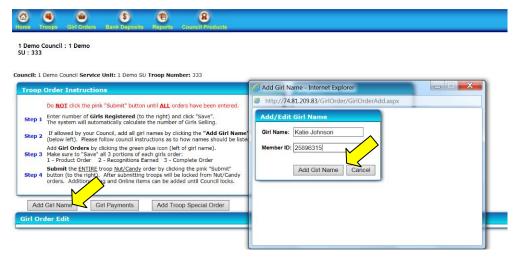
Enter the number of Girls Registered for the troop in the top right container and click "Save". Before the Troop can submit their order this field must be filled in with a number equal to or greater than the number of Girls Selling. The system will automatically calculate the number of Girls Selling by adding up girls that have 1 or more items sold (any Magazine and/or Nut/Candy items).



Step 2 - Enter Girl Names

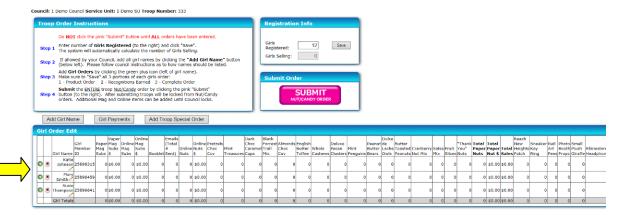
Girl Names and Member ID's can be added it the council has given you permission.

Click the "Add Girl Name" button on the left. Type in the girls name (and member ID if allowed) as specified by the Council. Click "Add Girl Name". You can continue to add girls until all girls in that troop are listed. Troops can add, edit or delete girls until they submit their order or until the Council locks them out.



Step 3 - Add Girl Orders

Click the green add order button on next to girl name.

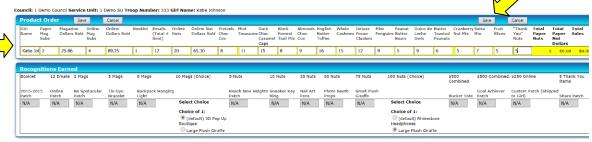


NEW

Automatic Transmissions

If your council automates the transmissions of online magazines, online nuts and emails then you will <u>NOT</u> have access to those fields as those quantities will automatically be transferred into Nut-E from your magazine company.

Enter all necessary Magazine and Nut/Candy quantities and click "Save". Recognitions will automatically calculate.

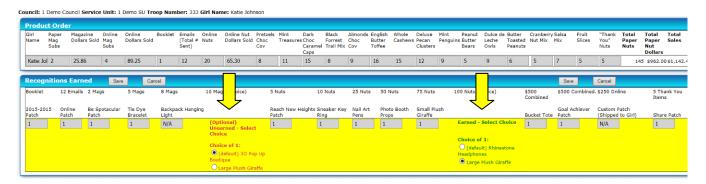


NEW

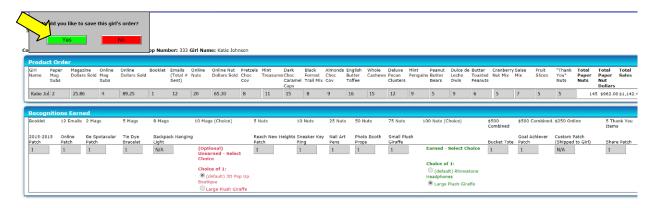
Recognition Choices

Recognition choices will <u>default</u> to the first "choice" until a different selection has been made. Also, both "Earned" as well as "Unearned" recognition choices can be selected at any time during the order entry process. If girls receive automatic online orders at a later date the troop will not have to go back in and re-select choices if they move up a level.

Verify recognitions and select earned choices (and unearned if you want). Click "Save".



Click "Yes" to save the girls entire order. If you do not click this button her order will not be saved.



Step 4 - Submit Nut/Candy Order

After ALL girl orders have been entered, click the pink "**Submit Nut/Candy Order**" button. Troops can still edit the magazine items until the Council submits their Recognition Order.

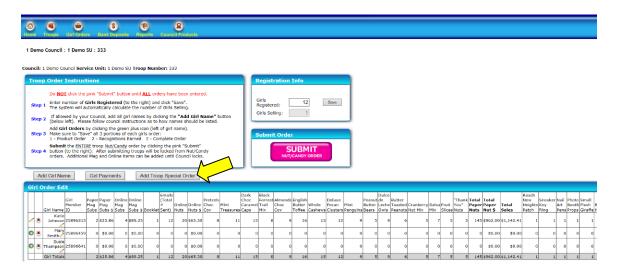


Troop Special Order

Some Council's may give Troops access to the Troop Special Order directly by allowing the "Troop Special Order" button to appear on the Girl Order page. This area is usually used for Councils who participate in Booth Sales.

The Troop Special Order is used to enter quantities for the Troop that are not associated with individual girl orders. Quantities can be manually entered for Magazine items, Nuts/Candy items and/or Recognition items. Please contact your council if you have any questions about how they want you to use the Troop Special Order.

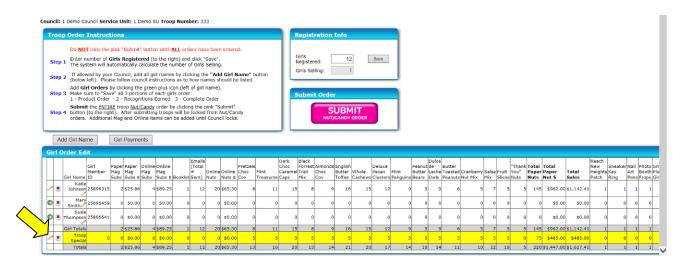
Click the "Add Troop Special Order" button.



Enter quantities for any necessary items and click "**Save**". FYI - Recognitions can be manually added in this area to the far right. They do <u>NOT</u> automatically calculate.



Items will appear in the yellow Troop Special row and will be included in the Totals.

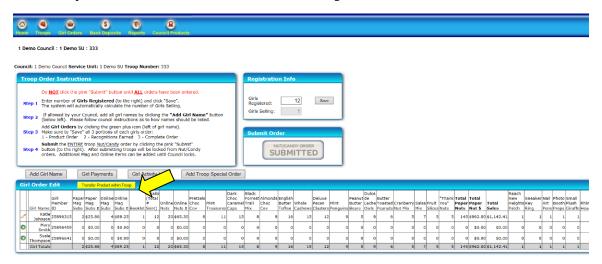


Transfer Product within Troop

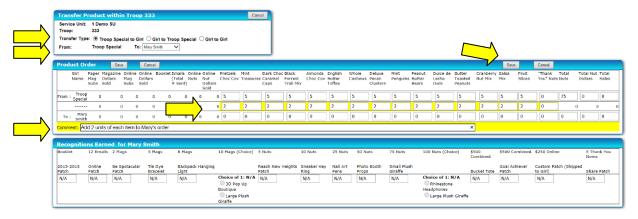
After the Council has submitted their Nut/Candy order to Ashdon Farms product can be transferred between girls if necessary.

There will be a "Girl Activity Log" button under the instruction container. This log will track all initial girl orders and any transfers into or out of each girls order.

Click the yellow "Transfer Product within Troop" button.



Select Transfer Type. In this example we are transferring from Troop Special to Girl. So click "Troop Special to Girl" and then select Mary Smith from the drop box. Enter transfer quantities in the middle row and click "Save".

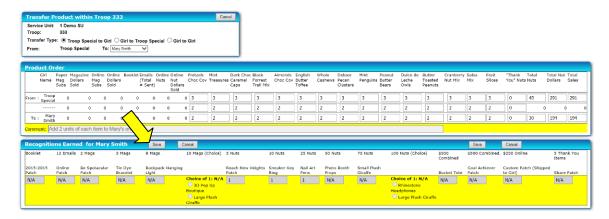


NOTE:

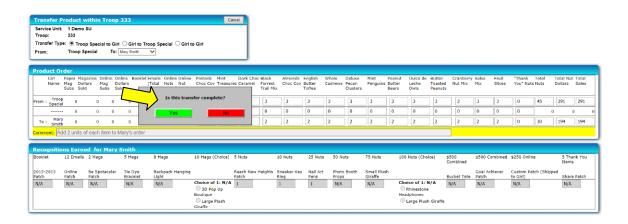
Please note there is a "Comment" row when making transfers. All comments will appear on the Girl Activity Log for future reference.

If you select the Girl to Girl option it will give you a message that you have to transfer to the Troop Special first and then into a different girl. This is because recognitions have to recalculate so direct girl to girl transfers would not properly calculate.

The system will recalculate any changes to recognitions. Click "Save" for Recognitions Earned (even if there are no changes).



Click "Yes" to complete the transfer.



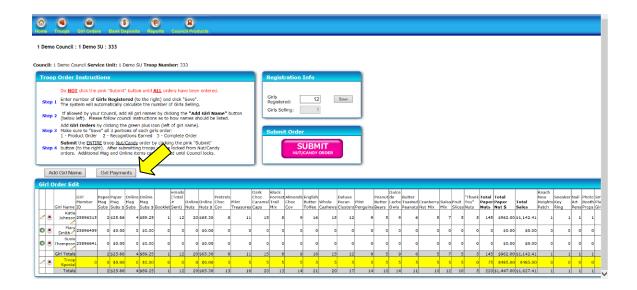
NOTE:

After the Council submits their Recognition order to Ashdon Farms, <u>all girl orders lock</u> and no transfers can be made into or out of a girls order at the Troop level.

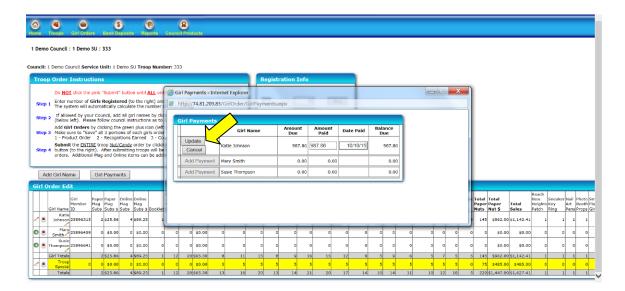
Girl Payments

Troops have the ability to track individual Girl Payments in the system. These payments will appear on the G2 report.

Click the "Girl Payments" button.



Click "Add Payment", enter the Amount Paid and Date Paid then click "Update". Multiple payments can be entered per girl.



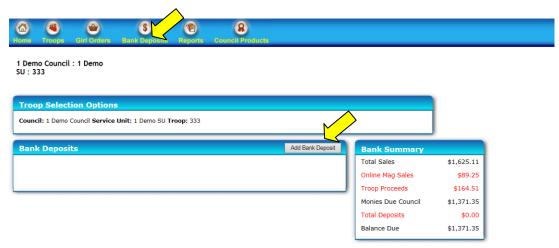
Bank Deposits Icon \$

To view or make Bank Deposits just click the Bank Deposit icon \$\\$.

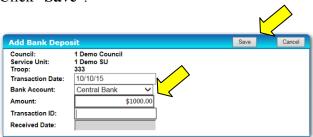
Bank Deposits can be made if the council has given you permission.

Troops will be able to view or make deposits on this page (if the Council has given them access). A "Bank Summary" on the right will recap the Troops Total Sales, Troop Proceeds, Monies Due Council, Total Deposits and Balance Due.

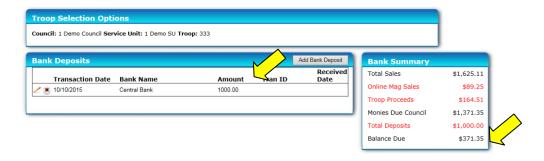
Go to Bank Deposits and click the "Add Bank Deposit" button.



Enter the Transaction Date, select the correct Bank Account and enter the Amount. Enter the Transaction ID if you have it, otherwise this is an optional field and can be left blank or used for comments. Only Council's can access the Received Date field. Click "Save".



The Bank Deposits and Bank Summary containers should update with the correct amounts and show the Amount Due. These numbers should match up with the T2 report.



Reports Icon

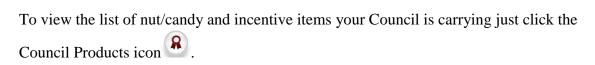
To view/print reports just click the Reports icon

Some reports are available in both PDF and Excel formats. Just click the icon you wish to view.

NOTE: If you are unable to open PDF reports, Adobe Reader can be downloaded for free at the top of the Reports page.



Council Products Icon



This page will list all magazine, nut/candy and recognition items. It will also list the retail prices, proceeds (with and/or without recognitions) and recognition rules as well as any Troop Bonuses the Council may offer.

