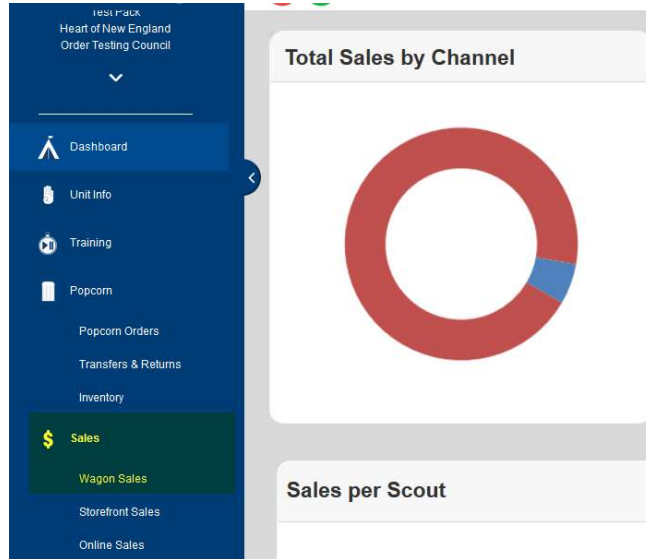


Entering Your Scouts Take Orders into the Trail's End System

- Each Scout (or parent if Scout is under 13) needs to register at www.trails-end.com and create an account.
- Leaders, from your computer, go to your dashboard under the "Sales" tab click on "Wagon Sales"



- All your Scouts that are registered will appear. Select the Scout and under "Actions" select "Record a Sale" and hit GO

Scout Wagon Sales				
Scout	Delivered Orders	Cash Owed by Scout	Undelivered Orders	Actions
Todd Lamison	31	\$1,330.00	3	Manage Payments/Inventory
Totals	31	\$1,330.00	3	Record a Sale View Wagon Orders

- Enter the Scouts total sales from their order form in the corresponding boxes. You don't have to enter every customer. Under the Mark Delivered box, "uncheck" it if you are delivering at a later date

Record a Wagon Sale

Customer First Name:
 Customer Last Name:
 Customer Email:
 Customer Phone:

Address:
 City:
 State:
 Zip Code:

Product	Selling Price	Quantity	Total	Mark Delivered
Chocolate Lover's Tin	\$60.00	<input type="text" value="4"/>	\$240.00	<input type="checkbox"/>
Cheese Lover's Box	\$30.00	<input type="text" value="6"/>	\$180.00	<input type="checkbox"/>
Choc. Caramel Crunch	\$25.00	<input type="text" value="10"/>	\$250.00	<input type="checkbox"/>
18pk Kettle Corn - Microwave	\$25.00	<input type="text" value="6"/>	\$150.00	<input type="checkbox"/>
Salted Caramel Corn	\$25.00	<input type="text" value="7"/>	\$175.00	<input type="checkbox"/>
Totals		33	\$995.00	

- Leaders can always edit Scouts sales totals. Click on “Sales” from the menu bar and under “Sales by Scout”, simply click on “Sales Adjustment” if for any reason you need to adjust a Scouts sales totals

Scout Name	Worked Storefront Hours	Future Storefront Hours	Total Storefront Hours	Storefront Sales	Wagon Sales	Online Sales	Sales Adjustment	Total Sales	Scout Goal
Todd Lamison	45	0	45	\$80.00	\$1,330.00	\$0.00	\$0.00	\$1,410.00	\$5,000.00
Totals	45	0	45	\$80.00	\$1,330.00	\$0.00	\$0.00	\$1,410.00	\$5,000.00

- To view all “Undelivered Items by Scout”, click on Reports tab from the menu bar. Several other reports available for your viewing.

Reports

Selected dates...

Master Shift Report
This report provides a list of all storefront shifts over the specified date range.

RUN REPORT

Undelivered Items by Scout
This report serves to create a list of packing slips for each Scout. That way the PK knows what popcorn each Scout needs to fill their undelivered orders.

RUN REPORT

Inventory Transaction Report
This report provides a list of inventory transactions for your unit, Scouts, and storefronts.

RUN REPORT

Sales Transaction Report
This report provides a list of sales transactions.

RUN REPORT

Sales Transaction Detail Report
This report provides a list of transaction details by sale.

RUN REPORT