

ORDERS Menu

This menu allows you to place new popcorn orders, review and edit Unit orders, and view order history.

To Place a Unit Popcorn Order

1. Click on the **ORDERS** dropdown from the menu bar
2. Choose the Order from the list you are ready to place. In this case,

Unit Order for 9/25/2003 or Unit Order for 11/20/2003:



The system displays the Unit Popcorn Order page for the Unit. Dependant upon your situation, some columns shown in the figure (such as Approved Scout Orders) may not appear on your screen:

Product	Pre-Order Scout Need			Enter Positive or Negative values		Actual Order to Council		Extra product is shown in the Positive	
	Original	Converted		Pre-Order Adjustment		Cases	Cont.	Cases	Cont.
5 Way Chocolate Lovers Tin	17	17	0 +/-	1	0	18	0	1	Extra
3 Way Tin with Chocolate	9	9	0 +/-	4	0	13	0	4	Extra
3-Way Tin	97	97	0 +/-	-2	0	95	0	-2	(Less)
30 Pack MW	91	91	0 +/-	-6	0	85	0	-6	(Less)
24 Pack MW	41	41	0 +/-			41	0	0	
18 Pk Kettle Corn	16	2	4 +/-			2	4	0	
26oz Chocolatey Caramel Crunch	57	9	3 +/-			9	3	0	
28oz Caramel Corn - MORE NUTS	4	0	4 +/-			0	4	0	
15 Pk Unblivable Butter	22	3	4 +/-			3	4	0	
15 Pk Butter Light	30	5	0 +/-			5	0	0	
12oz Caramel Corn	4	0	4 +/-			0	4	0	
2.5LB Tin	4	0	4 +/-			0	4	0	
Totals:						271	23		

Approved Scout Orders: 4
 Unapproved Scout Orders: 0
 First Date to order: 6/2/2004
 Last Date to order: 11/5/2004


Trail's End Popcorn Ordering System

To increase or place the order for quantities of an item

1. **Locate the line for the item to be ordered.**
2. In the Cases box, **type the number of cases, and** in the Containers box, the number of **containers you want to add to the order.** *Ability to choose container quantities is a Council setup decision.*
3. Repeat this process for each item to be ordered.

As soon as a different line is clicked, the New Revised Unit Order column shows the new order quantities for the item you changed.

To decrease the order quantities of an item

1. **Locate the line for the item.**
2. In the Cases box, **type a hyphen (-) and then type the number of cases you want to subtract from the order.**
3. In the Cont box, type a hyphen (-) and then type the number of containers you want to subtract from the order.
4. Click in a different line of the order.
5. **As soon as you click in a different line, the New Revised Unit Order column shows the new order quantities for the item you changed.**
6. Click .

To **view details of adjustments** previously made, click [View Order Adjustment Details](#) at the far right side of the Order page.

Adjustments can be made to Unit orders by Unit Leaders until the Council places all Unit orders with Trail's End. Order adjustments may require Council re-approval and the system may display a message stating the order will become unapproved as changes are saved. The system will show the Council any unapproved Unit orders before their final order is placed.

Reviewing ALL Unit Orders and Adjustments

This option allows review of all orders placed on the Popcorn Sales System by the Unit, by Sales Cycle. Unit invoices can be printed from this page, but you will more often use the Reports menu to print invoices.

To review your Unit's orders:

1. On the **Orders** menu, click All Unit Orders and Adjustments.

The system displays the Consolidated Unit Popcorn Orders page

Product	Spring Show N Sell		Current Order		Original		Council Adjustment 4/21/2003		Council Adjustment 4/23/2003		Current Order		Grand Total
	Cases	Cost	Cases	Cost	Cases	Cost	Cases	Cost	Cases	Cost	Cases	Cost	
3-WAY TIN	3	0	3	0	3	0					3	0	6
24 PACK MM	4	0	4	0	2	0					2	0	6
28OZ CARAMEL CORN	2	0	2	0	6	1					6	1	8
12 PK UNBLVBLE BUTTER	3	0	3	0	12	3					15	0	18
12 PK BUTTER LIGHT	3	0	3	0	9	4					9	4	12
12OZ CARAMEL CORN	2	0	2	0	5	5					5	5	7
2.5LB TIN	1	0	1	0	4	1					4	1	5
		<input checked="" type="checkbox"/> Approve Order		18 0				<input checked="" type="checkbox"/> Approve Order		44 11		60	
Spring Show N Sell Totals: ▶				Spring Take Order Totals: ▶									

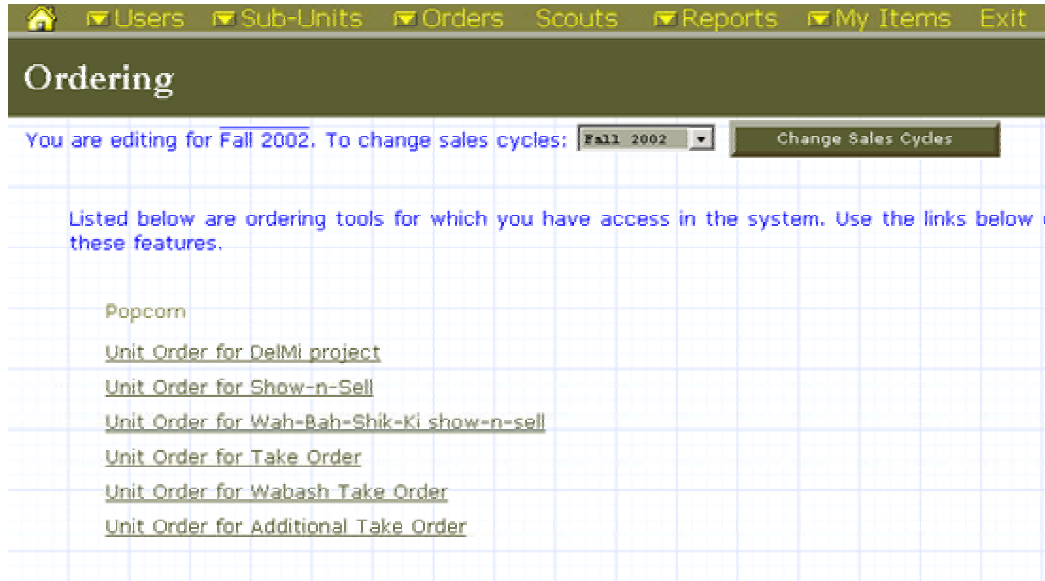
2. To print an invoice for the Unit, click Print Unit Invoice at the bottom right corner of the page.

Scroll to the right on the page to view the Print Unit Invoice link.


Reviewing Past Sales

1. On the **Orders** menu, click Review Past Sales.

The system prompts you to choose a sales cycle:



To select a sales cycle:

1. Expand the sales cycle list.
2. Click the desired sales cycle.
3. Click .

The system displays a list of orders you can review

4. Click the order you want to review.

The system displays the Unit Popcorn Order page for the Unit.

Depending on the Unit's situation, some columns shown in the figure (such as Approved Scout Orders) **might not appear on your screen**.

Trail's End Popcorn Ordering System

Unit Popcorn Order for Pack 49

Past Unit Orders for Fall 2003.

Door to Door

Product	Pre-Order Scout Need			History		Submitted to Council		Contact Council for Changes		Final Unit Order		Excess Product
	Original	Converted		Pre-Order Adjustment				Post Order Adjustments				
3 Way Tin with Chocolate	0	0	0 +/-	20	0	20	0 +/-			20	0	20 Extra
30 Pack MW	0	0	0 +/-	22	0	22	0 +/-			22	0	22 Extra
24oz Chocolatey Caramel Crunch	0	0	0 +/-	13	0	13	0 +/-			13	0	78 Extra
28oz Caramel Corn	0	0	0 +/-	13	0	13	0 +/-			13	0	78 Extra
15 Pk Unblivable Butter	0	0	0 +/-	11	0	11	0 +/-			11	0	66 Extra
15 Pk Butter Light	0	0	0 +/-	16	0	16	0 +/-			16	0	96 Extra
12oz Caramel Corn	0	0	0 +/-	10	0	10	0 +/-			10	0	120 Extra
2.5LB Tin	0	0	0 +/-			0	0 +/-			0	0	0
Order Submitted on 10/16/2003				Approved Scout Orders: 0		Totals: 105 0		New Totals: 105 0				
				Unapproved Scout Orders: 0								

View Order Adjustment Details
Print Unit Invoice

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Need Help? Contact help@trails-end.com