

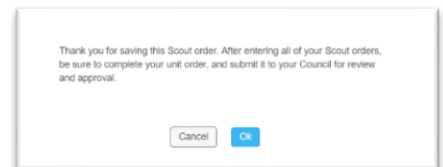
TRACKING SCOUT POPCORN SALES

Show & Sell / Deliver Tracking

Units should track Scouts' progress each week to help manage inventory and sales totals. Using the receipt books issued at popcorn distribution will make this process simple. The Trail's End app should not be used for Show & Sale/Deliver, this can cause duplications in your Take Order.

First entry

- Log in scouting.trails-end.com
- Click Scout Tracking – make sure everything shows the current year
- Enter the number of individual pieces from the receipt for each product (pieces, not cases)
- Click Save
- The following message will appear, click OK. You will not need to hit Submit order at the end because the August order has already been fulfilled.
- Mark the receipt showing the date you entered it in the system to make sure you do not make a double entry.



Adding or removing product

- Log in scouting.trails-end.com
- Click Scout Tracking – make sure everything shows the current year
- You will need to do some basic math to make adjustments for each product
 - Example: if the Scout originally accepted 12 caramel corn then returned 3 bags, change the number of pieces to 9
- Click Save
- The same message will appear, click OK. You will not need to hit Submit order at the end because the August order has already been fulfilled.
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- Mark the receipt showing the date you entered it in the system to make sure you do not make a double entry.

Online Order Tracking

Online sales are automatically tracking in the Trail's End system. To view the current total for a Scout click Scout Tracking and see the number under the column titled Online. Unit Leaders cannot make adjustments to these totals.

Take Order Tracking – *coming soon*

Take Order can be entered in 2 ways.

1. Trail's End app – entered by Scout/Parent
2. Paper Forms – entered by Unit Kernel