Girl Scouts of Rhode Island

Service Unit Instructions



- 1. Log on to www.abcsnap.com with your email address and password _
- 2. Go to My Council, Service Unit Information. Please make sure all of the information is correct, the Girl recognitions at the end of the sale will be shipped to this address.



3. Add any Troops that do not already exist in Snap. Go to My Council, Manage My Council, and Troops - then click Add New Troop.



4. Enter the troop number. Select the Girl Scout Age Level (Daisy, Brownie, etc.). Select Delivery Station if it is not already indicated and select **TROOP PROCEEDS** for the Proceeds Plan if not already indicated. The majority of your troops will use the Girl Recognitions as their Recognition Plan. Cadette Senior and Ambassador Troops may select the Older Girl Recognition plan to receive only Patches and extra proceeds. Insure all required fields are filled and click ADD TROOP at the bottom of the page.



5. A Dialogue box will appear asking if you want to create a troop user for this troop, click yes.

	For Girl Scout Councils				Finance Make	A 100 100 100 100 100 100 100 100 100 10
		*Email	preynolds@intercom.net			
		Alternate Contact First Name				
		Atternate contact First Name				
	00	Alternate Contact Last Name				
		Alternate Address 1				
		Alternate Address 2				
	Add New Troop	AltCity				124 Z e.
	Filter Results	AltState	(None Selected)	~		
	Filter by Service L		Add Confirm			
	No Filter		Add Connim			
- 11 Mar	Search		vant to create a troop user for th	is troop?		
	Active Service Uni		Yes			1000
S. J. 18	SU 1	· · · ·	No		A TO	ALC: NOT A
- 20 M	E SU 1		Cancel		BTG	
부 옷 좀 했다.	E SU I	Notes		_	0	
	🖬 SU t	Add Troop	Close		10	
	E SU 2			*	1 Og	
	Black Creek	31 c	8	c@g.com	06	
	Black Creek	60000 mary	thran	mary.thran@gswny.org	0	
	Rochester	4567 c	b	cgleason@interbake.c	8 O G	
	Ginger SU	1000 g	4	gl@abcsnap.com	1 O 6	
	Enchanted	00001 Ella	Cinder	Ella. Cinder864@gmail	вто	
	11 a		2 🚺 🔝 11 Rov	v(s)		
						1.000
				8	P 🔯 😜 Internet	√a • € 100% •

6. Select a Position, and enter the password **cookies** twice and then click Add User.

	Illoor Bolo	Trann		Add New User			
	user Kole	noop C		Address			
	*Troop	98765 💌		Address 2	2		
	*Position	Troop Cookie M	anager 🕑	City	/		
	*First Name	Jackie	1	State	(None Selected)	*	
	*Last Name	Reynolds		Zip			
	*Email	jreynolds@inter	com.net	Phone			1 100
	*Password			Fai	c		15 1
	*Re enter			Mobile			
	Password			MODIfie			1 State
	Must change						
			Add Use	er Cancel			
M	black Creek	31	c	8	cæg.com		
	Black Creek	60000	mary	thran	mary.thran@gswny.org	20	
	Rochester	4567	c	b .	gleason@interbake.c	200	
	Ginger SU	1000	8	L I	abcsnap.com	200	
	Fechanted	00001	Ella	Cinder i	Ella. Cinder864@gmail	ð to	
9				ET			
				12 ROW(S)			
	2		GF KG 1 / 2	12 Row(s)			

7. If a troop already exists but there is not a User for that troop, you will need to add one so they will have access to Snap. Go to My Council, User Management and click Add New User.



8. Fill in the required fields using the password cookies and click Add User

🖉 ABC Snap! - Windows Internet Explorer						
G V Fittp://www.abcsnap.com/				×	47 🗙 😓 Bing	P -
File Edit View Favorites Tools Help						
🚖 Favorites 🛛 🙀 🙋 MyPanera						
ABC Snap!					- 🟠 • 🖾 - 🖃 🖶	• Page • Safety • Tools • 🔞 •
Welcome Cathy Gleason Roo	hester				Edit My Profile [Log Of	<u>r</u> ı ^
		Add N	lew User			
*User Role	Troop		Address 1			
*Troop	4567	~	Address 2			
*Position	Troop Assistant Leader	*	City			
*First Name	Anne		State	(None Selected)	~	
*Last Name	Watts		Zin			
			EIP		_	
Email	awatts@aoi.com		Phone			
*Password	•••••		Fax			
*Re-enter	•••••		Mobile			
Password	_					
Must change						
		Add User	Cancel			
Atapage Global Bermissio			10 3 Row(s)			
Manage Gobac Permissio	<u>15</u>					
				8	🖻 🛛 😺 Internet	🖓 • 🔍 100% • 💡
🛃 start 🛛 🕲 🙆 🌈 🎽 🔂 21 Microsoft Of	🔹 💼 3 Windows Expl 🔹	🧏 3 Adobe Reade 👻	🖉 ABC Snap! - Wind	📓 RI SU Snap Troop	Search Desktop 🔎	🔇 🔂 💵 👔 🚺 💭 🔛 🐼 SISS PM

9. To set up your Service Unit Delivery Station location, go to the Truck icon and select Manage Delivery Stations. Double click on your delivery station line and fill out all of the information for where your Initial Cookie Order is to be delivered. This location can be set up as the Paul Arpin warehouse, if you plan on distributing your cookies there. When completed, click SAVE at the bottom of the page



🖉 ABC Snap! - Windows Internet Explorer				. 6 X
🕒 🗢 🖉 http://www.abcsnap.com/			💌 🍫 🗙 😓 Bing	- ٩
File Edit View Favorites Tools Help				
× 🕼 👂 bir	Smart Print Work	Autofil Private E-n	nail page	😵 🔌 Sign in
🔆 Favorites 🎪 🔊 MyPanera 🔊 -vendid=108:vendkey=cele				
ABC Snap!			🚹 • 🔝 - 🖃 🖶 • Page	• Safety • Tools • 🔞 • *
Smap For Girl Scout Councils	Ed	it Delivery Station		
	*Del. Stn. Name	Cathy Test	Finances Help	
	*Manager First	Cathy		
	*Manager Last	Gleason		
Cristian Contraction	Phone	(111) 111-1111		
	Contact First			
	Contact Last			
	Address 1	123 Main Street		
Filter Results	Address 2			
None Selected V	City	Providence		1 Marco
Cupboard:	State	RHODE ISLAND		
None Selected	Zip	02904		
	Day Phone	(111) 111-1111		1
Search	Alt. Phone	(222) 222-2222		7
Active Del. Stn. Nam	Contact Email	c@g.com	Action	
Cathy Test	Instructions	~	in 8	
	Notor			
	Notes			
Done			😚 🛛 👩 😜 Internet	🖓 • 🔍 100% •
🛃 start 🛛 💿 🕫 🖉 👋 😡 14 Microsoft Office	+ 🛅 12 What a Cookie ca 🗐 RI	SU Snap Troop Set 🛛 🔊 2 Internet Explorer	Search Desktop 🔎 📀	🕞 🗐 🌍 🔊 🛄 🔽 - 1:43 AM -

10. All troops will be placing their initial order in full cases. If they need additional boxes over and above the full cases, they can either round up or they can receive the extra product from the Service Unit Cookie Cupboard. Troops will go to the Cookie icon and click on initial order. After placing their full case order, they should save their order. You may also place an initial Cupboard Order for your Service Unit. This will be in full cases. Go to the Cookies icon and select Initial Order, then select your Cupboard and order your cookies in cases. SAVE your order. When you are sure that all orders are complete, select commit.

Cupboard Reorders will be placed the same way, but still need approved by Ginger Lallo to make arrangements with the delivery agent. You will also need to transfer cookies from your Cupboards to your troops so Ginger can see your inventory decreasing before getting more cookies. Troops will not place re-orders in snap. The PSC does this through the cupboard and transfers to the individual troops.

320		
	Cookies INITIAL ORDER TANDED THE TANK OF T	
	Panage Oders Troop Search Tree Coptourd These Search V T These Search V T T T T T T T T T T T T T T T T T T T	12:
	Order Reference	R
• 7 1	All quantities are in Cases TAL 80 CON 83 975/0 867 2 95 96 100 Cupboard Order 0	
	Cancet	
http://www.abcsnap.com/Ord	Veleone Cethy Glesses Cithy Test	√ ₀ • % 100% •
50		
0240	Ar Gif Scare Careful Supports Reports Cookies	6
	Cookies Initial order	
	The Gal Stand Cauching Image: Stand Cau	
	Image: Second Secon	
	Year Care	

11. Transfers – Cupboard to Troop and Cupboard to Cupboard Transfers will be in BOXES. From the Cookies icon click Transfer Order, then click Add a Row.

200	Welcome Cathy Gleason Cathy Test	Edit My Profile [Log Off]	^
	STRACE IN LONG AND A CONTRACT OF A CONTRACT	Finances Help	
	Cookies TRANSFER ORDER TRANSFER ORDER		
N.	Order #: Order Reference: Drder Date: 11162011110-010.004		Ľ:
2	Type Free To Quantity Link South No Transfers. Click 'Add Row' to add a Transfer Add Row Save & Go to Manage Save & Create New		S.
http://www.abcsnap.com/Tran	sfer 😚	🔛 Internet	🖓 • 🗮 100% • .:

12. Select Cupboard to Cupboard or Cupboard to Troop. Enter the varieties to transfer in cases and click Save.

5		Add Tra Type: Cupboard to Troo	nsfer op Transfer			Edit My Profile [Loz Off]	15
	From/To Service Unit	Troop	Cupboard/Troop Search	Available Quantity			
	From:		Providence 🗸	Cases: 190			
	To: Providence	✓ 1230 ✓		Cases: 0			
		All quantities o	are in Cases				
	TAL SO	LEM SB TM	PBP CD PBS	Total			
	2 2	5 3 7	6 5 4	34			
		Save	Cancel				
ALC: NO	Order Reference:						
	Order Date: 11/16/2011 11:36:51 PM						
				_			
	Type From	To Quantity	Unit Booth				
1/1	No Transfers. Click 'Add	I Row' to add a Transf	er				
					8	👩 😜 Internet	4 + 4 100

Once you receive any re-orders, you will be able to transfer product to your troops. Troop leaders will be able to transfer cookies to the individual girls within their troop. This will enable the system to calculate recognitions and proceeds at the end of the sale.

13. You will also be posting Troop Deposits and Payments in Snap. Go to the Calculator icon and click on Financial Transactions, and then Add New Troop Transaction.

	Welcome Cathy	Gleason	Cathy Tes	t				Edit N	Iv Profile [Log Off]	
	Sn For Girl Sco	a la	9 *	SnapShot Repo	rts Cookies	Delivery	MyCounc	il Finan	ces Help	
			M FIN	<mark>y Counci</mark>	l					
	Add New Ti	roop Trans irl Transac	action tion							12.
	Filter by No Specifi Filter by	District ed District Bank F	Filte Cath	r by ServiceUnit F y Test V N	Ilter by Troop Io Filter 💌					
	Select Bar	ik 🔽 🗄	elect Trans	з Туре 💌						
	To:	-				D .		D (
	Locked	roop	NO. 🔺	ransaction	Bank	Date	Amount	кет	Actions	
		1001	42	Deposit	First Bank	10/13/2011	\$100.00	1234567	Edit Only	
		1003	43	Deposit	First Bank	10/13/2011	\$100.00	100.000	Edit Unly	
		1003	44	Deposit	First Bank	10/10/2011	\$50.00	123456/889	Edit Uniy	
		1003	40	Payment	First Bank	10/15/2011	\$200.00		East Only	
					Total:	\$450.00				
ttp://www.abcsnap.com/Troo	pFinances							8	3 😝 Internet	- 🖓 🕶 🔍 100% 👻

14. Enter all the required fields and click Save. Verification of troop payments needs to be submitted to the council on a timely basis in order for us to match the bank records.

*Service Unit Cathy Test * *Troop 1002 * Troop Search *Bank *Bank *First Bank * *Type Deposit *Transaction Date 11/16/2011 *Amount 100.00 *Add New Troop Transa Reference Add New Girl Transact Notes Flitter by District Save Notes Close	200	Welcome Cathy Gleason C	Add Transaction	Edit My Profile [Loz Off]
Troop Search Bank First Bank *Bank First Bank *Type Deposit *Transaction Date 11/16/2011 *Amount 100.00 Add New Cirl Transact Reference Deposit #1212121212 Add New Cirl Transact Filter by District No Specified District		snar	Troop 1002	
*Bank *First Bank *Type Deposit *Transaction Date 11/16/2011 *Amount 100.00 Add New Troop Trans: Reference Add New Girl Transact Notes Flitter by District Save No Specified District Save		For Girl Scout Councils	an Search	Finances Help
*Bank rinst tank *Type Deposit *Type Deposit *Transaction Date 11/16/2011 *Amount 100.00 Add New Troop Trans Reference Add New GHI Transact Notes Flitter by District Save No Specified District Save				
*Type Deposit *Type Deposit *Transaction Date 11/16/2011 *Amount 100.00 Add New Troop Trans: Reference Add New Girl Transact Notes Filter by District Save No Specified District Save			Bank First Bank	
*Transaction Date 11/16/2011 *Amount 100.00 Add New Troop Trans: Reference Add New Girl Transact Notes Filter by District Save No Specified District Save		E E	*Type Deposit 💌	
*Amount 100.00 Add New Troop Trans: Reference Deposit #1212121212 Add New Girl Transact Notes Filter by District Save Close		Transa *Transa	tion Date 11/16/2011	
Add New Troop Trans: Reference Deposit #1212121212 Add New Girl Transact Filter by District No Specified District. No Specified District			*Amount 100.00	
Add New Girl Transact Notes Filter by District Save Close		Add New Troop Transa	Reference Deposit #1212121212	
Filter by District No Specified District		Add New Girl Transact	Notes	
Filter by District Save Close		Add New Ont Transact	indices a	
		Filter by District	Save Close	
		No Specified District		
Filter by Bank an		Filter by Bank Fi		
Select Bank M IS		Select Bank M		
Texecution Data		Transaction Date		
TRIBELION DAG				
		To:		
Search:		Search:		
Locked Troop No. Transaction Bank Date Amount Ref Actions		Locked Troop No. A Transaction	Bank D	ate Amount Ref Actions
1001 42 Deposit First Bank 10/13/2011 \$100.00 1234567 Edit Only		🗌 1001 42 Deposit	First Bank 1	0/13/2011 \$100.00 1234567 Edit Only
1003 43 Deposit First Bank 10/13/2011 5100.00 Edit Only		1003 43 Deposit	First Bank 1	0/13/2011 \$100.00 Edit Only
1003 44 Deposit First Bank 10/10/2011 550.00 1234567889 Edit Only		1003 44 Deposit	First Bank 1	0/10/2011 \$50.00 1234567889 Edit Only
L 1003 45 Payment First Bank 10/15/2011 \$200.00 Edit Only		1003 45 Payment	First Bank 1	0/15/2011 \$200.00 Edit Only
Total: \$450.00	AN MA		Total: \$450.00	

15. You will also need to Manage and Commit the initial orders for the troops in your Service Unit. From the Cookies icon click Manage Orders. Double click on a troop's row to see their orders.

7.0	Welcome Cathy Gleason Cath	y Test				Edit My Profile [Log Off]	
31	Snap For Girl Scout Councils	SnapShot Rep	oorts Cookies	Delivery Recognitions E Proceeds	MyCouncil	Finances Help	
			Initial Order				
			Restock/Reorder				
		Cookies	Damage Order				
			Planned Order				
		MANAGE ORDERS	Transfer Order				
			Manage Orders				
201	Filter Results	Search					170
	None Selected	Service Unit	Type	Name 🔺			1000
	Cupboard:	Cathy Test	Troop	1001			
	None Selected	Cathy Test	Troop	1002			
	Order Type:	Cathy Test	Тгоор	1003			
	None Selected	Cathy Test	Troop	82828282			
	Uncommitted Orders:	Cathy Test	Troop	99999			
	None Selected		Cupboard	Arpin			
			Cupboard	Attleboro Early Troops			
			Cupboard	Providence			
		2 🔣 🚺 1	/ 1 💽 🚺 💷	💌 8 Row(s)			
		Review All					
							×

16. Click on a Troop order to view. If the troop has committed their order and needs to make a change, you may open the order and make changes or you may uncommit the order so the troop may make the changes. You will need to commit all of the direct sale troop's Initial Cookie orders by January 2, 2013 and by January 15, 2013 for order taking troops. We are asking troops to try to enter orders in 2 days prior to the deadline for committing, so that the PSC's have time to review them.

Welcome Cathy Gleason Cathy Test	Edit My Profile [Log Off]	^
Initial Urder 10/15/2011 - #2629 Uncommitted		
Recr ders 11/14/2011 - #19225 Uncommitted 11/14/2011 - #19227 Uncommitted	resp.	
Planned Order 19/14/2011 - #2655	6	
Damage Orders	-	120
Transfer Orders 11/14/2011 - #15224	-	
Recognition Orders	-	
Commit All Commit Selected Uncommit Selected Done	×	0
Review All		
		120
Done	😚 🛛 🧔 😜 Internet	• • • 100% •

17. REPORTS are categorized by Order, List, Summary and more. You will find the Summary reports most used. You may run reports in HTML, PDF, Excel and Text. You will want to run the majority of your reports in packages. You can also run them in cases or cases/packages. You may also add 10 reports to your Favorites for easy access.

20	Welcome Cathy Gleason Girl Scouts of	f Rhode Island, Inc.		Edit My Profile [Log Off]	^
	Snap [*]	Snapšhot Reports Cookles	Delivery	Finances Help	
	Re REPO	DORTS			
	My 10 Favorite Reports	Popular	Reports		
	Cupboard Activity Summary Cupboard Inventory Planned Order Report	Cupboard Cupboard Detivery St Detivery St	Activity Summary nventory ation Appointment Summary ation Listing		29
		<u>Delivery T</u> <u>Planned Or</u> <u>Total Sale</u> <u>Total Troop Bala</u>	ckets for Initial Cookie Orders der Report : Summary p Sales & Finances By Troop - View 1 nce Summary		R
	Report Categories Repo				
	Charts/Graphs Bank Delivery Ticket Coun List Reports Cupb Order Reports Cupb SnapShot Delive Summary Reports Delive Delive Delive	Listing il Listing ard Activity Summary ard Listing ry Station Listing ry Station Order Detail ry Station Summary t Listing	Add to Favorites Report Info Preview It Go To Report		
Done				🛞 Internet	✓

18. Snap also has a 24 hour Help Desk, just click on the Life preserver icon and then select Contact Us for help.

