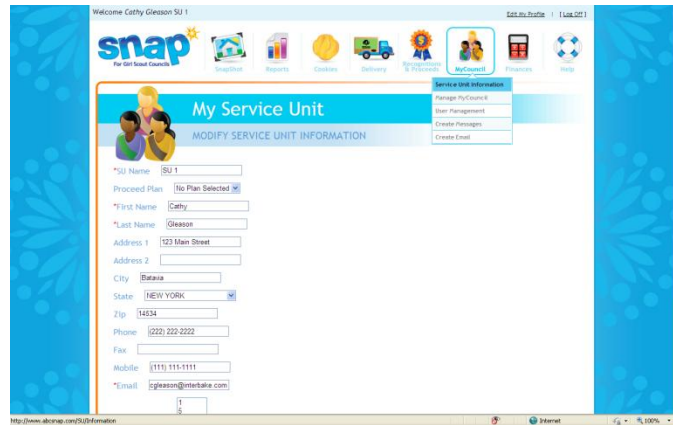


Girl Scouts of Rhode Island

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.



- 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.

The screenshot shows the 'Add Troop' form on the ABC Snap! website. The form is filled out with the following information:

- Troop Number: 12345
- Level: Brownie
- Service Unit: SU 1
- Delivery Station: SU 1
- Proceed Plan: All Troops Proceeds
- Early Recog. Plan: Initial Recognitions
- Main recog. Plan: (None Selected)
- First Name: Mary
- Last Name: Thran
- Address 1: [Empty]
- Address 2: [Empty]
- City: [Empty]
- State: (None Selected)
- Zip: [Empty]
- Phone: [Empty]

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

The screenshot shows the 'Add Troop' form with an 'Add Confirm' dialog box overlaid. The dialog box contains the following text:

Do you want to create a troop user for this troop?

Buttons: Yes, No, Cancel

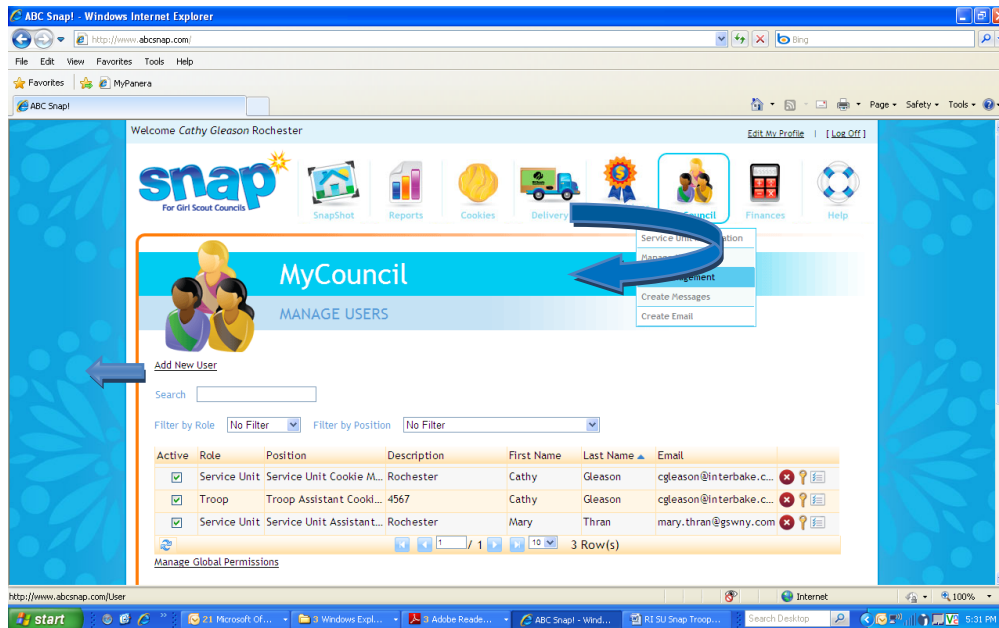
A blue arrow points to the 'Yes' button.

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

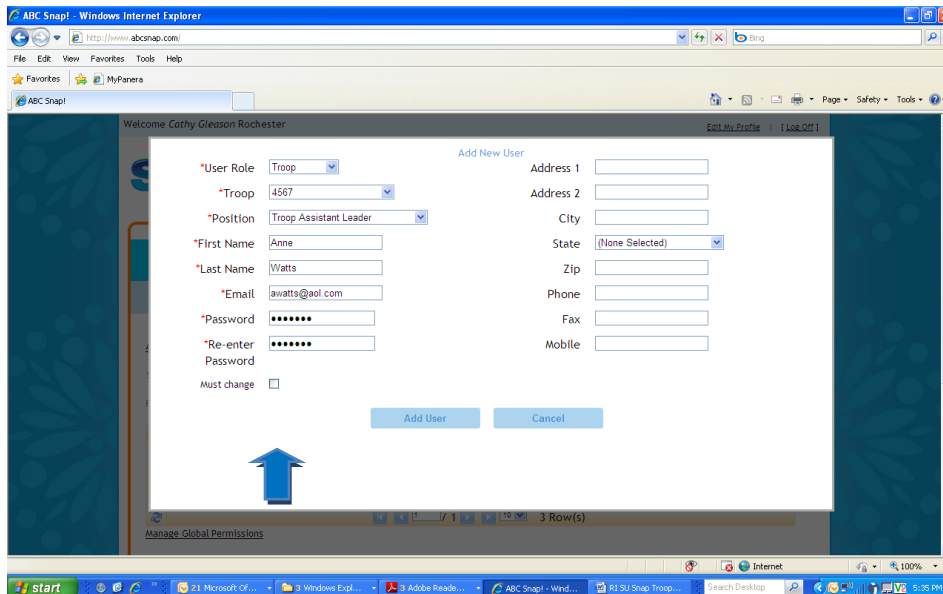
The screenshot shows the 'Add New User' form on the ABC Snap! website. The form is filled out with the following information:

- User Role: Troop
- Troop: 98765
- Position: Troop Cookie Manager
- First Name: Jackie
- Last Name: Reynolds
- Email: jreynolds@intercom.net
- Password: cookies
- Re-enter Password: cookies
- Must change:
- Address 1: [Empty]
- Address 2: [Empty]
- City: [Empty]
- State: (None Selected)
- Zip: [Empty]
- Phone: [Empty]
- Fax: [Empty]
- Mobile: [Empty]

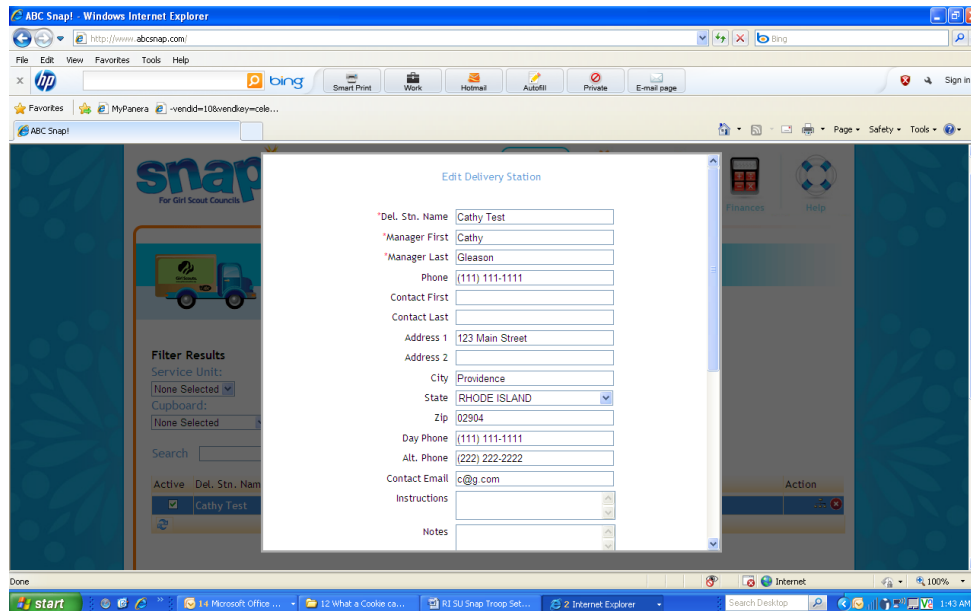
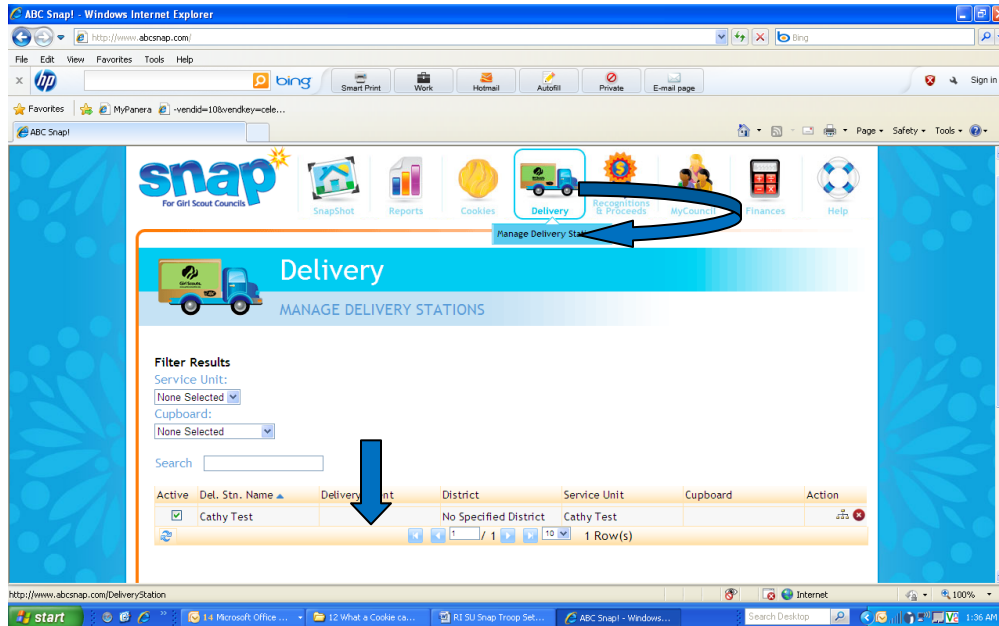
- If a troop already exists but there is not a User for that troop, you will need to add one so they will have access to Snap. Go to My Council, User Management and click Add New User.



- Fill in the required fields using the password **cookies** and click Add User

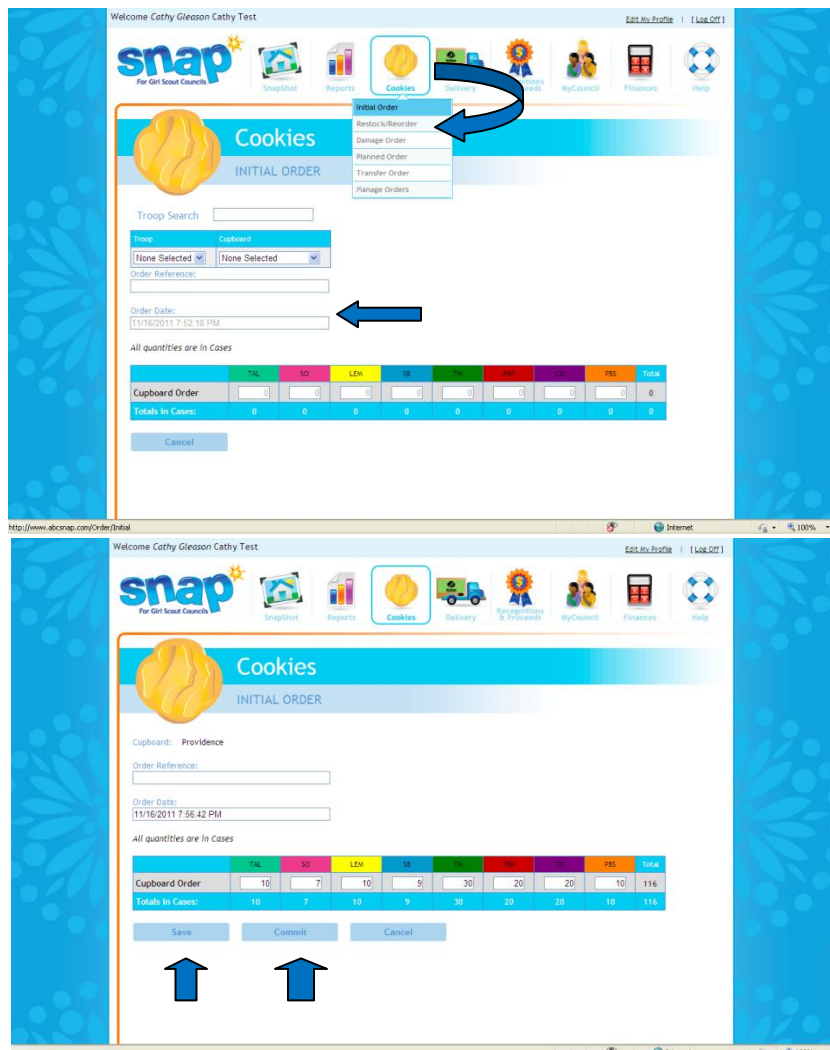


9. To set up your Service Unit Delivery Station location, go to the Truck icon and select Manage Delivery Stations. Double click on your delivery station line and fill out all of the information for where your Initial Cookie Order is to be delivered. This location can be set up as the Paul Arpin warehouse,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



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.

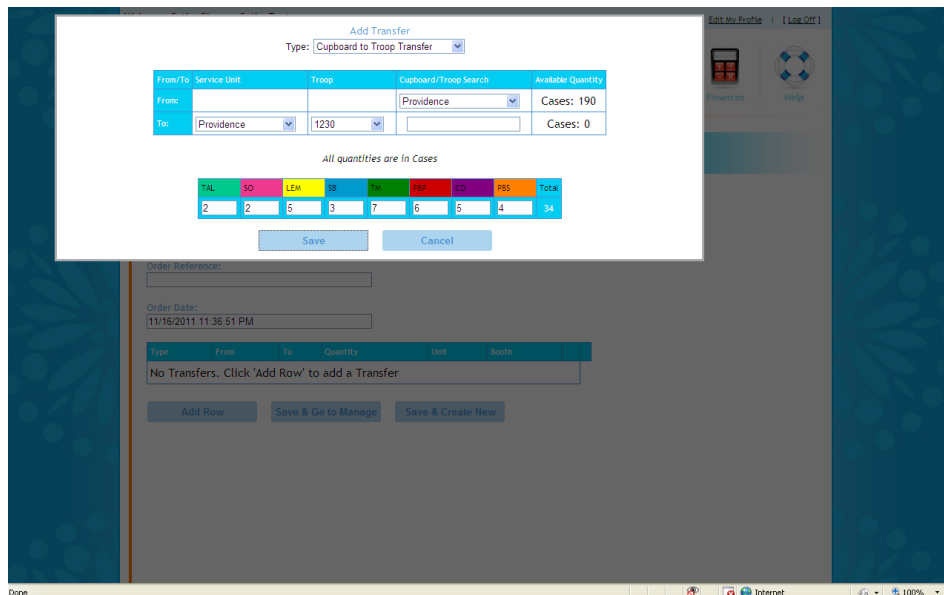
Cupboard Reorders will be placed the same way, but still need approved by Ginger Lallo to make arrangements with the delivery agent. You will also need to transfer cookies from your Cupboards to your troops so Ginger can see your inventory decreasing before getting more cookies. Troops will not place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



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.



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



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 Test

snaps For Girl Scout Councils

Snapshot Reports Cookies Delivery Recognitions & Proceeds MyCouncil Finances Help

My Council FINANCES

Add New Troop Transaction

Add New Girl Transaction

Filter by District: No Specified District | Filter by ServiceUnit: Cathy Test | Filter by Troop: No Filter

Filter by Bank: Select Bank | Filter by Transaction Type: Select Trans Type

Transaction Date From: | To: | Search:

Locked	Troop	No.	Transaction	Bank	Date	Amount	Ref	Actions
<input type="checkbox"/>	1001	42	Deposit	First Bank	10/13/2011	\$100.00	1234567	Edit Only
<input type="checkbox"/>	1003	43	Deposit	First Bank	10/13/2011	\$100.00		Edit Only
<input type="checkbox"/>	1003	44	Deposit	First Bank	10/10/2011	\$50.00	1234567889	Edit Only
<input type="checkbox"/>	1003	45	Payment	First Bank	10/15/2011	\$200.00		Edit Only
						Total:	\$450.00	

http://www.abcsnap.com/TroopFinances

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.

Welcome Cathy Gleason

snaps For Girl Scout Councils

Add Transaction

*Service Unit: Cathy Test

*Troop: 1002

Troop Search:

*Bank: First Bank

*Type: Deposit

*Transaction Date: 11/16/2011

*Amount: 100.00

Reference: Deposit #1212121212

Notes:

Save Close

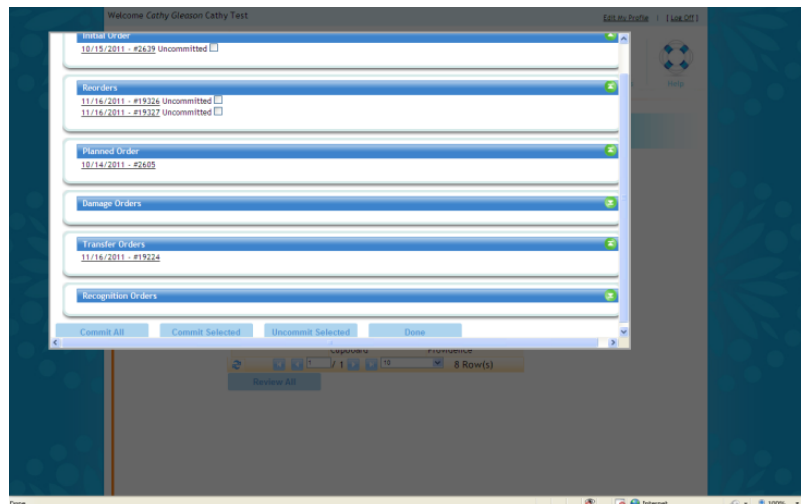
Locked	Troop	No.	Transaction	Bank	Date	Amount	Ref	Actions
<input type="checkbox"/>	1001	42	Deposit	First Bank	10/13/2011	\$100.00	1234567	Edit Only
<input type="checkbox"/>	1003	43	Deposit	First Bank	10/13/2011	\$100.00		Edit Only
<input type="checkbox"/>	1003	44	Deposit	First Bank	10/10/2011	\$50.00	1234567889	Edit Only
<input type="checkbox"/>	1003	45	Payment	First Bank	10/15/2011	\$200.00		Edit Only
						Total:	\$450.00	

Internet 100%

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.



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.



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.



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

