

Girl Scouts of South Carolina - Mountains to Midlands

SNAP reference guide for Troops

A Troop's reference for using the online cookie sale application



***Be sure to check the Snapshot home page each time you login to Snap for important messages and reminders from your Council

1. Logging In

<http://www.abcsnap.com>.

- If you were a Snap user last year, your login and password from last year are in the database. Enter your user name from last year (email address) in the email field and your password in the password field and click *Login*. If you do not remember your password and you used a valid email address last year, you can use the 'forgot password' feature on the login page to reset your password. To reset a forgotten password, enter the valid email address that you used last year and then click on 'forgot password', click on reset password. You will receive an email with a new password. When you login to Snap, click on *MY Profile* to reset your password.
- If you are a first time Snap user, your Service Unit Cookie Manager will provide a login and password, and when logging in the first time you may be prompted to provide a new password which must be a minimum of six (6) characters.
- Once you are logged in, to change your login or password click *Edit My Profile* in the upper right corner of the screen and enter your current e-mail address as your login. *It is important to enter a valid, working email address.* Once you have updated your profile, click save to save the changes.

A screenshot of the ABC Snap! 'My Profile' page. The page has a green background with the SNAP logo and navigation icons. The 'My Profile' section is highlighted in blue. Below it is an 'EDIT MY PROFILE' form with fields for First Name, Last Name, Email, Password, Address 1, Address 2, City, State (dropdown menu), Zip, Phone, Fax, and Mobile. There are 'Add New' and 'Save' buttons at the bottom of the form.

2. Troop and Girl Information

Troop Contact

The first thing each Troop Cookie Manager should do after logging in to Snap the first time is update the troop's contact information completely:

- Click **My Troop** at the top of the screen.
- Click *Edit Troop Information* (making sure to put TCM after your name and TL after Troop Leader's name).
- Enter or update information in all fields and click *Edit Troop* to save your data. An email address is required for each Troop Cookie Manager.

Adding Girl Names (must be done prior to placing initial cookie order)

To add/delete girls' names:

- Click *My Troop* from the menu at the top, then click *Add/Edit/Delete Troop Girls*. Enter NEW girls in your troop (if they are not already in SNAP). Enter the name she registered as a Girl Scout -- first and last name, then click on add girl. For reporting purposes and calculations, all girls entered in a troop will be considered registered girls, and those girls with credit for packages sold will be considered as selling girls. You can change the order of the girls on the grid by clicking on the first name or last name header on the grid to put the girls in alphabetical order by first or last name.

3. Initial Troop Orders – in packages

Troops' initial cookie and initial order recognition orders must be entered before **February 1**.

Initial Cookie Order - Entered by girl, in packages

- Click **Cookies** then choose *Initial Order*.
 - You will see a grid with all of the girls in the troop (if a girl is no longer active – please delete).
 - Enter the number of boxes needed for each girl by variety by tabbing across the grid.
 - Cookies for booth sales or troop extras can be entered in the booth/extras row
- Note: The extra packages for even cases row displays the packages required to fill the case

The screenshot shows a web browser window displaying the 'Cookies INITIAL ORDER' form. The form includes fields for 'Order #', 'Order Reference', and 'Order Date'. Below these is a table with columns for different cookie varieties and a 'Total' column. The table lists girls' names and their corresponding quantities for each variety. The bottom row is labeled 'Booths/Extras'.

	TH	SS	LD	SL	TR	BR	PR	SP	Total
Carole Smith									81
Jane Jones									193
Kerri Connell									288
Michelle Chitinski									292
Taylor Smith									348
Subtotals:	108	108	144	183	212	194	198	196	1147
Booths/Extras:									324

- Total cases ordered will be tallied in the bottom row.
- Once your order is entered, click on the Save button. (If you commit the order, you will not be able to make any additions or changes). If you commit the order and find that changes need to be made you must contact your Service Unit Cookie Manager to make the changes (prior to council order deadlines).

Recommended reports (under Reports icon):

- **Order Reports:**
 - Troop Initial Order – shows troop order in cases (delivery ticket format)
 - Dot Sheet – shows troop order in cases on colored dot sheet
- **Summary Reports:**
 - Girl Cookie Order Detail Summary (use pkgs or cs/pkgs as unit of measure)
 - Troop Balance Summary -- shows number of packages sold, number of girls registered and selling, PGA registered (this is what we base one of the tiered bonuses), troop profit and amount to remit to council

4. Ordering the Initial Order Recognition Item

Each girl in your troop that sells **300+** packages on the initial order (during January 13-30) will earn the initial order recognition item, which this year is the **t-shirt**. To place this order for your troop, after you have created the troop's initial cookie order:

- Click on the Recognitions and Proceeds icon
- Select Create a Recognition order. You will see the 'Early' icon appear, click on Early. The SNAP system will automatically determine which girls in your troop have earned the initial order recognition award based on the number of packages they have sold.
Important Note: Once the initial cookie order has been entered and saved you can create the initial (early) recognition order. If you change your initial cookie order at any time after the initial (early) recognition order has been created, make sure you update the initial (early) order recognition award order so that all girls in the troop get the proper credit for their initial order sales.
- Once the order is created click save or if the order is final, click *commit*. **Note: you will not be able to make any changes once you commit the order. Contact your Service Unit Cookie Manager to make any changes to a committed order (prior to council order deadlines).**



Recommended reports (under Reports icon):

Summary Reports: [Recognition Order Summary By Girl](#) – recognition plan type-select 'early'

IMPORTANT: If you chose to save, rather than commit your initial cookie and recognition orders, once your orders are finalized, you can commit both orders through the Order Management page. (See next section)

5. Order Management – (a) Viewing and (b) Committing Orders

The Order Management page allows you to see all of the different order types for cookies and recognitions on one page.

To access the Order Management page:

- Click on the Cookies icon
- Click on Manage Orders, the order management page will open and show the headings of all order types



- a. To view saved orders:
 - Click on the Cookies icon
 - Click on the green arrow on the right side of the heading of the order type you want to view. The orders will appear under the heading. Roll your cursor over the order line for a 'quick-view' of the order (this is particularly helpful when viewing transfers), or click on the order line and the order will open on the page.

- b. To commit a saved order: Once you have confirmed that your order (cookie or recognition) is complete you can commit your orders in one of 2 ways:
 1. On the Order Management page, you can select individual orders to be committed by clicking on the check box following the order and then click on the commit selected orders at the bottom of the page.
 2. Click on the individual order to open it then click on the commit order button at the bottom of the page.

6. Transfers (a) to girls for additional packages picked up from troop stock (b) to credit girls for booth sales (c) to another troop

- a. ***Transfers to girls for additional packages picked up from your troop stock:***
 Additional packages given to girls from the troops stock of cookies will need to be transferred from the girl to the troop in order for the girl to receive credit for the sales.
Note: All transfers from troop to girl that are NOT designated 'booth' will become the financial responsibility of the individual girl. All troop to girl transfers will appear on the Girl Balance Summary which details how much money each girl owes her troop for cookies sold.

To transfer packages from the troop to a girl:

- Click on the ***Cookies icon***
- Click on ***Transfer***
- Enter **your notes** in order reference field
- The Order Date will automatically default to current date and time, or you can manually enter the correct date
- In the Type dropdown select 'Troop to Girl Transfer' The screen will look like this: Troop product on the left, current girl numbers on the right



- Click on the troop in the 'From My Troop' box
- A pop up screen will appear and a box labeled 'booth'. Enter the # of packages to be transferred in the pop up screen, then click on 'OK'



- Click on the girl to whom you are transferring packages ****Note:** A confirmation statement below the box will appear stating "Transfer of 'X' packages from Troop # to Girls Name. You will see that the Troops total number of packages will be decreased by the number of packages you are transferring and the total for the girl to whom you are transferring will be increased by that same amount.
- If the confirmation statement is correct, click save – you will see a confirmation that your transfer was successful.
- If the confirmation statement is incorrect, click reset to start the transfer again
- Or...click cancel (you will be taken to the Manage Orders screen).

b. **To credit girls for packages sold at Troop booth sales:**

Packages sold at Troop booth sales must be credited to the girls that sold them so that they receive the correct recognitions at the end of the sale. Financial responsibility for packages sold at Troop booth sales remains with the troop. One suggested method of determining package credit for girls selling at Troop booth sales is to take the total number of packages sold at the booth divided by the number of girls staffing the booth and giving each girl credit for that number of packages. It is up to you to decide how you want to credit your girls that participate in cookie booths. Since crediting by variety would be much more difficult to track for booth cookies, and a breakdown by variety is not important in this instance you can simply give credit to the girl for the total number of packages for booth sales.

To transfer booth sale packages to a girl:

- Click **Cookies** from the main menu and then click **Transfer Order**
- Enter **booth sale date and retailer** in order reference field (as a reminder on what this transfer was about)

- The Order Date will automatically default to current date and time, or you can manually enter the correct date
- In the Type dropdown select 'Troop to Girl Transfer'
- The screen will look like this: Troop product on the left, current girl numbers on the right
- Click on the troop in the 'From My Troop' box

A pop up screen will appear that looks like this:



- Tab to or position your cursor on the booth box
 - Enter the number of packages that should be transferred to the girl in the booth box.
 - Click on OK
 - A confirmation statement will appear below the packages confirming the number of packages being transferred from troop to girl and the troop and girl numbers will adjust accordingly.
 - You will see a confirmation that your transfer was successful.
- c. **To Transfer packages to another troop in your Service Unit (check with your SUCM as she/he might need to do troop to troop transfer):**
- Click **Cookies** from the main menu and then click **Transfer Order**
 - Enter **any notes pertaining to transfer (or receipt #)** in order reference field
 - The Order Date will automatically default to current date and time, or you can manually enter the correct date
 - In the Type dropdown select 'Troop to Troop Transfer' Note the unit of measure **(cases ONLY)** for the transfer in the confirmation statement under the From Troop box.
 - In the From Troop box, select your Troop number.
 - Troop to Troop transfers are NOT done by variety.
 - Enter the correct number of cases you are transferring.
 - In the To Troop box, select the troop you are transferring to. The From Troop number and To Troop numbers will adjust accordingly.
 - The confirmation statement will read 'Transfer of 'X' **CASES** from Troop # to Troop #
 - If the confirmation statement is correct, click on Save
 - If the confirmation statement is incorrect click on reset to begin again
 - Or click on cancel to go to the Manage orders page
 - It is the troop transferring the cookies to another troop who does the troop to troop transfer (if SUCM has given you this global permission – if not SUCM will do the transfer)

Recommended reports (under Reports icon):

- **Summary Reports:** Troop Balance Summary

7. Planned Orders

After you have received your initial cookie order, you very likely will need more cases of cookies to fill additional girl orders or for booth sales. To ensure adequate stock, beginning Monday, February 27, troops can obtain additional cases of cookies from trucks/PODS by placing a Planned Order. Planned Orders must be in SNAP on Monday for Wednesday pick-up and/or on Wednesday for a Friday pick-up. Troop Cookie Managers enter this in SNAP and truck/POD

workers will commit after cookies have been picked-up. If cookies are not picked up by the scheduled date/time, they will be put back into the truck/POD inventory and will not show in SNAP.

To enter a Planned order:

- Click on the *Cookies* icon
- Click on Planned Order
- Select a truck/POD from the drop down box
- Select a pickup date from the drop down box



Once you select the time, the screen will register the troop number, truck/POD and requested date



Note the unit of measure just above the order grid: Enter in the number of cases for each variety that you want to pick up at the truck/POD

- Click Submit
- You will be asked to confirm your order.

You will be able to see your Planned Order on the Order Management page. After your Planned Order has been picked up from the truck/POD, the truck/POD worker will confirm the number of cases of each variety picked up and the Planned Order will become a truck/POD to troop transfer which you will be able to view on your Order Management page. Once the transfer is complete, the cases will be available to you to transfer to girls for additional sales or for booth sale credit to girls.

8. Placing the Main Recognition Order

All transfers to girls should be completed PRIOR to creating the main recognition order. For step by step directions, see #4 Ordering the Initial Order Recognition Item and follow the directions EXCEPT when you click on Create Recognition Order you will next click on Main.

The Snap system will automatically determine each girls' recognition order based on total packages sold (EXCEPT the Goal Getter and Booth patches will need to be manually entered -- 1 per girl **IF** earned).

Check each girls' order and indicate any sizes if applicable.

Click on Save or Commit (you will not be able to make any changes to the order once it is committed – you will need to contact your Service Unit Manager to make corrections if needed).

Recommended reports (under Reports icon):

Recognition Order Summary by Girl – filter by recognition plan type 'main'

Please make sure that all troop to girl transfers are done and that the sales total for each girl is correct BEFORE ordering final recognitions.

9. Financial Transactions (a) Girl payments to Troop (b) Troop payments to council

a. To record cookie payments made by a girl to the troop:

- Click on the **Finances** icon
- Click on Add New Girl Transaction, a pop up screen will appear
- Complete the information requested on the pop up screen, including reference numbers and notes
- Click on Save

You will be returned to the Finance Main page and will see your girl payment transactions listed in the bottom grid. You will be able to edit your transactions if needed by double clicking on edit at the end of the row.

Recommended reports (under Reports icon):

Summary Reports: Girl Balance Summary

b. To record Troop cookie payments to Council:

- Click on the **Finances** icon
- Click on Add New Troop Transaction, a pop up screen will appear
- Complete the information on the pop up screen including reference numbers and notes
- Click on save



You will be returned to the main finance page and will see all troop transactions in the top grid.

Recommended reports (under Reports icon):

Summary Reports: Troop Balance Summary

9. Crediting a Girl for Cookies for Soldiers sales

To give a girl your troop credit for **Cookies for Soldiers** sales: **(NOTE: this does not increase the total sales for the girl, it just indicates how many of her packages were sold for Cookies for Soldiers)**

- Click on the *Cookies* icon
- Click on Cookie Share

- All girls in your troop will appear on a grid
- Double click on the girl to be given credit, and indicate how many of the packages she sold were for the Cookies for Soldiers program
- Enter the number and click on Save

Recommended reports (under Reports icon):

Summary Reports: Track Cookie Share (use packages as unit of measure)