
Simplified Checklist for Unit Sales on the Popcorn System

- Create Unit Users, Sub-Units and Sub-Unit Users:** (Sub-Units Menu)
 - Maintain or add information anytime during the year
 - Add Users to the System who will need access for the Management of your sale.

- Build your Scout list:** (Scouts Menu/Area)
 - Add your Scouts to your Unit information to provide Scout login information,
 - Locate Key Codes for transfers and Consumer Order cards (REPORTS Menu),
 - Locate sales records for each Scout.

- Make Unit Commission Selection:** (Orders Menu)
 - View commissions assigned to your Unit at the Council level
 - Make Cash or Prizes selections if your Council has offered these choices.

- Place the Unit Order:** (Orders Menu)
 - Review and Approve Scout orders
 - Enter and Submit Unit order for Council review and inclusion
 - Review Scout Prize orders and Place Unit Prize orders if your Council is using the Trails End Prize Program.

All Orders flow through your Council.

1. **SCOUTS' Orders, approved → system reflects Scout need in UNITS' Orders**
2. **UNITS' Orders, approved → system reflects Unit need in COUNCIL Order**
3. **COUNCIL Order, Submitted → TRAIL'S END**

- Reports** (Reports Menu)
 - Print Packing Slips for the Unit and for Scouts
 - Print Invoices for the Unit and for Scouts
 - Print various User information reports such as Mailing Labels and Login instructions.