

Scout Boss Guide (Unit)

This guide goes over frequently asked questions in regards to navigating and completing certain required tasks in Scout Boss. First Steps:

- Go to PRPopcorn.com
- Click on “My Account”
- Click on “Create Unit Profile”
- Enter your Council Key (provided by your council)
- Choose your District from the dropdown menu
- Choose your unit type from the dropdown menu
- Choose your unit number from the dropdown menu
- Enter a username for the account (this does not need to be an email address as in previous years, but must be unique)
- Enter a Password for the account
- Enter the remaining profile information including the email address where all confirmation emails for the account will be sent.
- Click “Submit”

How to Access My Account?

- Go to PRPopcorn.com
- Click on “My Account”
- Enter in your username and password
- Once in the system, you will see your dashboard.

The screenshot shows the Scout Boss Dashboard. At the top, there are navigation buttons: New Order, Manage Orders, Scout Seller IDs, Winner's Circle, Worksheet Tool, and Kernel Tracker. Below this is the Order Summary section, which is divided into two parts: Current Season - Fall 2021 and Prior Season Comparison - Fall 2020. Each part includes a 'Download data' link and a table with columns for Order Type, Total Containers, Total Retail Dollars, Total Unit Cost, and Unit Commission.

Order Type ▲	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Return	0	\$0.00	\$0.00	\$0.00
Show & Sell	158	\$3,010.00	\$2,107.00	\$903.00
Take Order	0	\$0.00	\$0.00	\$0.00
Total	158	\$3,010.00	\$2,107.00	\$903.00

Order Type ▲	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Show & Sell	142	\$2,880.00	\$2,016.00	\$864.00
Total	142	\$2,880.00	\$2,016.00	\$864.00

How to Update My Profile?

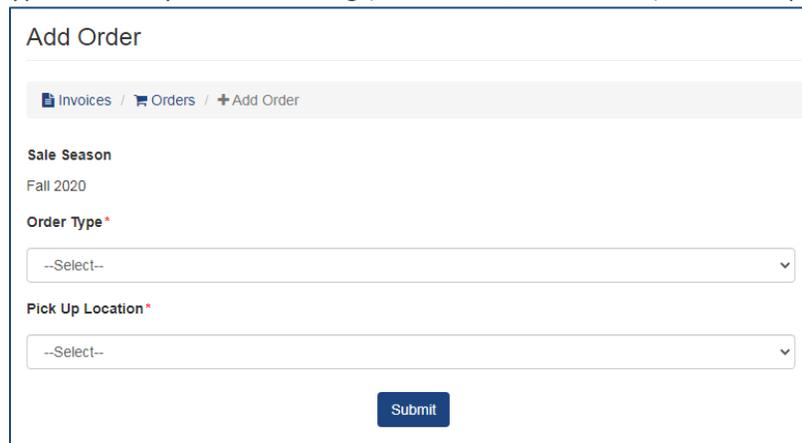
- Click on "Unit User" in the top right hand corner of the screen.



- Your profile information will display.
- To update or change your profile, click "Edit Profile."
- If you would like to change your password, click "Change Password."

How to Place an Order?

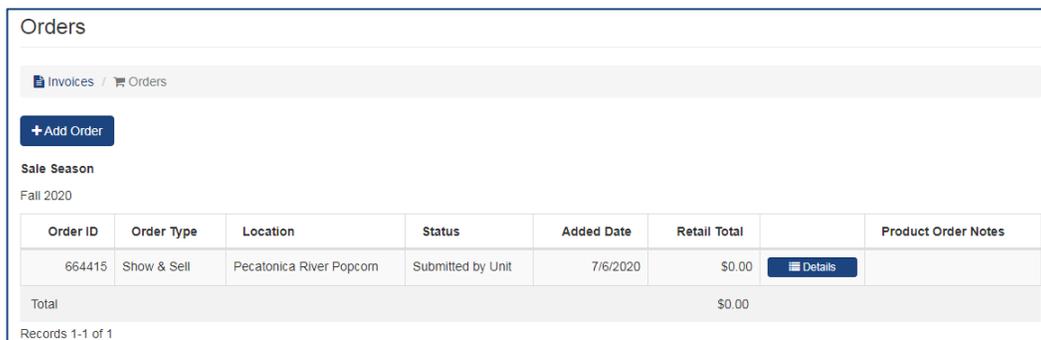
- Click "New Order" on the Dashboard.
- Choose what type of order you are entering (Take Order/Show n Sell) as well as pick up location.

The image shows a screenshot of the 'Add Order' form. At the top, there is a breadcrumb trail: 'Invoices / Orders / +Add Order'. Below this, the 'Sale Season' is set to 'Fall 2020'. There are two dropdown menus: 'Order Type*' and 'Pick Up Location*', both currently showing '--Select--'. A blue 'Submit' button is located at the bottom center of the form.

- You will then be able to enter in your order.
 - o Remember:
 - Show n Sell orders = enter in as cases (If you are unsure of how many containers are in a case per product, please see "Helpful Tips" at the bottom of the page.)
 - Take Orders = enter in as individual containers.
- At the bottom of the order form, you have the ability to add any notes/comments to the order.
- Click "Update" to place your order.

How to Edit/View an Order?

- Click "Manage Orders" on the Dashboard.
- Here you will see a list of orders you have placed.

The image shows a screenshot of the 'Orders' page. At the top, there is a breadcrumb trail: 'Invoices / Orders'. Below this, there is a blue '+Add Order' button. The 'Sale Season' is set to 'Fall 2020'. Below the season, there is a table with the following columns: 'Order ID', 'Order Type', 'Location', 'Status', 'Added Date', 'Retail Total', and 'Product Order Notes'. There is one row of data with the following values: Order ID: 664415, Order Type: Show & Sell, Location: Pecatonica River Popcorn, Status: Submitted by Unit, Added Date: 7/6/2020, Retail Total: \$0.00. There is a blue 'Details' button next to the 'Retail Total' cell. At the bottom of the table, there is a 'Total' row with a 'Retail Total' of \$0.00. Below the table, it says 'Records 1-1 of 1'.

- You can only edit an order if the order status says “Submitted by Unit.” Once your order is approved by District, Council, or PRP you will no longer be able to edit your order.
- If you are able to edit your order, click on “Details” and then “Edit Order.”
 - o Here you are able to change the quantities and any notes that were added.
- Once finished, click “Update.”

How to Enter/View/Edit a Scout for Online Sales (Seller ID)?

- Click “Scout Seller IDs” on the Dashboard.
- A list of Scouts with current online Seller ID’s will populate.
 - o You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.

<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				Add
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes next to the Add button):
 - o First Name
 - o Last Name (we only need the first two letters of his/her last name)
 - o Parent/Guardian email address
- Click “Add.” A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout’s Seller ID.
- You may edit a Scout’s information by clicking on “Edit.”
 - o Only a Scout’s first/last name and email can be edited. ****The Seller ID cannot be changed****
- If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout’s information again you simply click on “Inactive Scouts.”

How to Enter a Scout into the Winner’s Circle?

- Click “Winners Circle” on the Dashboard.
- Select the Scout’s name you want to enter into the Winner’s Circle
 - o Scouts a D process (please see above).

Enter Scout to Winners Circle

Select a Scout

1234 5678

- Click "Submit"

The screenshot shows a web form titled "Add Prize". At the top, there is a breadcrumb trail: "Districts / Units / Scouts / Prizes / + Add Prize". Below this, there is a table with three columns: "District", "Unit", and "Scout". The table contains one row with the values "Caspio District 1", "0003", and "test test".

Below the table, there are several form fields:

- Invoice Period***: A dropdown menu with "--Select--" selected.
- Amount Sold***: A text input field.
- Prize Type***: A dropdown menu.
- Worksheet Verification***: A file upload field with a "Choose File" button and the text "No file chosen".
- Zip***: A text input field.
- Pickup Name***: A text input field.
- Pickup Email***: A text input field containing "testunit@caspio.com".

At the bottom center of the form is a blue "Submit" button.

- Type in the above information
 - o Invoice period (Season and year)
 - o Amount Sold (Total dollars Scout sold)
 - o Prize Type
 - o Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
 - o Zip code
 - o Name of person picking up prize
 - o Email of person picking up prize
- Click "Submit"

How do I Tabulate My Order?

- Click "Worksheet Tool" on the Dashboard.
- Select the blue "Download Worksheet Tool" link.
- Save the excel file anywhere on your device.
- Once file is open, enter in the Unit information, Scout names, and product quantities that each Scout sold.
- The totals at the bottom of the page are what you enter into the popcorn order form to place your popcorn order.

How do I access Kernel Tracker?

- Click “Kernel Tracker” from the Dashboard
- On the following screen enter in an email and password to gain access to the tool. NOTE: the username and password do not have to be the same as the login for Scout Boss, but it may beneficial to keep them the same.
- For more help on how to navigate Kernel Tracker visit https://pecatonicariverpopcorn.com/Tutorial_KernelTracker.html

What is Included in the Top Header?



- **Dashboard**
 - Select this at any time to go back to the dashboard.
- **Sales Season**
 - Here you can:
 - Add/edit/view any orders placed during the fundraiser year.
 - Commit to each order type (Show n Sell or Take Order).
 - Print an invoice
- **Scouts**
 - Here you can:
 - Add/view all Scouts
 - Edit Scouts information
 - Enter in Winners Circle prize
 - Activate/inactivate Scouts
- **Reports**
 - Here you can generate the following reports:
 - Pick Tickets
 - Online Invoices (online sales per Scout)
 - Remaining Balance
 - Sales Summary
 - Commission Matrix – this report shows you the commission percent assigned to your unit. If there is a mistake with that percent, please contact your council office.
- **Files**
 - Here you can:
 - Print council specific forms
 - View PDF versions of sales forms