



SNAP INSTRUCTIONS FOR TROOPS

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

Login: _____

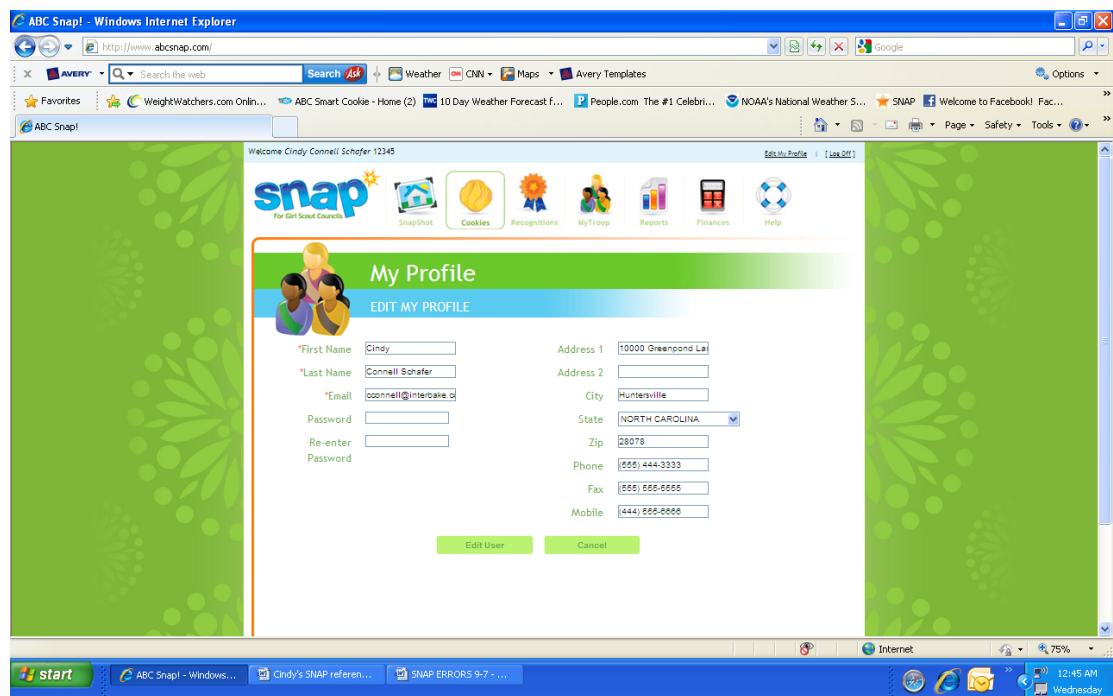
Password: _____ Troop Number: _____

*****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

The address for Snap is <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 E-mail 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 e-mail address.* Once you have updated your profile, click save to save the changes.



ABC Snap! - Windows Internet Explorer
http://www.abcsnap.com/

Welcome Cindy Connell Schaefer 12345

My Profile
EDIT MY PROFILE

*First Name	Cindy	Address 1	10000 Greenpond Ln
*Last Name	Connell Schaefer	Address 2	
*Email	connell@interlake.c	City	Huntersville
Password		State	NORTH CAROLINA
Re-enter Password		Zip	28078
		Phone	(888) 444-3333
		Fax	(888) 888-8888
		Mobile	(444) 888-8888

Edit User Cancel

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*.
- Enter or update information in all fields and click *Edit Troop* to save your data. An e-mail address is required for each troop. If you do not have an e-mail address enter a valid e-mail address for another adult troop member.



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

To add girls' names:

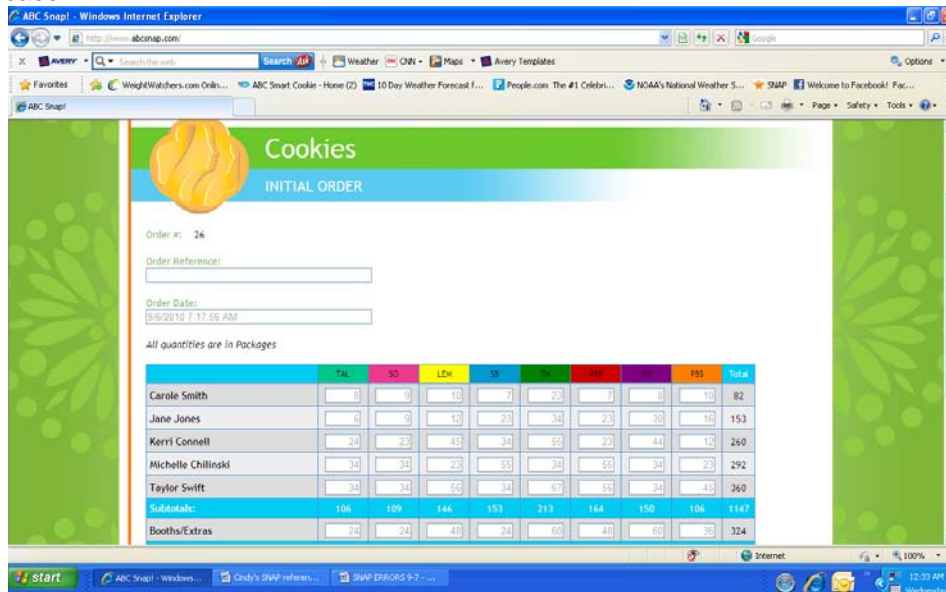
- Click *My Troop* from the menu at the top, then click *Add/Edit/Delete Troop Girls*. Then click on *Add New Girl*. Enter first and last names, then click on add girl. Enter all of the girls in your troop. Once all of the girls are entered, indicate if a girl is NOT selling by un-checking the selling box in front of the girls name. If a girl in the troop becomes inactive prior to the cookie sale, you may also designate this by un-checking the active box in front of the girls name.
- 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 – DUE IN SNAP FEBRUARY 1, 2012 BY MIDNIGHT

Troops' initial cookie and initial order recognition orders must be entered by February 1, 2012.

Initial Cookie Order - Entered by girl, in packages

- Click **Cookies** then choose *Initial Order*.
- You will see a grid with all of the girls you entered in the troop.
- Enter the number of boxes needed for each girl by variety by tabbing across the grid.
- **NOTE: Cookie Share is the first column. These are virtual cookies. i.e. cookies which are ordered in the system but troops never receive. They are shipped directly to Operation Troop Aid from the bakery. The parent is financially responsible for cookie share cookies.**
- 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



- 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:

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)

4. Ordering the Initial Order Incentive Item – Lime Green T-Shirt

Each girl in your troop that sells **155** packages on the initial order will earn the initial order incentive item, which this year is the **Lime Green Themed T-shirt**. To place this order for your troop, after you have created the troop's initial cookie order:

- Click on the Recognitions 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 incentive 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) incentive order. If you change your initial cookie order at any time after the initial (early) incentive order has been created, make sure you update the initial (early) order incentive award order so that all girls in the troop get the proper credit for their initial order sales by following steps listed in #5 Order Management below.
- 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).

Girl	Total Sold	Booth Award	Award #1	Award #2
Carole Smith	107	25	No early award	
Jane Jones	168	15	No early award	150+ Achievement Bar
Kerri Connell	260	0	No early award	150+ Achievement Bar
Michelle Chilinski	292	0	No early award	150+ Achievement Bar

Recommended reports:

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 incentive orders, once your orders are finalized, you can commit both orders through the Order Management page. (See next section)

5. Order Management – a. Viewing/Updating orders, 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

Order Type
Initial Order
Recorders
Returned Order
Damage Orders
Transfer Orders
Recognition Orders

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.

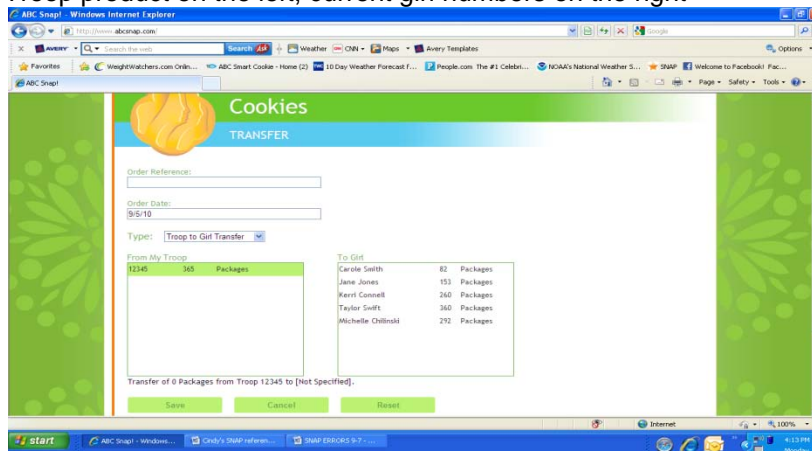
6. Transfers a. from Cupboards b. to girls for additional packages picked up from troop stock c. to credit girls for booth sales d. to another troop

a. Transfers to your Troop from Cupboards: Troops needing more cases of cookies to fulfill additional girl sales or for troop booth sales will receive them from Council or Service Unit cupboards. Transactions for transfers from a cupboard to your troop will be entered by the Cookie Cupboard Manager within one week of pick up. These transfers will be found as a TRANSFER not as a REORDER in Manage Orders.

b. 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 troop to the girl 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 **XXX** in order reference field which is your own easy-quick reference code
- The Order Date will automatically default to current date and time, or you can manually enter the correct date
- In the Type dropdown field 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 as 2 options. 1 – number of boxes for girl order and will impact girl's balance or 2 – number of boxes for girl order for booth sales and will not affect girl's number balance.
- Enter the number of packages in the appropriate option and say 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 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).

c. 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 incentives 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 manning 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 **XXX** in order reference field which is your own easy-quick reference code
- 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 show 2 options.
- Tab to or position your cursor on the booth box
- Enter the number of boxes that should be transferred to the girl in the booth box.
- Click on OK
- A confirmation statement will appear below the boxes 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.

d. To Transfer packages to another troop in your Service Unit:

- Click **Cookies** from the main menu and then click **Transfer Order**
- Enter **XXX** in order reference field – this is your own easy-quick reference code
- 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**) for the transfer in the confirmation statement under the From Troop box.
- In the From Troop box, select your Troop number.
- Enter the correct number of cases you are transferring.
- In the To Troop box, select the SU and 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

Recommended Reports:

Summary Reports: Troop Balance Summary

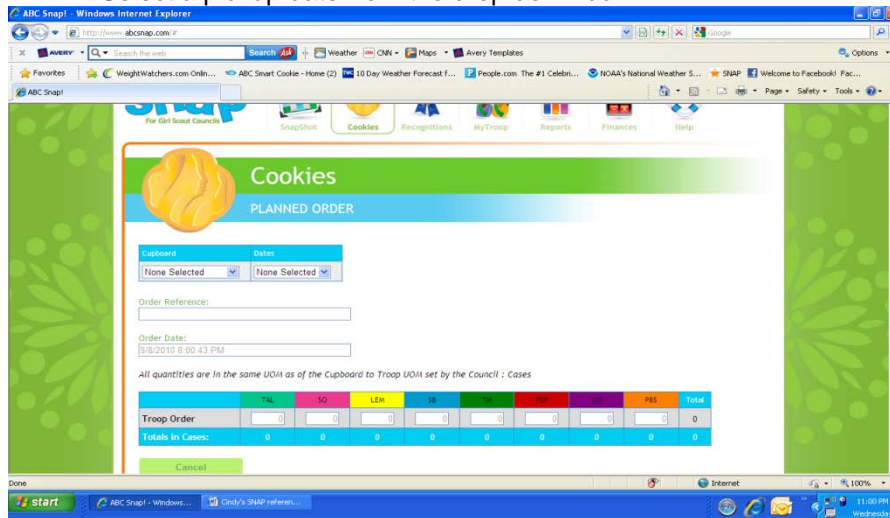
7. Planned Orders - after initial order
--

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. In order to assure cupboard stock, you will enter a Planned order for any additional cases of cookies that you need to pick up to fulfill your girls orders, or for booth sales. **Planned orders must be entered by Sunday evening at midnight in order to guarantee availability at the cupboard.**

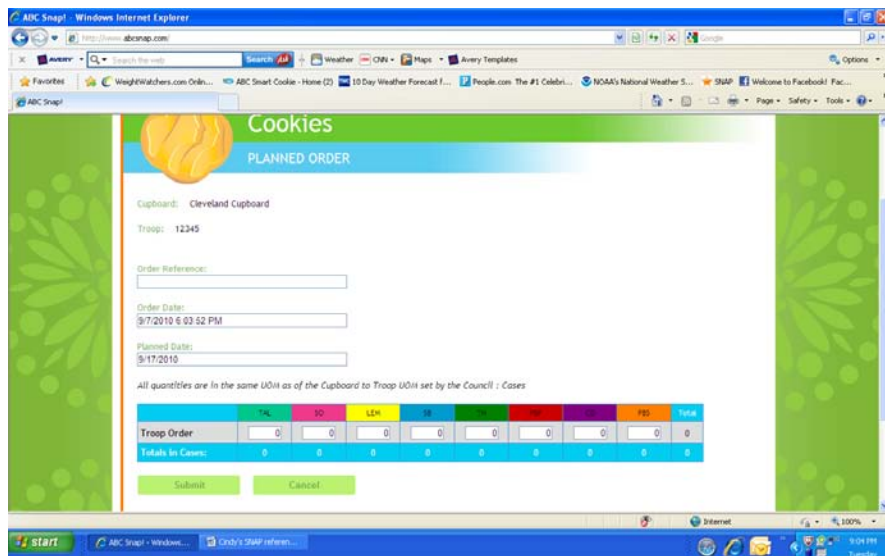
To enter a Planned order:

- Click on the *Cookies* icon

- Click on Planned Order
- Select a cupboard 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, cupboard 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 cupboard

- 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 cupboard, the cupboard manager will confirm the number of cases of each variety picked up and the Planned Order will become a cupboard to troop transfer which you will be able to view on your order management page. Once the transfer is complete, the packages 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 Incentive 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 girl’s recognition order based on total packages sold.

Check each girls’ order and indicate any sizes or determine choices 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 Cookie Manager to make corrections if needed).

Suggested Reports:

Summary Reports: 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

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:

Summary reports: Girl Balance Summary

You do not have to record payments to the council in SNAP. The Finance Department will enter all deposits based on VALIDATED DEPOSIT COPIES. Make sure that you submit your VALIDATED DEPOSIT COPIES with your final cookie paperwork.

Locked	Troop	Date	Transaction	Bank	Date	Amount	Act	Actions
						Total:	\$0.00	
							(0 Rows)	

To review all troop balances, please refer to the following report: [Troop Balance Summary Report](#)

- Click on save

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

Recommended reports:

Summary Reports: Troop Balance Summary