

# Girl Scout Cookie Program On-Line Order Entry System FLOW CHART

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## Step 1: Register or Log in

### FIRST-TIME USERS: Access Web site

- ▶ Click on REGISTER on the home page
- ▶ Select appropriate role
- ▶ Click button to request privileges
- ▶ Click CONTINUE
- ▶ Receive e-mail approval (1-7 days)  
DO NOT REGISTER MORE THAN ONCE
- ▶ Log out

### RETURNING USERS: Access Web site

- ▶ Log in
- ▶ Select appropriate role
- ▶ Click button to request privileges
- ▶ Click CONTINUE
- ▶ Receive e-mail approval (1-7 days)  
DO NOT REGISTER MORE THAN ONCE
- ▶ Log out

## Step 2: Access Web site

## Step 3: Enter Polar Bear Sale Order If not participating, skip to Step 4

### Log in to Web site

- ▶ Click POLAR BEAR ORDER
- ▶ Enter number of hours
- ▶ Click CALCULATE
- ▶ Enter cases in ACTUAL ORDER
- ▶ Adjust ACTUAL ORDER (optional)
- ▶ Click CALCULATE
- ▶ Click DONE

## Step 4: Enter Order-taking Sale Order

### Access Web Site

- ▶ Log in
- ▶ Select your function
- ▶ Click CONTINUE
- ▶ Select appropriate level
- ▶ Enter number of patches (booth sales only)
- ▶ Select incentives OR additional earnings (applies only to troops in grades 6-12)
- ▶ Click SAVE

### Enter Order-taking Orders

- ▶ Click ORDER TAKING menu
- ▶ Click on ADD A GIRL\*
- ▶ Enter Girl first name/last initial
- ▶ Click booth sale box (if participated) to order Booth Sale patches
- ▶ Enter exact number of boxes sold per flavor
- ▶ Click CALCULATE
- ▶ Verify order
- ▶ Make corrections
- ▶ Click CALCULATE
- ▶ Click SAVE (\* Repeat for each girl)
- ▶ Delete all "NO NAME" entries
- ▶ Order Adjustment (always negative numbers): applicable only if rolling leftover cookies from Polar Bear to Order Taking
- ▶ Click FILE (from browser toolbar)
- ▶ Click PRINT (GIRL ORDER SUMMARY)
- ▶ Click BACK
- ▶ Click FILE
- ▶ Click PRINT (PRODUCT ORDER SUMMARY)

(OVER)

## STEP 4, continued

### Print Awards Report

- ▶ Click AWARDS report
- ▶ No data entry allowed or required
- ▶ Verify Booth PATCH ORDER
- ▶ Go back to GIRL ORDERS to order Booth PATCHES
- ▶ Click FILE
- ▶ Click PRINT (TROOP AWARDS REPORT SUMMARY)
- ▶ Click BACK

**Note: Once initial girl orders are placed, no changes will be made to recognitions.**

### Enter Booth order: (if not participating in Spring Booth Sale, skip this step)

- ▶ Click BOOTH ORDER
- ▶ Enter number of hours
- ▶ Click CALCUALTE
- ▶ Enter cases in ACTUAL ORDER
- ▶ Click CALCULATE
- ▶ Adjust ACTUAL ORDER (OPTIONAL)
- ▶ Click DONE

## Step 5: Cookie Cupboard

All cupboard transactions are entered by the Girl Scout office.

**NO DATA ENTRY ALLOWED**

## Step 6: Record Girl Payments

### Log in to Web site

- ▶ Click ORDER TAKING
- ▶ Click Girl name\*
- ▶ Enter AMOUNT PAID
- ▶ Click CALCULATE
- ▶ Click SAVE (\*Repeat for each girl)
- ▶ Click FILE
- ▶ click PRINT (GIRL ORDERS SUMMARY)
- ▶ Click BACK
- ▶ Log out

**Note: Do not adjust girl orders to accommodate the sale of "unsold" packages. Credit girls for their initial sales only.**

## Step 7: Make Troop Deposit

- ▶ PRODUCT ORDER SUMMARY PAGE: Locate TROOP EARNINGS amount and BONUS if earned.
- ▶ Take entire earnings and bonus amounts from money collected (cash only)
- ▶ Deposit into troop bank account
- ▶ Give receipt to leader

## Step 8: Make Council Deposit

- ▶ PRODUCT ORDER SUMMARY PAGE: Locate total amount to deposit.
- ▶ Deposit ALL checks and remaining cash (total amount due council) into council Fifth Third Bank account
- ▶ Get validated receipt from teller
- ▶ Give deposit slip receipt to Service Unit Cookie Team
- ▶ Receive recognitions