Ways to Order Popcorn

**Method 1  Manually Input Total Unit Order**

First, you will need to find out what orders have been placed on the TE app.

Menu / Sales / Sales by product (scroll to bottom)

Sales by Product – you will need to order items under Wagon Qty column

1. Then total the number of each popcorn product you need from the Paper Order Forms.
2. Add together total of each product from the “Wagon Quantity” column “Sales by Product Report” and the Paper Order Forms.
3. Go to Order Popcorn and input the Popcorn Items need for your Take Order / Wagon Sales. Hit Submit. (Subtract Show & Sell/Storefront inventory on hand)
4. Double check that product has not been double-counted.

**Method 2  Put in Wagon Sales for Each Scout.**

1. www.scouting.trails-end.com / Menu/Sales/Wagon Sales / Scout Wagon Sales
2. Select Scout / Select Action / Record A Sale / Go
3. Customer Information is not required.
4. Input total number of each popcorn product you need from their paper form. (Only do 1 order for the entire Take Order paper order form)
5. Uncheck the “Mark Delivered” Box
6. Record Sale
7. Continue for all Scouts

**Place Unit Order**

1. Menu / Sales / Sales by Product
2. You need the number of each popcorn product in the Wagon Quantity Column.
3. Subtract any Show & Sell/Storefront inventory on hand.
4. Click on “Order Popcorn” Button. Input quantity of each product needed.
5. Submit