Scout Boss Guide (Unit)

This guide goes over frequently asked questions in regard 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 (**562GSC**)
- 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
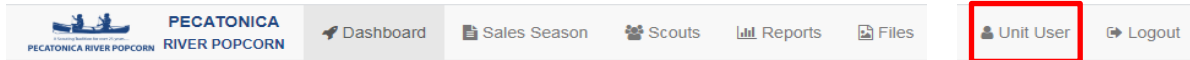- Once in the system, you will see your dashboard.

How to Update My Profile?

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

- Your profile information will be displayed.
- 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.

- 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 can 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.

Orders

📄 Invoices / 🛒 Orders

+ Add Order

Sale Season
Fall 2023

Order ID	Order Type	Location	Status	Added Date	Retail Total		Product Order Notes
7889237	Show & Sell	Location 1	Submitted by Unit	12/7/2023	$3,860.00	☰ Details	
7889536	Take Order	Locaiton 2	Submitted by Unit	2/28/2024	$2,435.00	☰ Details	
7889545	Show & Sell	Location 1	Submitted by Unit	4/24/2024	$2,580.00	☰ Details	
7889548	Take Order	Location 1	Submitted by Unit	4/29/2024	$0.00	☰ Details	
Total					$8,875.00		

Records 1-4 of 4

- You can only edit an order if the order status says, "Submitted by Unit." Once your order is approved by the District, Council, or PRP you will no longer be able to edit your order.
- If you can edit your order, click on "Details" and then "Edit Order."
    o Here you can 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.

Scouts

👥 Scouts

🔨 Active Scouts **🔨 Inactive Scouts** **🔨 All Scouts**
✕ Bulk Delete

☐	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
☐	☐							**Add**
☐	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	🎁 Prizes	✏ Edit ✕ Delete
☐	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	🎁 Prizes	✏ Edit ✕ Delete
☐	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	🎁 Prizes	✏ Edit ✕ Delete
☐	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	🎁 Prizes	✏ Edit ✕ Delete

Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes next to the Add button):
  - First Name
  - Last Name (we only need the first two letters of his/her last name)
  - 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."
  - 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 Winners Circle.
  - Scouts are added to the dropdown through the Scout Seller ID process (please see above).
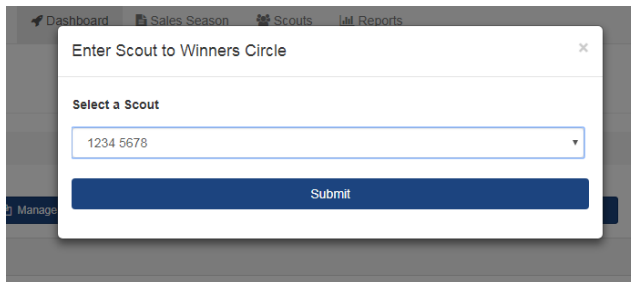
- Click "Submit"

- Type in the above information
    - Invoice period (Season and year)
    - Amount Sold (Total dollars Scout sold)
    - Prize Type
    - Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
    - Zip code
    - Name of person picking up prize
    - 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 the 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 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 be beneficial to keep them the same.
- For more help on how to navigate Kernel Tracker visit https://pecatonicariverpopcorn.com/Tutorial_KernelTracker.html

How do I trade products with another unit?

- Click "Unit to Unit" Transfer from the Dashboard
    - Your unit district, type, and number will all populate in the drop downs.
    - Choose a location from the "Pick Up Location" drop down. This value isn't important but do make sure that the Pickup Location matches the receiving unit.
    - Choose the respective unit information from the TO unit drop downs.
- Click "Submit"
- Enter the respective number of cases/containers that you are trading with the other unit.
- Click "Submit Order"
- As the unit initiating the order you will see a list of transfer under the "unit to unit" report.
    - The report will show the status of the transfer, "Pending, Approved, or Declined".
- As the receiving unit you will see a list of pending transactions under the "unit to unit" report.

- o   Click the details button next to a respective order
- o   Scroll to the bottom of the page and click "Accept" or "Decline"
    - ▪   Once accepted the product will show on your sales totals
    - ▪   If declined no product will be shown as part of your sales totals.

What is Included in the Top Header?

- - **Dashboard**
    - o   Select this at any time to go back to the dashboard.
- - **Sales Season**
    - o   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**
    - o   Here you can:
        - ▪   Add/view all Scouts
        - ▪   Edit Scouts information
        - ▪   Enter in Winners Circle prize
        - ▪   Activate/inactivate Scouts
- - **Reports**
    - o   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 percentage, please contact your council office.
        - ▪   Unit to Unit – this report shows any unit level unit to unit level-initiated orders
- - **Files**
    - o   Here you can:
        - ▪   Print council specific forms
        - ▪   View PDF versions of sales forms