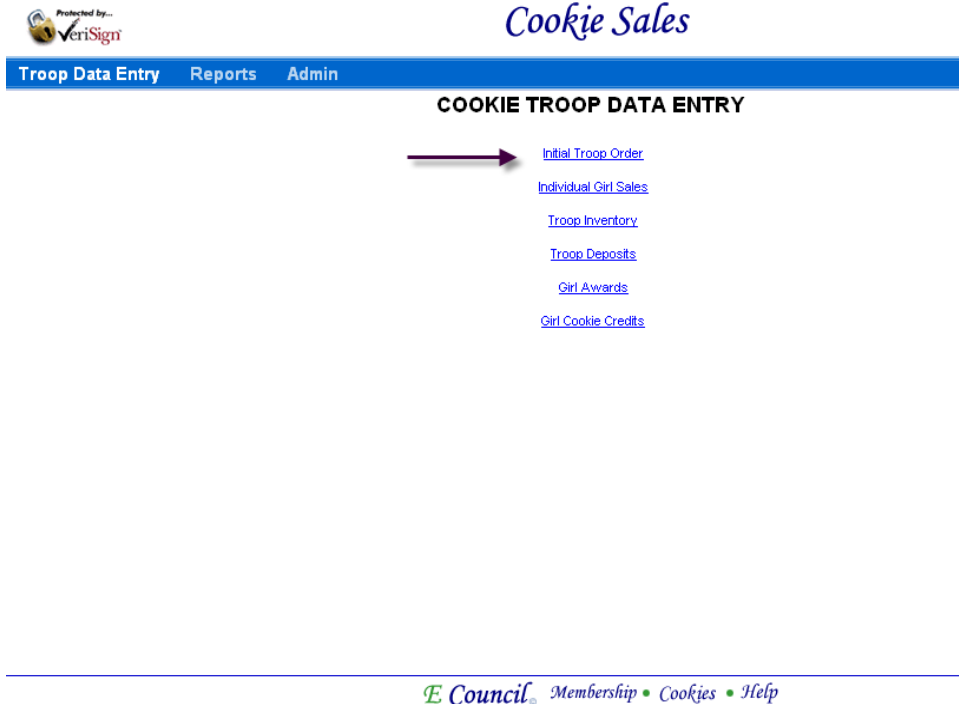


You will now see Cookie Troop Data Entry at the top of your screen. This is the troop main menu. All data entry will be done from this screen.



PART III – Initial Orders

1. From the troop main menu screen, click Initial Troop Order



- Enter your 5-digit troop number and click Go (if your troop number is not 5 digits, simply add zeroes in front). This will bring up a listing of the registered girls in your troop.



Cookie Sales

Troop Data Entry Reports Admin

Troop Search

Search Troop	
Troop #	<input type="text" value="01255"/> <input type="button" value="GO"/>

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- Using the girl order card, enter the quantity of boxes by cookie type sold. At the bottom of the screen, you will notice that the order calculates as each quantity is entered. E Council will automatically round up the cookie quantities to full cases, shown in the Total Cases From Girl Sales row.



Cookie Sales

Troop Data Entry Reports Admin

Troop 01255 2005 Cookie Sale - Initial Troop Order Record												
Memberid	Grade	Name	A - Lemon Coolers	B - Trefoils	C - Do-Si-Dos	D - Samoas	E - All Abouts	F - Double Dutch	G - Tagalongs	H - Thin Mints	Total	
LH00741	04	Holden, Lindsay	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="4"/>	<input type="text" value="9"/>	<input type="text" value="13"/>	<input type="text" value="3"/>	<input type="text" value="6"/>	<input type="text" value="8"/>	50	
ML00909	04	Lee, Megan	<input type="text" value="12"/>	<input type="text" value="9"/>	<input type="text" value="23"/>	<input type="text" value="46"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="11"/>	<input type="text" value="42"/>	157	
MM01803	04	Matney, Michelle	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="8"/>	<input type="text" value="14"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="13"/>	53	
MM01804	04	Messick, Madisen	<input type="text" value="6"/>	<input type="text" value="13"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="11"/>	52	
MPO0746	04	Parker, Michelle	<input type="text" value="15"/>	<input type="text" value="14"/>	<input type="text" value="119"/>	<input type="text" value="332"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="21"/>	<input type="text" value="247"/>	763	
MSD1520	04	Sarracino, Michelle	<input type="text" value="8"/>	<input type="text" value="12"/>	<input type="text" value="5"/>	<input type="text" value="16"/>	<input type="text" value="11"/>	<input type="text" value="5"/>	<input type="text" value="17"/>	<input type="text" value="23"/>	97	
Total boxes from girl sales			44	60	163	425	44	24	68	344	1172	
Total cases from girl sales			4	5	14	36	4	2	6	29	100	
Unsold boxes for site Sales			4	0	5	7	4	0	4	4	28	
Additional cases for site sales			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	
Total cases			4	5	14	36	4	2	6	29	100	

Date: 08/09/2005

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