

Managing Orders



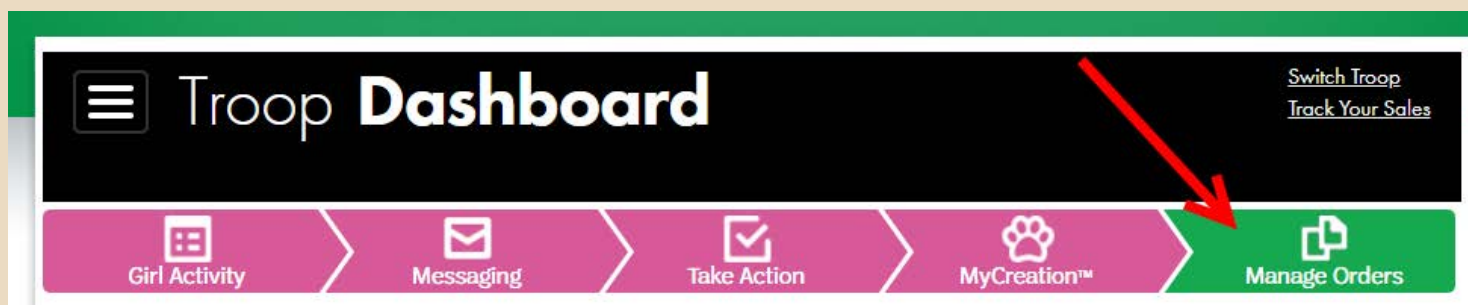
for troop volunteers



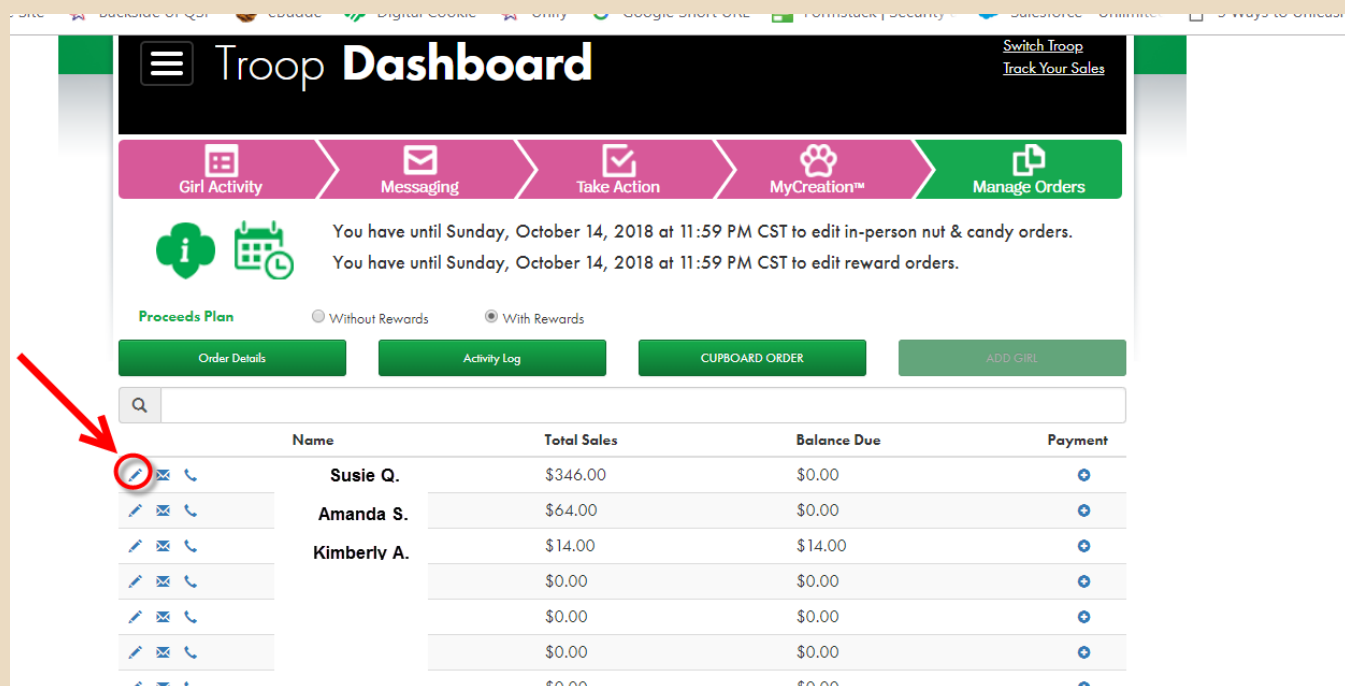
As Simple as 1, 2, 3...

1) Log in to Unify girlscouts.qspgao.com/gsgatl

Click on the **Manage Orders** tab



2) Click the “pencil” icon next to the girl’s name to make





Treats & Keeps

3) Adjust the quantities up or down as needed. To make it easy, the items online are listed in the same order as they appear on the Order Card.

4) Click the “Save & Continue” button when everything has been accounted for.

Order quantities can be adjusted as many times as needed until the troop submits their order. **REMEMBER:** IF a girl has received girl-delivery orders online, these have already been accounted for you within Unify and are automatically being ordered for you to receive from the troop—no need to enter these quantities.

PRODUCT DESCRIPTION	PRICE	ORDER CARD QUANTITY	SALES
A) Honey Roasted Mixed Nuts with Peanuts	\$12.00		\$0.00
B) Mint Treasures - Girl Scout Tin	\$10.00		\$0.00
C) Caramel Treasures - Holiday Tin	\$10.00		\$0.00
D) Chocolate Covered Almonds	\$7.00		\$0.00
E) Whole Cashews	\$7.00		\$0.00
F) Deluxe Pecan Clusters	\$7.00		\$0.00
G) Almond Butter Cups	\$7.00		\$0.00
H) Dark Chocolate Mint Penguins	\$7.00		\$0.00
I) English Butter Toffee	\$7.00		\$0.00
J) Buffalo Ranch Pretzel Mix	\$7.00		\$0.00
K) Dark Chocolate Caramel Caps with Sea Salt	\$7.00		\$0.00
L) Peanut Butter Bears	\$6.00		\$0.00
M) Chocolate Covered Raisins	\$6.00	20	\$120.00
N) Dulce de Leche Owls	\$6.00	30	\$180.00
O) Cranberry Nut Mix	\$6.00	10	\$60.00
P) Fruit Slices	\$5.00		\$0.00
Q) Thank You Nuts	\$5.00		\$0.00
TOTAL		60	\$360.00

SUPPORTER	DESCRIPTION	UNITS	ONLINE SALES
TOTAL		0	\$0.00

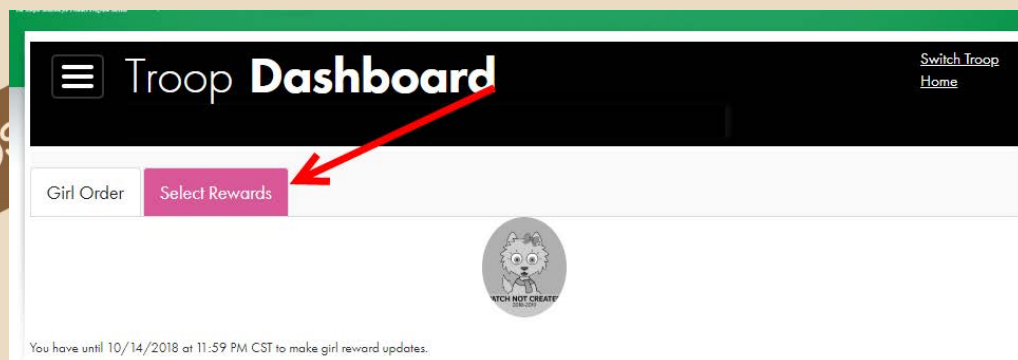
SUPPORTER	PRODUCT DESCRIPTION	UNITS	AMT
TOTAL		0	\$0.00

PRODUCT DESCRIPTION	UNITS	AMOUNT
TOTAL	0	\$0.00

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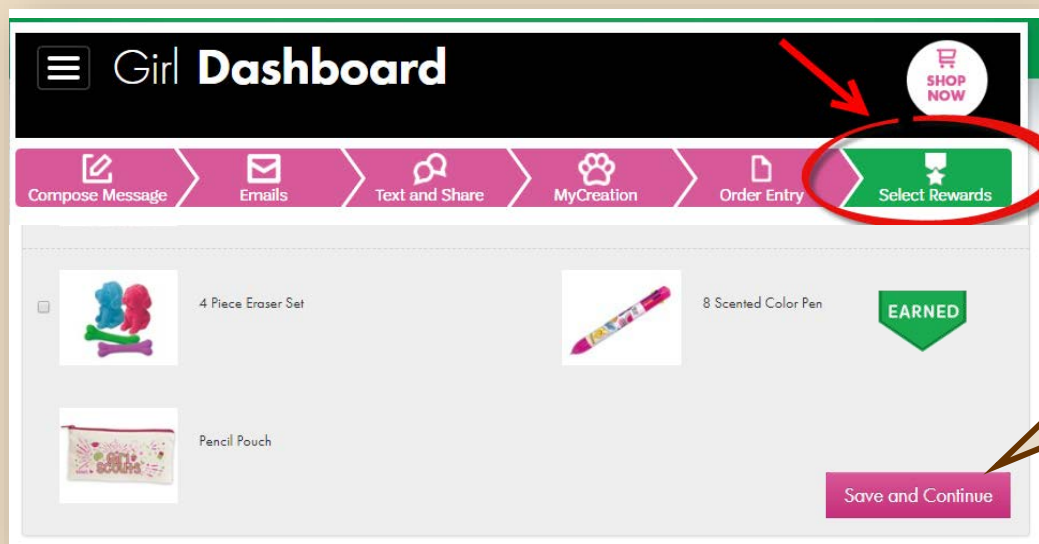
for troop volunteers



5) NOW...Select
Her Rewards!

Click on the **SELECT REWARDS** tab at the top of her page.

6) Go down the page making the appropriate selection where there is a choice between items. Click “save and continue”



Don't forget to click
“**Save and Continue**”
when you are done.

Reward levels that girls have reached will be tagged with this icon  to indicate the item she will be receiving.



7) Repeat for each girl in the troop.

8) Once all orders have been accounted for—for all girls—submit the order for your troop. You're Done!

Troop Dashboard

[Switch Troop](#)
[Track Your Sales](#)

Girl Activity

Messaging

Take Action

MyCreation™

Manage Orders

You have until Sunday, October 14, 2018 at 11:59 PM CST to edit in-person nut & candy orders.

You have until Sunday, October 14, 2018 at 11:59 PM CST to edit reward orders.

Proceeds Plan

Without Rewards

With Rewards

Order Details

Activity Log

CUPBOARD ORDER

ADD GIRL

Q

Name	Total Sales	Balance Due	Payment
	\$0.00	\$0.00	
	\$0.00	\$0.00	
	\$0.00	\$0.00	
	\$481.00	\$481.00	
	\$0.00	\$0.00	
	\$0.00	\$0.00	
	\$148.00	\$67.00	
	\$0.00	\$0.00	
	\$0.00	\$0.00	
Total:	\$629.00	\$548.00	

SUBMIT TROOP ORDER