

Scout User Guide

This is the guide for the Scout user. It will explain how to create an account, how to download the app, and how to complete sales on the app.

As a scout, the first thing you need to do is set up an account. To do that, go to <https://www.cornhuskerpopcorn-colbyridge.com/register/scout>

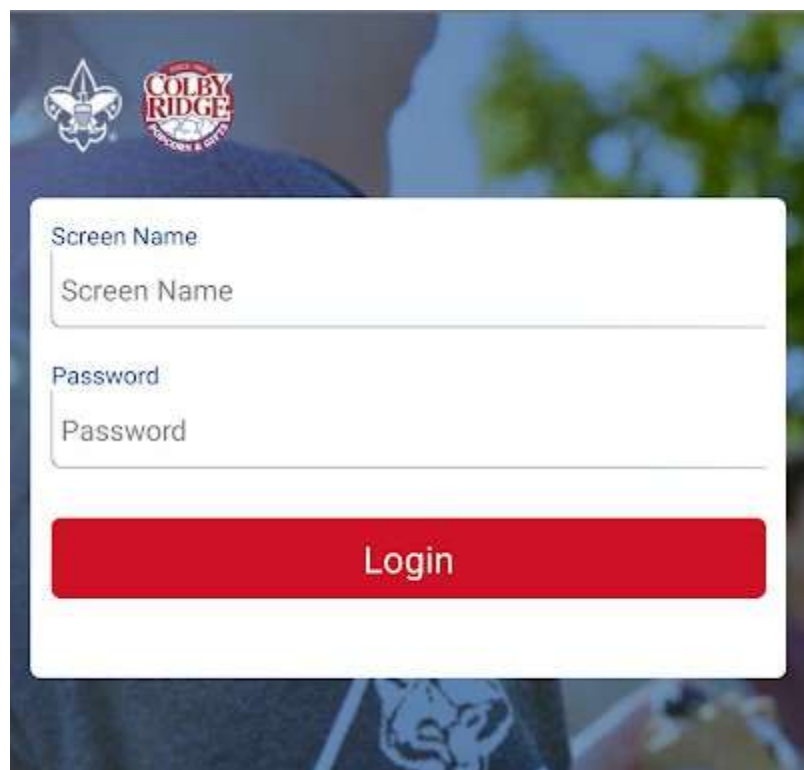
Complete the form to create an account, make sure you select the correct unit. If you're unsure of which unit to select, contact your Kernel before you make an account.

NOTE: The username you enter when you create an account will become the code you share with customers so they can buy products on the store and give you credit. So it's a good idea to make this something that's easy to remember.

Once you set up an account, you're ready to download the app. Search wherever you get your APPS for "Colby Ridge Fundraising" If you had last year's app downloaded you can just update it and use your same login. **There will be a "Forgot Password" function! As you are downloading/updating the APP—you must grant the permissions at the beginning in order to get the Tap to Pay function to work.**

Getting started

Once you download the app, you'll need to login using the account you just created. Set the permissions at the beginning in order to use the Tap to Pay function.



Screen Name

Screen Name

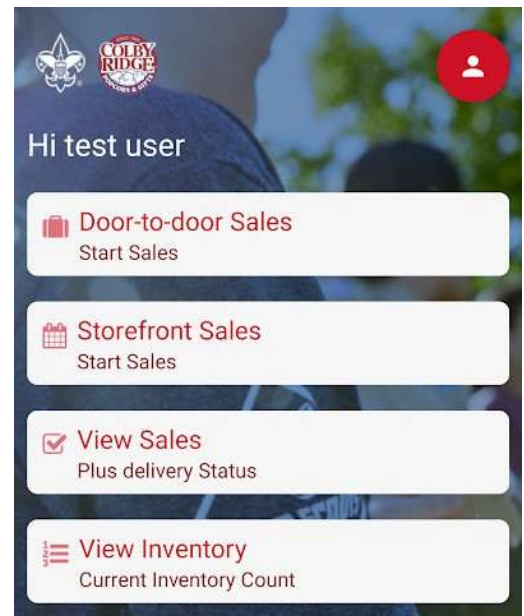
Password

Password

Login

On the landing page, you have the following options:

1. Door to door sales
2. Storefront Sales
3. View Sales
4. View Inventory



Door to Door Sales

Clicking Door to door will bring up a list of your inventory. You can select products from your inventory to create a sale



Checkout Page

On the checkout page, you can select cash or credit.

 Door-to-door

My Popcorn

Deliver Now

 Popping Corn
\$17 x 2

\$34

[Delivery Options](#)

Total

\$34

Payment Method

 Cash

 Credit Card

Checkout

You can also specify if you're delivering all the products now, or if you're delivering some later by clicking 'Delivery options'

Total

\$34

Purchase Item POPPING

Popping Corn

Deliver Now: 1, Inventory Available: 14

 1 

\$34

Update Delivery Now

Cancel

If you decide to deliver products later, you'll be able to add address information, so you know where you need to drop it off. You can find this order in your 'view sales' page if you want to reference it later.

Total

\$34

Deliver Later Address

Name

Name

Street

Street

City

State

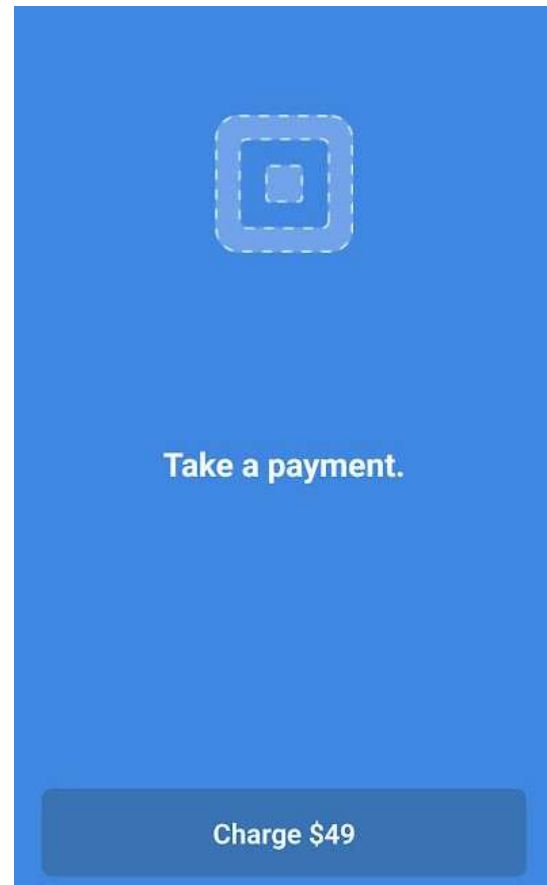
Zip

Lincoln

NE

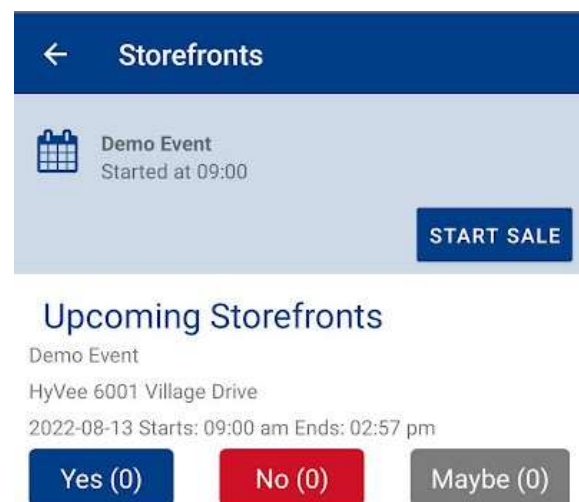
Zip

Once you've completed the checkout details and select a payment method, you can complete the order. If they pay cash, the order is done. If they pay with a credit card, the Stripe interface will open up to complete the payment



Storefront sales

On the storefronts page, you can view all the storefronts your kernel has created and sign up for them (if your unit allows). When you're at the storefront, you'll click on the 'Start Sale' button to start selling



Once you hit the 'Start Sale' button, the process is just like any other sale. You can select products to add them to the cart, then checkout using the payment method specified by the customer:

 **Door-to-door**

 **Demo Event**
Started at 09:00

Popcorn Fall

 **Original Caramel**
\$12 0 in stock

 **Popping Corn**
\$17 0 in stock

 **Cheddar**
\$20 0 in stock

 **Salted Caramel**
\$25 0 in stock

View Sales

This page allows you to view your past sales, web sales and any orders you still need to deliver.

 **Sales History**



<u>Door-to-door</u>		To Deliver	Web
Type	Name	Status	Price
cash		complete	\$102
cash		complete	\$36
cash		complete	\$36
cash		complete	\$12

Clicking on the 'To Deliver' tab will show you any orders or products you still need to deliver:

Sales History			
Search			
Door-to-door <u>To Deliver</u> Web			
Type	Name	Status	Price
cash	Doc	pending	\$50

Clicking on an order in this list will let you mark it as delivered, completing the order

← Sales # 1007

Sale #1007 Thu, Aug 18th 12PM \$50.00

Doc

2828 S 14th St

Lincoln, NE 68502-4524

To Deliver

 3Pack Combo
20 in stock

Deliver 1 Now

Confirm Delivery

Are you sure you want to deliver 1 of 3PACK

CANCEL OK