

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.

For iOS devices, download the app at:

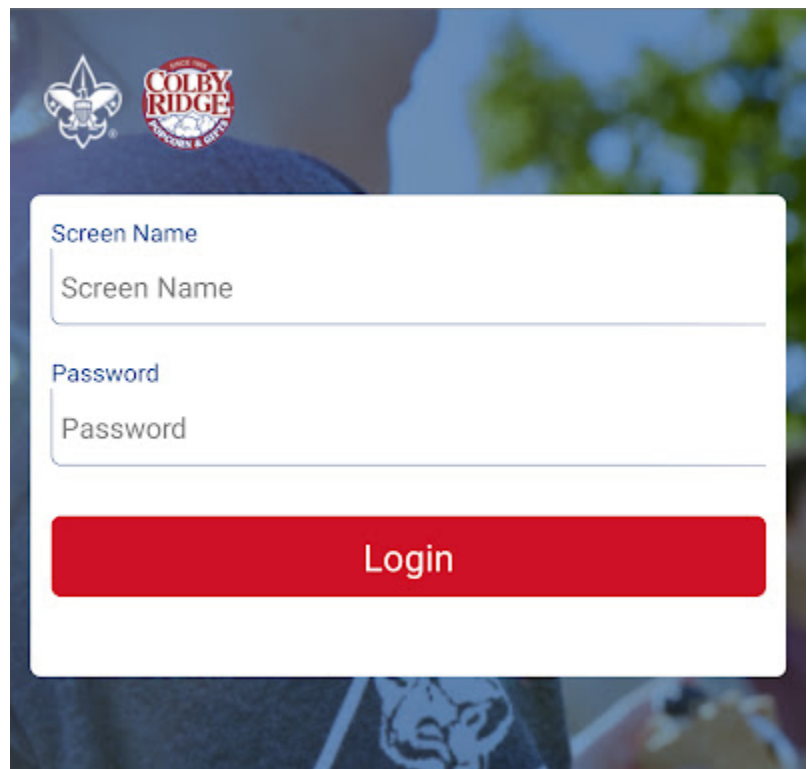
<https://apps.apple.com/us/app/colby-ridge-fundraising/id1553796074>

For Android devices, download the app at:

<https://play.google.com/store/apps/details?id=com.boyscoutsmobileproject>

Getting started

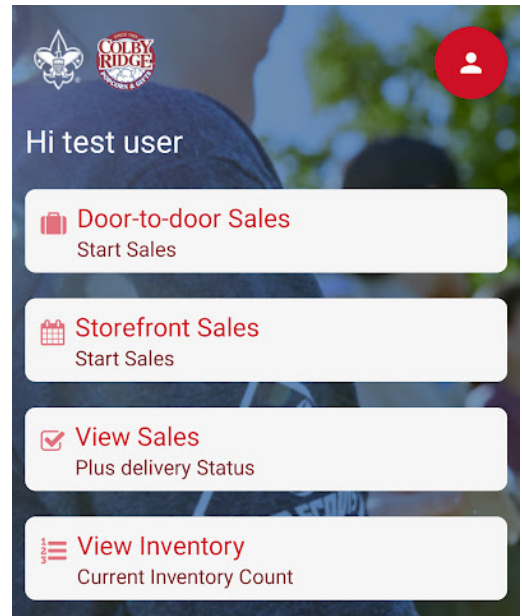
Once you download the app, you'll need to login using the account you just created



The screenshot shows the login interface of the app. At the top left, there is a Scout logo and the 'COLBY RIDGE' logo. The main form contains two input fields: 'Screen Name' and 'Password', each with a placeholder of the same text. Below the fields is a prominent red button labeled 'Login'.

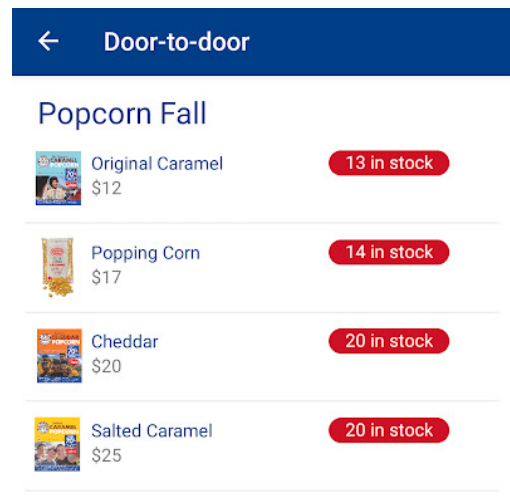
On the landing page, you have the following options:

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



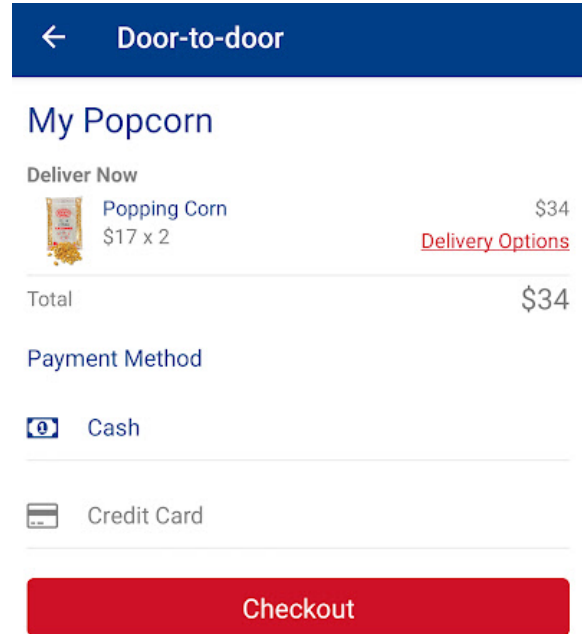
Door to Door Sales

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

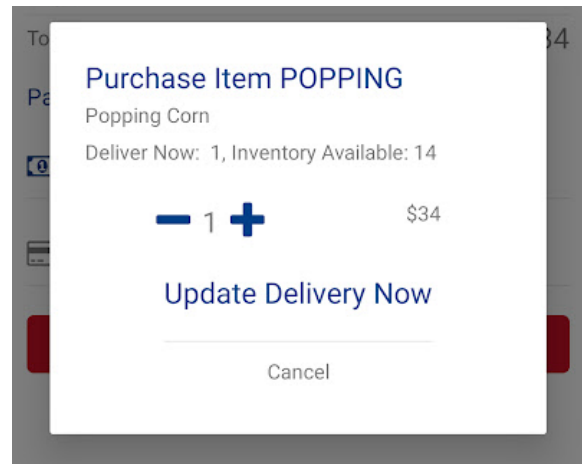


Checkout Page

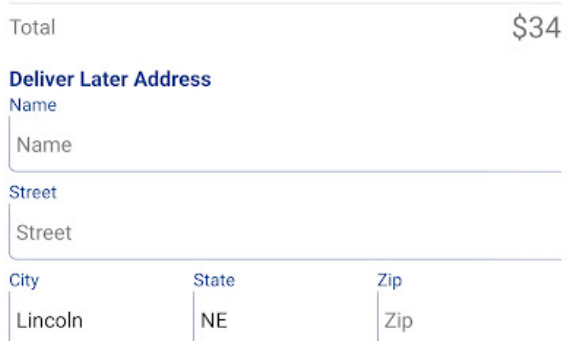
On the checkout page, you can select cash or credit.



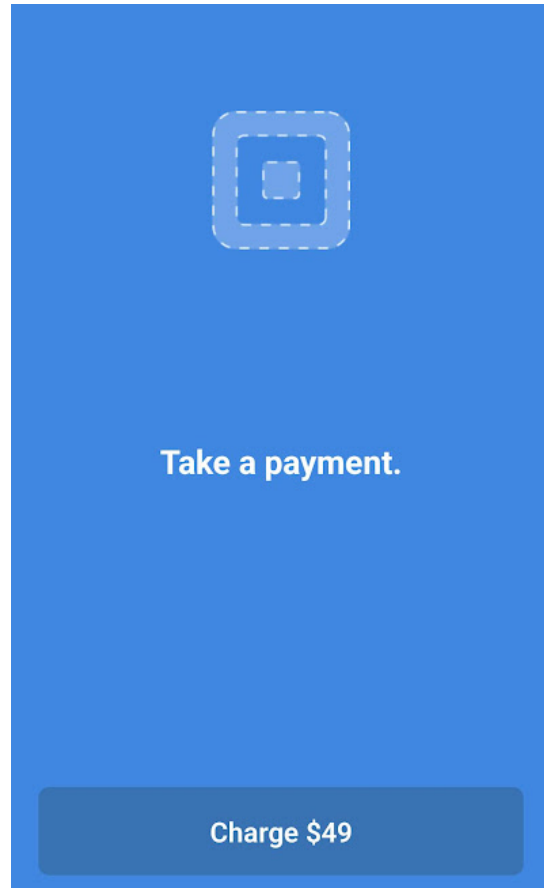
You can also specify if you're delivering all the products now, or if you're delivering some later by clicking 'Delivery options'



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.

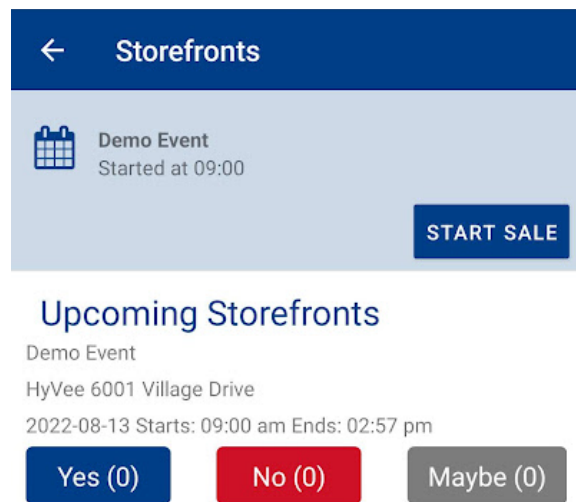


Once you've completed the checkout details and select a payment method, you can complete the order. If they pay cash, the order is done. If they pay with a credit card, the square interface will open up to complete the payment




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 a 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

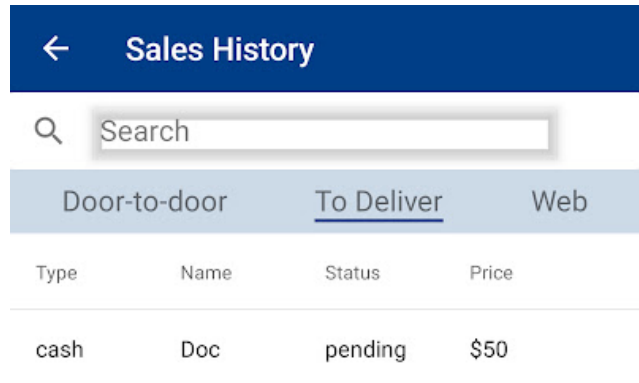
This page allows you to view your past sales, web sales and any orders you still need to deliver.

← 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

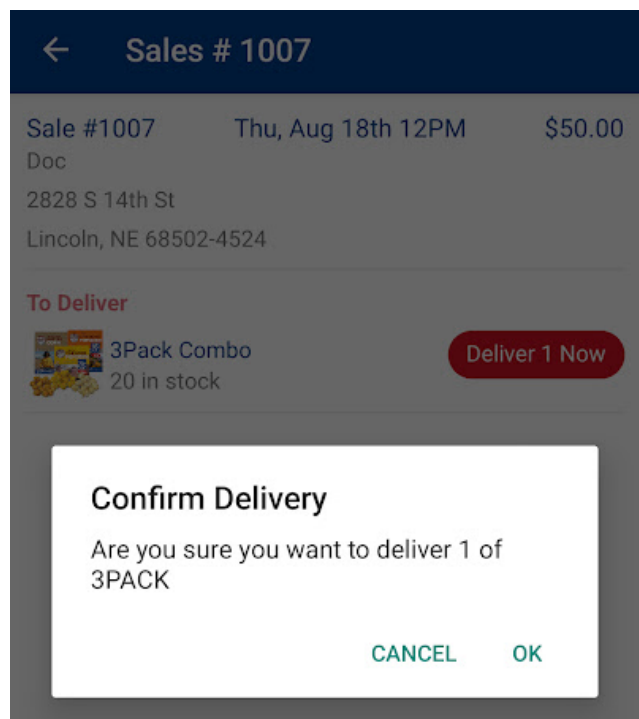
Clicking on the 'To Deliver' tab will show you any orders or products you still need to deliver:



The screenshot shows the 'Sales History' screen in a mobile application. At the top, there is a dark blue header with a back arrow and the text 'Sales History'. Below the header is a search bar with a magnifying glass icon and the placeholder text 'Search'. Underneath the search bar are three tabs: 'Door-to-door', 'To Deliver' (which is underlined and highlighted), and 'Web'. Below the tabs is a table with the following data:

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



The screenshot shows the 'Sales # 1007' screen in a mobile application. At the top, there is a dark blue header with a back arrow and the text 'Sales # 1007'. Below the header, the order details are displayed: 'Sale #1007', 'Thu, Aug 18th 12PM', and '\$50.00'. Below this, the address is shown: 'Doc', '2828 S 14th St', and 'Lincoln, NE 68502-4524'. Underneath the address, there is a section titled 'To Deliver' with a small product image and the text '3Pack Combo' and '20 in stock'. To the right of this section is a red button that says 'Deliver 1 Now'. At the bottom of the screen, there is a white dialog box with the title 'Confirm Delivery' and the text 'Are you sure you want to deliver 1 of 3PACK'. At the bottom right of the dialog box are two buttons: 'CANCEL' and 'OK'.