

Troop 2009



Ashdon Farms
Online Ordering System

I. GENERAL INFORMATION

Accessing the Ashdon Farms Girl Scout Ordering System

<http://gsorders.ashdonfarms.com> (no “www”)

OR

<http://www.ashdonfarmsgsi.com>

A. Home Page / Login

At the Home Page / Login Page, enter your Login Name and Password. (As explained in your 2009 Fall Product Program Troop handbook on page 11) Make sure you are in the 2009 campaign and click “sign-in”. The system will take you to the Troop Tab.

IMPORTANT: Logins and passwords are assigned to you by council. However, if you have problems logging into the system, please contact your Service Unit Fall Product Manager who will be able to help you.

NOTE: It is not necessary to login to NUT-E to view the “GSI” Mini Site and other downloads on this page.

Welcome to the Ashdon Farms Nut-E Online Ordering System!
Please login below.

ASHDON FARM'S

HOME

Account Login

Login Name:

Password:

Campaign
2009 Spring Product Sale
2008 Fall Product Sale
2008 Spring Product Sale
2007 Fall Product Sale

[sign-in](#)

ASHDON
GSI
FARM'S
miniSite

Links

- [Nutritional Information](#)
- [2008 Product Images](#)

Nutritional Information & Product Images!

No login necessary to access the Mini Site!

Mini Site Contains:

Girl Activities, downloads for Incentives, Patches,
Goal Achiever Certificate and Theme Logo.

II. ENTERING TROOP INFORMATION

A. Troop Tab

This is the page that will appear when you have logged into the system.

- From here, you can access the Troop Detail Page to verify your Troop information. Just click the pencil icon to the left of your Troop Name.
- To enter Troop Orders just click on the **Girl Orders Tab**.
- Bank Deposits are accessible from this page as well. Just click **“Add/Edit/Delete”**.
- Troop reports are listed on the right side of the page and are available for viewing and/or printing as needed.

Welcome 08 demo tro !! You are logged in for the 2008 Fall Product Sale Campaign
| Logoff |

ASHDON FARMS

HOME COUNCILS SERVICE UNITS **TROOPS** TROOP/GIRL ORDERS COUNCIL PRODUCTS

All Troops For Service Unit [ADD NEW TROOP](#)

Message from your Service Unit:
Make sure to enter your order by 10/10/08. Happy sales everyone!

Council: 08 Demo Council
Service Unit: SU Test 01

Edit	Number	Product Manager	Address	City	State	Zipcode	Phone	PMFax	Bank Deposits
	56789	Sara Jackson	4321 Sandy Ln	Anytown	WI	53219	262-555-4321		Add/Edit/Delete

Troop Reports

- [2008 Manual - Troop.pdf](#)
- [2008 Troop-Girl Order Tutorial](#)
- [Campaign Sales By Troop](#)
- [Sales Analysis By Troop](#)
- [Sales Summary By Troop](#)
- [Troop Order \(T2 Incentive\)](#)
- [Troop Order \(T2\)](#)

Girl Reports

- [Girl Order \(G2 Incentive\)](#)
- [Girl Order \(G2\)](#)
- [Girl Order Summary](#)
- [Girl Order Summary \(Incentive\)](#)
- [Girl Orders G1 \(Excel\)](#)

Banking Reports

- [Bank Deposit By Acct#/Date/Troop](#)
- [Bank Deposit By SU/Acct#/Date](#)
- [Bank Deposit By SU/Troop \(Totals\)](#)
- [Bank Deposit Export \(Excel\)](#)

B. Troop Detail Page

Welcome 08 demo troop !! You are logged in for the 2008 Fall Product Sale Campaign | [Logoff](#) |

HOME COUNCILS SERVICE UNITS **TROOPS** TROOP/GIRL ORDERS COUNCIL PRODUCTS

Troop Details

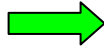
[Begin Edit](#) [Apply Edit](#) [Cancel Edit](#) [Delete Troop](#) [Navigate Back](#)

Council: 08 Demo Council
Service Unit: SU Test 01
Number: 56789
Description:
Level: Brownie
Girls Registered: 0
Girls Selling: 0
Proceeds Plan: With Incentives
Leader First Name: Sara
Leader Last Name: Jackson
Address1: 4321 Sandy Ln
Address2:
City: Anytown
State: Wisconsin
Zipcode1: 53219
Zipcode2:
Day Phone: 262-555-4321
Evening Phone:
Extra Phone:
Fax:
Email:
Product Manager: Use Troop Leader's Name and Address
PM First Name: Sara
PM Last Name: Jackson
PM Address1: 4321 Sandy Ln
PM Address2:
PM City: Anytown
PM State: Wisconsin
PM Zipcode1: 53219
PM Zipcode2:
PM Day Phone: 262-555-4321
PM Night Phone:
PM Extra Phone:
PM Night Fax:
PM Email:

Troop Deposits:
Bank Accounts: 2- Bank of America:1346-4613-16425 [Add Deposit](#)
Deposits: [Edit Deposit](#)

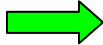
System Users For This Troop:
Users: 08 Demo Troop 1 [Add User](#) [Edit user](#)

Select proceeds plan
PRIOR to entering
orders.



Cadette/Senior/Amb
assador levels only
may take without
incentives.

NEW



NOTES:

Increased proceeds are only an option for Cadette/Senior/Ambassador Troops who do not wish to take incentives (other than patches), click "**Begin Edit**", use the drop box next to Proceeds Plan and select "**Without Incentives**" and then click "**Apply Edit**". Please do this PRIOR to entering orders.

If the Product Manager information is the same as the Troop Leader information, click "**Begin Edit**", check the checkbox in the middle of the page and then click "**Apply Edit**". All of the same information will automatically fill in.

III. ENTERING GIRL ORDERS

A. Girl Orders Tab

- Troops will enter orders down to the Girl level, look for the pink “**Girl Orders**” column which will appear on the Girl Orders Tab.

IMPORTANT NOTES:

Girl Orders can be transferred or deleted, if necessary, up until the point that the Council submits the nut/candy order to Ashdon Farms. Please contact your Service Unit Fall Product Manager if assistance for this process is needed.

1) Adding Girl Orders

- To begin entering Girl orders for your Troop, click “**Edit**” in the pink “**Girl Order**” column. This will take you to the order entry page for Girls.

Welcome 08 demo troop !! You are logged in for the 2008 Fall Product Sale Campaign | [Logout](#)

ASHDON FARMS

HOME COUNCILS SERVICE UNITS TROOPS **TROOP/GIRL ORDERS** COUNCIL PRODUCTS

Troop Orders

Service Unit: SU Test 01

Qty: Represents Pieces

Status: Regular Products are Open for editing.
Incentive Products are Open for editing.
QSP Products are Open for editing.

Girl Order	Bank Deposits No.	Troop Registered	Girls Registered	Girls Selling	Magazine Subscription Sold	Magazine Dollars Sold	Online Subscription Sold	Online Dollars Sold	Address Booklet sent	Emails (Enter 1 if 12)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts	Crunchy Pecan Nut Mix
Edit		56789	0	0	0	\$0.00	0	\$0.00	0	0	0	0	0	0	0	0	0	0
Totals			0	0														

NOTE:

- Make sure to enter the number of girls registered with the troop on the troop details page. You can also enter it under **Girls Registered** in the Troop Total row. Click “**Edit**”, enter numbers and click “**Save**”. Girls Selling will automatically calculate after all of the girl orders have been entered.

HOME COUNCILS SERVICE UNITS TROOPS **TROOP/GIRL ORDERS** COUNCIL PRODUCTS

Troop 56789 Girl Orders

Service Unit: SU Test 01
[Navigate Back](#)

Girl Orders **ADD NEW GIRL ORDER**

Troop Special Order **ADD TROOP SPECIAL ORDER** (Must have approval from Council)

Troop 56789 Totals

Girls Registered	Girls Selling	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet	Emails (Enter 1 if 12)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts	Cranberry Nut Mix	Crunchy Chili Lime Peanuts	Salsa Mix	Deluxe Pecan Clusters
Edit	0	0	0	\$0.00	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0

- Click “**Add New Girl Order**” to begin for each individual girl. (Enter First and Last names under the girl identifier)

- Enter all QSP and/or Nut/Candy totals and click the pink **“Save”** button on the left. Remember to fill in 1 if the address booklet was completed and fill in the number of Readers Digest subscriptions sold.

HOME COUNCILS SERVICE UNITS TROOPS **TROOP/GIRL ORDERS** COUNCIL PRODUCTS

Add New Girl Order

Service Unit: SU Test 01
Troop: 56789
[Navigate Back](#)

ADD PRODUCT & INCENTIVE ORDER CANCEL PRODUCT & INCENTIVE ORDER

Product Order

Girl Identifier	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet sent	Emails (Enter 1 if 12)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts - Nut Mix	Cranberry Lime	Crunchy Chili Peanuts	Salsa Pecan Clusters	Deluxe Pecan Clusters	Peanut Butter Dreams	Total
Megan	5	50	3	30	1	1	12	16	10	8	14	13	8	15	16	12	18	9	151

- Incentive totals will automatically calculate based on each girl’s total order. If no choice is required and no manual quantities need to be entered, just click the pink **“Add Product & Incentive Order”** button.
- If an incentive choice is required, the system will ask you to make a selection.
- If an open field appears with a “0”, that means this is an elective item and a manual quantity can be entered. (An example of an elective item is the RD promo item.)

After your selection has been made and/or your manual quantity entered, you must click **“Save”** on the left before clicking the **“Add Product & Incentive Order”** button. **You will receive a confirmation message that your girl order has been accepted into the NUT-E system with each girl order entered.**

NEW

ADD PRODUCT & INCENTIVE ORDER CANCEL PRODUCT & INCENTIVE ORDER

Product Order

Girl Identifier	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet sent	Emails (Enter 1 if 12)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts - Nut Mix	Cranberry Lime	Crunchy Chili Peanuts	Salsa Pecan Clusters	Deluxe Pecan Clusters	Peanut Butter Dreams	Total
Megan	5	\$50.00	3	\$30.00	1	1	12	16	10	8	14	13	8	15	16	12	18	9	151

Incentives Earned

3 Mag Subscriptions	10 Nut/Candy Items	\$125 Combined (Choice)	\$175 Combined (Choice)	\$250 Combined (Choice)	\$350 Combined	\$350 Combined	Complete Address Booklet	Complete Email Program
Go Green Patch	Observe & Conserve Patch				Super Seller Paw Patch	Large Polar Bear w/T	Mini Flashlight & Recycle Patch	Reduce & Reuse Patch
Save		Choice of 1: Required	Choice of 1: Required	Choice of 1: Required				
		<input type="radio"/> Color Change Clock <input type="radio"/> Small Polar Bear w/T	<input type="radio"/> Go Green T - YL <input type="radio"/> Go Green T - AM <input type="radio"/> Go Green T - AL	<input type="radio"/> Penguin Water Dispenser <input type="radio"/> Book Certificate				

- Edits or deletions to Girl Orders will be allowed until the Council submits their Nut/Candy order to Ashdon Farms.

Add Troop Special Order is for council use only- Please do not use this feature.

HOME COUNCILS SERVICE UNITS TROOPS TROOP/GIRL ORDERS COUNCIL PRODUCTS																			
Troop 56789 Girl Orders																			
Service Unit: SU Test 01																			
Navigate Back																			
Girl Orders ADD NEW GIRL ORDER																			
Girl Identifier	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet	Emails (Enter 1 if 12 sent)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts - Reg	Cranberry Nut Mix	Crunchy Chili Lime Peanuts	Salsa Pecan Mix	Deluxe Pecan Clusters	Peanut Butter Dream	
Edit	Megan	5	\$50.00	3	\$30.00	1	1	12	16	10	8	14	13	8	15	16	12	18	
Totals		5	\$50.00	3	\$30.00	1	1	12	16	10	8	14	13	8	15	16	12	18	
Troop Special Order ADD TROOP SPECIAL ORDER (Must have approval from Council)																			
Troop 56789 Totals																			
Girls Registered	Girls Selling	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet	Emails (Enter 1 if 12 sent)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts - Reg	Cranberry Nut Mix	Crunchy Chili Lime Peanuts	Salsa Pecan Mix	Deluxe Pecan Clusters	
Edit	11	1	5	\$50.00	3	\$30.00	1	1	12	16	10	8	14	13	8	15	16	12	18

HOME COUNCILS SERVICE UNITS TROOPS TROOP/GIRL ORDERS COUNCIL PRODUCTS																		
Add New Troop Special Order																		
Service Unit: SU Test 01																		
Troop: 56789																		
Navigate Back																		
ADD PRODUCT & INCENTIVE ORDER CANCEL PRODUCT & INCENTIVE ORDER																		
Product Order																		
Girl Identifier	Magazine Subscription	Magazine Dollars Sold	Online Subscription	Online Dollars Sold	Address Booklet	Emails (Enter 1 if 12 sent)	Caramel Treasures	Mint Meltaways	Whole Cashews	Choc Cov Almonds	Choc Cov Raisins	Gummi Berries - Reg	Choc Cov Peanuts - Reg	Cranberry Nut Mix	Crunchy Chili Lime Peanuts	Salsa Pecan Mix	Deluxe Pecan Clusters	Peanut Butter Dream
Save	Troop Special	0	\$0.00	0	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0

2) After Council Submits the Nut/Candy Order to Ashdon Farms

- After Nut/Candy **and** Incentive orders have been submitted all Girl Orders will be **LOCKED**. **NO** edits or transfers can be made and **NO** new Girl Orders can be added.
- Products can be added to the troop orders by troops completing the on-line Fall Product Catch up order form found under forms on the www.gshpa.org web site.
- Troops earn proceeds only- Incentives are unavailable at this time.

IV. BANK DEPOSITS

A. Entering Bank Deposits

On the Troop Tab under “Bank Deposits”, click “**Add/Edit/Delete**” and this will take you directly to the Bank Deposit Manager page. You can also access Bank Deposits directly from the Troop/Girl Order page.

1) Bank Deposit Manager

Select the Drop Box Mailer from the drop down box. Click **“Add Deposit”**. This will take you to the Bank Deposit Details page.

Bank Deposit Manager

[Navigate Back](#)

Council: 08 Demo Council
Service Unit: SU Test 01
Troop: 56789
Bank Accounts: U S Bank:2003-260004567
Bank Deposits: (None Selected)
2- Bank of America:1346-4613-16425
U S Bank:2003-260004567

Add Deposit

2) Bank Deposit Details

Enter the date of the transaction and the deposit amount. Click **“Apply Add”** to save. **You will receive a confirmation message at the top of your screen that your bank deposit has been accepted into the NUT-E system.**

NEW

If you stay in Bank Deposit Manager you can keep entering deposits for that Troop until you are finished.

Bank Deposit Details

Begin Edit [Apply Add](#) [Cancel Add](#) Delete Deposit Navigate Back

Council: 08 Demo Council
Service Unit: SU Test 01
Troop: 56789
Transaction Date: 10/15/08
Bank Name: U S Bank
Account Number: 2003-260004567
Deposit Amount: 357.46
Transaction Identifier:

V. KEY REPORTS

A. T-2 (per Troop)

08 Demo Council Troop Order

T-2

SU Test 01 _____ Brownie _____ Troop Description _____ Troop Number 56789
 Service Unit _____ Troop Level _____

Troop Manager

Name: Sara Jackson
 Address: 4321 Sandy Ln
 Anytown, WI 53219 -
 Phone
 Day: 262-555-4321
 Night:

I acknowledge and agree to accept financial responsibility for the product and money listed, and understand that the money is due to the Council by . I understand that these products may not be returned or exchanged.

Manager
 Signature: _____

Product Order

Item Description	Case Pack	Unit Retail	Total Cases	Total Pieces	Total Units
Caramel Treasures	12	\$7.00	2	8	32
Mint Meltaways	12	\$6.00	2	7	31
Whole Cashews	12	\$6.00	2	6	30
Choc Cov Almonds	12	\$6.00	2	1	25
Choc Cov Raisins	12	\$5.00	3	1	37
Gummi Berries	12	\$5.00	2	4	28
Choc Cov Peanuts - Reg	12	\$5.00	1	7	19
Cranberry Nut Mix	12	\$5.00	2	7	31
Crunchy Chili Lime Peanuts	12	\$5.00	2	0	24
Salsa Mix	12	\$5.00	2	3	27
Deluxe Pecan Clusters	12	\$5.00	3	2	38
Peanut Butter Dreams	12	\$5.00	3	1	37
Total Order:			26	47	359

Troop Performance

Dollars Sold (Nut and Special):	\$1,945.00
Troop Proceeds (Nut and Special):	(\$359.00)
Amount Due Council:	<u>\$1,586.00</u>
Dollars Sold (Magazines):	\$119.00
Troop Proceeds (Magazines):	(\$10.00)
Dollars Sold (Magazines - Online - Direct Pay):	\$88.00
Troop Proceeds (Magazines - Online):	(\$8.00)
Troop Proceeds (Email Program):	\$0.00
Troop Proceeds (Address Booklets):	(\$6.00)
Amount Due Council:	<u>\$95.00</u>
Total Amount Due Council:	\$1,681.00
Amount Paid Council (All Bank Deposits):	(\$1,681.00)
Balance Due Council:	<u>\$0.00</u>

A. G-2 (per Girl)

08 Demo Council Girl Order

G-2

SU Test 01 _____ Brownie _____ Megan _____ Troop Number 56789
 Service Unit _____ Troop Level _____ Girl Identifier _____

Troop Manager

Name: Sara Jackson
 Address: 4321 Sandy Ln
 Anytown, WI 53219 -
 Phone
 Day: 262-555-4321
 Night:

I acknowledge and agree to accept financial responsibility for the product and money listed below. I understand that these products may not be returned or exchanged.

Signature: _____

Product Order

Item Description	Case Pack	Unit Retail	Total Cases	Total Pieces	Total Units
Caramel Treasures	12	\$7.00	1	0	12
Mint Meltaways	12	\$6.00	1	4	16
Whole Cashews	12	\$6.00	0	10	10
Choc Cov Almonds	12	\$6.00	0	8	8
Choc Cov Raisins	12	\$5.00	1	2	14
Gummi Berries	12	\$5.00	1	1	13
Choc Cov Peanuts - Reg	12	\$5.00	0	8	8
Cranberry Nut Mix	12	\$5.00	1	3	15
Crunchy Chili Lime Peanuts	12	\$5.00	1	4	16
Salsa Mix	12	\$5.00	1	0	12
Deluxe Pecan Clusters	12	\$5.00	1	6	18
Peanut Butter Dreams	12	\$5.00	1	2	14
Total Order:			9	48	156

Girl Performance

Dollars Sold (Nut and Special):	\$888.00
Dollars Sold (Magazines):	<u>\$50.00</u>
Total Amount Due:	<u>\$888.00</u>