

## Storefront Site, Shift and Sale Management

Storefront Sales are recorded at popcorn tables or booths you set up in your community, such as a grocery store or any other high foot traffic location. Your unit has three options for splitting storefront sales credit – **INDIVIDUAL**, **SHIFT**, and **DAY**.

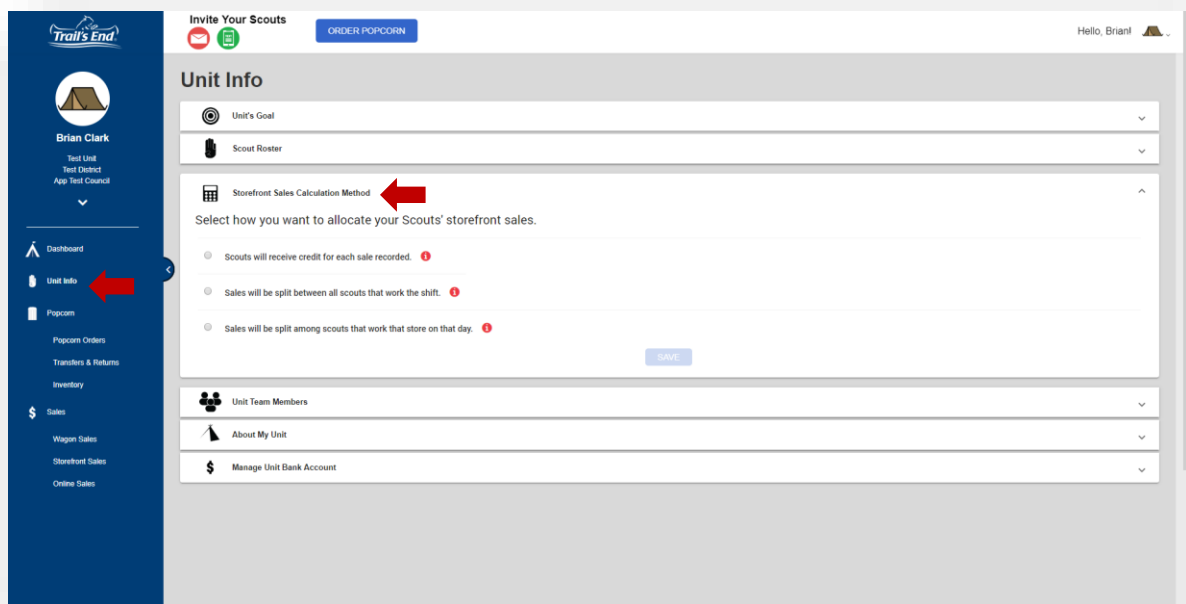
**INDIVIDUAL:** Scouts will receive credit for each sale recorded.

**SHIFT:** Sales will be split between all Scouts that work the shift.

**DAY:** Sales will be split among Scouts that work that store on that day. Total sales are divided by the number of hours worked, and each Scout is given sales credit according to the number of hours they worked.

### Setting Your Storefront Sales Calculation Method

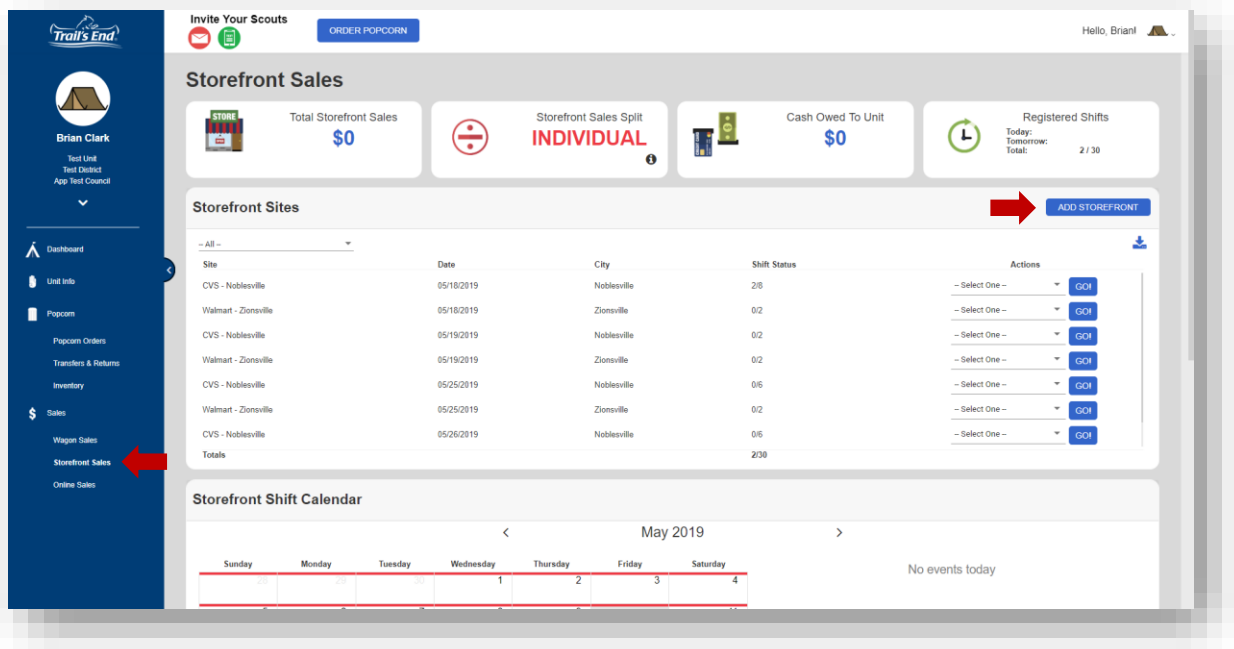
1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Storefront Sales Calculation Method** section.
3. Select how you want to allocate your Scouts' storefront sales.



### Adding a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Click the blue **Add Storefront** button.

3. Fill out the fields for that location.
4. Click **Save & Close**.



## Editing a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Edit Site** then click **Go**.
4. Make your edits then click **Save & Close**.

## Copying a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Copy Site** then click **Go**.
4. Select one or more dates to copy the site to, then click **Save and Close**.
5. Make your edits then click **Save & Close**.

## Deleting a Storefront Site

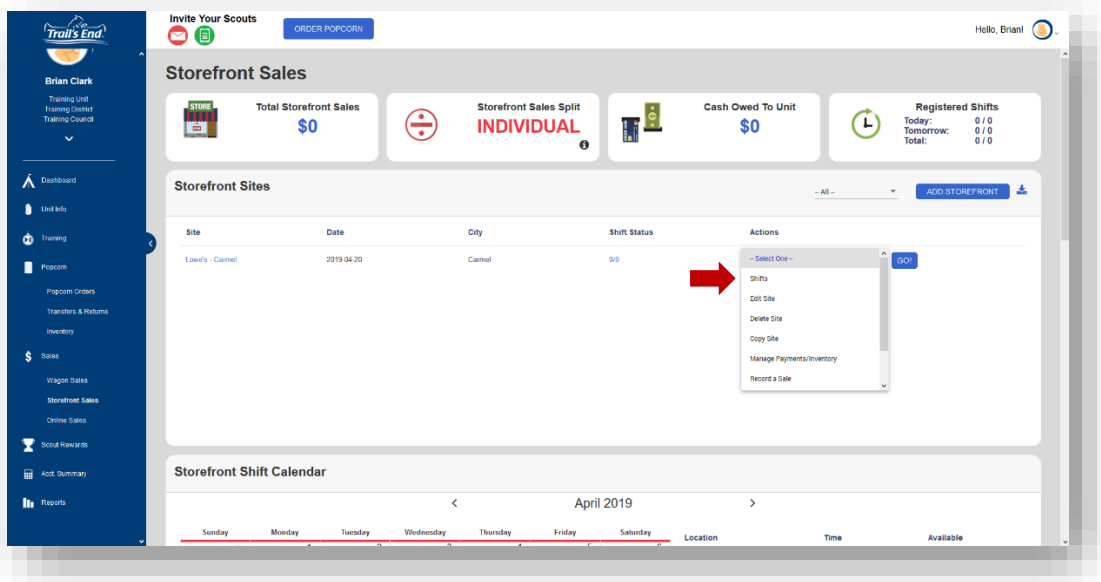
1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Delete Site** then click **Go**.

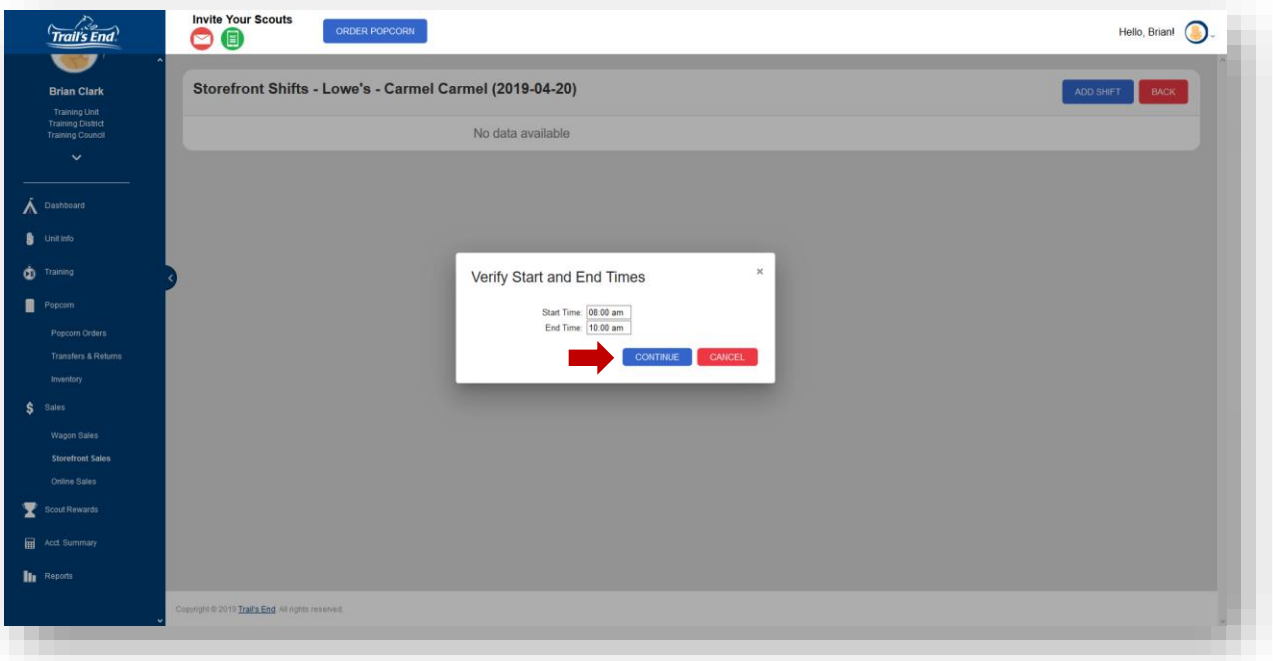
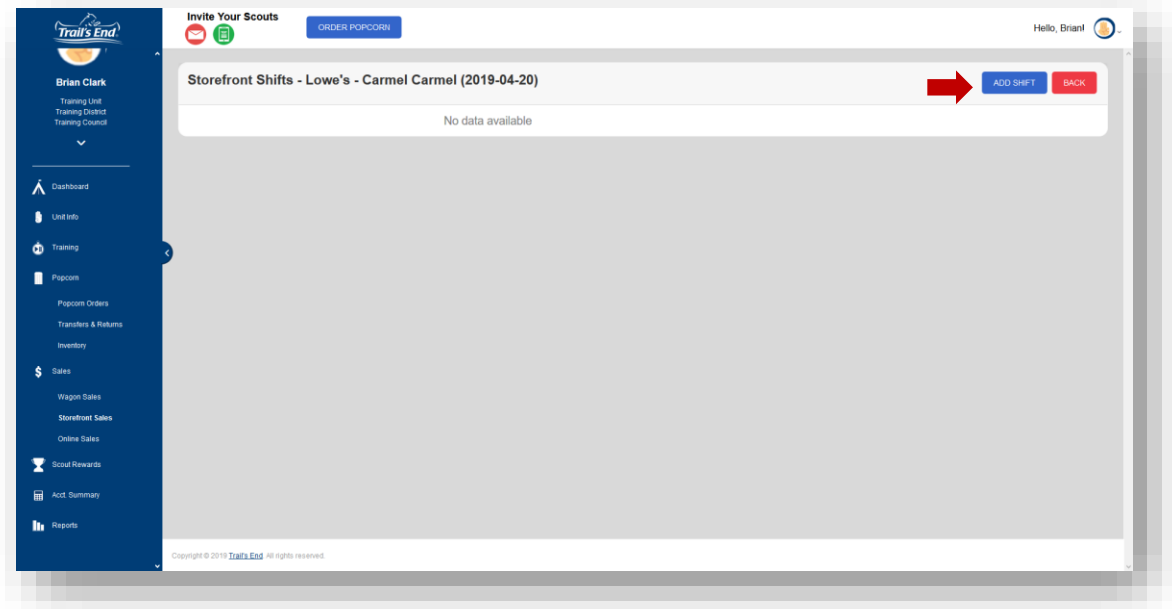
4. Click **Continue** to confirm deletion of the site.

*Note: A Storefront Site cannot be deleted if it has shifts.*

## Adding Shifts to a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Click the **Add Shift** button.
5. Enter the Start Time and End Time, then click **Continue**.





## Deleting Shifts from a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift you wish to delete, click **Delete**.

## View Scout(s) Registered for a Shift

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.

## Add/Withdraw Scout from Shift

Scouts will sign up and withdraw from shifts via the app, but as the unit leader you also can add or withdraw Scouts from shifts before and after the shift has occurred.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.
5. A **Registered Scouts** window should appear.
6. Choose a Scout from the dropdown menu and click **Add Scout** to add a Scout to that shift.
7. Next to an already registered Scout, click **Withdraw** (before shift) or **No-Show** (after shift) to remove the Scout from that shift.

The screenshot displays the Trail's End system interface. On the left is a navigation menu for user Brian Clark, including options like Dashboard, Unit Info, Popcorn, and Storefront Sales. The main content area is titled 'Storefront Shifts - CVS - Noblesville (06/16/2019)'. It features a table with columns for Start, End, Max Scouts, Shift Status, and Actions. A red arrow points to the 'SCOUTS' button in the Actions column. Below this is a section for 'Registered Scouts (8:00 am - 10:00 am)', which includes a dropdown menu for 'Evan Manders' and an 'ADD SCOUT' button. A table below lists registered scouts with columns for Status, Name, Parent, Email, Phone, and Actions. A red arrow points to the 'WITHDRAW' button in the Actions column for the scout listed.

## **Record a Storefront Sale**

Scouts will record sales at storefronts via the app, but unit leaders can also record a cash sale after the fact.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Record a Sale** then click **Go**.
4. Fill out the fields for the order.
5. Choose a specific Scout to receive credit, if applicable.

## **View Sales Summary / Run Sales Report**

Download and review a sales summary of your site(s) at the end of each day.

11. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
12. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
13. Choose **Sales Summary** or **Run Sales Report** then click **Go**.