

## Creating Recognition Orders in Snap+

1. Log into [Snap+](#)
2. Make sure that your inventory is correct and that all troop to girl transfers have been completed
3. Go to the My Troop tab and select Edit Troop Information from the drop down list. Here, check to make sure that the recognition plan is chosen for your troop. **Note:** Snap+ automatically defaults to Option A – Cumulative Plan. This setting does not need to be changed unless your troop is selecting Option B – Older Girl Proceed Plan. Option B must be a troop decision since it applies to the entire troop. If your troop is choosing Option B, you must select it on this screen.

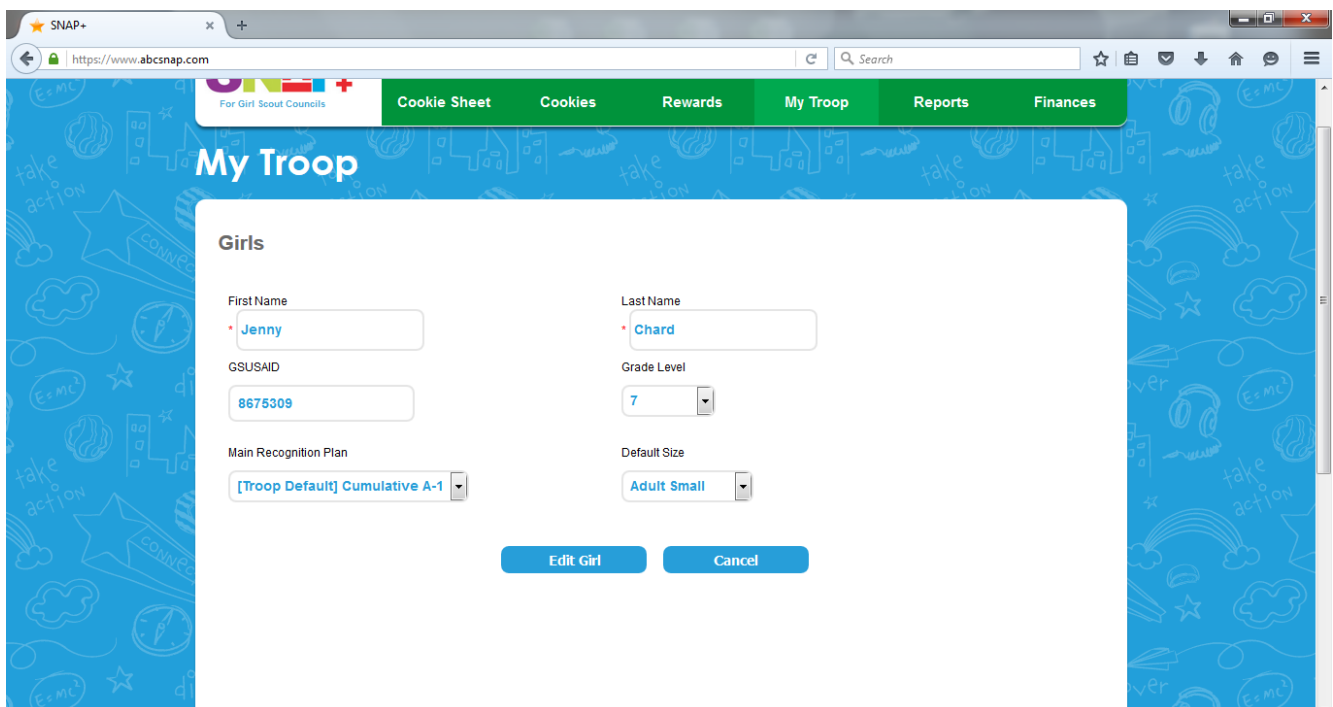
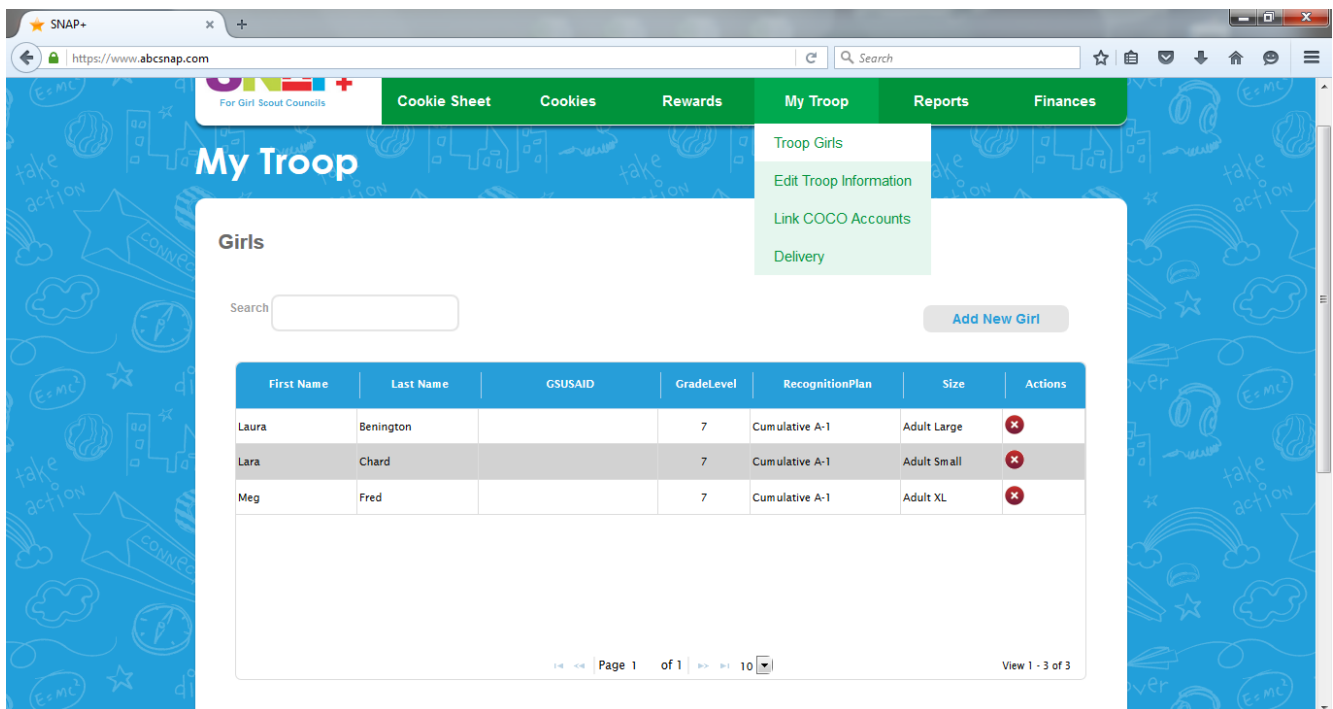
The screenshot shows the Snap+ web interface. The top navigation bar includes 'Cookie Sheet', 'Cookies', 'Rewards', 'My Troop', 'Reports', and 'Finances'. The 'Cookie Sheet' page is active, displaying a calendar for March 2016, a sales summary, and a finance section. The sales summary shows 'Total sales (total cases)' as 0. The finance section shows 'Total Sales' as \$0.00, 'Troop Proceeds' as \$0.00, and 'Council Proceeds' as \$0.00. The 'Messages' section shows a message titled 'Planned Orders Test' dated 2016-01-25.

The screenshot shows the Snap+ web interface with the 'My Troop' tab selected. The 'Troop Info' section displays the following information:

- Girls Active: 3
- Girls Selling: 2
- Number of girls selling (0-999): 13
- Troop: 196
- Level: Cadette
- Service Unit: Operation Cookies from Home
- Delivery Station: Rocket's cookies
- Proceed Plan: Plan A Cumulative w Rec, Adventure, Cumulative A-1
- Main Recog. Plan: Cumulative A-1
- Troop Recog. Plan: (None available)
- First Name: Elirshath
- Last Name: Erafarink

4. Go back to the My Troop tab and select Troop Girls from the drop down list. On this screen, you will see a list of all of your girls and a note of their individual recognition plan. To change a girl's

plan or to select her shirt/hoodie size, simply double click on her name. A window will pop up with the girl's information; you can change her recognition plan by clicking the drop down list under Main Recognition Plan. **Note:** If your troop chose Option B, all of your girls will automatically be changed to have this plan



- Once you have selected and verified the correct recognition plan and default size for your girls, you can create the recognition order for your troop! To do this, go to the Rewards tab and select Create Recognition Order from the drop down list.
- On the Recognition Order screen, make sure that all required fields are filled in. You are creating your troop's main recognition order. **Note:** The Rewards tab will be active beginning March 18<sup>th</sup>. Troops must create their recognition order by March 28<sup>th</sup>.

- On the Recognitions screen, make sure that all required fields are filled in. Under 'Plan Type' select 'main.'
- Once these fields are filled in, click on the blue button that says, "Create Order"

**Recognitions**

**Create Recognition Order**

Troop Selection Mode:  
☒ Select by Filter

District: Valley Forge Service Unit: Testing Troop:   
 Plan Type: (Select)   
 Create Order

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- Ta-da! Your recognition order is created. On the left hand side, you will see a list of the girls in your troop. Click on each girls name to see the recognitions they are receiving and to review the order.

**Recognition Order**

Troop	Girls Registered	Girls Selling	Total Troop Sales	Ave. Sales per Girl Registered	Ave. Sales per Girl Selling
196	3	2	12184	4061	6092

**Laura Benington**  
 Jenny Chard  
 Meg Fred

**Laura Benington - Cumulative A-1 - [Sales: 350]**

**Recognition Range [24-74]**  
 Dream, Design, Do With Hedgehog 15-16

**Recognition Range [75-99]**  
 Door Hanger Dream, Design, Do Button

**Recognition Range [130-159]**  
 Folding Sunglasses

**Recognition Range [160-199]**

Red - Item/size needs selected  
 \* - Needs Reviewed

Review Order Save and Exit \*Cancel

\*Cancel button will cancel the last selection and return to view recognition orders.

- After reviewing your order, click the "Save and Exit" button

11. The screen that appears after saving and exiting allows you to see details about the order you just created. If there were any mistakes, you should click on the red X to delete your order and start over. If you are happy with your order, you should click the check mark to commit your order. Please only commit your order if you are sure that your order is correct!

SNAP+ x +

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## Recognitions

### View Recognition Orders

District:  Service Unit:  Troop:

Order Type:  Status:

District:  Service Unit:

Troop	Rec Order Type	Order Date	Order Number	Status	Action
196	Main	03/16/2016	38936	U	<input type="button" value="Commit Order"/>

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