

How to Enter/View/Edit a Scout for Online Sales (Seller ID)?

- Click "Scout Seller IDs" on the Dashboard.
- A list of Scouts with current online Seller ID's will populate.
 - o You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.

Scouts								
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<input type="checkbox"/> Active Scouts <input type="checkbox"/> Inactive Scouts <input type="checkbox"/> All Scouts								
<input type="checkbox"/> Bulk Delete								
<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="button" value="Add"/>
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	<input type="button" value="Prizes"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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- To add a new Scout, enter in the required fields (white boxes at the top):
 - o First Name
 - o Last Name (we only need the first two letters of his/her last name)
 - o Parent/Guardian email address
- Click "Add." A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout's Seller ID.
- You may edit a Scout's information by clicking on "Edit."
 - o Only a Scout's first/last name and email can be edited. ****The Seller ID cannot be changed****
- If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout's information again you simply click on "Inactive Scouts."