

Online Greenery Order System Instructions

The system will automatically close for the current week at 5:00 pm
on Monday, Oct 12, Oct 19 and Oct 26

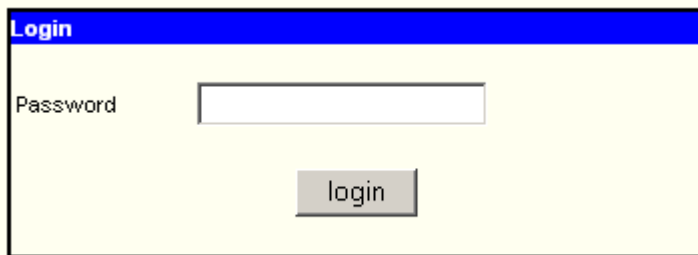
and on Monday, Nov 2 at 5:00 pm

Orders will continue to be accepted in writing via email to
sherrylane6114@yahoo.com as long as our extra ordered stock can supply them

Go to www.troop70greenery.com

On the left hand side, click on Greenery

Scroll down to find and click the link labeled Order Entry (Scouts Only).



A screenshot of a web browser window titled "Login". The window has a blue header bar with the word "Login" in white. Below the header, there is a label "Password" to the left of a white text input field. Below the input field is a grey button with the word "login" in black text.

Type: greenpass

Press login



A screenshot of a web browser window titled "Login". The window has a blue header bar with the word "Login" in white. Below the header, there are two labels: "Scout Name" and "Scout Number". The "Scout Name" label is to the left of a dropdown menu showing "Alhadeh, Steven" with a downward arrow. The "Scout Number" label is to the left of a white text input field. Below these fields is a grey button with the word "login" in black text.

Choose your name from the list.

Type your scout number (found on your greenery packet envelope label).

Press login

To add orders:

Steven Alhadeff

Print **New Order** Logout

Current Week (1)

Cust Name	Address	Home Phn	Bus Phn	Kts	Gar	Cps	Wrs	\$
Bishop, Billy	1000 Harry Hines Blvd 75111	555.555.5555	666.666.6666	4	3	1	5	189
Seay, Brad	1000 Ivan St. 75553	333.333.3333	444.444.4444	3	2	5	4	202
Total				7	5	6	9	391

Previous Weeks

Cust Name	Address	Home Phn	Bus Phn	Kts	Gar	Cps	Wrs	\$
Johnson, Bo	1000 Ivan St. 75553	111.111.1111	222.222.2222	3	2	5	4	202
Total				3	2	5	4	202

Grand Total: \$593

Click New Order to enter a new order

Steven Alhadeff

Order

Customer Last Name

Customer First Name

Street Number

Street

Zip

Home Phone

Business Phone

Kits

Garlands

Centerpieces

Wreath

Delete Save Cancel

Enter all customer information
Press Save

To make changes to an order:

Steven Alhadeef Print New Order Logout

Current Week (1)

Cust Name	Address	Home Phn	Bus Phn	Kts	Gar	Cps	Wrs	\$
Bishop, Billy	1000 Harry Hines Blvd 75111	555.555.5555	666.666.6666	4	3	1	5	189
Seay, Brad	1000 Ivan St. 75553	333.333.3333	444.444.4444	3	2	5	4	202
Total				7	5	6	9	391

Previous Weeks

Cust Name	Address	Home Phn	Bus Phn	Kts	Gar	Cps	Wrs	\$
Johnson, Bo	1000 Ivan St. 75553	111.111.1111	222.222.2222	3	2	5	4	202
Total				3	2	5	4	202

Grand Total: \$593

Click on a customer name in the current week.

Steven Alhadeef

Order

Customer Last Name

Customer First Name

Street Number

Street

Zip

Home Phone

Business Phone

Kits

Garlands

Centerpieces

Wreath

Delete Save Cancel

Make the changes.

Press Save to save changes.

Press Cancel to cancel making changes.

Press Delete to delete the order.

After reviewing all current data entry, you should print a copy of all orders by clicking the Print button at the top of the window.

When finished, click on Logout.