

Online Greenery Order System Instructions

Orders entered prior to 5:00 pm Tuesday are credited to the previous week.

Go to www.troop70greenery.com

The following screen should appear...

Type: "greenpass", then click on the **login** button

The following screen should appear...

Choose your name from the drop-down list, and then enter your scout number (found on your greenery packet envelope label).

Click on the **login** button.

The Orders screen should be similar to the one shown below:

Martin Spradley Print New Order Logout

Current Week (5)										Mail Order Wreath (W4M) Recipient		
Customer Name	Address	Phone	eMail	22" Wrth	28" Wrth	Garland	Centrpc	Mail Wr	\$	Name	Address	Message
eisenlor, shelley	7000 colgate 75225	214-987-3422		0	1	3	0	0	107			
fictional, character	100 novel street 75225	214-898-7888	fc@book.com	1	1	1	1	1	140	Robin Hood	Sherwood Forest 100 Merry Old England London, Tx 75225	Dear Robin, thanks for robbing the rich to give to the poor.
Mackintosh, anne	3833 amherst 75225	214-691-1751		1	0	2	0	0	76			
ridd, kei	754 villin 752	214-363		3	1	2	7	1	325			
Total				5	3	8	8	2	648			

Previous Weeks										Mail Order Wreath (W4M) Recipient		
Customer Name	Address	Phone	eMail	22" Wrth	28" Wrth	Garland	Centrpc	Mail Wr	\$	Name	Address	Message
bowles, dorothy	7045 helsem way 75230	972-490-9728		0	2	0	0	0	64			
bowles, martin	2021 meadowview 75020	972-271-9789		0	2	0	1	0	82			
clinton, rita	2908 bryn mawr 75225	214-373-3032		0	2	0	0	0	64			
Leiser, melora	3008 bryn mawr 75225	214-361-7990		0	1	0	0	0	32			
spradley, alicia	4324 versailles 75205	214-521-9033		0	0	2	0	0	50			
spradley, anne	2901 bryn mawr 75335	214-696-4063		2	0	2	0	0	102			
spradley, debby	7226 desaco 75225	214-691-3135		0	1	0	0	0	32			
Wesner, Amy	2804 westminster 75205	214-987-4637		2	0	1	0	0	77			
zaph, gloria	2912 bryn mawr 75225	214-368-8501		0	0	0	1	0	18			
Total				4	8	5	2	0	521			

Grand Total: \$1169

The New Order screen should be similar to the one shown below:

Martin Spradley

Order	
Customer Last Name	<input type="text"/>
Customer First Name	<input type="text"/>
Street Number	<input type="text"/>
Street	<input type="text"/>
ZIP	<input type="text"/>
Phone	<input type="text"/>
eMail	<input type="text"/>
22" Wreath - W4	0 ▾
28" Wreath - W3	0 ▾
Garland - G3	0 ▾
Centerpiece - C5	0 ▾
22" Mail Order Wreath - W4M	0 ▾
Prepaid	No ▾

Mail Order Wreath (W4M) Recipient Information	
Recipient Name	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Message	<input type="text"/>

Buttons: Delete, Save, Cancel

Fill in the required fields, being careful to get your order correct. Please make sure the spelling of streets, names, etc. is correct.

Click the **Save** button when you know you have it right, or **Cancel** to start over on a blank order form. To make changes prior to saving your entry, simply go back to the fields you need to change and make the change.

If you need to make changes after you have already saved an order, simply go to the **Orders** Screen, find the incorrect order and click on the customer name in the current week (previous weeks cannot be corrected). Make the changes and click the **Save** button. If you do find a mistake in a previous week, call Mr. Pospick for technical assistance.

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**.

NOTE: For the **W4M wreath product**, enter the shipping information. Include Recipient's Name, Address, City, State and Zip. Enter the message for the gift card. You may only enter **ONE** mail-order wreath per order.