Reviewing and Submitting Orders – Service Unit

On the Dashboard, under Action Items, locate the link for troops with no initial orders. Export data and contact any troops who missed the order deadline. You can enter orders for them as instructed by your council prior to your SU deadline

	Important
Action Items	**Numbers**
Troops with no Initial Order	446
Troops with no Early Recognition Orders	1012

Insure all troops are assigned to a delivery station. Go to Reports> Entity> Troops with No Assigned Delivery Station. Go to Orders>Manage orders and filter for initial orders. Select the troop order with missing delivery station and click the dots to open the order. Scroll to the bottom and save order and the delivery station will appear. Select delivery station and appointment day/time as needed.

9 Results

Search By: All   Keyword:

From   To   Apply   ○ Cases ● Packages ○ Cases/Packages   Action: Select Apply

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	STATUS	TOTAL	TOTAL $
1/28/2018	763	INITIAL	4089	4089	0	12	12	12	0	24	24	24	0	0	T	108	540.00
1/28/2018	680	INITIAL	4087	4087	0	12	24	36	12	216	72	144	24	0	T	540	2700.00
1/29/2018	1142	INITIAL	1726	1726	0	72	144	96	72	264	120	216	84	0	SAVED	1068	5340.00
1/25/2018	136	INITIAL	1557	1557	4	48	96	120	60	240	120	216	60	0	T	964	4820.00

Once all troops are assigned to a delivery station, go back to Orders>Manage Orders and filter for initial orders. Under action, select submit all and then click apply. You will receive a message that the job was submitted for processing. It may take a few minutes to insure that all orders are submitted. The status on all troops will now say "S" – all orders are now ready for review at the council level.

Go to the Dashboard and click the link for troops with no early recognition orders (if applicable). Export information and create orders for any troops missing the deadline.

Once all recognition orders have been created to go Rewards >Manage Recognition orders. Filter for orders needing review (R). Click Review All. Once all orders are reviewed, go back to Rewards>Manage orders, filter for Early orders and select all orders (select by clicking the box on the far left) click submit all and all recognition orders will be submitted and status will change to "S".

POWERED BY ABC BAKERS

Manage Recognition Orders

Drag a column header here to group by that column   🔍 Search...

	District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Cost $	Status	
☐	No Specified District	SU101	1764	Early	1/28/2018	9389	$312	U	✏ 🗑 ✔
☐	No Specified District	SU101	3806	Early	1/28/2018	9387	$195	R	✏ 🗑 ✔
☐	No Specified District	SU101	4134	Early	1/28/2018	9385	$234	U	✏ 🗑 ✔
							Total Cost : $7...		

20 30 40 50

Review All   Commit All   Uncommit All