

## Pecatonica Dashboard (ScoutBoss) How To's

Have you logged in to your Pecatonica Dashboard yet? Now is a great time to do it. You can view transactions, Online Sales Reports, and more!

Do you need login credentials? Please contact Erin at 419.843.0111 or at [erin.lalonde@scouting.org](mailto:erin.lalonde@scouting.org).

### How to **log in**:

1. Go to [www.prpopcorn.com](http://www.prpopcorn.com).
2. Click on **My Account** in the upper right corner.
3. Enter your Username and Password and click **Login**.

### How to view **Online Sales Reports**:

1. Click on **Reports**.
2. Click on **Online Invoices**.
3. Select **Sales Season** and click **Search**.
4. Click **Select All** and then click **Generate Report**.

### How to **view transactions** (Orders, Add-Ons, Returns, Transfers):

1. Click on **Sales Season** at the top of the page.
2. Under **Fall XXXX**, click on **Orders**.
3. Click on **Details** to view.

### How to **print invoice**:

1. Click on **Sales Season** at the top of the page.
2. Under **Fall XXXX**, click on **Invoice**.
3. Any payments will be included at the bottom of the invoice.