

Tally Program Instruction Sheet



Fill in all of the area's that are light blue in the spreadsheet. Each brochure is a separate tab, with a Summary tab at the start totaling all the spreadsheets together. **Our tally program is not compatible with google docs, so please use google drive or excel.**

1. Start on the tab named Summary.
2. Leave the field named Customer ID blank, this is for office use only.
3. Enter today's date in cell B2.
4. Enter your name in cell B3.
5. Enter the school name in cell B4.
6. Enter an estimated delivery date in cell B5. This is subject to change and will be verified after the order is received.
7. In cell A11 Start listing each student's name that participated. Note: This will populate these names to the other tabs in the spreadsheet.
8. All the other tabs have our brochure names on them, click one that your group sold.
9. Start filling in the # of each of the items sold per student on the same line as each student's name. Note: you only have to fill in a number of the items actually sold. You don't need to put zeros in the items that were not sold per student. Insure the correct numbers go in under the correct items; this is what we pack the orders off of.
10. Repeat steps 8 & 9 for each brochure sold.
11. Once completed, you can go back to the summary tab to see each student's total items sold, total \$ amount sold for each brochure as well as total for all brochures for the entire group!
12. Save this file and email it to tally.4sns@gmail.com.
13. Once we have the order we will send you an order confirmation via email.



Mission Statement

4 Seasons level of quality service allows our partners to concentrate on creating lifelong experiences