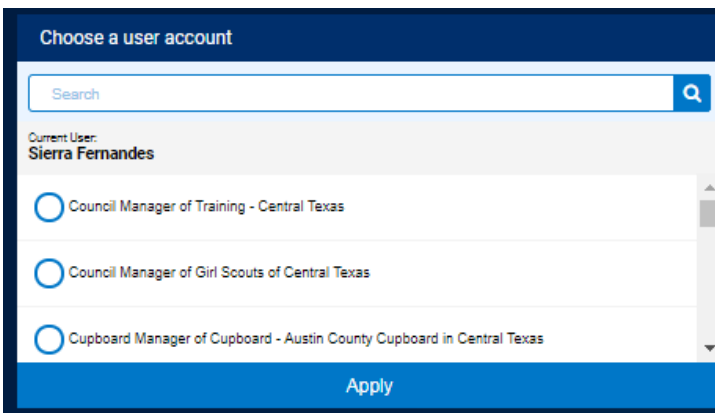
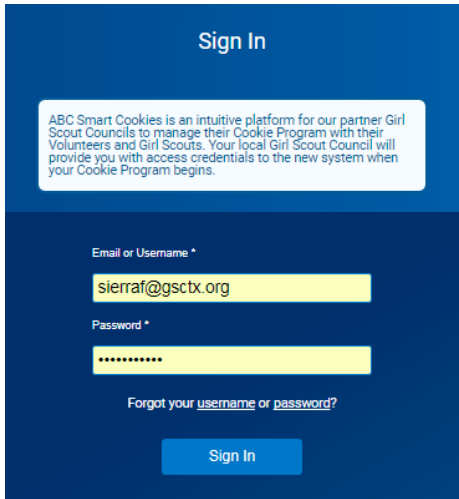


Troop Smart Cookies User Guide

www.abcsnap.com

Login name: _____

Password: _____



Have multiple troops? When you login you will see a pop up that allows you to select which troop you are working in.

Key Words:

Planned Order- A reorder to the SUCM cupboard

Virtual Cookie Share- Where troops enter Operation Cookie packages. Will add to girl/troop total sales

Manage Order Key:

Type:

- I- Initial Order
- R- Reorder (Operation Cookie)
- T- Transfer
- P-Planned Order (Reorder)

Status:

- U- Uncommitted
- T- Troop Committed
- S- Service Unit Committed
- C- Council Committed

Cookie Variety Abbreviation:

- CShare- Virtual Cookie Order (Operation Cookie)
- TAL- Thanks-a-Lot
- SMR- GS S'more
- LEM- Lemonades
- SB- Shortbread

- TM- Thin Mints
- PBP- Peanut Butter Patties
- CD- Caramel deLites
- PBS- Peanut Butter Sandwich
- GFC- Gluten Free (limited quantity)

Frequently asked How's (FAH):

How do I place a planned order (reorder) to my cupboard? Refer to page 11-14 of this guide.

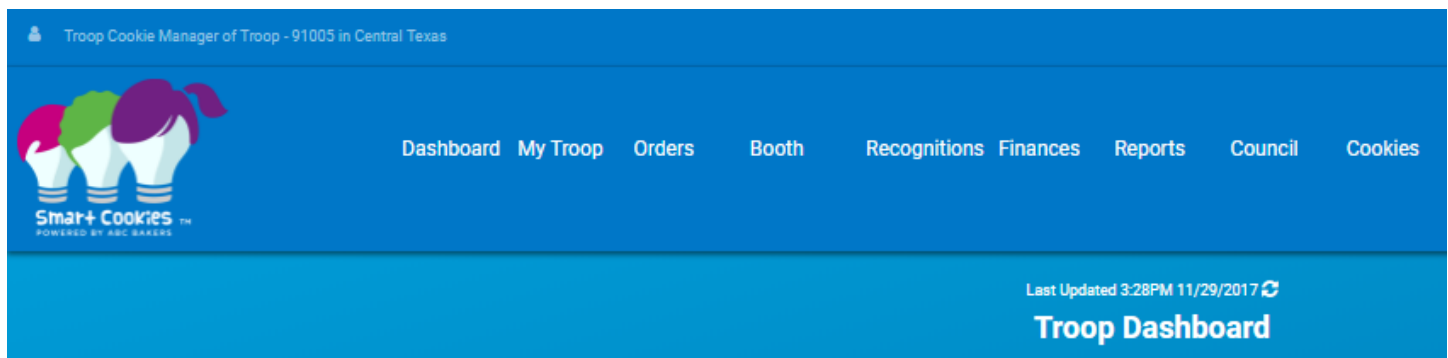
How do I enter girl payment? Refer to page 17-19 of this guide **What about troop payment?** Troops will not enter in any troop deposits.

How do I add girls to my troop? You as the troop cookie coordinator cannot add girls. The Product Program team will upload all girls to Smart Cookies.

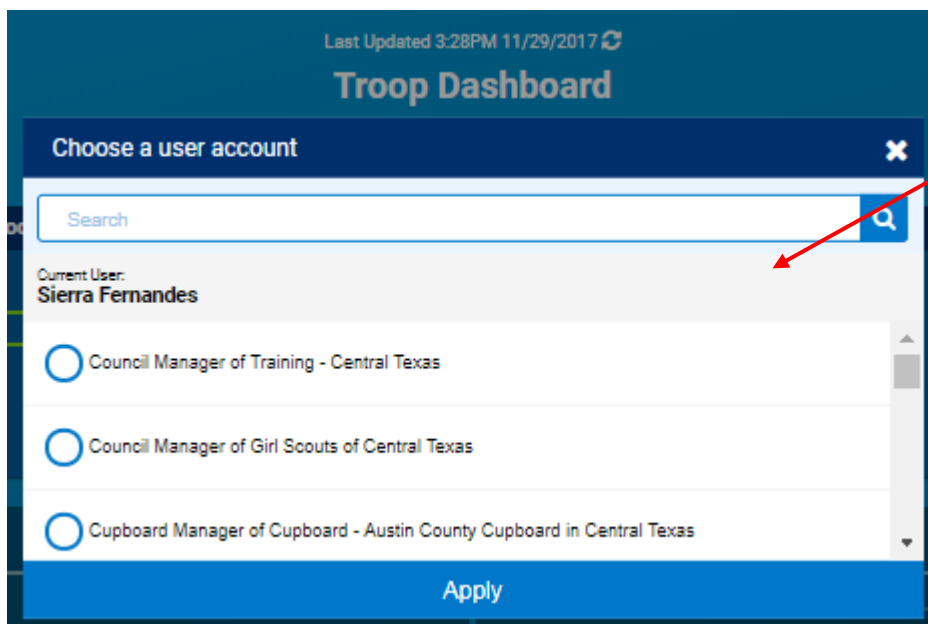
How do I see all my orders? Go to your Manage Order Tab in Snap, refer to page 5-7 of this guide.

How do I transfer orders? Refer to page 7-11 in this guide.

My Account Dropdown

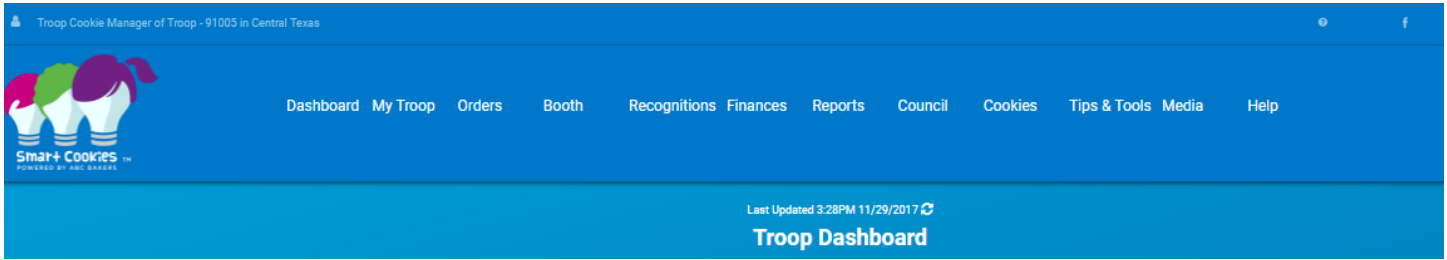


If you have multiple troops AND they are all linked to the same email address you can easily switch between the troops by clicking the person in the top left corner of your screen. You will see a drop down click on Switch User:



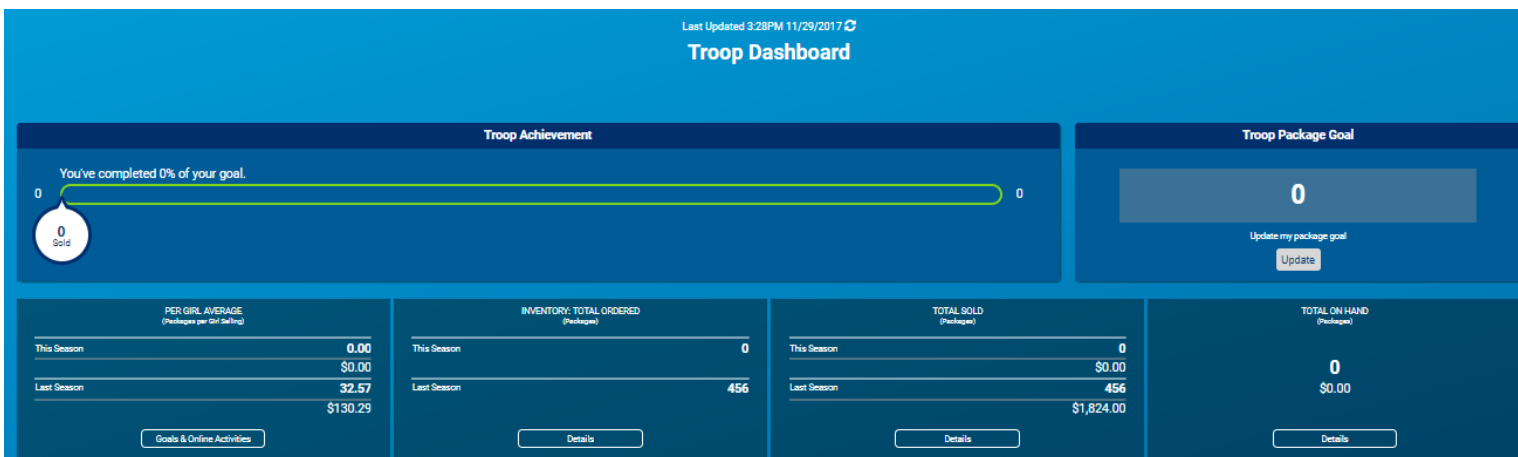
From the dropdown box, you will select which troop you want to login to.

Troop Dashboard



Logon: Once you log in to SMART COOKIES, ALWAYS click the Refresh button for the most up to date information.

Below depicts the home screen (where all troop information is listed). Make sure to click the refresh button every time you log in for the most up to date information.



Inventory: Total Ordered: total packages troop ordered

Total Sold: total packages assigned to a girl

Total On Hand: difference between the two.

Stats							
Girl Registered			Girl Selling			Online Sales Participation	
This Season	6	100.0%	N/A	N/A	N/A	N/A	N/A
Last Season	14	100.0%	14	100.0%	N/A	N/A	N/A

Financial Summary							
Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sold by Cookies													
<input type="radio"/> Cases <input checked="" type="radio"/> Packages <input type="radio"/> Cases/Packages													
Girl Name	Total #	Total \$	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	
Ariana Barron	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮
Audrey Carville	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮
Elisabeth Cisneros	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮
Chanelle Hulton	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮
Julissa Landry	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮
Liliana Ramos	N/A	N/A	0	0	0	0	0	0	0	0	0	0	⋮

TOTAL #	TOTAL \$	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT
0	0	0	0	0	0	0	0	0	0	0	0

Sold by Cookies: Shows you by girl what has been assigned. Will always default to packages, but you can switch to cases or cases/packages.

For more detail by girl click on the 3 dots next to the girl's name.

My Troop:

Under My Troop Tab you will see the following links:

- **Goals & Online Activities:** Overview of your troops girl goals and progress.
- **Troop Roster:** List of registered girls in Smart Cookies (if missing any contact Products@gctx.org)
- **Troop Information:** Update your reward plan

Troop Information

Girls Active: Girls Selling: Expected Number of Girls Selling (0-999):

Troop Number: Level*: Service Unit:

Proceed Plan*:

Main Recognition Plan*:

Troop Recognition Plan:

Bank Account: Bank Routing:

- **Troop User Management:** shows troop users and girl user information.
Registered- Has logged in to Smart Cookies and is an active user
Pending Registration- Has not logged in but has received an email to register
- **Troop Message:** Send out emails to the girls in your troop
- **Tasks:** You can add any important task you want your girls/parents to know.

Manage Users

Filter by Districts Filter by Service Units Filter by Troops

Drag a column header here to group by that column

<input type="checkbox"/>	A...	Role	Position	Description	First Name	Last Name	Username	Status	
<input checked="" type="checkbox"/>	(All)	Troop	Troop Co...	91005	Sierra	Fernandes	SierraF@gsctx.org	Registered	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input checked="" type="checkbox"/>		Troop	Troop Lea...	91005	Kellye	Kosanda	KellyeK@gsctx.org	Registered	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Ariana Barron	Ariana	Barron	Barron609703	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Julissa Landry	Julissa	Landry	Landry609707	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Liliana Ramos	Liliana	Ramos	Ramos609708	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Audrey Carwile	Audrey	Carwile	Carwile609704	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Chanelle Hulton	Chanelle	Hulton	Hulton609706	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>
<input type="checkbox"/>		Girl	Girl	91005 - Elisabeth Cisneros	Elisabeth	Cisneros	Cisneros609705	Pending Notifi...	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="refresh"/>

Orders

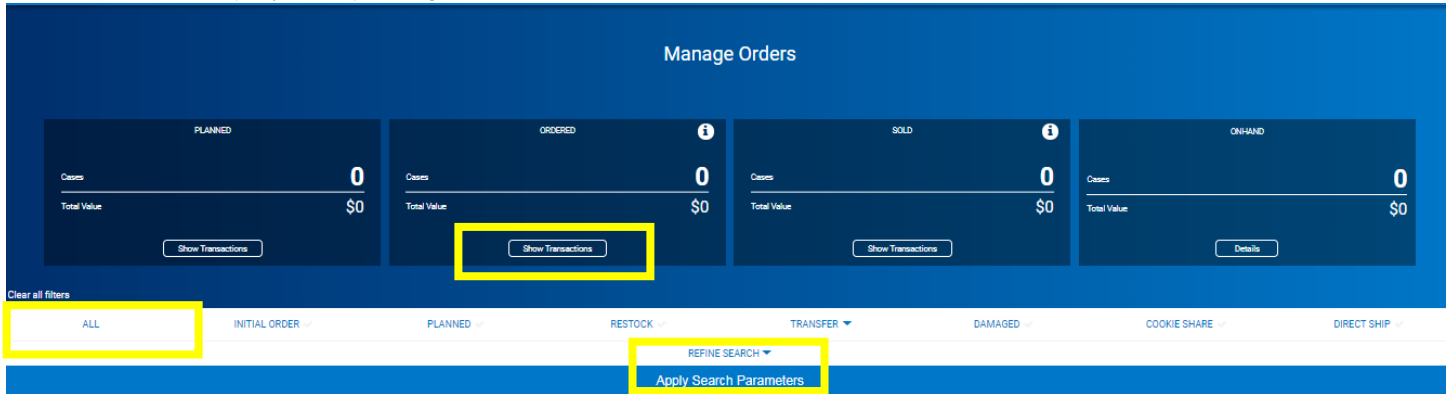
Manage Orders: Navigate to Orders→Manage Orders.

The screenshot shows the 'Manage Orders' page in the Smart Cookies system. The navigation menu at the top includes 'Dashboard', 'My Troop', 'Orders', 'Booth', 'Recognitions', 'Finances', 'Reports', 'Council', 'Cookies', 'Tips & Tools', 'Media', and 'Help'. The 'Orders' menu is expanded, showing options like 'Manage Orders', 'Troop Initial Order', 'Transfer Order', 'Planned Order', 'Tracked Cookie Share', and 'Virtual Cookie Share'. The main content area displays four summary boxes for different order statuses: PLANNED, ORDERED, SOLD, and ON-HAND. Each box shows 'Cases' and 'Total Value' as 0.

When first entering the Manage order page, the top 4 boxes will show all the data from ALL transactions that the Troop has currently conducted and is shown in Case quantity and in Total dollar value.

- The Planned Orders box shows a summary of current planned orders not approved by the Cupboard Manager
- The Ordered box shows ALL transactions (Initial, transfers, reorders) received by the Troop
- The Sold box shows ALL cookies that have been transferred to Girls or reported as sold at Booth sales.

- The On Hand box shows what the troop currently has in inventory
- These Summary Boxes are displayed in CASES ONLY and may be rounded up. Transactions can be displayed in package format once the filters are chosen and shown on the screen.



- Click “Show Transactions” under the specific boxes (IE: Ordered- highlighted) and only those types of transactions will appear on the lower half of the page
- To view ALL the transactions the Troop has conducted, check the “All” Button, then click “Apply Search Parameters” and ALL transactions will appear on the lower half of the page
- To view only certain transactions, Check the type of order you want to view, then click “Apply Search Parameters” and only that type of order will appear on the lower half of the page
- The transactions filtered and shown can be exported into an Excel Spreadsheet

18 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 \$
10/14/2017	29	C2T	123	Cookie jar 2	0	48	48	48	48	48	48	48	48	48		432	1728.00
10/14/2017	58	COOKIE_SHARE	123	123	34	0	0	0	0	0	0	0	0	0	SAVED	34	136.00
10/16/2017	59	DAMAGED	123	123	0	-3	-7	-8	-2	-9	-4	-9	-6	0	T	-48	-192.00
10/16/2017	60	DAMAGED	123	123	0	-5	-5	-5	-5	-5	-5	-5	-5	-5	SAVED	-45	-180.00
10/12/2017	10	INITIAL	123	123	0	72	108	96	60	120	84	108	72	36	C	756	3024.00
10/17/2017	61	PLANNED	123	Cookie jar 2	0	60	60	60	60	60	60	60	60	60	SAVED	2100.00	8400.00

Export to Excel

Cshare- Virtual Cookies (Operation Cookie)

TAL- Thanks-a-lot

SMR- GS S'mores

LEM- Lemonades

SB- Shortbread

TM- Thin Mint

PBP- Peanut Butter Patties

CD- Caramel deLites

PBS- Peanut Butter Sandwhich

GFC- Gluten Free

Manage Order Page- Bottom half of page:

- The Bottom of the Manage Order page will show in detail the total data of those transactions filtered in the “Summary” section and the “Click the Arrow for More” option.
- The Summary section provides the total of what was filtered in either Cases or Packages, or in Case/package format. Those options can be adjusted within in the middle the manage orders page.
- The “Click the Arrow for More!” option, provides more detailed information of those filtered transactions and depending on what type of transactions were filtered, they will be shown within the Planned, Ordered, Sold or OnHand Boxes.
- The “Details” button within each box will provide a breakdown of each variety set in Cases and the Total dollar value within each variety.

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	CASES	TOTAL \$
31	54	54	54	54	54	54	54	54	14	483	23366.00

Click the Arrow for More!

PLANNED	ORDERED	SOLD	ONHAND
<p>Cases: 120</p> <p>Total Value: \$5,760</p> <p>Details</p> <ul style="list-style-type: none"> CShare 31 \$1,520 SMR 42 \$2,056 SB 42 \$2,056 PBP 42 \$2,056 PBS 42 \$2,056 	<ul style="list-style-type: none"> TAL 42 \$2,056 LEM 42 \$2,056 TM 42 \$2,056 CD 42 \$2,056 GFT 19 \$1,180 <p>Less</p>	<p>Cases: 266</p> <p>Total Value: \$13,080</p> <p>Details</p> <ul style="list-style-type: none"> CShare 0 \$0 SMR 16 \$808 SB 16 \$808 PBP 16 \$808 PBS 16 \$808 	<ul style="list-style-type: none"> TAL 16 \$792 LEM 16 \$808 TM 16 \$808 CD 16 \$808 GFT 7 -\$380 <p>Less</p>

Transfer Orders: Orders → Transfer Orders

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: _____

SERVICE UNIT 654 TROOP 102

Quantity: 2955 Packages Contact: Chris McDaniel | | centralmaryland.troop@outlook.com

SERVICE UNIT	TROOP	GIRL
654	102	<div style="border: 1px solid yellow; padding: 2px;">GIRL</div> <ul style="list-style-type: none"> Krista Brock Lisa Cohen Mona Griffin Mona Knight Phyllis Dennis <li style="background-color: #007bff; color: white;">Shannon Gonzalez Shari Phillips Susan Myers Tricia Christensen

[Apply](#)

Troop to Girl (T2G) Transfers

- Type of Transfer: Select the Troop to Girl option from the drop down menu. The menu also shows these options: Girl to Girl, Girl to Troop, Troop to Troop
- As a Troop User, the Service Unit and Troop number will already be pre-populated in the selection screen
- Click on which girl in the Troop will receive the transfer or you can search by the Girl's name in the Girl search field
- Click the "Reset" arrow on the far right to reset your filters if necessary

- Once filters are set, Click Apply.

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654 (Quantity: 2955 Packages, Contact: Chris McDaniel | centralmaryland.troop@outlook.com)

To: TROOP 102 (Quantity: 500 Packages, Contact: Catherine Smith | (804) 614-9999 | ccas1371@gmail.com) GIRL Shannon Gonzalez

Item	Price	PACKAGES	BOOTH PACKAGES
Thank-A-Lot	\$40.00	5	5
Simones	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel deLites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Trio	\$50.00	5	5
Totals	\$370.00	45	45

Order Notes: "Packages" are for Shannon's door to door sales. The "Booth Packages" are for her Booth event this Saturday.

Save

- Entering Transfer in Package Quantity
- Two types of transfers can be entered on this page: “Packages” and “Booth Packages”
- In the Package column, enter the number of packages being transferred to the girl by variety to fulfill her Girl delivery orders or for door to door sales.
- The Girl will assume financial responsibility for these packages and the total transferred will be included in her total sales number for recognition calculation.
- If you are using the Booth column, the girl will receive package credit towards her recognitions, but she does not assume financial responsibility for booth sales since the money is typically collected by the Troop at the time of the sale.
- Enter any “Order Notes” if needed
- Click Save

Totals: \$370.00, 45, 45

Order Notes: "Packages" are for Shannon's Door to Door sales. The "Booth Packages" are for her Booth event this Saturday.

Save Delete Order

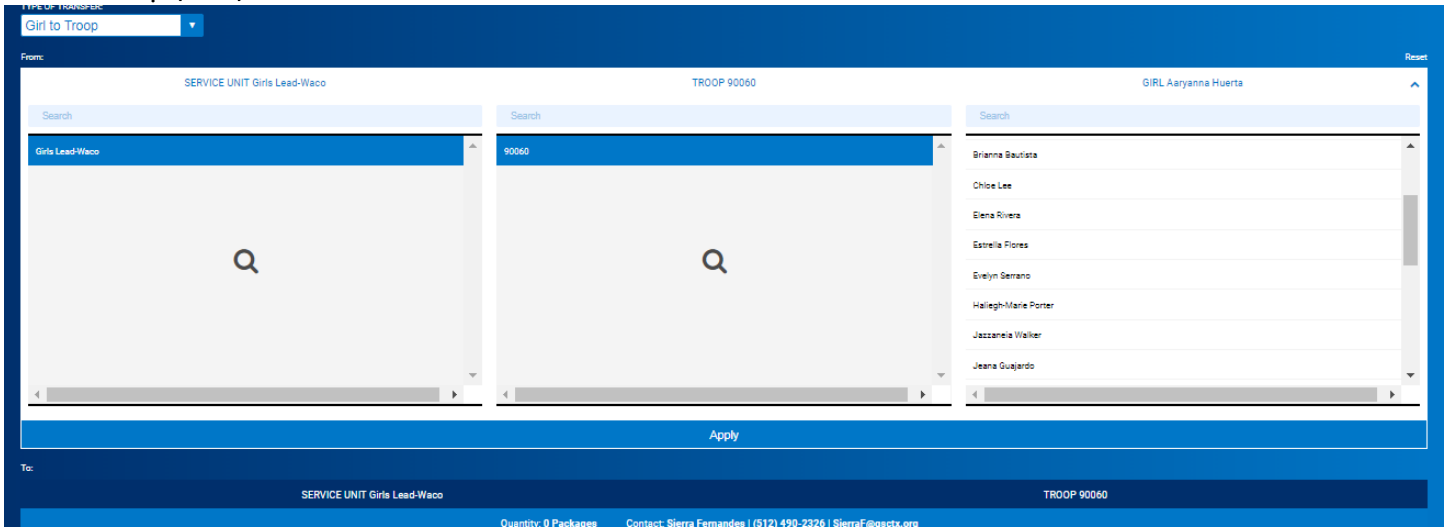
Print Receipt

Go to Manage Orders Make Another Transfer

- Once the transfer is saved, click Print Receipt at the bottom of the page to see a printable confirmation page containing the following information:
- Date and Time of Transfer
- Type of Transfer
- Where the transfer came “From” and where its going “To”
- The amount of each variety transferred in the variety section
- Click Print to create a hardcopy of the transfer
- You will see the option to Go To Manage Orders” to view it or “Make Another Transfer” to Transfer more cookies.
- Note that the numbers of packages of each variety that you have transferred to the Girl have been removed from the Troop inventory and credited to the Girl’s inventory

- o Financial responsibility of the non-booth packages transferred is now credited to the Girl (see the Girl Balance Summary report)
- o Troop to Girl transfers are indicated on the Manage Orders page with the order type of T2G

Girl to Troop (G2T) Transfers



- o Type of Transfer: Select the Girl to Troop option from the drop down menu.
- o As a Troop User, the Service Unit and Troop number will already be pre-populated in the selection screen
- o Click on which girl in the Troop that will transfer or you can search by the Girl’s name in the Girl search field
- o Click the “Reset” arrow on the far right to reset your filters if necessary
- o Once filters are set, Click Apply.

Clear Order			PACKAGES	BOOTHS PACKAGES
	Thanks-A-Lot	\$4.00	<input type="text" value="1"/>	<input type="text" value="0"/>
	S'mores	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Shortbread	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Gluten Free Trios	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals		\$4.00	1	0

- o Entering Transfer in Package Quantity
- o In the Package column, enter the number of packages being transferred from the girl by variety to the troop
- o The Girl will no longer assume financial responsibility for these packages
- o Enter any “Order Notes” if needed
- o Click Save

Girl to Girl (G2G) Transfers:

TYPE OF TRANSFER:
Girl to Girl

From:

SERVICE UNIT Girls Lead-Waco

Search

Girls Lead-Waco

TROOP 90060

Search

90060

GIRL Alexis Herrera

Search

- Aaryanna Huerta
- Alexis Herrera
- Alyssa Trevino
- Amani Suarez
- Autumn Cruz
- Brianna Bautista
- Chloe Lee
- Elena Rivera

Apply

To:

SERVICE UNIT Girls Lead-Waco

Search

Girls Lead-Waco

TROOP 90060

Search

90060










GIRL Alyssa Trevino

Search

- Alexis Herrera
- Alyssa Trevino
- Amani Suarez
- Autumn Cruz
- Brianna Bautista
- Chloe Lee

- Type of Transfer: Select the Girl to Girl option from the drop down menu.
- As a Troop User, the Service Unit and Troop number will already be pre-populated in the selection screen
- Click on which girl in the Troop that will transfer or you can search by the Girl's name in the Girl search field and click on the girl that will receive cookies.
- Click the "Reset" arrow on the far right to reset your filters if necessary
- Once filters are set, Click Apply.

Clear Order

			PACKAGES
	Thanks-A-Lot	\$0.00	<input type="text" value="0"/>
	S'mores	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>
	Shortbread	\$0.00	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>
	Gluten Free Trios	\$0.00	<input type="text" value="0"/>
Totals		\$0.00	0

Order Notes

Type here (250 Characters max)

Save

- Entering Transfer in Package Quantity
- In the Package column, enter the number of packages being transferred from the girl by variety to the girl
- The Girl transferring cookies will no longer assume financial responsibility for these packages
- Enter any "Order Notes" if needed
- Click Save

To view all transfer orders go to Orders->Manage Order:

Clear all filters

ALL INITIAL ORDER PLANNED RESTOCK TRANSFER DAMAGED COOKIE SHARE DIRECT SHIP

REFINE SI All

Apply Search Cupboard to Cupboard

9/28/2017	361	T2G	Angel Byrd	102	0	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-27	-111.00
9/28/2017	362	T2G	Angie Gregory	102	0	-12	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-36	-147.00
9/28/2017	363	T2G	Casey Smith	102	0	-3	-8	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-32	-131.00
9/28/2017	364	T2G	Christina Boone	102	0	-3	-3	-8	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-32	-131.00

View Order

Transfers are conducted to manage the inventory within the Troop (G2T, T2G or G2G)

- To view the transfers conducted thus far, click on the dropdown arrow next to transfers, check All to view all transfer activity or check only the Transfers needed and they will appear on the screen.
- The Transactions show the following information:
 - Date the Transfer transaction was entered
 - Order #
 - Type of Transfer – G2G, G2T, T2G, T2T, T2C, C2T,
 - Who is receiving the Transfer
 - Who is giving the Transfer
 - The quantity of each variety which can be viewed in Cases or Packages or Case/Package Unit Of Measure
 - The Total in Quantity and in Total Dollar Value
- Depending on the type of transfer, you have the ability to just View the Order or Edit the order
- There can be multiple pages of Transactions, use the number tab on the bottom to click to the next page
- The chosen transaction(s) can be viewed in an Excel Spreadsheet and again, the Summary and the Click the Arrow for more option located at the bottom of the page will provide the total details of what has been filtered.

Planned Orders: Orders → Planned Orders

Troop Cookie Manager of Troop - 90060 in Central Texas

Dashboard My Troop Orders Booth Recognitions Finances Reports Council Cookies Tips & Tools Media Help

Manage Orders
Troop Initial Order
Transfer Order
Planned Order
Troop Cookie Share
Virtual Cookie Share

Planned Order

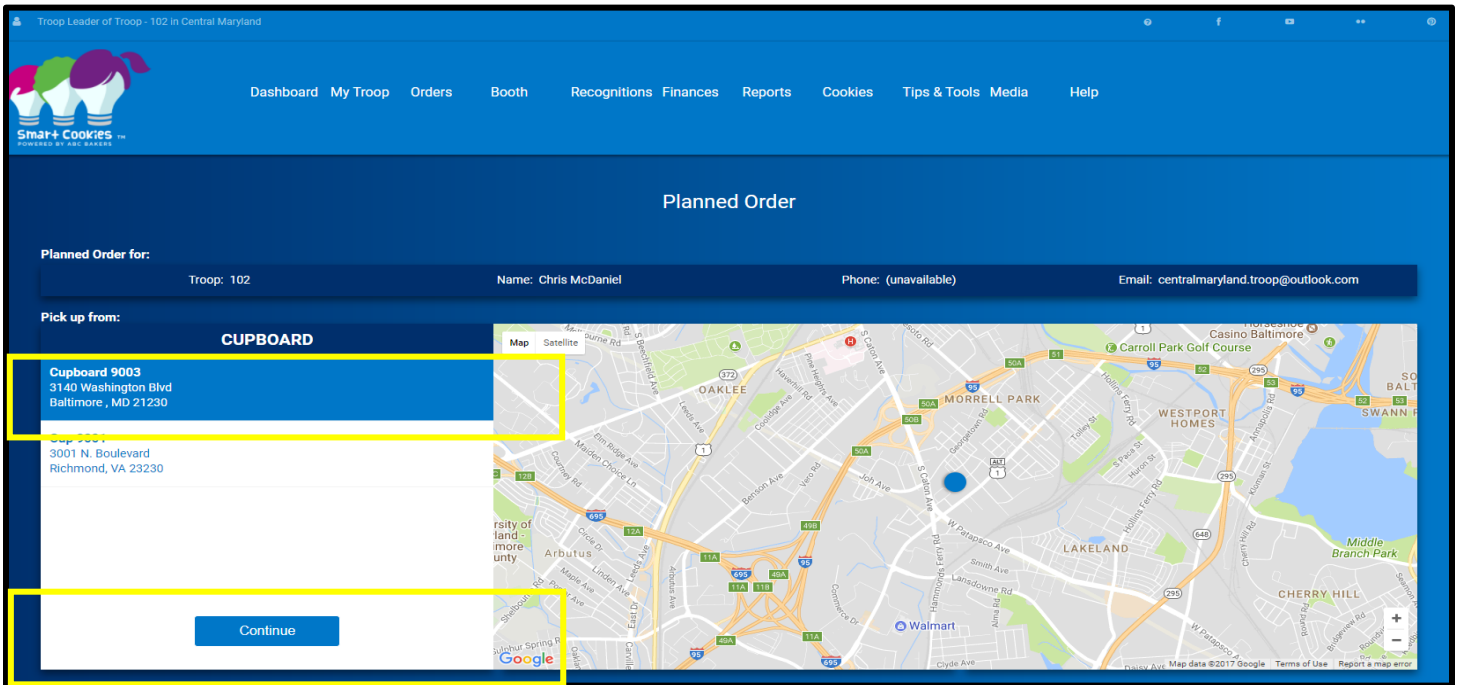
Planned Order for:
Select a Troop

TROOP 90060

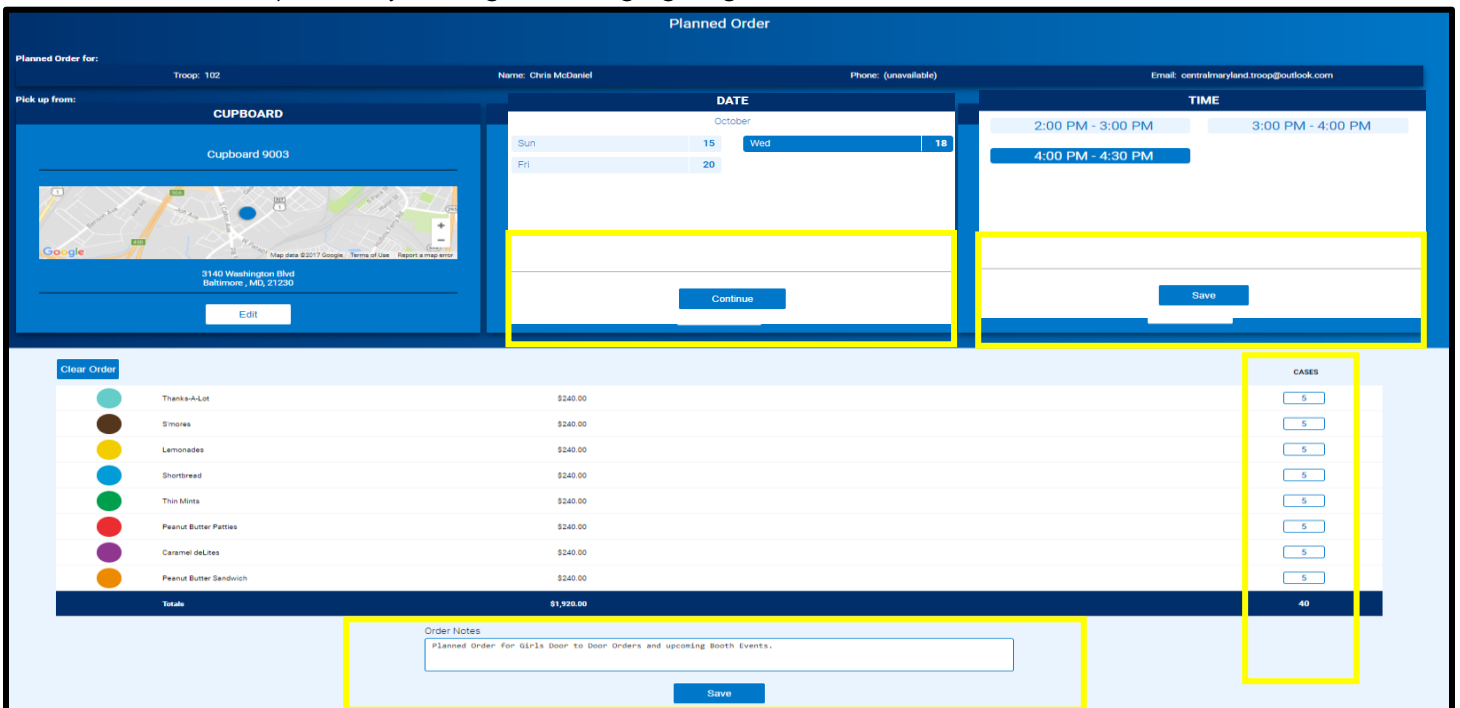
Name: Sierra Femandes Phone: 5124902326 Email: SierraF@gectx.org

This is how you will place a reorder to your SU Cupboard. It is now called a planned order.

- Select your cupboard
- Select pick up time and date
- Enter the amount of cookies by variety (in cases)
- Click Save and return to manage orders

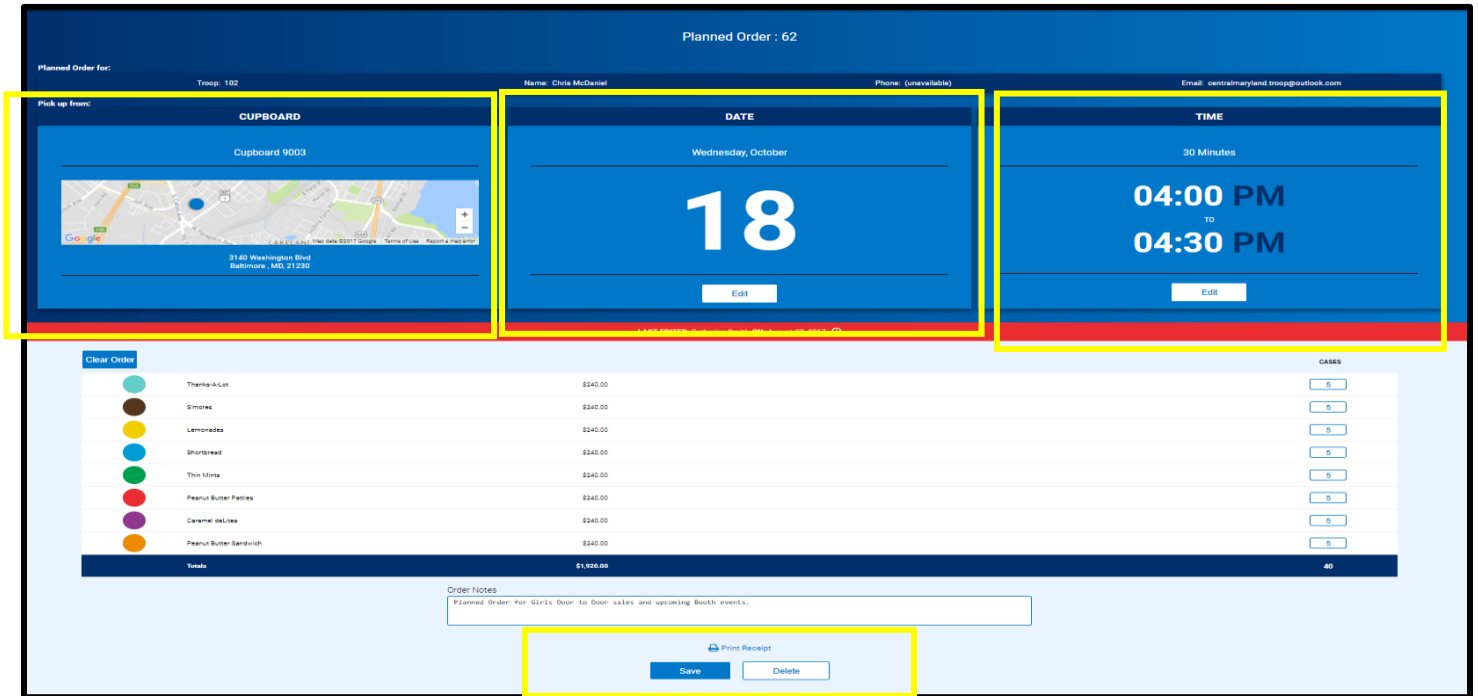


- The Planned Order screen shows the Troop number, Troop contact information and the list of Cupboards available to the Troop
- Choose the Cupboard by clicking on and highlighting it, then click continue.



- After you have selected the Cupboard, a list of dates will appear indicating which days the Cupboard is available for pick ups. Select a date and click continue.
- You will then see time slots available for the date that was selected. Select a time that suits your schedule. Click save.

- Once saved, the cupboard, date and time selections will have an edit button appear under each category to edit those selections if needed.
- The planned order grid will be shown below listing all varieties on the left and the Unit of Measure on the far right.
- Place any Order Notes for future reference
- Click Save



- After the order is saved, a confirmation message will appear and the planned order number will be shown at the top of the page
- The Planned order can be printed by clicking on Print Receipt.
- The receipt will provide the location, date and time selected, along with the order details.
- The receipt will be labeled at the top 'Planned Order Receipt' - Not APPROVED, indicating that the Planned order has not yet been picked up from the assigned Cupboard and the Cupboard Manager has not approved the order.
- Once you have picked up the Planned order from the assigned Cupboard, the Cupboard manager will approve it. It will then be converted into a Cupboard to Troop transfer and will be shown the Managed Orders screen under transfers.
- After the order has been converted into a C2T transfer and you click on Print receipt again, it will be labeled at the top: "Transfer Order Receipt - 'Approved Planned Order'".
- An email confirming the transfer will be sent to the troop's assigned email address

To view under Manage Order Tab:

The screenshot shows the 'Manage Orders' dashboard. At the top, there are four summary boxes for different order statuses:

- PLANNED:** 45 Cases, Total Value \$2,160
- ORDERED:** 220 Cases, Total Value \$10,564
- SOLD:** 81 Cases, Total Value \$3,916
- ONHAND:** 138 Cases, Total Value \$6,648

Below these boxes is a filter bar with options: ALL, INITIAL ORDER, **PLANNED** (checked), RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE, and DIRECT SHIP. A yellow box highlights the 'PLANNED' filter. Below the filter bar is a blue button labeled 'Apply Search Parameters', also highlighted with a yellow box. Below the button, there is a search section with '1 Results' and a search bar. At the bottom, there is a table with columns: DATE, ORDER #, TYPE, TO, FROM, CShare, TAL, SMR, LEM, SB, TM, PBP, CD, PBS, GFT, STATUS, TOTAL, and TOTAL \$.

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	STATUS	TOTAL	TOTAL \$
10/17/2017	61	PLANNED	123	Cookie jar 2	0	60	60	60	60	60	60	60	60	60	SAVED	540	2160.00

- To view the Planned Orders, either click on the “Show Transactions” button in the “Planned” box at the top of the page or “check” the Planned filter and then click “Apply Search Parameters”.
- The Transaction(s) will appear on the grid showing the following information:
 - Date the Planned Order was entered
 - Order #
 - Type of Transaction –They are kept as Planned until the Cupboard manager approves them. Once approved, the Planned orders are converted into a Cupboard to Troop Transfers (C2T)
 - Troop Number receiving the order
 - The quantity of each variety which can be viewed in Case or Package or Case/Package Unit Of Measure

Virtual Cookie Share (Operation Cookie): Orders-> Virtual Cookie Share

- Virtual Cookie Share packages are credited to both the Troop and the Girl ordering, but not physically delivered to the Troop or Girl.
- Cookie Share packages add to the Council, Troop and Girl overall sales number and financial responsibility and count towards Reward calculations (Proceeds and Recognitions).

Troop Leader of Troop - 102 in Central Maryland

Smart+ Cookies™ POWERED BY ABC BAKERS

Dashboard My Troop **Orders** Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Manage Orders
Troop Initial Order
Transfer Order
Planned Order
Virtual Cookie Share

Last Updated 10:09PM 9/12/2017

Troop Dashboard

You've completed 75.43% of your goal.

0 3500

2640 Sold

Troop Package Goal

3500

Update my package goal

PER GIRL AVERAGE (Packages per Girl Selling)	INVENTORY TOTAL ORDERED (Packages)	TOTAL SOLD (Packages)	TOTAL ON HAND (Packages)
This Season 178.47	This Season 3,391	This Season 2,640	751
\$726.53	Last Season 0	\$10,825.00	\$2,979.00
Last Season 0.00		Last Season 0	
\$0.00		\$0.00	

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Virtual Cookie Share

Cookie Share Org

SERVICE UNIT 654 TROOP 102

Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

Name	Total
Elena Leonard	3
Harriet Paul	3
Mona Griffin	3
Angie Gregory	3
Lisa Cohen	3
Shannon Gonzalez	3
Mona Knight	3
Faye Hill	3
Susan Myers	3
Casey Smith	3
Total	60

Virtual order successfully updated.

Order notes
Virtual Cookie Share orders from 3 booth events done this past Saturday

- The Unit of Measure (UOM) is set in Package quantities. Be sure to have all girl reorders entered in Packages.
- You may enter one order or multiple orders until the end of the sale.
- Enter each girls total in PACKAGE quantities and please note that girls' names may continue on multiple pages
- Enter any "Order Notes" if needed
- Once complete, click Save

To View order go to Manage Order:

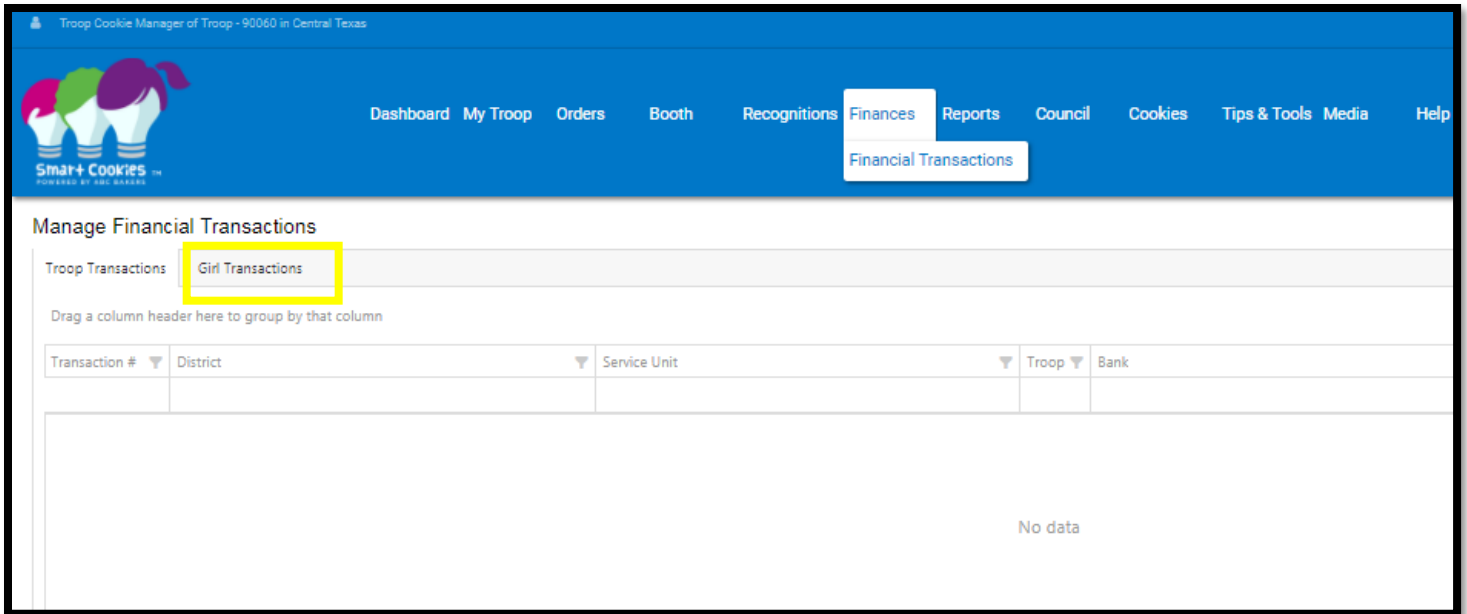
The screenshot displays the 'Manage Orders' interface. At the top, there are four summary cards for different order statuses: PLANNED (0 cases, \$0 total), ORDERED (287 cases, \$14,044 total), SOLD (225 cases, \$11,065 total), and ON HAND (62 cases, \$2,979 total). Below these cards is a filter bar with options: ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE (selected), and DIRECT SHIP. A search bar with 'Apply Search Parameters' is highlighted. Below the search bar, there is a table with 1 result. The table has columns for date, order number, type, troop number, and various amounts. The first row shows an order from 9/15/2017, order number 275, type COOKIE_SHARE, troop number 102, and a total value of 240.00.

- The Virtual Cookie Share Orders will be under the Cookie Share filter.
- Check the Cookie Share filter and click Apply Search Parameters.
- The Virtual Cookie Shares will populate (as shown) with the following information:
 - Date the order was entered,
 - The order number
 - The Type
 - The Troop Number
 - The amount of Cookie Share in PACKAGES
 - Total in Packages
 - Total in Dollar amount
- To Edit the order, click on the “hamburger menu” represented by the 3 dots on the right, make the changes necessary and click Save.

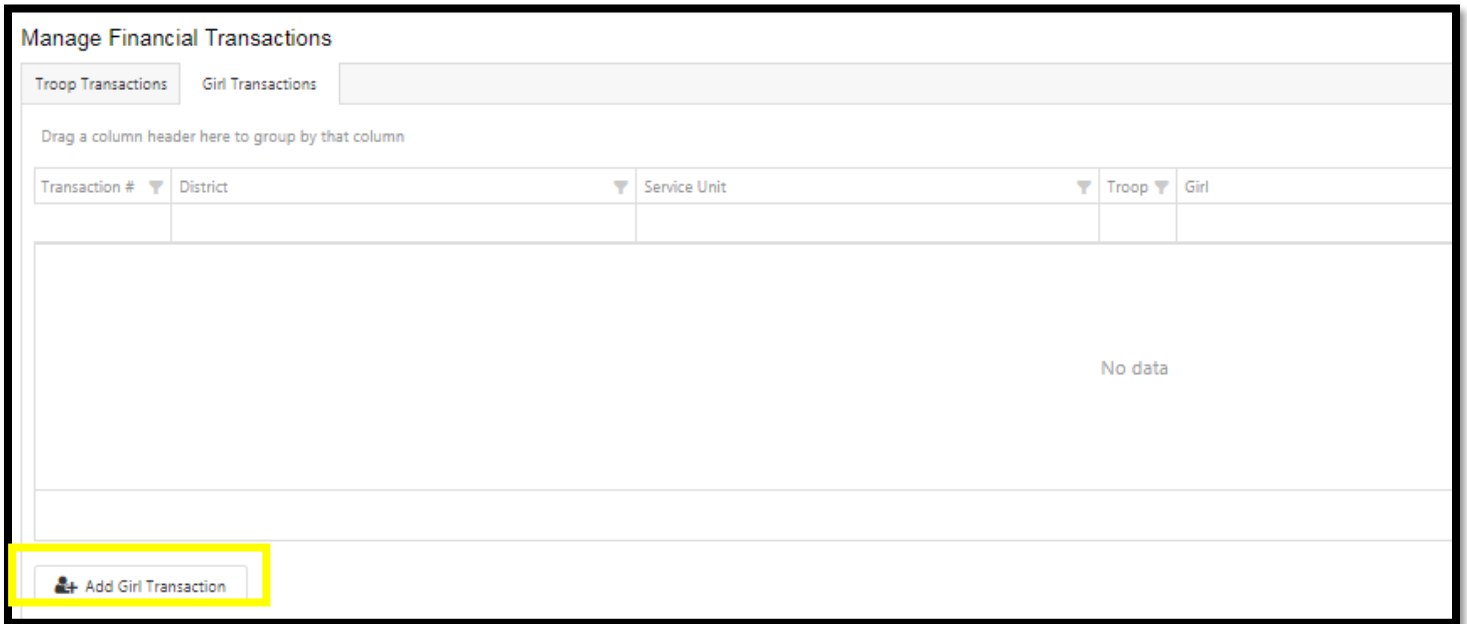
Finances:

Troops will not be allowed to enter in troop financial transactions the will only be allowed to enter in Girl Payments.

To enter Girl Transactions:



Click on Girl Transactions, then Add Girl Transactions:



You will see a pop up window:

Add Girl Transaction

Girl*

Type*

Payment Method*

Transaction Date*

Amount*

Reference

Notes

- The Add Transaction box will appear as shown in center of screen. Fill in all information needed. Click Save
- The bottom screen shows where the transaction was added
- Click on the Girl Balance Summary Report link to view the financial report of that Girl

Report Criteria

Girl Balance Summary

Council

ServiceUnit

Troop

Girl Name

Balance Range

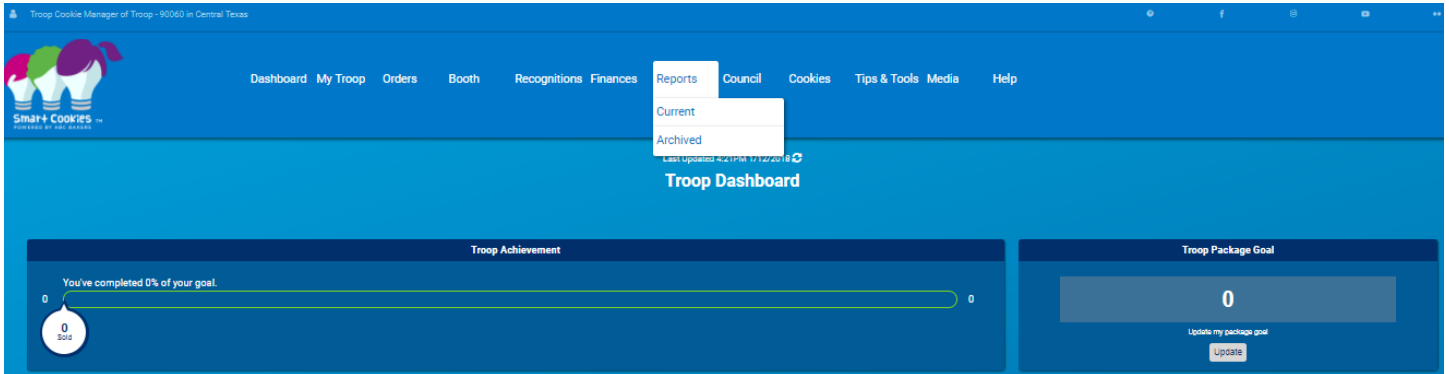
Balance

Select View Type

When you click on either the Troop Balance or Girl Balance Summary Report, the following criteria will appear. Fill in the data where needed and click on View Report

- The Report will appear where it can be downloaded or printed

Reports Tab:



Choose from either Current reports or Archived.

You may designate up to 10 Favorite reports. To mark a report as a Favorite, select the Report Name in the “Reports” field, then click the “Add to Favorites” link to the right of the Reports field.

If you want information on what information a report is going to give you, click on the report and then report Info. You will see a hover of information:

