Smart Cookies ™
POWERED BY ABC BAKERS

Troop
User Guide

Contents

Getting Started in Smart Cookies

Registration

Troops and users are uploaded into Smart Cookies by the council and an email from noreply@abcsmartcookies.com will be sent. Volunteers are encouraged to add the email address to your safe sender list. If you do not receive your registration email, contact your council as directed.

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

https://abcsmartcookies.com/#/registration?token=ad85629b-7ea0-416d-80e8-0b5e93a5ebb8

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

This email may be promotional.

- Click the unique link in your email.
- Complete all required fields. Some fields may be pre-populated.
- If any information is incorrect, contact your council as directed.

Logging into Smart Cookies
- Go to www.abcsmartcookies.com (bookmark for easy access during sale).
- Username is your email and the password you selected during registration.
- If you forget your password, use the forgot password link.
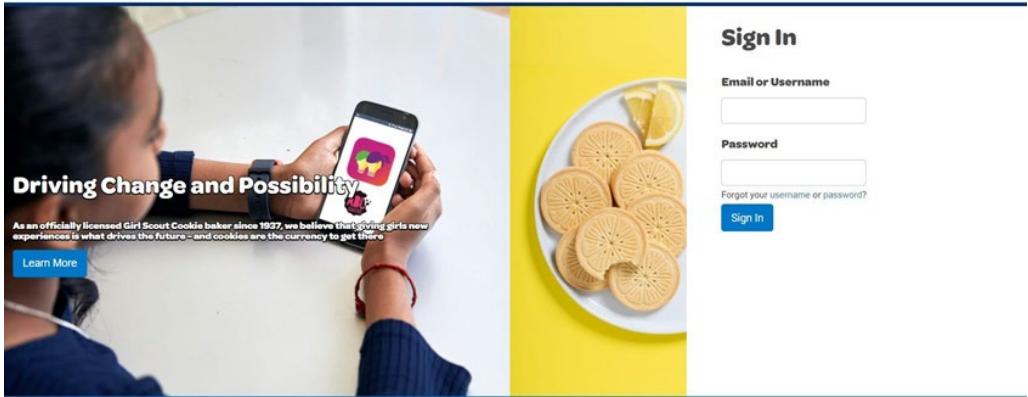
- Choose your role if applicable. If you only have one role, then you will be sent directly to your user dashboard.
- If you have multiple roles, click the button next to the role you will use in this session and click Apply.
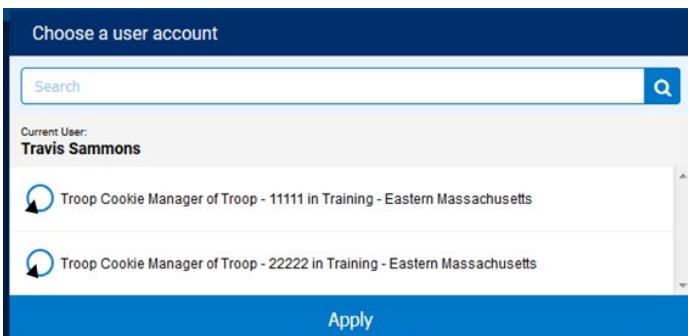
Switching Roles in Smart Cookies
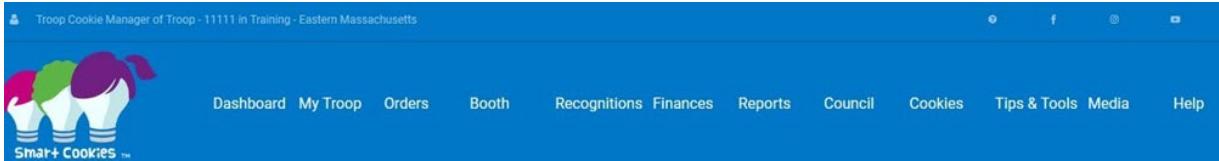
- Click on the person icon in the upper left corner of the page
- Choose Switch User
- The Choose a User Account pop up will appear – choose a role and click Apply

Troop Dashboard
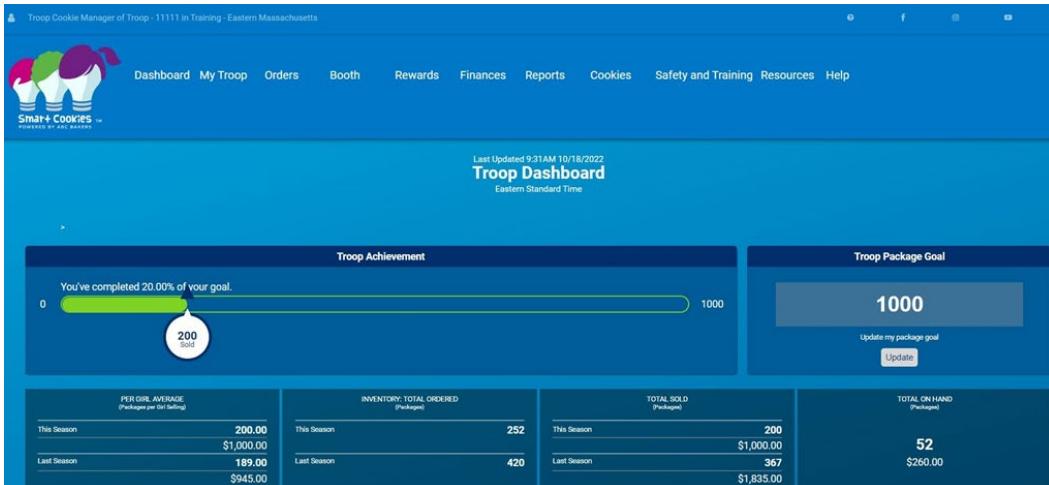
The Troop Dashboard provides an overview of all activity for your troop. Set a troop goal and watch the troop achievement bar progress as cookies are assigned to Girl Scouts in the troop. Key stats include:

- Per Girl Average (selling) – this year vs. last year
- Inventory Ordered (in packages) – this year vs. last year
- Total Sold (in packages) – this year vs. last year (sold indicates cookies assigned to girls)
- Total On Hand (in packages) – number of packages still left to be assigned to Girl Scouts
- Calendar with important dates and tasks associated with them
- Messages – either from Council or your Service Unit (if applicable)
- Girls Registered and Selling – this year vs. last year
- Financial Summary – Total Sales, Troop Proceeds, Council Proceeds (total amount due to Council), Credits, Deposits, Debt, Amount Collected (by Council) or Online, and Balance Due (to Council)
- Girl Sale Details by Channel (cookies transferred to them; shipped, booth credit); by Cookies (varieties), Financial Responsibility (showing amounts due, paid and balance)

Navigating Smart Cookies
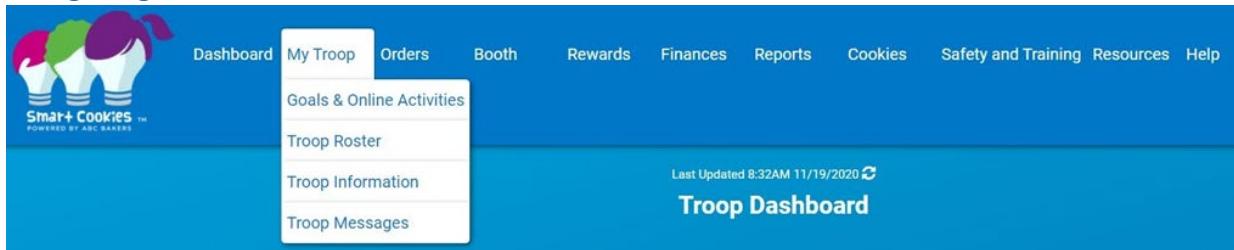
There are multiple tabs shown on the troop dashboard with action items under each tab. Click on the tab and the action item to move to that area of Smart Cookies.

- Dashboard
- My Troop
    - o Troop Roster
    - o Troop Information
- Orders
    - o Manage Orders
    - o Troop Initial Order
    - o Transfer Order
    - o Planned Order
    - o Virtual Cookie Share
    - o Troop Direct Ship Orders
- Booth
    - o Schedule Booths
    - o My Reservations
    - o Troop Secured Booths
- Rewards
    - o Manage Recognition Orders
    - o Recognition Order
- Finances
    - o Financial Transactions

- Reports
  - Current
  - Archived
- Cookies
- Safety and Training
  - Smart Cookies Training
  - Safety
- Resources
- Help

My Troop

Troop Roster

The troop roster will display all of the Girl Scouts registered in your troop. ***IMPORTANT NOTE: Girl registered in your troop in Smart Cookies will import into Digital Cookie. All corrections on the roster MUST be completed before your troop initial order is submitted.*** Contact your council as directed for any additions or deletions to your roster. Limited edits can be made by clicking the pencil icon.

Manage Troop Girls

Drag a column header here to group by that column

District	Service Unit	Troop	First Name	Last Name	GSUSAID	Grade	Parent	Email	
	Abington	11111	Test	Girl		Five	Travis Sammons	tsammons@gsema.org	✏
	Abington	11111	Sample	Girl		Five	Travis Sammons	tsammons@gsema.org	✏

- Click on the pencil
- Edit the Main Recognition program (if applicable); Grade Level; Apparel and Sock sizes.
- Click Save

Update Troop Girl

Girl GSUSA ID:*	First Name:*	Last Name:*
122357146	Gertrude	Fales

Troop:*	Nickname:	Main Recognition Plan:
▼		Girl Cookie Dough Option ▼

Grade Level:*	Apparel:	Socks:
K ▼	▼	▼

Parent Information

First Name*	Last Name*	Email*
Weldon	Dad	wfales@msn.net

Street	Suite	

Promising Practice: Select apparel and sock sizes early in the sale to allow for auto-population when the recognition order is created.

Troop Information

Click on Troop Information to view. Information in shaded fields cannot be edited.   Contact your council as directed to update. Based on your council set-up, you may have permission to do the following:

- Edit your program level
- Choose a Proceed Plan
- Choose a Main Recognition Plan
- Choose an Early Reward Plan
- Edit your troop Banking Information

Troop Information

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-999)	Troop GSUSA ID
12	7		TROOP49073

Troop Number	Level		Service Unit
6	Ambassador	▼	644

Proceed Plan*		Proceed Plan Notes
Proceeds with Rewards	▼	No Notes Available

Main Recognition Plan
Main Recognition Plan TWO ▼

Early Recognition Plan
Early Reward Plan

Troop Recognition Plan
Troop PGA 300+ ▼

Submitted documentation, if required?   ○ Yes   ◉ No   Warning for funds owing?   ◉ Yes   ○ No

Bank Account   Bank Routing
xxxxxx7562   054001725

Primary Contact

First Name   Last Name
Chris   McDaniel

Orders

Initial Orders

Initial orders are entered either by girl (typically an order taking sale) or by cookies (typically a direct sale model). Follow your specific council instructions on type of order and dates due.

Orders by Girl

- Navigate to Orders>Troop Initial order.
- Click on the arrow at the end of the row for each girl.
- Any manual orders entered by caregiver/girl in Digital Cookie will flow into first column. These orders can be edited.
- If no entries in first column, enter any orders for Girl Scouts from order card.
- Pre-paid girl delivery orders from Digital Cookie will flow in to the second column. These cannot be edited.
- Repeat for each girl in the troop.
- Enter any additional packages desired for booth sales.
- Smart Cookies will automatically round up the final troop order to full cases (12 packages per case).
- Click Save to save the order and select a delivery station.

Flows automatically from parent manual entry in DC. This amount can be changed by the troop leader in SC. These fields are editable.

Flows automatically from DC pre-orders

Carolina Peaks	$100.00	Inv. Pkgs: 20	$600.00	Pre Sale Pkgs: 120	$700.00	Total Pkgs: 140
Cookie Share	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Adventurefuls	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Toast-Yay	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Lemonades	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Trefoil	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Thin Mints	$50.00	Inv. Pkgs 10	$600.00	Pre Sale Pkgs 120	$650.00	Total Pkgs 130
Peanut Butter Patties	$50.00	Inv. Pkgs 10	$0.00	Pre Sale Pkgs 0	$50.00	Total Pkgs 10
Caramel deLites	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Peanut Butter Sandwich	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Caramel Chocolate Chip	$0.00	Inv. Pkgs 0	$0.00	Pre Sale Pkgs 0	$0.00	Total Pkgs 0
Total	$100.00	20	$600.00	120	$700.00	140

After saving order, you must select a delivery station. Some locations may have multiple dates available or may require an appointment. Follow your council guidance on selecting a delivery station.

- Scroll down to Select Delivery Station
- If you have a choice of locations, click the one you wish to attend for initial order pick up by clicking the blue bar.
- If prompted, pick a date and time for pick up.
- If you change your troop initial order before the deadline, you may have to select your delivery station again.

Orders by Troop

- Navigate to Orders>Troop Initial Order

- Enter the total number cases by variety.
- Click Save.
- Scroll down to Select Delivery Station.
- If you have a choice of locations, click the one you wish to attend for initial order pick up by clicking the blue bar.
- If prompted, pick a date and time for pick up.
- If you change your troop initial order before the deadline, you may have to select your delivery station again.

Manage Orders

The Manage Orders page reflects all cookie orders during the sale. Totals are rounded to full cases. The top section of the page details total amounts of cases during different phases:

- Planned – Orders currently showing as saved – not approved.
- Ordered – Total amount of cases ordered by troop including troop initial order, transfers from cupboards or other troops, shipped packages; virtual Cookie Share and Damage Orders (if applicable).
- Sold – Cookies assigned to Girl Scouts including Girl Initial Order (if applicable), transfers, Shipped, Virtual Cookie Share, Damage Orders (if applicable).
- On Hand – Total amount of cases in troop inventory, but not yet assigned to a Girl Scout (ordered minus sold).
- On hand should equal ordered minus sold, but rounding can impact total.

Filtering Orders

To view specific types of troop orders, use the filters located on the Manage Orders page.

The types of filters are:

- All – selects all available filters.
- Initial Order – will display troop initial order.
- Planned – will display any planned orders not yet approved.
- Restock – not used at troop level.
- Transfer – must select a specific type of transfer to display. Click the arrow next to transfer to display types.
- Damage – not typically available for troops.
- Cookie Share – show all cookie virtual cookie share orders including those from Shipped and booth sales.
- Direct Ship – shows orders shipped directly to consumers from girl or troop links.
- CS Donation – used and displayed only on Council level.
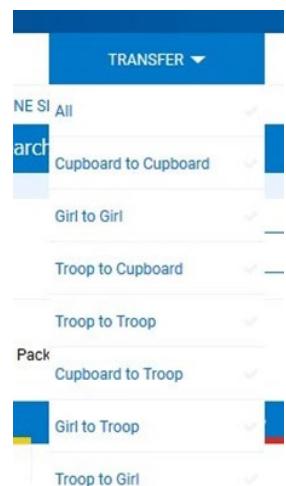
- Use the Refine Search feature to add more filters to see orders for specific girl(s) or from a specific cupboard.
- To display troop to girl or girl to troop transfers, you must select girls in the refine search field.
- After the desired filter(s) are selected, click Apply Search Parameters and the orders will appear in the table.
- Click Clear all filters to remove all of the selected filters and re-select.

The Manage Order table appears as follows:

Search By	Keyword
All ▼	🔍

7 Results

| From 📅 | To 📅 | Apply | ○ Cases ◉ Packages ○ Cases/Packages | Action Select ▼ | Apply |

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS
10/12/2022	1	T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	⋮
10/18/2022	2	C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	⋮
10/18/2022	3	T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	⋮
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	0	0	0	0	0	⋮

Results are searchable by keyword, order number or date range. Orders can be displayed in cases, packages or cases/packages. All columns can be sorted by clicking on the header.

You can also view details of the order by clicking the ellipsis to the far-right of the order row

TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS
T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	⋮
C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	⋮
T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	⋮

Troop level users can edit troop to girl, girl to troop orders and any troop to troop orders initiated by the troop user. Initial orders or planned orders can only be edited if deadline for submission has not passed. Damage orders entered by the troop can be edited (not common for troops to have permission to create damage orders). If there is an order displayed with T2G(B), you must edit that order by editing the Smart Booth Divider entries. See section on Smart Booth Divider for more information.

Transfer Order

There are four types of transfers a Troop user can create:

o Troop to Girl (T2G) – transfers packages to Girl Scouts from the troop inventory
o Girl to Girl (G2G) – transfers packages from one Girl Scout to another
o Girl to Troop (G2T) – transfers packages back to troop inventory from a Girl Scout
o Troop to Troop (T2T) – transfers packages (and financial responsibility) to another troop

Once a transfer is complete, you can print a receipt for your records, go to the Manage Orders page, or click Make Another Transfer to stay on the page and do another transfer.

Troop to Girl (T2G) Transfers:

o Select Troop to Girl in the Type of Transfer box.
o The From row will populate with your troop. On the To row, click the down arrow to select the girl receiving the packages.
o Click Apply.

o Enter the number of packages, by cookie variety, to the Girl Scout in either the Packages or Booth Packages column.
o Packages column – transfers packages to Girl Scouts with the financial responsibility attached.
o Booth Packages column – transfers packages to Girl Scouts with no financial responsibility.
  o The best practice is to use the Smart Booth Divider to allocate booth packages sold. See section on Smart Booth Divider.
o Once the packages are entered, add any order notes and then click Save to complete the transfer.

Girl to Girl (G2G) Transfers

o Select Girl to Girl in the Type of Transfer box.
o Click on the From row to select the Girl Scout to transfer from and click Apply.
o Click on the To row to select the Girl Scout to transfer to click Apply.

o Put the number of packages you are transferring from one Girl Scout to another, by cookie variety, in the Packages column.
o Once the packages are entered, add any order notes (optional) and then click Save to complete the transfer.

Girl to Troop (G2T) Transfers:

o Select Girl to Troop in the Type of Transfer box.
o Click on the From row to select the Girl Scout to transfer from and click Apply. The To row will display your troop.

o Put the number of packages you are transferring from the Girl Scout, by cookie variety, in either the Packages or Booth Packages column.
o Once the packages are entered, add any order notes (optional) and then click Save to complete the transfer.

Troop to Troop (T2T) Transfers

o Select Troop to Troop in the Type of Transfer box.
o Click on the FROM row to select the SU and Troop to transfer from; click Apply.
o Your troop will default to the TO Troop.

o Put the number of packages you are transferring FROM the other troop, by cookie variety, in the Packages column
• Once the packages are entered, add any order notes and then click Save to complete the transfer.

Note: Only the troop receiving the transfer can complete a troop to troop transfer. This is because financial responsibility transfers to the receiving troop for T2T transfers.
Once the transfer is saved in the system, all reports will be adjusted automatically.

Planned Order

Planned Orders are cookie orders for pick-up at cupboard locations during the sale. To create a Planned Order:

o Navigate to Orders>Planned Orders.
o Select the cupboard to pick-up from in the first box (a clickable Google map is shown to provide more location details) and click Continue.
o Select the date and click Continue.
o Select the time and click Continue.

Please note the council required Unit of Measure (UOM) for planned orders. Orders may be placed in cases, packages or cases/packages based on council settings.

o Enter the number desired, for each variety, in the boxes shown:

o Re-check the order for accuracy and click "Save" when finished.

You can print a receipt for the order at this time. Planned orders will show as saved until the order is picked up and the cupboard manager has approved. Once the order is approved it will show as a cupboard to troop transfer on all troop records.

Virtual Cookie Share

Virtual Cookie Share orders are designated as donation cookies and are ADDED to your troop's sales. The troop is financially responsible for these cookies. Troops will not have to manage the physical inventory for these packages. Your council will process orders and deliver cookies.

- o Click Orders>Virtual Cookie Share.
- o Enter the number of donation packages for each girl.
- o Add any desired order notes.
- o Click Save.
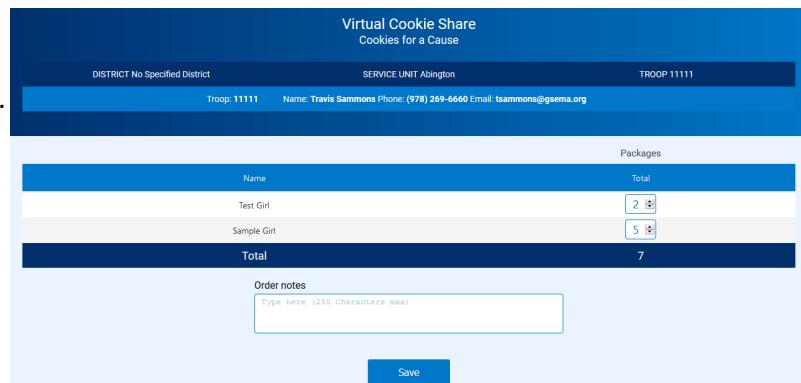
If cookie share cookies are sold at a booth, enter the package quantity in the Smart Booth Divider and cookie share order for the troop will be created. (see pg. 21 - Smart Booth Divider)

Troop Shipped Orders (imported from Digital Cookie)

All orders from the troop ship only link will appear under this section. It is recommended you check-in periodically to make sure there are no orders that are Pending distribution.

- o Navigate to Orders>Troop Ship Orders.
- o Orders shown as Pending Distribution will be totaled at bottom of screen.
- o Click Distribute Orders to girls.

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES	TOTAL $
0	11	5	8	2	18	15	19	7	3	88	440.00

Distribute orders to girls

- o Select the Girl Scouts to allocate packages.
- o Click Continue to display allocation grid.
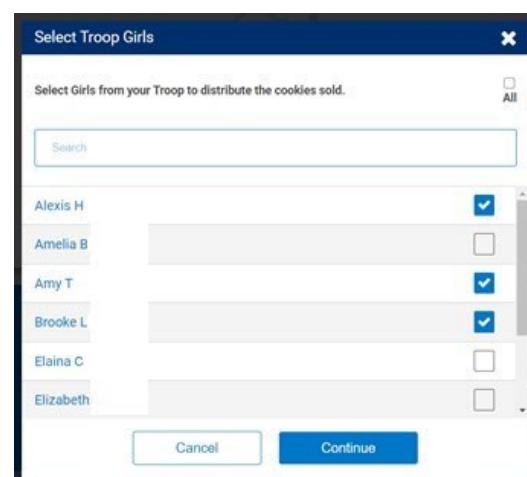
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GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Alexis	0	3	1	2	0	6	5	6	2	1	26
Amy	0	3	1	2	0	6	5	6	2	1	26
Brooke	0	3	1	2	0	6	5	6	2	1	26
Packages left to Distribute	0	2	2	2	2	0	0	1	1	0	10
Troop Total	0	9	3	6	0	18	15	18	6	3	78

Edit Girls   Save

- o   Adjust each girl totals by variety to clear any red boxes shown.
- o   Click Save.
- o   Troop Ship Orders will now display as distributed.
- o   Insure all orders are distributed before the end date of the sale.

Booth

Schedule Booths

There are multiple ways to schedule a booth sale in Smart Cookies. Depending on your council set up, the following options may be available:

- Lottery – troops select a number of locations as determined by the council. A random lottery is run and troops are awarded a specific number of booths as determined by the council. Troops are notified of sites assigned.
- First Come First Serve – based on criteria set by the council, troops pick locations/times for a booth sale. Troops are awarded selections immediately.

Making Selections

To make selections in the Lottery or First Come First Serve (FCFS):

- Click on Booth>Schedule Booths.
- A banner will display type of schedule available and details.

Schedule Booths
Booth Locations

Open: Lottery

Opens On:	Closes On:
May 01 @ 12:00 PM	Jul 31 @ 12:00 PM

Max Requests	Max Premium Wins	Max Total Wins
100	N/A	3

DISTRICT No Specified District   SERVICE UNIT Abington   TROOP 11111

Schedule Booths
Booth Locations

Open: First Come, First Served - Reservation 1

Opens On:	Closes On:
May 24 @ 09:00 AM	Jun 30 @ 12:00 PM

Max Premium Reservations	Max Total Reservations
N/A	2

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- A list of location available for selection appear to the left and a Google map displays to show locations. Based on council settings, you may not see all locations.
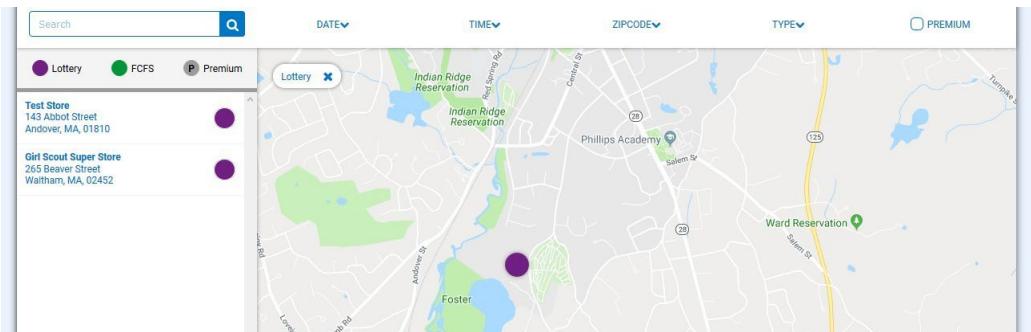
- Use additional filters to narrow your search.
- Click on the site you would like to request for the lottery; calendars will appear for the month(s) the site is available – dates highlighted in blue let you know there are available times to request.
- Click on a date highlighted in blue and all available times will appear.
- Click on a time slot to request.

- During the lottery, you can make multiple selections from this screen. Assignments will be selected during the random lottery and troops are notified via email.
- During FCFS, you must return to the selection screen to secure additional selections. Selections made will be assigned to the troop immediately.
- Once all selections have been made, click Save.
- Return to the selection screen if you want to make choices at different sites.

My Reservations

From the My Reservations page, you can view all activity related to booths including lottery reservations (until lottery runs), FCFS reservations, reservations made by council and troop secured locations. From the top section, you can also filter to only show a specific type of booth. Most troops will want to display all locations.

- Lottery – shows total requests, wins after lottery runs. Please note that you will not be able to see the locations requested after the lottery has run.
- First Come, First Serve – will display the number of reservations made to date. Will update throughout the sale if additional selections are made or locations are deleted.
- Troop Secured – will display the number by status – approved, denied or pending

- Click the ellipsis at the end of a row for the following actions:
    - Booth Details
    - Smart Booth Divider
    - Remove Reservation

Troop Secured Booth

Based on your council settings, troops may enter a troop secured booth location. Follow your council guidance on number of days needed for approval of a location. Council has the option to approve or deny the booth and troops will be notified by email. To access the process, navigate to Booth>Troop Secured Booth. Complete all required information before attempting to add appointment times.

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- Store Name
- Booth Location Address (must be a valid address for Google Mapping)
- City
- State
- Zip Code
- Troop Contact will populate with user information – can be edited

Your council will advise you on the Booth Permission Box. This allows Council to assign available time slots to other troops. Council may contact the location to secure additional time slots and make those available to other troops. If this location is restricted to your troop only, do not click the Booth Permission box. Contact your council with additional questions on this process.

Optional information can also be entered that may help find the location. Enter any additional information in the Location Information box (such as cross streets, shopping center names, etc.).

- Once the required Booth Information has been entered, click "Next" and the "Appointment Times" tab will then activate:

- Click Add Appointment Time to select the dates and start/end times:

- Once the date, start time, and end time have been selected, click Save. Additional dates and times can be entered as desired.

This location will show on your Booth Reservation page as pending until approved by Council. Once it is reviewed by council, the status will change to approved or denied. You will receive an email when the booth is approved or denied by council.

Using the Smart Booth Divider

- Click on Booth>My Reservations
- Scroll to the Booth table and select the booth to enter sales.
- Click the ellipse to open the menu
- Click on Smart Booth Divider

- Enter the number of packages, by cookie variety including Cookie Share.
- Click Save and Distribute Sales to continue.

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
5	4	3	6	1	4	8	6	4	1

Save and Go Back   Save and Distribute Sales

- A list of all Girl Scouts in your troop will display.
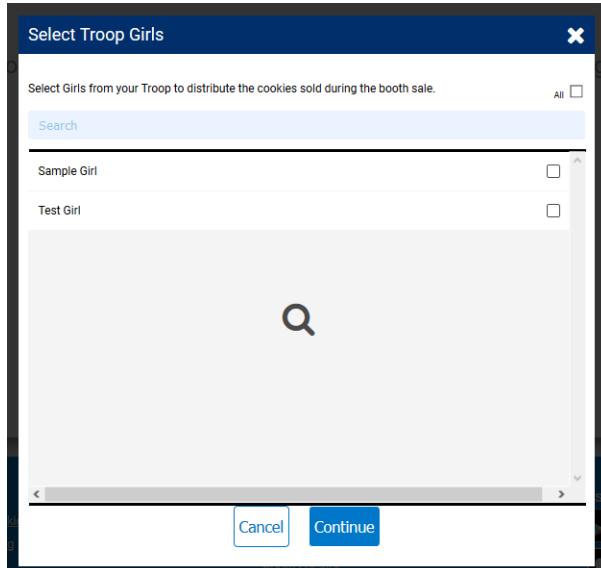
- Select the Girl Scouts who participated in a booth sale and click continue.

Booth Summary (Packages)

Fake Booth
123 Main Street
Andover MA, 01810
Thursday, October 21
01:00 PM - 04:00 PM

Total Left to Distribute: 4
Total Distributed: 38
Total Sold: 42 $210.00

You MUST distribute all the packages sold to the girls in your troop.

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
5	4	3	6	1	4	8	6	4	1

Cancel Distribution   Edit Booth Sales

2 Girls

GIRL NAME	CShare	ADV	TY	LEM	SB	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Test Girl	2	2	1	3	0	2	4	3	2	0	19
Test Two	2	2	1	3	0	2	4	3	2	0	19
Packages left to Distribute	1	0	1	0	1	0	0	0	0	1	4
Troop Total	4	4	2	6	0	4	8	6	4	0	38

- Smart Booth Divider will split the packages evenly among the number of Girl Scouts selected.
- Packages remaining after automatic distribution will display in red.
- Add packages to each girl to clear the remaining packages.

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Test Girl	2	2	1	3	1	2	4	3	2	1	21
Test Two	3	2	2	3	0	2	4	3	2	0	21
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0
Troop Total	5	4	3	6	1	4	8	6	4	1	42

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- Click "Save" to complete the distribution. You will see a pop-up notification of a successful distribution.
- Troop to Girl (T2GB) transfers will be created and will display on the manage orders grid.

The totals shown on the bottom of the page will represent all booth sales sold and distributed.

Booth Sale Summary

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
5	4	3	6	1	4	8	6	4	1

TOTAL BOOTH SALES: **$210.00**   TOTAL PACKAGES SOLD: **42**

Distribute Total Booth Sales

If at any time you need to edit a booth distribution, you can return to the Smart Booth Divider Screen and cancel the distribution and redistribute the cookies to Girl Scouts. At the conclusion of your sale if you wish to divide ALL Booth sales at one time, you can distribute all booth sales by clicking the Distribute Total Booth Sales. This will cancel all previous distributions, but keep all totals sold for each booth.

Troop Site Orders in Digital Cookie

Once a troop has set up the troop site in Digital Cookie, the troop can offer delivery orders or pick-ups at exiting booth sales. Please see instructions below on how to view orders and allocate to girls. These orders will be managed in the booth reservations section of Smart Cookies using the Smart Booth Divider.

Troop Orders for Delivery

To view orders in Digital Cookie, run the All Orders Report and filter for orders with the first name Troop XXX and last name site. These will be orders generated from the troop link. Only orders approved by the site lead will import into Smart Cookies. You can view orders in the Smart Cookies Booth Credit Card Payment Export report and filter for delivery orders.
Click on the ellipse at the end of the row and use the Smart Booth Divider to allocate the cookies to girls. Once this has been completed the inventory will be removed from the troop available inventory.

Booth - Troop Reservations page:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS
Virtual Delivery **Pending Distribution**	Online Booth Sales for delivery	-	-	-	-	☐	VIRTUAL_DELIVERY	
Test Booth	123 Main Street	Brooklyn	11229	Sunday, Dec 31	07:00 AM - 08:00 AM	☐	COUNCIL_RESERVED	

Troop Orders for Pick-Up

To allow for pre-paid pick up orders, the troop must "add pick up option" to any booth displayed in Digital Cookie. Orders can be viewed by running the Booth Credit Card Payment Export and filtering for the location date and time.

Type	Transactic	CreatedUs	Customer	Customer	CanTextC	Amount	Location	Address	ReservationDate	Reservatic	Status	TimeStam	CShare	ADV	TY	LEM	TRE
Pick Up	80594180				No	6	Test	143 Abbot	12/5/2023	12:00 PM	Approved	16:37:49	0	1	0	0	0
Pick Up	80594239				No	6	Belmont C	79 Leonar	12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0	0
Pick Up	80594244				No	12	Belmont C	79 Leonar	12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255				No	24	Belmont C	79 Leonar	12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0	0
Pick Up	80594259				No	24	Belmont C	79 Leonar	12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0	0
Pick Up	80594277				No	12	Belmont C	79 Leonar	12/5/2023	07:00 PM	Approved	21:23:11	0	0	0	0	1

Once these orders have been picked up, the troop must add the total packages to the packages sold to walk-up customers at the booth. Example: Pick Up orders totaled 2 ADV, 6 TM and 7 CDL. The troop sold an additional 25 packages of TM and 10 CDL at the booth. The totals entered in the Smart Booth Divider would be 2 ADV, 31 TM and 17 CDL. Distribute using the Smart Booth Divider.

Rewards

Recognition Orders must be created so the Girl Scouts receive all of their earned recognitions based on sales and booth credit. Your council may have an early recognition, main recognition plan and troop recognition plan. Refer to your council's instructions on what types of plans are available.

Recognition Order

Troops must create the recognition order on or before the council published due date for recognitions. The order will automatically assign each girl the earned recognitions once the order is created. Once an order is created, the troop can go back through to the Manage Recognition Orders screen to edit the order.

- Navigate to Rewards>Create Reward Order.
- Select the Order Type – available type will depend on council set up and dates.

- Once you select the order, the system will generate the recognition order.
- If a red triangle appears on any row, action is required to complete the order. The actions are either a choice between multiple items or sizes for apparel.

- Click the arrow icon to the far-right to open the Girl Scout's recognition summary.

- Click the down arrow on the level indicated and complete the choice or size.

- Click on the button to select which recognition the Girl Scout would like or the correct size for apparel items.
- Once all selections are complete, the '!' icon disappears.
- Click Save to finalize this Girl Scout's recognitions and then click the Recognition Order button on the top-left of the page to return to troop listing.

- Any girl recognition orders marked unread do not have to be opened to save or submit the order.

- Promising practice is to wait to create the recognition order until after all transfers to girls are complete. If the order is created earlier and additional transfers are made, the order will update to award the girl(s) any additional recognitions. This may trigger a need to review needed action items.

Manage Recognition Orders

Once an order is created and saved, any changes must be managed through the Manage Orders page.

Navigate to Reward>Manage Recognition Orders.

	District	SU	Troop	Type	Date	Number	Status	
☐	No Specified District	Abington	22222	Main	November 5, 2018	0000004	COMPLETE	✏️

The Recognition Order table will include:
- Type – Early, Main or Troop
- Date – order was originally created
- Status –
    - INCOMPLETE – means an action needs to be taken, such as a recognition choice or size selection
    - COMPLETE – means all actions have been taken and no further action needed at this time
    - T – submitted by the troop
    - S – submitted by Service Unit
    - C – submitted by Council

The following icons are available during the sale on the recognition grid:
- Pencil – order can be edited by troop up to the stated due date
- Check Mark – used by troop to submit the order. Once submitted troop cannot edit order
- Trash Can – prior to the stated due date, the troop can discard the order and start over.

Finances
Financial Transactions
The financial transactions page has two tabs:

Troop Transactions – shows all payments for troops that have been received by Council, such as ACH payments, ship only payments, girl delivery and booth credit card payments. All troop financial transactions are locked and may not be edited by troops or SU volunteers.

Girl Transactions – shows all payments credited to each Girl Scout including payments posted by the troop (cash and checks turned in), girl delivery credit card payments, ship only payments.

 See Troop Transactions table below:

Manage Financial Transactions

Troop Transactions | Girl Transactions

Drag a column header here to group by that column

Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #	
0000002	No Specified District	Abington	11111	Test Bank	10/26/2017	ACH Deposit	$1,000.00	ACH	ⓘ

Sum: $1,000

See Girl Transactions table below:

Follow your council recommendations on posting Girl Transactions. Posting the payments turned in by girls will not affect the amount owed to the council by the troop, but will populate the Girl Balance Summary report. Girl Delivery and Ship Only credit card payments will automatically flow into Smart Cookies for each Girl Scout.

Add a Girl Scout Payment:

- Click on Add Girl Transaction; the following window will appear:

- Select a Girl Scout from the Girl drop-down
- Select the Type – Payment
- Select the Payment Method – Cash, Check, or Credit Card
    Credit card payments are troop or council managed cards – payments from Digital Cookie will automatically post to each girl
- Enter the Transaction
- Enter the "Amount"
- Enter a "Reference" (optional)
- Enter "Notes" (optional)
- Click Save

Reports

Current or Archive

Users have two options under reports. Current reports display information for the current sales year. Archive reports are available for the previous 3 seasons. You will be prompted to select the year if you choose Archive Reports. Your council will select reports for each user level as part of their set up process.

- Click the report category in the "Report Categories" box
- Select the report in the "Reports" box

Report Categories

Report Categories
Booths
Finance
Orders
Entity
Rewards
Inventory & Delivery

Reports

Reports
Financial Transaction Summary
Girl Balance Summary
Girl Deposit Summary
Total Troop Sales & Finances By Service Unit - View 1
Total Troop Sales & Finances By Service Unit - View 2
Total Troop Sales & Finances By Service Unit - View 3
Total Troop Sales & Finances By Troop - View 1
Total Troop Sales & Finances By Troop - View 2
Total Troop Sales & Finances By Troop - View 3
Total Troop Sales and Finances - Condensed View
Troop Balance Summary

Preview It

Report Info

Add to Favorites   Go To Report

- Click "Go to Report" button

Report Criteria
Girl Cookie Totals Summary

Council	Diamonds of Arkansas, Oklahoma and Texas
District	Reggie's District
ServiceUnit	SU 212
Troop	2123
Girl Name	
Order Type	All
Unit Of Measure	Packages
Select View Type	PDF

Go to Report Listings   Reset   View Report

- District (if applicable), SU and troop will appear in all report filters. Additional filters are available for all reports.
- Recommend for most troop users to view reports in units of measure as packages and in PDF. Some reports (mostly export) will open in Excel.
- Click "View Report" to see the report, "Go to Report Listings" to go back to previous page, or "Reset" to set the filters to their default values.

- Select the report category
- Select the report
- Click the Add to Favorites button
- Click Yes to Add to Favorites. Up to 10 reports can be added for quick access.

Cookies
Click on this tab to view a cookie menu and learn more about each variety

Safety and Training

Smart Cookie Training
Links to library of Smart Cookie Training videos and PowerPoint presentations

Safety
Link to Troop Leader Resources of Safety in the Girl Scout Cookie Program

Resources
Links to art, forms, checklists, cookie calculator, Allergen Flyer, Rally Guide and Leadership Skills

Help
Information on how to access support for the Smart Cookies Platform