

## HOW TO MANAGE ORDERS IN SMART COOKIES as of 1/26/25

Log in  
Troop Dashboard

### SET TROOP INFORMATION: Rewards and Bank Info

Troop Roster —> Troop Information

#### CHOOSING REWARDS

If your troop wants rewards, choose:

- *Main Recognition Plan*: Proceeds with Recognitions
- *Early Recognition Plan*: Recognitions with Proceeds
- *Troop Recognition Plan*: Troop Final Order Reward

If your troop is opting out of rewards:

- Choose “Opt-Out” in all the drop downs.

<b>Proceeds with Recognitions</b>
Main Recognition Plan
<b>Recognitions with Proceeds</b>
Early Recognition Plan
<b>Initial Order Rewards Girl and Leader</b>
Troop Recognition Plan
<b>Troop Final Order Reward</b>
Submitted documentation, if required?

#### BANK INFORMATION

On the same screen, scroll down.




Enter your Account and Routing numbers here.

Click “Update Information” at the bottom.

## TO ENTER PAPER ORDERS

Orders tab —> Troop Initial Order

Click on a girl name.

 Jane Doe	\$0.00
 Mary Smith	\$0.00
 Juliette Low	\$0.00
Booth	
Extra	

Add the number of packages per type in the first column.  
*(The second column is “Shipped From Website” and cannot be edited.)*

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

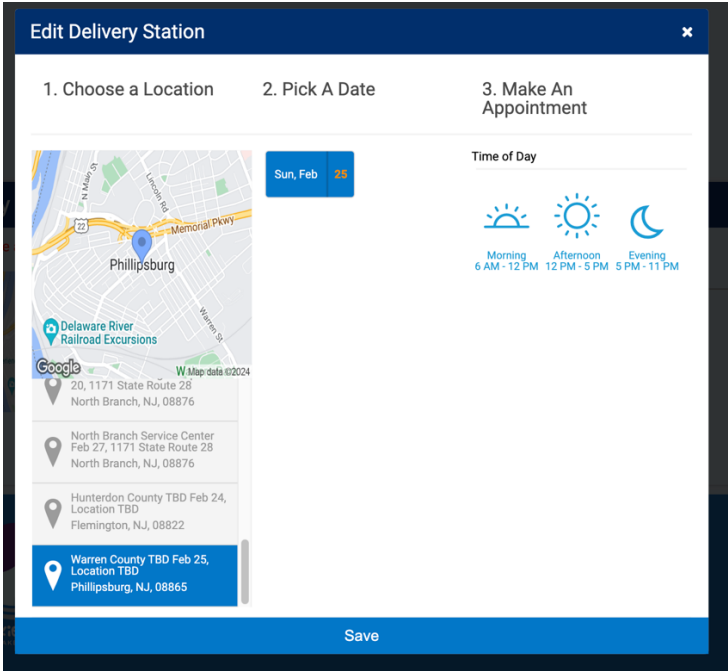
Carolina Peaks	\$100.00	Inv. Pkgs: 20	\$600.00	Pre Sale Pkgs: 120	\$700.00	Total Pkgs: 140
 Cookie Share	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 AdventureFula	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Tooth Vay	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Lemonades	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 TieDye	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Thin Mints	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$600.00	Pre Sale Pkgs: 120	\$650.00	Total Pkgs: 130
 Peanut Butter Patties	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$0.00	Pre Sale Pkgs: 0	\$50.00	Total Pkgs: 10
 Caramel deLites	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Peanut Butter Sandwich	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Caramel Chocolate Chip	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
<b>Total</b>	<b>\$100.00</b>	<b>20</b>	<b>\$600.00</b>	<b>120</b>	<b>\$700.00</b>	<b>140</b>

**TO ORDER BOOTH COOKIES**  
 Click on Booth under the list of girl names.  
 Add the number of packages per type

Booth	\$3,744.00	Total Pkgs: 624
Adventurefuls	\$288.00	Packages <input type="text" value="48"/>
Toast-Yay	\$288.00	Packages <input type="text" value="48"/>
Lemonades	\$288.00	Packages <input type="text" value="48"/>
Trefoil	\$288.00	Packages <input type="text" value="48"/>
Thin Mints	\$936.00	Packages <input type="text" value="156"/>
Peanut Butter Patties	\$576.00	Packages <input type="text" value="96"/>
Caramel deLites	\$648.00	Packages <input type="text" value="108"/>
Peanut Butter Sandwich	\$288.00	Packages <input type="text" value="48"/>
Caramel Chocolate Chip	\$144.00	Packages <input type="text" value="24"/>
<b>Total</b>	<b>\$3,744.00</b>	<b>624</b>

Click “Save” at the bottom.

**TO SET YOUR DELIVERY APPOINTMENT FOR THE MEGA DROP**  
 Scroll all the way down to Warren County. (The location is the Alpha Fire House, even though ABC doesn’t have it listed yet.)  
 The only date is February 23. The hours of pickup will be 9:00 a.m. to 12:00 p.m.



Click “Save” at the bottom.

## TO SEE SHIPPED FROM WEBSITE ORDERS

Orders —> Manage Orders

Click on All.

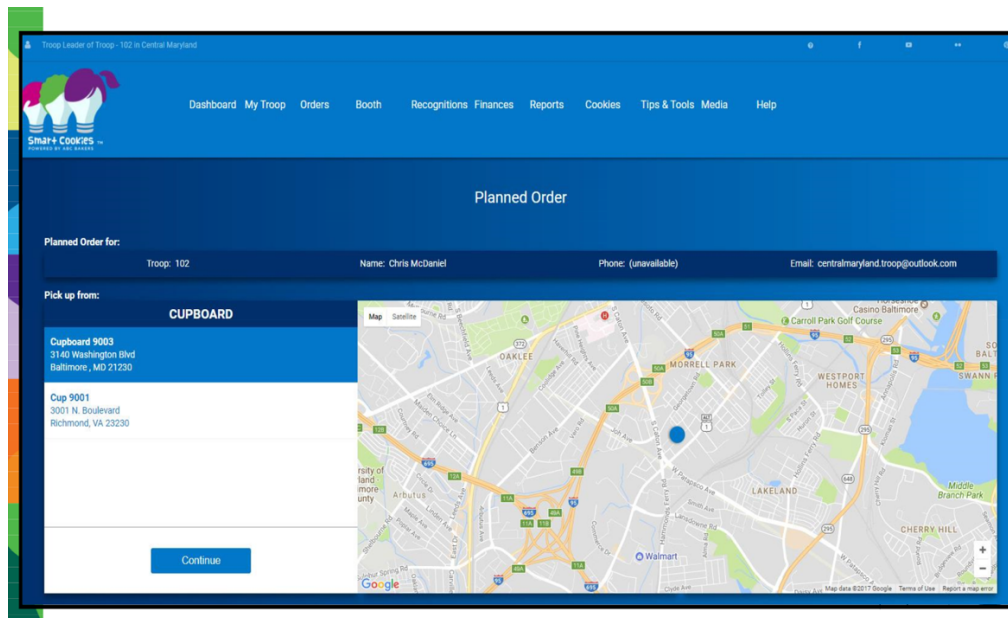
## TO EXPORT THIS SCREEN TO EXCEL

Click “Export to Excel” at the bottom.

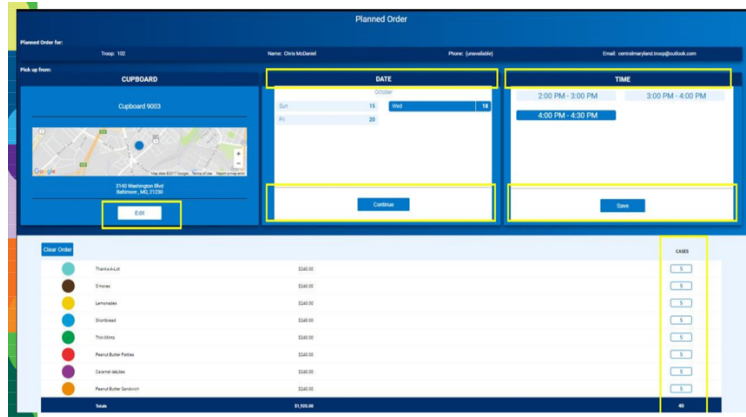
## TO PLACE A CUPBOARD ORDER

Orders—>Planned Orders

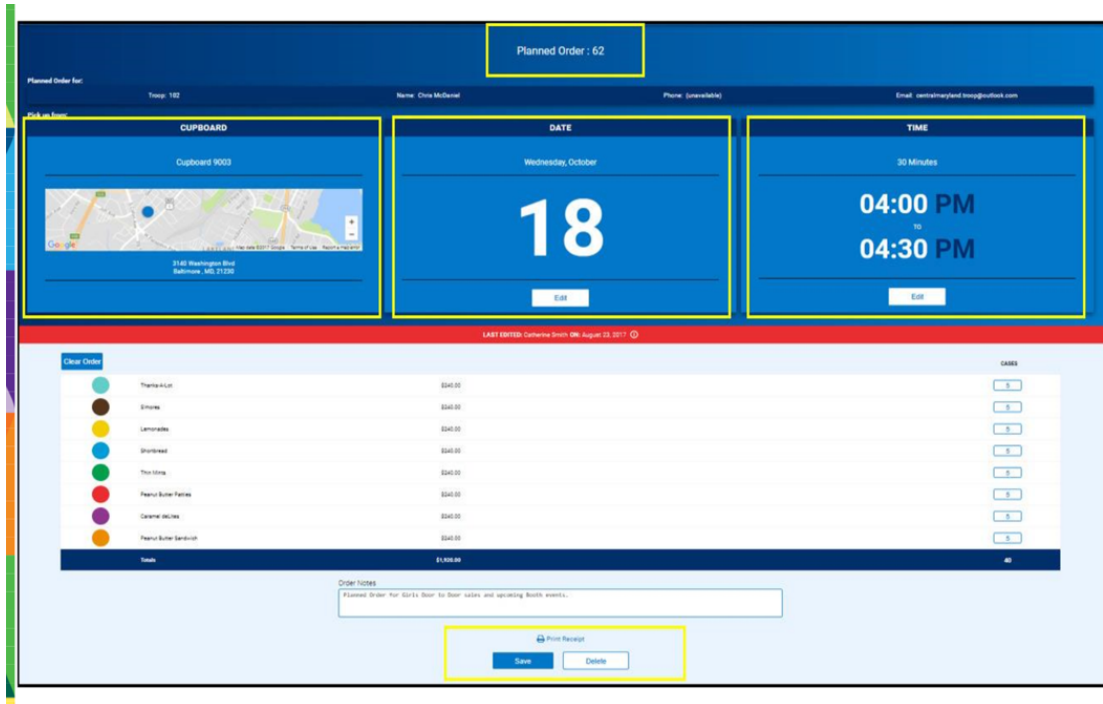
Select a location.



Select a date and time.



Enter your amounts.



Click “Save” at the bottom.

## TO ALLOCATE COOKIES for GOAL-GETTERS and BOOTHS

*This is for after initial orders up until April 13 when the cookie season ends.*

Orders —> Transfer Order

*Type of Transfer:*

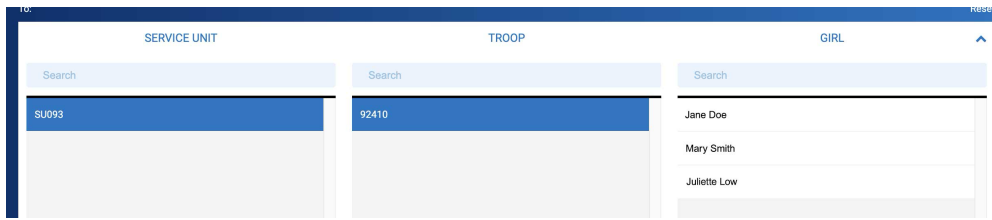
Choose “Troop to Girl” in the dropdown.



In the middle of the white bar, click on Troop.



Now three columns will appear, with your SU, your troop number, and your girl names.












Click on the name of the girl.  
Click “Apply” at the bottom.

FOR GOAL-GETTERS (meaning “any sales delivered in person after the initial order”)

Enter them under “Packages” in the left column.

FOR BOOTHS

Enter them under “Booths Packages” in the right column.

Clear Quantities			PACKAGES	BOOTHS PACKAGES
	Adventurefuls	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Toast-Yay	\$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"/>
	Trefoil	\$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"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Totals</b>		<b>\$0.00</b>	<b>0</b>	<b>0</b>

Add notes at the bottom if you want.

Click “Save” at the bottom.

This is the same screen to do Troop to Troop transfers.