

## Managing Orders

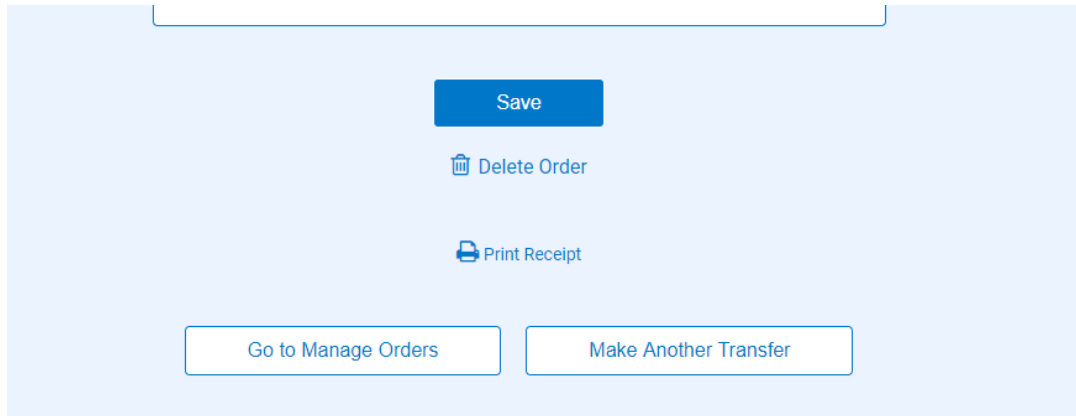
1. Log in to [Smart Cookies](http://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **Orders**; click **Manage Orders**.
3. Select the type of orders you want to manage (eg. Initial Order, Transfer Orders, Planned Orders, etc.). Click **Apply Search Parameters**.

4. Use the gray bar below your orders to scroll all the way to the right-hand side and click the three dots to edit an order.

0	0	-1	-1	0	0	0	-1	-1	0		
0	0	-2	-1	-1	-6	-2	-6	0	0		
0	0	-1	-1	-2	-3	-1	-5	0	0		
0	0	0	0	0	-3	0	0	0	0		
0	0	0	0	12	12	29	0	0	0		
0	8	17	16	4	13	12	28	1	0		
0	-10	-13	-10	-10	-22	-14	-15	-11	0		
0	-5	-6	-3	0	-13	-18	-4	-4	0		
0	0	0	0	0	0	0	0	0	0	Edit Order	Delete Order
0	-4	-3	0	-5	-4	-1	0	0	0		

Navigation: < 1 2 > Export to Excel

A receipt is emailed to the troop or girl receiving cookies via Transfer Order, but a receipt can be printed by clicking the edit order option. You will see a **Print Receipt** option at the bottom of the page.



**Note: Planned Orders cannot be deleted by troop cookie managers. Troops will need to contact the Cupboard to cancel a Planned Order.**