

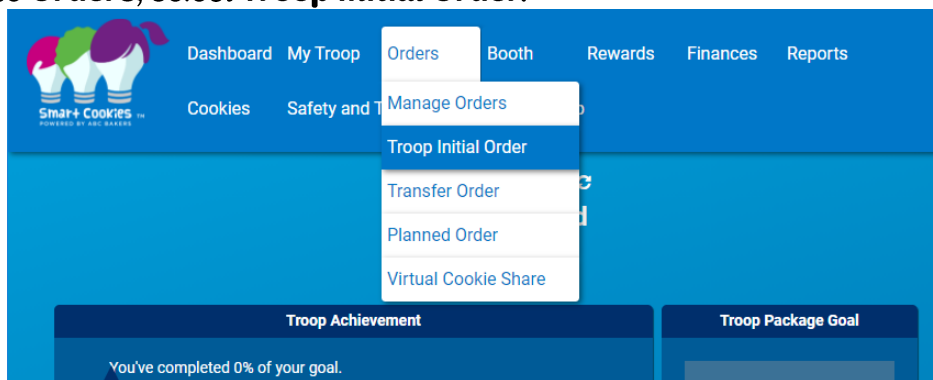
## Initial Order

### Creating a Troop Initial Order in Smart Cookies

It is important that troop cookie managers place an Initial Order for their troops. This allows girls to earn their Early Reward and should include inventory for the troop's first 2-3 booth sales. Remember to include **Girl Delivery** orders, even if they are pre-paid. Direct Ship orders are the Initial Orders will be available for pick up at your regions Mega Drop or service unit Mini Drop.

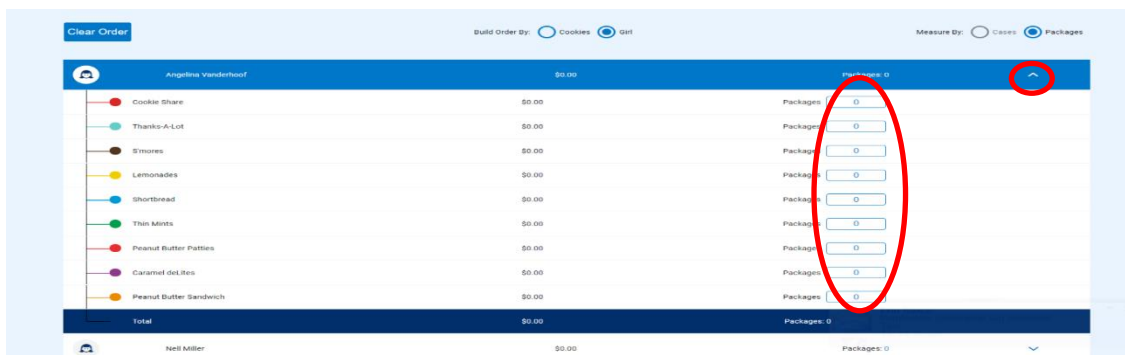
**The deadline to submit Initial Orders is January 31, 2022 by 11:59pm.**

1. Log in to [Smart Cookies](https://abcsmartcookies.com) (abcsmartcookies.com)
2. Go to **Orders**; select **Troop Initial Order**.



3. Select the drop down arrow next to each girl's name and input their order card sales. *REMEMBER: Initial Orders are entered in packages and will be rounded to full cases at the end.*

**HINT:** Once you are done entering these sales, mark where you left off making sure you don't enter an order twice later.

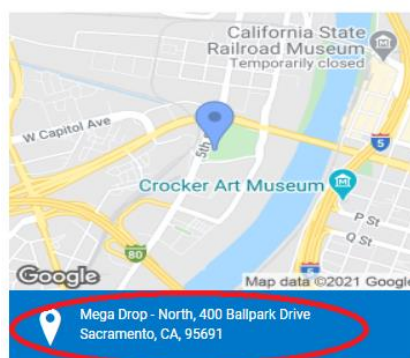


- Once each girl's Initial Order have been entered move on to the Booth section. Here is where you will enter your estimated sales for your troop's first 2-3 booth sales. *Keep in mind that girls will continue to sell between when you place your Initial Order and when you pick up your cookies. You may want to order extras to account for these orders.*

	Lucy Huseby	\$0.00	Packages: 0	▼
	Tova Rotherth	\$0.00	Packages: 0	▼
	Jolina Daly	\$0.00	Packages: 0	▼
Booth		\$0.00	Packages: 0	▲
	Thanks-A-Lot	\$0.00	Packages: <input type="text" value="0"/>	
	S'mores	\$0.00	Packages: <input type="text" value="0"/>	
	Lemonades	\$0.00	Packages: <input type="text" value="0"/>	
	Shortbread	\$0.00	Packages: <input type="text" value="0"/>	
	Thin Mints	\$0.00	Packages: <input type="text" value="0"/>	
	Peanut Butter Patties	\$0.00	Packages: <input type="text" value="0"/>	
	Caramel deLites	\$0.00	Packages: <input type="text" value="0"/>	
	Peanut Butter Sandwich	\$0.00	Packages: <input type="text" value="0"/>	
Total		\$0.00	Packages: 0	

- Once all of these order have been entered, varieties will be rounded to the nearest case in the **Extras** section. Cookies can only be distributed in full cases; there are 12 packages per case for all varieties.
- When your order is done click **Save**.
- You will see a pop-up window to confirm your delivery station. Your Delivery Station is your service unit's dedicated cookie pick-up locations. Click the delivery station (clicking the map will open a separate screen). Delivery stations vary by service unit.

1. Choose a Location



**Steps 8-11 are for Mega Drop only. For other locations, skip to step 12. Remember to work with your service unit cookie manager for event information for locaitons that are not a Mega Drop.**

8. You will then be shown your service unit's scheduled delivery date. Click the date.

### 2. Pick A Date



9. You will be shown options for time of day. Select your preferred time frame.

### 3. Make An Appointment

Time of Day



Morning  
6 AM - 12 PM



Afternoon  
12 PM - 5 PM



Evening  
5 PM - 11 PM

10. Next you will be shown available hours. As appointments fill up, not all hours will be available.

Hour

8 AM

9 AM

10 AM

11 AM

11. You will then be given available appointment times. Larger orders will be given longer appointment times. Select your preferred **start time** (this is not the total length of your appointment time, but instead a time frame for your start time).

Appointment

You'll need 10 minutes to accommodate your order size. Pick a start time.

08:00

08:10

08:20

08:30

08:40

08:50

12. Click Save.

Edit Delivery Station

1. Choose a Location

2. Pick A Date

3. Make An Appointment

California State Railroad Museum  
Temporarily closed

W Capitol Ave

Crocker Art Museum

P St  
Q St

Map data ©2021 Google

Mega Drop - North, 400 Ballpark Drive  
Sacramento, CA, 95691

Sat, Feb 13

Time of Day

Morning 6 AM - 12 PM

Afternoon 12 PM - 5 PM

Evening 5 PM - 11 PM

Hour

8 AM 9 AM 10 AM 11 AM

Appointment

You'll need 10 minutes to accommodate your order size. Pick a start time.

08:00 08:10 08:20 08:30

08:40 08:50

Save

13. You will be taken back to the Initial Order screen. Your selected appointment will be shown at the bottom of the screen. Click Edit Delivery Location if you would like to change this and follow steps 7-12.
14. Once your order is complete and your appointment is selected, click the **Ready for Review** toggle button at the bottom of the screen.

READY FOR REVIEW

15. Click **Save** again. You will see a pop-up message confirming your order has been submitted.

Peanut Butter Patties \$0.00 Packages: 0

Caramel Delites \$0.00 Packages: 0

Peanut Butter Sandwich \$0.00 Packages: 0

Total \$0.00 Packages: 0

Extra \$0.00 Packages: 0

Total \$0.00 0

TOTAL ORDER VALUE: \$0.00 TOTAL CASES: 0

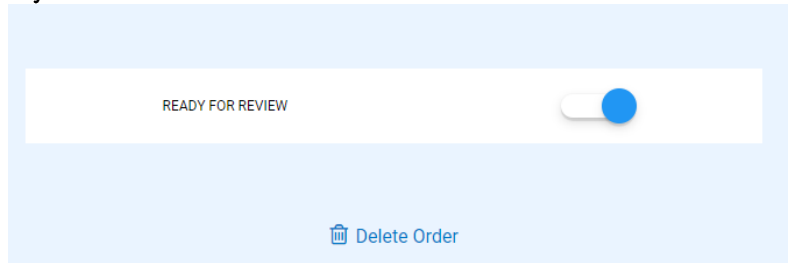
Order Notes

Type here ( 250 Characters Max)

READY FOR REVIEW

Save

16. You will now see a **Delete Order** option. This lets you know the order was successfully submitted.



17. If any additional edits are needed, click the **Ready For Review** button and make edits. Remember to submit your order again.

18. You can verify your order has been submitted by going to **Manage Orders** and selecting **Initial Order** then clicking **Apply Search Parameters**. Ensure your status shows as **“T”**.

Your order status should show as **“T”**. A **“Saved”** status means the order has not been submitted. A **“U”** under Status means **“Uncommitted”**, an **“R”** means the order needs Review, a **“T”** means the order has been committed by the Troop. Once your service unit cookie manager submits your order, the status will change to **“S”**.

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE, and DIRECT SHIP. Below this is a search bar with 'REFINE SEARCH' and 'Apply Search Parameters'. The search results show '1 Results'. The search criteria are 'Search By: All' and 'Keyword:'. There are filters for 'From' and 'To' dates, and radio buttons for 'Cases', 'Packages', and 'Cases/Packages'. An 'Action' dropdown is set to 'Select'. Below the filters is a table with the following data:

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
1/25/2019	79	INITIAL	3128	3128	0	408	84420	12	0	0	0	0	0	0	T	84840	424200.00

The 'STATUS' column for the first row is circled in red.