

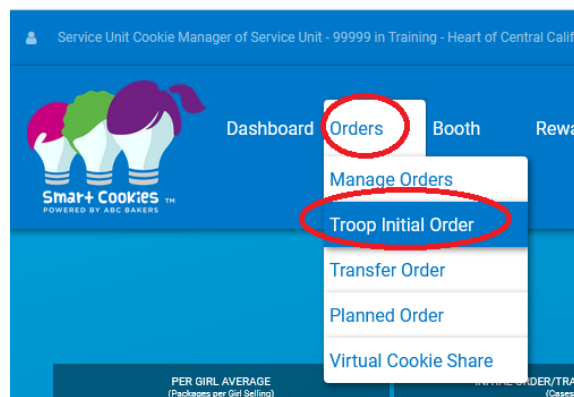
## Service Unit Initial Orders

The deadline to submit Initial Orders at the service unit level is February 1, 2022 by 11:59pm.

1. Log in to [Smart Cookies](https://abcsmartcookies.com) (abcsmartcookies.com).
2. From the Dashboard, under **Action Items**, click on **Troops with no Initial Order**. Work with any troops on this list to create an Initial Order for them. If your Dashboard does not show this, all troops have an Initial Order.

Action Items	Numbers
<a href="#">Troops with no Initial Order</a>	21
<a href="#">Troops with no Early Recognition Orders</a>	21
<a href="#">Troops with no Main Recognition Orders</a>	22
<a href="#">Uncommitted Order</a>	1
<a href="#">Uncommitted Recognition Order</a>	1

3. If all troops have an Initial Order, skip to **Step**
4. To create missing troop Initial Orders or to make an order edit, go to **Orders**; click **Troop Initial Order**.



5. Type in the troop number in the **Troop** field. Ensure it is highlighted in blue and click **Apply**.

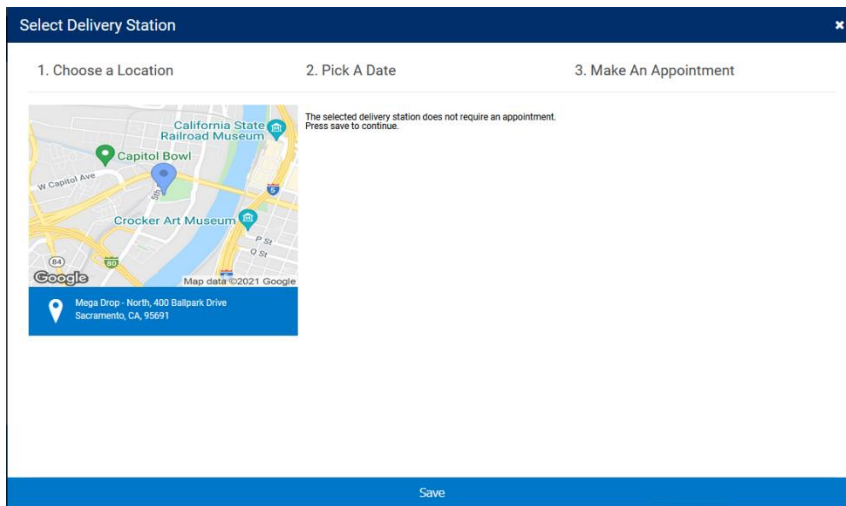
The screenshot shows three search filter boxes: 'DISTRICT' (No Specified District), 'SERVICE UNIT' (111111), and 'TROOP' (1234). The 'TROOP' field is highlighted with a red box. Below the filters is an 'Apply' button, also circled in red.

6. Enter in the troop Initial Order or make edits as necessary. GSHCC highly recommends you enter an **Order Note** regarding edits or order entry for record keeping purposes.

### Order Notes

Example: SUCM entering/editing order per (name)'s request on 1/31/22

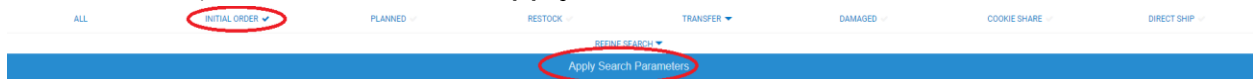
7. Click **Save**.
8. Ensure a **Delivery Station** is selected. A Delivery Station (and appointment, if applicable) may already have been selected by the troop if you are editing their order. For troops attending Mega Drop, ensure an appointment date and time is selected. Click **Save**.



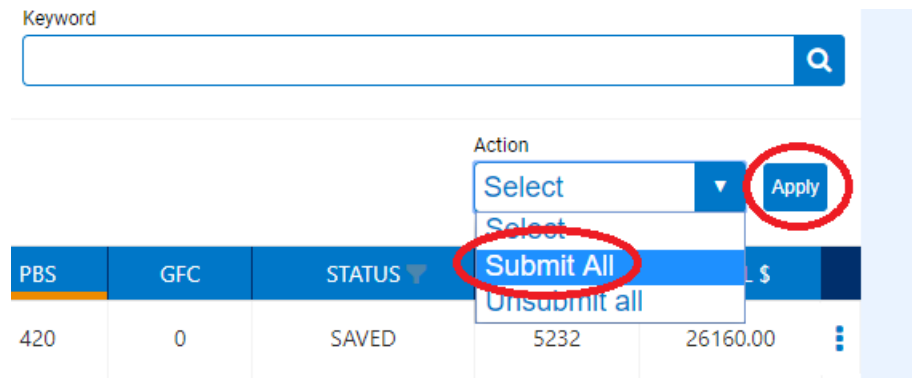
9. Repeat steps 4-8 for any troops missing an Initial Order or troops needing an order edit.
10. Once all troops have an Initial Order created, go to **Orders**; click **Manage Orders**.

PER GIRL AVERAGE (Packages per Girl Selling)		COOKIE SHARE SOLD (Cases)		DIRECT SHIP SOLD (Cases)		TOTAL SOLD (Cases)	
This Season	0.00	This Season	0	This Season	0	This Season	0
	\$0.00		\$0.00		\$0.00		\$0.00
Last Season	0.00	Last Season	0	Last Season	0	Last Season	0
	\$0.00		\$0.00		\$0.00		\$0.00

11. Filter by **Initial Order**. Click **Apply Search Parameters**.



12. If all orders look correct, on the right-hand side from the **Action** drop down, select **Submit All**. Click **Apply**.



13. The status will show as **“S”** for service unit submitted.

**Please note:** You will not be able to make edits once you submit at the service unit level and the order status shows **“S”**. Please ensure all necessary order edits are completed prior to submitting at the service unit level.