

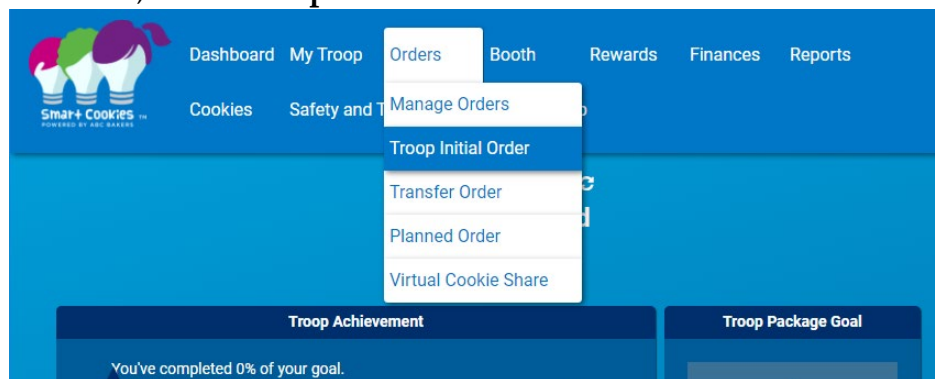
Initial Order

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 3-4 booth sales. Initial Orders will be available for pick up at your regions Mega Drop or service unit Mini Drop. If your troop is opting for Older Girl Proceeds, this must be done *before* you submit your Initial Order.

NEW! Girl Delivery orders taken in Digital Cookie will automatically show in your troop's Initial Order under the "Pre Sale Pkgs" column so do not include these again in the "Inv Pkgs" column. Troops that do enter Online Girl Delivery Orders in the Inv Pkgs column will be duplicating inventory received and they are financially responsible for all inventory ordered.

[Smart Cookies Initial Order Video](#)

1. Log in to [Smart Cookies](http://www.abcsmartcookies.com) (www.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.

Item	Price	In-People	Pre-Sale	Total
Adventures	\$0.00	0	0	0
Tooth-Kay	\$0.00	0	0	0
Lemonades	\$0.00	0	0	0
Theft	\$0.00	0	0	0
Thin Mints	\$0.00	0	0	0
Peanut Butter Patties	\$0.00	0	0	0
Caramel deLites	\$0.00	0	0	0
Peanut Butter Sandwich	\$0.00	0	0	0
Total	\$0.00	0	0	0

3A. The Pre Sale column is not accessible to edit on the Initial Order page as it is populated with data directly from Digital Cookie. This data being transmitted over is Online Girl Delivery orders from the Girl Site. You can find a report of the Girl Delivery Orders on your Digital Cookie dashboard, "All Order Data". From this report you can filter the Order Type to "In-Person Delivery" and reconcile against the Pre Sale column numbers.

girlscouts heart of central california

My Account Log Out

You are viewing as: Troop of Service Unit

Dashboard Orders My Troop My Troop Orders Cheers Virtual Booths

Reports: Troop

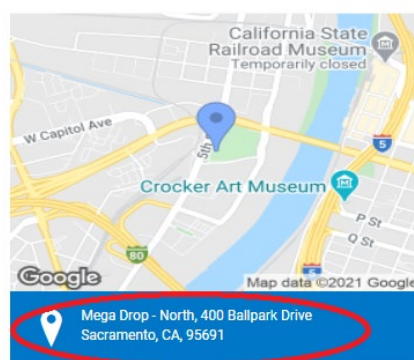
- All Order Data** For each girl see full order details including varieties, delivery type, etc. [Get Report](#)
- Initial Order** 1/25/24 Parent's due date 1/29/24 Troop due date [Get Report](#)
- Cookie Badges** See the steps girls completed for their cookie badges and entrepreneur pin. [Get Report](#)
- Rewards Selection** See which rewards girls have selected to enter in your baker software. [Get Report](#)

4. Once each girl's Initial Order has been entered, scroll down to 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 Rotherert	\$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, such as a Service Unit Mini Drop or Home Delivery, please skip to step 12. Remember to work with your service unit cookie manager for event information for locaitons that are not a Mega Drop.

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

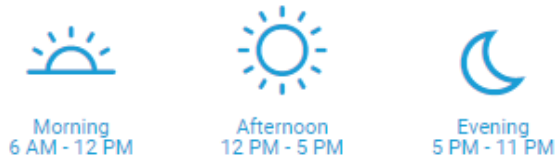
2. Pick A Date



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

3. Make An Appointment

Time of Day



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

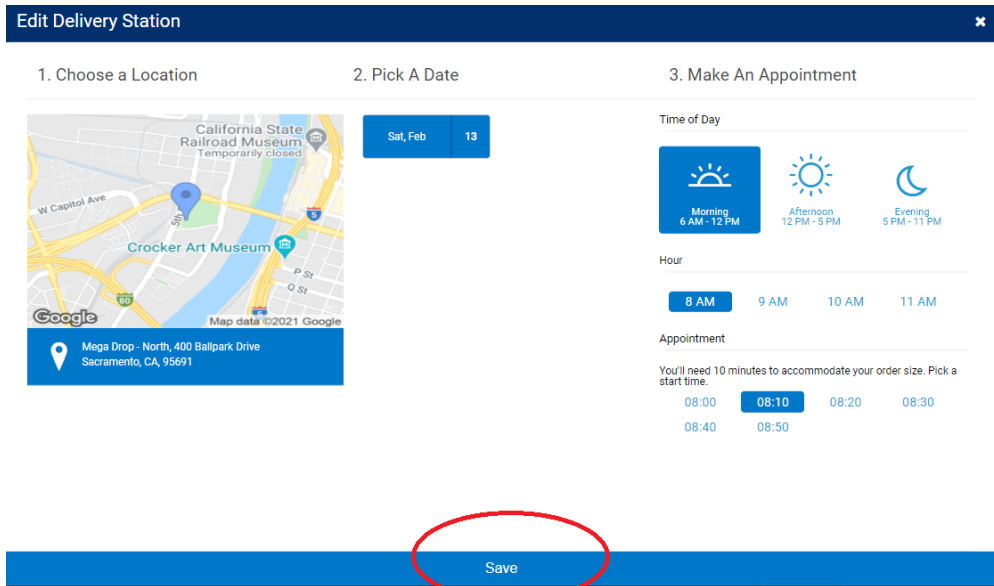
11. You will then be given available appointment times. Larger orders will be given longer appointment times. Select your preferred **start time** (this is not the total length of your appointment time, but instead a time frame for your start time).

Appointment

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

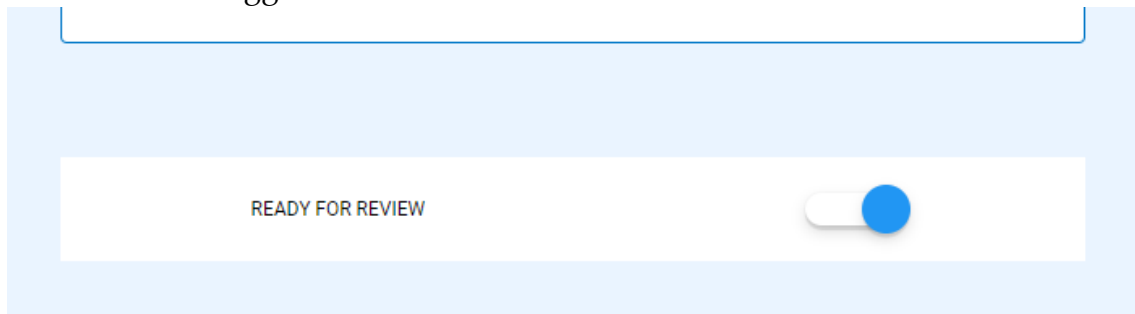
08:00 08:10 08:20 08:30
08:40 08:50

12. Click Save.

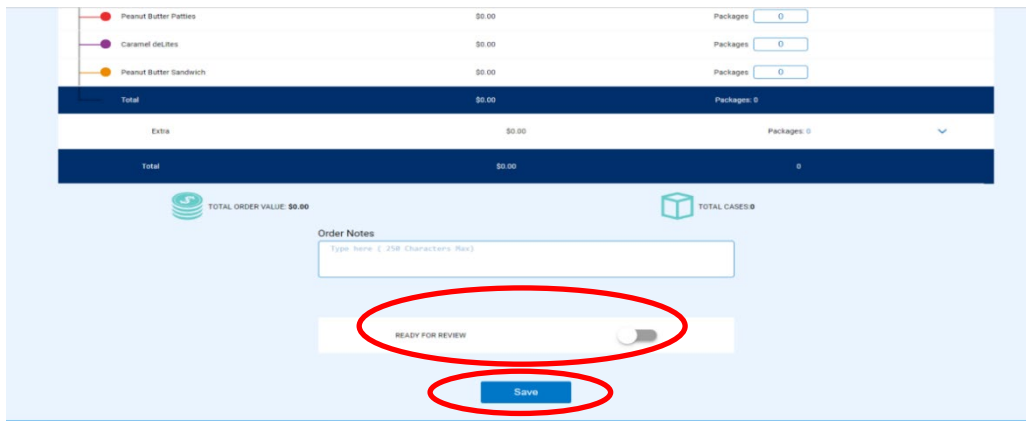


13. You will be taken back to the Initial Order screen. Your selected appointment will be shown at the bottom of the screen. Click Edit Delivery Location if you would like to change this and follow steps 7-12.

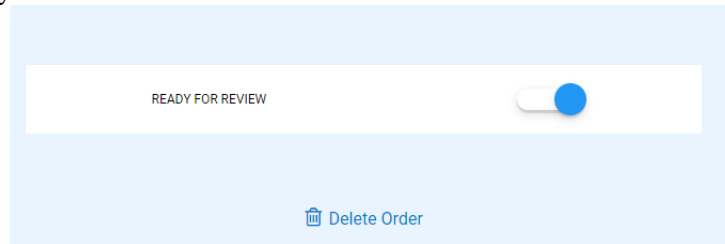
14. Once your order is complete and your appointment is selected, click the **Ready for Review** toggle button at the bottom of the screen.



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



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".

Remember to create an Early Recognition Order after you submit your Initial Order, regardless of your troop's Proceed Plan.

Apply Search Parameters

1 Results

Search By: All Keyword: []

From: [] To: [] Apply

Cases Packages Cases/Packages

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