

Managing Orders

Smart Cookies Managing Orders Video

- 1. Log in to Smart Cookies (www.abcsmartcookies.com).
- 2. Go to **Orders**; click **Manage Orders**.
- 3. Select the type of orders you want to manage (e.g. Initial Order, Transfer Orders, Planned Orders, etc.) Click **Apply Search Parameters**.

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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.



girlscoutshcc.org

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Modesto Regional Program Center and STEM Center + MakerSpace 3330 Oakdale Road Modesto, CA 95355 t 209.545.3620 • f 209.545.3621 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.

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	Save							
	圖 Delete Order							
🖨 Print Receipt								
	Go to Manage Orders Make Another Transfer							

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