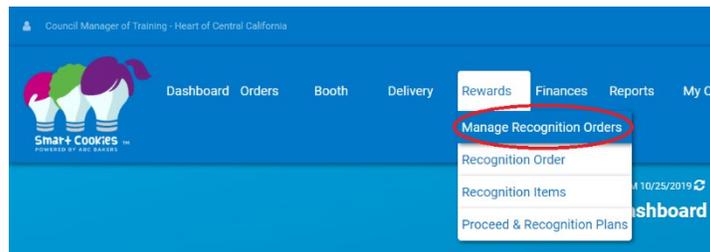


Service Unit Early Recognition Orders

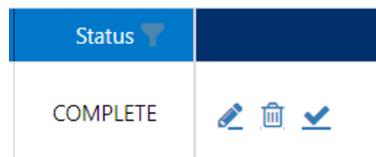
1. Log in to [Smart Cookies](http://www.abcsmartcookies.com) (www.abcsmartcookies.com).
2. From the Dashboard, under **Action Items**, click on **Troops with No Early Recognition Orders**. Create an Early Recognition Order for any troops on this list. If your Dashboard does not show this, all troops have an Early Recognition Order.

| Action Items | Numbers |
|--|---------|
| Troops with no Initial Order | 1 |
| Troops with no Early Recognition Orders | 1 |
| Troops with no Main Recognition Orders | 1 |

3. Once all troops have an Early Recognition Order created, go to **Rewards**; click **Manage Recognition Order**.



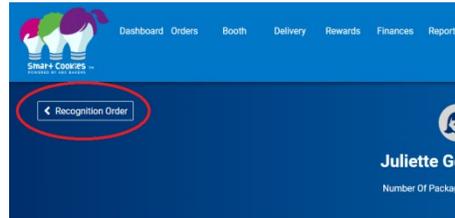
4. Ensure **Order Status** column shows as **"T"** for troop submitted.
5. If orders do not show status as **"T"**, click the pencil icon to review.



6. Click the arrow next to each girl's name to review. **Red exclamation icons** mean there are pending items that need to be reviewed or selected. **Unread** means that

rewards have not been reviewed/verified but it is not necessary to click on each individual line. To review each girl's orders, click the arrow on the right-hand side next to each girl's name. Select the correct t-shirt size for each girl. Click **Save** when reviewed.

7. Click back to **Recognition Order** on the top left. Repeat for each girl needing review.



8. Click **Submit** when finished. The status will now show as "S" for service unit submitted.



9. Go back to **Manage Recognition Orders** to and repeat process for all orders not showing status as "T".
10. Once all troops have an order created and all orders are reviewed, go back to **Manage Recognition Orders**.
11. For easy submission, click the checkbox near the top of the page and click **Submit All**. The order status will change to "S" for service unit submitted.

