

Service Unit Initial 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 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
Troops with no Initial Order	21
Troops with no Early Recognition Orders	21
Troops with no Main Recognition Orders	22
Uncommitted Order	1
Uncommitted Recognition Order	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**.



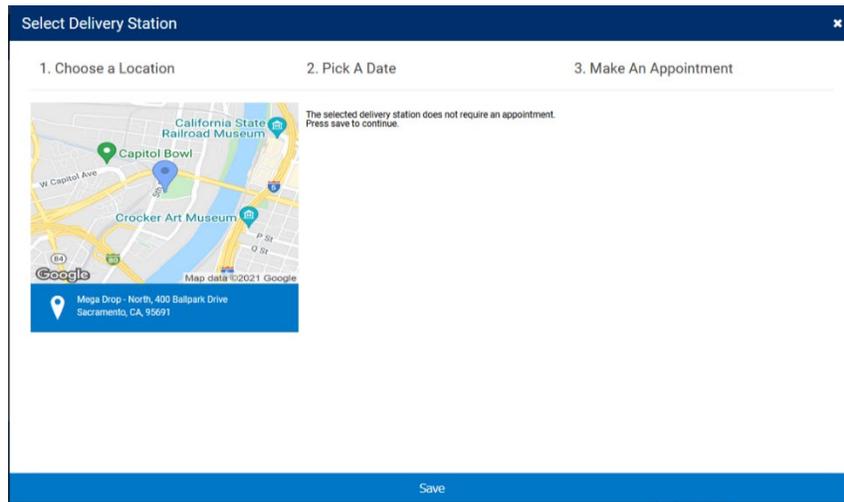
5. Type in the troop number in the **Troop** field. Ensure it is highlighted in blue and click **Apply**.

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.

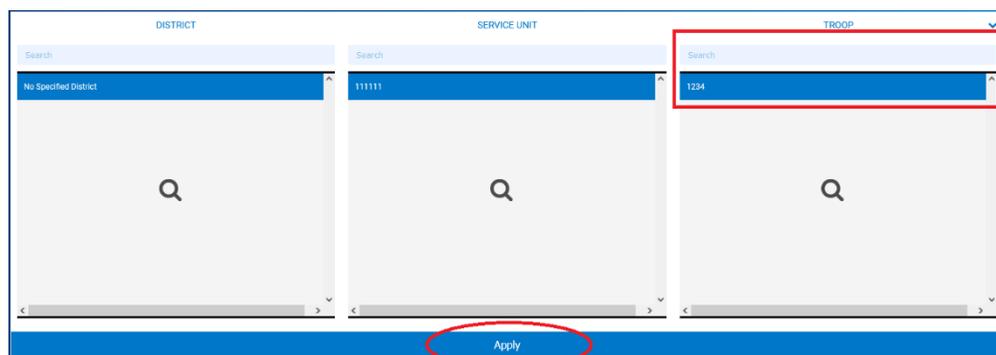
Order Notes

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**.

The screenshot shows the Smart Cookies website dashboard. The top navigation bar includes 'Dashboard', 'Orders', 'Booth', 'Rewards', 'Finances', 'Reports', 'My Service Unit', 'Safety and Training', 'Cookies', and 'Resources'. The 'Orders' menu is open, showing options: 'Manage Orders', 'Troop Initial Order', 'Transfer Order', 'Planned Order', and 'Virtual Cookie Share'. Below the navigation is a 'Service Unit Dashboard' with a 'Last Updated' timestamp of 4:41AM 8/25/2020. The dashboard contains five data tables, each comparing 'This Season' and 'Last Season' values for 'PER GIRL AVERAGE', 'COOKIE SHARE SOLD', 'DIRECT SHIP SOLD', and 'TOTAL SOLD'. All values are currently at \$0.00 or 0 cases.

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

This screenshot shows the search filter bar at the top of the website. It includes dropdown menus for 'ALL', 'INITIAL ORDER', 'PLANNED', 'RESTOCK', 'TRANSFER', 'DAMAGED', 'COOKIE SHARE', and 'DIRECT SHIP'. Below these filters is a 'REFINE SEARCH' section with a button labeled 'Apply Search Parameters'.

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

The screenshot shows a table of orders. The table has columns for 'PBS', 'GFC', 'STATUS', and other details. One row is highlighted with a blue background. The 'Action' dropdown menu is open for this row, showing options: 'Select', 'Submit All', and 'Unsubmit all'. The 'Submit All' option is circled in red. To the right of the dropdown menu, there is an 'Apply' button, also circled in red.

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.