Troop Link Sales
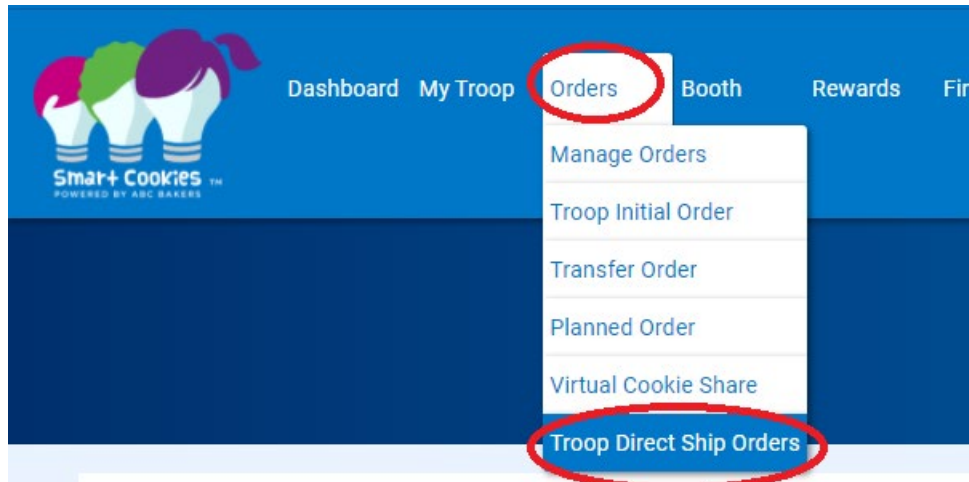
Finding and Distributing Sales

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Orders**; click **Troop Direct Ship Orders**.

3. You will be shown a list of orders your troop received via your Troop Link.
4. Orders **Pending Distribution** mean you need to distribute to girls. This does not indicate delivery status. Please remember these are Direct Ship orders; therefore, the customer has paid and ABC Bakers will ship cookies to customers directly.
5. At the bottom of the screen, click **Distribute Orders to Girls**. This is very similar to the Smart Booth Divider.

6. A list of girls in the troop will populate. Select the girls that are participating and you wish to distribute sales to.

7. You will be taken to a screen that shows inventory by variety. Cookies will be distributed evenly when possible. If some packages need to be distributed manually, you will see red boxes and the amount of packages needing to be distributed in the row labeled Packages left to Distribute. Manually assign packages as necessary.

GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
Packages left to Distribute	0	2	2	2	2	2	2	2	2	0	0	16
Troop Total	0	3	3	3	3	3	3	3	3	0	0	24

8. If the packages are evenly distributed by variety, you will see zeros in the row labeled **Packages left to Distribute**.
9. Click **Save**. A confirmation message will appear at the bottom of the page.

Please note: Once you select girls, they will be pre-selected for future sales. You may want to distribute sales as part of your cookie wrap-up process. If you need to change the girls selected, this will cancel all previously distributed sales.

Once sales have been transferred to girls, they will show as a Direct Ship order made by the cookie manager. The troop will still see the customer information under **Troop Direct Ship Orders** but girls will see their cookie manager's name as the customer name under their **Manage Orders** page.

To Remove Troop Link from National Cookie Finder

1. Log in to Smart Cookies (abcsmartcookies.com).
   Please note: If there are multiple troop users, this must be done from the primary user account.
2. Go to the profile icon on the top left corner; click **Edit Profile**.


Are you sure you want to edit Troop Girls for troop online sales?

The packages sold for this troop direct ship have already been distributed to Troop Girls. By editing the Girls, any previous sale distribution to Troop Girls will be cancelled.

Cancel   Edit Girls
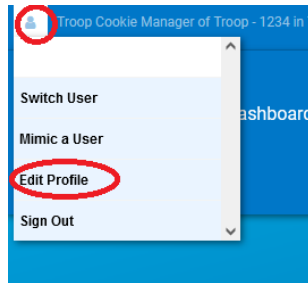
3. Change your zip code to **"00000"**; click **Save**.

4. Verify your troop's profile has also updated by going to **My Troop** and clicking **Troop Information**.
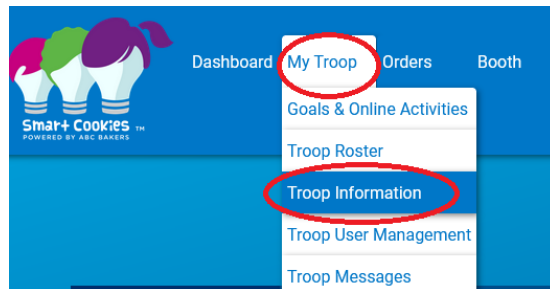
5. Your troop's zip code should be listed as "00000". Your troop's link will no longer show on the National Cookie Finder.