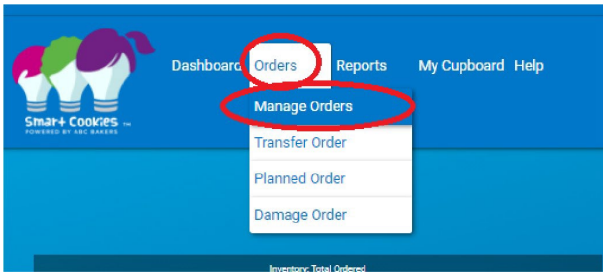
girl scouts
heart of central
california

Approving Planned Orders

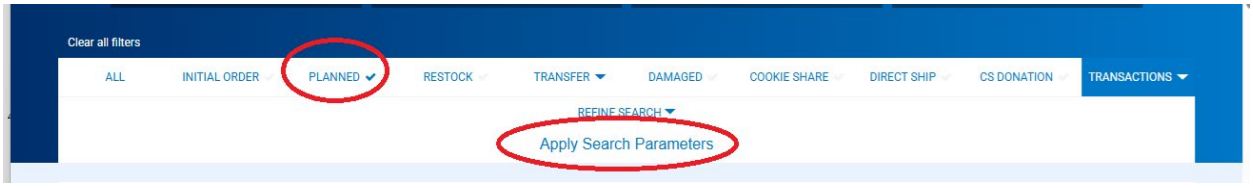
- Pull the **Planned Order Report w/Signature** at the beginning of the week to help you stage orders.
- Planned Orders should be pre-staged, if possible, to give you an idea of how much inventory is available for Unplanned Orders.
- Only approve a Planned Order when it has been picked up. Once **Approved,** orders will no longer show as Planned Orders. They will show as Cupboard to Troop (C2T) Transfer Orders.
- Planned Orders not picked up within 48 hours should be canceled and inventory made available for other troops.
- Use the Planned Order sheets to help you stage orders. This slip can be placed on top of each troop's order to help you easily identify at time of pick-up. This can be given to each troop as a receipt.

Approving a Planned Order:

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

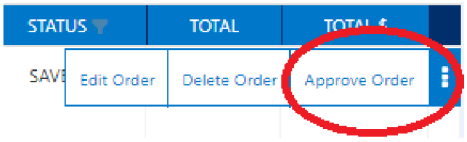


3. Filter by **Planned** for easy look up. Click **Apply Search Parameters.**

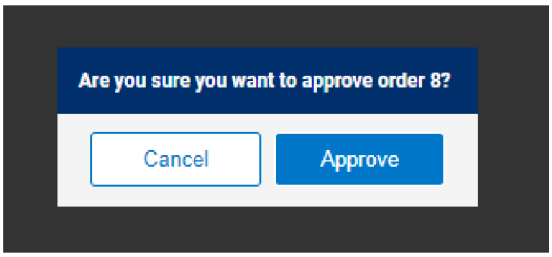


4. You will see a list of all Planned orders. Find the order you are attempting to approve and click the three dots on the far right. If you do not see them, you may need to scroll or zoom out on your screen.

5. Click **Approve Order.**



6. You will get a confirmation message. Click **Approve.**



7. **NEW!** At pickup, you will be asked to provide an electronic signature using a four-digit PIN. The PIN will be the last four digits of the primary troop cookie manager's phone number. You can override this be entering the last 4 of the Cupboard manager's phone number.

8. The order will disappear from the Planned Order screen as it is now a Cupboard to Troop (C2T)transfer.

9. You can verify the order was approved correctly by filtering the Manage Orders screen to show **Cupboard to Troop** transfers instead of Planned Orders. Click **Apply Search Parameters.**

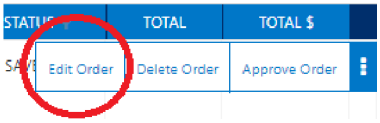
10. Notate the order number on your Planned Order Report w/Signature for record keeping.

Editing Planned Orders

Sometimes, troops will request to add/remove cookies at the time of pick-up. If you have sufficient inventory, you can accept their request. Please ensure you write this down on the Planned Order Report w/Signature. For example, they had ordered 3

cases Thin Mints but now would like 5 cases; you would cross out the number under Thin Mints on the report and write a 5 next to it.

1. Follow steps 1-4 above.
2. Click **Edit Order.**



3. Make necessary edits to the order. Enter any necessary notes, such as "added 2 more cases ofThin Mints at time of pick-up". Click **Save.**
4. Click **Approve** once all edits and notes have been saved. **Important:** If you do not click **Save** or click **Approve** before you click Save, your changes will not be saved. Only the original quantities will be transferred.
5. You will be shown a confirmation message. Click **Approve** or click **Cancel** if you have not saved all edits.
6. The order number will be shown at the top of the screen. Notate that on your Planned OrderReport w/Signature for record keeping.

Deleting Planned Orders

Sometimes troops will contact to let you know they no longer need their Planned Order or they may not pick-up within their 48 hour window. If this happens, you can delete the order and makethe inventory available for other troops.

1. Follow steps 1-4 under Approving Planned Orders.
2. Click **Delete Order.**
3. The troop will be sent an email stating their order was canceled.
4. Notate the order as **Canceled or Deleted** on your Planned Order Report w/Signature.

Place the inventory back on the pallets with your other available inventory.