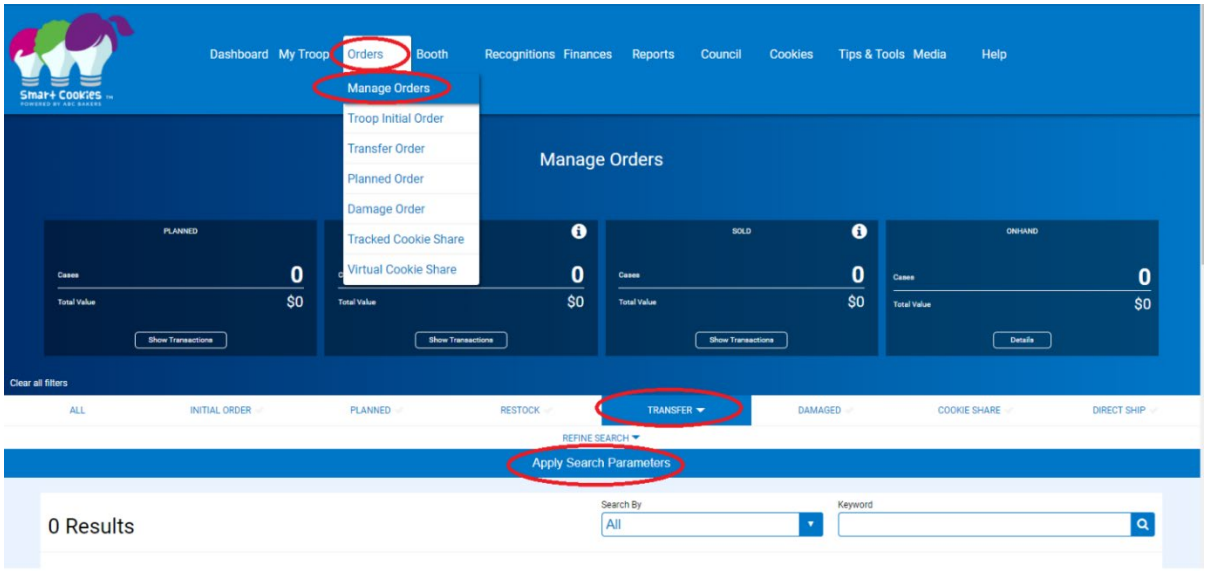
girl scouts
heart of central
california

Managing Orders

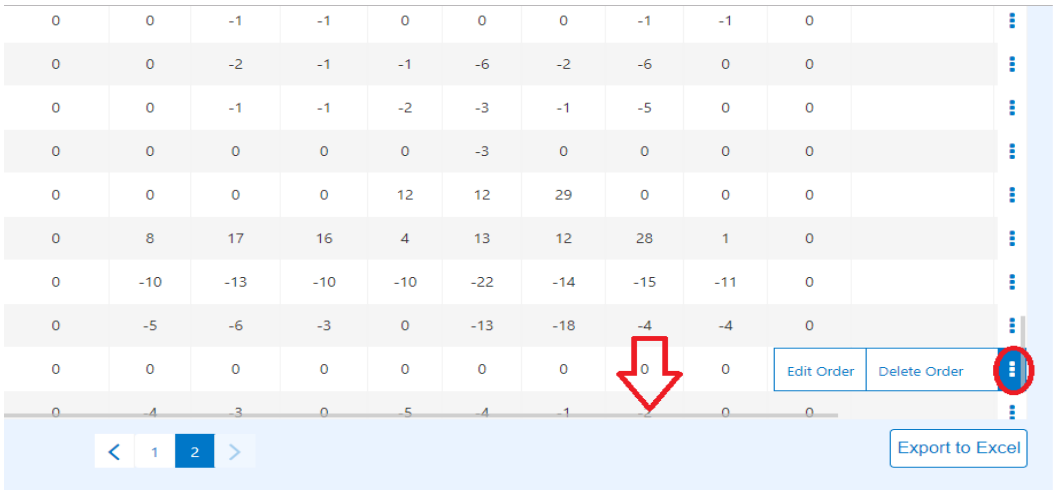
Once an order has been created in Smart Cookies, you will be able to view and edit by following these steps.

Smart Cookies Managing Orders Video

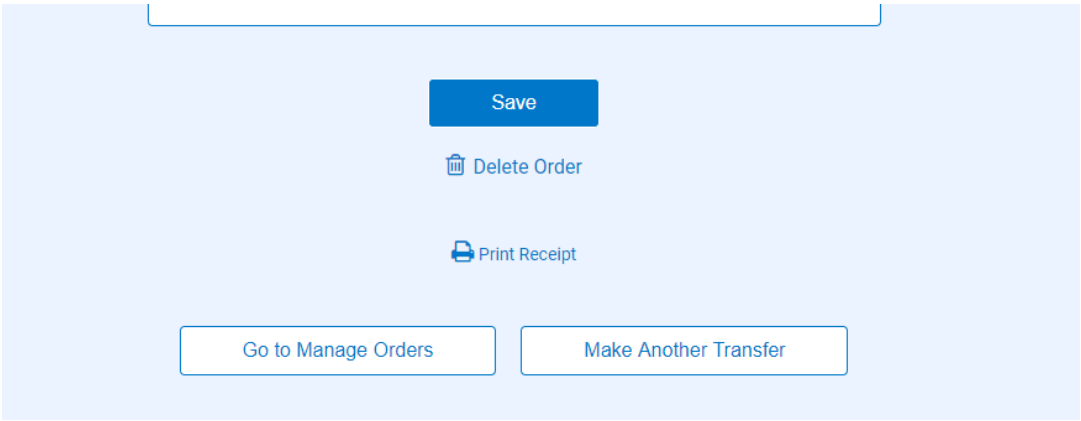
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Orders**; click **Manage Orders**.
3. Select the type of orders you want to manage (e.g. Initial Order, Transfer Orders, Planned Orders, etc.) Click **Apply Search Parameters**. To view all order types, click **All** from the filters then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



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.



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.



If you entered a Transfer Order in error, you can click **Delete Order**.
Note: Planned Orders cannot be deleted by troop cookie managers. Troops will need to contact the Cupboard to cancel a Planned Order.