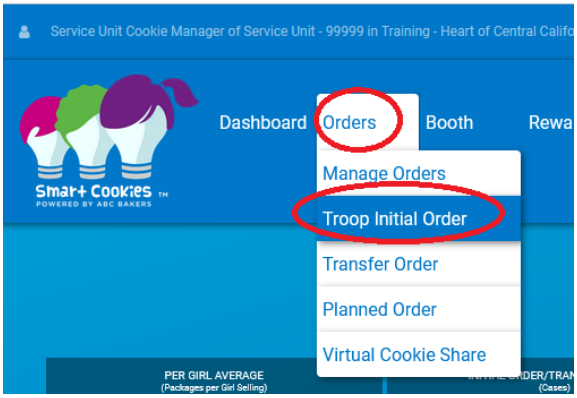
girl scouts
heart of central
california

Service Unit Initial Orders

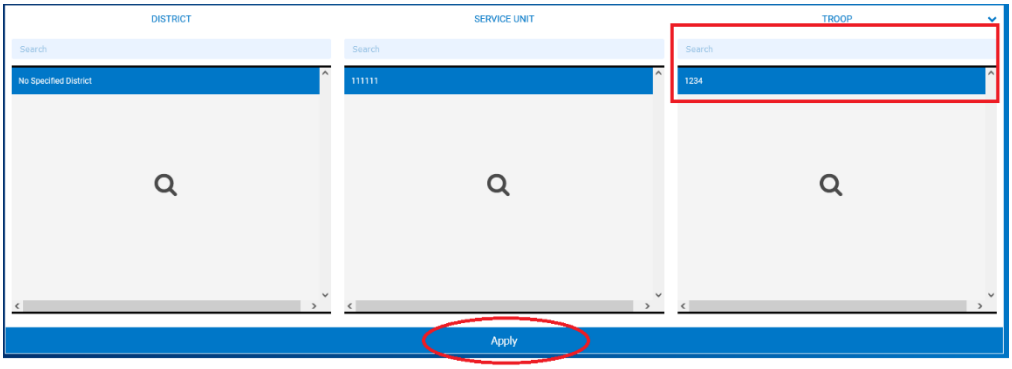
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. From the Dashboard, under **Action Items**, click on **Troops with no Initial Order**. Work with any troops on this list to create an Initial Order for them. If your Dashboard does not show this, all troops have an Initial Order.



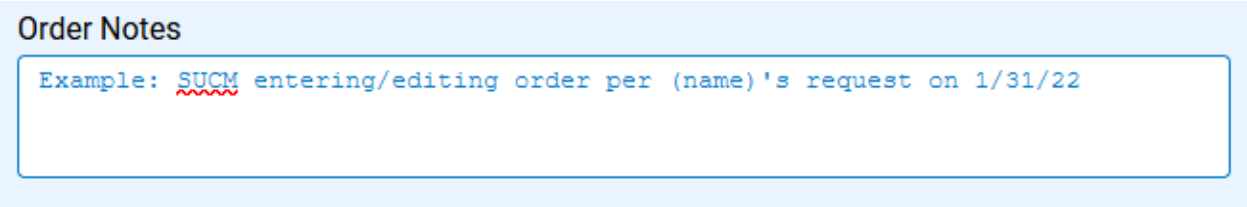
3. If all troops have an Initial Order, skip to **Step 10.**
4. To create missing troop Initial Orders or to make an order edit, go to **Orders**; click **Troop Initial Order**.



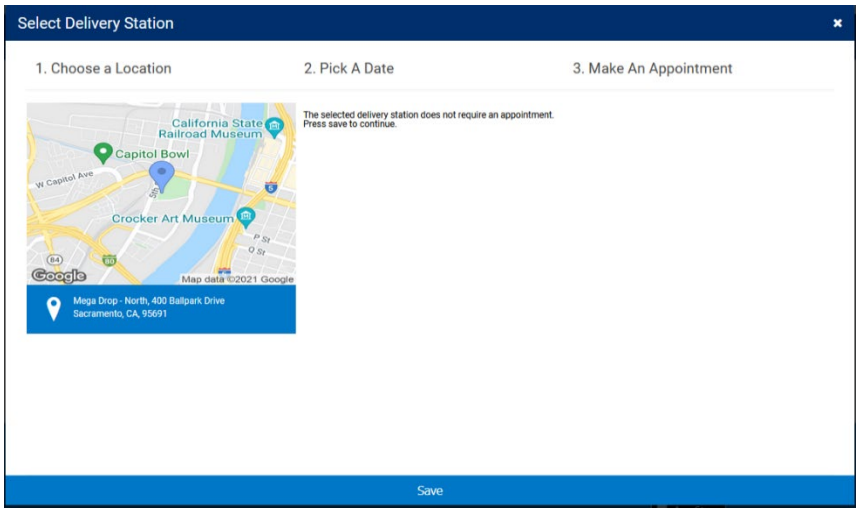
5. Type in the troop number in the **Troop** field. Ensure it is highlighted in blue and click **Apply**.



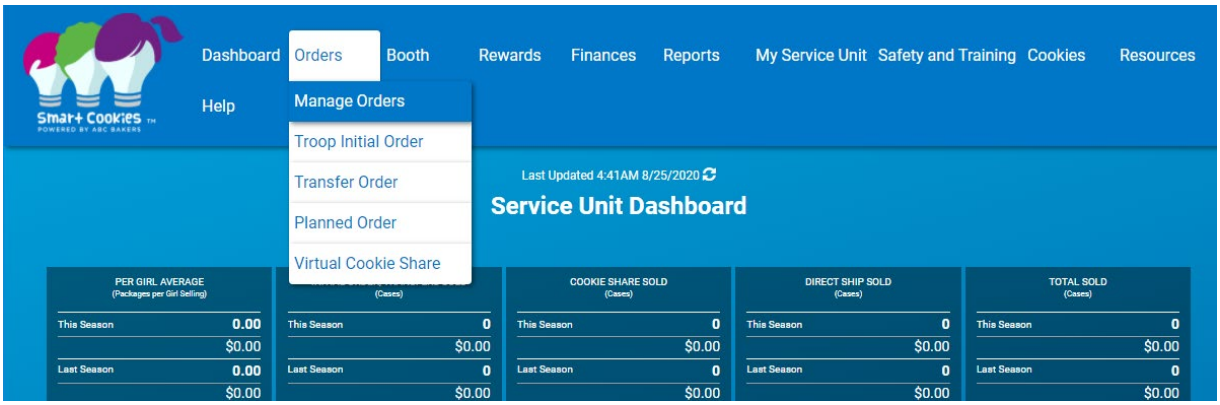
6. Enter in the troop Initial Order or make edits as necessary. GSHCC highly recommends you enter an **Order Note** regarding edits or order entry for record keeping purposes.
7. Click **Save**.



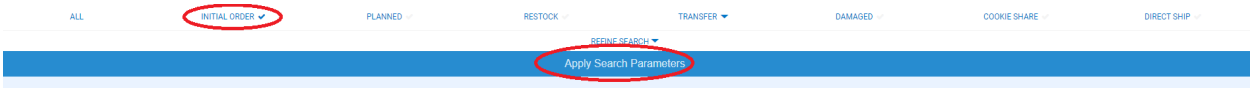
8. Ensure a **Delivery Station** is selected. A Delivery Station (and appointment, if applicable) may already have been selected by the troop if you are editing their order. For troops attending Mega Drop, ensure an appointment date and time is selected. Click **Save.**



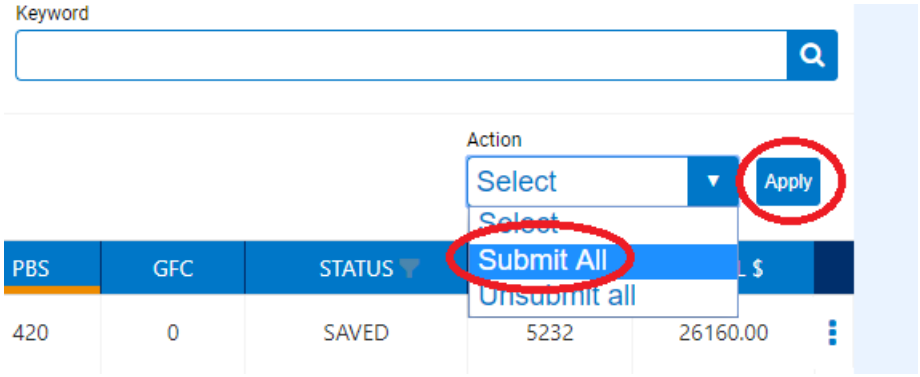
9. Repeat steps 4-8 for any troops missing an Initial Order or troops needing an order edit.
10. Once all participating troops have an Initial Order created, go to **Orders**; click **Manage Orders**.



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



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



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 them at the service unit level.