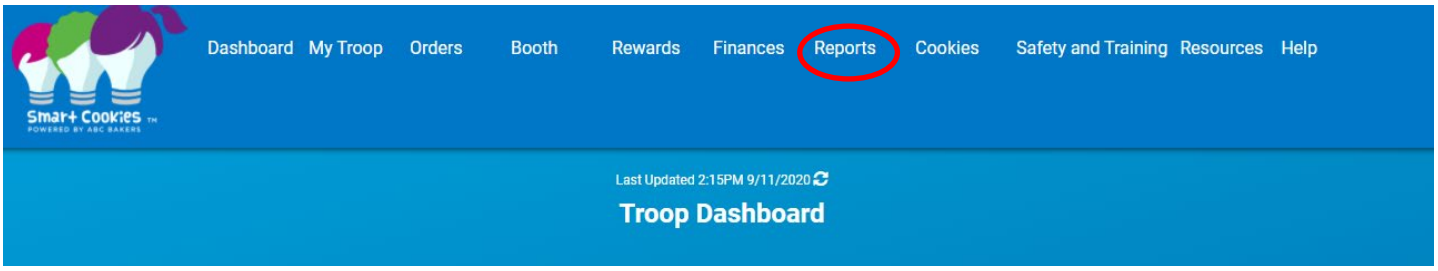
girl scouts
heart of central
california

Sales Data Reports

Reports are available in Smart Cookies to provide all sales information in easy-to-understand formats. You will have access to reports you need to have a successful sale. Log onto Smart Cookies (www.abcsmartcookies.com) to get started.

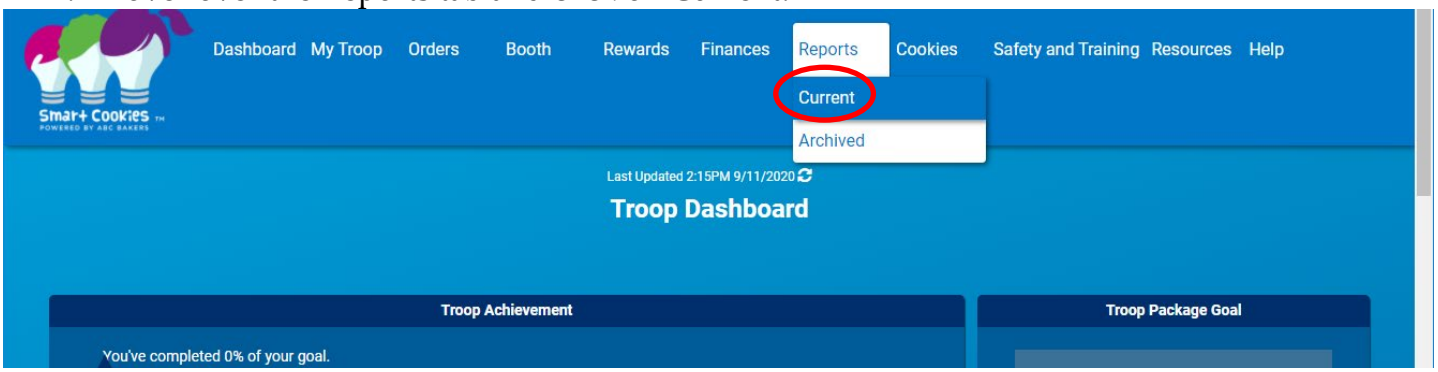
From the Troop Dashboard, hover over the Reports tab and click on Current for the current seasons reporting or click on Archived to choose reports from previous seasons.



Current Season:

For obtaining reports in the Current season,

1. Hover over the Reports tab and click on Current.

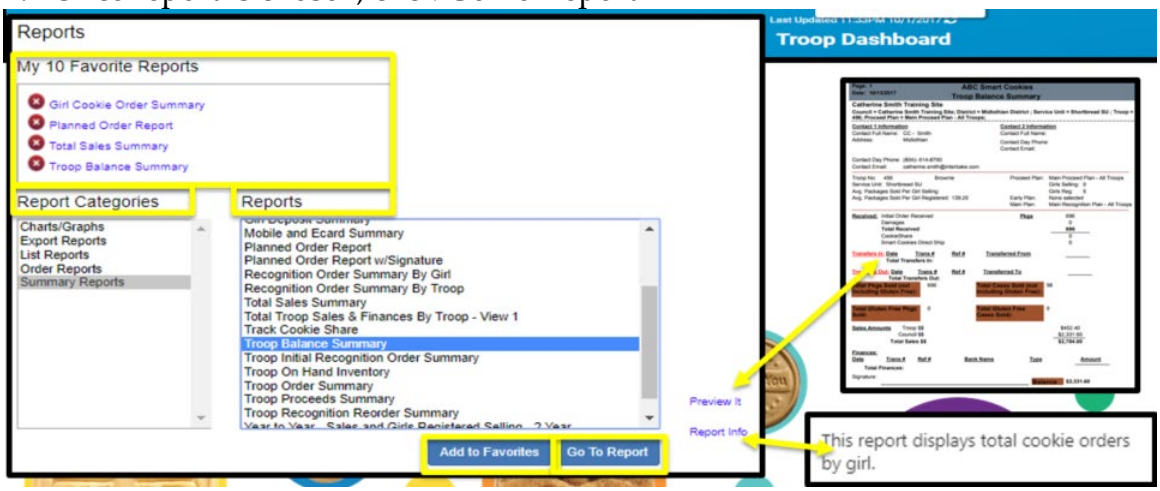


2. Click on which Report Category to find the report needed.
3. Then click on the specific Report within that category.

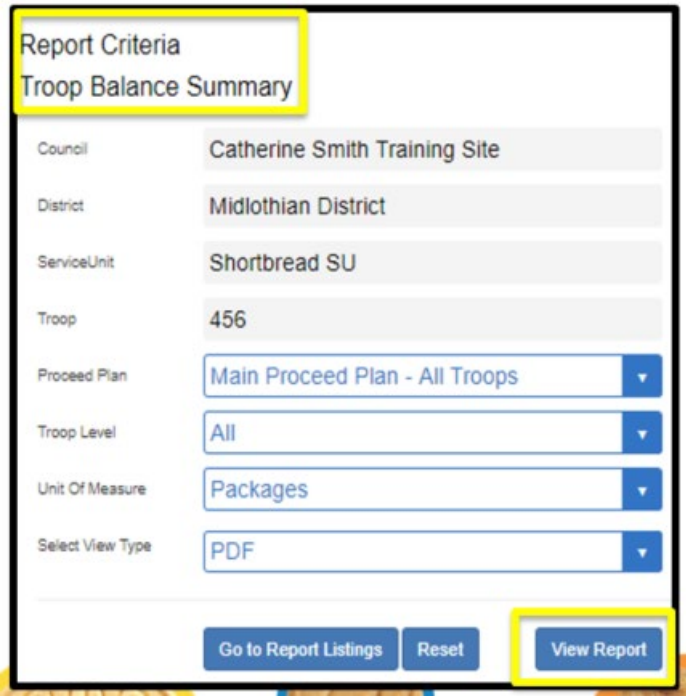
*For frequently used reports, click on the Add to Favorites option and that

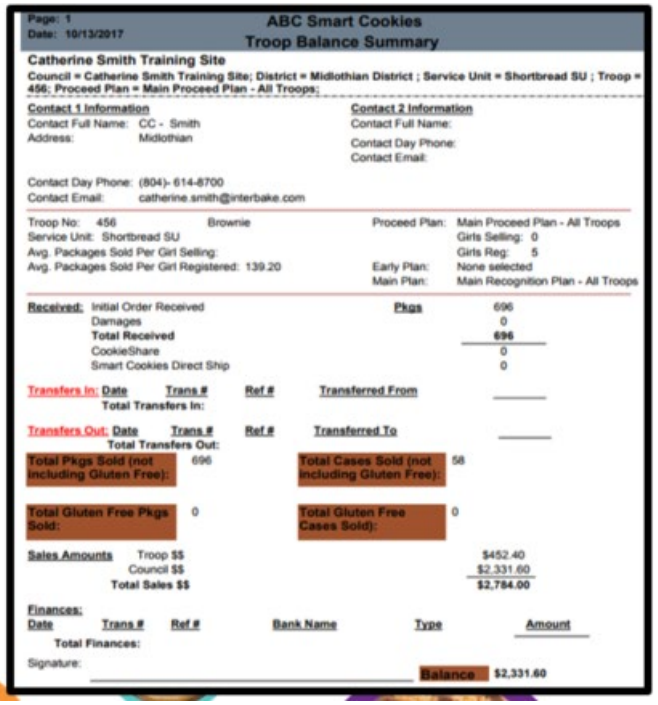
report will be saved in the top left of the screen under "My 10 Favorite Reports". Check the red x to remove it if necessary.
*Click the "Preview It" option to have a quick look at the format of the report before viewing the actual report
*Click the "Report Info" option and a brief description of what the report entails will appear

4. Once report is chosen, click Go To Report



5. The Report Criteria will appear with the name of the Report at the top
6. Fields in grey will not be able to be edited
   - Fill in all information in the available dropdown fields
   - Click on "Reset" if the information entered needs editing
   - Click "View Report" and the system will populate the report where it can be downloaded or printed.
7. For troop users, the suggested format for the report is in PDF, while SU users may wish to utilize the Text-Excel format for more data sorting options.

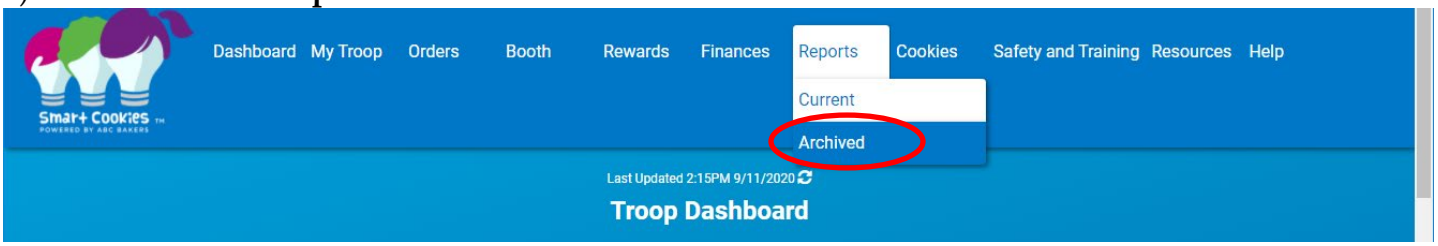




Archived Reports:

Use **Archived Reports** to view data from the three previous cookie seasons.

1) Hover over the **Reports** tab and click on **Archived.**



2) Select which season year from the dropdown menu you want to view the report.
3) Click Next.
4) Click on which Report Category to find the report needed.
5) Click on the specific Report within that category.
6) Click Go To Report.

The Report will populate where it can be downloaded or printed.