



# Smart Cookies Guide

## Cookie Cupboard Managers

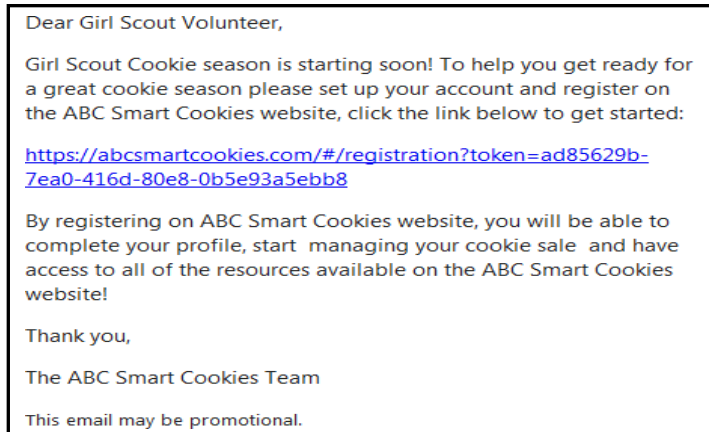


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# Registering for Smart Cookies

Your council will upload your information in Smart Cookies and you will receive an email from [noreply@abcsmartcookies.com](mailto:noreply@abcsmartcookies.com).



- Click the unique link in the email to complete registration
- Some information may be pre-populated – check for accuracy and contact your council if there are errors
- Once you have completed all required fields, click submit.

Required fields indicated by \*

### Service Unit Info

Position Service Unit Cookie Manager	Council Training - Eastern Massachusetts
District No Specified District	

### Contact Info

Home Address * <input type="text"/>	Fax (Optional) <input type="text"/>
<small>Address is required</small> Suite/Apt. # <input type="text"/>	Phone Number * <input type="text"/>
City * <input type="text"/>	<small>Phone number is required</small>
<small>City is required</small>	
State * <input type="text"/>	Zip Code * <input type="text"/>
<small>State is required</small>	<small>Zip code is required</small>

### Profile Info

First Name * <input type="text" value="Travis"/>	Create your password that you will use to sign into Smart Cookies and manage your Service Unit! Enter Password * <input type="text"/> <small>Password is required</small> Re-enter Password * <input type="text"/> <small>Please re-enter your password</small>
Last Name * <input type="text" value="Sammons"/>	
Email * <input type="text" value="tsamm426@gmail.com"/>	

By clicking Submit, you are agreeing to the [Terms and Conditions](#)

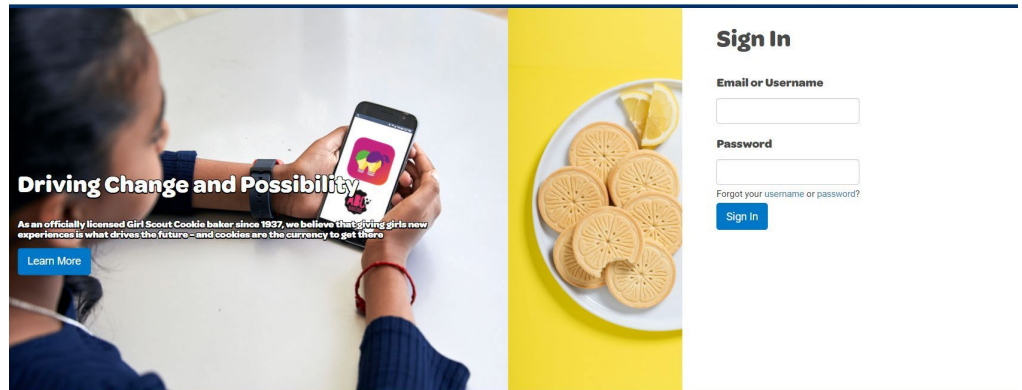
- After you click “Submit”, a confirmation page will appear:

## You've successfully registered!

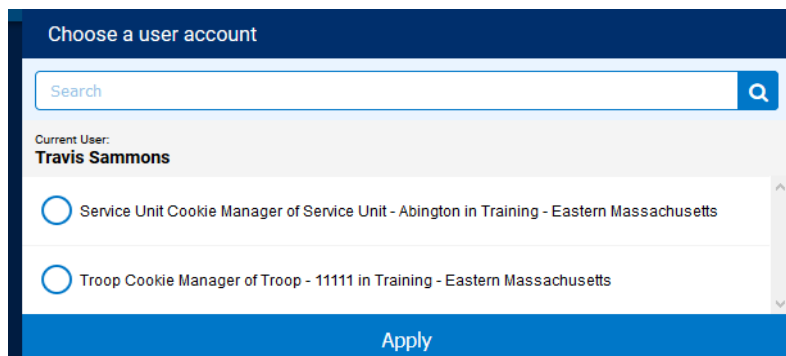
Let's get started with your Girl Scout Cookie Program, Travis! Go to [www.abcsmartcookies.com](http://www.abcsmartcookies.com) to login!

# Logging into Smart Cookies

Go to <https://www.abcsmartcookies.com/>

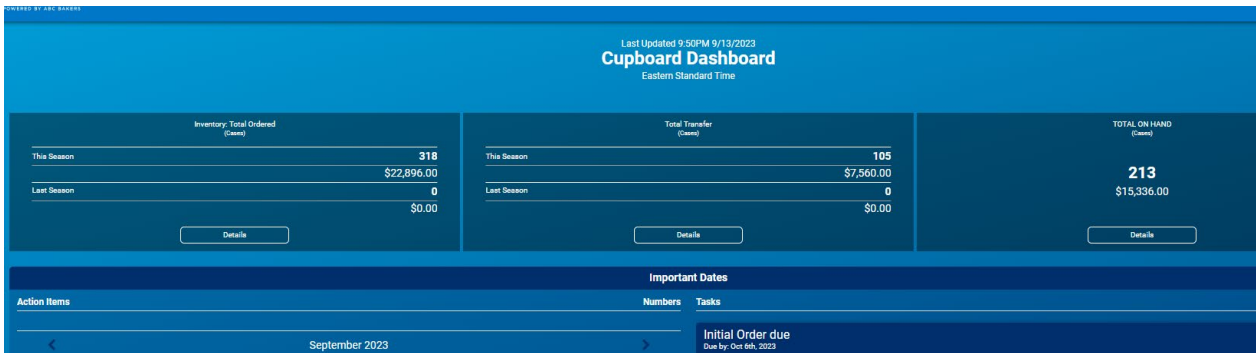


- Login with the credentials (user name=email & password) you created in registration
  - If you forget your password you can click the Forgot Password Link
  - Users with multiple roles (SU and troop user for example) will need to choose the role you wish to apply. Users with one account will go directly to the dashboard.
  - Click the radio button next to the role you wish to utilize.



# Dashboard

The cupboard Dashboard will show key statistics throughout the sale. Comparisons to last year's totals are shown in each box. All transactions are rounded to cases.



- Inventory Total Order: will include initial orders and additional inventory transferred into the cupboard. Damage orders created by the cupboard will be deducted from total ordered.
- Total Transfer: will include all transfers out to troops and/or other cupboards
- Total on Hand: Remaining Inventory – should match physical inventory (rounding may affect total)

Inventory & Cookie Share Sales

Summary (Cases)						
Ordered	Sold	Donated	On Hand			
\$22,896 / 318	\$7,560 / 105	\$0 / 0	\$15,336 / 213			
DETAILS						
Cookie Type	Ordered (Cases)	Sold (Cases)	Donated (Cases)	On Hand (Cases)	Sold Last Season (Cases)	% Sold This Season
Adventurefuls	120	15	0	105	0	14.3%
Toast-Yay	20	15	0	5	0	14.3%
Lemonades	15	15	0	0	0	14.3%
Trefoil	47	15	0	32	0	14.3%
Thin Mints	78	15	0	63	0	14.3%
Peanut Butter Patties	11	15	0	-4	0	14.3%
Caramel deLites	12	15	0	-3	0	14.3%
Peanut Butter Sandwich	15	0	0	15	0	0.0%
Caramel Chocolate Chip	0	0	0	0	0	0.0%

- Click on Inventory & Cookie Share sales to see totals ordered, sold (transferred), donated (orders created at council level) and on hand cases. Total Sold Last Season will display along with the product mix in percentages for current season

# My Cupboard

## Cupboard Info

- Navigate to My Cupboard>Cupboard Info
- Check all information pre-populated and edit as needed. Be sure cupboard address is correct for mapping.

### Modify Cupboard Information

<b>Cupboard Name</b> Corrigan Warehouse	<b>Maximum Number of Cases</b> 6000	<b>Delivery Station</b> No Specified Delivery Station
<b>Address 1</b> 123 Main St	<b>Address 2</b> 	<b>Zip</b> 49015
<b>City</b> Battle Creek	<b>State</b> MICHIGAN	
<b>Primary Contact</b>		
<b>First Name*</b> Eddie	<b>Last Name*</b> Greenman	<b>Email</b> egreenman@aol.com
<b>Address 1</b> 123 Main St	<b>Address 2</b> 	<b>Zip</b> 49015
<b>City</b> Battle Creek	<b>State</b> MICHIGAN	<b>Mobile</b> 
<b>Phone</b> 	<b>Fax</b> 	
<b>Planned Order Details</b>		
<b>Planned Order UoM:</b> Cases		
<b>Troop Planned Order Pick-Up Limit</b>		
<b>Limit Type</b> Troop		
<b>Limit per hour:</b> 6		
<b>Associations</b>		
<b>Service Units attached to Cupboard</b> SU 416 SU 212		

- Edit Planned order details
  - Cases, Packages or Cases/Packages
- Troop Planned Order Pick-Up Limit
  - No Limit, Troop or Cases (troops and cases per hour)
  - Example: 100 cases per hour or 6 troops per hour
- Check SU's assigned – contact your council about any errors
  - If a SU is assigned to your cupboard any troop in that SU can place a planned order for pick-up

## Cupboards

- Navigate to My Cupboard>Cupboards
- Click the pencil to edit cupboard

### Manage Cupboards

Drag a column header here to group by that column

<input type="checkbox"/>	Active	Cupboard Name	City	First Name	Last Name	Email	
<input type="checkbox"/>		Q		Q	Q	Q	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Corrigan Warehouse		Eddie	Greenman	egreenman@aol.com	

- Scroll to bottom of page to add cupboard times
- Unit of Measure can be changed here
- Click on Date and select date from calendar
- Select start and end times
- Click Add Time
- Click Save
- Times can be removed by clicking the x next to the entry

### Edit Cupboard

#### Planned Order Details

Planned Order UoM:

Cases

#### Available Times

Date Start End Add Time

07:00 AM 07:00 AM

Date	Start	End	
10/26/2023	10:00 AM	11:00 AM	
10/26/2023	11:00 AM	12:00 PM	
10/26/2023	12:00 PM	1:00 PM	
10/26/2023	1:00 PM	2:00 PM	

Save Cancel

## Emails

Cupboard Managers can use the Smart Cookies Email system to send emails to the troops as needed

- Click on My Cupboard>Emails
- Click Add New Email

### Manage Emails

Eastern Standard Time

Drag a column header here to group by that column

BulkmailID	Subject	Sent Date
136	Booth Sale Confirmation	8/28/2023 9:10:00 A...

Add New Email

- Select Users (Service Unit, Troop, Cupboard)
- Select District (if used), Service Unit(s), Troop(s)
- Enter Subject and body text
- Click Send to send immediately
- Click Save to save to send at a later date

### Add Email

Troop Users in Anne's District

SU320 SU111  
SU113

113 1132  
1135 1162  
3394

Subject\*

Message\*

Save Send Cancel



# Orders

## Manage Orders

Use the Manage Orders Screen to quickly see planned orders for your cupboard

The screenshot displays the 'Manage Orders' interface. At the top, there are four summary cards for different order statuses: **PLANNED** (52 cases, \$3,744), **ORDERED** (318 cases, \$22,896), **SOLD** (105 cases, \$7,560), and **ONHAND** (213 cases, \$15,336). Below these cards is a filter bar with options like 'ALL', 'INITIAL ORDER', 'PLANNED', 'RESTOCK', 'TRANSFER', 'DAMAGED', 'COOKIE SHARE', 'DIRECT SHIP', and 'CS DONATION'. A search bar is also present. The main section shows '2 Results' with a table of order details.

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PRP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
9/13/2023	4	PLANNED	4236	Corrigan Warehouse	0	60	60	60	60	60	60	60	0	0	SAVED	420	2520.00
9/13/2023	5	PLANNED	6885	Corrigan Warehouse	0	12	24	24	24	24	24	24	24	24	SAVED	204	1224.00

- Click on Orders>Manage Orders
- Planned: all planned orders for your cupboard
- Ordered: initial orders, transfers into cupboard, Damage Orders
- Sold: all cases transferred to troops or cupboards or donated (council entry)
- On Hand: equals ordered minus sold (rounded)
- Click on Show transactions in each box to quickly display transactions

You can also select the filters shown (All, Initial Orders, Planned, Restock, Transfer, Damaged) to see orders affecting your cupboard. If you choose transfer, you must indicate what transfers to view (Troop to Cupboard, Cupboard to Troop or Cupboard to Cupboard).

Once the orders you want to see are displayed you can sort by date, troop number or export to excel.

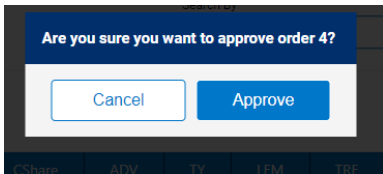
## Edit, Delete or Approve Planned Orders

2 Results

From:  To:    Cases  Packages  Cases/Packages

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$	
9/13/2023	4	PLANNED	4236	Corrigan Warehouse	0	5	5	5	5	5	5	5	0	0	SAVED	35	2520.00	
9/13/2023	5	PLANNED	6885	Corrigan Warehouse	0	1	2	2	2	2	2	2	2	2	S			<input type="button" value="Edit Order"/> <input type="button" value="Delete Order"/> <input type="button" value="Approve Order"/>

- Click on the ellipsis at the end of the row to make a selection to Edit , Delete or Approve Order.
- If you choose to approve order, confirm the approval by clicking the approve button on the pop-up. The order will be converted to a Cupboard to Troop (C2T) transfer and troop will receive email confirmation.



- If you choose to edit the order the order will open. Edit the number of cases as needed and click save. Once the order has been saved, you can approve the order as above.

TYPE OF TRANSFER:  
Cupboard to Cupboard

From: SERVICE UNIT CUPBOARD Corrigan Warehouse Master Cupboard  
Quantity: -318 Cases Contact: Eddie Greenman | egreenman@aol.com

To: SERVICE UNIT CUPBOARD Corrigan Warehouse  
Quantity: 196 Cases Contact: Eddie Greenman | egreenman@aol.com

LAST EDITED: Anne Lauzier ON: September 13, 2023

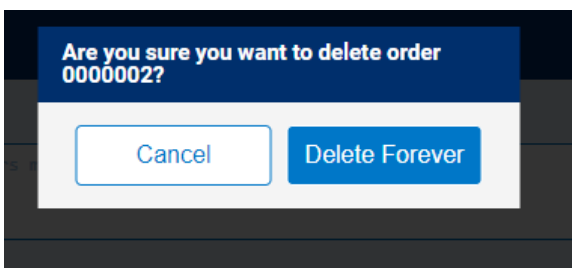
Clear Quantities

			CASES
	Adventurefuls	\$6,640.00	<input type="text" value="120"/>
	Toast-Yay	\$1,440.00	<input type="text" value="20"/>
	Lemonades	\$1,080.00	<input type="text" value="15"/>
	Trefoil	\$3,384.00	<input type="text" value="47"/>

Order Notes  
type here (250 Characters max)

MBX ticket number

If you choose to delete the order, the order will open. Scroll to the bottom and click delete order, confirm by clicking Delete Forever.



## Transfer Order

Cupboard managers can (based on council permissions) create cupboard to troop, troop to cupboard or cupboard to cupboard transfer orders.

The screenshot shows the 'Transfer Order' form with the following details:

- Title:** Transfer Order (Eastern Standard Time)
- TYPE OF TRANSFER:** Cupboard to Troop
- From:** SERVICE UNIT: CUPBOARD Corrigan Warehouse
- Quantity:** 196 Cases
- Contact:** Eddie Greenman | | egreenman@aol.com
- To:** SERVICE UNIT: (empty), TROOP: (dropdown menu)
- Reset** button
- Footer:** LAST EDITED: N/A ON: N/A

- Click on Orders>Transfer Order
- Select Type of Transfer (shown cupboard to troop)
- Your Cupboard will default in the from field
- Select a troop by clicking on the drop down arrow
- Click Apply
- Enter the transfer order in appropriate unit of measure as set by your council
- Enter any notes or receipt numbers as directed
- Click Save
- Inventory will immediately transfer to the troop and the troop will receive an email.

The screenshot shows a table of items and their quantities, followed by form fields for notes and receipt numbers.

	Thin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>
	Caramel deLites	\$360.00	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$360.00	<input type="text" value="5"/>
	Caramel Chocolate Chip	\$288.00	<input type="text" value="4"/>
<b>Totals</b>		<b>\$1,368.00</b>	<b>19</b>

**Order Notes**

**Receipt Number**

**Save**

- To create a troop to Cupboard Order
- Select Troop to cupboard transfer
- Select troop in From Section – your cupboard will default as To entity
- Enter cases by variety.
- Click Save
- Troop will receive an email confirmation of transfer to the cupboard

## Planned Order

Based on council permissions, cupboards may create a planned order for their cupboard or a troop.

Planned Order  
Eastern Standard Time

Planned Order for:  
Select a Cupboard or Troop

CUPBOARD TROOP

Search Search

Corrigan Warehouse

2182  
4236  
4916  
6885

OR

- Navigate to Orders>Planned Order
- Select Cupboard or Troop for order
- Select Cupboard, Date and Time
- Enter quantities by variety
- Click Save
- Cupboard Managers can immediately approve a troop planned order from this screen.
- Cupboard Planned Orders will require Council approval.

Planned Order for:  
Select a Cupboard or Troop

TROOP 2182

Name: Bette Miller Phone: (unavailable) Email: bmiller@aol.com

Pick up from:

CUPBOARD DATE TIME

Corrigan Warehouse

173 Main St  
Unavallable, MI, 49015

October  
Thu 26 Fri 27

Continue

Clear Quantities

		CASES
Adventurefuls	\$0.00	0
Toast-Yay	\$0.00	0
Lemonades	\$0.00	0
Trefoil	\$0.00	0
Thin Mints	\$0.00	0
Peanut Butter Patties	\$360.00	5
Caramel deLites	\$360.00	5
Peanut Butter Sandwich	\$360.00	5
Caramel Chocolate Chip	\$360.00	5
<b>Totals</b>	<b>\$1,440.00</b>	<b>20</b>

Order Notes  
Type here (250 Characters max)

Print Receipt

Save Approve

## Damage Order

Based on council permissions, cupboards can enter a damage order. By creating a damage order, the cupboard inventory will be reduced and the total damages can be tracked for the council to claim at the end of each year.

- Navigate to Orders>Damage Order
- Your cupboard is the default
- Enter number of packages damaged
- Click Save

MADE BY REC. BAKERS

### Damaged Order

Eastern Standard Time




Select a Cupboard or Troop

CUPBOARD Corrigan Warehouse

Address: 123 Main St, Battle Creek, MI, 49015

LAST EDITED: N/A ON: N/A ⓘ

Clear Quantities

			PACKAGES
	Adventurefuls	\$0.00	<input type="text" value="0"/>
	Toast-Yay	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>

# Reports

Cupboard users have access to both current year and archive reports based on council settings.

## Current Reports

- Navigate to Reports>Current
- Select Category
- Select Report
- Click Go to Report

### Reports

#### Report Categories

Orders  
Inventory & Delivery

#### Reports

Cupboard Activity Summary  
Cupboard Demand Detail  
Cupboard Initial Order  
Cupboard Inventory  
Cupboard Restock  
Planned Order Report  
Planned Order Report w/Signature  
SU Sort - Cupboard Activity Summary  
Transfer Order

[Preview It](#)  
[Report Info](#)

[Add to Favorites](#) [Go To Report](#)

- Enter criteria for report – your council and cupboard will be auto-populated
- Recommended view for most reports – PDF
- Click View Report

### Report Criteria

#### Planned Order Report w/Signature

Council:

District:

ServiceUnit:

Troop:

Unit Of Measure:

Cupboard:

Begin Date:

End Date:

Select View Type:

[Go to Report Listings](#) [Reset](#) [View Report](#)

Page: 1  
Date: 9/20/2023 4:48:28 PM

**ABC Smart Cookies  
Planned Order Summary W/Signature**

**Diamonds of Arkansas, Oklahoma and Texas - UAT DigBiz**  
Council - Diamonds of Arkansas, Oklahoma and Texas - UAT DigBiz; Cupboard - Corrigan Warehouse;

Troop	Troop Ct Name	Troop Ct No	Service Unit	Pickup Date	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Total
Cupboard	Troop Email			Pickup Time	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases
<b>Corrigan Warehouse</b>														
4236	Jeanne Mahoney		SU 416	10/25/23	5	5	5	5	5	5	5	0	0	35
	OrderID : 4	Cheeks53@aol.com		02:00 PM - 03:00 PM										
Signature _____														
4916	Beatrice Johnson		SU 416	10/25/23	0	0	0	0	5	5	0	0	0	10
	OrderID : 6	bjohnson@aol.com		02:00 PM - 03:00 PM										
Signature _____														
2182	Bette Miller		SU 212	10/25/23	0	0	0	0	0	5	5	5	5	20
	OrderID : 7	bmiller@aol.com		03:00 PM - 04:00 PM										
Signature _____														
<b>Corrigan Warehouse Totals:</b>					5	5	5	5	10	15	10	5	5	65
<b>Grand Total</b>					5	5	5	5	10	15	10	5	5	65

## Reports and When To Use Them

### Weekly Management

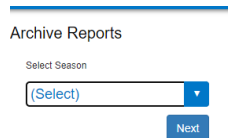
- Complete a physical inventory count and compare to the Cupboard Inventory Report in Smart Cookies
- Take corrective action if totals do not match. Be sure to check these common issues:
  - Planned order was not picked up or approved.
  - Walk-in transfer was not created for a troop that picked up.
  - A planned order was changed at the time of pick-up and not edited before saving.

### Planned Order Report with Signature

- This report will show all planned orders scheduled for your cupboard. This can be run for a single day or as needed.
- Cupboards should have troops sign this report once they've counted their cookies at pick up.

### Archive Reports

- Navigate to Reports>Archived Reports
- Select Year to Review
- Select Reports as above



Archive Reports

Select Season

(Select) ▼

Next