



girl scouts
of southeastern
new england



Smart+ Cookies™
POWERED BY ABC BAKERS

ABC Smart Cookies

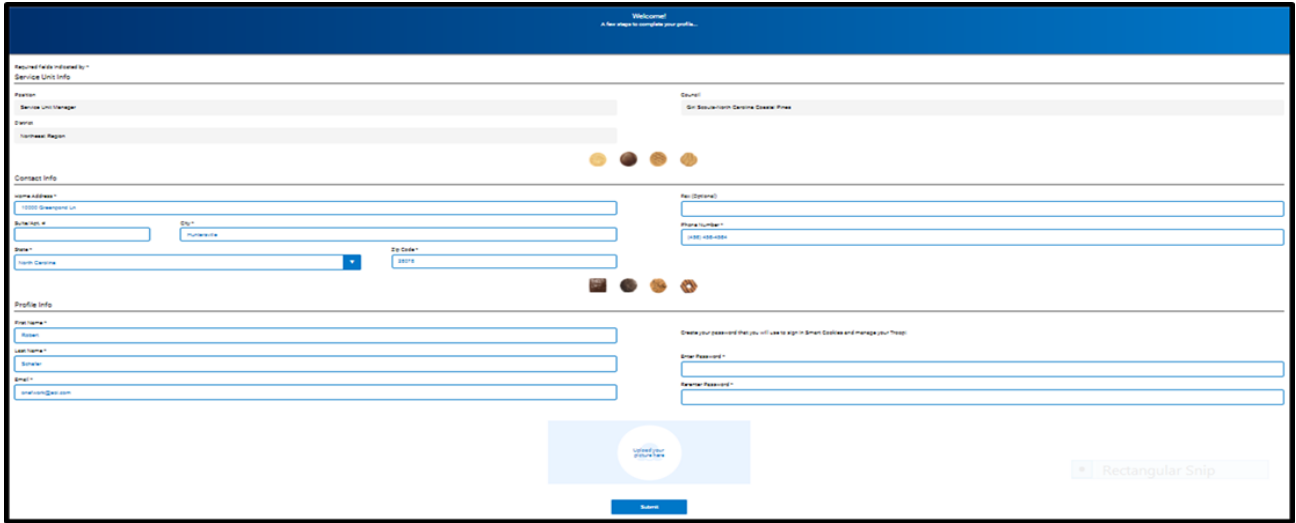
Start Up Guide for Service Unit

Product Sales Coordinators

Registration with Smart Cookies

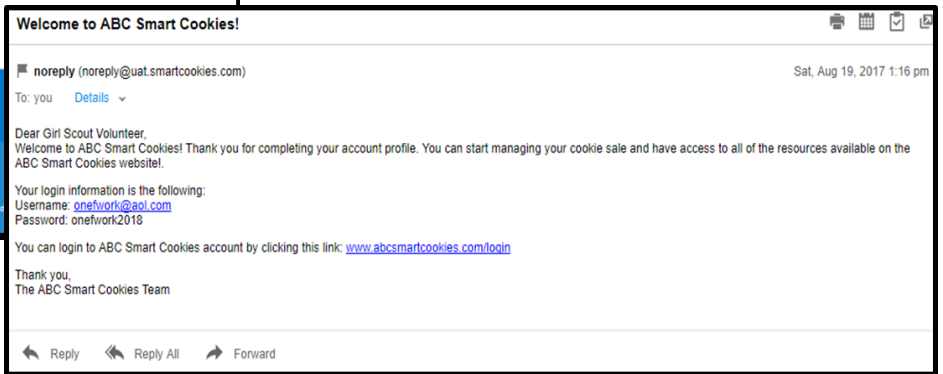
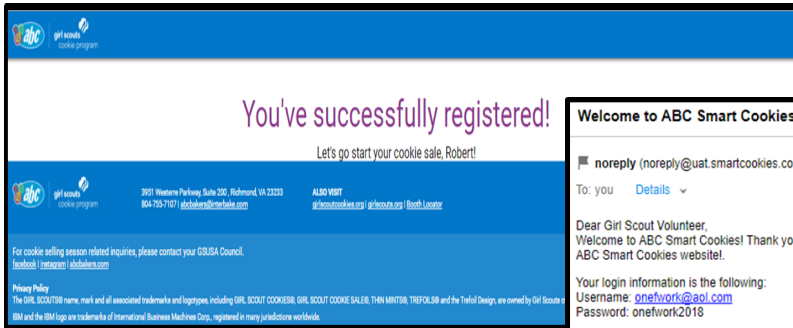
Step 1: Volunteers will receive an email with the link to access their user registration page.

Step 2: Complete the Volunteer Registration. Complete the open/mandatory fields, including desired password in the registration form. There is an option to upload a profile picture.

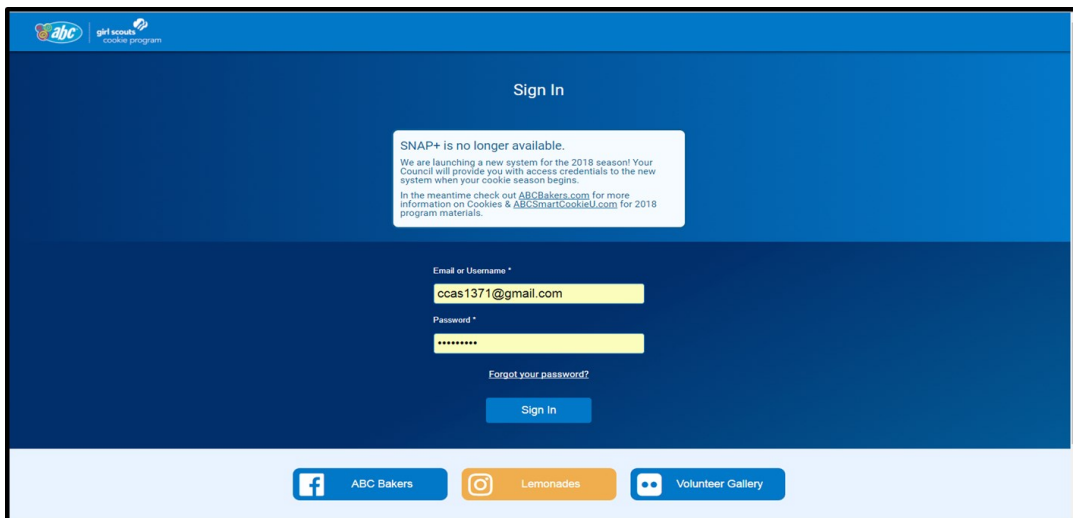


The screenshot shows a registration form titled "Welcome!" with the subtitle "A few steps to complete your profile...". The form is divided into several sections: "Personal Info" with fields for Name, Email, and Phone; "Contact Info" with fields for Home Address, City, State (a dropdown menu), Zip Code, and Home Phone; and "Profile Info" with fields for First Name, Last Name, Email, and Password. There are also fields for "New Password" and "Repeat Password". A "Sign Up" button is at the bottom. A "Rectangular Snip" button is visible in the bottom right corner.

Step 3: Volunteer registration confirmation. You will receive on-screen confirmation that registration has been completed. Email confirmation will be sent with your login credentials confirmed. Please retain this email for future reference in case you forget your user name or password.



Step 4: Log on to www.abcsmartcookies.com and enter your username and password.



The screenshot shows the "Sign In" page. It features a notification box stating "SNAP+ is no longer available." and "We are launching a new system for the 2018 season! Your Council will provide you with access credentials to the new system when your cookie season begins." Below the notification are input fields for "Email or Username" (containing ccas1371@gmail.com) and "Password". There is a "Forgot your password?" link and a "Sign In" button. At the bottom, there are social media links for ABC Bakers, Lemonades, and Volunteer Gallery.

Verify Service Unit Info

Smart+ Cookies™
POWERED BY ABC BAKERS

Dashboard Orders Booth Delivery Recognitions Finances Reports My Service Unit Tips & Tools Cookies Media Help

Last Updated 5:33PM 10/10/2017

Service Unit Dashboard

PER GIRL AVERAGE (Packages per Girl Selling)	INITIAL ORDER/TRANSFERS SOLD (Cases)	COOKIE SHARE SOLD (Cases)	DIRECT SHIP SOLD (Cases)	TOTAL SOLD (Cases)
This Season: 0.00 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00
Last Season: 0.00 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00

- View Service Unit Info
- Cupboards
- Girls
- Troops
- User Management
- Messages
- Emails
- Tasks
- Important Dates

- Check that the information listed is accurate.
- This address is important for the delivery of recognitions at the end of the sale.
- Please ensure that all addresses have been corrected and update during the sale if needed.
- Click Update Information when complete.

Service Unit Information

SU Name: **Lemonade SU**

Proceed Plan: **No Plan Selected**

FirstName*: **Connor**

Last Name*: **Smith**

Email*: **catherine.smith@interbake.com**

Address 1: **1900 Cookie Lane**

Address 2:

City: **Midlothian**

State: **VIRGINIA**

Zip: **23112**

Phone: **8046148700**

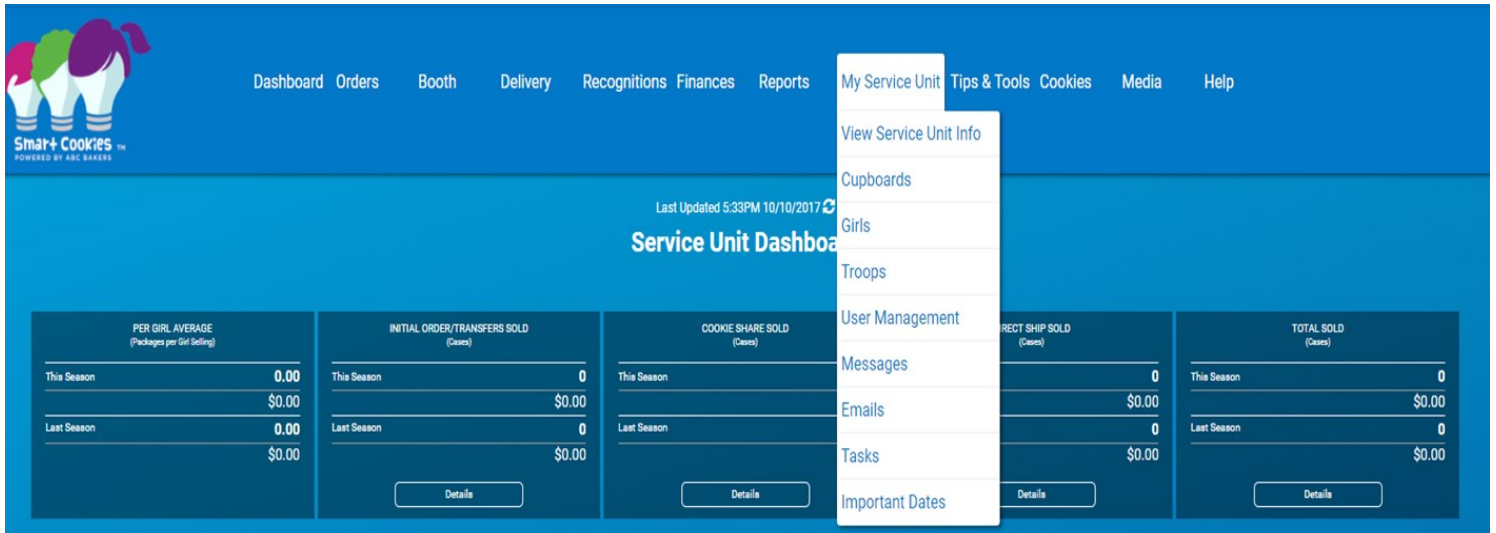
Fax:

Mobile:

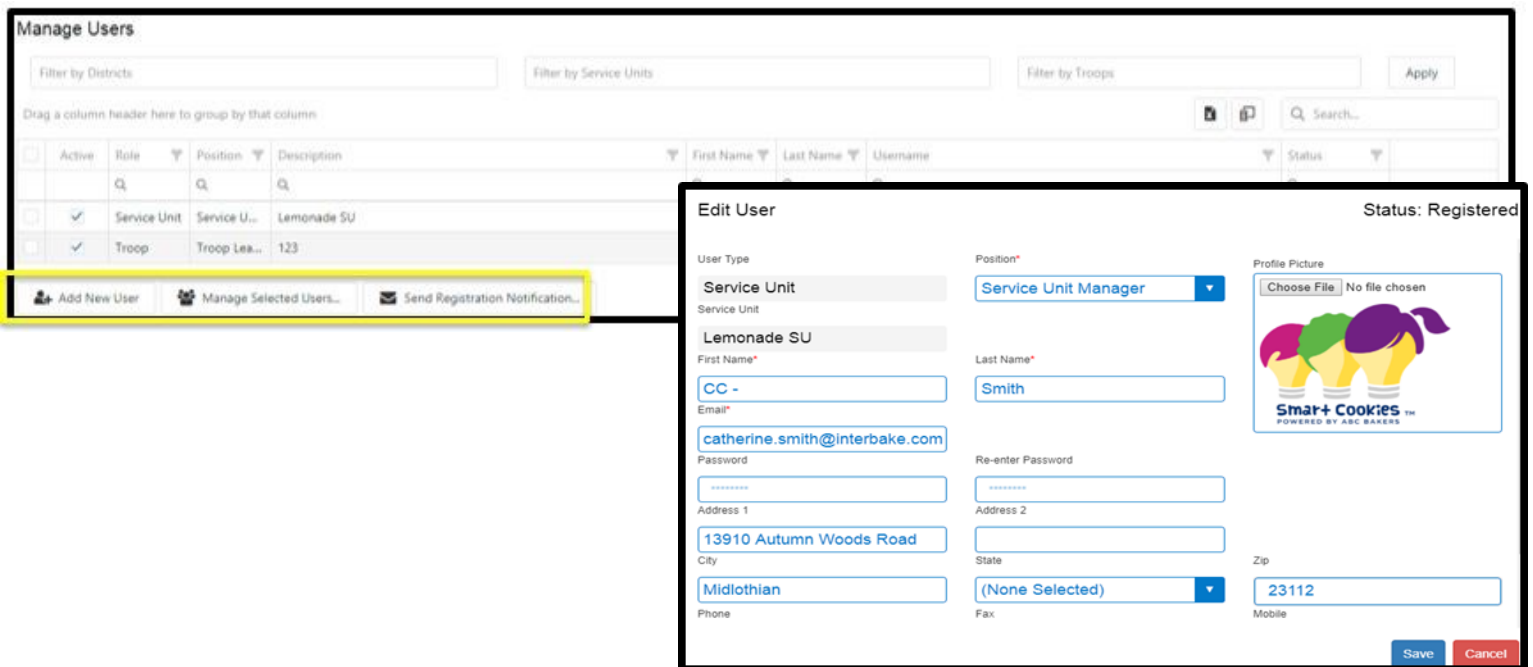
Troops Assigned: **123**

Update Information

Verify User Management Info



As PSC, you will have permission to manage users. This includes adding, editing, and deleting user accounts.



The Manage Users screen provides

- The role of each user
- Their position within the role
- Their name
- Their username (which is their email address)
- The status if they are registered or if they are pending registration or notification. If necessary, utilize the Send Registration Notification option for those who are still in a pending status
- You can edit the individual users, add new Users.

Verify Cupboard, Troops and Girls Information

Smart Cookies
POWERED BY ABC SCHOOLS

Dashboard Orders Booth Delivery Recognitions Finances Reports My Service Unit Tips & Tools Cookies Media Help

Last Updated 5:33PM 10/10/2018

Service Unit Dashboard

PER GIRL AVERAGE (Packages per Girl Selling)	INITIAL ORDER/TRANSFERS SOLD (Cases)	COOKIE SHARE SOLD (Cases)	DIRECT SHIP SOLD (Cases)	TOTAL SOLD (Cases)
This Season: 0.00 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00	This Season: 0 \$0.00
Last Season: 0.00 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00	Last Season: 0 \$0.00

My Service Unit dropdown menu items: View Service Unit Info, Cupboards, Girls, Troops, User Management, Messages, Emails, Tasks, Important Dates

Council will do the initial upload of troops and girls. After the initial upload, PSCs will have the ability to add troops. PSCs can also edit their cupboard information and edit cupboard times for planned order pickups.

Manage Troops

Drag a column header here to group by that column

Active	District	Service Unit	Troop	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Midlothian District	Lemonade SU				

Buttons: Add New Troop, Manage Archive Links, Export Archive Links

Troop Information

Girls Active: 5
Troop Number: 123
Level: Daisy
Service Unit: Lemonade SU

Proceed Plan: Main Proceed Plan - All Troops
Main Recognition Plan: Main Recognition Plan - All Troops
Troop Recognition Plan: (None available)

Buttons: Save, Close

Manage Cupboards

Drag a column header here to group by that column

Active	Cupboard Name	City	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Cathy's Cupboard	Warsaw	Cathy		

Available Times

Date: 1/2/2018
Start: 07:00 AM
End: 07:00 AM
Add Time

Date	Start	End	
1/2/2018	1:00 PM	2:00 PM	X
1/2/2018	11:00 AM	12:00 PM	X
1/2/2018	12:00 PM	1:00 PM	X
1/2/2018	2:00 PM	3:00 PM	X
1/2/2018	3:00 PM	4:00 PM	X

Please contact council before January 19th to resolve any discrepancies in Troop rosters. A girl may NOT be removed just because she is not participating in the cookie sale.

Initial Orders

The screenshot displays the 'Service Unit Dashboard' with a navigation menu at the top. The main content area is divided into several sections. A yellow box highlights the 'Action Items' section, which lists 'Troops with no Initial Order' with a count of 1. A yellow arrow points from this link to a detailed view of the 'Troops with no Initial Order' report, which includes a table of troop information and an 'Export to Excel' button.

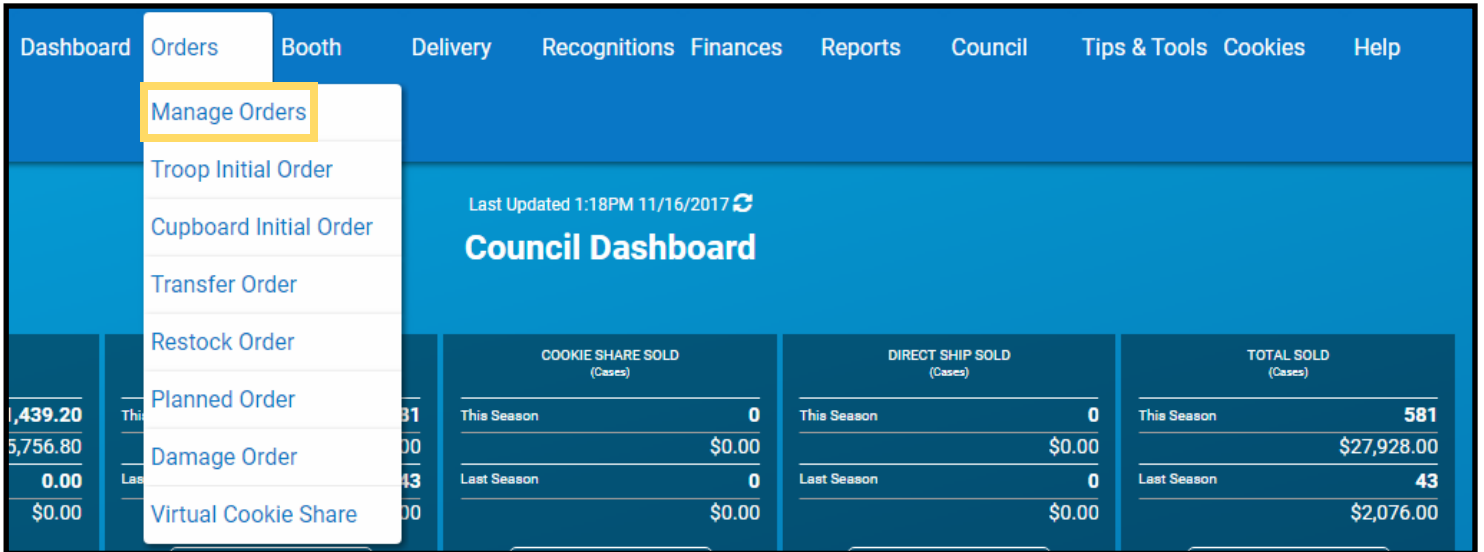
- To quickly find Troops with no initial orders, click on the troop with no initial orders link.
- A list of Troops who have not placed orders will generate and you can use email within Smart Cookies to send them a message or contact them by phone or email.
- This report easily exports to excel.

The screenshot displays the 'Manage Orders' page. The top section shows a summary of orders by status: PLANNED (0 cases, \$0), ORDERED (593 cases, \$35,620), SOLD (462 cases, \$27,775), and ONHAND (130 cases, \$7,845). Below the summary is a table of 3 results for initial orders. The table columns include DATE, ORDER #, TYPE, TO, FROM, CShare, TAL, SMR, LEM, SB, TM, PBP, CD, PBS, GFT, STATUS, TOTAL, and TOTAL \$. The table shows three rows of data for initial orders placed on 9/24/2017. At the bottom of the table, there are buttons for 'Edit Order', 'Delete Order', and 'Submit Order'.

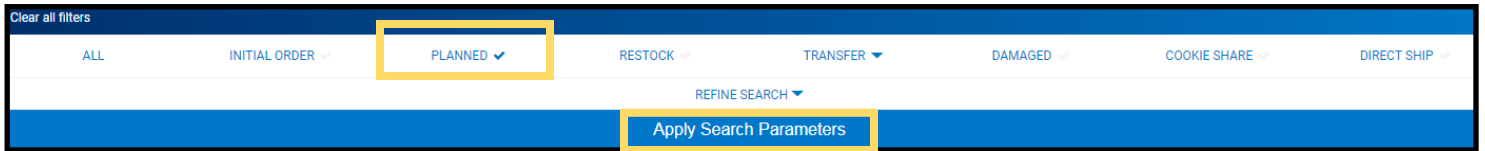
- Once all troop orders are in, go to the Orders tab, click Manage Orders
- Click on Initial Order and click apply search parameters
- Under the action box, select submit all orders
- Click apply to submit all orders to the council
- The status will change from Saved to S (Submitted at the SU level)
- You can also submit each order individually by clicking on the hamburger menu at the end of the manage orders grid (three dots) and click submit order

Planned Orders

The Planned Order process allows Troops to place orders ahead of scheduled Cupboard pick up days so that they can obtain additional cookies for Girl sales and booth events. Troops must submit their planned orders no later than 7am on Mondays. PSCs must then email what they need for a re-order no later than 10am on Mondays.



To view a troop's planned orders, select "Manage Order" from the Orders tab



Check the "Planned" search filter, then click "Apply Search Parameters"

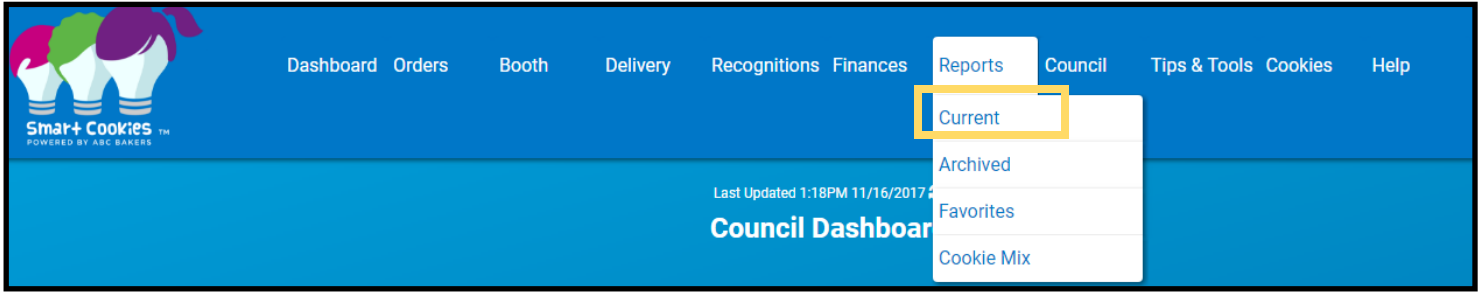
DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PRP	CD	PRS	GET	STAT
11/11/2017	82	PLANNED	456	Connie Fred	0	2/0	0	0	2/0	0					
11/11/2017	83	PLANNED	456	Cathy's Cupboard	0	2/0	4/0	2/0	2/0	2/0	2/0	2/0	2/0	0	SAV

The screenshot shows a table of planned orders. The 'Planned' filter is selected. The table has columns for DATE, ORDER #, TYPE, TO, FROM, CShare, TAL, SMR, LEM, SB, TM, PRP, CD, PRS, GET, and STAT. The first row shows order #82 for Connie Fred, and the second row shows order #83 for Cathy's Cupboard. The 'STAT' column for the second row shows 'SAV'. A dropdown menu is open for the second row, showing options: Edit Order, Delete Order, Approve Order, and a three-dot menu icon.

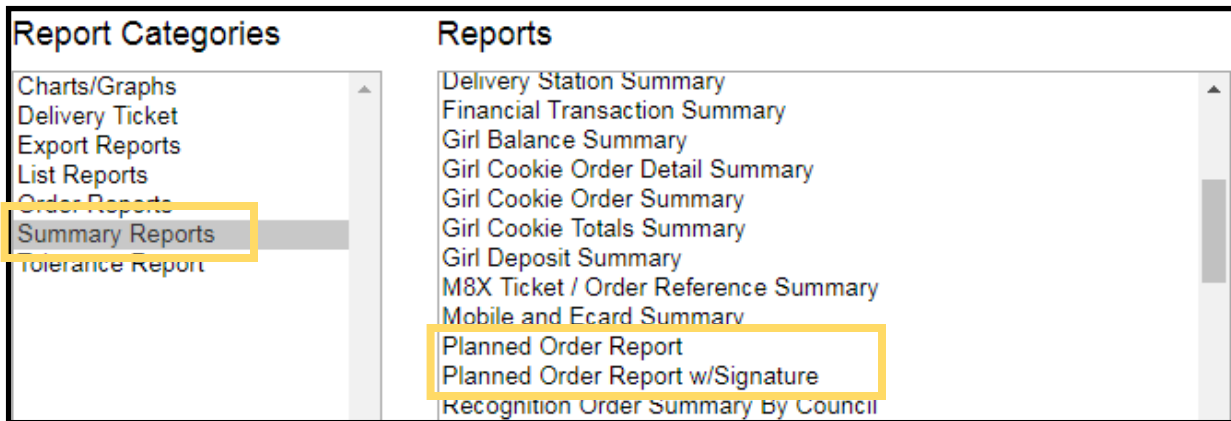
You will then see all of your Service Unit's planned orders. You can display the orders by cases, packages, or both. By clicking the three dots on the far right, you can view additional options:

- Edit order: You can edit the pickup day/time or how many cases/packages the troop is picking up. For example, if a troop arrives and needs more or less than their planned order, you can edit it before approving.
- Delete order: You can delete a planned order if it is no longer needed. If a troop fails to pick up their planned order, you can delete the order so you know that product is no longer needed and is available to other troops.
- Approve order: Once a troop has picked up their planned order, click "Approve Order". **This will automatically transfer all of the packages/cases from the cupboard to the troop.**

Planned Order Report



You can pull a report of all the planned orders submitted by troops in your service unit. Go to the “Reports” tab and click “Current”.



Select “Summary Reports” and then “Planned Order Report” or “planned Order Report w/ Signature.” Then click “Go to Report”

ServiceUnit	Cathy Test
Troop	All
Cupboard	All
Begin Date	
End Date	
Unit Of Measure	Cases/Packages
Select View Type	PDF

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

Select your report parameters. You can view planned orders for all the troops in your service unit or a specific troop. We recommend selecting Cases/Packages as your Unit of Measure as troops can order by the package from the cupboard. All orders sent to council must be in full cases. Once you have set your report parameters, select “View Report”. Your report will include the troop number, leader, email, their desired pickup date and time, and the cases/packages in their order.

Smart Booth Divider

The screenshot shows the 'Smart Booth Divider' interface. At the top, there is a navigation bar with 'Booth' selected, which has opened a dropdown menu. The menu items are 'Schedule Booths', 'My Reservations' (highlighted with a yellow box), 'Troop Secured Booths', and 'About Booth Sales'. Below the navigation bar, there are three checkboxes: 'Show Confirmed Reservations', 'Show Pending or Denied Reservations', and 'Booths left to distribute'. The main content area features a table with the following columns: STORE, ADDRESS, CITY, ZIP CODE, DATE, TIME, PREMIUM, TYPE, STATUS, QTY SOLD, and TOTAL \$. Two rows are visible: Walmart (123 Walmart Way, Midlothian, 23112, Oct 13, 12:30 PM - 03:00 PM, LOTTERY, WIN, 250, 1000) and Costco (1401 Mall Drive, Midlothian, 23112, Dec 09, 10:00 AM - 12:30 PM, LOTTERY). A yellow box highlights the action buttons for the Costco row: 'Booth Details', 'Smart Booth Divider', and 'Remove Reservation'.

- Volunteers can divide the packages sold from the Booth sales evenly to the girls who attend those events by using the Smart Booth Divider.
- The Smart Booth Divider automatically creates Troop to Girl transfers, credit of any Cookie Share sales and it credits the Girls towards their reward programs.

Transfers: Packages v. Booth Packages

The screenshot shows the 'Transfer Order' interface. At the top, there is a navigation bar with 'Booth' selected, which has opened a dropdown menu. The menu items are 'Manage Orders', 'Troop Initial Order', 'Transfer Order' (highlighted with a yellow box), 'Planned Order', 'Damage Order', and 'Virtual Cookie Share'. Below the navigation bar, there is a form for 'TYPE OF TRANSFER' with 'Troop to Troop' selected. The form includes fields for 'From' and 'To', both labeled 'SERVICE UNIT' and 'TROOP'. Below the form, there is a table with two columns: 'PACKAGES' and 'BOOTH PACKAGES'. The table lists various items with their prices and quantities. The items are: Thanks-A-Lot (\$0.00), Cookies (\$0.00), Lemonades (\$0.00), Shortbread (\$0.00), Thin Mints (\$0.00), Peanut Butter Patties (\$0.00), Caramel deLites (\$0.00), Peanut Butter Sandwich (\$0.00), and Gluten Free Fries (\$0.00). The total is \$0.00. The 'PACKAGES' and 'BOOTH PACKAGES' columns have input fields for each item, with a '0' in each field. A yellow box highlights the 'PACKAGES' column and another yellow box highlights the 'BOOTH PACKAGES' column. At the bottom, there is an 'Order Notes' field and a 'Save' button.

- A volunteer can use the transfer screen for a basic transfer from Troop to Girl by using the packages column OR the volunteer can transfer packages to each girl individually from any booth sale by using the booth packages column (if NOT using the Smart Booth Divider)
- The Package column provides the girl the package credit with the financial responsibility of those packages sold.
- The Booth Package column provides the girl the package credit without the financial responsibility of those packages sold.

Transfers: Regular v. Smart Booth Divider

The screenshot displays the 'Manage Orders' screen. At the top, a navigation bar includes 'Dashboard', 'Orders', 'Booth', 'Recognitions', 'Finances', 'Reports', 'My Service Unit', 'Tips & Tools', 'Cookies', 'Media', and 'Help'. The 'Orders' menu is expanded, showing options: 'Manage Orders', 'Troop Initial Order', 'Transfer Order', 'Planned Order', 'Damage Order', and 'Virtual Cookie Share'. The main content area is divided into three summary cards: 'PLANNED' (Total Value: \$0), 'ORDERED' (Total Value: \$0), and 'SOLD' (Total Value: \$0). Below these are filter tabs: 'ALL', 'INITIAL ORDER', 'PLANNED', 'REORDER', 'TRANSFER', 'DAMAGED', 'COOKIE SHARE', and 'DIRECT SHIP'. A search bar contains 'All' and an 'Apply Search Parameters' button. The results section shows '12 Results' with a date range filter and radio buttons for 'Cases', 'Packages', and 'Cases/Packages'. A table lists 12 orders with columns for DATE, ORDER #, TYPE, TO, FROM, CShare, and various product codes (TAL, SMR, LEM, SB, TM, PBP, CD, PBS, GFT). The table also includes STATUS, TOTAL, and TOTAL \$ columns. Action buttons like 'Edit Order', 'Delete Order', and 'View Order' are visible next to some rows.

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	STATUS	TOTAL	TOTAL \$
10/12/2017	19	C2T	123	Cookie jar 2	0	144	144	144	144	144	144	144	144	144		1296	5184.00
10/13/2017	20	C2T	123	Cookie jar 2	0	24	24	24	24	24	24	24	24	24			
10/12/2017	14	T2G	Dawn-Daisy Smith	123	0	-15	-15	-15	-15	-15	-15	-15	-15	-15		-135	-540.00
10/12/2017	15	T2G	Debbie-Daisy Smith	123	0	-15	-15	-15	-15	-15	-15	-15	-15	-15		-135	-540.00
10/12/2017	16	T2G	Delilah-Daisy Smith	123	0	-15	-15	-15	-15	-15	-15	-15	-15	-15		-135	-540.00
0/13/2017	21	T2G	Dawn-Daisy Smith	123	0	-5	-5	-5	-5	-5	-5	-5	-5	-5		-45	-180.00
0/13/2017	22	T2G	Debbie-Daisy Smith	123	0	-5	-5	-5	-5	-5	-5	-5	-5	-5		-45	-180.00

Within the Manage Order screen, the Service Unit manager can see all orders created by each Troop

Financial Transactions

The screenshot shows the 'Manage Financial Transactions' interface. The 'Troop Transactions' tab is selected. A table displays two transactions:

Trans...	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #	
0000001	Midlothian ...	Lemonade SU	123	ABC Bank	10/4/2017	Deposit	\$500.00	Booth Sales	
0000002	Midlothian ...	Lemonade SU	123	Cookie Bank	10/9/2017	Deposit	\$750.00	Booth Sales	

At the bottom, there is a link to 'Troop Balance Summary Report'.

Financial transactions can be viewed and the Troop Balance Summary report is available

The screenshot shows the 'Manage Financial Transactions' interface with the 'Girl Transactions' tab selected. A table displays two transactions:

Transacti...	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #	
0000004	Midlothian ...	Lemonade SU	123	Debbie-Daisy Smith	10/9/2017	Cash	\$325.00	Mobile pho...	
0000003	Midlothian ...	Lemonade SU	123	Dawn-Daisy Smith	10/11/2017	Cash	\$175.00	D2D Sales	

A 'Sum: \$500' is displayed at the bottom right of the table. At the bottom, there is a link to 'Girl Balance Summary Report'.

Girl Transactions can be viewed and the Girl Balance Summary Report can be obtained

Reports

The screenshot shows the 'Reports' page on the Smart Cookies website. The navigation bar includes 'Reports', which has a dropdown menu with 'Current' and 'Archived' options. A yellow arrow points from the 'Reports' dropdown to the 'Current' option. Below the header, the page is divided into several sections: 'My 10 Favorite Reports' (a list of reports with red heart icons), 'Popular Reports' (a list of reports), 'Report Categories' (a list of categories like Charts/Graphs, Delivery Ticket, etc.), and a main 'Reports' list. A yellow arrow points from the 'Reports' dropdown to the 'My 10 Favorite Reports' section. Another yellow arrow points from the 'Reports' dropdown to the 'Archive Reports' section on the right. A yellow arrow points from the 'Preview It' link in the main Reports list to a preview window showing a data table. A yellow arrow points from the 'Report Info' link in the main Reports list to a text box that says 'This report shows the orders for all Troops and All Cupboards.' The 'Archive Reports' section has a 'Select Season' dropdown menu and a 'Next' button.

- Current reports are for current season and Archived reports from the last 3 seasons can be obtained.
- Under the Current reports tab, up to 10 reports can be set as favorites
- Click on the desired report in both the Report Categories and Report Field and prior to clicking the Go To Report , click Add to Favorites.
- You can also hover over the “Preview it” option to have it shown or hover over the “Report Info” option and it will provide a description of that report
- For Archived reports, click on the Archive tab under Reports, and select which season, repeat the same steps as instructed with the Current report option.

Recognition Orders

Dashboard Orders Booth Recognitions Finances Reports My Service Unit Tips & Tools Cookies Media Help

Manage Recognition Orders

Last Updated 2:22PM 10/16/2017

Service Unit Dashboard

Manage Recognition Orders

Drag a column header here to group by that column:

<input type="checkbox"/> District	<input type="checkbox"/> Service Unit	<input type="checkbox"/> Troop	<input type="checkbox"/> Rec Order T...	<input type="checkbox"/> Order Da...	<input type="checkbox"/> Order Nu...	<input type="checkbox"/> Status
<input type="checkbox"/> Midlothian District	Lemonade SU	123	Main	10/12/2017	1815	T

Review All Commit All Uncommit All

Once all recognitions are entered and have been reviewed, click the checkbox on the right of each troop and click Commit All at the bottom

Remaining Dashboard Tabs

Dashboard Orders Booth Recognitions Finances Reports My Service Unit

Last Updated 2:22PM 10/16/2017

Service Unit Dashboard

- Tips & Tools
 - Rally Guide
 - Volunteer Success Guide
 - Digital Tools
- Cookies
 - Cookie Line Up
 - Nutritional Facts
- Media
 - Flyers
 - Training Videos
 - Clip Art
- Help

Tips and Tools: Download Rally Guide and Flyers, Determine your Troop Package Goal using the Cookie Calculator

Download the Cupboard Cookie App and Information on using Smart Cookies Direct Ship

Cookies: Cookie descriptions and Nutritional Information is provided

Media: Download Flyers to help the Girls throughout the Season, links to go to ABC Bakers YouTube channel to view tutorial videos on Smart Cookies and ABC Bakers Flickr Art Gallery to download printable artwork

Help: Contact information for both technical and cookie questions