



Smart+ Cookies™
POWERED BY ABC BAKERS

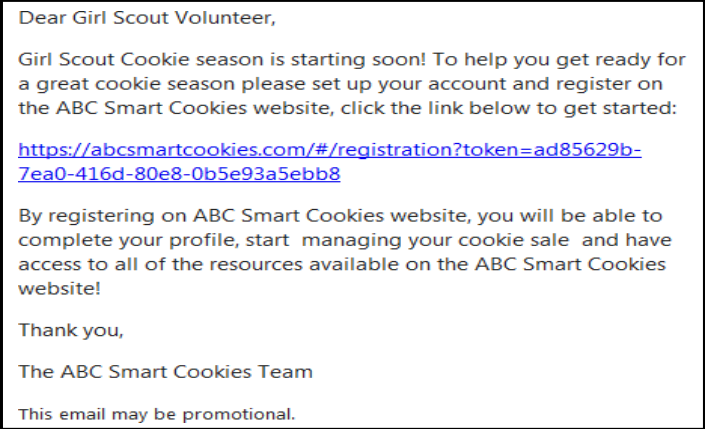
Cupboard User Guide

Contents

Registering for Smart Cookies	3
Log In	4
Switching Roles	5
Dashboard	5
My Cupboard	6
Cupboard Info	6
Cupboards - Editing.....	6
Emails	7
Messages	8
Orders	9
Manage Orders.....	9
Edit, Delete or Approve Planned Orders.....	9
Transfer Order.....	11
Planned Order.....	12
Damage Order	13
Reports	13
Current Reports	13

Registering for Smart Cookies

Your council will upload your information in Smart Cookies and you will receive an email from 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 * <small>Address is required</small> Suite/Apt. # <input type="text"/>	City * <input type="text"/>	State * <input type="text"/>	Zip Code * <input type="text"/>	Fax (Optional) <input type="text"/>	Phone Number * <input type="text"/>
<small>State is required</small>	<small>City is required</small>		<small>Zip code is required</small>		<small>Phone number is required</small>



Profile Info

First Name * 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 * Sammons	
Email * tsamm426@gmail.com	



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

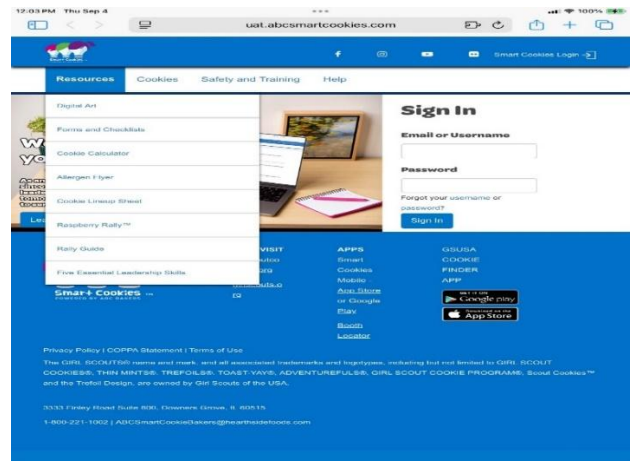
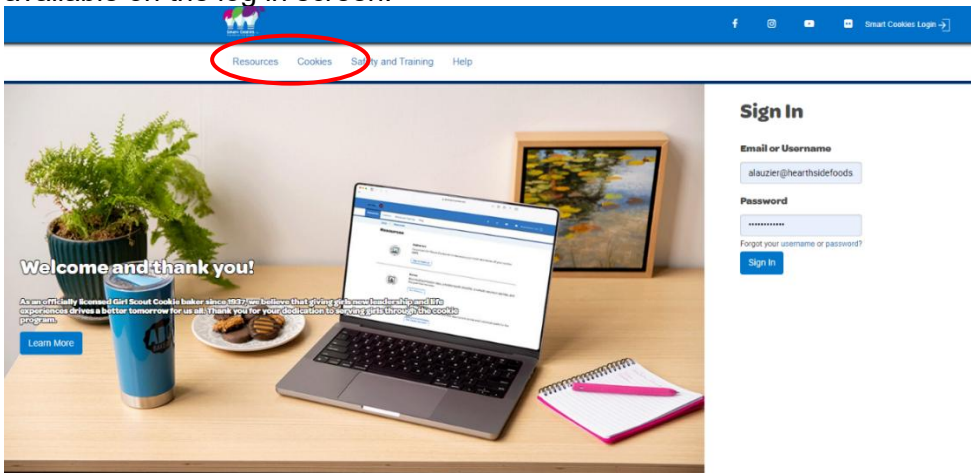
- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

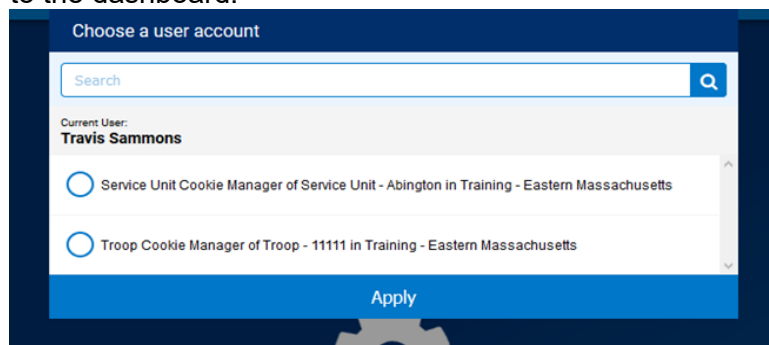
Log In

All users access Smart Cookies via www.abcsmartcookies.com. Resources, Cookie Information, Safety and Training and Help are accessible prior to log in. In order to be sure that Resources and Cookie Information is readily available and to assist with any needed updates during each season, this information will only be available on the log in screen.



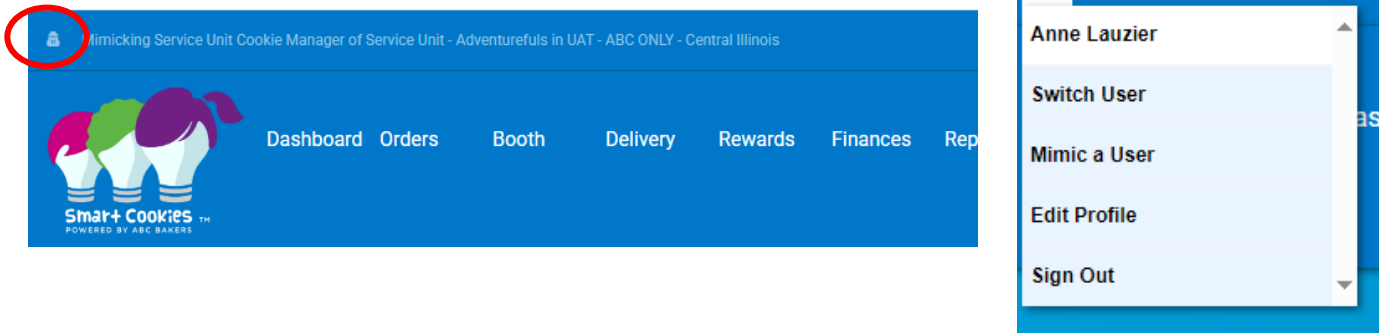
Clicking on Resources will open up a menu of all available items. Clicking on Cookies will open the information on the current cookie line up. Users will be able to access nutritional information as well as allergen information.

- Login with your email and password you created at registration
 - If you forget your password, you can click the Forgot Password Link
 - Users with multiple roles will need to choose your role. Users with one account will go directly to the dashboard.



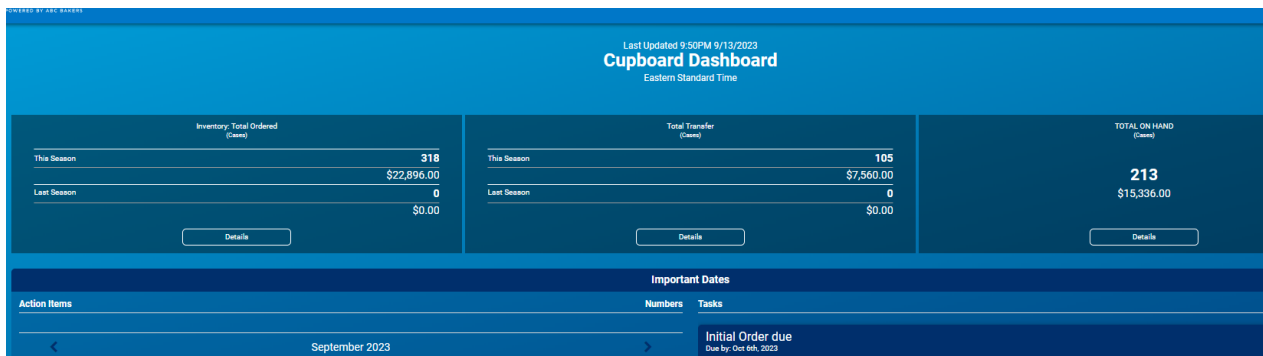
Switching Roles

Click on the small person icon in the upper left corner to switch accounts without logging out. Select the new role as desired.



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
\$190,104 / 1,907	\$0 / 0	\$0 / 0	\$190,104 / 1,907

Cookie Type	Ordered (Cases)	Sold (Cases)	Donated (Cases)	On Hand (Cases)	Sold Last Season (Cases)	% Sold This Season
Adventurefuls	120	0	0	120	0	%
Exploremores	150	0	0	150	0	%
Lemonades	150	0	0	150	0	%
Trefoil	120	0	0	120	0	%
Thin Mints	360	0	0	360	0	%
Peanut Butter Patties	360	0	0	360	0	%
Caramel deLites	360	0	0	360	0	%
Peanut Butter Sandwich	187	0	0	187	0	%
Caramel Chocolate Chip	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

Cupboard Name	Maximum Number of Cases	Delivery Station
Corrigan Warehouse	6000	No Specified Delivery Station
Address 1	Address 2	
123 Main St		
City	State	Zip
Battle Creek	MICHIGAN	49015
Primary Contact		
First Name*	Last Name*	Email
Eddie	Greenman	egreenman@aol.com
Address 1	Address 2	
123 Main St		
City	State	Zip
Battle Creek	MICHIGAN	49015
Phone	Fax	Mobile

Planned Order Details

Planned Order UoM:

Cases

Troop Planned Order Pick-Up Limit

Limit Type

Troop

Limit per hour:

6

Associations

Service Units attached to Cupboard

Adventurefuls
Caramel deLites
Treffois
Peanut Butter Patties

- Edit Planned order details
 - Cases, Packages or Cases/Packages – follow your council instructions
- 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 - Editing

- 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 if desired.
- Add notes for troops who are placing planned orders. Notes could include appointment information or inventory availability.

Notes

Planned Order Details

Planned Order UoM:

Cases ▼

Available Times

Date Start End

07:00 AM ▼

07:00 AM ▼

Add Time

Date	Start	End	
9/10/2025	7:00 AM	8:00 AM	✕

Save

Cancel

- 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

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

Messages

Messages are internal messages that will display on the user dashboard. The user will only be able to see the message when logging into Smart Cookies. To add a new message

- Click Add New Message
- Enter subject and body of message
- Select roles – you are only able to send to troops and cupboards assigned to your service unit
- Indicate priority
- Add auto remove date (not required)
- Click Send Yes or No and Save. If NO is selected the message is saved and you can return at a later date to send.

Orders

Manage Orders

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

Manage Orders
Eastern Standard Time

Category	Cases	Total Value
PLANNED	52	\$3,744
ORDERED	318	\$22,896
SOLD	105	\$7,560
ONHAND	213	\$15,336

Clear all filters

ALL INITIAL ORDER PLANNED RESTOCK TRANSFER DAMAGED COOKIE SHARE DIRECT SHIP CS DONATION

REFINE SEARCH

Apply Search Parameters

2 Results

Search By: All Keyword: []

From: [] To: [] Apply

Cases Packages Cases/Packages

Action: Select Apply

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	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

Search By: All Keyword: []

From: [] To: [] Apply

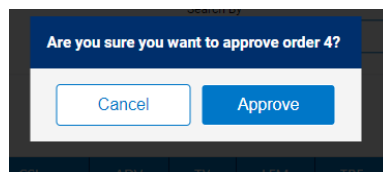
Cases Packages Cases/Packages

Action: Select Apply

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		

Edit Order Delete Order 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. Any approved planned orders that are displayed as C2T (P) indicates the transfer originated as a troop planned order.



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 a web interface for creating a Transfer Order. At the top, it says "Transfer Order" and "Eastern Standard Time". Below that, there's a dropdown menu for "TYPE OF TRANSFER" with "Cupboard to Troop" selected. The "From:" section shows "SERVICE UNIT" and "CUPBOARD Corrigan Warehouse". Below this, it displays "Quantity: 196 Cases" and "Contact: Eddie Greenman | | egreenman@aol.com". The "To:" section has a dropdown menu for "TROOP" and a "Reset" button. At the bottom, there's a red bar with the text "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.

This screenshot shows the item selection and notes section of the Transfer Order form. It features a table with columns for item name, price, and quantity. Below the table is a "Totals" row. Underneath the table are two text input fields: "Order Notes" and "Receipt Number". A "Save" button is located at the bottom.

Thin Mints	\$0.00	0
Peanut Butter Patties	\$0.00	0
Caramel deLites	\$360.00	5
Peanut Butter Sandwich	\$360.00	5
Caramel Chocolate Chip	\$288.00	4
Totals	\$1,368.00	19

- 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.

The screenshot shows the 'Planned Order' interface. At the top, it says 'Planned Order for: Select a Cupboard or Troop'. Below this, there are two search sections: 'CUPBOARD' and 'TROOP'. The 'CUPBOARD' section has a search bar with 'Corrigan Warehouse' entered. The 'TROOP' section has a search bar with '2182' entered. Below the search bars, there are magnifying glass icons and the word 'OR' between the two sections.

- 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.

The screenshot shows the 'Planned Order' interface with more details. At the top, it says 'Planned Order for: Select a Cupboard or Troop'. Below this, there is a dropdown menu for 'TROOP 2182'. Underneath, there is a header with 'Name: Bette Miller', 'Phone: (unavailable)', and 'Email: bmiller@aol.com'. Below this, there is a 'Pick up from:' section with three columns: 'CUPBOARD', 'DATE', and 'TIME'. The 'CUPBOARD' column shows 'Corrigan Warehouse' with a map and address '123 Main St, Unavailable, MI, 49015'. The 'DATE' column shows 'October' with 'Thu 26' and 'Fri 27' selected. The 'TIME' column shows a clock icon. Below this, there is a 'Continue' button. At the bottom, there is a 'Clear Quantities' button and a table of items with their prices and quantities.

Clear Quantities			CASES
	Adventurefuls	\$72.00	<input type="text" value="1"/>
	Exploremores	\$144.00	<input type="text" value="2"/>
	Lemonades	\$360.00	<input type="text" value="5"/>
	Trefoil	\$576.00	<input type="text" value="8"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>

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

			PACKAGES
	Adventurefuls	\$0.00	<input type="text" value="0"/>
	Exploremores	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>
	Trefoil	\$0.00	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>

Reports

Cupboard users have access to both current year and archive reports based on council settings. Navigate to Reports>Archive and select year (prior 3 years) to access archived reports

Current Reports

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

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

Buttons: Add to Favorites, Go To Report, Preview It, Report Info

- 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: Diamonds of Arkansas, Oklahoma and Texas

District: All

ServiceUnit: All

Troop:

Unit Of Measure: Cases

Cupboard: Corrigan Warehouse

Begin Date:

End Date:

Select View Type: PDF

Go to Report Listings Reset

View Report

Page: 1
Date: 3/20/2023 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
Corrigan Warehouse														
4236	Jeanne Mahoney		SU 416	10/26/23	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	10/26/23	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	10/26/23	0	0	0	0	0	5	5	5	5	20
	OrderID : 7	bmiller@aol.com		03:00 PM - 04:00 PM										
Signature _____														
Corrigan Warehouse Totals:					5	5	5	5	10	15	10	5	5	65
Grand Total					5	5	5	5	10	15	10	5	5	65

- Follow council instructions on how to use reports provided in Smart Cookies