Smart Cookies Guide

Cupboard Users

Contents

Registering for Smart Cookies

Your council will upload your information in Smart Cookies and you will receive an email from noreply@abcsmartcookies.com.

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

https://abcsmartcookies.com/#/registration?token=ad85629b-7ea0-416d-80e8-0b5e93a5ebb8

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

This email may be promotional.

- 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 *

Address is required

Suite/Apt. #

City *

City is required

State *

State is required

Zip Code *

Zip code is required

Fax (Optional)

Phone Number *

Phone number is required

Profile Info

First Name *
Travis

Last Name *
Sammons

Email *
tsamm426@gmail.com

Create your password that you will use to sign into Smart Cookies and manage your Service Unit!

Enter Password *

Password is required

Re-enter Password *

Please re-enter your password

Upload your picture here

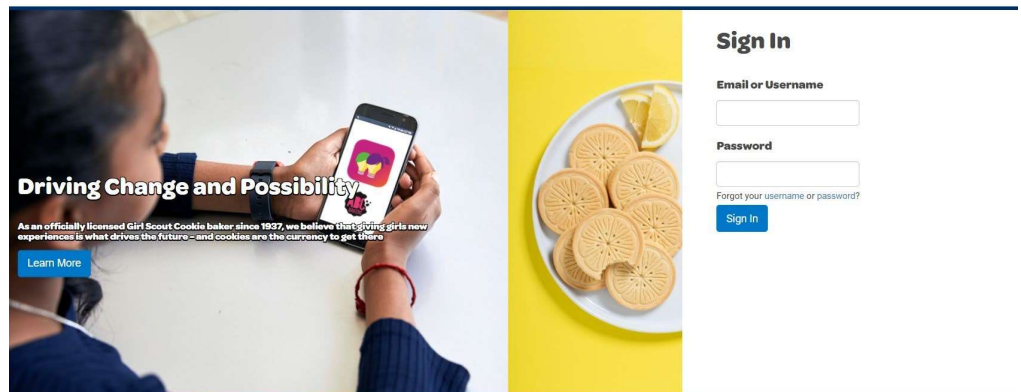By clicking Submit, you are agreeing to the Terms and Conditions

Submit

- 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!

Logging into Smart Cookies

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

- Login with the credentials (user name=email & password) you created in registration

    o If you forget your password you can click the Forgot Password Link
    o 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.
    o 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 show 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

Cupboard Name	Maximum Number of Cases	Delivery Station
Corrigan Warehouse	6000	No Specified Delivery Station

Address 1: 123 Main St   Address 2:

City: Battle Creek   State: MICHIGAN   Zip: 49015

Primary Contact

First Name*: Eddie   Last Name*: Greenman   Email: egreenman@aol.com

Address 1: 123 Main St   Address 2:

City: Battle Creek   State: MICHIGAN   Zip: 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
SU 416
SU 212

- 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

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

Manage Cupboards

	Active	Cupboard Name		City		First Name		Last Name		Email	
		Q		Q		Q		Q		Q	
☐ ▸	✓	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	
	07:00 AM ▾	07:00 AM ▾	Add Time

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

BulkmailID ↓	Subject		Sent Date
Q	Q		Q
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 ✕ ⊗   113 ✕ 1132 ✕
SU113 ✕   1135 ✕ 1162 ✕ ⊗
3394 ✕

✓	Select All
✓	113
✓	1132
✓	1135
✓	1162
✓	3394

Subject*

Message*
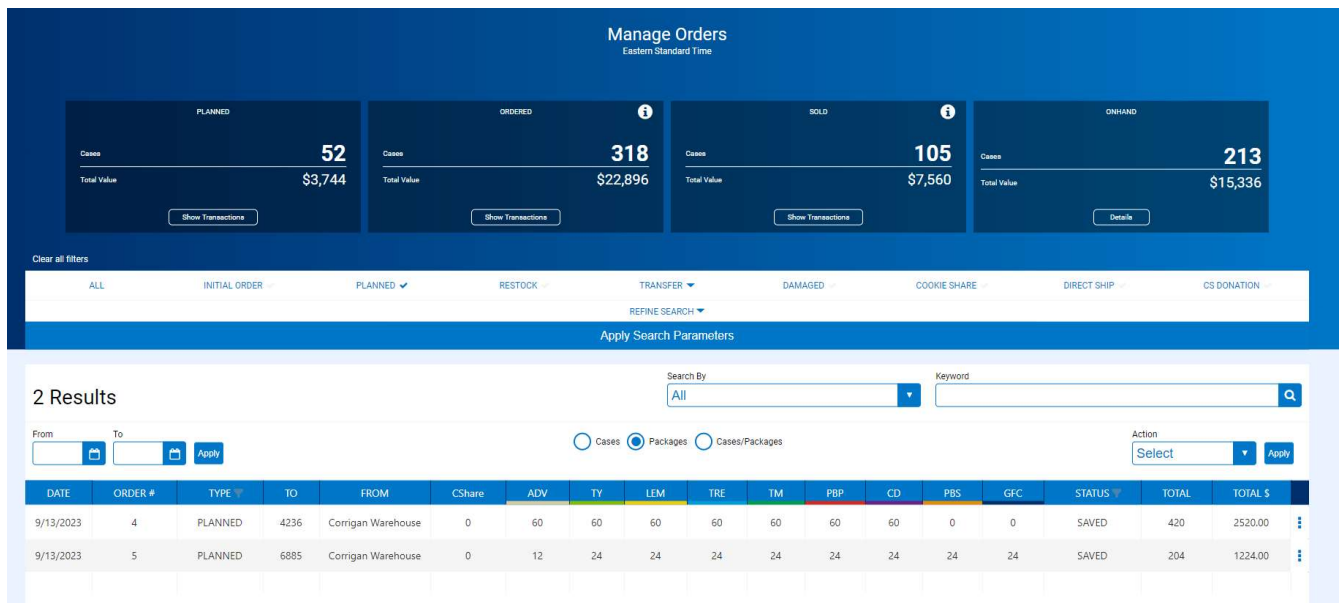
Save   Send   Cancel

Orders

Manage Orders

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

- 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

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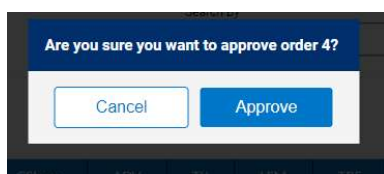
- If you choose to edit the order the order will open. Edit the number of cases as needed and click save. Once the order has been saved, you can approve the order as above.

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	$8,640.00	120
●	Toast-Yay	$1,440.00	20
●	Lemonades	$1,080.00	15
●	Trefoil	$3,384.00	47

Order Notes

Type here (250 Characters max)

M8X ticket number

Save

🗑 Delete Order

🖶 Print Receipt

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

Are you sure you want to delete order 0000002?

Cancel   Delete Forever

Transfer Order

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

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: Reset

SERVICE UNIT	TROOP ⌄

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.

🟢	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**

Order Notes

Type here (250 Characters max)

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
	OR	6885
🔍		🔍

- 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.
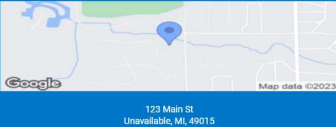

Damage Order

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

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	Reports
Orders Inventory & Delivery	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	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: 9/20/2023 4:48:26 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 Cupboard Corrigan Warehouse	Troop Ct Name Troop Email	Troop Ct No 	Service Unit	Pickup Date Pickup Time	ADV Cases	TY Cases	LEM Cases	TRE Cases	TM Cases	PBP Cases	CD Cases	PBS Cases	GFC Cases	Total Cases
4236	Jeanne Mahoney OrderID : 4	Cheeks53@aol.com	SU 416	10/25/23 02:00 PM - 03:00 PM	5	5	5	5	5	5	5	0	0	35
Signature _____														
4916	Beatrice Johnson OrderID : 6	bjohnson@aol.com	SU 416	10/25/23 02:00 PM - 03:00 PM	0	0	0	0	5	5	0	0	0	10
Signature _____														
2182	Bette Miller OrderID : 7	bmiller@aol.com	SU 212	10/25/23 03:00 PM - 04:00 PM	0	0	0	0	0	5	5	5	5	20
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

Archive Reports

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

Archive Reports

Select Season

(Select)

Next