



Smart+ Cookies™
POWERED BY ABC BAKERS

Cupboard User Guide

Contents

Registering for Smart Cookies 3

Logging into Smart Cookies 4

Dashboard 4

My Cupboard 5

 Cupboard Info 5

 Cupboards 6

 Emails 6

 Manage Orders 8

 Edit, Delete or Approve Planned Orders 8

 Transfer Order 10

 Planned Order 11

 Damage Order 12

Reports 12

 Current Reports 12

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

Profile Info

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

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

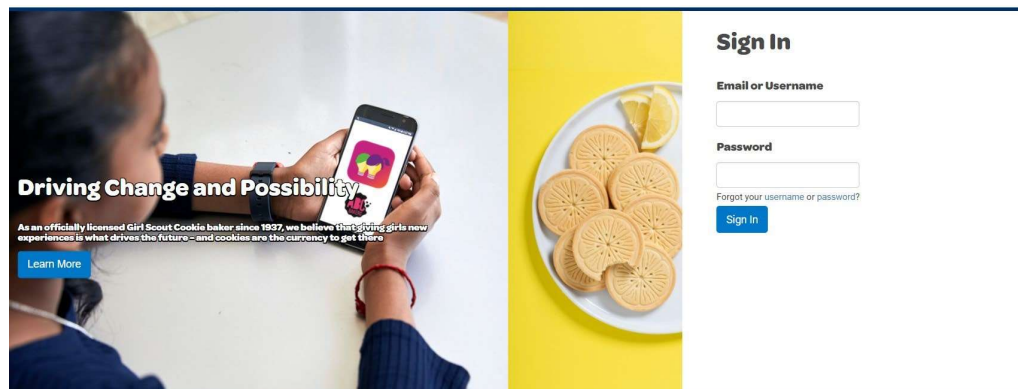
- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

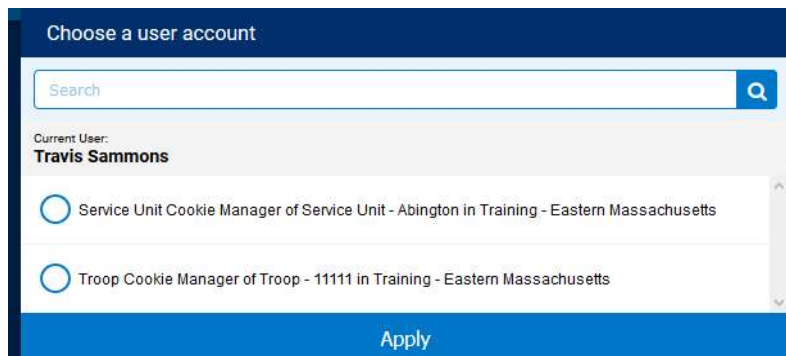
Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

Logging into Smart Cookies

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

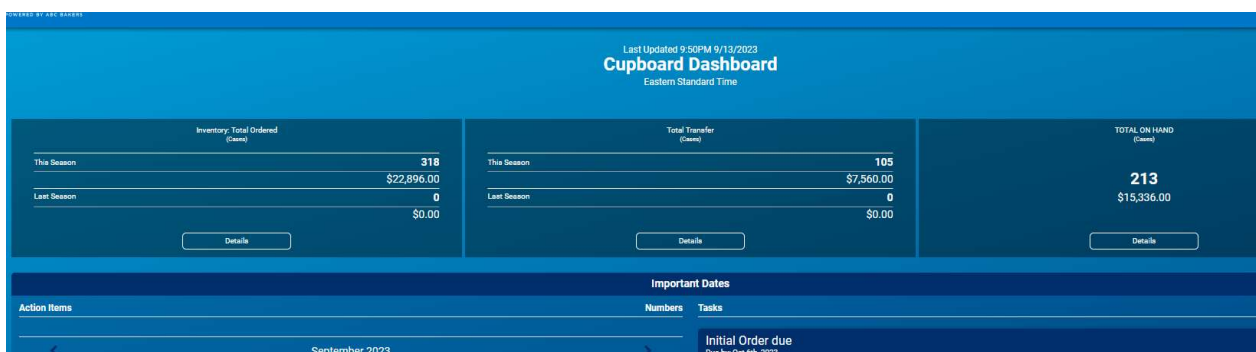


- Login with the credentials (user name=email & password) you created in registration
 - If you forget your password you can click the Forgot Password Link
 - Users with multiple roles (SU and troop user for example) will need to choose the role you wish to apply. Users with one account will go directly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

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

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"/>	<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: 07:00 AM End: 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

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

✓ 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

Manage Orders

Eastern Standard Time

PLANNED

Cases

52

Total Value

\$3,744

Show Transactions

ORDERED

Cases

318

Total Value

\$22,896

Show Transactions

SOLD

Cases

105

Total Value

\$7,560

Show Transactions

ON HAND

Cases

213

Total Value

\$15,336

Details

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

All

From

To

Apply

☒ Cases

☐ Packages

☐ Cases/Packages

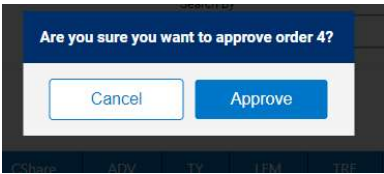
Action

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.



- 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	Quantity	Contact
CUPBOARD Corrigan Warehouse Master Cupboard	-318 Cases	Eddie Greenman egreenman@aol.com

To:

SERVICE UNIT	Quantity	Contact
CUPBOARD Corrigan Warehouse	196 Cases	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)

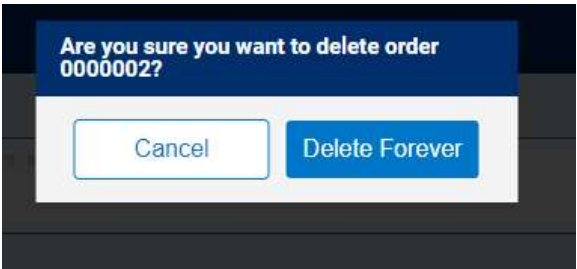
MBX ticket number

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.



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:
SERVICE UNIT
TROOP
Reset

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

Search

Corrigan Warehouse

Q

OR

TROOP

Search

2182

4236

4916

6885

Q

- 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

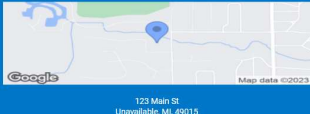
TROOP 2182

Name: Bette Miller Phone: (unavailable) Email: btmiller@aed.com

Pick up from:

CUPBOARD

Corrigan Warehouse



123 Main St
Unavailable, MI, 49015


DATE

October

Thu 26 Fri 27










Continue

TIME



Clear Quantities

CASES

	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"/>
	Trefoil	\$0.00	<input type="text" value="0"/>
	Twin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$360.00	<input type="text" value="5"/>
	Caramel deLites	\$360.00	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$360.00	<input type="text" value="5"/>
	Caramel Chocolate Chip	\$360.00	<input type="text" value="5"/>
Totals		\$1,440.00	20

Order Notes

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

Clear Quantities			PACKAGES
	Adventurefuls	\$0.00	0
	Toast-Yay	\$0.00	0
	Lemonades	\$0.00	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

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: 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	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