



Smart+ Cookies™
POWERED BY ABC BAKERS

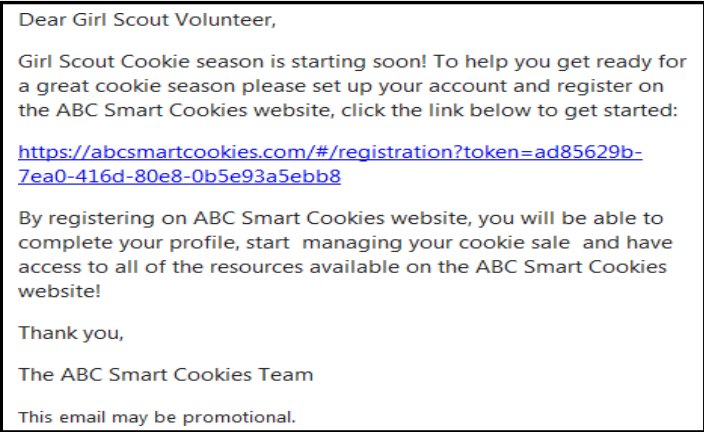
Cupboard User Guide

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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.



- 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. #	City *	Phone Number *	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<small>Phone number is required</small>	<input type="text"/>
State *	<input type="text"/>	Zip Code *		
<small>State is required</small>		<input type="text"/>		
		<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!
Last Name *	<input type="text" value="Sammons"/>	
Email *	<input type="text" value="tsamm426@gmail.com"/>	
		Enter Password *
		<input type="text"/>
		Re-enter Password *
		<input type="text"/>
		<small>Please re-enter your password</small>

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

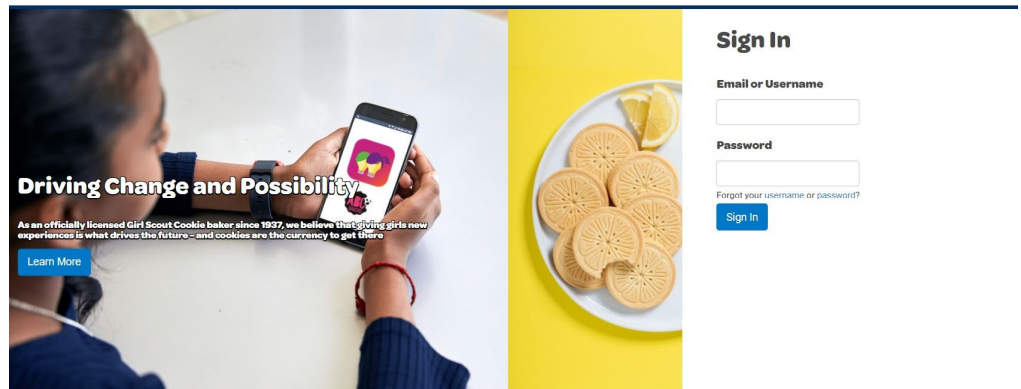
- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

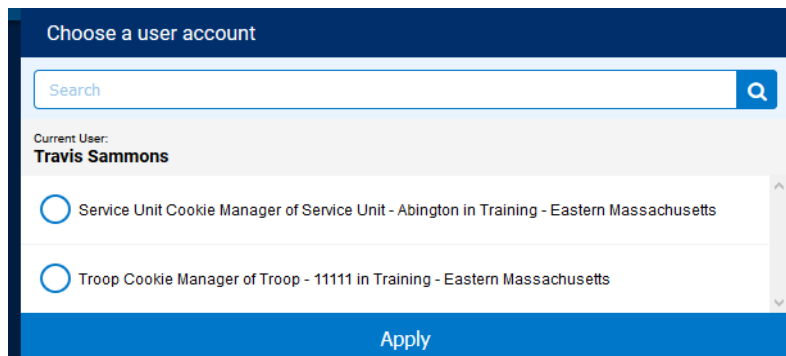
Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

Logging into Smart Cookies

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

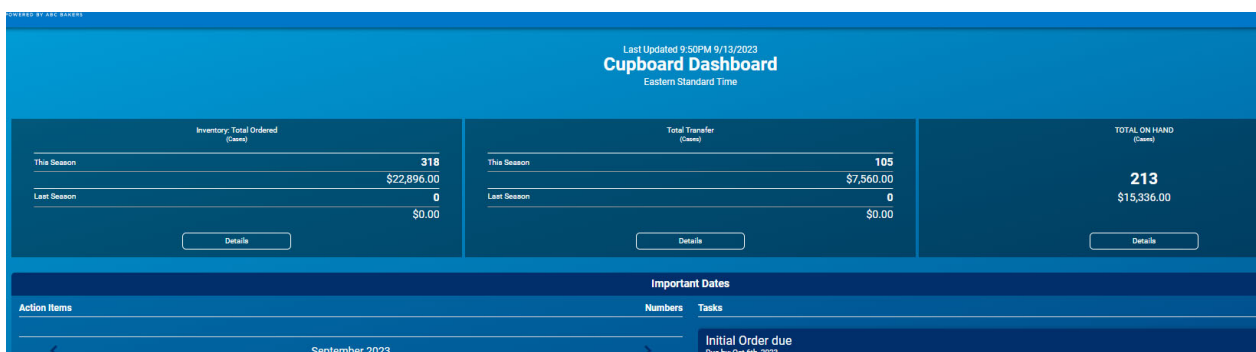


- Login with the credentials (user name=email & password) you created in registration
 - If you forget your password you can click the Forgot Password Link
 - Users with multiple roles (SU and troop user for example) will need to choose the role you wish to apply. Users with one account will go directly 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			
622,896 / 318	57,560 / 105	39 / 0	515,336 / 219			
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	Maximum Number of Cases 6000	Delivery Station No Specified Delivery Station
Address 1 123 Main St	Address 2 	City Battle Creek
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
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

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

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	✕

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...

- 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

The screenshot displays the 'Add Email' window. At the top, there is a 'Troop Users in' dropdown menu. To its right are several recipient selection boxes, each containing a tag with an 'x' icon to remove it. The tags include 'Anne's District', 'SU320', 'SU111', 'SU113', '113', '1132', '1135', '1162', and '3394'. Below these is a 'Subject*' text input field. Underneath is a 'Message*' text area with a rich text editor toolbar featuring icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, and unlink. At the bottom right of the window are three buttons: 'Save' (orange), 'Send' (blue), and 'Cancel' (red).

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: []

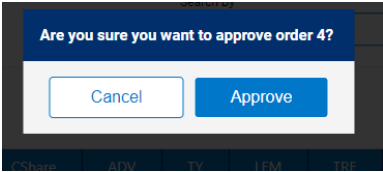
From: [] To: [] Apply

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.



- 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

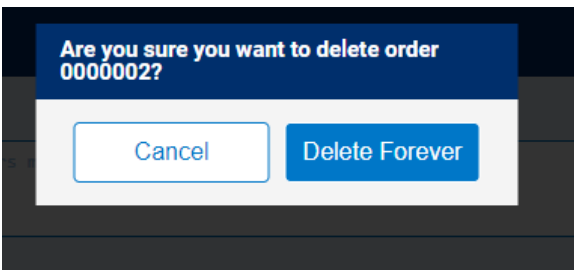
			CASES
	Adventurefuls	\$8,640.00	<input type="text" value="120"/>
	Toast-Yay	\$1,440.00	<input type="text" value="20"/>
	Lemonades	\$1,080.00	<input type="text" value="15"/>
	Trefoil	\$3,384.00	<input type="text" value="47"/>

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 (TROOP)
- 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 the item selection table and the notes section:

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.

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 boxes. The left one is labeled 'CUPBOARD' and has 'Corrigan Warehouse' entered. The right one is labeled 'TROOP' and has a list of numbers: 2182, 4236, 4916, and 6885. Between the two search boxes is the word 'OR'. Both search boxes have a magnifying glass icon.

- 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.

This screenshot shows the 'Planned Order' screen for Troop 2182. At the top, it says 'Planned Order for: Select a Cupboard or Troop' and 'TROOP 2182'. Below that, it shows contact information: 'Name: Bette Miller', 'Phone: (unavailable)', and 'Email: btmiller@aol.com'. The 'Pick up from:' section is divided into three columns: 'CUPBOARD' (showing 'Corrigan Warehouse' with a map), 'DATE' (showing 'October' with dates 'Thu 26' and 'Fri 27'), and 'TIME' (showing a clock icon). A 'Continue' button is at the bottom.

This screenshot shows the item selection and totals section of the 'Planned Order' screen. It has a 'Clear Quantities' button and a 'CASES' column. The items listed are:

Item	Price	Cases
Adventurefuls	\$0.00	0
Toast-Yay	\$0.00	0
Lemonades	\$0.00	0
Trefoil	\$0.00	0
Twin 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
Totals	\$1,440.00	20

Below the table is an 'Order Notes' field with a placeholder 'Type here (250 Characters max)'. At the bottom, there is a 'Print Receipt' link and 'Save' and 'Approve' buttons.

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

Reports

Report Categories

Orders & 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](#)

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