

Managing Inventory - Transferring Cookies to Girls

To execute a troop-to-girl transfer, log into Smart Cookies (abcsmartcookies.com)

Hover over the Orders tab and click Transfer Order

The system defaults to Troop to Girl under type of transfer. You use these same instructions for transfers between troops, girls or if the need arises to take cookies back from a girl (not advised).

There are two reasons you'd transfer cookies to a girl:

- A. Girl took more cookies and she/her family is financially responsible for them
- B. You need to credit a girl for cookies sold at a booth sale (girl gets credit but isn't financially responsible)

For A:

1. Click on the white line

2. Under Girl, click on the girl's name, field will turn blue
3. Click apply
4. Enter the quantities, by variety, you wish to transfer under **PACKAGES** (see image below)
5. Enter notes (optional) if you wish; these notes are for your reference only
6. Click save

REMINDER: You do not need to complete a transfer for cookies ordered with the initial order; those are automatically transferred to the girl.

For B:

Follow steps 1 – 3, above.

4. Enter the quantities, by variety, you wish to transfer under **BOOTH'S PACKAGES** (see image below)

Continue with steps 5 and 6, above

Tracking Cookie Share

Girls participating in our Virtual Cookie Share program receive a patch when they sell 12 or more packages. To make sure they get credit, these sales have to be tracked in Smart Cookies.

REMINDER: *If you gave your Girl Scout credit for any Cookie Shares during her initial order, you do not need to track those packages again. They are already assigned.*

1. To track Cookie Share sales log into **abcsmartcookies.com**
2. Hover over Orders and choose Virtual Cookie Share
3. Enter the total number of packages you wish to credit the Girl Scout with
4. You can enter for one or more girls and you may enter as many times as you need to during the program. You do not have to wait (or you may choose to) to have all of the girl's sales to give credit
5. Enter notes if you wish; these are for your info only

Click Save. You should receive a pop up window alerting you that the order was successfully updated

You may edit or delete your Cookie Share order by going to the Manage Order Screen (under Orders tab).