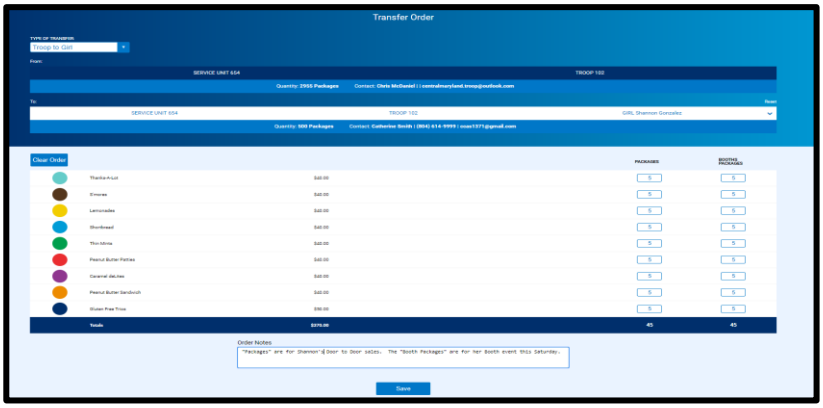
Quick Bites

Transfers:

View this video: Creating a Troop to Girl Transfer Order - YouTube Video (Troop to girl) or follow these instructions:

- Log into Smart Cookies and navigate to **Orders>Transfer Order**.
- Verify Type of Transfer is Troop to Girl
- Service Unit and Troop will display as the “From” Troop.
- Click on the arrow next to “Girl”, highlight the girl receiving cookies, and hit Apply.



- Enter the number of packages by variety.
  - Entries in the “Packages” column will transfer financial responsibility to the girl.
  - Entries in the booth column will give girl credit for recognitions no financial responsibility.
- Notes are optional.
- Click Save.
- Create another transfer or go to Manage Orders.
- Use receipts to back up all transactions.

NOTE: Other transfer types are Girl to Troop, Girl to Girl and Troop to Troop (depending on council permissions). Basic function remains the same. For Troop to Troop transfers, only the **receiving** Troop can initiate the transfer. Your Troop will automatically populate as the “TO” Troop and you will be able to select the Troop that transferred the product to you. Use receipts to back up all transactions.

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