



Service Unit 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.

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 * <small>Address is required</small> Suite/Apt. # City * <small>City is required</small> State * <small>State is required</small>	Fax (Optional) Phone Number * <small>Phone number is required</small> Zip Code * <small>Zip code is required</small>
--	--



Profile Info

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



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

Submit

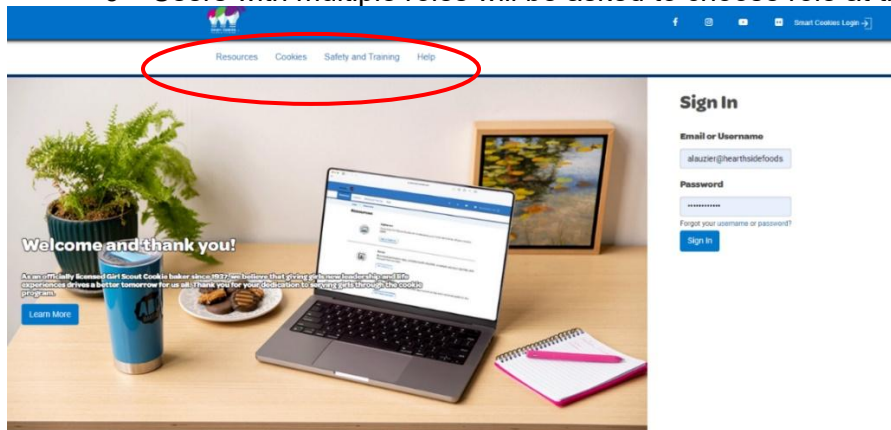
- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

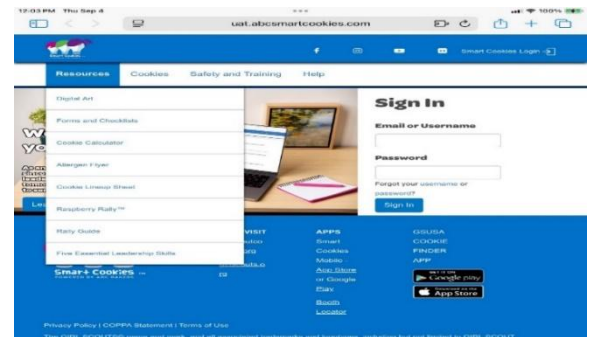
Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

Log In

- All users access Smart Cookies via www.abcsmartcookies.com.
- Resources, Cookie Information, Safety and Training and Help are accessible prior to log in.
- Log in using email and password created at registration
 - Use forgot password link if needed
 - Users with multiple roles will be asked to choose role at time of log in

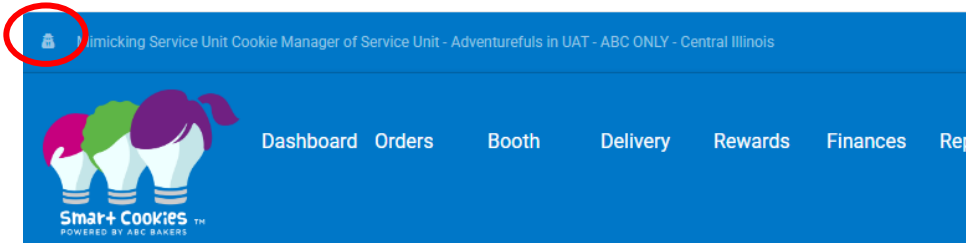
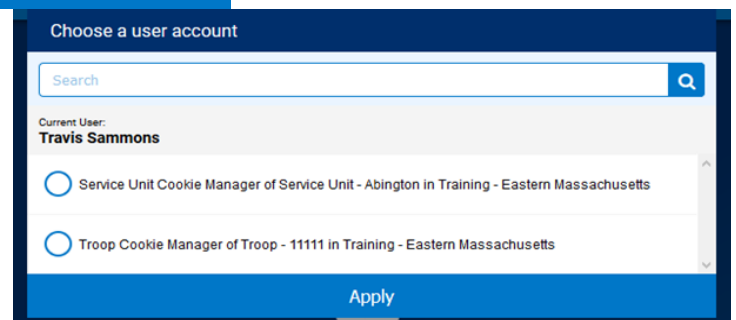


- Resources will open up a menu of all available items.
- Cookies tab will open the information on the current cookie line up.
- Safety and Training tab provides links to training
- Help tab displays links for Smart Cookies help



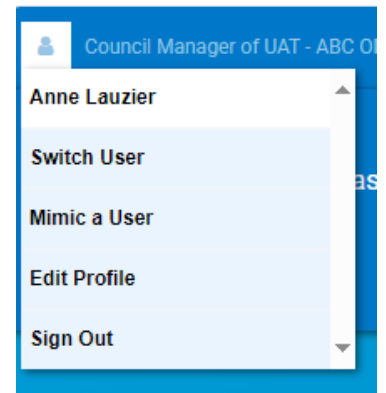
Switching Roles

Click on the small person icon in the upper left corner. Select the new role as desired.



Mimic a User

- Select Mimic a User to mimic an available troop user.
- A list of users will appear.
- Highlight user row and click Mimic a User button
- Confirmation message will appear. Confirm and you will be shown user dashboard
- To return to your screen, return to top left corner and click End Mimicking Session



Troop	Troop Cookie Man...	5995	Brandy	Myers	dctestng+106039710@girlscouts.org
Troop	Troop Cookie Man...	5961	Naomile	Duffy	dctestng+106039334@girlscouts.org
Troop	Troop Cookie Man...	5011	Kate	Obrien	dctestng+106039541@girlscouts.org
Troop	Troop Cookie Man...	5657	Faiza	Shaw	dctestng+106039725@girlscouts.org

20 30 40 50

Mimic a User

Edit Profile

You can edit your profile including updating personal information, add a profile picture or change a password.

Anne's Profile
UAT - ABC ONLY - Girl Scouts of Central Illinois

Council: UAT - ABC ONLY - Girl Scouts of Central Illinois

Council Info

Username
alauzier@hearthsidefoods.com

Email *
alauzier@hearthsidefoods.com

Current Password

Phone *

New Password

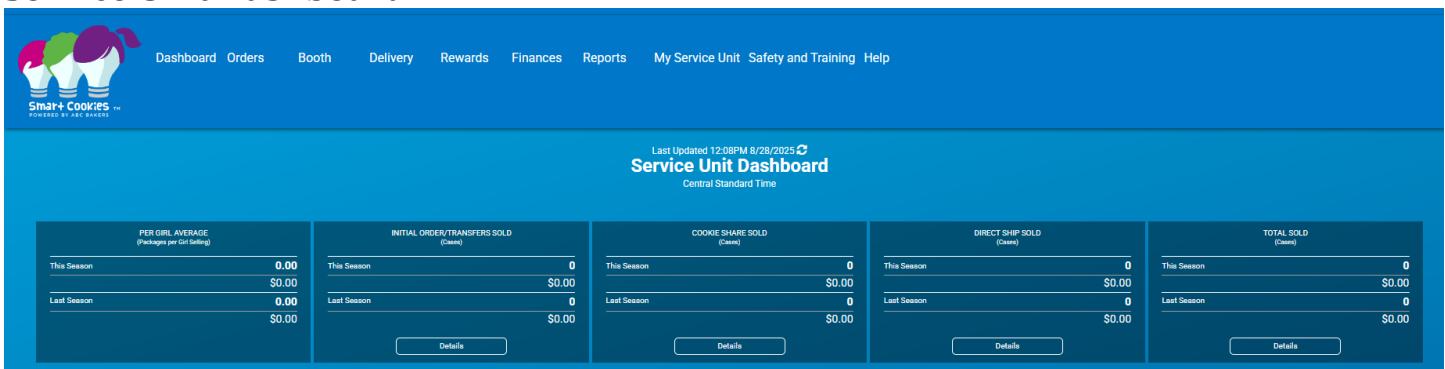
Fax

Re-Enter Password

Mobile

Home Address *

Service Unit Dashboard



- Dashboard displays key performance indicators for troops in your Service Unit.
- Comparison data for the previous season is displayed
- The Dashboard does not update with each activity
 - To force an update click the arrows next to the last update information

There are Key Performance Indicators in each box. You can click Details to expand the information

- Per Girl Average – in Packages per Girl Selling
- Initial Order/Transfers Sold – Cases assigned to troops
- Cookie Share (Donations) Sold – Cases
- Direct Ship Sold –Cases (reflects girl and troop sales)
- Total Sold – Cases that have been assigned to Girl Scouts by the troops.

Important Dates						
Action Items	Numbers		Tasks			
Troops with no Initial Order	1		Initial Order due			
Troops with no Early Recognition Orders	1		Due by Sep 30th, 2023			
Troops with no Main Recognition Orders	1		Initial Order due for Troop			
Troops with no Girls	1		Early Recognition Order due			
			Due by Sep 30th, 2023			
			Early Recognition Order due for Troop			

The next section contains key information on the sale including:
 Action Items – quick links to a list of troops in a Service Unit that need action

- Troops with No Initial Order
- Uncommitted Initial Orders
- Troops with Package Sales without Early Recognition orders
- Incomplete Recognition Orders
- Uncommitted Recognition Orders
- Planned Orders
- Troops with Undistributed TDS orders
- Troops with Undistributed Virtual Delivery Orders
- Troops with No Girl Transfers
- Troops with No Package Sales
- Troops with package sales but without Main Recognition Orders

Calendar – dates highlighted in green have a task assigned

Tasks – a listing of key dates as entered by your council

Stats								
	Troops Registered		Troops Selling		Girl Registered		Girl Selling	
This Season	1	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A
Last Season	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A

Financial Summary ⓘ								
Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Stats & Financial Summary

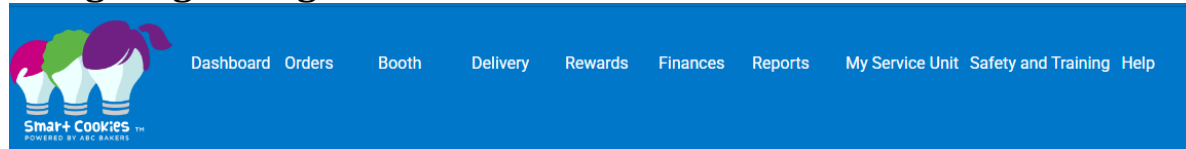
- Girls Registered and Selling – current year and last season
- Financial Summary – Total Sales, Troop Proceeds, Council Proceeds (due to Council), Credits, Deposits, Debt, Amount Collected (by Council), and Balance Due (to Council)
- Inventory & Cookie Share Sales – total inventory, by cookie variety, ordered by all troops, as well as, how much has been assigned (Inventory Sold) and remaining to be assigned (On Hand)

Inventory and Cookie Share Sales

A summary of SU totals is shown as well as summary information for each troop. Drill down (click details) to view each troop's data including total packages ordered, sold (assigned to girls), and on hand. Data on percentage mix is available as well last season's total sold.

Troops	Goals	Ordered	Sold	On Hand	CShare	
11111	1000	237	237	0	0	Details
<div> <div> Adventurefuls 88.6% <div> Ordered: 24 Sold: 210 On Hand: -186 Last Season: 263 </div> </div> <div> Toast-Yay 0.0% <div> Ordered: 7 Sold: 0 On Hand: 7 Last Season: 21 </div> </div> <div> Lemonades 0.0% <div> Ordered: 24 Sold: 0 On Hand: 24 Last Season: 20 </div> </div> <div> Trefoil 3.4% <div> Ordered: 17 Sold: 8 On Hand: 9 Last Season: 28 </div> </div> <div> Thin Mints 4.2% <div> Ordered: 60 Sold: 10 On Hand: 50 Last Season: 4 </div> </div> <div> Peanut Butter Patties 3.8% <div> Ordered: 36 Sold: 9 On Hand: 27 Last Season: 16 </div> </div> <div> Caramel deLites 0.0% <div> Ordered: 45 Sold: 0 On Hand: 45 Last Season: 8 </div> </div> <div> Peanut Butter Sandwich 0.0% <div> Ordered: 12 Sold: 0 On Hand: 12 Last Season: 7 </div> </div> <div> Caramel Chocolate Chip 0.0% <div> Ordered: 12 Sold: 0 On Hand: 12 Last Season: 0 </div> </div> </div>						

Navigating through Smart Cookies



Use tabs to Navigate through Smart Cookies.

All tabs shown may not be available based on your council set up.

- Dashboard
- Orders
 - Manage Orders
 - Troop Initial Order
 - Transfer Order
 - Planned Order
 - Virtual Cookie Share
- Booth
 - Manage Booths (by permission)
 - Schedule Booths
 - Troop Reservations
- Delivery
 - Manage Delivery Station (by permission)
- Rewards
 - Manage Recognition Orders
 - Recognition Order
- Finances
 - Financial Transactions
- Reports
 - Current
 - Archived
- My Service Unit
 - Service Unit Info
 - Troops
 - Girls
 - User Management (by permission)
 - Emails
 - Messages
- Safety and Training
 - Smart Cookies Training
 - Safety
- Help

Orders

Manage Orders

The Manage Orders will allow user to view all cookie orders from all channels by choosing appropriate filters. The top section of the page details total amounts of cases by order status.

Manage Orders			
PLANNED	ORDERED	SOLD	ONHAND
Cases 83	Cases 135	Cases 10	Cases 124
Total Value \$4,068	Total Value \$6,508	Total Value \$540	Total Value \$5,968
Show Transactions	Show Transactions	Show Transactions	Details

- Planned – Troop Planned Orders not approved by a cupboard manager
- Ordered – Total amount of cases troops in the SU are responsible for – includes ship only
- Sold – Cases assigned to Girl Scouts within the troops.
- On Hand – Total amount of cases in troop inventories not yet assigned to a Girl Scout. On hand should equal ordered minus sold however rounding to cases can cause slight variation.

Filtering Orders

ALL	INITIAL ORDER	PLANNED	RESTOCK	TRANSFER	DAMAGED	COOKIE SHARE	DIRECT SHIP	CS DONATION
REFINE SEARCH								
Apply Search Parameters								

Available filters include:

- All – selects all filters to display all orders for troops in a Service Unit
- Initial Order – shows all troop initial orders.
- Planned – shows open planned orders
- Restock – will not display orders at SU Level
- Transfer – displays transfer orders
 - Must choose type of transfers
 - To display Troop to Girl, Girl to Troop or Girl to Girl transfers the search must be refined to select the Girl Scout within the troop.
- Damaged – depending on council settings, damage orders may not display
- Cookie Share – shows all virtual cookie share orders
- Direct Ship – shows all orders processed through Ship only on Digital Cookie
- CS Donation – Council level function only

Click on a desired filter and click Apply Search Parameters to display results. To view specific orders, use the Refine Search feature to select troop(s).

The Manage Order table appears as follows:

8 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	RR	STATUS
10/12/2022	1	T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	
10/18/2022	2	C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	
10/18/2022	3	T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	0	0	0	0	0	
10/18/2022	5	T2T	22222	11111	0	0	-5	0	-7	0	0	-3	0	0	0	

- Results are searchable via keyword, order number or date range (From/To).
- Orders can be viewed in Cases, Packages, or Cases/Packages.

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS
10/12/2022	1	T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	
10/18/2022	2	C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	
10/18/2022	3	T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	0	0	0	0	0	

- Based on council permissions, SU level users may be able to edit a troop initial order prior to the SU order deadline.
- Click on the ellipsis at the end of the row to edit order

Submitting Troop Initial Orders

If directed by council, SU can submit orders. Once submitted at SU level, order cannot be changed

- Navigate to Orders>Manage Orders
- Filter for Initial Orders
- Under Action – select submit all
- User will receive an email when all orders processed
- If an order does not submit, open the order to correct
 - Most common error is missing delivery station

ALL INITIAL ORDER PLANNED RESTOCK TRANSFER DAMAGED COOKIE SHARE DIRECT SHIP CS DONATION TRANSACTIONS

REFINE SEARCH

Apply Search Parameters

2 Results

Search By: All Keyword:

From: To: Apply

☐ Cases ☒ Packages ☐ Cases/Packages

Action: Select Apply

TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS	TOTAL	TOTAL \$
INITIAL	99153	99153	0	6600	0	0	0	0	0	0	0	0	0	C	6600	33000.00
INITIAL	99159	99159	0	1200	132	132	132	132	132	132	132	0	0	C	2124	10620.00

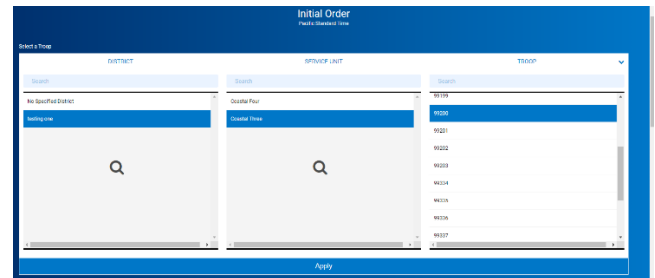
Troop Order Types

The following functions are troop functions, but SU level users, as permitted by a council, can assist a troop with these orders. For more details on how to enter orders, refer to the Smart Cookies Troop Guide

- Troop Initial Orders
- Planned Orders
- Transfer Orders
- Virtual Cookie Share Orders

To assist a troop, SU level users will follow the steps below.

- Navigate to Orders>select type of order
- Your District (if applicable) and SU will auto-populate
- Click on Troop and hit apply
- Enter order as needed
- To edit orders entered by the troop – use the manage orders process.
- All orders must follow the deadlines established by the council



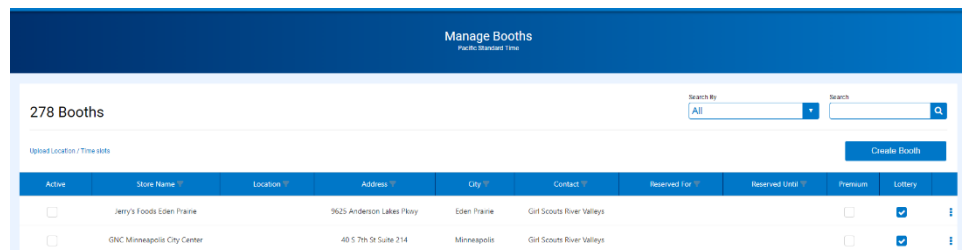
Booth

Manage Booths

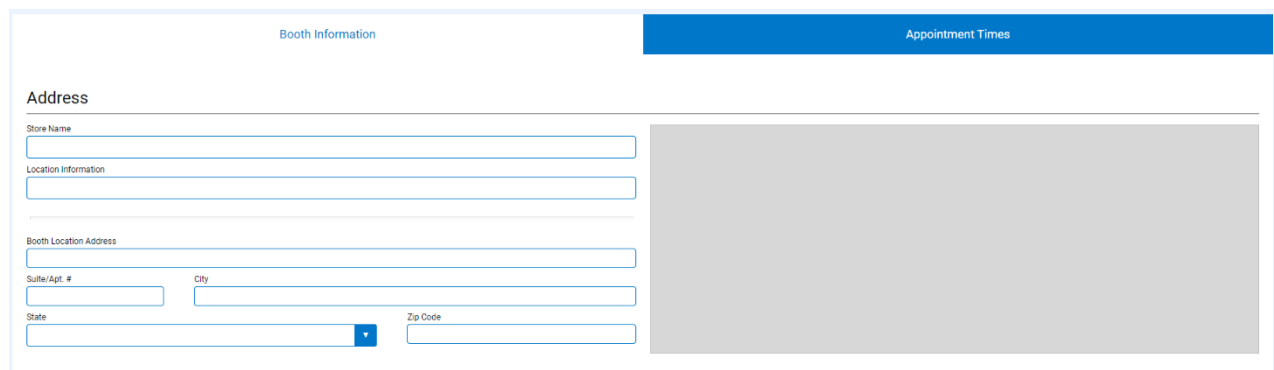
- Based on council set up SU users may be able to manage booths
- Booths can be uploaded using ABC Booth Upload Template or enter manually
- Booths entered by a SU user can be edited only by that users or council

Create Booth

- Click Create Booth Button
 - Two Tabs – Booth Information and Appointment Times
- Fill in Address Information
 - Store Name
 - Location (shopping center name for example)
 - Booth Location Address – be sure to enter accurately to allow for Google Mapping



Active	Store Name	Location	Address	City	Contact	Reserved For	Reserved Units	Preempt	Lottery
☐	Jerry's Foods Eden Prairie		3625 Anderson Lakes Pkwy	Eden Prairie	Girl Scouts River Valleys			☐	☒
☐	GNC Minneapolis City Center		40 S 7th St Suite 214	Minneapolis	Girl Scouts River Valleys			☐	☒



Booth Information

Appointment Times

Address

Store Name

Location Information

Booth Location Address

Suite/Apt. #

City

State

Zip Code

- Contact will default to user entering information but can be changed
 - Available roles are: Service Unit or Troop

- Location Contact Optional – can be displayed to troops
- Reservation – if checked booth reserved for a specific District or Service Unit until a specific date. Please note, reserved until means that until the date shown – only troops in the designated group can select booths *scheduled* before the date. Booth dates AFTER the reserved date would be available to all troops. For example: if you wish to have ALL booth dates for the location available for only one service unit for the entire sale period you would need to put the end date of the sale. If you wish to restrict all booth dates during a FCFS round but open it to all troops in subsequent rounds, you would still enter the end date of the sale but edit the booth just before the open FCFS round to remove the reservation.
- Select if location is available for lottery (all locations default to FCFS rounds)
- Files can be uploaded if needed and Booth Notes for troops added if desired.
- Click Save to save location information and move to appointment times

Council Contact		Location Contact	
First Name	Last Name	First Name	Last Name
Phone Number	Email Address	Phone Number	Email Address
☐ I have reserved this location to begin scheduling booth		☐ I have reserved this location to begin scheduling booth	
Reservation ☐ District ☐ Service Unit		Date: <input type="text"/>	
Set Status ☐ Available for Lottery ☐ Restricted Location		Important Files <div> </div>	

Booth Information

Appointment Times

Jerry's Foods Eden Prairie
9625 Anderson Lakes Pkwy
Eden Prairie, MN 55344

☐ Select All Create Appointment Time

DATE	STARTING TIME	END TIME	BOOKING STATUS
No data			

Delete Selected

Click Create Appointment time

- Select Days to add:
 - Choose month and day to repeat (Example – every Saturday and Sunday in March),
 - Choose Month and enter actual dates (separate by comma – 4,6,8,9,10)
- Select start and end time
- Select length of each appointment (available in 30-minute increments 30 – 360)
- Save

Create Appointment Time

1. Choose Month(s)

October

November

December

January

February

March

April

May

2. Choose Day(s)
Repeats every

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

3. Pick your Time
Choose start and end times for the booth location.
Start Time

AM

PM

09:00

End Time

AM

PM

06:00

Each appointment time should last:

120

☐ Select All

Create Appointment Time

DATE	STARTING TIME	END TIME	BOOKING STATUS
☐ 2023-04-01	8:00 AM	10:00 AM	AVAILABLE
☐ 2023-04-01	10:00 AM	12:00 PM	AVAILABLE
☐ 2023-04-01	12:00 PM	2:00 PM	AVAILABLE
☐ 2023-04-01	2:00 PM	4:00 PM	AVAILABLE

Schedule Booths

- Based on council permissions, a SU manager can make lottery requests or first come first serve picks for troops in their service unit
 - Troops will receive an email when action taken on their behalf
- SU may also delete locations for troops with permission and troops are notified by email.

To schedule booths for troop

- Navigate to Booths>Schedule Booths
- Follow the directions in the troop guide to make selections for either lottery or first come first serve requests

Schedule Booths
Booth Locations

Open: Lottery

Opens On: Jun 05 @ 08:00 AM

Closes On: Jun 30 @ 08:00 AM

Max Requests: 100

Max Premium Wins: N/A

Max Total Wins: 3

Select a Troop

DISTRICT No Specified District

SERVICE UNIT Abington

TROOP

Search

No Specified District

Abington

11111

22222

- Service Unit level users can also assist troops with Smart Booth Divider as needed – refer to the troop guide for directions.

Rewards

- SU level users can create recognition orders for troops in SU.
- Use the Action Items on the SU dashboard to view troops with no orders or incomplete orders.

Action Items	Numbers
Troops with no Initial Order	2
Troops with Package Sales but without Early Recognition Orders	1
Planned Order	1
Troops with Undistributed TDS	0
Troops with Undistributed Virtual Delivery Orders	0
Troops with No Girl Transfers	2
Troops with No Package Sales	1
Troops with Package Sales but without Main Recognition Order	1

Manage Recognition Orders

- SU Level users may, based on council permissions, submit all the recognition orders.
- Available for all order types: Early, Main, Troop
- Rewards>Manage Recognition Orders

1 Orders

Search

Recognition Order

	District	SU	Troop	Type	Date	Number	Status	
☐	No Specified District	638	26	Main	December 16, 2021	0001571	COMPLETE	Edit Delete Confirm

The Recognition Order table will include:

- District (if applicable)
- Service Unit (SU)
- Troop
- Type – Main, Early, Troop (as determined by council set up)
- Date
- Number
- Status:
 - INCOMPLETE – action needed to select item or size
 - COMPLETE –no further action needed at this time
 - S – committed by Service Unit
 - D – committed by District
 - C – committed by Council
 - T – committed by Troop
- To Edit an order, click the pencil icon
- To delete an order, click on the trash can
- To submit an order, click on the check mark

Submitting Reward Orders

Review Orders

- Navigate to Rewards>Manage Recognition Orders
- Filter for Status 'Incomplete'
 - Edit each incomplete order.
 - Click on the girl's name and then the level(s) to be corrected
 - Make appropriate selection or add sizes as needed until all warning flags have been cleared
 - Click Save at the bottom of the grid
- To un-submit an order to make changes, click the un-submit symbol (circle with line through it)

1185 Orders

[Submit All](#) [Unsubmit All](#)

☐	District ▼	SU ▼
☐	No Specified District	647

Submit Orders

- When all orders are in "Complete" status, you are ready to submit all orders at the SU level
- Filter for appropriate type of recognition orders
- Place check mark in upper left blue bar to select all orders
- Click Unsubmit all orders – this will ensure that all orders are updated with any late adjustments
- Once all orders are unsubmitted, ensure all are complete and select all again.
- Click Submit All to submit the orders at the SU level. User will receive email when all orders submitted
- Status on all orders will now display as "S".

Finances

Financial Transactions

- To display financial transactions, select troop and hit apply
- To view all transactions for troops in your service unit, check the box to show all transactions

Manage Financial Transactions

Select a Troop

SERVICE UNIT: Appomattox Connection HPD

TROOP: 400

☒ Show all transactions

Search

Appomattox Connection HPD

400

2025

Apply

Troop Transactions | Girl Transactions

- Two tabs will display
- troop transactions and girl transactions.
- All troop transactions will be locked
- Transactions can be exported to excel if desired.

Manage Financial Transactions

Troop Transactions | Girl Transactions

Drag a column header here to group by that column

Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #
BT05775335	No Specified District	Appomattox Connection HPD	400	Booth Payment Credit Card	9/8/2025	ACH Deposit	\$100.00	05775335
CT05774712	No Specified District	Appomattox Connection HPD	400	Girl Delivery Credit Card	9/5/2025	ACH Deposit	\$125.00	3831377
BT05774708	No Specified District	Appomattox Connection HPD	400	Booth Payment Credit Card	9/5/2025	ACH Deposit	\$125.00	05774708
BT05774705	No Specified District	Appomattox Connection HPD	400	Booth Payment Credit Card	9/5/2025	ACH Deposit	\$125.00	05774705
CT05773262	No Specified District	Appomattox Connection HPD	400	Girl Delivery Credit Card	9/4/2025	ACH Deposit	-\$10.00	3831342

- Girl transaction page show transactions for each girl
 - Imported from Digital Cookie – Ship only and girl delivery payments - locked
 - Payments paid to the troop and entered by the troop user.
- All transactions can be exported to excel as desired.

Manage Financial Transactions

Troop Transactions | Girl Transactions

Drag a column header here to group by that column

Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #
0004278	No Specified District	Appomattox Connection HPD	400	Orlaith Hobbs	9/8/2025	Cash	\$60.00	
CG05774712	No Specified District	Appomattox Connection HPD	400	Orlaith Hobbs	9/5/2025	CreditCard	\$125.00	3831377
CG05773262	No Specified District	Appomattox Connection HPD	400	Orlaith Hobbs	9/4/2025	CreditCard	-\$10.00	3831342
CG05774663	No Specified District	Appomattox Connection HPD	400	Orlaith Hobbs	9/4/2025	CreditCard	\$150.00	3831376
CG05774665	No Specified District	Appomattox Connection HPD	400	Orlaith Hobbs	9/3/2025	CreditCard	\$225.00	3831368

Add Girl Transaction

Service Unit: Appomattox Connection HPD

Troop: 400

Troop Search:

Girl: Orlaith Hobbs

Type: Payment

Payment Method: Cash

Transaction Date: 9/8/2025

Amount: 60.00

Reference:

Notes:

Save Close

To add a girl transaction, click Add Girl Transaction at the bottom of the page. Enter all required information

Reports

Current

Current reports displaying information for the current sales year. Your council will select reports for each user level as part of their set up process.

- Click the report category in the “Report Categories” box
- Select the report in the “Reports” box

Report Categories

Booths

Finance

Orders

Entity

Rewards

Inventory & Delivery

Reports

Financial Transaction Summary

Girl Balance Summary

Girl Deposit Summary

Total Troop Sales & Finances By Service Unit - View 1

Total Troop Sales & Finances By Service Unit - View 2

Total Troop Sales & Finances By Service Unit - View 3

Total Troop Sales & Finances By Troop - View 1

Total Troop Sales & Finances By Troop - View 2

Total Troop Sales & Finances By Troop - View 3

Total Troop Sales and Finances - Condensed View

Troop Balance Summary

Preview It

Report Info

Add to Favorites

Go To Report

- Click “Go to Report” button

Report Criteria

Girl Cookie Totals Summary

Council

Diamonds of Arkansas, Oklahoma and Texas

District

Anne's District

ServiceUnit

SU320

Troop

All

Troop Search:

Girl Name

Order Type

All

Unit Of Measure

Packages

Select View Type

PDF

Go to Report Listings

Reset

View Report

- District (if applicable) and SU will auto populate. Additional filters are available for all reports.
- Recommend SU level users use units of measure as packages and view in PDF.
- Export reports will open in Excel.
- Click “View Report” to see the report, “Go to Report Listings” to go back to previous page, or “Reset” to set the filters to their default values

Setting Favorite Reports

- Select the report category
- Select the report
- Click the “Add to Favorites” button
- Click Yes to Add to Favorites. Up to 10 reports can be added for quick access

Add To Favorites

Are you sure you want to add this to your Favorites ?

Yes
No

My 10 Favorite Reports

- Financial Transaction Summary
- Girl Cookie Totals Summary
- Mobile and Ecard Summary
- Total Troop Sales and Finances - Condensed View
- Transfer Order Summary
- Troop Balance Summary

Archive Reports

To access archived reports for the prior 3 season, click on Archive Reports. From the drop-down menu select the year and next. All available reports will be displayed.

Archive Reports

Archive Reports

Select Season

(Select)

Next

Report Categories

Booths
Entity
Finance
Inventory & Delivery
Orders
Rewards

Reports

Bank Export
Financial Transaction Summary
Girl Balance Summary
Girl Deposit Summary
Total Troop Sales & Finances By District - View 1
Total Troop Sales & Finances By District - View 2
Total Troop Sales & Finances By District - View 3
Total Troop Sales & Finances By Service Unit - View 1
Total Troop Sales & Finances By Service Unit - View 2
Total Troop Sales & Finances By Service Unit - View 3
Total Troop Sales & Finances By Troop - View 1
Total Troop Sales & Finances By Troop - View 2
Total Troop Sales & Finances By Troop - View 3
Total Troop Sales and Finances - Condensed View
Troop Balance Summary

Go To Report

My Service Unit

Service Unit Info

- Service Unit Information entered at council level
 - Contact Council as directed for any errors
- An Alternate Contact can be set up
 - If Alternate entered will serve as the default ship to address for recognitions
 - The Alternate can also be set up as a user if desired.

Service Unit Information

SU Global ID

SU Number

B-00315022

5

Adventurefuls

Primary Contact

Service Unit Proceed Plan for 2026

User Global ID*

106038082

First Name*

Jessie

Address 1

City

Phone

() -

Last Name*

Tracy

Address 2

State

(None Selected)

Fax

() -

Email*

dctestng+106038082@girlscouts.org

Zip

Mobile

() -

Alternate Contact

User Global ID*

106038389

First Name

Jessica

Address 1

City

Phone

() -

Troops Assigned

1037
2509
1060

Last Name

Marks

Address 2

State

(None Selected)

Fax

() -

Email

dctestng+106038389@girlscouts.org

Zip

Mobile

() -

Update Information

Troops

- My Service Unit>Troops will open list of all troops
- Click pencil icon to edit troop
- If any greyed-out troop information is incorrect or troop is not in your SU, contact council to correct
- Troop listing can be exported to excel

Manage Troops

Drag a column header here to group by that column



Search...

District	Service Unit	Troop	GSUSAID	First Name	Last Name	Email	GSUS...	
Q	Q	Q	Q	Q	Q	Q	Q	
	Caramel deLites	1668	B-01025512	Isolde	Mitchel	dctesting+106038763@girlscouts.org	✓	✎
	Caramel deLites	2215	B-01082914	Ginger	Mejia	dctesting+106024607@girlscouts.org	✓	✎
	Caramel deLites	5011	B-09214025	Kate	Obrien	dctesting+106039541@girlscouts.org	✓	✎

Manage Archive Links

Export Archive Links

Update Troop

Girls Active*

5

Girls Selling*

Expected Number of Girls Selling (0-999)

Troop GSUSA ID*

B-01025512

Troop Number*

1668

Level*

Ambassador

Service Unit*

Caramel deLites

Proceed Plan*

Basic Proceeds for Tes

Proceed Plan Notes

No Notes Available

Main Recognition Plan

Rewards Only

Early Recognition Plan

Initial Order Reward

Troop Recognition Plan

Troop Reward

Submitted documentation, if required?

Warning for funds owing?

Save

Cancel

Girls

- My Service Unit>Girls will display list of all girls
- To Edit any girl record, click the pencil icon
- If any greyed-out information is incorrect, contact the council
- Information can be exported to excel.

Manage Troop Girls

Drag a column header here to group by that column



Search...

District	Service Unit	Troop	First Name	Last Name	GSUSAID	Grade	Parent	Email	GSUS...	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
	Caramel deLites	2215	Sorina	FitzGerald	106024604	Seven	Ginger Mejia	dctesting+106024607@girlscouts.org	✓	✎
	Caramel deLites	1668	Angie	Lesterville	106088268	Eleven	Isolde Mitchel	dctesting+106038763@girlscouts.org	✓	✎
	Caramel deLites	5011	Mindy	Kardashian	113456660	Four	Kate Obrien	dctesting+106039541@girlscouts.org	✓	✎
	Caramel deLites	2215	Yareli	Stout	106093289	Ten	Jessenia Stout	dctesting+106040054@girlscouts.org	✓	✎
	Caramel deLites	1668	Hazel	Brvant	113316431	Five	Charlene Morans	dctesting+106040485@girlscouts.org	✓	✎

Update Troop Girl

Girl GSUSA ID*

106024604

First Name*

Sorina

Last Name*

FitzGerald

Troop*

2215

Nickname:

Main Recognition Plan:

Rewards Only

Grade Level*

Seven

Apparel:

Youth - Large

Socks:

Regular - Small

Parent Information

First Name

Ginger

Last Name

Mejia

Email

dctesting+106024607@girlscouts.org

Street

Suite

Emails

- Used to create emails to users external emails account
- Can send to individuals or groups

Manage Emails

Drag a column header here to group by that column

BulkmailID	Subject	Sent Date
254615	Booth Sale Confirmation	5/31/2018 11:00:07...
254614	Booth Sale Confirmation	5/31/2018 11:00:07...
254613	Booth Sale Confirmation	5/31/2018 11:00:07...
254612	Booth Sale Confirmation	5/31/2018 11:00:07...
254611	Booth Sale Confirmation	5/31/2018 11:00:07...

Add New Email

To add a new email

- Click Email
- Click Add New Email
- Select recipients.
- Enter subject and body of message
- Click send or Save to send later.

Add Email

Troop Users in No Specified District Caramel deLites 1668 2215 5011

Subject*

Test

Message*

Welcome to Smart Cookies

body p

Save Send Cancel

Messages

Message displayed when user logged into Smart Cookies.

- Click Add New Message
- Enter subject and body of message
- Select roles – you are only able to send to troops and cupboards assigned to your service unit
- Indicate priority
- Add auto remove date (not required)
- Click Send Yes or No and Save. If NO is selected the message is saved and you can return at a later date to send.

Add Message

Subject*

Message*

Role* Troop Cupboard

Priority* High

Auto Remove Date

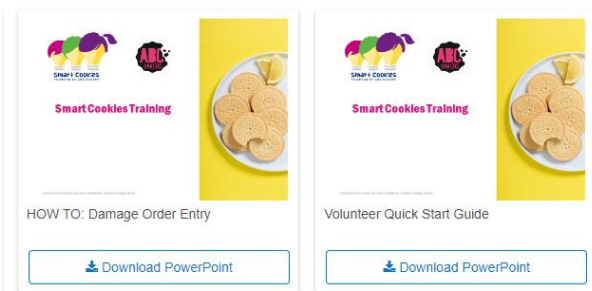
Send Message? Yes No

Save Cancel

Safety and Training (also on log in screen)

Smart Cookies Training

Clicking on Smart Cookies training will open a series of training PowerPoints related to tasks in Smart Cookies.

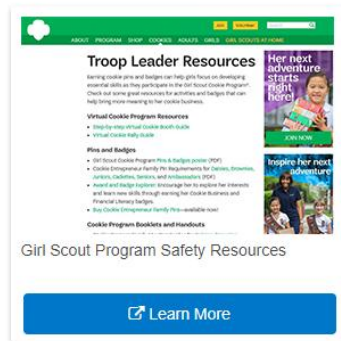


Safety

Clicking on Smart Cookies Safety will display a link to learn more about Safety Resources from GSUSA

Safety

Review safety information to ensure girls, parents, Resources for cookie sellers.



Help (also on log in screen)

Click on the help tab to display Help Desk information. The help desk is specifically trained to assist volunteers with routine tasks in Smart Cookies. They are not able to answer questions regarding council specific programs or any Digital Cookie questions.

Help

Need help using the Smart Cookies platform?

Call us at 1-800-853-3730 or email us at ABCSmartCookieTech@hearthsidefoods.com

Questions about our cookies?

Check out our [Cookie FAQ's](#) or email us your questions or concerns at ABCSmartCookieBakers@hearthsidefoods.com