



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 *

Address is required

Suite/Apt. #

City *

City is required

State *

State is required

Zip Code *

Zip code is required

Fax (Optional)

Phone Number *

Phone number is required



Profile Info

First Name *

Travis

Last Name *

Sammons

Email *

tsamm426@gmail.com

Create your password that you will use to sign into Smart Cookies and manage your Service Unit!

Enter Password *

Password is required

Re-enter Password *

Please re-enter your password

Upload your picture here

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

Submit

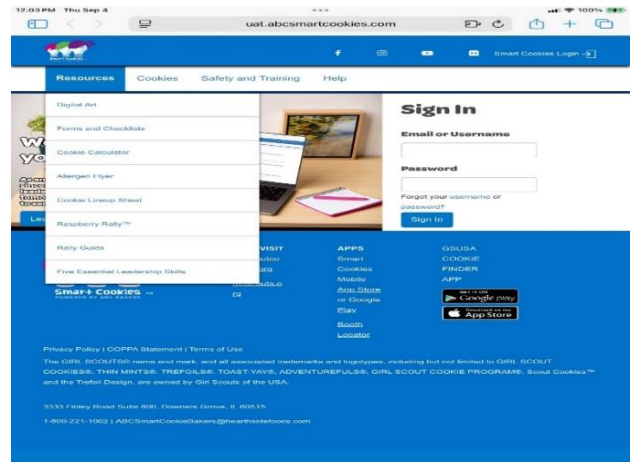
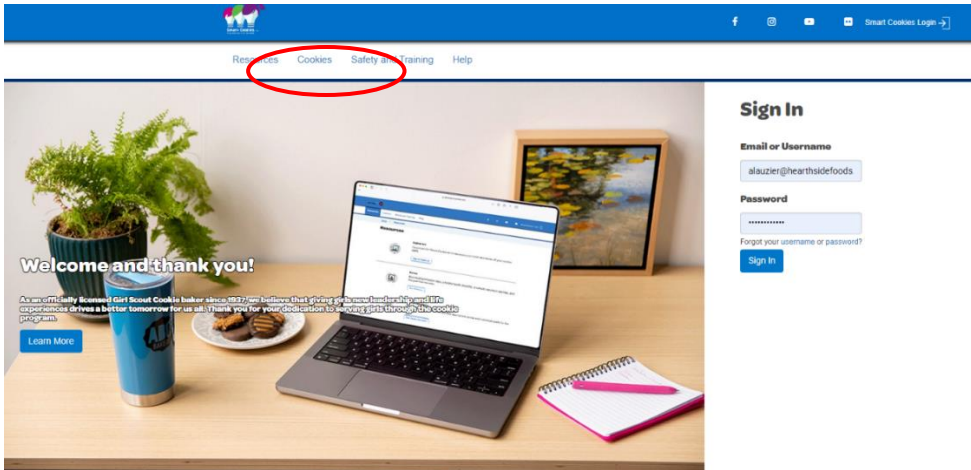
- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

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

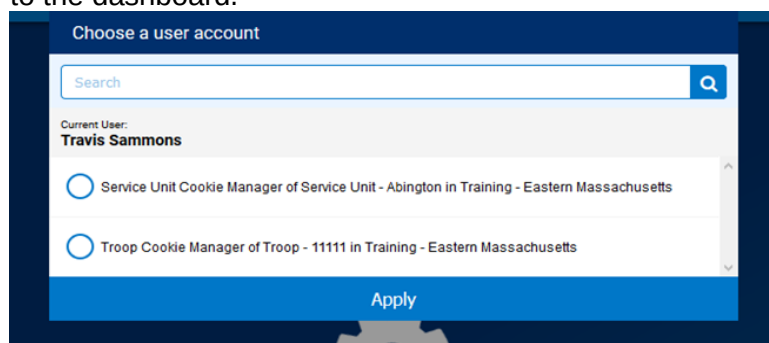
Log In

All users access Smart Cookies via www.abcsmartcookies.com. Resources, Cookie Information, Safety and Training and Help are accessible prior to log in. In order to be sure that Resources and Cookie Information is readily available and to assist with any needed updates during each season, this information will only be available on the log in screen.



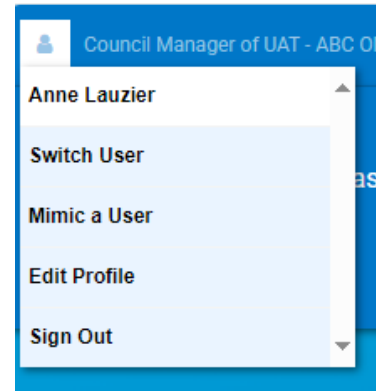
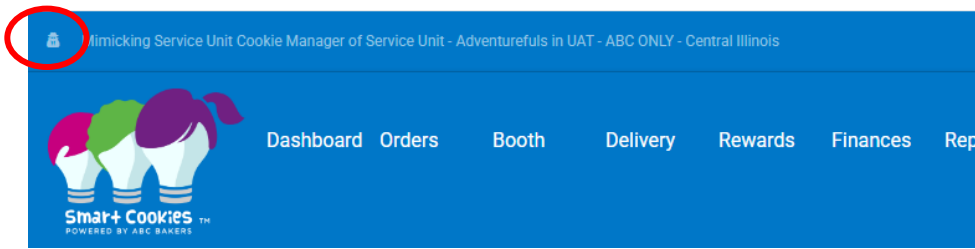
Clicking on Resources will open up a menu of all available items. Clicking on Cookies will open the information on the current cookie line up. Users will be able to access nutritional information as well as allergen information.

- Login with your email and password you created at registration
 - If you forget your password, you can click the Forgot Password Link
 - Users with multiple roles will need to choose your role. Users with one account will go directly to the dashboard.



Switching Roles

Click on the small person icon in the upper left corner to switch accounts without logging out. 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	dctesting+106039710@girlscouts.org
Troop	Troop Cookie Man...	5961	Naomile	Duffy	dctesting+106039334@girlscouts.org
Troop	Troop Cookie Man...	5011	Kate	Obrien	dctesting+106039541@girlscouts.org
Troop	Troop Cookie Man...	5657	Faiza	Shaw	dctesting+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



Anne Lauzier

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

Council Info

Username

alauzier@hearthsidefoods.com

Email *

alauzier@hearthsidefoods.com

Current Password

Phone *

New Password

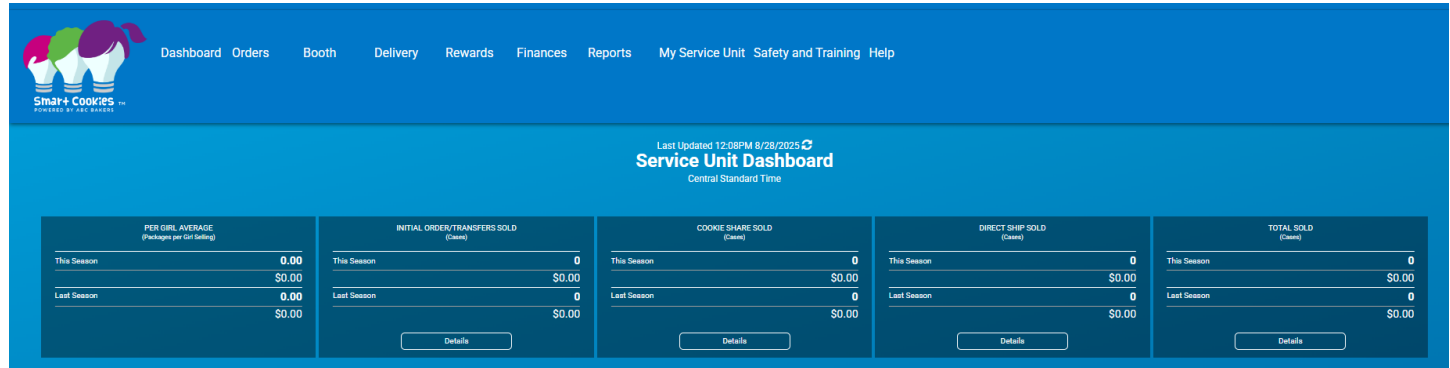
Fax

Re-Enter Password

Mobile

Home Address *

Service Unit Dashboard



The Service Unit Dashboard details, at a high level, the total activity for all troops in your Service Unit and comparisons to prior year statistics. Dashboards do not automatically update each time activity is registered within the Service Unit but do update on a schedule. The last update is displayed above the title and a user can force an update by clicking the arrows next to the update information.

There are Key Performance Indicators in the top 5 boxes. You can click Details in boxes 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
Troops with no Initial Order	1
Troops with no Early Recognition Orders	1
Troops with no Main Recognition Orders	1
Troops with no Girls	1
August 2023	
S	M
T	W
T	F
F	S
1	2
3	4
5	

Initial Order due
Due by: Sep 30th, 2023
Initial Order due for Troop
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
 - Troops with No Early Recognition Orders
 - Troops with No Main Recognition Orders
 - Incomplete Recognition Orders
 - Troops with Undistributed Troop Ship 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)

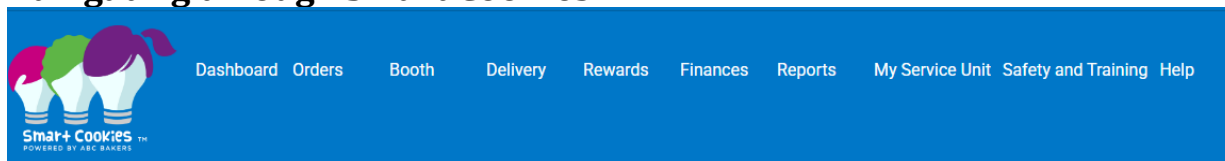
Inventory and Cookie Share Sales

A summary of the SU totals is shown as well as a listing of 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

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

Navigating through Smart Cookies



Tabs are available for navigating to each functional area of Smart Cookies. Each tab will contain actions available to the user based on the council set up and permissions.

- 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.



- 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 – not approved
- 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: Keyword:

From: To:

☐ Cases ☒ Packages ☐ Cases/Packages

Action:

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

SU level users may be instructed by the council to submit troop initial orders by the SU order deadline. Once the orders are submitted by the SU, only District or Council level users can edit the troop initial order.

- 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 likely issue is that the delivery station was not selected. Correct errors and click submit order.

The screenshot shows the 'Manage Orders' interface. At the top, there are tabs for ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE, DIRECT SHIP, CS DONATION, and TRANSACTIONS. Below these is a 'REFINE SEARCH' section with 'Apply Search Parameters'. The main area shows '2 Results' with search filters for 'Search By' (All), 'Keyword', 'From' to 'To' (with calendar icons), and 'Action' (Select). There are also radio buttons for 'Cases', 'Packages', and 'Cases/Packages'. The table below has columns: TYPE, TO, FROM, CShare, ADV, TY, LEM, TRE, TM, PBP, CD, PBS, GFC, RR, STATUS, TOTAL, and TOTAL \$. The first row shows an INITIAL order for TO 99153, FROM 99153, with ADV 6600, TY 0, LEM 0, TRE 0, TM 0, PBP 0, CD 0, PBS 0, GFC 0, RR 0, STATUS C, TOTAL 6600, and TOTAL \$ 33000.00. The second row shows an INITIAL order for TO 99159, FROM 99159, with ADV 1200, TY 132, LEM 132, TRE 132, TM 132, PBP 132, CD 132, PBS 132, GFC 0, RR 0, STATUS C, TOTAL 2124, and TOTAL \$ 10620.00.

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

Assisting with 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>type of order
- District (if applicable) and SU will auto-select
- Click on Troop and hit apply
- Complete order as directed.
- To edit orders entered by the troop – use the manage orders process.
- All orders must follow the deadlines established by the council

SU level users may not edit any cupboard to troop or troop to cupboard transfers or any initial orders that have been submitted by the council.

The screenshot shows the 'Initial Order' form for a troop. It has three main sections: DISTRICT, SERVICE UNIT, and TROOP. Each section has a search bar and a list of options. The DISTRICT section has a search bar and a list of districts. The SERVICE UNIT section has a search bar and a list of service units. The TROOP section has a search bar and a list of troops. At the bottom, there is an 'Apply' button.

Booth

Manage Booths

Based on your council settings, SU level users may be given permission to manage booths. Upload booths using the Booth Upload Template provided by your council. Template can be used to upload locations, locations and times or locations, times and troop assignments as desired. Booths can also be added manually. Booths are owned by the user level that uploads/creates the booths. If a service unit level user creates the booth, both the SU level user and council level users can edit the booth.

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

Manage Booths

Pacific Mountain Time

278 Booths

Search By

All

Search

Upload Location / Time slots

Create Booth

Active	Store Name	Location	Address	City	Contact	Reserved For	Reserved Until	Premium	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

Email Address

Phone Number

☐ Show council contact to troops selecting booth

First Name

Last Name

Email Address

Phone Number

☐ Show location contact to troops selecting booth

Reservation

Set Status

☐ None ☐ Reserved

☐ Available for Lottery ☐ Available for Lottery

Important Files

Upload Files or Drag & Drop

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)

2. Choose Day(s)

3. Pick your Time

October

November

December

January

February

March

April

May

Repeats every

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Or enter date(s)

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

Save

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
☐	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 may have the ability to make requests for troops during the lottery or select booth days and times during the first come first serve rounds. SU with these permissions can also delete a booth for a troop. The troop will be notified by email of the booth selections or cancellations made on their behalf.

9/9/2025

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

Troops must create Reward (recognition) orders in order for Girl Scouts to receive items they have earned. Refer to the troop guide on how to create an order. As a SU level user, you will have to select the troop to create an order. Use the Action Items on the SU dashboard to quickly view troops who have not created orders or who may have incomplete orders.

Action Items	Numbers	Task
Troops with no Initial Order	1	
Troops with no Early Recognition Orders	1	
Troops with no Main Recognition Orders	1	
Troops with no Girls	1	

August 2023

Manage Recognition Orders

SU Level users may, based on council permissions, submit all the recognition orders for troops in their service unit. If your council has an early recognition plan, SU level users will complete this action for the early plan and then for main and troop plans (if applicable) at the end of the sale.

A table will appear on this page which lists the recognition order that has been created:

1 Orders

Search

Recognition Order

District	SU	Troop	Type	Date	Number	Status	Actions
No Specified District	638	26	Main	December 16, 2021	0001371	COMPLETE	

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 – means an action step needs to be taken before the order can be completed, such as a recognition choice or an apparel size needs to be selected
 - 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

The following icons may also appear on the grid on the far right. The pencil icon can be clicked to edit the order; trash can to delete the order and check mark to submit the order. These icons may be disabled if order deadlines are past or if a higher level has already submitted the order.

Submitting Reward Orders

Review Orders

- Navigate to Rewards>Manage Recognition Orders
- Filter for Status 'Incomplete'
 - Edit each incomplete order. Girl's orders that need choices selected or sized entered indicated with a red triangle warning flag.
 - 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 in the order 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

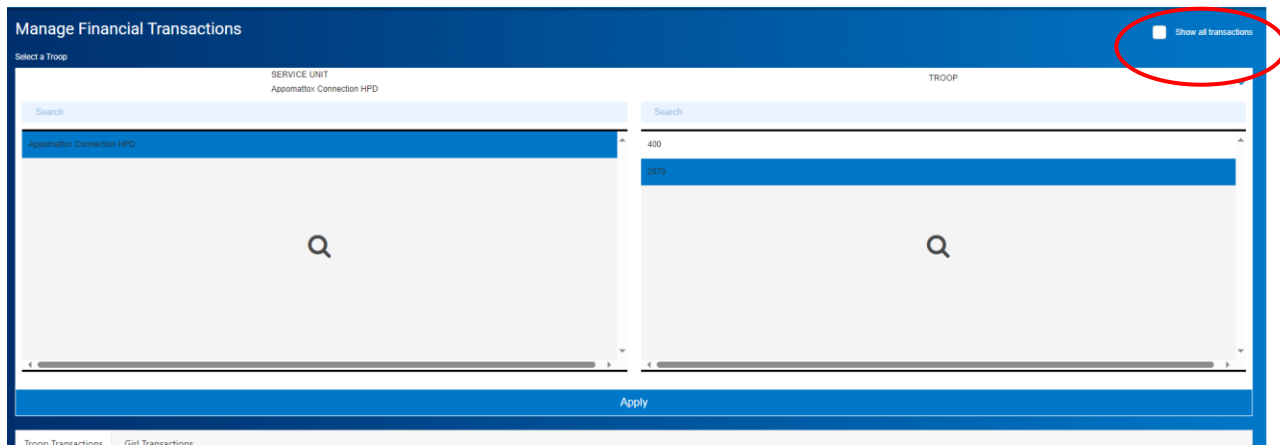
Submit Orders

- 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”.

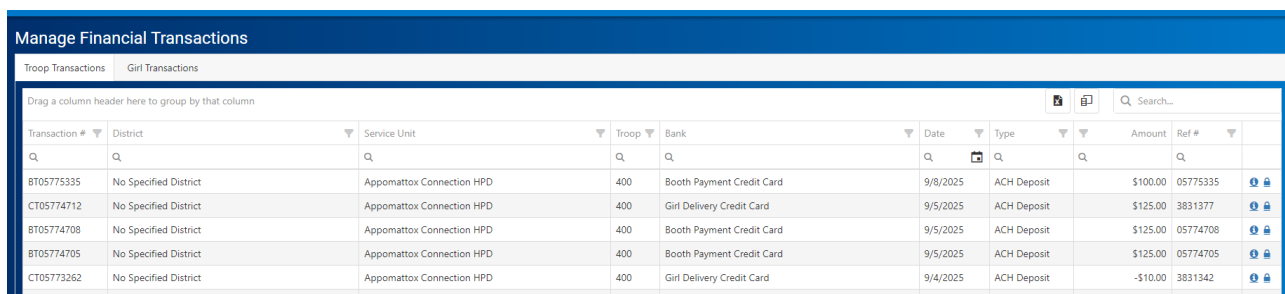
Finances

Financial Transactions

The financial transactions can be displayed by selecting a specific troop in your service unit by selecting the troop and hit apply. If you wish to view all financial transactions for troops in your service unit, click the show all transactions box.

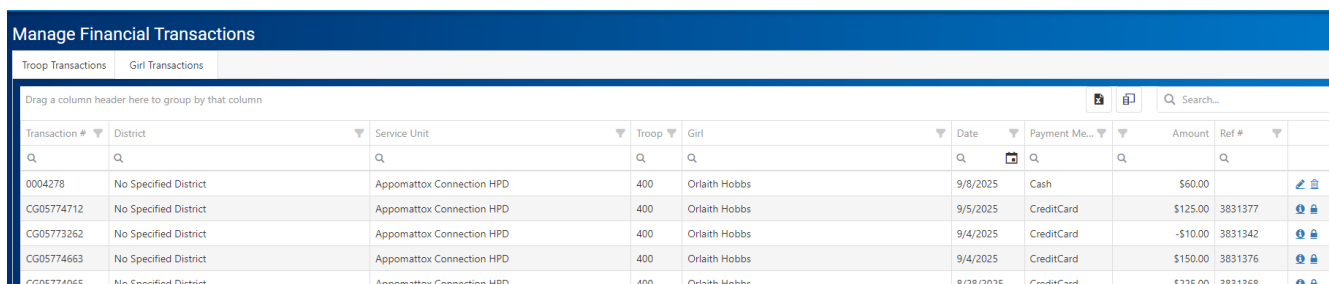


The financial transaction display will have two tabs – troop transactions and girl transactions. On the troop transaction tab all transactions are locked and cannot be edited. Contact your council if you have a question about a locked transaction. Transactions can be exported to excel if desired.

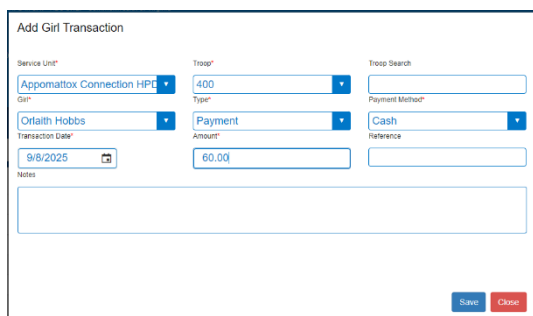


Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #
BT05775335	No Specified District	Appomattox Connection HPD	400	Booth Payment Credit Card	9/8/2025	ACH Deposit	\$100.00	05775335
CT05774712	No Specified District	Appomattox Connection HPD	400	Girl Delivery Credit Card	9/5/2025	ACH Deposit	\$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

The girl transaction page will display all payments imported from Digital Cookie as well as any payments entered by the troop. Digital Cookie transactions will be locked, however, girl transactions entered by the troop or SU users can be edited. All transactions can be exported to excel as desired.



Transaction #	District	Service Unit	Troop	Girl	Date	Payment Method	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



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 to view reports in units of measure as packages and 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 will be uploaded at the council level. Contact your council as instructed if any greyed -out information is incorrect. If your service unit wishes to have rewards shipped someone other than the SU primary contact, enter that information in the Alternate Contact field. The alternate contact does not have to be entered as a user for the SU. If information is entered in the alternate contact field, the reward shipment will default to this person.

Service Unit Information

SU GSUSA ID

SU Number

B-00315022

5

Adventurefuls

Primary Contact

Service Unit Proceed Plan for 2026

User Global ID*

First Name*

Last Name*

Email

106038082

Jessie

Tracy

dctestng+106038082@girlscouts.org

City

Address 1

Address 2

State

Zip

Phone

Fax

Mobile

() -

() -

() -

Alternate Contact

User Global ID*

First Name

Last Name

Email

106038389

Jessica

Marks

dctestng+106038389@girlscouts.org

City

Address 1

Address 2

State

Zip

Phone

Fax

Mobile

() -

() -

() -

Troops Assigned

1037
2439
0595

Update Information

Troops

A listing of all troops in your service unit will display. Depending on council permissions, you may have the ability to edit some troop information. Click the pencil icon to edit the troop. If any locked troop information is incorrect or the troop is not in your service unit contact your council.

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

This will display a listing of all girls in your service unit. Information can be exported to excel. SU users have limited ability to edit girl information. If locked girl information is incorrect or the girl is not in your service unit, contact your council for correction

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	dctestina+106040485@girlscouts.org	✓	✎

Update Troop Girl

Girl GSUSA ID*

106024604

Troop*

2215

Grade Level*

Seven

First Name*

Sorina

Nickname

Apparel

Youth - Large

Last Name*

FitzGerald

Main Recognition Plan

Rewards Only

Socks

Regular - Small

Parent Information

First Name

Ginger

Street

Last Name

Mejia

Suite

Email

dctesting+106024607@girlscout

Emails

Creating an email will send the email to the selected users external email account. The Manage email grid will display all emails created by you and sent to your troops.

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. You can only send emails to troops within your service unit
- 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

Messages are internal messages that will display on the user dashboard. The user will only be able to see the message when logging into Smart Cookies. To add a new message

- 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

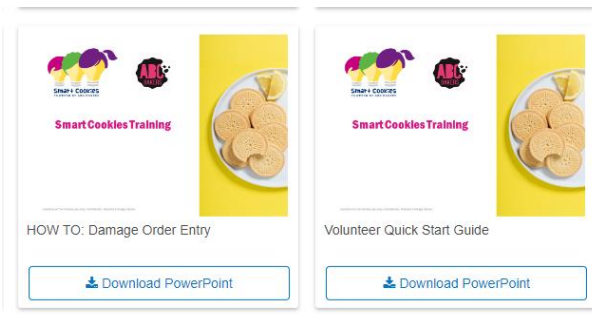
Send Message?: Yes No

Save Cancel

Safety and Training

Smart Cookies Training

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

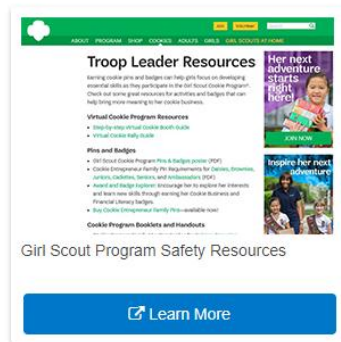


Safety

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

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