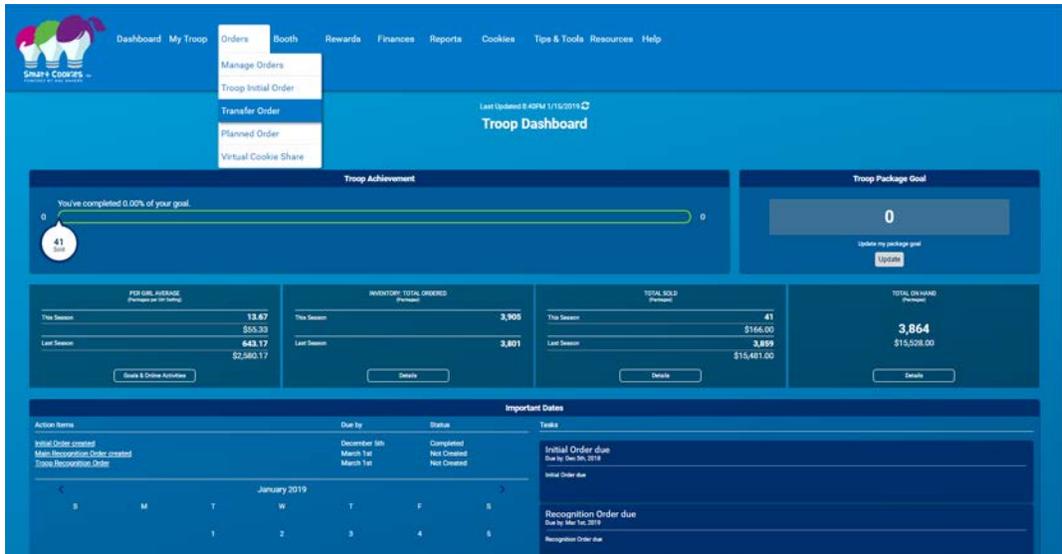


Troop to Girl / Girl to Troop Transfers

Once you have given cookies to a scout or a scout has returned cookies to you and you have filled out and signed your receipts you need to enter the information into Smart Cookies.

Go to Orders and Transfer Order



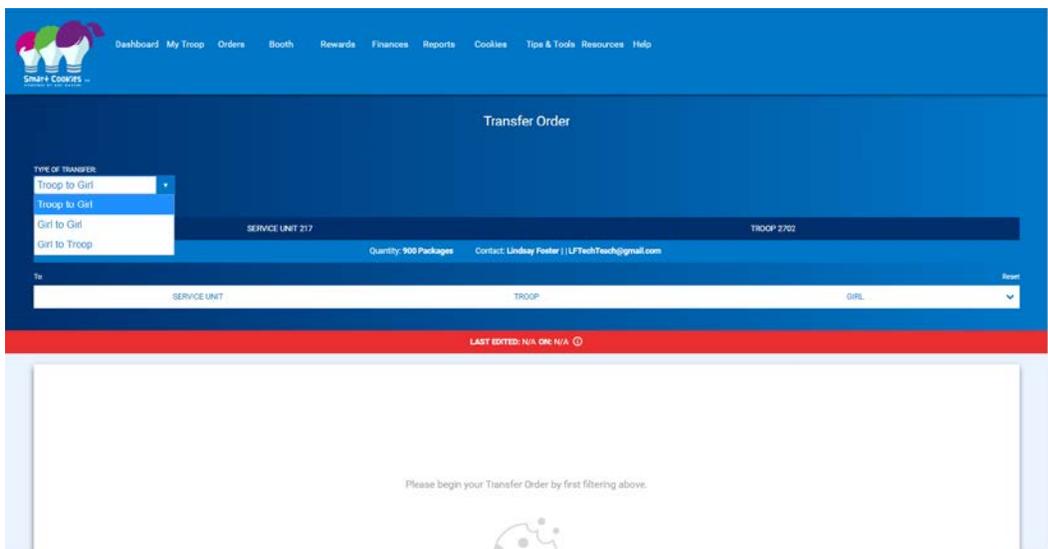
The screenshot shows the Smart Cookies Troop Dashboard. The top navigation bar includes: Dashboard, My Troop, Orders, Booth, Rewards, Finances, Reports, Cookies, Tips & Tools, Resources, and Help. The 'Orders' menu is open, showing options: Manage Orders, Troop Initial Order, Transfer Order, Planned Order, and Virtual Cookie Share. The main dashboard area is titled 'Troop Dashboard' and shows 'Last Updated: 8:42PM 1/15/2019'. It features several key metrics and tables:

- Troop Achievement:** A progress bar showing 0% completion of a goal. A '41' badge is visible.
- Troop Package Goal:** A goal of 0 packages, with a '0' current count and a 'Submit' button.
- PER GIRL AVERAGE:** This Season: 13.87, Last Season: 643.17. Total: \$55.33, \$2,363.17.
- MEMBERS: TOTAL ORDERS:** This Season: 3,905, Last Season: 3,801. Total: \$166.00, \$15,481.00.
- TOTAL SGP:** This Season: 41, Last Season: 3,859. Total: \$166.00, \$15,481.00.
- TOTAL DOLLAR:** This Season: 3,864, Last Season: \$15,528.00.
- Important Dates:** A table with columns for Action Items, Due by, Status, and Tasks. It lists dates like December 8th, March 7th, and January 2019.

If you are giving cookies to the scout it is a Troop to Girl Transfer.

If the scout is returning cookies to your cupboard it is a Girl to Troop Transfer.

You may also transfer cookies from one scout to another within your troop (for example if you have sisters that need to be balanced out; remember this affects the financials for each girl)



The screenshot shows the 'Transfer Order' form in the Smart Cookies system. The top navigation bar is the same as the dashboard. The form includes:

- TYPE OF TRANSFER:** A dropdown menu with options: Troop to Girl, Troop to Girl, Girl to Girl, and Girl to Troop.
- SERVICE UNIT 217** and **TROOP 2702** are displayed.
- Quantity: 909 Packages** and **Contact: Lindsay Foster | LPFtechTeach@gmail.com** are shown.
- To:** A form with fields for **SERVICE UNIT**, **TROOP**, and **GIRL**.
- LAST EDITED: N/A, 0N, N/A** is displayed at the bottom.
- A message at the bottom says: 'Please begin your Transfer Order by first filtering above.'

Troop to Girl / Girl to Troop Transfers

Once you select the type of transfer, you must choose who the cookies are being given from and to. If it is From Troop to Girl, the From will automatically fill in with the Troop information and under the To you must select the Girl's name from the drop down menu. The Service Unit and Troop are automatically filled in.

If the transfer is from Girl to Troop, under from you will select the Girl from the drop down list and the the information under To is already filled in with your troop information.

Select Apply.

The screenshot shows the 'Transfer Order' form with the following details:

- TYPE OF TRANSFER:** Troop to Girl
- From:** SERVICE UNIT 217, TROOP 2753, Quantity: 3864 Packages, Contact: Melissa Miller | (817) 256-4836 | melissamiller78@gmail.com
- To:** SERVICE UNIT 217, TROOP 2753, GIRL: Malaysia Miller
- Search Results:** A list of girls is shown, with 'Malaysia Miller' selected.
- Buttons:** 'Apply' and 'LAST EDITED: N/A ON N/A'.

The cookie line-up then populates below. Use the column on the LEFT for "PACKAGES" that are being transferred to the girl for which she will need to turn in money.

(If you want to enter packages sold at a booth for which money was already collected and the family is not financially obligated, you can use the Booth Packages column.)

The screenshot shows the 'Transfer Order' form with the following details:

- TYPE OF TRANSFER:** Troop to Girl
- From:** SERVICE UNIT 217, TROOP 2753, Quantity: 3864 Packages, Contact: Melissa Miller | (817) 256-4836 | melissamiller78@gmail.com
- To:** SERVICE UNIT 217, TROOP 2753, GIRL: Malaysia Miller
- Cookie Line-up:** A table with columns for 'PACKAGES' and 'BOOTH PACKAGES'.
- Buttons:** 'Clear Order' and 'LAST EDITED: N/A ON N/A'.

			PACKAGES	BOOTH PACKAGES
Thanks-A-Lot	\$0.00		0	0
Emores	\$0.00		0	0
Lemonades	\$0.00		0	0
Shortbread	\$0.00		0	0
Ton Mints	\$0.00		0	0
Peanut Butter Patties	\$0.00		0	0
Caramel deLites	\$0.00		0	0
Peanut Butter Sandwich	\$0.00		0	0
Caramel Chocolate Chip	\$0.00		0	0
Total	\$0.00		0	0

Troop to Girl / Girl to Troop Transfers

You MUST enter the transfer in PACKAGES for each flavor. The Order Notes field is optional, but a good place if you want to make notes regarding specific purposes for large orders.

Select Save.

Quantity: 0 Packages Contact: Melissa Miller | (817) 256-4036 | melissamiller78@gmail.com

LAST EDITED: N/A ON: N/A

Clear Order

			PACKAGES	BOOTHS PACKAGES
	Thank-A-Lot	\$48.00	12	0
	S'mores	\$48.00	12	0
	Lemonades	\$96.00	24	0
	Shortbread	\$48.00	12	0
	Thin Mints	\$144.00	36	0
	Peanut Butter Patties	\$48.00	12	0
	Caramel deLites	\$96.00	24	0
	Peanut Butter Sandwich	\$48.00	12	0
	Caramel Chocolate Chip	\$0.00	0	0
Totals		\$576.00	144	0

Order Notes
200 Cookies

Save

ALSO VISIT girlscoutcookies.org

APPS
Smart Cookies Mobile App Store or Google Play

GSUSA COOKIE FINDER APP
Available on the App Store and Google Play

A confirmation number will pop up.

Suggestion: write the confirmation number on your copy of the receipt so that you know it was entered into Smart Cookies and can be helpful if you need to audit to find a possible error down the road.

Quantity: 0 Packages Contact: Melissa Miller | (817) 256-4036 | melissamiller78@gmail.com

LAST EDITED: Melissa Miller ON: January 16, 2019

Clear Order

			PACKAGES	BOOTHS PACKAGES
	Thank-A-Lot	\$48.00	12	0
	S'mores	\$48.00	12	0
	Lemonades	\$96.00	24	0
	Shortbread	\$48.00	12	0
	Thin Mints	\$144.00	36	0
	Peanut Butter Patties	\$48.00	12	0
	Caramel deLites	\$96.00	24	0
	Peanut Butter Sandwich	\$48.00	12	0
	Caramel Chocolate Chip	\$0.00	0	0
Totals		\$576.00	144	0

Order Notes
200 Cookies

Save

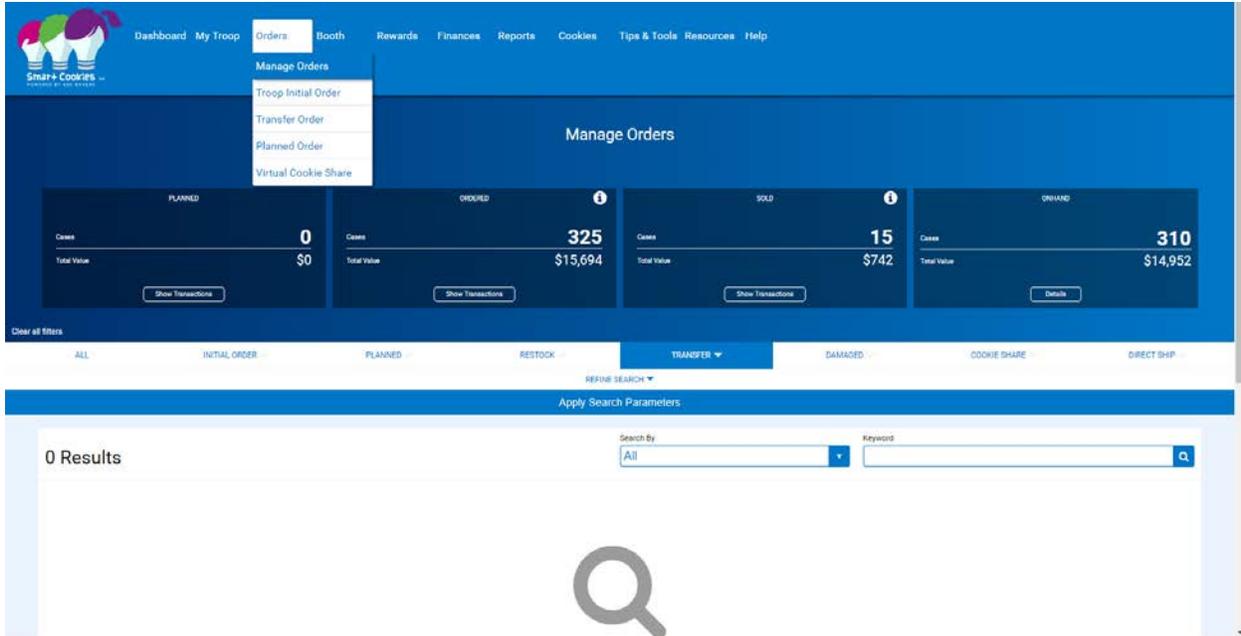
Transfer order 01205425 successfully saved

Print Receipt

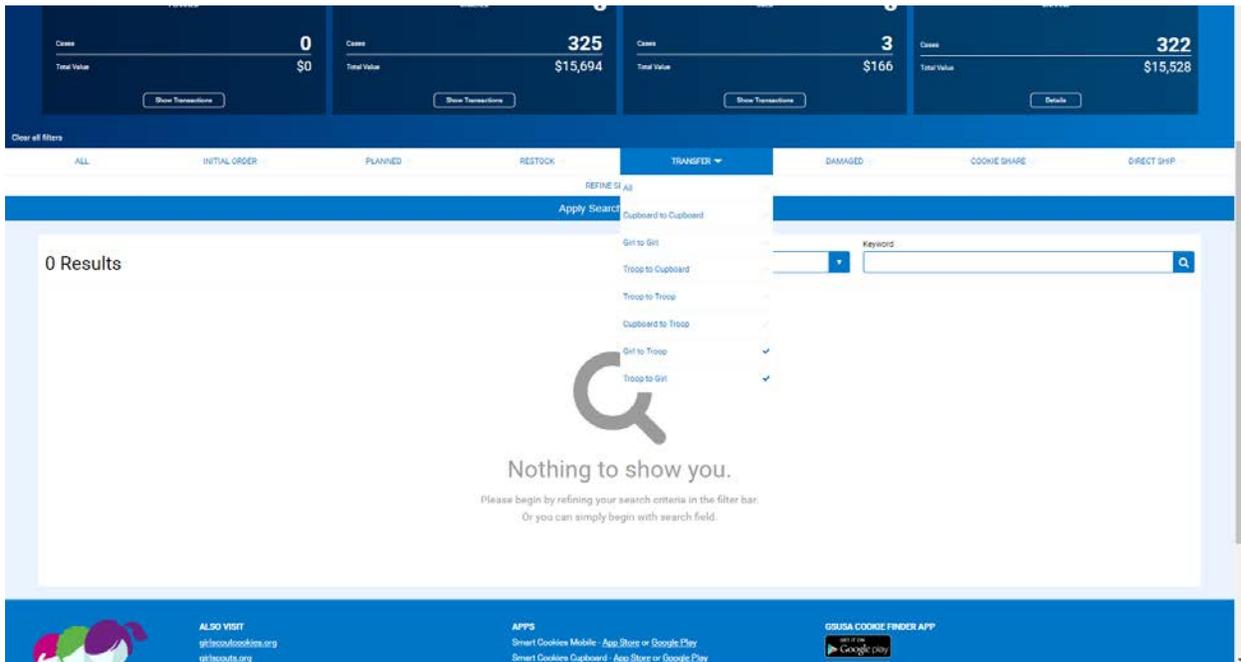
If you see you have made a mistake, you can simply edit and re-save while you are still on this screen. The confirmation number will remain the same.

Troop to Girl / Girl to Troop Transfers

If you need to go back later to look at orders, go to Orders and Manage Orders.



You can filter by order type and search for specific confirmation numbers.



Troop to Girl / Girl to Troop Transfers

Once you find the order you are looking for, you can edit the transfer by clicking on the hamburger menu on the far right and selecting Edit Order.

The screenshot shows a dashboard with four summary cards: PLANNED (0 Cases, \$0 Total Value), ORDERED (325 Cases, \$15,694 Total Value), SOLD (15 Cases, \$742 Total Value), and ON HAND (310 Cases, \$14,952 Total Value). Below these is a navigation bar with tabs for ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER (selected), DAMAGED, COOKIE SHARE, and DIRECT SHIP. A search bar is present with 'All' selected. The main content area shows '1 Results' with a table of order details.

DATE	ORDER #	TYPE	ID	FROM	CShare	TAL	SAR	LEM	SB	TM	PSP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
1/16/2019	120425	T2G	Makayla Miller	2753	0	-12	-12	-24	-12	-36	-12	-24	-12	0			

It will appear on the same screen as the original entry and you can edit and Save. The confirmation number will remain the same.

The screenshot shows the order details for order 120425. The header includes 'SERVICE UNIT 217', 'TROOP 2753', and 'Girl: Makayla Miller'. The quantity is 144 Packages, and the contact is Melissa Miller. The order was last edited on January 16, 2019. The main content area shows a list of packages with their respective quantities and booth package quantities. A confirmation message at the bottom states: 'Transfer order 0120425 successfully updated'.

Item	Price	Quantity	Booth Packages
Thank-A-Lot	\$48.00	12	0
Simoes	\$48.00	12	0
Lemonades	\$96.00	24	0
Shortbread	\$48.00	12	0
Thin Mints	\$144.00	36	0
Peanut Butter Patties	\$48.00	12	0
Caramel deLites	\$96.00	24	0
Peanut Butter Sandwich	\$48.00	12	0
Caramel Chocolate Chip	\$0.00	0	0
Totals	\$576.00	144	0

Order Notes: Zoo Cookies

Transfer order 0120425 successfully updated