

SUCC Directions - How to add Troop Users to Smart Cookies

Log in to SU Chair Dashboard

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

Last Updated 2:40PM 10/31/2019

Service Unit Dashboard

PER SELL AVERAGE (Packages per Girl Selling)	INITIAL ORDER/TRANSFER SOLD (Count)	COOKIES SOLD (Count)	DIRECT SHIP SOLD (Count)	TOTAL SOLD (Count)
This Season: 0.00	This Season: 0	This Season: 0	This Season: 0	This Season: 0
Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00
\$1,680.39	\$786,294.00	\$19,792.00	\$25,708.00	\$831,794.00

Important Dates

Action Items	Numbers	Tasks
Troops with no Initial Order	26	Initial Order due
Troops with no Early Recognition Orders	26	Due by Sun 06, 2019
Troops with no Main Recognition Orders	26	Initial Order due for Troop
Troops with no Girls	26	

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Last Day Users may Create, Edit or Commit an Order
Due by Sun 14, 2019
Last Day Users may Create, Edit or Commit an Order for Troop

Go to "My Service Unit" and Select "Troops".

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

Last Updated 2:41

Service Unit

PER SELL AVERAGE (Packages per Girl Selling)	INITIAL ORDER/TRANSFER SOLD (Count)	COOKIES SOLD (Count)	DIRECT SHIP SOLD (Count)	TOTAL SOLD (Count)
This Season: 0.00	This Season: 0	This Season: 0	This Season: 0	This Season: 0
Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00	Last Season: \$0.00
\$1,680.39	\$786,294.00	\$19,792.00	\$25,708.00	\$831,794.00

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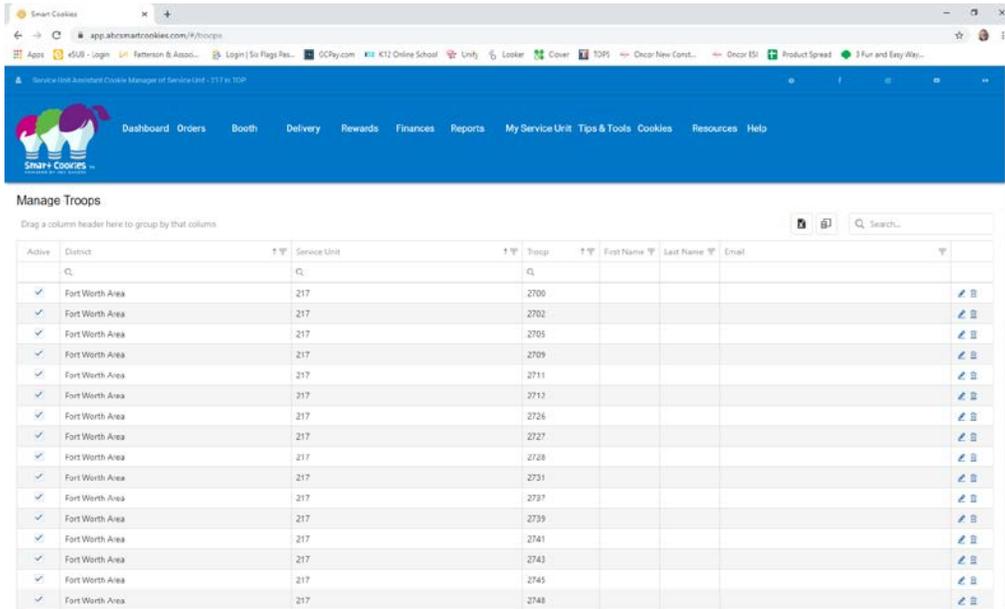
November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Last Day Users may Create, Edit or Commit an Order
Due by Sun 14, 2019
Last Day Users may Create, Edit or Commit an Order for Troop

- My Service Unit
- Service Unit Info
- Cupboards
- Troops
- Girls
- User Management
- Submitted Jobs
- Emails
- Messages

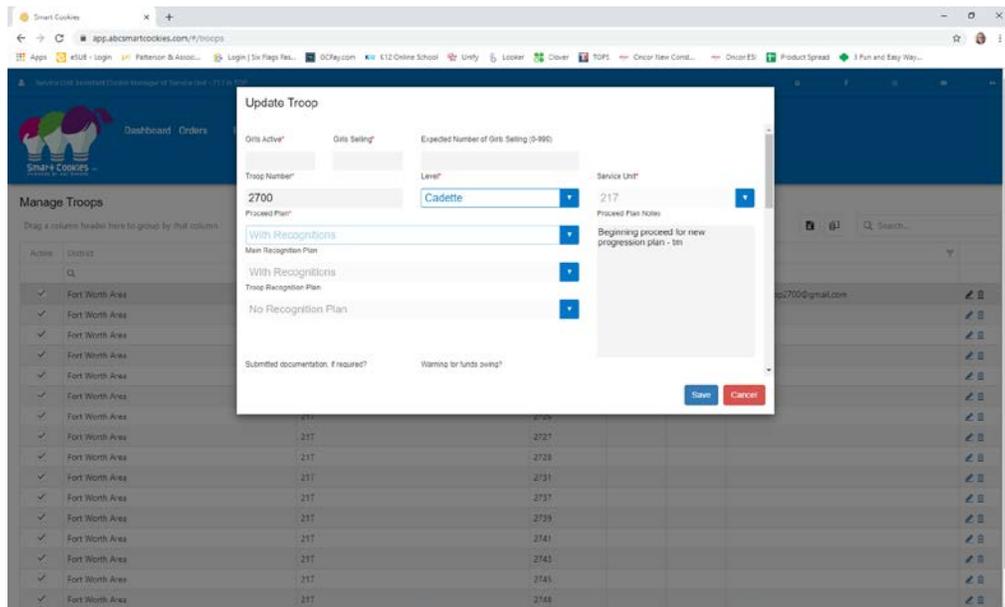
Once Council has been able to upload troops into Smart Cookies, you'll be able to see troops listed. Click the pencil next to the troop to add the Troop Cookie Chair Info



The screenshot shows the 'Manage Troops' interface in the Smart Cookies application. It features a table with columns for Active status, District, Service Unit, Troop, First Name, Last Name, and Email. The table lists 15 troops, all from the Fort Worth Area (Service Unit 217) with Troop numbers ranging from 2700 to 2748. Each row has a pencil icon in the rightmost column, indicating that the troop information can be edited.

Active	District	Service Unit	Troop	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Fort Worth Area	217	2700			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2702			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2705			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2709			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2711			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2713			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2726			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2727			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2728			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2731			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2737			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2739			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2741			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2743			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2745			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2748			

A screen will appear to Update the Troop TCC information:



The screenshot shows the 'Update Troop' modal form overlaid on the 'Manage Troops' table. The form contains several input fields and dropdown menus for updating troop information. The 'Troop Number' field is pre-filled with '2700'. The 'Level' dropdown is set to 'Cadette'. The 'Service Unit' dropdown is set to '217'. The 'Proceed Plan' dropdown is set to 'With Recognitions'. The 'Main Recognition Plan' dropdown is set to 'With Recognitions'. The 'Troop Recognition Plan' dropdown is set to 'No Recognition Plan'. There are also checkboxes for 'Submitted documentation: Required?' and 'Warning for funds being?'. The form has 'Save' and 'Cancel' buttons at the bottom right.

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-990)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Troop Number: 2700	Level: Cadette	Service Unit: 217
Proceed Plan: With Recognitions	Proceed Plan Note: Beginning proceed for new progression plan - tti	
Main Recognition Plan: With Recognitions		
Troop Recognition Plan: No Recognition Plan		
Submitted documentation: Required? <input type="checkbox"/>	Warning for funds being? <input type="checkbox"/>	

Scroll down to add a Primary Contact. Click on create user account and put in the email address and name for the TCC. The TCC can fill in remaining info when they log in. (Note: If user is already in the system, for example, as a TCC for more than one troop, their information will auto-fill when you enter their email address)

The screenshot shows the 'Update Troop' form with the 'Primary Contact' section active. The form includes fields for 'Submitted documentation, if required?' (Yes/No), 'Banking for funds owing?' (Yes/No), 'Bank Account', and 'Bank Routing'. The 'Primary Contact' section has a checked 'Create User Account' box and fields for Email (cookiechair@gmail.com), First Name (Cookie), Last Name (Chair), Street, State, City, State (dropdown), Zip, Phone, Fax, and Mobile. 'Save' and 'Cancel' buttons are at the bottom right.

If the troop has a co-chair, under Alternate Contact, click the box to “Create User Account” and add the co-chair’s email and name. You can add notes about the chairs (for example, if one is in charge of booth scheduling and one is in charge of the finances, etc. . . , if known)

The screenshot shows the 'Update Troop' form with the 'Alternate Contact' section active. The 'Create User Account' box is checked. Fields include Email (AssistantChair@gmail.com), First Name (Assistant), Last Name (Chair), Street, State, City, State (dropdown), Zip, Phone, Fax, and Mobile. A 'Notes' field contains the text: 'Chair is responsible for finances and girl transfers' and 'Co-chair will be handling booth scheduling'. 'Save' and 'Cancel' buttons are at the bottom right.

Hit Save to go back to Manage Troops. The contact information for the TCC will now be in the chart, and an email will have been sent to the TCC to let them know they can log in and register.

Active	District	Service Unit	Troop	First Name	Last Name	Email
✓	Fort Worth Area	217	2700	Cookie	Chair	cookiechair@gmail.com
✓	Fort Worth Area	217	2702			
✓	Fort Worth Area	217	2705			
✓	Fort Worth Area	217	2709			
✓	Fort Worth Area	217	2711			
✓	Fort Worth Area	217	2712			
✓	Fort Worth Area	217	2726			
✓	Fort Worth Area	217	2727			
✓	Fort Worth Area	217	2728			
✓	Fort Worth Area	217	2731			
✓	Fort Worth Area	217	2737			
✓	Fort Worth Area	217	2739			
✓	Fort Worth Area	217	2741			
✓	Fort Worth Area	217	2743			
✓	Fort Worth Area	217	2745			
✓	Fort Worth Area	217	2748			

You can review all of the users in your service unit by going to “My Service Unit” and “User Management”.

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

Service Unit

PER GIRL AVERAGE (Average per Girl Sold) This Season: 0.00, Last Season: 418.79

INITIAL ORDER/TRANSFERS SOLD (Items) This Season: 0, Last Season: 16,332

COOKIES SOLD (Items) This Season: 0, Last Season: 530

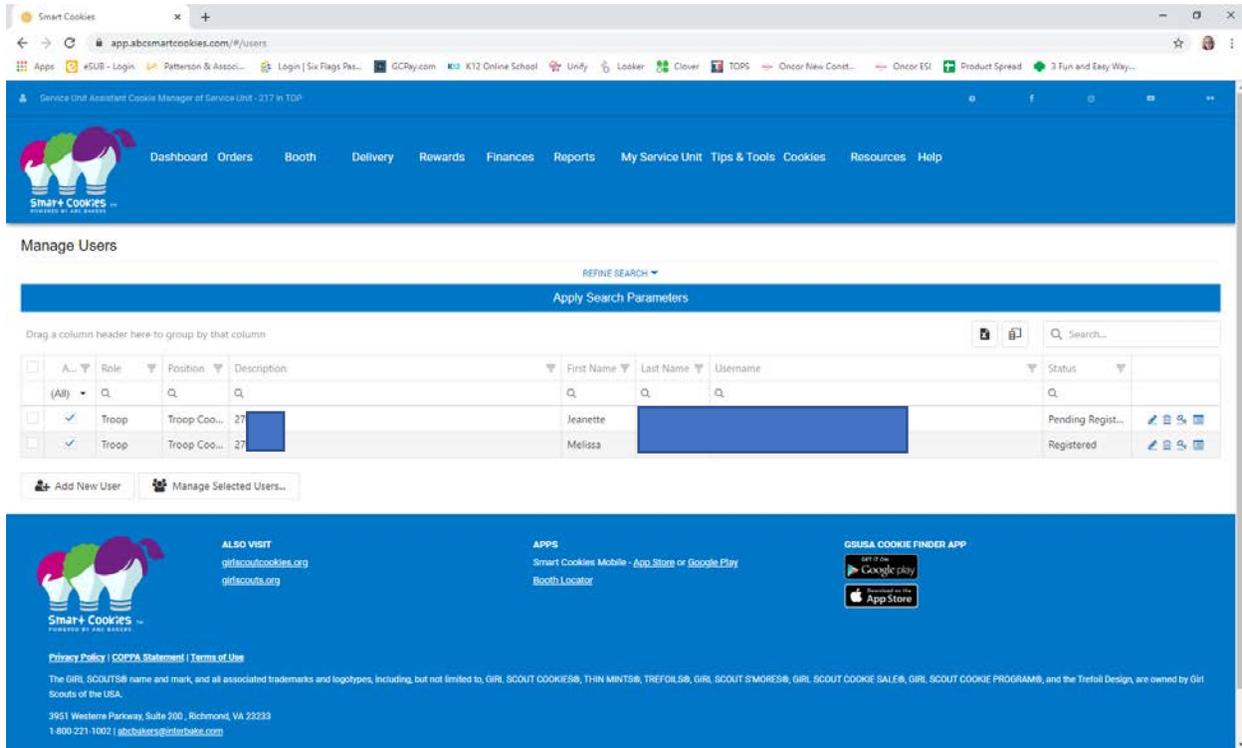
DIRECT SHIP SOLD (Items) This Season: 0, Last Season: 530

TOTAL SOLD (Items) This Season: 0, Last Season: 17,274

If it opens with no data you can click on “Refine Search” to add parameters

Select “All” next to Roles for it to list every user in the service unit. (Use any of the available parameters to minimize your results) and click “Apply Search Parameters”

A list of the users for your service unit will appear. This will include those who have registered (i.e. received their email and logged in) as well as those who have not yet registered but who have been entered into the system. The status line shows whether they have registered or not.



From here you can edit the user by clicking the pencil next to their name to confirm email address, phone number or other information.

Click Save before closing to save any changes.

If a leader does not get the email, but the address is correct; after they have made sure to allow emails from NOREPLY@ABCSMARTCOOKIES.COM, you can resend their registration email to them by clicking the check box next to their name, then go to "Manage Selected Users"

The screenshot shows the 'Manage Users' page in the Smart Cookies application. At the top, there's a navigation bar with links like Dashboard, Orders, Booth, Delivery, Rewards, Finances, Reports, My Service Unit, Tips & Tools, Cookies, Resources, and Help. Below this is a 'Manage Users' section with a search bar and a table of users. The table has columns for Role, Position, Description, First Name, Last Name, Username, and Status. Two users are listed: Jeanette Kaplan (Troop 2700) and Melissa Miller (Troop 2702). A context menu is open over the first user, showing options: User Permissions, Report Permissions, Delete User, Send Registration Email, Set User Status to Registered, and Retrieve Registration Link. At the bottom of the page, there are links for APPS (Smart Cookie Mobile, Booth Locator) and GSUSA COOKIE FINDER APP (Google Play, App Store).

From there you can Resend the Registration Email to them by clicking “Send Registration Email” or you can click “Retrieve Registration Link” to get a copy of their link to send to them via email or other messaging service.

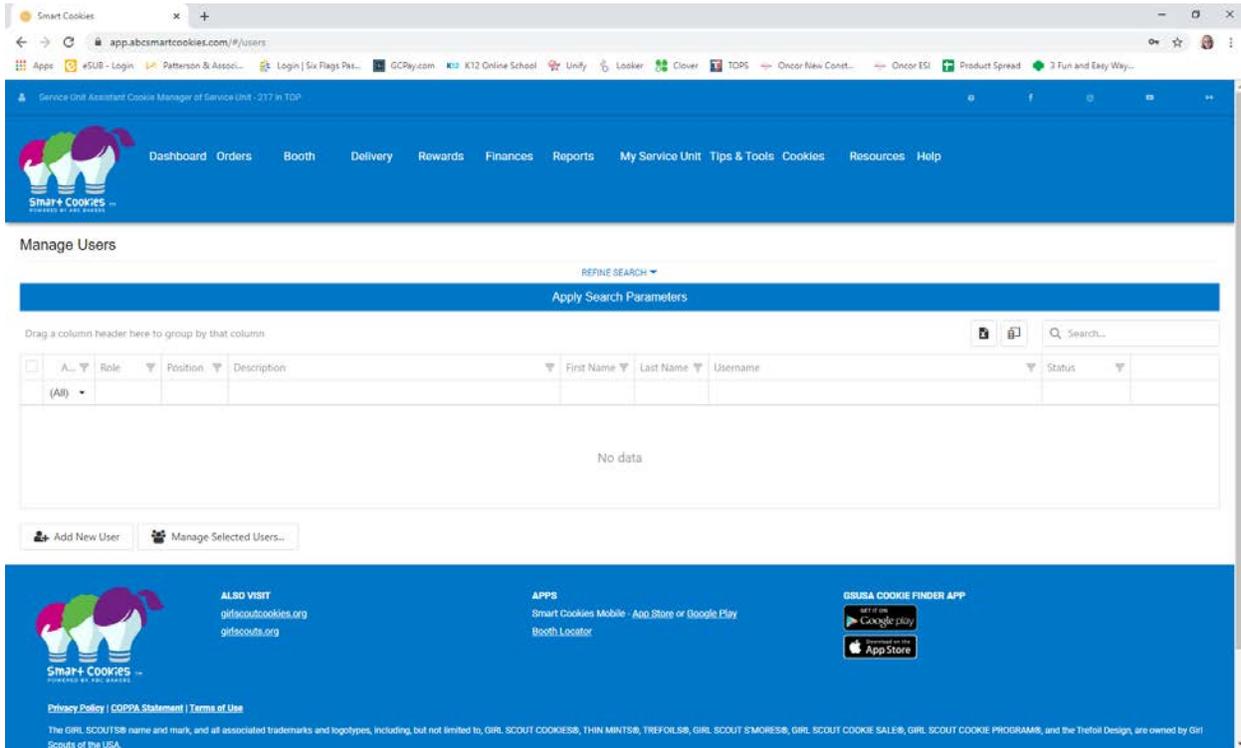
The 'Registration Link' dialog box contains the following text: "Registration Link: Please advise the person requesting the registration link to add the following email address to their safe sender list in their email program: noreply@abcsmartcookies.com". Below this is a text input field containing "Jeanette" and a URL "https://app.abcsmartcookies.com". To the right of the URL are two buttons: "Copy Link" and "Go To Link". At the bottom right of the dialog is a "Close" button.

If you attempt to send a link or copy a link for someone already registered, you’ll get a error message:

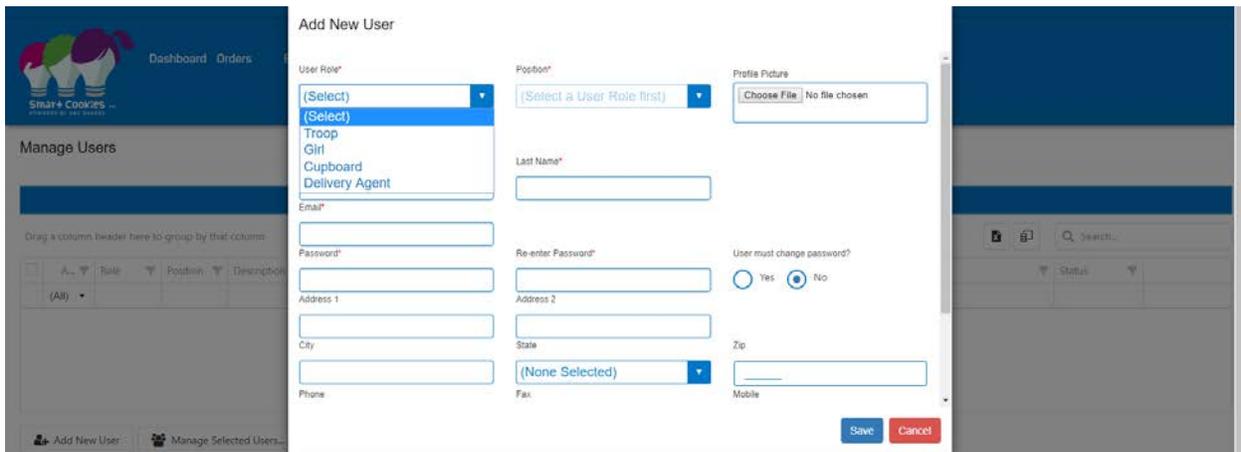
The error message banner is red with white text and a red 'X' icon. It reads: "Please select one or more unregistered users to send registration email." The banner is positioned at the top of the page, partially overlapping the navigation bar.

The 'Registration Link' dialog box shows an error message. The text input field contains the name "Melissa" and the message "User Already Registered". At the bottom right of the dialog is a "Close" button.

You can add cookie chairs through User Management OR if there are more than 2 cookie chairs for a troop, you can add additional cookie chairs through User Management by clicking on “Add New User”



Select the User Roll



Select appropriate position:

The screenshot shows the 'Add New User' form in a web application. The 'Position' dropdown menu is open, displaying a list of roles: (Select), Troop Leader, Troop Assistant Leader, Troop Cookie Manager, and Troop Assistant Cookie Manager. The 'Troop' dropdown is also open, showing '(Select)'. Other fields include 'First Name', 'Email', 'Password', 'Re-enter Password', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Phone', and 'Mobile'. A 'Profile Picture' section has a 'Choose File' button. The 'User must change password?' section has radio buttons for 'Yes' and 'No', with 'No' selected. 'Save' and 'Cancel' buttons are at the bottom right.

Select the Troop Number:

The screenshot shows the 'Add New User' form. The 'Troop' dropdown menu is open, displaying a list of troop numbers from 2700 to 2765. The 'Position' dropdown is now set to 'Troop Assistant Cookie Man'. The 'First Name' field is empty. Other fields are the same as in the previous screenshot. 'Save' and 'Cancel' buttons are at the bottom right.

Add the name and email address for the user. And on this page you must put in a password. Suggest making it a simple password like Cookies2020 and select that you select "Yes" to User must change password?.

The screenshot shows the 'Add New User' form with the following fields filled out: 'Troop' is 'Troop Assistant Cookie Man', 'Troop' is '2781', 'First Name' is 'Cookie', 'Last Name' is 'Leader', 'Email' is 'cookieleader@gmail.com', 'Password' is '*****', and 'Re-enter Password' is '*****'. The 'User must change password?' section has the 'Yes' radio button selected. 'Save' and 'Cancel' buttons are at the bottom right.

Make sure that “Yes” is selected to Account Active? And Send Registration Notification? And click Save

Service Unit Assistant Cookie Manager of Service Unit - 217-2

Dashboard Orders

Smart+ COOKIES

Manage Users

Drag a column header here to group by that column:

	A	Role	Position	Description
(All)				

Cookie

Leader

Email*

cookieleader@gmail.com

Password*

Re-enter Password*

User must change password?

Yes No

Address 1

Address 2

City

State

(None Selected)

Zip

Phone

Fax

Mobile

Account Active?

Yes No

Send registration notification?

Yes No

Save Cancel

Cookie Chair should receive the registration email. If they do not, their username is the email address you listed with the password you created. They can log in using that and change the password.