



Quick Bites

Creating an initial order – Order Taking Sale

You can view our video [Creating Initial Order by Girl YouTube Link](#) or follow these instructions:

- Log i into Smart Cookies and navigate to Orders>Troop Initial Order .
- Click on a girl name to display all cookie varieties.
- For order taking sales, during the initial order period, your Troop initial order will populate with i nformation from Digital Cookie. The first column (Inv) may contain packages entered by the parent from the paper order card. These numbers may be edited. The second column (pre-paid) will total all girl delivery pre-paid packages ordered from customers and is not editable. Enter any packages needed in the first column or edit if desired. To verify numbers are accurate run the All Order Data report for girl delivery and the Initial Order report for parent entered orders from Digital Cookie.
- On the booth row at the bottom of the page, enter additional packages for your Troop to use at booth sales. The extra line will round all varieties up to full cases (not Cookie Share). Extras line is not editable. Click Save when order complete.

After you have saved your Troop order, your delivery location(s) will display. Click on the name of the location for cookie pick up (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. Save the delivery location. If you make changes to your Troop order, you must select the delivery station again.

Once your initial order is complete, you can click ready for review to notify the Service Unit that your order is complete.