Just In Time – Girl Delivery Donation Orders and Stand Alone Donation-Only Orders

QUICK BITES

When girls receive donation sales AKA cookie share orders in Digital Cookie that are part of a **girl delivery order** or **donation-only order** or from **in person sales**, the troop volunteer must create a transaction in Smart Cookies and record the donations for the girl to receive credit for the sales.

Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. For cash orders, be sure to collect the payment and post in Smart Cookies.

NO ACTION IS NEEDED FOR ANY SHIP ONLY DONATION ORDERS OR DONATION COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.

To enter a Cookie Share sale for the girl, watch this video <u>https://www.youtube.com/watch?v=LXTiKg7Blpk</u> or follow the steps below:

Navigate to Orders>Virtual Cookie Share

Thoop Leader of Thoop - 102 in Central Maryland									f	8
Dashboard My Troop	Orders	Booth	Recognitions Finances	Reports	Cookies	Tips & Tools	Media	Help		
Smar+ Cookies	Manage Orders									
	Troop Initia	l Order								
	Last Updated 1009PM 9/12/2017 3 Troop Dashboard									
	Planned Order									
	Damage Order									
	Virtual Coo	kie Share						Troop	Package Go	pal
Vou've completed 75.43% of your goal.										
									500	
			2640 Sold					Update	my package go	el

Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Cookie Share cookies will display on the Girl Dashboard and financial responsibility for these packages will be assigned to the girls.

Dashboard M	y Troop Orders Booth Recogr	nitions Finances Reports Cookies Tips I	& Tools Media Help						
Virtual Cookie Share Cookie Share Grg									
	SERVICE UNIT 654		TROOP 102						
	Troop: 102 Name: 0	Chris McDaniel Phone: (unavailable) Email: centralmaryland	d.troop⊜outlook.com						
				Packages					
	Elena Leonard		3						
	Harriet Paul		3						
	Mona Griffin		3						
	Angie Gregory		3						
	Lisa Cohen		3						
	Shannon Gonzalez		3						
	Mona Knight		3						
	Faye Hill		3						
	Susan Myers		3						
	Casey Smith		3						
		< 1 2 >							
	Total		60						
	Order notes Virtuel Cookie She	are orders from 3 booth events done this past Setur	dey						
		Save							

IMPORTANT NOTE: To update cookie share numbers - do not create a new cookie share order. That may duplicate already recorded donations. Go to Manage Orders--> select Cookie Share then apply search parameters. Locate previous cookie share order - click the 3 dots at the end of the row to open order and edit, entering new totals, if applicable.