

Managing Troop Direct Ship Orders

Follow the instructions below to distribute any orders the troop receives from their Troop Ship Only link. Log into Smart Cookies and navigate to Orders>Troop Direct Ship

3 Results

| DATE | ORDER # | Customer Name | Customer Address | Status | CShare | TY | SMR | LEM | SB | TM | PPP | CD | PBS | GFC | TOTAL |
|-----------|---------|---------------|---|----------------------|--------|----|-----|-----|----|----|-----|----|-----|-----|-------|
| 12/6/2020 | 1867 | chippy elf | [REDACTED] Jersey, United States, 08836 | Pending distribution | 1 | 1 | 8 | 8 | 2 | 12 | 8 | 1 | 1 | 11 | 53 |
| 12/6/2020 | 1866 | chippy elf | [REDACTED] Jersey, United States, 08836 | Pending distribution | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 3 | 21 |
| 12/6/2020 | 1865 | chippy elf | [REDACTED] United States, 08836 | Pending distribution | 0 | 0 | 2 | 0 | 2 | 3 | 3 | 0 | 0 | 4 | 14 |

Any orders that have not been distributed will be shown in red as Pending Distribution. Scroll to the bottom of the page and click Distribute button. This will open a grid of all girls in the troop. Select the girls who will receive credit.

Troop Direct Ship Orders Summary (Packages)

Total Left to Distribute: **6** Total Distributed: **82** Total Sold: **88** (\$458.00)

You MUST distribute all the packages sold to the girls in your troop.

| | CShare | TY | SMR | LEM | SB | TM | PPP | CD | PBS | GFC |
|--|--------|----|-----|-----|----|----|-----|----|-----|-----|
| | 1 | 4 | 13 | 11 | 7 | 18 | 14 | 1 | 1 | 18 |

2 Girls

| GIRL NAME | CShare | TY | SMR | LEM | SB | TM | PPP | CD | PBS | GFC | PACKAGES SOLD |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------|
| Cindy Regression | <input type="text" value="0"/> | <input type="text" value="2"/> | <input type="text" value="6"/> | <input type="text" value="5"/> | <input type="text" value="3"/> | <input type="text" value="9"/> | <input type="text" value="7"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="9"/> | 41 |
| Regression Girl | <input type="text" value="0"/> | <input type="text" value="2"/> | <input type="text" value="6"/> | <input type="text" value="5"/> | <input type="text" value="3"/> | <input type="text" value="9"/> | <input type="text" value="7"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="9"/> | 41 |
| Packages left to Distribute | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 6 |
| Troop Total | 0 | 4 | 12 | 10 | 6 | 18 | 14 | 0 | 0 | 18 | 82 |

Buttons: Edit Girls, Save

Each variety will be evenly distributed between selected girls – edit any remaining packages until all cookies are distributed. Click Save. Be sure ALL troop direct ship orders have been distributed to girls prior to creating your main recognition order.