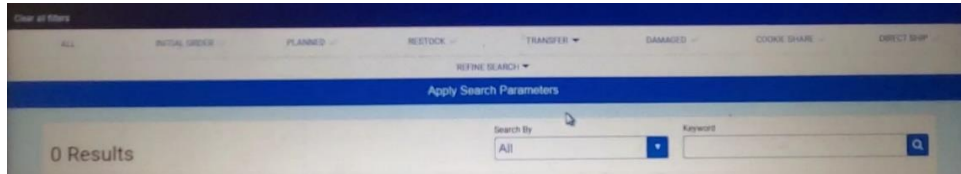# Navigating abcsmartcookies.com

Most tabs in abcsmartcookies.com are self-explanatory, once you click on a tab and select a page from the drop-down menu, you will need to click on the blue "Apply Search Parameters" bar for the page to show the data.

The following functions will be used the most:

- MY TROOP
  - o Troop User Management – once girls are uploaded, if a parent cannot find the registration email, you have the ability to resend it. You also have the ability to reset the password for them.
  - o Troop Messages – use this to communicate to parents within abcsmartcookies, which will track when messages were sent and to whom.
  - o Watch the video, "HOW TO: Manage Your Troop" in abcsmartcookies.com
- ORDERS
  - o Manage Orders – if you are not sure if you have submitted a planned order, or need to modify a planned order, this is the place to do it. Watch the video, "HOW TO: Manage Orders" in abcsmartcookies.com
  - o Planned Orders – this is where you schedule ALL of your cookie pickups and inform the cupboard what cookies you need.
- VIRTUAL COOKIE SHARE – track girls' donations for Care to Share packages.
  - o This will add a $4 balance owed by girl, for every one you enter.
  - o Care to Shares are fulfilled by GSNI-M at the end of the sale. See Virtual Cookie Shares in Part 4 of the Leader Guide for details
- BOOTH
  - o Make requests for GSNI-M Secured Booths, select First Come, First Served Booths, and add your Troop Secured Booths, as mentioned in Booths 101, 201, and 301 in the Booth Appendix.
  - o Take credit card payments while at a booth (girls and adult volunteers).
- FINANCIAL TRANSACTIONS – used to log payments from parents or guardians. See Financing 101, 201, and 301 in the Finance Appendix for details.
- REPORTS – current and archived reports can be found here.
- HELP – ABC's tech support has the tools to assist you with many of your questions. If it is something specific to GSNI-M, they will direct you to frontdesk@gsnim.org. Be sure all correspondence has your name, troop#, SU#, and girl's name (if applicable). Be brief yet specific in your subject line, so that your questions can be answered quickly.

Reports, Reports, Reports

You are encouraged to run every report to see what it includes. Familiarize yourself with the following top reports:

- **Troop Balance Summary** –your dashboard gives you quick, snap-shots of your inventory and balance owed to GSNI-M. These are not "real-time" like the reports are. The Troop Balance Summary shows:
    - Per selling girl average (used to determine your troop proceeds)
    - your cookie cupboard pickups
    - transfers to and from other troops
    - deposits made to GSNI-M
    - Balance owed to GSNI-M
    - Deposits made to GSNI-M will be reflected in abcsmartcookies.com within 2 business days, so keep that in mind when you pull this report!
- **Girl Balance Summary** – this is similar to the Troop Balance Summary, but for each girl. This report will show all girl transactions and how much is owed. For this report to be accurate, you must keep a timely record of:
    - Transfers of cookies from the troop to the girl
    - Payments from girls to the troop
    - Allocation of cookies from booth sales to the girl
    - Reminder, **girls should never owe the troop more than $160.00**. You can filter by typing a girl's name (first and last name must be spelled correctly and completely), or leave it blank to pull up every girl, alphabetized by first name.
- **Available Booth Sale Summary** – this report is for those who are interested in securing additional booths. The report can be filtered by area or location, to see what booths are available. See Booths 301 in the Booth appendix for more details.
- **Booked Booth Sale Summary** – this isthe list of booths that your troop has secured, both for GSNI-M Secured and Troop Secured Booths. **This is a great page to print to keep with your booth supplies.**
- **Troop On Hand Inventory** – it is recommended that you balance your on-hand inventory with what is entered in abcsmartcookies, at least weekly. Some troops track cookie variety, and others just track totals. Either way, run the report in either "cases/packages", or just "packages." Your # of total cookies on the report should match what you physically have in stock for your troop.

♣ Any reports you find most useful can be saved as "favorites", to locate quickly in the future! Abcsmartcookies.com allows you to mark up to 10 favorites.

♣ The video, "HOW TO: Generate Reports" can be found on abcsmartcookies.com.

Girl Transfers and Cookie Payments

As parents are picking up cookies and/or girls are participating in cookie booths, you need to transfer cookies from the troop to the girl. By staying on top of transfers and payments, girls and parents will be able to see where they stand in relation to their goal. This will help you accurately track troop inventory. Depending on your troop size and cookie booth activity, you should balance your actual troop inventory with the abcsmartcookies.com inventory report weekly. Catching an error early is easier to correct than at the very end of the cookie program.

♣ There are 2 columns on the Troop to Girl transfer page, be sure you are putting packages into the LEFT column, so that it assigns financial responsibility to the girl.

♣ Watch the video, "HOW TO: Troop to Girl Transfers (T2G)" in abcsmartcookies.com

With siblings, it is best to split the transfer between them. If there is an odd number of packages picked up, you can offset which girl received the extra package at the next pickup. You can also use the girl to girl transfer as needed.

Every girl who is selling cookies needs to be loaded into abcsmartcookies.com, and should have cookies transferred to her from the troop. If you have a girl who newly joined, or you don't see certain girls in abcsmartcookie.com, that is most likely because we do not have a girl permission form on file. The girl should not be allowed to participate until that is completed. Once the appropriate paperwork is turned in, we will add her into abcsmartcookies.com.

Do NOT transfer cookies to a girl who is not selling. It is imperative that the girls selling are reflected correctly in abcsmartcookies.com.

When deciding how many cookies to give a girl for her first 40 packages, GSNI-M recommends the following breakdown:

- Toast Yay! (approx. 12%): 4 packages
- GS Smores (approx. 7%): 3 packages
- Lemonades (approx. 10%): 4 packages
- Shortbread (approx. 6%): 2 packages
- Thin Mints (approx. 25%): 12 packages (one full case)
- PB Patties (approx. 16%): 6 packages
- Caramel deLites (approx. 15%): 6 packages
- PB Sandwich (approx. 9%): 3 packages

You can transfer cookies from the troop to the girl, girl to the troop, and girl to girl. If you find you need a transaction deleted or changed, send an email to frontdesk@gsnim.org. Please be as detailed as possible about the transaction and why it needs deleted. Be sure to always include your troop # and SU #.

Transferring cookies to girls in abcsmartcookies.com is required.

When transferring cookies to girls who worked at cookie booths, there are two options:

- Smart Booth Divider in abcsmartcookies.com (recommended)
  - With smart booth divider, you record how many cookies were sold, and which girls participated in the booth. The software will allocate the cookies evenly, if there is an odd distribution, it will ask you to allocate any extra packages that remain.
  - When you allocate cookies using smart booth divider, it does not show a girl owes money for those cookies, it will not be reflected in their balance owed to troop.
  - Watch the video, "HOW TO: Distribute Cookies for Each Booth Option 1" on abcsmartcookies.com
- Transfer from Troop to Girl in abcsmartcookies.com
  - When transferring cookies from the troop to the girl, there are 2 columns. The first is the regular transfer for personal orders as mentioned on the previous page. The 2nd column is for booth cookie transfer, financial responsibility for those cookies will not be assigned to the girl because the cookies were sold at a booth.
  - This method of allocating booth sale cookies will allow you to easily transfer to girls who may have worked more hours than others.