



Initial Order:

- ▶ Click Initial Order tab
 - ▶ Select the order card line for a girl
 - ▶ Enter paper order card orders by variety
 - ▶ DO NOT ENTER DIGITAL COOKIE ORDERS
 - ▶ Repeat for each girl
 - ▶ Enter booth cookies on "Booth" line
 - ▶ Enter other cookies on "Other" line
 - ▶ Click red "Submit Order" button
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Rewards Orders:

- ▶ Click Rewards tab
 - ▶ Beside appropriate order type, click "Fill-Out"
 - ▶ Click any girl highlighted in red
 - ▶ Make choices as needed
 - ▶ Click "Submit Girl Order"
 - ▶ Enter numbers in troop rewards order if applicable
 - ▶ Click "Submit Reward Order"
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Cupboard Transaction:

- ▶ Click Transactions tab
 - ▶ Click "Add a Transaction"
 - ▶ Select cupboard
 - ▶ Select Pickup date and time/slot
 - ▶ Enter cases needed
 - ▶ Click "Save/Print"
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Assigning Cookies:

- ▶ Click Girl Orders tab
 - ▶ Click the girl
 - ▶ Click "Add Trans"
 - ▶ Enter a memo
 - ▶ Enter the cookies distributed
 - ▶ Click "ok"
 - ▶ Click "Save"
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Booth Sale Recorder:

- ▶ Click Booth Sites tab
 - ▶ Select "Record Sales" from drop-down menu
 - ▶ Select booth
 - ▶ Enter quantities sold
 - ▶ Select girls
 - ▶ Click "Distribute"
 - ▶ Click "Submit Sale"
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Recording Payments:

- ▶ Click Girl Orders tab
 - ▶ Click the girl
 - ▶ Click "Add Payment"
 - ▶ Enter amount received
 - ▶ Click "ok"
 - ▶ Click "Save"
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Removing Cookies or Payments:

- ▶ Click Girl Orders tab
 - ▶ Click the girl
 - ▶ Click "Add Trans" or "Add Payment"
 - ▶ Enter cookies/amount with a negative (-) before the total
 - ▶ Click "ok"
 - ▶ Click "Save"
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Select a Booth:

- ▶ Click Booth Sites tab
 - ▶ Select the City
 - ▶ Select the business
 - ▶ Select the date
 - ▶ Select the timeslot(s)
 - ▶ Click "Submit"
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Add a Troop/SU Booth:

- ▶ Click Booth Sites tab
- ▶ Select "My Sales" from drop-down menu
- ▶ Click "Add a Location"
- ▶ Enter information
- ▶ Click "Add"
- ▶ SUCM must approve or deny booth