



# Creating a Troop to Girl Transfer Order



# Log onto www.abcsmartcookies.com and go to Orders tab

**Troop Leader of Troop - 102 in Central Maryland**

Dashboard My Troop **Orders** Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

**Troop Dashboard**

You've completed 91.07% of your goal.

0 2800

2550 Sold

**Troop Package Goal**

2800

Update my package goal

Update

PER GIRL AVERAGE (Packages per Girl Selling)	
This Season	155.53
	\$637.89
Last Season	0.00
	\$0.00

Goals & Online Activities

INVENTORY: TOTAL ORDERED (Packages)	
This Season	2,955
Last Season	0

Details

TOTAL SOLD (Packages)	
This Season	2,550
	\$10,455.00
Last Season	0
	\$0.00

Details

TOTAL ON HAND (Packages)	
	405
	\$1,665.00

Details

# Hover over Orders tab, click on Transfer Order

The screenshot displays the 'Troop Dashboard' for a Troop Leader of Troop - 102 in Central Maryland. The dashboard features a navigation bar with tabs: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The 'Orders' tab is highlighted, and a dropdown menu is visible with the following options: Manage Orders, Troop Initial Order, Transfer Order, Planned Order, Damage Order, and Virtual Cookie Share. A yellow box highlights the 'Orders' tab and its dropdown menu. Below the navigation bar, the dashboard shows a progress bar indicating 'You've completed 91.07% of your goal.' with a green bar and a '2550 Sold' badge. To the right, the 'Troop Package Goal' is set at 2800. The bottom section contains four data cards: PER GIRL AVERAGE, INVENTORY: TOTAL ORDERED, TOTAL SOLD, and TOTAL ON HAND, each with 'This Season' and 'Last Season' data and a 'Details' button.

PER GIRL AVERAGE (Packages per Girl Selling)	INVENTORY: TOTAL ORDERED (Packages)	TOTAL SOLD (Packages)	TOTAL ON HAND (Packages)
This Season: 155.53 Last Season: 0.00	This Season: 2,955 Last Season: 0	This Season: 2,550 Last Season: 0	This Season: 405 Last Season: 1,665.00

# Select “Troop to Girl” as Transfer Type and select Girl from list

TYPE OF TRANSFER:  
Troop to Girl ▼

From:

SERVICE UNIT Abington	TROOP 11111
Quantity: 1491 Packages	Contact: Travis Sammons   (978) 269-6660   tsammons@gsema.org

To:

SERVICE UNIT Abington	TROOP 11111	GIRL Sample Girl ▼
Quantity: 20 Packages	Contact: Travis Sammons     tsammons@gsema.org	

Apply

# Enter Transfer in Package Quantities

Transfer Order

TYPE OF TRANSFER:  
Troop to Girl

From:

SERVICE UNIT 654

TROOP 102

Quantity: 2955 Packages    Contact: Chris McDaniel | | centralmaryland.troop@outlook.com

To:

SERVICE UNIT 654

TROOP 102

GIRL Shannon Gonzalez

Quantity: 500 Packages    Contact: Catherine Smith | (804) 614-9999 | ccas1371@gmail.com

Clear Order

	Thank-A-Lot	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	S'mores	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Lemonades	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Shortbread	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Thin Mints	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Patties	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Caramel deLites	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Gluten Free Trios	\$50.00	<input type="text" value="5"/>	<input type="text" value="5"/>
Totals		\$370.00	45	45

Order Notes

"Packages" are for Shannon's door to door sales. The "booth Packages" are for her booth event this Saturday.

Save

# Choose correct column to enter transfer

**Packages column** = Cookies transferred in Packages column will move cookies from troop inventory to girl and assign financial responsibility to the girl.

**Booth Packages column** = Cookies transferred in Booth Packages will **not** assign financial responsibility to the girl. Cookies are transferred from troop to girl, but assumes that money was already collected by troop at a booth.

Note: we strongly recommend that booth cookies be transferred using the Smart Booth Divider tool located under Booths>My Reservations.

PACKAGES	BOOTHS PACKAGES
5	5
5	5
5	5
5	5
5	5
5	5
5	5
5	5
5	5
45	45

# Confirmation of Transfer Order

Transfer Order 61  
Order Date: August 23, 2017 @ 10:42 AM  
TYPE OF TRANSFER:  
Troop to Girl

From:

SERVICE UNIT 654

Quantity: 2955 Packages

Contact: Chris McDaniel | | centralmaryland.troopjoutlook.com

TROOP 102

To:

SERVICE UNIT 654

Quantity: 500 Packages

Contact: Catherine Smith | (804) 614-9999 | csw1371@gmail.com

TROOP 102

GIRL: Shannon Gonzalez

LAST EDITED: Catherine Smith ON: August 23, 2017 ⓘ

Clear Order

	Thanks-A-Lot	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	S'mores	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Lemonades	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Shortbread	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Thin Mints	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Patties	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Caramel deLites	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Gluten Free Tris	\$50.00	<input type="text" value="5"/>	<input type="text" value="5"/>
Totals		\$370.00	45	45

Order Notes  
"Packages" are for Shannon's Door to Door sales. The "Booth Packages" are for her Booth event this Saturday.

Save

Delete Order

Print Receipt

Go to Manage Orders

Make Another Transfer



**Congratulations! You are now  
ready to create transfers!**