

## Just In Time – Troop Virtual Link and Troop Pick Up orders

If a troop has set up their virtual links in Digital Cookie, they will need to distribute among the girls. There are multiple order types that might be generated based on troop set up. Here is how to post each order in Smart Cookies to keep troop inventory up to date and give credit to girls.

1. **Ship only orders** generated from troop ship only link will import into Smart Cookies and will appear under Orders>Troop Direct Ship Orders. Allocate the cookies to girls as outlined. See also Troop Direct Ship Orders Quick Bites.

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	TY	LEM	TRE	TM	PPP	CD	PPB	GFC	TOTAL
12/6/2023	1867	troop ef	[Redacted]	Active order	1	1	8	8	2	12	8	1	1	53
12/6/2023	1868	troop ef	[Redacted]	Active order	0	3	3	3	3	3	0	0	3	21
12/6/2023	1869	troop ef	[Redacted]	Active order	0	0	2	0	2	3	3	0	4	14

2. **Orders for the troop for delivery** (if troop opted into delivery). Once the orders are approved the total sales will appear on the troop booth reservation page as a Virtual Delivery. All sales for the season will populate into this booth section. Use the Smart Booth Divider to allocate the cookies to the girls.

Booth - Troop Reservations page:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS
Virtual Delivery	Online Booth Sales for delivery	-	-	-	-	<input type="checkbox"/>	VIRTUAL_DELIVERY	
Test Booth	123 Main Street	Brooklyn	11229	Sunday, Dec 31	07:00 AM - 08:00 AM	<input type="checkbox"/>	COUNCIL_RESERVED	

  

**Virtual Booth Divider**

Total Virtual Booth Sale Summary (Packages)

Total Left to Distribute	Total Downloaded	Total Sold
6	0	6
You MUST distribute all the packages sold to the girls in your troop.		
\$38.00		

CShare	ADV	TY	LEM	TRE	TM	PPP	CD	PPB	GFC

3. **Virtual Booth Pick Up orders** associated with a Booth. Once all orders are approved and picked up at the booth, the cookies should be allocated to girls. Run the Booth Sales Credit Card Export Report and filter for Type “Pick Up” and location date and time of booth. Add these totals to the number of packages sold to any walk-up customers and enter in the Smart Booth Divider. Allocate the cookies to girls as desired.

Type	Transactio	CreatedUs	CustomerI	CustomerI	CanTextCl	Amount	Location	Address	ReservationDate	ReservaticStatus	TimeStam	CShare	ADV	TY	LEM	TRE
Pick Up	80594180				No	6	Test	143 Abbot	12/5/2023	12:00 PM	Approved	16:37:49	0	1	0	0
Pick Up	80594239				No	6	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0
Pick Up	80594244				No	12	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0
Pick Up	80594255				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0
Pick Up	80594259				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0
Pick Up	80594277				No	12	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:23:11	0	0	0	1

  

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS			
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0

  

**Booth Summary (Packages)**

Total Left to Distribute	Total Downloaded	Total Sold
0	0	0
You MUST distribute all the packages sold to the girls in your troop.		
\$0.00		

CShare	ADV	TY	LEM	TRE	TM	PPP	CD	PPB	GFC
0	16	6	12	8	45	36	12	1	2