



# Quick Bites

## Managing Troop Direct Ship Orders

Follow the instructions below to distribute any orders the Troop receives from their Troop Ship Only link. These orders can be viewed in Digital Cookie as well under the All orders reports. The Troop ship only orders will be identified with the naming convention Girl First Name = TroopXXXX; Girl Last Name = Site and Type of order Shipped or shipped with donation.

Log into Smart Cookies and navigate to Orders>Troop Direct Ship.

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	TY	SMR	LEM	SB	TM	PSP	CD	PBS	GFC	TOTAL
12/16/2020	1867	chippy ef	[REDACTED] Jersey, United States, 08836	Pending Distribution	1	1	8	8	2	12	8	1	1	11	53
12/16/2020	1866	chippy ef	[REDACTED] Jersey, United States, 08836	Pending Distribution	0	3	3	3	3	3	3	0	0	3	21
12/16/2020	1865	chippy ef	[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.

Girl Name	CShare	TY	SMR	LEM	SB	TM	PSP	CD	PBS	GFC	PACKAGES SOLD
Cindy Regression	0	2	6	5	3	9	7	0	0	9	41
Regression Girl	0	2	6	5	3	9	7	0	0	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

Each variety will be evenly distributed between selected girls. Edit any remaining packages until all cookies are distributed. Click Save. **Be sure that ALL Troop direct ship orders have been distributed to girls prior to creating your main recognition order. All Troop direct ship orders must be distributed to be correctly displayed on Troop balance summary reports.**