



Cookie Works Troop Quick Start Guide

Cookie Works is an online application developed by ABC Bakers exclusively for ABC customers that helps you easily manage your Girl Scout Cookie Sale.

www.abccookieworks.com

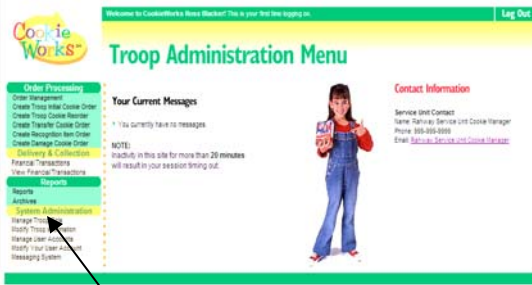
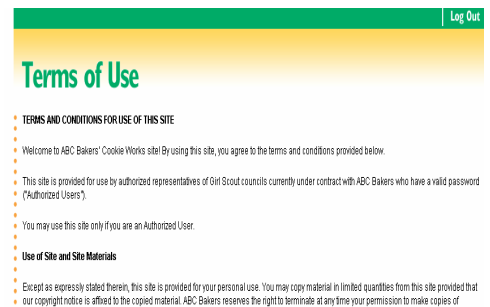


Logging In

At the **Log In** screen, type in the user name and password provided to you by your Service Unit Cookie Manager and click the log in button.

Terms of Use

You will only have to read this once and agree to the terms of use the first time you log in. After that you'll never see this screen again!

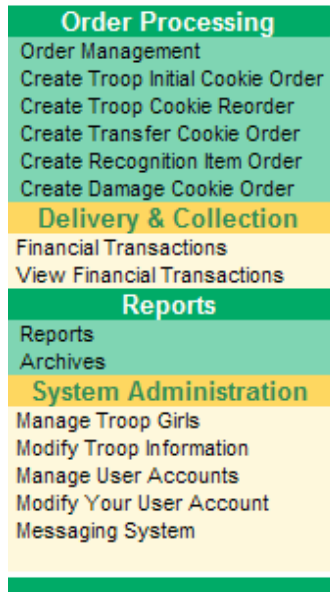


Home Page

The home page displays the Cookie Works Menu, Messages and your Service Unit contact information

The Cookie Works Menu is found on the left hand side of the home page is broken down into 4 Sections

1. Order Processing
2. Delivery & Collection
3. Reports
4. System Administration



Everything Starts with The Cookie Works Menu

(Left side on home page)



Cookie Works Troop Quick Start Guide

System Administration

- Manage Troop Girls
- Modify Troop Information
- Manage User Accounts
- Modify Your User Account
- Messaging System

Modify Troop Information

The first thing you'll want to do is verify and/or modify your troop information, such as your troop level, number of girls registered, number of girls selling and contact information

System Administration

- Manage Troop Girls
- Modify Troop Information
- Manage User Accounts
- Modify Your User Account
- Messaging System

Inputting Girl Names

Manage Troop Girls allows you to input the names of the girls in your troop. First and Last Names are required. Then click **Add Girl to Troop**.

To add additional girls click

Create Girl Information for this Troop

Order Processing

- Order Management
- Create Troop Initial Cookie Order
- Create Troop Cookie Reorder
- Create Transfer Cookie Order
- Create Recognition Item Order
- Create Damage Cookie Order

Creating Initial Cookie Order

To get to the initial cookie order screen, go to **Order Processing**, then select the **Create Initial Cookie Order** option. Then the screen below will appear.

In this step, you may enter your Initial Cookie Order, by completing the form fields below. After completing this form, you have two choices: Save Without Committing Order and Commit Order. If you choose to Save Without Committing Order, you may return to this screen later to complete the order. If the order is completed, press the Commit Order button. **Please note that after committing your order, you will not be able to make changes.** **NOTE:** Remember to use the TAB key to move from field to field in the order form (In Cookie Works, the TAB key replaces the ENTER key to move from field to field). **WARNING:** Do not use your browser's back button when placing orders. Using the back button can cause duplicate orders.

Troop: 2999 Service Unit: Rahway
 Girls Registered: 16 Troop Level: Senior
 Girls Selling: 13 Proceed Plan: Troop proceeds
 Contact 1: Delivery Station: Rahway
 Contact 2: [Click here to Modify Troop Information](#)

Ignore

Order Reference:

Must have at least one value inputted in table to save it, then modify troop information.

The girls' names inputted will be listed.

Name ID	CD Girl	PBP Girl	SB Girl	TM Girl	PBS Girl	TAL Girl	LEM Girl	CS Girl	Totals (PACKAGES) Girl
Troop Initial Order	0	0	0	0	0	0	0	0	0
Jane	67	45	12	11	22	14	55	67	293
Mary	10	15	14	14	22	19	17	8	119
Sally	0	0	0	0	0	0	0	0	0
SubTotal (PACKAGES):	77	60	26	25	44	33	72	75	412
Extra packages needed to fill cases:	7	0	10	11	4	3	0	9	44
Total Order (Subtotal + Extras):	84	60	36	36	48	36	72	84	456

Saving without Committing Order means if you have more information that needs to be inputted—your order can still be changed.

Commit Order means you are done and the order is now sent for processing. **Once this is clicked, your order can no longer be changed.**



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- Order Processing**
- Order Management
- Create Troop Initial Cookie Order
- Create Troop Cookie Reorder
- Create Transfer Cookie Order
- Create Recognition Item Order
- Create Damage Cookie Order
- Delivery & Collection**

Recognition Item Order

Under the **Order Processing** section of the Cookie Works Menu on the left side of the screen.

Beware

Recognition Items Orders are to be created only when all of the girl orders have been entered. Otherwise the recognition order will not automatically update and include the recognitions of the new girls inputted

Create Recognition Item Order

In this step, you may enter your Recognition Items Order. Please enter the quantity of each recognition item that you would like. If you are finished, press the Commit Order button. If you would like to modify your order without committing it now, press the Committing Order button. **NOTE:** Remember to use the TAB key to move from field to field in the order form (In Cookie Work replaces the ENTER key to move from field to field). **WARNING:** Do not use your browser's back button when placing orders; button can cause duplicate orders.

Troop: 99996 Service Unit: Rahway
 Girls Registered: 14 Troop Level: Brownie
 Girls Selling: 14 Proceed Plan: Troop proceeds
 Contact 1: Delivery Station: Rahway
 Contact 2: [Click here to Modify Troop Information](#)

Order ID: 4620 Order Reference: Total Packages: 934

Recognition Items	Quantity
Name ID: Barb Smith Total Packages: 208	
Theme Patch	<input type="text" value="1"/>
Dash Puppy 8 inch	<input type="text" value="1"/>
Achievement Bar 100+	<input type="text" value="0"/>
Achievement Bar 200+	<input type="text" value="1"/>
Dash Dog 14 inch	<input type="text" value="1"/>
Achievement Bar 300+	<input type="text" value="0"/>

Manual Recognition Inputting

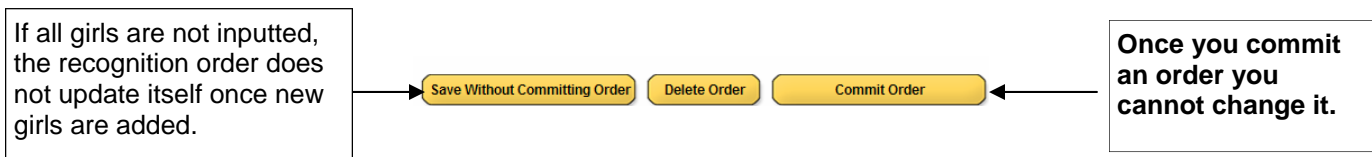
If a girl from your troop sells 400 or more boxes of cookies, you must manually input whether the girl would like either a \$50 store gift certificate or 1/2 a camp session.

If a girl from your troop sells 600 or more boxes of cookies, you must manually input whether the girl would like either a \$125 store gift certificate or a whole week camp session.

The camp sessions & gift certificates are not cumulative. This means a girl who sells 600 or more boxes of cookies qualifies only for \$125 store gift certificate OR whole camp session, not the \$50 gift certificate OR 1/2 a camp session.

Completed Recognition Orders

Once you've checked over your recognition order and manually added the recognition choices for the girls either selling 400+ or 600+ cookies you are ready to save your order, delete your recognition order or commit the order.





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Order Processing
 Order Management
 Create Troop Initial Cookie Order
 Create Troop Cookie Reorder

Troop Reorders

If a troop needs to re-order cookies, instead of coming to the council office with a form. You can do it online. It works the same way as completing the initial order.

Go to **Ordering Processing** and Select **Cookie Reorder**

Inputting Reorders

Reorders are input after you have come into the council office and picked-up your cookies

Create Cookie Re-Order

In this step, you may enter additional Cookie Re-Orders. There is no limit to the number of Cookie Re-Orders that you may place.
NOTE: Remember to use the TAB key to move from field to field in the order form (In Cookie Works, the TAB key replaces the ENTER key to move from field to field). **WARNING:** Do not use your browser's back button when placing orders. Using the back button can cause duplicate orders.

Troop: 2999 Service Unit: Rahway
 Girls Registered: 16 Troop Level: Senior
 Girls Selling: 13 Proceed Plan: Troop proceeds
 Contact 1: Delivery Station: Rahway
 Contact 2: [Click here to Modify Troop Information](#)

Order Reference:

Name ID	CD	PBP	SB	TM	PBS	TAL	LEM	CS	Totals (CASES)
	Girl	Girl	Girl	Girl	Girl	Girl	Girl	Girl	Girl
Troop Re-Order	0	0	0	0	0	0	0	0	0
jane	0	0	0	0	0	0	0	0	0
Mary	0	0	0	0	0	0	0	0	0
Sally	0	0	0	0	0	0	0	0	0
Total Order:	0	0	0	0	0	0	0	0	0

Buttons:

Re-Orders are purchased by the case

The names of the girls you originally entered are still there

Saving without Committing Order means you have more information that needs to be inputted—your order can still be changed.

Commit Order means you are done and the order is now sent for processing. **Once this is clicked, your order can no longer be changed.**

**Reorders do not count towards recognitions and will not be calculated in your recognition order

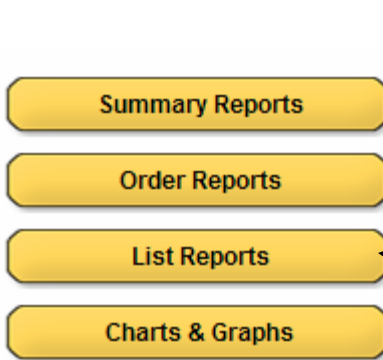


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Reports

There are many reports that can be run from Cookie Works. The **Archives** option allows you to compare last year's sales with this years



Summary Reports

Summarizes Sales and Orders by girl
It's where you go to find the financial status of your troops
"Total Troop Sales & Finances by Troop" is an excellent report.

Order Reports

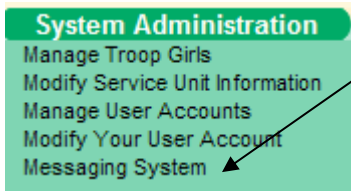
Troop Orders— only one order per page.

List Reports

The List Reports will display information about your order

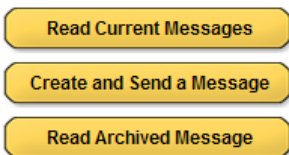
Charts & Graphs

A great visual way to track how your Troop is doing.



Messaging

Allows you to put messages on the home page of your Service Unit and other Troop users account. To create a message, select **Create and Send a Message**.



To select "all" click on the first name and hold the **Shift key** down on the keyboard, scroll to the bottom of the list, and click on the last name.

Your Current Messages

- ▶ [Cookie Time](#)
- Pat Hollander, Girl Scouts of Washington Rock Council
- ▶ [Cookie Time](#)
- Pat Hollander, Girl Scouts of Washington Rock Council

This is how messages appear on your fellow troop user accounts and Service Unit home pages. It's the first thing they see when they log on.



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Create Troop Cookie Reorder
Create Transfer Cookie Order
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Create Damage Cookie Order
Delivery & Collection

Order Management

Go to **Order Processing** then **Order Management** to commit orders, make modifications to saved/pending orders or delete saved/pending orders

Ross Blacker, 2999 Log Out

Order Management

- This screen shows all orders that have been created by or for this Troop. Orders are presented in the Cookies, Recognition Items, Transfer and Damage order categories. Next to each of the category names is the number of that type of orders that is available.
- This Troop belongs to Service Unit : Rahway.
- 2999 is the selected Troop.
- Click any of the Order Categories to view specific orders of that type in the listing below:

● Cookie Orders	1
● Recognition Items Orders	1
● Transfer Orders	0
● Damage Orders	0

● **Cookie Orders**

Order Number	Order Period	Council Status	Service Unit Status	Troop Status	Order Ref#
1138	Initial	Pending	Pending	Pending	

Order Number

Clicking on the order number gets you back to the original screen.

Status Code

Defines the status of your order. In the examples all the orders are pending

● **Recognition Items Orders**

Order Number	Order Period	Council Status	Service Unit Status	Troop Status	Order Ref#
1139	Initial	Pending	Pending	Pending	

Legend for Order Status Codes	
Status Code	What It Means
Pending	This tier needs to review the order and commit it before the deadline.
Committed	This tier has reviewed the order and committed it, meaning no more changes can be made at that tier level.
Missed Due Date	This tier has not placed it's order by the appointed deadline. Only the tier above this one can place the order at this point.
Committed by Another Tier	This tier did not commit it's order. The order was committed by a higher tier instead.