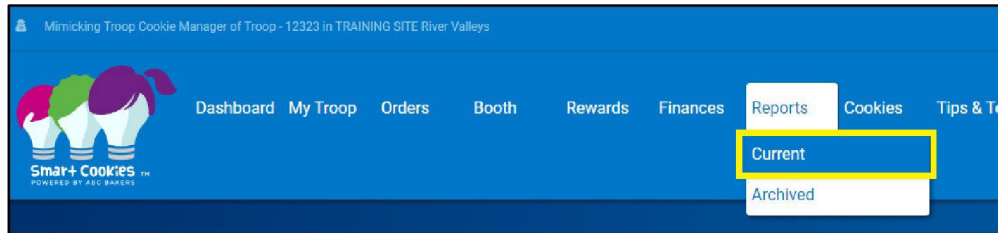


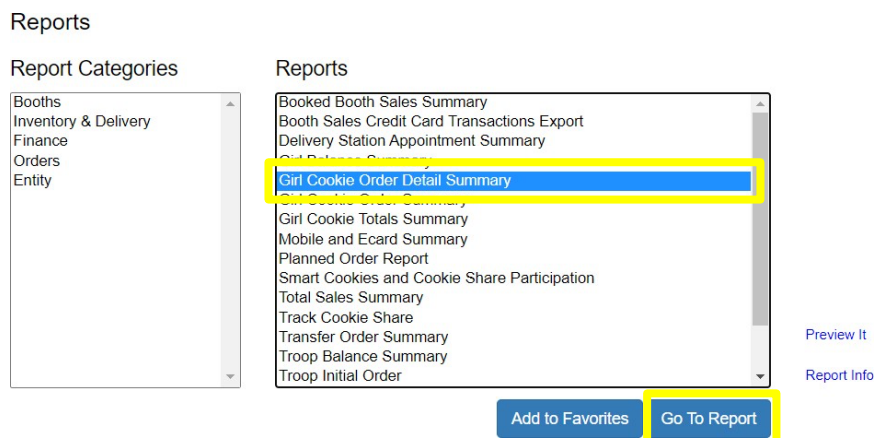
Navigating Reports

Reports can be a helpful way to look at the data for your Troop. For a summary on helpful reports that your Troop can use, review the Reports Highlights guide in the Smart Cookies Guide.

1. Under the Reports tab, select **Current**.



2. On the right, you will see a list of reports. Look for the report you need or narrow the list down by selecting a Report Category. When you find the report you are looking for, click on the report to select it.



3. Select **Go to Report** to receive a complete downloadable and printable version.
4. Each report will have certain settings for you to select. You may want to add additional information if you are looking for a specific piece of information. Most commonly, you will want to select the Unit of Measure (packages for the most accurate numbers), and the View Type.

Report Criteria

Girl Cookie Order Detail Summary

Council	TRAINING SITE Girl Scouts River Valleys
District	[Unassigned]
ServiceUnit	Aberfeldy
Troop	10001
Delivery Station	Regional Cupboard
Troop Level	All
Girl Name	<input type="text"/>
Order Type	All
Begin Date	<input type="text"/>
End Date	<input type="text"/>
Unit Of Measure	Cases/Packages
Select View Type	PDF

[Go to Report Listings](#) [Reset](#) [View Report](#)

5. Press **View Report**. Your report will open in a new page. When you are done, you may press **Go to Report Listings** to go back to the list of reports or **Reset** to clear out any settings you entered.