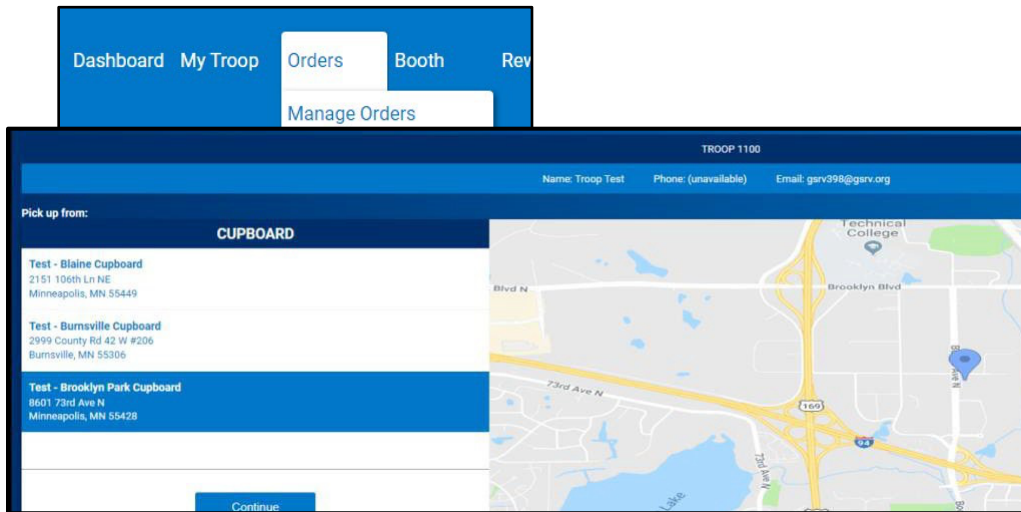


Planned Orders

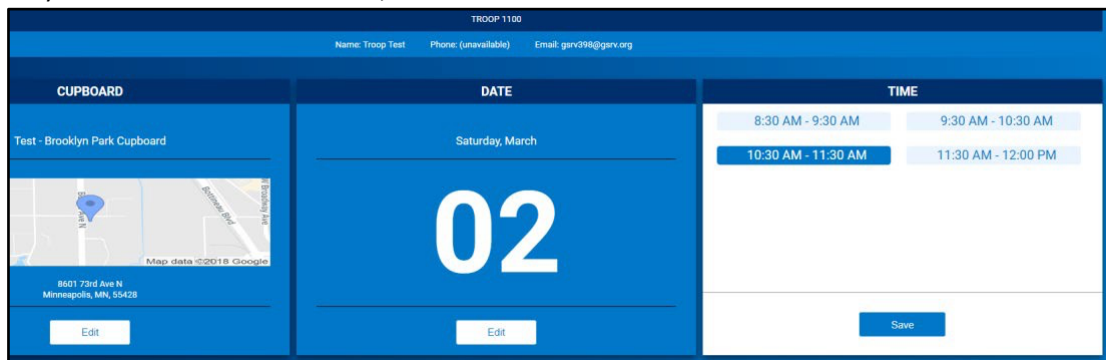
Regional and Council Express Cookie Cupboards use planned orders to manage inventory needed by Troops. Planned Orders allow Troops to place a pre-order so they can have the cookies they want, when they want them.

If you are visiting a cupboard that uses planned orders, follow these steps. Visit the [Cookie Cupboards](#) reference page to find which cupboards use planned orders. To enter a planned order in Smart Cookies:

1. Log into Smart Cookies, go to the **Orders** tab, and select **Planned Order**.



2. Select the cupboard location and click **Continue** (Troops that use a Regional/Regional Express cupboard will see their assigned cupboard on this list). Select the date and time, and click **Save**



Note: Regional/Regional Express cupboards will have default time of 7:30 am will appear. This is not the actual pick up time, and you should refer to your cupboard hours of operations on the Smart Cookies Dashboard. Connect with your cupboard manager with questions.

3. Enter your order. If you are making an exchange, write it in the Order Notes.

Clear Order			CASES / PACKAGES	
	Thanks-A-Lot	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	S'mores	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	Lemonades	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	Shortbread	\$60.00	<input type="text" value="1"/>	<input type="text" value="0"/>
	Thin Mints	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Caramel deLites	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals		\$960.00	16	0

Order Notes

Returning for exchange:
1 case peanut butter sandwich

[Print Receipt](#)

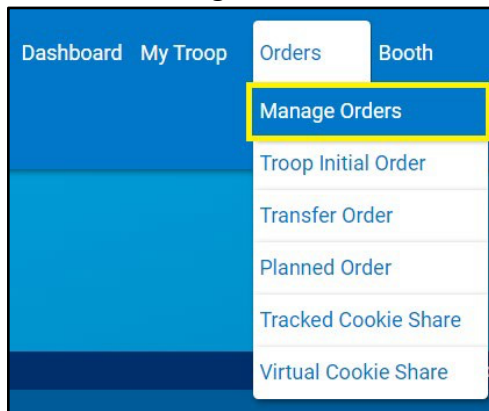
Note: Avoid using special characters such as &, !, %, etc. in the order notes. This may prevent you from submitting the order.

4. Press **Save**

How to Edit Your Order After It Has Been Placed

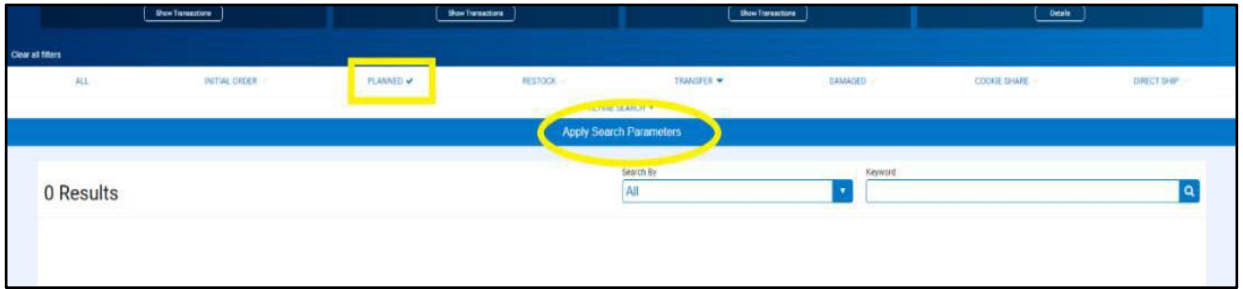
If you need to edit your planned order after you have returned to the dashboard:

1. Go to the Manage Orders tab.

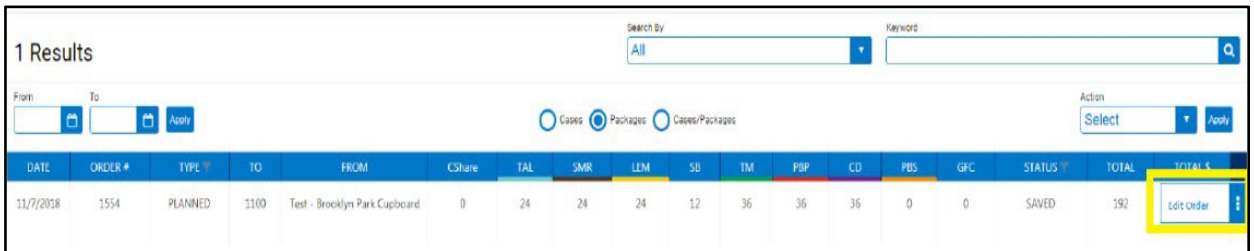


2. Filter for Planned Orders

3. Click **Apply Search Parameters**



4. To edit, scroll over to the far-right hand side of the screen, and click Edit Order



5. Repeat the Planned Order steps as shown above and save after making the necessary changes.

Note: Planned orders are due each Monday by 8am. You will not be able to edit your planned order after that deadline has passed.