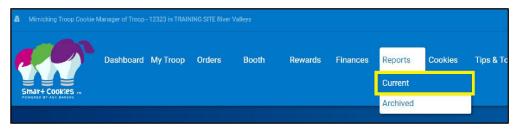
Navigating Reports

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.

Report Categories	Reports		
Booths Inventory & Delivery Finance Orders Entity	Booked Booth Sales Summary Booth Sales Credit Card Transactions Export Delivery Station Appointment Summary Girl Cookie Order Delail Summary Girl Cookie Totals Summary Mobile and Ecard Summary Planned Order Report Smart Cookies and Cookie Share Participation Total Sales Summary Track Cookie Share		
	Transfer Order Summary Troop Balance Summary		Preview It
	Troop Initial Order	•	Report Info

- 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				
Order Type	All			
Begin Date				
End Date				
Unit Of Measure	Cases/Packages			
Select View Type	PDF 🔻			
Go to Report List	ings Reset View Report			
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.