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 <u>Cookie</u> <u>Cupboards</u> reference page to find which cupboards use planned orders. To enter a planned order in Smart Cookies:

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 Pick up from:

 CUPBOARD

 Tes Binne Cupboard

 2009 Courty Mad XV #300

 Bronswille, MM 55306

 Tes Encoking Park Cupboard

 2009 Courty Mad XV #300

 Tes Encoking Park Cupboard

 Bronswille, MM 55306

 Bronswille, MM 55306

 Bronswille, MM 55428

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

 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.

Clear Order			CASES / PACKAGES
	Thanks-A-Lot	\$120.00	2 / 0
	S'mores	\$120.00	2 / 0
	Lemonades	\$120.00	2 / 0
	Shortbread	\$60.00	
	Thin Mints	\$180.00	3 / 0
	Peanut Butter Patties	\$180.00	3 / 0
	Caramel deLites	\$180.00	3 / 0
	Peanut Butter Sandwich	\$0.00	
	Totals	\$960.00	:16 (
		Order Notes	
		Returning for exchange: 1 case peanut butter sandwich	
		Drint Passint	

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

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

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Clear all filters							
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			Apply Search	Parameters			
0 Results				Search By All	Keyword		٩

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

1 Results							Search By				Keyword Q						
From	From To								Packages O Cases/Packages							Action Select Apply	
DATE	ORDER #	TYPL 🔻	10	FROM	CShare	TAL	SMR	LEM	58	TM	PBP	CD	PBS	GFC	STATUS T	TOTAL	TOTAL S
11/7/2018	1554	PLANNED	1100	Test - Brocklyn Park Cupboard	0	24	24	24	12	36	36	36	0	0	SAVED	192	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.