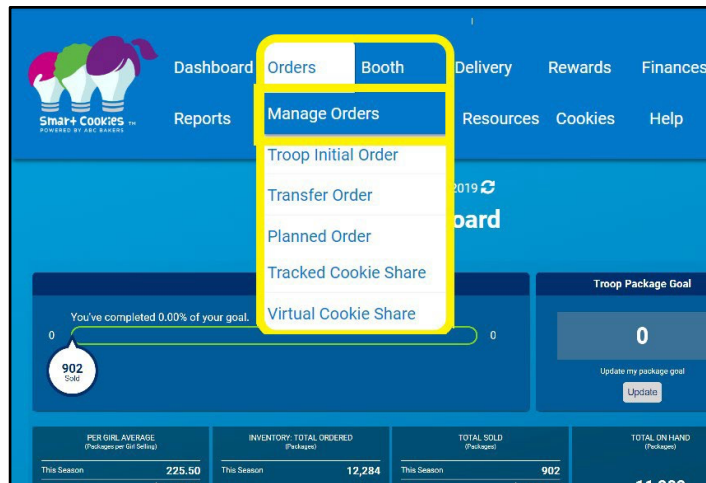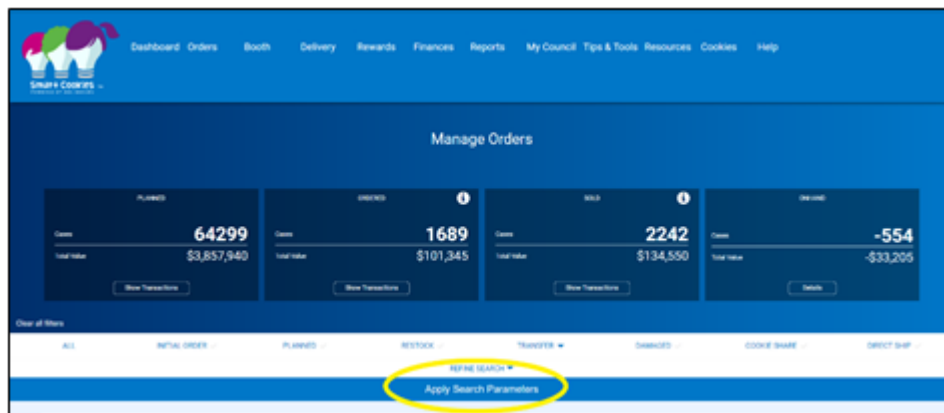# Reviewing Troop Orders

Any movement of inventory is done through Transfers in Smart Cookies.

While transfers are logged in many ways, they can all be viewed using the following steps:

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


2. View all your Troop sale activity by pressing Apply Search Parameters.

3. If you would like to add a filter to review a specific type of activity, select the type of order you wish to review – **Initial Order, Planned Orders, Transfer Cookie Share**, etc. (Image on next page). When selecting transfers, you must click the drop-down arrow adjacent to **Transfer** to select the types of transfers you wish to see. Those can be cupboard to Troop, Troop to cupboard, Troop to Troop, Troop to girl, girl to Troop, and girl to girl. Note: If you filter for cookie share orders you will only see virtual orders for the Cookie Care Program (council inventory donations). You will not see tracked Cookie Share order for the Cookie Care Program (Troop inventory donations).
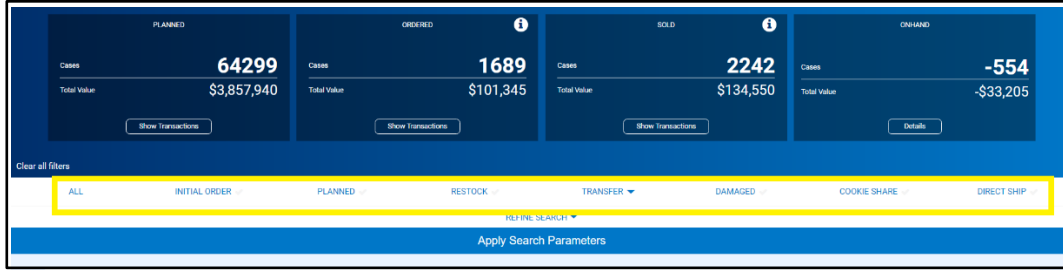
4. You will see all the selected transactions into and out of your Troop by variety. Note: the default unit of measure for display is packages but you can view your transactions by Cases or Case/packages. It is recommended that you view by Packages or Cases/Packages only, as the Cases view will round up all your inventory to the nearest case, which is not the most accurate way to view.
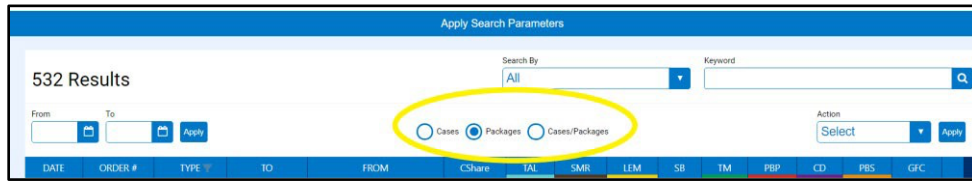
5. Organize the transfers by the headings in blue by clicking **Date, Order #, Type, To, From, CSHARE**, or a cookie variety.

DATE	ORDER # ▾	TYPE ▾	TO	FROM	CShare	TAL
11/6/2018	1547	INITIAL	Master Cupboard	Master Cupboard	0	144
11/6/2018	1548	INITIAL	Test - Fridley Cupboard	Test - Fridley Cupboard	0	144

6. If you would prefer to view your transfers in excel, you may download them by pressing **Export to Excel** in the bottom right corner of the Manage Orders page. Keep in mind that this will need to be re-downloaded to see any future changes made.

11/8/2018	1571	T2G	Doreen Amy	1003	0	-6	-12	-6	-12	-24	-24	-24	0	-6		-114	-570.00	⋮
11/8/2018	1572	C2T	1003	Test - Brooklyn Park Cupboard	0	12	12	12	12	24	24	24	6	12		138	690.00	⋮
11/8/2018	1573	T2G	Ava Williams	1003	0	-6	-6	-6	-6	-12	-12	-12	-6	-6		-72	-360.00	⋮
11/8/2018	1574	T2G	Doreen Amy	1003	0	0	0	0	0	-6	-6	-12	-6	0		-30	-150.00	⋮
11/8/2018	1575	T2G	Claire Turner	1004	0	-6	-6	-6	-6	-12	-12	-12	-6	-6		-72	-360.00	⋮
11/8/2018	1576	T2G	Isabella Jones	1004	0	-6	-12	-12	-6	-12	-12	-12	-6	-12		-90	-450.00	⋮

< 1 2 3 4 5 … 11 >

Export to Excel

7. Girl to Girl transfers will not appear on this page because they do not change the Troop inventory. To view transfers between the Girl Scouts in your Troop, click **Refine the Search** on the Manage Orders page and select one or more girls. Click **Apply Search Parameters**
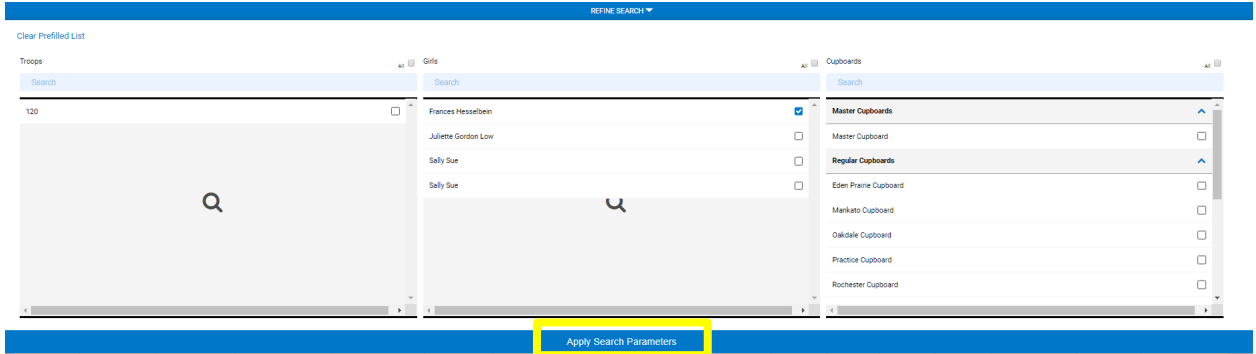
8. Filter for G2G transfers by clicking the light grey filter button next to **TYPE**, select **G2G**, then click **OK**.