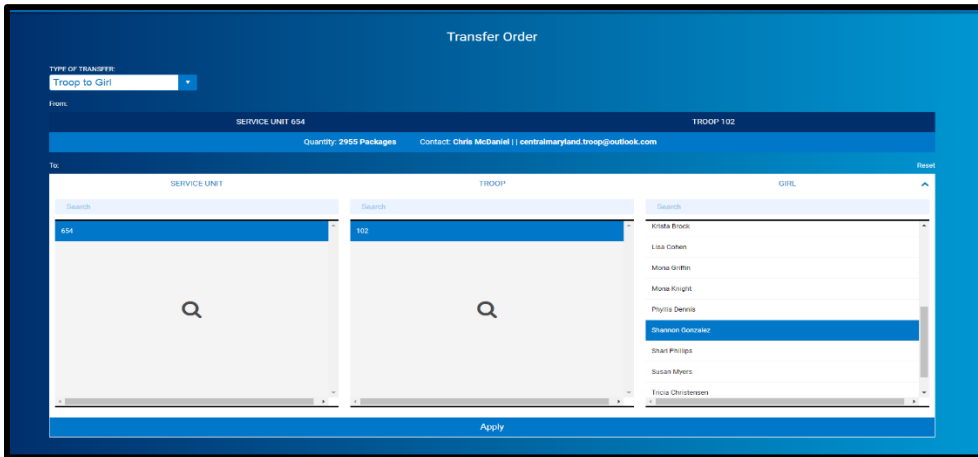


## Transfers:

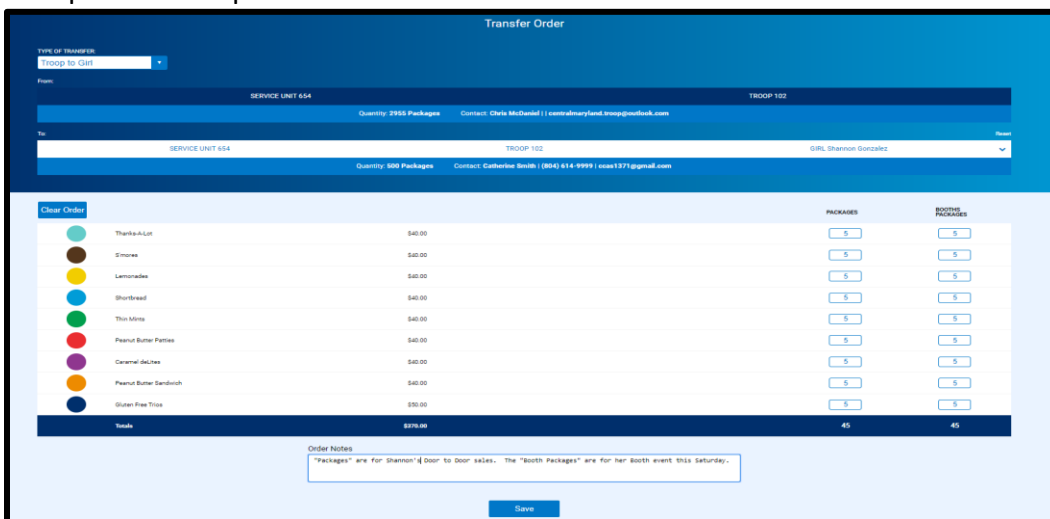
View this video: <https://www.youtube.com/watch?v=ASkgT1qer9g> (troop to girl) or follow the instructions below:

Log into Smart Cookies and navigate to Orders>Transfer Order

Your service unit and troop will automatically be selected as the “From” Troop. Click on the arrow next to “Girl”, highlight the girl receiving cookies, and hit Apply.



Enter the number of packages for the girl. Entries in the “Packages” column will transfer financial responsibility to the girl. Entries in the booth column will give girl credit for recognitions but not assign financial responsibility. It is strongly recommended to use the Smart Booth Divider to allocate booth packages. Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.



NOTE: Other transfer types available to troop users include girl to troop, girl to girl and troop to troop (depending on council preferences). Basic function remains the same. Select the type of transfer and the appropriate entity. For troop-to-troop transfers, only the receiving troop can initiate the transfer. In this case your troop will automatically populate as the “TO” troop and you will be able to select the troop that transferred the product to you. Use receipts or council required paperwork to back up troop-to-troop transactions.