Just In Time – Troop Virtual Link and Troop Pick Up orders

If a troop has set up their virtual links in Digital Cookie, they will need to distribute among the girls. There are multiple order types that might be generated based on troop set up. Here is how to post each order in Smart Cookies to keep troop inventory up to date and give credit to girls.

1. **Ship only orders** generated from troop ship only link will import into Smart Cookies and will appear under Orders>Troop Direct Ship Orders. Allocate the cookies to girls as outlined. See also Troop Direct Ship Orders Quick Bites.

2. **Orders for the troop for delivery** (if troop opted into delivery). Once the orders are approved the total sales will appear on the troop booth reservation page as a Virtual Delivery. All sales for the season will populate into this booth section. Use the Smart Booth Divider to allocate the cookies to the girls.

Booth - Troop Reservations page:

3. **Virtual Booth Pick Up orders** associated with a Booth. Once all orders are approved and picked up at the booth, the cookies should be allocated to girls. Run the Booth Sales Credit Card Export Report and filter for Type "Pick Up" and location date and time of booth.   Add these totals to the number of packages sold to any walk-up customers and enter in the Smart Booth Divider. Allocate the cookies to girls as desired.