



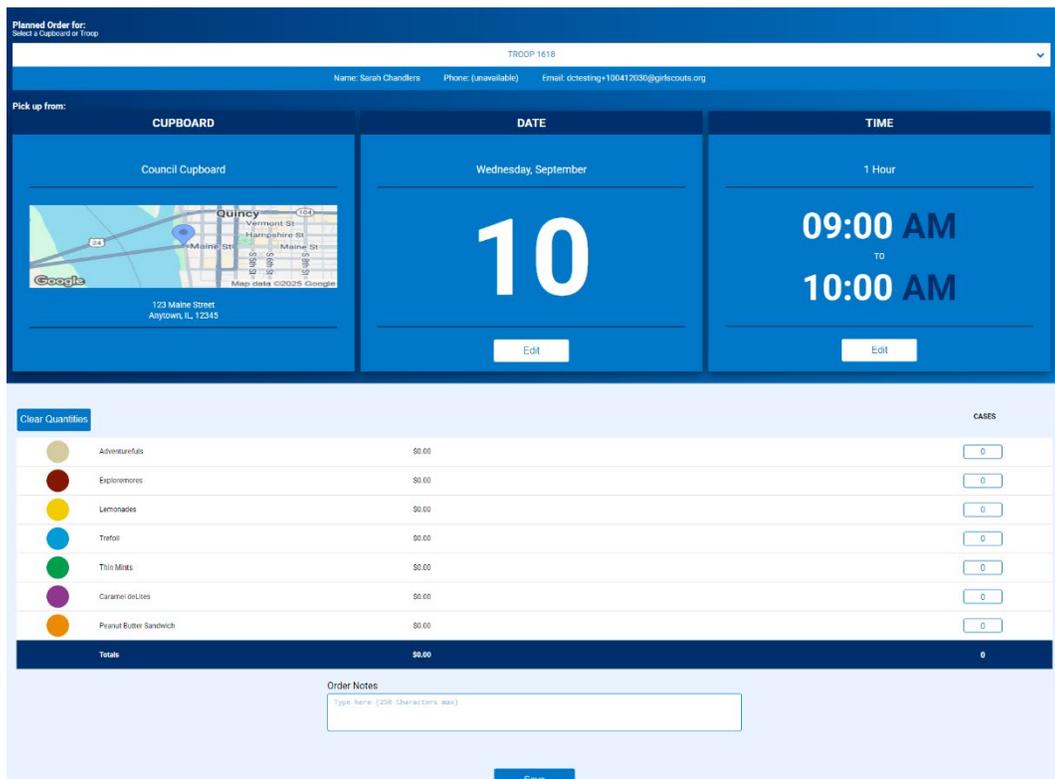
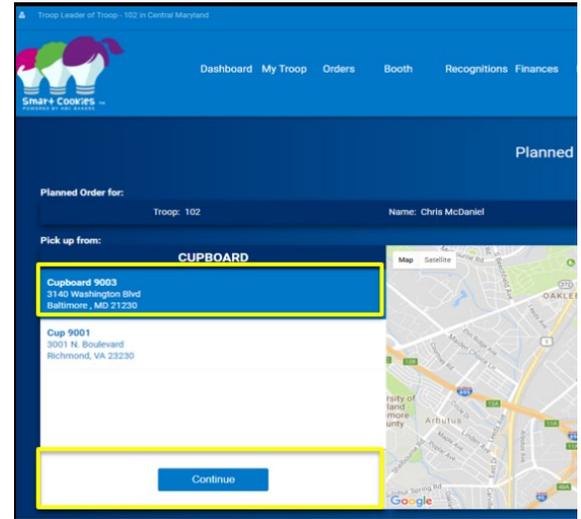
# Quick Bites

## Creating a Planned Order

View this video: [Creating a Planned Order- YouTube Video](#) or follow the instructions below:

Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your Council.

- Select the cupboard you want to pick up cookies from. Click on the cupboard name to reveal any notes that the cupboard may have entered. **Click continue** to see the available dates.
- Select date and time for pickup. The times for the selected date will only appear **after you click continue**.
- Enter the order in cases or packages as determined by your Council.
- Enter any notes in the notes field and click save. Available pick-up time slots are listed by the time. Cupboard clerks may be servicing several troop pickups during that hour. The Smart Cookie system does not allow Cupboard Clerks to further organize pick up times. It is good practice when placing cupboard orders to enter the time, within the hour chosen, that you plan to arrive (4:30 example), along with any other notes that would help facilitate cookie pick up, in the notes section.



**After Pick-up:** After your Troop has picked up the cookies from the cupboard, the cupboard manager will approve and the order will be converted to a transfer. Transfers will be visible on the manage order grids and will be designated as a C2T (P) order to show it was a planned order. Troop volunteer will receive an email receipt.