

# Initial Order Tab

The Init. Order tab is used to enter the troop initial cookie order.

There are two methods for troop ordering. You will be directed by your council as to the method you are to use. The initial order can be in cases or packages as directed by your council. **NOTE: If your council participates in a Gift of Caring program or something similar, you will see an additional variety column labeled appropriately.**

## Ordering with Booth and Girl Totals

There is a new row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for other sales.** Enter the cookie quantities for the girl orders. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **OTHER** line.

If so designated by your council, you can also enter the troop's booth order.

Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for booth sales.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **BOOTH** line. To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

The system will display the completed order.

To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

You must click the **Save** button to save your information. The system will display that it is saving the information

To print the order, click the **Printable Version** button.

## Submit Order

This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

**NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.**