

THE COOKIE ORDERING MANUAL

Welcome to the Cookie ordering website! Please review the following manual
for your entire cookie ordering needs.

*ONTARIO COOKIE
ORDERER MANUAL*

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COOKIE ORDERER

Make sure that you read these instructions prior to ordering cookies for your Unit:

Notes Regarding Login – Please Read – Very Important

First Time Users/ Users Misplaced Login and Password – Please follow the steps outlined under “To Obtain Password” on page 2

For Unit Administrators and Ontario Staff Only - If you already have an established login and password to the iMIS database, then you don't need to establish a new one. Your established login and password will be what you use to gain access to the site.

Accessing the Online Cookie Ordering site

1. Go to <http://cookie.girlguides.ca>
2. Enter your username and password.
3. If you do not have a Logon and a password you must create one
4. Enter your personal IMIS number (not your email) as the Logon and click **Forgot my password**.

You must log in to access this website.

LOG ON

Logon

Password

Remember me on this computer.

Login

[Forgot my logon](#)

[Forgot my password](#)

To obtain a password:

1. The Forgot My Password screen will appear.
2. On this screen, re-enter your personal iMIS number (Logon).
3. Click Submit.

FORGOT MY PASSWORD

Enter the Logon for your user account, then click Submit.
We will email you a link to a page where you can easily create a new password.

Logon Name

Submit

You will receive the following message.

If the logon you entered is associated with an account in our records, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder first then contact us for further assistance.

- To start the process of creating a new password, go to your email inbox and follow the instructions in the Cookie password reset request email. Click on the link in the body of the email. This will take you to the recover password page. If clicking on the link does not work, you can copy and paste the link into your browser's address window.

Remember! *The email address used to send you the link to create a password is the one available in your iMIS record. Ensure that ALL your contact information is current in iMIS.*

- Set up your personal password. It must be 6 characters long.

Logging in:

- Once you have set up your new password, go back to the log on screen and enter your logon (personal iMIS number and your newly created password).



If you see a screen that reads LOGIN ERROR or LOGIN FAILED please email us directly at ckhelp@girlguides.ca. We will follow up immediately with a new login, which you can either keep once you've successfully

You must log in to access this website.

LOG ON

Logon

Password

Remember me on this computer.

Login

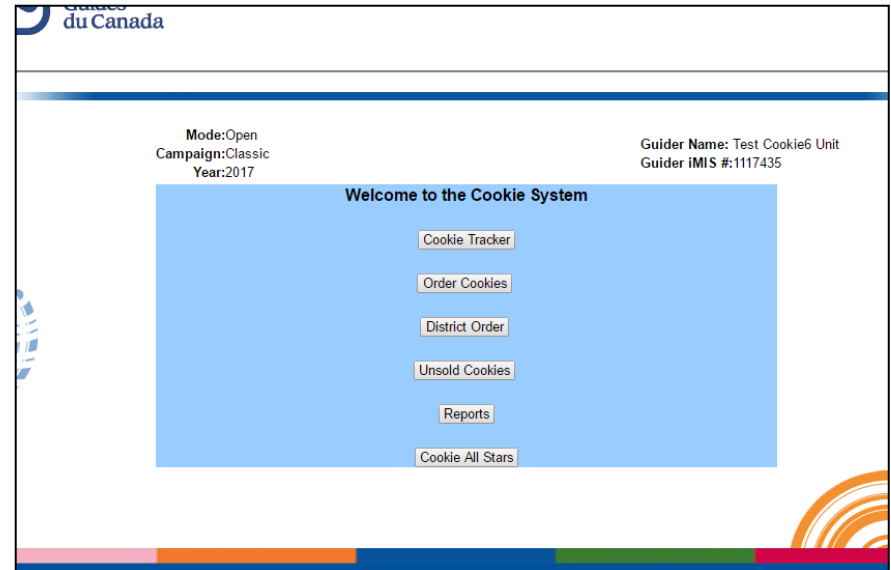
[Forgot my logon](#)

[Forgot my password](#)

ORDERING COOKIES

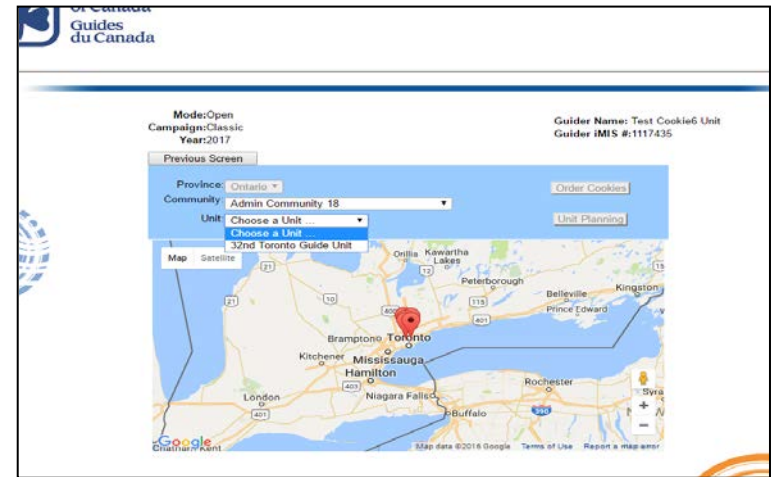
From the Main Menu, you have the following options:

1. **Order cookies** - to order cookies for your Unit
2. **Reports** - to review your orders (see reports section of manual for more information)
3. **Cookie Tracker** - Tool for Cookie Orderer to keep record cookie sales after order has been placed (more details in the Cookie Tracker section of this manual) - *Please note that the Cookie Tracker tool cannot be used to place your unit's order online; this should only be used after placing your order. This tool is also available throughout the full Guiding Year.*



Please save your work as you go along. The website can timeout, you don't want to lose your data.

1. Once you have clicked **Order Cookies** a screen will appear showing your province in grey.
2. Select the Community and the Unit you want to place an order for.
3. If you are a Guider in charge of more than one Unit, click on the drop down menus for the specific Community and specific Unit. You will have to place a separate order for each Unit



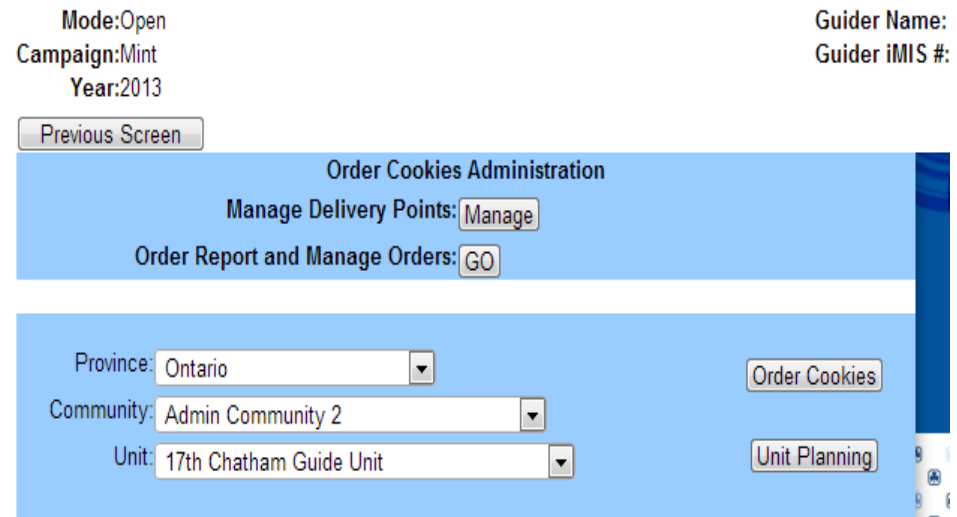
ORDERING COOKIES

There are **two** ways to order cookies:

- Click on the **“Unit Planning”** button. This allows you to plan and track the sales by individual girl and as a Unit, or
- Click on the **“Order Cookies”** button. This takes you directly to the Cookie Order screen.

Note! It is recommended that you **use the Unit Planning option to order cookies. There are several benefits:**

- Your plan and projections can be easily transferred to the Cookie All Stars site for the Unit registration of the reward.
- While the Cookie All Stars site is inactive you will be able to use this tool.
- You will be able to keep all individual and group sales in one place, easily available and easily adjustable.



ORDERING COOKIES – UNIT PLANNING

Follow these steps if using the “Unit Planning” button to order cookies:

1. Click **Unit Planning**. Your entire unit roster will appear. This information is being extracted directly from the iMIS database.
2. Verify that all girls in your unit are listed. If changes are necessary, contact your Unit Administrator.



Use the **Remove Girl** button with caution.

- Keep in mind that removing a girl from your Unit roster on the Unit planning screen does not remove her from the iMIS database.
 - By clicking the **Roster** button again you can bring the girl’s name back to the roster, after it has been deleted.
3. Beside each girl’s name, enter the number of cases the girl will be selling individually. A running total will start tallying below for your reference.
HINT: Use the **Tab** button, when entering each girl. It makes the process simpler.
 4. **Lones/ Other Helper** - If you have a Helper from a different Unit – under Lones/Other Helper enter that girl’s iMIS number and hit Enter. The girl name will appear. After you verified the girl’s name, enter the number of cases she will sell for your Unit. Hit enter and the additions will be included, at the bottom, once you hit refresh it will go back to alphabetical order. This works with regular roster girls not Lones.

Girl Guides of Canada - Unit Planning

Province:Ontario
Community:Admin Community 17
Unit:1st Sherwood Trex Unit
Guider Name:Test Cookie6 Unit
iMis #:1117435
Phone: Please update your Phone # in iMIS
Email:email6@gmail.com

Girl Sales

Girls iMIS	Girls Name	Planned Sales	
136362	Alicia Heath	<input type="text" value="80"/>	<input type="button" value="Remove Girl"/>
136331	Carolyne Barker	<input type="text" value="80"/>	<input type="button" value="Remove Girl"/>
136361	Emily Johnstone	<input type="text" value="80"/>	<input type="button" value="Remove Girl"/>
996805	Emily Lynn Kinsey	<input type="text" value="80"/>	<input type="button" value="Remove Girl"/>
136492	Gabrielle Smyth	<input type="text" value="40"/>	<input type="button" value="Remove Girl"/>
136358	Katie Manley	<input type="text" value="40"/>	<input type="button" value="Remove Girl"/>
92987	Lisa Wight	<input type="text" value="40"/>	<input type="button" value="Remove Girl"/>
136363	Melanie Heath	<input type="text" value="80"/>	<input type="button" value="Remove Girl"/>

Lones/Other Helper

Girl iMIS	Girl Name	Planned Sales
<input type="text"/>	<input type="text"/>	<input type="text"/>

Group Sales

Name of Event	Planned Sales
<input type="text"/>	<input type="text"/>

Extra Unit Cookies:
Current Plan Orders:
Cookies From Previous Orders:
Total Orders for Unit:

5. **Group Sales** - Enter the name of any planned group sales events and the number of cases you plan to sell. Hit Enter to confirm.
6. **Cookies from previous orders** – Note – this only shows prior orders placed for the same campaign (*if you enter multiple times for the same campaign, not a last campaign order*). If the guider orders for more than one unit, each order will be separate.
7. **Save** your entry until you are finished by clicking the **Save Plan** button.
8. **Forward** the information to the Cookie Tracker section by clicking **Send to Cookie Tracker**.
9. Click **Order Cookies**.
10. You will be sent to this screen. To review your order from last year's campaign, click "**Show order history**".

Group Sales

Name of Event	Planned Sales
<input type="text"/>	<input type="text"/>
Extra Unit Cookies: <input type="text" value="0"/>	
Current Plan Orders: <input type="text" value="520"/>	
Cookies From Previous Orders: <input type="text" value="1040"/>	
Total Orders for Unit: <input type="text" value="1040"/>	

- Keep in mind that order history applies **only** to the relevant campaign - when ordering Classic cookies you can see your previous orders for Classic campaigns, when ordering Mint cookies you are able to see previous orders for Mint campaigns.

11. Ensure the number of cases you entered is correct beside **# of Cases**. Adjust accordingly if required.

12. Select the delivery location using the drop down menu. **Please note that only locations located in your Community will appear in this drop down menu. If you can't find a suitable location on this list please proceed to next step.**

Girl Guides of Canada - Order Screen

Mode:Open
 Campaign:Classic
 Year:2017

Guider Name: Test Cookie6 Unit
 Guider iMIS #:1117435

Province:Ontario
 Community:Admin Community 18
 Unit:32nd Toronto Guide Unit
 First Name:Test Cookie6
 Last Name:Unit
 Personal iMis #:1117435
 Phone:**Please update your Phone # in iMIS**
 Email:kocioleu@girlguides.ca

Mode:Open
 Campaign:Classic
 Year:2017

Last Campaign's Order: 0

of Cases:

Use a different delivery point:

Delivery Point:

- Choose a Delivery Point ...
- Marianne Varkony , 98 Forest Heights Blvd., North York
- Ontario Guide House , 180 Duncan Mill Road , Toronto
- Elaine Thomson, 12 McGillivray Ave, Toronto
- Lesley Skelly, 55 Research Road, Toronto
- TBA TBA, 1 TBA, Toronto

13. If you cannot locate your preferred location under your community list select the "**New Delivery Point**" button just above the drop down menu. You will then be prompted to enter a **City**. After entering the City Name you will then be provided with a full list of locations available in that particular City. Select correct location from the drop down menu.

14. Click the “**Order**” button. The Order Verification screen then appears.
15. Before you can submit your Unit’s order, you must check-off the box indicating that you agree that the information showing on the page is accurate and complete, and that you agree to all the terms listed in the statement.
16. Verify that all information is correct. If edits are required, click the Back button.

Campaign:Classic
Year:2014
Guider iMIS #:1117435

Back to Main Menu
Previous Screen

Girl Guides of Canada - Order Confirmation

Province:Ontario
Community:Admin Community 10
Unit:Test Brownie Unit
First Name:Test Cookie6
Last Name:Unit
Personal iMIS #:1117435
Phone:
Email:kocioleu@girlguides.ca

Mode:Open
Campaign:Classic
Year:2014

of Cases:50
Delivered to:Home
Person:Sophie Guider
Address:50 Fake Street, Fake Town , A1A 1A1

I agree that all information showing on this page is accurate and complete. I agree that by placing this order my Unit accepts full responsibility for the pick up, storage, sale and payment of the cookies ordered. I agree that these cookies will be picked up by my Unit at the Cookie Receiver Location indicated in the submission, within 3-4 days of the cookies being delivered. If I am unable to pick my Unit's cookies in this timeframe I understand that I am responsible for making alternate arrangements with my Cookie Receiver.

I understand the full amount of monies owing to province will be due by June 3, 2013. I understand that these monies will be transferred from our Unit's centralized banking account on this date.

I understand that if any concerns arise after the submission of this order that it is my responsibility to contact the cookie Coordinator to rectify the problem.

Click previous to make any changes, or press the submit button below to finalize your order. You may want to print this page for your records.

Submit!

17. To submit the order, click **Submit**. Order confirmation screen appears.
18. [Print the page for your records.](#)

Mode:Open
Campaign:Classic
Year:2014
Guider Name:Test Cookie6 Unit
Guider iMIS #:1117435

Back to Main Menu
Back to Order Cookies

Girl Guides of Canada - Order Confirmation
Order Completed, Thank You

Order Code:14-CDSR-23881
Date:12/20/2013 12:39:23 PM
Province:Ontario
Community:Admin Community 10
Unit:Test Brownie Unit
of Cases:50
Delivered to:Home
Person:Sophie Guider
Address:50 Fake Street, Fake Town , A1A 1A1

Print this page for your records. Printer Friendly Version

ORDERING COOKIES – TO USE ORDER COOKIES:

1. Click **Order Cookies**.
2. To review your order from last year's campaign, click "**Show order history**".
 - Keep in mind that order history applies **only** to the relevant campaign - when ordering Classic cookies you can see your previous orders for Classic campaigns, when ordering Mint cookies you are able to see previous orders for Mint campaigns.
3. Enter the number of cases you want to order for your Unit.
 - Ensure the number of cases you entered is correct beside **# of Cases**. Adjust accordingly if required.
 - Select the delivery location. If you cannot locate your preferred location under your community select "New Delivery Point" and enter the preferred **City Name**.
 - Click the "**Order**" button. The Order Verification screen then appears. From here please follow instructions as per points 15-18 above.

Mode:Open
Campaign:Classic
Year:2014

Guider Name:Test Cookie6 Unit
Guider iMIS #:1117435

Girl Guides of Canada - Order Screen

Province:Ontario
Community:Admin Community 10
Unit:Test Brownie Unit
First Name:Test Cookie6
Last Name:Unit
Personal iMis #:1117435
Phone:Please update your Phone # in iMIS
Email:kocioleu@girlguides.ca

Mode:Open
Last Campaign's Order: 0

Campaign:Classic

Year:2014

of Cases:

Use a different delivery point:

Delivery Point:

December 2016

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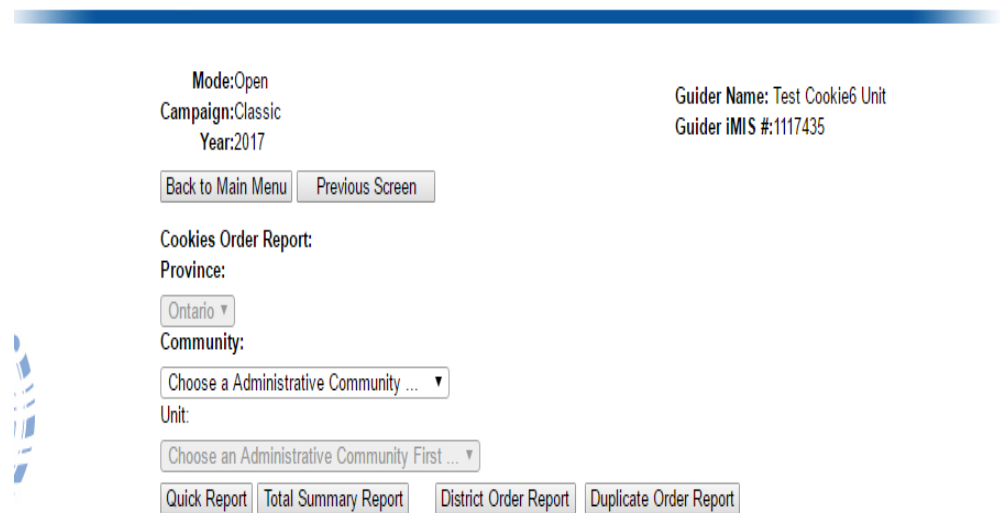
REPORTS

1. From the main menu, click Reports. Report screen will then appear.
2. Click **“Cookie Order Report”** to receive the report for your unit.

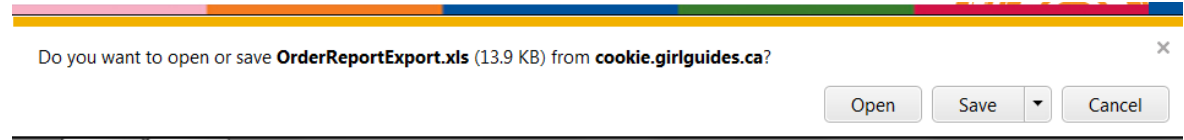


Cookie Order report

1. After clicking “Cookie Order Report”, the following screen will appear.
2. Select the Community and accompanying unit you want to see a report for.
3. If you are a Guider in charge of more than one unit, click on the drop down menu for the specific Community and for the unit.
4. To see a short summary report of the orders, click the Quick Report button. All orders placed for the unit will appear on the screen.
5. To open or export the entire report, click the **Total Summary Report** button, then click on **Export PDF**, this will generate a more detailed report, available in Excel. Same data as the quick report but in slightly different order. Subtotal for admin community but not for Unit. *Since not everybody’s computer has the same operating system we recommend that you Save a Detailed report as an Excel 97-2003 Template and in an easily accessible file/ folder/ desktop etc*

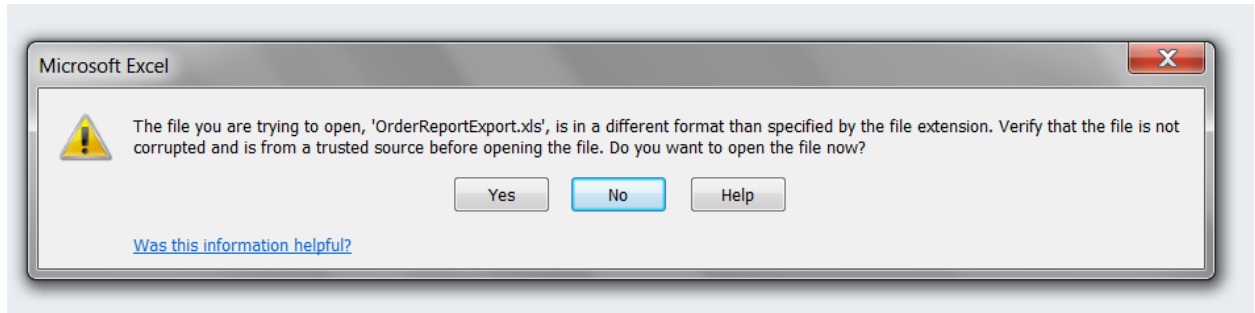


6. Click the **Export** button. The following messages will pop up.



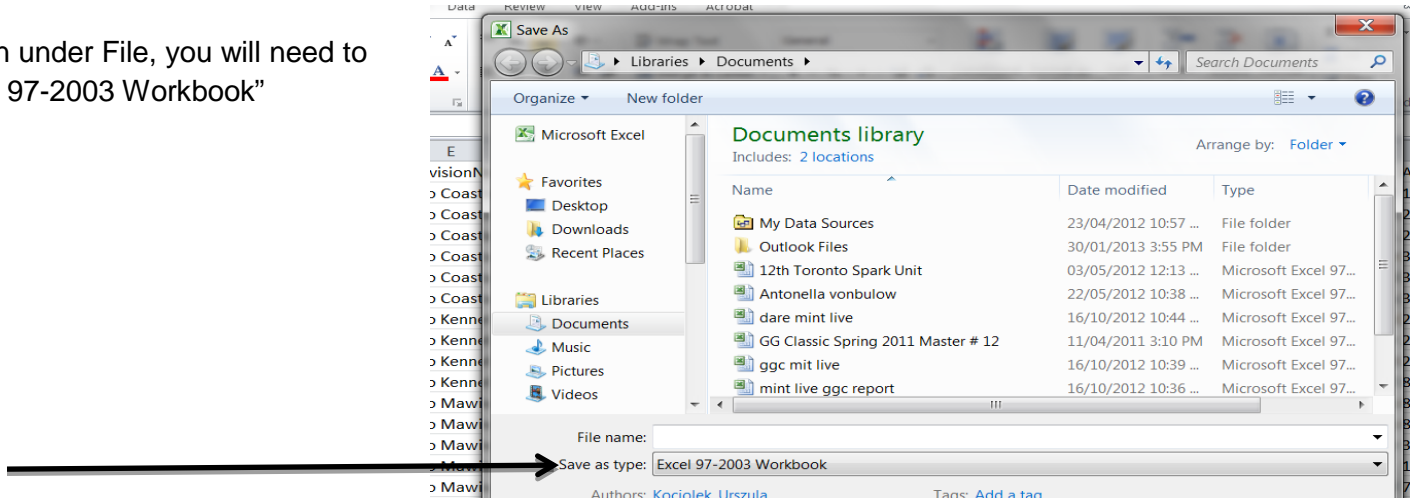
7. Click **Open**

8. Click **Yes** – the report will show up

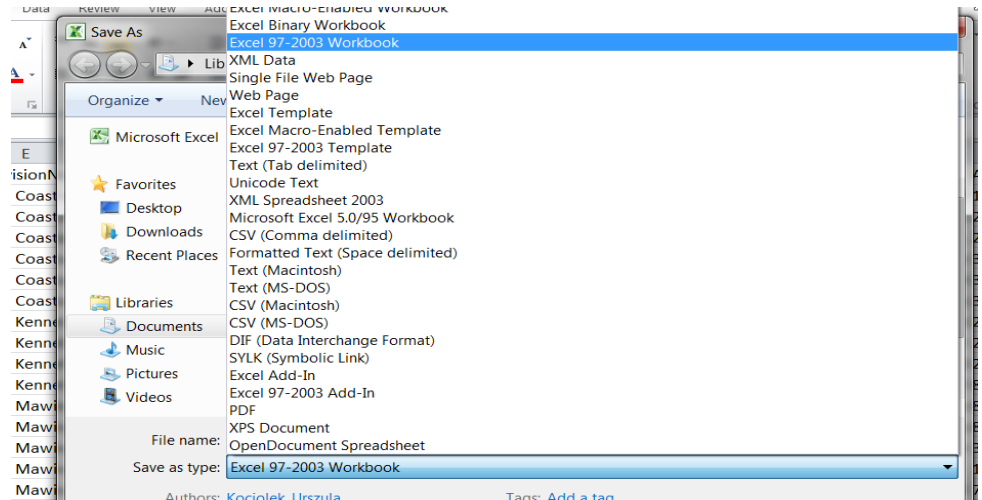


Code	ProvinceN	AreaName	AreaImis	DivisionNa	DivisionIm	DistrictNa	DistrictIm	Cases	Location	OtherLoca	PersonNa	DayPhone
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Beaubear	34242	52	Community Centre		Marilyn Br	506-622-31
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Campbellt	29455	112	Home		Adrienne C	506-753-7:
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Maple	34246	110	Home		Stephanie	506-622-6:
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Miramichi	34254	125	Home		Debbie Co	506-773-9
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Salmon	34258	24	Home		Nicky Jardi	506-843-2
13-C-DR-3	New Bruns	Coastal Sh	963975	No Coasta	963979	Spruce	34267	157	Church		Christine L	506-773-5

- 9. To save this report
 - o On the “**Save as**” screen under File, you will need to choose a file type “Excel 97-2003 Workbook”



- 10. This can be done by opening pull down menu and choosing appropriate file type from the list-



COOKIE TRACKER

The Cookie Tracker is a tool for Guiders to use to record payments and additional cookies or returns. This tool will keep track of cookie payments and can be used to make registration for Cookie All Stars easier.

- If the **Unit Planning** tool has been used and the Cookie Orderer forwarded the information to the Cookie Tracker while ordering the cookies, all data will automatically be transferred here.
- If the **Unit Planning** tool has **NOT** been used, the Cookie Orderer may still use this tool to track the cookie selling or financials (but all necessary information will need to be entered).

Please note that the Cookie Tracker tool cannot be used to place your unit's order online, this should only be used after placing your order. This tool is available throughout the full Guiding Year.

Cookie Tracker

To access, click the **Cookie Tracker** button

1. Find your unit from the drop down menu and select it.
2. Your unit order should show in the box - Unit Order (if Unit Planning was used and information has been forwarded).
3. If there is no number, enter your unit order amount.
4. Click **Cookie Tracker** to proceed to the next screen

Mode:Open
Campaign:Classic
Year:2015

Guider Name: FirstName Cookie Ord LastName Cookie Orderer
Guider iMIS #:1354208

Welcome to the Cookie AllStars System

Unit Tracking

Cookie All Star

Guider Name:La
Guider iMIS #:

Back

Cookie Sales Unit Tracking

Province: Ontario

Community: Admin Community 1

Unit: 107th Windsor Brownie Unit

Unit Order: 0

Unit Tracking

- Your Unit order will transfer to the box on top of the Unit roster over the appropriate campaign
- If your Unit received any extra cookies, the system will automatically add them to the Unit order and the total available will change in this box

If the Unit Planning tool has been used and data has been forwarded to the Cookie Tracker, all information will appear on the screen.

Cookie Tracker Features

- Mint/Classic Total Ordered** – this box indicates your unit order placed
- Mint/Classic Unallocated** – this box indicates the number of cases **not** allocated to the girls during planning
- Mint/Classic sales**- numbers in this column represent the number of cases sold by girl's individually
- Mint/Classic Group sales** – check off box to record a girl's participation in group sales event
- Details** button – this button brings up girl's individual records
- Lones/Other Helper** – if you have a girl(s) from a different Unit helping with your Unit's sales you can enter her sales here.
 - Enter the helper's iMIS number into the Girl iMIS box and press Enter. The helper's name and iMIS number will populate the boxes.

Girl iMIS	Girl Name	Mint Sales	Group Mint	Classic Sales	Group Classic	Payment Tracking
1000215	Creamer Rylee	0		0		Details
1192766	L'Egerance Eva	0		0		Details
970167	MacCormack Mallory	0		0		Details
1000048	Macinnis Brooklyn	0		0		Details
1192765	Madone Katelyn	0		0		Details
1075975	McInnis Ruby	0		0		Details
1002100	Basell Jenna-Lee	0		0		Details
TOTALS:		0		0		

- **Group Sales** – to record cases sold as a group at a particular event(s). List each event separately. *Number of cases entered here will deduct from the Unit order automatically*
- **Cookie Surplus/Wish list Orders** – if you acquired extra cookies from the province or the wish list, enter the date and number of cases you received. *Number of cases entered here will add to the Unit order automatically*
- **Cookie Transfer from other unit** – if you acquired extra cookies from another Unit, enter the date and number of cases you received from the other Unit. *Number of cases entered here will add to the Unit order automatically*
- **Print Receipt** – click here to receive a hard copy of your entry

• When you click **Details button** the following screen appears:

- **Payment Tracking** – here you manage the cases given to girls or/and any cases returned.
 - **Returned cases** - if a girl has returned any cases, highlight original number and edit and save it. **DO NOT ENTER a negative number.**
 - **Signature box** – purpose of this box is for Guider to keep track of parents confirmation received after boxes have been collected. This box does not replace the actual signature.
- **Payment tracking** – to enter payments received (full or partial) to date
 - Total number of cases and amount owing will show up automatically in the first row
 - Enter number of cases you have received a payment for, date and hit Add Mint or Add Classic
 - Entry will print below and \$ Paid box (on the top row) will be updated with the amount received
- **Confirmation receipt** – to receive and print confirmation receipt for the girl/parent click on **Print receipt** button

• To return to the previous page close Details screen by clicking X in the top right corner.

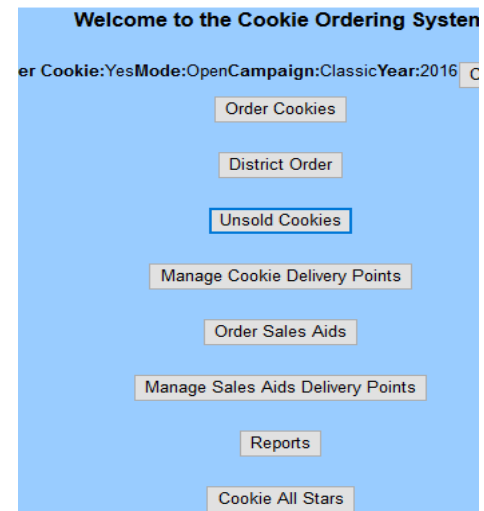
UNSOLD COOKIES

The **Unsold cookies** form is a tool for Guiders to use to record any cookies that have been paid for but unsold by the Unit at the end of cookie campaign. This tool will keep track of the number of cases left, the actual Unit cookie order and geographical location of the Unit.

This form is available to cookie orderers only.

TO RECORD UNSOLD COOKIES

1. Click **Unsold cookie** button, located on the first screen on cookie ordering site



2. Find the Unit with the unsold cookies from the drop down menu and select

3. Find the unit with unsold cookies and select it. Click Unsold cookies button.
 - Unsold cookies screen (*slightly modified cookie order screen*) will appear.
 - If cookie order was placed for the Unit the site will automatically populate that order in the box called # of Ordered cases.

4. if there is a “zero” in the Ordered cases box, please enter the Unit order

5. In the box called “# of Unsold cases” please enter number of the leftover cases for the Unit

6. Click **Save unsold cases** button and confirmation **Data saved successfully** will appear.