

Hello!

1. This document explains how to use first five sheets in the Sisters Cookie Tool.
2. The instructions are grouped by sheet.
3. Button names are shown in [blue](#), and the names of cells are shown in **bold**.

Order_Input

1. This sheet is where new orders are placed. It has 2 buttons.
2. Type in data from order sheets into the column labeled **Input Data Here**.

*required	Input Data here
Due Date*	7/12/16
Name*	

3. Cells labeled with an *asterisk* require input to submit an order.
4. The cell next to **Order Type** has four options for cookies, which correspond to four options on the order form. *Bulk Each, 1-Pack, 10 lb Pucks, 20 lb Pucks*.

Order Type*	
Size (oz)*	
CC	
WCC	
AC	
FS	

Bulk Each
1-Pack
10 lb Puck
20 lb Puck

5. If someone orders multiple types of cookies (like some *Bulk Each* and some *1-Pack*) they must be entered as separate orders.
6. For *Bulk Each* and *1-Pack* orders, input the number of each cookie ordered.
7. For *10 lb Pucks* and *20 lb Pucks*, input the number of bags ordered, not cookies. (Even though a 10 lb Puck bag holds 53 cookies, do not input '53,' but '1,' for example. Unless they have actually ordered 53 bags!)
8. Press the button labeled ['Submit Order'](#) to submit the order to the Master Schedule.
9. Press the button labeled ['Return to default \(clear\)'](#) to return the **Input Data Here** column to its default values.

Submit Order

Return to default (clear)

Master_Schedule

1. This sheet stores the main schedule of orders from the order_input sheet. It has 3 buttons.
2. To remove the rightmost order in the schedule, press the button ['Remove last order.'](#) (This is useful for removing an incorrect order, as the most recent order is found in the rightmost part of the schedule.)



- You can sort the schedule by due date, by pressing **'Sort orders by date.'** (This should only be used if you are sure all of your orders are correctly entered in the schedule, as a schedule cannot be unsorted.)



- To remove the leftmost order in the schedule, press the button **'Remove first order.'** (This is useful for removing the earliest order, once orders have been sorted by due date.)



- If the user wishes to know of any large upcoming orders, they can look at cell **C3**, labeled **Upcoming large orders**. By changing cells **C4** and **C5**, labeled **Larger than** and **Number of days out**, you will see the number of all orders with more than 'C4' cookies within the next 'C5' days.

	B	C
3	Upcoming large orders:	7
4	Larger than:	150
5	Number of days out	10
6	Today's date:	7/2/16

BuyerSheet

- BuyerSheet contains information related to cookie ingredients and ingredient purchases. It is large, but it is not necessary to understand all of it. The only columns you really need to pay attention to are **AE**, **AF** and **AJ**. This sheet has five buttons.
- The button **'Calculate this week's list'** will update the column **AF**, labeled **Qty**, a shopping list of all ingredients needed for the next seven days of baking. Items that need to be purchased, if any, will be highlighted in yellow.

	AF	AG	AH
5	TO BUY		
6	Qty.	Item	ingredients
7	0	50 lb bag	Flour
8	0	48 fl oz bottle	Canola
9	0	30 lb box	Butter



	AF	AG	AH
5	TO BUY		
6	Qty.	Item	ingredients
7	3	50 lb bag	Flour
8	0	48 fl oz bottle	Canola
9	1	30 lb box	Butter

3. 'Auto Fill Inventory Update' will copy the **Qty** shopping list to column **AJ**, labeled **AutoFill**. (Manual edits can be made to column **AJ** if certain items were not purchased, or purchased in amounts other than recommended by the shopping list.)

	AJ	AK	AL	AM
6	AutoFill	Units	Constant	Converted Inventory
7	0	Bags to oz	800	0
8	0	bottles to cups	6	0
9	0	box to oz	480	0

Auto Fill
Inventory
Update

	AJ	AK	AL	AM
6	AutoFill	Units	Constant	Converted Inventory
7	3	Bags to oz	800	2400
8	0	bottles to cups	6	0
9	1	box to oz	480	480

4. 'Add Purchased Ingredients' will increase the inventory in column **AE** (**On Hand**) by the amount in column **AJ** (**AutoFill**). (Side note: the units are converted automatically by use of column **AM**. So buying a single 50 lb bag of flour is equivalent to adding 800 oz of flour)

	AJ	AK
6	AutoFill	Units
7	3	Bags to oz
8	0	bottles to cups
9	1	box to oz

Add Purchased Ingredients

	AE	AF
4	- ON HAND	
5		
6		Qty.
7	2400	0
8	101	0
9	1480	0

5. 'Undo Addition of Ingredients' will decrease the inventory in column AE by the amount in column AJ. (This is useful for undoing a mistake.)

	AJ	AK
6	AutoFill	Units
7	3	Bags to oz
8	0	bottles to cups
9	1	box to oz

Undo Addition of Ingredients

	AE	AF
5	- ON HAND	
6		Qty.
7	100	3
8	101	0
9	700	1

6. 'Clear inventory Update' will clear the columns AJ and AM.

	AJ	AK	AL	AM
6	AutoFill	Units	Constant	Converted Inventory
7	0	Bags to oz	800	0
8	0	bottles to cups	6	0
9	0	box to oz	480	0

Clear Inventory Update

Cookie Inventory

1. This sheet has no buttons, it merely contains the inventory of all baked cookies and frozen pucks that have been specifically ordered by companies. It also contains inventory of 'Available' cookies, ie: cookies that were not ordered by anyone but were

baked and are available for walk-in purchases. The information in this sheet is updated by buttons on the Baking Schedule sheet.

	C	D	E	F	G	H	I
4	Reserved	3 oz Cookie	Frozen Pucks	Other		Available	3 oz Cookie
5	CC	4	0	0		CC	108
6	WCC	2	0	0		WCC	40
7	AC	6	0	0		AC	56
8	FS	23	0	0		FS	50

Baking_Schedule

1. This sheet has nine buttons, but many of them are similar to buttons on previous sheets.
2. 'Refresh weekly schedule' will update the baking schedule (which starts on **column J**) to import all orders from the MasterSchedule in the next seven days. (Side Note: This will change the status of these orders to 'baking' rather than 'pending,' on the MasterSchedule sheet.)

Refresh weekly
Schedule

	I	J	K
3	Status	Baking	Baking
4	Company	bob	bob
5	Bake Date	7/1/16	7/2/16
6	Frozen/Baked	Baked	Frozen
7	Size (oz)	3	3
8	CC	0	0
9	WCC	0	0

Status	Baking	Pending	<<MasterSchedule
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3. You can see how many of which cookies should be baked on a given day by looking to the right of **column J**. **Row 6** will show whether or not the cookies are to be baked or frozen.

	I	J	K	L
5	Bake Date	7/1/16	7/2/16	7/2/16
6	Frozen/Baked	Baked	Frozen	Baked
7	Size (oz)	3	3	3
8	CC	12	15	0
9	WCC	14	36	14

4. **Row 5** will show the date that certain orders of cookies must be baked on. (They will always be baked at least two days before the final due date, which is listed in **Row 1**.)

	I	J	K
2	Due date	7/3/16	7/4/16
3	Status	Baking	Baking
4	Company	bob	bob
5	Bake Date	7/1/16	7/2/16

5. To remove the rightmost order in the schedule, press the button 'Remove last order.' (This is useful for removing an incorrect order, as the recentmost order is found in the rightmost part of the schedule.)

Remove Last Order

6. You can sort the schedule by due date, by pressing 'Sort by date.' (This should only be used if you are sure all of your orders are correctly entered in the schedule, as a schedule cannot be unsorted.)

Sort by date

7. To remove the leftmost order in the schedule, press the button 'Remove first order.' (This is useful for removing the earliest order, once they have been sorted by due date.)

Remove first order

8. The total number of batches of each cookie type to be baked during the weekly schedule are shown under **Total Batches** in **Column G**.

G	H	I
Total batches	Total ounces	Size (oz)
2	279	CC
5	594	WCC
5	624	AC
5	720	FS

9. After a batch is baked, there are three things the baker must do: Update the number of cookies in inventory, update the baking schedule so that the same order is not baked twice, and change the amount of ingredients in inventory.

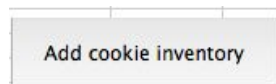
10. The cookie inventory can be updated with the **Cookie Inventory Update** grid at **Row 35**.

	B	C	D
35	Cookie Inventory Update		
36			
37		Reserved	Available
38	Type:	3 oz Cookie	(3 oz always)
39	CC	0	4
40	WCC	0	2

11. You may adjust cell **C38** to reflect the type of cookie you are inputting. (Side note: 'Reserved' cookies are those specifically ordered by companies. 'Available' cookies are extras baked for walk-in purchases. Only cookies 'reserved' by companies can be frozen pucks or sizes other than 3 oz. Only 3 oz baked cookies are marked as 'available.' for spontaneous sales.)

37			Reserved	Availab
38		Type:	3 oz Cookie	3 oz al
39		CC	3 oz Cookie	
40		WCC	Frozen Pucks	
41		AC	Other	
42		FS		
43		SN		

12. Pressing **'Add cookie inventory'** will increase the cookie inventory (both 'reserved' and 'available' by the amount typed into the grid.



13. Pressing **'Undo cookie inventory'** will decrease the cookie inventory by the amount typed into the grid.



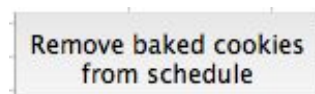
14. You can view the changes in cookie inventory by visiting the Cookie Inventory Sheet.

Reserved	3 oz Cookie	Frozen Pucks	Other		Available	3 oz Cookie
CC	4	12	0		CC	108
WCC	2	14	0		WCC	40
AC	6	24	0		AC	56
FS	23	13	0		FS	50

15. To clear the cookie inventory input grid, press **'Clear Cookie Input'**.



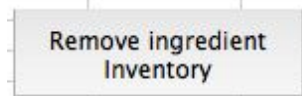
16. To update the baking schedule following a baking session, use the same input grid as used for cookie inventory. Press the **'Remove baked cookies from schedule'** button to do this. (Side note: how does this work? This process goes through the schedule, decreasing the number of scheduled cookies of each flavor based on the number of cookies you have baked. As of now, this only works if you set cell **C38** to "Frozen Pucks" or "3 oz cookies." It will not work if **C38** is set to "Other."



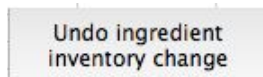
17. To update inventory following a baking session, now use the inventory input grid beginning at cell **I35** to enter the number of batches you just baked. (Remember, batches! Not individual cookies!)

	I	J
35	Ingredient Inventory Update	
36		
37		
38	Type:	Batches
39	CC	4
40	WCC	2

18. To actually update the inventory from the grid, press '[Remove ingredient Inventory.](#)'



19. To add back the inventory (to correct an error, for instance) press '[Undo ingredient inventory change](#)'



20. You can view the changes in inventory by visiting the BuyerSheet.

	AE	AF	AG	AH
5	- ON HAND	TO BUY		
6		Qty.	Item	ingredients
7	100	3	50 lb bag	Flour
8	101	0	48 fl oz bottle	Canola
9	700	1	30 lb box	Butter

21. To clear the Inventory input grid, press '[clear ingredient Input.](#)'

