

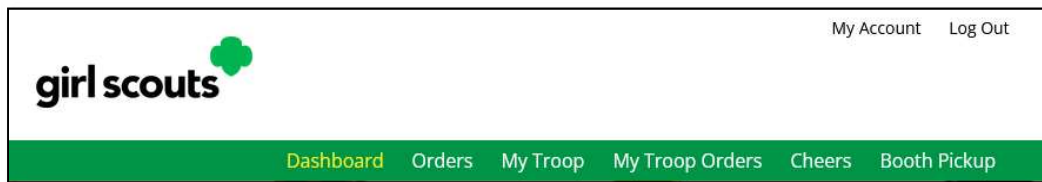
# Digital Cookie®

## Troop Dashboard

Your Digital Cookie Dashboard has information that helps you support your Girl Scouts and their caregivers in their Digital Cookie sales.

All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this dashboard when they log into Digital Cookie.

There may be up to six tabs on your troop dashboard.



Need to  
reset your  
password?  
Click on  
My  
Account

[Dashboard](#)  
[Orders](#)

[My Troop](#)  
[My Troop Orders](#)

[Troop Cheers](#)  
[Virtual Booths](#)

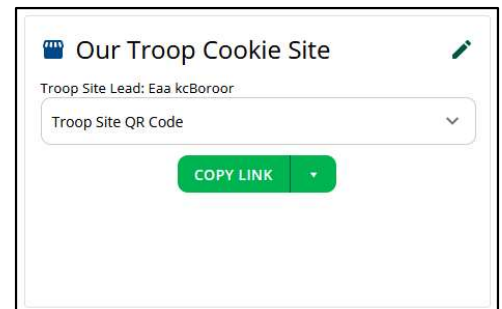
## Dashboard

The dashboard has five sections.

- |  |                                     |   |
|--|-------------------------------------|---|
| 1. <a href="#">Our Troop Cookie Site</a> | 3. <a href="#">Troop Site Sales</a> | 5. <a href="#">Troop Online Sales and Marketing</a> |
| 2. <a href="#">Pending Orders</a>        | 4. <a href="#">Cheers</a>           | 6. <a href="#">Reports</a>                          |

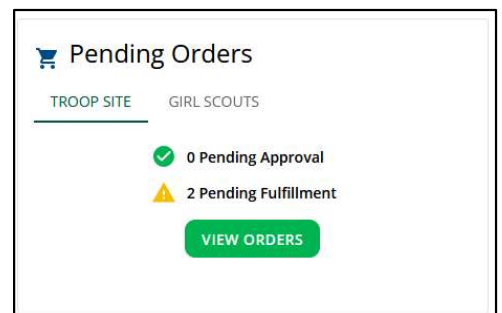
### 1. Our Troop Cookie Site

For more details about this section and setting up your Troop Cookie Site, please see the “Troop Site Links” [tip sheet](#).



### 2. Pending Orders

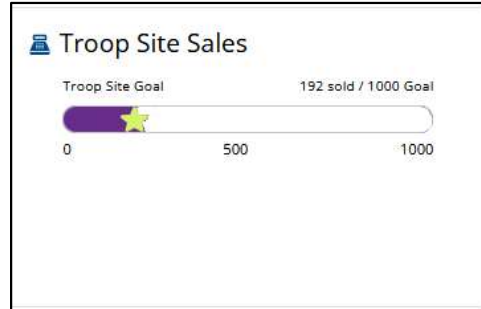
In this section you can see if the troop cookie site or Girl Scouts in your troop have orders to approve or deliver.



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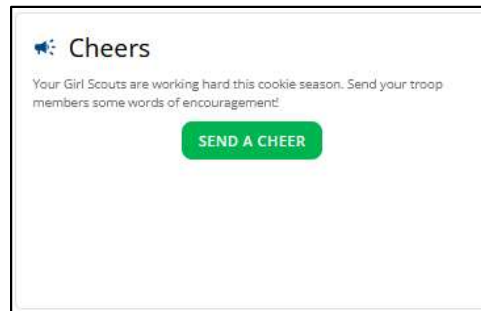
## 3. Troop Site Sales

Track the troop's cookie site sales.



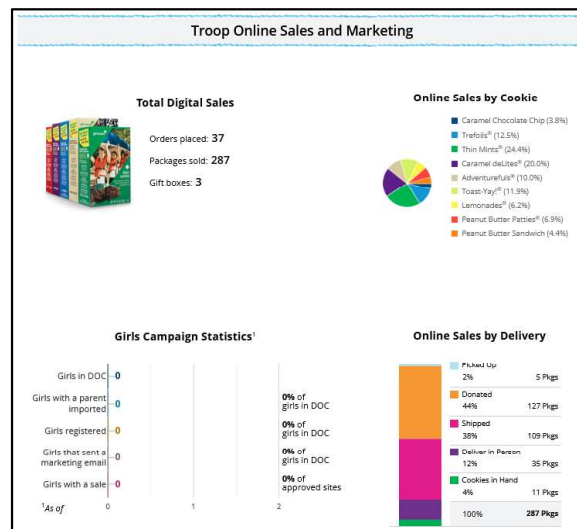
## 4. Cheers

Quick access button to send cheers to Girl Scouts in your troop



## 5. Troop Online Sales and Marketing

This section will show you the progress of the cookie program for the Girl Scouts in your troop. It's a great way to make sure Girl Scouts are actively participating in reaching their customers.







# Digital Cookie®

## 6. Reports

You have four reports to view that can help you manage your girl's Digital Cookie activity.

- *All Order Data* will show you details on every order for every girl.
- *Initial Order* (If applicable) will show you the initial paper order card entry by the parents to allow you to compare what is in the baker software if desired.
- *Cookie Badges* will let you know if girls are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins. Encourage them to complete these with their families to increase their cookie program learnings!
- *Rewards Selection* will be helpful if your council has enabled girls to select their rewards in Digital Cookie. You simply pull this report and enter their choices in to the baker software without needing to track down each choice for each girl in the troop.

	All Order Data	For each girl see full order details including varieties, delivery type, etc.	<a href="#">Get Report</a>
	Initial Order	8/24/22 Parent's due date 8/24/22 Troop due date	<a href="#">Get Report</a>
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	<a href="#">Get Report</a>
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	<a href="#">Get Report</a>

## Orders

If this tab does not appear, this functionality is not currently offered by your council. Please contact your council if you need to refund an order.

If the tab is available to you, you will see the information you need to look up order details for any order in your troop. You can then refund an order if necessary. For more information, please see the "Troop Refunding Orders" tip sheet ([ABC](#) or [LBB](#)).

Orders

Search for

Orders

Order #

Date Range

to

Order Status

Choose an option

Payment Status

Choose an option

Order Type

Choose an option

Customer Information

First Name

Last Name

Phone

Email

Girl/Parent

Girl First Name

Girl Last Name

GSUSA ID

Site URL

Parent Email

Organization

Council Name

Western Washington

Council Code

688

SU Name

SU003

SU ID

3

Troop #

40143

Orders Pending Validation

☐

See List

SEARCH

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## My Troop

Use this tab to see many sale details for each girl in the troop.

Troop 333				
<b>Troop Cookie Sales</b> Last Updated: 10/21/24 12:00 PM CDT		<b>Troop goal not set</b> 8 sold / 0 troop goal not set		Quick Links <a href="#">INITIAL ORDER REPORT</a>
8 packages sold		The troop sales goal is set in your baker software		
	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE	
kaiMzceeM rzzzra	8 / 100	Yes, <a href="#">Published</a>	1 orders	<a href="#">see details</a> ▾
oiSoS GnGiaiaifti	0 / 0	No, Not Published	0 orders	<a href="#">see details</a> ▾
aaadva lloel	0 / 0	No, Not Published	0 orders	<a href="#">see details</a> ▾
AleeA lJJoI	0 / 0	No, Not Published	0 orders	<a href="#">see details</a> ▾
Lcuy gghh	0 / 0	No, Not Published	0 orders	<a href="#">see details</a> ▾
<b>Total: Girl sales</b>	<b>8 / 100</b>			
<b>Troop 333</b>	<b>0 / 500</b>	Yes, <a href="#">Published</a>	0 orders	<a href="#">see details</a> ▾
<b>Total: All sales</b>	<b>8 / 600</b>			

- Troop Goal**  
This pulls the troop goal set in the baker software and measures the troop's progress towards that goal. If the goal has not been set yet, it shows total troop's sales to date.
- Cookie Site**  
If the Girl Scout's site is published, click on the link to be taken to their customer facing site. If it shows as Not Published, offer to help the family to get started and see sales roll in.
- Orders to Approve**  
If your council has In-Person Delivery available, this will indicate if the family has any orders that need approving.
- See Details/Delivery Change**  
Clicking "See Details" will bring up details on the girl, her orders, her email marketing to customers and if her parent has turned off delivery or any varieties (if available in your council).
- If your troop link has been published you will see what the goal is for the Troop ##### "girl", you can click the link to go to the troop site and you can see any sales that have come in for the troop link.

## My Troop Orders

For details on the delivered orders section, view the girl delivery tip sheet.

# Digital Cookie®

For details on the pickup orders section, view the Troop Pick Up orders tip sheet.

**Digital Cookie Orders to Deliver**

Running a Good Business  
Keep track of what's been ordered, when it's approved, and when it's delivered.

0 Orders to approve for delivery in person  
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
There are no orders to approve at this time.						

[Need Help?](#)

---

**1 Orders to deliver**  
Click on a name to mark when the cookies were delivered.

☐ Select all [Order Delivered](#) [Export Orders](#) [Show 5 items](#)

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date	Initial Order
05110617	3	jasmine garcia	1603 Kayaker Dr, Anchorage, AK	10/30/2021	

**Digital Cookie Orders to Pickup**

Running a Good Business  
Keep track of what's been ordered, when it's approved, and when it's delivered.

2 Orders to approve for Pickup  
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

## Troop Cheers

Troop Volunteers can send the Girl Scouts in their troop cheers the same way the troop members can send them to each other. The difference is that girls can't cheer back to volunteers. For more details on how Cheers works, see the Cheers [Tip Sheet](#).

**Send a Cheer to Girl Scouts in your Troop**

**Cheer on the members of Troop 3300!**  
Your fellow Girl Scouts are working hard this cookie season. Send your troop members some words of encouragement.

**Search for a Troop Member:**

[Search](#)

TROOP MEMBER ▲	GOAL PROGRESS ▲	
Coaaa n	0% <input type="text"/>	<a href="#">Pick a cheer to send ▼</a>
eeaiZn a	0% <input type="text"/>	<a href="#">Pick a cheer to send ▼</a>

# Digital Cookie®

## Booth Pickup

This is your Booth Pick Up section. View booths your troop is signed up for in the baker system and schedule pick up times for customers. For details on this, please view the Troop Pick Up Orders [Tip Sheet](#).

Booth Pick Up

[Virtual Booth Help](#)

Give customers an option to pick up cookies at a booth.

### Add pickup to an existing booth

Select from your troop's cookie booths, add a start and end date for customers to see the pickup option.

38 Available Booths

Sort by: Name

Show: 6 Items

**Chautauque Mall**  
 Fairmount Ave Lakewood NY, 14750  
 11/25/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)

**Cub Duluth**  
 615 West Central Entrance Duluth MN, 55811  
 12/30/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)

**Family Video N Main St Mish**  
 5714 North Main Street Mishawaka IN, 46545  
 12/30/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)

**Food City - Pikeville**  
 215 Cassidy Blvd Pikeville KY, 41501  
 12/15/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)

**Kroger - Bellevue**  
 53 Donnermeyer Drive Bellevue KY, 41013  
 11/15/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)

**Kroger - Burlington**  
 1751 Patrick Drive Burlington KY, 41005  
 12/20/2021 12:00 AM - 12:00 AM  
[Add pick up option](#)