

Digital Cookie®

Order Received (In-Person Delivery)

Congratulations! Your Girl Scout received an order and the customer requested the order to be delivered by your Girl Scout. The below steps will walk you through what needs to happen prior to delivering the cookies.

Step 1: Receive Reminder Email

If a customer placed an In-Person Delivery order and it was not approved by midnight, you will receive an email from email@email.girlscouts.org with the subject “Action required: you have an in-person delivery request!” letting you know your Girl Scout has received an order for delivery. Hooray!

Step 2: Log into Digital Cookie

Click the button “Log In Now” in the email. That will take you to Digital Cookie where you can log in or go to digitalcookie.girlscouts.org and log in.

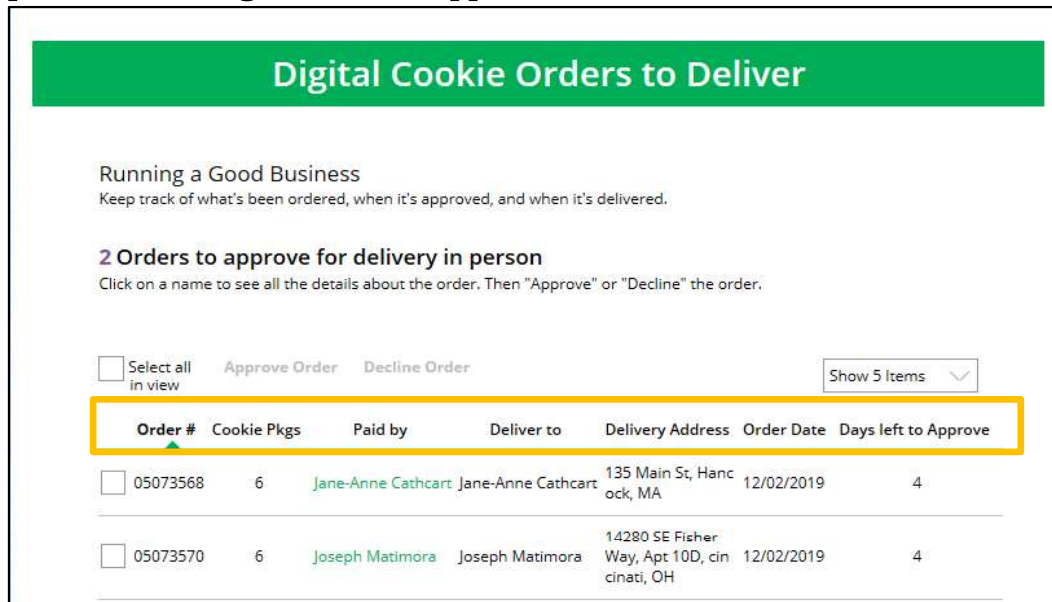
Step 3: View Orders

Click on the “Orders” tab and see what orders are pending your approval.



You will see a list of all orders needing approval, including the customer order number, number of packages in each order, the customer’s address, when the customer placed the order, and the number of days you have to approve it until it reverts to the customer’s second choice option.

Step 4: Determining whether to approve or decline the order



Digital Cookie®

What to consider:

- Is the customer a known and trusted individual?
- Are you willing and able to get the cookies to the customer's location before the end of the sale.

AND

- Do you have or will you have the inventory available?

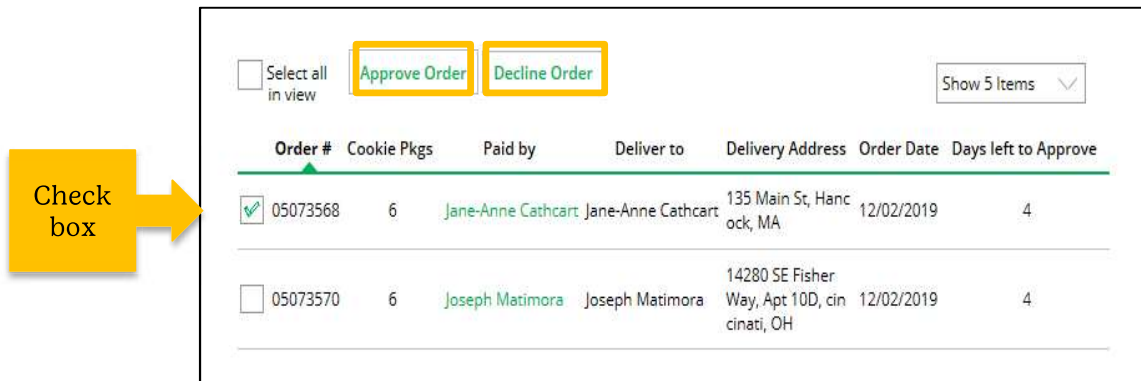
If so, **"Approve Order."**

If you are unable or unwilling to fulfill the customer's order, click "Decline Order" and the order will default to whatever second option the customer has selected: "Cancel" or "Donate".

Step 5: Approving or Declining an Order

There are multiple ways to approve and decline orders for delivery.

1. Check the boxes in front of the orders you want to approve or decline and then click "Approve Order" or "Decline Order"

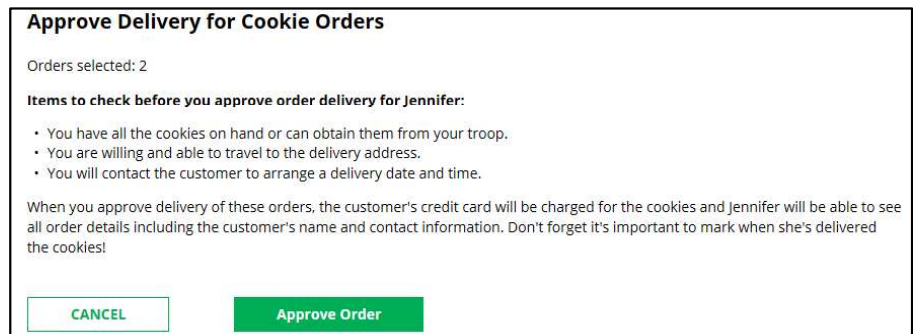


Check box

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input checked="" type="checkbox"/> 05073568	6	Jane-Anne Cathcart	Jane-Anne Cathcart	135 Main St, Hanc ock, MA	12/02/2019	4
<input type="checkbox"/> 05073570	6	Joseph Matimora	Joseph Matimora	14280 SE Fisher Way, Apt 10D, cin cinati, OH	12/02/2019	4

You will get a pop-up message confirming you want to approve all of the orders you selected and can deliver them to the customer:

Once you approve or decline you can't change the action and an email is deployed to the customer.



Approve Delivery for Cookie Orders

Orders selected: 2

Items to check before you approve order delivery for Jennifer:

- You have all the cookies on hand or can obtain them from your troop.
- You are willing and able to travel to the delivery address.
- You will contact the customer to arrange a delivery date and time.

When you approve delivery of these orders, the customer's credit card will be charged for the cookies and Jennifer will be able to see all order details including the customer's name and contact information. Don't forget it's important to mark when she's delivered the cookies!

Digital Cookie®

Or that you want to decline all of the orders you selected and understand if the orders are being cancelled or donated:

Decline Delivery for Cookie Orders

Secondary options your customers selected if their order is declined:

DONATE: 2 Orders
If you decline to deliver these orders, the customer's credit card will be charged and the cookies will be donated. Each donated order will count towards cookie sales.

CANCEL: 0 Order
If you decline to deliver these orders, the customer's credit card will not be charged as the order is cancelled. If an order is declined, it cannot be re-approved or changed.

- Click the “Select All” box, which will select all of the orders on that page that need approval, then click “Approve Order” or “Decline Order”.

☒ Select all in view

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
---------	-------------	---------	------------	------------------	------------	----------------------

You will also get a pop-up message confirming your batch approval or declining of the orders selected, as above in option 1.

- Click on the individual customer to bring up that person’s order details and click “Approve Order” or “Decline Order” at the bottom.

Digital Cookie Order

[Back to cookie order list](#)

ACTION ITEM: Check your cookie inventory and delivery address before you approve delivery.

Order Detail Approve for Delivery

Order Number: 05749189	Order Status: Needs Approval
Deliver To: Cookie Monster	Order Type: In-Person Delivery
Delivery Address: 1231 Upas St San Diego, California 92103-5127	Order Date: 9/1/2023 7:57 PM CDT
Delivery Phone: 619-867-5309	Secondary Delivery Option: Cancel Order
Ordered From: My Cookie Website	Approved to Deliver: Pending Decision
Order Paid By: Cookie Monster	Order Delivered:
Billing Email: mgtag22@gmail.com	
Billing Phone: 619-867-5309	

Cookies Selected

- Thin Mints®, 2 pkgs
- AdventureTubs®, 2 pkgs
- Trefoils®, 2 pkgs

Order Summary

Purchased Packages: 6	\$30.00
Subtotal:	\$30.00
In-person Delivery:	Free
Order Total:	\$30.00
Added to sales goal:	6 pkgs

Approve or Decline Delivery

Items to review before you approve order delivery for Sam:

- You have all the cookies on hand or can obtain them from your troop.
- You are willing and able to travel to the delivery address.
- You will contact the customer to arrange a delivery date and time.

When you approve this order, the customer's credit card will be charged and Sam can see all order details including the customer's name and contact information. Don't forget it's important to mark when she's delivered the cookies!

Digital Cookie®

Step 6: Orders to Deliver

If you have approved the order, it will move down to the section “Orders to Deliver”, below the “Approve” section.

2 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
<input type="checkbox"/>	05073376	4	Jasmin Winter	PO Box 2347, New York, NY	11/18/2019

When you approve the order, the customer will be charged.

Make sure the Girl Scout follows through and delivers those cookies.

Step 7: Marking Orders as Delivered

Once you have delivered the cookies, log back into Digital Cookie and mark those orders delivered. There are two ways to indicate you have delivered your order:

1. Check the “Select All” box to select all of the orders on the page; they will all be marked “Order Delivered”.
2. Check the box in front of any orders you have delivered, and then click “Order Delivered.”

Select all

OR

Select a customer

2 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
<input type="checkbox"/>	05073376	4	Jasmin Winter	PO Box 2347, New York, NY	11/18/2019
<input type="checkbox"/>	05073568	6	Jane-Anne Cathcart	135 Main St, Hancock, MA	12/02/2019

When they are marked as delivered, they will move down into the third section on the page as a completed order.

Digital Cookie®

Step 9: Adding Customer to the Contact List in Digital Cookie

If the customer is not in the Digital Cookie contact list, your Girl Scout can check the box in front of the customer's name and click "Add to Customer List." Then, the customer is added to the list and the Girl Scout can send thank-you emails this year and marketing emails next year for repeat business.

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

☐ Select all
 [Add to Customer List](#)
[Export](#)

[Show 10 Items](#)

		Paid by	Order #	Cookie pkgs	Order Date	Order Type	In Customer List
<input checked="" type="checkbox"/>	View	Nina Smith	00112249	10	6/26/2023	Shipped	
<input type="checkbox"/>	View	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/>
<input type="checkbox"/>	View	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>

Grow your customer list! Select checkboxes for the names you want to add.
 [Need Help?](#)

The troop volunteer will see the financial transaction as a credit to your Girl Scout in the baker software after you have approved delivering the order.

While in the site checking on orders, Girl Scouts can add customers, send follow-up emails, complete badge work, or explore the great tools on the website. Along the way, your Girl Scout will pick up some good cookie program tips!