

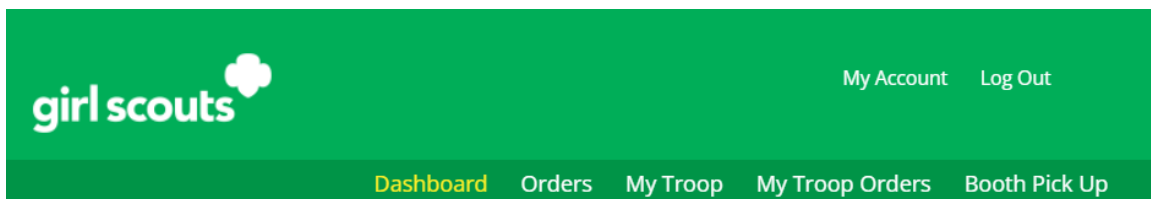
# Digital Cookie<sup>®</sup>

## Troop Dashboard

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

All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this Dashboard when they login to Digital Cookie.

There may be up to five tabs on your Troop Leader dashboard.



[Dashboard](#)

[Orders](#)

[My Troop](#)

[My Troop Orders](#)

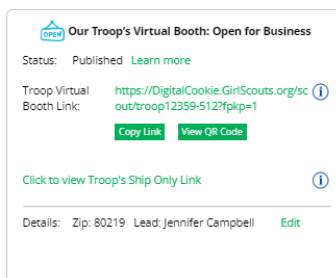
[Booth Pick Up](#)

## Dashboard

The dashboard has six sections.

1. [Troop Virtual Booth info](#)
2. [Pending Virtual Booth Orders](#)
3. [Troop Rewards Deadline](#)
4. [Troop Online Sales and Marketing + Troop Goal Progress](#)
5. [Reports](#)

### 1. Troop Virtual Booth Info



For more details about this section and setting up your Troop Cookie Link, please see the “Troop Virtual Booth Link” tip sheet.

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## 2. Pending Virtual Booth Orders

**Pending Virtual Booth Orders**

Delivery orders pending approval: **0 orders**  
 Delivery orders pending delivery: **0 orders**

Pickup orders pending approval: **1 orders**  
 Pickup orders pending pick-up: **0 orders**

**Girl Orders**

Delivery orders pending approval: **0 orders**  
 Delivery orders pending delivery: **2 orders**

Girls with a cookie delivery change: **4 girls**

This section will let you know if your Virtual Booth Link OR any girls in your troop that have an order that needs to be approved. It will also let you know if any parents have turned off a cookie variety or in-person delivery in their site. For details on that function for parents, view the “My Cookies-Delivery Settings” tip sheet.

## 3. Troop Rewards Deadline

**Troop Rewards**

Troop Reward End Date

Save

If you have a need for your girls/parents to submit their rewards choices to you earlier than what the council has set, you can change this date.

## 4. Troop Online Sales and Marketing

Troop Online Sales and Marketing

**Troop Sales**

**Troop goal not set**

2,293 sold / 0 troop goal not set

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2015 sold online, 278 sold offline

**Troop's Virtual Booth Sales**

**Cookie Goal 100**

**CONGRATULATIONS!**

**You reached your goal!**

---

0 Shipped / 0 Delivery / 2 In Hand / 43 Donated / 63 Pick-up

**Total Digital Sales**

Orders placed: **38**  
 Packages sold: **2,015**  
 Girl boxes: **8**

**Girls Campaign Statistics**

Girls in DDC: 14  
 Girls with a parent imported: 10  
 Girls registered: 10  
 Girls that sent a marketing email: 4  
 Girls with a sale: 4

75% of girls in DDC  
 40% of girls in DDC  
 100% of imported sales

**Online Sales by Cookie**

**Online Sales by Delivery**

100% 2,015 Packages

These two sections will show you the sales for the girls in your troop at a glance. It's a great way to make sure they are actively participating in reaching their customers.

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## 5. 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 easily enter their orders into eBudde.
- “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 complet these with their families to increase their cookie program learnings!
- Rewards Selection will be helpful if your council enabled girls to select their rewards in Digital Cookie. You simply pull this report and transfer their choices to eBudde without need to track down each choice for each girl in the troop.

Reports: Troop 12359

|  |                   |   |                            |
|--|-------------------|---|----------------------------|
|  | 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<br>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 is greyed out, 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 Refunds” tip sheet.

Orders

Search for ● Orders (i)

Order #

Date Range  to

Order Status Choose an option

Payment Status Choose an option

Orders Pending Validation  See List

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

Council Code

SU Name

SU ID

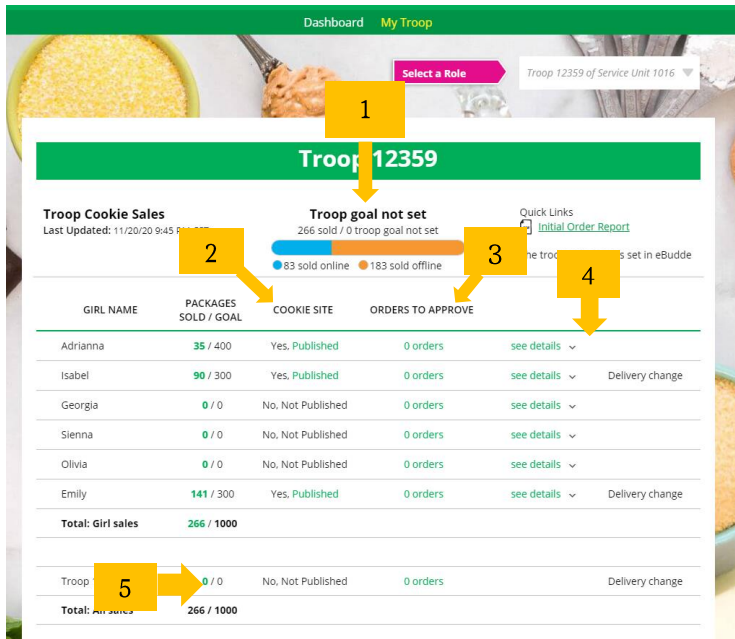
Troop #

Search

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## My Troop

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



- 1. Troop Goal**  
 This pulls the troop goal set in eBudde 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.
- 2. Cookie Site**  
 If the girl's site is published, click on the link to be taken to her customer facing site. If it shows as Not Published, offer to help the girl and her family to help her get started and seeing sales roll in.
- 3. Orders to Approve**  
 If your council has In-Person Delivery available you can see details on what orders the parent needs to approve and what cookies they may need to fulfill orders.

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- 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).

| GIRL NAME | PACKAGES SOLD / GOAL | COOKIE SITE    | ORDERS TO APPROVE |   |
|-----------|----------------------|----------------|-------------------|---|
| Adrianna  | 35 / 400             | Yes, Published | 0 orders          | <a href="#">see details</a> ↓                 |
| Isabel    | 90 / 300             | Yes, Published | 0 orders          | <a href="#">see details</a> ↑ Delivery change |

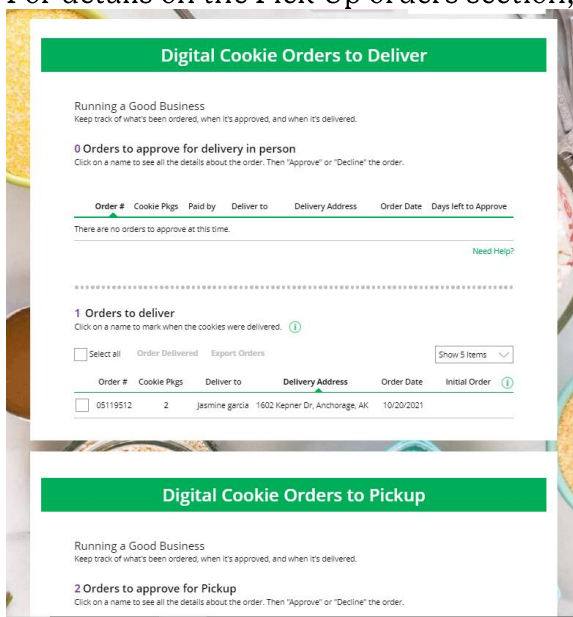
  

| COOKIES SOLD                           | PARENT / GUARDIAN                            | DELIVERY SETTINGS                                      | CUSTOMERS EMAILED   |
|--|--|--|---------------------|
| Online: 23<br>Offline: 67<br>Total: 90 | Jessica Garcia<br>dctest512-1@girlscouts.org | Girl Scout delivery: Inactive<br>Cookie varieties: Off | Marketing emails: 0 |

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



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## Booth Pick Up

This is your Pick Up Order section. 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:

Show:

|  |   |
|--|---|
| <p style="font-size: x-small; margin: 0;"><b>Chautauqua Mall</b></p> <p style="font-size: x-small; margin: 0;">Fairmount Ave Lakewood NY, 14750</p> <p style="font-size: x-small; margin: 0; text-align: right;">11/25/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p>                       | <p style="font-size: x-small; margin: 0;"><b>Cub Duluth</b></p> <p style="font-size: x-small; margin: 0;">615 West Central Entrance Duluth MN, 55811</p> <p style="font-size: x-small; margin: 0; text-align: right;">12/30/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p>       |
| <p style="font-size: x-small; margin: 0;"><b>Family Video N Main St Mish</b></p> <p style="font-size: x-small; margin: 0;">5714 North Main Street Mishawaka IN, 46545</p> <p style="font-size: x-small; margin: 0; text-align: right;">12/30/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p> | <p style="font-size: x-small; margin: 0;"><b>Food City - Pikeville</b></p> <p style="font-size: x-small; margin: 0;">215 Cassidy Blvd Pikeville KY, 41501</p> <p style="font-size: x-small; margin: 0; text-align: right;">12/15/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p>  |
| <p style="font-size: x-small; margin: 0;"><b>Kroger - Bellevue</b></p> <p style="font-size: x-small; margin: 0;">53 Donnermeyer Drive Bellevue KY, 41073</p> <p style="font-size: x-small; margin: 0; text-align: right;">11/15/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p>              | <p style="font-size: x-small; margin: 0;"><b>Kroger - Burlington</b></p> <p style="font-size: x-small; margin: 0;">1751 Patrick Drive Burlington KY, 41005</p> <p style="font-size: x-small; margin: 0; text-align: right;">12/20/2021<br/>12:00 AM - 12:00 AM</p> <p style="font-size: x-small; margin: 0; text-align: right;"><a href="#">Add pickup option</a></p> |