

## Inventory Tab

A new tab labeled Inventory exists on your Digital Cookie Dashboard



Depending on the time of the sale and your council's offerings, it may contain two sections:

[Initial Cookie Order](#)  
[Girl Scout Delivery Settings](#)

### Initial Cookie Order

*May not be available in your Girl Scout Council based on sale format and deadlines.*

1

When your Girl Scout has collected orders on her paper order card and it is time to submit the order to your Troop Leader/Troop Cookie Manager, you can enter her order on the Initial Cookie Order Entry section.

Initial Cookie Order and Settings

Initial Order: 208 packages

- Packages you entered: 208
- Packages from approved [Digital Cookie delivery orders](#): 0

Girl Scout delivery settings (below)  
 Parents due date: 09/30/2020

Your initial order form can no longer be edited. It's past the parent's due date.

lemon-ups	17	trefoils	23	do-si-dos	19
samoas	44	tagalongs	32	thin mints	51
girl scout s'mores	12	toffee-tastic	3	Donations	7

- If you used this form, your troop leader has your initial order count.
- Since you can no longer edit the form, contact your troop leader if you need to make a change.

Simply enter your totals by variety prior to the Parents Due Date noted in the upper right hand corner of the section. After the due date, you can't make edits to the numbers on this page/

**NOTE:** The package totals entered here do not automatically transmit to the Troop Cookie Manager's order entry system. Please confirm with the Cookie Manager that she has received and viewed your order.

## Girl Scout Delivery Settings

*May not be available in your Girl Scout Council based on sale format and deadlines.*

2

Your council may be giving you the opportunity to turn off girl delivery and off varieties of cookies. This might be useful if you run out of a variety of cookie and can't get any more to fill customer orders, or are entirely out of cookies for delivering to customers or otherwise are unable to deliver cookies to customers.

If you are worried about your inventory, always check with your troop cookie manager first to see if you can get more cookies before turning a variety off so a customer doesn't have the option to purchase it for delivery.

When you know you need to turn off delivery or a variety(ies), go to the bottom of your inventory tab and find the Delivery Settings section.

**Girl Scout Delivery Settings**

**Allow my Girl Scout to deliver cookies**

Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or **delivered in person**. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

☒ **ACTIVE** Allow Girl Scout delivery on my girl's cookie site and mobile app

☐ **INACTIVE** Remove Girl Scout delivery from my girl's cookie site and mobile app

**My inventory for Girl Scout delivery**

If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

<div>lemon-ups®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>	<div>trefoils®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>
<div>do-si-dos®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>	<div>samoas®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>
<div>tagalongs®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>	<div>thin mints®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>
<div>girl scout s'mores®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>	<div>toffee-tastic®</div> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Off</div> <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 10px;">On</div> </div>

Cancel

Update delivery settings

3

When you select “inactive” to turn off the girl delivery option for your customer, you will get a warning message. If you want to turn them off, click “Update delivery settings”.

**Girl Scout Delivery Settings**

Allow my Girl Scout to deliver cookies

Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or *delivered in person*. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

☐ **ACTIVE** Allow Girl Scout delivery on my girl's cookie site and mobile app ☒ **INACTIVE** Remove Girl Scout delivery from my girl's cookie site and mobile app

- Emily's cookie site and mobile app will be updated to remove Girl Scout cookie delivery.
- Customers can still purchase cookies using shipping and donation.
- Delivery orders that were waiting to be approved or delivered are still in the Orders tab for you to complete.

Once you have turned it to inactive, the varieties section will be removed and is superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set it to inactive.

**Girl Scout Delivery Settings**

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☐ **ACTIVE** Allow Girl Scout delivery on my girl's cookie site and mobile app ☒ **INACTIVE** Remove Girl Scout delivery from my girl's cookie site and mobile app

Should you wish to turn delivery back on, simply click “active” and your customers will see delivery as an option again.

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If you wish to offer delivery but are out of a variety of cookie and can't get more inventory, you can turn off just that variety of cookie for delivery and customers can only purchase those for shipping and not delivery.

To do that, simply click the "off" button and it will remove that variety from delivery option. If you are able to offer that to customers again, click the "on" and turn it back on.



### My inventory for Girl Scout delivery

If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

 lemon-ups®	<input checked="" type="radio"/> Off <input type="radio"/> On	 trefoils®	<input type="radio"/> Off <input checked="" type="radio"/> On
 do-si-dos®	<input type="radio"/> Off <input checked="" type="radio"/> On	 samoas®	<input type="radio"/> Off <input checked="" type="radio"/> On
 tagalongs®	<input type="radio"/> Off <input checked="" type="radio"/> On	 thin mints®	<input type="radio"/> Off <input checked="" type="radio"/> On
 girl scout s'mores®	<input type="radio"/> Off <input checked="" type="radio"/> On	 toffee-tastic®	<input type="radio"/> Off <input checked="" type="radio"/> On

Cancel

Update delivery settings