

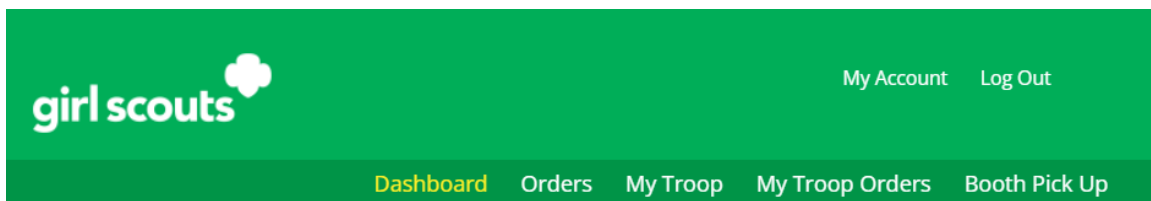
Digital Cookie®

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](#)

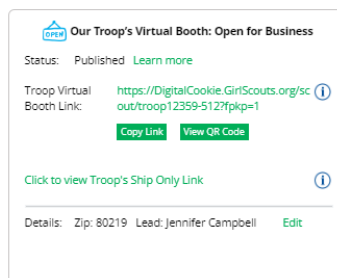
[Booth Pick Up](#)

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](#)

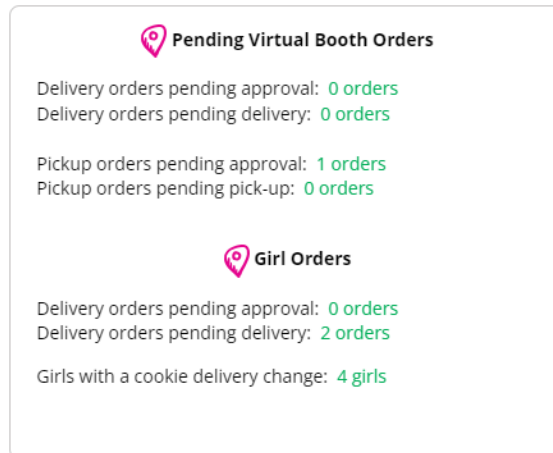
1. Troop Virtual Booth Info



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

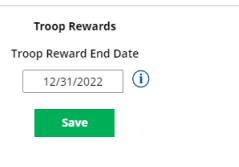
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2. Pending Virtual Booth Orders



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

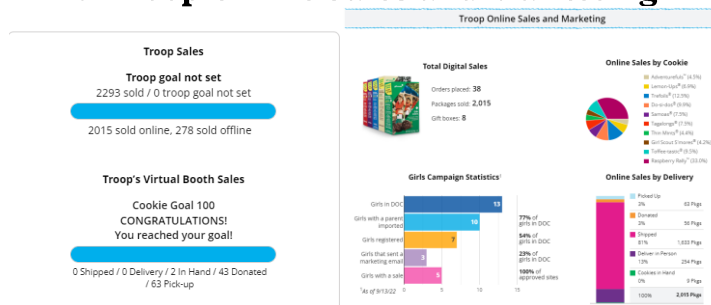
Troop Reward End Date

12/31/2022 ⓘ

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



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.	Get Report
	Initial Order	8/24/22 Parent's due date 8/24/22 Troop due date	Get Report
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

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

Order #

Date Range

Order Status

Payment Status

First Name

Last Name

Phone

Email

Girl First Name

Girl Last Name

GSUSA ID

Site URL

Parent Email

Council Name

Council Code

SU Name

SU ID

Troop #

Orders Pending Validation ☐

See List

Search

Digital Cookie™ 2023

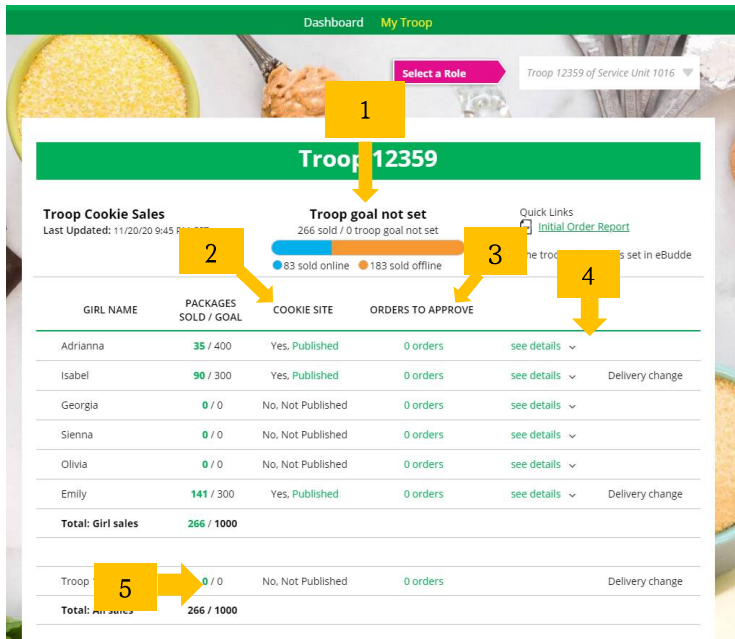
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Troop: Dashboard v1 – 3

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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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4. 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 see details v
Isabel	90 / 300	Yes, Published	0 orders see details ^ Delivery change

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

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?](#)

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.

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

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date	Initial Order
☐ 05119512	2	Jasmine Garcia	1602 Kepner Dr, Anchorage, AK	10/20/2021	1

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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:
Name

Show:
6 Items

Chautauqua Mall Fairmount Ave Lakewood NY, 14750 Add pick up option	11/25/2021 12:00 AM - 12:00 AM
Cub Duluth 615 West Central Entrance Duluth MN, 55811 Add pick up option	12/30/2021 12:00 AM - 12:00 AM
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545 Add pick up option	12/30/2021 12:00 AM - 12:00 AM
Food City - Pikeville 215 Cassidy Blvd Pikeville KY, 41501 Add pick up option	12/15/2021 12:00 AM - 12:00 AM
Kroger - Bellevue 53 Donnermeyer Drive Bellevue KY, 41073 Add pick up option	11/15/2021 12:00 AM - 12:00 AM
Kroger - Burlington 1751 Patrick Drive Burlington KY, 41005 Add pick up option	12/20/2021 12:00 AM - 12:00 AM