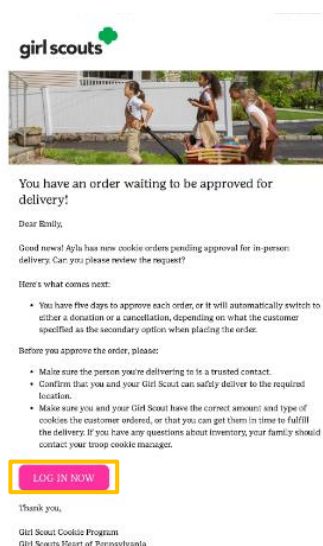


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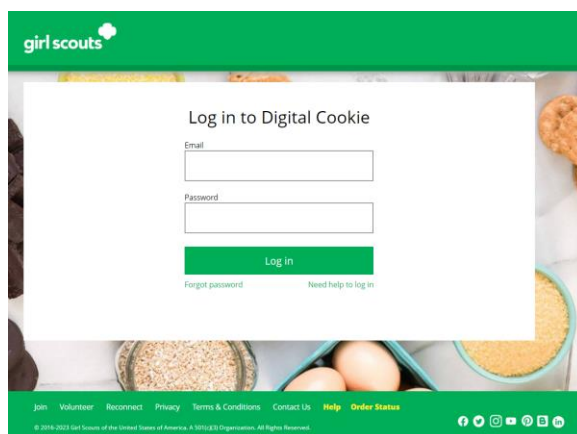
Order Received (In-Person Delivery)

Step 1: If you receive an in-person delivery order that you need to approve, skip to Step 2.

If the order isn't 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!

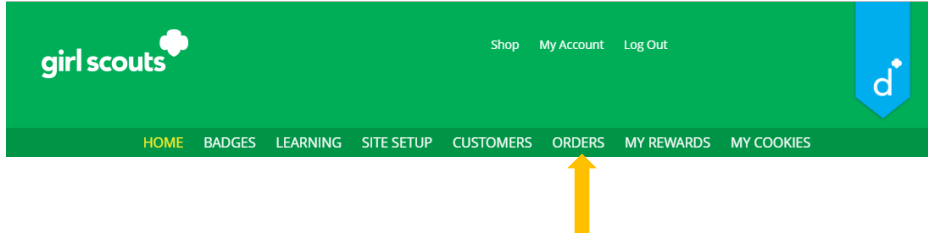


Step 2: Click the green button "Log In Now" in the email. That will take you to the Digital Order Card website where you can log in. Or, go to the [Digital Cookie website](#) and log in.



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Step 3: Click on the “Orders” tab and see what orders are pending your approval.



Step 4: You will see a list of all orders needing approval, including the customer order number, number of boxes 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.

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.

2 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.

☐ Select all in view

[Approve Order](#)
[Decline Order](#)

Show 5 Items

▼

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input 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 inati, OH	12/02/2019	4

TIPS!

- The customer’s second choice could be “Cancel” or “Donate.” Don’t risk a lost sale and a disappointed customer—approve or decline orders within five days.
- Be sure to approve the order before delivering it to make sure the customer’s payment is accepted.

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Step 5: When determining whether to approve or decline the order, consider -

- Is the customer a known and trusted individual?
- Are you willing and able to get the cookies to the customer's location in the next ten weeks?

AND

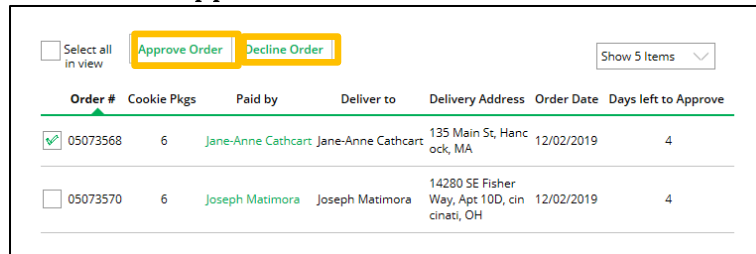
- Do you have or will you have the inventory available?

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."

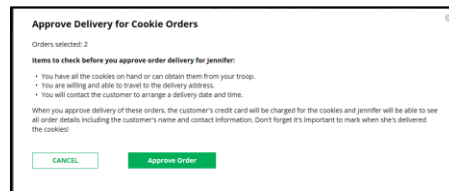
Step 6: There are multiple ways to approve and decline orders for delivery.

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



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:



Approve Delivery for Cookie Orders

Orders selected: 2

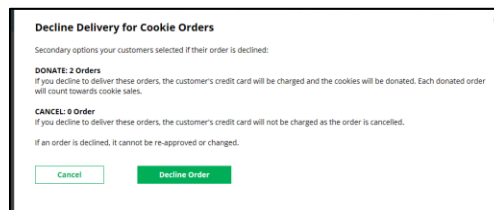
Items to check before you approve order delivery for Jennifer:

- 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!

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

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.

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- b) 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”.

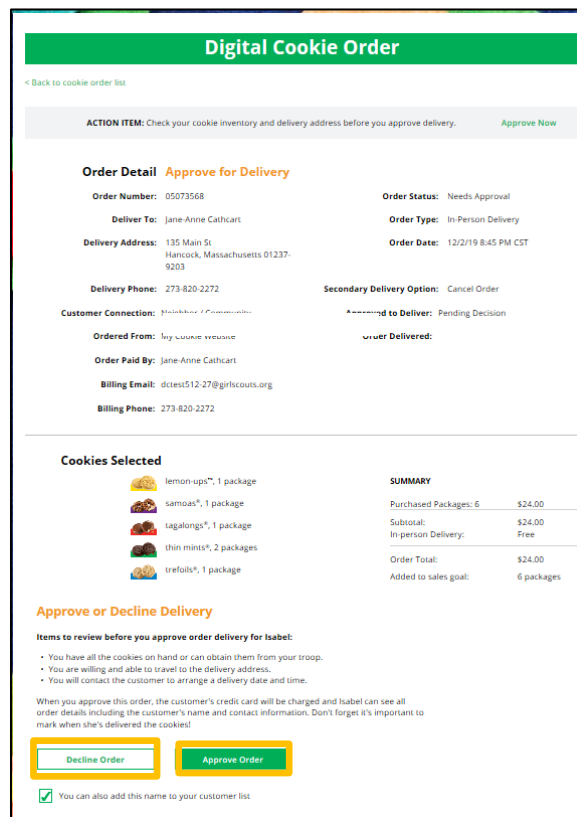


☒ Select all in view
 Approve Order
Decline Order
Show 5 Items ▾

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 your declining of the orders selected, as above in option a.

- c) Click on the individual customer to bring up that person’s order details:



Digital Cookie Order

[Back to cookie order list](#)

ACTION ITEM: Check your cookie inventory and delivery address before you approve delivery. [Approve Now](#)

Order Detail Approve for Delivery

Order Number: 05073568	Order Status: Needs Approval
Deliver To: Jane-Anne Cathcart	Order Type: In-Person Delivery
Delivery Address: 135 Main St Hancock, Massachusetts 01237-9203	Order Date: 12/2/19 8:45 PM CST
Delivery Phone: 273-820-2272	Secondary Delivery Option: Cancel Order
Customer Connection: View Customer Connection	Approved to Deliver: Pending Decision
Ordered From: View Order	Order Delivered:
Order Paid By: Jane-Anne Cathcart	
Billing Email: dcleris12-27@girlscouts.org	
Billing Phone: 273-820-2272	

Cookies Selected

lemon-ups®, 1 package	SUMMARY <table border="0"> <tr> <td>Purchased Packages: 6</td> <td>\$24.00</td> </tr> <tr> <td>Subtotal:</td> <td>\$24.00</td> </tr> <tr> <td>In-person Delivery:</td> <td>Free</td> </tr> <tr> <td>Order Total:</td> <td>\$24.00</td> </tr> <tr> <td>Added to sales goal:</td> <td>6 packages</td> </tr> </table>	Purchased Packages: 6	\$24.00	Subtotal:	\$24.00	In-person Delivery:	Free	Order Total:	\$24.00	Added to sales goal:	6 packages
Purchased Packages: 6		\$24.00									
Subtotal:		\$24.00									
In-person Delivery:		Free									
Order Total:		\$24.00									
Added to sales goal:	6 packages										
samosas®, 1 package											
tagalongs®, 1 package											
thin mints®, 2 packages											
trefoils®, 1 package											

Approve or Decline Delivery

Items to review before you approve order delivery for Isabel:

- 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 Isabel 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!

☒ You can also add this name to your customer list

And click “Approve Order” or “Decline Order” at the bottom.

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Step 7: 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

Step 8: Once you have delivered the cookies, log back into Digital Order Card 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 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
	Jane-Anne Cathcart	05073568	6	12/02/2019	In Person	✓
	Janet Gates	05073435	4	11/20/2019	In Person	
<input type="checkbox"/>	Julie Low	05073432	5	11/20/2019	Shipped	

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Step 9: If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer's name and click "Add to Customers tab." Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

Digital Cookie Online Orders					
3 Completed Digital Cookie Online Orders					
<input type="checkbox"/> Select all	Add to Customer List	Export 	Show 10 Items 		
Paid by	Order #	Cookie Pkgs	Order Date	 Order Type	In Customer List
Jane-Anne Cathcart	05073568	6	12/02/2019	In Person	
Janet Gates	05073435	4	11/20/2019	In Person	
 Julie Low	05073432	5	11/20/2019	Shipped	

Make sure the Girl Scout follows through and delivers those cookies. When you approve the order, the customer will be charged. The Troop Volunteer will see the financial transaction as a credit to your Girl Scout in eBudde after you have approved delivering the order.

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