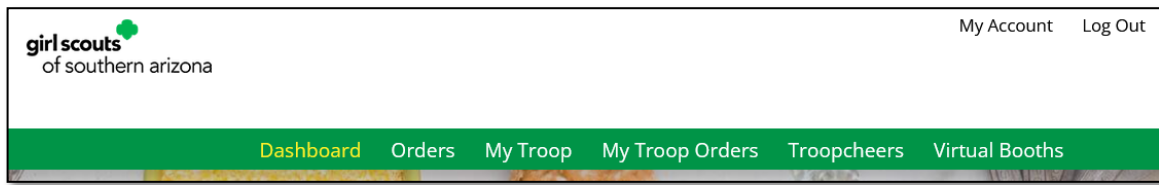# Digital Cookie®

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 six tabs on your troop dashboard.

Dashboard
Orders
My Troop
My Troop Orders
Troop Cheers
Virtual Booths

Dashboard

The dashboard has five sections.
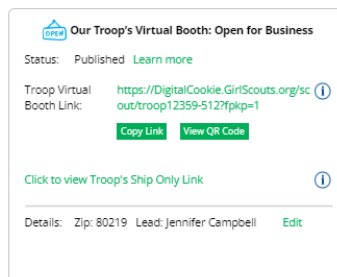Troop Virtual Booth Info
Pending Virtual Booth Orders
Troop Rewards Deadline
Troop Online Sales and Marketing + Troop Goal Progress
Reports

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.

2. Pending Virtual Booth Orders

This section will let you know if your Virtual Booth Link OR any Girl Scouts in your troop have an order that needs to be approved or delivered.

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

If you have a need for your girls/parents to submit their rewards choices to you earlier than the date 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. You can also send Cheers to the girls from here.

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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 compare what is in the baker software if desired.
- *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 complete 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 enter their choices in to the baker software without needing to track down each choice for each girl in the troop.

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 Refunding Orders" tip sheet.

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My Troop

Use this tab to see many sale details for each girl in the troop.
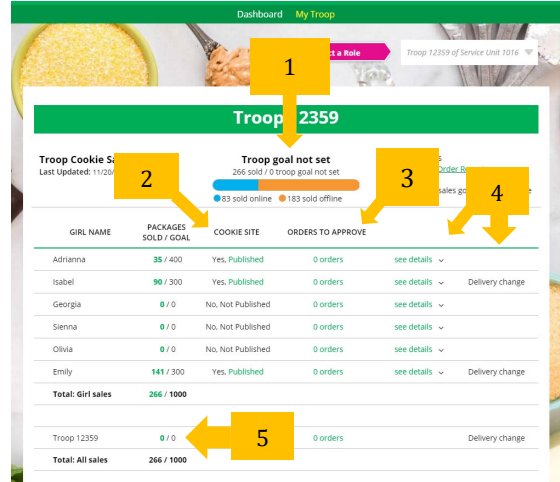
1. **Troop Goal**
    This pulls the troop goal set in the baker software and measures the troop's progress towards that goal. If the goal has not been set yet, it shows total troop's sales to date.
2. **Cookie Site**
    If the Girl Scout's site is published, click on the link to be taken to their customer facing site. If it shows as Not Published, offer to help the family to get started and see sales roll in.
3. **Orders to Approve**
    If your council has In-Person Delivery available, this will indicate if the family has any orders that need approving.
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).


5. 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.

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My Troop Orders

For details on the delivered orders section, view the girl delivery tip sheet.
For details on the pickup orders section, view the Troop Pick Up orders tip sheet.
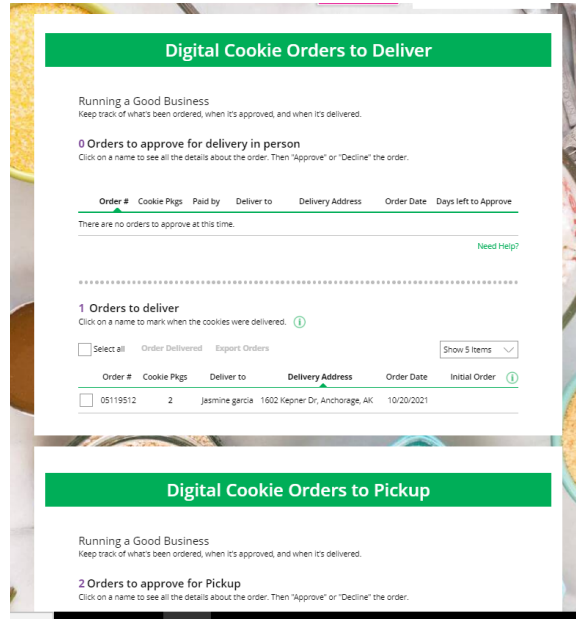
Troop Cheers

Troop Volunteers can send the Girl Scouts in their troop cheers the same way the troop members can send them to each other. The difference is that girls can't cheer back to volunteers. For more details on how Cheers works, see the Cheers Tip Sheet.

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Virtual Booths

This is your Pick Up Order section. For details on this, please view the Troop Pick Up Orders Tip Sheet.

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