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

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.
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

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.
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 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 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.
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.
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).

<table>
<thead>
<tr>
<th>Girl Name</th>
<th>Packages Sold / Goal</th>
<th>Cookie Site</th>
<th>Orders to Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriana</td>
<td>36 / 400</td>
<td>Yes, Published</td>
<td>6 orders</td>
</tr>
<tr>
<td>Isabel</td>
<td>98 / 300</td>
<td>Yes, Published</td>
<td>6 orders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cookies Solo</th>
<th>Parent / Guardian</th>
<th>Delivery Settings</th>
<th>Customers Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online: 23</td>
<td>Jessica Garcia</td>
<td>Girl Scout delivery inactive</td>
<td>Marketing emails: 0</td>
</tr>
<tr>
<td>Offline: 67</td>
<td><a href="mailto:901030527-1@girlscout.org">901030527-1@girlscout.org</a></td>
<td>Cookie varieties: Off</td>
<td></td>
</tr>
<tr>
<td>Total: 90</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**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.
Booth Pick Up

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