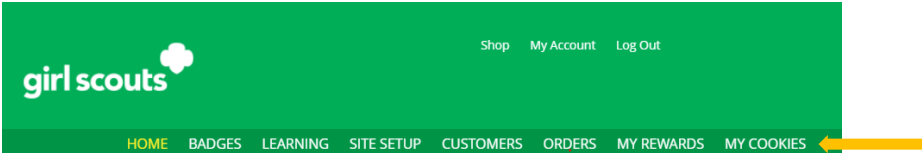


# Digital Cookie<sup>®</sup>

## My Cookies: Inventory by Variety

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your records of cookies received agrees with what your troop volunteer has given your Girl Scout.

To learn more, go to your “My Cookies” tab.



NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the Troop Cookie Volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are personally responsible for.

**Isabel's Cookies**

[Go to Delivery Settings](#)
[View entered Initial Inventory](#)

**Isabel's Total Packages Sold: 103**

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers.

**Step 1:** The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your in-person orders.

**Isabel's Cookies Inventory (Packages) ⓘ**

Girls should enter the cookies they sold/delivered to customers that were not paid for in digital cookie.

My Offline Sales 0 ▼

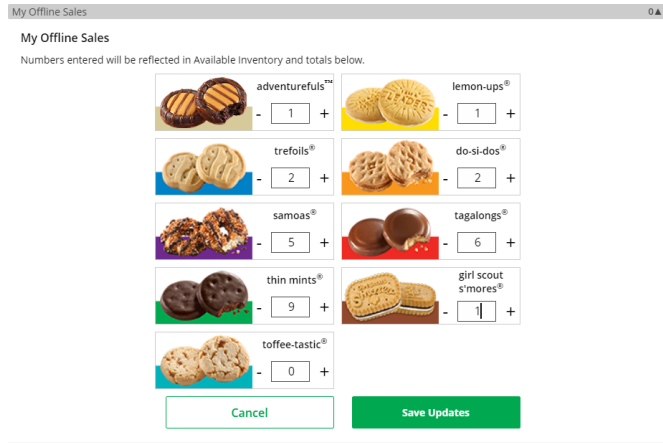
[Need help? View Tutorials](#)

Current Inventory 49 ▼
Pending Delivery / To Approve 0 ▼
Inventory Needed 49 ▼

The first thing to note is “My Offline Sales” This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not

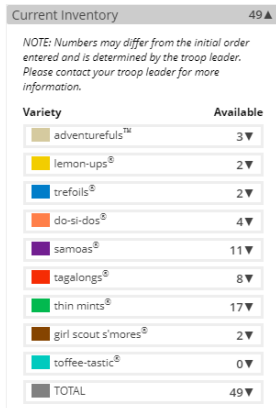
# Digital Cookie®

entered in this section, they will not be removed from her inventory and this section will not be correct.  
 To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.

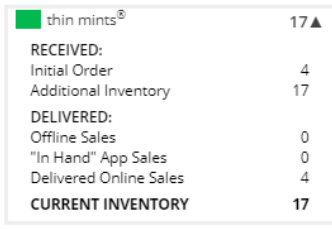


When those are entered, click “Save Updates”

**Step 2:** There are three other sections that calculate your inventory. The first is “Current Inventory”. Clicking the arrow to the left of the total number of packages will show you this information by variety.



If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.



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The “Received” numbers come from the information the troop volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your troop volunteer.

The “Delivered” section will reflect the Offline Sales the girl has entered above, any sales the Girl Scout made on her Mobile app using the “Give Cookies to Customer Now” feature and any Girl Delivery orders that have been delivered and marked delivered to her customer on the orders tab.

**Step 3:** The next section will show how many cookies you need to fill girl-delivery orders you have approved and girl-delivery orders that you have yet to approve.

Pending Delivery / To Approve 6 ▲	
Variety	Pending
adventurefuls™	0 ▼
lemon-ups®	0 ▼
trefoils®	0 ▼
do-si-dos®	0 ▼
samoas®	2 ▼
tagalongs®	0 ▼
thin mints®	4 ▼
girl scout s'mores®	0 ▼
toffee-tastic®	0 ▼
<b>TOTAL</b>	<b>6 ▼</b>

Expanding each variety will show you how many orders are approved and how many are needing to be approved with how much inventory you need for each of those categories.

thin mints®	4 ▲
Unapproved (Online Delivery)	4
Undelivered (Online Delivery)	0
<b>CURRENT PENDING</b>	<b>4</b>

# Digital Cookie®

**Step 4:** The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.

Variety	Available
adventurefuls™	2 ▼
lemon-ups®	3 ▼
trefails®	4 ▼
do-si-dos®	5 ▼
samoas®	11 ▼
tagalongs®	8 ▼
thin mints®	4 ▼
girl scout s'mores®	4 ▼
toffee-tastic®	0 ▼

Expanding any of the sections that show a number will show you how many you need and why. If you see a number for a variety in this column, be sure you can get the cookies you need before approving an order for a customer.

samoas®	11 ▲
Current Inventory	0
Pending	11
<b>TOTAL NEEDED</b>	<b>11</b>

If you have questions about any of the numbers of received orders, ask your troop cookie volunteer for more information. Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.