

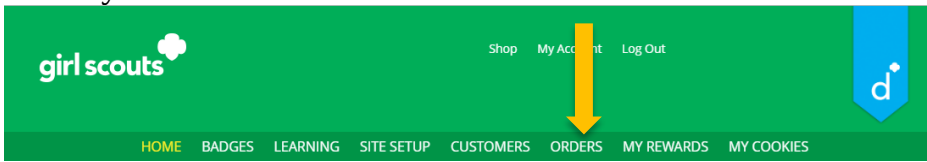
# Digital Cookie<sup>®</sup>

## Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order that is being shipped directly to the customer and/or donated.

There isn't anything you need to do (except remind your Girl Scout to send a Thank-You email), but here are things you will want to know.

**Step 1:** Once you are in the Digital Cookie site, click the "Orders" tab to see what orders you received.



While you are in the site checking on sales, it's a great time for your girl to add customers, send follow-up emails, complete badge work or explore the great girl tools on the website. She will probably pick up some good cookie program tips along the way!

**Step 2:** On the cookie orders page, you can see all of the orders that have been received. Girls can see who purchased the cookies, how many, when, if they had them shipped or donated.

### Digital Cookie Online Orders

**8 Completed Digital Cookie Online Orders**

Select all    Add to Customer List    Export    Show 10 Items

	Paid by	Order #	Cookie Pkgs	Order Date	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">i</span> Order Type	In Customer List
<input type="checkbox"/>	Aunt May	05072932	17	11/07/2019	Shipped	
	Donna Smith	05072647	5	10/27/2019	Donated	✔
<input type="checkbox"/>	Due Gallison	05069959	8	09/26/2019	In Person	
	Jenny Tang	05069956	9	09/26/2019	Shipped	

# Digital Cookie®

**Step 3:** Clicking on the customer name for any of the orders will bring up details about what that customer ordered, including any donated boxes.

Digital Cookie Order

[← Back to cookie order list](#)

<b>Order Detail</b>	
Order Number: 05072649	Order Status: Shipment Pending
Ship To: Jessica Samuels	Order Type: Shipped
Shipping Address: 1711 Hall Dr Tallahassee, Florida 32303-5328	Order Date: 10/27/19 9:59 AM CDT
Shipping Phone: 729-037-2070	Shipped Date:
Customer Connection: Friend	Tracking #:
Ordered From: My Cookie Website	
Order Paid By: Jessica Samuels	
Billing Email: dcrest664-6@girlscouts.org	
Billing Phone: 729-037-2070	

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<b>Cookies Selected</b>	<b>SUMMARY</b>
lemon-ups™, 1 package	Purchased Packages: 7    \$33.00
samoas™, 2 packages	Subtotal:            \$33.00
girl scout s'mores™, 1 package	Shipping & Handling: \$10.25
tagalongs™, 1 package	Order Total:        \$43.25
thin mints™, 2 packages	Added to sales goal: 7 packages

Your troop volunteer has instructions on how these sales get credited to the girls' account automatically. But rest assured it is an automatic process and the Girl Scout gets credit for digital sales the same as any other cookie sale.

Don't forget to have your Girl Scout send thank-you messages to make sure the customer becomes a repeat customer!

**Step 4:** 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 Customer List." Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

## 8 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
<input checked="" type="checkbox"/> Aunt May	05072932	17	11/07/2019	Shipped	
<input type="checkbox"/> Donna Smith	05072647	5	10/27/2019	Donated	<input checked="" type="checkbox"/>