

Orders Generated from the Digital Cookie Troop Virtual Booth and Ship Only Link Explained

Smart Cookies Tips and Information

If you or another volunteer from your troop set up your virtual troop and/or ship only link in Digital Cookie and received orders, you need to distribute those sales to your participating girls. There are multiple order types that might be generated based on the troop setup. Here is how to post each order in Smart Cookies to keep the troop inventory up to date and give credit to girls- see details on each type below. (See pages 3 and 4 of this flyer for corresponding Digital Cookie tips and information.)

Ship only orders are generated from the *troop* ship only link when the customer selects, “Ship the Cookies” and will import into **Smart Cookies** and appear under the Orders tab, Troop Direct Ship Orders. You can allocate these sales to girls by:

- Clicking to the Orders tab, Troop Direct Ship Orders
- Next, click on the ellipsis icon (3 vertical dots on far right) of the entry and select Credit to Girl. Depending on the size of your monitor and text, you may need to scroll down to bottom of grid to locate the scroll bar (in grey) to see the ellipsis icon. Note that the order number listed in the grid ties the order back to Digital Cookie (you can use the order number to compare the orders in the All Order Data report to find details of the order).

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
1/24/2024	88103552	Pending distribution	0	1	0	0	3	2	0	0		Credit to Girl
1/20/2024	86722378	Pending distribution	0	2	0	0	0	2	0	0	0	
1/20/2024	86722289	Pending distribution	0	0	0	0	0	2	2	0	0	

Orders for troop delivery are generated when the customer selects, “Have Girl Scout Troop 9999 deliver the cookies.” Note that the *Site Lead* must enable this option in Digital Cookie. Once the orders are approved by the *troop* volunteer, the total sales will appear on the troop booth reservation page as a Virtual Delivery. All sales for the season will populate into a combined single row with the variety totals.

Use the Smart Booth Divider to allocate the cookies to the girls by:

- Going to the Booths tab, My Reservations – scroll down to the grid and look for rows noted Virtual Delivery, Pending Distribution in red under in the STORE column.
- Next, click on the ellipsis icon (3 vertical dots on far right) of the entry and select Smart Booth Divider. Depending on the size of your monitor and text, you may need to scroll down to bottom of grid to locate the scroll bar (in grey) to see the ellipsis icon.
- Next, your girl names will appear. Click Cancel.
- Scroll to the top of the page to verify how many packages (and varieties) there are to distribute.
- Next, click Add Girls.
- Select the girls to distribute the cookies to and click Continue, then Save on next screen.
- Go back to your My Reservations page by clicking My Reservations.

- After you've transferred the packages to girls, the Virtual Delivery row will no longer show "Pending Distribution." Note that if new orders are placed, you will have to redistribute the cookies to girls so you may want to wait and distribute them all, at once, at the end of the sale.



9 Results

Show Confirmed Reservations
 Show Pending or Denied Reservations
 Booths left to distribute
 SBD detail export

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Virtual Delivery	Online Booth Sales for delivery	-	-	-	-	<input type="checkbox"/>	VIRTUAL_DELIVERY		31	Smart Booth Divider
Walmart - Denver	7131 NC 73	Denver	28037	Saturday, Jan 20	01:00 PM - 03:00 PM	<input type="checkbox"/>	LOTTERY	WIN	412	2060

Virtual Booth Divider

Total Virtual Booth Sale Summary (Packages)

Total Left to Distribute **0**
Total Distributed **0**
Total Sold **31**
\$155.00

You MUST distribute all the packages sold to the girls in your troop.

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
3	1	6	6	2	1	5	2	5	0

[Add Girls](#)

Virtual Booth Pickup Orders are sales generated when a customer selects, "I'll pick up the cookies." These sales are attached to a booth sale. Pickup orders must be approved by the *troop* volunteer (or they will be cancelled) and should be picked up by the customer at a booth. After the booth, these cookies should be allocated to girls. To find the details of these sales in **Smart Cookies**, run the Booth Sales Credit Card Export report and when the report displays, filter for Type "Pick Up" for booth and order details. At the end of your booth, add the "pickup" totals to the number of packages sold to walk-up customers and enter the totals in the Smart Booth Divider. Then, allocate these cookies to your participating girls.

Type	Transac	Created	Us	Customer	Customer	CanText	Cl	Amount	Location	Address	ReservationDate	Reservatic	Status	TimeStam	CShare	ADV	TY	LEM	TRE
Pick Up	80594180					No		6	Test	143 Abbot	12/5/2023	12:00 PM	Approved	16:37:49	0	1	0	0	0
Pick Up	80594239					No		6	Belmont C 79	Leonar	12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0	0
Pick Up	80594244					No		12	Belmont C 79	Leonar	12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255					No		24	Belmont C 79	Leonar	12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0	0
Pick Up	80594259					No		24	Belmont C 79	Leonar	12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0	0
Pick Up	80594277					No		12	Belmont C 79	Leonar	12/5/2023	07:00 PM	Approved	21:23:11	0	0	0	0	1

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS	Booth Details Smart Booth Divider Remove Reservation		
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0

Booth Summary (Packages)

Total Left to Distribute **0**
Total Distributed **0**
Total Sold **0**
\$0.00

You MUST distribute all the packages sold to the girls in your troop.

Clear All

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	16	6	12	8	45	36	12	1	2

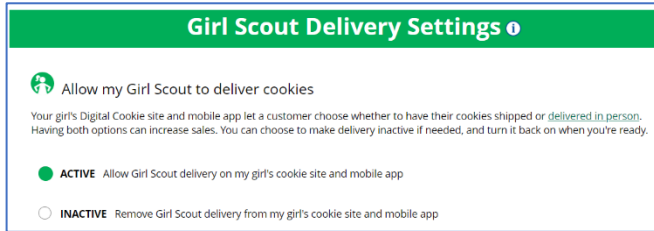
[Save and Go Back](#)
[Save and Distribute Sales](#)

Digital Cookie Tips and Information

What do I need to do in Digital Cookie for my girls to solicit these types of orders?

For these delivery options to be available to the customer, this action is required:

- The *Site Lead* clicks the button next to “ACTIVE Allow Girl Scout delivery on my girl’s cookie site and mobile app”.
- The *Troop* volunteer sets up the Troop Booth Pickup order option. [Click here](#) for the tip sheet on how to set up the troop booth pickup up in Digital Cookie.
- Sharing of the *troop link*, by girls.



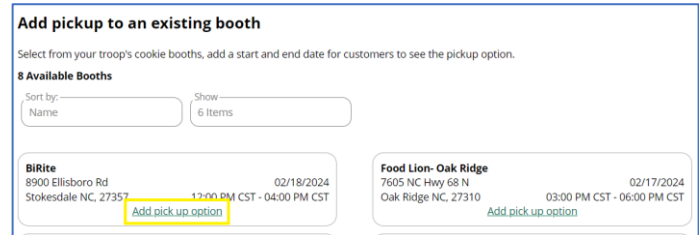
Girl Scout Delivery Settings

Allow my Girl Scout to deliver cookies

Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or delivered in person. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

ACTIVE Allow Girl Scout delivery on my girl's cookie site and mobile app

INACTIVE Remove Girl Scout delivery from my girl's cookie site and mobile app



Add pickup to an existing booth

Select from your troop's cookie booths, add a start and end date for customers to see the pickup option.

8 Available Booths

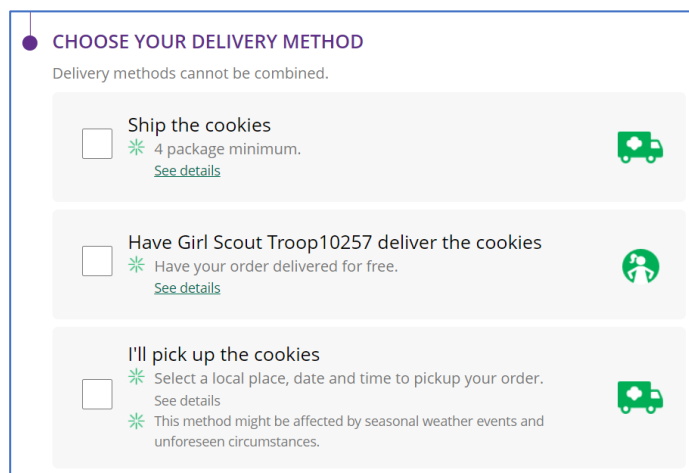
Sort by: Name Show: 6 Items

BIRite 8900 Ellsboro Rd Stokesdale NC, 27357	12:00 PM CST - 04:00 PM CST	02/18/2024	Add pickup option
Food Lion- Oak Ridge 7605 NC Hwy 68 N Oak Ridge NC, 27310	03:00 PM CST - 06:00 PM CST	02/17/2024	Add pickup option

Customer view and more details:

During the checkout process of an order placed via the *troop* sales link, the customer will see up to three delivery options (depending on the options selected and set up by the troop volunteers):

- **The Have the Girl Scout Troop Deliver option** (also known as Virtual Booth Order in Smart Cookies) – This option only appears if enabled by the *Site Lead* in **Digital Cookie** (My Cookies, under Girl Scout Delivery Settings – Active will enable this option). If this delivery option is selected by the customer, **and** the order is approved by the *Troop* volunteer for delivery, the order will be identified as a Virtual Booth Order in **Smart Cookies**, which requires the cookies to be distributed to your girls in **Smart Cookies** and the instructions for distributing them are noted above.
- **The I'll Pick Up the Cookies option** – Customers prepay for orders and pick them up at a selected booth (if pickup option is enabled by the *troop* volunteer in Digital Cookie). Note that the booth must be listed in Smart Cookies prior to setting up the pick-up option in Digital Cookie.
 - Cookies sold via the pick-up option, in addition to all other cookies sold at the booth, should be distributed to girls using the Smart Booth Divider in Smart Cookies per the instructions above.
- **Ship the cookies (direct ship) order option** – Cookies are shipped directly to the customer from the ABC distribution center and the customer pays shipping charges. These cookies should be distributed to girls per the instructions above.



CHOOSE YOUR DELIVERY METHOD

Delivery methods cannot be combined.

Ship the cookies
* 4 package minimum.
[See details](#)

Have Girl Scout Troop10257 deliver the cookies
* Have your order delivered for free.
[See details](#)

I'll pick up the cookies
* Select a local place, date and time to pickup your order.
See details
* This method might be affected by seasonal weather events and unforeseen circumstances.

Troop Booth Pickup Order (I'll pick up the cookies) Tips:

- If you set up the Booth Pickup Order option, the *troop* volunteer must approve the order in Digital Cookie for it to be processed (and the customer's credit card charged).
- Cookies for pickup orders must come out of your troop's inventory of cookies.
- The *troop* volunteer should check the My Troop Orders tab in Digital Cookie for any orders that are scheduled to be picked up at your booths. If you cancel a booth, you must make alternate arrangements for a pickup location/time with the customer or cancel and refund the order.

Where do I look to find the details of the virtual booth (troop delivery) details in **Digital Cookie**?

All orders for troop delivery and virtual booth orders can be found and retrieved by the *troop* volunteer in Digital Cookie on the Dashboard under Pending Virtual Booth Orders.

If I don't immediately transfer the cookies to the girls (in **Smart Cookies**), how do I go back later and find out who placed the virtual booth (troop delivery) orders?

- 1) In **Smart Cookies**, go to Booth, View Credit Card Payments. Under the Location column in the grid, look for Virtual Delivery. Click the ellipsis icon (3 vertical dots on right) to View Details. Look for and note the inventory sold (include any noted as cookie share) and the date.
- 2) In **Digital Cookie**, logged in as the *troop* volunteer, pull the All Order Data report. Look for *troop* orders by using the Girl First Name field and identifying those with Troop XXXX in the field. Next, look in the last column labeled Sold At Booth for orders reflected as Not sold at booth or the field is blank.

Note that you will only see one row noted as Virtual Delivery Pending Distribution on your My Reservations page in **Smart Cookies**, regardless of how many virtual (troop) delivery orders exist. Cshare (donation/Cookies for a Cause) and cookies, by variety, are tallied and noted on a single Virtual Delivery row on your Booth, Troop Reservations page in **Smart Cookies**. Because this is an ongoing total, you may want to wait until the end of the cookie program to distribute these sales to your girls.