

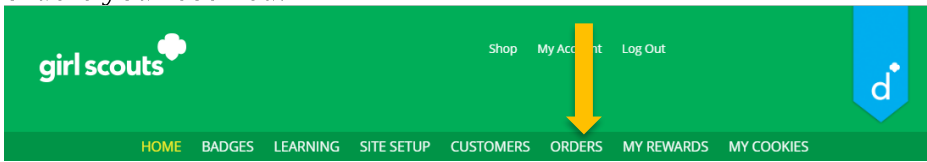
# Digital Cookie<sup>®</sup>

## 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’s 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>  |   |
| <b>Order Number:</b> 05072649  | <b>Order Status:</b> Shipment Pending   |
| <b>Ship To:</b> Jessica Samuels  | <b>Order Type:</b> Shipped              |
| <b>Shipping Address:</b> 1711 Hall Dr<br>Tallahassee, Florida 32303-5328 | <b>Order Date:</b> 10/27/19 9:59 AM CDT |
| <b>Shipping Phone:</b> 729-037-2070                                      | <b>Shipped Date:</b>                    |
| <b>Customer Connection:</b> Friend                                       | <b>Tracking #:</b>                      |
| <b>Ordered From:</b> My Cookie Website                                   |   |
| <b>Order Paid By:</b> Jessica Samuels                                    |   |
| <b>Billing Email:</b> dicesr664-6@girlscouts.org                         |   |
| <b>Billing Phone:</b> 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"/> |