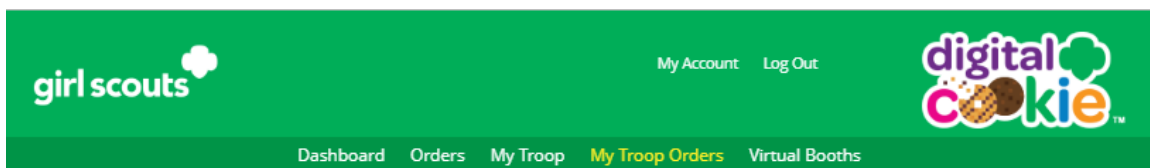# Troop Dashboard

Your Digital Cookie Dashboard has information that helps you support your girls and their parents in their digital cookie sales. The dashboard has a number of changes for this year year to accommodate the new troop based functions that have been added.

All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this Dashboard when they login to Digital Cookie.

This year there may be up to five tabs on your Troop Leader dashboard.

[Dashboard](#)
[Orders](#)
[My Troop](#)
[My Troop Orders](#)
[Virtual Booths](#)

Dashboard

The dashboard has six sections.
1. [Troop Cookie Site info](#)
2. [Troop Delivery Order Notifications](#)
3. [Troop Rewards Deadline](#)
4. [Troop Online Sales and Marketing + Troop Goal Progress](#)
5. [Reports](#)

1. Troop Cookie Site Info

For more details about this section and setting up your Troop Cookie Link, please see the "Troop Cookie Link" tip sheet.

2. Troop Delivery Order Notifications

This section will let you know if there are any girls or your troop link that has an order that needs to be approved.

It will also let you know if any parents have turned off a 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 three 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 complet these with their families to increase their cookie program learnings!

Reports: Troop 12359

All Order Data	For each girl see full order details including varieties, delivery type, etc.	**Get Report**
Initial Order	9/30/20 Parent's due date 10/1/20 Troop due date	**Get Report**
Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	**Get Report**

NOTE! Rewards report coming. Screenshot not currently available.

② 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.

③ 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).

GIRL NAME	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE		
Adrianna	**35** / 400	Yes, Published	0 orders	see details ⌄	
Isabel	**90** / 300	Yes, Published	0 orders	see details ⌃	Delivery change

			[x]
COOKIES SOLD	PARENT / GUARDIAN	DELIVERY SETTINGS	CUSTOMERS EMAILED
Online: 23	Jessica Garcia	Girl Scout delivery: Inactive	Marketing emails: 0
Offline: 67	dctest512-1@girlscouts.org	Cookie varieties: Off	
Total: **90**			

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.

4 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.
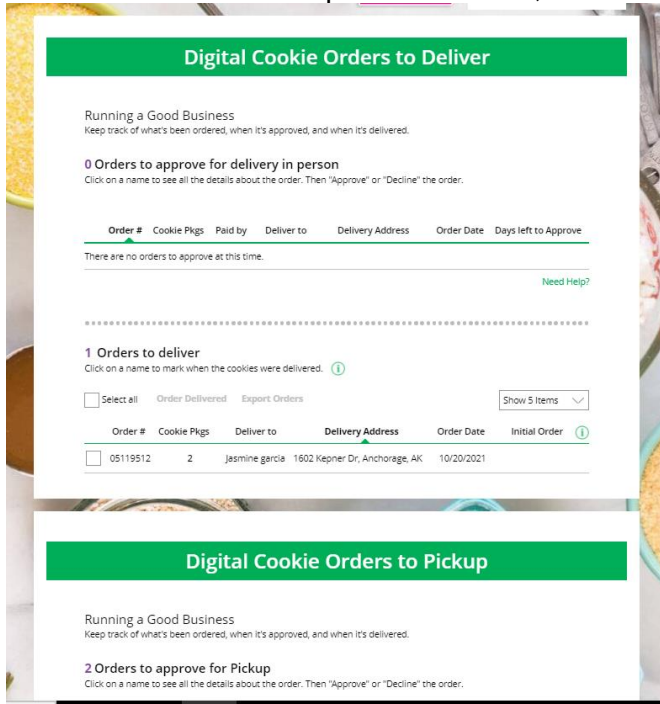
5 Virtual Booths

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

Booth Pick Up

Virtual Booth Help

Give customers an option to pick up cookies at a booth.

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.

38 Available Booths

Sort by: Name

Show: 6 Items

Chautauqua Mall Fairmount Ave Lakewood NY, 14750 11/25/2021 12:00 AM - 12:00 AM Add pick up option	**Cub Duluth** 615 West Central Entrance Duluth MN, 55811 12/30/2021 12:00 AM - 12:00 AM Add pick up option
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545 12/30/2021 12:00 AM - 12:00 AM Add pick up option	**Food City - Pikeville** 215 Cassidy Blvd Pikeville KY, 41501 12/15/2021 12:00 AM - 12:00 AM Add pick up option
Kroger - Bellevue 53 Donnermeyer Drive Bellevue KY, 41073 11/15/2021 12:00 AM - 12:00 AM Add pick up option	**Kroger - Burlington** 1751 Patrick Drive Burlington KY, 41005 12/20/2021 12:00 AM - 12:00 AM Add pick up option