

# **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.

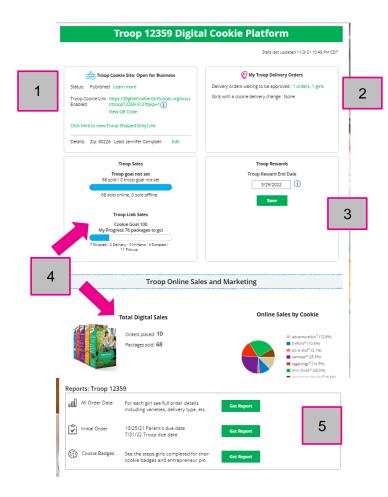
This year there may be up to five tabs on your Troop Leader dashboard.

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			Dashboard	Orders	My Troop	My Troop Orders	Virtual Booths	
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1		Dashboar	d					
Ŭ		The dashboa	rd has si	x secti	ons.			
1	l.	Troop Cookie	Site info					
2	2.	Troop Delivery	<u>y Order N</u>	<b>lotifica</b>	<u>ations</u>			
3	3.	Troop Reward						
4	ł.	Troop Online	Sales and	d Marl	<u>keting +</u>	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.



Digital Cookie<sup>™</sup> 2022



#### 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:	Reports: Troop 12359									
All O	rder Data	For each girl see full order details including varieties, delivery type, etc.	Get Report							
Initia	al Order	9/30/20 Parent's due date 10/1/20 Troop due date	Get Report							
Cool	kie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report							

NOTE! Rewards report coming. Screenshot not currently available.





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### 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.

Orders							
iearch for 🛛 🔵	Orders	(1)	Customer Information		Girl/Parent		Organization
Order #		First Nar	ne	Girl First Name	Cou	uncil Name	Colorado
Date Range	to	Last Nar	ne	Girl Last Name	Co	uncil Code	512
Order Status	Choose an option	Pho	ne	GSUSA ID		SU Name	UAT 16#879950094800
Payment Status	Choose an option	Em	ail	Site URL		SU ID	1016
				Parent Email		Troop #	12359



## My Troop

Use this tab to see many sale details for each girl in the troop.

		Dashboar	d My Troop				
		120	Select a Role	Troop 12	2359 0	f Service Unit 1016	
		Troo	o 12359				
Troop Cookie Sales Last Updated: 11/20/20 9:45 PM CST		Troop goal not set		Quick Links Initial Ord The troop s		3 <sup>tin</sup> 4	
GIRL NAME	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE				
Adrianna	<b>35</b> / 400	Yes, Published	0 orders	see details	~		
Isabel	<b>90</b> / 300	Yes, Published	0 orders	see details	~	Delivery change	
Georgia	0/0	No, Not Published	0 orders	see details	~		
Sienna	0/0	No, Not Published	0 orders	see details	~		
Olivia	0/0	No, Not Published	0 orders	see details	~		
Emily	<b>141</b> / 300	Yes, Published	0 orders	see details	~	Delivery change	
Total: Girl sales	266 / 1000						
тгоор 5	0/0	No, Not Published	0 orders			Delivery change	
Total:	266 / 1000						

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	<b>35</b> / 400	Yes, Published	0 orders	see details 🗸		
Isabel	<b>90</b> / 300	Yes, Published	0 orders	see details A Delivery change		
COOKIES SOLD	PAREN	/ GUARDIAN	DELIVERY SETTINGS	CUSTOMERS EMAILED		
Online: 23	Jessica	Garcia	Girl Scout delivery: Inactive	Marketing emails: 0		

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.







### 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.

	od Busines s been ordered,		and when it's delivered.		
		delivery in per s about the order. Th	r <b>son</b> en "Approve" or "Decline"	the order.	
Order # Co	okie Pkgs Pai	d by Deliver to	Delivery Address	Order Date	Days left to Approve
There are no order	s to approve at t	his time.			
					Need Help
	ookie Pkgs	Export Orders Deliver to	Delivery Address	Order Date	Show 5 Items V
05119512	2 )	asiriirie garcia 1002	Reprier Dr., Anchorage, AR	10/20/2021	
Seller 1	-	- Ce	Carlos Contractor		
	Digit	al Cookie	Orders to	Pickup	



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





Booth	Pick Up
Give customers an option to pick up cookies at a booth.	<u>Virtual Booth Hel</u>
Add pickup to an existing booth Select from your troop's coolie booths, add a start and end date for co 38 Available Booths Sort By- Name Store	ustomers to see the pickup option.
Chautauqua Mall Fairmount Ave Lakewood NV, 11/25/2021 14750 12:00 AM - 12:00 AM Add pick up option	Cub Duluth 615 West Central Entrance 12/30/2021 Duluth Mill, SS611 12:00 AM - 12:00 AM
Family Video N Main St Mish           5714 North Main Street         12/30/2021           Mishawaka IN, 46545         12:00 AM - 12:00 AM	Food City - Pikeville           215 Cassidy Blvd Pikeville KY,         12/15/2021           41501         12:00 AM - 12:00 AM           Add pick up option         12:00 AM - 12:00 AM
Kroger - Bellevue           S3 Donnermeyer Drive         11/15/2021           Bellevue KY, 41073         12:00 AM - 12:00 AM	Kroger - Burlington           1751 Patrick Drive Burlington         12/20/2021           KV, 41005         12:00 AM - 12:00 AM           Add pick up potion         12:00 AM