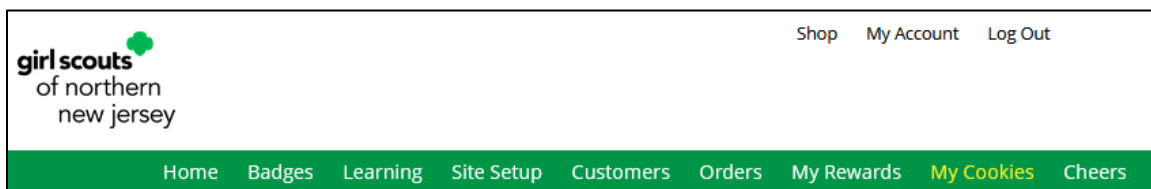


Digital Cookie[®]

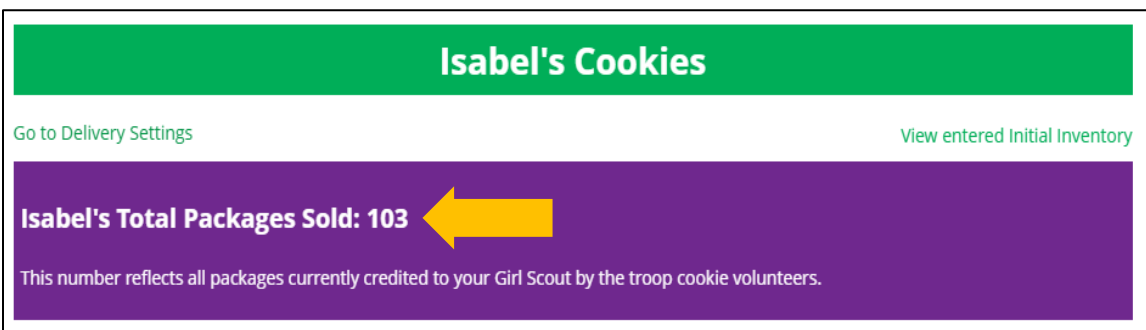
My Cookies: Inventory by Category

Inventory tracking is a great tool in Digital Cookie, but if you/your Girl Scout are new to the cookie program and have a fairly simple sale planned, this tool might make cookies feel harder than it is. This section is better suited to Girl Scouts with large quantities of inventory to manage who are likely making multiple re-supplies.

To explore or use this tool go to your “My Cookies” tab.

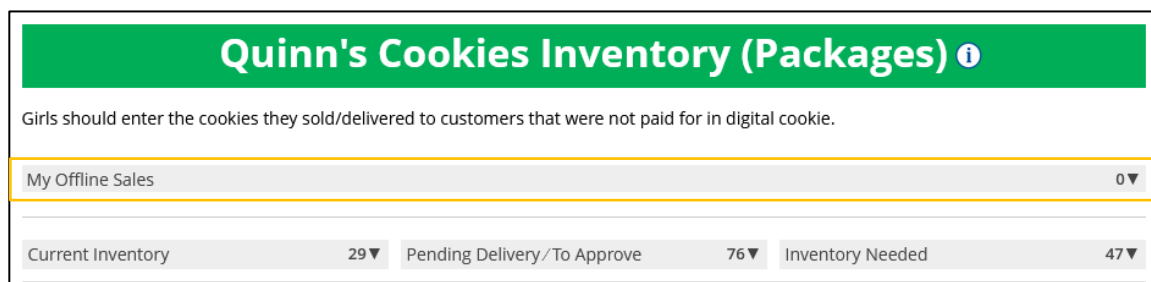


The top part of your inventory dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are personally responsible for.



Step 1: Offline Sales

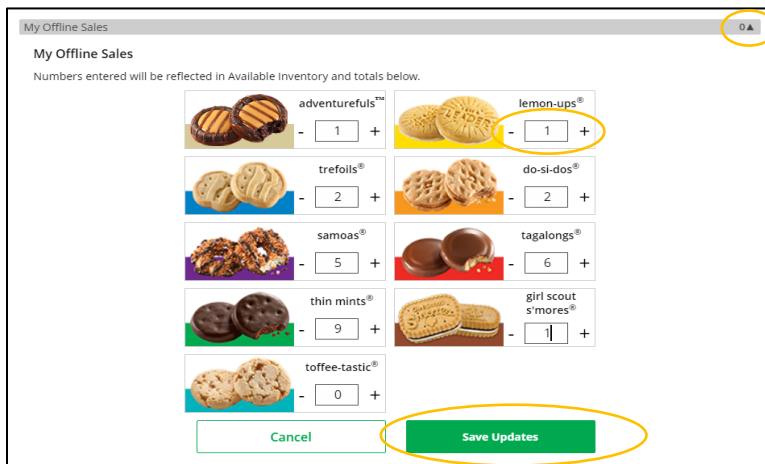
Offline sales need to be updated by the Girl Scout and caregiver when a customer pays for cookies by cash or check. If they are not entered in this section, they will not be removed from your inventory count and your totals will not be correct.



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To enter offline sales, click the down arrow by the number of packages on the right side of the bar to drop down the offline sales section.

Use the plus and minus buttons to enter the totals for each cookie variety. When those are entered, click “Save Updates”



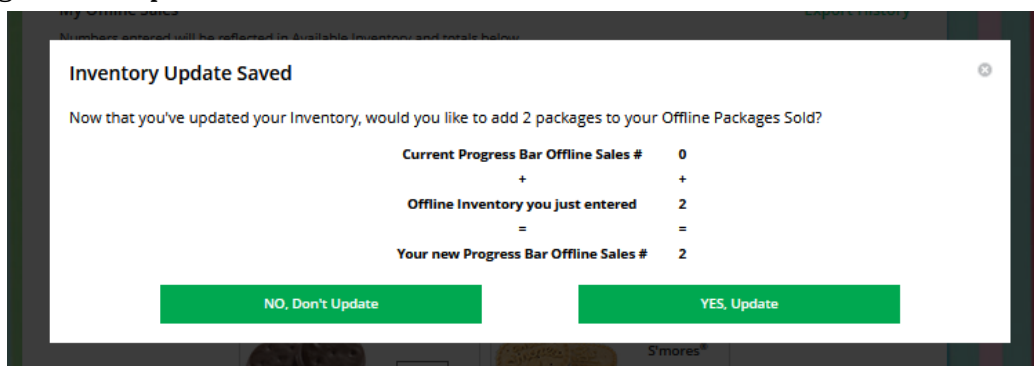
My Offline Sales

Numbers entered will be reflected in Available Inventory and totals below.

adventurefuls™	- 1 +	lemon-ups®	- 1 +
trefoils®	- 2 +	do-si-dos®	- 2 +
samoas®	- 5 +	tagalongs®	- 6 +
thin mints®	- 9 +	girl scout s'mores®	- 1 +
toffee-tastic®	- 0 +		

Cancel Save Updates

Once you click Save Updates, you will be asked if you would like the Girl Scout's progress bar updated as well.



Inventory Update Saved

Now that you've updated your Inventory, would you like to add 2 packages to your Offline Packages Sold?

Current Progress Bar Offline Sales #	0
+	+
Offline Inventory you just entered	2
=	=
Your new Progress Bar Offline Sales #	2

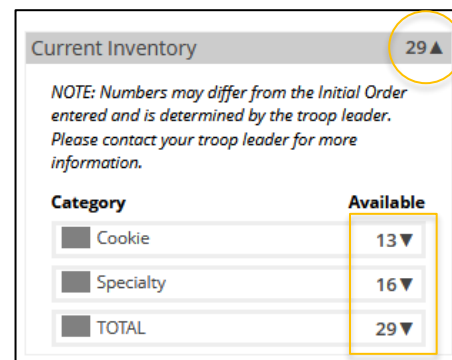
NO, Don't Update YES, Update

Step 2: Current Inventory

There are three other sections that calculate your inventory. The first is “Current Inventory”.

Clicking the arrow next to the total number of packages will show you this information by type of cookie. In general, if you see the category “specialty”, those are cookies that are at a higher price than the rest of the cookies. Check with your troop cookie volunteer for more information on what varieties are considered specialty.

If you click the arrow next to any of the categories, you will see more detail on how that number was calculated.



Current Inventory

NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.

Category	Available
Cookie	13 ▼
Specialty	16 ▼
TOTAL	29 ▼

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The “Received” numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.

The “Delivered” section will reflect the Offline Sales entered above, any sales the Girl Scout made on the mobile app using the “Give Cookies to Customer Now” feature and any Girl Scout delivery orders that have been delivered and marked delivered to the customer on the orders tab.

Current Inventory 29 ▲	
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>	
Category	Available
Cookie	13 ▼
Specialty	16 ▼
TOTAL	29 ▲
RECEIVED:	
Initial Order	51
Additional Inventory	29
DELIVERED:	
Offline Sales	0
"In Hand" App Sales	0
Delivered Online Sales	51
CURRENT INVENTORY	29

Step 3: Pending Delivery/To Approve

The next section will show how many cookies you need to fill in-person delivery orders you have approved and any for orders yet to be approved.

Expanding each category will show you how many orders are approved and how many need to be approved with how much inventory you need for each of those categories.

Pending Delivery/To Approve 76 ▲	
Category	Pending
Cookie	46 ▲
Unapproved (Online Delivery)	34
Undelivered (Online Delivery)	12
CURRENT PENDING	46
Specialty	30 ▼
TOTAL	76 ▼

Step 4: Inventory Needed

The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.

Expanding any of the sections that show a negative number will show you how many you need and why. To know what varieties are needed, you will have to review your orders tab and then work to secure more cookies to fill those orders.

If you have questions about any of the numbers of received orders in your Current Inventory section, ask your Troop Cookie Volunteer for more information.

Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.

Inventory Needed 47 ▲	
Category	Available
Cookie	33 ▲
Current Inventory	13
Pending	46
TOTAL NEEDED	33
Specialty	14 ▲
Current Inventory	16
Pending	30
TOTAL NEEDED	14