

Digital Cookie®

Service Unit Volunteer Access

Service unit volunteers can use **Digital Cookie** to:

- · Monitor their service unit's digital sales
- Run **Order Data reports** for troops
- Check if a Girl Scout has registered and set up her site

Getting Started

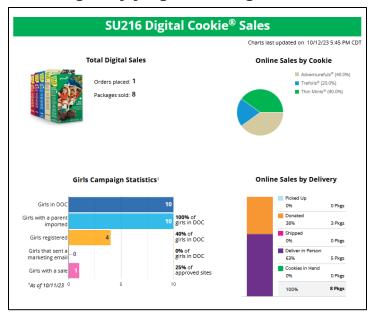
- Use the link in your **registration email** (see the *Volunteer Login Tip Sheet*).
- Once logged in, you will see your Dashboard.



Dashboard Overview

Online Sales and Marketing

- Displays a roll-up of data from all troops in your service unit.
- Great for tracking troop progress throughout the season.

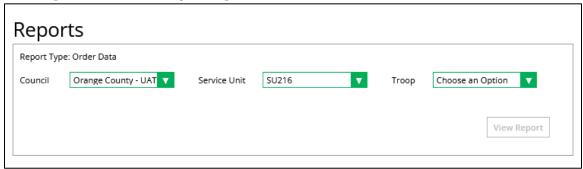




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Troop Reports

Pull reports of orders by troop.



The **Order Data report** includes details such as:

- Troop Number
- Girl Scout first and last name
- Order details
 - Order number
 - Order date
 - Order type
 - Sold by name
 - Billing name
 - Shipping name
 - Gift box qty

- Each cookie variety qty
- Donation qty
- Total packages
- Total cost
 - Refunded packages
 - Shipping cost
 - Order/payment status
- o Order incl. in GS IO
- o Date order approved
- o Date order rejected
- o Delivery mode
- o Customer's second choice
- o Transaction Type
- Sold at Both

Girl Scouts

Search for **all Girl Scouts in a troop** or a **specific Girl Scout** in your service unit.

View:

- Whether the site is set up
- Digital Cookie link
- Email activity
- Packages sold
- · Orders pending approval

