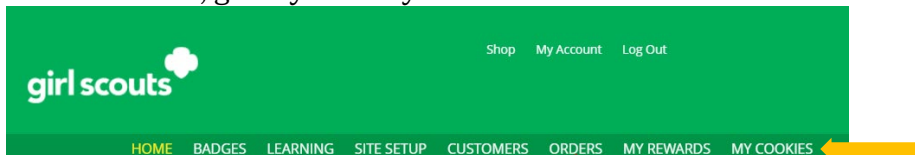# Digital Cookie®

My Cookies: Inventory by Category

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your records of cookies received agrees with what your troop volunteer has given your Girl Scout.

To learn more, go to your "My Cookies" tab.

NOTE: The top part of your 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: The inventory section gives you a quick view of how many cookies you should still have available and how many you may need to fill your in-person orders.

The first thing to note is "My Offline Sales"
This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not

Digital Cookie®

entered in this section, they will not be removed from her inventory and this section will not be correct.

To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.

When those are entered, click "Save Updates"

Step 2: There are three other sections that calculate your inventory. The first is "Current Inventory". Clicking the arrow to the left of the total number of packages will show you this information by type of cookie. In general, if you see "Specialty" and "Specialty 2", those are cookies that are at a higher price than the rest of the cookies. Check with your troop volunteer for more information on what varieties are considered Specialty or Specialty 2.

Digital Cookie®

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

Cookie	27▲
RECEIVED:	
Initial Order	11
Additional Inventory	30
DELIVERED:	
Offline Sales	11
"In Hand" App Sales	0
Delivered Online Sales	3
CURRENT INVENTORY	**27**

The "Received" numbers come from the information the troop 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 volunteer.

The "Delivered" section will reflect the Offline Sales the girl has entered above, any sales the Girl Scout made on her Mobile app using the "Give Cookies to Customer Now" feature and any Girl Delivery orders that have been delivered and marked delivered to her customer on the orders tab.

Step 3: The next section will show how many cookies you need to fill girl-delivery orders you have approved and girl-delivery orders that you have yet to approve.

Pending Delivery / To Approve	15▲
Category	**Pending**
Specialty	5▼
Specialty2	5▼
Cookie	5▼
TOTAL	15▼

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

Cookie	5▲
Unapproved (Online Delivery)	5
Undelivered (Online Delivery)	0
CURRENT PENDING	**5**

Digital Cookie®

Step 4: 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, 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.