

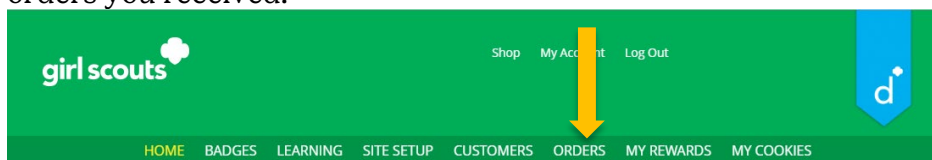
# Digital Cookie®

## Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order that is being shipped directly to the customer and/or donated.

There isn't anything you need to do (except remind your Girl Scout to send a Thank-You email), but here are things you will want to know.

**Step 1:** Once you are in the Digital Cookie site, click the "Orders" tab to see what orders you received.



While you are in the site checking on sales, it's a great time for your girl to add customers, send follow-up emails, complete badge work or explore the great girl tools on the website. She will probably pick up some good cookie program tips along the way!

**Step 2:** On the cookie orders page, you can see all of the orders that have been received. Girls can see who purchased the cookies, how many, when, if they had them shipped or donated.

## Digital Cookie Online Orders

### 8 Completed Digital Cookie Online Orders

<input type="checkbox"/> Select all	<a href="#">Add to Customer List</a>	<a href="#">Export</a> ▾	<a href="#">Show 10 Items</a> ▾			
<input type="checkbox"/>	Paid by	Order #	Cookie Pkgs	Order Date	Order Type	In Customer List
<input type="checkbox"/>	Aunt May	05072932	17	11/07/2019	Shipped	
	Donna Smith	05072647	5	10/27/2019	Donated	
<input type="checkbox"/>	Due Galleon	05069959	8	09/26/2019	In Person	
	Jenny Tang	05069956	9	09/26/2019	Shipped	

# Digital Cookie®

**Step 3:** Clicking on the customer name for any of the orders will bring up details about what that customer ordered, including any donated boxes.

**Digital Cookie Order**

[← Back to cookie order list](#)

**Order Detail**

Order Number: 05072649

Ship To: Jessica Samuels

Shipping Address: 1711 Hall Dr  
Tallahassee, Florida 32303-5328

Shipping Phone: 729-037-2070

Customer Connection: Friend

Ordered From: My Cookie Website

Order Paid By: Jessica Samuels

Billing Email: dcrest664-6@girlscouts.org

Billing Phone: 729-037-2070

Order Status: Shipment Pending

Order Type: Shipped






Order Date: 10/27/19 9:59 AM CDT

Shipped Date:

Tracking #:

---

**Cookies Selected**

-  lemon-ups®, 1 package
-  samoas®, 2 packages
-  girl scout s'mores®, 1 package
-  tagalongs®, 1 package
-  thin mints®, 2 packages

**SUMMARY**

Purchased Packages: 7      \$33.00

Subtotal:      \$33.00

Shipping & Handling:      \$10.25

Order Total:      \$43.25

Added to sales goal:      7 packages

Your troop volunteer has instructions on how these sales get credited to the girls' account automatically. But rest assured it is an automatic process and the Girl Scout gets credit for digital sales the same as any other cookie sale.

Don't forget to have your Girl Scout send thank-you messages to make sure the customer becomes a repeat customer!

**Step 4:** If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer's name and click "Add to Customer List." Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

## 8 Completed Digital Cookie Online Orders

☐ Select all
 

Add to Customer List

Export ▾

Show 10 Items ▾

	Paid by	Order #	Cookie Pkgs	Order Date	<span>i</span> Order Type	In Customer List
<input checked="" type="checkbox"/>	Aunt May	05072932	17	11/07/2019	Shipped	
<input type="checkbox"/>	Donna Smith	05072647	5	10/27/2019	Donated	<input checked="" type="checkbox"/>