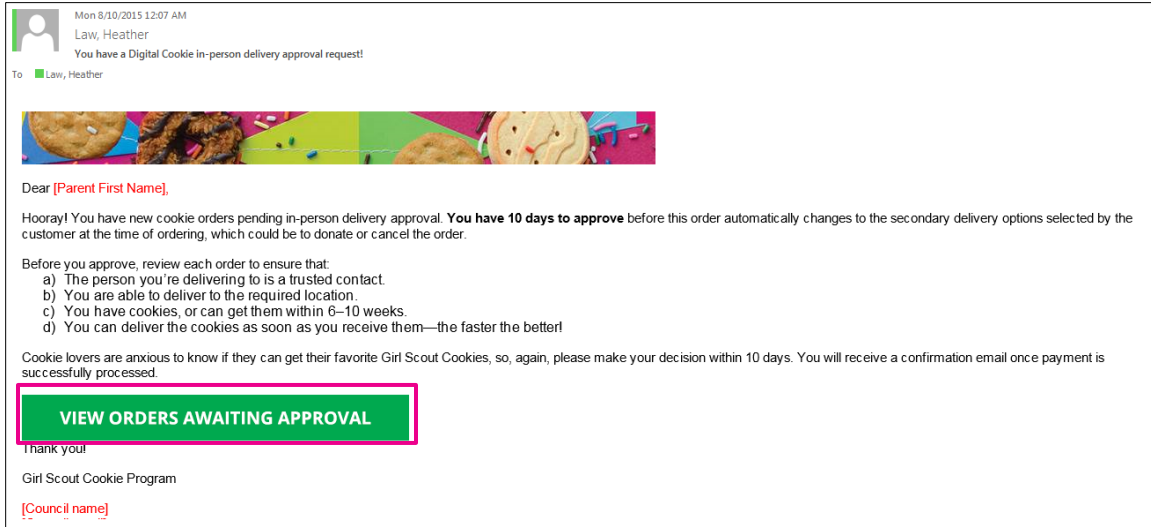




Order Received (In-Person Delivery)

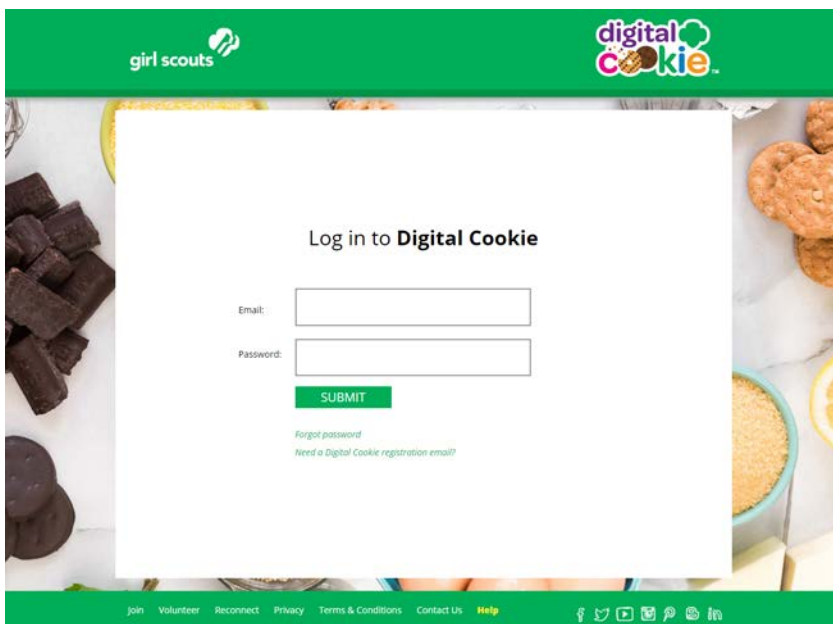
1

You will receive an email from email@email.girlscouts.org with the subject “You have a Digital Cookie in-person delivery approval request!” letting you know your Girl Scout has received an order for delivery. Hooray!



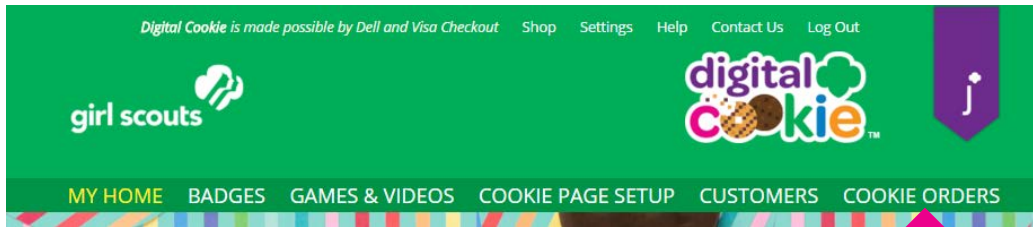
2

Click the green button “View Orders Awaiting Approval” in the email. That will take you to the Digital Order Card website where you can log in. Or, go to the [Digital Cookie website](#) and log in.



3

Click on the “Cookie Orders” tab and see what orders are pending your approval.



4

You will see a list of all orders needing approval, including the customer order number, number of boxes in each order, the customer’s address, when the customer placed the order, and the number of days you have to approve it until it reverts to the customer’s second choice option.

Digital Cookie Orders

Running a good business means knowing what's been ordered, when it's approved, and when it's delivered.

3 Digital Cookie Orders to be Approved for In-Person Delivery
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Oh my! You have 1 order that have been pending approval for more than 7 days.

Select all

Show: 5 Items

Name	Order Number	# of Boxes	Address	Order Date	Transaction Type	Days left to approve
<input type="checkbox"/> John Public	05004728	12	7826 SW Oak St Santa Rosa CA 92539	10/05/2016	Website	10
<input type="checkbox"/> Suzie Greenburg	05004725	8	123 Main St Coral Gables FL 12332	10/05/2016	Website	10
<input type="checkbox"/> www rr	05000597	51	123 fff jersey city IA 08790	09/26/2016	Website	1

Orders Need Help?

TIPS!

- The customer’s second choice could be “Cancel” or “Donate.” Don’t risk a lost sale and a disappointed customer—approve or decline orders within ten days.
- Be sure to approve the order before delivering it to make sure the customer’s payment is accepted.



When determining whether to approve or decline the order, consider -

5

- Is the customer a known and trusted individual?
- Are you willing and able to get the cookies to the customer's location in the next ten weeks?

AND

- Do you have or will you have the inventory available?

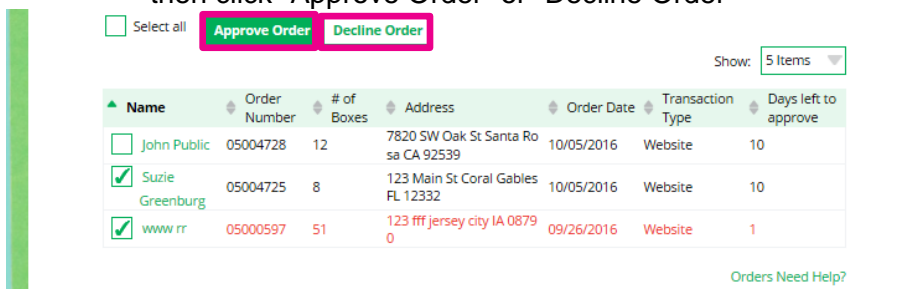
If so, "Approve Order."

If you are unable or unwilling to fulfill the customer's order, click "Decline Order" and the order will default to whatever second option the customer has selected: "Cancel" or "Donate."

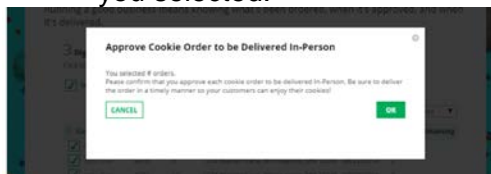
6

There are multiple ways to approve and decline orders for delivery.

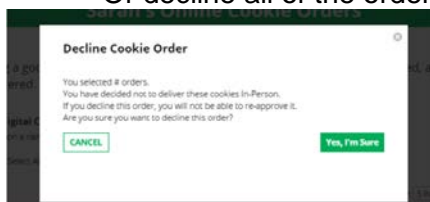
- a) Check the boxes in front of the orders you want to approve or decline and then click "Approve Order" or "Decline Order"



You will get a pop-up message confirming you want to approve all of the orders you selected:



Or decline all of the orders you selected:



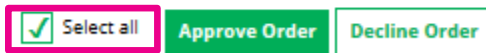
Once you approve or decline you can't change the action and an email is deployed to the customer.



- b) Click the “Select All” box, which will select all of the orders on that page that need approval, then click “Approve Order” or “Decline Order”.

3 Digital Cookie Orders to be Approved for In-Person Delivery

Click on a name to see all the details about the order. Then “Approve” or “Decline” the order.



You will also get a pop-up message confirming your batch approval or your declining of the orders selected, as above in option a.

- c) Click on the individual customer to bring up that person’s order details:

My Cookie Orders Detail

Action Required
Review order and approve for delivery.

Digital Cookie Order Detail - Approve for Delivery

<p>Order Number: 05004725</p> <p>Customer Name: Suzie Greenburg</p> <p>Delivery Address: 123 Main St, Coral Gables, Florida, 12332</p> <p>Email: hlaw@girlscouts.org</p> <p>Customer Connection: Family</p> <p>Ordered From: My Cookie Website</p>	<p>Order Status: Needs Approval</p> <p>Order Type: In-Person Delivery with Donation</p> <p>Secondary Delivery Option:</p> <p>Approved to Deliver: Pending Decision</p> <p>Order Delivered:</p>
--	---

Your Order

<ul style="list-style-type: none"> Samoas, 2 boxes Tagalongs, 2 boxes Thin Mints, 2 boxes 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Purchased Boxes:</td> <td style="text-align: right;">6</td> </tr> <tr> <td></td> <td style="text-align: right;">\$24.00</td> </tr> <tr> <td>Donated Boxes:</td> <td style="text-align: right;">2</td> </tr> <tr> <td></td> <td style="text-align: right;">\$8.00</td> </tr> <tr> <td>Subtotal:</td> <td style="text-align: right;">\$32.00</td> </tr> <tr> <td>In-person Delivery:</td> <td style="text-align: right;">Free</td> </tr> <tr> <td>Order Total:</td> <td style="text-align: right;">\$32.00</td> </tr> </table>	Purchased Boxes:	6		\$24.00	Donated Boxes:	2		\$8.00	Subtotal:	\$32.00	In-person Delivery:	Free	Order Total:	\$32.00
Purchased Boxes:	6														
	\$24.00														
Donated Boxes:	2														
	\$8.00														
Subtotal:	\$32.00														
In-person Delivery:	Free														
Order Total:	\$32.00														

Do you approve this order for delivery by Jade?
By approving the order, Jade will be able to see all order details including the customers name and contact information.

Decline Order
Approve Order

And click “Approve Order” or “Decline Order” at the bottom.



7

If you have approved the order, it will move down to the section “Digital Cookie Orders to be Delivered In-Person.”

2 Digital Cookie Orders to be Delivered In Person

Click on a name below to mark when these cookies were delivered.

Select all

Show:

Name	Order Number	# of Boxes	Order Date	Transaction Type
<input type="checkbox"/> Jenny Tang	00788878	6	09/21/2016	Website
<input type="checkbox"/> Jenny Tang	00788737	9	09/19/2016	Website

8

You will receive an email letting you know payment for those cookies was received, a copy of the order and some safety tips and reminders about delivering cookies.

Sat 8/15/2015 12:25 AM
Law, Heather
Time to deliver Girl Scout Cookies.

To: Law, Heather

Dear [Parent First Name],

Thanks for approving the in-person delivery order below. Payment has been successfully processed. Here are the order details:

Order Number: 1234	Order Status: Approved
Customer Name: John Doe	Order Type: Girl Delivery with Donation
Sales Lead: Neighbor	Secondary Delivery Type: Shipping
Shipping / Delivery Address: 1234 Exchange Place Minneapolis, MN 55401	Order Date & Time: 03/10/2014 1:30 PM CST
Email Address: john.doe@gmail.com	Order Shipping Date & Time: 03/13/2014 1:30 PM CST

Order Detail

Do-si-dos, 3 boxes	Purchased Packages:	6	\$24.00
Tagalongs, 3 boxes	Donated Packages:	0	\$0.00
Rah-Rah Raisins, 4 boxes			\$12.00
Thin Mints, 4 boxes			\$36.00
	Order Subtotal		\$36.00
	Shipping & Handling:		\$0.00
	Order Total:		\$36.00

As your Girl Scout heads out to deliver her order, please be sure to review these important safety tips with her:

- Show you're a Girl Scout.** Wear a Girl Scout membership pin, uniform, or Girl Scout clothing (e.g., a Girl Scout T-Shirt) to clearly identify yourself as a Girl Scout.
- Use the Buddy System.** Always use the buddy system. It's not just safe, it's fun.
- Be streetwise.** Become familiar with the areas and neighborhoods where you will be selling Girl Scout products. Contact your local police department if you're unsure.
- Partner with adults.** If you are a Girl Scout Daisy, Brownie, or Junior you must be accompanied by an adult when taking orders or selling/delivering product. If you are selling door-to-door, adults must be present at all times during cookie booth sales.



9

Once you have delivered the cookies, log back into Digital Order Card and mark those orders delivered. There are two ways to indicate you have delivered your order:

1. Check the box in front of any orders you have delivered, and then click "Order Delivered."
2. Check the "Select All" box to select all of the orders on the page; they will all be marked "Order Delivered" at once.

2 Digital Cookie Orders to be Delivered In Person ⓘ

Click on a name below to mark when these cookies were delivered.

Select All → Select all **Order Delivered** Export

Show: 5 Items ▼

OR

Select a customer. →

Name	Order Number	# of Boxes	Order Date	Transaction Type
<input type="checkbox"/> Jenny Tang	00788878	6	09/21/2016	Website
<input type="checkbox"/> Jenny Tang	00788737	9	09/19/2016	Website

When they are marked as delivered, they will move down into the third section on the page as a completed order.

All Digital Cookie Orders

15 Digital Cookie Orders Completed

Select all

Show: 10 Items ▼

Name	Order Number	# of Boxes	Order Date	Transaction Type	Delivery Type	In Customers tab?
<input type="checkbox"/> Tavia V.	00788895	11	09/21/2016	Website	Donation	No
<input type="checkbox"/> Suzie G.	00788839	25	09/20/2016	Website	Donation	No
<input type="checkbox"/> Suzie G.	05004714	8	10/05/2016	Website	Shipped with Donation	Yes
<input type="checkbox"/> Sarmistha G.	00788555	7	09/14/2016	Website	In-Person	Yes
<input type="checkbox"/> Sarmistha G.	00788564	10	09/14/2016	Website	Shipped	Yes
<input type="checkbox"/> Sarmistha G.	00788567	12	09/14/2016	Website	Cancelled	Yes
<input type="checkbox"/> Sarmistha G.	00788634	12	09/16/2016	Website	Shipped with Donation	Yes
<input type="checkbox"/> Sarmistha G.	05000571	18	09/23/2016	Website	Donation	No
<input type="checkbox"/> Sarmistha G.	05002590	160	09/30/2016	Website	Shipped with Donation	Yes
<input type="checkbox"/> Sarmi G.	05000574	18	09/23/2016	Website	Donation	No

1 2 ▶



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 Customers tab." Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business. This only applies to delivered orders.

All Digital Cookie Orders

5 Digital Cookie Orders Completed

Select all **Add to Customers Tab** ←

Show: 10 Items

Name	Order Number	# of Boxes	Order Date	Delivery Type	In Customers tab?
<input checked="" type="checkbox"/> h z.	00623333	14	11/13/2015	In-Person	No
<input checked="" type="checkbox"/> h s.	00623331	12	11/13/2015	In-Person	No
<input type="checkbox"/> h l.	00623283	6	11/12/2015	In-Person	No
<input type="checkbox"/> a b.	00623285	30	11/12/2015	Shipped	No
<input type="checkbox"/> a b.	00623300	6	11/12/2015	Shipped	No

Make sure you follow through and deliver those cookies. When you approve the order, the customer will be charged. Your leader will see the financial transaction as a credit to your Girl Scout in eBudde after you have approved delivering the order.

While in the site checking on orders, girls can add customers, send follow-up emails, complete badge work, or explore the great girl tools on the website. Along the way, your Girl Scout will probably pick up some good cookie program tips!