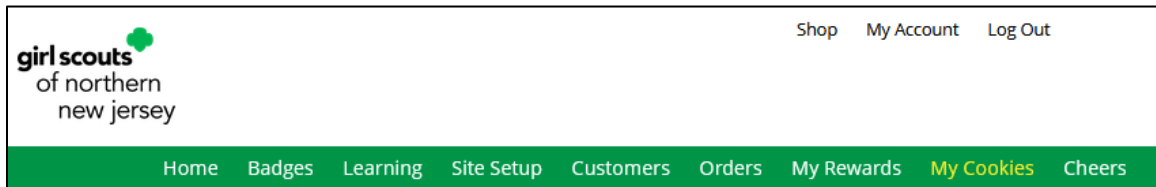


Digital Cookie[®]

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.

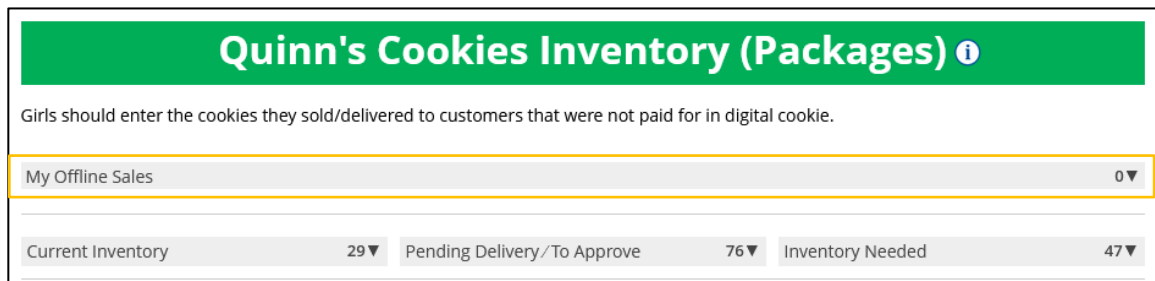


The top part of your inventory dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are personally responsible for.



Step 1: Offline Sales

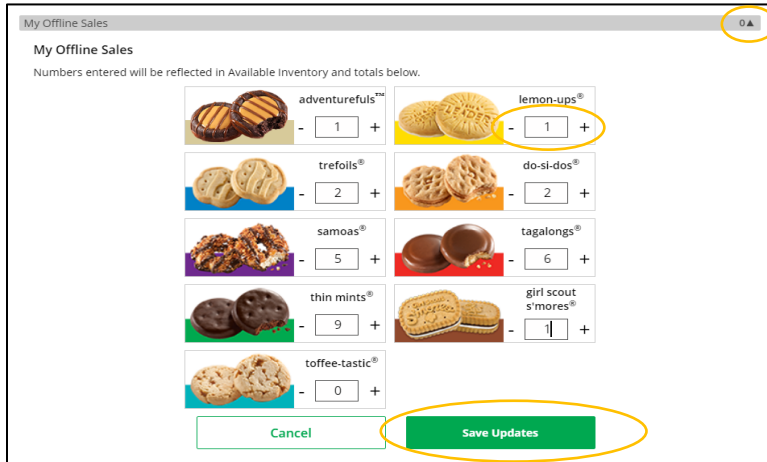
Offline sales need to be updated by the Girl Scout and caregiver when a customer pays for cookies by cash or check. If they are not entered in this section, they will not be removed from your inventory count and your totals will not be correct.



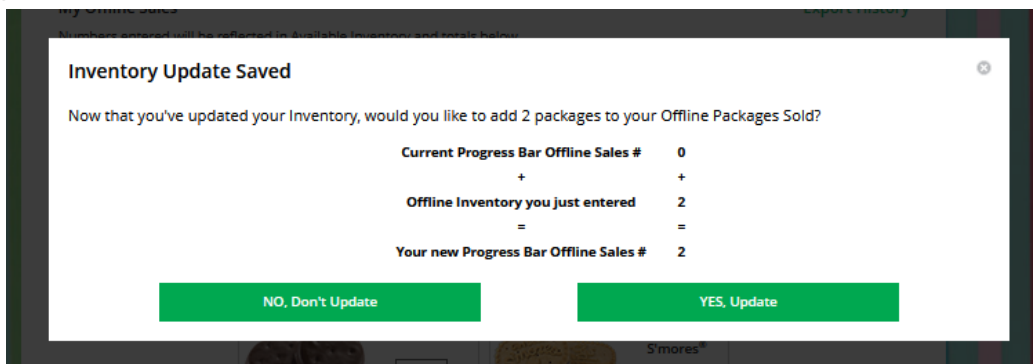
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To enter offline sales, click the down arrow by the number of packages on the right side of the bar to drop down the offline sales section.

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



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

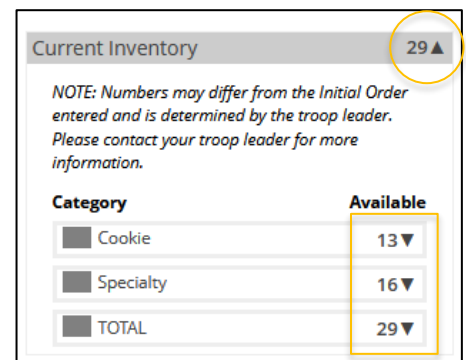


Step 2: Current Inventory

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.



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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 |