

Digital Cookie[®]

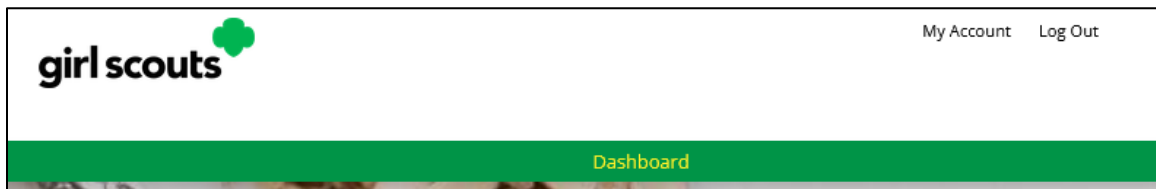
Service Unit Volunteer Access

Service unit volunteers can use Digital Cookie to monitor their service unit’s digital sales, as well as run Order Data reports for troops and can even check if a Girl Scout has registered to use Digital Cookie and set up their site.

To get started

Use the link in the registration email (see the [Volunteer Login](#) tip sheet).

Once logged in, volunteers will see their Dashboard.

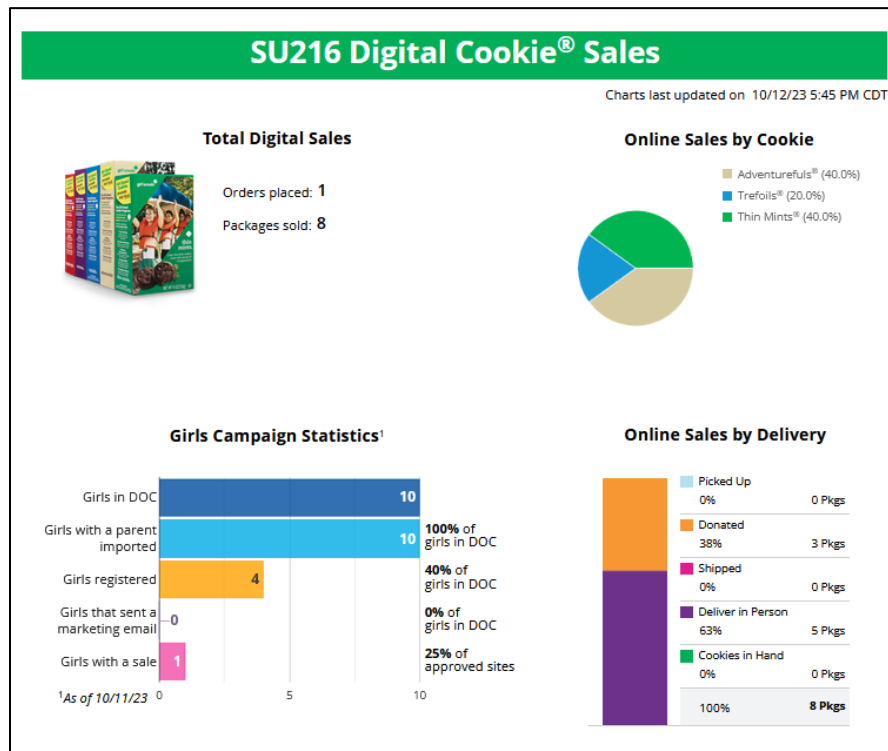


Dashboard

The dashboard has five sections.

1. Online Sales and Marketing

The online sales and marketing section represents a rollup of data from the troops in your service unit. It is a great way to see how troops are progressing through the season.



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2. Troop Reports

Volunteers can pull a report of orders by troop in this section.

Reports

Report Type: Order Data

Council Service Unit Troop

The Order Data report consist of the following details and more:

- Troop Number
- Girl Scout first and last name
- Order details
 - Order number
 - Each cookie variety qty
 - Order status
 - Order date
 - Donation qty
 - Date order approved
 - Order type
 - Total packages
 - Date order rejected
 - Billing name
 - Total cost
 - Customer's second choice
 - Shipping name
 - Refunded packages
 - Gift box qty
 - Shipping cost

3. Girl Scouts

Search for all Girl Scouts in a troop OR a specific Girl Scout in your service unit to see if they have set up their site, to view their Digital Cookie link, and to see if the Girl Scout has emailed customers or has any packages sold or orders that need to be approved.

Girl Search

To see troop information on girls, click "See Details"

Council Service Unit Troop

Girl Scout

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Girl Name	GSUSA ID	Parent Name	Parent Email	DOB	Site Live (Y/N)	Customer (Link)	Customers Emailed	# of Pkgs	Orders Pending Approval
ccGrG atahLhkc	106433924	hhllhh arkohLoh	7lohph7r6y4apo@ll- lal.ccc	04/02/2011	Y	ccgrg46999953	0	8	0