

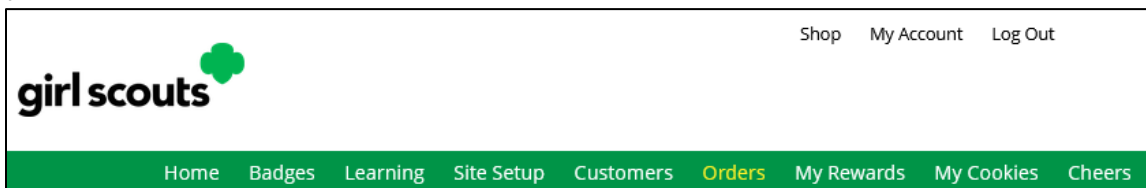
# Digital Cookie®

## 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: View Orders

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



On the cookie orders page, you can see all of the orders that have been received. Girl Scouts can see who purchased the cookies, how many, when, and if they had them shipped or donated.

## Digital Cookie Online Orders

**3 Completed Digital Cookie Online Orders**

☐ Select all
 [Add to Customer List](#)
[Export](#)

Show 10 Items

▼

|                                                                                                                             | Paid by            | Order #  | Cookie pkgs | Order Date | Order Type | In Customer List |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------|----------|-------------|------------|------------|------------------|
| <input checked="" type="checkbox"/> <a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">View</a> | Nina Smith         | 00112249 | 10          | 6/26/2023  | Shipped    |                  |
| <a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">View</a>                                     | Jasmin Winter      | 00112247 | 7           | 6/26/2023  | In Person  | ✓                |
| <a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">View</a>                                     | Jane-Anne Cathcart | 00112245 | 5           | 6/26/2023  | Shipped    | ✓                |



Grow your customer list! Select checkboxes for the names you want to add.

[Need Help?](#)

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

# Digital Cookie®

## Step 2: Viewing Order Details

Clicking on the customer's 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: 05749191

Order Status: Shipment Pending

Ship To: Cookie Monster

Order Type: Shipped

Shipping Address: 1231 Upas St  
San Diego, California 92103-5127

Order Date: 9/1/2023 8:05 PM CDT

Shipping Phone: 619-867-5309

Shipped Date:

Ordered From: My Cookie Website

Tracking #:

Order Paid By: Cookie Monster

Billing Email: mgtags22@gmail.com

Billing Phone: 619-867-5309

Cookies Selected

Thin Mints®, 2 pkgs

Adventurefuls®, 2 pkgs

Trefoils®, 2 pkgs

Order Summary

Purchased Packages: 6 \$30.00

Subtotal: \$30.00

Shipping & Handling: \$12.99

Order Total: \$42.99

Added to sales goal: 6 pkgs

*Your troop volunteer has instructions on how these sales get credited automatically. But rest assured it is an automatic process and your Girl Scout receives 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 3: Adding Customer to the Contact List in Digital Cookie

If the customer is not in the 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 is added to the list and the Girl Scout can send thank-you emails this year and marketing emails next year for repeat business.

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

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Show 10 Items

|                                                          | Paid by            | Order #  | Cookie pkgs | Order Date | Order Type | In Customer List                    |
|----------------------------------------------------------|--------------------|----------|-------------|------------|------------|-------------------------------------|
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| <a href="#">View</a>                                     | Jane-Anne Cathcart | 00112245 | 5           | 6/26/2023  | Shipped    | <input checked="" type="checkbox"/> |

Grow your customer list! Select checkboxes for the names you want to add.
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