

Digital Cookie®

My Cookies: Inventory by Category

Prefer a video? A step-by-step demonstration is available here.

The **Inventory by Category** tool in Digital Cookie helps track cookie inventory throughout the sale.

Tip: If you're new to the cookie program or managing a small inventory, this feature may feel complex. It's best suited for Girl Scouts handling large quantities or multiple re-supplies.

Step 1: Log into Digital Cookie

- Go to digitalcookie.girlscouts.org and log in.
- Tap the **My Cookies** link from the menu icon.

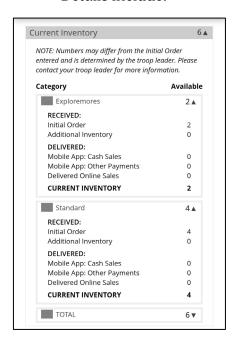
Step 2: Overview

The top of the inventory dashboard shows the **total number of packages allocated to your Girl Scout by the troop cookie volunteer**.

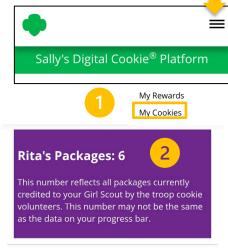
This may include booth or troop sales and is **not the** same as the number of cookies you personally have on hand.

Step 3: View Current Inventory

- Expand **Current Inventory** by clicking the arrow next to the total number of packages.
- Category type names are set by your council and could be different than what is on the image.
- Details include:



- Received: Cookies recorded by the troop volunteer as picked up and signed for.
 - If numbers seem incorrect, contact your troop volunteer.
- Delivered: Reflects:
 - Offline sales entered manually.
 - Mobile app transactions using "Give Cookies to Customer Now" (including cash option).
 - In-person delivery orders marked as delivered in the **Orders** tab.
 - (Note: It may take a few days for volunteers to update transactions.)



Menu



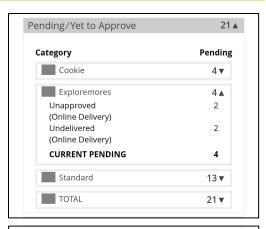




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Step 4: Pending Delivery / To Approve

- Shows cookies needed for:
 - o Approved in-person delivery orders.
 - o Orders awaiting approval.
- Expand each category to view quantities required for each order.



Step 5: Inventory Needed

- Displays shortages for fultilling orders.
- Negative numbers indicate shortages expand to see details.
- To identify specific varieties:
 - o Review the **Orders** tab
 - Coordinate with your troop volunteer to secure more cookies.

