

# 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:

| Current Inventory   |           | 6 ▲ |
|---|-----------|-----|
| NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information. |           |     |
| Category  | Available |     |
| ExploreMores  | 2 ▲       |     |
| RECEIVED:   |           |     |
| Initial Order   | 2         |     |
| Additional Inventory  | 0         |     |
| DELIVERED:  |           |     |
| Mobile App: Cash Sales  | 0         |     |
| Mobile App: Other Payments  | 0         |     |
| Delivered Online Sales  | 0         |     |
| CURRENT INVENTORY   | 2         |     |
| Standard  | 4 ▲       |     |
| RECEIVED:   |           |     |
| Initial Order   | 4         |     |
| Additional Inventory  | 0         |     |
| DELIVERED:  |           |     |
| Mobile App: Cash Sales  | 0         |     |
| Mobile App: Other Payments  | 0         |     |
| Delivered Online Sales  | 0         |     |
| CURRENT INVENTORY   | 4         |     |
| TOTAL   | 6 ▼       |     |

- **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



Sally's Digital Cookie® Platform

1

My Rewards

My Cookies

2

Rita's Packages: 6

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

3

Rita's Cookies Inventory (Packages)

|                          |      |
|--------------------------|------|
| Current Inventory        | 6 ▼  |
| Pending / Yet to Approve | 21 ▼ |
| Inventory Needed         | 15 ▼ |

# Digital Cookie®

## Step 4: Pending Delivery / To Approve

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

| Pending/Yet to Approve 21 ▲   |             |
|-------------------------------|-------------|
| Category                      | Pending     |
| Cookie                        | 4 ▼         |
| Exploremores                  | 4 ▲         |
| Unapproved (Online Delivery)  | 2           |
| Undelivered (Online Delivery) | 2           |
| <b>CURRENT PENDING</b>        | <b>4</b>    |
| Standard                      | 13 ▼        |
| <b>TOTAL</b>                  | <b>21 ▼</b> |

## Step 5: Inventory Needed

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

| Inventory Needed 15 ▲ |          |
|-----------------------|----------|
| Category              | Needed   |
| Exploremores          | 2 ▲      |
| Current Inventory     | 2        |
| Pending               | 4        |
| <b>TOTAL NEEDED</b>   | <b>2</b> |
| Standard              | 9 ▲      |
| Current Inventory     | 4        |
| Pending               | 13       |
| <b>TOTAL NEEDED</b>   | <b>9</b> |
| Cookie                | 4 ▼      |