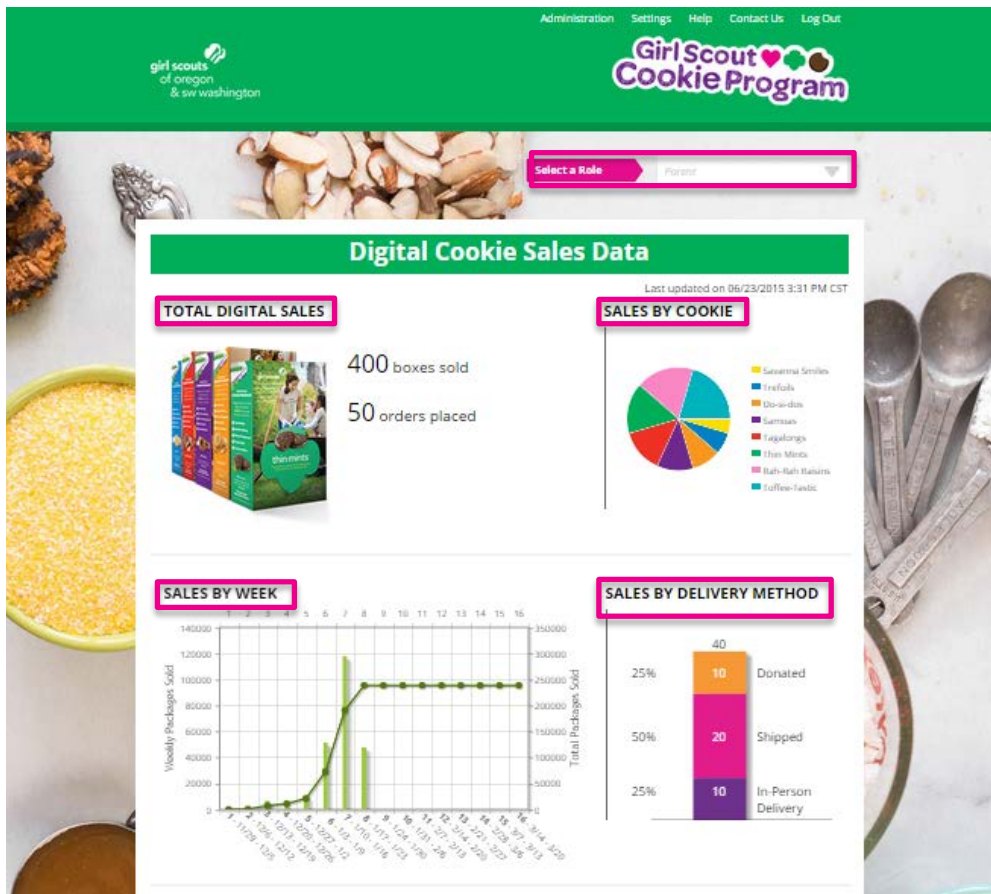


## Service Unit Dashboard

1

Once you have registered and successfully been logged in to Digital Order Card, you can access your Service Unit Dashboard.

The top part of your dashboard will look like this:



It will reflect all online sales for the girls in your service unit.

You may also see “Select a role”. If you are also the leader of a troop or parent of a registered Girl Scout you can select your other roles from this drop down menu to switch to those views. You can use that same selector in other pages to return to your service unit dashboard.

2

The bottom part of your Service Unit dashboard will look like this:

The screenshot shows a dashboard interface with the following elements:

- Filters:** Council (Colorado), Service Unit (Test Service Unit 1), Troop (Troop 3), and a search box for Girl Scout names. There are 'Reset' and 'Search' buttons.
- Table:** A table titled 'Girl Scouts' with columns: Girl Name, GSUSAID, Parent Name, Parent Email, DOB, Site Live (Y/N), Customer Link, Customers Emailed, # of Orders, and Pending Approval.
- Data Rows:**

Girl Name	GSUSAID	Parent Name	Parent Email	DOB	Site Live (Y/N)	Customer Link	Customers Emailed	# of Orders	Pending Approval
Jessica Smith	11110000222	Jack Smith	<a href="mailto:j.smith@test.com">j.smith@test.com</a>	1/12/2000	Y	<a href="#">/jessic12312</a>	8	13	
Roxy Vitacco	11110000223	Roxanne Vitacco	<a href="mailto:r.vitacco@test.com">r.vitacco@test.com</a>	4/4/1998	N	<a href="#">/roxy12353</a>	3	11	
Anjali Sanjeevi	11110000224	Ramya Sanjeevi	<a href="mailto:ramya.v.sanjeevi@test.com">ramya.v.sanjeevi@test.com</a>	5/5/1995	N	<a href="#">/anjali1211</a>	35	23	
Randa Moord	11110000225	Miranda Moord	<a href="mailto:miranda.m.moord@test.com">miranda.m.moord@test.com</a>	5/12/2002	Y	<a href="#">/randa12312</a>	22	1	
Shelly Cubelic	11110000226	Michelle Cubelic	<a href="mailto:michelle.cubelic@test.com">michelle.cubelic@test.com</a>	7/7/2007	Y	<a href="#">/shelly123123</a>	23	11	
- Annotation:** A pink arrow points to the '# of Orders' column with a callout box that says 'Click "# of orders"'. The background of the dashboard includes images of Girl Scout cookies.

You can see all of the girls in your service unit and if they have set up a site, sent customer emails or have orders.

Note, that even if your council does not offer In-Person delivery, the pending orders column will appear on your dashboard but will not be populated.

Review the "[Troop Dashboard Tip Sheet](#)" for information on viewing orders for any of the girls in your service unit, they function the same for both service unit and troop leaders.