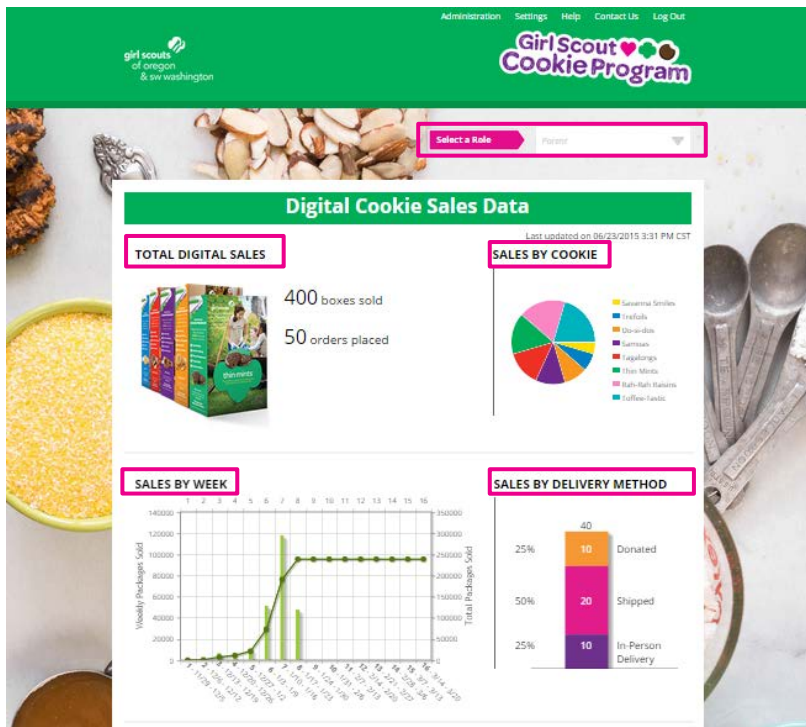


Service Unit Dashboard (In-Person Delivery)

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:

Orders Pending Approval

Click "# of orders"

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	j.smith@test.com	1/12/2000	Y	/jessic12312	8	13	1
Roxy Vitacco	11110000223	Roxanne Vitacco	r.vitacco@test.com	4/4/1998	N	/roxy12353	3	11	2
Anjali Sanjeevi	11110000224	Ramya Sanjeevi	ramya.v.sanjeevi@test.com	5/5/1995	N	/anjali1211	35	23	1
Randa Moord	11110000225	Miranda Moord	miranda.m.moord@test.com	5/12/2002	Y	/randa12312	22	1	1
Shelly Cubelic	11110000226	Michelle Cubelic	michelle.cubelic@test.com	7/7/2007	Y	/shelly123123	23	11	6

You can see all of the girls in your service unit and whether or not they have set up a site, sent customer emails or have orders.

To get additional information on the orders for any of the girls in your SU, follow the same directions as a troop leader on the [“Troop Leader Dashboard-In person delivery”](#) tip sheet.