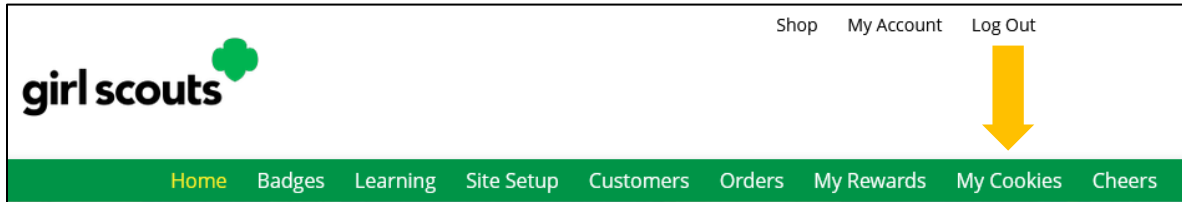# Digital Cookie®

My Cookies: Inventory by Variety

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your record of cookies received agrees with what your troop cookie volunteer has given your Girl Scout.

To learn more, go to your "My Cookies" tab.

Here's a look at the My Cookies page. We'll talk about each section in this tip sheet:

Need more help? Contact Digital Cookie Customer Support or view a selection of FAQs via the link at the bottom of the Digital Cookie web browser.

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NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. **It could include booth sales or troop sales. It is not the same as the number of cookies you are financially responsible for.**

Alicia's Cookies

Go to Delivery Settings   View entered Initial Inventory

Alicia's Packages: 22   ← Total packages credited from the Troop.

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.

Inventory: The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your in-person orders.

Isabel's Cookies Inventory (Packages) ⓘ

Girls should enter the cookies they sold/delivered to customers that were not paid for in digital cookie.

My Offline Sales	0▼

Need help? View Tutorials

Current Inventory	49▼	Pending Delivery/To Approve	0▼	Inventory Needed	49▼

The first thing to note is "My Offline Sales".

Offline sales are sales where a customer has paid for their cookies with cash or check. The Offline Sales will need to be updated by the Girl Scout/her caregiver after delivering cookies and receiving cash/check payment. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.

To enter offline sales, click the down arrow by the number of packages on the right side and open a screen to enter those sales.

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When those are entered, click "Save Updates"
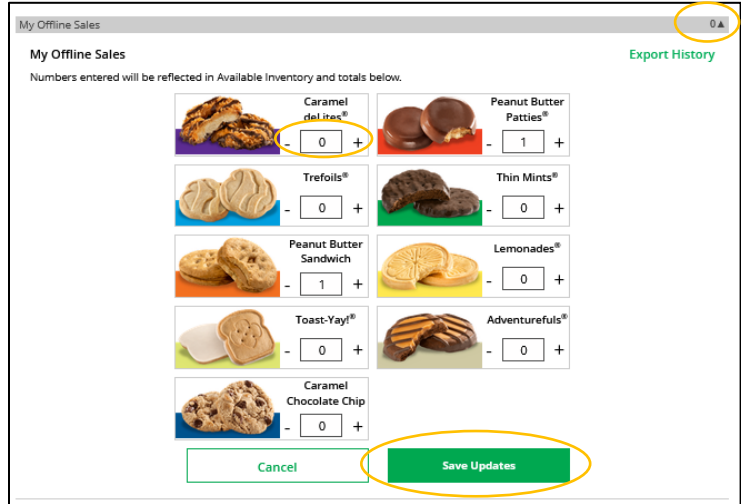
Once you click Save Updates, you will be asked to confirm you want to update the inventory on your Progress Bar, or your Home tab. **We recommend always selecting yes.**
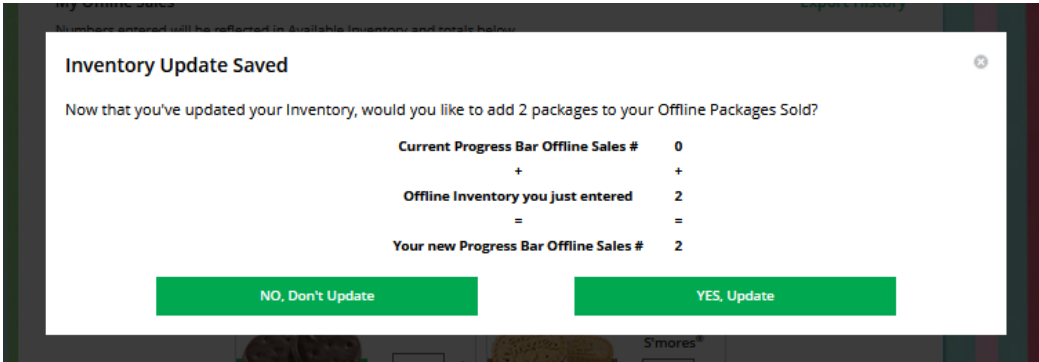
You can also add Offline Sales directly from the Home tab, as shown below. **Any sales added on the Home Tab do not reflect in the My Cookies Tab.**

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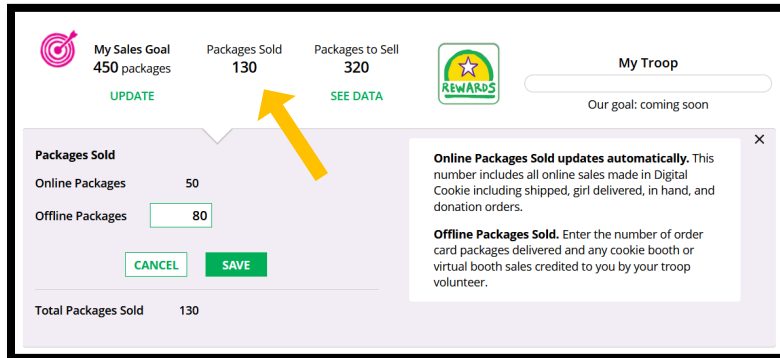
Offline Sales Pro Tips:

1. **My Offline Sales in the My Cookies Tab functions best when it is used as a running total of your offline sales.**
   a. **Have more sales to add? Increase the amounts in each variety by the new amount sold, do not decrease any variety amounts *unless* you accidentally entered more cookies than were actually sold.**
2. Always update your Offline Sales in the My Cookies Tab, and select "Yes, Update" so that the Packages Sold on the Home Tab reflects any additions.
3. Made a mistake when inputting your offline sales? Only the most recent entry can be edited to remove cookies. Do this by decreasing the necessary varieties in the My Cookies Tab by the amount you need to remove.
4. To add more offline sales, increase the amounts in each variety by the amount sold.

Example: Juliette was selling door-to-door on Moday and sold a total of 15 packages (5 Thin Mints, 5 Peanut Butter Patty, and 5 Adventurefuls). She entered the Offline Sales in Digital Cookie. The next day she sold 5 more packages of Thin Mints and 2 more packages of Adventurefuls while selling door-to-door. How would she input these extra 7 packages?

1. In the My Offline sales section in the My Cookies Tab, Juliette's current inventory should display as 5 Thin Mints, 5 Peanut Butter Patty, and 5 Adventurefuls. This is from her first day of offline sales.
2. To account for the additional 5 packages of Thin Mints, Juliette would increase the current amount of Thin Mints (5) by the most recent amount sold (5). The total Thin Mints in the Offline sales should now be 10. This reflects that Juliette has sold a total of 10 Thin Mints in Offline sales.
3. To account for the additonal 2 packages of Adventurefuls sold, Juliette would increase the current amount of Adventurefuls (5) by the most recent amount sold (2). The total Adventurefuls in the Offline sales should now be 7. This reflects that Juliette has sold a total of 7 Adventurefuls in Offline sales.

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Current Inventory: There are three other sections that calculate your inventory. The first is **"Current Inventory"**. If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.

Current Inventory	234 ▲

NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.

Variety	Available
Peanut Butter Sandwich	0 ▼
Peanut Butter Patties®	0 ▼
Adventurefuls®	80 ▲
RECEIVED:	
Initial Order	82
Additional Inventory	0
DELIVERED:	
Offline Sales	0
"In Hand" App Sales	0
Delivered Online Sales	2
CURRENT INVENTORY	**80**
Caramel Chocolate Chip	0 ▼
Trefoils®	0 ▼
Toast-Yay!®	78 ▼
Lemonades®	76 ▼
Cookie Share	0 ▼
Thin Mints®	0 ▼
Caramel deLites®	0 ▼
TOTAL	234 ▼

The **"Received"** numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.

The **"Delivered"** section will reflect the Offline Sales the Girl Scout has entered above, any sales made on the Mobile app using the "Give Cookies to Customer Now" feature and any girl delivery orders that have been delivered and marked delivered on the orders tab.

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Pending Delivery: The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve.

| Pending Delivery / To Approve	19▲
Variety	**Pending**
Thin Mints®	10▼
Trefoils®	4▼
Adventurefuls®	5▼
TOTAL	19▼

Inventory Needed: The final inventory section is **Inventory Needed**. This will show if you need any packages of cookies to fill your orders. Be sure you can get the cookies you need before approving an order for a customer.

Inventory Needed	9▲
Variety	**Available**
Thin Mints®	5▲
Current Inventory	5
Pending	10
TOTAL NEEDED	**5**
Trefoils®	2▼
Samoas®	0▼
Do-si-dos®	0▼
Tagalongs®	0▼
Toffee-tastic®	0▼
Girl Scout S'mores®	0▼
Lemon-Ups®	0▼
Adventurefuls®	2▼

Inventory Needed	25▲
Variety	**Available**
Peanut Butter Patties®	6▼
Adventurefuls®	2▼
Caramel Chocolate Chip	1▼
Thin Mints®	14▼
Caramel deLites®	2▼

If you have questions about any of the numbers of received orders listed in your Current Inventory, ask your Troop Cookie Volunteer for more information.

Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.

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