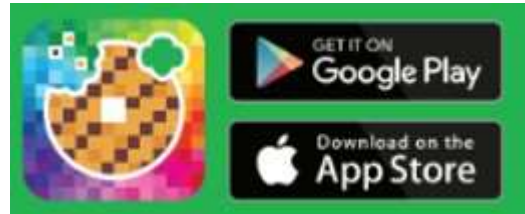# Digital Cookie®

Mobile App

Opening the App

Purpose: Girl Scouts and Troop volunteers process, take credit card payments, and review orders for in-person cookie sales and booths using the Mobile App,

Step 1: Download the Digital Cookie app in from the Apple App or Google Play stores.

Step 2: Use the email and password that you already used to set up your Digital cookie account in a browser.

*Note: If you haven't set up and published your Girl Scout *and* Troop Digital Cookie sites yet, you will get an error message.
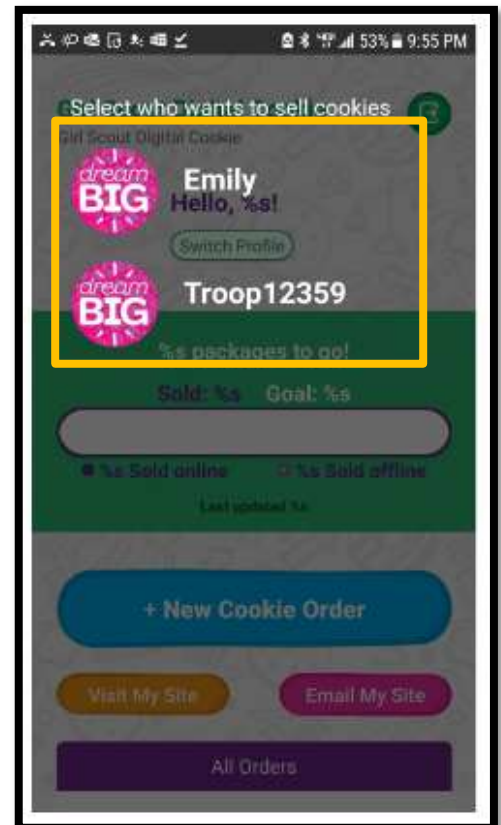
Step 3: Once you've successfully logged into the app, Girl Scouts will see two options to select from: their Girl Scout account and the Troop's account.

Troop Account
- *Use the Troop account when making a sale that uses the troop inventory*
- *Cookie Booth credit card payments must happen within the Troop accunt*

Girl Scout Account
- *Use the Girl Scout account when making a sale that uses the Girl Scouts inventory*
- *Such as door to door, direct ship, deliver in person later*

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Logged in as Girl Scout
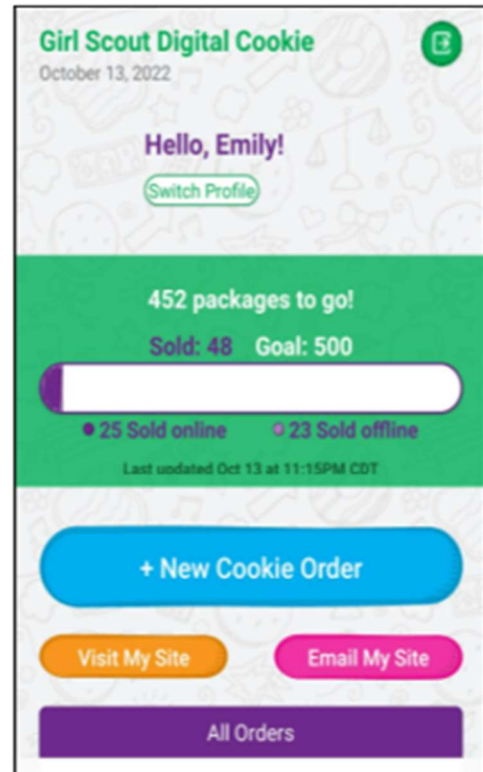From the home page, the user can select "New Cookie Order," "Visit My Site," "Email My Site," or "All Orders."

Tabs and their purposes
New Cookie Order: Take cookie orders through the app (in-person options)
Visit My Site: Access QR code for someone to scan
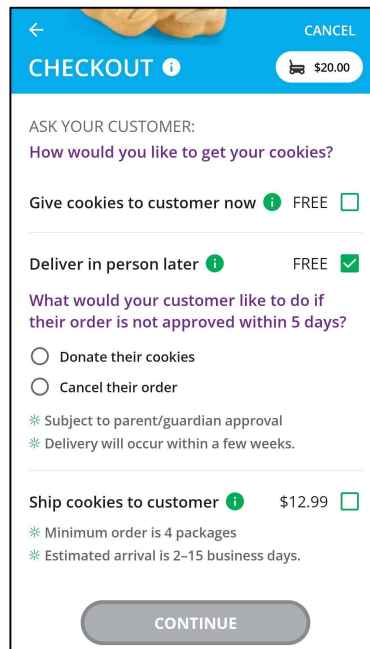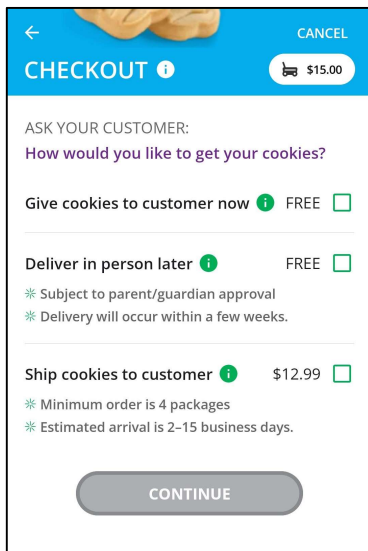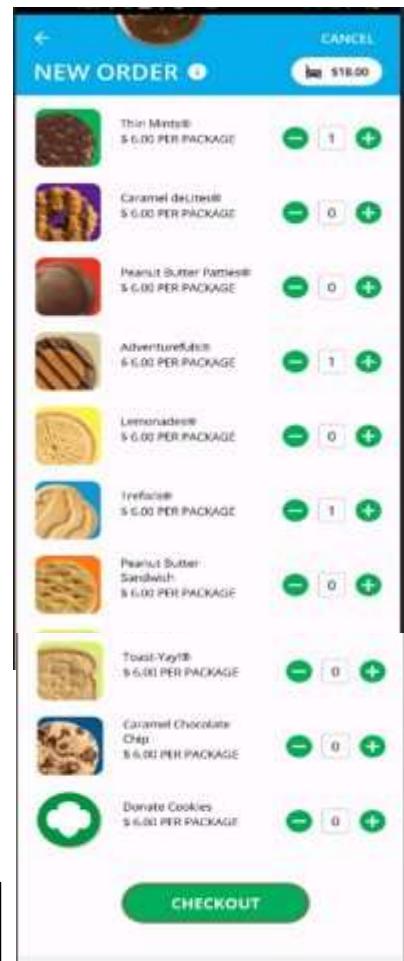**Email My Site**: Send a link to a potential customer who doesn't want to order right now
All Orders: View all orders by delivery method

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How to take a New Cookie Order

1. Use the + and – buttons to select cookie varieties and confirm with the customer the quantities are correct
2. Click "Checkout"
3. Choose how the customer wants to receive their cookies
4. Any Girl Scouts Delivery option, confirm what the customer wants to do if the caregiver doesn't approve the order within 5 days
5. Review order and payment options with customer
   - If delivery, prompt for delivery information will show
   - If in-hand, prompt for customer name, email, and billing zip code will show. Address is not required for in hand orders.
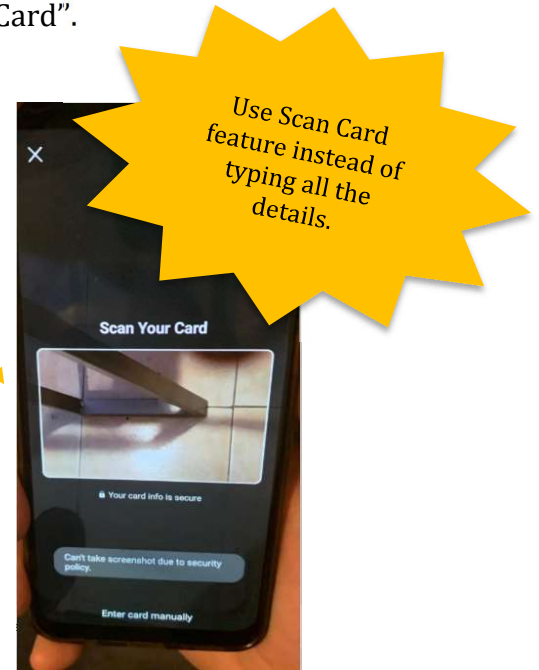6. To complete order, click "Review" or "Place Order" depending on order type. Girl Scout will receive email confirmation of order.
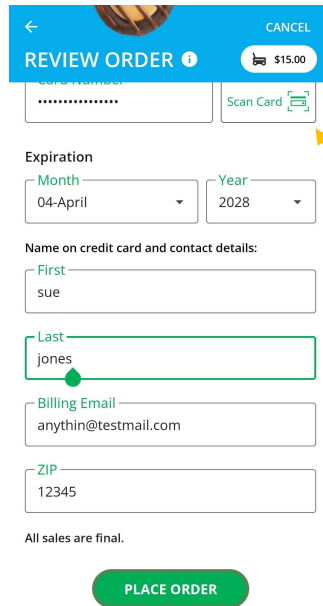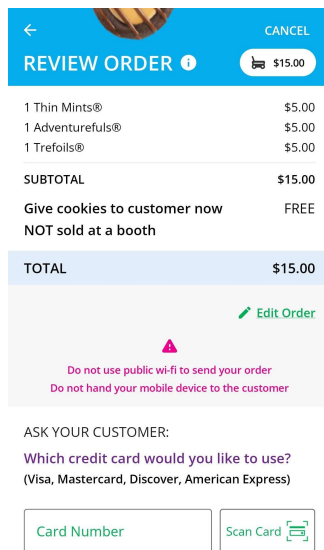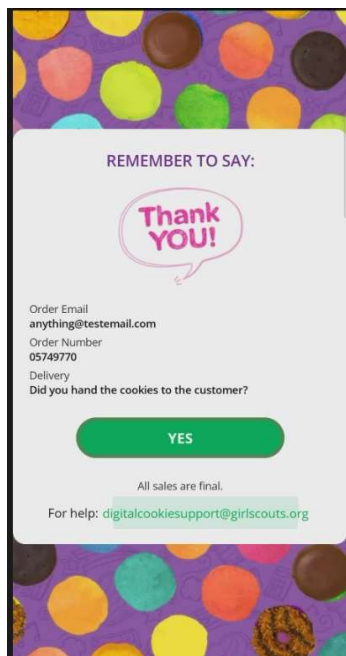
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Scan a Credit or Debit Card

Next to the payment details, there is a button to "Scan Card".

Use Scan Card feature instead of typing all the details.

Once the order is placed, the Girl Scout will receive an order confirmation screen.

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Logged in as Troop

From the home page, the user can select "New Cookie Order," "Visit My Site," "Email My Site," or "All Orders."
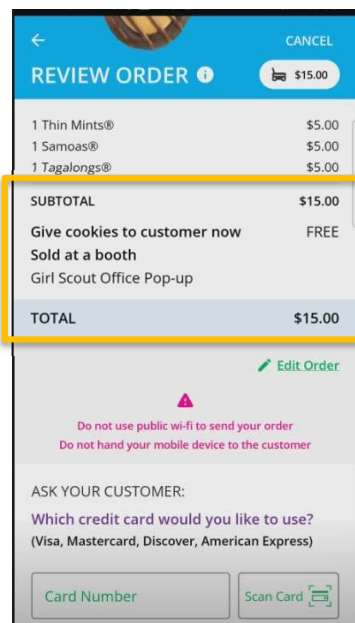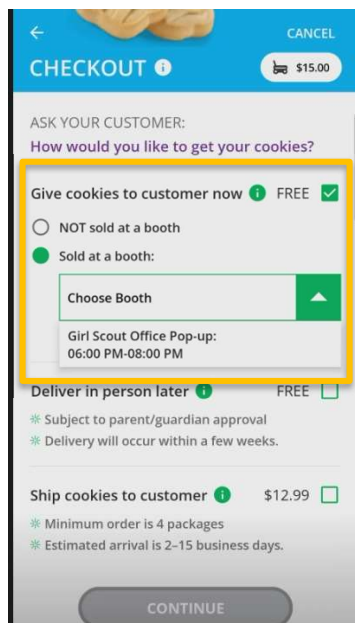
- Steps for accessing these and what they do are the same as Girl Scout view

> Troop login means that sales will be credited to the whole troop – such as at a cookie booth.
>
> All cookie booth credit card payments will go through the Troop Login in the Mobile App. Booths will not display in the Girl Scout Login.

New Cookie Order—Troop login view

When processing a new order, during the checkout steps, if the selection "Give cookies to customer now" is selected the user will see additional options. Once a user has selected "Sold at a booth" they will be able to select that specific booth. When reviewing the order users can see which booth was selected.
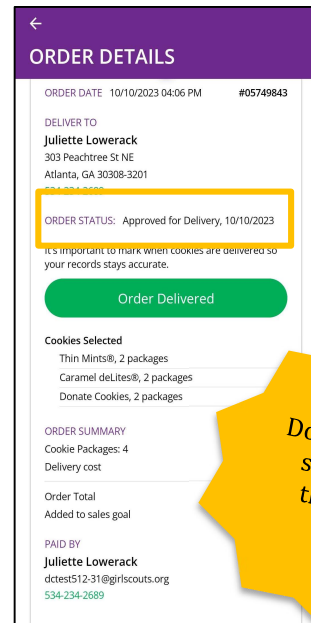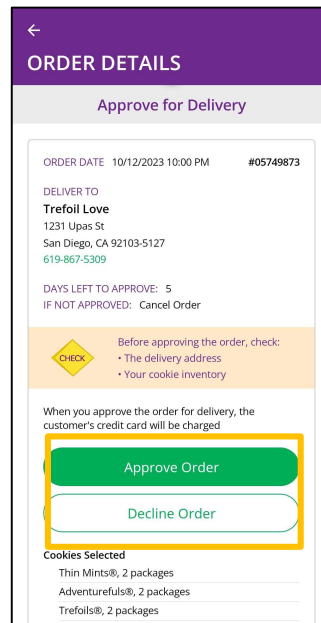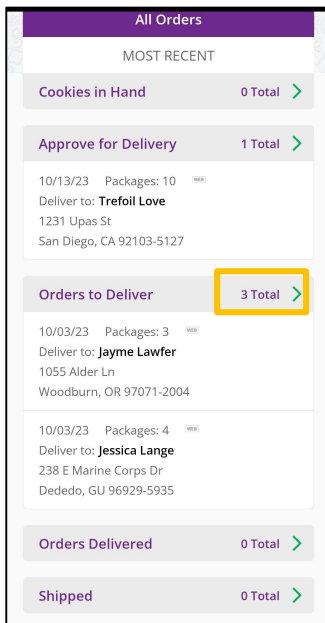

Approving orders: All users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers

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should discuss with family members how they want the troop orders to be handled prior to using the app.

All Orders: The All Orders button is used to view all of the orders visible by delivery method.

1. Click the green arrow to view all orders under that specific delivery method.
2. See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

Don't forget to send those thank you notes!