

# Digital Cookie<sup>®</sup>

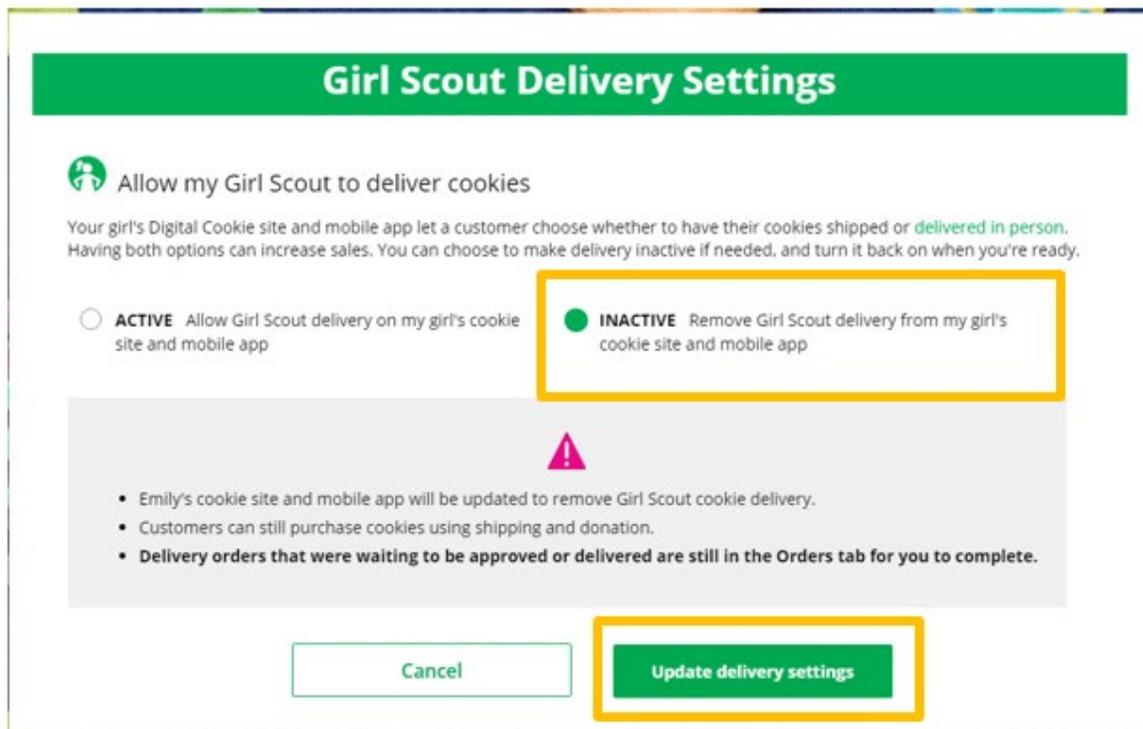
## My Cookies: Delivery Settings

The “My Cookies” tab contains a number of different functions for parents. This sheet explains the “Delivery Settings” portion.



*If you are concerned about your inventory, always check with your troop cookie volunteer first to see if you can get more cookies before turning off a variety. Turning it off means a customer doesn't have the option to purchase it for delivery, so you don't have to decline their order and disappoint them if they can't get the variety they ordered.*

**Step 1:** When you know you need to turn off delivery, go to the bottom of your “My Cookies” tab and find the **Girl Scout Delivery Settings** section.



**Step 2:** Select “Inactive” to turn off Girl Scout delivery. Click “Update Delivery Settings” to confirm. In-person deliveries will no longer be an option until it is switched back to “Active” using the same process.

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**Step 3:** If you wish to offer delivery but are out of a cookie variety and can't get more inventory, you can turn off just that variety of cookie for delivery and customers can only purchase those for shipping and not delivery.

Click "Off" on the variety you don't have inventory for, then click the "Update Delivery Settings." This will remove that variety from the Girl Scout delivery option. When you get inventory again for the variety, complete the same steps and switch the variety to "On" and click "Update Delivery Settings" to save.



## My inventory for Girl Scout delivery

If you're out of stock for a cookie, you can turn off delivery. mimyE's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".



Adventurefuls<sup>®</sup>

Off  On



Toast-Yay!<sup>®</sup>

Off  On



Lemonades<sup>®</sup>

Off On



Trefoils<sup>®</sup>

Off  On



Thin Mints<sup>®</sup>

Off  On



Peanut Butter Patties<sup>®</sup>

Off On



Caramel deLites<sup>®</sup>

Off  On



Peanut Butter Sandwich

Off  On



Caramel Chocolate Chip

Off  On

Cancel

Update delivery settings