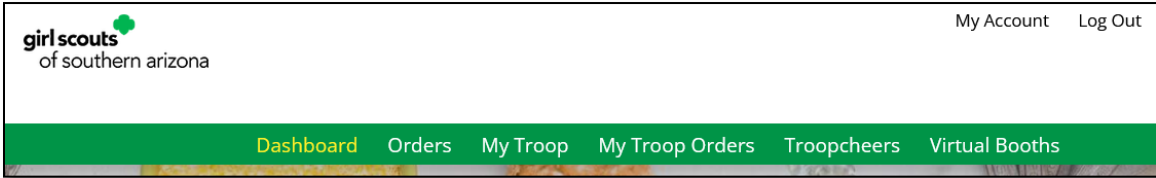


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Troop Dashboard

You will see six tabs on your troop dashboard: Dashboard, Orders, My Troop, My Troop Orders, Troop Cheers, and Virtual Booths.



Dashboard

The dashboard has five sections.

[Troop Virtual Booth Info](#)

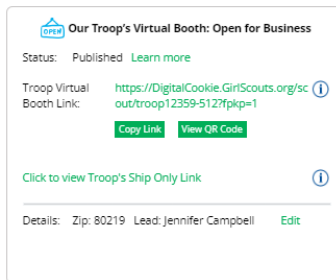
[Pending Virtual Booth Orders](#)

[Troop Rewards Deadline](#)

[Troop Online Sales and Marketing + Troop Goal Progress](#)

[Reports](#)

1. Troop Virtual Booth Info



For more details about this section and setting up your Troop Cookie Link, please see Troop Cookie Links section of this guide.

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2. Pending Virtual Booth Orders

Pending Virtual Booth Orders

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **0 orders**

Pickup orders pending approval: **1 orders**
 Pickup orders pending pick-up: **0 orders**

Girl Orders

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **2 orders**

Girls with a cookie delivery change: **4 girls**

This section will let you know if your Virtual Booth Link OR any Girl Scouts in your troop have an order that needs to be approved or delivered. It will also let you know if any parents have turned off a cookie variety or in-person delivery in their site.

3. Troop Rewards Deadline

Troop Rewards

Troop Reward End Date

Save

If you have a need for your girls/parents to submit their rewards choices to you earlier than the council deadline, you can change this date.

4. Troop Online Sales and Marketing

Troop Sales

919 packages to go!
81 sold / 1,000 troop goal

81 sold online, 0 sold offline

Inspire someone in your Troop!

Send a Cheer

Troop's Virtual Booth Sales

Cookie Goal 34

My Progress 34 packages to go!

0 Shipped / 0 Delivery / 0 In Hand / 0 Donated / 0 Pickup

Troop Online Sales and Marketing

Total Digital Sales

Orders placed: **38**
 Packages sold: **2,015**
 Gift boxes: **8**

Online Sales by Cookie

Online Sales by Delivery

Girls Campaign Statistics

These two sections will show you the sales for the girls in your troop at a glance.

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5. Reports

Reports: Troop 12359

	All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
	Initial Order	8/24/22 Parent's due date 8/24/22 Troop due date	Get Report
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

You have four reports to view that can help you manage your girl's Digital Cookie activity.

- *All Order Data* will show you details on every order for every girl.
- *Initial Order*: Does not apply to our council.
- *Cookie Badges* will let you know if girls are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins.
- *Rewards Selection* will be helpful if your council enabled girls to select their rewards in Digital Cookie. You simply pull this report and enter their choices in Smart Cookies without needing to track down each choice for each girl in the troop.

Orders

You will see the information you need to look up order details for any order in your troop. You can then refund an order if necessary. For more information, please see the Troop Refunding Orders section of this guide.

Orders

Search for ● Orders (i)

	Customer Information	Girl/Parent	Organization
Order # <input type="text"/>	First Name <input type="text"/>	Girl First Name <input type="text"/>	Council Name <input type="text" value="Colorado"/>
Date Range <input type="text"/> to <input type="text"/>	Last Name <input type="text"/>	Girl Last Name <input type="text"/>	Council Code <input type="text" value="512"/>
Order Status <input type="text" value="Choose an option"/>	Phone <input type="text"/>	GSUSA ID <input type="text"/>	SU Name <input type="text" value="UAT 16#8799500948001"/>
Payment Status <input type="text" value="Choose an option"/>	Email <input type="text"/>	Site URL <input type="text"/>	SU ID <input type="text" value="1016"/>
		Parent Email <input type="text"/>	Troop # <input type="text" value="12359"/>

Orders Pending Validation [See List](#)

[Search](#)

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My Troop Orders

For details on the delivered orders section, view the Digital Cookie Guide for Families as the functionality works just like a Girl Scout site link.

For details on the pickup orders section, view the Troop Pick Up orders section in this guide.

Troop Cheers

Troop Volunteers can send the Girl Scouts in their troop cheers the same way the troop members can send them to each other. The difference is that girls can't cheer back to volunteers. For more details on how Cheers work, see the Cheers section of this guide.

Virtual Booths

This is your Pick Up Order section. For details on this, please view the Troop Pick Up Orders section of this guide.