

## Navigating the Dashboard

(Numbers below correspond to image on next page)

1. Work with your Troop to establish your cookie goal. You can update it anytime by clicking in the box, typing in a number, and pressing **Update**.
2. See your progress towards your goal throughout the sale under Troop Achievement
3. Check how many packages have been sold divided by the number of girls selling (Per Girl Average)
4. Compare to your Troop's PGA from the end of last year's sale.
5. Total ordered – total of initial orders, orders picked up from a cupboard or transferred in from another Troop, and direct ship packages.
6. Total Sold will include all cookies assigned to Girl Scouts either by transfers to girls or through the Smart Booth Divider.
  - Your total sold may end up being more than your total ordered if you had direct ship or virtual cookie share donations.
7. Total On-Hand in package amount and dollar amount
  - Displays inventory remaining with Troop – not assigned to Girl Scouts
8. Important due dates and sale milestones
9. Announcements from River Valleys and your Service Unit will appear as Messages.
10. View your participation and compare it to last year's numbers.
11. Financial Summary shows information such as your total sales, proceeds, and balance due.
12. Additional Sales Information
  - Sold by Channel: The way in which cookies were sold by girl.
  - Sold by Cookies: The sales of each cookie variety.
  - Girl Financial Responsibility: transfers to a girl and balance due.

**Important Note:** The dashboard is a great place to get a quick snapshot of your sale, but sometimes it experiences lags in keeping up! If you don't think your dashboard is accurately reflecting your sales numbers, then:

- Click refresh at the top of the page (circulating arrow button above Troop Dashboard)
- Check your reports, which will always give you the most accurate and up-to-date information.

Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Smart Cookies

Last Updated 12:19PM 10/20/2020

### Troop Dashboard

#### Troop Achievement

You've completed 0.00% of your goal.

5 Sold **2**

#### Troop Package Goal

**1** 0

Update my package goal [Update](#)

#### PER GIRL AVERAGE

Package per Girl Selling

This Season: **3** 5.00  
\$25.00  
Last Season: 0.00  
\$0.00

[Booth & Online Activities](#) **4**

#### INVENTORY TOTAL CHECKED

Package

This Season: **5** 933  
Last Season: 0

[Details](#)

#### TOTAL SOLD

Package

This Season: 5  
\$25.00  
Last Season: 0  
\$0.00

[Details](#) **6**

#### TOTAL ON HAND

Package

**7** 928  
\$4,640.00

[Details](#)

#### Important Dates

Action Items	Due by	Status
Initial Order created	January 22nd	Not Created
Meets Recognition Order created	April 7th	Not Created
Troop Recognition Order	April 7th	Not Created

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9** Messages

#### Tasks

**8** Initial Order due  
Due by: Jan 22nd, 2021

Initial Order due

Recognition Order due  
Due by: Apr 7th, 2021

Recognition Order due

Last Day Users may Create, Edit or Commit an Order  
Due by: Jul 31st, 2021

Last Day Users may Create, Edit or Commit an Order

#### Stats

This Season	Girl Registered		Girl Selling		Online Sales Participation	
	Count	%	Count	%	Count	%
1	100.0%	1	100.0%	N/A	N/A	
N/A	N/A	100.0%	N/A	N/A	N/A	N/A

#### Financial Summary

Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due
\$4,665.00 <b>11</b>	\$793.05	\$3,871.95	\$0.00	\$0.00	\$0.00	\$0.00	\$3,871.95

#### Sold By Channel

Cases  Packages  Cases/Packages

**12**

#### Sold By Cookies

#### Girl Financial Responsibility

[Show Girl Self Reporting](#)

#### Girl Online Activity

First Name	Last Name	Goal	Total #	Total \$	Initial Order	Net Transfer	Booth	C. Share	Smart Cookie Direct			
									Total	E-Card	Keyed	Social Link
Juliette	Gordon/Low	0	5	\$25.00	0	0	0	5	0	0	0	0

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