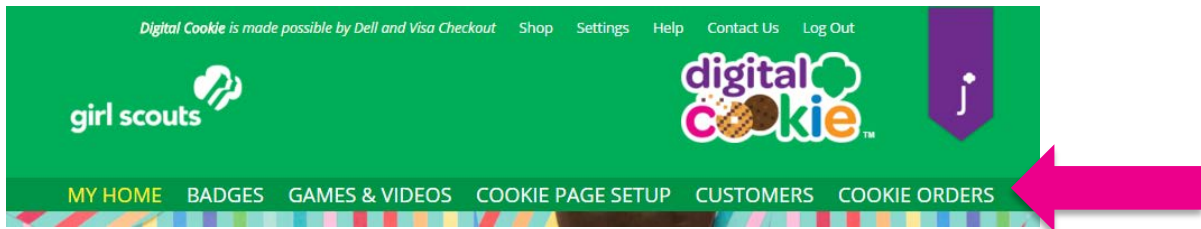


Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order that is being shipped directly to the customer and/or donated. There isn't anything you need to do (except remind your Girl Scout to send a Thank-You email), but here are things you will want to know.

1

Once you are in the Digital Cookie site, click the "cookie orders" tab to see what orders you received.



While you are in the site checking on sales, it's a great time for your girl to add customers, send follow-up emails, complete badge work or explore the great girl tools on the website. She will probably pick up some good cookie program tips along the way!

2

On the cookie orders page, you can see all of the orders that have been received. Girls can see who purchased the cookies, how many, when, if they had them shipped or donated.

All Digital Cookie Orders

3 Digital Cookie Orders Completed

Select all names on this page

[Add to Customer List](#)

Show: 10 Items ▼

Paid By	Order Number	Cookie Boxes	Order Date	Delivery Type	In Customer List
<input type="checkbox"/> Suzie G.	05024773	4	10/18/2017	Donation	
<input type="checkbox"/> Suzie G.	05024777	4	10/18/2017	Shipped	
<input type="checkbox"/> Jane D.	05024775	2	10/18/2017	Donation	

3

Clicking on the customer name for any of the orders will bring up details about what that customer ordered, including any donated boxes.

Digital Cookie Order

< Back to cookie order list

Order Details

Order Number: 05024779 Order Status: Shipments Pending
 Ship To: Jane Dow Order Type: Shipped by Mail with Donation
 Shipping Address: Order Date: 10/18/17 11:59 PM CDT
 Shipping Phone: 123-578-9200
 Customer Connection: Neighbor
 Ordered From: My Cookie Website
 Order Paid By: Jane Dow
 Billing Email: dices564-14@girlscouts.org
 Billing Phone: 123-578-9200

Cookies Selected

Samoas, 1 box	Purchased Boxes:	4	\$12.00
Thin Mints, 3 boxes	Donated Boxes:	2	\$5.00
	Subtotal:		\$17.00
	Shipping & Handling:		\$9.95
	Order Total:		\$26.95

Your troop leader has instructions on how these sales get credited to the girls' account automatically. But rest assured it is an automatic process and she gets credit for digital sales the same as any other cookie sale.

Don't forget the thank-you messages to make sure the customer becomes a repeat customer!

4

If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer's name and click "Add to Customers tab." Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

Select all names on this page **Add to Customer List** Show: 10 Items

Paid By	Order Number	Cookie Boxes	Order Date	Delivery Type	In Customer List
<input type="checkbox"/> Suzie G.	05024773	4	10/18/2017	Donation	
<input checked="" type="checkbox"/> Suzie G.	05024777	4	10/18/2017	Shipped	
<input checked="" type="checkbox"/> Jane D.	05024775	2	10/18/2017	Donation	
<input type="checkbox"/> Jane D.	05024779	6	10/18/2017	Shipped with Donation	

★ Grow your customer list! Select checkboxes for the names you want to add.