

## Troop Dashboard

Your Digital Cookie Dashboard has information that helps you support your girls and their parents in their digital cookie sales.

In addition to the digital cookie statistics for your troop at a glance, there are two sections where you can find detailed information about each girl's cookie orders.

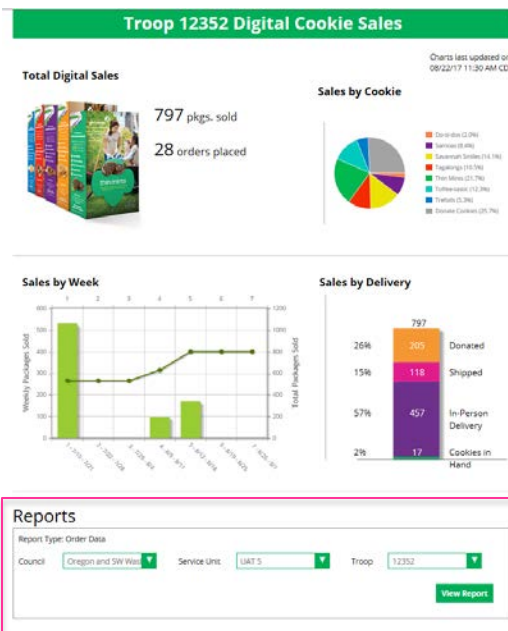
[Troop Report](#)

[Troop User Search](#)

### Troop Report

1

Below the dashboard for your troop, you will see a section labeled "Reports".



2

The Council Name, Service Unit and Troop # will be pre-filled with your troop information. Simply click the "View Report" green button and a spreadsheet will open containing all orders for your girls.

Use this report to see the type of order, varieties, and status of each order for every girl, including pending orders that still need to be approved by the parent. (If your council offers in-person delivery.)

## Troop User Search

1

The bottom of your dashboard on your home page contains a listing of all of your girls and important information on each of them. To access it, scroll to the “Troop” section.

### Troop

Council  Service Unit  Troop

Girl Scout

Your Council Name, Service Unit and Troop Number will be pre-populated for you. Just click the “Search” button.

All of the girls in your troop will populate the results.

Girl Scouts									
Girl Name	GSUSA ID	Parent Name	Parent Email	DOB	Site Live (Y/N)	Customer (Link)	Customers Emailed	# of Orders	Pending Approval
Isla Clark	9999998952	Rebecca Clark	dctest664-5@girlscouts.org	07/01/2003	N	Not Yet Available	0	0	0
Jade Jackson	000029986568UAT	Jennifer Jackson	ilovecookiesgs66@gmail.com	06/01/2006	Y	/scout/jade4833	14	25	0
Sarah Lopez	9999998953	Christina Lopez	dctest664-3@girlscouts.org	07/01/2005	N	Not Yet Available	0	0	0

2

Check that all of the girls in your troop are listed. If they don’t appear, they are not currently in eBudde. If they are missing “Parent Name”, “Parent Email” and “DOB”, that means your council was unable to upload that information for the girl.

If you see a girl missing/missing info, you can help her by contacting your council and providing the information on the girl so they can upload her and she can access Digital Cookie.

3

In the “Site Live” column, you can see if a girl has set up her site or not. If she hasn’t, you can check with her/her family to check that they got the registration email and help them understand the [Four Easy Steps to Digital Cookie](#).

Once the girl has set up her site, you can see what the customer will see by clicking on her link in the “Customer” column.

Girl Name	GSUSA ID	Parent Name	Parent Email	DOB	Site Live (Y/N)	Customer (Link)
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Sarah Lopez	9999998953	Christina Lopez	dctest664-3@girlscouts.org	07/01/2005	N	Not Yet Available

4

The last three columns contain some critical information for councils that offer in-person delivery.

Customers Emailed	# of Orders	Pending Approval
0	0	0
14	25	0
0	0	0

“Customers Emailed” will tell you how many emails the girl has sent from the Digital Cookie system. If she is copying her URL and sharing it in a separate email, that won’t be reflected in this column.

“Pending Approval” indicates how many orders for In-Person Delivery a parent has that she needs to approve within 10 days or risk losing the order.

“# of Orders” is an essential column for in-person delivery orders. Clicking on the green number in the column will bring up another screen.

5

The top of the screen gives you information on what orders need to be approved by the parent.

The next section are any orders approved that need to be delivered.

**Orders Pending Approval: 2**

Select all

Show: 5 Items

Name	Order Date	Order #	# of Boxes	Secondary Delivery	Transaction Type	# of Days left to Approve
<input type="checkbox"/> John Public	10/05/2016	05004728	12	Cancelled	Website	0
<input type="checkbox"/> Suzie Greenburg	10/05/2016	05004725	8	Cancelled	Website	0

**Orders Pending Delivery: 2**

Select all

Show: 5 Items

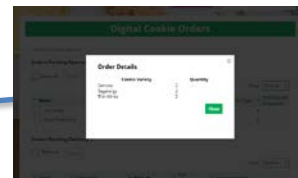
Name	Order Date	Order #	# of Boxes	Transaction Type
<input type="checkbox"/> Jenny T.	09/19/2016	00788737	9	Website
<input type="checkbox"/> Jenny T.	09/21/2016	00788878	6	Website

In both sections, you can click on the number in the “# of Boxes” column:

**Orders Pending Approval: 2**

Select all

Name	Order Date	Order #	# of Boxes
<input type="checkbox"/> John Public	10/05/2016	05004728	12
<input type="checkbox"/> Suzie Greenburg	10/05/2016	05004725	8



Which allows you to see the quantity and variety of cookies that are in each order. This would be useful if your troop were out of a variety of cookie, you could communicate to the parents not to approve orders that contain those varieties.

The bottom of the page will subtotal the orders to be delivered by variety for you:

## Orders Pending Delivery - Cookie Summary

Savannah Smiles	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Toffee-tastic
1	0	1	1	1	5	2

This allows you to order the necessary cookies for the girl, although we recommend you communicate with the parent to avoid a double order.

You can help your girls and parents have a great and successful season with digital cookie-which helps your troop's sales grow too.

**Other useful trainings:** [Troop Leader: Order Received Shipping](#)  
[Troop Leader: Order Received: In-Person Delivery](#)