

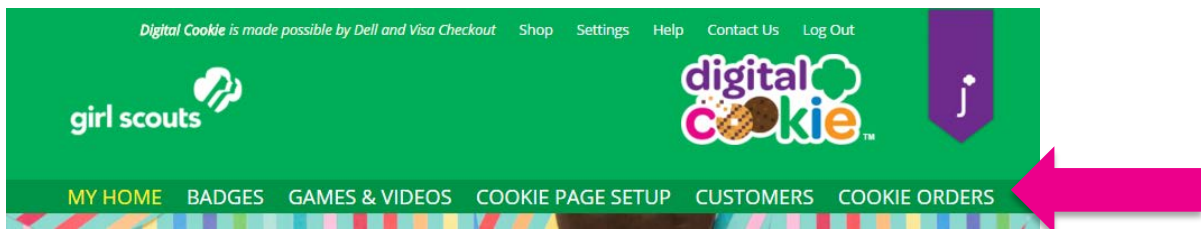
Order Received (Shipped/Donated)

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

Show: 10 Items ▼

Name	Order Number	# of Boxes	Order Date	Transaction Type	Delivery Type	In Customers tab?
<input type="checkbox"/> Suzie G.	05004733	17	10/05/2016	Website	Shipped with Donation	No
<input type="checkbox"/> Sarmistha G.	05000685	135	09/26/2016	Website	Shipped	No
<input type="checkbox"/> John H.	05004735	4	10/05/2016	Website	Shipped	No



3

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


< Back to cookie order list

My Cookie Orders Detail

Digital Cookie Order Detail

Order Number: 05004733	Order Status: Pending Shipping
Customer Name: Suzie Greenburg	Order Type: Shipped by Mail with Donation
Delivery Address: 213 main st, Denver, Colorado, 67302	Order Date & Time: 10/05/16 6:51 PM EDT
Email: ilovecookies12@gmail.com	Order Shipping Date & Time:
Customer Connection: Friend	
Ordered From: My Cookie Website	

Your Order

 Thin Mints, 12 boxes	Purchased Boxes: 12 \$48.00
	Donated Boxes: 5 \$20.00
	Subtotal: \$68.00
	Shipping & Handling: \$14.95
	Order Total: \$82.95

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!