

# Digital Cookie<sup>®</sup>

## My Cookies: Inventory by Variety

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your record of cookies received agrees with what your troop cookie volunteer has given your Girl Scout.

To learn more, go to your “My Cookies” tab.



NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are financially responsible for.

### Alicia's Cookies

[Go to Delivery Settings](#)
[View entered Initial Inventory](#)

**Alicia's Packages: 22** ←

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

**Step 1:** The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your in-person orders.

### Isabel's Cookies Inventory (Packages) ⓘ

Girls should enter the cookies they sold/delivered to customers that were not paid for in digital cookie.

My Offline Sales
0▼

[Need help? View Tutorials](#)

Current Inventory
49▼

Pending Delivery / To Approve
0▼

Inventory Needed
49▼

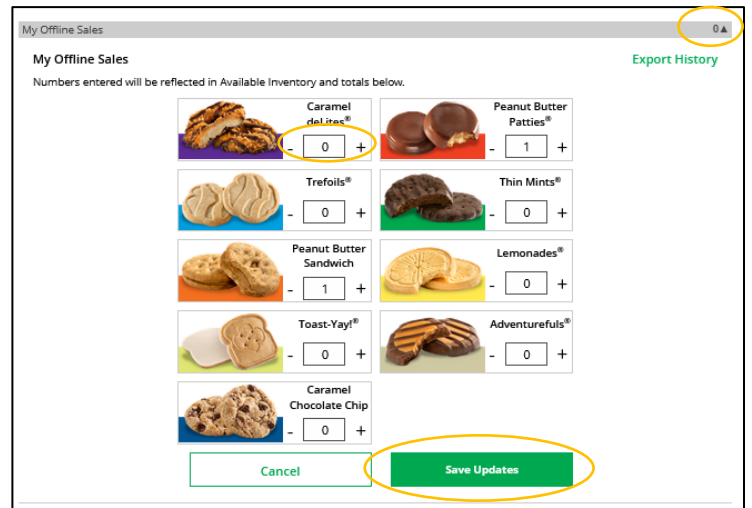
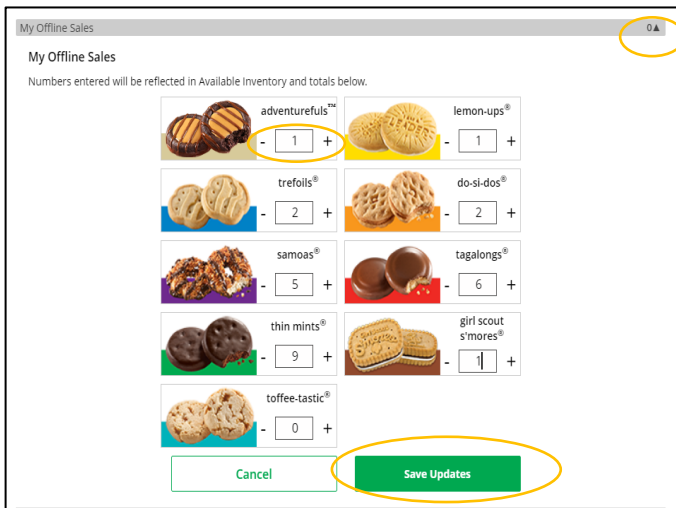
The first thing to note is “My Offline Sales”

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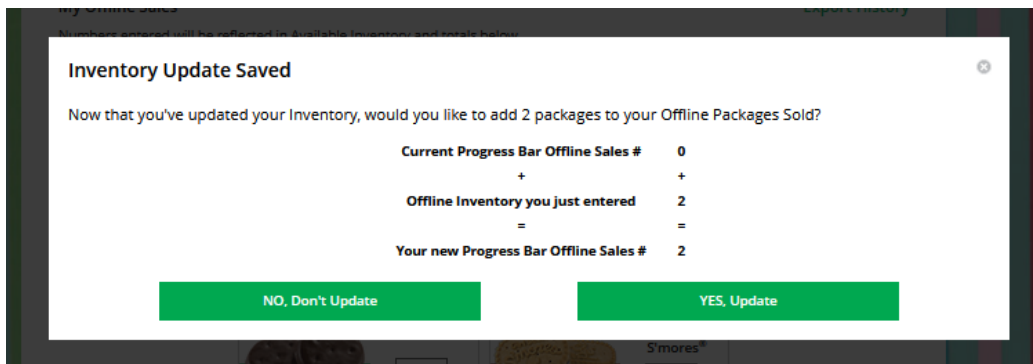
This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.

To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.

When those are entered, click “Save Updates”



Once you click Save Updates, you will be asked to confirm you want to update the inventory.



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**Step 2:** There are three other sections that calculate your inventory. The first is “Current Inventory”. Clicking the arrow next to the total number of packages will show you this information by variety.

If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.

Current Inventory		234 ▲
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>		
Variety	Available	
Peanut Butter Sandwich	0 ▼	
Peanut Butter Patties®	0 ▼	
Adventurefuls®	80 ▲	
<b>RECEIVED:</b>		
Initial Order	82	
Additional Inventory	0	
<b>DELIVERED:</b>		
Offline Sales	0	
*In Hand* App Sales	0	
Delivered Online Sales	2	
<b>CURRENT INVENTORY</b>	<b>80</b>	
Caramel Chocolate Chip	0 ▼	
Trefoils®	0 ▼	
Toast-Yay!®	78 ▼	
Lemonades®	76 ▼	
Cookie Share	0 ▼	
Thin Mints®	0 ▼	
Caramel deLites®	0 ▼	
<b>TOTAL</b>	<b>234 ▼</b>	


Current Inventory		6 ▲
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>		
Variety	Available	
Thin Mints®	4 ▲	
<b>RECEIVED:</b>		
Initial Order	4	
Additional Inventory	0	
<b>DELIVERED:</b>		
Offline Sales	0	
*In Hand* App Sales	0	
Delivered Online Sales	0	
<b>CURRENT INVENTORY</b>	<b>4</b>	
Trefoils®	0 ▼	
Samoas®	0 ▼	
Do-si-dos®	0 ▼	
Tagalongs®	2 ▼	
Toffee-tastic®	0 ▼	
Girl Scout S'mores®	0 ▼	
Lemon-Ups®	0 ▼	
Adventurefuls®	0 ▼	
<b>TOTAL</b>	<b>6 ▼</b>	

The “Received” numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.










The “Delivered” section will reflect the Offline Sales the Girl Scout has entered above, any sales the Girl Scout made on her Mobile app using the “Give Cookies to Customer Now” feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.






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**Step 3:** The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve. Expanding each variety will show you how many orders are approved and how many are needing to be approved with how much inventory you need for each of those categories.

Pending Delivery / To Approve 19▲	
Variety	Pending
 Thin Mints®	10▼
 Trefoils®	4▼
 Adventurefuls®	5▼
<b>TOTAL</b>	<b>19▼</b>

**Step 4:** The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.

Inventory Needed 9▲	
Variety	Available
 Thin Mints®	5▲
Current Inventory	5
Pending	10
<b>TOTAL NEEDED</b>	<b>5</b>
 Trefoils®	2▼
 Samoas®	0▼
 Do-si-dos®	0▼
 Tagalongs®	0▼
 Toffee-tastic®	0▼
 Girl Scout S'mores®	0▼
 Lemon-Ups®	0▼
 Adventurefuls®	2▼

Inventory Needed 25▲	
Variety	Available
 Peanut Butter Patties®	6▼
 Adventurefuls®	2▼
 Caramel Chocolate Chip	1▼
 Thin Mints®	14▼
 Caramel deLites®	2▼

Expanding any of the sections that show a number will show you how many you need and why. If you see a number for a variety in this column, be sure you can get the cookies you need before approving an order for a customer.

If you have questions about any of the numbers of received orders listed in your Current Inventory, ask your Troop Cookie Volunteer for more information.

Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.