

Digital Cookie®

My Cookies: Inventory by Variety

Inventory tracking is a great tool in Digital Cookie, but if you/your Girl Scout are new to the cookie program and have a fairly simple sale planned, this tool might make cookies feel harder than it is. This section is better suited to Girl Scouts with large quantities of inventory to manage who are likely making multiple re-supplies.

To explore or use this tool, go to your “My Cookies” tab.



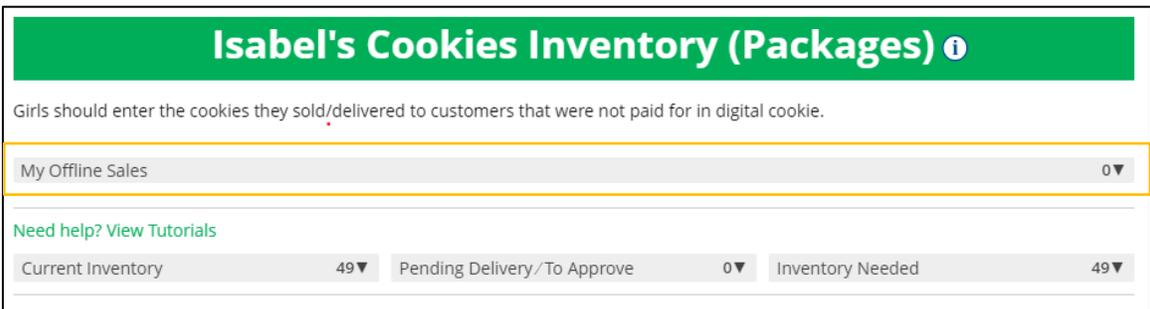
NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are financially responsible for.



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.

Step 1: Offline Sales

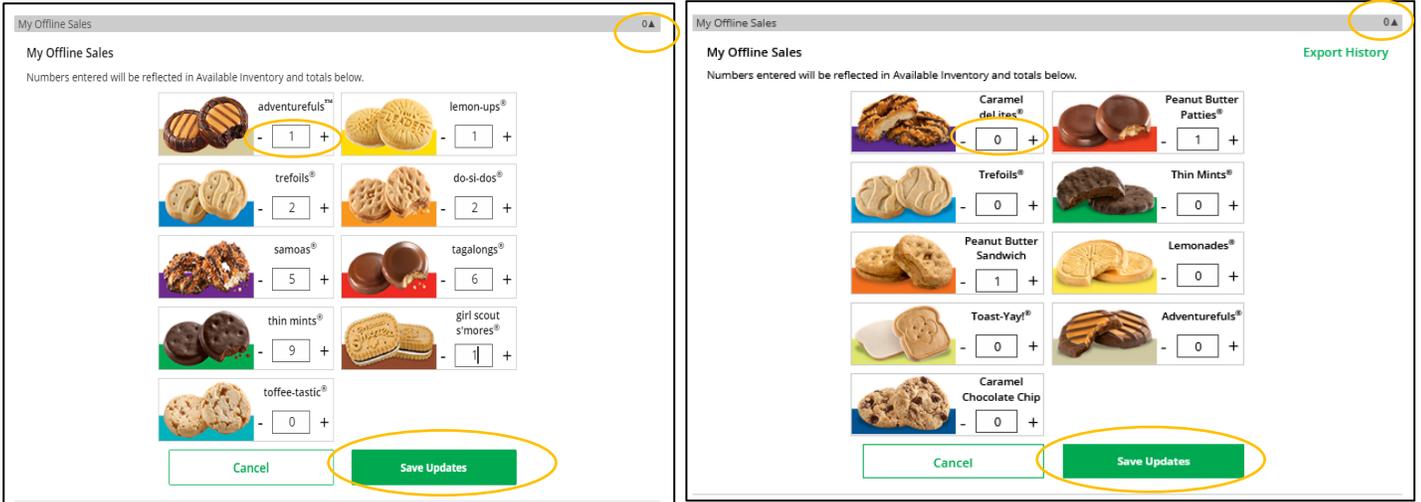
Offline Sales need to be updated by the Girl Scout and caregiver when a customer pays for cookies by cash or check. If they are not entered in this section, they will not be removed from your inventory count and your totals will not be correct.



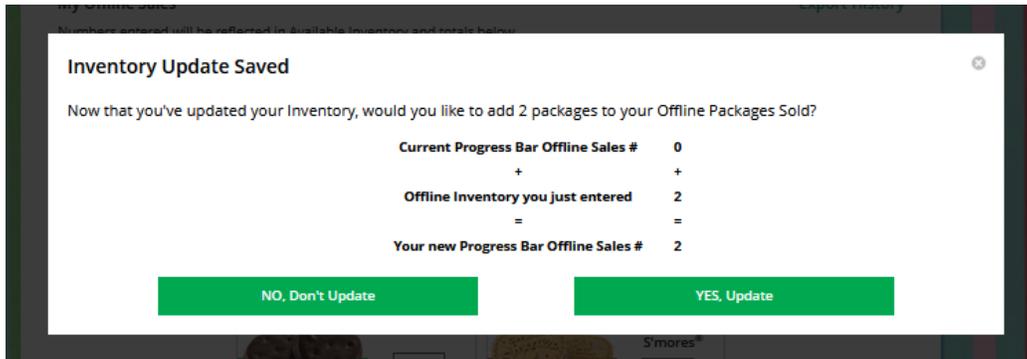
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To enter offline sales, click the down arrow by the number of packages on the right side of the bar to drop down the offline sales section.

Use the plus and minus buttons to enter the totals for each cookie variety. When those are entered, click “Save Updates”



Once you click Save Updates, you will be asked if you would like the Girl Scout's progress bar updated as well.



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Step 2: Current Inventory

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.

Variety	Available
Peanut Butter Sandwich	0 ▼
Peanut Butter Patties®	0 ▼
Adventurefuls®	80 ▲
RECEIVED:	
Initial Order	82
Additional Inventory	0
DELIVERED:	
Offline Sales	0
In Hand App Sales	0
Delivered Online Sales	2
CURRENT INVENTORY	80
Caramel Chocolate Chip	0 ▼
Trefoils®	0 ▼
Toast-Yay!®	78 ▼
Lemonades®	76 ▼
Cookie Share	0 ▼
Thin Mints®	0 ▼
Caramel deLites®	0 ▼
TOTAL	234 ▼

Variety	Available
Thin Mints®	4 ▲
RECEIVED:	
Initial Order	4
Additional Inventory	0
DELIVERED:	
Offline Sales	0
In Hand App Sales	0
Delivered Online Sales	0
CURRENT INVENTORY	4
Trefoils®	0 ▼
Samoas®	0 ▼
Do-si-dos®	0 ▼
Tagalongs®	2 ▼
Toffee-tastic®	0 ▼
Girl Scout S'mores®	0 ▼
Lemon-Ups®	0 ▼
Adventurefuls®	0 ▼
TOTAL	6 ▼

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 the Mobile app using the “Give Cookies to Customer Now” feature, and any in-person delivery orders that have been delivered and marked delivered to the customer on the orders tab.

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Step 3: Pending Delivery/To Approve

The next section will show how many cookies you need to fill in-person delivery orders you have approved and any for orders yet to be approved.

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 ▼
TOTAL	19 ▼

Pending Delivery / To Approve 26 ▲	
Variety	Pending
 Thin Mints®	9 ▲
Unapproved (Online Delivery)	0
Undelivered (Online Delivery)	9
CURRENT PENDING	9
 Peanut Butter Patties®	7 ▼
 Caramel deLites®	4 ▼
 Peanut Butter Sandwich	6 ▼
TOTAL	26 ▼

Step 4: Inventory Needed

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
TOTAL NEEDED	5
 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.