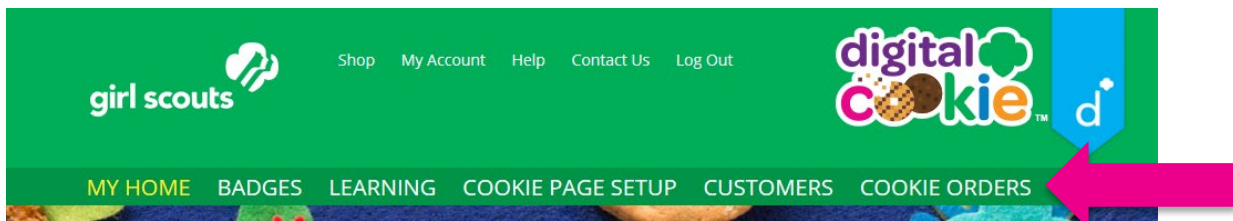


## Order Received (Shipped/Donated)

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.

Digital Cookie Online Orders						
COMPLETED Digital Cookie online orders: 5						
<input type="checkbox"/> Select all <input type="button" value="Add to Customer List"/>		Show: 10 Items				
<input type="checkbox"/>	Paid By	Order Number	Cookie Boxes	Order Date	Delivery Type	In Customer List
<input type="checkbox"/>	Suzanne Methow	05055079	6	10/12/2018	Shipped with Donation	
<input type="checkbox"/>	Susan Campbell	05055075	5	10/12/2018	Shipped	
<input type="checkbox"/>	Oscar Jansen	05055077	4	10/12/2018	Shipped	
<input type="checkbox"/>	Leader Test	05055074	12	09/12/2018	Delivered with Donation	<input checked="" type="checkbox"/>

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 Detail**

**Order Number:** 05055079      **Order Status:** Shipment Pending

**Ship To:** Suzanne Methow      **Order Type:** Shipped with Donation

**Shipping Address:** 4698 NW Piper Way  
Oklahoma City, Oklahoma 73102      **Order Date:** 10/12/18 10:53 AM CDT

**Shipping Phone:** 287-302-7308      **Shipped Date:**

**Customer Connection:** Cookie Booth      **Tracking #:**

**Ordered From:** My Cookie Website

**Order Paid By:** Suzanne Methow

**Billing Email:** dctest512-6@girlscouts.org

**Billing Phone:** 287-302-7308

**Cookies Selected**

- Samoas, 2 boxes
- Girl Scout S'mores, 1 box
- Thin Mints, 2 boxes

SUMMARY	
Purchased Boxes: 5	\$25.00
Donated Boxes: 1	\$4.00
Subtotal:	\$29.00
Shipping & Handling:	\$9.25
Order Total:	\$38.25
Girl Credit:	6 boxes

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 to have your Girl Scout send 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.

**Digital Cookie Online Orders**

COMPLETED Digital Cookie online orders: 5

Select all      **Add to Customer List**      Show: 10 Items

<input checked="" type="checkbox"/>	Paid By	Order Number	Cookie Boxes	Order Date	Delivery Type	In Customer List
<input checked="" type="checkbox"/>	Suzanne Methow	05055079	6	10/12/2018	Shipped with Donation	<input type="checkbox"/>
<input type="checkbox"/>	Susan Campbell	05055075	5	10/12/2018	Shipped	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Oscar Jansen	05055077	4	10/12/2018	Shipped	<input type="checkbox"/>