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

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

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**

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.

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.

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.

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.

<table>
<thead>
<tr>
<th>Girl Name</th>
<th>GSUSA ID</th>
<th>Parent Name</th>
<th>Parent Email</th>
<th>DOB</th>
<th>Site Live (Y/N)</th>
<th>Customer (Link)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isla Clark</td>
<td>9999998952</td>
<td>Rebecca Clark</td>
<td><a href="mailto:dctest664-5@girlscouts.org">dctest664-5@girlscouts.org</a></td>
<td>07/01/2003</td>
<td>N</td>
<td>Not Yet Available</td>
</tr>
<tr>
<td>Jade Jackson</td>
<td>00002986568UAT</td>
<td>Jennifer Jackson</td>
<td><a href="mailto:ilovecookiesgs6@gmail.com">ilovecookiesgs6@gmail.com</a></td>
<td>06/01/2006</td>
<td>Y</td>
<td>scout/jade4833</td>
</tr>
<tr>
<td>Sarah Lopez</td>
<td>9999998953</td>
<td>Christina Lopez</td>
<td><a href="mailto:dctest664-3@girlscouts.org">dctest664-3@girlscouts.org</a></td>
<td>07/01/2005</td>
<td>N</td>
<td>Not Yet Available</td>
</tr>
</tbody>
</table>

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

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“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.

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

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

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

<table>
<thead>
<tr>
<th>Savannah Smiles</th>
<th>Toffee-tastic</th>
<th>Do-si-dos</th>
<th>Samoas</th>
<th>Tagalongs</th>
<th>Thin Mints</th>
<th>Toffee-tastic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

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