

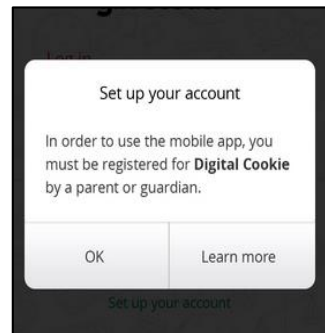
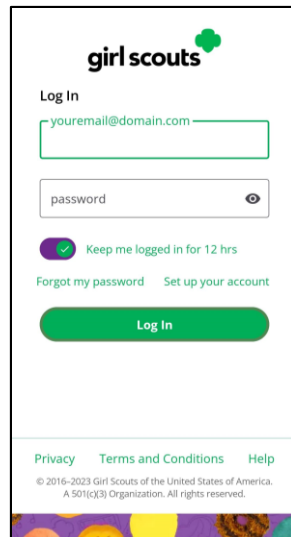
# Digital Cookie<sup>®</sup>

## Mobile App

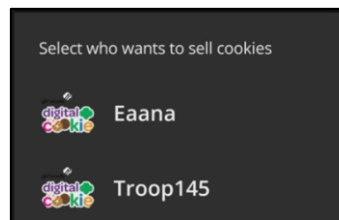
Girl Scouts and troop volunteers can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app." Users should download a new version of the app every year.

The same email and password used to access Digital Cookie is the same to log into the mobile app. **Note: The app will only work if the Girl Scout/Troop's Digital Cookie website is set up and approved, and the council mobile app access date has started.**



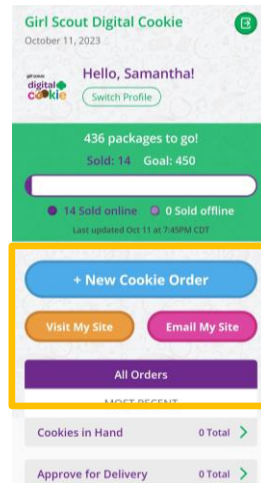
Once a user is logged into the app they see the different accounts available. The user will select which account they want to use. The [Girl Scout view](#) is used to take sales on behalf of a specific Girl Scouts. The [Troop view](#) is used to take sales on behalf of the troop and not an individual, for example at a troop booth.



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## Logged in as Girl Scout

From the home page, the user can select “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.”



**Email My Site** is used to send their cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

EMAIL MY SITE

ASK YOUR CUSTOMER:

Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season.

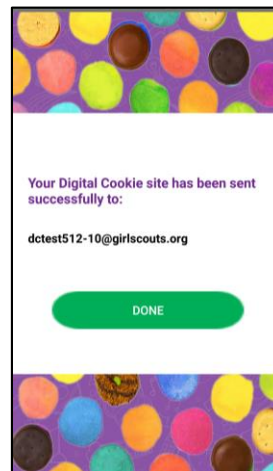
First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

[See our privacy statement](#)

**SEND EMAIL**



The customer's information will populate into the Girl Scout's Customer tab in Digital Cookie under the Mobile App section. The Girl Scout will need to add the customer to their list prior to sending additional emails or to keep the customer for future seasons.

Mobile App: Names to add to your customer list

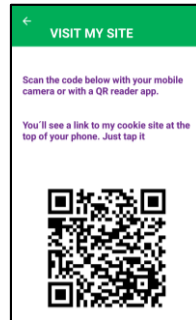
Select All    Add to Customer List    Delete Name    Show 5 Items

Name	Email Address	Last Emailed
<input type="checkbox"/> Jillian loowhit	dctest512-4@girlscouts.org	10/10/2023

Total names to add: 1

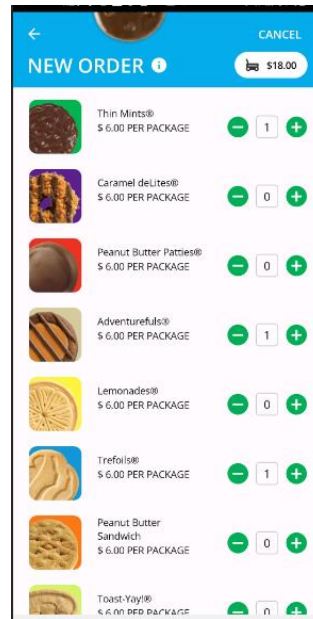
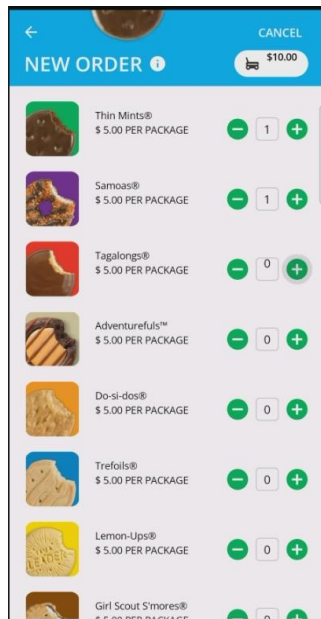
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**Visit My Site** is used to see the Girl Scout's QR code. Girl Scouts can then show the customer their phone for the customer to scan the QR code which will take them directly to the Girl Scout's site to make a purchase.

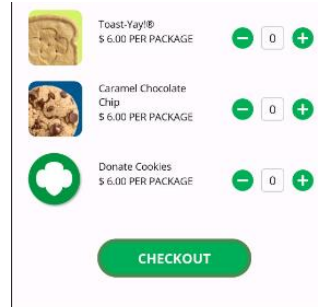
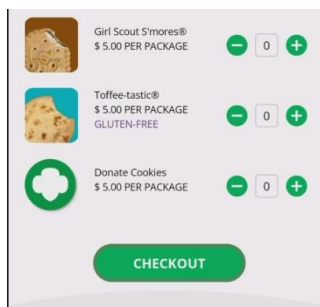


**New Cookie Order** is used to take cookie orders directly through the app.

**Step 1:** Click the New Cookie Order button to be taken to the order screen to enter which cookies the customer wants to order by using the “+” and “-” buttons.

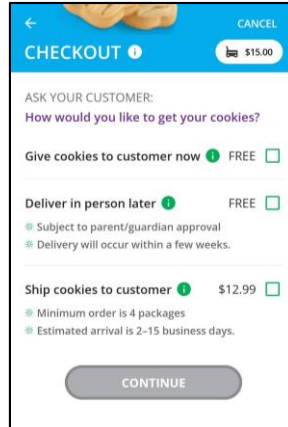


Once the correct number of cookies have been selected the Girl Scout will click the “CHECKOUT” button.

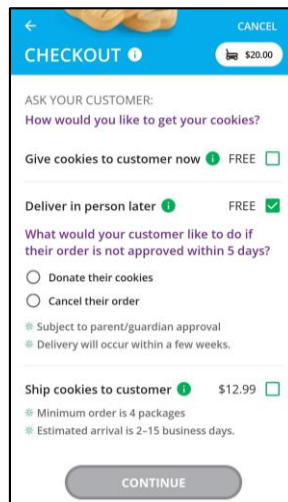


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**Step 2:** Select how the customer would like to receive their cookies. Options may vary based on what the council is making available. After marking the selection, click continue.



If deliver in person later is selected, the Girl Scout will need to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. Once the selection is made, she can continue with the checkout process.

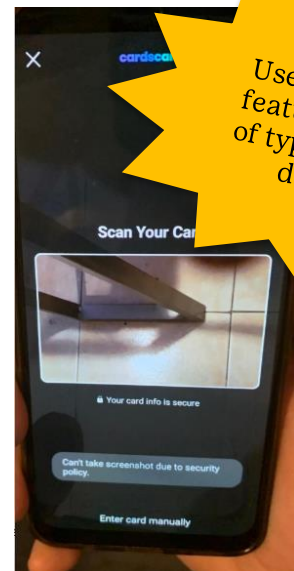


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**Step 3:** Review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to.

For in hand orders (give cookies to customer now), an address is not required, only the customer's name, email address, and billing Zip Code.

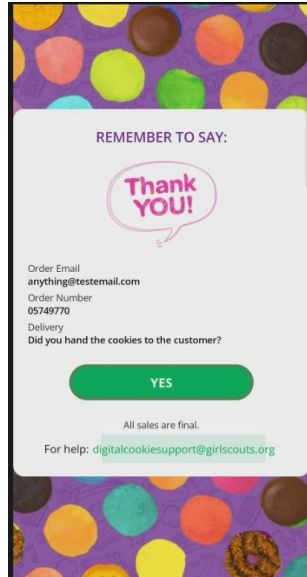


Use Scan Card feature instead of typing all the details.

After completing the required info, click review or place order depending on the order type.

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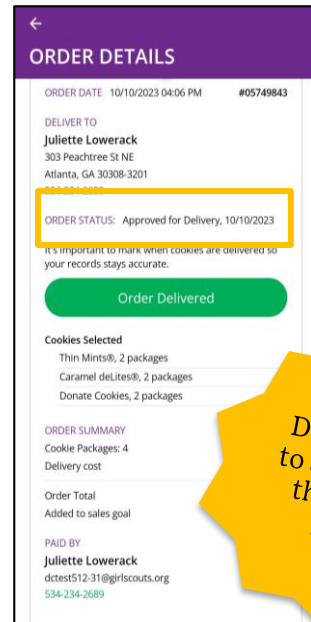
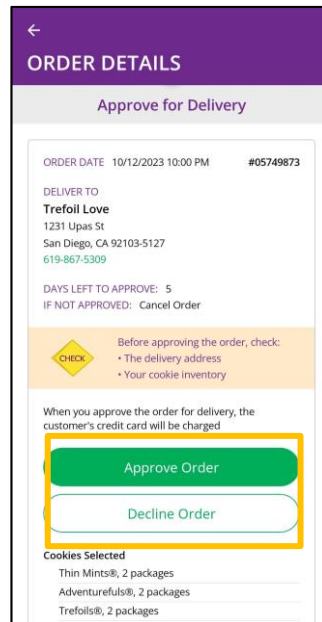
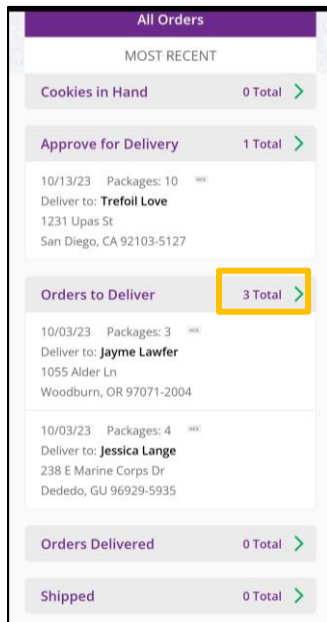
Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!



**All Orders** is used to view all of the orders visible by delivery method.

**Step 1:** Click the green arrow to view all orders under that specific delivery method.

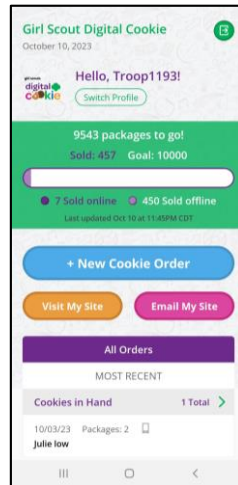
**Step 2:** See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.



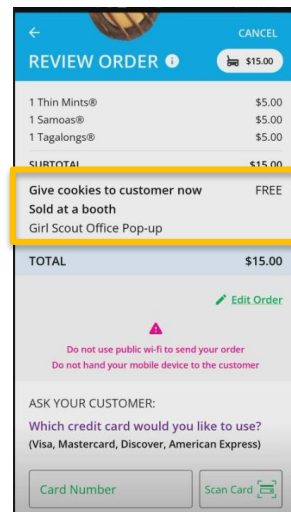
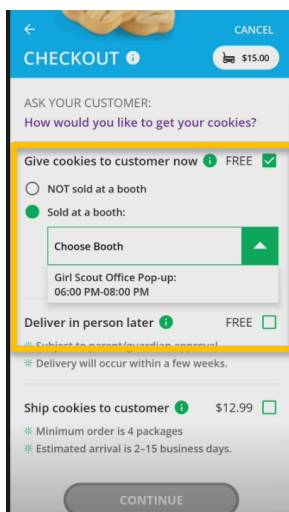
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## Logged in as Troop

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.” Many of the steps taken as a Girl Scout are the same as a troop. This section will focus on the different functionality.



**New Cookie Order:** When processing a new order, during the checkout steps, if the selection “Give cookies to customer now” is selected the user will see additional options. Depending on the council’s settings, once a user has selected “Sold at a booth” they may be able to select that specific booth. When reviewing the order users can see which booth was selected.



**Approving orders:** all users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.