

Digital Cookie®

Using the Digital Cookie Mobile App: A Training Guide for Caregivers and Girl Scouts

This guide provides Girl Scouts and families with a step-by-step instructions for using the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's Digital Cookie storefront.

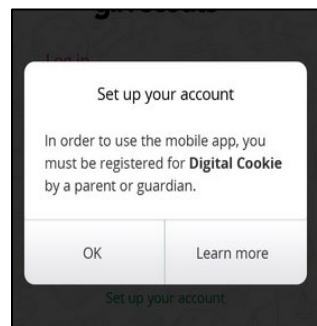
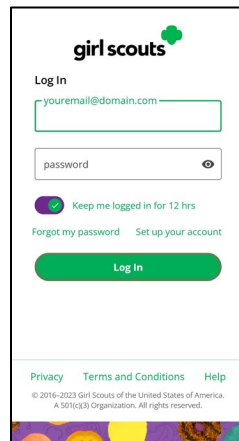
Additional Resources: [Using the Mobile App Video](#)

Step 1: Download the App

Download the free Digital Cookie Mobile App from the [App Store \(iphone\)](#) or [Google Play](#) (Android). Search for "Digital Cookie Mobile App." Be sure to download the latest version or update the app each year to ensure full functionality.

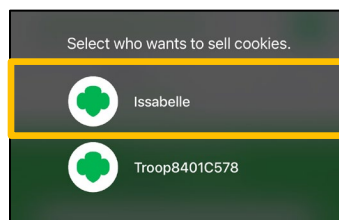
Step 2: Log In

Use the same email and password associated with your Digital Cookie account to log in to the mobile app. ***The app will function only after the Girl Scout's Digital Cookie site is set up and approved, and the council's mobile app access date has begun.***

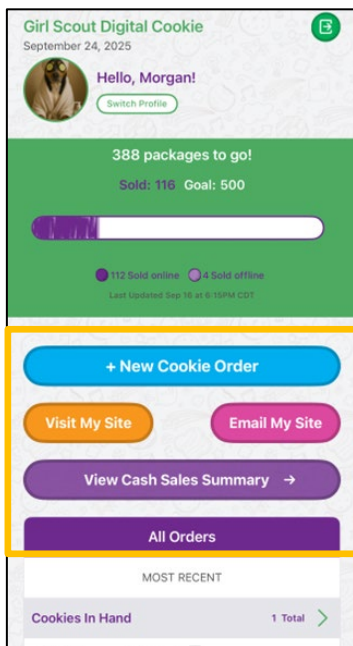


Step 3: Select the Girl Scout Role

After logging in, you may see multiple accounts listed for your Girl Scout(s) and troop(s). This guide focuses on the **Girl Scout role**. For instructions on using the **Troop role**—typically used at cookie booths—refer to the [Mobile App Booths Tip Sheet](#). To begin, select the Girl Scout's name.



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Home Page Features

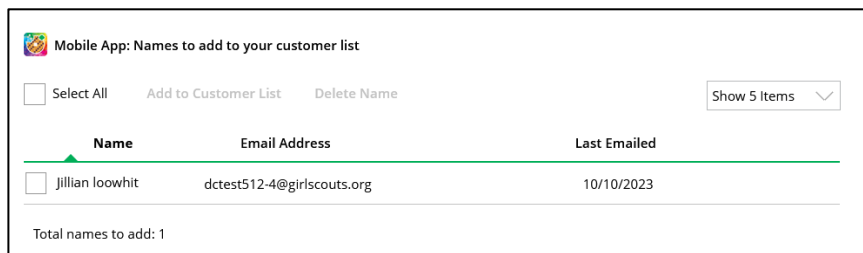
From the home page, you can access the following features:

- [New Cookie Order](#) – Place orders directly through the app.
- [Visit My Site](#) – Display the Girl Scout's cookie site QR code for customers to scan and purchase cookies.
- [Email My Site](#) – Send the cookie link to potential customers via email.
- [View Cash Sales Summary](#) – Review the total cash collected for the day, including a breakdown by cookie variety.
- [All Orders](#) – View and manage all orders by delivery method.

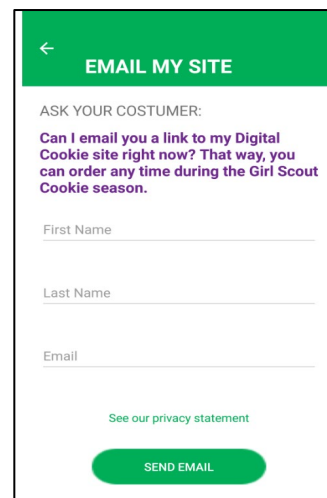
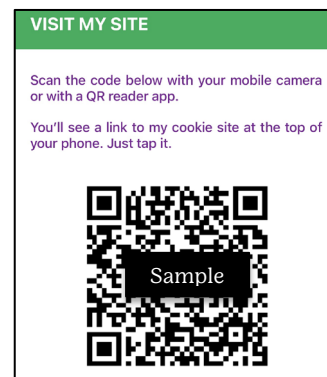
Email My Site

Use this feature to send your cookie link to potential customers who aren't ready to purchase immediately. Enter the customer's contact information to send the link. The customer will receive an email with a direct link to your cookie site.

Customer information will appear in the Customer tab under the Mobile App section. To send follow-up emails or retain the customer for future seasons, add them to your customer list.



Visit My Site

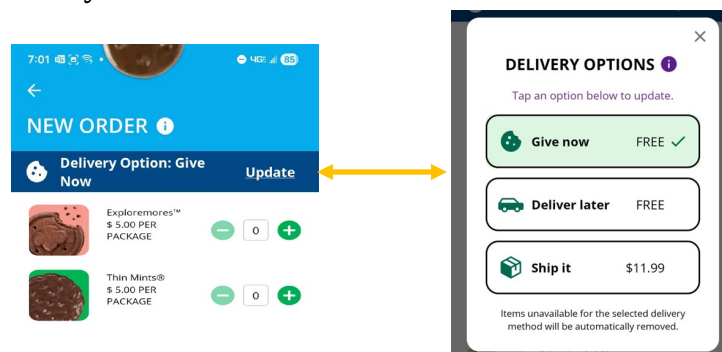


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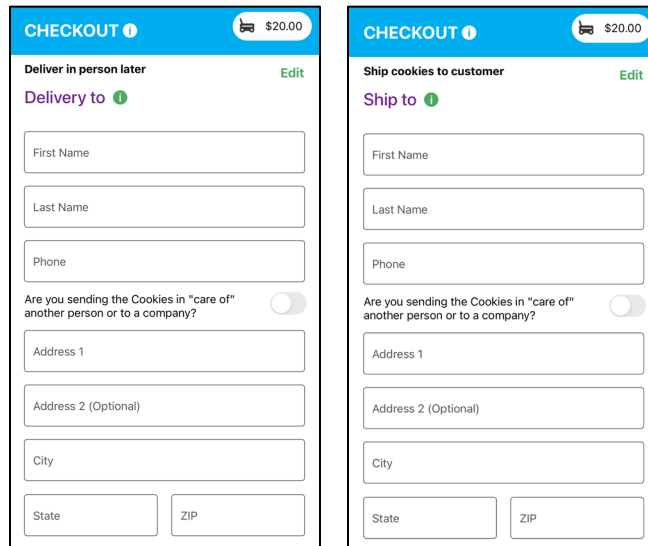
New Cookie Order

Use this feature to take cookie orders directly through the app.

1. Click 'New Cookie Order' to open the order screen.
2. Review Delivery Option – Defaults to 'Give Now' or last selected. Tap 'Update' to change. Note: Deliver later orders still need to be approved within five days or the order will be canceled.



3. Select Cookie Quantities – Use '+' and '-' buttons, then click 'Checkout'.
4. Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. For 'Give Now', customer info is optional.



The image shows two screenshots of the 'CHECKOUT' screen. The left screenshot is for 'Deliver in person later' and shows a form with fields for 'First Name', 'Last Name', 'Phone', 'Address 1', 'Address 2 (Optional)', 'City', 'State', and 'ZIP'. There is also a toggle switch for 'Are you sending the Cookies in "care of" another person or to a company?'. The right screenshot is for 'Ship cookies to customer' and shows a similar form with the same fields. Both screens have a total of \$20.00 displayed at the top right.

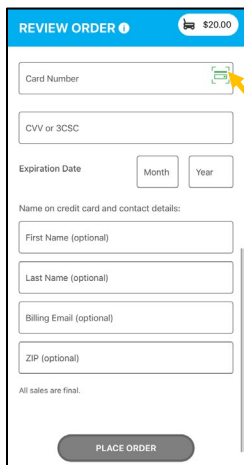
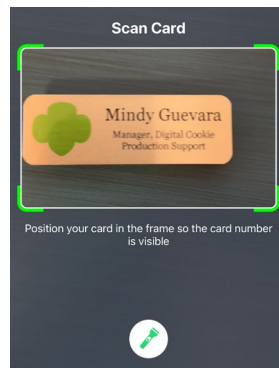
Note: Cash payment is only available for 'Give Now' orders

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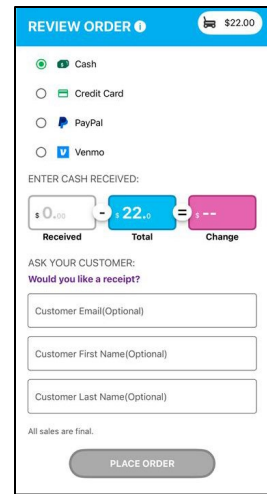
Payment Methods

Cash – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

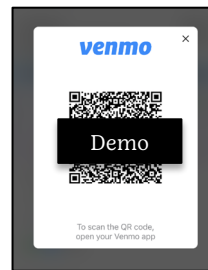
Credit Card – Enter or scan card details. Contact info is optional but useful for receipts or issues.

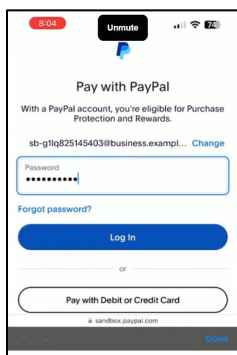
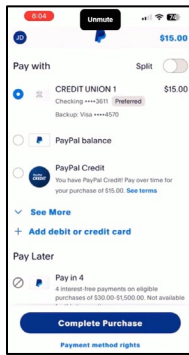
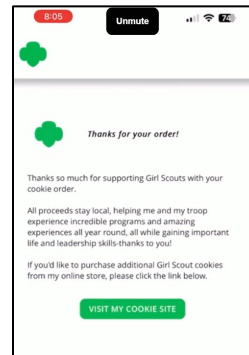
Tip: Have good lighting and double check the numbers before placing the order.



PayPal/Venmo – After clicking Place Order, a QR code appears for the customer to scan and complete payment.



Customers must log in to their account from their phone to complete the order.

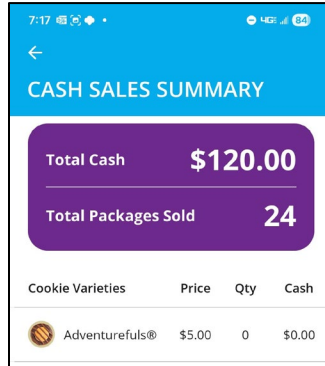




Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!

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View Cash Sales Summary

View a snapshot of the amount of cash that has been collected.



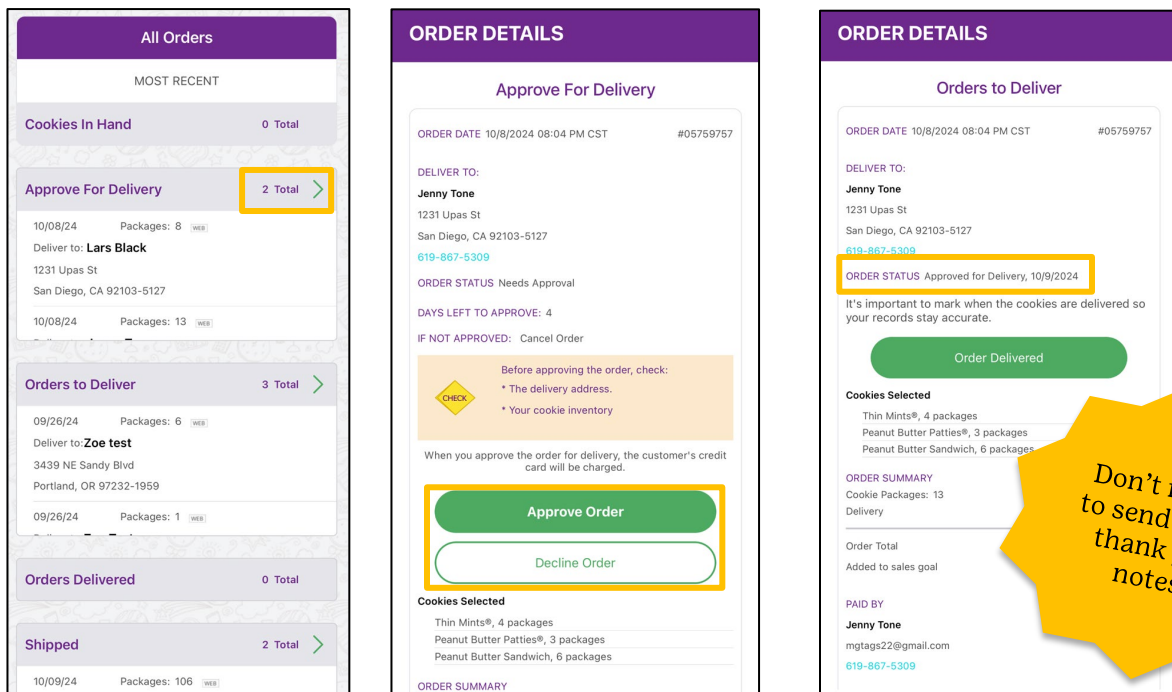
Cookie Varieties	Price	Qty	Cash
Adventurefuls®	\$5.00	0	\$0.00

All Orders

Use this feature to view and manage all orders 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.



All Orders

MOST RECENT

Cookies In Hand 0 Total

Approve For Delivery 2 Total >

10/08/24 Packages: 8 WEB
Deliver to: **Lars Black**
1231 Upas St
San Diego, CA 92103-5127

10/08/24 Packages: 13 WEB

Orders to Deliver 3 Total >

09/26/24 Packages: 6 WEB
Deliver to: **Zoe test**
3439 NE Sandy Blvd
Portland, OR 97232-1959

09/26/24 Packages: 1 WEB

Orders Delivered 0 Total

Shipped 2 Total >

10/09/24 Packages: 106 WEB

ORDER DETAILS

Approve For Delivery

ORDER DATE 10/8/2024 08:04 PM CST #05759757

DELIVER TO:
Jenny Tone
1231 Upas St
San Diego, CA 92103-5127
619-867-5309

ORDER STATUS Needs Approval

DAYS LEFT TO APPROVE: 4

IF NOT APPROVED: Cancel Order

Before approving the order, check:
* The delivery address.
* Your cookie inventory

When you approve the order for delivery, the customer's credit card will be charged.

Approve Order

Decline Order

Cookies Selected
Thin Mints®, 4 packages
Peanut Butter Patties®, 3 packages
Peanut Butter Sandwich, 6 packages

ORDER SUMMARY

Orders to Deliver

ORDER DATE 10/8/2024 08:04 PM CST #05759757

DELIVER TO:
Jenny Tone
1231 Upas St
San Diego, CA 92103-5127
619-867-5309

ORDER STATUS Approved for Delivery, 10/9/2024

It's important to mark when the cookies are delivered so your records stay accurate.

Order Delivered

Cookies Selected
Thin Mints®, 4 packages
Peanut Butter Patties®, 3 packages
Peanut Butter Sandwich, 6 packages

ORDER SUMMARY
Cookie Packages: 13
Delivery

Order Total
Added to sales goal

PAID BY
Jenny Tone
mgtags22@gmail.com
619-867-5309

Don't forget to send those thank you notes!