

Digital Cookie®

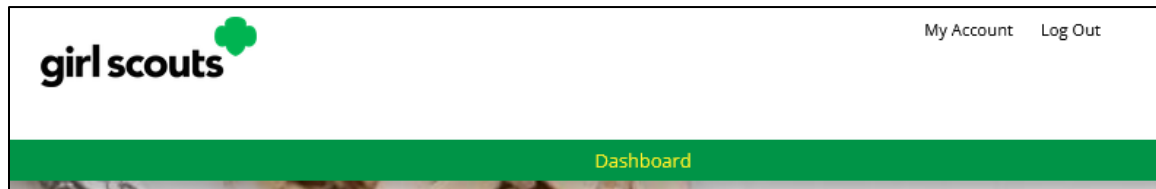
Service Unit Volunteer Access

Service unit volunteers can use **Digital Cookie** to:

- Monitor their service unit's digital sales
- Run **Order Data reports** for troops
- Check if a Girl Scout has registered and set up her site

Getting Started

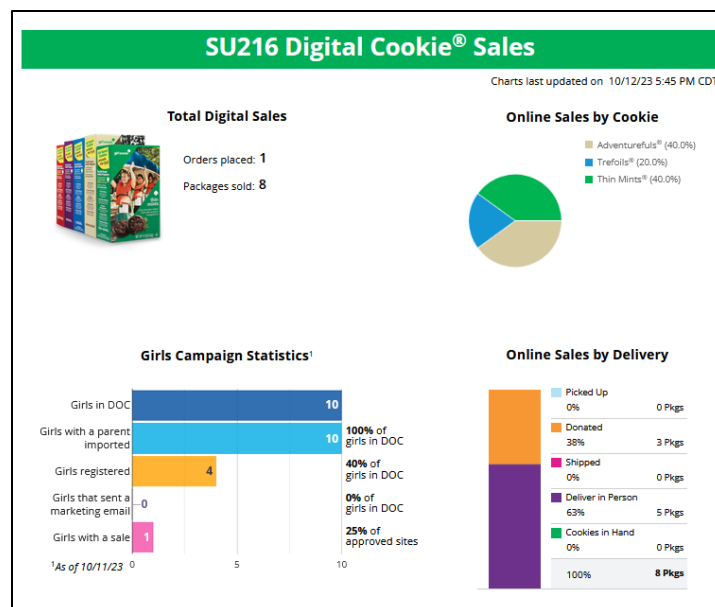
- Use the link in your **registration email** (see the *Volunteer Login Tip Sheet*).
- Once logged in, you will see your Dashboard.



Dashboard Overview

Online Sales and Marketing

- Displays a roll-up of data from all troops in your service unit.
- Great for tracking troop progress throughout the season.



Digital Cookie®

Troop Reports

Pull reports of orders by troop.

Reports

Report Type: Order Data

Council Orange County - UAT
 Service Unit SU216
 Troop Choose an Option

[View Report](#)

The **Order Data report** includes details such as:

- Troop Number
- Girl Scout first and last name
- Order details
 - Order number
 - Order date
 - Order type
 - Sold by name
 - Billing name
 - Shipping name
 - Gift box qty
 - Each cookie variety qty
 - Donation qty
 - Total packages
 - Total cost
 - Refunded packages
 - Shipping cost
 - Order/payment status
 - Order incl. in GS IO
 - Date order approved
 - Date order rejected
 - Delivery mode
 - Customer's second choice
 - Transaction Type
 - Sold at Both

Girl Scouts

Search for **all Girl Scouts in a troop** or a **specific Girl Scout** in your service unit.

View:

- Whether the site is set up
- Digital Cookie link
- Email activity
- Packages sold
- Orders pending approval

Girl Search

To see troop information on girls, click "See Details"

Council Orange County - UAT
 Service Unit SU216
 Troop 1073

Girl Scout
[Reset](#)
[See Details](#)

Girl Name	GSUSA ID	Parent Name	Parent Email	DOB	Site Live (Y/N)	Customer (Link)	Customers Emailed	# of Pkgs	Orders Pending Approval
ccGrG atahLhkc	106433924	hhlhkh arkohLoh	7lohp7r6y4apo@ll-lal.ccc	04/02/2011	Y	ccgrg46999953	0	8	0