

Digital Cookie®

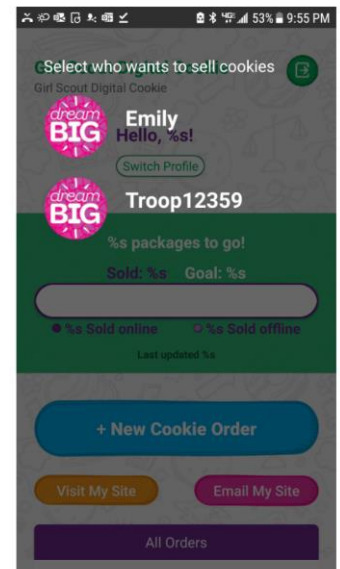
Mobile App Orders

Step 1: Search for “Digital Cookie Mobile app” in the Apple App Store or Google Play store and download the app.

Step 2: Use the same login and password that you use to access your Digital Cookie site..

Step 3: Select where you want the sales to go:

- Troop:
 - Use for **all** cookie booths.
 - Troop Cookie Program Coordinators will record the sale in eBudde by using the Record Sale button on the Booth Sales tab or the +DOC Payment button under the Troop Site on the Girl Orders tab.
- Individual Girl Scout:
 - Payment information will appear under the Girl Scout on the Girl Orders tab.
 - Use when a Girl Scout is taking payments for Initial Order packages, participating in a walkabout or taking other additional in person orders.
 - Troop Cookie Program Coordinators will record the packages from the sale in eBudde by using the Record Sale button on the Booth Sales or the +Order button on the Girl Orders tab.



Note: All users will see the troop listed to choose from – if not, the site was likely not set up fully. Troop Cookie Coordinators will find instructions [here](#).

Step 4: Select “ New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.”

New Cookie Order

1. Scroll down through the cookie varieties and use “+” and “-” buttons to enter quantity of cookies the customer wants to order.
2. Click “Checkout.”
3. Indicate what type of order it is and select the “continue” button.
4. Complete the required info and click “Review Order.”
5. Confirm the order with the customer then scroll down and input the payment information from the customer by typing in the card number or clicking the “Scan Card” and letting the phone input the numbers from the customer’s card.
6. Click “Place Order.”

Visit My Site

This displays a QR code that a customer can scan to go directly to your Digital Cookie site to make a purchase.

Email My Site

Use this when a customer would like to purchase cookies but can't complete a transaction at the immediate time.

1. Enter the customer's name and email address and in the app.
2. The customer will be sent an email to purchase cookies and the person's information will populate the girl's customer tab.
3. The customer will show up in the "Email My Site" section at the bottom of the customer list.

All Orders

Tap on the "All Orders" or scroll to see all of your orders visible by delivery method.

1. To see the details for an order, click on the green arrow to view the section of orders to approve.
 2. Select the order you want to view and click the green arrow next to the order.
 3. The details for the order will appear and you can review the order and see its status.
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Initial Order Payments

Girl Scouts can use the Digital Cookie app to take credit card payments for Initial Orders received on their paper order cards.

Remember: *All orders placed for Girl Delivery through Digital Cookie during the Initial Order phase were prepaid for and do not require payment upon delivery.*

1. Open the app and select the Girl Scout when prompted.
2. Click "New Cookie Order."
3. Enter the customer's Initial Order and payment information and click "Place Order."
4. The payment will automatically be credited to the Girl Scout and deduct from her balance due to the troop. No additional action is needed by the caregiver or Troop Cookie Program Coordinator because the Girl Scout was already given credit for the packages sold when her Initial Order totals from her paper order card were submitted.