Digital Cookie®

My Cookies: Inventory by Variety

Prefer a video? A step-by-step demonstration is available [here](#).

The **Inventory by Category** tool in Digital Cookie helps track cookie inventory throughout the sale.

Tip: If you're new to the cookie program or managing a small inventory, this feature may feel complex. It's best suited for Girl Scouts handling large quantities or multiple re-supplies.

Step 1: Log into Digital Cookie
- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Cookies** link from the menu icon.

Step 2: Overview
The top of the inventory dashboard shows the **total number of packages allocated to your Girl Scout by the troop cookie volunteer**.

This may include booth or troop sales and is **not the same as the number of cookies you personally have on hand**.

Step 3: View Current Inventory
- Click the **arrow** next to the total number of packages to view inventory by variety.
- Expand any variety to see how totals were calculated:

- o **Received**: Cookies recorded by the troop volunteer as picked up and signed for. *If numbers seem incorrect, contact your troop volunteer.*
- o **Delivered**: Includes:
  - Mobile app sales using **"Give Cookies to Customer Now"** (including cash option).
  - In-person delivery orders marked as delivered in the **Orders** tab.

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Step 4: Pending Delivery/To Approve
- Shows cookies needed for:
  - Approved in-person delivery orders.
  - Orders awaiting approval.
- Expand each variety to view:
  - Number of approved orders.
  - Orders pending approval.
  - Inventory required for each category.

Pending/Yet to Approve	13▲
Variety	**Pending**
Adventurefuls®	1▾
Trefoils®	2▾
Thin Mints®	5▾
Exploremores™	5▲
Unapproved (Online Delivery)	3
Undelivered (Online Delivery)	2
CURRENT PENDING	**5**
TOTAL	13▾

Step 5: Inventory Needed
- Displays if additional cookies are required to fulfill orders.
- Expand any section showing a number to see:
  - How many packages are needed.
  - Why they are needed.

✅ **Tip:** If you see a number for a variety in this column, confirm you can get the cookies before approving an order.

Inventory Needed	18▲
Variety	**Needed**
Adventurefuls®	0▾
Lemonades®	0▾
Trefoils®	0▾
Thin Mints®	0▾
Peanut Butter Patties®	0▾
Caramel deLites®	0▾
Peanut Butter Sandwich	0▾
Caramel Chocolate Chip	0▾
Exploremores™	18▲
Current Inventory	-13
Pending	5
TOTAL NEEDED	**18**
Donate Cookies	0▾

Important:
- If you have questions about inventory numbers, contact your troop volunteer.
- Allow a few days for updates—volunteers may need time to enter transactions.