

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:

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Current Inventory		81 ▲
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>		
Variety	Available	
 Adventurefuls®	17 ▼	
 Lemonades®	12 ▼	
 Trefoils®	12 ▼	
 Thin Mints®	7 ▼	
 Peanut Butter Patties®	12 ▼	
 Caramel deLites®	17 ▼	
 Peanut Butter Sandwich	12 ▼	
 Caramel Chocolate Chip	5 ▼	
 Exploremores™	-13 ▲	
RECEIVED:		
Initial Order	0	
Additional Inventory	0	
DELIVERED:		
Mobile App: Cash Sales	11	
Mobile App: Other Payments	2	
Delivered Online Sales	0	
CURRENT INVENTORY	-13	
 Donate Cookies	0 ▼	
 TOTAL	81 ▼	

- **Received:** Cookies recorded by the troop volunteer as picked up and signed for.

If numbers seem incorrect, contact your troop volunteer.

- **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.

Menu

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Sally's Digital Cookie® Platform

My Rewards

My Cookies

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Rita's Packages: 6

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

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Rita's Cookies Inventory (Packages)

Current Inventory	6 ▼
Pending/Yet to Approve	21 ▼
Inventory Needed	15 ▼

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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 ▼

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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 ▼

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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.