

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.

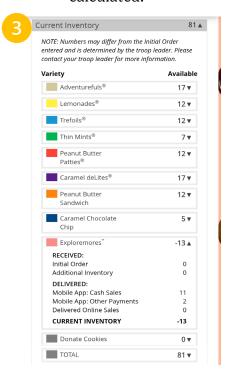
Step 2: Overview

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:



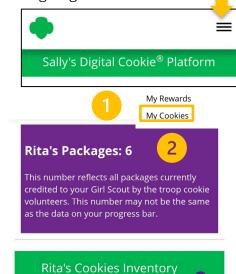
Received: Cookies recorded by the troop volunteer as picked up and signed for.

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.



(Packages)

Current Inventory

Inventory Needed

Pending/Yet to Approve

Menu

21 ▼

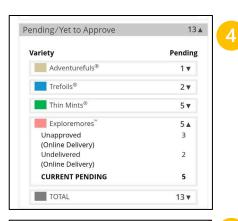
15▼



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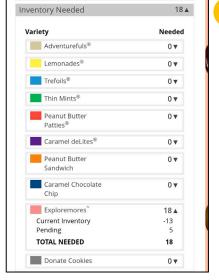
Step 4: Pending Delivery/To Approve

- Shows cookies needed for:
 - o Approved in-person delivery orders.
 - o Orders awaiting approval.
- Expand each variety to view:
 - o Number of approved orders.
 - Orders pending approval.
 - Inventory required for each category.



Step 5: Inventory Needed

- Displays if additional cookies are required to fulfill orders.
- Expand any section showing a number to see:
 - o 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.



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.