

Mobile App – Shipped Order



Start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app."



Once you have the app installed and opened on your phone, you will use the same login and password that you use to access your Digital Order Card site. NOTE that the app will only work if the girl's website is set up and approved.

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girl scouts
Log In
youremail@domain.com
password
Kan melaned is fact0 has
Keep me logged in for 12 hrs
Forgot my password
Set up your account
Log In
Privacy Terms and Conditions Help
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You can then select one of the accounts that you want to use for the transaction. Select which girl you want the sales to go to if you and your Girl Scout are selling cookies for her account, or select the Troop if you are at a booth or similar sale where the sales should be credited to the troop and not a girl.





Once you have selected an account, you will arrive at the home page. From there, your Girl Scout can select " New Cookie Order", "Visit My Site," "Email My Site," or "All Orders."







"Email My Site" could be used by the girl when she is with a customer who would like to purchase cookies but can't complete a transaction at the immediate time or who would like to purchase cookies in a socially distant way.

The girl asks the customer for her or his name and email address and enters it in her app.

4≣ ⊻ ✿ ≵ ¹ 53% <u>à</u> 9:55 PM MAIL MY SITE	みや86 ◎ 4 48 ± 2 4 9 4 53 k 8 9:56
OUR COSTUMER:	
l email you a link to my Digital cie site right now? That way, you order any time during the Girl Scout cie season.	Your Digital Cookie site has been sent successfully to:
Name	dctest512-10@girlscouts.org
Name	
I	DONE
See our privacy statement	
SEND EMAIL	

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

Select All Add to Cu	istomer List Delete Name		Show 5 Items
Name	Email Address	Last Emailed	
chris Smith	chrisr@gsccc.org	1/7/2021	





If girls select "Visit My Site" she will see a QR code that she can show to a customer to take the customer directly to her site to make a purchase.







From the home page, the girl clicks the "New Cookie Order" button on the app, and she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the "+" and " – " buttons.



When the customer has made a selection and the girl clicks "Checkout," the app moves to a checkout screen.



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The girl will indicate what type of order it is. Options may vary based on what the council is making available. After marking a selection, the girl will select the "continue" button.

×∞≪a⊡⊁a≤ ≌⊀** ← CHECKOUT ●	CANCEL
ASK YOUR COSTUMER:	
How would you like to get yo cookies?	our
Give cookies to customer 0	FREE 🗹
Deliver in person later 0	FREE
* approval * Deliver will occur within a few weeks	
Ship cookies to customer 0	\$9.25
* Minimum order is 4 packages	
* Estimated arrival is 2-15 business days.	
CONTINUE	

If delivery is selected, you will see a screen to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. You will need to ask the customer and make a selection in order to continue with the checkout process.





If the order is a shipped or delivery order, the girl will then complete the customer information for where the cookies will be shipped/delivered to. For in hand orders, an address is not required, only the customer name, email address and billing zip code.

After completing the required info, click "Review Order"

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CANCEL CHECKOUT () (a \$23.0	CANCEL CHECKOUT i Let 1230
Ship cookles to Edit customer Ship to • First	Are you sending the Cookies in care of another person or to a company?
Last	Address 1 Address 2(Optional)
Are you sending the Cookies in acre of another person or to a company?	City State ZIP
	REVIEW ORDER



girl scouts

When the girl clicks the review order page, it will bring her to a screen where she can confirm the order with the customer. When she scrolls down, she can 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 customers card.

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← REVIEW O		×	cardsc an.io	← REVIEW	CANCEL	
1.0 do-si-dos® 1.0 samoas® 1.0 tagalongs® 1.0 thin mints®	4.0 4.0 4.0 4.0			Name on credit card a	nd contact details:	
1.0 girl scout s'mores®	4.0 \$23.0 \$9.25	5	can Your Card	Last		Remember not to use public Wi-Fi
TOTAL	\$32.25 Edit Order 🧨			ZIP		to send your order and not to give your phone
Do not hand your mobile ASK YOUR COSTUMER:	device to the customer		Your card info is secure	All sales are final.	LACE ORDER	to the customer!
Which credit card would (Visa, Mastercard, Discover Card Number		Can't take policy.	screenshot due to security	In partnershi	p with Little Brownie Bakers	L
Expiration	Month Year		inter card manually	Little	Brownie, BAKERS,	

digital

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Mobile App



When she clicks the "Place Order" button, she will receive an order confirmation screen and a reminder to thank the customer for the order!

× ≈ ∞ ∞ 0 * ∞ 10:11 PM
Order Email dctest512-28@girlscouts.org Order Number 05090934 Delivery Did you hand the cookies to the customer?
YES
All sales are final. For help:digitalcookiesupport@girlscouts.org





Girls can now view that order, and any other order using the "All Orders" section of their app. Tapping on the "All Orders" or scrolling down will make all of your orders visible by delivery method.

To see the details for an order, click on the green arrow to view the section of orders to approve.

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All Orders	Orders Delivered 1 total
MOST RECENT	09/12/18 Boxes: 12 WEB
Cookies in Hand 0 total	Delivered to: Leader Test 2389 SE Main St old town, CT 13894
Approve for Delivery 2 total	Shipped 3 total
01/28/19 Boxes: 5 WEB	
Deliver to: Suzie Greenburg	01/29/19 Boxes: 4
123 Main St Oak Harbor, MI 62729	Ship to: Susan Greenfield
01/28/19 Boxes: 4 Deliver to: Suzie Greenburg	01/28/19 Boxes: 5
123 E Main St	
New Braunfels, TX 78130-4401	Donation 1 total
Orders to Deliver 1 total	01/22/19 Boxes: 55 WEB Suzie Greentest
01/07/19 Boxes: 4 WEB	
Deliver to: Sue Smith	Privacy Terms and Conditions Help

Select the order you want to view and click the green arrow next to the order.

	02/61 O.III AM
ORDERS	
Shipped, 3 orders	
01/29/19 Boxes: 4 Ship to: Susan Greenfield 137 Oak Ave Bloomfield Hills, MI 58796	
01/28/19 Boxes: 5 Ship to: Suzie Greenburg 123 Main St Hartford, CT 06106-1818	>
10/12/18 Boxes: 4 Ship to: Jane Low 123 Mangin St New York, NY 10002-1119	>



The details for the order will appear and you can review the order and see the status, including shipping status.

ORDER D	DETAILS
SHIP TO	
Susan Greenfield	
Bloomfield Hills, MI 58796	
685-349-7836	,
ORDER STATUS: Shipmen	t Pending
Cookies Selected	
Do-si-dos, 4 boxes	
ORDER SUMMARY	
Cookie boxes: 4	\$16.00
Shipping & Handling	\$9.25
Order total	\$25.25
Added to sales goal	4 boxes
PAID BY	
Susan Greenfield	
dctest664-18@girlscouts.	org
646-864-3599	
ORDERED ON Mobile App	
CUSTOMER CONNECTION	l Cookie Booth

Don't forget to send those thank you notes!