



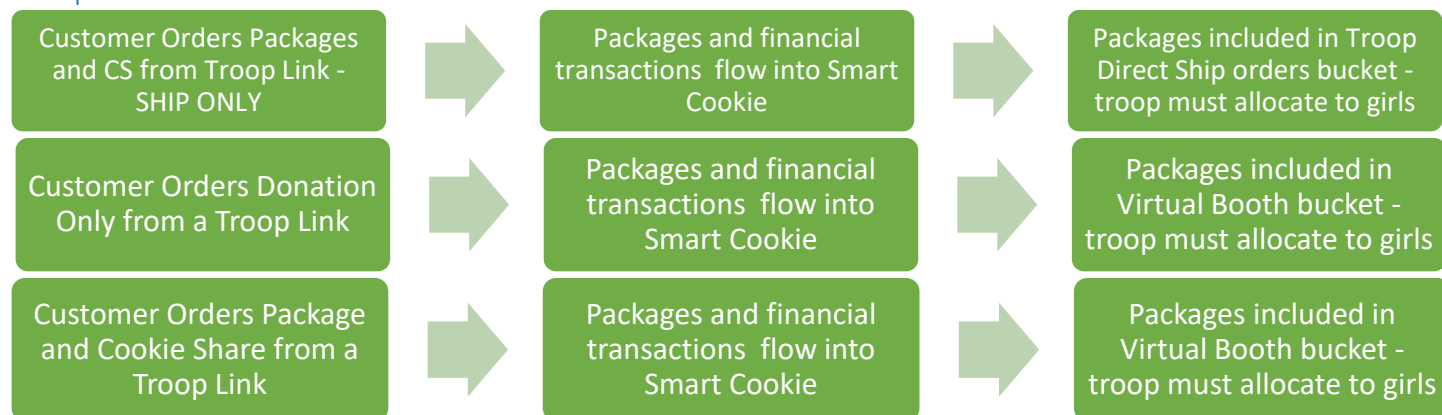
Quick Bites

Troop Site Link and Troop Pick Up Orders

- Troops that have turned on “Girl Delivery” or “Virtual Booth Pick-up” in Digital Cookie must distribute packages ordered.
- There are multiple order types that might be generated based on Troop set up.
- Action needed for each order type is listed below:

FLOW CHART FOR ORDER TYPES

Troop Link Orders



Purchases at a Physical Booth using Digital Cookie Credit Card



Troop Orders for delivery:

- Orders will appear on the Digital Cookie All Orders report with the designation In Person Delivery.
- The first name will display as “TroopXXXX” and the last name will appear as “Site”.
- All packages from approved orders will post on the Troop booth reservation page as a Virtual Delivery.
- Use the Smart Booth Divider to allocate the cookies to the girls.
- Once cookies are allocated to girls, the Troop inventory will be adjusted to remove the sold and delivered packages.

Booth - Troop Reservations page:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS
Virtual Delivery	Pending Distribution	Online Booth Sales for delivery	-	-	-	-	VIRTUAL_DELIVERY	

Virtual Booth Pick Up Orders:

- Troops have the option in Digital Cookie for customers to pre-order cookies and pick-up at an scheduled booth
- Navigate to Virtual Booths tab in Digital Cookie and select ADD PICK UP to the booth locations.
- All orders must be approved and will be designated in the All Orders reports with the order Type “Pick-Up”.
- Run the Smart Cookies Booth Sales Credit Card Export Report and filter for Type “Pick Up”, location, date and time of booth.
 - Both All Orders report and Booth Sales Credit Card Export reports will show the same order details.
- Once cookies are picked up, add the totals to the number of packages sold to walk-up customers and enter in the Smart Booth Divider for that booth location.
- Allocate the cookies to girls.

Type	Transactio	CreatedUs	Customer	Customer	CanTextC	Amount	Location	Address	ReservationDate	ReservatioStatus	TimeStam	CShare	ADV	TY	LEM	TRE
Pick Up	80594180				No		6 Test	143 Abbot	12/5/2023 12:00 PM	Approved	16:37:49	0		1	0	0
Pick Up	80594239				No		6 Belmont	C79 Leonar	12/5/2023 07:00 PM	Approved	20:38:48	0	0	0	0	0
Pick Up	80594244				No		12 Belmont	C79 Leonar	12/5/2023 07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255				No		24 Belmont	C79 Leonar	12/5/2023 07:00 PM	Approved	21:07:39	0	0	0	0	0

Booth Summary (Packaging)

Local Entries

11:14 AM '16

Inventory: MLI1004

Category: February 04

Event Fee: \$0.00 PM

Total Cash in Handouts

0

Total Handouts

0

Total Cash

\$0.00

You MUST distribute all the packages sold to the people in your team.

Click Add

Class	CHS	TV	LSM	TSR	TM	FBP	CB	PSB	SEC
0	16	6	12	8	45	30	12	1	2

Save and Go Back

Save and Distribute Sales

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	☒	FCFS	<div>Booth Details</div>	<div>Smart Booth Divider</div>	<div>Remove Reservation</div>
Sunday, Feb 26	03:00 PM - 06:00 PM	☐	FCFS		0	0

Troop Link Ship Only Orders:

- Orders generated from the troop ship only link will appear under **Orders>Troop Direct Ship Orders**.
- Scroll to bottom of page and select Distribute Orders to girls.
- Select girls and save.

1 Results

Search By

Keyword

From

To

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	ADV	EXP	LEM	TRE	TM	PBP	CD	PBS	GFC	TOTAL
9/10/2025	5775700		*****	Pending distribution	1	1	1	1	1	1	1	1	1	1	10

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Summary

CShare	ADV	EXP	LEM	TRE	TM	PBP	CD
1	1	1	1	1	1	1	1

Distribute orders to girls

2 Girls

CShare

ADV

EXP

LEM

TRE

TM

PBP

CD

PBS

GFC

Package Left To Distribute

1

1

1

1

1

0

0

0

0

0

5

Aurora Burton

1

1

1

1

1

0

0

0

0

0

5

Evelyn Burton

0

0

0

0

0

1

1

1

1

1

5

Package Left To Distribute

0

0

0

0

0

0

0

0

0

0

0

Temp Total

1

1

1

1

1

1

1

1

1

1

10

Edit Girls

Save