



Quick Bites

Managing Troop Direct Ship Orders

Follow the instructions below to distribute any orders the Troop receives from their Troop Ship Only link.

- Orders can be viewed in Digital Cookie as well under the All orders reports.
 - The Troop ship only orders will be identified with the naming convention First Name = TroopXXXX; Last Name = Site and Type of order Shipped or Shipped with Donation.
- Navigate to **Orders>Troop Direct Ship**.

3 Results

DATE	ORDER #	Customer Name	Customer Address	Status	CShan	TY	SARE	LEM	SE	TM	PBP	CD	PBL	GFC	TOTAL
12/6/2020	1867	chippy ef	Jersey, United States, 08336	Pending distribution	1	1	8	8	2	12	8	1	1	11	53
12/6/2020	1866	chippy ef	Jersey, United States, 08336	Pending distribution	0	3	3	3	3	3	3	0	0	3	21
12/6/2020	1865	chippy ef	United States, 08336	Pending distribution	0	0	2	0	2	3	3	0	0	4	14

- Orders will display in red as Pending Distribution.
- Scroll to the bottom of the page and click Distribute button.
- Select the girls who will receive credit.
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Troop Direct Ship Orders Distributor

Troop Direct Ship Orders Summary (Packages)

6 Packages 82 Cookies \$418.00

100% Distribute all of the packages and the girls in your troop

	CShan	TY	SARE	LEM	SE	TM	PBP	CD	PBL	GFC	PACKAGES LEFT
1	4	13	11	7	18	14	1	1	10		

2 Girls

GIRL NAME	CShan	TY	SARE	LEM	SE	TM	PBP	CD	PBL	GFC	PACKAGES LEFT
Cindy Regression	0	2	6	5	3	9	7	0	0	9	41
Regression Girl	0	2	6	5	3	9	7	0	0	9	41
Packages left to distribute	1	0	1	1	1	0	0	1	1	0	6
Troop Total	0	4	12	10	4	18	14	0	0	18	82

Edit Girls Save

- Each variety will be evenly distributed between selected girls.
- Edit any remaining packages until all cookies are distributed.
- Click Save.
- **Be sure that ALL Troop direct ship orders have been distributed to girls prior to creating your main recognition order.**