



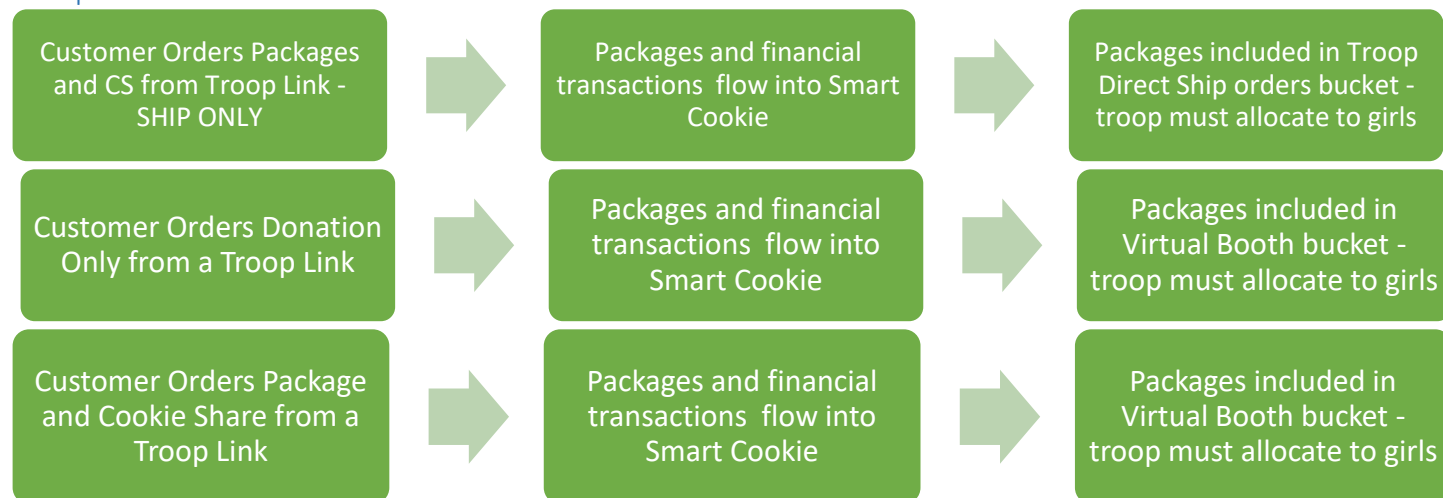
Quick Bites

Troop Site Link and Troop Pick Up Orders

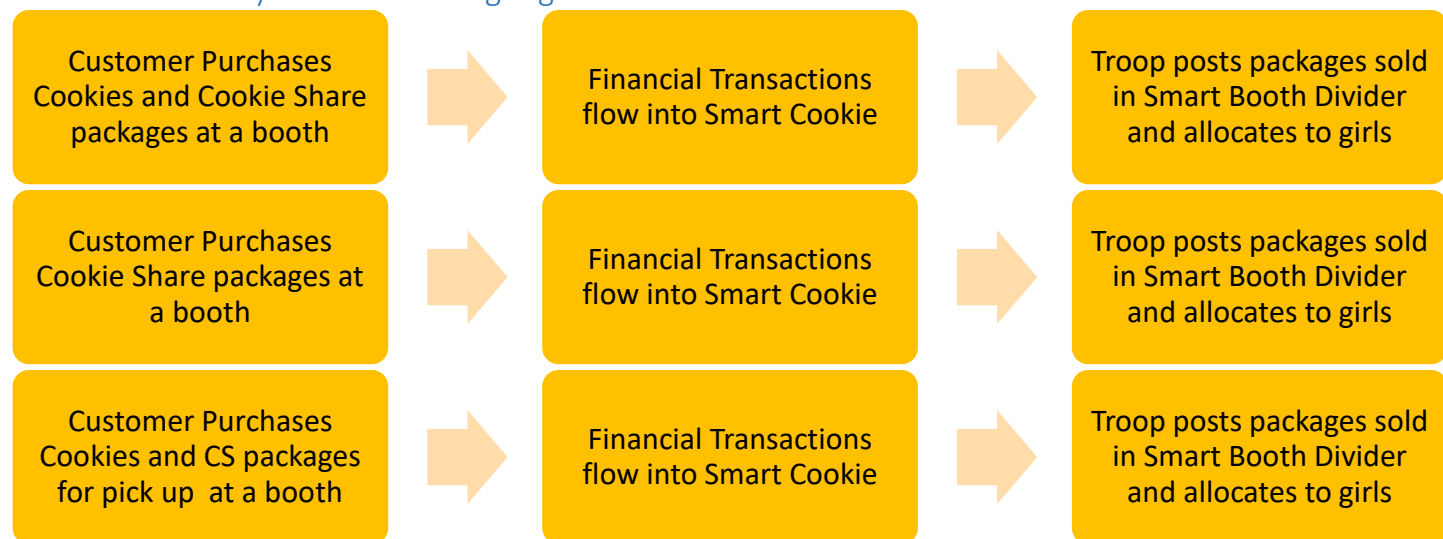
If a Troop enables “Girl Delivery” or “Virtual Booth Pick-up” in Digital Cookie, they will need to distribute packages ordered to troop members. There are multiple order types that might be generated based on Troop set up. Here is how to post each order in Smart Cookies to keep Troop inventory up to date and give credit to girls.

FLOW CHART FOR ORDER TYPES

Troop Link Orders



Purchases at a Physical Booth using Digital Cookie Credit Card



Troop Orders for delivery: When the Troop sets up their Troop site in Digital Cookie, they have the option to choose to offer delivery on orders generated by the Troop link. 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”. Once orders are approved the packages will appear on the Troop booth reservation page as a Virtual Delivery. All sales for the season will populate into this booth section. 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	

My Reservations
Virtual Booth Divider

Total Virtual Booth Sale Summary (Packages)

Year left in Reservations	Year Total Sold	Year Total
6	0	6

You MUST distribute all the packages sold to the girls in your troop.

Other	ADV	TY	LEM	TM	PBP	CD	PBS	GFC
0	0	1	0	0	0	0	0	0

Virtual Booth Pick Up Orders: Troops have the option in Digital Cookie to allow customers to pre-order cookies and pick up at an existing booth location. Navigate to Virtual Booths tab on the Troop dashboard 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". You can also run the Smart Cookies Booth Sales Credit Card Export Report and filter for Type "Pick Up", location, date and time of booth. Both 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	CanTextCl	Amount	Location	Address	ReservationDate	ReservaticStatus	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	0	1	0	0
Pick Up	80594239				No	6	Belmont C 79 Leonar		12/5/2023 07:00 PM	Approved	20:38:38	0	0	0	0	0
Pick Up	80594244				No	12	Belmont C 79 Leonar		12/5/2023 07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255				No	24	Belmont C 79 Leonar		12/5/2023 07:00 PM	Approved	21:07:39	0	0	0	0	0

Booth Summary (Packages)

Year left in Reservations
Year Total Sold
Year Total

Year left in Reservations	Year Total Sold	Year Total
0	0	0

You MUST distribute all the packages sold to the girls in your troop.

Other	ADV	TY	LEM	TM	PBP	CD	PBS	GFC
0	16	6	12	8	45	36	12	1

Clear All

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	Booth Details Smart Booth Divider Remove Reservation		
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
Apply

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

Summary

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

Distribute orders to girls

2 Girls

Girls Sold	Other	ADV	EXP	LEM	TRE	TM	PBP	CD	PBS	GFC	Package Sold
Aurora Burton	1	1	1	1	1	0	0	0	0	0	5
Emelyn Burton	0	0	0	0	0	1	1	1	1	1	5
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0
Troop Total	1	1	1	1	1	1	1	1	1	1	10

Exit Girls Save