



Quick Bites

Troop Site Link and Troop Pick Up Orders

If a Troop has set up their virtual links in Digital Cookie, they will need to distribute among the girls. 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.

1. **Orders for the Troop for delivery** When the Troop sets up their Troop site in Digital Cookie, they have the option to choose to offer delivery on any orders generated by the Troop link. Orders will appear on the Digital Cookie All Orders report with the designation In Person Delivery. The girl first name will display as "TroopXXXX" and the last name will appear as "Site". Once the orders are approved the total sales 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:

The screenshot shows the 'Virtual Booth Divider' interface. At the top, there is a table with columns: STORE, ADDRESS, CITY, ZIP CODE, DATE, TIME, PREMIUM, TYPE, STATUS. Below this, there are two rows of data. The first row is highlighted in yellow and labeled 'Virtual Delivery' with a 'Pending Distribution' status. The second row is labeled 'Test Booth'. Below the table is a summary box titled 'Total Virtual Booth Sale Summary (Packages)' with three large numbers: 6 (Total Left to Distribute), 0 (Total Distributed), and 6 (Total Sold) for a total of \$30.00. At the bottom, there is a row of buttons for different cookie types: CShare, ADV, TY, LEM, TRE, TM, PGP, CD, PBS, GFC.

2. **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 in Digital Cookie and will be designated in the All Orders reports with the order Type "Pick-Up". You can also run the Booth Sales Credit Card Export Report and filter for Type "Pick Up" and location date and time of booth. Both reports will show the same order details. Once the cookies are picked up, add these totals to the number of packages sold to any walk-up customers and enter in the Smart Booth Divider for that booth location. Using the Smart Booth Divider, allocate the cookies to girls as desired.

Type	Transactio	CreatedUs	CustomerI	CustomerI	CanTextC	ClAmount	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	1	0	0
Pick Up	80594239				No	6	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0
Pick Up	80594244				No	12	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0
Pick Up	80594255				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0
Pick Up	80594259				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0
Pick Up	80594277				No	12	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:23:11	0	0	0	0

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS	Booth Details Smart Booth Divider Remove Reservation		
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0

The screenshot shows the 'Smart Booth Divider' interface. At the top, there is a summary box titled 'Booth Summary (Packages)' with three large numbers: 0 (Total Left to Distribute), 0 (Total Distributed), and 0 (Total Sold) for a total of \$0.00. Below this, there is a row of buttons for different cookie types: CShare, ADV, TY, LEM, TRE, TM, PGP, CD, PBS, GFC. At the bottom, there are two buttons: 'Save and Go Back' and 'Save and Distribute Sales'.