

Digital Cookie®

My Cookies: Inventory by Variety

Prefer a video? A step-by-step demonstration is available [here](#).

The **Inventory by Category** tool in Digital Cookie helps track cookie inventory throughout the sale.

Tip: If you're new to the cookie program or managing a small inventory, this feature may feel complex. It's best suited for Girl Scouts handling large quantities or multiple re-supplies.

Step 1: Log into Digital Cookie

- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Cookies** link from the menu icon.

Step 2: Overview

The top of the inventory dashboard shows the **total number of packages allocated to your Girl Scout by the troop cookie volunteer**.

This may include booth or troop sales and is **not the same as the number of cookies you personally have on hand**.

Step 3: View Current Inventory

- Click the **arrow** next to the total number of packages to view inventory by variety.
- Expand any variety to see how totals were calculated:

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Current Inventory		81 ▲
NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.		
Variety	Available	
Adventurefuls®	17 ▼	
Lemonades®	12 ▼	
Trefoils®	12 ▼	
Thin Mints®	7 ▼	
Peanut Butter Patties®	12 ▼	
Caramel deLites®	17 ▼	
Peanut Butter Sandwich	12 ▼	
Caramel Chocolate Chip	5 ▼	
Exploremores™	-13 ▲	
RECEIVED:		
Initial Order	0	
Additional Inventory	0	
DELIVERED:		
Mobile App: Cash Sales	11	
Mobile App: Other Payments	2	
Delivered Online Sales	0	
CURRENT INVENTORY	-13	
Donate Cookies	0 ▼	
TOTAL	81 ▼	

- **Received:** Cookies recorded by the troop volunteer as picked up and signed for.

If numbers seem incorrect, contact your troop volunteer.

- **Delivered:** Includes:
 - Mobile app sales using **"Give Cookies to Customer Now"** (including cash option).
 - In-person delivery orders marked as delivered in the **Orders** tab.

Menu

Sally's Digital Cookie® Platform

1 My Rewards
My Cookies

2 Rita's Packages: 6

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

Rita's Cookies Inventory (Packages)

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Current Inventory	6 ▼
Pending/Yet to Approve	21 ▼
Inventory Needed	15 ▼

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Step 4: Pending Delivery/To Approve

- Shows cookies needed for:
 - Approved in-person delivery orders.
 - Orders awaiting approval.
- Expand each variety to view:
 - Number of approved orders.
 - Orders pending approval.
 - Inventory required for each category.

Pending/Yet to Approve 13 ▲

Variety	Pending
Adventurefuls®	1 ▼
Trefoils®	2 ▼
Thin Mints®	5 ▼
Exploremores™	5 ▲
Unapproved (Online Delivery)	3
Undelivered (Online Delivery)	2
CURRENT PENDING	5
TOTAL	13 ▼

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Step 5: Inventory Needed

- Displays if additional cookies are required to fulfill orders.
- Expand any section showing a number to see:
 - How many packages are needed.
 - Why they are needed.

✓ **Tip:** If you see a number for a variety in this column, confirm you can get the cookies before approving an order.

Inventory Needed 18 ▲

Variety	Needed
Adventurefuls®	0 ▼
Lemonades®	0 ▼
Trefoils®	0 ▼
Thin Mints®	0 ▼
Peanut Butter Patties®	0 ▼
Caramel deLites®	0 ▼
Peanut Butter Sandwich	0 ▼
Caramel Chocolate Chip	0 ▼
Exploremores™	18 ▲
Current Inventory	-13
Pending	5
TOTAL NEEDED	18
Donate Cookies	0 ▼

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Important:

- If you have questions about inventory numbers, contact your troop volunteer.
- Allow a few days for updates—volunteers may need time to enter transactions.