



Goal Getter Season: Digital Cookie Girl Delivery Orders & Additional Orders

Goal Getter season is here! A “Goal Getter” refers to any cookies sold on paper or via Digital Cookie (DOC) since the initial order was placed. This is a fantastic way for girls to reach their goals! These cookies must be ordered from your local cookie cupboard, marked as delivered in the Girl Scouts DOC account, and allocated to the girl's order screen in eBudde. Paper orders collected also need to have payment recorded once collected from the Girl Scout.

Here’s a step-by-step guide on how to complete additional Digital Cookie Orders that come through.

Tallying Digital Cookie Girl Delivery Orders

To check if your Girl Scouts have pending Girl Delivered orders in DOC:

1. Go to the **Reports** tab in eBudde.
2. Scroll down to **DOC Reports**.
3. Click the **Filter** button under **DPC Orders by Girls**.
4. Add a date range from the last order placed to the current date.
5. Select the order types: **Delivery** and **Delivery + Donations**. This filters for orders that need to be placed.
6. Change the blue dot from **Cases** to **Pkgs** (cases will show in decimals).
7. Click **XLXS** to download the report.

This Excel sheet will show the orders placed by each girl, the variety ordered, total cookies ordered, and total paid. If you have leftover stock from the initial order or a booth, use those cookies first. Then, place an order with the cupboard for the remaining cookies needed.

Placing a Goal Getter Order with a Cupboard

1. Go to the **Transaction** tab in eBudde.
2. Click the **+Add** button.
3. Leave the blue dot on **Normal**.
4. Click **Select Location** to choose the cupboard (check the cupboard flyer for the address).

5. Select a date. Available pick-up dates will be highlighted in green. After selecting a date, a box will pop up to select a time (if the cupboard uses time slots).
6. Some cupboards may ask you to message them to schedule a pick-up.
7. Enter the total needed for each variety of cookie.
8. Click **Save**.

Once you pick up the order, sort the cookies and distribute them to the Girl Scouts. Remind them to update their orders in DOC as they deliver cookies. Once an order is placed with a cupboard, it cannot be changed or canceled. Contact the cupboard manager if a change or cancellation is necessary. Orders not picked up by the following week will be deleted from eBudde.

Confirming a Girl Scout Delivery

1. In DOC, go to the **Orders** tab.
2. Check off each order that has been delivered.
3. Click **Order Delivered**.
4. Allocate the cookies to the Girl Scout.

In eBudde:

1. Go to the **Girl Orders** tab.
2. Click on the Girl Scout's name.
3. Click **+Order**.
4. Enter the total number of each cookie given to the girl.
5. Add a comment, noting that all cookies up to a certain date have been ordered.
6. Click **Save**.

Adding a Payment from a Girl Scout

1. In eBudde, go to the **Girl Orders** tab.
2. Click on the Girl Scout's name.
3. Click **+Payment**.
4. Enter the amount she has paid.
5. Add a comment (e.g., use the receipt number from the M3 receipt booklet).
6. Click **Save**.

This process will ensure you stay on top of Goal Getter and Digital Cookie orders, helping your troop reach their goals efficiently and effectively.

If you need help with any of these steps, feel free to join our Product Office Hours throughout the season. Register through GS Events or email Help Desk at helpdesk@gshom.org for the link.

The Product Office Hours Link is the same log in throughout the season.