



<p><b>Dashboard</b></p>	<p>This is each troop’s default screen. Here you will see important messages from GSCO and/or your service unit, as well as quick links tools and resources you’ll need throughout the season.</p> <p><b>You will also find:</b></p> <ul style="list-style-type: none"> <li>• A calendar with important dates</li> <li>• A brief checklist of tasks to get you through the program</li> <li>• Your troop’s upcoming Cookie Booths</li> <li>• Your service unit cookie managers (SUCM) contact information</li> </ul>
<p><b>Contacts</b></p>	<p>Allows you to edit your contact information. This includes name address and phone number. This DOES NOT include changing the email address.</p>
<p><b>Settings</b></p>	<p>This is where you can see your banking information and view troop contacts.</p>
<p><b>Girls</b></p>	<p>The Girls tab allows you to see the names of the girls in your troop, their grade, GSUSA ID, goal and more.</p>
<p><b>Initial Order</b></p>	<p>The Initial Order tab is used to enter the troop’s initial order by girl. Troop IOs are due Jan. 18. 8 p.m.</p>
<p><b>Delivery</b></p>	<p>The Delivery tab is where troops will request the pick-up location, date, and time of their initial order. This time is not guaranteed and may change. Print delivery site/pick-up confirmation and bring it with you on delivery day.</p>
<p><b>Girl Orders</b></p>	<p>This tab will track the total of a girl’s sales efforts; initial orders, cookie booth credit, Digital Cookie sales and any other additional cookie orders received. This screen will also allow troops to track girl payments to the troop to provide a clear picture of a girl’s individual balance due. <b>Note:</b> Orders received through Digital Cookie will automatically be recorded on this tab for you. Additionally, Digital Cookie orders for “Girl Delivery” will only reflect the payment received through Digital Cookie.</p>
<p><b>Cookie Exchange</b></p>	<p>The Cookie Exchange allows you to post excess cookie inventory that you are offering to other troops, OR, a place where you can find additional cookies.</p>
<p><b>Booth Sites</b></p>	<p>Allows you to select council booth sale sites and/or request My Sales booths. sale.</p>
<p><b>Rewards</b></p>	<p>Troop reward ordering for both initial and final rewards.</p>
<p><b>Reports</b></p>	<p>The reports tab allows troops to run helpful reports.</p> <ol style="list-style-type: none"> <li>1. The CUPBOARD report – shows a listing of all open cupboards as well as their location &amp; hours of operation.</li> <li>2. The DELIVERY STATION report – shows a listing of locations available for your troop to choose from for delivery day (IO Pick-Up).</li> </ol>
<p><b>Transactions</b></p>	<p>List all cookie transactions, initial order, cupboard pickups, Digital Cookie orders as well as troop-to-troop transfers.</p>
<p><b>Sales Report</b></p>	<p>The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits, troop proceeds, total money to be collected for cookie orders and the balance due to GSCO.</p>