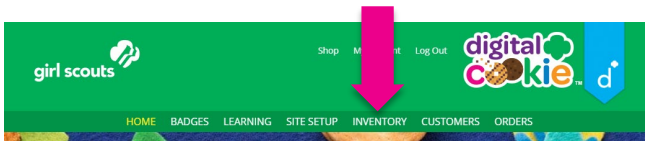


Inventory Tab – Turn off availability of Cookie Varieties / Girl Delivery

A new tab labeled Inventory exists on your Digital Cookie Dashboard



Girl Scout Delivery Settings

1 Parents/caregivers have the option to “turn off” certain varieties of cookies if you are low or temporarily run out of inventory. This option is also useful if, towards the end of the cookie season, you can’t get any more S’mores, Toffee-Tastics, or Thin Mints, for example, to fill customer girl delivery orders - or otherwise are unable to deliver cookies to customers.

If you are worried about your inventory, always check with your troop cookie manager first to see if you can get more cookies before turning a variety off - so a customer can make a purchase any variety for girl delivery.

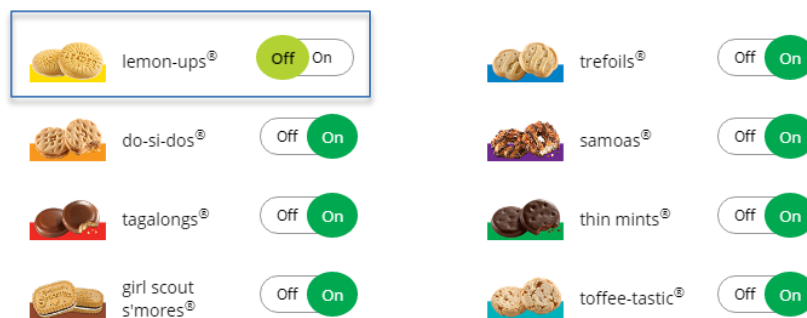
2 When you know you need to turn off a variety(ies), go to the bottom of your inventory tab and find the Delivery Settings section.

Slide the green button over to “off,” next to the cookie variety that you don’t have in stock or are waiting on getting from a cupboard at a later date.

If you are able to offer that to customers again, click the “on” and turn it back on.

My inventory for Girl Scout delivery

If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".



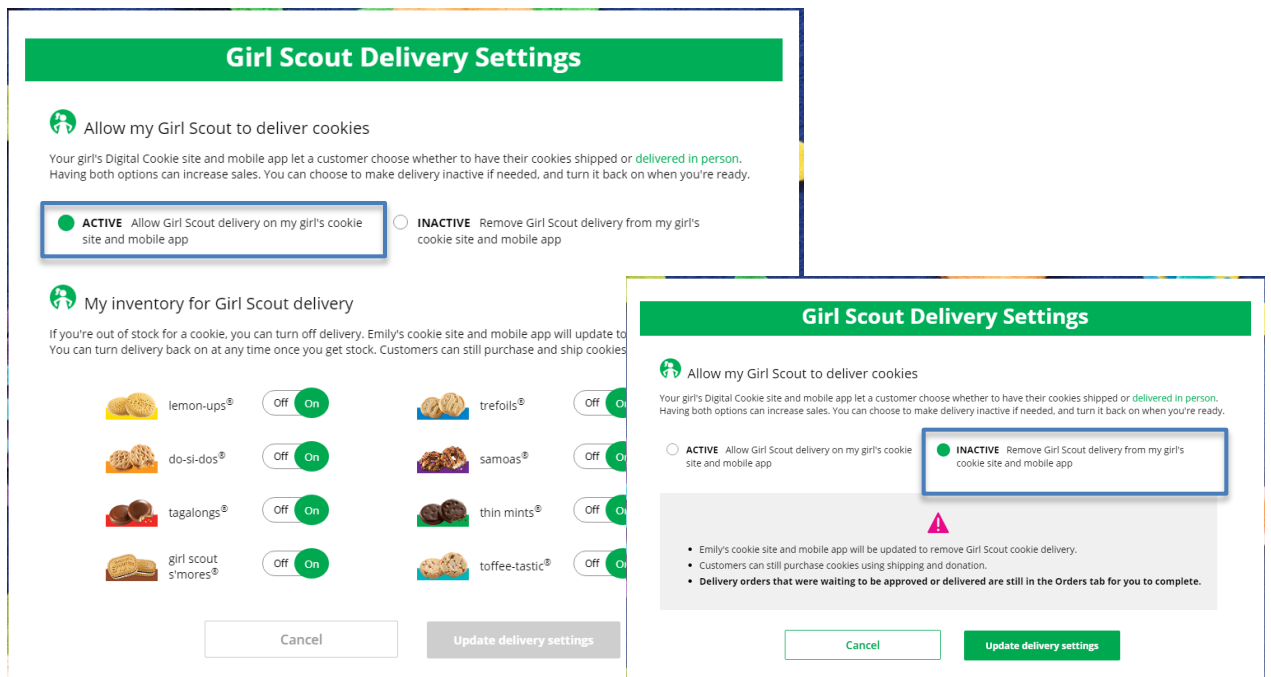
Cancel

Update delivery settings

You can also choose to turn off the girl delivery option entirely.

3

When you select “inactive” to turn off the girl delivery option for your customer, you will get a warning message. If you want to turn them off, click “Update delivery settings.”



Once you have switched girl delivery to inactive, the varieties section will be removed from your Inventory Tab page. It’s superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set girl delivery to inactive.

Should you wish to turn on delivery again, simply click “active” next to “allow girl delivery...” and your customers will see delivery as an option in the girl’s Digital Cookie storefront again.

4

Keep in mind, if your Girl Scout has sent out her Digital Cookie link to local friends and family who will want girl delivery, you want to let them know if you choose to turn off the girl delivery option.