

Quick Tip: Girl Orders Tab

How to find Girl Order Information:

1. Login to your troop campaign
2. Click the Girl Orders tab

Information Found in the Girl Orders Tab:

- **Initial orders and DOC before initial orders** will automatically transfer to this tab and will show “locked.” This means no changes can be made to them.
- All **Girl Transactions** take place on this tab.
- **DOC Girl Delivered** will show up at a payment. **You will need to assign boxes and give the Girl the boxes needed.**
- You will **log boxes, payments, and booths.**
- **Write receipts** for all transactions, booth sheets will serve as the receipt for a booth.
 - For recording purposes, you will want to put the most detailed information possible, i.e.,
 - for additional cookies, in the comments, you can add, Additional Cookies Date, then put the number of boxes under each flavor.
 - For a payment, you can add Payment and Date, scroll to the end, and add the amount paid
 - For a Cookie Booth, you can add, Publix 4-6 Date, then portion of cookies sold for that Girl Scout, and a payment. These line items should always be zero. The portion is determined by the amount of Girl Scouts working the booth. 1 Girl, all sales, 2 Girls, half of sales each, etc.
- The line on the bottom will give you **total boxes sold, payments made, and payments owed.**
- The “difference” is the number of cookies you should have in inventory, or the number of boxes not allocated to a Girl.
- Boxes sold will automatically record on the Rewards Tab so each girl can receive the rewards she earns based on her total box level sold