





Tip Sheet: Understanding Roles in Smart Cookies & Digital Cookie

Role	Action: What do you want to do?	Smart Cookies 	Digital Cookie 
Service Unit	Mimic Users	Troop only	NO
Service Unit	Review and Submit Troop Initial Orders	YES	NO
Service Unit	Review and Submit Troop Recognition Orders	YES	NO
Service Unit	Reports	YES	YES
Troop	Manage Girl User accounts	NO	YES-can view Girl Scouts loaded in the site only
Troop	Edit girl sizes or recognition items	YES	NO
Troop	View Troop Roster	YES	YES
Troop	Create Initial Order	YES	NO
Troop	Create Planned Orders	YES (for Regional & Council Express Cupboards)	NO
Troop	Create all types of Transfer	YES	NO
Troop	Post Girl Payments	YES	NO – but payments will be visible on girl account
Troop	View Payments for troop	YES	YES –Credit Card payments for booth sales
Troop	Refund Order	NO	YES
Troop	Create Recognition Order	YES	NO – but can pull report of selections made by Girl Scouts in DC
Troop	View Available Inventory	YES	NO
Troop	Turn Off a Cookie Variety	NO	YES
Troop	Create Troop Link for shipped cookie orders	NO	YES
Troop	Create Troop Link for Virtual Booth sale/pick up	NO	YES
Troop	Schedule Booth Sales	YES	NO
Troop	Process Credit Card payments at booth	NO	YES – must set up in web browser, then download Digital Cookie App
Troop	Allocate Booth Cookies	YES	NO
Troop	Reports	YES	YES
Troop	View Girl Delivery Orders	NO	YES

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Girl Scout	Send Marketing emails	NO	YES
Girl Scout	Share link/QR code for Ship Only	NO	YES
Girl Scout	Share link/ QR code for girl delivery	NO	YES
Girl Scout	Take payments by CC	NO	YES- through Digital Cookie App and online (web browser). Must set up an account in Digital Cookie with a web browser before downloading the App.
Girl Scout	Take payments by Venmo or PayPal	NO	YES -only online with a web browser
Girl Scout	Take Booth Payment	NO	YES
Girl Scout	View Balances due	NO	YES – troop must enter in payments in Smart Cookies collected from family.
Girl Scout	Choose Recognition Items	NO	YES
Girl Scout	Maintain Contact List	NO	YES
Girl Scout	View Inventory Assigned to her including booth sales	NO	YES

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