

# Allocating the cookies sold via your Digital Cookie Troop Site

Go to the Girl Orders tab and scroll down until you see your Troop Site.

Settings Girls Init. Order Delivery **Girl Orders** Transactions Cookie Exch Tin Pickups Rewards Booth Sales Payments Sales Report

Girl Orders Summary

Show Inactive Record a Booth Sale

Below are your troop sales broken down by Girl.  
To view/edit a Girl's Transactions select the appropriate row.

Uses doc	Girl	GOC	Initial	Booth	Other	Total	Total Due	Paid	Bal. Due
✓	Olivia C.	1	55	58	0	114	\$798.00	\$413.00	\$385.00
✓	Denise B.	1	120	58	0	179	\$1253.00	\$413.00	\$840.00
✓	Sarah R.	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Emma P.	1	55	58	127	241	\$1687.00	\$1491.00	\$196.00
✓	Troop Site	5	0	0	515	520	\$3556.00	\$3556.00	\$0.00
Girl Totals		8	230	174	842	1654	\$7294.00	\$3873.00	\$1421.00
Troop Order (actual page + GOC)						1274			
Difference						-228			

We can see here that this Troop Site sold 520 packages total.

Click on the Troop Site line.

Troop Site

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site  Show Doc Orders

doc	Comment	Invo	GOC	Initial	Booth	Other	Total	Total Due	Paid	Bal. Due
✓	24 Shipped Orders		5	0	0	515	520	\$3640.00	\$3640.00	\$0.00
Totals			5	0	0	515	520	\$3556.00	\$3556.00	\$0.00

Here we can see that 515 of the packages were shipped orders, and 5 of the packages were donated (or Gift of Caring) orders.

Click on the +Distribution button.

## TroopSite Distribute

Cancel Distribute Save

**TroopSite:**  
Cookie: 437 Spec: 78 GOC: 5  
Pkgs Sold: 520  (Distribute All Girls)

<input type="checkbox"/> Olivia C.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Denise B.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sarah R.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Emma P.	130	<input checked="" type="checkbox"/>

On this screen we can see that the 520 packages have been automatically allocated evenly among the Girl Scouts in the troop. If you do not want them to be evenly allocated, click the down arrow next to each Girl Scout to manually enter the packages.

TroopSite Distribute

Cancel Distribute Save

**TroopSite:**  
Cookie: 437 Spec: 78 GOC: 5  
Pkgs Sold: 520  (Distribute All Girls)

<input type="checkbox"/> Olivia C.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Denise B.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sarah R.	130	<input checked="" type="checkbox"/>
<input type="checkbox"/> Emma P.	130	<input checked="" type="checkbox"/>

Cookie:  Spec:  GOC:

When you are done, hit Save.

That's it! You've now allocated your Troop Site's cookies.