



## Tip Sheet: Understanding Roles in Smart Cookies & Digital Cookie

| Role         | Action: What do you want to do?                  | Smart Cookies<br> | Digital Cookie<br> |
|--------------|--|--|---|
| 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   |