Tracking Distributed Digital Cookie Delivery Orders Quick Sheet

Overview

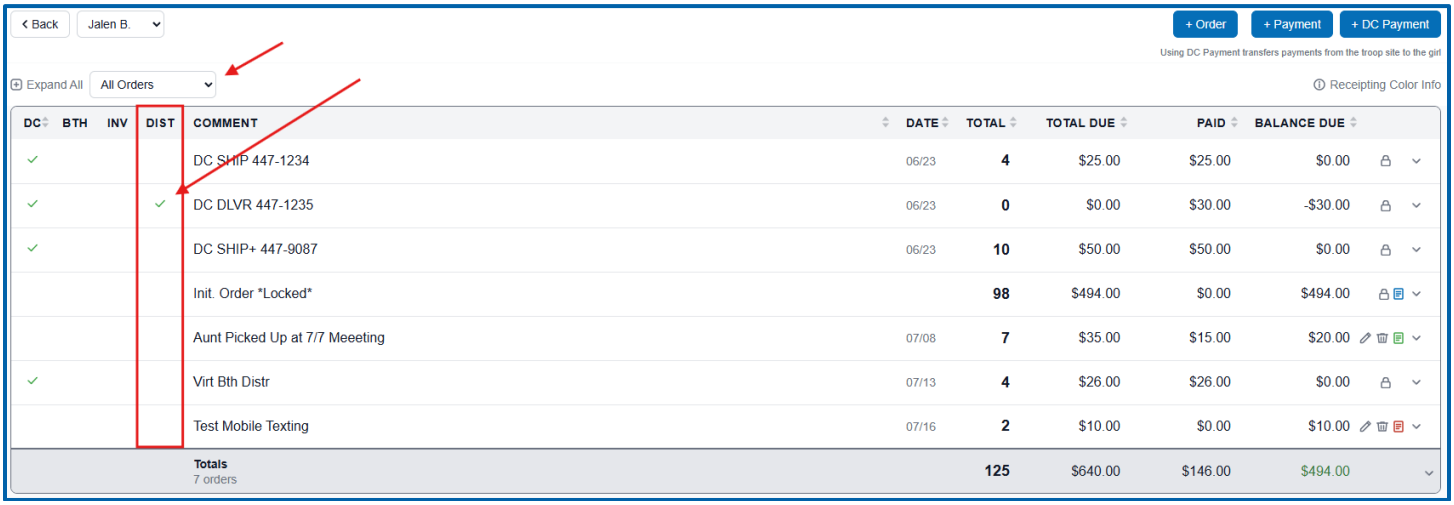
The **Distributed Flag** helps troop volunteers track when Digital Cookie Girl Delivery (DC DLVR) orders have been provided to a Girl Scout.

Mark an Order as Distributed

Once the troop confirms that a Girl Scout has received the packages needed for a Digital Cookie Girl Deliver (DC DLVR) order, or creates a transaction to provide additional product, they can mark the order as distributed.

To mark an order as distributed:

- Open the **Girl Order** tab.
- Select **All Orders** from the view dropdown.
- Locate the **DC DLVR** order.
- Click the **Dist** column next to the order.
- A ✅ checkmark will appear, indicating the order has been distributed.



Remove a Distributed Flag

If a checkmark was added in error:

1. Click the checkmark in the **Dist** column.
2. The checkmark will be removed.

Important Notes

- The **All Orders** view must be selected to add or remove distributed flags.
- **The checkmark is a tracking tool only and does not affect troop inventory.**
- eBudde will prompt the user if they attempt to mark an order that is not identified as DC DLVR.

