

The Delivery Settings function gives Girl Scouts the opportunity to turn off Girl Scout delivery for individual varieties of cookies. This might be useful if a Girl Scout runs out of a cookie variety, can't get any more to fill customer orders, are entirely out of cookies for delivery to customers, or otherwise are unable to deliver cookies to customers.

If a Girl Scout is worried about her inventory, she is instructed to check with the Troop Cookie Chair first to see if she can get more cookies before turning off a variety. Turning off means a customer does not have the option to purchase that cookie for delivery so the Girl Scout does not have to decline the order due to not having one variety of cookie available.

When a Girl Scout knows she needs to turn off delivery or a variety (or more), in Digital Cookie go to the bottom of the "My Cookies" tab and find the Girl Scout Delivery Settings section.

When a Girl Scout selects "inactive" to turn off the Girl Scout delivery option for their customer, a warning message will appear. If the Girl Scout wants to turn delivery off, click "Update delivery settings". Once the Girl Scout has turned delivery to inactive, the varieties section will be removed and is superseded by a message. The Girl Scout can turn the site back on at any time during the council sale dates.

If a Girl Scout wishes to offer delivery but are out of a cookie variety and cannot get more inventory, the Girl Scout can turn off that variety of cookie only for delivery. Customers can still purchase those varieties for direct ship. To do that, simply click the "off" button next to the cookie variety then click the Update Delivery Settings button, and it will remove that variety from the Girl Scout delivery option. If they are able to offer that variety to customers again, return to this section and click the "on" slider to turn that variety back on for Girl Delivery.

