Managing Troop Direct Ship Orders from GSUSA Cookie Finder

To view the Ship Only orders received through the GSUSA Cookie Finder, navigate to Orders>Troop Direct Ship.

These orders can be viewed in Digital Cookie as well under the All Orders reports. The Troop Ship Only orders will be identified with the Troop number and can be allocated to girls at the end of the cookie season. These cookies can be evenly distributed among the girls or can be used to assist girls in reaching their individual goals. Troop volunteers should consult with girls to decide how to allocate these orders.

Any orders that have not been distributed will be shown in red as **Pending Distribution**. Scroll to the bottom of the page and click **Distribute** button. This will open a grid of all girls in the Troop. Select the girls who will receive credit.

Each variety will be evenly distributed between selected girls. Edit any remaining packages until all cookies are distributed. Click Save. **Be sure that all troop direct ship orders have been distributed to girls prior to creating your main recognition order to ensure that girls have the correct totals for recognitions.**

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