Understanding Roles in Smart Cookies and Digital Cookie

Role	Basic Function	Smart Cookies	Digital Cookie
Service Unit	Mimic Users	Council and SU can mimic orders	Only council
Service Unit	Review and submit troop initial orders	Yes – same functionality	No
Service Unit	Review and submit troop recognition orders	Yes – same functionality	No
Service Unit	Reports	Yes – same functionality	**Troop Activity Report** all girl and troop digital sales **Girl Report** – summary information on emails, packages sold and # of orders pending
Troop	Manage Girl User accounts	No	Can see which girls have set up sites – cannot manage the account or mimic
Troop	Edit girl sizes or recognition program (if applicable)	Yes – same functionality	No
Troop	View Troop Roster	Yes	Yes
Troop	Create Initial Order	Yes – some modifications to initial order process for order taking troops	Do not create the initial order in Digital Cookie, but if an order taking sale, information to populate the initial order will flow to Smart Cookies
Troop	Create Planned Orders	Yes – same functionality	No
Troop	Create all types of transfers	Yes – same functionality	No
Troop	Post girl payments	Yes – same functionality	No – but is visible on girl account
Troop	View payments for troop	Yes – same functionality	Yes – credit/debit payments will display as well as "offline payments" such as ACH
Troop	Refund Order	No	Yes – no partial refunds – only with council permission in Digital Cookie

Role	Basic Function	Smart Cookies	Digital Cookie
Troop	Create Recognition Order	Yes – same functionality	No – but can pull report of selections if needed based on council set up
Troop	View available inventory	Yes – same functionality	No
Troop	Turn off variety	No	Yes
Troop	Create troop link for Digital Cookie	No	Yes
Troop	Create troop link for virtual booth sale/pick up	Yes – same functionality	No
Troop	Distribute virtual booth sales	Yes – same functionality	No
Troop	Schedule booth sales	Yes	Yes
Troop	View booth credit/debit card payments	Yes	Yes
Troop	Process credit/debit card payments at booth	No	Yes – girls and adults
Troop	Allocate booth cookies	Yes – use Smart Divider as best practice	No
Troop	Reports	Yes – same functionality	Yes
Troop	View girl delivery orders	No	Yes
Troop	Dashboard – girl transfers summary in Smart Cookies	Yes	Yes – summary data individual transfers not displayed
Troop	Donations process for virtual and tracked CS	Yes – same process as before	Orders processed in Digital Cookie – troop must enter orders in Smart Cookies for girl credit