

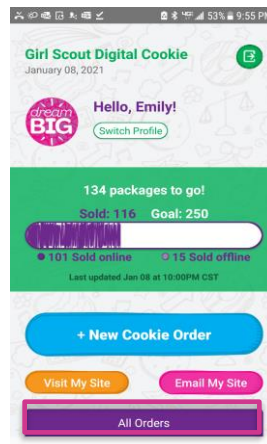
Mobile App – View or Approve Orders

This feature can be used to view all of your orders, approve or decline In-Person delivery orders and verify if a “Cookies in Hand” transaction has gone through successfully.

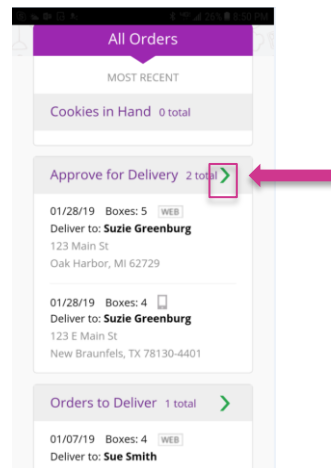
For more information on app use, please see “Mobile App” Tip Sheet.

1

From the home page, select “All Orders.”



Tapping on the “All Orders” or scrolling down will make all of your orders visible by delivery method.

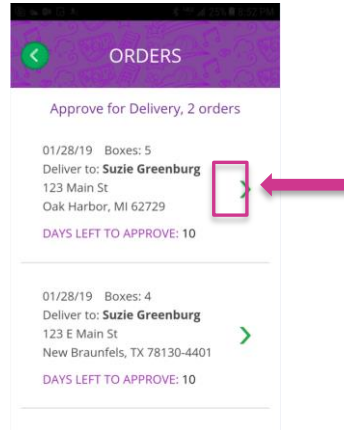


To approve an order for delivery, or view any order, click on the green arrow to view the section of orders to approve.



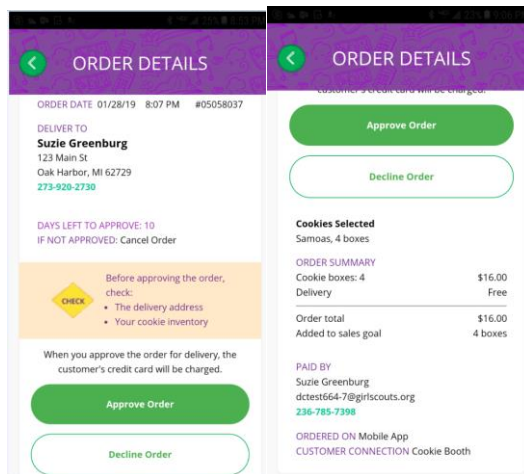
2

Select the order you want to view and click the green arrow next to the order.



3

The details for the order will appear and you can review the order (scroll down for information about the quantity and variety) and select approve or decline the order. If the order is not for In-Person delivery, order details will still appear without the Approve/Decline buttons and approval caution message.



After Approving or Declining, you will return the screen with any orders that still need approving, or your all orders screen if all orders have been approved.