

Little Brownie[®] BAKERS



**Service Unit User Manual
August 1, 2019**

<https://eBudde.littlebrownie.com>

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What's New

- Cookie Portal
 - Identifies user system access
 - Application status
 - No password reset
- Updates for new cookie
- Volunteer form signature requirement for access
- Booth Sites
 - Provide troops with an easy way to release booth locations.
 - Visibility into Booth waiting list.
 - Timestamp for troop signup
 - Booth exclusive rule interface improvement
 - Troop Booth signup report at troop level
- Cookie Exchange
 - Easy way to clear out all varieties.
 - Make clear cookies on Cookie Exchange are in packages.
 - Instructions for troops on how to edit or remove their posts on Cookie Exchange.
 - A field to view zip code in Cookie Exchange.
 - Allow to open Cookie Exchange by Area, then sort it by SU.
 - Add area and service unit information to the Cookie Exchange report.
 - Cookie Exchange report for each user level.
- Cupboards

- Make information about unavailable cookie variety at cupboards easier to find.
- Allow to bulk print receipts that were previously unprinted and only in pending status.
- Delivery
 - Disallow to pick a delivery station if there is no time slots left.
 - Allow customized line (door) column headers
- Girl Order tab
 - Indicate virtual gift of caring adds to inventory
 - Increase visibility of Digital Cookie Girl Delivery orders
 - Girl Order Tab report – one sheet per girl
- Administrative
 - Auto-formatting for phone number entry
 - Provide a tool for troops to know the target IO amount.
 - Search box for SU Cookie Managers.
 - Add the Troop Cookie Chair email address and allow to send an email to just that cookie chair
 - Indicate PGA for initial orders separate from final orders on the rewards tab
- Reports
 - Excel report out of the entire GOT information.
 - Excel report for troops on booth signups
 - Add a column to the Troop Contacts report to indicate "primary"
 - A way to breakdown between physical vs. DOC Cupboard transactions on reports.

- Make the HTML version of the Rewards report for councils available to Troops
- Improve bubble sheet formatting
- Put In Indicator on pending transactions on the Sales Report
- Breakdown between girl IO and booth IO for the Sales Report
- Add troop emails on reports where appropriate
- Exportable version of Troop Sales Summary by Age Level
- Digital Order Card
 - Post girl delivery order to the initial order tab
 - Gift Box and Holiday Tin updates
 - Display girl delivery orders on the sales report

Computer Specifications Information

The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 11.x and higher, Microsoft Edge, Firefox 64.0 and higher, Chrome 68.x and higher.

Macintosh OS version 10.5 and later. – Safari v.9 and later, and Firefox v.64 and later, Chrome v.70 and later.

Approved platforms:

- iPad
 - iOS 9.5.x and above
- iPhone 5 and above using iOS 9.5.x and above
- Android v. 5.x and above
- Apps (all with mobile web version)
 - Cookie Locator
 - Cupboard Keeper
 - Troop App Plus

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 3GB RAM

Recommended Systems:

3 GHz CPU - 4GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address: <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <http://get.adobe.com/reader/>

eBudde™ has scheduled time-outs at 12 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 12 hours. You will have the opportunity to remain active from the warning messages 10 minutes and 5 minutes prior to log out.

Navigating the System

Add More - The “add more” button allows you to enter in additional rows on transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.



Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

OK – The “OK” button completes a row on a page. This button tells eBudde™ you are done with the data entry on the row.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, service units see the service unit tabs, and troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.



Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

There is a new way of access to the system this season. eBudde™ is now part of the Little Brownie Cookie Tech Portal for Single Sign-On. This new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. You can now get to eBudde™ from two ways – <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com>

Each user will get a welcome email from eBudde™ that has a unique link for logging into the system for the first time. This link is unique to you, cannot be used by others and has a time limit assigned to it.

First Time system user (NOTE: If you have logged into VIP eTraining, you will have already gone through this process. You will still receive the welcome email link but may log directly into eBudde or the Cookie Tech Portal)

The process for gaining access is:

1. User receives “welcome email” with login link
2. Click on the link
3. At the password screen, enter and confirm personal password
4. At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information
5. Enter Little Brownie Cookie Tech Portal system
6. Confirm account update via email link

Details of the steps and screen shots are included below.

Step One - User receives “welcome email” with login link

Sample of “Welcome Email”

Subject: Welcome to the 2018-2019 Girl Scout Cookie Season!

Welcome to the 2018-2019 Girl Scout Cookie Season!

You’ve been invited to join the eBudde™ system.

Please take these steps:

1. Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYltCTqP5CrFWz1&d=DwlFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=

This link expires in 48 hours and is unique to you.

Thank you for all you do for girls!
Your Friends at Little Brownie Bakers

Step Two - Click on the link

Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e

Step Three - At the password screen, enter and confirm personal password

Enter your personal password that you would like to use for the system. Confirm your password by entering it again. Click **Change my Password** button.

Security Requirements

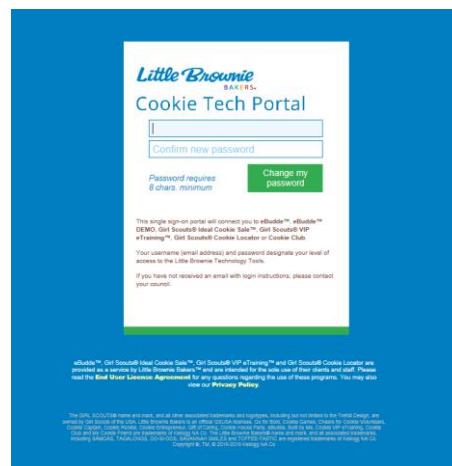
Password email links are unique to you and have a time limit.

The password requirements are as follows:

- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character

Login attempt rules are as follows:

- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes



Step Four - At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information.

You will need to review/enter your personal information. Be sure to enter your personal password once again. All information is required. Click **Update Profile**.

Your password has been changed successfully. You are now signed in.

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

Change Password (Optional)

If you would like to change your password you may do so here.

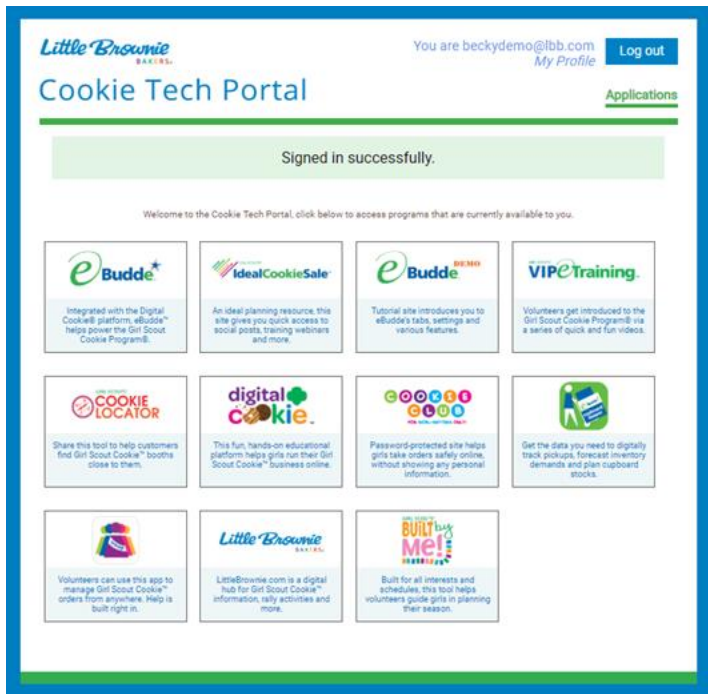
Cancel

Update Profile

The system will send you to the system selection screen where you can select to go to eBudde™.

Log out

Step Five - Enter Little Brownie Cookie Tech Portal system



Step Six - Confirm account update via email link

Hello user@lbb.com|

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

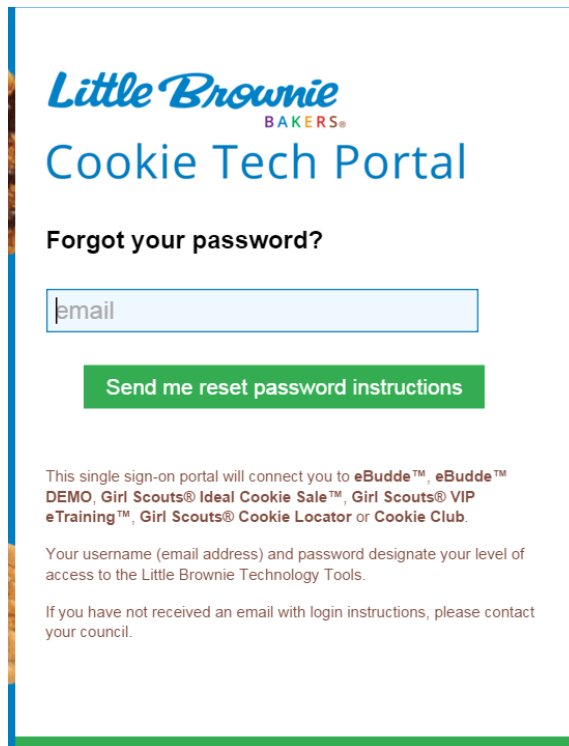
Forgot Password

Go to <https://cookieportal.littlebrownie.com>

Click Forgot your password

The screenshot shows the login page for the Little Brownie Cookie Tech Portal. At the top is the 'Little Brownie BAKERS' logo. Below it is the title 'Cookie Tech Portal'. The login form consists of two input fields: 'email' and 'password'. Below the 'password' field is a link for 'Forgot your password?' and a green 'Login' button. At the bottom, there is a disclaimer: 'This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™, Girl Scouts® Cookie Locator or Cookie Club.' Below that, it states: 'Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.'

Enter email
Click Send me reset password instructions
You will get an email with a new password link



The screenshot shows a web form for password reset. At the top is the logo for 'Little Brownie BAKERS'. Below it is the title 'Cookie Tech Portal'. A heading asks 'Forgot your password?'. There is a text input field with the placeholder 'email'. Below the field is a green button labeled 'Send me reset password instructions'. A paragraph of text explains that the portal connects to various systems like eBudde, Girl Scouts Ideal Cookie Sale, etc. Another paragraph states that the email address and password determine access levels. A final paragraph advises contacting the council if no email was received.

Click the link in the email.

Hello example@lbb.com!

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

The above link will only work for your email address and will only be valid for 48 hours.

You will then enter the password you would like to use for the system, confirm your password and click **Change My Password**.

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BAKERS®

Cookie Tech Portal

New password

Confirm New password

Password requires 8 chars. minimum

This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™, Girl Scouts® Cookie Locator or Cookie Club.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you have not received an email with login instructions, please contact your council.

You may need to update your profile. If you do, enter the same password that you entered on the previous screen in all three sections and review/update profile. Click **Update Profile**.

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Cookie Tech Portal

Your password has been changed successfully. You are now signed in.

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

Change Password (Optional)

If you would like to change your password you may do so here.

Select eBudde™ from the list.

The screenshot shows the 'Cookie Tech Portal' interface. At the top left is the 'Little Brownie BAKERS' logo. At the top right, it says 'You are beckydemo@lbb.com' with a 'Log out' button and a 'My Profile' link. Below the header is the 'Cookie Tech Portal' title and an 'Applications' link. A green banner in the center says 'Signed in successfully.' Below this, a message reads: 'Welcome to the Cookie Tech Portal, click below to access programs that are currently available to you.' The main content area features a grid of application tiles:

- eBudde***: Integrated with the Digital Cookie® platform, eBudde™ helps power the Girl Scout Cookie Program®.
- IdealCookieSale**: An ideal planning resource, this site gives you quick access to social posts, training webinars and more.
- eBudde BIXARD**: Tutorial site introduces you to eBudde's tabs, settings and various features.
- VIPeTraining**: Volunteers get introduced to the Girl Scout Cookie Program® via a series of quick and fun videos.
- COOKIE LOCATOR**: Share this tool to help customers find Girl Scout Cookie™ "booths close to them."
- digital cookie.**: This fun, hands-on educational platform helps girls run their Girl Scout Cookie™ business online.
- COOBS**: Password-protected site helps girls take orders safely online, without showing any personal information.
- Inventory**: Get the data you need to digitally track pickups, forecast inventory demands and plan cupboard stocks.
- Mobile App**: Volunteers can use this app to manage Girl Scout Cookie™ orders from anywhere. Help is built right in.
- Little Brownie**: LittleBrownie.com is a digital hub for Girl Scout Cookie™ information, daily activities and more.
- BUILT by ME!**: Built for all interests and schedules, this tool helps volunteers guide girls in planning their season.

You will also get an email to confirm that you changed your account for security purposes. Click the **Confirm Your Account** to complete the process.

Hello user@lbb.com

Someone has requested a link to change your password. You can do this through the link below.

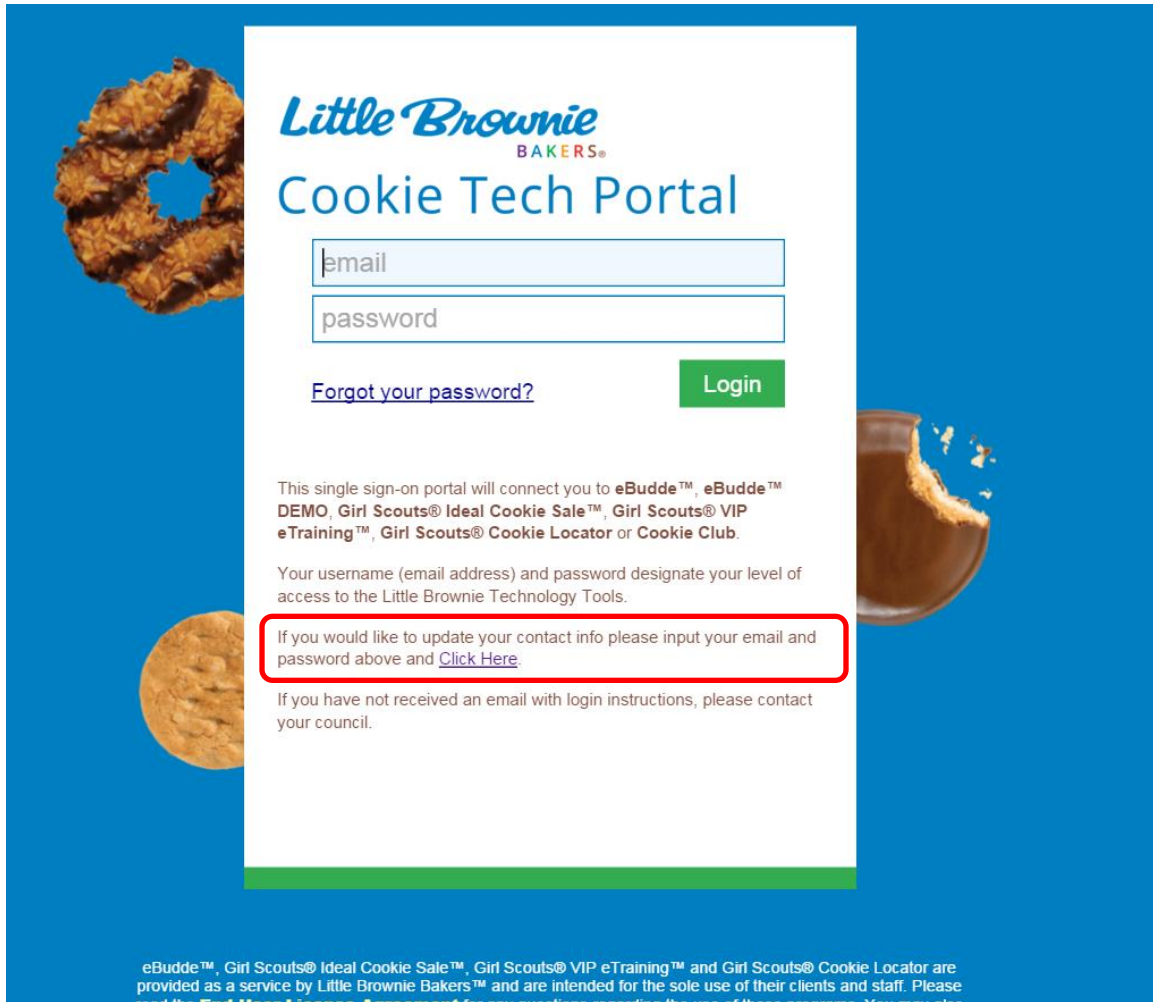
[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

Change Profile/Email Address

Log into the Little Brownie Tech Portal at <https://cookieportal.littlebrownie.com>



Little Brownie
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Cookie Tech Portal

[Forgot your password?](#)

This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™, Girl Scouts® Cookie Locator or Cookie Club.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you would like to update your contact info please input your email and password above and [Click Here](#).

If you have not received an email with login instructions, please contact your council.

eBudde™, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™ and Girl Scouts® Cookie Locator are provided as a service by Little Brownie Bakers™ and are intended for the sole use of their clients and staff. Please read the [End User License Agreement](#) for any questions regarding the use of these programs. You may also

Enter your email address and password and click the **Click Here** link to be taken to the profile page. This is the only place you can change your email. You will be taken to the profile page.

Your password has been changed successfully. You are now signed in.

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

<input type="text" value="Becky"/>	<input type="text" value="Harrigan"/>
<input type="text" value="555-5555"/>	<input type="text" value="555-5555"/>
<input type="text" value="123 Any St"/>	<input type="text" value="Apt., Suite, etc."/>
<input type="text" value="San Diego"/>	<input type="text" value="CA"/> <input type="text" value="92105"/>

Change Password (Optional)

If you would like to change your password you may do so here.

You will be required to re-enter your current password. You can change your email, password and profile information. Click **Update Profile** to update your profile. Click **Cancel** if you do not want to change your data.

Menu Bar



The Menu Bar provides additional support for you in eBudde™.

Season drop down - Allows you to see previous season's data (if applicable)

Quick Links – This provides a list of additional links for easy access.

LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.

VIP eTraining – This provides a link to the VIP eTraining site that has cookie program and training resources.

Cookie Club – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.

Digital Order Card – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)

Cookie Locator - This provides a link to the Cookie Locator site which will show booth locations by zip code.

Cookie Calculator – This provides a link to the new cookie calculator. The cookie calculator is a helpful tool that allows you to calculate the selling prices of cookie varieties.

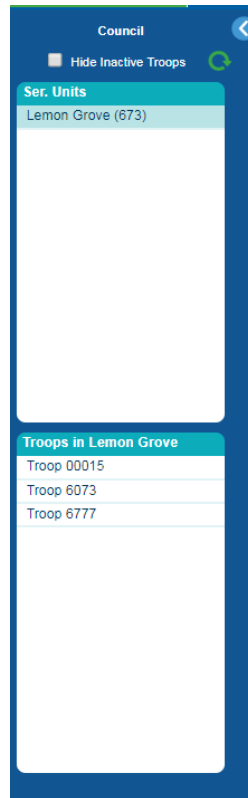
Search – This allows you to search for a girl or volunteer in your council.

Log Out – This allows you to log out of the system.

Navigation Tree

Once you enter the system, you will notice that the screen is divided into two sections.

The navigation tree will start with your service unit name and number. As you create your troops this tree will expand to list all your troops.



Hide Inactive Troops – Your council may allow you to inactivate troops or may inactivate troops for you. By checking this box you can hide those troops so they are not visible in the tree. If you will notice above troop 00003 is greyed out. It is an inactive troop. If you check the Hide Inactive Troop box, this troop would no longer be visible in the tree.

If you click this icon, you will refresh the tree. This is helpful if you are adding troops



Service Unit Tabs

On the service unit level the following options are available using a tab method similar to file folders in a filing cabinet. To access a tab, click the tab name and the system will display the appropriate page.



Dashboard – The dashboard gives you an up-to-minute snapshot of your troop’s orders, goals, financials and per girl averages.

Contacts - The contacts tab is used to view the service unit level users name, personal information, email and passwords.

Settings – The settings tab will allow a service unit to specify how the data will be entered for the service unit and to add additional service unit level users.

Troops – The troops tab is for adding, changing, and/or deleting troops.

Init. Order – The Init. Order tab is to verify troop cookie initial orders and submitting the troop/service unit order to the council. This tab is also used for service units using the “Fast Order Entry” which allows create troop totaled orders.

Delivery – The delivery tab is used by service units to select their service unit delivery station (if applicable)

Transactions - This tab is to move cookies from the service unit to the troops (if applicable). The service unit then can see their inventory for cookies.

Payments - This tab is to view or enter troop payments.

Rewards – The rewards tab is for service units to verify troop reward orders and submit order to the council.

Booth Import (optional) – This tab will allow a specific service unit user to upload council booth sites via spreadsheet

Booth Sites (optional) – This tab will allow service units to approve troop booth site requests.

Reports – The reports tab is for service units to print reports for cookie orders, reward orders, payments and inventory transactions.

Help Center – The new Help Center will provide you additional information on the eBudde system.

Dashboard

When you enter the screen the system will display the navigation tree and the dashboard. The dashboard shows messages from your council staff or area manager (if applicable) It also will show you the current status of troop cookie orders, reward orders and financials. It will remind you of all the deadline dates for the current sale. These dates will include eBudde™ deadline dates and council-specific dates. There is a service unit checklist that will include eBudde™ items and council-specific items. eBudde™ will also let you know if there are any pending troop booth requests. There are also graphs on orders, goals and per girl averages. All of these graphs are printable using the **Print Dashboard** button.

Lemon Grove (673) Dashboard

Contacts
Settings
Troops
Init. Order
Delivery
Transactions

Important Messages

From Your Council 07/31/19

Please read ASAP

[Mark as Read](#) [Read More](#)

From Your Council 12/01/18

Short message

[Mark as Read](#) [Read More](#)

From Your Council 09/11/18

Welcome to 2018-2019 eBudde!

Note: Dashboard views can be up to 20 minutes old.

Print Dashboard

Exclude Pending Orders


Service Unit Checklist

- Add / Update Troops
- Submit Initial Cookie Order
- Enter Delivery Information
- Submit Initial Reward Order
- Review & Approve Booth Sites
- Enter / Verify Transactions
- Enter / Payments
- Submit Final Reward Order

◆ Recommended activity


Pending Troop Booth Requests

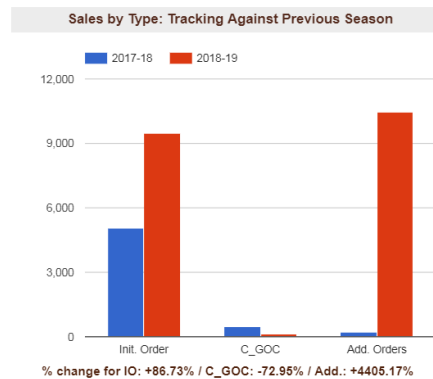
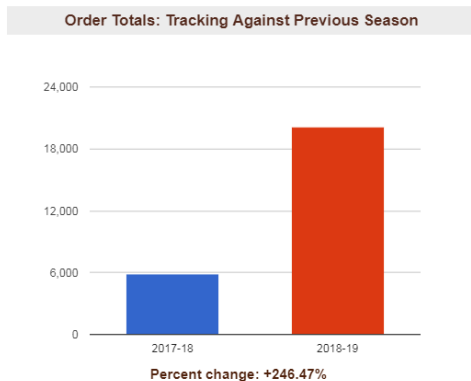
Troop 6073



Boost your social media with this 2-min survey!

START NOW





August 2015						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 New Service Unit Manager Training	19	20	21	22
23	24	25	26	27	28	29
30	31 Troop Order Due Troop Init Reward Due Su Order Due Su Init Reward Due Area Order Due Area Init Reward Due Troop Final Reward Due Su Final Reward Due Area Final Reward Due Troop Data Entry Due	1	2	3	4	5

Troop Status		
Troop	Pkgs. Ordered	Submitted?
00003	48	no
00015	504	no
6073	4199	yes
SU	-499	yes
Total:	4252	

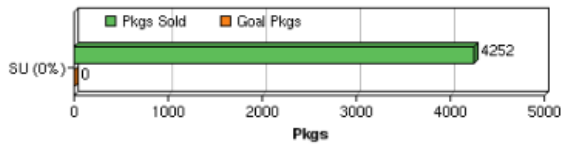
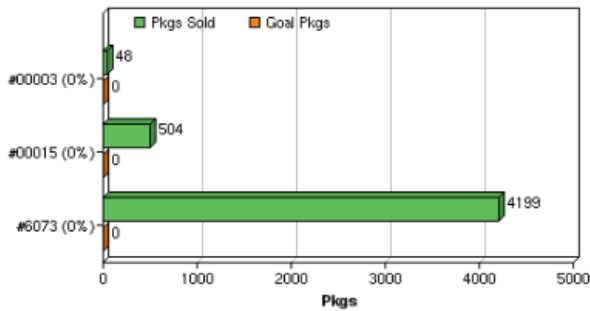
Financial Status	
Total Sales	\$ 19,004.00
Proceeds (Trp/SU)	\$ 2,470.52
Proceeds (No Reward)	\$ 0.00
Proceeds (Tiered)	\$ 445.10
Proceeds (Generic)	\$ 83.98
Total Proceeds	\$ 2,904.58
Owed to Council	\$ 16,099.42
Deposits	\$ 30,694.79
Balance Due	\$ -14,595.37

2017-18

2018-19

Percent change: +246.47%

Goals: Distance to Goal



Per Girl Average

Rewards

Beach Towel	3
Tote and Blanket	3
Bracelet	1
Bandana	0
Duffel Bag	1
100+ Bar	0
150+ Patch	3
Fashion Crate	0
200+ Bar	3
Wallet	2
Wrist Pocket	0
Amazing T-Shirt (Shirt Type)	2
Cupcake Notepad	5
Special Dough	0
iPad	0
Travel Cat Case	0
Tech Case	0
Laptop	0
Rally Patch	0

Messages – Messages from your council will be displayed here. In addition, if your council has an area level, those messages will be displayed here as well.

Service Unit Checklist – the service unit checklist includes items to do in eBudde™ but also can include council-specific items

Pending Troop Booth Requests – Troops that have requested a local booth site will be listed here

Troop Status – This lists the troops in the service unit and how many packages they have ordered and if they have submitted their initial order. The package count gets updated throughout the cookie sale. **NOTE: If troops are marked inactive, they will not show up in this list.**

Financial Status – The financial totals for the service unit are listed here. The detail for this information can be found on the Troop Sales Summary report or the individual Troop Sales Report

Rewards – This will list the rewards currently ordered by the troop. The troop must submit the troop order for the numbers to be displayed on the dashboard

Order Totals Graph – Comparison graph for the service unit from last year to current date. The last season numbers can be found on the service unit settings tab. This season numbers come from the transaction tab for the service unit and the troops.

Calendar – The calendar will show eBudde™ deadline dates and council-specific dates.

Distance to Goal – Each troop will be displayed showing the goal that they set on the troop setting tab and the cookies that they have sold. In addition the service unit goal can be entered on the service unit setting tab and eBudde™ will calculate the packages sold by the troops to compare against the goal and is displayed on the dashboard.

Per Girl Average – This graph depicts the per girl selling average for the service unit which are the total boxes sold by troops on the initial order and service unit initial orders / girl selling from the troop setting tab. The goal number comes from the goals entered on the girl tab.

Girl Selling/Registered - This chart displays the girls selling and registered compared to the previous season. It will give you the participation rates for the current season and the previous season.

Contacts Tab

The information supplied on this screen was entered by you or set up by your council. To add or remove a contact you will need to select the **Settings** tab.

Lemon Grove (673) Contact Information

Contacts Settings Troops Init. Order Delivery Transactions Deposits Rewards

E-mail Branch

Contacts

Service Unit Cookie Chair
su673succ@lbb.com
Phone:
Cell:
Gets email Active Edit

To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde™ will be sent to you troop contact's regular email box. There is no replying of email in eBudde™. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

To ensure that your recipients receive this email you may want to inform them to specify in their email system to allow the following email address as an allowable sender: do_not_reply@littlebrowniebakers.com

NOTE: If you add attachments, eBudde™ will not send attachments via email. eBudde™ will upload your attachments and send a link to the attachments via email to your selection. The links will be active for 45 days from date sent.

You can now designate if you want to email just those contacts labeled as **Primary** contacts you can check the box under Primary Only and eBudde™ will only email to those contacts. See page 19 on creating users as Primary contacts.

You will need to check the CAPTCHA box to send the email.

Branch E-mail:

Calling all cookie communicators!

Please help us keep the eBudde™ system humming by using the best tool for the communication job:

1. For basic information such as policies and procedures, post files on your council's section of the VIP eTraining system. Volunteers can access them again and again without bogging down the system.
2. For alerts and timely reminders, use eBudde's™ in-system messaging. Now you can upload your file and the link will be sent to recipients. The attachment link will expire 45 days from the day of upload.

Remember "Branch email" is provided as a convenience to broadcast information to your branch of the council. Unlike the "Notices" system, email messages will only go out once per "send". Recipients will not be able to reply to this email.


When you use the best tool for the communication job, you help keep eBudde™ quick and lively for everyone. Thanks!

* Subject:

* Message: Plain Email Html Email










* Send Email To
 Select All
 Troop Leaders Primary Only?
 Troop Cookie Chairs Primary Only?
 Troop Cookie Pickup Only Users
 Troop Booth Recorder Only Users
 Troop View Only Users












(max 5MB)
Attachment: No file chosen






I'm not a robot 
reCAPTCHA
Privacy - Terms

This emailing system allows messages in plain text and in html. The HTML allows for additional formatting.

* Message: Plain Email Html Email

B *I* U ~~I_x~~         

Format Font Size     

To edit your **Service Unit Contact** information click the **Edit** button next to the contact name.

The system will open up a page to change the information. To create a new contact, see the section on service unit settings.



Lemon Grove (673) Contacts [?](#)

Settings	Troops	Init. Order	Delivery	Transactions	Payments
Amy Smith 123 Any St. San Diego, CA 99999					
Service Unit Manager tbsr@lbb.com Jump2 Phone: 619-555-5555 Cell:					
Gets email Active Edit					
Becky Harrigan 123 Any St. San Diego, CA 92105					
Service Unit Cookie Chair sutest@lbb.com Jump2 Phone: Cell:					
Gets email Active Edit					

To edit your contact information, click **Edit** below your name. Since we now have the new Cookie Tech Portal, you will need to change the information in the portal which will update eBudde™. When you click the **Update Contact Info** it will take you to the Cookie Tech Portal. Your information will be changed there and in eBudde™.

You also have a section to just update your email preferences that are specific to eBudde™.

Contact Info
(good for all Cookie Tech Tools)

email: beckydemo@lbb.com

Address: 123 Any Street **Home Phone:** 555-555-5555
Address2: **Cell Phone:** 666-666-6666
 City: San Diego
 State: CA **Zip:** 99999

[Update Contact Info](#)
(at Cookie Tech Portal)

eBudde™ Preferences

Receives email: Active:

Update eBudde™ Email Preferences
(select to UNsubscribe)

Pending Transactions:

[Cancel](#) [Update My Preferences](#)

When you click Update Contact Info, you will go to the update page to update your information.

Cookie Portal Profile

Please update your information below.

slickbh12@gmail.com		
Rebecca	Harrigan	
555-5555	555-5555	
4422 Jocelyn	Apt., Suite, etc.	
San Diego	CA	99999

Enter current password to confirm changes.

Update Profile

Change Password.

Change Password

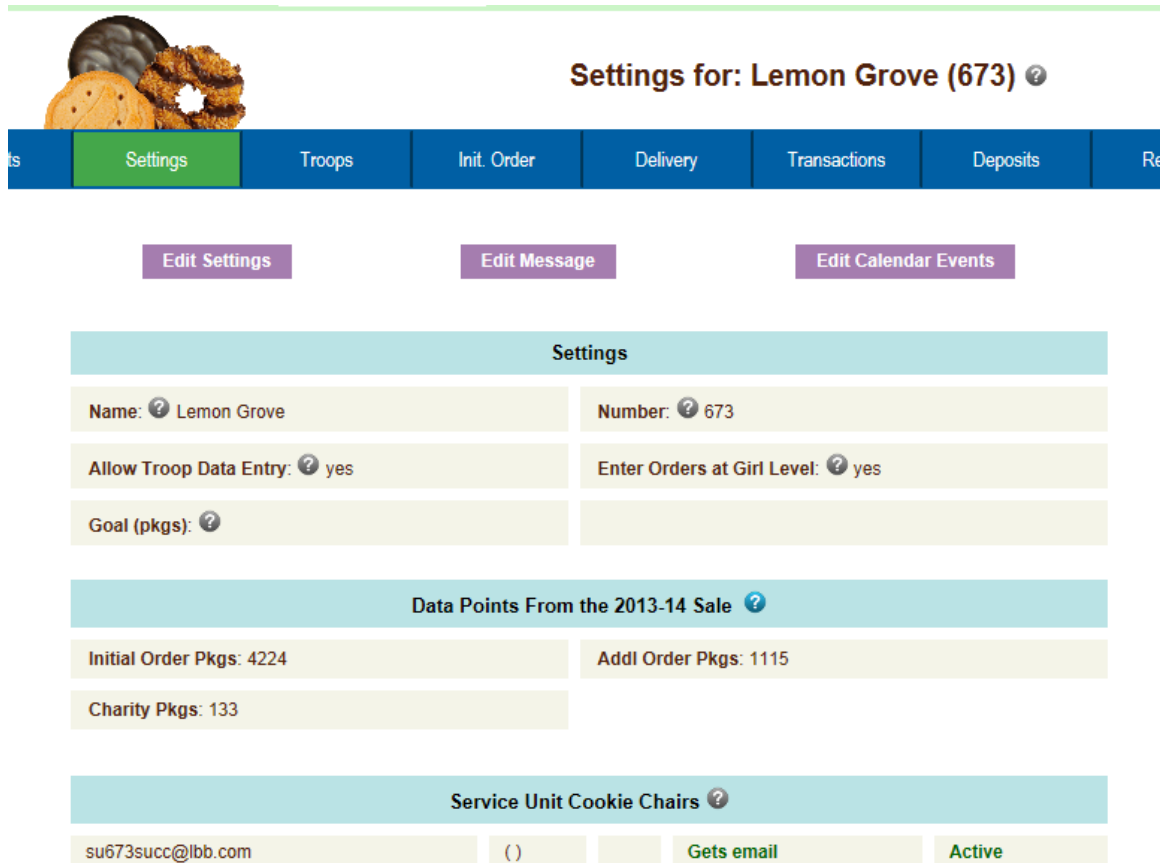
Enter your information and click update profile. If you would also like to change your password, you can do that on this screen as well. You can update one section at a time (contact or password). If you need to change both password and profile, you will have to click Update Contact Info again. Be sure to enter your current password or you will get the following error.

1 error prohibited this user from being saved:

- Current password can't be blank

Settings Tab

The settings tab allows for adding new service unit level users, changing default service unit settings, creating eBudde™ messages for troops on the dashboard, entering last year's data for the dashboard comparison graph.



The screenshot shows the 'Settings for: Lemon Grove (673)' interface. At the top, there is a navigation bar with tabs for 'Settings', 'Troops', 'Init. Order', 'Delivery', 'Transactions', 'Deposits', and 'Re'. Below the navigation bar are three buttons: 'Edit Settings', 'Edit Message', and 'Edit Calendar Events'. The main content area is divided into three sections:

- Settings:** A table with the following data:

Name: ? Lemon Grove	Number: ? 673
Allow Troop Data Entry: ? yes	Enter Orders at Girl Level: ? yes
Goal (pkgs): ?	
- Data Points From the 2013-14 Sale ?**

Initial Order Pkgs: 4224	Addl Order Pkgs: 1115
Charity Pkgs: 133	
- Service Unit Cookie Chairs ?**

su673succ@lbb.com	()	Gets email	Active
-------------------	-----	------------	--------

This information was set by your council but you can make some changes appropriate to your service unit. You may be allowed to change the settings for allowing troop data entry and girl entry level data entry and your previous year's sales data. You can also add additional contacts for your service unit. In addition, you can create a message that troops will see when they log into eBudde™.

Edit Settings

To update this information, left-click the **Edit Settings** button. The system will display the following screen:



Add/Edit Service Unit in: Lemon Grove (673)

Settings	Troops	Init. Order	Delivery	Transactions	Deposits	Rewards
----------	--------	-------------	----------	--------------	----------	---------

Settings

Name: <input type="text" value="Lemon Grove"/>	Number: <input type="text" value="673"/>
Goal (pkgs): <input type="text"/>	

Data Points From the 2013-14 Sale

Initial Order Pkgs: 4224	Addl Order Pkgs: 1115
Charity Pkgs: 133	

Service Unit Managers

----- Add a new Service Unit Manager -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Service Unit Cookie Chairs

su673succ@lbb.com () Primary? Remove?

----- Add a new Service Unit Cookie Chair -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Service Unit View Only Users

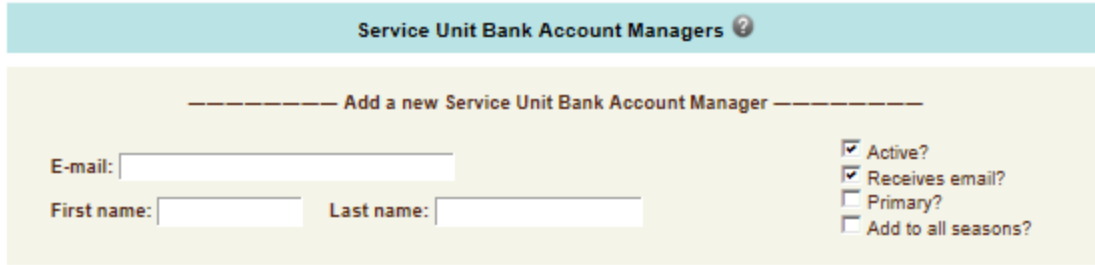
----- Add a new Service Unit View Only User -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Update

Cancel

Council may allow service unit to view troop banking information. If so, the role for that access is Bank Account Managers. Only users designated as Primary have access to add users to this role.



Service Unit Bank Account Managers ?

----- Add a new Service Unit Bank Account Manager -----

E-mail:

First name: Last name:

Active?
 Receives email?
 Primary?
 Add to all seasons?

Name of Service Unit – The service unit name.

Service Unit Number – The service unit number.

Allow Troop Data Entry – check this box if the troop is going to enter their orders in cases with booth information. May be inaccessible per council customization.

Enter Orders at Girl Level – Check this box if you or the troop is going to enter the order by girls in packages. . May be inaccessible per council customization.

Data Points from the Previous Year Sales – May be inaccessible per council customization

Initial Order Pkgs – Enter in the number of packages that were ordered last year at initial order time by the service unit and/or troops.

Add Order Pkgs – Enter in the number of packages that were picked up after the initial order was received by the service unit and/or troops.

Charity Pkgs (optional) – Enter in the number of packages last year that were sold as part of a council-sponsored Gift of Caring program.

Service Unit Managers – this can be used to add another service unit contact as a service unit manager. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

Service Unit Cookie Chairs – this can be used to add another service unit contact as a cookie chair. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

Service Unit View Only Users – this can be used to add another contact to the service unit that can only see the screens and print reports. This user cannot make any changes in the system.

Service Unit Booth Site Approvers – This can be used to add another contact to the service unit that can only use the booth site tab and report tab. They will be able to see troop level booth site tab as well. This user will be allowed to approve troop booth requests for a local booth site.

Service Unit Booth Site Uploaders – This service unit contact can only use the contact tab, booth site tab for uploading booth site information only and the report tab. They will be allowed to upload council site booth sales via spreadsheet. Will not be allowed to change or delete any booth sites in the system. This user will be allowed to print reports and change personal login information

Service Unit Bank Account Managers – this can be used to allow permission for a user to see troop bank account number and routing number in reports. You can have a user that has only this permission or add this permission to a user that has another service unit role.

Remove? – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**

Email: – Enter the email address of a new troop contact under the appropriate header.

Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.

First name: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well.

Last name: (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well.

Receives email – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.

Primary? – If you want to designate that this contact is a primary contact, check the box. Primary contacts can be emailed separately on email blasts and will show up on reports that include a primary contact.

Add to all seasons? – Allows you to give the contact access to the troop records for previous seasons.

Remove a contact – You may remove service unit contacts. **NOTE: Do not remove yourself from the current list of service unit managers ONLY. If you do, you will no longer have access to the system.**

Left-click the Update button to save the changes. Left-click the Cancel button to leave the page without saving the changes.

Edit Messages

You can also create messages for troops to see on their dashboard when they log in. Click the **Edit Messages** button to create the message.

You can create messages and mark them as priority message. You can also create a message to be published in a week and you can create messages with links and easy formatting.

Notification Messages

Notification messages are just that: Branch-wide notifications. For example: An SU's notification would go to that SU's Troops while a Council's Troop notification would go to the entire Council's Troops.

They remain in place until removed.

For one-time specific messages to a branch choose "e-mail Branch" button on the Contacts page. For individual emails simply click on a contact on the Contacts page.

To create a new message fill out the fields below and hit 'Save'. To review or edit older messages click the 'Manage Messages' button.















[Manage Messages](#)














Publication date:

* Message To: Troop Mark as **PRIORITY**

* Notification Message (140 chars):

If you need to add more information or add html features, create an additional message here (2048 chars)

B I U Z X    |     |       



Format - | Size - |    |   |   |      

* Required

Enter the date that you want the message to be posted on the dashboard. Click the box to have the message placed on the Troop dashboard. If the message is important, mark the box labeled “Mark as **PRIORITY**”. You can place a short message of 140 characters. You may also use that as the message line viewed on the dashboard and then any additional information that you place in the additional information box will allow them to see a link **READ MORE**. An example of this is below.


After you have entered in your information click the **Save** button. If you do not want to update your message, click the **Cancel** button.

Messages then show up on the dashboard of the troops as seen below. Troops will be able to mark messages as read. If you have more than just the short version of the messages, you will see the read more link for them to read the entire message.

Important Messages		
	From Your Service Unit Welcome to the 2018-2019 eBudde season! Mark as Read	08/25/18 Read More
	From Your Service Unit Welcome to the Lemon Grove Service Unit! Mark as Read	07/30/18

Edit Calendar Events

You can also **Edit Calendar Events**. Click the **Edit Calendar Events** button. The following screen will be displayed. The eBudde™ calendar items are not changeable. However, you can add service unit specific items.



Lemon Grove (673) Calendar Events

s	Settings	Troops	Init. Order	Delivery	Transactions	Deposits
---	----------	--------	-------------	----------	--------------	----------

Lemon Grove (673) Calendar Events

Date: Display For: Event Title: Delete?

There no existing calendar events to display

Add a New Event:

2015-08-18	Troop ▾	Troop training by Service Unit	< Clear
------------	---------	--------------------------------	---------

CancelUpdate Calendar Event(s)

Troops Tab

To add and/or edit a troop, click the Troops tab on the page. As you add troops, you will see them appear on the left-side of the screen under the **Navigation** tree.



The screenshot shows a web interface for managing troops. At the top, there is a header with a logo of cookies and the text "Troops in: Lemon Grove (673) ?". Below the header is a navigation menu with tabs: "acts", "Settings", "Troops" (highlighted in green), "Init. Order", "Delivery", "Transactions", "Deposits", and "Rewards". Under the "Troops" tab, there are five buttons: "Add a Troop", "Add up to 11 Troops", "Unsubmit All Cookie Orders", "Unsubmit All Init Rewards", and "Unsubmit All Final Rewards". Below these buttons is a list of three troops, each with a unique ID and "Edit" and "Delete" buttons. The third troop, #6073, has an additional "Unsub. Cookie Order" button.

Troop ID	Buttons
#00003	Edit, Delete
#00015	Edit, Delete
#6073	Unsub. Cookie Order, Edit, Delete

You can enter troops using two different methods. The choice for which button you used is at your discretion.

Add a Troop – This button allows you to enter one troop only. You would need to click this button for each troop you entered.

Add up to 11 Troops - This button allows you to enter up to 11 troops at a time. If you had 13 troops you would need to click this button twice. The first time you would enter the 11 troops. The second time you would enter 2 troops.

Unsubmit All Cookie Orders – This will unsubmit all troop cookie orders if necessary to allow troops to resubmit

Unsubmit all Initial and Final Reward Orders - This will unsubmit all troop reward orders if necessary to allow troops to resubmit.

NOTE: You can un-submit orders for individual troops if necessary. Once your order(s) are sent to the bakery, these buttons will be removed.

To Add a Troop – Left-click the **Add a Troop** button displayed on the page. The following page will be displayed on the page.

Adding or Editing a Troop



Add/Edit Troop in: Lemon Grove (673)

[Home](#) |
 [Account](#) |
 [Settings](#) |
 [Troops](#) |
 [Init. Order](#) |
 [Delivery](#) |
 [Transactions](#) |
 [Deposits](#)

Settings

Number: <input type="text"/>	#Girls Registered: <input type="text"/>
#Girls Selling: <input type="text"/>	Troop Goal (pkgs): <input type="text"/>
Level: <input type="text" value="Daisy"/>	Opt out of rewards for additional proceeds: <input type="checkbox"/> You will receive rewards.
Bank name: <input type="text"/>	Bank routing number: <input type="text"/>
Bank Account No: <input type="text"/>	

Active Seller:

Troop Leaders

----- Add a new Troop Leader -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Troop Cookie Chairs

----- Add a new Troop Cookie Chair -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Troop Cookie Pickup Only Users

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY sign for cookies received at a cupboard.

----- Add a new Troop Cookie Pickup Only User -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?

Troop Booth Reorder Only Users

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY record booth sales.

----- Add a new Troop Booth Reorder Only User -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?

Troop View Only Users

----- Add a new Troop View Only User -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

[Update](#)

[Cancel](#)

Number – enter the troop number

Girls Registered – the number of girls registered in the troop or 0 if unknown
(May be inaccessible due to council customization)

Girls Selling – the number of girls selling cookies in the troop or 0 if unknown
(May be inaccessible due to council customization)

Troop Goal (pkgs): - if the troop set a sales goal, enter the number in packages or 0 if unknown.

Level: - Program Age Level of the troop

Opt out of rewards for additional profit:- If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box.

Bank Name (optional) – Enter the troop’s bank account name

Bank Routing No. (optional) – Enter the troop’s bank routing number

Bank Acct No. (optional) – Enter the troop’s bank account number

Active Seller (optional) – Check the box if the troop is actively selling cookies.

Troop Leader or Troop Cookie Chair or Troop View Only Users:

– You **MUST** enter an email address for one of the three types of users.

Email: - Enter email address

First name: (Optional) – Enter in contact’s first name

Last name: (Optional) – Enter in contact’s last name

Active? – Check this box if you want the contact to have access to the system.

Receives email? – Check this box if you want the contact to receive email from you and/or council and the confirmation emails when ordering.

Primary? – You may designate a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.

Add to all seasons? – Check this box if you this contact to have access to the troop in previous years.

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

Special Troop Contacts

There are two troop contacts that may be available, Troop Cookie Pickup Only Users and Booth Sale Recorder Only Users.

If your council uses the Cupboard Keeper mobile app, you may specify additional cookie-pickup people which eBudde™ refers to as the Troop Cookie Pickup Only User. For example, if you have a parent picking up cookies for you and your council uses the Cupboard Keeper mobile app, you will need to add this person’s email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the Cupboard Keeper mobile app to verify that they are allowed to pick up cookies at the cupboard.

NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.

Troop Cookie Pickup Only Users ?

**Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.
This user can ONLY sign for cookies received at a cupboard.**

----- Add a new Troop Cookie Pickup Only User -----

E-mail:

First name: Last name:

Active?
 Receives email?
 Primary?

If your council used the Booth Sale recorder mobile app, you may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde™ and you want them to record the booth site sales, you will need to add them in as a Troop Booth Recorder Only User. This will allow them to record the booth sales on the mobile app and/or in eBudde™. They will also be able to change their contact information in eBudde™. They WILL NOT have access to any of the other troop tabs in eBudde™.

NOTE: As a troop leader or troop cookie chair, you are able to record booth sales. DO NOT add yourself as a troop booth recorder only user or you will LOSE ACCESS to the other tabs in eBudde™.

Troop Booth Recorder Only Users ?

**Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.
This user can ONLY record booth sites.**

trpbooth6073@lbb.com () Primary? Remove?

----- Add a new Troop Booth Recorder Only User -----

E-mail:

First name: Last name:

Active?
 Receives email?
 Primary?

To Add up to 11 Troops – Left click the **Add up to 11 Troops** button. The following page will be displayed: ??????Need new screenshot

Add up to 11 Troops to: Lemon Grove (673)

	Troop #	# Girls Reg	# Girls Selling	Sales Goal	Level	Opt out of rewards for add. proceeds?	Troop Leader E-mail	Cookie Per.	Active?	Rec. email?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Troop Number – enter the troop number

Girls Registered (Optional) – the number of girls registered in the troop (will not be displayed if girl registration automation is turned on)

Girls Selling (Optional) – the number of girls selling cookies in the troop (will not be displayed if girl selling automation is turned on)

Has Sales Goal: - if the troop set a sales goal, enter the goal in packages

Level: - Program Age Level of the troop

Proceeds (no rewards): - If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box.

Troop Contact E-mail: – You **MUST** enter an email address here.

Cookie Per. – Click the box if the contact email is for the troop cookie person.

Active - If this troop contact will be a user on the system, this box must be checked

Rec Email – If you want the troop contact email user to received the email confirmations, this box must be checked

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

As you add troops, the system will update the navigation tree. You will also be allowed to change and/or delete troop information.

The screenshot shows the eBudde interface for managing troops. At the top left is the eBudde logo. To its right is a header for "Troops in: Lemon Grove (673)". Below this is a navigation bar with tabs: Dashboard, Contacts, Settings, Troops (highlighted in green), Init. Order, Delivery, Transactions, Deposits, and Rewards. On the left side, there is a sidebar with "Council" and "Ser. Units" sections. Under "Ser. Units", "Lemon Grove (673)" is selected. Below that, a list of "Troops in Lemon Grove" includes Troop 00003, Troop 00015, and Troop 6073. The main content area shows a list of troops with their IDs: #00003, #00015, and #6073. Each ID has "Edit" and "Delete" buttons to its right. Above the list are four buttons: "Add a Troop", "Add up to 11 Troops", "Unsubmit All Init Rewards", and "Unsubmit All Final Rewards".

To change troop information or remove a troop, click on the **Troops** tab. The system will list the troops currently in the system.

Edit – The edit button allows you to change information about the troop and add new troop contacts.

Delete – The delete button allows you to remove the troop from the system. Your council may disallow this capability.

Deleting the Troop

This screenshot shows the same eBudde interface as above, but with a confirmation dialog box overlaid. The dialog box is titled "Message from webpage" and contains a question mark icon. The text inside the dialog reads: "#6073 has data associated with it that will be IRREVOCABLY LOST. Are you sure you want to delete it?". At the bottom of the dialog are "OK" and "Cancel" buttons. The background interface is dimmed, showing the "Troops" tab selected in the navigation bar and the list of troops with their IDs: #00003, #00015, and #6073.

Left-click the Delete button. The eBudde™ system will confirm that you want to delete the troop. Left-click the **OK** button to delete the troop. Left-click the **Cancel** button if you do not wish to delete the troop.

Un-submitting Troop Orders

Troops will submit their cookie and reward orders. You as a service unit can un-submit one or more troop orders for cookies and rewards. When a troop submits an order of any kind, the appropriate un-submit button will appear in the troop row. The example below shows that the troop submitted their cookie order but not any reward orders.

To un-submit a troop order, find the troop, click the appropriate un-submit button. The system will display messaging that the troop's order has been unsubmitted.

Keep in mind that deadline dates are still in effect. So, if you un-submit an order after the deadline date for the troop to submit the order, the troop will not be able to re-submit. Also, once you submit orders to council/area, the un-submit button will no longer be available.

CAUTION: The troop's order must be re-submitted prior to deadline dates to be included in orders to the bakery.



Init. Order

Format of the screen may be in **Cases** or **Packages** as directed by your council. One or more of the following options may apply for the **initial cookie order**:

- Verify troop orders
- Enter troop orders using the fast entry option
- Enter service unit order
- Submit service unit/troop orders to council
- Verify imported order is correct

NOTE: If you will be entering troop cookie orders using the troop cookies tab, see Appendix A.

Initial Order Page- Troops placing orders

Instructions for service units once orders have been placed for troops by troops or the service unit at the troop level

All orders need to be reviewed by the service unit. The service unit can monitor this entry easily by looking at the initial order page. This page is where you verify the cookie orders by troop, add a service unit order and then submit your service unit orders to the council. Once you have submitted your initial cookie order you cannot change the order. **ONLY** council will be able to change the order at that point.

Your council may place an order for one or more varieties. This order will display on the **IMPORTED** line. Review this line. If you have any questions, see your appropriate council staff member/volunteer.

Lemon Grove (673) Initial Order Little Brownie Bakers [Log Out](#)

Settings Troops **Init. Order** Delivery Transactions Deposits Rewards Reports Help Center

[Printable Version](#) [Submit Order](#)

*Troop Info is listed below.
Please Submit your order only Once!
* Indicates Troops who have not submitted their order.*

Troop	C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
00003 *	0	0	0	0	0	0	0	0	0	0
00015 *	0	0	0	0	0	0	0	0	0	0
6073 *	0	0	0	0	0	0	0	0	0	0
6075 *	0	0	0	0	0	0	0	0	0	0
Troop Subtotal	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0
SU-673	0	0	0	0	0	0	0	0	0	0
SU Subtotal	0	0	0	0	0	0	0	0	0	0
Cases in Order	0	0	0	0	0	0	0	0	0	0

Initial Order Page – Service Unit keying total troop order

Instructions for service units keying in troop orders in total cases using the fast entry method.

All orders need to be reviewed by the service unit. The service unit can monitor this entry easily by looking at the initial order page. This page is where you enter the cookie orders by troops, add a service unit order and then submit your service unit orders to the council. Once you have submitted your initial cookie order you cannot change the order. **ONLY** council will be able to change the order at that point.

Troop	C_GOC	! LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
7301	0	0	0	0	0	0	0	0	0	0
7302	0	0	0	0	0	0	0	0	0	0
Troop Subtotal	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0
SU-730	0	0	0	0	0	0	0	0	0	0
SU Subtotal	0	0	0	0	0	0	0	0	0	0
7301	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Cases in Order	0	0	0	0	0	0	0	0	0	0

Printable Version – Left-click this button to print a report that shows the above information.

Submit Order – Left-click this button to submit your service unit order to your council. **NOTE: You can only submit your order ONCE! If a change needs to be made, you will need to call council to make the change to an order.**

Save – Save your entries of troop orders.

To enter in troop orders you click on the line with the troop number you will be entering an order for. Click on the first entry box at the bottom of the screen. Enter in the cookie order by tabbing through the line. Once you have completed entering the order, click the enter button. The system will display the troop order next to the troop number.

The system will display the status of troop orders. If an order for a troop has not been placed the troop number will be preceded by an * (asterisk).

Delivery Tab

If a service unit has a cookie order, they would need to select a time for their cookie pickup and possibly a delivery site. This is done on the delivery tab.

You are not allowed to select a delivery station that is using time slots and they are all taken. It will be displayed in grey and noted as full.

Please choose your Delivery Station:

Clairemont (621) : 01/26/2019 : 7:45am - 10:30am (full)

Left-click the **Delivery** tab. The system will display the following page.

Lemon Grove (673) Delivery Sheet

Print
Submit My Info

	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Cases per Variety	1	1	1	1	1	11	1	1	18
	Total cases including any other troops picked up for								18

Will you be picking up for other troops? yes no

Please select your Delivery Station:
Lemon Grove on the ticket (673) : 09/10/2016 : 10:00am - 6:00pm

Time	Door #1	Door #2
10:00am		
10:10am		
10:20am		
10:30am	T6073	
10:40am		
10:50am		
11:00am		
11:10am		

Will you be picking up for other troops? – If you pick up for other troop, click in the yes radial. The system will display boxes to enter the troop number(s) for the troop(s) you are picking up for. If you are not, click in the no radial.

Will you be picking up for other troops? yes no

What troops will you pick for?

Select your delivery station.

Click the time slot that you want.

Click the **Submit My Info** button.

Transaction Tab

This area is used if the service unit needs to record transactions for cookies from the service unit to the troops. You can then view your current inventory status displayed on the page. Transactions originating at the cupboard may be done by designated council staff or you may be authorized to do them. You will use this form at the service unit level only if you have cookies you distribute yourself.

Lemon Grove (673) Transactions

Settings Troops Init. Order Delivery **Transactions** Deposits Rewards Reports Help Center

Add a Transaction Column Filter: None Low: High: Page: 1: 07/25 - 07/25

Receipt	Pending	Type	Date	2nd Party	Pickup	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Init. Del.			07/25	--		12	12	12	12	12	132	12	12	216
On Hand						12	12	12	12	12	132	12	12	216
Pending (Cup. Orders)						0	0	0	0	0	0	0	0	0
After Pending						12	12	12	12	12	132	12	12	216

Transactions Info/Dates

NOTE: Transactions will be displayed as determined by your council – Cases or Packages

Left-click the **Export** button to export to an Excel compatible format.

Left-click the **Save** button to save the information you have keyed on the page.

Navigating the Transaction Form

The columns on this page listed from left to right are as follows:

Receipt - This is the receipt code for the transaction (eBudde™ will automate this number for you)

Pending – The status of the order as pending to the cupboard, yes or no

Type – A reference for your council

Date – This is the date of the transaction

2nd Party – This is whom the cookies are going to or coming from

LmUp – Lemon-Ups

Tre – Trefoils

DSD – Do-Si-Dos

Sam – Samoas

Tag – Tagalongs

TMint – Thin Mints

Smr – S’mores

Toff - Toffee

Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type

▼ Sort from smaller or earliest to larger or latest

▲ Sort from larger or latest to smaller or earliest

► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and hit tab after entering the information in the High box.

Page:

Page:

Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system will refresh and you will see that page. The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.

Cookie Transaction

Date: 2016-07-29 Pickup: Pickup: Receipt: 111000 #

Type: Normal 2nd Party: Cupboard ---

Variety	Cases	Pkgs
Lemon Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0 = 0	0 = 0

Additional Info.

Product Movement
Add Product

Hours of Oper.

Contact Info
Becky Harrigan
beckydemo@lbb.com
123 Any Street
San Diego

+ Save/Print Okay Cancel

Transaction Date – enter the date of the transaction. The system will default to the current date.

Type – Select type of transaction.

Normal – Transaction with no specific designation

Booth – Transaction is for a booth sale

Adjustment – Transaction type for corrections **(This option available at council discretion)**

Return – Transaction for return of cookies **(This option available at council discretion)**

Receipt - this is a fifteen character alphanumeric field that you may use for reference to the transaction. eBudde™ will automate a receipt number for you. You may override this number with a council receipt number by keying in the box.

NOTE: if eBudde™ assigns a receipt #, once the transaction is saved, you cannot change the receipt number. If it is incorrect, you would need to delete the transaction and re-enter.

Second Party: - this refers to the other party that is getting the cookies, bringing back the cookies, etc. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You would select it by clicking the drop down or

typing in the first letter. You then enter the number of the second party – troop number, service unit number, cupboard number.


Drop down: You have two options. Remove Product or Add Product - If cookies are being added to your cupboard, click Add Product. If cookies are being removed from your cupboard, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

Contact Info – This information allows the other party to contact you if needed. eBudde™ will pre-fill this information with your contact information.

 This button allows you request an eBudde™ automatic receipt number. You would use this button if you accidentally started keying in the receipt number box but would like eBudde™'s automated number.

Save/Print – This option replaces the button previous labeled **Receipt**. But it does work a little differently. If you press the save and print, eBudde™ will do two things. It will actually save the record to the database. Which means you will not have to click save on the summary grid screen. The second thing that will happen is that the receipt will be displayed in another browser window ready to be printed.

Okay - to save the transaction to the summary grid. This does not save it to the database. Once you are at the summary grid, you will have to click save to save all the transactions you have entered.

Cancel to leave the form without saving.

Create a Pending Order Request for a Cupboard (Optional)

A service unit can create a pending cookie order request for a cupboard on the transaction tab. If your council has this option available, the order is created automatically if the following options are selected on the product transaction form:

Cupboards can now require pending orders to be place a certain time prior to pick up. Example – they can set that the transaction needs to be in 24 hours to the date/time in the pickup option.

Second Party: Cupboard is selected and a cupboard number is entered
Add/Remove Drop Down: Add is selected

When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

Your council determines the timing of when the transaction is locked. It can be locked immediately upon saving or is locked when the cupboard manager locks in by unchecking the pending box.

Cookie Transaction

Date:
Pickup:
Receipt: #

Type:
2nd Party:

Variety	Cases	Pkgs
Lemon Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/> = 0	<input type="text" value="0"/> = 0

Product Movement

Add Product

Contact Info

Becky Harrigan
beckydemo@lbb.com
123 Any Street
San Diego

Additional Info.

Hours of Oper.

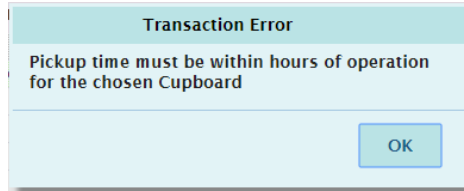
7:00pm-9:00pm M,Tu,W,Th,F;
from 07/25/16 to 08/26/16
6:00pm-9:00pm Weekends;
from 07/30/16 to 08/21/16
8:00am-6:00pm
Su,M,Tu,W,Th,F,Sa; from
08/23/16 to 08/31/16
10:00am-4:00pm Weekends;
from 07/30/16 to 08/21/16

Monday - Friday: 7pm - 9pm
Saturday - Sunday 8am - 6pm
Closed 8/22

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. If a day is missing as above – no Sunday, the cupboard is closed on Sunday. You will see these hours once you have selected the cupboard.

If a cupboard enters notes, they will be displayed at the bottom of the form.

A cupboard can also require that the pickup date and time be within the hours of operation. If you try to schedule a pickup time that is not within that timeframe, the system will give you a transaction error message. You will not be able to save the transaction until you enter in a valid date and/or time.



The screenshot shows the "Lemon Grove (673) Transactions" page. At the top left is a logo with cookies. The page title is "Lemon Grove (673) Transactions" with a dropdown arrow. On the top right is the "Little Brownie Bakers" logo and a "Log Out" button. Below the title is a navigation bar with tabs: "acts", "Settings", "Troops", "Init. Order", "Delivery", "Transactions" (highlighted in green), "Deposits", "Rewards", "Booth Sites", "Reports", and "Help Center".

Below the navigation bar are several controls:

- "Add a Transaction" button with a "Save" button below it.
- "Column Filter" dropdown menu set to "None".
- "Low:" and "High:" input fields.
- "Apply Filter" button.
- "Page: 1: 04/07 - 12/04" dropdown menu.

Below these controls is a table with the following data:

*Receipt	*Pending	*Type	▲Date	*2nd Party	*Pickup	LmUp	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
GI1000	yes	normal	01/15	C1		0	0	5	0	0	0	0	5
Init. Del.			12/04	--		120	120	120	120	120	120	120	840

Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

Payments Tab

The payments tab will allow you to view all the payments credited to your troops. If your council allows, you can also enter the payments that your troops have made to the council.

The interface displays the 'Payments' tab for SU 11 (11). It includes a navigation bar with 'Payments' highlighted, a search filter set to 'None', and a table of payment transactions. The table columns are Bank, Date, Ref. Number, Verified, Troop, and Amount. The total amount shown is -\$48.50.

Bank	Date	Ref. Number	Verified	Troop	Amount
DOC Bank	2018-04-27	DOC DLVR CNCLD 22266001		11002	4.00
DOC Bank	2018-04-27	DOC DLVR 22266001		11002	4.00
DOC Bank	2018-03-07	DOC DLVR CNCLD 22037000		11002	-4.00
DOC Bank	2018-03-07	DOC DLVR 22037000		11002	4.00
DOC Bank	2018-02-06	DOC DLVR CNCLD 21103673		11002	-4.00
DOC Bank	2018-02-06	DOC DLVR CNCLD 21095113		11002	-4.00
Total					\$ -48.50

As you enter payments they will be displayed on the screen. You can **Add, Edit, or Delete** payments. You can also selectively search to display only specific payments.

Adding Payments

Click the **Add Payment** button.

The screenshot shows the 'Add Payment' form with a dropdown menu open for selecting the bank. The menu options are: ACH Sweep, Bank of America, Credit Card Payments, DOC Bank, Main Source Bank, and Refunds. The amount entered is \$ 200.00.

Select the bank, enter date, reference number (optional), verified (unavailable for service units) troop number and amount. Use the **Tab** key to move across the page. Press Enter to complete the line entry OR use the **Add More** button to key additional payments.

Date – You must enter the date in this format mm/dd/yy. Each payment must have a date.

Reference Number – Reference is used to annotate the payment. This entry is optional. Possible uses for this box is to comment on the payment, to specify which bank the payment was made from, to enter an encoding number.

Troop – Enter troop number

Verified – Unavailable to service units and troops. Verification can be done by councils only/

Amount – the amount can be a positive or a negative. You do not have to enter in the cents if it does not apply.

OK – Click OK or press enter to move the payment to the grid so that it can then be saved.

Navigating the Payment Information Page

As you enter payments, the system displays the payments using a scrolling feature. To facilitate making changes there are several methods to navigate to the information that you need. You will want to use the method that best fits what editing you are trying to do.

Scrolling

Payments are displayed in the order keyed by default. You can scroll through the payment pages by using the scroll bar located to the right of the payment page.

Sorting

You can sort the payments in any order that will be show you the payments in that particular order.

- ▼ Sort from smaller or earliest to larger or latest
- ▲ Sort from larger or latest to smaller or earliest
- ▶ Not sorted by this column

Search and Filter

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page.

Editing/Deleting Payments

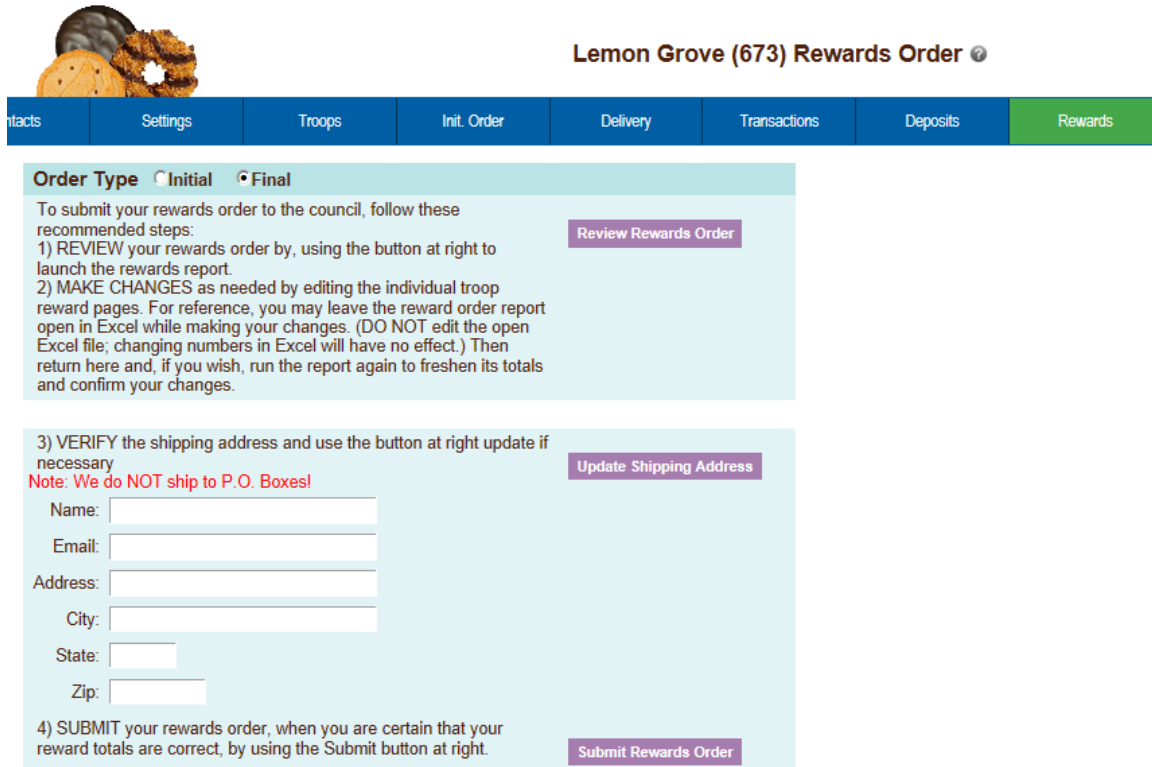
All boxes can be changed. To make changes by left-clicking your mouse in the box you want to correct and making the changes. You can also delete the payment by pressing the **Delete** key on your keyboard. Deletions and changes can be made at the same time. Once you have made all your changes, left-click the **Save** button to save your changes.

Exporting the Payments

Click the **Export** button to export the payments. The system will display a screen and instruction you to click File, Save As to save the payments.

Rewards Tab

Reward orders are entered at the girl or troop level. The service unit role is to monitor the entry of reward orders and submit the order to the council. Your council may or may not designate that your council will have an initial order.



Order Type Initial Final

To submit your rewards order to the council, follow these recommended steps:

- 1) REVIEW your rewards order by, using the button at right to launch the rewards report
- 2) MAKE CHANGES as needed by editing the individual troop reward pages. For reference, you may leave the reward order report open in Excel while making your changes. (DO NOT edit the open Excel file; changing numbers in Excel will have no effect.) Then return here and, if you wish, run the report again to freshen its totals and confirm your changes.

[Review Rewards Order](#)

3) VERIFY the shipping address and use the button at right update if necessary
Note: We do NOT ship to P.O. Boxes!

Name:

Email:

Address:

City:

State:

Zip:

[Update Shipping Address](#)

4) SUBMIT your rewards order, when you are certain that your reward totals are correct, by using the Submit button at right.

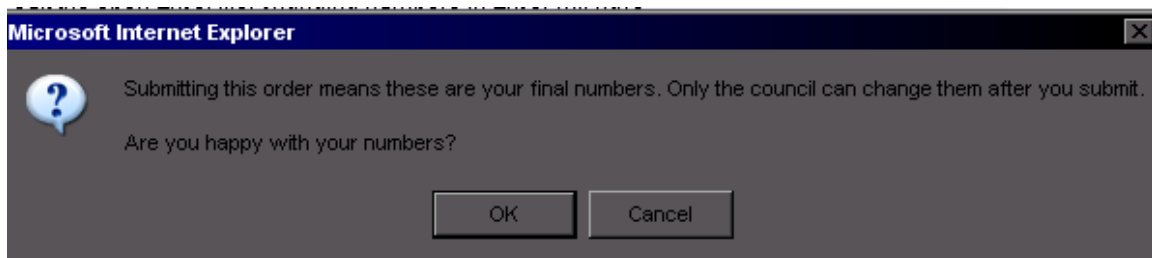
[Submit Rewards Order](#)

Order Type – Initial order type is an option that may or may not be available as it is a council option. If you have both types, you may select which type you will be verifying and submitting to council.

Review Rewards Order – This will create a report for the rewards that have been entered into the system. This report can be saved and printed. You **MUST** verify the accuracy of this report before proceeding. If you need to make changes, **DO NOT** make them on the report. Go back to the troop reward order form to make the changes

Update Shipping Address – This option may or may not be available. If available, the service unit must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the service unit.

Submit Rewards Order – Once all troop reward orders have been verified, click the button. This will send your verified rewards order to council. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes, only council will.



Microsoft Internet Explorer

Submitting this order means these are your final numbers. Only the council can change them after you submit.

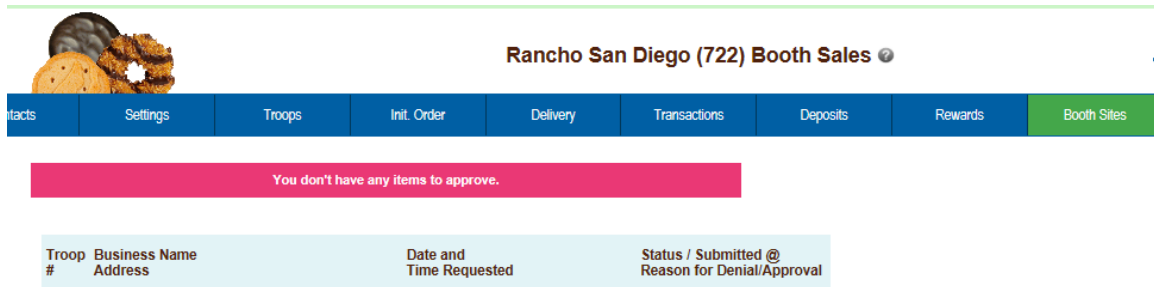
Are you happy with your numbers?

OK Cancel

Booth Sites Tab

The booth sites tab is an optional tab that councils will provide for service units to be able to approve troop requests for booth sites that are not council sites. You can also approve on the troop level, however this allows you to view all your troop requests.

If there are no booth sites to approve/deny, the following message will be displayed



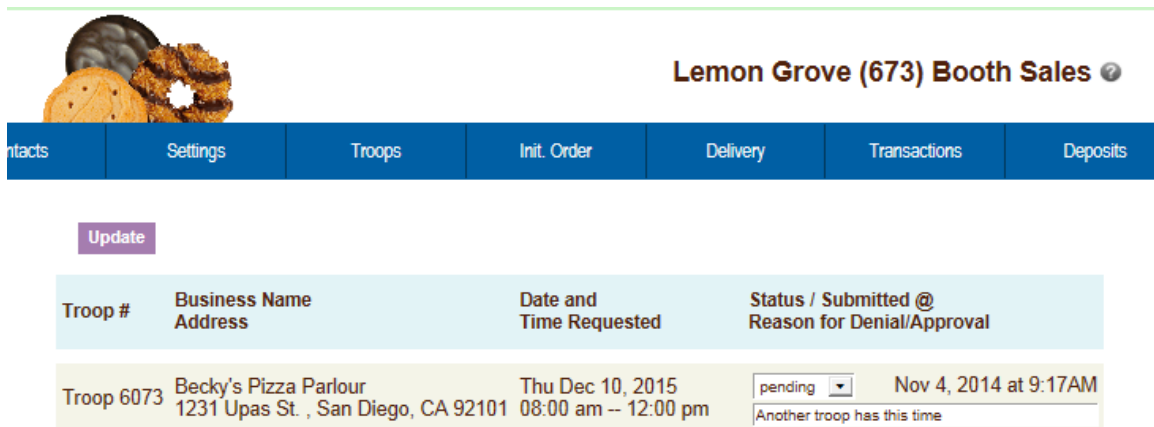
Rancho San Diego (722) Booth Sales

Contacts Settings Troops Init. Order Delivery Transactions Deposits Rewards Booth Sites

You don't have any items to approve.

Troop #	Business Name Address	Date and Time Requested	Status / Submitted @ Reason for Denial/Approval
---------	-----------------------	-------------------------	-------------------------------------------------

If you have requests to approve/deny, the screen will display as follows:



Lemon Grove (673) Booth Sales

Contacts Settings Troops Init. Order Delivery Transactions Deposits

Update

Troop #	Business Name Address	Date and Time Requested	Status / Submitted @ Reason for Denial/Approval
Troop 6073	Becky's Pizza Parlour 1231 Upas St. , San Diego, CA 92101	Thu Dec 10, 2015 08:00 am – 12:00 pm	pending <input type="button" value="v"/> Nov 4, 2014 at 9:17AM Another troop has this time

You can approve, deny, make pending by using the drop down box. You can also enter in comments about your selection that is visible to the troop on their level.

If two troops are requesting the same site on the same date and timeframe, you can see who requested the site first by reviewing the date and time under the Status/Submitted column.

Booth Import Tab

The council can select service unit users that they want to be able to upload council sites via a spreadsheet. The tab will only be visible if the service unit user has that additional role.

Import Booth Sales
Please upload the xlsx file containing booth sales for this council.
The xlsx file must have a sheet called "Booths" with the following fields and data:

Business Name,Address,Door,City,State,Zip,Email,Phone,Fax,Preferred Contact,Contact,Location Notes,Service Unit Number,Date,Start Time, End Time, Time
Wal Mart,1234 Some Street,Side Door,Any Town,MI,48014,joe@schmoe.com,555-1212,555-1213,fax,Joe Schmoe,Be Nice, 55, 5/5/12, 10:00am, 3pm, 60, 5/1/12 1:
.
.

You may also include the following optional fields (order of fields doesn't matter):

Door,Service Unit Number,Troop,Time Slot
Side Door, 55, 1234, 12pm
Back Door, 55, 1235, 1pm
.
.

If you are uploading without dates and times please omit the date and time fields and format as follows:

Business Name,Address,City,State,Zip,Email,Phone,Fax,Preferred Contact,Contact,Location Notes
Wal Mart,1234 Some Street,Any Town,MI,48014,joe@schmoe.com,555-1212,555-1213,email,Joe Schmoe,Be Nice
.
.
.
(note: "Door" and "Service Unit Number" fields are optional)

Booth Sales Import File:

Return Error Spreadsheet?

There is an option labeled Return Error Spreadsheet – This feature allows you to import correct records and to have eBudde™ export error records to a spreadsheet. So if you upload a file of 100 records and 2 records have errors, eBudde™ will import 98 records and not import the 2 records. It will create the error spreadsheet with those two records and the error message that is downloadable from the jobs tab.

You can verify your sites via the troop signup detail report.

Reports

This section will allow you to print reports for your service unit. We currently have nine reports. New reports will be added to the system. Left-click **View Report** to open the report in a Microsoft Excel downloadable window. All Excel reports will print in XLSX format

Regenerate

Some reports due to the length of time to create my require regeneration. You will click the **Regenerate** button. eBudde™ will tell you that it sent the request to the queue. You will be sent an email when the report is ready. You can then click the **XLSX or PDF** button to print.

The system will display a box to open the report or save it to your computer. The format for both is a Microsoft Excel Worksheet

If you want to know the details of the report, click the link labeled **Descriptions of these Reports**. It will bring up a list of the reports with additional details of information that is on the report and the purpose of the report.

You can now run some reports as **Exportable**. Exportable reports allow you to run reports in a fashion that puts all information in columns to facilitate sorting or simple data dumps. See example below of the service unit recap

Emerald Valley (6733) Service Unit Recap -- Pkgs										
Valley Council										
Jul 28, 2011 at 09:49AM										
Initial Orders										
Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	600	12	12	12	0	0	0	0	636
troop	67332	12	12	12	12	12	12	12	12	96
troop	67333	96	84	96	120	72	96	108	168	840
troop	67334	216	300	912	288	1152	420	900	1200	5388
troop	67335	84	84	84	84	84	84	84	84	672
su	6733	0	0	0	0	0	0	0	0	0
Totals		1008	492	1116	516	1320	612	1104	1464	7632
Additional Orders										
Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	0	0	0	0	0	0	0	0	0
troop	67332	0	0	0	0	0	0	0	0	0
troop	67333	240	240	240	240	240	240	300	240	1980
troop	67334	0	0	0	0	0	0	0	0	0
troop	67335	0	0	0	0	0	0	0	0	0
su	6733	0	0	0	0	0	0	0	0	0
Totals		240	240	240	240	240	240	300	240	1980



Emerald Valley (6733) Service Unit Recap -- Pkgs						
Valley Council						
Jul 28, 2011 at 09:49AM						
Type	Trp/SU#	Init/Add	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Dulce de Leche
troop	67331	initial	600	12	12	12
troop	67332	initial	12	12	12	12
troop	67333	initial	96	84	96	120
troop	67334	initial	216	300	912	288
troop	67335	initial	84	84	84	84
su	6733	initial	0	0	0	0
troop	67331	additional	0	0	0	0
troop	67332	additional	0	0	0	0
troop	67333	additional	240	240	240	240
troop	67334	additional	0	0	0	0
troop	67335	additional	0	0	0	0
su	6733	additional	0	0	0	0
Totals			1248	732	1356	1560

Exportable Version

Lemon Grove (673): Reports

Initial Cookie Order Reports ▲

Initial Order Report ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XL SX PDF
Girl Order Tab ?	<input type="checkbox"/> Exportable	Regenerate XL SX PDF
Girl Order Tab Summary ?	<input type="checkbox"/> Exportable	Regenerate XL SX PDF
Booth Sales Report ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XL SX PDF
Troop Pickup Sheets ?	<input type="checkbox"/> Pre-printed Form	View
Troop Delivery Assignments ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XL SX PDF
Blank Troop Pickup Sheet (Bubble Form) ?		View

Initial Order Delivery Reports ▲

Troop Delivery Confirmation ?		Regenerate View
-------------------------------	--	-------------------------------------------------

Reward Reports ▲

Troop Rewards Summary ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final <input type="checkbox"/> Exportable	XL SX PDF
Girl Rewards Summary ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final <input type="checkbox"/> Exportable	Regenerate XL SX PDF
Troop Rewards HTML ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final	Regenerate View

Booth Scheduling Reports ▲

Troop Signup Detail ?		View
Troop Signup Recap ?	<input type="checkbox"/> Exportable	XL SX PDF
Troop Booth Requests ?		View
Available Booth Slots ?	<input type="checkbox"/> Exportable	Regenerate XL SX PDF
Booth Sale Recorder Traffic ?		Regenerate XL SX

Banking Reports ▲

Troop Deposits ?		Filter
------------------	--	------------------------

Recap Reports ▲

Troop Proceeds Summary ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Refunds <input type="checkbox"/> Owes <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	Regenerate XLSX PDF
Troop Sales Summary ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Refunds <input type="checkbox"/> Owes <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	Regenerate XLSX PDF
Troop Variety Summary ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	Regenerate XLSX PDF
Troop Sales Reports ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exclude Pending	Regenerate PDF View
Service Unit Recap ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	XLSX PDF
Troop GOC Org Tab ?	<input type="checkbox"/> Exportable	XLSX PDF

Inventory Reports ▲

All Transactions ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs.	View
--------------------	--------------------------------------------------------------------	------

Inventory Reports ▲

All Transactions ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs.	View
--------------------	--------------------------------------------------------------------	------

Roster and Contact Lists ▲

Troop Roster ?	Regenerate XLSX PDF
Troop Contacts ?	XLSX PDF
Cupboard List	XLSX PDF
Delivery List	XLSX PDF

Cookie Club Reports ▲

Girl Goals ?	<input type="checkbox"/> Exportable	XLSX PDF
Troop PGA ?	<input type="checkbox"/> Exportable	XLSX PDF

Initial Order Report – This report list all troop initial cookie orders by variety. The report can be printed in either cases or packages.

Girl Order Tab – This report prints each troop’s girl order tab in detail. It will list all the transactions per girl, per troop.

Girl Order Tab Summary – This report prints each troop girl order tab in summary view. It will list each girl and her total orders.

Booth Sales Report – This report lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.

Troop Pickup Sheets – These sheets can be printed one of two ways. If you check the pre-printed form, it will print quantities of cookies for each troop that will need to be printed on a form supplied by your council. If you do not check the box, the system will print the entire form in color (must have a color printer) for you.

Troop Delivery Assignments – This lists all the troops and their delivery station selection including site, time and line (if applicable)

Blank Troop Pickup Sheet – This will print a pickup sheet with no information on it. You can use this report as a fill-in pickup sheet.

Troop Delivery Confirmation - Prints the delivery confirmation form in mass that is available on the troop delivery tab

Troop Rewards Summary – This report allows you to print a reward summary for either the initial reward order or the final reward order.

Girl Rewards Summary – this report prints the reward summary showing every girl in the troop and the troop totals.

Troop Rewards HTML – The report prints the troop reward in portrait orientation 8 ½ x 11. Can print on multiple pages if rewards program has a lot of items.

Troop Signup Detail – This report show the troops in the service unit that have signed up for council booth sites

Troop Signup Recap – This report lists all the troops in the service unit and their total number of signups.

Troop Booth Requests – This report shows the requests that troops have made for booth sites not on the council site list.

Available Booth Sales – This report shows all the booth slots that have not been taken.

Booth Sale Recorder Traffic – This report gives statistics on the use of the booth sale recorder in your service unit This report is only available for users that are booth sale uploader.

Troop Payments – This report will list all payments for your service unit. It will give you the option for filtering what is on the report.

For all transactions, leave the boxes blank and left-click the **Run Report** button.

Date – To print using the date filter you need to enter a date in one or both boxes after the date label. You also need to format the date as mm/dd/yy. Left-click the **Run Report** button to print the records specified

Range of Dates - enter in first box the starting date, enter in second box the ending date. This will be an inclusive range displaying all payments between those two dates and including those two dates.

One Date – enter the date in the first box and enter it again in the second box.

This will display all the payments for that day.

Starting Date to Last Date Keyed – enter the starting date in the first box, leave the second box blank.

All Dates to a Specific Ending Date – leave the first box blank, enter the ending Date in the second box.

Troop # - To print using the troop number filter you need to enter a troop number in one or both boxes after the troop # label. Left-click the **Run Report** button to print the records specified

Range of Troops - enter in first box the starting troop number; enter in second box the ending troop number. This will be an inclusive range displaying all payments between those two troops and including those two troops.

One Troop – enter the troop number in the first box and enter it again in the second box. This will display all the payments for that troop.

Starting Troop to Last Troop Keyed – enter the starting troop number in the first box, leave the second box blank.

All Troops to a Specific Ending Troop – leave the first box blank; enter the ending troop number in the second box.

Date and Troop Number – You can use the combinations listed above to specify payments by date and/or by troop number.

Troop Proceeds Summary - This report will detail by troop, the cookie initial orders, transfers, final orders, girls registered, girls selling, per girl averages, total sales, troop proceeds, payments and balance dues. This report can be viewed in packages or cases by clicking the appropriate radial button.

You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed.

Troop Sales Summary – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories if applicable. This report can be viewed in packages or cases by clicking the appropriate radial button.

You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed.

Troop Variety Summary – This report lists for each troop the total varieties ordered.

Troop Sales Reports – This report will print all the troop sales report. The format will be just like the troop sales report tab. Troop banking information will be hashed out except for the last four numbers on this report.

Troop Sales Report with Bank Information – This report will print all the troop sales report. Troop banking information will be display as full numbers. This report is only available to users who have Bank Manager Account permissions.

Service Unit Recap – This report will show cookie activity for the service unit.

Troop GOC Org Tab – This report will print all the Gift of Caring Organizations entered by troops on the troop GOC Org tab.

All Transactions – This report will list all transactions that a service unit created moving cookies from the service unit to the troop or troop-to-troop transactions.

Troop Roster – This report prints the details of the troop settings tab for all troops. No banking information will be on this report.

Troop Roster with Banks- This report prints the details of the troop settings tab for all troops including the bank information in full viewing format. This report is only available to users who have Bank Manager Account permissions.

Troop Contacts – This report will show you a list of all troop contact name, address and phone number information.

Cupboard List – This report will list all available cupboards and their hours of operation.

Delivery List – This report will list all available delivery sites for the service unit and location information.

Girl Goals - This report compares girl cookies sold against the Cookie Club information

Troop PGA – This report shows troop per girl average for troops and compares for Cookie Club troops.

Appendix A – Troop Cookie Ordering Methods on Troop Level

As a service unit, your council may require you to enter troop orders using the troop cookies tab. There are two methods for troop ordering. You will be directed by your council as to the method you are supposed to use.

Ordering with Booth and Girl Totals

Click on the initial order tab located on the right side of your screen.

Troop 7303 Initial Order

Little Brownie Bakers Log Out

Settings Girls **Init. Order** Delivery Transactions Rewards Booth Sites Deposits Sales Report Reports Help Center

Printable Version Save as often as you like but Submit to your SU only Once!

Submit Order Save

	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
IMPORTED	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Cases to Order	0	0	0	0	0	0	0	0	0

There is a row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for other sales.**

Troop 7303 Initial Order

Little Brownie Bakers Log Out

Settings Girls **Init. Order** Delivery Transactions Rewards Booth Sites Deposits Sales Report Reports Help Center

Printable Version Save as often as you like but Submit to your SU only Once!

Submit Order Save

	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
IMPORTED	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Cases to Order	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Enter the cookie quantities for the girl orders. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **OTHER** line.

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for booth sales.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **BOOTH** line.

The system will display the completed order.

	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
IMPORTED	0	0	0	0	0	0	0	0	0
OTHER	5	5	5	5	5	5	5	5	40
BOOTH	0	0	0	0	0	0	0	0	0
Cases to Order	5	5	5	5	5	5	5	5	40

To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

You must click the **Save** button to save your information. The system will display that it is saving the information.



To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.

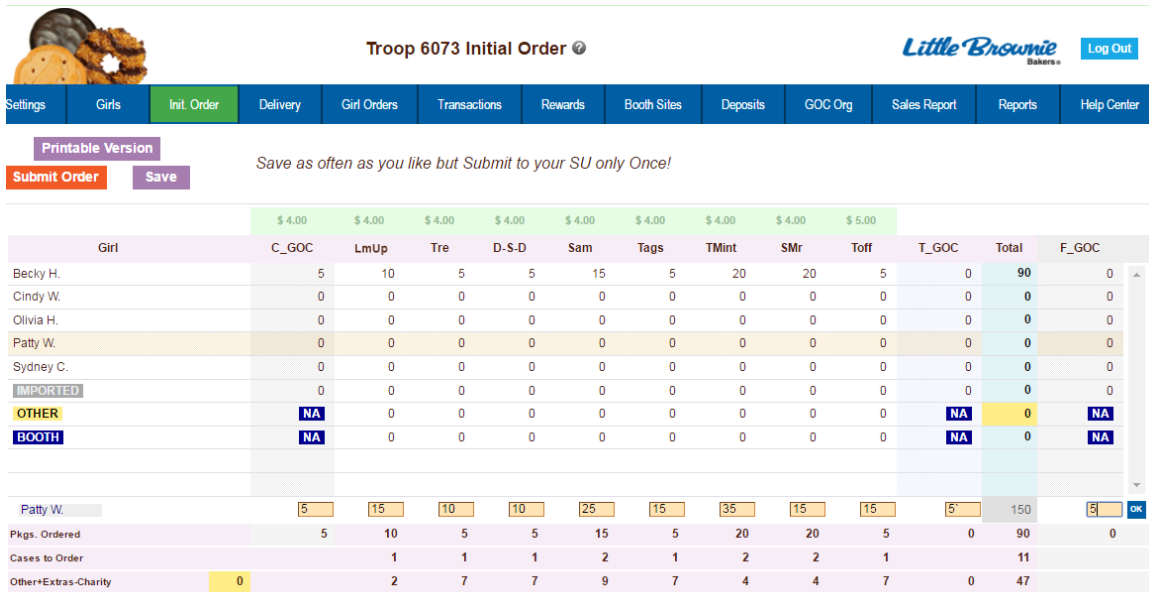
Initial Order Submission OK.

Please go to your Delivery Tab to specify your delivery options.

OK

Ordering by Individual Girls

Click on the init. order tab located on the right side of your screen



Troop 6073 Initial Order Little Brownie Bakers [Log Out](#)

Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Rewards | Booth Sites | Deposits | GOC Org | Sales Report | Reports | Help Center

Printable Version Save as often as you like but Submit to your SU only Once!

[Submit Order](#) [Save](#)

Girl	C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
Becky H.	5	10	5	5	15	5	20	20	5	0	90	0
Cindy W.	0	0	0	0	0	0	0	0	0	0	0	0
Olivia H.	0	0	0	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0	0
Sydney C.	0	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	NA	0	NA
BOOTH	NA	0	0	0	0	0	0	0	0	NA	0	NA
Patty W.	<input type="text" value="5"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="35"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="5"/>	150	<input type="text" value="5"/>
Pkgs. Ordered	5	10	5	5	15	5	20	20	5	0	90	0
Cases to Order		1	1	1	2	1	2	2	1		11	
Other+Extras-Charity	<input type="text" value="0"/>	2	7	7	9	7	4	4	7	0	47	

NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately.

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.

There is a new row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.



- Settings
- Girls
- Init. Order
- Delivery
- Girl Orders
- Transactions
- Rewards
- Booth Sites
- Deposits
- GOC Org
- Sales Report
- Reports
- Help Center

Printable Version

Save as often as you like but Submit to your SU only Once!

Submit Order

Save

Girl	C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
Becky H.	5	10	5	5	15	5	20	20	5	0	90	0
Cindy W.	0	0	0	0	0	0	0	0	0	0	0	0
Olivia H.	0	0	0	0	0	0	0	0	0	0	0	0
Patty W.	5	15	10	10	25	15	35	15	155	5	290	5
Sydney C.	0	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	NA	5	5	5	5	5	5	5	5	NA	40	NA
BOOTH	NA	0	0	0	0	0	0	0	0	NA	0	NA
		5	5	5	5	5	5	5	5		40	OK
Pkgs. Ordered	10	30	20	20	45	25	60	40	165	5	420	5
Cases to Order		3	2	2	4	3	5	4	14		37	
Other+Extras-Charity	40	6	4	4	3	11	0	8	3	-5	74	

You can also enter orders for booth or other as directed by your council.

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line.

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **BOOTH** line.

You must click the **Save** button to save your information. The system will display that it is saving the information.



To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.

Initial Order Submission OK.

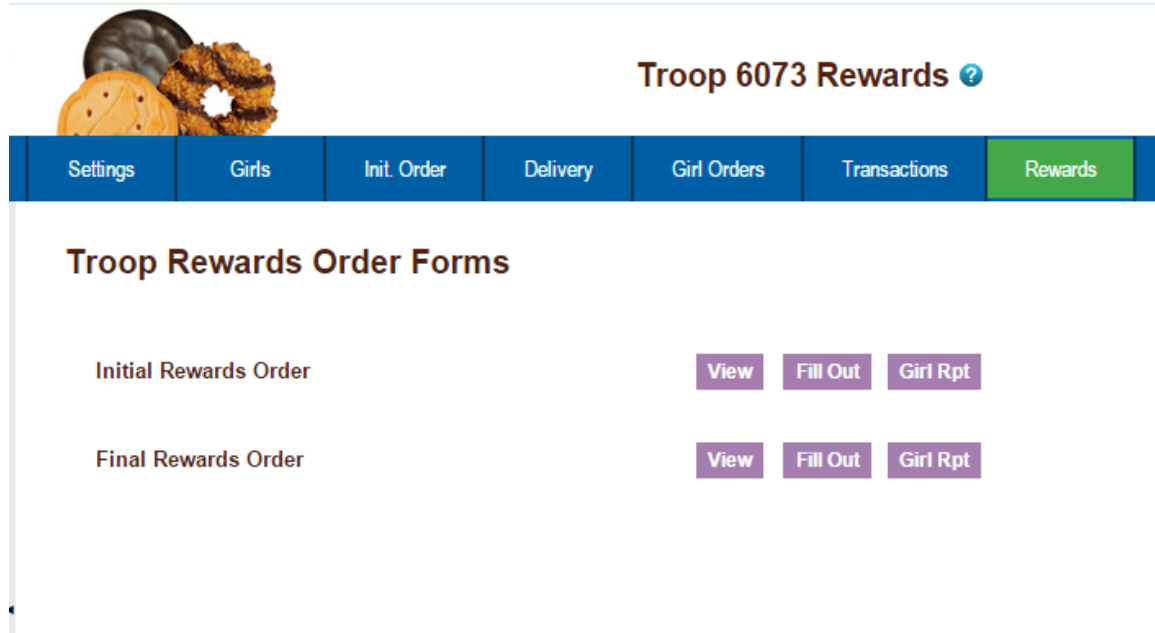
Please go to your **Delivery Tab** to specify your delivery options.

Appendix B – Troop Reward Ordering Methods on Troop and Girl Levels

As a service unit, your council may require you to enter troop orders using the troop rewards tab or by individual girl. You will be directed by your council as to the method you are supposed to use.

There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order



Troop 6073 Rewards ?

Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Rewards

Troop Rewards Order Forms

Initial Rewards Order

[View](#) [Fill Out](#) [Girl Rpt](#)

Final Rewards Order

[View](#) [Fill Out](#) [Girl Rpt](#)

[Edit A](#) receives 0 reward(s)
[Betsy M](#) receives 8 reward(s) (size/catalog selection done)
[Cindy W](#) receives 7 reward(s)
[Paty W](#) receives 14 reward(s) (size/catalog selection done)
[Resacca M](#) receives 0 reward(s)

TROOP ORDER: PGA Selling: 327.0000

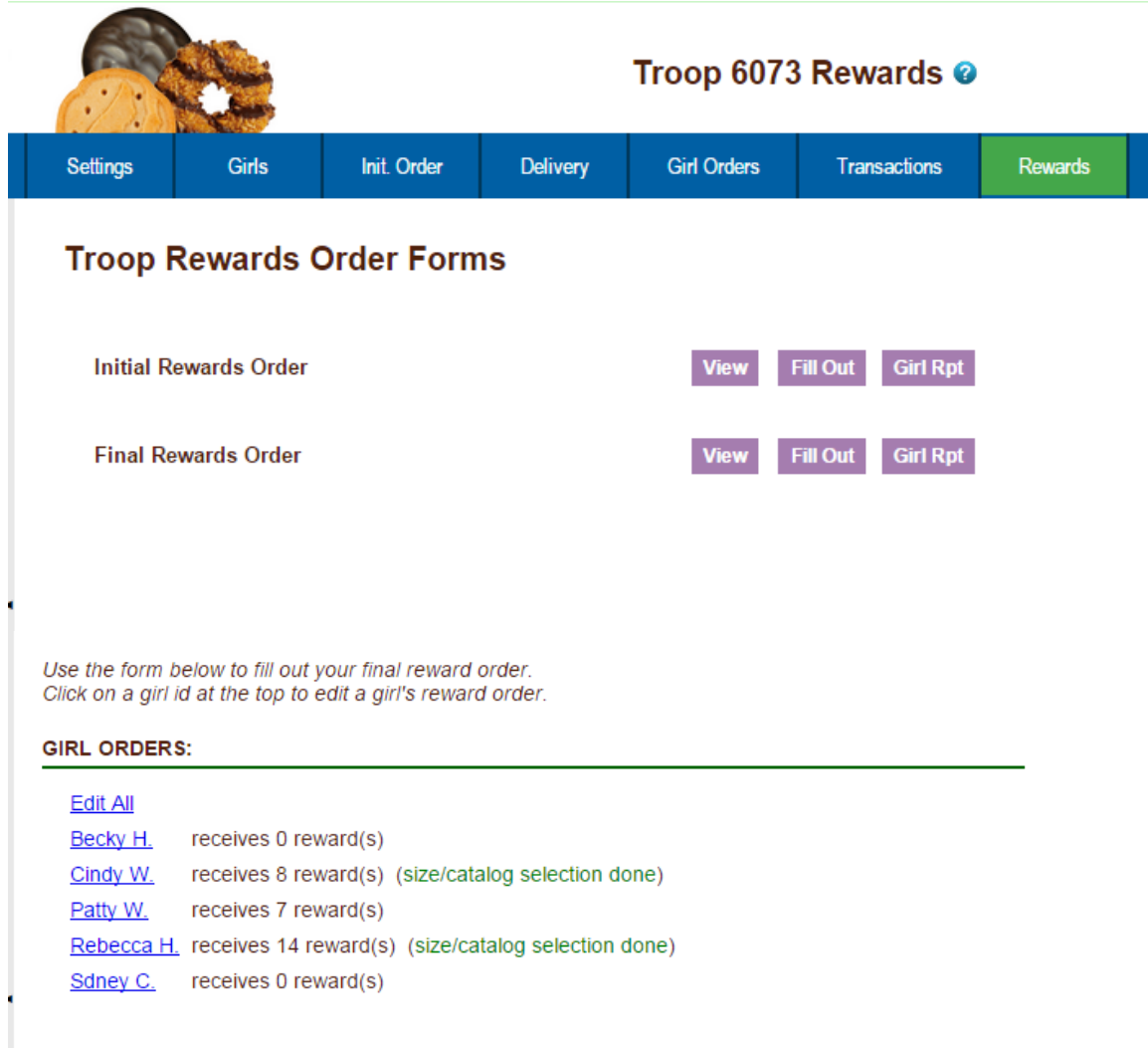
Box Level	Quantity	Reward
0	1	Bracelet (25 C_000 pgs)
0	0	Bandana (50 F_000 pgs)
1	1	Duffle Bag (55 booth pgs)
100	0	100+ Bar
150	3	150+ Patch
175	3	Fashion Crate
200	3	200+ Bar
250	3	250 Package G Goggles Bucket and Shovel Beach Towel Beach Tote
600	2	600 Choice (pick 1) Z Wallet D Vest Pocket O Fashion Crate
600	2	Amazing T-Shirt (Shirt Type) C YU O YUAS A AU O AU A XL O AXL O AXL
75	5	Cupsake Notepad
1000	1	1000 box package G Goggles Goggles Charm Dangler Goggles Hat Goggles Tee Ties Goggles Pillow Goggles Blanket
0	0	Special Dough
2000	0	iPad
3000	0	3000 Choice (pick 1) O Tech Case O Travel Cat Case O Laptop

Cancel
Submit Reward Order

Enter in the quantities for the troop reward order. Tab through the boxes. Click the Submit Reward Order to submit the order to the service unit. Click the Return to Report List button to return to the previous screen.

Individual Girl Reward Order

The eBudde™ system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



The screenshot shows the 'Troop 6073 Rewards' interface. At the top left, there is an image of three cookies. To the right of the image is the title 'Troop 6073 Rewards' with a help icon. Below this is a navigation bar with tabs for 'Settings', 'Girls', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions', and 'Rewards'. The 'Rewards' tab is currently selected and highlighted in green. Below the navigation bar is the section 'Troop Rewards Order Forms'. This section contains two rows of options: 'Initial Rewards Order' and 'Final Rewards Order'. Each row has three buttons: 'View', 'Fill Out', and 'Girl Rpt'. Below these options is a note: 'Use the form below to fill out your final reward order. Click on a girl id at the top to edit a girl's reward order.' Underneath the note is a section titled 'GIRL ORDERS:' with a horizontal line below it. This section lists five girls with their names as links and the number of rewards they receive. The names are: Becky H. (0 rewards), Cindy W. (8 rewards, with a green message '(size/catalog selection done)'), Patty W. (7 rewards), Rebecca H. (14 rewards, with a green message '(size/catalog selection done)'), and Sdney C. (0 rewards).

NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council. For this example we will be working with the Final Rewards Order. The View button allows you to see the rewards order. The Fill Out button is for entering the girl and troop order.

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green. (size/catalog selection done). You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you: Click the girl's name.



- Contacts
- Settings
- Girls
- Init. Order
- Delivery
- Girl Orders
- Transactions

Boxes sold: **680**
 Booth pkgs sold: **12**
 Shirt size: **YM**

Box Level	Selected	Reward
150	<input checked="" type="checkbox"/>	150+ Patch
175	<input checked="" type="checkbox"/>	Fashion Crate
200	<input checked="" type="checkbox"/>	200+ Bar
250	<input checked="" type="checkbox"/>	250 Package Samoas Hat Bucket and Shovel Beach Towel
500	<input checked="" type="checkbox"/>	500 Choice (pick 1) <input checked="" type="checkbox"/> Wallet <input type="checkbox"/> Wrist Pocket <input type="checkbox"/> Fashion Crate
600	<input checked="" type="checkbox"/>	Amazing T-Shirt (Shirt Type) <input type="radio"/> YM <input type="radio"/> YL/AS <input checked="" type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL <input type="radio"/> A2XL <input type="radio"/> A3XL

Cancel
Submit Girl Order

The girl screen will vary based on your council reward program. There may be more/less levels. There may be choices to pick one item over another. See your council for specifics on your reward program.

Enter the size for the t-shirt or make a choice if necessary. Click the Submit Girl Order button. If you do not want to submit the girl order, click the Cancel button. The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

Rewards Submitted for Cindy W.

Warning: Don't forget to submit your troop order if it's now ready!

*Use the form below to fill out your final reward order.
 Click on a girl id at the top to edit a girl's reward order.*

GIRL ORDERS:

- [Edit All](#)
- [Becky H.](#) receives 0 reward(s)
- [Cindy W.](#) receives 8 reward(s) (size/catalog selection done)
- [Patty W.](#) receives 7 reward(s)
- [Rebecca H.](#) receives 14 reward(s) (size/catalog selection done)
- [Sdney C.](#) receives 0 reward(s)

TROOP ORDER: PGA Selling: 327.0000

Box Level	Quantity	Reward
0	1	Booth (25 C. CCC pkg)

OR you may now click the Edit All link.

When you click the Edit All link, eBudde™ will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.

Girl: [Cindy Wright](#)

Boxes sold: [680](#)

Shirt size: [YM](#)

Box Level	Selected	Reward
0	<input checked="" type="checkbox"/>	Beach Towel (100.000 pga sellg)
	<input checked="" type="checkbox"/>	Tote and Blanket (175.000 pga sellg)

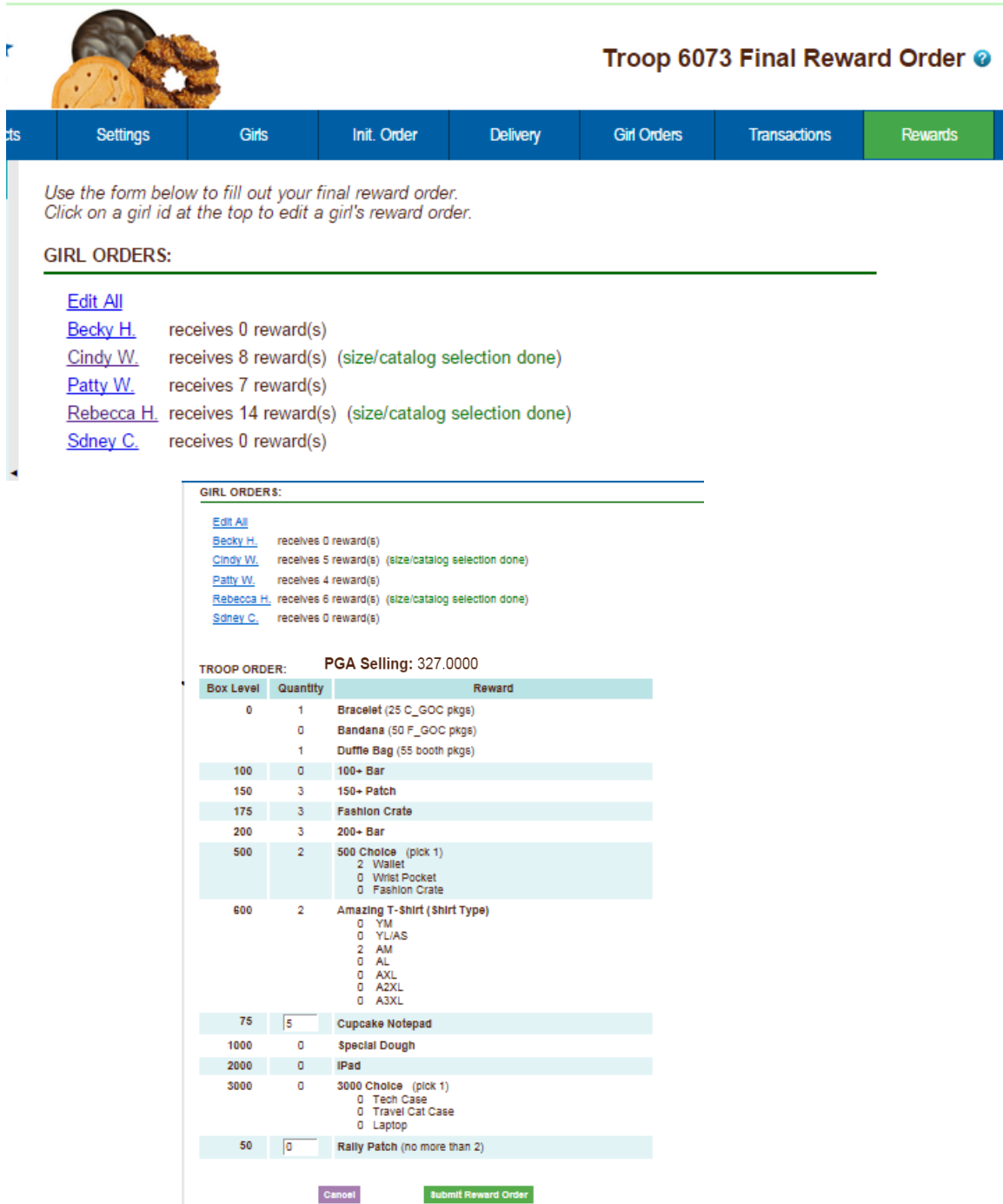
Girl: [Patty Wright](#)

Boxes sold: [407](#)

Shirt size: [YL/AS](#)

Box Level	Selected	Reward
0	<input checked="" type="checkbox"/>	Beach Towel (100.000 pga sellg)
	<input checked="" type="checkbox"/>	Tote and Blanket (175.000 pga sellg)

Once you have updated all the girl rewards and submitted, eBudde™ will show that the selections were completed.



The image shows a screenshot of the 'Troop 6073 Final Reward Order' interface. At the top, there is a navigation bar with tabs for 'Settings', 'Girls', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions', and 'Rewards'. Below the navigation bar, there is a header area with a logo of cookies and the title 'Troop 6073 Final Reward Order'. The main content area contains instructions: 'Use the form below to fill out your final reward order. Click on a girl id at the top to edit a girl's reward order.' Below this, there is a section titled 'GIRL ORDERS:' with a list of girls and their reward counts:

- [Edit All](#)
- [Becky H.](#) receives 0 reward(s)
- [Cindy W.](#) receives 8 reward(s) (size/catalog selection done)
- [Patty W.](#) receives 7 reward(s)
- [Rebecca H.](#) receives 14 reward(s) (size/catalog selection done)
- [Sdney C.](#) receives 0 reward(s)

 Below the girl orders, there is a section titled 'TROOP ORDER: PGA Selling: 327.0000'. This section contains a table with columns for 'Box Level', 'Quantity', and 'Reward'. The table lists various items and their quantities:


Box Level	Quantity	Reward
0	1	Bracelet (25 C_GOC pkgs)
	0	Bandana (50 F_GOC pkgs)
	1	Duffie Bag (55 booth pkgs)
100	0	100+ Bar
150	3	150+ Patch
175	3	Fashion Crate
200	3	200+ Bar
500	2	500 Choice (pick 1) <ul style="list-style-type: none"> 2 Wallet 0 Wrist Pocket 0 Fashion Crate
600	2	Amazing T-Shirt (Shirt Type) <ul style="list-style-type: none"> 0 YM 0 YL/AS 2 AM 0 AL 0 AXL 0 A2XL 0 A3XL
75	<input type="text" value="5"/>	Cupcake Notepad
1000	0	Special Dough
2000	0	iPad
3000	0	3000 Choice (pick 1) <ul style="list-style-type: none"> 0 Tech Case 0 Travel Cat Case 0 Laptop
50	<input type="text" value="0"/>	Rally Patch (no more than 2)

 At the bottom of the troop order section, there are two buttons: 'Cancel' and 'Submit Reward Order'.

Cancel – this button returns you to the screen where you can view or fill out.
 Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops only by a service unit user.

Appendix C – Troop Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, payments and the calculation for troop profit, council monies and balance due. All Gift of Caring numbers will be pulled from the Girl Order tab. No data entry will be necessary on the Troop Sales Report. Council sponsored Gift of Caring will be displayed under Packages Received. Troop Gift of Caring boxes will be displayed on the right under PGA Registered.



Troop 6073 Sales Report

Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards

Exclude Pending Transactions

Council Becky Demo Council, Troop 6073 Sales Report

Becky Harrigan
123 Any St.
San Diego, CA 99999
email: trp6073@lbb.com
Phone:
Cell:

email: agplestrp@lbb.com
Phone:
Cell:

Pkg price: 4.00 Case price: 48.00
Trp Proceeds Rate: 0.500 No Reward Proceeds: 0.000
Tiered Rate: 0.100 Tiered Proceeds: 424.20
Generic Proceeds 1 (Fall Program) : 0.02 yes

Bank Name: Bank of America
Routing No.: XXXXX3499 Acct No.: XXXXX4321

Girls Selling: 3
Girls Reg.: 4
Init. Girls Sellg: 3
Level: JR
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 1414.0000
PGA Registered: 1060.5000
Initial PGA: 1396.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

Pkgs Received				Deposits Made		
01/21	Initial Order	--	4140	Date	Reference	Amount
09/19	C1	SHI000	12	2014-12-01	1234567	\$ 100.00
10/27	T6740	2II000	-1	2015-07-31		\$ 50.00
10/27	T6741	3II000	-1	2025-01-02		\$ 100.00
10/27	--	4II000	-12			
10/30	C1	5II000	2			
02/05	C1	MII000	2			
03/05	C2	RII000	1			
	C_GOC pkgs.		58			
Total Pkgs Received			4199	Total Deposits		\$ 250.00

Total Troop Sales	\$ 16,798.00
Troop Proceeds	- \$ 2,603.38
Council Proceeds	\$ 14,192.62

Council Proceeds	\$ 14,192.62
Deposits Made	- \$ 250.00
Amount You Owe Council	\$ 13,942.62

Signature: _____

View report in CASES
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