Little Brownie® BAKERS

eBudde™

Troop User Manual
August 1, 2019

https:// eBudde.littlebrownie.com

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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.

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch. | Rewards | Booth Sites | Payments | GOC Org | Sales Report | Reports | Help Center |

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

System Access

eBudde™ is now part of the Little Brownie Cookie Tech Portal. This system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. If you were in the system last year, your email and password will remain the same for the new season. 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. If you were in the system last season, you will not be required to change your password.

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 as a first time user 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 2019-2020 Girl Scout Cookie Season!

Welcome to the 2019-2020 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=DwIFaQ&c=dPDDGlUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-

[dGegFlE&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=dPDDGlUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFlE&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.
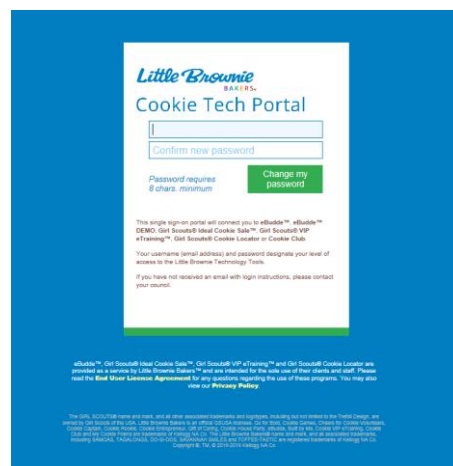
Security Requirements

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**.

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

Step Five - Enter Little Brownie Cookie Tech Portal system
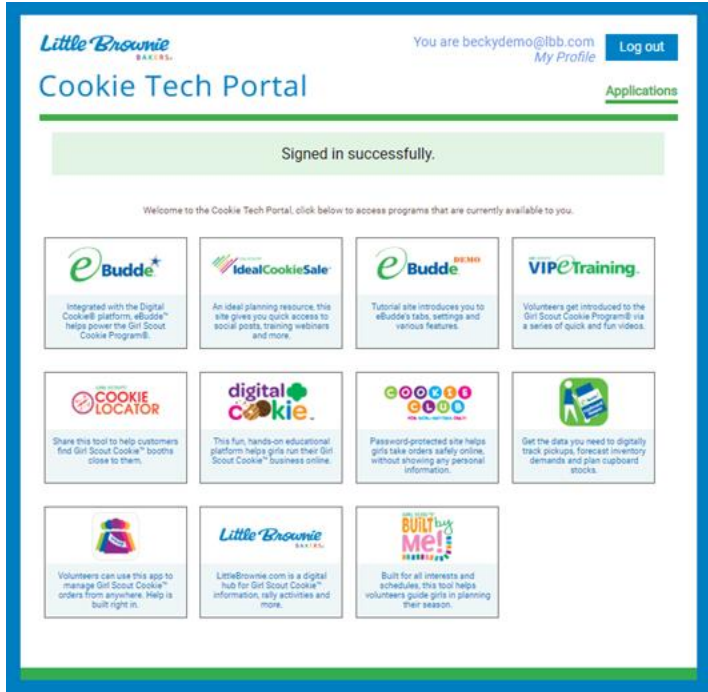
You will see only the systems that you have access to. You may also see messages if those systems are not available at the time you log in.

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.
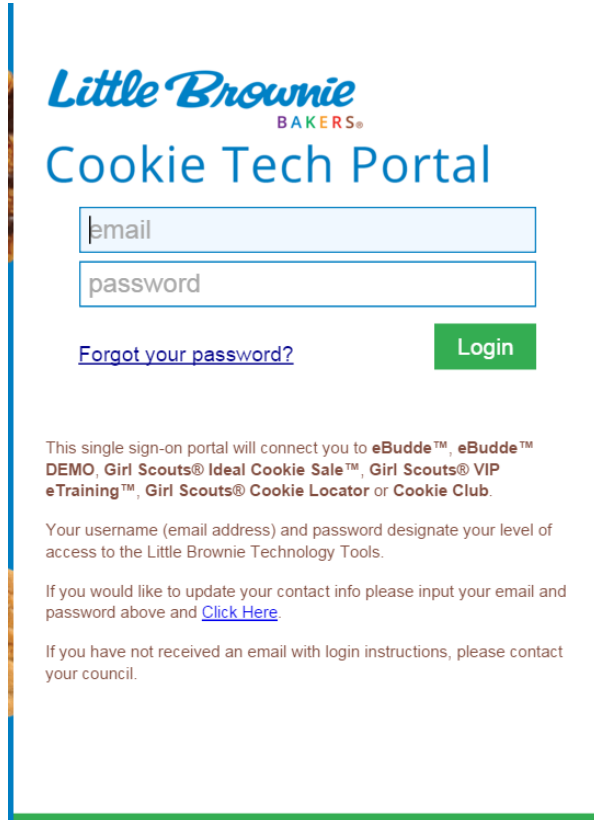Change my password
If you didn't request this, please ignore this email.
Your password won't change until you access the link above and create a new one.

Forgot Password

Go to https://cookieportal.littlebrownie.com
Click Forgot your password

Little Brownie
BAKERS®

Cookie Tech Portal

email

password

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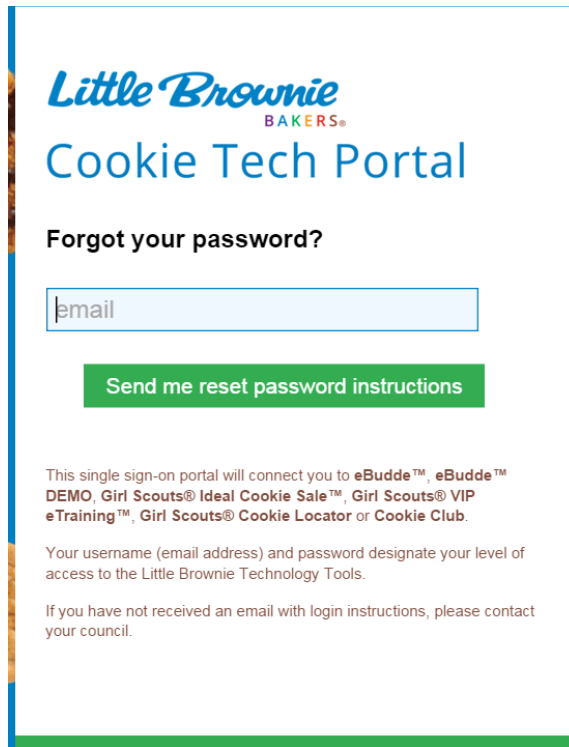
This single sign-on portal will connect you to **eBudde™**, **eBudde™ DEMO**, **Girl Scouts® Ideal Cookie Sale™**, **Girl Scouts® VIP eTraining™**, **Girl Scouts® Cookie Locator** or **Cookie Club**.

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.

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

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**.

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.**

Select eBudde™ from the list.

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

Enter your email address and password and click the **Click Here** link to be taken to the profile page. You will be taken to the profile page. You can also get to the profile page on the page that shows you all the systems – asset page.

Little Brownie BAKERS™   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. |

| icsonly@lbb.com | Your email is your user name. |

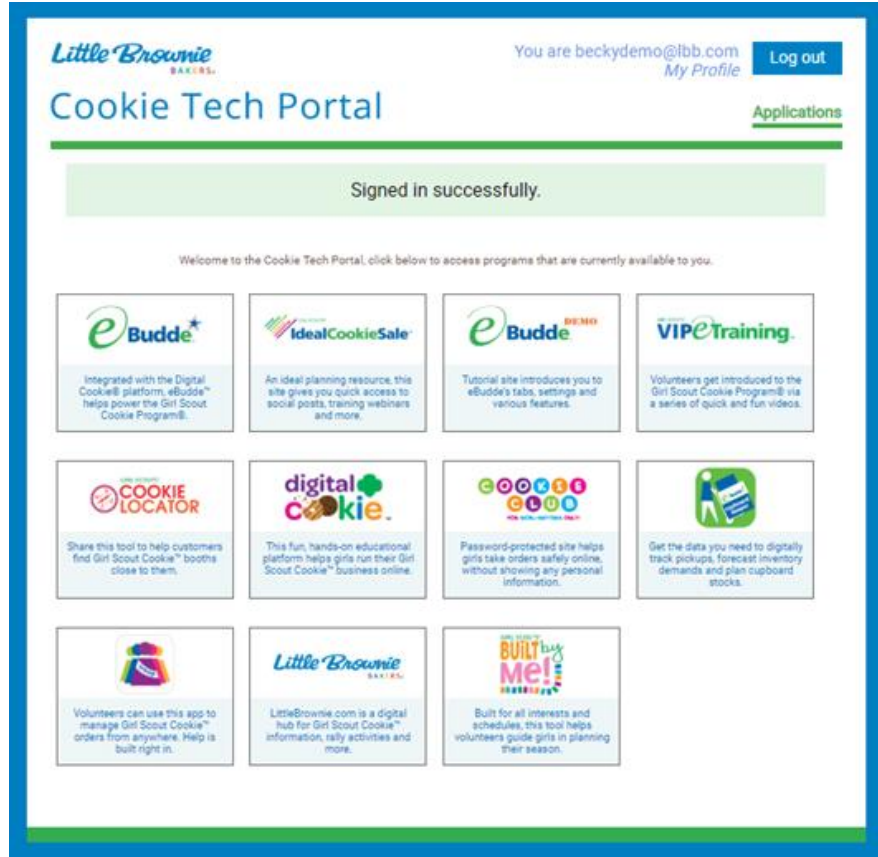| Becky | Harrigan |
555-5555	555-5555
123 Any St	Apt., Suite, etc.
San Diego	CA 92105

Change Password (Optional)

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

New Password

Confirm New Password

Cancel   Update Profile

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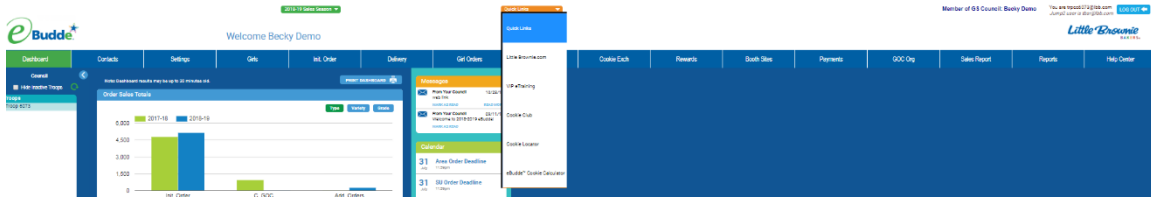
The Menu Bar provides additional support for you in eBudde™.

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. (if applicable)
>
> **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.

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

Troop Tabs

eBudde™ provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBudde™ to meet your needs. In addition, some tabs may not be available to you as well.

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch.	Rewards	Booth Sites	Payments	GOC Org	Sales Report	Reports	Help Center
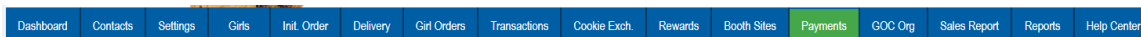
Dashboard – Default screen that shows important messages, calendar, checklist and dates

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.

Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.

Girls – This allows you to enter girl names, grade, id and goal information

Init. Order – This option is for entering your troop initial cookie order

Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)

Girl Orders - Track girl initial, booth and additional orders and payments

Booth Sales – (Optional) This option allows you to select council booth sale sites and/or request a troop booth sale site.

Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.

Cookie Exchange – Post that you have available cookies by variety and see what is available from others.

Rewards – Troop reward ordering

Payments – Troop payment to council recording

GOC Org. – (Optional) This option allows you to record troop donation organizations.

Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, payments and submitting total Gift of Caring numbers (if applicable)

Reports – Two reports available for troops. Cupboard listing and delivery site listing.

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

Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBudde™. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

It also shows you a calendar of dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system. In addition, your council can add their own dates to the system.

On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde™ items and council-specific items. Some of the items will be checked off and some items are recommended activity. The checklist may vary depending on your council setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), reward initial order (if applicable), and reward final order.

Your troop's upcoming Booth sales will display on the dashboard. The service unit contacts will list on the dashboard

The Girl Delivery orders will only show if you are a Digital Order Card council that does girl delivery. If you are a Digital Order Card council that does not have girl delivery orders, it will list as none.

There will also be resource links that will change throughout the season for your reference.
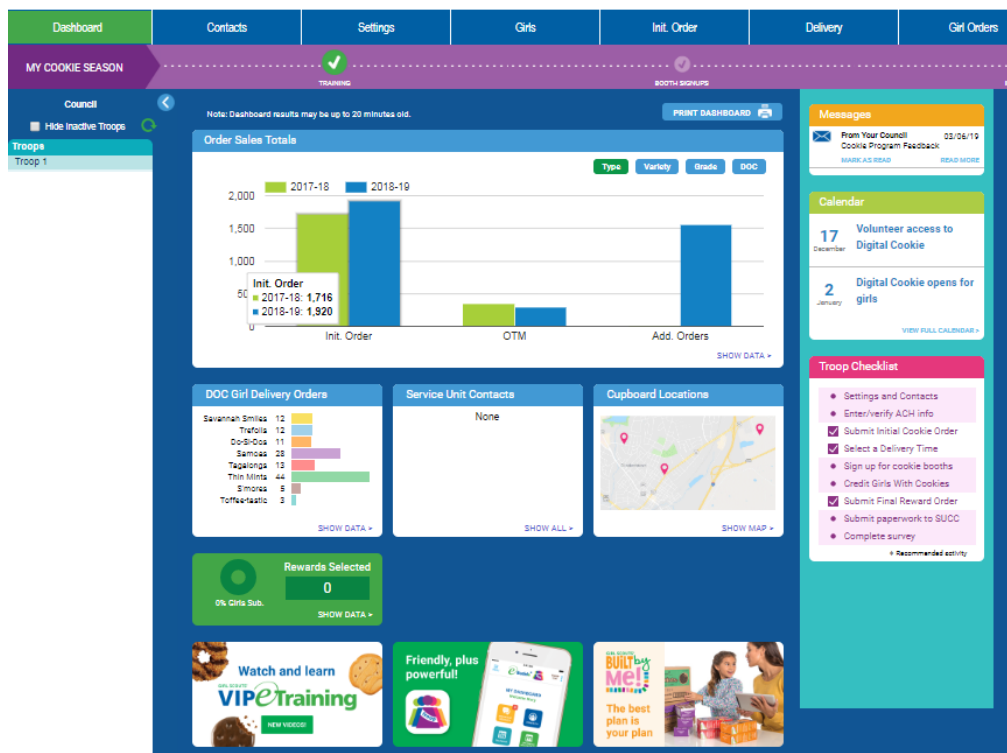
Timeline

The timeline is set up by your council to let you know what needs to be done when and when that period has passed. This is an example only as council can create a customized version just for troops.

Dashboard Header

You can print your dashboard items by clicking the print dashboard button. You also will be able to exclude pending orders if your council allows you to. Also note that the dashboard refreshes every 20 minutes. So if you have made a change, you may have to wait 20 minutes before the dashboard updates.

Dashboard Side Pane – Right Side

You now will have notification messages from your service unit/council that are dates, prioritized and can be marked read. A priority message will have a star next to the envelope. If there is a longer message, there will be a Read More link to read the entire message. The service unit/council will now be able to have multiple messages if necessary. All read messages will fall to the bottom.
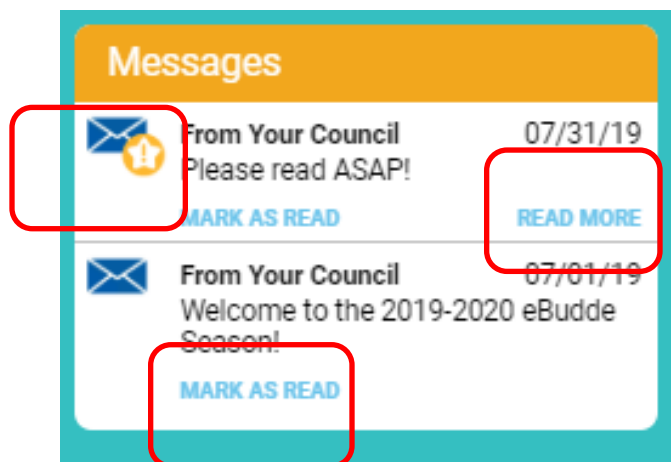
The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar.** It will display in another browser window a monthly calendar.
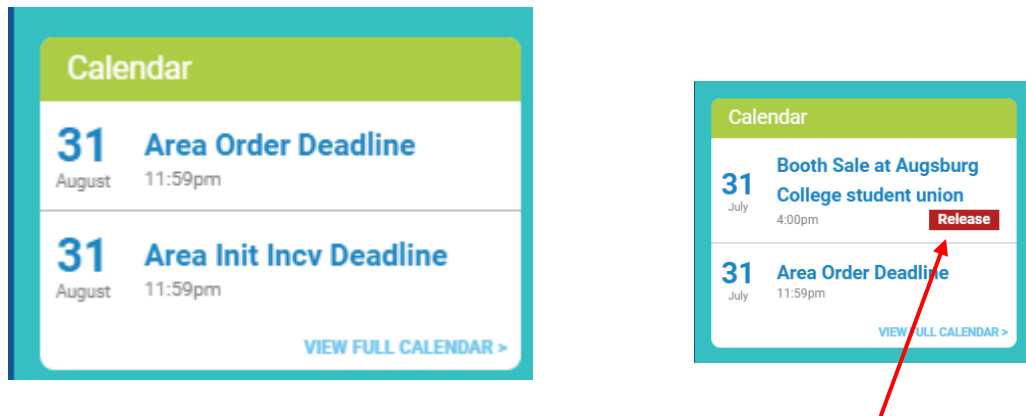
You can now release a booth site that you can no longer attend from the calendar on the dashboard.

The dashboard will display a checklist of items that you will need to do. Some items will get checked once you complete them like submitting your initial order. Others are just for your reference.
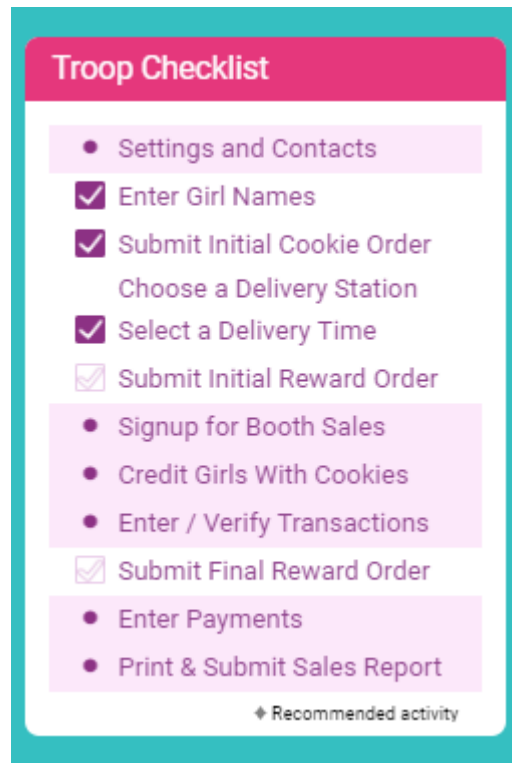
Dashboard Data

What data you see on your dashboard and the layout of your dashboard is dependent your council setting it up. All troops see the same layout which will include current statistics and comparison with previous season statistics.

The example below shows what you may see – Order sales totals for Type of order, orders by program age level, orders by grade and if your council participates in Digital Cookie, orders by Digital Cookie type. In addition, you will be able to see, rewards statistics, service unit contacts, cupboard locations and links for additional resources. These links will change throughout the season to give you resources that apply to your timeline.
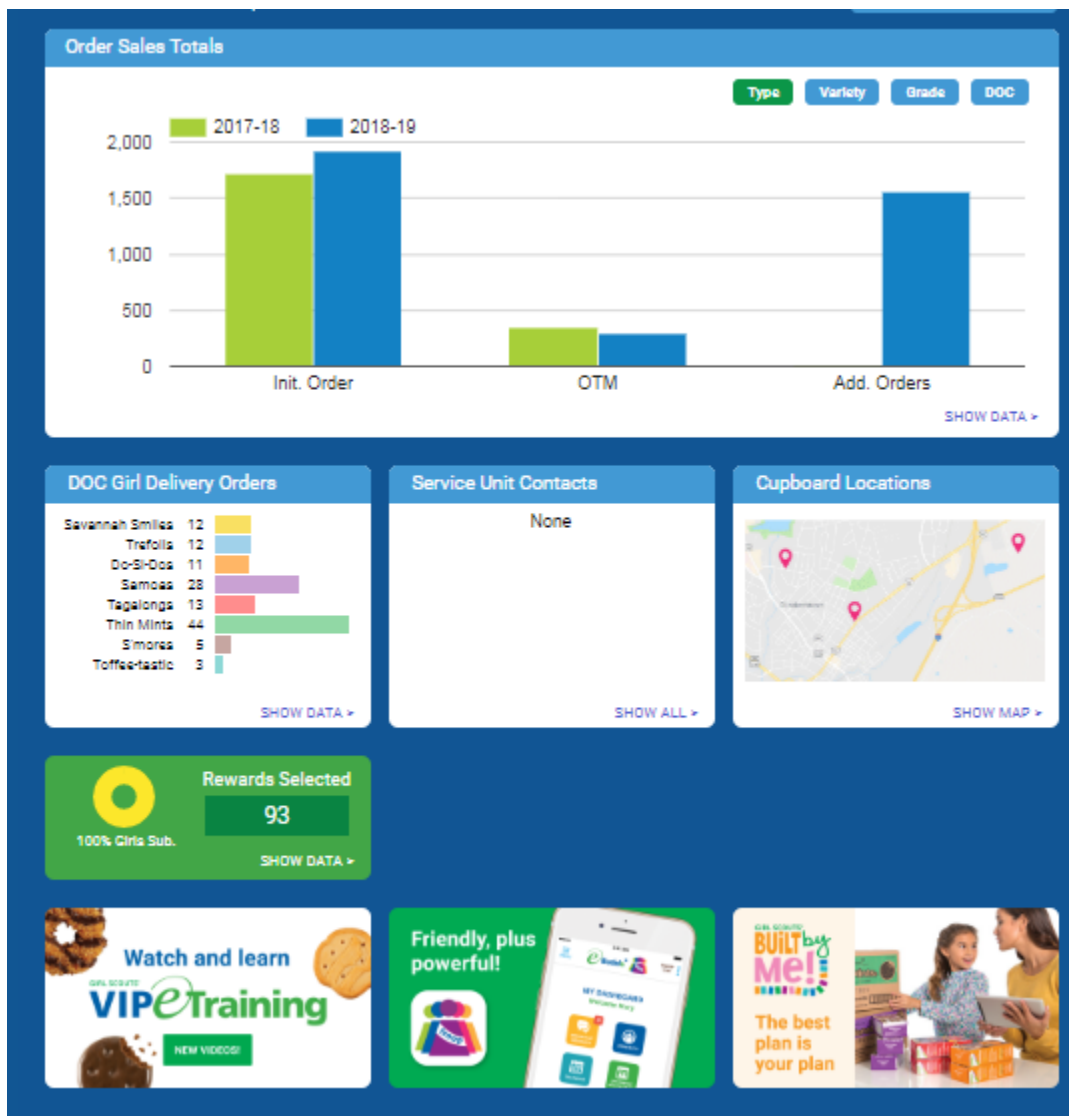
Contacts Tab

The Contacts tab allows you to change your contact information.

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.

Little Brownie BAKERS.

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.

---

becky.harrigan@kellogg.com | Your email is your user name.

Becky	Harrigan
555-5555	555-5555
3 Cookie Lane	Apt., Suite, etc.
Louisville	KY 40216

Change Password (Optional)

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

New Password

Confirm New Password

[Cancel] [Update Profile]

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 you to change your troop information. The troop is set up by the service unit or council staff. However, at the time of setup, information may not be available such as girls registered, girls selling, reward option, banking, etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab.

Settings	
Number: 🛈 6073	#Girls Registered: 🛈 4
#Girls Selling: 🛈 5	Troop Goal (pkgs): 🛈
Level: 🛈 Junior	Opt out of rewards for additional proceeds: 🛈 no You will receive rewards.
Bank Name: 🛈	Bank Routing No: 🛈
Bank Account No: 🛈	
Active Seller: yes	

Data Points From the 2016-17 Sale 🛈	
Initial Order Pkgs: 18084	Addl Order Pkgs: 10030
Girls Selling: 4	Girls Registered: 4
Troop Goal Pkgs: 0	
Troop C_GOC Pkgs: 103	

Troop Leaders 🛈				
trp6073bd@lbb.com	()		Gets email	Active

Troop Cookie Chairs 🛈				
beckytest@lbb.com	(Becky Harrigan)		Gets email	Active

Troop Cookie Pickup Only Users 🛈				
trppickup6073@lbb.com	()		Gets email	Active

Troop Booth Recorder Only Users 🛈				
trpbooth6073@lbb.com	()		Gets email	Active

Click the **Edit Settings** button to make changes.

Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions

Settings

Number: ❓ 6073   #Girls Registered: ❓ 4

#Girls Selling: ❓ 4   Troop Goal (pkgs): ❓ 1000

Level: ❓ Cadette ▾   Opt out of rewards for additional proceeds: ❓ ☐
Active Seller: yes   You will receive rewards.

Bank name: ❓ _____   Bank routing number: ❓ _____

Bank Account No: ❓ _____

Starred boxes may not be available for data entry at council discretion

Generic Proceeds Fulfillment ❓

Fall Program (0.100):   ☐

Data Points From the 2013-14 Sale ❓

Initial Order Pkgs: 96 override	Addl Order Pkgs: 111 override
Girls Selling: 2 override	Girls Registered: 2 override
Troop Goal Pkgs: 0	
Troop C_GOC Pkgs: 128 override	

Troop Leaders ❓

trp6073bd@lbb.com	()	Gets email	Active

Troop Cookie Chairs ❓

beckytest@lbb.com	(Becky Harrigan)	Gets email	Active

Troop Cookie Pickup Only Users ❓

trppickup6073@lbb.com	()	Gets email	Active

Troop Booth Recorder Only Users ❓

trpbooth6073@lbb.com	()	Gets email	Active

Number – Troop Number
 # Girls Registered – Enter the number of girls registered in the troop. May be automatically filled in by number of girls registered on the girl tab.

 # Girls Selling – Enter the number of girls selling in the troop. May be automatically filled in by number of girls selling 1 box or more on the girl order tab.

Troop Goal (pkgs) – Enter the troop goal in packages

Level –Select the appropriate program age level

Opt out of rewards for additional profit – (Optional) Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards.

Bank Name – (Optional) Name of bank where troop has it's account

Bank Routing No. – (Optional) Bank routing number where troop has it's account

Bank Acct No. – (Optional) Troop bank account number.

Active Seller – Denotes if troop is an active troop selling cookies.

Generic Proceeds – A council may have council-specific proceeds that troops are eligible for.

Data Points from the Previous Year - This is information from last year's cookie sales. Your council may already have this information for you.

Contact information – You can add several different types of troop level users. Leaders, Cookie Chairs and View Only. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

> **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?** – You may designat 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**? **–** Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Special Troop Contacts

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

If your council uses the Cupboard Keeper mobile app, you may specify additional cookie-pickup people know as Troop Cookie Pickup Only Users. 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™.

If your council uses the Booth Sale recording option, 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: [　　　　　　　　　　] ☑ Active?
                              ☑ Receives email?
First name: [　　　] Last name: [　　　　] ☐ Primary?

Banking Information - Security

To protect your banking information we have implemented hashing on the bank routing and account numbers. If you are responsible for keying in the data, you will see the full number when you do the data entry but once you click update, the information will be hashed out. If you need to edit the information, you will still see the hashed out version but you can key over with the information.

Initial Display (no data)

Bank Name: ❓	Bank Routing No: ❓
Bank Account No: ❓	

Edit Display (no data)

Bank name: ❓ [ ]	Bank routing number: ❓ [ ]
Bank Account No: ❓ [ ]	

Edit Display (data just entered)

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [1234567890]
Bank Account No: ❓ [0987654321]	

Display after Data entered and Update button pressed

Bank Name: ❓ Bank of America	Bank Routing No: ❓ XXXXXX7890
Bank Account No: ❓ XXXXXX4321	

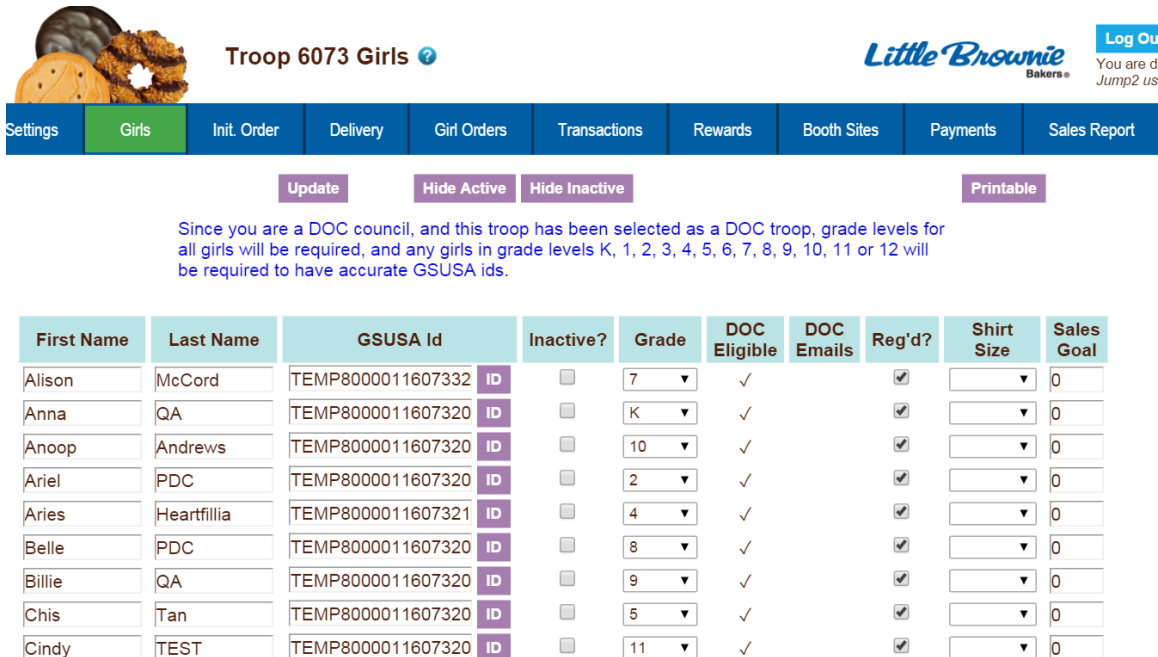Edit Display (data entered earlier and saved by pressing Update button)

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [XXXXXX7890]
Bank Account No: ❓ [XXXXXX4321]	

Editing the routing number already saved in display above

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [1234123499]
Bank Account No: ❓ [XXXXXX4321]	

Girls Tab

The girl tab allows you to enter in the names of the girls in your troop. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order or the data has begun to flow to the Digital Cookie system.

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

GSUSA ID - Enter the girl's GSUSA ID

ID – Clck this button to assign a girl a temporary ID if the GSUSA ID is not available.

Inactive? – (Optional) If the girl is inactive in the troop, check the box. Council determines who can make a girl inactive. A girl cannot be marked inactive if she has boxes sold or monies due.

Grade –Enter the girl's grad K - 12

DOC Eligible – This column is checked by the system if the girl qualifies as part of Digital Cookie.

DOC Emails – This column is populated by the Digital Cookie system per the council specifications

Reg'd? – If the girl is registered, check the box

Shirt Size – (Optional) Enter the girl's shirt size
Sales Goal – (Optional) Enter the girl sales goal in boxes.
Click the **Update** button to save the information.

Cookie Club Version

Troop 6073 Girls ⊘

Little

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Booth Sites | Deposits | GOC Org | Sales Repo |

Update   Printable

First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Sales Goal	Inactive?
Becky	Harrigan	439083209839	K		✔		☐
Cindy	Coan	790982989333	K		✔		☐
Cindy	Wright	483902398098	K		✔		☐
Judy	Dent	790298309238	K		✔		☐
Olivia	Hertach	438920980982	K		✔		☐
Patty	Wright	389098920989	K		✔		☐
Patty	Wright	879092389022	K		✔		☐
Sydney	Coleman	890982998308	K		✔		☐
					☐		☐
					☐		☐

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move
between the boxes.
First Name – Enter the girl's first name
Last Name – Enter the girl's last name
GSUSA ID - (Optional) Enter the girl's GSUSA ID
Grade – (Optional) Enter the girl's grade K - 12
Cookie Club Login – Enter the girl's cookie club login username.
Reg'd? – If the girl is registered, check the box
Sales Goal – (Optional) Enter the girl sales goal in boxes.
Inactive? – (Optional) If the girl is inactive in the troop, check the box. Council
determines who can make a girl inactive. A girl cannot be marked inactive if she
has boxes sold or monies due.

Click the **Update** button to save the information.

Edit Girl Information

Change the girl information. Click the **Update** button to save the information.

Delete Girl from Troop

Click the box under the column labeled **Delete?** next to the name of the girl you want to delete. The girl **CANNOT** be deleted after the troop has submitted their initial order or the Digital Cookie Green Button has been pushed on the DOC Settings Tab.

Shirt Size and Sales Goal

Troops will be allowed to edit/add this information at all times until the council closes eBudde™ for the season.

Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order. There is an easy way for a troop to see last year's data for reference right on the initial order tab. Click on the down arrow and you will see LY (last year) numbers.

There are two methods for troop ordering. You will be directed by your council as to the method you are to use. The initial order can be in cases or packages as directed by your council. **NOTE: If your council participates in a Gift of Caring program or something similar, you will see an additional variety column labeled appropriately.**

Ordering with Booth and Girl Totals

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

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.**

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.

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

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 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.

Little Brownie BAKERS.

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Rewards | Booth Sites | Payments | Sales Report | Reports | Help Center |

Printable Version

Submit Order   Save

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

| | $ 4.00 | $ 4.00 | $ 4.00 | $ 4.00 | $ 4.00 | $ 4.00 | $ 4.00 | $ 4.00 | |
Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Becky H.	12	2	7	6	5	15	5	5	57
Cindy W.	5	7	6	10	17	18	5	5	73
Patty W.	5	7	8	4	7	10	15	8	64
⊘ IMPORTED	0	0	0	0	0	0	0	0	0
⊘ OTHER	0	0	0	0	0	0	0	0	0
⊘ BOOTH	120	120	120	120	120	120	120	120	960
	12	12	12	12	12	12	12	12	96 OK
Pkgs. Ordered	142	136	141	140	149	163	145	138	1154
Cases to Order	12	12	12	12	13	14	13	12	100
Extras	2	8	3	4	7	5	11	6	46

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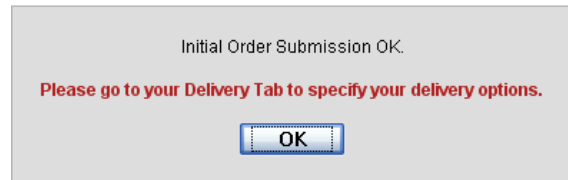
You must click the **Save** button to save your information. The system will display that it is saving the information.

**Save In Progress!
Please Wait!**

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.

OK
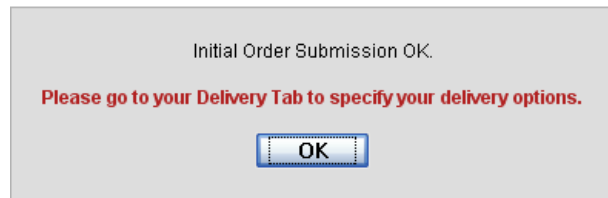
If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out. In the example below Judy D. was marked inactive.

Troop 6073 Initial Order ⑦   *Little Brownie Bakers*   Log Out

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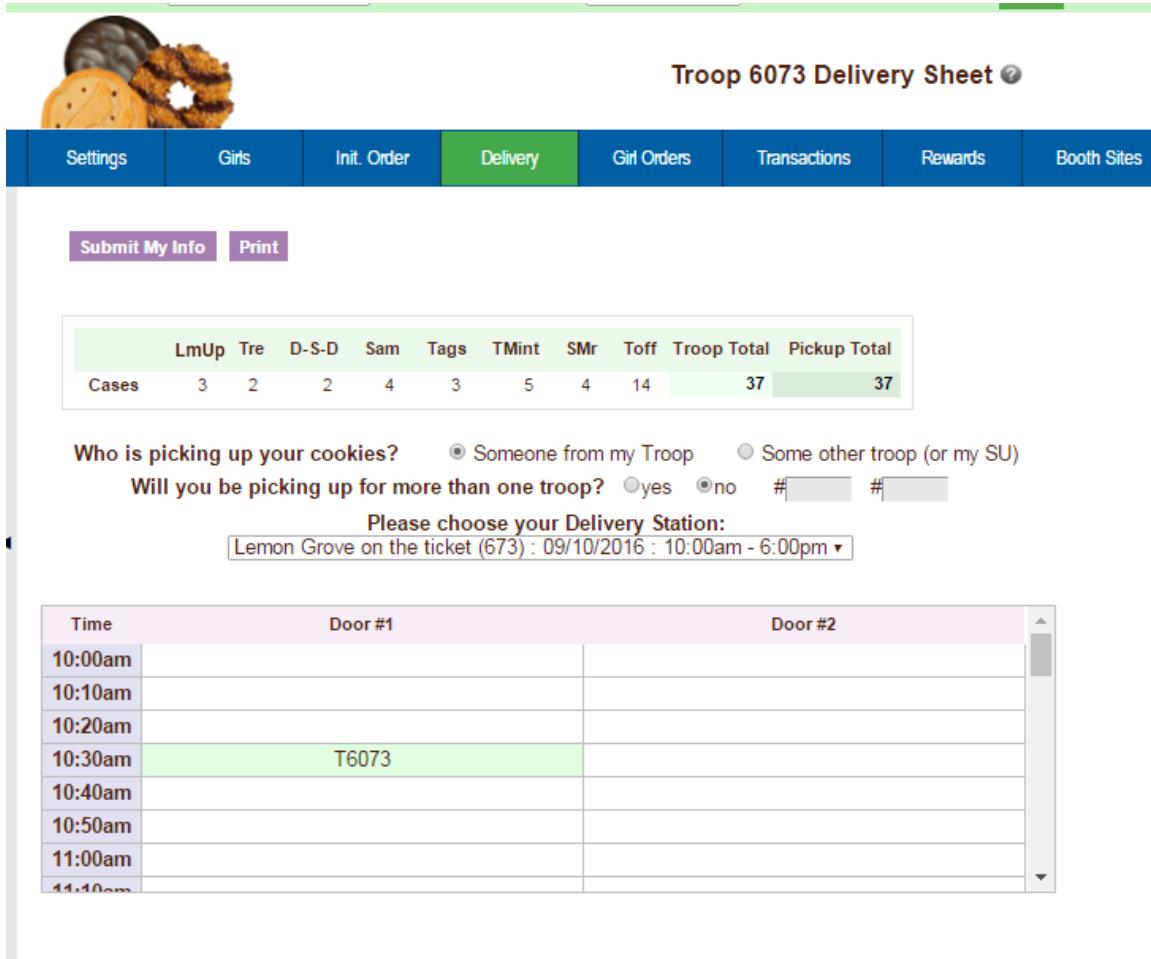
Printable Version
Submit Order

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

Girl		$ 4.00 C_GOC	$ 4.00 LmUp	$ 4.00 Tre	$ 4.00 D-S-D	$ 4.00 Sam	$ 4.00 Tags	$ 4.00 TMint	$ 6.00 SMr	$ 5.00 Toff	$ 4.00 T_GOC	Total	F_GOC
Becky H.		5	12	5	6	15	5	20	20	5	0	93	0
Cindy C.		5	5	5	5	5	5	55	55	5	5	150	5
Cindy W.		5	5	5	5	5	5	5	5	5	5	50	5
Judy D.		0	0	0	0	0	0	0	0	0	0	0	0
Olivia H.		6	6	6	6	6	6	6	6	6	6	60	6
Patty W. (389098920989)		5	15	10	10	25	15	35	15	155	5	290	5
Patty W. (879092389022)		1	1	1	1	1	1	1	1	1	1	10	1
Sydney C.		0	1	1	1	1	1	1	1	1	1	9	1
Pkgs. Ordered			27	50	38	39	63	43	128	108	183	23	702	23
Cases to Order			5	4	4	6	4	11	9	16		59
Other+Extras-Charity	40		10	10	9	9	5	4	0	9	-23	73

Delivery Tab

The delivery tab allows you to select your cookie delivery site and time and also view your delivery information.   You may or may not be required to enter information on this tab. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order. In addition, your council may allow you to select your **PREFERRED** pick up time. See your council for specifics.

Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

NOTE: Your council will designate which option(s) you will need to select.

You will no longer be able to select a location that has a time sheet if the time sheet does not have any openings. eBudde™ will display the location but it will

be grayed out and will say (full) next to the location in the selection box. You can see an example below.

Please choose your Delivery Station:

▼

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

A delivery confirmation page will be available as specified by your council. Click the view confirmation button.

View Confirmation

Troop 6073 Delivery Sheet ❓

ts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards

Printed On: Jul 25, 2016 at 08:12PM

Signup Print Please print this page and bring it with you.

	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total
Your Cases	3	2	2	4	3	5	4	14	37

Pickup Name: Lemon Grove on the ticket
Pickup Location: dadd, dcity dzip
Pickup Date: Saturday, September 10
Pickup Time: 10:30am
Pickup door: 1
ESTIMATED Number of Vehicles:
(you will need ONE of the following)

- 2 Compact Cars
- 2 Hatchback Cars
- 2 Mid-size sedans
- 1 Sport utility vehicle
- 1 Station Wagon
- 1 Mini van (seats in)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

Message from your Delivery Clerk

troop coment

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature _____

Girl Order Tab – Category Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

On the Troop Summary View you have three buttons.

Printable Version – click this button to print the summary view in HTML format.

Record Booth Sale – click this button takes you to the Booth Site tab so you can record booth site packages sold.

Record Booth Sale

Troop 6073 Booth Sales ❓

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

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in
the drop down.

Record Sales ▼

Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103
Walmart	Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Door San Diego, CA 92101

Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

Message from webpage ⚠

Choose File/Save As.. to save data as an HTML file.
(Excel reads HTML files just fine.)

Or simply Select All/Copy to clipboard and paste where you wish.

OK
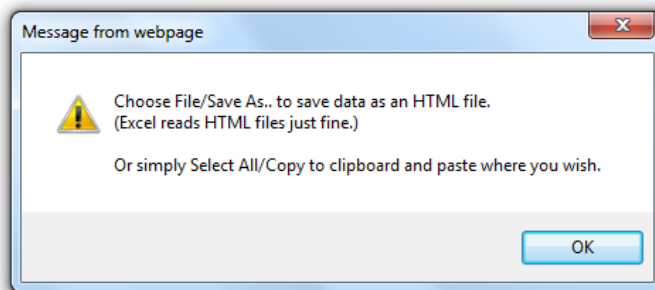
Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	52	1400	0	0	5	1457	5828	0	5828	5
Cindy W.	0	179	0	0	0	179	716	0	716	0
Patty W.	0	0	0	0	0	0	0	0	0	0
Sienna B.	0	0	0	0	0	0	0	0	0	0
Girl Totals	52	1579	0	0	5	1636	6544	0	6544	5
Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	1671	0	0	0	0
Difference	0	0	0	0	0	-35	0	0	0	0

The troop summary view shows a total row for each girl. The girl order tab does not track cookies by varieties. Cookies orders are now in columns by types of sales – initial, booth and other.

Initial – These cookies were sold at initial order time and this number will match the girl's order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab.
Booth – These cookies are the cookies the girls sell at the booth sites.
Other – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-abouts, etc.
Total – Total of cookies sold by the girl.
Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.
Paid – This column will display all payments made by the girl to the troop.
Bal Due – This is the balance that is still due from the girl.

There may be additional column(s) for tracking Gift of Caring/Donation programs that are specific to your council.

The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pickups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

You also have two tabs at the bottom. Active and inactive. eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up on the inactive tab. Inactive girls must always have 0 packages sold

and no balance due. The active tab will always be the first one you will see. If you need to see your inactive girl, press the tab and you will see those girls.

	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 5.00	$ 5.00	$ 5.00	$ 4.00					
▼ Girl	C GOC	Core Initial	Core Booth	Core Other	Specialty Initial	Specialty Booth	Specialty Other	T GOC	◆Total	Total Due	Paid	◆Bal. Due	F GOC
Patty W.	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Girl Totals	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Troop Order (Actual pkgs+C_GOC)									0				
Difference									0				

Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions click on the appropriate row.

Printable Version
Record Booth Sale   Export

☐ Package Sales
☐ Financials
☐ FYI Programs

Active   Inactive

Active   Inactive

Girl View

‹Comment	‹Initial	‹C GOC	‹Booth	‹Other	‹T GOC	‹Total	‹Total Due	‹Paid	‹Bal. Due	‹F GOC
Init. Order *Locked*	210	1	0	0	1	212	$ 848.00	$ 0.00	$ 848.00	1
Additional Order	0	0	0	5	0	5	$ 20.00	$ 20.00	$ 0.00	0
	210	1	0	5	1	217	$ 868.00	$ 20.00	$ 848.00	1

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s). You are able to add only payments even if the system is closed to you for other data entry if your council allows it.

Little Brownie   Log Out

| Settings | Gels | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports | Help Center |

Printable Save
Add Payment

Below are transactions for Becky H.

Switch to Girl:
[--- ▼]

Becky H.

Return to Summary View

◆Comment	◆Initial	◆C GOC	◆Booth	◆Other	◆T GOC	◆Total	◆Total Due	◆Paid	◆Bal. Due	◆F GOC
Init. Order "Locked"	210	1	0	0	1	212	$ 848.00	$ 0.00	$ 848.00	1
Additional Order	0	0	0	5	0	5	$ 20.00	$ 20.00	$ 0.00	0
						0				OK
	210	1	0	5	1	217	$ 868.00	$ 20.00	$ 848.00	1

Once this tab is unavailable, the Add a Transaction button will no longer be active but you will still see the Add Payment button so you can add payments if allowed by your council..

Girl Order Tab – Varieties Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, all by variety, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

On the Troop Summary View you have three buttons.

Printable Version – click this button to print the summary view in HTML format.

Record Booth Sale

Record Booth Sale – click this button takes you to the Booth Site tab so you can record booth site packages sold.

Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

Girl	C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	5	10	5	5	15	5	20	20	5	0	90	365	0	365	0
Cindy W.	0	0	0	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	0	0	0
Patty W.	5	15	10	10	25	15	35	15	155	5	290	1290	0	1290	5

The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pick-ups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

▼Girl	C GOC	LmUp	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	$ 400.00	$ 0.00	$ 400.00	0
Troop Order (Actual pkgs+C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale.   As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

You also have two tabs at the bottom. Active and inactive. eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up on the inactive tab. Inactive girls must always have 0 packages sold and no balance due. The active tab will always be the first one you will see. If you need to see your inactive girl, press the tab and you will see those girls.

▼ Girl	C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 5.00	$ 5.00	$ 4.00					
Sharon C.	0	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Girl Totals	488	518	491	494	495	494	494	493	488	0	4455	$ 18801.00	$ 561.00	$ 18240.00	470
Troop Order (Actual pkgs+C_GOC)	488	662	661	794	678	716	671	666	660		5996				470
Difference	0	-144	-170	-300	-183	-222	-177	-173	-172		-1541				0

Girl View

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

The column labeled **Bth** is to designate cookies as booth cookies for reward automation if applicable in your council.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. There is a check box for you to designate that the boxes you are entering were sold at a booth sale. This is needed if your council automates booth sale rewards to tell eBudde™ how many booth boxes were sold. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

You are now able to add only payments even if the system is closed to you for other data entry if allowed by your council.

Once this tab is unavailable, the Add a Transaction button will no longer be active but you will still see the Add Payment button so you can add payments if allowed by your council.

Girl Order Tab – Lock Transaction Option

Your council may lock the girl transactions so that you cannot over allocate packages. This means that eBudde™ will not allow more packages to be given to the girl than the troop has ordered and/or picked up from the cupboard. If you try to over allocate packages, eBudde™ will give the following message:

Keep this in mind if you as a troop give boxes away. Example: If your troop initial order is 100 packages and you distribute those 100 packages to the girls; you will not get any errors. If you create a troop transaction that moves cookies from your troop to another for 2 boxes, the next time you go to any girl record, you will get the message above. The best practice is to update your girl order tab before you create your transaction to avoid errors.

Girl Order Tab Gift Of Caring

eBudde™ will now show you an explanation on how the different types of Gift of Caring affect inventory.   You can hover over the ? and get the following messages:

	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 5.00	$ 5.00
C GOC ❓	Core Initial	Core Booth	Core Other	Specialty Initial	Specialty Booth	

Packages listed in this column are in addition to your physical packages of cookies and will be added to your troop's total packages sold.

You will be able to see this on the Sales Report.

	$ 4.00				
y	T GOC ❓	◆Total	Total Due	Paid	◆Bal. D
0					$ 9

Packages listed in this column are part of the physical packages you have received.

These packages WILL NOT be added to your troop's total packages sold.

Booth Sales

The Booth Sale tab is an optional tab. The use of the Booth Sale Module is determined by the council. A troop can sign up for a council booth site and/or request a troop booth sale as so designated by their council.

eBudde™ will notify troop contacts of an upcoming booth site daily starting 3 days prior to the booth sale.

Click the Booth Sales tab to use the Booth Sale system.

Free Slots

Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:

Business Name: [   ]

City: [   ]

State: [   ] (ex: NY) **Zip:** [   ]

Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.

Starting Date: [   ]

Ending Date: [   ]

Start Time after: [   ]

Start Time before: [   ]

[Get Report] [Back]

The system will report back any available slots according to your criteria.

Becky Testing Council Available Booth Sites
Jul 6, 2011 at 02:42PM

Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

Current Signups - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations.   This report will show council sponsored booth sites and approved troop requested sites. Booth sites in the past will drop off the report. The report will also state the day of the week and both location and time notes.

Troop 6073 booth sale signups   [Print Signups]   Aug 1, 2015 at 02:29PM

Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes	Created By
Safeway	1231 Upas St. San Diego, CA 92103		10/01/15	6:00pm	8:00pm	02:00		Council
Lowes	5418 Morena Blvd. San Diego, CA 92345	Business Notes	10/05/15	8:00am	10:00am	02:00	Location notes	Council

Council Sponsored Booth Sales (Council Sales)

Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale at. There may be rules to how many and when these sites can be selected. Your council will inform you of these rules.

Troop 6073 Booth Sales

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

Browse and signup for Council Booth Sales Use drop down for My Sales or the Booth Sale Recorder.

Free Slots   Current Signups   Council Sales ▾

Becky Demo Council   Green Branches have openings
[−] Council Booth Sales
  [−] Palo Cedro, CA
    [+] SU 722 Holiday Market 9350 Deschutes Rd.
  [−] Redding, CA
    [+] SU 722 Holiday Market 2455 Hartnell Ave
    [+] SU 722 Holiday Market 3315 Placer St.
    [+] SU 722 Kmart 2685 Hilltop Dr.
    [+] SU 722 Lowes 1200 E Cypress Ave.
    [+] SU 722 Lowes 1200 E Cypress Ave.
    [+] SU 722 Safeway 1070 E. Cypress Ave.
    [+] SU 722 Sportsman's Warehouse 1659 H...
    [+] SU 722 TOPS FRESH MARKET 3685 Eureka Way
    [+] SU 722 Tractor Supply 5450 Mtn. View Dr.
  [−] San Diego, CA
    [+] Lowes 123 Any St.
    [−] Lowes 5418 Morena Blvd.
      Mon Oct 5, 2015 8:00am – 6:00pm
    [−] Safeway 1231 Upas St.
      Thr Jan 15, 2015 8:00am – 8:00pm
      Wed Feb 25, 2015 8:00am – 8:00pm
      Thr Oct 1, 2015 8:00am – 8:00pm

Safeway   1231 Upas St.
                     San Diego, CA 92103

Choose a time slot and then   Submit

To opt out click on that slot again and re-submit".

Notify Me If Slots Open
(1 waiting)

Time	Troop
8:00am	
10:00am	
12:00pm	
2:00pm	
4:00pm	
6:00pm	T6073

To begin selection of your Council Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames.

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed. **NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.**

You can now be put on a waitlist for a booth location for a specific date. Click the **Notify Me if Slots Open** button. eBudde™ will then send you an email if any one or more of the slots become open. **KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT!** There may be several of you that get the email. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim!

Once you have asked to be notified, eBudde™ will continue to send emails when slots become open. If you want to turn the notification off, go back to the booth site and you will see a button that says **Stop Notifying Me**. Click that button and eBudde™ will stop the notifications for that location/date.

You can now see on the Notify button how many troops are on the waiting list. You can see on the button that there is one other troop on the waiting list

Troop Booth Signup Request (Optional)

Council may allow troops to request personal booth sites through eBudde™. eBudde™ has a process for approving/denying requests and you can see the status of your request once submitted.

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Use the dropdown to select the **My Sales** option. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window.   Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.

On the left, the color-coding helps identify the status of the request.
Blue location indicates that the request is pending
Green location indicates that the request has been approved
Orange location indicates that the request has been denied

You can also look over to the right and view the status in the box labeled **Approval**. You also can view any messaging on approval/denial process.

Troop 6073 Booth Sales

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

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales ▼

Troop 6073 Sales   Green=Approved Orange=Denied

[-] **My Booth Sales** (add a Location)
    Becky's Pizza Parlour 1231 Upas St....
      −Thu Dec 10, 2015   8:00am -- 12:00pm

Business Name: [_____]

Location and Contact Info.   Map
Addrs: [_____]   **Addrs2:** [_____]
City: [_____]   **ST:** [___] **Zip:** [_____]

Contact: [_____]   **Phone:** [_____]
eMail: [_____]

Format: 10/25/2011 for dates   9:00am for times.

Sale Date: [_____]   **Start:** [_____] **Approval**
       End: [_____]   [____▼]

Requested:

Reason for approval/denial:
[_____]

[Add]   [Cancel]

As a council option, troops may be able to delete their request at any time. If the council does not select this option, you can delete your booth ONLY if the request is pending. If your council has not selected the option to all you to delete your booth request, and you need to have it deleted, contact your council or volunteer.

Troop 6073 Booth Sales

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

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales ▼

Troop 6073 Sales   Green=Approved Orange=Denied

[-] **My Booth Sales** (add a Location)
    Becky's Pizza Parlour 1231 Upas St....
      −Thu Dec 10, 2015   8:00am -- 12:00pm

Business Name: Becky's Pizza Parlour

Location and Contact Info.   Map
Addrs: 1231 Upas St.   **Addrs2:** [___]
City: San Diego   **ST:** CA **Zip:** 92101

Contact: Store Manager   **Phone:** 555-5555
eMail: store@lbb.com

Format: 10/25/2011 for dates   9:00am for times.

Sale Date: 12/10/2015   **Start:** 8:00am **Approval**
       End: 12:00pm   Pending ▼

Reason for approval/denial:
Another troop has this time.

[Delete]   [Update]   [Cancel]

Ability to delete is at council discretion

Record Sales (Optional)

A troop can record their booth site sales. The troop records total packages sold and then can distribute those packages to the girls. You can record sales for both council sites and troop requested sites.
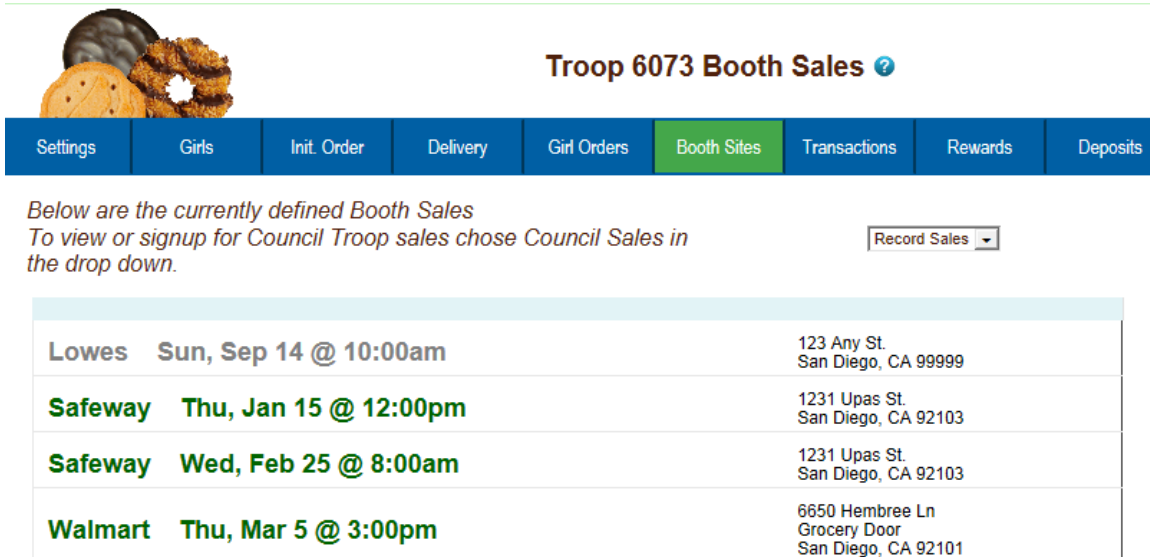
Select **Record Sales** from the dropdown list. The system will display the booth sites that the troop has signed up for. Sales are listed in chronological order, oldest to newest. If you have recorded sales for a booth site, it will appear gray in the list. You can still open and edit if necessary.

Recording Booth Sites – Category Format

Click the booth site that you want to record sales against. You will be required to enter the total packages sold at the booth site by variety for the troop. eBudde™ will calculate the monies collected.

eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name. You can now select all or deselect all by checking the **(De)select all** box ☐ (De)select all

You may key in the packages sold for each girl or let eBudde™ automatically evenly distribute those boxes. If you want it done by eBudde™, be sure the appropriate girls are checked and click the **Distribute** button.

Once you have completed all the data entry, click the **Submit Sale** button. eBudde™ will create a transaction record on the girl order tab for each girl that you have checked.

If you need to make changes, you will not be able to make those changes on the girl order tab, you will need to go to the booth site tab for any changes.

Recording Booth Sites – Varieties Format

Click the booth site that you want to record sales against. You will be required to enter the total packages sold at the booth site by variety for the troop. eBudde™ will calculate the monies collected.
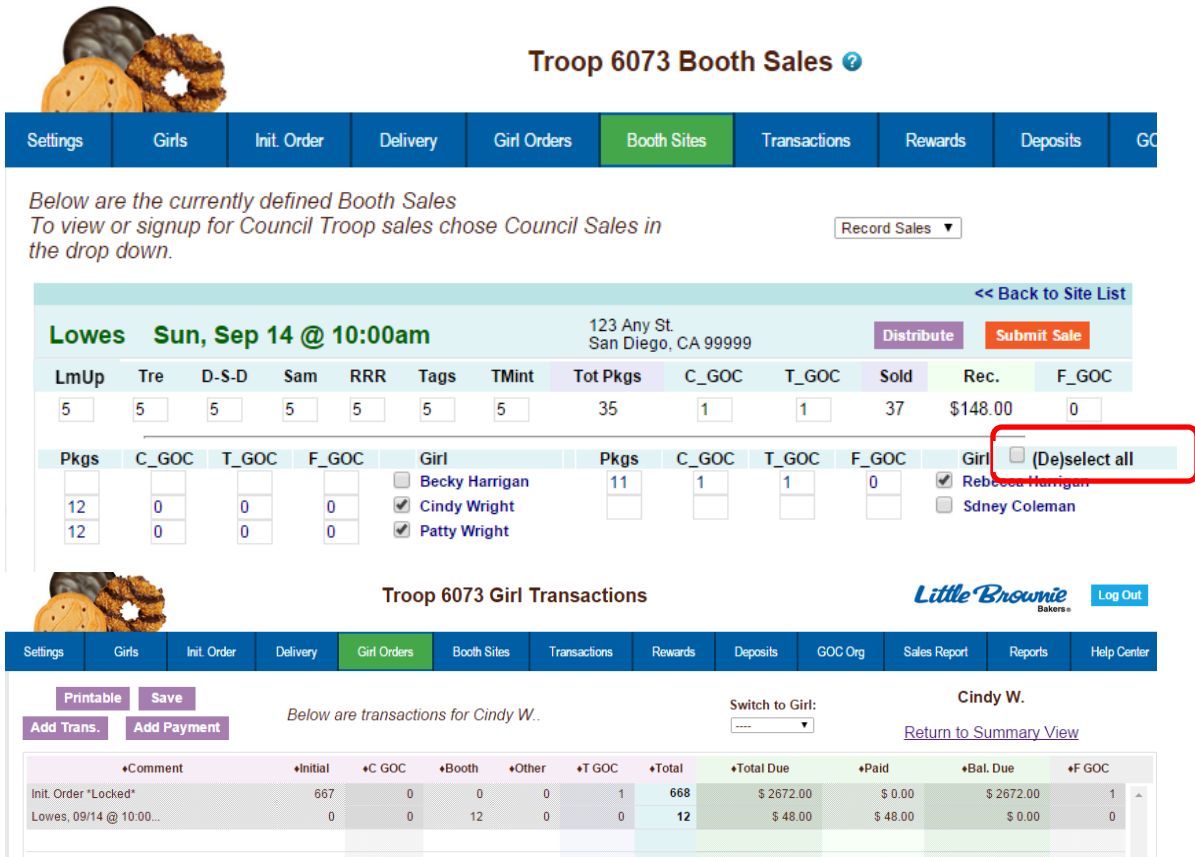
eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name. . You can now select all or deselect all by checking the **(De)select all** box ☐ (De)select all

You may key in the packages sold for each girl or let eBudde™ automatically evenly distribute those boxes. If you want it done by eBudde™, be sure the appropriate girls are checked and click the **Distribute** button.

Once you have completed all the data entry, click the **Submit Sale** button. eBudde™ will create a transaction record on the girl order tab for each girl that you have checked.

If you need to make changes, you will not be able to make those changes on the girl order tab, you will need to go to the booth site tab for any changes.

Troop Transactions

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers (council option). Your council will instruct you on what transactions you are allowed to make. If you do not have an **Add a Transaction** button, you are not allowed to do any data entry on the transaction tab.

						LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
◆Receipt	◆Pending	◆Type	◆Date	◆2nd Party	◆Pickup									
Init. Del.			07/25	--		36	24	24	48	36	60	48	168	444
VHI000	yes	normal	07/26	C673	08/05	12	0	0	0	0	0	12	12	36
On Hand						36	24	24	48	36	60	48	168	444
Pending (Cup. Orders)						12	0	0	0	0	0	12	12	36
After Pending						48	24	24	48	36	60	60	180	480

Initial Order Transaction
The initial order transaction will show up once you submit your order to the service unit. It will have receipt # of (Init. Del.) . It will always be locked to changes. If it is not correct, see your council who can adjust appropriately.

Troop transactions from Other Sources
The transactions tab will also list cookie transactions from any other source that the council has available.

Pending troop orders (optional)
Troops can now place pending cookie orders to service units and/or cupboards. The status of the order will display in the **Pending** column. Cupboards may 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.

Inventory Balances

The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

Navigating the Transaction Form

♦Receipt	♦Pending	♦Type	♦Date	♦2nd Party	♦Pickup	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total

The columns listed from left to right are as follows:

Receipt - This is the receipt code of the transaction
Pending – This shows if the order is pending.
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
Pickup – Date of pickup. Form shows time as well.
LmUp– Lemon-Ups
Tre – Trefoils
D-S-D – Do-Si-Dos
Sam – Samoas
Tag – Tagalongs
TMints – 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: 08/09 - 07/28 ▼

Page: 08/10 - 06/11 ▼
08/10 - 06/11
06/10 - 06/10

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.

Date – enter the date of the transaction. The system will default to the current date or the previously keyed date

Pickup – You can specify a preferred pickup date and time. The cupboard may require that you select a date and time when the cupboard is open for business. When you select the cupboard the days and hours a cupboard is open will appear under the Hours of Oper. header.

Receipt : - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. eBudde™ will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde™ create a receipt number for**

you. The status of the receipt is determined by councils. Councils can choose to have it totally locked, locked upon saving or open for edits.

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)**
        Reorder – Cupboard transaction for additional cookies (**This option available at council discretion)**

Second Party: - this refers to the other party that is getting/giving the cookies. 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.

Product Movement: You have two options. Remove Product or Add Product - If cookies are being added to your troop, click Add Product. If cookies are being removed from your troop, 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.

Contact Info (optional) – This is for you to provide contact information so the other party has this information if needed.

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

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.

> [+] The add more button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard (Optional)

A troop 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:

Second Party: Cupboard is selected and a cupboard number is entered
Product Movement: Add is selected
Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

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

The transaction may be locked immediately or your cupboard will lock the transaction appropriately according to council's process. You council will advise the locking timing.

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. The cupboard may also have additional notes that 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.

Transaction Error

Pickup time must be within hours of operation for the chosen Cupboard

OK
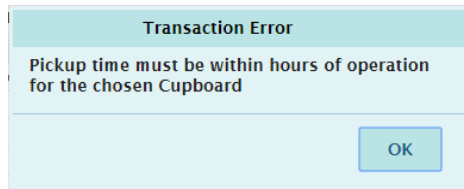
A cupboard can require that there is a deadline for when the orders can be placed in the system for pickup. In the example below, the transaction must be entered into eBudde™ 24 hours prior to the pickup date and time.

Transaction Error

Pickup time for '0KI000' must be at least 24 hours from now.

OK
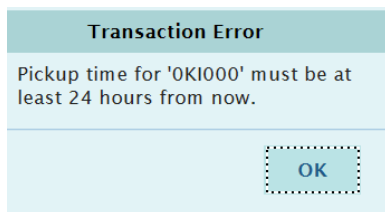
Cookie Exchange

The Cookie Exchange allows you to see what cookies other troops have to exchange. It also allows you to post what extra cookies you have to exchange. Your council will determine if the troops you see are council-wide or only within your service unit/area.

When you first go to this tab, you may see all zeros until you and other troops post your transaction. A troop only has one record that you can overwrite as your inventory changes. eBudde™ does not verify the numbers entered by the troops.

eBudde™ now gives you some additional information on the Cookie Exchange page. You also have an easy way to zero out all your quantities – **Remove My Offering** so you can clear out when you no longer have any cookies to exchange. Remember all of the quantities are in PACKAGES.

COOKIE EXCHANGE

Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange. The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering]

Lemon Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	
0	0	0	0	0	0	0	0	**Update Pkgs to Exchange**

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

		Total	
⌄	LEMON UPS	Total:	5
⌄	TREFOILS	Total:	0
⌄	DO-SI-DOS	Total:	0
⌄	SAMOAS	Total:	2
⌄	TAGALONGS	Total:	0
⌄	THIN MINTS	Total:	1
⌄	S'MORES	Total:	0
⌄	TOFFEE-TASTIC	Total:	0

As you can see other troops have start to enter quantities for their extra cookies, and you can key in your extra cookies at the top of the screen.

To enter the extra cookie packages that you have that you would like to exchange:

Enter the quantities in packages in the variety boxes. Click **Update Pkgs to Exchange.** If you no longer have all the extras originally posted, changed the quantities appropriately and click **Remove my Offering.** The submission will **OVERWRITE** the previous submission. There is only one record per troop in the Cookie Exchange.

To see what cookies are available by other troops:

Click the blue down arrow to the left of the variety. eBudde™ will display the troops that have extra cookie packages. It will list for you the date posted, the troop number, quantity available, the first name of the contact, email address and phone number. You can then contact that person via email/phone to make the exchange.

COOKIE EXCHANGE

Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange. The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering]

Lemon Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	
0	0	5	0	0	5	0	0	**Update Pkgs to Exchange**

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

⌃	**LEMON UPS**				Total:	5

07/31/19	Troop: 00015	Lemon Ups:	5	Becky	beckydemo@lbb.com	Lemon Grove

⌄	**TREFOILS**	Zip code: 99999	0

⌄	**DO-SI-DOS**	Total:	0

⌄	**SAMOAS**	Total:	2

⌄	**TAGALONGS**	Total:	0

⌄	**THIN MINTS**	Total:	1

⌄	**S'MORES**	Total:	0

⌄	**TOFFEE-TASTIC**	Total:	0

Rewards Tab

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

Click the **Fill Out** button. The system will display all the rewards available for selection.

If there is a reward based on PGA, the troop PGA will be displayed on the summary screen so you do not have to refer to the troop sales report.

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.

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.

Cindy W. Rewards @

ntacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	

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

Box Level	Selected	Reward
150	☑	150+ Patch
175	☑	Fashion Crate
200	☑	200+ Bar
250	☑	250 Package Samoas Hat Bucket and Shovel Beach Towel
500	☑	500 Choice (pick 1) ☑ Wallet ☐ Wrist Pocket ☐ Fashion Crate
600	☑	Amazing T-Shirt (Shirt Type) ○ YM ○ YL/AS ◉ AM ○ AL ○ AXL ○ A2XL ○ 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:
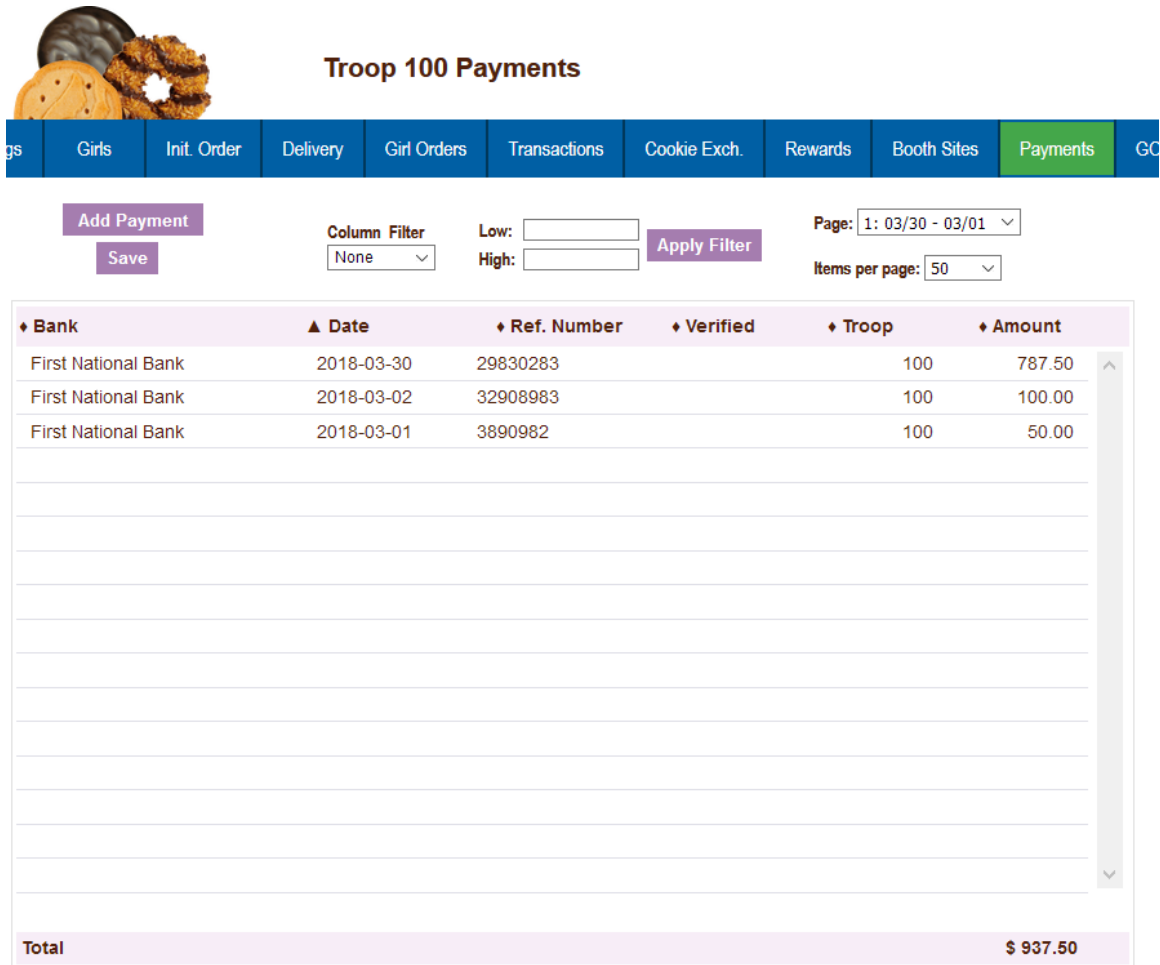
Box Level	Quantity	Reward
0	1	Bracelet (25 C. COC pkgs)

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	☑	Beach Towel (100.000 pga sellg)
	☑	Tote and Blanket (175.000 pga sellg)

Girl: **Patty Wright**
Boxes sold: **407**
Shirt size: **YL/AS**

Box Level	Selected	Reward
0	☑	Beach Towel (100.000 pga sellg)
	☑	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.

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Reward Order** button to submit your order to your service unit.

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.

Payments

The payments tab will allow you to view the payments made by your troop into the council cookie account. If your council allows, you can also enter the payments that you have made to the council. **This is not where you record your individual troop payments for troop proceeds**

Troop 100 Payments

gs	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch.	Rewards	Booth Sites	Payments	GO

Add Payment
Save

Column Filter
None

Low:
High:

Apply Filter
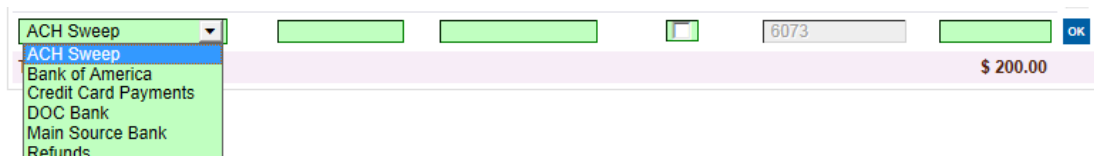
Page: 1: 03/30 - 03/01
Items per page: 50

♦ Bank	▲ Date	♦ Ref. Number	♦ Verified	♦ Troop	♦ Amount
First National Bank	2018-03-30	29830283		100	787.50
First National Bank	2018-03-02	32908983		100	100.00
First National Bank	2018-03-01	3890982		100	50.00

| Total | | | | | $ 937.50 |

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.

ACH Sweep					6073		OK

ACH Sweep
Bank of America
Credit Card Payments
DOC Bank
Main Source Bank
Refunds

$ 200.00

Select the bank, enter date, reference number (optional) and amount. Use the **Tab** key to move across the page. Press Enter to complete the line activate this button by pressing the spacebar or clicking on it.

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 a encoding number.

Verified – Unavailable to troop user. Used by council to identify payments verified to bank statement.

Troop – Already filled out

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

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 an order that will show you the information in the order that you want.

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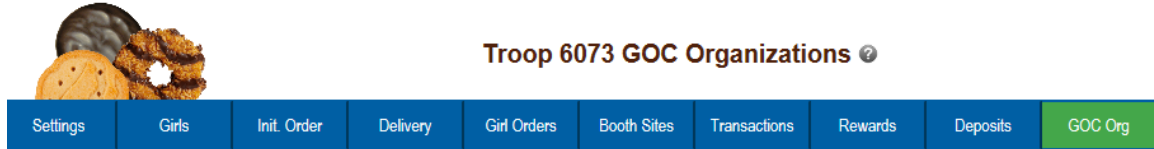
All boxes can be changed; you can make changes by left-clicking your mouse in the box you want to correct and making the changes. You can also delete the payment by pressing the **Delete** key on your keyboard. Deletions and changes can be made at the same time. Once you have made all your changes, left-click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

GOC Org. Tab

The GOC Org. tab is where you record the organizations that you have donated your troop donation boxes recorded in the initial order and/or girl order tab.

Additional data entry for as many organizations as you need to enter.

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. Gift of Caring/Donation cookies will automatically populate on the sales report from the girl order tab.

We have now secured the display of the bank account and routing numbers. These numbers will be hashed out as a default. Council can designate specific users that may see the full numbers.

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: apptesttrp@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

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: 1306.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

Bank Name: Bank of America
Routing No.: XXXXXX3499   Acct No.: XXXXXX4321

Pkgs Received				Payments 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	**Total Payments**		$ 250.00
02/05	C1	MII000	2			
03/05	C2	RII000	1			
C_GOC pkgs.			56			
Total Pkgs Received			4199			

Total Troop Sales	$ 16,796.00	**Council Proceeds**	$ 14,192.62
Troop Proceeds	- $ 2,603.38	**Payments Made**	- $ 250.00
Council Proceeds	$ 14,192.62	**Amount You Owe Council**	$ 13,942.62

Signature: _____

View report in CASES	Print Page	Show as PDF

Sales Report with Varieties at Different Prices

Council Becky Demo, Troop 00015 Sales Report

Girls Selling: 1
Girls Reg.: 5
Init. Girls Sellg: 1
Level: DAISY
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 142.0000
PGA Registered: 28.4000
Initial PGA: 142.0000
F_GOC Pkgs: 0
T_GOC Pkgs: 0

Smores
Pkg price: 6.00   Case price: 72.00   Pkgs sold: 36
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Toffee
Pkg price: 5.00   Case price: 60.00   Pkgs sold: 0
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Core Cookies
Pkg price: 4.00   Case price: 48.00   Pkgs sold: 106
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Bank Name:
Routing No.:   Acct No.:

Pkgs Received		
08/07 Initial Order	---	132
C_GOC pkgs.		10
Total Pkgs Received		**142**

Date	Reference	Amount
Total Payments		**$ 0.00**

Total Troop Sales	$ 640.00	Council Proceeds	$ 569.00
Troop Proceeds	- $ 71.00	Payments Made	- $ 0.00
Council Proceeds	$ 569.00	Amount You Owe Council	$ 569.00

Signature: _____

Sales Report updates for Pending and Digital Cookie

Pkgs Received			
	Initial Order	---	0
10/15	--	0II000	9680
10/18	T6073	4II000	2
07/22	C3	TJI000	*12
C_GOC pkgs.			120
Total Pkgs Received			**9814**

Pending transactions are indicated with an asterisk before the quantity.

Total Pkgs Received	3113
Total DOC Pkgs Received	175
Total DOC Charity Pkgs Received	70
In addition there was:	
Total DOC Delivered Pkgs Received	229

Reports

The reports tab allows troops to run two information reports. The cupboard report will list all open cupboards and their location/hours of operation. The delivery station report lists the delivery site information including address and contact information. The delivery report will only display sites available to the troop.
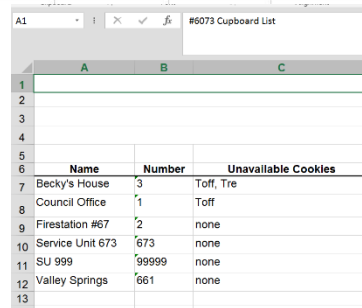
Reports are now in XLSX format.

Cupboard report now shows if cookies are unavailable for that cupboard.

Name	Number	Unavailable Cookies
Becky's House	3	Toff, Tre
Council Office	1	Toff
Firestation #67	2	none
Service Unit 673	673	none
SU 999	99999	none
Valley Springs	661	none

#10002 Delivery List
Becky Demo
Jul 27, 2013 at 02:19PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone
AppleValleyFRI-Ln1	648	13000 Zoo Blvd		Apple Valley	CA	95124			
AppleValleyFRI-Ln2	649	13000 Zoo Blvd		Apple Valley	CA	95124			
AustinTHU	640	101 Maple Ave		Austin	CA	95912			
BaldwinTHU(new)	645	1350 Florence St		Baldwin	CA	54002			
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	54810			
BlaineFRI2/1	650	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln1	601	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln2	602	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln3	603	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSUN1/27	609	8271 W 35W Service Dr NE		Blaine	CA	95449			
BloomingtonWED	631	401 W 98th St		Bloomington	CA	95420			
BrooklynParkMON	612	7411 85th Ave N		Brooklyn Park	CA	95445			

DOC Reports

If you are participating in the GSUSA Digital Order Card system, you will see additional reports.

DOC Added Girl – This report will list all girls in the troop on a report that is in the GSUSA Girl Master Template. This report is the GSUSA Digital Order Card importable format.

You can filter the report by date so you can print only girls added at a later date.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	First Name	Last Name	GSUSA #	Grade	Registered	Troop #	Shirt Size	Pkg Goal	Parent First Name	Parent Last Name	Parent email	Date of Birth	New Parent?
	Patty	Wright	1002345670	K	yes	6073							

DOC Orders by Girl – this report will list in girl order, all orders sold online by the girl. This report will list all cookie varieties sold. **NOTE:** Girl delivery orders (if applicable) will show the actual varieties sold.

You can filter this report to see only specific types of orders. You will need to select if you want the report in packages or cases. Exportable will allow report to be easily sorted. **NOTE: If you select mobile types, you will only get orders through the mobile app.**

DOC Orders By Girl Filter:

Date Range: [   ] - [   ]

Order Types:
- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered & Donated
- ☐ Delivered
- ☐ Donated

Mobile Types:
- ☐ In Hand
- ☐ Mobile

◉ Cases   ○ Pkgs
☐ Exportable:

[Back to Report List]   [XLSX]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1									#6073 DOC Orders -- Cases										
2									Becky Demo										
3									Jul 26, 2016 at 04:22PM										
4									2015-16 Sales Season										
5																			
6	First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Donated	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Toff	Total Pkgs	Total Sales
7	Becky	Harrigan	1002345678	898765	Donated	no	no	7/25/2016	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	$16.00
8								Totals	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	16.00

DOC Financial Report by Girl – This report will list the finances of the orders sold by the girl online. This report will list the finances but not the individual varieties.

You can filter this report to see only specific types of orders. You will need to select if you want the report in packages or cases. Exportable will allow report to be easily sorted. **NOTE: If you select mobile types, you will only get orders through the mobile app.**

DOC Orders By Girl Filter:

Date Range: [   ] - [   ]

Order Types:

☐ Shipped & Donated
☐ Shipped
☐ Delivered & Donated
☐ Delivered
☐ Donated

Mobile Types:

☐ In Hand
☐ Mobile

◉ Cases   ○ Pkgs
☐ Exportable:

[Back to Report List]   [XLSX]

	A	B	C	D	E	F	G	H	I	J	K	L	M
1						#6073 DOC Financial Report by Girl							
2						Becky Demo							
3						Jul 26, 2016 at 04:31PM							
4						2015-16 Sales Season							
5													
6	Girl First Name	Girl Last Name	GSUSA Id	Order Number	Type	In Hand	Mobile	Order Date	Total Pkgs	Total Sales	Total Paid	Balance Due	Troop Deposit
7	Becky	Harrigan	1002345678	898765	Donated	no	no	7/25/2016	4	$16.00	$16.00	$0.00	$16.00
8								Totals	4	$16.00	$16.00	$0.00	$16.00
9													

Girl Delivery – Varieties Only – by Girl – (Optional) This report is for councils that are using the girl delivery option in the DOC. This report will print the girl delivery orders, varieties only, no donation. This is to help you to have a recap of those packages that you may need to order on your initial order for DOC and to help you at the end of the sale with DOC reconciliation. There are two parts to the report. A recap by girl and then all the individual orders for each girl.

DOC Girl Delivery (In Person) Orders Varieties Only

First name	Last Name	GSUSA ID	Savannah Smiles	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
Becky	Harrigan	1234567890	3	3	3	3	3	3	3	3	24

First name	Last Name	GSUSA ID	Date	Order #	Savannah Smiles	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
Becky	Harrigan	1234567890	6/30/2017	89765	1	1	1	1	1	1	1	1	8
Becky	Harrigan	1234567890	7/1/2017	12345	2	2	2	2	2	2	2	2	16
				Totals	3	3	3	3	3	3	3	3	24

Appendix A – Gift of Caring Screen Shots

There are three different types of Gift of Caring – Council, Troop and FYI. These columns are optional. See your council manual for detail information. Any columns on the initial order tab will show on the girl order tab. However, there may be columns just on the girl order tab that are not on the initial order tab. The acronyms are council specific. The screen shots below are just an example.
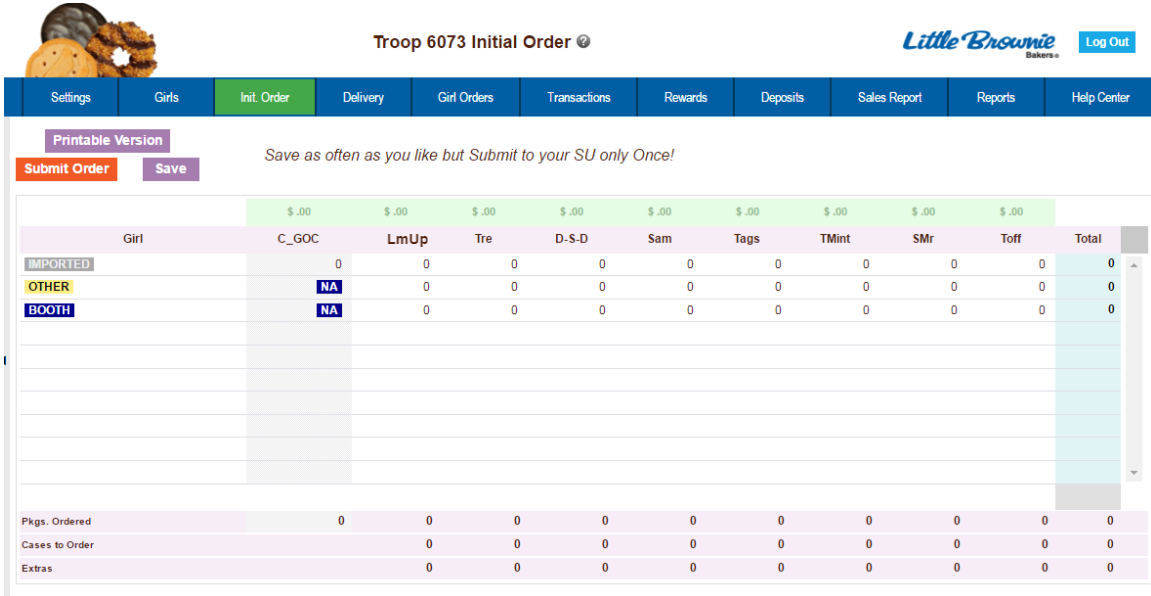
Location and Specifications for the Initial Order Screen -

Council Gift of Caring (C_GOC) – This column will show on the far left column before the Lemon-Ups variety. The cookies in this column are not ordered. However, the quantity for these cookies will be part of the total boxes sold for the girl and will be added to the financial dollars.

Troop Gift of Caring (T_GOC) - This column will show on the right as a column displayed before the Total column. The cookies in this column are not ordered. However, the quantity for these cookies will be part of the total boxes sold for the girl. These cookies will **NOT** be added to the financial dollars. The expectation is that they will be ordered as booth/other on the initial order or at a later date.

FYI Gift of Caring (F_GOC) – This column will show to the far right of the screen after the total column. This is an informational column only. These cookies will **NOT** be part of the total boxes sold by the girl. The expectation is that the actual cookies have been ordered by variety and this is just to inform the council how many of these cookies are Gift of Caring.
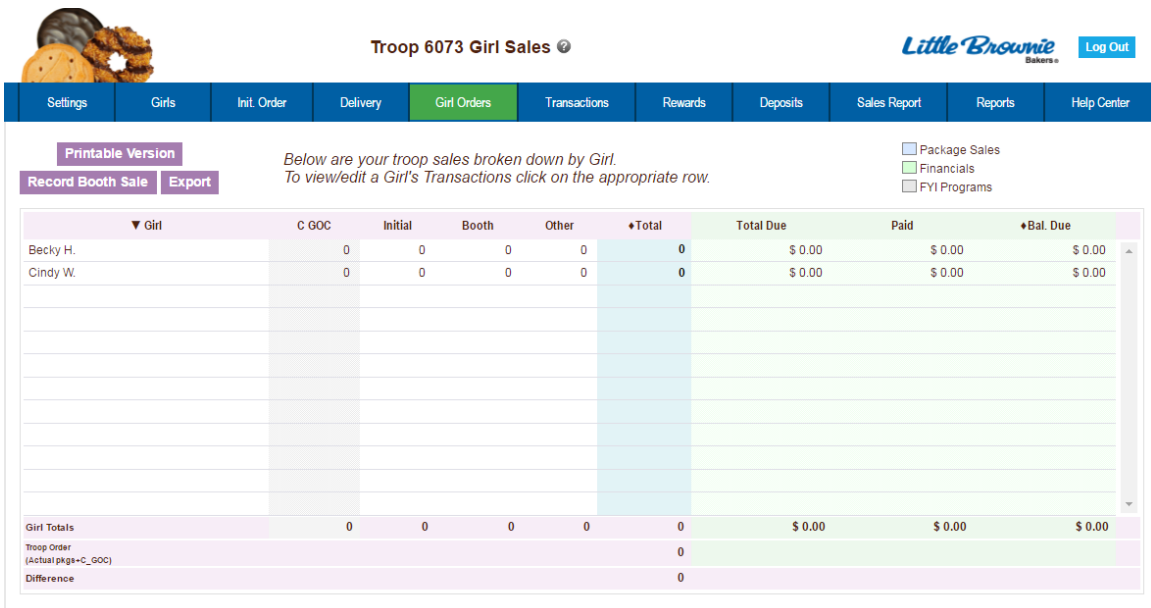
Council GOC

Initial Order Screen

Girl	C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	
IMPORTED	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0
Cases to Order		0	0	0	0	0	0	0	0	0
Extras		0	0	0	0	0	0	0	0	0

Girl Order Tab – Category View

▼ Girl	C GOC	Initial	Booth	Other	♦Total	Total Due	Paid	♦Bal. Due
Becky H.	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Cindy W.	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Girl Totals	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Troop Order (Actual pkgs+C_GOC)					0			
Difference					0			

Girl Order Tab – Variety View

Troop 6073 Girl Sales ⊘

Little Brownie Bakers®   Log Out

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Deposits | Sales Report | Reports | Help Center |

Printable Version
Record Booth Sale **Export**

Below are your troop sales broken down by Girl.
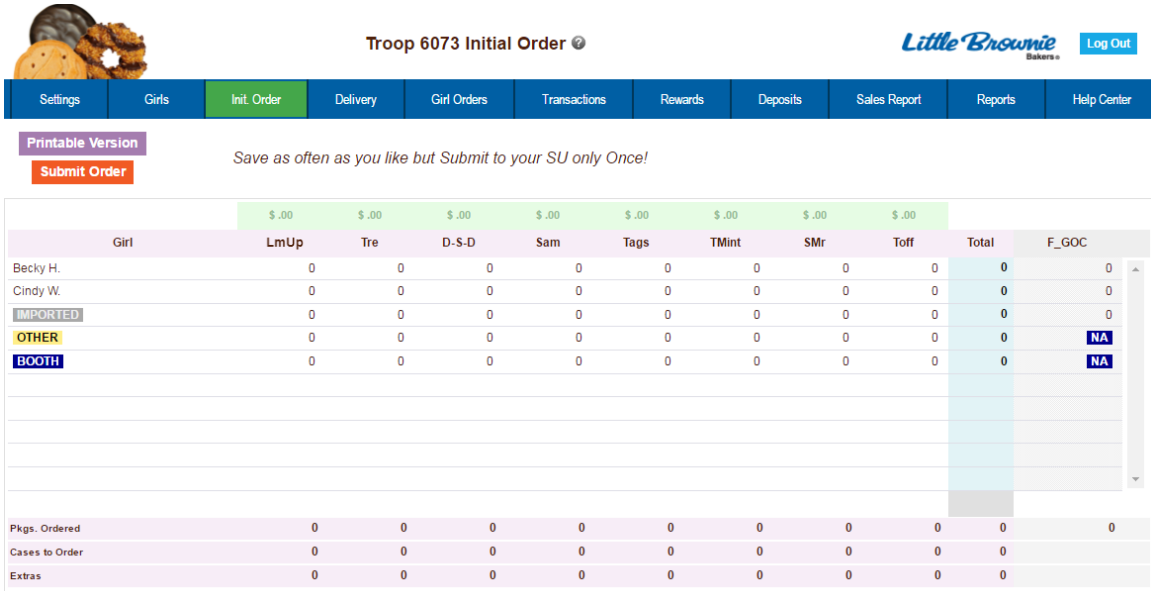*To view/edit a Girl's Transactions click on the appropriate row.*

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	◆Total	Total Due	Paid	◆Bal. Due
Becky H.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Cindy W.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Girl Totals	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	0	0	0	0	0			
Difference	0	0	0	0	0	0	0	0	0	0			

Troop GOC

Initial Order Tab

Girl Order Tab – Category View

Girl Order Tab – Varieties View

▼ Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	♦Total	Total Due	Paid	♦Bal. Due
Becky H.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Cindy W.	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Girl Totals	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Troop Order	0	0	0	0	0	0	0	0		0			
Difference	0	0	0	0	0	0	0	0		0			

FYI GOC

Initial Order Tab

Girl Order Tab – Category View

Girl Order Tab – Variety View
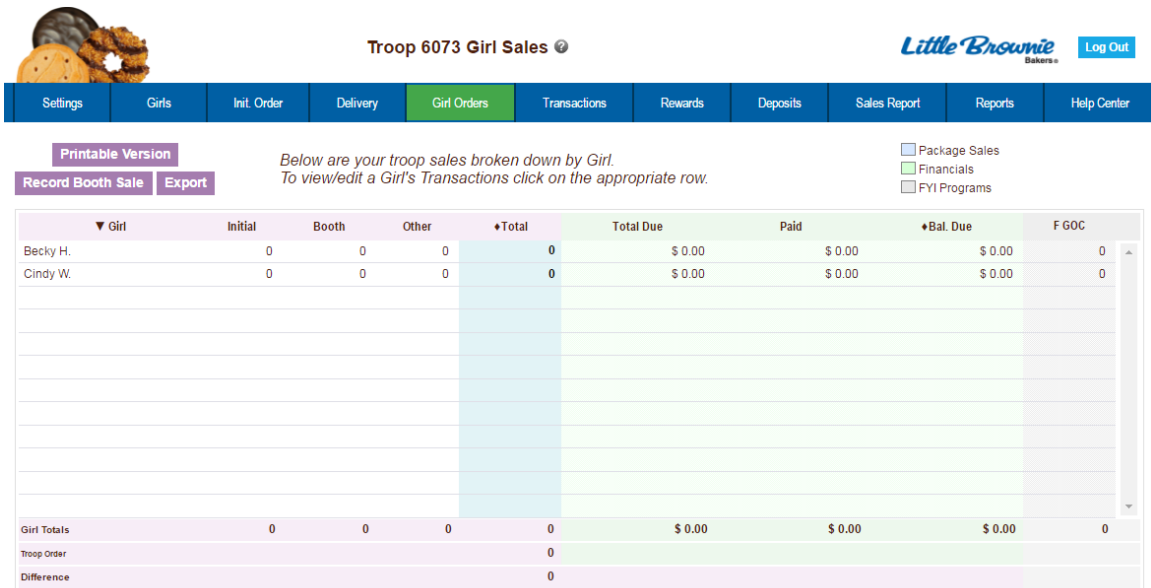
Troop 6073 Girl Sales

Little Brownie Bakers®   Log Out

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Deposits | Sales Report | Reports | Help Center |

Printable Version
Record Booth Sale   **Export**

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Becky H.	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Cindy W.	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Girl Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**0**
Troop Order	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**				**0**
Difference	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**				**0**