



## Troop User Manual August 1, 2019

https:// eBudde.littlebrownie.com

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## What's New

- Cookie Portal
  - Identifies user system access
  - Application status
  - No password reset
- Dynamic Dashboard
  - Timeline status based on dates
  - Rotation of resource links
  - Data report for all statistics available from dashboard
- Updates for new cookie
- Volunteer form signature requirement for access
- Booth Sites
  - Easy way to release booth locations.
  - Visibility into Booth waiting list.
  - Timestamp for troop signup
  - Make the booth site door information more readily visible
  - Troop Booth signup report at troop level
- Cookie Exchange
  - Easy way to clear out all varieties.
  - Instructions for troops on how to edit or remove their posts on Cookie Exchange.
  - A view of troop zip code in Cookie Exchange.

- Add area and service unit information to the Cookie Exchange report.
- Cookie Exchange report for each user level.
- Cupboards
  - Make information about unavailable cookie variety at cupboards easier to find.
- Delivery
  - Disallow to pick a delivery station if there is no time slots left.
  - Allow customized line (door) column headers
- Girl Order tab
  - Indicate virtual gift of caring adds to inventory
  - Increase visibility of Digital Cookie Girl Delivery orders
  - Girl Order Tab report one sheet per girl
- Administrative
  - Auto-formatting for phone number entry
  - Provide a tool for troops to know the target IO amount.
  - Additional start and deadline dates
  - Indicate PGA for initial orders separate from final orders on the rewards tab
- Reports
  - Excel report out of the entire GOT information.
  - Excel report for troops on booth signups
  - Nightly data saving for comparative reporting

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

## **Computer Specifications Information**

The eBudde<sup>™</sup> 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<sup>™</sup> 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: <u>http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10</u>

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

eBudde<sup>™</sup> has scheduled time-outs at 12 hours of inactivity. eBudde<sup>™</sup> 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  $eBudde^{TM}$  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
 Contade
 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<sup>™</sup> 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<sup>™</sup> from two ways – <u>https://ebudde.littlebrownie.com</u> or <u>https://cookieportal.littlebrownie.com</u>

Each user will get a welcome email from eBudde<sup>™</sup> 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
- At the profile screen, enter same personal password that you used in Step
   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: <u>https://urldefense.proofpoint.com/v2/url?u=https-</u>

<u>3A</u> cookieportal.littlebrownie.com users password edit-3Freset-5Fpassword-<u>5Ftoken-3D-</u>

5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=Fl4 HaRmPgFW7jHM-xkeGu-dux67fvu-JT47dGegFIE&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: <u>https://urldefense.proofpoint.com/v2/url?u=https-</u> 3A \_\_cookieportal.littlebrownie.com\_users\_password\_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=Fl4 HaRmPgFW7jHM-xkeGu-dux67fvu-JT47dGegFIE&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

Continue norw passessore: Passessore requires Bothar monutes Theo explore grant participation of an explore the state Theo explore grant participation of a state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state and the state of the state of the state of the state of the state and the state of the state of the state of the state of the state and the state of the state o
Public of hypothy Galaxy and the public of correct years is difficulty." However, The angle signed pathol and correct years is difficulty." However, Probardy, "Gala Shandle Castala Lander or Castala Casta Probardy, "Gala Shandle Castala Lander or Castala Casta Probards, "Gala Shandle Castala Lander or Castala Casta Probards, "Gala Shandle Castala Lander or Castala Castala Probards, "Gala Castala Castala Castala Castala Probards, "Gala Castala Castala Castala Castala Probards, "Gala Castala Castala Castala Castala Castala Castala Castala Probards, "Gala Castala Castala Castala Castala Castala Castala Castala Castala Castala Probards, "Gala Castala Castala Castala Castala Castala Castala Castala Castala Probards, "Gala Castala Ca
DEMO, Gel Soussis Maia Cooke Saler, "Gel Soussis VIP el Tainaign," Gel Standhell Cooke Locater or Constel Cabo Yourusamane (anal address) and password designate yourilevel of access to the Little Revenue Technology Train. If you have not reserved on area laim togin instructions, please context
access to the Little Brownie Technology Tools. If you have not received an email with login instructions, please contact

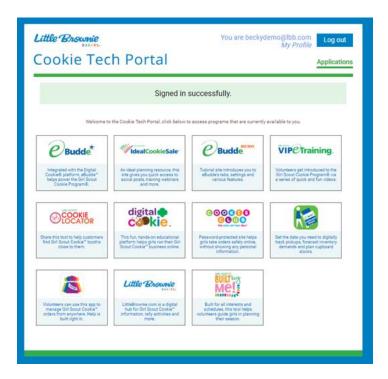
#### <u>Step Four - At the profile screen, enter same personal password that you</u> <u>used in Step 3. Also review/enter all additional information.</u>

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**.

B A K E R S∝	
Your password has been cha	anged successfully. You are now signed in.
	e Portal Profile te 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 (Optiona f you would like to change your password nay do so here.	
New Password	
Confirm New Password	

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

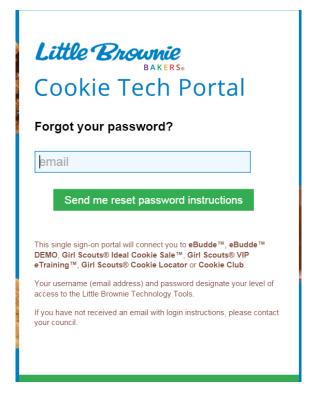
Hello user@lbb.com Someone has requested a link to change your password. You can do this through the link below. <u>Change my password</u> If you didn't request this, please ignore this email. Your password won't change until you access the link above and create a new one.

## Forgot Password

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

<i>Little Brownie</i> BAKERS. Cookie Tech Portal
email
password
Forgot your password? Login
This single sign-on portal will connect you to <b>eBudde™</b> , <b>eBudde™</b> 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 <u>Click Here</u> .
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 <a>example@lbb.com</a>!

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**.

Little Brownie BAKERS. Cookie Tech Portal New password
Confirm New password
Confirm new password
Password requiresChange my8 chars. minimumpassword
This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™, Girl Scouts® Cookie Locator or Cookie Club.
Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.
If you have not received an email with login instructions, please contact your council.

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

Little Brownie BAKERS	Cookie Tech Portal
Your password has been changed	d successfully. You are now signed in.
	rinformation 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	

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
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	Little Brownie
AND FREE REAL	BAKERS®
Entralle	Cookie Tech Portal
	email
	password
	Forgot your password?
	This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™, Girl Scouts® Cookie Locator or Cookie Club. Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.
	If you would like to update your contact info please input your email and password above and <u>Click Here</u> .
and the second sec	If you have not received an email with login instructions, please contact your council.

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.
	ortal Profile r 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<sup>™</sup> 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<sup>™</sup> 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<sup>™</sup>. 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.

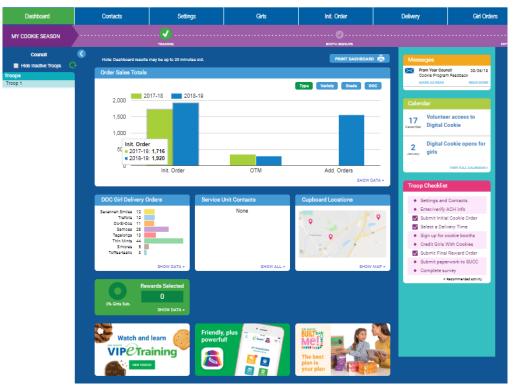
It also shows you a calendar of dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system. In addition, your council can add their own dates to the system.

On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde<sup>™</sup> 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.

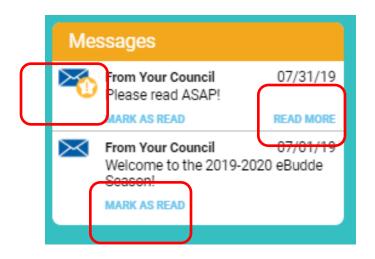
## Dashboard Header

Exclude Pending Orders PRINT DASHBOARD 🚔

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.

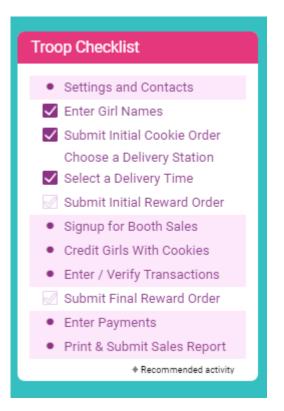


The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar.** It will display in another browser window a monthly calendar.



You can now release a booth site that you can no longer attend from the calendar on the dashboard.

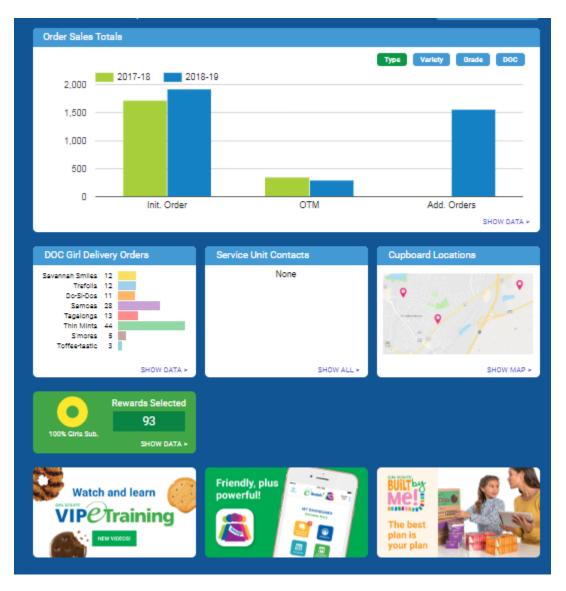
The dashboard will display a checklist of items that you will need to do. Some items will get checked once you complete them like submitting your initial order. Others are just for your reference.



## 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.

Tre			Тгоор	op 6073 Contact Information 🥝				
Settings	Girls Ini	t. Order Deliv	e <b>ry</b> G	irl Orders	Transactions	Rewards	Deposits	GOC Org
Contacts								
Contact info has n	iot been updated.	Troop Leader <u>trp6073bd@lbb.</u> Phone: Cell: Gets email	com Active					
Becky Harrigan 123 Any Street San Diego, CA 99	999	Troop Cookie Cr beckytest@lbb.c Phone: 555-555- Cell: 666-666-666 Gets email	om 5555	Edit				

To edit your contact information, click **Edit** below your name. Since we now have the new Cookie Tech Portal, you will need to change the information in the portal which will update eBudde<sup>™</sup>. 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<sup>™</sup>.

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

Address: 123 Any Street	Home Phone: 555-555-5555
Address2:	Cell Phone: 666-666-6666
City: San Diego	
State: CA	Zip: 99999
	e Contact Info kie Tech Portal)

eBud	Ide M Preferences
Receives email: 🗹	Active: 🗹
	dde™ Email Preferences ct 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 change	d successfully. You are now signed in.
	ortal Profile Ir 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.

Sett	ings
Number: 🕜 6073	#Girls Registered: 🕜 4
#Girls Selling: 😨 5	Troop Goal (pkgs): 🥝
Level: 😨 Junior	Opt out of rewards for additional proceeds: ② 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	
	eaders 🕢
trp8073bd@lbb.com ()	Gets email Active
Тгоор Соо	xie Chairs 🕜
beckytest@lbb.com (Becky Harrigan	n) Gets email Active
Troop Cookie Pic	kup Only Users 🛛
trppickup8073@lbb.com ()	Gets email Active
Troop Booth Reco	order Only Users 🥝
trpbooth6073@lbb.com ()	Gets email Active

Click the Edit Settings button to make changes.

· YOU				71010	Lait Hoop I	n: Troop 6073	
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	
		Settings					
Number: 😮   6073		#Girls R	Registered: 🕜 🛛 4		_		
#Girls Selling: 😮 🛛 4		Troop G	Goal (pkgs): 🕝 🛛 100	ס		Starred	
Level: 🕜 Cadette 🔍		Opt out You will	of rewards for addition I receive rewards.	nal proceeds: 😮 🗖	$\leq$	may not may not	
Bank name: 😮		Bank ro	outing number: 🕜 🗌			data en	t <mark>ry</mark> a
Bank Account No: 😮						council discretio	on
	Gener	ic Proceeds Fulfil	lment 🕜				
Fall Program (0.100):							
-	Data Poi	nts From the 2013	-14 Sale 😮				
Initial Order Pkgs: 98 override		Addl Or	der Pkgs: 111 <u>overri</u>	de			
Girls Selling: 2 override		Girls Re	egistered: 2 <u>override</u>				
Troop Goal Pkgs: 0							
Troop C_GOC Pkgs: 128 overr	ide						

	Troop Leaders 🥝		
trp8073bd@lbb.com	0	Gets email	Active
	Troop Cookie Chairs	0	
beckytest@lbb.com	(Becky Harrigan)	Gets email	Active
	Troop Cookie Pickup Only U	Isers 😧	
trppickup6073@lbb.com	0	Gets email	Active
	Troop Booth Recorder Only	Jsers 🕝	
trpbooth6073@lbb.com	0	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<sup>™</sup> 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<sup>™</sup>. This user does not have access to anything in eBudde<sup>™</sup> 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<sup>™</sup>.

	Troop Cookie Pickup Only User	s 🕜
· · · · · · · · · · · · · · · · · · ·	Cookie Chairs should NOT add you can ONLY sign for cookies received	2 · · · · · · · · · · · · · · · · · · ·
trppickup6073@lbb.com	0	Primary? Remove?
————— A	dd a new Troop Cookie Pickup Onl	y User —————
E-mail:   First name:   La	st name:	Active? Receives email? Primary?

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<sup>™</sup> 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<sup>™</sup>. They will also be able to change their contact information in eBudde<sup>™</sup>. They WILL NOT have access to any of the other troop tabs in eBudde<sup>™</sup>.

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<sup>™</sup>.

Tr	oop Booth Recorder Only Us	sers 🕜
	ookie Chairs should NOT add yo his user can ONLY record bootl	
trpbooth6073@lbb.com	()	Primary? Remove?
Add	I a new Troop Booth Recorder C	Dnly User —————
E-mail: First name: Last	i name:	Active? Receives email? Primary?

## **Banking Information - Security**

Initial Display (no data)

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.

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: 2 1234567890
Bank Account No: 3 0987654321	

Display after Data entered and Update button pressed

Bank Name: 3 Bank of America	Bank Routing No: 3 XXXXXX7890
Bank Account No: 2 XXXXX4321	

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

Bank name: 😮 Bank of America	Bank routing number: 3 XXXXX7890
Bank Account No: 😮 XXXXXX4321	

Editing the routing number already saved in display above

Bank name: 😮 Bank of America	Bank routing number: 3 1234123499
Bank Account No: 2 XXXXX4321	

## 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.

0	Tro	op 6073 Girl	5 🕜					Little	Brown	Kerse Jun
ttings	Girls Init. Ord	der Delivery	Girl Orders	Transact	ions F	Rewards	Booth Site	es Pa	ayments	Sales Rep
		Update	Hide Active	Hide Inactiv	'e				Printable	
First Nam	be required	l be required, and d to have accurat GSU	e GSUSA ids.	Inactive?	Grade	DOC	DOC	Reg'd?	Shirt	Sales
Alison	McCord	TEMP800001	1607332 ID		7 🔻	Eligible	Emails	<ul> <li>Image: Control of the second se</li></ul>	Size	Goal 0
Anna	QA			_						-
Anna	QA	TEMP800001	1607320 ID		К 🔻	$\checkmark$			•	0
	Andrews	TEMP800001			К ▼ 10 ▼	$\checkmark$		<ul> <li>Image: A start of the start of</li></ul>	<b>•</b>	0
noop			1607320 ID			-				
Anoop Ariel	Andrews	TEMP800001	1607320 ID 1607320 ID		10 ▼	$\checkmark$			<b></b>	0
Anoop Ariel Aries	Andrews PDC	TEMP800001 TEMP800001	1607320 ID 1607320 ID 1607321 ID		10 ▼ 2 ▼	$\checkmark$		<ul> <li>Image: A start of the start of</li></ul>		0
Anoop Ariel Aries Belle	Andrews PDC Heartfillia	TEMP800001 TEMP800001 TEMP800001	1607320     ID       1607320     ID       1607321     ID       1607320     ID		10     ▼       2     ▼       4     ▼	√ √ √		¥ ¥		0 0 0 0
Anioop Ariel Aries Belle Billie Chis	Andrews PDC Heartfillia PDC	TEMP800001 TEMP800001 TEMP800001 TEMP800001	1607320         ID           1607320         ID           1607321         ID           1607320         ID           1607320         ID           1607320         ID		10 V 2 V 4 V 8 V			<b>V</b> <b>V</b> <b>V</b>		0 0 0 0

### 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.

			Troop 6073 Girls 🛛						Litte				
ngs	Girls	Init. Order	Delivery	Girl Orders	Transaction	s R	ewards	Booth Sites	Deposits	GOC	Org Sales		
Update						Printable							
Fir	st Name	Last Na	me	GSUSA Id		Grade	С	ookie Club Login	Reg'd?	Sales Goal	Inactive?		
Beck	ky	Harrigan	4	39083209839		К 🔻	]						
Cind	ly	Coan	7	90982989333		κ •	]						
Cind	ly	Wright	4	83902398098		K V							
Judy	/	Dent	7	90298309238		κ •							
Olivi	а	Hertach	4	38920980982		K <b>v</b>	]						
Patt	У	Wright	3	89098920989		K <b>v</b>							
Patt	У	Wright	8	79092389022		K V							
Sydi	ney	Coleman	8	90982998308		K V	]						
						•	]						
						v							

## 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<sup>™</sup> for the season.

			Troop 6073 Girls 🥝							
Settings	Girls I	iit. Order	Delivery	Girl Orders	Booth Sites	Transactio	ns Rew	ards	De	
Update	Exp	ort List To (	Cookie Club		Import / Export Gir	ls Help	Prin	table		
First Name	Last Name	e.	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal	Inactive?	
Becky	Harrigan	11111	11111	5 💌		~	YXS 💌	12		
Belinda	Smith	55555	55555	4 🔻			YXS	11		
Cindy	wright	22222	222222	1 🔻		<b>v</b>	YS YM	60		
Jasmine	Cone	44444	144444	3 🔻		<b>v</b>	YL/AS AS	22		
Patty	Wright	33333	33333	2 🔻		<b>v</b>	AM	1		
				•			AXL A2XL			
				-			A2AL			

# 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.

Frod	o <mark>p 6073</mark>	Initial Or	der Ø								rune.F	BAKE	
ngs	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Ex	ch Rewards	Booth Sites	Payments	Sales Rep	ort Reports	Help Ce	ente
_	ntable Versi ubmit Orde			e Down Arrov often as you									
				\$ 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	
	Patty W.			5	7	8	4	7	10	15	8	64	4
	MPORTED			0	0	0	0	0	0	0	0	0	
	Y Imported			0	0	0	0	0	0	0	0	0	
$\odot$	OTHER			0	0	0	0	0	0	0	0	0	
	BOOTH			120	120	120	120	120	120	120	120	960	
	Y Booth			0	100	100	100	100	100	100	100	700	
Ρ	kgs. Ordered			125	127	128	124	127	130	135	128	1024	
с	ases to Order			11	11	11	11	11	11	12	11	89	
E	xtras			7	5	4	8	5	2	9	4	44	

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.

oop 6777	Initial Ord	ler Ø							2	ittle B	BAKERS.
s Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Cente
Printable V ubmit Order	/ersion Save			rrow to see y you like but s							
			\$ 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
IMPORTED			0	0	0	0	0	0	0	0	0
OTHER			0	0	0	0	0	0	0	0	0
BOOTH			0	0	0	0	0	0	0	0	0
Pkgs. Ordered			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

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.** 

ettin	gs Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Cer
	Printable Ve Submit Order	ersion Save			rrow to see y you like but \$							
				\$ 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
				0	0	0	0	0	0	0	0	0
1				0	0	0	0	0	0	0	0	0
	<b>ВООТН</b>			0	0	0	0	0	0	0	0	0
					0	0	0	0	0	0	0	0
	Pkgs. Ordered			0	0	0	0	0	0	0	0	0
	Cases to Order Extras			0	0	0	0	0	0	0	0	0

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

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

gs	Girts	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Co	ente
_	Printable Ve nit Order	ersion Save		k the Down A e as often as	-								
				\$ 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	
0	MPORTED			0	0	0	0	0	0	0	0	0	^
0	DTHER			12	12	12	12	12	12	12	12	96	
<u></u>	BOOTH			0	0	0	0	0	0	0	0	0	
													ľ
Pk	tgs. Ordered			12	12	12	12	12	12	12	12	95	
Ca	uses to Order			1	1	1	1	1	1	1	1	8	
Ex	tras			0	0	0	0	0	0	0	0	0	

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.

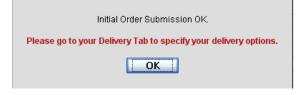
You must click the **Save** button to save your information. The system will display that it is saving the information.



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.



# Ordering by Individual Girls

	Tro	oop 6073 l	nitial Order	0								Little	Brownie Bakers
	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Center
I	Printable V Submit Order	ersion Save		the Down Arrow as often as you									
				\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.0	D \$4	0.00	\$ 4.00	\$ 4.00	
		Girl		LmUp	Tre	D-S-D	Sam	Tags	; TN	Aint	SMr	Toff	Total
N	Becky H.			12	2		7	6	5	15	5	5	57
1	Cindy W.			0	(	)	0	0	0	0	0	0	0
	Patty W.			5	7		8	4	7	10	15	8	64
				0	(	)	0	0	0	0	0	0	0
	OTHER			0	(	)	0	0	0	0	0	0	0
	воотн			120	120	) 1:	20 -	120	120	120	120	120	960
	Cindy W.			5	7		_	0	17	18	5	5	73
	Pkgs. Ordered			137	12			130	132	145	140	133	1081
	Cases to Order			12	1		12	11	11	13	12	12	94
	Extras			7		3	9	2	0	11	4	11	47

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.

Tro	op 6073 lı	nitial Order	0								Little	Brownie
Settings	Girls	Init. Order	Delivery	Girl Orders	Transaction	ns Cookie Ex	ich Rewi	ards Booth	Sites Payment:	s Sales Report	Reports	Help Cent
Printable Ve Submit Order	rsion Save		the Down Arro as often as yo			rder informatior 30 only Once!	ı.	·		'		
			\$ 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	2	7	6	5	15	5	5	57
Cindy W.			1	5	7	6	10	17	18	5	5	73
Patty W.			5	5	7	8	4	7	10	15	8	64
IMPORTED			(	)	0	0	0	0	0	0	0	0
OTHER			(	)	0	0	0	0	0	0	0	0
BOOTH			120	) .	120	120	120	120	120	120	120	960
			12	1	2	12	12	12	12	12	12	96
Pkgs. Ordered			14	2	136	141	140	149	163	145	138	1154
Cases to Order			1	2	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.

				Tro	op 6073	Initial	Order (	3				Li	ittle B	rounie Bakers	Log
ettings	Girls	Init. Order	Delivery	Girl Ord	ers Tra	nsactions	Reward	ls Boo	oth Sites	Deposits	GOC O	rg Sal	es Report	Reports	Help
	able Version bmit Order		Save as o	ften as yc	u like but	Submit	to your S	SU only C	Once!						
				\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 6.00	\$ 5.00	\$ 4.00		
	Gi	rl		C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GO
Becky	н.			5	12	5	6	15	5	20	20	5	0	93	
Cindy	C.			5	5	5	5	5	5	55	55	5	5	150	
Cindy	w.			5	5	5	5	5	5	5	5	5	5	50	
Judy D	ι.			0	0	0	0	0	0	0	0	0	0	0	
Olivia I				6	6	6	6	6	6	6	6	6	6	60	
	V. (38909892098			5	15	10	10	25	15	35	15	155	5	290	
Patty V	V. (87909238902	22)		1	1	1	1	1	1	1	1	1	1	10	
Sydne	y C.			0	1	1	1	1	1	1	1	1	1	9	
Pkgs. O	rdered			27	50	38	39	63	43	128	108	183	23	702	
Cases to	Order				5	4	4	6	4	11	9	16		59	

# **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.

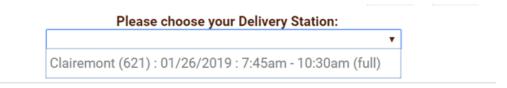
123	the season	, ,									73 Deli	,			
Settings	C	<b>Girls</b>	In	it. Order		Delivery		Girl Or	ders	Tra	ansactions		Reward	S	Booth
Submit N	<b>ly Info</b>	Print													
	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Тгоор	Total	Pickup T	otal			
Cases	3	2	2	4	3	-	4	14		37		37			
Who is W	-	up yo be pic	_	kies? ) for mo Pleas	● : ore tha	in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Si 10 i	#		o (or my	SU)	
	-	up yo be pic	our cool king up	kies? ) for mo Pleas	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Si 10 i	#		o (or my	SU)	
	-	up yo be pic	our cool king up	kies? ) for mo Pleas	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	#		o (or my	SU)	
W	-	up yo be pic	our cool king up	kies? o for mo Pleas e on the	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	A
Time	-	up yo be pic	our cool king up	kies? o for mo Pleas e on the	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	•
Time 10:00am	-	up yo be pic	our cool king up	kies? o for mo Pleas e on the	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	•
Time 10:00am 10:10am	-	up yo be pic	bur cool cking up on Grove Do	kies? o for mo Pleas e on the	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	•
Time 10:00am 10:10am 10:20am	-	up yo be pic	bur cool cking up on Grove Do	kies? o for mo Pleas e on the por #1	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	•
Time 10:00am 10:10am 10:20am 10:30am	-	up yo be pic	bur cool cking up on Grove Do	kies? o for mo Pleas e on the por #1	● : ore tha	Someon in one t ose you	e from roop? Ir Deliv	my Tr ©ye very S	s ®n tation:	© Sa 10 a 1: am - 6:	# 00pm <b>+</b>		o (or my	SU)	

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.



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

Your Cases	Signu; NUp Tre	o Print		lnit. Order print this		Delivery	,	Girl Orders	Transactions	Rewards
Lm Your Cases	Signu; NUp Tre	o Print	Please	print this						
	•	D-S-D			page and l	oring it w	ith you.			
	2		Sam	Tags	TMint	SMr	Toff	Troop Total		
	2	2 2	4	3	5	4	14	37		
ckup door: 1 STIMATED Number of ou will need ONE ( 2 Compact Ca 2 Hatchback (	of the fol ars				Message troop co		r Delive	ry Clerk		
<ul> <li>2 Mid-size sed</li> <li>1 Sport utility</li> <li>1 Station Wag</li> <li>1 Mini van (se</li> <li>1 Pick-up trucl</li> <li>1 Cargo van (se</li> </ul>	lans vehicle jon ats in) k (full-size									
	Н	elpful Hint	s							
					it rememt number o			up room just dingly.		

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.

ngs	Girls	Init. Order	Deliv	ery	Girl Orde	rs	Transacti	ons	Reward	ds	Booth Sit	es C	)eposits	GOC Org	Sales Report	Reports	Help C
Reco	Printable Ve				ow are view/eo							propriate	e row.		Packag		
		\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 4.00					
	▼ Girl	C GOC	Core	Core Booth	Core	SMr	SMr Booth	SMr Other	Toff	Toff Booth	Toff Other	T GOC	+Total	Total Due	Paid	+Bal. Due	F GOC
Becky	H.	10	64	0	0	25	0	0	0	0	0	0	99	\$ 446.00	\$ 0.00	\$ 446.00	0
Belind	a S.	0	0	0	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	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Jasmi	ne C.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Patty	W.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Tot	als	10	64	0	0	25	0	0	0	0	0	0	99	\$ 446.00	\$ 0.00	\$ 446.00	0
Troop Or	rder okgs+C_GOC)												142				

# **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.

			T	roop 6	cky Den 073 Girl 2015 7:23 (	Orders				
Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	1	210	0	0	1	212	\$ 848.00	\$ 0.00	\$ 848.00	1
Belinda S.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Cindy W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Jasmine C.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Patty W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Giri Totals	1	210	0	0	1	212	848	0	848	1
Troop Order (Actual pkgs+C_GOC	0					270				
Difference						-58				

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

				Troop 60	073 Booth	Sales @		
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposit
	signup for C	defined Boo Council Troop	oth Sales sales chose	Council Sale	s in	Recor	d Sales 💌	
Lowes	Sun, Sep	o 14 @ 10:0	00am			123 Any St. San Diego, CA	99999	
Lowes Safeway		o 14 @ 10:0 an 15 @ 12						
	y Thu, Ja		2:00pm			San Diégo, CA 1231 Upas St.	92103	

**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 fr	om webpage
<u> </u>	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.
	ОК

Gir1	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, walkabouts, 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<sup>™</sup> 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.

Active	Inactive													
Printable Vers Record Booth Sale						s broken de sactions clie			te row.		Package Financial FYI Prog	s		
	\$ 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	
roop Order	U	0	U	U	U	U	U	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	
Actual pkgs+C_GOC) Difference									0					
(Actual pkgs+C_GOC) Difference Active Inactive									0					

## **Girl View**

		Troo	op 6073 G	irl Trans	actions			Lī	ttle Brownie Bake	Log Out
Settings Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewa	rds	Deposits GC	DC Org Sales R	eport Reports	Help Cent
Printable Save	Below	are transac	tions for Bee	cky H			Switch to Gi	1	Becky H.	View
+Comment	+Initial	+C GOC	+Booth	+Other	+T GOC	♦Total	♦Total Due	♦Paid	+Bal. Due	+F GOC
nit. 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.

	<u>}</u>		-	Troo	p 6073 G	Girl Trans	actions				Littl	e Brown	Log	Out
Settings	Girls	Init. Order	Delivery		Girl Orders	Transactions	s Rewa	rds	Deposits	GOC Org	Sales Repor	t Reports	Help	Center
Printable Add Trans.	Save Add Payment	Bel	ow are tra	nsacti	ons for Be	cky H			Switch	to Girl:	Return	Becky H.	View	
•	Comment	+Init	ial +CG	OC	♦Booth	+Other	+T GOC	Total	+Total Du	ie 4	Paid	+Bal. Due	+F GOC	
Init. Order *Locke	d*	:	210	1	0	0	1	212	\$ 84	48.00	\$ 0.00	\$ 848.00	1	~
Additional Order			0	0	0	5	0	5	\$1	20.00	\$ 20.00	\$ 0.00	0	
4														
								0						ок
			210	1	0	5	1	217	\$ 8	68.00	\$ 20.00	\$ 848.00	1	

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.

				Tro	op 6073 G	irl Trans	actions			L	ittle Brown	Log Out
	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewa	rds	Deposits G	DC Org Sales	Report Reports	Help Center
	Printable Add Trans.	Save Add Payment	Below	are transac	tions for Be	cky H			Switch to Gi	1	Becky H.	<u>v View</u>
		Comment	Initial	+C GOC	Booth	+Other	+T GOC	+Total	♦Total Due	◆Paid	+Bal. Due	+F GOC
	Init. Order *Locke	id*	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
· \ 1												
\												
												Ŧ
								0			]	ок
			210	1	0	5	1	217	\$ 868.00	\$ 20.00	\$ 848.00	1

-	2		Troo	op 6073 G	irl Trans	actions			Lit	the Brown	ie 100	Out
Settings	Geh	Init. Order 1	Delivery	Girl Orden	Transactions	Read	rda.	Deposite GOC (	leg Bakes Re	port Reports	Helpi	Gente
Printable	e Save Add Paymen	Below	are transact	lions for Be	cky H.			Switch to Girl:	Ret	Becky H.	View	
	+Comment	-Initial	+C GOC	+Booth	+Other	+T GOC	•Total	+Total Due	*Paid	+Bal. Due	+F GOC	
nit. Order "Lock	ed'	210	3	0	0	1	212	\$ 543.00	\$ 0.00	5 845 00	. 1	1
dditional Order		0	0	0	5	0	5	\$ 20.00	\$ 20.00	\$0.00	0	
	_						0					
		210	1	0	5	1	217	\$ 868.00	\$ 20.00	\$ 848.00		

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**

0	C.					Tro	oop 60	)73 Gir	rl Sales	Ø					Little'	Brownie Bakers •	Log
Settings	Girls	Init. (	Order	Delivery		Girl Order	s 1	Transaction	ns R	lewards	Booth	Sites	Deposits	GOC Org	Sales Report	Reports	Help Ce
Prin Record B	table Versio both Sale	on Export							down b click on t		opriate r	OW.			Package Sa Financials FYI Program		
			\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 6.00	\$ 5.00	\$ 4.00					
	▼ 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.			42	49	33	27	46	45	44	85	44	6	421	\$ 1898.00	\$ 618.00	\$ 1280.00	10
Cindy C.			5	5	5	5	5	5	55	55	5	5	150	\$ 715.00	\$ 0.00	\$ 715.00	5
Cindy W.			5	5	5	5	5	5	242	5	5	5	287	\$ 1163.00	\$ 0.00	\$ 1163.00	5
Olivia H.			6	6	6	6	6	6	6	6	6	6	60	\$ 258.00	\$ 0.00	\$ 258.00	6
Patty W. (38	9098920989)		5	15	10	10	25	15	35	15	155	5	290	\$ 1345.00	\$ 0.00	\$ 1345.00	5
Patty W. (87	9092389022)		1	1	1	1	1	1	1	1	1	1	10	\$ 43.00	\$ 0.00	\$ 43.00	1
Sydney C.			0	1	1	1	1	1	1	1	1	1	9	\$ 39.00	\$ 0.00	\$ 39.00	1
Girl Totals			64	82	61	55	89	78	384	168	217	29	1227	\$ 5461.00	\$ 618.00	\$ 4843.00	33
Troop Order (Actual pkgs+C_	GOC)		64	72	50	48	78	48	132	276	204		972				23
Difference			0	10	11	7	11	30	252	-108	13		255				10

On the Troop Summary View you have three buttons.

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

Patty W. Sydney C.	5 0	15 0	10 0	10 0	25 0	15 0	35 0	15 0	155 0	5 0	290 0	\$ 1290.00 \$ 0.00		\$ 1290.00	5 0
Cindy W. Olivia H.	0	0	0	0	0	0	0	0	0	0	0 0	\$ 0.00 \$ 0.00	\$ 0.00 \$ 0.00	\$ 0.00 \$ 0.00	0
Girl ( Becky H.	c GOC	_ <u>LmUp</u> 10	Fre 5	D-S-D	Sam	Troc 7	Becky op 6073 /28/2016 TMint 20	Girl ( 10:11 a	Orders 1.m.		Total 90	Total Due \$ 365.00		Bal. Due \$ 365.00	F GOC



Girl Becky H. Cindy W. Olivia H.

Patty W.

5 15 10

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

				Troop 6	073 Booth	Sales 🛛							
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits					
	signup for C	r defined Boo Council Troop	th Sales sales chose	Council Sale	s in	Recor	d Sales 🔽						
Lowes Sun, Sep 14 @ 10:00am 123 Any St. San Diego, CA 99999													
Safewa	y Thu, Ja	an 15 @ 12	:00pm			1231 Upas St. San Diego, CA	92103						
Safewa	y Wed, F	eb 25 @ 8	:00am			1231 Upas St. San Diego, CA	92103						
Walmar	t Thu, M	lar 5 @ 3:0	0pm			6650 Hembree Grocery Door San Diego, CA							

**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.

			Mes	Message from webpage												
				<u>^</u>	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.											
			L	_			_	_					ОК			
C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	Total	Total Due	Paid	Bal. Due	FGOO		
5	10	5	5	15	5	20	20	5	0	90	365	0	365	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

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.

10 25 15

· · ·				IP	oop 633	U GIN	Sales	Recor	a⊌			Lune	Brownie	Log	U
Settings G	rts I	Init. Order	D	elivery	Girl Order	5 1	Transactions	Re	wards	Deposits	GOC Org	Sales Report	Reports	Help (	Ce
Printable Versi Record Booth Sale		Be To	elow a o view	ire your t /edit a G	roop sale: irl's Trans	s broke actions	n down b click on	y Girl. the app	ropriate r	OW.		Package Financia	ls		
▼Girl	C GOC	LmUp	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	<ul> <li>Total</li> </ul>	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	
						0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0	
Girl Totals Troop Order (Actual Sear-C. GOC)	50		96	0	0	120	168	180	0	951	3 400.00	3 0.00	3 400.00	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<sup>™</sup> 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.

Printable Vers Record Booth Sale		t		low are view/ec							riate row.		Package Financia FYI Prog	als	
	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00	\$ 4.00					
▼ Girl	C GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
haron C.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
1 Totals	488	518	491	494	495	494	494	493	488	0	4455	\$ 18801.00	\$ 561.00	\$ 18240.00	470
op Order tual pkgs+C_GOC)	488	662	661	794	678	716	671	666	660		5996				470
ifference	0	-144	-170	-300	-183	-222	-177	-173	-172		-1541				0

## **Girl View**

1/2.	÷						∋irl Tra					_			Bakers		
tings Girls	Init. Orde	r De	livery	Girl C	Irders	Transa	ctions	Reward	s E	Booth Site	s De	posits	GOC Org	Sales Report	Reports	Help (	Cer
Printable Add Trans.	Save Add Payment		Below	are tra	nsactior	ns for B	lecky H.					vitch to G	iirl: •		<b>cky H.</b> Summary Vie	w	
♦Comment	◆Bth	+C GOC	LmUp	•Tre	+D-S-D	♦ Sam	♦Tags	+TMint	♦ SMr	♦Toff	+T GOC	♦Total	♦Total Due	◆ Paid	♦Bal. Due	+F GOC	
nit. Order *Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0	
Orders		0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0	

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.

	Per-				٦	Troop 6	6073 <b>G</b>	irl Tra	ins.						Little T	Brownie Bakerse	Log	Out
ettings	Girls	Init. Orde	r De	elivery	Girl O	)rders	Transac	tions	Rewards	s l	Booth Sites	s De	posits	GOC Org	Sales Report	Reports	Help C	Cente
P Add Tr		ave Payment		Below	are tra	nsactior	is for B	ecky H					vitch to G	Sirl: ▼		<b>:ky H.</b> ummary Vie	w	
	♦Comment	♦Bth	♦C GOC	LmUp	♦Tre	+D-S-D	♦ Sam	♦Tags	♦TMint	♦SMr	♦Toff	+T GOC	♦Total	♦Total Due	♦Paid	♦Bal. Due	+F GOC	
Init. Ord	er *Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0	
Orders			0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0	
Orders			5	5	5	5	5 20	5	5	5 25	5	0	35 125	\$ 510.00	<b>145.00</b> <b>\$ 145.00</b>	<b>\$</b> 365.00	0	

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<sup>™</sup> 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).

Image: Printable       Save and Partial interview       Below are branching b	ettings	Girls	Init. Order	Deliv	/ery	Girl O	rders	Transa	ctions	Rewar	ds	Booth S	ites	Deposits	GOC Org	Sales Report	Reports	Help (	)e
Init Order *Locked*       5       10       5       5       15       5       20       20       5       0       90       \$365.00       \$0.00       \$365.00       \$365.00       \$0.00       \$365.00       \$0.00       \$365.00       \$0.00       \$365.00       \$365.00       \$0.00       \$365.00       \$365.00       \$365.00       \$365.00       \$365.00       \$365.00       \$365.00       \$365.00       \$365.00				E	Below a	re trai	nsactior	ns for E	lecky F	<b>1</b>							-	w	
		♦Comment	♦Bth	+C GOC	LmUp	♦Tre	+D-S-D	◆Sam	+Tags	+TMint	♦ SMr	♦Toff	+T GOC	◆Total	◆Total Due	◆Paid	♦Bal. Due	+F GOC	
	Init. Order	r *Locked*		5	10	5	5	15	5	20	20	5	0	90	\$ 365.00	\$ 0.00	\$ 365.00	0	
	Orders			0	5	5	5	5	5	5	5	0	0	35	\$ 145.00	\$ 145.00	\$ 0.00	0	
Payment 0 [100.00]																			
				5	15	10	10	20	10	25	25	5	0	125	\$ 510.00	\$ 145.00	\$ 365.00	0	

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.

-	10				1	Troop (	073 0	Girl Tr	ans.						Little	Brownie	Log	04
etings	Gifs	Int. Onlar	Deliv	ey 🛛	GRO	nan -	Trans	ctore	Reven	<b>a</b> (	Doot 5	in l	Diposite	GOC Org	- Sales Report.	Ripota	Helpi	Sent
Pro	Add	rve Payment	В	lelow a	ne tra	nsaction	is for E	Becky H	i.				Switch to	Girt		<mark>cky H.</mark> Summary Vie	SWE	
	Comment	+815	+0 000	LmUp	•10	+0.5.0	+fam	+Tags	+TMint	+588	+Tuff	+T 000	+Total	+Total Dee	+Paid	+But Due	+ 600	
Int. Order	"Locked"		.5	10	5.	. 5	15	5	20	20	5		90	\$ 365.00	\$ 0.00	\$ 365.00	0	
Orben			.0	5	5	.5	5	5	:5	5	0	0	35	\$ 145.00	\$ 145.00	10.00	0	
Payment				15	10	50	20	15	25	25			0	\$ \$10.00	(100.00 \$ 145.00	5 345.00		

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<sup>™</sup> 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<sup>™</sup> will give the following message:

				Troop	6330 <mark>G</mark> irl	Transa	actions				Little Brow	<b>Nie</b> Log Bakers v	g Out
ettings	Girls	Init. Order	Delivery	Girl Orders	Booth Site	s Trans	actions	Rewards	Deposits	GOC Org	Sales Report Rep	orts Help	p Cen
Printat	ble Save Add Payr	nent	Below are	transaction	s for Becky	Н			Switch to Gir	1:	Becky H. Return to Summa		
	+Comment		+Initi	E	rror Detecte	d			+Total Due	◆Paid	◆Bal. Due	+F GOC	
nit. Order *Lo	cked*			don't have er cord those n				ed	\$ 0.00	\$ 0.00	\$ 0.00	0	)
dditional orde	ers		orde	r is 430 pkgs	s. You have	already as	ssigned 61	.0	\$ 440.00	\$ 0.00	\$ 440.00	0	)
dditional orde	ər			to girls. Thi signed pkgs.				s.	\$ 2000.00	\$ 0.00	\$ 2000.00	0	)
			-				ОК						
			0	10	0	600	0	610	\$ 2440.00	\$ 0.0	0 <b>\$ 2440.0</b>	) (	0

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<sup>™</sup> 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
	-	kages of a	cookies a	are in addition nd will be add d.	-
	You will be a	ble to see	e this on t	he Sales Rep	ort.

	\$ 4.00					
у	T GOC 🤇	•	Total	Total Due	Paid	♦Bal. [
0				ed in this columr ages you have r	n are part of the eceived.	\$ 9
			-	es WILL NOT be packages sold.	added to your	

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<sup>™</sup> will notify troop contacts of an upcoming booth site daily starting 3 days prior to the booth sale.

Troop 6073 Booth Sales @ Init. Order Delivery Girl Orders **Booth Sites** Transactions Settings Rewards Deposits Browse and signup for Council Booth Sales Current Signups Use drop down for My Sales or the Booth Sale Free Slots Council Sales 👻 Recorder. Becky Demo Council Green Branches have openings [-] Council Booth Sales [+] Palo Cedro, CA [+] Redding, CA [+] San Diego, CA [+] Shasta Lake, CA [+] Shingletown, CA

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 Counc	il Available Boo	th Sit	es			
	Jul 6, 201	1 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 Pri	nt Signups			Au	ig 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.

	aller .			Troop 6	073 Booth	Sales @		
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Dep
	1 M	ouncil Booth Sa ales or the Bool		Free Slots	Current S	ignups	Council Sa	iles 💌
Becky Demo	Council	Green Bra	nches have openi	ngs				
	Cedro, CA U 722 Holiday I	Market 9350 Desc	hutes Rd.	Â	Safeway		1231 Upas St. Diego, CA 92103	,
(+)\$ (+)\$ (+)\$ (+)\$ (+)\$ (+)\$	U 722 Holiday I U 722 Holiday I U 722 Holiday I U 722 Kmart 20 U 722 Lowes 1 U 722 Lowes 1	Market 2455 Hartn Market 3315 Place 385 Hilltop Dr. 200 E Cypress Av 200 E Cypress Av 1070 E. Cypress	r St. e.		To opt out elick	me slot and then on that alot again and lotify Me If Slots Oper (1 waiting)		
[+] \$	U 722 Sportsm	an's Warehouse 1	659 H		Time	e Tr	oop	
		RESH MARKET 3 Supply 5450 Mtn. \			8:00an	n	~	
	Diego, CA				10:00ar	m		
	owes 123 Any S				12:00pr	m		
[-]L	Mon Oct 5 2	015 8:00am - 6:0	ma00		2:00pm	n		
[-]S	afeway 1231 U				4:00pm	n		
	Wed Feb 25,	2015 8:00am - 8: 2015 8:00am - 8: 015 8:00am - 8:0	3:00pm	-	6:00pm	n T607	3 -	

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.** 

Safeway	1231 Upa San Diego, C	
	t and then Submit t slot again and re-subm r Me If Slots Open (1 waiting)	ıit".
Time	Тгоор	
8:00am		~
10:00am		
12:00pm		
12.00pm		
2:00pm		

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<sup>™</sup> 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<sup>™</sup> 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<sup>™</sup> 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<sup>™</sup> 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

> Notify Me If Slots Open (1 waiting)

## Troop Booth Signup Request (Optional)

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

				Tro	op 6	073 Booth	Sales 🛛		
Settings	Girls	Init. Order	Delivery	Girl O	rders	Booth Sites	Transactions	Rewards	Depo
		efined Booth S Incil Troop sale		icil Sale:	s in the	e drop	My S	ales 🔽	
Troop 6073			roved Orange=Der	nied					
	th Sales (add a l	Location) r 1231 Upas St				Business Nam	e:		
		8:00am - 12:00pm				L.	ocation and Contac	tinfo. Map	
						ddrs:	Addr		-
									_
					Ci	ty:	ST:	Zip:	
					Co	ontact:	Phor	ne:	
						eMail:			
						Format: 10/25/2	011 for dates 9:0	0am for times.	
					Sale	Date:	Start: End:	Approval	- -
					Re	equested:			
						Reaso	on for approval/de	nial:	
									-

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.

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:         12/10/2014         Start:         8:00am         Approval           End:         12:00pm         Denied         •
Requested: Nov 4, 2014 at 9:17AM
Reason for approval/denial:
Another troop has this time
Delete Update Cancel

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.

				Tro	op 6073 Boo	th Sales 🥝		
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits
		defined Booti Council Troop s		council Sales	in the drop	My S	ales <b>v</b>	
Troop 60	3 Sales	Green=A	pproved Orange	e=Denied				
[-] My B	ooth Sales (add ecky's Pizza Parl	<u>I a Location)</u> lour 1231 Upas S 015 8:00am 12:1			Sale Date:	Location and Contact Addr ST: Phon	s2: Zip:	
					Requested:	ason for approval/de Add Cance		

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.

				Tro	op 607	3 Bootl	n Sales 🥝		
Set	ttings Girls	Init. Order	Delivery	Girl Orders	Boo	th Sites	Transactions	Rewards	Deposit
To	elow are the currently o view or signup for C wn.			ouncil Sales	in the dro	qq	My S	ales T	
	roop 6073 Sales - JMy Booth Sales (sed Becky's Pizza Pa Becky's Pizza Pa - Thu Dec 10, 20	a Location)		e=Denied	Addrs City: S Contac e	Li 1231 Upas : San Diego At: Store Man Mail: Store@ ormat: 10/25/2	ager Phon Ibb.com 011 for dates 9:0 Start: 8:00an	t Info. <u>Map</u> s2: A Zip: 92101 e: 555-5555 Oam for times.	
Ability discret	to delete ion	is at c	ouncil			Reaso Reaso From has the Delete	End: 12:00p		

## **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.

	P.C.			Troop	6073 Boo	th Sales 🛿				
Settings	Girls	Init. Order	Init. Order Delivery Girl Orders Booth Sites Transactions							
	down for My	Council Booth Sales or the B		Free Slots	Current	Signups	Record S Council S My Sales	ales		
		Green I	Branches have o	penings			Record S	ales		

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.

				Troop 60	)73 Booth	Sales 🛛						
Settings	Girls	Init. Order	Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Depo									
	signup for C	r defined Boc Council Troop	s in	Record Sales _								
Lowes	Sun, Sej	o 14 @ 10:0	)0am			123 Any St. San Diego, CA	99999					
Safeway	/ Thu, J	an 15 @ 12	:00pm			1231 Upas St. San Diego, CA						
Safeway	/ Wed, F	eb 25 @ 8		1231 Upas St. San Diego, CA 92103								
Walmar	t Thu, M	lar 5 @ 3:0	0pm			6650 Hembree Grocery Door San Diego, CA						

## **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<sup>TM</sup> will calculate the monies collected.

eBudde<sup>™</sup> allows you to distribute the cookies among the girls attending the booth site. eBudde<sup>™</sup> 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<sup>™</sup> automatically evenly distribute those boxes. If you want it done by eBudde<sup>™</sup>, 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<sup>TM</sup> 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.

		and the second second				Troop 6	073 Bo	oth Sale	es 🕜			
ettings	Girls	s li	nit. Order	Delive	ry Girl	Orders	Booth Sites	Transa	ctions R	lewards I	Deposits	G
	or signı			Booth Sa roop sale:		ouncil Sale	s in		Record Sa	es V		
Lowe	s Su	n, Sep	14 @	10:00am	n	123 A San D	.ny St. )iego, CA 9	9999	Dist		ck to Site Lis mit Sale	st
LmUp	Tre	D-S-D	Sam	RRR T	Tags TMir	nt Tot Pkg	s C_G	GOC T_G	iOC Sold	Rec.	F_GOC	
5	5	5	5	5	5 5	35	1	1	37	\$148.00	0	
Pkgs 12 12	C_GO 0 0	C T_GC	DC F_0	— E	Girl Becky Harrigar Cindy Wright Patty Wright	Pkg 11	s C_G(	DC T_GO(	C F_GOC	Girl Rebecco Sdney Co		all
				Troo	p 6073 Girl	Transaction	IS			Little Bro	Bakers Dakers	j Out
tings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits	GOC Org Sa	ales Report Re	ports Help	Center
Printab dd Trans.	le Save Add Pay		Below	are transactio	ons for Cindy V	V		Switch to Girl		Cindy W. eturn to Summa		
	+Comment		Initial	♦C GOC	•Booth •O	ther +T GOC	◆Total	◆Total Due	◆Paid	♦Bal. Due	+F GOC	
it. Order *Loc	ked*		667	0	0	0 1	668	\$ 2672.00	\$ 0.00	\$ 2672	.00 1	

## **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<sup>™</sup> will calculate the monies collected.

eBudde<sup>™</sup> allows you to distribute the cookies among the girls attending the booth site. eBudde<sup>™</sup> 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** 

You may key in the packages sold for each girl or let eBudde<sup>™</sup> automatically evenly distribute those boxes. If you want it done by eBudde<sup>™</sup>, 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<sup>™</sup> 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.

	Girls		Init. Order	Delivery		irl Orders	Transacti		Cookie Exch		ewards	Booth S
To view or s	the currently signup for Co				ncil Sales	in the dro	p		Record Sa	les 🔻		
lown.										<< E	ack to Site Lis	t
7-11 Sto	ore Mon,	Aug 5	@ 9:00an	n		121 Any San Dieg	St. 5, CA 92103		Distri	bute Sub	mit Sale	
\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00					
LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Tot Pk	gs So	old	Rec.	
12	12	12	12	12	12	12	12	96	9	6	\$ 384.00	
LmUp Tre	D-S-D Sam	Tags 1	TMint SMr	Toff Gir		alast all						
· · · · ·		5				select all						
4 4	4 4		4 4	4	•							
4 4	4 4		4 4	4 🗹 Cir								
4 4	4 4	4	4 4	4 🗹 Pa	tty W.							
											Little Br	ownie
Troop 607	3 GILLITANS											BAKERS.
Troop 607	3 GIRI Trans.		N2					F				BAKERS.
Troop 607	Init. Order	Delivery	Girl Orders	Transactions	Cookie I	Exch Rew	ards Booth	Sites	ayments S	ales Report	Reports	BAKERS. Help Center
Girts		Delivery	Girl Orders	Transactions	Cookie I	Exch Rew			'ayments S	Manager and Annual States of the		BAKERS
Girls table Save	Init. Order		Girl Orders		Cookie I	Exch Rew		to Girl:		Becky	н.	BAKERS
Girts	Init. Order				Cookie	Exch Rew	Switch			Manager and Annual States of the	н.	BAKERS
Girls table Save i. Add Paym	Init. Order nent Be	low are trans	sactions for Bed \$4.00 \$4	sky H	\$ 4.00	\$ 4.00 \$ 4.0	Switch	to Girl:	E	Becky Return to Sum	r <b>H.</b> Imary View	BAKERS. Help Center
Girls table Save	Init. Order	low are trans	sactions for Bed \$4.00 \$4	sky H	\$ 4.00		Switch	to Girl:		Becky Return to Sum •Paid	r H. amary View +Bal. Du	BAKERS. Help Center

#### Troop 6073 Booth Sales @

# **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.

· · · ·			поор	6073 Transa							Liu	<i>e</i> 6/	Bakers o	Log O
ings Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sit	es	Deposits	GOO	Org	Sales Rep	oort	Reports	Help Ce
Add a Transaction Save		Column None	Filter Lo T Hi		Apply Filte	r	Page: 1	: 07/25 - 0	7/25 🔻					
•Receipt	+Pending	◆Type	◆Date	◆2nd Party	♦Pickup	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
nit. Del.			07/25			36	24	24	48	36	60	48	168	444
'HI000	yes	normal	07/26	C673	08/05	12	0	0	0	0	0	12	12	36
n Hand						36	24	24	48	36	60	48	168	444
ending (Cup. Orders)						12	0	0	0	0	0	12	12	36

## **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 ∟m∪p Tre D-S-D Sam Tags TMint SMr Toff Total

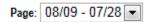
The columns listed from left to right are as follows:

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 2<sup>nd</sup> 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:	08/10 - 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.

Cookie Transaction					
Date:         2016-07-26         Pickup:         Receipt:         011000         #					
Type: Normal ▼ 2nd Party: Cupboard ▼ ▼					
Variety Cases Pkgs					
Lemon	-		.83		Additional Info.
Trefoils	0	0		Product Movement	
Do-Si-E	Dos 0	0		Add Product •	Hours of Oper.
Samoa	s 0	0		Contact Info	nours of Oper.
Tagalor	-	0		Becky Harrigan beckydemo@lbb.com	
Thin Mi	•	0		123 Any Street San Diego 🗸 🗸	
S'more: Toffee-t	- 0	= 0 0	= 0		
ionee-t	astic 0	= 0 0	- 0		
				+ Save/Print	Okay Cancel

**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<sup>™</sup> 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<sup>™</sup> 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<sup>™</sup> 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.

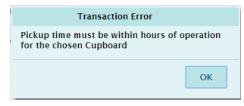
When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

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.

	Date: 201	6-07-26 Pickup:	Receipt: 011000	#
Ту	pe: Normal	▼ 2nd Party:	Cupboard  Service Unit 673 (673)	Map it
Variety	Cases	Pkgs		Additional Info.
Lemon Ups	0	0		
Trefoils	0	0	Product Movement	
Do-Si-Dos	0	0		Hours of Oper.
Samoas	0	0	Contact Info	7:00pm-9:00pm M,Tu,W,Th,F;
Tagalongs	0	0	Becky Harrigan	from 07/25/16 to 08/26/16 6:00pm-9:00pm Weekends;
Thin Mints	0	0	beckydemo@lbb.com 123 Any Street	from 07/30/16 to 08/21/16 8:00am-6:00pm
S'mores	0	0	San Diego 🔻	Su,M,Tu,W,Th,F,Sa; from 08/23/16 to 08/31/16
				10:00am-4:00pm Weekends; from 07/30/16 to 08/21/16
Toffee-tastic	0 = 0	0 = 0		
	day: 7pm - 9p unday 8am - 6			

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.



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<sup>™</sup> 24 hours prior to the pickup date and time.

Transaction Error
Pickup time for 'OKI000' must be at least 24 hours from now.
ОК

### 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<sup>™</sup> 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.

Ha Th	ve packa e numbe		es to exchange 1 always reflect							to the exchange. back here	
Die	d you giv	ve away ALL o	of your package	s? Fantastic!	lf you would like	e to opt out sim	IP Remove N	ly Offering			
Len Up		Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toff tas			_
0		0	0	0	0	0	0	0		Update Pkgs to Exchange	
sin	nce at vo	lunteer last p	se the informationsted. Sted. Dease contact th			request an excl	hange. Cookie	e totals m	ay ha	ve changed	
~	LE	MON UPS						Total:	5		
~	TR	EFOILS						Total:	0		
~	DO	-SI-DOS						Total:	0		
~	SA	MOAS						Total:	2		
~	TA	GALONGS	6					Total:	0		
~	тн	IN MINTS						Total:	1		
~	S'N	IORES						Total:	0		
~	то	FFEE-TAS	TIC					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<sup>™</sup> 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 Toffee-Lemon Trefoils Do-Si-Dos Tagalongs Thin Mints Samoas S'mores Ups tastic Update Pkgs 0 0 5 0 0 5 0 0 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: beckydemo@lbb.com Lemon Grove 5 Becky 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 0 Total:

### **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**

				Troop 6073	8 Rewards @	
Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards
Troop	Rewards (	Order Form	IS			
Initial R	ewards Order			View	Fill Out Girl Rpt	
Final Re	ewards Order			View	Fill Out Girl Rpt	

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.

	Len					Troop 6073 Fin	al Reward Order 🛛
Cont	ata i	Settings	Grb	Int. Order	Delvery	Girl Orders	Transactions
Click on a girl	Id at the to	i out your final reward order. op to edit a girf's reward order.					
SIRL ORDER 8							
Edit All							
Becky H.		0 reward(s)					
Cindy W. Patty W.		8 reward(s) (size/catalog selection d	one)				
		7 reward(s) 14 reward(s) (size/catalog selection					
Sdney C.		O reward(s)	ovine)				
		DCA O-III	227 2222				
ROOP ORDE		PGA Selling:	327.0000				
Box Level		Report					
0	1	Bracelet (25 C_GOC pkgs)					
	ė.	Bandana (50 F_GOC pkgs)					
	1	Duffe Bag (55 booth pkgs)					
100	0	100+ Bar					
160	3	150+ Patoh					
176	3	Fashion Crate					
200	3	200+ Bar 260 Paokage					
260	3	Samoas Hat Bucket and Shovel Beach Towel					
600	2	500 Choloe (pick 1) 2 Wallet 0 Wist Pocket 0 Fashion Crate					
800	2	Amazing T-Shirt (Shirt Type) 0 YM 0 YLIAS 2 AM 0 AL 0 AXL 0 AXL 0 AXL 0 AXL 0 AXL					
76	5	Cupoake Notepad					
1000	1	1000 box paokage Samoas Cham Dangler Samoas Hat Samoas Tee Ties Samoas Billow Samoas Bilanket					
	0	Special Dough					
2000	0	IPad					
3000	٥	3000 Choice (pick 1) 0 Tech Case 0 Travel Cat Case 0 Lastoo					

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<sup>™</sup> 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.

	and the second			Troop 6073	8 Rewards @	
Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards
Troop F	Rewards C	Order Form	IS			
Initial Re	ewards Order			View	Fill Out Girl Rpt	
Final Re	wards Order			View	Fill Out Girl Rpt	

# 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.

	.5:	
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	<ol> <li>receives 14 reward(s) (size/catalog selection done)</li> </ol>	
Sdney C.	receives 0 reward(s)	

If you need to enter information for a girl order, the system will tell you. eBudde<sup>™</sup> 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<sup>™</sup> 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:

					Cindy W.	Rewards @
acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions
Booth pkgs	sold: 680 sold: 12 size: YM					
Box Level	Selected		Reward			
150	¥.	150+ Patch				
175	Ø	Fashion Crate				
200	Ø	200+ Bar				
250	8	250 Package Samoas Hat Bucket and Shove Beach Towel	I			
500	R	500 Choice (pick 1) Wallet Wrist Pocket Fashion Crate				
600	×	Amazing T-Shirt (Shir YM YL/AS AM AL AXL A2XL A3XL	t Type)			
			Submit Girl Order			

Click the girl's name.

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.	
	Wa	rning: Don't forget to submit your troop order if it's now ready!	
		ıt your final reward order. o edit a girl's reward order.	
GIRL ORDER	S:		
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 ORDE	R:		
Box Level	Quantity	Reward	
•	4	Breaslet (05.0.000 pl/ap)	-

#### OR you may now click the Edit All link.

1

When you click the Edit All link, eBudde<sup>™</sup> 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: Boxes sold: Shirt size:		
Box Level	Selected	Reward
0	1	Beach Towel (100.000 pga sellg)
	1	Tote and Blanket (175.000 pga sellg)
Girl: Boxes sold: Shirt size:		
Box Level	Selected	Reward
0	Ø	Beach Towel (100.000 pga sellg)

Tote and Blanket (175.000 pga sellg)

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

r					Troop 607	/3 Final Rewa	ard Order 🥝
ts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards
		elow to fill out your d at the top to edit : :					_
	Becky H.	receives 0 reward(s	s)				
	Cindy W.	receives 8 reward(s	s) (size/catalog s	selection done)			
	Patty W.	receives 7 reward(s	s)				
	Rebecca H.	receives 14 reward	(s) (size/catalog	selection done)			
	Sdney C.	receives 0 reward(s	s)				
4							

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.

Box Level         Quantity         Reward           0         1         Bracelet (25 C_GOC pkgs)           0         Bandana (50 F_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0           100         100+ Bar           150         3           150         150+ Patch           175         3           200         3           200         32           00+ Bar           500         2           500         2           500         2           6         VMIE Pocket           0         YL/AS           2         AM           0         AL           0         AXL
Cindy W, receives S reward(s) (size/catalog selection done)         Pathy W, receives 4 reward(s)       Rebecca H, receives 6 reward(s)         ROOP ORDER:       PGA Selling: 327.0000         Box Level       Quantity       Reward         0       1       Bracelet (25 C_GOC pkgs)         0       Bandana (50 F_GOC pkgs)       0       Bandana (50 F_GOC pkgs)         100       0       100+ Bar       100         150       3       150+ Patch       7         175       3       Fashion Crate       200       3       200+ Bar         500       2       500 Choice (pick 1)       2       Wailet       0       Wite Pocket       0       YU/AS         600       2       Amazing T-Shirt (Shirt Type)       0       YU/AS       2       AM       0       AL       0       XL
Patty W.       receives 4 reward(s)         Rebecca H.       receives 6 reward(s)       (size/catalog selection done)         Sdney C.       receives 0 reward(s)       Reward         0       1       Bracelet (25 C_GOC pkgs)       0         0       1       Bracelet (25 C_GOC pkgs)       0         100       0       100+ Bar       150         150       3       150+ Patch         175       3       Fashion Crate         200       3       200+ Bar         500       2       500 Choice (pick 1)       2       Wiltit Pocket         0       4       Amazing T-Shirt (Shirt Type)       0       YL/AS       2       AM         0       2       AM       0       AL       0       AXL
Rebecca H, receives 6 reward(s) (size/catalog selection done)         Sdney C, receives 0 reward(s)       PGA Selling: 327.0000         Box Level       Quantity       Reward         0       1       Bracelet (25 C_GOC pkgs)         0       1       Bracelet (25 C_GOC pkgs)         0       1       Bracelet (25 C_GOC pkgs)         1       Duffle Bag (55 booth pkgs)         100       100+ Bar         150       3         150       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       3         200       4         200       3         200       4         200       4         200       500 Choice (pick 1)         2       Vitile Pocket         0       7M         0       YL/AS         2       AM
Sdney C.         receives 0 reward(s)           ROOP ORDER:         PGA Selling: 327.0000           Box Level         Quantity         Reward           0         1         Bracelet (25 C_GOC pkgs)           0         1         Bracelet (25 C_GOC pkgs)           0         1         Bracelet (25 C_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Choice (pick 1) 2 While Pocket           0         Wite Pocket         0           0         Wite Pocket         0           0         YL/AS         2           600         2         Amazing T-Shirt (Shirt Type) 0           0         YL/AS         2           0         A.L         0
ROOP ORDER:         PGA Selling: 327.0000           Box Level         Quantity         Reward           0         1         Bracelet (25 C_GOC pkgs)           0         8andana (50 F_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0           100         100+ Bar           150         3           175         3           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           500         2           600         2           0         YM           0         YL/AS           2         AM           0         AL           0         AXL
Box Level         Quantity         Reward           0         1         Bracelet (25 C_GOC pkgs)           0         Bandana (50 F_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         20+ Bar           500         2         500 Choice (pick 1) 2 Wailet 0 Fashion Crate           0         Witt Pocket 0 Fashion Crate         500 Witt Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YIL/AS           2         AM         AL           0         AXL         XL
Box Level         Quantity         Reward           0         1         Bracelet (25 C_GOC pkgs)           0         Bandana (50 F_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         20+ Bar           500         2         500 Choice (pick 1) 2 Wailet 0 Fashion Crate           0         Witt Pocket 0 Fashion Crate         500 Witt Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YIL/AS           2         AM         AL           0         AXL         XL
0         1         Bracelet (25 C_GOC pkgs)           0         Bandana (50 F_GOC pkgs)           1         Duffle Bag (55 booth pkgs)           100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Choice (pick 1) 2 Wailet 0 Wrist Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YM 0 YL/AS           2         AM 0 AL         AL
0         Bandana (SD F_GOC pkgs)           1         Duffle Bag (S5 booth pkgs)           100         0         100+ Bar           150         3         150- Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Choice (pick 1) 2 Wailet 0 Wrist Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YM 0 YL/AS           0         YM         0 YL/AS           2         AM         AL           0         AXL         0
Instruction         Dutfle Bag (55 booth pkgs)           100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Choice (pick 1) 2 Wallet 0 Wrist Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YU/AS 2 AM 0 AL 0 AXL
100         0         100+ Bar           150         3         150+ Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Cholce (pick 1) 2 Wallet 0 Wrist Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (shirt Type) 0 YM 0 YLAS 2 AM 0 AL 0 AXL
150         3         150+ Patch           175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Cholce (pick 1) 2 Wallet 0 Whits Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (shirt Type) 0 YM 0 YL/AS 2 AM 0 AL 0 AXL
175         3         Fashion Crate           200         3         200+ Bar           500         2         500 Choice (pick 1) 2         2           Wailet         0         Wailet         0           0         White Pocket         0         Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0         YM           0         YLAS         2         AM           0         AL         0         AXL
200         3         200+ Bar           500         2         500 Choice (pick 1) 2 Wallet 0 Write Pocket 0 Fachion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YM 0 YL/AS           2         AM 0 AL 0 AXL
500         2         500 Choice (pick 1) 2 Wailet 0 Wrist Pocket 0 Fashion Crate           600         2         Amazing T-Shirt (Shirt Type) 0 YM 0 YL/AS           2         AM           0 AL         0 AL
0 YM 0 YLIAS 2 AM 0 AL 0 AXL
0 A2XL 0 A3XL
75 5 Cupcake Notepad
1000 0 Special Dough
2000 0 IPad
3000 0 3000 Choice (pick 1) 0 Tech Case 0 Travel Cat Case 0 Laptop
50 0 Rally Patch (no more than 2)

**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. <u>This is not where you record</u> your individual troop payments for troop proceeds

	Тго	op 100 P	ayments					
gs Girls Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch.	Rewards	Booth Sites	Payments	GC
Add Payment Save	Colur Non	mn Filter ⊫e ∨	Low: High:	Apply Filter		1: 03/30 - 03/01 er page: 50	~	
• Bank	▲ Date	Ð	+ Ref. Number	<ul> <li>Verified</li> </ul>	+ Tro	ор 🔸	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	ок
ACH Sweep Bank of America				\$ 200.00
Credit Card Payments DOC Bank				
Main Source Bank Refunds				

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.

			Troop 6073 GOC Organizations @						
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits	GOC Org
	<b>)rganizati</b> I fields are req	O <b>NS</b> quired EXCEP <sup>.</sup>	T for Email.						
	Orga	anization			Contact		Sales		
Name:				Name:		Pk	gs Donated:		
Addr:				Phone:					
City:		ST: Zip:		Email:			Add		

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.

1.1									
Settings	Gir	ls	Init. Order	Delivery	Girl Orders	Booth Sit	es Transactions	Rewards	
			E.	roludo Dondin	Transactions				
		C			g Transactions				
		Council	веску De	mo Counc	il, Troop 607	5 Sales K			
ecky Harrig 23 Any St.								Selling: 3 s Reg.: 4	
an Dlego, C. nail: trp6073		1					Init. Girls	-	
hone:								Level: JR	
ell:							SU Name: Lem	on Grove	
								nber: 673	
								s Goal: 0	
nail: apptest	ttrn⊚lbb.c	om					PGA Selling: 1	414.0000	
	and the first of the second							060 5000	
hone:		<u></u>					PGA Registered: 1		
hone: ell:							Initial PGA: 1	396.6667	
		<u></u>					Initial PGA: 1 T_GOC		_
ell: kg price: 4.0 p Proceeds ered Rate:	s Rate: 0.5 0.100 Tie	price: 48.00		: 0.000			Initial PGA: 1 T_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An	price: 48.00 00 No Rew ered Proceed fall Program) nerica	is: 424.20				Initial PGA: 1 T_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An	price: 48.00 00 No Rew ered Proceed all Program) nerica 499 Acct N	<b>is</b> : 424.20 : 0.02 yes		Pa	ayments Made	Initial PGA: 1 T_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An	price: 48.00 00 No Rew ered Proceed all Program) nerica 499 Acct N	is: 424.20 :: 0.02 yes o.: XXXXXX43	21			Initial PGA: 1 T_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An XXXXXX3	price: 48.00 00 No Rew ered Proceec all Program) nerica 499 Acct No Pkgs I	is: 424.20 : 0.02 yes o.: XXXXXX43 Received	21 4140	Date R	ayments Made	T_GOC F_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	8 Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27	price: 48.00 00 No Rew ered Proceet all Program) nerica 499 Acct No Pkgs I Initial Order C1 T8740	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SH1000 211000	21 4140 1 12 2 -1 2	Date R 2014-12-01 12 2015-07-31	ayments Made eference	Amount \$ 100.00 \$ 60.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tii eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10/27	price: 48.00 00 No Rew ered Proceet all Program) nerica 499 Acct No Pkgs I Initial Order C1 T6740 T8741	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 21000 311000	21 4140 I 12 2 -1 2 -1 2	Date R 2014-12-01 12	ayments Made eference	Initial PGA: 4 T_GOC F_GOC	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	8 Rate: 0.5 0.100 Tie ceeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27	price: 48.00 00 No Rew ered Proceed iall Program) nerica (499 Acct No Pkgs I Initial Order C1 T6740 T6741	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 2000 3000 4000	21 4140 1 12 2 -1 2 -1 2 -12	Date R 2014-12-01 12 2015-07-31	ayments Made eference	Amount \$ 100.00 \$ 60.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tik eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10/27 10/27	price: 48.00 00 No Rew ered Proceet all Program) nerica 499 Acct No Pkgs I Initial Order C1 T6740 T8741	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 21000 311000	21 4140 I 12 2 -1 2 -1 2	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tik reeds 1 (F Bank of An XXXXXXX 01/21 09/19 10/27 10/27 10/27 10/27 10/27	price: 48.00 00 No Rew ered Proceed all Program) nerica 499 Acct No Pkgs I Initial Order C1 T6740 T6741  C1	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 211000 311000 411000 511000	21 4140 I 12 2 -1 2 -1 2 -12 T 2 T	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10/27 10/27 10/27 10/27 10/20 02/05	price: 48.00 00 No Rew ered Proceed all Program] nerica (499 Acct No Pkgs I Initial Order C1 T8740 T8741  C1 C1 C1 C2	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 211000 311000 411000 511000 MI1000	21 4140 II 12 2 -1 2 -1 2 -1 2 2 T 2	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tik reeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10	price: 48.00 00 No Rew ered Proceed all Program] nerica (499 Acct No Pkgs I Initial Order C1 T8740 T8741  C1 C1 C1 C2	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 211000 311000 411000 511000 MI1000	21 4140 I 12 2 -1 2 -1 2 -1 2 2 1	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tik reeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10	price: 48.00 00 No Rew ered Proceet all Program) nerica 499 Acct No Pkgs I Initial Order C1 T8740 T8741  C1 C1 C1 C2 kgs.	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 211000 311000 411000 511000 MI1000	21 4140 II 12 : -1 : -1 : 2 T 2 1 56	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27	price: 48.00 00 No Rew ered Proceet all Program) nerica 499 Acct No Pkgs I Initial Order C1 T8740 T8741  C1 C1 C1 C2 kgs.	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 211000 311000 411000 511000 MI1000	21 4140 I 12 2 -1 2 -1 2 2 1 58 4199	Date R 2014-12-01 12 2015-07-31 2025-01-02	ayments Made eference 234567	Amount \$ 100.00 \$ 100.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10/	price: 48.00 00 No Rew ered Proceed all Program) merica 499 Acct No Pkgs I Initial Order C1 T8740 T8740 T8741  C1 C1 C1 C1 C2 kgs.	is: 424.20 : 0.02 yes o.: XXXXXX43 Received  SHI000 21000 31000 41000 51000 MIL000 R1000	21 4140 II 12 2 -1 2 -1 2 1 -2 1 56 4199 96.00	Date R 2014-12-01 12 2015-07-31 2025-01-02 Total Payments	ayments Made eference 234567	Amount \$ 100.00 \$ 50.00 \$ 250.00	206.6667 Pkgs: 12	
ell: kg price: 4.( p Proceeds ered Rate:   eneric Proc ank Name:	s Rate: 0.5 0.100 Tie eeds 1 (F Bank of An XXXXXX3 01/21 09/19 10/27 10/	price: 48.00 00 No Rew ered Proceed all Program) nerica (499 Acct No Pkgs I Initial Order C1 16740 16741  C1 C1 C2 kgs. Is Received	is: 424.20 : 0.02 yes o.: XXXXX43 Received  SHI000 2000 3000 4000 5000 MI000 R1000 S16,7	21 4140 II 12 2 -1 2 -1 2 1 -2 1 56 4199 96.00	Date R 2014-12-01 12 2015-07-31 2025-01-02 Total Payments	ayments Made eference 234567	Initial PGA: 4 T_GOC F_GOC \$ 100.00 \$ 50.00 \$ 100.00 \$ 250.00 \$ 250.00	206.6667 Pkgs: 12	

### Sales Report with Varieties at Different Prices

	unen beeky benno,	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
		P	GA Registered: 28.4000
			Initial PGA: 142.0000
			F_GOC Pkgs: 0 T GOC Pkgs: 0
ores		Toffee	I_OOC FRgs. 0
g price: 6.00 Case price: 72	2.00 Pkgs sold: 36 Reward Proceeds: 0.000	Pkg price: 5.00 Case price: 60. Trp Proceeds Rate: 0.500 No R	
re Cookies g price: 4.00 Case price: 48	8.00 Pkgs sold: 106		
r <mark>e Cookies</mark> g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F	8.00 Pkgs sold: 106		
re Cookies 9 price: 4.00 Case price: 48 9 Proceeds Rate: 0.500 No F nk Name:	8.00 Pkgs sold: 106 Reward Proceeds: 0.000		
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece	8.00 Pkgs sold: 106 Reward Proceeds: 0.000		Amount
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rect 08/07 Initial Order	8.00 Pkgs sold: 106 Reward Proceeds: 0.000		
re Cookies g price: 4.00 Case price: 48 o Proceeds Rate: 0.500 No P nk Name: uting No.: Acct No.: Pkgs Rece	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132	Date Reference	Amount
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece 08/07 Initial Order C_GOC pkgs.	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132 10	Date Reference	Amount
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece 08/07 Initial Order C_GOC pkgs. Fotal Pkgs Received	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132 10	Date Reference	Amount
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece 18/07 Initial Order C_GOC pkgs. Fotal Pkgs Received	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132 10 142	Date Reference Total Payments	Amount \$ 0.00
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece 28/07 Initial Order C_GOC pkgs. Fotal Pkgs Received	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132 10 142 \$ 640.00	Date Reference Total Payments Council Proceeds	Amount \$ 0.00 \$ 569.00
re Cookies g price: 4.00 Case price: 48 Proceeds Rate: 0.500 No F nk Name: uting No.: Acct No.: Pkgs Rece 08/07 Initial Order C_GOC pkgs.	8.00 Pkgs sold: 106 Reward Proceeds: 0.000 eived 132 10 142 \$ 640.00	Date Reference Total Payments Council Proceeds	Amount \$ 0.00 \$ 569.00

### Sales Report updates for Pending and Digital Cookie

Pkgs Received					
	Initial Order		0		
10/15		011000	9680		
10/18	T6073	411000	2		
07/22	C3	TJI000	*12		
C_GOC		120			
Total Pk	9814				

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.

Little Brownie Troop 6073 Reports Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Troop 6073: Reports Cupboard Information Reports XLSX PDF Cupboards Delivery Station Information Reports XLSX PDF **Delivery Stations** #6073 Cupboard List Becky Demo Jul 27, 2013 at 03:11PM Hours Of Address Address2 City State Zip Home Phone Work Phone Cell Phone Operation Name Number 101 6614 Charlene Ave CA 92114 CA 92103 101 San Diego Saturday - 8am - 5pm Becky's House 2T 1231 Upas St 619-555-5555 619-555-5555 619-555-5555 San Diego Saturday - 8am - 5pm Hunters Ridge 792 import try out 100 A1 fx. #6073 Cupboard List Cupboard report now shows if cookies are unavailable for that cupboard. 3 5 6 Name Unavailable Cookies 7 Becky's House Toff, Tre Council Office Toff 8 Firestation #67 none 10 Service Unit 673 673 none 11 SU 999 99999 none 12 Valley Springs none #10002 Delivery List Becky Demo Jul 27, 2013 at 02:19PM Address State Zip Home Phone Work Phone Cell Phone Name Number Address2 City CA 95124 CA 95124 AppleValleyFRI-Ln1 648 13000 Zoo Blvd Apple Valley AppleValleyFRI-Ln2 649 13000 Zoo Blvd Apple Valley AustinTHU 101 Maple Ave CA 95912 640 Austin BaldwinTHU(new) 1350 Florence St Baldwin CA 54002 645 BalsamLakeWED 630 507 Main St Balsam Lake CA 54810 BlaineFRI2/1 8271 W 35W Service Dr NE CA 95449 650 Blaine BlaineSAT1/26-Ln1 601 8271 W 35W Service Dr NE CA 95449 Blaine 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 CA 95449 BlaineSUN1/27 609 8271 W 35W Service Dr NE Blaine BloomingtonWED 401 W 98th St CA 95420 631 Bloomington BrooklynParkMON 7411 85th Ave N Brooklyn Park CA 95445 612

Reports are now in XLSX format.

### **DOC Reports**

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

DOC Reports	
DOC Added Girl	Filter XLSX
DOC Orders by Girl	Filter XLSX
DOC Financial Report by Girl	Filter XLSX
Girl Delivery - Varieties Only - By Girl	XLSX

**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.

Girls Added F	Report (Filter)
Added Before:	2016-07-26
Added After:	2016-07-19
Back to Report List	XLSX

A	В	С	D	E	F	G	Н	l l	J	К	L	М
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
Exportable:
Back to Report List XLSX

4	A	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Р	Q	R	S
1								#6073 E	DOC Orde	ers Case	s								
2									Becky De	emo									
3								Jul	26, 2016 at	04:22PM									
4		2015-16 Sales Season																	
;																			
6	First Name	Last Name	GSUSA ID	Order #	Туре	In Hand	Mobile	Date	Donated	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Toff	Total Pkgs	Total Sales
	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
3								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:
Mobile
Cases      O Pkgs
Exportable:
Back to Report List XLSX

	А	В	С	D	E	F	G	Н	1	J	K	L	М		
1					#6073 DC	C Financia	Report by	y Girl							
2						Becky De	mo								
3	Jul 26, 2016 at 04:31PM														
4	2015-16 Sales Season														
5															
6	Girl First Name	Girl Last Name	GSUSA Id	Order Number	Туре	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.

			~		-		•			-
n Person) Orders Va	rieties Only									
		Savannah		Do-Si-			Thin		Toffee-	
Last Name	GSUSA ID	Smiles	Trefoils	Dos	Samoas	Tagalongs	Mints	S'mores	tastic	Total
Harrigan	1234567890	3	3	3	3	3	3	3	3	24
- -	Last Name		Savannah Last Name GSUSA ID Smiles	Savannah Last Name GSUSA ID Smiles Trefoils	Savannah Do-Si- Last Name GSUSA ID Smiles Trefoils Dos	Savannah Do-Si- Last Name GSUSA ID Smiles Trefoils Dos Samoas	Savannah Do-Si- Last Name GSUSA ID Smiles Trefoils Dos Samoas Tagalongs	Savannah Do-Si- Thin Last Name GSUSA ID Smiles Trefoils Dos Samoas Tagalongs Mints	Savannah         Do-Si-         Thin           Last Name         GSUSA ID         Smiles         Trefoils         Dos         Samoas         Tagalongs         Mints         S'mores	Savannah     Do-Si-     Thin     Toffee-       Last Name     GSUSA ID     Smiles     Trefoils     Dos     Samoas     Tagalongs     Mints     S'mores     tastic

					Savannah		Do-Si-			Thin		Toffee-	
First name	Last Name	GSUSA ID	Date	Order #	Smiles	Trefoils	Dos	Samoas	Tagalongs	Mints	S'mores	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

			Tro	op 60	73 Initial (	Order 🛛				Littl	le Brownie Bake	Log	Out
Settings	Girls	Init. Order	Delivery	G	irl Orders	Transactions	Rewards	Deposits	Sa	les Report	Reports	Help Ce	enter
Printable Versi Submit Order	on Save	Save as	often as yo	ou like b	out Submit t	o your SU on	ly Once!						
		\$ .00	\$.(	00	\$.00	\$.00	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00		
Girl		C_GOC	L	mUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	
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
gs. Ordered			0	0	0	0	0	0	0		0 (	0	0
ises to Order				0	0	0	0	0	0				0
xtras				0	0	0	0	0	0		0 0	0	0

### Girl Order Tab - Category View

				Troop 60	)73 Girl Sa	ales Ø			Little B	Bakers o Log	Out
Settings	Girls	Init. Order	Deli	very G	Girl Orders	Transaction	is Rewards	a Deposits	Sales Report R	leports Help Ce	ente
Printat Record Boot	ble Version h Sale Export	Belo To vi	w are j iew/edi	/our troop s t a Girl's Tra	ales broken ansactions d	down by G click on the a	irl. appropriate row	V.	Package Sa Financials FYI Program		
	▼ Girl	CG	OC	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	
iirl Totals			0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	)
oop Order ictual pkgs+C_GOC	3						0				
ifference							0				

### Girl Order Tab - Variety View

			Tr	oop 607	73 Girl	Sales	0				L	ittle Brou	Bakerse Log	Out
Settings Girls	Init. Orde	er	Delivery	Gi	rl Orders	Т	ransactions		Rewards	Deposit	s Sales Repo	rt Reports	Help Ce	ente
Printable Version Record Booth Sale Export				troop sa Girl's Trai					te 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	
irl Totals	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	ĩ
oop Order .ctual pkgs+C_GOC)	0	0	0	0	0	0	0	0	0	0				
lifference	0	0	0	0	0	0	0	0	0	0				

### Troop GOC

### Initial Order Tab

			Tro	op 6073	Initial Ord	er 🛛				Little	Brownie Bakers	Log Ou	ut
Settings	Girls	lnit. <mark>O</mark> rder	Delivery	Girl Or	ders T	ransactions	Rewards	Deposits	Sales	Report	Reports	Help Cente	er
Printable Ver Submit Or		Save as	often as you li	ke but Sub	mit to your S	SU only Ond	e!						
			\$.00	\$ .00	\$ .00	\$ .00	\$.00	\$ .00	\$.00	\$ .00			
	Girl		LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	
Becky H.			0	0	0	0	0	0	0	0	0	0	
Cindy W.			0	0	0	0	0	0	0	0	0	0	
IMPORTED			0	0	0	0	0	0	0	0	0	0	
OTHER			0	0	0	0	0	0	0	0	NA	0	
BOOTH			0	0	0	0	0	0	0	0	NA	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	
Other+Extras-Charit	у	0	0	0	0	0	0	0	0	0	0	0	

### Girl Order Tab - Category View

			Tro	op 6073 <b>G</b> i	rl Sales 🕼				Littl	e Brown	Ce Log (	Out
Settings	Girls	Init. Order	Delivery	Girl Orders	Trar	nsactions	Rewards	Deposits	Sales Report	Reports	Help Ce	enter
Printabl Record Booth	e Version Sale Export		ow are your tr view/edit a Gi				iate row.		- Finar	age Sales ncials trograms		
•	3irl	Initial	Booth	Other	T GOC	♦Total	Total Du	e	Paid	♦Bal.	Due	
Becky H.		0	0	0	0	0		\$ 0.00	\$ 0.0	0	\$ 0.00	-
Cindy W.		0	0	0	0	0		\$ 0.00	\$ 0.0	0	\$ 0.00	
Girl Totals		0	0	0	0	0		\$ 0.00	\$ 0.0	10	\$ 0.00	
Troop Order						0						
Difference						0						

### Girl Order Tab – Varieties View

1				Tro	oop 607	3 Girl S	ales Ø					Little Brow	Bakerse Log	Out
Settings	Girls	Init. Or	der	Delivery	Gi	rl Orders	Trans	sactions	Reward	ls De	posits Sales R	eport Reports	Help Ce	enter
Printable \ Record Booth Sa		I				les broke isactions			ropriate ro	W.		Package Sales Financials		
▼ 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	
froop 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

			Troo	p 6073 Initia	al Order 🖗				Litte	le Brou	INCE Log C	Dut
Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rev	vards [	Deposits	Sales Report	Reports	Help Cer	nter
Printable Ver		Save as offe	ən as you like	e but Submit to	o your SU only	Once!						
		\$ .00	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00	\$.00			
	Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC	
Becky H.		0	0	0	0	0	0		0 0	0	0	-
Cindy W.		0	0	) 0	0	0	0		0 0	0	0	
IMPORTED		0	0	0 0	0	0	0		0 0	0	0	
OTHER		0	0	0 0	0	0	0		0 0	0	NA	
BOOTH		0	0	) 0	0	0	0		0 0	0	NA	
												*
Pkgs. Ordered		0	) (	0 0	0	0	0		0 0	0	0	1
Cases to Order		C	) (	0 0	0	0	0		0 0	0		
Extras		C	) (	0 0	0	0	0		0 0	0		

### Girl Order Tab - Category View

			Tro	op 6073	Girl Sales 🤇		Little Brownie Bakers						
Settings	Girls	Init. Order Delivery Girl Orders Transactions Rewards						Sales Report	Reports	Help Ce	enter		
Printable Record Booth	e Version Sale Export				s broken down actions click or	by Girl. a the appropriate row.		Package : Financials FYI Progra	5				
▼ (	irl	Initial	Booth	Other	♦Total	Total Due	Paid	◆Bal. Due		F GOC			
Becky H.		0	0	0	0	\$ 0.00	\$	0.00	\$ 0.00	0	-		
Cindy W.		0	0	0	0	\$ 0.00	\$	0.00	\$ 0.00	0			
Girl Totals		0	0	0	0	\$ 0.00	\$	0.00	\$ 0.00	0			
roop Order					0								
Difference					0								

### Girl Order Tab – Variety View

			Tro	op 607	3 Girl S	ales Ø		Little Brownie Bakers						
Settings	Girls	Init. Ord	ler	Delivery	Girl	Orders	Trans	actions	Rewards	Deposits	Sales Report	Reports	Help	Cente
Printable W Record Booth Sa			Below To view	are your t /edit a Gi	roop sal irl's Tran	es broker sactions	n down l. click on	oy Girl. the appro	opriate row.		📃 Fina	kage Sales ncials 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
		-			-									
irl Totals	0	0	0		0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00		0
oop Order	0	0	0	0	0	0	0	0	0					0