

*Little Brownie*<sup>®</sup> BAKERS



**Troop User Manual  
August 1, 2023**

**[https:// eBudde.littlebrownie.com](https://eBudde.littlebrownie.com)**

## Table of Contents

<b>What's New</b> .....	4
Computer Specifications Information .....	5
Navigating the System .....	6
System Access .....	7
Security Requirements .....	8
Forgot Password .....	11
Change Profile/Email Address.....	15
Menu Bar .....	17
Troop Tabs .....	18
Dashboard Tab.....	19
Timeline.....	20
Dashboard Header .....	20
Dashboard Side Pane – Right Side.....	20
Dashboard Data .....	22
Contacts Tab.....	24
Email Caregivers .....	27
Adding Contacts .....	29
Special Troop Contacts .....	31
Settings Tab .....	33
Banking Information - Security .....	35
Girls Tab.....	37
Add Girl Information.....	38
Edit Girl Information .....	38
Delete Girl from Troop .....	38
Shirt Size and Sales Goal.....	38
Init. Order Tab .....	40
Ordering with Booth and Girl Totals.....	40
Ordering by Individual Girls .....	43
Initial Order with Digital Cookie Girl Delivery Orders .....	46
<b>Initial Order with Digital Cookie Girl Delivery Orders and Parent Initial Order from Digital Cookie</b> .....	50
Delivery Tab .....	54
Contactless Delivery Option .....	56
Girl Order Tab – Category Format.....	59
Girl Order Summary View.....	59
Girl View .....	61
Adding Additional Cookie Orders.....	62
Adding Only Payments .....	62
View Options –.....	63
Sending Girl Order Information to Digital Cookie .....	64
Girl Order Tab – Varieties Format .....	64
Girl Order Summary View.....	65
Girl View .....	67
Adding Additional Cookie Orders.....	67
Adding Only Payments .....	68

View Options –.....	69
Sending Girl Order Information to Digital Cookie .....	69
Girl Order Tab – Lock Transaction Option.....	70
Girl Order Tab Gift Of Caring .....	70
Girl Order Tab – All Orders .....	72
Troop Transactions .....	74
Initial Order Transaction .....	74
Troop transactions from Other Sources.....	74
Pending troop orders (optional).....	75
Inventory Balances .....	75
Navigating the Transaction Form.....	75
Create a product transaction.....	76
Create a Pending Order Request for a Cupboard (Optional) .....	79
Txn. Pickups.....	81
Cookie Exchange .....	82
Rewards Tab.....	84
Troop Reward Order.....	84
Individual Girl Reward Order.....	85
Booth Sales.....	92
Free Slots .....	92
Council Sponsored Booth Sales (Council Sales).....	93
Troop Booth Signup Request (Optional).....	95
Record Sales (Optional) .....	97
Payments .....	101
Adding Payments.....	101
Navigating the Payment Information Page .....	102
Editing/Deleting Payments.....	102
GOC Org. Tab.....	104
Sales Report.....	105
Sales Report updates for Pending and Digital Cookie.....	107
Sales Report with ACH Amount Displayed (Optional) .....	107
Reports.....	109
Booth Sales Reports .....	112
Rewards Reports.....	113
GOT Reports.....	115
DOC Reports.....	116
HELP Center .....	121
Appendix A – Gift of Caring Screen Shots.....	122
Council GOC.....	123
Troop GOC .....	125
FYI GOC.....	127
Appendix B – Product Transaction Form Options.....	129
Cupboards with days, times and slots, lines – Click in the Pickup box .....	129
Cupboards with days and times – Click in the Pickup box.....	131
Cupboards open days/times – Click in the Pickup box .....	132

## What's New

- Digital Cookie
  - Service units, troops, girls and users will be required to have GSUSA Salesforce Global ID
  - Parent Initial Order accepted from Digital Cookie into eBudde
  - Parent Initial Order, Initial Reward and Final Rewards date will have a default time of 11:59 p.m. that is un-editable.
  - Troop Links no longer created in eBudde. All troops will have troop site on girl order tab
  - Shipped and Deliverable inventory now switched on and off in Digital Cookie
- HELP Center
  - Cookie Sales Resources and strategies no longer available – see [Little Brownie Bakers](#)
- Administrative
  - Troop link update for numbers and donation pkgs
  - Vehicle delivery count update
  - On the unassigned transfers the form is not matching what is in eBudde for who is giving away and who is getting. The form is correct but the transactions are reversed
  - Add agent created by eBudde and date on info tab for bakery inbounds
  - Report Updates

## Computer Specifications Information

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

### Approved web browsers:

IBM Compatible – Latest version of Microsoft Edge, Firefox, or Chrome.

Macintosh OS version 11 and later. – Latest version of Safari, Firefox, or Chrome.

### Approved platforms:

- iPad iOS 12.4 and above
- iPhone 6 and above using iOS 12.4 and above
- Android v. 11 and above
  - Apps (all with mobile web version) eBudde™ App

### Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 4GB RAM

Recommended Systems:

3 GHz CPU - 6GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address:

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

eBudde™ has scheduled time-outs at 12 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 12 hours.

## Navigating the System

**+Add** - The “+ add” button allows you to enter in additional records into the system. You can activate this button by clicking on it.

**Edit** - The Edit button allows you to change information on the page.

**+Order** - The “+ Order” button allows you to record additional cookie orders on the page.

**+Pay** - The “+ Pay” button allows you to record payment for cookie orders on the page.

**+DOC Payment** “+ DOC Payment” button allows you to record payment for DOC Troop Link cookie orders on the page.

e

**Cancel** - The Cancel button allows you to return without adding or making changes

**Save** - The Save button allows you to save your information and return to original screen

**Submit** The Submit button allows you to submit your cookie, delivery and rewards orders

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



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

# System Access

eBudde™ is 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. You will be asked to create a new password for the new season the first time you log in. You can now get to eBudde™ from two ways – <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com>

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

## First Time system user

The process for gaining access as a first time user is:

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

Details of the steps and screen shots are included below.

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

Sample of “Welcome Email”

Subject: Welcome to the 2023-2024 Girl Scout Cookie Season!

Welcome to the 2023-2024 Girl Scout Cookie Season!

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

Please take these steps:

1. Go to this link: [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_cookieportal.littlebrownie.com\\_users\\_password\\_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwlFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23112IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwlFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23112IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=)

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

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

### **Step Two - Click on the link**

Go to this link: [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_cookieportal.littlebrownie.com\\_users\\_password\\_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYlTCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkflOpQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e](https://urldefense.proofpoint.com/v2/url?u=https-3A_cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYlTCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=FI4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkflOpQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e)

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

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

### ***Security Requirements***

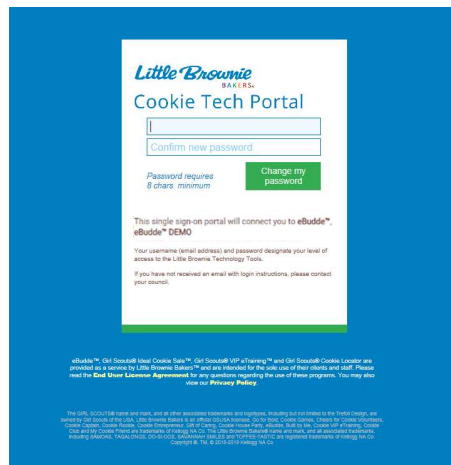
Password email links are unique to you and have a time limit.

The password requirements are as follows:

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

Login attempt rules are as follows:

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





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

You will need to review/enter your personal information. Be sure to enter your personal password once again. All information is required. Click **Update Profile**. You can now enter in your Global/GSUSA ID into your profile.

The screenshot shows the 'Cookie Portal Profile' update page for 'Little Brownie BAKERS'. The page title is 'Cookie Tech Portal' and the subtitle is 'Cookie Portal Profile'. Below the subtitle, it says 'Please update your information below.' The form contains several input fields: a password field (masked with dots) with a red border and a message 'Current password is required for any updates.'; an email field containing 'beckydemo@lbb.com' with the note 'Your email is your user name.'; a 'Global Id' field containing 'Becky'; a 'Harrigan' field containing '(555)555-5555'; a phone number field containing '(666)666-6666'; a street address field containing '123 Any Street'; an 'Apt., Suite, etc.' field containing 'San Diego'; a state dropdown menu set to 'CA'; and a ZIP code field containing '99999'. Below the form, there is a 'Change Password (Optional)' section with a note: 'If you would like to change your password you may do so here.' It includes 'New Password' and 'Confirm New Password' fields, and a note: 'Password requires 8 chars. minimum, a capital letter and a number or special character'. At the bottom, there are two buttons: 'Cancel' and 'Update Profile'.

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

## Step Five - Enter Little Brownie Cookie Tech Portal system

The screenshot shows the Little Brownie Cookie Tech Portal interface. At the top left is the Little Brownie BAKERS logo. To the right, it says "You are becky.harrigan@littlebrownie.com" with a "Log out" button and a "My Profile" link. Below this is the "Cookie Tech Portal" header with navigation links for "User Management", "App Settings", "Checklist", and "Applications". A green banner below the header says "Signed in successfully." Below that, a message reads: "Welcome to the Cookie Tech Portal, click below to access programs that are currently available to you." There are two rows of application tiles. The first row includes: "eBudde" (integrated with the Digital Cookie platform), "IdealCookieSale" (marked as "Retired"), "eBudde DEMO" (tutorial site), and "VIPeTraining" (marked as "Retired"). The second row includes: "digital cookie" (hands-on educational platform), a "Cookie" app icon (manage orders), "Little Brownie" (digital hub), and "BUILT by Me!" (planning tool).

You will see only the systems that you have access to. You may also see messages if those systems are not available at the time you log in.

## Step Six - Confirm account update via email link

Hello user@lbb.com|

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

[Change my password](#)

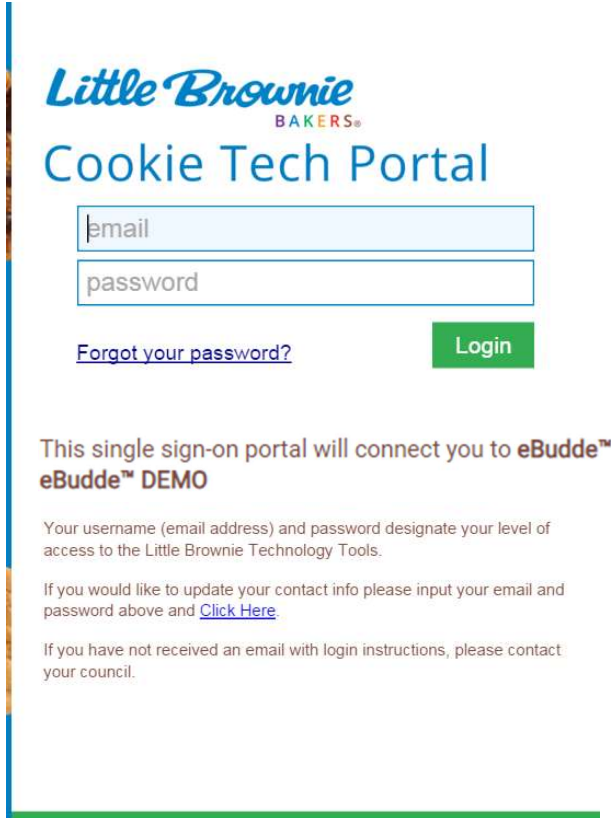
If you didn't request this, please ignore this email.

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

## Forgot Password

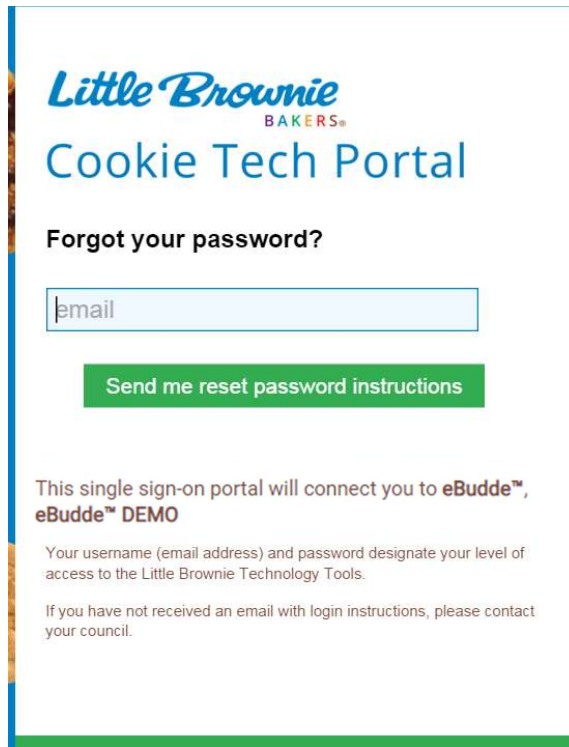
Go to <https://cookieportal.littlebrownie.com>

Click Forgot your password



The screenshot shows the login interface for the Little Brownie BAKERS Cookie Tech Portal. At the top left is the logo for Little Brownie BAKERS. Below the logo is the title "Cookie Tech Portal". There are two input fields: one for "email" and one for "password". To the right of the password field is a green "Login" button. Below the input fields is a link for "Forgot your password?". Below the login section, there is a paragraph stating: "This single sign-on portal will connect you to eBudde™, eBudde™ DEMO". This is followed by three lines of explanatory text: "Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.", "If you would like to update your contact info please input your email and password above and [Click Here](#).", and "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



The screenshot shows a web page for 'Little Brownie BAKERS'. The main heading is 'Cookie Tech Portal'. Below this, it asks 'Forgot your password?'. There is a text input field with the placeholder 'email'. A green button labeled 'Send me reset password instructions' is positioned below the input field. Further down, a paragraph states: 'This single sign-on portal will connect you to eBudde™, eBudde™ DEMO'. Below that, it explains: 'Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.' The final line of text reads: 'If you have not received an email with login instructions, please contact your council.'

Click the link in the email.

Hello [example@lbb.com](mailto:example@lbb.com)!

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

[Change my password](#)

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

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

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

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

The screenshot shows the 'Change My Password' page. At the top is the 'Little Brownie BAKERS' logo. Below it is the title 'Cookie Tech Portal'. There are two input fields: 'New password' and 'Confirm New password'. A green button labeled 'Change my password' is positioned to the right of the second field. A note states 'Password requires 8 chars. minimum'. Below the form, there is a paragraph: 'This single sign-on portal will connect you to eBudde™, eBudde™ DEMO'. Another paragraph explains: '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**.

The screenshot shows the 'Update Profile' page. At the top is the 'Little Brownie BAKERS' logo and the title 'Cookie Tech Portal'. The main heading is 'Cookie Portal Profile' with the instruction 'Please update your information below.'. There are several input fields: a password field (masked with dots), an email field containing 'beckydemo@lbb.com', a 'Global Id' field containing 'Becky', a 'Harrigan' field containing '(555)555-5555', a phone number field containing '(666)666-6666', a street address field containing '123 Any Street', an 'Apt., Suite, etc.' field containing 'San Diego', a state dropdown menu set to 'CA', and a zip code field containing '99999'. Below these fields is a section titled 'Change Password (Optional)' with a note: 'If you would like to change your password you may do so here.' It includes 'New Password' and 'Confirm New Password' input fields. A note at the bottom states: 'Password requires 8 chars. minimum, a capital letter and a number or special character'. At the bottom are two buttons: 'Cancel' and 'Update Profile'.

Select eBudde™ from the list.

Little Brownie BAKERS

You are rebecca.harrigan@ferrero.com  
My Profile [Log out](#)

## Cookie Tech Portal

[Applications](#)

Welcome to the Cookie Tech Portal, click below to access programs that are currently available to you.

Integrated with the Digital Cookie® platform, eBudde™ helps power the Girl Scout Cookie Program®.

An ideal planning resource, this site gives you quick access to social posts, training webinars and more.

**ICS HAS BEEN RETIRED.**

Tutorial site introduces you to eBudde's tabs, settings and various features.

Volunteers get introduced to the Girl Scout Cookie Program® via a series of quick and fun videos.

**RETIRED. SEE EBUDDE HELP CENTER**

This fun, hands-on educational platform helps girls run their Girl Scout Cookie™ business online.

Volunteers can use this app to manage Girl Scout Cookie™ orders from anywhere. Help is built right in.

LittleBrownie.com is a digital hub for Girl Scout Cookie™ information, rally activities and more.

Built for all interests and schedules, this tool helps volunteers guide girls in planning their season.

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

Hello user@lbb.com|

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

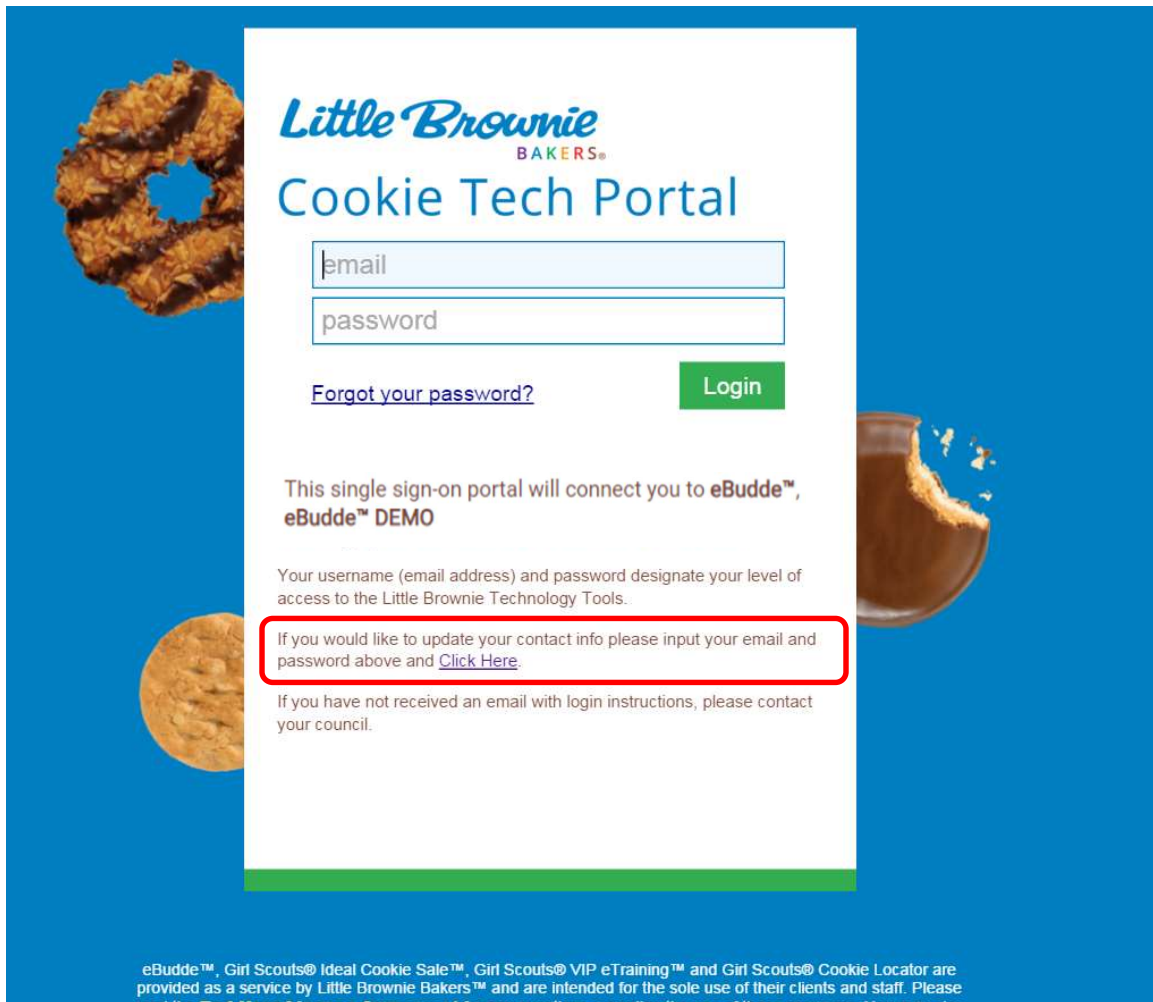
[Change my password](#)

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

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

## Change Profile/Email Address

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



**Little Brownie**  
BAKERS<sup>®</sup>

### Cookie Tech Portal

email

password

[Forgot your password?](#)

This single sign-on portal will connect you to eBudde™, eBudde™ DEMO

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

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

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

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

Enter your email address and password and click the **Click Here** link to be taken to the profile page. 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**  
BAKES.

## Cookie Tech Portal

---

**Cookie Portal Profile**  
Please update your information below.

Current password is required for any updates.

---

Your email is your user name.

---

**Change Password (Optional)**

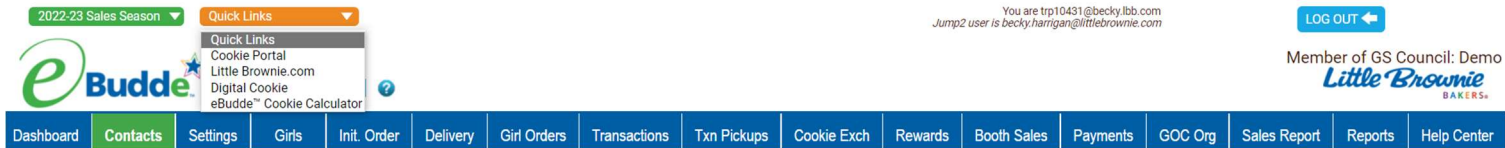
If you would like to change your password you may do so [here](#).

Password requires 8 chars, minimum, a capital letter and a number or special character

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.

**Cookie Portal** – This provides a link for going back to the portal that shows all your application access.

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

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

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

## Troop Tabs

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



**Dashboard** – 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

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

**Txn. Pickups** – this tab allows you to confirm cupboard pickup if cupboard is using contactless pickup.

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

**Rewards** – Troop reward ordering

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

**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** – A variety of reports are available for your use.

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

## Dashboard Tab

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

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

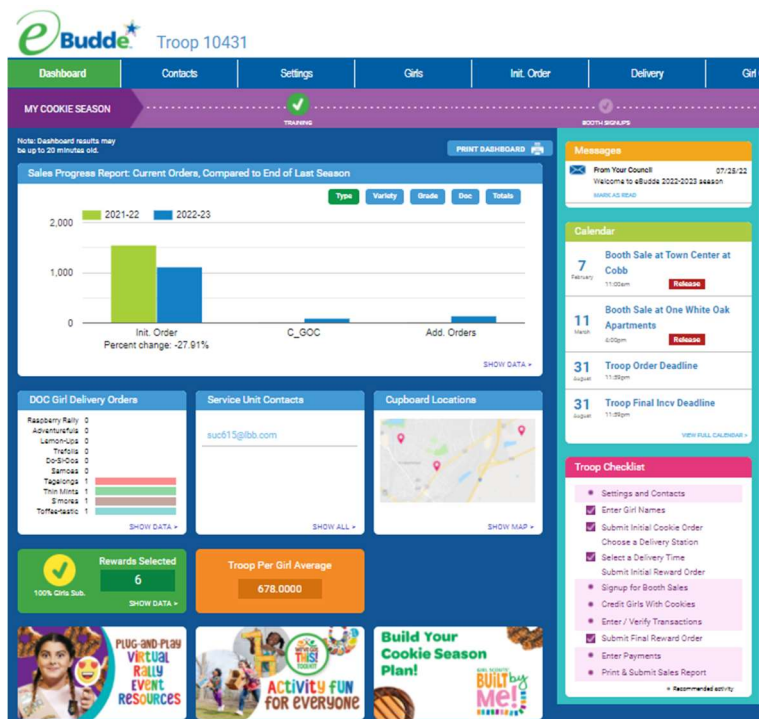
On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde™ items and council-specific items. Some of the items will be checked off and some items are recommended activity. The checklist may vary depending on your council setup. Items that will be checked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

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

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

There are also additional dashlets of information handy to see your progress against last season and throughout the current season,

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



## Timeline



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

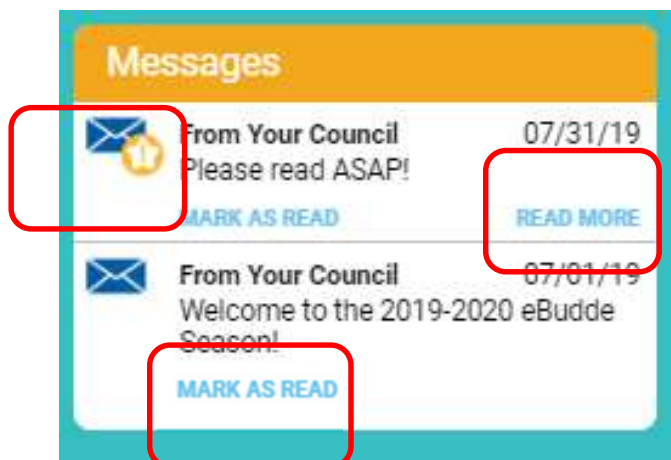
## Dashboard Header



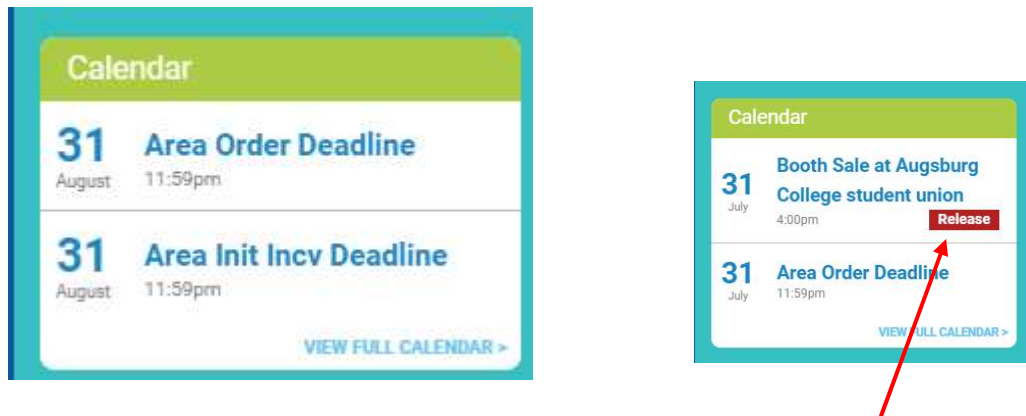
You can print your dashboard items by clicking the print dashboard button. Also note that the dashboard refreshes every 20 minutes. So if you have made a change, you may have to wait 20 minutes before the dashboard updates.

## 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.

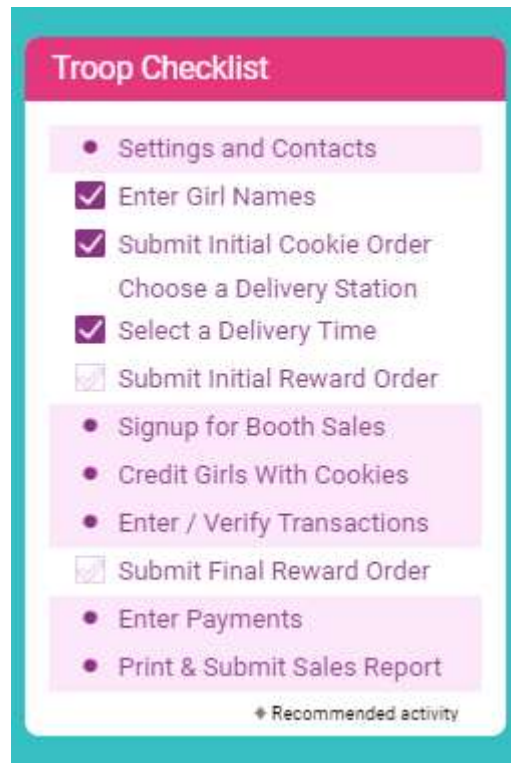


The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar**. It will display in another browser window a monthly calendar.



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.

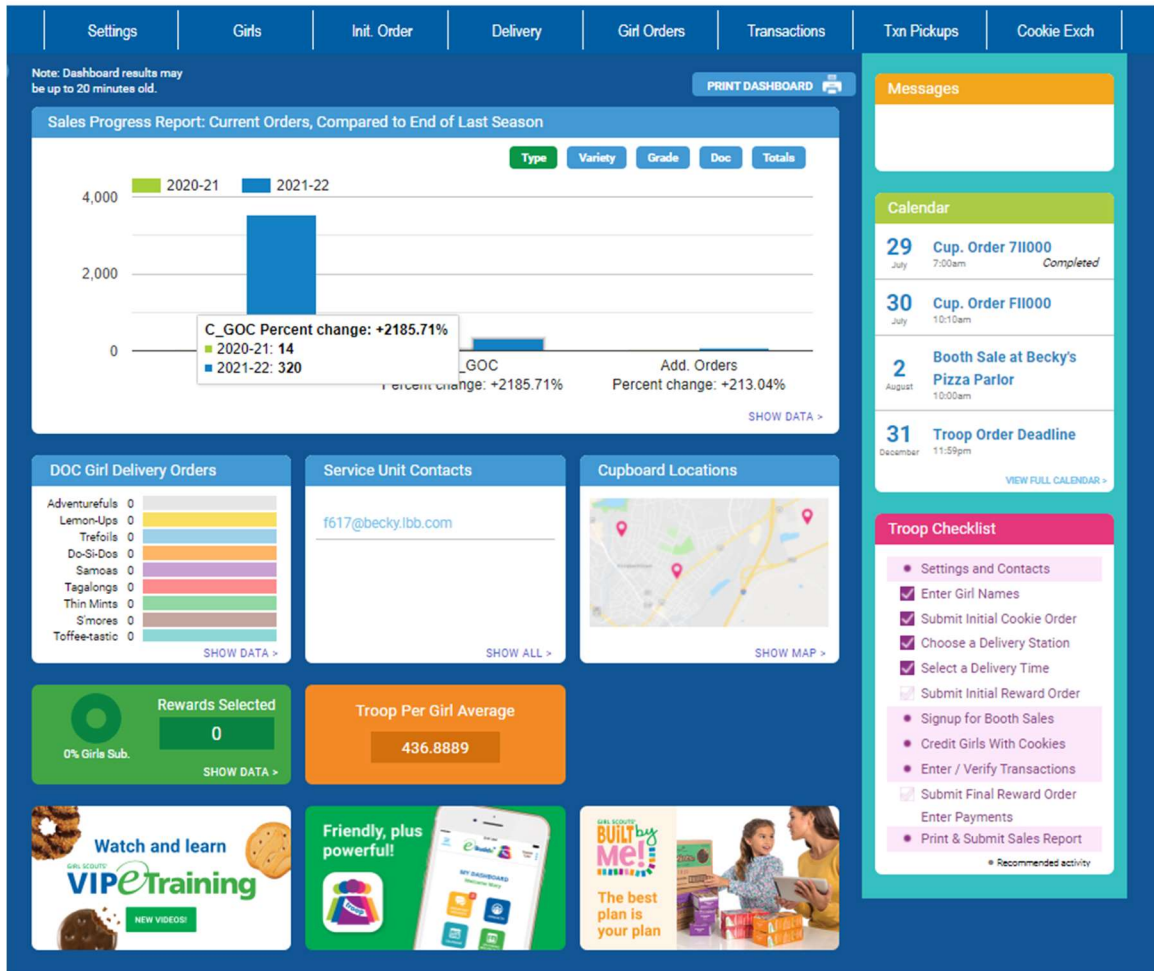


## Dashboard Data

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 (now called Sales Progress Report: Current Orders, Compared to End of Last Season) 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. There is a new infographic this season to show Troop PGA (Per Girl Average). These links will change throughout the season to give you resources that apply to your timeline.

### Troop 18020 Dashboard



If you see this message on your dashboard, contact council product sale staff or your service unit volunteer to make sure it is corrected.

## Troop 18024 Dashboard

The dashboard features a navigation bar with the following items: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, and Booth Sites. Below the navigation bar, there are four status indicators, each with a green checkmark: COOKIE TIME!, IO DEADLINE, BOOTH TIME!, and CUPBOARDS OPEN. A central warning message in orange text reads: "An I/O discrepancy has been detected, please notify your council." To the left of this message is a note: "Note: Dashboard results may be up to 20 minutes old." To the right is a "PRINT DASHBOARD" button with a printer icon. At the bottom, there are three buttons: "Service Unit Contacts", "DCC Girl Delivery Orders", and "Cupboard Locations".

## Contacts Tab

The Contacts tab allows you to change your contact information, email caregivers and add additional contacts.

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

You can click the button Jump to Mobile to be able to see eBudde using the mobile app.

**eBudde** Troop 10431 ?

Dashboard **Contacts** Settings Girls Init. Order Delivery

E-mail Caregivers Current User: trp10431@becky.lbb.com +Add

### Contacts

**Cindy Wright** [cw@lbb.com](#) **Jump2**  
Troop Leader  
Phone:  
Cell:  
No email Active Primary DOC  
2022-23

**Becky Harrigan** [trp10431@becky.lbb.com](#) **Jump2 Mobile**  
Troop Cookie Chair  
1231 Upas St.  
San Diego, CA 92103  
2021-22, 2022-23  
Global ID: (1234567890)  
Phone: (555)555-5555  
Cell: (555)555-5555  
Gets email Active Primary DOC  
**Edit**  
**Remove**

**Troop Cookie Chair** [trp10431cc@becky.lbb.com](#) **Jump2**  
Contact info has not been updated.  
2021-22, 2022-23  
Phone:  
Cell:  
Gets email Active Primary DOC  
Name is blank



You also have a section to just update your email preferences that are specific to eBudde™. DO NOT uncheck the active box or you will lose access to eBudde.

**eBudde™ Preferences**

Receives email:                       Active:

**Update Primary Roles**

Troop Leader:


**Update eBudde™ Email Preferences  
(select to UNsubscribe)**

Pending Transactions:                       Cupboard Pickup Confirmed:

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

Click Update My Preferences or Cancel to close the screen.

  
**Cookie Tech Portal**

---

**Cookie Portal Profile**  
Please update your information below.

..... Current password is required for any updates.

Your email is your user name.

<input type="text" value="1234567890"/>	<input type="text" value="Becky"/>
<input type="text" value="Harrigan"/>	<input type="text" value="(555)555-5555"/>
<input type="text" value="(555)555-5555"/>	<input type="text" value="1231 Upas St."/>
<input type="text" value="Apt., Suite, etc."/>	<input type="text" value="San Diego"/> <input type="text" value="CA"/>

---

**Change Password (Optional)**  
If you would like to change your password you may do so here.

Password requires 8 chars. minimum, a capital letter and a number or special character

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

## Email Caregivers

Troops can email their girl's primary caregiver on the contacts tab. Click the **E-mail Caregivers** button.

The screenshot shows the eBudde interface for Troop 10431. At the top, there is a navigation bar with tabs for Dashboard, Contacts (highlighted in green), Settings, Girls, Init. Order, and Delivery. Below the navigation bar, there is a header area with a red box around the 'E-mail Caregivers' button. To the right of this button, it says 'Current User: trp10431@becky.lbb.com' and a '+Add' button. Below the header, there is a section titled 'Contacts' with a list of three contact cards. The first card is for Cindy Wright, Troop Leader, with email cw@lbb.com and phone information. The second card is for Becky Harrigan, Troop Cookie Chair, with email trp10431@becky.lbb.com, Global ID (1234567890), and phone information. The third card is for Troop Cookie Chair, with email trp10431cc@becky.lbb.com and phone information. The 'E-mail Caregivers' button is highlighted with a red box, and the '2021-22, 2022-23' text in the third contact card is also highlighted with a red box.

**E-mail Caregivers** Current User: trp10431@becky.lbb.com +Add

### Contacts

<b>Cindy Wright</b> Troop Leader 2022-23	<a href="mailto:cw@lbb.com">cw@lbb.com</a> Phone: Cell: No email Active Primary DOC	Jump2
<b>Becky Harrigan</b> Troop Cookie Chair 1231 Upas St. San Diego, CA 92103 2021-22, 2022-23	<a href="mailto:trp10431@becky.lbb.com">trp10431@becky.lbb.com</a> Global ID: (1234567890) Phone: (555)555-5555 Cell: (555)555-5555 Gets email Active Primary DOC	Jump2 Mobile Edit Remove
<b>Troop Cookie Chair</b> Contact info has not been updated. 2021-22, 2022-23	<a href="mailto:trp10431cc@becky.lbb.com">trp10431cc@becky.lbb.com</a> Phone: Cell: Gets email Active Primary DOC Name is blank	Jump2

eBudde displays the number of seasons that a contact has been in eBudde.

The system will open up the email page. You are now able to email individual girl caregivers or all caregivers. The system shows you the information you need to send the email. This is an email blast and there is

no way for the caregiver to reply to you from this email as eBudde does not have an inbox. Emails are outgoing only.

**eBudde** Branch Email: #10431

Dashboard Contacts Settings Girls Init. Order Delivery

### Caregiver E-mail:

#### Calling all cookie communicators!

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

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

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


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

\* Subject:

\* Message:  Plain Email  Html Email

(max 5MB)

Attachment:  No file chosen

I'm not a robot  reCAPTCHA  
Privacy Terms

\* Send Email To

Select All

Ashley E. (blakeemerton@bellsouth.net)

Madison D. (mdenman22@aol.com)

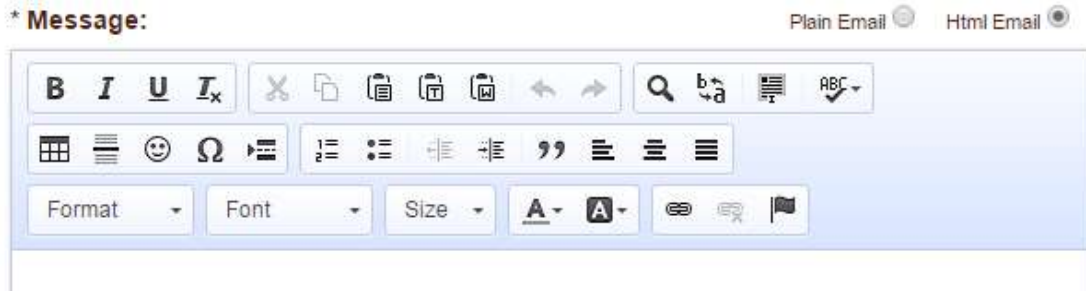
The system will display a screen with instructions and email limitations. There is no replying of email in eBudde™. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

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

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

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

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



Click Send Email to send the email to the caregivers. Click Cancel to cancel sending the email.

## Adding Contacts

You can add contacts on the Contacts Tab. Click the **+Add** button to add a new contact. When you press the button eBudde displays the entry screen. The only field that is required is the email address. The first time the user logs in they will be required to enter the additional information. Digital Cookie requires an email, Global ID, first name and last name.

---

## Add a Troop Contact

Cancel

Save

**NOTE: Email field is required.**

Role

Troop Leader

First Name

Last Name

Email

Global ID:

Active?

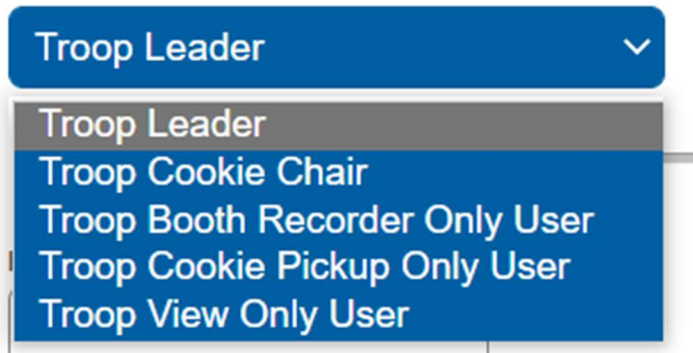
Receives email?

Primary?

Add to all seasons?

You will need to select the role using the dropdown. A user can be a troop leader and cookie chair which gives full access to the troop user. There is a view only user that cannot enter data. Also there are two other roles, Troop Booth Recorder Only User and Troop Cookie Pickup Only User. These are very specific, very limited roles meant to allow caregivers to either record a booth sale or pickup cookies at a cupboard. Troop Leaders and Cookie Chair already have this access. DO NOT add yourself into on of these roles or you will lose your leader/cookie chair permissions.

Role:



Troop Leader

Troop Leader

Troop Cookie Chair

Troop Booth Recorder Only User

Troop Cookie Pickup Only User

Troop View Only User

Enter in the contact information.

**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..

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

**Global ID:** - Enter the contact Global ID if applicable.

**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.

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

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

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

Click Save to save the contact. Click Cancel to not add the contact.

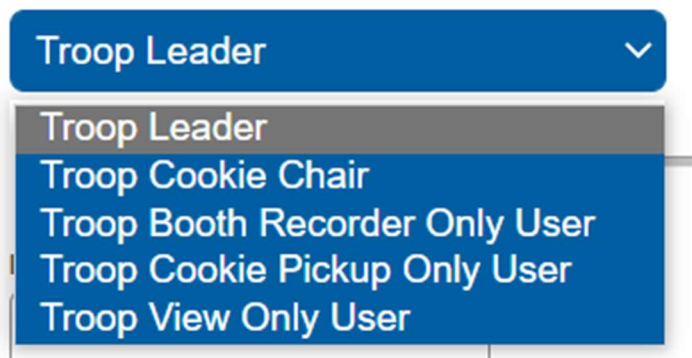
## ***Special Troop Contacts***

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 eBudde 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 eBudde app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the eBudde 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™.**

Role:



Troop Leader

Troop Leader

Troop Cookie Chair

Troop Booth Recorder Only User

Troop Cookie Pickup Only User

Troop View Only User

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

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

Role:

Troop Leader

- Troop Leader
- Troop Cookie Chair
- Troop Booth Recorder Only User
- Troop Cookie Pickup Only User
- Troop View Only User

Deleting Contacts- You can delete a contact by clicking remove next to the user you want to remove. The system will confirm that you want to remove this user. DO NOT remove yourself!

**Troop Leader**  
Contact info has not been updated.  
2022-23

[jaswell.1@att.net](mailto:jaswell.1@att.net)  
Phone:  
Cell:  
No email   Active   DOC  
Name is blank

Jump2 Mobile  
Edit  
Remove



## 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.

### Troop Settings

[Edit](#)

#### Troop Info

Number

Girls Reg'd:  Girls Selling:

Troop Goal (pkgs):  Level:  ▼

Active Seller Global ID:

Opt out of rewards for add. proceeds  
You will receive additional proceeds.

Participation  
2022-23

#### Generic Proceeds

Fall Program (0.051)

Membership (0.052)

#### DOC Status

DOC Troop?

Parent IO Deadline:  Time:

DOC Sync Status  
Synced

#### Bank Info

Bank Name

Bank Routing Number

Bank Account Number

#### Previous Season

Initial Order Pkgs:0  
#Girls Selling:0  
#Girls Registered:0  
Troop Goal Pkgs:0  
Troop C\_GOC Pkgs: 0  
Additional Order Pkgs:0

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

## Troop Settings

Edit

### Troop Info

Number

Becky

Girls Reg'd:

2

Girls Selling

3

Troop Goal (pkgs):

0

Level

Daisy

Active Seller

Global ID

B-47364738

Opt out of rewards for add. proceeds  
You will receive additional proceeds.

Participation  
2022-23

### Generic Proceeds

Fall Program (0.051)

Membership (0.052)

### DOC Status

DOC Troop?

Parent IO Deadline:

08/01/2023

Time:

11:55pm

DOC Sync Status  
Synced

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

### Bank Info

Bank Name

Bank Routing Number

Bank Account Number

### Previous Season

Initial Order Pkgs:0

#Girls Selling:0

#Girls Registered:0

Troop Goal Pkgs:0

Troop C\_GOC Pkgs: 0

Additional Order Pkgs:0

**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. This information is mandatory before the initial order and will be sent to Digital Cookie.

**Global ID** – GSUSA membership system Global ID necessary for Digital Cookie.

**Parent IO Deadline** – The parent initial order deadline is set by the council. However, troops can overwrite if there is a need for your parents to have a different date. This date gets sent to the Digital Cookie system

**Level** – Select the appropriate program age level

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

**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.

**Participation** – eBudde will show how many years a troop has been in eBudde.

**DOC Troop** – Denotes if the troop is part of the Digital Cookie system.

**DOC Sync Complete** – Denotes that the appropriate troop information has been sent to the Digital Cookie system.

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

**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.

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

### ***Banking Information - Security***

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

Initial Display (no data)

---

Bank Name:

Bank Routing Number:

Bank Account Number:

Edit Display (no data)

Bank Name:

Bank Routing Number:

Bank Account Number:

Edit Display (data just entered)

Bank Name:

Bank Routing Number:

Bank Account Number:

## Display after Data entered and Save button pressed

Bank Name: Bank of America

Bank Routing Number: XXXXXX7899

Bank Account Number: XXXXXX4959

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

Bank Name:

Bank of America

Bank Routing Number:


XXXXXX7899

Bank Account Number:

XXXXXX4959

## Girls Tab

The girl tab allows you to enter in the names of the girls in your troop if your council allows. 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.



Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Trans

### Girls

Show Inactive +Add

**Ashley Emerton** Edit

Sales Goal: 0	Grade: 12	Caregiver: blakeemerton@bellsouth.net
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	Global/GSUSA ID: 9...4311796

**Cindy Wright** Edit

Sales Goal: 0	Grade: 6	Caregiver:
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	Global/GSUSA ID: 9...4311798


**Madison Denman** Edit

Sales Goal: 0	Grade: 12	Caregiver: mdenman22@aol.com
T-Shirt Size:	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	Global/GSUSA ID 103728992

**Becky Wright** Edit



Sales Goal: 0	Grade: 2	Caregiver:
T-Shirt Size: --	Inactive: yes	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311797

## Add Girl Information

To add a girl, click the  button.  
You can use the **TAB** key to move between the boxes.

---

**Add A Girl**

First Name  Last Name   Inactive  Registered

Grade  Caregiver Email

Global/GSUSA ID:  Sales Goal:

**First Name** – Enter the girl’s first name

**Last Name** – Enter the girl’s last name

**Global/GSUSA ID** - Enter the girl’s GSUSA/Global ID

**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.

**Registered** – If the girl is registered, check the box

**Grade** –Enter the girl’s grad K - 12

**Sales Goal** – (Optional) Enter the girl sales goal in boxes

**Shirt Size** – (Optional) Enter the girl’s shirt size

**Caregiver email** – Enter the primary caregiver’s email. Used for troop to email girl parents through eBudde.

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

## Edit Girl Information

Click the **Edit** button to change the girl information. Click the **Save** button to save the information. Click the **Cancel** button to not make the changes.

## Delete Girl from Troop

Click the **Edit** button, click the **Delete** button. Click **Save**. The girl **CANNOT** be deleted after the troop has submitted their initial order or the Digital Cookie Green Button has been pushed on the DOC Settings Tab.

## Shirt Size and Sales Goal

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

### Edit A Girl

Cancel

Save

First Name

Charlotte

Last Name

coastfour

Inactive

Grade

3

Caregiver Email

Global/GSUSA ID:

105961887

Registered

Sales Goal:

0

## Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order.

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.

Member of GS Council: Becky Demo Doc  
Little Bismarck

		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Total
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	
	Imported		0	0	0	0	0	0	0	0		0
	Other		0	0	0	0	0	0	0	0		0
	Last Year (Other)		0	0	0	0	0	0	0	0		0
	Booth		0	0	0	0	0	0	0	0		0
	Last Year (Booth)		0	0	0	0	0	0	0	0		0
	Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0		0
	Other+Extras+Charity	0	0	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 take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**



Other Initial Order

Cancel Save

Product	Packages
Adventurefuls \$ 5.00	0
Lemon-Ups \$ 5.00	0
Trefoils \$ 5.00	0
Do-Si-Dos \$ 5.00	0
Samoas \$ 5.00	0
Tagalongs \$ 5.00	0
S'mores \$ 5.00	0
Toffee-tastic \$ 5.00	0
<b>Total</b>	<b>0</b>



Other Initial Order

Cancel Save

Product	Packages
Adventurefuls \$ 5.00	100
Lemon-Ups \$ 5.00	100
Trefoils \$ 5.00	100
Do-Si-Dos \$ 5.00	100
Samoas \$ 5.00	100
Tagalongs \$ 5.00	100
S'mores \$ 5.00	100
Toffee-tastic \$ 5.00	100
<b>Total</b>	<b>800</b>

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

The system will display the completed order.

 Member of GS Council: Becky Demo Doc 

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

**Troop Initial Order** Submit Troop IO

		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Total
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	
	Imported		0	0	0	0	0	0	0	0	0	0
	Other		100	100	100	100	100	100	100	100	100	800
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered	0	100	100	100	100	100	100	100	100	0	800
	Cases To Order		9	9	9	9	9	9	9	9	9	72
	Other+Extras+Charity	800	8	8	8	8	8	8	8	8	0	864

To change any information, click the row that needs to be changed. The system will display the edit screen. Save your changes and they will display on the initial order.

The system will save all changes automatically.

**Submit Troop IO** – 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 warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or Cancel if you still need to make changes. The system will confirm that the troop order was submitted on the screen and send you an email.

The image displays two side-by-side screenshots of a web interface. The left screenshot shows a 'Submission Warning' dialog box with a green header. The text inside reads: 'You are about to submit your Initial Cookie Order. Are you sure? Once the Initial Order is submitted it cannot be changed.' At the bottom, there are two buttons: 'Cancel' (white with a blue border) and 'Submit Order' (solid blue). The right screenshot shows a 'Thank You!' dialog box with a green header. The text inside reads: 'The Initial Order for your Troop has been submitted.' At the bottom, there is a single 'Okay' button (solid blue).

## Ordering by Individual Girls

Click on the init. order tab.

Member of GS Council: Becky Demo Doc  
Little Broomie

Dashboard | Contacts | Settings | Gifts | **Init. Order** | Delivery | Gift Orders | Transactions | Tin Pickups | Cookie Eats | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Troop Initial Order

Submit Troop IO

Uses DOC	Girl	C_GOC	Advr	LmUp	Tre	D-S-O	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Jade C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Julia B.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Kelsey J.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Layla C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Quinci S.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie A.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0
	Imported	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0	0
	Booth	0	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0	0
	Cases To Order	0	0	0	0	0	0	0	0	0	0	0	0
	Other+Extras+Charity	0	0	0	0	0	0	0	0	0	0	0	0

**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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** 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.

Jade C. Initial Order

Product	Packages	Product	Packages
Gift of Caring \$3.00	<input type="text" value="1"/>		
Adventurefuls \$3.00	<input type="text" value="8"/>		
Lemon-Ups \$3.00	<input type="text" value="5"/>		
Trefoils \$3.00	<input type="text" value="9"/>		
Do-Si-Dos \$3.00	<input type="text" value="4"/>		
Samoas \$3.00	<input type="text" value="10"/>		
Tagalongs \$3.00	<input type="text" value="8"/>		
Thin Mints \$3.00	<input type="text" value="25"/>		
S'mores \$3.00	<input type="text" value="8"/>		
Toffee-tastic \$3.00	<input type="text" value="2"/>		
Troop GOC \$3.00	<input type="text" value="0"/>		
<b>Total</b>	<b>80</b>		

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

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

The system will save all changes automatically.

**Submit Troop IO** – 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 warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or Cancel if you

still need to make changes. The system will confirm that the troop order was submitted on the screen and send you an email.

**Submission Warning**

You are about to submit your Initial Cookie Order.

Are you sure?

Once the Initial Order is submitted it cannot be changed.

**Thank You!**

The Initial Order for your Troop has been submitted.

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 and will have a lock icon. In the example below Tory C.. was marked inactive.

Member of GS Council: Becky Demo Doc  
*Little Broomie*

Troop 1

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Gift Orders	Transactions	Ten Pickups	Cookie Exch	Rewards	Booth Sales	Payments	GOC Org	Sales Report	Reports	Help Center
<b>Troop Initial Order</b>																
<input type="button" value="Submit Troop ID"/>																
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total			
✓	Jade C.	1	8	5	9	4	10	8	25	8	2	0	80			
✓	Julia B.	0	0	0	0	0	0	0	0	0	0	0	0			
✓	Kelsey J.	0	0	0	0	0	0	0	0	0	0	0	0			
✓	Layla C.	0	0	0	0	0	0	0	0	0	0	0	0			
✓	Quinci S.	0	0	0	0	0	0	0	0	0	0	0	0			
✓	Suzie A.	0	0	0	0	0	0	0	0	0	0	0	0			
🔒	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0			
Imported		0	0	0	0	0	0	0	0	0	0	0	0			
Other		0	0	0	0	0	0	0	0	0	0	0	0			
Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0	0			
Booth		0	0	0	0	0	0	0	0	0	0	0	0			
Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0	0			
Pkg. Ordered		1	8	5	9	4	10	8	25	8	2	0	80			
Cases To Order			1	1	1	1	1	1	3	1	1		11			
Other+Extra Charity		0	4	7	3	8	2	4	11	4	10	0	53			

# Initial Order with Digital Cookie Girl Delivery Orders

Your council may allow for Digital Cookie Girl Delivery Orders approved by the parent to be added to your initial order. This is to help parents by including these packages as part of their initial order pickup. This will save you and the parents an additional trip to go get those cookie packages.

Click on the init. order tab.



## Troop Initial Order

[Submit Troop IO](#)

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00	Total	F_GOC
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC		
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0
✓	Elena R.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0
✓	Savannah S.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	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	0		0	
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0	0	0
	Cases To Order			0	0	0	0	0	0	0	0	0		0	
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0		0	

Each girl will have three rows on the page. One is the order card row which allows you to do data entry for the order card order from the girl. The next row is the DOC Girl Del. row which is not editable. These are girl delivery orders, approved by the parent and sent from Digital Cookie to eBudde. These orders match the girl delivery approved orders in Digital Cookie. The last row is a total of the Order Card and DOC Girl Del. rows. These are the cookies that will be distributed to the girl during the initial order delivery.

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00	Total	F_GOC
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC		
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0

**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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** button.

**Amelia J. Initial Order**

Cancel
Save

Product	Order Card	Girl Delivery	Total
Gift of Caring <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Adventurefuls <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Lemon-Ups <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Trefoils <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Do-Si-Dos <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Samoas <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Tagalongs <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Thin Mints <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
S'mores <small>\$ 6.00</small>	<input type="text" value="0"/>	0	0
Toffee-tastic <small>\$ 6.00</small>	<input type="text" value="0"/>	0	0
Troop GOC <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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.

Troop Initial Order

Users	DOC	Girl	C_GOC	Advf	Lmljp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total	FYI
Becky H.	✓	Order Card	0	100	100	100	100	100	100	100	100	100	100	1000	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	100	100	100	100	100	100	100	100	100	100	1000	0
Cindy W.	✓	Order Card	0	100	100	100	100	100	100	0	0	0	0	600	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	100	100	100	100	100	100	0	0	0	0	600	0
Imported			0	0	0	0	0	0	0	0	0	0	0	0	0
Other			0	0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0	0	0
Booth			0	0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	0	0	0
Plugs Ordered			0	200	200	200	200	200	200	100	100	100	100	1600	0
Cases To Order				17	17	17	17	17	17	9	9	9	9	129	
Other/Extras-Charity			0	4	4	4	4	4	4	8	8	8	8	-100	-52

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

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

The system will save all changes automatically.

**Submit Troop IO** – 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 warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or **Cancel** if you still need to make changes. The system will confirm that the troop order was submitted on the screen and send you an email.



### Submission Warning

You are about to submit your Initial Cookie Order.

Are you sure?

Once the Initial Order is submitted it cannot be changed.

Cancel

Submit Order

### Thank You!

The Initial Order for your Troop has been submitted.

Okay

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 and a lock icon will be displayed next to her name.

## Initial Order with Digital Cookie Girl Delivery Orders and Parent Initial Order from Digital Cookie

Your council may allow for Digital Cookie Girl Delivery Orders approved by the parent to be added to your initial order. This is to help parents by including these packages as part of their initial order pickup. This will save you and the parents an additional trip to go get those cookie packages.

You will now be able to see orders that the parents are submitting from the Digital Cookie system. They will need to do this by the parent initial order deadline date at 11:59 p.m. You can see this date/time on the settings tab. You can override the date but not the time.

Click on the init. order tab.

Troop 1260

Contacts Settings Girls **Init. Order** Delivery Girl Orders Transactions Cookie Exch Tax Pickup

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	Total	
		C_D	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff			
✓	Ava c.	Order Card	Saved	0	0	10	50	0	20	40	0	0	0	120
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	10	50	0	20	40	0	0	0	120
✓	Charlotte c.	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
✓	Emma c.	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	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	0
	Last Year (Other)			0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)			0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered			0	0	10	50	0	20	40	0	0	0	120
	Cases To Order			0	1	5	0	2	4	0	0	0	0	12
	Extras			0	2	10	0	4	8	0	0	0	0	24

When the parent initial order comes in from the Digital Cookie system, it will populate the Order Card row. You will need to review and save the order. You are allowed to edit the numbers as well. To do this click in the row and the edit screen will be displayed.

Each girl will have three rows on the page. One is the order card row which allows you to do data entry for the order card order from the girl **OR receive the initial order from the parent sent from Digital Cookie.** The next row is the DOC Girl Del. row which is not editable. These are girl delivery orders, approved by the parent and sent from Digital Cookie to eBudde. These orders match the girl delivery approved orders in Digital Cookie. The last row is a total of the Order Card and DOC Girl Del. rows. These are the cookies that will be distributed to the girl during the initial order delivery.

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00		
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0

**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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** button.

**Amelia J. Initial Order**

Cancel
Save

Product	Order Card	Girl Delivery	Total
Gift of Caring <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Adventurefuls <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Lemon-Ups <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Trefoils <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Do-Si-Dos <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Samoas <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Tagalongs <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
Thin Mints <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
S'mores <small>\$ 6.00</small>	<input type="text" value="0"/>	0	0
Toffee-tastic <small>\$ 6.00</small>	<input type="text" value="0"/>	0	0
Troop GOC <small>\$ 5.00</small>	<input type="text" value="0"/>	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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.

Use DDC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total	FYI
<input checked="" type="checkbox"/>	Becky H.	Order Card	0	100	100	100	100	100	100	100	100	100	100	1000	0
		DOC Gift Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	100	100	100	100	100	100	100	100	100	100	1000	0
<input checked="" type="checkbox"/>	Cindy W.	Order Card	0	100	100	100	100	100	100	0	0	0	0	600	0
		DOC Gift Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	100	100	100	100	100	100	0	0	0	0	600	0
	Imported			0	0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0	0
	Phys. Ordered		0	200	200	200	200	200	200	100	100	100	100	1600	0
	Cases To Order			17	17	17	17	17	17	9	9	9	9	129	
	Other*Extra Charity		0	4	4	4	4	4	4	8	8	8	-100	-52	

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

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. This line is for the total of GIRL orders. The system will take you to the edit screen. Click in the first input box and enter the quantity. Tab through the screen to go to each variety. Click **Save** to save the order. Click **Cancel** if you do not want to save. The system will confirm that the order has been saved. The numbers will be transferred to the initial order. **NOTE: GOC column(s) is not available for other sales.**

The system will save all changes automatically.

**Submit Troop IO** – 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 warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or Cancel if you still need to make changes. The system will confirm that the troop order was submitted on the screen and send you an email.

The image displays two side-by-side screenshots of a web interface. The left screenshot shows a 'Submission Warning' dialog box with a green header. The text inside reads: 'You are about to submit your Initial Cookie Order. Are you sure? Once the Initial Order is submitted it cannot be changed.' Below the text are two buttons: 'Cancel' (white with a blue border) and 'Submit Order' (solid blue). The right screenshot shows a 'Thank You!' dialog box with a green header. The text inside reads: 'The Initial Order for your Troop has been submitted.' Below the text is a single 'Okay' button (solid blue).

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 and a lock icon will be displayed next to her name.

## 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 specifications.

The screenshot shows the eBudde interface for Troop 10431. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery (highlighted), Girl Orders, and Transactions. Below the navigation bar is the heading "Delivery Pickup".

There are two buttons: "View Confirmation" and "Submit".

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
<b>Troop Total</b>	<b>93</b>

Pickup Total 93

Who is picking up your cookies?

- Someone from my Troop
- Some other Troop (or my SU)

Answer the questions and the location and time box will display. Select your time by clicking in the box to the right of the time. Click the **Submit** button. The system will confirm your submission.

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

Delivery Pickup

View Confirmation
Submit

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
<b>Troop Total</b>	<b>93</b>
Pickup Total	93

Who is picking up your cookies?

Someone from my Troop

Some other Troop (or my SU)

Will you be picking up for more than one troop?

Yes  No

**Delivery Station and Time**

Please choose your Delivery Station

Alpharetta (250) ▼

You need 1 slot.

Line:

8:00am	T10431
8:10am	TBecky
8:20am	
8:30am	
8:40am	
8:50am	
9:00am	
9:10am	
9:20am	
9:30am	
9:40am	
9:50am	

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.

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

Delivery Confirmation

Edit Delivery

**Cookie Order**

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
<b>Troop Total</b>	<b>93</b>
Pickup Total	93

**Pickup Location**

Pickup Name: Alpharetta (250)  
 Pickup Location: 1775 Founders Parkway, Alpharetta 30009  
 Pickup Date: 07/23/22  
 Pickup Time: 8:00am  
 Pickup: Line 1

ESTIMATED Number of Vehicles  
 (You will need one of the following)

- 5 Compact Cars
- 4 Hatchback Cars
- 3 Mid-size sedans
- 2 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats in)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

**Msgs & Hints**

**Message from your Delivery Clerk**  
 comments

**Helpful Hints**

- Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
- Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

## Contactless Delivery Option

Your council may decide to use a contactless method of delivery. If so, the confirmation form is your key to the success of this method. On the confirmation form you will now find a **PICKUP CODE** that you will need at delivery time.

**eBudde Troop 10431**

Dashboard | Contacts | Settings | Girls | Init. Order | **Delivery** | Girl Orders | Transactions | Txn Pickups

### Delivery Confirmation

[Edit Delivery](#)

**Cookie Order**

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
<b>Troop Total</b>	<b>93</b>
Pickup Total	93

**Pickup Location**

Pickup Name: Alpharetta (250)  
 Pickup Location: 1775 Founders Parkway, Alpharetta 30009  
 Pickup Date: 07/23/22  
 Pickup Time:  
**Pickup Code: 741792**  
 (send to 225-398-3281)

ESTIMATED Number of Vehicles  
 (You will need one of the following)

- 5 Compact Cars
- 4 Hatchback Cars
- 3 Mid-size sedans
- 2 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats in)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

**Msgs & Hints**

Message from your Delivery Clerk  
 comments

**Helpful Hints**

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

The **PICKUP CODE** is the starting point to a **CONTACTLESS** delivery.

The information here is just an example. Not the actual code and pickup number. The process is as below:

1. You will need to check in. This is done by texting 741792 to 1-225-398-3281.
- 2.

**Pickup Location**

Pickup Name: Alpharetta (250)  
 Pickup Location: 1775 Founders Parkway, Alpharetta 30009  
 Pickup Date: 07/23/22  
 Pickup Time:  
**Pickup Code: 741792**  
 (send to 225-398-3281)

ESTIMATED Number of Vehicles  
 (You will need one of the following)

- 5 Compact Cars
- 4 Hatchback Cars
- 3 Mid-size sedans
- 2 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats in)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

New Message [Cancel](#)

To: +1 (225) 398-3281

741792

"741792"

1 2 3 4 5 6 7 8 9 0

- / : ; ( ) \$ & @ "

#+= . , ? ! ' <>

ABC ☺ 📎 space return



3. You will get a response from the system saying you are checked in. Be sure your troop number and total cases are correct!



4. Once your order has been fulfilled, the delivery clerk will release the cookies. You **MUST** confirm that you received the cases and you agree on the variety amounts. You will also have the opportunity to ask for help if assistance is needed,



5. If you agree with the order, type in a 1 to confirm. This will complete your **CONTACTLESS** delivery pickup. An email will be sent to you with the details of your order by variety to all troop leaders and cookie chairs.

If there is an issue with your order, type in a 2 to get help from your delivery clerk. Your council can then help resolve your issue.



## 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. You will also see all you Digital Cookie Orders by girl on this screen.

## Girl Order Summary View

Uses DOC	Girl	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	T_GOC	Total	Total Due	Paid	Bal. Due	
✓	Ashley E.	58	0	518	315	0	42	17	7	957	\$ 851.00	\$ 180.44	\$ 670.56	
✓	Cindy W.	23	0	28	23	0	22	22	22	140	\$ 460.00	\$ 282.56	\$ 177.44	
✓	Madison D.	15	0	14	14	0	14	14	15	86	\$ 197.00	\$ 14.00	\$ 183.00	
✓	Becky W.	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	
✓	Troop Site	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	
<b>Girl Totals</b>		<b>96</b>	<b>0</b>	<b>560</b>	<b>352</b>	<b>0</b>	<b>78</b>	<b>53</b>	<b>44</b>	<b>1183</b>	<b>\$ 1508.00</b>	<b>\$ 476.00</b>	<b>\$ 1030.00</b>	
Troop Order (Actual pkgs+C_GOC)											1261			
Difference											78			

Click a girl to get to the girl detail screen.

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

The girl orders 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.

**Uses DOC** – A check mark denotes that the girl has access to the Digital Cooke system

**Initial** – These cookies were sold at initial order time and this number will match the girl’s order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab.

**Booth** – These cookies are the cookies the girls sell at the booth sites.

**Other** – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-about, 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.

eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up at the bottom of the list in grey. Inactive girls must always have 0 packages sold and no balance due.

eBudde Troop 10431 Member of GS Council: Demo  
Little Encino

Dashboard Contacts Settings Gifts Init. Order Delivery **Girl Orders** Transactions Tax Pickups Cookie Cash Rewards Booth Sales Payments GOC Org Sales Report Reports Help Center

### Girl Orders Summary

Below are your troop sales broken down by Girl.  
To viewedit a Girl's transactions select the appropriate row.

View	Girls	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	Initial	Total Due	Paid	Bal. Due
✓	Ashley E	88	72	822	315	22	43	17	7	1086	\$6362.00	\$185.44	\$5175.56		
✓	Cindy W	23	35	31	23	10	23	22	22	189	\$1000.00	\$262.56	\$717.44		
✓	Madison D	15	7	14	14	2	14	14	15	95	\$505.00	\$14.00	\$491.00		
✓	Locky W	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00		
✓	Lelia B	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00		
✓	Troop Site	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00		
<b>Girl Totals</b>		<b>106</b>	<b>228</b>	<b>874</b>	<b>511</b>	<b>68</b>	<b>116</b>	<b>64</b>	<b>52</b>	<b>1719</b>	<b>\$ 8843.00</b>	<b>\$ 601.00</b>	<b>\$ 8240.00</b>		
Troop Status (Initial pkg-c, doc)												1967			
Difference												-452			

## Girl View

eBudde Troop 10431 Member of GS Council: Demo  
Little Encino

Dashboard Contacts Settings Gifts Init. Order Delivery **Girl Orders** Transactions Tax Pickups Cookie Cash Rewards Booth Sales Payments GOC Org Sales Report Reports Help Center

### Ashley E.

Cancel +Order +Payment

Switch to Girl: **Ashley E.** All Orders

doc	Comments	Inv	Bth	C_GOCs	Cookie Initials	Cookie Booths	Cookie Others	Spec Initials	Spec Booths	Spec Others	T_GOCs	Totals	Total Due	Paid	Bal. Due
✓	DOC DLVR 1234			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC DLVR shipped			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP shipped			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 3456			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 7657			0	0	0	0	0	0	2	0	2	\$ 0.00	\$ 12.00	\$ 12.00
✓	Init. Order "Locked"			2	72	0	0	22	0	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
	comment		✓	0	0	0	150	0	29	0	0	179	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	0	150	0	0	0	0	150	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	500	0	0	0	0	0	500	\$ 0.00	\$ 0.00	\$ 0.00
				50	0	0	0	0	0	0	0	50	\$ 250.00	\$ 0.00	\$ 250.00
	paid		✓	0	0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
				1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	io			1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	0724			0	0	7	7	0	7	7	0	28	\$ 0.00	\$ 0.00	\$ 0.00
	0724			0	0	0	0	0	0	0	0	0	\$ -17.00	\$ 17.00	\$ 0.00
<b>Totals</b>				<b>96</b>	<b>114</b>	<b>560</b>	<b>352</b>	<b>34</b>	<b>78</b>	<b>53</b>	<b>44</b>	<b>1331</b>	<b>\$ 1508.00</b>	<b>\$ 476.00</b>	<b>\$ 1030.00</b>

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.

**+Order** – This button allows you to add packages and payments to the girl. You may add as many orders as necessary. You can enter in order transactions, payment transactions or both in one transaction.

- +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.
- 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.
- All Orders** – The All Orders drop box allows you to see all of the girl’s records, initial order recap, and/or inventory items (if applicable) girl delivery records (if applicable)
- Cancel** – This link allows you to return back to the girl orders summary view. Any transaction entered will automatically be displayed on the summary view.

## Adding Additional Cookie Orders

Click the **+Add** button. The system will display the add screen.

The screenshot shows the 'Ashley E. Orders & Payments' screen in the eBudde Troop 10431 system. At the top, there is a navigation bar with tabs for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Gift Orders (highlighted), Transactions, Tin Pickups, Cookie Exch, Rewards, Booth Sales, and Paym. Below the navigation bar, the page title is 'Ashley E. Orders & Payments'. There are two buttons: 'Cancel' and 'Save'. A 'Comment' input field is present, along with checkboxes for 'Inv' and 'Booth'. The main content area is a table with two columns: 'Product' and 'Packages'. The table lists several items, each with a price of \$5.00 and a quantity of 0. The items are: Gift of Caring, Cookie Booth, Cookie Other, Spec Booth, Spec Other, and Troop GOC. A 'Total' row at the bottom of the table shows a total of 0. To the right of the table is a 'Financials' section with a 'Total Due' of \$ 0.00, a 'Paid' input field with 0, and a 'Bal. Due' of \$ 0.00.

In the boxes, 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. If applicable you can check the **INV** box to send the packages/payment to the Digital Cookie system. Click the Booth box if the transaction is for booth cookies. Click the **SAVE** button to save the transaction.

## Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **+Payment** button. The system will display the payment entry screen. Enter a comment and click the **INV** box (if applicable) to send the payment to the Digital Cookie system. Click the **SAVE** button to save the

transaction. You may be allowed to add payments to girl after the season closes if you council allows.

2022-23 Sales Season Quick Links

eBudde Troop 10431

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Transactions Txn Pickups Cookie Exch Rewards

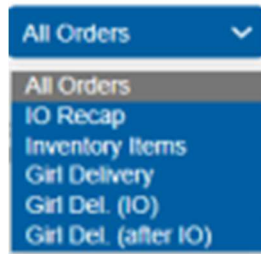
Ashley E. Orders & Payments

Cancel Save

Comment  Inv

Finicals	
Total Due	\$ 670.56
Paid	<input type="text" value="0"/>
Bal. Due	\$ 670.56

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



### View Options –

- **All Orders** displays all records for the girl.
- **IO Recap** displays all orders received from Digital Cookie prior to the troop submitting their initial order and the initial order record as well.
- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all Digital Cookie girl delivery orders that are part of the initial order.
- **Girl Del. (after IO)** shows all Digital Cookie girl delivery orders that are part of the additional order period.
- **Inventory Items** displays all transactions marked in the **Inv.** column that will be sent to Digital Cookie for the parent/girl inventory.

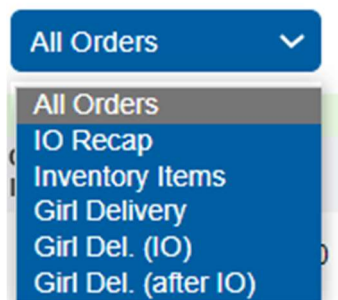
## Sending Girl Order Information to Digital Cookie

Your council can choose if eBudde will be sending girl order tab information to the parent/girl inventory/financial pages in Digital Cookie. The column is labeled **Inv**. If you check this box, the information on that line will be sent to Digital Cookie to help the parent/girl know that more cookies have been given to her OR payments have been received by her.



So when do you check this box? You check the box only if it is additional cookies being given to the girl for offline orders and for payments for offline orders. You do not send over booth packages/payments as those records are just for the credit to the girl and are not physical packages that the girl is given. You do not check the box for packages given to fulfill online orders as those orders are already recorded in the Digital Cookie system. If you accidentally check the box, you can uncheck at any time. The information will be sent to Digital Cookie as data entry occurs so it is visible to the parent/girl in real time.

To help you keep track of those records, you can see only records marked in the **Inv.** column by selecting Inventory Items in the drop down.



When you select Inventory Items, the system will list only the items that marked in the **Inv.** column

## ***Girl Order Tab – Varieties 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. You will also see all you Digital Cookie Orders by girl on this screen.

**NOTE: Rasp is the new Raspberry Rally Digital Cookie shipped only cookie. You will not be able to edit that column.**

## Girl Order Summary View

### Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girl*	C_GOC	Rasp	Advf	LmtUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total*	Total Due	Paid	Bal. Due*	F_GOC
✓	Nadine S.	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	<b>Girl Totals</b>	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
	Troop Order (Actual pkg+C_GOC)	0	0	0	0	0	0	0	0	0	0	0	0	0				0
	Difference	0	0	-10	0	0	0	0	0	0	0	0	0	-10				0

Click a girl to get to the girl detail screen.

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

[Record a Booth Sale](#)

**Booth Sales**

[Sign up for a Council Booth](#) [Add / Edit a Troop Booth](#)

**My Booth Sales**

Choose the Sale that you wish to update and/or record sales.

[Email Signups](#) [Find Free Slots](#)

- Blecky's Pizza Parlour**  
Date: 07/23/22 Time: 10:00am 4:00pm  
1231 Upas St., San Diego, CA, 92103 [Record Sale](#)
- Town Center at Cobb**  
Date: 02/07/23 Time: 11:00am 1:40pm  
400 Ernest Barnett Pkwy, Suite 100, Kennesaw, GA, 30144  
Near Center Court [Update Time](#)
- One White Oak Apartments**  
Date: 03/11/23 Time: 4:00pm 7:00pm  
2080 One White Oak Lane, Cumming, GA, 30041  
Check-in with Sade Stokes or Symone Stephens at leasing office [Update Time](#)

The girl orders summary view shows a total row for each girl. Cookies are recorded by variety

**Uses DOC** – A check mark denotes that the girl has access to the Digital Cooke system

**Council GOC** – Your council’s acronym for the council Gift of Caring

**Varieties** – Lists each variety

**Troop GOC** – Your council’s acronym for a troop Gift of Caring (if applicable)

**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.

**FYI GOC** – Your council’s acronym for a FYI Gift of Caring (if applicable)

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.

eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up at the bottom of the list in grey. Inactive girls must always have 0 packages sold and no balance due.

Member of GS Council: Demo  
Little Brownie

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Troop/GOC | Troop Pickups | Cookie Cash | Remarks | Double Sales | Payments | GOC Ctg | Sales Report | Reports | Help Center

**Girl Orders Summary**

Below are your troop sales broken down by Girl.  
To view all a Girl's Transactions select the appropriate row.

Uses DOC	Girl's	\$5.00				\$6.00				\$5.00				Totals	Total Due	Paid	Bal. Due
		Cookie Initial	Cookie Booth	Cookie Other	Troop Initial	Troop Booth	Troop Other	F. I. G. C.	F. I. G. C.								
✓	Ashley E	88	72	522	316	22	43	17	7	1056	\$6362.00	\$185.44	\$5176.56				
✓	Cindy W	23	35	31	23	10	23	22	22	189	\$1000.00	\$282.56	\$717.44				
✓	Madison D.	15	7	14	14	2	14	14	15	95	\$505.00	\$14.00	\$491.00				
✓	Lucky W.	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00				
✓	Lacie B.	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00				
✓	Troop Site	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00				
	<b>Girl Totals</b>	<b>106</b>	<b>228</b>	<b>574</b>	<b>511</b>	<b>68</b>	<b>116</b>	<b>64</b>	<b>52</b>	<b>1710</b>	<b>\$ 8842.00</b>	<b>\$ 601.00</b>	<b>\$ 8240.00</b>				
	Troop Order (Initial Order, GOC)									1267							
	Difference									-452							

# Girl View

Nadine S.

[Cancel](#)

[+Order](#)

[+Payment](#)

Switch to Girl: Nadine S. ▾

All Orders ▾

doc	Comment	Invo	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	F_GOC
	Init. Order "Locked"			0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	additional	✓	✓	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
<b>Totals</b>				0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	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.

**+Order** – This button allows you to add packages and payments to the girl. You may add as many orders as necessary. You can enter in order transactions, payment transactions or both in one transaction.

**+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.

**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.

**All Orders** – The All Orders drop box allows you to see all of the girl’s records, initial order recap, and/or inventory items (if applicable) girl delivery records (if applicable)

**Cancel** – This link allows you to return back to the girl orders summary view. Any transaction entered will automatically be displayed on the summary view.

## Adding Additional Cookie Orders

Click the **+Add** button. The system will display the add screen.

Nadine S. Orders & Payments

Cancel

Save

Comment   Inv  Booth

Product	Packages
Gift of Caring \$ 5.00	<input type="text" value="0"/>
Adventurefuls \$ 5.00	<input type="text" value="0"/>
Lemon-Ups \$ 5.00	<input type="text" value="0"/>
Trefoils \$ 5.00	<input type="text" value="0"/>
Do-Si-Dos \$ 5.00	<input type="text" value="0"/>
Samoas \$ 5.00	<input type="text" value="0"/>
Tagalongs \$ 5.00	<input type="text" value="0"/>
Thin Mints \$ 5.00	<input type="text" value="0"/>
S'mores \$ 5.00	<input type="text" value="0"/>
Toffee-tastic \$ 5.00	<input type="text" value="0"/>
Troop \$ 5.00	<input type="text" value="0"/>
<b>Total</b>	<b>0</b>

Financials	
Total Due	\$ 0.00
Paid	<input type="text" value="0"/>
Bal. Due	\$ 0.00
Product Packages	
FYI \$ 5.00	<input type="text" value="0"/>

In the boxes, 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. If applicable you can check the **INV** box to send the packages/payment to the Digital Cookie system. Click the Booth box if the transaction is for booth cookies. Click the **SAVE** button to save the transaction.

### Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **+Payment** button. The system will display the payment entry screen. Enter a comment and click the **INV** box (if applicable) to send the payment to the Digital Cookie system. Click the **SAVE** button to save the transaction. You may be allowed to add payments to girl after the season closes if you councils allows.

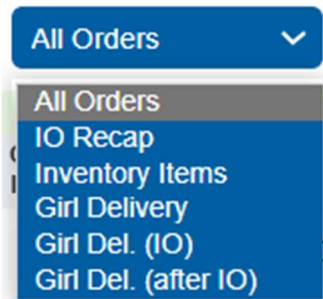
Nadine S. Orders & Payments

Cancel

Save

Comment   Inv

Financials	
Total Due	\$ 60.00
Paid	<input type="text" value="0"/>
Bal. Due	\$ 60.00



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

### View Options –

- **All Orders** displays all records for the girl.
- **IO Recap** displays all orders received from Digital Cookie prior to the troop submitting their initial order and the initial order record as well.
- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all Digital Cookie girl delivery orders that are part of the initial order.
- **Girl Del. (after IO)** shows all Digital Cookie girl delivery orders that are part of the additional order period.
- **Inventory Items** displays all transactions marked in the **Inv.** column that will be sent to Digital Cookie for the parent/girl inventory.

### Sending Girl Order Information to Digital Cookie

Your council can choose if eBudde will be sending girl order tab information to the parent/girl inventory/financial pages in Digital Cookie. The column is labeled **Inv.** If you check this box, the information on that line will be sent to Digital Cookie to help the parent/girl know that more cookies have been given to her OR payments have been received by her.



So when do you check this box? You check the box only if it is additional cookies being given to the girl for offline orders and for payments for offline orders. You do not send over booth packages/payments as those records are just for the credit to the girl and are not physical packages that the girl is given. You do not check the box for packages given to fulfill online orders as those orders are already recorded in the Digital Cookie system. If you accidentally check

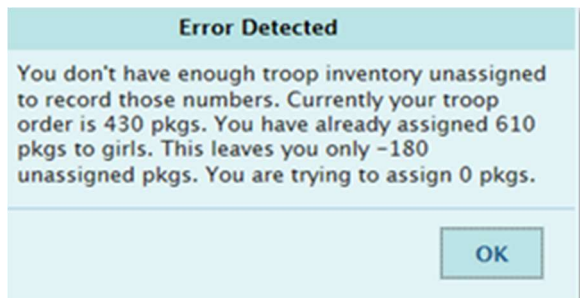
the box, you can uncheck at any time. The information will be sent to Digital Cookie as data entry occurs so it is visible to the parent/girl in real time.

To help you keep track of those records, you can see only records marked in the Inv. column by selecting Inventory Items in the drop down.

When you select Inventory Items, the system will list only the items that marked in the **Inv.** column

### ***Girl Order Tab – Lock Transaction Option***

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




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

### ***Girl Order Tab Gift Of Caring***

	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00
C GOC <span>?</span>	Core Initial	Core Booth	Core Other	Specialty Initial	Specialty Booth	
						0

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

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

	\$ 4.00				
y	T GOC 	◆Total	Total Due	Paid	◆Bal. C
0					\$ 9

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

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

## Girl Order Tab – All Orders

The All Orders dropdown box is located in the middle of the screen. All orders is the default that you will see so you can see all the girl's records. Digital cookie, booth records, payments and any record keyed in by you.

The screenshot shows the eBudde software interface for Troop 10431. A dropdown menu is open, showing options: All Orders, IO Recap, Inventory Items, Girl Delivery, Girl Del. (IO), and Girl Del. (after IO). The 'All Orders' option is highlighted. Below the menu, the 'Girl Orders' tab is selected in the navigation bar. The main content area shows a table for Ashley E. with columns for various order types and financial data. A red box highlights the 'All Orders' dropdown in the table's header area.

doc	Comments	Invo	Btho	Cookie Invent	Cookie Booths	Cookie Others	Spec Initials	Spec Booths	Spec Others	T_GOCs	Totals	Total Due	Paid	Bal. Due
✓	DOC DLVR 1234			0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC DLVR shipped			0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP shipped			0	0	0	1	0	0	1	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 3456			0	0	0	1	0	0	1	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 7657			0	0	0	0	0	0	2	2	\$ 0.00	\$ 12.00	\$ 12.00
	Init. Order "Locked"			2	72	0	0	22	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
	comment	✓		0	0	0	150	0	29	0	179	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	0	150	0	0	0	150	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	500	0	0	0	0	500	\$ 0.00	\$ 0.00	\$ 0.00
				50	0	0	0	0	0	0	50	\$ 250.00	\$ 0.00	\$ 250.00
	paid	✓		0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
				1	0	1	1	0	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	io			1	0	1	1	0	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	0724			0	0	7	7	0	7	7	28	\$ 0.00	\$ 0.00	\$ 0.00
	0724			0	0	0	0	0	0	0	0	\$ -17.00	\$ 17.00	\$ 0.00
	Totals			96	114	560	352	34	78	53	44	\$ 1508.00	\$ 476.00	\$ 1030.00





## Troop Transactions

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

Transaction Type	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
On Hand	0	0	0	0	0	0	0	0	0	0	0
Pending (Cup Orders)	0	0	0	0	0	0	0	0	0	0	0
After Pending	0	0	0	0	0	0	0	0	0	0	0

Receipt	Type	Date	2nd Party	Pickup	Line	Adof	Lmap	Tns	D-S-D	Sam	Taps	Tsize	Smr	Toff	Total
Init. Del.		0728					120	120	120	120	120	132	132	132	1116
3 DOC shipped orders	normal	0723	C2000				0	0	0	0	2	0	0	2	6
T4000	normal	0714	C1000	0714			0	0	0	25	0	0	0	0	25
On Hand							120	120	120	145	120	122	132	134	1147
Pending (Cup Orders)							0	0	0	0	0	0	0	0	0
After Pending							120	120	120	145	120	122	132	134	1147

### Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit and they submit to council. 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 sources that the council has available.

### Troop to Troop Transactions

The troop transaction tab is where you can record that you got/gave away cookies to another troop. Only one record needs to be created as it is a two-sided transaction. If the troop giving away the cookies creates the transaction,

you will put the other troop as the second party. Once you complete the record by saving, you will see it deducted from your inventory and the other troop will see it added to their inventory. Corrections can only be made on the troop that created the transaction.

### Digital Cookie Transactions

Any orders that are shipped to the customer from Digital Cookie will appear here on the transaction tab as the troop gets credit for those packages sold. Payments for those packages will also show on the payment tab as they are paid through the Digital Cookie system. Because there may be many, many orders we have recapped those orders into one row. However you can expand those by checking the **Exp. DOC Orders** button.

Exp. Doc Orders

### Pending troop orders (optional)

Troops can now place pending cookie orders to service units and/or cupboards. You can use the dropdown to see your pending orders. 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	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
---------	------	------	-----------	--------	------	------	------	------	-----	-------	-----	------	-------	-----	------	-------

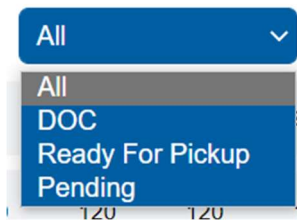
The columns listed from left to right are as follows:

- Receipt** - This is the receipt code of the transaction
- 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.
- Line** – Pickup Line (if applicable)
- Advf** - Adventurefuls
- 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

**Transaction Dropdown** – This dropdown allows you to see specific types of transactions. The system will default to all until you submit your initial order and then will default to pending. The options are:

- All** – Lets you see all packages that your troop is responsible for.
- DOC** – This option shows you totals for all Digital Cookie shipped orders. These records are locked and cannot be edited.
- Ready for Pickup** – These are orders that are ready for you to pickup at the cupboard.
- Pending** – These are orders you have placed with a cupboard that will be picked up at a later date.



### Create a product transaction

To create an inventory transaction, click the **+Add** button. The system will display the entry page.

**Time & Place**

Date: 07/28/2022    Receipt: All000

Normal | Booth | Adjustment | Return

Troop | Service Unit | Cupboard

Select Location

Pickup

Date:    Time:   

Contact Info: BeckyHarrigan, trp10431@becky.lbb.com, 1231 Upas St.

**Cookie Order**

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>

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

**Receipt** - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. eBudde™ will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde™ create a receipt number for you.** The status of the receipt is determined by councils. Councils can choose to have it totally locked, locked upon saving or open for edits.

**Type** – Select type of transaction.

Normal – Transaction with no specific designation

Booth – Transaction is for a booth sale

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

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

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

**Second Party:** - this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard, a service unit or a troop? You would select it by clicking the party you want to transact with. If you click on troop, a box will open for you to put the troop number in. If you click on cupboard, a dropdown will display of all the cupboards you have available to pickup from.

**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. This is optional for troop-to-troop transactions

**Schedule** - Lets you know what days and times the cupboard you selected is open.

**Schedule Notes** – Lets you know if there is any additional cupboard information you need to know.

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

**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.

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

**Cookie Order**

Add Product Remove Product

\* This cupboard has one or more varieties marked as unavailable.

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>

You then must click **Save** to save the transaction entered.

You can print a receipt by clicking the Print button.

**Edit Transaction**

Cancel

Delete

Save

**Time & Place**

Date:  Receipt:  #

Print Normal Booth Adjustment Return

Troop	Service Unit	Cupboard
Troop: <input type="text" value="Becky"/>		

Pickup

Date:  Time:

Contact Info:

**Cookie Order**

Add Product Remove Product

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="6"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Totals</b>	<b>0</b>	<b>6</b>

## ***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 **Save** and the transaction is displayed on the grid under the pending option or all option.

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

### Add Transaction

#### Time & Place

Date:  Receipt:  #

Troop  Service Unit  Cupboard

Alpharetta (250)

**Pickup**

Date:  Time:  Line: 1

**Schedule:**  
10:00am-5:00pm Su,M,Tu,W,Th,F,Sa  
from 07/14/22 to 10/31/22

Schedule Notes

- Expect delays between 2/10-2/12.
- Park at the front parking lot and call (770)325-9100. You will receive further instructions
- MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
- If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
- Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.
- Closed for Lunch 11:45 am to 1:00 pm Monday thru Friday.

Contact   
Info

#### Cookie Order

Product	Cases	Packages
Adventurefufs	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Totals</b>	<b>0</b>	<b>0</b>

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Schedule section that pops up when you select the cupboard. The cupboard may also have additional notes that will be displayed above the contact information.

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. Cupboards can specify lines which can choose at time of ordering. 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.



## Txn. Pickups

The Transaction Pickup tab allows for contactless cupboard pickups where you acknowledge that you have picked up the cookies at a cupboard.

The state of the Txn. Pickups tab is dependent on where you are in the process.

The process is as follows:

1. Troop creates a pending order
2. Cupboard releases the order
3. Troop confirms the order

Troop has created the order – Txn Pickup shows:

The screenshot shows the eBudde interface for Troop 10431. The navigation bar includes: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Txn Pickups (highlighted in green).

### Released Cupboard Transactions

Show All Future

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
EII000	(1000) LaGrange	07/28/2022	0	0	0	12	0	0	12	0	0	Confirm

You can show today only or future transactions

The troop is expected to confirm the order. Click the confirm link. You will get a message that the order is confirmed. You will also get an email confirmation with the details of the order. The Txn Pickup shows:

The screenshot shows the eBudde interface for Troop 10431. The navigation bar includes: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Txn Pickups (highlighted in green). A green message box displays: "Transaction EII000 pickup confirmed."

### Released Cupboard Transactions

Show All Future

You do not have any transactions released for pickup.

## Cookie Exchange

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

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

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

You can elect if you want to display your phone number to others as a means of contact.

Inc. my phone number



Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickup
-----------	----------	----------	-------	-------------	----------	-------------	--------------	------------

### 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](#)

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input checked="" type="checkbox"/> Inc. my phone number
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<a href="#">Update Pkgs to Exchange</a>

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.

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

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

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

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

**To see what cookies are available by other troops:**

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

**eBudde Troop 10431**

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions

**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](#)

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input checked="" type="checkbox"/> Inc. my phone number
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<a href="#">Update Pkgs to Exchange</a>

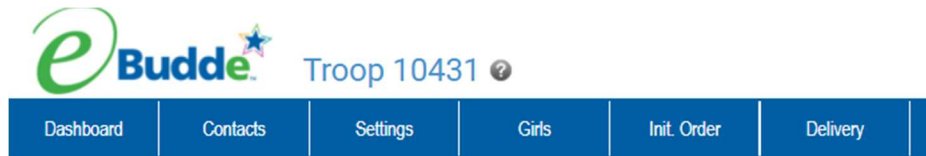
Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted. For current availability please contact the troop leader.

ADVENTUREFULS	Total: 0
LEMON-UPS	Total: 0
TREFOILS	Total: 0
DO-SI-DOS	Total: 0
SAMOAS	Total: 0
TAGALONGS	Total: 5
07/22/22 Troop: Becky Tagalongs: 5 Rebecca <a href="mailto:greateratlantabeta@b...">greateratlantabeta@b...</a> 100 Acre Wood	
THIN MINTS	Total: 0
S'MORES	Total: 0
TOFFEE-TASTIC	Total: 0

## Rewards Tab

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

### Troop Reward Order



### Troop Rewards Order Forms



**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 troop order.

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

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



# Troop 10431 Final Reward Order

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

Opt-out of Troop Rewards: No
PGA-Selling: 630.50
PGA-Registered: 630.50

[Edit All Below](#)

- Ashley E. receives 4 rewards (size/catalog selection done)
- Cindy W. receives 3 rewards (size/catalog selection needed)
- Madison D. receives 2 rewards (size/catalog selection needed)
- Becky W. receives 0 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	1	Go Ahead Bright Hoodie (sized) 1 YS 0 YM 0 YL/AS 0 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

**Submit Reward Order**

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

## Individual Girl Reward Order

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



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

Opt-out of Troop Rewards: No  
 PGA-Selling: 630.50  
 PGA-Registered: 630.50

[Edit All Below](#)

Ashley E. receives 4 rewards (size/catalog selection done)  
 Cindy W. receives 3 rewards (size/catalog selection needed)  
 Madison D. receives 2 rewards (size/catalog selection needed)  
 Becky W. receives 0 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	1	Go Ahead Bright Hoodie (sized) 1 YS 0 YM 0 YL/AS 0 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

[Cancel](#) [Submit Reward Order](#)

**NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.**

For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the girl and troop order.

[Edit All Below](#)

Ashley E. receives 4 rewards (size/catalog selection done)  
 Cindy W. receives 3 rewards (size/catalog selection needed)  
 Madison D. receives 2 rewards (size/catalog selection needed)  
 Becky W. receives 0 rewards

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out to you by highlighting a message in red saying

(size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green. (size/catalog selection done).

You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.

**Boxes sold: 189**  
**DOC Boxes sold: 0**  
**DOC Charity: 0**

Values shown above are current values

**Shirt size: YS**

Box Level	Reward
10	tshirt <input type="radio"/> YS <input checked="" type="radio"/> YM <input type="radio"/> YL
50	Journal
100	Go Ahead Bright Hoodie (sized) <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> YL/AS <input type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL <input type="radio"/> A2XL <input type="radio"/> A3XL

**100 Hula Hoop**

**Cancel** **Submit Girl Order**

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

Enter the size for the t-shirt or make a choice if necessary. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.



Troop 10431 Final Reward Order ?

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

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

Opt-out of Troop Rewards: No  
 PGA-Selling: 630.50  
 PGA-Registered: 630.50

[Edit All Below](#)

- [Ashley E.](#) receives 4 rewards (size/catalog selection done)
- [Cindy W.](#) receives 4 rewards (size/catalog selection done)
- [Madison D.](#) receives 2 rewards (size/catalog selection needed)
- [Becky W.](#) receives 0 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	2	Go Ahead Bright Hoodie (sized) 1 YS 0 YM 0 YL/AS 1 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

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

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





Dashboard	Contacts	Settings	Girls	Init. Order
-----------	----------	----------	-------	-------------

Girl: [Ashley Emerton](#)

Boxes sold: **1056**

DOC Boxes sold: **10**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

Box Level	Reward
-----------	--------

Girl: [Cindy Wright](#)

Boxes sold: **189**

DOC Boxes sold: **0**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

Box Level	Reward
-----------	--------

Girl: [Madison Denman](#)

Boxes sold: **95**

DOC Boxes sold: **0**

DOC Charity: **0**

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

**eBudde** Troop 10431 Final Reward Order ?

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions

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

Opt-out of Troop Rewards: No  
 PGA-Selling: 630.50  
 PGA-Registered: 630.50

Ashley E. receives 4 rewards (size/catalog selection done)  
 Cindy W. receives 4 rewards (size/catalog selection done)  
 Madison D. receives 3 rewards (size/catalog selection done)  
 Becky W. receives 0 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	3	Go Ahead Bright Hoodie (sized) 2 YS 0 YM 0 YL/AS 1 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

Cancel Submit Reward Order

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. You will click the **Submit Reward Order** button to submit your order to your service unit.



# Troop 10431 Final Reward Order

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transac
-----------	----------	----------	-------	-------------	----------	-------------	---------

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

Opt-out of Troop Rewards: No  
 PGA-Selling: 630.50  
 PGA-Registered: 630.50

[Edit All Below](#)

- [Ashley E.](#) receives 4 rewards (size/catalog selection done)
- [Cindy W.](#) receives 4 rewards (size/catalog selection done)
- [Madison D.](#) receives 3 rewards (size/catalog selection done)
- [Becky W.](#) receives 0 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	3	Go Ahead Bright Hoodie (sized) 2 YS 0 YM 0 YL/AS 1 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

[Cancel](#)

[Submit Reward Order](#)

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

## 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. Troops can also record what was sold and monies collected at a booth sale.

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

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



### Booth Sales

Cookie Calc.



My Booth Sales •

You haven't signed up for or added any Booth Sales.



## Free Slots

Pressing the **Find 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 **Email Xlsx** button. If you decide not to look for free slots, click the **Back** button.

**Available Slots**

Business Name:

City:

State:  Zip:

Date from:  to

Time from:  to

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

Becky Testing Council Available Booth Sites							
Jul 6, 2011 at 02:42PM							
Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

**Current Signups** - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. The report will be emailed to you. 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.

#12424 Current Signups							
Demo							
Jul 30, 2022 at 06:04PM							
2022-23 Sales Season							
Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes
Kendra Scott Shops Around Lenox	iant-Check in with Customer Service	Allanta, GA 30326	03/03/23	12:00pm	3:00pm	03:00	

### 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.

### Council Sales

Cancel
 Hide Unavailable

⬆️ ATLANTA, GA

- Childrens Musuem of Atlanta**

275 Centennial Olympic Park...  
Inside Plaza in Front of Build...

Wed Mar 08 2023 1:30pm - 4:30pm
- Kendra Scott Shops Around ...**

3400 Around Lenox Rd. NE  
Weather Dependant-Check i...
- Phi Kappa Theta Fraternity**

800 Fowler Street NW  
Outside
- Skyline West Apartments**

1390 Northside Dr. NW  
Weather Dependent. Check-i...
- Transwestern**


3445 Peachtree Rd. NE Ste 150  
Inside

You can hide those sites that are unavailable by clicking the **Hide Unavailable** box.

To begin selection of your Council Booth Sales, click the **Sign up for Council Booth** button. Click on the down arrow next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the down arrow to the right of 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 Okay.**

### Council Sales

 **Childrens Musuem of Atlanta on 03/08**  
@275 Centennial Olympic Park Dr. NW

Choose a time slot and then Submit.  
*To opt out click on that slot again and re-submit.*

Email me if slots open up.

(1 others waiting)

Time	Troop
1:30pm	T12424

You can now be put on a waitlist for a booth location for a specific date. Move the **email if slots open up** slide to on. eBudde™ will then send you an email if any one or more of the slots become open. **KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT!** There may be several of you that get the email. You can also see how many other troops are

on the waiting list. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim! Once you have asked to be notified, eBudde™ will continue to send emails when slots become open. If you want to turn the notification off, go back to the booth site and Move the **email if slots open up** slide to off You can now see on the Notify button how many troops are on the waiting list. You can see on the button that there is one other troop on the waiting list

### Troop Booth Signup Request (Optional)

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

The screenshot shows the eBudde interface for Troop 10431. At the top, there is a navigation bar with tabs for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, and Girl Orders. Below the navigation bar is the heading "Add A Troop Sale". There are two buttons: "Cancel" on the left and "Save" on the right. The form contains several input fields: "Business:" (one field), "Address:" (one field), "Address2:" (one field), "City:" (one field), "State:" (one field), "Zip:" (one field), "Contact:" (one field), "Phone:" (one field), "Email:" (one field), "Date:" (one field), "Start Time:" (one field), and "End Time:" (one field). Each field is separated by a horizontal line.

Click the **Add/Edit a Troop Booth** option. Click on the **+Add** button. A page will display for you to enter the information necessary. Click **Save** 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.

The screenshot shows the 'Add A Troop Sale' form in the eBudde Troop 10431 interface. The interface includes a navigation bar with 'Dashboard', 'Contacts', 'Settings', 'Girls', 'Init. Order', 'Delivery', and 'Girl Order'. The form has a 'Cancel' button on the left and a 'Save' button on the right. The form fields are as follows:

- Business:** Food Kling
- Address:** 123 A St.
- Address2:** (empty)
- City:** San Diego
- State:** CA
- Zip:** 92111
- Contact:** Suzie Smith
- Phone:** 555-555-5555
- Email:** ss@lbb.com
- Date:** 08/06/2022
- Start Time:** 8:00am
- End Time:** 11:00am

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



## Troop Booth Sales

Cancel

+Add

Below are your currently defined Booth Sales.

	Becky's Pizza Parlour Date: 07/23/22 Time: 10:00am 4:00pm 1231 Upas St. San Diego, CA, 92103 Approval: approved	<a href="#">Edit</a>
	Becky's Pizza Parlour Date: 07/30/22 Time: 10:00am 12:00pm 1231 Upas St. SAN DIEGO, CA, 92103 Approval: denied Conflicts	<a href="#">Edit</a>

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 allow you to delete your booth request, and you need to have it deleted, contact your council or volunteer.

### Edit A Troop Sale

Cancel [Delete](#) Save

Business:  
Becky's Pizza Parlour

---

Address:  
1231 Upas St.

Address2:

City: San Diego State: CA Zip: 92103

---

Contact: Sharon Coleman Phone: (555)555-5555

Email: sc@lbb.com

---

Date: 07/23/2022 Start Time: 10:00am End Time: 4:00pm

Approval: approved

Ability to delete is at council discretion

## Record Sales (Optional)

A troop can record their booth site sales. The troop records total packages sold and then can distribute those packages to the girls. You can record sales for both council sites and troop requested sites.

The screenshot shows the eBudde Troop 10431 interface. At the top, there is a navigation bar with the following tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, and Transa. Below the navigation bar, the page title is "Booth Sales". On the right side, there is a "Cookie Calc." button. In the center, there are two buttons: "Sign up for a Council Booth" and "Add / Edit a Troop Booth". Below these buttons, the section is titled "My Booth Sales". A yellow banner contains the text: "Choose the Sale that you wish to update and/or record sales." Below the banner, there are two buttons: "Email Signups" and "Find Free Slots". The main content area displays a list of three booth sales entries, each with a location pin icon, the name of the site, the date and time, the address, and a button to either "Record Sale" or "Update Time".

Location	Date	Time	Address	Action
Becky's Pizza Parlour	07/23/22	10:00am 4:00pm	1231 Upas St., San Diego, CA, 92103	Record Sale
Town Center at Cobb	02/07/23	11:00am 1:40pm	400 Ernest Barrett Pkwy, Suite 100, Kennesaw, GA, 30144 Near Center Court	Update Time
One White Oak Apartments	03/11/23	4:00pm 7:00pm	2080 One White Oak Lane, Cumming, GA, 30041 Check-in with Sade Stokes or Symone Stephens at leasing office	Update Time

Click **Record Sale** on the site you want to record. 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.

### Booth Sale Recorder

Becky's Pizza Parlour: 2022-07-23 10:00am

Product	Cash Sales	DOC Sales	Total	Program	Cash Sales	DOC Sales	Total
Adventurefuls \$ 5.00	<input type="text" value="1"/>	0	1	Gift of Caring \$ 5.00	<input type="text" value="1"/>	0	1
Lemon-Ups \$ 5.00	<input type="text" value="1"/>	0	1	Troop GOC \$ 5.00	<input type="text" value="1"/>	0	1
Trefoils \$ 5.00	<input type="text" value="1"/>	0	1	<b>Total</b>	11	0	11
Do-Si-Dos \$ 5.00	<input type="text" value="1"/>	0	1	<b>Received</b>	\$57.00	\$0.00	\$57.00
Samoas \$ 5.00	<input type="text" value="1"/>	0	1				
Tagalongs \$ 5.00	<input type="text" value="1"/>	0	1				
Thin Mints \$ 5.00	<input type="text" value="1"/>	0	1				
S'mores \$ 6.00	<input type="text" value="1"/>	0	1				
Toffee-tastic \$ 6.00	<input type="text" value="1"/>	0	1				
<b>Total</b>	9	0	9				

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

Click **Cancel** if you do not want to record the sales. Click **Revert** to revert back the changes. Click **Go to Distribute** to go to the girl distribution screen..

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

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

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

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

This is what you see in the girl order tab for booth sale recordings.

eoc	Comments	Invs	Bths	C_GOCs	Cookie Initials	Cookie Booths	Cookie Others	Spec. Initials	Spec. Booths	Spec. Others	T_GOCs	Totals	Total Due	Paid	Bal. Due
	Init. Order "Locked"			0	35	0	0	10	0	0	0	45	\$235.00	\$0.00	\$235.00
				0	0	5	0	0	0	0	0	5	\$25.00	\$0.00	\$25.00
				0	0	1	1	0	0	0	0	2	\$10.00	\$0.00	\$10.00
	Order 2222			22	0	22	22	0	22	22	22	132	\$704.00	\$22.00	\$682.00
				0	0	0	0	0	0	0	0	0	\$0.00	\$214.00	\$-214.00
	Becky's Pizza Parlour, 07/23 @ 10:00am			✓	1	0	3	0	0	1	0	5	\$26.00	\$26.00	\$0.00
	Totals			22	36	27	25	10	22	23	22	147	\$1000.00	\$282.00	\$717.00

## Payments

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

The screenshot shows the eBudde interface for Troop 10431. The top navigation bar includes: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Txn Pickups, Cookie Exch, Rewards, Booth Sales, and Payments (highlighted in green). Below the navigation bar, the "Troop Payments" section is visible. It features a checkbox for "Expand DOC Payments" and a "+Add" button. A summary line indicates "Total Payments \$ 556.00". Below this, a table lists two payments:

Date	Troop	Bank	Description	Amount
07/23/22	Troop: 10431	DOC Bank	5 DOC Orders	\$56.00
07/19/22	Troop: 10431	GSGATL Bank	becky1	\$500.00

As you enter payments they will be displayed on the screen. You can **Add, Edit, or Delete** payments.

By selecting Expand DOC Payments you can see the individual payments coming from Digital Cookie.

## Adding Payments

Click the **+Add** button.

The screenshot shows the "Add A Payment" form in the eBudde interface. The top navigation bar includes: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Txn Pickups. The form has a "Cancel" button on the left and a "Save" button on the right. The form fields are:

- Bank: A dropdown menu currently showing "GSGATL Bank".
- Date: An empty text input field.
- Refnum: An empty text input field.
- Troop: A text input field containing "10431".
- Amount: A text input field containing "0", with a dollar sign (\$) to its right.

Select the bank, enter date, reference number (optional) and amount. Use the **Tab** key to move across the page. Press **Save** to complete the record or **Cancel** if you do not want to save.

**Bank** – Select the bank

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

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

**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.

**Troop #** – Already filled out

## **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.


## **Editing/Deleting Payments**


You can change/delete a payment by selecting the payment. You will then go to the edit screen. You can delete by clicking the **Delete** button. You can edit by making changes and selecting **Save**. You can go back to the payment list by clicking **Cancel**.



## 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. All fields are required except for the email address.



Troop 10431 GOC Organizations 

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

### GOC Organizations

NOTE: All fields are required EXCEPT for Email.

Organization	Contact	Sales
Name: <input type="text" value="Food Bank"/>	Name: <input type="text" value="Becky Harrigan"/>	Pkgs Donated: <input type="text" value="500"/>
Address: <input type="text" value="1231 Upas St."/>	Phone: <input type="text" value="(555)555-5555"/>	<input type="button" value="Delete"/>
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92103"/>	Email: <input type="text" value="t@lbb.com"/>	<input type="button" value="Update"/>

Organization	Contact	Sales
Name: <input type="text"/>	Name: <input type="text"/>	Pkgs Donated: <input type="text"/>
Address: <input type="text"/>	Phone: <input type="text"/>	
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Email: <input type="text"/>	<input type="button" value="Add"/>


Enter in organizational information and click update. eBudde™ will then provide Additional data entry for as many organizations as you need to enter.



# Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, payments and the calculation for troop profit, council monies and balance due. Gift of Caring/Donation cookies will automatically populate on the sales report from the girl order tab.

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



## Troop 10431 Sales Report

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

Exclude Pending Transactions

### Council Demo, Troop 10431 Sales Report

email: [trp10431cc@becky.lbb.com](mailto:trp10431cc@becky.lbb.com)  
Phone:  
Cell:

-----  
**Becky Harrigan**  
1231 Upas St.  
San Diego, CA 92103  
email: [trp10431@becky.lbb.com](mailto:trp10431@becky.lbb.com)  
Phone: (555)555-5555  
Cell:

-----  
**Cindy Wright**

email: [cw@lbb.com](mailto:cw@lbb.com)  
Phone:  
Cell:

#### Cookie

Pkg price: 5.00 Case price: 60.00 Pkgs sold: 993  
Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000  
Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no  
Girl Init. Pkgs: 114  
Booth Init. Pkgs: 700  
DOC Init. Girl Del. Pkgs: 2  
Init. Charity Pkgs: 3

#### Specialty

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 268  
Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000  
Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no  
Girl Init. Pkgs: 34  
Booth Init. Pkgs: 200  
DOC Init. Girl Del. Pkgs: 2  
Init. Charity Pkgs: 0

Girls Selling: 2  
Girls Reg.: 2  
Init. Girls Sellg: 3  
Level: OTHER  
SU Name: 100 Acre Wood  
SU Number: 615  
Sales Goal: 1000  
PGA Selling: 630.50  
PGA Registered: 630.50  
Initial PGA: 375.00  
T\_GOC Pkgs: 44

Bank Name: Bank of America  
Routing No.: XXXXXX7899 Acct No.: XXXXXX4959

Pkgs Received			
07/28	Initial Order	---	1116
07/14	C1000	THI000	25
07/23	C2000	3 DOC shipped orders	6
07/28	TBecky	BII000	-6
07/28	C1000	EII000	24
C_GOC pkgs.			96
<b>Total Pkgs Received</b>			<b>1261</b>
Total DOC Pkgs Received			6
Total DOC Charity Pkgs Received			0
In addition there was:			
Total DOC Delivered Pkgs Received			4

Payments Made		
Date	Reference	Amount
2022-07-23	5 DOC Orders	\$ 56.00
2022-07-19	becky1	\$ 500.00
<b>Total Payments</b>		<b>\$ 556.00</b>
<b>Total DOC Payments</b>		<b>\$ 56.00</b>

<b>Total Troop Sales</b>	\$ 6,573.00	<b>Council Proceeds</b>	\$ 5,312.00
<b>Troop Proceeds</b>	- \$ 1,261.00	<b>Payments Made</b>	- \$ 556.00
<b>Council Proceeds</b>	\$ 5,312.00	<b>Amount You Owe Council</b>	\$ 4,756.00

Signature: \_\_\_\_\_

- [Expand DOC](#)
- [View report in CASES](#)
- [Print Page](#)
- [Show as PDF](#)

## Sales Report updates for Pending and Digital Cookie

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

Pending transactions are indicated with an asterisk before the quantity.

<b>Total Pkgs Received</b>	<b>3113</b>
<b>Total DOC Pkgs Received</b>	<b>175</b>
<b>Total DOC Charity Pkgs Received</b>	<b>70</b>
In addition there was:	
<b>Total DOC Delivered Pkgs Received</b>	<b>229</b>

Digital Cookie packages and payments are now recap for viewing ease. The system will tell you total packages and total payments. If you want to see all the individual records, you can click the **Expand DOC** button at the bottom of the report and it will refresh and show all the records.

Pkgs Received				Payments Made		
07/28	Initial Order	---	1116	Date	Reference	Amount
07/14	C1000	THI000	25	2022-07-23	5 DOC Orders	\$ 56.00
07/23	C2000	3 DOC shipped orders	6	2022-07-19	becky1	\$ 500.00
				Total Payments		\$ 556.00

[Expand DOC](#)

## Sales Report with ACH Amount Displayed (Optional)

If you council does a sweep of you troop bank account for monies owed (ACH), they can now display the next sweep amount on your Sales Report.

The system will display the name of the sweep that the council designates and the amount that will be swept. See your council manual/volunteer for more details on formulas, timing, etc.

---

Exclude Pending Transactions

### Council Becky DOC Demo, Troop 18024 Sales Report

Girls Selling: 13  
Girls Reg.: 12  
Init. Girls Sellg: 12  
Level: BR  
SU Name: Fayette 618  
SU Number: 618  
Sales Goal: 0  
PGA Selling: 191.2308  
PGA Registered: 207.1667  
Initial PGA: 149.9167

#### Cookie

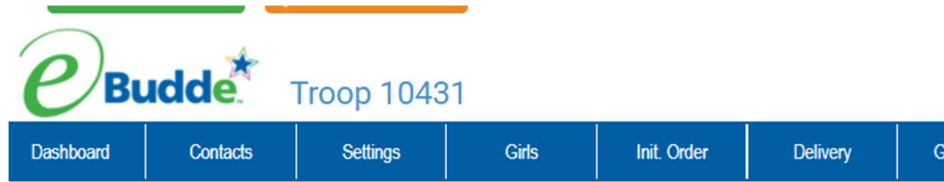
Pkg price: 4.00 Case price: 48.00 Pkgs sold: 2333  
Trp Proceeds Rate: 0.600 No Reward Proceeds: 0.000  
Generic Proceeds 1  
0.03 no  
Girl Init. Pkgs: 1147  
Booth Init. Pkgs: 444  
DOC Init. Girl Del. Pkgs: 216  
Init. Charity Pkgs: 0  
Balance Due ACH: 287.95

#### Specialty

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 153  
Trp Proceeds Rate: 0.700 No Reward Proceeds: 0.000  
Generic Proceeds 1  
0.03 no  
Girl Init. Pkgs: 108  
Booth Init. Pkgs: 12  
DOC Init. Girl Del. Pkgs: 11  
Init. Charity Pkgs: 0

# Reports

The reports tab allows troops to run reports. Reports are in XLSX, PDF and HTML formats.



## Troop 10431 Reports

### Initial Cookie Order Reports

Pickup Sheet  Pre-printed Form [View](#)

Blank Pickup Sheet (Bubble Form) [View](#)

### Cupboard Information Reports

Cupboards [XLSX](#) [PDF](#)

### Delivery Station Information Reports

Delivery Stations [XLSX](#) [PDF](#)

### Booth Reports

Current Signups [XLSX](#) [PDF](#)

Booth Site Sales [XLSX](#) [PDF](#)

### Reward Reports

Girl Rewards HTML  Initial  Final [View](#)

Troop Rewards HTML  Initial  Final [View](#)

### GOT Reports

GOT Balance Report [XLSX](#)

**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](#)

All DOC Orders [XLSX](#) [PDF](#)

Cancelled DOC Orders [XLSX](#) [PDF](#)

**Recap Reports**

Cookie Exchanges [XLSX](#) [PDF](#)

Pickup Sheet (Bubble Sheet)

<b>34</b>	<b>34</b>	<b>31</b>
Adventurefuls	Do-Si-Dos	Thin Mints
<b>34</b>	<b>34</b>	<b>34</b>
Lemon-Ups	Samoa's	S'mores
<b>32</b>	<b>32</b>	<b>34</b>
Trefoils	Tagalongs	Toffee-tastic

Troop# 18020

Cases 295

Pickup At: 3 Sisters (752) -- Sat, Oct 3 -- 10:10am

Cupboard List

(18020) Cupboard List											
Becky DCC Demo											
Aug 7, 2020 at 10:19PM											
2019-20 Sales Season											
Name	Number	Unavailable Cookies	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
Alpharetta	250	none	123 Any St		Alpharetta	GA	30404	555-555-5555			9:00am-11:45am M,Tu,W,Th,F; from 02/13/20 to 10/15/20 1:00pm-4:00pm M,Tu,W,Th,F; from 02/13/20 to 10/15/20 9:00am-12:00pm

Delivery List

#10002 Delivery List

Becky Demo

Jul 27, 2013 at 02:19PM

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

# Booth Sales Reports

<b>#18020 Current Signups</b>							
Demo							
Jul 28, 2021 at 02:22PM							
2021-22 Sales Season							
<b>Business</b>	<b>Location</b>	<b>Location Notes</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>	<b>Time Notes</b>
Becky's Pizza Parlor	San Diego, CA 92103		08/02/21	10:00am	6:00pm	08:00	

<b>#18020 Booth Sales -- Pkgs</b>											
Demo											
Jul 28, 2021 at 02:23PM											
2021-22 Sales Season											
<b>Location</b>	<b>Date</b>	<b>Adventurefuls</b>	<b>Lemon-Ups</b>	<b>Trefoils</b>	<b>Do-Si-Dos</b>	<b>Samoas</b>	<b>Tagalongs</b>	<b>Thin Mints</b>	<b>S'mores</b>	<b>Toffee-tastic</b>	<b>Total</b>
Becky's Pizza Parlor	Mon, Aug 2 @ 10:00am	12	12	12	12	12	12	12	12	12	108
	<b>Totals</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>108</b>



## Rewards Reports

---

### Abiella A.

Boxes sold:88  
DOC Boxes sold:11  
DOC Charity:11  
DOC Total Emails:0

Box Level	Reward
DOC Charity 10	doc donation
38	2020 Year Bar Patch
86	WOW the World Patch Mini Plush Dangler

---

### Froska L.

Boxes sold:230  
DOC Boxes sold:58  
DOC Charity:5  
DOC Total Emails:0

Box Level	Reward
38	2020 Year Bar Patch
86	WOW the World Patch Mini Plush Dangler
112	Spa Set: Headband & Magic Cloth Spa Headband Magic Cloth
150	Butterfly Journal
200	Goal Getter Patch
	Butterfly Plush OR Table Sign (pick 1) <input type="checkbox"/> Plush Butterfly <input checked="" type="checkbox"/> Table Top Sign
230	Butterfly Pouch w/Bracelet&Cookie Charm Butterfly Pouch Charm Bracelet Charm, Shake

**TROOP ORDER:**

<b>Box Level</b>	<b>Quantity</b>	<b>Reward</b>
<b>S4M 20</b>	1	<b>Smiles4Military Patch</b> (20 S4M pkgs)
<b>38</b>	7	<b>2020 Year Bar Patch</b>
<b>86</b>	4	<b>WOW the World Patch</b>
	4	<b>Mini Plush Dangler</b>
<b>112</b>	1	<b>Spa Set: Headband &amp; Magic Cloth</b> Spa Headband Magic Cloth
<b>150</b>	1	<b>Butterfly Journal</b>
<b>200</b>	1	<b>Goal Getter Patch</b>
	1	<b>Butterfly Plush OR Table Sign</b> (pick 1) 0 Plush Butterfly 1 Table Top Sign
<b>230</b>	1	<b>Butterfly Pouch w/Bracelet&amp;Cookie Charm</b> Butterfly Pouch Charm Bracelet Charm, Shake

# GOT Reports

GOT Reconciliation												
Jul 30, 2022 at 06:36PM												
2022-23 Sales Season												
Girl	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Specialty Initial	Specialty Booth	Specialty Other	T_GOC	Total	Total Due	Paid	Bal. Due
Ashley Emerton	58	72	522	315	22	43	17	7	1056	\$878.00	#####	\$692.56
Cindy Wright	23	35	31	23	10	23	22	22	189	\$460.00	#####	\$177.44
Madison Denman	15	7	14	14	2	14	14	15	95	\$197.00	\$14.00	\$183.00
Becky Wright	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Girl Totals</b>	<b>96</b>	<b>114</b>	<b>567</b>	<b>352</b>	<b>34</b>	<b>80</b>	<b>53</b>	<b>44</b>	<b>1340</b>	<b>\$1,535.00</b>	<b>#####</b>	<b>\$1,053.00</b>
Troop Order	96			999			268		1267			
Difference	0	0	0	-647	0	0	-215	0	73	\$0.00	\$0.00	\$0.00

## 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
All DOC Orders	XLSX	PDF
Cancelled DOC Orders	XLSX	PDF

**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 Report (Filter)

Added Before:

Added After:

[Back to Report List](#) [XLSX](#)

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

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

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

**DOC Orders By Girl Filter:**

Date Range:

-

Order Types:

- Shipped & Donated
- Shipped
- Delivered (In-Person) & Donated
- Delivered (In-Person)
- Donated

Delivery Types:

- In Hand
- Pickup
- Mobile

Cases  Pkgs

Exportable:

[Back to Report List](#)

[XLSX](#)

#18020 DOC Orders -- Pkgs																				
Demo																				
Jul 28, 2021 at 02:26PM																				
2021-22 Sales Season																				
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales	
Abiella	Anthony	112370577	35948576	Delivery			07/28/21	2	1	2	3	4	5	6	7	8	9	45	\$225.00	
<b>Totals</b>								2	1	2	3	4	5	6	7	8	9	45	\$225.00	
<b>Totals</b>																				

**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 Girl Financial Report Filter:**

Date Range:

-

Order Types:

- Shipped & Donated
- Shipped
- Delivered (In-Person) & Donated
- Delivered (In-Person)
- Donated

Delivery Types:

- In Hand
- Pickup
- Mobile

Exportable

[Back to Report List](#)   [XLSX](#)

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

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

DOC Girl Delivery (In Person) Orders Varieties Only														
Demo GA														
Jul 28, 2021 at 02:31PM														
2021-22 Sales Season														
First Name	Last Name	GSUSA ID	Date	Order Number	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Abiella	Anthony	112370577	07/28/21	35948576	1	2	3	4	5	6	7	8	9	45
<b>Totals</b>					1	2	3	4	5	6	7	8	9	45

### All DOC Orders

#18020 All DOC Orders -- Pkgs																						
Demo GA																						
Jul 28, 2021 at 02:34PM																						
2021-22 Sales Season																						
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Refund?	Credited	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales	
<b>Totals</b>																						

### Cancelled DOC Orders Report

#18020 All DOC Orders -- Pkgs																						
Demo																						
Jul 28, 2021 at 02:38PM																						
2021-22 Sales Season																						
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Refund?	Credited	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales	
<b>Totals</b>																						

# Cookie Exchange

#18020 Troop Cookie Exchanges																	
Demo																	
Jul 28, 2021 at 02:37PM																	
2021-22 Sales Season																	
Area Name	Area Number	SU Name	SU #	Troop	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoa's	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total	Email	First Name	Last Name
N Fulton/Forsyth/Cherokee - J. Davis	5	Dreamcatchers	835	19816	2	0	0	0	0	0	0	0	0	2	greaterallantabeta@tbb.com	Rebecca	Hammann
				<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>			
				<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>			



# HELP Center

The help tab provides information on how eBudde works and also includes resources for you throughout the cookie sale. Your council can direct you to the content for council resources. Feel free to explore!

**eBudde™** Help Center

Search

▶ **eBudde™ Basics**

▶ **Managing Your Sale**

- ▶ **Troops**
  - Microburst Training Videos
  - Menu Bar DOC
  - Dashboard for DOC
  - Contacts Tab DOC
  - Settings Tab
  - Girls Tab DOC
  - Initial Order Tab
  - Delivery Tab
  - Girl Order Tab in Category Form
  - Transaction Tab
  - Rewards Tab
  - Booth Sales
  - Deposits
  - GOC Org Tab
  - Sales Report
  - Reports
- ▶ **Digital Cookie**
- ▶ **Specialty Cookies**
- ▶ **Mobile apps**
- ▶ **Manuals**
- ▶ **From the Council**
- ▶ **FAQs**

## Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of Manuals for great resources from your council

**Little Brownie Bakers**  
www.littlebrownie.com

## 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

Uses DOC	Girl	C_GOC	Advr	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
<input checked="" type="checkbox"/>	Nadine S.	Order Card	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	Trinity R.	Order Card	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0
		Total Order	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	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0
	Other+Extras Charity	0	0	0	0	0	0	0	0	0	0	0

## Girl Order Tab – Category View

[Record a Booth Sale](#)

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

Uses DOC	Girl	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due
<input checked="" type="checkbox"/>	Ashley E.	58	72	518	315	22	42	17	1051	\$ 851.00	\$ 185.44	\$ 665.56
<input checked="" type="checkbox"/>	Cindy W.	23	35	28	23	10	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44
<input checked="" type="checkbox"/>	Madison D.	15	7	14	14	2	14	14	95	\$ 197.00	\$ 14.00	\$ 183.00
<input checked="" type="checkbox"/>	Becky W.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/>	Troop Site	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Girl Totals</b>	<b>96</b>	<b>114</b>	<b>560</b>	<b>352</b>	<b>34</b>	<b>78</b>	<b>53</b>	<b>1331</b>	<b>\$ 1508.00</b>	<b>\$ 481.00</b>	<b>\$ 1025.00</b>
	Troop Order (Actual pkgs+C_GOC)								1267			
	Difference								-64			

# Girl Order Tab – Variety View

## Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girl's	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	Nadine S.	0	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Girl Totals</b>	0	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
	Troop Order (Actual pkg+C_GOC)	0	0	0	0	0	0	0	0	0	0	0	0			
	<b>Difference</b>	0	0	-10	-1000	0	0	0	0	0	0	0	-1010			

# Troop GOC

## Initial Order Tab

eBudde Troop 1245 Member of GS Council: Northern California  
Little Biscuits

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Gd Orders | Transactions | Tim Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

### Troop Initial Order

Uses DOC	Girl		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	Total
			Advr	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	
✓	Nadine S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		<b>Total Order</b>	0	0	0	0	0	0	0	0	0	0	0
✓	Trinity R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		<b>Total Order</b>	0	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	0
		Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0	0
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0

## Girl Order Tab – Category View

eBudde Troop 10431

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | **Girl Orders** | Transactions | Tim Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report

### Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girls	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	T_GOC	Total	Total Due	Paid	Bal. Due
✓	Ashley E.	72	518	315	22	42	17	7	1051	\$ 851.00	\$ 185.44	\$ 665.56
✓	Cindy W.	35	28	23	10	22	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44
✓	Madison D.	7	14	14	2	14	14	15	95	\$ 197.00	\$ 14.00	\$ 183.00
✓	Becky W.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	Troop Site	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Girl Totals</b>	<b>114</b>	<b>560</b>	<b>352</b>	<b>34</b>	<b>78</b>	<b>53</b>	<b>44</b>	<b>1331</b>	<b>\$ 1508.00</b>	<b>\$ 481.00</b>	<b>\$ 1025.00</b>
	Troop Order (Actual pkgs+C_GOC)									1267		
	Difference										-64	

# Girl Order Tab – Varieties View

## Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girls	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Totalo	Total Due	Paid	Bal. Dueo
✓	Nadine S.	0	10	1000	0	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Girl Totals</b>	0	10	1000	0	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
	Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	0	0	0	0	0	0	0			
	Difference	0	-10	-1000	0	0	0	0	0	0	0	0	-1010			

# FYI GOC

## Initial Order Tab



Member of GS Council: Northern California  
*Little Biscuits* SALES

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

### Troop Initial Order

Uses DOC	Girl		Advr	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
<input checked="" type="checkbox"/>	Nadine S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	Trinity R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	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	0
		Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0	0
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0

## Girl Order Tab – Category View



Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sales	Payments	GOC Org	Sales Report
-----------	----------	----------	-------	-------------	----------	-------------	--------------	-------------	-------------	---------	-------------	----------	---------	--------------

### Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girls	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due*	F_GOC
<input checked="" type="checkbox"/>	Ashley E.	72	518	315	22	42	17	1051	\$ 851.00	\$ 185.44	\$ 665.56	0
<input checked="" type="checkbox"/>	Cindy W.	35	28	23	10	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44	0
<input checked="" type="checkbox"/>	Madison D.	7	14	14	2	14	14	95	\$ 197.00	\$ 14.00	\$ 183.00	0
<input checked="" type="checkbox"/>	Becky W.	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
<input checked="" type="checkbox"/>	Troop Site	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	Girl Totals	114	560	352	34	78	53	1331	\$ 1508.00	\$ 481.00	\$ 1025.00	0
	Troop Order (Actual pkgs+C_GOC)										1267	
	Difference										-64	

# Girl Order Tab – Variety View

## Girl Orders Summary

[Record a Booth Sale](#)

Below are your troop sales broken down by Girl.  
To viewedit a Girl's Transactions select the appropriate row.

Uses DOC	Girls	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total*	Total Due	Paid	Bal. Due*	F_GOC
✓	Nadine S.	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00	0
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	<b>Girl Totals</b>	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00	0
	Troop Order (Actual plus+C_GOC)	0	0	0	0	0	0	0	0	0	0	0				0
	Difference	0	-10	-1000	0	0	0	0	0	0	0	-1010				0



## Appendix B – Product Transaction Form Options

Cupboards now have the ability to select how a troop will place a pending order. Will it be predefined dates and times with times broken out in time slots. Will it be specific days with a range of times that you must adhere to. Will it be open where there are no specifics. See the three methods below.

### Cupboards with days, times and slots, lines – Click in the Pickup box

The screenshot shows the 'Add Transaction' form with a 'Time & Place' section and a 'Cookie Order' section. A calendar overlay is visible, showing the month of July 2022. The date 30 is selected. The 'Pickup' section shows a date of 07/30/2022 and a time slot of 10:00am-5:00pm. The 'Cookie Order' section lists products like Adventurefuls, Lemon-Ups, Trefois, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic, each with a quantity input field.

The screenshot shows the 'Add Transaction' form with a 'Time & Place' section and a 'Cookie Order' section. A time slot selection overlay is visible, showing a list of hours from 10 am to 4 pm. The 'Pickup' section shows a date of 07/30/2022 and a time slot of 10:00am-5:00pm. The 'Cookie Order' section lists products like Adventurefuls, Lemon-Ups, Trefois, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic, each with a quantity input field.

## Add Transaction

Cancel

Save

### Time & Place

Date: 07/29/2022 Receipt: JII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Alpharetta (250)

**Pickup**

Date: 07/30/2022 Time: Line: 1

**Schedule:**  
10:00am-5:00pm Su, M, Tu, W, Th, F, Sa  
from 07/14/22 to 10/31/22

**Schedule Notes**

Contact Info: beckytrp@becky.lib.com

### Cookie Order

Add Pr

Choose an hour	Times	Lines				
		1	2	3	4	5
10 am	10:00am					
11 am	10:15am					
12 pm	10:30am					
1 pm	10:45am					
2 pm						
3 pm						
4 pm						

Close

Product

Adventurefuls

Lemon-Ups

Trefoils

Do-Si-Dos

Samoas

Tagalongs

Thin Mints

S'mores

Toffee-tastic

Totals 0 0

## Add Transaction

Cancel

Save

### Time & Place

Date: 07/29/2022 Receipt: SII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Alpharetta (250)

**Pickup**

Date: 07/30/2022 Time: 10:15am Line: 2

**Schedule:**  
10:00am-5:00pm Su, M, Tu, W, Th, F, Sa  
from 07/14/22 to 10/31/22

**Schedule Notes**

Contact Info: beckytrp@becky.lib.com

### Cookie Order

Add Pr

Choose an hour	Times	Lines				
		1	2	3	4	5
10 am	10:00am		✓			
11 am	10:15am		✓			
12 pm	10:30am					
1 pm	10:45am					
2 pm						
3 pm						
4 pm						

Close

Product

Adventurefuls

Lemon-Ups

Trefoils

Do-Si-Dos

Samoas

Tagalongs

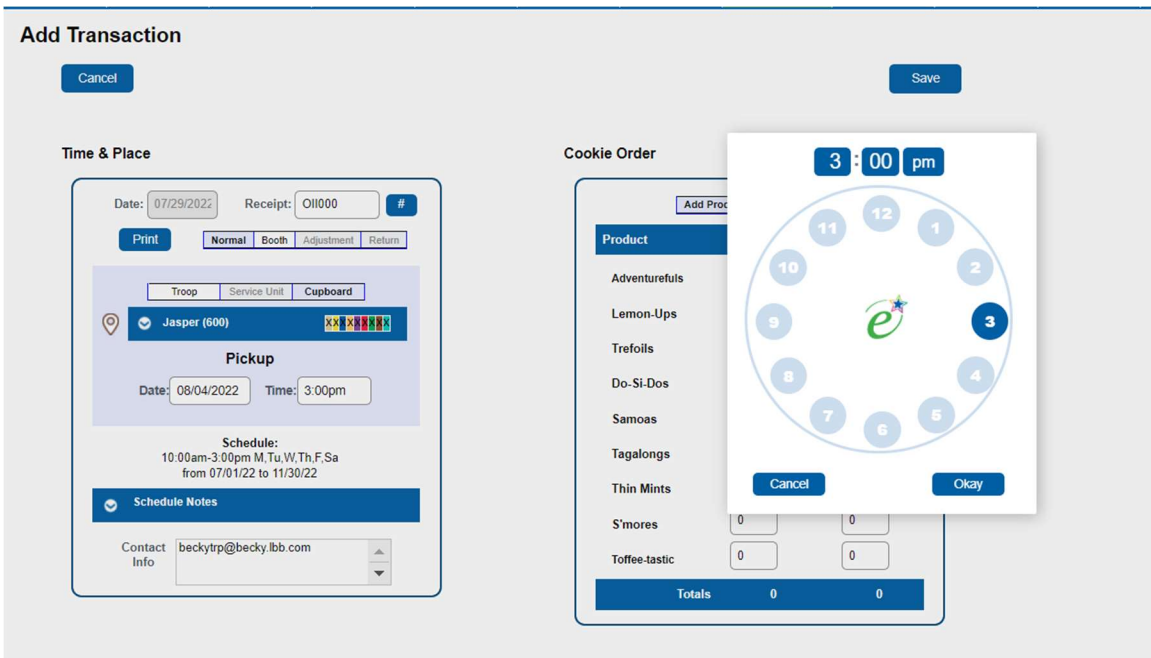
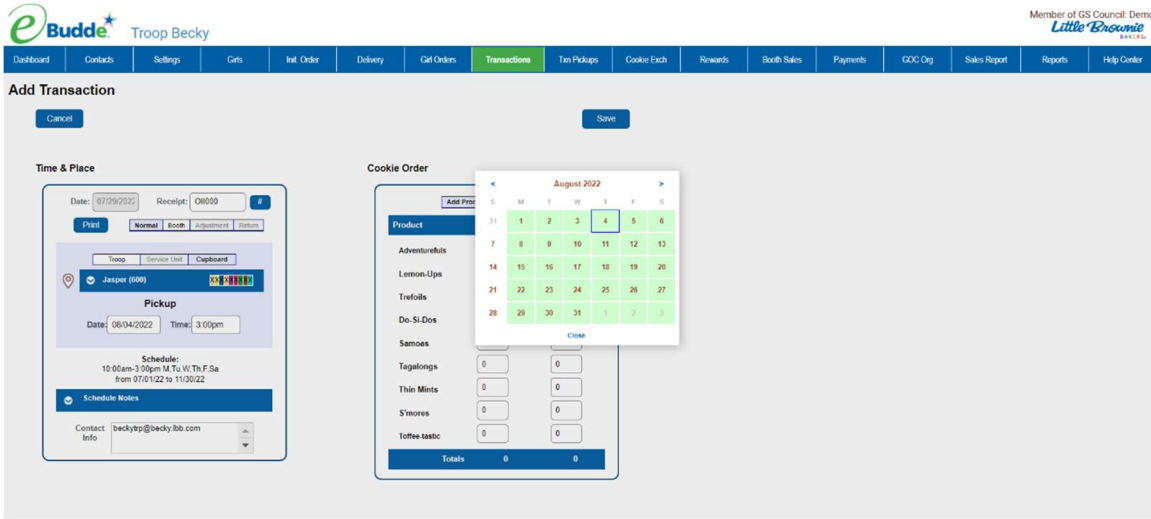
Thin Mints

S'mores

Toffee-tastic

Totals 0 0

# Cupboards with days and times – Click in the Pickup box



# Cupboards open days/times – Click in the Pickup box

**Add Transaction**

Cancel Save

**Time & Place**

Date: 07/29/2022 Receipt: LI000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

**Pickup**

Date: Time:

Schedule Notes

Contact Info: beckytrp@becky.libb.com

**Cookie Order**

Add Product

Product	S	M	T	W	T	F	S
Adventurefuls	26	27	28	29	30	1	2
Lemon-Ups	3	4	5	6	7	8	9
Trefoils	10	11	12	13	14	15	16
Do-Si-Dos	17	18	19	20	21	22	23
Samoas	24	25	26	27	28	29	30
Tagalongs	31	1	2	3	4	5	6

Thin Mints: 0 0

S'mores: 0 0

Toffee-tastic: 0 0

Totals: 0 0

**Add Transaction**

Cancel Save

**Time & Place**

Date: 07/29/2022 Receipt: LI000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

**Pickup**

Date: 07/31/2022 Time:

Schedule Notes

Contact Info: beckytrp@becky.libb.com

**Cookie Order**

Add Product

Product	S	M	T	W	T	F	S
Adventurefuls	26	27	28	29	30	1	2
Lemon-Ups	3	4	5	6	7	8	9
Trefoils	10	11	12	13	14	15	16
Do-Si-Dos	17	18	19	20	21	22	23
Samoas	24	25	26	27	28	29	30
Tagalongs	31	1	2	3	4	5	6

Thin Mints: 0 0

S'mores: 0 0

Toffee-tastic: 0 0

Totals: 0 0