Troop Site Girl – Things To Know

- You cannot update the Troop Site Girl until:
  - You have submitted your troop initial order
  - You have orders in eBudde from Digital Cookie
- You will see the **+DOC Payment button** once the initial order has been submitted
- You will see the **+Distribution button** only if there are orders to be distributed
- You can distribute multiple times or all at once and make changes to your distribution throughout the sale

Create a Distribution

Troop Becky1 ⑦

| ings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | Sales Report | Reports | Help Center |

Troop Site

Cancel   +DOC Payment ⌄

Distribution button shows up only if there are packages to distribute

+Distribution

Switch to Girl:

Troop Site ⌄   ☐ Show Doc Orders

		DOC	Comment◊	Inv◊	C_GOC◊	Cookie Initial◊ $5.00	Cookie Booth◊ $5.00	Cookie Other◊ $5.00	Spec Initial◊ $5.00	Spec Booth◊ $6.00	Spec Other◊ $6.00	Total◊ $6.00	Total Due	Paid	Bal. Due◊
	🔒	✓	2 Shipped Orders		1	0	0	7	0	0	2	10	$52.00	$52.00	$0.00
	🔒	✓	1 Donated Order		1	0	0	0	0	0	0	1	$5.00	$5.00	$0.00
			Totals		2	0	0	7	0	0	2	11	$57.00	$57.00	$0.00

Create a Distribution - Default

Troop Becky1 ⊙

gs	Girls	Init. Order	Delivery	**Girl Orders**	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sa

TroopSite Distribute

[Cancel]   [Distribute]   [Save]

TroopSite:

Cookie: 7   **Spec:** 2   **C_GOC:** 2

Pkgs Sold: 11   ☑ **(De)select All Girls**   ☐ **Remove all Charity Items**

⊙ Cindy W.	4	⊙ Sharon C.	3
	☑		☑

⊙ Patty W.	4
	☑

Distribution screen will default to all packages that have not already been distributed to all girls

If you want to distribute to all girls all packages, all you need to do is click **Save**

Little Brownie BAKERS®

Create a Distribution - Manual

eBudd**e**™

Troop Becky1 ❓

gs	Girls	Init. Order	Delivery	**Girl Orders**	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sa

TroopSite Distribute

Cancel		Distribute		Save

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⌄ Cindy W.	4	⌄ Sharon C.	3
	☑		☑

⌄ Patty W.	4
	☑

⌃ Cindy W.   4

☑

Cookie: Spec: C_GOC:

[3]   [0]   [1]

Use **Down Arrow** to see the breakout for the girl distribution

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Create a Distribution - Manual

eBudde tries to distribute to girls evenly. However, you can manually update the girl numbers if you choose. The detail may also be displayed in varieties.

You can go in and change the numbers by girl if you choose. What you cannot do is distribute more cookies than the total cookies being distributed. Also, you cannot distribute more of a variety or category than was originally ordered. eBudde will give you an error message.

Create a Distribution - Manual

Variety View

Create a Distribution - Deselect

Troop Becky ⓘ

...ngs	Girls	Init. Order	Delivery	**Girl Orders**	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Pay...

TroopSite Distribute

[Cancel]   [Distribute]   [Save]

Cookie: 7   Spec: 0

Pkgs Sold: 10   ☑ (De)select All ...

Clearing all values!

This will completely clear the current distribution values along with any edits you've made to individual girls.

Okay to clear?

[Cancel]   [Okay]

⌄ **Cindy W.**   5
                             ☑

⌄ **Patty W.**   5
                             ☑

Click the **Deselect All Girls check box.** Click "Okay" to clear distribution if numbers are present

Create a Distribution - Deselect

Troop Becky ⑦

Girls	Init. Order	Delivery	**Girl Orders**	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth

TroopSite Distribute

[Cancel]   [Distribute]   [Save]

TroopSite:

Cookie: 7   Spec: 0   C_GOC: 3

Pkgs Sold: 10   ☐ (De)select All Girls   ☐ Remove all Charity Items

⊙ **Cindy W.**   0
                                        ☐

⊙ **Sharon C.**   0
                                        ☐

⊙ **Patty W.**   0
                                        ☐

> **NOTE:** *IF CLICKING DESELECT DOES NOT SEEM TO DO ANYTHING, TRY CLICKING AGAIN. IF NOT, ALL GIRLS HAVE BEEN SELECTED OR DESELECTED, YOU WILL HAVE TO DO TWICE*

Click **Deselect All Girls** to manually select some girls for distribution.

Quantities will then be zero.

Clicking **Deselect All Girls** when girls are all not selected will select all girls

e Budde™

Little Brownie BAKERS®

Create a Distribution - Deselect

Troop Becky ?

Girls	Init. Order	Delivery	**Girl Orders**	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth

TroopSite Distribute

[Cancel]　　　　　[Distribute]　　　　　[Save]

TroopSite:
Cookie: 7   Spec: 0   C_GOC: 3

Pkgs Sold: 10　　☐ (De)select All Girls　　☐ Remove all Charity Items

⊙ **Cindy W.**　　　　　0
　　　　　　　　　　　☐

⊙ **Sharon C.**　　　　0
　　　　　　　　　　　☐

⊙ **Patty W.**　　　　　0
　　　　　　　　　　　☐