

Cookie Program Representative

Generate Community Rewards Report

To help Cookie Program Representatives (CPR) confirm they have received all ordered rewards and expedite the sorting process, CPRs can generate a rewards report for their Girl Scout Community.

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>

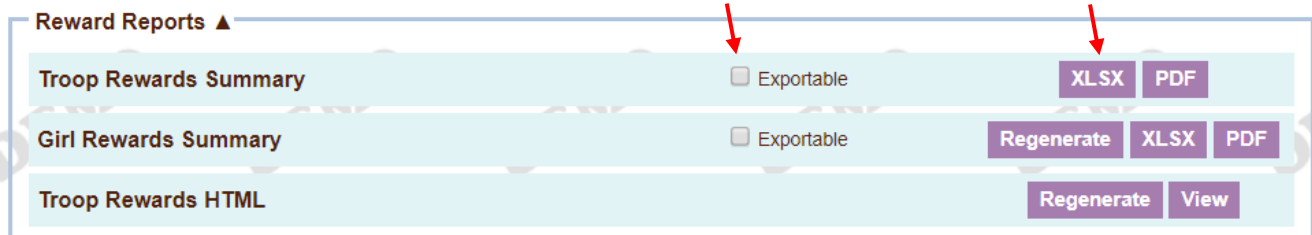
Step 2:

- Click **Reports** tab



Step 3:

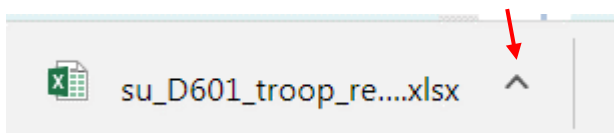
- Click Troop Reward Summary **Exportable** box
- Click Troop Reward Summary **XLSX** button



Step 4:

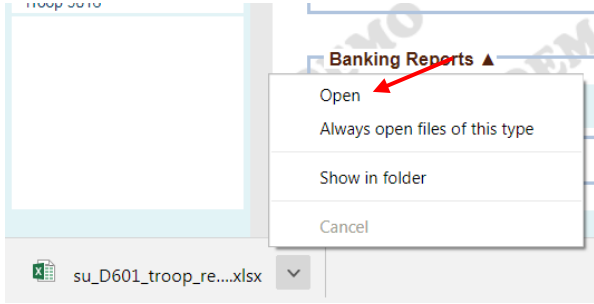
At the bottom of computer screen, the following spreadsheet link will appear.

- Click arrow



Step 5:

- Click **Open** prompt



Step 6:

- Review/print generated Excel spreadsheet

Troop#	Level	Marketing Patch (pkgd)	Theme Patch (36)	Smores Keepsake Box (pkgd)	Smores Sticky Notes (pkgd)
9010	AMB	0	2	0	0
9012	BR	0	3	0	0
	Totals	0	5	0	0