Service Unit User Manual
August 1, 2021

https://eBudde.littlebrownie.com

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What's New

- 9th Cookie - Adventurefuls
  - Screen Updates
  - Report Updates
  - New Bubble Sheet and C1 Ticket
- Caregiver information in eBudde
  - Email address only
  - Upload via girl import or manually
  - Email blasts to caregivers
- Girl Sales and Payments to Digital Cookie
  - Initial Order
  - Girl Order Tab additional sales and payment
  - Total sales
  - Troop entry
- Cupboards
  - Give troop pickup only people visibility into pickup order
  - The release pickup screen on mobile should display troop # information
  - Make information about cupboard available hours and dates to troops
  - Add lines and slots on cupboard signup
    - Allow cupboards to select how many people they want to serve during their time window
    - Pickup slot time needs to be adjustable
    - Limit slot minutes to 4, 5, 6, 8, 10, 15, 20 and 30. Limit lines to 1-5
  - Add the troop number to the transaction line at pick-up process
  - Add the pickup status on the transaction tab
- Reports
  - Report out generic proceeds - add detail of generic proceeds to the Troop Proceeds Summary Report
  - DOC Orders by Type by Girl
    - add cancellation column

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 10.14 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

- iPad iOS 12.x and above
- iPhone 6 and above using iOS 12.x and above
- Android v. 6.x and above
- Apps (all with mobile web version)
  - eBudde™ App

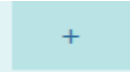
Approved computer specifications:
Recommended Minimums:
2.0 GHz CPU - 4GB RAM
Recommended Systems:
3 GHz CPU - 6GB RAM

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 More - The “add more” button allows you to enter in additional rows on transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.



Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

OK – The “OK” button completes a row on a page. This button tells eBudde™ you are done with the data entry on the row.

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

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 for Single Sign-On. This new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. 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 (NOTE: If you have logged into VIP eTraining, you will have already gone through this process. You will still receive the welcome email link but may log directly into eBudde or the Cookie Tech Portal)

The process for gaining access 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 2018-2019 Girl Scout Cookie Season!

Welcome to the 2018-2019 Girl Scout Cookie Season!

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

Please take these steps:

1. Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGlUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFlE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=

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

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

Step Two - Click on the link

Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGlUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFlE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e

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

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

Security Requirements

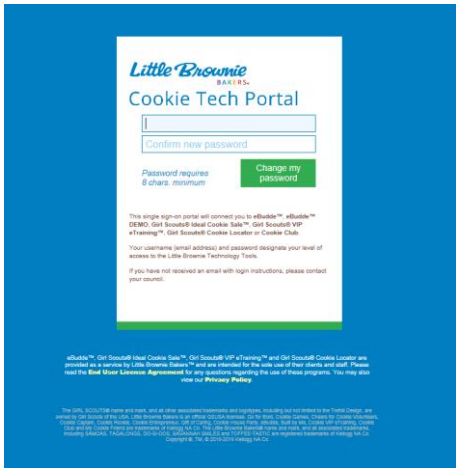
Password email links are unique to you and have a time limit.

The password requirements are as follows:

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

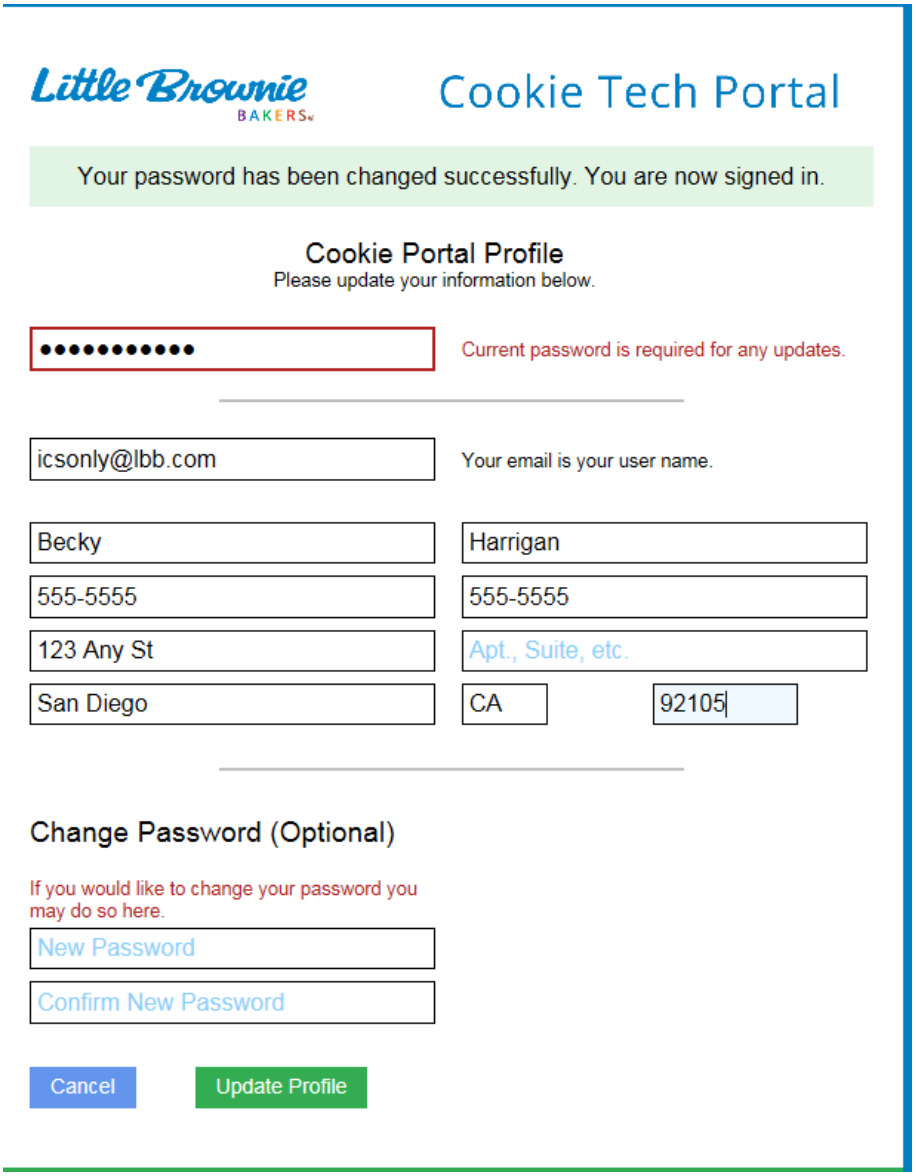
Login attempt rules are as follows:

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



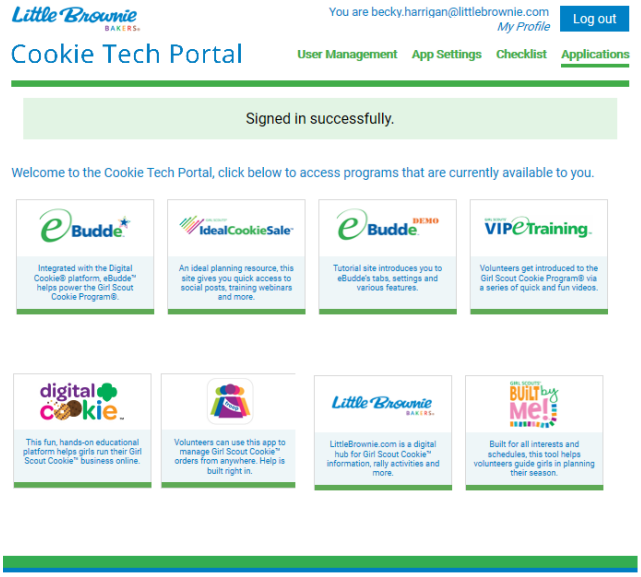
Step Four - At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information.

You will need to review/enter your personal information. Be sure to enter your personal password once again. All information is required. Click **Update Profile**.



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

Step Five - Enter Little Brownie Cookie Tech Portal system

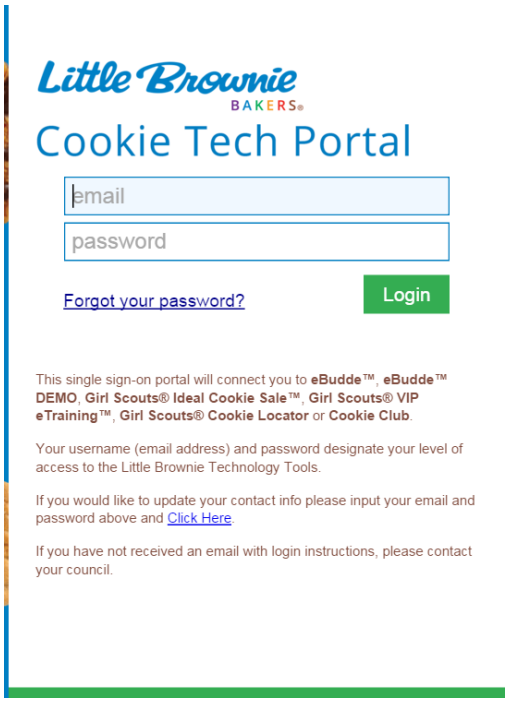


Step Six - Confirm account update via email link

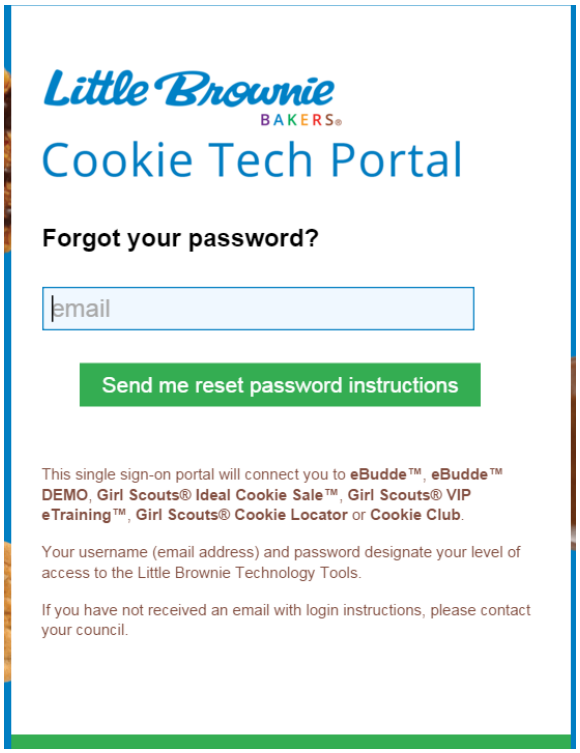
Hello user@lbb.com
Someone has requested a link to change your password. You can do this through the link below.
Change my password
If you didn't request this, please ignore this email.
Your password won't change until you access the link above and create a new one.

Forgot Password

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



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



Click the link in the email.

Hello example@lbb.com!

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

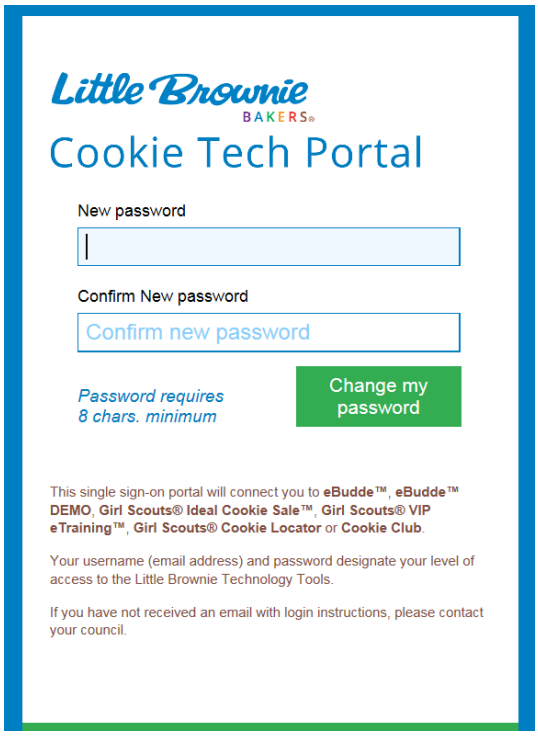
Change my password

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

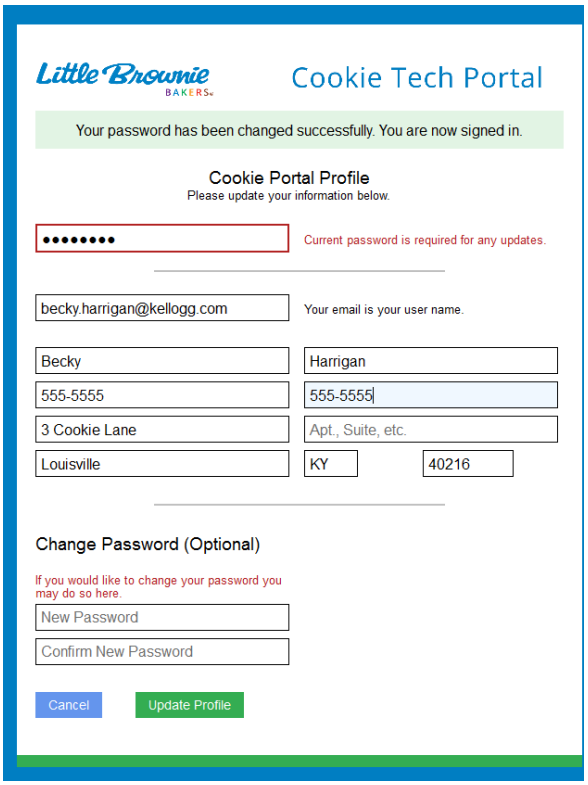
Your password won't change until you access the link above and create a new one.

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

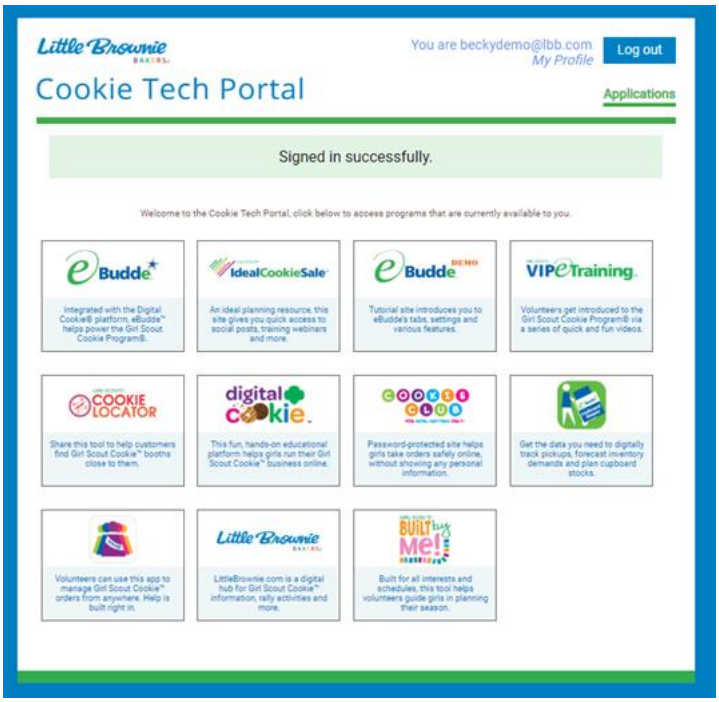
You will then enter the password you would like to use for the system, confirm your password and click **Change My Password**.



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



Select eBudde™ from the list.

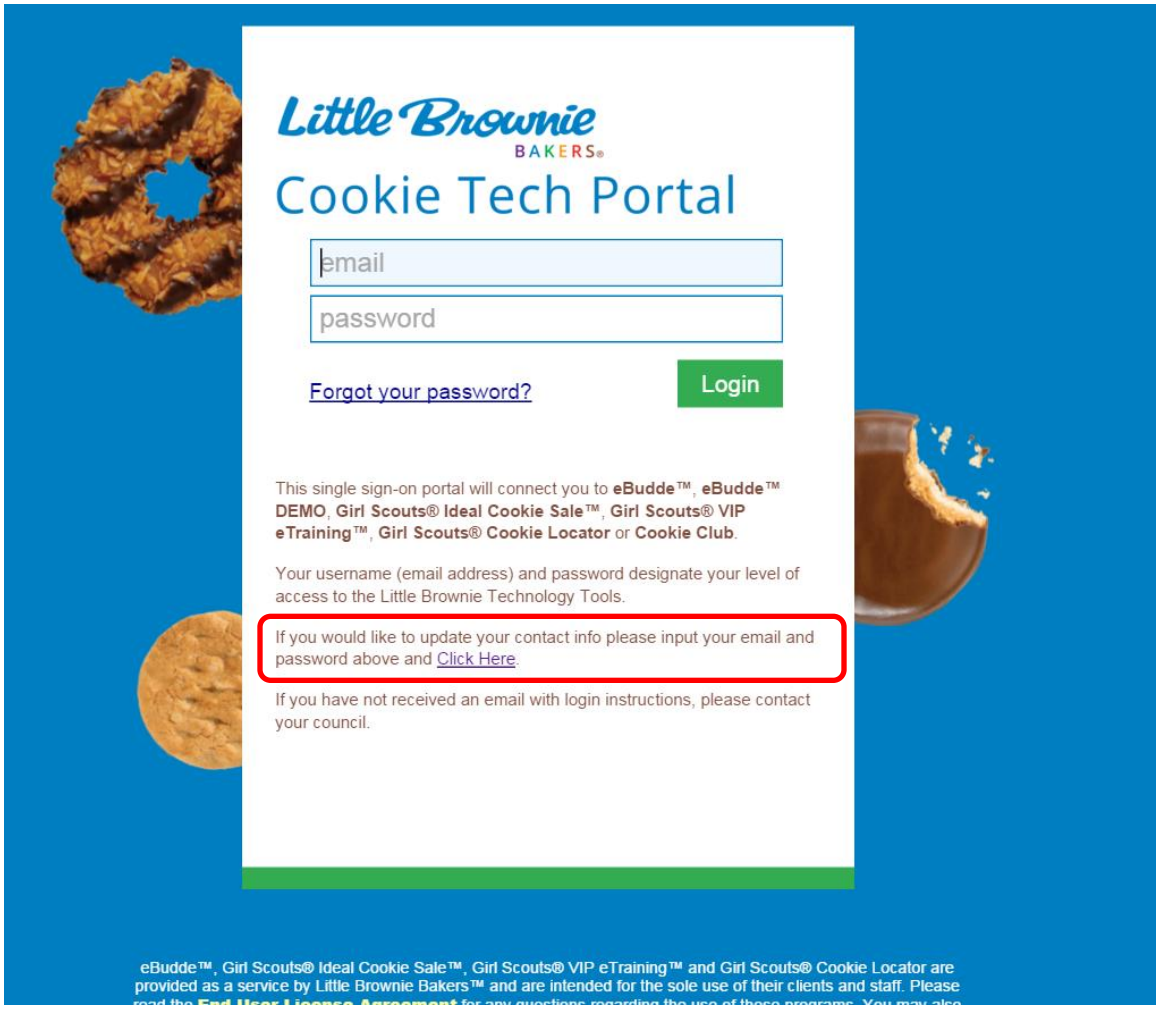


You will also get an email to confirm that you changed your account for security purposes. Click the **Confirm Your Account** to complete the process.

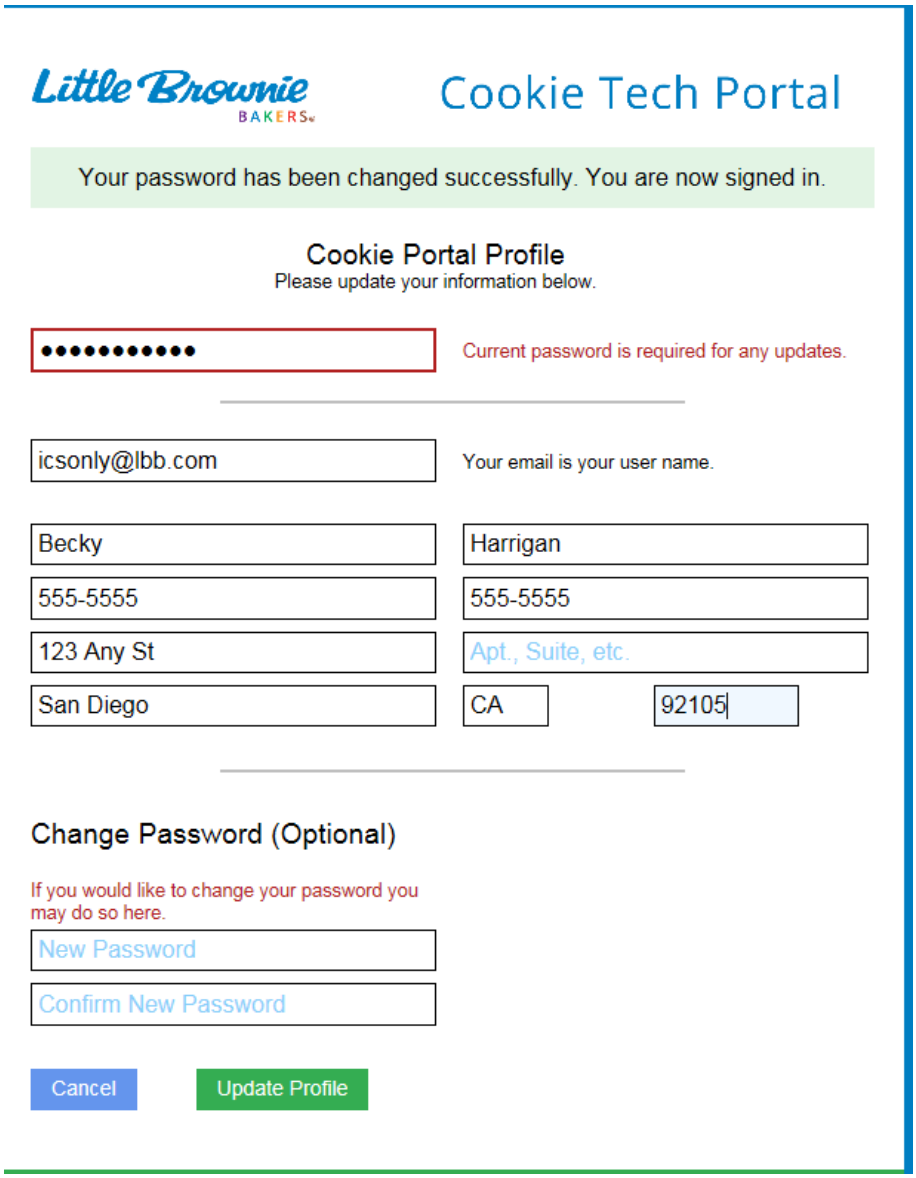
Hello user@lbb.com
Someone has requested a link to change your password. You can do this through the link below.
Change my password
If you didn't request this, please ignore this email.
Your password won't change until you access the link above and create a new one.

Change Profile/Email Address

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



Enter your email address and password and click the **Click Here** link to be taken to the profile page. This is the only place you can change your email. You will be taken to the profile page.



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.

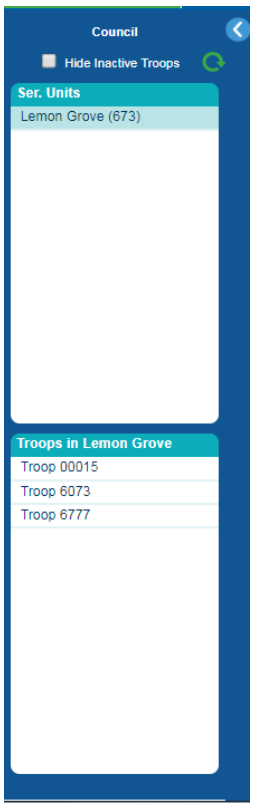
- **Cookie** Portal – This provides a link to the Cookie Portal which gives you access to your profile and other Little Brownie systems.
- **LittleBrownie.com** – This provides a link for you to go to the Little Brownie website that has additional resources.
- **VIP eTraining** – This provides a link to the VIP eTraining site that has cookie program and training resources.
- **Digital Order Card** – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)
- **Cookie 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.

Search – This allows you to search for a girl or volunteer in your council.
Log Out – This allows you to log out of the system.

Navigation Tree

Once you enter the system, you will notice that the screen is divided into two sections.

The navigation tree will start with your service unit name and number. As you create your troops this tree will expand to list all your troops.



Hide Inactive Troops – Your council may allow you to inactivate troops or may inactivate troops for you. By checking this box you can hide those troops so they are not visible in the tree. If you will notice above troop 00003 is greyed out. It is an inactive troop. If you check the Hide Inactive Troop box, this troop would no longer be visible in the tree.

If you click this icon, you will refresh the tree. This is helpful if you are adding troops

Service Unit Tabs

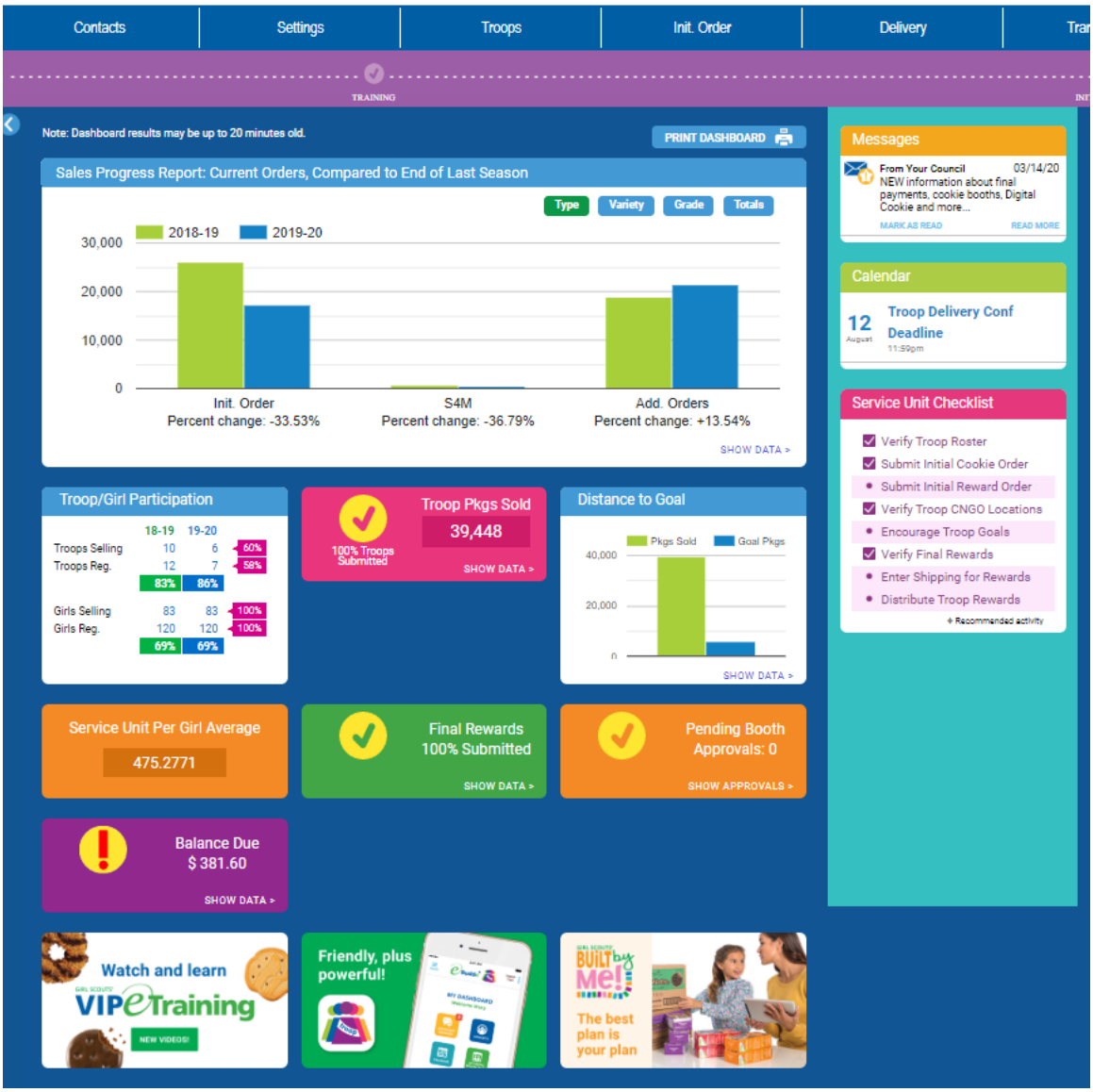
On the service unit level the following options are available using a tab method similar to file folders in a filing cabinet. To access a tab, click the tab name and the system will display the appropriate page.

Dashboard – The dashboard gives you an up-to-minute snapshot of your troop's orders, goals, financials and per girl averages.
Contacts - The contacts tab is used to view the service unit level users name, personal information, email and passwords.
Settings – The settings tab will allow a service unit to specify how the data will be entered for the service unit and to add additional service unit level users.
Troops – The troops tab is for adding, changing, and/or deleting troops.
Init. Order – The Init. Order tab is to verify troop cookie initial orders and submitting the troop/service unit order to the council. This tab is also used for service units using the "Fast Order Entry" which allows create troop totaled orders.
Delivery – The delivery tab is used by service units to select their service unit delivery station (if applicable)
Transactions - This tab is to move cookies from the service unit to the troops (if applicable). The service unit then can see their inventory for cookies.
Txn Pickups – This tab allows you to see cookie orders made to the cupboard x
Payments - This tab is to view or enter troop payments.
Rewards – The rewards tab is for service units to verify troop reward orders and submit order to the council.
Booth Import (optional) – This tab will allow a specific service unit user to upload council booth sites via spreadsheet
Booth Sites (optional) – This tab will allow service units to approve troop booth site requests.
Reports – The reports tab is for service units to print reports for cookie orders, reward orders, payments and inventory transactions.
Help Center – The new Help Center will provide you additional information on the eBudde system.

Dashboard

When you enter the screen the system will display the navigation tree and the dashboard. The dashboard shows messages from your council staff or area manager (if applicable) It also will show you the current status of troop cookie orders, reward orders and financials. It will remind you of all the deadline dates for the current sale. These dates will include eBudde™ deadline dates and council-specific dates. There is a service unit checklist that will include eBudde™ items and council-specific items. eBudde™ will also let you know if there are any pending troop booth requests. There are also graphs on orders by type, variety, grade and totals. All of these graphs are printable using the **Print Dashboard** button. Your council will determine the layout of your service unit dashboard.

SU 615 Dashboard



Timeline

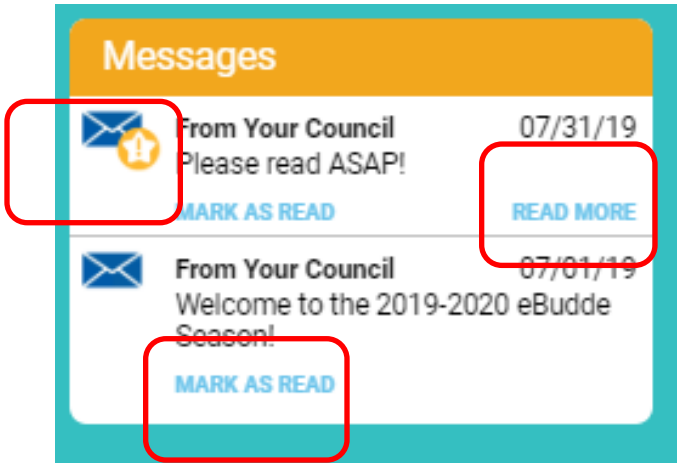
The timeline is set up by your council to let you know what needs to be done when and when that period has passed. This is an example only as council can create a customized version just for troops.

Dashboard Header

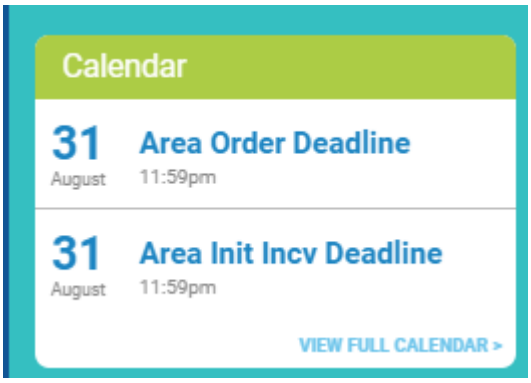
You can print your dashboard items by clicking the print dashboard button. You also will be able to exclude pending orders if your council allows you to. Also note that the dashboard refreshes every 20 minutes. So if you have made a change, you may have to wait 20 minutes before the dashboard updates.

Dashboard Side Pane – Right Side

You now will have notification messages from your service unit/council that are dates, prioritized and can be marked read. A priority message will have a star next to the envelope. If there is a longer message, there will be a Read More link to read the entire message. The service unit/council will now be able to have multiple messages if necessary. All read messages will fall to the bottom.

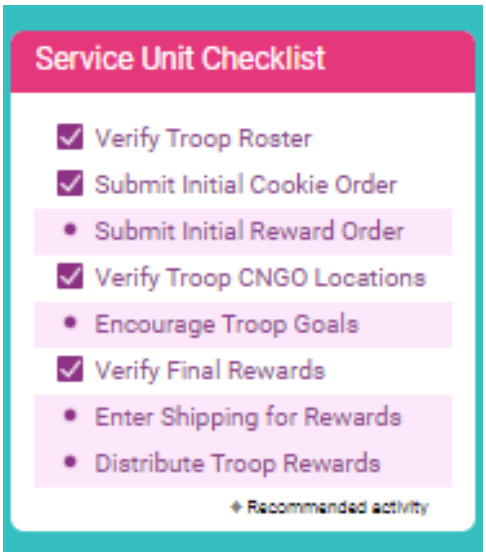


The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar.** It will display in another browser window a monthly calendar.



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

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



Dashboard Data

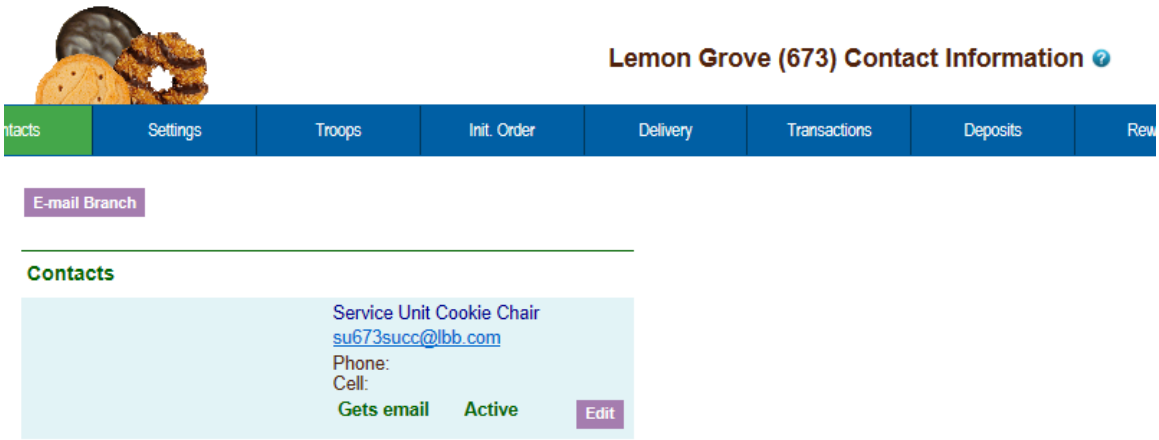
What data you see on your dashboard and the layout of your dashboard is dependent your council setting it up. All service units see the same layout which will include current statistics and comparison with previous season statistics.

The example below shows what you may see – Order sales totals (now labeled Sales Progress Report; Current Orders Compared to End of last Season) for Type of order, orders by variety, orders by grade and total orders. In addition, you will be able to see, rewards statistics, service unit per girl average (PGA), booth approvals and balance due. There are three resource links at the bottom of the page. These links will change throughout the season to give you resources that apply to your timeline.

SU 615 Dashboard

Contacts Tab

The information supplied on this screen was entered by you or set up by your council. To add or remove a contact you will need to select the **Settings** tab.



To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde™ will be sent to you troop contact's regular email box. 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.

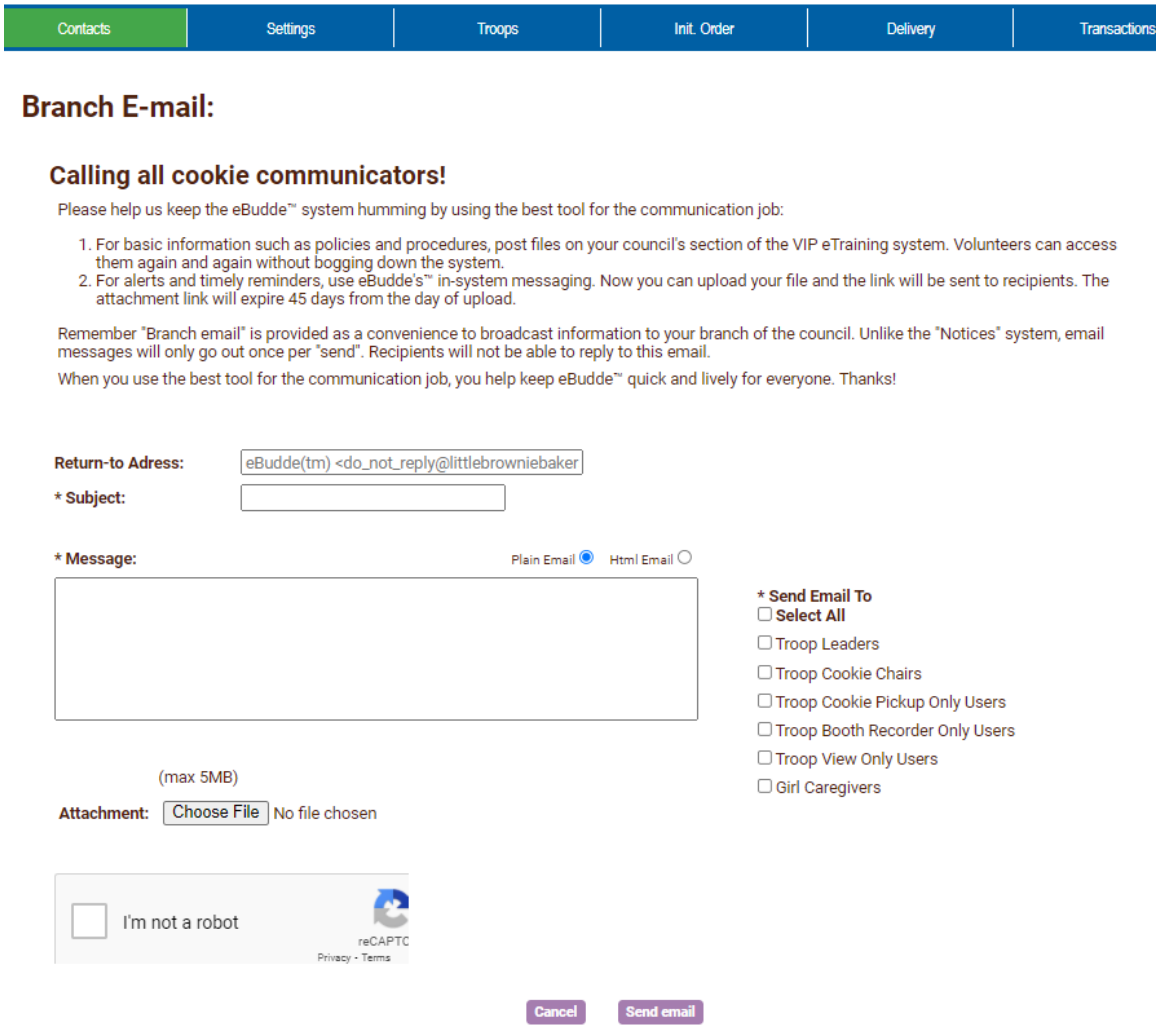
To ensure that your recipients receive this email you may want to inform them to specify in their email system to allow the following email address as an allowable sender: do_not_reply@littlebrowniebakers.com

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.

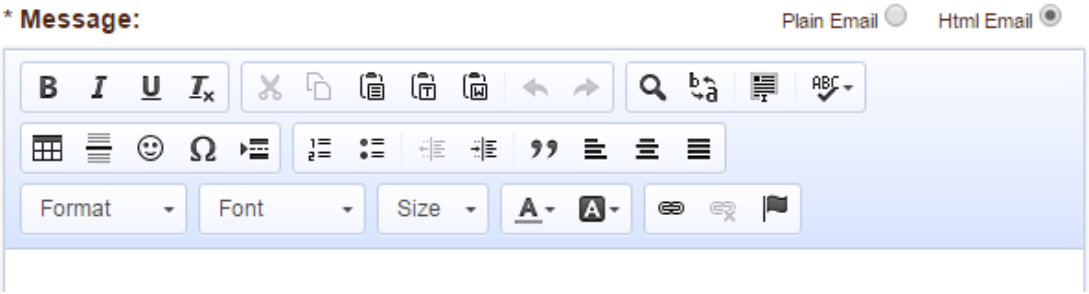
You can now designate if you want to email just those contacts labeled as **Primary** contacts you can check the box under Primary Only and eBudde™ will only email to those contacts. See page 19 on creating users as Primary contacts.

Service units can now email troop caregivers if entered into the system.

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.

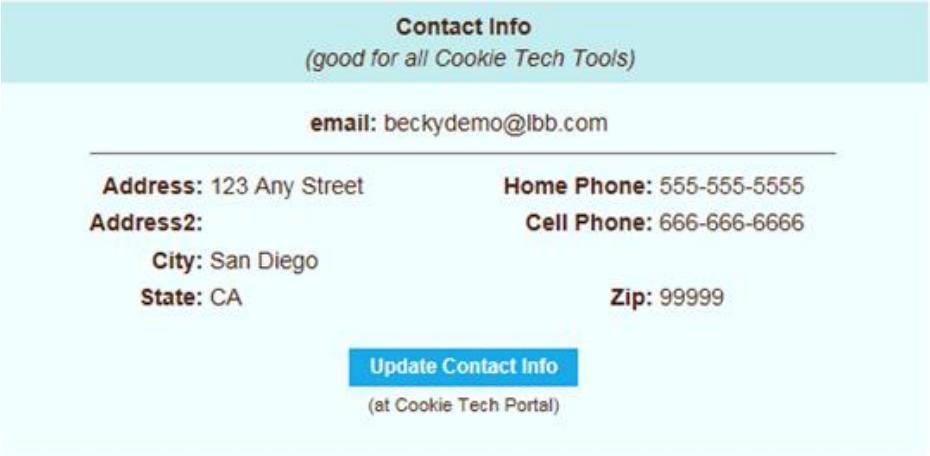


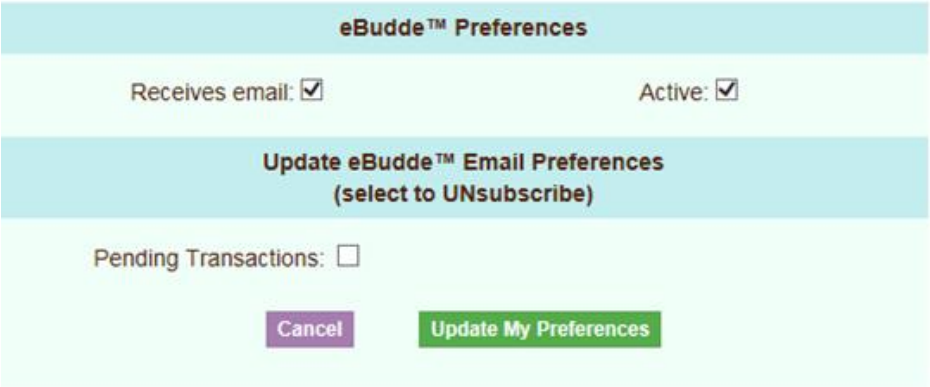
To edit your **Service Unit Contact** information click the **Edit** button next to the contact name.

The system will open up a page to change the information. To create a new contact, see the section on service unit settings.

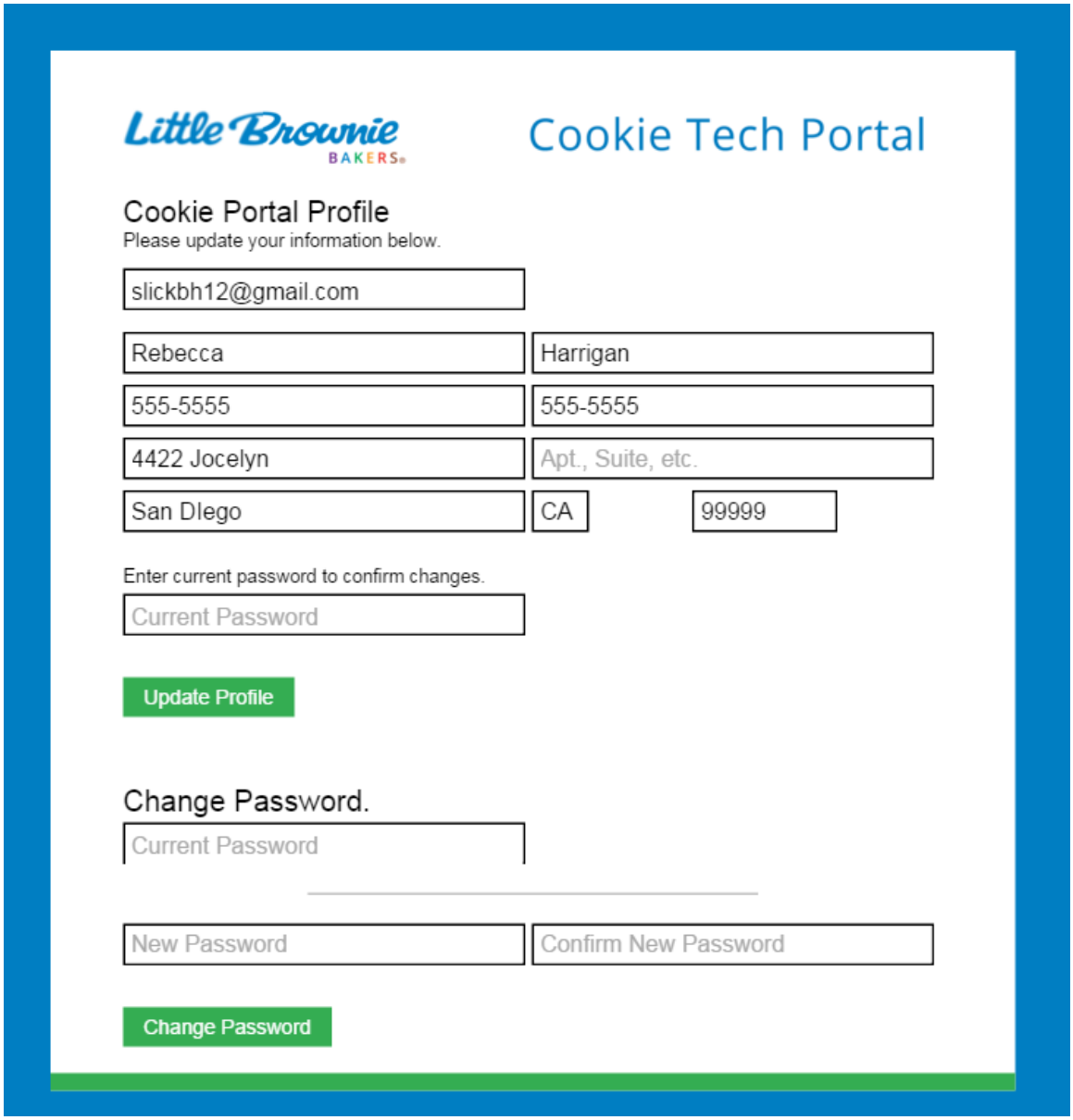
To edit your contact information, click **Edit** below your name. Since we now have the new Cookie Tech Portal, you will need to change the information in the portal which will update eBudde™. When you click the **Update Contact Info** it will take you to the Cookie Tech Portal. Your information will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

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

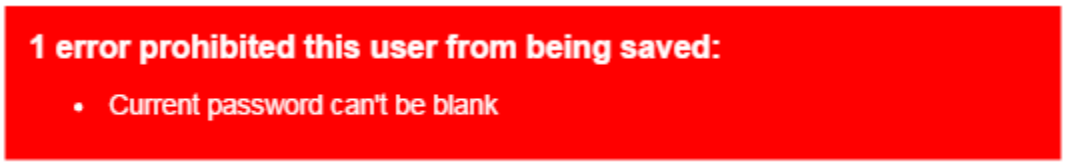




When you click Update Contact Info, you will go to the update page to update your information.



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.



Settings Tab

The settings tab allows for adding new service unit level users, changing default service unit settings, creating eBudde™ messages for troops on the dashboard, entering last year's data for the dashboard comparison graph.

This information was set by your council but you can make some changes appropriate to your service unit. You may be allowed to change the settings for allowing troop data entry and girl entry level data entry and your previous year's sales data. You can also add additional contacts for your service unit. In addition, you can create a message that troops will see when they log into eBudde™.

Edit Settings

To update this information, left-click the **Edit Settings** button. The system will display the following screen:

Settings

Name: 100 Acre Wood

Number: 615

Allow troop data entry: ☑

Girl level orders: ☑

Goal (pkgs):

Data Points From the 2020-21 Sale

Initial Order Pkgs: 10356 override

Addl Order Pkgs: 13560 override

Charity Pkgs: 212 override

DOC Pkgs: 656 override

Service Unit Managers

———————— Add a new Service Unit Manager ————————

E-mail:

First name: Last name:

☑ Active?
☑ Receives email?
☐ Primary?
☐ Add to all seasons?

Service Unit Cookie Chairs

su673succ@lbb.com ( ) ☐ Primary? ☐ Remove?

———————— Add a new Service Unit Cookie Chair ————————

E-mail:

First name: Last name:

☑ Active?
☑ Receives email?
☐ Primary?
☐ Add to all seasons?

Service Unit View Only Users

———————— Add a new Service Unit View Only User ————————

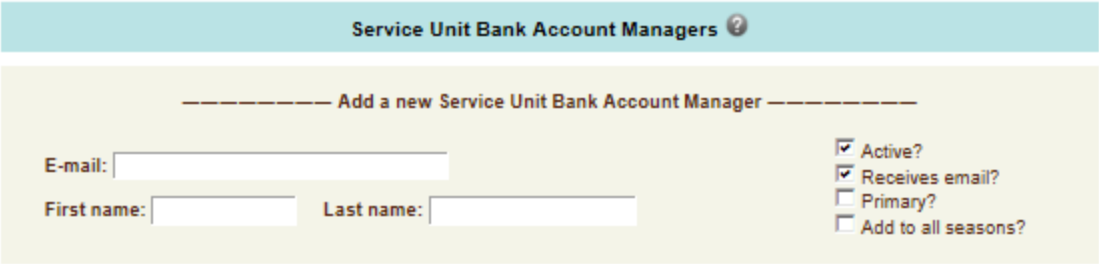
E-mail:

First name: Last name:

☑ Active?
☑ Receives email?
☐ Primary?
☐ Add to all seasons?

Update Cancel

Council may allow service unit to view troop banking information. If so, the role for that access is Bank Account Managers. Only users designated as Primary have access to add users to this role.



Name of Service Unit – The service unit name.

Service Unit Number – The service unit number.

Allow Troop Data Entry – check this box if the troop is going to enter their orders in cases with booth information. May be inaccessible per council customization.

Enter Orders at Girl Level – Check this box if you or the troop is going to enter the order by girls in packages. . May be inaccessible per council customization.

Goal (pkgs) – Enter service unit goal in packages.

Data Points from the Previous Year Sales – May be inaccessible per council customization

> **Initial Order Pkgs** – Enter in the number of packages that were ordered last year at initial order time by the service unit and/or troops.
> **Addl Order Pkgs** – Enter in the number of packages that were picked up after the initial order was received by the service unit and/or troops.
> **Charity Pkgs (optional)** – Enter in the number of packages last year that were sold as part of a council-sponsored Gift of Caring program.

Service Unit Managers – this can be used to add another service unit contact as a service unit manager. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

Service Unit Cookie Chairs – this can be used to add another service unit contact as a cookie chair. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

Service Unit View Only Users – this can be used to add another contact to the service unit that can only see the screens and print reports. This user cannot make any changes in the system.

Service Unit Booth Site Approvers – This can be used to add another contact to the service unit that can only use the booth site tab and report tab. They will be able to see troop level booth site tab as well. This user will be allowed to approve troop booth requests for a local booth site.

Service Unit Booth Site Uploaders – This service unit contact can only use the contact tab, booth site tab for uploading booth site information only and the report tab. They will be allowed to upload council site booth sales via spreadsheet. Will not be allowed to change or delete any booth sites in the system. This user will be allowed to print reports and change personal login information

Service Unit Bank Account Managers – this can be used to allow permission for a user to see troop bank account number and routing number in reports. You can have a user that has only this permission or add this permission to a user that has another service unit role.

> **Remove?** – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**
> **Email:** – Enter the email address of a new troop contact under the appropriate header.
> **Active** – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
> **First name**: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well.
> **Last name:** (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well.
> **Receives email** – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
> **Primary?** – If you want to designate that this contact is a primary contact, check the box. Primary contacts can be emailed separately on email blasts and will show up on reports that include a primary contact.
> **Add to all seasons**? **–** Allows you to give the contact access to the troop records for previous seasons.

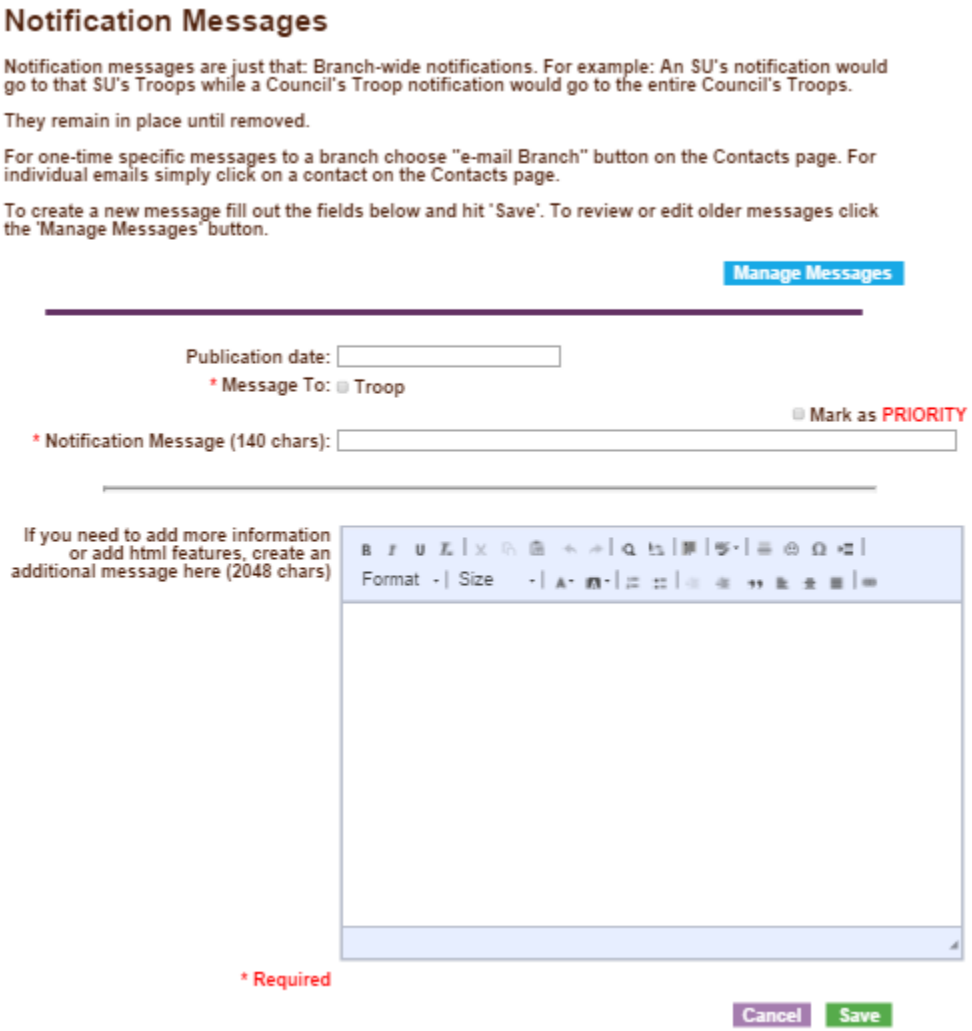
Remove a contact – You may remove service unit contacts. **NOTE: Do not remove yourself from the current list of service unit managers ONLY. If you do, you will no longer have access to the system.**

Left-click the Update **button to save the changes. Left-click the** Cancel **button to leave the page without saving the changes.**

Edit Messages

You can also create messages for troops to see on their dashboard when they log in. Click the **Edit Messages** button to create the message.

You can create messages and mark them as priority message. You can also create a message to be published in a week and you can create messages with links and easy formatting.



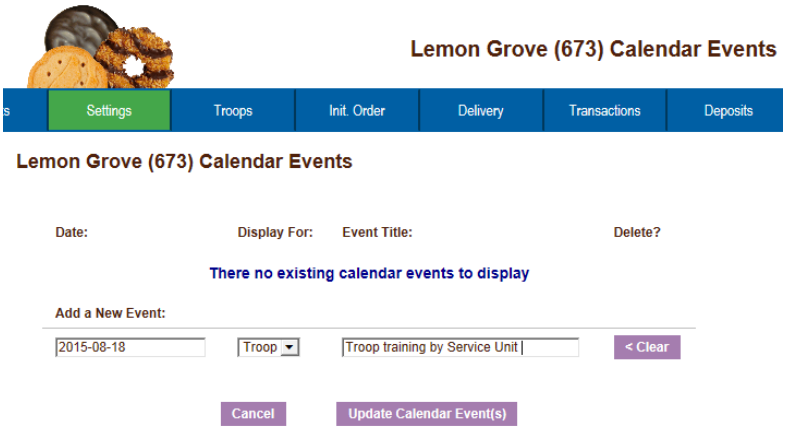
Enter the date that you want the message to be posted on the dashboard. Click the box to have the message placed on the Troop dashboard. If the message is important, mark the box labeled “Mark as PRIORITY”. You can place a short message of 140 characters. You may also use that as the message line viewed on the dashboard and then any additional information that you place in the additional information box will allow them to see a link READ MORE. An example of this is below.

After you have entered in your information click the **Save** button. If you do not want to update your message, click the **Cancel** button.

Messages then show up on the dashboard of the troops as seen below. Troops will be able to mark messages as read. If you have more than just the short version of the messages, you will see the read more link for them to read the entire message.

Edit Calendar Events

You can also **Edit Calendar Events**. Click the **Edit Calendar Events** button. The following screen will be displayed. The eBudde™ calendar items are not changeable. However, you can add service unit specific items.



Troops Tab

To add and/or edit a troop, click the Troops tab on the page. As you add troops, you will see them appear on the left-side of the screen under the **Navigation** tree.

You can enter troops using two different methods. The choice for which button you used is at your discretion.

Add a Troop – This button allows you to enter one troop only. You would need to click this button for each troop you entered.

Add up to 11 Troops - This button allows you to enter up to 11 troops at a time. If you had 13 troops you would need to click this button twice. The first time you would enter the 11 troops. The second time you would enter 2 troops.

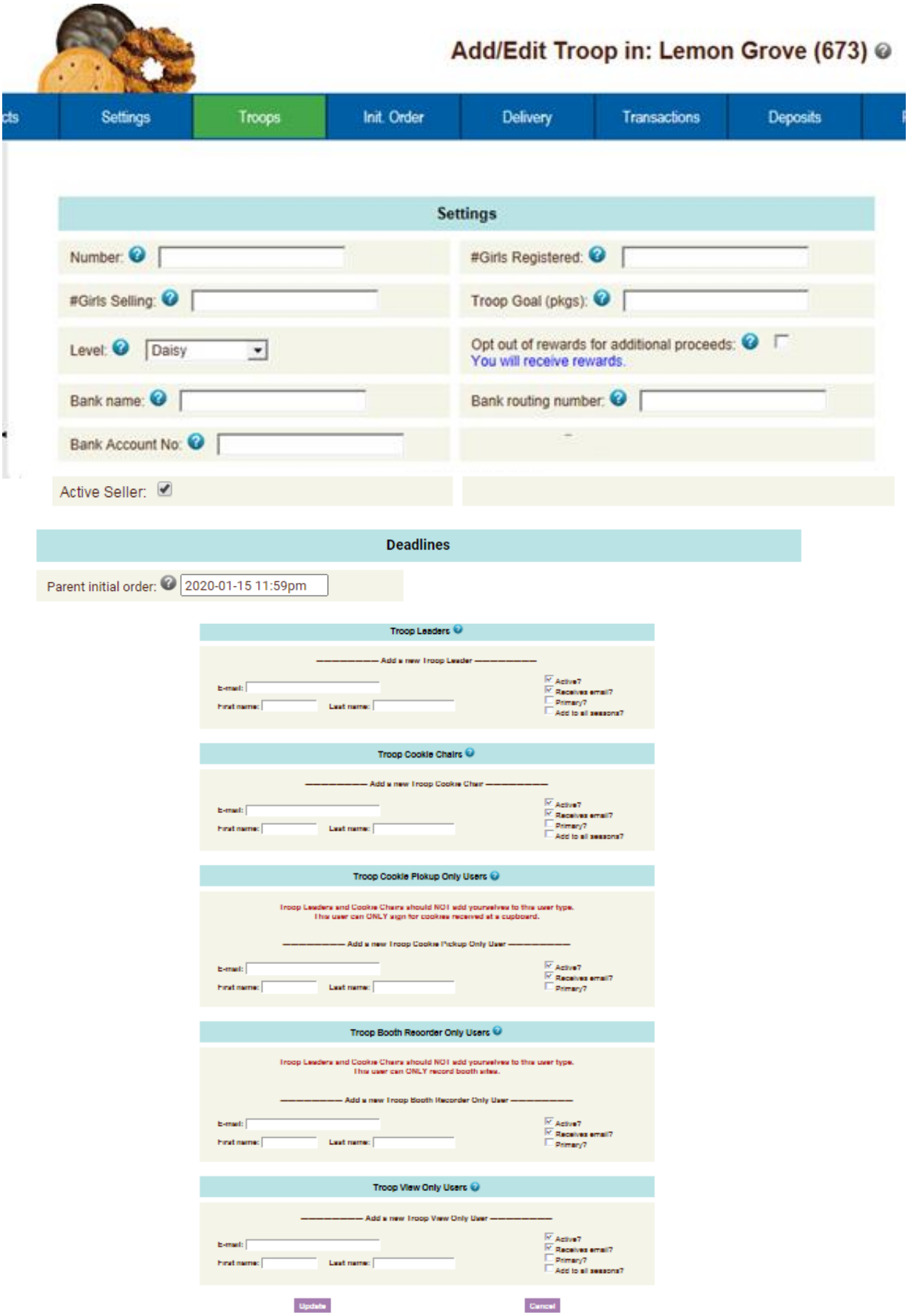
Unsubmit All Cookie Orders – This will unsubmit all troop cookie orders if necessary to allow troops to resubmit

Unsubmit all Initial and Final Reward Orders - This will unsubmit all troop reward orders if necessary to allow troops to resubmit.

NOTE: You can un-submit orders for individual troops if necessary. Once your order(s) are sent to the bakery, these buttons will be removed.

To Add a Troop – Left-click the **Add a Troop** button displayed on the page. The following page will be displayed on the page.

Adding or Editing a Troop



Number – enter the troop number
 # Girls Registered – the number of girls registered in the troop or 0 if unknown (May be inaccessible due to council customization)
 # Girls Selling – the number of girls selling cookies in the troop or 0 if unknown (May be inaccessible due to council customization)
Troop Goal (pkgs): - if the troop set a sales goal, enter the number in packages or 0 if unknown.
Level: - Program Age Level of the troop
Opt out of rewards for additional profit:- If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box.
Bank Name (optional) – Enter the troop's bank account name
Bank Routing No. (optional) – Enter the troop's bank routing number
Bank Acct No. (optional) – Enter the troop's bank account number
Active Seller (optional) – Check the box if the troop is actively selling cookies.

Deadlines Parent Initial Order – This date will be preset by your council. You have the opportunity to overide this date if necessary. This information will be sent to the Digital Cookie system to inform parents there of the date.

Troop Leader or Troop Cookie Chair or Troop View Only Users:

– You **MUST** enter an email address for one of the three types of users.
Email: - Enter email address
First name: (Optional) – Enter in contact's first name
Last name: (Optional) – Enter in contact's last name
Active? – Check this box if you want the contact to have access to the system.
Receives email? – Check this box if you want the contact to receive email from you and/or council and the confirmation emails when ordering.
Primary? – You may designate 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? – Check this box if you this contact to have access to the troop in previous years.

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

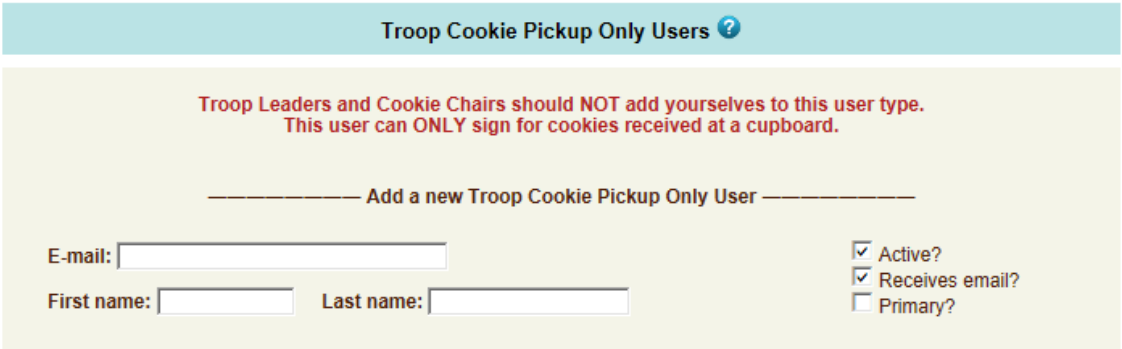
Special Troop Contacts

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

If your council uses the Cupboard Keeper mobile app, you may specify additional cookie-pickup people which eBudde™ refers to as the Troop Cookie Pickup Only User. For example, if you have a parent picking up cookies for you and your

council uses the Cupboard Keeper mobile app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the Cupboard Keeper mobile app to verify that they are allowed to pick up cookies at the cupboard.

NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.



If your council used the Booth Sale recorder mobile app, 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™.

To Add up to 11 Troops – Left click the **Add up to 11 Troops** button. The following page will be displayed: ?????Need new screenshot

Add up to 11 Troops to: Lemon Grove (673)

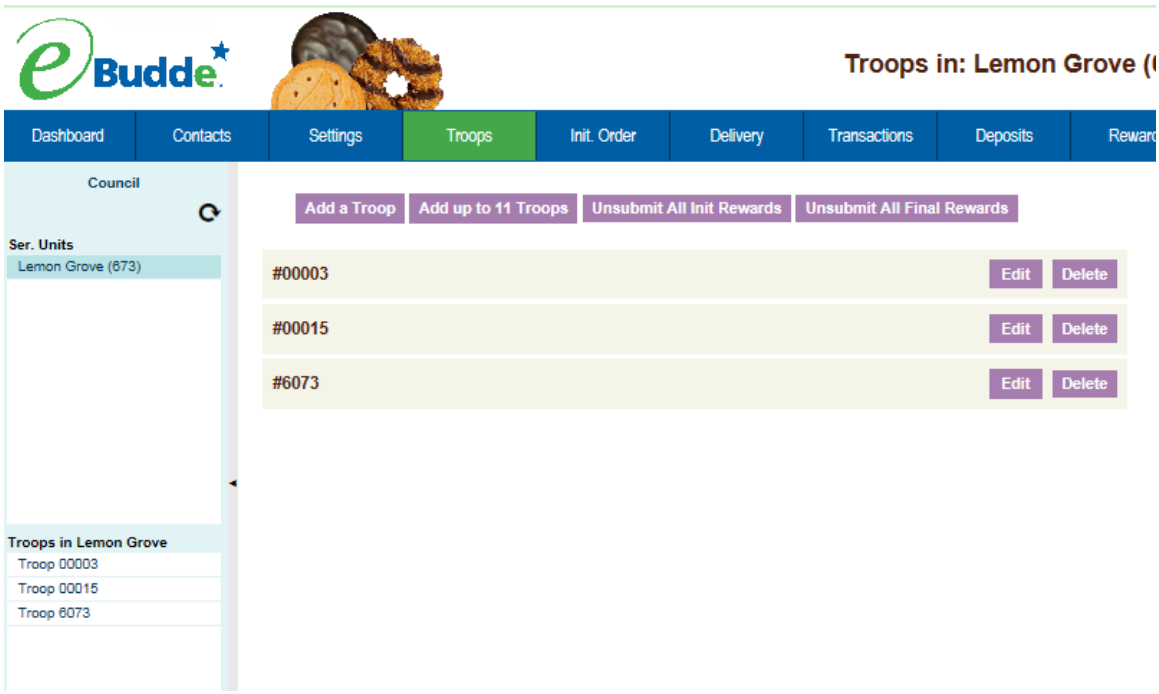
	Troop #	# Girls Reg	# Girls Selling	Sales Goal	Level	Opt out of rewards for add. proceeds?	Troop Leader E-mail	Cookie Per.	Active?	Rec. email?
1					Daisy	☐		☐	☑	☑
2					Daisy	☐		☐	☑	☑
3					Daisy	☐		☐	☑	☑
4					Daisy	☐		☐	☑	☑
5					Daisy	☐		☐	☑	☑
6					Daisy	☐		☐	☑	☑
7					Daisy	☐		☐	☑	☑
8					Daisy	☐		☐	☑	☑
9					Daisy	☐		☐	☑	☑
10					Daisy	☐		☐	☑	☑
11					Daisy	☐		☐	☑	☑

Add Cancel

Troop Number – enter the troop number
 # Girls Registered (Optional) – the number of girls registered in the troop (will not be displayed if girl registration automation is turned on)
 # Girls Selling (Optional) – the number of girls selling cookies in the troop (will not be displayed if girl selling automation is turned on)
Has Sales Goal: - if the troop set a sales goal, enter the goal in packages
Level: - Program Age Level of the troop
Proceeds (no rewards): - If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box.
Troop Contact E-mail: – You **MUST** enter an email address here.
Cookie Per. – Click the box if the contact email is for the troop cookie person.
Active - If this troop contact will be a user on the system, this box must be checked
Rec Email – If you want the troop contact email user to received the email confirmations, this box must be checked

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

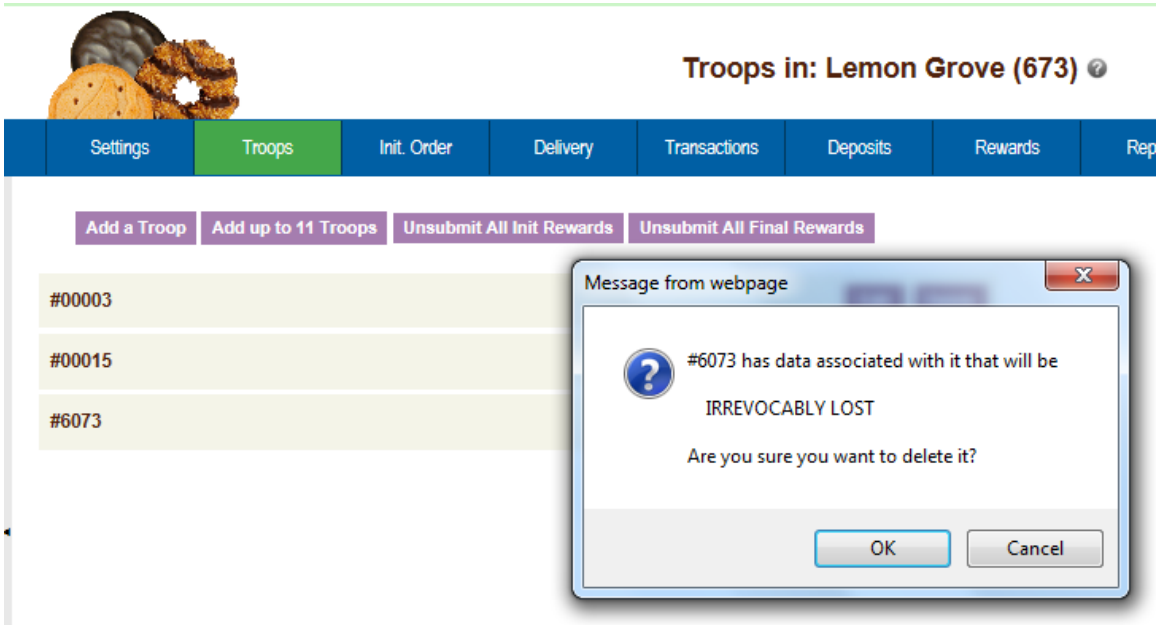
As you add troops, the system will update the navigation tree. You will also be allowed to change and/or delete troop information.



To change troop information or remove a troop, click on the **Troops** tab. The system will list the troops currently in the system.

Edit – The edit button allows you to change information about the troop and add new troop contacts.
Delete – The delete button allows you to remove the troop from the system. Your council may disallow this capability.

Deleting the Troop



Left-click the Delete button. The eBudde™ system will confirm that you want to delete the troop. Left-click the **OK** button to delete the troop. Left-click the **Cancel** button if you do not wish to delete the troop.

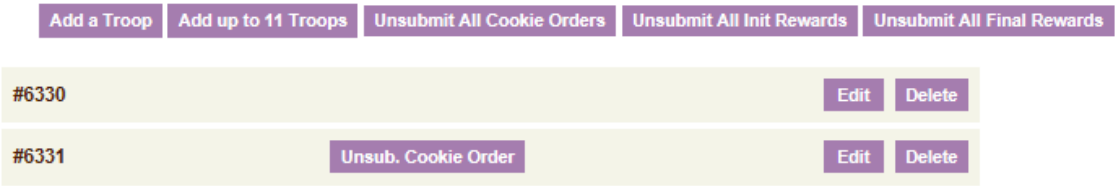
Un-submitting Troop Orders

Troops will submit their cookie and reward orders. You as a service unit can un-submit one or more troop orders for cookies and rewards. When a troop submits an order of any kind, the appropriate un-submit button will appear in the troop row. The example below shows that the troop submitted their cookie order but not any reward orders.

To un-submit a troop order, find the troop, click the appropriate un-submit button. The system will display messaging that the troop's order has been unsubmitted.

Keep in mind that deadline dates are still in effect. So, if you un-submit an order after the deadline date for the troop to submit the order, the troop will not be able to re-submit. Also, once you submit orders to council/area, the un-submit button will no longer be available.

CAUTION: The troop's order must be re-submitted prior to deadline dates to be included in orders to the bakery.



Init. Order

Format of the screen may be in **Cases** or **Packages** as directed by your council. One or more of the following options may apply for the **initial cookie order**:

- Verify troop orders
- Enter troop orders using the fast entry option
- Enter service unit order
- Submit service unit/troop orders to council
- Verify imported order is correct

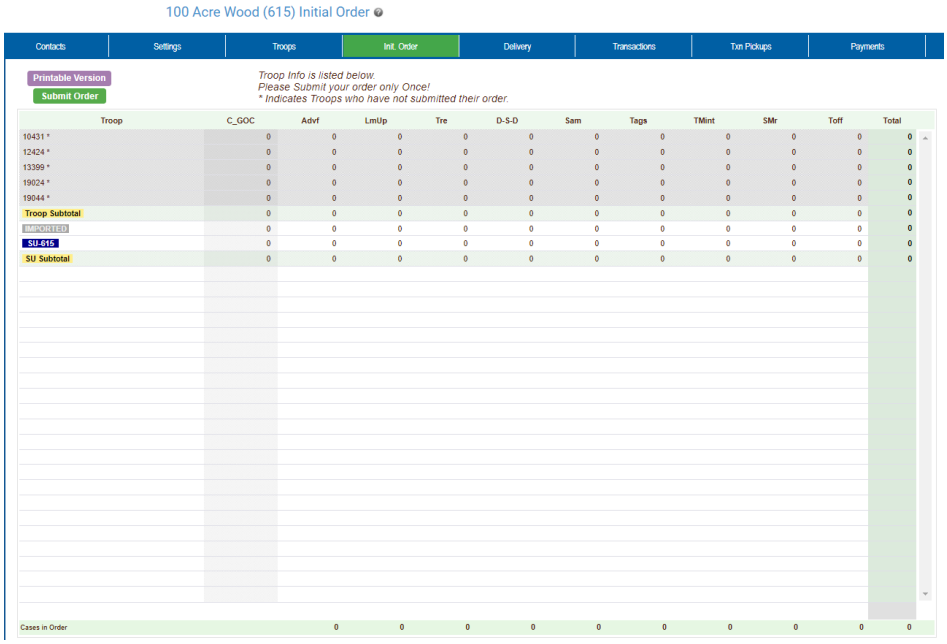
NOTE: If you will be entering troop cookie orders using the troop cookies tab, see Appendix A.

Initial Order Page- Troops placing orders

Instructions for service units once orders have been placed for troops by troops or the service unit at the troop level

All orders need to be reviewed by the service unit. The service unit can monitor this entry easily by looking at the initial order page. This page is where you verify the cookie orders by troop, add a service unit order and then submit your service unit orders to the council. Once you have submitted your initial cookie order you cannot change the order. **ONLY** council will be able to change the order at that point.

Your council may place an order for one or more varieties. This order will display on the **IMPORTED** line. Review this line. If you have any questions, see your appropriate council staff member/volunteer.



Printable Version – Left-click this button to print a report that shows the above information.

Submit Order – Left-click this button to submit your service unit order to your council. **NOTE: You can only submit your order ONCE! If a change needs to be made, you will need to call council to make the change to an order.**

Troop	C_GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
00003 *	0	0	0	0	0	0	0	0	0	**0**
00015 *	0	0	0	0	0	0	0	0	0	**0**
6073	1	3	2	2	4	3	5	4	14	**37**
6075 *	0	0	0	0	0	0	0	0	0	**0**
Troop Subtotal	1	3	2	2	4	3	5	4	14	**37**

The system will display the status of troop orders. In the example above troop 6073 has submitted its order. Troops 00003, 00015 and 6075 have not submitted their orders as designated by the ***** (asterisk).

If your council designates your role to key in a service unit order, you would key that information here. **NOTE: This service unit order must be keyed in immediately before submitting your order to council.** To key that information you will do the following:

1. Left-click on your row labeled by the letters SU and your service unit number.
2. Left-click on the row at the bottom of the page right above the total row. This row will highlight.
3. Enter the quantities for your order. You move through the columns using the tab key. After you have completed all the varieties, press the enter key to enter the order.

100 Acre Wood (615) Initial Order

Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Txn Pickups | Payments

Printable Version

Submit Order

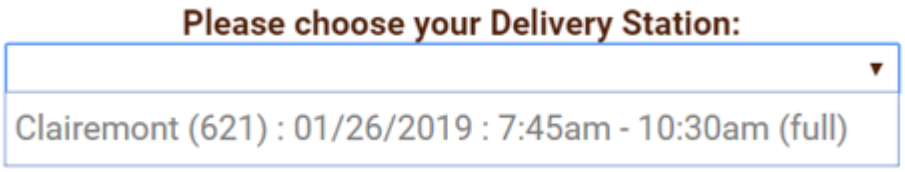
Troop Info is listed below.
Please Submit your order only Once!
** Indicates Troops who have not submitted their order.*

Troop	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
10431 *	0	0	0	0	0	0	0	0	0	0	**0**
12424 *	0	0	0	0	0	0	0	0	0	0	**0**
13399 *	0	0	0	0	0	0	0	0	0	0	**0**
19024 *	0	0	0	0	0	0	0	0	0	0	**0**
19044 *	0	0	0	0	0	0	0	0	0	0	**0**
Troop Subtotal	0	0	0	0	0	0	0	0	0	0	**0**
IMPORTED	0	0	0	0	0	0	0	0	0	0	**0**
SU-615	0	0	0	0	0	0	0	0	0	0	**0**
SU Subtotal	0	0	0	0	0	0	0	0	0	0	**0**
	4	4	4	4	4	4	4	4	4	4	40 OK
Cases in Order		0	0	0	0	0	0	0	0	0	0

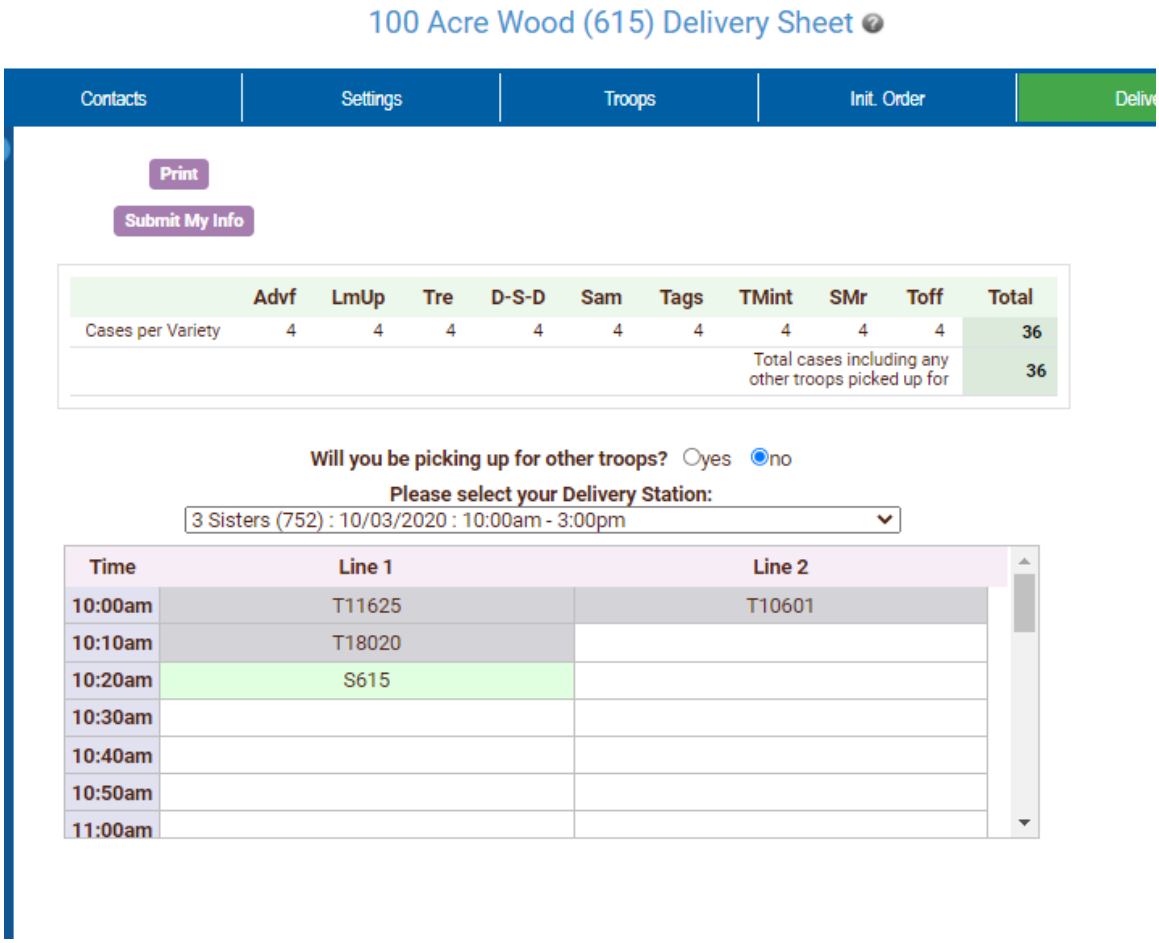
Delivery Tab

If a service unit has a cookie order, they would need to select a time for their cookie pickup and possibly a delivery site. This is done on the delivery tab.

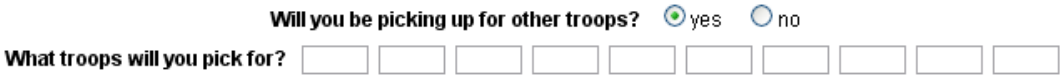
You are not allowed to select a delivery station that is using time slots and they are all taken. It will be displayed in grey and noted as full.



Left-click the **Delivery** tab. The system will display the following page.



Will you be picking up for other troops? – If you pick up for other troop, click in the yes radial. The system will display boxes to enter the troop number(s) for the troop(s) you are picking up for. If you are not, click in the no radial.



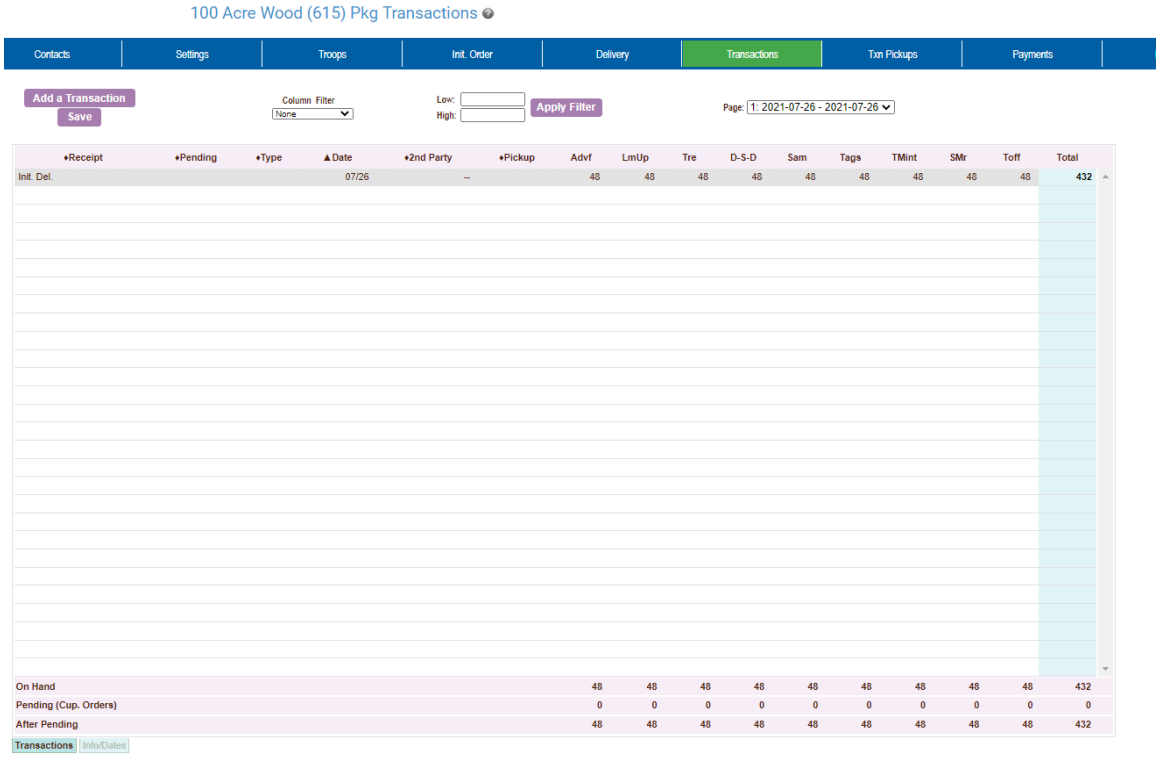
Select your delivery station.

Click the time slot that you want.

Click the **Submit My Info** button.

Transaction Tab

This area is used if the service unit needs to record transactions for cookies from the service unit to the troops. You can then view your current inventory status displayed on the page. Transactions originating at the cupboard may be done by designated council staff or you may be authorized to do them. You will use this form at the service unit level only if you have cookies you distribute yourself.



♦Receipt	♦Pending	♦Type	▲Date	♦2nd Party	♦Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Init. Del.			07/26	--		48	48	48	48	48	48	48	48	48	432
On Hand						48	48	48	48	48	48	48	48	48	432
Pending (Cup. Orders)						0	0	0	0	0	0	0	0	0	0
After Pending						48	48	48	48	48	48	48	48	48	432

Left-click the **Export** button to export to an Excel compatible format.

Left-click the **Save** button to save the information you have keyed on the page.

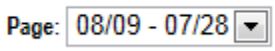
Navigating the Transaction Form

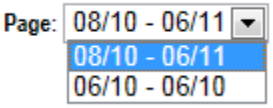
The columns on this page listed from left to right are as follows:

Receipt - This is the receipt code for the transaction (eBudde™ will automate this number for you)
Pending – The status of the order as pending to the cupboard, yes or no
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
Advf - Adventurefuls
LmUp – Lemon-Ups
Tre – Trefoils
DSD – Do-Si-Dos
Sam – Samoas
Tag – Tagalongs
TMint – Thin Mints
Smr – S'mores
Toff - Toffee
Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type
▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and hit tab after entering the information in the High box.

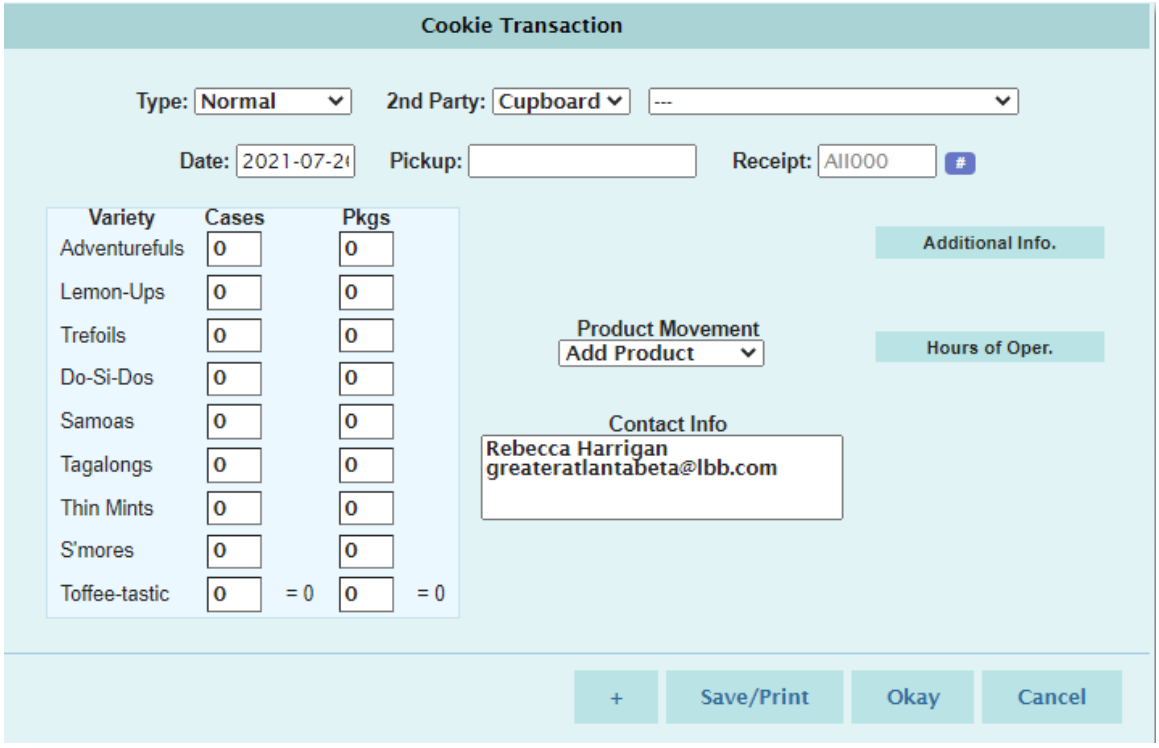




Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system will refresh and you will see that page. The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.



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)**

Second Party: - this refers to the other party that is getting the cookies, bringing back the cookies, etc. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, service unit number, cupboard number.

Transaction Date – enter the date of the transaction. The system will default to the current date.

Pickup: - Enter the pickup date and time and line information.

Receipt - this is a fifteen character alphanumeric field that you may use for reference to the transaction. eBudde™ will automate a receipt number for you. You may override this number with a council receipt number by keying in the box.

NOTE: if eBudde™ assigns a receipt #, once the transaction is saved, you cannot change the receipt number. If it is incorrect, you would need to delete the transaction and re-enter.

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

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

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

This button allows you request an eBudde™ automatic receipt number. You would use this button if you accidently started keying in the receipt number box but would like eBudde™'s automated number.

Save/Print – This option replaces the button previous labeled **Receipt**. But it does work a little differently. If you press the save and print, eBudde™ will do two things. It will actually save the record to the database. Which means you will not have to click save on the summary grid screen. The second thing that will happen is that the receipt will be displayed in another browser window ready to be printed.

Okay - to save the transaction to the summary grid. This does not save it to the database. Once you are at the summary grid, you will have to click save to save all the transactions you have entered.

Cancel to leave the form without saving.

Create a Pending Order Request for a Cupboard (Optional)

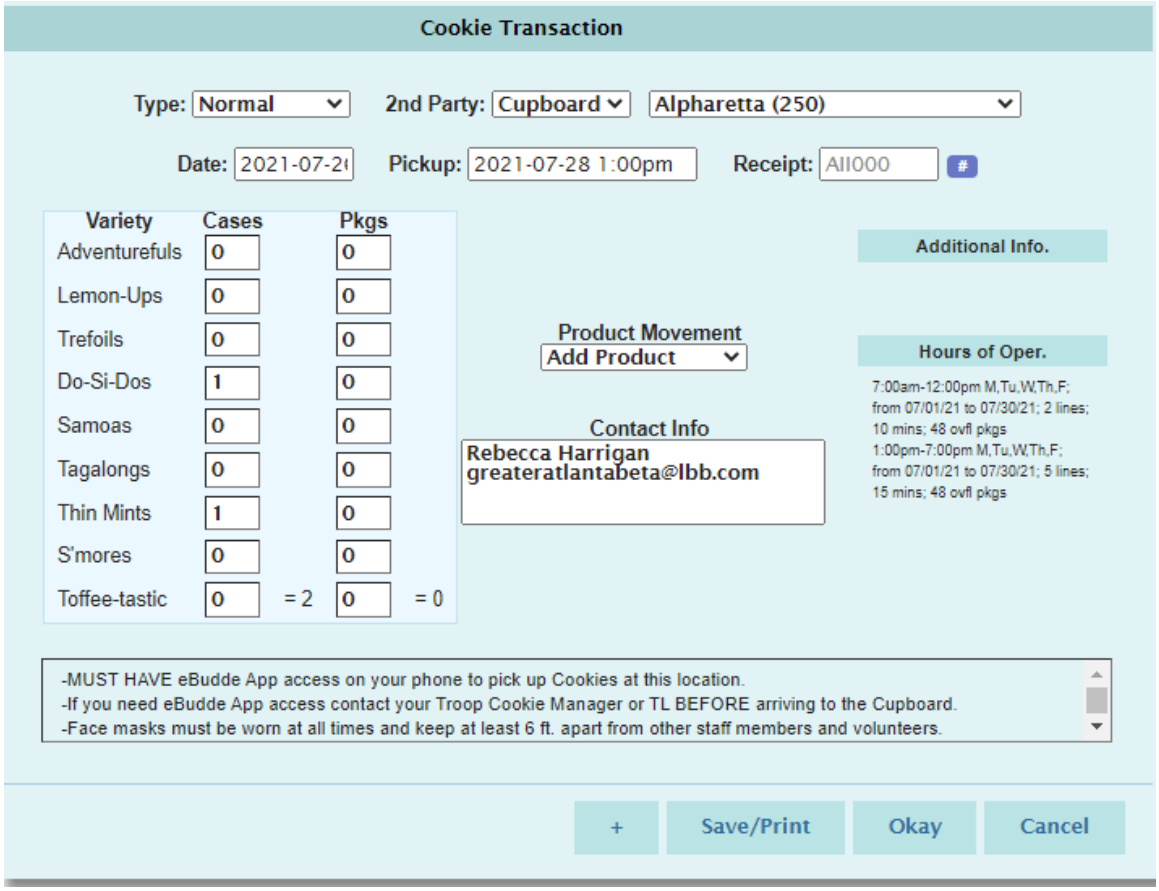
A service unit can create a pending cookie order request for a cupboard on the transaction tab. If your council has this option available, the order is created automatically if the following options are selected on the product transaction form:

Cupboards can now 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.

Second Party: Cupboard is selected and a cupbo0061zxdxaXAXrd number is entered
Add/Remove Drop Down: Add is selected

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

Your council determines the timing of when the transaction is locked. It can be locked immediately upon saving or is locked when the cupboard manager locks in by unchecking the pending box.

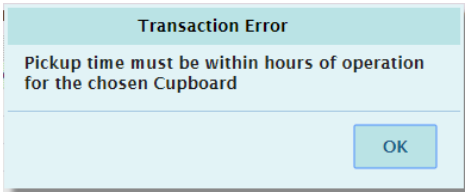


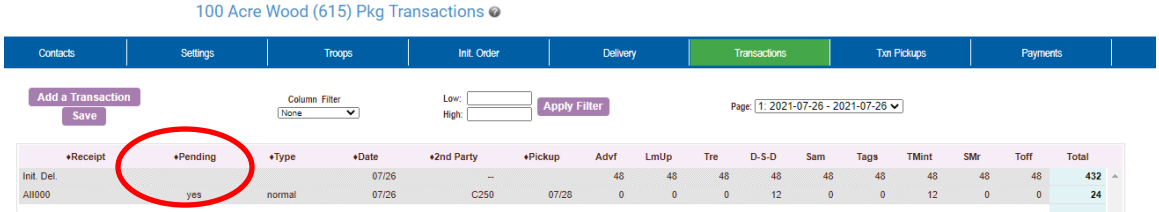
If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. If a day is missing as above –

no Sunday, the cupboard is closed on Sunday. You will see these hours once you have selected the cupboard.

If a cupboard enters notes, they will be displayed at the bottom of the form.

A cupboard can also require that the pickup date and time be within the hours of operation. If you try to schedule a pickup time that is not within that timeframe, the system will give you a transaction error message. You will not be able to save the transaction until you enter in a valid date and/or time.



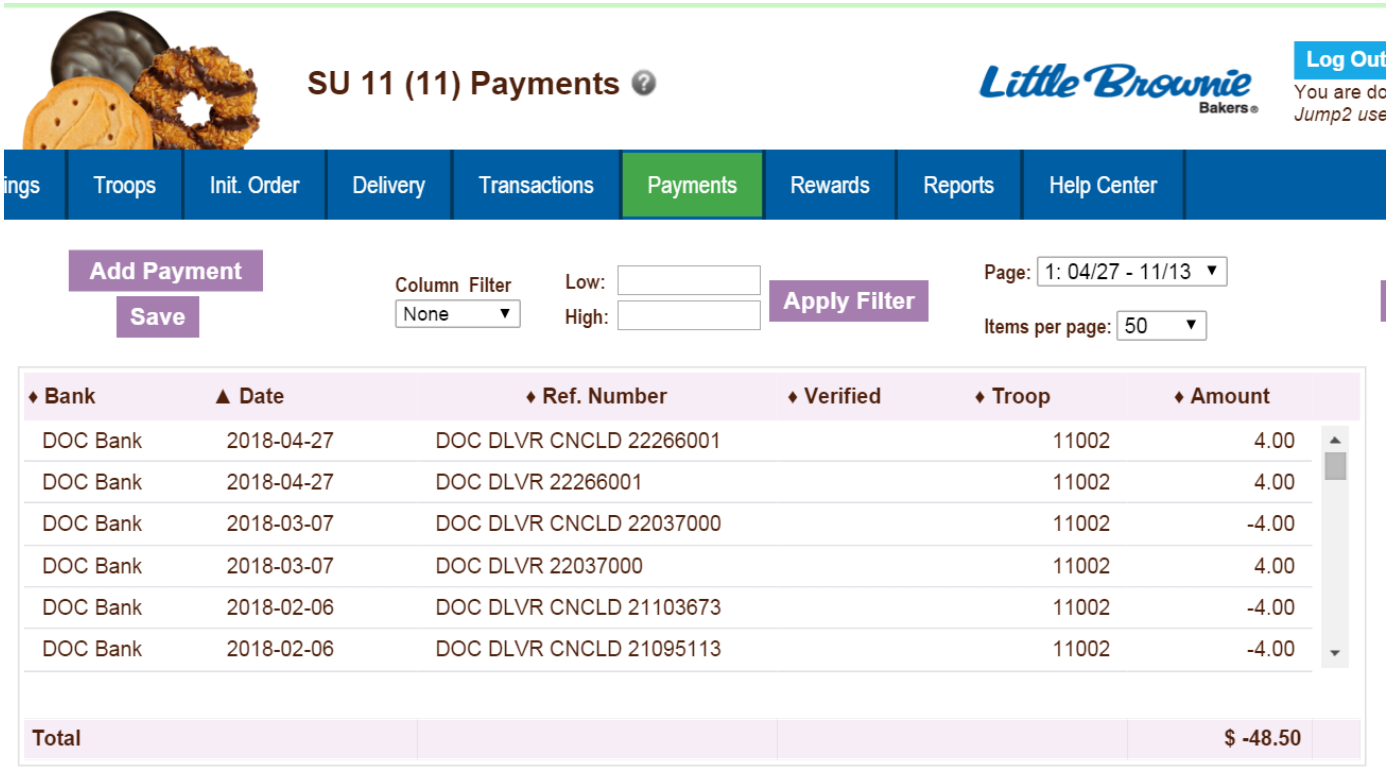


Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

Payments Tab

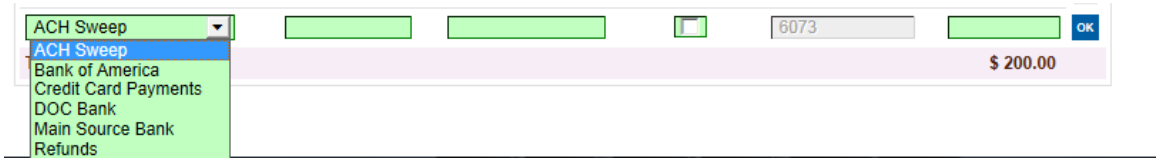
The payments tab will allow you to view all the payments credited to your troops. If your council allows, you can also enter the payments that your troops have made to the council.



As you enter payments they will be displayed on the screen. You can **Add, Edit, or Delete** payments. You can also selectively search to display only specific payments.

Adding Payments

Click the **Add Payment** button.



Select the bank, enter date, reference number (optional), verified (unavailable for service units) troop number and amount. Use the **Tab** key to move across the page. Press Enter to complete the line entry OR use the **Add More** button to key additional payments.

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

Reference Number – Reference is used to annotate the payment. This entry is optional. Possible uses for this box is to comment on the payment, to specify which bank the payment was made from, to enter a encoding number.

Troop – Enter troop number

Verified – Unavailable to service units and troops. Verification can be done by councils only/

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

OK – Click OK or press enter to move the payment to the grid so that it can then be saved.

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 n the order keyed by default. You can scroll through the payment pages by using the scroll bar located to the right of the payment page.

Sorting

You can sort the payments in any order that will be show you the payments in that particular order.

▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

Search and Filter

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page.

Editing/Deleting Payments

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

Deleting Multiple Payments

Shift-Click then shift-click another row for a range.
Ctrl-Click to toggle individual rows (even after you selected a range) it shows you what it thinks is selected.
After you've selected a range or just rows at random hit Delete.

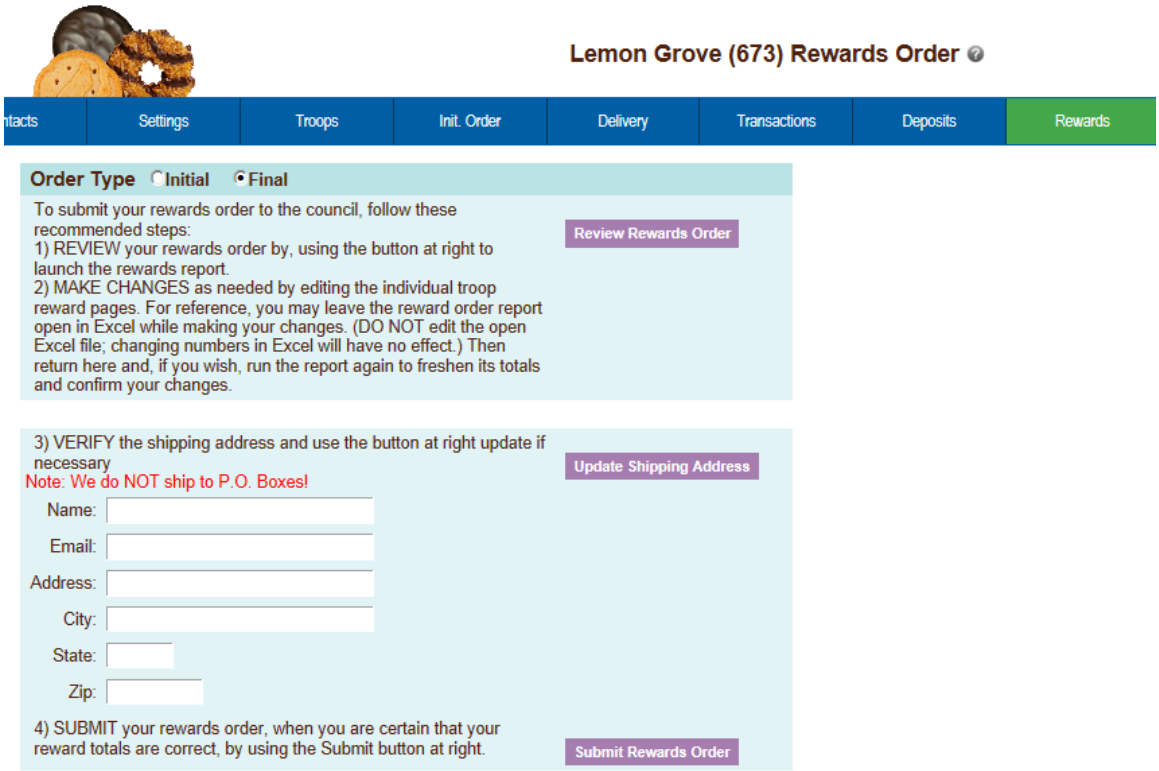
You have to save to delete them from the database so that means you do have an Undo of sorts by simply leaving the page before saving (or hit the Payments tab again) and "abandon".
Note: if you click a row (and it present it for edit) and you then shift-click to select a range and then Delete,that's fine, it will delete the original row as that is an endpoint of your range

Exporting the Payments

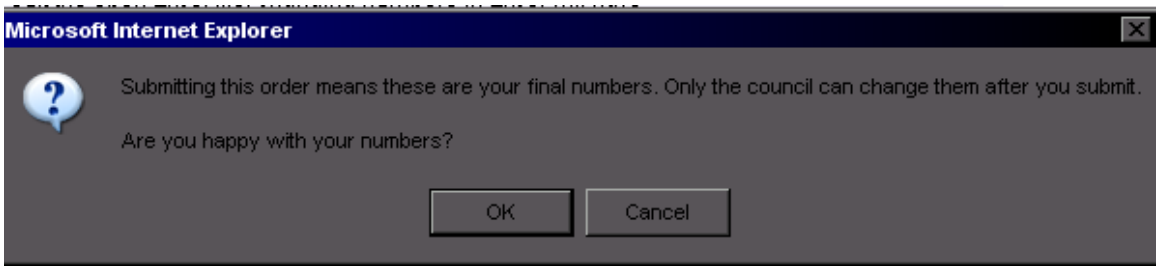
Click the **Export** button to export the payments. The system will display a screen and instruction you to click File, Save As to save the payments.

Rewards Tab

Reward orders are entered at the girl or troop level. The service unit role is to monitor the entry of reward orders and submit the order to the council. Your council may or may not designate that your council will have an initial order.



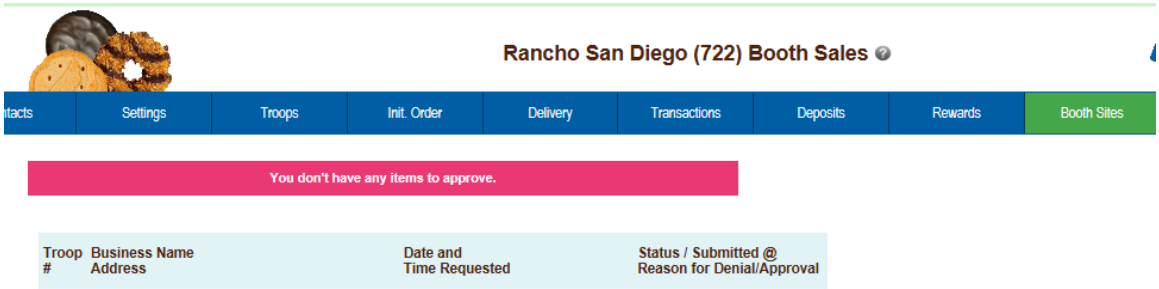
Order Type – Initial order type is an option that may or may not be available as it is a council option. If you have both types, you may select which type you will be verifying and submitting to council.
Review Rewards Order – This will create a report for the rewards that have been entered into the system. This report can be saved and printed. You **MUST** verify the accuracy of this report before proceeding. If you need to make changes, **DO NOT** make them on the report. Go back to the troop reward order form to make the changes
Update Shipping Address – This option may or may not be available. If available, the service unit must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the service unit.
Submit Rewards Order – Once all troop reward orders have been verified, click the button. This will send your verified rewards order to council. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes, only council will.



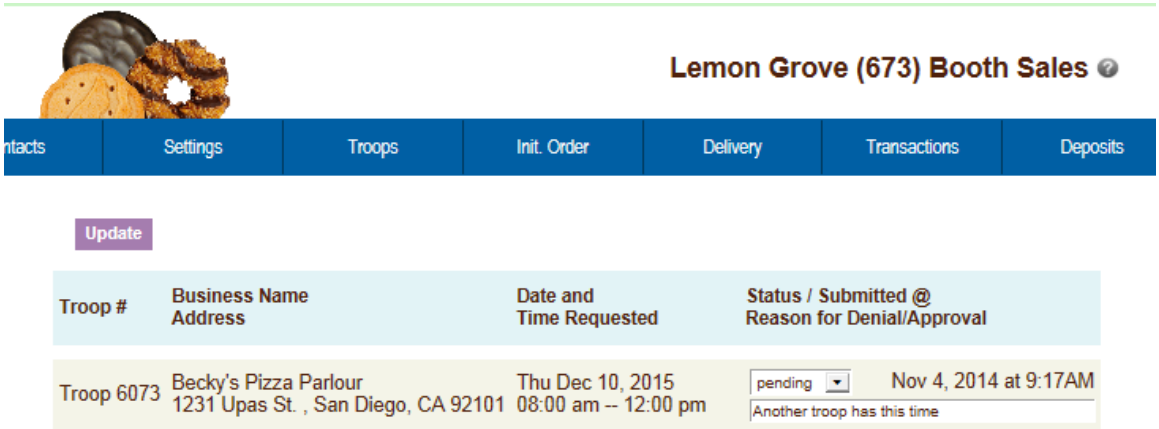
Booth Sites Tab

The booth sites tab is an optional tab that councils will provide for service units to be able to approve troop requests for booth sites that are not council sites. You can also approve on the troop level, however this allows you to view all your troop requests.

If there are no booth sites to approve/deny, the following message will be displayed



If you have requests to approve/deny, the screen will display as follows:

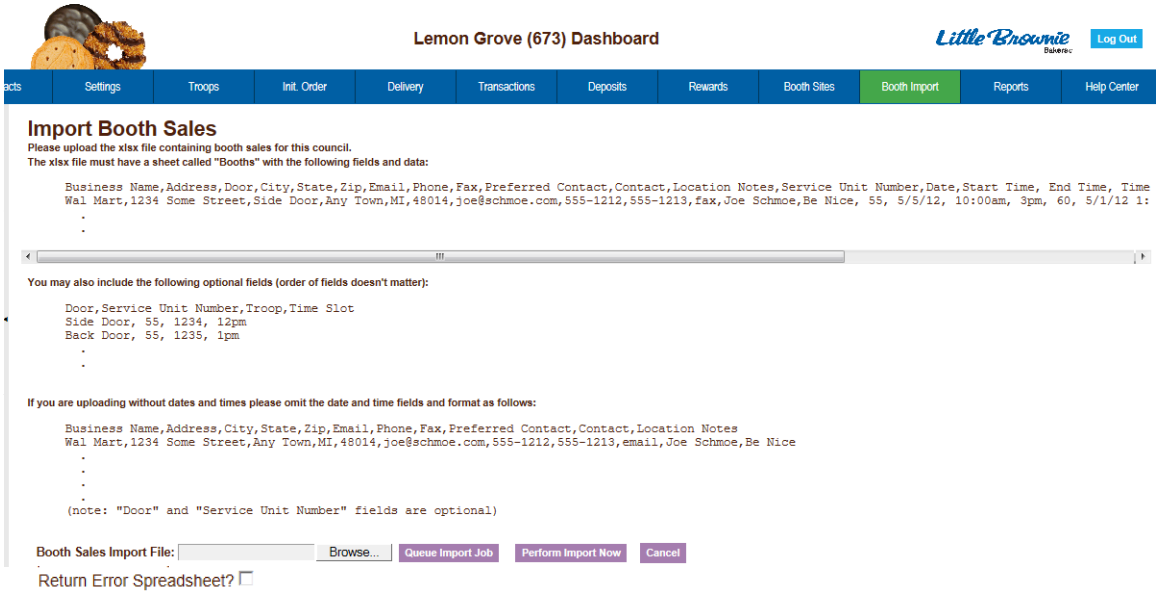


You can approve, deny, make pending by using the drop down box. You can also enter in comments about your selection that is visible to the troop on their level.

If two troops are requesting the same site on the same date and timeframe, you can see who requested the site first by reviewing the date and time under the Status/Submitted column.

Booth Import Tab

The council can select service unit users that they want to be able to upload council sites via a spreadsheet. The tab will only be visible if the service unit user has that additional role.



There is an option labeled Return Error Spreadsheet – This feature allows you to import correct records and to have eBudde™ export error records to a spreadsheet. So if you upload a file of 100 records and 2 records have errors, eBudde™ will import 98 records and not import the 2 records. It will create the error spreadsheet with those two records and the error message that is downloadable from the jobs tab.

You can verify your sites via the troop signup detail report.

Reports

This section will allow you to print reports for your service unit. We currently have nine reports. New reports will be added to the system. Left-click **View Report** to open the report in a Microsoft Excel downloadable window. All Excel reports will print in XLSX format

Regenerate

Some reports due to the length of time to create my require regeneration. You will click the **Regenerate** button. eBudde™ will tell you that it sent the request to the queue. You will be sent an email when the report is ready. You can then click the **XLSX or PDF** button to print.

The system will display a box to open the report or save it to your computer. The format for both is a Microsoft Excel Worksheet

You can now run some reports as **Exportable**. Exportable reports allow you to run reports in a fashion that puts all information in columns to facilitate sorting or simple data dumps. See example below of the service unit recap

100 Acre Wood (615) Service Unit Recap -- Cases
Demo
Jul 26, 2021 at 03:24PM
2021-22 Sales Season

Initial Orders

Type	Trp/SU#	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
troop	10431	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	12424	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	13399	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19044	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
su	615	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	36.00
	Totals	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**	**36.00**

Additional Orders

Type	Trp/SU#	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
troop	10431	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	12424	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	13399	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19044	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
su	615	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	2.00
	Totals	**0.00**	**0.00**	**0.00**	**1.00**	**0.00**	**0.00**	**1.00**	**0.00**	**0.00**	**2.00**

Overall Totals

		Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
	Totals	**4.00**	**4.00**	**4.00**	**5.00**	**4.00**	**4.00**	**5.00**	**4.00**	**4.00**	**38.00**

100 Acre Wood (615) Service Unit Recap -- Cases
Demo
Jul 26, 2021 at 03:26PM
2021-22 Sales Season

Exportable Version

Type	Trp/SU#	Init/Add	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
troop	10431	initial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	12424	initial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	13399	initial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19024	initial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19044	initial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
su	615	initial	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	36.00
troop	10431	additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	12424	additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	13399	additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19024	additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
troop	19044	additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
su	615	additional	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	2.00
		Totals	**4.00**	**4.00**	**4.00**	**5.00**	**4.00**	**4.00**	**5.00**	**4.00**	**4.00**	**38.00**

100 Acre Wood (615): Reports

Initial Cookie Order Reports ▲

Initial Order Report	◉ Cases ○ Pkgs. ☐ Exportable	XLSX PDF
Girl Order Tab	☐ Exportable	Regenerate XLSX PDF
Girl Order Tab Summary	☐ Exportable	Regenerate XLSX PDF
Booth Sales Report	◉ Cases ○ Pkgs. ☐ Exportable	XLSX PDF
Troop Pickup Sheets	☐ Pre-printed Form	View
Troop Delivery Assignments	◉ Cases ○ Pkgs. ☐ Exportable	XLSX PDF
Blank Troop Pickup Sheet (Bubble Form)		View

Initial Order Delivery Reports ▲

Troop Delivery Confirmation	Regenerate View

DOC Reports ▲

DOC Orders By Type By Girl	Current XLSX Current PDF Filter
DOC Financial Report by Girl	Filter

Reward Reports ▲

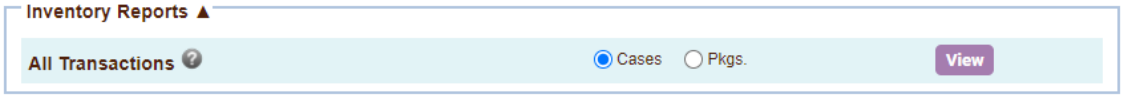
Troop Rewards Summary	◉ Initial ○ Final ☐ Exportable	XLSX PDF
Girl Rewards Summary	◉ Initial ○ Final ☐ Exportable	Regenerate XLSX PDF
Troop Rewards HTML	◉ Initial ○ Final	Regenerate View

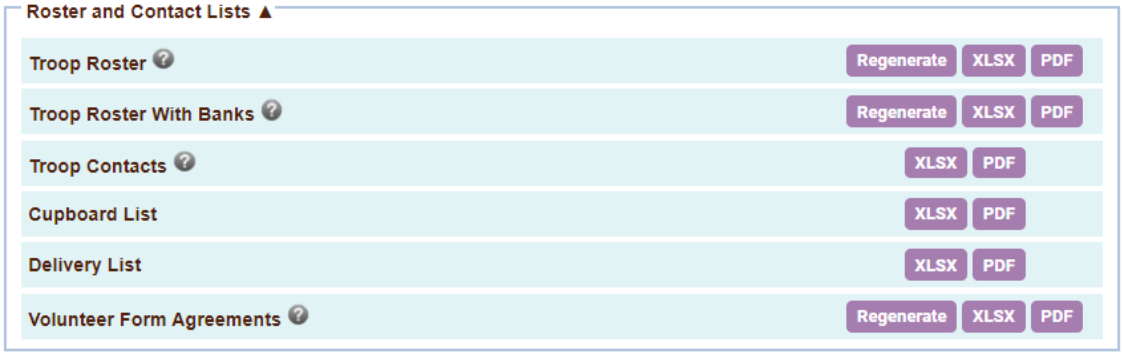
Booth Scheduling Reports ▲

Troop Signup Detail		View
Troop Signup Recap	☐ Exportable	XLSX PDF
Troop Booth Requests		View
Available Booth Slots	☐ Exportable	Regenerate XLSX PDF
Booth Sale Recorder Traffic		Regenerate XLSX

Banking Reports ▲

Troop Payments	Filter





Initial Order Report – This report list all troop initial cookie orders by variety. The report can be printed in either cases or packages.
Girl Order Tab – This report prints each troop's girl order tab in detail. It will list all the transactions per girl, per troop.
Girl Order Tab Summary – This report prints each troop girl order tab in summary view. It will list each girl and her total orders.
Booth Sales Report – This report lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.
Troop Pickup Sheets – These sheets can be printed one of two ways. If you check the pre-printed form, it will print quantities of cookies for each troop that will need to be printed on a form supplied by your council. If you do not check the box, the system will print the entire form in color (must have a color printer) for you.

Troop Delivery Assignments – This lists all the troops and their delivery station selection including site, time and line (if applicable)
Blank Troop Pickup Sheet – This will print a pickup sheet with no information on it. You can use this report as a fill-in pickup sheet.

Troop Delivery Confirmation - Prints the delivery confirmation form in mass that is available on the troop delivery tab

DOC Orders By Type By Girl – This report prints the troop orders that are coming from the Digital Cookie system. You can see all orders for every girl or filter by date, type of order, etc.
DOC Financial Report By Girl – This report prints the troop order monies collected by the Digital Cookie system of all orders sent over by the Digital Cookie system to eBudde.

Troop Rewards Summary – This report allows you to print a reward summary for either the initial reward order or the final reward order.
Girl Rewards Summary – this report prints the reward summary showing every girl in the troop and the troop totals.
Troop Rewards HTML – The report prints the troop reward in portrait orientation 8 ½ x 11. Can print on multiple pages if rewards program has a lot of items.

Troop Signup Detail – This report show the troops in the service unit that have signed up for council booth sites
Troop Signup Recap – This report lists all the troops in the service unit and their total number of signups.
Troop Booth Requests – This report shows the requests that troops have made for booth sites not on the council site list.
Available Booth Sales – This report shows all the booth slots that have not been taken.
Booth Sale Recorder Traffic – This report gives statistics on the use of the booth sale recorder in your service unit This report is only available for users that are booth sale uploader.

Troop Payments – This report will list all payments for your service unit. It will give you the option for filtering what is on the report.
For all transactions, leave the boxes blank and left-click the **Run Report** button.
Date – To print using the date filter you need to enter a date in one or both boxes after the date label. You also need to format the date as mm/dd/yy. Left-click the **Run Report** button to print the records specified

> **Range of Dates** - enter in first box the starting date, enter in second box the ending date. This will be an inclusive range displaying all payments between those two dates and including those two dates.
> **One Date –** enter the date in the first box and enter it again in the second box.
> This will display all the payments for that day.
> **Starting Date to Last Date Keyed** – enter the starting date in the first box, leave the second box blank.
> **All Dates to a Specific Ending Date** – leave the first box blank, enter the ending Date in the second box.

Troop # - To print using the troop number filter you need to enter a troop number in one or both boxes after the troop # label. Left-click the **Run Report** button to print the records specified

Range of Troops - enter in first box the starting troop number; enter in second box the ending troop number. This will be an inclusive range displaying all payments between those two troops and including those two troops.

One Troop – enter the troop number in the first box and enter it again in the second box. This will display all the payments for that troop.

Starting Troop to Last Troop Keyed – enter the starting troop number in the first box, leave the second box blank.

All Troops to a Specific Ending Troop – leave the first box blank; enter the ending troop number in the second box.

Date and Troop Number – You can use the combinations listed above to specify payments by date and/or by troop number.

Troop Proceeds Summary - This report will detail by troop, the cookie initial orders, transfers, final orders, girls registered, girls selling, per girl averages, total sales, troop proceeds, payments and balance dues. This report can be viewed in packages or cases by clicking the appropriate radial button.
You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed. Now includes the generic proceeds amounts detail.

Troop Sales Summary – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories if applicable. This report can be viewed in packages or cases by clicking the appropriate radial button.
You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed.

Troop Sales Summary (by age level) - This report includes all the columns that you see in the troop sales summary report but it subtotals by the troop's program age level. i.e. Daisy, Brownie, Junior, etc.

IO Breakout – This report will allow you to see the statistics for your troop's initial order. You will be able to see what part of the order are girl orders, booth, extras due to rounding up to total cases. Allows you to do analysis of your initial orders.

Troop Variety Summary – This report lists for each troop the total varieties ordered.

Cookie Exchanges – This report list the troop exchanges that are posted by troops on the cookie exchange tab.

Troop Sales Reports – This report will print all the troop sales report. The format will be just like the troop sales report tab. Troop banking information will be hashed out except for the last four numbers on this report.

Troop Sales Report with Bank Information – This report will print all the troop sales report. Troop banking information will be display as full numbers. This report is only available to users who have Bank Manager Account permissions.

Service Unit Recap – This report will show cookie activity for the service unit.

Troop GOC Org Tab – This report will print all the Gift of Caring Organizations entered by troops on the troop GOC Org tab.

All Transactions – This report will list all transactions that a service unit created moving cookies from the service unit to the troop or troop-to-troop transactions.

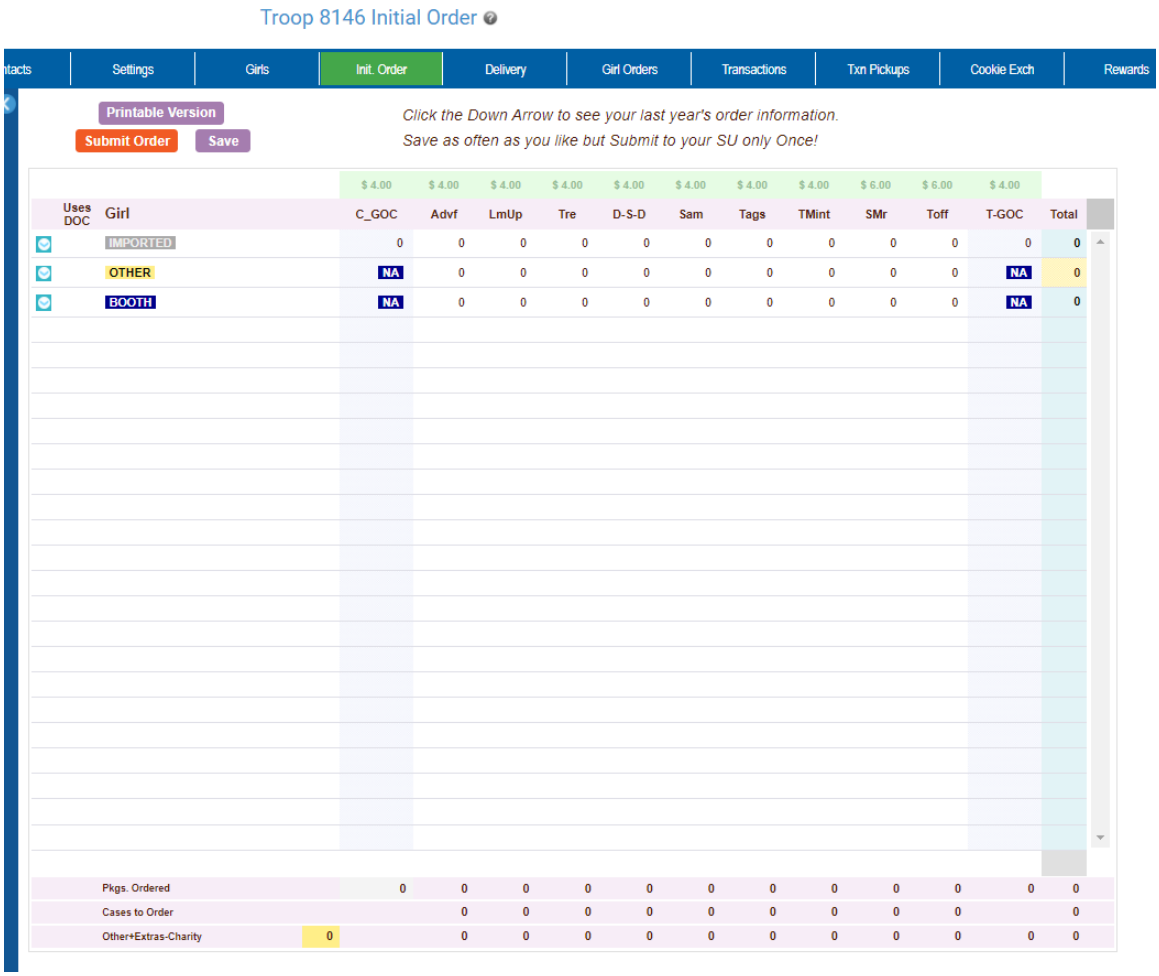
Troop Roster – This report prints the details of the troop settings tab for all troops. No banking information will be on this report.
Troop Roster with Banks- This report prints the details of the troop settings tab for all troops including the bank information in full viewing format. This report is only available to users who have Bank Manager Account permissions.
Troop Contacts – This report will show you a list of all troop contact name, address and phone number information.
Cupboard List – This report will list all available cupboards and their hours of operation.
Delivery List – This report will list all available delivery sites for the service unit and location information.
Volunteer Form Agreements – If your council uses the agreement signing feature in eBudde, this report will show the status of whom has or has not logged into eBudde and signed the agreement(s).

Appendix A – Troop Cookie Ordering Methods on Troop Level

As a service unit, your council may require you to enter troop orders using the troop cookies tab. There are two methods for troop ordering. You will be directed by your council as to the method you are supposed to use. In addition, your council may have Digital Cookie orders automatically posted to the initial order.

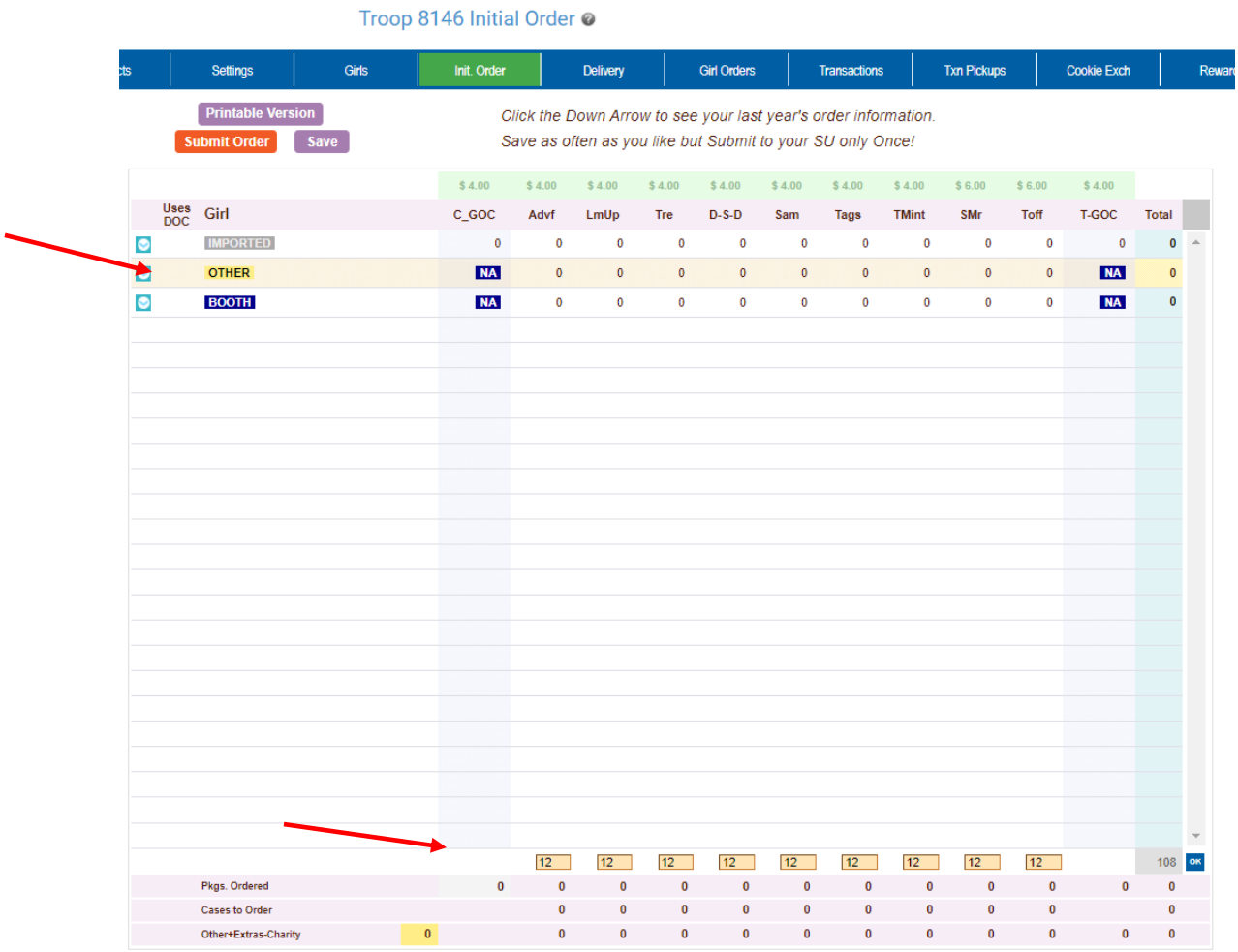
Ordering with Booth and Girl Totals

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



There is a row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.

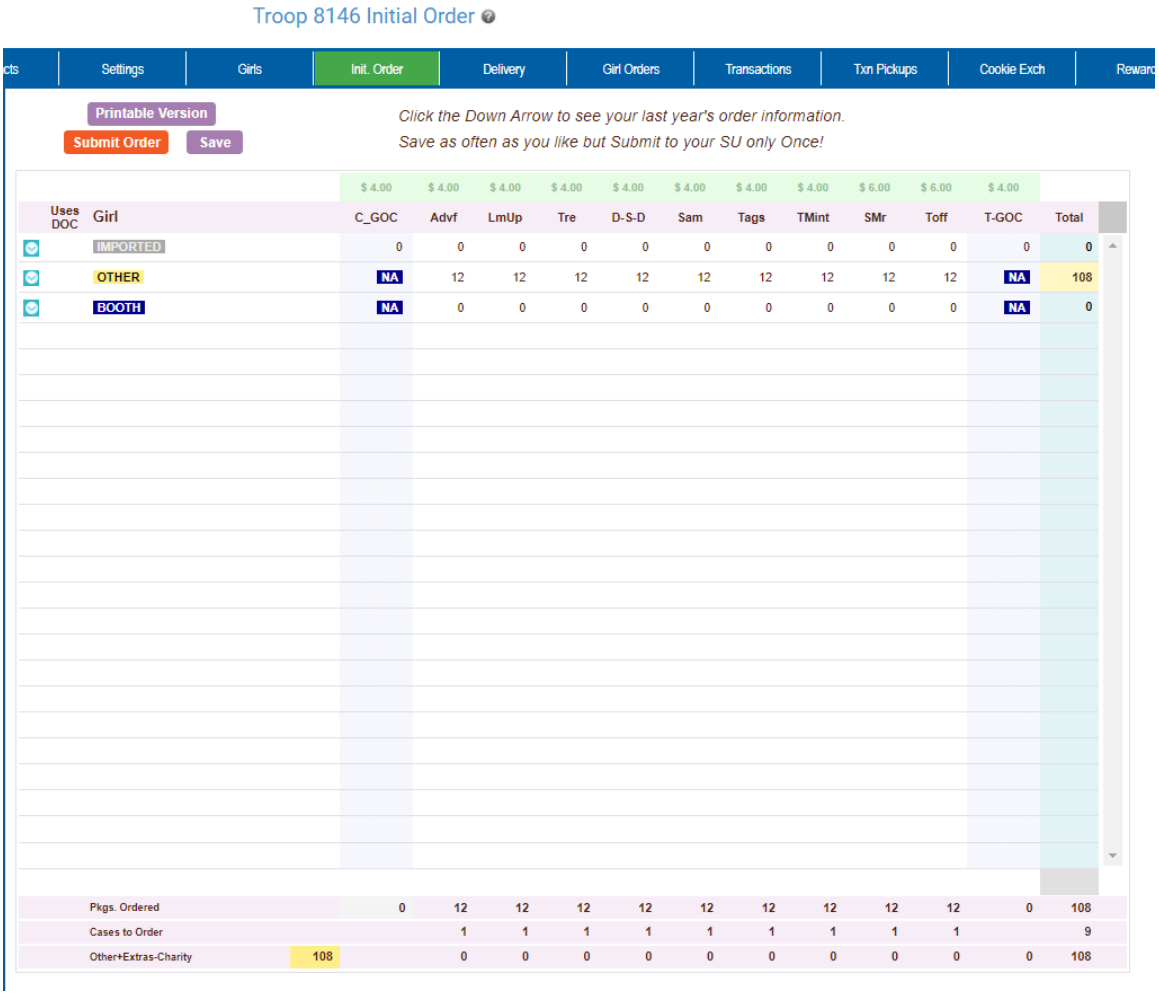
Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for other sales.**



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

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

The system will display the completed order.



			$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	$ 4.00	
Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total
	IMPORTED		0	0	0	0	0	0	0	0	0	0	0	0
	OTHER		NA	12	12	12	12	12	12	12	12	12	NA	108
	BOOTH		NA	0	0	0	0	0	0	0	0	0	NA	0
	Pkgs. Ordered		0	12	12	12	12	12	12	12	12	12	0	108
	Cases to Order			1	1	1	1	1	1	1	1	1		9
	Other+Extras-Charity	108		0	0	0	0	0	0	0	0	0	0	108

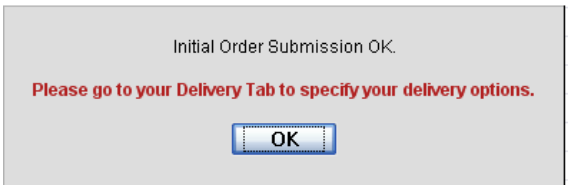
To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

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

To print the order, click the **Printable Version** button.

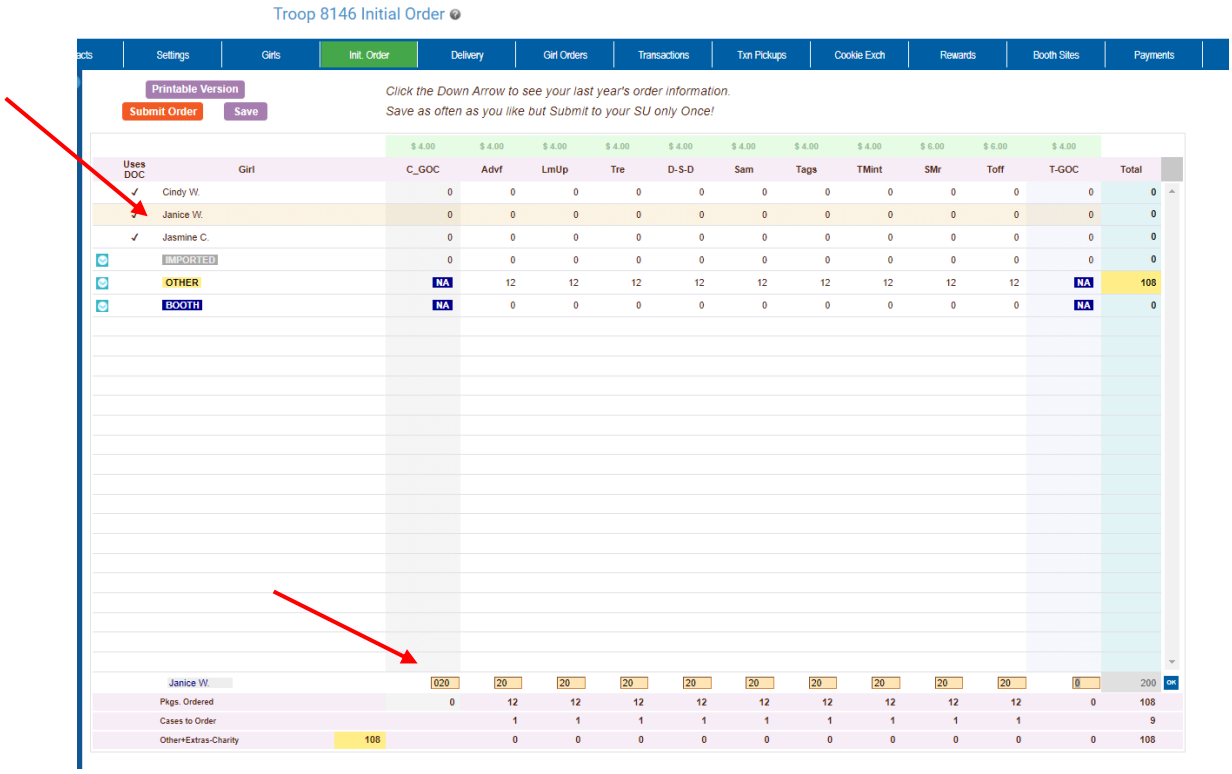
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



Ordering by Individual Girls

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

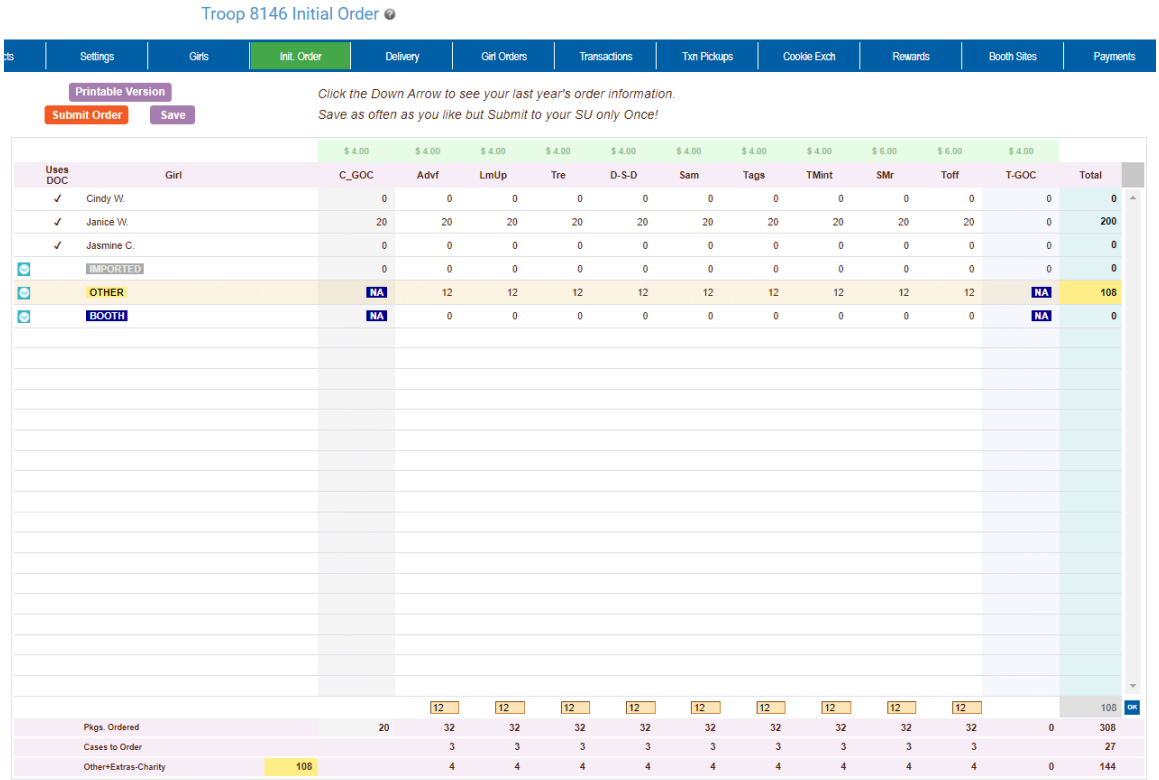


NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately.

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.

There is a row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.



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

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line.

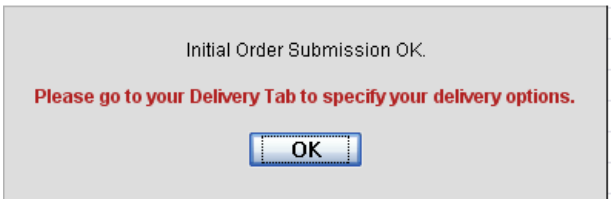
If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes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

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

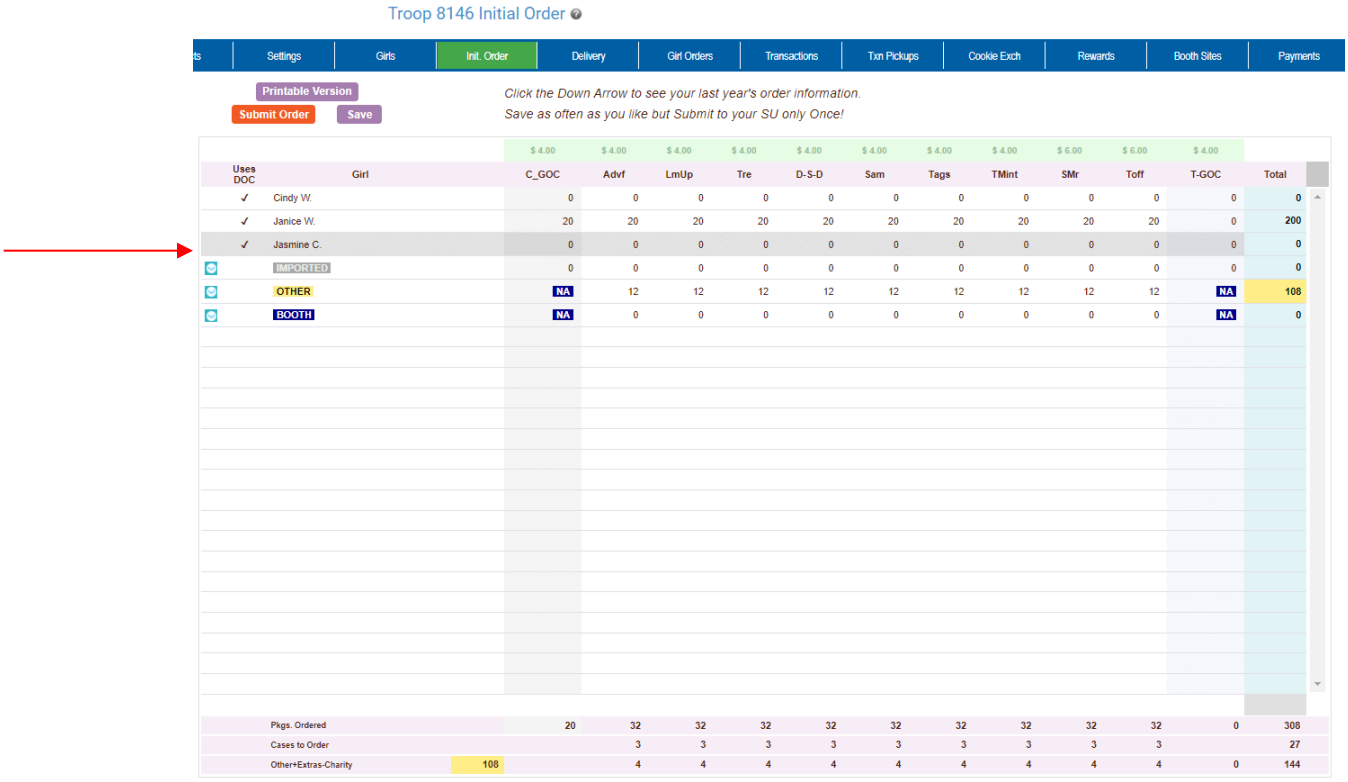
To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



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

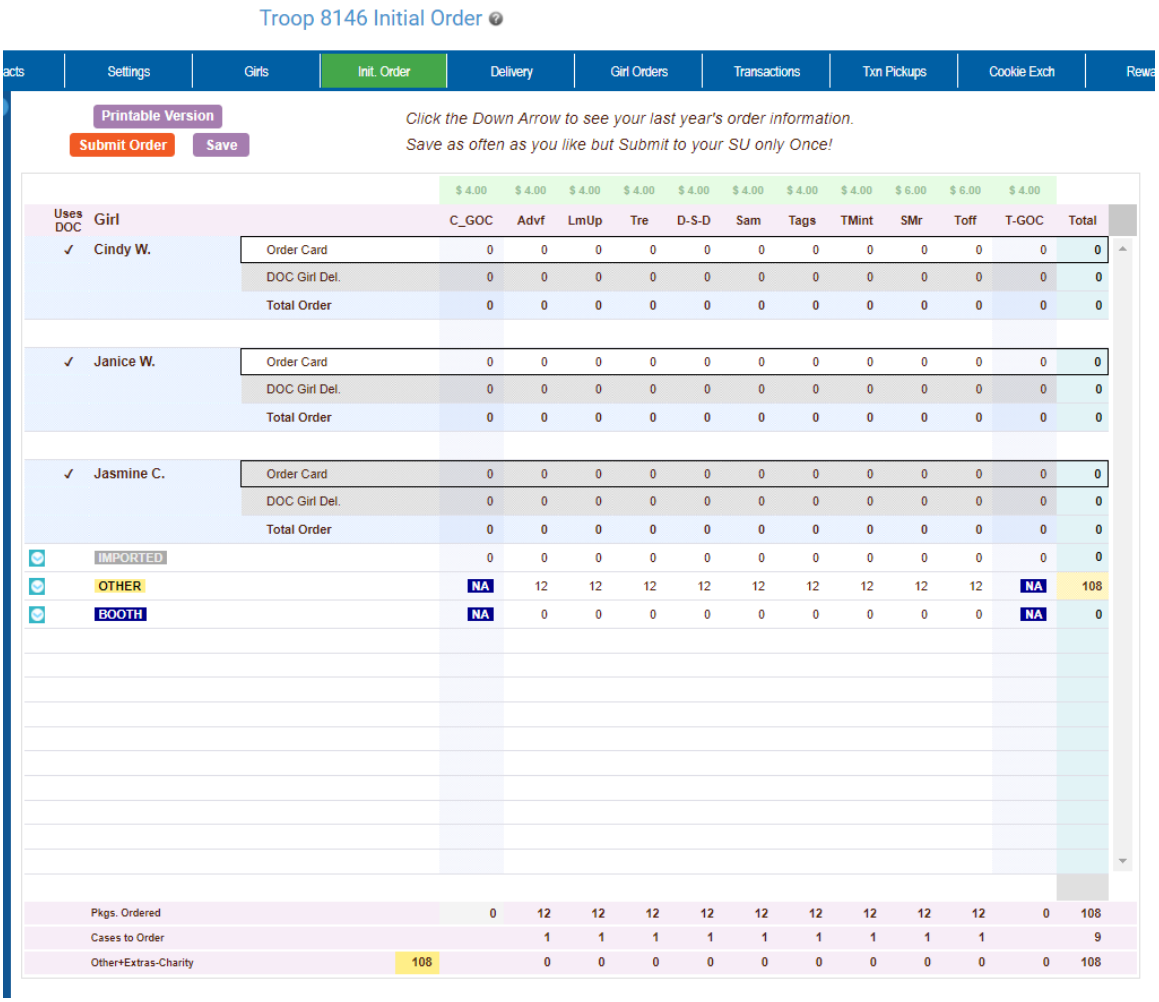


			$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	$ 4.00	
Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total
✓	Cindy W.		0	0	0	0	0	0	0	0	0	0	0	0
✓	Janice W.		20	20	20	20	20	20	20	20	20	20	0	200
✓	Jasmine C.		0	0	0	0	0	0	0	0	0	0	0	0
	IMPORTED		0	0	0	0	0	0	0	0	0	0	0	0
	OTHER		NA	12	12	12	12	12	12	12	12	12	NA	108
	BOOTH		NA	0	0	0	0	0	0	0	0	0	NA	0
	Pkgs. Ordered		20	32	32	32	32	32	32	32	32	32	0	308
	Cases to Order			3	3	3	3	3	3	3	3	3		27
	Other+Extras-Charity	108		4	4	4	4	4	4	4	4	4	0	144

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 located on the right side of your screen



			$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	$ 4.00	
Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total
✓	Cindy W.	Order Card	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
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Janice W.	Order Card	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
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Jasmine C.	Order Card	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
		Total Order	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		NA	12	12	12	12	12	12	12	12	12	NA	108
	BOOTH		NA	0	0	0	0	0	0	0	0	0	NA	0
	Pkgs. Ordered		0	12	12	12	12	12	12	12	12	12	0	108
	Cases to Order			1	1	1	1	1	1	1	1	1		9
	Other+Extras-Charity	108		0	0	0	0	0	0	0	0	0	0	108

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.

✓ Froska L.	Order Card	2	14	14	19	31	19	45	7	0	151
	DOC Girl Del.	0	0	4	5	4	5	4	0	0	22
	Total Order	2	14	18	24	35	24	49	7	0	173

NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately.

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.

There is a row labeled **IMPORTED**. This row may contain data that your council uploaded for you. It is not editable by you the troop but is editable by the council. See your council instructions on this row on the initial order tab.

✓	Janice W.	Order Card	0	14	14	14	14	14	14	14	14	14	14	140	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	
		Total Order	0	14	14	14	14	14	14	14	14	14	14	140	
✓	Jasmine C.	Order Card	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	
		Total Order	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		NA	12	12	12	12	12	12	12	12	12	NA	108	
	BOOTH		NA	0	0	0	0	0	0	0	0	0	NA	0	
				12	12	12	12	12	12	12	12	12		108	OK
	Pkgs. Ordered		0	26	26	26	26	26	26	26	26	26	14	248	
	Cases to Order			3	3	3	3	3	3	3	3	3		27	
	Other+Extras-Charity	108		10	10	10	10	10	10	10	10	10	-14	184	

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

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line.

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

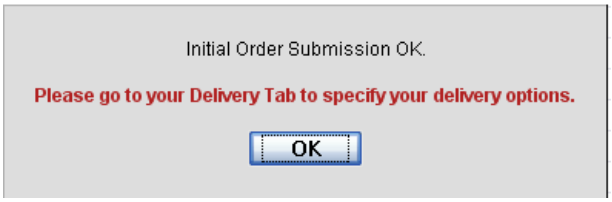
press enter or the **OK** button. The system will move the numbers to the **BOOTH** line.

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

To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



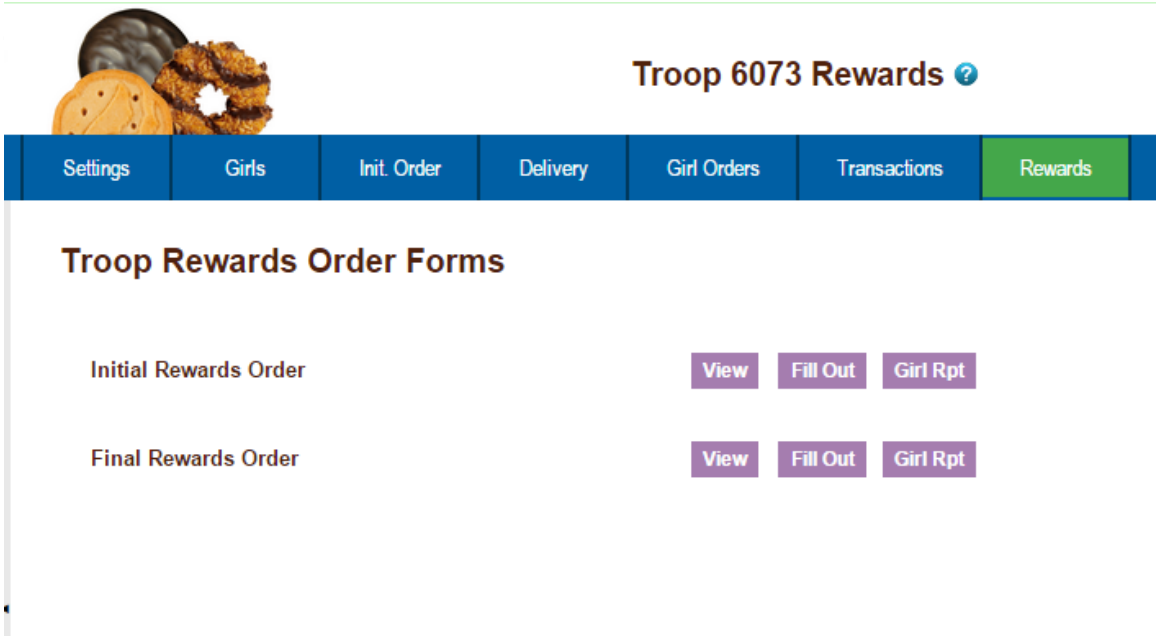
If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out.

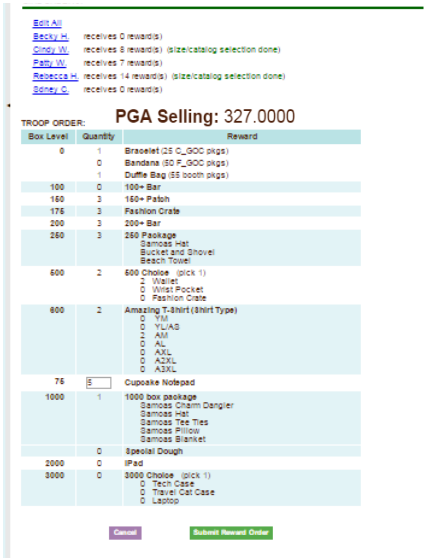
Appendix B – Troop Reward Ordering Methods on Troop and Girl Levels

As a service unit, your council may require you to enter troop orders using the troop rewards tab or by individual girl. You will be directed by your council as to the method you are supposed to use.

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

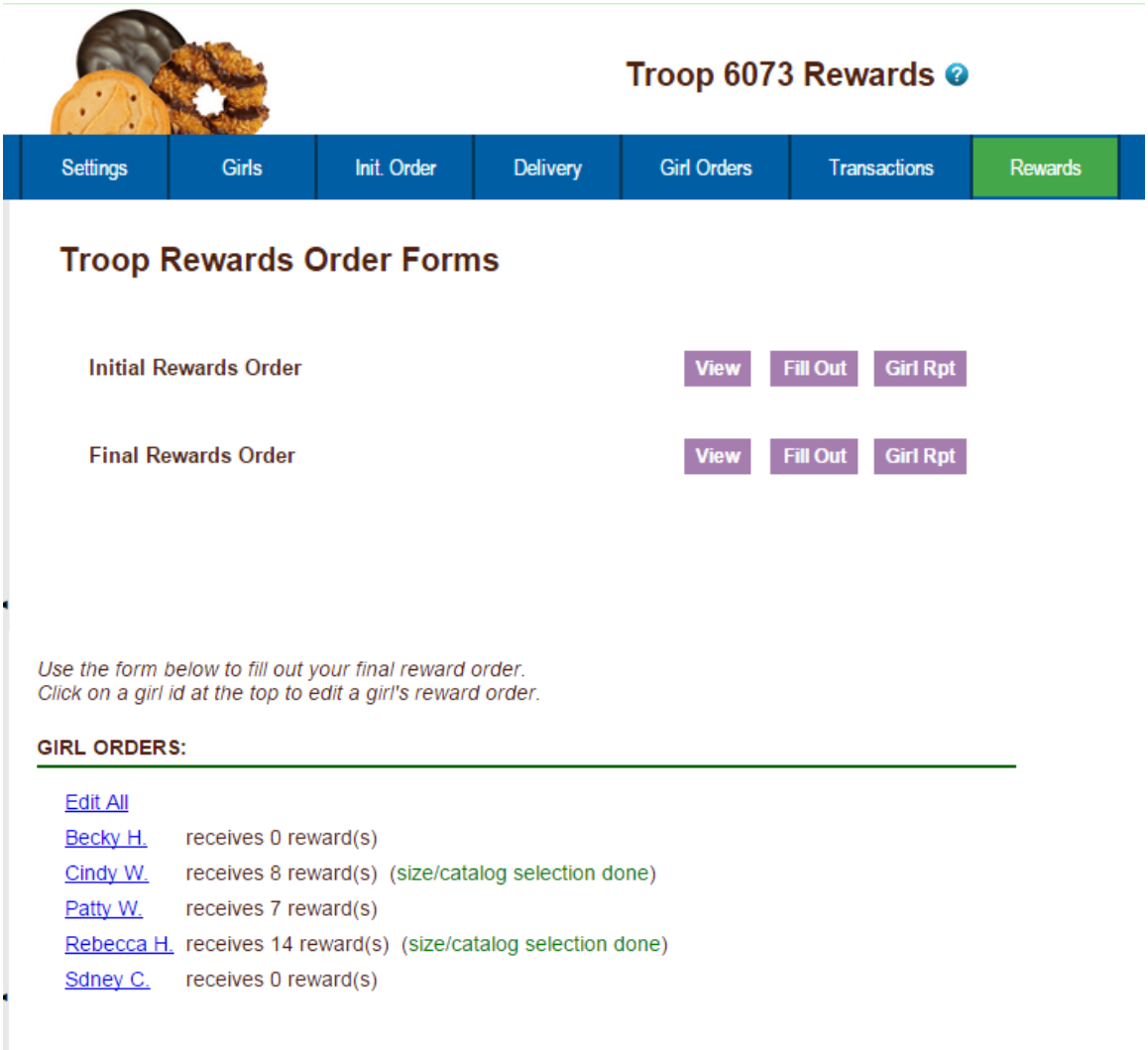




Enter in the quantities for the troop reward order. Tab through the boxes. Click the Submit Reward Order to submit the order to the service unit. Click the Return to Report List button to return to the previous screen.

Individual Girl Reward Order

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

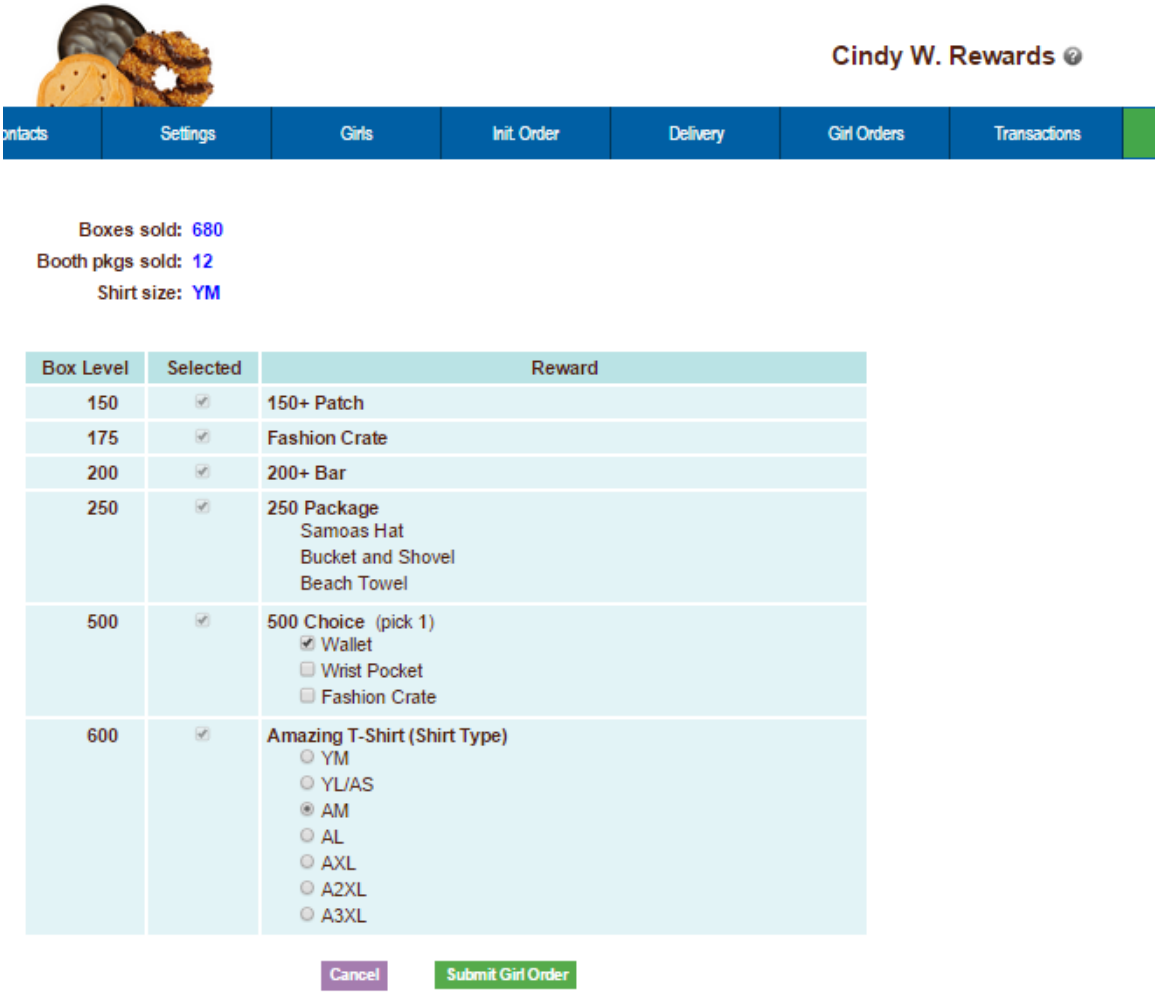


NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.

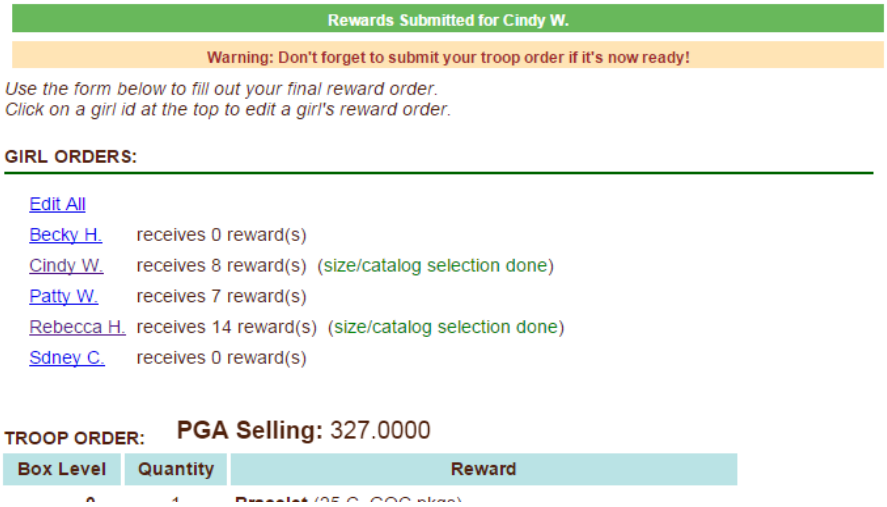
For this example we will be working with the Final Rewards Order. The View button allows you to see the rewards order. The Fill Out button is for entering the girl and troop order.

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green. (size/catalog selection done). You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.



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.



OR you may now click the Edit All link.

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

Girl: Cindy Wright

Boxes sold: 680

Shirt size: YM

Box Level	Selected	Reward
0	☑	**Beach Towel** (100.000 pga sellg)
	☑	**Tote and Blanket** (175.000 pga sellg)

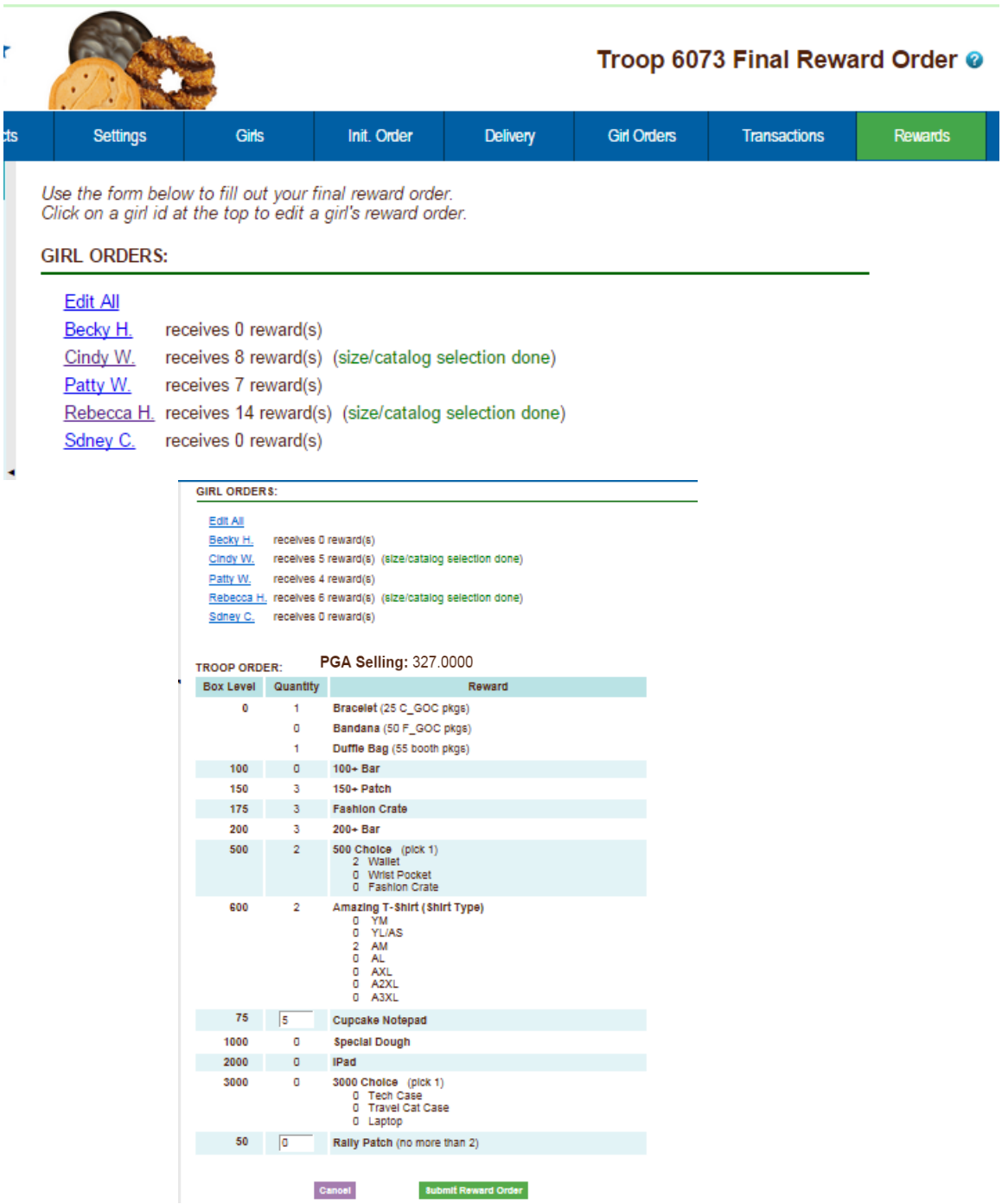
Girl: Patty Wright

Boxes sold: 407

Shirt size: YL/AS

Box Level	Selected	Reward
0	☑	**Beach Towel** (100.000 pga sellg)
	☑	**Tote and Blanket** (175.000 pga sellg)

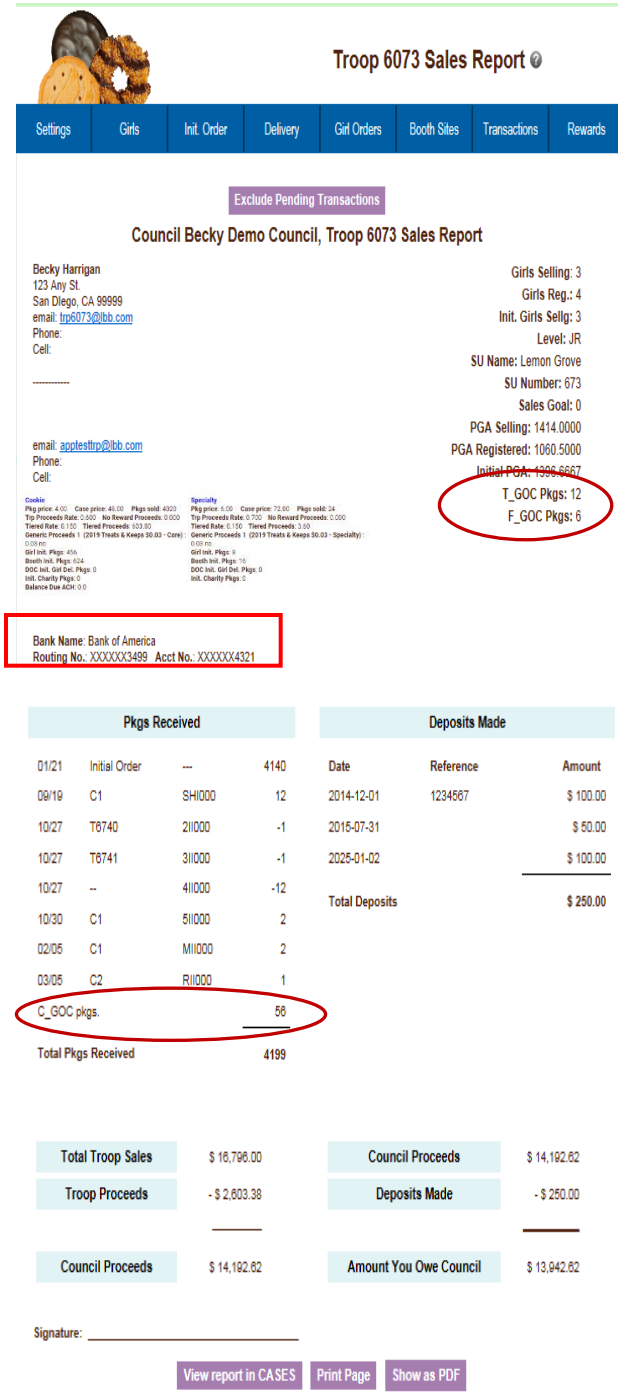
Once you have updated all the girl rewards and submitted, eBudde™ will show that the selections were completed.



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.

Appendix C – Troop 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. All Gift of Caring numbers will be pulled from the Girl Order tab. No data entry will be necessary on the Troop Sales Report. Council sponsored Gift of Caring will be displayed under Packages Received. Troop Gift of Caring boxes will be displayed on the right under PGA Registered. Your council is now able to display on the troop sales report the upcoming ACH debit amount.



Troop 6073 Sales Report

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

Exclude Pending Transactions

Council Becky Demo Council, Troop 6073 Sales Report

Becky Harrigan
123 Any St.
San Diego, CA 99999
email: trp6073@bb.com
Phone:
Cell:

---

email: apptesttrp@bb.com
Phone:
Cell:

Girls Selling: 3
Girls Reg.: 4
Init. Girls Sellg: 3
Level: JR
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 1414.0000
PGA Registered: 1060.5000
Initial PGA: 1396.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

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

Pkgs Received			
01/21	Initial Order	---	4140
09/19	C1	SHI000	12
10/27	T6740	2II000	-1
10/27	T6741	3II000	-1
10/27	--	4II000	-12
10/30	C1	5II000	2
02/05	C1	MII000	2
03/05	C2	RII000	1
C_GOC pkgs.			56
Total Pkgs Received			4199

Deposits Made		
Date	Reference	Amount
2014-12-01	1234567	$ 100.00
2015-07-31		$ 50.00
2025-01-02		$ 100.00
Total Deposits		$ 250.00

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

Signature: _____

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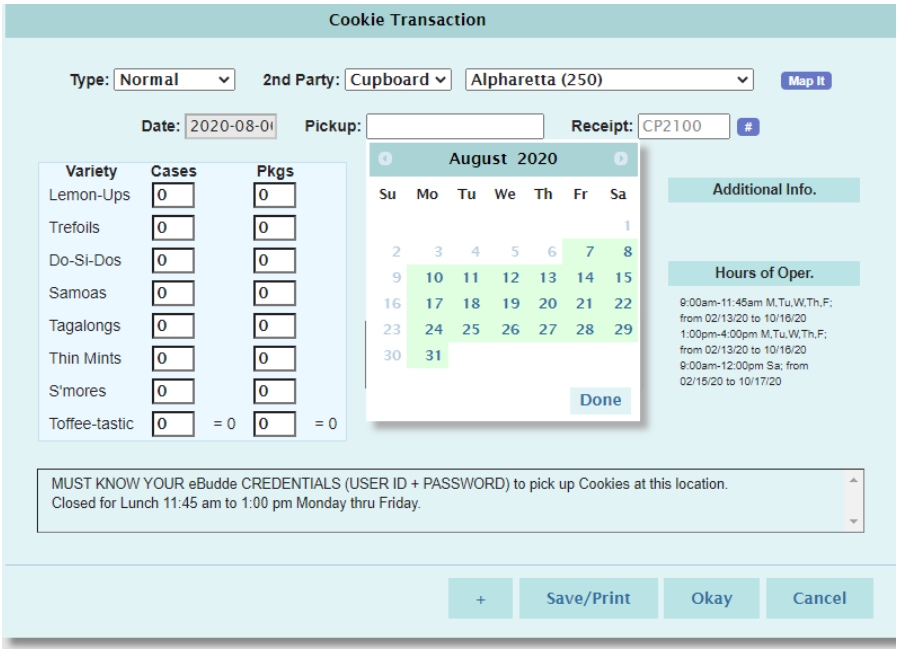
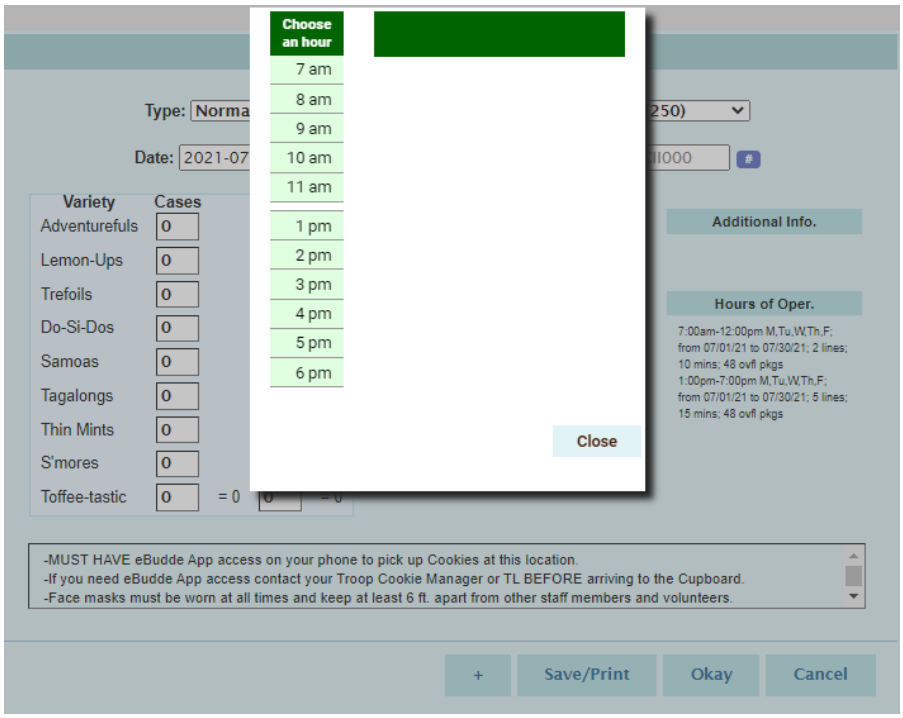
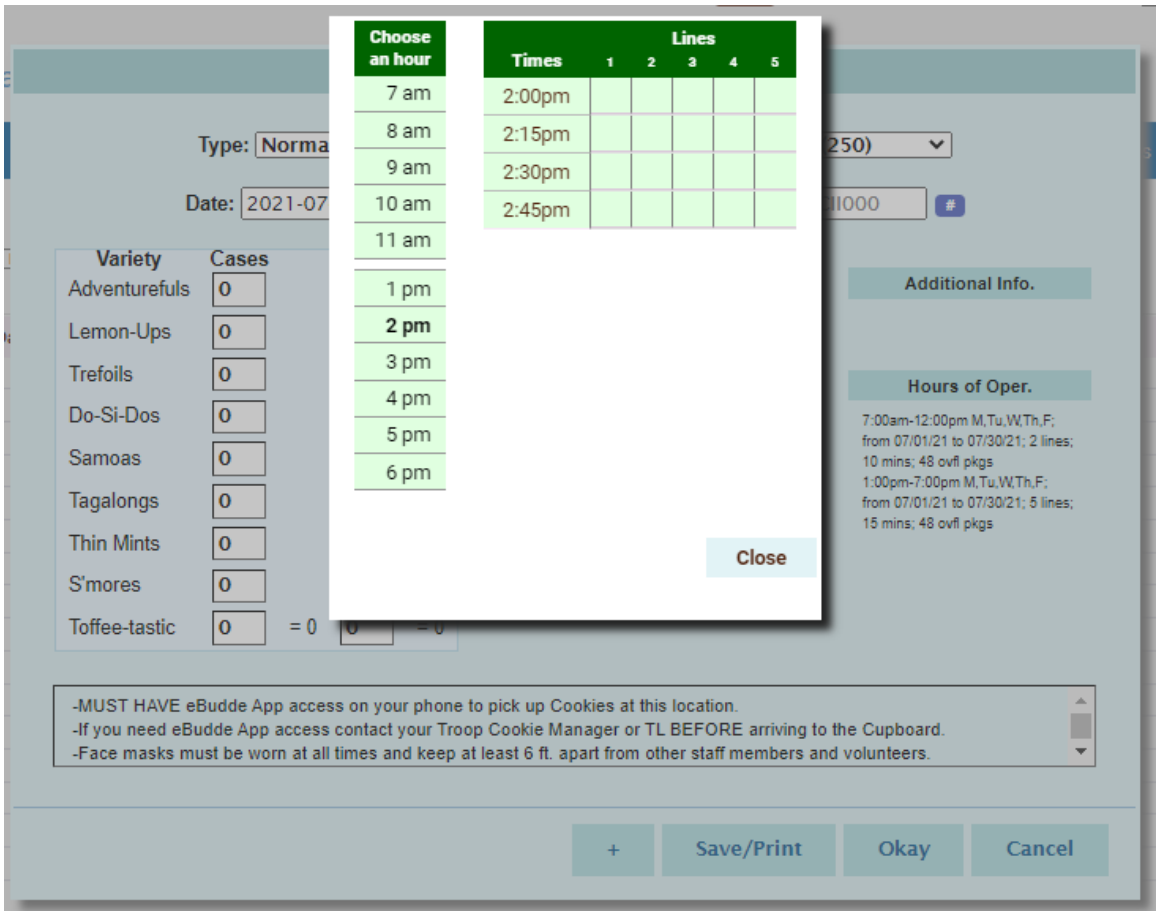
Appendix D – New Product Transaction Form Options

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.

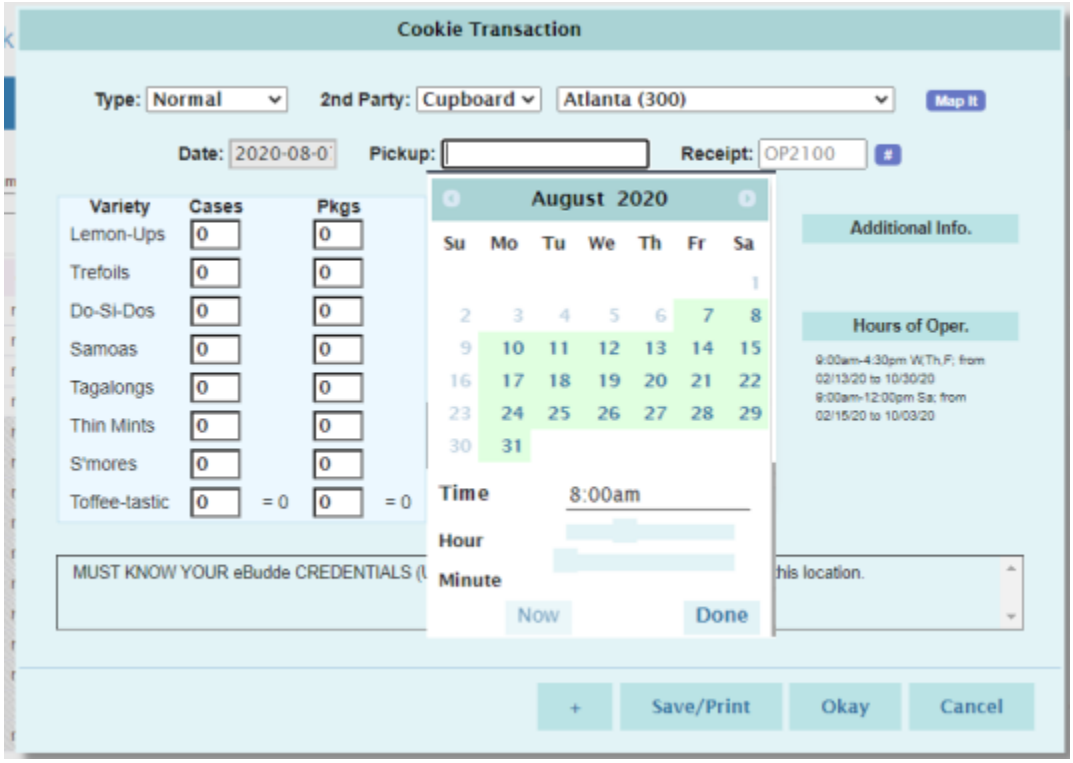
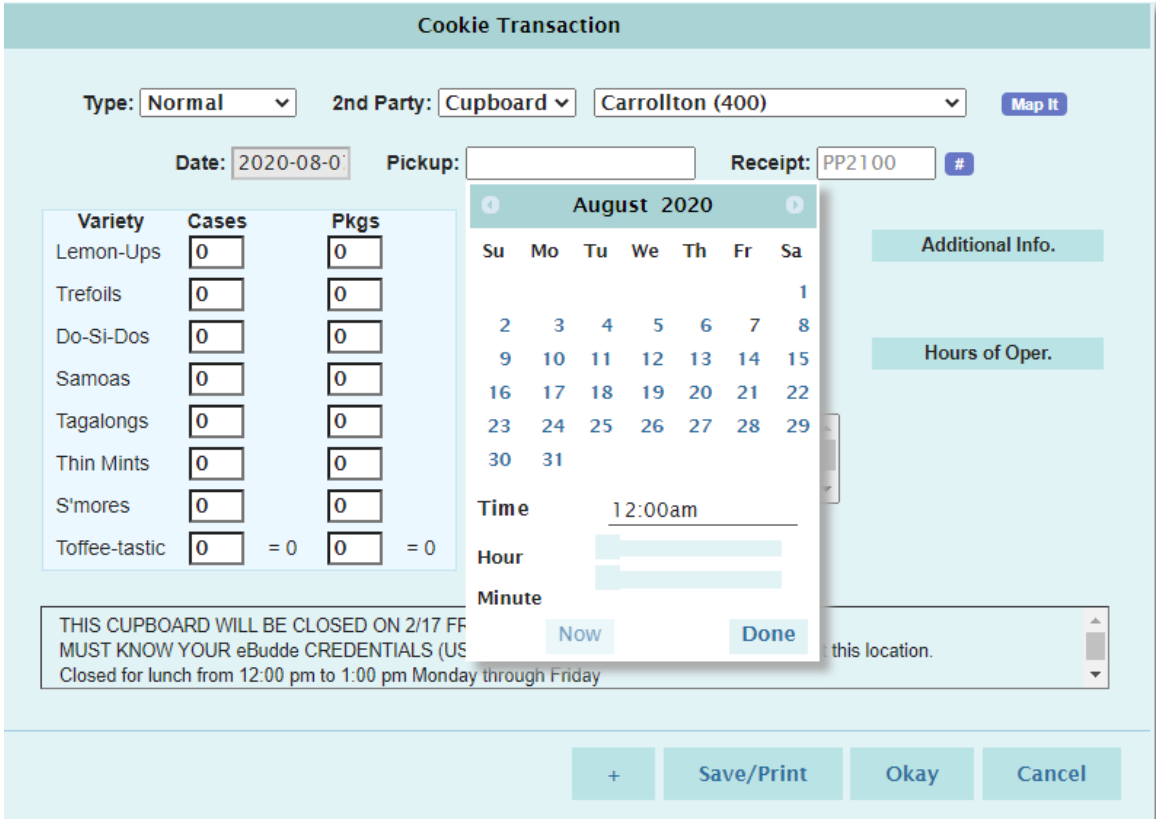
Cupboards with days, times, slots and lines – Click in the Pickup box







Cupboards with days and times – Click in the Pickup box



Cupboards with no requirement in eBudde – Click in the Pickup box