Little Brownie
BAKERS®

eBudde™

Troop User Manual
August 1, 2021

https:// eBudde.littlebrownie.com

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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.

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

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

System Access

eBudde™ is part of the Little Brownie Cookie Tech Portal. This system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. If you were in the system last year, your email and password will remain the same. You will be asked to create a new password for the new season the first time you log in. You can now get to eBudde™ from two ways – https://ebudde.littlebrownie.com or https://cookieportal.littlebrownie.com

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

First Time system user (NOTE: If you have logged into VIP eTraining, you will have already gone through this process. You will still receive the welcome email link but may log directly into eBudde or the Cookie Tech Portal)
The process for gaining access as a first time user is:
1. User receives "welcome email" with login link
2. Click on the link
3. At the password screen, enter and confirm personal password
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 2020-2021 Girl Scout Cookie Season!

Welcome to the 2020-2021 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=dPDDGlUGIJe7k2bognQ9ww&r=Fl4

[HaRmPgFW7jHM-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

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

Step Six - Confirm account update via email link

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

Forgot Password

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

Little Brownie
BAKERS®
Cookie Tech Portal

email

password

Forgot your password?   Login
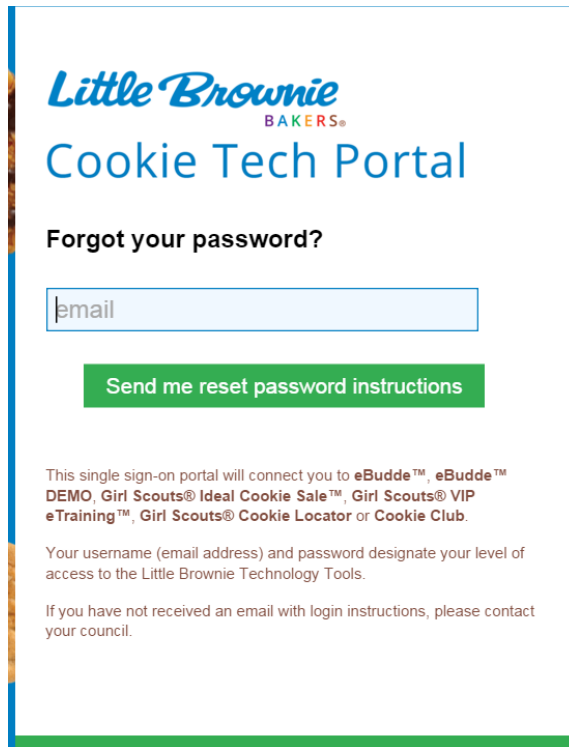
This single sign-on portal will connect you to **eBudde™**, **eBudde™ DEMO**, **Girl Scouts® Ideal Cookie Sale™**, **Girl Scouts® VIP eTraining™**, **Girl Scouts® Cookie Locator** or **Cookie Club**.

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

If you would like to update your contact info please input your email and password above and Click Here.

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

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

Click the link in the email.

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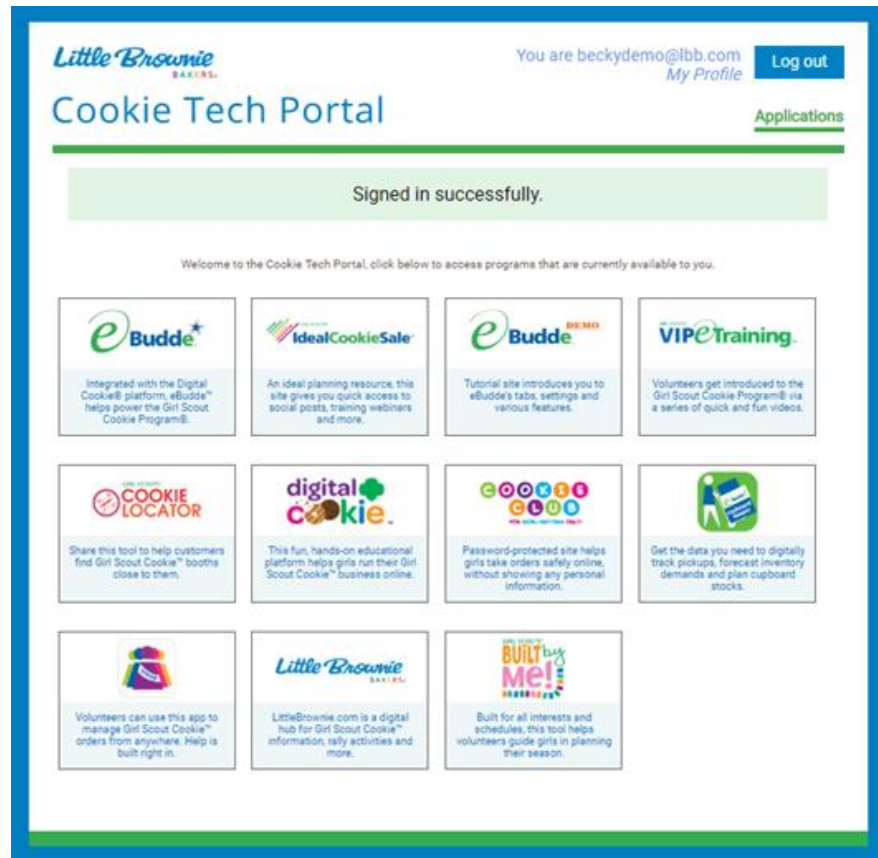
You will also get an email to confirm that you changed your account for security purposes. Click the **Confirm Your Account** to complete the process.

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. You will be taken to the profile page. You can also get to the profile page on the page that shows you all the systems – asset page.

Little Brownie BAKERS™   Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

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

| icsonly@lbb.com | Your email is your user name. |

Becky	Harrigan
555-5555	555-5555
123 Any St	Apt., Suite, etc.
San Diego	CA	92105

Change Password (Optional)

If you would like to change your password you may do so here.

| New Password |
| Confirm New Password |

Cancel   Update Profile

You will be required to re-enter your current password. You can change your email, password and profile information. Click **Update Profile** to update your profile. Click **Cancel** if you do not want to change your data.

Menu Bar
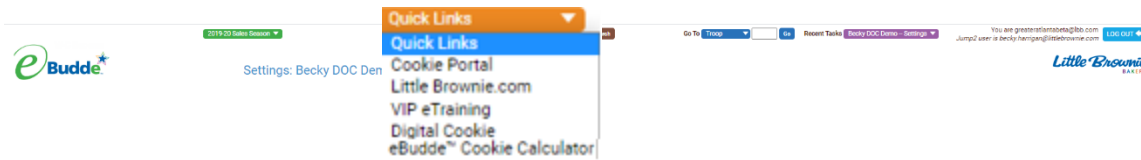
The Menu Bar provides additional support for you in eBudde™.

Season drop down - Allows you to see previous season's data (if applicable)
Quick Links – This provides a list of additional links for easy access.

> **Cookie Portal** – This provides a link for going back to the portal that shows all your application access.
>
> **LittleBrownie.com** – This provides a link for you to go to the Little Brownie website that has additional resources.
>
> **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.

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

Troop Tabs

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

Dashboard – Default screen that shows important messages, calendar, checklist and dates
Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.
Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.
Girls – This allows you to enter girl names, grade, id and goal information
Init. Order – This option is for entering your troop initial cookie order
Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)
Girl Orders - Track girl initial, booth and additional orders and payments
Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.
Txn. Pickups – this tab allows you to confirm cupboard pickup if cupboard is using contactless pickup.
Cookie Exchange – Post that you have available cookies by variety and see what is available from others.
Rewards – Troop reward ordering
Booth Sales – (Optional) This option allows you to select council booth sale sites and/or request a troop booth sale site.
Payments – Troop payment to council recording
GOC Org. – (Optional) This option allows you to record troop donation organizations.
Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, payments and submitting total Gift of Caring numbers (if applicable)
Reports – Two reports available for troops. Cupboard listing and delivery site listing.
Help Center – The new Help Center will provide you additional information on the eBudde system.

Dashboard Tab

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

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

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

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

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

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

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

Troop 18020 Dashboard
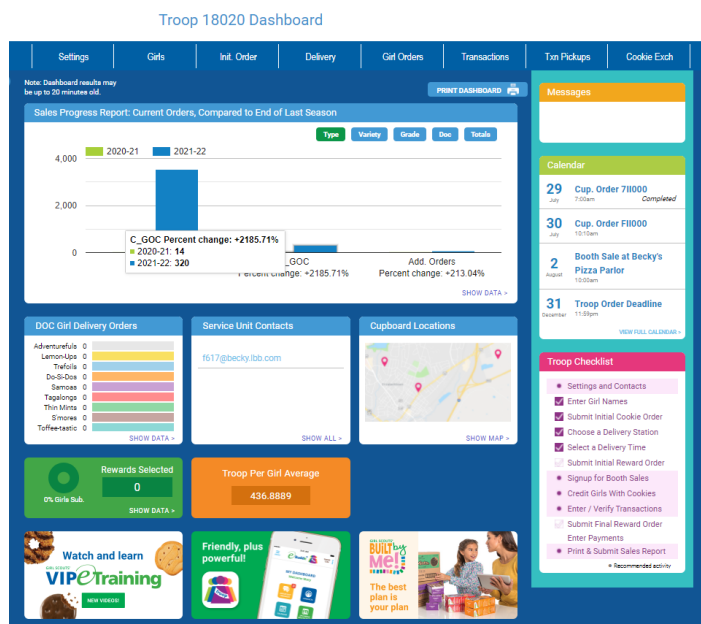
Timeline

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.
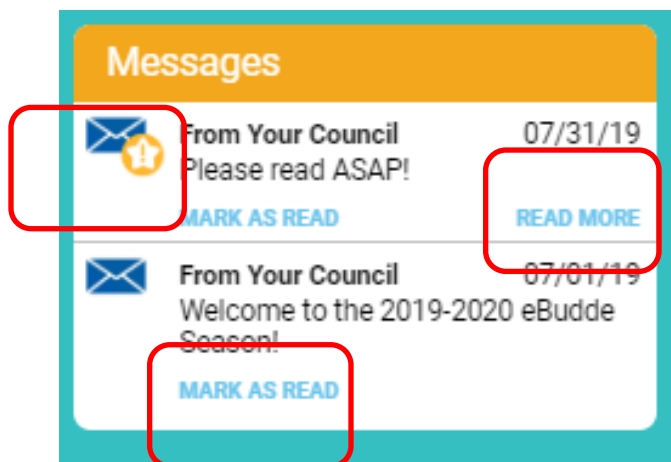
The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar.** It will display in another browser window a monthly calendar.
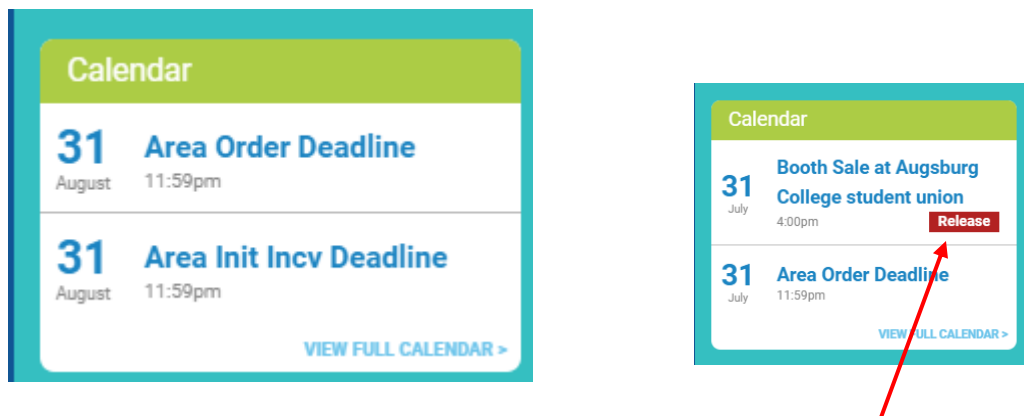
You can now release a booth site that you can no longer attend from the calendar on the dashboard.

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.
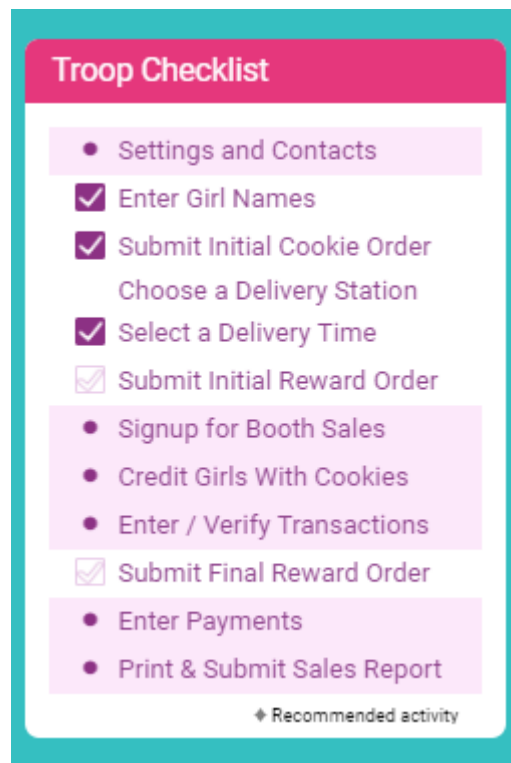
Dashboard Data

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

The example below shows what you may see – Order sales totals (now called Sales Progress Report: Current Orders, Compared to End of Last Season) for Type of order, orders by program age level, orders by grade and if your council participates in Digital Cookie, orders by Digital Cookie type. In addition, you will be able to see, rewards statistics, service unit contacts, cupboard locations and links for additional resources. There is a new infographic this season to show Troop PGA (Per Girl Average). These links will change throughout the season to give you resources that apply to your timeline.

Troop 18020 Dashboard

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

Troop 18024 Dashboard

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

✓ COOKIE TIME!   ✓ IO DEADLINE   ✓ BOOTH TIME!   ✓ CUPBOARDS OPEN

Note: Dashboard results may be up to 20 minutes old.

An I/O discrepancy has been detected, please notify your council.

PRINT DASHBOARD
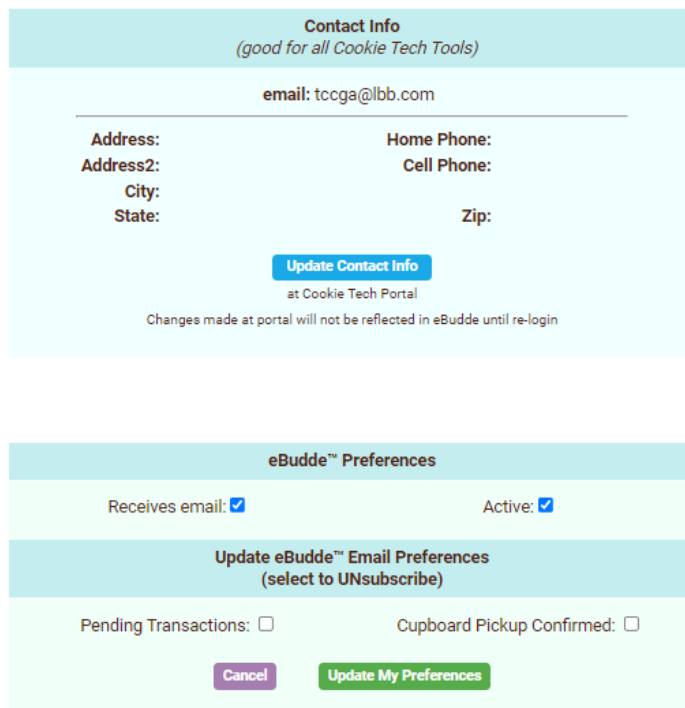
Contacts Tab

The Contacts tab allows you to change your contact information.

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.

1 error prohibited this user from being saved:

- Current password can't be blank

Email Caregivers

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

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

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

Branch Email: #18020 ⊘

s	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch

Caregiver E-mail:

Calling all cookie communicators!

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

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

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

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

Return-to Adress: eBudde(tm) <do_not_reply@littlebrowniebaker

* Subject:

* Message: Plain Email ◉ Html Email ○

(max 5MB)
Attachment: Choose File No file chosen

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

* Send Email To
[ ] Select All
[ ] Abiella A. (aa@becky.lbb.com)
[ ] Becky H. (slickbh12@becky.lbb.com)
[ ] Cindy W. (rharrigan6614@becky.lbb.com)
[ ] Froska L. (fl@becky.lbb.com)
[ ] Hattie K. (hk@becky.lbb.com)
[ ] Kallie S. (ks@becky.lbb.com)
[ ] Liliana A. (la@becky.lbb.com)
[ ] Millie W. (mw@becky.lbb.com)
[ ] Morgan M. (mm@becky.lbb.com)

Cancel   Send email

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

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

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

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

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

Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit or council staff. However, at the time of setup, information may not be available such as girls registered, girls selling, reward option, banking, etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab.

Settings

Number: ❓ 18020	#Girls Registered: ❓ 8
#Girls Selling: ❓ 7	Troop Goal (pkgs): ❓ 500
Level: ❓ Brownie	Opt out of rewards for additional proceeds: ❓ no You will receive rewards.
Bank Name: ❓	Bank Routing No: ❓
Bank Account No: ❓	
DOC Troop?: ❓ yes	DOC Sync Completed?: ❓ Yes
Active Seller: yes	

Generic Proceeds Fulfillment ❓

Fall Progam (0.050):	no
Membership (0.050):	no

Deadlines

Parent Initial Order: ❓ Jan 15, 2020 at 11:59PM	

Data Points From the 2018-19 Sale ❓

Initial Order Pkgs: 372	Addl Order Pkgs: 231
Girls Selling: 5	Girls Registered: 5
Troop Goal Pkgs: 0	
Troop S4M Pkgs: 10	

Troop Leaders ❓			
trp6073bd@lbb.com	()	Gets email	Active

Troop Cookie Chairs ❓			
beckytest@lbb.com	(Becky Harrigan)	Gets email	Active

Troop Cookie Pickup Only Users ❓			
trppickup6073@lbb.com	()	Gets email	Active

Troop Booth Recorder Only Users ❓			
trpbooth6073@lbb.com	()	Gets email	Active

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

Add/Edit Troop in: Troop 18020 ⊘

Settings	Girls	Init. Order	Delivery	Girl Orders

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

Settings

Number: ⊘ `18020` | #Girls Registered: ⊘ `8`

#Girls Selling: ⊘ `7` | Troop Goal (pkgs): ⊘ `500`

Level: ⊘ BR
(can only be edited by DOC Mgr) | Opt out of rewards for additional proceeds: ⊘ ☐
You will receive rewards.

Bank name: ⊘ `_____` | Bank routing number: ⊘ `_____`

Bank Account No: ⊘ `_____`

Active Seller: ☑

Generic Proceeds Fulfillment ⊘

| Fall Progam (0.050): | no |
| Membership (0.050): | no |

Deadlines ⊘

Parent initial order: ⊘ `2020-01-15 11:59pm`

Data Points From the 2018-19 Sale ⊘

Initial Order Pkgs: 372 override	Addl Order Pkgs: 231 override
Girls Selling: 5 override	Girls Registered: 5 override
Troop Goal Pkgs: `0`	
Troop S4M Pkgs: 10 override	

Troop Leaders ⊘			
trp6073bd@lbb.com	()	Gets email	Active

Troop Cookie Chairs ⊘			
beckytest@lbb.com	(Becky Harrigan)	Gets email	Active

Troop Cookie Pickup Only Users ⊘			
trppickup6073@lbb.com	()	Gets email	Active

Troop Booth Recorder Only Users ⊘			
trpbooth6073@lbb.com	()	Gets email	Active

Number – Troop Number

 # Girls Registered – Enter the number of girls registered in the troop. May be automatically filled in by number of girls registered on the girl tab.

 # Girls Selling – Enter the number of girls selling in the troop. May be automatically filled in by number of girls selling 1 box or more on the girl order tab.

Troop Goal (pkgs) – Enter the troop goal in packages. This information is mandatory before the initial order and will be sent to Digital Cookie.

Level –Select the appropriate program age level

Opt out of rewards for additional profit – (Optional) Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards.

Bank Name – (Optional) Name of bank where troop has it's account

Bank Routing No. – (Optional) Bank routing number where troop has it's account

Bank Acct No. – (Optional) Troop bank account number.

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

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

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

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

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.

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

Contact information – You can add several different types of troop level users. Leaders, Cookie Chairs and View Only. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

> **Remove?** – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**
>
> **Email:** – Enter the email address of a new troop contact under the appropriate header
>
> **Active** – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
>
> **First name**: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well..
>
> **Last name:** (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well..
>
> **Receives email** – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.

Primary? – You may designat a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.
Add to all seasons? **–** Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Special Troop Contacts

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

If your council uses the eBudde app, you may specify additional cookie-pickup people know as Troop Cookie Pickup Only Users. For example, if you have a parent picking up cookies for you and your council uses the eBudde app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the eBudde app to verify that they are allowed to pick up cookies at the cupboard.

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

Troop Cookie Pickup Only Users ❓
Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY sign for cookies received at a cupboard.

trppickup6073@lbb.com   ( )   ☐ Primary?   ☐ Remove?

———————— Add a new Troop Cookie Pickup Only User ————————

E-mail: [   ]   ☑ Active?
                                                      ☑ Receives email?
First name: [   ]   Last name: [   ]   ☐ Primary?

If your council uses the Booth Sale recording option, you may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde™ 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™.

Banking Information - Security

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

Initial Display (no data)

Bank Name: ❓	Bank Routing No: ❓
Bank Account No: ❓	

Edit Display (no data)

Bank name: ❓ [ ]	Bank routing number: ❓ [ ]
Bank Account No: ❓ [ ]	

Edit Display (data just entered)

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [1234567890]
Bank Account No: ❓ [0987654321]	

Display after Data entered and Update button pressed

Bank Name: ❓ Bank of America	Bank Routing No: ❓ XXXXXX7890
Bank Account No: ❓ XXXXXX4321	

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

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [XXXXXX7890]
Bank Account No: ❓ [XXXXXX4321]	

Editing the routing number already saved in display above

Bank name: ❓ [Bank of America]	Bank routing number: ❓ [1234123499]
Bank Account No: ❓ [XXXXXX4321]	

Girls Tab

The girl tab allows you to enter in the names of the girls in your troop if your council allows. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order or the data has begun to flow to the Digital Cookie system.

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

GSUSA ID - Enter the girl's GSUSA ID

ID – Click this button to assign a girl a temporary ID if the GSUSA ID is not available.

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

Inactive? – (Optional) If the girl is inactive in the troop, check the box. Council determines who can make a girl inactive. A girl cannot be marked inactive if she has boxes sold or monies due.

Grade –Enter the girl's grad K - 12

DOC Eligible – This column is checked by the system if the girl qualifies as part of Digital Cookie.

DOC Emails – This column is populated by the Digital Cookie system per the council specifications

Reg'd? – If the girl is registered, check the box

Shirt Size – (Optional) Enter the girl's shirt size
Sales Goal – (Optional) Enter the girl sales goal in boxes.
Click the **Update** button to save the information.

Non-DOC Version

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move
between the boxes.
First Name – Enter the girl's first name
Last Name – Enter the girl's last name
GSUSA ID - (Optional) Enter the girl's GSUSA ID
Inactive? – (Optional) If the girl is inactive in the troop, check the box. Council
determines who can make a girl inactive. A girl cannot be marked inactive if she
has boxes sold or monies due.
Grade – (Optional) Enter the girl's grade K - 12
Reg'd? – If the girl is registered, check the box
Sales Goal – (Optional) Enter the girl sales goal in boxes.

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

Edit Girl Information

Change the girl information. Click the **Update** button to save the information.

Delete Girl from Troop

Click the box under the column labeled **Delete?** next to the name of the girl you
want to delete. The girl **CANNOT** be deleted after the troop has submitted their

initial order or the Digital Cookie Green Button has been pushed on the DOC Settings Tab.

Shirt Size and Sales Goal

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

Troop 18020 Girls @

acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards

Update   Hide Active   Hide Inactive   Printable

Since you are a DOC council, and this troop has been selected as a DOC troop, grade levels for all girls will be required, and any girls in grade levels K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 will be required to have accurate GSUSA ids.

First Name	Last Name	GSUSA Id		Inactive?	Grade	DOC Eligible	DOC Emails	Reg'd?	Shirt Size	Sales Goal	Pairing w/ DOC	
Abiella	Anthony	112370577	ID	☐	3 ⌄	✓		☑	⌄	0	Move	Zero Init Deliv
Froska	Lee	109459057	ID	☐	3 ⌄	✓		☑	YXS	0	Move	Zero Init Deliv
Hattie	Kasinger	110424359	ID	☐	3 ⌄	✓		☑	YS YM	0	Move	Zero Init Deliv
Kallie	Sutherland	111962836	ID	☐	3 ⌄	✓		☑	YL	0	Move	Zero Init Deliv
Liliana	Allington	109376591	ID	☐	3 ⌄	✓		☑	YXL AS	0	Move	Zero Init Deliv
Louisa	Patterson	109377748	ID	☐	3 ⌄	✓		☑	AM AL	0	Move	Zero Init Deliv
Millie	Wood	109534709	ID	☐	3 ⌄	✓		☑	AXL	0	Move	Zero Init Deliv
Morgan	Morris	112370805	ID	☐	3 ⌄	✓		☑	A2XL	0	Move	Zero Init Deliv

Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order. There is an easy way for a troop to see last year's data for reference right on the initial order tab. Click on the down arrow and you will see LY (last year) numbers.

Troop 705 Initial Order ❔

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales |

Printable Version
Submit Order   Save

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

		$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
	Girl	**Advf**	**LmUp**	**Tre**	**D-S-D**	**Sam**	**Tags**	**TMint**	**SMr**	**Toff**	**Total**	**F_GOC**
	Juliana R.	0	0	0	0	0	0	0	0	0	**0**	0
☑	IMPORTED	0	0	0	0	0	0	0	0	0	**0**	0
☑	OTHER	0	0	0	0	0	0	0	0	0	**0**	NA
☑	BOOTH	0	0	0	0	0	0	0	0	0	**0**	NA
	Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0
	Cases to Order	0	0	0	0	0	0	0	0	0	0	
	Extras	0	0	0	0	0	0	0	0	0	0	

There are two methods for troop ordering. You will be directed by your council as to the method you are to use. The initial order can be in cases or packages as directed by your council. **NOTE: If your council participates in a Gift of Caring program or something similar, you will see an additional variety column labeled appropriately.**

Ordering with Booth and Girl Totals

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

Troop 6777 Initial Order ⊘

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales R |

Printable Version
Submit Order   **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
⊙ IMPORTED	0	0	0	0	0	0	0	0	0	0	0
⊙ OTHER	48	48	48	48	48	48	0	48	48	384	NA
⊙ BOOTH	0	0	0	0	0	0	0	0	0	0	NA
Pkgs. Ordered	48	48	48	48	48	48	0	48	48	384	0
Cases to Order	4	4	4	4	4	4	0	4	4	32	
Extras	0	0	0	0	0	0	0	0	0	0	

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

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will 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.**

Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
⊘ IMPORTED	0	0	0	0	0	0	0	0	0	0	0
⊘ OTHER	48	48	48	48	48	48	0	48	48	384	NA
⊘ BOOTH	0	0	0	0	0	0	0	0	0	0	NA
	48	48	48	48	48	48	0	48	48	384	OK
Pkgs. Ordered	48	48	48	48	48	48	0	48	48	384	0
Cases to Order	4	4	4	4	4	4	0	4	4	32	
Extras	0	0	0	0	0	0	0	0	0	0	

Buttons/Tabs: Printable Version, Submit Order, Save

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

Navigation tabs: Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales R

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.

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales Rep

Printable Version
Submit Order   **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

		$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
	Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
🔽	IMPORTED	0	0	0	0	0	0	0	0	0	**0**	0
🔽	OTHER	48	48	48	48	48	48	0	48	48	**384**	NA
🔽	BOOTH	0	0	0	0	0	0	0	0	0	**0**	NA
	Pkgs. Ordered	48	48	48	48	48	48	0	48	48	384	0
	Cases to Order	4	4	4	4	4	4	0	4	4	32	
	Extras	0	0	0	0	0	0	0	0	0	0	

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.

Save In Progress!
Please Wait!

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

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the 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.

Initial Order Submission OK.

Please go to your Delivery Tab to specify your delivery options.

OK

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.

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales |

Printable Version
Submit Order   **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Cindy W.	5	7	8	5	6	8	0	10	1	50	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Inactive G.	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0
OTHER	12	12	12	12	12	12	0	13	12	97	NA
BOOTH	0	0	0	0	0	0	0	0	0	0	NA

	12	12	12	12	12	12	0	13	12	97	OK
Pkgs. Ordered	17	19	20	17	18	20	0	23	13	147	0
Cases to Order	2	2	2	2	2	2	0	2	2	16	
Extras	7	5	4	7	6	4	0	1	11	45	

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

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

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

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

Save In Progress!
Please Wait!

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

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

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

Initial Order Submission OK.

Please go to your Delivery Tab to specify your delivery options.

OK

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

Troop 6073 Initial Order

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales Repo

Printable Version
Submit Order   Save

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Cindy W.	5	7	8	5	6	8	0	10	1	50	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Inactive G.	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0
OTHER	12	12	12	12	12	12	0	13	12	97	NA
BOOTH	0	0	0	0	0	0	0	0	0	0	NA
Pkgs. Ordered	17	19	20	17	18	20	0	23	13	147	0
Cases to Order	2	2	2	2	2	2	0	2	2	16	
Extras	7	5	4	7	6	4	0	1	11	45	

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

Troop 18020 Initial Order ⊘

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

Printable Version
Submit Order   **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total
			$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$6.00	$6.00	$4.00	
✓	Abiella A.	Order Card	10	10	10	10	10	10	10	10	10	10	0	100
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	10	10	10	10	10	10	10	10	10	10	0	100
✓	Becky H.	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
✓	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
✓	Froska L.	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
✓	Hattie K.	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
✓	Kallie S.	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
✓	Liliana A.	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
	Pkgs. Ordered		10	110	110	110	110	110	110	110	110	110	0	1000
	Cases to Order			10	10	10	10	10	10	10	10	10		90
	Other+Extras-Charity		0	10	10	10	10	10	10	10	10	10	0	90

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

of the Order Card and DOC Girl Del. rows. These are the cookies that will be distributed to the girl during the initial order delivery.

Uses DOC	Girl		$4.00 C_GOC	$4.00 Advf	$4.00 LmUp	$4.00 Tre	$4.00 D-S-D	$4.00 Sam	$4.00 Tags	$4.00 TMint	$6.00 SMr	$6.00 Toff	$4.00 T-GOC	Total
✓	Abiella A.	Order Card	10	10	10	10	10	10	10	10	10	10	0	100
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	10	10	10	10	10	10	10	10	10	10	0	100

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.

✓	Millie 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
✓	Morgan M.	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
	LY Imported		0	0	0	0	0	0	0	0	0	0	0	0
	OTHER		NA	0	0	0	0	0	0	0	0	0	NA	0
	LY Other		0	0	0	0	0	0	0	0	0	0	0	0
	BOOTH		NA	100	100	100	100	100	100	100	100	100	NA	900
	LY Booth		0	0	0	0	0	0	0	0	0	0	0	0
	Morgan M.		12	12	12	12	12	12	12	12	12	12	12	132 OK
	Pkgs. Ordered		10	110	110	110	110	110	110	110	110	110	0	1000
	Cases to Order			10	10	10	10	10	10	10	10	10		90
	Other+Extras-Charity		0	10	10	10	10	10	10	10	10	10	0	90

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

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

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

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

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

Save In Progress!
Please Wait!

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

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

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

Initial Order Submission OK.

Please go to your Delivery Tab to specify your delivery options.

OK

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

Delivery Tab

The delivery tab allows you to select your cookie delivery site and time and also view your delivery information.   You may or may not be required to enter information on this tab. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order. In addition, your council may allow you to select your **PREFERRED** pick up time. See your council for specifics.

Troop 6073 Delivery Sheet ❓

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions

View Confirmation

Note: you have not yet submitted your initial order.

Submit My Info   Print

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total
Cases	0	0	0	0	0	0	0	0	0	0	0

Who is picking up your cookies?   ⦿ Someone from my Troop   ○ Some other troop (or my SU)

Will you be picking up for more than one troop? ○yes ⦿no   #[   ]   #[   ]

Please choose your Delivery Station:
Becky 2 (4) : 08/26/2021 : 10:00am - 7:00pm

Time	door 1	door 2
10:00am		
10:10am		T6073
10:20am		
10:30am		
10:40am		
10:50am		
11:00am		

Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

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

You will no longer be able to select a location that has a time sheet if the time sheet does not have any openings. eBudde™ will display the location but it will

be grayed out and will say (full) next to the location in the selection box. You can see an example below.

Please choose your Delivery Station:

▼
Clairemont (621) : 01/26/2019 : 7:45am - 10:30am (full)

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

View Confirmation

Troop 6073 Delivery Sheet ?

Settings	Girls	Init. Order	Delivery	Girl Orders	Tran

Printed On: Jul 30, 2021 at 10:14AM

Signup Print Please print this page and bring it with you.

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total
Your Cases	0	0	0	0	0	0	0	0	0	0

Pickup Name: Becky 2
Pickup Location: dadd, dcity dzip
Pickup Date: Thursday, August 26
Pickup Time: 10:10am
Pickup door: door 2

ESTIMATED Number of Vehicles:
(you will need ONE of the following)

- 0 Compact Car
- 0 Hatchback Car
- 0 Mid-size sedan
- 0 Sport utility vehicle
- 0 Station Wagon
- 0 Mini van (seats in)
- 0 Pick-up truck (full-size bed)
- 0 Cargo van (seats in)

Message from your Delivery Clerk

troop coment

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature

Contactless Delivery Option

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

Troop 18021 Delivery Sheet ❓

tacts	Settings	Girls	Init. Order	Delivery	Girl O

Printed On: Aug 7, 2020 at 07:32PM

[Signup] [Print] Please print this page and bring it with you.

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total
Cases	1	3	4	2	3	4	8	5	4	34	34

Pickup Name: Newnan - Euro Auctions
Pickup Location: 300 Raymond Hill Road, Newnan 30265
Pickup Date: Sunday, February 9
~~Pickup Time: 12:12pm~~
Pickup Code: 717646 (send to 225-398-3281)
~~Pickup Line 1~~

ESTIMATED Number of Vehicles:
(you will need ONE of the following)

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

Message from your Delivery Clerk

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature

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

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

1. You will need to check in. This is done by texting 802807 to 1-225-398-

Troop 13381 Delivery Sheet ⊘

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total
Cases	1	3	4	2	3	4	8	5	4	34	34

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

Printed On: Jul 27, 2020 at 12:34PM

Signup   Print   Please print this page and bring it with you.

Pickup Name: Alpharetta - AC White
Pickup Location: 1775 Founders Parkway, Alpharetta 30009
Pickup Date: Saturday, February 8
Pickup Time: 5:28pm
Pickup Code: 802807 (send to 225-398-3281)
Pickup Line 3

ESTIMATED Number of Vehicles:
(you will need ONE of the following)

- 2 Compact Cars
- 2 Hatchback Cars
- 2 Mid-size sedans
- 1 Sport utility vehicle
- 1 Station Wagon
- 1 Mini van (seats in)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

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

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

4. If you agree with the order, type in a 1 to confirm. This will complete your **CONTACTLESS** delivery pickup. An email will be sent to you with the details of your order by variety to all troop leaders and cookie chairs.
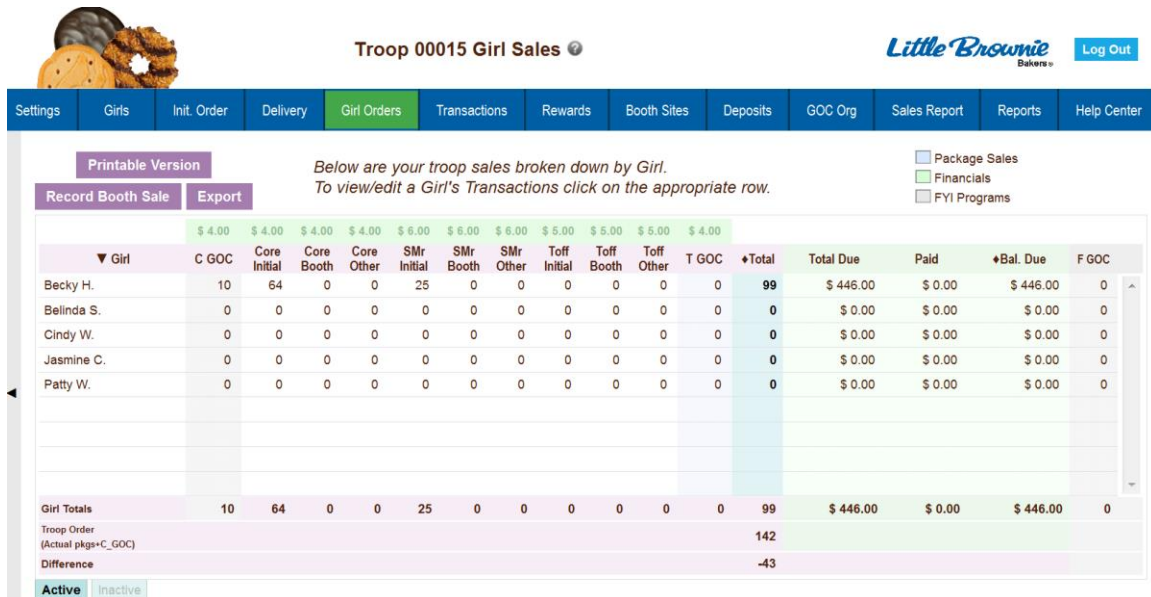
   If there is an issue with your order, type in a 2 to get help from your delivery clerk. Your council can then help resolve your issue.

pickup of 39 cases.
Respond 2 for help.

1

Your pickup has been
confirmed.
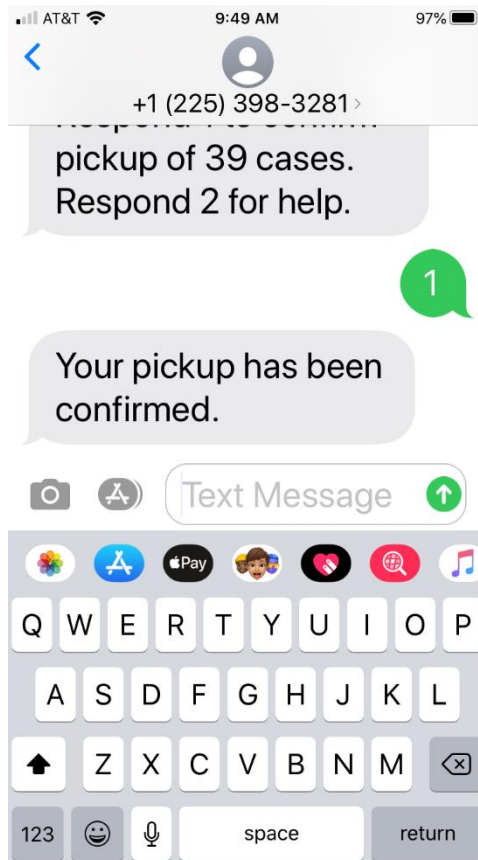
Girl Order Tab – Category Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

On the Troop Summary View you have three buttons.

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

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

Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	52	1400	0	0	5	1457	5828	0	5828	5
Cindy W.	0	179	0	0	0	179	716	0	716	0
Patty W.	0	0	0	0	0	0	0	0	0	0
Sienna B.	0	0	0	0	0	0	0	0	0	0
Girl Totals	52	1579	0	0	5	1636	6544	0	6544	5
Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	1671	0	0	0	0
Difference	0	0	0	0	0	-35	0	0	0	0

The troop summary view shows a total row for each girl. The girl order tab does not track cookies by varieties. Cookies orders are now in columns by types of sales – initial, booth and other.

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

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

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

Total – Total of cookies sold by the girl.

Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.

Paid – This column will display all payments made by the girl to the troop.

Bal Due – This is the balance that is still due from the girl.

There may be additional column(s) for tracking Gift of Caring/Donation programs that are specific to your council.

The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pickups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale.   As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

You also have two tabs at the bottom. Active and inactive. eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up on the inactive tab. Inactive girls must always have 0 packages sold

and no balance due. The active tab will always be the first one you will see. If you need to see your inactive girl, press the tab and you will see those girls.

▼ Girl	C GOC $4.00	Core Initial $4.00	Core Booth $4.00	Core Other $4.00	Specialty Initial $5.00	Specialty Booth $5.00	Specialty Other $5.00	T GOC $4.00	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Patty W.	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Girl Totals	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Troop Order (Actual pkgs+C_GOC)									0				
Difference									0				

Printable Version
Record Booth Sale   Export

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

☐ Package Sales
☐ Financials
☐ FYI Programs

Active   Inactive

Active Inactive

Girl View

| ...ntacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Booth Sites | Payments | Sales Report | Reports |

Printable Save
Add Trans. Add Payment

Below are transactions for Emaline G..

Switch to Girl: ----

All Orders
Return to Summary View

DOC	Comment	Cookie Initial $5.00	Spec Initial $6.00	CFH $5.00	Cookie Booth $5.00	Cookie Other $5.00	Spec Booth $6.00	Spec Other $6.00	Total	Total Due	Paid	Bal. Due	fulfilled
✓ DLVR 27595950		0	0	0	0	0	0	0	0	$ 0.00	$ 16.00	$ -16.00	
✓ DLVR 27607294		0	0	0	0	0	0	0	0	$ 0.00	$ 10.00	$ -10.00	
✓ DLVR 27793483		0	0	0	0	0	0	0	0	$ 0.00	$ 25.00	$ -25.00	
✓ SHIP 27979762		0	0	0	0	4	0	0	4	$ 20.00	$ 20.00	$ 0.00	
✓ DLVR 28779394		0	0	0	0	0	0	0	0	$ 0.00	$ 25.00	$ -25.00	
✓ DON 28916811		0	0	7	0	0	0	0	7	$ 35.00	$ 35.00	$ 0.00	
✓ DLVR 30101907		0	0	0	0	0	0	0	0	$ 0.00	$ 20.00	$ -20.00	
	Init. Order *Locked*	125	13	12	0	0	0	0	150	$ 763.00	$ 0.00	$ 763.00	
	DON 30963166	0	0	10	0	0	0	0	10	$ 50.00	$ 50.00	$ 0.00	
✓ DLVR 31051410		0	0	0	0	0	0	0	0	$ 0.00	$ 15.00	$ -15.00	
✓ DLVR 32176413		0	0	0	0	0	0	0	0	$ 0.00	$ 50.00	$ -50.00	
		0	0	0	0	3	0	0	3	$ 15.00	$ 0.00	$ 15.00	
	goal getter fire stone	0	0	0	0	11	0	2	13	$ 67.00	$ 67.00	$ 0.00	
	goal getter self	0	0	0	0	25	0	2	27	$ 137.00	$ 0.00	$ 137.00	
✓ DLVR 32305808		0	0	0	0	0	0	0	0	$ 0.00	$ 12.00	$ -12.00	
	Goal getter 3-3	0	0	0	0	20	0	4	24	$ 124.00	$ 0.00	$ 124.00	
	2-4	0	0	0	0	0	0	0	0	$ 0.00	$ 97.00	$ -97.00	
	Goal getter	0	0	0	0	4	0	0	4	$ 20.00	$ 0.00	$ 20.00	
✓ DLVR 32489760		0	0	0	0	0	0	0	0	$ 0.00	$ 10.00	$ -10.00	
✓ DON 32542037		0	0	4	0	0	0	0	4	$ 20.00	$ 20.00	$ 0.00	
	joann 3-8	0	0	0	23	0	0	0	23	$ 115.00	$ 115.00	$ 0.00	
	Emaline goal getter	0	0	0	0	17	0	1	18	$ 91.00	$ 0.00	$ 91.00	
✓ SHIP 32569825		0	0	0	0	4	0	0	4	$ 20.00	$ 20.00	$ 0.00	
✓ SHIP 32588318		0	0	0	0	12	0	0	12	$ 60.00	$ 60.00	$ 0.00	
	email 3-11	0	0	0	0	12	0	2	14	$ 72.00	$ 0.00	$ 72.00	
		125	13	37	23	192	0	14	404	$ 2047.00	$ 1997.00	$ 50.00	

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

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

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s). You are able to add only payments even if the system is closed to you for other data entry if your council allows it.

Troop 6073 Girl Transactions

Little Brownie | Log Out

| Settings | Gifts | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports | Help Center |

Printable | Save
Add Payment

Below are transactions for Becky H.

Switch to Girl: [---]

Becky H.
Return to Summary View

+Comment	+Initial	+C GOC	+Booth	+Other	+T GOC	+Total	+Total Due	+Paid	+Bal. Due	+F GOC
Init. Order "Locked"	210	1	0	0	1	212	$ 848.00	$ 0.00	$ 848.00	1
Additional Order	0	0	0	5	0	5	$ 20.00	$ 20.00	$ 0.00	0
						0				
	210	1	0	5	1	217	$ 868.00	$ 20.00	$ 848.00	1

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

Girl Order Tab – Varieties Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, all by variety, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

On the Troop Summary View you have three buttons.

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

Record Booth Sale

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

Troop 6073 Booth Sales ❷

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

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

Record Sales ▾

Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103
Walmart	Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Door San Diego, CA 92101

Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

Message from webpage   ✕

⚠ Choose File/Save As.. to save data as an HTML file.
(Excel reads HTML files just fine.)

Or simply Select All/Copy to clipboard and paste where you wish.

OK
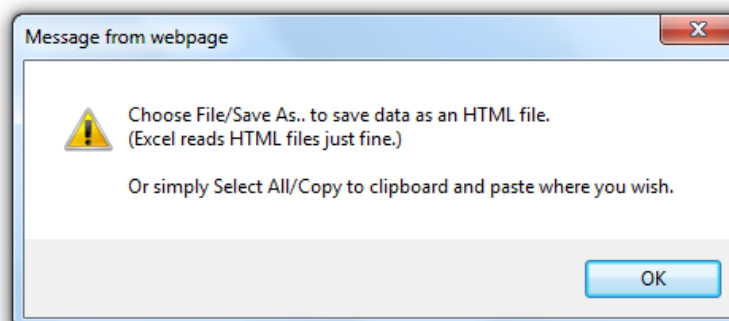
		$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$6.00	$6.00	$4.00				
Uses DOC	Girl	C GOC ❷	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC ❷	Total	Total Due	Paid	Bal. Due
t	Abiella A.	10	10	12	11	11	11	10	10	10	10	0	105	460	20	440
t	Becky H.	48	48	48	48	48	48	48	48	48	48	0	480	2112	0	2112
t	Cindy W.	102	102	102	102	102	102	102	102	102	102	0	1020	4488	0	4488
t	Froska L.	12	12	12	12	12	12	12	12	12	12	0	120	528	0	528
t	Hattie K.	2	2	2	2	2	2	2	2	2	2	2	22	96	0	96
t	Kallie S.	45	45	45	45	45	4	4	4	45	45	0	327	1488	0	1488
t	Liliana A.	34	34	34	3	34	34	34	34	34	34	0	309	1372	0	1372
t	Millie W.	43	43	43	43	43	43	43	43	43	43	0	430	1892	0	1892
t	Morgan M.	12	12	12	12	12	12	12	12	12	12	12	132	576	0	576
	Girl Totals	308	308	310	278	309	268	267	267	308	308	14	2945	13012	20	12992
	Troop Order (Actual pkgs=C_GOC)	10	444	408	384	420	384	372	372	408	408	0	3908	0	0	0
	Difference	298	-136	-98	-106	-111	-116	-105	-105	-100	-100	14	-665	0	0	0

The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pick-ups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Troop 18020 Girl Sales

Uses DOC	▼ Girl	C GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	+Total	Total Due	Paid	+Bal. Due
		$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$6.00	$6.00	$4.00				
✓	Abiella A.	10	10	12	11	11	11	10	10	10	10	0	105	$ 460.00	$ 20.00	$ 440.00
✓	Becky H.	48	48	48	48	48	48	48	48	48	48	0	480	$ 2112.00	$ 0.00	$ 2112.00
✓	Cindy W.	102	102	102	102	102	102	102	102	102	102	0	1020	$ 4488.00	$ 0.00	$ 4488.00
✓	Froska L.	12	12	12	12	12	12	12	12	12	12	0	120	$ 528.00	$ 0.00	$ 528.00
✓	Hattie K.	2	2	2	2	2	2	2	2	2	2	2	22	$ 96.00	$ 0.00	$ 96.00
✓	Kallie S.	45	45	45	45	45	4	4	4	45	45	0	327	$ 1488.00	$ 0.00	$ 1488.00
✓	Liliana A.	34	34	34	3	34	34	34	34	34	34	0	309	$ 1372.00	$ 0.00	$ 1372.00
✓	Millie W.	43	43	43	43	43	43	43	43	43	43	0	430	$ 1892.00	$ 0.00	$ 1892.00
✓	Morgan M.	12	12	12	12	12	12	12	12	12	12	12	132	$ 576.00	$ 0.00	$ 576.00
	Girl Totals	308	308	310	278	309	268	267	267	308	308	14	2945	$ 13012.00	$ 20.00	$ 12992.00
	Troop Order (Actual pkgs+C_GOC)	10	444	408	384	420	384	372	372	408	408		3908			
	Difference	298	-136	-98	-106	-111	-116	-105	-105	-100	-100		-665			

Printable Version
Record Booth Sale   Export

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

☐ Package Sales
☐ Financials
☐ FYI Programs

Active   Inactive

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.
You also have two tabs at the bottom. Active and inactive. eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will not show up on the inactive tab. Inactive girls must always have 0 packages sold and no balance due. The active tab will always be the first one you will see. If you need to see your inactive girl, press the tab and you will see those girls.

Active | Inactive

Active | **Inactive**

Troop 18020 Girl Sales ⊙

Printable Version
Record Booth Sale Export

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

☐ Package Sales
☐ Financials
☐ FYI Programs

Uses DOC	▼ Girl	C GOC ⊙	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC ⊙	♦Total	Total Due	Paid	♦Bal. Due
		$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	$ 4.00				
✓	Sharon C.	0	0	0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
	Girl Totals	308	308	310	278	309	268	267	267	308	308	14	2945	$ 13012.00	$ 20.00	$ 12992.00
	Troop Order (Actual pkgs+C_GOC)	10	444	408	384	420	384	372	372	408	408		3908			
	Difference	298	-136	-98	-106	-111	-116	-105	-105	-100	-100		-665			

Active | **Inactive**

Girl View

Troop 18020 Girl Trans.

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | GOC Org | Sales Report | Reports |

Printable | Save
Add Trans. | Add Payment

Below are transactions for Abiella A..

Switch to Girl: ---

All Orders
Return to Summary View

DOC	Comment	Inv	Bth	C GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMlnt	SMr	Toff	T-GOC	Total	Total Due	Paid	Bal. Due
	Abiella A.			$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$4.00	$6.00	$6.00	$4.00				
Init. Order "Locked"				10	10	10	10	10	10	10	10	10	10	0	100	$440.00	$0.00	$440.00
add pkgs		✓		0	0	1	0	0	0	0	0	0	0	0	1	$4.00	$0.00	$4.00
booth			✓	0	0	1	1	1	1	0	0	0	0	0	4	$16.00	$16.00	$0.00
payment		✓		0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$4.00	$-4.00
				10	10	12	11	11	11	10	10	10	10	0	105	$460.00	$20.00	$440.00

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

The column labeled **Bth** is to designate cookies as booth cookies for reward automation if applicable in your council.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | GOC Org | Sales Report | Reports |

Printable | **Save**
Add Trans. | **Add Payment**

Below are transactions for Abiella A..

Switch to Girl:

All Orders
All Orders
IO Recap
Girl Delivery
Inventory Items

	Abiella A.			$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	$ 4.00				
◆DOC	◆Comment	◆Inv	◆Bth	◆C GOC	◆Advf	◆LmUp	◆Tre	◆D-S-D	◆Sam	◆Tags	◆TMint	◆SMr	◆Toff	◆T-GOC	◆Total	◆Total Due	◆Paid	◆Bal. Due

View Options –

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

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. There is a check box for you to designate that the boxes you are entering were sold at a booth sale. This is needed if your council automates booth sale rewards to tell eBudde™ how many booth boxes were sold. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

<mark>Sending Girl Order Information to Digital Cookie</mark>

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

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

You do not check the box for packages given to fulfill online orders as those orders are already recorded in the Digital Cookie system. If you accidently check the box, you can uncheck at any time. The information will be sent to Digital Cookie as data entry occurs so it is visible to the parent/girl in real time.

To help you keep track of those records, you can see only records marked in the Inv. column by selecting Inventory Items in the drop down in the upper right hand corner of the screen.
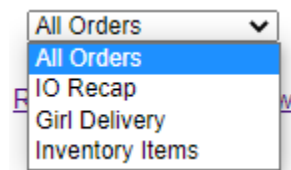
When you select Inventory Items you will see the following:

The system will list only the items that marked in the **Inv**. column

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

You are now able to add only payments even if the system is closed to you for other data entry if allowed by your council.

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

Girl Order Tab – Lock Transaction Option

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

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

Girl Order Tab Gift Of Caring

eBudde™ will now show you an explanation on how the different types of Gift of Caring affect inventory.   You can hover over the ? and get the following messages:

$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 5.00	$ 5.00
C GOC ❓	Core Initial	Core Booth	Core Other	Specialty Initial	Specialty Booth

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

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

$ 4.00				
T GOC ❓	♦Total	Total Due	Paid	♦Bal. [
0				$ 9

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

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

Girl Order Tab – All Orders

The All Orders dropdown box allows you to see the girl records in three different views. This will aid in making sure that all packages are allocated as well as help fir there are questions from girls and parents.

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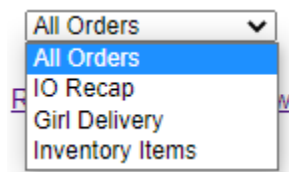
All Orders:

IO Recap: Orders that came in until the troop submits the initial order

		$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00					
	Froska L.														
◆DOC	◆Comment	◆Bth	◆S4M	◆LmUp	◆Tre	◆D-S-D	◆Sam	◆Tags	◆TMint	◆SMr	◆Toff	◆Total	◆Total Due	◆Paid	◆Bal. Due	◆fulfilled
✓	SHIP 28383465		0	0	4	0	0	0	0	0	4	8	$ 40.00	$ 40.00	$ 0.00	
✓	DLVR 28763508		0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 88.00	$ -88.00	
	Init. Order "Locked"		2	14	18	24	35	24	49	7	0	173	$ 706.00	$ 0.00	$ 706.00	
			2	14	22	24	35	24	49	7	4	181	$ 746.00	$ 128.00	$ 618.00	

Girl Delivery: (if applicable) Orders that come from Digital Cookie that are the parent approved girl delivery orders.

You can also specify if you want all girl delivery, just those part of the initial order period, just those part of the period after the initial order.

☑ Show IO Orders
☑ Show Add. Orders

		$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 6.00	$ 6.00	
	Froska L.									
Source	DOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
DLVR 28763508	✓	0	4	5	4	5	4	0	0	22
---- End of IO ----										
DLVR 30336761	✓	0	0	0	0	0	4	0	0	4
		0	4	5	4	5	8	0	0	26

Booth Sales

The Booth Sale tab is an optional tab. The use of the Booth Sale Module is determined by the council. A troop can sign up for a council booth site and/or request a troop booth sale as so designated by their council.

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

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

Free Slots

Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:

Business Name: [   ]

City: [   ]

State: [   ] (ex: NY)   **Zip:** [   ]

Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.

Starting Date: [   ]

Ending Date: [   ]

Start Time after: [   ]

Start Time before: [   ]

[Get Report] [Back]

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

Becky Testing Council Available Booth Sites
Jul 6, 2011 at 02:42PM

Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

Current Signups - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations.   This report will show council sponsored booth sites and approved troop requested sites. Booth sites in the past will drop off the report. The report will also state the day of the week and both location and time notes.

Troop 6073 booth sale signups   [Print Signups]   Aug 1, 2015 at 02:29PM
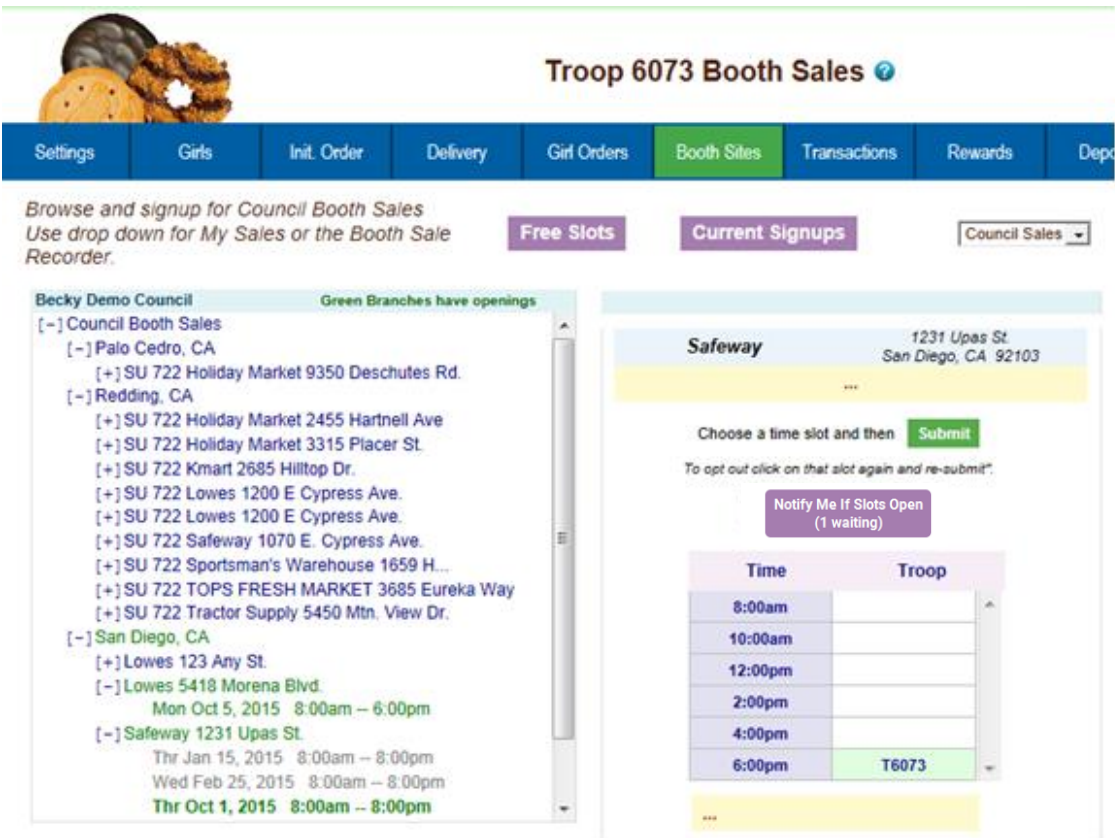
Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes	Created By
Safeway	1231 Upas St. San Diego, CA 92103		10/01/15	6:00pm	8:00pm	02:00		Council
Lowes	5418 Morena Blvd. San Diego, CA 92345	Business Notes	10/05/15	8:00am	10:00am	02:00	Location notes	Council

Council Sponsored Booth Sales (Council Sales)

Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale at. There may be rules to how many and when these sites can be selected. Your council will inform you of these rules.

Troop 6073 Booth Sales ❓

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

*Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale
Recorder.*

Free Slots   Current Signups   Council Sales ▾

Becky Demo Council   Green Branches have openings
[–] Council Booth Sales
  [–] Palo Cedro, CA
    [+] SU 722 Holiday Market 9350 Deschutes Rd.
  [–] Redding, CA
    [+] SU 722 Holiday Market 2455 Hartnell Ave
    [+] SU 722 Holiday Market 3315 Placer St.
    [+] SU 722 Kmart 2685 Hilltop Dr.
    [+] SU 722 Lowes 1200 E Cypress Ave.
    [+] SU 722 Lowes 1200 E Cypress Ave.
    [+] SU 722 Safeway 1070 E. Cypress Ave.
    [+] SU 722 Sportsman's Warehouse 1659 H...
    [+] SU 722 TOPS FRESH MARKET 3685 Eureka Way
    [+] SU 722 Tractor Supply 5450 Mtn. View Dr.
  [–] San Diego, CA
    [+] Lowes 123 Any St.
    [–] Lowes 5418 Morena Blvd.
      Mon Oct 5, 2015 8:00am – 6:00pm
    [–] Safeway 1231 Upas St.
      Thr Jan 15, 2015 8:00am – 8:00pm
      Wed Feb 25, 2015 8:00am – 8:00pm
      Thr Oct 1, 2015 8:00am – 8:00pm

Safeway   1231 Upas St.
San Diego, CA 92103

...

Choose a time slot and then Submit

To opt out click on that slot again and re-submit".

Notify Me If Slots Open
(1 waiting)

Time	Troop
8:00am	
10:00am	
12:00pm	
2:00pm	
4:00pm	
6:00pm	T6073

...

To begin selection of your Council Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames.

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed. **NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.**

You can now be put on a waitlist for a booth location for a specific date. Click the **Notify Me if Slots Open** button. eBudde™ will then send you an email if any one or more of the slots become open. **KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT!** There may be several of you that get the email. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim!

Once you have asked to be notified, eBudde™ will continue to send emails when slots become open. If you want to turn the notification off, go back to the booth site and you will see a button that says **Stop Notifying Me**. Click that button and eBudde™ will stop the notifications for that location/date.

You can now see on the Notify button how many troops are on the waiting list. You can see on the button that there is one other troop on the waiting list

Troop Booth Signup Request (Optional)

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

Use the dropdown to select the **My Sales** option. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window.   Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.

On the left, the color-coding helps identify the status of the request.
Blue location indicates that the request is pending
Green location indicates that the request has been approved
Orange location indicates that the request has been denied

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

As a council option, troops may be able to delete their request at any time. If the council does not select this option, you can delete your booth ONLY if the request is pending. If your council has not selected the option to all you to delete your booth request, and you need to have it deleted, contact your council or volunteer.

Ability to delete is at council discretion
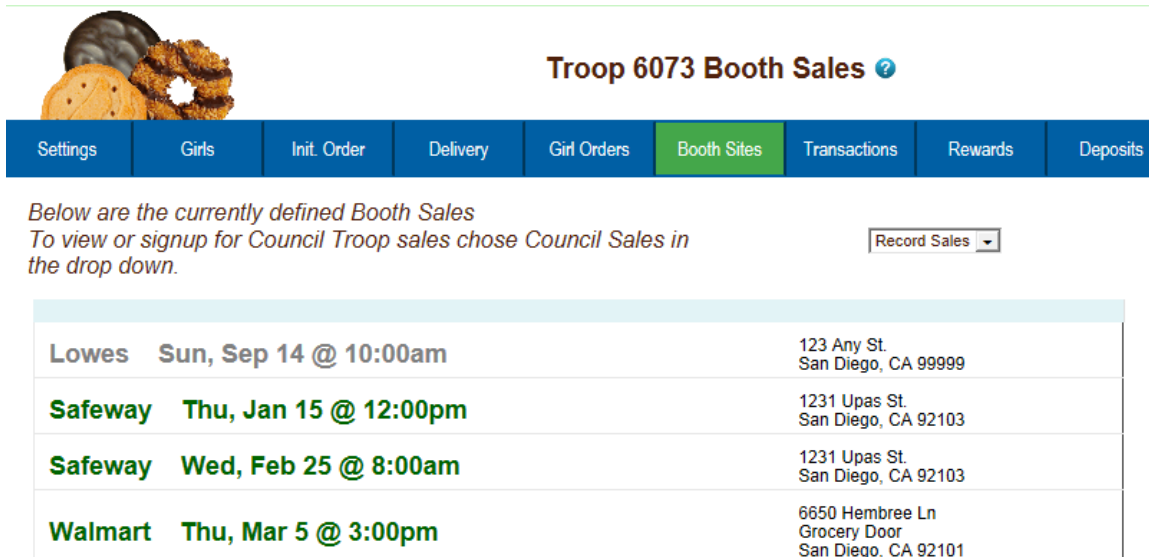
Record Sales (Optional)

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

Select **Record Sales** fromh the dropdown list. The system will display the booth sites that the troop has signed up for. Sales are listed in chronological order, oldest to newest. If you have recorded sales for a booth site, it will appear gray in the list. You can still open and edit if necessary.

Recording Booth Sites – Category Format

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

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

☐ (De)select all

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

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

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

Recording Booth Sites – Varieties Format

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

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

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

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

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

Troop 6073 Booth Sales @

cts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.   Record Sales

<< Back to Site List

Becky's Pizza Parlor   Wed, Jul 28 @ 1:00pm   123 Any St.
San Diego, CA 92103   Distribute   Submit Sale

$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00				
Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Tot Pkgs	Sold	Rec.	F_GOC
10	23	18	23	50	18	60	10	10	222	222	$ 1130.00	0

Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	F_GOC	Girl	☑ (De)select all
4	7	6	7	17	6	20	4	3	0	☑ Becky H.	
3	8	6	8	16	6	20	3	4	0	☑ Cindy W.	
3	8	6	8	17	6	20	3	3	0	☑ Patty W.	

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

Troop 6073 Girl Trans.

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales |

Printable | Save
Add Trans. | Add Payment

Below are transactions for Becky H..

Switch to Girl:

Return

	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$NaN.00	$6.00	$6.00					
Becky H.														
♦Comment	♦Bth	♦Advf	♦LmUp	♦Tre	♦D-S-D	♦Sam	♦Tags	♦TMint	♦SMr	♦Toff	♦Total	♦Total Due	♦Paid	♦Bal. Due	♦F GOC
Init. Order *Locked*		0	0	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Becky's Pizza Parlor, 07/...	✓	4	7	6	7	17	6	20	4	3	74	$ 277.00	$ 377.00	$ -100.00	0

Troop Transactions

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

Troop (18020) Pkg Transactions ⓘ

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Trans.ctions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments |

Add a Transaction   Save   Column Filter: None   Low: ___ High: ___   Apply Filter   Page: 1: 2021-07-28 - 2021-07-07 ▾

◆Receipt	◆Pending	◆Type	▲Date	◆2nd Party	◆Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Init. Del.			07/28	--		408	408	384	408	372	372	372	408	408	3540
9II000	yes	normal	07/24	C250	07/27	12	0	0	0	0	0	0	0	0	12
4II000	yes	normal	07/19	C250	07/23	0	0	0	12	0	0	0	0	0	12
7II000	yes	normal	07/19	C250	07/29	12	0	0	0	0	0	0	0	0	12
SHI000		normal	07/07	C250	07/07	12	0	0	0	12	0	0	0	0	24

On Hand						420	408	384	408	384	372	372	408	408	3564
Pending (Cup. Orders)						24	0	0	12	0	0	0	0	0	36
After Pending						444	408	384	420	384	372	372	408	408	3600

Transactions Info/Dates

Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit. It will have receipt # of (Init. Del.) . It will always be locked to changes. If it is not correct, see your council who can adjust appropriately.

Troop transactions from Other Sources

The transactions tab will also list cookie transactions from any other source that the council has available.

Troop to Troop Transactions

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

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

Pending troop orders (optional)

Troops can now place pending cookie orders to service units and/or cupboards. The status of the order will display in the **Pending** column. Cupboards may require pending orders to be place a certain time prior to pick up. Example – they can set that the transaction needs to be in 24 hours to the date/time in the pickup option.

Inventory Balances

The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

Navigating the Transaction Form

♦Receipt	♦Pending	♦Type	▲Date	♦2nd Party	♦Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total

The columns listed from left to right are as follows:

Receipt - This is the receipt code of the transaction
Pending – This shows if the order is pending.
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
Pickup – Date of pickup. Form shows time as well.
Advf - Adventurefuls
LmUp– Lemon-Ups
Tre – Trefoils
D-S-D – Do-Si-Dos
Sam – Samoas
Tag – Tagalongs
TMints – Thin Mints
SMr – S'mores
Toff – Toffee
Total – Total of all varieties

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

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

Page: 08/09 - 07/28 ▼

Page: 08/10 - 06/11 ▼
08/10 - 06/11
06/10 - 06/10

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

Create a product transaction

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

Cookie Transaction		

Type: Normal ☑   2nd Party: Cupboard ☑   --- ☑

Date: 2021-07-2⫶   Pickup: [   ]   Receipt: DII000   [#]

Variety	Cases	Pkgs		
Adventurefuls	0	0		Additional Info.
Lemon-Ups	0	0		
Trefoils	0	0	**Product Movement**	
Do-Si-Dos	0	0	Add Product ☑	Hours of Oper.
Samoas	0	0		
Tagalongs	0	0	**Contact Info**	
Thin Mints	0	0	Rebecca Harrigan	
S'mores	0	0	greateratlantabeta@lbb.com	
Toffee-tastic	0 = 0	0 = 0		

+   Save/Print   Okay   Cancel

Type – Select type of transaction.

Normal – Transaction with no specific designation
Booth – Transaction is for a booth sale
Adjustment – Transaction type for corrections **(This option available at council discretion)**
Return – Transaction for return of cookies **(This option available at council discretion)**
Reorder – Cupboard transaction for additional cookies **(This option available at council discretion)**

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

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

Pickup – You can specify a preferred pickup date and time. The cupboard may require that you select a date and time when the cupboard is open for business. When you select the cupboard the days and hours a cupboard is open will appear under the Hours of Oper. header.

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

Product Movement: You have two options. Remove Product or Add Product - If cookies are being added to your troop, click Add Product. If cookies are being removed from your troop, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

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

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

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

The add more button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard (Optional)

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

Second Party: Cupboard is selected and a cupboard number is entered
Product Movement: Add is selected
Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

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

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

Cookie Transaction

Type: Normal   **2nd Party:** Cupboard   Alpharetta (250)

Date: 2021-07-2   **Pickup:** [blank]   **Receipt:** DII000 [#]

Variety	Cases	Pkgs
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0 = 0	0 = 0

Additional Info.

Product Movement
Add Product

Hours of Oper.

7:00am-12:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 2 lines;
10 mins; 48 ovfl pkgs
1:00pm-7:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 5 lines;
15 mins; 48 ovfl pkgs

Contact Info
Rebecca Harrigan
greateratlantabeta@lbb.com

-MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
-If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
-Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.

[+]   [Save/Print]   [Okay]   [Cancel]

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. The cupboard may also have additional notes that will be displayed at the bottom of the form.

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

Transaction Error
Pickup time must be within hours of operation for the chosen Cupboard

[OK]

A cupboard can require that there is a deadline for when the orders can be placed in the system for pickup. In the example below, the transaction must be entered into eBudde™ 24 hours prior to the pickup date and time.

Transaction Error
Pickup time for '0KI000' must be at least 24 hours from now.

[OK]

Txn. Pickups

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

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

The process is as follows:

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

Troop has created the order – Txn Pickup shows:

Troop (18020) Transaction Pickups

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups

Released Cupboard Transactions

Show Only Pickup Ready

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
7II000	(250) Alpharetta	07/29/2021	12	0	0	0	0	0	0	0	0	

You can show today only or future transactions

Cupboard releases the order – Txn Pickup shows:

Troop (18020) Transaction Pickups

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactic

Released Cupboard Transactions

Show All Future

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
7II000	(250) Alpharetta	07/29/2021	12	0	0	0	0	0	0	0	0	Confirm

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

Released Cupboard Transactions

Show All Future

You do not have any transactions released for pickup.

Cookie Exchange

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

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

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

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

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

To see what cookies are available by other troops:

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

Troop 18020 Cookie Exchange

ts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions

COOKIE EXCHANGE

Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange. The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering]

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	
0	0	0	0	0	0	0	0	0	**Update Pkgs to Exchange**
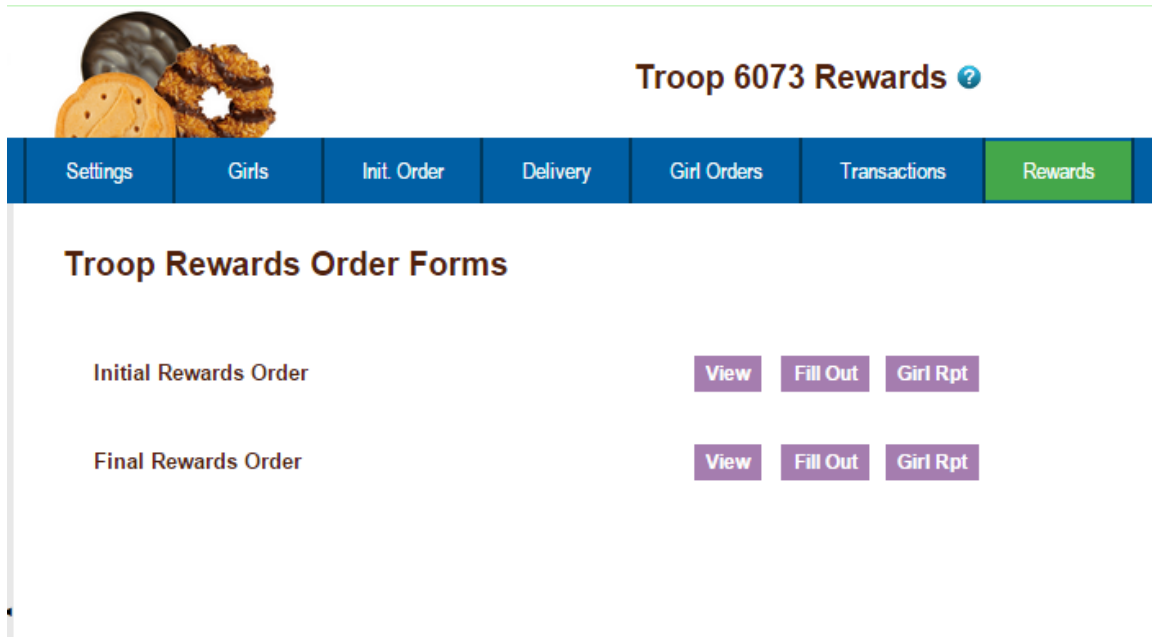
Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

⌃	**ADVENTUREFULS**				Total:	2
07/28/21	Troop: 19816	Adventurefuls: 2	Rebecca	greateratlantabeta@lbb....		Dreamcatchers

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

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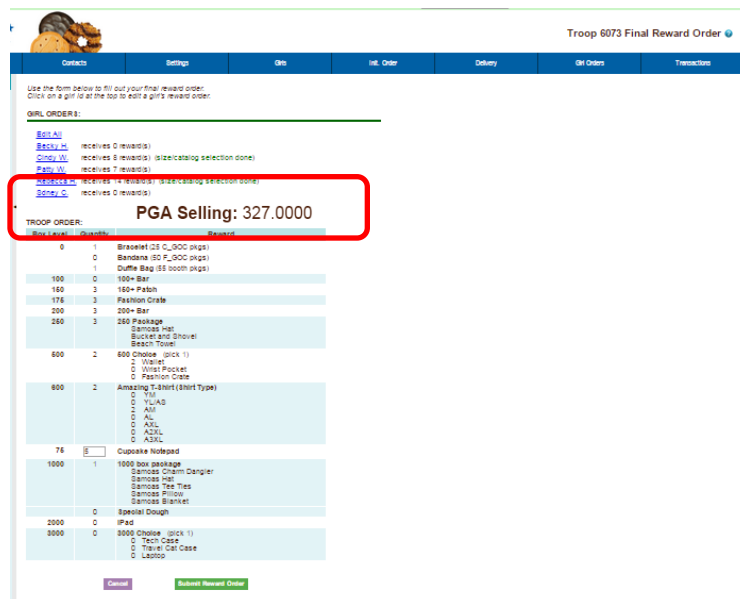
There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order

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

If there is a reward based on PGA, the troop PGA will be displayed on the summary screen so you do not have to refer to the troop sales report.
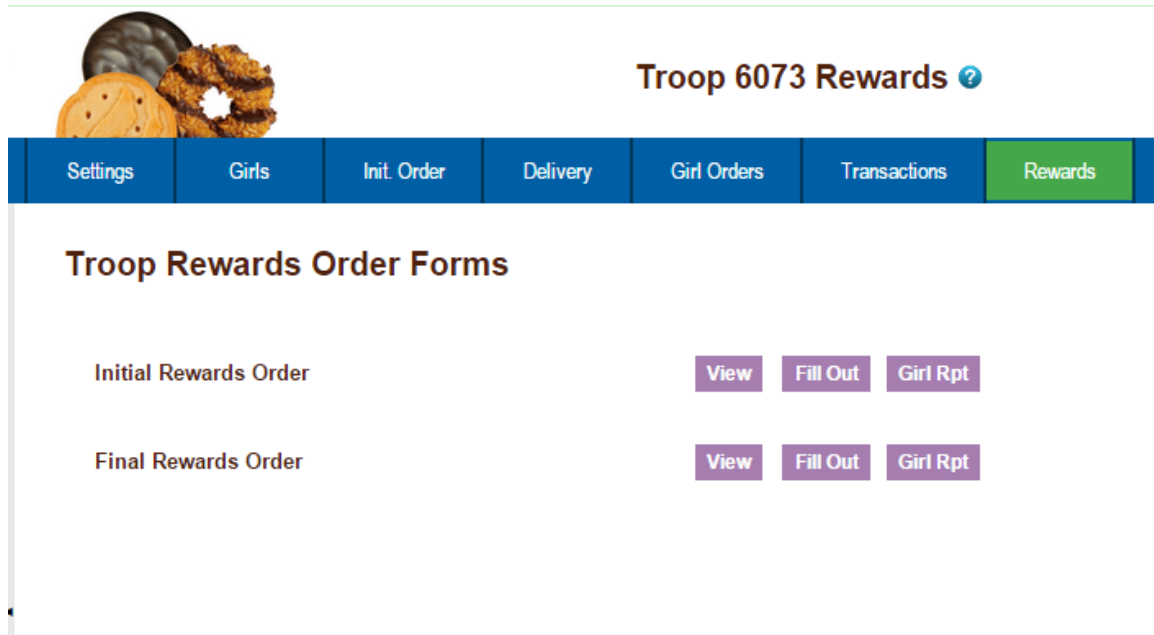
Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

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.

Rewards Submitted for Cindy W.
Warning: Don't forget to submit your troop order if it's now ready!

Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.

GIRL ORDERS:

Edit All

Becky H.	receives 0 reward(s)
Cindy W.	receives 8 reward(s) (size/catalog selection done)
Patty W.	receives 7 reward(s)
Rebecca H.	receives 14 reward(s) (size/catalog selection done)
Sdney C.	receives 0 reward(s)

TROOP ORDER:

Box Level	Quantity	Reward
0	1	Bracelet (25 C, COC pkgs)

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.
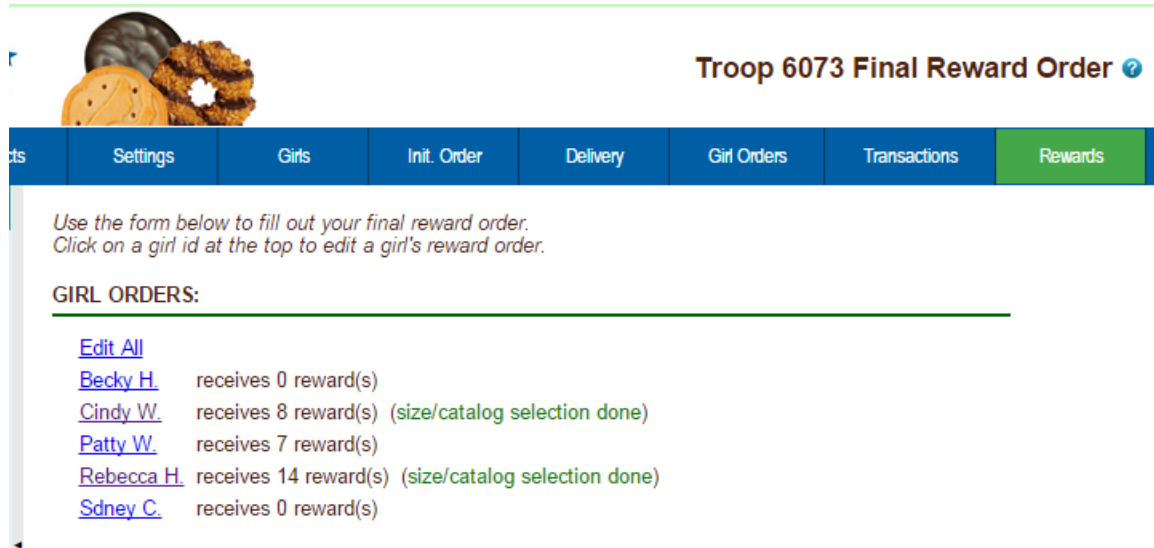
Girl: Cindy Wright
Boxes sold: 680
Shirt size: YM

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.

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Reward Order** button to submit your order to your service unit.

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

Payments

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

Troop 100 Payments

| gs | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch. | Rewards | Booth Sites | Payments | GC |

Add Payment
Save

Column Filter: None
Low:
High:
Apply Filter

Page: 1: 03/30 - 03/01
Items per page: 50

♦ Bank	▲ Date	♦ Ref. Number	♦ Verified	♦ Troop	♦ Amount
First National Bank	2018-03-30	29830283		100	787.50
First National Bank	2018-03-02	32908983		100	100.00
First National Bank	2018-03-01	3890982		100	50.00

| Total | | | | | $ 937.50 |

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

Adding Payments

Click the **Add Payment** button.

ACH Sweep
ACH Sweep
Bank of America
Credit Card Payments
DOC Bank
Main Source Bank
Refunds

6073   OK

$ 200.00

Select the bank, enter date, reference number (optional) and amount. Use the **Tab** key to move across the page. Press Enter to complete the line activate this button by pressing the spacebar or clicking on it.

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

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

Verified – Unavailable to troop user. Used by council to identify payments verified to bank statement.

Troop – Already filled out

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

Navigating the Payment Information Page

As you enter payments, the system displays the payments using a scrolling feature. To facilitate making changes there are several methods to navigate to the information that you need. You will want to use the method that best fits what editing you are trying to do.

Scrolling

Payments are displayed in the order keyed by default.   You can scroll through the payment pages by using the scroll bar located to the right of the payment page.

Sorting

You can sort the payments in an order that will show you the information in the order that you want.

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

Search and Filter

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

Editing/Deleting Payments

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

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 instruct you to click File, Save As to save the payments.

GOC Org. Tab

The GOC Org. tab is where you record the organizations that you have donated your troop donation boxes recorded in the initial order and/or girl order tab.

Troop 6073 GOC Organizations ⊙

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

GOC Organizations

NOTE: All fields are required EXCEPT for Email.

Organization	Contact	Sales
Name:	Name:	Pkgs Donated:
Addr:	Phone:	
City: ST: Zip:	Email:	Add

Additional data entry for as many organizations as you need to enter.

Sales Report

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

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

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@lbb.com
Phone:
Cell:

----

email: apptesttrp@lbb.com
Phone:
Cell:

Pkg price: 4.00   Case price: 48.00
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000
Tiered Rate: 0.100   Tiered Proceeds: 424.20
Generic Proceeds 1 (Fall Program) : 0.02 yes

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

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: 1306.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

Pkgs Received				Payments Made		
01/21	Initial Order	---	4140	Date	Reference	Amount
09/19	C1	SHI000	12	2014-12-01	1234567	$ 100.00
10/27	T6740	2II000	-1	2015-07-31		$ 50.00
10/27	T6741	3II000	-1	2025-01-02		$ 100.00
10/27	--	4II000	-12			
10/30	C1	5II000	2	**Total Payments**		$ 250.00
02/05	C1	MII000	2			
03/05	C2	RII000	1			
C_GOC pkgs.			56			
Total Pkgs Received			4199			

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

Signature: _____

View report in CASES	Print Page	Show as PDF

Sales Report with Varieties at Different Prices

Council Becky Demo, Troop 00015 Sales Report

Girls Selling: 1
Girls Reg.: 5
Init. Girls Sellg: 1
Level: DAISY
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 142.0000
PGA Registered: 28.4000
Initial PGA: 142.0000
F_GOC Pkgs: 0
T_GOC Pkgs: 0

Smores
Pkg price: 6.00   Case price: 72.00   Pkgs sold: 36
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Toffee
Pkg price: 5.00   Case price: 60.00   Pkgs sold: 0
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Core Cookies
Pkg price: 4.00   Case price: 48.00   Pkgs sold: 106
Trp Proceeds Rate: 0.500   No Reward Proceeds: 0.000

Bank Name:
Routing No.:   Acct No.:

Pkgs Received		
08/07 Initial Order	---	132
C_GOC pkgs.		10
Total Pkgs Received		**142**

Date	Reference	Amount
Total Payments		**$ 0.00**

Total Troop Sales	$ 640.00	Council Proceeds		$ 569.00
Troop Proceeds	- $ 71.00	Payments Made		- $ 0.00
Council Proceeds	$ 569.00	Amount You Owe Council		$ 569.00

Signature: _____

Sales Report updates for Pending and Digital Cookie

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

Pending transactions are indicated with an asterisk before the quantity.

Total Pkgs Received	3113
Total DOC Pkgs Received	175
Total DOC Charity Pkgs Received	70
In addition there was:	
Total DOC Delivered Pkgs Received	229

Sales Report with ACH Amount Displayed (Optional)

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

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

Exclude Pending Transactions

Council Becky DOC Demo, Troop 18024 Sales Report

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

Cookie
Pkg price: 4.00   Case price: 48.00   Pkgs sold: 2333
Trp Proceeds Rate: 0.600   No Reward Proceeds: 0.000
Generic Proceeds 1
0.03 no
Girl Init. Pkgs: 1147
Booth Init. Pkgs: 444
DOC Init. Girl Del. Pkgs: 216
Init. Charity Pkgs: 9
Balance Due ACH: 287.95

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

Reports

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

Troop 18020: Reports

Initial Cookie Order Reports ▲

Pickup Sheet	☐ Pre-printed Form	View
Blank Pickup Sheet (Bubble Form)		View

Cupboard Information Reports ▲

Cupboards	XLSX PDF

Delivery Station Information Reports ▲

Delivery Stations	XLSX PDF

Booth Reports ▲

Current Signups	XLSX PDF
Booth Site Sales	XLSX PDF

Reward Reports ▲

Girl Rewards HTML	◉ Initial ○ Final	View
Troop Rewards HTML	◉ Initial ○ Final	View

DOC Reports ▲

DOC Added Girl	Filter XLSX
DOC Orders by Girl	Filter XLSX
DOC Financial Report by Girl	Filter XLSX
Girl Delivery - Varieties Only - By Girl	XLSX
All DOC Orders	XLSX PDF
Cancelled DOC Orders	XLSX PDF

Girl Reports ▲

Recap Reports ▲

Cookie Exchanges	XLSX PDF

11

Pickup Sheet (Bubble Sheet)

34 Adventurefuls	**34** Do-Si-Dos	**31** Thin Mints
34 Lemon-Ups	**34** Samoas	**34** S'mores
32 Trefoils	**32** Tagalongs	**34** Toffee-tastic

Troop# 18020   **Cases   295**

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

Cupboard List

(18020) Cupboard List
Becky DOC Demo
Aug 7, 2020 at 10:19PM
2019-20 Sales Season

Name	Number	Unavailable Cookies	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
Alpharetta	250	none	123 Any St		Alpharetta	CA	####		555-555-5555		9:00am-11:45am M,Tu,W,Th,F; from 02/13/20 to 10/16/20 1:00pm-4:00pm M,Tu,W,Th,F; from 02/13/20 to 10/16/20 9:00am-12:00p

Delivery List

#10002 Delivery List
Becky Demo
Jul 27, 2013 at 02:19PM

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

Booth Sales Reports

#18020 Current Signups
Demo
Jul 28, 2021 at 02:22PM

2021-22 Sales Season

Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes
Becky's Pizza Parlor	tSan Diego, CA 92103		08/02/21	10:00am	6:00pm	08:00	

#18020 Booth Sales -- Pkgs
Demo
Jul 28, 2021 at 02:23PM

2021-22 Sales Season

Location	Date	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
Becky's Pizza Parlor	Mon, Aug 2 @ 10:00am	12	12	12	12	12	12	12	12	12	108
	Totals	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**108**

Rewards Reports

Abiella A.

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

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

Froska L.

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

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

TROOP ORDER:

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

DOC Reports

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

h

DOC Added Girl – This report will list all girls in the troop on a report that is in the GSUSA Girl Master Template. This report is the GSUSA Digital Order Card importable format.

You can filter the report by date so you can print only girls added at a later date.

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

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

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

DOC Orders By Girl Filter:

Date Range: [   ] - [   ]

Order Types:
- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered & Donated
- ☐ Delivered
- ☐ Donated

Mobile Types:
- ☐ In Hand
- ☐ Mobile

◉ Cases   ○ Pkgs

☐ Exportable:

[Back to Report List]   [XLSX]

#18020 DOC Orders -- Pkgs
Demo
Jul 28, 2021 at 02:26PM
2021-22 Sales Season

First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales
Abiella	Anthony	112370577	35948576	Delivery			07/28/21	2	1	2	3	4	5	6	7	8	9	45	$225.00
							Totals	2	1	2	3	4	5	6	7	8	9	45	$225.00
							Totals												

DOC Financial Report by Girl – This report will list the finances of the orders sold by the girl online. This report will list the finances but not the individual varieties.

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

DOC Orders By Girl Filter:

Date Range: [   ] - [   ]

Order Types:

- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered & Donated
- ☐ Delivered
- ☐ Donated

Mobile Types:

- ☐ In Hand
- ☐ Mobile

◉ Cases ○ Pkgs

☐ Exportable:

[Back to Report List] [XLSX]

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

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

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

All DOC Orders

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

Cancellation Report

								#18020 All DOC Orders -- Pkgs Demo Jul 28, 2021 at 02:36PM 2021-22 Sales Season											
First Name	**Last Name**	**GSUSA ID**	**Order #**	**Type**	**In Hand**	**Mobile**	**Date**	**Refund?**	**Credited**	**Donated**	**Advf**	**LmUp**	**Tre**	**D-S-D**	**Sam**	**Tags**	**TMint**	**SMr**	**Toff**	**Total Pkgs**	**Total Sales**
									Totals												

Cookie Exchange

#18020 Troop Cookie Exchanges
Demo
Jul 28, 2021 at 02:37PM
2021-22 Sales Season

Area Name	Area Number	SU Name	SU #	Troop	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total	Email	First Name	Last Name
N.Fulton/Forsyth/Cherokee - J. Davis	5	Dreamcatchers	835	19816	2	0	0	0	0	0	0	0	0	2	greateratlantabeta@fbb.com	Rebecca	Harrigan
				Totals	2	0	0	0	0	0	0	0	0	2			
				Totals	2	0	0	0	0	0	0	0	0	2			

HELP Center

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

Appendix A – Gift of Caring Screen Shots

There are three different types of Gift of Caring – Council, Troop and FYI. These columns are optional. See your council manual for detail information. Any columns on the initial order tab will show on the girl order tab. However, there may be columns just on the girl order tab that are not on the initial order tab. The acronyms are council specific. The screen shots below are just an example.

Location and Specifications for the Initial Order Screen -

Council Gift of Caring (C_GOC) – This column will show on the far left column before the Lemon-Ups variety. The cookies in this column are not ordered. However, the quantity for these cookies will be part of the total boxes sold for the girl and will be added to the financial dollars.

Troop Gift of Caring (T_GOC) - This column will show on the right as a column displayed before the Total column. The cookies in this column are not ordered. However, the quantity for these cookies will be part of the total boxes sold for the girl. These cookies will **NOT** be added to the financial dollars. The expectation is that they will be ordered as booth/other on the initial order or at a later date.

FYI Gift of Caring (F_GOC) – This column will show to the far right of the screen after the total column. This is an informational column only. These cookies will **NOT** be part of the total boxes sold by the girl. The expectation is that the actual cookies have been ordered by variety and this is just to inform the council how many of these cookies are Gift of Caring.

Council GOC

Initial Order Screen

Troop 6073 Initial Order ❓

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales R

Printable Version
Submit Order **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	
	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00		
Becky H.	0	0	0	0	0	0	0	0	0	0	0	
Cindy W.	0	5	7	8	5	6	8	0	10	1	50	
Patty W.	0	0	0	0	0	0	0	0	0	0	0	
Inactive G.	0	0	0	0	0	0	0	0	0	0	0	
🔄 IMPORTED	0	0	0	0	0	0	0	0	0	0	0	
🔄 OTHER	NA	12	12	12	12	12	12	0	13	12	97	
🔄 BOOTH	NA	0	0	0	0	0	0	0	0	0	0	
Pkgs. Ordered	0	17	19	20	17	18	20	0	23	13	147	
Cases to Order		2	2	2	2	2	2	0	2	2	16	
Extras		7	5	4	7	6	4	0	1	11	45	

Girl Order Tab – Category View

Troop 705 Girl Sales ❓

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report

Printable Version
Record Booth Sale **Export**

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

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	C GOC ❓	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	◆Total	Total Due	Paid	◆Bal. Due	
	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00	$ 6.00					
Juliana R.	0	0	7	0	0	2	0	9	$ 47.00	$ 47.00	$ 0.00	
Olivia B.	0	0	7	0	0	2	0	9	$ 47.00	$ 47.00	$ 0.00	
Girl Totals	0	0	14	0	0	4	0	18	$ 94.00	$ 94.00	$ 0.00	
Troop Order (Actual pkgs+C_GOC)								408				
Difference								-390				

Active Inactive

Girl Order Tab – Variety View

Troop 6073 Girl Sales ⊘

| Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales Re |

Printable Version
Record Booth Sale **Export**

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

☐ Package Sales
☐ Financials
☐ FYI Programs

		$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$6.00	$6.00				
▼ Girl	C GOC ⊘	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	♦Total	Total Due	Paid	♦Bal. Due	
Becky H.	0	4	7	6	7	17	6	20	4	3	74	$377.00	$377.00	$0.00	
Cindy W.	0	8	15	14	13	22	14	20	13	5	124	$638.00	$377.00	$261.00	
Patty W.	0	3	8	6	8	17	6	20	3	3	74	$376.00	$376.00	$0.00	
Girl Totals	0	15	30	26	28	56	26	60	20	11	272	$1391.00	$1130.00	$261.00	
Troop Order (Actual pkgs+C_GOC)	0	36	24	24	24	60	24	0	24	24	240				
Difference	0	-21	6	2	4	-4	2	60	-4	-13	32				

Troop GOC

Initial Order Tab

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales R |

Printable Version
Submit Order   Save

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

Girl	$5.00 Advf	$5.00 LmUp	$5.00 Tre	$5.00 D-S-D	$5.00 Sam	$5.00 Tags	$5.00 TMint	$6.00 SMr	$6.00 Toff	$5.00 T_GOC	Total
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Cindy W.	5	7	8	5	6	8	0	10	1	0	50
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Inactive G.	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0
OTHER	12	12	12	12	12	12	0	13	12	NA	97
BOOTH	0	0	0	0	0	0	0	0	0	NA	0
Pkgs. Ordered	17	19	20	17	18	20	0	23	13	0	147
Cases to Order	2	2	2	2	2	2	0	2	2		16
Other+Extras-Charity	97	7	5	4	7	6	4	0	1	11	0	142

Girl Order Tab – Category View

| | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | Payments | Sales Report |

Printable Version
Record Booth Sale   Export

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

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	$5.00 Cookie Initial	$5.00 Cookie Booth	$5.00 Cookie Other	$6.00 Spec Initial	$6.00 Spec Booth	$6.00 Spec Other	$5.00 T GOC ❓	♦Total	Total Due	Paid	♦Bal. Due
Becky H.	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Cindy W.	39	0	0	11	0	0	0	50	$ 261.00	$ 0.00	$ 261.00
Patty W.	0	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00
Girl Totals	39	0	0	11	0	0	0	50	$ 261.00	$ 0.00	$ 261.00
Troop Order								192			
Difference								-142			

Active Inactive

Girl Order Tab – Varieties View

Troop 6073 Girl Sales ❷

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report

Printable Version
Record Booth Sale **Export**

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

☐ Package Sales
☐ Financials
☐ FYI Programs

	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00	$ 5.00				
▼ Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T GOC ❷	◆Total	Total Due	Paid	◆Bal. Due
Becky H.	4	7	6	7	17	6	20	4	3	0	74	$ 377.00	$ 377.00	$ 0.00
Cindy W.	8	15	14	13	22	14	20	13	5	0	124	$ 638.00	$ 377.00	$ 261.00
Patty W.	3	8	6	8	17	6	20	3	3	0	74	$ 376.00	$ 376.00	$ 0.00
Girl Totals	15	30	26	28	56	26	60	20	11	0	272	$ 1391.00	$ 1130.00	$ 261.00
Troop Order	36	24	24	24	60	24	0	24	24		240			
Difference	-21	6	2	4	-4	2	60	-4	-13		32			

Active Inactive

FYI GOC

Initial Order Tab

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales F

Printable Version
Submit Order **Save**

Click the Down Arrow to see your last year's order information.
Save as often as you like but Submit to your SU only Once!

	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00		
Girl	**Advf**	**LmUp**	**Tre**	**D-S-D**	**Sam**	**Tags**	**TMint**	**SMr**	**Toff**	**Total**	**F_GOC**
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Cindy W.	5	7	8	5	6	8	0	10	1	50	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Inactive G.	0	0	0	0	0	0	0	0	0	0	0
⊙ IMPORTED	0	0	0	0	0	0	0	0	0	0	0
⊙ OTHER	12	12	12	12	12	12	0	13	12	97	NA
⊙ BOOTH	0	0	0	0	0	0	0	0	0	0	NA
Pkgs. Ordered	17	19	20	17	18	20	0	23	13	147	0
Cases to Order	2	2	2	2	2	2	0	2	2	16	
Extras	7	5	4	7	6	4	0	1	11	45	

Girl Order Tab – Category View

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales R

Printable Version
Record Booth Sale **Export**

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

☐ Package Sales
☐ Financials
☐ FYI Programs

	$ 5.00	$ 5.00	$ 5.00	$ 6.00	$ 6.00	$ 6.00					
▼ Girl	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	◆Total	Total Due	Paid	◆Bal. Due	F GOC
Becky H.	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Cindy W.	39	0	0	11	0	0	50	$ 261.00	$ 0.00	$ 261.00	0
Patty W.	0	0	0	0	0	0	0	$ 0.00	$ 0.00	$ 0.00	0
Girl Totals	39	0	0	11	0	0	50	$ 261.00	$ 0.00	$ 261.00	0
Troop Order							192				
Difference							-142				

Active Inactive

Girl Order Tab – Variety View

Troop 6073 Girl Sales ❓

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report

Printable Version
Record Booth Sale **Export**

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

☐ Package Sales
☐ Financials
☐ FYI Programs

	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ 5.00	$ NaN.00	$ 6.00	$ 6.00					
▼ Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	◆Total	Total Due	Paid	◆Bal. Due	F GOC
Becky H.	4	7	6	7	17	6	20	4	3	74	$ 377.00	$ 377.00	$ 0.00	0
Cindy W.	8	15	14	13	22	14	20	13	5	124	$ 638.00	$ 377.00	$ 261.00	0
Patty W.	3	8	6	8	17	6	20	3	3	74	$ 376.00	$ 376.00	$ 0.00	0
Girl Totals	15	30	26	28	56	26	60	20	11	272	$ 1391.00	$ 1130.00	$ 261.00	0
Troop Order	36	24	24	24	60	24	0	24	24	240				0
Difference	-21	6	2	4	-4	2	60	-4	-13	32				0

Active Inactive

Appendix B – Product Transaction Form Options

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

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

First screen

Type: Norma[l]   250) ⌄

Date: 2021-07   II000 #

Variety	Cases
Adventurefuls	0
Lemon-Ups	0
Trefoils	0
Do-Si-Dos	0
Samoas	0
Tagalongs	0
Thin Mints	0
S'mores	0
Toffee-tastic	0 = 0

Choose an hour

7 am
8 am
9 am
10 am
11 am

1 pm
2 pm
3 pm
4 pm
5 pm
6 pm

Additional Info.

Hours of Oper.

7:00am-12:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 2 lines;
10 mins; 48 ovfl pkgs
1:00pm-7:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 5 lines;
15 mins; 48 ovfl pkgs

Close

-MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
-If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
-Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.

+   Save/Print   Okay   Cancel

Second screen

Type: Norma[l]   250) ⌄

Date: 2021-07   II000 #

Variety	Cases
Adventurefuls	0
Lemon-Ups	0
Trefoils	0
Do-Si-Dos	0
Samoas	0
Tagalongs	0
Thin Mints	0
S'mores	0
Toffee-tastic	0 = 0

Choose an hour

7 am
8 am
9 am
10 am
11 am

1 pm
2 pm
3 pm
4 pm
5 pm
6 pm

Times	Lines 1	2	3	4	5
10:00am					
10:10am	⊘				
10:20am					
10:30am					
10:40am					
10:50am					

Additional Info.

Hours of Oper.

7:00am-12:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 2 lines;
10 mins; 48 ovfl pkgs
1:00pm-7:00pm M,Tu,W,Th,F;
from 07/01/21 to 07/30/21; 5 lines;
15 mins; 48 ovfl pkgs

Close

-MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
-If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
-Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.

+   Save/Print   Okay   Cancel

Cupboards with days and times – Click in the Pickup box

-MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
-If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
-Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.