eBudde™

TROOP USER MANUAL

2024–25 COOKIE SEASON

eBudde.LittleBrownie.com

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WHAT'S NEW

Booths

- Only one step back to select a booth site

Dashboards

- Messages more prominent
- PGA rounding up

Girls

- Girl moves includes the full Parent IO

Initial Order

- Parent Initial Order updates for display and ordering

Troop Site

- Split distribution for donation separated from shipped packages

Transactions

- Variety available X's updated for better viewing on transaction input screen

Reports

- Girl reward report does not include packages for girls not selling

- Girl Initial Order report

eBudde App

- Correction of log in issues

Digital Cookie

- Outreach girl errors

- Orders pulled from Digital Cookie
- Timestamp alignment
- Clearer error messaging
- Moving troops to new service unit allowed

COMPUTER SPECIFICATIONS INFORMATION

Navigating the 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 12 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

- iPad iOS 16 and above
- iPhone 8 and above using iOS 16 and above
- Android v. 13 and above
-
    - Apps (all with mobile web version) eBudde™ App

Approved computer specifications:

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

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports.

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

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

NAVIGATING THE SYSTEM

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

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

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

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

+DOC Payment - The "+ DOC Payment" button allows you to record payment for DOC Troop Link cookie orders on the page.

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

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

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

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

| 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 new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. You will be asked to create a new password 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.

The process for gaining access is:

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

Details of the steps and screen shots are included below.

Step One - User receives "welcome email" with login link

Sample of "Welcome Email"

> Subject: Welcome to the 2024-2025 Girl Scout Cookie Season!
>
> Welcome to the 2024-202 Girl Scout Cookie Season!
>
> You've been invited to join the eBudde™ system.
>
> Please take these steps:
>
> 1.   Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGlUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFlE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOBOtwiM8A5J7RTvssirRjy7W7-i8&e=
>
> This link expires in 48 hours and is unique to you.
>
> Thank you for all you do for girls!

Your Friends at Little Brownie Bakers

Step Two - Click on the link

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

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

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

Security Requirements

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

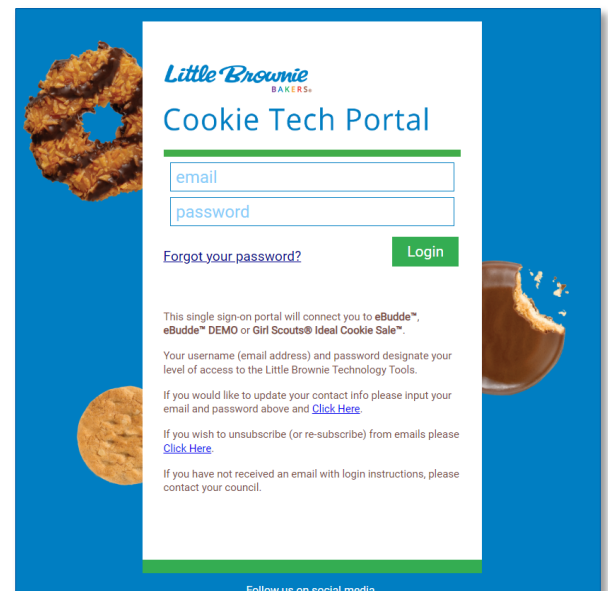The password requirements are as follows:

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

Login attempt rules are as follows:

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

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

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

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

Step Five - Enter Little Brownie Cookie Tech Portal system

Step Six - Confirm account update via email link

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

Forgot Password

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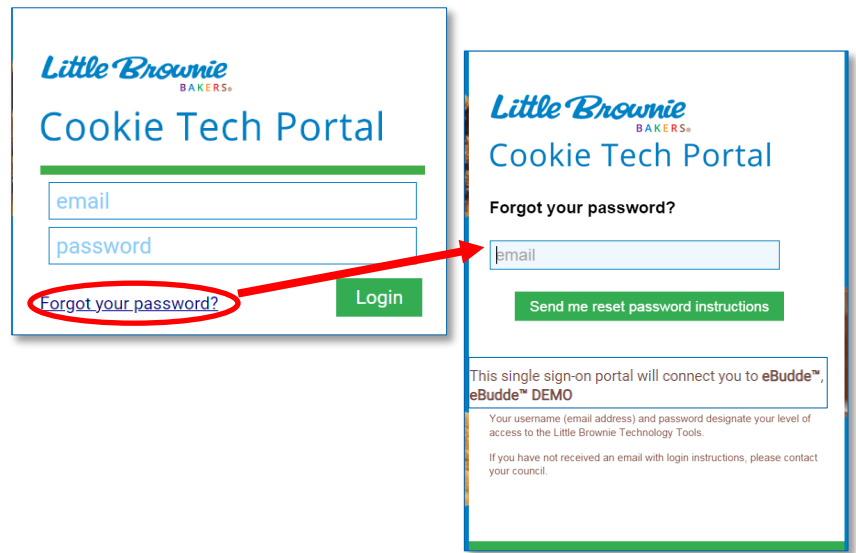
Click Forgot your password

Enter email

Click Send me reset password instructions

You will get an email with a new password link

Click the link in the email.

> Hello example@lbb.com!
>
> Someone has requested a link to change your password. You can do this through the link below.
>
> Change my password
>
> If you didn't request this, please ignore this email.
>
> Your password won't change until you access the link above and create a new one.
>
> The above link will only work for your email address and will only be valid for 48 hours.
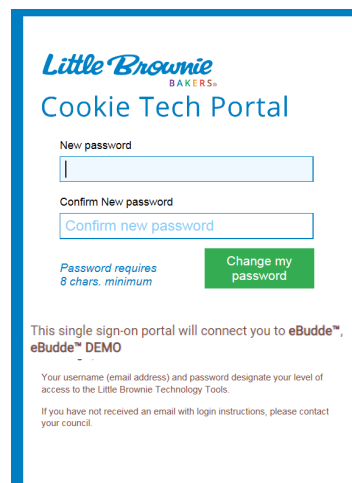
You will then enter the password you would like to use for the system, confirm your password and click **Change My Password**.

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

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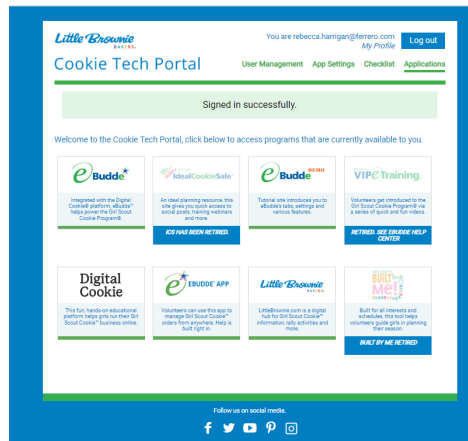
You will also get an email to confirm that you changed your account for security purposes. Click the **Confirm Your Account** to complete the process.

Change Profile/Email Address

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

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

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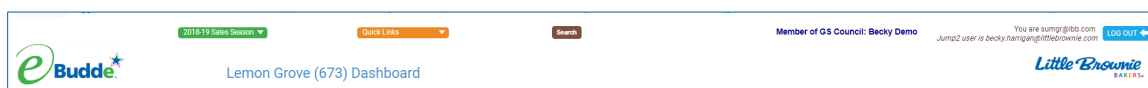
MENU BAR

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

Season drop down - Allows you to see previous season's data (if applicable)

Quick Links – This provides a list of additional links for easy access.

> **Cookie** Portal – This provides a link to the Cookie Portal which gives you access to your profile and other Little Brownie systems.
>
> **LittleBrownieBakers.com** – This provides a link for you to go to the Little Brownie website that has additional resources.
>
> **Digital Cookie** – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)
>
> **Ideal Cookie Sale – INACTIVE**
>
> **Ebudde Cookie Calculator** – This provides a link to the new cookie calculator. The cookie calculator is a helpful tool that allows you to calculate the selling prices of cookie varieties.

Search – This allows you to search for a girl or volunteer in your council.

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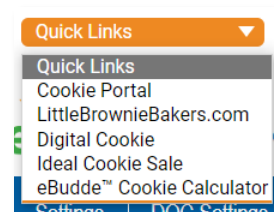
TROOP TABS

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

Dashboard – Default screen that shows important messages, calendar, checklist and dates

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.

Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.

Girls – This allows you to enter girl names, grade, id and goal information

Init. Order – This option is for entering your troop initial cookie order

Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)

Girl Orders - Track girl initial, booth and additional orders and payments

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

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

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

Rewards – Troop reward ordering

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

Payments – Troop payment to council recording

GOC Org. – (Optional) This option allows you to record troop donation organizations.

Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, payments and submitting total Gift of Caring numbers (if applicable)

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

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

Dashboard Tab

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

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

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

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

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

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

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

Timeline

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

Dashboard Header

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

Dashboard Side Pane – Right Side

You now will have notification messages from your service unit/council that are dates, prioritized and can be marked read. A priority message will have a star next to the envelope. If there is a longer message, there will be a Read More link to read the entire message. The service unit/council will now be able to have multiple messages if necessary. All read messages will fall to the bottom.
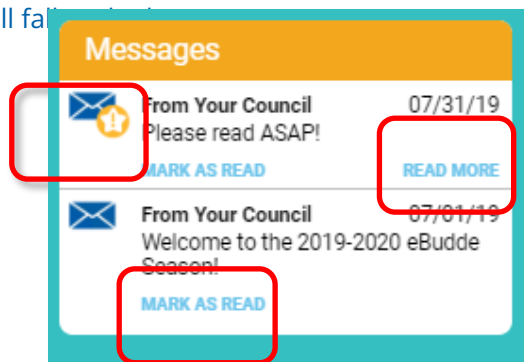
The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar.** It will display in another browser window a monthly calendar.
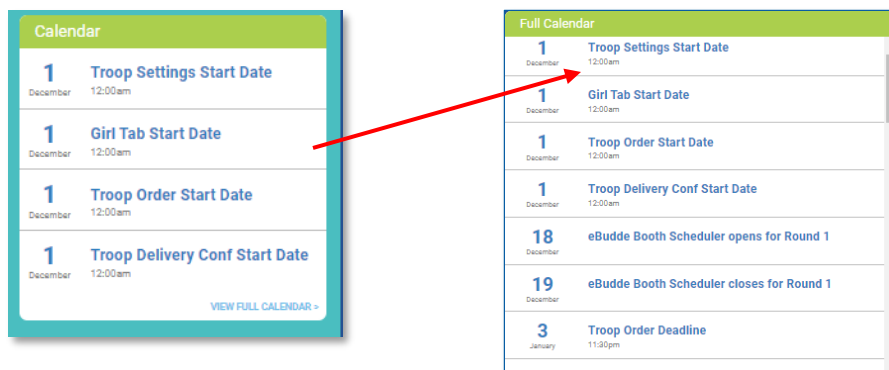
You can now release a booth site that you can no longer attend from the calendar on the dashboard.
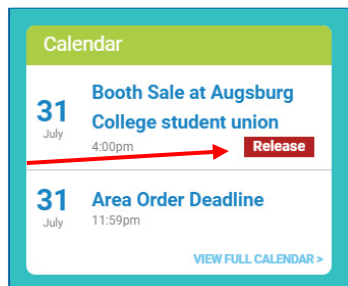
The dashboard will display a checklist of items that you will need to do. Some items will get checked once you complete them like submitting your initial order. Others are just for your reference.

Dashboard Data

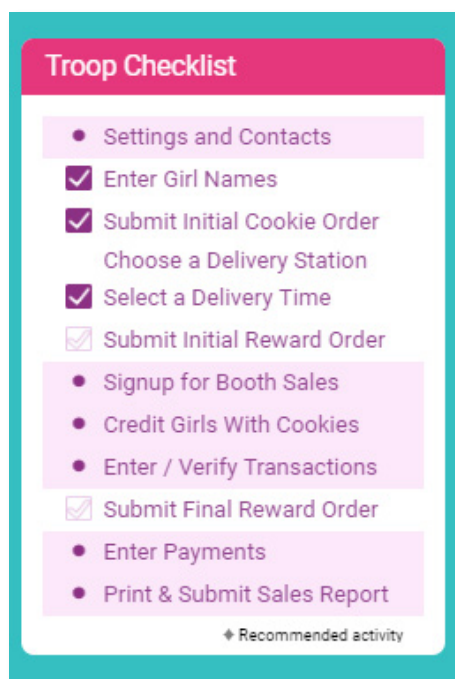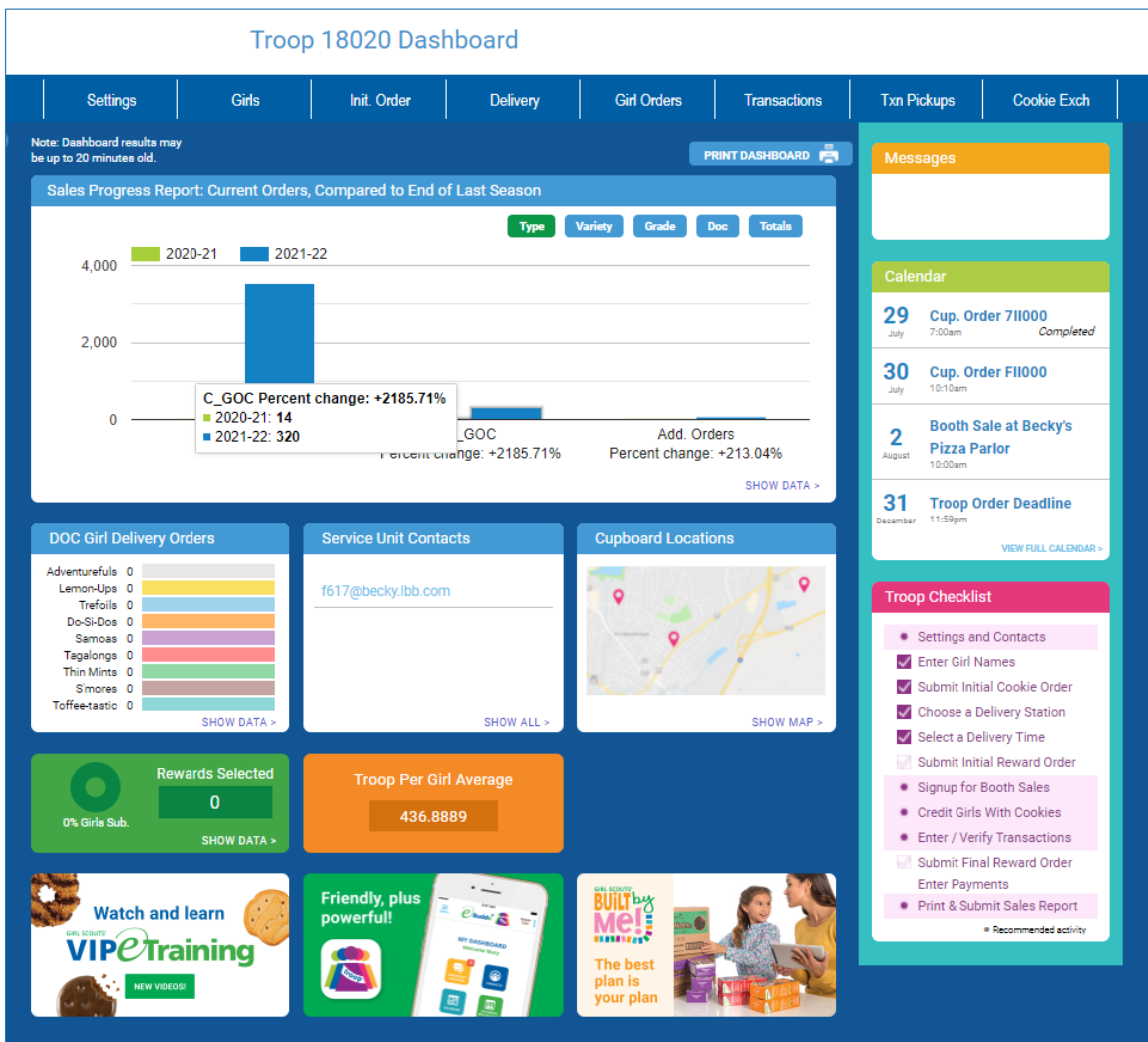What data you see on your dashboard and the layout of your dashboard is dependent on your council setting it up. All troops see the same layout which will include current statistics and comparison with previous season statistics.

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

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

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

PRINT DASHBOARD

Messages

Calendar

29 July — Cup. Order 7II000 — 7:00am — *Completed*

30 July — Cup. Order FII000 — 10:10am

2 August — Booth Sale at Becky's Pizza Parlor — 10:00am

31 December — Troop Order Deadline — 11:59pm

VIEW FULL CALENDAR >

Sales Progress Report: Current Orders, Compared to End of Last Season

Type | Variety | Grade | Doc | Totals

2020-21   2021-22

C_GOC Percent change: +2185.71%
2020-21: 14
2021-22: 320

Percent change: +2185.71%   Add. Orders   Percent change: +213.04%

SHOW DATA >

Troop Checklist

- Settings and Contacts
- ☑ Enter Girl Names
- ☑ Submit Initial Cookie Order
- ☑ Choose a Delivery Station
- ☑ Select a Delivery Time
- ☐ Submit Initial Reward Order
- Signup for Booth Sales
- Credit Girls With Cookies
- Enter / Verify Transactions
- ☐ Submit Final Reward Order
- Enter Payments
- Print & Submit Sales Report

● Recommended activity

DOC Girl Delivery Orders

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

SHOW DATA >

Service Unit Contacts

f617@becky.lbb.com

SHOW ALL >

Cupboard Locations

SHOW MAP >

Rewards Selected 0
0% Girls Sub.
SHOW DATA >

Troop Per Girl Average 436.8889

Watch and learn VIP eTraining NEW VIDEOS!

Friendly, plus powerful! MY DASHBOARD

BUILT by Me! The best plan is your plan

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

Service Unit Contacts   DOC Girl Delivery Orders   Cupboard Locations
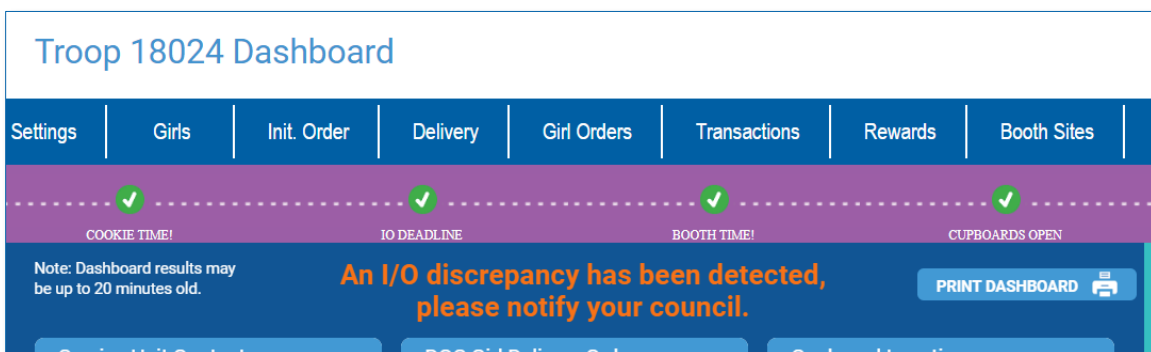
Contacts Tab

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

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

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

You also have a section to just update your email preferences that are specific to eBudde™. DO NOT uncheck the active box or you will lose access to eBudde. GSGLA asks that you do not uncheck the "Receives email" box – doing so means you will not receive any updates GSGLA sends via eBudde (including info about cupboard inventory or closures, boothing information and more). GSGLA reviews status and will reselect the box for anyone who has unchecked it.

When you click **Update Contact Info**, you will go to the update page to update your information.Click **Update My Preferences** or **Cancel** to close the screen.

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.

Email Caregivers

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

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

The system will open up the email page. You are now able to email individual girl caregivers or all caregivers. The system shows you the information you need to send the email. This is an email blast and there is no way for the caregiver to reply to you from this email as eBudde does not have an inbox. Emails are outgoing only. (See next page.)

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

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

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

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

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

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

Adding Contacts

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

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

Enter in the contact information.

> **First name**: (Optional) – You can enter in the contact's first name.   The contact person once they log in can enter it as well..

Last name: (Optional) – You can enter in the contact's last name.   The contact person once they log in can enter it as well..

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

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

Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.

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

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

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

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

Special Troop Contacts

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

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

NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.
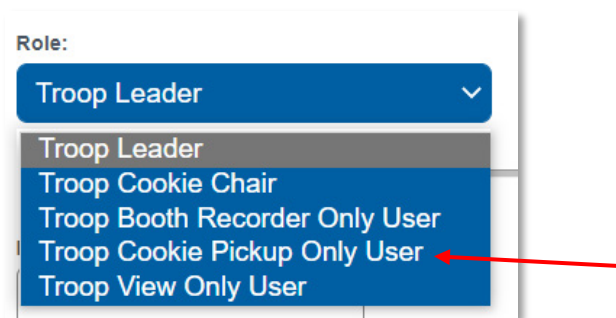
If your council uses the Booth Sale recording option, you may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde™ and you want them to record the booth site sales, you will need to add them in as a Troop Booth Recorder Only User. This 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™.

Deleting Contacts

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

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. (GSGLA has set eBudde to calculate automatically girls registered and girls selling; you will not have access to change either.)

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

Number – Troop Number

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

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

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

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

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

Level –Select the appropriate program age level

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

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

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

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

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

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

Bank Name – (Optional) Name of bank where troop has its account

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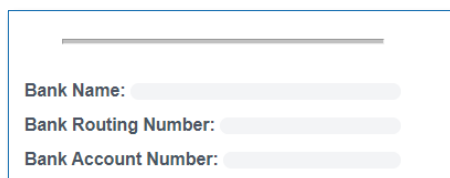
Bank Acct No. – (Optional) Troop bank account number.

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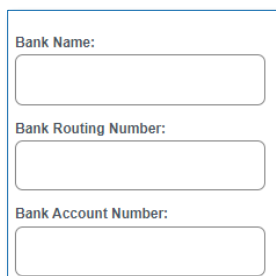
Banking Information - Security

To protect your banking information we have implemented hashing on the bank routing and account numbers. If you are responsible for keying in the data, you will see the full number when you do the data entry but once you click update, the information will be hashed out. If you need to edit the information, you will still see the hashed out version but you can key over with the information.
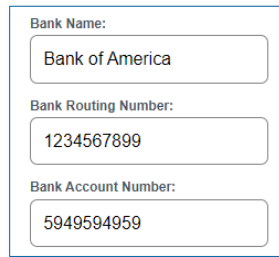
Initial Display (no data)

Bank Name:
Bank Routing Number:
Bank Account Number:

Edit Display (no data)

Bank Name:

Bank Routing Number:

Bank Account Number:
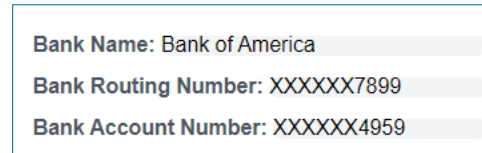
Edit Display (data just entered)

Bank Name:

Bank of America

Bank Routing Number:

1234567899

Bank Account Number:

5949594959
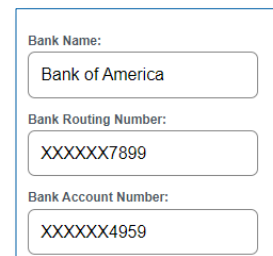
Display after Data entered and Save button pressed

Bank Name: Bank of America
Bank Routing Number: XXXXXX7899
Bank Account Number: XXXXXX4959

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

Bank Name:

Bank of America

Bank Routing Number:

XXXXXX7899

Bank Account Number:

XXXXXX4959

Girls Tab

While the girl tab is designed to allow troops you to enter in the names of the girls **GSGLA** *does not* **let troops add or delete girls at any time.** Troops can view the info, mark girls Inactive if they aren't participating in the Cookie Program, select the t-shirt size ahead of time (versus waiting until end of the program). Actions a troop can take are included in this section.

Add Girl Information

Those circled green below are editable by the troop. You can mark a girl inactive, set a sales goal, select a t-shirt size (not shown) and add a Caregiver Email if the field is blank or update if it is incorrect.

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.

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

Shirt Size – (Optional) Enter the girl's shirt size *(not shown on screenshot)*

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

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

Edit Girl Information

Click the **Edit** button to change the girl information (only those items above). Click the **Save** button to save the information. Click the **Cancel** button to not make the changes.

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. (Shirt size option no shown in screenshot)

Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order (Starting Inventory Order (SIO)).

The initial order will be ordered in cases. **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**.

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

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

If so designated by your council, you can also enter the troop's booth order.

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

The system will display the completed order.

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

The system will save all changes automatically.

Submit Troop IO – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or Cancel if you still need to make changes. The system will confirm that the troop order was submitted on the screen and send you an email.

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.

Answer the question "Who is picking up your cookies?" and the location and time box will display (see next page). Select your time by clicking in the box to the right of the time. Click the **Submit** button. The system will confirm your submission.

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

You will no longer be able to select a location that has a time sheet if the time sheet does not have any openings. eBudde™ will display the location but it will be grayed out and will say (full) next to the location in the selection box.

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

Contactless Delivery Option

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

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

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

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

2. You will get a response from the system saying you are checked in. Be sure your troop number and total cases are correct!
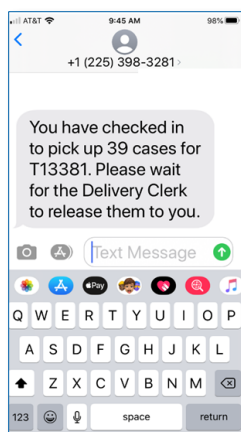
3. Once your order has been fulfilled, the delivery clerk will release the cookies. You MUST confirm that you received the cases and you agree on the variety amounts. You will also have the opportunity to ask for help if assistance is needed,
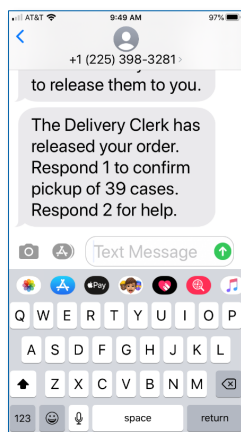
4. If you agree with the order, type in a 1 to confirm. This will complete your **CONTACTLESS** delivery pickup. An email will be sent to you with the details of your order by variety to all troop leaders and cookie chairs.

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.
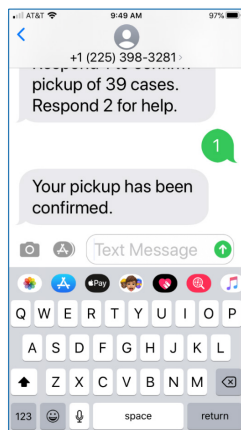
Girl Order Tab

This tab allows you to enter by girl any additional cookie orders, booth sales packages sold, Cookies for the Community (donated) 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. You may not assign more product than you have in your troop package total. You will also see all your Digital Cookie Orders by girl on this screen.

Girl Order Summary View

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

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

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

Council GOC – Your council's acronym for the council Gift of Caring program – for GSGLA "Cookies for the Community"

Varieties – Lists each variety

Troop GOC – Your council's acronym for a troop Gift of Caring (if applicable) *(for GSGLA it is not)*

Total – Total of cookies sold by the girl.

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

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

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

FYI GOC – Your council's acronym for a FYI Gift of Caring (if applicable) *(for GSGLA it is not)*

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

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

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

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

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

eBudde™ tracks all girls. Girls can now be flagged inactive. If they are flagged inactive they will show up on the **INACTIVE** tab at the bottom of the page. Inactive girls must always have 0 packages sold and no balance due.

Girl View

The girl view will show you the detailed 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. (Once the initial order – SIO – has been finalized, these numbers cannot be changed.)

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

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

+Distribution– This button allows you to add packages to the girl from the Troop Site girl.

+DOC Payment – This button allows you to add only a payment from the Troop Site girl.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data.

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

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

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

Adding Additional Cookie Orders

Click the +**Add** button. The system will display the add screen (see next page).

In the boxes, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. If applicable you can check the **INV** box to send the packages/payment to the Digital Cookie system *(NOTE: not applicable for GSGLA)*. Click the Booth box if the transaction is for booth cookies. Click the **SAVE** button to save the transaction.

Adding Only Payments

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

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

View Options –

- **All Orders** displays all records for the girl.
- **IO Recap** displays all orders received from Digital Cookie prior to the troop submitting their initial order and the initial order record as well.
- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all Digital Cookie girl delivery orders that are part of the initial order.
- **Girl Del. (after IO)** shows all Digital Cookie girl delivery orders that are part of the additional order period.
- **Inventory Items** displays all transactions marked in the **Inv.** column that will be sent to Digital Cookie for the parent/girl inventory. *(NOTE: not applicable to GSGLA)*
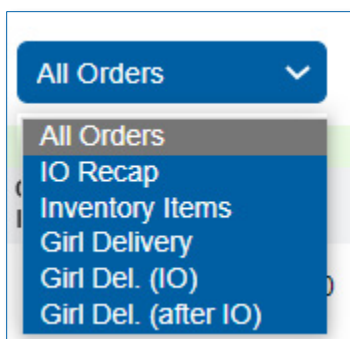
Girl Order Tab – Other

Girl Order Tab – Lock Transaction Option

Your council may lock the girl transactions so that you cannot over allocate packages. This means that eBudde™ will not allow more packages to be given to the girl than the troop has ordered and/or picked up from the cupboard. If you try to over allocate packages, eBudde™ will give the following message:
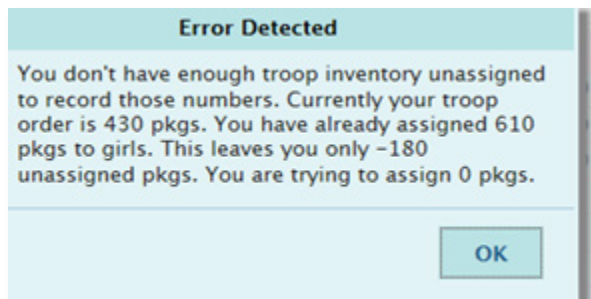
Keep this in mind if you as a troop give boxes away. Example: If your troop initial order is 100 packages and you distribute those 100 packages to the girls; you will not get any errors. *If you create a troop transaction that moves cookies from your troop to another for 2 boxes, the next time you go to any girl record, you will get the message above.* The best practice is to update your girl order tab before you create your transaction to avoid errors.

Girl Order Tab – Cookies for the Community

(note, the screenshot is the "category view" which GSGLA is not using, you will see the C4C column to the left, then each of the variety columns to the right)

Girl Order Tab – All Orders

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

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

Girl Delivery: (if applicable) Orders that come from Digital Cookie that are the parent approved girl delivery orders *(NOTE: not applicable for GSGLA)*

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.

Transactions

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

Initial Order Transaction

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

Troop transactions from Other Sources

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

Troop to Troop Transactions

The troop transaction tab is where you can record that you got/gave away cookies to another troop. Only one record needs to be created as it is a two-sided transaction. If the troop giving away the cookies creates the transaction, you will put the other troop as the second party. Once you complete the record by saving, you will see it deducted from your inventory and the other troop will see it added to their inventory. Corrections can only be made on the troop that created the transaction.

Digital Cookie Transactions

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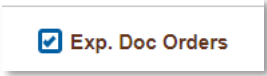
Pending troop orders (optional)

Troops can now place pending cookie orders to service units and/or cupboards. You can use the dropdown to see your pending orders. Cupboards may require pending orders to be place a certain time prior to pick up. Example – they can set that the transaction needs to be in 24 hours to the date/time in the pickup option.

Inventory Balances

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

Navigating the Transaction Form

♦Receipt	♦Pending	♦Type	▲Date	♦2nd Party	♦Pickup	Line	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 yes if you have not picked up your cookies yet.

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.

Line – Pickup Line (if applicable)

Advf - Adventurefuls

LmUp– Lemon-Ups

Tre – Trefoils

D-S-D – Do-Si-Dos

Sam – Samoas

Tag – Tagalongs

TMints – Thin Mints

SMr – S'mores

Toff – Toffee

Total – Total of all varieties

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

All – Lets you see all packages that your troop is responsible for.

DOC – This option shows you totals for all Digital Cookie shipped orders. These records are locked and cannot be edited.

Ready for Pickup – These are orders that are ready for you to pickup at the cupboard.

Pending – These are orders you have placed with a cupboard that will be picked up at a later date.
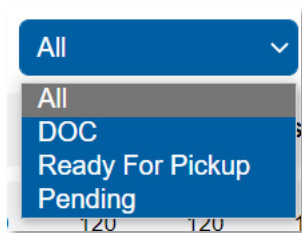
Create a product transaction

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

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

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

Type – Select type of transaction.
        Normal – Transaction with no specific designation
        Booth – Transaction is for a booth sale
        Adjustment – Transaction type for corrections **(This option not available for GSGLA troops)**
        Return – Transaction for return of cookies **(This option not available for GSGLA troops)**
        Reorder – Cupboard transaction for additional cookies **(This option not available for GSGLA troops)**

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

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

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

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

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

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

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy. *(Please note that while eBudde will let you enter packages at any time, during GSGLA's "whole cases only" period at the Cupboards, we ask that you only enter in full cases (see the Bite-Sized Guide for timeline).)*

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

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

You can print a receipt by clicking the Print button.

Create a Pending Order Request for a Cupboard

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

Second Party: Cupboard is selected and a cupboard number is entered

Product Movement: Add is selected

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

When you click **Save** and the transaction is displayed on the grid under the pending option or all option.

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

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

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

A cupboard can require that there is a deadline for when the orders can be placed in the system for pickup.

Txn. Pickups

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

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

The process is as follows:

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

Troop has created the order – Txn Pickup shows:

You can show today only or future transactions

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

Cookie Exchange

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

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

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

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

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

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

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

To see what cookies are available by other troops:

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

Rewards Tab

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

Troop Reward Order

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

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

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

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

eBudde™
Troop 10431 Final Reward Order ⊙

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

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

Edit All Below

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

TROOP ORDER:

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

Submit Reward Order

Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Cancel** button to return to the previous screen. *For Initial Rewards, for GSGLA this is where you will note number of girls who will earn the SIO reward (must match the same number you used to calculate your SIO) and a 1 or 2 for the number of adult SIO Rewards (max is 2). For Final Rewards, this is where you will enter a 1 or 2 for the Volunteer Participation Patch and, if earned, the number of any Stormtrooper Patches.*

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 (see next page).

eBudde™ Troop 10431 Final Reward Order ⊘

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

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

Edit All Below

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

TROOP ORDER:

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

[Cancel]   [Submit Reward Order]

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

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

Edit All Below

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

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green. (size/catalog selection done).

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

Click the girl's name.

The girl screen will vary based on your council reward program. There may be more/fewer 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.

Dashboard	Contacts	Settings	Girls	Init. Order

Order @

Order	Delivery	Girl Orders	Transactions

...r if it's now ready!

...Rewards: No
...A-Selling: 630.50
...egistered: 630.50

...done)
...done)
...needed)

Girl: Ashley Emerton

Boxes sold: 1056

DOC Boxes sold: 10

DOC Charity: 0

Values shown above are current values

Shirt size: YS

Box Level	Reward

Reward

Girl: Cindy Wright

Boxes sold: 189

DOC Boxes sold: 0

DOC Charity: 0

Values shown above are current values

Shirt size: YS

Box Level	Reward

Girl: Madison Denman

Boxes sold: 95

DOC Boxes sold: 0

DOC Charity: 0

100	2	Hula Hoop

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

OR you may now click the Edit All link.

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

e Budde Troop 10431 Final Reward Order ⓘ

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

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

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

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

TROOP ORDER:

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

[Cancel]   [Submit Reward Order]

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

eBudde™ — Troop 10431 Final Reward Order

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactio

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

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

Edit All Below

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

TROOP ORDER:

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

Cancel   Submit Reward Order

Cancel – this button returns you to the screen where you can view or fill out.

Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops only by a service unit user.

Booth Sales

The Booth Sale tab is an optional tab. The use of the Booth Sale Module is determined by the council. A troop can sign up for a council booth site and/or request a troop booth sale as so designated by their council. Troops can also record what was sold and monies collected at a booth sale.

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

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

Free Slots

Pressing the **Find Free Slots** button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Email Xlsx** button. If you decide not to look for free slots, click the **Back** button. *(Note: For GSGLA, keep in mind that business names include the Service Unit name as well (for example, looking for Albertsons in San Dimas, you would need to put "Albertsons (Bonita SU)" (without the quotation marks).*

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

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

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

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

Council Sponsored Booth Sales (Council Sales)

Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale at. There may be rules to how many and when these sites can be selected. Your council will inform you of these rules. (For GSGLA, this is true for most of the locations and are secured by your Service Unit Cookie Program Chair or the Service Unit Boothing Chair (except a few, as noted in your *Troop Cookie Basics Guide*.))

Council Sales

[Cancel]   ☑ **Hide Unavailable**

⌃ **ATLANTA, GA**

◉ **Childrens Musuem of Atlanta** — 275 Centennial Olympic Park…
Inside Plaza in Front of Build…
Wed Mar 08 2023 1:30pm - 4:30pm   ⌄

◉ **Kendra Scott Shops Around …** — 3400 Around Lenox Rd. NE
Weather Dependant-Check i…   ⌄

◉ **Phi Kappa Theta Fraternity** — 800 Fowler Street NW
Outside   ⌄

◉ **Skyline West Apartments** — 1390 Northside Dr. NW
Weather Dependent. Check-i…   ⌄

◉ **Transwestern** — 3445 Peachtree Rd. NE Ste 150
Inside   ⌄

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

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

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

If the location you are interested in does not have any available time slots, you can now be put on a waitlist for a booth location for a specific date. Move the **email if slots open up** slide to on. eBudde™ will then send you an email if any one or more of the slots become open. **KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT!** There may be several of you that get the email. You can also see how many other troops are on the waiting list. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim!

Once you have asked to be notified, eBudde™ will continue to send emails when slots become open. If you want to turn the notification off, go back to the booth site and Move the **email if slots open up** slide to off

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

Troop Booth Signup Request (Optional)

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

Click the **Add/Edit a Troop Booth** option. Click on the **+Add** button. A page will display for you to enter the information necessary. Click **Save** once all the information is entered. The system will display a confirmation window.   Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person. (See next page.)

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

Record Sales

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. *GSGLA recommends this as a best practice to record your troop's booth sales and to do so right after or the after the booth sale has taken place.*

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

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

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

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

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

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

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

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

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. <u>This is not where you record your individual troop payments for troop proceeds.</u> *(GSGLA does not allow troops to enter payments – you will only see any Digital Cookie transactions and your ACH Debit or ACH Credit (whichever is applicable to your troop. The section on adding payments has been deleted.)*

Troop Becky1 Payments ⊘

| ettings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | **Payments** | GOC O |

Add Pay.
Save

Column Filter: None
Low: [ ]
High: [ ]
Apply Filter

Verify Payments
☐ Expand DOC

♦ Bank	♦ Date	♦ Ref. Number	♦ Verified	♦ Troop	♦ Amount
DOC Bank	2024-06-12	7 DOC Orders		Becky1	82.00
GSGATL Bank	2024-07-12	ACH		Becky1	50.00

Troop Becky1 Payments ⊘

| ings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | Rewards | Booth Sites | **Payments** | GOC Org |

Add Pay.
Save

Column Filter: None
Low: [ ]
High: [ ]
Apply Filter

Verify Payments
☑ Expand DOC

♦ Bank	♦ Date	♦ Ref. Number	♦ Verified	♦ Troop	♦ Amount
DOC Bank	2024-06-10	DOC DLVR 1234232999		Becky1	5.00
DOC Bank	2024-06-04	DOC DON 12342321*		Becky1	12.00
DOC Bank	2024-06-04	DOC DLVR 12342329		Becky1	5.00
DOC Bank	2024-04-06	DOC DON 1234232*		Becky1	6.00
DOC Bank		DOC SHIP testtroopsite		Becky1	10.00
DOC Bank		DOC DLVR 61234102		Becky1	21.00
DOC Bank		DOC SHIP 61234101		Becky1	23.00
GSGATL Bank	2024-07-12	ACH		Becky1	50.00

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.

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.

GSGLA recommends that you save this report at the end of the Cookie Program to complete your Year-End Financial Report.

Confidential and Proprietary

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**

You can also see a breakdown of how many of your total packages were from Digital Cookie (DOC) (in this example, the 70 Total DOC Charity Packages are included in the 175 Total DOC Pkgs Received.

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

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

Expand DOC

Sales Report with ACH Amount Displayed (Optional)

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

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

Exclude Pending Transactions

Council Becky DOC Demo, Troop 18024 Sales Report

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

Cookie
Pkg price: 4.00   Case price: 48.00   Pkgs sold: 2333
Trp Proceeds Rate: 0.600   No Reward Proceeds: 0.000
Generic Proceeds 1
0.03 no
Girl Init. Pkgs: 1147
Booth Init. Pkgs: 444
DOC Init. Girl Del. Pkgs: 216
Init. Charity Pkgs: 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 Becky1 Reports

Initial Cookie Order Reports

Pickup Sheet	☐ Pre-printed Form	**View**
Blank Pickup Sheet (Bubble Form)		**View**
~~Parent IO~~		~~XLSX~~

Not applicable to GSGLA

~~Girl IO~~		~~XLSX~~ ~~PDF~~

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**

DOC Reports

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

Recap Reports

Cookie Exchanges	**XLSX**	**PDF**

Pickup Sheet (Bubble Sheet)

Blank Pickup Sheet

Troop# Becky _____   **Total Cases Picked Up:** _____   **Time of Pick Up:** _____
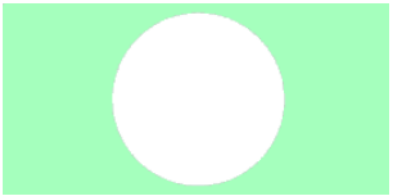
Pickup Location: _____   **Contactless:** _____
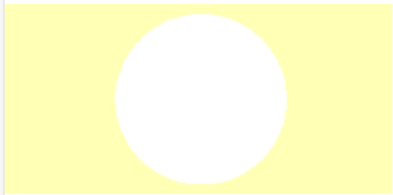
ADVENTUREFULS™	DO-SI-DOS®	THIN MINTS®
LEMON-UPS®	SAMOAS®	S'MORES®
TREFOILS®	TAGALONGS®	TOFFEE-TASTIC®

girl scouts cookie program   Little Brownie BAKERS

(R), TM & (C) Girl Scouts of the USA
(R), TM & (C) 2020 Ferequity Inc.

Girl Scout Cookie Program™ Quick Pick up Form; LITTLE BROWNIE BAKERS N/S 4 (Revised April 2021)

Troop#: Becky _____   **Received By:** _____

Date Received: _____

Cupboards

(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 10/16/201:00pm-4:00pm M,Tu,W,Th,F; from 02/13/20 to 10/16/209:00am-12:00

Delivery

#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			

Current Signups - Booth

	**#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	San Diego, CA 92103		08/02/21	10:00am	6:00pm	08:00		

Booth Site Sales

#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**

Girl Rewards HTML

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 Rewards HTML

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

GOT (Girl Order Tab) Reconciliation

GOT Reconciliation

Jul 30, 2022 at 06:36PM

2022-23 Sales Season

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

| ◄ | Recap | Girl Listing | Troop Txns | ⊕ | | ◄ | ► |

Girl Order Tab HTML

Print

Cynthia Wright

Comment	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	fyi
Init. Order *Locked*	100	100	100	100	100	100	100	100	100	100	0	1000	6000.0	0.0	6000.0	
Totals	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**0**	**1000**	**6000.0**	**0.0**	**6000.0**	

Deliah Smith

Comment	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	fyi
Init. Order *Locked*	10	10	20	10	10	10	10	10	10	10	0	110	660.0	0.0	660.0	
Totals	**10**	**10**	**20**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**0**	**110**	**660.0**	**0.0**	**660.0**	

Destinee Jackson

Comment	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due	fyi
Init. Order *Locked*	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.0**	**0.0**	**0.0**	

Transaction Tab

#Becky
Becky Demo Council
Jul 29, 2024 at 09:46AM
2023-24 Sales Season

Receipt	Type	Date	2nd Party	Pickup	Line	Cupboard Name	Created	Received	Processed	Pending	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
		03/05/24								no	216	228	216	216	216	216	216	216	216	1956
CQI000	normal	02/22/24	C3	2024-02-23 1:00pm	1	Becky's House	rebecca.harrigan@ferrero.com 02/22/24 - 1:31pm		rebecca.harrigan@ferrero.com 02/22/24 - 1:31pm	no	1	0	0	0	0	0	0	0	0	1
8QI000	normal	01/29/24	C3	2024-01-31 10:00am	1	Becky's House	rebecca.harrigan@ferrero.com 01/29/24 - 11:21am			yes	0	12	0	0	0	0	0	0	0	12
KPI000	normal	10/19/23	C1	2023-10-21 12:00pm		Council Office	rebecca.harrigan@ferrero.com 10/19/23 - 10:06am		rebecca.harrigan@ferrero.com 10/19/23 - 10:11am	yes	0	0	0	5	5	0	0	0	0	10
									Totals		217	240	216	221	221	216	216	216	216	1979

Digital Cookie (DOC) Reports

If your council is participating in Digital Cookie (Digital Order Card) system, you will see additional reports.

DOC Reports

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

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

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

Girls Added Report (Filter)

Added Before: 2022-07-30

Added After: 2022-07-23

Back to Report List   XLSX

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

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

You can filter this report to see only specific types of orders. You will need to select if you want the report in packages or cases. Exportable will allow report to be easily sorted. *NOTE: GSGLA's Digital Cookie does not use the mobile app (as Digital Cookie is mobile enabled); the mobile Type for this report will not show data..*

DOC Orders By Girl Filter:

Date Range:

[   ] - [   ]

Order Types:
- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered (In-Person) & Donated
- ☐ Delivered (In-Person)
- ☐ Donated

Delivery Types:
- ☐ In Hand
- ☐ Pickup
- ☐ Mobile

◉ Cases   ○ Pkgs

☐ Exportable:

Back to Report List   XLSX

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												

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

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: GSGLA's Digital Cookie does not use the mobile app (as Digital Cookie is mobile enabled); the mobile Type for this report will not show data.*

DOC Girl Financial Report Filter:

Date Range:

[   ] - [   ]

Order Types:
☐ Shipped & Donated
☐ Shipped
☐ Delivered (In-Person) & Donated
☐ Delivered (In-Person)
☐ Donated

Delivery Types:
☐ In Hand
☐ Pickup
☐ Mobile

☐ **Exportable**

[Back to Report List]   [XLSX]

	A	B	C	D	E	F	G	H	I	J	K	L	M
1					#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												

Cancelled DOC Orders 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@lbb.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, which would be listed in the From the Council section. Feel free to explore!

APPENDIX A – 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, and Lines

When you click on the Date field in the Pickup section, a calendar will open. Only days that the cupboard is open will be selectable (they are in green).

Once you select a day, you will next be able to select a time – first select the hour range you wish to pick up.

Then select a pickup time within that hour range.

Any unavailable slots will have a marker (as shown below in the 10:00am slot). The time you select will insert a green checkbox. This particular example shows a cupboard that can accommodate two troops at each time slot.

Cupboards with days and times

As in the example above, clicking in the Date field of the Pickup section will open a calendar.

You will then be able to select a time you wish to pick up, by selecting and hour and a minute. In this scenario, the cupboard has not created slots, so you are entering in your own time (within the operational hours of the cupboard).

Cupboards open days/times

In this last scenario, the cupboard hasn't set any restrictions, so you are selecting a date and a time. It is rare that a GSGLA council will use this setting; most will use the first with set blocks of time on certain days, a few will use the second modle.