



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
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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=DwlFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&m=0T6NjdkyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOB0twiM8A5J7RTvssirRjy7W7-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=DwlFaQ&c=dPDDGIUGlJe7k2bognQ9ww&r=Fl4HaRmPgEW7jHM-xkeGu-dux67fvu-JT47-dGegFIE&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:

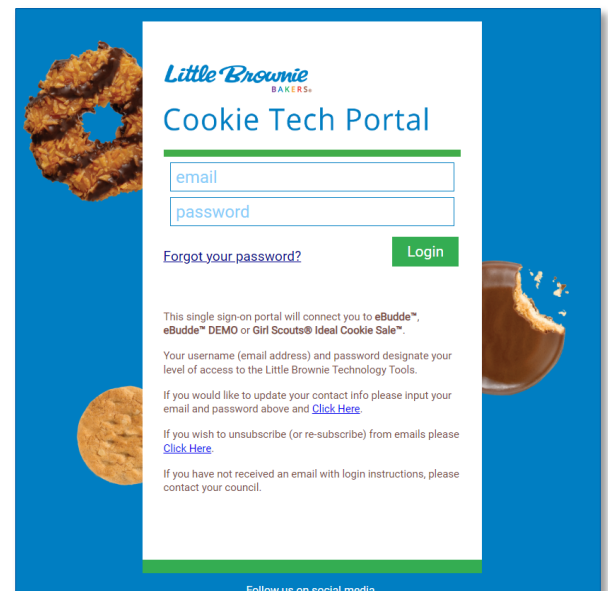
- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character


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**.





Cookie Tech Portal

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

beckydemo@lbb.com

Your email is your user name.

Global Id

Becky

Harrigan

(555)555-5555

(666)666-6666

123 Any Street

Apt., Suite, etc.

San Diego

CA

99999

Change Password (Optional)

If you would like to change your password you may do so [here](#).

New Password

Confirm New Password


Password requires 8 chars. minimum, a capital letter and a number or special character

Cancel

Update Profile

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

Step Five - Enter Little Brownie Cookie Tech Portal system



You are rebecca.harrigan@ferrero.com
My Profile


Log out

Cookie Tech Portal

User Management
App Settings
Checklist
Applications


Signed in successfully.

Welcome to the Cookie Tech Portal, click below to access programs that are currently available to you.




Integrated with the Digital Cookie® platform, eBudde™ helps power the Girl Scout Cookie Program®.


ICS HAS BEEN RETIRED.



An ideal planning resource, this site gives you quick access to social posts, training webinars and more.




Tutorial site introduces you to eBudde's tabs, settings and various features.




Volunteers get introduced to the Girl Scout Cookie Program® via a series of quick and fun videos.


RETIRED. SEE EBUDDE HELP CENTER




This fun, hands-on educational platform helps girls run their Girl Scout Cookie™ business online.



Volunteers can use this app to manage Girl Scout Cookie™ orders from anywhere. Help is built right in.








LittleBrownie.com is a digital hub for Girl Scout Cookie™ information, rally activities and more.



Built for all interests and schedules, this tool helps volunteers guide girls in planning their season.

BUILT BY ME RETIRED

Follow us on social media.

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>

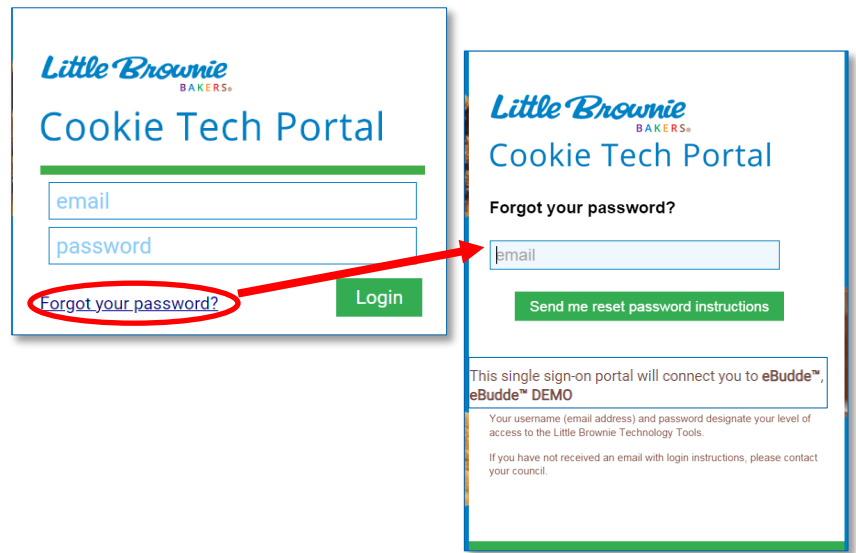
Click Forgot your password

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.

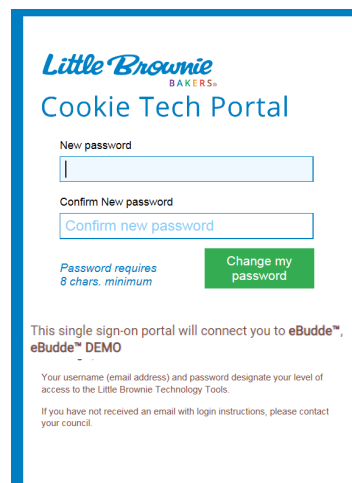
[Change my password](#)

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.

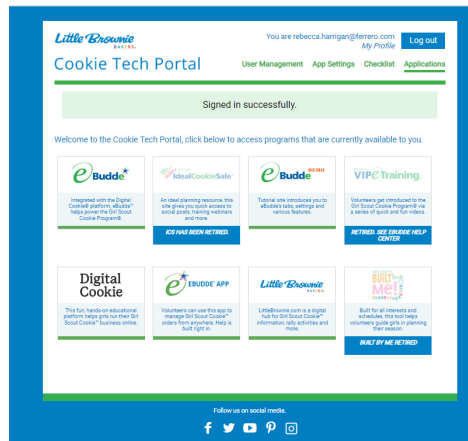
You will then enter the password you would like to use for the system, confirm your password and click **Change My Password**.



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**.

The screenshot shows the 'Cookie Portal Profile' update form. At the top, it says 'Please update your information below.' The form includes a password field with a red error message: 'Current password is required for any updates.' Below this is an email field containing 'beckydemo@lbb.com' with the note 'Your email is your user name.' The form also has fields for 'Global ID' (containing 'Becky'), 'Harrigan' (containing '(555)555-5555'), '(666)666-6666' (containing '123 Any Street'), 'Apt., Suite, etc.' (containing 'San Diego'), and a state dropdown menu (containing 'CA'). There is also a '99999' field. Below the form is a 'Change Password (Optional)' section with a note: 'If you would like to change your password you may do so here.' It includes 'New Password' and 'Confirm New Password' fields, with a note: 'Password requires 8 chars, minimum a capital letter and a number or special character.' At the bottom are 'Cancel' and 'Update Profile' buttons.

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>

Little Brownie BAKERS®
Cookie Tech Portal

email
password

[Forgot your password?](#) **Login**

This single sign-on portal will connect you to **eBudde™, eBudde™ DEMO**

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

If you would like to update your contact info please input your email and password above and [Click Here](#).

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

eBudde™, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™ and Girl Scouts® Cookie Locator are provided as a service by Little Brownie Bakers™ and are intended for the sole use of their clients and staff. Please read the End User License Agreement for more information regarding the use of these programs. You may also

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.

Little Brownie BAKERS®
Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

***** Current password is required for any updates.

beckydemo@lbb.com Your email is your user name.

Global Id: Becky
Harrigan: (555)555-5555
Address: 123 Any Street
City: San Diego, State: CA, Zip: 99999

Change Password (Optional)

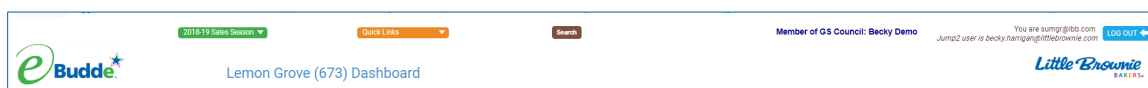
If you would like to change your password you may do so here.

New Password
Confirm New Password

Password requires 8 chars, minimum, a capital letter and a number or special character

Cancel **Update Profile**

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.

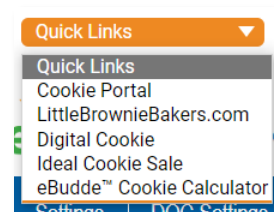
Digital Cookie – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)

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 – 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

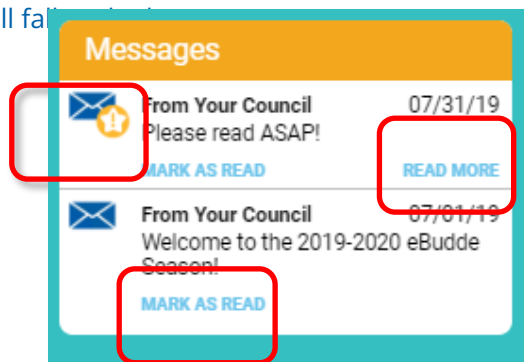
Note: Dashboard results may be up to 20 minutes old.

PRINT DASHBOARD

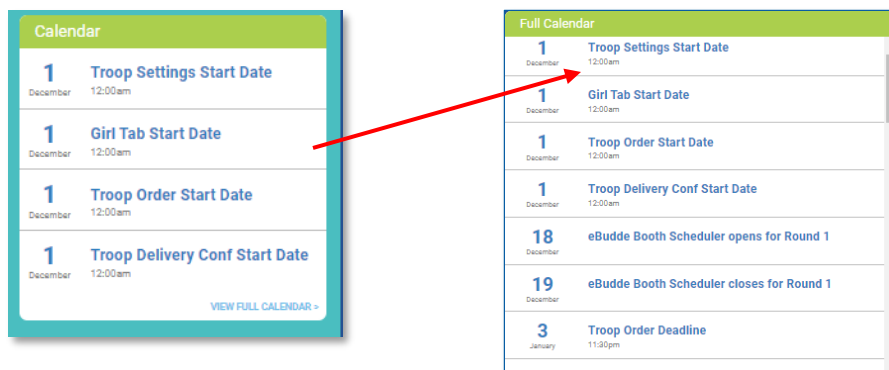
You can print your dashboard items by clicking the print dashboard button. Also note that the dashboard refreshes every 20 minutes. So if you have made a change, you may have to wait 20 minutes before the dashboard updates.

Dashboard Side Pane – Right Side

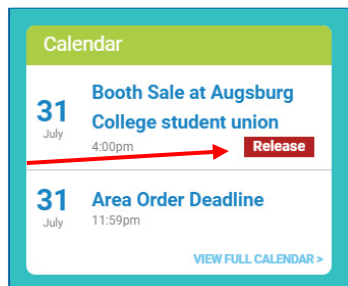
You now will have notification messages from your service unit/council that are dates, prioritized and can be marked read. A priority message will have a star next to the envelope. If there is a longer message, there will be a [Read More](#) link to read the entire message. The service unit/council will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



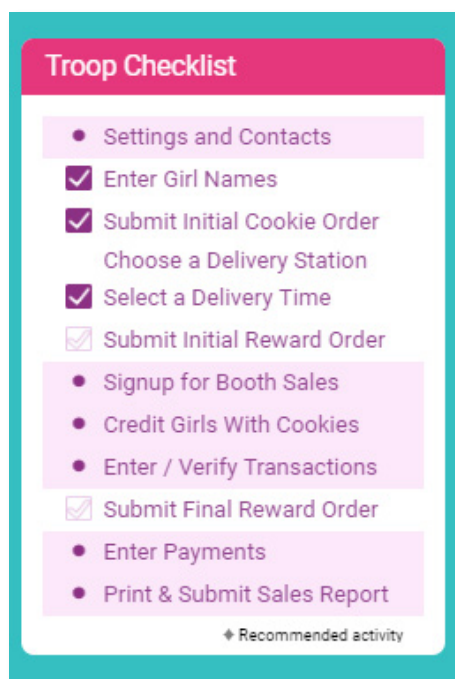
The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar**. It will display in another browser window a monthly calendar.



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



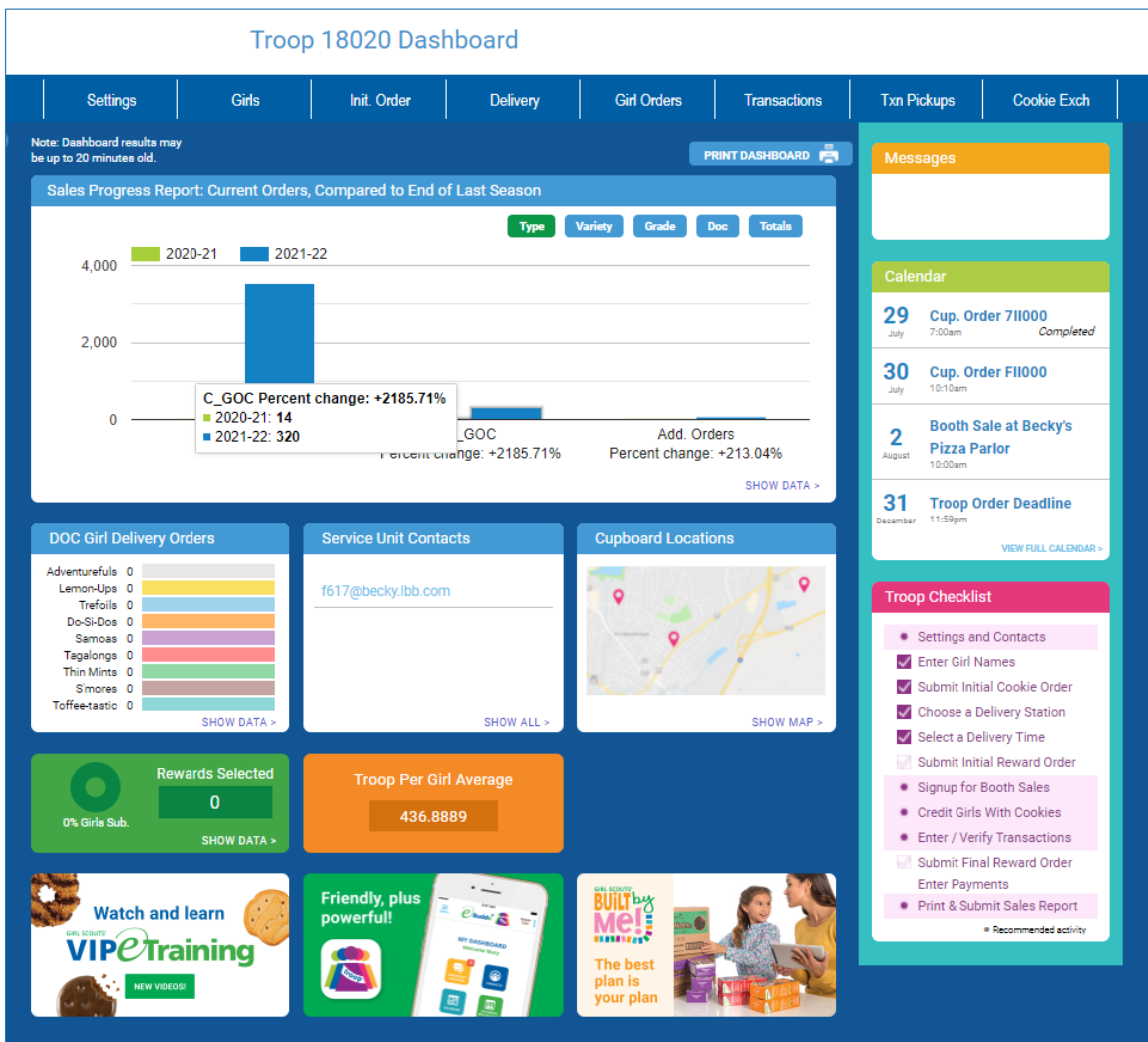
The dashboard will display a checklist of items that you will need to do. Some items will get checked once you complete them like submitting your initial order. Others are just for your reference.



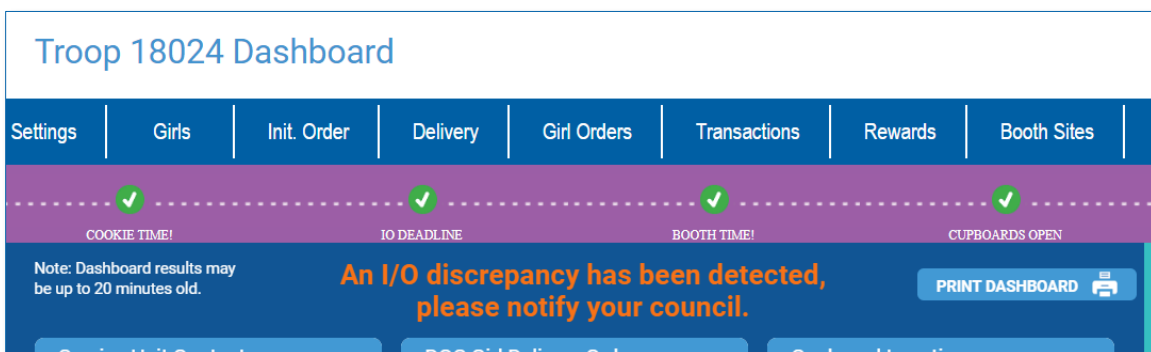
Dashboard Data

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.



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



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.

The screenshot shows the eBudde interface for Troop 10431. At the top, there's a navigation bar with tabs: Dashboard, Contacts (selected), Settings, Girls, Init. Order, and Delivery. Below the navigation bar, there's a section for "E-mail Caregivers" with a "Current User" field showing "trp10431@becky.lbb.com" and a "+Add" button. The main section is titled "Contacts" and lists three contacts:

- Cindy Wright**, Troop Leader, with email "cw@lbb.com", phone, and cell numbers. Status: No email, Active, Primary, DOC. A "Jump2" button is next to her name.
- Becky Harrigan**, Troop Cookie Chair, with email "trp10431@becky.lbb.com", Global ID, phone, and cell numbers. Status: Gets email, Active, Primary, DOC. Buttons for "Jump2 Mobile", "Edit", and "Remove" are next to her name.
- Troop Cookie Chair**, with email "trp10431cc@becky.lbb.com", phone, and cell numbers. Status: Gets email, Active, Primary, DOC, Name is blank. A "Jump2" button is next to her name.

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, bothing information and more). GSGLA reviews status and will reselect the box for anyone who has unchecked it.

The screenshot shows the "eBudde™ Preferences" form. It has three main sections:

- eBudde™ Preferences**: Contains "Receives email:" with a checked checkbox and "Active:" with a checked checkbox.
- Update Primary Roles**: Contains "Troop Leader:" with a checked checkbox.
- Update eBudde™ Email Preferences (select to UNsubscribe)**: Contains "Pending Transactions:" with an unchecked checkbox and "Cupboard Pickup Confirmed:" with an unchecked checkbox.

At the bottom, there are two buttons: "Cancel" and "Update My Preferences".

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.

1 error prohibited this user from being saved:

- Current password can't be blank

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.)

eBudde Branch Email: #10431

Dashboard Contacts Settings Girls Init. Order Delivery

Caregiver E-mail:

Calling all cookie communicators!

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

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

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


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

* Subject:

* Message: Plain Email ☒ Html Email ☐

(max 5MB)

Attachment: No file chosen

☐ I'm not a robot 

* Send Email To
☐ Select All
☐ Ashley E. (blakeemerton@bellsouth.net)
☐ Madison D. (mdenman22@aol.com)

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.

* Message: Plain Email ☐ Html Email ☒

B I U T         

Format     

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.

Add a Troop Contact

Cancel

Save

NOTE: Email field is required.

Role

Troop Leader

First Name

Last Name

Email

Global ID:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

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.

Role:

Troop Leader

Troop Leader

Troop Cookie Chair

Troop Booth Recorder Only User

Troop Cookie Pickup Only User

Troop View Only User

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.

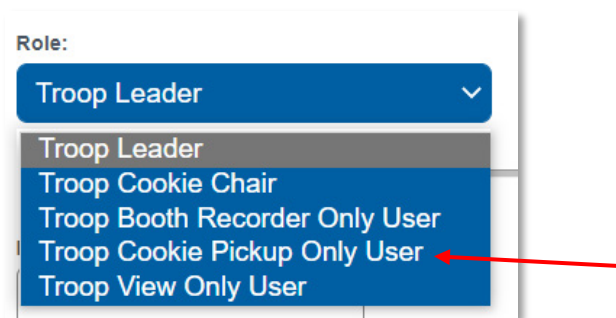
Click **Save** to save the contact. Click **Cancel** to not add the contact.

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™.

Role:

- Troop Leader
- Troop Cookie Chair
- Troop Booth Recorder Only User
- Troop Cookie Pickup Only User
- Troop View Only User

Deleting Contacts

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

Troop Leader
Contact info has not been updated.
2022-23

jaswell.1@att.net
Phone:
Cell:
No email Active DOC Name is blank

Jump2 Mobile

Edit

Remove

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.)

Troop Settings

Edit

Troop Info

Number
Becky

Girls Reg'd: 2 Girls Selling: 3

Troop Goal (pkgs): 0 Level: Daisy

Global ID: B-47364738

☒ Active Seller

☐ Opt out of rewards for add. proceeds
You will receive additional proceeds.

Participation
2022-23

Generic Proceeds

☐ Fall Program (0.051)

☐ Membership (0.052)

DOC Status

☐ DOC Troop?

Parent ID Deadline: 08/01/2023 Time: 11:55pm

DOC Sync Status: Synced

Bank Info

Bank Name

Bank Routing Number

Bank Account Number

Previous Season

Initial Order Pkgs: 0
#Girls Selling: 0
#Girls Registered: 0
Troop Goal Pkgs: 0
Troop C_GOC Pkgs: 0
Additional Order Pkgs: 0

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

Troop Settings

Troop Info

Number
Becky

Girls Reg'd: 2

Girls Selling: 3

Troop Goal (pkgs): 0

Level: Daisy

Global ID: B-47364738

☒ Active Seller

☒ Opt out of rewards for add. proceeds
You will receive additional proceeds.

Participation
2022-23

Generic Proceeds

☒ Fall Program (0.051)

☒ Membership (0.052)

DOC Status

☒ DOC Troop?

Parent IO Deadline: 08/01/2023 Time: 11:55pm

DOC Sync Status
Synced

Bank Info

Bank Name

Bank Routing Number

Bank Account Number

Previous Season

Initial Order Pkgs:0
#Girls Selling:0
#Girls Registered:0
Troop Goal Pkgs:0
Troop C_GOC Pkgs: 0
Additional Order Pkgs:0

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

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

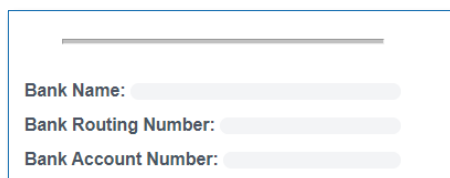
Bank Acct No. – (Optional) Troop bank account number.

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

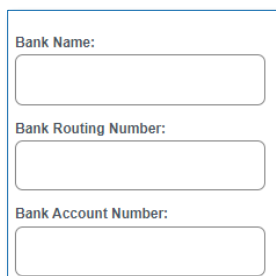
Banking Information - Security

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.

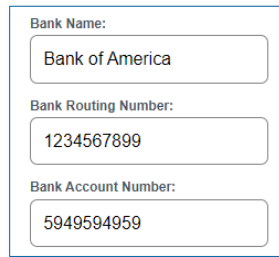
Initial Display (no data)

A screenshot of a web form titled "Initial Display (no data)". It features a horizontal line at the top, followed by three input fields labeled "Bank Name:", "Bank Routing Number:", and "Bank Account Number:". The input fields are empty and have a light gray background.

Edit Display (no data)

A screenshot of a web form titled "Edit Display (no data)". It features three input fields labeled "Bank Name:", "Bank Routing Number:", and "Bank Account Number:". The input fields are empty and have a light gray background.

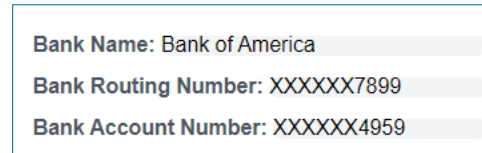
Edit Display (data just entered)



A form with three input fields. The first field is labeled "Bank Name:" and contains "Bank of America". The second field is labeled "Bank Routing Number:" and contains "1234567899". The third field is labeled "Bank Account Number:" and contains "5949594959".

Bank Name:	Bank of America
Bank Routing Number:	1234567899
Bank Account Number:	5949594959

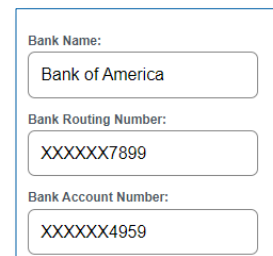
Display after Data entered and Save button pressed



A display showing the data after the save button is pressed. It consists of three lines of text: "Bank Name: Bank of America", "Bank Routing Number: XXXXXX7899", and "Bank Account Number: XXXXXX4959".

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

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



A form with three input fields. The first field is labeled "Bank Name:" and contains "Bank of America". The second field is labeled "Bank Routing Number:" and contains "XXXXXX7899". The third field is labeled "Bank Account Number:" and contains "XXXXXX4959".

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.

eBudde Troop 10431

Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Trans

Girls

☒ Show Inactive +Add

Ashley Emerton Edit		
Sales Goal: 50	Grade: 12	Caregiver: blakeemerton@bellsouth.net
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311796

Cindy Wright Edit		
Sales Goal: 0	Grade: 6	Caregiver:
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311798

Madison Denman Edit		
Sales Goal: 0	Grade: 12	Caregiver: mdenman22@aol.com
T-Shirt Size:	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: 103728992

Becky Wright Edit		
Sales Goal: 0	Grade: 2	Caregiver:
T-Shirt Size: --	Inactive: yes	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311797

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.

Add A Girl

Cancel Save

First Name Last Name

☐ Inactive ☐ Registered

Global/GSUSA ID:

Grade

Sales Goal:

Caregiver Email

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)

Edit A Girl

CancelSave

First Name	Last Name	<input type="checkbox"/> Inactive	Grade	Caregiver Email
<input type="text" value="Charlotte"/>	<input type="text" value="coastfour"/>		<div>3</div>	<input type="text"/>
Global/GSUSA ID:	<input checked="" type="checkbox"/> Registered	Sales Goal:		
<input type="text" value="105961887"/>		<input type="text" value="0"/>		

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.

Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	Total
Imported		0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0
Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
Booth		0	0	0	0	0	0	0	0	0	0	0
Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0
Cases To Order		0	0	0	0	0	0	0	0	0	0	0
Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0

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


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

Product	Packages
Adventurefuls \$ 5.00	0
Lemon-Ups \$ 5.00	0
Trefoils \$ 5.00	0
Do-Si-Dos \$ 5.00	0
Samoas \$ 5.00	0
Tagalongs \$ 5.00	0
S'mores \$ 5.00	0
Toffee-tastic \$ 5.00	0
Total	0

Product	Packages
Adventurefuls \$ 5.00	100
Lemon-Ups \$ 5.00	100
Trefoils \$ 5.00	100
Do-Si-Dos \$ 5.00	100
Samoas \$ 5.00	100
Tagalongs \$ 5.00	100
S'mores \$ 5.00	100
Toffee-tastic \$ 5.00	100
Total	800

Delivery Tab

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

Troop 10431

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Transactions

Delivery Pickup

View Confirmation

Submit

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93
Pickup Total	93


Who is picking up your cookies?

☐ Someone from my Troop

☐ Some other Troop (or my SU)

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.


Troop 10431

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Txn Pickups
Cookie Exch
Rewards
Booth Sales
Payments
GOC Org

Delivery Pickup

View Confirmation
Submit

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93
Pickup Total	93

Who is picking up your cookies?
☒ Someone from my Troop
☐ Some other Troop (or my SU)
Will you be picking up for more than one troop?
☐ Yes ☒ No

Delivery Station and Time
Please choose your Delivery Station
Alpharetta (250)


You need 1 slot.

Line: Line 1

8:00am	T10431
8:10am	TBecky
8:20am	
8:30am	
8:40am	
8:50am	
9:00am	
9:10am	
9:20am	
9:30am	
9:40am	
9:50am	
10:00am	

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.


Troop 10431

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions
Txn Pickups

Delivery Confirmation

Edit Delivery

Cookie Order

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93
Pickup Total	93

Pickup Location

Pickup Name: Alpharetta (250)
Pickup Location: 1775 Founders Parkway, Alpharetta 30009
Pickup Date: 07/23/22
Pickup Time: 8:00am
Pickup: Line 1

ESTIMATED Number of Vehicles
(You will need one of the following)

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

Msgs & Hints

Message from your Delivery Clerk
comments

Helpful Hints

- Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
- Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time.

Please be patient. We're all here to have fun and get the cookies!

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 screenshot shows the 'eBuddle' interface for Troop 10431. The 'Delivery' tab is selected in the top navigation bar. The main content area is titled 'Delivery Confirmation' and includes an 'Edit Delivery' button. It is divided into three sections: 'Cookie Order', 'Pickup Location', and 'Msgs & Hints'.

Cookie Order

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	10
Samoas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93
Pickup Total	93

Pickup Location

Pickup Name: Alpharetta (250)
Pickup Location: 1775 Founders Parkway, Alpharetta 30009
Pickup Date: 07/23/22
Pickup Time:
Pickup Code: 741792
(send to 225-398-3281)

ESTIMATED Number of Vehicles
(You will need one of the following)

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

Msgs & Hints

Message from your Delivery Clerk
comments

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

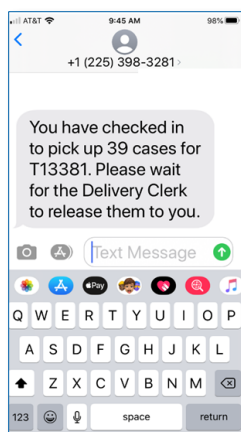
The **PICKUP CODE** is the starting point to a **CONTACTLESS** delivery.

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

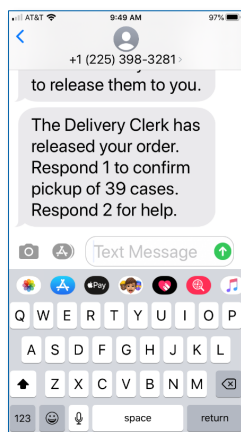
1. You will need to check in. This is done by texting 741792 to 1-225-398-3281.

The left screenshot shows the 'Pickup Location' section from the eBuddle interface, with the 'Pickup Code: 741792' highlighted in a red box. The right screenshot shows a mobile phone screen with a 'New Message' app. The 'To' field is set to '+1 (225) 398-3281'. The message body contains the text '741792'.

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

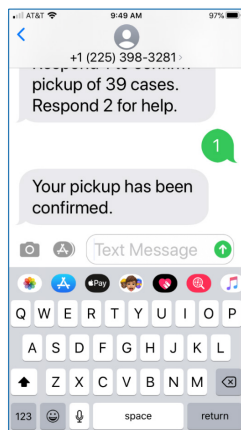


3. Once your order has been fulfilled, the delivery clerk will release the cookies. You **MUST** confirm that you received the cases and you agree on the variety amounts. You will also have the opportunity to ask for help if assistance is needed,



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

 Troop 1245

Member of GS Council: Northern California


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

Girl Orders Summary


Record a Booth Sale

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

Uses DOC	Girls	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Totalo	Total Due	Paid	Bal. Dueo	F_GOC
✓	Nadine S.	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals		0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
Troop Order (Actual pkgs+C_GOC)		0	0	0	0	0	0	0	0	0	0	0	0	0				0
Difference		0	0	-10	0	0	0	0	0	0	0	0	0	-10				0


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

Record a Booth Sale

 Troop 10431

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

Booth Sales


Cookie Calc. 

Sign up for a Council Booth | Add / Edit a Troop Booth


My Booth Sales

Choose the Sale that you wish to update and/or record sales.


Email Signups | Find Free Slots

 Becky's Plaza Parkour
Date: 07/23/22 Time: 10:00am-4:00pm
1231 Upper St., San Diego, CA, 92103

Record Sale

 Town Center at Cobb
Date: 03/11/23 Time: 11:00am-1:00pm
400 Ernest Barnett Pkwy, Suite 100, Kennesaw, GA, 30144
Near Center Court

Update Time

 One White Oak Apartments
Date: 03/11/23 Time: 4:00pm-7:00pm
2080 One White Oak Lane, Cumming, GA, 30041
Check-in with Sade Stokes or Symone Stephens at leasing office

Update Time

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 screenshot shows the eBudde interface for Troop 1245, specifically the 'Girl Orders' tab for girl Nadine S. The interface includes a navigation bar with various tabs like Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders (selected), Transactions, Tux Pickups, Cookie Exchange, Rewards, Booth Sales, Payments, GOC Org, Sales Report, Reports, and Help Center. Below the navigation bar, there are buttons for 'Cancel', '+Order', and '+Payment'. A 'Switch to Girl:' dropdown menu is set to 'Nadine S.', and an 'All Orders' dropdown menu is also visible. The main area contains a table with columns for various transaction details and a summary row at the bottom.

Doc	Comments	Inv	Bth	C_GOCs	Rasps	Advts	LmUps	Tux	D-S-De	Sam	Tags	TMints	SMrs	Toffs	T_GOCs	Total	Total Due	Paid	Bal. Due	F_GOCs
Init. Order "Locked"				0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
additional		✓	✓	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
Totals				0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0

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).

Comment ☐ Inv ☐ Booth

Product	Packages
Gift of Caring \$ 5.00	<input type="text" value="0"/>
Adventurefuls \$ 5.00	<input type="text" value="0"/>
Lemon-Ups \$ 5.00	<input type="text" value="0"/>
Trefoils \$ 5.00	<input type="text" value="0"/>
Do-Si-Dos \$ 5.00	<input type="text" value="0"/>
Samoas \$ 5.00	<input type="text" value="0"/>
Tagalongs \$ 5.00	<input type="text" value="0"/>
Thin Mints \$ 5.00	<input type="text" value="0"/>
S'mores \$ 5.00	<input type="text" value="0"/>
Toffee-tastic \$ 5.00	<input type="text" value="0"/>
Troop \$ 5.00	<input type="text" value="0"/>
Total	0

Financials

Total Due \$ 0.00

Paid

Bal. Due \$ 0.00

Product	Packages
FYI \$ 5.00	<input type="text" value="0"/>

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.

Comment ☐ Inv

Financials

Total Due \$ 60.00

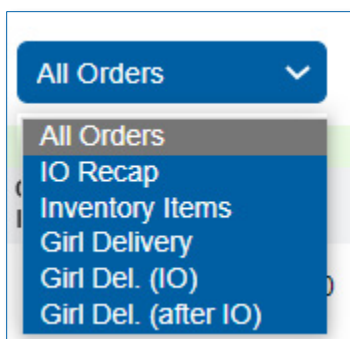
Paid

Bal. Due \$ 60.00

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 –

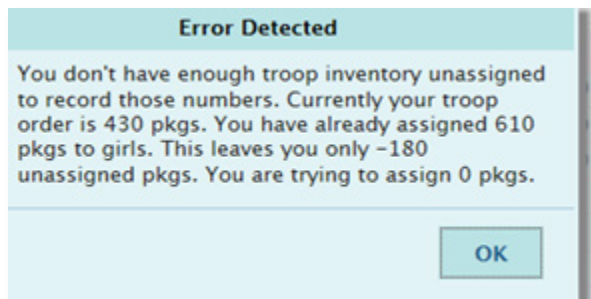
- **All Orders** displays all records for the girl.
- **IO Recap** displays all orders received from Digital Cookie prior to the troop submitting their initial order and the initial order record as well.
- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all 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

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

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

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

(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.

Member of GS Council: Demo
Little Browne
KAYAK

Dashboard Contacts Settings Girls Init. Order Delivery **Girl Orders** Transactions Tm Pickups Cookie Exch. Rewards Booth Sales Documents GOC Plan Sales Report Reports Help Center

Ashley E.


Cancel +Order +Payment

Switch to Girl: Ashley E. All Orders

All Orders
IO Recap
Inventory Items
Girl Delivery
Girl Del. (IO)
Girl Del. (after IO)

doc	Comments	Inv	Bths	C_GOC	Cookie Initials	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	T_GOC				
✓	DOC DLVR 1234			0	0	0	0	0	0	0	0	0			
✓	DOC DLVR shipped			0	0	0	0	0	0	0	0	0			
✓	DOC SHIP shipped			0	0	0	1	0	0	1	0	0			
✓	DOC SHIP 3456			0	0	0	1	0	0	1	0	0			
✓	DOC SHIP 7657			0	0	0	0	0	0	0	2	0			
	Init. Order "Locked"			2	72	0	0	22	0	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
	comment	✓		0	0	0	150	0	29	0	0	179	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	0	150	0	0	0	0	150	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	500	0	0	0	0	0	500	\$ 0.00	\$ 0.00	\$ 0.00
				50	0	0	0	0	0	0	0	50	\$ 250.00	\$ 0.00	\$ 250.00
	paid	✓		0	0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
				1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	io			1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	0724			0	0	7	7	0	7	7	0	28	\$ 0.00	\$ 0.00	\$ 0.00
	0724			0	0	0	0	0	0	0	0	0	\$ -17.00	\$ 17.00	\$ 0.00
	Totals			96	114	560	352	34	78	53	44	1331	\$ 1508.00	\$ 476.00	\$ 1030.00

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


Troop 10431
Member of GS Council: Demo
Little Broomie

Dashboard
Contacts
Settings
Girls
Int. Order
Delivery
Girl Orders
Transactions
Txn Pickups
Cookie Exch
Rewards
Booth Sales
Payments
GOC Org
Sales Report
Reports
Help C

Ashley E.

Cancel
+Order
+Payment

Switch to Girl: Ashley E.
IO Recap

doc	Comments	Invo	Bth	C_GOC	Cookie Initials	Cookie Booths	Cookie Others	Spec Initials	Spec Booths	Spec Others	T_GOC	Total	Total Due	Paid	Bal. Due
	✓ DOC DLVR 1234			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC DLVR shipped			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP shipped			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP 3456			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP 7657			0	0	0	0	0	0	2	0	2	\$ 0.00	\$ 12.00	\$ 12.00
	Int. Order "Locked"			2	72	0	0	22	0	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
Totals				96	114	560	352	34	78	53	44	1331	\$ 1608.00	\$ 476.00	\$ 1036.00

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.

[illegible]

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.

On Hand	Pending (Cup Orders)	After Pending															
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Receipt	Type	Date	2nd Party	Pickup	Line	Adult	Limap	Tm	D-S-D	Sam	Taps	Tmset	Smr	TmP	Total
Init. Del.		07/28				120	120	120	120	120	120	132	132	132	1116
3 DOC shipped orders	normal	07/23	C2000			0	0	0	0	0	2	0	0	2	6
Tm000	normal	07/14	C1000	07/14		0	0	0	25	0	0	0	0	0	25
On Hand						120	120	120	145	120	122	132	132	134	1147
Pending (Cup Orders)						0	0	0	0	0	0	0	0	0	0
After Pending						120	120	120	145	120	122	132	132	134	1147

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

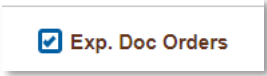
The transactions tab will also list cookie transactions from any other sources that the council has available.

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

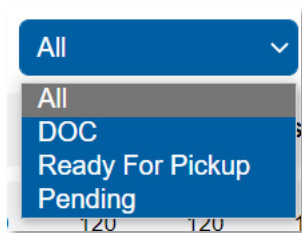
Transaction Dropdown – This dropdown allows you to see specific types of transactions. The system will default to all until you submit your initial order and then will default to pending. The options are:

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.

Cookie Order

Add ProductRemove Product

* This cupboard has one or more varieties marked as unavailable.

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0

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

You can print a receipt by clicking the Print button.

Edit Transaction

CancelDeleteSave

Time & Place

Date: 07/30/2022Receipt: UII000#

Print

NormalBoothAdjustmentReturn

TroopService UnitCupboard

Troop: Becky

Pickup

Date: 08/01/2022Time: 12:00am

Contact Info

BeckyHarrigan
trp10431@becky.lbb.com
1231 Upas St.

Cookie Order

Add ProductRemove Product

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	6
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	0	6

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.

eBudde Troop 10431

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

Add Transaction

Time & Place

Date: 07/30/2022 Receipt: 0J1000 #

Troop Service Unit Cupboard

Alpharetta (250)

Pickup

Date: Time: Line: 1

Schedule:
10:00am-5:00pm Su, M, Tu, W, Th, F, Sa
from 07/14/22 to 10/31/22

Schedule Notes

- Expect delays between 2/10-2/12.
- Park at the front parking lot and call (770)325-9100. You will receive further instructions
- MUST HAVE eBudde App access on your phone to pick up Cookies at this location.
- If you need eBudde App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.
- Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.
- Closed for Lunch 11:45 am to 1:00 pm Monday thru Friday.

Contact Info: BeckyHarrigan
trp10431@becky.lbb.com
1231 Upas St.

Cookie Order

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

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:

The screenshot shows the eBudde interface for Troop 10431. The top navigation bar includes links for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Txn Pickups (which is highlighted). Below the navigation bar, the page title is "Released Cupboard Transactions". A button labeled "Show All Future" is visible. A table displays transaction details:

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
EII000	(1000) LaGrange	07/28/2022	0	0	0	12	0	0	12	0	0	Confirm

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:

The screenshot shows the eBudde interface for Troop 10431. The top navigation bar is the same as the previous screenshot. Below the navigation bar, a green message box states: "Transaction EII000 pickup confirmed." Below this message, the page title is "Released Cupboard Transactions". A button labeled "Show All Future" is visible. At the bottom of the page, a message states: "You do not have any transactions released for pickup."

Cookie Exchange

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

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

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

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

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

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

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input checked="" type="checkbox"/> Inc. my phone number
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Update Pkgs to Exchange

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

ADVENTUREFULS	Total:
ADVENTUREFULS	0
LEMON-UPS	0
TREFOILS	0
DO-SI-DOS	0
SAMOAS	0
TAGALONGS	5
THIN MINTS	0
S'MORES	0
TOFFEE-TASTIC	0


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.

 Troop 10431

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)

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

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

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input checked="" type="checkbox"/> Inc. my phone number
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Update Pkgs to Exchange

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
 For current availability please contact the troop leader.

▼	ADVENTUREFULS	Total:	0
▼	LEMON-UPS	Total:	0
▼	TREFOILS	Total:	0
▼	DO-SI-DOS	Total:	0
▼	SAMOAS	Total:	0
▼	TAGALONGS	Total:	5

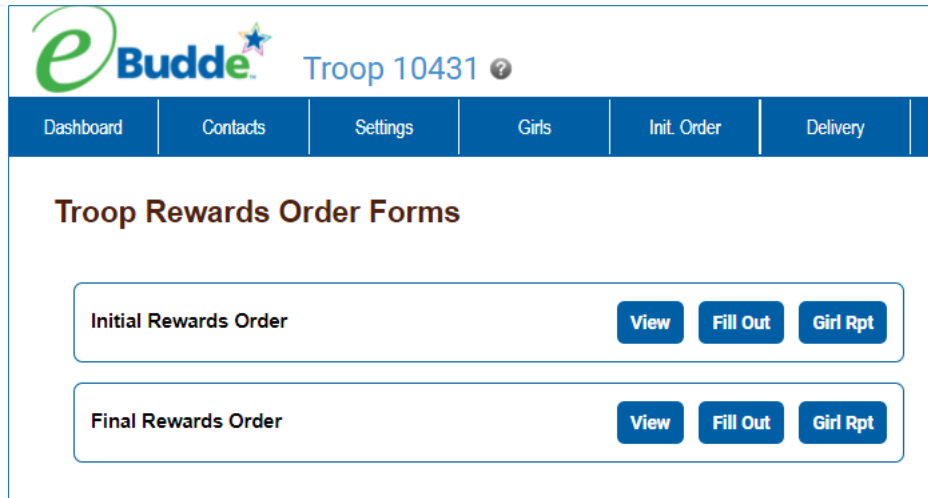
07/22/22 Troop: Becky Tagalongs: 5 Rebecca greateratlantabeta@lb... 100 Acre Wood

▼	THIN MINTS	Total:	0
▼	S'MORES	Total:	0
▼	TOFFEE-TASTIC	Total:	0

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




The screenshot shows the eBudde interface for Troop 10431. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, and Delivery. Below the navigation bar, the title "Troop Rewards Order Forms" is displayed. Under this title, there are two main sections. The first section is "Initial Rewards Order" with buttons for "View", "Fill Out", and "Girl Rpt". The second section is "Final Rewards Order" with buttons for "View", "Fill Out", and "Girl Rpt".

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).


Troop 10431 Final Reward Order ?

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)

[Edit All Below](#)

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 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).


Troop 10431 Final Reward Order

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)

[Edit All Below](#)

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 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.

 **Cindy W. Final Rewards** 

[Dashboard](#) | [Contacts](#) | [Settings](#) | [Girls](#) | [Init. Order](#) | [Delivery](#)

Boxes sold: 189

DOC Boxes sold: 0

DOC Charity: 0

Values shown above are current values

Shirt size: YS

Box Level	Reward
10	tshirt <input type="radio"/> YS <input checked="" type="radio"/> YM <input type="radio"/> YL
50	Journal
	Go Ahead Bright Hoodie (sized) <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> YL/AS <input type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL <input type="radio"/> A2XL <input type="radio"/> A3XL
100	Hula Hoop

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
-----------	----------	----------	-------	-------------

Girl: Ashley Emerton

Boxes sold: 1056

DOC Boxes sold: 10

DOC Charity: 0

Values shown above are current values

Shirt size: YS

Order ?

Order	Delivery	Girl Orders	Transactions
-------	----------	-------------	--------------

er if it's now ready!

Rewards: No
A-Selling: 630.50
Registered: 630.50

1 done)
1 done)
1 needed)

Box Level	Reward
-----------	--------

Girl: Cindy Wright

Boxes sold: 189

DOC Boxes sold: 0

DOC Charity: 0

Values shown above are current values

Shirt size: YS

Reward

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).


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.


Troop 10431 Final Reward Order ?

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)

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

[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

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

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.

Booth Sales

Cookie Calc. 

Sign up for a Council Booth

Add / Edit a Troop Booth

My Booth Sales

You haven't signed up for or added any Booth Sales.

Email Signups

Find Free Slots

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).*

Available Slots

Business Name:

City:

State:

Zip:

Date from:

to

Time from:

to

Email xlsx

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	Ant-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 Bothing Chair (except a few, as noted in your *Troop Cookie Basics Guide*.)

Council Sales		
Cancel		<input checked="" type="checkbox"/> 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.**

Council Sales

Cancel

Submit

Childrens Musuem of Atlanta on 03/08
@275 Centennial Olympic Park Dr. NW

Choose a time slot and then Submit.
To opt out click on that slot again and re-submit.

Email me if slots open up.

(1 others waiting)

Time	Troop
1:30pm	T12424

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.

The screenshot shows the eBudde web application interface for Troop 10431. At the top, there is a navigation bar with the eBudde logo and the troop number. Below the navigation bar, the main heading is "Add A Troop Sale". There are two buttons: "Cancel" and "Save". The form contains several input fields: "Business:", "Address:", "Address2:", "City:", "State:", "Zip:", "Contact:", "Phone:", "Email:", "Date:", "Start Time:", and "End Time:". The form is divided into sections by horizontal lines.

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders
<h3>Add A Troop Sale</h3> <div><button>Cancel</button><button>Save</button></div> <p>Business: <input type="text"/></p> <hr/> <p>Address: <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <hr/> <p>Contact: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Email: <input type="text"/></p> <hr/> <p>Date: <input type="text"/></p> <p>Start Time: <input type="text"/></p> <p>End Time: <input type="text"/></p>						

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.)


Troop 10431

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Order

Add A Troop Sale

Cancel
Save

Business:

Address:

Address2:

City:

State:

Zip:

Contact:

Phone:

Email:

Date:

Start Time:


End Time:

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.

Troop Booth Sales

Cancel
+Add

Below are your currently defined Booth Sales.




Becky's Pizza Parlour
Date: 07/23/22 Time: 10:00am 4:00pm

Edit

1231 Opas St., San Diego, CA, 92103

Approval: approved



Becky's Pizza Parlour
Date: 07/30/22 Time: 10:00am 12:00pm

Edit

1231 Opas St., SAN DIEGO, CA, 92103

Approval: denied
Conflicts

Confidential and Proprietary

65

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.*

The screenshot shows the eBudde interface for Troop 10431. At the top is a navigation bar with links: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, and Transa. Below this is the 'Booth Sales' section. It includes a 'Cookie Calc.' link with a calendar icon. Two buttons are present: 'Sign up for a Council Booth' and 'Add / Edit a Troop Booth'. Underneath is the 'My Booth Sales' section, which contains a yellow instruction box: 'Choose the Sale that you wish to update and/or record sales.' Below this are two buttons: 'Email Signups' and 'Find Free Slots'. A list of three booth sites follows, each with a location pin icon, name, date, time, address, and an action button. The first entry, 'Becky's Pizza Parlour', has a 'Record Sale' button highlighted with a red rectangle. The second entry, 'Town Center at Cobb', and the third entry, 'One White Oak Apartments', both have 'Update Time' buttons.

Location	Date	Time	Address	Action
Becky's Pizza Parlour	07/23/22	10:00am 4:00pm	1231 Upas St., San Diego, CA, 92103	Record Sale
Town Center at Cobb	02/07/23	11:00am 1:40pm	400 Ernest Barrett Pkwy, Suite 100, Kennesaw, GA, 30144 Near Center Court	Update Time
One White Oak Apartments	03/11/23	4:00pm 7:00pm	2080 One White Oak Lane, Cumming, GA, 30041 Check-in with Sade Stokes or Symone Stephens at leasing office	Update Time

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.

eBudde™

Troop 10431

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Booth Sale Recorder

Cancel

Distribute

Save

Becky's Pizza Parlour: 2022-07-23 10:00am

Cookie: 7 Spec: 2 C_GOC: 1 T_GOC: 1

Pkgs Sold: 11 ☐ (De)select All Girls

Ashley E.

6

☒

Cindy W.

5

☒

Madison D.

0

☐

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

eBudde™

Troop 10431

Member of GS Council: Demo
Little Enclave
2019-2020

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Transactions

Ten Pickups

Cookie Exch

Rewards

Booth Sales

Payments

GOC Obj

Sales Report

Reports

Help Center

Cindy W.

Cancel

+Order

+Payment

Switch to Girl:

Cindy W.

All Orders

DOC	Comments	Invs	Bths	C_GOCs	Cookie Initials	Cookie Booths	Cookie Others	Spec Initials	Spec Booths	Spec Others	T_GOCs	Totals	Total Due	Paid	Bal. Due
	Init. Order "Locked"			0	35	0	0	10	0	0	0	45	\$235.00	\$0.00	\$235.00
				0	0	5	0	0	0	0	0	5	\$25.00	\$0.00	\$25.00
				0	0	1	1	0	0	0	0	2	\$10.00	\$0.00	\$10.00
	Order 2222			22	0	22	22	0	22	22	22	132	\$704.00	\$22.00	\$682.00
	Payment			0	0	0	0	0	0	0	0	0	\$0.00	\$234.56	\$-234.56
	Becky's Pizza Parlour, 07/23 @ 10:00am		✓	1	0	3	0	0	1	0	0	5	\$26.00	\$26.00	\$0.00
	Totals			23	35	31	23	10	23	22	22	109	\$1000.00	\$282.00	\$717.00

Payments

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

Settings

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	2024-06-12	7 DOC Orders		Becky1	82.00
GSGATL Bank	2024-07-12	ACH		Becky1	50.00

Troop Becky1 Payments ?

Settings

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.

Troop 10431 Sales Report

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Exclude Pending Transactions

Council Demo, Troop 10431 Sales Report

email: tp10431cc@becky.lbb.com
Phone:
Cell:

Becky Harrigan
1231 Upas St.
San Diego, CA 92103
email: tp10431@becky.lbb.com
Phone: (555)555-5555
Cell:

Cindy Wright

email: cw@lbb.com
Phone:
Cell:

Girls Selling: 2
Girls Reg.: 2
Init. Girls Sell: 3
Level: OTHER
SU Name: 100 Acre Wood
SU Number: 615
Sales Goal: 1000
PGA Selling: 630.50
PGA Registered: 630.50
Initial PGA: 375.00
T_GOC Pkgs: 44

Cookie

Pkg price: 5.00 Case price: 60.00 Pkgs sold: 993
Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000
Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no
Girl Init. Pkgs: 114
Booth Init. Pkgs: 700
DOC Init. Girl Del. Pkgs: 2
Init. Charity Pkgs: 3

Specialty

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 268
Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000
Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no
Girl Init. Pkgs: 34
Booth Init. Pkgs: 200
DOC Init. Girl Del. Pkgs: 2
Init. Charity Pkgs: 0

Bank Name: Bank of America
Routing No.: XXXXXX7899 Acct No.: XXXXXX4959

Pkgs Received			
07/28	Initial Order	---	1116
07/14	C1000	THI000	25
07/23	C2000	3 DOC shipped orders	6
07/28	TBecky	BIH000	-6
07/28	C1000	EII000	24
C_GOC pkgs.			96
Total Pkgs Received			1261
Total DOC Pkgs Received			6
Total DOC Charity Pkgs Received			0
In addition there was:			
Total DOC Delivered Pkgs Received			4

Payments Made	
Date	Reference Amount
2022-07-23	5 DOC Orders \$ 56.00
2022-07-19	becky1 \$ 500.00
Total Payments \$ 556.00	
Total DOC Payments \$ 56.00	

Total Troop Sales	\$ 6,573.00	Council Proceeds	\$ 5,312.00
Troop Proceeds	- \$ 1,261.00	Payments Made	- \$ 556.00
Council Proceeds	\$ 5,312.00	Amount You Owe Council	\$ 4,756.00

Signature: _____

Expand DOC

View report in CASES

Print Page

Show as PDF

Confidential and Proprietary

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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
				Total Payments		\$ 556.00

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

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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

XLSXPDF

Delivery Station Information Reports

Delivery Stations

XLSXPDF

Booth Reports

Current Signups

XLSXPDF

Booth Site Sales

XLSXPDF

DOC Reports

DOC Added Girl

FilterXLSX

DOC Orders by Girl

FilterXLSX

DOC Financial Report by Girl

FilterXLSX

Girl Delivery - Varieties Only - By Girl

XLSX

All DOC Orders

XLSXPDF

Cancelled DOC Orders

XLSXPDF

Recap Reports

Cookie Exchanges

XLSXPDF

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Reward Reports

Girl Rewards HTML
☒ Initial
☐ Final
View

Troop Rewards HTML
☒ Initial
☐ Final
View

GOT Reports

GOT Balance Report
XLSX

Girl Order Tab HTML
View

Transaction Tab
XLSX

Pickup Sheet (Bubble Sheet)

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


Troop# 18020
Cases 295

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


Blank Pickup Sheet

Troop# Becky Total Cases Picked Up: _____ Time of Pick Up: _____

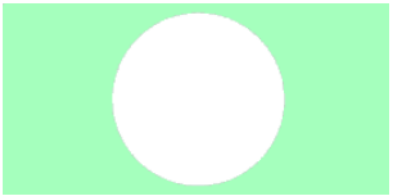
Pickup Location: _____ Contactless: _____



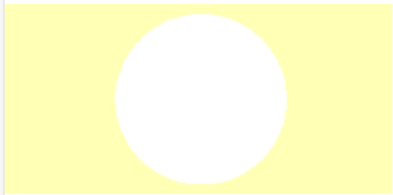
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DO-SI-DOS®




THIN MINTS®




LEMON-UPS®




SAMOAS®




S'MORES®



TREFOILS®



TAGALONGS®



TOFFEE-TASTIC®

girl scouts cookie program Little Brownie Bakers

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(R), TM & (C) 2020 Ferequity Inc.
Girl Scout Cookie Program™ Quick Pick up Form; LITTLE BROWNIE BAKERS N/5 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
Alpharetta	250	none	123 Any St		Alpharetta	GA	####	555-555-5555		9:00am-11:45am M,Tu,W,Th,F, from 02/13/20 to 10/16/20 1:00pm-4:00pm M,Tu,W,Th,F, from 02/13/20 to 10/16/20 9:00am-12:00pm

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	94002			
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	94810			
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)
	<input type="checkbox"/> Plush Butterfly
	<input checked="" type="checkbox"/> 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

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
C01000	normal	02/22/24	C3	2024-02-23 1:00pm	1	Becky's House	rebecca.harrigan@ferrero.com~br-02/22/24 - 1:31pm		rebecca.harrigan@ferrero.com~br-02/22/24 - 1:31pm	no	1	0	0	0	0	0	0	0	0	1
801000	normal	01/29/24	C3	2024-01-31 10:00am	1	Becky's House	rebecca.harrigan@ferrero.com~br-01/29/24 - 11:21am			yes	0	12	0	0	0	0	0	0	0	12
KP1000	normal	10/19/23	C1	2023-10-21 12:00pm		Council Office	rebecca.harrigan@ferrero.com~br-10/19/23 - 10:06am		rebecca.harrigan@ferrero.com~br-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:

Added After:

[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](#)

#18020 DOC Orders -- Pkgs																		
Demo																		
Jul 28, 2021 at 02:26PM																		
2021-22 Sales Season																		
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs
Abiella	Anthony	112370577	35948576	Delivery			07/28/21	2	1	2	3	4	5	6	7	8	9	45
							Totals	2	1	2	3	4	5	6	7	8	9	\$225.00
							Totals											45
																		\$225.00

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
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
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	De-Si-Dos	Sameas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
N.Fulton/Forsyth/Cherokee - J. Davis	5	Dreamcatchers	835	15916	2	0	0	0	0	0	0	0	0	2
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!



Help Center

▶ eBudde™ Basics

▶ Managing Your Sale

▶ Troops

▶ Digital Cookie

▶ Specialty Cookies

▶ Mobile apps

▶ Manuals

▶ From the Council

▶ FAQs

Microburst Training Videos

Menu Bar DOC

Dashboard for DOC

Contacts Tab DOC

Settings Tab

Girls Tab DOC

Initial Order Tab

Delivery Tab

Girl Order Tab in Category Form

Transaction Tab

Rewards Tab

Booth Sales

Deposits

GOC Org Tab

Sales Report


Reports


Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of Manuals for great resources from your council





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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).

The screenshot shows the 'Add Transaction' form with a 'Time & Place' section and a 'Cookie Order' section. A calendar overlay is visible, showing the month of July 2022. The calendar has a grid of days from 1 to 31. The days 29, 30, and 31 are highlighted in green, indicating they are selectable. The 'Pickup' section shows a date of 07/30/2022 and a time slot of 10:00am-5:00pm. The 'Cookie Order' section lists various products with their respective quantities.

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

The screenshot shows the 'Add Transaction' form with a 'Time & Place' section and a 'Cookie Order' section. A time selection overlay is visible, showing a list of time slots: 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, and 4 pm. The 'Pickup' section shows a date of 07/30/2022 and a time slot of 10:00am-5:00pm. The 'Cookie Order' section lists various products with their respective quantities.

Then select a pickup time within that hour.

Add Transaction

Cancel

Save

Time & Place

Date: 07/29/2022

Receipt: JII000

#

Print

Normal

Booth

Adjustment

Return

Troop

Service Unit

Cupboard

Alpharetta (250)

Pickup

Date: 07/30/2022

Time:

Line: 1

Schedule:

10:00am-5:00pm Su,M,Tu,W,Th,F,Sa

from 07/14/22 to 10/31/22

Schedule Notes

Contact Info

beckytrp@becky.lbb.com

Cookie Order

Add Product

Product

Adventurefuls

Lemon-Ups

Trefoils

Do-Si-Dos

Samoas

Tagalongs

Thin Mints

S'mores

Toffee-tastic

0

0

0

0

0

0

0

0

Totals

0

0

Choose an hour

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

Times

10:00am

10:15am

10:30am

10:45am

Lines

1

2

3

4

5

Close

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.

Add Transaction

Cancel

Save

Time & Place

Date: 07/29/2022

Receipt: SII000

#

Print

Normal

Booth

Adjustment

Return

Troop

Service Unit

Cupboard

Alpharetta (250)

Pickup

Date: 07/30/2022

Time: 10:15am

Line: 2

Schedule:

10:00am-5:00pm Su,M,Tu,W,Th,F,Sa

from 07/14/22 to 10/31/22

Schedule Notes

Contact Info

beckytrp@becky.lbb.com

Cookie Order

Add Product

Product

Adventurefuls

Lemon-Ups

Trefoils

Do-Si-Dos

Samoas

Tagalongs

Thin Mints

S'mores

Toffee-tastic

0

0

0

0

0

0

0

0

Totals

0

0

Choose an hour

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

Times

10:00am

10:15am

10:30am

10:45am

Lines

1

2

3

4

5

Close

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Cupboards with days and times

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

The screenshot shows the 'Add Transaction' form in the eBudde Troop Becky interface. The 'Time & Place' section includes a date field (07/29/2022), a receipt field (0000), and a pickup section with a date (08/04/2022) and time (3:00pm). A calendar pop-up is visible over the 'Cookie Order' section, showing the month of August 2022. The 'Cookie Order' section lists various products like Adventurefuls, Lemon-Ups, Trefolls, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic, each with a quantity field.

You will then be able to select a time you wish to pick up, by selecting an 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).

The screenshot shows the 'Add Transaction' form in the eBudde Troop Becky interface. The 'Time & Place' section includes a date field (07/29/2022), a receipt field (0000), and a pickup section with a date (08/04/2022) and time (3:00pm). A clock pop-up is visible over the 'Cookie Order' section, showing the time 3:00 pm. The 'Cookie Order' section lists various products like Adventurefuls, Lemon-Ups, Trefolls, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic, each with a quantity field.

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 mode.

Add Transaction

Cancel Save

Time & Place

Date: 07/29/2022 Receipt: LII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

Pickup

Date: Time:

Schedule Notes

Contact Info beckytrp@becky.libb.com

Cookie Order

Add Product

Product	S	M	T	W	T	F	S
Adventurefuls	26	27	28	29	30	1	2
Lemon-Ups	3	4	5	6	7	8	9
Trefoils	10	11	12	13	14	15	16
Do-Si-Dos	17	18	19	20	21	22	23
Samoas	24	25	26	27	28	29	30
Tagalongs	31	1	2	3	4	5	6
Thin Mints	0			0			
S'mores	0			0			
Toffee-tastic	0			0			
Totals	0			0			

Add Transaction

Cancel Save

Time & Place

Date: 07/29/2022 Receipt: LII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

Pickup

Date: 07/31/2022 Time:

Schedule Notes

Contact Info beckytrp@becky.libb.com

Cookie Order

Add Product

8 : 00 am

Product

Adventurefuls

Lemon-Ups

Trefoils

Do-Si-Dos

Samoas

Tagalongs

Thin Mints

S'mores

Toffee-tastic

Totals 0 0