Service Unit User Manual
GSGLA Edition
December 13, 2011

https://ebudde.littlebrownie.com

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COMPUTER SPECIFICATIONS INFORMATION

The eBudde system has been tested on a variety of computer types and differe
web browsers.

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 7.0 and higher, Firefox 3.0 and higher.
Macintosh – Safari 2.0.4 and higher, Camino 1.5.4 and higher, and Firefox 3.0 and higher.

Approved computer specifications:

	FireFox	Internet Explorer
Recommended Minimums:	700 MHz Pentium 3 512MB RAM	1.0 GHz Pentium 3 512MB RAM
Recommended Systems:	1.0 GHz Pentium 4 1024MB RAM	1.5 GHz Pentium 4 1024MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at http://www.mozilla.com.

The eBudde system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10

To download Adobe Acrobat, use the following web address:
http://get.adobe.com/reader/

NAVIGATING THE SYSTEM

Add More – The "add more" button allows you to enter in additional rows on deposits and additional cookie transactions. You can activate this button by pressing the spacebar or clicking on it.

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

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, troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.

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

SYSTEM ACCESS

The eBudde system sends every new user an email with the following information:

- Web Address - https://ebudde.littlebrownie.com
- Email Address
- Temporary Password

We recommend you click the link in the email sent to you from the eBudde system and then in your browser, add this web address to your **Favorites** for easier access.

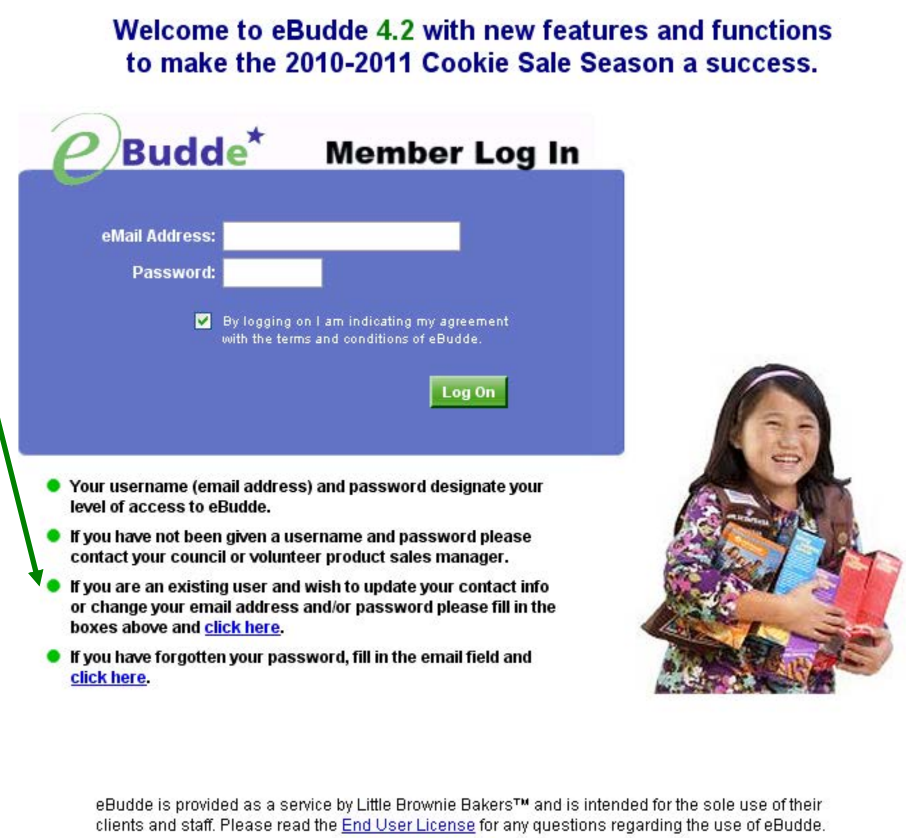
Login Information

Current users will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information (users who were granted access to the demo site are current users).

New users will enter in their email address and **temporary** password sent to you in the email from the system. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

Contact Information Page

Current users – This form is available to make changes to your password, email address and personal information. To access this page click on the link provided on the login page.

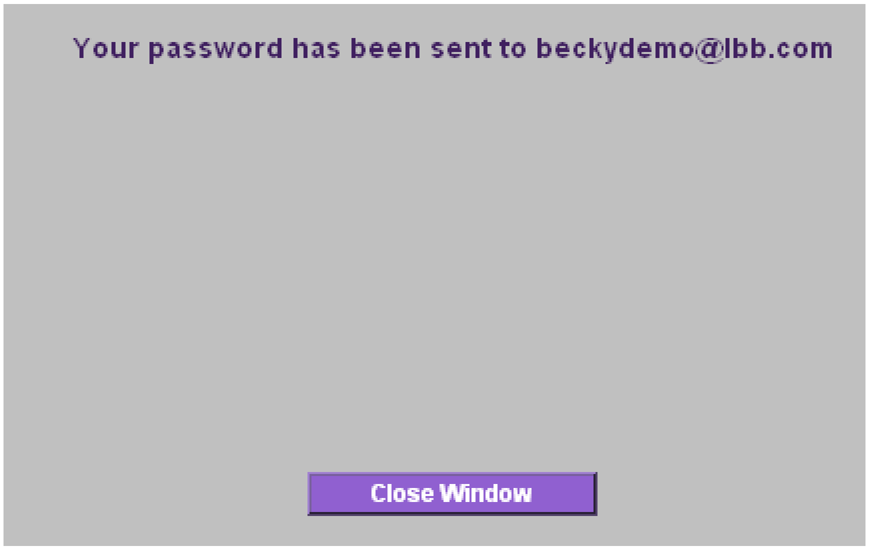


New users – You will be required to fill out this form the first time you try to access the eBudde system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter.** You will then enter the eBudde system.

Forgotten Password

A forgotten password does not require a phone call!

All users have the ability to get their password. If you forget your password, key in your email address and press the **Click Here** link on the login page. The system will verify that it has sent your password to your email address. Click the **Close Window** button and you will be returned to the login page. You will then receive and email from the system with your password.

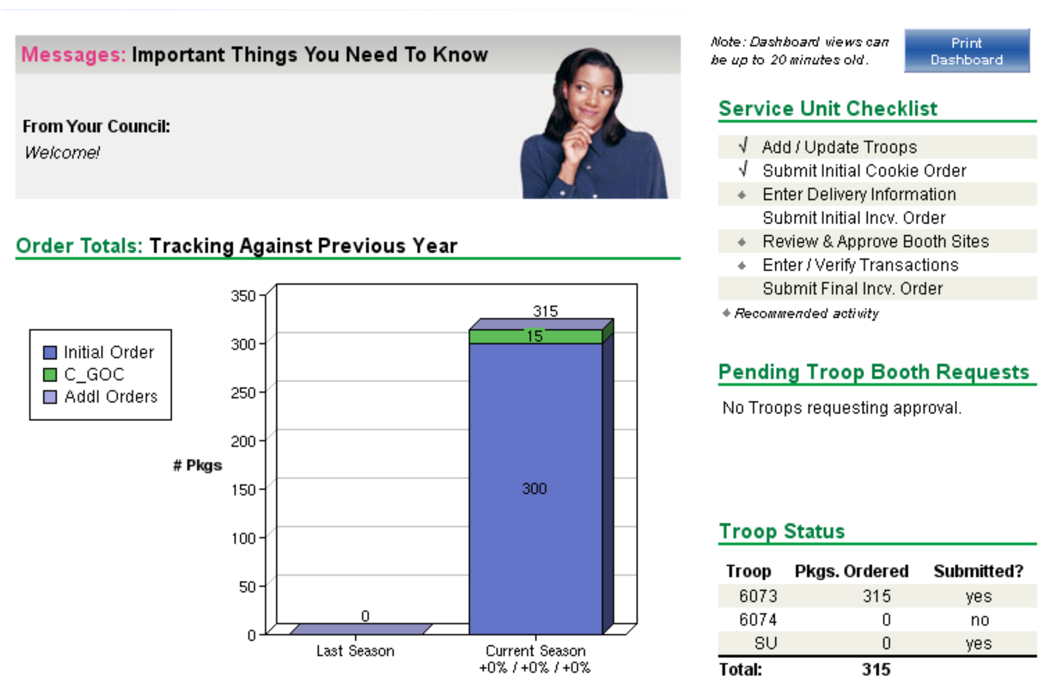


MENU BAR

The Menu Bar provides additional support for you in eBudde.

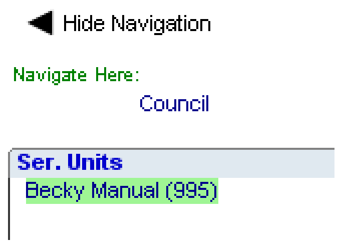
Home – This option brings you back to the dashboard screen
Help – Help provides you detailed information on all screens. It is setup in categories and gives you additional information for inputting data in the different screens.
eLearning – Learning modules for troop users
Manuals – This provides a manual in Adobe Acrobat PDF format for your reference
LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.
Log Out – This allows you to log out of the system.

The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen to the left with the one below.

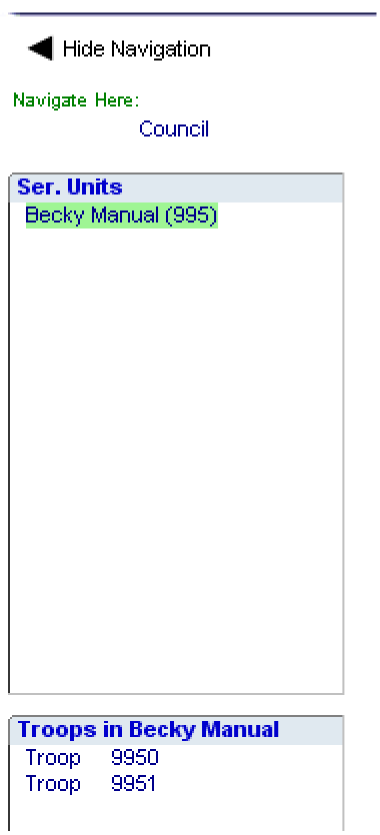


NAVIGATION TREE

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



The navigation tree will start with your service unit name and number. Below, you will see your list of troops (it will expand as you add troops - or contract if you need to delete a troop)..



SERVICE UNIT TABS

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

Dashboard – The dashboard gives you an up-to-minute snapshot of your troops orders, goals, financials and per girl averages.
Contacts – The contacts tab is used to view the service unit level users name, personal information, email and passwords.
Settings – The settings tab will allow a service unit to specify how the data will be entered for the service unit and to add additional service unit level users.
Troops – The troops tab is for adding, changing, and/or deleting troops.
Init. Order – The Init. Order tab is to verify troop cookie initial orders and submitting the troop/service unit order to the council. This tab is also used for service units using the "Fast Order Entry" which allows create troop totaled orders.
Delivery – The delivery tab is used by service units to select their service unit delivery station (if applicable)
Transactions – This tab is to move cookies from the service unit to the troops (if applicable). The service unit then can see their inventory for cookies.
Incentives – The incentives tab is for service units to verify troop incentive orders and submit order to the council.
Booth Sites (optional) – This tab will allow service units to approve troop booth site requests.
Reports – The reports tab is for service units to print reports for cookie orders, incentive orders, deposits and inventory transactions.

Dashboard

When you enter the screen the system will display the navigation tree and the dashboard. The dashboard shows messages from your council staff or area manager (if applicable). It also will show you the current status of troop cookie orders, incentive orders and financials. It will remind you of all the deadline dates for the current sale. These dates will include eBudde deadline dates and council-specific dates. There is a service unit checklist that will include eBudde items and council-specific items. There are also graphs on orders, goals and per girl averages. All of these graphs are printable using the **Print Dashboard** button.

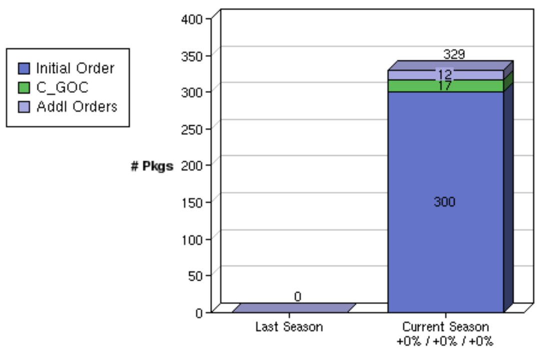
Becky (99999) Dashboard

Dashboard | Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Deposits | Incentives | Booth Sites | Reports

Messages: Important Things You Need To Know

From Your Council:
Welcome!

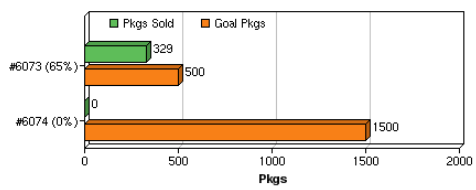
Order Totals: Tracking Against Previous Year

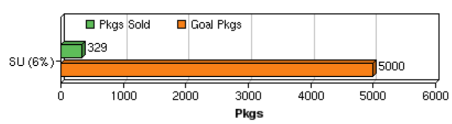


July 2011

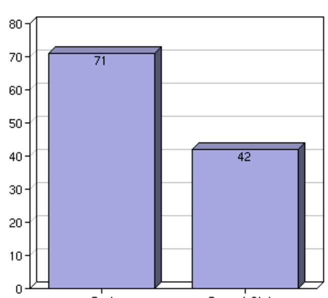
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Training Completed
24	25	26	27	28	29	30

Goals: Distance to Goal





Per Girl Average: Goal and Current



Note: Dashboard views can be up to 20 minutes old.

Print Dashboard

Service Unit Checklist

- √ Add / Update Troops
- √ Submit Initial Cookie Order
- ✦ Enter Delivery Information
- Submit Initial Incv. Order
- ✦ Review & Approve Booth Sites
- ✦ Enter / Verify Transactions
- ✦ Enter Deposits
- Submit Final Incv. Order

✦ Recommended activity

Pending Troop Booth Requests

No Troops requesting approval.

Troop Status

Troop	Pkgs. Ordered	Submitted?
6073	329	yes
6074	0	no
SU	0	yes
Total:	**329**	

Financial Status

Total Sales	$	1,151.50
Proceeds (Trp/SU)	$	180.95
Proceeds (Tiered)	$	16.45
Proceeds (Generic)	$	0.00
Total Proceeds	$	197.40
Owed to Council	$	954.10
Deposits	$	0.00
Balance Due	$	**954.10**

Incentives

Cookie Care & Share Patch	0
Starting Today participation/the	0
BFF Bandana	0
Canvas Butterfly Journal	0
$5 Cookie Credit	0
2011 Year Bar	0
Butterfly Necklace	0
BFF Kangaroo Plush Pair	0
Reversible Shoulder Bag	0
iLead T-Shirt	0
Shine Crystal Bead Bracelet	0
iLead Beach Towel	0
Super Seller Patch	0
Super Star Seller USB Wristband	0
Super Star Seller Day at Camp Ju	0
$100 Old Navy Gift Card	0
1/2 Off 2011 Camp Coupon Exp 8/3	0
Netbook Computer	0
River Valleys "Dream Team" Recep	0
AmericanGirlDollCertificate & Ev	0
Flip Ultra Video Recorder	0
Apple iPad	0
Water Park of America getaway fo	0

Messages – Messages from your council will be displayed here. In addition, if your council has an area level, those messages will be displayed here as well.

Service Unit Checklist – the service unit checklist includes items to do in eBudde but also can include council-specific items

Pending Troop Booth Requests – Troops that have requested a local booth site will be listed here.

Troop Status – This lists the troops in the service unit and how many packages they have ordered and if they have submitted their initial order. The package count gets updated throughout the cookie sale.

Financial Status – The financial totals for the service unit are listed here. The detail for this information can be found on the Troop Sales Summary report or the individual Troop Sales Report

Incentives – This will list the incentives currently ordered by the troop. The troop must submit the troop order for the numbers to be displayed on the dashboard

Order Totals Graph – Comparison graph for the service unit from last year to current date. The last season numbers can be found on the service unit settings tab. This season numbers come from the transaction tab for the service unit and the troops.

Calendar – The calendar will show eBudde deadline dates and council-specific dates.

Distance to Goal – Each troop will be displayed showing the goal that they set on the troop setting tab and the cookies that they have sold. In addition the service unit goal can be entered on the service unit setting tab and eBudde will calculate the packages sold by the troops to compare against the goal and is displayed on the dashboard.

Per Girl Average – This graph depicts the per girl selling average for the service unit which are the total boxes sold by troops on the initial order and service unit initial orders / girl selling from the troop setting tab. The goal number comes from the goals entered on the girl tab.

Contacts Tab

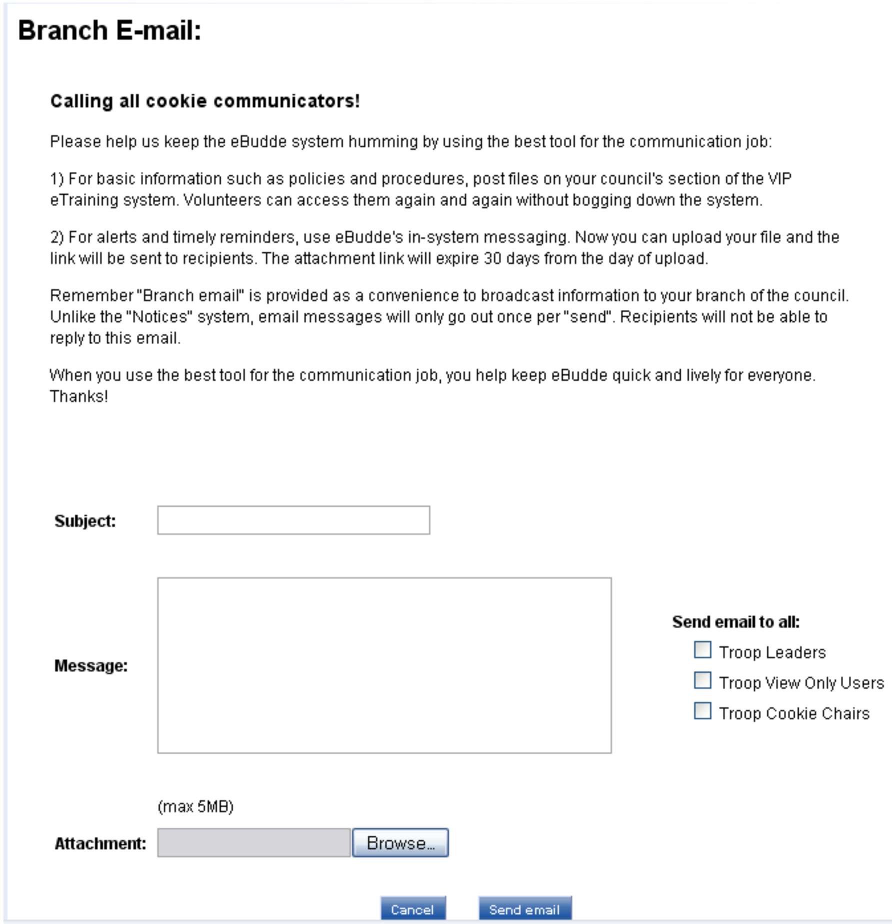
The information supplied on this screen was entered by you or set up by your council. To add or remove a contact you will need to select the **Settings** tab.

To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde will be sent to you troop contact's regular email box. There is no replying to 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

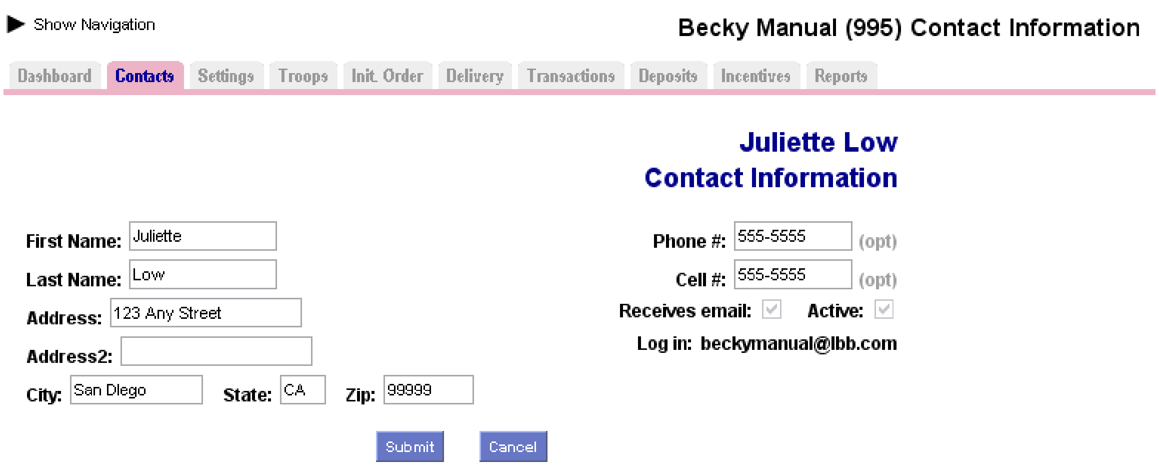
NOTE: In Outlook 2003, as an example, if you click the tools, options, junk mail, you can add this to the safe senders list.

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.



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

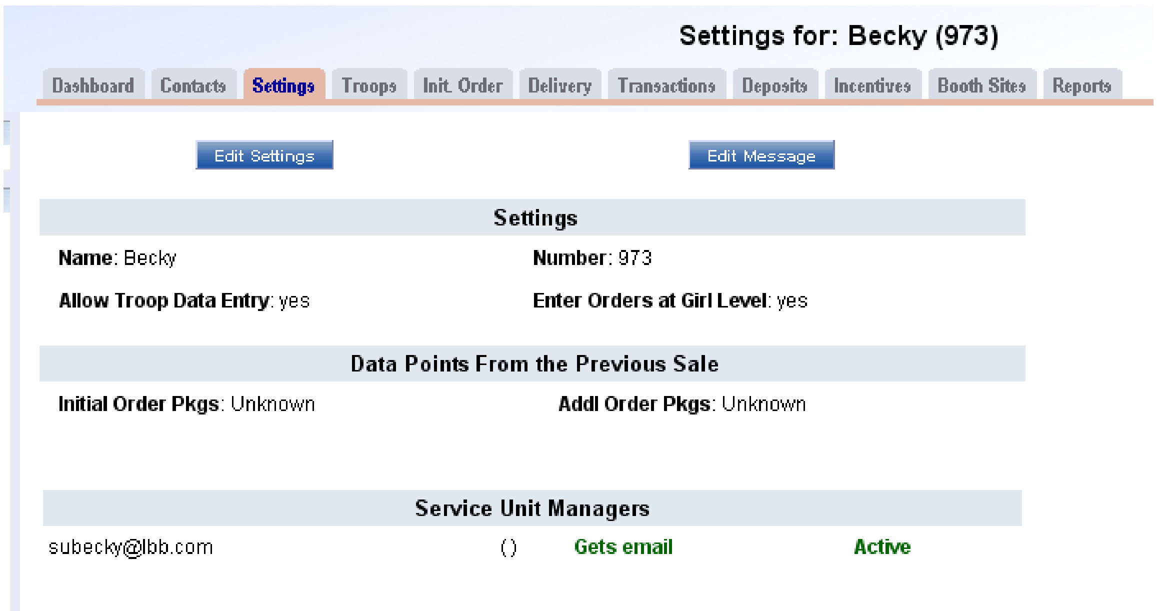
The system will open up a page to change the information. To create a new council contact, see the section on service unit settings.



Change the information by clicking in the box and keying in the new information. Click the **Submit** button to save the changes. If you wish to cancel the information keyed, click the **Cancel** button.

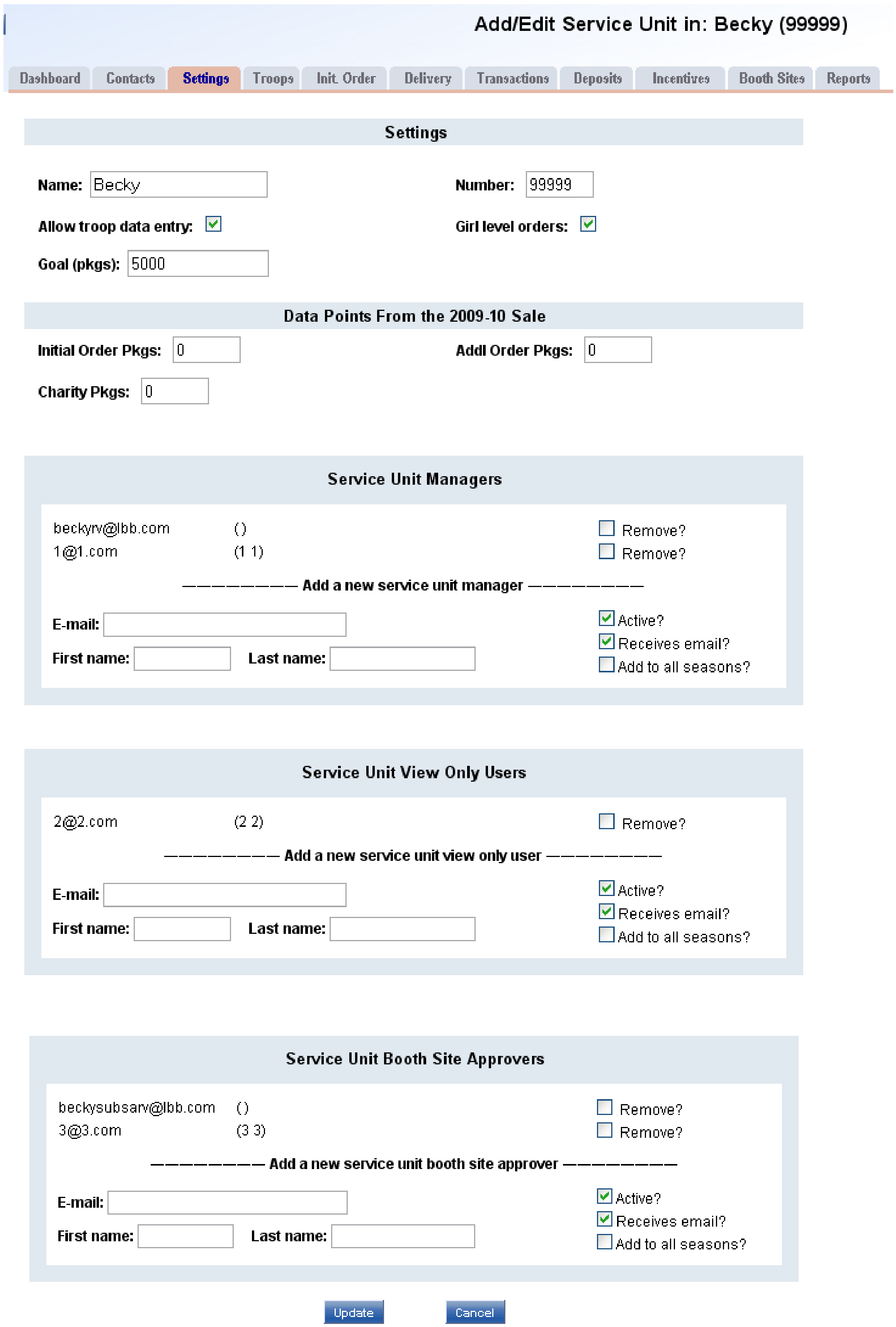
Settings Tab

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



This information was set by your council but you can make some changes appropriate to your service unit. You can add additional contacts for your service unit. In addition, you can create a message that troops will see when they log into eBudde.

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



Add/Edit Service Unit in: Becky (99999)

Dashboard | Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Deposits | Incentives | Booth Sites | Reports

Settings

Name: Becky
Number: 99999

Allow troop data entry: ☑
Girl level orders: ☑

Goal (pkgs): 5000

Data Points From the 2009-10 Sale

Initial Order Pkgs: 0
Addl Order Pkgs: 0

Charity Pkgs: 0

Service Unit Managers

beckyrv@lbb.com ( ) ☐ Remove?
1@1.com (1 1) ☐ Remove?

——————— **Add a new service unit manager** ———————

E-mail: ☑ Active?
First name: **Last name:** ☑ Receives email?
☐ Add to all seasons?

Service Unit View Only Users

2@2.com (2 2) ☐ Remove?

——————— **Add a new service unit view only user** ———————

E-mail: ☑ Active?
First name: **Last name:** ☑ Receives email?
☐ Add to all seasons?

Service Unit Booth Site Approvers

beckysubsarv@lbb.com ( ) ☐ Remove?
3@3.com (3 3) ☐ Remove?

——————— **Add a new service unit booth site approver** ———————

E-mail: ☑ Active?
First name: **Last name:** ☑ Receives email?
☐ Add to all seasons?

Update | Cancel

NOTE: Items in shaded/in yellow are functions not activated for GSGLA users and are set by Council.

Name of Service Unit – The service unit name

Service Unit Number – The service unit number

Allow Troop Data Entry – this box is checked if the troop is going to enter their orders in cases with booth information.

Enter Orders at Girl Level – this box is checked if you or the troop is going to enter the order by girls in packages.

Data Points from the Previous Year Sales

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

Service Unit Managers (aka Service Unit Cookie Chairs) – this can be used to add another service unit contact. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system. **If your email address, name, physical address and/or phone numbers have changed** – see the instructions on page 6.

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

Service Unit Booth Site Approvers – this can be used to add a contact to the service unit that can only approve special boothing requests from troops. This user cannot see or make other changes in the system. For instance, you would add your Service Unit Boothing Chair (SUBC) in this role.

Options and actions:

- **Email** – Enter the email address of a new troop contact under the appropriate header.
- **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.
- **Active** – If you enter a new Service Unit contact, mark if you want this user to access eBudde. Uncheck the box if you do not want this user to access eBudde.
- **Receives email** – If you enter a new Service Unit 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.

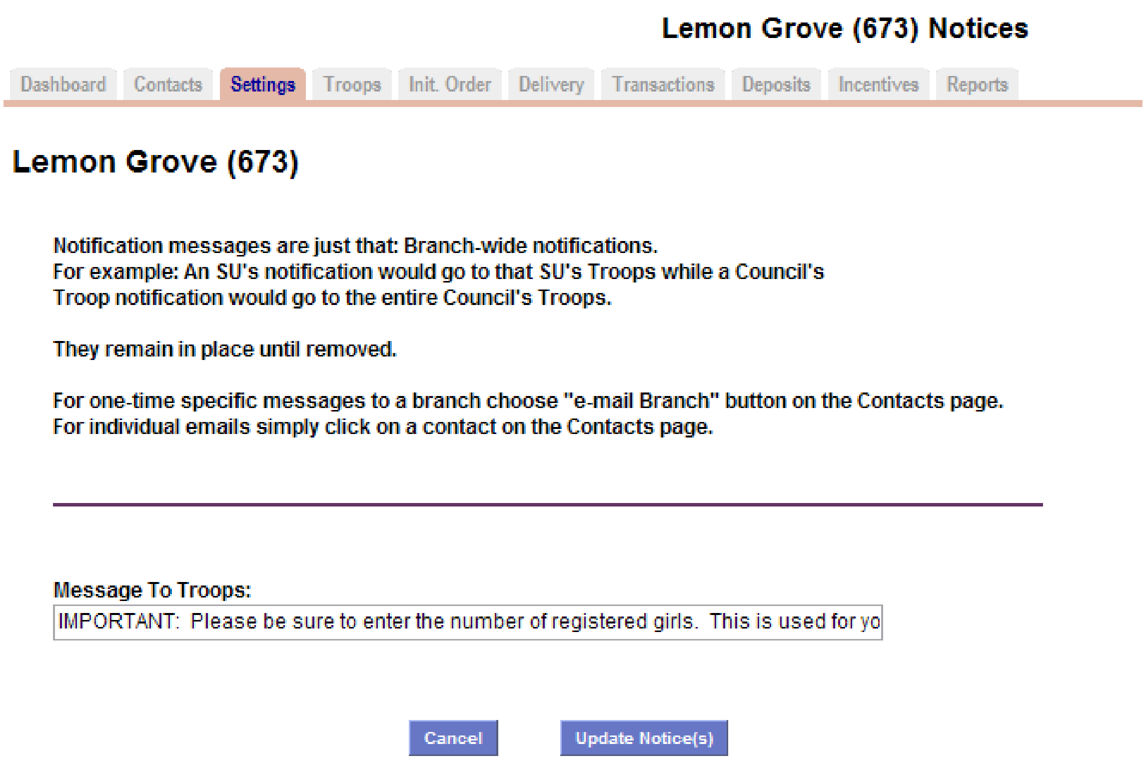
Add to all seasons? **–** Allows you to give the contact access to the troop records for previous seasons. *(as most service units will not have prior seasons' data, leave unchecked)*

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

Click the **Update** button to save the changes. Click the **Cancel** button to leave the page without saving the changes.

NOTE: The Contacts section for Troops is where they will add additional contacts (via Settings), including those who are only permitted to pick up product at a cupboard. See page 24 of this guide.

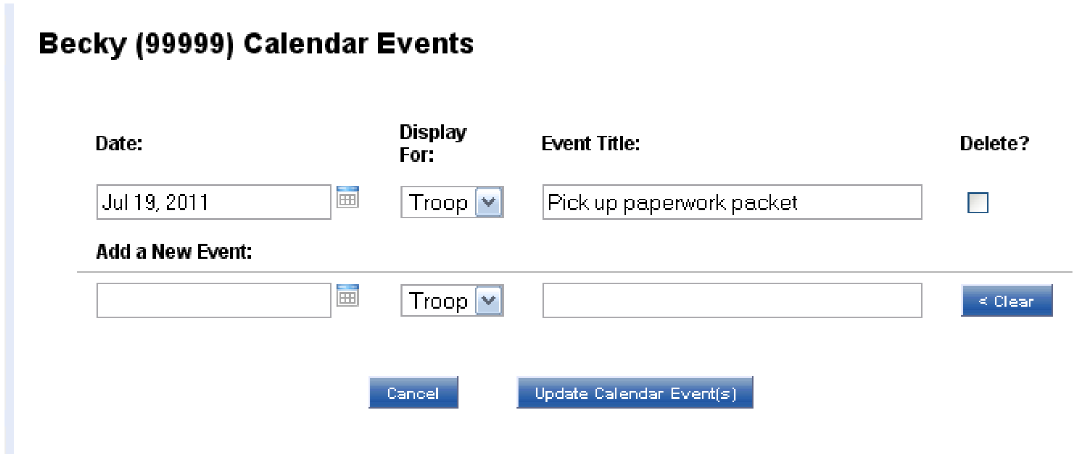
You can also create messages for troops to see on their dashboard when they log in. Click the **Edit Messages** button to create the message.



Enter your message to the troops. Click **Update Notice(s)** to activate the message. Click **Cancel** to cancel any changes you made to this screen.

NOTE: If you do not want a message to be displayed, you can delete the contents of the message and click update notices and a blank message will show on the troop's dashboard.

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



Troops Tab

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

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

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

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

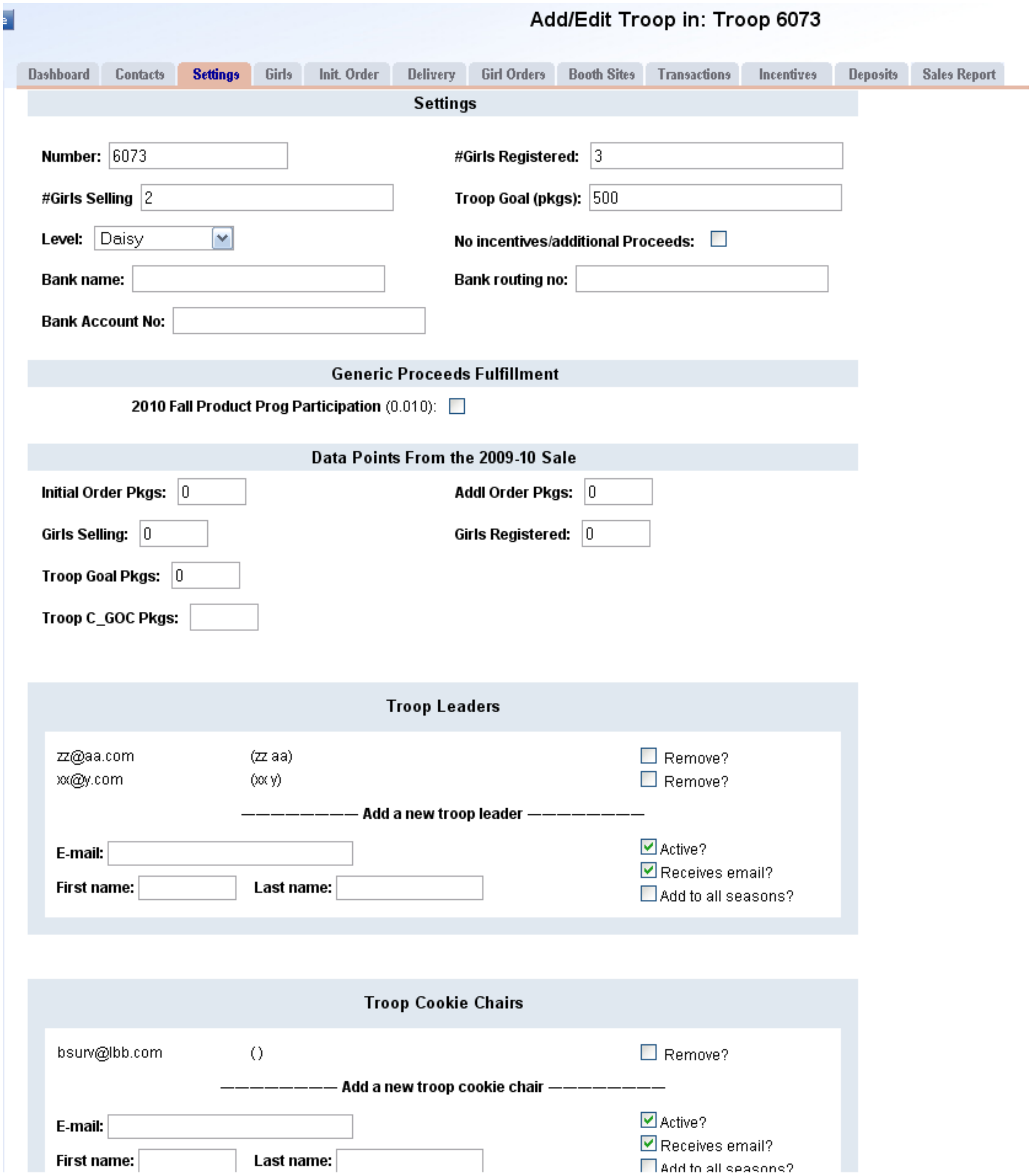
Unsubmit All Cookie Orders – This will un-submit all troop cookie orders if necessary to allow troops to resubmit. USE WITH CAUTION

Unsubmit all Initial and Final Incentive Orders - This will un-submit all troop incentive orders if necessary to allow troops to resubmit. USE WITH CAUTION.

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

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

Adding or Editing a Troop



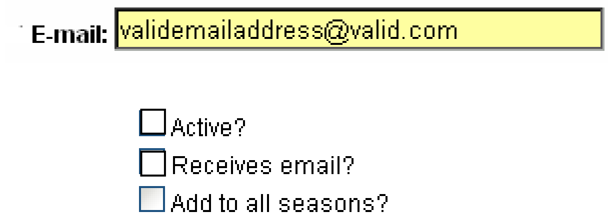
Number – enter the troop number (use leading zeros for numbers less than 5 digits)
 # Girls Registered – the number of girls registered in the troop or 0 if unknown (May be inaccessible due to council customization)
 # Girls Selling – the number of girls selling cookies in the troop or 0 if unknown (May be inaccessible due to council customization)
Troop Goal (pkgs) – if the troop set a sales goal, enter the number in packages or 0 if unknown.
Level – Program Age Level of the troop
No Incentives/Additional Proceeds:- If this troop has the option of not receiving incentive incentives and receiving additional monetary funds, click in this box (CGS-AGS only)
Bank Name (optional) – Enter the troop's bank account name (or leave for troop to enter)
Bank Routing No. (optional) – Enter the troop's bank routing number (or leave for troop to enter)
Bank Acct No. (optional) – Enter the troop's bank account number (or leave for troop to enter)
Troop Leader or Troop Cookie Chair or Troop View Only Users:

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

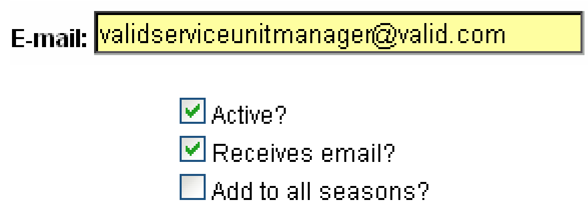
- **Option 1:** The troop will be entering troop information and orders. You want them to receive the emails that eBudde sends confirmation cookie and incentive orders and you want them to have access to the system.

- **Option 2:** The troop will be entering troop information and orders. You **DO NOT** want them to receive the emails that eBudde sends for confirmation on cookie and incentive orders and you want them to have access to the system.

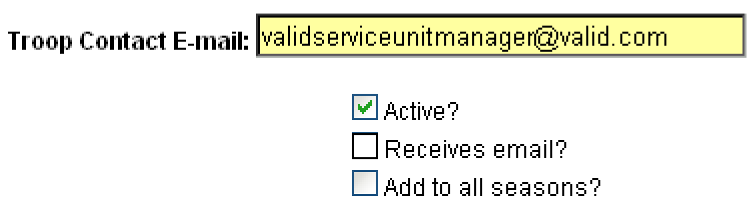
- **Option 3:** You want the troop email address in the eBudde system but **DO NOT** want them to receive the emails that eBudde sends for confirmation on cookie and incentives orders and you **DO NOT** want them to have access. (Use this setting for anyone who is ONLY picking up from a cupboard)



- **Option 4:** You as the service unit want all information directed to you. You want to receive the emails and you want to have access to the system.

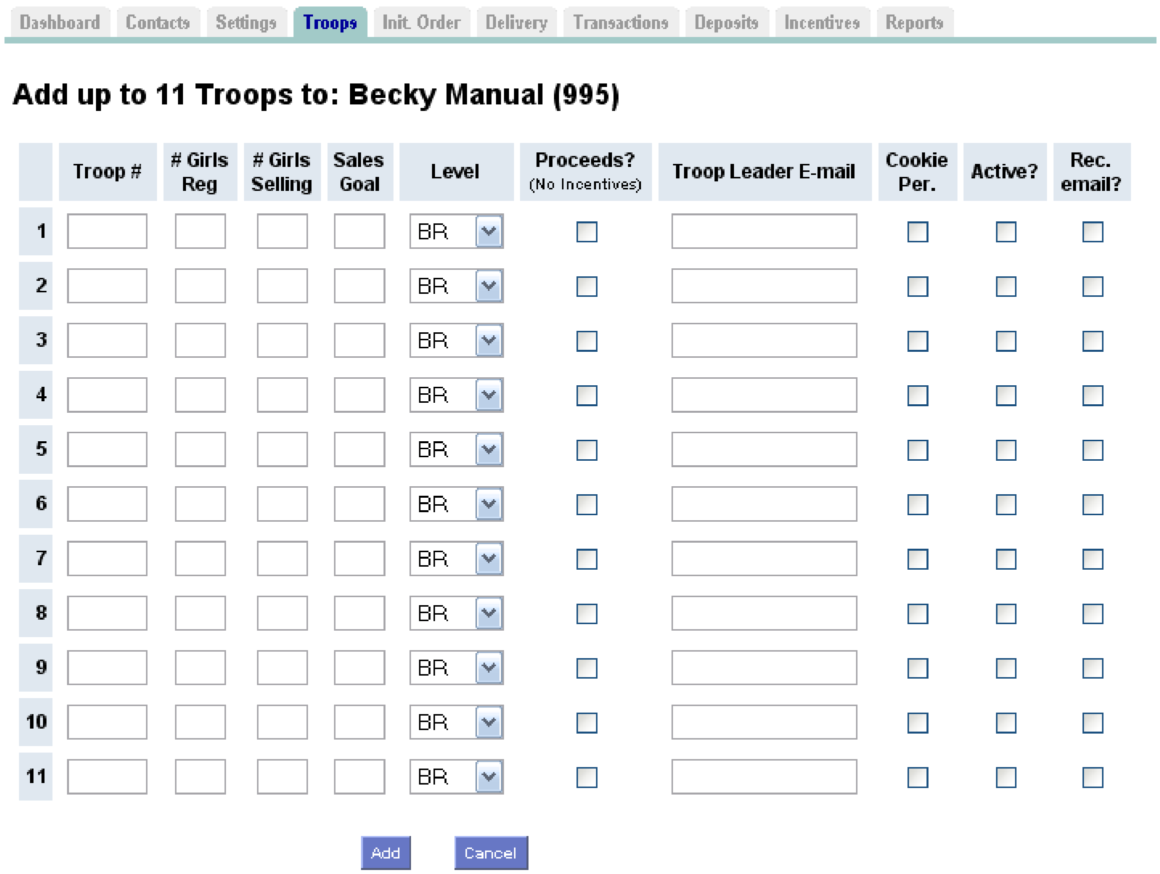


- **Option 5:** You as the service unit will enter the information but do not want the order confirmation emails sent to you.



Click **Add** to add the troop. Click **Cancel** to leave the page without adding the troop.

To Add up to 11 Troops – click the **Add up to 11 Troops** button. The following page will be displayed:



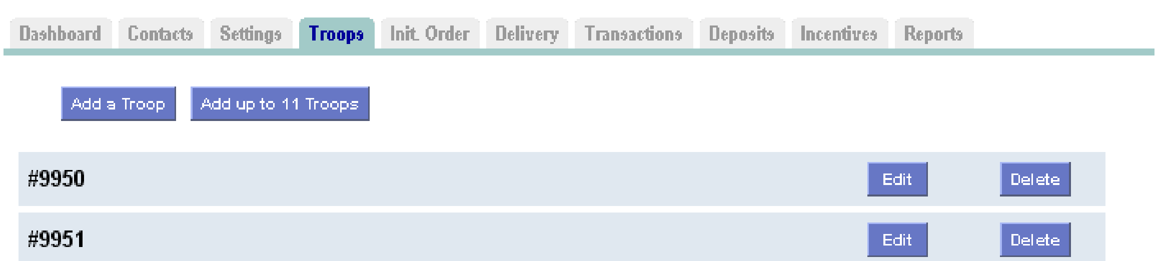
Troop Number – enter the troop number (numerical data only, e.g. 00123)
 # Girls Registered – the number of girls registered in the troop (optional, is also auto generated by the entering of girls' names by the troop)
 # Girls Selling – the number of girls selling cookies in the troop (optional, is also auto generated by girls having sales of 1 or more boxes)
Has Sales Goal – if the troop set a sales goal, enter the goal in packages
Level – Program Age Level of the troop
Proceeds (no incentives): - If this troop has the option of not receiving incentive incentives and receiving additional monetary funds, click in this box (CGS-AGS only; optional as the troop can also select this option).
Troop Contact E-mail: – You **MUST** enter an email address here.
Cookie Per. – Click the box if the contact email is for the troop cookie person.
Active – If this troop contact will be a user on the system, this box must be checked
Rec Email – If you want the troop contact email user to received the email confirmations, this box must be checked

Click **Add** to add the troop(s). Click **Cancel** to leave the page without adding the troop(s).

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

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

Edit – The edit button allows you to change information about the troop and add new troop contacts.
Delete – The delete button allows you to remove the troop from the system.



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

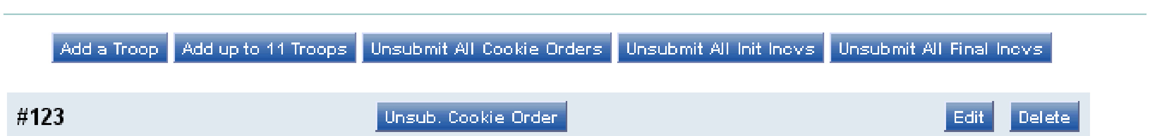
Un-submitting Troop Orders

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

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

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

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



Init. Order

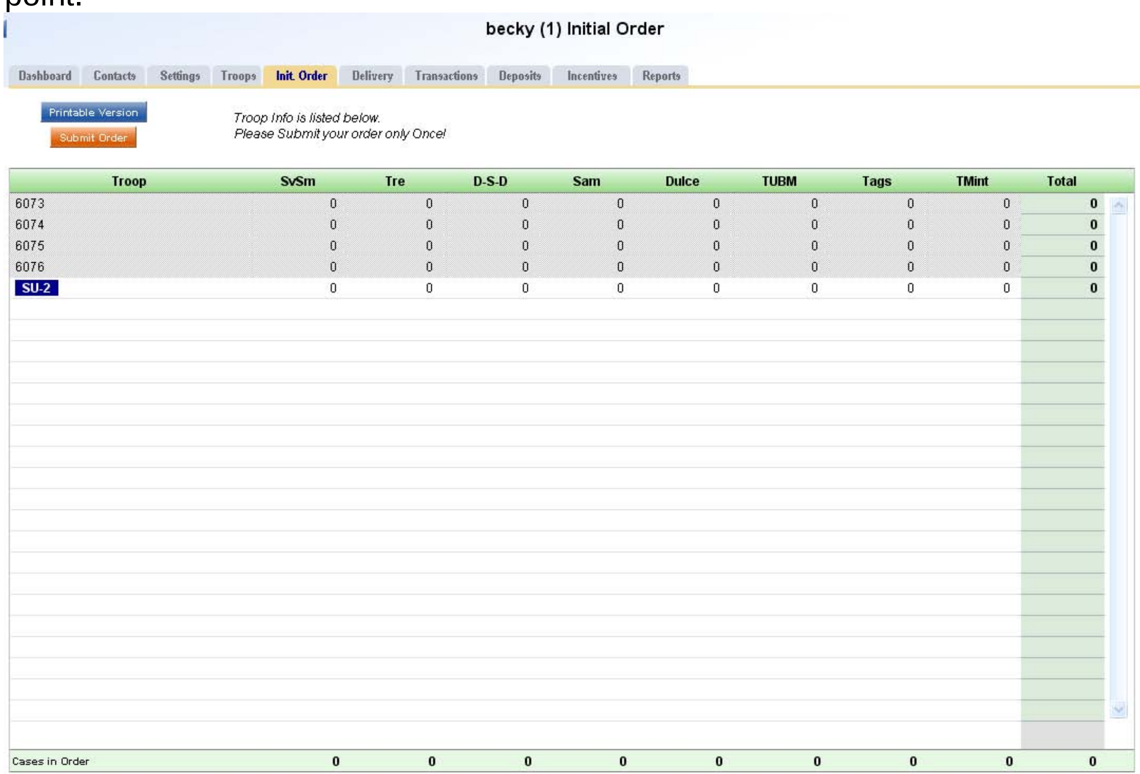
Format of the screen may be in **Cases** or **Packages** as directed by your council. One or more of the following options may apply for the **initial cookie order**:

- Verify troop orders
- Enter service unit order
- Submit service unit/troop orders to council

Initial Order Page – Troops placing orders

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

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



Troop	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
6073	0	0	0	0	0	0	0	0	0
6074	0	0	0	0	0	0	0	0	0
6075	0	0	0	0	0	0	0	0	0
6076	0	0	0	0	0	0	0	0	0
SU-2	0	0	0	0	0	0	0	0	0
Cases in Order	0	0	0	0	0	0	0	0	0

Printable Version – Click this button to print a report that shows the above information.

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

1251	0	1	1	1	1	1	1	1	1	**8**
6000 *	0	0	0	0	0	0	0	0	0	**0**
6073 *	0	0	0	0	0	0	0	0	0	**0**
SU-673	0	0	0	0	0	0	0	0	0	**0**

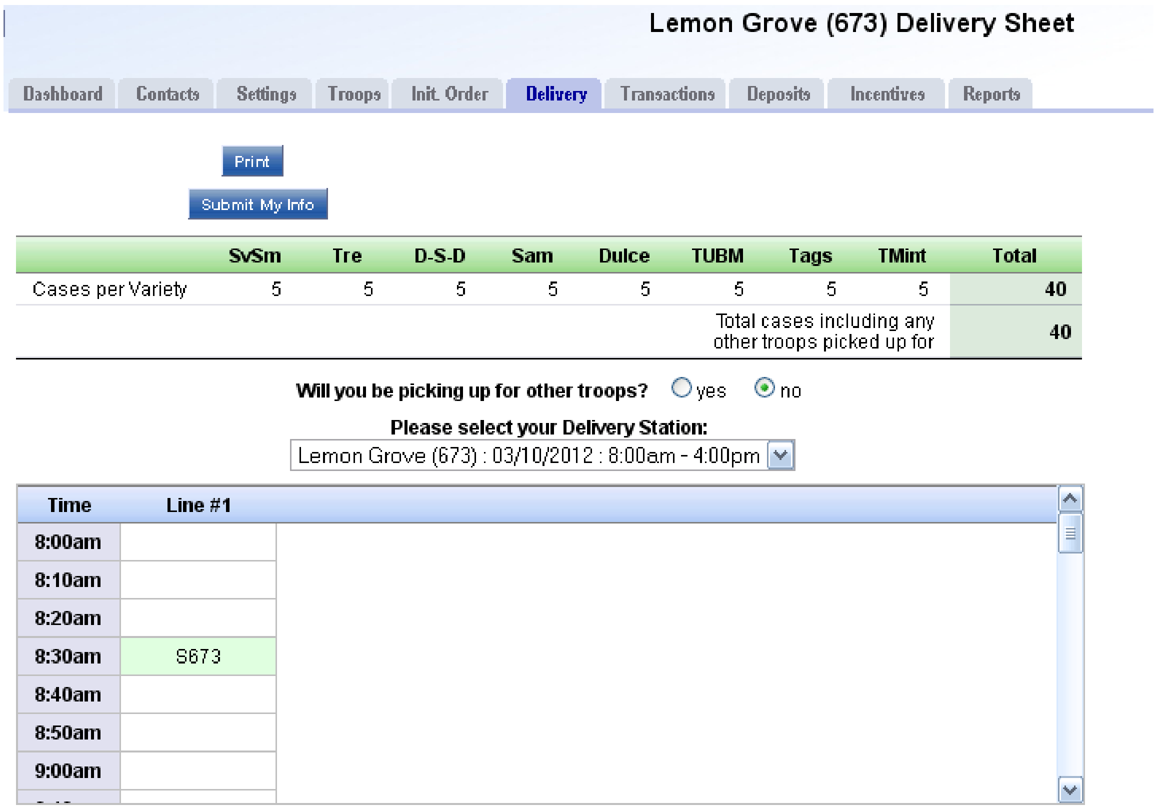
The system will display the status of troop orders. In the example above troop 1251 has submitted its order. Troops 6000 and 6073 have not submitted their orders as designated by the ***** (asterisk).

.

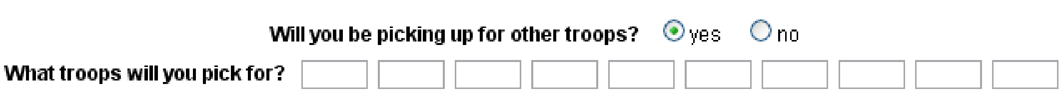
Delivery Tab

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

Click the **Delivery** tab. The system will display the following page.



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



Select your delivery station.

Click the time slot that you want.

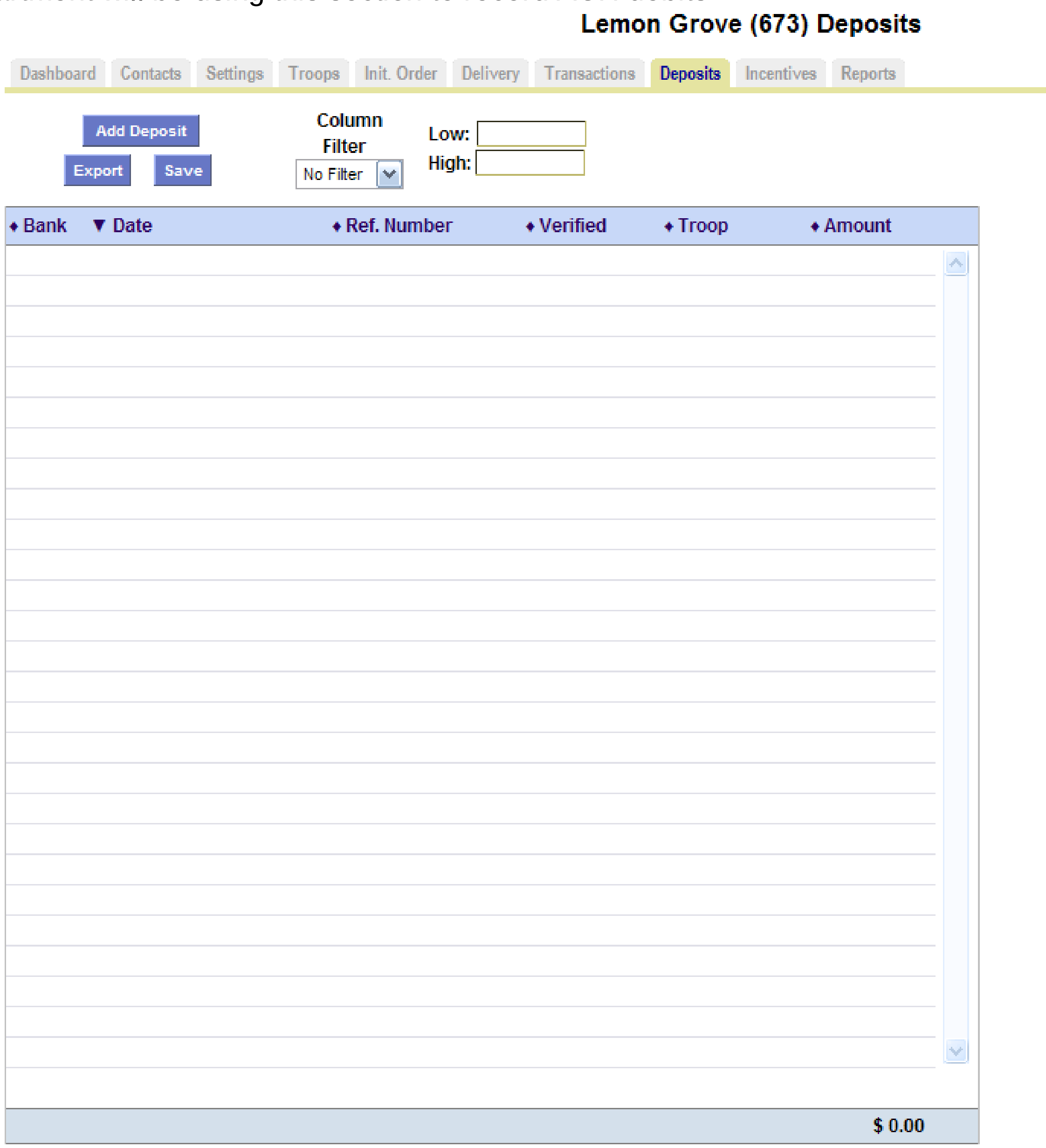
Click the **Submit My Info** button.

Transactions Tab

This area is used if the service unit needs to record transactions for cookies from the service unit to the troops. ***NOTE: GSGLA Service Units will not be ordering additional product and will not be using this feature; however, the process is the same as that used by Troops to make pending requests to a Council Cupboard (see page 36-40 in the Troop eBudde Manual).***

Deposits Tab

The Deposits tab will allow you to *view* all the **ACH debits** for each of your troops. However, you *cannot enter* deposits/debits. Only Council's Finance Department will be using this section to record ACH debits.



You can also selectively search to display only specific deposits.

Navigating the Debit Information Page

Scrolling

Debits are displayed in the order they were entered, by default. You can scroll through the debits by using the scroll bar located to the right of the list of debits.

Sorting

You can sort the debits in any order, and it will show you the debits in that particular order.

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

Search and Filter

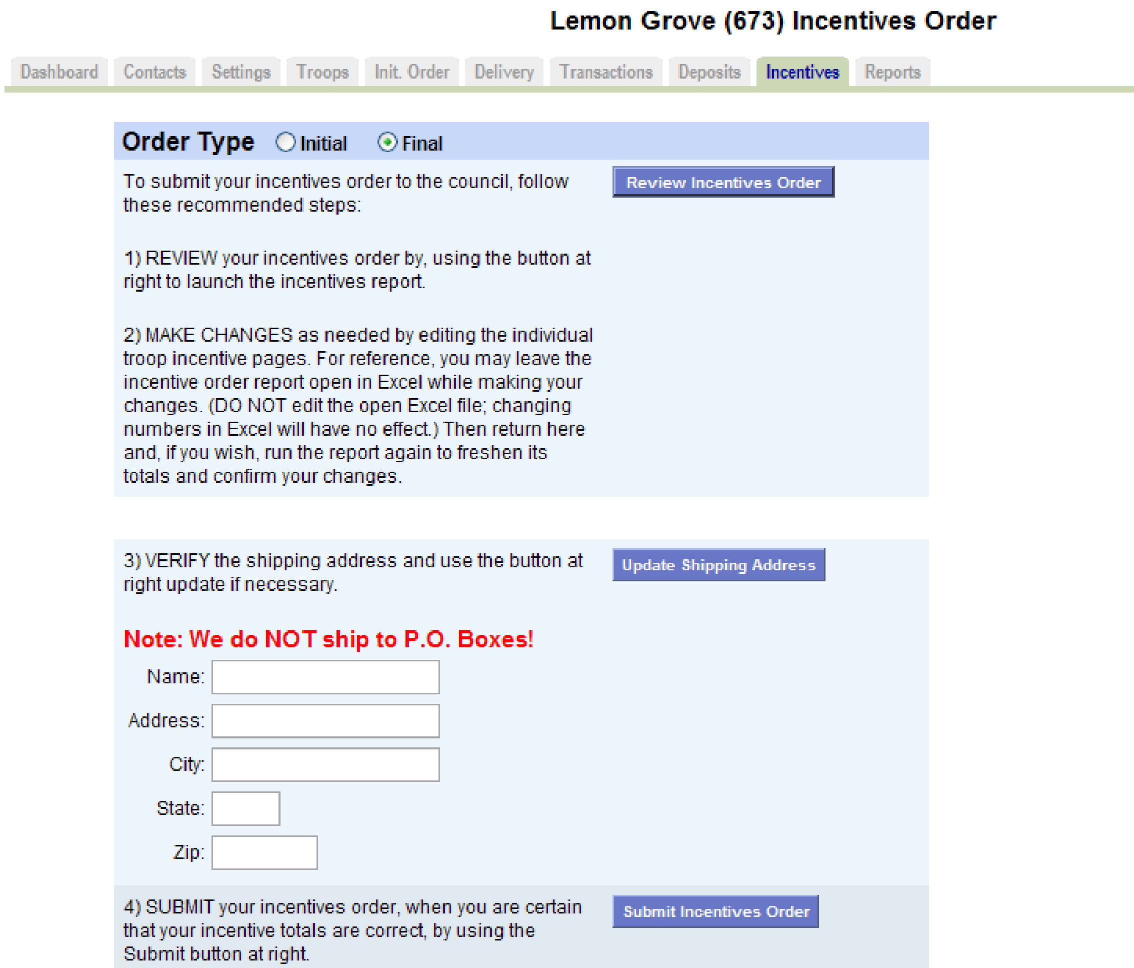
Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all debits. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to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

Exporting the Deposits

Click the **Export** button to export the debits. The system will display a screen and instruct you to click File, Save As to save the list of debits (it saves as a web page you can view again when needed in Internet Explorer or other web browser). You can also choose to print the report using the Print command of your browser software.

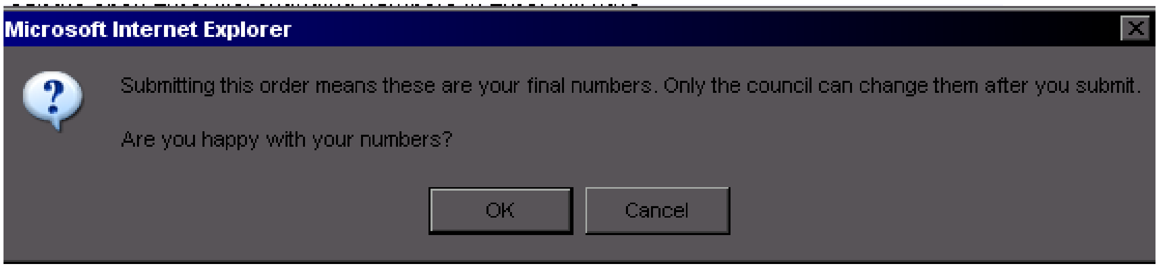
Incentives Tab

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



Order Type – Initial order type is an option that may or may not be available as it is a council option. If you have both types, you may select which type you will be verifying and submitting to council.
Review Incentives Order – This will create a report for the incentives that have been entered into the system. This report can be saved and printed. You **MUST** verify the accuracy of this report before proceeding. If you need to make changes, **DO NOT** make them on the report. Go back to the troop incentive order form to make the changes *(generally changes will be sizes, as everything else it calculated automatically).*
Update Shipping Address – The service unit must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the service unit.

Submit Incentives Order – Once all troop incentive orders have been verified, click the button. This will send your verified incentives order to council. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes, only council will.

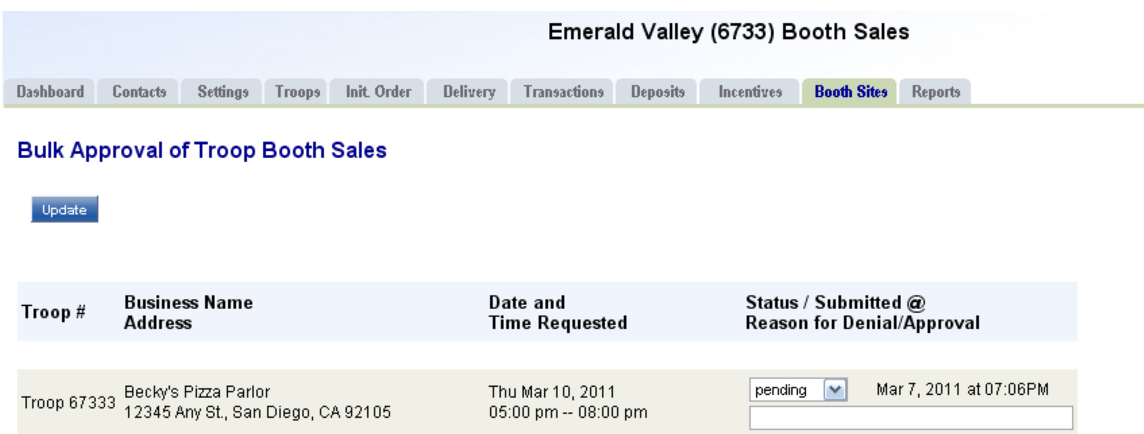


Booth Sales Tab

The booth sale tab is an optional tab that councils will provide for service units to be able to approve troop requests for booth sites that are not council sites. You can also approve on the troop level, however this allows you to view all your troop requests. Troops request ONLY unique opportunities – e.g., they are invited to booth at their church by their pastor; they own a store and will permit their daughter's troop to sell. In general, they are opportunities that are truly unique and would not be available to any other troop. They may NOT ask stores, banks, etc. to only permit their troop to sell, however.

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

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



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

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

Reports

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

Regenerate

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

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

If you want to know the details of the report, click the link labeled **Descriptions of these Reports**. It will bring up a list of the reports with additional details of information that is on the report and the purpose of the report.

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

Emerald Valley (6733) Service Unit Recap -- Pkgs

Valley Council

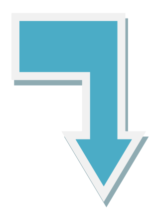
Jul 28, 2011 at 09:49AM

Initial Orders

Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	600	12	12	12	0	0	0	0	636
troop	67332	12	12	12	12	12	12	12	12	96
troop	67333	96	84	96	120	72	96	108	168	840
troop	67334	216	300	912	288	1152	420	900	1200	5388
troop	67335	84	84	84	84	84	84	84	84	672
su	6733	0	0	0	0	0	0	0	0	0
	Totals	1008	492	1116	516	1320	612	1104	1464	7632

Additional Orders

Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	0	0	0	0	0	0	0	0	0
troop	67332	0	0	0	0	0	0	0	0	0
troop	67333	240	240	240	240	240	240	300	240	1980
troop	67334	0	0	0	0	0	0	0	0	0
troop	67335	0	0	0	0	0	0	0	0	0
su	6733	0	0	0	0	0	0	0	0	0
	Totals	240	240	240	240	240	240	300	240	1980



Emerald Valley (6733) Service Unit Recap -- Pkgs

Valley Council

Jul 28, 2011 at 09:49AM

Exportable Version

T	Trp/SU#	Init/Add	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche
troop	67331	initial	600	12	12	12	0
troop	67332	initial	12	12	12	12	12
troop	67333	initial	96	84	96	120	72
troop	67334	initial	216	300	912	288	1152
troop	67335	initial	84	84	84	84	84
su	6733	initial	0	0	0	0	0
troop	67331	additional	0	0	0	0	0
troop	67332	additional	0	0	0	0	0
troop	67333	additional	240	240	240	240	240
troop	67334	additional	0	0	0	0	0
troop	67335	additional	0	0	0	0	0
su	6733	additional	0	0	0	0	0
		Totals	1248	732	1356	756	1560

Becky (99999): Reports

Descriptions of these Reports

Initial Cookie Order Reports ▲

Initial Order Report	Cases / Pkgs. / Exportable	XLS PDF
Booth Sales Report	Cases / Pkgs. / Exportable	XLS PDF
Troop Pickup Sheets	Pre-printed Form	View
Troop Delivery Assignments	Cases / Pkgs. / Exportable	XLS PDF
Blank Troop Pickup Sheet (Bubble Form)		View

Initial Order Delivery Reports ▲

Troop Delivery Confirmation		Regenerate View

Incentive Reports ▲

Troop Incentives Summary	Initial / Final / Exportable	XLS PDF
Girl Incentives Summary	Initial / Final / Exportable	Regenerate XLS PDF

Booth Scheduling Reports ▲

Troop Signup Detail		View
Troop Signup Recap	Exportable	XLS PDF
Troop Booth Requests		View
Available Booth Slots	Exportable	Regenerate XLS PDF

Banking Reports ▲

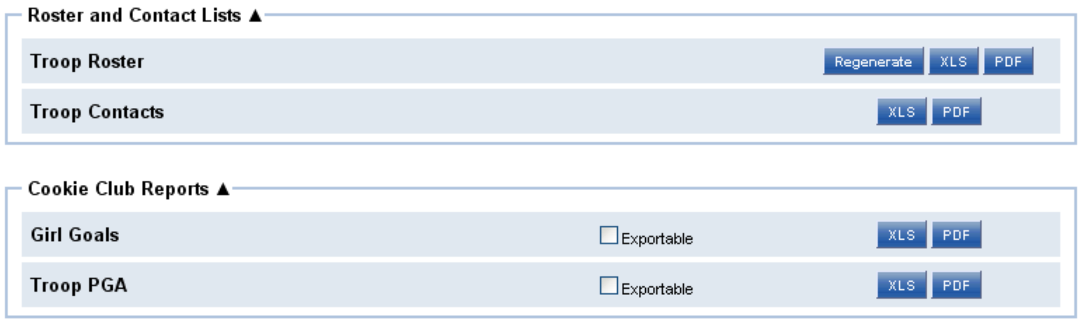
Troop Deposits		Filter

Recap Reports ▲

Troop Proceeds Summary	Cases / Pkgs. / Refunds / Owes / Exportable	XLS PDF
Troop Sales Summary	Cases / Pkgs. / Refunds / Owes / Exportable	XLS PDF
Troop Sales Reports	Cases / Pkgs.	Regenerate PDF View
Service Unit Recap	Cases / Pkgs. / Exportable	XLS PDF

Inventory Reports ▲

All Transactions	Cases / Pkgs.	View



Initial Order Report – This report list all troop initial cookie orders by variety. The report can be printed in either cases or packages.
Booth Sales Report – This report lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.
Troop Pickup Sheets – These sheets can be printed one of two ways. If you check the pre-printed form, it will print quantities of cookies for each troop that will need to be printed on a form supplied by your council. If you do not check the box, the system will print the entire form in color (must have a color printer) for you.
Troop Delivery Assignments – This lists all the troops and their delivery station selection including site, time and line (if applicable)
Blank Troop Pickup Sheet – This will print a pickup sheet with no information on it. You can use this report as a fill-in pickup sheet.

Troop Delivery Confirmation – Prints the delivery confirmation form that is available on the troop delivery tab

Troop Incentives Summary – This report allows you to print an incentive summary for either the initial incentive order or the final incentive order.
Girl Incentives Summary – this report prints the incentive summary showing every girl in the troop and the troop totals.

Troop Signup Detail – This report show the troops in the service unit that have signed up for council booth sites. (SUCC or SUBC can use this report by leaving out any filters, to see out-of-Service Unit troops who may have signed up for a boothing location in their SU in round one – round one is Home SU only).
Troop Signup Recap – This report lists all the troops in the service unit and their total number of signups.
Troop Booth Requests – This report shows the requests that troops have made for booth sites not on the council site list.
Available Booth Sales – This report shows all the booth slots that have not been taken.

Deposits – This report will list all deposits (debits) for your service unit. It will give you the option for filtering what is on the report.
For All Transactions, leave the boxes blank and Click the **Run Report** button.

> **Date** – To print using the date filter you need to enter a date in one or both boxes after the date label. You also need to format the date as mm/dd/yy. Click the **Run Report** button to print the records specified

Range of Dates – enter in first box the starting date, enter in second box the ending date. This will be an inclusive range displaying all deposits between those two dates and including those two dates.
One Date – enter the date in the first box and enter it again in the second box.
This will display all the deposits for that day.
Starting Date to Last Date Keyed – enter the starting date in the first box, leave the second box blank.
All Dates to a Specific Ending Date – leave the first box blank, enter the ending Date in the second box.
Troop # – To print using the troop number filter you need to enter a troop number in one or both boxes after the troop # label. Click the **Run Report** button to print the records specified
Range of Troops – Enter in first box the starting troop number, enter in second box the ending troop number. This will be an inclusive range displaying all deposits between those two troops and including those two troops.
One Troop – enter the troop number in the first box and enter it again in the second box. This will display all the deposits for that troop.
Starting Troop to Last Troop Keyed – Enter the starting troop number in the first box, leave the second box blank.
All Troops to a Specific Ending Troop – Leave the first box blank, enter the ending troop number in the second box.
Date and Troop Number – You can use the combinations listed above to specify deposits by date and/or by troop number.

Troop Proceeds Summary - This report will detail by troop, the cookie initial orders, transfers, final orders, girls registered, girls selling, per girl averages, total sales, troop proceeds, deposits and balance dues. This report can be viewed in packages or cases by clicking the appropriate radial button.
You can also filter this report to show only troops who are due a refund or owe money by checking the appropriate box. If no boxes are check, all troops will be displayed.
Troop Sales Summary – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories, if applicable. This report can be viewed in packages or cases by clicking the appropriate radial button.
You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed.
Troop Sales Reports – This report will print all the troop sales report. The format will be just like the troop sales report tab.
Service Unit Recap – This report will show cookie activity for the service unit.

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

Troop Roster – This report prints the details of the troop settings tab for all troops.

Troop Contacts – This report will show you a list of all troop contact name, address and phone number information.

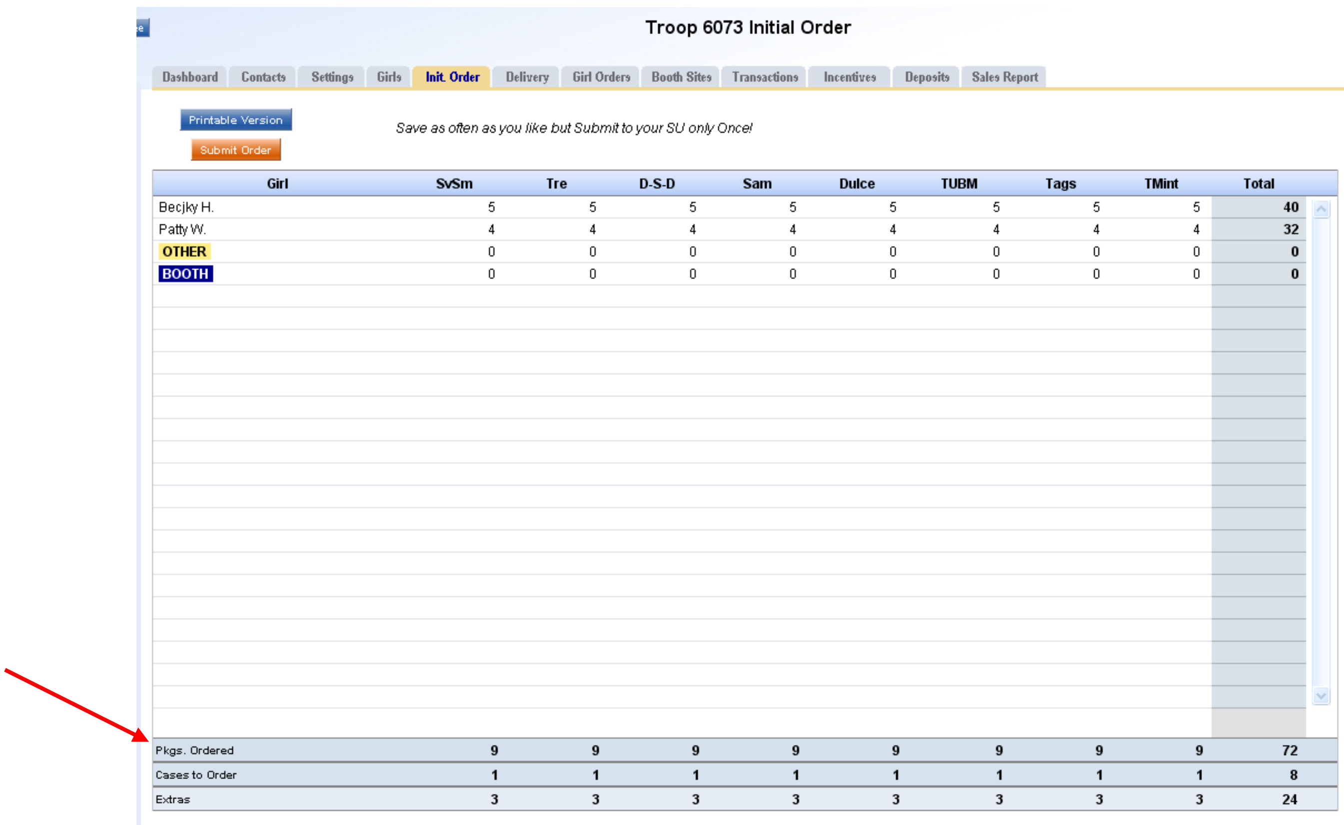
Girl Goals – This report compares girl cookies sold against the Cookie Club information
Troop PGA – This report shows troop per girl average for troops and compares for Cookie Club troops.

APPENDIX A – TROOP COOKIE ORDERING

As a service unit, you may need to enter troop orders using the troop cookies tab.

Ordering by Individual Girls

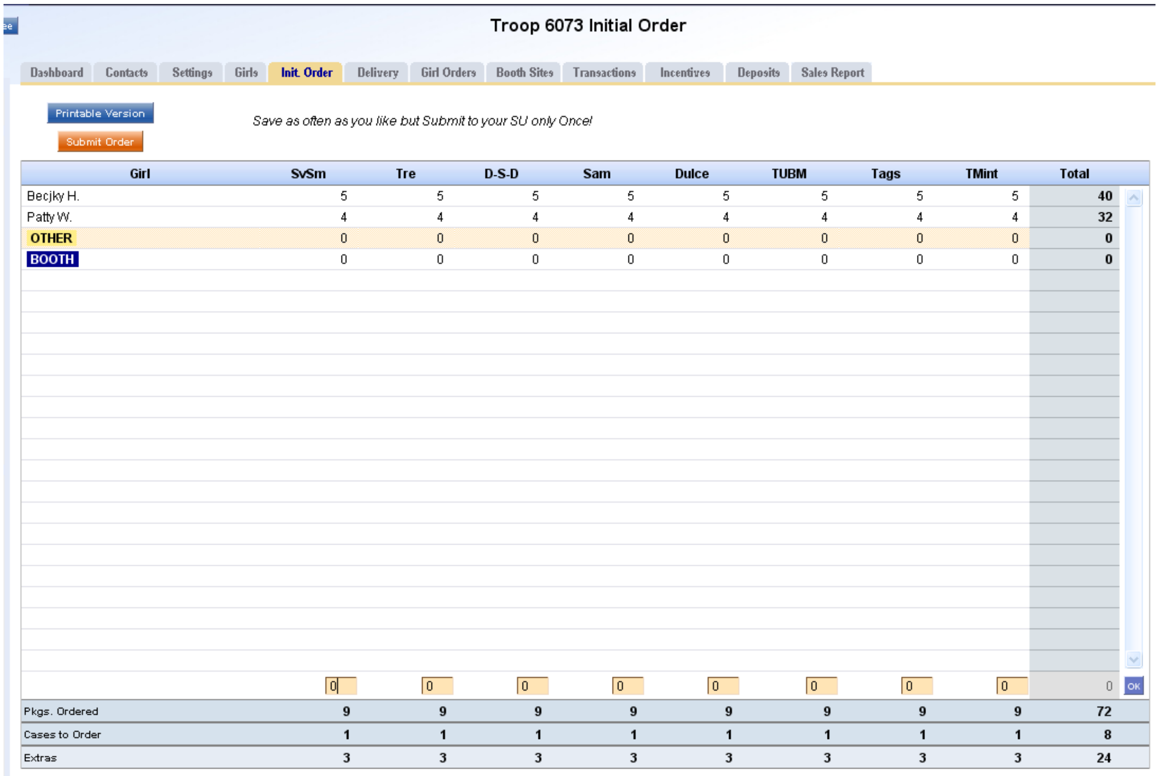
Click on the init. order tab located on the right side of your screen



NOTE: Girl level ordering must be done in packages. If your council does not participate in the Gift of Caring or similar program with a different name, you will not see that column.

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

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



Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Becjky H.	5	5	5	5	5	5	5	5	40
Patty W.	4	4	4	4	4	4	4	4	32
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	9	9	9	9	9	9	9	9	72
Cases to Order	1	1	1	1	1	1	1	1	8
Extras	3	3	3	3	3	3	3	3	24

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

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

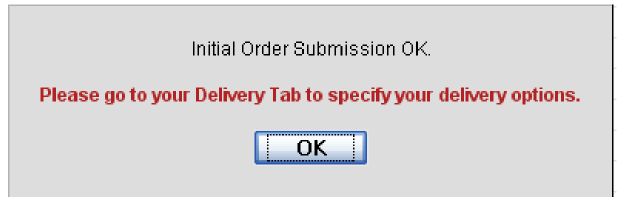
If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes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

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

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

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

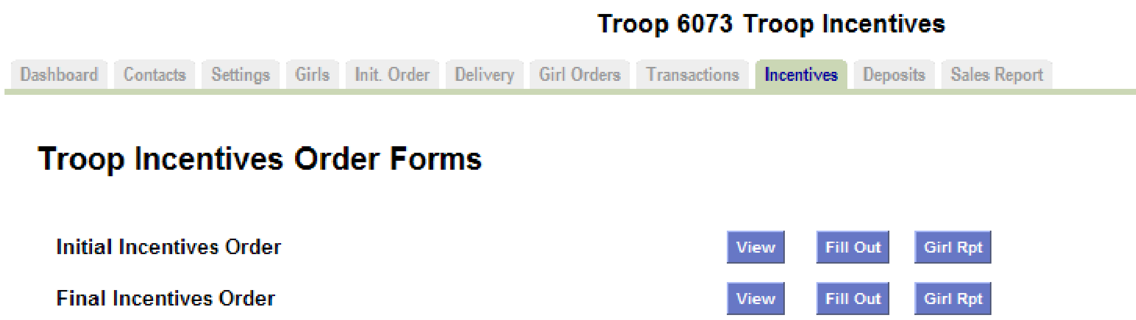
NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



APPENDIX B – TROOP INCENTIVE ORDERING METHODS ON TROOP AND GIRL LEVELS

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

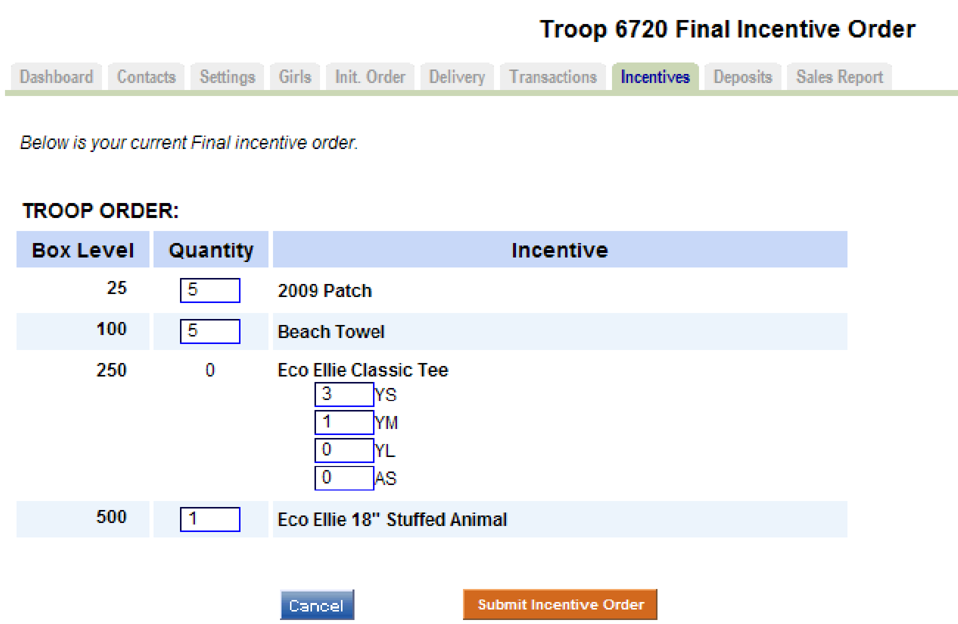
Troop Incentive Order



NOTE: The Initial Incentives 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 Incentives Order. The **View** button allows you to see the incentives order. The **Fill Out** button is for entering the troop order.

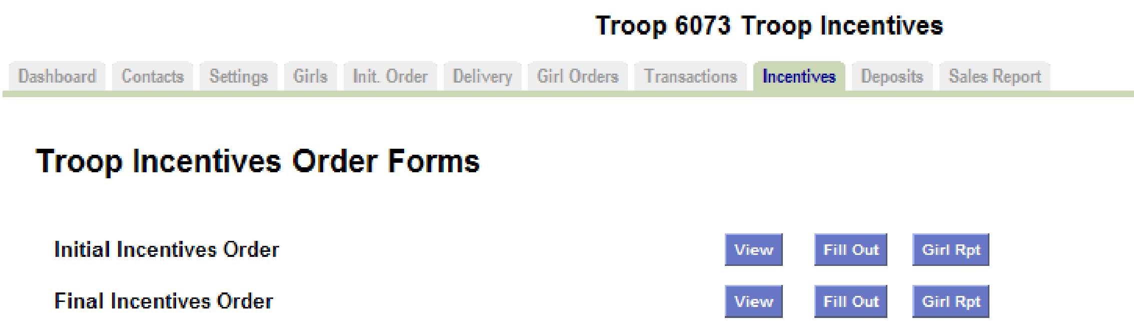
Click the **Fill Out** button. The system will display all the incentives available for selection.



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

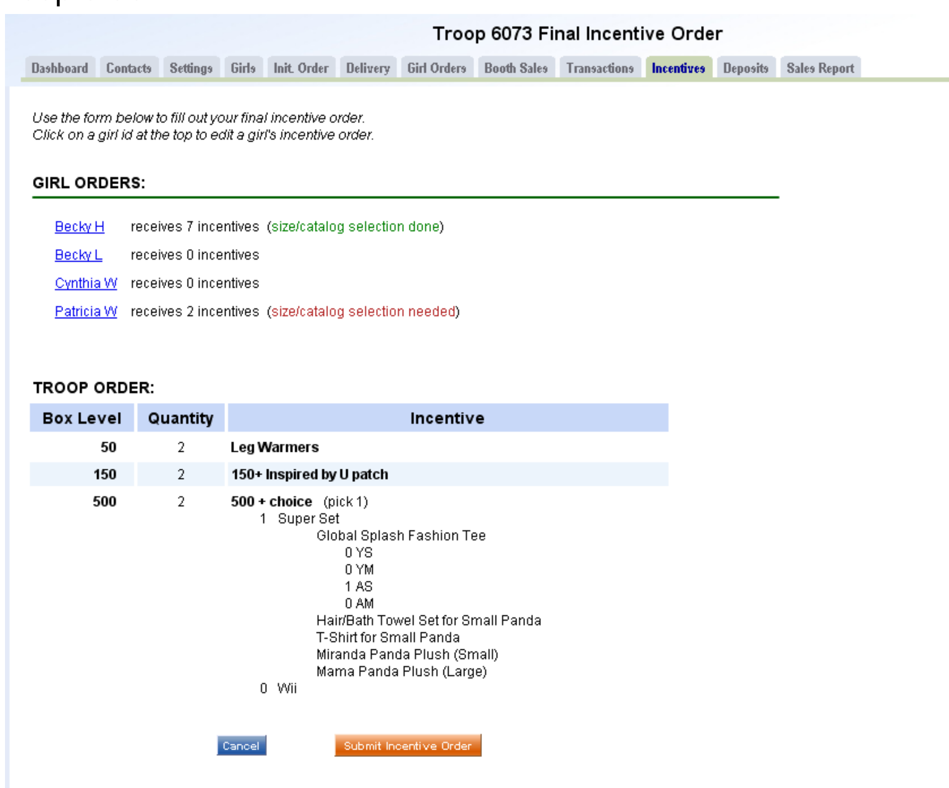
Individual Girl Incentive Order

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



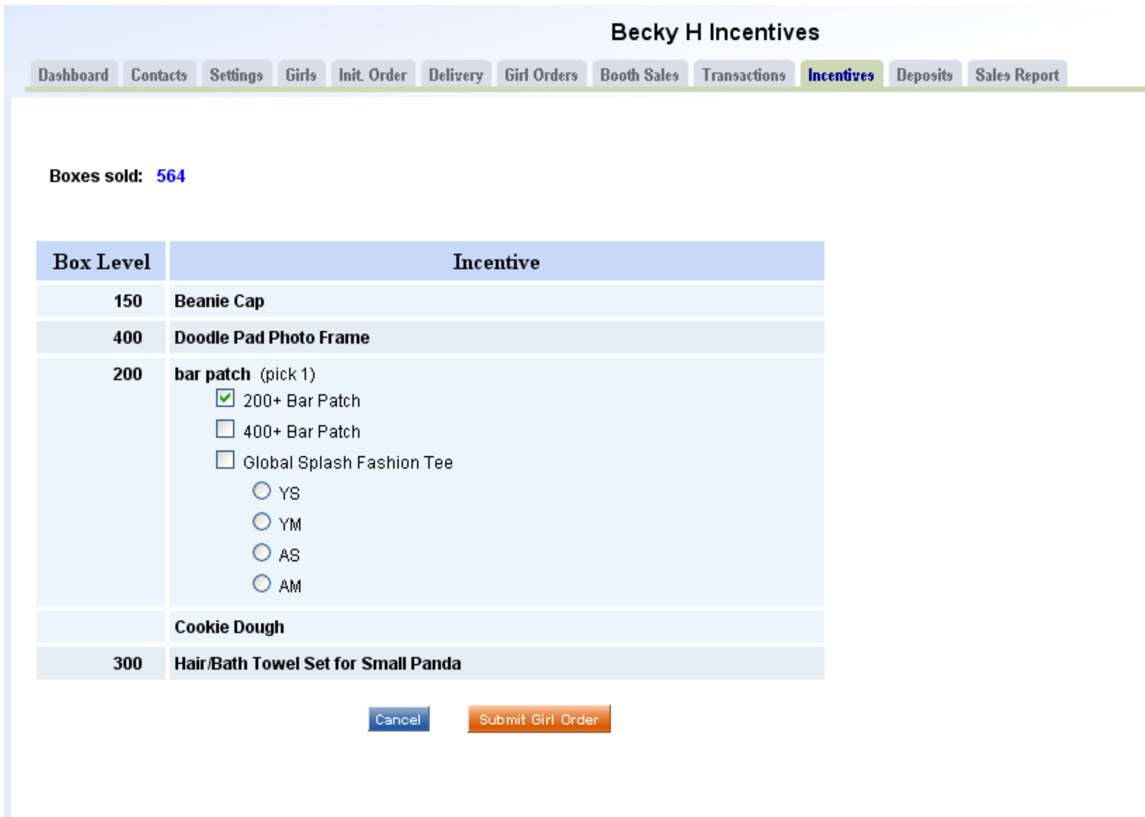
NOTE: The Initial Incentives Order option may not be available. This is an option that can be selected by your council.

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



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

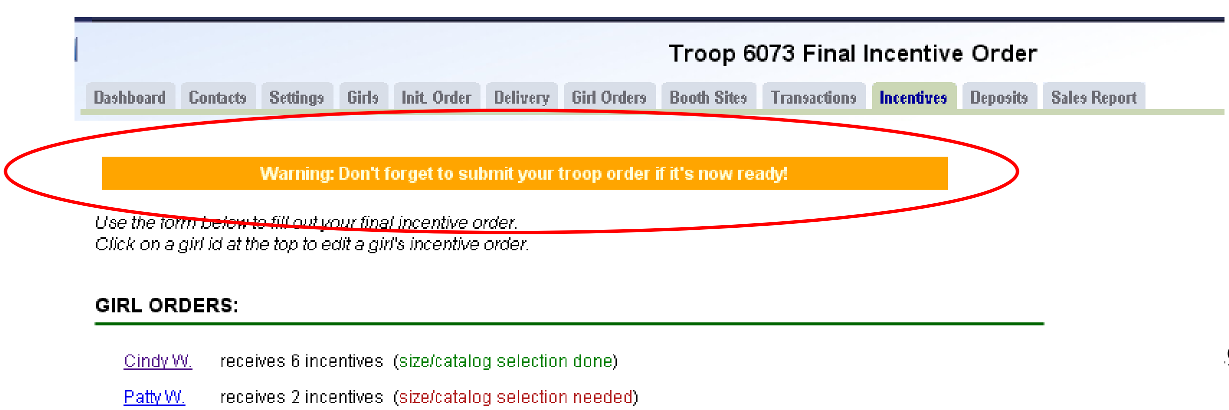
Click the girl's name.



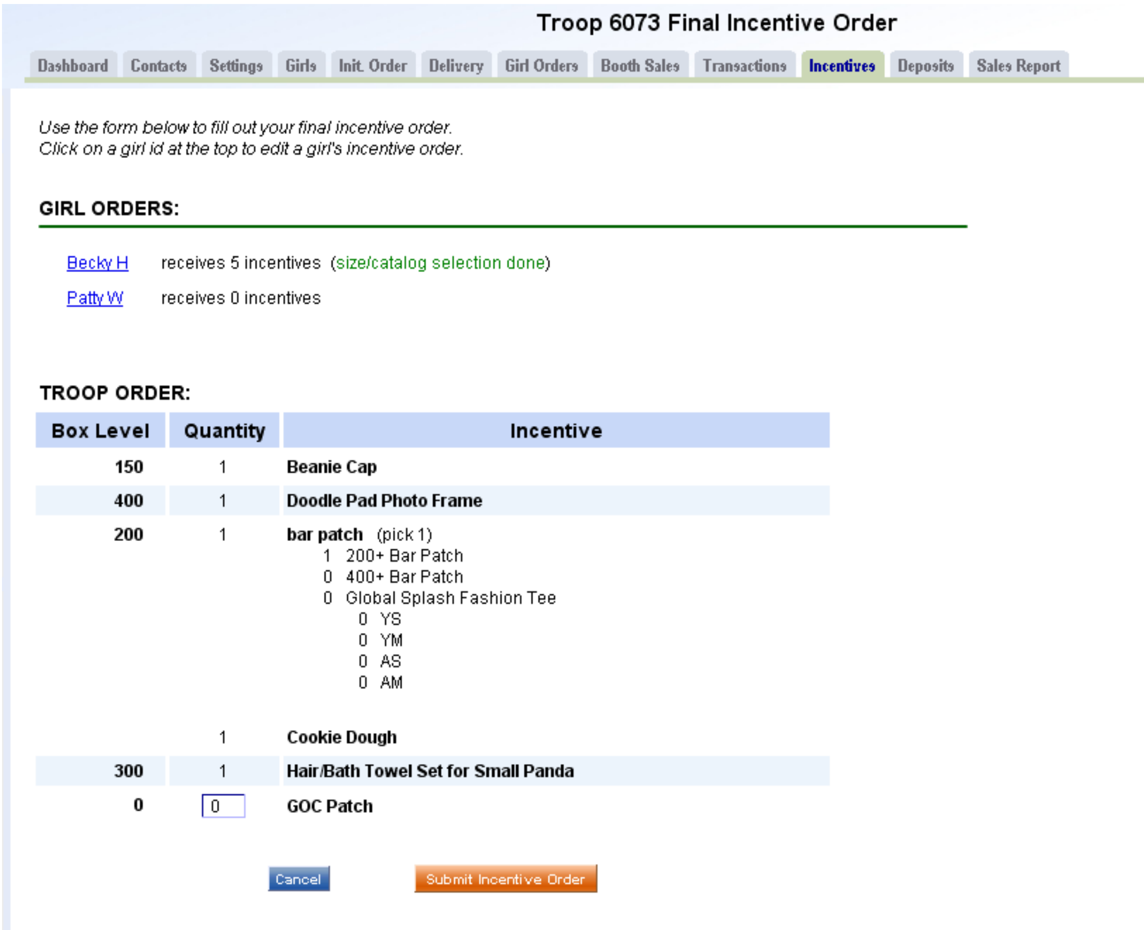
The girl screen will vary based on your council incentive program. There may be more/fewer levels. There may be choices to pick one item over another. See your council for specifics on your incentive program.

Enter the size for the t-shirt. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

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



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


Troop 6073 Final Incentive Order

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sales | Transactions | Incentives | Deposits | Sales Report

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

GIRL ORDERS:

Becky H receives 5 incentives (size/catalog selection done)
Patty W receives 0 incentives

TROOP ORDER:

Box Level	Quantity	Incentive
150	1	**Beanie Cap**
400	1	**Doodle Pad Photo Frame**
200	1	**bar patch** (pick 1) 1 200+ Bar Patch 0 400+ Bar Patch 0 Global Splash Fashion Tee 0 YS 0 YM 0 AS 0 AM
	1	**Cookie Dough**
300	1	**Hair/Bath Towel Set for Small Panda**
0	0	**GOC Patch**

Cancel   Submit Incentive Order

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

APPENDIX C – TROOP SALES REPORT

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop profit, council monies and balance due. All Gift of Caring numbers will be pulled from the Girl Order tab. No data entry will be necessary on the Troop Sales Report. Council sponsored Gift of Caring will be displayed under Packages Received. Troop Gift of Caring boxes will be displayed on the right under PGA Registered.

Troop 6073 Sales Report

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Incentives | Deposit

Council Becky Testing Council, Troop 6073 Sales Report

zz aa

,
email: zz@aa.com
Phone:
Cell:

----
xx y

,
email: xx@y.com
Phone:
Cell:

Contact #3's info has not been updated.
email: bsurv@lbb.com
Phone:
Cell:

Girls Selling: 2
Girls Reg.: 3
Init. Girls Sellg: 2
Level: DAISY
SU Name: Becky
SU Number: 99999
Sales Goal: 500
PGA Selling: 164.5000
PGA Registered: 109.6667
Initial PGA: 150.5000
F_GOC Pkgs: 0
T_GOC Pkgs: 13

Pkg price: 3.50 **Case price:** 42.00
Trp Proceeds Rate: 0.550 **No Incv Proceeds**: 0.000
Tiered Rate: 0.050 **Tiered Proceeds**: 16.45

Bank Name:
Routing No.: **Acct No.**:

Pkgs Received

	Initial Order	---	300
07/06	C707	12345	12
C_GOC pkgs.			17
Total Pkgs Received			**329**

Deposits Made

Date	Reference	Amount
Total Deposits		**$ 0.00**

Total Troop Sales	$ 1,151.50
Troop Proceeds	- $ 197.40
Council Proceeds	$ 954.10

Council Proceeds	$ 954.10
Deposits Made	- $ 0.00
Amount You Owe Council	$ 954.10

Signature: ________________________________

APPENDIX D – CUPBOARDS

Council will have several cupboards throughout its jurisdiction. Each cupboard will have a numerical identifier to be used by troops when placing cupboard requests using the Transaction tab. At the time of this writing, cupboards are still being added. A calendar of cupboard day, times, locations and id numbers is being compiled and will be sent to each Service Unit Cookie Manager, posted on the council website (www.girlscoutsla.org) and at the Cookie VIP eTraining website (vipetraining.littlebrownie.com).

See the eBudde Troop Guide for steps troops take when placing cupboard requests (page