

*Little Brownie*<sup>®</sup> BAKERS



**GSWW Troop User Manual  
October 20, 2012**

**[https:// ebudde.littlebrownie.com](https://ebudde.littlebrownie.com)**

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## What's New

1. Forgotten password on the login page will reset password and send information via email to user.
2. New recommended computer specifications on page 6 for more details.
3. Upcoming booth sites that a troop has signed up for will be displayed on the dashboard.
4. You can now change your password on the contacts tab by clicking the edit button next to your information and entering a new password on page 16 for more details.
5. More optional troop contacts. Troop Cookie Pick-up Only User is a new role to allow other people besides troop leader and troop cookie chair to sign for cookies picked up at a cupboard through the Cupboard Keeper mobile app. Troop Booth Sale Recorder Only User is a new role to allow other people besides troop leader and troop cookie chair to record packages sold at a booth sale through the Booth Sale Recorder mobile app and in eBudde. These are very limited roles in eBudde that do not allow access to any other tab on the troop level. Leaders and cookie chairs can automatically use the mobile app. DO NOT add leaders and cookie chairs to these roles or they will lose access to the other troop tabs.
6. You can now designate a primary contact for each of the user roles. Refer to page 17 for more details.
7. There is an add payment button on the girl order tab to add only payment records. Payments can also be added using the add transaction button.
8. You can now enter the incentive orders for all the girls in one master girl list. Under the Edit All link you will see every girl, her boxes sold, t-shirt size, and list of incentives. If choices need to be made, you can do this for all the girls at one time.
9. There is a new tab labeled the GOC Org. tab. This tab allows you to enter the organization name, address and contact information for those organizations the troop donated cookies to.

***Please note:***

- ***The eBudde screens in this manual will not show OCD nor TGOC columns.***
- ***All eight varieties of cookies also show, but our council's eBudde screens will only show the Super Six.***

## Computer Specifications Information

The eBUDDE system has been tested on a variety of computer types and different 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 - 1GB RAM	1.0 GHz Pentium 3 – 1GB RAM
Recommended Systems: 1.0 GHz Pentium 4 - 1.5GB RAM	1.5 GHz Pentium 4 - 1.5GB 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/>

eBudde has scheduled time-outs at 2 hours of inactivity. eBudde will close out your session, logging you out if you have been inactive in the system for 2 hours.

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



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

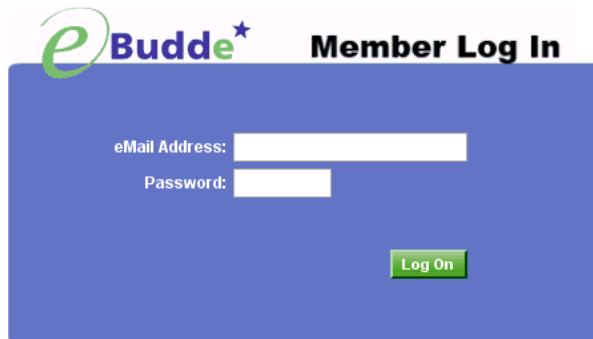
## System Access

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.

**Welcome to eBudde 4.4 with new features and functions to make the 2011-2012 Cookie Sale Season a success.**



- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde. You may also view our [Privacy Policy](#).

The login screen consists of four parts:


- Login information
- Updating contact information
- Forgotten password
- End User License



## ***Login Information***

All users will enter in their email address and **samoas** as the password. Click the **Login** button or press enter to complete your login information. The system will then access the council's information. The system will then direct you to the **Contact Information Page**. Once you have completed or updated the contact information page, you will be given access to the system.

## Contact Information Page



**You may use the form at the right to modify your password and contact information.**

**Current Password:**

**New Password:**

**Confirm New Password:**

**E-mail:**

**First Name:**  **Phone #:**

**Last Name:**  **Cell #:**

**Address:**

**Address2:**

**City:**  **State:**  **Zip:**

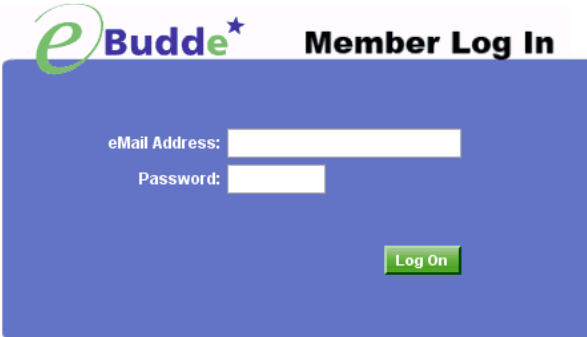
Current users – On this form make changes, if necessary, to your email address and personal information. **You must change your password to something other than the temporary password of samoas.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter**. You will then enter the eBudde system.

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!**

Welcome to eBudde 4.4 with new features and functions to make the 2011-2012 Cookie Sale Season a success.



- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde. You may also view our [Privacy Policy](#).

Users can now reset their own passwords. Click the link **click here** under the fourth bullet point.

eBudde will send you an email with the new temporary password. A message will be displayed to you

Success. Your password has been reset to a temporary value that has been emailed to you at btest1@lbb.com.

A rectangular button with a blue gradient and a thin border, containing the text "OK".

OK

# Menu Bar



The Menu Bar provides additional support for you in eBUDDE.

**Home** - Returns you to the dashboard page

**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** – These are audio/visual 15 minute training modules on each of the tabs for troops

**Manuals** – This provides a manual or a customized GSWW council manual for eBudde in Adobe Acrobat PDF format

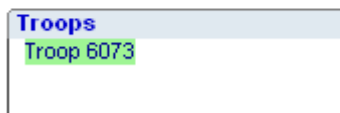
**LittleBrownie.com** – This provides a link for you to go to the Little Brownie website that has additional resources.

**Cookie Club** – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.

**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.



**Troop (6073) Dashboard**

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

**Messages: Important Things You Need To Know**



**Troop Checklist**

- ◆ Complete VIP eTraining
- ◆ Settings and Contacts
  - Enter Girl Names
  - Submit Initial Cookie Order
  - Choose a Delivery Station
  - Submit Initial Incv. Order
- ◆ Signup for Booth Sales
- ◆ Credit Girls With Cookies
- ◆ Enter / Verify Transactions
  - Submit Final Incentives
- ◆ Enter Deposits
- ◆ Print & Submit Sales Report

◆ Recommended activity

**Upcoming Booth Sales**

None

July 2012						
S	M	T	W	T	F	S
1 Troop Delivery Cont avail. Troop Order avail. Troop Final Inv avail. Troop Settings avail. Girl Tab avail.	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Troop Training Completion Deadline	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## Troop Tabs

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

**Dashboard**   **Contacts**   **Settings**   **Girls**   **Init. Order**   **Delivery**   **Girl Orders**   **Booth Sites**   **Transactions**   **Incentives**   **Deposits**   **GOC Org**   **Sales Report**

**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, or email and access rights. That must be done from the login screen.

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

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

**Delivery** – This option is for selection of delivery site and a printout of cookies order, delivery site, and pick-up time (if set up by your SUCM)

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

**Booth Sales** –This option allows you to select council booth sale sites.

**Transactions** – List all cookie transactions, initial order, SU cupboard pickups.

**Incentives** – Troop incentive ordering

**Deposits** – Troop deposit recording for deposits to the council (not the troop) account only.

**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, deposits and submitting total Gift of Caring numbers

## 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 your starting dates and deadline 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), incentive initial order, and incentive final order.


**Your troop's upcoming Booth sales will display on the dashboard.**

Troop (6073) Dashboard

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

**Messages: Important Things You Need To Know**

**From Your Council:**  
Welcome!



**Troop Checklist**

- ◆ Complete VIP eTraining
- ◆ Settings and Contacts
  - Enter Girl Names
  - Submit Initial Cookie Order
  - Choose a Delivery Station
  - Submit Initial Incv. Order
- ◆ Signup for Booth Sales
- ◆ Credit Girls With Cookies
- ◆ Enter / Verify Transactions
  - Submit Final Incentives
- ◆ Enter Deposits
- ◆ Print & Submit Sales Report

◆ *Recommended activity*

**Upcoming Booth Sales**

None

July 2012						
S	M	T	W	T	F	S
1 Troop Delivery Conf avail. Troop Order avail. Troop Final Incv avail. Troop Settings avail. Girl Tab avail.	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Troop Training Completion Deadline	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## Contacts Tab

The Contacts tab allows you to change contact information.

► Show Navigation Troop 6073 Contact Information

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

---

### Contacts

<b>Juliette Low</b> 1223 Any Street San Diego, CA 92105	Troop Leader <a href="mailto:t6073@lbb.com">t6073@lbb.com</a>
	Phone: 555-555-5555 Cell: 555-555-5555 <b>Gets email Active</b>
	<a href="#">Edit</a>

To edit your contact information, click **Edit** below your name. You can edit your information and also change your password by entering in your current password and your new password. You then click **Submit**.

The “if you forgot your password” link is to have eBudde generate a unique password for the user. This will be used for you to reset passwords for users that you have access to edit.

### Becky Harrigan Contact Information

First name: <input type="text" value="Becky"/>	Home phone#: <input type="text" value="619-555-5555"/> (opt)
Last name: <input type="text" value="Harrigan"/>	Cell phone#: <input type="text" value="619-444-4444"/> (opt)
Address: <input type="text" value="1231 Any St."/>	Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/>
Address2: <input type="text"/>	Log in: bdel@lbb.com
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92105"/>	

**Change Password**

Current Password: <input type="text"/>
New Password: <input type="text"/>
Confirm New Password: <input type="text"/>

[Submit](#) [Cancel](#)

If you forgot your password, click [here](#) and an email with the new password will be sent to you at bdel@lbb.com.



You can change all information displayed except for your email address. You can change your email by logging out and at the login screen click the link to update your information.

Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

## Settings Tab

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

**Settings for: Troop 6073**

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsIncentivesDepositsGOC OrgSales Report

[Edit Settings](#)

**Settings**

<b>Number:</b> 6073	<b>#Girls Registered:</b>
<b>#Girls Selling:</b>	<b>Troop Goal (pkgs):</b> 5000
<b>Level:</b> Junior	<b>No incentives/additional Proceeds:</b> no
<b>Bank Name:</b>	<b>Bank Routing No:</b>
<b>Bank Account No:</b>	

**Generic Proceeds Fulfillment**

**Fall Product Sales** (0.020): no

**Data Points From the 2011-12 Sale**

<b>Initial Order Pkgs:</b> 624	<b>Addl Order Pkgs:</b> 322
<b>Girls Selling:</b> 4	<b>Girls Registered:</b> 6
<b>Troop Goal Pkgs:</b> Unknown	
<b>Troop C-GOC Pkgs:</b> 0	

**Troop Leaders**

trp6073bd@lbb.com	()	<b>Primary</b>	<b>Gets email</b>	<b>Active</b>
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Click the **Edit Settings** button to make changes.

Add/Edit Troop in: Troop 6073

Dashboard Contacts **Settings** Girls Init. Order Delivery Girl Orders Booth Sites Transactions Incentives Deposits GOC Org Sales Report

Settings

Number: 6073  ★ #Girls Registered:   
★ #Girls Selling  Troop Goal (pkgs): 5000   
Level: Junior  ★ No incentives/additional Proceeds:   
★ Bank name:  ★ Bank routing no:   
★ Bank Account No:

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

Generic Proceeds Fulfillment

★ Fall Product Sales (0.020):

★ Data Points From the 2011-12 Sale

Initial Order Pkgs: 624 [override](#) Addl Order Pkgs: 322 [override](#)  
Girls Selling: 4 [override](#) Girls Registered: 6 [override](#)  
Troop Goal Pkgs:   
Troop C-GOC Pkgs: 0 [override](#)

Troop Leaders

trp6073bd@bb.com ( )  Remove?  
----- Add a new troop leader -----  
E-mail:   
First name:  Last name:   
 Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

Contacts can have access to previous season's info.

Troop Cookie Chairs

----- Add a new troop cookie chair -----  
E-mail:   
First name:  Last name:   
 Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

NEW – can designate the primary contact in each category.

Troop View Only Users

----- Add a new troop view only user -----  
E-mail:   
First name:  Last name:   
 Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

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

**# Girls Selling** –The number of girls selling in the troop. Will 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

**Level** –Select the appropriate program age level, **do not use Group or Individual.**

**Bank Name** – (Optional) council bank, not troop bank account.

**Bank Routing No.** – not needed

**Bank Acct No.** – (Optional) council bank, not troop bank account.

**Data Points from the Previous Year** - This is information from last year's cookie sales.

**Contact information** – You can add three different types of troop level users. Leaders, Cookie Chairs ((Troop Cookie Managers and parents who may be doing the scheduling of booths for the troop) and View Only. You can also delete troop users.

**Remove?** – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**

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

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

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

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

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

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

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

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

## Special Troop Contacts

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

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

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

**Troop Cookie Pickup Only Users**

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

----- Add a new troop cookie pickup only user -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

As we will be using the Booth Sale recorder mobile app, you may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde and you want them to record the booth site sales, you will need to add them in as a Troop Booth Recorder Only User. This will allow them to record the booth sales on the mobile app and/or in eBudde. They will also be able to change their contact information in eBudde. They WILL NOT have access to any of the other troop tabs in eBudde.

**NOTE: As a troop leader or troop cookie chair, you are able to record booth sales. DO NOT add yourself as a troop booth recorder only user or you will LOSE ACCESS to the other tabs in eBudde.**

### Troop Booth Recorder Only Users

**Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.  
This user can ONLY record booth sites.**

----- Add a new troop booth recorder only user -----

E-mail:

First name:  Last name:

- Active?
- Receives email?
- Primary?
- Add to all seasons?

## Girls Tab

The girls tab will be populated from Personify-the council's membership database in late November. You may enter the names of the girls who are not listed, however please remind your troop leader that these girls are not registered with the council and they must be registered to sell. Be sure to use full names, not nicknames. **Do not change the spelling of any names populated from Personify.** You can delete girls that are no longer in the troop. Girls **cannot be deleted** after the troop has submitted their initial cookie order.

**Troop 6073 Girls**

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Incentives Deposits GO

Update
Import List From Cookie Club
Export List To Cookie Club
Import / Export Girls Help
Printable

First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal	Delete?
<input type="text" value="Anna"/>	<input type="text" value="Murray"/>	<input type="text" value="2"/>	<input type="text" value="7"/> ▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="YL/AS"/> ▾	<input type="text"/>	
<input type="text" value="Becky"/>	<input type="text" value="Harrigan"/>	<input type="text" value="1"/>	<input type="text" value="6"/> ▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="YM"/> ▾	<input type="text" value="2"/>	
<input type="text" value="Cindy"/>	<input type="text" value="Wright"/>	<input type="text" value="5"/>	<input type="text" value="6"/> ▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="YM"/> ▾	<input type="text"/>	
<input type="text" value="Denise"/>	<input type="text" value="Mitchell"/>	<input type="text" value="4"/>	<input type="text" value="9"/> ▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="AXL"/> ▾	<input type="text"/>	
<input type="text" value="Shameeka"/>	<input type="text" value="Patterson"/>	<input type="text" value="3"/>	<input type="text" value="8"/> ▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="YXS"/> ▾	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▾	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> ▾	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▾	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> ▾	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▾	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> ▾	<input type="text"/>	

### Add Girl Information

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

**First Name** – Enter the girl's first name as it appears on her GSUSA registration.

**Last Name** – Enter the girl's last name as it appears on her GSUSA registration.

**GSUSA ID** - (Optional) Enter the girl's GSUSA ID

**Grade** – (Optional) Enter the girl's grade K - 12

**Cookie Club Login** – (Optional) Enter the girl's cookie club login.

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

**Sales Goal** – Enter the girl sales goal in boxes.

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

## Edit Girl Information

Change the girl information- **do NOT change the spelling of a girl's name** if it was populated by Personify. Click the **Update** button to save the information.

## Delete Girl from Troop

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

[Import List From Cookie Club](#)

[Export List To Cookie Club](#)

[Import / Export Girls Help](#)

See Appendix A for instructions for Cookie Club/ eBUDDE Import and Export



### ***Init. Order Tab***

The Init. Order tab is used to enter the troop initial cookie order.

The initial order will be in cases. **NOTE: You will see columns for OCD-Operation Cookie Drop and TGOC-Troop Gift of Caring.**

No Information on this Page.

No Information on this page.





**NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your Service Unit Cookie Manager.**

Initial Order Submission OK.

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

**OK**

**Delivery Tab** (if used by your Service Unit-contact your SUCM to find out if they will be using this tool.)

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 time for the initial cookie order. Contact your SUCM for specifics.

### Troop 6073 Delivery Sheet

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

Submit My Info
Print

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total	Pickup Total
Cases	1	1	1	1	1	1	1	1	8	8

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

**Will you be picking up for more than one troop?**     yes     no    #  #

**Please choose your Delivery Station:**

Delivery Site (1) : 07/31/2011 : 8:00am - 5:00pm ▼

Time	Line #1
8:00am	
8:05am	
8:10am	
8:15am	T6073
8:20am	
8:25am	
8:30am	

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

**A delivery confirmation page will be available after your service unit has verified your order. Click the view confirmation button.**

[View Confirmation](#)

### Troop 6073 Delivery Sheet

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

Aug 2, 2011 at 12:45PM

[Signup](#)   [Print](#)   **Please print this page and bring it with you.**

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total
<b>Your Cases</b>	17	17	17	17	17	17	17	17	<b>136</b>

**Pickup Name:** Lemon Grove

**Pickup Location:** 123 Any St., San Diego 88888

**Pickup Date:** Saturday, March 10

**Pickup Time:** 8:40am

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

- 4 Compact Cars
- 3 Standard Cars
- 2 Station Wagons
- 2 Standard Pickups
- 1 SUV/Minivan
- 1 Standard Van
- 1 Moving Van

**Message from your Delivery Clerk**

Please be prompt.

**Helpful Hints**



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

Signature \_\_\_\_\_



## Girl Order Tab – Category Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, OCD packages and Troop Gift of Caring packages 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.

## Troop Summary View

Troop 6073 Girl Sales Record									
<span>Dashboard</span> <span>Contacts</span> <span>Settings</span> <span>Girls</span> <span>Init. Order</span> <span>Delivery</span> <span><b>Girl Orders</b></span> <span>Booth Sites</span> <span>Transactions</span> <span>Incentives</span> <span>Deposits</span> <span>Sales Report</span>									
▼ Girl	◆ Initial	◆ Booth	◆ Other	◆ Total	◆ Total Due	◆ Paid	◆ Bal. Due		
Becjky H.	40	0	0	40	\$ 0.00	\$ 0.00	\$ 0.00		
Patty W.	32	0	0	32	\$ 0.00	\$ 0.00	\$ 0.00		
Girl Totals	72	0	0	72	\$ 0.00	\$ 0.00	\$ 0.00		
Troop Order				96					
Difference				-24					

The troop summary view shows a total row for each girl. The girl order tab will no longer track cookies by varieties. Cookies orders are now in columns by types of sales – initial, booth and other.

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

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

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

**Total** – Total of cookies sold by the girl.

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

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

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

There will be additional column(s) for tracking OCD (Operation Cookie Drop) and TGOC (Troop Gift of Caring) programs.

The system will tell you how many cookies you have ordered through the initial order, and Service Unit Cupboard pickups. 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 transferred to the troop 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, or pick-ups from the Service Unit 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.

# Girl View

Troop 1 Girl Transactions

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

Printable
Save

Switch to Girl:
----

**Becky H.**

Add Trans.
Add Payment

*You may add transactions or click a previous transaction to edit.*

[Return to Summary View](#)

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*	1007	0	0	0	312	1319	\$ 5276.00	\$ 0.00	\$ 5276.00	0
Heinan's, 04/08 @ 6...	0	1	1	0	1	3	\$ 12.00	\$ 12.00	\$ 0.00	1
Booth Sales	0	1	1	1	1	4	\$ 16.00	\$ 0.00	\$ 16.00	0
	1007	2	2	1	314	1326	\$ 5304.00	\$ 12.00	\$ 5292.00	1

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

- Printable** – This button allows you to print a listing of all the information for the girl.
- Add Trans** – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, or payment transactions.
- Add Payment** – This button allows you to add only a payment. You may add as many of these transactions as necessary.
- Save** – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.
- Switch to Girl** – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

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

### Adding Additional Cookie Orders

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

**Troop 1 Girl Transactions**

---

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

Printable Save Switch to Girl: **Becky H.**

Add Trans: Add Payment *You may add transactions or click a previous transaction to edit.* [Return to Summary View](#)

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*	1007	0	0	0	312	1319	\$ 5276.00	\$ 0.00	\$ 5276.00	0
Heinan's, 04/08 @ 6...	0	1	1	0	1	3	\$ 12.00	\$ 12.00	\$ 0.00	1
Booth Sales	0	1	1	1	1	4	\$ 16.00	\$ 0.00	\$ 16.00	0
	1007	2	2	1	314	1326	\$ 5304.00	\$ 12.00	\$ 5292.00	1

In the boxes below, key in a comment (date, booth, or Safeway) and the additional cookies using the tab key to move through the columns. Enter payments on a separate line from cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

### Adding Only Payments

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

No Information on this page.

***No Information on this page.***

**No Information on this page.**

No Information on this page.



## ***Printing, Exporting, Saving***

**Printable Version** – click this button to have the system provide you a screen to print your worksheet. This button is available on the Troop summary screen and on the Girl Sales detail screen.

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

**SAVE** – You must click this button to save the information you keyed in this screen. The system will display a screen as it is saving your data. Once this box goes away, your data is saved. This button is found on the girl sales detail screen.

### **Troop Summary Screen**

A blue rectangular button with the text "Printable Version" in white.A blue rectangular button with the text "Export" in white.

### **Girl Detail Screen**

A blue rectangular button with the text "Printable" in white.A blue rectangular button with the text "Save" in white.A blue rectangular button with the text "Add Trans." in white.A blue rectangular button with the text "Add Payment" in white.

***No information on this page.***

**No Information on this page**

**No Information on this page.**

## Booth Sales

A troop can sign up for a council booth site



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

**Troop 6073 Booth Sales**

Browse and signup for Council Booth Sales  
View and edit your Troop sales by selecting My Sales.

[Free Slots](#) [Current Signups](#) Council Sales ▾

**Becky Demo** Green Branches have openings

- [ - ] Council Booth Sales
  - [ + ] Detroit, MI
  - [ + ] El Cajon, CA
  - [ + ] San Diego, CA

## Free Slots

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

### Specify Any Filter Criteria You'd Like:

Business Name:

City:

State:  (ex: NY) Zip:

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

Starting Date:

Ending Date:

Start Time after:

Start Time before:

[Get Report](#)

[Back](#)

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

### Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

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

**Current Signups** - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations. This report will show council sponsored booth sites.

### Troop 6073 booth sale signups

[Print Signups](#)

Jul 6, 2011 at 02:47PM

Business	Location	Notes	Date	Start Time	End Time	Duration	Created By
Brown College	1440 Northland Drive 3rd floor near Megabyte Cafe Mendota Heights, MN 55120	Set up at the 3rd floor outside the Megabyte Cafe.	07/23/11	11:00am	1:00pm	02:00	Council
Becky's Pizza Parlour	12345 Any St. Minneapolis, MN 99999		07/25/11	9:00am	5:00pm	08:00	Troop

## Council Sponsored Booth Sales

Council sponsored booth sales are sites that are scheduled by council. See Chapter 6 of the **2013 Troop Cookie Manager Instructions** for the schedule and rules for selecting these sites.

**Troop 00007 Booth Sales**

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

Browse and signup for Council Booth Sales   Current Signups  Council Sales  My Sales

View and edit your Troop sales by clicking My Sales.

**Central Indiana** Green Branches have openings

- [ - ] Council Booth Sales
  - [ + ] Alexandria, IN
  - [ - ] Anderson, IN
    - [ - ] K-Mart 2825 N. Broadway
      - Fri Feb 27, 2009 5:00pm -- 8:00pm
      - Sat Feb 28, 2009 9:00am -- 9:00pm
      - Sun Mar 1, 2009 10:00am -- 7:00pm
      - Fri Mar 6, 2009 5:00pm -- 8:00pm
      - Sat Mar 7, 2009 9:00am -- 9:00pm
      - Sun Mar 8, 2009 10:00am -- 7:00pm
      - Fri Mar 13, 2009 5:00pm -- 8:00pm
      - Sat Mar 14, 2009 9:00am -- 9:00pm
      - Sun Mar 15, 2009 10:00am -- 7:00pm
    - [ + ] Lowe's Home Improvement 3335 S Scat...
    - [ + ] Marsh 2810 Nichol Ave.
    - [ + ] Marsh 2940 N. Broadway
    - [ + ] Marsh 831 E. 53rd St.
    - [ + ] National City Bank 11 East 29th Street
    - [ + ] National City Bank 1913 East 53rd Street
    - [ + ] National City Bank 1934 Broadway
    - [ + ] National City Bank 2909 Nichol Avenue
    - [ + ] National City Bank 931 Meridian Plaza
  - [ + ] Avon, IN
  - [ + ] Beech Grove, IN
  - [ + ] Brazil, IN
  - [ + ] Brownsburg, IN
  - [ + ] Cambridge City, IN
  - [ + ] Camby, IN
  - [ + ] Carmel, IN
  - [ + ] Chesterfield, IN
  - [ + ] Connersville, IN
  - [ + ] Crawfordsville, IN
  - [ + ] Danville, IN
  - [ + ] Elwood, IN
  - [ + ] Fishers, IN
  - [ + ] Frankfort, IN
  - [ + ] Franklin, IN
  - [ + ] Frankton, IN
  - [ + ] Gas City, IN
  - [ + ] Greencastle, IN

**K-Mart** 2825 N. Broadway  
Anderson, IN 46012

**Must set up outside and bring own table/chairs.**

Choose a time slot and then

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

Time	Troop
3:00pm	Claimed
9:00am	Claimed
12:00pm	Claimed
6:00pm	

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

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will

receive a message that your time is reserved. Click OK on the message window to proceed.

**Big Save Eleele**      4416 Waialo Rd  
Eleele, HI 96705

**Store Requires notice if you cannot make it..**

Choose a time slot and then

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

Time	Troop
9:00am	Claimed <input type="button" value="↑"/>
1:00pm	<input type="button" value="↓"/>
5:00pm	<input type="button" value="↓"/>



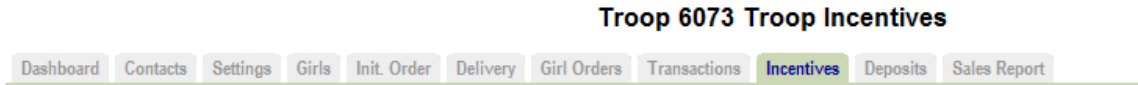
**No Information on this page.**

**No Information on this page.**

**No Information on this page.**

## 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 verify totals and submit your order.



### Troop Incentives Order Forms

Initial Incentives Order

View

Fill Out

Girl Rpt

Final Incentives Order

View

Fill Out

Girl Rpt

**NOTE: The Initial Incentives Order option must be used to order the Cookie Queen/Patch and the Goal Getter patch.**

**The Final Incentives Order must be submitted for the rest of the incentives at the end of the sale.**

#### **Reminder- Girls who sell 225 boxes or more**

Between March 20 and March 29, 2013, parents must go on-line to:

**[www.girlscoutsw.org/cookies-and-more](http://www.girlscoutsw.org/cookies-and-more)** and follow the link to the ***Girl Award Selection Form*** to make their choice between Cookie Dough Reward Cards, Journey Book & Patch and Program Credits. *Information will only be able to be entered **once**. (After they leave the link, they will not be able to make any changes.)*

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.

## Troop 70 Final Incentive Order

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Booth Sites](#) [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:

[Edit All](#)

[Aaliyah A.](#) receives 0 incentives (size/catalog selection needed)  
[Abigail L.](#) receives 0 incentives (size/catalog selection needed)  
[Anessia G.](#) receives 0 incentives (size/catalog selection needed)  
[Arabella B.](#) receives 0 incentives (size/catalog selection needed)  
[Bailey M.](#) receives 0 incentives (size/catalog selection needed)  
[Beth P.](#) receives 0 incentives (size/catalog selection needed)  
[Carissa W.](#) receives 0 incentives (size/catalog selection needed)  
[Cecilia R.](#) receives 0 incentives (size/catalog selection needed)

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.

### Becky H Incentives

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Booth Sales](#) [Transactions](#) **[Incentives](#)** [Deposits](#) [Sales Report](#)

Boxes sold: **564**

Box Level	Incentive
150	Beanie Cap
400	Doodle Pad Photo Frame
200	bar patch (pick 1) <input checked="" type="checkbox"/> 200+ Bar Patch <input type="checkbox"/> 400+ Bar Patch <input type="checkbox"/> Global Splash Fashion Tee <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> AS <input type="radio"/> AM
	Cookie Dough
300	Hair/Bath Towel Set for Small Panda

[Cancel](#) [Submit Girl Order](#)

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

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.

**Troop 6073 Final Incentive Order**

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

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

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:**

- [Cindy W.](#) receives 6 incentives (size/catalog selection done)
- [Patty W.](#) receives 2 incentives (size/catalog selection needed)

**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. It will then list the incentives the girl has earned. If there are choices, you will select all those selections for all the girls before you submit.

**All Girl Incentives**

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

**Girl: Aaliyah Avery**  
Boxes sold: 133

Box Level	Incentive
100	<b>100 Package Level (pick 1)</b> <input type="checkbox"/> \$30 Cookie Dough Pkg \$30 Cookie Dough Theme/Participation Patch <input type="checkbox"/> Shoe Pencil Case Package Shoe Pencil Case Theme/Participation Patch Wall Fabric Peace Sign

**Girl: Abigail Littleford**  
Boxes sold: 167

Box Level	Incentive
150	<b>150 Package Level (pick 1)</b> <input type="checkbox"/> \$45 Cookie Dough Package Theme/Participation Patch \$45 Cookie Dough <input type="checkbox"/> Giraffe Travel Bag Package Theme/Participation Patch Wall Fabric Peace Sign Shoe Pencil Case Giraffe Travel Bag

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

---

**Troop 70 Final Incentive Order**

Dashboard   Contacts   Settings   Girls   **Init. Order**   Delivery   Girl Orders   Booth Sites   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:**

---

<a href="#">Edit All</a>	
<a href="#">Aaliyah A.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Abigail L.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Anessia G.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Arabella B.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Bailey M.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Beth P.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Carissa W.</a>	receives 0 incentives (size/catalog selection done)
<a href="#">Cecilia R.</a>	receives 0 incentives (size/catalog selection done)

Once all the girl incentive orders have been updated, review your troop order total.

**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.






## Adding Deposits

Click the **Add Deposit** button.

Bank of America			<input type="checkbox"/>	6073		+
Wells Fargo						
Bank of America						
						\$ 181.60

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

**Add More** - The “add more” button allows you to enter in additional rows on deposits, additional cookie transactions, adding girls on the initial order. You can activate this button by pressing the spacebar or clicking on it. 

**Date** – You must enter the date in this format mm/dd/yy. Each deposit must have a date. Use the date on the deposit slip from the bank.

**Reference Number** – Optional

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

**Troop** – Already filled out

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

## Navigating the Deposit Information Page

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

### Scrolling

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

### Sorting

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

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

### Search and Filter

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

## Editing/Deleting Deposits

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

## Exporting the Deposits

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

## **GOC Org. Tab for Troop Gift of Caring**

The GOC Org. tab is where you record the organizations (do not record Operation Cookie Drop here) that you have donated your troop donation boxes recorded in the initial order and/or girl order tab.



### **GOC Organizations**

<b>Organization</b>	<b>Contact</b>	<b>Sales</b>
Name: <input type="text"/>	Name: <input type="text"/>	Pkgs Donated: <input type="text"/>
Addr: <input type="text"/>	Phone: <input type="text"/>	
City: <input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>	email: <input type="text"/>	

[Update](#)

Enter in organizational information and click update. eBudde will then provide additional data entry for as many organizations as you need to enter.

# Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop profit, council monies and balance due. OCD cookies and TGOCC cookies will automatically populate on the sales report from the girl order tab.

**Troop 6073 Sales Report**

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

## Council Becky Testing Council, Troop 6073 Sales Report

zz aa

email: [zz@aa.com](mailto:zz@aa.com)  
Phone:  
Cell:

-----  
xx y

email: [xx@y.com](mailto:xx@y.com)  
Phone:  
Cell:

-----  
*Contact #3's info has not been updated.*  
email: [bsurvt@lbb.com](mailto:bsurvt@lbb.com)  
Phone:  
Cell:

**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.:**

**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:** 158.5000  
**F\_GOC Pkgs:** 0  
**T\_GOC Pkgs:** 13

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

Deposits Made		
Date	Reference	Amount
<b>Total Deposits</b>		<b>\$ 0.00</b>

<b>Total Troop Sales</b>	\$ 1,151.50
<b>Troop Proceeds</b>	- \$ 197.40
<b>Council Proceeds</b>	\$ 954.10

<b>Council Proceeds</b>	\$ 954.10
<b>Deposits Made</b>	- \$ 0.00
<b>Amount You Owe Council</b>	\$ 954.10

Signature: \_\_\_\_\_

## Appendix A – Cookie Club Registration

# Cookie Club Registration

### Pushing data from eBudde into the Cookie Club

#### Setup:

The troop must be set up in Cookie Club first. This means a troop leader must complete the setup step by recording the number of girls selling, troop project/service and boxes needed to meet goal. The troop leader cannot record girlnames, ages, and passwords in the troop or a push from eBudde will not work. Therefore, the troop must be setup with no girl data.

#### Here's how to upload a group of girls from eBudde into the Cookie Club:

1. Start in eBudde, logged in at the troop Level.
2. Click on the GIRLS tab (grey tabs at the top of the page, next to Settings).
3. To “push” information to the Cookie Club, starting from scratch, you only need to record names for the girls. Other information is optional.
4. Click the Update button.
5. Once you receive “You have just updated/entered girls in the troop” then,
6. Click the button: Export List to Cookie Club.
7. Log into Cookie Club using your eBudde credentials and you can see your girls there. Note that a default password, cClub, is created for each girl. You can edit these at any time, simply be sure to save the data by clicking the Submit button. While you're logged in as the troop leader, you should record ages for each girl.



#### Background Information of note:

1. The Cookie Club uses eBudde credentials for the leader and the system automatically generates the User ID for a girl. If the girl was “pushed” from eBudde, the system will also assign the password cClub for the girl. This password can be changed by the leader.
2. eBudde does have a field titled “Cookie Club Login.” This field is where the leader can record in eBudde the automatically assigned login in Cookie Club. Leaders can use this information to ensure all girls are added to Cookie Club.
3. You will be able to export girls to Cookie Club. Your council will decide if you will be able to import girls into eBudde from Cookie Club. You must initiate import and/or exporting from the eBudde Girl Tab.
4. Exporting girls from eBudde to Cookie Club will create the logins and passwords; all passwords will be “cClub”. The troop leader can change these passwords at any point in the Cookie Club. User ID cannot be changed.
5. Importing girls from Cookie Club into eBudde will grab all appropriate fields (name gsusa id, cc login, etc).
6. Importing into eBudde is disallowed if any girls already exist in eBudde, or if the troop has submitted their initial order, or if the council has disabled the girltab for input.
7. Exporting to Cookie Club is disallowed if any girls already exist in Cookie Club (you will see the button, but get an error message upon pressing it). Therefore, import/export can only be done once, unless all girls are manually deleted before doing it again.

**No Information on this page.**



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