

Little Brownie[®] BAKERS



Troop User Manual
August 3, 2015

[https:// eBudde.littlebrownie.com](https://eBudde.littlebrownie.com)

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What's New

1. eBudde™ has a new look! All screens and forms refreshed.
2. New Help Center
3. Gluten Free Pilot – Import initial order troop/service unit orders
4. Gluten Free Pilot – Mark inventory unavailable for pending orders.
5. Pending orders allowed for dates/times when cupboard is open
6. Sort by pick up date on transaction tab
7. Troops can always print receipt of pending order
8. Print service unit number on receipt and export
9. Allow maximum reward items per troop for participation and volunteer types
10. Move to the Cloud – Amazon Web Services
11. Dashboard checklist editable, removal of default items, Rearrange sort order of items
12. Dashboard events, all dates visible, customize text, prioritize items
13. Past booth dates fall off current sign-up report
14. Add day of the week to current sign-up report

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 9.x and higher, Firefox 36.0 and higher, Chrome 38.x and higher.

Macintosh – Safari 7.1.x and higher, and Firefox 36.x and higher, Chrome 38.x.

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 2GB RAM

Recommended Systems:

2.5 GHz CPU - 3GB RAM

The eBudde™ system uses Microsoft Excel .xlsx 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>

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <http://get.adobe.com/reader/>

eBudde™ has scheduled time-outs at 1 hour of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 1 hour.

Effective January 1st, 2015, eBudde™ will be updated to work on Apple iPads and Microsoft Surface devices.

System Access

Every season, current users will be reset to a council default password. Your council will notify you of this password.

If you are a brand new user to eBudde™, you will be notified by your council or by email of your password. If you are notified by an eBudde™ email, the following information will be in the email:

- Web Address - <https://eBudde.littlebrownie.com>
- Email Address
- Temporary Password

We recommend you add <https://eBudde.littlebrownie.com> to your **Favorites** for easier access.

Welcome to eBudde™ with new features and functions to make the 2015-16 Cookie Sale Season a success.



Member Log In

eMail Address:

Password:

Log On

→ 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](#).



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The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License and Privacy Policy

Login Information

NOTE: All eBudde™ users will be considered new users and have a new temporary password. Contact your council for further information.

Users who have already logged in previously this season 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.

New users will enter in their email address and **temporary** password sent to you in the email from the system or by your council. 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.

New Security Requirements

Temporary passwords only good for 24 hours.

The password requirements are as follows:

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

There will be a strength meter to help create a strong password.

You will be required to answer four security questions.

Login attempt rules are as follows:

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

Security questions:

- You can select your security questions from a drop down list
- You cannot use the same question more than once.

Contact Information Page



Current Password:

New Password:

Confirm New Password:

Please answer the follow security questions, to be used in case of lost password:

In what city were you married? (enter full name of city only)

What is the first name of the best man at your wedding

What is the first name of the maid of honor at your wedding

What is your father's middle name

E-mail:

First Name:

Last Name:

Phone #:

Cell #:

Address:

Address2:

City: State: Zip:

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

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

Welcome to eBudde™ with new features and functions to make the 2015-16 Cookie Sale Season a success.



Member Log In

eMail Address:

Password:

- 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](#).



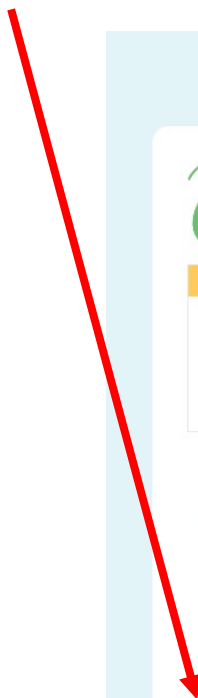
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New users – You will be required to fill out this form the first time you try to access the eBudde™ system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have 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™ with new features and functions to make the 2015-16 Cookie Sale Season a success.



Member Log In

eMail Address:

Password:

[Log On](#)

- 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](#).



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

eBudde™ will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password.

To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Enter in the CAPTCHA code; Answer the two security questions, enter in a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde™ will tell you that you password is now changed. Click the **Back to Login Page** to login with this password.



You have two options to recover a lost password:

Press "Get Temp Password" below. A temporary password good for only 24 hours will be emailed to you:

Email: becky.harrigan@Kellogg.com [Get Temp Password](#)

_____ OR _____

Answer the Captcha, then click "Get Questions" to load your security questions. Then answer the questions, enter a new password, and click "Change Password" below:

Email: becky.harrigan@Kellogg.com



[Get Questions](#)

Password:

Confirm Password:

[Change Password](#)

[Back To Login Page](#)



Menu Bar



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

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

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

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

VIP eTraining – This provides a link to the VIP eTraining site that has cookie program and training resources.

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

Troop Tabs

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

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

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

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

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

Girls – (GSCTX – girls will be uploaded automatically from eBiz registration lists)

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

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

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

Booth Sales – (GSCTX DOES allow you to upload your booth sites so that they can be found on the Locator it DOES NOT allow you to request council booths from this tab. Council booths will be distributed by Service Unit).

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

Rewards – Troop reward ordering

Deposits – Troop deposit recording

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

Reports – Two reports available for troops. Cupboard listing and delivery site listing.

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

Dashboard Tab

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

It also shows you 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), reward initial order (if applicable), and reward final order.

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

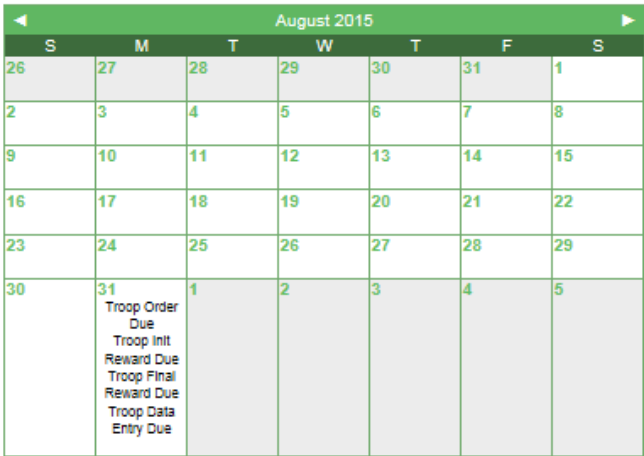


Troop 6073 Dashboard

[ts](#) | [Settings](#) | [Girls](#) | [Init. Order](#) | [Delivery](#) | [Girl Orders](#) | [Booth Sites](#) | [Transactions](#)

Important Messages

- From Your Council:
Initial Orders Due 08/31/2015



August 2015						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Troop Order Due Troop Init Reward Due Troop Final Reward Due Troop Data Entry Due	1	2	3	4	5

[Print Dashboard](#)

Troop Checklist

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

+ Recommended activity

Upcoming Booth Sales

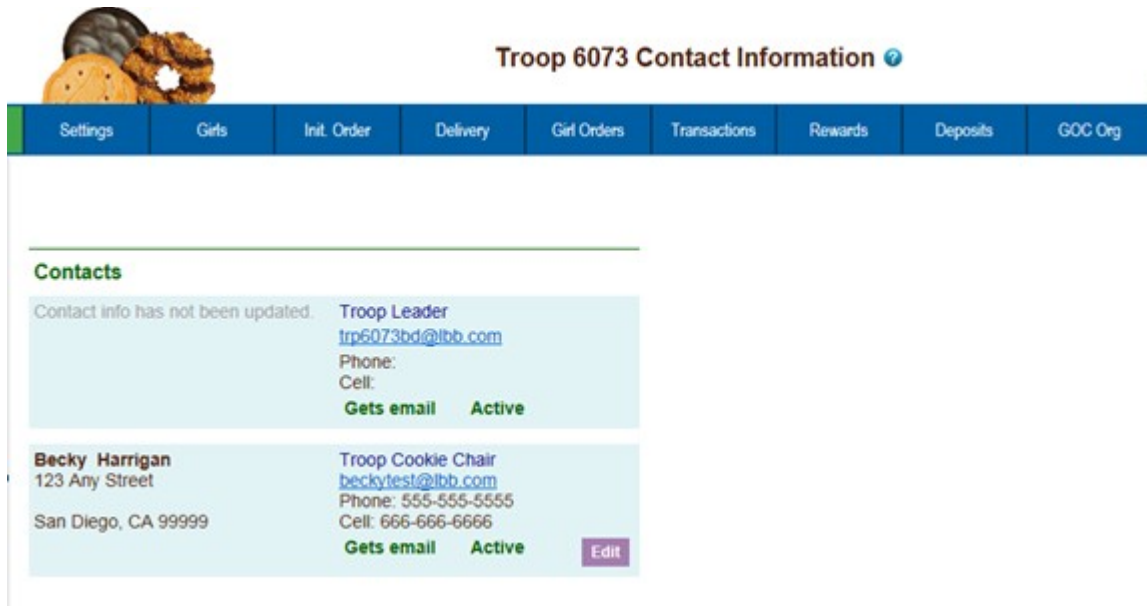
None

SU Contacts

su673succ@lbb.com

Contacts Tab

The Contacts tab allows you to change your contact information.



Troop 6073 Contact Information ?

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

Contacts

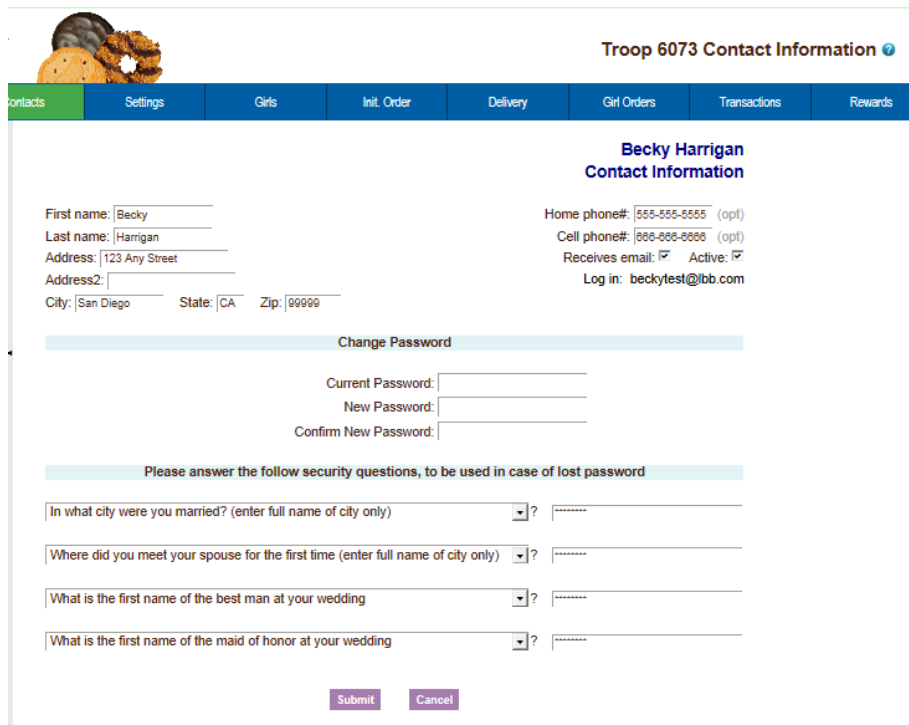
Contact info has not been updated.

Troop Leader
trp6073bd@lbb.com
Phone:
Cell:
Gets email **Active**

Becky Harrigan
123 Any Street
San Diego, CA 99999

Troop Cookie Chair
beckytest@lbb.com
Phone: 555-555-5555
Cell: 666-666-6666
Gets email **Active** [Edit](#)

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 can also update your security questions. You then click **Submit**.



Troop 6073 Contact Information ?

Contacts Settings Girls Init. Order Delivery Girl Orders Transactions Rewards

Becky Harrigan
Contact Information

First name: Home phone#: (opt)
Last name: Cell phone#: (opt)
Address: Receives email: ☒ Active: ☒
Address2: Log in: beckytest@lbb.com
City: State: Zip:

Change Password

Current Password:
New Password:
Confirm New Password:

Please answer the follow security questions, to be used in case of lost password

In what city were you married? (enter full name of city only) ?

Where did you meet your spouse for the first time (enter full name of city only) ?

What is the first name of the best man at your wedding ?

What is the first name of the maid of honor at your wedding ?

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

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

Settings for: Troop 6073

[Edit Settings](#)

Settings	
Number: 6073	#Girls Registered: 4
#Girls Selling: 4	Troop Goal (pkgs): 1000
Level: Cadette	Opt out of rewards for additional proceeds: no You will receive rewards.
Bank Name:	Bank Routing No:
Bank Account No:	

Data Points From the 2013-14 Sale	
Initial Order Pkgs: 96	Add Order Pkgs: 111
Girls Selling: 2	Girls Registered: 2
Troop Goal Pkgs: 0	
Troop C_GOC Pkgs: 128	

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

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

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

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

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



Add/Edit Troop in: Troop 6073

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

Settings	
★ Number: ? 8073	★ #Girls Registered: ? 4
★ #Girls Selling: ? 4	Troop Goal (pkgs): ? 1000
Level: ? Cadette	★ Opt out of rewards for additional proceeds: ? ☐ You will receive rewards.
★ Bank name: ?	★ Bank routing number: ?
★ Bank Account No: ?	

★ Generic Proceeds Fulfillment ?	
Fall Program (0.100):	☐

★ Data Points From the 2013-14 Sale ?	
Initial Order Pkgs: 98 override	Addl Order Pkgs: 111 override
Girls Selling: 2 override	Girls Registered: 2 override
Troop Goal Pkgs: 0	
Troop C_GOC Pkgs: 128 override	

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

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

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

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

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

Number – Troop Number

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

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

Troop Goal (pkgs) – Enter the troop goal in packages

Level – Select the appropriate program age level

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Troop Contacts

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

If your council uses the 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 council 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 cupboard.

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

Troop Cookie Pickup Only Users ?

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

trppickup6073@lbb.com

()

☐ Primary? ☐ Remove?

Add a new Troop Cookie Pickup Only User

E-mail:

☒ Active?
☒ Receives email?
☐ Primary?

First name:

Last name:

If your council uses 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.

trpbooth6073@lbb.com

()

☐ Primary? ☐ Remove?

Add a new Troop Booth Recorder Only User

E-mail:

☒ Active?
☒ Receives email?
☐ Primary?

First name:

Last name:

Girls Tab

The girl tab allows you to enter in the names of the girls in your troop. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order.



Troop 6073 Girls ?

Settings

Girls

Init. Order

Delivery

Girl Orders

Booth Sites

Transactions

Rewards

Dep

Update

Printable

First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal
Becky	Harrigan	1111111111	5 ▾		☒	YXS ▾	12
Belinda	Smith	5555555555	4 ▾		☐	YS ▾	11
Cindy	wright	2222222222	1 ▾		☒	YS ▾	60
Jasmine	Cone	4444444444	3 ▾		☒	YS ▾	22
Patty	Wright	3333333333	2 ▾		☒	YXS ▾	1
			▾		☐	▾	
			▾		☐	▾	

Add Girl Information

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

First Name – Automatically uploaded from eBiz

Last Name – Automatically uploaded from eBiz

GSUSA ID – Automatically uploaded from eBiz

Grade – Automatically uploaded from eBiz

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

Shirt Size – Enter the girl's shirt size – good for the 650+ level

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

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

Edit Girl Information

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

Delete Girl from Troop

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

Shirt Size and Sales Goal

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



Troop 6073 Girls ?

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

Update

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
Becky	Harrigan	1111111111	5		☒	YXS	12
Belinda	Smith	5555555555	4		☐	YXS	11
Cindy	wright	2222222222	1		☒	YS	60
Jasmine	Cone	4444444444	3		☒	YM	22
Patty	Wright	3333333333	2		☒	YL/AS	1
					☐	AS	
					☐	AM	
					☐	AL	
					☐	AXL	
					☐	A2XL	

'Init. Order Tab

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

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

Ordering with Booth and Girl Totals

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



Troop 00123 Initial Order

Little Brownie Bakes Log Out

SettingsGirlsInit. OrderDeliveryTransactionsRewardsDepositsGOC OrgSales ReportReportsHelp Center

Printable Version

Submit Order

Save as often as you like but Submit to your SU only Once!

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
IMPORTED	0	0	0	0	0	0	0	0
OTHER	5	5	5	5	5	5	42	72
BOOTH	0	0	0	0	0	0	0	0
Cases to Order	5	5	5	5	5	5	42	72

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

Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for other sales.**

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
IMPORTED	0	0	0	0	0	0	0	0
OTHER	5	5	5	5	5	5	42	72
BOOTH	0	0	0	0	0	0	0	0
Cases to Order	5	5	5	5	5	5	42	72

Enter the cookie quantities for the girl orders. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **OTHER** line.

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

The system will display the completed order.

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
IMPORTED	0	0	0	0	0	0	0	0
OTHER	5	5	5	5	5	5	42	72
BOOTH	0	0	0	0	0	0	0	0
Cases to Order	5	5	5	5	5	5	42	72

To change any information, click the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

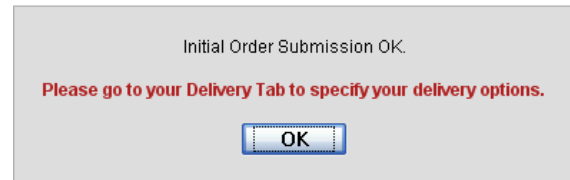
You must click the **Save** button to save your information. The system will display that it is saving the information.

An orange rectangular button with a black border. The text "Save In Progress!" is on the top line and "Please Wait!" is on the bottom line, both in white, bold, sans-serif font.

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

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

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



Ordering by Individual Girls

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

Girl	C_GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T_GOC	Total	F_GOC
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Belinda S.	0	0	0	0	0	0	0	0	0	0	0
Cindy W.	0	0	0	0	0	0	0	0	0	0	0
Jasmine C.	0	0	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	NA	0	0	0	0	0	0	0	NA	0	NA
OTHER	NA	0	0	0	0	0	0	0	NA	0	NA
BOOTH	NA	0	0	0	0	0	0	0	NA	0	NA
Becky H.	0	0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0
Cases to Order	0	0	0	0	0	0	0	0	0	0	0
Other+Extras-Charity	0	0	0	0	0	0	0	0	0	0	0

NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately.

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

NOTE: Girls who want to earn the initial order bracelet must have at least 1 box selected in their name before initial orders are due.

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

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



Troop 6073 Initial Order


[Log Out](#)

[Settings](#) | [Girls](#) | [Init. Order](#) | [Delivery](#) | [Girl Orders](#) | [Transactions](#) | [Rewards](#) | [Deposits](#) | [GOC Org](#) | [Sales Report](#) | [Reports](#) | [Help Center](#)

[Printable Version](#)
Save as often as you like but Submit to your SU only Once!

Submit Order

Save

Girl	C_GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T_GOC	Total	F_GOC	
Becky H.	1	1	1	1	1	1	1	1	1	9	1	
Belinda S.	0	0	0	0	0	0	0	0	0	0	0	
Cindy W.	0	0	0	0	0	0	0	0	0	0	0	
Jasmine C.	0	0	0	0	0	0	0	0	0	0	0	
Patty W.	0	0	0	0	0	0	0	0	0	0	0	
IMPORTED	NA	0	0	0	0	0	0	0	NA	0	NA	
OTHER	NA	5	5	5	5	5	5	5	NA	35	NA	
BOOTH	NA	0	0	0	0	0	0	0	NA	0	NA	
											35	OK
Pkgs. Ordered	1	6	6	6	6	6	6	6	1	44	1	
Cases to Order	1	1	1	1	1	1	1	1	1	7		
Other+Extras-Charity	35	6	6	6	6	6	6	6	-1	76		

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

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

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

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

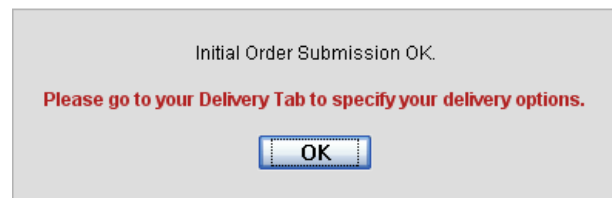
Save In Progress!
Please Wait!

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

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

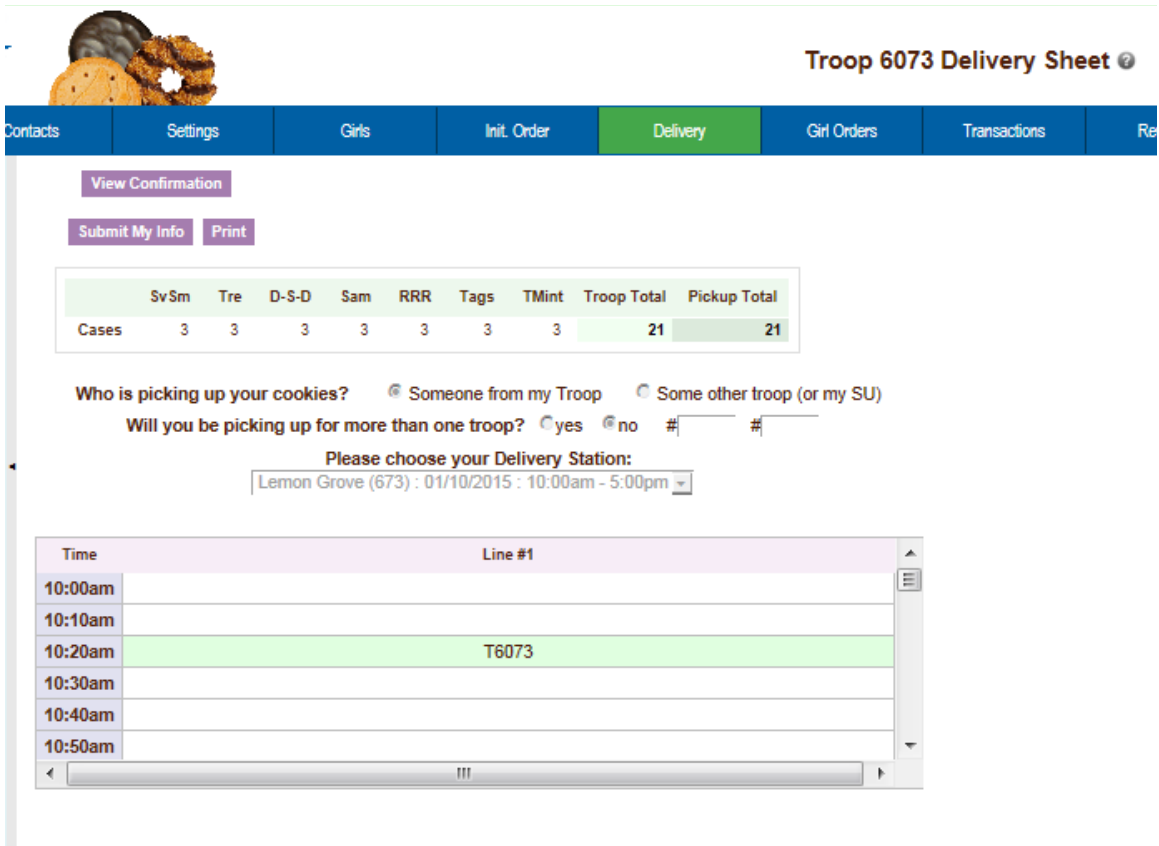
system will confirm that the troop order was submitted on the screen and send you an email.

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



Delivery Tab

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



Troop 6073 Delivery Sheet

Contacts Settings Girls Init. Order **Delivery** Girl Orders Transactions Re

[View Confirmation](#)

[Submit My Info](#) [Print](#)

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Troop Total	Pickup Total
Cases	3	3	3	3	3	3	3	21	21

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:
Lemon Grove (673) : 01/10/2015 : 10:00am - 5:00pm

Time	Line #1
10:00am	
10:10am	
10:20am	T6073
10:30am	
10:40am	
10:50am	

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

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

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

[View Confirmation](#)



Troop 6073 Delivery Sheet

Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewa
----------	----------	-------	-------------	----------	-------------	--------------	------

Jul 27, 2015 at 10:21PM

[Signup](#)

[Print](#)

Please print this page and bring it with you.

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Troop Total
Your Cases	3	3	3	3	3	3	3	21

Pickup Name: Lemon Grove

Pickup Location: 123 Any St., San Diego 99999

Pickup Date: Saturday, January 10

Pickup Time: 10:20am

ESTIMATED Number of Vehicles:

(you will need ONE of the following)

- 1 Compact Car
- 1 Standard Car
- 1 Station Wagon
- 1 Standard Pickup
- 1 SUV/Minivan
- 1 Standard Van
- 1 Moving Van

Message from your Delivery Clerk

Check in with your Service Unit Manager

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

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

Portrait / Landscape Font Size: Down Up Print											
Becky Demo											
Troop 6073 Girl Orders											
7/27/2015 7:23 p.m.											
Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC	
Becky H.	1	210	0	0	1	212	\$ 848.00	\$ 0.00	\$ 848.00	1	
Belinda S.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	
Cindy W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	
Jasmine C.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	
Patty W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	
Girl Totals	1	210	0	0	1	212	848	0	848	1	
Troop Order						270					
(Actual pkgs+C_GOC)											
Difference						-58					

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

Record Booth Sale



Troop 6073 Booth Sales ?

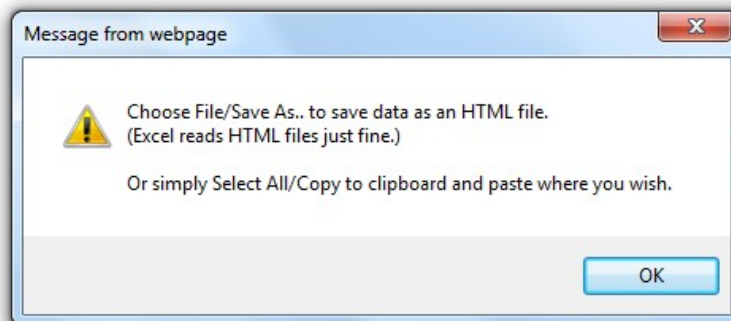
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits
----------	-------	-------------	----------	-------------	-------------	--------------	---------	----------

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

Record Sales ▾

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

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



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

The troop summary view shows a total row for each girl. The girl order tab 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, walk-about, etc.

Total – Total of cookies sold by the girl.

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

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

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

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

NOTE: GSCTX special program,

HH is "Helping Heroes" cookies that troops donate to a local charity. This amount will NOT ADD to the girl's total sales, but the boxes will be delivered by the girls from the girl's physical inventory at the end of sale.

Op Ck is "Operation Cookie" which are cookies donated to the military. These boxes will be shipped directly from the warehouse to soldiers. They WILL ADD to the girl's total sales, but do not come from the girl's physical inventory.

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

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

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

Girl View

Page 34

The troop summary view shows a total row for each girl. This display shows varieties, Gift of Caring (if applicable) and financials.

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

Portrait / Landscape

Font Size:

Down

Up

Print

Becky Demo

Troop 6330 Girl Orders

7/27/2015 7:47 p.m.

Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	400	0	400	0
Troop Order (Actual pkgs+C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

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

Record Booth Sale



Troop 6073 Booth Sales ?

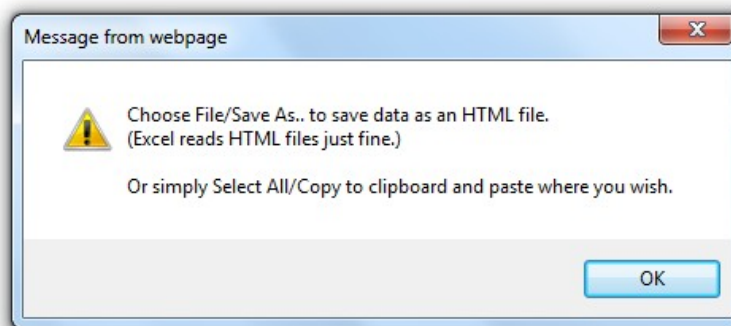
Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits
----------	-------	-------------	----------	-------------	-------------	--------------	---------	----------

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

Record Sales ▾

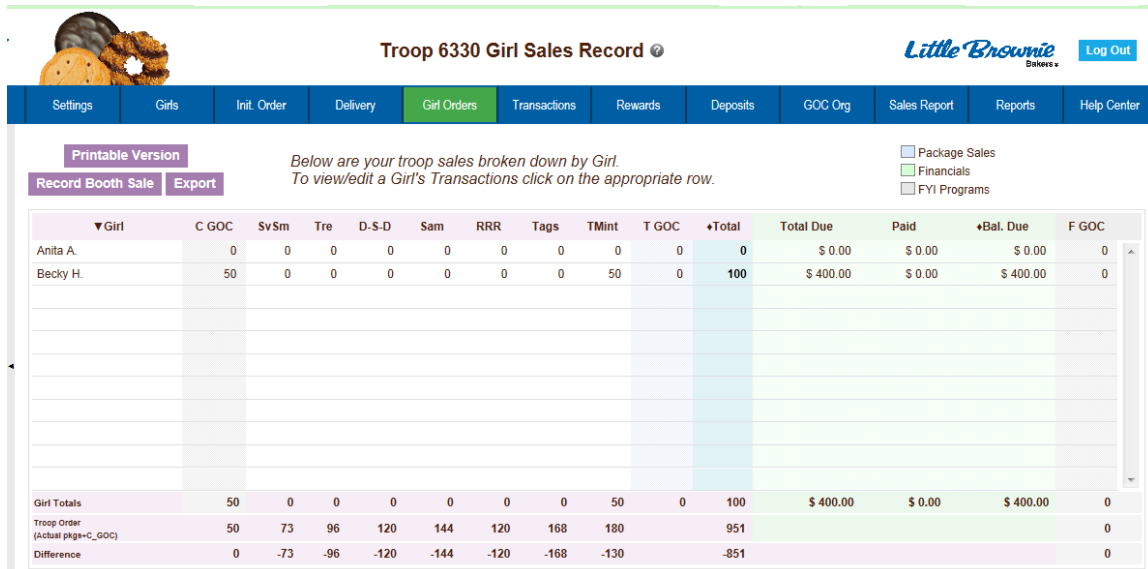
Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103
Walmart	Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Door San Diego, CA 92101

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



Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	0	44	16	21	11	13	27	10	0	142	568	0	568	0
Girl Totals	0	44	16	21	11	13	27	10	0	142	568	0	568	0
Troop Order (Actual pks+C_GOC)	0	48	24	24	12	24	36	12	0	180	0	0	0	0
Difference	0	-4	-8	-3	-1	-11	-9	-2	0	-38	0	0	0	0

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



The screenshot shows the 'Troop 6330 Girl Sales Record' interface. At the top, there's a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders (active), Transactions, Rewards, Deposits, GOC Org, Sales Report, Reports, and Help Center. Below the navigation bar, there are buttons for 'Printable Version', 'Record Booth Sale', and 'Export'. A message states: 'Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions click on the appropriate row.' To the right, there are checkboxes for 'Package Sales', 'Financials', and 'FYI Programs'. The main table has columns: Girl, C GOC, SvSm, Tre, D-S-D, Sam, RRR, Tags, TMint, T GOC, *Total, Total Due, Paid, *Bal. Due, and F GOC. The data shows two girls: Anita A. and Becky H. The 'Girl Totals' row shows a total of 100 cookies allocated. The 'Troop Order' row shows 951 cookies received. The 'Difference' row shows -851, indicating a shortage of 851 cookies.

Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	*Total	Total Due	Paid	*Bal. Due	F GOC
Anita A.	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Becky H.	50	0	0	0	0	0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0
Girl Totals	50	0	0	0	0	0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0
Troop Order (click page=C_GOC)	50	73	96	120	144	120	168	180		951				0
Difference	0	-73	-96	-120	-144	-120	-168	-130		-851				0

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

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

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

[illegible]

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

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

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.

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 6330 Girl Transactions


[Log Out](#)

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

[Printable](#) [Save](#)
[Add Trans.](#) [Add Payment](#)

Below are transactions for *Becky H.*
 Switch to Girl: ----

Becky H.
[Return to Summary View](#)

+Comment	+Bth	+C GOC	+SVSm	+Tre	+D-S-D	+Sam	+RRR	+Tags	+TMint	+T GOC	+Total	+Total Due	+Paid	+Bal. Due	+F GOC
Init. Order "Locked"		0	0	0	0	0	0	0	50	0	50	\$ 200.00	\$ 0.00	\$ 200.00	0
testing		50	0	0	0	0	0	0	0	0	50	\$ 200.00	\$ 0.00	\$ 200.00	0
additional order	☐					5		5			10				0
		50	0	0	0	0	0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0

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

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).



Troop 6330 Girl Transactions


[Log Out](#)

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

[Printable](#)
[Save](#)

[Add Trans.](#)
[Add Payment](#)

Below are transactions for *Becky H.*

Switch to Girl:

Becky H.

[Return to Summary View](#)

•Comment	•Bth	•C GOC	•SvSm	•Tre	•D-S-D	•Sam	•RRR	•Tags	•TMint	•T GOC	•Total	•Total Due	•Paid	•Bal. Due	•F GOC
Init. Order *Locked*		0	0	0	0	0	0	0	50	0	50	\$ 200.00	\$ 0.00	\$ 200.00	0
testing		50	0	0	0	0	0	0	0	0	50	\$ 200.00	\$ 0.00	\$ 200.00	0
		50	0	0	0	0	0	0	50	0	100	\$ 400.00	\$ 0.00	\$ 400.00	0

Girl Order Tab – Lock Transaction Option

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

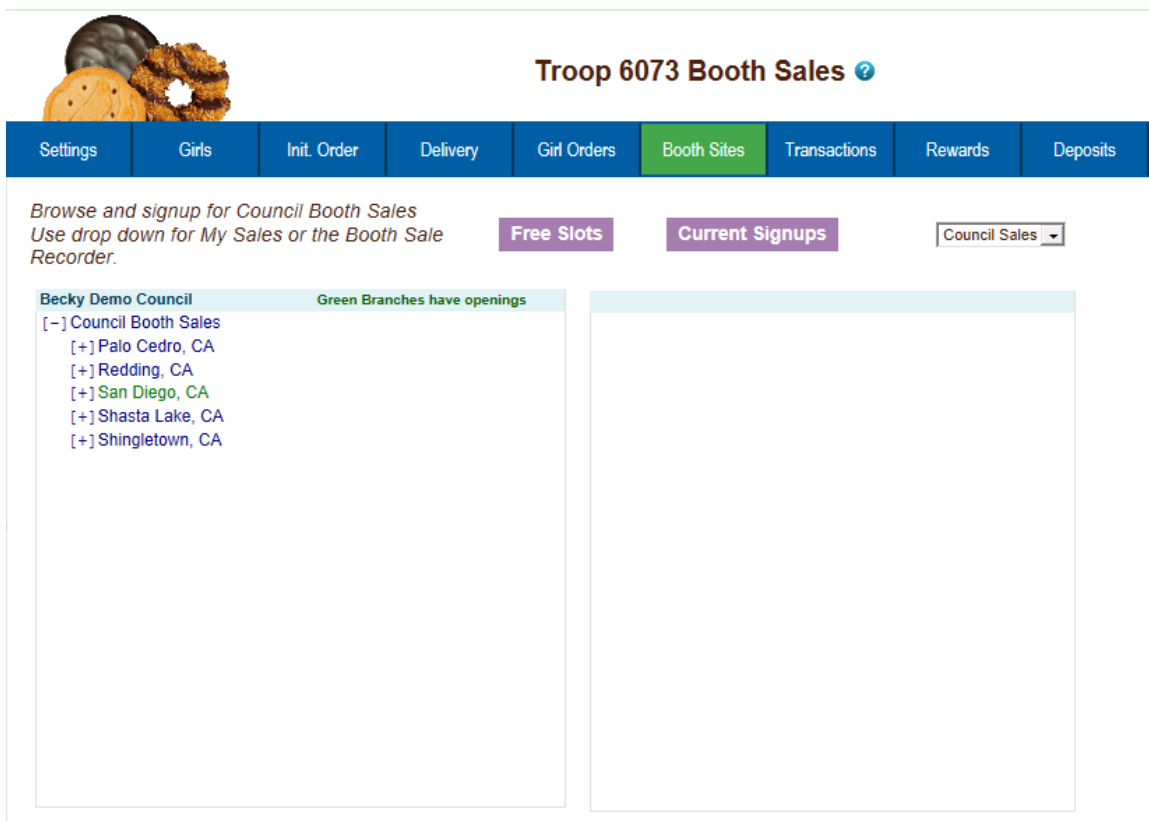
[illegible]

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

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

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

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



The image shows a screenshot of the "Troop 6073 Booth Sales" interface. At the top, there is a header with a cookie icon and the title "Troop 6073 Booth Sales" with a help icon. Below the header is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sales (highlighted in green), Transactions, Rewards, and Deposits. Under the navigation bar, there is a section with instructions: "Browse and signup for Council Booth Sales Use drop down for My Sales or the Booth Sale Recorder." To the right of the instructions are two buttons: "Free Slots" and "Current Signups", and a dropdown menu labeled "Council Sales". Below this section, there are two main content areas. The left area is titled "Becky Demo Council" and "Green Branches have openings". It contains a list of council booth sales with expandable options: [-] Council Booth Sales, [+] Palo Cedro, CA, [+] Redding, CA, [+] San Diego, CA (highlighted in green), [+] Shasta Lake, CA, and [+] Shingletown, CA. The right area is currently empty.

Free Slots

Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you

have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:

Business Name:

City:

State: (ex: NY) Zip:

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

Starting Date:

Ending Date:

Start Time after:

Start Time before:

[Get Report](#)

[Back](#)

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

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

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

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

Council Sponsored Booth Sales (Council Sales)

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



Troop 6073 Booth Sales ?

[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Depo](#)

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

[Free Slots](#)
[Current Signups](#)

Council Sales ▾

Becky Demo Council Green Branches have openings

[-] Council Booth Sales

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

Safeway 1231 Upas St.
San Diego, CA 92103

...

Choose a time slot and then [Submit](#)

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

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

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

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

Safeway
1231 Upas St.
San Diego, CA 92103

Choose a time slot and then Submit

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

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

Booth Sales ?

Sites
Transactions
Rewards
Deposits

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

My Sales ▼

Troop 6073 Sales Green=Approved Orange=Denied

[-] My Booth Sales [\(add a Location\)](#)

Becky's Pizza Parlour 1231 Upas St...

-Wed Dec 10, 2014 8:00am -- 12:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr: Addr2:

City: ST: Zip:

Contact: Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date: Start: End: Approval ▼

Requested:

Reason for approval/denial:

Add

Cancel

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

Business Name: Becky's Pizza Parlour		
Location and Contact Info. Map		
Address: 1231 Upas St.	Address2:	
City: San Diego	ST: CA	Zip: 92101
Contact: Store Manager	Phone: 555-5555	
eMail: store@ibb.com		
Format: 10/25/2011 for dates 9:00am for times.		
Sale Date: 12/10/2014	Start: 8:00am	Approval
End: 12:00pm	Denied ▼	
Requested: Nov 4, 2014 at 9:17AM		
Reason for approval/denial:		
Another troop has this time		
Delete	Update	Cancel

On the left, the color-coding helps identify the status of the request.

Blue location indicates that the request is pending

Green location indicates that the request has been approved

Orange location indicates that the request has been denied

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



Troop 6073 Booth Sales ?

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

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

My Sales ▼

Troop 6073 Sales

Green=Approved Orange=Denied

[-] My Booth Sales [\(add a Location\)](#)

Becky's Pizza Parlour 1231 Upas St...

-Thu Dec 10, 2015 8:00am - 12:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr: Addr2:

City: ST: Zip:

Contact: Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date: Start: End: Approval

Requested:

Reason for approval/denial:

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



Troop 6073 Booth Sales ?

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

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

My Sales ▼

Troop 6073 Sales

Green=Approved Orange=Denied

[-] My Booth Sales [\(add a Location\)](#)

Becky's Pizza Parlour 1231 Upas St...

-Thu Dec 10, 2015 8:00am - 12:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr: Addr2:

City: ST: Zip:

Contact: Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date: Start: End: Approval

Reason for approval/denial:

Record Sales (Optional)

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



Troop 6073 Booth Sales ?

Settings Girl Orders **Booth Sites** Transactions Rewards Deposits

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

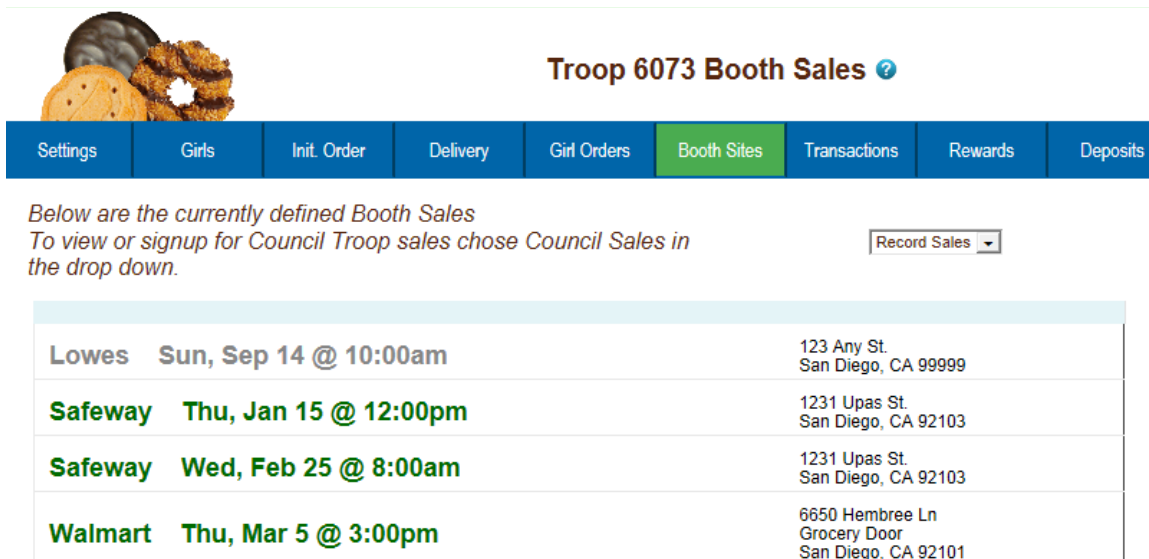
Free Slots Current Signups

Record Sales ▼
Council Sales
My Sales
Record Sales

Becky Demo Council Green Branches have openings

- [-] Council Booth Sales
 - [+] Palo Cedro, CA
 - [+] Redding, CA
 - [+] San Diego, CA
 - [+] Shasta Lake, CA
 - [+] Shingletown, CA

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



Troop 6073 Booth Sales ?

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

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

Record Sales ▼

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

Recording Booth Sites – Category Format

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

eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name.

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

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

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



Troop 6073 Booth Sales ?

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

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

Record Sales ▼

[<< Back to Site List](#)

Lowes Sun, Sep 14 @ 10:00am

123 Any St.
San Diego, CA 99999

[Distribute](#)
[Submit Sale](#)

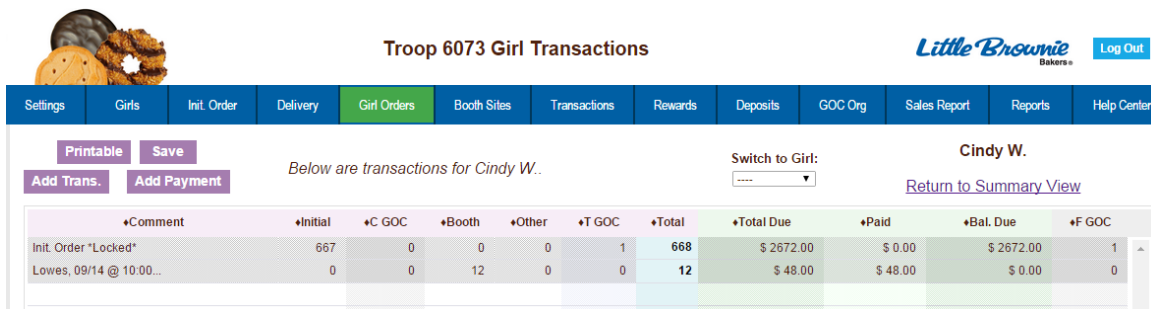
Sv\$	Sm	Tre	D-S-D	Sam	RRR	Tags	TMint	Tot Pkgs	C_GOC	T_GOC	Sold	Rec.	F_GOC
5		5	5	5	5	5	5	35	1	1	37	\$148.00	0

Pkgs	C_GOC	T_GOC	F_GOC	Girl	Pkgs	C_GOC	T_GOC	F_GOC	Girl
				☐ Becky Harrigan	11	1	1	0	☒ Rebecca Harrigan
12	0	0	0	☒ Cindy Wright					☐ Sidney Coleman
12	0	0	0	☒ Patty Wright					

Recording Booth Sites – Varieties Format

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

eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name.



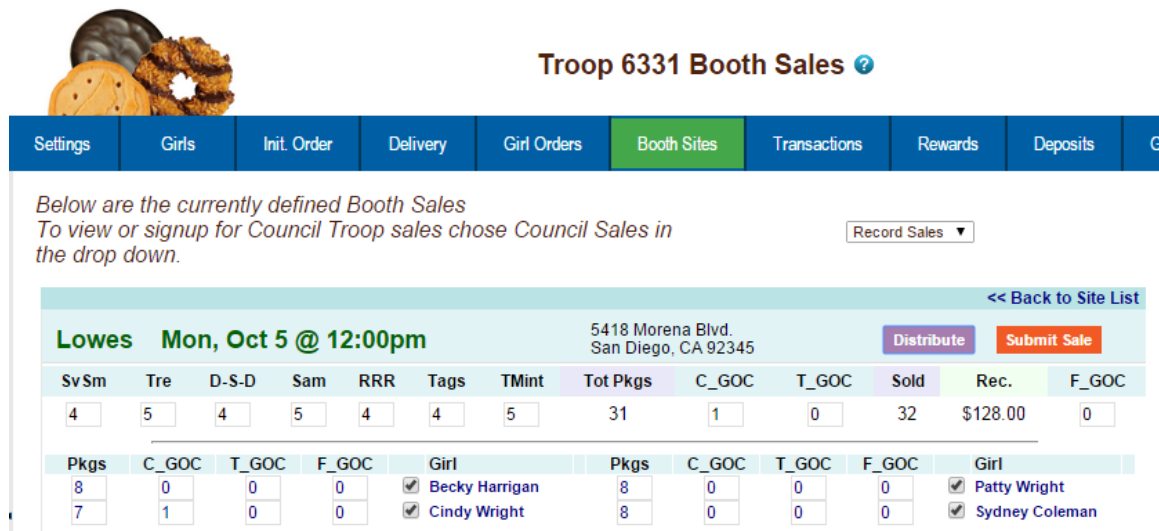
Troop 6073 Girl Transactions Little Brownie Bakers® Log Out

Settings Girls Init. Order Delivery **Girl Orders** Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports Help Center

Printable Save Add Trans. Add Payment Below are transactions for Cindy W. Switch to Girl: Cindy W. Return to Summary View

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"	667	0	0	0	1	668	\$ 2672.00	\$ 0.00	\$ 2672.00	1
Lowes, 09/14 @ 10:00...	0	0	12	0	0	12	\$ 48.00	\$ 48.00	\$ 0.00	0

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



Troop 6331 Booth Sales ?

Settings Girls Init. Order Delivery **Booth Sites** Transactions Rewards Deposits G

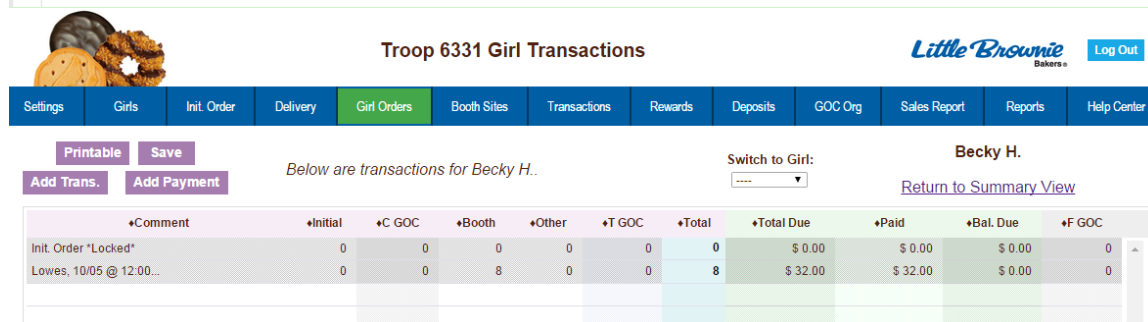
Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down. Record Sales

<< Back to Site List

Lowes Mon, Oct 5 @ 12:00pm 5418 Morena Blvd. San Diego, CA 92345 Distribute Submit Sale

SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Tot Pkgs	C_GOC	T_GOC	Sold	Rec.	F_GOC
4	5	4	5	4	4	5	31	1	0	32	\$128.00	0

Pkgs	C_GOC	T_GOC	F_GOC	Girl	Pkgs	C_GOC	T_GOC	F_GOC	Girl
8	0	0	0	☒ Becky Harrigan	8	0	0	0	☒ Patty Wright
7	1	0	0	☒ Cindy Wright	8	0	0	0	☒ Sydney Coleman



Troop 6331 Girl Transactions Little Brownie Bakers® Log Out

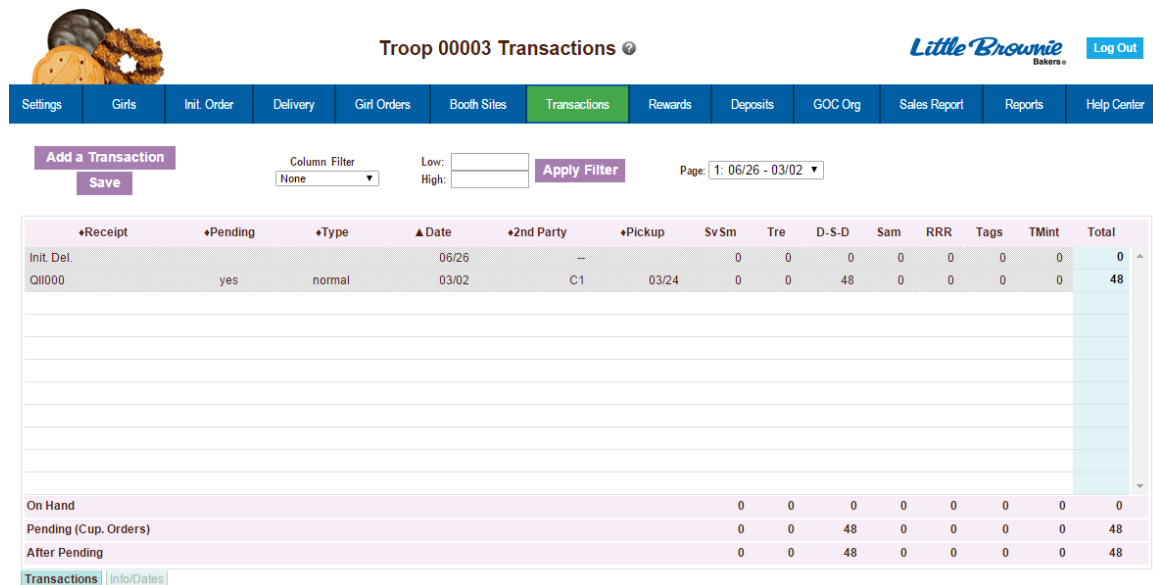
Settings Girls Init. Order Delivery **Girl Orders** Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports Help Center

Printable Save Add Trans. Add Payment Below are transactions for Becky H. Switch to Girl: Becky H. Return to Summary View

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Lowes, 10/05 @ 12:00...	0	0	8	0	0	8	\$ 32.00	\$ 32.00	\$ 0.00	0

Troop Transactions

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

A screenshot of the 'Troop 00003 Transactions' page in the Little Brownie Bakers system. The page has a blue header with the troop name and a 'Log Out' button. Below the header is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites, Transactions (highlighted), Rewards, Deposits, GOC Org, Sales Report, Reports, and Help Center. The main content area includes a form to 'Add a Transaction' with fields for 'Column Filter' (set to 'None'), 'Low', 'High', and 'Apply Filter'. Below the form is a table with columns: *Receipt, *Pending, *Type, *Date, *2nd Party, *Pickup, Sv Sm, Tre, D-S-D, Sam, RRR, Tags, TMint, and Total. The table shows two rows: 'Init. Del.' with a date of 06/26 and a total of 0, and 'QII000' with a date of 03/02, a status of 'yes', a type of 'normal', a 2nd party of 'C1', a pickup date of 03/24, and a total of 48. At the bottom of the table, there are summary rows: 'On Hand' (0), 'Pending (Cup. Orders)' (48), and 'After Pending' (48). The page also shows 'Page: 1: 06/26 - 03/02' and a 'Save' button.

Initial Order Transaction

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

Troop transactions from Other Sources

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

Pending troop orders (optional)

Troops can now place pending cookie orders to service units and/or cupboards. The status of the order will display in the **Pending** column

Inventory Balances

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

Navigating the Transaction Form

◆Receipt	◆Pending	◆Type	▲Date	◆2nd Party	◆Pickup	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
----------	----------	-------	-------	------------	---------	------	-----	-------	-----	-----	------	-------	-------

The columns listed from left to right are as follows:

- Receipt** - This is the receipt code of the transaction
- Pending** – This shows if the order is pending.
- Type** – A reference for your council
- Date** – This is the date of the transaction
- 2nd Party** – This is whom the cookies are going to or coming from
- Pickup** – Date of pickup. Form shows time as well.
- SvSm**– Savannah Smiles
- Tre** – Trefoils
- D-S-D** – Do-Si-Dos
- Sam** – Samoas
- RRR** - Rah Rah
- Tag** – Tagalongs
- TMints** – Thin Mints
- Total** – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type

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

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

Page: 08/09 - 07/28 ▼

Page: 08/10 - 06/11 ▼

08/10 - 06/11
06/10 - 06/10

Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system

will refresh and you will see that page. . The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

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

Variety	Cases	Pkgs
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Rah Rah Raisin	0	0
Tagalongs	0	0
Thin Mints	0 = 0	0 = 0

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

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

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

Type – Select type of transaction.

Normal – Transaction with no specific designation

Booth – Transaction is for a booth sale

Adjustment – Transaction type for corrections **(This option available at council discretion)**

Return – Transaction for return of cookies **(This option available at council discretion)**

Reorder – Cupboard transaction for additional cookies **(This option available at council discretion)**

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

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

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

Contact Info (optional) – This is for you to provide contact information so the other party has this information if needed.

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

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

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

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

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

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

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

Create a Pending Order Request for a Cupboard (Optional)

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

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

Product Movement: Add is selected

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

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

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

Cookie Transaction

Date: 2015-08-01 Pickup: 2015-08-28 6:00pm Receipt: 5J1000 #

Type: Normal 2nd Party: Cupboard Council Office (1) Map It

Variety	Cases	Pkgs
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Rah Rah Raisin	0	0
Tagalongs	1	0
Thin Mints	1 = 2	0 = 0

Product Movement: Add Product

Contact Info: Becky Harrigan, beckyuser@lbb.com, 123 Any St, San Diego

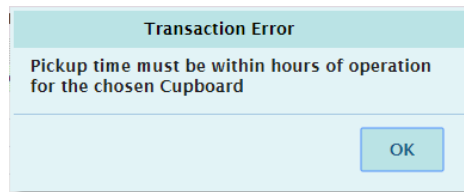
Additional Info.

Hours of Oper.
 Mon: 6:00pm - 10:00pm
 Tue: 6:00pm - 10:00pm
 Wed: 6:00pm - 10:00pm
 Thu: 6:00pm - 10:00pm
 Fri: 6:00pm - 10:00pm
 Sat: 6:00pm - 10:00pm

+ Save/Print Okay Cancel

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. If a day is missing as above – no Sunday, the cupboard is closed on Sunday. You will see these hours once you have selected the cupboard.

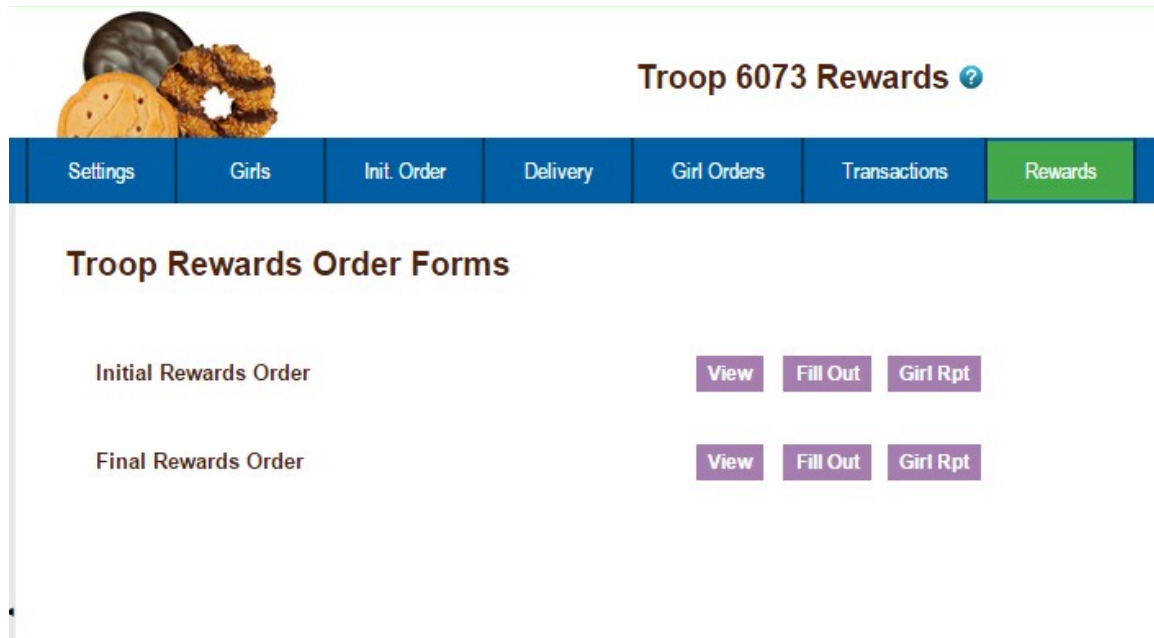
A cupboard can also require that the pickup date and time be within the hours of operation. If you try to schedule a pickup time that is not within that timeframe, the system will give you a transaction error message. You will not be able to save the transaction until you enter in a valid date and/or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



Rewards Tab

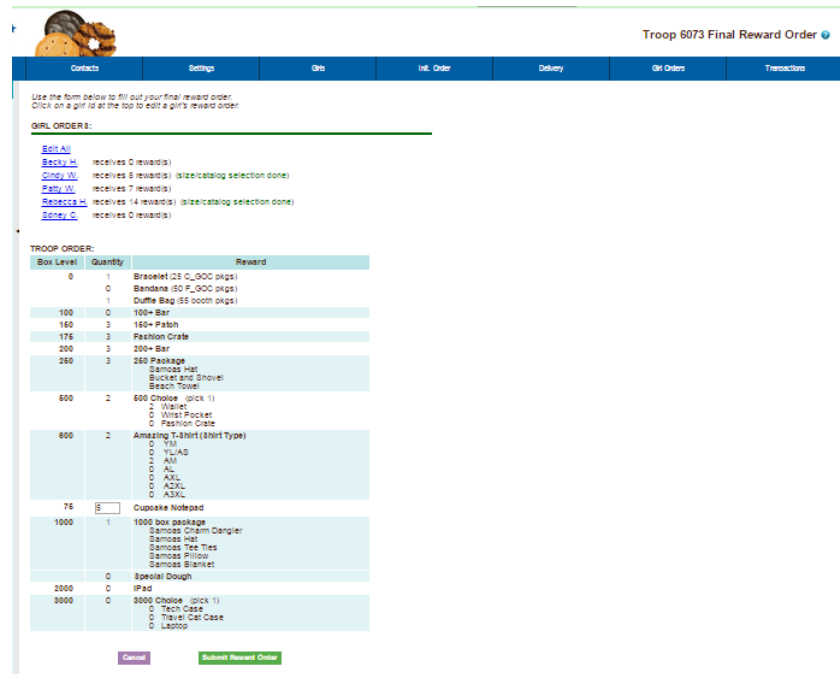
There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order



The image shows the 'Troop 6073 Rewards' interface. At the top, there's a header with a troop icon and the title 'Troop 6073 Rewards'. Below this is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Rewards (which is highlighted in green). The main content area is titled 'Troop Rewards Order Forms'. It contains two sections: 'Initial Rewards Order' and 'Final Rewards Order'. Each section has three buttons: 'View', 'Fill Out', and 'Girl Rpt'. The 'Fill Out' button is highlighted in purple.

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



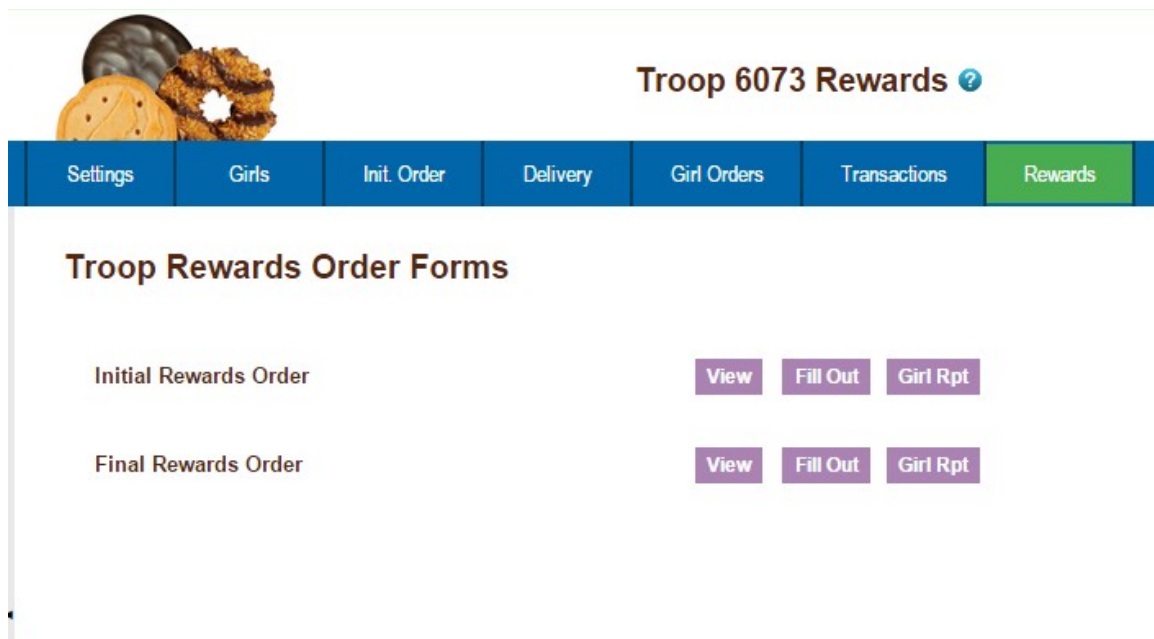
The image shows the 'Troop 6073 Final Reward Order' form. At the top, there's a header with a troop icon and the title 'Troop 6073 Final Reward Order'. Below this is a navigation bar with tabs: Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, and Transactions. The main content area is titled 'Troop 6073 Final Reward Order'. It contains a section for 'GIRL ORDER' with a list of girls and their reward status. Below this is a section for 'TROOP ORDER' with a table of rewards. The table has columns for Box Level, Quantity, and Reward. The rewards listed include Bracelet, Bandana, Duffel Bag, 100w Bar, 160w Patch, Fashion Crate, 200w Bar, 260 Package, 600 Choice, Amazing T-Shirt, Cupcake Notepad, 1000 box package, Special Dough, and iPad. At the bottom, there are 'Cancel' and 'Submit Reward Order' buttons.

Box Level	Quantity	Reward
0	1	Bracelet (25 C_9000 pgs)
0	1	Bandana (50 P_9000 pgs)
1	1	Duffel Bag (55 100w pgs)
100	0	100w Bar
160	3	160w Patch
175	3	Fashion Crate
200	3	200w Bar
260	3	260 Package
600	2	600 Choice (pick 1)
600	2	Amazing T-Shirt (shirt type)
75	1	Cupcake Notepad
1000	1	1000 box package
2000	0	Special Dough
3000	0	iPad

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

Individual Girl Reward Order

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



The screenshot shows the 'Troop 6073 Rewards' interface. At the top, there's a header with a troop number and a question mark icon. Below this is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Rewards (which is highlighted in green). The main content area is titled 'Troop Rewards Order Forms'. It contains two sections: 'Initial Rewards Order' and 'Final Rewards Order'. Each section has three buttons: 'View', 'Fill Out', and 'Girl Rpt'.

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

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

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

GIRL ORDERS:

[Edit All](#)

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

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

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

Click the girl's name.



Cindy W. Rewards ?

Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions
----------	----------	-------	-------------	----------	-------------	--------------

Boxes sold: **680**
 Booth pkgs sold: **12**
 Shirt size: **YM**

Box Level	Selected	Reward
150	☒	150+ Patch
175	☒	Fashion Crate
200	☒	200+ Bar
250	☒	250 Package Samoas Hat Bucket and Shovel Beach Towel
500	☒	500 Choice (pick 1) ☒ Wallet ☐ Wrist Pocket ☐ Fashion Crate
600	☒	Amazing T-Shirt (Shirt Type) ☐ YM ☐ YL/AS ☒ AM ☐ AL ☐ AXL ☐ A2XL ☐ A3XL

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

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

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

Rewards Submitted for Cindy W.

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

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

GIRL ORDERS:

[Edit All](#)

[Becky H.](#) receives 0 reward(s)

[Cindy W.](#) receives 8 reward(s) (size/catalog selection done)

[Patty W.](#) receives 7 reward(s)

[Rebecca H.](#) receives 14 reward(s) (size/catalog selection done)

[Sdney C.](#) receives 0 reward(s)

TROOP ORDER:

Box Level	Quantity	Reward
0	1	Beach Towel (100.000 pga sellg)

OR you may now click the Edit All link.

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

Girl: [Cindy Wright](#)

Boxes sold: [680](#)

Shirt size: [YM](#)

Box Level	Selected	Reward
0	☒	Beach Towel (100.000 pga sellg)
	☒	Tote and Blanket (175.000 pga sellg)

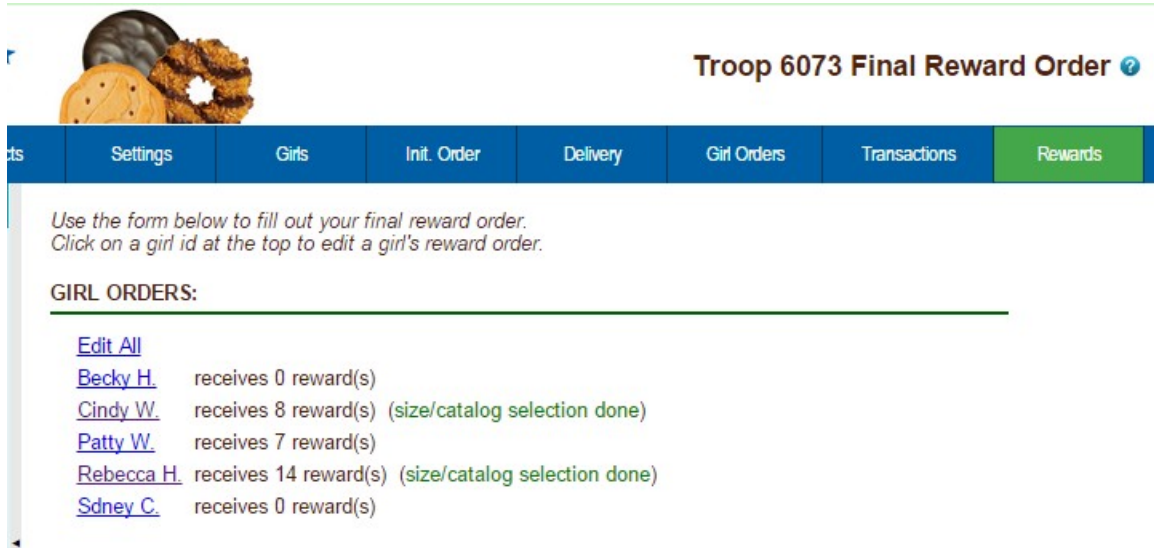
Girl: [Patty Wright](#)

Boxes sold: [407](#)

Shirt size: [YL/AS](#)

Box Level	Selected	Reward
0	☒	Beach Towel (100.000 pga sellg)
	☒	Tote and Blanket (175.000 pga sellg)

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



Troop 6073 Final Reward Order ?

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

GIRL ORDERS:

[Edit All](#)

[Becky H.](#) receives 0 reward(s)

[Cindy W.](#) receives 8 reward(s) (size/catalog selection done)

[Patty W.](#) receives 7 reward(s)

[Rebecca H.](#) receives 14 reward(s) (size/catalog selection done)

[Sdney C.](#) receives 0 reward(s)

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

GIRL ORDERS:

[Edit All](#)

[Becky H.](#) receives 0 reward(s)

[Cindy W.](#) receives 5 reward(s) (size/catalog selection done)

[Patty W.](#) receives 4 reward(s)

[Rebecca H.](#) receives 6 reward(s) (size/catalog selection done)

[Sdney C.](#) receives 0 reward(s)

TROOP ORDER:

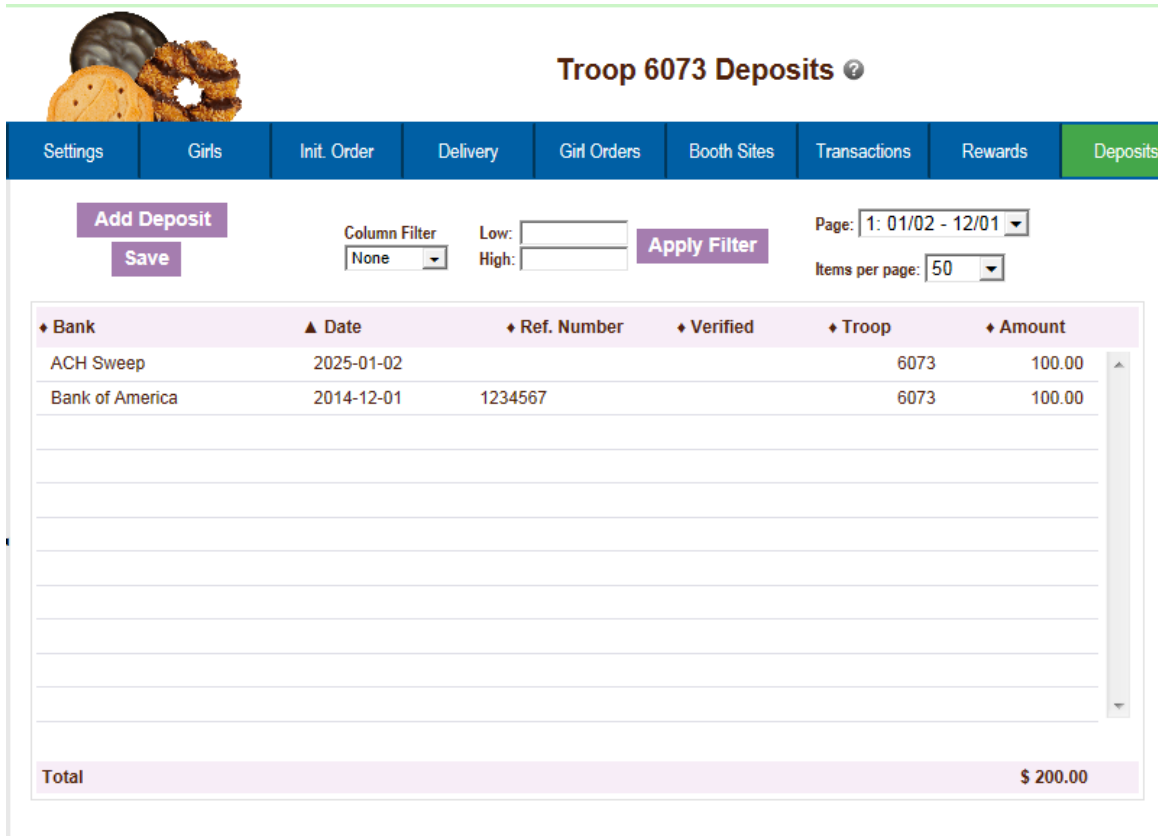
Box Level	Quantity	Reward
0	1	Bracelet (25 C_GOC pkgs)
	0	Bandana (50 F_GOC pkgs)
	1	Duffie Bag (55 booth pkgs)
100	0	100+ Bar
150	3	150+ Patch
175	3	Fashion Crate
200	3	200+ Bar
500	2	500 Choice (pick 1) 2 Wallet 0 Wrist Pocket 0 Fashion Crate
600	2	Amazing T-Shirt (Shirt Type) 0 YM 0 YL/AS 2 AM 0 AL 0 AXL 0 A2XL 0 A3XL
75	5	Cupcake Notepad
1000	0	Special Dough
2000	0	IPad
3000	0	3000 Choice (pick 1) 0 Tech Case 0 Travel Cat Case 0 Laptop
50	0	Rally Patch (no more than 2)

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

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

Deposits – GSCTX does not require use of the deposits tab

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



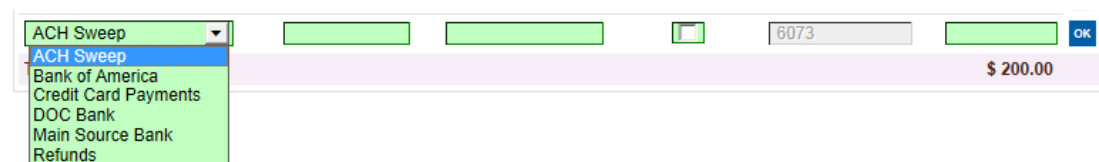
The screenshot shows the 'Troop 6073 Deposits' interface. At the top, there's a header with a troop logo and the title 'Troop 6073 Deposits'. Below this is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites, Transactions, Rewards, and Deposits (highlighted in green). The main area contains an 'Add Deposit' button, a 'Save' button, and a 'Column Filter' dropdown set to 'None'. There are also input fields for 'Low' and 'High' values, an 'Apply Filter' button, a 'Page' dropdown set to '1: 01/02 - 12/01', and an 'Items per page' dropdown set to '50'. A table displays the deposit history with columns: Bank, Date, Ref. Number, Verified, Troop, and Amount. The table shows two entries: 'ACH Sweep' for 2025-01-02 and 'Bank of America' for 2014-12-01, both for Troop 6073 with an amount of 100.00. A 'Total' row at the bottom shows a sum of \$ 200.00.

Bank	Date	Ref. Number	Verified	Troop	Amount
ACH Sweep	2025-01-02			6073	100.00
Bank of America	2014-12-01	1234567		6073	100.00
Total					\$ 200.00

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

Adding Deposits

Click the **Add Deposit** button.



The screenshot shows the 'Add Deposit' form. It has a dropdown menu for 'Bank' with options: ACH Sweep, Bank of America, Credit Card Payments, DOC Bank, Main Source Bank, and Refunds. There are input fields for 'Date', 'Ref. Number', and 'Troop' (set to 6073). A green 'OK' button is on the right. Below the form, a summary row shows the total amount as \$ 200.00.

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

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

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

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

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



Troop 6073 GOC Organizations ?

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

GOC Organizations

NOTE: All fields are required EXCEPT for Email.

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

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

Sales Report

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

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



Troop 6073 Sales Report ?

[Settings](#)[Girls](#)[Init. Order](#)[Delivery](#)[Girl Orders](#)[Booth Sites](#)[Transactions](#)[Rewards](#)[Exclude Pending Transactions](#)

Council Becky Demo Council, Troop 6073 Sales Report

Becky Harrigan
123 Any St.
San Diego, CA 99999
email: trp6073@lbb.com
Phone:
Cell:

email: apptesttrp@lbb.com
Phone:
Cell:

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

Girls Selling: 3
Girls Reg.: 4
Init. Girls Sellg: 3
Level: JR
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 1414.0000
PGA Registered: 1060.5000
Initial PGA: 1296.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

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

Pkgs Received				Deposits Made		
Date	Order	SH	QTY	Date	Reference	Amount
01/21	Initial Order	---	4140			
09/19	C1	SH1000	12	2014-12-01	1234567	\$ 100.00
10/27	T6740	211000	-1	2015-07-31		\$ 50.00
10/27	T6741	311000	-1	2025-01-02		\$ 100.00
10/27	--	411000	-12			
10/30	C1	511000	2	Total Deposits		\$ 250.00
02/05	C1	M11000	2			
03/05	C2	R11000	1			
	C_GOC pkgs.		56			
	Total Pkgs Received		4199			

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

Signature: _____

[View report in CASES](#)[Print Page](#)[Show as PDF](#)

Reports

The reports tab allows troops to run two information reports. The cupboard report will list all open cupboards and their location/hours of operation. The delivery station report lists the delivery site information including address and contact information. The delivery report will only display sites available to the troop.

Reports are now in XLSX format.



Troop 6073 Reports



[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Deposits](#)
[GOC Org](#)
[Sales Report](#)
[Reports](#)

Troop 6073: Reports

Cupboard Information Reports ▲

Cupboards

[XLSX](#)
[PDF](#)

Delivery Station Information Reports ▲

Delivery Stations

[XLSX](#)
[PDF](#)

#6073 Cupboard List										
Becky Demo										
Jul 27, 2013 at 03:11PM										
Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
101	101	6614 Charlene Ave.		San Diego	CA	92114				Saturday - 8am - 5pm
Becky's House	2T	1231 Upas St.		San Diego	CA	92103	619-555-5555	619-555-5555	619-555-5555	Saturday - 8am - 5pm
Hunters Ridge	792									
import try out	100									

#10002 Delivery List										
Becky Demo										
Jul 27, 2013 at 02:19PM										
Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	
AppleValleyFRI-Ln1	648	13000 Zoo Blvd		Apple Valley	CA	95124				
AppleValleyFRI-Ln2	649	13000 Zoo Blvd		Apple Valley	CA	95124				
AustinTHU	640	101 Maple Ave		Austin	CA	95912				
BaldwinTHU(new)	645	1350 Florence St		Baldwin	CA	54002				
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	54810				
BlaineFRI2/1	650	8271 W 35W Service Dr NE		Blaine	CA	95449				
BlaineSAT1/26-Ln1	601	8271 W 35W Service Dr NE		Blaine	CA	95449				
BlaineSAT1/26-Ln2	602	8271 W 35W Service Dr NE		Blaine	CA	95449				
BlaineSAT1/26-Ln3	603	8271 W 35W Service Dr NE		Blaine	CA	95449				
BlaineSUN1/27	609	8271 W 35W Service Dr NE		Blaine	CA	95449				
BloomingtonWED	631	401 W 98th St		Bloomington	CA	95420				
BrooklynParkMON	612	7411 85th Ave N		Brooklyn Park	CA	95445				

Appendix A – Gift of Caring Screen Shots

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

Location and Specifications for the Initial Order Screen -

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

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

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

Initial Order Screen

Girl Order Tab – Category View

Page 72

Little Brownie
Bakers &

[Log Out](#)[Printable Version](#)

- Package Sales
- Financials
- FYI Programs

Export

Page 73

Troop GOC

Initial Order Tab



Troop 6073 Initial Order

Little Brownie
Bakes

Log Out

SettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsSales ReportReportsHelp Center

Printable Version

Submit Order

Save as often as you like but Submit to your SU only Once!

Girl	Tre	D-S-D	Sam	RRR	Tags	TMint	T_GOC	Total
Becky H.	0	0	0	0	0	0	0	0
Cindy W.	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	NA	0
OTHER	0	0	0	0	0	0	NA	0
BOOTH	0	0	0	0	0	0	NA	0
Pkgs. Ordered	0	0	0	0	0	0	0	0
Cases to Order	0	0	0	0	0	0		0

You have 0 package orders. Please follow your council's instructions in regards to these packages.

Girl Order Tab – Category View

Girl Order Tab – Varieties View



Troop 6075 Girl Sales Record

Troop 6075 Girl Sales Record



[Settings](#) | [Girls](#) | [Init. Order](#) | [Delivery](#) | [Girl Orders](#) | [Booth Sites](#) | [Transactions](#) | [Rewards](#) | [Deposits](#) | [Sales Report](#) | [Reports](#) | [Help Center](#)

[Printable Version](#)

[Export](#)

Below are your troop sales broken down by Girl.

To view/edit a Girl's Transactions click on the appropriate row.

☐ Package Sales

☐ Financials

☐ FYI Programs

▼ Girl	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	•Total	Total Due	Paid	•Bal. Due
Becky H.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Cindy W.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Girl Totals	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Troop Order	0	0	0	0	0	0	0	0			

Initial Order Tab

Girl Order Tab – Category View

Page 76

Girl Order Tab – Variety View



Troop 6075 Girl Sales Record 🔍


[Log Out](#)

[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Deposits](#)
[Sales Report](#)
[Reports](#)
[Help Center](#)

Printable Version

Export

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

☐ Package Sales

☐ Financials

☐ FYI Programs

▼ Girl	Tre	D-S-D	Sam	RRR	Tags	TMint	•Total	Total Due	Paid	•Bal. Due	F GOC
Becky H.	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Cindy W.	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Troop Order	0	0	0	0	0	0	0				0