



TROOP USER MANUAL

2024-25 COOKIE SEASON

eBudde.LittleBrownie.com



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WHAT'S NEW

Booths

- Only one step back to select a booth site

Dashboards

- Messages more prominent
- PGA rounding up

Girls

- Girl moves includes the full Parent IO

Initial Order

- Parent Initial Order updates for display and ordering

Troop Site

- Split distribution for donation separated from shipped packages

Transactions

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

Reports

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



eBudde App

- Correction of log in issues

Digital Cookie

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



COMPUTER SPECIFICATIONS INFORMATION

Navigating the The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Latest version of Microsoft Edge, Firefox, or Chrome.
Macintosh OS version 12 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

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

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 4GB RAM

Recommended Systems:

3 GHz CPU - 6GB RAM

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

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

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



NAVIGATING THE SYSTEM

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

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

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

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

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

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

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

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

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

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

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



SYSTEM ACCESS

eBudde™ is part of the Little Brownie Cookie Tech Portal. This new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. You will be asked to create a new password the first time you log in. You can now get to eBudde™ from two ways – <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com>

Each user will get a welcome email from eBudde™ that has a unique link for logging into the system for the first

The process for gaining access is:

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

Details of the steps and screen shots are included below.

Step One - User receives “welcome email” with login link

Sample of “Welcome Email”

Subject: Welcome to the 2024-2025 Girl Scout Cookie Season!

Welcome to the 2024-2025 Girl Scout Cookie Season!

You’ve been invited to join the eBudde™ system.

Please take these steps:

1. Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-



[5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-duX67fVu-jT47-dGegFIE&m=0T6NjdKyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOB0twiM8A5J7RTvssirRjy7W7-i8&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-duX67fVu-jT47-dGegFIE&m=0T6NjdKyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOB0twiM8A5J7RTvssirRjy7W7-i8&e=)

This link expires in 48 hours and is unique to you.

Thank you for all you do for girls!

Your Friends at Little Brownie Bakers

Step Two - Click on the link

Go to this link: https://urldefense.proofpoint.com/v2/url?u=https-3A__cookieportal.littlebrownie.com_users_password_edit-3Freset-5Fpassword-5Ftoken-3D-5F715byYLtCTqP5CrFWz1&d=DwIFaQ&c=dPDDGIUGIJe7k2bognQ9ww&r=Fl4HaRmPgFW7jHM-xkeGu-duX67fVu-jT47-dGegFIE&m=0T6NjdKyLn2WYY7ENchiFSFAL2d23I12IV-Ewz-3m9A&s=sbKchELkfLopQWoOB0twiM8A5J7RTvssirRjy7W7-i8&e=

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

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

SECURITY REQUIREMENTS

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

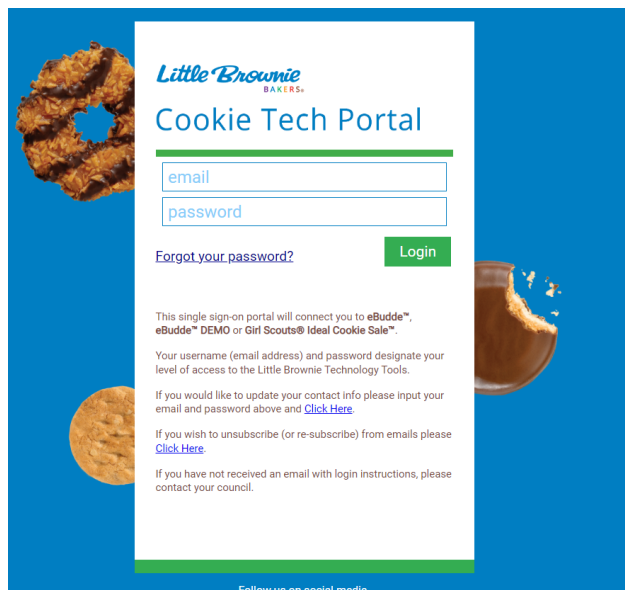
The password requirements are as follows:



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

Login attempt rules are as follows:

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



Little Brownie
BAKERS

Cookie Tech Portal

email
password

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

This single sign-on portal will connect you to **eBudde™**, **eBudde™ DEMO** or **Girl Scouts® Ideal Cookie Sale™**.

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

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

If you wish to unsubscribe (or re-subscribe) from emails please [Click Here](#)

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

Follow us on social media

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

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





Cookie Tech Portal

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

Change Password (Optional)

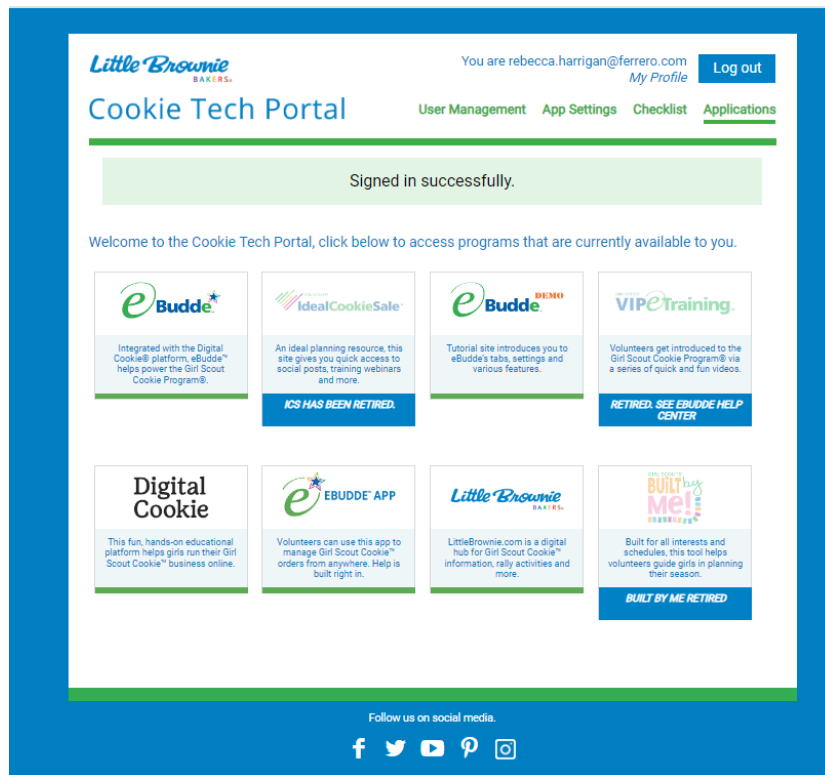
If you would like to change your password you may do so here.

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

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



Step Five - Enter Little Brownie Cookie Tech Portal system



Step Six - Confirm account update via email link

Hello user@lbb.com|

Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

FORGOT PASSWORD

Go to <https://cookieportal.littlebrownie.com>



Click [Forgot your password](#)

Little Brownie
BAKERS®

Cookie Tech Portal

[Forgot your password?](#)

Login

Little Brownie
BAKERS®

Cookie Tech Portal

Forgot your password?

Send me reset password instructions

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

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

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

Enter email

Click [Send me reset password instructions](#)

You will get an email with a new password link

Confidential and Proprietary

Little Brownie
BAKERS®



Click the link in the email.

Hello example@lbb.com!

Someone has requested a link to change your password. You can do this through the link below.

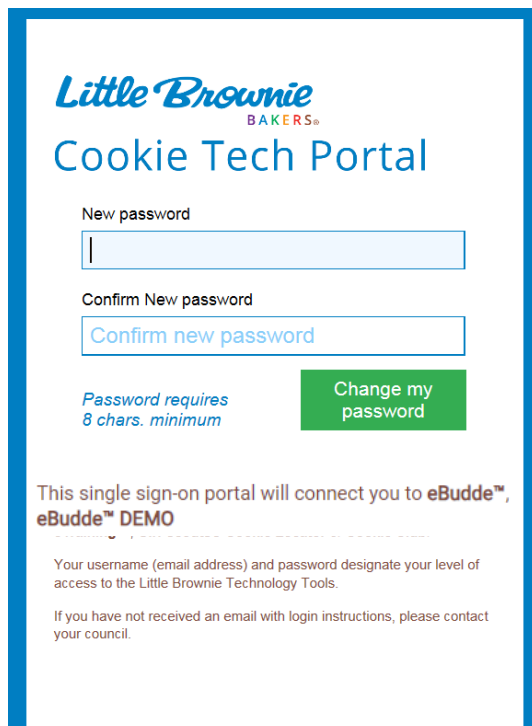
[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

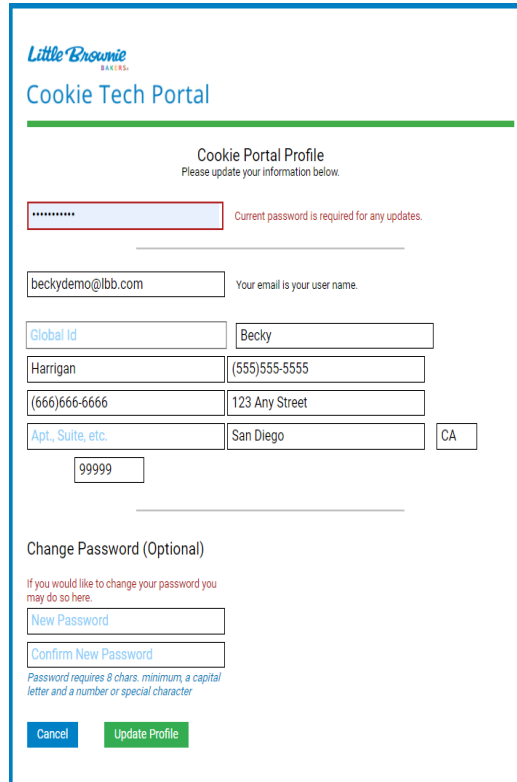
The above link will only work for your email address and will only be valid for 48 hours.

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



The screenshot shows a web form titled "Little Brownie BAKERS Cookie Tech Portal". It contains two input fields: "New password" and "Confirm New password". Below the "Confirm New password" field is a green button labeled "Change my password". To the left of this button is the text "Password requires 8 chars. minimum". Below the input fields, there is a paragraph: "This single sign-on portal will connect you to eBudde™, eBudde™ DEMO". Below this paragraph is a line of text: "Your username (email address) and password designate your level of access to the Little Brownie Technology Tools." and another paragraph: "If you have not received an email with login instructions, please contact your council."

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



Little Brownie BAKERS.
Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

Current password is required for any updates.

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

Global Id: Becky

Harrigan: (555)555-5555

(666)666-6666 123 Any Street

Apt., Suite, etc.: San Diego CA

99999

Change Password (Optional)
If you would like to change your password you may do so here.

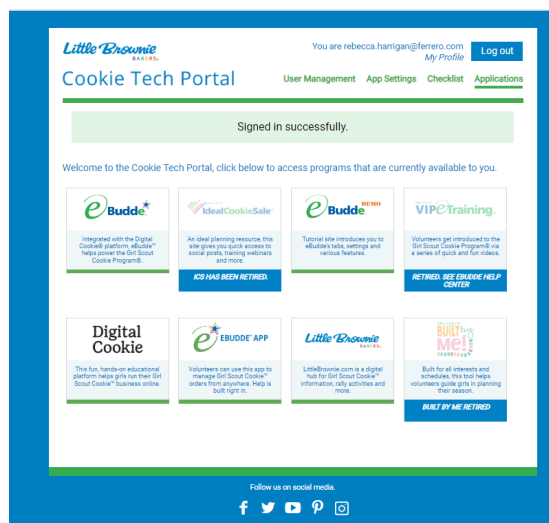
New Password

Confirm New Password

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

Cancel Update Profile

Select eBudde™ from the list.



Little Brownie BAKERS. You are rebecca.harrigan@ferro.com My Profile Log out

Cookie Tech Portal User Management App Settings Checklist Applications

Signed in successfully.

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

eBudde Integrated with the Digital Cookie platform, eBudde™ helps power the Girl Scout Cookie Program®.	IdealCookieSale An ideal planning resource, this one gives you quick access to social posts, training webinars and more.	eBudde Tutorial site introduces you to eBudde's tabs, settings and various features.	VIPE Training Volunteers get introduced to the Girl Scout Cookie Program® via a series of quick and fun videos.
Digital Cookie This fun, hands-on educational platform helps girls run their Girl Scout Cookie® business online.	eBUDDE APP Volunteers can use this app to manage Girl Scout Cookie® orders from anywhere. Help is built right in.	Little Brownie BAKERS. Littlebrownie.com is a digital hub for Girl Scout Cookie® information, only activities and more.	BUILT BY ME Built for all interests and schedules, this tool helps volunteer guide girls in planning their season.

Follow us on social media.

f t y p i

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

Hello user@lbb.com|

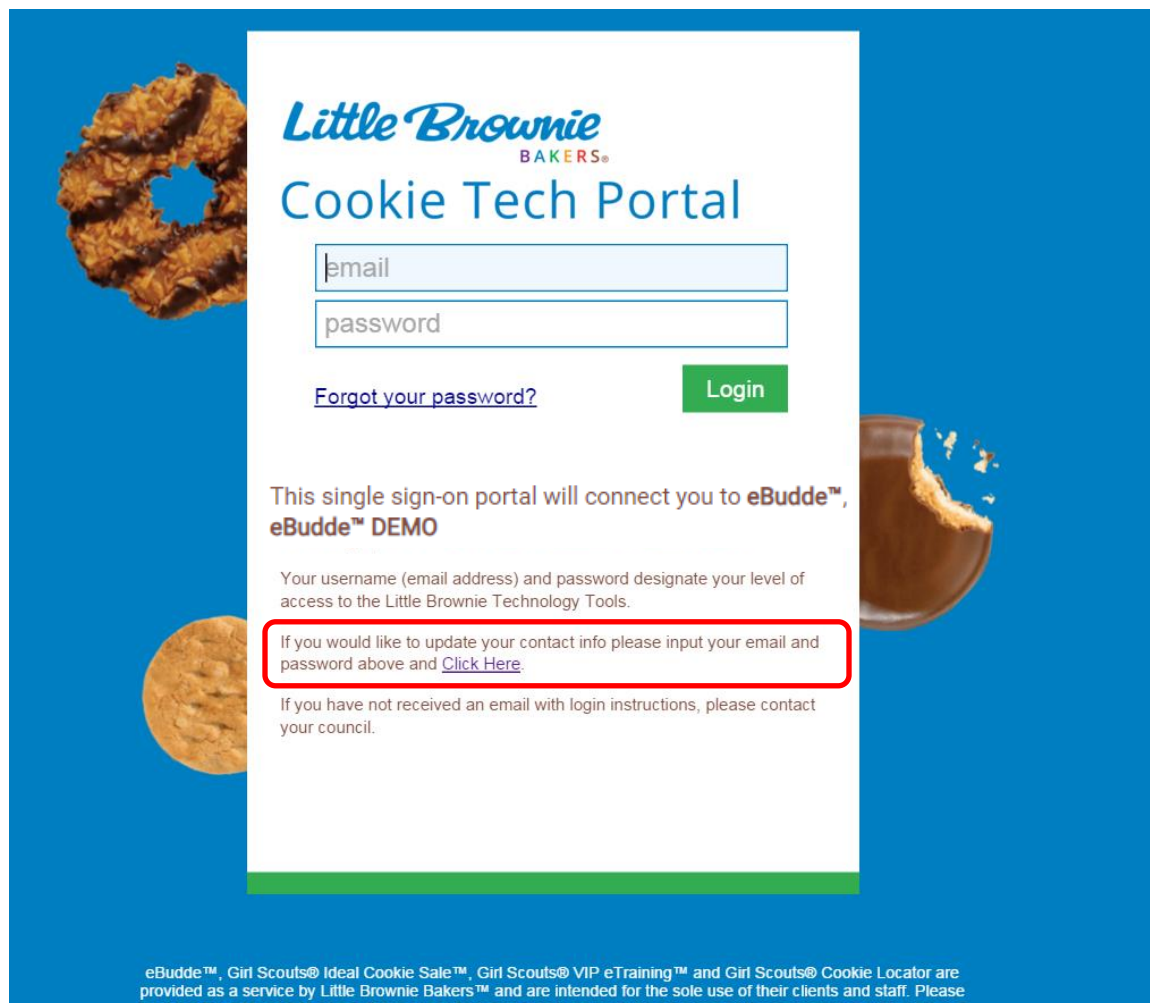
Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

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



Little Brownie
BAKERS®

Cookie Tech Portal

[Forgot your password?](#)

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

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

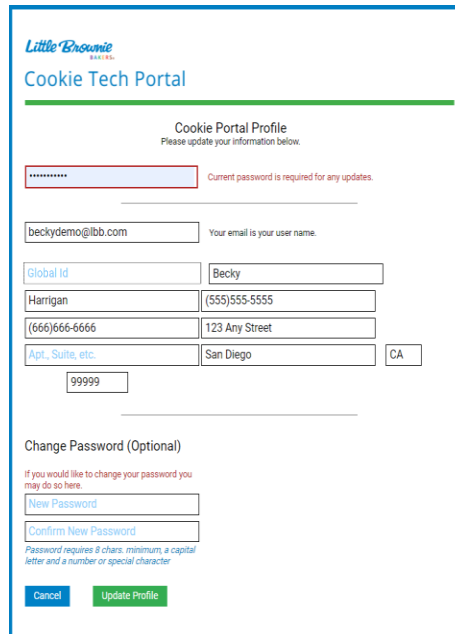
If you would like to update your contact info please input your email and password above and [Click Here](#).

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

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



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



Little Brownie BAKERS
Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

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

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

Global Id

Harrigan

(666)666-6666

Apt., Suite, etc.

Change Password (Optional)
If you would like to change your password you may do so here.

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

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



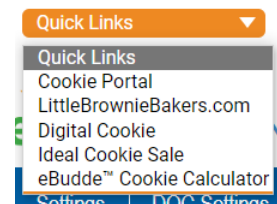
MENU BAR



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

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

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



Cookie Portal – This provides a link to the Cookie Portal which gives you access to your profile and other Little Brownie systems.

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

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

Ideal Cookie Sale – INACTIVE

Ebudde Cookie Calculator – This provides a link to the new cookie calculator. The cookie calculator is a helpful tool that allows you to calculate the selling prices of cookie varieties.

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

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



TROOP TABS

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

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

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

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

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

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

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

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

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

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

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

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

Rewards – Troop reward ordering

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

Payments – Troop payment to council recording

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





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

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

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



Dashboard Tab

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

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

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

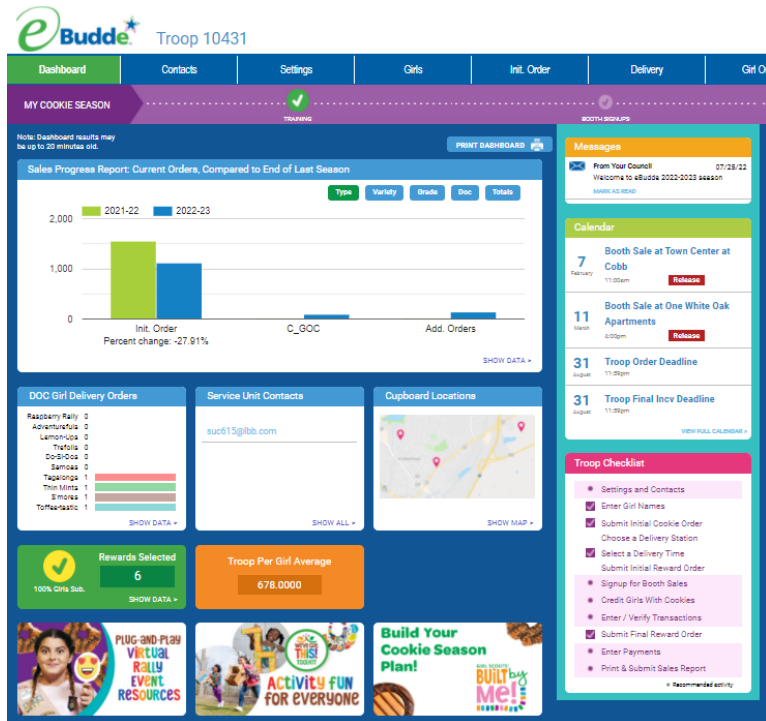
Your troop's upcoming Booth sales will display on the dashboard. The service unit contacts will list on the dashboard

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

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

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





Timeline



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

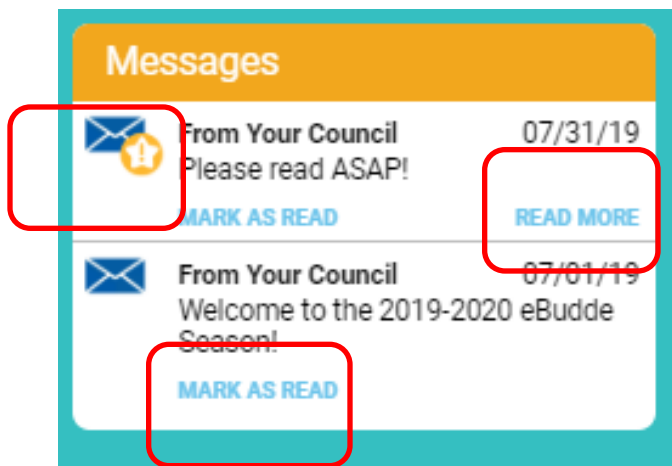
Dashboard Header



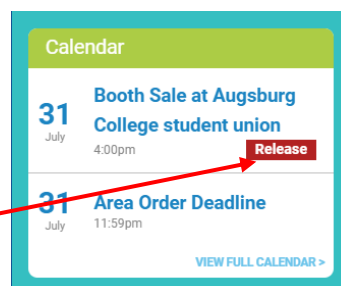
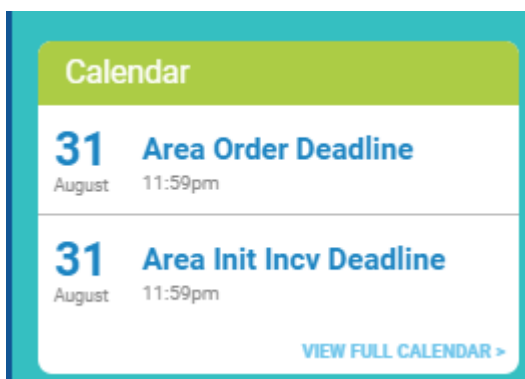
You can print your dashboard items by clicking the print dashboard button. Also note that the dashboard refreshes every 20 minutes. So if you have made a change, you may have to wait 20 minutes before the dashboard updates.

Dashboard Side Pane – Right Side

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

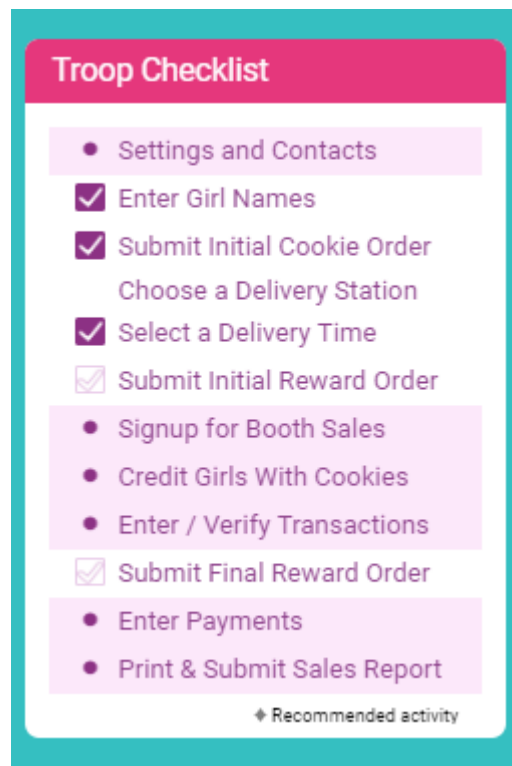


The dashboard will display upcoming dates. If you need to see a full calendar, you can click **View Full Calendar**. It will display in another browser window a monthly calendar.



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

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



Dashboard Data

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

The example below shows what you may see – Order sales totals (now called Sales Progress Report: Current Orders, Compared to End of Last Season) for Type of order, orders by program age level, orders by grade and if your council participates in Digital Cookie, orders by Digital Cookie type. In addition, you will be able to see, rewards statistics, service unit contacts, cupboard locations and links for additional resources. There is a new infographic this season

to show Troop PGA (Per Girl Average). These links will change throughout the season to give you resources that apply to your timeline.

Troop 18020 Dashboard



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

Troop 18024 Dashboard

Settings

Girls

Init. Order

Delivery

Girl Orders

Transactions

Rewards

Booth Sites

✓

✓

✓

✓

COOKIE TIME!


IO DEADLINE

BOOTH TIME!

CUPBOARDS OPEN

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

An I/O discrepancy has been detected, please notify your council.

PRINT DASHBOARD 

Service Unit Contacts

DOC Girl Delivery Orders

Cupboard Locations

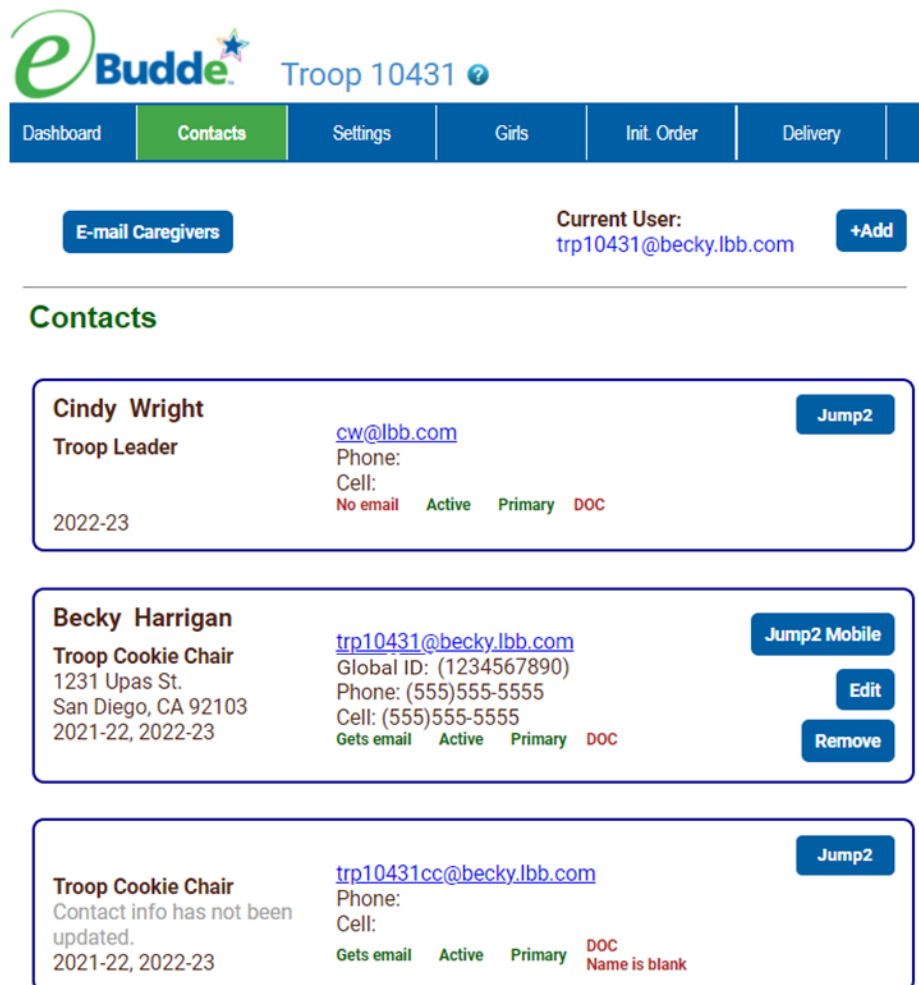


CONTACTS TAB

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

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

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



The screenshot shows the eBudde interface for Troop 10431. The top navigation bar includes links for Dashboard, Contacts (highlighted), Settings, Girls, Init. Order, and Delivery. Below the navigation bar, there is a section for E-mail Caregivers and a Current User section showing the user as trp10431@becky.lbb.com with an +Add button. The main content area is titled 'Contacts' and lists three contacts:

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

You also have a section to just update your email preferences that are specific to eBudde™. DO NOT uncheck the active box or you will lose access to eBudde.

eBudde™ Preferences

Receives email: ☒
Active: ☒

Update Primary Roles

Troop Leader: ☒

**Update eBudde™ Email Preferences
(select to UNsubscribe)**


Pending Transactions: ☐
Cupboard Pickup Confirmed: ☐

Cancel

Update My Preferences

When you click **Update Contact Info**, you will go to the update page to update your information.

Click **Update My Preferences** or **Cancel** to close the screen.



Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

Current password is required for any updates.

trp10431@becky.lbb.com
 Your email is your user name.

1234567890

Becky

Harrigan

(555)555-5555

(555)555-5555

1231 Upas St.

Apt., Suite, etc.

San Diego

CA

92103

Change Password (Optional)
If you would like to change your password you may do so here.

New Password

Confirm New Password

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

Back To eBudde™

Update Profile



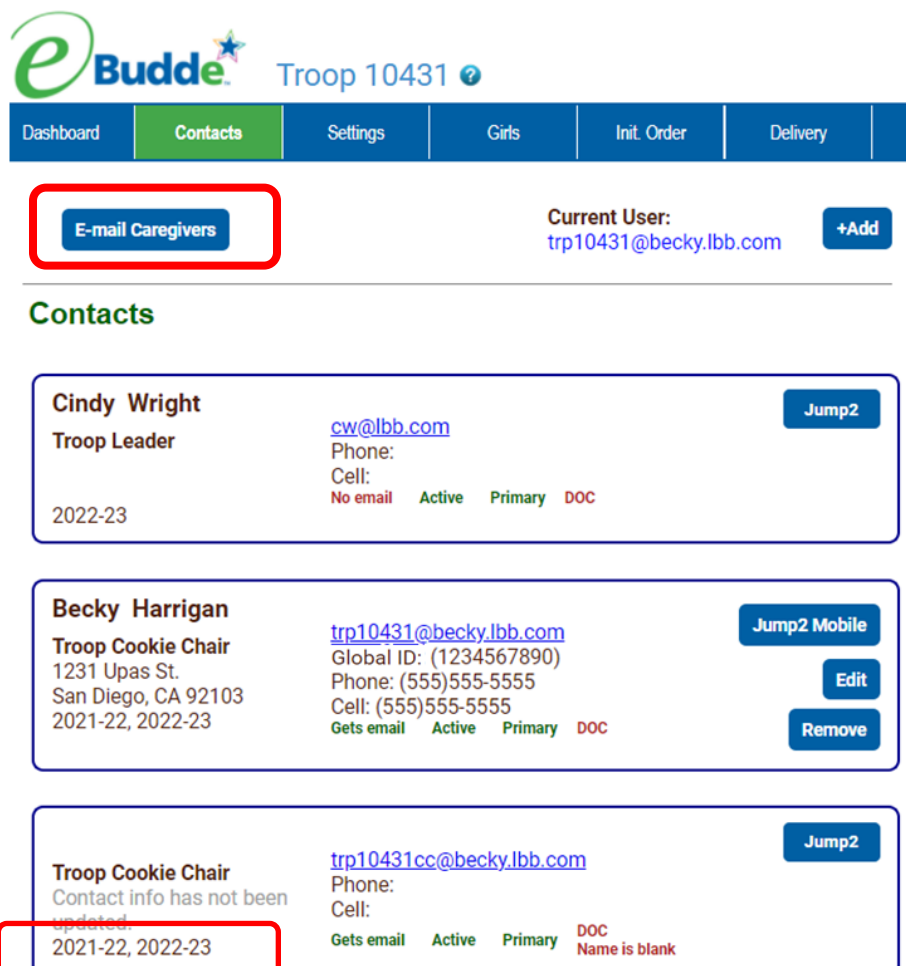
Enter your information and click update profile. If you would also like to change your password, you can do that on this screen as well. You can update one section at a time (contact or password). If you need to change both password and profile, you will have to click Update Contact Info again. Be sure to enter your current password or you will get the following error.

1 error prohibited this user from being saved:

- Current password can't be blank

Email Caregivers

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

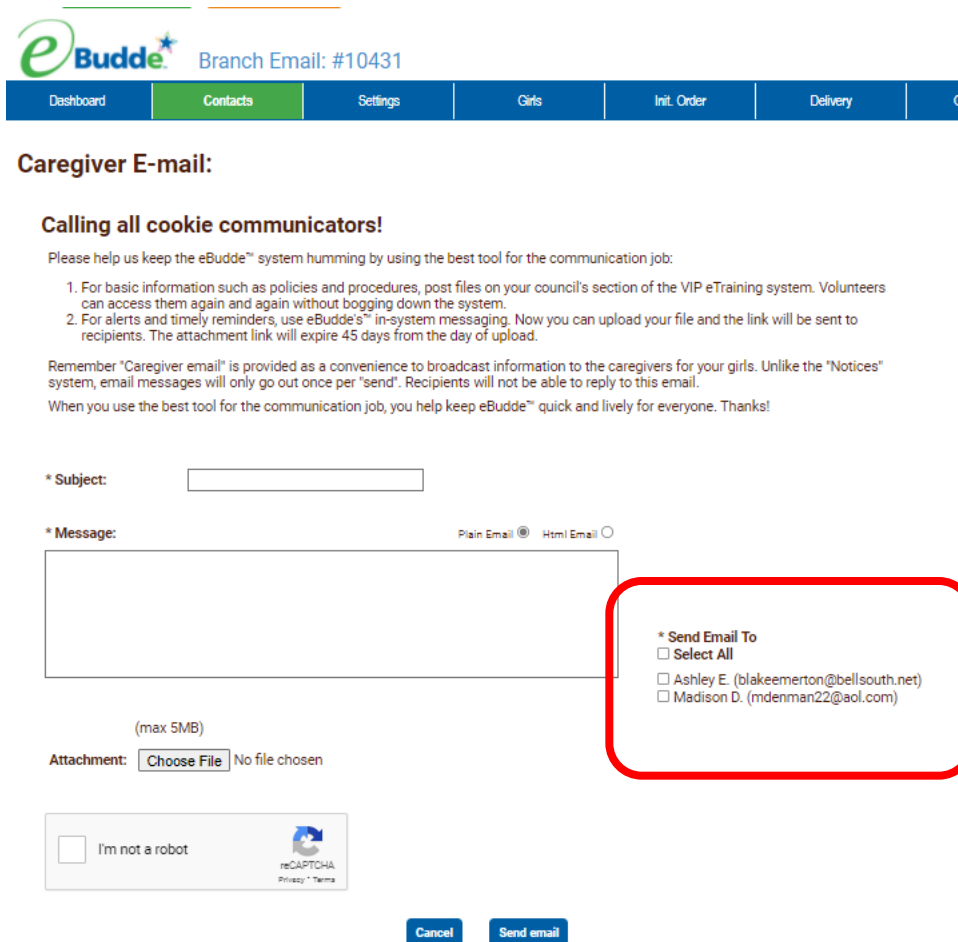


The screenshot shows the eBudde interface for Troop 10431. The top navigation bar includes Dashboard, Contacts (highlighted), Settings, Girls, Init. Order, and Delivery. Below the navigation bar, there is a red box around the "E-mail Caregivers" button. To the right of this button, it says "Current User: trp10431@becky.lbb.com" and a "+Add" button. Below this, the "Contacts" section is visible. It lists three contacts: Cindy Wright (Troop Leader), Becky Harrigan (Troop Cookie Chair), and another Troop Cookie Chair. The first contact, Cindy Wright, has a "Jump2" button. The second contact, Becky Harrigan, has "Jump2 Mobile", "Edit", and "Remove" buttons. The third contact, another Troop Cookie Chair, has a "Jump2" button. The contact information for the third contact is partially obscured by a red box, showing "Contact info has not been updated." and "2021-22, 2022-23".

Confidential and Proprietary

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

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



Caregiver E-mail:

Calling all cookie communicators!

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

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

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


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

*** Subject:**

*** Message:** ☐ Plain Email ☐ Html Email

(max 5MB)

Attachment: No file chosen

☐ I'm not a robot 

*** Send Email To**

☐ Select All

☐ Ashley E. (blakeemerton@bellsouth.net)

☐ Madison D. (mdenman22@aol.com)

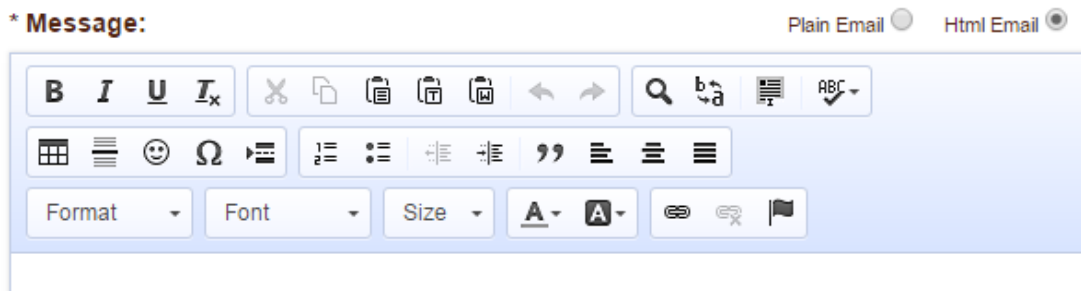
The system will display a screen with instructions and email limitations. There is no replying of email in eBudde™. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

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

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

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

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



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

Adding Contacts

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



Add a Troop Contact

Cancel

Save

NOTE: Email field is required.

Role

Troop Leader

First Name

Last Name

Email

Global ID:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

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

Role:

Troop Leader

Troop Leader

Troop Cookie Chair

Troop Booth Recorder Only User

Troop Cookie Pickup Only User

Troop View Only User

Enter in the contact information.

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

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

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

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

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

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

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

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

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

Special Troop Contacts

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

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



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

Role:

Troop Leader ▼

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

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

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

Role:

Troop Leader ▼

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

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

Troop Leader Contact info has not been updated. 2022-23	jaswell.1@att.net Phone: Cell: No email Active DOC Name is blank	<div style="margin-bottom: 5px;">Jump2 Mobile</div> <div style="margin-bottom: 5px;">Edit</div> <div style="border: 2px solid red; padding: 2px;">Remove</div>
--	---	--



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.

Troop Settings
Edit

Troop Info

Number
Becky

Girls Reg'd:
2

Troop Goal (pkgs):
0

☒ Active Seller

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

Participation
2022-23

Girls Selling
3

Level
Daisy

Global ID
B-47364738

Generic Proceeds

☒ Fall Program (0.051)

☒ Membership (0.052)

DOC Status

☒ DOC Troop?

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

DOC Sync Status
Synced

Bank Info

Bank Name

Bank Routing Number

Bank Account Number

Previous Season

Initial Order Pkgs:0

#Girls Selling:0

#Girls Registered:0

Troop Goal Pkgs:0

Troop C_GOC Pkgs: 0

Additional Order Pkgs:0

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

Troop Settings

[Edit](#)

Troop Info

Number

Becky

Girls Reg'd:

2

Girls Selling

3

Troop Goal (pkgs):

0

Level

Daisy

☒ Active Seller

Global ID

B-47364738

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

Participation
2022-23

Generic Proceeds

☐ Fall Program (0.051)

☐ Membership (0.052)

DOC Status

☐ DOC Troop?

Parent IO Deadline:

08/01/2023

Time:

11:55pm

DOC Sync Status
Synced

Starred boxes
may not be
available for
data entry at

Bank Info

Bank Name

Bank Routing Number

Bank Account Number

Previous Season

Initial Order Pkgs:0

#Girls Selling:0

#Girls Registered:0

Troop Goal Pkgs:0

Troop C_GOC Pkgs: 0

Additional Order Pkgs:0

Number – Troop Number

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

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

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

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

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

Level –Select the appropriate program age level

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

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

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

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

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

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

Bank Name – (Optional) Name of bank where troop has it's account

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

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

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

Banking Information - Security

To protect your banking information we have implemented hashing on the bank routing and account numbers. If you are responsible for keying in the data, you will see the full number when you do the data entry but once you click update, the information will be hashed out. If you need to edit the information, you will still see the hashed out version but you can key over with the information.

Initial Display (no data)

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____



Edit Display (no data)

Bank Name:

Bank Routing Number:

Bank Account Number:

Edit Display (data just entered)

Bank Name:

Bank of America

Bank Routing Number:

1234567899

Bank Account Number:

5949594959

Display after Data entered and Save button pressed

Bank Name: Bank of America

Bank Routing Number: XXXXXX7899

Bank Account Number: XXXXXX4959

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

Bank Name:

Bank of America

Bank Routing Number:

XXXXXX7899


Bank Account Number:

XXXXXX4959



GIRLS TAB

The girl tab allows you to enter in the names of the girls in your troop if your council allows. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order or the data has begun to flow to the Digital Cookie system.


Troop 10431 ?

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Trans

Girls

☒ Show Inactive
 +Add

Ashley Emerton

Sales Goal: 50

T-Shirt Size: YS

Registered: yes

Grade: 12

Inactive: no

DOC Eligible: yes

Caregiver: blakeemerton@bellsouth.net

DOC Emails:

GSUSA ID: TEMP799...4311796

Edit

Cindy Wright

Sales Goal: 0

T-Shirt Size: YS

Registered: yes

Grade: 6

Inactive: no

DOC Eligible: yes

Caregiver:

DOC Emails:

GSUSA ID: TEMP799...4311798

Edit

Madison Denman

Sales Goal: 0

T-Shirt Size:

Registered: yes

Grade: 12

Inactive: no

DOC Eligible: yes

Caregiver: mdenman22@aol.com

DOC Emails:

GSUSA ID: 103728992

Edit

Becky Wright

Sales Goal: 0

T-Shirt Size: --

Registered: yes

Grade: 2

Inactive: yes

DOC Eligible: yes

Caregiver:

DOC Emails:

GSUSA ID: TEMP799...4311797

Edit



Add Girl Information

To add a girl, click the **+Add** button.

You can use the **TAB** key to move between the boxes.

Cancel

Save

First Name

Last Name

☐ Inactive

Grade

— ▾

Caregiver Email

Global/GSUSA ID:

☐ Registered

Sales Goal:

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

Global/GSUSA ID - Enter the girl's GSUSA/Global ID

Inactive? – (Optional) If the girl is inactive in the troop, check the box. Council determines who can make a girl inactive. A girl cannot be marked inactive if she has boxes sold or monies due.

Registered – If the girl is registered, check the box

Grade –Enter the girl's grad K - 12

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

Shirt Size – (Optional) Enter the girl's shirt size

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

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



Edit Girl Information

Click the **Edit** button to change the girl information. Click the **Save** button to save the information. Click the **Cancel** button to not make the changes.

Delete Girl from Troop

Click the **Edit** button, click the **Delete** button. Click **Save**. The girl **CANNOT** be deleted after the troop has submitted their initial order or the Digital Cookie Green Button has been pushed on the DOC Settings Tab.

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.

Edit A Girl

Cancel

Save

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



INIT. ORDER TAB

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

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**.

Troop 10

Member of GS Council: Becky Demo Doc

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

Troop Initial Order

		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	Total	
	Imported		0	0	0	0	0	0	0	0		0	
	Other		0	0	0	0	0	0	0	0		0	
	Last Year (Other)		0	0	0	0	0	0	0	0		0	
	Booth		0	0	0	0	0	0	0	0		0	
	Last Year (Booth)		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	
	Other*Extras*Charity	0	0	0	0	0	0	0	0	0	0	0	

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

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

Other Initial Order

Cancel

Save

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

Other Initial Order

Cancel

Save

Product	Packages
Adventurefuls \$ 5.00	<input type="text" value="100"/>
Lemon-Ups \$ 5.00	<input type="text" value="100"/>
Trefoils \$ 5.00	<input type="text" value="100"/>
Do-Si-Dos \$ 5.00	<input type="text" value="100"/>
Samoas \$ 5.00	<input type="text" value="100"/>
Tagalongs \$ 5.00	<input type="text" value="100"/>
S'mores \$ 5.00	<input type="text" value="100"/>
Toffee-tastic \$ 5.00	<input type="text" value="100"/>
Total	800

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

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

The system will display the completed order.

Troop Initial Order

Submit Troop IO

		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	Total
	Imported		0	0	0	0	0	0	0	0	0	0
	Other		100	100	100	100	100	100	100	100		800
	Last Year (Other)		0	0	0	0	0	0	0	0		0
	Booth		0	0	0	0	0	0	0	0		0
	Last Year (Booth)		0	0	0	0	0	0	0	0		0
	Pkgs. Ordered	0	100	100	100	100	100	100	100	100	0	800
	Cases To Order		9	9	9	9	9	9	9	9		72
	Other+Extras+Charity	800	8	8	8	8	8	8	8	8	0	864



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

The system will save all changes automatically.

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

Submission Warning

You are about to submit your Initial Cookie Order.

Are you sure?

Once the Initial Order is submitted it cannot be changed.

Cancel
Submit Order


Thank You!

The Initial Order for your Troop has been submitted.

Okay

Ordering by Individual Girls

Click on the **Init. Order Tab**.


Troop 1
Member of GS Council: Becky Demo Doc

Dashboard Contacts Settings Gifts Init. Order Delivery Gift Orders Transactions Troop Packages Cookie Each Rewards Booth Sales Payments GOC Org Sales Report Reports Help Center

Troop Initial Order

Submit Troop IO

Uses GOC	Girl	C_GOC	Advnt	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Jade C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Julia B.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Kelsey J.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Layla C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Quinci S.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie A.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered	0	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	0


Confidential and Proprietary

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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** button.

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

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


Troop 1

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions

Jade C. Initial Order

Cancel
Save

Product	Packages
Gift of Caring <small>\$ 5.00</small>	<input type="text" value="1"/>
Adventurefuls <small>\$ 5.00</small>	<input type="text" value="8"/>
Lemon-Ups <small>\$ 5.00</small>	<input type="text" value="5"/>
Trefoils <small>\$ 5.00</small>	<input type="text" value="9"/>
Do-Si-Dos <small>\$ 5.00</small>	<input type="text" value="4"/>
Samoas <small>\$ 5.00</small>	<input type="text" value="10"/>
Tagalongs <small>\$ 5.00</small>	<input type="text" value="8"/>
Thin Mints <small>\$ 5.00</small>	<input type="text" value="25"/>
S'mores <small>\$ 5.00</small>	<input type="text" value="8"/>
Toffee-tastic <small>\$ 5.00</small>	<input type="text" value="2"/>
Troop GOC <small>\$ 5.00</small>	<input type="text" value="0"/>
Total	80

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



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

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

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

The system will save all changes automatically.

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

<div>Submission Warning</div> <p>You are about to submit your Initial Cookie Order.</p> <p>Are you sure?</p> <p>Once the Initial Order is submitted it cannot be changed.</p> <div><input type="button" value="Cancel"/> <input type="button" value="Submit Order"/></div>	<div>Thank You!</div> <p>The Initial Order for your Troop has been submitted.</p> <div><input type="button" value="Okay"/></div>
---	---

If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out and will have a lock icon. In the example below Tory C. was marked inactive.



Member of GS Council: Becky Demo Doc
Little Brownie BAKERS

Troop 1

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Tux Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Troop Initial Order

Submit Troop IO

Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Jade C.	1	8	5	9	4	10	8	25	8	2	0	80
✓	Julia B.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Kelsey J.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Layla C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Quinn S.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie A.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0
	Imported	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0	0
	Booth	0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered	1	8	5	9	4	10	8	25	8	2	0	80
	Cases To Order	1	1	1	1	1	1	1	3	1	1	1	11
	Other+Extras+Charity	0	4	7	3	8	2	4	11	4	10	0	53

Initial Order with Digital Cookie Girl Delivery Orders

Your council may allow for Digital Cookie Girl Delivery Orders approved by the parent to be added to your initial order. This is to help parents by including these packages as part of their initial order pickup. This will save you and the parents an additional trip to go get those cookie packages.

Click on the **Init. Order Tab**.

Member of GS Council: Demo
Little Brownie BAKERS

Troop Becky

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Tux Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Troop Initial Order

Submit Troop IO

Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Elena R.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Savannah S.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	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	0
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0	0

Each girl will have three rows on the page. One is the order card row which allows you to do data entry for the order card order from the girl. The next row is the DOC Girl Del. row which is not editable. These are girl delivery orders, approved by the parent and sent from Digital Cookie to eBudde. These orders match the girl delivery approved orders in Digital Cookie. The last row is a total of the Order Card and DOC Girl Del. rows. These are the cookies that will be distributed to the girl during the initial order delivery.

		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00		
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC	
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** button.

Amelia J. Initial Order

Cancel


Save

Product	Order Card	Girl Delivery	Total
Gift of Caring \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Adventurefuls \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Lemon-Ups \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Trefoils \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Do-Si-Dos \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Samoas \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Tagalongs \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Thin Mints \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
S'mores \$ 6.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Troop GOC \$ 5.00	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Total	0	0	0

Confidential and Proprietary

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 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 10431 Member of GS Council Demo
Little Brownie
Bakers

		C_GOC	Advit	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T.GOC	Total	FY1
	Becky H.	0	100	100	100	100	100	100	100	100	100	100	1000	0
	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	100	100	100	100	100	100	100	100	100	100	1000	0
	Clidy W.	0	100	100	100	100	100	100	0	0	0	0	600	0
	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	100	100	100	100	100	100	0	0	0	0	600	0
	Imported		0	0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0	0
	Plugs Ordered	0	200	200	200	200	200	200	100	100	100	100	1600	0
	Cases To Order		17	17	17	17	17	17	9	9	9	9	129	0
	Other+Extra-Charity	0	4	4	4	4	4	4	8	8	8	8	-100	-52

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

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

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

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

The system will save all changes automatically.

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

<div>Submission Warning</div> <p>You are about to submit your Initial Cookie Order.</p> <p>Are you sure?</p> <p>Once the Initial Order is submitted it cannot be changed.</p> <div><input type="button" value="Cancel"/> <input type="button" value="Submit Order"/></div>	<div>Thank You!</div> <p>The Initial Order for your Troop has been submitted.</p> <div><input type="button" value="Okay"/></div>
---	---

If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out and a lock icon will be displayed next to her name.

Initial Order with Digital Cookie Girl Delivery Orders and Parent Initial Order from Digital Cookie

Your council may allow for Digital Cookie Girl Delivery Orders approved by the parent to be added to your initial order. This is to help parents by including these packages as part of their initial order pickup. This will save you and the parents an additional trip to go get those cookie packages.

You are able to see orders that the parents are submitting from the Digital Cookie system. They will need to do this by the parent initial order deadline date at 11:59 p.m. You can see this date/time on the settings tab. You can override the date but not the time.



Click on the **Init. Order Tab.**

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and **Saved**.

				\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00			
Uses DOC	Girl			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	fyi
✓	Cynthia W.	Order Card	Saved	100	100	100	100	100	100	100	100	100	100	0	1000	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		100	100	100	100	100	100	100	100	100	100	0	1000	0
✓	Deliah S.	Order Card	Saved	10	10	20	10	10	10	10	10	10	10	0	110	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		10	10	20	10	10	10	10	10	10	10	0	110	0
✓	Destinee J.	Order Card		0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0	0
✓	Diana P.	Order Card		0	0	0	0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered				110	210	220	210	210	210	210	210	210	210	0	2010	0
Cases To Order					18	19	18	18	18	18	18	18	18		163	
Other+Extras-Charity			900		6	8	6	6	6	6	6	6	6	0	956	

When the parent initial order comes in from the Digital Cookie system, it will populate the Order Card row. You will need to review and save the order. You are allowed to edit the numbers as well. To do this click in the row and the edit screen will be displayed.

Cynthia W. Initial Order

Cancel

Save

You have provided values for the Order Card.

Product	Order Card	Girl Delivery	Total	Product	Order Card	Girl Delivery	Total
Council Dona... \$ 6.00	100	0	100	fyi \$ 6.00	0	0	0
Adventurefuls \$ 6.00	100	0	100				
Lemon-Ups \$ 6.00	100	0	100				
Trefoils \$ 6.00	100	0	100				
Do-Si-Dos \$ 6.00	100	0	100				
Samoas \$ 6.00	100	0	100				
Tagalongs \$ 6.00	100	0	100				
Thin Mints \$ 6.00	100	0	100				
S'mores \$ 6.00	100	0	100				
Toffee-tastic \$ 6.00	100	0	100				
Troop \$ 6.00	0	0	0				
Total	1000	0	1000				

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00		
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0

Each girl will have three rows on the page. One is the order card row which allows you to do data entry for the order card order from the girl OR receive the initial order from the parent sent from Digital Cookie. The next row is the DOC Girl Del. row which is not editable. These are girl delivery orders, approved by the parent and sent from Digital Cookie to eBudde. These orders match the girl delivery approved orders in Digital Cookie. The last row is a total of the Order Card and DOC Girl Del. rows. These are the cookies that will be distributed to the girl during the initial order delivery.

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 system will open the edit screen. Enter the quantities in the boxes on the page. Tab through the boxes and enter the cookie quantities needed for the girl. Hit the **Save** button.

Amelia J. Initial Order

Cancel

Save

Product	Order Card	Girl Delivery	Total
Gift of Caring \$ 5.00	<input type="text" value="0"/>	0	0
Adventurefuls \$ 5.00	<input type="text" value="0"/>	0	0
Lemon-Ups \$ 5.00	<input type="text" value="0"/>	0	0
Trefoils \$ 5.00	<input type="text" value="0"/>	0	0
Do-Si-Dos \$ 5.00	<input type="text" value="0"/>	0	0
Samoas \$ 5.00	<input type="text" value="0"/>	0	0
Tagalongs \$ 5.00	<input type="text" value="0"/>	0	0
Thin Mints \$ 5.00	<input type="text" value="0"/>	0	0
S'mores \$ 6.00	<input type="text" value="0"/>	0	0
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	0	0
Troop GOC \$ 5.00	<input type="text" value="0"/>	0	0
Total	0	0	0

Product	Order Card	Girl Delivery	Total
---------	------------	---------------	-------



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 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.

eBudde

Troop 10431

Member of GB Council Demo

Little Brownie

BAKERS

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Transactions

Tier Pickups

Cookie Exch

Rewards

Booth Sales

Payments

GOC Log

Sales Report

Reports

Help Center

Troop Initial Order

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

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

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

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

The system will save all changes automatically.



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

Submission Warning	Thank You!
<p>You are about to submit your Initial Cookie Order.</p> <p>Are you sure?</p> <p>Once the Initial Order is submitted it cannot be changed.</p> <div data-bbox="232 747 342 791">Cancel</div> <div data-bbox="492 747 651 791">Submit Order</div>	<p>The Initial Order for your Troop has been submitted.</p> <div data-bbox="1185 709 1295 753">Okay</div>

If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out and a lock icon will be displayed next to her name.



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.



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

Delivery Pickup

[View Confirmation](#)
[Submit](#)

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

Pickup Total 93


Who is picking up your cookies?

- ☐ Someone from my Troop
☐ Some other Troop (or my SU)

Answer the questions and the location and time box will display. Select your time by clicking in the box to the right of the time. Click the **Submit** button. The system will confirm your submission.

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



 Troop 10431

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Int. Order](#)
[Delivery](#)
[Get Orders](#)
[Transactions](#)
[Tm Pickups](#)
[Cookie Exch](#)
[Rewards](#)
[Booth Sales](#)
[Payments](#)
[GOC Org](#)

Delivery Pickup

[View Confirmation](#)
[Submit](#)

Variety	My troop
Adventurefuls	10
Lemon-Ups	10
Trefolls	10
Do-Si-Dos	10
Samoa's	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93

Pickup Total 93

Who is picking up your cookies?

☒ Someone from my Troop

☐ Some other Troop (or my SU)

Will you be picking up for more than one troop?

☐ Yes ☒ No

Delivery Station and Time

Please choose your Delivery Station

Alpharetta (250) ▼

You need 1 slot.

Line: Line 1

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

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

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

Delivery Confirmation

[Edit Delivery](#)

Cookie Order

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

Pickup Location

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

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

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

Msgs & Hints

Message from your Delivery Clerk

comments

Helpful Hints

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!

Contactless Delivery Option

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

Delivery Confirmation

[Edit Delivery](#)

Cookie Order

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

Pickup Location

Pickup Name: Alpharetta (250)
 Pickup Location: 1775 Founders Parkway,
 Alpharetta 30009
 Pickup Date: 07/23/22
 Pickup Time:

Pickup Code: 741792
 (send to 225-398-3281)

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

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

Msgs & Hints

Message from your Delivery Clerk

comments

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time.

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

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

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

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

1.

Pickup Location

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

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

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

New Message [Cancel](#)

To: +1 (225) 398-3281

741792

"741792"

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

+= . , ? ! ' < >

ABC ☺ 🗣 space return

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

AT&T 9:45 AM 98%

< +1 (225) 398-3281 >

You have checked in to pick up 39 cases for T13381. Please wait for the Delivery Clerk to release them to you.

Text Message

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M < >

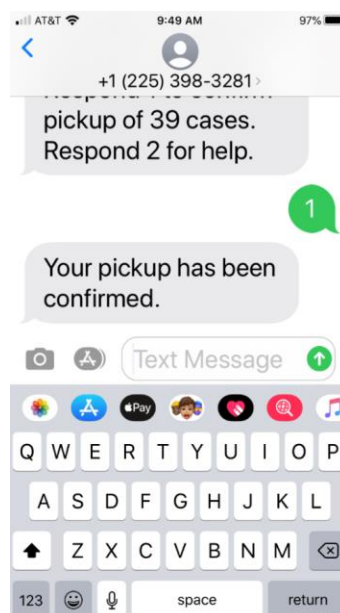
123 ☺ 🗣 space return



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



- If you agree with the order, type in a 1 to confirm. This will complete your **CONTACTLESS** delivery pickup. An email will be sent to you with the details of your order by variety to all troop leaders and cookie chairs. If there is an issue with your order, type in a 2 to get help from your delivery clerk. Your council can then help resolve your issue.



GIRL ORDER TAB – CATEGORY FORMAT

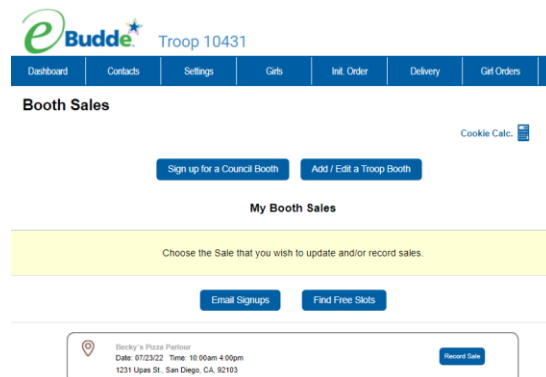
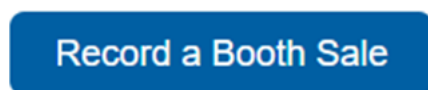
This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total. You will also see all you Digital Cookie Orders by girl on this screen.

Girl Order Summary View

You have some controls on the summary page.

Printable Version - This button allows you to print the girl order summary view.


Record Booth Sales – This button allows you to record a booth sale and distribute packages to the girls.



Export – This button allows you to create an HTML file with the Girl Order Summary data that you can copy and paste to Excel.



Girl View

 Troop 10431

Member of GS Council: Demo
Little Brownie
 BAKERS

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

Ashley E.

Cancel
+Order
+Payment

Switch to Girl: Ashley E.
All Orders

doc	Comments	Invo	Bth	C_GOCs	Cookie Initial	Cookie Booths	Cookie Others	Spec Initial	Spec Booths	Spec Others	T_GOCs	Totals	Total Due	Paid	Bal. Dues
	✓ DOC DLVR 1234			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC DLVR shipped			0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP shipped			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP 3456			0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
	✓ DOC SHIP 7857			0	0	0	0	0	0	2	0	2	\$ 0.00	\$ 12.00	\$ 12.00
	Init. Order "Locked"			2	72	0	0	22	0	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
	comment	✓		0	0	0	150	0	29	0	0	179	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	0	150	0	0	0	0	150	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	500	0	0	0	0	0	500	\$ 0.00	\$ 0.00	\$ 0.00
				50	0	0	0	0	0	0	0	50	\$ 250.00	\$ 0.00	\$ 250.00
	paid	✓		0	0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
				1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	io			1	0	1	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
	0724			0	0	7	7	0	7	7	0	28	\$ 0.00	\$ 0.00	\$ 0.00
	0724			0	0	0	0	0	0	0	0	0	\$ -17.00	\$ 17.00	\$ 0.00
Totals				96	114	560	362	34	78	63	44	1331	\$ 1508.00	\$ 478.00	\$ 1030.00

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

Cancel – Cancel out of editing the girl

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

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

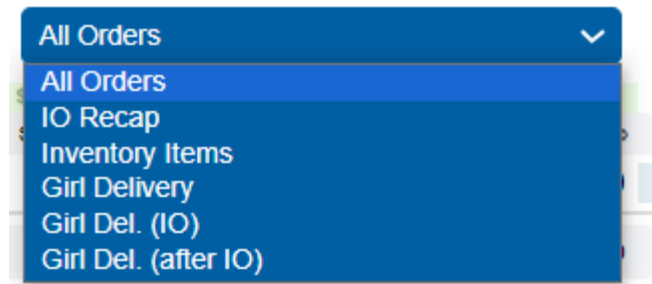
+Distribution– This button allows you to add packages to the girl from the Troop Site girl.

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

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

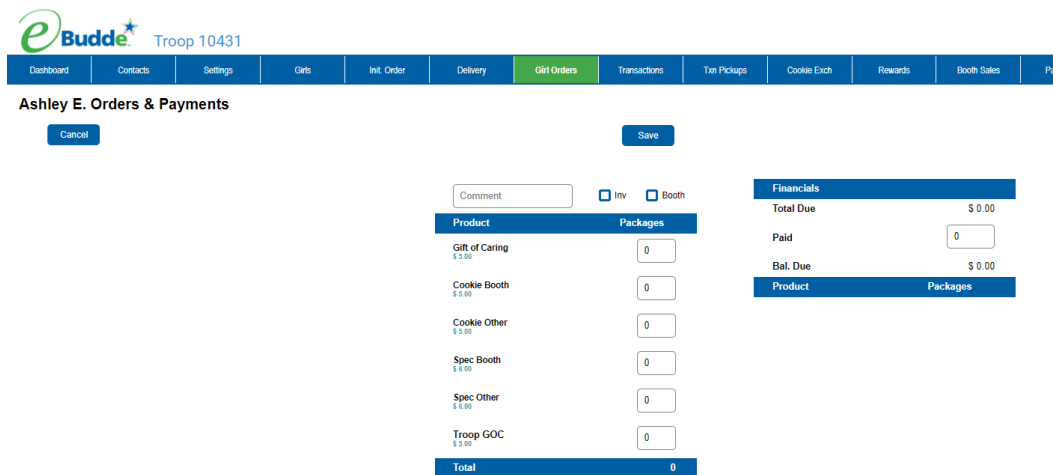
Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

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



Adding Additional Cookie Orders

Click the **+Add** button. The system will display the add screen.



Financials

Total Due	\$ 0.00
Paid	0
Bal. Due	\$ 0.00

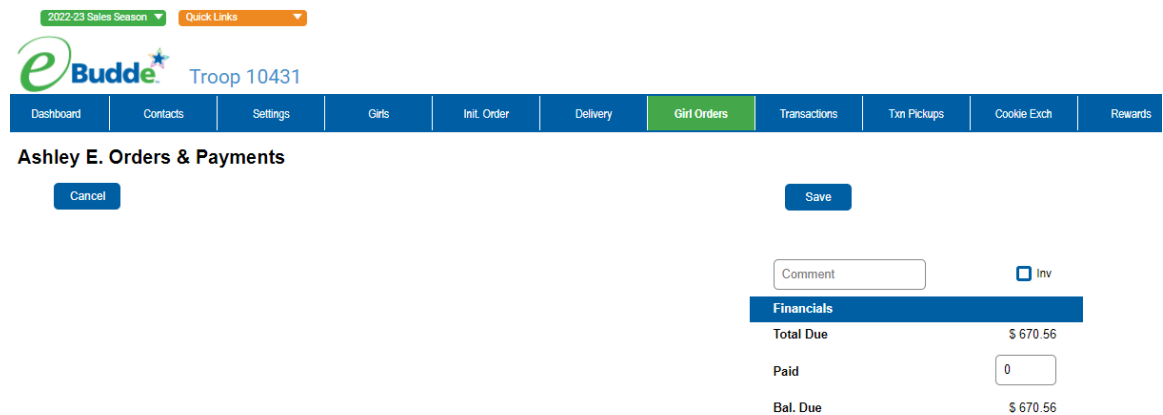
Product	Packages
Gift of Caring \$ 5.00	0
Cookie Booth \$ 5.00	0
Cookie Other \$ 5.00	0
Spec Booth \$ 6.00	0
Spec Other \$ 5.00	0
Troop GOC \$ 5.00	0
Total	0

In the boxes, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. If applicable you can check the **INV** box to send the packages/payment to the Digital Cookie system. Click the Booth box if the transaction is for booth cookies. Click the **SAVE** button to save the transaction.



Adding Only Payments

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



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



View Options –

- **All Orders** displays all records for the girl.
- **IO Recap** displays all orders received from Digital Cookie prior to the troop submitting their initial order and the initial order record as well.
- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all Digital Cookie girl delivery orders that are part of the initial order.
- **Girl Del. (after IO)** shows all Digital Cookie girl delivery orders that are part of the additional order period.
- **Inventory Items** displays all transactions marked in the **Inv.** column that will be sent to Digital Cookie for the parent/girl inventory.



Sending Girl Order Information to Digital Cookie

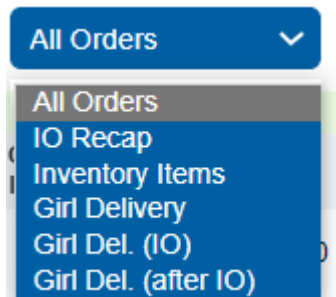
Your council can choose if eBudde will be sending girl order tab information to the parent/girl inventory/financial pages in Digital Cookie. The column is labeled **Inv.** If you check this box, the information on that line will be sent to Digital Cookie to help the parent/girl know that more cookies have been given to her OR payments have been received by her.



So when do you check this box? You check the box only if it is additional cookies being given to the girl for offline orders and for payments for offline orders. You do not send over booth packages/payments as those records are just for the credit to the girl and are not physical packages that the girl is given.

You do not check the box for packages given to fulfill online orders as those orders are already recorded in the Digital Cookie system. If you accidentally check the box, you can uncheck at any time. The information will be sent to Digital Cookie as data entry occurs so it is visible to the parent/girl in real time.

To help you keep track of those records, you can see only records marked in the Inv. column by selecting Inventory Items in the drop down.




When you select Inventory Items, the system will list only the items that marked in the **Inv.** column




GIRL ORDER TAB – VARIETIES FORMAT

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total. You will also see all you Digital Cookie Orders by girl on this screen.

Girl Order Summary View


Troop 1245

Member of GS Council: Northern California


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

Girl Orders Summary


Record a Booth Sale

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

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

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

Record a Booth Sale


Troop 10431

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Transactions

Booth Sales

Cookie Calc.

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

My Booth Sales

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

Email Signage
Find Free Slots

Becky's Pizza Parlor
 Date: 07/29/22 Time: 10:00am-4:00pm
 1231 Upper St., San Diego, CA, 92103

Record Sale

Town Center at Cobb
 Date: 03/07/23 Time: 11:00am-1:00pm
 400 Ernest Barnett Pkwy, Suite 100, Kennesaw, GA, 30144
 Near Center Court

Update Time

One White Oak Apartments
 Date: 03/11/23 Time: 4:00pm-7:00pm
 2000 One White Oak Lane, Cumming, GA, 30041
 Check-in with Suite Stakes or Symone Stephens at leasing office

Update Time

Confidential and Proprietary

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

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

Council GOC – Your council's acronym for the council Gift of Caring

Varieties – Lists each variety

Troop GOC – Your council's acronym for a troop Gift of Caring (if applicable)

Total – Total of cookies sold by the girl.

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

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

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

FYI GOC – Your council's acronym for a FYI Gift of Caring (if applicable)

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

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

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


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


Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to

girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

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

Girl View


Troop 1245

Member of GS Council: Northern California


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

Nadine S.

Cancel
+Order
+Payment

Switch to Girl: Nadine S. ▾
All Orders ▾

Doc	Comments	Invt	Btth	C_GOC	Rasp	Advfe	LmUp	Treo	D-\$-De	Sam	Tags	TMint	SMre	Toffe	T_GOC	Total	Total Due	Paid	Bal. Due	F_GOC
	Init. Order "Locked"			0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	additional	✓	✓	0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0
	Totals			0	0	10	0	0	0	0	0	0	0	0	0	10	\$ 60.00	\$ 0.00	\$ 60.00	0

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

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

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

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

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



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

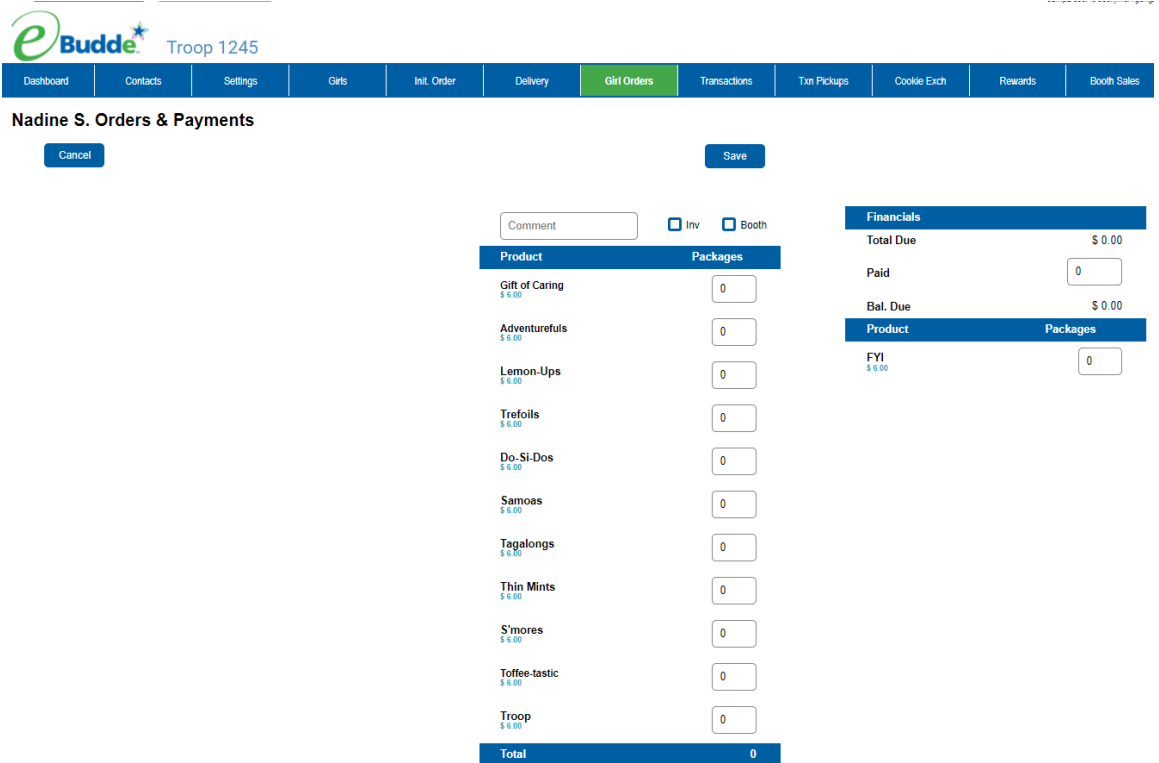
Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

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

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

Adding Additional Cookie Orders

Click the **+Add** button. The system will display the add screen.



eBudde Troop 1245

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Tin Pickups | Cookie Exch | Rewards | Booth Sales

Nadine S. Orders & Payments

☐ Inv ☐ Booth

Product	Packages
Gift of Caring \$ 6.00	<input type="text" value="0"/>
Adventurefuls \$ 6.00	<input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="0"/>
Trefoils \$ 6.00	<input type="text" value="0"/>
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>
Samoas \$ 6.00	<input type="text" value="0"/>
Tagalongs \$ 6.00	<input type="text" value="0"/>
Thin Mints \$ 6.00	<input type="text" value="0"/>
S'mores \$ 6.00	<input type="text" value="0"/>
Toffee-tastic \$ 6.00	<input type="text" value="0"/>
Troop \$ 6.00	<input type="text" value="0"/>
Total	0

Financials

Total Due \$ 0.00

Paid

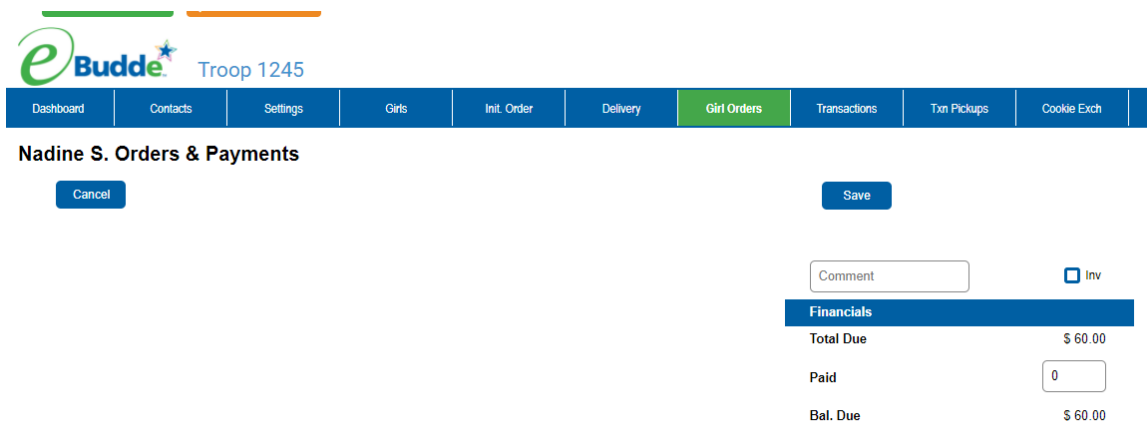
Bal. Due \$ 0.00

Product	Packages
FYI \$ 6.00	<input type="text" value="0"/>

In the boxes, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. If applicable you can check the **INV** box to send the packages/payment to the Digital Cookie system. Click the Booth box if the transaction is for booth cookies. Click the **SAVE** button to save the transaction.

Adding Only Payments

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



eBudde Troop 1245

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Tm Pickups | Cookie Exch

Nadine S. Orders & Payments

Cancel Save

Comment ☐ Inv

Financials	
Total Due	\$ 60.00
Paid	0
Bal. Due	\$ 60.00

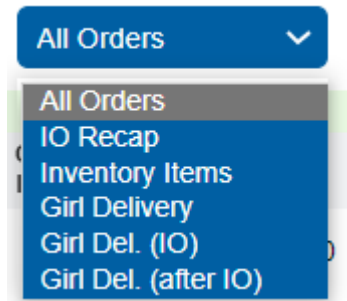
Once this tab is unavailable, the +Order button will no longer be active but you will still see the +Payment button so you can add payments if allowed by your council.

View Options –

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



- **Girl Delivery** shows all Digital Cookie girl delivery orders
- **Girl Del. (IO)** shows all Digital Cookie girl delivery orders that are part of the initial order.
- **Girl Del. (after IO)** shows all Digital Cookie girl delivery orders that are part of the additional order period.
- **Inventory Items** displays all transactions marked in the **Inv.** column that will be sent to Digital Cookie for the parent/girl inventory.



Sending Girl Order Information to Digital Cookie

Your council can choose if eBudde will be sending girl order tab information to the parent/girl inventory/financial pages in Digital Cookie. The column is labeled **Inv.** If you check this box, the information on that line will be sent to Digital Cookie to help the parent/girl know that more cookies have been given to her OR payments have been received by her.



So when do you check this box? You check the box only if it is additional cookies being given to the girl for offline orders and for payments for offline orders. You do not send over booth packages/payments as those records are just for the credit to the girl and are not physical packages that the girl is given.

You do not check the box for packages given to fulfill online orders as those orders are already recorded in the Digital Cookie system. If you accidentally check the box, you can uncheck at any time. The information will be sent to Digital Cookie as data entry occurs so it is visible to the parent/girl in real time.

To help you keep track of those records, you can see only records marked in the **Inv.** column by selecting Inventory Items in the drop down.

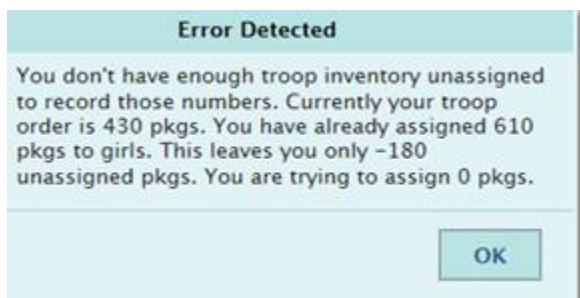
When you select Inventory Items, the system will list only the items that marked in the **Inv.** column



GIRL ORDER TAB – OTHER

Girl Order Tab – Lock Transaction Option

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



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



Girl Order Tab Gift Of Caring

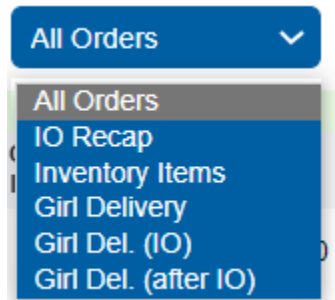
	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00
C GOC ?	Core Initial	Core Booth	Core Other	Specialty Initial	Specialty Booth	
	Packages listed in this column are in addition to your physical packages of cookies and will be added to your troop's total packages sold. You will be able to see this on the Sales Report.					0

	\$ 4.00				
y T GOC ?	♦Total	Total Due	Paid	♦Bal. L	
0				\$ 9	
	Packages listed in this column are part of the physical packages you have received. These packages WILL NOT be added to your troop's total packages sold.				



Girl Order Tab – All Orders

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



Member of GS Council: Demo
Little Brownie BAKERS

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Tux Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Ashley E.

Cancel +Order +Payment

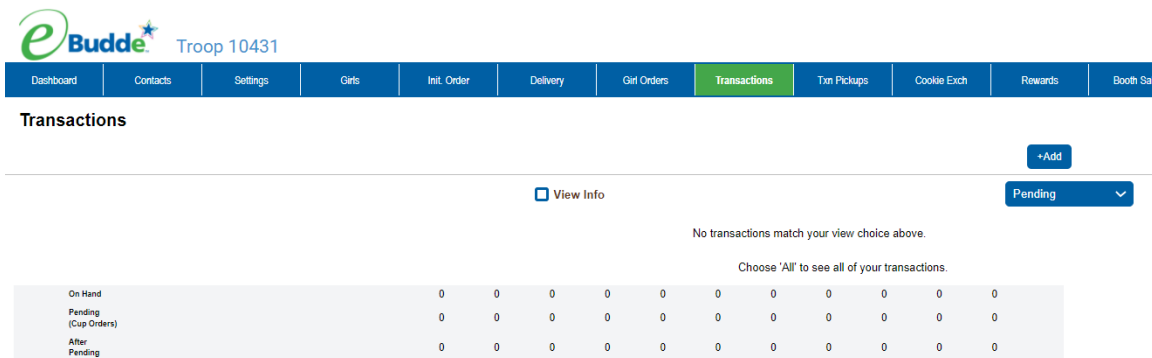
Switch to Girl: Ashley E. ▾

All Orders ▾

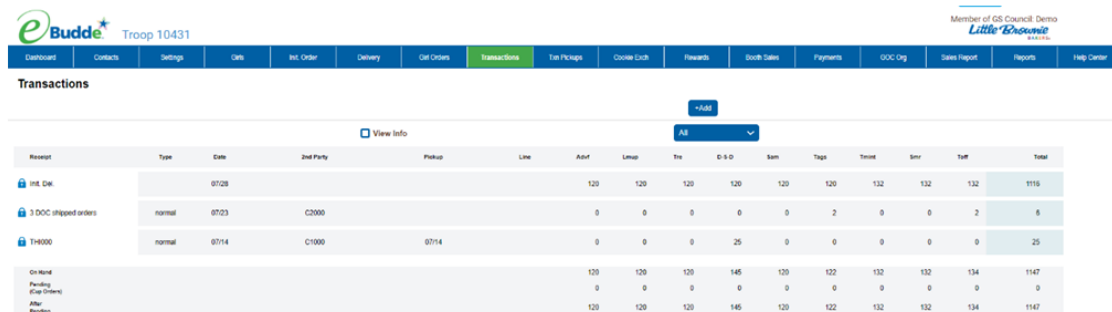
Doc	Comments	Inv	Bo	Cookie Inventory	Cookie Booths	Cookie Others	Spec Initials	Spec Booths	Spec Others	T_GOC	Totals	Total Due	Paid	Bal. Due
✓	DOC DLVR 1234			0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC DLVR shipped			0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP shipped			0	0	0	1	0	0	1	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 3456			0	0	0	1	0	0	1	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 7657			0	0	0	0	0	0	2	0	\$ 0.00	\$ 12.00	\$ 12.00
	Init. Order "Locked"			2	72	0	0	22	0	0	0	\$ 502.00	\$ 0.00	\$ 502.00
	comment	✓		0	0	0	150	0	29	0	0	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	0	150	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
				0	0	500	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
				50	0	0	0	0	0	0	0	\$ 250.00	\$ 0.00	\$ 250.00
	paid	✓		0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
				1	0	1	1	0	1	1	1	\$ 9.00	\$ 1.00	\$ 10.00
	io			1	0	1	1	0	1	1	1	\$ 9.00	\$ 1.00	\$ 10.00
	0724			0	0	7	7	0	7	7	0	\$ 0.00	\$ 0.00	\$ 0.00
	0724			0	0	0	0	0	0	0	0	\$ -17.00	\$ 17.00	\$ 0.00
	Totals			96	114	560	352	34	78	53	44	\$ 1508.00	\$ 478.00	\$ 1030.00

TROOP TRANSACTIONS

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



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



Receipt	Type	Date	2nd Party	Pickup	Line	Aduf	Lmup	Tre	D-S-D	Sam	Taps	Terve	Lmtr	Toff	Total
Init. Del.		07/28				120	120	120	120	120	120	132	132	132	1116
3 DCC shipped orders	normal	07/23	C2000			0	0	0	0	0	2	0	0	2	6
114000	normal	07/14	C1000	07/14		0	0	0	25	0	0	0	0	0	25
On Hand						120	120	120	145	120	122	132	132	134	1147
Pending (Cup Orders)						0	0	0	0	0	0	0	0	0	0
After Pending						120	120	120	145	120	122	132	132	134	1147

Initial Order Transaction

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



Troop transactions from Other Sources

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

Troop to Troop Transactions

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

Digital Cookie Transactions

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

☒ **Exp. Doc Orders**

PENDING TROOP ORDERS (OPTIONAL)

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



Inventory Balances

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

Navigating the Transaction Form

◆Receipt	◆Pending	◆Type	▲Date	◆2nd Party	◆Pickup	Line	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
----------	----------	-------	-------	------------	---------	------	------	------	-----	-------	-----	------	-------	-----	------	-------

The columns listed from left to right are as follows:

Receipt - This is the receipt code of the transaction

Pending - This shows yes if you have not picked up your cookies yet.

Type - A reference for your council

Date - This is the date of the transaction

2nd Party - This is whom the cookies are going to or coming from

Pickup - Date of pickup. Form shows time as well.

Line - Pickup Line (if applicable)

Advf - Adventurefuls

LmUp - Lemon-Ups

Tre - Trefoils

D-S-D - Do-Si-Dos

Sam - Samoas

Tag - Tagalongs

TMints - Thin Mints

SMr - S'mores

Toff - Toffee

Total - Total of all varieties



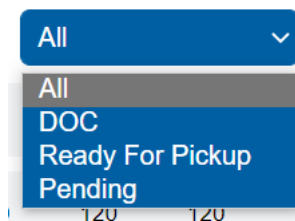
Transaction Dropdown – This dropdown allows you to see specific types of transactions. The system will default to all until you submit your initial order and then will default to pending. The options are:

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

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

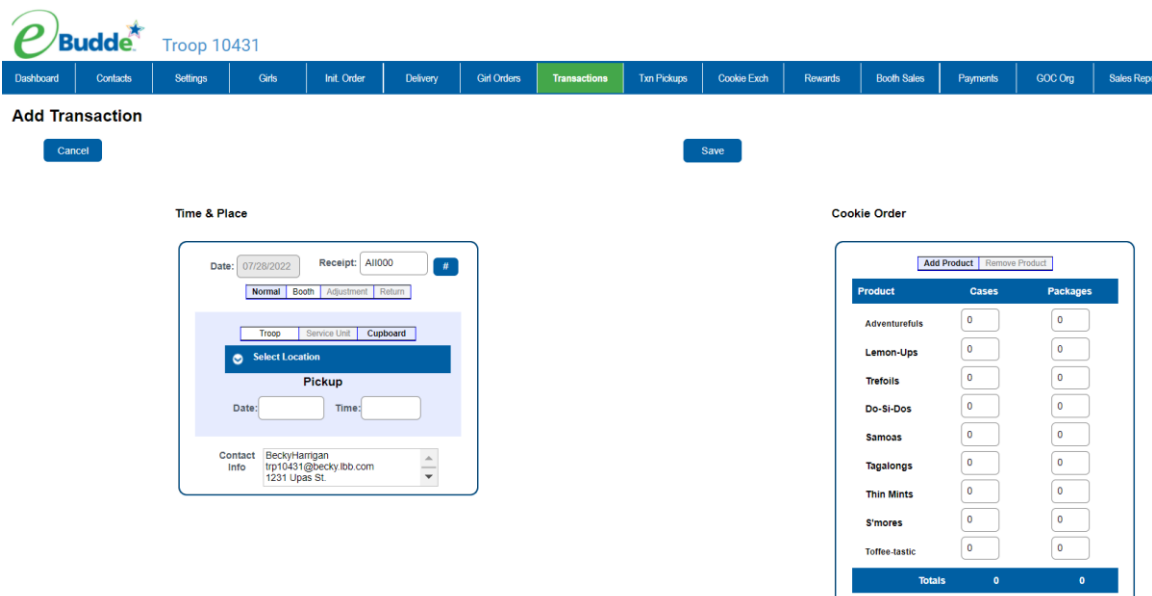
Ready for Pickup – These are orders that are ready for you to pickup at the cupboard.

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



Create a product transaction

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



eBudde Troop 10431

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

Add Transaction

Cancel Save

Time & Place

Date: 07/28/2022 Receipt: All000

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Pickup

Date: Time:

Contact Info: BeckyHarrigan
trp10431@beckyibb.com
1231 Upas St.

Cookie Order

Add Product Remove Product

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

Confidential and Proprietary

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

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

Type – Select type of transaction.

Normal – Transaction with no specific designation

Booth – Transaction is for a booth sale

Adjustment – Transaction type for corrections **(This option 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, a service unit or a troop? You would select it by clicking the party you want to transact with. If you click on troop, a box will open for you to put the troop number in. If you click on cupboard, a dropdown will display of all the cupboards you have available to pickup from.

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

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

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

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

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

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

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



Cookie Order

[Add Product](#) [Remove Product](#)

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

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>

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

You can print a receipt by clicking the Print button.

Edit Transaction

[Cancel](#)
[Delete](#)
[Save](#)

Time & Place

Date: 07/30/2022
Receipt: UII000 #

Print
Normal
Booth
Adjustment
Return

Troop
Service Unit
Cupboard

Troop:

Pickup

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

Contact Info

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

Cookie Order

[Add Product](#) [Remove Product](#)

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="6"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	6



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

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



Add Transaction

[Cancel](#)
[Save](#)

Time & Place

Date:
Receipt:

Troop:
Service Unit:
Cupboard:

Pickup

Date:
Time:
Line: 1

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

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

Contact Info:

Cookie Order

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0

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

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

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



TXN. PICKUPS


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

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

The process is as follows:

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

Troop has created the order – Txn Pickup shows:



Troop 10431

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

Released Cupboard Transactions

[Show All Future](#)

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

You can show today only or future transactions

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





Troop 10431

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

Transaction E11000 pickup confirmed.

Released Cupboard Transactions

Show All Future

You do not have any transactions released for pickup.



COOKIE EXCHANGE


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

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

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

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

☒ Inc. my phone number


Troop 10431

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

COOKIE EXCHANGE

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

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

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

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

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

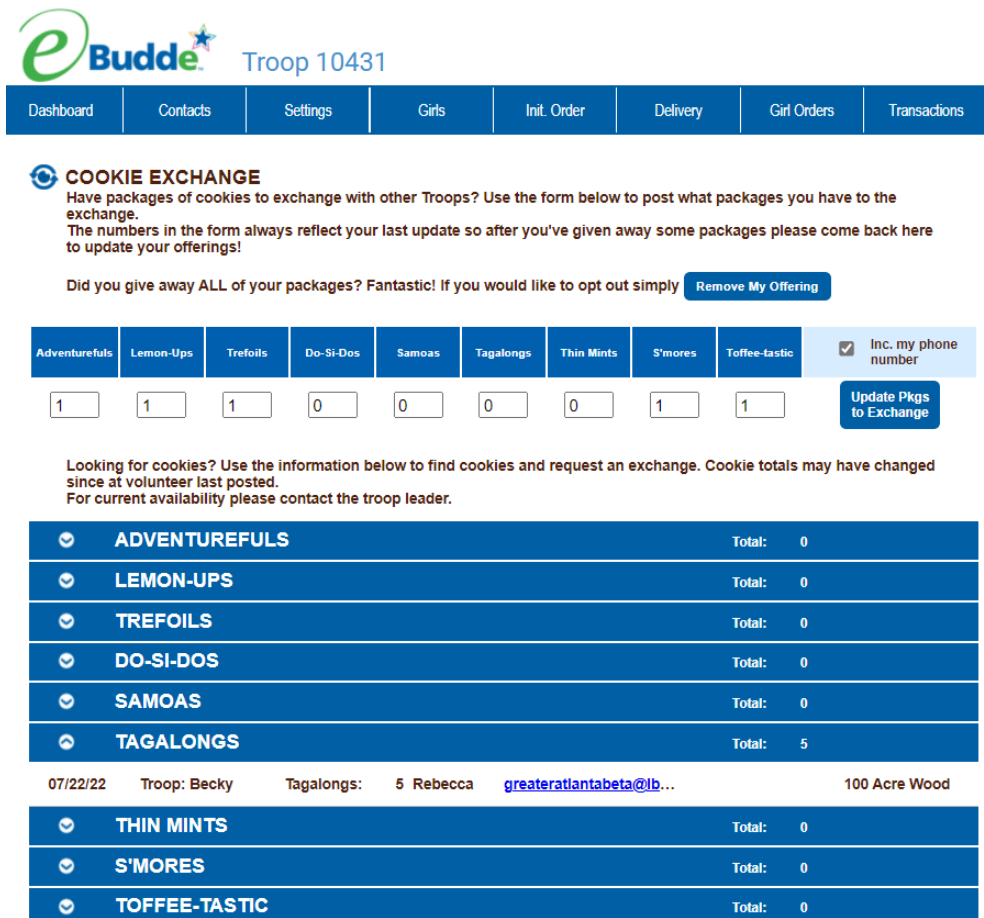
As you can see other troops have start to enter quantities for their extra cookies, and you can key in your extra cookies at the top of the screen.

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

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

To see what cookies are available by other troops:

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



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

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

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

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

Cookie Variety	Total
ADVENTUREFULS	0
LEMON-UPS	0
TREFOILS	0
DO-SI-DOS	0
SAMOAS	0
TAGALONGS	5

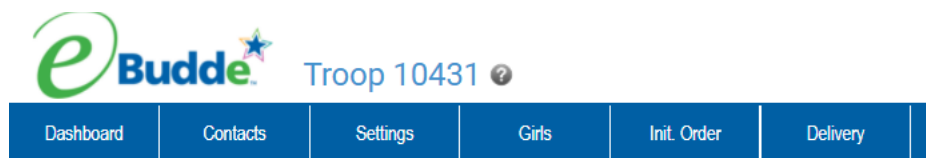
07/22/22 Troop: Becky Tagalongs: 5 Rebecca greateratlantabeta@lb... 100 Acre Wood

Cookie Variety	Total
THIN MINTS	0
S'MORES	0
TOFFEE-TASTIC	0

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



Troop Rewards Order Forms

Initial Rewards Order	View	Fill Out	Girl Rpt
Final Rewards Order	View	Fill Out	Girl Rpt

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

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

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

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



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

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

[Edit All Below](#)

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

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

[Submit Reward Order](#)

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

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.



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

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

[Edit All Below](#)

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

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

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

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

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


[Edit All Below](#)

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

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

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

Click the girl's name.


Cindy W. Final Rewards ?

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery

Boxes sold: 189

DOC Boxes sold: 0

DOC Charity: 0

Values shown above are current values

Shirt size: YS

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


Cancel
Submit Girl Order



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.



Troop 10431 Final Reward Order ?

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

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

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


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

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

Edit All Below

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.



All Girl Initial Rewards

Dashboard	Contacts	Settings	Girls	Init. Order
-----------	----------	----------	-------	-------------

Girl: **Ashley Emerton**

Boxes sold: **1056**

DOC Boxes sold: **10**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

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

Girl: **Cindy Wright**

Boxes sold: **189**

DOC Boxes sold: **0**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

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

Girl: **Madison Denman**


Boxes sold: **95**

DOC Boxes sold: **0**

DOC Charity: **0**



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


Troop 10431 Final Reward Order ?

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Transaction

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

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

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

TROOP ORDER:

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

Cancel
Submit Reward Order

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. You will click the **Submit Reward Order** button to submit your order to your service unit.



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

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

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

[Edit All](#)

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

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

Cancel

Submit Reward Order

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

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

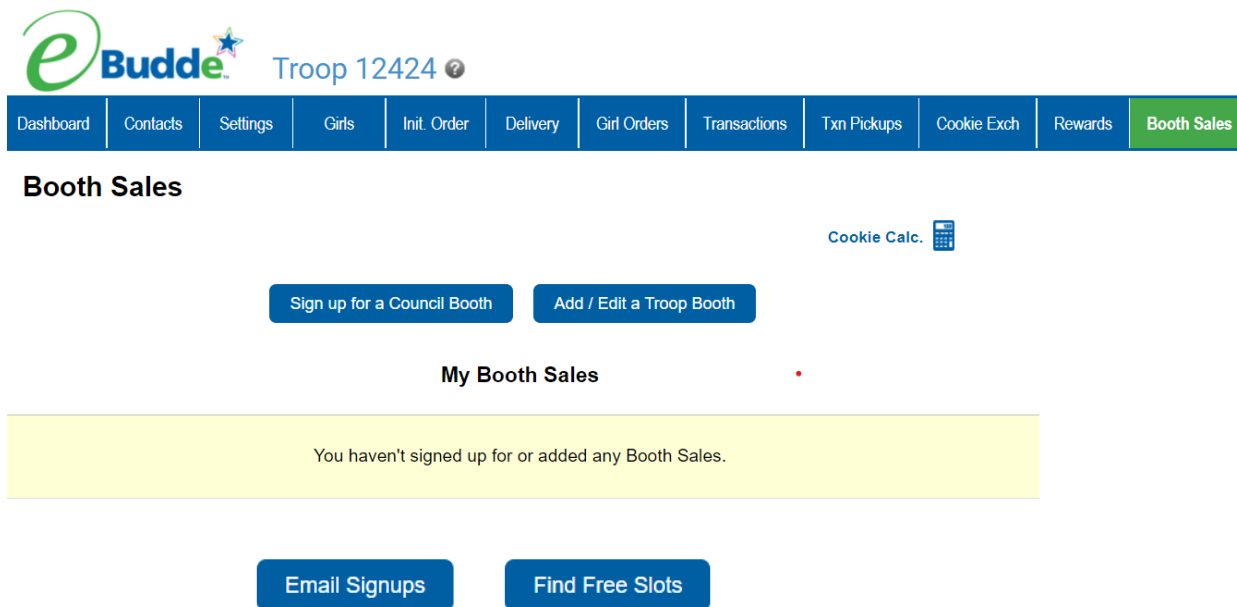


BOOTH SALES

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

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

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



The screenshot shows the eBudde interface for Troop 12424. At the top is the eBudde logo and the troop name. Below is a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Txn Pickups, Cookie Exch, Rewards, and Booth Sales (which is highlighted in green). Under the Booth Sales tab, the heading "Booth Sales" is displayed. To the right is a "Cookie Calc." button with a calculator icon. Below these are two buttons: "Sign up for a Council Booth" and "Add / Edit a Troop Booth". Underneath is the section "My Booth Sales" with a red dot indicating no items. A yellow message box states: "You haven't signed up for or added any Booth Sales." At the bottom are two buttons: "Email Signups" and "Find Free Slots".

Free Slots

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



Available Slots

Business Name:

City:

State: Zip:

Date from: to:

Time from: to:

[Email xlsx](#)

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

Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

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

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

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

Council Sponsored Booth Sales (Council Sales)











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

Council Sales

Cancel

☒ Hide Unavailable

 ATLANTA, GA

	Childrens Musuem of Atlanta	275 Centennial Olympic Park... Inside Plaza in Front of Build...	
		Wed Mar 08 2023 1:30pm - 4:30pm	
	Kendra Scott Shops Around ...	3400 Around Lenox Rd. NE Weather Dependant-Check i...	
	Phi Kappa Theta Fraternity	800 Fowler Street NW Outside	
	Skyline West Apartments	1390 Northside Dr. NW Weather Dependent. Check-i...	
	Transwestern	3445 Peachtree Rd. NE Ste 150 Inside	

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

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

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



Council Sales

Cancel

Submit



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

Choose a time slot and then Submit.

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

Email me if slots open up.



(1 others waiting)

Time	Troop
1:30pm	T12424

You can now be put on a waitlist for a booth location for a specific date. Move the **email if slots open up** slide to on. eBudde™ will then send you an email if any one or more of the slots become open. **KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT!** There may be several of you that get the email. You can also see how many other troops are on the waiting list. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim!

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

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



Troop Booth Signup Request (Optional)

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



Troop 10431

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

Add A Troop Sale

[Cancel](#)[Save](#)

Business:

Address:

Address2:

City:

State:

Zip:

Contact:

Phone:

Email:

Date:


Start Time:

End Time:

Click the **Add/Edit a Troop Booth** option. Click on the **+Add** button. A page will display for you to enter the information necessary. Click **Save** once all the information is entered. The system will display a confirmation



window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.

 Troop 10431

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

Add A Troop Sale

[Cancel](#) [Save](#)

Business:

Address:

Address2:

City:

State:

Zip:

Contact:

Phone:

Email:

Date:

Start Time:

End Time:

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

Troop Booth Sales

[Cancel](#)
[+Add](#)

Below are your currently defined Booth Sales.

 <p>Becky's Pizza Parlour Date: 07/23/22 Time: 10:00am 4:00pm 1231 Upas St., San Diego, CA, 92103 Approval: approved</p>	Edit
 <p>Becky's Pizza Parlour Date: 07/30/22 Time: 10:00am 12:00pm 1231 Upas St., SAN DIEGO, CA, 92103 Approval: denied Conflicts</p>	Edit

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

Ability to delete is at council discretion

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.

Booth Sales

Cookie Calc. 

[Sign up for a Council Booth](#)




[Add / Edit a Troop Booth](#)

My Booth Sales

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

[Email Signups](#)

[Find Free Slots](#)

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

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

Booth Sale Recorder

Cancel

Revert

Goto Distribute

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

Product	Cash Sales	DOC Sales	Total	Program	Cash Sales	DOC Sales	Total
Adventurefuls \$ 5.00	<input type="text" value="1"/>	0	1	Gift of Caring \$ 5.00	<input type="text" value="1"/>	0	1
Lemon-Ups \$ 5.00	<input type="text" value="1"/>	0	1	Troop GOC \$ 5.00	<input type="text" value="1"/>	0	1
Trefoils \$ 5.00	<input type="text" value="1"/>	0	1	Total	11	0	11
Do-Si-Dos \$ 5.00	<input type="text" value="1"/>	0	1	Received	\$57.00	\$0.00	\$57.00
Samoas \$ 5.00	<input type="text" value="1"/>	0	1				
Tagalongs \$ 5.00	<input type="text" value="1"/>	0	1				
Thin Mints \$ 5.00	<input type="text" value="1"/>	0	1				
S'mores \$ 6.00	<input type="text" value="1"/>	0	1				
Toffee-tastic \$ 6.00	<input type="text" value="1"/>	0	1				
Total	9	0	9				

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

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

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

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

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

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



Booth Sale Recorder		
<div> Cancel Distribute Save </div>		
Becky's Pizza Parlour: 2022-07-23 10:00am Cookie: 7 Spec: 2 C_GOC: 1 T_GOC: 1 Pkgs Sold: 11 <input type="checkbox"/> (De)select All Girls		
<input checked="" type="checkbox"/>	Ashley E.	6 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cindy W.	5 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Madison D.	0 <input type="checkbox"/>

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

Cindy W.

Cancel

+Order

+Payment

Switch to Girl: Cindy W.

All Orders

DOC	Comments	Invo	Bth	C_GOCs	Cookie Initals	Cookie Booths	Cookie Others	Spec Initals	Spec Booths	Spec Others	T_GOCs	Totals	Total Due	Paid	Bal. Due
	Init. Order "Locked"			0	35	0	0	10	0	0	0	45	\$235.00	\$0.00	\$235.00
				0	0	5	0	0	0	0	0	5	\$25.00	\$0.00	\$25.00
				0	0	1	1	0	0	0	0	2	\$10.00	\$0.00	\$10.00
	Order 2222			22	0	22	22	0	22	22	22	132	\$704.00	\$22.00	\$682.00
	Balance			0	0	0	0	0	0	0	0	0	\$0.00	\$134.00	\$-234.56
	Becky's Pizza Parlor, 07/23 @ 10:00am		✓	1	0	3	0	0	1	0	0	5	\$26.00	\$26.00	\$0.00
	Totals			23	35	24	23	10	23	22	22	160	\$1000.00	\$252.00	\$748.00

PAYMENTS

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

Troop Becky1 Payments ?

[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)
[Txn Pickups](#)
[Cookie Exch](#)
[Rewards](#)
[Booth Sites](#)
[Payments](#)
[GOC Org](#)

Add Pay.

Save

Column Filter

None

Low:

High:

Apply Filter

Verify Payments

☐ Expand DOC

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

By selecting Expand DOC Payments you can see the individual payments coming from Digital Cookie.

Troop Becky1 Payments ?

[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)
[Txn Pickups](#)
[Cookie Exch](#)
[Rewards](#)
[Booth Sites](#)
[Payments](#)
[GOC Org](#)

Add Pay.

Save

Column Filter

None

Low:

High:

Apply Filter

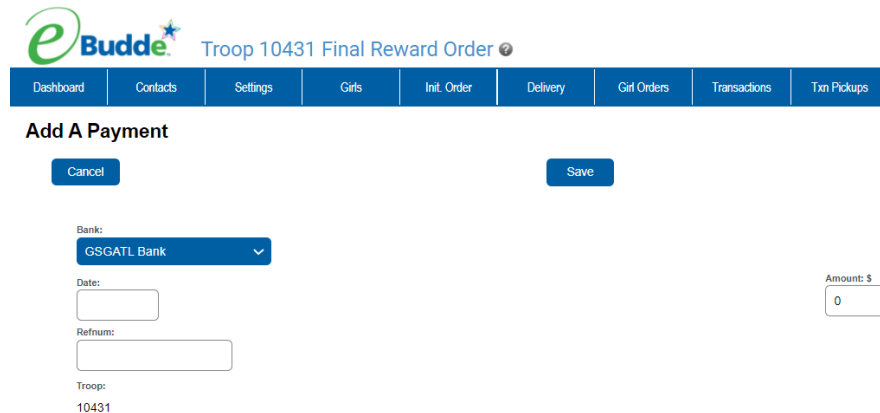
Verify Payments

☒ Expand DOC

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

Adding Payments

Click the **+Add** button.



Select the bank, enter date, reference number (optional) and amount. Use the **Tab** key to move across the page. Press **Save** to complete the record or **Cancel** if you do not want to save.

Bank – Select the bank

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

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

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

Troop # – Already filled out



Navigating the Payment Information Page

As you enter payments, the system displays the payments 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.

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

Editing/Deleting Payments

You can change/delete a payment by selecting the payment. You will then go to the edit screen. You can delete by clicking the **Delete** button. You can edit by making changes and selecting **Save**. You can go back to the payment list by clicking **Cancel**.



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. All fields are required except for the email address.



Troop 10431 GOC Organizations ?

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

GOC Organizations

NOTE: All fields are required EXCEPT for Email.

Organization	Contact	Sales
Name: <input type="text" value="Food Bank"/>	Name: <input type="text" value="Becky Harrigan"/>	Pkgs Donated: <input type="text" value="500"/>
Address: <input type="text" value="1231 Upas St."/>	Phone: <input type="text" value="(555)555-5555"/>	<input type="button" value="Delete"/> <input type="button" value="Update"/>
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92103"/>	Email: <input type="text" value="t@lbb.com"/>	

Organization	Contact	Sales
Name: <input type="text"/>	Name: <input type="text"/>	Pkgs Donated: <input type="text"/>
Address: <input type="text"/>	Phone: <input type="text"/>	<input type="button" value="Add"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Email: <input type="text"/>	

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

SALES REPORT

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

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



Troop 10431 Sales Report

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders

Exclude Pending Transactions

Council Demo, Troop 10431 Sales Report

email: trp10431cc@becky.lbb.com
 Phone:
 Cell:

Becky Harrigan
 1231 Upas St.
 San Diego, CA 92103
 email: trp10431@becky.lbb.com
 Phone: (555)555-5555
 Cell:

Cindy Wright

email: cw@lbb.com
 Phone:
 Cell:

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

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

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

Pkgs Received				Payments Made		
07/28	Initial Order	---	1116	Date	Reference	Amount
07/14	C1000	THI000	25	2022-07-23	5 DOC Orders	\$ 56.00
07/23	C2000	3 DOC shipped orders	6	2022-07-19	becky1	\$ 500.00
07/28	TBecky	BII000	-6	Total Payments		\$ 556.00
07/28	C1000	EII000	24	Total DOC Payments		\$ 56.00
C_GOC pkgs.			96			
Total Pkgs Received			1261			
Total DOC Pkgs Received			6			
Total DOC Charity Pkgs Received			0			
In addition there was:						
Total DOC Delivered Pkgs Received			4			

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

Signature: _____

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

Sales Report updates for Pending and Digital Cookie

Pkgs Received			
	Initial Order	---	0
10/15	--	0II000	9680
10/18	T6073	4II000	2
07/22	C3	TJI000	*12
C_GOC pkgs.			120
Total Pkgs Received			9814

Pending transactions are indicated with an asterisk before the quantity.

Total Pkgs Received **3113**

Total DOC Pkgs Received **175**

Total DOC Charity Pkgs Received **70**

In addition there was:

Total DOC Delivered Pkgs Received **229**

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

Pkgs Received				Payments Made		
07/28	Initial Order	---	1116	Date	Reference	Amount
07/14	C1000	THI000	25	2022-07-23	\$ DOC Orders	\$ 56.00
07/23	C2000	3 DOC shipped orders	3	2022-07-19	becky1	\$ 500.00
				Total Payments		\$ 556.00

[Expand DOC](#)

Sales Report with ACH Amount Displayed (Optional)

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

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

Exclude Pending Transactions

Council Becky DOC Demo, Troop 18024 Sales Report

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

Cookie

Pkg price: 4.00 Case price: 48.00 Pkgs sold: 2333
Trp Proceeds Rate: 0.600 No Reward Proceeds: 0.000
Generic Proceeds 1
0.03 no
Girl Init. Pkgs: 1147
Booth Init. Pkgs: 444
DOC Init. Girl Del. Pkgs: 216
Init. Charity Pkgs: 0
Balance Due ACH: 287.95

Specialty

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 153
Trp Proceeds Rate: 0.700 No Reward Proceeds: 0.000
Generic Proceeds 1
0.03 no
Girl Init. Pkgs: 108
Booth Init. Pkgs: 12
DOC Init. Girl Del. Pkgs: 11
Init. Charity Pkgs: 0



REPORTS

The reports tab allows troops to run reports. Reports are in XLSX, PDF and HTML formats.

Troop Becky1 Reports

Initial Cookie Order Reports

Pickup Sheet	<input type="checkbox"/> Pre-printed Form	View
Blank Pickup Sheet (Bubble Form)		View
Parent IO		XLSX
Girl IO		XLSX PDF

Cupboard Information Reports

Cupboards	XLSX PDF
-----------	--

Delivery Station Information Reports

Delivery Stations	XLSX PDF
-------------------	--

Booth Reports

Current Signups	XLSX PDF
Booth Site Sales	XLSX PDF

Reward Reports

Girl Rewards HTML	<input checked="" type="radio"/> Initial <input type="radio"/> Final	View
Troop Rewards HTML	<input checked="" type="radio"/> Initial <input type="radio"/> Final	View

GOT Reports

GOT Balance Report	XLSX
Girl Order Tab HTML	View
Transaction Tab	XLSX

Co

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

Pickup Sheet (Bubble Sheet)

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

Troop# 18020

Cases 295

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

Confidential and Proprietary

Blank Pickup Sheet

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



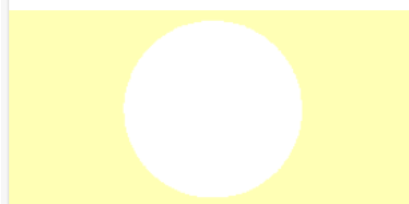
ADVENTUREFULS™



DO-SI-DOS®



THIN MINTS®



LEMON-UPS®



SAMOAS®



S'MORES®



TREFOILS®



TAGALONGS®



TOFFEE-TASTIC®



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

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

Troop#: Becky Received By: _____

Date Received: _____

Parent IO

Troop Becky												
Demo Council												
Jul 29, 2024 at 12:26PM												
2022-23 Sales Season												
Girl	Advf	LmUp	Tre	D-S-	Sam	Tags	TMint	SMr	Toff	T_GO	C_GOC	Total
Ahmani Miller	15	18	6	10	30	12	30	5	5	0	2	133



Girl IO

Troop Becky														
Demo Council														
Jul 29, 2024 at 12:32PM														
2022-23 Sales Season														
Girl	Order	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
Ahmani Miller	Order Card	2	0	15	18	6	10	30	12	30	5	5	0	133
Ahmani Miller	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ahmani Miller	Total Order	2	0	15	18	6	10	30	12	30	5	5	0	133
Alaina Hubble	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	0
Alaina Hubble	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0
Alaina Hubble	Total Order	0	0	0	0	0	0	0	0	0	0	0	0	0

Cupboards

(18020) Cupboard List											
Becky DOC Demo											
Aug 7, 2020 at 10:19PM											
2019-20 Sales Season											
Name	Number	Unavailable Cookies	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
Alpharetta	250	none	123 Any St		Alpharetta	CA	####		555-555-5555		9:00am-11:45am M,Tu,W,Th,F, from 02/13/20 to 10/16/201:00pm-4:00pm M,Tu,W,Th,F, from 02/13/20 to 10/16/209:00am-12:00p

Delivery

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



Current Signups - Booth

#18020 Current Signups							
Demo							
Jul 28, 2021 at 02:22PM							
2021-22 Sales Season							
Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes
Becky's Pizza Parlor	San Diego, CA 92103		08/02/21	10:00am	6:00pm	08:00	

Booth Site Sales

#18020 Booth Sales -- Pkgs											
Demo											
Jul 28, 2021 at 02:23PM											
2021-22 Sales Season											
Location	Date	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total
Becky's Pizza Parlor	Mon, Aug 2 @ 10:00am	12	12	12	12	12	12	12	12	12	108
	Totals	12	12	12	12	12	12	12	12	12	108

Girl Rewards HTML

Abiella A.

Boxes sold: **88**
 DOC Boxes sold: **11**
 DOC Charity: **11**
 DOC Total Emails: **0**

Box Level	Reward
DOC Charity 10	doc donation
38	2020 Year Bar Patch
86	WOW the World Patch
	Mini Plush Dangler

Froska L.

Boxes sold: **230**
 DOC Boxes sold: **58**
 DOC Charity: **5**
 DOC Total Emails: **0**

Box Level	Reward
38	2020 Year Bar Patch
86	WOW the World Patch
	Mini Plush Dangler
112	Spa Set: Headband & Magic Cloth
	Spa Headband
	Magic Cloth
150	Butterfly Journal
200	Goal Getter Patch
	Butterfly Plush OR Table Sign (pick 1)
	<input type="checkbox"/> Plush Butterfly
	<input checked="" type="checkbox"/> Table Top Sign
230	Butterfly Pouch w/Bracelet&Cookie Charm
	Butterfly Pouch
	Charm Bracelet
	Charm, Shake

Troop Rewards HTML

TROOP ORDER:		
Box Level	Quantity	Reward
S4M 20	1	Smiles4Military Patch (20 S4M pkgs)
38	7	2020 Year Bar Patch
86	4	WOW the World Patch
	4	Mini Plush Dangler
112	1	Spa Set: Headband & Magic Cloth Spa Headband Magic Cloth
150	1	Butterfly Journal
200	1	Goal Getter Patch
	1	Butterfly Plush OR Table Sign (pick 1) 0 Plush Butterfly 1 Table Top Sign
230	1	Butterfly Pouch w/Bracelet&Cookie Charm Butterfly Pouch Charm Bracelet Charm, Shake



GOT (Girl Order Tab) Reconciliation

GOT Reconciliation													
Jul 30, 2022 at 06:36PM													
2022-23 Sales Season													
Girl	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Specialty Initial	Specialty Booth	Specialty Other	T_GOC	Total	Total Due	Paid	Bal. Due	
Ashley Emerton	58	72	522	315	22	43	17	7	1056	\$878.00	#####	\$692.56	
Cindy Wright	23	35	31	23	10	23	22	22	189	\$460.00	#####	\$177.44	
Madison Denman	15	7	14	14	2	14	14	15	95	\$197.00	\$14.00	\$183.00	
Becky Wright	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
Girl Totals	96	114	567	352	34	80	53	44	1340	\$1,535.00	#####	\$1,053.00	
Troop Order	96			999			268		1267				
Difference	0	0	0	-647	0	0	-215	0	73	\$0.00	\$0.00	\$0.00	

Girl Order Tab HTML

[Print](#)

Cynthia Wright

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

Deliah Smith

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

Destinee Jackson

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

Transaction Tab

#Becky																					
Becky Demo Council																					
Jul 29, 2024 at 09:46AM																					
2023-24 Sales Season																					
Receipt	Type	Date	2nd Party	Pickup	Line	Cupboard Name	Created	Received	Processed	Pending	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	
		03/05/24																			
C01000	normal	02/22/24	C3	2024-02-23 1:00pm	1	Becky's House	rebecca.harrigan@ferrero.com-br-02/22/24 - 1:31pm		rebecca.harrigan@ferrero.com-br-02/22/24 - 1:31pm	no	216	228	216	216	216	216	216	216	216	1956	
801000	normal	01/29/24	C3	2024-01-31 10:00am	1	Becky's House	rebecca.harrigan@ferrero.com-br-01/29/24 - 11:21am			no	1	0	0	0	0	0	0	0	0	1	
										yes	0	12	0	0	0	0	0	0	0	12	
KP1000	normal	10/19/23	C1	2023-10-21 12:00pm		Council Office	rebecca.harrigan@ferrero.com-br-10/19/23 - 10:06am		rebecca.harrigan@ferrero.com-br-10/19/23 - 10:11am	yes	0	0	0	5	5	0	0	0	0	10	
Totals											217	240	216	221	221	216	216	216	216	216	1979

If you are participating in the GSUSA Digital Order Card system, you will see additional reports.

DOC Reports

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

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

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

Girls Added Report (Filter)

Added Before:

Added After:

[Back to Report List](#)

[XLSX](#)

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



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

You can filter this report to see only specific types of orders. You will need to select if you want the report in packages or cases. Exportable will allow report to be easily sorted. **NOTE: If you select mobile types, you will only get orders through the mobile app.**

DOC Orders By Girl Filter:

Date Range:

 -

Order Types:

- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered (In-Person) & Donated
- ☐ Delivered (In-Person)
- ☐ Donated

Delivery Types:

- ☐ In Hand
- ☐ Pickup
- ☐ Mobile

☒ Cases ☐ Pkgs

☐ Exportable:

[Back to Report List](#)

[XLSX](#)

#18020 DOC Orders -- Pkgs

Demo

Jul 28, 2021 at 02:26PM

2021-22 Sales Season

First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales
Abriella	Anthony	112370577	35948576	Delivery			07/28/21	2	1	2	3	4	5	6	7	8	9	45	\$225.00
Totals								2	1	2	3	4	5	6	7	8	9	45	\$225.00
Totals																			

DOC Financial Report by Girl – This report will list the finances of the orders sold by the girl online. This report will list the finances but not the individual varieties.

You can filter this report to see only specific types of orders. You will need to select if you want the report in packages or cases. Exportable will allow report to be easily sorted. **NOTE: If you select mobile types, you will only get orders through the mobile app.**

DOC Girl Financial Report Filter:

Date Range:

 -

Order Types:

- ☐ Shipped & Donated
- ☐ Shipped
- ☐ Delivered (In-Person) & Donated
- ☐ Delivered (In-Person)
- ☐ Donated

Delivery Types:

- ☐ In Hand
- ☐ Pickup
- ☐ Mobile

☐ Exportable

[Back to Report List](#)

[XLSX](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#6073 DOC Financial Report by Girl												
2	Becky Demo												
3	Jul 26, 2016 at 04:31PM												
4	2015-16 Sales Season												
5													
6	Girl First Name	Girl Last Name	GSUSA Id	Order Number	Type	In Hand	Mobile	Order Date	Total Pkgs	Total Sales	Total Paid	Balance Due	Troop Deposit
7	Becky	Harrigan	1002345678	898765	Donated	no	no	7/25/2016	4	\$16.00	\$16.00	\$0.00	\$16.00
8	Totals								4	\$16.00	\$16.00	\$0.00	\$16.00
9													

Girl Delivery – Varieties Only – by Girl – (Optional) This report is for councils that are using the girl delivery option in the DOC. This report will print the girl delivery orders, varieties only, no donation. This is to help you to have a recap of those packages that you may need to order on your initial order for DOC and to help you at the end of the sale with DOC reconciliation. There are two parts to the report. A recap by girl and then all the individual orders for each girl.

DOC Girl Delivery (In Person) Orders Varieties Only														
Demo GA														
Jul 28, 2021 at 02:31PM														
2021-22 Sales Season														
First Name	Last Name	GSUSA ID	Date	Order Number	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Abiella	Anthony	112370577	07/28/21	35948576	1	2	3	4	5	6	7	8	9	45
Totals					1	2	3	4	5	6	7	8	9	45

All DOC Orders

#18020 All DOC Orders -- Pkgs																					
Demo GA																					
Jul 28, 2021 at 02:34PM																					
2021-22 Sales Season																					
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Refund?	Credited	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales
Totals																					

Cancelled DOC Orders Report

#18020 All DOC Orders -- Pkgs																					
Demo																					
Jul 28, 2021 at 02:36PM																					
2021-22 Sales Season																					
First Name	Last Name	GSUSA ID	Order #	Type	In Hand	Mobile	Date	Refund?	Credited	Donated	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total Pkgs	Total Sales
Totals																					

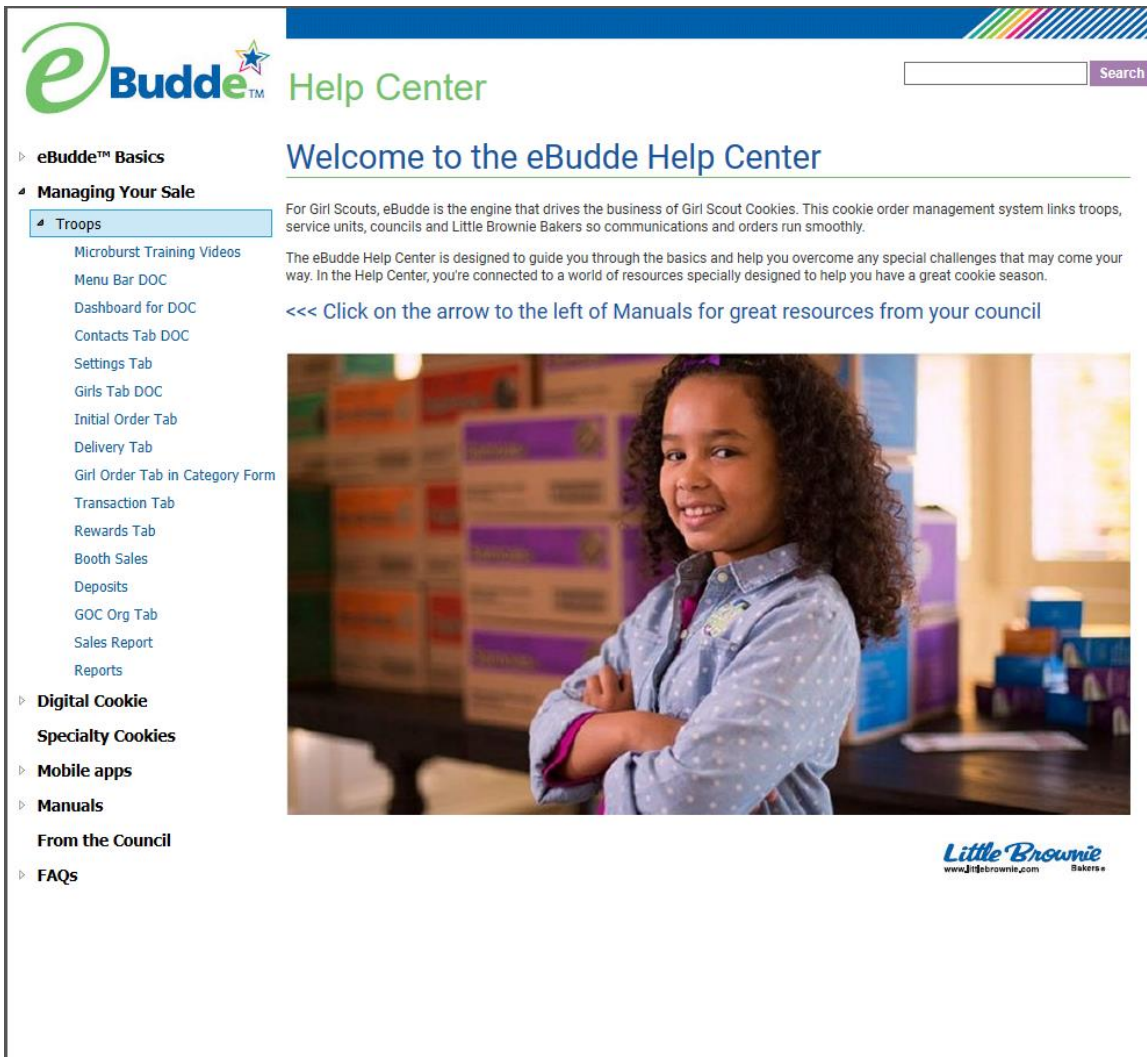
Cookie Exchange

#18020 Troop Cookie Exchanges																	
Demo																	
Jul 28, 2021 at 02:37PM																	
2021-22 Sales Season																	
Area Name	Area Number	SU Name	SU #	Troop	Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	Total	Email	First Name	Last Name
N Fulton/Forsyth/Cherokee - J Davis	5 Dreamcatchers	835	18016		2	0	0	0	0	0	0	0	0	2	greateratlantabites@tbb.com	Rebecca	Harrison
Totals					2	0	0	0	0	0	0	0	0	2			
Totals					2	0	0	0	0	0	0	0	0	2			



HELP CENTER

The Help tab provides information on how eBudde works and also includes resources for you throughout the cookie sale. Your council can direct you to the content for council resources. Feel free to explore!



The screenshot shows the eBudde Help Center interface. At the top left is the eBudde logo. To its right is the text "Help Center" and a search bar with a "Search" button. Below the logo is a sidebar menu with the following items: "eBudde™ Basics", "Managing Your Sale" (expanded), "Troops" (selected), "Microburst Training Videos", "Menu Bar DOC", "Dashboard for DOC", "Contacts Tab DOC", "Settings Tab", "Girls Tab DOC", "Initial Order Tab", "Delivery Tab", "Girl Order Tab in Category Form", "Transaction Tab", "Rewards Tab", "Booth Sales", "Deposits", "GOC Org Tab", "Sales Report", "Reports", "Digital Cookie", "Specialty Cookies", "Mobile apps", "Manuals", "From the Council", and "FAQs". The main content area has the heading "Welcome to the eBudde Help Center". Below this is a paragraph: "For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly." This is followed by another paragraph: "The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season." Below the paragraphs is a link: "<<< Click on the arrow to the left of Manuals for great resources from your council". To the right of the text is a photograph of a young girl with curly hair, wearing a blue polka-dot shirt, standing in front of a display of Girl Scout Cookies boxes. At the bottom right of the screenshot is the "Little Brownie BAKERS" logo with the website "www.littlebrownie.com".

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 Lemon-Ups 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.



Council GOC

Initial Order Screen

eBudde Troop 1245

Member of GS Council: Northern California
Little Brownie BAKERS

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Tin Pickups | Cookie Exch | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Troop Initial Order

Uses DOC	Girl		C_GOC	Advrf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
<input checked="" type="checkbox"/>	Nadine S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	Trinity R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
	Imported			0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0
		Last Year (Other)		0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)		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
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0

Girl Order Tab – Category View

eBudde Troop 10431

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

Girl Orders Summary

Record a Booth Sale

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

Uses DOC	Girl	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due
<input checked="" type="checkbox"/>	Ashley E.	58	72	518	315	22	42	17	1051	\$ 851.00	\$ 185.44	\$ 665.56
<input checked="" type="checkbox"/>	Cindy W.	23	35	28	23	10	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44
<input checked="" type="checkbox"/>	Madison D.	15	7	14	14	2	14	14	95	\$ 197.00	\$ 14.00	\$ 183.00
<input checked="" type="checkbox"/>	Becky W.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/>	Troop Site	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	Girl Totals	96	114	560	352	34	78	53	1331	\$ 1508.00	\$ 481.00	\$ 1025.00
	Troop Order (Actual pkgs+C_GOC)								1267			
	Difference								-64			

Girl Order Tab – Variety View

Girl Orders Summary

[Record a Booth Sale](#)

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

Use doc	Girls	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Totalo	Total Due	Paid	Bal. Dueo
✓	Nadine S.	0	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	Girl Totals	0	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
	Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	0	0	0	0	0	0	0			
	Difference	0	0	-10	-1000	0	0	0	0	0	0	0	-1010			

Troop GOC

Initial Order Tab

Troop 1245 Member of GS Council: Northern California
Little Brownie BAKERS

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

Troop Initial Order

Uses DOC	Girl		Advr	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Nadine S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
✓	Trinity R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0	0
	Other+Extras+Charity		0	0	0	0	0	0	0	0	0	0	0

Girl Order Tab – Category View

Troop 10431

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

Girl Orders Summary

Record a Booth Sale

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

Uses DOC	Girl's	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	T_GOC	Total	Total Due	Paid	Bal. Due
✓	Ashley E.	72	518	315	22	42	17	7	1051	\$ 851.00	\$ 185.44	\$ 665.56
✓	Cindy W.	35	28	23	10	22	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44
✓	Madison D.	7	14	14	2	14	14	15	95	\$ 197.00	\$ 14.00	\$ 183.00
✓	Becky W.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
✓	Troop Site	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	Girl Totals	114	560	352	34	78	53	44	1331	\$ 1508.00	\$ 481.00	\$ 1025.00
	Troop Order (Actual pkgs+C_GOC)									1267		
	Difference									-64		

Girl Order Tab – Varieties View

Girl Orders Summary

[Record a Booth Sale](#)

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

Uses DOC	Girls	Rasp	Advf	LmUp	Tre	D.S.D	Sam	Tags	TMint	SMr	Toff	T_GOC	Totals	Total Due	Paid	Bal. Due
✓	Nadine S.	0	10	1000	0	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
	Girl Totals	0	10	1000	0	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00
	Troop Order (Actual plug+C_GOC)	0	0	0	0	0	0	0	0	0	0	0	0			
	Difference	0	-10	-1000	0	0	0	0	0	0	0	0	-1010			

FYI GOC

Initial Order Tab



Troop 1245

Member of GS Council: Northern California



Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Gift Orders

Transactions

Txn Pickups

Cookie Exch

Rewards

Booth Sales

Payments

GOC Org

Sales Report


Reports

Help Center

Troop Initial Order

			\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00		
Uses DOC	Girl		Advr	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	F_GOC
	<input checked="" type="checkbox"/>	Nadine S.											
		Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Gift Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
	<input checked="" type="checkbox"/>	Trinity R.											
		Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Gift Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
		Imported	0	0	0	0	0	0	0	0	0	0	
		Other	0	0	0	0	0	0	0	0	0	0	
		Last Year (Other)	0	0	0	0	0	0	0	0	0	0	
		Booth	0	0	0	0	0	0	0	0	0	0	
		Last Year (Booth)	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	

Girl Order Tab – Category View

 Troop 10431

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

[Record a Booth Sale](#)

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

Uses DOC	Girls	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due	F_GOC
<input checked="" type="checkbox"/>	Ashley E.	72	518	315	22	42	17	1051	\$ 951.00	\$ 185.44	\$ 665.56	0
<input checked="" type="checkbox"/>	Cindy W.	35	28	23	10	22	22	185	\$ 460.00	\$ 282.56	\$ 177.44	0
<input checked="" type="checkbox"/>	Madison D.	7	14	14	2	14	14	95	\$ 197.00	\$ 14.00	\$ 183.00	0
<input checked="" type="checkbox"/>	Becky W.	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
<input checked="" type="checkbox"/>	Troop Site	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	Girl Totals	114	560	352	34	78	53	1331	\$ 1508.00	\$ 481.00	\$ 1025.00	0
	Troop Order (Actual pkgs+C_GOC)									1267		
	Difference									-64		

Girl Order Tab – Variety View



Troop 1245

Member of GS Council: Northern California

Little Brownie
BAKERS

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

[Record a Booth Sale](#)

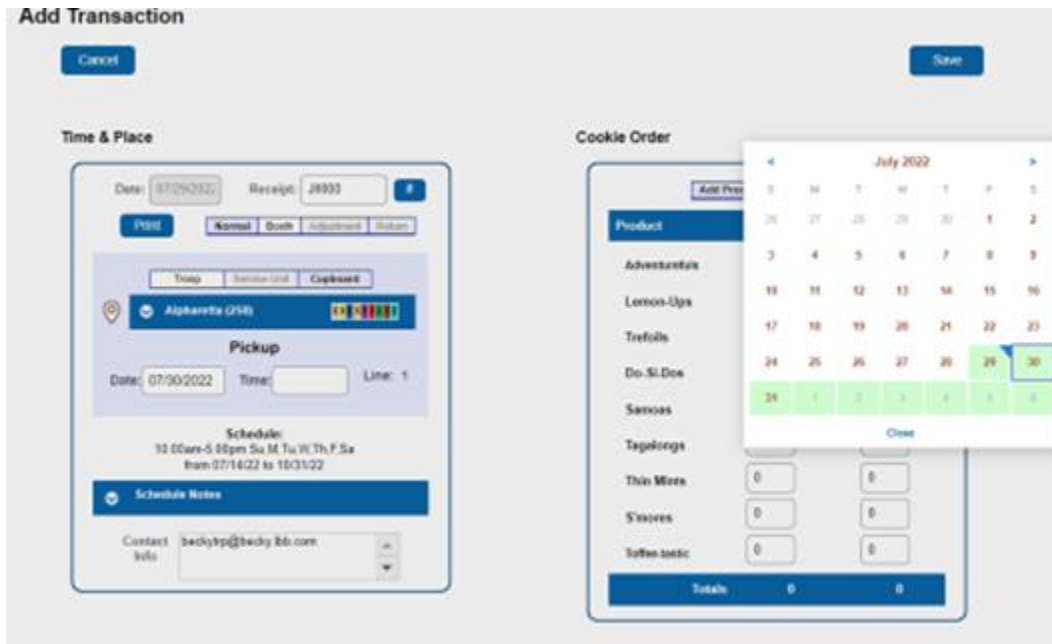
Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Uses GOC	Girls	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Totale	Total Due	Paid	Bal. Due	F_GOC
✓	Nadine S.	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00	0
✓	Trinity R.	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
	Girl Totals	0	10	1000	0	0	0	0	0	0	0	1010	\$ 6060.00	\$ 0.00	\$ 6060.00	0
	Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	0	0	0	0	0	0				0
	Difference	0	-10	-1000	0	0	0	0	0	0	0	-1010				0

APPENDIX B – PRODUCT TRANSACTION FORM OPTIONS

Cupboards now have the ability to select how a troop will place a pending order. Will it be predefined dates and times with times broken out in time slots. Will it be specific days with a range of times that you must adhere to. Will it be open where there are no specifics. See the three methods below.

Cupboards with days, times and slots, lines – Click in the Pickup box



Add Transaction

Time & Place

Date: 07/26/2022 Receipt: 28933

Pickup

Date: 07/30/2022 Time: Line: 1

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

Cookie Order

Product	0	1	2	3	4	5	6	7	8	9
Advantaflex	0	0	0	0	0	0	0	0	0	0
Lemon-Ups	0	0	0	0	0	0	0	0	0	0
Trefols	0	0	0	0	0	0	0	0	0	0
Do-Si-Does	0	0	0	0	0	0	0	0	0	0
Sannos	0	0	0	0	0	0	0	0	0	0
Tagalong	0	0	0	0	0	0	0	0	0	0
Thin Mints	0	0	0	0	0	0	0	0	0	0
Snores	0	0	0	0	0	0	0	0	0	0
Softenastic	0	0	0	0	0	0	0	0	0	0

Total: 0 0

Add Transaction

Time & Place

Date: 07/29/2022 Receipt: JII000 #

Troop Service Unit Cupboard

Alpharetta (250)

Pickup

Date: 07/30/2022 Time: Line: 1

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

Contact Info: bekytrp@becky.lbb.com

Cookie Order

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

Choose an hour
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm

Add Transaction

Time & Place

Date: 07/29/2022 Receipt: JII000 #

Troop Service Unit Cupboard

Alpharetta (250)

Pickup

Date: 07/30/2022 Time: Line: 1

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

Contact Info: bekytrp@becky.lbb.com

Cookie Order

Product	Times	Lines
Adventurefuls	10:00am	1 2 3 4 5
Lemon-Ups	10:15am	
Trefoils	10:30am	
Do-Si-Dos	10:45am	
Samoas		
Tagalongs		
Thin Mints		
S'mores		
Toffee-tastic		
Totals	0	0

Choose an hour
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm

Add Transaction

Cancel
Save

Time & Place

Date: 07/29/2022 Receipt: SII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Alpharetta (250)

Pickup

Date: 07/30/2022 Time: 10:15am Line: 2

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

Schedule Notes



Contact Info: bekytrp@becky.lbb.com

Cookie Order

Add Product

Product	Choose an hour	Times	Lines
Adventurefuls	10 am	10:00am	1
Lemon-Ups	11 am	10:15am	2
Trefoils	12 pm	10:30am	3
Do-Si-Dos	1 pm	10:45am	4
Samoas	2 pm		5
Tagalongs	3 pm		6
Thin Mints	4 pm		
S'mores			
Toffee-tastic			
Totals	0	0	0

Cupboards with days and times – Click in the Pickup box

 Troop Becky
 Member of GS Council, Demo


Dashboard Contacts Settings Gifts Init. Order Delivery Gift Orders Transactions Ten Pickups Cookie Exchange Rewards Booth Sales Payments CCC Org Sales Report Reports Help Center

Add Transaction

Cancel
Save

Time & Place

Date: 07/29/2022 Receipt: OII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Jasper (000)

Pickup

Date: 08/04/2022 Time: 3:00pm

Schedule:
10:00am-3:00pm M,Tu,W,Th,F,Sa
from 07/01/22 to 11/30/22

Schedule Notes

Contact Info: bekytrp@becky.lbb.com

Cookie Order

Add Product

Product	Choose an hour	Times	Lines
Adventurefuls	10 am	10:00am	1
Lemon-Ups	11 am	10:15am	2
Trefoils	12 pm	10:30am	3
Do-Si-Dos	1 pm	10:45am	4
Samoas	2 pm		5
Tagalongs	3 pm		6
Thin Mints	4 pm		
S'mores			
Toffee-tastic			
Totals	0	0	0

Add Transaction

Cancel
Save

Time & Place

Date: 07/29/2022 Receipt: OI000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Jasper (600)

Pickup

Date: 08/04/2022 Time: 3:00pm

Schedule:
10:00am-3:00pm M,Tu,W,Th,F,Sa
from 07/01/22 to 11/30/22

Schedule Notes

Contact Info: bekytrp@becky.lbb.com

Cookie Order

Add Product

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

Cupboards open days/times – Click in the Pickup box

Add Transaction

Cancel
Save

Time & Place

Date: 07/29/2022 Receipt: LI000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

Pickup

Date: Time:

Schedule Notes

Contact Info: bekytrp@becky.lbb.com

Cookie Order

Add Product

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

Add Transaction

Cancel
Save

Time & Place

Date: 07/29/2022 Receipt: LII000 #

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Carrollton (400)

Pickup

Date: 07/31/2022 Time:

Schedule Notes


Contact Info: bekytrp@beckylibb.com

Cookie Order

Add Product

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

8 : 00 am



Cancel
Okay