

Little Brownie[®] BAKERS



**Service Unit User Manual
GSGLA Edition
January 24, 2015**

<https://eBudde.littlebrownie.com>

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What's New

1. New security requirements include 4 selectable security questions. See page 8
2. New recommended computer specifications on page 5 for more details.
3. Reports and imports in XLSX format
4. Change photo on eBudde™ login page to reflect new packaging
5. To use the new logo/wording for eBudde™ that includes the trademark
6. Start and deadline dates for service unit/area users to update girl order tab
7. Volunteer Data Entry Ending to occur in stages by having start and deadline dates per user groups – troop, service units, area.
8. Start and end date for troop transactions and delivery date options
9. Scheduled for January 1, 2015 - Update eBudde™ for Apple and Microsoft devices
10. Scheduled for January 1, 2015 - Cupboard Keeper App - Allow for adding transaction through the app. Allow transactions by service units to be part of the app.
11. Send a reminder email to troops three days before their booth site sale occurs.
12. Add color coding to booth site list on troop level to indicated recorded sales
13. On the transaction tab, the contact information label “Optional” is removed and logged in user information is pre-populated in that box.
14. Girl T-shirt size and goal fields always open for data entry
15. Booth Sale Recorder Button on the Girl Order Tab
16. Service unit contact information on Troop Dashboard
17. Transaction tabs screen display movement includes pages and scrolling within the page

Computer Specifications Information

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

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 8.0 and higher, Firefox 13.0 and higher, Chrome.

Macintosh – Safari 2.0.4 and higher, and Firefox 13.0 and higher, Chrome.

Approved computer specifications:

Recommended Minimums:

1.0 GHz Pentium 4 - 1GB RAM

Recommended Systems:

1.5 GHz Pentium 4 - 1.5GB RAM

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

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

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

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

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

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

Navigating the System

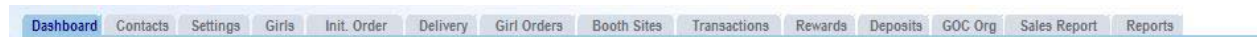
Add More - The “add more” button allows you to enter in additional rows on transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.



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

OK – The “OK” button completes a row on a page. This button tells eBudde you are done with the data entry on the row.

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



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

System Access

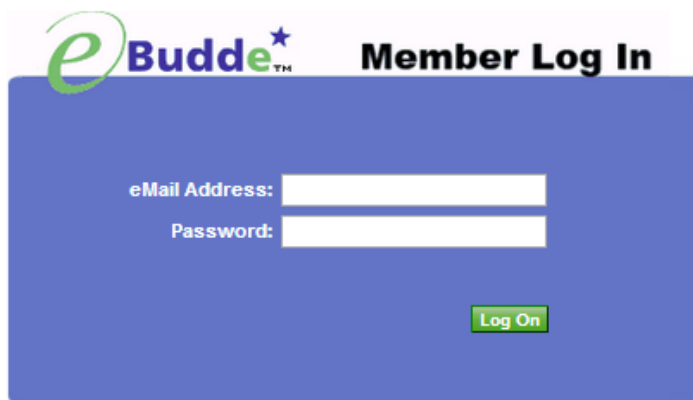
Every season, current users will be reset to a council default password. Your council will notify you of this password. In addition, this season you will be required to answer four security questions upon login.

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

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

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

**Welcome to eBudde™ Sb 5.5.44 with new features and functions
to make the 2014-15 Cookie Sale Season a success.**

The image shows the eBudde Member Log In screen. At the top left is the eBudde logo, which consists of a green 'e' followed by 'Budde' in blue with a star. To the right of the logo is the text 'Member Log In' in bold black. Below this, there are two white input fields on a blue background. The first field is labeled 'eMail Address:' and the second is labeled 'Password:'. Below the password field is a green 'Log On' button.

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



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

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password

- End User License and Privacy Policy

Login Information

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

Users who have already logged in previously this season will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

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

New Security Requirements

Temporary passwords only good for 24 hours.

The password requirements are as follows:

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

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

You will be required to answer four security questions.


Login attempt rules are as follows:

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

Security questions:

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

Contact Information Page



Current Password:

New Password:

Confirm New Password:

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

What street did you live on in third grade

What is your mother's maiden name

What city were you born in

What elementary school did you attend

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

E-mail:

First Name:

Last Name:

Phone #:

Cell #:


Address:

Address2:

City: State: Zip:

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

Welcome to eBudde™ Sb 5.5.44 with new features and functions to make the 2014-15 Cookie Sale Season a success.

**Member Log In**

eMail Address:

Password:

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



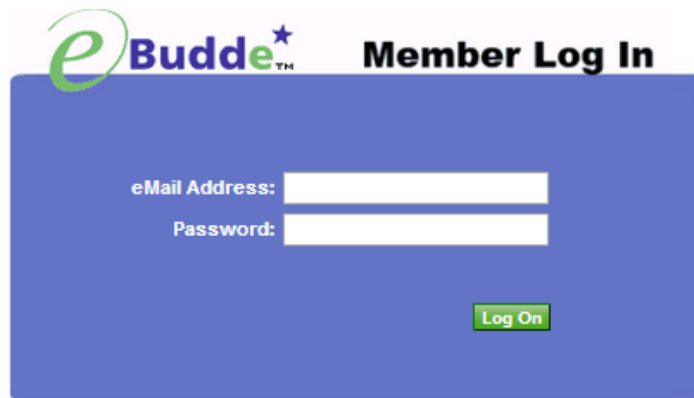
New users –
access the eBudde
other than the

mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter**. You will then enter the eBudde system.

Forgotten Password

A forgotten password does not require a phone call!

Welcome to eBudde™ **Sb 5.5.44** with new features and functions to make the 2014-15 Cookie Sale Season a success.

The image shows a login interface for eBudde. At the top left is the eBudde logo, which consists of a green 'e' followed by 'Budde' in blue with a star. To the right of the logo is the text 'Member Log In'. Below this, there is a blue rectangular box containing two white input fields. The first field is labeled 'eMail Address:' and the second is labeled 'Password:'. Below the password field is a green button with the text 'Log On' in white. A red arrow points from the top left towards the bottom of the list of instructions.

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



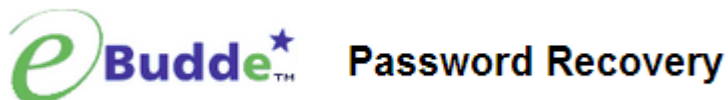
eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde™. You may also view our [Privacy Policy](#).

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

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

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

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



You have two options to recover a lost password:

Enter your email address, and a your password will be set to a temporary password and emailed to you:

Email:

_____ OR _____



Enter your email address, and click to load your security question. Then answer the questions, and select a new password:

Email:

Question #1?

Question #2?

Password:

Confirm Password:

[Back To Login Page](#)

Menu Bar



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

Home - Returns you to the dashboard page

Manuals – This provides a manual or a customized council manual in Adobe Acrobat PDF format

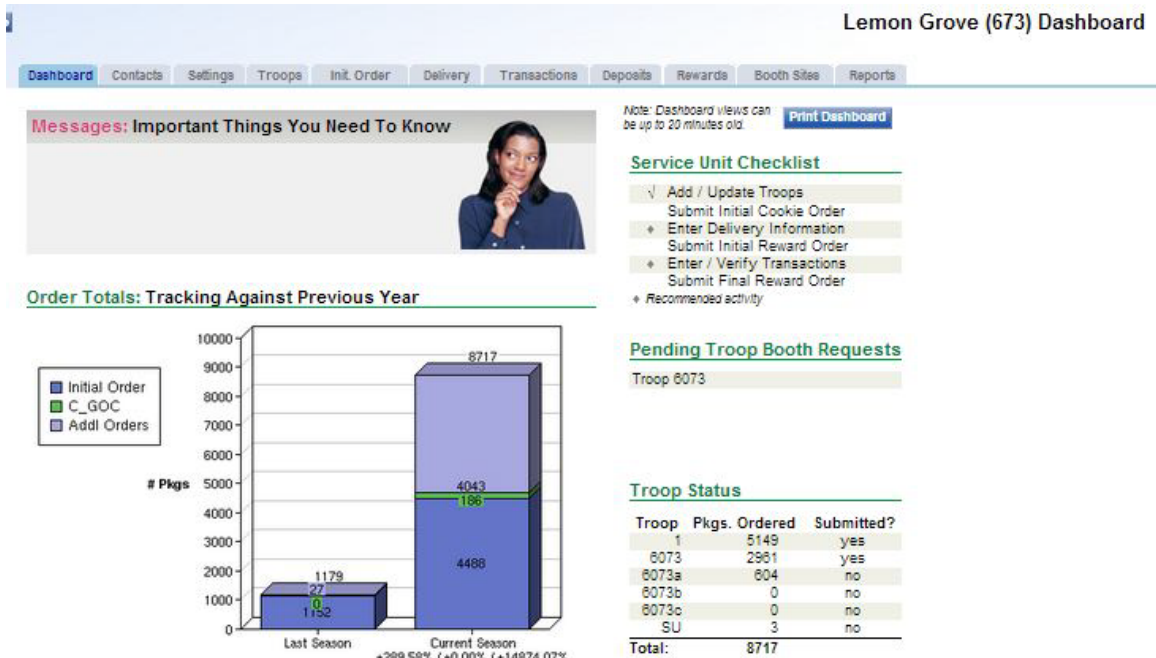
LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.

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

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

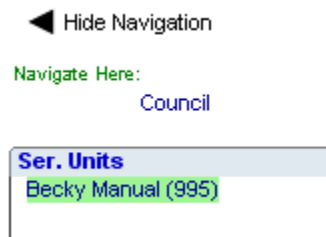


The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen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



Navigation Tree

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



The navigation tree will start with your service unit name and number. As you create your troops this tree will expand to list all your troops.



Service Unit Tabs

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



Dashboard – The dashboard gives you an up-to-minute snapshot of your troop's orders, goals, financials and per girl averages.

Contacts - The contacts tab is used to view the service unit level users name, personal information, email and passwords.

Settings – The settings tab will allow a service unit to specify how the data will be entered for the service unit and to add additional service unit level users.

Troops – The troops tab is for adding, changing, and/or deleting troops.

Init. Order – The Init. Order tab is to verify troop cookie initial orders (starting inventory orders) and submitting the troop/service unit order to the council. This tab is also used for service units using the “Fast Order Entry” which allows create troop totaled orders.

Delivery – The delivery tab is used by service units to select their service unit delivery station (if applicable)

Transactions - This tab is to move cookies from the service unit to the troops (if applicable) The service unit then can see their inventory for cookies.

Deposits – This tab is to view ACH debits council has entered..

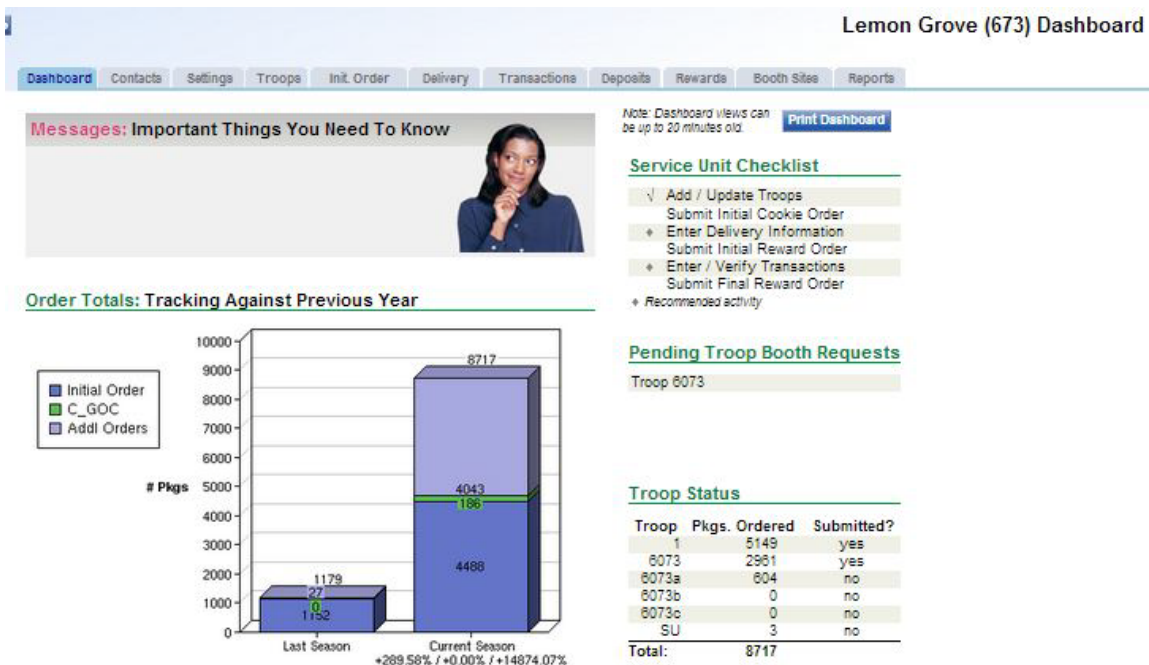
Rewards – The rewards tab is for service units to verify troop reward orders and submit order to the council.

Booth Sites – This tab will allow service units to approve troop booth site requests.

Reports – The reports tab is for service units to print reports for cookie orders, reward orders, deposits and inventory transactions.

Dashboard

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



August 2013						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

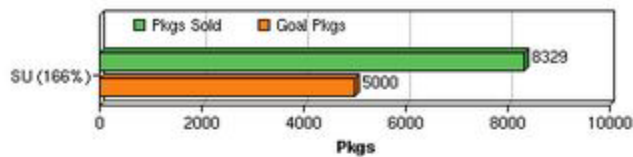
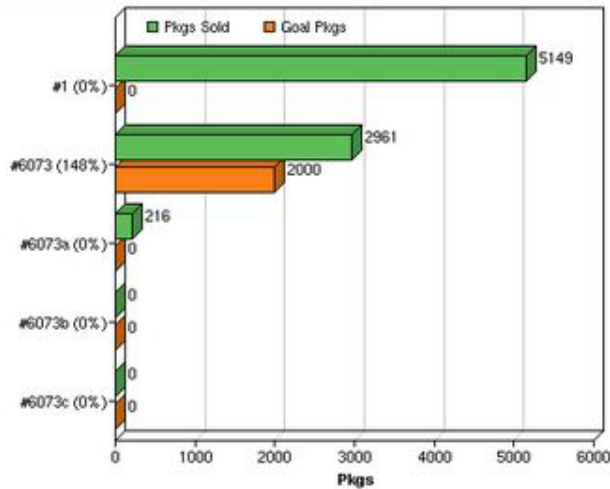
Financial Status

Total Sales	\$ 39,213.00
Proceeds (Trp/SU)	\$ 382.50
Proceeds (No Reward)	\$ 42.90
Proceeds (Tiered)	\$ 0.00
Proceeds (Generic)	\$ 0.00
Total Proceeds	\$ 405.40
Owed to Council	\$ 38,807.60
Deposits	\$ 1,151.01
Balance Due	\$ 37,656.59

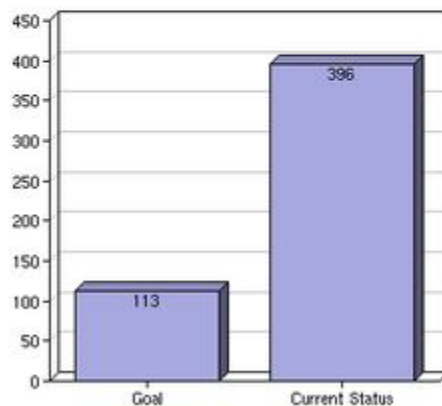
Rewards

Flower Power Volley Ball	9
Initial Troop Goal Achiever	0
Cookie Club Patch	6
Sleeve Tee Ties	14
Secret Pocket Pillow	8
Theme Patch	11
Booth Sales Patch	6
Destinations LOVE Tee NOT AUTOMA	0
Gift of Caring Patch	5
Tie-Dyed T-Shirt	11
Critter Keeper	10
PJ Bottoms	9
100+ Bar	1
200+ Bar	12
Retro Wristband	3
Flower Power Wristlet	3
Flip Flop Pouch	3
Designer Daisy Satchel	4
Purple Power Blanket in Carry Wr	5
Camera	4
Hair Flowers	4
Secret Message Pen	2
Crazy Daisy Case	1
Mini Waterproof Digital Camera	0
Ipad	2
Laptop	0
AMB-175 PGA Super Trp-Leader Jou	0

Goals: Distance to Goal



Per Girl Average: Goal and Current



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

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

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

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

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

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

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

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

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

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

Contacts Tab

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

Lemon Grove (673) Contact Information

Dashboard

Contacts

Settings

Troops

Init. Order

Delivery

Transactions

Deposits

Incentives

Reports

email Branch

Contacts

becky harrigan
add
sd, ca 99999

Service Unit Manager
su673@lbb.com

Phone:
Cell:
Gets email **Active**

Edit

To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde™ will be sent to you troop contact's regular email box. There is no replying 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 can now designate if you want to email just those contacts labeled as **Primary** contacts you can check the box under Primary Only and eBudde™ will only email to those contacts. See page 19 on creating users as Primary contacts.

Branch 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 "Branch email" is provided as a convenience to broadcast information to your branch of the council. 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:**

(max 5MB)

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Attachment:

Browse...

Send Email To

- ☐ Troop Leaders
- ☐ Troop Cookie Chairs
- ☐ Troop Cookie Pickup Only Users
- ☐ Troop Booth Recorder Only Users
- ☐ Troop View Only Users

Primary Only

- ☐
- ☐
- ☐
- ☐
- ☐

Cancel

Send email

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

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

Becky Harrigan
Contact Information

First name:

Home phone#: (opt)

Last name:

Cell phone#: (opt)

Address:

Receives email: ☒ Active: ☒

Address2:

Log in:

City: State: Zip:

Change Password

Current Password:

New Password:

Confirm New Password:

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

What street did you live on in third grade

What is your mother's maiden name

What city were you born in

What elementary school did you attend

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

You can change your password by entering your current password and new password and confirming that new password. You would then click **Submit**.

You can now change your security questions here as well. Enter the information by clicking in the box and key in the new information. Click the **Submit** button to save the changes. If you wish to cancel the information keyed, click the **Cancel** button.

You can update a user's address and phone number information. Update the information and click the **Submit** button. If you do not want to make the changes, click the **Cancel** button.

If you have access to other's contact information, you will not be able to update password information or security information but you can reset their password.

You can give them a temporary password that is good for only 24 hours. If the user does not log in within the 24 hour period, you will need to assign the user another temporary password.

Troop (6073) Contact Information ?

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

Becky Harrigan
Contact Information

First name:

Last name:

Address:

Address2:

City: State: Zip:

Home phone#: (opt)

Cell phone#: (opt)

Receives email: ☒ Active: ☒

Log in:

Change Password To a 24-Hour Temporary One

New Password:

Confirm New Password:

Enter the password in the new password box and then enter it again in the confirm new password box. Click the **Submit** button. eBudde™ will send the user an email with the temporary password information informing the user that the must log in within 24 hours.

If you do not want to create a temporary password, click the **Cancel** button.

Settings Tab

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

Settings for: Becky (973)

Dashboard

Contacts

Settings

Troops

Init. Order

Delivery

Transactions

Deposits

Rewards

Booth Sites

Reports

Edit Settings

Edit Message

Settings

Name: Becky

Number: 973

Allow Troop Data Entry: yes

Enter Orders at Girl Level: yes

Data Points From the Previous Sale

Initial Order Pkgs: Unknown

Addl Order Pkgs: Unknown

Service Unit Managers

subecky@lbb.com

()

Gets email

Active

This information was set by your council but you can make some changes appropriate to your service unit. You may be allowed to change the settings for allowing troop data entry and girl entry level data entry and your previous year's sales data. You can also add additional contacts for your service unit. In addition, you can create a message that troops will see when they log into eBudde™.

Edit Settings

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

Add/Edit Service Unit in: Lemon Grove (673)

Dashboard Contacts **Settings** Troops Init. Order Delivery Transactions Deposits Rewards Booth Sites Reports

Settings

Name:

Number:

Allow troop data entry: ☒

Girl level orders: ☒

Goal (pkgs):

Data Points From the 2010-11 Sale

Initial Order Pkgs: 96 [override](#)

Add Order Pkgs: 0 [override](#)

Charity Pkgs: 1 [override](#)

Service Unit Managers

sdtest@lbb.com ()
bdsu673@lbb.com ()

☐ Remove?
☐ Remove?

----- Add a new service unit manager -----

E-mail:

First name: Last name:

☒ Active?
☒ Receives email?
☐ Primary?
☐ Add to all seasons?

Service Unit Cookie Chairs

----- Add a new service unit cookie chair -----

E-mail:

First name: Last name:

☒ Active?
☒ Receives email?
☐ Primary?
☐ Add to all seasons?

Service Unit View Only Users

----- Add a new service unit view only user -----

E-mail:

First name: Last name:

☒ Active?
☒ Receives email?
☐ Primary?
☐ Add to all seasons?

Service Unit Booth Site Approvers

suba673@lbb.com ()
btest1@lbb.com (Becky Harrigan)
btest2@lbb.com ()

☐ Remove?
☐ Remove?
☐ Remove?

----- Add a new service unit booth site approver -----

E-mail:

First name: Last name:

☒ Active?
☒ Receives email?
☐ Primary?
☐ Add to all seasons?

[Update](#)

[Cancel](#)

Name – The service unit name (entered by council).

Service Unit Number – The service unit number (entered by council)..

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

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

Data Points from the Previous Year Sales – You can view only

Initial Order Pkgs – The number of packages that were ordered last year at initial order time by the service unit and/or troops.

Addl Order Pkgs – The number of packages that were picked up after the initial order was received by the service unit and/or troops.

Charity Pkgs (optional) – The number of packages last year that were sold as part of a council-sponsored Gift of Caring program.

Service Unit Managers – this can be used to add another service unit contact as a service unit manager. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

Service Unit Cookie Chairs – this can be used to add another service unit contact as a cookie chair. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system.

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

Service Unit Booth Site Approvers – This can be used to add another contact to the service unit that can only use the booth site tab and report tab. They will be able to see troop level booth site tab as well. This user will be allowed to approve troop booth requests for a local booth site.

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

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

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

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

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

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

Primary? – If you want to designate that this contact is a primary contact, check the box. Primary contacts can be emailed separately on email blasts and will show up on reports that include a primary contact.

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

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

Left-click the **Update** button to save the changes. Left-click the **Cancel** button to leave the page without saving the changes.

Edit Messages

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

Lemon Grove (673) Notices

DashboardContacts**Settings**TroopsInit. OrderDeliveryTransactionsDepositsRewardsReports

Lemon Grove (673)

Notification messages are just that: Branch-wide notifications.
For example: An SU's notification would go to that SU's Troops while a Council's Troop notification would go to the entire Council's Troops.

They remain in place until removed.

For one-time specific messages to a branch choose "e-mail Branch" button on the Contacts page.
For individual emails simply click on a contact on the Contacts page.

Message To Troops:

IMPORTANT: Please be sure to enter the number of registered girls. This is used for yo

CancelUpdate Notice(s)

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

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

Edit Calendar Events

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

Becky (99999) Calendar Events

Date:	Display For:	Event Title:	Delete?
Jul 19, 2011	Troop	Pick up paperwork packet	<input type="checkbox"/>

Add a New Event:

Troop

< Clear

CancelUpdate Calendar Event(s)

Troops Tab

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



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

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

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

Unsubmit All Cookie Orders – This will unsubmit all troop cookie orders if necessary to allow troops to resubmit

Unsubmit all Initial and Final Reward Orders - This will unsubmit all troop reward orders if necessary to allow troops to resubmit.

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

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

Adding or Editing a Troop

Add/Edit Troop in: Lemon Grove (673)

Dashboard Contacts Settings **Troops** Init. Order Delivery Transactions Deposits Rewards Booth Sites Reports

Settings

Number: ? <input type="text" value="8073b"/>	#Girls Registered: ? <input type="text"/>
#Girls Selling: ? <input type="text"/>	Troop Goal (pkgs): ? <input type="text"/>
Level: ? <input type="text" value="Junior"/>	Opt out of rewards for additional profit: ? <input type="checkbox"/>
	<small>You will receive rewards.</small>
Bank name: ? <input type="text"/>	Bank routing number: ? <input type="text"/>
Bank Account No: ? <input type="text"/>	

Troop Leaders ?

----- Add a new troop leader -----

E-mail: <input type="text" value="newleader200.com"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?
	<input type="checkbox"/> Primary?
	<input type="checkbox"/> Add to all seasons?

Troop Cookie Chairs ?

----- Add a new troop cookie chair -----

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

Troop View Only Users ?

----- Add a new troop view only user -----

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

Number – enter the troop number

Girls Registered – number of girls registered in the troop – auto-populates from Girls tab

Girls Selling – the number of girls selling cookies in the troop – auto-populates from girls with sales recorded on the Girl Orders tab

Troop Goal (pkgs): - if the troop set a sales goal, enter the number in packages or 0 if unknown.

Level: - Program Age Level of the troop

Opt out of rewards for additional profit:- If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box. *Only Cadette, Senior and Ambassador troops may opt out.*

Bank Name – Enter the troop's bank account name or the troop can

Bank Routing No. – Enter the troop's bank routing number or the troop can

Bank Acct No. – Enter the troop's bank account number or the troop can

Troop Leader or Troop Cookie Chair or Troop View Only Users:

– You **MUST** enter an email address for one of the three types of users.

Email: - Enter email address

First name: (Optional) – Enter in contact's first name

Last name: (Optional) – Enter in contact's last name

Active? – Check this box if you want the contact to have access to the system.

Receives email? – Check this box if you want the contact to receive email from you and/or council and the confirmation emails when ordering.

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

Add to all seasons? – Check this box if you this contact to have access to the troop in previous years.

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

Special Troop Contacts

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

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

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

Troop Cookie Pickup Only Users

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

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

E-mail:

First name: Last name:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

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

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

Troop Booth Recorder Only Users

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

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

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

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

Troops in: Lemon Grove (673) ?

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

Add up to 11 Troops to: Lemon Grove (673)

	Troop #	# Girls Reg	# Girls Selling	Sales Goal	Level	Opt out of rewards for additional profit?	Troop Leader E-mail	Cookie Per.	Active?	Rec. email?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daisy ▾	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add
Cancel

Troop Number – enter the troop number (numerical data only)

Girls Registered – the number of girls registered in the troop (will not be displayed if girl registration automation is turned on)

Girls Selling – the number of girls selling cookies in the troop (will not be displayed if girl selling automation is turned on)

Has Sales Goal: - if the troop set a sales goal, enter the goal in packages

Level: - Program Age Level of the troop

Proceeds (no rewards): - If this troop has the option of not receiving reward rewards and receiving additional monetary funds, click in this box.

Troop Contact E-mail: – You **MUST** enter an email address here.

Cookie Per. – Click the box if the contact email is for the troop cookie person.

Active - If this troop contact will be a user on the system, this box must be checked

Rec Email – If you want the troop contact email user to received the email confirmations, this box must be checked

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

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

◀ Hide Navigation

Navigate Here:
Council

Becky Manual (995)Troops

Dashboard Contacts Settings **Troops** Init. Order Delivery Transactions Deposits Rewards Reports

Ser. Units
Becky Manual (995)

Add a Troop Add up to 11 Troops

#9950	Edit	Delete
#9951	Edit	Delete

Troops in Becky Manual
Troop 9950
Troop 9951

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

Edit – The edit button allows you to change information about the troop and add new troop contacts.

Delete – The delete button allows you to remove the troop from the system.

Dashboard Contacts Settings **Troops** Init. Order Delivery Transactions Deposits Rewards Reports

Add a Troop Add up to 11 Troops

#9950	Edit	Delete
#9951	Edit	Delete



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

Un-submitting Troop Orders

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

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

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

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

Add a Troop	Add up to 11 Troops	Unsubmit All Cookie Orders	Unsubmit All Init Incls	Unsubmit All Final Incls
-------------	---------------------	----------------------------	-------------------------	--------------------------

#123	Unsub. Cookie Order	Edit	Delete
------	---------------------	------	--------

Init. Order

Initial Order Page - Troops placing orders

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

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

[illegible]

Printable Version – Left-click this button to print a report that shows the above information.

Submit Order – Left-click this button to submit your service unit order to your council.

NOTE: You can only submit your order ONCE! If a change needs to be made, you will need to call council to make the change to an order.

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

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

Delivery Tab

Service Units in GSGLA are not using this tab. However, the functions are the same as for a Troop using their Delivery tab. See the *Troop eBudde Manual* for full information.

Transaction Tab

Service Units in GSGLA are not using this tab. However, the functions are the same as for a Troop using their Delivery tab. See the *Troop eBudde Manual* for full information.

Deposits Tab

Service Units in GSGLA are not using this tab. However, this is where you will see all ACH debits entered by Council.

[illegible]

Navigating the Deposit Information Page

The system displays the deposits using a scrolling feature. To facilitate viewing there are several methods to navigate to the information that you need. You will want to use the method that best fits what you are trying to do.

Scrolling

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

Sorting

You can sort the deposits in any order that will be show you the deposits in that particular order.

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

Search and Filter

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

Exporting the Deposits

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

Rewards Tab

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

Lemon Grove (673) Rewards Order ?

Dashboard Contacts Settings Troops Init. Order Delivery Transactions Deposits **Rewards** Booth Sites Reports

Order Type ☐ Initial ☒ Final

To submit your rewards order to the council, follow these recommended steps:

1) REVIEW your rewards order by, using the button at right to launch the rewards report.

2) MAKE CHANGES as needed by editing the individual troop reward pages. For reference, you may leave the reward order report open in Excel while making your changes. (DO NOT edit the open Excel file; changing numbers in Excel will have no effect.) Then return here and, if you wish, run the report again to freshen its totals and confirm your changes.

[Review Rewards Order](#)

3) VERIFY the shipping address and use the button at right update if necessary

Note: We do NOT ship to P.O. Boxes!

Name:

Email:

Address:

City:

State:

Zip:

[Update Shipping Address](#)

4) SUBMIT your rewards order, when you are certain that your reward totals are correct, by using the Submit button at right.

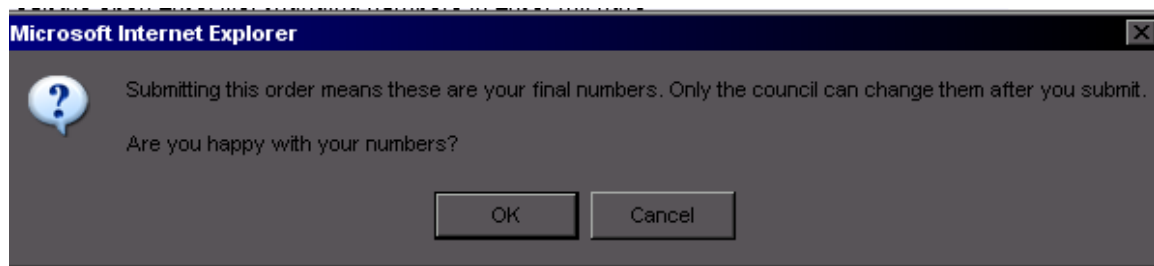
[Submit Rewards Order](#)

Order Type – Initial order type is an option that may or may not be available as it is a council option. If you have both types, you may select which type you will be verifying and submitting to council.

Review Rewards Order – This will create a report for the rewards that have been entered into the system. This report can be saved and printed. You **MUST** verify the accuracy of this report before proceeding. If you need to make changes, **DO NOT** make them on the report. Go back to the troop reward order form to make the changes

Update Shipping Address – This option may or may not be available. If available, the service unit must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the service unit.

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



Booth Sites Tab

The booth sites tab is an optional tab that councils will provide for service units to be able to approve troop requests for booth sites that are not council sites. You can also approve on the troop level, however this allows you to view all your troop requests.

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

Becky (973) Booth Sales

DashboardContactsSettingsTroopsInit. OrderDeliveryTransactionsDepositsRewardsBooth SitesReports

You don't have any items to approve.

Bulk Approval of Troop Booth Sales

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

Emerald Valley (6733) Booth Sales

DashboardContactsSettingsTroopsInit. OrderDeliveryTransactionsDepositsRewardsBooth SitesReports

Bulk Approval of Troop Booth Sales

Update

Troop #	Business Name Address	Date and Time Requested	Status / Submitted @ Reason for Denial/Approval
Troop 67333	Becky's Pizza Parlor 12345 Any St., San Diego, CA 92105	Thu Mar 10, 2011 05:00 pm -- 08:00 pm	pending <input type="button" value="v"/> Mar 7, 2011 at 07:06PM <input type="text"/>

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

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

Booth Import Tab

Service Units in GSGLA are not using this tab. All locations (other than Troop Requests as mentioned above) will be entered by Council staff.

Reports

This section will allow you to print reports for your service unit. Left-click **View Report** to open the report in a Microsoft Excel downloadable window. All Excel reports will print in XLSX format

Regenerate

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

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

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

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

Emerald Valley (6733) Service Unit Recap -- Pkgs										
Valley Council										
Jul 28, 2011 at 09:49AM										
Initial Orders										
Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	600	12	12	12	0	0	0	0	636
troop	67332	12	12	12	12	12	12	12	12	96
troop	67333	96	84	96	120	72	96	108	168	840
troop	67334	216	300	912	288	1152	420	900	1200	5388
troop	67335	84	84	84	84	84	84	84	84	672
su	6733	0	0	0	0	0	0	0	0	0
Totals		1008	492	1116	516	1320	612	1104	1464	7632
Additional Orders										
Type	Trp/SU#	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
troop	67331	0	0	0	0	0	0	0	0	0
troop	67332	0	0	0	0	0	0	0	0	0
troop	67333	240	240	240	240	240	240	300	240	1980
troop	67334	0	0	0	0	0	0	0	0	0
troop	67335	0	0	0	0	0	0	0	0	0
su	6733	0	0	0	0	0	0	0	0	0
Totals		240	240	240	240	240	240	300	240	1980



Emerald Valley (6733) Service Unit Recap -- Pkgs										
Valley Council										
Jul 28, 2011 at 09:49AM										
Type	Trp/SU#	Init/Add	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche			
troop	67331	initial	600	12	12	12	0			
troop	67332	initial	12	12	12	12	12			
troop	67333	initial	96	84	96	120	72			
troop	67334	initial	216	300	912	288	1152			
troop	67335	initial	84	84	84	84	84			
su	6733	initial	0	0	0	0	0			
troop	67331	additional	0	0	0	0	0			
troop	67332	additional	0	0	0	0	0			
troop	67333	additional	240	240	240	240	240			
troop	67334	additional	0	0	0	0	0			
troop	67335	additional	0	0	0	0	0			
su	6733	additional	0	0	0	0	0			
Totals			1248	732	1356	756	1560			

Lemon Grove (673): Reports

Initial Cookie Order Reports ▲

Initial Order Report ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XLSX PDF
Girl Order Tab ?	<input type="checkbox"/> Exportable	Regenerate XLSX PDF
Girl Order Tab Summary ?	<input type="checkbox"/> Exportable	Regenerate XLSX PDF
Booth Sales Report ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XLSX PDF
Troop Pickup Sheets ?	<input type="checkbox"/> Pre-printed Form	View
Troop Delivery Assignments ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable	XLSX PDF
Blank Troop Pickup Sheet (Bubble Form) ?		View

Initial Order Delivery Reports ▲

Troop Delivery Confirmation ?	Regenerate View
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Reward Reports ▲

Troop Rewards Summary ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final <input type="checkbox"/> Exportable	XLSX PDF
Girl Rewards Summary ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final <input type="checkbox"/> Exportable	Regenerate XLSX PDF
Troop Rewards HTML ?	<input checked="" type="radio"/> Initial <input type="radio"/> Final	Regenerate View

Booth Scheduling Reports ▲

Troop Signup Detail ?		View
Troop Signup Recap ?	<input type="checkbox"/> Exportable	XLSX PDF
Troop Booth Requests ?		View
Available Booth Slots ?	<input type="checkbox"/> Exportable	Regenerate XLSX PDF

Banking Reports ▲

Troop Deposits ?	Filter
------------------	------------------------

Recap Reports ▲

Troop Proceeds Summary ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Refunds <input type="checkbox"/> Owes <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	Regenerate XLSX PDF
Troop Sales Summary ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Refunds <input type="checkbox"/> Owes <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	Regenerate XLSX PDF
Troop Sales Reports ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exclude Pending	Regenerate PDF View
Troop Sales Reports With Bank Information ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exclude Pending	Regenerate PDF View
Service Unit Recap ?	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs. <input type="checkbox"/> Exportable <input type="checkbox"/> Exclude Pending	XLSX PDF
Troop GOC Org Tab ?	<input type="checkbox"/> Exportable	XLSX PDF

Inventory Reports ▲

All Transactions ?
☒ Cases
☐ Pkgs.
View

Roster and Contact Lists ▲

Troop Roster ?
Regenerate
XLSX
PDF

Troop Roster With Banks ?
Regenerate
XLSX
PDF

Troop Contacts ?
XLSX
PDF

Cupboard List
XLSX
PDF

Delivery List
XLSX
PDF

Cookie Club Reports ▲

Girl Goals ?
☐ Exportable
XLSX
PDF

Troop PGA ?
☐ Exportable
XLSX
PDF

Initial Order Report – This report list all troop initial cookie orders by variety. The report can be printed in either cases or packages.

Girl Order Tab – This report prints each troop's girl order tab in detail. It will list all the transactions per girl, per troop.

Girl Order Tab Summary – This report prints each troop girl order tab in summary view. It will list each girl and her total orders.

Booth Sales Report – This report lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.

Troop Pickup Sheets – These sheets can be printed one of two ways. If you check the pre-printed form, it will print quantities of cookies for each troop that will need to be printed on a form supplied by your council. If you do not check the box, the system will print the entire form in color (must have a color printer) for you.

Troop Delivery Assignments – This lists all the troops and their delivery station selection including site, time and line (if applicable)

Blank Troop Pickup Sheet – This will print a pickup sheet with no information on it. You can use this report as a fill-in pickup sheet.

Troop Delivery Confirmation - Prints the delivery confirmation form in mass that is available on the troop delivery tab

Troop Rewards Summary – This report allows you to print a reward summary for either the initial reward order or the final reward order.

Girl Rewards Summary – this report prints the reward summary showing every girl in the troop and the troop totals.

Troop Signup Detail – This report show the troops in the service unit that have signed up for council booth sites

Troop Signup Recap – This report lists all the troops in the service unit and their total number of signups.

Troop Booth Requests – This report shows the requests that troops have made for booth sites not on the council site list.

Available Booth Sales – This report shows all the booth slots that have not been taken.

Troop Deposits – This report will list all ACH debits recorded by Council for your service unit. It will give you the option for filtering what is on the report.

For all transactions, leave the boxes blank and left-click the **Run Report** button.

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

Range of Dates - enter in first box the starting date, enter in second box the ending date. This will be an inclusive range displaying all deposits between those two dates and including those two dates.

One Date – enter the date in the first box and enter it again in the second box.

This will display all the deposits for that day.

Starting Date to Last Date Keyed – enter the starting date in the first box, leave the second box blank.

All Dates to a Specific Ending Date – leave the first box blank, enter the ending Date in the second box.

Troop # - To print using the troop number filter you need to enter a troop number in one or both boxes after the troop # label. Left-click the **Run Report** button to print the records specified

Range of Troops - enter in first box the starting troop number; enter in second box the ending troop number. This will be an inclusive range displaying all deposits between those two troops and including those two troops.

One Troop – enter the troop number in the first box and enter it again in the second box. This will display all the deposits for that troop.

Starting Troop to Last Troop Keyed – enter the starting troop number in the first box, leave the second box blank.

All Troops to a Specific Ending Troop – leave the first box blank; enter the ending troop number in the second box.

Date and Troop Number – You can use the combinations listed above to specify deposits by date and/or by troop number.

Troop Proceeds Summary - This report will detail by troop, the cookie initial orders, transfers, final orders, girls registered, girls selling, per girl averages, total sales, troop proceeds, deposits and balance dues. This report can be viewed in packages or cases by clicking the appropriate radial button.

You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are checked, all troops will be displayed.

Troop Sales Summary – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories if applicable. This report can be viewed in packages or cases by clicking the appropriate radial button.

You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are checked, all troops will be displayed.

Troop Sales Reports – This report will print all the troop sales report. The format will be just like the troop sales report tab. Troop banking information will be hashed out except for the last four numbers on this report.

Troop Sales Report with Bank Information – This report will print all the troop sales report. Troop banking information will be displayed as full numbers. This report is only available to users who have Bank Manager Account permissions.

Service Unit Recap – This report will show cookie activity for the service unit.

Troop GOC Org Tab – This report will print all the Gift of Caring Organizations entered by troops on the troop GOC Org tab.

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

Troop Roster – This report prints the details of the troop settings tab for all troops. No banking information will be on this report.

Troop Roster with Banks- *not available to GSGLA SUs or Troops, only Council can view info.*

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

Cupboard List – This report will list all available cupboards and their hours of operation.

Delivery List – This report will list all available delivery sites for the service unit and location information.

Girl Goals - This report compares girl cookies sold against the Cookie Club information

Troop PGA – This report shows troop per girl average for troops and compares for Cookie Club troops.

Appendix A – Troop Cookie Ordering Methods on Troop Level

Ordering by Individual Girls

As we set up eBudde to enable per-girl ordering, we'll include these instructions although troops are directed to enter their Starting Inventory Order in as OTHER. In 2016, OTHER only may be the only option available as our discretion.

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

Troop 6073 Initial Order

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

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

Submit Order | Save

Girl	C_GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T_GOC	Total	F_GOC
Becky H.	52	200	200	200	200	200	200	200	5	1457	5
Cindy W.	0	0	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Sienna B.	0	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	NA	0	NA
BOOTH	NA	0	0	0	0	0	0	0	NA	0	NA
Cindy W.	0	0	0	0	0	0	0	0	0	0	0
Plgs. Ordered	52	200	200	200	200	200	200	200	5	1457	5
Cases to Order	17	17	17	17	17	17	17	17	17	119	
Other+Extras-Charity	0	4	4	4	4	4	4	4	-5	23	

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

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

NOTE: 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.

manager.

Appendix B – Troop Reward Ordering Methods on Troop and Girl Levels

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

GSGLA is using the "by individual girl" method.

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.



Troop 6073 Troop Rewards ?

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

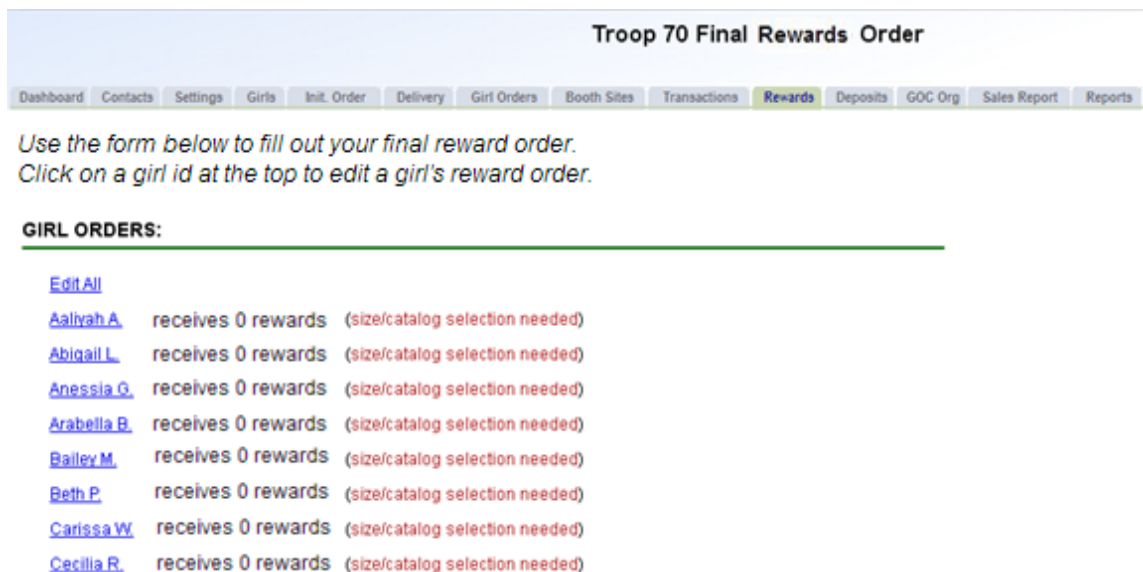
Troop Rewards Order Forms

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 girl and troop order.



Troop 70 Final Rewards Order

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

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

GIRL ORDERS:

[Edit All](#)

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

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

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

Click the girl's name.

Becky H Rewards

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

Boxes sold: 564

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

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. 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.

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

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

GIRL ORDERS:

[Edit All](#)

[Cindy W.](#) receives 6 rewards (size/catalog selection done)

[Patty W.](#) receives 2 rewards (size/catalog selection needed)

OR you may now click the Edit All link.

When you click the Edit All link, eBudde™ will display all the girls in the troop and their boxes sold 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 Rewards

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

Girl: [Aaliyah Avery](#)

Boxes sold: 133

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

Girl: [Abigail Littleford](#)

Boxes sold: 167

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

[Cancel](#) [Submit All Girl Orders](#)

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

Troop 6073a Final Reward Order ?

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

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

GIRL ORDERS:

[Edit All](#)

[Becky H.](#) receives 21 rewards (size/catalog selection done)

[Cynthia W.](#) receives 24 rewards (size/catalog selection done)

[Patty W.](#) receives 6 rewards (size/catalog selection done)

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

Troop 6073 Final Rewards Order

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

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

GIRL ORDERS:

[Becky H.](#) receives 5 incentives (size/catalog selection done)

[Patty W.](#) receives 0 incentives

TROOP ORDER:

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

[Cancel](#)
[Submit Incentive 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.

Appendix C – Troop Sales Report

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

Troop 6073 Sales Report

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

Council Becky Testing Council, Troop 6073 Sales Report

zz aa

email: zz@aa.com
Phone:
Cell:

xx y

email: xx@y.com
Phone:
Cell:

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

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

Bank Name: nifcu
Routing No.: XXXXX6789 Acct No.: XXXXX6789

Girls Selling: 2

Girls Reg.: 3

Init. Girls Sellg: 2

Level: DAISY

SU Name: Becky

SU Number: 99999

Sales Goal: 500

PGA Selling: 164.5000

PGA Registered: 109.6667

Initial PGA: 158.5000

F_GOC Pkgs: 0

T_GOC Pkgs: 13

Pkgs Received

	Initial Order	---	300
07/06	C707	12345	42
	C_GOC pkgs.		17
Total Pkgs Received			329

Deposits Made

Date	Reference	Amount
Total Deposits		\$ 0.00

Total Troop Sales \$ 1,151.50

Troop Proceeds - \$ 197.40

Council Proceeds \$ 954.10

Council Proceeds \$ 954.10

Deposits Made - \$ 0.00

Amount You Owe Council \$ 954.10

Signature: _____