Little Brownie® BAKERS

eBudde™

**Troop User Manual
GSGLA Edition
January 9, 2015**

https:// eBudde.littlebrownie.com

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What's New

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6. New logo/wording for eBudde™ that includes the trademark

7. Send a reminder email to troops starting three days before their booth site sale occurs.

8. Color coding to booth site list on troop level to indicated recorded sales

9. On the transaction tab, the contact information label "Optional" is removed and logged in user information is pre-populated in that box.

10. Girl T-shirt size and goal fields always open for data entry

11. Booth Sale Recorder Button on the Girl Order Tab

12. Service unit contact information on Troop Dashboard

13. Transaction tab 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.
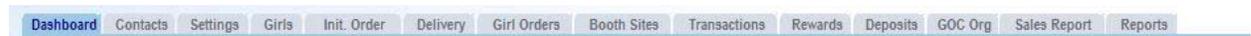
Navigating the System

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.

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

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.

e Budde™　**Member Log In**

eMail Address: _____

Password: _____

Log On

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

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 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.

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

Forgotten Password

A forgotten password does not require a phone call!

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

e Budde.™   Member Log In

eMail Address:

Password:

Log On

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

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 you password is now changed. Click the **Back to Login Page** to login with this password.

Budde **Password Recovery**

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: email@lbb.com   Submit

Success. A new password was email to you at beckych@lbb.com

OK

———— OR ————

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

Email: email@lbb.com   Get Questions

Question #1?
Question #2?

Password:

Confirm Password: Submit

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.

Troop Tabs

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

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

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 program age level, rewards option, and 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
Booth Sales – This option allows you to select council booth sale sites and/or request a troop booth sale site.
Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.
Rewards – Troop reward ordering
Deposits – Where council will record your ACH debits
Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, and debits
Reports – Two reports available for troops. Cupboard listing and delivery site listing.

Dashboard Tab

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

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

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

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

Contacts Tab

The Contacts tab allows you to change your contact information.

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

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

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

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.

Becky Harrigan
Contact Information

First name: Becky
Last name: Harrigan
Address: 1231 Any St.
Address2:
City: San Diego   State: CA   Zip: 92105

Home phone#: 555-555-5555 (opt)
Cell phone#: 619-444-4444 (opt)
Receives email: ☑   Active: ☑
Log in: trp@lbb.com

Change Password To a 24-Hour Temporary One

New Password:
Confirm New Password:

Submit   Cancel

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 you to change your troop information. The troop is set up by the service unit or council staff. This tab allows you to update your information (except Girls Registered and Girls Selling, which is automated). You can also add additional troop contacts or delete troop contacts using this tab. *(Do not delete yourself)*.

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

Add/Edit Troop in: Troop 6073 ⊘

Settings

Number: ⊘ 6073
#Girls Registered: ⊘

#Girls Selling: ⊘
Troop Goal (pkgs): ⊘ 1000

Level: ⊘ Cadette

Opt out of rewards for additional profit: ⊘ ☐
You will receive rewards.

Bank name: ⊘
Bank routing number: ⊘

Bank Account No: ⊘

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

Generic Proceeds Fulfillment ⊘

Early Registration (0.010): ☐

Data Points From the 2012-13 Pre Sale ⊘

Initial Order Pkgs:
Addl Order Pkgs:

Girls Selling:
Girls Registered:

Troop Goal Pkgs:

Troop CBGOC Pkgs:
Troop CCGOC Pkgs:

Troop Leaders

trp6073bd@lbb.com   ()
☐ Remove?

——————— Add a new troop leader ———————

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

Troop Cookie Chairs

——————— Add a new troop cookie chair ———————

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

Troop View Only Users

——————— Add a new troop view only user ———————

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

[Update]   [Cancel]

 # Girls Registered – Automatically filled in by number of girls registered on the Girls tab.

 # Girls Selling – Automatically filled in by number of girls selling 1 box or more on the Girl Orders tab.

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

Level – Select the appropriate program age level

Opt out of rewards for additional profit – (Optional) Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards. *Only Cadette, Senior and Ambassador troops may opt out of rewards.*

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

Bank Routing No. –Bank routing number where troop has its account

Bank Acct No. – Troop bank account number.

Generic Proceeds – A council may have council-specific proceeds that troops are eligible for. *GSGLA does not, you will not see this.*

Data Points from the Previous Year - This is information from last year's cookie sales (which has been automatically recorded for returning troops).

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

> **Remove?** – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**
>
> **Email:** – Enter the email address of a new troop contact under the appropriate header
>
> **Active** – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
>
> **First name**: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well..
>
> **Last name:** (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well..
>
> **Receives email** – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
>
> **Primary?** – You may designat a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.
>
> **Add to all seasons**? **–** Allows you to give the contact access to the troop records for previous seasons.

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

Special Troop Contacts

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

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

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

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

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

Banking Information Security Update

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 No: ❓

Bank Account No: ❓

Edit Display (no data)

Bank name: ❓ [   ]   Bank routing number: ❓ [   ]

Bank Account No: ❓ [   ]

Edit Display (data just entered)

Bank name: ❓ [Becky Bank   ]   Bank routing number: ❓ [123456789]

Bank Account No: ❓ [12345678901   ]

Display after Data entered and Update button pressed

Bank Name: ❓ Becky Bank   Bank Routing No: ❓ XXXXX6789

Bank Account No: ❓ XXXXXXX8901

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

Bank name: ❓ [Becky Bank   ]   Bank routing number: ❓ [XXXXX6789]

Bank Account No: ❓ [XXXXXXX8901   ]

Editing the routing number already saved in display above

Bank name: ❓ [Becky Bank   ]   Bank routing number: ❓ [987654321]

Bank Account No: ❓ [XXXXXXX8901   ]

Girls Tab

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

Troop 6073 Girls

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

Update   Printable

First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal	Delete?
Anna	Murray	2	7		☑	YL/AS		
Becky	Harrigan	1	6		☑	YM	2	
Cindy	Wright	5	6		☑	YM		
Denise	Mitchell	4	9		☑	AXL		
Shameeka	Patterson	3	8		☑	YXS		
					☐			
					☐			
					☐			

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.
First Name – Enter the girl's first name
Last Name – Enter the girl's last name
GSUSA ID - (Optional) Enter the girl's GSUSA ID.
Grade – Enter the girl's grade K - 12
Cookie Club Login – (Optional) Enter the girl's cookie club login.
Reg'd? – If the girl is registered, check the box
Shirt Size – Enter the girl's shirt size
Sales Goal – Enter the girl sales goal in boxes.

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

Edit Girl Information

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

Delete Girl from Troop

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

Shirt Size and Sales Goal

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

Init. Order Tab

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

With a Direct Sale, enter your STARTING INVENTORY ORDER in boxes for each variety as OTHER … even though your girls are listed. *Do not* enter orders per girl -- you should not have have per girl orders at this time anyway.

You will order cookies for booth sales as BOOTH.

Ordering with Booth and Girl Totals

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

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight.

Troop 6330 Initial Order

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

Printable Version
Submit Order | Save

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

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
OTHER	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	OK
Cases to Order	0	0	0	0	0	0	0	0

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

You can also enter the troop's booth order.(recommended!). Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **BOOTH** line.

The system will display the completed order.

Troop 6330 Initial Order

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

Printable Version
Submit Order | Save

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

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
OTHER	1	2	3	4	5	6	7	28
BOOTH	5	6	7	8	9	4	3	42
Cases to Order	6	8	10	12	14	10	10	70

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

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

Save In Progress!
Please Wait!

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

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

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

Initial Order Submission OK.

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

OK
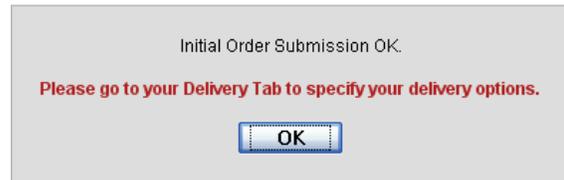
Delivery Tab

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

Troop 6073 Delivery Sheet

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

Submit My Info   Print

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Troop Total	Pickup Total
Cases	18	19	18	20	18	21	20	134	134

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

Will you be picking up for more than one troop? ◯ yes ⦿ no   #_____   #_____

Please choose your Delivery Station:

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

Time	Line #1	
10:00am		
10:10am		
10:20am		
10:30am	T6073	
10:40am		
10:50am		
11:00am		

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

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

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

View Confirmation

Troop 6073 Delivery Sheet ⊘

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

Aug 9, 2014 at 03:04PM

Signup Print Please print this page and bring it with you.

	Sv Sm	Tre	D-S-D	Sam	RRR	Tags	TMint	Troop Total
Your Cases	18	19	18	20	18	21	20	134

Pickup Name: Lemon Grove
Pickup Location: 123 Any St., San Diego 99999
Pickup Date: Saturday, January 10
Pickup Time: 10:30am
ESTIMATED Number of Vehicles:
(you will need ONE of the following)

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

Message from your Delivery Clerk

Check in with your Service Unit Manager

Helpful Hints

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

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature

Girl Order Tab

This tab allows you to allocate by girl additional cookie orders and booth sales packages sold, all by variety, plus Gift of Caring pkgs and record 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.

Troop Summary View

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

On the Troop Summary View you have three buttons.

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

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

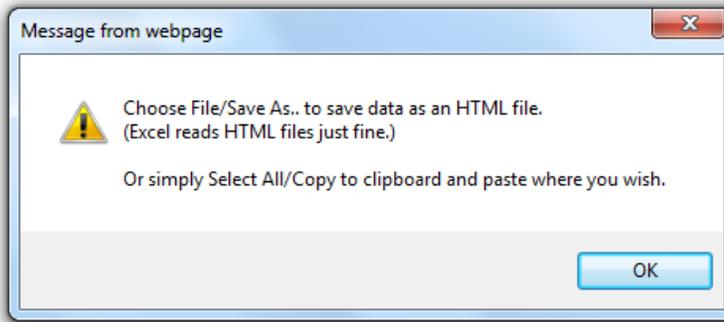|										
							Troop 00123 Booth Sales ❷			

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

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

Becky's Pizza Parlor   Sat, Nov 15 @ 5:00pm   123 Any St.
San Diego, CA 99999

html file or cut and paste into another program. This is available on the Troop Summary screen only.

Message from webpage   ✕

⚠   Choose File/Save As.. to save data as an HTML file.
      (Excel reads HTML files just fine.)

      Or simply Select All/Copy to clipboard and paste where you wish.

                                                    OK

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

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

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 starting inventory order, troop-to-troop transactions, pick-ups from the cupboard, etc.. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

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

Girl View

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.

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

Printable – This button allows you to print a listing of all the information for the girl.

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

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

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

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

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

Adding Additional Cookie Orders

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

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

Adding Only Payments

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

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:

Troop 00123 Girl Transactions

Comment	Bth	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*		0	44	16	21	11	13	27	10	0	142	$ 568.00	$ 0.00	$ 568.00	0
booth sale	√	1	0	5	0	0	0	8	0	0	14	$ 56.00	$ 56.00	$ 0.00	0
booth sale	☑	1		5				8			14		56.00			OK
		1	44	21	21	11	13	35	10	0	156	$ 624.00	$ 56.00	$ 568.00	0

Error Detected

You don't have enough troop inventory unassigned to record those numbers. Currently your troop order is 600 pkgs. You have already assigned 597 pkgs to girls. This leaves you only 3 unassigned pkgs. You are trying to assign 5 pkgs.

OK

Keep this in mind if you as a troop give boxes away. Example: If your starting inventory was 1200 packages (100 case) and you distribute those 1200 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. You can add a "negative allocation" in the same way you allocation, only enter a negative number (-2, for example).

Booth Sales

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

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

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

Free Slots

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

Specify Any Filter Criteria You'd Like:

Business Name:

City:

State: (ex: NY)   **Zip:**

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

Starting Date:

Ending Date:

Start Time after:

Start Time before:

Get Report   Back

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

Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

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

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

Troop 6073 booth sale signups   Print Signups   Jul 6, 2011 at 02:47PM

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

Booth Sales (Council Sales)

Council-entered booth sales are sites that are secured by the service (or in some cases, by council) and open to all troops to hold a booth sale (per boothing selection rules outlined in your *Troop Cookie Program Guide)*.

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

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

All American Recreation 9129 Old Cedar Avenue S Bloomington, CA 55425

booth will be indoors...

Choose a time slot and then **Submit**
To opt out click on that slot again and re-submit".

Time	Troop
4:00pm	Claimed
6:00pm	T00003

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. GSGLA permits this, but have directed the Service Unit Cookie Program Chair and/or Service Unit Boothing Chair to carefully review requests and some may be denied if they conflict with existing booths happening nearby, is a location that has already been secured by the SUCPC or SUBC, or is not suitable for boothing.

Troop 6073 Booth Sales

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

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

My Sales

Troop 6073 Sales   Green=Approved   Orange=Denied
[−] My Booth Sales (click me) (add a Location)
    Becky's Pizza Parlor 1231 Upas St.,
        −Thu Oct 25, 2012   3:00pm -- 5:00pm

Business Name:

Location and Contact Info.   Map
Addrs: Addrs2:
City: ST: Zip:

Contact: Phone:
eMail:

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

                  Start: Approval
Sale Date: End:

Requested: undefined

Reason for approval/denial:

Add   Cancel

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

On the left, the color-coding helps identify the status of the request.
Blue location indicates that the request is pending
Green location indicates that the request has been approved
Orange location indicates that the request has been denied

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

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 – this is the case with GSGLA. If your council has not selected the option to all you to delete your booth request, and you need to have it deleted, contact your council or volunteer.

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.

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

Recording Booth Sites – Varieties Format

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

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

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

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

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

Troop Transactions

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers. You will use this tab to enter pending cupboard orders.

Initial Order Transaction

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

Troop transactions from Other Sources

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

Pending troop orders (optional)

Troops can place pending cookie orders to cupboards. The status of the order will display in the **Pending** column

Inventory Balances

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

Navigating the Transaction Form

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

The columns listed from left to right are as follows:

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

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type
▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

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

Page: 08/09 - 07/28 ▼

Page: 08/10 - 06/11 ▼
| 08/10 - 06/11 |
| 06/10 - 06/10 |

Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system will refresh and you will see that page. . The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

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

Date – enter the date of the transaction. The system will default to the current date or the previously keyed date. *Leave this as the date you are <u>entering</u> the order, <u>not</u> the pick up date.*

Pickup – You can specify a preferred pickup date. Enter only a date that is available for your desired cupboard (check the cupboard calendar or run the cupboard report from the Reports tab; do not enter a date for a time that cupboard is not open). You do not need to select a time.

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. *For Exchanges, make two enteries, and enter Exch-In for what you are bringing back, and Exch-Out for what you would like to pick up.***

Type – Select type of transaction.
       Normal – Transaction with no specific designation
       Booth – Transaction is for a booth sale

Second Party: - this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard or a troop? You would select it

by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number or cupboard name.

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. (Use Remove Product for Exchanges, entering the product coming *in to* the cupboard. Use Remove Product also for when you are transfering product *to* a troop – the troop giving up product in an troop to troop exchange should make the transaction entry.

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

Contact Info – This is for you to provide contact information so the other party has this information if needed. eBudde™ will pre-fill this information with your contact information (whomever is the user making the entry). Including contact info will help the cupboard managers contact you, if needed.

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

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

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

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

Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab. The order is created automatically if the following options are selected on the product transaction form:

Second Party: Cupboard is selected and the name of the cupboard is selected
Product Movement: Add Product is selected

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

The transaction will be locked after you have picked up and signed for the product by the Cupboard Manager (at the time of pick up for cupboards using the Cupboard Keeper App, later that evening for cupboards not using the app. DO NOT change an order after the transaction appropriately according to council's process. You council will advise the locking timing.

Cookie Transaction

Date: 2014-07-28   Pickup: [   ]   Receipt: THI000 [#]

Type: Normal [▼]   2nd Party: Cupboard [▼]   Lemon Grove (100) [▼]

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

Product Movement
Add Product [▼]

Contact Info
Becky Harrigan
beckydemo@lbb.com
123 Any StreetSan
Diego

[Print] [Okay] [Cancel]

Rewards Tab

The rewards tab is for troops placing a compiled troop reward order, as you will do for the Clipboards (if your troop qualifies). You may also create reward orders by girl, as you will for Final Rewards.

Troop Reward Order

The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the troop order.

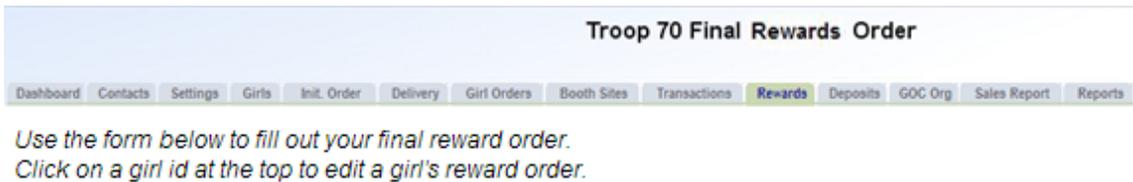Click the **Fill Out** button. The system will display all the rewards available for selection.
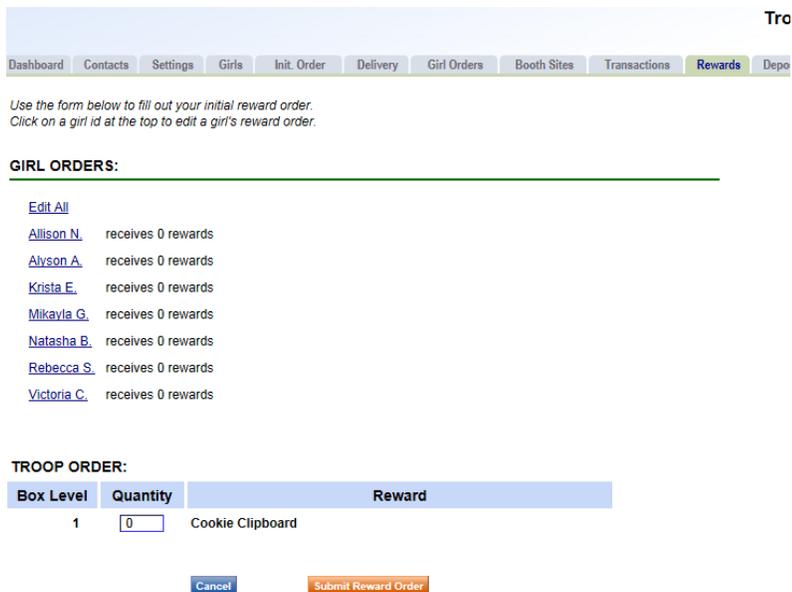
Enter in the quantities for the troop reward order (in this case, there is only one item). Click the **Submit Reward Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

Individual Girl Reward Order

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

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.

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.

may be
See your

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.

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

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

Box Level	Incentive
100	**100 Package Level** (pick 1) ☐ $30 Cookie Dough Pkg $30 Cookie Dough Theme/Participation Patch ☐ Shoe Pencil Case Package Shoe Pencil Case Theme/Participation Patch Wall Fabric Peace Sign

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

Box Level	Incentive
150	**150 Package Level** (pick 1) ☐ $45 Cookie Dough Package Theme/Participation Patch $45 Cookie Dough ☐ Giraffe Travel Bag Package Theme/Participation Patch Wall Fabric Peace Sign Shoe Pencil Case Giraffe Travel Bag

Cancel   Submit All Girl Orders

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

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.

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

Deposits

The Deposits tab is for GSGLA the *debits* tab as this is where you will the ACH debit transactions entered for your troop. This is the only functions of this tab.

Navigating the Deposit Information Page

Scrolling

Debit data is 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 debit data in an order that will show you the information in the order that you want.

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

Search and Filter

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

Sales Report

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

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

Troop 6073 Sales Report

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:

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

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

Pkgs Received				Deposits Made		
Initial Order	---		300	Date	Reference	Amount
07/06	C707	12345	12	**Total Deposits**		$ 0.00
C_GOC pkgs.			17			
Total Pkgs Received			329			

Total Troop Sales	$ 1,151.50		**Council Proceeds**	$ 954.10
Troop Proceeds	- $ 197.40		**Deposits Made**	- $ 0.00
Council Proceeds	$ 954.10		**Amount You Owe Council**	$ 954.10

Signature: _____

Reports

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

Reports are now in XLSX format.

Troop 6073 Reports

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards | D |

Troop 6073: Reports

Cupboard Information Reports ▲

Cupboards | XLSX | PDF |

Delivery Station Information Reports ▲

Delivery Stations | XLSX | PDF |

#6073 Cupboard List
Becky Demo
Jul 27, 2013 at 03:11PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
101	101	6614 Charlene Ave.		San Diego	CA	92114				Saturday - 8am - 5pm
Becky's House	2T	1231 Upas St.		San Diego	CA	92103	619-555-5555	619-555-5555	619-555-5555	Saturday - 8am - 5pm
Hunters Ridge	792									
import try out	100									

#10002 Delivery List
Becky Demo
Jul 27, 2013 at 02:19PM

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