Troop User Manual
GSGLA Edition
December 13, 2011

https://ebudde.littlebrownie.com

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COMPUTER SPECIFICATIONS INFORMATION

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

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 7.0 and higher, Firefox 3.0 and higher.
Macintosh – Safari 2.0.4 and higher, Camino 1.5.4 and higher, and Firefox 3.0 and higher.

Approved computer specifications:

	FireFox	Internet Explorer
Recommended Minimums:		
	700 MHz Pentium 3 512MB RAM	1.0 GHz Pentium 3 512MB RAM
Recommended Systems:		
	1.0 GHz Pentium 4 1024MB RAM	1.5 GHz Pentium 4 1024MB RAM

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

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at http://www.mozilla.com.

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

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

To download Adobe Acrobat, use the following web address:
http://get.adobe.com/reader/

NAVIGATING THE SYSTEM

Add More - The "add more" button allows you to enter in additional rows on deposits and additional cookie transactions. You can activate this button by pressing the spacebar or clicking on it.

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

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

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

SYSTEM ACCESS

The eBudde system sends every new user an email with the following information:

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

We recommend you click the link in the email sent to you from the eBudde system and then in your browser, add this web address to your **Favorites** for easier access.

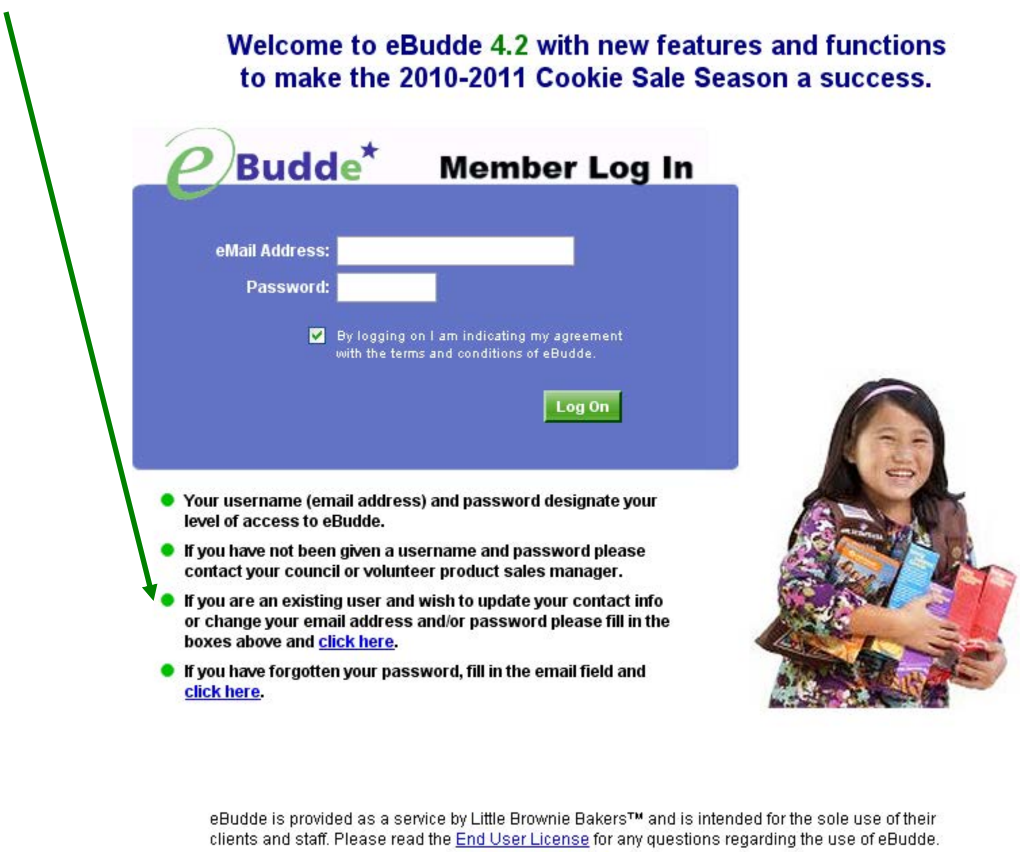
Login Information

Current users 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 (users who were granted access to the demo site are current users).

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

Contact Information Page

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

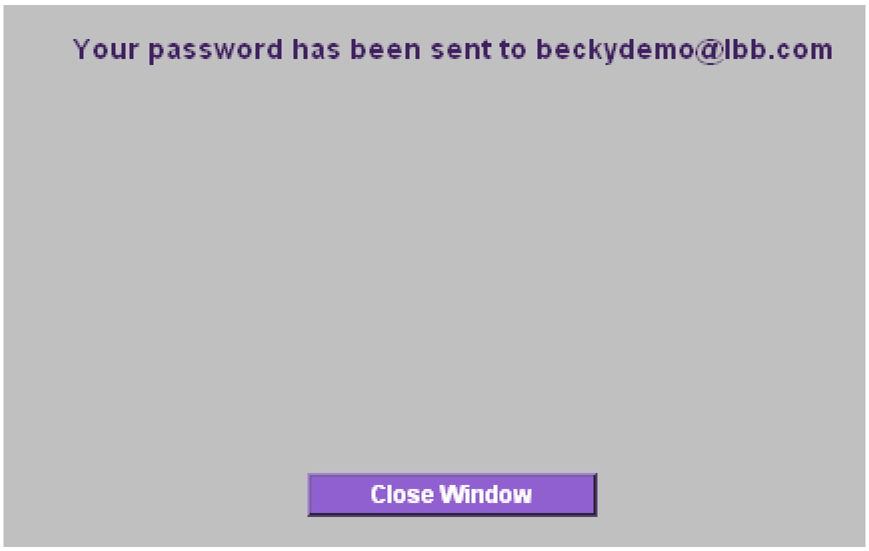


New users – You will be required to fill out this form the first time you try to access the eBudde system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit**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

Forgotten Password

A forgotten password does not require a phone call!

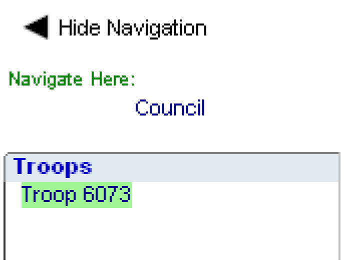
All users have the ability to get their password. If you forget your password, key in your email address and press the **Click Here** link on the login page. The system will verify that it has sent your password to your email address. Click the **Close Window** button and you will be returned to the login page. You will then receive and email from the system with your password.



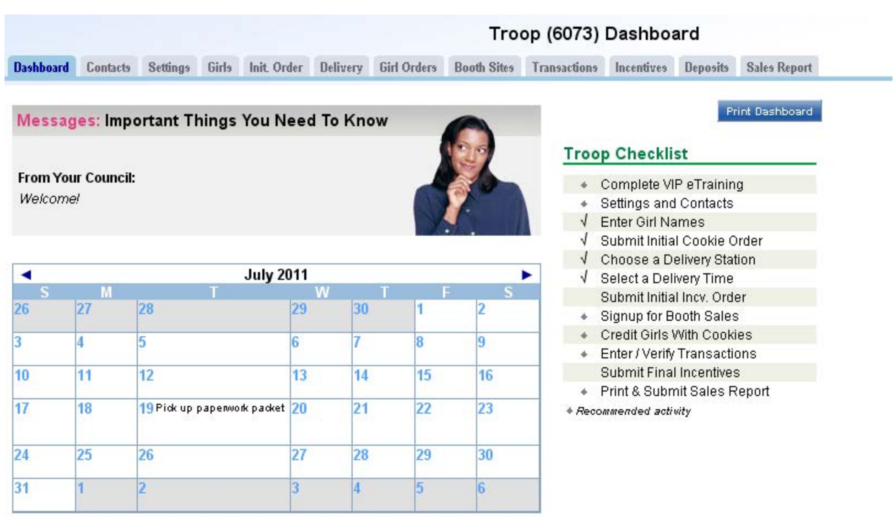
MENU BAR

The Menu Bar provides additional support for you in eBudde.

Home – Returns you to the dashboard page
Help – Help provides you detailed information on all screens. It is setup in categories and gives you additional information for inputting data in the different screens.
eLearning – These are audio/visual 15 minute training modules on each of the tabs for troops
Manuals – This provides a manual or a customized council manual in Adobe Acrobat PDF format (for example, this manual)
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.

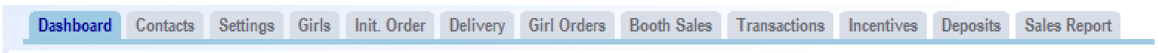


The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen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



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 – Default screen that shows important messages, calendar, checklist and dates
Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address, or email and access rights. That must be done from the login screen.
Settings – This allows you to change the number of girls selling, registered, program age level, incentives option, banking information as specified by your council. You can also add additional troop contacts.
Girls – This allows you to enter girl names, grade, GSUSA or other 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, 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.
Transactions – List all cookie transactions, initial order, cupboard pickups, troop-to-troop transactions.
Incentives – Troop incentive ordering
Deposits – Troop debit information; council will do all data entry of debits
Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, deposits and submitting total Gift of Caring numbers (if applicable)

Dashboard Tab

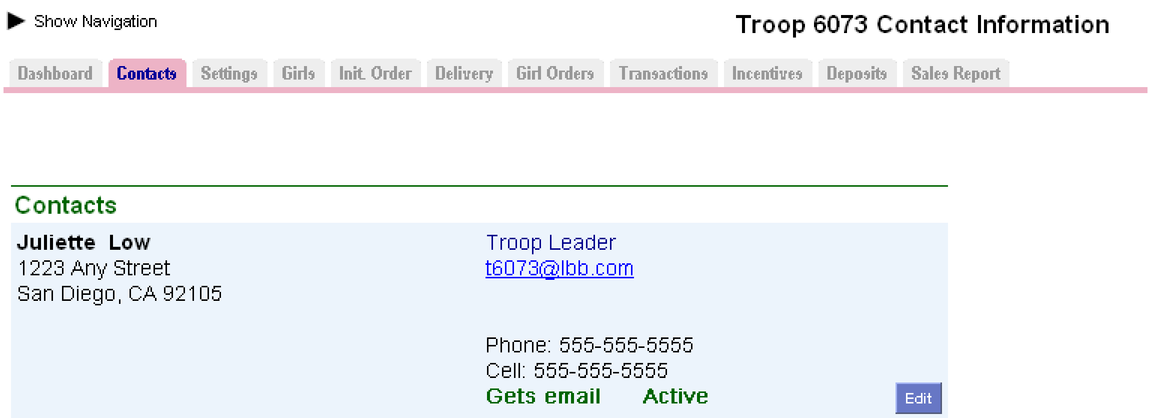
The dashboard tab is the screen you will see every time you log into eBudde. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

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 a recommended activity. The checklist may vary depending on your council's setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), incentive initial order (if applicable), incentive final order.

Contacts Tab

The Contacts tab allows you to change contact information.



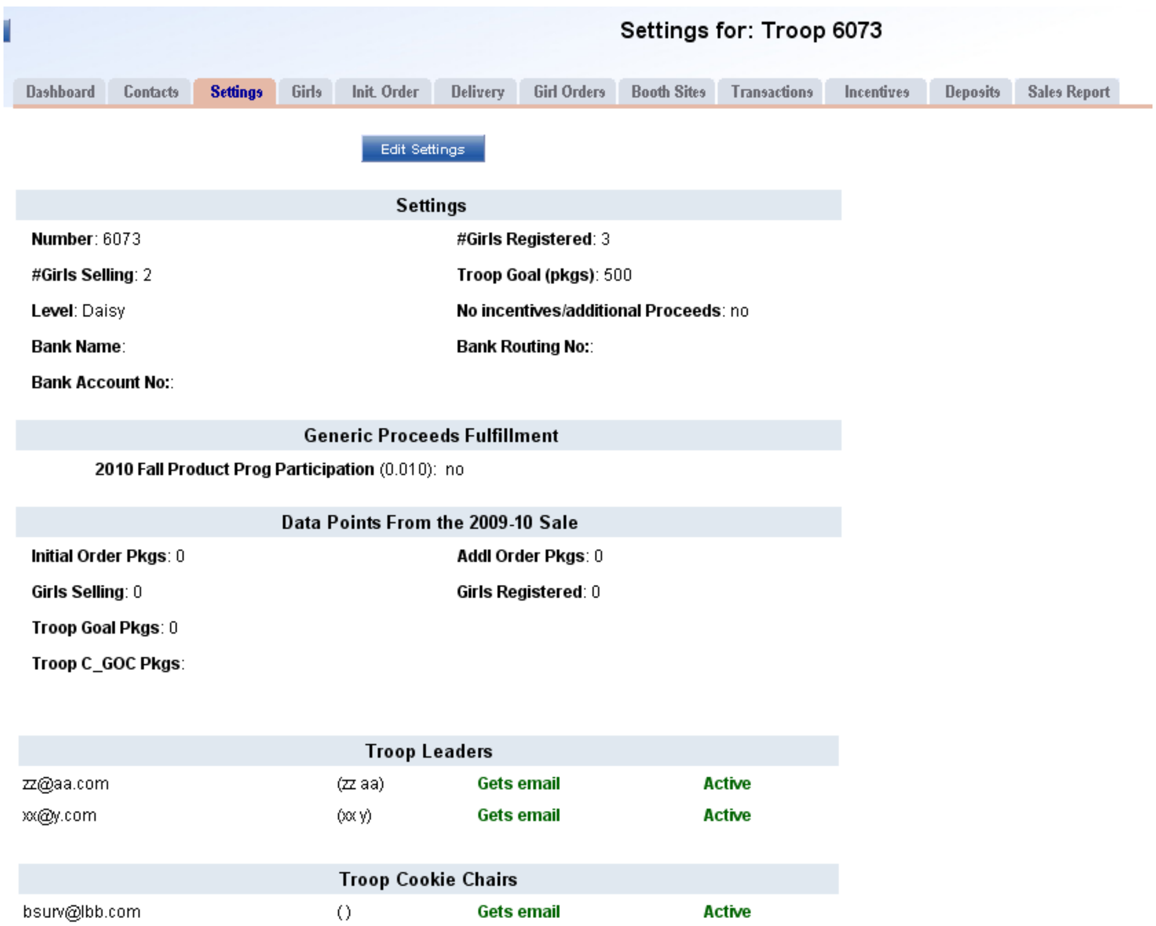
To edit your contact information, click **Edit** below your name.

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

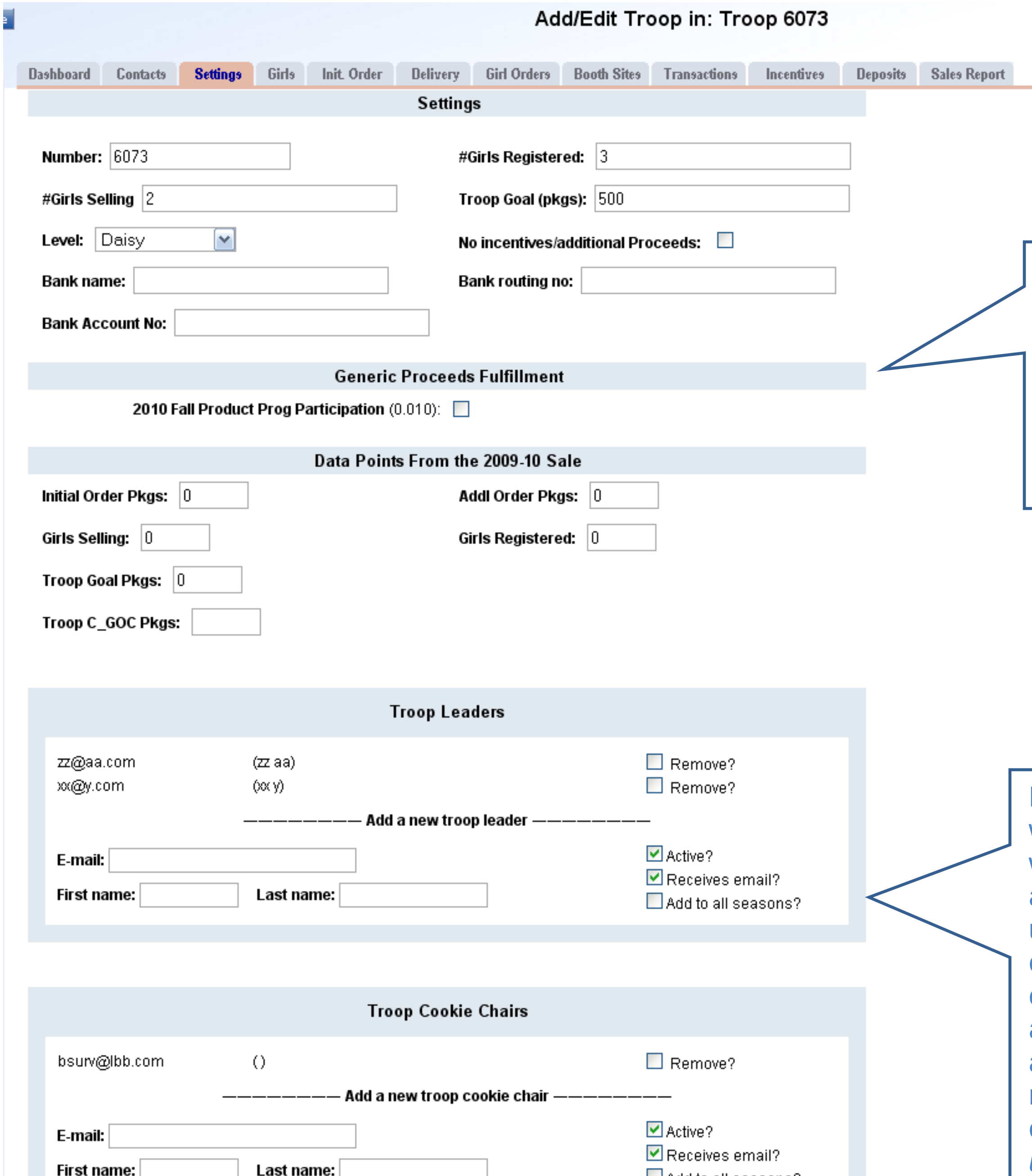
Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit (or by council). However, at the time of setup, information may not be available such as banking information, or whether your troop is option out of incentives (Cadette, Senior and Ambassador troops only), etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab.



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



Add/Edit Troop in: Troop 6073

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

Settings

Number:	6073	**#Girls Registered:**	3
#Girls Selling	2	**Troop Goal (pkgs):**	500
Level:	Daisy	**No incentives/additional Proceeds:**	☐
Bank name:		**Bank routing no:**	
Bank Account No:			

Generic Proceeds Fulfillment

2010 Fall Product Prog Participation (0.010): ☐

Data Points From the 2009-10 Sale

Initial Order Pkgs:	0	**Addl Order Pkgs:**	0
Girls Selling:	0	**Girls Registered:**	0
Troop Goal Pkgs:	0		
Troop C_GOC Pkgs:			

Troop Leaders

zz@aa.com (zz aa) ☐ Remove?
xx@y.com (xx y) ☐ Remove?

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

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

Troop Cookie Chairs

bsurv@lbb.com () ☐ Remove?

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

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

Your council may elect to grey out boxes (you will not be able to edit these)

For Contacts who you only want to be able to pick up at cupboard, enter them and leave active and receives email *unchecked*

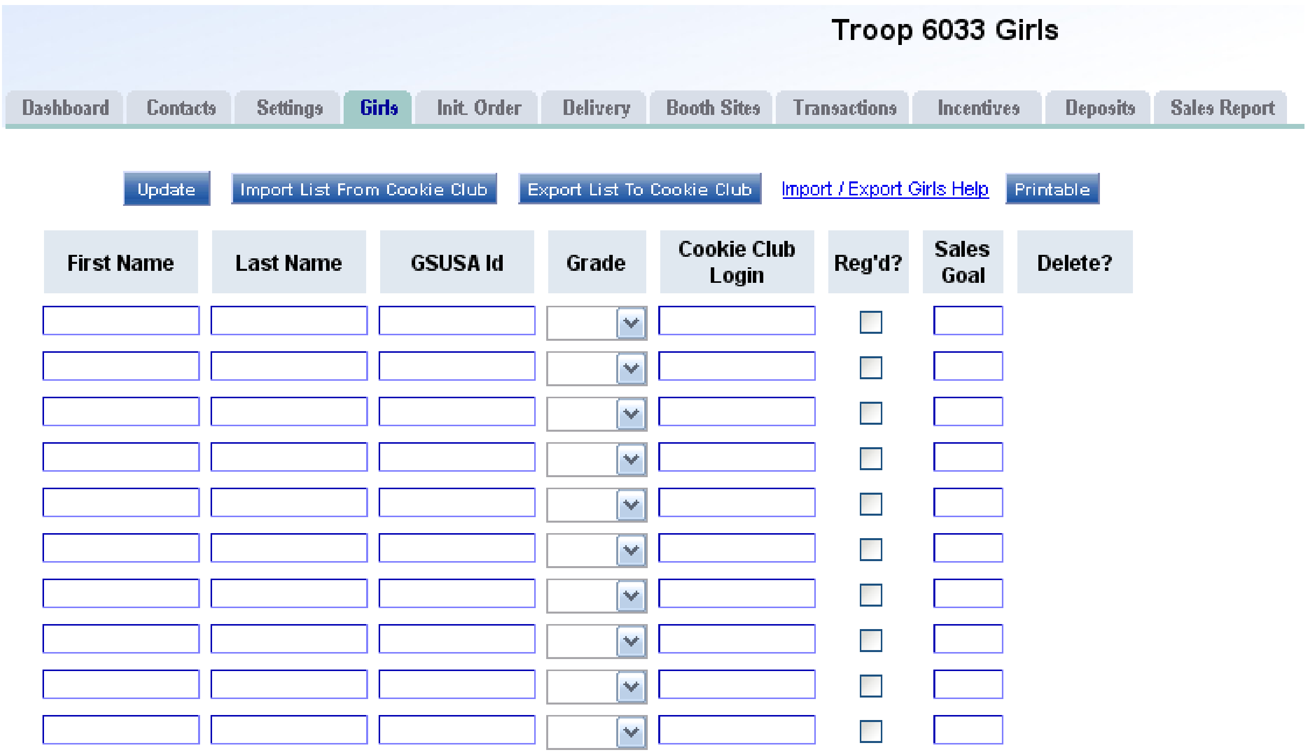
 # Girls Registered – Enter the number of girls registered in the troop. *May be automatically filled in by number of girls registered on the girl tab.*
 # Girls Selling – Enter the number of girls selling in the troop*. May be automatically filled in by number of girls selling 1 box or more on the girl order tab.*
Troop Goal (pkgs) – Enter the troop goal in packages
Level – Select the appropriate program age level
No incentives/additional Proceeds – (Optional) Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of incentives (CGS-AGS only).
Bank Name – Name of bank where troop has its account
Bank Routing No. – Bank routing number where troop has its account
Bank Acct No. – Troop bank account number.
Data Points from the Previous Year - This is information from last year's cookie sales. *Council has already entered this information for you.*
Contact information – You can add three different types of troop level users. Leaders, Cookie Chairs and View Only. You can also delete troop users.

> **Remove?** – You can remove users by clicking the remove? box next to the email and name. **NOTE: <u>Do not</u> 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 ***(inactive is how you will set your cupboard-pick-up only contacts)***.
> **First name** – Enter in the contact's first name. The contact person, once they log in, can enter it as well..
> **Last name** – 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.
> **Add to all seasons**? **–** Allows you to give the contact access to the troop records for previous seasons. Few troops/SU have previous seasons' data to access; leave unchecked

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

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**.



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 (please include **full** last name (no single letters) – it helps at recognition time, especially for Club 500 and Elite 1000 invitations)
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 for the current membership year, check the box
Sales Goal – Enter the girl sales goal in boxes.

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

Edit Girl Information

Change the girl information. All boxes are changeable. 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.

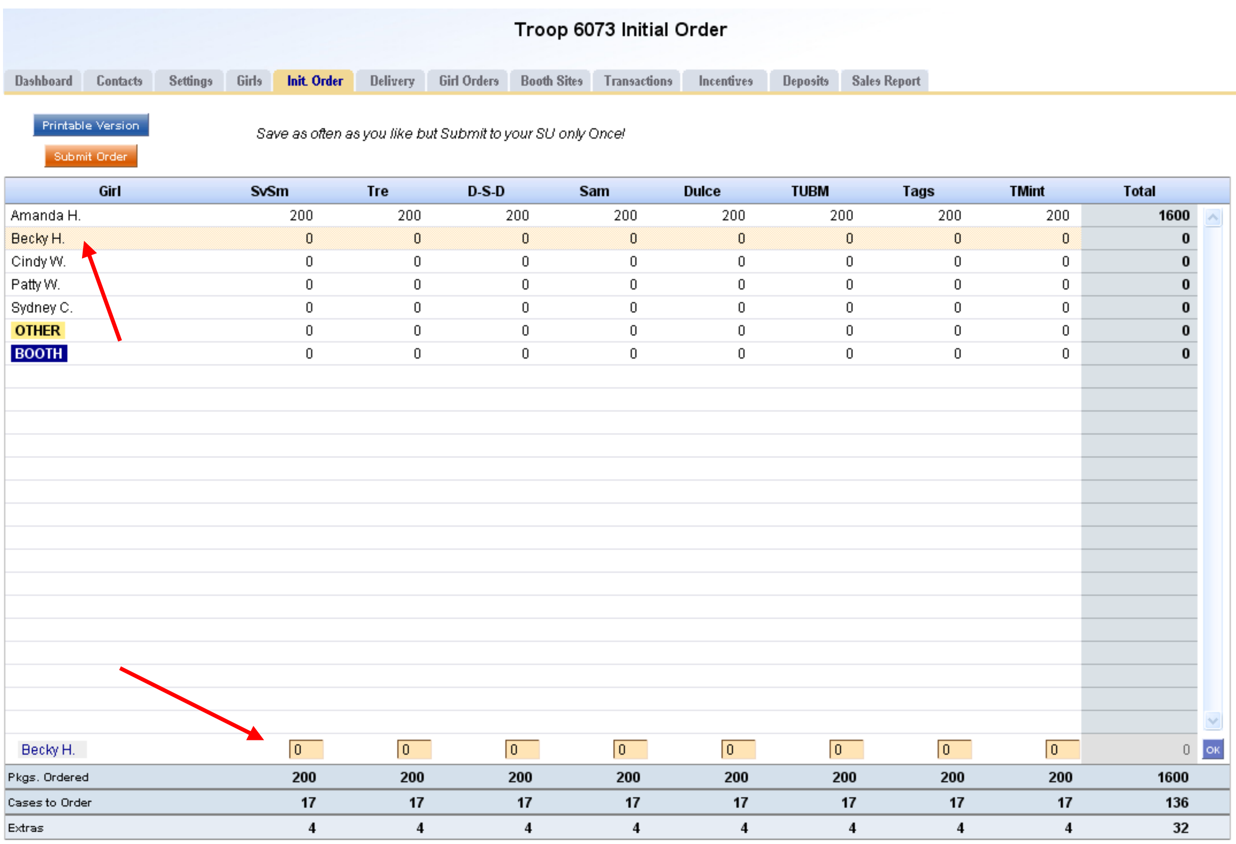
See Appendix A for instructions for Cookie Club/ eBudde Import and Export

Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order. Initial Orders are entered in packages (boxes). **NOTE: As we participate in a Gift of Caring program, you will see an additional variety column labeled appropriately (not shown on these examples).**

Ordering by Individual Girls

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 | Incentives | Deposits | Sales Report

Printable Version

Submit Order

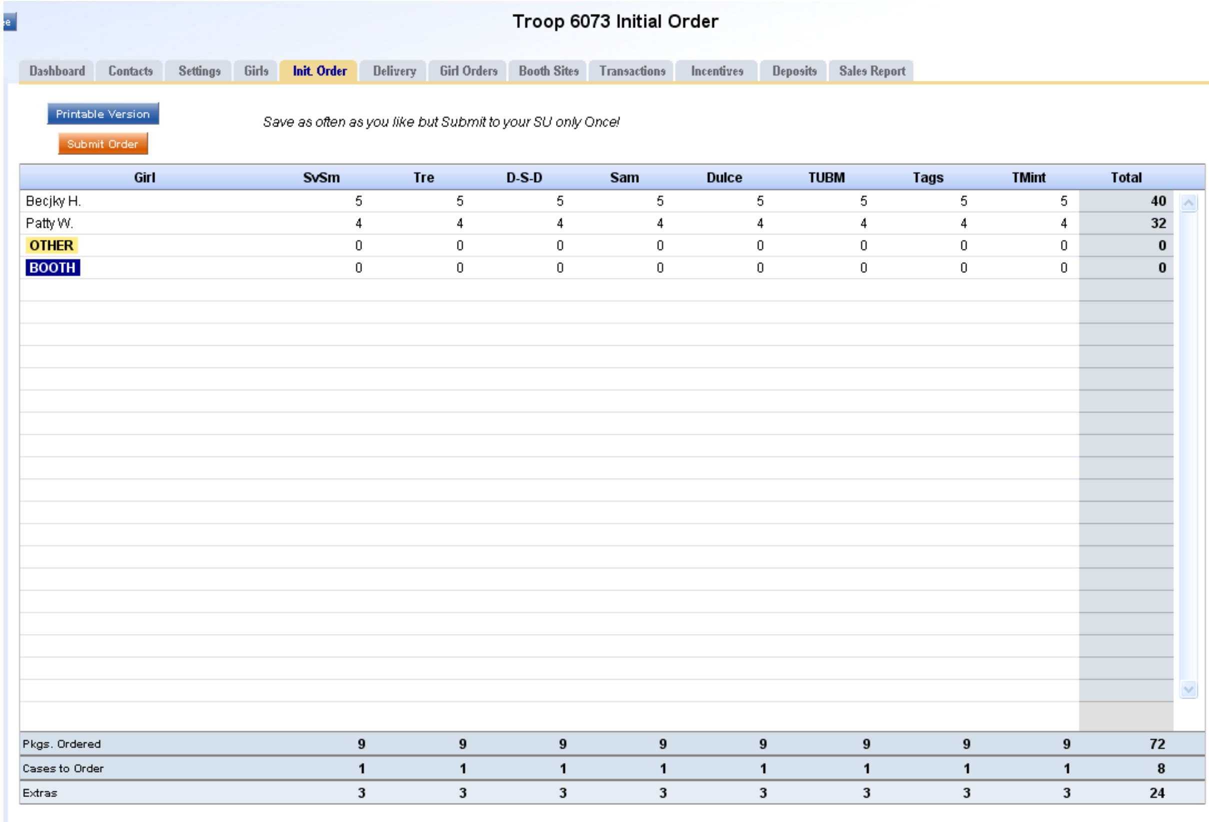
Save as often as you like but Submit to your SU only Once!

Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Amanda H.	200	200	200	200	200	200	200	200	1600
Becky H.	0	0	0	0	0	0	0	0	0
Cindy W.	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0
Sydney C.	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Becky H.	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	200	200	200	200	200	200	200	200	1600
Cases to Order	17	17	17	17	17	17	17	17	136
Extras	4	4	4	4	4	4	4	4	32

OK

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.



Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Becjky H.	5	5	5	5	5	5	5	5	40
Patty W.	4	4	4	4	4	4	4	4	32
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	9	9	9	9	9	9	9	9	72
Cases to Order	1	1	1	1	1	1	1	1	8
Extras	3	3	3	3	3	3	3	3	24

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

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line. (If you are ordering for a booth, use BOOTH instead as described below).

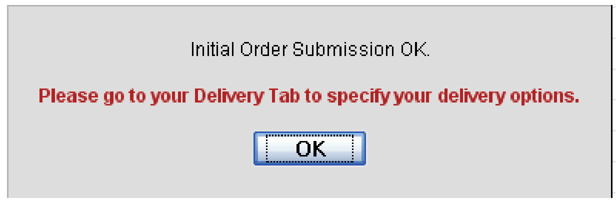
You can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes and enter your cookie quantities.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

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

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

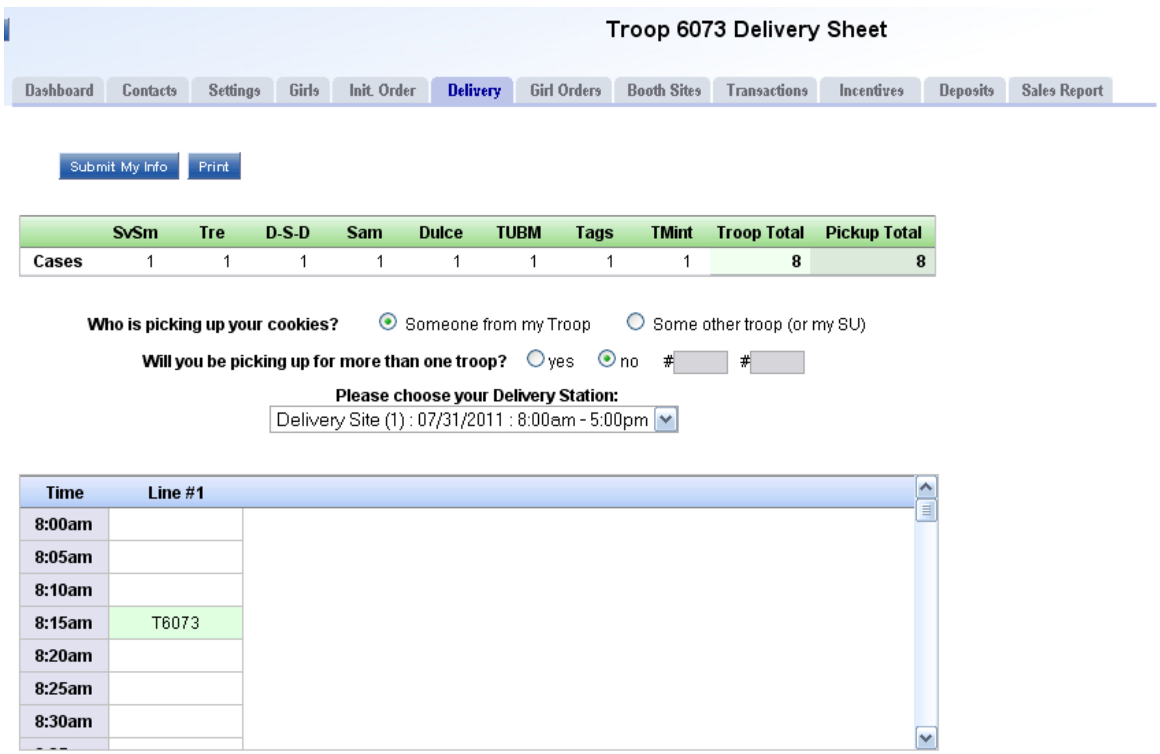
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

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



Delivery Tab

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



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

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

View Confirmation

Troop 6073 Delivery Sheet

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

Aug 2, 2011 at 12:45PM

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

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total
Your Cases	17	17	17	17	17	17	17	17	**136**

Pickup Name: Lemon Grove
Pickup Location: 123 Any St., San Diego 88888
Pickup Date: Saturday, March 10
Pickup Time: 8:40am
ESTIMATED Number of Vehicles:
(you will need ONE of the following)

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

Message from your Delivery Clerk

Please be prompt.

Helpful Hints

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

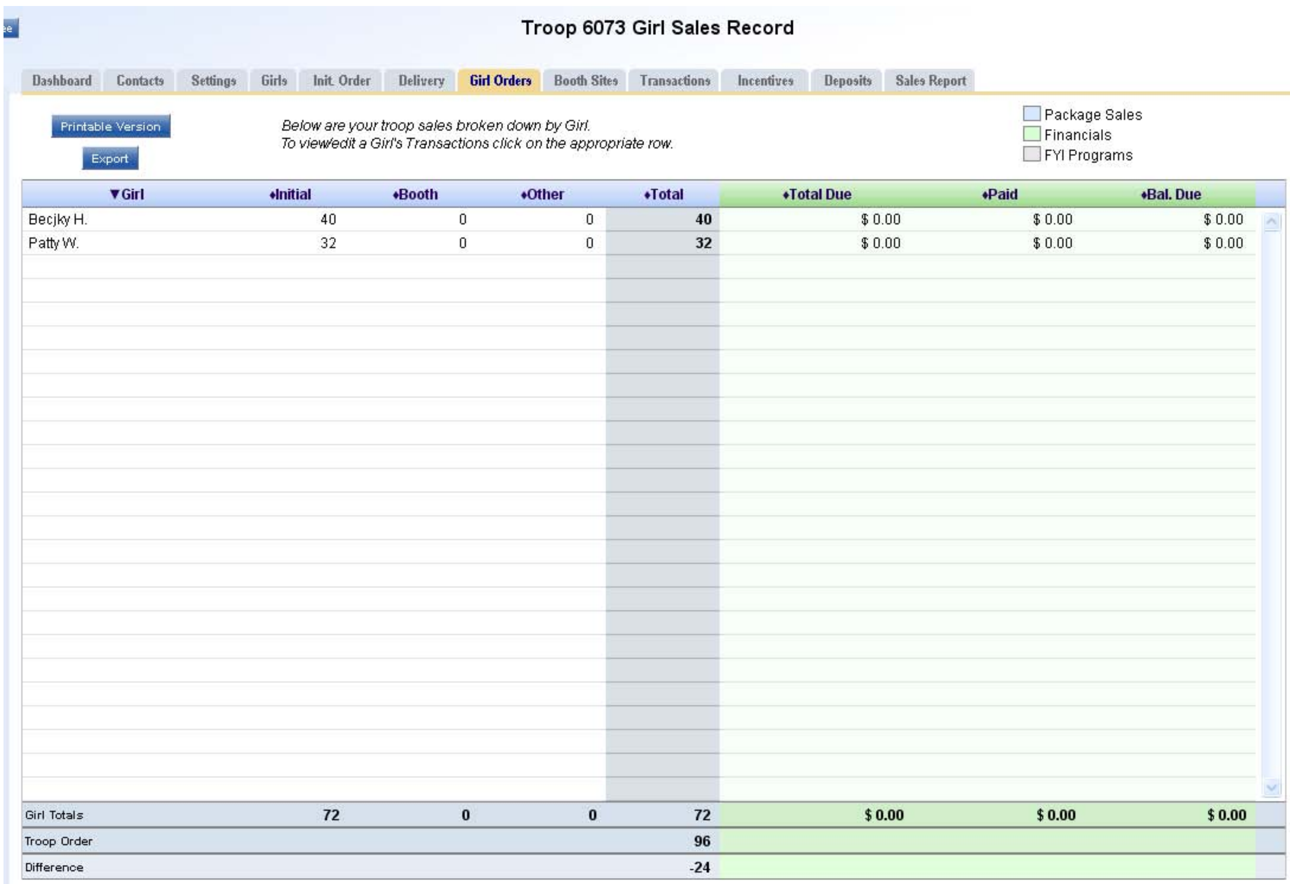
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

____
Signature

Girl Order Tab

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view

Troop Summary View



▼Girl	♦Initial	♦Booth	♦Other	♦Total	♦Total Due	♦Paid	♦Bal. Due
Becjky H.	40	0	0	40	$ 0.00	$ 0.00	$ 0.00
Patty W.	32	0	0	32	$ 0.00	$ 0.00	$ 0.00
Girl Totals	72	0	0	72	$ 0.00	$ 0.00	$ 0.00
Troop Order				96			
Difference				-24			

The troop summary view shows a total row for each girl. The girl order tab will not track cookies by varieties. Cookies orders are in columns by types of sales – initial, booth and other.

Initial – These cookies were sold at initial order time and this number will match the girl's order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab (and cannot be changed after the Initial Order has been submitted)..
Booth – These cookies are the cookies the girls sell at the booth sites.

Other – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-abouts, etc.
Total – Total of cookies sold by the girl.
Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.
Paid – This column will display all payments made by the girl to the troop
Bal Due – This is the balance that is still due from the girl.

There will be an additional column for tracking Gift of Caring.

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

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

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

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

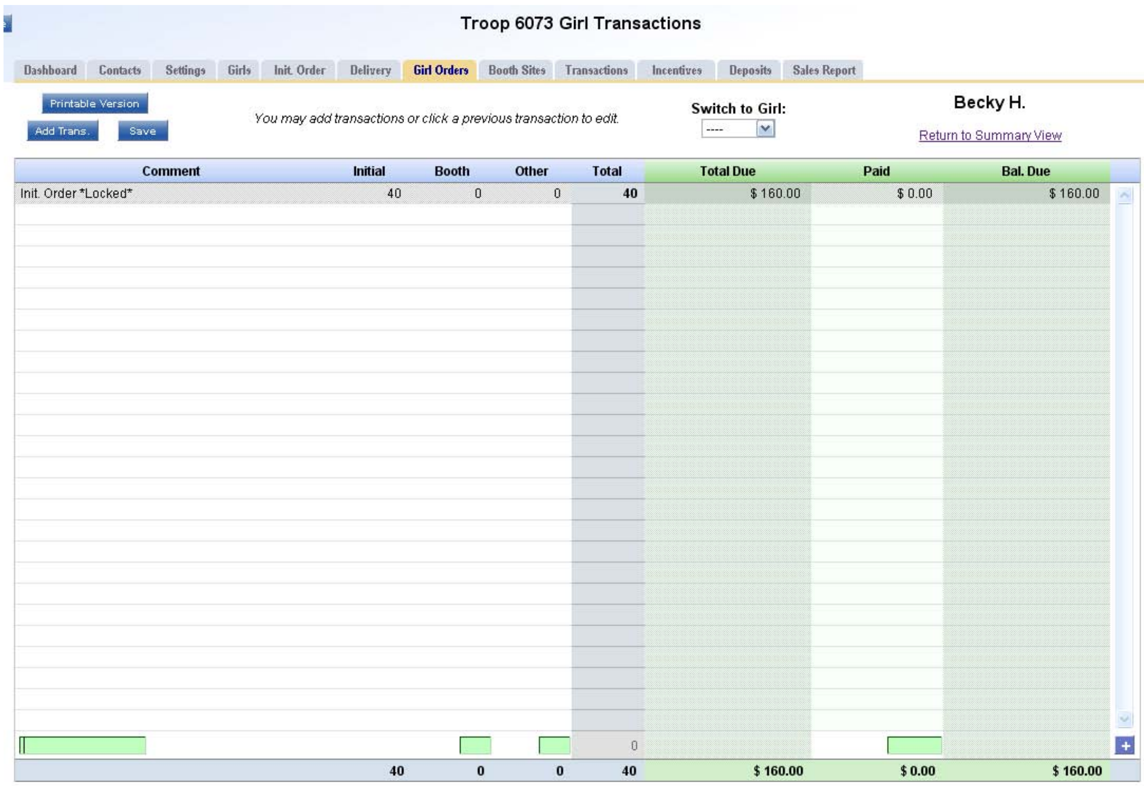
Girl View

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. (Initial orders cannot be changed once they are submitted)

Printable Version – 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.
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. 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 Plus button to add additional transactions. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Trans** 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 Plus button to add additional transactions. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Printing, Exporting, Saving

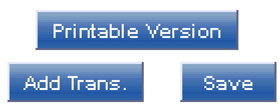
Printable Version – click this button to have the system provide you a screen to print your worksheet. This button is available on the Troop summary screen and on the Girl Sales detail screen.

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

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

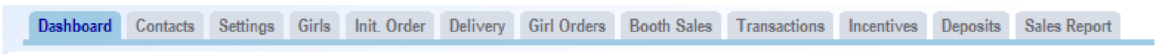
Troop Summary Screen

Girl Detail Screen



Booth Sales

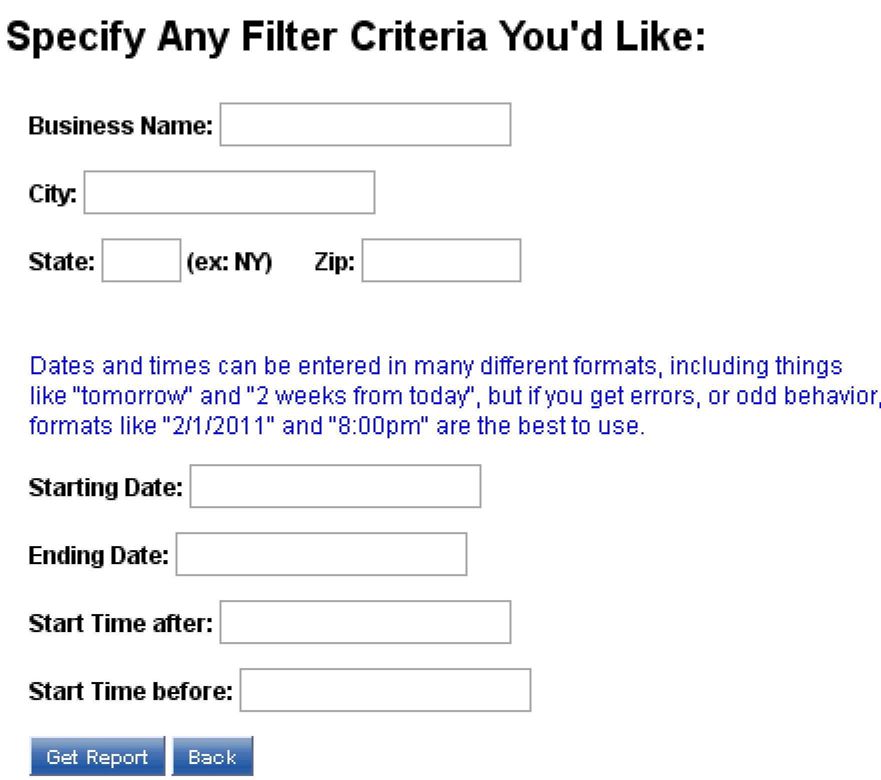
The Booth Sale tab is where a troop can sign up for a council (service unit) booth sale, enter a request for permission for a “special booth” and allocate booth sale cookies (this latter part ties directly with the booth sale recorder app).



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.



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

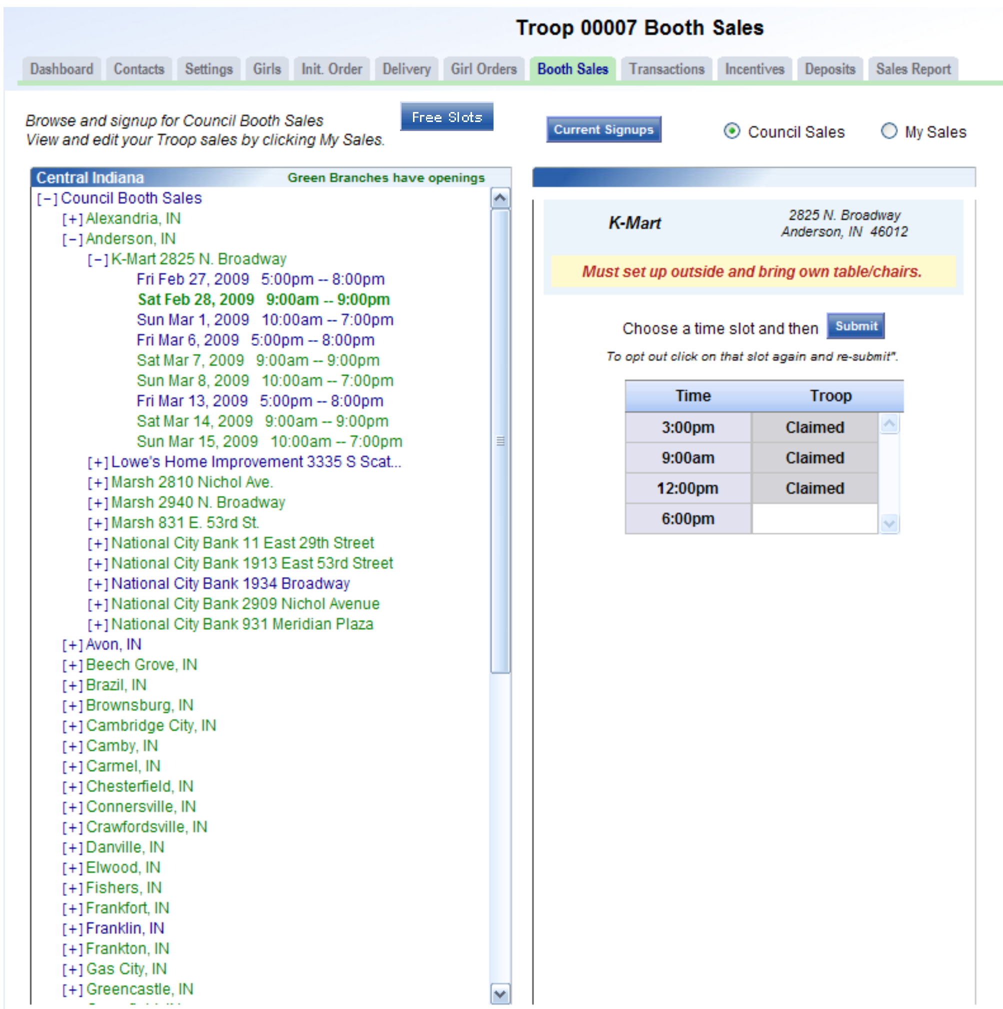
Current Signups – To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations. This report will show council sponsored booth sites and approved troop requested sites.

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

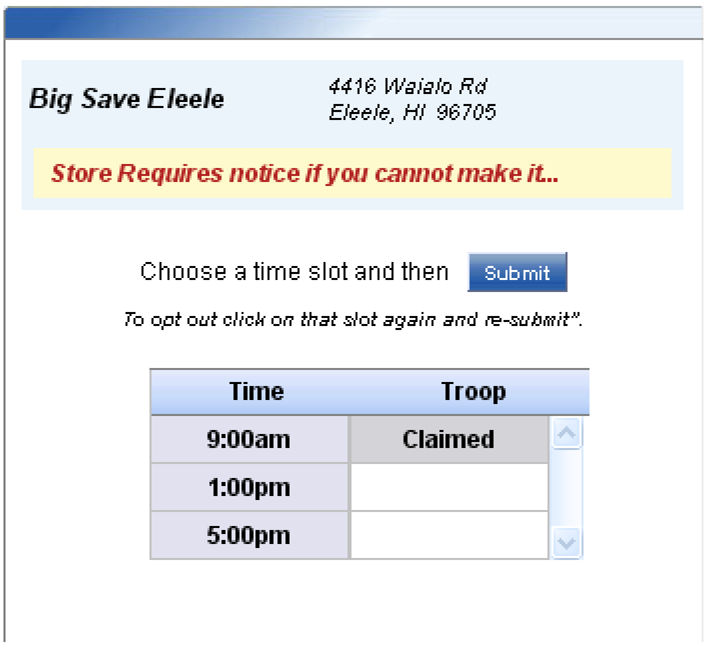
Booth Sale Locations

Booth sale locations are arranged for by your Service Unit and entered into eBudde by council. They are open to *all* troops, although certain rules apply regarding booking a location outside your Service Unit during early selection rounds; see your *Troop Cookie Chair Guide,* pages 26 – 29, for more information on the selection rules. *Troops can request a booth if they come across a unique opportunity. Simply enter the booth site under "My Booth Sales," and it will prompt your SU Boothing Chair to review and approve, as appropriate.*



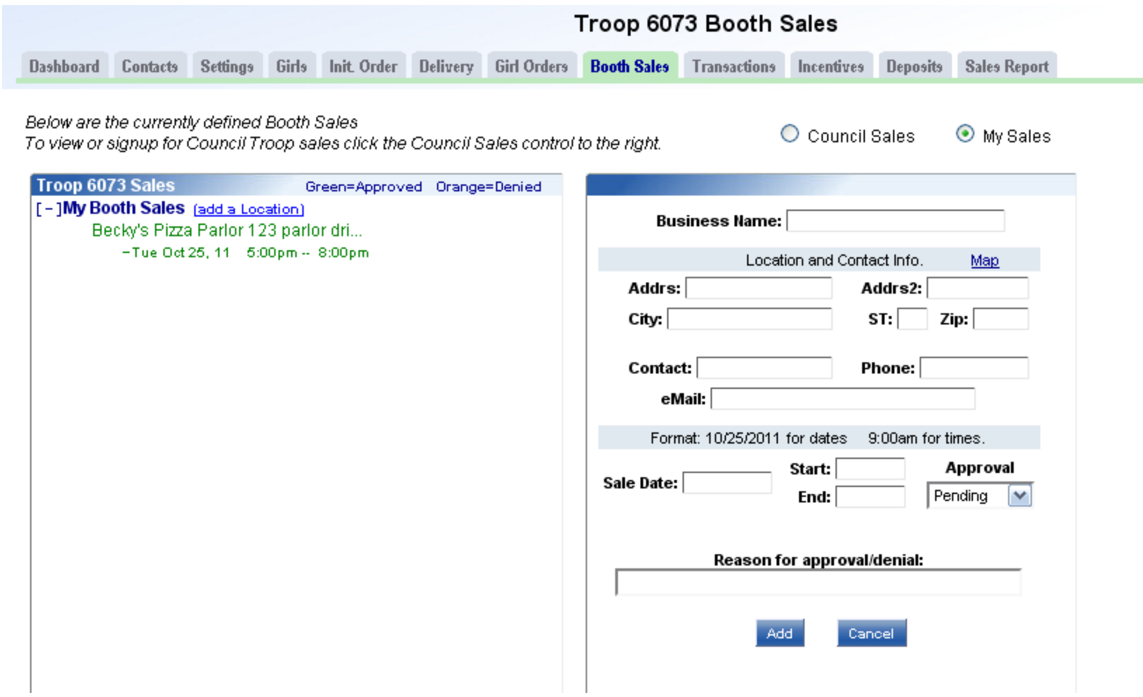
To begin selection of your Service Unit Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the 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. Booth locations that are already taken by another troop will show as "Claimed."

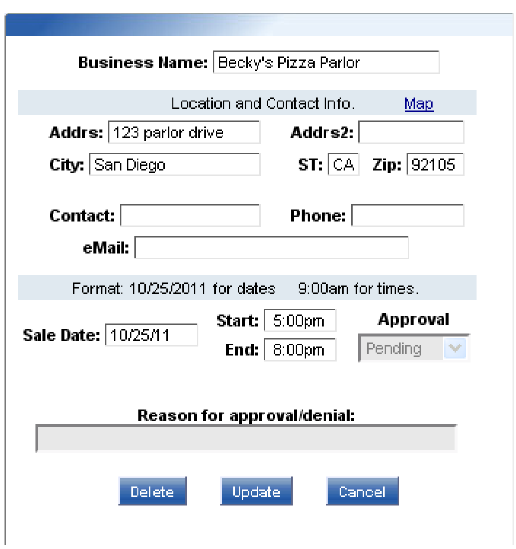


Troop Booth Signup Request (Optional)

Troops may 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. Request ONLY unique opportunities – e.g., you are invited to booth at your church by your pastor; you/your spouse owns a store and will permit your daughter's troop to sell. In general, they are opportunities that are truly unique and would not be available to any other troop. You may NOT ask stores, banks, etc. to only permit you to sell, however.

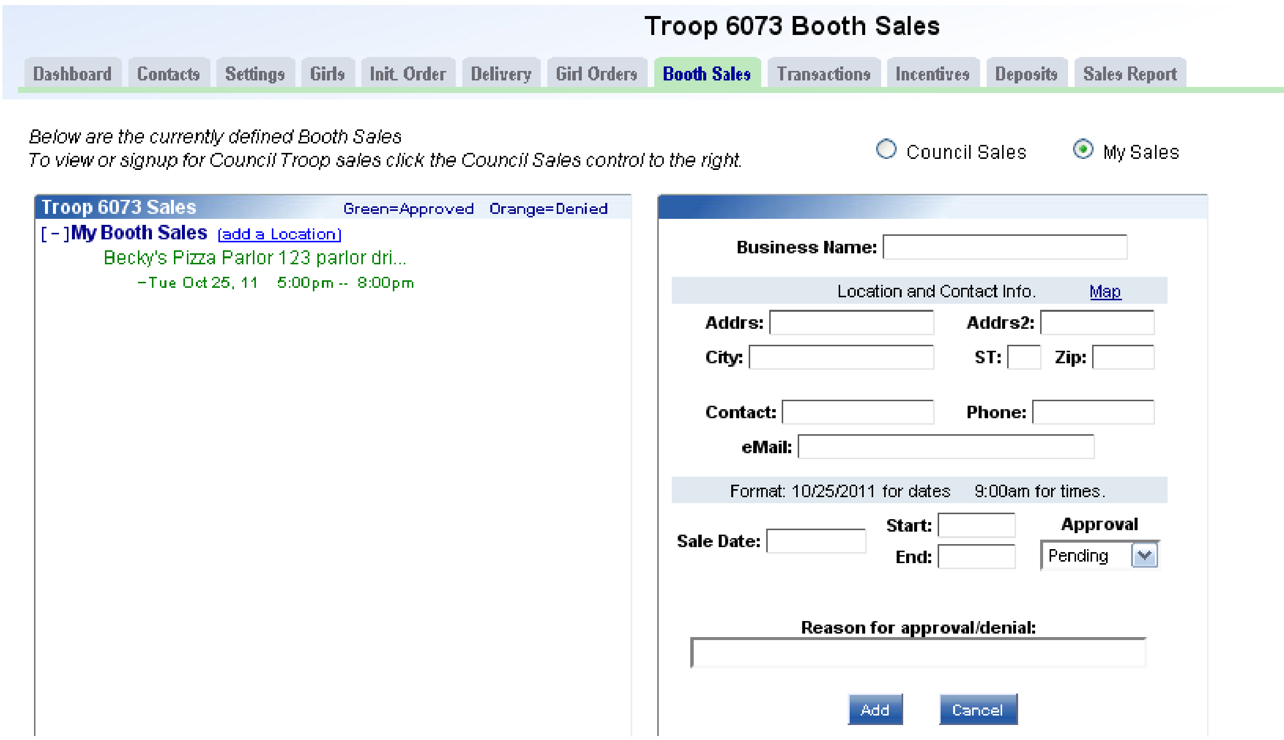


Click the radial button to the left of My Sales Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person (generally your Service Unit Boothing Chair or Service Unit Cookie Chair).



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.

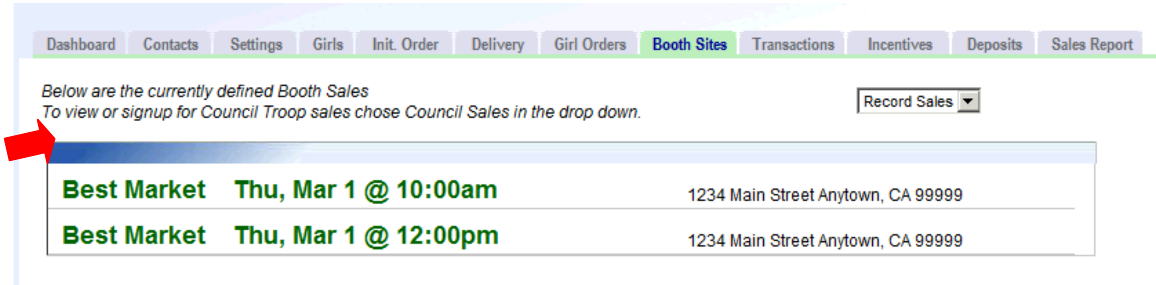


Recording Booth Sales

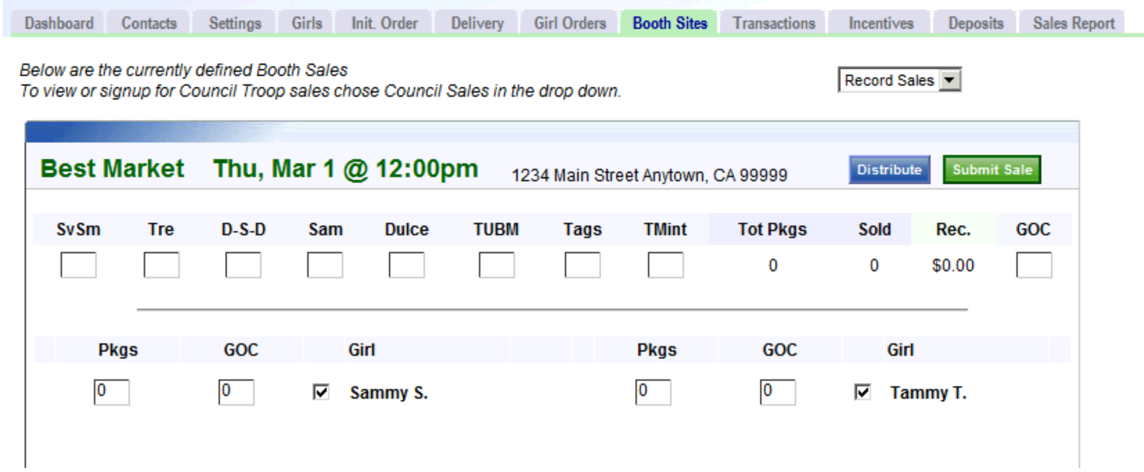
Because Girl Scouts of Greater Los Angles is a pilot council for the Mobile Boothing Recorder App, there are additional features in eBudde, as described on the following pages.

Your Booth Sites screen will look like the image below, with a drop down instead of radio buttons to select. The options are Council Sales, My Sales (special requests you've made) and Record Sales. The first two options are as described above.

When Record Sales is selected, you will see a screen like the one below.

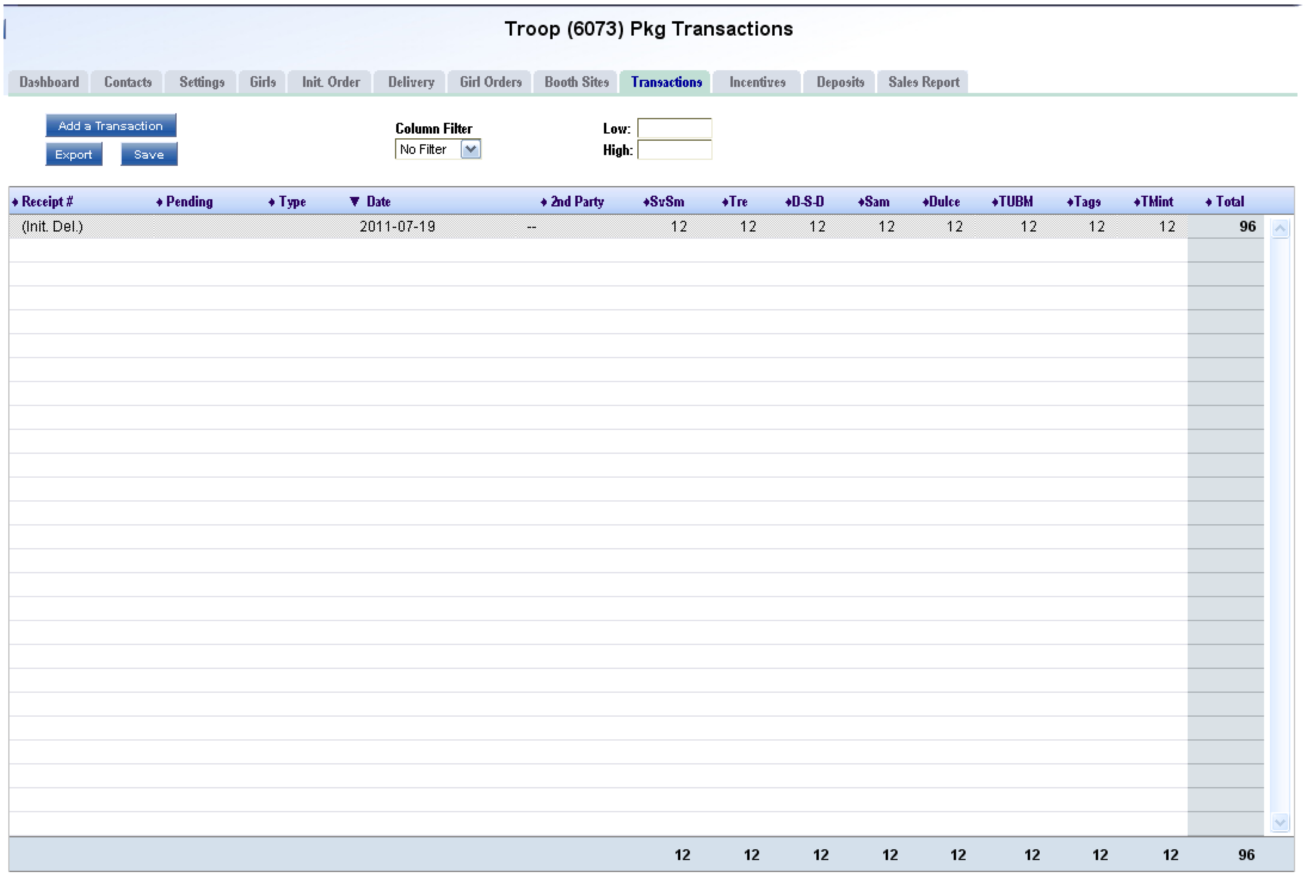


Select the booth sale that you wish to work with by clicking on its name. It will open a screen for you to record how many of each item was sold at the booth, and give you options for allocating them to girls. You can manually allocate to each girl or only girls who attended the booth, or you can the sold product (including GOC) allocated evenly among the girls using the Distribute button (you can also edit this information afterwards if you need to make adjustments – note allocations made here will go towards girl recognitions and changes will affect what a girl receives. Make sure you have finished all your changes before the recognition ordering deadline).



Once you are finished allocating the product from your booth sale, click Submit Sale. The functions here are like those on the booth sale recorder app, so if you record your sales from your iPhone/Android Phone using the app (or for Blackberry users, the weblink), you will not need to come here to make the allocations. If you are not using the app, then you will need to come to this screen for each booth sale. This is the only screen those assigned Booth Sale Recorder role will see.

Troop Transactions



Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit. It will have a receipt # of (Init. Del.)

Troop transactions for Other Sources

The transactions tab will also list cookie transactions from any other source that the council has available (e.g., cupboards, troop to troop)..

Pending troop orders

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

The columns listed from left to right are as follows:

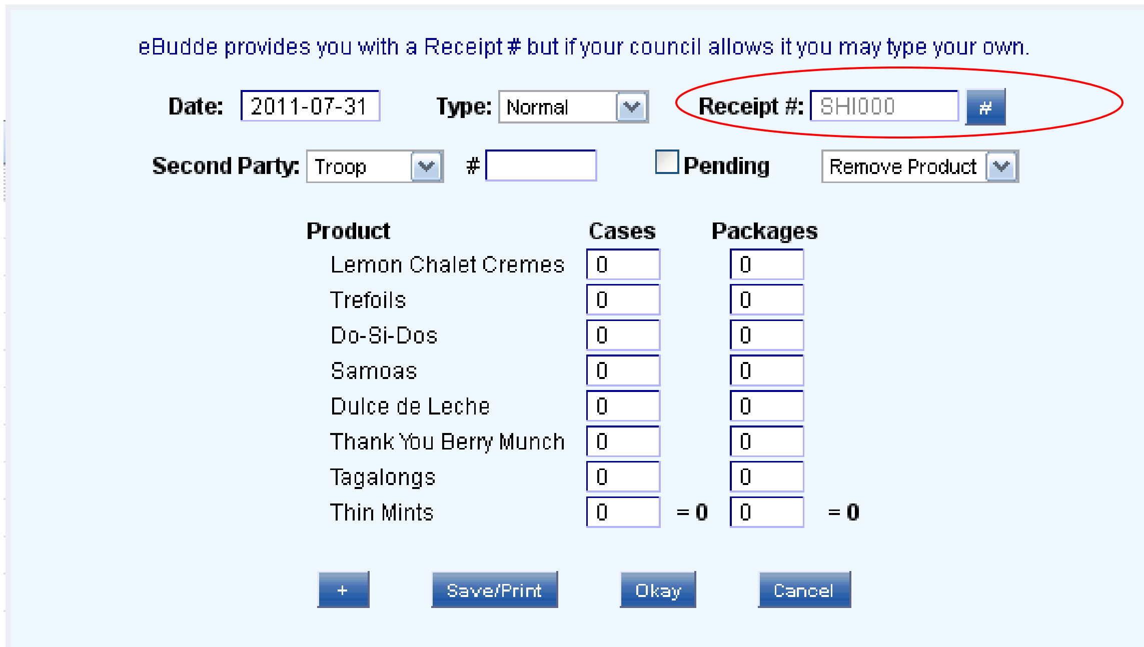
Receipt # – This is the receipt code of the transaction
Pending – This shows if the order is pending.
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
SvSm– Savannah Smiles
Tre – Trefoils
D-S-D – Do-Si-Dos
Sam – Samoas
Dulce – Dulce de Leche
TUBM – Thank U Berry Munch
Tag – Tagalongs
TM – 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.

Create a product transaction (troop to troop)

To create an inventory transaction (i.e., transfer product to another troop), click the **Add a Transaction** button. The system will display a product transaction form.



Date – Enter the date the product was transferred to the troop. The system will default to the current date or the previously keyed date automatically.

Type – Select type of transaction.
Normal – Transaction with no specific designation (this will be the most common)
Booth – Transaction is for a booth sale
Return – Transaction for *exchange* of cookies

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 (for troop to troop transactions only), 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. Once you save the transaction the receipt number will be locked. For cupboard transactions, leave the automated number in place.**

Second Party – this refers to the other party that is getting the cookies, bringing back the cookies, etc. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, service unit number, or cupboard number. (Most will be Troop or Cupboard).

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

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

 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.

Click **Okay** to save the transaction. Click **Cancel** to leave the form without saving.

You then must click **Save** at the top of the transactions screen 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 much in the same way as a troop to troop transfer. The order is created automatically if the following options are selected on the product transaction form:

Second Party – Cupboard is selected and a cupboard number is entered. **See the Cupboard Calendar (available at the council website – www.girlscoutsla.org – or at the Cookie VIP eTraining site - vipetraining.littlebrownie.com – to download) for cupboard dates, times, locations and their corresponding code.**

Add/Remove Drop Down – Add is selected

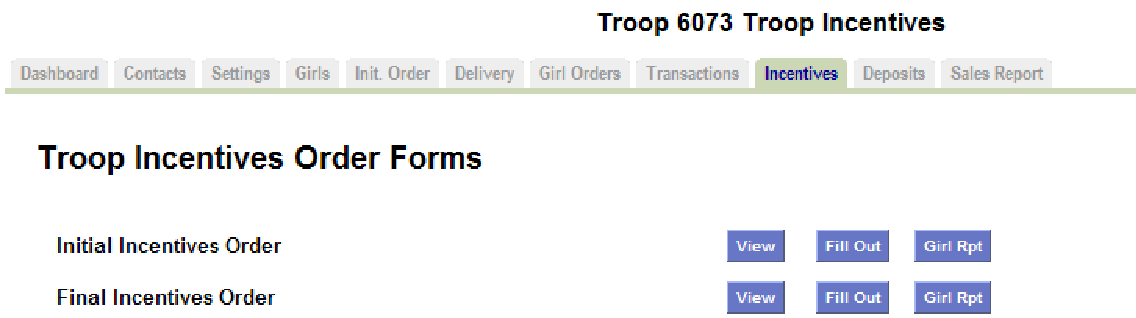
When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

Your cupboard will lock the transaction appropriately according to council's process.

Incentives Tab

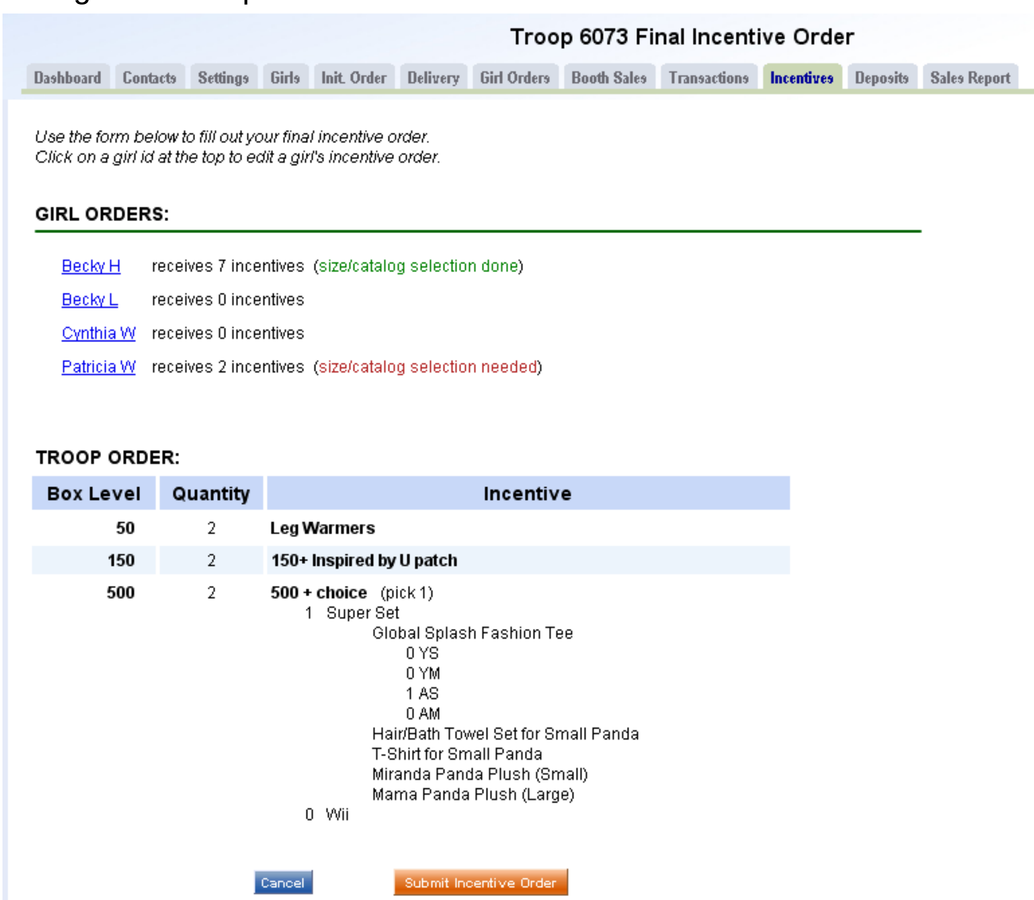
Individual Girl Incentive Order

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



NOTE: The Initial Incentives 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 Incentives Order. The **View** button allows you to see the incentives 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).

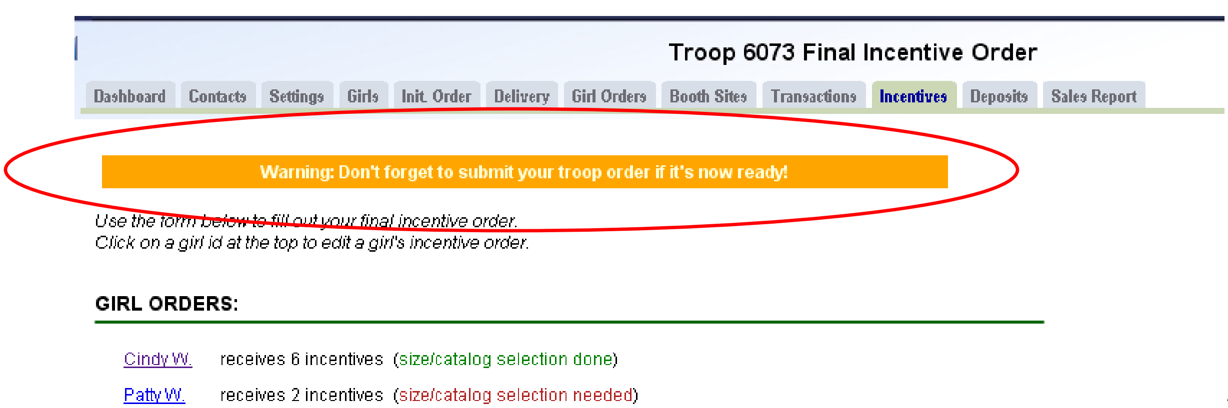
Click the girl's name.

Box Level	Incentive
150	Beanie Cap
400	Doodle Pad Photo Frame
200	bar patch (pick 1) ☑ 200+ Bar Patch ☐ 400+ Bar Patch ☐ Global Splash Fashion Tee ○ YS ○ YM ○ AS ○ AM
	Cookie Dough
300	Hair/Bath Towel Set for Small Panda

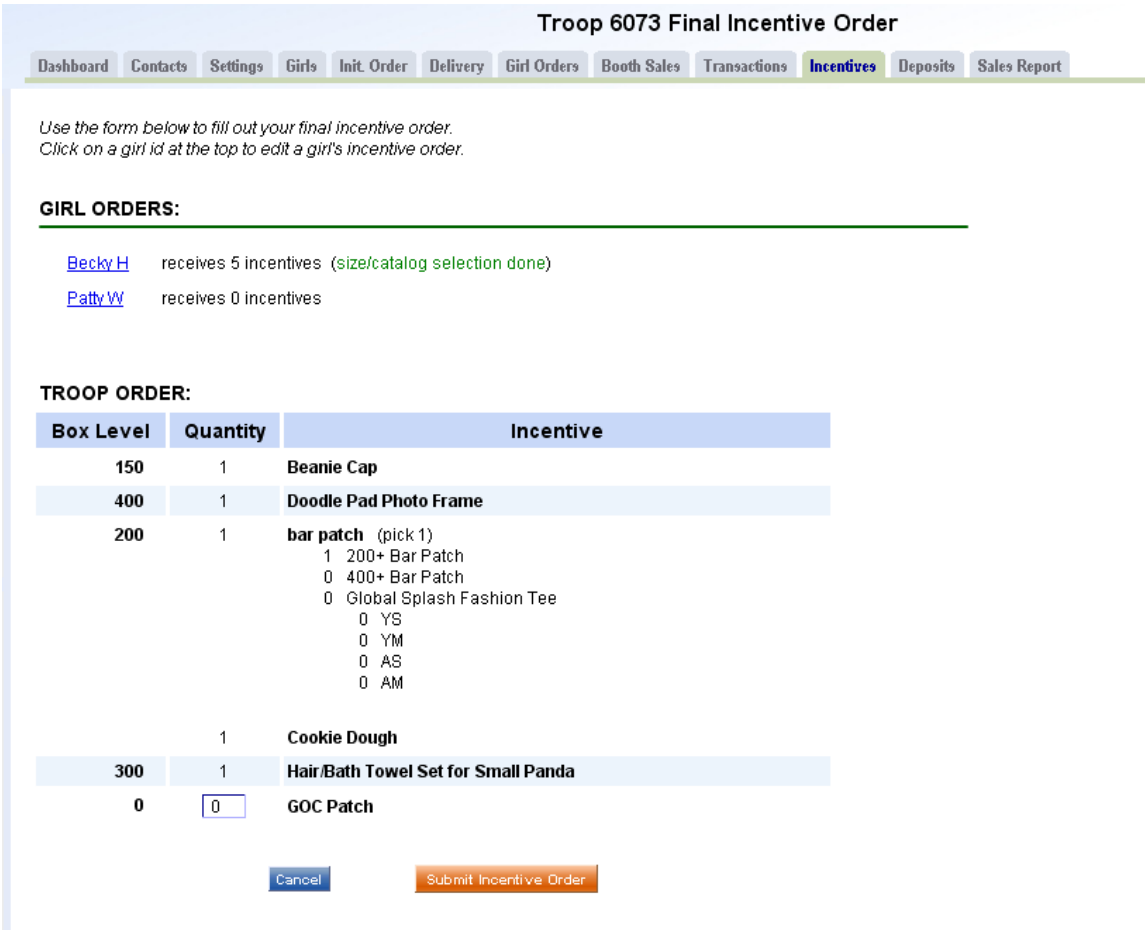
The girl screen will vary based on your council incentive program. There may be more/fewer levels. There may be choices to pick one item over another. See your council for specifics on your incentive program.

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.



Once all the girl incentive 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 Incentive Order** button to submit your order to your service unit.


Troop 6073 Final Incentive Order

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

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

GIRL ORDERS:

Becky H receives 5 incentives (size/catalog selection done)
Patty W receives 0 incentives

TROOP ORDER:

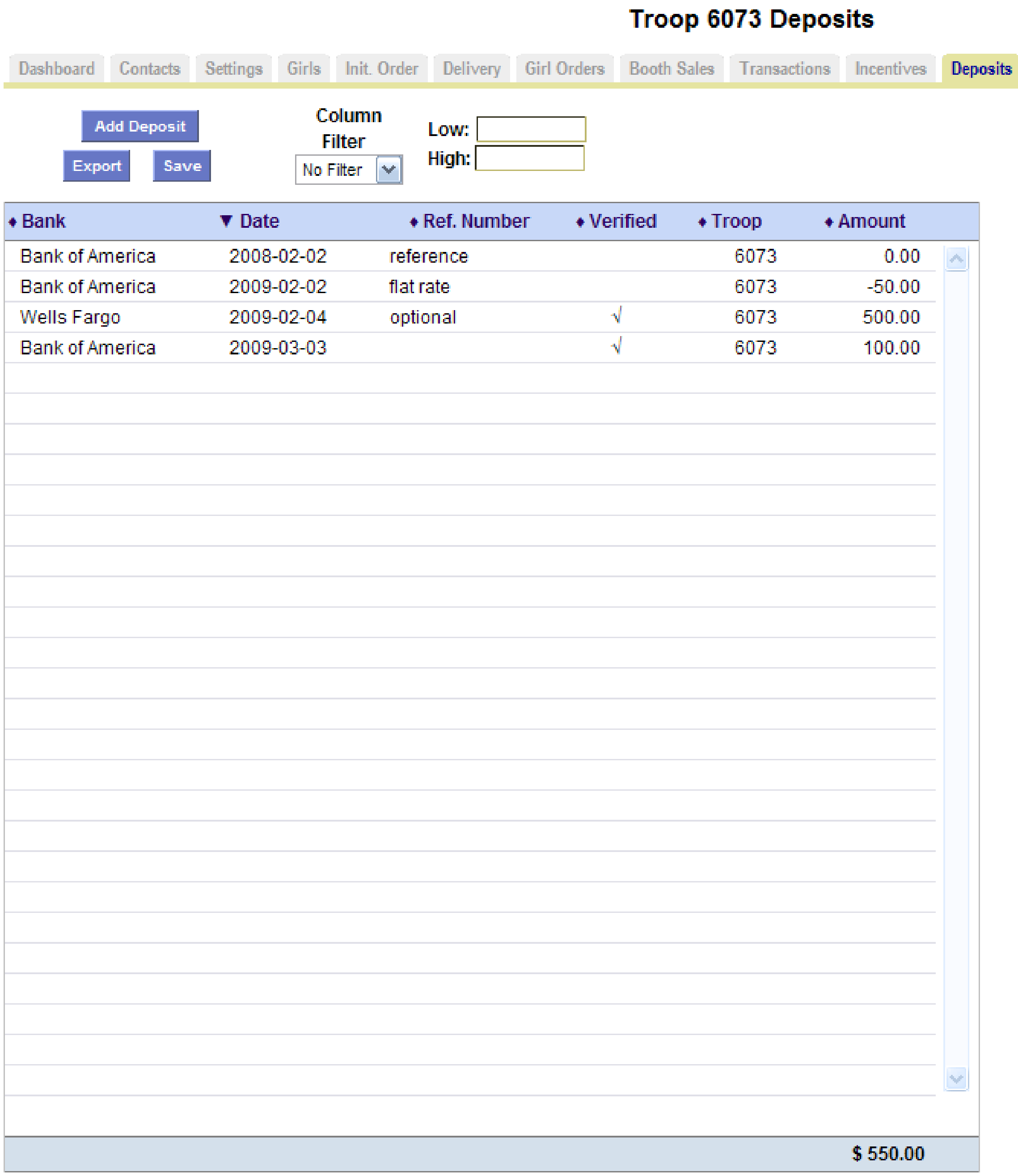
Box Level	Quantity	Incentive
150	1	Beanie Cap
400	1	Doodle Pad Photo Frame
200	1	bar patch (pick 1) 1 200+ Bar Patch 0 400+ Bar Patch 0 Global Splash Fashion Tee 0 YS 0 YM 0 AS 0 AM
	1	Cookie Dough
300	1	Hair/Bath Towel Set for Small Panda
0	0	GOC Patch

Cancel Submit Incentive Order

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

Deposits (Debits)

The deposits tab will allow you to view the ACH debits collected from your troop by council (*because different councils handle money collection differently, this tab is called deposits, but GSGLA will record your ACH debits*). **This is not where you record your individual troop deposits.**



Bank	Date	Ref. Number	Verified	Troop	Amount
Bank of America	2008-02-02	reference		6073	0.00
Bank of America	2009-02-02	flat rate		6073	-50.00
Wells Fargo	2009-02-04	optional	√	6073	500.00
Bank of America	2009-03-03		√	6073	100.00
					$ 550.00

You can selectively search to display only specific debits. You cannot add or edit information.

Navigating the Deposit Information Page

To navigate to the information that you need, you will want to use the method that best fits what information you are trying to view..

Scrolling

Debits are displayed in the order they were entered, by default. You can scroll through the deposit pages by using the scroll bar located to the right of the debit page.

Sorting

You can sort the debits using any one of the columns:

▼ 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 debits. The system will display a screen and instruct you to click File, Save As to save the debits (it saves as a web page you can view again when needed in Internet Explorer or other web browser). You can also choose to print the report using the Print command of your browser software.

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.

Troop 6073 Sales Report

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

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:
Routing No.: **Acct No.**:

Pkgs Received

	Initial Order	---	300
07/06	C707	12345	12
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

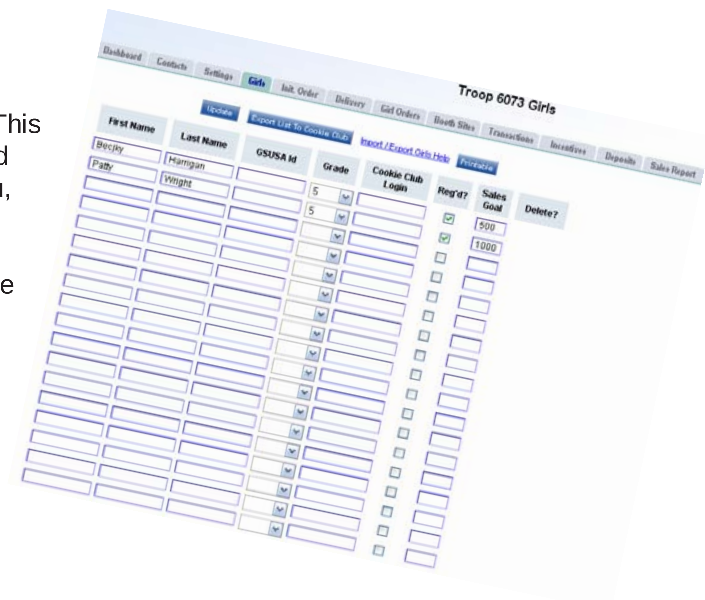
Council Proceeds	$ 954.10
Deposits Made	- $ 0.00
Amount You Owe Council	$ 954.10

Signature: ______________________________

APPENDIX A – COOKIE CLUB REGISTRATION

Pushing data from eBudde into the Cookie Club

If you are already an eBudde user and would like to automatically sign up your troop for the Cookie Club, you can do so within eBudde rather than keying in each girl's information in the Cookie Club.



Setup:
The troop must be set up in Cookie Club first. This means a troop leader must have registered and selected their Council from the pull-down menu, and recorded basic data so the troop exists in Cookie Club. The troop leader cannot record names, ages, and passwords for each girl in the troop or a push from eBudde will not work. Therefore, the troop must exist in Cookie Club but carry no girl data; this blank troop must have the same troop number and same Council as the eBudde troop before a push of the girls will work.

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

1. Start in eBudde, logged in at the Troop Level.
2. Click on the GIRLS tab (grey tabs at the top of the page, next to Settings).
3. To "push" information to the Cookie Club, starting from scratch, you only need to record names for the girls. GSUSA IDs and sales goals are optional.
4. Click the Update button.
5. Once you receive "Update to Girls List was successful" then,
6. Click the button: Export List to Cookie.
7. Log into Cookie Club as the troop leader and you can see you girls there. Note that a default password, cClub, is created for each girl. You can edit these at any time, simply be sure to Submit (save) so the data change is recorded. While you're logged in as the troop leader, you should record ages for each girl so they are served the correct version of the Cookie Club. Also, edit the sample sales goals if you need to by recording the total number of girls selling cookies and the box goal for the whole group.

Background Information of note:

1. The Cookie Club asks a troop leader to create a password and the system automatically generates the User ID for a girl. If an eBudde user is initiating from eBudde instead, the system actually creates the userID and a default password for her.
2. eBudde does have a field titled "Cookie Club Login." This field helps us keep the data clean. If by chance a girl (or a few of them) has been manually set up in Cookie Club

already, this is an opportunity for the eBudde user to note that so the system can sync and won't mistakenly create a second userID and password for that one girl. So, eBudde to Cookie Club "push" simply needs names and ages, then the Cookie Club creates Girl IDs and passwords automatically (the default password cClub, which the troop leader can view and change within the Cookie Club at any time). That extra Cookie Club Login field in eBudde is simply to avoid duplicates.

3. You will be able to export and import girls from/to eBudde to/from Cookie Club. However, it's eBudde-centric... that is, you must initiate the transfer from eBudde. There is no tool in the Cookie Club to "push" information into eBudde.
4. Exporting girls from eBudde to Cookie Club will create the logins and passwords; all passwords will be "cClub". The troop leader can change these passwords at any point in the Cookie Club.
5. Importing girls from Cookie Club into eBudde will grab all appropriate fields (name, gsusa id, cc login, etc).
6. Importing into eBudde is disallowed if any girls already exist in eBudde, or if the troop has submitted their initial order (you will not even see the button).
7. Exporting to Cookie Club is disallowed if any girls already exist in Cookie Club (you will see the button, but get an error message upon pressing it). Therefore, import/export can only be done once, unless all girls are manually deleted before doing it again.