

*Little Brownie*<sup>®</sup> BAKERS



**Delivery Manager and Station Users  
Manual  
September 1, 2009**

**<https://ebudde.littlebrownie.com>**

## Table of Contents

Computer Specifications Information .....	4
Navigating the System .....	6
System Access .....	7
Login Information.....	8
Contact Information Page.....	9
Forgotten Password .....	10
Menu Bar .....	12
Delivery Manager.....	13
Dashboard Tab.....	14
Contacts Tab.....	15
Email to delivery station managers.....	16
Message Tab.....	18
Delivery Stations Tab .....	20
Add .....	20
Naming, Coding, Contacts and Instructions.....	21
Delivery Station Type.....	22
Signup Sheet Criteria.....	23
Edit a Delivery Station .....	26
Delete a Delivery Station .....	26
Duplicate a Delivery Station.....	26
Signup Sheets Tab.....	27
Delivery Manager Reports.....	31
Unassigned Entity Report .....	31
All Stations Settings.....	33
Delivery Station Clerk Users .....	34
Dashboard.....	34
Contacts .....	34
Settings .....	36
Naming, Coding, Contacts and Instructions.....	36
Naming, Coding, Contacts and Instructions.....	37
Reports.....	40
Delivery Station Detail .....	41
Delivery Station Incentives.....	42
Troop DS Report.....	43
Signup Sheets .....	44



## Computer Specifications Information

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

Approved web browsers:

### Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 7.0 and higher

Macintosh – Safari 2.0.4, Camino 1.5.4, and Firefox 2.0.x

### Approved computer specifications:

Recommended Minimums (for Vista add 1GHz to speed and 1GB more to Ram spec):

	Firefox	Internet Explorer
Council:	1.5 GHz 512MB RAM	1.5 GHz 768MB RAM
Area/SU:	1.0 GHz 512MB RAM	1.0 GHz 768MB RAM
Troop:	700 MHz 384MB RAM	700 MHz 384MB RAM

Recommended Systems:

	Firefox	Internet Explorer
Council:	1.5 GHz 768MB RAM	2.0 GHz 1 GB RAM
Area/SU:	1.0 GHz 768MB RAM	1.5 GHz 1 GB RAM
Troop:	1.0 GHz 512MB RAM	1.0 GHz 768MB 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 of IBM compatible systems can be downloaded from the following web address:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&DisplayLang=en>

## Navigating the System

**Add More** - The “add more” button allows you to enter in additional rows on deposits, additional cookie transactions, and adding girls on the initial order. 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, and troops see the troop tabs. Below is an example of the council tabs. To select a tab, click anywhere on the tab.



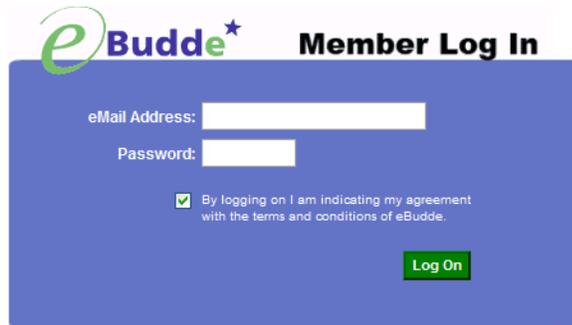
**Tab Key** – The tab key is used to move from one box of information to another on all screens.

# System Access

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

- Web Address - <https://ebudde.littlebrownie.com/index.php>
- 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.



- 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.

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License

## ***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.

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



**As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.**

**Also, please take the time to enter your contact info.**

New Password:

Confirm New Password:

E-mail:

First Name:  Phone #:

Last Name:  Cell #:

Address:

Address2:

City:  State:  Zip:

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.



### Member Log In

eMail Address:

Password:

By logging on I am indicating my agreement with the terms and conditions of eBudde.

- 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](#).

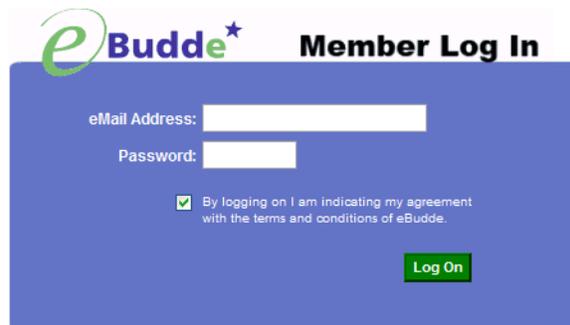


eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde.

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**. The system will then take you back to the **Login** page. Click the **Log On** button to access your council information.

## Forgotten Password

**A forgotten password does not require a phone call!**



- 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.

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.

Your password has been sent to bekydemo@lbb.com

Close Window

## Menu Bar



The Menu Bar provides additional support for you in eBUDDE.

**Home** - Returns you to the Dashboard

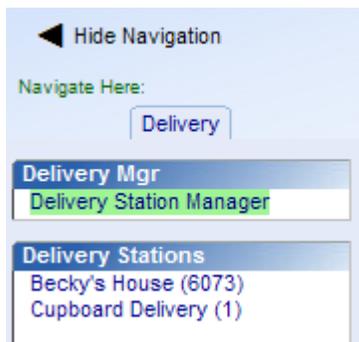
**Help** - Help provides you detailed information on all screens. It is setup in categories and gives you additional information for inputting data in the different screens.

**eLearning** – Audio/Visual Training for troops.

**Manuals** – This provides 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.

**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 on the following page.

## Delivery Manager

The delivery manager process is for setting up the delivery stations that will be used to tally the cookie orders made by troops, service units and cupboards. A delivery station is the basis for the delivery ticket form. The process is that a council creates a delivery station. Troops, service units and cupboard orders will be assigned to a station. There are three different assignment methods that can be used for delivery stations.

To work with your delivery agents, stations and signup sheets, click under **Navigate Here** the word **Delivery** to the left of your screen.

## Dashboard Tab

The council head or delivery manager user creates all cookie delivery stations. The delivery station manager default screen is the **Dashboard**. The dashboard shows any council messages and the council deadline dates for delivery stations. Anything on the dashboard can be printed by clicking the **Print Dashboard** button. The navigation tree will show all your delivery stations.

**eBudde** Home Help eLearning Manuals LittleBrownie.com Log Out

Hide Navigation **Delivery Station Manager Dashboard**

Navigate Here: [Delivery](#)

**Delivery Mgr**  
[Delivery Station Manager](#)

**Delivery Stations**  
Becky's House (6073)  
Cupboard Delivery (1)

**Messages: Important Things You Need To Know** Note: Dashboard views can be up to 20 minutes old. [Print Dashboard](#)

From Your Council:  
*Message from council*

Special Advisory: [Click here](#)

October 2009

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

## Contacts Tab

### Delivery Station Manager Contact Information

Dashboard **Contacts** Message Delivery Stations Signup Sheets Reports

---

#### Contacts

<b>Becky Harrigan</b> 123 Any St. San Diego, CA 99999	Council Head <a href="mailto:beckydemo@lbb.com">beckydemo@lbb.com</a> Phone: 555-555-5555 Cell: 555-555-5555 <b>Gets email</b> <b>Active</b>
<b>Becky Delivery</b>	Council Delivery Station Manager <a href="mailto:beckydelivery@lbb.com">beckydelivery@lbb.com</a> Password: ..  Phone: Cell: <b>Gets email</b> <b>Active</b> <a href="#">Edit</a>

The contacts listed here are at the council level as Overall delivery station manager and the delivery station manager. These contacts can view, add, change or delete any and all delivery stations.

To change the delivery station manager information, click the **Edit** button below the contact name.

### Delivery Station Manager Contact Information

Dashboard **Contacts** Message Delivery Stations Signup Sheets Reports

---

#### Becky Harrigan Contact Information

First Name: <input type="text" value="Becky"/>	Phone #: <input type="text" value="555-555-5555"/> (opt)
Last Name: <input type="text" value="Harrigan"/>	Cell #: <input type="text" value="555-555-5555"/> (opt)
Address: <input type="text" value="1234 Any Street"/>	Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/>
Address2: <input type="text"/>	Log in: <a href="mailto:bharrigan54@lbb.com">bharrigan54@lbb.com</a>
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92105"/>	

Enter updated information appropriately. Click the **Submit** button to save the changes made. Click the **Cancel** button to leave this page without saving the changes. You will be returned to the contacts page.

## ***Email to delivery station managers***

You can email to all the delivery station managers through the eBUDDE system. This email system is a one-way communication. A reply cannot be made by the receivers of the email.

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

**NOTE: In Outlook 2003 as an example, if you click the tools, options, junk mail, you can add this to the safe senders list.**

**Click the email Branch button to get to the messaging system.**

email Branch

### **Delivery Station Manager Contact Information**

Dashboard **Contacts** Message Delivery Agents Delivery Stations Signup Sheets Reports

#### **Delivery Station Manager:**

"Branch email" is provided as a convenience to broadcast information to your branch of the council. Unlike the "Notices" system, email messages will only go out once per "send".

Recipients will not be able to reply to this email. If you wish to receive replies from the perhaps hundreds of recipients feel free to include your personal email address in the message.

As the text box on the screen might imply, this email service is for text only. Messages copied and pasted from "fancy" editors may not end up as you intended and the inclusion of formatting codes will mostly likely increase the chances that your email will not be delivered.

Since this is email, it also carries the stigma of all email in that the path of delivery through routers, spam filters and personal email rules can cause quite a few un-delivered emails.

Subject:

Send email to all:

Message:

- Delivery Station Clerks  
 Delivery Station View Only Users

(max 5MB)

Attachment:

The emailing system will allow you to send email to the delivery station clerks. This emailing system is for text **only**. Please do not include graphics. You can attach files as long as the total of all attachments is not greater than 5MB.

Enter the subject, message and click on the group or groups that you wish to send email to. Click **Send email** to send out the email. Be sure to only click this once. The system will advise you that the message has been sent.

## Message Tab

The message tab allows you to create a notice that will be seen by your delivery station clerks on their dashboard screen when they first come into the system.

### Delivery Station Manager Notices

Dashboard Contacts **Message** Delivery Stations Signup Sheets Reports

---

#### Delivery Station Manager

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

They remain in place until removed.

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

---

Message To Delivery Stations:

[Update Notice\(s\)](#)

Enter in your message to the delivery station and click the **Update Notice(s)** button. The system will notify you that the update was successful. Click **OK**.



## Delivery Stations Tab

The delivery stations tab is where you enter in the delivery station information. The display will list all delivery station currently in the system.

### Delivery Stations

Dashboard Contacts Message Delivery Stations Signup Sheets Reports

Add a Delivery Station

No Delivery Stations defined.

## Add

To add a delivery station, click the **Add a Delivery Station** button.

**NOTE: The only information mandatory is the code number, delivery station type and an email address of the delivery station clerk.**

Edit Settings for: Delivery Station Manager

Dashboard Contacts Message Delivery Stations Signup Sheets Reports

### Settings

Name: <input type="text"/>	Number: <input type="text"/>
Delivery Station Phone: <input type="text"/>	Delivery Agent: Agent Becky Warehouse <input type="text"/>
Contact Person: <input type="text"/>	Line name: <input type="text"/>
Delivery Ticket Spec. Instr.: <input type="text"/>	Comments For SU/Troop: <input type="text"/>
<b>MAIL TO:</b>	<b>DELIVER TO:</b> <a href="#">Copy "Mail To:" values</a>
Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Address2: <input type="text"/>	Address2: <input type="text"/>
City: <input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>
Hm Phone: <input type="text"/>	Hm Phone: <input type="text"/>
Wk Phone: <input type="text"/>	Wk Phone: <input type="text"/>
Cell Phone: <input type="text"/>	Cell Phone: <input type="text"/>
C1 name: <input type="text"/>	Delivery Station Type: Open to All Troops <input type="text"/>

Time allotment is the number of minutes each troop will have to pickup their order.      Overflow is how many cases you allow per time slot.      Pickup Stations is the number of lines at this Delivery Station (this defaults to 1).

Time allotment:  minutes.      Troop Case Overflow:  200      Number of Pickup Stations:  1

I know the delivery date

I know the delivery time

I want to set break times:

#### Delivery Station Clerks

----- Add a new delivery station clerk -----

E-mail:

Active?

First name:  Last name:

Receives email?

#### Delivery Station View Only Users

----- Add a new delivery station view only user -----

E-mail:

Active?

First name:  Last name:

Receives email?

Update

Cancel

## Naming, Coding, Contacts and Instructions

**Name** – Enter the name of the Delivery Station that you want to appear in the navigation tree. Examples would be Walmart, St. John’s Church, Mayflower Warehouse, or the service unit name etc. This will be visible to your and if applicable your cupboard manager

**Code Number** – Each delivery station must have a unique code number. If the delivery station is set up for one service unit as a whole to be picking up cookies, you can code the delivery station number to match the service unit number.

**Delivery Station Phone #** - Enter the delivery station site phone number.

**Delivery Agent** – This is a selection box to select the delivery agent responsible for the delivery site.

**Contact Person** - **UNAVAILABLE**

**Line name** – The default is line. However this can be changed to truck, door, etc. This designates, on the signup sheet, the column name that troops will see when selecting a specific time to pick up their cookies.

**Delivery Ticket Spec Inst** – Enter in the special instructions that will print on the delivery ticket.

**Comments for SU/Troops** – Enter in any comments needed for the service unit and/or troops that will be displayed on the system but **NOT** printed on the ticket.

**Mail To:** - This information will print on the mail to area of the delivery ticket. This includes the name, address and phone numbers of the mail to contact.

**Deliver To:** - This information will print on the delivery to area of the delivery ticket. This includes the name, address and phone numbers of the physical site the cookies will be delivered to.

**C1Name** – If the name of the delivery station you entered for the tree is not what you want printed on the delivery ticket, you can put in this box a name that will print on the delivery ticket instead of the tree name.

## Delivery Station Type

This specifies what type of delivery station this is.

- **Regular** - A delivery station designated as regular is where all the troops within a service unit go to one physical site as a group. The troops in the service unit are only allowed to go to this one site.

Delivery Station Type:

Regular

One of many for a single SU

Open to All Troops

Select all of the SU's that will use this Delivery Station:

-- Serv. Units --	▲
Becky (673)	☰
-- Cupboards --	▼
Council Office (1)	

You will need to select one or more service units or cupboards that will be picking up their cookies at this site. **To select more than one service unit or cupboard, hold down the Ctrl key.**

- **One of many for a single service unit** – A delivery station that is one of the sites where troops within a service unit will go to pick up cookies. Example: Service Unit A can go to delivery station A or B. Both delivery station A and B would be designated as a **One of Many** delivery station assignment

Delivery Station Type:

Regular

One of many for a single SU

Open to All Troops

Select the ONE SU that will use this Delivery Station:

Time allotment is the number of minutes  Overflow is how many cases you allow per time slot  Pickup Stations is the number of lines at this Delivery Station (this defaults to 1).

Becky (673)

You will need to select the one service unit that will use this delivery station. The difference between this option and the option above is that the service unit selected here can also be selected for another delivery station. It also will only show in the list the available service units allowed this option.

- **Open to all troops** – A delivery station designated for troops that are allowed to choose where they will pick up their cookies.

Delivery Station Type:

Regular

One of many for a single SU

Open to All Troops

## Signup Sheet Criteria

To use the delivery signup sheets available for delivery stations to troop users, you will need to update the options for they delivery station.

Time allotment is the number of minutes each troop will have to pickup their order.  minutes.

Overflow is how many cases you allow per time slot.

Pickup Stations is the number of lines at this Delivery Station (this defaults to 1).



**Break Times** – You can set break times where troops cannot pick that time as it is unavailable.

**Delivery Station Clerks**

----- Add a new delivery station clerk -----

E-mail:

First name:  Last name:

Active?  
 Receives email?

**Delivery Station View Only Users**

----- Add a new delivery station view only user -----

E-mail:

First name:  Last name:

Active?  
 Receives email?

**Delivery Station Clerks and Delivery Station View Only Users** - You can add the email address of the person responsible for this delivery site. If a volunteer is giving you this information, you can enter in their email address and they will be able to update the contact information and special instructions only.

You can also remove a delivery station clerk or view only users if necessary.

Once you have entered in all your information, click **Update** to save your changes or **Cancel** to leave the form without the changes.

**Delivery Stations**

Dashboard
Contacts
Message
Delivery Stations
Signup Sheets
Reports

Add a Delivery Station

(1) Delivery Site 1	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/>
(2) St. John's Church	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/>
(3) Becky	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/>
(5) Becky Class	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/>
(7) Becky Webinar	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Duplicate"/>

## **Edit a Delivery Station**

To edit a delivery station, click the Edit button.

All information can be changed. However, changing the criteria can be problematic once troops have selected a site and time. You may want to view the Troop DS report prior to making any changes.

On the type code, if you have selected a service unit or cupboard and need to remove the selection, hold the **Ctrl** key when clicking the name of the service unit or cupboard.

## **Delete a Delivery Station**

You can delete a delivery station as long as there are not initial orders assigned to that delivery station. You would have to unassign the delivery station first. To unassign the delivery station you would need to click the **Edit** button, go to the service unit/cupboard selection box. Scroll until you see the one selected that should be highlighted. Hold the **Ctrl** key and click the one(s) highlighted. Click **Update**.

To delete a delivery station, click the **Delete** button. The system will verify that you want to delete the delivery station. Click the **OK** to remove the delivery station from the system. Click **Cancel** if you do not want to delete the delivery station.

## **Duplicate a Delivery Station**

You may need to duplicate a delivery station's information if you need to have more than one service unit going to the same site and you want them each to have their own delivery ticket.

Example: Service Unit A and Service Unit B will both be going to the same warehouse. However, for audit purpose you want each of them to have their own delivery ticket with their service unit totals and be able to sign for them. You can create a delivery station for Service Unit A. Then click the **Duplicate** button and it will take all the information from the previous delivery station and put it into the form for the delivery station for Service Unit B.

You **must** give it a different code number and you would need to change any other information that is different – name, mail to, date, time, and delivery station clerk. Click **Update** after you have made all your corrections.

## Signup Sheets Tab

To use the delivery signup sheets you will need to update the options for the delivery station on the delivery station's settings tab. This includes a time allotment, troop case overflow, number of pickup stations, delivery time and breaks (if appropriate).

Council can see all signup sheets for all delivery sites. Council can move troops from one time slot to another, from one site to another and assign time slots for troops that have not chosen a site.

In the screen below, select the delivery station that you want to view

**Delivery Station Manager Delivery Signup Sheets**

Dashboard   Contacts   Message   Delivery Stations   **Signup Sheets**   Reports

[Submit Changes](#)   Delivery Site 1 (1)   Time Unknown  

*Choose DS, Filled Time Slot or an Unassigned.*

Signup sheet not available:

Unassigned

- T1234 (1)
- T6060 (1)
- T6072 (1)
- T06073 (1)
- T6080 (1)
- T6081 (1)
- T6111a (1)
- T6130 (1)
- T6140 (1)
- T6142 (3)
- T6150 (1)
- T6510 (1)
- T6820 (1)
- T9910 (1)
- T9970 (5)
- T9972 (1)
- S607 (1)
- S677 (1)
- S995 (1)

The system will display the choices made by troops in the time slots and which troops have not selected a site under the Unassigned header. You can move troops from Unassigned to an open time slot by clicking the troop and then clicking the time slot. You can move troops around by simply clicking the troop, and the time slot. Once you have completed all your changes, you click the **Submit Changes** button.

**Delivery Station Manager Delivery Signup Sheets**

Dashboard   Contacts   Message   Delivery Stations   **Signup Sheets**   Reports

**Submit Changes**   St. John's Church (2) 8:00 am - 3:00 pm   Choose DS, Filled Time Slot or an Unassigned.

Time	Line #1	Line #2
08:00 am		
08:05 am	T2582	
08:10 am		
08:15 am		
08:20 am		
08:25 am		
08:30 am	T9960	
08:35 am	(T9960)	
08:40 am		
08:45 am		
08:50 am		
08:55 am		
09:00 am		
09:05 am		
09:10 am		
09:15 am		
09:20 am		
09:25 am		
09:30 am		
09:35 am		

**Unassigned**

- T1234 (1)
- T6060 (1)
- T6072 (1)
- T06073 (1)
- T6080 (1)
- T6081 (1)
- T6111a (1)
- T6130 (1)
- T6140 (2)
- T6142 (5)
- T6150 (1)
- T6510 (1)
- T6820 (1)
- T9910 (2)
- T9970 (10)
- T9972 (1)
- S607 (1)
- S677 (1)
- S995 (1)

**Submit Changes**   St. John's Church (2) 8:00 am - 3:00 pm

Time	Line #1	Line #2
08:00 am		
08:05 am		
08:10 am		
08:15 am		
08:20 am		
08:25 am		
08:30 am		
08:35 am		
08:40 am	T9960	
08:45 am	(T9960)	
08:50 am	T9961	
08:55 am	T2582	

## **Troop Sign-ups or Delivery Station Manager Signs up Troops**

### **To Allow Troop Sign-ups**

Once the settings for the sign-up sheet are completed, the delivery station manager or service unit manager can send a branch email for their troops to go to ebudde and sign-up for their time slot. A troop's order must be submitted to the service unit before they can sign-up for their delivery time.

The Troop clicks on "Delivery" Tab. The troop selects who is picking up the cookies and if they are picking up for another troop. Ebudde will auto-calculate the number of time slots needed if a troop is picking up for more than one troop.

When these "questions" are answered by clicking on the correct info., the delivery schedule will pop open at the bottom half of the screen. The troop then clicks on the time square that they want that is open. Then click on the "Submit My Info" button. Then the "View Confirmation" Button will appear. The troop can then view confirmation and print the info. The confirmation will show, date, time, location for the pick up and even how cases will fit in various size cars to fit the size of their pickup!

### **Delivery Station Manager Signs up Troops**

Once the troop orders are submitted the delivery station manager can assign the troops themselves. The DS manager clicks on their delivery station, then click on the "Sign-up Sheet" tab.

On the right side is a box that shows all of the "unassigned" troop numbers that need to be placed in the sign up sheet. In the middle of the screen is the actual sign-up sheet. Click on an unassigned troop number in the box and then click on the location on the sign up sheet of where you want to place the troop. Do this until all troops are assigned.

Under the reports tab, the Unassigned Entities report will verify that all troops have been assigned a time.

### **Hints:**

Best to keep the time of your delivery compressed so that troops are "forced" to sign up for when you really want them there. So have the sign up say from 8am to 1pm for example. If you need more time slots later in the day, you can always go back to settings and change the ending time to say 4pm and "open" up those time slots.

Or, you can always add more lines – say you want to start with two lines. But then you want to add a third line. You can go to settings and create a new line if

need be. Of course you want to ensure that your site and work crew can accommodate the extra line.

## ***Delivery Manager Reports***

### **Unassigned Entity Report**

This report shows you if any of your service units/cupboards and/or troops are not assigned to a delivery station. This report is useful to ensure that your delivery reports, tickets and order to the bakery reflects all orders in the system.

To run this report, click Delivery Manager in the navigation tree, click the report tab. Click View Report for the system to produce reports. An example is show below.

**NOTE: This list should be blank to ensure that your order to the bakery and your delivery tickets are correct.**

#### **Unassigned Cupboards**

<b>Name</b>	<b>Number</b>	<b>Init Order (pkgs)</b>
Scripps Ranch	695	0
Service Unit A	20	0
Tierrasanta	604	0
Wapehani	30	19200
Warehouse 1	1	9600
Warehouse 2	2	9600

#### **Unassigned SUs**

<b>Name</b>	<b>Number</b>	<b>Init Order (pkgs)</b>
Becky	601	0
La Jolla	633	12
Tierrasanta	674	0
vanguard	602	0

#### **Unassigned Troops**

<b>Number</b>	<b>SU Name</b>	<b>SU number</b>	<b>Init order (pkgs)</b>
6010	Becky	601	1920
6011	Becky	601	1056
6740	Tierrasanta	674	0
6020	vanguard	602	0

You interpret this report as follows:

**Unassigned Cupboards** – These cupboards are not assigned to a delivery station. To assign them, you will need to add a delivery station (if it is not in the delivery station list) and assign the cupboard to the delivery station or update your delivery station to assign the cupboard to it. See page 14 for detail instructions.

**Unassigned Service Units** – The service units, as a whole or individually as a service unit, placing an order is not assigned to a delivery station. This list is dependent on how your council delivery station process works. There are two options.

**Option 1** – All your troops in a service unit and the service unit go to one site within a scheduled day and time. The troops/service units cannot choose where they will pick up their cookies. If this is the option that your council uses, you will need to add a delivery station (if it is not in the delivery station list) and assign the service unit to the delivery station or update your delivery station to assign the service unit to it. See page 14 for detail instructions.

**Option 2** – Your service unit is allowed to choose a delivery site for a service unit order. This can be done by clicking on the service unit in the navigation, click the delivery tab and select the delivery site and submit the info.

**Unassigned Troops** - This lists all the troops that do not have a delivery site assigned to them. This is dependent on how your council delivery station process works. There are two options.

**Option 1** - All your troops in a service unit go to one site within a scheduled day and time. The troops cannot choose where they will pick up their cookies. If you made a correction as explained under **Unassigned Service Units – Option 1** then all the troops within the service unit will be assigned as well and no further changes need to be made.

**Option 2** - This would be the option for councils that allow the troop to choose what delivery site they will pick up their cookies. To correct a troop you would click on the troop in the navigation tree, click the delivery tab, select the delivery site and submit the order.

## **All Stations Settings**

This report will print a copy of each delivery station in portrait mode on 8 ½ x 11 paper. This report will allow you to verify the delivery station information for accuracy.

# Delivery Station Clerk Users

Delivery station users can update information and run reports.

## Dashboard

The screenshot shows the 'Becky's House (6073) Dashboard'. At the top, there is a navigation bar with tabs for 'Dashboard', 'Contacts', 'Settings', 'Reports', and 'Signup Sheet'. Below the navigation bar, there is a 'Messages: Important Things You Need To Know' section with a 'Special Advisory: [Click here](#)' link and a photo of a woman. To the right of the messages is a 'Print Dashboard' button. Below the messages is a calendar for 'October 2009' with days of the week (S, M, T, W, T, F, S) and dates from 27 to 31.

The dashboard is the default screen. This shows you messages from your council delivery manager. It also shows you dates that are set by your council.

## Contacts

The screenshot shows the 'Volunteer Cupboard De (5) Contact Information' page. At the top, there is a navigation bar with tabs for 'Dashboard', 'Contacts', 'Settings', 'Reports', and 'Signup Sheet'. Below the navigation bar, there is an 'email Branch' button. Below the button is a contact card for 'Juliette Low'. The contact card displays the following information: 'Juliette Low', '1234 Any Street', 'San Diego, CA 92105', 'Delivery Station Clerk', 'vcup@lbb.com', 'Phone: 619-555-5555', 'Cell: 619-555-4444', 'Gets email', 'Active', and an 'Edit' button.

To change a delivery station contact, click the edit button below the person you want to change.

### DS Manager Contact Information

Dashboard **Contacts** Message Delivery Stations Delivery Agents Signup Sheets Reports

---

#### Becky Harrigan Contact Information

First Name:	<input type="text" value="Becky"/>	Phone #:	<input type="text" value="555-5555"/>	(opt)	
Last Name:	<input type="text" value="Harrigan"/>	Cell #:	<input type="text" value="555-5555"/>	(opt)	
Address:	<input type="text" value="1234 Any Street"/>	Receives email:	<input checked="" type="checkbox"/>	Active:	<input checked="" type="checkbox"/>
Address2:	<input type="text"/>	Log in:	<input type="text" value="beckydemo@lbb.com"/>		
City:	<input type="text" value="San Diego"/>	State:	<input type="text" value="CA"/>	Zip:	<input type="text" value="92105"/>

Make your changes and click **Submit**. Click **Cancel** to cancel your changes.

## Settings

Delivery station settings allow a delivery station manager to change the contact information for the delivery station. Click the **Edit** button to make your changes. The information marked **unavailable** must be changed by your council.

**Edit Settings for: Delivery Station Manager**

Dashboard   Contacts   Message   **Delivery Stations**   Signup Sheets   Reports

### Settings

Name: [ **unavailable** ]

Number: [ **unavailable** ]

Delivery Station Phone:

Delivery Agent: [ A **unavailable** ]

Contact Person:

Line name:

Delivery Ticket Spec. Instr.:

Comments For SU/Troop:

**MAIL TO:**

Name:

Address:

Address2:

City:  ST:  Zip:

Hm Phone:

Wk Phone:

Cell Phone:

**DELIVER TO:** [Copy "Mail To:" values](#)

Name:

Address:

Address2:

City:  ST:  Zip:

Hm Phone:

Wk Phone:

Cell Phone:

C1 name:

Delivery Station Type: **unavailable** [v]

Time allotment is the number of minutes each troop will have to pickup their order.

Overflow is how many cases you allow per time slot.

Pickup Stations is the number of lines at this Delivery Station (this defaults to 1).

Time allotm

**unavailable**

:

## Naming, Coding, Contacts and Instructions

**Mail To:** - This information will print on the mail to area of the delivery ticket. This includes the name, address and phone numbers of the mail to contact.

**Deliver To:** - This information will print on the delivery to area of the delivery ticket. This includes the name, address and phone numbers of the physical site where the cookies will be delivered.

**Delivery Station Phone #** - Enter the delivery station site phone number.

**Contact Person** - **UNAVAILABLE**

**Delivery Ticket Spec Inst** – Enter in the special instructions that will print on the delivery ticket.

**Comments for SU/Troops** – Enter in any comments needed for the service unit and/or troops that will be displayed on the system but **NOT** printed on the ticket.

**Line name** – The default is line. However this can be changed to truck, door, etc. This designates, on the signup sheet, the column name that troops will see when selecting a specific time to pick up their cookies.

**C1Name** – If the name of the delivery station you entered for the tree is not what you want printed on the delivery ticket, you can put in this box a name that will print on the delivery ticket instead of the tree name.

<input checked="" type="checkbox"/> I know the delivery date	<input checked="" type="checkbox"/> I know the delivery time
Date / Time: Dec / 31 / 2007	from: 7 : 00 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.
	until: 7 : 00 <input type="radio"/> a.m. <input checked="" type="radio"/> p.m.

---

**Date and Time** – If you do not know these at the time you set up the delivery station, you can uncheck the boxes so you may add the delivery station without this information. These are optional input boxes. **HOWEVER**, if you want to use the troop signup sheet, this information will be necessary for troops to pick their times.

I want to set break times:

Name (optional)


Start Time

--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.
--	▼	:	--	▼	<input type="radio"/> a.m.	<input type="radio"/> p.m.

Duration (minutes)


Clear

<input type="checkbox"/>

**Break Times** – You can set break times where troops cannot pick that time as it is unavailable.

**Email address of new Del. Station Clerk** - You can add the email address of the person responsible for this delivery site. If a volunteer is giving you this information, you can enter in their email address and they will be able to update the contact information on the email list for this site.

Yc  
ac  
CI

**Delivery Station Clerks**

----- Add a new delivery station clerk -----

E-mail:

First name:  Last name:

Active?  
 Receives email?

**Delivery Station View Only Users**

----- Add a new delivery station view only user -----

E-mail:

First name:  Last name:

Active?  
 Receives email?

Update

Cancel

## Reports

### Volunteer Cupboard De (5) Contact Information

Dashboard Contacts Settings **Reports**

---

#### Volunteer Cupboard De (5): Reports

Delivery Station Detail	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs.	<a href="#">View Report</a>
Delivery Station Incentives	<input type="checkbox"/> Initial <input type="checkbox"/> Final	<a href="#">View Report</a>
Troop DS Report	<input checked="" type="radio"/> Cases <input type="radio"/> Pkgs.	<a href="#">View Report</a>

## Delivery Station Detail

	A	B	C	D	E	F	G	H	I	J	K	L
1		<b>Becky Demo Delivery Station Detail (in cases)</b>										
2												
3		<b>Delivery Station Becky #3</b>										
4												
5			<b>Lemon Chalet Cremes</b>		<b>Do-Si- Dos</b>	<b>Samoas</b>	<b>All Abouts</b>	<b>Sugar Free Chocolat e Chips</b>	<b>Tagalon gs</b>	<b>Thin Mints</b>	<b>TOTAL</b>	
6	Troop	39	108	108	12	12	12	12	12	12	288	
7												
8	Troop	6111	0	34	34	34	34	34	0	0	170	
9												
10												
11												
12												
13	Troop	6980	0	0	0	0	0	0	0	0	0	
14	Troop	9950	6	4	6	11	6	6	11	11	61	
15	Troop	9954	10	10	10	15	15	10	10	20	100	
16												
17	<b>Total</b>		<b>124</b>	<b>156</b>	<b>62</b>	<b>72</b>	<b>67</b>	<b>62</b>	<b>33</b>	<b>43</b>	<b>619</b>	
18												

## Delivery Station Incentives

	A	B	C	D	E	F	G	H	I	J
1		<b>Becky Del. Sta. Initial Incentives Summary</b>								
2										
3	<b>Bichon Frise Figurine (250 pkgs)</b>									
4	1									
5										
6										

## Troop DS Report

The **Troop DS Report**, which can be found on the council level reports for all troops and on the delivery station reports for the troops assigned to the delivery station, can be used to verify the success of the importing.

GSRW2 Delivery Station -- Horizontal Report												
Service Unit	Troop	Lemon Coolers	Trefoils	Do-Si-Dos	Samoas	All Abouts	Café	Tagalongs	Thin Mints	Total	Assigned Time	Assigned Line
Adell Durbin (68)	122	4	8	13	12	5	7	12	23	84	10:00am	0
Adell Durbin (68)	880	9	19	23	28	11	12	24	49	175	not yet assigned	not yet assigned
Adell Durbin (68)	1176	6	12	27	25	8	8	21	40	147	not yet assigned	not yet assigned
East (27)	820	7	18	41	32	13	11	23	49	194	11:15am	0
Garfield (29)	862	11	17	36	31	12	13	17	52	189	not yet assigned	not yet assigned
Green (30)	12	5	15	31	30	10	7	28	55	181	not yet assigned	not yet assigned
Kenmore (59)	488	10	21	40	32	13	13	28	56	213	1:00pm	0
Nordonia Hills (67)	1058	8	17	22	35	13	10	34	45	184	not yet assigned	not yet assigned
North (33)	765	11	25	65	41	15	13	45	83	298	11:30am	0
Springfield (34)	432	5	9	17	17	6	9	12	23	98	not yet assigned	not yet assigned
Springfield (34)	434	3	9	16	11	3	5	12	24	83	10:15am	0
Springfield (34)	856	4	6	16	13	4	6	11	20	80	not yet assigned	not yet assigned
Wadsworth Rittman	928	6	10	29	30	10	8	29	56	178	11:00am	0

## Signup Sheets

The system will display the choices made by troops in the time slots and which troops have not selected a site under the Unassigned header. You can move troops from Unassigned to an open time slot by clicking the troop and then clicking the time slot. You can move troops around by simply clicking the troop, and the time slot. Once you have completed all your changes, you click the **Submit Changes** button.

### St. John's Church (2) Delivery Signup Sheets

Dashboard Contacts Settings Reports **Signup Sheet**

**Submit Changes** Choose Filled Time Slot or an Unassigned.

Time	Line #1	Line #2
08:00 am		
08:05 am	T2582	
08:10 am		
08:15 am		
08:20 am		
08:25 am		
08:30 am	T9960	
08:35 am	(T9960)	
08:40 am		
08:45 am		
08:50 am		
08:55 am		
09:00 am		

Unassigned

T9961 (1)\*

With a click of the mouse you can move troops to different slots, lines, assignments.

Time	Line #1	Line #2
08:00 am		
08:05 am		
08:10 am		
08:15 am		
08:20 am		
08:25 am	T2582	
08:30 am	T9960	
08:35 am	(T9960)	
08:40 am	T9961	
08:45 am		
08:50 am		

Unassigned

### **To Allow Troop Sign-ups**

Once the settings for the sign-up sheet are completed, the delivery station manager or service unit manager can send a branch email for their troops to go to ebudde and sign-up for their time slot. A troop's order must be submitted to the service unit before they can sign-up for their delivery time.

The Troop clicks on "Delivery" Tab. The troop selects who is picking up the cookies and if they are picking up for another troop. Ebudde will auto-calculate the number of time slots needed if a troop is picking up for more than one troop.

When these "questions" are answered by clicking on the correct info., the delivery schedule will pop open at the bottom half of the screen. The troop then clicks on the time square that they want that is open. Then click on the "Submit My Info" button. Then the "View Confirmation" Button will appear. The troop can then view confirmation and print the info. The confirmation will show, date, time, location for the pick up and even how cases will fit in various size cars to fit the size of their pickup!

### **Delivery Station Clerk Signs up Troops**

Once the troop orders are submitted the delivery station clerk can assign the troops themselves. The DS clerk clicks on their delivery station, then click on the "Sign-up Sheet" tab.

On the right side is a box that shows all of the "unassigned" troop numbers that need to be placed in the sign up sheet. In the middle of the screen is the actual sign-up sheet. Click on an unassigned troop number in the box and then click on the location on the sign up sheet of where you want to place the troop. Do this until all troops are assigned.

Under the reports tab, the Unassigned Entities report will verify that all troops have been assigned a time.