Troop User Manual
September 1, 2009

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

Approved computer specifications:
Recommended Minimums:

	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.

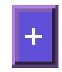
NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at http://www.mozilla.com.

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 for 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 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

Your council volunteer will set you up as a user. An email will then be sent to you by the eBUDDE system.

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.

The login screen consists of three parts:

- Login information
- Updating contact information
- Forgotten password

Login Information

Current users will enter in their email address and **personal** password. Click the **Log On** 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 click **Submit.** The system will then log you into the system.

Contact Information Page

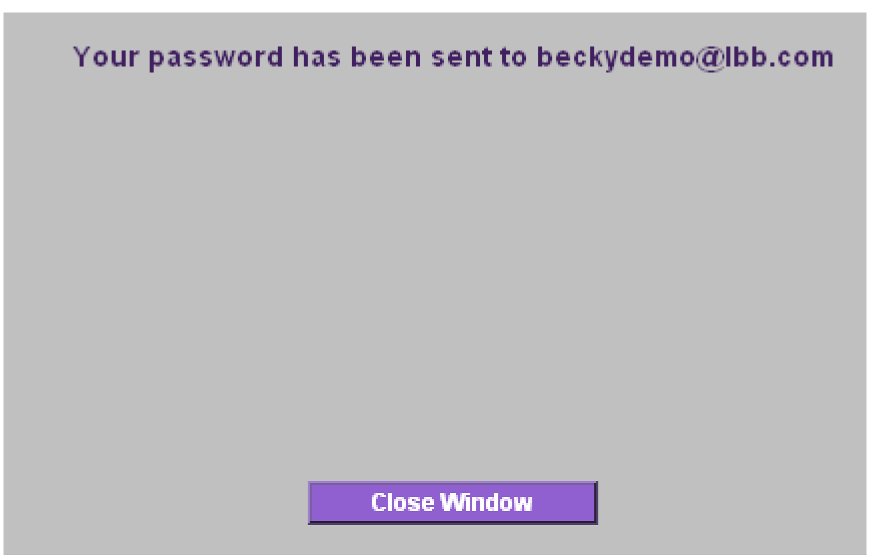
Current users – This form is available to make changes to your password, email address and personal information. To access this page click on the link provided on the login page.

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 all the information click the **Submit** button or press **Enter.** The system will then log you into the system.

Forgotten Password

A forgotton password does not require a phone call!

You have the ability to get your 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.

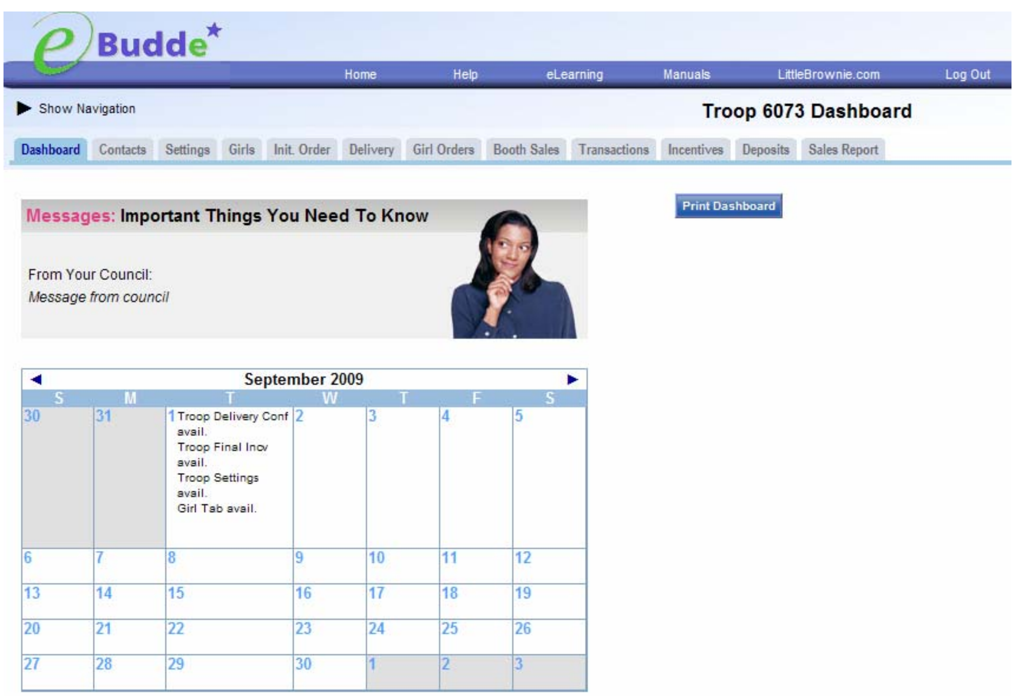


Menu Bar

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
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 below.



Troop Tabs

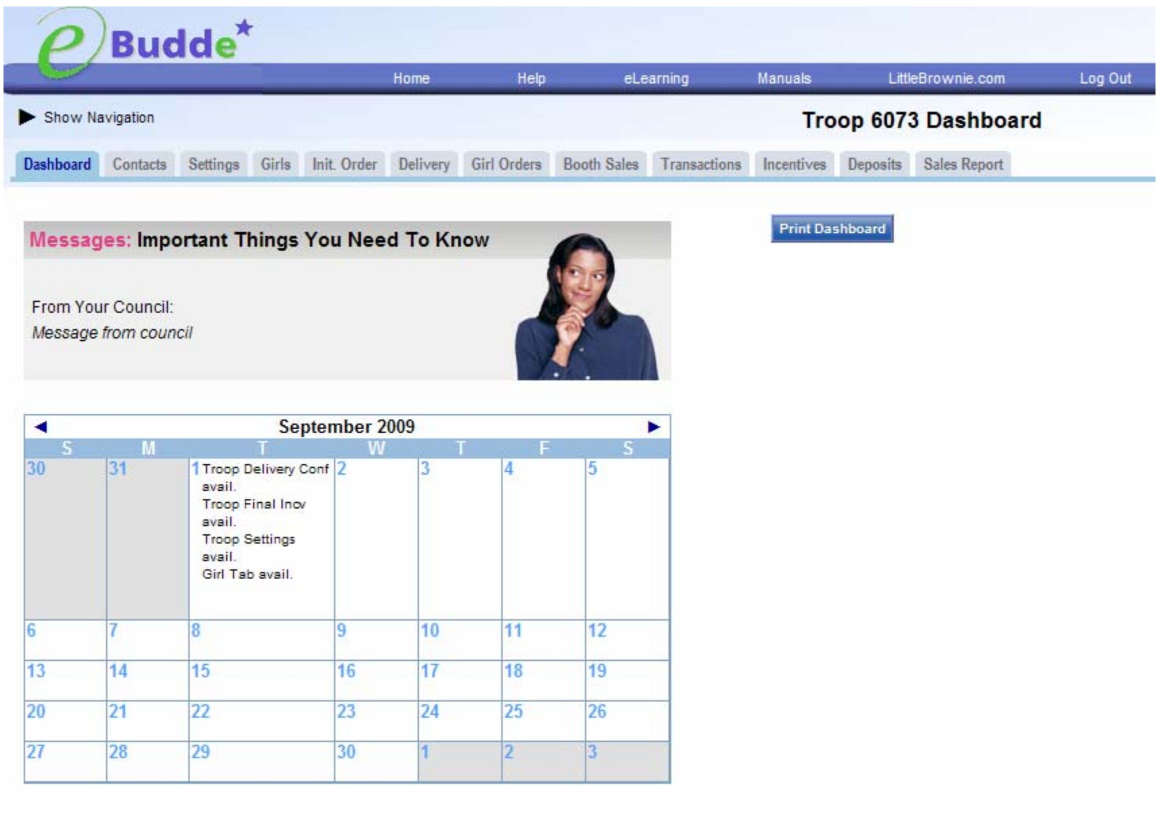
eBUDDE provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBUDDE to meet your needs. In addition, some tabs may not be available to you as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

Dashboard – Default screen that shows important messages and dates
Contacts – Allows you to edit the information for troop contacts. This includes name, address and phone number. This **DOES NOT** include changing the email address, or email and access rights.
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, 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 - (Optional) Track girl initial, booth and additional orders and payments
Booth Sales – (Optional) This option allows you to select council booth sale sites and/or request a troop booth sale site.
Transactions – List all cookie transactions, initial order, cupboard pickups, troop-to-troop transactions.
Incentives – Troop incentive ordering
Deposits – Troop deposit recording
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

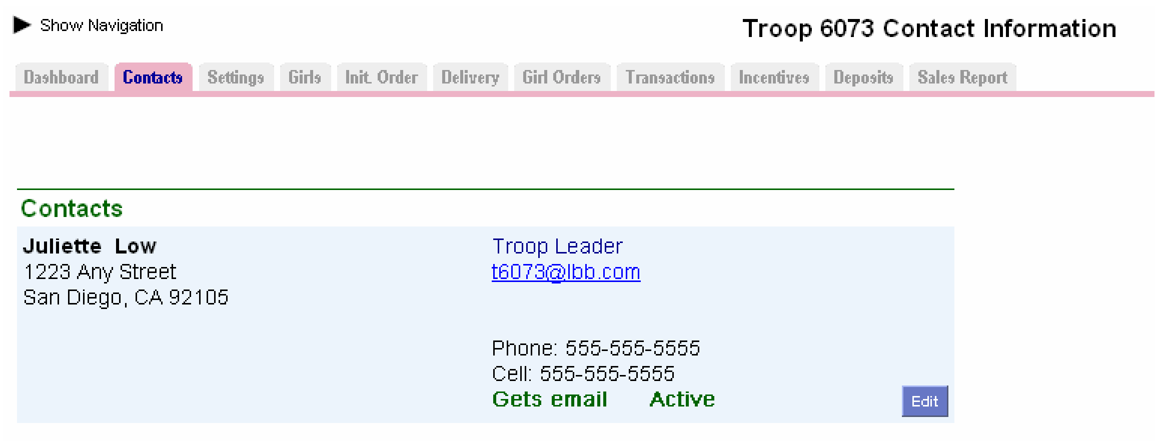
The dashboard tab is the screen you will see every time you log into eBUDDE. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

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. .



Contacts Tab

The Contacts tab allows you to change contact information.



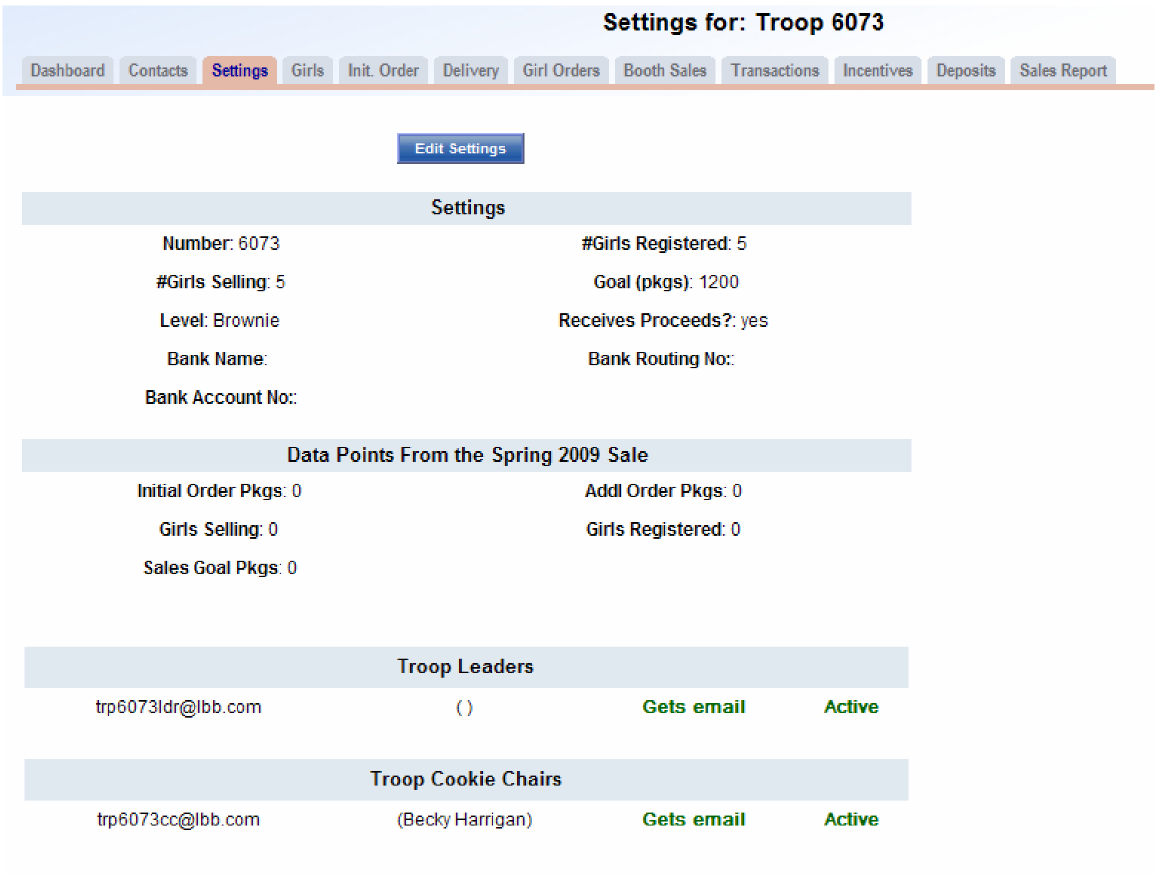
To edit troop contact information, click **Edit** below the name of the person that you want to make changes to.

You can change all information displayed except for the email and system access information. You can change your email by logging out and at the login screen click the link to update your information. The system access information needs to be changed by your service unit cookie manager or council staff.

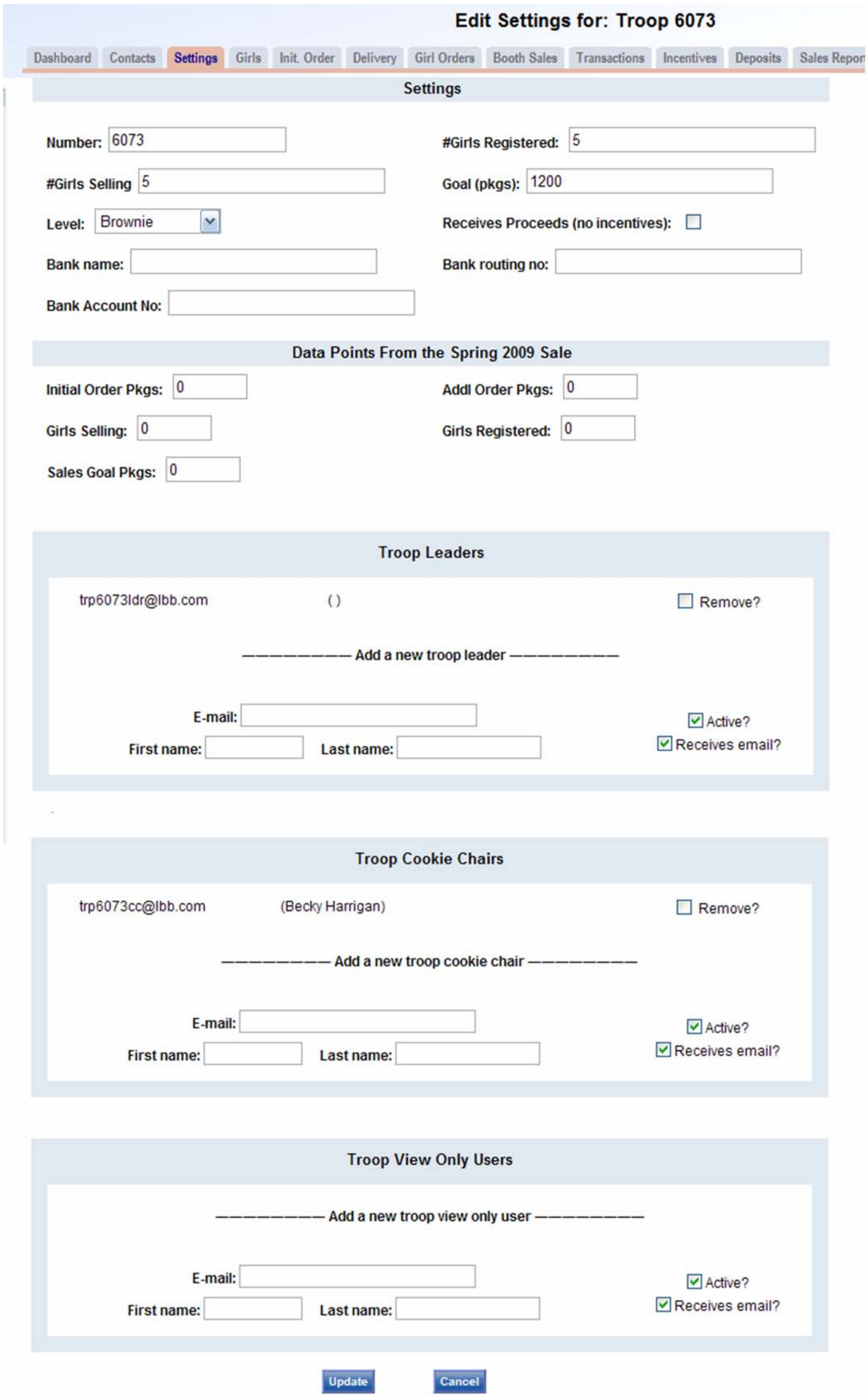
Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit. However, at the time of setup, information may not be available such as girls, selling, incentive option, banking, 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.


Edit Settings for: Troop 6073
Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sales
Transactions
Incentives
Deposits
Sales Repor
Settings
Number: 6073
#Girls Registered: 5
#Girls Selling 5
Goal (pkgs): 1200
Level: Brownie
Receives Proceeds (no incentives):
Bank name:
Bank routing no:
Bank Account No:
Data Points From the Spring 2009 Sale
Initial Order Pkgs: 0
Addl Order Pkgs: 0
Girls Selling: 0
Girls Registered: 0
Sales Goal Pkgs: 0
Troop Leaders
trp6073ldr@lbb.com
( )
Remove?
Add a new troop leader
E-mail:
Active?
First name:
Last name:
Receives email?
Troop Cookie Chairs
trp6073cc@lbb.com
(Becky Harrigan)
Remove?
Add a new troop cookie chair
E-mail:
Active?
First name:
Last name:
Receives email?
Troop View Only Users
Add a new troop view only user
E-mail:
Active?
First name:
Last name:
Receives email?
Update
Cancel

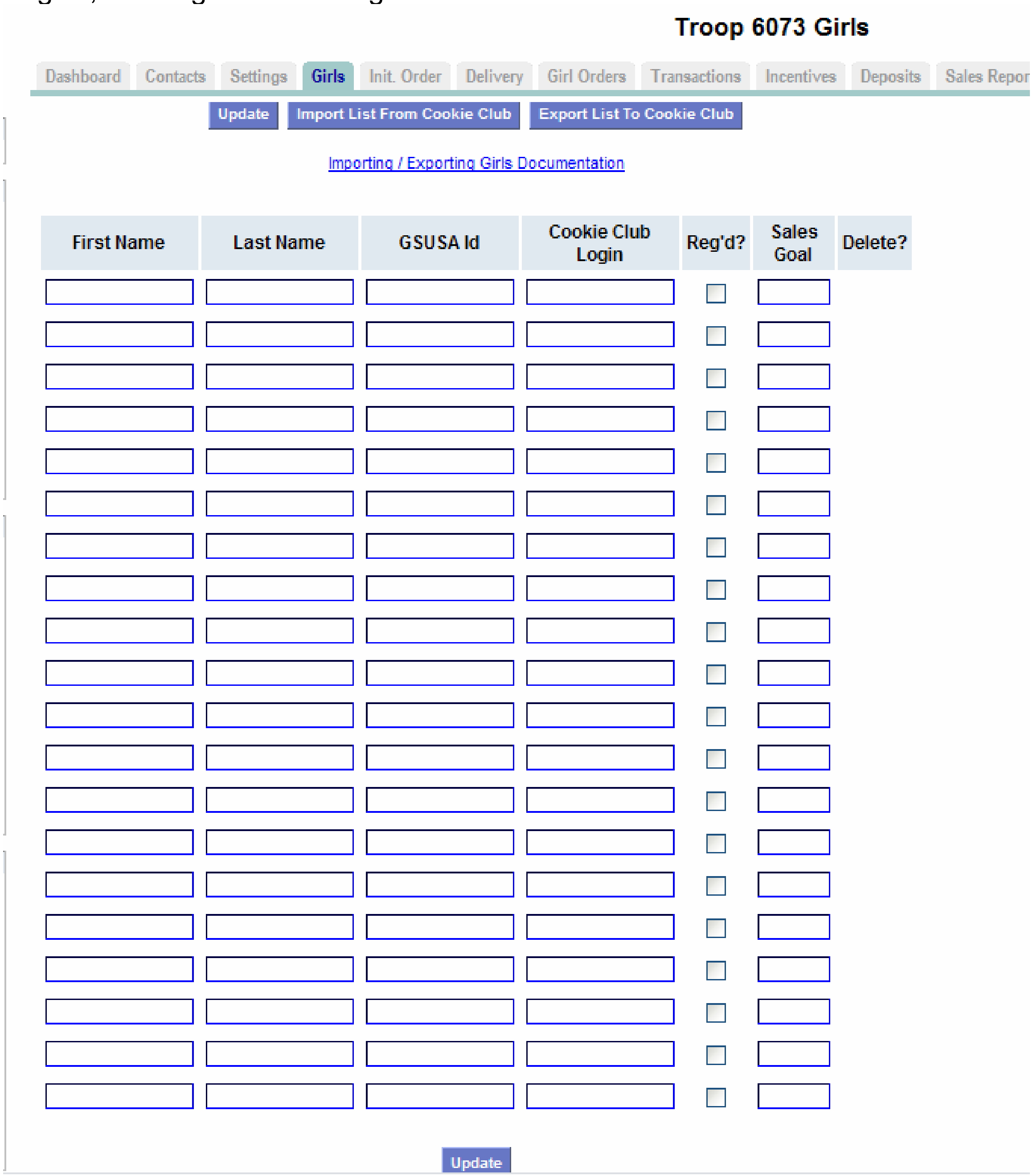
# of Girls Registered – Enter the number of girls registered in the troop
# of Girls Selling – Enter the number of girls selling in the troop
Goal (pkgs) – Enter the troop goal in packages
Level –Select the appropriate program age level
Receives Proceeds (no incentives) – Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of incentives.
Bank Name – (Optional) Name of bank where troop has it's account
Bank Routing No. – (Optional) Bank routing number where troop has it's account
Bank Acct No. – (Optional) Troop bank account number.
Previous Sales Year Data Points: - This is information from last year's cookie sales. Your council may already have 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: Do not remove yourself or you will not be able to get back into the system.**
> **Email:** – Enter the email address of a new troop contact under the appropriate header
> **Active** – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
> **First name**: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well..
> **Last name:** (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well..
> **Receives email** – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
> **Cookie Person** – Mark this box if the new troop contact has the volunteer role of cookie person for the troop.

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.



Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.
First Name – Enter the girl's first name
Last Name – Enter the girl's last name
GSUSA ID - (Optional) Enter the girl's GSUSA ID
Cookie Club Login – (Optional) Enter the girl's cookie club login.
Reg'd? – If the girl is registered, 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

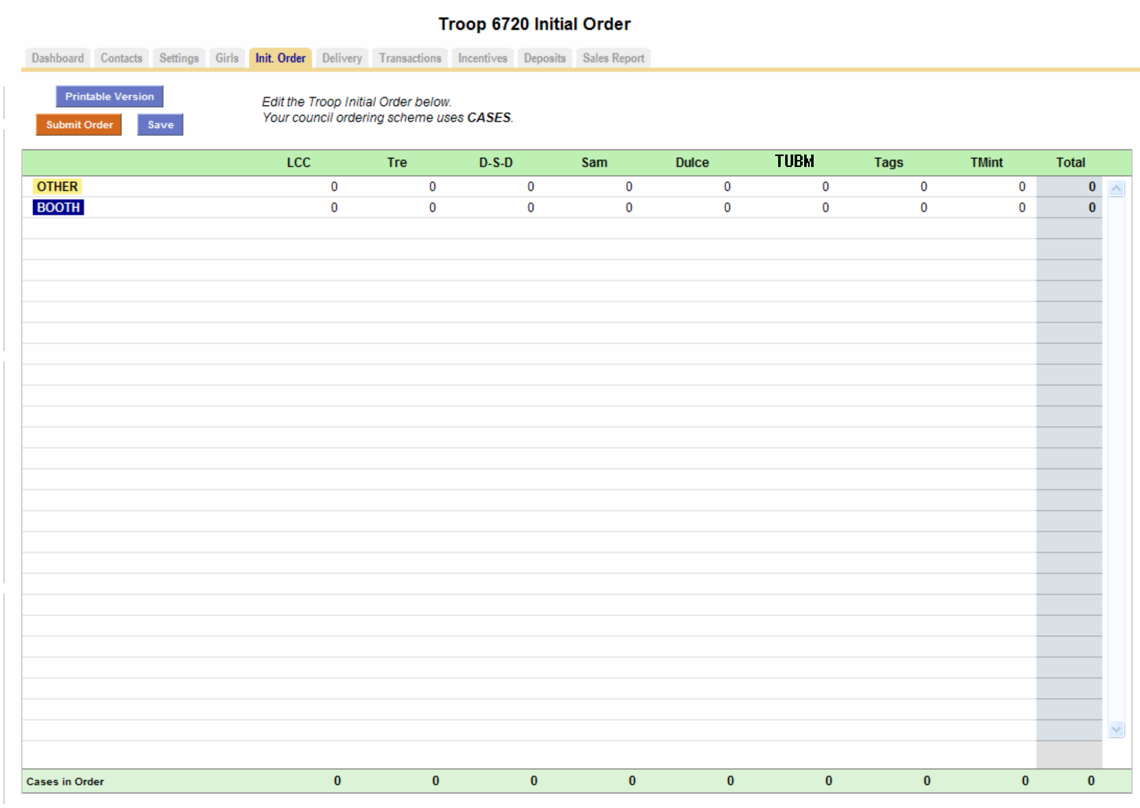
Init. Order Tab

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

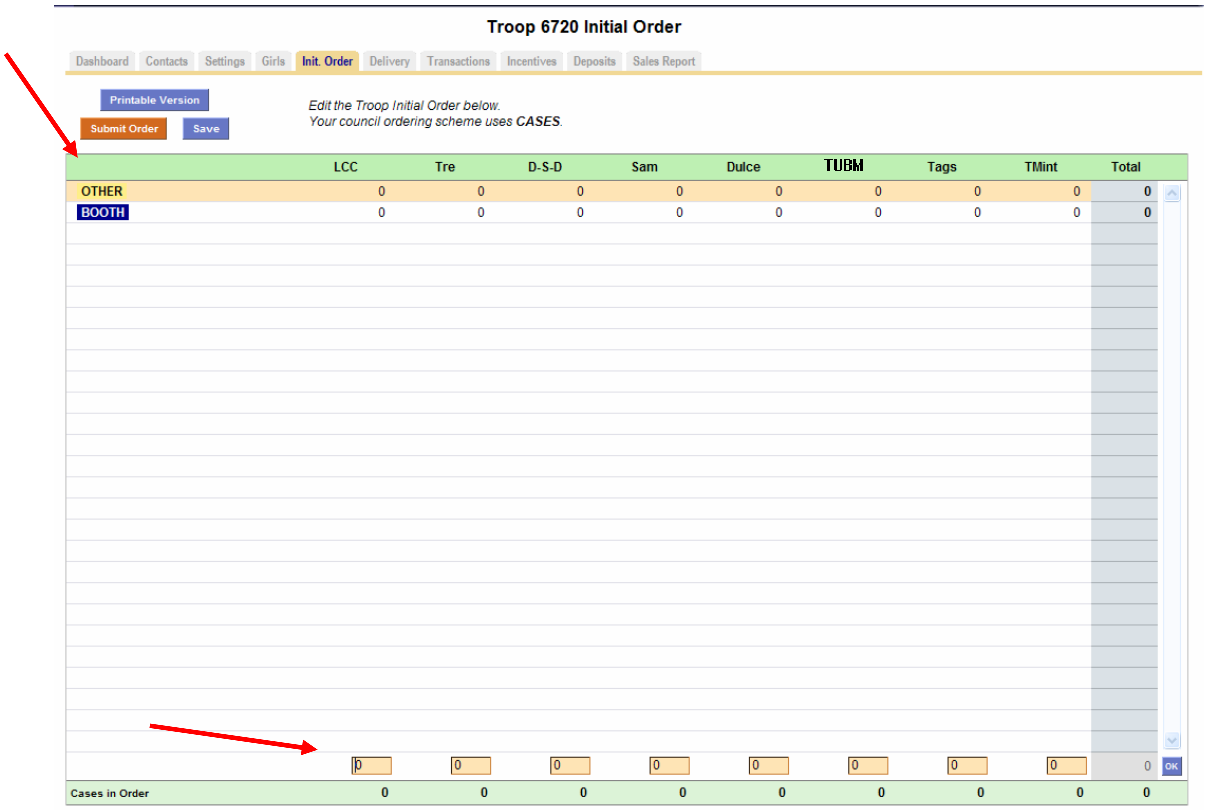
There are two methods for troop ordering. You will be directed by your council as to the method you are to use. The initial order can be in cases or packages as directed by your council.

Ordering with Booth and Girl Totals

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



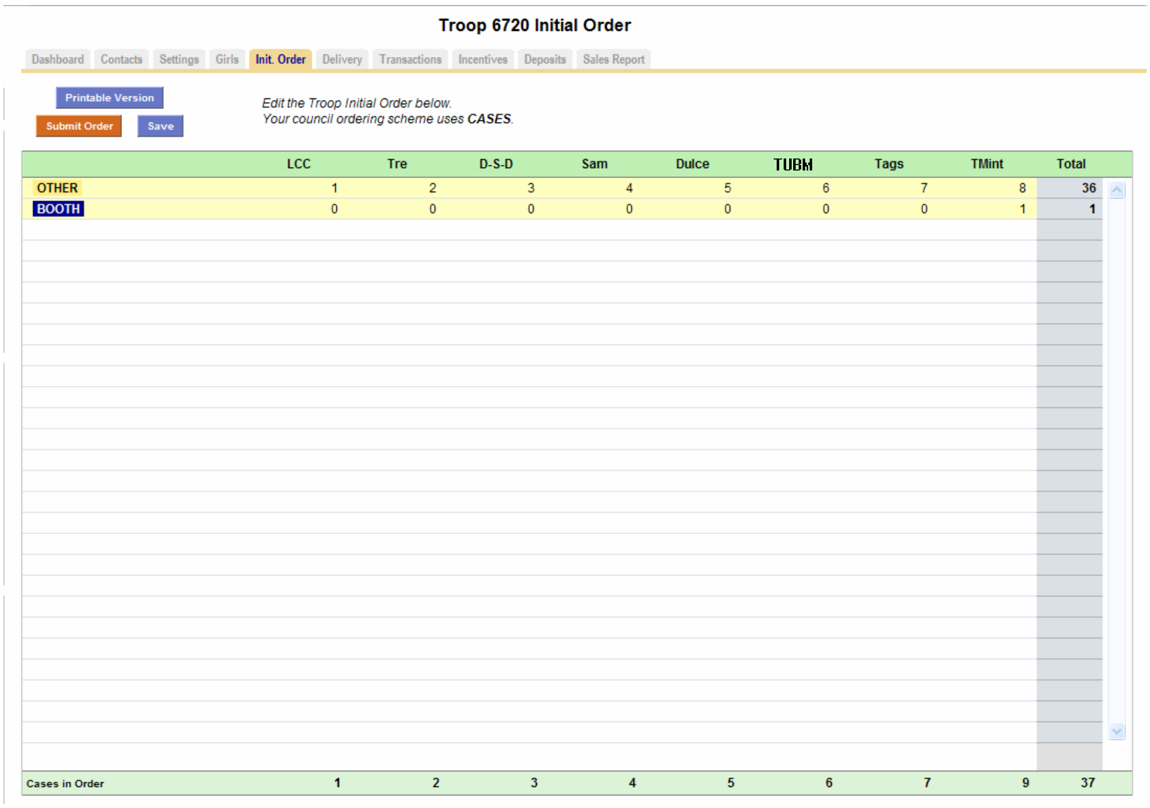
Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: If your council does not participate in a Gift of Caring program or something similar, you will not see the column labeled GOC.**



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

If so designated by your council, 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 click the **OK** button. The system will move the numbers to the **BOOTH** line.

The system will display the completed order.



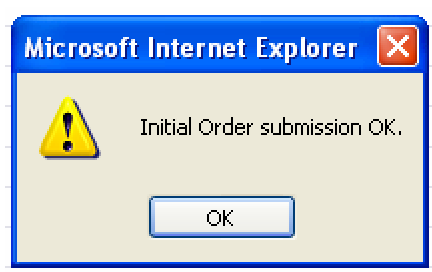
To change any information click, the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

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

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

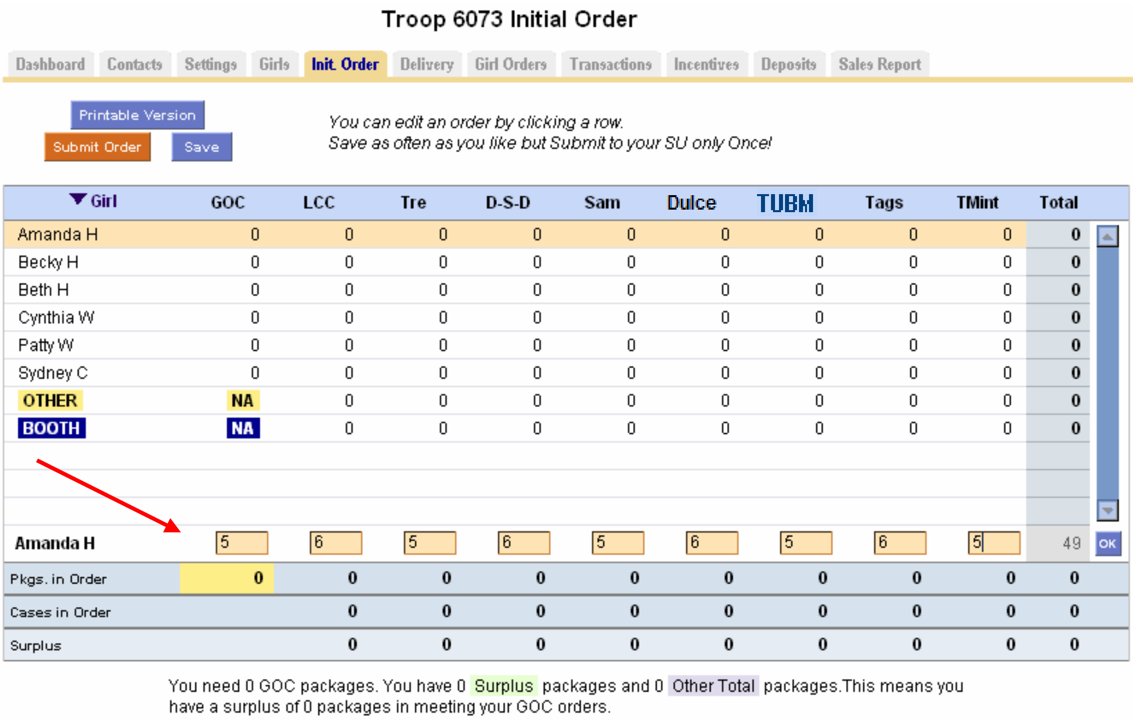
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

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



Ordering by Individual Girls

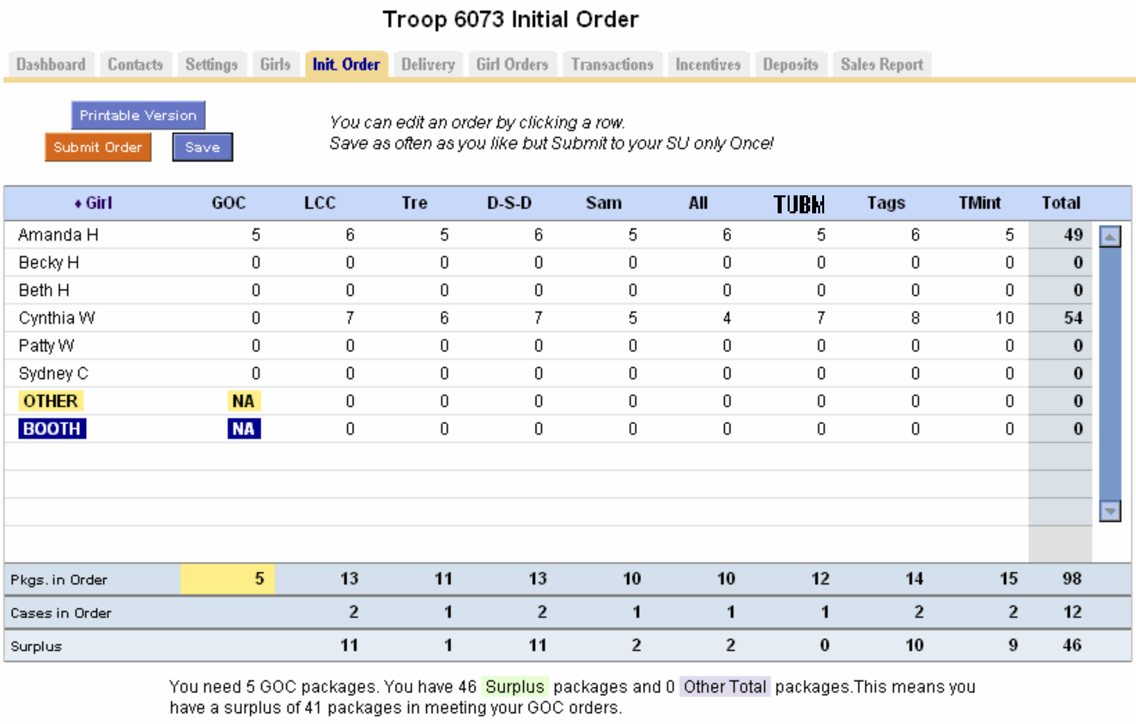
Click on the init. order tab located on the right side of your screen



NOTE: Girl level ordering must be done in packages. If your council does not participate in the Gift of Caring or similar program with a different name, you will not see that column.

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	GOC	LCC	Tre	D-S-D	Sam	All	TUBM	Tags	TMint	Total
Amanda H	5	6	5	6	5	6	5	6	5	49
Becky H	0	0	0	0	0	0	0	0	0	0
Beth H	0	0	0	0	0	0	0	0	0	0
Cynthia W	0	7	6	7	5	4	7	8	10	54
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Pkgs. in Order	5	13	11	13	10	10	12	14	15	98
Cases in Order		2	1	2	1	1	1	2	2	12
Surplus		11	1	11	2	2	0	10	9	46

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. 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 so designated by your council, 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.

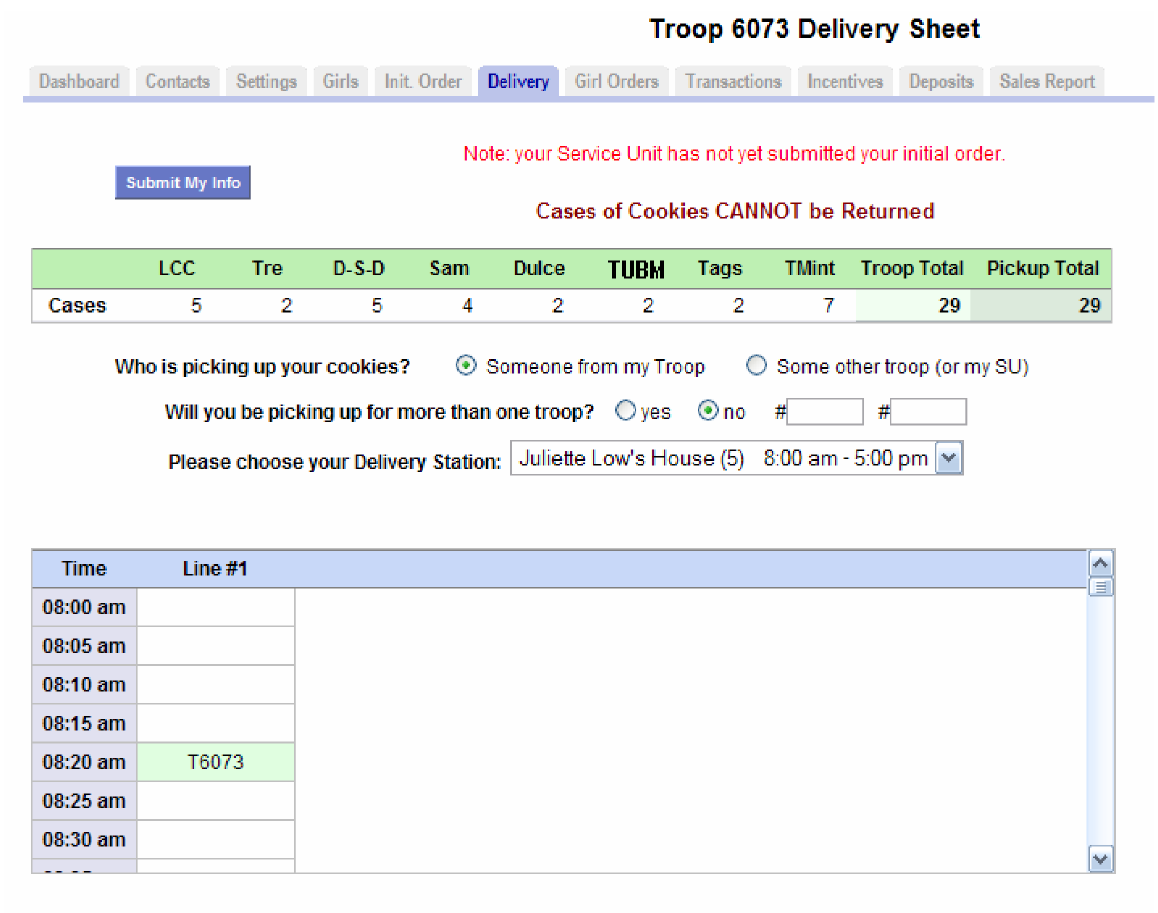
To print the order, click the **Printable Version** button.

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,



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 has verified your order. Click the view confirmation button.

View Confirmation

Troop 6073 Delivery Confirmation

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

Signup   Print   **Please print this page and bring it with you.**   **Cases of Cookies CANNOT be Returned**

	LCC	Tre	D-S-D	Sam	Dulce	SGCC	Tags	TMint	Troop Total
Your Cases	5	4	4	8	4	4	4	8	**41**

Pickup Name: Wal Mart
Pickup Location: walmart street address, any city
Pickup Date: Wed, Dec 12
Pickup Time: 8:15am
ESTIMATED Number of Vehicles:
(you will need ONE of the following)
* 2 Compact Autos
* 1 Standard Autos

Message from your Delivery Clerk

Arrive 10 minutes prior to your scheduled time

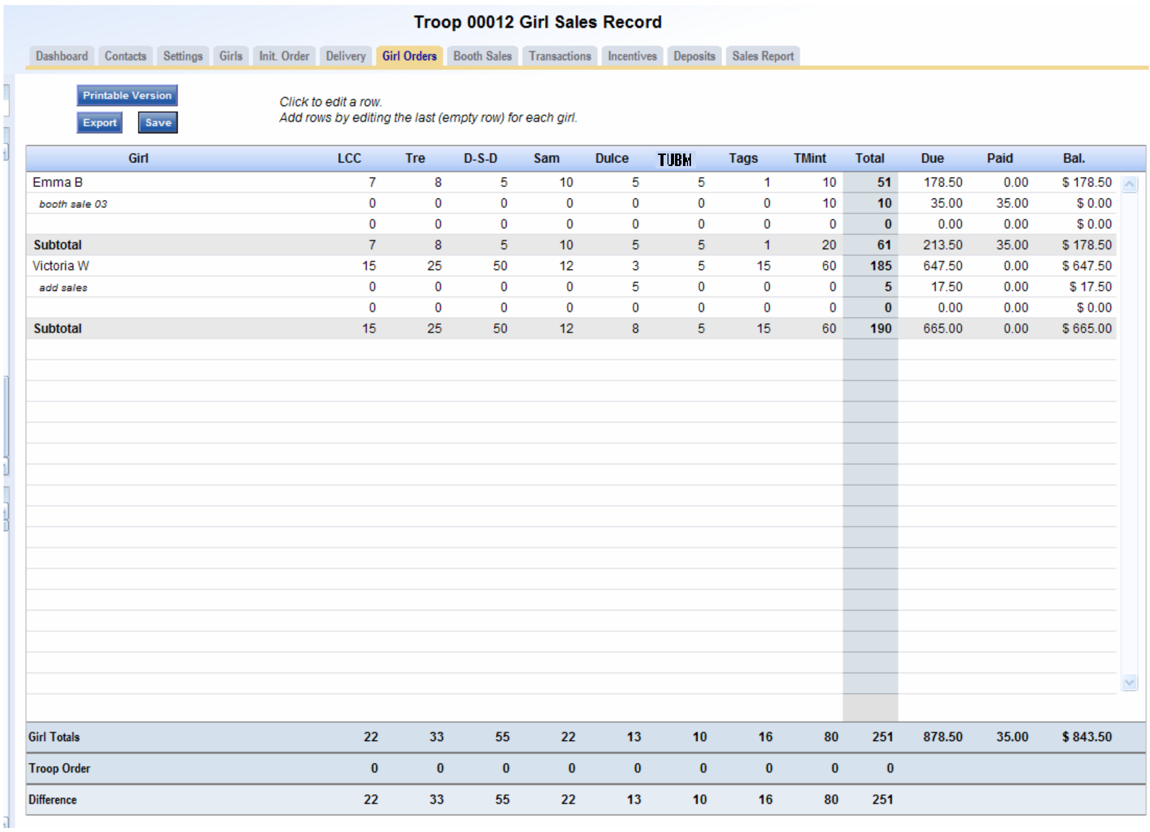
Helpful Hints

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!

Girl Orders

This allows you enter for each girl, additional cookie orders, booth sales and payments. You can now add a comment on the additional order line.



Troop 00012 Girl Sales Record

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

Printable Version

Export Save

Click to edit a row.
Add rows by editing the last (empty row) for each girl.

Girl	LCC	Tre	D-S-D	Sam	Dulce	TUBH	Tags	TMint	Total	Due	Paid	Bal.
Emma B	7	8	5	10	5	5	1	10	**51**	178.50	0.00	$ 178.50
booth sale 03	0	0	0	0	0	0	0	10	**10**	35.00	35.00	$ 0.00
	0	0	0	0	0	0	0	0	**0**	0.00	0.00	$ 0.00
Subtotal	7	8	5	10	5	5	1	20	**61**	213.50	35.00	$ 178.50
Victoria W	15	25	50	12	3	5	15	60	**185**	647.50	0.00	$ 647.50
add sales	0	0	0	0	5	0	0	0	**5**	17.50	0.00	$ 17.50
	0	0	0	0	0	0	0	0	**0**	0.00	0.00	$ 0.00
Subtotal	15	25	50	12	8	5	15	60	**190**	665.00	0.00	$ 665.00
Girl Totals	22	33	55	22	13	10	16	80	251	878.50	35.00	$ 843.50
Troop Order	0	0	0	0	0	0	0	0	0			
Difference	22	33	55	22	13	10	16	80	251			

The girl sales record form lists all girls that had initial orders and their initial order quantities.

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.

Adding Additional Cookie Orders

Click once on the first line below the girl's name. 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 varieties. You can also enter in a payment at the time of entering in the cookies. Click the Enter key or OK button to end the data entry. The information will be displayed in the line that was highlighted in the grid.

Adding Payments

You may add a payment to any available line in a girl record. To enter a payment, click a line that is available under the girl name. You then double-click in the paid box at the bottom of the screen. Click the Enter key or OK button to end the data entry

Printing, Exporting, Saving

You have three options on this screen.

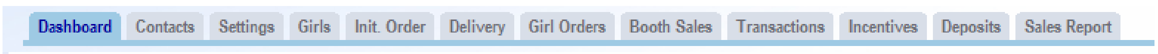
Printable Version – click this button to have the system provide you a screen to print your worksheet

Export – click this button if you want to download this information to save as an html file or cut and paste into another program.

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.

Booth Sales

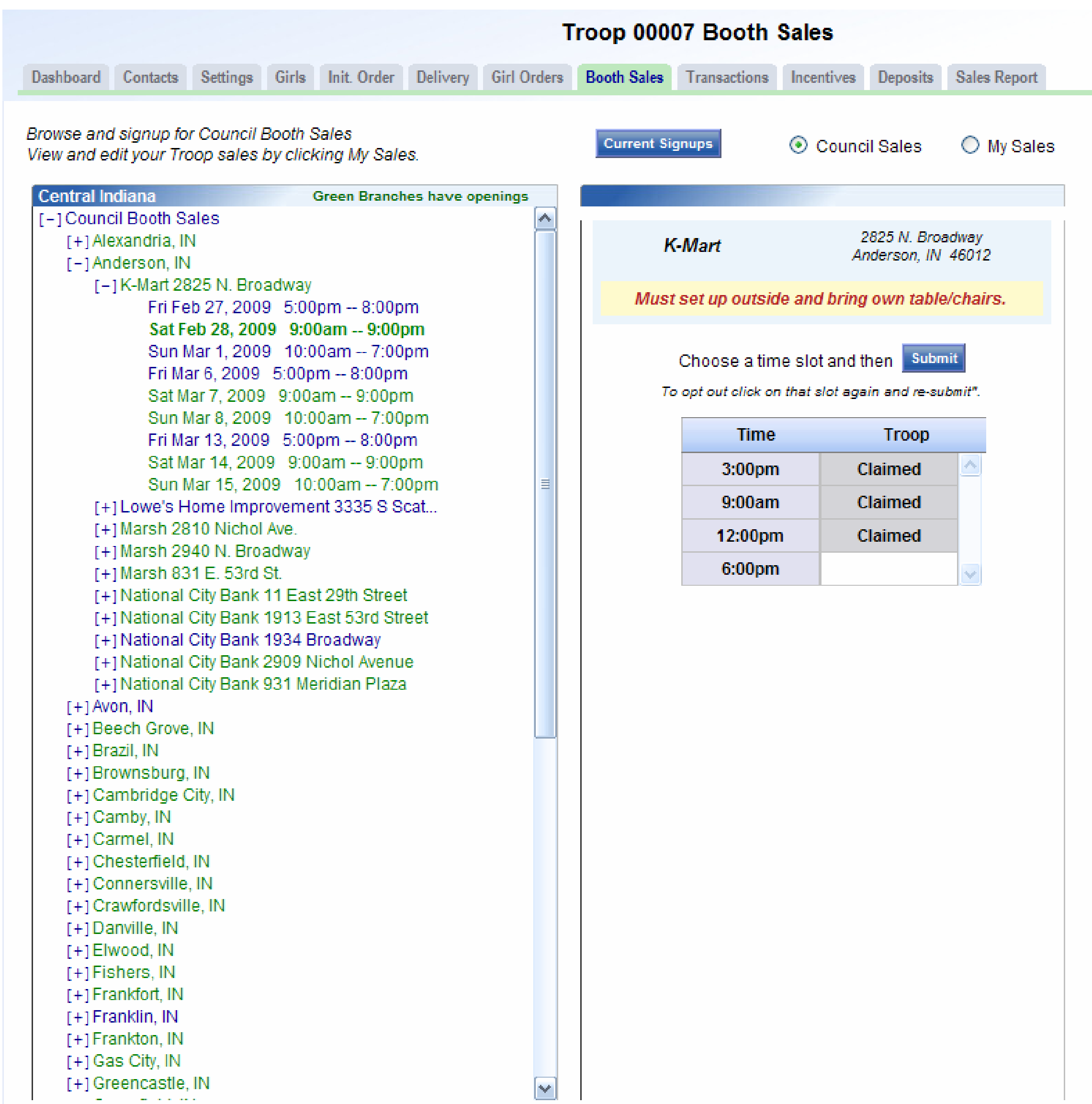
The Booth Sale tab is an optional tab. The use of the Booth Sale Module is determined by the council. A troop can sign up for a council booth sales and/or request a troop booth sale as so designated by their council.



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

Council Sponsored Booth Sales

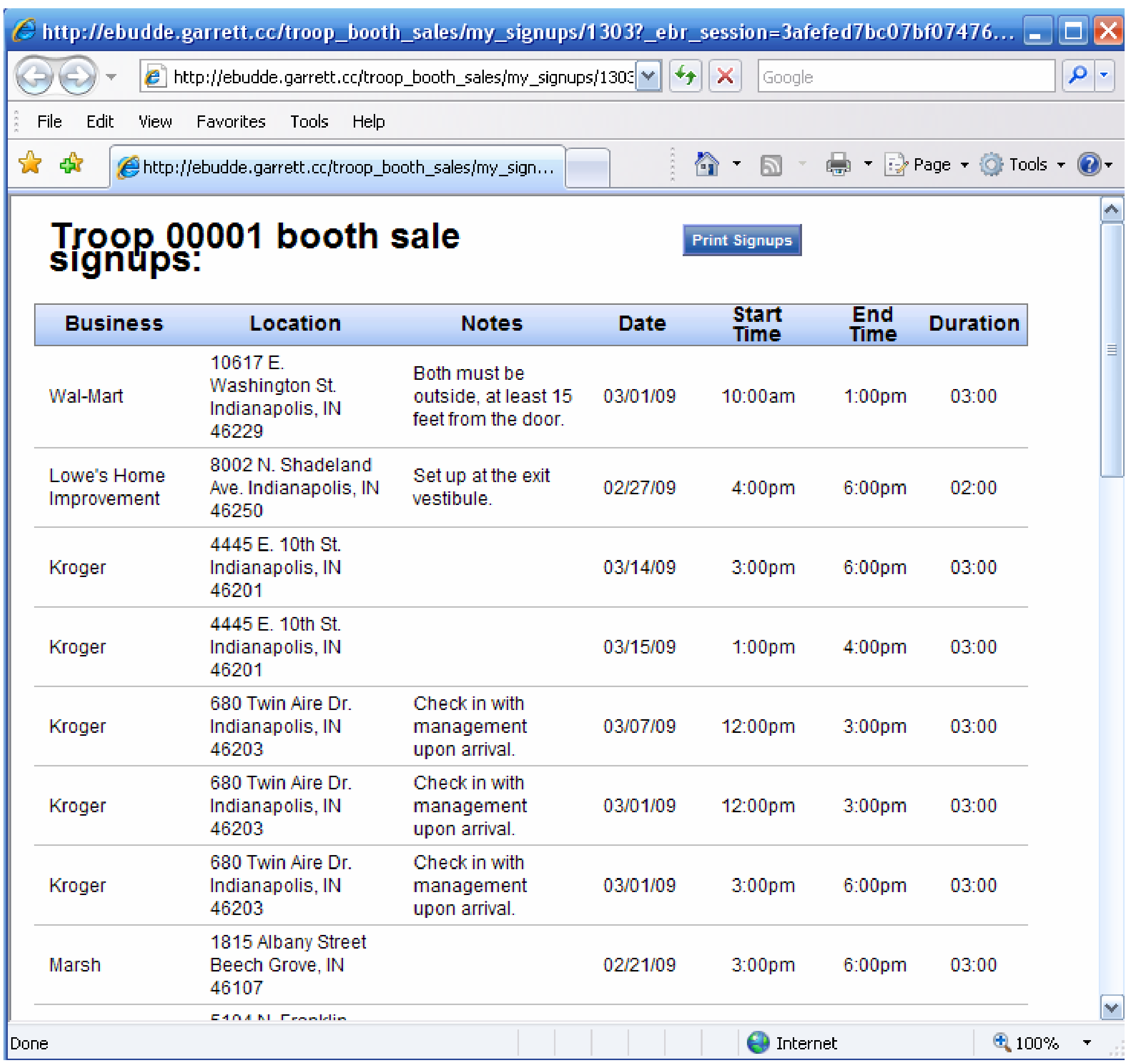
Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale at. There may be rules to how many and when these sites can be selected. Your council will inform you of these rules.



To begin setting up your Council Organized 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.

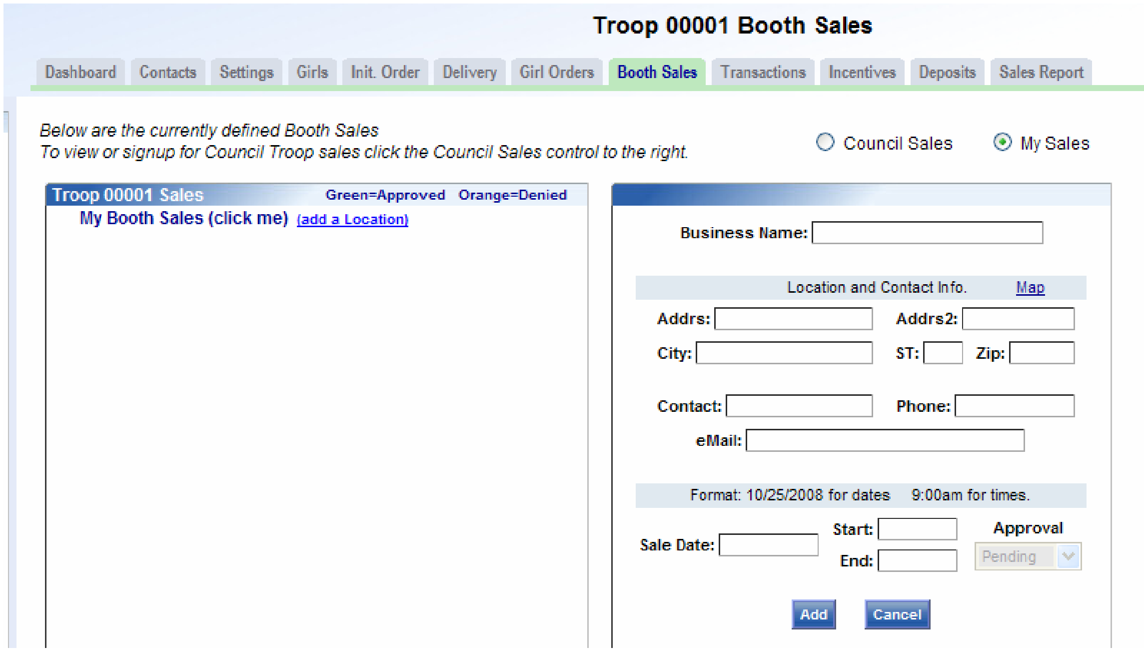
To check on your troop's booth sale locations at any time, click on the Current Signups button. A separate window will pop up to show you your locations.



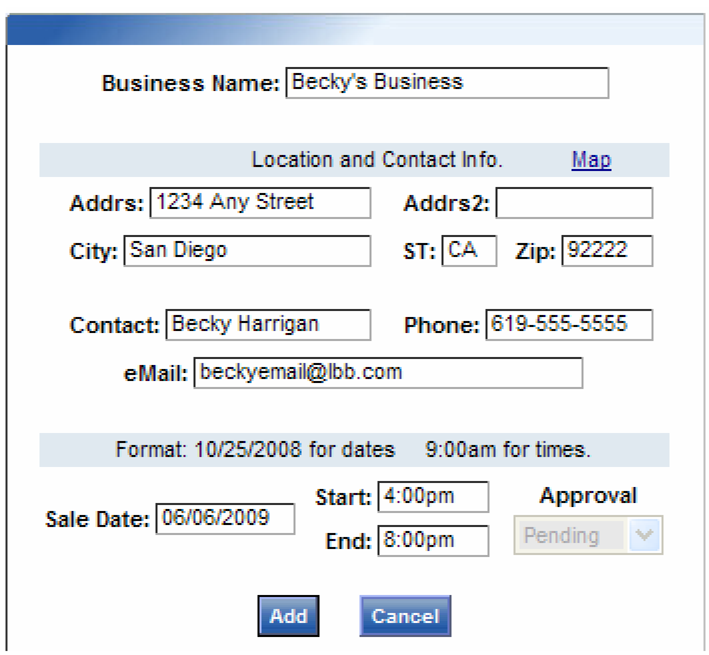
Business	Location	Notes	Date	Start Time	End Time	Duration
Wal-Mart	10617 E. Washington St. Indianapolis, IN 46229	Both must be outside, at least 15 feet from the door.	03/01/09	10:00am	1:00pm	03:00
Lowe's Home Improvement	8002 N. Shadeland Ave. Indianapolis, IN 46250	Set up at the exit vestibule.	02/27/09	4:00pm	6:00pm	02:00
Kroger	4445 E. 10th St. Indianapolis, IN 46201		03/14/09	3:00pm	6:00pm	03:00
Kroger	4445 E. 10th St. Indianapolis, IN 46201		03/15/09	1:00pm	4:00pm	03:00
Kroger	680 Twin Aire Dr. Indianapolis, IN 46203	Check in with management upon arrival.	03/07/09	12:00pm	3:00pm	03:00
Kroger	680 Twin Aire Dr. Indianapolis, IN 46203	Check in with management upon arrival.	03/01/09	12:00pm	3:00pm	03:00
Kroger	680 Twin Aire Dr. Indianapolis, IN 46203	Check in with management upon arrival.	03/01/09	3:00pm	6:00pm	03:00
Marsh	1815 Albany Street Beech Grove, IN 46107		02/21/09	3:00pm	6:00pm	03:00

Troop Booth Signup Request

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



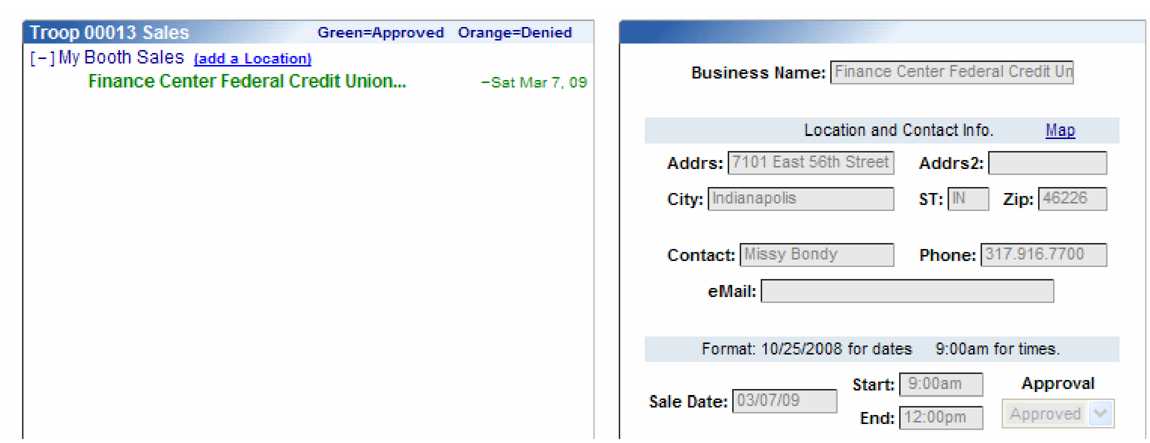
Click the radial button to the left of My Sales Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window. Your request is in a **Pending** status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



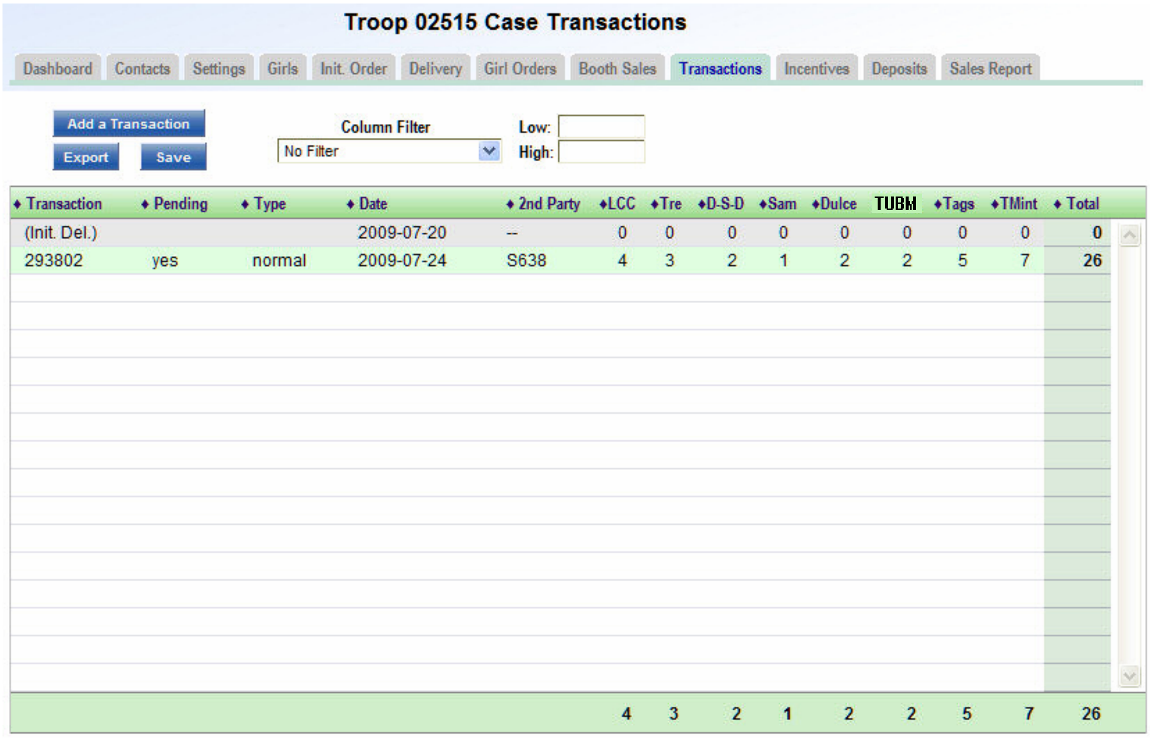
On the left, the color-coding helps identify the status of the request.

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**.



Troop Transactions



Troop 02515 Case Transactions

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

Add a Transaction | Export | Save

Column Filter: No Filter — Low: — High:

Transaction	Pending	Type	Date	2nd Party	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
(Init. Del.)			2009-07-20	--	0	0	0	0	0	0	0	0	0
293802	yes	normal	2009-07-24	S638	4	3	2	1	2	2	5	7	26
					4	3	2	1	2	2	5	7	26

Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit.

Troop transactions for Other Sources

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

Pending troop orders

Troops can now place pending cookie orders to service units and/or 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:

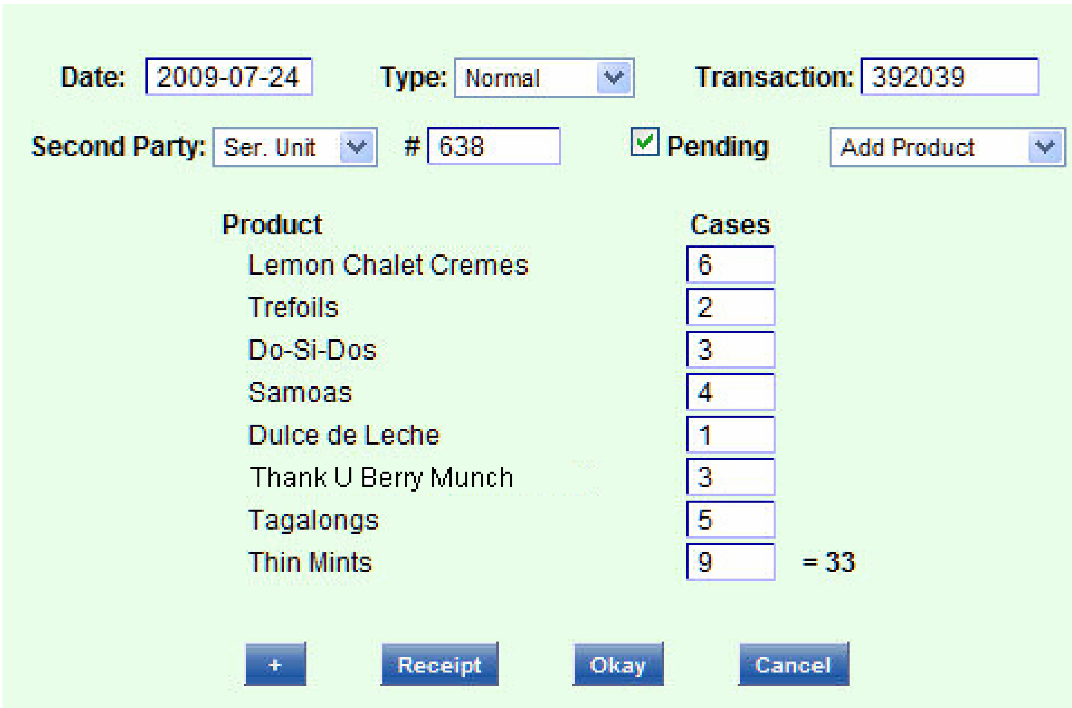
Transaction - This is the receipt code of the transaction
Pending – This shows if the order is pending.
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
LCC– Lemon Chalet Creme
Tre – Trefoils
DSD – Do-Si-Dos
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

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



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

Type – Select type of transaction.

Normal – Transaction with no specific designation
Booth – Transaction is for a booth sale
Adjustment – Transaction type for corrections **(This option available at council discretion)**
Return – Transaction for return of cookies **(This option available at council discretion)**
Reorder – Cupboard transaction for additional cookies **(This option available at council discretion)**

Transaction: - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. However,**

if you are going to print a receipt this box will automatically be filled with the receipt number from the form that you will be printing.
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, cupboard number.

Pending: (Optional) You will check this box if you are creating a pending order request.

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

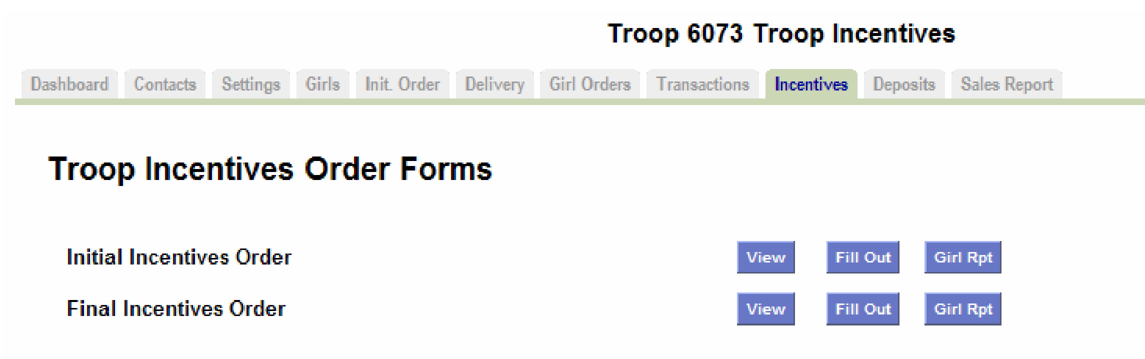
Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

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

Incentives Tab

There are two methods of entering in incentives. The incentives tab is for troops placing a compiled troop incentive order. You may also create incentive orders by girl.

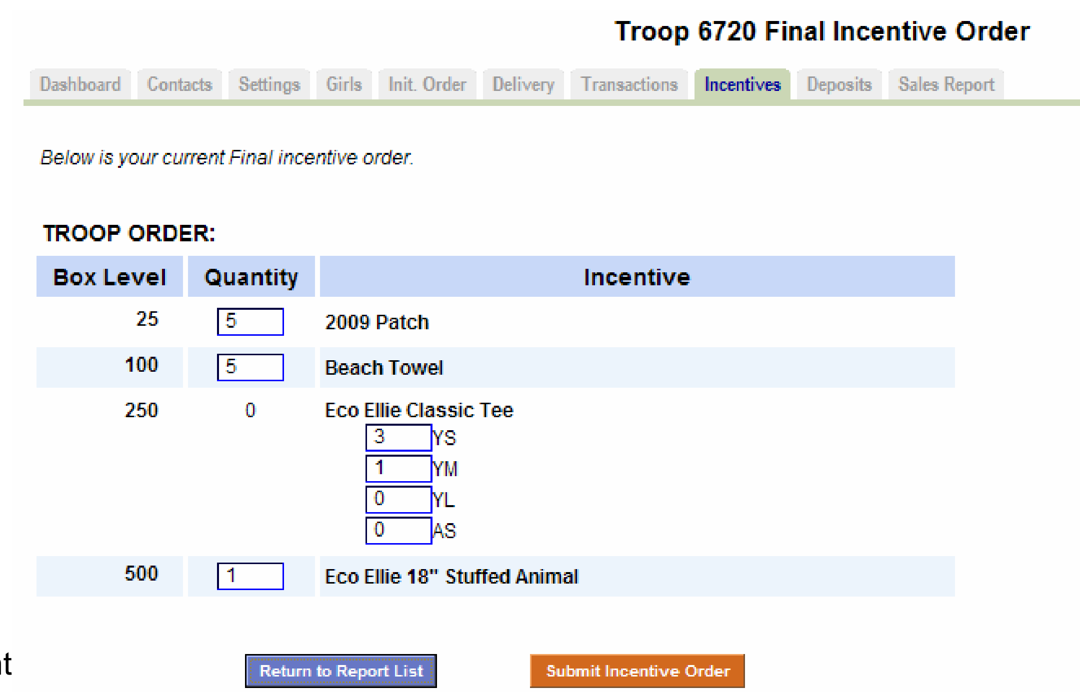
Troop Incentive Order



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 troop order.

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



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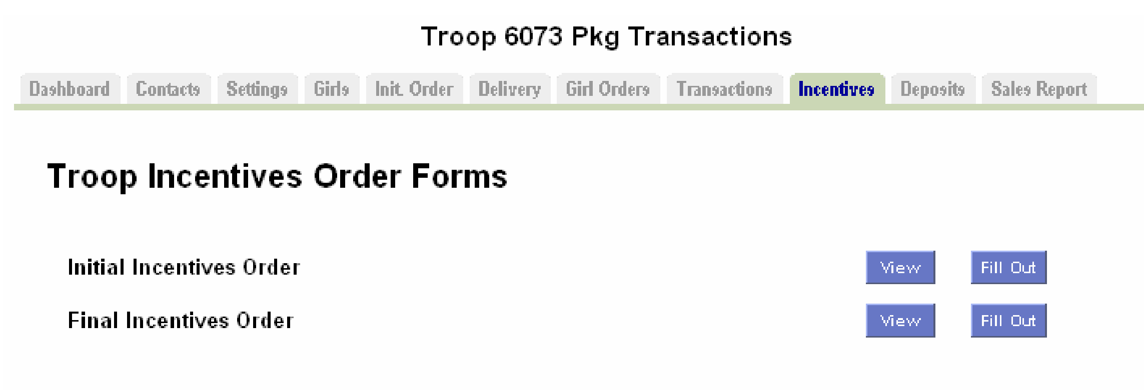
Individual Girl Incentive Order

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.

Troop 6073 Final Incentive Order

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

Click on a girl id at the top to edit a girl's incentive order.

GIRL ORDERS:

Becky H	receives 2 incentives
Cynthia W	receives 2 incentives
Patty W	receives 3 incentives (size/catalog selection done)
Beth H	receives 1 incentives
Sydney C	receives 0 incentives
Amanda H	receives 2 incentives

TROOP ORDER:

Box Level	Quantity	Incentive
25	5	**Marquee Theme Patch**
1	0	**Booth Patch**
50	4	**Journal**
100	1	**Girl Fashion Tee** 0 YS 1 YM 0 YL 0 AS 0 AM

Return to Report List | Submit Incentive Order

If you need to enter information for a girl order, the system will tell you. Click the girl's name.

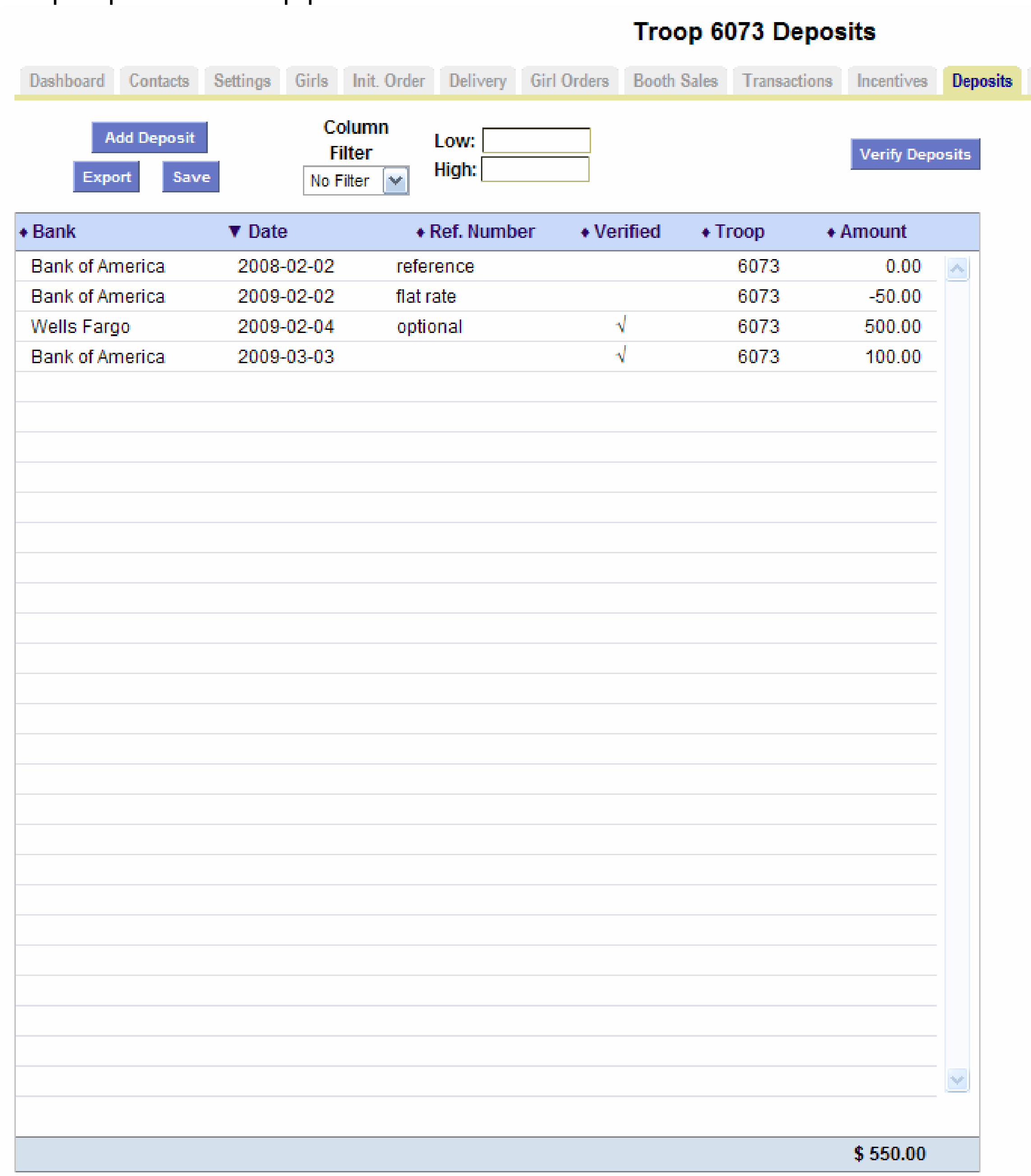
Enter the size for the t-shirt. Click the **Submit Girl Order** button.

Once all the girl incentive orders have been updated, review your troop order total. Enter any additional quantities if applicable. Submit your troop incentive order to the service unit.

Return to Report List – 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.

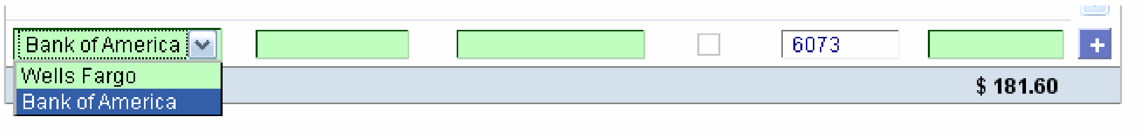
Deposits

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

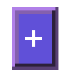


Bank	Date	Ref. Number	Verified	Troop	Amount
Bank of America	2008-02-02	reference		6073	0.00
Bank of America	2009-02-02	flat rate		6073	-50.00
Wells Fargo	2009-02-04	optional	√	6073	500.00
Bank of America	2009-03-03		√	6073	100.00

Click the **Add Deposit** button.



Select the bank, enter date, reference number (optional) and amount. Use the **Tab** key to move across the page. Press Enter to complete the line entry OR use the **Add More** button to key additional deposits.

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

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

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

Verified – Unavailable to troop user. Used by council to identify deposits verified to bank statement.

Troop – Already filled out

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

Navigating the Deposit Information Page

As you enter deposits, the system displays the deposits using a scrolling feature. To facilitate making changes there are several methods to navigate to the information that you need. You will want to use the method that best fits what editing you are trying to do.

Scrolling

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

Sorting

You can sort the deposits in an order that will show you the information in the order that you want.

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

Search and Filter

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

Editing/Deleting Deposits

All boxes can be changed, you can make changes by left-clicking your mouse in the box you want to correct and making the changes. You can also delete the deposit by pressing the **Delete** key on your keyboard. Deletions and changes can be made at the same time. Once you have made all your changes, left-click the **Save** button to save your changes.

Exporting the Deposits

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

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. You can enter in the amount of Gift of Caring cookies. Council Gift of Caring cookies will automatically populate on the sales report You can enter the number of cookie bundle customers.

Troop 6011 Sales Report

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

Council Becky Demo, Troop 6011 Sales Report

Becky Harrigan
1234 Any Street
San Diego, CA 92105
email: beckydemo@lbb.com
Phone: 555-5555
Cell: 555-5555

Girls Selling: 5
Girls Reg.: 5
Level: DAISY
SU Name: NCA
SU Number: 601
Sales Goal: 5
PGA Selling: 0.00
PGA Registered: 0.00

Pkg price: 3.50 **Case price:** 42.00
Trp Proceeds Rate: 0.550 **Receives Proceeds**: no
Generic Proceeds 1 (D, Br Jr.): 0.050; no
Generic Proceeds 2 (Cad): 0.100; no

Cookie Bundles | Submit | 0

Bank Name:
Routing No.: **Acct No.**:

Packages Received		
Initial Order	---	0

Remember to submit your GofC packages!

GofC packages. | Submit GofC | 0

Total Packages Received 0

Deposits Made		
Date	**Reference**	**Amount**
Total Deposits		**$ 0.00**

Total Troop Sales	$ 0.00
Troop Proceeds	- $ 0.00
Council Proceeds	$ 0.00

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

Signature: ______________________________

View report in CASES | Print Page | Show as PDF

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.