GSHPA eBudde Manual:
Service Unit Cookie Chair

eBudde Glossary

- Dashboard - the home page for your eBudde account

- GOC - Gift of Caring - online package donations collected through Digital Cookie

- TRPDN - Troop Donations - n-person donations collected and distributed by Troop

- Widgets - data windows featured on the dashboard

- Tabs - the tabs across the top of your dashboard allow to you add, change delete or view the information associated with that tab

- Opt Out - option for Junior Troops and older to opt out of receiving physical rewards in exchange for additional proceeds

- DOC - Digital Order Card -

- Pkgs. - individual box of Girl Scout Cookies

- Case - 12 packages of Girl Scout Cookies

- Transaction -

Navigating the System

• Add More (spacebar) - the "add more" button allows you to enter in additional rows on the transaction tab

<div style="float:right">+</div>

• Enter - 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

• OK - the "OK" button completes a row on a apage. Clicking on this button tells eBudde you are done with the data entry on the row

<div style="float:right">**OK**</div>

• Tabs - the tabs across the top of your dashboard allow to you add, change delete or view the information associated with that tab

• Tab key - the tab key is used to move from one box of information to another on all screens

Menu Bar

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

Season drop down - Allows you to see previous season's data (if applicable)

Quick Links – This provides a list of additional links for easy access.

Cookie Portal – This provides a link to the Cookie Portal which gives you access to your profile and other Little Brownie systems.

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

VIP eTraining – This provides a link to the VIP eTraining site that has cookie program and training resources.

Digital Order Card – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)

Cookie Calculator – This provides a link to the new cookie calculator. The cookie calculator is a helpful tool that allows you to calculate the selling prices of cookie varieties.

Search – This allows you to search for a girl or volunteer in your council.

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

Getting Started

eBudde™ is part of the Little Brownie Cookie Tech Portal for Single Sign-On. This new system allows for easier access to all Little Brownie Tech tools. No honger are there default passwords. You will be asked to create a new password for the new season the first time you log in. You can now get to eBudde™ from two ways – https://ebudde.littlebrownie.com or

https://cookieportal.littlebrownie.com

• Once eBudde has launched for the Girl Scout Cookie season and you have been approved in your role, you will receive a welcome email from eBudde.LittleBrownie.com with a login link

The process for gaining access is:

1. User receives "welcome email" with login link
2. Click on the link
3. At the password screen, enter and confirm personal password
4. At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information
5. Enter Little Brownie Cookie Tech Portal system
6. Confirm account update via email link

• Click the link within 48 hours and follow the instructions to set up your password

• Select the eBudde icon from the Cookie Tech Portal

• Visit https://cookieportal.littlebrownie.com/users/sign_in for future log ins

• **No Welcome Email?** If you do not receive an eBudde welcome email, you can visit https://cookieportal.littlebrownie.com/users/sign_in and click "Forgot Password" to trigger an email with instructions on setting up your account

• If you submit your agreement form after eBudde is launched, it will take 48 hours to be added to the system

• If you receive an error message when you log into eBudde, reach out to your VSC for assistance

Welcome Email
Subject: Welcome to the 2020-2021 Girl Scout Cookie Season

Password Requirements
Password email links are unique to you and have a time limit.
- The password requirements are as follows:
- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character
- Login attempt rules are as follows:
- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes

- **Forgot Password?** If you forgot your eBudde password, go to https://cookieportal. littlebrownie.com/users/sign_in, click "Forgot Password" and follow the steps to trigger an email with instructions on creating a new password
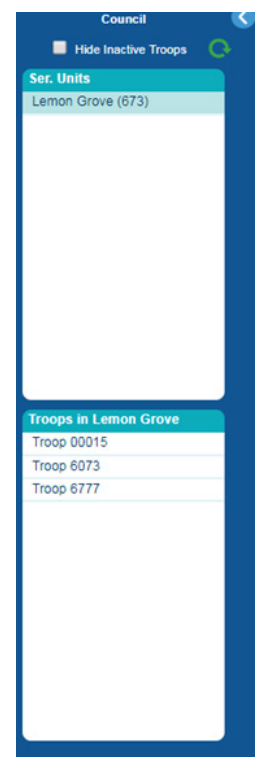
Navigation Tree

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

The navigation tree will start with your service unit name and number. As Troops are approved and uploaded, this tree will expand to list all Troops

As the Service Unit Cookie Char, you will have permission to edit and submit orders for the Service Unit as well as any Troop that is assigned to your Service Unit.

Click on the Service Unit/Troop number to access the eBudde dashboard for at specific role. From there, you can make edits or place orders as needed.

If you are also a TCC for a Troop(s), you will not have a separate dashboard for your TCC role.

SUCC Tabs

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

Dashboard	Contacts	Settings	Troops	Init. Order	Delivery	Transactions	Txn Pickups	Payments	Rewards	Reports	Help Center

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

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

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

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

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

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

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

Txn Pickups – This tab allows you to see cookie orders made to the cupboard

Payments - This tab is to view troop payments.

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

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

Help Center – The new Help Center will provide you additional information on the eBudde system.

SUCC Dashboard

When you log in, you will automatically be taking to your Service Units dashboard tab. From the dashboard you can view:

- the Navigation Tree
- cookie data for your Service Unit
- urgent messages/updates from GSHPA
- a calendar of important dates
- a checklist of role specific tasks specific

Timeline – The timeline lets you know what needs to be done when and when that period has passed.

Messages – You will have notification messages from GSHPA that are dates, prioritized and can be marked read. A priority message will have a star next to the envelope. If there is a longer message, there will be a Read More link to read the entire message. All read messages will fall to the bottom.

Calendar– The dashboard will display upcoming dates. If you need to see a full calendar, you can click View Full Calendar. It will display in another browser window a monthly calendar.

Checklist– The dashboard will display a checklist of items that you will need to do. Some items will get checked once you complete them like submitting your initial order. Others are just for your reference.

Contacts Tab

Action Items:
- *Update contact info*
- *Email volunteers/caregivers*

Lemon Grove (673) Contact Information

tacts	Settings	Troops	Init. Order	Delivery	Transactions	Deposits	Rew

E-mail Branch

Contacts

Service Unit Cookie Chair
su673succ@lbb.com
Phone:
Cell:
Gets email   Active   **Edit**

Contact Info
(good for all Cookie Tech Tools)

email: beckydemo@lbb.com

Address: 123 Any Street   **Home Phone:** 555-555-5555
Address2:   **Cell Phone:** 666-666-6666
City: San Diego
State: CA   **Zip:** 99999

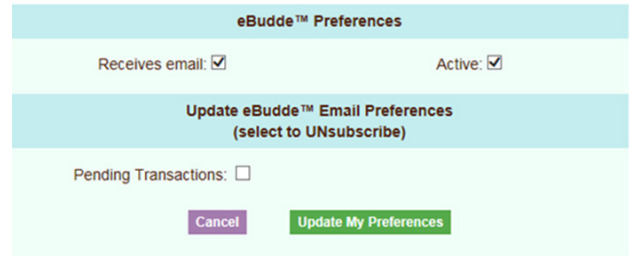**Update Contact Info**
(at Cookie Tech Portal)

Update Contact Info:
The contacts tab will display the name and contact info for the GSHPA volunteer approved to hold the associated role.
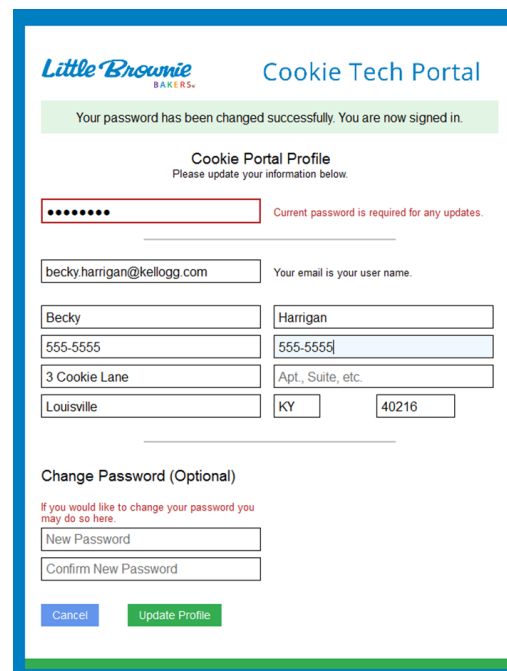
To edit your Service Unit Contact information click the Edit button next to the contact name. The system will open up a page to change the information.

To edit your contact information, click Edit below your name. Since we now have the new Cookie Tech Portal, you will need to change the information in the portal which will update eBudde™. When you click the Update Contact Info it will take you to the Cookie Tech Portal. Your information will be changed there and in eBudde™. When you click Update Contact Info, you will go to the update page to update your information.

You also have a section to just update your email preferences that are specific to eBudde™.

eBudde™ Preferences

Receives email: ☑   Active: ☑

Update eBudde™ Email Preferences
(select to UNsubscribe)

Pending Transactions: ☐

Cancel   **Update My Preferences**

Little Brownie BAKERS — Cookie Tech Portal

Your password has been changed successfully. You are now signed in.

Cookie Portal Profile
Please update your information below.

••••••••   Current password is required for any updates.

becky.harrigan@kellogg.com   Your email is your user name.

Becky	Harrigan
555-5555	555-5555
3 Cookie Lane	Apt., Suite, etc.
Louisville	KY 40216

Change Password (Optional)

If you would like to change your password you may do so here.

New Password

Confirm New Password

Cancel   **Update Profile**

Branch E-mail:

Calling all cookie communicators!

Please help us keep the eBudde™ system humming by using the best tool for the communication job:

1. For basic information such as policies and procedures, post files on your council's section of the VIP eTraining system. Volunteers can access them again and again without bogging down the system.
2. For alerts and timely reminders, use eBudde's™ in-system messaging. Now you can upload your file and the link will be sent to recipients. The attachment link will expire 45 days from the day of upload.

Remember "Branch email" is provided as a convenience to broadcast information to your branch of the council. Unlike the "Notices" system, email messages will only go out once per "send". Recipients will not be able to reply to this email.

When you use the best tool for the communication job, you help keep eBudde™ quick and lively for everyone. Thanks!

Return-to Adress: eBudde(tm) <do_not_reply@littlebrowniebaker

* Subject:

* Message: Plain Email ⦿   Html Email ○

* Send Email To
☐ Select All
☐ Troop Leaders
☐ Troop Cookie Chairs
☐ Troop Cookie Pickup Only Users

Emailing Volunteers/Caregivers:

To email your troops, click the email Branch button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde™ will be sent to you troop contact's regular email box. There is no replying of email in eBudde™. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

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

NOTE: If you add attachments, eBudde™ will not send attachments via email. eBudde™ will upload your attachments and send a link to the attachments via email to your selection. The links will be active for 45 days from date sent.

You can now designate if you want to email just those contacts labeled as Primary contacts you can check the box under Primary Only and eBudde™ will only email to those contacts. See page 19 on creating users as Primary contacts.

Service units can now email parents/guardians from eBudde. You will need to check the CAPTCHA box to send the email.

Settings Tab

Action Items:
- *View details for your Service Unit*
- *Edit calendar events*
- *Send eBudde messages*

Settings: 100 Acre Wood (615)

Contacts	Settings	Troops	Init. Order	Deli

Edit Settings   Edit Message   Edit Calendar Events

Settings

Name: 100 Acre Wood	Number: 615
Allow Troop Data Entry: yes	Enter Orders at Girl Level: yes
Goal (pkgs):	DOC Sync Completed?: No

Data Points From the 2020-21 Sale

Initial Order Pkgs: 10356	Addl Order Pkgs: 13560
Charity Pkgs: 212	DOC Pkgs: 656

Edit Calendar

You can create messages for troops to see on their dashboard when they log in. Click the Edit Messages button to create the message. You can create messages and mark them as priority message. You can also create a message to be published in a week and you can create messages with links and easy formatting.

Lemon Grove (673) Calendar Events

s	Settings	Troops	Init. Order	Delivery	Transactions	Deposits

Lemon Grove (673) Calendar Events

Date:	Display For:	Event Title:	Delete?

There no existing calendar events to display

Add a New Event:

2015-08-18	Troop ▼	Troop training by Service Unit	< Clear

Cancel   Update Calendar Event(s)

Settings Tab

Edit Messages

You can create messages for troops to see on their dashboard when they log in. Click the Edit Messages button to create the message. You can create messages and mark them as priority message. You can also create a message to be published in a week and you can create messages with links and easy formatting.

Enter the date that you want the message to be posted on the dashboard. Click the box to have the message placed on the Troop dashboard. If the message is important, mark the box labeled "Mark as PRIORITY". You can place a short message of 140 characters. You may also use that as the message line viewed on the dashboard and then any additional information that you place in the additional information box will allow them to see a link READ MORE. An example of this is below. After you have entered in your information click the Save button. If you do not want to update your message, click the Cancel button. Messages then show up on the dashboard of the troops as seen below. Troops will be able to mark messages as read. If you have more than just the short version of the messages, you will see the read more link for them to read the entire message.

Troops Tab

Action Items:
- *view Troop roster*
- *Unsubmit cookie order for a Troop*

View Troop roster

The Troops tab will allow you to view all of the Troops assigned to your Service Unit

Un-submitting Troop Orders

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

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

Initial Orders Tab

Action Items:
- *verify troop orders*
- *edit troop orders*
- *submit Service Unit Initial Order*

Init. Order
On this tab you will be able to view the Initial Orders for each Troop in your Service Unit by cases

Instructions for Service Units once orders have been placed for Troops by Troops or the service unit at the troop level

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

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

Submit Order – Left-click this button to submit your Service Unit order to your council. NOTE: You can only submit your order ONCE! If a change needs to be made, you will need to contact GSHPA to make the change to an order.

	Contacts	Settings	Troops	Init. Order	Delivery	Transactions	Txn Pickups	Payments		

Printable Version
Submit Order

Troop Info is listed below.
Please Submit your order only Once!
* Indicates Troops who have not submitted their order.

Troop	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
10431 *	0	0	0	0	0	0	0	0	0	0	0
12424 *	0	0	0	0	0	0	0	0	0	0	0
13399 *	0	0	0	0	0	0	0	0	0	0	0
19024 *	0	0	0	0	0	0	0	0	0	0	0
19044 *	0	0	0	0	0	0	0	0	0	0	0
Troop Subtotal	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0
SU-615	0	0	0	0	0	0	0	0	0	0	0
SU Subtotal	0	0	0	0	0	0	0	0	0	0	0

Delivery Tab

Action Items:
- *verify delivery day details*
- *verify Troops sign up for time slots*

Your Service Unit's delivery day and lcoation will be determined by GSHPA in conjunction with the delivery agents assigned to your area.

Ensure all the Troops have signed up for a time to pick up their Troop's Initial Order

100 Acre Wood (615) Delivery Sheet ❓

Contacts	Settings	Troops	Init. Order	Deliv

Print

Submit My Info

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Cases per Variety	4	4	4	4	4	4	4	4	4	36
							Total cases including any other troops picked up for			36

Will you be picking up for other troops? ○yes ●no

Please select your Delivery Station:

3 Sisters (752) : 10/03/2020 : 10:00am - 3:00pm ▾

Time	Line 1	Line 2
10:00am	T11625	T10601
10:10am	T18020	
10:20am	S615	
10:30am		
10:40am		
10:50am		
11:00am		

Rewards Tab

Action Items:
- *verify girl rewards*
- *edit girl rewards as needed*
- *submit Service Unit rewards*

Reward orders are entered at the girl or troop level. The SUCC is to monitor the entry of reward orders and submit the order to GSHPA. SUCC's will need to submit for both the Initial Order and the Final Order.

Order Type – Select which type of rewards you will be verifying and submitting to council: initial or final

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

Update Shipping Address – The SUCC must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the Service Unit.
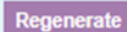
Submit Rewards Order – Once all troop reward orders have been verified, click the button. This will send your verified rewards order to GSHPA. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes. Contact a GSHPA staff member for any last minute edits.

Reports Tab

Action Items:
- *download and print reports*

This section will allow you to print reports for your Service Unit. We currently have nine reports. New reports will be added to the system. Left-click View Report to open the report in a Microsoft Excel downloadable window. All Excel reports will print in XLSX format

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

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

Exportable reports allow you to run reports in a fashion that puts all information in columns to facilitate sorting or simple data dumps. *(*recommended)*

INITIAL COOKIE ORDER REPORTS

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

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

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

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

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

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

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

INITIAL ORDER DELIVERY REPORTS

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

DOC REPORTS

DOC Orders By Type By Girl – This report prints the troop orders that are coming from the Digital Cookie system. You can see all orders for every girl or filter by date, type of order, etc.

DOC Financial Report By Girl – This report prints the troop order monies collected by the Digital Cookie system of all orders sent over by the Digital Cookie system to eBudde.

REWARD REPORTS

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

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

Troop Rewards HTML – The report prints the troop reward in portrait orientation 8 x 11. Can print on multiple pages if rewards program has a lot of items.

BOOTH SCHEDULING REPORTS

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

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

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

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

BANKING REPORTS

Booth Sale Recorder Traffic – This report gives statistics on the use of the booth sale recorder in your service unit   This report is only available for users that are booth sale uploader.

Troop Payments – This report will list all payments for your service unit. It will give you the option for filtering what is on the report.

RECAP REPORTS

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

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

Troop Sales Summary – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories if applicable.   This report can be viewed in packages or cases by clicking the appropriate radial button.
You can also filter this report to show only troops who are due a refund or owe money by check the appropriate box. If no boxes are check, all troops will be displayed.

Troop Sales Summary (by age level) - This report includes all the columns that you see in the troop sales summary report but it subtotals by the troop's program age level. i.e. Daisy, Brownie, Junior, etc.

IO Breakout – This report will allow you to see the statistics for your troop's initial order. You will be able to see what part of the order are girl orders, booth, extras due to rounding up to total cases. Allows you to do analysis of your initial orders.

Troop Variety Summary – This report lists for each troop the total varieties ordered.

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

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

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

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

INVENTORY REPORTS

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

ROSTER AND CONTACT LISTS REPORTS

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

Troop Roster with Banks- This report prints the details of the troop settings tab for all troops including the bank information in full viewing format. This report is only available to users who have Bank Manager Account permissions.

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

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

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