

GSHPA eBudde Manual: *Troop Cookie Chair*



eBudde Glossary

- Dashboard - the home page for your eBudde account
- GOC - online package donations collected through Digital Cookie
- TRPDN - in-person donations collected and distributed by Troop
- Widgets
- Tabs - the tabs across the top of your dashboard allow to you add, change delete or view the information associated with that tab
- Campaign Sales Seasons - at the top of the page you can view data from previous Girl Scout Cookie Programs; be sure to always go back to the current season when making edits for this year
- Quick Links - at the top of the screen, you can access the Quick Links menu bar to quickly navigate to various tools of the Girl Scout Cookie Program: Cookie Portal, LittleBrownie.com; VIP eTraining, Digital Cookie and eBudde Cookie Calculator
- Search bar - at the top of the screen you can search for girls or Troop Cookie Chairs within your Service Unit

Navigating the System

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



- 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 page. Clicking on this button tells eBudde you are done with the data entry on the row



- Tabs - the tabs across the top of your dashboard allow you to 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 longer 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](mailto: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

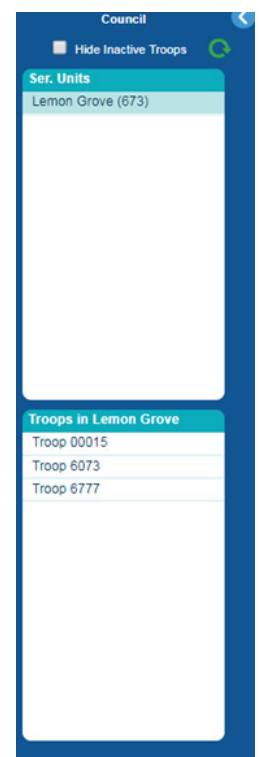
Once you enter the system, you will notice that the screen is divided into two sections.

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.



TCC Tabs

On the Troop 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 – Default screen that shows important messages, calendar, checklist and dates

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This DOES NOT include changing the email address. That must be done from the login screen.

Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.

Girls – This allows you to enter girl names, grade, id and goal information

Init. Order – This option is for entering your troop initial cookie order

Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)

Girl Orders - Track girl initial, booth and additional orders and payments

Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.

Txn. Pickups – this tab allows you to confirm cupboard pickup if cupboard is using contactless pickup.

Rewards – Troop reward ordering

Booth Sales – This option allows you to select council booth sale sites and/or request a troop booth sale site.

Payments – Troop payment to council recording

Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, payments and submitting total Gift of Caring numbers (if applicable)

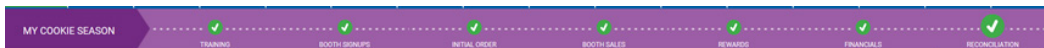
Reports – Two reports available for troops. Cupboard listing and delivery site listing.

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

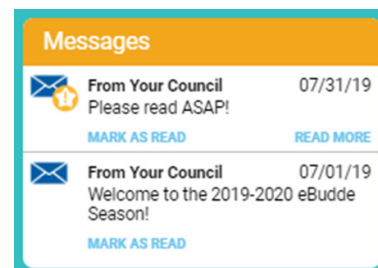
TCC Dashboard

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. From the dashboard you can view important messages, calendar of dates, a Troop check list and upcoming Booth sales

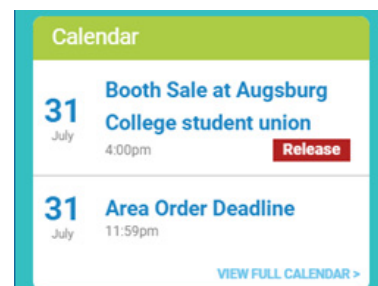
Timeline – The timeline lets you know what needs to be done when and when that period has passed.



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.

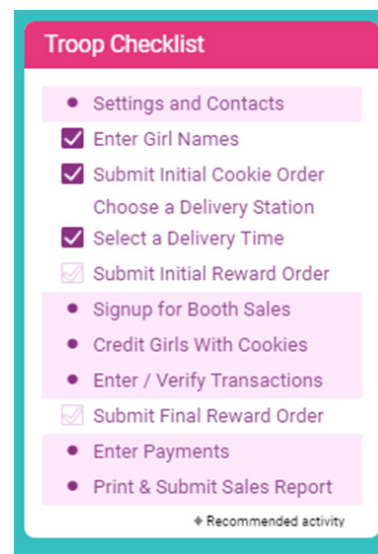


Calendar– The dashboard will display upcoming dates. If you need to see a full calendar, you can click View Full Calendar. It will display in another browser window a monthly calendar. You can now release a booth site that you can no longer attend from the calendar on the dashboard.



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.

Dashboard Data - The following data can be found on your dashboard Sales Progress Report: Current Orders, Compared to End of Last Season) for Type of order, orders by program age level, orders by grade and if your council participates in Digital Cookie, orders by Digital Cookie type. In addition, you will be able to see, rewards statistics, service unit contacts, cupboard locations and links for additional resources.



Contacts Tab

Action Items:

- *Update contact info*
- *Email caregivers*



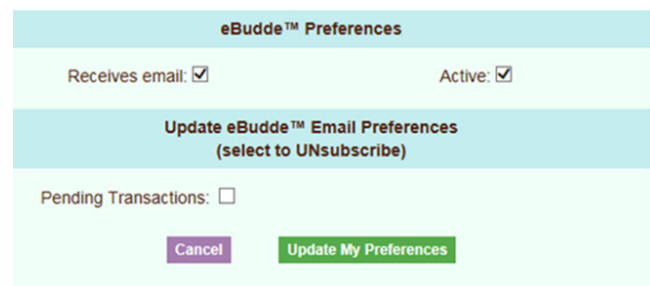
The screenshot shows the 'Troop 6073 Contact Information' page. At the top, there is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, Deposits, and GOC Org. Below the navigation bar, there is a section titled 'E-mail Caregivers' with a sub-section 'Contacts'. This section contains two contact entries. The first entry is for the Troop Leader, with contact info that has not been updated. The second entry is for Becky Harrigan, Troop Cookie Chair, with contact information including address, phone, and email. To the right of the 'E-mail Caregivers' section is a 'Contact Info' section for the Troop, which includes email, address, home phone, cell phone, city, state, and zip. There is an 'Update Contact Info' button at the bottom of this section.

Update Contact Info:

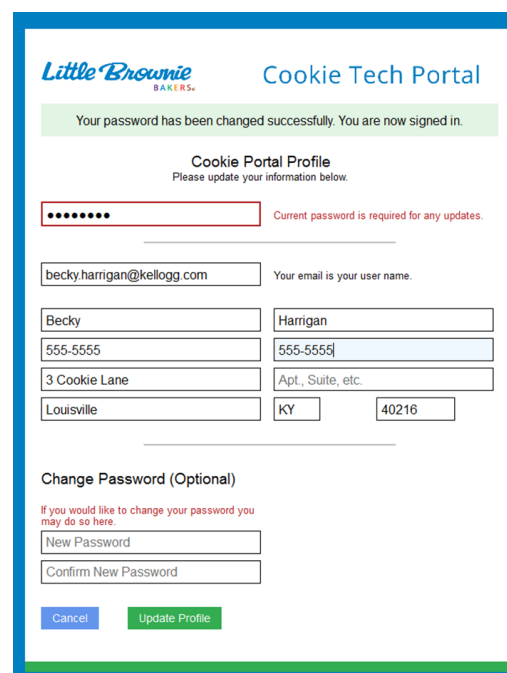
The contacts tab will display the name and contact info for the GSHPA volunteer approved to hold the associated role.

To edit your 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™.



The screenshot shows the 'eBudde™ Preferences' page. It has a section for 'Receives email:' with a checked checkbox and an 'Active:' checkbox also checked. Below this is a section titled 'Update eBudde™ Email Preferences (select to UNSUBSCRIBE)'. There is a 'Pending Transactions:' checkbox which is unchecked. At the bottom, there are two buttons: 'Cancel' and 'Update My Preferences'.



The screenshot shows the 'Little Brownie BAKERS Cookie Tech Portal' login and profile update page. At the top, there is a message: 'Your password has been changed successfully. You are now signed in.' Below this is the 'Cookie Portal Profile' section with the instruction 'Please update your information below.' There is a password field with a red border and a note 'Current password is required for any updates.' Below that is an email field with the value 'becky.harrigan@kellogg.com' and a note 'Your email is your user name.' There are several text input fields for personal information: 'Becky', 'Harrigan', '555-5555', '555-5555', '3 Cookie Lane', 'Apt., Suite, etc.', 'Louisville', 'KY', and '40216'. At the bottom, there is a 'Change Password (Optional)' section with a note 'If you would like to change your password you may do so here.' and two input fields for 'New Password' and 'Confirm New Password'. There are 'Cancel' and 'Update Profile' buttons at the very bottom.

Emailing Volunteers/Caregivers:

Troop can now email their girl's primary caregiver on the contacts tab. Click the E-mail Caregivers button. The system will open up the email page. You are now able to email individual girl caregivers or all caregivers. The system shows you the information you need to send the email. This is an email blast and there is no way for the caregiver to reply to you from this email as eBudde does not have an inbox. Emails are outgoing only.

The system will display a screen with instructions and email limitations. 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 will need to check the CAPTCHA box to send the email.

This emailing system allows messages in plain text and in html. The HTML allows for additional formatting.



Caregiver 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 "Caregiver email" is provided as a convenience to broadcast information to the caregivers for your girls. 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 Address:

* Subject:


* Message: Plain Email Html Email

(max 5MB)

Attachment: No file chosen

* Send Email To

- Select All
- Abiella A. (aa@becky.lbb.com)
 - Becky H. (slickbh12@becky.lbb.com)
 - Cindy W. (rharrigan6614@becky.lbb.com)
 - Froska L. (fl@becky.lbb.com)
 - Hattie K. (hk@becky.lbb.com)
 - Kallie S. (ks@becky.lbb.com)
 - Lilliana A. (la@becky.lbb.com)
 - Millie W. (mw@becky.lbb.com)
 - Morgan M. (mm@becky.lbb.com)

I'm not a robot 
reCAPTCHA
Privacy • Terms

Settings Tab

Action Items:

- *View details for your Troop*
- *Opt out option*

The Settings tab allows you to view your troop information. If any of the information is incorrect, please contact your VSC as soon as possible with the accurate info.

Settings	
Number: ? 18020	#Girls Registered: ? 8
#Girls Selling: ? 7	Troop Goal (pkgs): ? 500
Level: ? Brownie	Opt out of rewards for additional proceeds: ? no You will receive rewards.
Bank Name: ?	Bank Routing No: ?
Bank Account No: ?	
DOC Troop?: ? yes	DOC Sync Completed?: ? Yes
Active Seller: yes	

Number – Troop Number

Girls Registered – Enter the number of girls registered in the troop. May be automatically filled in by number of girls registered on the girl tab.

Girls Selling – Enter the number of girls selling in the troop. May be automatically filled in by number of girls selling 1 box or more on the girl order tab.

Troop Goal (pkgs) – Enter the troop goal in packages. This information is mandatory before the initial order and will be sent to Digital Cookie.

Level – Select the appropriate program age level

Opt out of rewards for additional proceeds – Click “Edit Settings” and mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards. (Junior troops and older only)

DOC Troop – Denotes if the troop is part of the Digital Cookie system.

DOC Sync Complete – Denotes that the appropriate troop information has been sent to the Digital Cookie system.

Active Seller – Denotes if troop is an active troop selling cookies.

Generic Proceeds – A council may have council-specific proceeds that troops are eligible for.

Deadlines Parent Initial Order – This date will be preset by your council. You have the opportunity to override this date if necessary. This information will be sent to the Digital Cookie system to inform parents there of the date.

Data Points from the Previous Year - This is information from last year’s cookie sales. Your council may already have this information for you.

Girls Tab

The girl tab allows you view the names of the girls in your Troop. You can designate a t-shirt size for each girl and edit caregiver email addresses as needed. Click the purple “Update” button to save any changes.

Troop 6 Girls [?](#)

First Name	Last Name	GSUSA Id	Inactive?	Grade	Reg'd?	Shirt Size	Sales Goal
<input type="text" value="Blair"/>	<input type="text" value="King"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text" value="Callie"/>	<input type="text" value="Easley"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text" value="Faryn"/>	<input type="text" value="Matney"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text" value="Paige Marie"/>	<input type="text" value="King"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>

If there is a girl missing from your roster, confirm that she is registered for the current membership year. Once she is registered, she will be uploaded to eBudde within 48 hours. If a girl is registered for the current membership year but is not showing on your roster, contact your VSC as soon as possible.

Initial Orders Tab

Cookies are ordered by the case for initial order; there are 12 packages in one case of cookies.

Initial Order with Digital Cookie Girl Delivery Orders

Digital Cookie Girl Delivery Orders approved by the parent will automatically be added to the girl's Initial Order in eBudde.

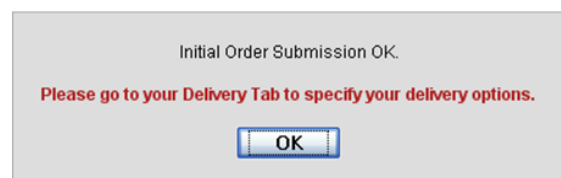
Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T-GOC	Total
✓	Abiella A.	10	10	10	10	10	10	10	10	10	10	0	100
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
	Total Order	10	10	10	10	10	10	10	10	10	10	0	100
✓	Becky H.	0	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	0	0	0	0	0	0	0	0	0	0	0

Each girl will have three rows on the page. One is the order card row which allows you to do data entry for the order card order from the girl. The next row is the DOC Girl Del. row which is not editable. These are girl delivery orders, approved by the parent and sent from Digital Cookie to eBudde. These orders match the girl delivery approved orders in Digital Cookie. The last row is a total of the Order Card and DOC Girl Del. rows.

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.

If a girl is marked inactive, you will not be able to enter an initial order for the girl. Her record will be greyed out.

Next Steps - Once you have submitted your Troop's Initial Order, you will be prompted to go to the Delivery Tab to select a time to pick up your Troop's Initial Order on your Service Unit's designated delivery day.



Pkgs Ordered - the total amount of Initial Order packages a girl has ordered by variety.

Cases to Order - the total amount of cases the troop will be receiving in mid-March by variety.

Other+Extras+Charity - the additional packages the troop will have that are not yet sold. Troops can use these additional packages sell during the direct sale or donate locally.

GOC- online donation packages; will not be physically distributed to girls

BOOTH- line for ordering additional packages for troop beyond what the girls need to fulfill Initial Orders

DOC Girl Del.- Digital Cookie Girl Delivery Orders approved by the parent will automatically be added to the girl's Initial Order in eBudde.

TRPDN- packages needed to fulfill donations being distributed by the Troop

Delivery Tab

Action Items:

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

The delivery tab allows you to select your cookie delivery time and also view your delivery site information. You may or may not be required to enter information on this tab.

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. If there are no time slots available, contact your VSC for assistance.

	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		

Someone from my troop

If you or a trusted adult associated with your troop is picking up the initial order, select someone from my troop. Next select if you are also picking up the initial order for another troop. If you are, enter the troop number of those troop(s). Next you will see the Delivery Station and day your troop has been assigned to. Select a timeslot that is not greyed out by another troop. Click "Submit My Info" at the top of the page.

Some other troop

You may be in a situation where another troop is able to pick up your initial order. If that is the case, simply select some other troop. Make sure the TCC from the other troop indicates in eBudde that they will be picking up your troop's initial order.

Select A Delivery Time

- Select a time slot
- Click the purple "Submit My Info" button
- Click "Print" for a confirmation of your Troop Delivery information

Delivery Tab

Delivery Confirmation

Once you have submitted your delivery info, you will be able to view the delivery confirmation. Please share this with the individual picking up the Troop's Initial Order.

Troop 6073 Delivery Sheet [?](#)

Settings	Girls	Init. Order	Delivery	Girl Orders	Tran
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Printed On: Jul 30, 2021 at 10:14AM

[Signup](#)

[Print](#)

Please print this page and bring it with you.

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total
Your Cases	0	0	0	0	0	0	0	0	0	0

Pickup Name: Becky 2

Pickup Location: dadd, dcity dzip

Pickup Date: Thursday, August 26

Pickup Time: 10:10am

Pickup door: door 2

ESTIMATED Number of Vehicles:

(you will need ONE of the following)

- 0 Compact Car
- 0 Hatchback Car
- 0 Mid-size sedan
- 0 Sport utility vehicle
- 0 Station Wagon
- 0 Mini van (seats in)
- 0 Pick-up truck (full-size bed)
- 0 Cargo van (seats in)

Message from your Delivery Clerk

troop coment

Helpful Hints

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



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

Signature

Girl Order Tab

Action Items:

- *credit girls with packages*
- *record booth sales*
- *track payments*

This tab allows you to credit packages to girls, additional cookie orders, booth sales packages sold, Gift of Caring packages and payments. You can add a comment on each row with details about the transaction. There are two views of the girl orders. You can see a summary troop view or each girl's detail.

Troop Summary View

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

Initial – These cookies were sold at initial order time and this number will match the girl's order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab.

Booth – These cookies are the cookies the girls sell at the booth sites.

Other – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-about, etc.

Total – Total of cookies sold by the girl.

Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.

Paid – This column will display all payments made by the girl to the troop.

Bal Due – This is the balance that is still due from the girl.

GOC - These cookies are automatically added to eBudde from Digital Cookie Gift of Caring donations

TRPDN - These are cookies being donated locally by the Troop

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

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

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

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

Girl Order Tab

As girls continue to sell throughout the program you can add transactions and payments as needed. Unlike the initial order tab, the sole purpose of the Girl Orders tab is to credit girls with packages that have already been purchased by the troop. Troops can order additional packages or cases by navigating to the Transactions tab.

Girl View

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

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

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

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

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

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

All Orders – The All Orders drop box allows you to see all of the girl's records, initial order recap, and/or girl delivery records (if applicable)

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

Troop 10626 Girl Trans.

#DOC	#Comment	\$ 5.00 *Cookie Initial	\$ 6.00 *Spec Initial	\$ 5.00 *CFH	\$ 5.00 *Cookie Booth	\$ 5.00 *Cookie Other	\$ 6.00 *Spec Booth	\$ 6.00 *Spec Other	#Total	Total Due	Paid	Bal. Due	Fulfilled
✓ DLVR 27595950		0	0	0	0	0	0	0	0	\$ 0.00	\$ 16.00	\$ -16.00	
✓ DLVR 27607294		0	0	0	0	0	0	0	0	\$ 0.00	\$ 10.00	\$ -10.00	
✓ DLVR 27793483		0	0	0	0	0	0	0	0	\$ 0.00	\$ 25.00	\$ -25.00	
✓ SHIP 27979762		0	0	0	0	4	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00	
✓ DLVR 28779394		0	0	0	0	0	0	0	0	\$ 0.00	\$ 25.00	\$ -25.00	
✓ DON 28916811		0	0	7	0	0	0	0	7	\$ 35.00	\$ 35.00	\$ 0.00	
✓ DLVR 30101907		0	0	0	0	0	0	0	0	\$ 0.00	\$ 20.00	\$ -20.00	
Init. Order "Locked"		125	13	12	0	0	0	0	150	\$ 763.00	\$ 0.00	\$ 763.00	
✓ DON 30963166		0	0	10	0	0	0	0	10	\$ 50.00	\$ 50.00	\$ 0.00	
✓ DLVR 31051410		0	0	0	0	0	0	0	0	\$ 0.00	\$ 15.00	\$ -15.00	
✓ DLVR 32176413		0	0	0	0	0	0	0	0	\$ 0.00	\$ 50.00	\$ -50.00	
		0	0	0	0	3	0	0	3	\$ 15.00	\$ 0.00	\$ 15.00	
	goal getter fire stone	0	0	0	0	11	0	2	13	\$ 67.00	\$ 67.00	\$ 0.00	
	goal getter self	0	0	0	0	25	0	2	27	\$ 137.00	\$ 0.00	\$ 137.00	
✓ DLVR 32305808		0	0	0	0	0	0	0	0	\$ 0.00	\$ 12.00	\$ -12.00	
	Goal getter 3-3	0	0	0	0	20	0	4	24	\$ 124.00	\$ 0.00	\$ 124.00	
	2-4	0	0	0	0	0	0	0	0	\$ 0.00	\$ 97.00	\$ -97.00	
	Goal getter	0	0	0	0	4	0	0	4	\$ 20.00	\$ 0.00	\$ 20.00	

DOC DLVR – DOC Girl Delivery Order

DOC SHIP – Online order shipped directly to customer

DOC DON – Gift of Caring online donations

Girl Order Tab

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the Add Payment button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the SAVE button to save the transaction(s). You are able to add only payments even if the system is closed to you for other data entry.

•Comment	•Initial	•C GOC	•Booth	•Other	•T GOC	•Total	•Total Due	•Paid	•Bal. Due	•F GOC
Init. Order "Locked"	210	1	0	0	1	212	\$ 848.00	\$ 0.00	\$ 848.00	1
Additional Order	0	0	0	5	0	5	\$ 20.00	\$ 20.00	\$ 0.00	0
						0				
	210	1	0	5	1	217	\$ 868.00	\$ 20.00	\$ 848.00	1

Comment - Use this comment box to add as much description about the payment as possible. For example: receipt number, date of payment, description of cookie order

Paid - enter the amount a girl/family has paid to the troop for this order

Mark orders as paid for packages that were sold during a direct sale opportunity facilitated by the troop. Girls/families should not be charged for these packages as the troop has already received payment for these packages. Payment for online orders are submitted through Digital Cookie and sent directly to GSHPA. Payment for all online orders will be deducted from the total amount a troop owes to GSHPA.

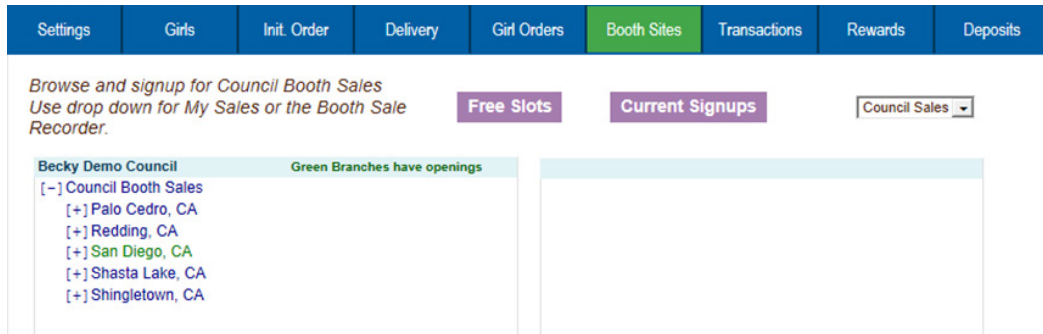
Record Booth Sale – this button takes you to the Booth Site tab so you can record booth site packages sold

Store	Date & Time	Address
Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103
Walmart	Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Door San Diego, CA 92101



Booth Sites Tab

This tab allows a troop to sign up for a council booth site and/or request a troop booth site. eBudde™ will notify troop contacts of an upcoming booth site daily starting 3 days prior to the booth site. Click the Booth Sites tab to use the Booth Site system.



Free Slots

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

Specify Any Filter Criteria You'd Like:

Business Name:

City:

State: (ex: NY) Zip:

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

Starting Date:

Ending Date:

Start Time after:

Start Time before:

Becky Testing Council Available Booth Sites							
Jul 6, 2011 at 02:42PM							
Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

Current Signups - To check on your troop's booth sale locations at any time, click on the Current Signups button. A separate window will pop up to show you your locations. This report will show council sponsored booth sites and approved troop requested sites. Booth sites in the past will drop off the report. The report will also state the day of the week and both location and time notes.



Booth Sites Tab

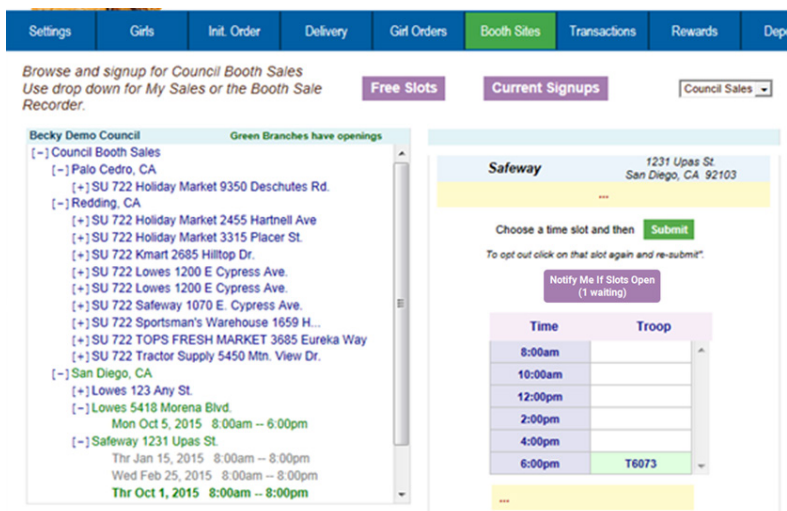
Council Sponsored Booth

Council sponsored booth sales are sites that are scheduled by GSHPA and open to all troops to hold a booth sale at. Various sites will have specific guidelines from the businesses. There may be rules to how many and when these sites can be selected.

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

To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed.

NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.



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

Time	Troop
8:00am	
10:00am	
12:00pm	
2:00pm	
4:00pm	
6:00pm	T6073

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

Time	Troop
8:00am	
10:00am	
12:00pm	
2:00pm	
4:00pm	
6:00pm	T6073

Council Sponsored Booth - Waitlist

You can now be put on a waitlist for a booth location for a specific date. Click the Notify Me if Slots Open button. eBudde™ will then send you an email if any one or more of the slots become open. KEEP IN MIND – IT IS A FIRST COME, FIRST SERVE FOR SIGNING UP FOR THE SLOT! There may be several of you that get the email. You will need to go into eBudde™ or Troop App to claim that slot. There is a possibility that someone else got there first to claim!

Once you have asked to be notified, eBudde™ will continue to send emails when slots become open. If you want to turn the notification off, go back to the booth site and you will see a button that says Stop Notifying Me. Click that button and eBudde™ will stop the notifications for that location/date.

You can now see on the Notify button how many troops are on the waiting list. You can see on the button that there is one other troop on the waiting list

Booth Sites Tab

Troop Sponsored Booth

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.

The screenshot shows the 'Booth Sites' tab in the eBudde interface. At the top, there is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites (highlighted), Transactions, Rewards, and Deposits. Below the navigation bar, there is a message: 'Below are the currently defined Booth Sales To view or signup for Council Troop sales chose Council Sales in the drop down.' To the right of this message is a dropdown menu labeled 'My Sales'. Below the message, there is a list of sales. The first entry is 'Troop 6073 Sales' with a status of 'Green+Approved' and 'Orange+Denied'. Below this, there is a sub-entry for 'Becky's Pizza Parlour' with a status of 'Green+Approved' and 'Orange+Denied'. To the right of the list is a form to add a location. The form has a 'Business Name' field, a 'Location and Contact Info.' section with fields for 'Address', 'Address2', 'City', 'ST', and 'Zip', and a 'Map' link. Below this is a 'Contact' section with fields for 'Contact' and 'Phone', and an 'eMail' field. There is also a 'Format' section with a dropdown for '10/25/2011 for dates' and '9:00am for times'. Below this is a 'Sale Date' section with fields for 'Sale Date', 'Start', 'End', and 'Approval'. At the bottom of the form is a 'Requested' section with a 'Reason for approval/denial:' field and 'Add' and 'Cancel' buttons.

This is a detailed view of the 'Add a Location' form. The 'Business Name' field contains 'Becky's Pizza Parlour'. The 'Location and Contact Info.' section has fields for 'Address' (1231 Upas St.), 'Address2', 'City' (San Diego), 'ST' (CA), and 'Zip' (92101). There is a 'Map' link. The 'Contact' section has fields for 'Contact' (Store Manager) and 'Phone' (555-5555), and an 'eMail' field (store@lbb.com). The 'Format' section has a dropdown for '10/25/2011 for dates' and '9:00am for times'. The 'Sale Date' section has fields for 'Sale Date' (12/10/2014), 'Start' (8:00am), 'End' (12:00pm), and 'Approval' (Denied). Below this is a 'Requested' section with a 'Reason for approval/denial:' field containing 'Another troop has this time' and 'Delete', 'Update', and 'Cancel' buttons.

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

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

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

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

Blue location indicates that the request is pending
Green location indicates that the request has been approved
Orange location indicates that the request has been denied

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

Booth Sites Tab

Record Sales

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.

A troop can record their booth site sales. The troop records total packages sold and then can distribute those packages to the girls. You can record sales for both council sites and troop requested sites.

Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.

Free Slots Current Signups

Record Sales ▼
Council Sales
My Sales
Record Sales

Becky Demo Council Green Branches have openings

[-] Council Booth Sales
[+] Palo Cedro, CA
[+] Redding, CA
[+] San Diego, CA
[+] Shasta Lake, CA
[+] Shingletown, CA

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

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

Record Sales ▼

Lowes	Sun, Sep 14 @ 10:00am	123 Any St. San Diego, CA 99999
Safeway	Thu, Jan 15 @ 12:00pm	1231 Upas St. San Diego, CA 92103
Safeway	Wed, Feb 25 @ 8:00am	1231 Upas St. San Diego, CA 92103

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

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

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

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

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

Recording Booth Sites

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

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

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

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

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



Below are the currently defined Booth Sales

To view or signup for Council Troop sales chose Council Sales in the drop down.

[Record Sales](#)

[<< Back to Site List](#)

Becky's Pizza Parlour Tue, Jul 27 @ 2:00pm 123 Any st.
San Diego, CA 92103 [Distribute](#) [Submit Sale](#)

Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Tot Pkgs	Sold	Rec.	F_GOC
2	2	2	2	2	2	2	2	2	18	18	\$ 94.00	C

Pkgs	Spec	F_GOC	Girl	Pkgs	Spec	F_GOC	Girl	<input checked="" type="checkbox"/> (De)select all
7	2	0	<input checked="" type="checkbox"/> Juliana R.	7	2	0	<input checked="" type="checkbox"/> Olivia B.	



Printable [Save](#) Switch to Girl:

[Add Trans.](#) [Add Payment](#) [Return](#)

Below are transactions for Juliana R.

Juliana R.	\$ 5.00	\$ 6.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	•Total	•Total Due	•Paid	•Bal. Due	•F GOC
•Comment	•Cookie Initial	•Spec Initial	•Cookie Booth	•Cookie Other	•Spec Booth	•Spec Other					
Init. Order "Locked"	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Becky's Pizza Parlour, 07...	0	0	7	0	2	0	9	\$ 47.00	\$ 47.00	\$ 0.00	0

Transactions Tab

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers.

The screenshot shows the 'Transactions' tab selected in a navigation menu. Below the menu are buttons for 'Add a Transaction' and 'Save', a 'Column Filter' dropdown set to 'None', 'Low' and 'High' input fields, an 'Apply Filter' button, and a 'Page' dropdown set to '1 2021-07-28 - 2021-07-07'. The main table displays transaction data with columns: Receipt, Pending, Type, Date, 2nd Party, Pickup, Advf, LmUp, Tre, D-S-D, Sam, Tags, TMint, SMr, Toff, and Total.

Receipt	Pending	Type	Date	2nd Party	Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Init. Del.			07/28	--		408	408	384	408	372	372	372	408	408	3640
98000	yes	normal	07/24	C250	07/27	12	0	0	0	0	0	0	0	0	12
48000	yes	normal	07/19	C250	07/23	0	0	0	12	0	0	0	0	0	12
78000	yes	normal	07/19	C250	07/29	12	0	0	0	0	0	0	0	0	12
SH000		normal	07/07	C250	07/07	12	0	0	0	12	0	0	0	0	24

Initial Order Transaction

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

Troop transactions from Other Sources

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

Troop to Troop Transactions

The troop transaction tab is where you can record that you got/gave away cookies to another troop. Only one record needs to be created as it is a two-sided transaction. If the troop giving away the cookies creates the transaction, you will put the other troop as the second party. Once you complete the record by saving, you will see it deducted from your inventory and the other troop will see it added to their inventory. Corrections can only be made on the troop that created the transaction.

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. Cupboards may require pending orders to be place a certain time prior to pickup. Example – they can set that the transaction needs to be in 24 hours to the date/time in the pickup option.

Inventory Balances

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

Navigating the Transaction Form

•Receipt	•Pending	•Type	▲Date	•2nd Party	•Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
----------	----------	-------	-------	------------	---------	------	------	-----	-------	-----	------	-------	-----	------	-------

Receipt - This is the receipt code of the transaction

Pending - This shows if the order is pending.

Type - A reference for your council

Date - This is the date of the transaction

2nd Party - This is whom the cookies are going to or coming from

Pickup - Date of pickup. Form shows time as well.

Advf - Adventurefuls

LmUp- Lemon-Ups

Tre - Trefoils

D-S-D - Do-Si-Dos

Sam - Samoas

Tag - Tagalongs

TMints - Thin Mints

SMr - S'mores

Toff - Toffee

Total - Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type

Sort from smaller or earliest to larger or latest

Sort from larger or latest to smaller or earliest

Not sorted by this column

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

Page: 08/09 - 07/28 ▾

Page: 08/10 - 06/11 ▾
08/10 - 06/11
06/10 - 06/10

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

Transactions Tab

Create a product transaction

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

Type – Select type of transaction.

- Normal – Transaction with no specific designation
- Booth – Transaction is for a booth sale

Second Party: - this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard, 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.

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

Pickup – You can specify a preferred pickup date and time. The cupboard may require that you select a date and time when the cupboard is open for business. When you select the cupboard the days and hours a cupboard is open will appear under the Hours of Oper. header.

Receipt: - this is a fifteen character alphanumeric field that you may use for reference to the transaction. NOTE: This box cannot be left blank. eBudde™ will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde™ create a receipt number for you. The status of the receipt is determined by councils. Councils can choose to have it totally locked, locked upon saving or open for edits.

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

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

Contact Info – This information allows the other party to contact you if needed. eBudde™ will pre-fill this information with your contact information.

Additional Info: Lets you know if any varieties are unavailable. The variety data entry box will be greyed out.

Hours of Operation: Lets you know what days and times the cupboard you selected is open.

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

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

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

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

Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab. If your council has this option available, the order is created automatically if the following options are selected on the product transaction form:

- **Type:** Normal
- **2nd Party:** Cupboard
- **Pickup:** Select the date you would like to pick up your order
- **Product Movement:** Add Product
- Select the cupboard closest to you
- Enter the desired number of cases or packages
- Click “Okay”

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

The transaction may be locked immediately or your cupboard will lock the transaction appropriately according to council’s process. Your council will advise the locking timing.

If a cupboard has entered their hours of operations in the system, these hours will be viewable under the Hours of Oper. Header. The cupboard may also have additional notes that will be displayed at the bottom of the form.

A cupboard can also require that the pickup date and time be within the hours of operation. If you try to schedule a pickup time that is not within that time-frame, the system will give you a transaction error message. Cupboards can now specify lines which can choose at time of ordering. You will not be able to save the transaction until you enter in a valid date and/or time.

The screenshot shows the 'Cookie Transaction' form. At the top, it is titled 'Cookie Transaction'. Below the title, there are several fields: 'Type' is set to 'Normal', '2nd Party' is set to 'Cupboard', and there is a dropdown menu. Below these are 'Date' (2021-07-21), 'Pickup' (empty), and 'Receipt' (DII000). A table lists various cookie varieties with 'Cases' and 'Pkgs' columns, all set to 0. To the right of the table, there are buttons for 'Additional Info.', 'Product Movement' (with a dropdown set to 'Add Product'), and 'Hours of Oper.'. Below these is a 'Contact Info' box containing 'Rebecca Harrigan' and 'greateratlantabeta@lbb.com'. At the bottom, there are buttons for '+', 'Save/Print', 'Okay', and 'Cancel'.

This screenshot shows the same 'Cookie Transaction' form, but with more details. The '2nd Party' is now 'Alpharetta (250)'. The 'Hours of Oper.' section is expanded, showing two time slots: '7:00am-12:00pm M,Tu,W,Th,F, from 07/01/21 to 07/30/21; 2 lines; 10 mins; 48 ovrfl pkgs' and '1:00pm-7:00pm M,Tu,W,Th,F, from 07/01/21 to 07/30/21; 5 lines; 15 mins; 48 ovrfl pkgs'. At the bottom of the form, there is a scrollable area with additional notes: '-MUST HAVE eBuddle App access on your phone to pick up Cookies at this location.', '-If you need eBuddle App access contact your Troop Cookie Manager or TL BEFORE arriving to the Cupboard.', and '-Face masks must be worn at all times and keep at least 6 ft. apart from other staff members and volunteers.'. The bottom buttons are '+', 'Save/Print', 'Okay', and 'Cancel'.

Txn. Pickups Tab

Txn. Pickups

The Transaction Pickup tab allows for contactless cupboard pickups where you acknowledge that you have picked up the cookies at a cupboard.

The state of the Txn. Pickups tab is dependent on where you are in the process.

The process is as follows:

1. Troop creates a pending order
2. Cupboard releases the order
3. Troop confirms the order



The screenshot shows the 'Txn Pickups' tab selected in the navigation bar. Below the navigation bar is the heading 'Released Cupboard Transactions' and a button 'Show Only Pickup Ready'. A table with the following data is displayed:

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
711000	(250) Alpharetta	07/29/2021	12	0	0	0	0	0	0	0	0	



The screenshot shows the 'Txn Pickups' tab selected in the navigation bar. Below the navigation bar is the heading 'Released Cupboard Transactions' and a button 'Show All Future'. A table with the following data is displayed:

Receipt	Cupboard	Pickup Date	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
711000	(250) Alpharetta	07/29/2021	12	0	0	0	0	0	0	0	0	Confirm

The troop is expected to confirm the order. Click the confirm link. You will get a message that the order is confirmed. You will also get an email confirmation with the details of the order. The Txn Pickup shows:

Transaction 711000 pickup confirmed.

Released Cupboard Transactions

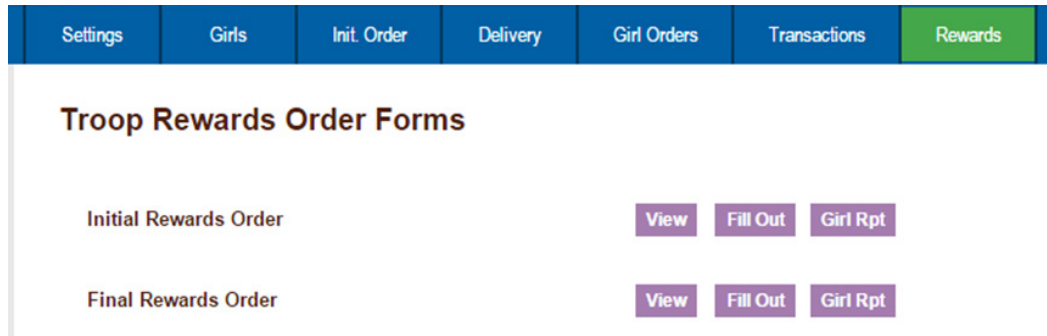
Show All Future

You do not have any transactions released for pickup.

Rewards Tab

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

Troop Reward Order



View - from this screen you can view:

- PGA for the troop
- total number of rewards each girl has earned
- total number of rewards the troop is to receive

Fill Out - from this screen you can edit reward preferences and submit rewards for the troop. If a girl has a note highlighted in red beside her name, you will need to make a reward or t-shirt size selection for her. Once the rewards for each girl have been selected, you can click the "Submit Reward Order".

Girl Rpt - download an excel spreadsheet of girl rewards. Use these reports to ensure you are picking up the correct amount of rewards from the Service Unit Cookie Chair and to sort the rewards for the girls in your troop.

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

If there is a reward based on PGA, the troop PGA will be displayed on the summary screen so you do not have to refer to the troop sales report.

Enter in the quantities for the troop reward order. Tab through the boxes. Click the Submit Reward Order to submit the order to the service unit. Click the Return to Report List button to return to the previous screen.



Sales Report Tab

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites, Transactions, and Rew. Below the navigation bar is a purple button labeled "Exclude Pending Transactions". The main content area displays the title "Council Becky Demo Council, Troop 6073 Sales Report".

Becky Harrigan
123 Any St.
San Diego, CA 99999
email: trp6073@lbb.com
Phone:
Cell:

email: apptesttrp@lbb.com
Phone:
Cell:

Pkg price: 4.00 Case price: 48.00
Trp Proceeds Rate: 0.500 No Reward Proceeds: 0.000
Tiered Rate: 0.100 Tiered Proceeds: 424.20
Generic Proceeds 1 (Fall Program) : 0.02 yes

Girls Selling: 3
Girls Reg.: 4
Init. Girls Sellg: 3
Level: JR
SU Name: Lemon Grove
SU Number: 673
Sales Goal: 0
PGA Selling: 1414.0000
PGA Registered: 1060.5000
Initial PGA: 1396.6667
T_GOC Pkgs: 12
F_GOC Pkgs: 6

Navigate to the Sales Report tab to review the following information:

- Number of girls actively selling
- Troop PGA Selling
- Troop Proceed Rate = Trp Proceed Rate + Tiered Rate + Opt Out Rate (if applicable)
- Pkgs Received - Breakdown of Initial Order pkgs, Pkgs received from another troop, Pkgs received from another cupboard, Pkgs sent through Digital Cookie, GOC (online donated packages troop does not actually have on hand)
- Payments Made - Breakdown of payments that have been applied to the troop and will be deducted from total amount owed
- Troop Proceeds
- Amount Troop owes GSHPA

Report Tab

The reports tab allows troops to run reports. Reports are in XLSX, PDF and HTML formats.

Cupboard Information Reports- The cupboard report will list all open cupboards and their location/hours of operation.

Delivery Station Information - The delivery station report lists the delivery site information including address and contact information.

Booth Reports - The booth report pulls data on booth sales that are entered through the Booth Recorder tool featured on the Girl Order tab

Reward Reports - The rewards report lists the girl rewards and the troop rewards

DOC Orders by Girl – this report will list all orders sold online by the girl. by variety.

DOC Financial Report by Girl – This report will list the finances of the orders sold by the girl online.

Girl Delivery – Varieties Only – by Girl – This report will print the girl delivery orders, varieties only, no donation.

The screenshot displays a user interface for the Reports Tab, organized into five main sections, each with a dropdown arrow icon:

- Cupboard Information Reports ▲**: Contains one report, "Cupboards", with buttons for "XLSX" and "PDF" formats.
- Delivery Station Information Reports ▲**: Contains one report, "Delivery Stations", with buttons for "XLSX" and "PDF" formats.
- Booth Reports ▲**: Contains one report, "Booth Site Sales", with buttons for "XLSX" and "PDF" formats.
- Reward Reports ▲**: Contains two reports: "Girl Rewards HTML" and "Troop Rewards HTML", each with a "View" button.
- DOC Reports ▲**: Contains four reports: "DOC Added Girl", "DOC Orders by Girl", "DOC Financial Report by Girl", and "Girl Delivery - Varieties Only - By Girl". The first three reports have "Filter" and "XLSX" buttons, while the last report has an "XLSX" button.