

*Little Brownie*<sup>®</sup> BAKERS



**Troop User Manual  
July 31, 2010**

**<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 and Adobe Acrobat for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer of IBM compatible systems can be downloaded from the following web address:

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

To download Adobe Acrobat, use the following web address:

<http://get.adobe.com/reader/>

## Navigating the System

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



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

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



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

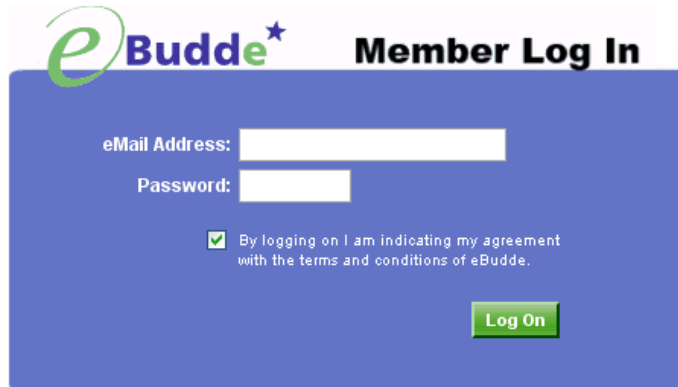
## System Access

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

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

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

**Welcome to eBudde 4.2 with new features and functions  
to make the 2010-2011 Cookie Sale Season a success.**



The image shows a screenshot of the eBudde Member Log In page. At the top left is the eBudde logo, which consists of a green 'e' with a star and the word 'Budde' in blue. To the right of the logo is the text 'Member Log In'. Below this is a blue rectangular form with white text and input fields. The form contains the following elements: 'eMail Address:' followed by a white input box; 'Password:' followed by a white input box; a checked checkbox with the text 'By logging on I am indicating my agreement with the terms and conditions of eBudde.'; and a green 'Log On' button.

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



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

## ***Login Information***

Current users will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

New users will enter in their email address and **temporary** password sent to you in the email from the system. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

## Contact Information Page



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

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

New Password:

Confirm New Password:

E-mail:

First Name:  Phone #:

Last Name:  Cell #:


Address:

Address2:

City:  State:  Zip:

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

**Welcome to eBudde 4.2 with new features and functions to make the 2010-2011 Cookie Sale Season a success.**



### Member Log In

eMail Address:

Password:

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

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



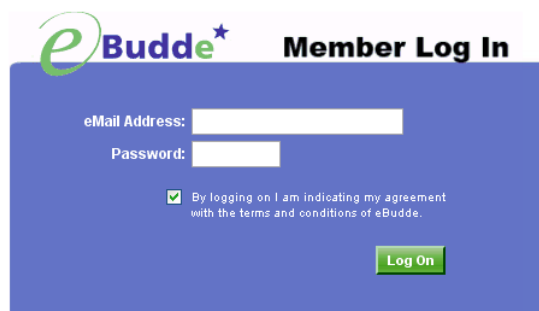
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde.

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

## Forgotten Password

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

Welcome to eBudde 4.2 with new features and functions to make the 2010-2011 Cookie Sale Season a success.



eBudde<sup>★</sup> Member Log In

eMail Address:

Password:

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

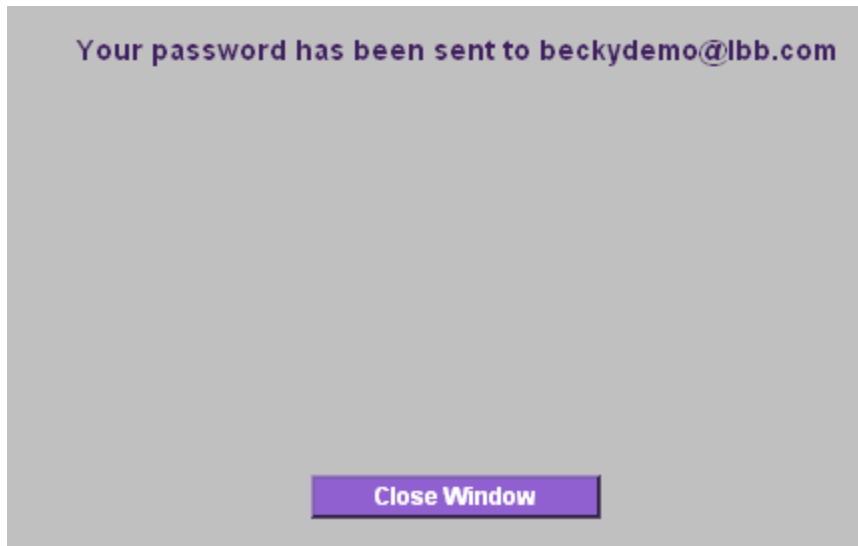
Log On

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



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

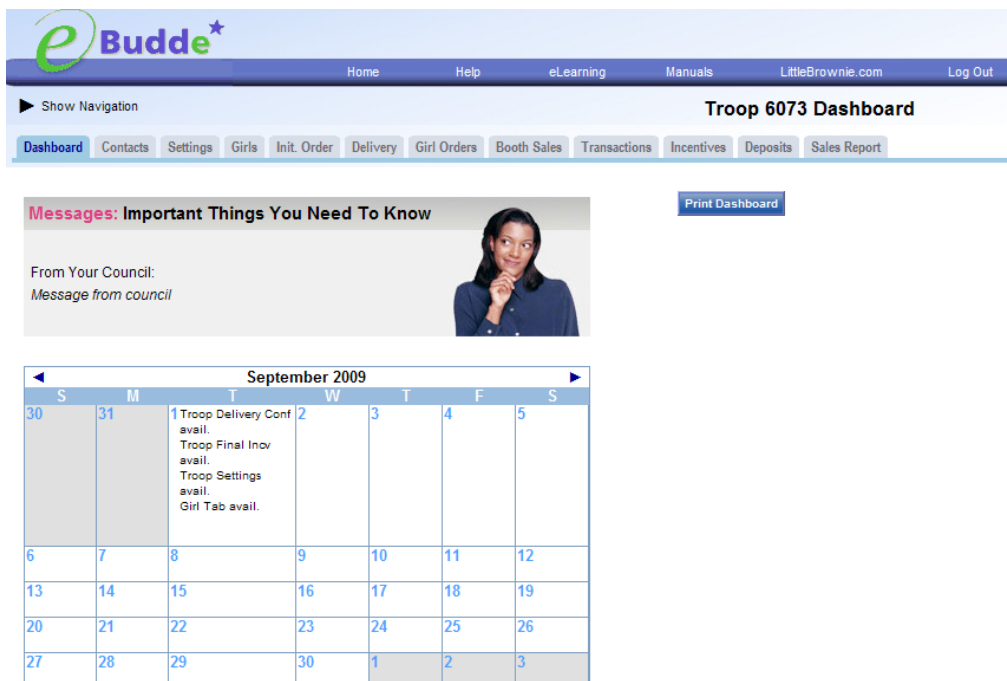
**LittleBrownie.com** – This provides a link for you to go to the Little Brownie website that has additional resources.

**Cookie Club** – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.

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

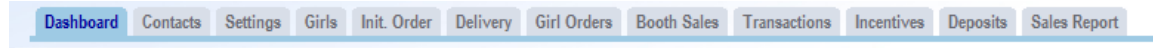


The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen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



## Troop Tabs

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



**Dashboard** – Default screen that shows important messages and dates

**Contacts** – Allows you to edit the your contact information. 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. .



On the dashboard there is now a troop checklist for tracking your activity in eBudde. Some of the items will be checked off and some items are recommended activity. This is a system checklist that is not customizable by your council. The checklist may vary depending on your council setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), incentive initial order (if applicable), incentive final order.

**Troop (6073) Dashboard**


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

**Messages: Important Things You Need To Know**

**From Your Service Unit:**  
*Your order is due shortly. You will not be able to place an order after the deadline.*

**From Your Council:**  
 Go to [Council Website](#)

**Special Advisory:** [Click here.](#)



[Print Dashboard](#)

**Troop Checklist**

- ✦ Settings and Contacts
- ✓ Enter Girl Names
- ✓ Submit Initial Cookie Order
- ✓ Choose a Delivery Station
- Select a Delivery Time
- ✓ Submit Initial Incv. Order
- ✦ Signup for Booth Sales
- ✦ Credit girls with cookies
- ✦ Enter / Verify Transactions
- ✓ Submit Final Incentives
- ✦ Enter Deposits
- ✦ Print & submit Sales Report

✦ *Recommended activity*

July 2010						
S	M	T	W	T	F	S
27	28	29	30	1 Troop Order avail. Troop Final Incv avail. Troop Settings avail. Girl Tab avail.	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Troop Order Due eBudde Data Entry Closed

## Contacts Tab

The Contacts tab allows you to change contact information.

► Show Navigation Troop 6073 Contact Information

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

---

### Contacts

<b>Juliette Low</b> 1223 Any Street San Diego, CA 92105	Troop Leader <a href="mailto:t6073@lbb.com">t6073@lbb.com</a>
	Phone: 555-555-5555 Cell: 555-555-5555 Gets email <b>Active</b>
	<a href="#">Edit</a>

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

► Show Navigation Troop 6073 Contact Information

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

---

### Juliette Low Contact Information

First Name: <input type="text" value="Juliette"/>	Phone #: <input type="text" value="555-555-5555"/> (opt)
Last Name: <input type="text" value="Low"/>	Cell #: <input type="text" value="555-555-5555"/> (opt)
Address: <input type="text" value="1223 Any Street"/>	Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/>
Address2: <input type="text"/>	<b>Log in: t6073@lbb.com</b>
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92105"/>	
<a href="#">Submit</a> <a href="#">Cancel</a>	

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

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

## Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit. 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.


**Settings for: Troop 6073**

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

[Edit Settings](#)

### Settings

<b>Number:</b> 6660	<b>#Girls Registered:</b> 5
<b>#Girls Selling:</b> 5	<b>Goal (pkgs):</b> 500
<b>Level:</b> Daisy	<b>No incentives/additional Proceeds:</b> no
<b>Bank Name:</b>	<b>Bank Routing No.:</b>
<b>Bank Account No.:</b>	



### 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	()	<b>Gets email</b>	<b>Active</b>
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### Troop Cookie Chairs

trp6073cc@lbb.com	(Becky Harrigan)	<b>Gets email</b>	<b>Active</b>
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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 Report

### Settings

Number: <input type="text" value="6073"/>	#Girls Registered: <input type="text" value="5"/>
#Girls Selling <input type="text" value="5"/>	Goal (pkgs): <input type="text" value="500"/>
Level: <input type="text" value="Senior"/> <input type="button" value="v"/>	No incentives/additional Proceeds: <input type="checkbox"/>
Bank name: <input type="text" value="First Federal"/>	Bank routing no: <input type="text" value="0392483920"/>
Bank Account No: <input type="text" value="8739392039243"/>	

### Data Points From the Previous Sale

Initial Order Pkgs: <input type="text" value="0"/>	Addl Order Pkgs: <input type="text" value="0"/>
Girls Selling: <input type="text" value="0"/>	Girls Registered: <input type="text" value="0"/>
Sales Goal Pkgs: <input type="text" value="0"/>	

### Troop Leaders

----- Add a new troop leader -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?

### Troop Cookie Chairs

testingcoding@lbb.com	()	<input type="checkbox"/> Remove?
trp6073live@lbb.com	()	<input type="checkbox"/> Remove?

----- Add a new troop cookie chair -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?

### Troop View Only Users

----- Add a new troop view only user -----

E-mail: <input type="text"/>	<input checked="" type="checkbox"/> Active?
First name: <input type="text"/> Last name: <input type="text"/>	<input checked="" type="checkbox"/> Receives email?

Update

Cancel

**# Girls Registered** – Enter the number of girls registered in the troop

**# 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

**No incentives/additional Proceeds** – 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.

**Data Points from the Previous Year** - 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.

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



### **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









## Troop 6073 Initial Order

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init Order](#)
[Delivery](#)
[Girl Orders](#)
[Transactions](#)
[Incentives](#)
[Deposits](#)
[Sales Report](#)

[Printable Version](#)

[Submit Order](#)

[Save](#)

*You can edit an order by clicking a row.  
Save as often as you like but Submit to your SU only Once!*

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
<b>OTHER</b>	<b>NA</b>	0	0	0	0	0	0	0	0	0
<b>BOOTH</b>	<b>NA</b>	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 need 5 GOC packages. You have 46 **Surplus** packages and 0 **Other Total** packages. This means you have a surplus of 41 packages in meeting your GOC orders.

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

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line.

If 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.

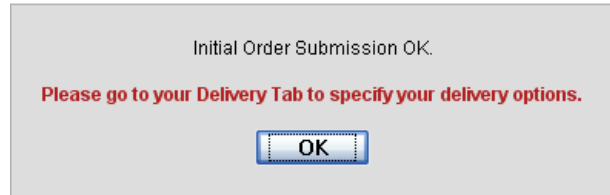
You must click the **Save** button to save your information. The system will display that it is saving the information.

**Save In Progress!**  
**Please Wait!**

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

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

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



## Delivery Tab

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

### Troop 6073 Delivery Sheet

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

Cases of Cookies CANNOT be Returned

Submit My Info
Print

	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total	Pickup Total
Cases	1	1	1	1	1	1	1	1	8	8

**Who is picking up your cookies?**     Someone from my Troop     Some other troop (or my SU)

**Will you be picking up for more than one troop?**     yes     no    #  #

**Please choose your Delivery Station:**

Lemon Grove #1 (6730) : 01/27/2010 : 8:00am - 3:00pm ▼

Time	Line #1
8:00am	T6075
8:10am	
8:20am	
8:30am	T6076
8:40am	
8:50am	
9:00am	

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

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SalesTransactionsIncentivesDepositsSales Report

Jul 21, 2010 at 10:14AMCouncil Becky Demo, Troop #6073


[Signup](#) [Print](#)Please print this page and bring it with you.Cases of Cookies CANNOT be Returned

LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total
Your Cases	1	1	1	1	1	1	1	8

**Pickup Name:** Lemon Grove #1  
**Pickup Location:** 1234 Any St., San Diego 92105  
**Pickup Date:** Wednesday, January 27  
**Pickup Time:** none  
**ESTIMATED Number of Vehicles:**  
(you will need ONE of the following)  
\* 1 Compact Autos

**Message from your Delivery Clerk**

ebudde only confirmation form



#### Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

---

Signature

## Girl Order Tab

This 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 6073 Girl Sales Record													
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	<b>Girl Orders</b>	Booth Sales	Transactions	Incentives	Deposits	Sales Report		
Printable Version		Click to edit a row. Add rows by editing the last (empty row) for each girl.											
Export		Save											
Girl	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total	Due	Paid	Bal.	
Becky H	5	5	5	5	5	0	0	0	0	20	80.00	0.00	\$ 80.00
	0	0	0	0	0	0	0	0	1	1	4.00	0.00	\$ 4.00
	5	0	0	0	0	0	0	0	0	5	20.00	0.00	\$ 20.00
booth sale 07/3	0	0	0	0	0	5	0	0	0	5	20.00	0.00	\$ 20.00
booth sale 08/1	0	0	0	0	0	0	0	0	10	10	40.00	0.00	\$ 40.00
	0	0	0	0	0	0	0	0	5	5	20.00	0.00	\$ 20.00
	0	0	0	0	0	0	0	0	18	18	72.00	0.00	\$ 72.00
	0	0	0	0	0	0	0	0	500	500	2000.00	0.00	\$ 2000.00
	0	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00
<b>Subtotal</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>534</b>	<b>564</b>	<b>2256.00</b>	<b>0.00</b>	<b>\$ 2256.00</b>	
Patty W	10	10	10	10	10	10	10	10	80	80	320.00	0.00	\$ 320.00
	0	0	0	0	0	0	0	0	0	0	0.00	300.00	\$ -300.00
<b>Subtotal</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>80</b>	<b>320.00</b>	<b>300.00</b>	<b>\$ 20.00</b>	
<b>Girl Totals</b>	<b>20</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>544</b>	<b>644</b>	<b>2576.00</b>	<b>300.00</b>	<b>\$ 2276.00</b>	
<b>Troop Order</b>	<b>74</b>	<b>62</b>	<b>74</b>	<b>74</b>	<b>98</b>	<b>98</b>	<b>-53</b>	<b>199</b>	<b>626</b>				
<b>Difference</b>	<b>-54</b>	<b>-47</b>	<b>-59</b>	<b>-59</b>	<b>-83</b>	<b>-88</b>	<b>63</b>	<b>345</b>	<b>18</b>				

The girl sales record form lists all girls. The first line reflects 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.

**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.

### **Adding Additional Cookie Orders**

Click once on the first line that is all zeros 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

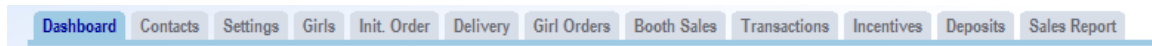
**Export** – click this button if you want to download this information to save as an html file or cut and paste into another program.

**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.

**Troop 00007 Booth Sales**

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

Browse and signup for Council Booth Sales  
View and edit your Troop sales by clicking My Sales.

Current Signups   
  Council Sales   
  My Sales

**Central Indiana** Green Branches have openings

- [ - ] Council Booth Sales
  - [ + ] Alexandria, IN
  - [ - ] Anderson, IN
    - [ - ] K-Mart 2825 N. Broadway
      - Fri Feb 27, 2009 5:00pm -- 8:00pm
      - Sat Feb 28, 2009 9:00am -- 9:00pm**
      - Sun Mar 1, 2009 10:00am -- 7:00pm
      - Fri Mar 6, 2009 5:00pm -- 8:00pm
      - Sat Mar 7, 2009 9:00am -- 9:00pm
      - Sun Mar 8, 2009 10:00am -- 7:00pm
      - Fri Mar 13, 2009 5:00pm -- 8:00pm
      - Sat Mar 14, 2009 9:00am -- 9:00pm
      - Sun Mar 15, 2009 10:00am -- 7:00pm
    - [ + ] Lowe's Home Improvement 3335 S Scat...
    - [ + ] Marsh 2810 Nichol Ave.
    - [ + ] Marsh 2940 N. Broadway
    - [ + ] Marsh 831 E. 53rd St
    - [ + ] National City Bank 11 East 29th Street
    - [ + ] National City Bank 1913 East 53rd Street
    - [ + ] National City Bank 1934 Broadway
    - [ + ] National City Bank 2909 Nichol Avenue
    - [ + ] National City Bank 931 Meridian Plaza
  - [ + ] Avon, IN
  - [ + ] Beech Grove, IN
  - [ + ] Brazil, IN
  - [ + ] Brownsburg, IN
  - [ + ] Cambridge City, IN
  - [ + ] Camby, IN
  - [ + ] Carmel, IN
  - [ + ] Chesterfield, IN
  - [ + ] Connersville, IN
  - [ + ] Crawfordsville, IN
  - [ + ] Danville, IN
  - [ + ] Elwood, IN
  - [ + ] Fishers, IN
  - [ + ] Frankfort, IN
  - [ + ] Franklin, IN
  - [ + ] Frankton, IN
  - [ + ] Gas City, IN
  - [ + ] Greencastle, IN

**K-Mart** 2825 N. Broadway  
Anderson, IN 46012

**Must set up outside and bring own table/chairs.**

Choose a time slot and then

To opt out click on that slot again and re-submit\*.

Time	Troop
3:00pm	Claimed
9:00am	Claimed
12:00pm	Claimed
6:00pm	

To begin selection of your Council 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.

**Big Save Eleele**      4416 Waiolo Rd  
Eleele, HI 96705

**Store Requires notice if you cannot make it..**

Choose a time slot and then

*To opt out click on that slot again and re-submit.*

Time	Troop
9:00am	Claimed
1:00pm	
5:00pm	

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.

**Troop 00001 booth sale signups:** [Print Signups](#)

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
	5104 N. Franklin					



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.

**Troop 6073 Booth Sales**

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

Below are the currently defined Booth Sales  
To view or signup for Council Troop sales click the Council Sales control to the right.

Council Sales    My Sales

**Troop 6073 Sales**   Green=Approved   Orange=Denied

[ - ] My Booth Sales   [add a Location](#)

Becky's Pizza Parlor 123 parlor dri...  
- Tue Oct 25, 11 5:00pm - 8:00pm

**Business Name:**

Location and Contact Info.   [Map](#)

**Addr:**    **Addr2:**

**City:**    **ST:**    **Zip:**

**Contact:**    **Phone:**


**eMail:**

Format: 10/25/2011 for dates   9:00am for times.

**Sale Date:**    **Start:**    **Approval**

End:    Pending

**Reason for approval/denial:**





## Navigating the Transaction Form

Transaction	Pending	Type	Date	2nd Party	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
-------------	---------	------	------	-----------	-----	-----	-------	-----	-------	------	------	-------	-------

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

**2<sup>nd</sup> Party** – This is whom the cookies are going to or coming from

**LCC**– Lemon Chalet Creme

**Tre** – Trefoils

**D-S-D** – Do-Si-Dos

**Sam** – Samoas

**Dulce** – Dulce de Leche

**TUBM** – Thank U Berry Munch

**Tag** – Tagalongs

**TM** – Thin Mints

**Total** – Total of all varieties

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

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

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

## Create a product transaction

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

The screenshot shows a web-based form for creating a product transaction. At the top, there are three main sections: 'Date' with a text input containing '2010-07-20', 'Type' with a dropdown menu set to 'Normal', and 'Transaction' with an empty text input. Below these is the 'Second Party' section, featuring a dropdown menu set to 'Troop', a '#' symbol, an empty text input, and a 'Remove Product' dropdown menu. The main part of the form is a table with three columns: 'Product', 'Cases', and 'Packages'. The products listed are Lemon Chalet Cremes, Trefoils, Do-Si-Dos, Samoas, Dulce de Leche, Thank You Berry Munch, Tagalongs, and Thin Mints. Each product has a corresponding input field for 'Cases' and 'Packages', all containing the number '0'. At the bottom of the table, there are two summary rows: '0 = 0' for Cases and '0 = 0' for Packages. At the very bottom of the form, there are four buttons: a blue '+' button, a blue 'Receipt' button, a blue 'Okay' button, and a blue 'Cancel' button.

Product	Cases	Packages
Lemon Chalet Cremes	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Dulce de Leche	0	0
Thank You Berry Munch	0	0
Tagalongs	0	0
Thin Mints	0	0
	0 = 0	0 = 0

**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.

**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.

### ***Create a Pending Order Request for a Cupboard (Optional)***

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:

Second Party: Cupboard is selected and a cupboard number is entered  
Add/Remove Drop Down: Add is selected

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

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

## ***Incentives Tab***

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**

#### **Troop 6073 Troop Incentives**

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

### **Troop Incentives Order Forms**

Initial Incentives Order

[View](#)

[Fill Out](#)

[Girl Rpt](#)

Final Incentives Order

[View](#)

[Fill Out](#)

[Girl Rpt](#)

**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.

### Troop 6720 Final Incentive Order

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

*Below is your current Final incentive order.*

**TROOP ORDER:**

Box Level	Quantity	Incentive
25	<input type="text" value="5"/>	2009 Patch
100	<input type="text" value="5"/>	Beach Towel
250	0	Eco Ellie Classic Tee
	<input type="text" value="3"/>	YS
	<input type="text" value="1"/>	YM
	<input type="text" value="0"/>	YL
	<input type="text" value="0"/>	AS
500	<input type="text" value="1"/>	Eco Ellie 18" Stuffed Animal

[Cancel](#)

[Submit Incentive Order](#)

### 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.

### Troop 6073 Troop Incentives

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

### Troop Incentives Order Forms

Initial Incentives Order

[View](#) [Fill Out](#) [Girl Rpt](#)

Final Incentives Order

[View](#) [Fill Out](#) [Girl Rpt](#)

**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
Booth Sales
Transactions
Incentives
Deposits
Sales Report

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

**GIRL ORDERS:**

---

[Becky H](#) receives 7 incentives (size/catalog selection done)  
[Becky L](#) receives 0 incentives  
[Cynthia W](#) receives 0 incentives  
[Patricia W](#) receives 2 incentives (size/catalog selection needed)

**TROOP ORDER:**

Box Level	Quantity	Incentive
50	2	Leg Warmers
150	2	150+ Inspired by U patch
500	2	500+ choice (pick 1)
		1 Super Set
		Global Splash Fashion Tee
		0 YS
		0 YM
		1 AS
		0 AM
		Hair/Bath Towel Set for Small Panda
		T-Shirt for Small Panda
		Miranda Panda Plush (Small)
		Mama Panda Plush (Large)
		0 Wii

Cancel
Submit Incentive Order

If you need to enter information for a girl order, the system will tell you. eBudde will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde will display the message in green. (size/catalog selection done).

Click the girl's name.

**Becky H Incentives**

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

Boxes sold: **564**

Box Level	Incentive
150	Beanie Cap
400	Doodle Pad Photo Frame
200	bar patch (pick 1) <input checked="" type="checkbox"/> 200+ Bar Patch <input type="checkbox"/> 400+ Bar Patch <input type="checkbox"/> Global Splash Fashion Tee <input type="radio"/> YS <input type="radio"/> YM <input type="radio"/> AS <input type="radio"/> AM
	Cookie Dough
300	Hair/Bath Towel Set for Small Panda

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

Enter the size for the t-shirt. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

Once all the girl incentive orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Incentive Order** button to submit your order to your service unit.

### Troop 6073 Final Incentive Order

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

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

**GIRL ORDERS:**

---

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

**TROOP ORDER:**

Box Level	Quantity	Incentive
150	1	Beanie Cap
400	1	Doodle Pad Photo Frame
200	1	<b>bar patch</b> (pick 1) 1 200+ Bar Patch 0 400+ Bar Patch 0 Global Splash Fashion Tee 0 YS 0 YM 0 AS 0 AM
	1	Cookie Dough
300	1	Hair/Bath Towel Set for Small Panda
0	<input style="width: 30px;" type="text" value="0"/>	GOC Patch

Cancel
Submit Incentive Order

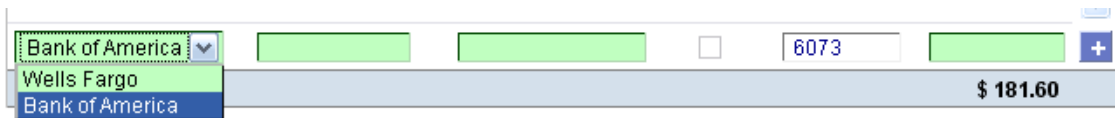
**Cancel** – this button returns you to the screen where you can view or fill out.  
**Submit Incentive Order** – This button submits the troop incentive order to the service unit. Once you click this button, the incentive orders for girl and troops cannot be changed by troops only by a service unit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



As you enter deposits they will be displayed on the screen. You can **Add, Edit, or Delete** deposits. You can also selectively search to display only specific deposits.

## Adding Deposits

Click the **Add Deposit** button.



Bank of America			<input type="checkbox"/>	6073		+
Wells Fargo						
Bank of America						
						\$ 181.60

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 6074 Sales Report

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

### Council Becky Demo, Troop 6074 Sales Report

*Contact#1's info has not been updated.*  
 email: [trp6074live@lbb.com](mailto:trp6074live@lbb.com)  
 Phone:  
 Cell:  
 -----

**Girls Selling:** 10  
**Girls Reg.:** 10  
**Level:** DAISY  
**SU Name:** Lemon Grove  
**SU Number:** 673  
**Sales Goal:** 5000  
**PGA Selling:** 14.6000  
**PGA Registered:** 14.6000  
**Cookie Bundles Sold:**



**Pkg price:** 4.00   **Case price:** 48.00  
**Trp Proceeds Rate:** 0.600   **No Incv Proceeds:** 0.000  
**Generic Proceeds 1 (plan c <80 or 100 +):** 0.25 no  
**Generic Proceeds 2 (plan c 81 - 99):** 0.2 no

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

Pkgs Received			
	Initial Order	---	0
11/03	T6073	000ILA	2
11/04	C1	123456	24
11/04	C1	1234	12
11/04	--	shortage	-12
01/05	C1	pending	120
<b>Total Pkgs Received</b>			<b>146</b>

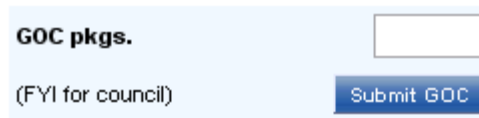
Deposits Made		
Date	Reference	Amount
<b>Total Deposits</b>		<b>\$ 0.00</b>

<b>Total Troop Sales</b>	\$ 584.00
<b>Troop Proceeds</b>	- \$ 87.60
<b>Council Proceeds</b>	\$ 496.40

<b>Council Proceeds</b>	\$ 496.40
<b>Deposits Made</b>	- \$ 0.00
<b>Amount You Owe Council</b>	\$ 496.40

**Signature:** \_\_\_\_\_

To enter the Gift of Caring packages enter the number of packages in the box labeled **Total GOC Packages**. Click the **Submit GOC** button.



The form consists of a light blue rectangular box. On the left side, the text "GOC pkgs." is displayed in bold black font. Below it, in a smaller font, is "(FYI for council)". To the right of the text is a white rectangular input field. Below the input field is a blue button with the text "Submit GOC" in white.

eBudde can track only one type of Gift of Caring Program. Your council will designate if and what type of Gift of Caring program is in eBudde.

Council level Gift of Caring is recorded automatically from the girl order tab. It will be the last entry listed under the packages received column. It will also add the appropriate financial information to the sales report.

Troop level Gift of Caring is not automatic and does not change the financials. You will enter in the information so your council can track the number of Gift of Caring boxes distributed.

## Appendix A

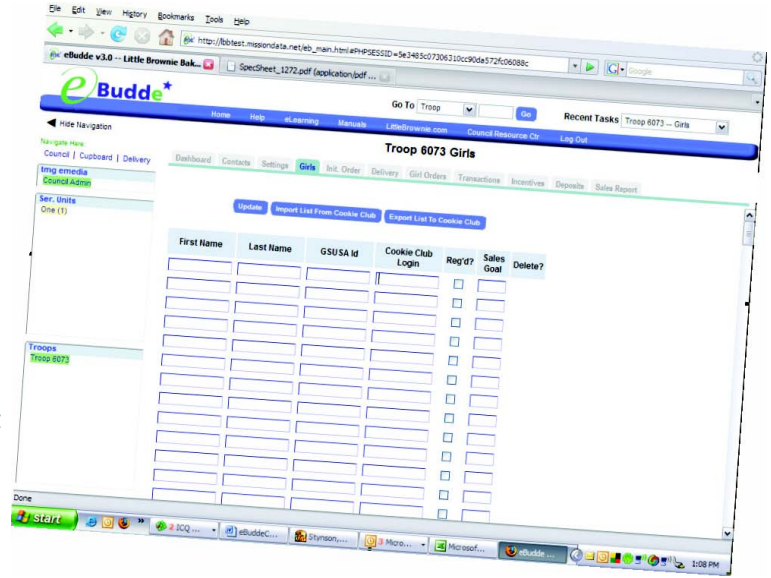
# Cookie Club Registration

## 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.