

Troop Quick Sheet

Initial Order

First Time Users

1. <http://ebudde.littlebrownie.com>
2. Enter your email address , temporary password: **samoas**. Click **LOGIN**
3. Change your password, enter contact information, Click **SUBMIT**
5. System works through tabs at top of page.

Returning Users

1. Same email address and password as last year. Forgotten password? see login page.

Click each TAB to enter each page.

Contacts Tab

- a. Review information; edit as necessary

Setting Tab

- a. Enter number of girls selling and registered; goal in packages.
- b. Mark Receives proceeds if applicable
- c. Enter banking information
- d. Click **UPDATE** to accept all changes.

Girls Tab

- a. Enter names of girls. GSUSAID and Cookie Club login optional, click box for registered, enter goal in packages
- b. Click **UPDATE** to accept all changes.

Init Order Tab

- a. Click each girl's name; go to bottom of screen, click squares to begin entry. TAB to enter your girls total cookies order in boxes by variety. Press
- b. **ENTER**(on keyboard) or **OK** button.
- c. Repeat for each girl
- d. **BOOTH** – Click BOOTH, bottom of screen, click squares to begin entry. TAB to enter in boxes and variety number of cookies for booth sales. **ENTER**(on keyboard) or **OK** button
- e. **SAVE** the page.
- f. Review the totals at the bottom, if correct Click **SUBMIT** order. You cannot change order after it has been submitted. Contact your volunteer manager or the product sales staff to make changes.
- g. Print copy for your records.

Delivery Tab

- a. Review, and enter delivery information. SUBMIT information.

Incentive Tab

- a. Click **FILL OUT** next to **Initial Incentive Order**.
- b. Review Girl orders if applicable
- c. Enter or review total awards earned.
- d. Click **SUBMIT** to submit your order.

Booth Sales

Booth Sales Tab

Council Sites

- a. Click the Council Sales button
- b. Find booth sales you would like to sign up for, click date and time
- c. Click time slot and click submit button

Troop Requests

- a. Click the My Sales button
- b. Click add a location
- c. Fill in location site information, date and time range
- d. Click update. Request will be pending until approved or denied

Final Order

Girl Orders Tab

- a. Update girl orders to include all additional packages sold and payments made.
- b. Click **Save** to save your information

Transactions Tab

- a. Enter troop-to-troop transactions. (if applicable)
- b. Enter pending order to the cupboards (if applicable)
- c. Click **Save** to save your information.

Incentive Tab

- a. Click **FILL OUT** next to **Final Incentive Order**.
- b. Enter or review total awards earned.
- c. Click **SUBMIT** to submit your order.

Deposit Tab

- a. Click add a deposit at the top of page. TAB through boxes, press ENTER on keyboard.
- b. Enter Deposit tab to: bank, date, transaction number, and amount of deposit. (use decimal points, 157.50)

Sales Report Tab

- a. Review final package numbers.
- b. Review your receipts
- c. Enter **GOC packages** and/or **Cookie Bundles** (if applicable).