

Little Brownie[®] 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

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.

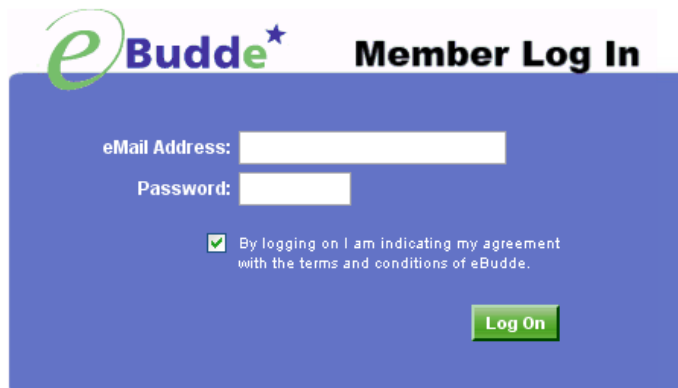
System Access

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.**



- 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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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](#).



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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!

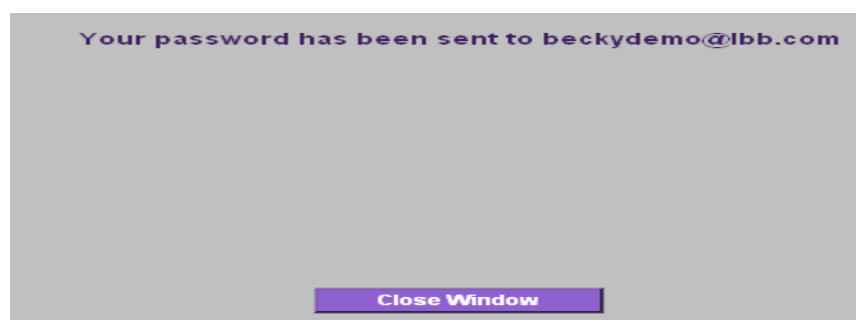
Welcome to eBudde 4.2 with new features and functions to make the 2010-2011 Cookie Sale Season a success.



- 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.

Messages: Important Things You Need To Know

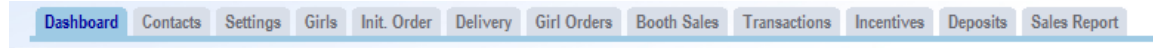
From Your Council:
Message from council

September 2009

S	M	T	W	T	F	S
30	31	1 Troop Delivery Conf avail. Troop Final Inv 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	1	2	3

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 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 – a list of registered girls in your troop. If a girl's name is your troop is not listed contact Nate Birr at the Girl Scout Center nate@gsmanitou.org

Initial Order – This option is for entering your troop 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 enter your cookie booth information, location, date and time.

Transactions – This function does NOT apply to Manitou Council.

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

Juliette Low 1223 Any Street San Diego, CA 92105	Troop Leader t6073@lbb.com
	Phone: 555-555-5555 Cell: 555-555-5555 Gets email Active
	Edit

To edit your 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"/>	Log in: t6073@lbb.com
City: <input type="text" value="San Diego"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="92105"/>	
Submit Cancel	

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 council. 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

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



Data Points From the Spring 2009 Sale

Initial Order Pkgs: 0	Addl Order Pkgs: 0
Girls Selling: 0	Girls Registered: 0
Sales Goal Pkgs: 0	

Troop Leaders

trp6073ldr@lbb.com	()	Gets email	Active
--------------------	-----	-------------------	---------------

Troop Cookie Chairs

trp6073cc@lbb.com	(Becky Harrigan)	Gets email	Active
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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

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

You cannot add girls to e budde. Contact Nate Birr at the Girl Scout Center
nate@gsmanitou.org

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

Do not delete girls from e budde. Contact Nate Birr at the Girl Scout Center
nate@gsmanitou.org

[Update](#) [Import List From Cookie Club](#) [Export List To Cookie Club](#)

See Appendix A for instructions for Cookie Club/ eBUDDE Import and Export

Ordering by Individual Girls

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

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	Dulce	TUBM	Tags	TMint	Total
Amanda H	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Amanda H	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	49
Pkgs. in Order	0	0	0	0	0	0	0	0	0	0
Cases in Order		0	0	0	0	0	0	0	0	0
Surplus		0	0	0	0	0	0	0	0	0

You need 0 GOC packages. You have 0 Surplus packages and 0 Other Total packages. This means you have a surplus of 0 packages in meeting your GOC orders.

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

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order. This is because you can use any variety of SURPLUS cookies to donate to the local organization. Be sure to set these cookies aside to donate to the local organization after cookie sale delivery.

You can use any variety of SURPLUS cookies to fulfill the GOC order.

NOTE: Make sure you have enough SURPLUS cookies to fulfill GOC orders.

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
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Pkgs. in Order	5	13	11	13	10	10	12	14	15	98
Cases in Order		2	1	2	1	1	1	2	2	12
Surplus		11	1	11	2	2	0	10	9	46

You 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.

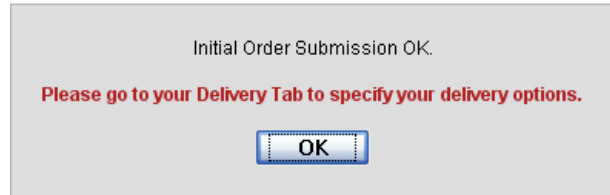
You must click the **Save** button to save your information. The system will display that it is saving the information.



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; Check Who is picking up your cookies? Select a delivery time.

The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order.

Troop 6073 Delivery Sheet

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

Submit My Info
Print

Cases of Cookies CANNOT be Returned

	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.

This confirmation pages tells you the size of the vehicle(s) you will need to pick up your troop order.

[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

Page 26

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. If you add to a girl order it may change her incentive order. So be sure to check the incentive screen also.

Troop 6073 Girl Sales Record													
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	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	0	0	0	0	20	80.00	0.00	\$ 80.00	
	0	0	0	0	0	0	0	1	1	4.00	0.00	\$ 4.00	
	5	0	0	0	0	0	0	0	5	20.00	0.00	\$ 20.00	
booth sale 07/3	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	10	10	40.00	0.00	\$ 40.00	
	0	0	0	0	0	0	0	5	5	20.00	0.00	\$ 20.00	
	0	0	0	0	0	0	0	18	18	72.00	0.00	\$ 72.00	
	0	0	0	0	0	0	0	500	500	2000.00	0.00	\$ 2000.00	
	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00	
Subtotal	10	5	5	5	5	0	0	534	564	2256.00	0.00	\$ 2256.00	
Patty W	10	10	10	10	10	10	10	10	80	320.00	0.00	\$ 320.00	
	0	0	0	0	0	0	0	0	0	0.00	300.00	\$ -300.00	
Subtotal	10	10	10	10	10	10	10	10	80	320.00	300.00	\$ 20.00	
Girl Totals	20	15	15	15	15	10	10	544	644	2576.00	300.00	\$ 2276.00	
Troop Order	74	62	74	74	98	98	-53	199	626				
Difference	-54	-47	-59	-59	-83	-88	63	345	18				

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. |

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 –These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Additional Packages Sold By Girls

If a girl(s) sells additional cookies after your e budde order is placed – for example SURPLUS cookies. You cannot enter these additional sales in e budde Complete the **Additional Packages Sold By Girls** form that you received from your community cookie sale manager. Give this form to you community cookie sale manager when picking up troop incentives and giving her a copy of the council bank deposit receipt.

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

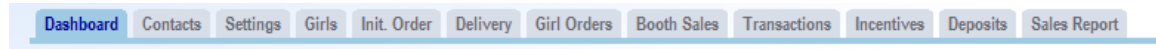
Export – click this button if you want to download this information to save as an html file or cut and paste into another program.

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.

**Save In Progress!
Please Wait!**

Booth Sales

The Booth Sale tab is an optional tab. You can add your location, date and time of your booth sale in e budde.



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

Troop Booth Signup Request

You must have **five registered girls** in a troop to participate in a cookie booth sale.

Manitou Council – click on My Sales and enter your booth information.

The screenshot shows the 'Troop 6073 Booth Sales' interface. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, **Booth Sales**, Transactions, Incentives, Deposits, and Sales Report. Below the navigation bar, there is a message: 'Below are the currently defined Booth Sales. To view or signup for Council Troop sales click the Council Sales control to the right.' To the right of this message are two radio buttons: 'Council Sales' (unselected) and 'My Sales' (selected). The main content area is divided into two panels. The left panel, titled 'Troop 6073 Sales', shows a list of sales with columns for status (Green=Approved, Orange=Denied), a minus sign, 'My Booth Sales', and an 'add a Location' link. One entry is visible: 'Becky's Pizza Parlor 123 parlor dri...' with a time range of '-Tue Oct 25, 11 5:00pm -- 8:00pm'. The right panel is a form for adding a new location. It includes fields for 'Business Name', 'Address' (with 'Address2' and 'City' sub-fields), 'State' (ST), 'Zip', 'Contact', 'Phone', and 'eMail'. There are also date and time fields for 'Sale Date', 'Start', and 'End', and an 'Approval' dropdown menu currently set to 'Pending'. A text area for 'Reason for approval/denial' is at the bottom. 'Add' and 'Cancel' buttons are at the very bottom.

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

This screenshot shows the same form as above, but with sample data entered. The 'Business Name' field contains 'Becky's Pizza Parlor'. The 'Address' field contains '123 parlor drive', 'Address2' is empty, 'City' is 'San Diego', 'ST' is 'CA', and 'Zip' is '92105'. The 'Sale Date' is '10/25/11', 'Start' is '5:00pm', and 'End' is '8:00pm'. The 'Approval' dropdown is still set to 'Pending'. At the bottom, there are 'Delete', 'Update', and 'Cancel' buttons.

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:



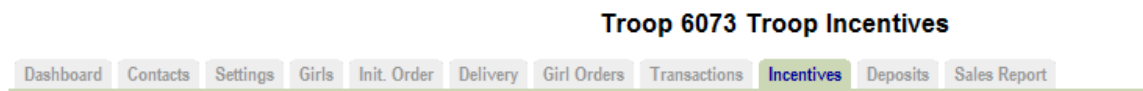
Troop Transactions

Not applicable to Manitou Council

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 Incentives Order Forms

Initial Incentives Order

View

Fill Out

Girl Rpt

Final Incentives Order

View

Fill Out

Girl Rpt

Manitou Council we do one incentive order at the time of the troop cookie order. Girls who sell additional cookies can be credited for any additional incentives or program credits earned by completing the Additional Packages Sold by Girls form.

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), and select a girl's choice at a CHOICE LEVEL and 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: Manitou Council only submits a final incentives order.

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

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	bar patch (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

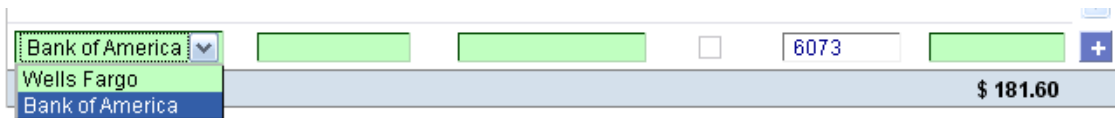
Cancel
Submit Incentive Order

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, including cookie booth order. deposits and the calculation for troop profit, council monies and balance due.

\$50 Troop Bonus

If your troop earned the additional \$50 in troop proceeds for selling 155 packages per registered girl in your troop you will see a \$50 deposit for troop bonus. Thus reducing the amount owed by \$50.

Council Manitou, Troop test 1 Sales Report	
<p> pauline mcgill 5212 windward court sheboygan, wi 53083 email: paula@gsmanitou.org Phone: 920 565 4575 Cell: 920 242 0000 ----- </p>	<p> Girls Selling: 10 Girls Reg.: 10 Level: DAISY SU Name: test SU Number: 1000 Sales Goal: 150 PGA Selling: 38.4000 PGA Registered: 38.4000 </p>
<p> Pkg price: 3.50 Case price: 42.00 Trp Proceeds Rate: 0.650 No Invc Proceeds: 0.000 </p>	
<p> Bank Name: FNB Routing No.: Acct No.: </p>	

Pkgs Received		Deposits Made	
Initial Order	---		
	384	Date	Reference
		Date	Amount
Total Pkgs Received	384	Total Deposits	\$ 0.00

GOC pkgs. <input style="width: 100%;" type="text"/>	<input type="button" value="Submit GOC"/>
(FYI for council)	

Total Troop Sales	\$ 1,344.00	Council Proceeds	\$ 1,094.40
Troop Proceeds	- \$ 249.60	Deposits Made	- \$ 0.00
	_____		_____
Council Proceeds	\$ 1,094.40	Amount You Owe Council	\$ 1,094.40

Signature: _____

View report in CASES Print Page [Show as PDF](#)



Appendix A

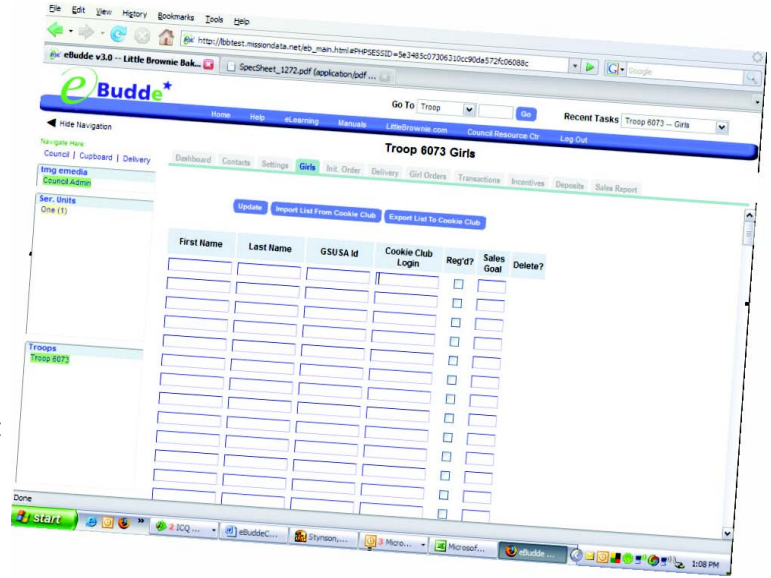
Cookie Club Registration

pushing data from eBudde into the Cookie Club

If you are already an eBudde user and would like to automatically sign up your troop for the Cookie Club, you can do so within eBudde rather than keying in each girl's information in the Cookie Club.

Setup:

The troop must be set up in Cookie Club first. This means a troop leader must have registered and selected their Council from the pull-down menu, and recorded basic data so the troop exists in Cookie Club. The troop leader cannot record names, ages, and passwords for each girl in the troop or a push from eBudde will not work. Therefore, the troop must exist in Cookie Club but carry no girl data; this blank troop must have the same troop number and same Council as the eBudde troop before a push of the girls will work.



Here's how to upload a group of girls from eBudde into the Cookie Club:

1. Start in eBudde, logged in at the Troop Level.
2. Click on the GIRLS tab (grey tabs at the top of the page, next to Settings).
3. To "push" information to the Cookie Club, starting from scratch, you only need to record names for the girls. GSUSA IDs and sales goals are optional.
4. Click the Update button.
5. Once you receive "Update to Girls List was successful" then,
6. Click the button: Export List to Cookie.
7. Log into Cookie Club as the troop leader and you can see you girls there. Note that a default password, cClub, is created for each girl. You can edit these at any time, simply be sure to Submit (save) so the data change is recorded. While you're logged in as the troop leader, you should record ages for each girl so they are served the correct version of the Cookie Club. Also, edit the sample sales goals if you need to by recording the total number of girls selling cookies and the box goal for the whole group.

Background Information of note:

1. The Cookie Club asks a troop leader to create a password and the system automatically generates the User ID for a girl. If an eBudde user is initiating from eBudde instead, the system actually creates the userID and a default password for her.
2. eBudde does have a field titled "Cookie Club Login." This field helps us keep the data clean. If by chance a girl (or a few of them) has been manually set up in Cookie Club already, this is an opportunity for the eBudde user to note that so the system can sync and won't mistakenly create a second userID and password for that one girl. So, eBudde to Cookie Club "push" simply needs

names and ages, then the Cookie Club creates Girl IDs and passwords automatically (the default password cClub, which the troop leader can view and change within the Cookie Club at any time). That extra Cookie Club Login field in eBudde is simply to avoid duplicates.

3. _You will be able to export and import girls from/to eBudde to/from Cookie Club. However, it's eBudde-centric... that is, you must initiate the transfer from eBudde. There is no tool in the Cookie Club to "push" information into eBudde.

4. _Exporting girls from eBudde to Cookie Club will create the logins and passwords; all passwords will be "cClub". The troop leader can change these passwords at any point in the Cookie Club.

5. Importing girls from Cookie Club into eBudde will grab all appropriate fields (name, gsusa id, cc login, etc).

6. _Importing into eBudde is disallowed if any girls already exist in eBudde, or if the troop has submitted their initial order (you will not even see the button).

7. _Exporting to Cookie Club is disallowed if any girls already exist in Cookie Club (you will see the button, but get an error message upon pressing it). Therefore, import/export can only be done once, unless all girls are manually deleted before doing it again.