



**Girl Scouts of Suffolk County**

**Service Unit User Manual**

**https://eBudde.littlebrownie.com**

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# What’s New

* Troop App
* Cookie Finder direct feed from eBudde
* Troop PGA displayed on reward screen
* Report source information
* Update privacy notice
* Girl deactivation
* Microburst training videos
* Verify email format in all email entry boxes

# 



***System Access***

Every season, current users will be reset to a council default password.

If you are a brand new user to eBudde™, you will be sent a welcome email with a link to eBudde where you will follow the directions below.

* Web Address - <https://eBudde.littlebrownie.com>
* Email Address- Enter your email address as your login
* Temporary Password- Toff7926

Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. From here you can change your password, choose security questions, and enter contact information. Once you have completed the contact information page, you will be given access to the system.

We recommend you add <https://eBudde.littlebrownie.com> to your **Favorites** for easier access.



## Contact Information Page

## 

## Password Security Requirements

Temporary passwords only good for 24 hours.

The password requirements are as follows:

* Must be 8 characters long
* Must have at least one capital letter
* Must have at least one non-alphabetic character

There will be a strength meter to help create a strong password.

You will be required to answer four security questions.

Login attempt rules are as follows:

* Limit to five consecutive bad login attempts
* Account disabled for 10 minutes

Security questions:

* You can select your security questions from a drop down list
* You cannot use the same question more than once.

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



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!**



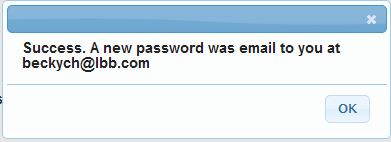
Users can now reset their own passwords. Click the link **click here** under the fourth bullet point.

eBudde™ will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password.

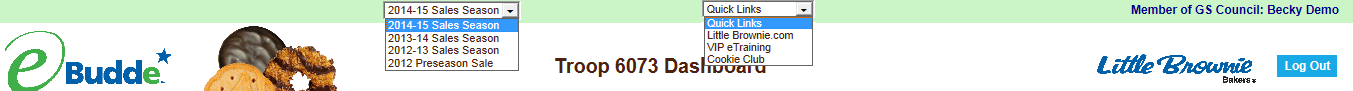
To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Enter in the CAPTCHA code; Answer the two security questions, enter in a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde™ will tell you that you password is now changed. Click the **Back to Login Page** to login with this password.





***Menu Bar***



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

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

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

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

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

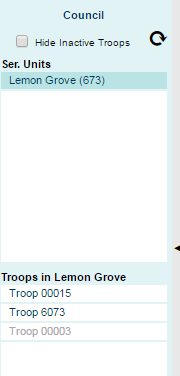
**Digital Order Card** – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales. (if applicable)

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

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

# *Navigation Tree*

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



The navigation tree will start with your service unit name and number.

**Hide Inactive Troops** – Your council may allow you to inactivate troops or may inactivate troops for you. By checking this box you can hide those troops so they are not visible in the tree. If you will notice above troop 00003 is greyed out. It is an inactive troop. If you check the Hide Inactive Troop box, this troop would no longer be visible in the tree.

If you click this icon, you will refresh the tree. This is helpful if you are adding troops

***Service Unit Tabs***

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



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

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

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

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

**Init. Order** – The Init. Order tab is to verify troop cookie initial orders and submitting the troop/service unit order to the council.

**Delivery** – N/A

**Transactions** – N/A

**Deposits -** This tab is to view troop deposits.

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

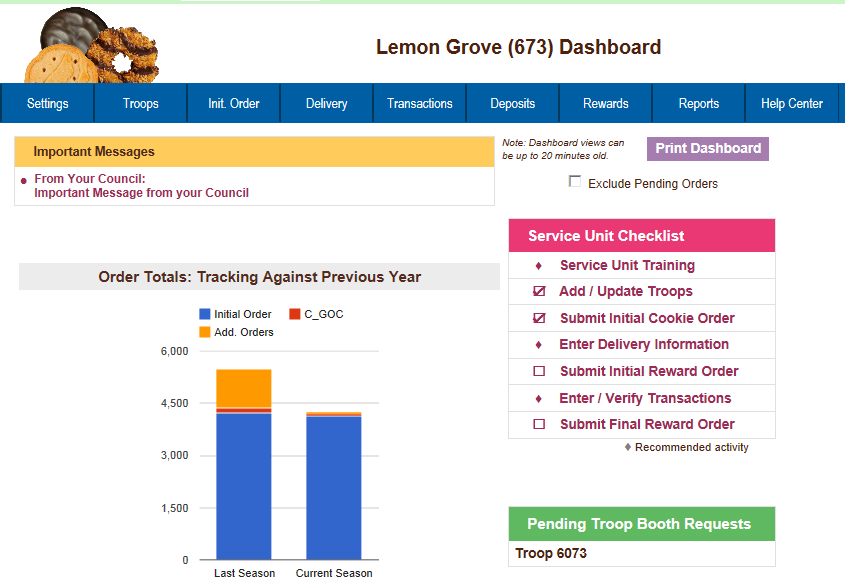
**Booth Import (optional)** – N/A

**Booth Sites** **(optional)** – This tab will allow service units to view troop booth site requests.

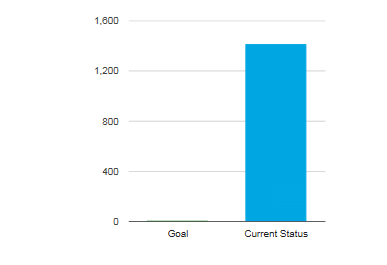
**Reports** – The reports tab is for service units to print reports for cookie orders, reward orders, and deposits.

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

## Dashboard

When you enter the screen the system will display the navigation tree and the dashboard. The dashboard shows messages from your council staff or area manager (if applicable) It also will show you the current status of troop cookie orders, reward orders and financials. It will remind you of all the deadline dates for the current sale. These dates will include eBudde™ deadline dates and council-specific dates. There is a service unit checklist that will include eBudde™ items and council-specific items. There are also graphs on orders, goals and per girl averages. All of these graphs are printable using the **Print Dashboard** button.

## 



**Messages** – Messages from your council will be displayed here.

**Service Unit Checklist** – the service unit checklist includes items to do in eBudde™ but also can include council-specific items

**Troop Status –** This lists the troops in the service unit and how many packages they have ordered and if they have submitted their initial order. The package count gets updated throughout the cookie sale. **NOTE: If troops are marked inactive, they will not show up in this list.**

**Financial Status** – The financial totals for the service unit are listed here. The detail for this information can be found on the Troop Sales Summary report or the individual Troop Sales Report

**Rewards –** This will list the rewards currently ordered by the troop. The troop must submit the troop order for the numbers to be displayed on the dashboard

**Order Totals Graph** – Comparison graph for the service unit from last year to current date. The last season numbers can be found on the service unit settings tab. This season numbers come from the transaction tab for the service unit and the troops.

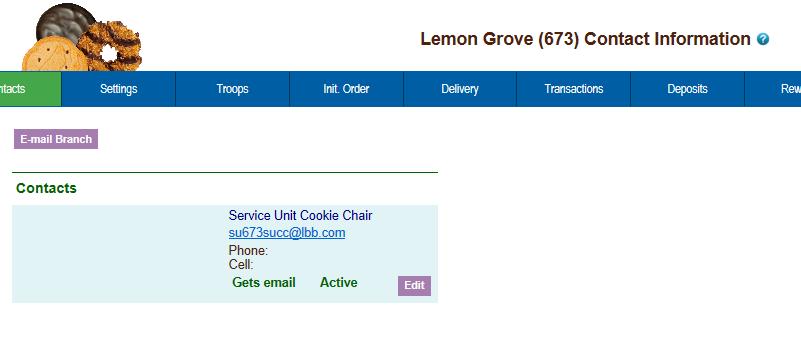
**Calendar** – The calendar will show eBudde™ deadline dates and council-specific dates.

**Distance to Goal** – Each troop will be displayed showing the goal that they set on the troop setting tab and the cookies that they have sold. In addition the service unit goal can be entered on the service unit setting tab and eBudde™ will calculate the packages sold by the troops to compare against the goal and is displayed on the dashboard.

**Per Girl Average** – This graph depicts the per girl selling average for the service unit which are the total boxes sold by troops on the initial order and service unit initial orders / girl selling from the troop setting tab. The goal number comes from the goals entered on the girl tab.

Contacts Tab

The information supplied on this screen was set up by your council. To add or remove a contact you will need to select the **Settings** tab.



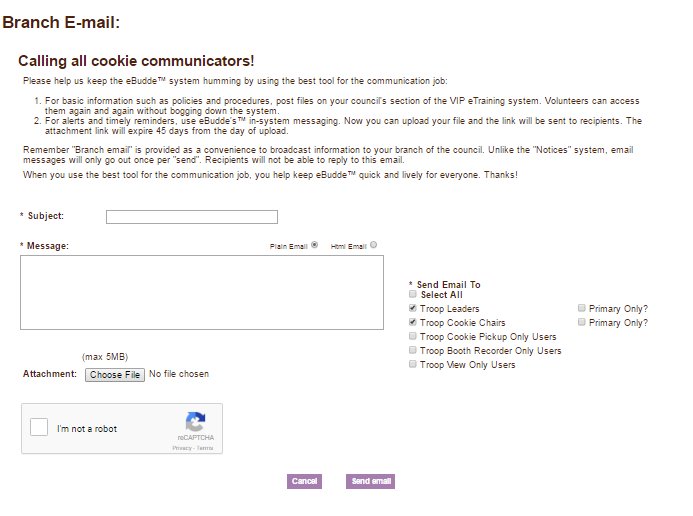
To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde™ will be sent to you troop contact’s regular email box. There is no replying of email in eBudde™. You can send one or more attachments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

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

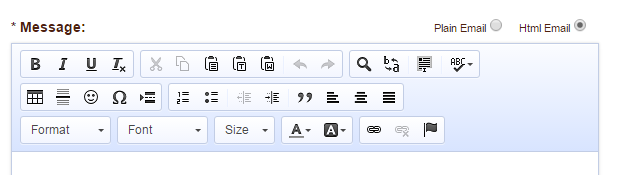
**NOTE: If you add attachments, eBudde™ will not send attachments via email. eBudde™ will upload your attachments and send a link to the attachments via email to your selection. The links will be active for 45 days from date sent.**

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

**You will need to check the CAPTCHA box to send the email.**

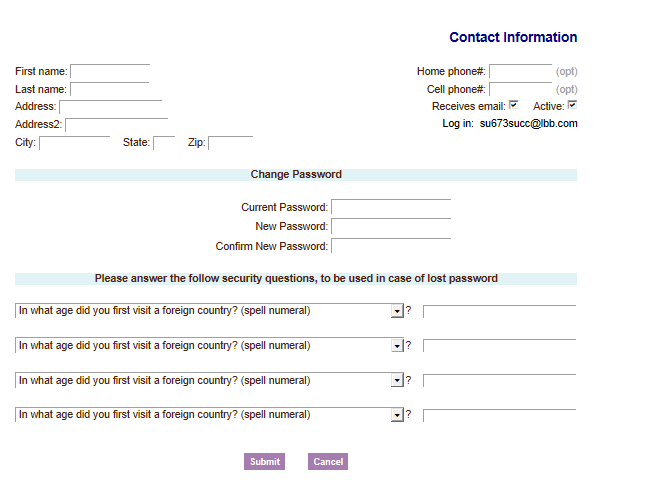


This emailing system allows messages in plain text and in html. The HTML allows for additional formatting.



To edit your **Service Unit Contact** information click the **Edit** button below the contact name.

The system will open up a page to change the information. To create a new contact, see the section on service unit settings.



Change the information by clicking in the box and keying in the new information. Click the **Submit** button to save the changes. If you wish to cancel the information keyed, click the **Cancel** button.

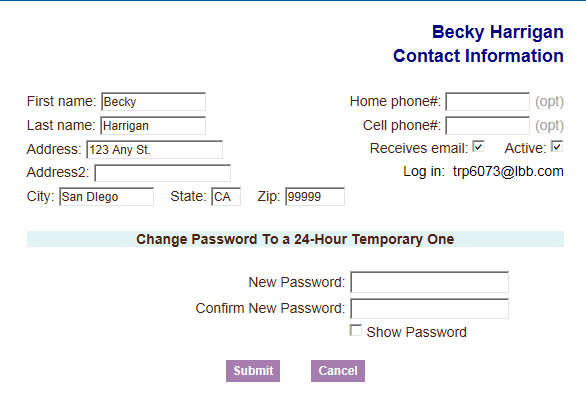
You can change your password by entering your current password and new password and confirming that new password. You would then click **Submit.**

You can now change your security questions here as well. Enter the information by clicking in the box and key in the new information. Click the **Submit** button to save the changes. If you wish to cancel the information keyed, click the **Cancel** button.

You can update a user’s address and phone number information. Update the information and click the **Submit** button. If you do not want to make the changes, click the **Cancel** button.

If you have access to other’s contact information, you will not be able to update password information or security information but you can reset their password.

You can give them a temporary password that is good for only 24 hours. If the user does not log in within the 24 hour period, you will need to assign the user another temporary password. Commonly used by Council is Girlscouts2018 for the temporary password.

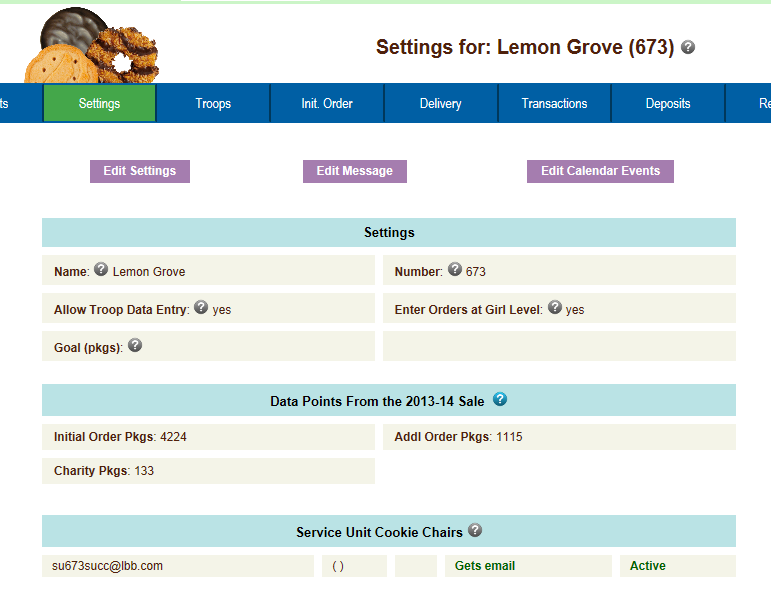


Enter the password in the new password box and then enter it again in the confirm new password box. Click the **Submit** button. eBudde™ will send the user an email with the temporary password information informing the user that they must log in within 24 hours.

If you do not want to create a temporary password, click the **Cancel** button.

***Settings Tab***

The settings tab allows for adding new service unit level users, changing default service unit settings, creating eBudde™ messages for troops on the dashboard, entering last year’s data for the dashboard comparison graph.

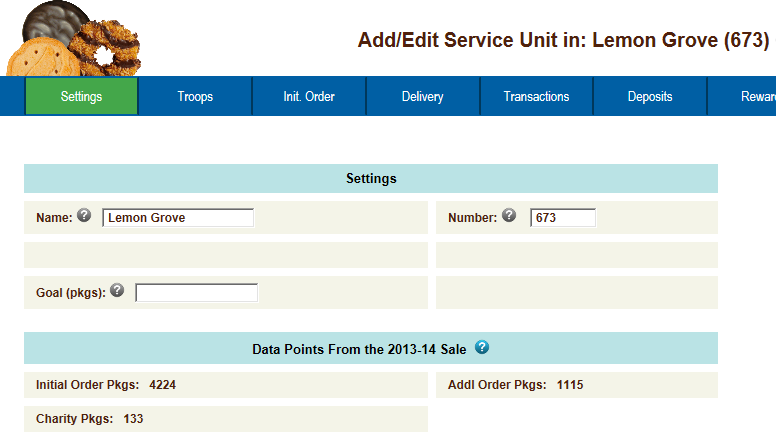


This information was set by your council. You can add additional contacts for your service unit here. In addition, you can create a message that troops will see when they log into eBudde™.

### 

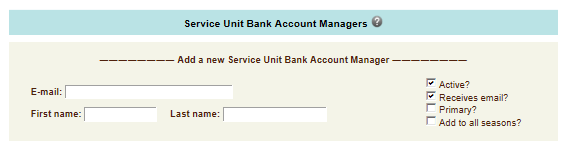
### Edit Settings

To update this information, left-click the **Edit Settings** button. The system will display the following screen:





Users designated as Primary have access to add users to this role.



**Enter Orders at Girl Level** – Check this box if you or the troop is going to enter the order by girls in packages.

**Data Points from the Previous Year Sales –** Will automatically appear.

**Service Unit Managers** – this can be used to add another service unit contact as a service unit manager. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system. Be sure that all people added into the system are registered and background checked.

**Service Unit Cookie Chairs** – this can be used to add another service unit contact as a cookie chair. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system. Be sure that all people added into the system are registered and background checked.

**Service Unit View Only Users** – this can be used to add another contact to the service unit that can only see the screens and print reports. This user cannot make any changes in the system.

**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.

**Primary?** – If you want to designate that this contact is a primary contact, check the box. Primary contacts can be emailed separately on email blasts and will show up on reports that include a primary contact.

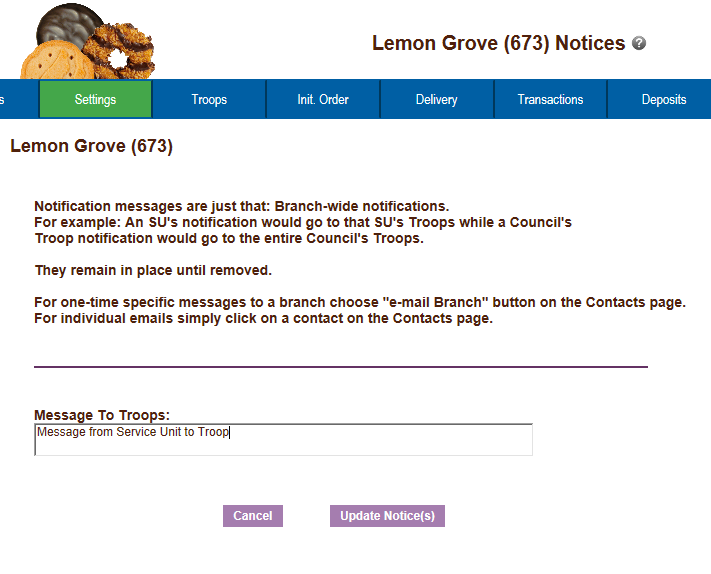
**Add to all seasons**? **–** Allows you to give the contact access to the troop records for previous seasons.

**Remove a contact** – You may remove service unit contacts. **NOTE: Do not remove yourself from the current list of service unit managers ONLY. If you do, you will no longer have access to the system.**

**Left-click the Update button to save the changes. Left-click the Cancel button to leave the page without saving the changes.**

***Edit Messages***

You can also create messages for troops to see on their dashboard when they log in. Click the **Edit Messages** button to create the message.

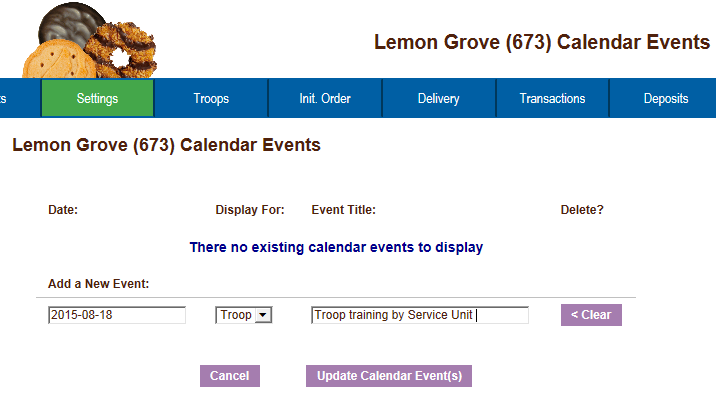


Enter your message to the troops. Click **Update Notice(s)** to activate the message. Click **Cancel** to cancel any changes you made to this screen.

**NOTE:** If you do not want a message to be displayed, you can delete the contents of the message and click update notices and a blank message will show on the troop’s dashboard.

### Edit Calendar Events

You can also **Edit Calendar Events**. Click the **Edit Calendar Events** button. The following screen will be displayed. The eBudde™ calendar items are not changeable. However, you can add service unit specific items.



## Troops Tab

To add and/or edit a troop, click the Troops tab on the page. As you add troops, you will see them appear on the left-side of the screen under the **Navigation** tree.



You can enter troops using two different methods. The choice for which button you used is at your discretion.

**Add a Troop** – This button allows you to enter one troop only. You would need to click this button for each troop you entered.

**Add up to 11 Troops** - This button allows you to enter up to 11 troops at a time. If you had 13 troops you would need to click this button twice. The first time you would enter the 11 troops. The second time you would enter 2 troops.

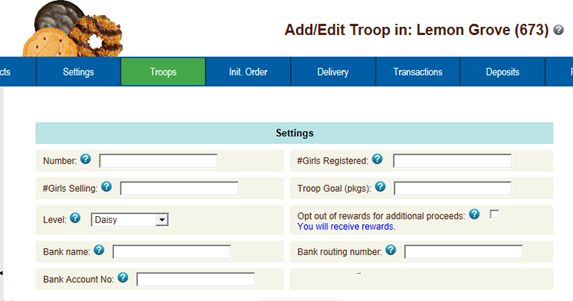
**Unsubmit All Cookie Orders** – This will unsubmit all troop cookie orders if necessary to allow troops to resubmit.

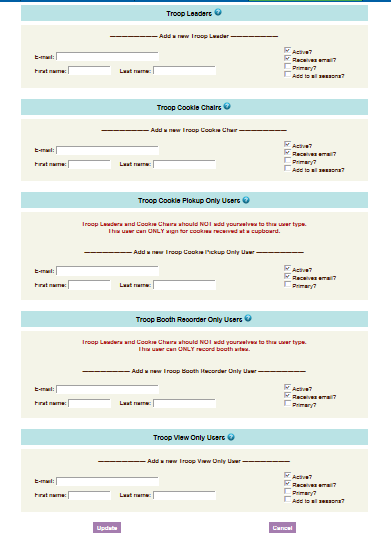
**Unsubmit all Initial and Final Reward Orders** - This will unsubmit all troop reward orders if necessary to allow troops to resubmit.

**NOTE:** You can un-submit orders for individual troops if necessary. Once your order(s) are sent to the bakery, these buttons will be removed.

**To Add a Troop** – Left-click the **Add a Troop** button displayed on the page. The following page will be displayed on the page.

## Adding or Editing a Troop





**Number** – enter the troop number

**# Girls Registered** – the number of girls registered in the troop or 0 if unknown

**# Girls Selling** – the number of girls selling cookies in the troop or 0 if unknown

**Troop Goal (pkgs):** - if the troop set a sales goal, enter the number in packages or 0 if unknown.

**Level:** - Program Age Level of the troop

**Opt out of rewards for additional profit:**- If this troop has the option of not receiving rewards and receiving additional monetary funds, click in this box. This option is available to troops at the Cadette, Senior, and Ambassador levels.

**Troop Leader or Troop Cookie Chair or Troop View Only Users:**

* You **MUST** enter an email address for one of the three types of users.

**Email:** -Enter email address

**First name:** (Optional) – Enter in contact’s first name

**Last name:** (Optional) – Enter in contact’s last name

**Active?** – Check this box if you want the contact to have access to the system.

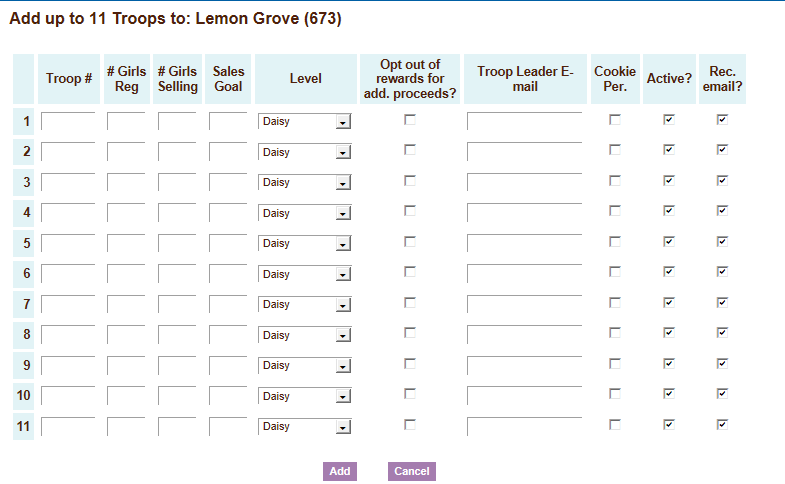
**Receives email?** – Check this box if you want the contact to receive email from you and/or council and the confirmation emails when ordering.

**Primary?** – You may designate a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.

**Add to all seasons?** – Check this box if you this contact to have access to the troop in previous years.

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

**To Add up to 11 Troops –** Left click the **Add up to 11 Troops** button. The following page will be displayed:



**Troop Number** – enter the troop number

**# Girls Registered** (Optional) – the number of girls registered in the troop

**# Girls Selling** (Optional) – the number of girls selling cookies in the troop

**Has Sales Goal:** - if the troop sets a sales goal, enter the goal in packages

**Level:** - Program Age Level of the troop

**Proceeds (no rewards):** - If this troop has the option of not receiving rewards and receiving additional monetary funds, click in this box. This only applies to Cadette, Senior, and Ambassador level troops.

**Troop Contact E-mail:** – You **MUST** enter an email address here.

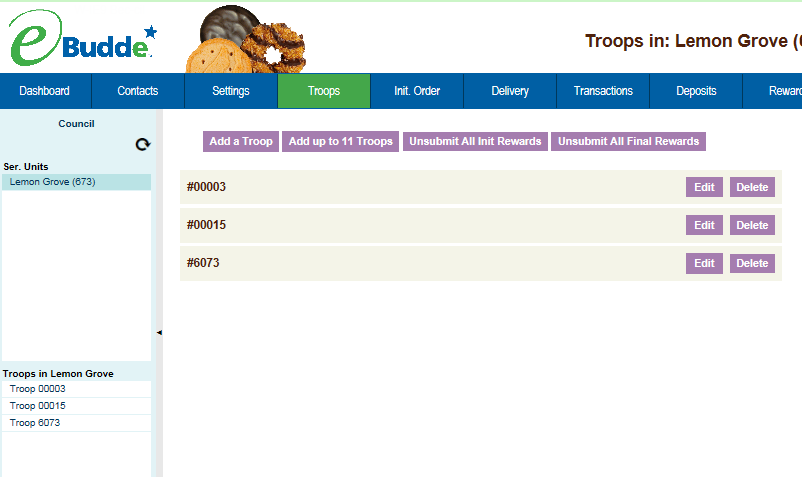
**Cookie Per.** – Click the box if the contact email is for the troop cookie person.

**Active - If** this troop contact will be a user on the system, this box must be checked

**Rec Email –** If you want the troop contact email user to received the email confirmations, this box must be checked

Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

As you add troops, the system will update the navigation tree. You will also be allowed to change and/or delete troop information.

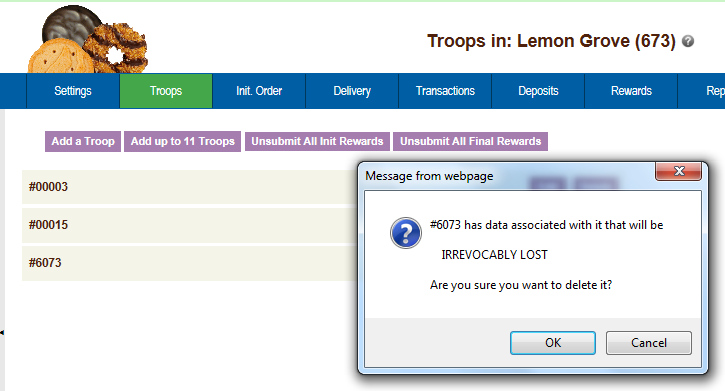


To change troop information or remove a troop, click on the **Troops** tab. The system will list the troops currently in the system.

**Edit** – The edit button allows you to change information about the troop and add new troop contacts.

**Delete** – The delete button allows you to remove the troop from the system. Your council may disallow this capability.

### Deleting the Troop



Left-click the Delete button. The eBudde™ system will confirm that you want to delete the troop. Left-click the **OK** button to delete the troop. Left-click the **Cancel** button if you do not wish to delete the troop.

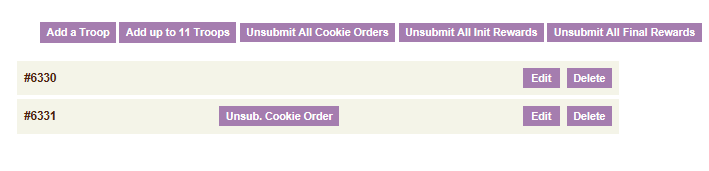
## Un-submitting Troop Orders

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

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

Keep in mind that deadline dates are still in effect. So, if you un-submit an order after the deadline date for the troop to submit the order, the troop will not be able to re-submit. Also, once you submit orders to council/area, the un-submit button will no longer be available.

**CAUTION: The troop’s order must be re-submitted prior to deadline dates to be included in orders to the bakery.**



## Init. Order

At the SU Level you will use the Initial Order Tab to:

* Verify troop orders
* Submit troop orders to council

### Initial Order Page- Troops placing orders

**Rounding Down**

You need to visit each troop’s Initial Order tab about a week before Initial Sale is due to make sure they have rounded their orders ***down***. If a troop has not, they need to be contacted. Some troops don’t round down because they plan on doing a booth sale and will just sell the extra product then. Some troops just need help with the process.

If the troop ***does*** want to round down:

* The bottom row “extras” need to be all zeros. This means cookies need to be taken from a girl (or girls) to even out the order to full cases. The Leader needs to make note of what they are taking out so they may pick up those loose boxes at one of the cupboards and assign the boxes back to the girl(s) they were taken from.

Tre Tags

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Pkgs. Ordered | 0 | 0 | 7 | 0 | 0 | 45 | 0 | 24 | 0 | 76 |  |
|  | Cases to Order |  | 0 | 1 | 0 | 0 | 4 | 0 | 2 | 0 | 7 |  |
|  | Extras |  | 0 | 5 | 0 | 0 | 3 | 0 | 0 | 0 | 8 |  |

The example above shows that the troop will be getting 4 full cases of Tagalongs, which is 3 extra boxes because they only need 45. But we need to round down, so the troop needs to remove 9 boxes from a girl(s) order to change the order from 45 pkgs ordered to 36 pkgs ordered (3 full cases). They would then need to pick up the 9 extra boxes at a cupboard.

The Troop does not subtract the 3 that appears on the Extras line. Whatever number is in the extras column, subtract from 12 and that is what needs to be deducted. 12-3 = 9 for the Tags. Example.

The Tre column for example has a 5 in the extras row. 12-5 = 7. That is how many boxes need to be removed from a girl(s) order line.

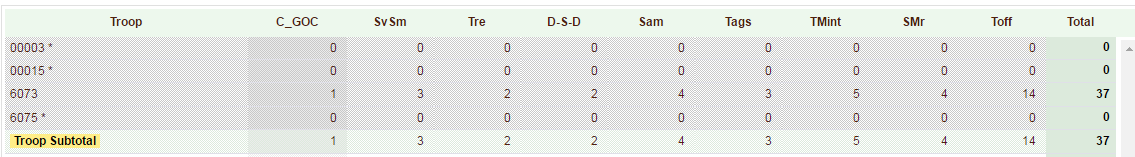
**Instructions for service units once orders have been placed for troops by troops or the service unit at the troop level**

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



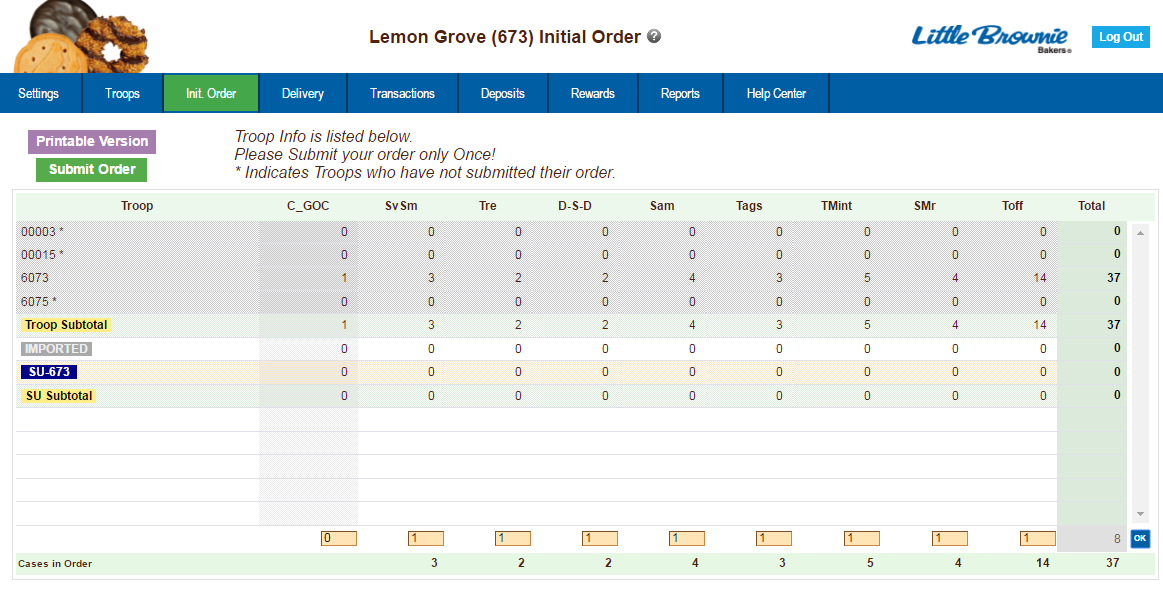
**Printable Version** – Left-click this button to print a report that shows the above information.

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



The system will display the status of troop orders. In the example above troop 6073 has submitted its order. Troops 00003, 00015 and 6075 have not submitted their orders as designated by the **\*** (asterisk).

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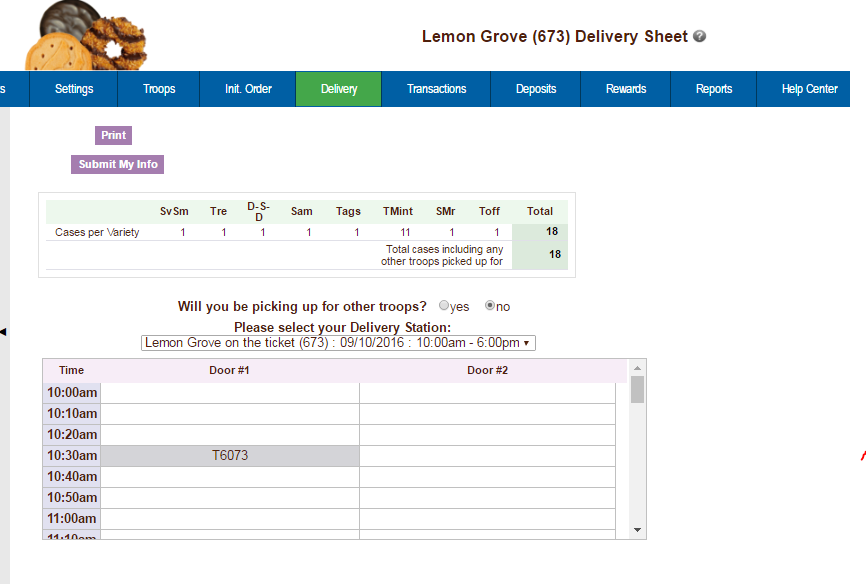


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## Delivery Tab (Optional Sign Up Sheet)

If a service unit has a cookie order, they would need to select a time for their cookie pickup and possibly a delivery site. This is done on the delivery tab.

Left-click the **Delivery** tab. The system will display the following page.



**Will you be picking up for other troops?** – If you pick up for other troop, click in the yes radial. The system will display boxes to enter the troop number(s) for the troop(s) you are picking up for. If you are not, click in the no radial.



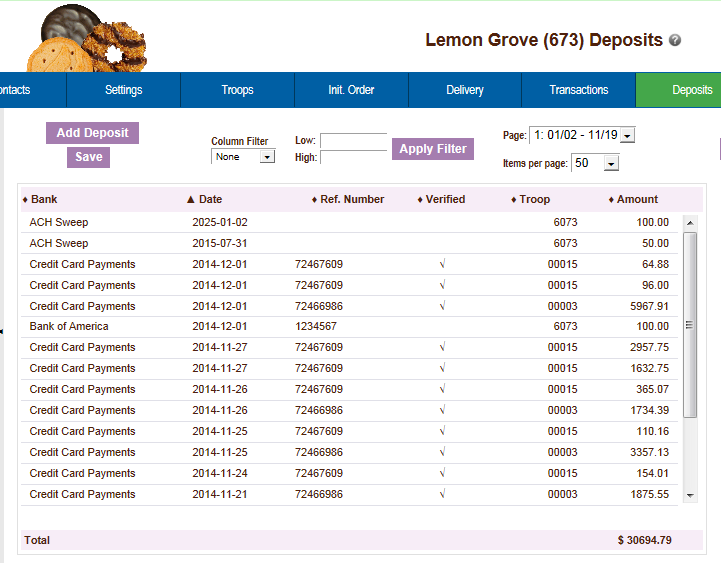
Select your delivery station.

Click the time slot that you want.

Click the **Submit My Info** button.

## Deposits Tab

The deposits tab will allow you to view all the deposits credited to your troops.



### Navigating the Deposit Information Page

Scrolling:

Deposits are displayed n 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 any order that will be show you the deposits in that particular order.

▼ Sort from smaller or earliest to larger or latest

▲ Sort from larger or latest to smaller or earliest

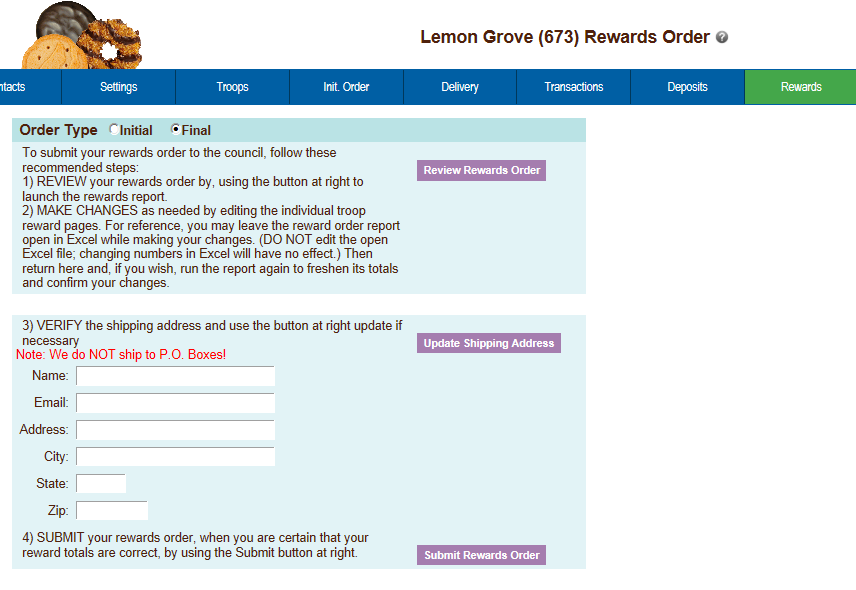
► Not sorted by this column

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.

### Rewards Tab

Reward orders are entered at the troop level. The service unit role is to monitor the entry of reward orders and submit the order to the council.

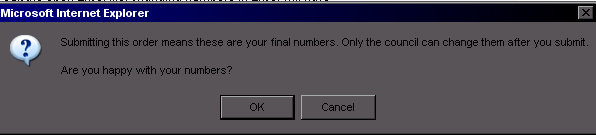


**Order Type** –You may select which type you will be verifying and submitting to council.

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

**Update Shipping Address** –The service unit must enter in the shipping contact name address. This information is used by the bakery warehouse to ship the items to the service unit.

**Submit Rewards Order** – Once all troop reward orders have been verified, click the button. This will send your verified rewards order to council. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes, only council will.



## Booth Sites Tab

The booth sites tab allows you to see where booth sales will be held in your SU. Council will approve or deny entries.

## Reports

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

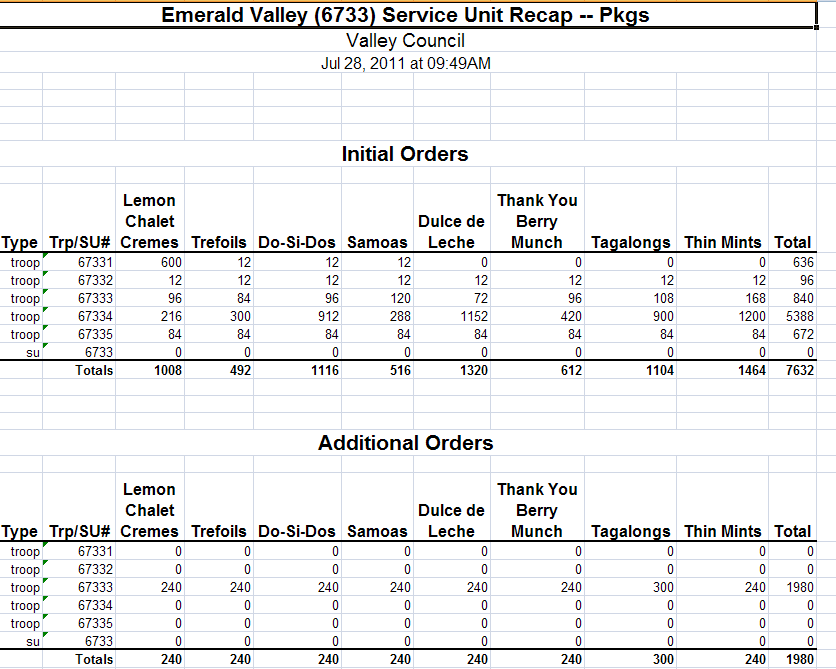


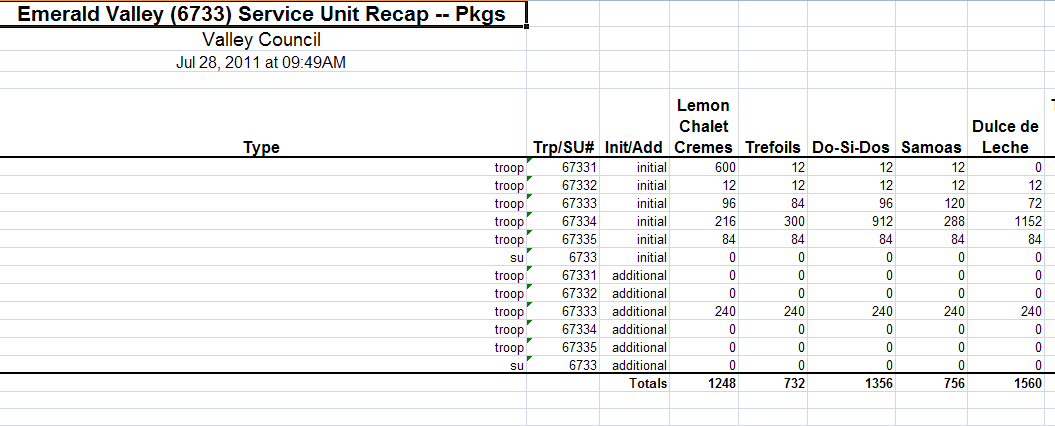
Some reports due to the length of time to create may require regeneration. You will click the **Regenerate** button. eBudde™ will tell you that it sent the request to the queue. You will be sent an email when the report is ready. You can then click the **XLSX or PDF** button to print.

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

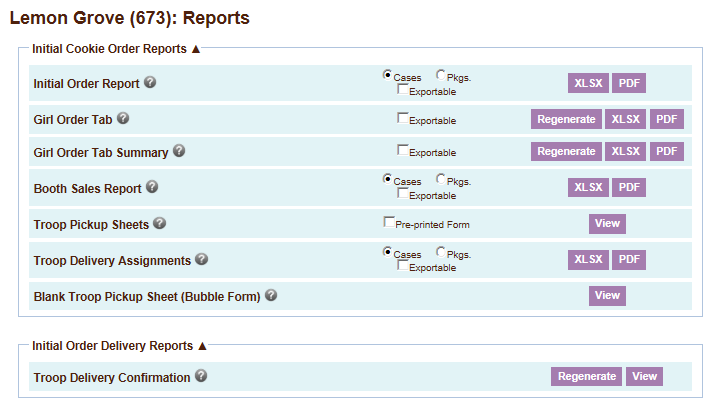
If you want to know the details of the report, click the link labeled **Descriptions of these Reports**. It will bring up a list of the reports with additional details of information that is on the report and the purpose of the report.

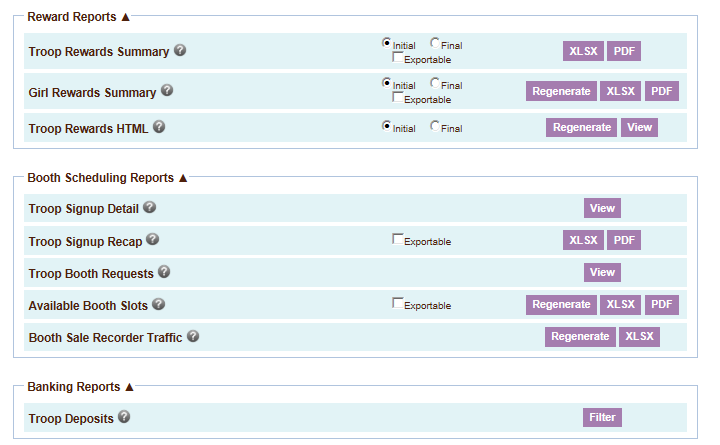
You can now run some reports as **Exportable**. Exportable reports allow you to run reports in a fashion that puts all information in columns to facilitate sorting or simple data dumps. See example below of the service unit recap

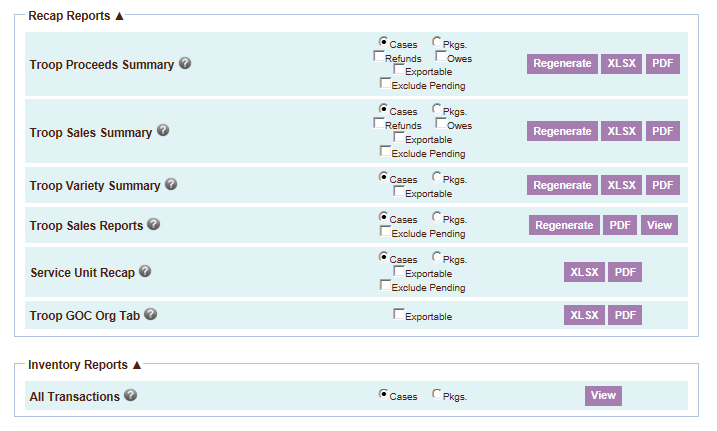


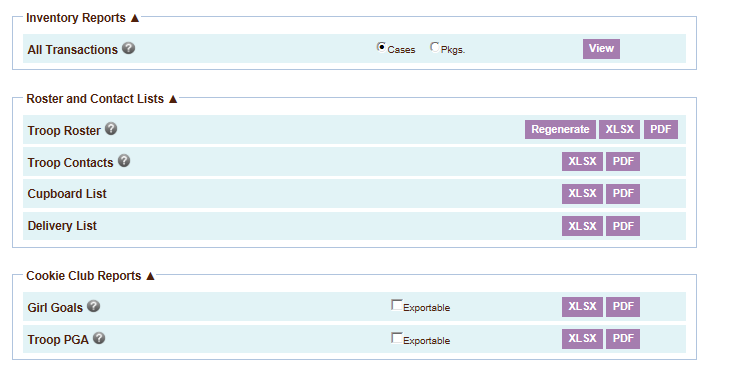


*Exportable Version*









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

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

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

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

**Troop Delivery Assignments** – This lists all the troops and their delivery station selection including site, time and line

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

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

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

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

**Troop Rewards HTML** – The report prints the troop reward in portrait orientation 8 ½ x 11. Can print on multiple pages if rewards program has a lot of items.

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

For all transactions, leave the boxes blank and left-click the **Run Report** button.

**Date** – To print using the date filter you need to enter a date in one or both boxes after the date label. You also need to format the date as mm/dd/yy. Left-click the **Run Report** button to print the records specified

**Range of Dates** - enter in first box the starting date, enter in second box the ending date. This will be an inclusive range displaying all deposits between those two dates and including those two dates.

**One Date –** enter the date in the first box and enter it again in the second box.

This will display all the deposits for that day.

**Starting Date to Last Date Keyed** – enter the starting date in the first box, leave the second box blank.

**All Dates to a Specific Ending Date** – leave the first box blank, enter the ending Date in the second box.

**Troop #** - To print using the troop number filter you need to enter a troop number in one or both boxes after the troop # label. Left-click the **Run Report** button to print the records specified

**Range of Troops** - enter in first box the starting troop number; enter in second box the ending troop number. This will be an inclusive range displaying all deposits between those two troops and including those two troops.

**One Troop –** enter the troop number in the first box and enter it again in the second box. This will display all the deposits for that troop.

**Starting Troop to Last Troop Keyed** – enter the starting troop number in the first box, leave the second box blank.

**All Troops to a Specific Ending Troop** – leave the first box blank; enter the ending troop number in the second box.

**Date and Troop Number –** You can use the combinations listed above to specify deposits by date and/or by troop number.

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

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

**Troop Sales Summary** – This report is very similar to the troop proceeds summary. It includes all the items from the troop proceeds summary but also breaks down the troop proceeds into categories if applicable. This report can be viewed in packages or cases by clicking the appropriate radial button.

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

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

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

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

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

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

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

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

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

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

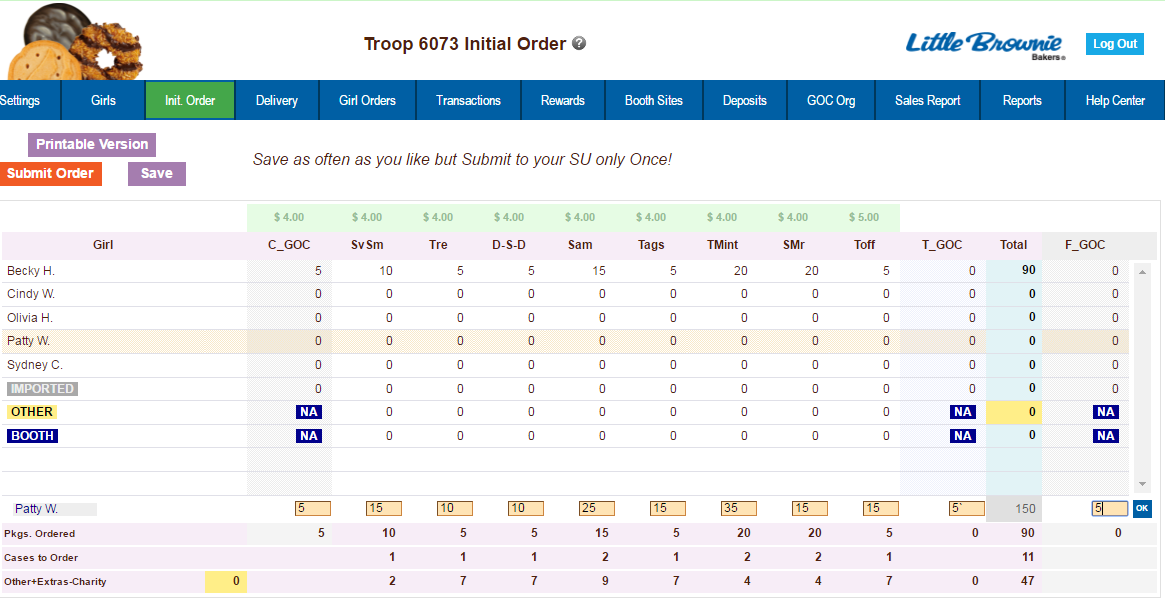
**Cupboard List** – This report will list all available cupboards and their hours of operation.

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

# 

**Ordering by Individual Girls**

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



**NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately. Suffolk County’s is labeled “OC” for Operation Cookie.**

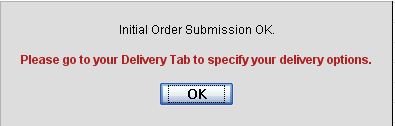
Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

**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.**

save in progressYou 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.

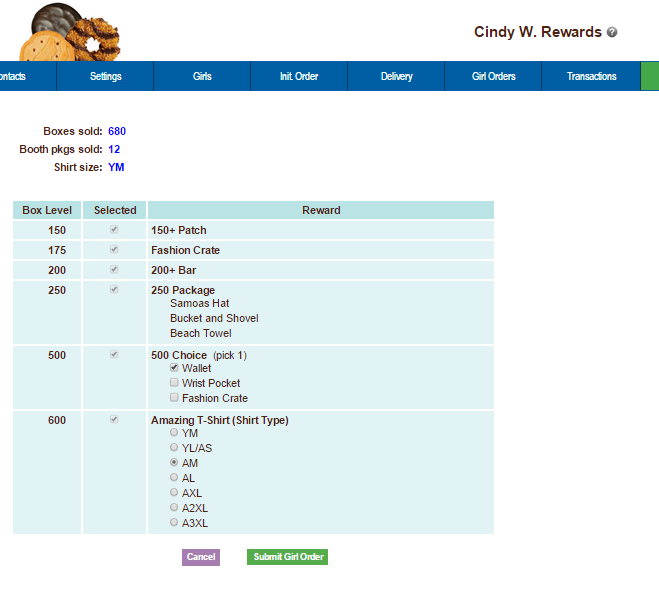
**NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie**

**Manager or Council.**

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).

You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

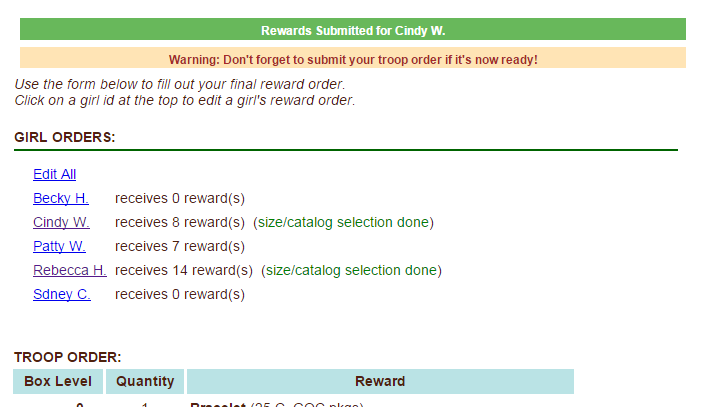
Click the girl’s name.



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

Enter the size for the t-shirt or make a choice if necessary. Click the Submit Girl Order button. If you do not want to submit the girl order, click the Cancel button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

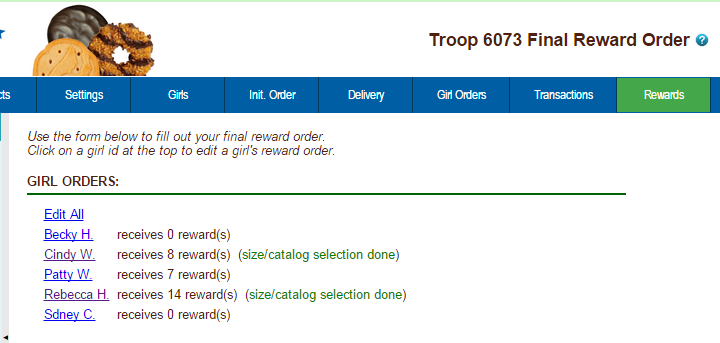


OR you may now click the Edit All link.

When you click the Edit All link, eBudde™ will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.

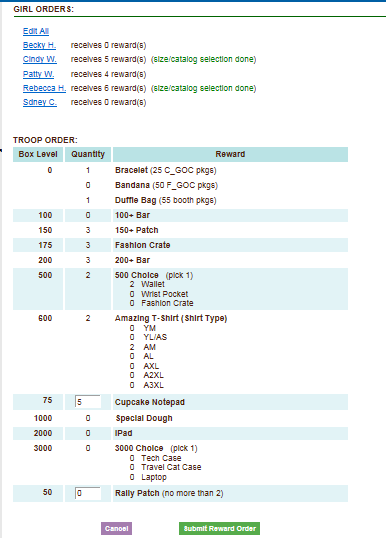


Once you have updated all the girl rewards and submitted, eBudde™ will show that the selections were completed.



Once all the girl reward 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 Reward Order button to submit your order to your service unit.





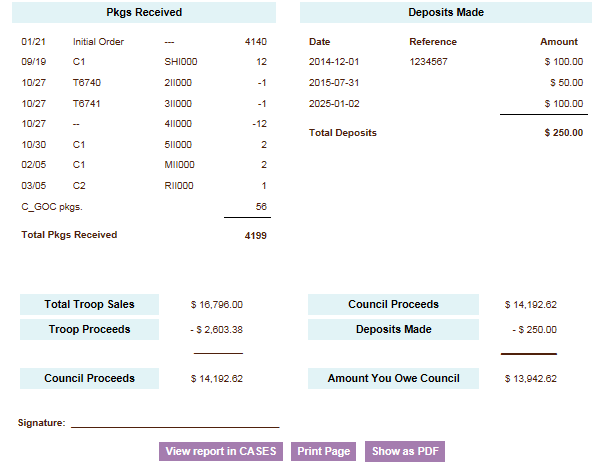


Cancel – this button returns you to the screen where you can view or fill out.

Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops only by a service unit user.

# Appendix A – Troop 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. All Gift of Caring numbers will be pulled from the Girl Order tab. No data entry will be necessary on the Troop Sales Report. Council sponsored Gift of Caring will be displayed under Packages Received. Troop Gift of Caring boxes will be displayed on the right under PGA Registered.



# Appendix B - 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 10.x and higher, Firefox 36.0 and higher, Chrome 38.x and higher.

Macintosh – Safari 7.1.x and higher, and Firefox 36.x and higher, Chrome 38.x.

**Approved platforms:**

* iPad
  + iOS 6 through iOS 9
* iPhone (mobile web)
* Android (mobile web)
* Apps (all with mobile web version)
  + Cookie Locator
  + Booth Sale Recorder
  + Cupboard Keeper

**Approved computer specifications:**

Recommended Minimums:

2.0 GHz CPU - 2GB RAM

Recommended Systems:

2.5 GHz CPU - 3GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: [http://get.adobe.com/reader/](http://get.adobe.com/reader/%20)

eBudde™ has scheduled time-outs at 45 minutes of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 45 minutes.  You will have the opportunity to remain active from the warning messages 10 minutes and 5 minutes prior to log out.



**Service Unit Quick Sheet for eBudde™**

**Initial Order**

**All Users**

1. https://ebudde.littlebrownie.com
2. Enter your email address as your login, temporary password: Toff7926Click **LOGIN**
3. Change your password, answer security questions, enter/review contact information, click **SUBMIT**.
4. Will be given access to the system.

**Click each TAB to enter each page**.

**Dashboard Tab –** Gives you an up-to-minute snapshot of your troop’s orders, goals, financials, and per girl averages

**Contacts Tab**

1. Review information. Edit as necessary
2. Email Branch- Ability to send mass emails to volunteers by job description.

**Setting Tab**

1. Council will enter the SU Manager’s information
2. Enter service unit goal and last season’s data points (if applicable)
3. Enter in additional service unit contact(s) if necessary.

**Troops Tab**

1. Click on Add a Troop button—enter troop number, # of girls selling and registered (if applicable), level of troop, troop contact email address, check boxes that apply—User get mail, Active, and if primary contact.
2. Able to add up to 11 troops at one time—click on Add up to 11 troops— enter troop number, # of girls selling and registered, level of troop, troop leader’s email address, check boxes that apply—User gets mail, Active, and Cookie Person for email listed above.
3. Un-submit buttons – allow you to un- submit cookie, and/or incentive orders if incorrectly submitted or needing updating by the troop

**Init. Order Tab**

1. Review Troop orders. Troops with an asterisk (\*) have not submitted their orders.
2. Review the totals at the bottom. Make sure troops have rounded down. If correct, Click **SUBMIT** order. Once the order is submitted, changes cannot be made.
3. Print a copy for your records.

**Delivery Tab**

Council enters the data in this tab.

**Final Order**

**Deposits Tab** – View all the deposits credited to your troops

**Rewards Tab**

1. Update shipping address, if needed, under the Contacts Tab.

NOTE: rewards will be shipped to your contact address. PO Boxes are not allowed.

1. Click **SUBMIT** to submit your order. Once you submit the order, changes cannot be made.

**Booth Sales Tab –** Allows you to view where booth sales will be held in your SU. Council will approve or deny entries.

**Report Tab**

1. There are several reports to help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting. Service units have access to a booth sale recorder report.
2. Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel

* Troop Pick Up Sheets - Colored bubble boxes with case counts by Troop number.
* Troop Rewards Summary – Choose Initial or Final
  + Breakdown of Rewards to distribute by Troop number.

**Help Center –** Assorted Services to help troops navigate the entire cookie program.



If you have any questions, contact productsales@gssc.us