

*Little Brownie*<sup>®</sup> BAKERS



**Girl Scouts of Suffolk County**

**Troop 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.

Welcome to eBudde™ with new features and functions to make the 2015-16 Cookie Sale Season a success.

**eBudde™**

Member Log In

eMail Address:

Password:

Log On

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

**Little Brownie Bakers**

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## Contact Information Page

**eBudde™**

Current Password:

New Password:

Confirm New Password:

Please answer the follow security questions, to be used in case of lost password:

In what city were you married? (enter full name of city only)

What is the first name of the best man at your wedding

What is the first name of the maid of honor at your wedding

What is your father's middle name

E-mail: becky.harrigan@kellogg.com

First Name:  Phone #:

Last Name:  Cell #:

Address:

Address2:

City:  State:  Zip:

Cancel Submit

## Password Security Requirements

Temporary passwords are 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!

Welcome to eBudde™ with new features and functions to make the 2015-16 Cookie Sale Season a success.



Member Log In

eMail Address:

Password:

- 1 Your username (email address) and password designate your level of access to eBudde™.
- 2 If you have not been given a username and password please contact your council or volunteer product sales manager.
- 3 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](#).
- 4 If you have forgotten your password, fill in the email field and [click here](#).



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

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 your password is now changed. Click the **Back to Login Page** to login with this password.

## eBudde™ Password Recovery

You have two options to recover a lost password:

Press "Get Temp Password" below. A temporary password good for only 24 hours will be emailed to you:

Email: [beckych@lbb.com](mailto:beckych@lbb.com)

OR



Answer the Captcha, then click "Get Questions" to load your security questions. Then answer the questions, enter a new password, and click "Change Password" below:

Email: [beckych@lbb.com](mailto:beckych@lbb.com)

I'm not a robot 

[Get Questions](#)

Password:

Confirm Password:

[Back To Login Page](#)

## 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.

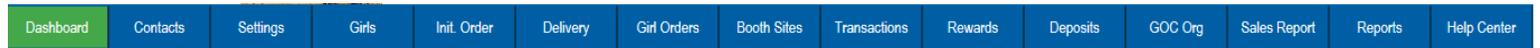
**Digital Order Card** – This provides a link for you to go to the GSUSA Digital Cookie website where your girls can send emails to customers, customer can purchase cookies and girls can track their cookie sales.

**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.

# Troop Tabs

eBudde™ provides a variety of features for troops to track their cookie sale information.



**Dashboard** – Default screen that shows important messages, calendar, checklist and dates

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

**Settings** – The Settings tab allows you to change your troop information. The troop is set up by the service unit or council staff. Here you will enter your troop level. You can also add additional troop contacts or delete troop contacts using this tab.

**Girls** – This is where you will see This allows you to enter girl goals (in boxes, not cases).

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

**Delivery** – N/A

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

**Booth Sales** – N/A

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

**Rewards** – Troop reward ordering

**Deposits** – View Troop deposits

**GOC Org.** – N/A

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

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

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

## Dashboard Tab

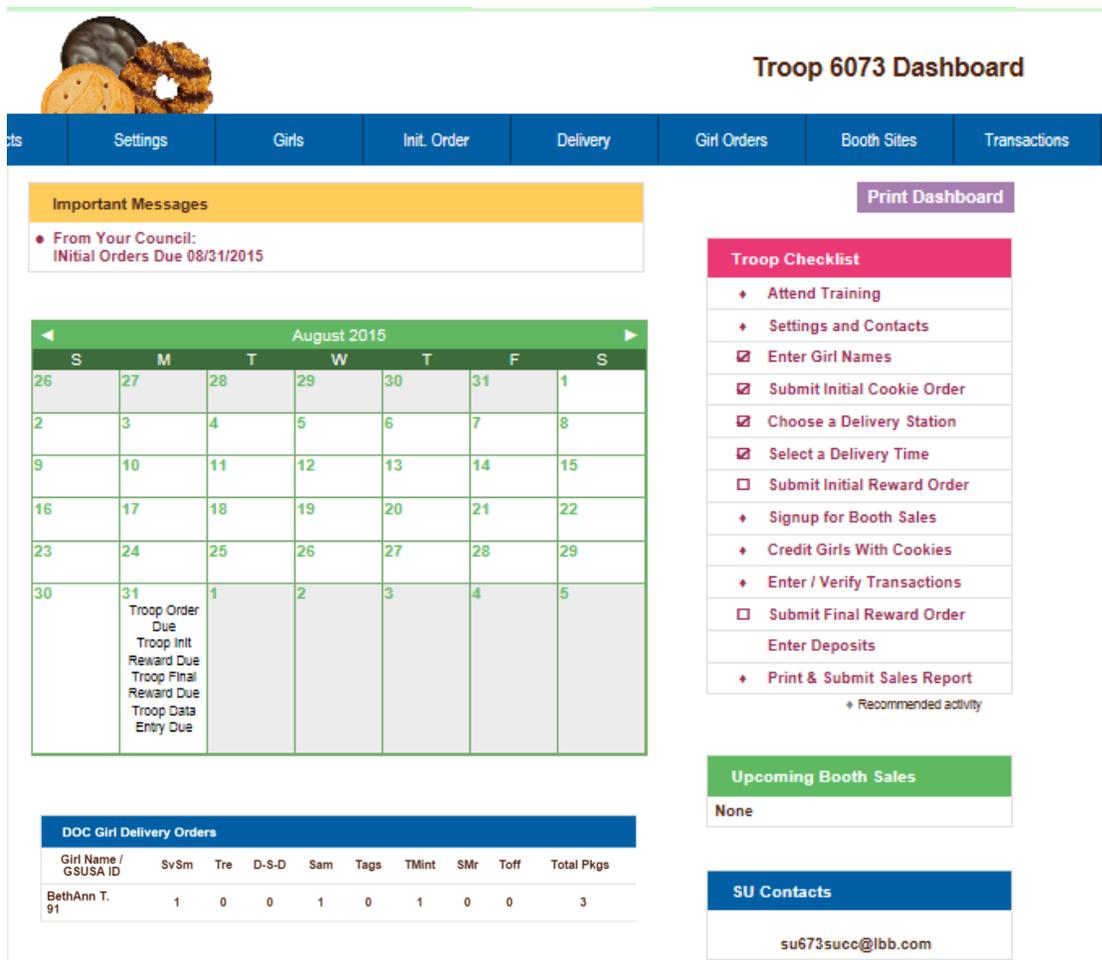
The dashboard tab is the screen you will see every time you log into eBudde™. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

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. In addition, your council can add their own dates to the system.

On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde™ items and council-specific items. Some of the items will be checked off and some items are recommended activity. 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), reward initial order (if applicable), and reward final order.

Your troop's upcoming Booth sales will display on the dashboard. The service unit contacts will list on the dashboard

**NEW This Year! The Girl Delivery orders will show on your dashboard.**



The screenshot shows the Troop 6073 Dashboard with a navigation bar (Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites, Transactions) and a 'Print Dashboard' button. It features an 'Important Messages' section with a message from the council about initial orders due on 08/31/2015. A calendar for August 2015 highlights the 31st with a list of due dates: Troop Order Due, Troop Init Reward Due, Troop Final Reward Due, Troop Data Entry Due, and Troop Data Entry Due. Below the calendar is a table for 'DOC Girl Delivery Orders' showing data for BethAnn T. 91. On the right, a 'Troop Checklist' lists various tasks, some checked and some recommended. Other sections include 'Upcoming Booth Sales' (None) and 'SU Contacts' (su673succ@lbb.com).

| Important Messages  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>From Your Council:               <ul style="list-style-type: none"> <li>Initial Orders Due 08/31/2015</li> </ul> </li> </ul> |  |  |  |  |  |  |

| August 2015 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
| 26          | 27 | 28 | 29 | 30 | 31 | 1  |
| 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 | 1  | 2  | 3  | 4  | 5  |

| DOC Girl Delivery Orders |      |     |       |     |      |       |     |      |            |
|--------------------------|------|-----|-------|-----|------|-------|-----|------|------------|
| Girl Name / GSUSA ID     | SvSm | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | Total Pkgs |
| BethAnn T. 91            | 1    | 0   | 0     | 1   | 0    | 1     | 0   | 0    | 3          |

| Troop Checklist   |
|---|
| + Attend Training   |
| + Settings and Contacts   |
| <input checked="" type="checkbox"/> Enter Girl Names            |
| <input checked="" type="checkbox"/> Submit Initial Cookie Order |
| <input checked="" type="checkbox"/> Choose a Delivery Station   |
| <input checked="" type="checkbox"/> Select a Delivery Time      |
| <input type="checkbox"/> Submit Initial Reward Order            |
| + Signup for Booth Sales  |
| + Credit Girls With Cookies                                     |
| + Enter / Verify Transactions                                   |
| <input type="checkbox"/> Submit Final Reward Order              |
| Enter Deposits  |
| + Print & Submit Sales Report                                   |

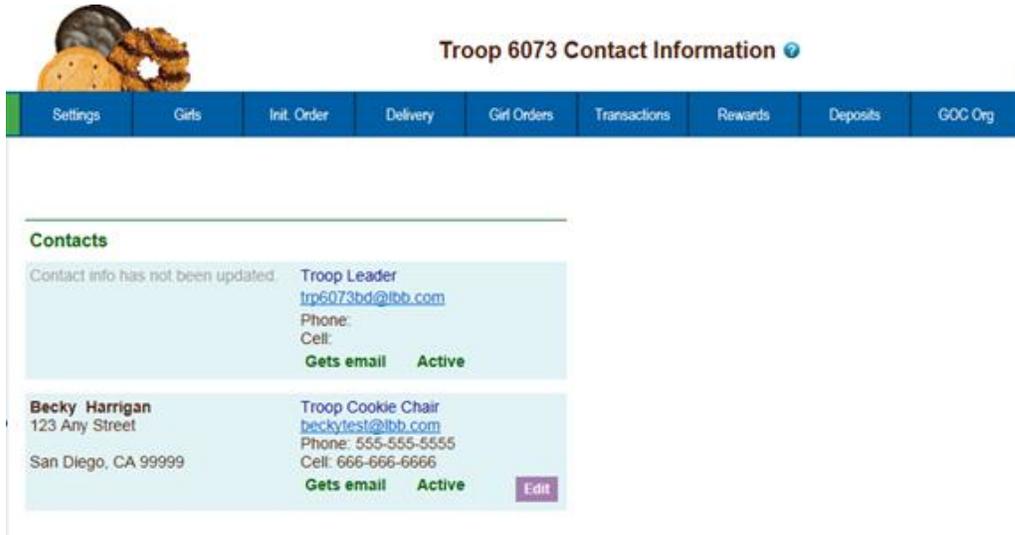
+ Recommended activity

| Upcoming Booth Sales |
|----------------------|
| None                 |

| SU Contacts       |
|-------------------|
| su673succ@lbb.com |

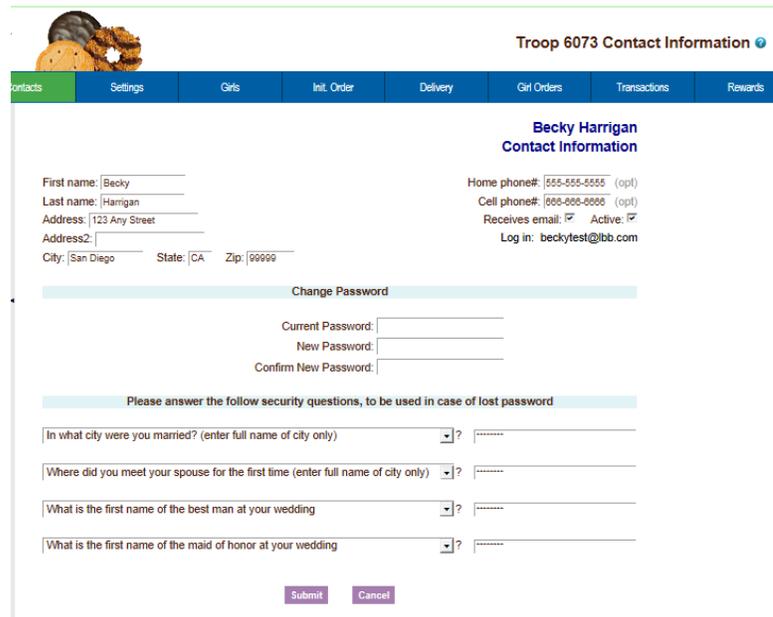
## Contacts Tab

The Contacts tab allows you to change your contact information.



The screenshot shows the "Troop 6073 Contact Information" page. At the top, there is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, Deposits, and GOC Org. Below the navigation bar, the "Contacts" section is displayed. It contains two contact entries. The first entry is for the "Troop Leader" with email [trp6073bd@lbb.com](mailto:trp6073bd@lbb.com), phone, and cell numbers, and options for "Gets email" and "Active". The second entry is for "Becky Harrigan", a "Troop Cookie Chair", with address "123 Any Street, San Diego, CA 99999", email [beckytest@lbb.com](mailto:beckytest@lbb.com), phone "555-555-5555", cell "666-666-6666", and options for "Gets email", "Active", and an "Edit" button.

To edit your contact information, click **Edit** below your name. You can edit your information and also change your password by entering in your current password and your new password. You can also update your security questions. You then click **Submit**.



The screenshot shows the "Troop 6073 Contact Information" page with the "contacts" tab selected. The "Becky Harrigan Contact Information" form is displayed. It includes fields for: First name (Becky), Last name (Harrigan), Address (123 Any Street), Address2, City (San Diego), State (CA), Zip (99999), Home phone#, Cell phone#, Receives email (checked), Active (checked), and Log in (beckytest@lbb.com). Below the contact information, there is a "Change Password" section with fields for Current Password, New Password, and Confirm New Password. At the bottom, there is a section for security questions: "Please answer the follow security questions, to be used in case of lost password". The questions are: "In what city were you married? (enter full name of city only)", "Where did you meet your spouse for the first time (enter full name of city only)", "What is the first name of the best man at your wedding", and "What is the first name of the maid of honor at your wedding". At the bottom of the form, there are "Submit" and "Cancel" buttons.

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

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

## Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit or council staff. Here you will enter your troop level. You can also enter goals (in boxes, not cases). You can also add additional troop contacts or delete troop contacts using this tab.

Click the **Edit Settings** button to make changes.

If your troop is Cadette level or older they can choose to an additional .05 on their rebate in place of rewards. Click the box “opt out of rewards for additional proceeds”.

Click **Update** to accept all changes.

**Settings for: Troop 6073**

contacts Settings Girls Init. Order Delivery Get Orders Booth Sites Transactions

[Edit Settings](#)

### Settings

|                    |  |
|--------------------|--|
| Number: 0073       | #Girls Registered: 4   |
| #Girls Selling: 4  | Troop Goal (pkgs): 1000  |
| Level: Cadette     | Opt out of rewards for additional proceeds: no<br><small>You will receive rewards.</small> |
| Bank Name:         | Bank Routing No.:  |
| Bank Account No.:  |  |
| Active Seller: yes |  |

### Data Points From the 2013-14 Sale

|                        |                     |
|------------------------|---------------------|
| Initial Order Pkgs: 95 | Add Order Pkgs: 111 |
| Girls Selling: 2       | Girls Registered: 2 |
| Troop Goal Pkgs: 0     |                     |
| Troop_C_GOC Pkgs: 128  |                     |

### Troop Leaders

|                   |     |            |        |
|-------------------|-----|------------|--------|
| trp8073bd@lbb.com | ( ) | Gets email | Active |
|-------------------|-----|------------|--------|

### Troop Cookie Chairs

|                   |                  |            |        |
|-------------------|------------------|------------|--------|
| beckytest@lbb.com | (Becky Harrigan) | Gets email | Active |
|-------------------|------------------|------------|--------|

### Troop Cookie Pickup Only Users

|                       |     |            |        |
|-----------------------|-----|------------|--------|
| trppickup8073@lbb.com | ( ) | Gets email | Active |
|-----------------------|-----|------------|--------|

### Troop Booth Recorder Only Users

|                      |     |            |        |
|----------------------|-----|------------|--------|
| trpbooth8073@lbb.com | ( ) | Gets email | Active |
|----------------------|-----|------------|--------|

## Initial Order Page- Troops placing orders

The Init. Order tab is used to enter the troop initial cookie order.

Printable Version Little Brownie Bakers Log Out

Submit Order Save Save as often as you like but Submit to your SU only Once!

| Girl                 | OC                             | SvSm                            | Tre                             | D-S-D                           | Sam                             | Tags                            | TMint                           | SMr                             | Toff                            | T_GOC                          | Total | F_GOC                             |
|----------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|-------|-----------------------------------|
| Becky H.             | 5                              | 10                              | 5                               | 5                               | 15                              | 5                               | 20                              | 20                              | 5                               | 0                              | 90    | 0                                 |
| Cindy W.             | 0                              | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                              | 0     | 0                                 |
| Olivia H.            | 0                              | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                              | 0     | 0                                 |
| Patty W.             | 0                              | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                              | 0     | 0                                 |
| Sydney C.            | 0                              | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                              | 0     | 0                                 |
| IMPORTED             | 0                              | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                              | 0     | 0                                 |
| OTHER                | NA                             | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | NA                             | 0     | NA                                |
| BOOTH                | NA                             | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | 0                               | NA                             | 0     | NA                                |
| Patty W.             | <input type="text" value="5"/> | <input type="text" value="15"/> | <input type="text" value="10"/> | <input type="text" value="10"/> | <input type="text" value="25"/> | <input type="text" value="15"/> | <input type="text" value="35"/> | <input type="text" value="15"/> | <input type="text" value="15"/> | <input type="text" value="5"/> | 150   | <input type="text" value="5"/> OK |
| Pkgs. Ordered        | 5                              | 10                              | 5                               | 5                               | 15                              | 5                               | 20                              | 20                              | 5                               | 0                              | 90    | 0                                 |
| Cases to Order       |                                | 1                               | 1                               | 1                               | 2                               | 1                               | 2                               | 2                               | 1                               |                                | 11    |                                   |
| Other+Extras+Charity | <input type="text" value="0"/> | 2                               | 7                               | 7                               | 9                               | 7                               | 4                               | 4                               | 7                               | 0                              | 47    |                                   |

**NOTE: Girl level ordering must be done in BOXES, not cases. Operation Cookie orders are put in the first column marked OC.**

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. Repeat these steps for each girl.

**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.**

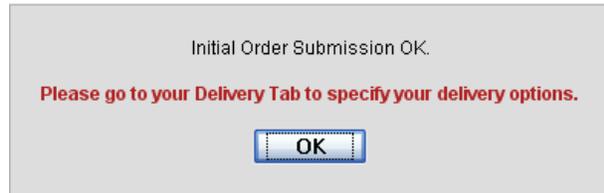
You must click the **Save** button to save your information. The system will display that it is saving the information.



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 or the Product Sales Department.**



## Rounding Down

The eBudde system automatically *rounds up* your initial sale order into full cases of 12. For example, if your troop need 14 boxes of Samoas for initial sale the system will round up to 2 cases (24 boxes) because Little Brownie will only ship full cases. We suggest that troops **round down** the initial sale so they are not responsible for extra boxes that have not been ordered.

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  | 0 | 7  |
| Extras         | 0   | 5 | 0 | 0 | 3    | 0  | 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.

A few extra notes about this process:

- When you are taking the extra boxes from a girl’s order make sure the deduction does not affect her ability to earn an initial sale reward.

- You will pick up the extra boxes as a catch up order in the cupboard. Council will then add the boxes into your troops eBudde record. Make sure you assign the boxes back to the girl(s) who ordered them.

If you have questions, please email [productsales@gssc.us](mailto:productsales@gssc.us).

## Girl Order Tab

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Operation Cookie packages and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view.

Please allow at least a week for Council to enter catch up orders and booth sales into the system. This tab will also show you the history of each girl's cookie order.

## Troop Summary View

Printable Version

Record Booth Sale Export

Below are your troop sales broken down by Girl.  
To view/edit a Girl's Transactions click on the appropriate row.

Package Sales  
Financials  
FYI Programs

| Girl                            | C GOC     | Core Initial | Core Booth | Core Other | SMr Initial | SMr Booth | SMr Other | Toff Initial | Toff Booth | Toff Other | T GOC    | +Total    | Total Due        | Paid           | +Bal. Due        | F GOC    |
|---------------------------------|-----------|--------------|------------|------------|-------------|-----------|-----------|--------------|------------|------------|----------|-----------|------------------|----------------|------------------|----------|
| Becky H.                        | 10        | 64           | 0          | 0          | 25          | 0         | 0         | 0            | 0          | 0          | 0        | 99        | \$ 446.00        | \$ 0.00        | \$ 446.00        | 0        |
| Belinda S.                      | 0         | 0            | 0          | 0          | 0           | 0         | 0         | 0            | 0          | 0          | 0        | 0         | \$ 0.00          | \$ 0.00        | \$ 0.00          | 0        |
| Cindy W.                        | 0         | 0            | 0          | 0          | 0           | 0         | 0         | 0            | 0          | 0          | 0        | 0         | \$ 0.00          | \$ 0.00        | \$ 0.00          | 0        |
| Jasmine C.                      | 0         | 0            | 0          | 0          | 0           | 0         | 0         | 0            | 0          | 0          | 0        | 0         | \$ 0.00          | \$ 0.00        | \$ 0.00          | 0        |
| Patty W.                        | 0         | 0            | 0          | 0          | 0           | 0         | 0         | 0            | 0          | 0          | 0        | 0         | \$ 0.00          | \$ 0.00        | \$ 0.00          | 0        |
| <b>Girl Totals</b>              | <b>10</b> | <b>64</b>    | <b>0</b>   | <b>0</b>   | <b>25</b>   | <b>0</b>  | <b>0</b>  | <b>0</b>     | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>99</b> | <b>\$ 446.00</b> | <b>\$ 0.00</b> | <b>\$ 446.00</b> | <b>0</b> |
| Troop Order (Actual pkgs+C_GOC) |           |              |            |            |             |           |           |              |            |            |          | 142       |                  |                |                  |          |
| Difference                      |           |              |            |            |             |           |           |              |            |            |          | -43       |                  |                |                  |          |

Active Inactive

On the Troop Summary View you have three buttons.

**Printable Version** – click this button to print the summary view in HTML format.

Portrait / Landscape Font Size: Down Up Print

Becky Demo  
Troop 6073 Girl Orders  
7/27/2015 7:23 p.m.

| Girl                            | C GOC    | Initial    | Booth    | Other    | T GOC    | Total      | Total Due  | Paid     | Bal. Due   | F GOC    |
|---------------------------------|----------|------------|----------|----------|----------|------------|------------|----------|------------|----------|
| Becky H.                        | 1        | 210        | 0        | 0        | 1        | 212        | \$ 848.00  | \$ 0.00  | \$ 848.00  | 1        |
| Belinda S.                      | 0        | 0          | 0        | 0        | 0        | 0          | \$ 0.00    | \$ 0.00  | \$ 0.00    | 0        |
| Cindy W.                        | 0        | 0          | 0        | 0        | 0        | 0          | \$ 0.00    | \$ 0.00  | \$ 0.00    | 0        |
| Jasmine C.                      | 0        | 0          | 0        | 0        | 0        | 0          | \$ 0.00    | \$ 0.00  | \$ 0.00    | 0        |
| Patty W.                        | 0        | 0          | 0        | 0        | 0        | 0          | \$ 0.00    | \$ 0.00  | \$ 0.00    | 0        |
| <b>Girl Totals</b>              | <b>1</b> | <b>210</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>212</b> | <b>848</b> | <b>0</b> | <b>848</b> | <b>1</b> |
| Troop Order (Actual pkgs+C_GOC) |          |            |          |          |          | 270        |            |          |            |          |
| Difference                      |          |            |          |          |          | -58        |            |          |            |          |

# Allocating Cookies to Girls

Council will enter orders from a booth sale or catch up order into your troop's account as a transaction. Once the transaction is there you will need to allocate the cookies to the girls that attended the booth sale or ordered additional cookies in a catch up order. These orders affect the rewards that girls are eligible for so it's always best to allocate as you go instead of waiting until the end of the sale. Click on the Transactions tab to make sure Council has added in your Booth sale or Catch up order. You will also need your copy of the Cookie Booth Authorization form or Cookie Authorization (catch up) form.

- Click the Girl Orders tab.

The screenshot shows the Budder website interface. The top navigation bar includes 'Home', 'Help', 'eLearning', 'Manuals', 'LittleBrownie.com', 'Cookie Club', 'Ideal Cookie Sale', and 'Log Out'. The main navigation menu has tabs for 'Dashboard', 'Contacts', 'Settings', 'Girls', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions', 'Rewards', 'Deposits', 'Sales Report', and 'Reports'. The 'Girl Orders' tab is highlighted, and a yellow arrow points to it. The page title is 'Troop 99999 Girl Sales Record'. Below the navigation, there are options for 'Printable Version' and 'Export'. A table displays sales data for various girls, with columns for OC, SvSm, Tre, D-S-D, Sam, Tags, TMint, +Total, Total Due, Paid, and +Bal. Due. The table includes a summary row for 'Girl Totals' and a 'Troop Order' row.

| Girl                               | OC       | SvSm      | Tre      | D-S-D      | Sam        | Tags     | TMint      | +Total     | Total Due       | Paid            | +Bal. Due      |
|------------------------------------|----------|-----------|----------|------------|------------|----------|------------|------------|-----------------|-----------------|----------------|
| Aubrie D.                          | 0        | 10        | 0        | 0          | 0          | 0        | 0          | 10         | \$ 40.00        | \$ 40.00        | \$ 0.00        |
| Rebecca D.                         | 0        | 0         | 0        | 0          | 0          | 0        | 0          | 0          | \$ 0.00         | \$ 0.00         | \$ 0.00        |
| Sally S.                           | 0        | 0         | 0        | 0          | 0          | 0        | 0          | 0          | \$ 0.00         | \$ 0.00         | \$ 0.00        |
| Susan J.                           | 0        | 0         | 0        | 0          | 0          | 0        | 0          | 0          | \$ 0.00         | \$ 0.00         | \$ 0.00        |
| <b>Girl Totals</b>                 | <b>0</b> | <b>10</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>10</b>  | <b>\$ 40.00</b> | <b>\$ 40.00</b> | <b>\$ 0.00</b> |
| <b>Troop Order (Sched page-OC)</b> | <b>0</b> | <b>10</b> | <b>0</b> | <b>10</b>  | <b>10</b>  | <b>0</b> | <b>10</b>  | <b>40</b>  |                 |                 |                |
| <b>Difference</b>                  | <b>0</b> | <b>0</b>  | <b>0</b> | <b>-10</b> | <b>-10</b> | <b>0</b> | <b>-10</b> | <b>-30</b> |                 |                 |                |

- Click on the name of a girl that either worked the booth sale or ordered additional cookies.

This screenshot is similar to the previous one, but a yellow arrow points to the name 'Rebecca D.' in the table, indicating the next step in the process.

| Girl       | OC | SvSm | Tre | D-S-D | Sam | Tags | TMint | +Total | Total Due | Paid     | +Bal. Due |
|------------|----|------|-----|-------|-----|------|-------|--------|-----------|----------|-----------|
| Aubrie D.  | 0  | 10   | 0   | 0     | 0   | 0    | 0     | 10     | \$ 40.00  | \$ 40.00 | \$ 0.00   |
| Rebecca D. | 0  | 0    | 0   | 0     | 0   | 0    | 0     | 0      | \$ 0.00   | \$ 0.00  | \$ 0.00   |
| Sally S.   | 0  | 0    | 0   | 0     | 0   | 0    | 0     | 0      | \$ 0.00   | \$ 0.00  | \$ 0.00   |
| Susan J.   | 0  | 0    | 0   | 0     | 0   | 0    | 0     | 0      | \$ 0.00   | \$ 0.00  | \$ 0.00   |

- Click the Add Transaction button.

The screenshot shows the Budder software interface for 'Troop 99999 Girl Transactions'. The top navigation bar includes 'Home', 'Help', 'eLearning', 'Manuals', 'LittleBrownie.com', 'Cookie Club', 'Ideal Cookie Sale', and 'Log Out'. The main menu has 'Dashboard', 'Contacts', 'Settings', 'Girls', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions', 'Rewards', 'Deposits', 'Sales Report', and 'Reports'. The 'Girl Orders' tab is active. On the left, there is a sidebar with 'Council Admin' and a list of units under 'Ser. Units'. The main area shows a table with columns: Comment, Bth, OC, SvSm, Tre, D-S-D, Sam, Tags, TMint, Total, Total Due, Paid, and Bal. Due. The first row is 'Init. Order "Locked"' with all values at 0.00. The 'Add Trans.' button is highlighted in blue.

- Fill out the information for the transaction.

This screenshot shows the same Budder software interface as above, but with instructional callouts. Three yellow arrows point to the 'Bth', 'D-S-D', and 'Paid' columns. Three text boxes provide instructions:
 

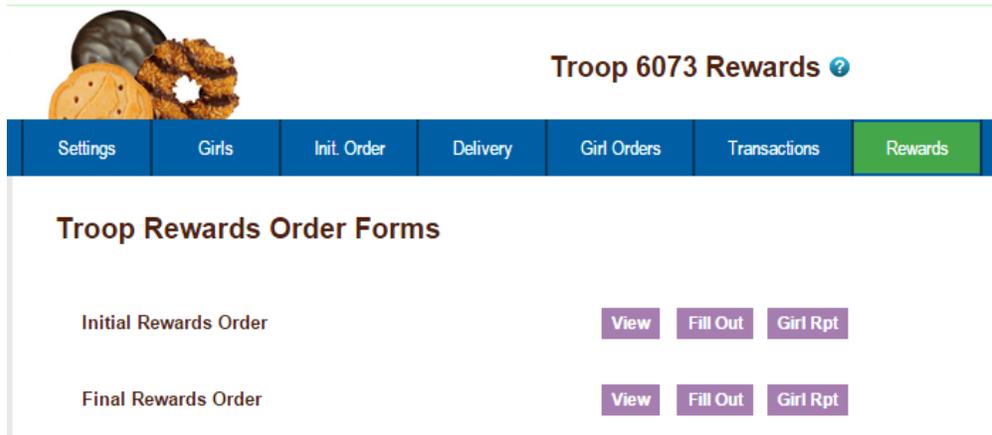
- For a Booth Sale type the location and date and check "Bth"
- OR Fill in Catch Up for a catch up order
- Divide the boxes sold by girls and enter the amount allocated to the girl in boxes here.
- Enter deposit made that matches the amount of cookies allocated to this girl. (One deposit is still made for the entire troop. Individual deposits are not necessary)

 The bottom of the screen shows a Windows taskbar with various icons and a system clock showing 11:06 AM on 3/3/2014.

- Press ok or hit enter on your keyboard
- Hit the save button at the top of the screen.
- Click on return to summary view to choose the next girl.

## Rewards Tab

- Your initial sale rewards items will generate automatically based on the number of boxes each girl has sold on the **Initial Order** tab.

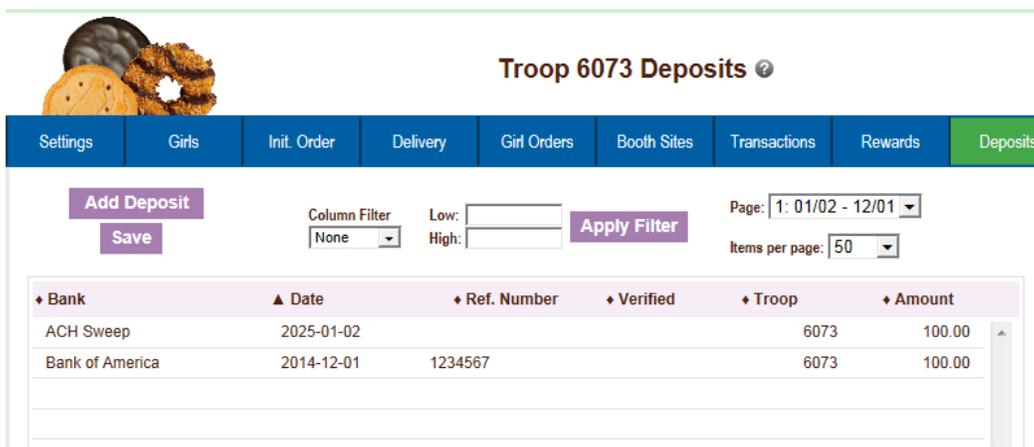


The screenshot shows the 'Troop 6073 Rewards' page. At the top left is a cookie icon. The title 'Troop 6073 Rewards' is centered. Below the title is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, and Rewards (highlighted in green). Underneath the navigation bar is the heading 'Troop Rewards Order Forms'. There are two main sections: 'Initial Rewards Order' and 'Final Rewards Order'. Each section has three buttons: 'View', 'Fill Out', and 'Girl Rpt'.

- Final Rewards are due May 22<sup>nd</sup>. Rewards will generate automatically *if* you have allocated the product to the girls.

## Deposits

The deposits tab will allow you to view the deposits made by your troop into the council cookie account. Deposits that are made at a Capital One Bank with the deposit slip that was assigned to your troop will be uploaded into the eBudde system by Council. If more than a week has passed and you do not see your deposit, contact the Product Sales Department at [productsales@gssc.us](mailto:productsales@gssc.us). Do not use blank deposit slips, if you need additional slips, contact the Product Sales Department.



The screenshot shows the 'Troop 6073 Deposits' page. At the top left is a cookie icon. The title 'Troop 6073 Deposits' is centered. Below the title is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Booth Sites, Transactions, Rewards, and Deposits (highlighted in green). Below the navigation bar is an 'Add Deposit' button and a 'Save' button. There is a 'Column Filter' section with a dropdown menu set to 'None' and an 'Apply Filter' button. To the right, there is a 'Page' dropdown set to '1: 01/02 - 12/01' and an 'Items per page' dropdown set to '50'. Below these controls is a table with the following data:

| Bank            | Date       | Ref. Number | Verified | Troop | Amount |
|-----------------|------------|-------------|----------|-------|--------|
| ACH Sweep       | 2025-01-02 |             |          | 6073  | 100.00 |
| Bank of America | 2014-12-01 | 1234567     |          | 6073  | 100.00 |

# 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. Gift of Caring/Operation Cookie boxes will automatically populate on the sales report from the girl order tab.



## Troop 6073 Sales Report ?

|          |       |             |          |             |             |              |         |
|----------|-------|-------------|----------|-------------|-------------|--------------|---------|
| Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards |
|----------|-------|-------------|----------|-------------|-------------|--------------|---------|

Exclude Pending Transactions

### Council Becky Demo Council, Troop 6073 Sales Report

Becky Harrigan  
123 Any St.  
San Diego, CA 99999  
email: [trp6073@lbb.com](mailto:trp6073@lbb.com)  
Phone:  
Cell:

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email: [apptesttrp@lbb.com](mailto:apptesttrp@lbb.com)  
Phone:  
Cell:

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

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

| Pkgs Received |                            |        |             | Deposits Made         |           |                  |
|---------------|----------------------------|--------|-------------|-----------------------|-----------|------------------|
| 01/21         | Initial Order              | ---    | 4140        | Date                  | Reference | Amount           |
| 09/19         | C1                         | SH1000 | 12          | 2014-12-01            | 1234567   | \$ 100.00        |
| 10/27         | T6740                      | 211000 | -1          | 2015-07-31            |           | \$ 50.00         |
| 10/27         | T6741                      | 311000 | -1          | 2025-01-02            |           | \$ 100.00        |
| 10/27         | --                         | 411000 | -12         |                       |           |                  |
| 10/30         | C1                         | 511000 | 2           | <b>Total Deposits</b> |           | <b>\$ 250.00</b> |
| 02/05         | C1                         | M11000 | 2           |                       |           |                  |
| 03/05         | C2                         | R11000 | 1           |                       |           |                  |
|               | C_GOC pkgs.                |        | 56          |                       |           |                  |
|               | <b>Total Pkgs Received</b> |        | <b>4199</b> |                       |           |                  |

|                          |               |                               |              |
|--------------------------|---------------|-------------------------------|--------------|
| <b>Total Troop Sales</b> | \$ 16,796.00  | <b>Council Proceeds</b>       | \$ 14,192.62 |
| <b>Troop Proceeds</b>    | - \$ 2,603.38 | <b>Deposits Made</b>          | - \$ 250.00  |
|                          |               |                               |              |
| <b>Council Proceeds</b>  | \$ 14,192.62  | <b>Amount You Owe Council</b> | \$ 13,942.62 |

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

## Troop Quick Sheet

### All Users

1. <https://ebudde.littlebrownie.com>
2. Enter your email address, temporary password: **Toff7926** Click **LOGIN**
3. Change your password, enter/review contact information, Click **SUBMIT**
4. System works through tabs at top of page.

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

### Contacts Tab

1. Review information; edit as necessary

### Setting Tab

1. Enter your troop level. Other information on this page is optional. There is no need to enter your banking information. Council does not use it to for your troop rebate deposits.
2. If your troop is Cadette level or older you may choose an additional .05 in place of your rewards. Click the box "opt out of rewards for additional proceeds."
3. If you choose to enter goals, enter them in boxes, not cases.
4. Click **UPDATE** to accept all changes.

### Girls Tab

1. Make sure all the girls in your troop are listed here. If anyone is missing, contact [productsales@gssc.us](mailto:productsales@gssc.us) so that we can add the girls into your troop.
2. Click **UPDATE** to accept all changes.

### Init Order Tab

1. Click each girl's name; go to bottom of screen, click squares to begin entry.
2. TAB to enter your girls total cookies order in packages by variety.
3. Press **ENTER** (on keyboard) or **OK** button.
4. Repeat for each girl
5. **SAVE** the page. You can still make edits after hitting SAVE, even if you log out of the system. This allows you to partially enter your order and return later to complete or make changes.
6. Review the totals at the bottom, if correct Click **SUBMIT** order. You cannot change order after it has been submitted. Contact your Service Unit Cookie Chair or the product sales staff to make changes.
7. Print copy for your records.

### Rewards Tab

1. Initial Rewards will generate automatically based on the number of boxes each girl has sold on the "**Initial Order**" tab.
2. Final Rewards are due May 22<sup>nd</sup>. Rewards will automatically generate IF you have allocated the product to the girls.

### Girl Orders Tab

1. This tab allows you to enter catch up orders, Operation Cookie sales, and booth sales by girl. It also shows you the history of each girl's cookie order.
2. Please allow at least a week for catch up orders and booth sales to be entered into the system.
3. See ***Allocating Cookies to Girls*** on page 15 for specifics.

### **Deposit Tab**

1. Deposits that are made at a Capital One bank with the deposit slip that was assigned to your troop will be uploaded into the eBudde system by Council.
2. If your deposit does not appear after a week, contact the Product Sales Department.
3. Don't Use Blank Slips. If you need additional slips contact product sales at [productsales@gssc.us](mailto:productsales@gssc.us).

