

Girl Delivery
After Initial Sale
2023

Two Types of Catch-Up Orders



**Girl Delivery
From Digital Cookie**



**Additional Paper Card
Orders**

Girl Delivery Orders as Catch-Up Orders

1. Girl Delivery orders are created in Digital Cookie by customer.
2. Parent approves the girl delivery order.
3. Digital Cookie sends the payment to eBudde.
4. eBudde has a report to help Troop Leaders communicate which packages need to be picked up as a catch-up order.

Steps to retrieve report from eBudde

- From eBudde Dashboard – go to the Reports Tab
- Scroll down to - **Girl Delivery - Varieties Only - By Girl report**
- Click on XLSX to produce report in excel format

Steps to run report:

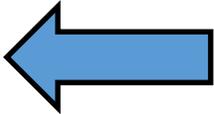
Reports tab in eBudde

Girl Delivery—Varieties Only—By Girl

XLSX

DOC Reports

DOC Added Girl	Filter	XLSX
DOC Orders by Girl	Filter	XLSX
DOC Financial Report by Girl	Filter	XLSX
Girl Delivery - Varieties Only - By Girl		XLSX
All DOC Orders	XLSX	PDF
Cancelled DOC Orders	XLSX	PDF



DOC Girl Delivery (In Person) Orders Varieties Only
Suffolk

Dec 8, 2022 at 11:36AM

2021-22 Sales Season

First Name	Last Name	GSUSA ID	Date	Order Number	IO Added	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Alexis	Montemorano	110264936	01/26/2022	52150483	yes	0	1	1	0	0	5	0	0	0	7
Alexis	Montemorano	110264936	01/17/2022	49554503	yes	0	0	1	1	0	0	2	0	0	4
Alexis	Montemorano	110264936	01/17/2022	49554449	yes	0	0	0	0	4	0	1	0	0	5
Alexis	Montemorano	110264936	01/20/2022	50552553	yes	0	2	1	0	1	0	4	0	0	8
Madison	Martin	120787697	02/01/2022	53508369	no	0	1	0	0	2	2	1	0	0	6
Madison	Martin	120787697	02/12/2022	55107152	no	0	0	0	0	0	2	0	0	0	2
Madison	Martin	120787697	02/27/2022	58923883	no	0	0	0	2	0	5	0	0	0	7
Madison	Martin	120787697	02/05/2022	54285788	no	0	0	0	0	2	0	2	0	0	4
Madison	Martin	120787697	03/17/2022	60845999	no	0	0	0	0	0	0	4	0	0	4
Madison	Martin	120787697	01/28/2022	52498000	no	0	0	0	0	0	0	0	0	0	0
Madison	Martin	120787697	02/25/2022	58354450	no	0	0	1	0	0	0	1	0	0	2
Madison	Martin	120787697	02/12/2022	55095397	no	0	0	0	0	0	0	3	1	0	4

Click on "Order Detail" on the bottom tabs of the spreadsheet.

Anything marked with a "no" needs to be picked up as a catch-up order at a local cupboard.

Be sure to keep track of the date you run the report as to not duplicate pick ups.

We suggest running the report weekly as to not miss any additional orders.

How to place a Catch-Up Order

Catch-Up orders can only be placed by someone with access to eBudde.

- Troop Leaders
- Troop Cookie Managers

To gain access to eBudde you must complete Troop Cookie Manager training in GSLearn and follow the instructions on how to fill out the Troop Manager Agreement.

Step 1

Sign into eBudde and go to the transactions tab

The screenshot shows the eBudde Troop 5555 Dashboard. The browser address bar is ebudde.littlebrownie.com. The page title is "Troop 5555 Dashboard". A yellow arrow points to the "Transactions" tab in the top navigation menu. The dashboard includes a sidebar with "Council" (Suffolk) and "Troops in 660" (listing Troop 5555 and others). The main content area features a "Sales Progress Report: Current Orders, Compared to End of Last Season" bar chart, "DOC Girl Delivery Orders" (Lemon-Ups, Trefolds, etc.), "Service Unit Contacts" (None), and "Cupboard Locations" (map). The right sidebar contains "Messages", "Calendar" (with events like "Cup. Order 211000", "Troop Init Incv Deadline", "Troop Order Deadline", "Troop Final Incv Start Date"), and a "Troop Checklist" (with items like "Enter Girl Names", "Submit Initial Cookie Order", etc.).

2020-21 Sales Season Quick Links Search Go To Troop 5555 Go Recent Tasks Troop 5555 - Dashboard You are kdrechslr@gssc.us LOG OUT

eBudde Troop 5555 Dashboard Little Brownie BAKERS

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Transactions Txn Pickups Cookie Exch Rewards Booth Sites Payments Sales Report Reports Help Center

Council Cupboard Delivery Note: Dashboard results may be up to 20 minutes old. PRINT DASHBOARD

Hide Inactive Troops

Suffolk Council Admin

Ser. Units

- 600 Council Outreach (600)
- 601 Northport/East N (601)
- 602 Port Jefferson (602)
- 603 Sachem/Lk Ronkon (603)
- 604 Mt Sinai/Miller (604)
- 605 Huntington (605)
- 607 Deer Park (607)
- 608 Wyandanch (608)
- 610 Half Hollow Hill (610)
- 612 South Huntington (612)
- 613 Harborwoods (613)
- 614 Babylon (614)

Troops in 660

- Troop 5555
- Troop 8200
- Troop 60100
- Troop 60200
- Troop 60300
- Troop 60400
- Troop 60500
- Troop 60700
- Troop 60818
- Troop 60899
- Troop 61000
- Troop 61200

Sales Progress Report: Current Orders, Compared to End of Last Season

Type Variety Grade Doc Totals

2019-20 2020-21

1,000 500 0

Init. Order OC Add. Orders

Percent change: -100.00% Percent change: -96.51%

SHOW DATA >

DOC Girl Delivery Orders

- Lemon-Ups 0
- Trefolds 0
- Do-Si-Dos 0
- Samosas 0
- Tagalongs 0
- Thin Mints 0
- S'mores 0
- Toffee-tastic 0

SHOW DATA >

Service Unit Contacts

None

SHOW ALL >

Cupboard Locations

SHOW MAP >

Rewards Selected

0 0% Girls Sub.

SHOW DATA >

Troop Per Girl Average

N/A

Messages

Calendar

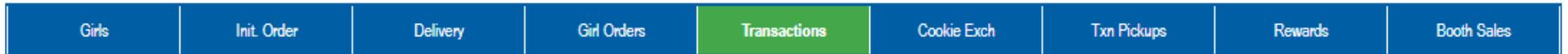
- 7 Cup. Order 211000 January 11:00am Confirm Order
- 1 Troop Init Incv Deadline February 11:59pm
- 2 Troop Order Deadline February 11:59pm
- 8 Troop Final Incv Start Date February 12:00am VIEW FULL CALENDAR >

Troop Checklist

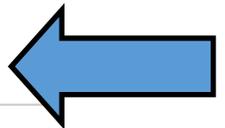
- Settings and Contacts
- Enter Girl Names
- Submit Initial Cookie Order
- Choose a Delivery Station
- Select a Delivery Time
- Submit Initial Reward Order
- Signup for Booth Sales
- Credit Girls With Cookies
- Enter / Verify Transactions

Step 2

Click on +Add



+Add



Exp. Doc Orders

View Info

Pending 

No transactions match your view choice above.

Choose 'All' to see all of your transactions.

Step 3

- **Fill in information**
 - ◇ **Normal = Catch-Up Transaction (DO NOT CHANGE)**
 - ◇ **Choose a cupboard to pick up from by selecting Location**
 - ◇ **Pickup = Choose a date and time of pickup. The system will only allow orders to be picked up during hours of operation.**
 - ◇ **Place your order by cases or boxes.**

Add Transaction

Cancel

Save

Time & Place

Date: Receipt: #

Pickup

Date: Time:

Contact Info: KellyDrechsler
kdrechsler@gssc.us
442 Moreland Rd

Cookie Order

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0