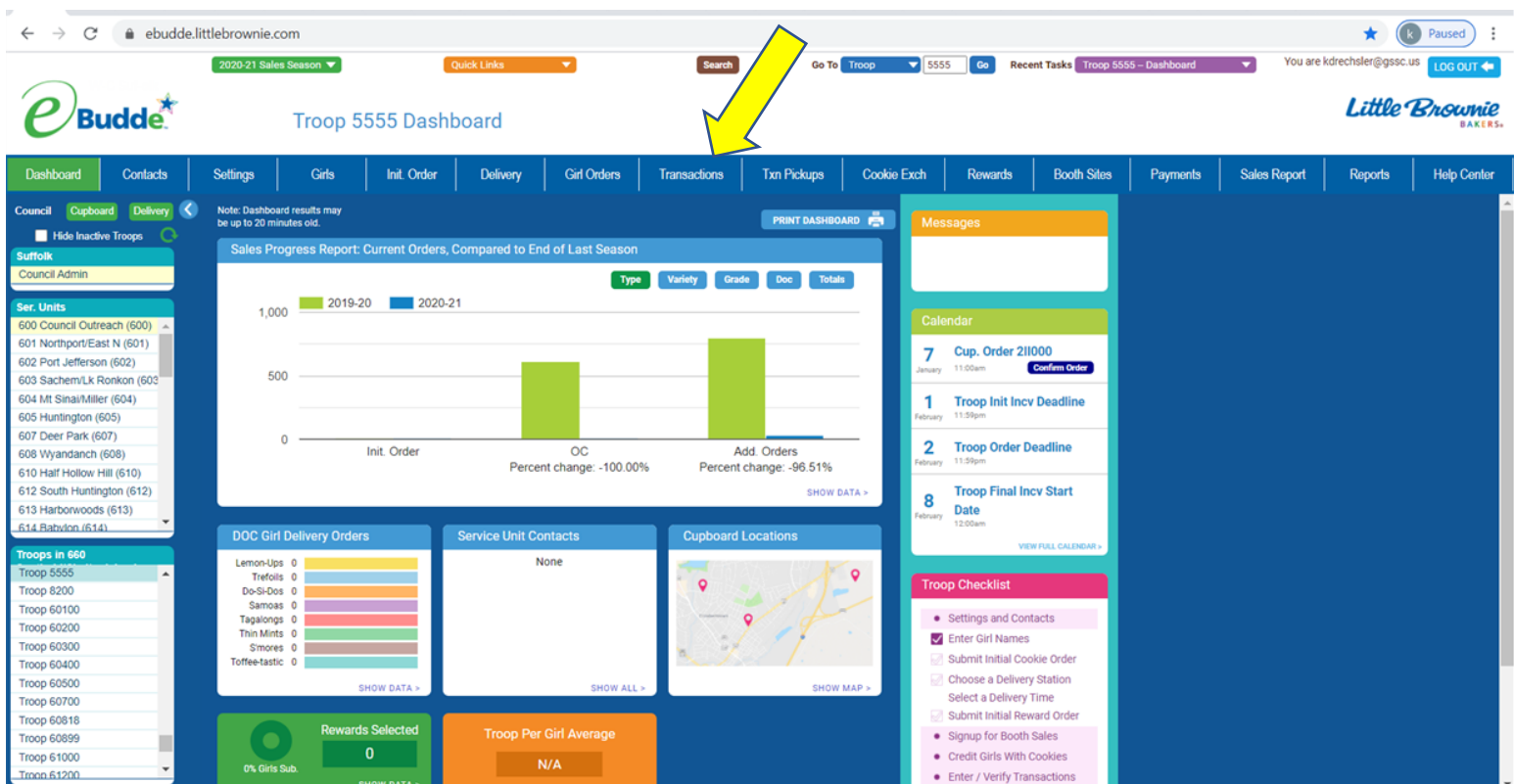


# How to place a Catch-Up Order

- Catch-Up orders can only be placed by someone with access to eBudde.
  - Troop Leaders
  - Troop Cookie Managers
  - Troop Pickup Users
- To gain access to eBudde you must fill out a Troop Cookie Manager Agreement and be a registered member of Girl Scouts with an up-to-date background check.

## Step 1

- Sign into eBudde and click on the Transactions Tab



The screenshot shows the eBudde web interface for Troop 5555. A yellow arrow points to the 'Transactions' tab in the top navigation bar. The dashboard includes a 'Sales Progress Report' comparing 2019-20 and 2020-21 orders, a 'Calendar' with upcoming deadlines, and a 'Troop Checklist' for administrative tasks.

| Category    | 2019-20 | 2020-21 | Percent Change |
|-------------|---------|---------|----------------|
| Init. Order | ~500    | 0       | -100.00%       |
| OC          | ~500    | 0       | -100.00%       |
| Add. Orders | ~500    | ~100    | -96.51%        |

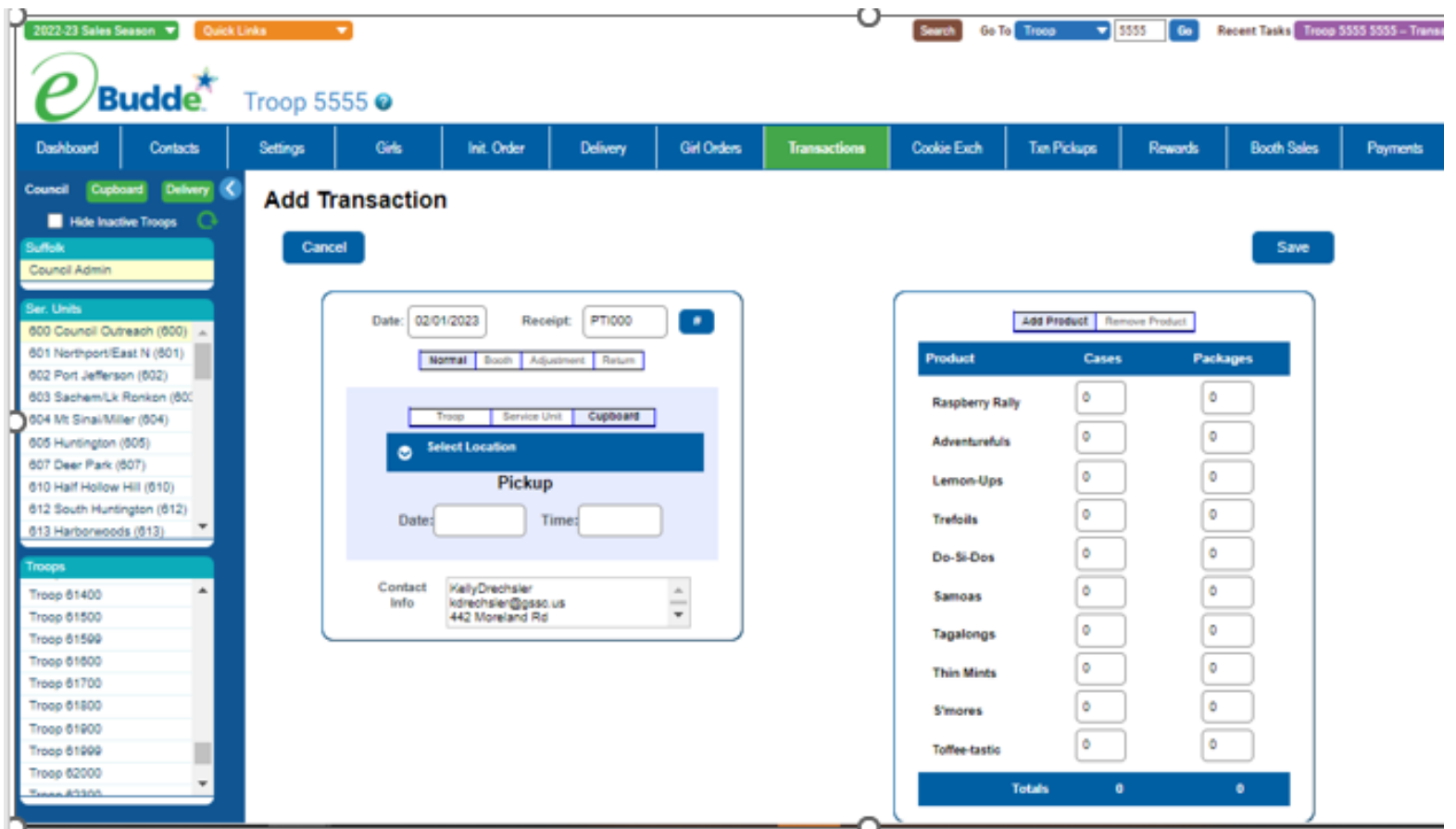
# Step 2

- Click on +Add

The screenshot displays the 'Transactions' page for Troop 5555. At the top, there is a navigation bar with options like 'Dashboard', 'Contacts', 'Settings', 'Girls', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions' (highlighted), 'Cookie Exch', 'Tnx Pickups', 'Rewards', 'Booth Sales', 'Payments', 'Sales Report', 'Reports', and 'Help Center'. A search bar is also present with '5555' entered. The sidebar on the left includes 'Council' (Suffolk), 'Hide Inactive Troops', and lists of 'Ser. Units' and 'Troops'. The main content area shows a '+Add' button on the right, which is highlighted by a yellow arrow. Below the button, there are filters for 'Exp. Doc Orders', 'View Info', and 'Pending'. The main text indicates 'No transactions match your view choice above.' and 'Choose 'All' to see all of your transactions.'

# Step 3

- Fill in information
  - Normal = Catch Up Transaction (Do not change)
  - Select a location to pick up from the drop-down menu
  - 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
  - When complete hit the Save button



**Add Transaction**

Date: 02/01/2023    Receipt: PT1000

Normal    Booth    Adjustment    Return

Troop    Service Unit    Cupboard

Select Location

**Pickup**

Date:     Time:

Contact Info: Kelly Drechsler, kdrechsler@gssc.us, 442 Moreland Rd

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