Little Brownie® BAKERS

eBudde

Service Unit User Manual
July 31, 2010

https://ebudde.littlebrownie.com

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Computer Specifications Information

The eBUDDE system has been tested on a variety of computer types and different web browsers.

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 7.0 and higher
Macintosh – Safari 2.0.4, Camino 1.5.4, and Firefox 2.0.x

Approved computer specifications:
Recommended Minimums:

	Firefox	Internet Explorer
Council:	1.5 GHz 512MB RAM	1.5 GHz 768MB RAM
Area/SU:	1.0 GHz 512MB RAM	1.0 GHz 768MB RAM
Troop:	700 MHz 384MB RAM	700 MHz 384MB RAM

Recommended Systems:

	Firefox	Internet Explorer
Council:	1.5 GHz 768MB RAM	2.0 GHz 1 GB RAM
Area/SU:	1.0 GHz 768MB RAM	1.5 GHz 1 GB RAM
Troop:	1.0 GHz 512MB RAM	1.0 GHz 768MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at http://www.mozilla.com.

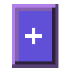
The eBUDDE system uses Microsoft Excel and Adobe Acrobat for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer of IBM compatible systems can be downloaded from the following web address:

http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&DisplayLang=en

To download Adobe Acrobat, use the following web address:
http://get.adobe.com/reader/

Navigating the System

Add More - The “add more” button allows you to enter in additional rows on deposits and additional cookie transactions. You can activate this button by pressing the spacebar or clicking on it.



Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, service units see the service unit tabs, troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.

Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

The eBUDDE system sends every new user an email with the following information:

- Web Address - https://ebudde.littlebrownie.com
- Email Address
- Temporary Password

We recommend you click the link in the email sent to you from the eBUDDE system and then in your browser, add this web address to your **Favorites** for easier access.

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License

Login Information

Current users will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

New users will enter in their email address and **temporary** password sent to you in the email from the system. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

Contact Information Page

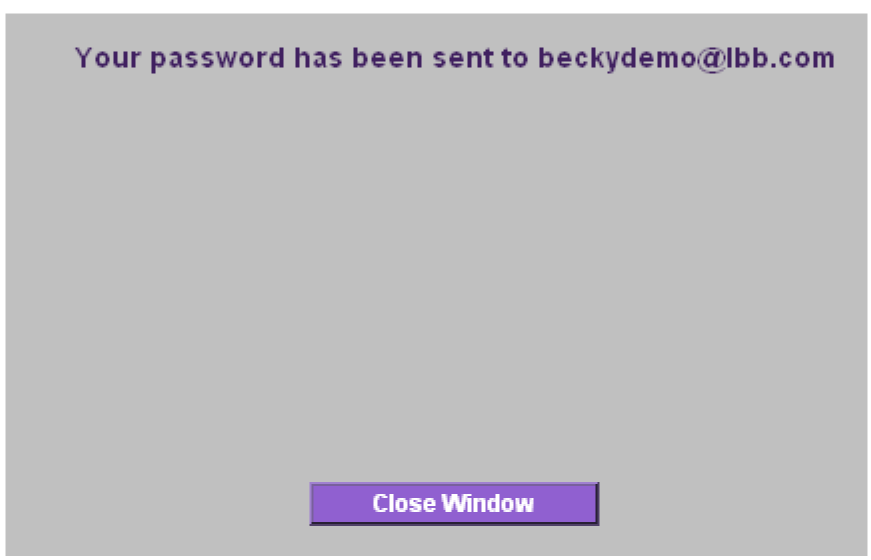
Current users – This form is available to make changes to your password, email address and personal information. To access this page click on the link provided on the login page.

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.

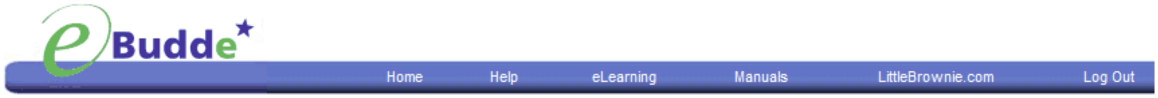
Forgotten Password

A forgotten password does not require a phone call!

All users have the ability to get their password. If you forget your password, key in your email address and press the **Click Here** link on the login page. The system will verify that it has sent your password to your email address. Click the **Close Window** button and you will be returned to the login page. You will then receive and email from the system with your password.



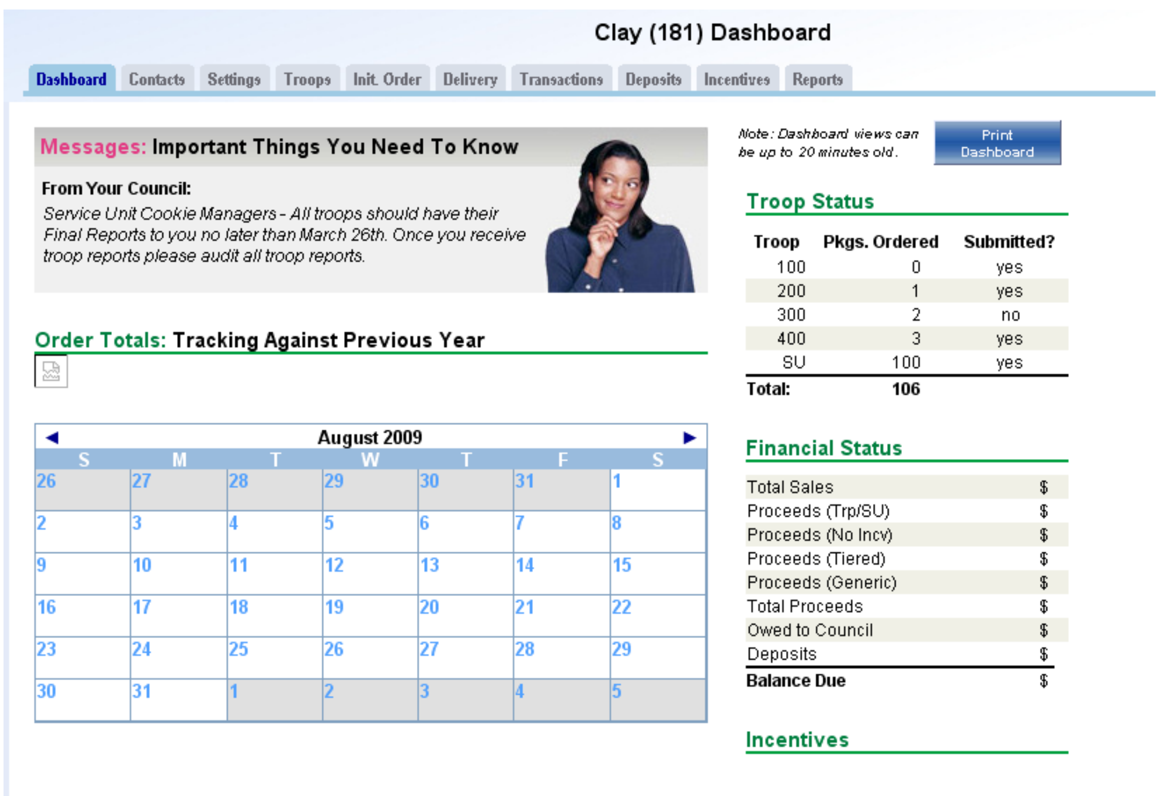
Menu Bar



The Menu Bar provides additional support for you in eBUDDE.

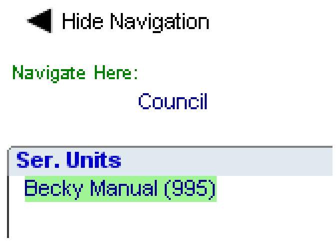
Home – This option brings you back to the dashboard screen
Help - Help provides you detailed information on all screens. It is setup in categories and gives you additional information for inputting data in the different screens.
eLearning – Learning modules for troop users
Manuals – This provides a manual in Adobe Acrobat PDF format for your reference
LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.
Log Out – This allows you to log out of the system.

The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left. Compare the screen to the left with the one below.

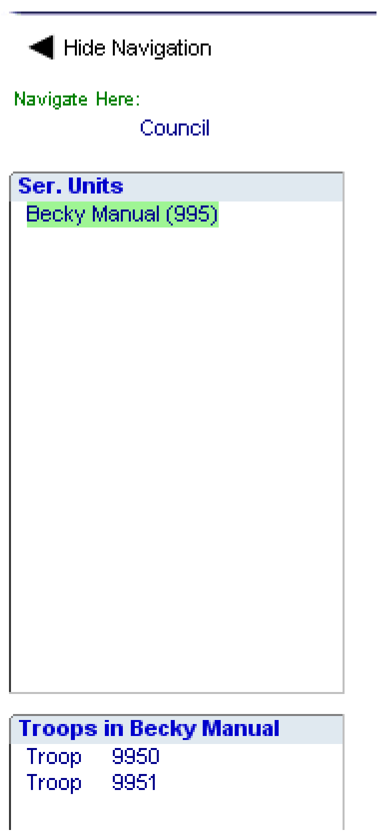


Navigation Tree

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. As you create your troops this tree will expand to list all your 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 troops 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. This tab is also used for service units using the "Fast Order Entry" which allows create troop totaled orders.
Delivery – The delivery tab is used by service units to select their service unit delivery station (if applicable)
Transactions - This tab is to move cookies from the service unit to the troops (if applicable) The service unit then can see their inventory for cookies.
Incentives – The incentives tab is for service units to verify troop incentive orders and submit order to the council.
Booth Sites (optional) – This tab will allow service units to approve troop booth site requests.
Reports – The reports tab is for service units to print reports for cookie orders, incentive orders, deposits and inventory transactions.

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, incentive orders and financials. It will remind you of all the deadline dates for the current sale. There are also graphs on orders, goals and per girl averages. All of these graphs are printable using the **Print Dashboard** button.

Lemon Grove (673) Dashboard

Dashboard | Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Deposits | Incentives | Booth Sites | Reports

Messages: Important Things You Need To Know

From Your Council:

Hello Olive team SU.... This is an important message. Please visit the link to know more....

*Go To*Google Website

Special Advisory: Click here.

Note: Dashboard views can be up to 20 minutes old. Print Dashboard

Pending Troop Booth Requests

Troop 123

Note: Dashboard views can be up to 20 minutes old. Print Dashboard

Pending Troop Booth Requests

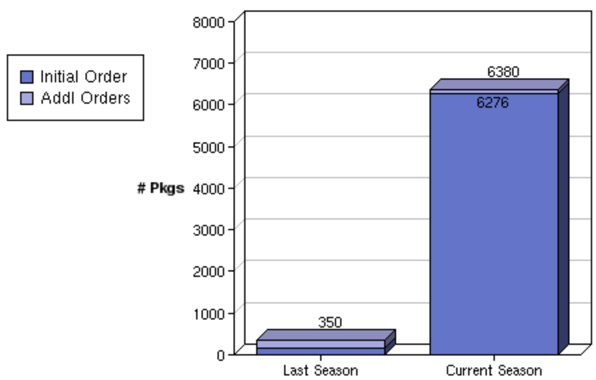
Troop 123

eBudde will now let service units know on their dashboard when a troop has requested a booth site for approval.

Troop Status

Troop	Pkgs. Ordered	Submit
123	20	yes
777	12	yes
5678	-6060	yes
6073	6312	yes
6074	182	yes
6075	3840	yes
6076	2064	yes
6077	12	yes
6078	0	yes
SU	0	yes
Total:	**6382**	

Order Totals: Tracking Against Previous Year



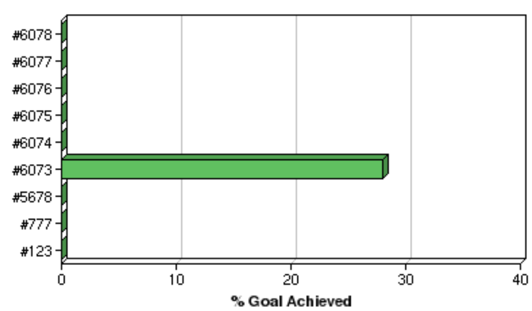
Financial Status

Total Sales	$	25,528.00
Proceeds (Trp/SU)	$	2,999.54
Proceeds (No Incv)	$	-302.40
Proceeds (Tiered)	$	9.70
Proceeds (Generic)	$	315.60
Total Proceeds	$	2,894.80
Owed to Council	$	22,633.20
Deposits	$	13,342.00
Balance Due	$	**9,291.20**

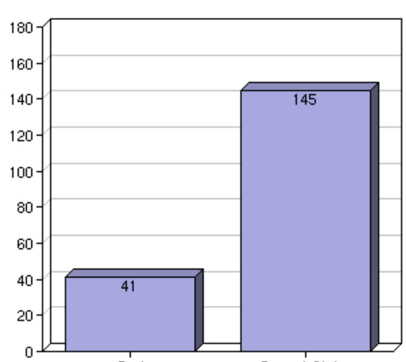
Incentives

oliveinctes	0
Leg Warmers	1
150+ Inspired by U patch	3
Wii	0
Super Set	1
Big Bamboo Pen	0

Goals: Distance to Goal



Per Girl Average: Goal and Current



Contacts Tab

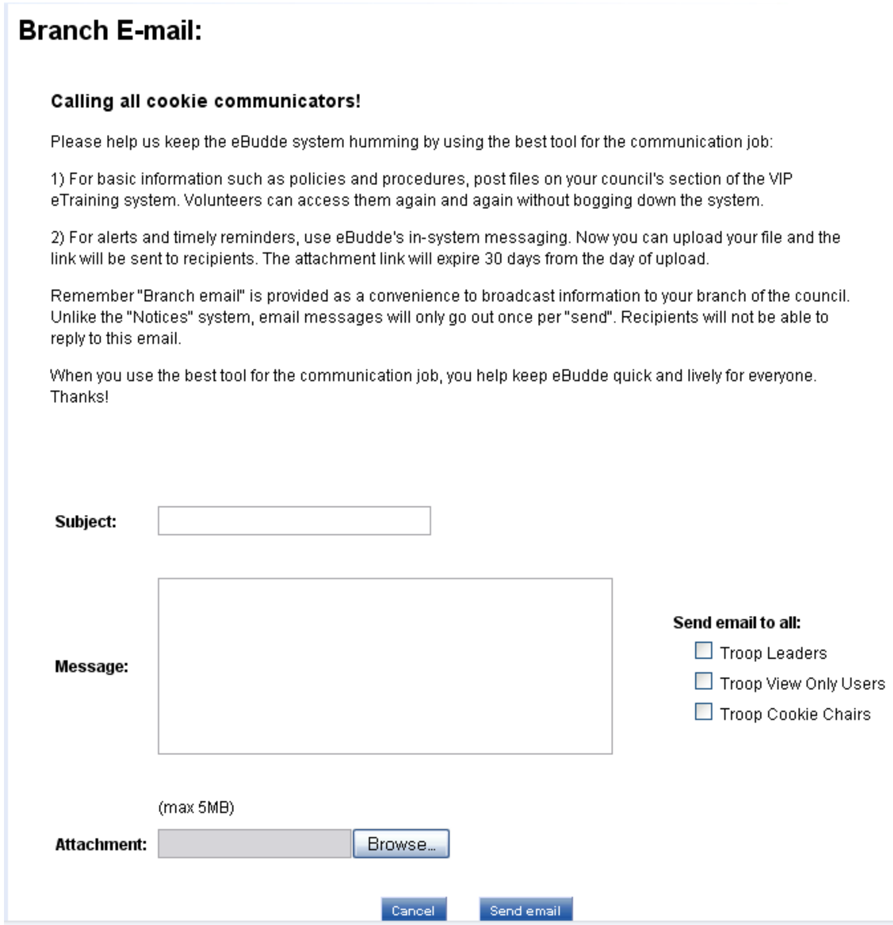
The information supplied on this screen was entered by you or set up by your council. To add or remove a contact you will need to select the **Settings** tab.

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

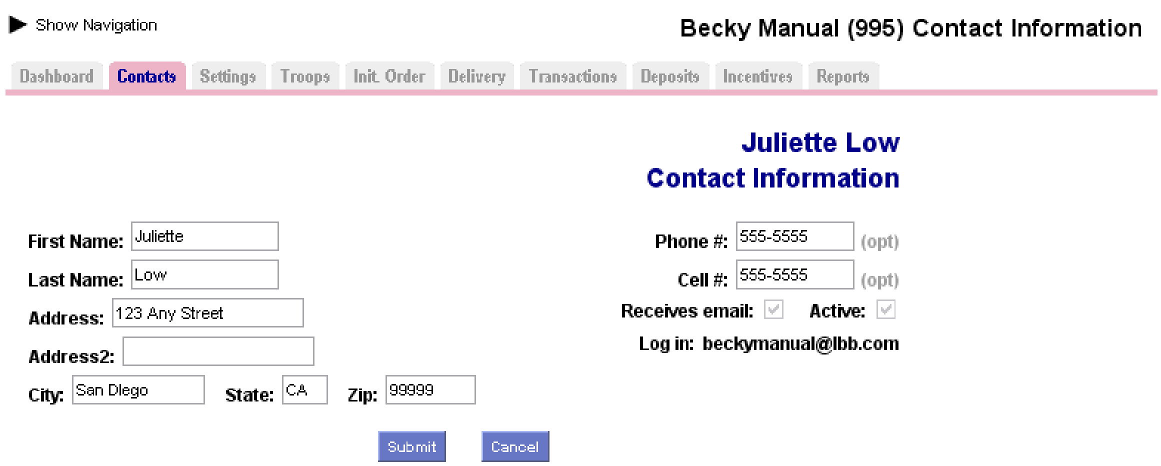
NOTE: In Outlook 2003 as an example, if you click the tools, options, junk mail, you can add this to the safe senders list.

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 30 days from date sent.



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

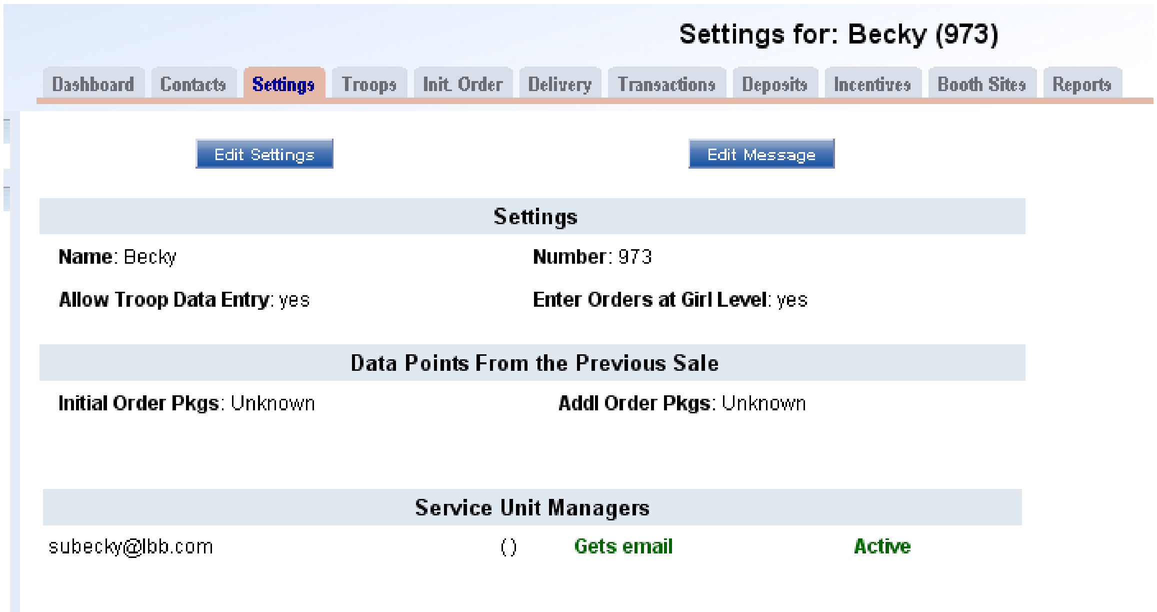
The system will open up a page to change the information. To create a new council contact, see the section on service unit settings.



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.

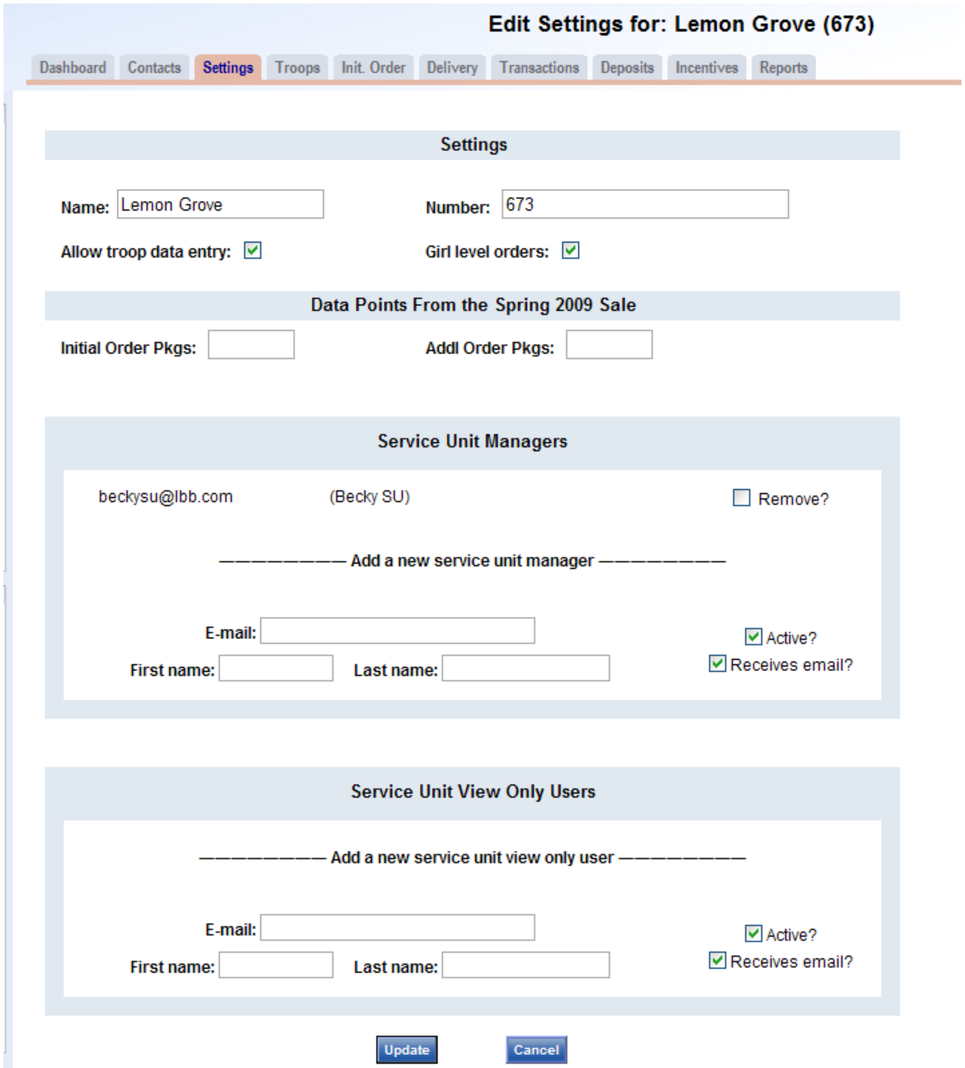
Settings Tab

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 but you can make some changes appropriate to your service unit. You can changes the settings for allowing troop data entry and girl entry level data entry and your previous year's sales data. You can also add additional contacts for your service unit. In addition, you can create a message that troops will see when they log into eBUDDE.

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



Name of Service Unit – The service unit name

Service Unit Number – The service unit number

Allow Troop Data Entry – check this box if the troop is going to enter their orders in cases with booth information.

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
Initial Order Pkgs – Enter in the number of packages that were ordered last year at initial order time by the service unit and/or troops.
Addl Order Pkgs – Enter in the number of packages that were picked up after the initial order was received by the service unit and/or troops.

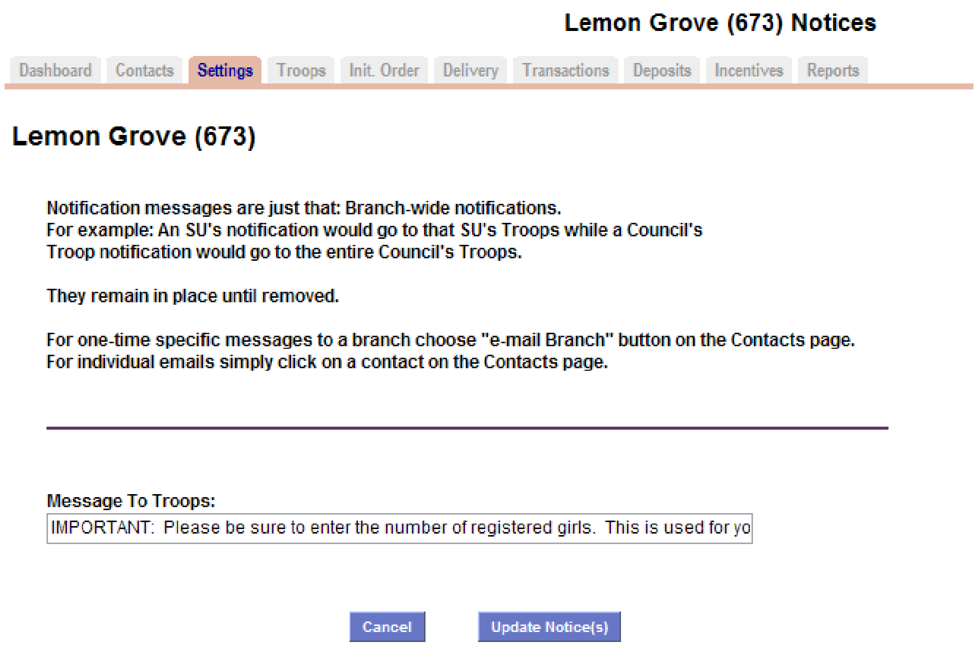
Service Unit Managers – this can be used to add another service unit contact. You can specify if the user will be receiving appropriate emails and if the user will be able to access the system. **If your email address, name, physical address and/or phone numbers have changed** – see the instructions on page 6.

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 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.

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.

You can now enter in hyperlinks into the messaging system. You must apply the proper html formatting to do this. Here is an example

If you want to link to the Google Website, you would type in the notice as follows:

Google Website

Be sure to include all characters not in blue. The blue is where you plug in your web address and the wording that will be the hyperlink on the dashboard

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.

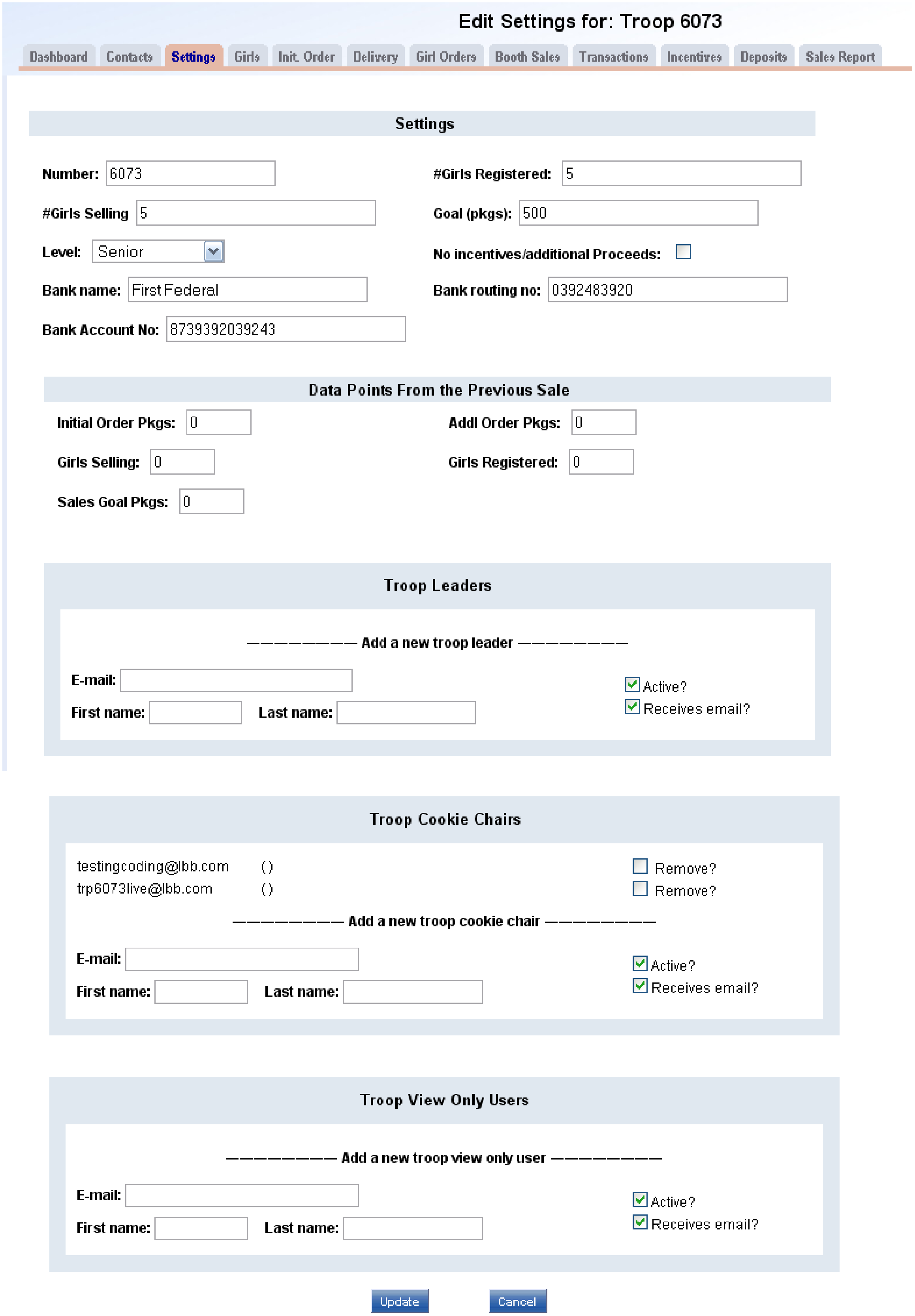
To Add a Troop – Left-click the **Add a Troop** button displayed on the page. The following page will be displayed on the page.

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

Unsubmit all Initial and Final Incentive Orders - This will unsubmit all troop incentive orders if necessary to allow troops to resubmit.

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

Adding or Editing a Troop



Edit Settings for: Troop 6073

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

Settings

Number: 6073
#Girls Registered: 5
#Girls Selling 5
Goal (pkgs): 500
Level: Senior
No incentives/additional Proceeds:
Bank name: First Federal
Bank routing no: 0392483920
Bank Account No: 8739392039243

Data Points From the Previous Sale

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

Troop Leaders

——————— Add a new troop leader ———————

E-mail:
Active?
First name: Last name:
Receives email?

Troop Cookie Chairs

testingcoding@lbb.com () Remove?
trp6073live@lbb.com () Remove?

——————— Add a new troop cookie chair ———————

E-mail:
Active?
First name: Last name:
Receives email?

Troop View Only Users

——————— Add a new troop view only user ———————

E-mail:
Active?
First name: Last name:
Receives email?

Update Cancel

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
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
No Incentives/Additional Proceeds:- If this troop has the option of not receiving incentive incentives and receiving additional monetary funds, click in this box.
Bank Name (optional) – Enter the troop's bank account name
Bank Routing No. (optional) – Enter the troop's bank routing number
Bank Acct No. (optional) – Enter the troop's bank account number
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.

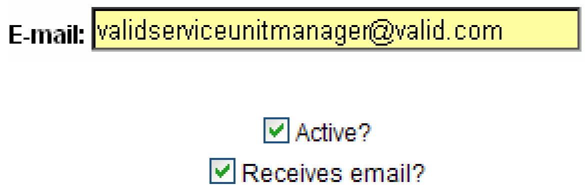
Below are examples of entering contact information:

- **Option 1:** The troop will be entering troop information and orders. You want them to receive the emails that eBUDDE sends confirmation cookie and incentive orders and you want them to have access to the system.

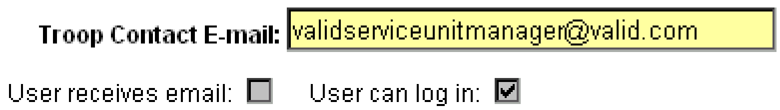
- **Option 2:** The troop will be entering troop information and orders. You **DO NOT** want them to receive the emails that eBUDDE sends for confirmation on cookie and incentive orders and you want them to have access to the system.

- **Option 3:** You want the troop email address in the eBUDDE system but **DO NOT** want them to receive the emails the EBUDDE sends for confirmation on cookie and incentives orders and you **DO NOT** want them to have access.

- **Option 4:** You as the service unit want all information directed to you. You want to receive the emails and you want to have access to the system.

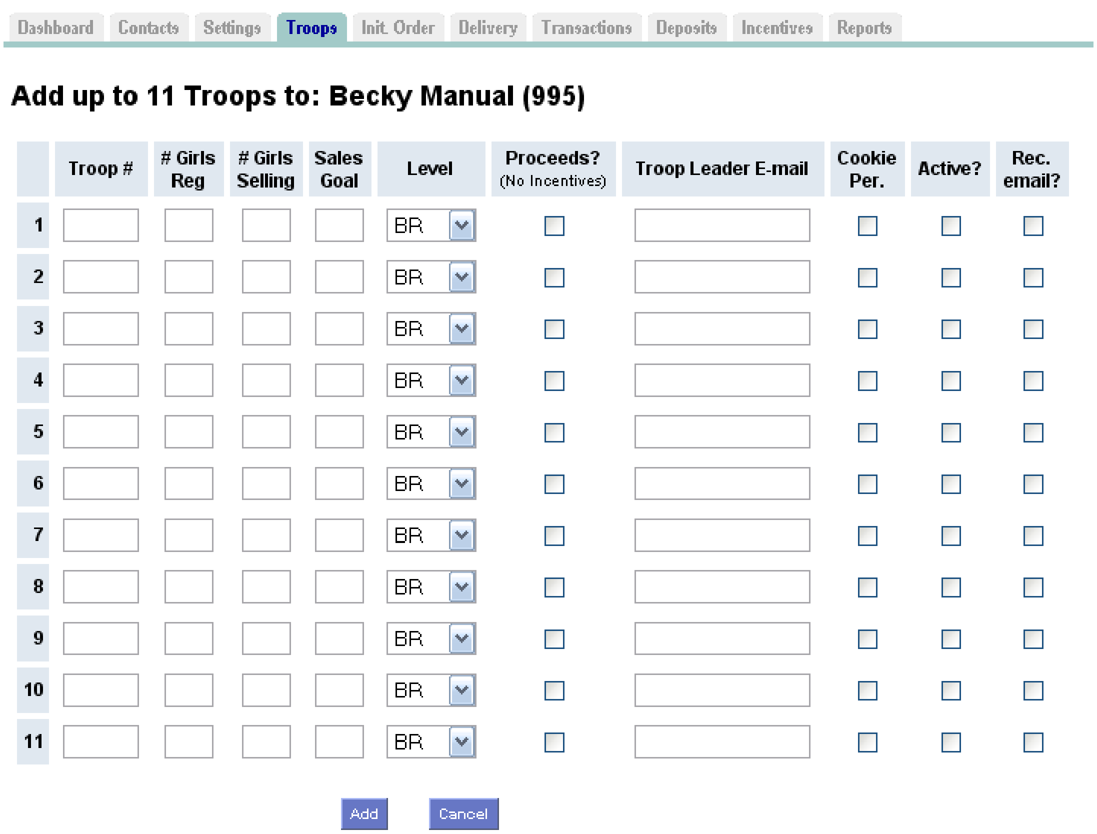


- **Option 5:** You as the service unit will enter the information but do not want the order confirmation emails sent to you.



If the contact is the troop cookie person, click the **Cookie Person** box. 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:



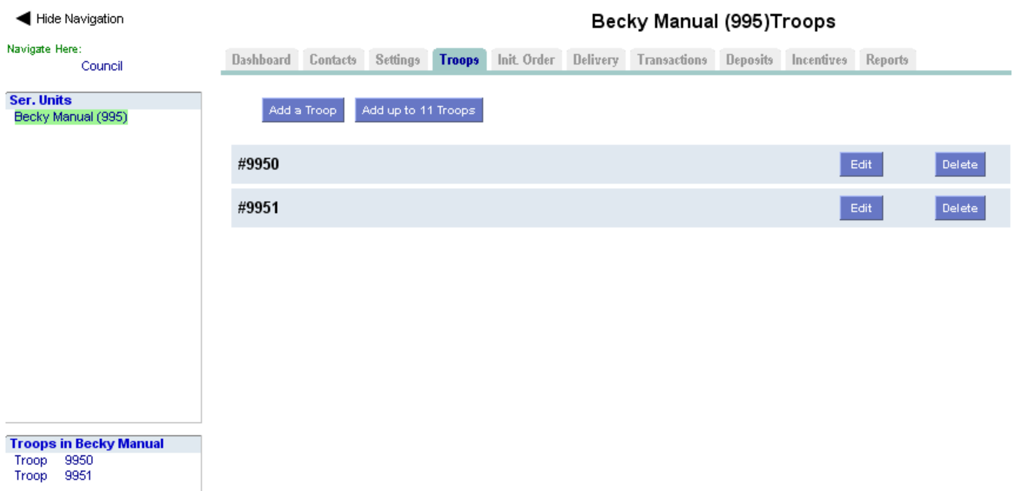
	Troop #	# Girls Reg	# Girls Selling	Sales Goal	Level	Proceeds? (No Incentives)	Troop Leader E-mail	Cookie Per.	Active?	Rec. email?
1					BR					
2					BR					
3					BR					
4					BR					
5					BR					
6					BR					
7					BR					
8					BR					
9					BR					
10					BR					
11					BR					

Troop Number – enter the troop number (numerical data only)
 # Girls Registered – the number of girls registered in the troop
 # Girls Selling – the number of girls selling cookies in the troop
Has Sales Goal: - if the troop set a sales goal, enter the goal in packages
Level: - Program Age Level of the troop

Proceeds (no incentives): - If this troop has the option of not receiving incentive incentives and receiving additional monetary funds, click in this box.
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
Receives Email – If you want the troop contact email user to received the email confirmations, this box must be checked

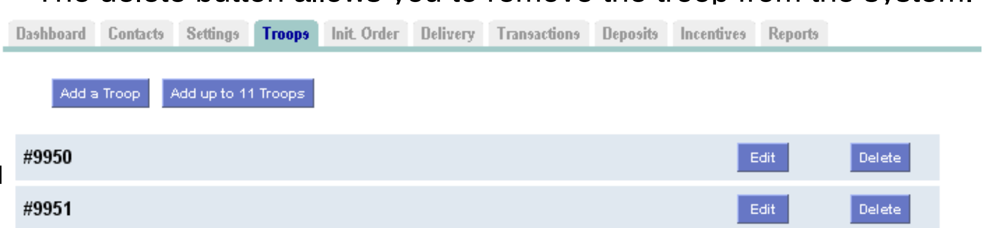
Left-click **Add** to add the troop. Left-click **Cancel** to leave the page without adding the troop.

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.



Deleti

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.

Init. Order

Format of the screen may be in **Cases** or **Packages** as directed by your council. One or more of the following options may apply for the **initial cookie order**:

- Verify troop orders
- Enter troop orders using the fast entry option
- Enter service unit order
- Submit service unit/troop orders to council

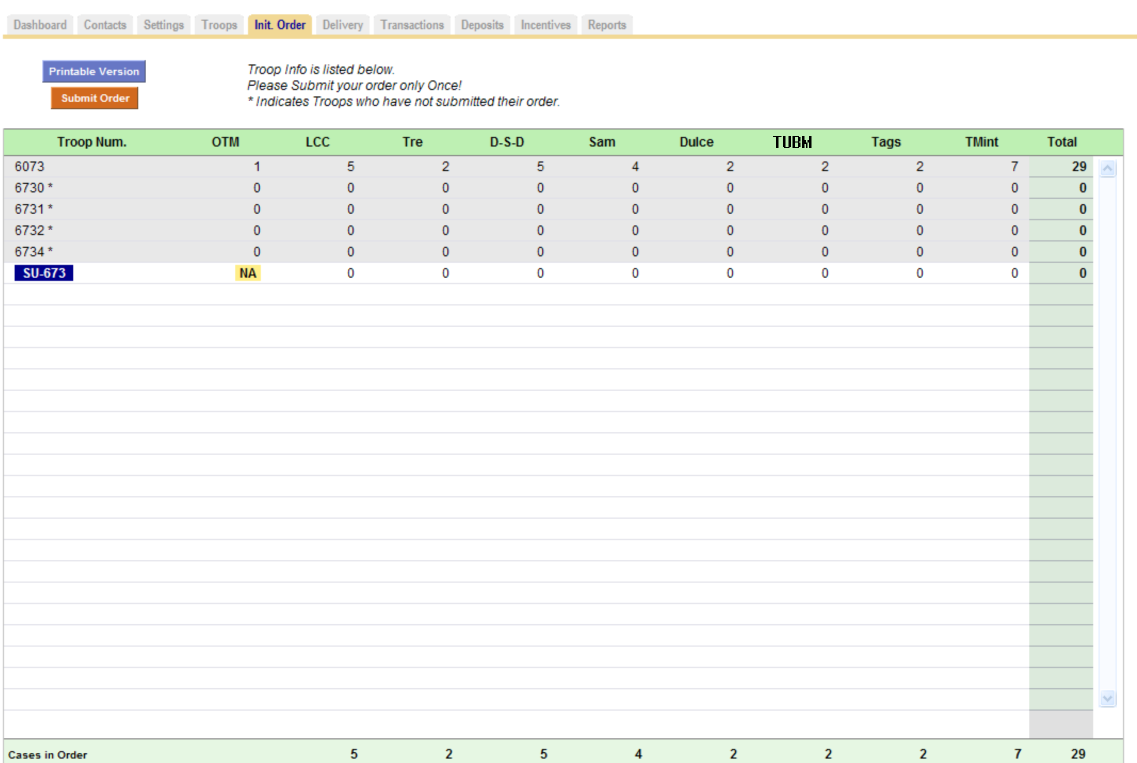
NOTE: If you will be entering troop cookie orders using the troop cookies tab, see Appendix A.

Initial Order Page- Troops placing orders

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 troops, add a service unit order 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.

Lemon Grove (673) Initial Order



Troop Num.	OTM	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
6073	1	5	2	5	4	2	2	2	7	29
6730 *	0	0	0	0	0	0	0	0	0	0
6731 *	0	0	0	0	0	0	0	0	0	0
6732 *	0	0	0	0	0	0	0	0	0	0
6734 *	0	0	0	0	0	0	0	0	0	0
SU-673	NA	0	0	0	0	0	0	0	0	0
Cases in Order		5	2	5	4	2	2	2	7	29

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.**

1251	0	1	1	1	1	1	1	1	1	8
6000 *	0	0	0	0	0	0	0	0	0	0
6073 *	0	0	0	0	0	0	0	0	0	0
SU-673	0	0	0	0	0	0	0	0	0	0

The system will display the status of troop orders. In the example above troop 1251 has submitted its order. Troops 6000 and 6073 have not submitted their orders as designated by the ***** (asterisk).

If your council designates your role to key in a service unit order, you would key that information here. **NOTE: This service unit order must be keyed in immediately before submitting your order to council.** To key that information you will do the following:

1. Left-click on your row labeled by the letters SU and your service unit number.
2. Left-click on the row at the bottom of the page right above the total row. This row will highlight.
3. Enter the quantities for your order. You move through the columns using the tab key. After you have completed all the varieties, press the enter key to enter the order.

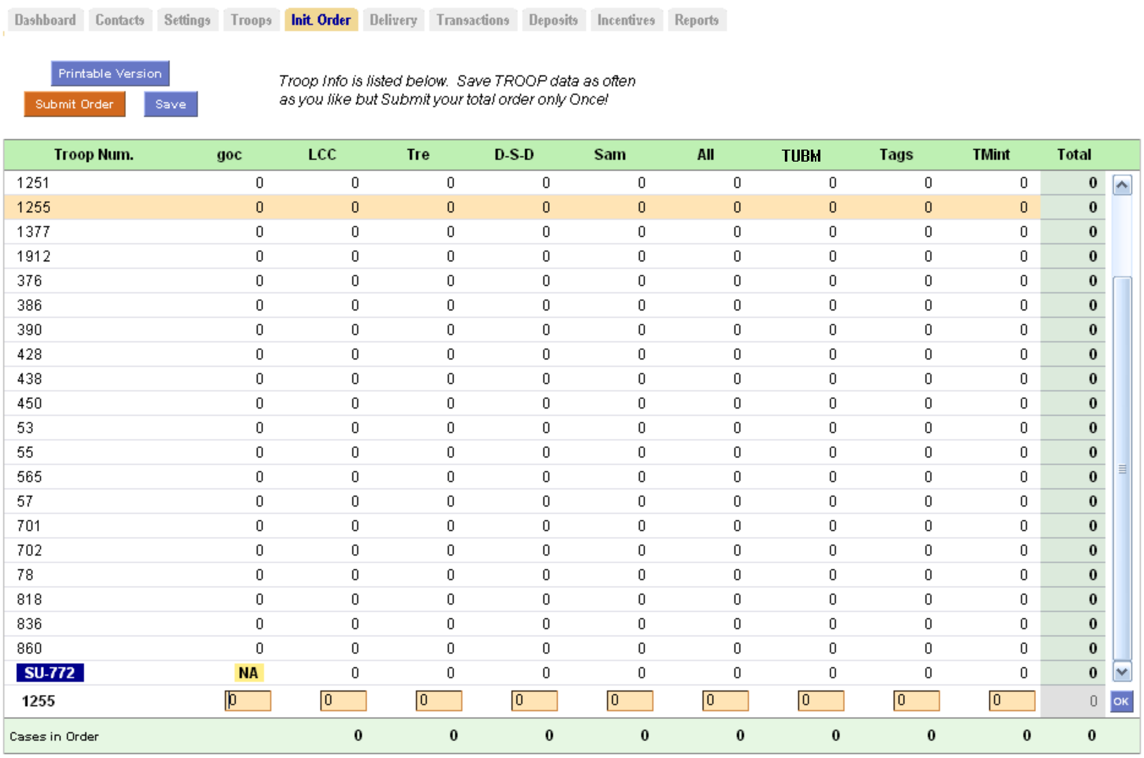
The exampe below show how the page will look for entering a service unit order for service unit 995.

Troop Num.	GOC	LCC	Tre	D-S-D	Sam	Dulce	TUBH	Tags	TMint	Total
9950	0	6	4	6	11	6	6	11	11	61
9951 *	0	0	0	0	0	0	0	0	0	0
9952 *	0	0	0	0	0	0	0	0	0	0
9953 *	0	0	0	0	0	0	0	0	0	0
9954	0	10	10	10	15	15	10	10	20	100
SU-995	NA	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0 OK
Cases in Order		16	14	16	26	21	16	21	31	161

Initial Order Page – Service Unit keying total troop order

Instructions for service units keying in troop orders in total cases using the fast entry method.

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 enter the cookie orders by troops, add a service unit order 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.


Dashboard | Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Deposits | Incentives | Reports

Printable Version

Submit Order | Save

Troop Info is listed below. Save TROOP data as often as you like but Submit your total order only Once!

Troop Num.	goc	LCC	Tre	D-S-D	Sam	All	TUBM	Tags	TMint	Total
1251	0	0	0	0	0	0	0	0	0	0
1255	0	0	0	0	0	0	0	0	0	0
1377	0	0	0	0	0	0	0	0	0	0
1912	0	0	0	0	0	0	0	0	0	0
376	0	0	0	0	0	0	0	0	0	0
386	0	0	0	0	0	0	0	0	0	0
390	0	0	0	0	0	0	0	0	0	0
428	0	0	0	0	0	0	0	0	0	0
438	0	0	0	0	0	0	0	0	0	0
450	0	0	0	0	0	0	0	0	0	0
53	0	0	0	0	0	0	0	0	0	0
55	0	0	0	0	0	0	0	0	0	0
565	0	0	0	0	0	0	0	0	0	0
57	0	0	0	0	0	0	0	0	0	0
701	0	0	0	0	0	0	0	0	0	0
702	0	0	0	0	0	0	0	0	0	0
78	0	0	0	0	0	0	0	0	0	0
818	0	0	0	0	0	0	0	0	0	0
836	0	0	0	0	0	0	0	0	0	0
860	0	0	0	0	0	0	0	0	0	0
SU-772	NA	0	0	0	0	0	0	0	0	0
1255	0	0	0	0	0	0	0	0	0	0 OK
Cases in Order		0	0	0	0	0	0	0	0	0

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.**

Save – Save your entries of troop orders.

To enter in troop orders you click on the line with the troop number you will be entering an order for. Click on the first entry box at the bottom of the screen. Enter in the cookie order by tabbing through the line. Once you have completed entering the order, click the enter button. The system will display the troop order next to the troop number.

The system will display the status of troop orders. If an order for a troop has not been placed the troop number will be preceded by an * (asterisk).

Initial Order Page – Service Unit keying service unit order

If your council designates your role to key in a service unit order, you would key that information here. **NOTE: This service unit order must be keyed in immediately before submitting your order to council.** To key that information you will do the following:

1. Left-click on your row labeled by the letters SU and your service unit number.
2. Left-click on the row at the bottom of the page right above the total row. This row will highlight.
3. Enter the quantities for your order. You move through the columns using the tab key. After you have completed all the varieties, press the enter key to enter the order.

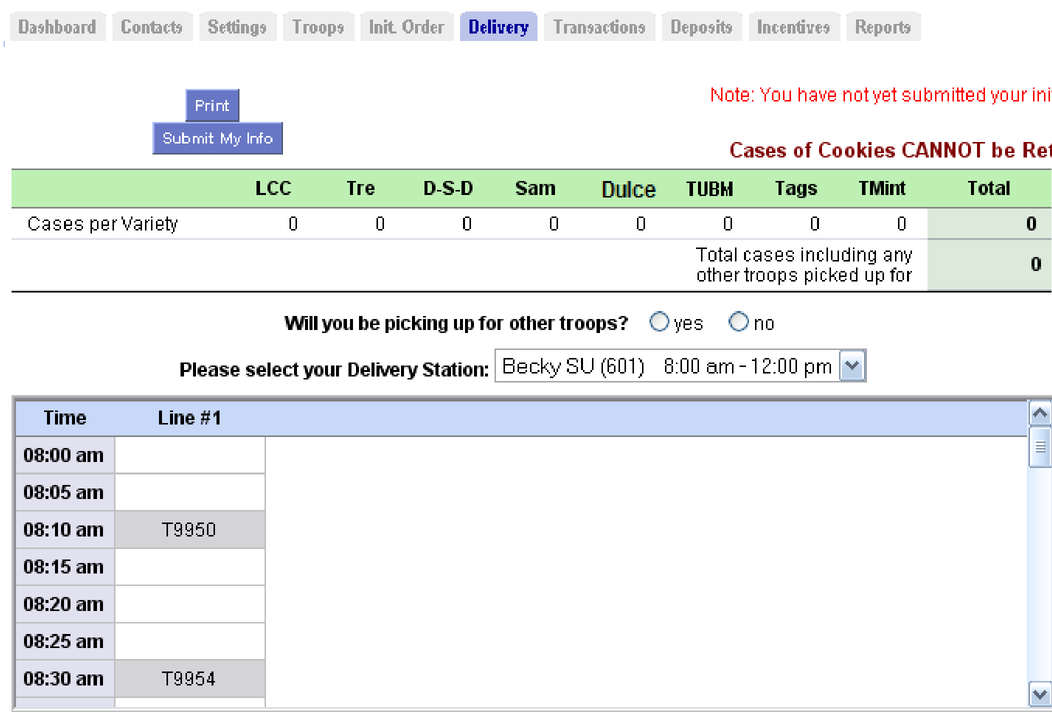
The example below show how the page will look for entering a service unit order for service unit 673.

Troop Num.	GOC	LC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
1251	0	1	1	1	1	1	1	1	1	8
6000 *	0	0	0	0	0	0	0	0	0	0
6073 *	0	0	0	0	0	0	0	0	0	0
SU-673	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
Cases in Order		0	0	0	0	0	0	0	0	0

Delivery Tab

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.

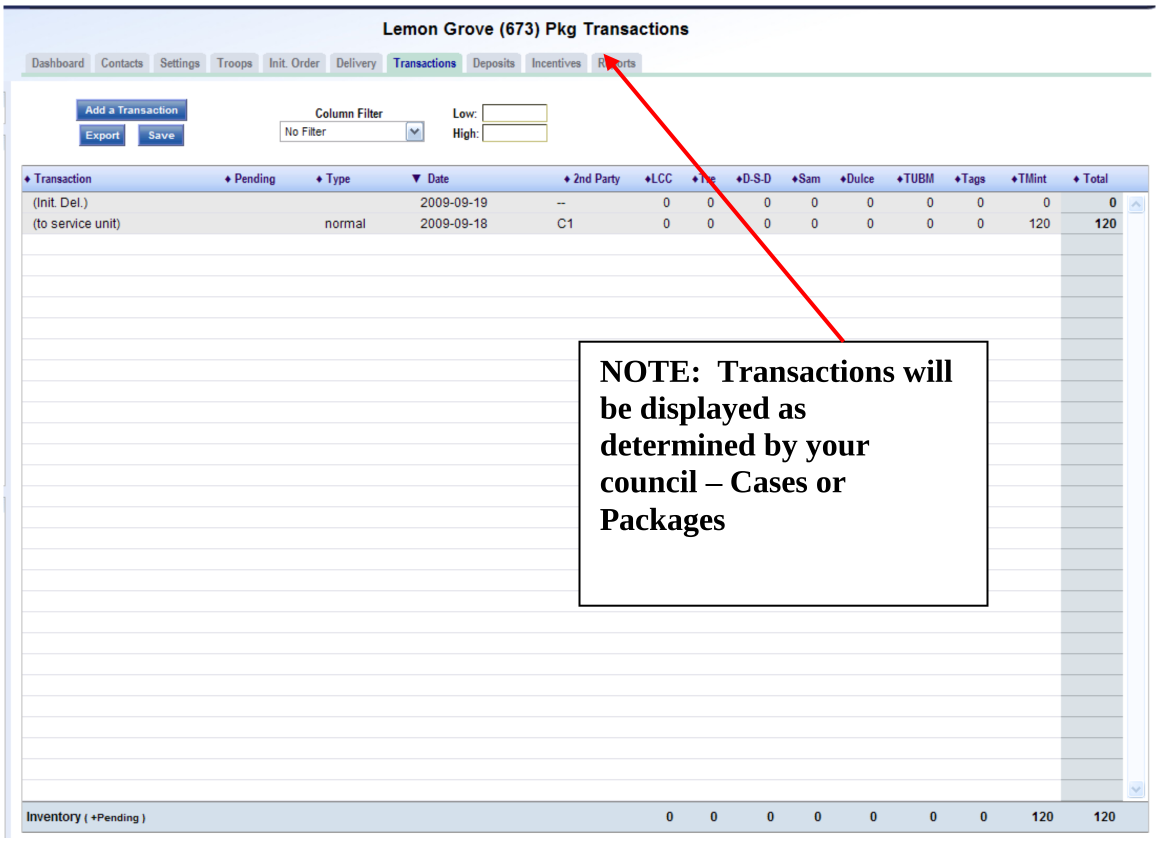
Select your delivery station.

Click the time slot that you want.

Click the **Submit My Info** button.

Transactions Tab

This area is used if the service unit needs to record transactions for cookies from the service unit to the troops. You can then view your current inventory status displayed on the page. Transactions originating at the cupboard may be done by designated council staff or you may be authorized to do them. You will use this form at the service unit level only if you have cookies you distribute yourself.



Left-click the **Printable Version** button to print a hard copy of your transactions.

Left-click the **Export** button to export to an Excel compatible format.

Left-click the **Save** button to save the information you have keyed on the page.

Navigating the Transaction Form

Navigating the Transaction Form

The columns on this page listed from left to right are as follows:

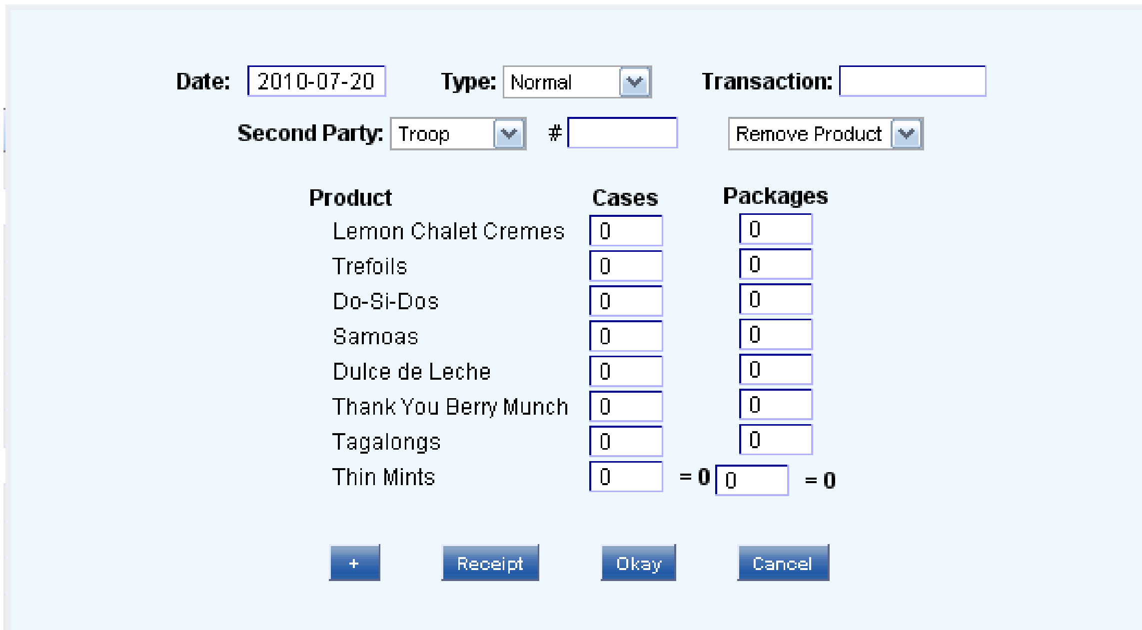
Transaction - This the receipt code of the transaction
Pending – The status of the order as pending to the cupboard, yes or no
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
LCC– Lemon Chalet Creme
Tre – Trefoils
DSD – Do-Si-Dos
Sam – Samoas
Dulce – Dulce de Leche
TUBM - Thank You Berry Munch
Tag – Tagalongs
TM – Thin Mints
Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type
▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

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. Tab through the boxes and hit tab after entering the information in the High box.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.



Transaction Date – enter the date of the transaction. The system will default to the current date.

Type – Select type of transaction.
- Normal – Transaction with no specific designation
- Booth – Transaction is for a booth sale

Adjustment – Transaction type for corrections **(This option available at council discretion)**
Return – Transaction for return of cookies **(This option available at council discretion)**

Transaction: - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. However, if you are going to print a receipt this box will automatically be filled with the receipt number from the form that you will be printing.**

Second Party: - this refers to the other party that is getting the cookies, bringing back the cookies, etc. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, service unit number, cupboard number.

Drop down: You have two options. Remove Product or Add Product - If cookies are being added to your cupboard, click Add Product. If cookies are being removed from your cupboard, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

 The add more button allows you to create multiple transactions by going to a entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Create a Pending Order Request for a Cupboard (Optional)

A service unit can create a pending cookie order request for a cupboard on the transaction tab. If your council has this option available, the order is created automatically if the following options are selected on the product transaction form:

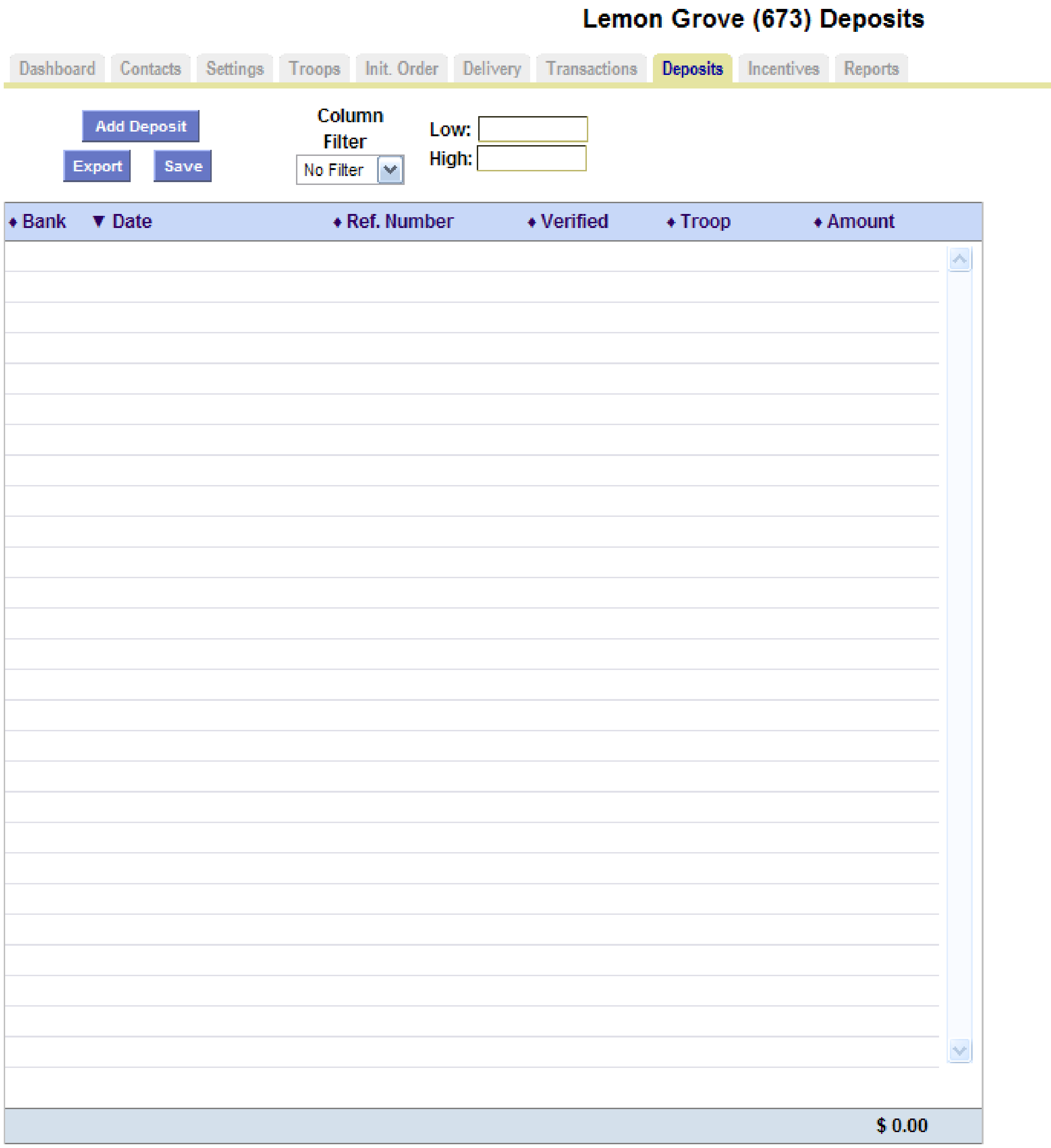
Second Party: Cupboard is selected and a cupboard number is entered
Add/Remove Drop Down: Add is selected

When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

Your cupboard will lock the transaction appropriately according to council’s process.

Deposits Tab

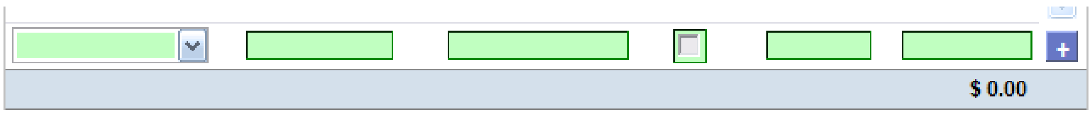
The deposits tab will allow you to view all the deposits credited to your troops. If your council allows, you can also enter the deposits that your troops have made to the council.



As you enter deposits they will be displayed on the screen. You can **Add, Edit, or Delete** deposits. You can also selectively search to display only specific deposits.

Adding Deposits

Click the **Add Deposit** button.



Select the bank, enter date, reference number (optional), verified (unavailable for service units) troop number and amount. Use the **Tab** key to move across the page. Press Enter to complete the line entry OR use the **Add More** button to key additional deposits.

Add More - The "add more" button allows you to enter in additional rows on deposits, additional cookie transactions, adding girls on the initial order. You can activate this button by pressing the spacebar or clicking on it.

Date – You must enter the date in this format mm/dd/yy. Each deposit must have a date.

Reference Number – Reference is used to annotate the deposit. This entry is optional. Possible uses for this box is to comment on the deposit, to specify which bank the deposit was made from, to enter a encoding number.

Troop – Enter troop number

Verified – Unavailable to service units and troops. Verification can be done by councils only/

Amount – the amount can be a positive or a negative. You do not have to enter in the cents if it does not apply.

Navigating the Deposit Information Page

As you enter deposits, the system displays the deposits using a scrolling feature. To facilitate making changes there are several methods to navigate to the information that you need. You will want to use the method that best fits what editing you are trying to do.

Scrolling

Deposits are displayed 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.

Editing/Deleting Deposits

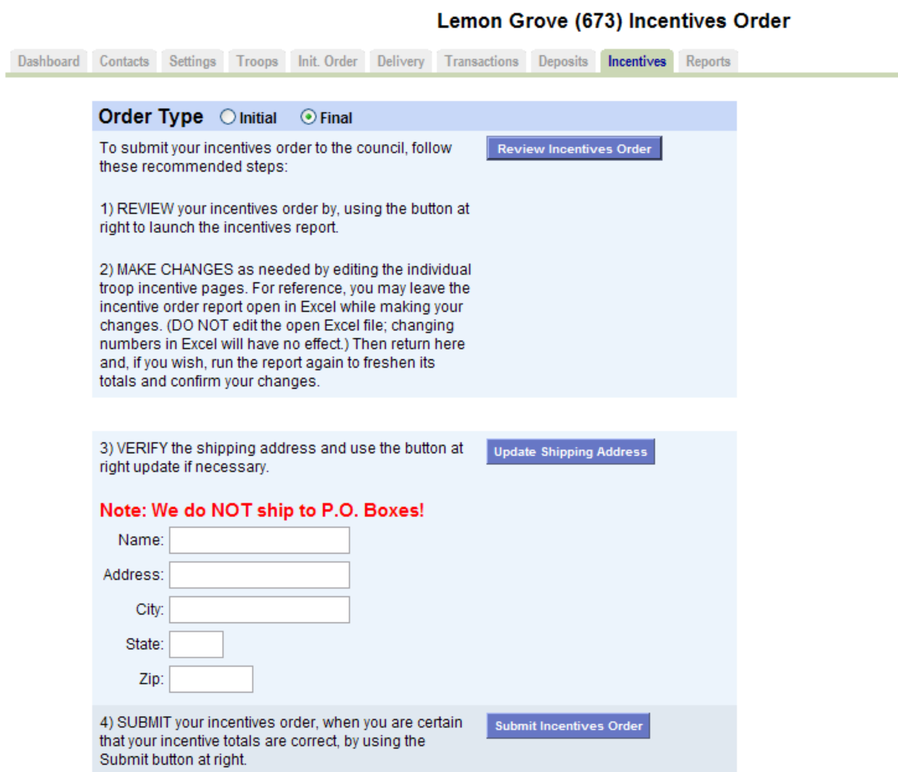
All boxes can be changed To make changes by left-clicking your mouse in the box you want to correct and making the changes. You can also delete the deposit by pressing the **Delete** key on your keyboard. Deletions and changes can be made at the same time. Once you have made all your changes, left-click the **Save** button to save your changes.

Exporting the Deposits

Click the **Export** button to export the deposits. The system will display a screen and instruction you to click File, Save As to save the deposits.

Incentives Tab

Incentive orders are entered at the girl or troop level. The service unit role is to monitor the entry of incentive orders and submit the order to the council. Your council may or may not designate that your council will have an initial order.

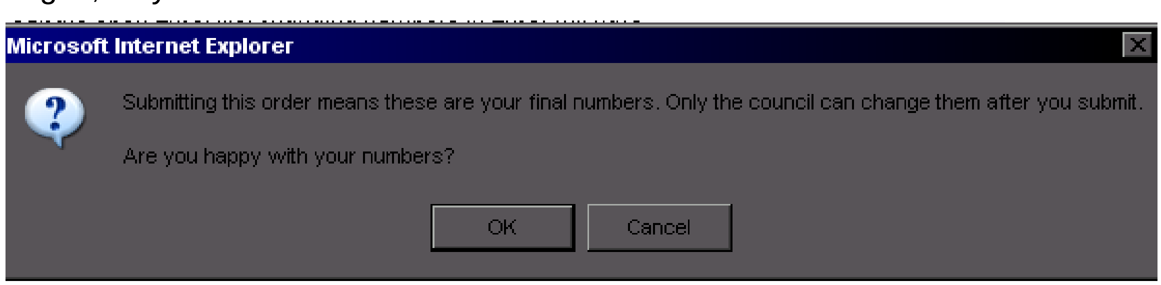


Order Type – Initial order type is an option that may or may not be available as it is a council option. If you have both types, you may select which type you will be verifying and submitting to council.

Review Incentives Order – This will create a report for the incentives 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 incentive order form to make the changes

Update Shipping Address – This option may or may not be available. If available, 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.

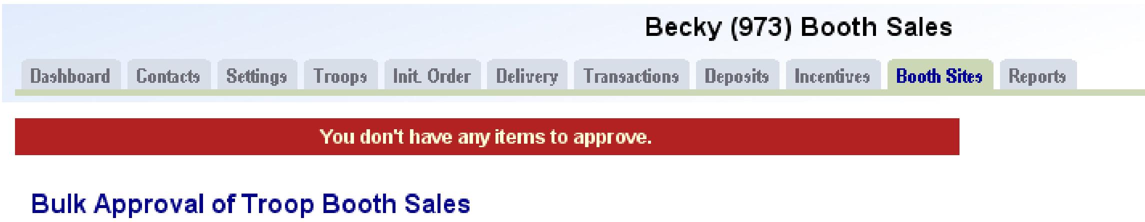
Submit Incentives Order – Once all troop incentive orders have been verified, click the button. This will send your verified incentives order to council. The system will verify that you want to submit your order. Once you have submitted your order, you will not be able to make any changes, only council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



Booth Sales Tab

The booth sale tab is an optional tab that councils will provide for service units to be able to approve troop requests for booth sites that are not council sites. You can also approve on the troop level, however this allows you to view all your troop requests.

If there are no booth sites to approve/deny, the following message will be displayed



If you have requests to approve/deny, the screen will display as follows:

Troop 123 - LA2 aa	Sun Jun 6, 2010 10:00 am -- 06:00 pm	1278978506	pending	plz wait
Troop 123 - LA Ind aa	Sun Jun 6, 2010 10:00 am -- 06:00 pm	1278969687	pending	
Troop 6075 - testing 123 123 Any St	Thu Feb 25, 2010 08:00 am -- 10:00 pm	1266753794	denied	becky
Troop 5678 - 5678 cold	Tue Jun 29, 2010 10:00 am -- 05:00 pm	1277942330	approved	
Troop 6076 - Tony's Market 100 main st	Thu Aug 19, 2010 10:00 am -- 12:00 pm	1274165692	approved	
Troop 5678 - AV23 av1	Wed Jun 30, 2010 10:01 am -- 05:00 pm	1277857832	approved	
Troop 5678 - AV22 av1	Wed Jun 30, 2010 10:00 am -- 05:00 pm	1277857792	approved	
Troop 5678 - efgh av1	Wed Jun 30, 2010 10:03 am -- 05:00 pm	1277873256	approved	
Troop 777 - AV12 av1	Wed Jun 30, 2010 10:00 am -- 05:00 pm	1277873882	approved	
Troop 123 - AV12 av1	Wed Jun 30, 2010 10:00 am -- 05:00 pm	1277873764	approved	"
Troop 123 - olive 123	Fri Jul 30, 2010 12:00 pm -- 01:00 pm	1277851836	approved	
Troop 6073 - Becky's Pizza Parl 123 parlor drive	Tue Oct 25, 2011 05:00 pm -- 08:00 pm	1278645386	approved	Time taken by another troop or
Troop 5678 - AV24 av1	Wed Jun 30, 2010 10:02 am -- 05:00 pm	1277858355	approved	
Troop 123 - test 111	Tue Jun 29, 2010 10:00 am -- 05:00 pm	1277852112	approved	Click on the word OTHER. The
Troop 5678 - abcd fgf	Wed Jun 30, 2010 10:00 am -- 05:00 pm	1277873223	approved	
Troop 5678 - AV12 av1	Wed Jun 30, 2010 10:00 am -- 05:00 pm	1277856096	approved	

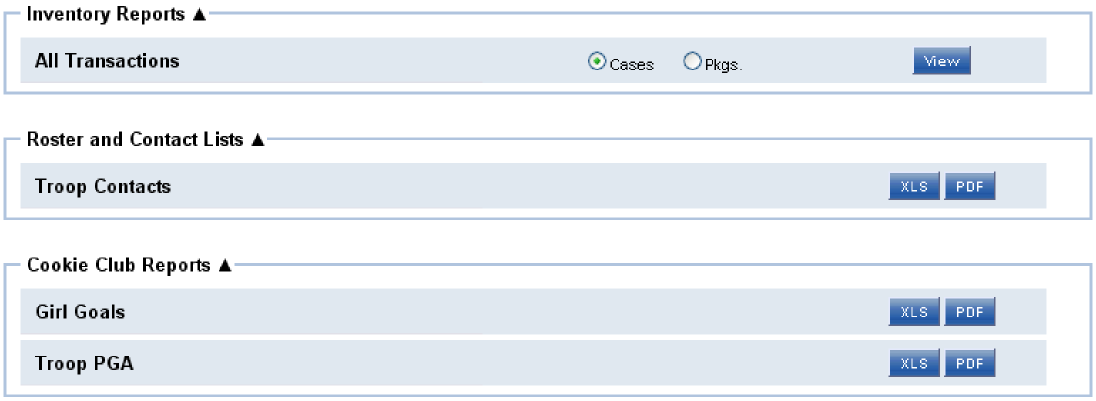
You can approve, deny, make pending by using the drop down box. You can also enter in comments about your selection that is visible to the troop on their level.

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.

Some reports due to the length of time to create my 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 **XLS 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



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

Booth Sales Report – This report lists all the troop initial orders that have ordered cookies for booth sales on the troop worksheet. The report can be printed in either cases or packages.

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.

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 Incentives Summary – This report allows you to print an incentive summary for either the initial incentive order or the final incentive order.

Girl Incentives Summary – this report prints the incentive summary showing every girl in the troop and the troop totals.

Troop Signup Detail – This report show the troops in the service unit that have signed up for council booth sites

Troop Signup Recap – This report lists all the troops in the service unit and their total number of signups.

Troop Booth Requests – This report shows the requests that troops have made for booth sites not on the council site list.

Available Booth Sales – This report shows all the booth slots that have not been taken.

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 Sales Reports – This report will print all the troop sales report. The format will be just like the troop sales report tab.

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

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.

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

Girl Goals - This report compares girl cookies sold against the Cookie Club information

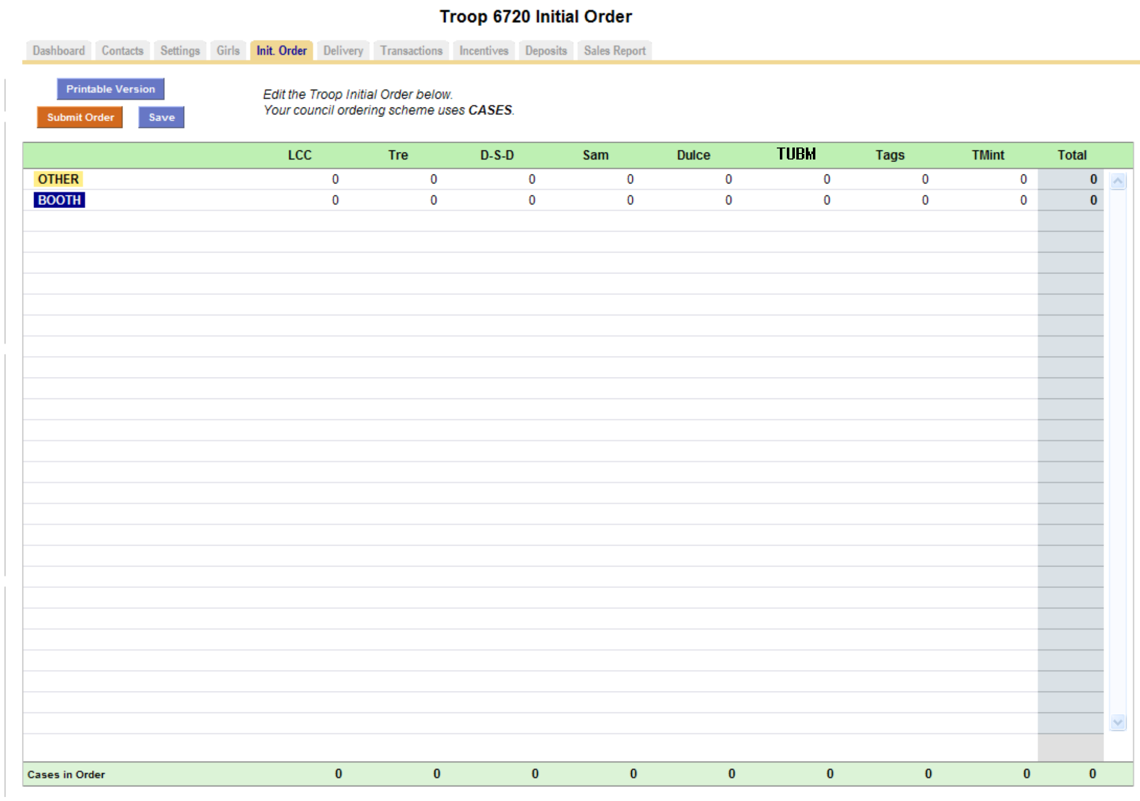
Troop PGA – This report shows troop per girl average for troops and compares for Cookie Club troops.

Appendix A – Troop Cookie Ordering Methods on Troop Level

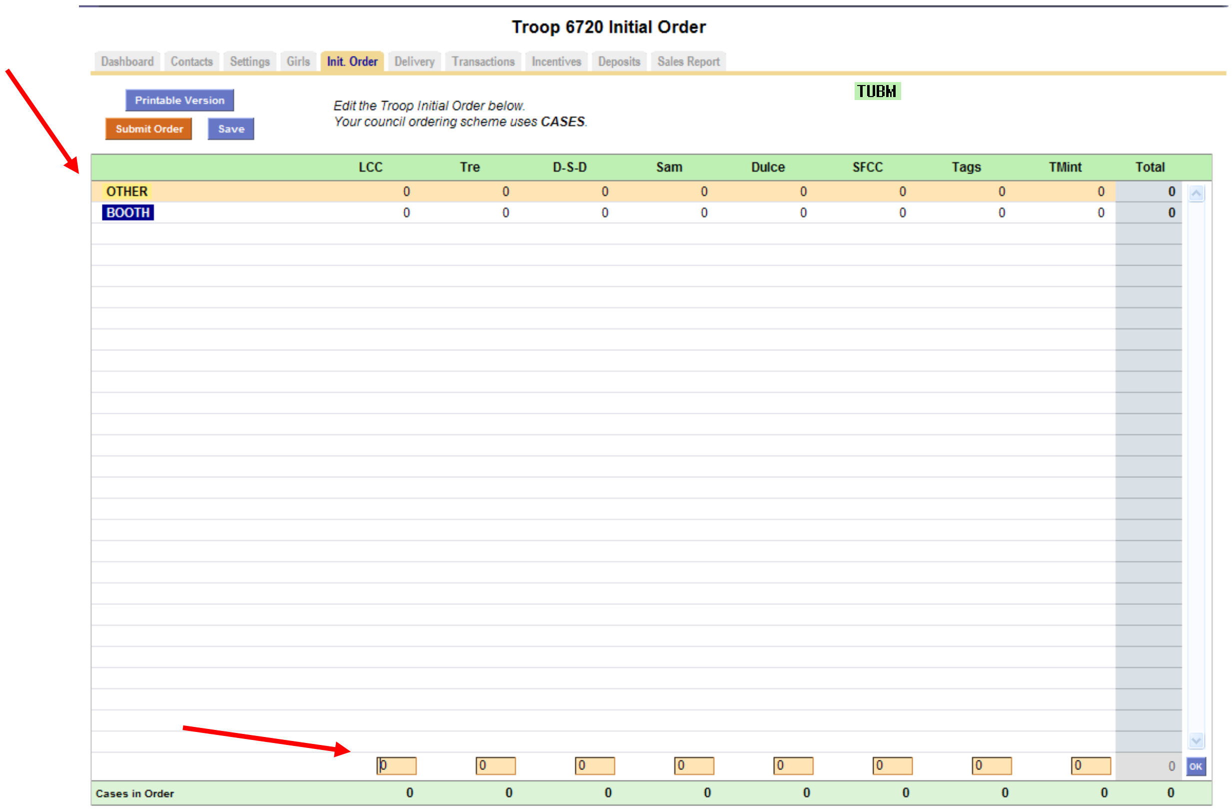
As a service unit, your council may require you to enter troop orders using the troop cookies tab. There are two methods for troop ordering. You will be directed by your council as to the method you are suppose to use.

Ordering with Booth and Girl Totals

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



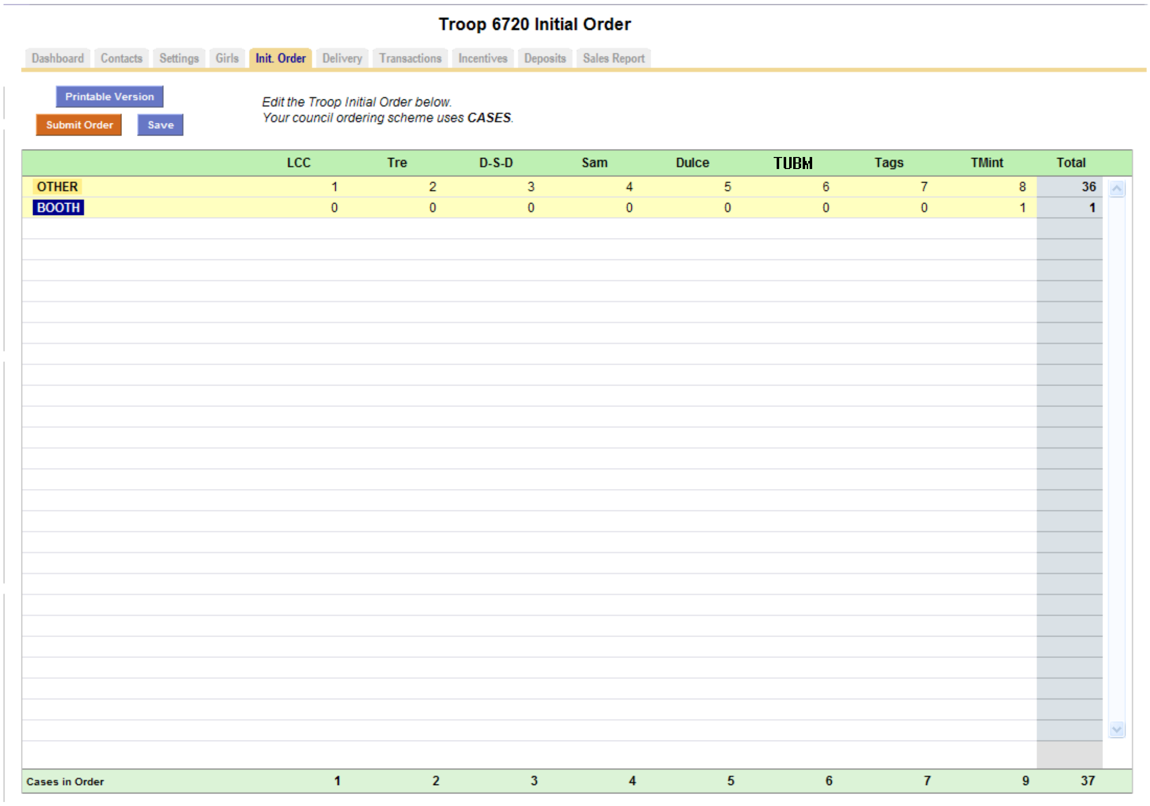
Click on the word **OTHER**. This line is for the total of GIRL orders. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC(PCJ) column is not available for other sales.**



Enter the cookie quantities for the girl orders. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **OTHER** line.

If so designated by your council, you can also enter the troop's booth order.
Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **BOOTH** line.

The system will display the completed order.



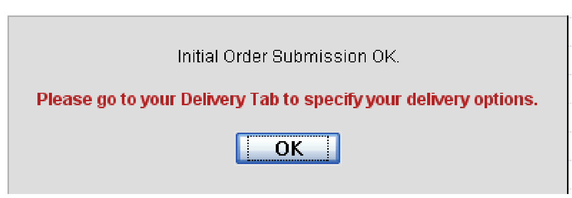
To change any information click, the row that needs to be changed. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

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.

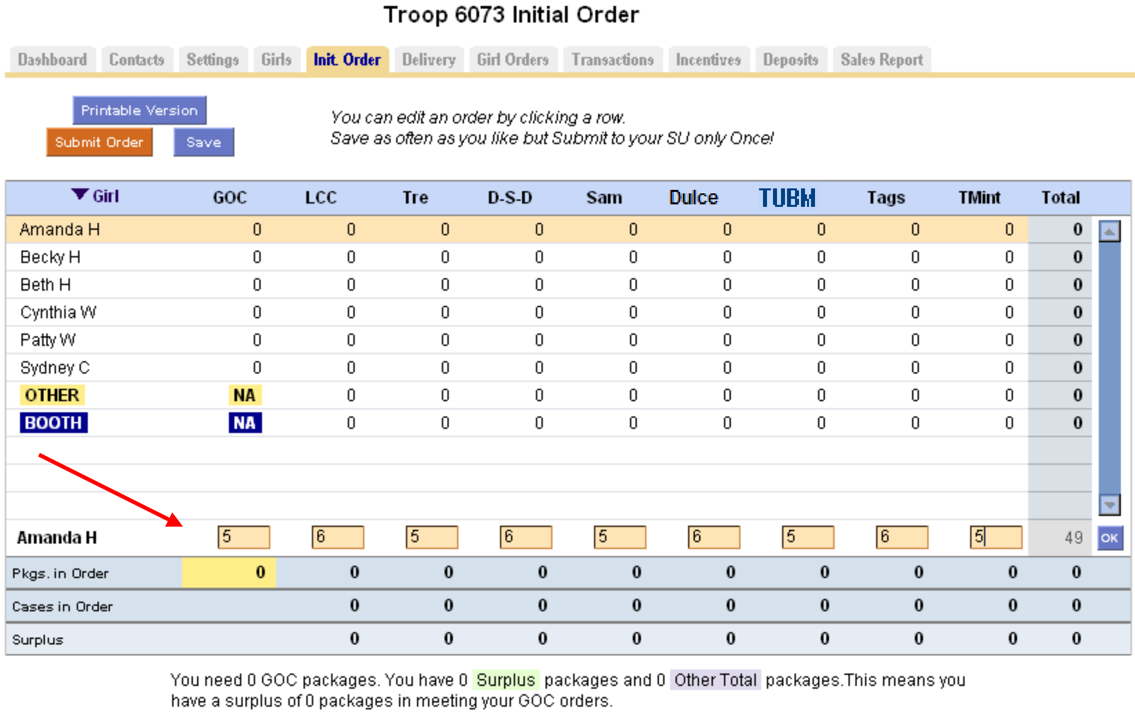
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

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.



Ordering by Individual Girls

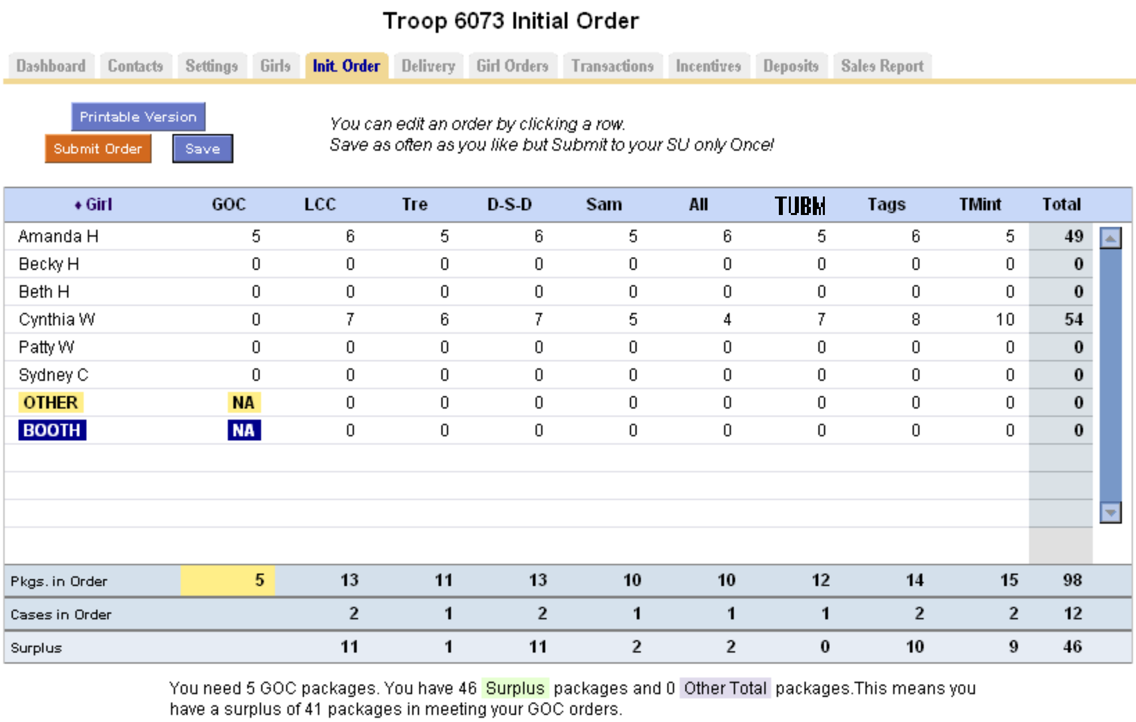
Click on the init. order tab located on the right side of your screen



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

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

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.



Troop 6073 Initial Order

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

Printable Version

Submit Order | Save

You can edit an order by clicking a row.
Save as often as you like but Submit to your SU only Once!

Girl	GOC	LCC	Tre	D-S-D	Sam	All	TUBM	Tags	TMint	Total
Amanda H	5	6	5	6	5	6	5	6	5	49
Becky H	0	0	0	0	0	0	0	0	0	0
Beth H	0	0	0	0	0	0	0	0	0	0
Cynthia W	0	7	6	7	5	4	7	8	10	54
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Pkgs. in Order	5	13	11	13	10	10	12	14	15	98
Cases in Order		2	1	2	1	1	1	2	2	12
Surplus		11	1	11	2	2	0	10	9	46

You need 5 GOC packages. You have 46 Surplus packages and 0 Other Total packages.This means you have a surplus of 41 packages in meeting your GOC orders.

You can also enter orders for booth or other as directed by your council.

Click on the word **OTHER**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for the other row.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **OTHER** line.

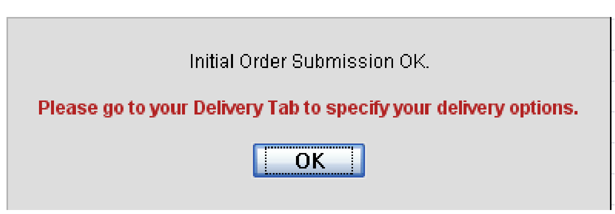
If so designated by your council, you can also enter the troop's booth order.
Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **BOOTH** line.

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

To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

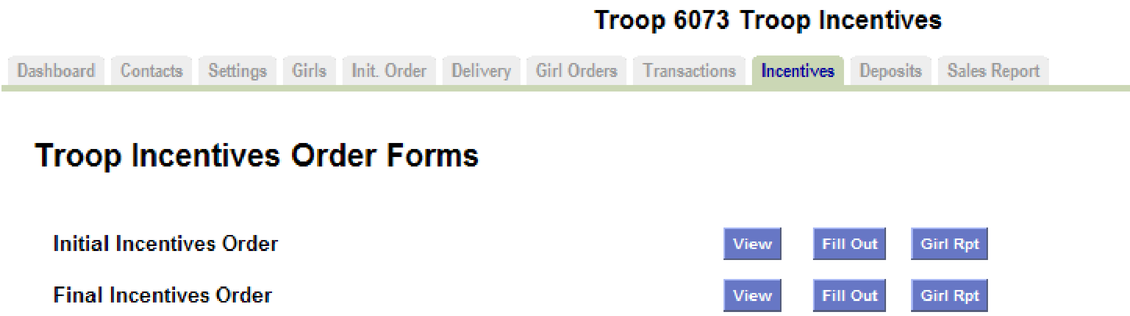
NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



Appendix B – Troop Incentive Ordering Methods on Troop and Girl Levels

As a service unit, your council may require you to enter troop orders using the troop incentives tab or by individual girl. You will be directed by your council as to the method you are suppose to use.

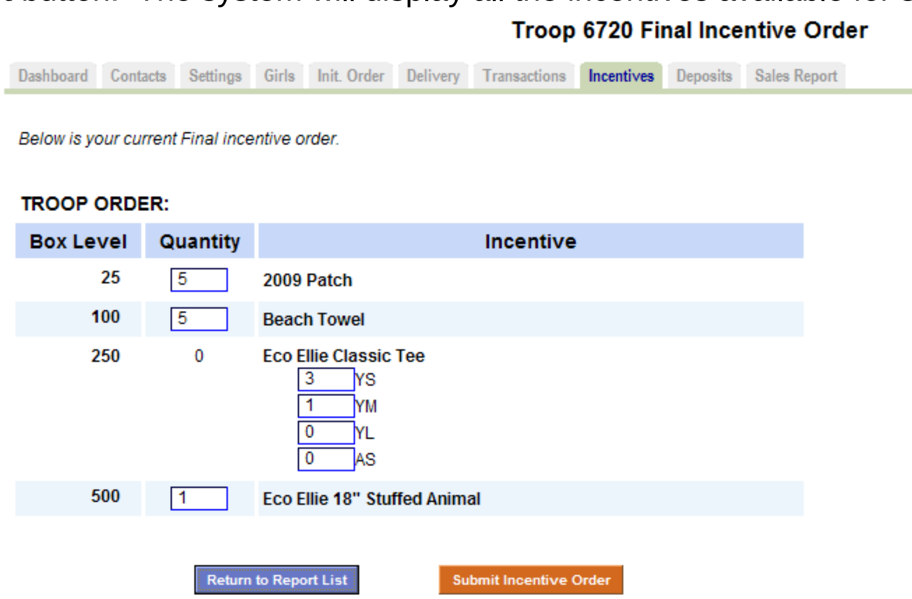
Troop Incentive Order



NOTE: The Initial Incentives Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Incentives Order. The **View** button allows you to see the incentives order. The **Fill Out** button is for entering the troop order.

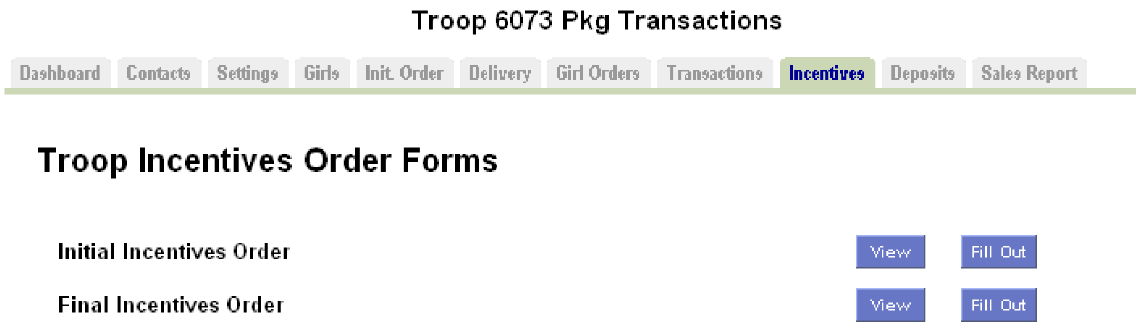
Click the **Fill Out** button. The system will display all the incentives available for selection.



Enter in the quantities for the troop incentive order. Tab through the boxes. Click the **Submit Incentive Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

Individual Girl Incentive Order

The eBUDDE system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



NOTE: The Initial Incentives Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Incentives Order. The **View** button allows you to see the incentives order. The **Fill Out** button is for entering the girl and troop order.

Troop 6073 Final Incentive Order

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

Use the form below to fill out your Final Incentive order.
Click on a girl id at the top to edit a girl's incentive order.

GIRL ORDERS:

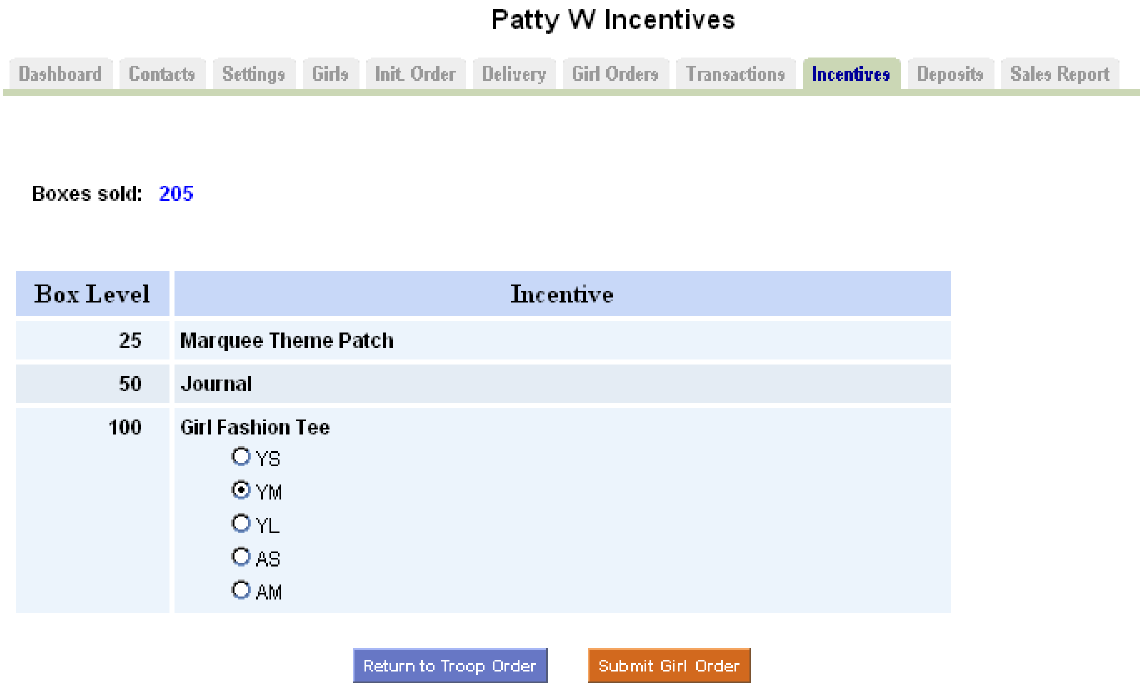
Becky H	receives 2 incentives
Cynthia W	receives 2 incentives
Patty W	receives 3 incentives (size/catalog selection done)
Beth H	receives 1 incentives
Sydney C	receives 0 incentives
Amanda H	receives 2 incentives

TROOP ORDER:

Box Level	Quantity	Incentive
25	5	**Marquee Theme Patch**
1	0	**Booth Patch**
50	4	**Journal**
100	1	**Girl Fashion Tee** 0 YS 1 YM 0 YL 0 AS 0 AM

Return to Report List | Submit Incentive Order

If you need to enter information for a girl order, the system will tell you. Click the girl's name.



Enter the size for the t-shirt. Click the **Submit Girl Order** button.

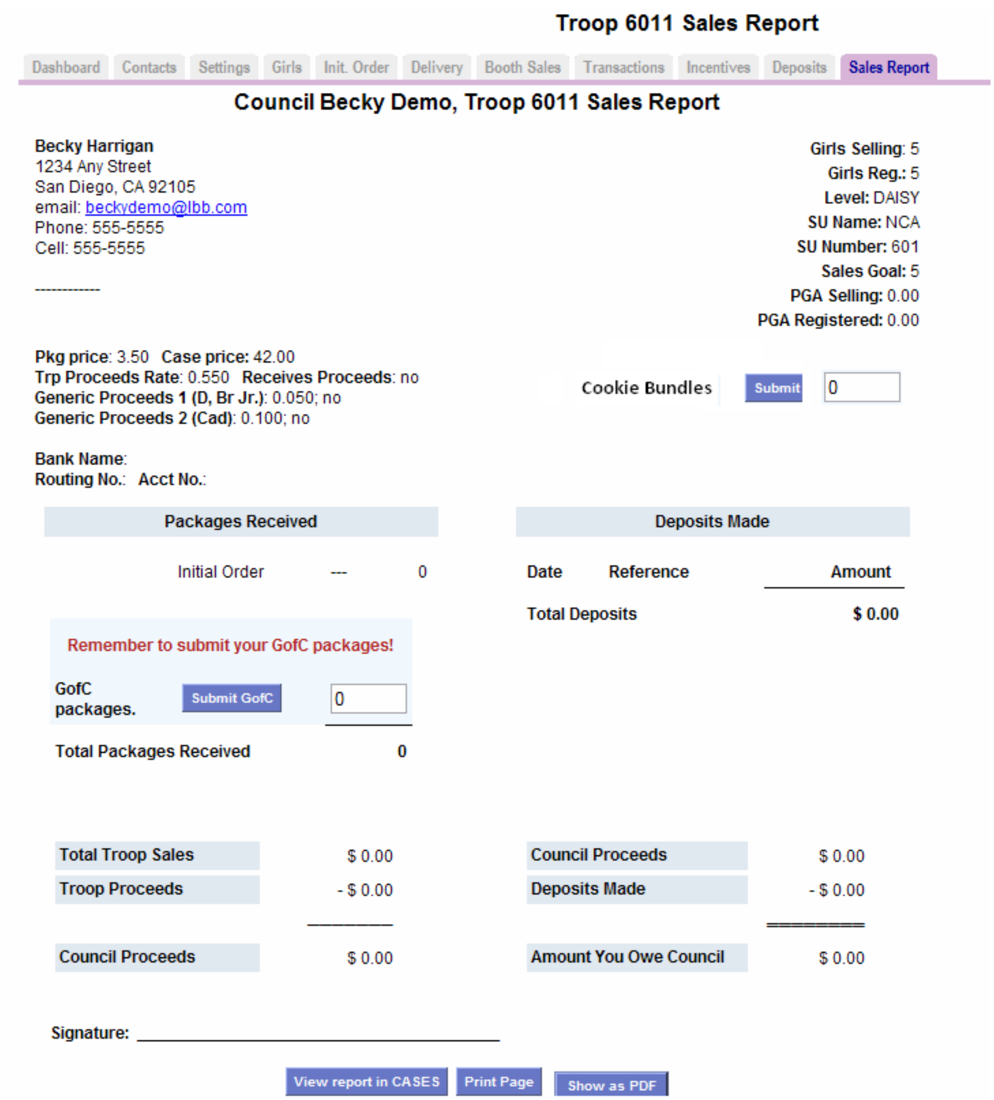
Once all the girl incentive orders have been updated, review your troop order total. Enter any additional quantities if applicable. Submit your troop incentive order to the service unit.

Return to Report List – this button returns you to the screen where you can view or fill out.

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

Appendix C – 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. In addition, you can enter in the amount of Gift of Caring cookies if your council distributes the boxes at the troop level. If your council does a council level Gift of Caring program, those cookie counts will be automatically forwarded to the troop sales report from the girl order tab and be the last row in the packages received section.



To enter the Gift of Caring packages enter the number of packages in the box labeled **Total GOC Packages**. Click the **Submit GOC** button.