Girl Scouts of Connecticut
Service Unit eBudde Instructions

Accessing eBudde:

(1) To enter and use the eBudde system go to https://ebudde.littlebrownie.com.
(2) Enter your email address (the one provided to your Product Sales Manager).
(3) Enter in your Password. If you are new to the system or have not been on eBudde yet this year, use ebudde as your password. If you have an established password for the eBudde system, use that password. Click the **LOG ON** button.
(4) If your password does not give you access to the site, contact webcookies@gsofct.org.
(5) New users will be directed to the **Contact Information Page**. Once you have completed the contact information page click **Submit.** The system will then log you into the system.

The Menu Bar provides additional support for you in eBudde.
Home – Brings you back to the dashboard screen.
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 – Provides a manual in Adobe Acrobat PDF format for your reference.
LittleBrownie.com – Provides a link for you to go to the Little Brownie website for additional resources.
Log Out – Allows you to log out of the system.

The system works through tabs at the top of the page. Click each Tab to enter each page.

Dashboard

The dashboard gives you an up-to-minute snapshot of your troop orders, goals, financials, per girl averages and important dates. This is the first page you see when you sign onto eBudde. You can jump to a troop from this page by clicking on the troop number to the left hand side and then clicking the appropriate tab. You will need to scroll down to see the entire page.

Instructions on how you can edit a message for your troops to view on their dashboard are located under the “Settings Tab” section (see below).

Contacts Tab

Click on the Contacts tab to view who is listed as Service Unit Cookie Managers (called Service Unit Managers in eBudde). The contact information for each person will appear here. To change your information click the “edit” button in the lower right corner and, using the tab key, move through the screen making any necessary changes. Ensure that the “receives email” and “active” button is clicked on. Click the “submit” button when completed. Contact your Product Sales Manager to remove Service Unit Level Contacts that should not have access. You can also use the Contacts Tab to access the eBudde email function. To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. To select which Troop level contacts will receive your email, click on the boxes on the right hand side for Troop Leader, Troop View only users and Troop Cookie Chairs (Troop Cookie Managers).Emails that you send through eBudde will be sent to the troop contact’s regular email box. There is no reply function in eBudde. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

Settings Tab

The settings tab allows for adding new service unit level users, and creating eBudde messages for troops on the dashboard.

To make changes on this tab click on the "Edit Settings" button.

You can add new SU level users with different degrees of access to the system:

- **Service Unit Managers** – this is the designation that eBudde uses for SU Cookie Managers.
- **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.
- To add another SU level user enter the e-mail of the new user. eBudde will send an e-mail to that person letting them know that they can now use eBudde.

Remove a contact If a person is entered who should not have access at SU level, click on the "remove" button next to their name to remove them. **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.**

Click the **Update** button to save the changes.
Click the **Cancel** button to leave the page without saving the changes.

Posting messages for troops on the dashboard

Click on the blue button **Edit Messages.** 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.

Troops Tab

This is where you give your Troop Cookie Managers eBudde access. You can also add and delete troops here. You will see your Service Unit's troop numbers on the left hand side of the screen. Most of your troop numbers are already entered into the system. Compare the troop numbers to your SU roster.

Note: eBudde uses the term Troop Cookie Chairs**,** for our purposes, this is the Troop Cookie Manager.

Adding or Deleting Troops

You can enter troops using two different methods.

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

(2) **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.

With either button, you fill in the boxes and click “add” when you are finished. If you are not sure how many girls registered, are selling, or have sales goals are at this time, you may fill in a zero. Leave the **“Receives Proceeds” box blank**, the troop will choose this option later (if applicable). Leave the banking boxes blank if you are using the “Add a Troop” button.

Deleting Troops: If the screen shows troop numbers that are not registered in your SU this year, please delete them from eBudde. To delete a troop click the “delete” button on that troop line.

Existing Troops: You do not need to update returning Troop Cookie Managers in the eBudde system if their email has not changed from last year. To view their setup for a troop, from the Troops tab, click on “edit” next to the troop you want to check. You will be able to update the troops information including # of girls registered and selling and their level. The banking information does not need to be completed.

Existing Troops with new Troop Cookie Managers or email Change
To add a Troop Leader or Troop Cookie Manager from Troops tab, click edit box to troop #, and appropriate box. Scroll to the bottom of the page and hit Update. Make sure that the two boxes marked “Active?” and “Receives email?” are checked on. This will give them full access to the system. To delete a Contact, click the delete button to the right of their name and the update.

New this year, troops may designate troop contacts that can only see the screens and print reports. This user cannot make any changes in the system. This option is good for a Troop Leader that may want to monitor the sale through eBudde, but does not want to make any entries. To enter this troop contact, enter their email and name under the heading **Troop View Only Users.**

Additional options on the Troop Tab New this year, you may also Unsubmit a Troop’s cookie order and incentives orders if they accidentally submit before they have completed their entries. Strongly encourage your troops not to submit before they are ready, unsubmitting orders should be a very rare occurrence.

Unsubmit All Cookie Orders – This will unsubmit all troop cookie orders if necessary to allow troops to resubmit.
Unsubmit all Initial Incentive Orders - This will unsubmit all initial troop incentive orders if necessary to allow troops to resubmit.
Unsubmit Final Incentive Orders- This will unsubmit all troop final incentive orders.

Init. Order Tab (Initial Order Tab)

See the Troop eBudde instructions for details on how troops will enter in the girls’ orders.

This screen shows all the troops in the SU. Troops that have NOT submitted their order have a star sign by the troop number. Troop orders cannot be changed/corrected on this screen.

If your SU is ordering from a cupboard – do it on the last line of this spreadsheet screen (#SU **)**. Do not enter your SU Cupboard order until you are ready to submit the entire Service Unit cookie order.

Once all of your troops have entered and submitted their orders and you have entered your SU Cupboard, submit the total SU order by clicking the “Submit Order” button. **You can only**

do this once! After your SU order is submitted you cannot make additions/changes/corrections to the order unless the Council unsubmits the order - however, the goal is to not have to use this option. Please contact your Product Sales Manager if you need to make any changes.

Delivery Tab
Additional information about this tab will be available once delivery locations are confirmed.

Transactions Tab
This is where service units can transfer boxes from the Service Unit cupboard to a troop and move cookies from troop to troop. Only the Service Unit Cookie Manager will be able to enter transfers. This tab will be operational after the original cookie order has been processed.

Deposits Tab
This year Payment/Deposit entries will be made by the Troop Cookie Managers. Service Unit Cookie Managers will be also be able to make entries in this tab. You will also be able to view the payments that have been recorded for your troops.

See the end of sale Troop eBudde instructions for details.

Incentive Tab
Select Initial or Final Order Type at the top of the page. Then click on the Review Incentives Order tab to see what has tallied for each troop. You can not make changes to a troop record on this screen or in the report (changes to the report will not be saved to the website). Corrections need to be made in the troop/girl section of the program. Once the order is complete, fill out the shipping address on the front page and click the “submit incentives order” button. You can only click the “submit incentives order” button once.

Reports Tab
This section will allow you to print reports for your Service Unit. Click View Report to open the report in a Microsoft Excel downloadable window.

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.